



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, August 23, 2022 at 1:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

- 3.a Francisco Alaniz Uribe - Request for Letter of Support
- 3.b Queen Elizabeth II's Platinum Jubilee Medal (Alberta) - Request for Nominations
- 3.c Minutes of the Municipal Planning Commission of June 22, 2022
- 3.d Yellowstone to Yukon Conservation Initiative Nature-Positive Economic Development for Southwest Alberta Executive Summary Report
- 3.e Minutes of the Crowsnest Pass Community Pool Society of August 3, 2022

**4. ADOPTION OF MINUTES**

- 4.a Minutes of the Council Meeting of August 16, 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.*

- 6.a South Canadian Rockies DMO Update - Sacha Anderson, Community Futures
- 6.b RCMP Quarterly Update - Sergeant Randy Guinchard
- 6.c NWP Coal Canada Ltd. Update - Dave Baines

**7. REQUESTS FOR DECISION**

- 7.a 2022 Property Tax Public Auction Date and Reserve Bids
- 7.b Pass Powderkeg Ski Area Winter Report - 2021/2022
- 7.c Policy Review - 1303-04 Council Remuneration Policy
- 7.d Policy Review - 2000-04 Disposal of Municipal Lands and Reserves Policy
- 7.e Policy Review - 2001-02 Encroachment Policy
- 7.f Policy Review - 2002-02 Compliance Certificate Policy
- 7.g Policy Review - 2003-02 Area Structure Plan Applications Policy

7.h Policy Review - 2004-03 Sidewalk and Street Patio Policy

7.i Proposed Policy - 2005-01 Mobile Vending Policy

**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 Council Meeting Schedule Review - Councillor Kubik

10.b Strategic Plan Implementation - Councillor Sygutek

**11. IN CAMERA**

11.a Economic Interests of the Public Body - MDM Lands Developer - FOIP Act Section 25

11.b Economic Interests of the Public Body - Purchase Private Roads for Road Allowance -  
FOIP Act Section 25

**12. ADJOURNMENT**



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 3.a

**Subject:** Francisco Alaniz Uribe - Request for Letter of Support

**Recommendation:** That Council considers providing a letter of support to Francisco Alaniz Uribe.

**Executive Summary:**

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

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw

**Discussion:**

Mr. Uribe has requested a letter of support from Council for his application for tenure at the University of Calgary. Mr. Uribe coordinated with the Municipality for the planning student project that was completed with the University of Calgary in 2021.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2022 08 14 - Francisco Alaniz Uribe - Request for LOS.pdf](#)

**From:** Francisco Alaniz Uribe <[REDACTED]>  
**Date:** August 14, 2022 at 7:26:42 PM MDT  
**To:** Blair Painter <[blair.painter@crownsnestpass.com](mailto:blair.painter@crownsnestpass.com)>  
**Subject:** Letter of support

Dear Blair,

I hope this email finds you well. I am contacting you to request your support. I am applying for tenure at the University of Calgary and as part of the application, letters of support that can attest to my work as a researcher and teacher, are of great value.

The School of Architecture, Planning and Landscape Faculty Tenure and Promotion Committee looks for evidence of my accomplishments in research and scholarship, teaching, and service. I would greatly appreciate it if you could please write a letter of support.

The committee looks for high quality and impactful work that benefits the profession and the community. Work that is highly valued includes:

- The discovery and dissemination of new knowledge.
- Work that strives to innovate and apply new technology to our disciplines.
- Experiential learning and community based research and teaching.
- International, multidisciplinary and collaborative in nature.

The letter does not need to be extensive. It needs to be addressed to the *School of Architecture, Planning and Landscape Faculty Tenure and Promotion Committee*. If you kindly decide to write this letter please sign and send it to me to this email address by August 30th. I will then submit it as part of my application package.

I thank you for your consideration and continued support.

Kind regards,  
Francisco

**Francisco Alaniz Uribe**  
**B.Sc.Arch / MPDU / MEDes-Urban Design / RPP MCIP**  
**Assistant Professor**  
**Co-Director**

**THE URBAN LAB**  
**School of Architecture, Planning and Landscape - University of Calgary**

**PF 3201 - 2500 University Drive NW**  
**University of Calgary**  
**Calgary - Alberta**  
**Canada - T2N 1N4**  
<https://sapl.ucalgary.ca/labs/urbanlab>

phone. [REDACTED]



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 3.b

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

**Recommendation:** 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.

**Executive Summary:**

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

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw

**Discussion:**

The RMA has partnered with the province to acknowledge worthy Albertans and award 155 of these medals. Nominations will be reviewed and then submitted to the province and if the nominations are accepted, have Council award these medals to our residents potentially in our council chambers or whatever local event makes sense to us.

Recipients must meet the following criteria:

- Is a Canadian citizen or is a permanent resident with a tangible link to Alberta;
- Was alive on February 6, 2022; and
- Has made a significant contribution to Alberta, your municipality, region, community or field.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2022 08 11 - Queen Elizabeth II's Platinum Jubilee Medal.pdf](#)

## Bonnie Kawasaki

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**From:** reception  
**Sent:** August 11, 2022 8:51 AM  
**To:** Bonnie Kawasaki  
**Subject:** FW: Nominations for the Queen Elizabeth II's Platinum Jubilee Medal (Alberta)  
**Attachments:** image002.wmz

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**From:** Susan Valentine <susan@rmalberta.com>  
**Sent:** August 11, 2022 8:41 AM  
**To:** Susan Valentine <susan@rmalberta.com>  
**Subject:** Nominations for the Queen Elizabeth II's Platinum Jubilee Medal (Alberta)



August 11, 2022

Mayors, Reeves, Councillors, CAOs:

A new commemorative medal, the [Queen Elizabeth II's Platinum Jubilee Medal \(Alberta\)](#) has been created to mark the 70<sup>th</sup> anniversary of Her Majesty Queen Elizabeth II's accession to the Throne as Queen of Canada. The Province of Alberta is taking this opportunity to recognize the outstanding service of many Albertans who, like the Queen, have dedicated themselves to the service of family, community and country. This Jubilee year of the Queen will see 7,000 medals awarded to worthy recipients. See [Queen Elizabeth II's Platinum Jubilee Medal \(Alberta\) program](#) for details.

The RMA has been asked to partner with the province to acknowledge worthy Albertans and award 155 of these medals. As such we are partnering with you, our members, to submit nominations of which we will review and submit to the province and if the nominations are accepted, have you award these medals to your residents potentially in your council chambers or whatever local event makes sense to you.

We are therefore asking for nominations to receive this prestigious award. Recipients must meet the following criteria:

- Is a Canadian citizen or is a permanent resident with a tangible link to Alberta;
- Was alive on February 6, 2022; and
- Has made a significant contribution to Alberta, your municipality, region, community or field.

Focus areas:

- The awarding of the medal should focus on the achievements of persons who have helped to build the Alberta of today;

- Through their achievements and sustained contribution, the candidates have distinguished themselves from others volunteering/employed in the same field;
- Recipients should be highly respected individuals within their community. The medal recipient's names will be part of the public record;
- The medal is to be awarded to individuals only, not to groups or couples;
- Self-nominations are not permitted;
- Care should be taken to avoid any perception of conflict of interest;
- Nominators should not submit the names of their spouse, partner, family members, political associates or close friends.

Be aware that all mayors and reeves in Alberta will be given a medal from the Government of Alberta later in the year and therefore cannot be nominated. Similarly MLAs, Indigenous leaders, as well as members of the Alberta Order of Excellence are designated recipients of the medal and also can not be nominated by municipalities.

To nominate individuals from your municipality, we require this online form to be completed:

<https://rmaalberta.com/about/awards-recognition/queen-elizabeth-ii-platinum-jubilee-medal/>

We will be taking nominations immediately with the plans that nominations will be reviewed and awarded monthly. As we were only provided 155 of the medal allotment it will be first come, first serve, until all the medals are distributed. As there will be many groups involved in assisting the province in distributing the full medal count, please submit nominations sooner versus later if you wish to be the one acknowledging a particular citizen. Recipients can only receive one medal so the first one to award someone trumps all others that nominate the same individual. Final deadline for nominations is November 1, 2022.

Nomination questions can be directed to:

RMA  
Susan Valentine  
[susan@RMAAlberta.com](mailto:susan@RMAAlberta.com)  
2510 Sparrow Drive. Nisku, AB. T9E8N5  
t. [REDACTED]

We look forward to receiving your nominations for outstanding contributors from your municipality and will contact you as soon as your nominee has been accepted by the Province.

Sincerely,



Paul McLauchlin  
President

p.s. The Platinum Jubilee Medal (Alberta) is separate from the Platinum Jubilee Pin (Canada) that Members of Parliament are distributing. Each member of parliament has been provided 70 of these pins to distribute to constituents.

**Susan Valentine**  
*Executive Administration Coordinator*



Direct:

[susan@rmalberta.com](mailto:susan@rmalberta.com)

2510 Sparrow Drive, Nisku, Alberta T9E 8N5 780.955.3639



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## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 3.c

**Subject:** Minutes of the Municipal Planning Commission of June 22, 2022

**Recommendation:** That Council accept the Minutes of the Municipal Planning Commission of June 22, 2022 as information.

**Executive Summary:**

Minutes of Boards and Committees are provided to Council at the subsequent Council meeting for Council's 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 - June 22, 2022.pdf](#)

MUNICIPALITY OF CROWSNEST PASS  
MUNICIPAL PLANNING COMMISSION MINUTES  
WEDNESDAY, June 22, 2022

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**PRESENT:** Nathan Harrower, Chair  
Don Montalbetti, Member  
Justin Ames, Member  
Dave Filipuzzi, Councillor  
Dean Ward, Councillor

**ADMINISTRATIVE:** Katherine Mertz, Development Officer  
Kim Kozak, Development Officer  
Deserie Mosby, Admin. Assistant Development, Engineering, and Operations  
Johan Van Der Bank, Manager of Development & Trades

**ABSENT:** Gaston Aubin, Vice Chair  
Kevin Bergeron, Member  
Ryan Dyck, O.R.R.S.C.

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**1. CALL TO ORDER & BOARD INTRODUCTIONS**

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

**2. ADOPTION OF AGENDA**

2.1 Additions/Deletions

11.1 Membership

**MOTION** by Dean Ward to adopt the agenda of June 22, 2022, amended to include the addition of 11.1.

**CARRIED**

**3. CONSENT AGENDA**

**4. ADOPTION OF MINUTES**

**MOTION** by Dean Ward to adopt the minutes of May 25, 2022, as presented.

**CARRIED**

MUNICIPALITY OF CROWSNEST PASS  
MUNICIPAL PLANNING COMMISSION MINUTES  
WEDNESDAY, June 22, 2022

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5. **SUBDIVISION APPLICATIONS**

6. **DEVELOPMENT PERMIT APPLICATIONS**

6.1 **DP2022-050 – 11366 – 20 avenue, Blairmore – (Lots 1-4, Block 6 Plan 2347BS)**

***MOTION*** by Justin Ames:

Approve the “Drive-In-Restaurant (Permitted Use) and an “Accessory Building or Use” (On-Site Outdoor Patio) (Discretionary Use), with a 26% side yard setback variance, with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

6.2 **DP2022-065 – 13419 – 20 Avenue, Blairmore – (Lot 3-4 Block 8 Plan 3319I) (Subdivision 2022-0-020) New civic address required.**

***MOTION*** by Dean Ward:

Approve DP2022-065 for Two main floor “Offices” (Permitted Use), and a “Dwelling unit (maximum 2) inside a mixed-use building and in conjunction with ground floor commercial or office use” (Discretionary Use), with an eaves encroachment on the adjacent lots and deeming a detached Carriage House development with one (1) dwelling unit above a garage as a Similar Use to a “Dwelling Unit (maximum 2) inside a mixed use building and in conjunction with ground floor commercial or office use” (Discretionary Use) with a variance to the height, with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**DP2022-066 – 13437 – 20 Avenue, Blairmore (Lots 5-6 Block 8 Plan 3319I) (Proposed Lot 21 Block 8 Plan 022\_\_\_\_)**

***MOTION*** by Dean Ward:

Approve DP2022-066 for a main floor “Office” (Permitted Use), and “Dwelling unit (maximum 2) inside a mixed-use building and in conjunction with ground floor commercial or office use” (Discretionary Use), (1 upper-level unit) (Discretionary use) and deeming a detached garage as a similar use to a “Dwelling Unit (maximum 2) inside a mixed use-building and in conjunction with ground floor commercial or office use” (Discretionary Use) with a variance to the height, with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

MUNICIPALITY OF CROWSNEST PASS  
MUNICIPAL PLANNING COMMISSION MINUTES  
WEDNESDAY, June 22, 2022

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**6.3 DP2022-087 – 2438 – 213 Street, Bellevue (Lot 20 Block 1 Plan 6099AQ)**

**MOTION** by Justin Ames:

Approve the “Coffee Shop” (Restore the Bellevue Café) (Permitted Use) and with an existing “Dwelling Unit (maximum 2) inside a mixed- use building and in conjunction with ground floor commercial or office use” (Discretionary Use), with conditions as identified by Alternative A in the MPC request for decision package with the following added information notes from the Municipal Historic Resources Advisory Committee:

1. The applicant should be informed of the prudence to preserve the 1920’s train robbery bullet hole in the building interior and to provide interpretation of it. Alternatively, it would be prudent to preserve the bullet hole for future interpretation by using a reversible method.
2. The applicant should be encouraged to maintain the existing exterior colours.
3. The encroachment of the building onto adjacent property should be discussed with the adjacent landowner to determine their understanding of the situation where their own building might be encroaching onto an adjacent property. Alternatives should be considered that do not change the character defining elements of the building.

**CARRIED**

**6.4 DP2022-088 – 7738 – 29 Avenue, Coleman (Lot 18 Block 3 Plan 1355LK)**

**MOTION** by Dave Filipuzzi:

Approve the “Accessory Building” (83.24m<sup>2</sup>/896 ft<sup>2</sup> Detached Garage) (Discretionary Use) with an 80% setback variance to the secondary front yard and a 50% variance to the rear yard, with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED** (Don Montalbetti opposed)

**6.5 DP2022-0-89 – 13117 – 18 Avenue, Blairmore (Lot 16-17 Block 26 Plan 2933AA)**

**MOTION** by Don Montalbetti:

Approve the “Home Occupation 2” – Accounting/Financial Support (Discretionary Use) with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED** (Justin Ames opposed)

MUNICIPALITY OF CROWSNEST PASS  
MUNICIPAL PLANNING COMMISSION MINUTES  
WEDNESDAY, June 22, 2022

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7. **BYLAW AMENDMENTS**

Bylaws 1117, 1118, and 1123 (all 2022) were presented to the MPC for information.

*MOTION by Don Montalbetti to accept the Bylaws as information.*

**CARRIED**

8. **APPEALS**

The appeal against SUB2022-0-057 Trilogy Real Estate Group at the Land and Property Rights Tribunal was discussed. The L&PRT determined that the appellants (as adjacent landowners) did not have standing to appeal.

9. **NEXT MEETING**

9.1 Wednesday July 27, 2022, at 2:00 p.m. in Council Chambers.

10. **IN CAMERA**

*MOTION by Dean Ward that the MPC go into Camera at 3:03 pm.*

**CARRIED**

*MOTION by Dave Filipuzzi that the MPC come out of Camera at 3:14 pm.*


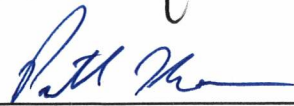
**CARRIED**

11. **ADJOURN**

*MOTION by Dave Filipuzzi to adjourn the meeting at 3:15 p.m.*

**CARRIED**

Approved By:

  
\_\_\_\_\_  
Chairperson  
  
\_\_\_\_\_  
CAO

27 JUL 22  
Date  
August 12, 2022  
Date



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 3.d

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

**Recommendation:** That Council accept the Yellowstone to Yukon Conservation Initiative Nature-Positive Economic Development for Southwest Alberta Executive Summary Report as information.

**Executive Summary:**

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

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw

**Discussion:**

The Yellowstone to Yukon Conservation Initiative has now completed their project with Alberta-based Stormy Lake Consulting to facilitate research and discussion on ways the region could attract long-term economic growth while maintaining its natural beauty and integrity of local ecosystems.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2022 08 12 - Y2Y Nature-Positive Economic Development for SW Alberta.pdf](#)

Hello,

I am pleased to share with you a new report called 'Nature-positive Economic Development for Southwest Alberta.'

From 2020 to 2022, Y2Y worked with Alberta-based Stormy Lake Consulting to facilitate research and discussions with the provincial government, local towns, municipal districts, and Indigenous groups on ways the region could attract long-term economic growth while maintaining its natural beauty and integrity of local ecosystems.

This is called 'nature-positive' economic development — a global movement to recognize the value of nature, place it on the path of regeneration and recovery, and transform our shared world to one where people, economies and nature thrive together.

Community feedback highlighted three key nature-positive economic drivers for the region: Tourism; renewable energy; and agriculture.

These economic drivers could be bolstered by supporting new and existing housing, education, broadband, business development, and communications initiatives.

One of the participants in the community sessions said: *"We have to sell the idea that nature can help our economy when nature is our economy — grasslands for grazing, water to sustain us and fish in, mountains to climb. It feels like we're pitting one against the other. Wouldn't it be great if we came out and said, 'Wilderness is our economy'? Whatever is coming out of the mountains is going to sustain and save us."*

We hope the Government of Alberta, local communities, businesses, and economic development authorities can use the report for local and regional planning and economic development efforts. The report can serve as an information source for any community looking to support good, stable jobs— while preserving clean water and healthy, intact landscapes for generations to come.

Please let me know if you would like more information about potential uses of this report. I would be happy to have a discussion and answer any questions you may have. You can either respond to this email or give me a call at 403.609.2666, ext. 148.

Sincerely,



Josh Welsh, Alberta Program Manager  
[josh@y2y.net](mailto:josh@y2y.net)

# Nature-Positive Economic Development for Southwest Alberta

EXECUTIVE SUMMARY | JULY 2022



**STORMY  
LAKE  
CONSULTING**

# Why?

Nestled between the Rocky Mountains and the prairies and sustained by abundant natural resources, majestic wildlife, and caring people, southwest Alberta is a natural corridor for people, energy, goods and services, and animals.

The intent of this initiative, led by Y2Y, in southwest Alberta is to identify opportunities for economic development that also support a healthy environment—also known as ‘nature-positive.’ Residents have expressed a desire for their community to thrive, recognizing that requires both meaningful income opportunities and access to the outdoors. The two are interrelated and each is required for a flourishing future.

Each community would likely define success for this work in different terms. Considering its broad scope, every community will likely find something that resonates with

them, but is unlikely to see themselves in every corner of this report. Nor do they need to. Success for this work is about a trajectory of change and growth, with the region collectively moving towards a future that aligns economic development with increased health for the environment.

Success will not be imposed from outside the region, it will grow and be nurtured from within. Local initiatives and local champions will create the most sustainable path forward. This report shares an array of ideas, some of which may be familiar. The timing of its release aligns with a global momentum that will help with actions at the local level.

# How?

To identify the current situation and potential for nature-positive economic development, the project was conducted in three phases.

## PHASE 1

A socio-economic review of the region quantified areas of growth, potential, and concern.

## PHASE 2

A summary of forecast plans and activities identified the good work already being done in the region.

## PHASE 3

A qualitative perspective gathering process with southwest Alberta communities and Indigenous groups sought to understand the region.

This work was supported by the advice of members of two advisory panels — one comprised of economists and one comprised of community members. Input from members of these panels was integral to and directly informed this report.

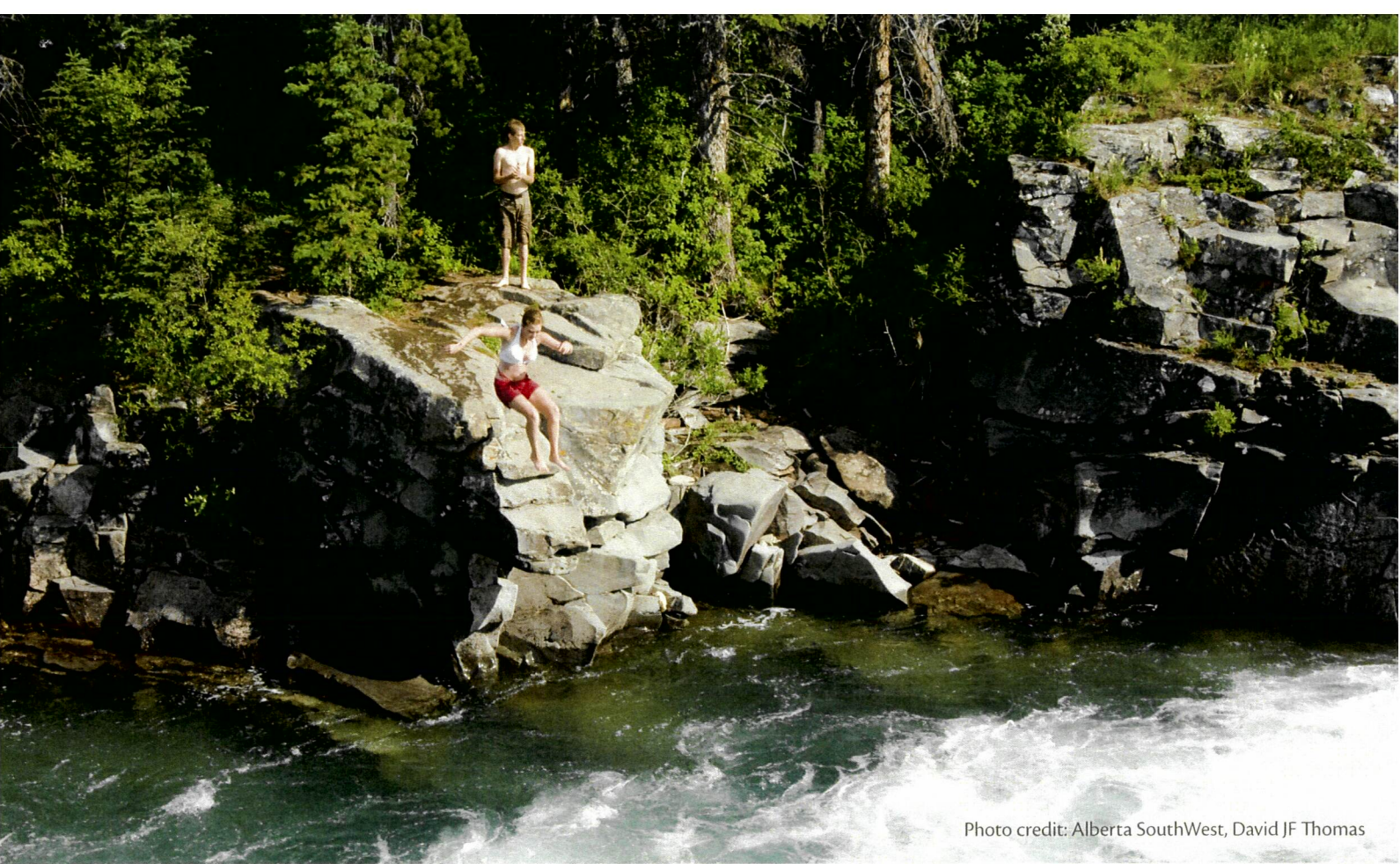


Photo credit: Alberta SouthWest, David JF Thomas

## What We Heard

Not everyone agrees that both economic and environmental prosperity are achievable: many believe there must be trade-offs and concessions. We heard that either the land is protected or there are high-paying jobs in the region, but not both. Economic challenges are significant, and demand urgent attention. People are passionate about staying in the place where their families have thrived, and yet young people are leaving. There is a strong desire to ensure economic opportunities to which young people can return.

We heard that there are good opportunities for cross-sector and cross-community cooperation and problem-solving. There are opportunities for leaders in tourism, economy, extractive industry, and agriculture to collectively explore land management. Communication could be opened up between different groups, such as those who pursue outdoor recreation in natural areas and those who pursue the extraction of natural resources. To gain traction for lasting impact, proposed solutions for balancing both environment and economy must acknowledge and rely on the interdependence of all the actors.

Those involved in this work primarily viewed land management options through one of three perspectives: protection, management, or resource. The protected perspective focuses on the benefits of parks development and making the land largely inaccessible to industry. However, most participants in the qualitative research felt this approach was unrealistic and believed it to be an agenda led by conservation groups. The managed perspective is the most widely shared: with careful management, the environment can be sufficiently protected. This perspective seeks the most balanced approach to economic and

environmental sustainability. The resource perspective values the land for the resources it provides and focuses on how value can be extracted. Preservation of land and resources is important to sustaining lives and communities as long as it has only an acceptable limit on the economic value.

A nature-positive approach, which promotes both economic prosperity and environmental sustainability, requires the economy and the environment be incorporated as equal, interrelated components in decision-making processes. Initiatives must be evaluated against clearly articulated desired outcomes as well as potentially negative impacts, for both economy and environment in tandem.

This project also includes a parallel and ongoing engagement with Indigenous communities and community members about nature-positive development, including responsibility to community, tourism, economic development, education and genuine inclusion in decision-making.

Tourism was a key theme in the qualitative research; however, the community is not unanimous in its perceptions. There is tension among the desire for the benefits tourism can provide (from jobs to improved services), concerns about the negative impacts of increased visitation, and lack of requisite (or funded) infrastructure.

Tourism is often the first consideration when historically resource-driven communities consider diversification. It leverages the natural, beautiful landscapes, is aligned with the recreational activities that locals value highly, and builds upon nearby attractions.

But quality of life is an essential aspect of life in southwest Alberta, and tourism is only valued insofar as it enhances residents' lives. Locals are leery of crowds over-visiting the trails and landscapes, and skeptical of tourism's ability to bring meaningful employment.

However, comparable communities have shown that tourism dollars can, when focused appropriately, lead to positive outcomes well beyond the tourist sector itself: attracting a growth in population in areas closer to town centres, encouraging additional entrepreneurialism, tax dollars, business development, and manufacturing.

Equally important, nature-positive economic development must include the housing, industrial development, agriculture, and renewable energy sectors;

tourism alone, indeed no single sector or industry, will foster economic resilience.

The qualitative research identified that a new narrative is required — one that builds on the strength of the communities, the opportunities of new business development, existing park land, and the emerging recreation and tourism opportunities. The new narrative might also focus on how the community is breaking ground, leading a new approach to developing the land and the economy responsibly.

There is an opportunity to develop an overarching and collaborative vision for southwest Alberta as a whole. This would dispel the tension between individuals and groups pursuing their own interests at the expense of the collective. Research participants weren't clear about what the region stands for or how their particular community fits under a regional umbrella. Southwest Alberta is a large and diverse area, so an overarching vision for the region must recognize the distinct needs, personalities and ambitions of each local community. A singular approach for all southwest Alberta is less likely to succeed.

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Photo credit: Shutterstock

## Paths Forward

Many existing initiatives are underway in southwest Alberta to support nature-positive economies. In addition, this research and analysis has identified new, realistic strategies to move forward. The paths forward are derived exclusively through a third-party analysis of the feedback obtained from all of the communities engaged in this work.

