

Municipality of Crowsnest Pass AGENDA Regular Council Meeting Council Chambers at the Municipal Office 8502 - 19 Avenue, Crowsnest Pass, Alberta Tuesday, July 5, 2022 at 7:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Municipal Historic Resources Advisory Committee of January 24, 2022
- 3.b Minutes of the Crowsnest Pass Senior Housing Board of March 21, 2022
- 3.c Minutes of the Municipal Historic Resources Advisory Committee of April 25, 2022
- 3.d Minutes of the Crowsnest Pass Community Library Board of May 24, 2022
- 3.e Shannon Stubbs M.P. Invitation to Attend Forum for Economic Development in Rural Communities
- 3.f Town of Pincher Creek Parade Invitation of June 22, 2022
- 3.g Community Futures Crowsnest Pass Crowsnest Pass Economic Development Ad Hoc Committee June 27, 2022
- 3.h National Police Federation Call to Action to the Government of Alberta of June 27, 2022

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of June 14, 2022
- 4.b Minutes of the Council Meeting of June 21, 2022

5. PUBLIC HEARINGS

- 5.a Bylaw 1117, 2022- Municipal Reserve Closure and removal of Municipal Reserve designation on a portion of Lot 15MR, Block 5 Plan 83111587 *Public Hearing*
- 5.b Bylaw 1118, 2022- Road Closure Bylaw Public Hearing

6. **DELEGATIONS**

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

6.a Municipal Historic Resources Advisory Committee - Proposal for Incentives to Enhance Commercial Historic Buildings

7. REQUESTS FOR DECISION

- 7.a Bylaw 1094, 2021 Road Closure Bylaw Second and Third reading
- 7.b Bylaw 1117, 2022 Municipal Reserve closure and removal of Municipal Reserve designation on a portion of Lot 15MR, Block 5, Plan 8311587 *Second and Third Reading*
- 7.c Bylaw 1119, 2022 Road Closure First Reading
- 7.d Bylaw 1123, 2022 Road Closure First Reading
- 7.e Bylaw 1126, 2022 Urban Service Area Bylaw Second and Third Reading
- 7.f Residential Property Taxation- Seniors Rebate Program Policy Update
- 7.g Hiring Policy 1807-05

8. COUNCIL MEMBER REPORTS

9. PUBLIC INPUT PERIOD

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

10. COUNCILOR INQUIRIES AND NOTICE OF MOTION

11. IN CAMERA

11.a Advice From Officials - AER Update on Turtle Mountain - FOIP Act Section 24

- 11.b Law Enforcement Correspondence FOIP Act Section 20
- 11.c Economic Interests of the Public Body Request for Time Extension for Construction -FOIP Act Section 25
- 11.d Economic Interests of the Public Body York Creek Lodge FOIP Act Section 25
- 11.e Personal Privacy Board Member Resignation FOIP Act Section 17

12. ADJOURNMENT



Meeting Date: July 5, 2022

Agenda #: 3.a

Subject: Minutes of the Municipal Historic Resources Advisory Committee of January 24, 2022

Recommendation: That Council accept the Municipal Historic Resources Advisory Committee of January 24, 2022 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Municipal Historic Resources Advisory Committee provides their minutes to keep Council apprised of the activities of the committee.

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments: Municipal Historic Resources Advisory Committee of January 24, 2022.pdf



PRESENT: Chairman Fred Bradley **Board Member** Howard Vandenhoef Board Member Nathan: Harrower Board Member Don Budgen **Board Member** Samantha Palmer-Forrest **Board Member** Glen Girhiny **Board Member** Vicki Kubik, Councillor Development Officer Katherine Mertz Development Officer Kim Kozak Municipal Representative Johan van der Bank

ABSENT: Stephen Burnell; Brad Edmondson; Gaston Aubin

1. CALL TO ORDER

Chairman Fred Bradley called the meeting to order at 2:05 pm

Election of Chairperson. Howard Vandenhoef nominated Fred Bradley for the position of Chairperson. Don Budgen seconded the motion. No further nominations were received.

MOTION by Howard Vandenhoef to elect Fred Bradley as Chairperson.

CARRIED

Election of Vice-Chairperson. Nathan Harrower nominated Don Budgen for the position of Vice-Chairperson. Howard Vandenhoef seconded the motion. No further nominations were received.

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MOTION by Nathan Harrower to elect Don Budgen as Vice-Chairperson.

CARRIED

2. ADOPTION OF AGENDA

The Chair requested the addition of an item under Round Table Discussion regarding the Alberta Heritage Forum.

Katherine Mertz requested the addition of development permit DP2022-007 under Request For Decisions.

MOTION by Glen Girhiny to adopt the agenda as amended.

CARRIED



3. ADOPTION OF MINUTES

MOTION by Glen Girhiny to adopt the minutes of November 22, 2021, as presented.