Recommended strategies, whether proposed or existing, have been chosen based on these guiding principles:

- Creates net new jobs
- Creates both economic and environmental benefits
- Supports truth and reconciliation
- Engages youth or multiple generations
- Amplifies community initiatives wherever possible

## TOURISM

Support existing initiatives—such as the South Canadian Rockies Destination Tourism Management Organization—and regional and municipal efforts in parks and trails creation and the support that can be provided through the Alberta Government.

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Create new initiatives, such as increasing interface with technology like travel apps and guides, a regional wayfinding program or industry incubator programs.

## RENEWABLE ENERGY

Support existing initiatives, such as the Southern Alberta Alternative Energy Partnership and Energy Futures Lab events to foster the development of solar, wind, and bioenergy in the region, and Opportunity Development Cooperatives for community-owned renewable energy.

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Continue to work with provincial and federal governments to find program synergies.

## AGRICULTURE

Support existing initiatives that connect land-use planning with relevant organizations to identify natural areas for consideration and those initiatives which improve access to innovation, trends, and succession plans.

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Continue to work with the Government of Alberta to identify synergies and amplify their initiatives associated with this work.

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Develop approaches for agricultural Land Reserves and youth curriculum for best sustainable agriculture practices.

## LAND-USE & HOUSING

Promote such practices as conservation design, preservation development, and smart growth as appropriate in land-use planning. Underpin these with ecosystem service assessments at the community level and utilize localized land-use zoning, tax structures and planning maps to manage growth sustainably.

## BUSINESS DEVELOPMENT

Identify and share best practices in value-add business development including siting, licensing, infrastructure, technology application and supporting entrepreneurs.

## BROADBAND

Support the Alberta SW and local government needs for 'last mile' broadband connectivity with providers and the federal and Alberta Government broadband strategies.

## EDUCATION

Support regional planning and collaboration on the incentivization of post-secondary institutions to create satellite campuses and distributed learning in the area, and support fledgling regional initiatives in health care, renewable energies and heritage building conservation.

## Inspiring Local Action

**This report points towards a future where nature-positive development helps local communities thrive. It identifies many existing initiatives that are moving in this direction.**

More than food for thought, we hope this report encourages local action. Use the nature-positive lens for all land-based decision-making. Help sustain local initiatives. Be a leader and inspire your communities to action. Nature-positive development is an idea gaining both local and global traction that can help conserve all that we love, while sustaining thriving communities in perpetuity.

## PROJECT FUNDING

This project was funded by the Government of Alberta's 'Community Initiatives Program' and by Alberta Ecotrust.



Read the full report at [y2y.net/NaturePositiveAB](http://y2y.net/NaturePositiveAB)



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 3.e

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

**Recommendation:** That Council accept the Minutes of the Crowsnest Pass Community Pool Society of August 3, 2022 as information.

**Executive Summary:**

Minutes of Boards and Committees are provided to Council at the subsequent Council meeting for Council's 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 pool operations.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2022 August 3 Pass Community Swimming Pool Board.pdf](#)

AGENDA for Pass Community Swimming Pool Board Meeting

Wednesday, August 3, 2022

@ 10:00 AM Council Chambers

1. Approval of Agenda
2. Minutes of July 20, 2022 Meeting  
Minutes of July 22, 2022 Special 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
  - F. Heritage Day event
5. New Business
  - A. Variance Report
  - B. Manager's report
  - C. Stored Items
  - D. New Schedule/year-end plans
  - E. Council Budget presentation
6. Next Meeting
7. Adjournment

**Pass Community Swimming Pool Board Meeting**  
**August 3, 2022 (10:00 AM)**  
**Council Chambers**

**IN ATTENDANCE:** Judy Sciarra, Lesley Margetak, Sherri Gleave, Pauline Beech, Dave Filipuzzi, Doreen Glavin

**Called to order: 10:00 am**

1. **Agenda:** Chair presented the Agenda. Chair would like to add under 4 New Business, F. In-camera.

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

2. **Minutes of July 20, 2022 Regular Meeting**

**Minutes of July 22, 2022 Special Meeting.**

**Judy MOVED that the minutes of July 20, 2022, be adopted as read. Doreen SECONDS. CARRIED.**

**Judy MOVED that the minutes of July 22, 2022 Special Meeting, be adopted as read. Dave SECONDS. CARRIED.**

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

**A. Renovations**

- **Pressure Washer** – Manager has received a couple of quotes, but has not proceeded any further until there is a storage solution.
- **Showers** – The women's showerhead works but continues to come off the wall.

**B. Trophy Case**

- **Trophy Case** – reinstallation should be requested by the swim club.

**Dave MOVED to table trophy case installation discussion until Board receives correspondence from Swim Club. Pauline SECONDS. CARRIED.**

### **C. Hot Tub, tables, shed, cement pad**

- **Hot tub** – has been opened off and on, there is an issue with the pump getting airlocked. Manager and Carey are going to try some fixes before they contact Western Recreation.
- **Tables** – unfortunately picnic tables had been sold out before we were able to get to Lethbridge. Board will continue to look for picnic tables to replace broken wood ones at pool.
- **Shed** – Chair has seen some sheds for about \$1000.00, but will continue to look until end of season.
- **Cement Pad** – Derek is ready to go, but would like to meet with Board to stake out exact spot for placement.

### **D. Reimbursements - refunds/courses**

- **Refunds** – 3 refund requests have been submitted and they should receive those cheques within 2 weeks. In the fall Board should review this season's refund issues (season passes) and outline a policy regarding refunds. Board currently does not have a set refund policy as refunds have not been an issue in the past.
- **Course Reimbursement** - only 1 has been submitted to this date. Reimbursement form and receipts must be given to Chair and she will forward to municipal accounting staff.

### **E. Respirator Fit Testing**

- Respirator fit testing is scheduled for August 10, 2022
- Schedule has been set by Christine; Manager will confirm times with his staff.
- Follow-up with Christine on future need for fit testing and if this information needs to be added to the pool binders.

### **F. Heritage Day Event**

- Event went well and was well attended, 4 hours free public swim.
- Thank you, Judy, for getting sponsorship for the event.

## **4. New Business**

### **A. Variance report - unavailable**

## **B. Manager's Report - Attached**

### **C. Stored Items**

- Several items from the pool have been stored in the municipal garage by the water treatment plant since the initial renovation. Board would like to know what protocols are to retrieve and go through items remaining there.
- Dave and Doreen will ask at their next meeting.
- Darcy's plaque – some confusion as to whether the family would like to have the plaque or have it reinstalled. Judy will contact family member asking that they write a formal request to the Board with their wishes.

### **D. New Schedule/year-end plans**

- Manager redid staff schedule.
- Judy, Kim U. and Manager have been posting the daily schedule to Facebook.
- Judy and Manager updating weekly schedule on website.
- Year-end – dependent on staffing would like to see pool remain open until September 4<sup>th</sup>, 2022.

### **E. Council Budget Presentation**

- Board has been notified of the date for Council presentation: Thursday, October 13<sup>th</sup>, 2022 at 1:45 pm.
- Chair will look if its possible to have a later time slot so she can attend.
- Judy and Pauline have volunteered to present

### **F. In-camera**

**Lesley Moved to go in-camera at 10:48 am**

**Lesley Moved to come out of in-camera at 11:26 am**

**6. Next Regular Meeting: Wednesday, August 17, 2022 Time TBD**

**7. Sherri MOVED to adjourn at 11:27 am**



**CROWSNEST PASS**  
*Naturally Rewarding*

## **Pass Community Pool**

### Managers Report for August 3<sup>rd</sup>

Manager: Ethan Ballak

Assistant Manager: Alexandra Harrington

# General

## Staffing

Assistant guards have started guarding mostly during public swim.

A few are taking NL next week August 8 – 12 in Pincher Creek

## Programs

Hours have been reduced with the absence of 2 guards.

Most days have a public swim cap of 80 or 90.

Aqua Yoga has started.

## Maintenance

Hot tub chlorine pump keeps getting airlocked, a different injector is being installed.

Stall partition fell off in the men's changeroom, it is being put back up.

## Purchases

Chlorine order.

New hose.



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 4.a

**Subject:** Minutes of the Council Meeting of August 16, 2022

**Recommendation:** That Council adopt the Minutes of the Council Meeting of August 16, 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 16 Council Meeting Minutes.docx](#)



**Municipality of Crowsnest Pass**  
**Council Meeting Minutes**  
**Tuesday, August 16, 2022**

---

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, August 16, 2022.

**Council Present:**

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

**Administration Present:**

Patrick Thomas, Chief Administrative Officer  
Brian McCulloch, Director of Finance  
Bonnie Kawasaki, Recording Secretary

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

**Additions:**

**Councillor Inquiries and Notice of Motion**

- a) MPC Terms of Reference – Councillor Ward

**In Camera**

- d) Personal Privacy - Personnel - FOIP Act Section 17 – Mayor Painter
- e) Business Interests of a Third Party – Organizations – FOIP Act Section 16 – Councillor Sygutek

**01-2022-08-16:** Councillor Filipuzzi moved to adopt the agenda as amended.

Carried

**CONSENT AGENDA**

**02-2022-08-16:** Councillor Glavin moved that Council approve the following Consent Agenda items as presented without debate:

**3.a**

**Minutes of the Crowsnest Pass Senior Housing Board of April 18, 2022**

THAT Council accept the Minutes of the Crowsnest Pass Senior Housing Board of April 18, 2022 as information.

**3.b**

**Minutes of the Crowsnest Pass Senior Housing Board of May 20, 2022**

THAT Council accept the Minutes of the Crowsnest Pass Senior Housing Board of May 20, 2022 as information.

**3.c**

**Minutes of the Crowsnest Pass Community Pool Society of July 6, 2022**

THAT Council accept the Minutes of the Crowsnest Pass Community Pool Society of July 6, 2022 as information.

**3.d**

**Minutes of the Crowsnest Pass Community Pool Society of July 20, 2022**

THAT Council accept the Minutes of the Crowsnest Pass Community Pool Society of July 20, 2022 as information.

**3.e**

**Minutes of the Crowsnest Pass Community Pool Society of July 22, 2022**

THAT Council accept the Minutes of the Crowsnest Pass Community Pool Society of July 22, 2022 as information.

**3.f**

**Lacey Poytress, Board Chair Livingstone Range School Division - Invitation to attend the grand opening of PEAKS Campus of July 7, 2022**

THAT Council accept the Lacey Poytress, Board Chair Livingstone Range School Division - Invitation to attend the grand opening of PEAKS Campus of July 7, 2022 as information.

**3.g**

**Bellevue Residents - Dairy Road Ball Diamonds and Land Use Bylaw Amendment 1078, 2021 letter of July 18, 2022**

THAT Council accept the Bellevue Residents - Dairy Road Ball Diamonds and Land Use Bylaw Amendment 1078, 2021 letter of July 18, 2022 as information.

**3.h**

**Teck Resources - Elk Valley Water Quality Plan 2022 Implementation Plan Adjustment Overview of August 2, 2022**

THAT Council accept the Teck Resources - Elk Valley Water Quality Plan 2022 Implementation Plan Adjustment Overview of August 2, 2022 as information.

**3.i**

**Fred Bradley, Chair Crowsnest Heritage Initiative Society Request to Waive Sign Application Fees of August 3, 2022**

THAT Council waive the Crowsnest Heritage Initiative Society's Sign Application fees.

Carried

**ADOPTION OF MINUTES**

**03-2022-08-16:** Councillor Girhiny moved to adopt the Minutes of the Council Meeting of July 12, 2022 as presented.

Carried

**PUBLIC HEARINGS**

**Bylaw 1119, 2022 Road Closure (York Creek Drive- Lot 15; Block 1; Plan \_\_\_\_\_) - Public Hearing**

Mayor Painter declared the Public Hearing opened at 7:05 pm for Bylaw 1119, 2022 Road Closure (York Creek Drive- Lot 15; Block 1; Plan \_\_\_\_\_).

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

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1119, 2022 Road Closure (York Creek Drive- Lot 15; Block 1; Plan \_\_\_\_\_)

- Trevor Hay
- Marlene Ancia

Mayor Painter declared the public hearing closed at 7:11 pm.

**Bylaw 1123, 2022 Road Closure (62nd Street- Coleman)- Public Hearing**

Mayor Painter declared the Public Hearing opened at 7:12 pm for Bylaw 1123, 2022 Road Closure (62nd Street- Coleman).

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

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1123, 2022 Road Closure (62nd Street- Coleman).

Mayor Painter noted that there were no members of the public in attendance who wished to speak, and therefore declared the public hearing closed at 7:13 pm.

## **DELEGATIONS**

### **Montem Resources Update - Peter Doyle, Managing Director and Chief Executive Officer**

Peter Doyle, Managing Director and Chief Executive Officer and Nathan Archer, Manager, Exploration and Field Operations of Montem Resources were in attendance to present Council with an update on the Tent Mountain Renewable Energy Complex Project.

## **REQUESTS FOR DECISION**

### **Bylaw 1115, 2022 - Land Use Bylaw Amendment Omnibus No. 2 - First Reading**

**04-2022-08-16:** Councillor Girhiny moved first reading of Bylaw 1115, 2022 Land Use Bylaw Amendment Omnibus No. 2.

Carried

### **Bylaw 1120, 2022 - Amendment to Bylaw 946, 2016 - the Safety Codes Permit Bylaw - FireSmart Principles - First Reading**

**05-2022-08-16:** Councillor Glavin moved first reading of Bylaw 1120, 2022 - Amendment to Bylaw 946, 2016 - the Safety Codes Permit Bylaw - FireSmart Principles.

Carried

### **Bylaw 1121, 2022 - FireSmart Bylaw - First Reading**

**06-2022-08-16:** Councillor Girhiny moved first reading of Bylaw 1121, 2022 – FireSmart Bylaw.

Carried

### **Bylaw 1124, 2022 Road Closure (A portion of 207th Street - Bellevue) - First Reading**

**07-2022-08-16:** Councillor Filipuzzi moved first reading of Bylaw 1124, 2022 Road Closure (A portion of 207th Street- Bellevue).

Carried

### **Bylaw 1127 - Land Use Bylaw Amendment - Re-designate Lot 1 Block 1 Plan 0313303 from Non-Urban Area NUA-1 to Industrial I-1 - First Reading**

**08-2022-08-16:** Councillor Ward moved first reading of Bylaw 1127 - Land Use Bylaw Amendment - Re-designate Lot 1 Block 1 Plan 0313303 from Non-Urban Area NUA-1 to Industrial I-1.

Carried

**Bylaw 1128 - Land Use Bylaw Amendment - Redistrict several large parcels in Coleman from the R-1 and R-3 Districts to the NUA-1 and NUCR-1 Districts – First Reading**

**09-2022-08-16:** Councillor Filipuzzi moved first reading of Bylaw 1128 - Land Use Bylaw Amendment - Redistrict several large parcels in Coleman from the R-1 and R-3 Districts to the NUA-1 and NUCR-1 Districts.

Carried

**2022 Q2 Financial Report**

**10-2022-08-16:** Councillor Sygutek moved to accept the 2022 Q2 Financial Report as information.

Carried

**2022 Q2 Safety Codes, Facility Maintenance and Planning & Development Statistics Report**

**11-2022-08-16:** Councillor Glavin moved to accept the 2022 Q2 Safety Codes, Facility Maintenance and Planning & Development Statistics Report as information.

Carried

**Pass Disc Golf Course Update**

**12-2022-08-16:** Councillor Sygutek moved that Council approves the location of the green space located near the Sports Complex for the disc golf course.

Carried

**COUNCIL MEMBER REPORTS**

Council reports since the July 12, 2022 meeting of Council:

- Councillor Ward
  - Attended a meeting with Teck
    - There was an Elk Valley Chamber of Commerce presentation at the meeting where it was noted that 30% of businesses in the Elk Valley are struggling with staffing attributed primarily to housing availability.
    - Spoke with Rory O'Connor, Manager of Social Responsibility with Teck, who indicated that he would be pleased to come to Council for discussion regarding those same issues in our community
    - The communities in the Elk Valley have committees made up of Council members and various other community members. Teck played a role with the committees and would be willing to do the same here.

- Mayor Painter
  - Noted that on August 1<sup>st</sup> the Allison/Chinook area was closed for road work
    - Received 13 complaints from the public
    - Contacted Alberta Environment and Parks and our MLA Roger Reid and to date has not received any responses
    - This closure would have taken a large chunk of tourism dollars out of our community
    - Disappointed that there was no consultation with the Municipality

**13-2022-08-16:** Councillor Sygutek moved that Administration write a letter to the Minister of Environment and Parks regarding the closure of Allison/Chinook recreation area addressing both the lack of communication and the timing of the repair project.

Carried

#### **PUBLIC INPUT PERIOD**

- Ken Hungar – 21506 – 23 Avenue
  - Lives directly north of the Hillcrest Sewage Lagoons and is concerned regarding the failure of the Hillcrest Sewage Lagoons
  - The smell has become unbearable whenever there is a southerly wind and they have been unable to open their windows in the evenings
  - Suggested that Council should go to the area to experience this themselves
  - The south pond seems to be the primary source of the odor
  - Inquired about the need to dredge the lagoons and that it has been deferred several times
  - Is awaiting a response from the Utilities manager
- Tim Deroche - 8518 – 15 Avenue
  - Their entrance is at the back alley, which now contains a stump in the middle that you have to drive around
  - Spoke to a former transportation manager who recommended repaving the access, but this has not been done
  - Repaving would have improved water drainage as well
  - The boat ramp needs to be repaired at Crowsnest Lake

#### **COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

##### **MPC Terms of Reference – Councillor Ward**

**14-2022-08-16:** Councillor Ward moved that Administration come back with recommendations regarding the Municipal Planning Commission.

Carried

**IN CAMERA**

**15-2022-08-16 :** 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 break at 9:07 pm:

- a) Economic Interests of the Public Body - MDM Developer Update - FOIP Act Section 25
- b) Economic Interests of the Public Body - Land Purchase Application - FOIP Act Section 25
- c) Advice From Officials – Org Review - FOIP Act Section 24
- d) Personal Privacy – Personnel – FOIP Act Section 17
- e) Business Interests of a Third Party – Organizations – FOIP Act Section 16

Carried

**Reconvene**

Mayor Painter convened the In Camera meeting at 9:17 pm. Karen Finley, and Eppo van Weelderen in attendance to present to Council. Patrick Thomas, Chief Administrative Officer, also in attendance to provide advice to Council.

**Departure**

Karen Finley, and Eppo Van Weelderen departed the In Camera meeting at 10:14 pm.

**16-2022-08-16:** Councillor Glavin moved that Council come out of In Camera at 11:19 pm.

Carried

**17-2022-08-16:** Councillor Sygutek moved that Council accept the offer to purchase a portion of lot 51MR, block 1, Plan 0812254 subject to the following conditions:

1. That all costs associated with the removal of the MR designation of the subject property are the responsibility of the purchaser.
2. That all costs associated with the re-districting the subject land from P1 Public, to Comprehensive Ski Village (CSV) are the responsibility of the purchaser
3. That all survey costs associated with the consolidation of the subject parcel with Lot 44, Block 1, Plan 0812254 by plan of survey, are the responsibility of the purchaser.
4. That all legal costs associated with the transfer of title to the purchaser, including the legal costs of the Municipality, if any, are the responsibility of the purchaser.
5. That the necessary application and fee (\$1,000) to remove the MR designation from the subject lands be paid by September 30, 2022.
6. That the necessary application and fee (\$850) to amend the land use bylaw to Comprehensive Ski Village be paid by September 30, 2022
7. That this entire transaction be completed by June 30, 2023

Carried

**ADJOURNMENT**

**18-2022-08-16 :** Councillor Filipuzzi moved to adjourn the meeting at 11:20 pm.

Carried

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Blair Painter  
Mayor

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Patrick Thomas  
Chief Administrative Officer



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 6.a

**Subject:** South Canadian Rockies DMO Update - Sacha Anderson, Community Futures

**Recommendation:** That Council accept the South Canadian Rockies DMO Update as information.

**Executive Summary:**

A request was received to provide Council with an update on the South Canadian Rockies DMO.

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw

**Discussion:**

The South Canadian Rockies DMO update will be provided to all Councils in the region.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[SCR Presentation.pdf](#)



Our mission is to support the development of a strong tourism sector by providing a framework for operators and the broader community to collaborate in the areas of marketing, tourism infrastructure development, labour attraction, seasonal attraction balance, and more in our region.





How the pandemic affected our organization and our regions tourism sector.

Inaugural AGM was held in November 2021 with the first SCR Board of Directors elected including representatives from:

- Kootenai Brown
- Tamarack Outdoors
- Castle Mountain Resort
- Heritage Acres
- Miner's Mercantile
- Country Encounters
- Heritage Crowsnest



# Here's what we're up to...

Applications to Travel Alberta have been submitted for funding to create:

- A Destination management plan
- Training for operators across the region
- Data collection
- More asset development
- Digital and social marketing, influencer campaign
- A more robust website
- “Sponsoring” of operator campaigns in region



# Creating seasonal campaigns with media companies that include:

• Content creation • Digital ads • Website development • Social Media • Contests

## CURIOCITY CAMPAIGN

Through the course of the campaign, we worked with Curiosity YYC to create a sponsored article and two social advertisements. This resulted in a total of **95.7K impressions** on the Curiosity account.



- Regional Tourism Information Night
- Bastion Project
- Southern Alberta Ale Trail

- Hosting an Indigenous Cultural Awareness workshop with Indigenous Tourism Alberta
- Monthly email connections
- Building our partnerships and support systems



THANK YOU



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 6.b

**Subject:** RCMP Quarterly Update - Sergeant Randy Guinchard

**Recommendation:** That Council accept the RCMP Update as information.

**Executive Summary:**

The RCMP detachment provides quarterly updates to Council regarding the human resources, financial data and crime statistics for the Crowsnest Pass.

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw

**Discussion:**

The RCMP provides a quarterly report to Council to keep them apprised of RCMP activities for the preceding quarter and to determine community policing priorities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[Crowsnest Pass Provincial Q1 2022.pdf](#)

[Crowsnest Pass Provincial Crime Stats.pdf](#)

[JBP Framework EngFre Q1 2022.pdf](#)



## RCMP Provincial Policing Report

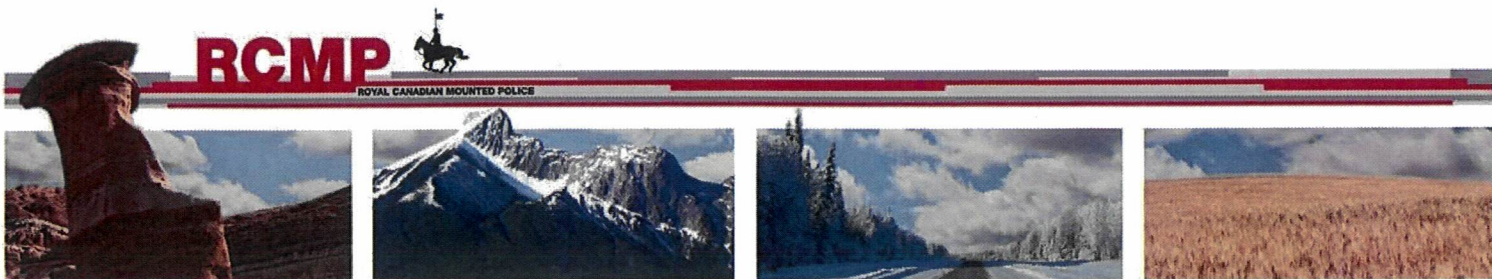
Detachment	Crowsnest Pass Provincial
Detachment Commander	
Quarter	Q1 2022
Date of Report	

### Community Consultations

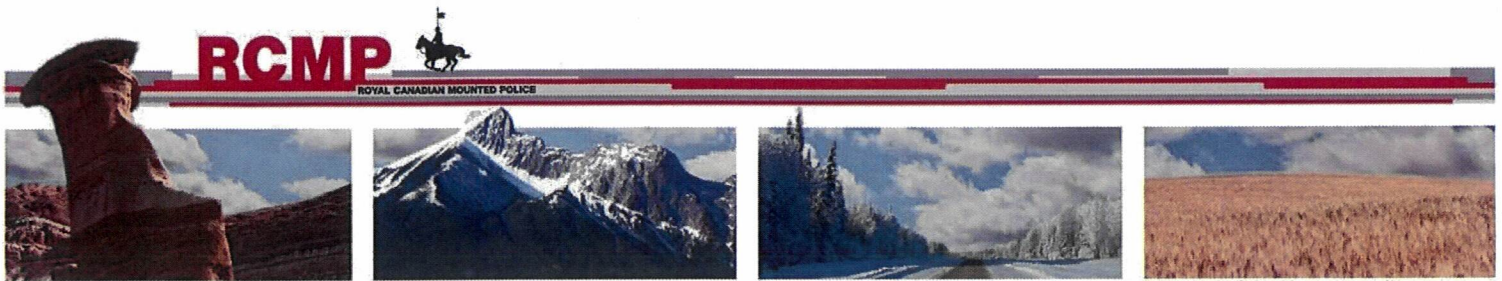
Date	2022-05-10
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Annual Planning
Attendees	
Notes/Comments	Conducted the May long weekend inter-agency planning in coordination with Forestry and Parks, Conservation, Fish and Wildlife, RCMP, and area MD and Municipality Emergency Services and Bylaw and Wildfire. Also discussed areas of concerns and backcountry patrols etc.

Date	2022-05-11
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular Reporting/Info Sharing
Attendees	
Notes/Comments	Spoke with Municipality of Crowsnest Pass over concerns regarding a potential HUB concept for the area.