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CARRIED

4. CONSENT AGENDA

The Committee accepted for information the letter, signed by the Chair, that was sent to Michael Taje, Land Management Specialist, Regional Approvals, Alberta Environment and Parks, regarding the proposed demolition of the Sentinel Dance Hall at Crowsnest Lake. The letter forms part of these minutes.

5. DELEGATIONS

6. <u>REQUEST FOR DECISIONS</u>

6.1 DP2021-209 – Dental Office – Facia Sign

MOTION by Don Budgen that the Advisory Committee has no concerns with the proposed sign, provided it is not a vinyl fabric sign, and if it is, the suggestion to the Development Authority is to approve a fabric sign on a temporary basis and require its removal at the expiry of the temporary period, and require that it be replaced with a rigid sign.

CARRIED

6.2 DP2022-007 – Courthouse - Carriage House Apartment Suites.

MOTION by Nathan Harrower that the Advisory Committee has no concerns with the proposed development and suggests that the applicant should demonstrate that they are in discussions with the Heritage Conservation Adviser, Southern Region, Historic Resources Management Branch, Alberta Culture, Multiculturalism and Status of Women, prior to the approval of the development permit.

CARRIED

7. ROUND TABLE DISCUSSION

7.1 Heritage Designation Plaque - Blake Burgman Residence.Further discussion of this item was deferred to the next meeting



- 7.2 Crowsnest Pass Story Maps Oldman River Regional Services Commission Katherine Mertz provided an update received from Oldman River Regional Services Commission. The Committee was pleased with the feedback and discussed several aspects of it, including the possibility to link this information to several websites, the use of QR codes on the building plaques, etc. Fred Bradley will provide the original database for the building plaques, which will be useful for this project. It is expected that a first version of the Story Maps will be available by the end of February 2022.
- 7.3 Update Heritage Incentives Sub-committee.Further discussion of this matter was deferred to the next meeting.
- 7.4 Alberta Heritage Forum request for support The Edmonton Heritage Council is seeking support from other Committees to restart the former Alberta Heritage Forum, which is a network for heritage committees to share ideas and initiatives.

MOTION by Don Budgen that the Chairperson write a letter in support of the proposed Alberta Heritage Forum, noting that any financial support would require approval from municipal council.

8. NEXT MEETING DATE(S)

- Tuesday February 22, 2022, at 2:00 PM in Council Chambers, Coleman Municipal Office (only if there are development permit applications to review).
- Monday, March 21, 2022, at 2:00 PM in Council Chambers, Coleman Municipal Office.

9. IN CAMERA

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10. ADJOURNMENT

MOTION by Vicki Kubik to adjourn the meeting at 3:10 pm

CARRIED

Approved by:

125,2022



Meeting Date: July 5, 2022

Agenda #: 3.b

Subject: Minutes of the Crowsnest Pass Senior Housing Board of March 21, 2022

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of March 21, 2022 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws: 1041, 2020 Procedure Bylaw

Discussion:

The Crowsnest Pass Senior Housing Board provides their minutes to keep Council apprised of the activities with senior housing.

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments: 03 - Board Minutes - Mar 21, 2022.pdf



BOARD MEETING MINUTES March 21, 2022

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, March 21, 2022 at 10:00 a.m. at The Royal Canadian Legion in Bellevue, Alberta.

<u>ATTENDEES:</u> Debi Ruzek: Board Chairperson, Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Susan Demchuk: Board Member, Cathy Painter: Board Member, Marlene Anctil: Board Member, Annie Lok: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager

ABSENT: Donna Stelmachovich: Vice-Chairperson

Minutes recorded by Dee-Anna Strandquist

1. CALL TO ORDER

1.1 Debi Ruzek called the meeting to order at 10:02 p.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

2.1 Add "Wing Names" as Item 12.3

3. APPROVAL OF AGENDA

3.1 Motion #36/22 to approve the agenda as amended.--- Dean Ward -- cd.

4. KPMG - Presentation of 2021 Audited Financial Statements - Phil McFarland@kpmg.ca

- 4.1 Reviewed year-end financial statements and Management letter.
- 4.2 Discussed threat of cyber-security. The board was reminded to think about: 1) Prevention; 2) Education for Staff/Residents; 3) Process in case of a breach.
- 4.3 Motion #37/22 to approve the Audited Consolidated Financial Statements for the year ended December 31, 2021. – Marlene Anctil – cd.

5. APPROVAL OF PRIOR MINUTES

- 5.1 Motion #38/22 to approve the minutes of the meeting held February 22, 2022 as presented. Susan Demchuk – cd.
- 5.2 Motion #39/22 to approve the minutes of the meeting held February 28, 2022 as presented. Marlene Anctil – cd.

6. BUSINESS ARISING FROM THE MINUTES

- 6.1 Action Log
 - 6.1. a See Attachment #1

7. <u>REPORT FROM MANAGEMENT</u>

- 7.1 Annie Lok, Chief Administrative Officer, provided a written report. Said report will be maintained on file and contained information on the following:
 - 7.1.a Statistics
 - 7.1.b Food Service & Housekeeping
 - 7.1.c Care
 - 7.1.d Financial
 - 7.1.e Human Resource and Health and Safety
 - 7.1.f Self-Contained Apartments
- 7.2 Motion #40/22 to accept the Report from Management as presented. Dean Ward cd.