Date	2022-07-26
Meeting Type	Meeting with Elected Officials
Topics Discussed	General Detachment matters and staffing level concerns
Attendees	Mayor Painter, Sgt. Guinchard and Cpl. Amatto
Notes/Comments	

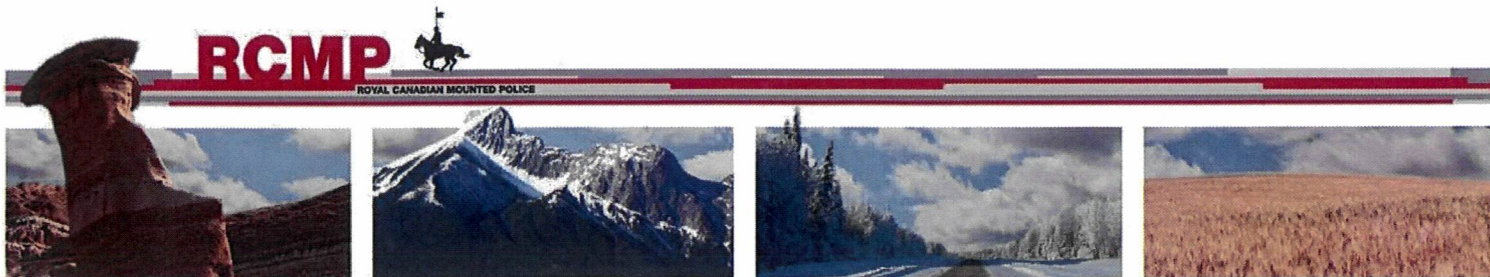


Notes/Comments

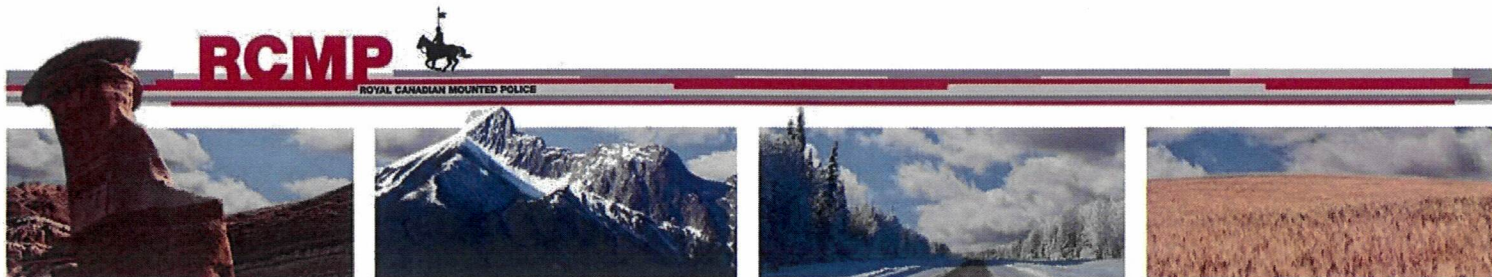


## Community Priorities

Priority 1	Property Crime
Current Status & Results	Crowsnest Pass Detachment Members have taken a proactive approach to Property Crime this quarter by means of enhanced visibility, focused patrols and utilizing intelligence-led policing. Members have ensured that documented investigations are plotted on the Crime Mapping software and are forwarded to the District Crime Reduction Unit Crime Analyst thereby allowing for crime trends to be established and addressed in a more effective manner than a case-by-case basis.
Priority 2	Traffic Safety
Current Status & Results	Road safety is being addressed by means of a fulsome approach to Traffic Enforcement by the Crowsnest Pass Detachment Members, Integrated Traffic Units, Municipal By-Law Enforcement and the Sheriff Traffic Program as aggressive drive trends are the top call for service of the Crowsnest Pass Detachment. Of the 74 Traffic-related occurrences, 32 led to either Provincial sanctions, Warnings and/or Complainants not wishing to proceed through the Court process.
Priority 3	Police Visibility
Current Status & Results	Members are to conduct foot patrols during shift to engage public - downtown areas, parks, community events et al.
Priority 4	Reduce Substance Abuse



<p>Priority 4</p> <p>Current Status &amp; Results</p>	<p>Reduce Substance Abuse</p> <p>Utilizing media, including social media Facebook. Utilizing Townhalls and community events to educate. Utilize drug section experts to provide info to community.</p>
<p>Priority 5</p> <p>Current Status &amp; Results</p>	<p>OMG and Drug Related Activities</p> <p>Effective strategy to be implemented on local OMG to disrupt their presence and operations/ recruiting. 69.1 a enforcement will be a large part of this. CPS and other RCMP units have been assisting. Spring/Summer/Fall enforcement for traffic and 69.1a during the bike season has been underway with a zero tolerance policy. Local bars and restaurant/bars have been cooperative in these efforts. Utilizing criminal intelligence to gain insight into OMG activities in local CDSA trade. Aim is for enforcement and warrants.</p>



## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2021	2022	% Change Year-over-Year	2020	2021	% Change Year-over-Year
<b>Total Criminal Code</b>	120	151	26%	697	533	-24%
<i>Persons Crime</i>	33	37	12%	200	161	-20%
<i>Property Crime</i>	66	79	20%	362	266	-27%
<i>Other Criminal Code</i>	21	35	67%	135	106	-21%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	8	6	-25%	42	29	-31%
<i>Provincial Code Traffic</i>	311	111	-64%	852	1,336	57%
<i>Other Traffic</i>	2	0	-100%	11	5	-55%
<b>CDSA Offences</b>	3	2	-33%	18	8	-56%
<b>Other Federal Acts</b>	5	5	0%	35	19	-46%
<b>Other Provincial Acts</b>	72	46	-36%	254	202	-20%
<b>Municipal By-Laws</b>	5	10	100%	74	38	-49%
<b>Motor Vehicle Collisions</b>	66	62	-6%	260	271	4%

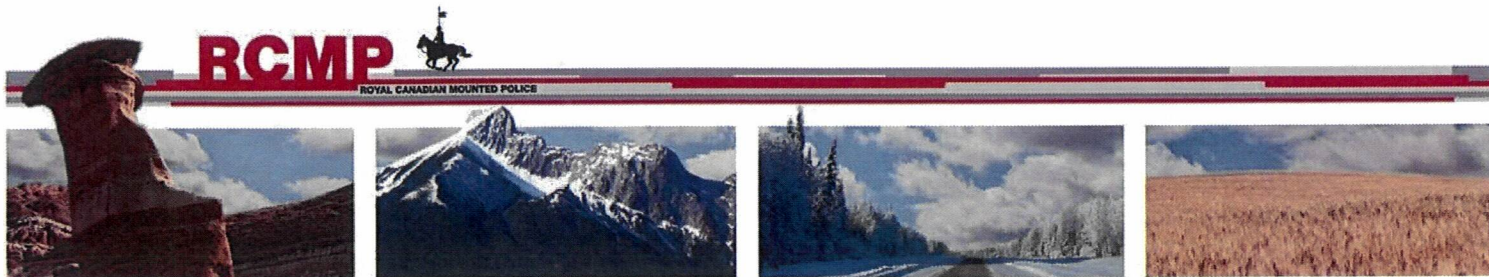
<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest

\*Criminal Code events are up likely due to increased traffic and more people vacationing in area.

MV Collision trends is downward - hopefully meaning the slower speed limits and increased traffic are ensuring people drive with care through the Detachment area.

\*Traffic Stats are down - Detachment has 4 members working. Intermediate solution: We are gaining a member who had been working in Pincher Creek. This will alleviate stress on the 4 members working.



## Provincial Police Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	9	6	3	0
Detachment Support	2	2	0	0

<sup>2</sup>Data extracted on June 30th, 2022 and is subject to change over time.

<sup>3</sup>Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

<sup>4</sup>Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

## Comments

Police Officers - Of the 9 established positions, 6 officers are working (including the Detachment Commander and Operations NCO) due to 2 members with knee injuries. We have 1 member on Paternity leave. The members with knee injuries: 1 is retiring in Oct and will remain on light duties until then. The other member is on light duties and is expected back in Jan or February 2022. Cst. Clarke will be returning to the Crowsnest Pass to augment the Detachment. In effect when Cst. Scheffer retires this fall we will have our allotted complement of 7 Constables, 2 NCO's. We are anticipating at least 3 members to have movement - 1 retirement and 2 postings. Repplacements for these movements will occur.

Detachment Support - The 2 established positions are currently filled.

## Quarterly Financial Drivers

Cpl. Amatto has been working hard to ensure the schedule balances the 4 operational members working for time off and Detachment Operational needs. Some overtime has been incurred however it is limited to a few hours after watches and nothing out of the ordinary. The members working have been doing an amazing job.

Traffic ticket generation is an area where we are down and I am anticipating given our numbers this will continue until we obtain a fuller complement.



## Crowsnest Pass Provincial Detachment Crime Statistics (Actual) April to June (Q1): 2018 - 2022

All categories contain "Attempted" and/or "Completed"

July 7, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	1	0	N/A	-100%	0.1
Robbery		0	0	0	1	0	N/A	-100%	0.1
Sexual Assaults		2	3	2	1	0	-100%	-100%	-0.6
Other Sexual Offences		2	0	2	0	0	-100%	N/A	-0.4
Assault		20	20	26	23	12	-40%	-48%	-1.3
Kidnapping/Hostage/Abduction		0	0	2	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		7	5	10	2	15	114%	650%	1.3
Uttering Threats		9	10	14	5	10	11%	100%	-0.3
<b>TOTAL PERSONS</b>		<b>40</b>	<b>38</b>	<b>56</b>	<b>33</b>	<b>37</b>	<b>-8%</b>	<b>12%</b>	<b>-1.1</b>
Break & Enter		8	10	7	10	9	13%	-10%	0.2
Theft of Motor Vehicle		6	4	4	2	1	-83%	-50%	-1.2
Theft Over \$5,000		1	1	1	0	1	0%	N/A	-0.1
Theft Under \$5,000		38	18	25	14	19	-50%	36%	-4.2
Possn Stn Goods		1	2	5	1	2	100%	100%	0.1
Fraud		13	10	7	9	12	-8%	33%	-0.3
Arson		0	1	1	2	2	N/A	0%	0.5
Mischief - Damage To Property		0	0	21	22	20	N/A	-9%	6.2
Mischief - Other		36	29	11	6	13	-64%	117%	-6.9
<b>TOTAL PROPERTY</b>		<b>103</b>	<b>75</b>	<b>82</b>	<b>66</b>	<b>79</b>	<b>-23%</b>	<b>20%</b>	<b>-5.7</b>
Offensive Weapons		1	0	1	0	2	100%	N/A	0.2
Disturbing the peace		7	10	11	9	20	186%	122%	2.5
Fail to Comply & Breaches		8	6	12	4	4	-50%	0%	-1.0
<b>OTHER CRIMINAL CODE</b>		<b>6</b>	<b>3</b>	<b>6</b>	<b>8</b>	<b>9</b>	<b>50%</b>	<b>13%</b>	<b>1.1</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>22</b>	<b>19</b>	<b>30</b>	<b>21</b>	<b>35</b>	<b>59%</b>	<b>67%</b>	<b>2.8</b>
<b>TOTAL CRIMINAL CODE</b>		<b>165</b>	<b>132</b>	<b>168</b>	<b>120</b>	<b>151</b>	<b>-8%</b>	<b>26%</b>	<b>-4.0</b>



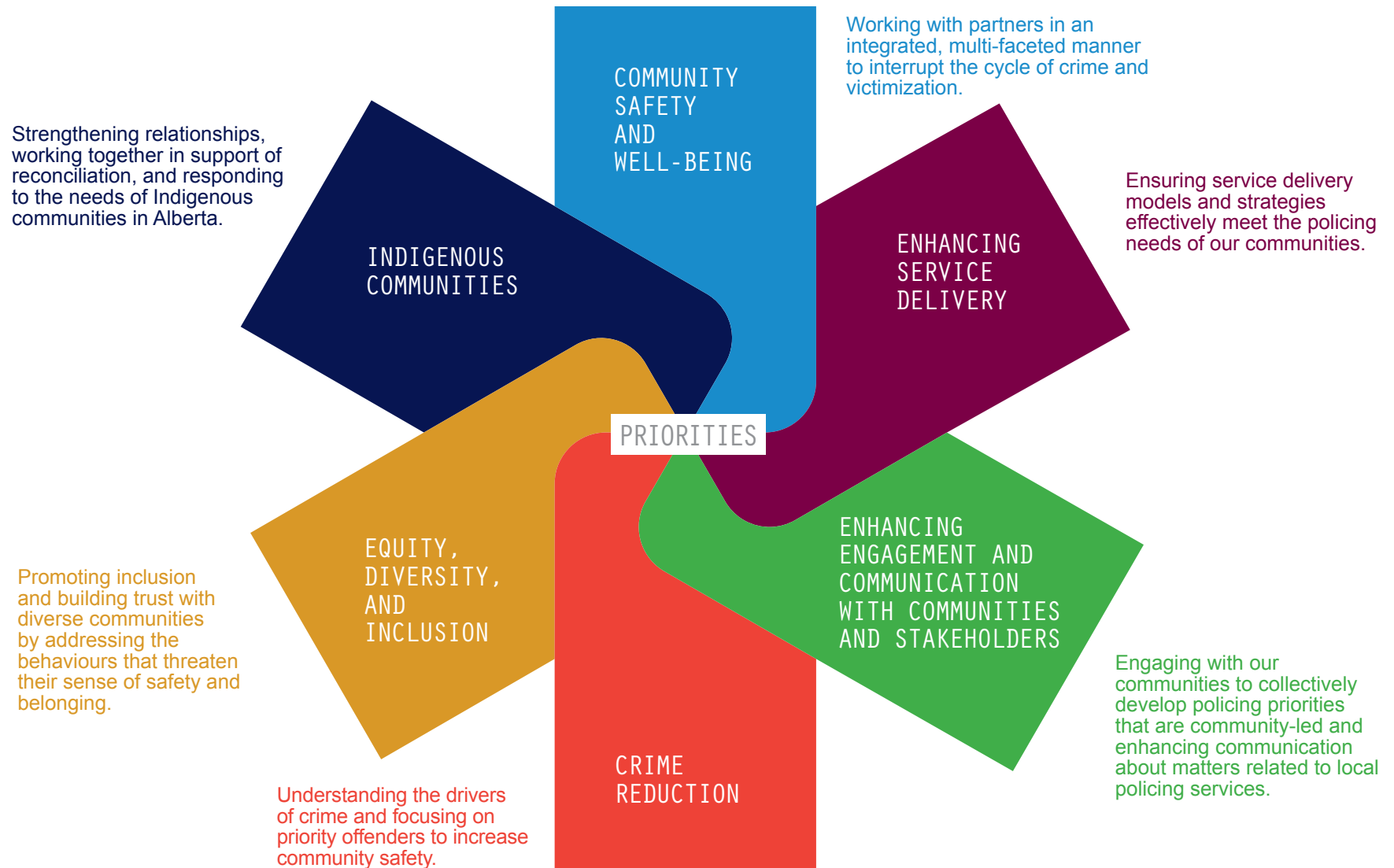
## Crowsnest Pass Provincial Detachment Crime Statistics (Actual) April to June (Q1): 2018 - 2022

All categories contain "Attempted" and/or "Completed"

July 7, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	1	5	2	0	-100%	-100%	-0.7
Drug Enforcement - Trafficking		0	1	0	1	2	N/A	100%	0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>4</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>-50%</b>	<b>-33%</b>	<b>-0.3</b>
Cannabis Enforcement		0	0	1	0	0	N/A	N/A	0.0
Federal - General		3	1	6	2	3	0%	50%	0.1
<b>TOTAL FEDERAL</b>		<b>7</b>	<b>3</b>	<b>12</b>	<b>5</b>	<b>5</b>	<b>-29%</b>	<b>0%</b>	<b>-0.2</b>
Liquor Act		5	1	6	4	5	0%	25%	0.3
Cannabis Act		0	3	0	0	0	N/A	N/A	-0.3
Mental Health Act		12	18	36	37	17	42%	-54%	2.9
Other Provincial Stats		34	38	31	31	24	-29%	-23%	-2.7
<b>Total Provincial Stats</b>		<b>51</b>	<b>60</b>	<b>73</b>	<b>72</b>	<b>46</b>	<b>-10%</b>	<b>-36%</b>	<b>0.2</b>
Municipal By-laws Traffic		2	3	2	1	0	-100%	-100%	-0.6
Municipal By-laws		14	7	23	4	10	-29%	150%	-1.1
<b>Total Municipal</b>		<b>16</b>	<b>10</b>	<b>25</b>	<b>5</b>	<b>10</b>	<b>-38%</b>	<b>100%</b>	<b>-1.7</b>
Fatals		0	0	1	0	0	N/A	N/A	0.0
Injury MVC		9	3	3	9	4	-56%	-56%	-0.4
Property Damage MVC (Reportable)		71	58	24	43	50	-30%	16%	-5.7
Property Damage MVC (Non Reportable)		8	9	11	14	8	0%	-43%	0.5
<b>TOTAL MVC</b>		<b>88</b>	<b>70</b>	<b>39</b>	<b>66</b>	<b>62</b>	<b>-30%</b>	<b>-6%</b>	<b>-5.6</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	3	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>268</b>	<b>436</b>	<b>234</b>	<b>311</b>	<b>111</b>	<b>-59%</b>	<b>-64%</b>	<b>-43.9</b>
<b>Other Traffic</b>		<b>3</b>	<b>9</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-1.3</b>
<b>Criminal Code Traffic</b>		<b>12</b>	<b>15</b>	<b>14</b>	<b>8</b>	<b>6</b>	<b>-50%</b>	<b>-25%</b>	<b>-1.9</b>
<b>Common Police Activities</b>									
False Alarms		25	8	6	7	5	-80%	-29%	-4.1
False/Abandoned 911 Call and 911 Act		2	3	7	2	6	200%	200%	0.7
Suspicious Person/Vehicle/Property		31	42	58	32	18	-42%	-44%	-3.6
Persons Reported Missing		4	6	7	1	2	-50%	100%	-0.9
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		19	10	24	26	25	32%	-4%	2.8
Form 10 (MHA) (Reported)		0	0	0	4	0	N/A	-100%	0.4

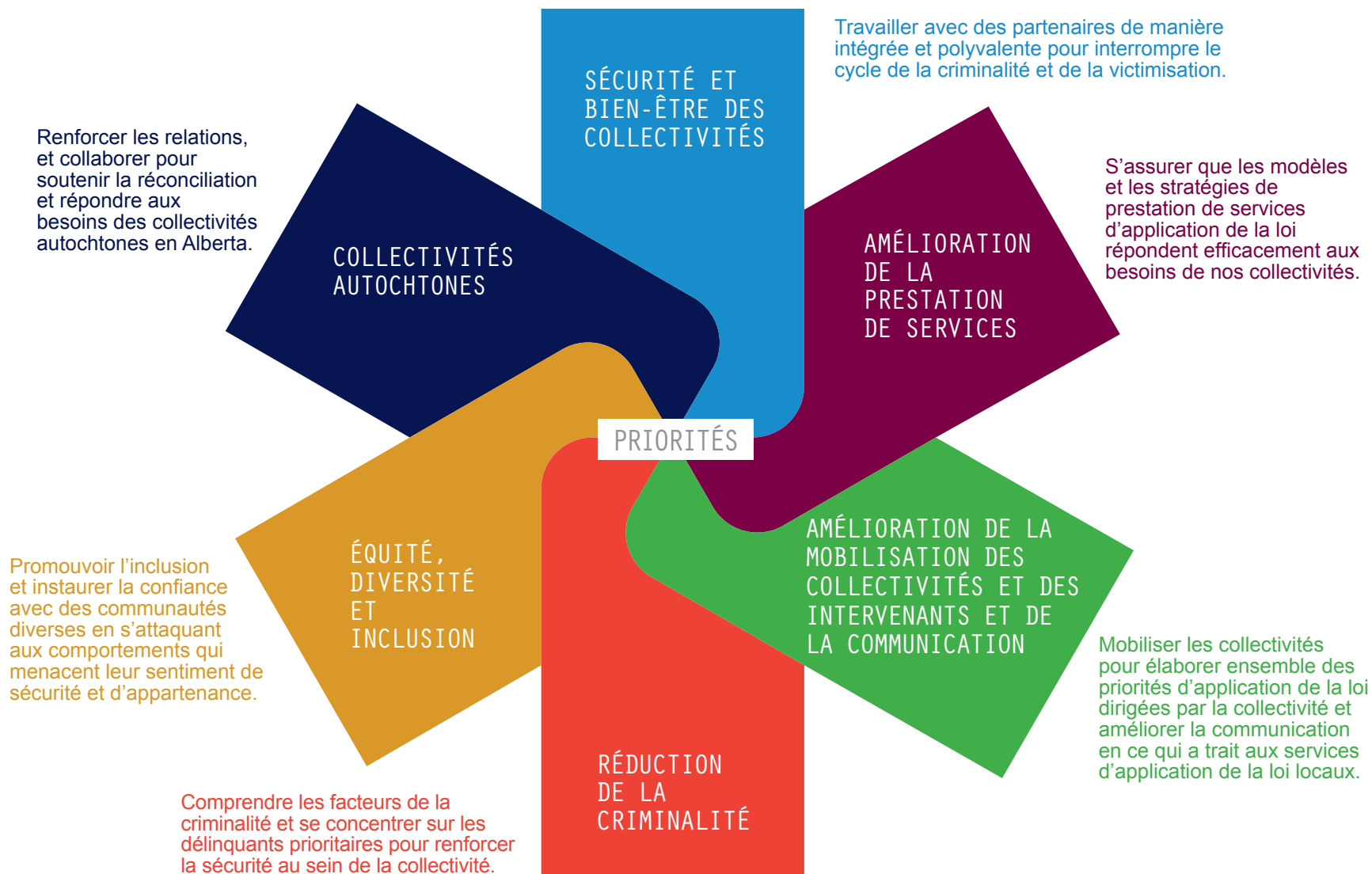
## Alberta Provincial Police Service Priorities Alberta RCMP and JSG Joint Business Plan (2022-2025)



For more information about the Alberta RCMP's provincial policing priorities, please visit:  
<https://www.rcmp-grc.gc.ca/ab/publications/joint-business-plan-2022-25-plan-d-activites-conjoint-eng.htm>

## Priorités des services de police provinciaux de l'Alberta

### Plan d'activités conjoint de la GRC en Alberta et du ministère de la Justice et du Solliciteur général (2022-2025)



Pour obtenir des renseignements sur les priorités de la GRC en Alberta en matière de services de police provinciaux, voir le site suivant :

<https://www.rcmp-grc.gc.ca/ab/publications/joint-business-plan-2022-25-plan-d'activites-conjoint-fra.htm>



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 6.c

**Subject:** NWP Coal Canada Ltd. Update - Dave Baines

**Recommendation:** That Council accept the NWP Coal Canada Ltd. update as information.

**Executive Summary:**

Dave Baines, Director of Project Development for NWP Coal Canada Ltd. has requested to appear before Council with respect to a regulatory update with news on their progress along with some news about their environmental plans.

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw

**Discussion:**

Dave Baines, Director of Project Development for NWP Coal Canada Ltd. has provided regular updates to Council with respect to their project as new information comes available.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[20220823 Crown Mountain - Project Update - CNP.pdf](#)



**NWP Coal  
Canada Ltd**

*A new era of steelmaking coal*

# **Crown Mountain Coking Coal Project**

**Spring 2022 Update  
August 23, 2022  
*Crowsnest Pass***

# Agenda



NWP Coal  
Canada Ltd

01

Project Review

04

BC Process Update

02

EA/EIS Complete

05

Schedule

03

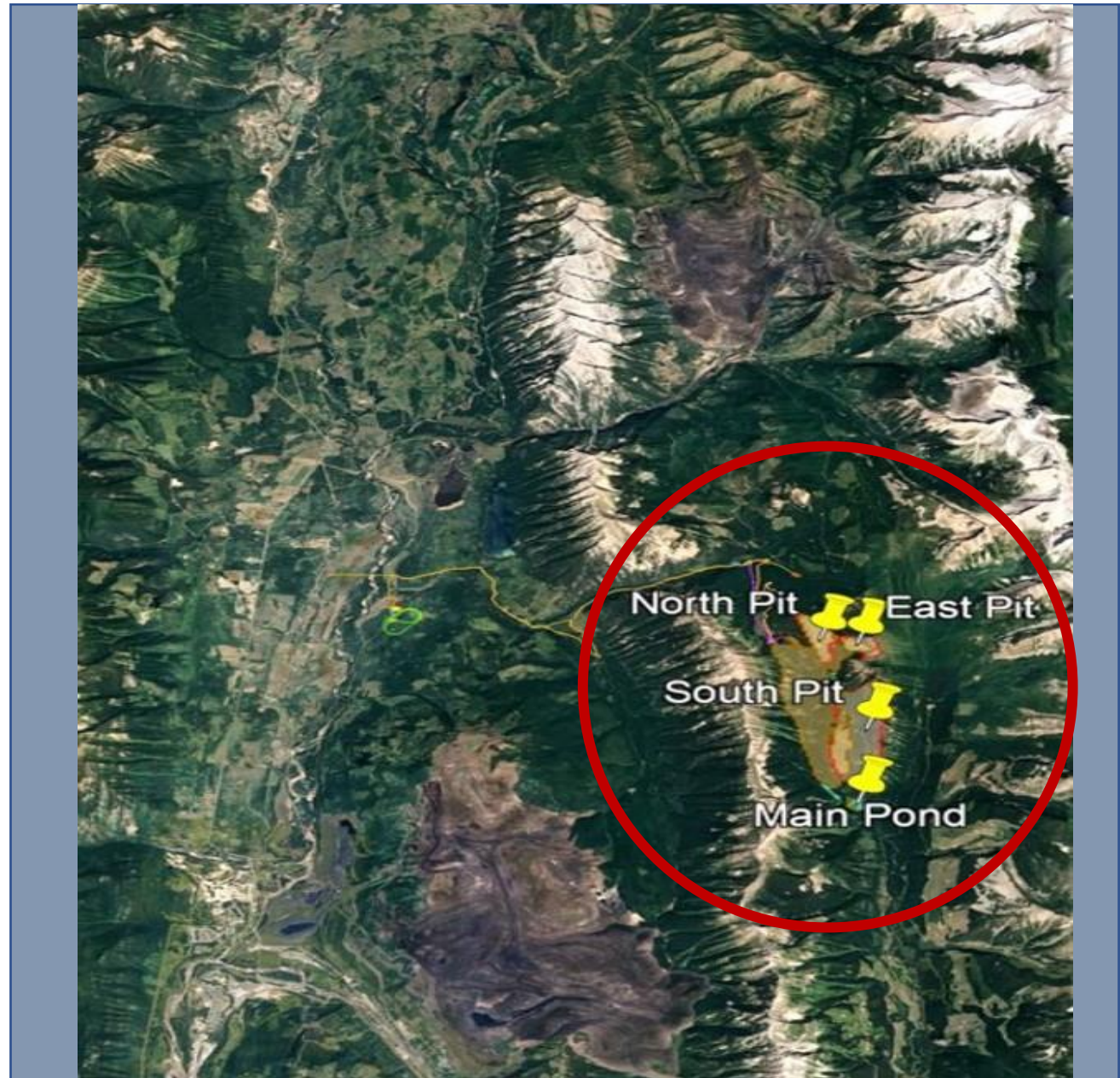
IAAC Process Update

06

Physical Model

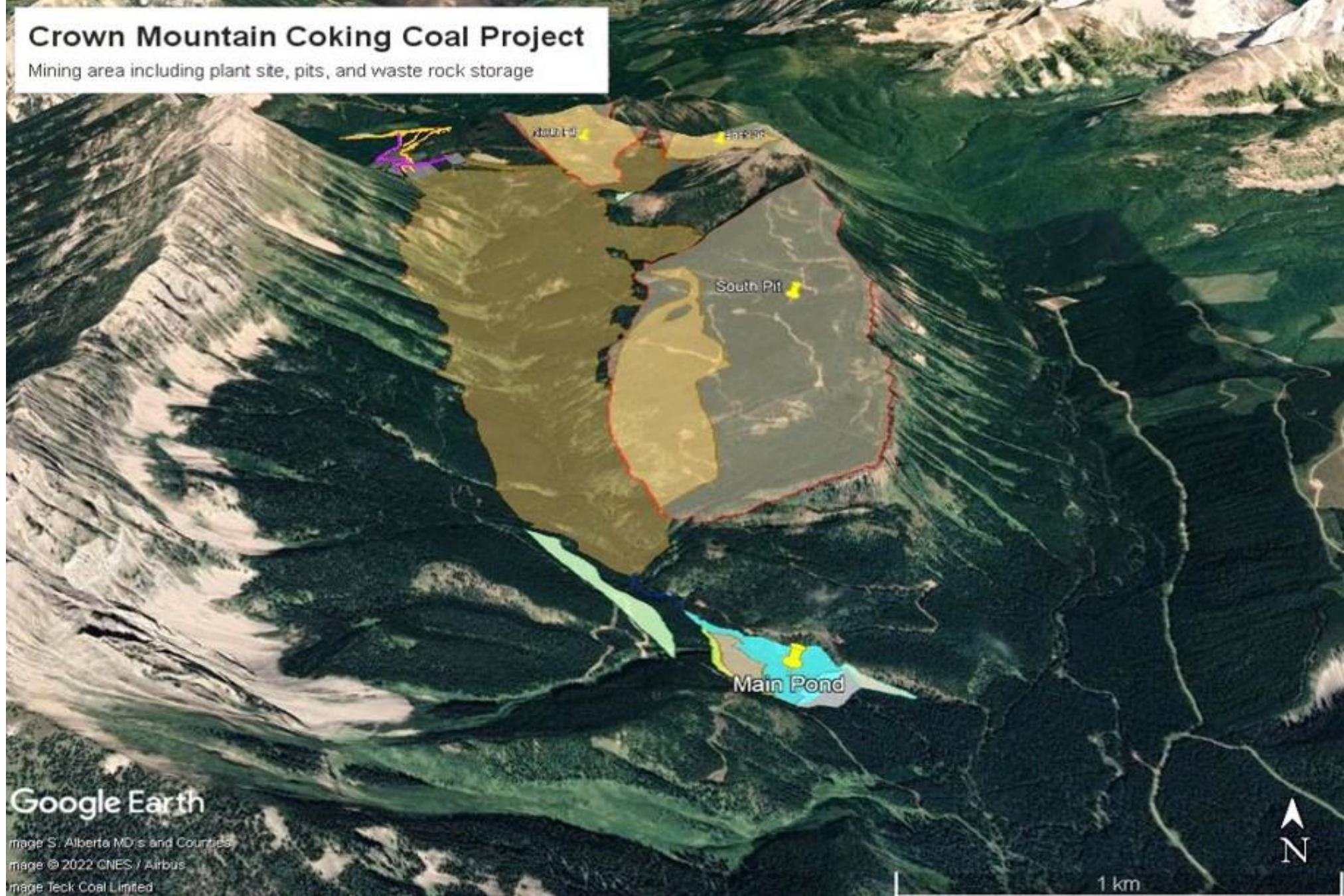
# Project Review

- Crown Mountain Coking Coal Project
- Located near Sparwood between Elkview and Line Creek
- ~30 mMtcc deposit of high quality coking coal in the West Alexander Creek watershed
- 15 yrs of operations
- 2 mMtcc/yr