8. FINANCIAL STATEMENTS – January and February 2022

8.1 Motion #41/22 to approve the Financial Statements for January and February 2022. – Susan Demchuk – cd.

9. CORRESPONDENCE

- 9.1 Board Competency
 - 9.1.a Alberta Seniors would like organization to complete competencies in first half of year.
 - 9.1.b Difficult for some communities to fill positions
 - 9.1c Board members to complete self-assessment for next meeting.

10. BOARD CHAIRPERSON REPORT

10.1 Nothing to Report.

11. OTHER BOARD REPORTS

11.1 Nothing to report.

12. OLD BUSINESS

- 12.1 Peaks to Pines Building (P2P)- Standing Item
 - 12.1.a Government should be taking possession at end of month.
 - 12.1.b Discussed dining room tables and grand opening.
- 12.2 NextGen summary
 - 12.2.a *Motion #42/22* to increase the IT services budget by \$12,000, using the operating reserve if necessary, in order to cover costs of Next Gen partnership for one year.
- 12.3 Wing names
 - 12.3.a Discussed using simple names the residents can relate to; Can associate the name with a picture. Ideas included putting the picture on their ID card and painting a wall at the end of the hall with a picture representing that wing.
 - 123.b Everyone to bring at least 3 potential names to the next meeting.

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Crowsnest Pass Senior Housing Board Meeting Minutes March 21, 2022

13. NEW BUSINESS

- 13.1 Propose one-time LPN relocation allowance
 - 13.1.a Discussed difficulty attracting LPNs to area.
 - 13.1.b Motion #43/22 to table the proposed LPON relation allowance. Dean Ward–cd
- 13.2 Care Action Plan and Proposal
 - 13.2.a Motion # 44/22 to approve Senior Care restart proposal up to \$5,000. Dean Ward cd.
- 13.3 Nurse Call phones approval
 - 13.3.a Motion #45/22 to approve the purchase of iPhones for the nurse call system from the capital reserve for a total of \$5064 Marlene Anctil cd.
- 13.4 Washer/Dryer in Commercial Laundry Room approval
 - 13.4.a Motion #46/22 to table purchasing a washer/dryer for the commercial laundry room until Budget 2023 discussions. – Cathy Painter – cd.
- 13.5 Staff Vacation Policy
 - 13.5.a Discussed In Camera.
- 13.6 Visitor Vaccination Policy
 - 13.6.a Discussed in Camera.
- 13.7 Organisation Chart
 - 13.7.a Discussed current versus new positions/FTEs
 - 13.7.b Motion #47/22 to approve the organizational chart as presented. Dean Ward cd
- 13.8 Review and Approve Policy #4.10 Smoking
 - 13.8.a Motion #48/22 to approve policy #4.10 Smoking as amended. Marlene Anctil cd.
- 13.9 Review and Approve Policy #5.16 Sick Leave
 - 13.9 Motion #49/22 to approve policy \$5.16 Sick Leave as presented. Dave Filipuzzi cd.
- 13.10 Review and Approve Policy #4.27 Board meetings and Procedural
 - 13.10 Motion #50/22 to approve Policy #4.27 Board Meetings and Procedural as amended. Dean Ward cd.

14. IN CAMERA

- 14.1 Motion #51/22 to go In Camera at 2:20 P.M. Cathy Painter cd
- 14.2 Motion #52/22 to come out of Camera at 2:47 P.M. Marlene Anctil cd.
- 14.3 Motion # 53/22 to rescind staff Covid Vaccination Policy. Dave Filipuzzi cd.

14.4 Motion #54/22 to rescind Visitor Covid Vaccination Policy. -- Dean Ward -- cd.

15. ADJOURNMENT

- 15.1 The next board meeting is scheduled for April 18, 2022 at 10:00 a.m.
- 15.2 Motion #55/22 to adjourn at 2:52 P.M.- Cathy Painter- cd

Board Chairperson



Meeting Date: July 5, 2022

Agenda #: 3.c

Subject: Minutes of the Municipal Historic Resources Advisory Committee of April 25, 2022

Recommendation: That Council accept the Municipal Historic Resources Advisory Committee of April 25, 2022 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Municipal Historic Resources Advisory Committee provides their minutes to keep Council apprised of the activities of the committee.

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments: Municipal Historic Resources Advisory Committee of April 25, 2022.pdf



PRESENT: Chairman Fred Bradley **Board Member** Howard Vandenhoef **Board Member** Nathan Harrower **Board Member Gaston Aubin** Board Member Don Budgen **Board Member** Samantha Palmer-Forrest **Board Member** Glen Girhiny **Board Member** Vicki Kubik, Councillor **Development Officer** Katherine Mertz **Development Officer** Kim Kozak Municipal Representative Johan van der Bank

ABSENT: Brad Edmondson (with apology)

1. CALL TO ORDER

Chairman Fred Bradley called the meeting to order at 2:00 pm

2. ADOPTION OF AGENDA

MOTION by Glen Girhiny to adopt the agenda as amended (adding an information item under Round Table Discussion re. an A-board sign).

CARRIED

3. ADOPTION OF MINUTES

MOTION by Glen Girhiny to adopt the minutes of January 24, 2022, as presented.

CARRIED

- 4. CONSENT AGENDA
- 5. DELEGATIONS



6. <u>REQUEST FOR DECISIONS</u>

- 6.1 Development Permits
 - (a) DP2022-010 Bellevue Inn (this was circulated to members and comments received by email in February)
 - Replacing front verandah that was damaged in fire.

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- Replacing rear fire escapes and including a raised deck.

MOTION by Howard Vandenhoef to confirm that the Advisory Committee has no concerns.

CARRIED

(b) DP2022-023 – moving a dwelling onto a vacant lot in the Coleman National Historic Site, with a 50% front yard setback variance from 20ft to 10ft (this was circulated to members and comments received by email in February).

Discussion: The Advisory Committee discussed the need to obtain grant funding to retain a consultant to undertake a review of the *Design Guidelines for the Crowsnest Pass Historic District* and the Land Use Bylaw, with the purpose, inter alia, to ensure the integrity of the Coleman National Historic Site, and to establish colour codes for use when applicants are required to match the colours stated in character-defining elements in "Integrity Statements".

MOTION by Samantha Palmer-Forrest to confirm that the Advisory Committee has no concerns.

CARRIED

(c) DP2022-055 Crowsnest Candy fascia sign – 20 Avenue, Blairmore

MOTION by Nathan Harrower that the Advisory Committee has no concerns. **CARRIED**

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7. ROUND TABLE DISCUSSION

- 7.1 The Advisory Committee acknowledge receipt of the Survey Insurance & Heritage Properties National Trust for Canada (this was circulated to members in their personal capacities in February).
- 7.2 The Advisory Committee acknowledge receipt of the Statement by MLA Roger Reid on the declaration of the Roxy Theatre as a Provincial Historic Resource.

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7.3 Heritage Designation Plaque - an initiative to provide plaques for the Blake Burgman Residence and other structures designated as Municipal Historic Resources (i.e. the Barbour Pharmacy, the Cosmopolitan Hotel, the Orpheum Theatre and the Peuchen Block). The provider that had been contacted earlier, has not responded and new contacts must be established. Further discussion of this item was deferred to the next meeting

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- 7.4 Crowsnest Pass Story Maps Oldman River Regional Services Commission (ORRSC) The Committee was pleased with the feedback and discussed several aspects of it, including the possibility to link this information to several websites, the use of QR codes on the building plaques, etc. Fred Bradley will provide the original database for the building plaques, which will be useful for this project. There was a suggestion that the Story Maps be brought to Council's attention and added to the municipal website and/or the public version of the GIS - Katherine Mertz will follow up with ORRSC.
- 7.5 Update Heritage Incentives Sub-committee. The Sub-committee met in April and provided recommendations that are attached to and form part of these minutes. It was agreed that Johan van der Bank will arrange a meeting between the Sub-committee and the municipal administration to review the recommendations, before seeking Council acceptance. Following those steps, a plan will be developed to involve business and property owners, possibly through a workshop.
- 7.6 Kim Kozak shared information regarding a proposed A-board sign in Bellevue Main Street for a proposed barber shop – a development permit is not required for an Aboard sign.
- 7.7 Bellevue Main Street Revitalization Project the Advisory Committee requested that Johan van der Bank bring to the attention of municipal administration that the Advisory Committee would appreciate an opportunity to discuss this project with the administration.



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8. <u>NEXT MEETING DATE(S)</u>

- Monday, June 20, 2022, at 2:00 PM in Council Chambers, Coleman Municipal Office.
- 9. IN CAMERA

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10. ADJOURNMENT

MOTION by Don Budgen to adjourn the meeting at 3:20 pm

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CARRIED

Approved by:

Fred Bradley, Chair

20,2022

Crowsnest Pass Municipal Historic Resources Advisory Committee

Heritage Incentives Sub-Committee

Proposed Incentives

1. Façade/Restoration Business Improvement Loan

Recommend implementing Municipal Historic Resource Business Improvement Loan Program through Community Futures Crowsnest Pass and Municipality of Crowsnest Pass to assist with eligible costs of restoration and façade restoration for designated Municipal Historic Resources.

Amount and Term of Loan to be determined by Community Futures and Municipality.

Municipality would be responsible for the interest portion for the term of the loan.

Currently only 5 Municipally Designated Historic Resources so programme would not be onerous.