# Crown Mountain Coking Coal Project

Mining area including plant site, pits, and waste rock storage



Google Earth

Image S: Alberta MD's and Counties

Image © 2022 CNES / Airbus

Image Teck Coal Limited

Crown Mountain Coking Coal Project

# EA/EIS Complete

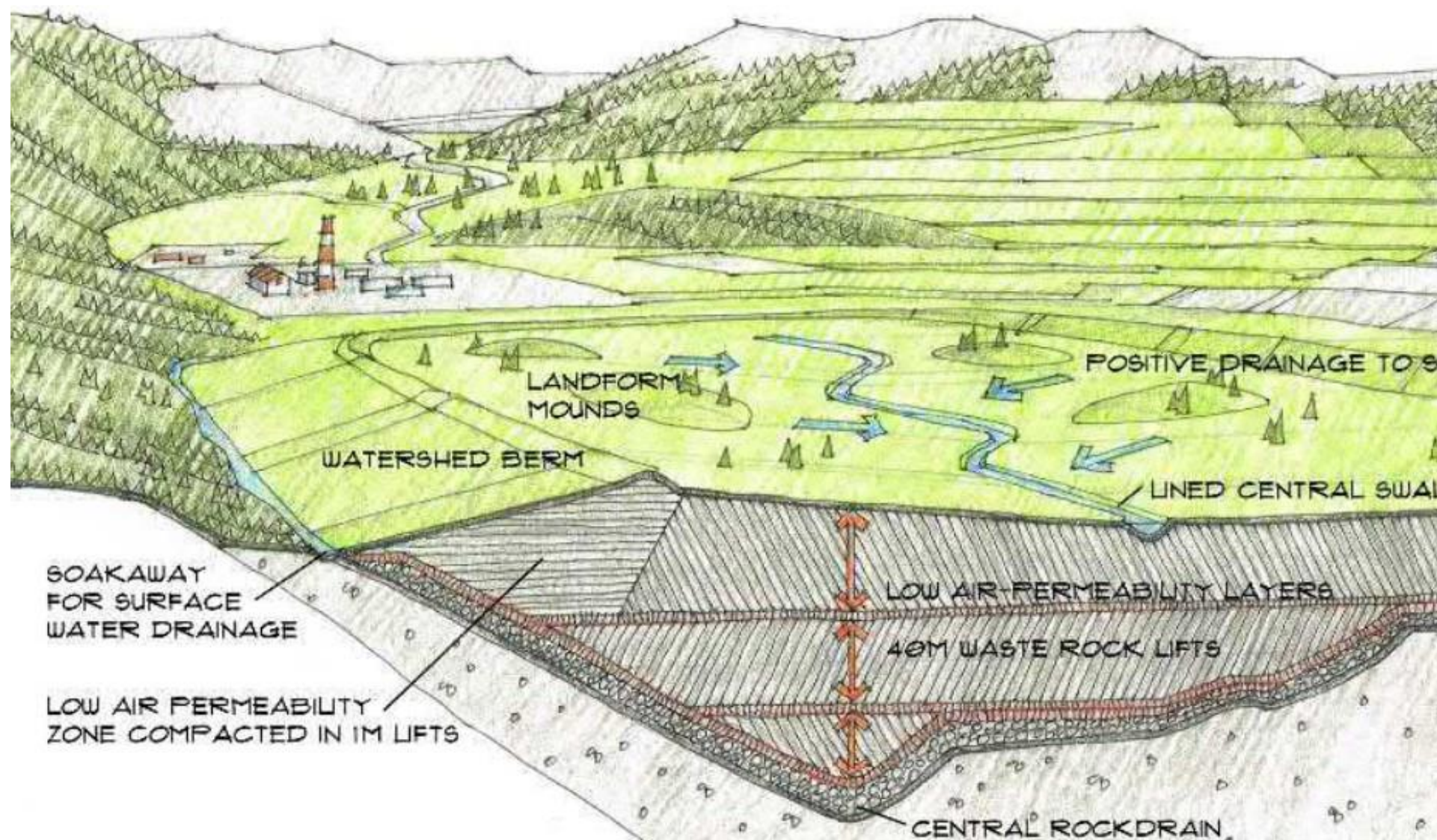
- NWP has completed the combined Environmental Assessment Certificate Application and Environmental Impact Statement (EA/EIS) for the Project!
- High likelihood regulators will require minor revisions prior to formal start of Technical Review and Public Comment



# EA/EIS Predictions

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- **No predicted significant adverse cumulative effects**
- **Potential residual Project-related effects to:**
  - **Westslope Cutthroat Trout habitat**
  - **Old growth and mature forest abundance and distribution**
- **Management Plans, such as selenium management, are the key to successful impact mitigation**



## Selenium Management: Source Control

# Extension under CEAA 2012

- Legislation Changes
  - Project assessment started under CEAA 2012
  - IAA 2019 came into force August 28, 2019
  - Grandfathering set to expire August 28, 2022
- Extension Request
  - NWP thinks we need 31 more months
  - We applied for 48 additional months
  - KNC and Piikani sent feedback to IAAC agreeing with the extension
  - Decision will be published prior to August 28, 2022



# IAAC Review Steps

- EIS Pre-Review Process
  - Concordance review complete
  - Completeness review complete
  - Conformity review set to start August 22, 2022
    - Typically 2 rounds of Conformity review required to complete this stage
- EIS Technical Review
  - Possibly starting in late 2022 or early 2023





## BC *Assessment Transition*

- Legislation Changes
  - Project assessment started under BC EAA 2002
  - BC EAA 2018 came into force December 16, 2019
  - Grandfathering set to expire December 16, 2022
- Transition
  - NWP elected to transition Project as of April 19, 2022 with input from Ktunaxa Nation Council representatives
  - BC EAO has created a draft 'Transition Order' to capture changes between the acts
  - The draft has been shared with NWP and Indigenous nations

# Next Steps in BC's Process

- BC to publish Transition Order
  - Expected fall 2022
  - Additional data requirements
  - Process steps
- BC to designate 'Participating Indigenous Nations'
  - Expected within 30 days of the Transition Order
  - Formalized role for Indigenous nations within the assessment process
- NWP to submit EA/EIS and any additional data required by the Transition Order to BC
  - NWP will time this to align with the completing the IAAC Conformity Review process

## Crown Mountain Coking Coal Project - Key Regulatory Milestones

	2022				2023				2024				2025				2026				2027			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Engagement																								
Provide EA/EIS to IAAC		★																						
IAAC Completeness and Conformity Reviews																								
EA/EIS Accepted as Submitted by IAAC				★																				
EA/EIS Technical Review																								
EA Certificate Received										★														
Permit Application Development																								
Permit Review and Engagement																								
Permits Received																								
Review and Update BFS																								
Project Finance																								
FID - Owner Approval																								
FEED Engineering and Detailed Design																								
Site Preparation and Construction																								
Plant Commissioning & Early Production																								
Commercial Production/ Operation																								

# Summary

- NWP Coal seeking to establish Crown Mountain as a new benchmark for environmental management for steelmaking coal projects
- Project located in a well-defined single watershed
- EA/EIS complete!
- Extension request to stay under CEAA 2012 under review
- Some IAAC pre-review steps complete. More to come.
- Transitioned to 2018 BC Environmental Assessment Act
- NWP aims to complete additional information requirements for BC to align with IAAC process
- Schedule continues to evolve to address changing regulatory expectations and process

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# Questions/ Discussions



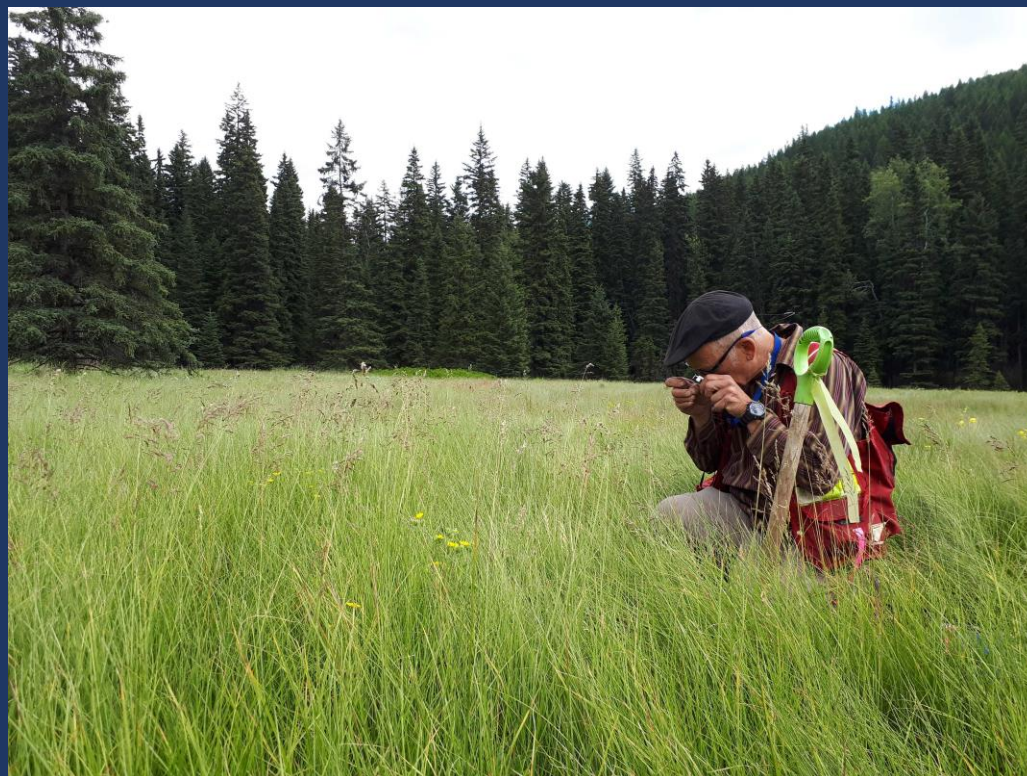
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www.nwpcoal.com



**NWP Coal  
Canada Ltd**

# Appendix

**Additional information that NWP does not plan to present available for review or support for responding to questions**

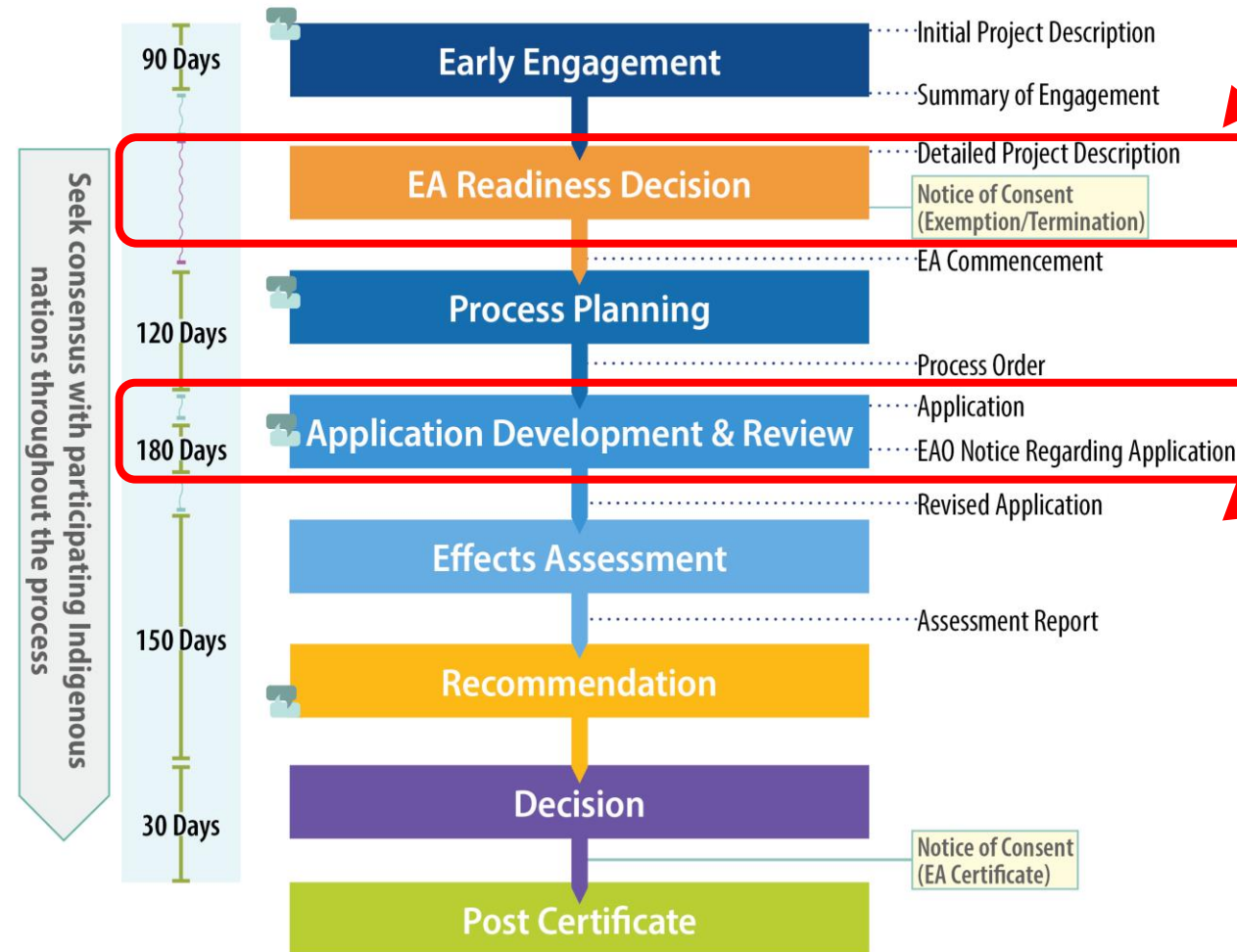
# FRX Current Point

## Environmental Assessment Process (2018)

SUMMARY OF THE PROCESS FROM EARLY ENGAGEMENT TO POST-CERTIFICATE

### Timelines

- Legislated Time
- EAO Time
- Proponent Time
- Public Engagement & Comment Period



# NWP Transition Point

# Project Regulatory Comparison

Project	Company	2002 BC EAA	2018 BC EAA	CEAA 2012	IAA 2019
Crown Mountain Coking Coal Project	NWP Coal	✓ → ✓	✓ ?	✓ ?	
Michel Creek Project	North Coal	✓ → ?	✓ ?	✓ ?	
Fording River Extension	Teck		✓		✓

North Coal must transition to the 2018 BC Environmental Assessment Act prior to the December 16, 2022



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 7.a

**Subject:** 2022 Property Tax Public Auction Date and Reserve Bids

**Recommendation:** 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).

### **Executive Summary:**

The Municipal Government Act provides specific procedures for the recovery of taxes related to land. Each year, when a Municipality determines a tax sale is required to recover taxes, one of the steps prior to the tax sale, requires Council to set a public auction date, time, reserve bid for each property identified and the conditions of sale as determined under the provisions of the Municipal Government Act. Administration is recommending the 2022 Public Auction to be held on Wednesday, October 26, 2022 at 10:00 a.m. in Council Chambers.

### **Relevant Council Direction, Policy or Bylaws:**

Division 8 of the Municipal Government Act provides for the recovery of taxes relating to land.

Section 418 of the Act requires that each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

Section 419 of the Act states: The council must set

(a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as

reasonably possible to the market value of the parcel, and

(b) any conditions that apply to the sale.

**Discussion:**

There are four (4) properties slated for public auction at the 2022 tax sale. The list must be published in the Alberta Gazette, (advertisement is attached) for the information of Council. The terms and conditions of each sale will also be published in the Alberta Gazette. The values assigned for the reserve bids for each property was determined by Glen Snelgrove, Land Administration Consultant to the Municipality. Any of the property owners on this list can avoid the public sale of their property if they are able to pay the outstanding taxes prior to the sale date.

The attached Schedule A contains the list of designated properties as well as reserve bids for each of the properties for consideration by Council.

The attached Schedule B contains the terms and condition that apply to the sale.

**Analysis of Alternatives:**

1. Council can approve date for the tax sale along with the reserve bids and condition of sale.
2. Council may choose a different date for the auction in 2022, however the date must not be any earlier than October 26, 2022, due to time and advertising constraints.
3. Council can change the reserve bids and condition of sale.

**Financial Impacts:**

If all the properties are sold at the public auction, the outstanding taxes and penalties will be paid off in the amount of \$114,487.61.

**Attachments:**

[SCHEDULE B.docx](#)

## **SCHEDULE "B"**

### **Terms and Conditions for Public Auction Sale**

#### Conditions:

- 1.0 It is recommended that the Buyer review the Land Title and be aware of the liens, caveats, mortgages and other instruments registered on each title.
- 2.0 Each parcel will be offered for sale subject to a reserve bid, and to the reservations and conditions contained in the existing certificate of title.
- 3.0 The parcels of land are being offered for sale on an "as is, where is" basis and the Municipality of Crowsnest Pass makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, absence of presence of environmental contamination, or the develop ability of the subject parcels of land for any intended used by the purchaser.
- 4.0 No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel.
- 5.0 No terms and conditions of sale will be considered other than those specified by the Municipality of Crowsnest Pass.

#### Terms:

- 1.0 10% non-refundable deposit to be paid by certified cheque payable to the Municipality of Crowsnest Pass prior to 4:00 pm. on October 26, 2022, with the balance to be paid within 14 days (4:00 pm., November 9, 2022) by certified cheque.
- 2.0 The notice is hereby given that under the provisions of the Municipal Government Act, the Municipality of Crowsnest Pass may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
- 3.0 Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale.



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 7.b

**Subject:** Pass Powderkeg Ski Area Winter Report - 2021/2022

**Recommendation:** That Council accept the Pass Powderkeg Ski Area Winter Report as information.

**Executive Summary:**

Pass Powderkeg Ski Area completes an annual summary report of the winter operations and plans moving forward. This report encompasses operations as well as demographic information regarding the past season.

This is done annually and will be submitted to Council for information.

**Relevant Council Direction, Policy or Bylaws:**

N/A

**Discussion:**

N/A

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[2021 2022 Final Report Highlights.pdf](#)

# Council Report – Winter 21/22

Our second pandemic season was a weather rollercoaster from start to finish. With monsoon rains to start the season, cold snaps through both holiday breaks and mild temperatures in between, it was wild and wacky. The major summer dirtwork project made a significant difference in the time it took to get open and a reduction in the snow needed to do so. It also made a huge difference in the amount of near miss accidents on the Face. Our kitchen renovation also made a major operational difference with the cleaner, easier to use facility.

The cold snaps through Christmas break and Family week were major hits to the operation but luckily strong visitation through the school program allowed our skier visits to grow slightly over the season.

The removal of restrictions in February brought a change in operations and a revival of events, a first in two years. This helped cap the season off with renewed energy and fun.

It was another successful season at PPK, full of adventure and growth as we continue on providing affordable skiing and riding for those locally and from afar.

## Season Highlights

- Net Promoter Score (NPS) from Year End survey increased from 62 last year to 66 this year.
  - o *Net Promotor Score is calculated as the number of promoters (score of 9-10 on a scale of 10) minus the detractors (score of 1-6 on a scale of 10).*
  - o *A score of 50-70 is considered very good.*
- Through analyzing our rental sheets, we saw guests join us from over 100 communities throughout the world, with 24% of the sample guests coming from Lethbridge, 14% coming from the Crowsnest Pass and 10% coming from Calgary. These are our higher dollar value guests as they both require lift tickets and rentals.
- The return of school programs and strong day visits helped us reach a new skier visit record.

	<b>2021/2022 Operating Stats</b>	<b>2020/2021 Operating Stats</b>	<b>2019/2020 Operating Stats</b>	<b>2018/2019 Operating Stats</b>
Public Operating Days	71	79	71	78
Public Operating Hours	430	440	500	550
Days Closed – Weather	6.5	7	3 (5 for COVID)	No record
Revenue/Operating Day	\$6,205	\$5,575	\$4,771	\$4,592
Revenue/Operating Hour	\$1,025	\$736	\$678	\$651
Total Staff Hired	60	61	57	No record
Skier Visits	20,979	20,595	13,250	13,267
Revenue per Skier Visit	\$21.00	\$21.39	\$27.76	\$26.99

## Projects Completed

- Lodge kitchen renovation
  - o Guest satisfaction with our food and beverage department increased this year by 12%
- Lodge roof was replaced with a long-lasting rubber shingle with snow stops.
- Snowmaking master plan was completed with plan for existing pipe/pump replacement as well as expanding the system.
- Purchased new washroom trailer for bottom of the Lower lift.
- Dirtwork project was completed, reducing amount of snow needing to be made and increasing skier enjoyment and safety.

*"The improvements this year are FANTASTIC!!!! Ski downhill to the upper lift!!! This is a massive improvement!!! The steep cliff is more moderate on The Face. Washroom at the base. Ski down to the parking lot, and lodge at midmountain even, FANTASTIC!!! Thank you. I enjoyed my 8 days this season so much I may resume buying a Season Pass next year instead of just going to Fernie."*

- Guest comment from Year End Survey

*"Staff and management (and Board of Directors) are a wonderful, friendly, hard working and dedicated team! Keep up the great work! Love this part of our community."*

- Guest comment from Year End Survey

## What's Next

- Improving our internal systems to better serve our guests and community.
- Address and improve our terrain park and add a terrain park youth program aimed at teens.
- Increase staffing in order to welcome in more school groups and other programs.
- Continue to look for ways to strategically reduce cost and increase revenues.
- Address survey results through better communication with public and engage guests more throughout the season.



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 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 the 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.

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, which does depend on how many meetings the Councillor has attended monthly. There are a few options listed below with budget impacts, any of these can be chosen in full or in part.

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.

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

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

	<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-<del>03</del>-<b>04</b> Council Remuneration Takes effect January 1, <del>2019</del>-<b>2023</b> <del>December 24, 2018</del> 1303-<del>02</del>-<b>03</b> 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 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 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 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 1<sup>st</sup> 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 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	<del>\$ 100.00</del> <b>\$125.00</b>
Meeting Allowance- Full Day	<del>\$ 200.00</del> <b>\$250.00</b>
Monthly Stipend- Mayor	<del>\$ 1030.00</del> <b>\$1040.30</b>
Monthly Stipend- Councillor	<del>\$ 721.00</del> <b>\$728.21</b>
Mileage	<del>Provincial Rate per kilometer</del> <b>Paid as per Employee Travel Policy</b>
Per Diem	<del>Paid as per "1813-01</del> <b>Paid as per "Employee Travel Policy"</b>
Cell Phone Allowance	\$65.00
Costs Incurred	Reimbursement for costs incurred



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 7.d

**Subject:** Policy Review - 2000-04 Disposal of Municipal Lands and Reserves Policy

**Recommendation:** That Council adopts Policy 2000-04 - Disposal of Municipal Lands and Reserves Policy.

**Executive Summary:**

The existing 2000-03 Disposal of Municipal Lands and Reserves Policy has been revised to update the content to current best practices and split out the policy and procedures portions into a Disposal of Municipal Lands and Reserves Policy, which is reviewed and approved by Council, and a Disposal of Municipal Lands and Reserves Procedure, which is reviewed and approved by the Chief Administrative Officer. The policy and the procedure are implemented by the CAO and / or the designated department.

**Relevant Council Direction, Policy or Bylaws:**

2000-03 Disposal of Municipal Lands and Reserves Policy

**Discussion:**

The revised 2000-04 Disposal of Municipal Lands and Reserves Policy is attached for consideration.

**Analysis of Alternatives:**


N/A

**Financial Impacts:**

N/A

**Attachments:**

[2000-03 - Disposal of Municipal Property Policy.pdf](#)

	<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>2000-03 Disposal of Municipal Property Policy 2021-01-12 2021-01-07 2000-02 Development, Engineering and Operations</p>

### 1.0 POLICY PURPOSE

The Municipality of Crowsnest Pass requires a policy to formalize a process for the disposition of Municipal owned lands including Reserve Land, former Reserve Land, and Fee Simple Land which meets the requirements as set out in the Alberta Municipal Government Act.

The purpose of the Disposal of Municipal Property Policy is to administer a fair and consistent formal process in the disposition of Municipal owned land and doing so fulfilling its legislative mandate through meeting legal and statutory requirements for the disposition of Municipal lands.

### 2.0 DEFINITIONS

**“Appraisal”** means an official valuation of property by an authorized person.

**“Body of Water”** means a stream, creek, river or lake.

**“Direct Sales”** means the sale of Municipal lands that has been initiated by the public.

**“Disposition”** shall mean the process of disposal of property.

**“Land”** includes all properties whether vacant land or land containing buildings.

**“Land Purchase Application Form”** means the form that contains purchase conditions as set out by the Municipality, purchaser's information, and purchase value. Form is to be completed and submitted to initiate the purchase process.

**“Municipality”** - means the Municipal Corporation of the Municipality of Crowsnest Pass.

**“Policy”** is a guide to decision-making, prescribes limits and assigns responsibilities within an organization and is accompanied by procedures.

**“Public Sales”** means the sale of lands that the Municipality are actively trying to dispose of.

**“Procedure”** shall mean the method of giving direction according to which operations are conducted within the framework of the policy.

**“Responsible Department”** shall mean the office or department that will develop and administer a particular policy and procedures and will be accountable for the accuracy of its subject matter, issuance and timely updating.

### **3.0 POLICY STATEMENTS**

#### **3.1 Related Information**

- a. The disposal of Municipal lands will be considered in the context of the overall policies of the Municipality, including the Municipal Development Plan, Land Use Bylaw, and Community Strategic Plan.
- b. The sale of land may be initiated by either the Municipality or by an individual, company or organization that is interested in acquiring the land.
- c. All matters related to the disposal of Municipal property shall meet the following requirements of the Municipal Government Act:
  - i. Municipal Government Act, Part 3, Division 8 - Limits of Municipal Powers, Division of Lands - Section 70
  - ii. Municipal Government Act, Part 16 — Requirements for Advertising -Section 606
- d. All sales shall be subject to the following conditions:
  - i. Confirmation the purchaser is in good standing with the Municipality.
  - ii. Condition of Sale, if plans are to build on the property, building must be completed within 2 years.
  - iii. If the purchaser defaults on the terms and conditions, the Municipality has the option to buy back the property at 50% of the purchase value.
  - iv. If Municipal land adjoins or is within six (6) metres of a body of water, the portion of the land with in the six (6) metre buffer is to be retained by the Municipality.

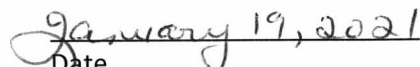
#### **3.2 Responsibilities**

- a. Municipal Council to:
  - i. Approve by resolution this policy and any amendments.
  - ii. Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- b. Chief Administrative Officer to:
  - i. Implement this policy and approve procedures.
  - ii. Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.


- c. Director of the Department to:
- i. Ensure implementation of this policy and procedure.
  - ii. Ensure that this policy and procedure is reviewed every three years.
  - iii. Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

**MUNICIPALITY OF CROWSNEST PASS**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Date



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 7.e

**Subject:** Policy Review - 2001-02 Encroachment Policy

**Recommendation:** That Council adopts Policy 2001-02 - Encroachment Policy.

**Executive Summary:**

The existing 2001-01 Encroachment Policy has been revised to update the content to current best practices and split out the policy and procedures portions into an Encroachment Policy, which is reviewed and approved by Council, and an Encroachment Procedure, which is reviewed and approved by the Chief Administrative Officer. The policy and the procedure are implemented by the CAO and / or the designated department.

**Relevant Council Direction, Policy or Bylaws:**

2001-01 Encroachment Policy

**Discussion:**

The revised 2001-02 Encroachment Policy is attached for consideration.

**Analysis of Alternatives:**


N/A

**Financial Impacts:**

N/A

**Attachments:**

[2001-01 - Encroachment Policy - 2015-07-21.pdf](#)

	<b>Municipality of Crowsnest Pass Policy</b>
Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:	2001-01 Encroachment Policy July 21, 2015  DV.004 Planning, Engineering and Operations

### 1.0 POLICY STATEMENT

The Municipality realises private encroachments on Municipality of Crowsnest Pass property and easements exist and will continue to be discovered, and has established this policy as a result. The municipality administers or uses a variety of parcels of land including streets and open spaces and also has interests in land by way of easements.

On behalf of the residents of Crowsnest Pass, the municipality must ensure that encroachments do not adversely affect these lands and easements or the municipality's ability to maintain effective services or restrict public access and enjoyment of land for public use.

Encroachments are required to be removed unless authorised by an encroachment agreement or expressly permitted by this policy.

### 2.0 POLICY PURPOSE

This policy will assist the public and enable the municipality to manage encroachments effectively. It is intended to provide a more consistent approach in processing applications, enforcing the policy, and protecting and indemnifying the municipality wherever encroachments have been identified.

### 3.0 DEFINITIONS

- a) *Caveat* – a formation notification registered on the title of a parcel of land.
- b) *Council* – the Council for the Municipality of Crowsnest Pass.
- c) *Development Officer* – a person appointed as Development Officer (or their designate) pursuant to the Land Use Bylaw.
- d) *Easement* – any utility right-of-way or other right-of-way on privately owned property established for the installation, construction, repair, and maintenance of utilities, or for the access and passage of the general public, identified by a registered plan or by description and documented by a registered caveat or easement agreement at the Alberta Land Titles Office.
- e) *Encroachment* – anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground (excluding sidewalks, fences, or any other municipal improvement required and owned by the Municipality), that extends on, over or under municipal lands and shall include but not limited to the following:
  - i. Buildings and all projections (including eaves, footings, foundations, weeping tiles, cantilevers, etc.) and siding;
  - ii. Sheds including those attached to a dwelling and/or a fence;
  - iii. Fences;
  - iv. Asphalt, concrete, or brick sidewalks, curbs, parking pads, aprons or driveways;
  - v. Structures (including decks, stairs, patios, balconies, etc.);
  - vi. Retaining walls;

- vii. Swimming pools and hot tubs;
  - viii. Shrubs, trees, or other organic landscaping materials planted in Reserve or Municipality owned property;
  - ix. Hard landscaping (including asphalt, concrete paving stones, retaining walls, planters and structures);
  - x. Light standards;
  - xi. Permanent Signs.
- f) *Encroachment Agreement* – an agreement between the applicant and the Municipality authorising an encroachment and shall, among other things, include:
- i. The location and identification of the encroachment;
  - ii. Fees;
  - iii. The owner's responsibilities to maintain the Encroachment;
  - iv. Terms or conditions under which the agreement is terminated;
  - v. Cost and liability for removal; and
  - vi. Indemnification of the Municipality, its agents and licensees.
- g) *Fence* – any enclosing barrier, wall, or structure such as a chain link fence, wooden fence, metal fence, or brick/stucco wall, usually located along the property line.
- h) *Land Use Bylaw* – the bylaw that has been adopted by the Municipality for the purpose of prohibiting or regulating and controlling the use and development of land and buildings within the Municipality of Crowsnest Pass.
- i) *Municipal Lands* - collectively or individually, roads, easements, reserve parcels, and Municipality-owned parcels.
- j) *Municipality* – the municipal corporation of the Municipality of Crowsnest Pass, or the area contained within the Municipality boundaries, as the context requires.
- k) *Owner* – the person or persons registered under the Land Titles Act as the owner of the fee simple estate in the land. In the context of a road, reserve parcel and Municipality-owned parcel, "owner" shall mean the owner of the adjacent land which has an encroachment into the road, reserve, or Municipality-owned parcel.
- l) *Real Property Report (RPR)* – a legal document prepared by an Alberta Land Surveyor that clearly illustrates the location of significant visible building(s) and or structures relative to the property boundaries;
- m) *Reserve* – all municipal reserves, environmental reserves, municipal and school reserves, school reserves as defined in Section 664-666 of the Municipal Government Act, or a public park.
- n) *Road* – land shown as a road on a plan of survey that has been filed or registered in a land titles office, or land used as a public road, and includes a bridge forming part of a public road and any structure incidental to a public road.

#### 4.0 POLICY STATEMENTS

1. **Procedure:**  
Unless an encroachment is authorised by the Municipality pursuant to **Schedule A** of this policy, the encroachment shall be removed from the affected municipal lands.
2. Where an encroachment exists without Municipality approval, the owner shall be required to remove the encroachment at his/her own expense, or seek permission from the Municipality for the encroachment to remain.
3. An Encroachment Agreement between the Municipality and Owner shall be registered at the Alberta Land Titles Office by caveat, subject to the Owner paying the applicable fees set out in this policy.
4. All requests for an Encroachment Agreement submitted to the Municipality must be accompanied by:
  - 4.1 A complete drafted Encroachment Agreement;

- 4.2 An RPR no older than ten (10) years showing the encroachment; and
  - 4.3 An application fee as described in this policy.
- 5. Encroachment Process:**
- 5.1 An application for an Encroachment Agreement must be made for all encroachments which will be considered on its own merit in consultation with other Municipality Departments.
  - 5.2 If an Encroachment Agreement is deemed acceptable by the Municipality, a caveat will be registered against the Owner's land and the Municipality-owned parcel.
  - 5.3 The Owner shall remove the encroachment from the Municipality lands if the encroachment has not been authorised within 30 days of receiving a notice of refusal.
6. Where an encroachment has been authorised by the Municipality, the Owner(s) shall execute the Encroachment Agreement in a timeframe specified by the Municipality, or the encroachment shall be removed from the municipal lands within 30 days of receiving notice to do so.
7. The term of the encroachment agreement shall be for a period no longer than 89 years or the effective life of the structure whichever is shorter. Further, the Encroachment agreement shall stipulate:
- 7.1 That the non-conformity may not be enlarged, structurally altered, added to, rebuilt or extended beyond the bounds of the current use except as follows:
    - 7.1.1 to make the structure a conforming building
    - 7.1.2 for routine maintenance of the building
    - 7.1.3 such alterations as may be authorized by the Municipal development authority
  - 7.2 That the non-conformity may not be transferred to any other portion of the building
  - 7.3 If the non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building is not to be repaired or rebuilt except in accordance with the Municipal Land Use Bylaw.
  - 7.4 That if the use of the building is discontinued for a period of 6 consecutive months or more any future use of the land or building must thereafter be in conformity with the land use bylaw then in effect.
8. An authorised encroachment does not relieve an Owner from the responsibility to comply with all applicable federal, provincial, and municipal statutes, regulations, orders, bylaws, and policies.
9. Notwithstanding any other provisions of this policy, the Municipality reserves the right to limit the terms of an Encroachment Agreement or other authorisation or provide for the termination of an Encroachment Agreement or other authorisation in the event that the encroachment could be affected by future plans for utilities, road widening, or other requirements.
10. All expenses, costs, liabilities, or other risk associated with an authorised encroachment shall be borne by the Owner(s).
- 11. Appeals**
- 11.1 If an Encroachment has not been authorised, the Owner(s) may appeal to Council by requesting a review of the Administration's decision in writing to Council.
  - 11.2 All requests for appeals must be accompanied by:
    - 11.2.1 A copy of the request for an Encroachment Agreement;
    - 11.2.2 A copy of the notice of refusal;
    - 11.2.3 Reasons why an appeal is being lodged;
  - 11.3 Council's decision shall be final and binding.

## **12. Enforcement**

- 12.1 Unless an encroachment is authorised by the Municipality, the encroachment shall be removed from the affected municipal lands within 30 days of receiving notice to do so. All work conducted to remove an encroachment shall be at the sole cost of the Owner(s).
- 12.2 If the Owner(s) refuses to remove the encroachment or fails to apply for authorisation under this policy, the Municipality may take action to remove the encroachment and seek reimbursement from the Owner(s) for all such costs in according with the applicable Municipal bylaws and policies and in accordance with the Municipal Government Act.

## **13. Application Fees and Encroachment Fees**

- 13.1 Application Fee:
- 13.1.1 For an application for authorisation of an encroachment where it is necessary to circulate the application to Municipal departments and Utilities: \$100.00.
- 13.2 Encroachment Fee: \$100.00 one-time fee.
- 13.3 The fee schedule may be revised from time to time with the approval of Council

## **14. End of Policy**

Mayor

Date

Chief Administrative Officer

Date

## **SCHEDULE A**

### **PERMITTED ENCROACHMENTS ONTO A STREET**

- a) Structures which provide direct access to a dwelling compliant with Crowsnest Pass land use policies, practices and regulations, including:
  - i. front driveways,
  - ii. sidewalks,
  - iii. special needs access (ramps, elevators, fire escapes, etc.),
  - iv. steps that provide access to a residential dwelling (excluding retaining walls or landscape features that are in the opinion of the municipality considered to be features not directly benefiting the access).
- b) Driveways which access lanes:
  - i. which are constructed of asphalt, gravel, shale or concrete or other like material and which encroach not more than 0.3 meters into a gravel lane,
  - ii. which are hard surfaced and which encroach into a hard surfaced (asphalt or concrete) lane
- c) Fences:
  - i. encroaching not more than 0.3 meters where the fence creates an enclosure, provided that the total area of encroachment from any property may not exceed 4.6 m<sup>2</sup>,
  - ii. encroaching to the back of the sidewalk or to 1.0 meters from the curb (if there is no sidewalk) where the fence is a linear projection of a fence on the adjacent private property,
  - iii. developer fences required under development agreements running parallel to pathways (which run over a property line) may exceed 0.3 meters subject to minimum access requirements.
- d) Portable sheds and other accessory buildings and structures:
  - i. under 10m<sup>2</sup> and encroaching not more than 0.3 meters.
- e) Retaining walls:
  - i. not more than 0.2 meters in height and where not located within 2.0m to above ground utility surface facilities.
- f) Non-permanent surface improvements including:
  - i. movable planters including any movable border material (e.g., plastic, concrete, timber sections under 0.2 meters in height);
  - ii. natural landscaping including sod, seed and planted landscaping such as shrubs and other low level landscaping but excluding trees and other deep rooted vegetation;
  - iii. surface level rocks;
  - iv. surface interlocking blocks.
- g) Other:
  - i. any encroachment constructed for municipal purposes by the municipality or its agents (i.e., bollards, sound barriers, developer fences, subdivision entrance signs, guard rails, municipal animal-proof garbage containers and concrete pads etc.)

### **PERMITTED ENCROACHMENTS INTO UTILITY RIGHTS OF WAY, CORRIDORS AND EASEMENTS**

- a) surface vehicle driveways and parking areas;
- b) surface pedestrian sidewalks and walkways;

- c) sod, seed and planted landscaping such as shrubs and other low level landscaping but excluding trees and other deep rooted vegetation;
- d) fences running through a utility right-of-way bisected by a property line;
- e) portable sheds and other portable accessory buildings (not on footings) under ten (10) square meters and encroaching not more than 0.3 meters;
- f) retaining walls not more than 0.2 meters in height and where not located within 2.0 meters to utility above ground surface facilities;
- g) any item constructed for municipal purposes for or by the Municipality.
- h) non-permanent surface improvements including:
  - i. movable landscaping planters including any movable border material (e.g., plastic, concrete, timber sections under 0.3 meters in height);
  - ii. surface level landscape rocks not more than 0.5 meters in height;
  - iii. municipal animal-proof garbage containers and concrete pads;
- i) any item constructed for municipal purposes for or by the Municipality.



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 7.f

**Subject:** Policy Review - 2002-02 Compliance Certificate Policy

**Recommendation:** That Council adopts Policy 2002-02 - Compliance Certificate Policy.

**Executive Summary:**

The existing 2002-01 Compliance Certificate Policy has been revised to update the content to current best practices and split out the policy and procedures portions into a Compliance Certificate Policy, which is reviewed and approved by Council, and a Compliance Certificate Procedure, which is reviewed and approved by the Chief Administrative Officer. The policy and the procedure are implemented by the CAO and / or the designated department.

**Relevant Council Direction, Policy or Bylaws:**

2002-01 Compliance Certificate Policy

**Discussion:**

The revised 2002-02 Compliance Certificate Policy is attached for consideration.

**Analysis of Alternatives:**


N/A

**Financial Impacts:**

N/A

**Attachments:**

[2002-01 - Compliance Certificate Policy - 07-07-2015.pdf](#)

 <b>CROWSNEST PASS</b> <i>Discover the Difference</i>	<b>Municipality of Crowsnest Pass Policy</b>
Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:	2002-01 Compliance Certificate Policy 2015-07-07  DV.002 Planning, Engineering and Operations

## 1.0 Policy Statement

A Certificate of Compliance is a letter issued by the Crowsnest Pass Municipality confirming that the location of buildings on a property conforms to the requirements of the Land Use Bylaw. It does not regulate or enforce any building code requirements. Certificates of Compliance are often required by standard real-estate purchase contracts, lending agencies, and lawyers engaged in the sale of property or mortgage approval.

A certificate of Compliance is a VOLUNTARY service offered by the Municipality, as it is not required by provincial or federal legislation. The completion of statutory requirements and duties will be given priority for Municipal staff over issuing Certificates of Compliance.

## 2.0 Policy Purpose

The purpose of this Policy is to provide guidelines for the issuance of Compliance Certificates and the requirements of Real Property Reports (RPR).

## 3.0 Definitions

- a) *Municipality* – the municipal corporation of the Municipality of Crowsnest Pass, or the area contained within the Municipality boundaries, as the context requires.
- b) *Compliance Certificate* - written confirmation from a municipality that all improvements on a property meet the current regulations of the Land Use Bylaw
- c) *Encroachment* – anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground (excluding sidewalks, fences, or any other municipal improvement required and owned by the Municipality), that extends on, over or under municipal lands and shall include but not limited to the following:
  - i. Buildings and all projections (including eaves, footings, foundations, weeping tiles, cantilevers, etc.) and siding;
  - ii. Sheds including those attached to a dwelling and/or a fence;
  - iii. Fences;
  - iv. Asphalt, concrete, or brick sidewalks, curbs, parking pads, aprons or driveways;
  - v. Structures (including decks, stairs, patios, balconies, etc.);
  - vi. Retaining walls;
  - vii. Swimming pools and hot tubs;
  - viii. Shrubs, trees, or other organic landscaping materials planted in Reserve or Municipality owned property;
  - ix. Hard landscaping (including asphalt, concrete paving stones, retaining walls, planters and structures);
  - x. Light standards;

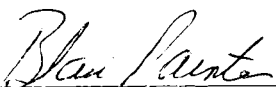
- xi. Permanent Signs.
- d) *Encroachment Agreement* – an agreement between the applicant and the Municipality authorising an encroachment and shall, among other things, include:
  - i. The location and identification of the encroachment;
  - ii. Fees;
  - iii. The owner's responsibilities to maintain the Encroachment;
  - iv. Terms or conditions under which the agreement is terminated;
  - v. Cost and liability for removal; and
  - vi. Indemnification of the Municipality, its agents and licensees.
- b) *Fence* – any enclosing barrier, wall, or structure such as a chain link fence, wooden fence, metal fence, or brick/stucco wall, usually located along the property line.
- e) *Land Use Bylaw* – the bylaw that has been adopted by the Municipality for the purpose of prohibiting or regulating and controlling the use and development of land and buildings within the Municipality of Crowsnest Pass.
- f) *Real Property Report (RPR)* - a legal document prepared by an Alberta Land Surveyor clearly illustrating the location of all visible improvements relative to the property boundaries (sample attached as "Schedule C").
- g) *Statutory Declaration* - a written statement of facts signed and solemnly declared to be true by the person making it before a person with authority to take such statements (i.e. Commission for Oaths).

#### 4.0 Procedure

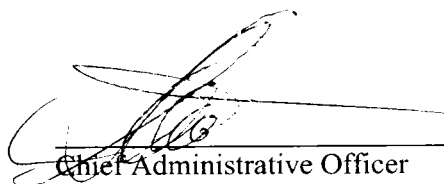
1. All requests for Compliance shall be in writing and must include an original or otherwise acceptable Real Property Report, at the discretion of the CAO or his/her designate, signed, dated and stamped by an Alberta Land Surveyor.
2. All Real Property Reports older than two (2) years must include a Statutory Declaration that indicates that no changes have been made to the property since the Real Property Report was prepared. If there have been any changes, however slight, a new and updated Real Property Report is Required.
3. The Municipality of Crowsnest Pass will accept valid Real Property Reports up to and including 15 years old, providing that a Statutory Declaration is included. After 15 years a valid Real Property Report is required..
4. The Compliance Certificate relates only to the Municipality of Crowsnest Pass Land Use Bylaw and not to any Federal, Provincial or other municipal regulations and is based entirely on the information supplied on the Real Property Report. A Site inspection is not conducted by the Municipality of Crowsnest Pass.
5. If all visible improvements on the RPR comply with the regulations of the current Land Use Bylaw and the applicable land use district for the property, a letter of compliance will be issued to the applicant. Examples of Compliance Certificates are attached as Schedule 'A'.
6. If any improvements on a property do not comply to the guidelines of the current Land Use Bylaw, however were legally constructed previous to the adoption of the current LUB and had all the relevant permits issued at that time, a letter will be issued stating the improvements do not comply, however are considered lawfully non-conforming. An example of a letter stating non-conformity is attached as 'Schedule B'.
7. If any improvements on a property do not comply to the guidelines of the current Land Use Bylaw, and were constructed on or after the date of its adoption, and for which no variance has been granted, a letter will be issued stating the improvements do not comply and either must

- be removed or an application for a development permit submitted requesting a variance to leave "as-built".
8. If any improvements on a property do not comply with the regulations of the current Land Use Bylaw by less than a measurement of 10cm, the Municipality will apply a tolerance to the assessment and consider the improvements to be compliant.
  9. The following improvements on a property will not be assessed by the Municipality when issuing a Compliance Certificate:
    - 9.1 Fences;
    - 9.2 Moveable sheds less than 100 sq. ft. in area.
  10. Prior to the issuance of a compliance certificate, if the improvements encroach onto Municipal lands, the applicant shall:
    - 10.1 Remove the offending structure to make it conform to the current Land Use Bylaw, or
    - 10.2 Enter into an Encroachment Agreement with the Municipality of Crowsnest Pass, or
    - 10.3 Where possible, rectify the non-conformity by initiating a Boundary Adjustment Scheme, or
    - 10.4 Secure a determination from the Development Authority that the non-conformity may continue pursuant to the provisions of Section 643 of the Municipal Government Act.
  11. Prior to the issuance of a compliance certificate, if the improvements encroach onto adjacent private lands, the applicant shall:
    - 11.1 Remove the offending structure to make it conform to the current Land Use Bylaw, or
    - 11.2 Enter into an Encroachment Agreement with the adjacent property owner and provide fully executed copies to the Municipal Development Officer or;
    - 11.3 Where possible, rectify the non-conformity by initiating a Boundary Adjustment Scheme, or
    - 11.4 Secure a determination from the Development Authority that the non-conformity may continue pursuant to the provisions of Section 643 of the Municipal Government Act.
  12. The term of the encroachment agreement shall be for a period no longer than 89 years or the effective life of the structure whichever is shorter. Further, the Encroachment agreement shall stipulate:
    - 12.1 That the non-conformity may not be enlarged, structurally altered, added to, rebuilt or extended beyond the bounds of the current use except as follows:
      - 12.1.1 to make the structure a conforming building
      - 12.1.2 for routine maintenance of the building
      - 12.1.3 such alterations as may be authorized by the Municipal development authority
    - 12.2 That the non-conformity may not be transferred to any other portion of the building
    - 12.3 If the non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building is not to be repaired or rebuilt except in accordance with the Municipal Land Use Bylaw.
    - 12.4 That if the use of the building is discontinued for a period of 6 consecutive months or more any future use of the land or building must thereafter be in conformity with the land use bylaw then in effect.
  13. Regular Fee - \$50.00
  14. Priority Services (within three (3) working days) - \$100.00

**5. End of Policy**

  
\_\_\_\_\_  
Mayor

13/07/15  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

13/07/15  
Date

**SCHEDULE A**



P.O. BOX 600  
CROWSNEST PASS, ALBERTA  
T0K 0E0

PHONE (403) 562-8836  
FAX (403) 563-5474

FILE:

DATE

NAME

ADDRESS

TOWN, PROVINCE

POSTAL CODE

Attention:

**Re: Lot , Block , Plan**

Further to your request for a Compliance Certificate on the above noted lands, please be advised as follows:

1. The property is located within a Residential (R-1) District under the provisions of the Municipality of Crowsnest Pass Land-Use By-Law.
2. The existing improvements and uses on the property are a permitted use in the Land Use Bylaw. For a complete list of permitted and discretionary uses refer to the Land Use Bylaw.
3. The property appears to comply or meet the tolerances allowed by the Municipality of Crowsnest Pass Land Use Bylaw.

The comments regarding the mentioned property are subject to the following qualifications:

1. The Municipality is relying entirely on information supplied by or on behalf of the applicant in respect to the use of the property and the Municipality makes no representations as to the actual use of the property.
2. The Municipality is relying entirely on the Alberta Land Surveyor's Real Property Report, dated <DATE> (copy attached), and the Municipality makes no representations as to the actual location of the buildings.
3. The Municipality has not conducted an inspection of the property.
4. The Municipality assumes no responsibility or liability for any inaccuracy, mistake or error of law which arises from the information supplied by or on behalf of the Applicant.
5. This certificate does not make any representations as to compliance or non-compliance with the Alberta Building Code or any other Federal or Provincial legislation or enactment. For comment further to compliance with other legislation or enactment's you should refer to the appropriate authority.

Yours truly

Encl.

**SCHEDULE B**



P.O. BOX 600  
CROWSNEST PASS, ALBERTA  
T0K 0E0

PHONE (403) 562-8836  
FAX (403) 563-5474

FILE:

DATE

NAME

ADDRESS

TOWN, PROVINCE

POSTAL CODE

Attention:

**Re: Lot , Block , Plan**

Further to your request for a Compliance Certificate on the above noted lands, please be advised as follows:

1. The property is located within a Residential (R-1) District under the provisions of the Municipality of Crowsnest Pass Land-Use By-Law.
2. The existing improvements and uses on the property are a permitted use in the Land Use Bylaw. For a complete list of permitted and discretionary uses refer to the Land Use Bylaw.
3. The improvement on the property do not comply or meet the tolerances allowed by the Municipality of Crowsnest Pass as outlined in the Land Use Bylaw #868-2013. Specifically:
  - a. The \_\_\_\_\_ should be \_\_\_\_\_ meters, not \_\_\_\_\_ meters.
4. Pursuant to Section 643 of the Municipal Government Act, the improvements on the property are considered legally non-conforming building(s) within the Municipality of Crowsnest Pass Land Use Bylaw.
5. Even though the property does not comply or meet the tolerances, no action to remedy will be enforced at this time.

The comments regarding the mentioned property are subject to the following qualifications:

1. The Municipality is relying entirely on information supplied by or on behalf of the applicant in respect to the use of the property and the Municipality makes no representations as to the actual use of the property.
2. The Municipality is relying entirely on the Alberta Land Surveyor's Real Property Report, dated <DATE> (copy attached), and the Municipality makes no representations as to the actual location of the buildings.
3. The Municipality has not conducted an inspection of the property.
4. The Municipality assumes no responsibility or liability for any inaccuracy, mistake or error of law which arises from the information supplied by or on behalf of the Applicant.

5. This certificate does not make any representations as to compliance or non-compliance with the Alberta Building Code or any other Federal or Provincial legislation or enactment. For comment further to compliance with other legislation or enactment's you should refer to the appropriate authority.

Yours truly  
Encl.