If programme were extended as a Façade Restoration/Improvement Programme for eligible commercial buildings within Municipal Historic Commercial Overlay District – eligibility criteria (what sort of work and costs would be eligible) would need to be determined and from Community Futures perspective a maximum loan amount cap needs to be determined (\$10,000 to \$20,000) and also a total amount of their portfolio that might be allocated to the programme (i.e. \$100,000 or \$200,000 – which would determine maximum number of loans that could be processed).

(See attached background documents from previous programme)

2. Municipal Tax Incentive/Credit Programme for Designated Municipal Historic Resources

Recommend that the Municipality of Crowsnest Pass consider implementing a Municipal Tax Incentive/Credit Programme for designated Municipal Historic Resources

a. Municipality of Crowsnest Pass Heritage Conservation Tax Credit Program -

- Program at the discretion of Municipal Council.
- Applies only to designated Municipal Historic Resources
- Intended to:
 - Increase property assessment value
 - Assist and provide financial incentive for property owners to conserve municipally designated Municipal Historic Resources
 - Compliment Provincial Historic Preservation Partnership Program which provides grants to designated Municipal Historic Resources for eligible conservation work up to 50% of the costs to a maximum of \$50,000.
- Owners may apply at any time.
- Proposals must involve a minimum \$10,000 in eligible work to repair, stabilize, and rehabilitate designated buildings and to preserve their significant heritage elements.
- Municipal Council retains sole responsibility for accepting or rejecting applications and for setting the amount of tax credit to be allocated to each authorized project.
- The value of an approved tax credit may be up to 50% of the net private investment made in eligible work. The eligible work may be determined in conjunction with application and approval by province's Provincial Historic Preservation Partnership Programme. The Heritage Tax Credit would only be implemented if the eligible work has been carried out.
- The credit may be used over a maximum 10-year period to reduce qualifying property taxes levied by the Municipality.

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Option A

Reduce the net private investment rate from 50% to a lesser amount such as 25%. On a \$50,000 net private investment the amount of the tax credit would be \$12,500

Option B

Set a maximum annual tax credit amount that can be drawn down at a set figure such as \$1000 per annum. Could be adjusted to reflect the net property investment by the property owner. Set time limit – 10 years. If the tax bill was \$2500 then the property owner would be eligible for a tax credit of \$1000 and thus would pay \$1500 in taxes. The benefit to the property owner would be \$10,000 over a ten-year period. The Municipality would still collect a portion of the taxes each year.

b. Municipality of Crowsnest Pass Property Tax Assessment Freeze

- Program at the discretion of Municipal Council.
- Applies only to designated Municipal Historic Resources
- Intended to:
 - Increase property assessment value
 - Assist and provide financial incentive for property owners to conserve municipally designated Municipal Historic Resources
 - Compliment Provincial Historic Preservation Partnership Program which provides grants to designated Municipal Historic Resources for eligible conservation work up to 50% of the costs to a maximum of \$50,000.
- Owners may apply at any time.
- Proposals must involve a minimum \$10,000 in eligible work to repair, stabilize, and rehabilitate designated buildings and to preserve their significant heritage elements.
- Municipal Council retains sole responsibility for accepting or rejecting applications and for setting the amount of Property Tax Assessment Freeze and time frame to be allocated to each authorized project.
- The value of an approved Property Tax Assessment Freeze may be up to 50% of the net private investment made in eligible work. The eligible work may be determined in conjunction with application and approval by province's Provincial Historic Preservation Partnership Programme. Time frame for Property Tax Assessment Freeze could be calculated on amount of private investment for eligible work.

The eligible conservation work may cost \$50,000. 50% of that would be \$25,000. The current property tax assessment may be \$200,000. Due to the conservation work the assessed property assessment tax may increase to \$250,000.00 and may be subject to annual increases.

This programme would freeze the property assessment on a designated Municipal Historic Resource for a period of time to equal 50% of the net private investment in eligible work or for a fixed period time (Recommend no longer than ten years.)

The property owner would benefit by a reduction in municipal taxes paid annually by the assessment freeze. Once the designated period of time for the Property Assessment Freeze has expired the Municipality would benefit from increased taxes collected based on the increased assessed value of the property after the Property Assessment Freeze expires.

Example

2022 Non – Residential Mill Rate 13.10308

Tax on Assessed Value of 200,000 @ 13.10308 = 2,620.62Tax on Assessed Value of 250,000 @ 13.10308 = 3,275.77The difference would amount to an annual tax relief of 655.15.

If Property Assessment were frozen for 10 years, the benefit to the property owner would be approximately \$6,551.50 plus an additional amount due to likely annual increase in the assessed value of the property over a ten-year period.

Option A

The Assessed Value could be frozen at a lower rate such as 50%

Example

2022 Non – Residential Mill Rate 13.10308

Tax on Assessed Value of \$200,000 @ 13.10308 = \$2,620.62 Frozen at 50% \$100,000 @ 13.10308 = \$1,310.31

Tax on Assessed Value of \$250,000 @ 13.10308 = \$3,275.77

The difference will amount to an annual tax relief of \$ 1,965.46 if the assessment increases.