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 7.g

**Subject:** Policy Review - 2003-02 Area Structure Plan Applications Policy

**Recommendation:** That Council adopts Policy 2003-02 Area Structure Plan Applications Policy.

**Executive Summary:**

The existing 2003-01 Area Structure Plan Applications Policy has been revised to update the content to current best practices and split out the policy and procedures portions into an Area Structure Plan Applications Policy, which is reviewed and approved by Council, and an Area Structure Plan Applications Procedure, which is reviewed and approved by the Chief Administrative Officer. The policy and the procedure are implemented by the CAO and / or the designated department.

**Relevant Council Direction, Policy or Bylaws:**

2003-01 Area Structure Plan Applications Policy

**Discussion:**

The revised 2003-02 Area Structure Plan Applications Policy is attached for consideration.

**Analysis of Alternatives:**


N/A

**Financial Impacts:**

N/A

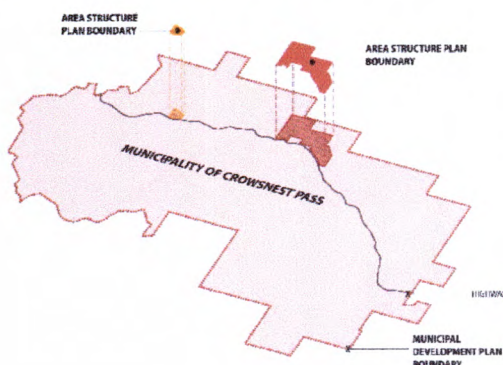
**Attachments:**

[2003-01 - Area Structure Plan Application Policy - 2015 10 20.pdf](#)

	<b>Municipality of Crowsnest Pass Policy</b>
Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:	2003-01 Area Structure Plan Applications Policy October 20, 2015  Planning, Engineering and Operations

## 1.0 POLICY STATEMENT

An Area Structure Plan (ASP) is a statutory plan and provides a framework for future development on an area of land. The ASP covers only a portion of the municipality and goes into greater detail than a Municipal Development Plan (MDP) regarding the way new development is to take place.



ASPs are prepared for areas that have yet to be developed. Area Redevelopment Plans (ARPs) pertain to similar statutory plans for areas of existing development that are subject to further subdivision and/or development. In accordance with the Municipal Government Act (MGA) and municipal policy, an ASP must contain information regarding population density, sequence of development (phasing), transportation routes, public utility locations, and future land uses.

## 2.0 POLICY PURPOSE

This policy is to assist the public and guide the Municipality in providing a more consistent approach in the preparation and processing of an area structure plan submitted to the Municipality by an applicant.

## 3.0 DEFINITIONS

- a) *Area Structure Plan (ASP)* – a statutory plan in accordance with the Municipal Government Act and the municipal development plan for the purpose of providing a framework for subsequent subdivision and development of an area of land in the municipality.
- b) *Council* – the Council of the Municipality of Crowsnest Pass in the Province of Alberta.
- c) *Developer* – a person or an owner of land in accordance with the Statutes of the Province of Alberta who wishes to alter the title to the property and change the use of the property from its existing use.
- d) *Development Agreement* – a contractual agreement completed between the municipality and an applicant which specifies the public roadways, utilities and other services to be provided by the permit holder as a condition of development approval

or subdivision approval, provided the agreement is in accordance with sections 648, 650, 654 and 655 of the Municipal Government Act, as amended.

- e) *Geotechnical Report* – a comprehensive site analysis and report prepared by a qualified and registered professional with the Association of Professional Engineers and Geoscientists of Alberta (APEGA).
- f) *Grouped country residential* – two or more contiguous country residential parcels or acreages.
- g) *Land Use Bylaw* – the bylaw that has been adopted by the Municipality for the purpose of prohibiting or regulating and controlling the use and development of land and buildings within the Municipality of Crowsnest Pass.
- h) *Municipal Development Plan (MDP)* – a statutory plan, formerly known as a general municipal plan, adopted by bylaw in accordance with section 632 of the Municipal Government Act.
- i) *Municipality* – the municipal corporation of the Municipality of Crowsnest Pass, or the area contained within the Municipality boundaries, as the context requires.
- j) *Professional Engineer* – an engineer who has been licensed to practice the profession of engineering by the Association of Professional Engineers and Geoscientists of Alberta (APEGA).
- k) *Subdivision* – the division of a parcel by an instrument, and “subdivide” has a corresponding meaning.

#### **4.0 OBLIGATIONS**

- 4.1 Developers are expected to provide a useful, comprehensive document which clearly outlines the vision for development in a proposed area. Developers are expected to provide any information deemed necessary within this proposal and to understand that Municipal staff must spend a considerable amount of time comprehensively reviewing each version of the document until it is deemed complete and ready for a public hearing before Council. If and when the ASP is approved, developers will be required to engage in further steps before the development is complete, which may include: Redesignation (Rezoning), Subdivision, a Development Agreement, and the issuance of Development Permits.
- 4.2 Administration is expected to provide to the developer a clear understanding of Council's expectations. They will assist in outlining the requirements for an ASP in line with this Policy, and will ultimately review the proposal upon its submission. Administration will provide comments regarding the submission and any changes which may be required prior to beginning the statutory approval process with Council. When administration is satisfied that the document meets the necessary requirements, they will prepare a public hearing where the Plan will be presented to Council and the public.
- 4.3 Council is expected to use the public hearing process to listen to the issues raised by members of the public, and to consider such issues in making their decisions along with input from the developer/applicant and administration.

#### **5.0 GENERAL OVERVIEW**

- 5.1 All applications for grouped country residential/recreational land uses shall be accompanied by a duly prepared area structure plan. An ASP provides the Municipality with a comprehensive analysis of a subdivision proposal. Most importantly, it ensures that the Municipality's citizens will have the opportunity for input into the plan, and will be able to make their views known before Council in a public hearing.

- 5.2 An application which proposes to create less than six (6) lots may be exempted from the preparation of an area structure plan; however the applicant may be required to undertake a Conceptual Scheme.
- 5.3 All other guidelines set out in Appendix 10 of the Crowsnest Pass Land Use Bylaw (Area Structure Plan / Conceptual Scheme Guidelines) must be adhered to in the preparation and assessment of an Area Structure Plan.
- 5.4 The ASP will be approved by Council only if it can be deemed that the proposal is in the best interest of the Municipality in the long term. The plan must be consistent with the Municipal Development Plan and the Land Use Bylaw. The Municipality will ultimately be responsible for the area after the development is complete, so Council will not be inclined to approve a plan that is likely to result in significant infrastructure or servicing costs to the Municipality, or will have other negative impacts in the long term.
- 5.5 The Municipality strongly recommends that the applicant appoints a professional consultant to assist in the preparation of the plan.

## **6.0 PROCEDURE**

### **6.1 Initial Consultation**

The preparation of an ASP is quite rigorous, and can represent a significant investment on the part of the developer. Before beginning this process, the applicant should discuss the following with members of the Municipality Planning & Development department:

- 6.1.1 Outline of the Planning Area: Through consultation with Municipal staff, a planning area should be determined prior to the development of a plan. The planning area must include only full parcels of land, even if only portions of a parcel are being proposed for development. The applicant must have ownership or written consent for each parcel of land within the planning area.
- 6.1.2 Overall vision for development: The developer is encouraged to provide to administration a clear description of the proposed outcome of the development. This can help clarify how the proposal will tie into other plans or proposed plans in the area, and will give administration a sense of what type of investment the developer is willing to make.
- 6.1.3 Draft Terms of Reference: A description of the proposed plan contents, procedures for plan preparation, and key dates. At this point administration will likewise be able to advise the developer on what type of public consultation process should be held based on the expected sensitivity of the proposal.

### **6.2 Stakeholder Consultation**

The applicant and Municipality will contact landowners in the proposed plan area as well as any external agencies who have an interest (i.e. Alberta Transportation, Alberta Environment, Alberta Culture and Tourism, Private Industry or Federal Government) in the proposed ASP.

### **6.3 Information Gathering**

The applicant will be responsible for conducting research and collecting background data relevant to the proposed ASP. This will include previous civil engineering, survey work, geotechnical studies, traffic impact assessments, legislative policy and other planning documents. The municipality may release required engineering and infrastructure data upon request; however a fee will be charged for staff time to package the information for release. A signed data sharing agreement will be required by the applicant.

#### **6.4 Design Process**

The applicant will engage in a consultation process with the Municipality for the ASP design. This will include land use framework, servicing, transportation networks and other relevant sections.

#### **6.5 Public Consultation**

6.5.1 A minimum of one public open house will be required by the applicant.

- a) Additional open houses may be required depending on the nature of the public concerns with the proposed ASP. If significant public opposition is noted at the mandatory first open house, a second open house will be required to show how the concerns are being addressed through revisions to the ASP.

6.5.2 The developer/applicant will be responsible for holding the open house(s) mentioned above, including all advertising and venue costs.

- a) All adjacent landowners must be notified by direct mail at least two weeks prior to the open house
- b) An advertisement in the local newspaper must be placed at least two weeks prior to the open house

6.5.3 Open houses will not be held on statutory holidays. Open houses during the months of July and August should be avoided, if possible.

6.5.4 The applicant must provide:

- a) a written summary of the comments received at the open house(s);
- b) sign-in sheet indicating the number of attendees;
- c) digital copy of any poster boards/information provided at the open house; and
- d) copy of landowner letter and newspaper advertisement.

#### **6.6 Design Review**

Based on the feedback from the public and area landowners, administration will review and provide comment for amendments to the proposed ASP. The review of the draft ASP will involve consideration of a number of issues including: conformity to the Municipality of Crowsnest Pass policies and bylaws; land use; compatibility with adjacent uses; transportation impacts; park and school requirements; environmental impacts; and servicing requirements and costs.

#### **6.7 Formal Application Submission**

After completing the preliminary consultation and design requirements, the applicant will submit a formal application to the Municipality

#### **6.8 Circulation (30 day period)**

The proposed ASP must be circulated to adjacent landowners in the area and referral agencies, as per Section 633 of the Alberta Municipal Government Act.

#### **6.9 Review & Changes**

Based on the feedback from the internal departments and external agencies, administration will review and provide comments for amendments to the draft ASP.

#### **6.10 Further Public Consultation**

A second open house(s) may be required to gather input from the adjacent landowners and other public stakeholders who may be impacted by the ASP.

#### **6.11 Review & Changes**

Based on the feedback from the public and area landowners, administration will review and provide comment for amendments to the proposed ASP.

#### **6.12 1st Reading**

The draft ASP is given a bylaw number and is presented for 1<sup>st</sup> Reading by the Development Officer. Municipal Council votes to adopt 1<sup>st</sup> Reading of the proposed ASP. No public input is permitted at this stage in the process.

#### **6.13 Advertisement & Public Hearing**

Following 1<sup>st</sup> reading, Council must hold a public hearing prior to 2<sup>nd</sup> reading, which provides a formal opportunity for the people in the community to provide their input directly to Council. Notice of hearing is given by an advertisement in the local newspaper for two weeks and by mailing/delivering the notice to owner(s) of the subject parcel and to adjacent landowners. If there is significant concern from the public, amendments may be required. If significant substantive amendments are required, staff may recommend that the ASP be brought back to Council for 1<sup>st</sup> reading.

#### **6.14 2nd Reading**

Subsequent to closure of the public hearing, Council may consider 2<sup>nd</sup> reading of the ASP bylaw. This step may occur on the same day as the Public Hearing or may be at a later date if Council requests additional time to consider the merits of the ASP. Again, Council may request significant revisions to an ASP and it may need to be recirculated and advertised for Public Hearing.

#### **6.15 Approval from Ministry of Alberta Transportation**

If the plan area is within 800m of a Provincial Highway Network, the proposed ASP must be submitted to the Alberta Ministry of Transportation for approval, prior to being given 3<sup>rd</sup> Reading.

#### **6.16 3rd & Final Reading**

Proposed ASP is given 3<sup>rd</sup> (Final) Reading and formally adopted as a Municipal Bylaw, pursuant to the Alberta Municipal Government Act.

### **7.0 CONTENTS OF ASP**

#### **7.1 Studies and Reports**

The ASP should provide a significant amount of information regarding technical considerations of the proposal. Many sections of this document will require reports from qualified professionals; these reports should be summarized in the text of the document, but should also be attached in full as an appendix to the ASP.

Studies and reports associated with ASP application shall be reviewed by the municipality's engineers or engineering consultant. The ASP applicant/developer shall pay for the costs associated with the studies or reports being reviewed by a relevant professional. Amendments to the studies or reports may be required in order to ensure they meet municipal standards.

7.1.1 Geotechnical & Groundwater Percolation Reports: Reports by qualified engineers should be provided proving the suitability of the plan area for the proposal. These reports should include:

- a) A Groundwater report showing any near surface water tables.
- b) Percolation and near surface water testing to show any high water tables that could restrict development. Furthermore, this report will show the suitability of the site for septic fields if the proposed sewage system is individual septic tanks and fields.
- c) Discussion of slope stability in the area, and how this will be addressed in the tentative plan with regard to adequate development sites as per Alberta Environment regulations.

7.1.2 Sewage Treatment: The ASP must include a section detailing the proposal for how sewage will be treated within the plan area. Should future residences or businesses in the Plan area not be connected to a centralised waste water treatment system or collection line system for the, the applicant shall provide a report concerning how waste-water will be treated by Private Sewage Treatment Systems (PSTS).

7.1.3 Stormwater Management: A plan for the management of stormwater runoff is required as part of any ASP proposal. The plan should include a map detailing the slope/gradient of the proposal area, and shall also indicate how stormwater will be directed, and stored in a stormwater management facility.

7.1.4 Water Supply: Description of the proposed water supply, whether by individual wells, piped water system, or cistern system. If water is proposed to be by individual or shared wells, a preliminary Phase 1 Groundwater Assessment is required which reviews existing well data in the area from Alberta Environment. In the case of subdivisions of 6 or more lots per quarter section, the Water Act requires that a detailed Groundwater Assessment be conducted by a professional engineer, geologist, or geophysicist, verifying that the current Alberta Environment standards of water supply per year are available to each individual lot.

7.1.5 Traffic & Roads: For multi-lot subdivisions, a statement on the traffic impact of the development will be a requirement. This may require a traffic impact assessment by a qualified professional engineer for larger subdivisions. If the proposal is within 0.8Km of a provincial highway, the ASP will be reviewed by Alberta Infrastructure & Transportation, who may require additional information (along with a Traffic Impact Assessment), road or intersectional upgrades, etc.

In addition to building an internal road system, the developer may be required to upgrade roads leading to the development or provide a contribution toward future upgrades.

7.1.6 Biophysical Assessment and/or Phase I & II Environmental Site Assessment (ESA): The Municipality may request that a qualified professional produce a Biophysical Assessment in the case that the subject area and/or surrounding area is known to be environmentally sensitive, in terms of wildlife issues, potential contamination

from previous or adjacent land uses, or potential effects on nearby lands, uses, waterways or groundwater tables are anticipated. The exact requirements of such a Biophysical Assessment will be noted by staff.

- 7.1.7 Provision of Environmental and Municipal Reserves: Environmental Reserve is to be dedicated to the Municipality in any area where land is of a sensitive nature and needs to be protected from development. Municipal Reserve is to be dedicated to the Municipality in the amount of 10% of the total development area less the area dedicated as Environmental reserve. Cash-in-lieu of municipal reserve may be considered at the discretion of the Municipality. The developer must conduct a land value assessment in order to calculate the cash-in-lieu contribution.
- 7.1.8 Fire Protection: Each development must have adequate water available for fire protection. The exact volume of water required will vary based on the type of use and density. The developer will be required to provide access to it; this may require the construction of an approach, the installation of one or more fire hydrants, and/or the installation of one or more staging areas.
- 7.1.9 Existing Land Uses: In reference to the map which will be included as part of the document, the ASP should include a section detailing the surrounding land uses and outlining any conflicts that may arise as a result of the proposed development. Solutions should be found to mitigate these issues.
- 7.1.10 Historic Resource Impact Assessment: In accordance with Section 37(2) of the Alberta Historical Resources Act (Act), the Minister of Alberta Culture and Tourism may require that any proposed activity likely to threaten the integrity of a historic resource be preceded by a Historic Resources Impact Assessment (HRIA).

The developer must conduct the HRIA as part of the Area Structure Plan process, or provide a letter of clearance from Alberta Culture if not required.

## **7.2 Maps**

Maps are a critical component of any ASP. All ASP maps must be professionally designed and shall contain, at a minimum, the following components: legend, bar scale, title, legal lot line boundaries, and municipal boundaries (if applicable). Maps shall be created in a digital format that can be imported into the municipality's GIS system (e.g. shapefile, AutoCAD).

The ASP proposal must consist of a number of maps, including the following:

- 7.2.1 Natural Areas: A map of the natural area of the plan and surrounding lands. This shall identify topographical features, including steep slopes and sensitive natural areas. Contours, through survey or aerial photographs will assist in assessing development constraints and storm water runoff projections. This should also include a ground water report showing any near surface water tables, as well as an orthographical overlay.
- 7.2.2 Existing Land Use: This map will identify the location of any intensive livestock operations within 2 kilometers of the plan area along with setbacks as per the Alberta Agriculture, Food and Rural Development's Minimum Distance Separation Formula (MDS) as contained in the Code of Practice for the Safe and Economic Handling of Animal Manures. The map will additionally locate any

nearby sour gas installations and any other existing land uses which may place a constraint on development in the plan area.

In addition to identifying land uses that may place a constraint on development in the plan area, the ASP should likewise identify any surrounding land uses which will be impacted by the proposal. If negative externalities exist, they should be outlined in the text of the ASP; a proposal for their mitigation, if reasonably possible, should be included as part of the text of this document.

**7.2.3 Boundaries of Adjacent Municipalities:** The Plan shall identify the location of the adjacent municipalities. Any development located within 0.8 km of a neighbouring municipality will require the area structure plan and related applications be referred to these municipalities for review. This distance may be greater if the potential effects of the proposed development warrant referrals due to air emissions, smell, noise or aesthetic considerations.

**7.2.4 Roads, Utilities, and Built Features:** The location of existing and proposed roads, as well as existing and proposed utility lines, and oil and gas installations shall be shown on a plan.

**7.2.5 Municipal and Environmental Reserves:** As per Division 8 of the Municipal Government Act of Alberta, the Municipality will require the dedication of Municipal Reserves (MR) as part of the ASP process. Likewise, the Municipality will require the dedication of any Environmental Reserves (ER), if applicable. This dedication should be outlined on a map, with regard to the section of the ASP detailing proposals related to both MR and ER.

**7.2.6 Tentative Plan of Subdivision:** The ASP should contain a tentative plan of subdivision which shows the expected layout of lots within the proposal. Following the plan laid out in an approved ASP will greatly increase the value of a future subdivision application, even if lot lines require minor adjustment. Note that adding additional lots at the subdivision phase will likely require an amendment to the ASP. The plan should include an approximation of lot sizes throughout the plan, so that the Municipality can have an idea as to what policies and standards will affect the proposal.

The tentative plan should include any proposed phasing of development in order to give Municipality and other interested parties a sense of how the development will proceed towards completion. As a developer you may choose not to proceed with later phases of a proposal; the plan will remain in place and will provide a blueprint for future development.

## **8.0 ADDITIONAL INFORMATION**

### **8.1 Additional Information**

**8.1.1 Further Studies or Detailed Investigation:** The provision of the above noted reports, studies, maps, etc. may indicate that further, more detailed assessments or evaluations are required, as well as possible mitigate measures.

**8.1.2 Documents Submitted:** In addition to paper copy submissions, Council also requires the submission of disc ready originals.

8.1.3 Council's Option to Waive: The requirement for an ASP may be waived by resolution of Council when, in the opinion of Council, no purpose would be served by preparing an Area Structure Plan.

8.1.4 Associated Costs: There are several costs involved in the preparation of an ASP. While this list is not exhaustive, the following items are generally the major costs associated with the ASP process.

- a) Professional Fees
- b) Road/Sewer Levy
- c) Application Fee
- d) Municipality Development Agreement & Engineering Fees
- e) Costs associated with holding an open house and public hearing

8.1.5 Additional Contacts: The preparation of an ASP may require contact with outside agencies. If the plan is being prepared by a professional planner or engineer, they will likely have all the required information. If not, the following agencies may need to be contacted:

- a) Alberta Environment
- b) Alberta Infrastructure & Transportation
- c) Alberta Municipal Affairs (safety codes)
- d) Alberta Health & Wellness

## 8.2 Municipal Adoption

The Municipality, at its sole discretion, will undertake any or all of the following:

8.2.1 Adopt a duly prepared Area Structure Plan or Conceptual Scheme by Municipal bylaw which will govern subsequent subdivision and development of the specific area,

8.2.2 Change any or all of the guidelines or requirements outlined in the above-noted sections,

8.2.3 Waive the requirements to provide any of the information discussed in this policy,

8.2.4 Require the developer to provide a higher standard of servicing than outlined in the land use bylaw or a statutory plan based on the density or complexity of a development proposal,

8.2.5 Require the developer to provide any additional information not addressed or contemplated in this policy.

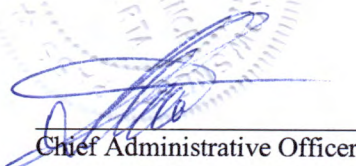
## 9.0 End of Policy



Mayor

October 28, 2015

Date



Chief Administrative Officer

27/October/2015

Date



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 7.h

**Subject:** Policy Review - 2004-03 Sidewalk and Street Patio Policy

**Recommendation:** That Council adopts Policy 2004-03 - Sidewalk and Street Patio Policy.

**Executive Summary:**

The existing 2004-02 Sidewalk and Street Patio Policy has been revised to update the content to current best practices and split out the policy and procedures portions into a Sidewalk and Street Patio Policy, which is reviewed and approved by Council, and a Sidewalk and Street Patio Procedure, which is reviewed and approved by the Chief Administrative Officer. The policy and the procedure are implemented by the CAO and / or the designated department.

**Relevant Council Direction, Policy or Bylaws:**

2004-02 Sidewalk and Street Patio Policy

**Discussion:**

The revised 2004-03 Sidewalk and Street Patio Policy is attached for consideration.

**Analysis of Alternatives:**


N/A

**Financial Impacts:**

N/A

**Attachments:**

[2004-02 - Sidewalk and Street Patio Policy - 2018 06 20.pdf](#)

	<b>Municipality of Crowsnest Pass Policy</b>
Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:	2004-02 Sidewalk and Street Patio Policy July 20, 2018 June 20, 2018 2004-01 Development, Engineering and Operations

## 1.0 POLICY STATEMENT

The intent of the Sidewalk and Street Patio Policy is to facilitate the development of seasonal outdoor seating areas for eating and drinking establishments within the downtown areas of the Crowsnest Pass.

## 2.0 POLICY PURPOSE

The purpose of this Policy is to provide a framework which allows for the Municipality of Crowsnest Pass to evaluate applications for development of Street Patios which utilize public sidewalk and/or street spaces under control of the Municipality.

## 3.0 DEFINITIONS

**“Municipality”** – the municipal corporation of the Municipality of Crowsnest Pass, or the area contained within the Municipality boundaries, as the context requires.

**“Fence”** – any enclosing barrier, wall, or structure such as a chain link fence, wooden fence, metal fence, or brick/stucco wall, usually located along the property line.

**“Footprint”** – defined as the physical spatial extent of the patio area.

**“Land Use Bylaw”** – the bylaw that has been adopted by the Municipality for the purpose of prohibiting or regulating and controlling the use and development of land and buildings within the Municipality of Crowsnest Pass.

**“Street Patio”** – a patio space delineated on a public sidewalk or street under control of the Municipality of Crowsnest Pass which is used by a food or beverage business as additional seating space in the summer periods.

## 4.0 APPLICATION

There are three potential types or layouts that can be considered for an outdoor sidewalk patio. In terms of required approvals, development permit requirements apply to private land, and this Street Patio Policy applies to Municipal Property (sidewalk or road right-of-way), so depending on the type of outdoor patio proposed, a Development Permit AND/OR approval under this policy may be required as indicated below.

**Type 1: Outdoor Patio** within a parking area of a use on the same private parcel. A Development Permit is required.

**Type 2: Outdoor Patio** adjoining a public sidewalk:

- a) Footprint on private sidewalk wholly within Private Parcel. A Development Permit is required. Applicant must be aware of property line.
- b) Footprint on a combination of private parcel and municipal public sidewalk. A Development Permit and Street Patio Policy approval are required.

**Type 3: Sidewalk Patio** requiring redirection of pedestrians to temporary sidewalk constructed in curb lane.

- a) Footprint is on both private parcel and municipal public sidewalk; a Development Permit and Street Patio Policy approval are required.
- b) Footprint is entirely within municipal public sidewalk/road right-of-way, Street Patio Policy approval is required (no Development Permit is required).

**Type 4: Street Patio** constructed wholly within the street, allowing pedestrian traffic to be maintained on the existing sidewalk.

- a) Footprint is entirely within municipal public sidewalk/road right-of-way, Sidewalk and Street Patio Policy approval is required (no Development Permit is required).

Sidewalk and Street Patios associated with an existing food or drink establishment (e.g., restaurant, coffee shop, pub or bar) will be considered for any Street or Avenue in the Municipality for which the Municipality of Crowsnest Pass has control over. Street Patios will not be considered or permitted to be developed in alleyway or laneways. Street Patios proposed along roadways under control of Alberta Transposition (Highway 3) may be considered only where Alberta Transportation has provided written approval for the use.

## 5.0 RESPONSIBILITIES

The Sidewalk and Street Patio Policy will be administered by the Development Department and the Operations Department. The Development Department (Development Officer) will function as the point of contact to receive inquiries, applications and issue permits. The Development Department will liaise with the Operations Department and Protective Services Departments to review street use, and will secure Operations Manager and Fire Chief approval for the patio use on public sidewalks and/or streets.

## 6.0 PROCEDURE

The following outlines the procedure which will be implemented for review and permitting of Street Patios.

1. **Pre-Application Meeting.** The first time a business applies for a Sidewalk or Street Patio, a pre-application meeting be set up with the Development Department. This step will include a review of property lines, to determine applicability of Development Permitting, or the Street Patio Policy, or both, based on a preliminary site review.
2. **Additional Approvals.** Prior to submission of a formal application, the applicant is required to consult with neighbouring businesses which may be impacted to identify and address potential concerns. This is necessary where the proposed Street Patio will extend beyond the frontage of the parent business.

In addition, the applicant should confirm other regulatory requirements, including:

- a) Confirm with **Alberta Health Services (AHS)** that your proposed food service meets regulations, particularly if you are planning to prepare food outside.
- b) Confirm with the **Alberta Gaming and Liquor Commission (AGLC)** that your proposed alcohol service meets regulations. In particular, be clear about whether or not your patio is connected to your premises or if liquor service would have to travel through an unlicensed area.

Prior to issuing a permit for a Street Patio, applicants will be required to demonstrate that they have adequate insurance coverage for the space that names the Municipality as co-insured. It is recommended that the business proposing the street patio confirm that this insurance will be available and that the cost of insurance is acceptable prior to applying for the patio.