If Property Assessment were frozen for 10 years, the benefit to the property owner would be approximately \$ 19,654.60 plus an additional amount due to likely annual increase in the assessed value of the property over a ten-year period.

Crowsnest Pass Municipal Heritage Board

April 10, 2013

Mr. Myron Thompson, CAO Municipality of Crowsnest Pass PO Box 600, Crowsnest Pass, Alberta, T0K 0E0

Re: Community Future's Business Improvement Loan Program

Dear Myron,

The Crowsnest Pass Municipal Heritage Board at its April 8, 2012 meeting considered a proposal from Community Futures Crowsnest Pass regarding a Municipal Historic Overlay Proposal for Business Improvement Loans for historic facade and exterior improvements. As a result of the discussion the following motion was passed:

Motion by John Kinnear:

That the Municipal Heritage Board supports and recommends that the Municipality give serious consideration to an interest rebate program as an incentive to compliment Community Futures Crowsnest Pass – Municipal Historic Overlay proposal for Business Improvement Loan Program for historic façade retention and exterior building improvements.

Carried unanimously.

The Municipal Heritage Board believes that providing a municipal interest rebate as part of Community Futures Crowsnest Pass Business Improvement Loan Program will be an added incentive for businesses to improve their exteriors and preserve historic facades within the proposed Municipal Historical Overlay districts.

Such a municipal interest rebate incentive may also encourage building owners to consider Municipal Heritage Designation, which provides access to funds from the Alberta Historical Resources Foundation for matching funding to preserve character defining elements of designated buildings.

If you have any questions for clarification or require further details, please do not hestitate to contact me.

Yours truly,

Fred Bradley, Chair Crowsnest Pass Municipal Heritage Board

Attachment - April 8 letter from Community Futures Crowsnest Pass



Room 180, 12501 20th Avenue Box 818 Blairmore, AB TOK OEO ± 403.562.8858
 F 403.562.7252
 E info@crowsnestbdc.com

| April 22, 2013 | |
|---|---|
| Municipality of Crowsnest Pass | |
| Mayor Decoux, Councillors, Myron Thompson | |
| Shar Lazzarotto, Manager | |
| Municipal Historia Overlay Proposal | |
| | |
| | Mayor Decoux, Councillors, Myron Thompson |

Community Futures Crowsnest Pass is embarking on a *Business Improvement* Loan program to complement our variety of Business Loan programs.

The purpose of the loan is for a Business owner to do improvements to the exteriors (facades) of their buildings. The Business Improvement Loan program will provide:

- Loan up to \$20,000
- Interest 6.50%
- 5 year term

Community Futures Crowsnest Pass is asking the Municipality of Crowsnest Pass to consider paying the interest on the loans as an incentive for the business owners, the Municipal Heritage Board in protecting the historic integrity of the buildings, and efforts to beautify the community.

If the building is designated a Municipal Heritage Resource, the building owner could also apply for matching funds from Alberta Historic Resources Foundation.

Community Futures Crowsnest Pass is committed to a total loan fund of \$400,000 for this project. At interest of 6.5% per annum, the total interest payable would be \$26,000 per year for five years - if all of the loan funds were advanced. In addition to the \$400,000 investment, there could potentially be an additional funds provided by AHRF, should all of the loans be to qualifying designated buildings.

Growing communities one idea at a time.

The loans would be provided on an individual basis and would be processed by Community Futures Crowsnest Pass and subject to our lending and collection procedures. The interest on the loan balances would be invoiced to the Municipality on a quarterly basis for payment for the five year term of each loan. There would be no liability to the Municipality for any outstanding business improvement loan principal amounts. The only paperwork involved from a Municipal standpoint would be the processing of a quarterly invoice.

Enclosed is a spreadsheet of projected loan activity and interest rates payable on an annual basis over the next eight years for your information.

A business improvement loan program is very active and effective in Downtown Lethbridge where the "Heart of the City" pays the interest, and in Coalhurst where the Town pays the interest.

We look forward to your favourable responses and partnering with you on enhancing our historic commercial areas and beautifying our community. Feel free to contact me should you require additional information.

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Respectfully submitted,

Shar Lazzarotto Manager Community Futures Crowsnest Pass



Meeting Date: July 5, 2022

Agenda #: 3.d

Subject: Minutes of the Crowsnest Pass Community Library Board of May 24, 2022

Recommendation: That Council accept the Minutes of the Crowsnest Pass Community Library Board of May 24, 2022 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws: 1041, 2020 Procedure Bylaw

Discussion:

The Crowsnest Pass Community Library Board provides their minutes to keep Council apprised of the activities of the library board.

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments: CNP Library minutes Tuesday, May 24, 2022 with attatchments.pdf



Minutes

Attendance: Diane deLauw (Library Manager), Erin Matthews (Chair), Margaret Thomas (Vice Chair), Nicole Stafford (Secretary), Doreen Glavin (Municipal Council Rep), Gale Comin (Treasurer), Lisa Sygutek (Municipal Council Rep), and John Hucik.

1. Call to Order- Erin called the meeting to order at 1:30pm.

2. Adoption of Agenda - May 24, 2022

Erin made a motion to adopt the agenda as amended. Nicole seconded. Motion carried.

3. Adoption of Minutes - April 26, 2022

Lisa made a motion to adopt the minutes. Erin seconded. Motion carried.

4. Librarians Report (attached)

5. Financial Report 2022 to date (attached)

Doreen made a motion to adopt the financial report as amended. Margaret seconded. Motion carried.

6. Performance evaluation form

Discussion on what to include in evaluation. Committee struck for evaluation. Erin, Gale, and Margaret will sit on the committee. Date set in June for evaluation.

7. Meeting Adjournment

Nicole made a motion to adjourn the meeting at 2:18pm.

Next Regular Meeting: June 21, 2022 at 1:30pm

Approved ______ Date _____

Librarians Report May 24, 2022

Programming

•

- The Landfill has approved a grant of \$500 towards our Summer Story Walks.
- We will be wrapping up BRAT Pack at the end of May. Done until September.
- Kids Kollege visit was May 12th.
- Summer Reading Program kick-off is planned for June 24th.
 - We will run our SRP program for 6 weeks this summer.
 - Pam McDowell wrote a JF book about the Waterton Fire.
 - She has asked to come in and do a book reading, craft and activity in July.
- My York Creek Lodge visits have stopped as my 1 patron passed away. I have contacted the recreation co-ordinator about future visits or a donation of Large Print books. She wants to wait until they are moved into the new space, and she is very interested in getting more books and setting up future visits.

Financial Audit

- Financial audit is completed. Waiting on Direct Payments section to be signed off by Municipal Office.
- Once documents are complete, I can use them to apply for Provincial funding.

Chinook Arch

- Southern Alberta Library Conference was a great way to get back to networking.
 - We won a READ award (Reward for Excellence and Distinction) for going Virtual with BRAT Pack (plaque and \$200)

Staffing

- I have advertised for the summer position. The closing date was Friday. I will begin interviews soon.
 - My Canada Summer Jobs grant is still under review. I will hire within the parameters set out; in case we are approved for funding at a later date.
- Rean is attending SRP webinar training May 25th, and inhouse Chinook Arch workshop on June 13th.

Building/Yard Maintenance

- Municipal staff have been assessing the sidewalks and steps. There is a lot of cement erosion. They plan on doing some major repairs this year.
- I enquired about removing a half dead tree from the north side of our lot. The Community Services and Transportation departments at the Municipality are looking into it.
- I have enquired as to whether the Library basement carpet replacement was included in the Facility Maintenance budget for 2022. We did mention it in our presentation, but since it is not our budget, I am not sure if it was considered.

Note: Judy Bradley (former Librarian) passed away last week. She was on the Friends of the Library Board and was a great supporter of our Library. We will put a short announcement in our newsletter. Generously, the family has asked that memorial donations be made to our Library. We have received several donations in her name.

Municipality of Crowsnest Pass Library Profit & Loss Budget vs. Actual January through May 2022

| Jan - May 22 | Budget |
|-----------------|------------|
| | |
| 200.00 | |
| | |
| 137,100.00 | 137,100.00 |
| 0.00 | 31,907.00 |
| 137,100.00 | 169,007.00 |
| | |
| 191.80 | 600.00 |
| 270.85 | 900.00 |
| 20.00 | 1,000.00 |
| 775.25 | 3,300.00 |
| 93.99 | 400.00 |
| 0.00 | 400.00 |
| 1,351.89 | 6,600.00 |
| 48.22 | 125.00 |
| 138,700.11 | 175,732.00 |
| 138,700.11 | 175,732.00 |
| | |
| 0.00 | 100.00 |
| 205.98 | 400.00 |
| 48.67 | 75.00 |
| 1,324.62 | 3,000.00 |
| 1,400.80 | 1,400.00 |
| 905.22 | 3,000.00 |
| 4,790.95 | 5,400.00 |
| 0.00 | 300.00 |
| 9,619.37 | 20,753.00 |
| 139.38 | 804.00 |
| 579.10 | 850.00 |
| 47,948.13 | 128,000.00 |
| 0.00 | 1,250.00 |
| 554.22 | 1,200.00 |
| 6,093.07 | 9,200.00 |
| 73,609.51 | 175,732.00 |
| 65,090.60 | 0.00 |
| | |
| | |
| 60,000.00 | |
| <u>9,179.00</u> | |
| | |



Meeting Date: July 5, 2022

Agenda #: 3.e

Subject: Shannon Stubbs M.P. - Invitation to Attend Forum for Economic Development in Rural Communities

Recommendation: That Council discuss if they wish to participate in an Economic Development forum for rural communities.