3. **Application Submission.** Applicants must apply to establish a street patio on an annual basis. The application must include the following:
  - a) Dimensioned site plan showing the overall spatial extent of the proposed patio, including any required temporary sidewalk spaces.
  - b) Dimensioned floor plan and elevations showing placement and quantity of chairs, umbrellas, bus stops, any other objects to be placed on the patio, including platform railings.
  - c) Proof of insurance naming the Municipality of Crowsnest Pass as an insured party.
  - d) **OPTIONAL:** Written support letters from adjacent property owners (or their authorized representatives) where the applicant wishes to extend the sidewalk patio beyond the frontage of the parent business. **NOTE:** Where support letters are not provided, the Municipality will issue notification of an application to adjacent owners which may lengthen the time required for approvals to be granted.

4. **Application Review.** Each application will be reviewed by the Development Department to ensure that Development Permit requirements are addressed (e.g., if a portion of the Street Patio is on private property) and that Street Patio Design Standards (see Section 7.0) and Policy Operational Conditions (see Section 8.0) are complied with. Once development Review is complete, the application will be referred to the following departments internally:
- a) **Operations Department:** to confirm that the proposed Street Patio will accommodate pedestrian traffic and vehicular traffic and that the loss of parking available on the street front is acceptable.
  - b) **Protective Services Department:** to confirm that the proposed Street Patio meets requirements for emergency egress and capacity.
  - c) **Adjacent property owners:** where applicants are proposing to extend the patio area beyond the frontage of the parent business, and letters of support from the adjacent business are NOT provided, the Municipality will mail notification of the application to the adjacent property owners. The notification will provide for a minimum of two weeks response period after the date of receipt of notification (assumed to be one week after mailing) for adjacent property owners to contact the Municipality with concerns.
5. **Permit Issuance and Fee Payment.** Where approved, a permit will be issued for the Street Patio. Permits will be valid for a specified period (temporary; to be issued for the summer period of May through October). The permit will not be valid until the permit fee is paid.
- a) **Permit Fee:** the standard permit fee will be \$50 for a Street Patio extending up to one storefront in length. Where the patio is proposed to extend further, an additional \$50 will be levied per storefront length, to a maximum of \$200.

## 7.0 STREET PATIO DESIGN STANDARDS

Applications for Sidewalk and Street Patios are subject to review by the Development Department (Development Officer) in relation to existing street scaping and heritage considerations for Street Patios proposed in the Historic Commercial Overlay Districts (see the Land Use Bylaw 868, 2013 for maps of the Historic Commercial Overlay District Areas). Applicants should take the heritage style into consideration when submitting their proposals.

Street Patios should consider the following as part of their design:

1. Where a Patio will utilize part of the sidewalk and part of the street, the patio must consist of a platform that is level with the curb and sidewalk with no more than a half inch change in elevation between the patio space and the existing curb and sidewalk.
2. Where a patio will be located wholly on the street surface, a patio which is situated at-grade (e.g., not platform is provided), the patio area must be fully fenced and demarcated to the satisfaction of the Development Department and Operations Department, and a ramp installed to provide safe and accessible transition from the sidewalk to the lower patio area on the street.

3. Where a patio will utilize all of the sidewalk width, a temporary boardwalk pathway providing pedestrian walkway around the sidewalk will be required.
4. A minimum 1.5 m width of unobstructed pedestrian pathway must be provided.
  - a) Umbrellas may not extend above the clear sidewalk width.
  - b) Planters and other structures (e.g., pergolas at restaurant entryways) may not extend into the clear sidewalk area.
  - c) Benches or chairs may not be incorporated into the clear sidewalk width or along the railing external to the proposed patio area.
  - d) Temporary A-frame signs may not be placed in the clear sidewalk width.
5. Where Patios or Temporary Sidewalks extend into the street, measures to ensure the visibility of the structure to drivers (e.g., reflective tape) must be included into the design, to the satisfaction of the Municipality.
6. No additional signage may be incorporated into the Street Patio. Separate development approval would be required for additional signage proposed for the Street Patio.
7. Not extend more than 2.5 m (8 ft) into the street.
8. Street Patios must be accessible to persons with disabilities.
9. Roadway and curb drainage must be retained.
10. Street Patios must be designed in a manner that prevents the accumulation of food debris and refuse beneath the structure.

## 8.0 OPERATING CONDITIONS

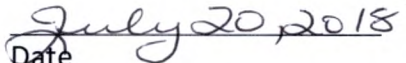
The following Operating Conditions are considered requirements and applicable to any Street Patio authorized under this policy. Standards may be varied only by written consent of the authorizing departments and where explicitly stated on the permit issued for the given patio.

1. Applications are evaluated on a first-come first-serve basis.
2. Permits will continue to be awarded in a single block face until the applications awarded account for up to 50% of the total block face length. Pedestrian flow of traffic is given a priority in Municipal review of outdoor patio applications and patios which do not adequately provide for pedestrian movement will be denied.
3. Street Patios may not be located within 20ft of a Stop Sign or in a location where visibility to vehicle or pedestrian traffic safety is deemed to be an issue by the Municipality of Crowsnest Pass Operations Department.


4. Street Patios will be permitted to be in place from May 15 to October 15 of any given year. Where street sweeping has yet to be completed on the street or avenue of a proposed patio location, operations may require a modification for the start date that the subject patio may be in place for. The structures must be fully dismantled and removed during the off-season period from October 15 to May 15.
5. Patios or temporary sidewalks which extend into the roadway may be required to have reflectors installed
6. Patio furniture, including tables, chairs, umbrellas, which are not permanently affixed to the patio structure must be adequately secured to prevent materials from being moved by vandals or weather (wind) into the street.
7. Street Patio use is limited to between the hours of 7 am and 10 pm. Patios will not be permitted to be operated from 10 pm to 7 am.
8. No sound reproduction or amplification devices will be permitted on Street Patios.
9. Once a permit is issued, the Municipality requires proof of all provincial approvals (e.g., Alberta Health Services and AGLC).
10. Permits are non-transferable.
11. Sidewalk and Street Patios will only be applicable to existing food and beverage businesses within the Municipality of Crowsnest Pass. Street Patios permits will not be granted to businesses which are not in good standing with annual business license fees and conditions and property taxes. Additional business licenses are not required to operate the Street Patio. Patio occupancy requirements must account for adequate egress and capacity requirements of the authority(s) having jurisdiction; the number of seats on a patio area may be regulated as a condition of a Sidewalk or Street Patio Permit.
12. Permits are renewable provided the existing permit is in good standing and a completed application for the same permit area on the same terms and conditions is received prior to the installation of the patio in the following year.
13. Permits are revocable for non-compliance with the conditions set out in this policy.
14. Where a fee has not been paid within 30 days of the date upon which it is due, the Municipality reserves the right to cancel the permit and remove the outdoor facility, with costs incurred to be billed to the parent business, and confiscate materials and installations at the patio location and hold this property until such time that the costs for removal are paid.

15. The permit holder is liable for all loss, costs, damages and expenses whatsoever incurred or suffered by the Municipality for the installation of the Street Patio.
16. The applicant shall procure and maintain, at their own cost, comprehensive general liability insurance, including provisions for host liquor insurance if liquor is served, in an amount not less than \$5,000,000.00 indemnifying the Municipality of Crowsnest Pass against any and all damages, injuries or claims. The insurance policy will name the Municipality of Crowsnest Pass as an additional named insured and shall be maintained continuously as long as the permit is in effect.
17. Securing dogs to the fencing or railings of outdoor patios will not be permitted.
18. The operator of the outdoor patio will conduct regular inspections of the finished and structural components. Repair will be undertaken as necessary.
19. Street Patios must be maintained in a tidy, clean and sanitary condition. Dirt, refuse, or debris shall not be permitted to accumulate on or around the structure.
20. The Municipality reserves the right to refuse renewal of a Street or Sidewalk Patio permit if a Street or Sidewalk Patio is not maintained in an attractive and safe condition. The Municipality reserves the right to remove poorly maintained outdoor patio structures at the operator's expense.


  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Date

**SCHEDULE A  
APPLICATION FORM**

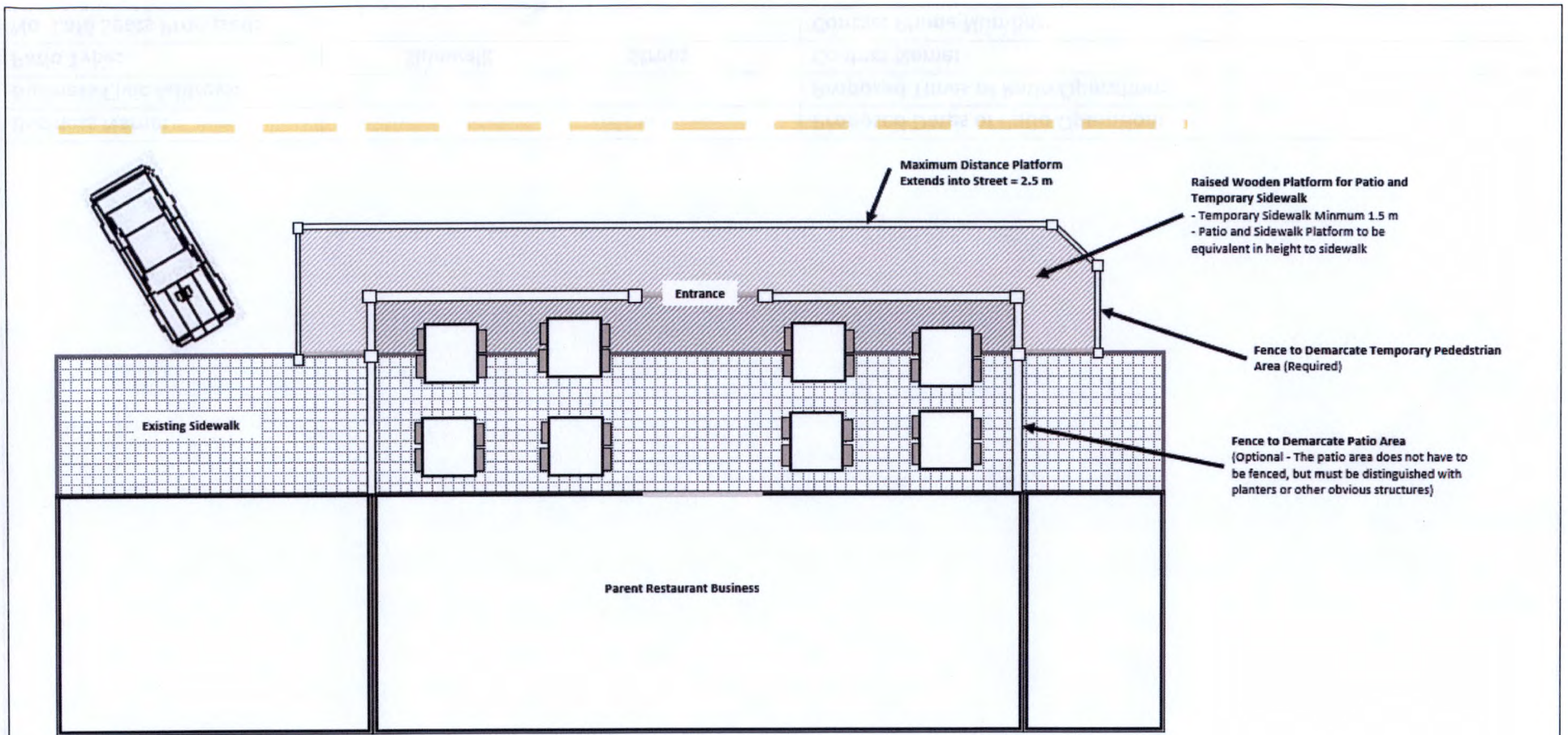
	Box 600 Crowsnest Pass, Alberta TOK OEO Phone: 403-562-8833 Fax: 403-563-5581	<b>*Office Use Only*</b> (Paid or Received)
		<input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Debit
<b>Sidewalk and Street Patio Application Form</b>		
<b>Applicant / Owner Information</b>		
Business Name:		
Name:		
Civic Address of applicant:		
Community:		
Postal Box & Code:		
Phone:		
Alt. Phone:		
Email:		
<b>Sidewalk or Street Patio Information</b>		
Municipal Address (of approved business):		
Legal Description of Business Location:		
Plan No.: _____ Block: _____ Lot: _____		
Number of Sidewalk Café Seats proposed:		Is Alcohol being served?
<b>Application Declaration</b>		
I confirm by my signature below that the information contained in this application, including plans and details, is to my knowledge, true and complete:		
Date: _____ Signature: _____		
The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act as per section 33 (c). The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the FOIP Coordinator Municipality of the Crowsnest Pass at 403-562-8833.		

SCHEDULE A  
SITE PLAN TEMPLATE TO ACCOMPANY APPLICATION FORM

Business Name:		Proposed Dates of Patio Operation:	
Business Civic Address:		Proposed Times of Patio Operation:	
Patio Type:	Sidewalk                      Street	Contact Name:	
No. Café Seats Proposed:		Contact Phone Number:	

## SCHEDULE B

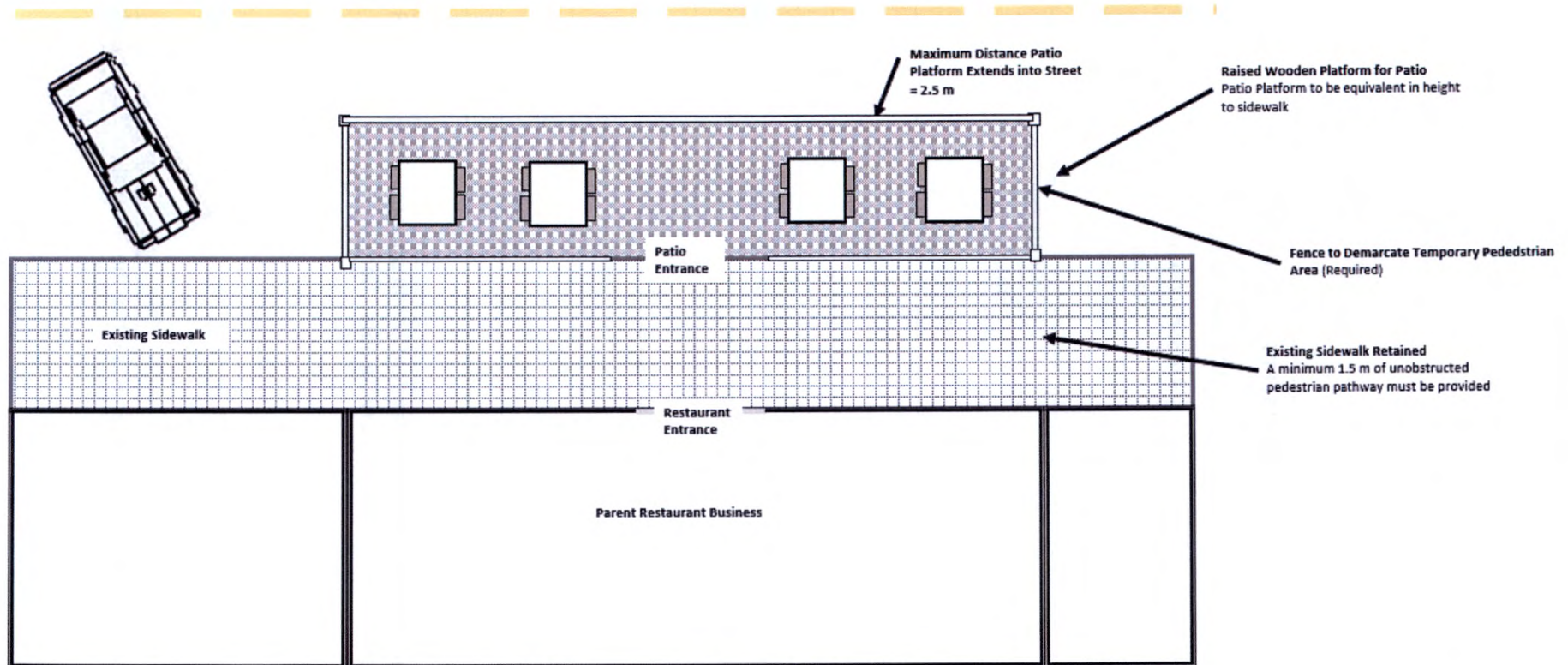
### SAMPLE SITE PLAN – SIDEWALK PATIO WITH TEMPORARY SIDEWALK



Business Name:		Proposed Dates of Patio Operation:	
Business Civic Address:		Proposed Times of Patio Operation:	
Patio Type:	Sidewalk      Street	Contact Name:	
No. Café Seats Proposed:		Contact Phone Number:	


## SCHEDULE B

### SAMPLE SITE PLAN – STREET PATIO



Business Name:		Proposed Dates of Patio Operation:	
Business Civic Address:		Proposed Times of Patio Operation:	
Patio Type:	Sidewalk      Street	Contact Name:	
No. Café Seats Proposed:		Contact Phone Number:	

**SCHEDULE C  
SAMPLE PERMIT**

	Box 600 Crowsnest Pass, Alberta T0K 0E0 Phone: 403-562-8833 Fax: 403-563-5581	Permit No:  <hr/> Date Issue:  <hr/> Period Valid:  	
	<b>SIDEWALK AND STREET PATIO PERMIT</b>		
	<b>PERMIT HOLDER CONTACT INFORMATION</b>		
<b>Applicant:</b>		<b>Property Owner:</b>	
Name:		Name:	
Address:		Address:	
Phone:		Phone:	
Email:		Email:	
<b>PROEPRTY DESCRIPTION</b>			
Business Name:			
Description of Patio:			
No of Patio Seats:			
<b>PATIO DETAILS</b>			
Description of Patio:			
Patio Dimensions:			
No. Parking Stalls Occupied:			
No of Patio Seats:			
<b>APPROVAL CONDITIONS</b>			
Note: All Sidewalk and Street Patios are subject to the standard conditions outlined in Section 8.0 of Policy 2004-001 Sidewalk and Street Patio Policy (see reverse) unless otherwise noted here.			
A copy of this permit must be retained at the business premises while the Sidewalk or Street Patio is in operation.			

## SCHEDULE C

### STANDARD OPERATING CONDITIONS FOR ALL SIDEWALK AND STREET PATIOS

The following Operating Conditions are considered requirements and applicable to any Street Patio authorized under this policy. Standards may be varied only by written consent of the authorizing departments and where explicitly stated on the permit issued for the given patio.

1. Applications are evaluated on a first-come first-serve basis.
2. Permits will continue to be awarded in a single block face until the applications awarded account for over 50% of the total block face length. Pedestrian flow of traffic is given a priority in Municipal review of outdoor patio applications. Patios will not be permitted which are deemed infringement of pedestrian movement past.
3. Street Patios may not be located within 20 ft of a Stop Sign or in a location where visibility to vehicle or pedestrian traffic safety is deemed to be an issue by the Municipality of Crowsnest Pass Operations Department.
4. Street Patios will be permitted to be in place from May 15 to October 15 of any given year. The structures must be fully dismantled and removed during the off-season period from October 15 to May 15.
5. Patio furniture, including tables, chairs, umbrellas, which are not permanently affixed to the patio structure must be adequately secured to prevent materials from being moved by vandals or weather (wind) into the street.
6. Street Patio use is limited to between the hours of 7 am and 10 pm. Patios will not be permitted to be operated from 10 pm to 7 am.
7. No sound reproduction or amplification devices will be permitted on Street Patios.
8. Once a permit is issued, the Municipality requires proof of all provincial approvals (e.g., AHS and AGLC).
9. Permits are non-transferable.
10. Street Patios will only be applicable to existing food and beverage businesses within the Municipality of Crowsnest Pass. Street Patios permits will not be granted to businesses which are not in good standing with annual business license fees and conditions. Additional business licenses are not required to operate the Street Patio. Patio occupancy will be deducted from the interior occupancy of the parent business.
11. Permits are renewable provided the existing permit is in good standing and a completed application for the same permit area on the same terms and conditions is received prior to the installation of the patio in the following year.
12. Permits are revocable for non-compliance with the conditions set out in this policy.
13. Where a fee has not been paid within 30 days of the date upon which it is due, the Municipality reserves the right to cancel the permit and remove the outdoor facility, with costs incurred to be billed to the parent business, and confiscate materials and installations at the patio location and hold this property until such time that the costs for removal are paid.
14. The permit holder is liable for all loss, costs, damages and expenses whatsoever incurred or suffered by the Municipality for the installation of the Street Patio.
15. The applicant shall procure and maintain, at their own cost, comprehensive general liability insurance, including provisions for host liquor insurance if liquor is served, in an amount not less than \$5,000,000.00 indemnifying the Municipality of Crowsnest Pass against any and all damages, injuries or claims. The insurance policy will name the Municipality of Crowsnest Pass as an additional named insured and shall be maintained continuously as long as the permit is in effect.
16. Securing dogs to the fencing or railings of outdoor patios will not be permitted.
17. The operator of the outdoor patio will conduct regular inspections of the finished and structural components. Repair will be undertaken as necessary.
18. Street Patios must be maintained in a tidy, clean and sanitary condition. Dirt, refuse, or debris shall not be permitted to accumulate on or around the structure.
19. The Municipality reserves the right to refuse renewal of a Street patio permit if a street patio is not maintained in an attractive and safe condition. The Municipality reserves the right to remove poorly maintained outdoor patio structures at the operator's expense.



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 7.i

**Subject:** Proposed Policy - 2005-01 Mobile Vending Policy

**Recommendation:** That Council adopts Policy 2005-01 - Mobile Vending Policy.

**Executive Summary:**

The 2005-01 Mobile Vending Policy and the associated Mobile Vending Procedure are proposed as a framework for the approval and management of mobile vendors on public streets and sidewalks, and in public parks, sports facilities and sports fields owned by the Municipality. The Mobile Vending Policy is reviewed and approved by Council, and the Mobile Vending Procedure is reviewed and approved by the Chief Administrative Officer. The policy and the procedure are implemented by the CAO and / or the designated department.

**Relevant Council Direction, Policy or Bylaws:**

N/A

**Discussion:**

The proposed 2005-01 Mobile Vending Policy is attached for consideration.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 10.a

**Subject:** Council Meeting Schedule Review - Councillor Kubik

**Recommendation:** That Council consider holding only the two evening Council meetings per month on a trial basis.

**Executive Summary:**

Councillor Kubik requested that Council consider rescheduling the afternoon Council meetings back to evening meetings to enable the public to attend meetings outside of business hours and to accommodate her work schedule.

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw - Part 2, Section 6 (6.1) *Consolidated*

**Discussion:**

Councillor Kubik requested that this topic be added to the agenda for discussion by Council.

It should be noted that afternoon Council meetings on the second Tuesday of the month were implemented at the request of the public to accommodate shift workers in the community.

Administration would also recommend to trial with having just the two evening Council meetings on the 1st and 3rd Tuesday of each month. This is similar scheduling to other Municipalities. This would relieve some workload that is currently put towards preparing the third meeting package. Also for consideration is the work/life balance of adding an additional evening meeting on staff.

**Analysis of Alternatives:**

1. Council could choose to reschedule the afternoon meeting to an evening meeting.
2. Council could recommend that the second meeting of the month be cancelled and proceed with two Council meetings per month on a trial basis.

**Financial Impacts:**

Unknown

**Attachments:**

[1041, 2020 - Procedure Bylaw - CONSOLIDATED.pdf](#)



Date of Consolidation: May 14, 2020

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## Consolidation of Bylaw No. 1041, 2020

### Municipality of Crowsnest Pass

#### ***Procedure Bylaw***

*Adoption January 21, 2020*

As Amended By:

Bylaw No. 1049, 2020 adopted April 21, 2020

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## MUNICIPALITY OF CROWSNEST PASS

### BYLAW NO. 1041, 2020

#### PROCEDURE BYLAW

**BEING** a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta to regulate the proceedings of council and council committees

**WHEREAS** section 145 of the *Municipal Government Act* provides that a council may pass bylaws in relation to the procedure and conduct of council and council committees;

**NOW THEREFORE** the Council of the Municipality of Crowsnest Pass in the Province of Alberta enacts as follows:

#### PART 1

#### INTERPRETATION AND APPLICATION

##### 1. Short Title

1.1 This Bylaw may be cited as the “Procedure Bylaw”.

##### 2. Definitions

2.1 In this Bylaw, any word or expression used in the Act has its statutory meaning unless otherwise specified in this section, and:

- (a) **“Act”** means the *Municipal Government Act*, RSA 2000, c M-26 and its regulations;
- (b) **“Administration”** means the Chief Administrative Officer and any other person who exercises a power, function or duty of the Municipality whether under delegation from the CAO or by any other authority or agreement;
- (c) **“Chair”** means the person who presides over a Council meeting or council committee meeting;
- (d) **“Chief Administrative Officer”** or **“CAO”** means the person appointed by Council as chief administrative officer within the meaning of the Act, or a person to whom the appointed CAO has delegated any CAO power, function or duty;
- (e) **“Council”** means the duly elected Council of the Municipality;
- (f) **“Delegation”** means any person other than Administration, who addresses Council at a Council meeting, but does not include a person who speaks at a Public Hearing;
- (g) **“Deputy Mayor”** means a Councillor who is appointed under subsection 152(1) of the Act;

This Consolidation is not an Official Bylaw. It is prepared by the Chief Administrator’s Office for assistance only.

Copies of the Official Bylaw(s) may be purchased from the Municipal Office.

This Consolidated Bylaw was authorized pursuant to Bylaw 1009, 2018 CAO Bylaw.

- (h) **“In Camera”** means a meeting or portion of a meeting that is closed to the public in accordance with section 197 of the Act;
- (i) **“Mayor”** means the chief elected official of the Municipality;
- (j) **“Motion”** means a formal proposition put forward by a Councillor in attendance at a meeting with the intention that it be put to a vote;
- (k) **“Municipality”** means the municipal corporation of the Municipality of Crowsnest Pass;
- (l) **“Notice of Motion”** means the informing of councillors, in writing, of the intent to put a new Motion forward at a subsequent Council meeting;
- (m) **“Notice of Public Hearing”** means a formal notice issued by the Chief Administrative Officer to announce the date, place, time and purpose of a Public Hearing;
- (n) **“Point of Order”** means the raising of a question by a Councillor to call attention to any deviation from a provision of this Bylaw or any other bylaw, statute or regulation, or to any procedural matter that according to this Bylaw must be raised by way of Point of Order;
- (o) **“Point of Privilege”** means a matter affecting the rights and privileges of Council collectively or of individual councillors;
- (p) **“Public Hearing”** means a meeting of Council, or a dedicated portion of a meeting, for the purpose of complying with section 230 of the Act; and
- (q) **“Resolution”** means a motion which has been voted on and carried by Council.

### **3. Rules of Interpretation**

- 3.1 The headings in this Bylaw are for guidance purposes and convenience only.
- 3.2 Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 3.3 In this Bylaw, a citation of or reference to any enactment of the Province of Alberta or of Canada, or of any other bylaw of the Municipality, is a citation of or reference to that enactment or bylaw as amended, whether amended before or after the commencement of the enactment or bylaw in which the citation or reference occurs.

### **4. Application**

- 4.1 This Bylaw shall govern the proceedings of Council.
- 4.2 This Bylaw shall govern the proceedings of council committees, subject to the following:

- (a) a reference in this Bylaw to a “Councillor” is, in the context of a council committee meeting, deemed to include a member of the public who is appointed by Council as a member of that council committee;
  - (b) a rule or procedure established by this Bylaw that is specifically stated to apply to council committees, or to a specific council committee, shall prevail over a rule or procedure of more general application contained in this Bylaw; and
  - (c) a specific rule or procedure set out in a council committee’s governing bylaw shall, in the event of a conflict, prevail over a rule or procedure of more general application contained in this Bylaw.
- 4.3 When any matter relating to the proceedings of Council or council committees is not addressed in the Act or in this Bylaw, the provisions of the most recent version of Robert’s Rules of Order Newly Revised will govern the matter.
- 4.4 In the event of conflict between the provisions of this Bylaw and Robert’s Rules of Order Newly Revised, the provisions of this Bylaw shall prevail.

## **PART 2**

### **COUNCIL AND COUNCIL COMMITTEE MEETINGS**

#### **5. Organizational Meeting of Council**

- 5.1 An organizational meeting of Council must be held annually within two weeks after the third Monday in October at a date and time set by Council, except in the year of a general election when the Chief Administrative Officer shall determine the date and time for the organizational meeting.
- 5.2 At or before the first organizational meeting of a Council term, all councillors must take the official oath prescribed by the *Oaths of Office Act* before dealing with any Council business.
- 5.3 At the organizational meeting, Council must by Resolution:
- (a) establish a Deputy Mayor roster for the following year whereby each councillor shall serve a 2 month term as Deputy Mayor on a rotational basis;
  - (b) make appointments to council committees and other agencies and boards to which a liaison is appointed, subject to any bylaw that provides for an alternate date for the making of appointments to a specific body; and
  - (c) deal with any other business described in the notice of the meeting.
- 5.4 Seating in the Council chambers shall be re-assigned immediately prior to each organizational meeting, with seat selection to occur via random draw conducted by the Chief Administrative Officer.

#### **6. Regular Meetings**

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**This Consolidated Bylaw was authorized pursuant to Bylaw 1009, 2018 CAO Bylaw.**

- 6.1 Regular meetings of Council will be held in the Council chambers at the municipal office on the first and third Tuesday of each month commencing at 7:00 pm, and on the second Tuesday of each month commencing at 1:00pm, unless cancelled by Resolution of Council. ***Amended – Bylaw 1049, 2020, Adopted April 21, 2020.***
- 6.2 The schedule of regular meetings of Council will be posted on the municipal website and the date, time and location of special meetings of Council will be posted on the municipal website as soon as practicable after that information is available.
- 6.3 Council or the Chief Administrative Officer may reschedule a regular meeting of Council. ***Amended – Bylaw 1049, 2020, Adopted April 21, 2020.***
- 6.4 If there are changes to the date, time or place of a regular meeting, including cancellation, the Chief Administrative Officer must give at least 24 hours' notice of the change to all councillors and post the notice on the municipal website. ***Amended – Bylaw 1049, 2020, Adopted April 21, 2020.***

## **7. Special Meetings**

- 7.1 The Chair may call a special meeting of Council at any time in accordance with section 194 of the Act. Where the Mayor receives a written request for a special meeting, stating its purpose, from a majority of the councillors, such meeting shall be scheduled within 7 days of receiving the request.
- 7.2 The date, time and location of a special meeting of Council will be posted on the municipal website as soon as practicable after that information is available.
- 7.3 If there are changes to the date, time or place of a special meeting, including cancellation, the Chief Administrative Officer must give at least 24 hours' notice of the change to all councillors and post the notice on the municipal website.

## **8. Council Committee Meetings**

- 8.1 Council committee meetings will be held at the call of the Chair of each respective council committee at the date, time and place set out in the public notice of the council committee meeting.

## **9. Chair**

- 9.1 The Mayor is the Chair of Council meetings. If the Mayor is absent the Deputy Mayor shall take the Chair. In the absence of the Mayor and the Deputy Mayor, the CAO shall begin the meeting by calling for a motion for the appointment of a Chair from among the councillors present.
- 9.2 The Chair of a council committee meeting is the person appointed as Chair in accordance with the provisions of the bylaw establishing the council committee. If the Chair is absent, and an acting Chair has not been appointed, then the meeting shall begin with a call for a motion for the appointment of a Chair from among the members present.

## **10. Quorum**

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- 10.1 As soon as there is a quorum after the time fixed for a meeting, the Chair shall call the meeting to order.
- 10.2 If there is no quorum within 15 minutes after the time set for the meeting, the names of the councillors present shall be recorded and no meeting will take place on that date.
- 10.3 If at any time during a meeting quorum is lost, the Chair shall call a recess and if quorum is not achieved again within 15 minutes, the meeting will be adjourned.
- 10.4 The agenda for an adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called before the next regular meeting to deal with the business of the adjourned meeting.

## **11. Attendance**

- 11.1 If a councillor is unable to attend all or part of a meeting, including arriving after the start of a meeting or leaving before the meeting is adjourned, the councillor:
  - (a) must notify the Chief Administrative Officer and the Chair at least 24 hours in advance, or if exigent circumstances exist as soon as reasonably possible;
  - (b) must provide the general reason for the absence; and
  - (c) may request that the Chair announce the reason and expected duration of their absence during the meeting.

## **12. Electronic Participation at Meetings**

- 12.1 A councillor may participate in a meeting via teleconferencing or other electronic means that has been tested for reliability and can be muted to block background noise, provided that:
  - (a) the requirements of section 199 of the Act are met; and
  - (b) there is a quorum physically present at the meeting to ensure the meeting can continue if the connection fails.
- 12.2 The Chair may direct that the connection be terminated if the councillor cannot be clearly understood, or if a poor connection or background noise is deemed to be disruptive to the meeting.
- 12.3 If a technical problem prevents or interrupts a councillor's electronic participation in a meeting, the minutes shall reflect the time at which the councillor ceased to participate in the meeting by reason of the technical problem. If such technical problem is later resolved and the councillor rejoins the meeting by electronic means without a vote on a Motion having taken place during the interruption in the councillor's participation, the minutes shall reflect the time at which the councillor rejoined the meeting.

- 12.4 If electronic communication is interrupted during a meeting and remains interrupted while a vote on a Motion is taken, the councillor affected is deemed to have left the meeting prior to the vote and shall not be permitted to rejoin the meeting, either electronically or in person.
- 12.5 Unless otherwise provided for by a Resolution, a Delegation or speaker at a Public Hearing may not participate in a meeting electronically.

**13. Electronic Recordings and Devices**

- 13.1 No member of the public may electronically record any portion of a Council or council committee meeting, unless a request is made prior to the commencement of the meeting and the Chair determines that electronic recording of the meeting by the public will be permitted.
- 13.2 All electronic devices must be in silent mode or turned off while a meeting is in progress.

**PART 3  
AGENDAS AND MINUTES**

**14. Agendas**

- 14.1 The agenda for each Council meeting shall be prepared by the Chief Administrative Officer in consultation with the Mayor and Deputy Mayor.
- 14.2 Any councillor may submit an item for consideration of placement on a future Council meeting agenda. A councillor who submits an item for consideration that is not placed on a Council meeting agenda retains the right to present the item at the next council meeting and have it added to the agenda if a majority of council agrees or serve a Notice of Motion to compel debate and voting on the matter at a future meeting.
- 14.3 The agenda for all regular meetings of Council shall contain the following matters in the order in which they are listed below:
- (a) Call to Order
  - (b) Adoption of Agenda
  - (c) Consent Agenda
  - (d) Adoption of Minutes
  - (e) Public Hearings
  - (f) Delegations
  - (g) Requests for Decision
  - (h) Council Member Reports
  - (i) Public Input Period

- (j) Councillor Inquiries and Notice of Motions
- (k) In Camera
- (l) Adjournment

- 14.4 Once a meeting agenda has been published on the municipal website, it may only be modified by a Resolution when adopting the agenda at the meeting to which it applies.
- 14.5 The Chief Administrative Officer shall cause the regular meeting agenda and all associated reports, bylaws or other supporting documents to be provided first to all councillors and then posted on the municipal website, subject to any exceptions to public disclosure under the *Freedom of Information and Protection of Privacy Act*, on the Friday immediately preceding the meeting to which the agenda relates. Supporting documentation that is received too late to be included with the agenda will be made available as soon as practicable thereafter.

## **15. Consent Agenda**

- 15.1 The consent agenda portion of a meeting shall be reserved for non-controversial or routine items that may be moved and voted on without debate as one item, regardless of the number of reports included, to adopt all of the recommendations contained in the respective reports.
- 15.2 A councillor may request for any item to be removed from the consent agenda and placed on to the agenda for debate. Such request must be made before voting occurs on the consent agenda.

## **16. Minutes of Meetings**

- 16.1 The Chief Administrative Officer shall, in accordance with section 208 of the Act, prepare or cause to be prepared minutes of each Council meeting and council committee meeting that include:
- (a) the type of meeting that was held, whether regular, special, or organizational;
  - (b) the date, hour and place of the meeting;
  - (c) the names of the councillors present at and absent from the meeting;
  - (d) the name of the Chair;
  - (e) the names of each member of Administration present at the meeting, including each person's title;
  - (f) an item that corresponds with every item on the agenda for that meeting;
  - (g) a Motion for each item on the agenda, as applicable;
  - (h) the names of members of the public who speak to an item;
  - (i) any abstentions made under the Act by any councillor and the reason for the abstention;

- (j) the time of departure and return to the meeting of any councillor for any reason;
- (k) the time the meeting is adjourned; and
- (l) the signatures of the Chair and the Chief Administrative Officer.

16.2 At every regular meeting, the minutes of the previous regular meeting and any special meeting held more than 48 hours prior to the current meeting shall be considered for adoption.

#### **PART 4 PUBLIC PARTICIPATION**

#### **17. Meetings in Public**

- 17.1 Subject to section 47, all Council and council committee meetings shall be open to the public and no person may be excluded except for improper conduct as determined by the Chair.
- 17.2 Only councillors, the CAO and persons authorized by the Chair are permitted to come within the enclosure formed by the councillor's chairs during a Council meeting.
- 17.3 Only councillors or other persons recognized by the Chair or by a majority vote of the councillors present shall be allowed to address Council during a meeting.

#### **18. Meetings Closed to the Public**

- 18.1 Council and council committees may, in accordance with section 197 of the Act, close all or part of a meeting to the public if a matter to be discussed falls within one of the exceptions to disclosure as set out in the *Freedom of Information and Protection of Privacy Act*.

#### **19. Conduct of the Public at Meetings**

- 19.1 During a meeting, members of the public must conduct themselves with proper decorum. The Chair may order any member of the public who disturbs the proceedings by words or actions or in any other manner to be expelled from the meeting.
- 19.2 The Chair may request the assistance of a peace officer if a person ordered expelled by the Chair does not leave the meeting voluntarily.

#### **20. Delegations**

- 20.1 A person may request to appear as a Delegation and make a presentation to Council, either on the person's own behalf or as a representative of a group or organization. The request must:
  - (a) be made in writing;
  - (b) include the name and contact information of the individual, and if applicable the group or organization, requesting to appear as a Delegation;

- (c) clearly identify the reason or purpose of the request and provide a brief explanation of the subject to be addressed in the presentation; and
  - (d) be received by the Chief Administrative Officer.
- 20.2 Delegation requests will be reviewed by the Chief Administrative Officer, the Mayor and Deputy Mayor in preparing the agenda and the CAO shall notify the person requesting to appear as a Delegation whether the request has been:
  - (a) approved, and added to the meeting agenda;
  - (b) approved, but deferred to a subsequent meeting agenda;
  - (c) referred to Administration, if the matter is considered to be operational in nature; or
  - (d) refused, if the matter is not considered to fall within the jurisdiction of Council or is otherwise deemed improper, and the CAO shall so advise Council why the request was refused.
- 20.3 Council must not permit a Delegation to address a meeting of Council regarding a proposed bylaw in respect of which a Public Hearing has been or will be held, where the Public Hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- 20.4 The use of presentation slide decks, maps, videos and other similar materials is permitted in a Delegation presentation, provided that the materials are forwarded to the Chief Administrative Officer in advance of the meeting, and these materials become the property of the Municipality as part of the record of the proceedings.
- 20.5 Each presentation by a Delegation shall be limited to 15 minutes unless a longer period is agreed to by a vote of the councillors present at the meeting.
- 20.6 Upon being recognized by the Chair, a councillor may pose questions for clarification to a Delegation or the Chief Administrative Officer. Debate is not permitted at the Delegation stage.
- 20.7 Any question posed to Council by a Delegation may be referred to the Chief Administrative Officer and it is not required that Council provide a response at that time.

## **21. Public Input Period**

- 21.1 Public Input Period provides an opportunity for members of the public to make submissions to Council regarding municipal issues and for Council to receive submissions from members of the public for information or, where appropriate, for a subsequent response by either Council or Administration, as applicable. Members of Council shall limit their remarks to questions of clarification only recognizing that Public Input Period is reserved for members of the public to make submissions to Council. Debate of any kind is prohibited and shall be strictly enforced.
- 21.2 A person who makes submissions to Council during the Public Input Period must:
  - (a) state their name and address for the record;

- (b) confine their submissions to matters within the jurisdiction of Council;
- (c) maintain proper decorum throughout their submissions; and
- (d) speak for no more than 5 minutes.

21.3 No written materials may be submitted, and no presentation slide decks, maps, videos or other similar materials may be used, during the Public Input Period.

21.4 Council must not permit a member of the public to address a meeting of Council during the Public Input Period regarding a proposed bylaw in respect of which a Public Hearing has been or will be held, where the Public Hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

## **22. Communications from the Public**

22.1 Written submissions from the public in response to an advertised Public Hearing must be received by the Chief Administrative Officer no later than 12:00 pm one week prior to the Public Hearing in order to be included in the Council agenda package and form part of the record of the Public Hearing. Written submissions must clearly identify the writer, including the writer's address, and must not be libelous, offensive or improper. Written submissions that are received after the deadline or that otherwise do not comply with this section will not be accepted.

22.2 Any written communication intended for Council that is not being submitted in response to an advertised Public Hearing shall be forwarded to the Chief Administrative Officer and must:

- (a) identify the writer and the writer's contact information; and
- (b) not be libelous, offensive or improper.

## **23. Responsibilities of the Chief Administrative Officer**

23.1 If the standards set out in section 61 are met and the Chief Administrative Officer determines the communication is within the governance authority of Council, the Chief Administrative Officer shall deliver a copy of the correspondence to all councillors within a reasonable time by one or more of the following means:

- (a) personally;
- (b) by leaving a hard copy in the councillor's mail slot at the municipal office;
- (c) via email;
- (d) including a copy of the correspondence in the agenda package for an upcoming Council meeting, subject to the *Freedom of Information and Protection of Privacy Act*.

23.2 If the standards set out in section 61 are met and the Chief Administrative Officer determines the communication is not within the governance authority of Council, the Chief Administrative Officer shall:

- (a) refer the communication to Administration for a response to the writer and provide a copy of the original correspondence and the referral to the councillors; and
- (b) take any other appropriate action on the communication.

23.3 If the standards set out in section 61 are not met, the Chief Administrative Officer may file the communication, without any action being taken, after advising Council of the CAO's determination and providing a brief explanation as to why the correspondence did not meet the standards.

## **24. Public Hearings**

24.1 The procedure for conducting a Public Hearing is as follows:

- (a) the Chair will declare the Public Hearing open and advise of the process to be followed;
- (b) Administration will be called upon to introduce the item and provide a brief overview;
- (c) members of the public who wish to speak to the item may present;
- (d) after each speaker has spoken, any councillor may ask the speaker questions;
- (e) once all speakers have spoken any councillor may ask Administration questions; and
- (f) once all questions have been addressed, the Chair will declare the Public Hearing closed or may adjourn the Public Hearing so that it may be resumed at a future date.

24.2 A Public Hearing must be closed prior to second reading of a bylaw.

24.3 All speakers are required to provide their name, address and a brief explanation of the nature of their interest in the matter, after which they will be allocated a maximum of 5 minutes to present their position.

24.4 At the discretion of the Chair, or a vote of the majority of the members of council present, the time limits for speaking may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views.

24.5 No written submissions from the public will be accepted at the Public Hearing, but a member of the public will be given the opportunity to make a verbal presentation by reading their written submission.

24.6 The use of presentation slide decks, maps, videos and other similar materials is permitted in a Public Hearing, provide that the materials are forwarded to the Chief Administrative Officer in advance of the Public Hearing, and these materials become the property of the Municipality as part of the record of the hearing.

## **PART 5 COUNCIL PROCEEDINGS**

### **25. Role of the Chair**

- 25.1 The Chair will preserve order and decorum and decide all questions relating to the orderly procedure of the meeting, subject to an immediate appeal by a councillor from any ruling.
- 25.2 If a ruling of the Chair is appealed, the Chair will give concise reasons for the ruling and the councillor will be provided an opportunity to give concise reasons for the appeal, and Council will, without debate, determine by a show of hands whether to uphold or overturn the ruling. The Chair shall comply with the decision of the Council.
- 25.3 If the Chair wishes to leave the chair for any reason, the Chair must call on the Deputy Mayor, or in the Deputy Mayor's absence, the Acting Mayor, to preside.

### **26. Councillor Conduct**

- 26.1 During a meeting, a councillor must:
  - (a) only speak after being recognized by the Chair;
  - (b) address the Chair when speaking;
  - (c) refrain from using crude, vulgar, profane or offensive language, or disturbing the orderly business of the meeting in any way;
  - (d) respect and follow all applicable procedural rules;
  - (e) respect and obey all rulings of the Chair except in the case of an appeal of a Chair's decision that is upheld by Council;
  - (f) refrain from leaving their seat or making any noise while a vote is being taken or the result declared;
  - (g) refrain from re-entering the meeting while the vote is being taken, if absent from the meeting due to pecuniary interest;
  - (h) refrain from interrupting other speakers, except to raise a Point of Order or a Point of Privilege;
  - (i) reflect upon any vote, except for the purpose of moving that the vote be reconsidered; and
  - (j) refrain from using any electronic device, except to access the meeting's agenda package electronically.
- 26.2 Councillors must make every attempt to remain in the Council chambers at all times during a meeting. If a Councillor must leave the Council chambers for a short time for personal reasons,

the Councillor shall so indicate by a signal to the Chair which may be non-verbal, and upon acknowledgement by the Chair the councillor may leave the Council chambers while proceedings continue. In such case, the Chair shall avoid calling for a vote while the councillor is not present in the Council chambers and shall afford the councillor a reasonable time to return before any vote is taken.

- 26.3 If a councillor has temporarily left the meeting, other than for declaring a pecuniary interest, and a vote is about to be taken, the Chair shall recess the meeting for up to 10 minutes to allow the councillor to return to the meeting to participate in the vote. If the councillor has not returned after 10 minutes, the Chair shall call the meeting back to order and the vote shall proceed.

## **27. Points of Order**

- 27.1 When a Point of Order is called, the councillor calling the Point of Order must identify the procedural deviation.
- 27.2 The Chair may call to order any councillor who is out of order.
- 27.3 When a councillor persists in a breach of order, after having been called to order by the Chair, the Chair may declare the breach and name the offending councillor.
- 27.4 Unless the councillor who has been named by the Chair immediately apologizes for the breach and withdraws any objectionable statements, the Chair shall direct that the notation of the declaration of the breach and naming of the councillor be noted in the minutes.

## **28. Motions**

- 28.1 A Motion relating to a matter not within the jurisdiction of Council is not in order.
- 28.2 A recommendation in a report does not constitute a Motion until a councillor has formally moved it.
- 28.3 A Motion does not require a seconder.
- 28.4 Once a Motion has been moved and accepted by the Chair, it may only be withdrawn with the consent of the majority of councillors present at the meeting.
- 28.5 The mover of the Motion may speak and vote for or against the Motion and once all councillors present have had the opportunity to speak to the motion the mover is entitled to speak in closing on the motion immediately prior to the vote.
- 28.6 Unless otherwise specified in this Bylaw, a Motion is passed when a majority of councillors participating in the meeting and entitled to vote have voted in favour of the Motion. A Motion put to a vote and not passed is defeated and does not result in a Resolution.
- 28.7 A matter not amounting to a Motion that is put to a vote of the Council in the same manner as a Motion, such as an appeal of a ruling of the Chair on a Point of Order, becomes an act of the Council if a majority of councillors present indicate support for it.

- 28.8 The Chair may participate in debate and vote on matters before Council, without relinquishing the Chair.
- 28.9 All councillors must be provided with an opportunity to speak to a Motion before any councillor is permitted to speak to the Motion a second or subsequent time.
- 28.10 Any councillor may require a Motion under debate to be re-read at any time during the debate if the Motion is not electronically displayed in the Council chambers but must not interrupt a speaker to do so.
- 28.11 When a Motion is under debate, no other Motion shall be made except to:
- (a) table, which means to cease discussion on the current topic to address another matter that the Councillor considers to be of greater urgency. A Motion to table is not debatable. If a Motion to table is passed, the Motion under debate is no longer debatable and a Motion to “lift from the table” is required to resume consideration of the matter. If not lifted from the table during the same Meeting, a tabled Motion expires at the end of that Meeting;
  - (b) call for the question, which means to close debate and ask that a vote be taken on the Motion under debate. A Motion to call for the question is not debatable but is only in order if all councillors have had an opportunity to speak to the Motion under debate. If a Motion to call for the question is in order and passes, the Chair must put the Motion under debate to an immediate vote;
  - (c) refer, which means to redirect a matter under consideration to another party, such as Administration or a Council committee. A Motion to refer must include instructions to the referral body and is debatable;
  - (d) defer, which means to temporarily set aside a Motion under debate to a future Meeting. A Motion to defer must identify a timeline for the matter to be brought back to Council and is debatable;
  - (e) amend, which means to modify the wording of a motion. An amending motion is debatable;
  - (f) move In Camera; or
  - (g) reconvene in public.

## **29. Amending Motions**

- 29.1 A councillor may only amend the councillor’s own Motion for the purpose of clarifying the Motion’s intent without affecting the substance of the Motion. The Chair may accept such a “friendly amendment” upon putting a request to that effect to the meeting and if no other councillor objects. A councillor may also propose such a “friendly amendment” to another councillor’s Motion, which may be accepted by the Chair if the other councillor agrees and no councillor objects.

- 29.2 A proposed amendment to a Motion under debate that changes the Motion under debate in any substantive way must take the form of a Motion to amend and is debatable. A Motion to amend must be relevant to the subject matter of the Motion under debate and must not propose a direct negative of the Motion under debate.
- 29.3 Only one amendment to the main Motion under debate may be before the meeting at any time, but a Motion to amend the proposed amendment may be before the meeting at the same time.
- 29.4 When a Motion to amend is on the floor, councillors may debate only the proposed amendment, not the main Motion under debate to which the amendment pertains.
- 29.5 An amendment to an amendment, if any, shall be voted upon before the Motion to amend. If no other amendment to the Motion to amend is proposed, the Motion to amend shall then be voted upon. Only after all Motions to amend have been put to a vote shall the main Motion under debate be put to a vote.

### **30. Splitting Motions**

- 30.1 When a Motion under debate contains distinct propositions, at the request of any councillor on a Point of Order, the Chair shall call for separate votes on each proposition.

### **31. Voting Procedures**

- 31.1 Votes on all Motions must be taken as follows:

(a) the Chair will ensure that the Motion to be voted upon is clear by either:

- i. confirming that the Motion is viewable by councillors, either in hard copy or electronically; or
- ii. by restating the Motion verbatim immediately prior to the vote.

(b) councillors must:

- i. vote by show of hands; or
- ii. vote verbally by stating “yes” or “no” to the Motion if participating via teleconference or other electronic means.

(c) The Chair will announce the result of the vote.

- 31.2 Once a vote has been called, no councillor will be given an opportunity to speak to the matter.
- 31.3 After the Chair declares the result of a vote, councillors may not change their votes.

### **32. Reconsideration**

- 32.1 After a Motion has been voted upon, but before the meeting is adjourned, any councillor who voted with the prevailing side may move for reconsideration of a previous Motion.

- 32.2 Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.
- 32.3 If a motion to reconsider a previous Motion is passed, such reconsideration shall become the next order of business despite the agenda for the meeting.
- 32.4 A councillor who voted with the prevailing side on a Motion may serve notice of intention to bring a Motion for reconsideration at a subsequent Council meeting; however, a motion for reconsideration is out of order if the original Motion has already been acted upon irrevocably.

### **33. Councillor Inquiries**

- 33.1 At the designated time during a Council meeting, a councillor may request information from the Chief Administrative Officer about the operation or administration of the Municipality:
  - (a) verbally, if the councillor does not require a written response; or
  - (b) in writing, if the councillor requires a written response.
- 33.2 If the Chief Administrative Officer is unable to answer the request for information at the meeting, the CAO will endeavour to provide a response at the next regular meeting unless additional time is required to compile the requested information.
- 33.3 If the information requested by a councillor is not readily available and additional financial or other resources will be required in order to respond to a councillor's request for information then a Resolution of Council is required to approve such allocation of resources.

### **34. Notice of Motion**

- 34.1 During each regular meeting of Council, the Chair will ask all councillors present if they wish to provide notice of a Motion to be made at a subsequent meeting.
- 34.2 A Notice of Motion must:
  - (a) be given at a regular Council meeting held at least 7 calendar days prior to the Council meeting at which the councillor intends to make the Motion introducing the new matter;
  - (b) be given in writing to all councillors present and to the Chief Administrative Officer;
  - (c) include the complete, precise text of the Motion to be considered; and
  - (d) state the date of the Council meeting at which the Motion will be made.
- 34.3 The giving of a Notice of Motion is not debatable and the Motion, precisely as stated in the Notice of Motion, will then appear on the applicable Council agenda.
- 34.4 A Notice of Motion can be withdrawn at any time in writing to all councillors. A copy of the withdrawal shall also be given to the Chief Administrative Officer.

**35. Adjournment**

35.1 A Motion to adjourn the Meeting is always in order except:

- (a) when another councillor has the floor;
- (b) when a vote on a Motion has been called for but not yet taken; or
- (c) when a vote on a Motion is in progress or has been completed but the Chair has not yet declared the results of the vote.

35.2 A Motion to adjourn the Meeting shall be put without comment or debate.

**36. Repeal**

36.1 Bylaw No. 923, 2015 and all amendments thereto are repealed.

**37. Coming into Force**

37.1 This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

READ a **first** time in council this 07 day of January 2020.

READ a **second** time in council this 21 day of January 2020.

READ a **third and final** time in council this 21 day of January 2020.

*Original Signed*

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Blair Painter  
Mayor

*Original Signed*

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Patrick Thomas  
Chief Administrative Officer



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** August 23, 2022

**Agenda #:** 10.b

**Subject:** Strategic Plan Implementation - Councillor Sygutek

**Recommendation:** That Council consider allocating up to \$100,000 to engage 13 Ways to assist with implementation of the Municipal Strategic Plan.

**Executive Summary:**

Councillor Sygutek requested that this topic be added to the agenda for further discussion.

**Relevant Council Direction, Policy or Bylaws:**

Municipality of Crowsnest Pass Strategic Plan

**Discussion:**

Councillor Sygutek requested that Council have discussion regarding allocating funds to engage 13 Ways to assist with implementation of the Strategic Plan.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

Up to \$100,000

**Attachments:**