Executive Summary:

Correspondence received is provided to Mayor and Council at the subsequent meeting of Council.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A letter was received from Shannon Stubbs, M.P. inviting rural communities to participate in a forum for economic development to provide a perspective to the Federal Government.

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments: 2022 05 08 - Shannon Stubbs M.P. - Invitation to Attend Forum for ED in Rural Communities.pdf

RECEIVED JUN - 8 2022



CHIEF ADMINISTRATIVE OFFICER PATRICK THOMAS PO BOX 600 8502 - 19TH AVE. CROWNSNEST PASS AB T0K 0E0

Ottawa, June 2022

Dear CHIEF ADMINISTRATIVE OFFICER PATRICK THOMAS and Council,

The economic contributions from rural communities are integral to Canada's success. Rural areas are home to many key industries such as manufacturing, forestry, agriculture, and energy.

Yet, municipalities under 20,000 residents receive less support from the federal government in comparison to their much larger counterparts. Red tape duplications and certain application requirements disproportionately burden small rural communities with very few staff.

This is unfair, unjust, and needs to be addressed urgently. As such, Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde, are seeking to convene a townhall with you to address federal funding for rural communities.

Rural Canadians must band together for fairer and more robust funding for communities all over rural Canada.

It is integral to our economy that the federal government works for everyone no matter where they live. The voices of rural Canadians need to be heard. We kindly ask you to express the three most important issues impacting your economic development as a rural community. We will use this feedback to ensure our work for rural Canada is as productive as possible and will determine the agenda for our proposed townhall. This is an opportunity to network, share your priorities, and solutions to the challenges we face.

We value hearing from you and should you wish to attend our forum, please email M.P. Stubbs at <u>shannon.stubbs@parl.gc.ca</u>, M.P. Kurek at <u>damien.kurek@parl.gc.ca</u>, or M.P. Gourde at <u>jacques.gourde@parl.gc.ca</u>.

Thank you for your time.

Callette warnant

Shannon Stubbs, M.P. Shadow Minister for Rural Economic Development and Rural Broadband Strategy Lakeland

Damien C. Kurek, M.P. Deputy Shadow Minister for Rural Economic Development and Rural Broadband Strategy Battle River—Crowfoot

Jarques Sant

Jacques Gourde, M.P. Deputy Shadow Minister for Rural Economic Development and Rural Broadband Strategy Lévis—Lotbiniére



Meeting Date: July 5, 2022

Agenda #: 3.f

Subject: Town of Pincher Creek - Parade Invitation of June 22, 2022

Recommendation: That Council consider participating in the Pincher Creek Parade and dignitary luncheon to be held on Saturday August 20, 2022 and provide attendee list for RSVP.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Town of Pincher Creek has extended an invitation to Mayor and Council to participate in their 2022 parade on August 20th and to attend a dignitary luncheon following the parade. An RSVP is requested by August 12, 2022.

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments: 2022 06 22 - Town of Pincher Creek - Parade Invite.pdf



RE: Pincher Creek Parade

Dear Mayor & Council:

The Town of Pincher Creek Mayor and Council cordially invites you to enter your float and/or have a Council representative(s) participate in the 2022 parade on August 20th. We Look forward to an exciting event this year as we are celebrating many anniversaries.

The Parade staging area is located at Canyon Elementary School, 408 Victoria Crescent, located at the west end of Main Street. Parade assembly starts at 9:00 a.m., judging at 10:00 a.m. and the parade will begin at 11:00 a.m.

Immediately following the parade, the Town of Pincher Creek will host a dignitary Luncheon at the Kootenai Brown Pioneer Village (1037 Beverely McLachlin Drive) for all visiting Mayors, Councillors, dignitaries, and their guests.

We are requesting your RSVP by August 12th at 403-627-4322 or email rec@pinchercreek.ca

For safety reasons, we kindly request that there is no candy thrown from your float or vehicle. We suggest if you would like to give out candy that you are accompanied by walkers who can hand out candy from the street. We thank you for adhering to these guidelines.

If you have any questions, please feel free to contact the Town of Pincher Creek. We look forward to your participation and hope you enjoy the day.

Best Regards,

Rhonda Oczkowski 403 627 4322 <u>rec@pinchercreek.ca</u>



RECEIVED

JUN 2 2 2022

MUNICIPALITY OF CRUWSNEST PASS 962 St. John Ave (Box 159) Pincher Creek, AB TOK 1W0

962 St. John Ave (Box 159) Pincher Creek, AB TOK 1W0 Phone 403 627 4322 Fax 403 627 4784 rec@pinchercreek.ca www.pinchercreek.ca



Meeting Date: July 5, 2022

Agenda #: 3.g

Subject: Community Futures Crowsnest Pass - Crowsnest Pass Economic Development Ad Hoc Committee - June 27, 2022

Recommendation: That Council accept the letter from Community Futures Crowsnest Pass regarding the Crowsnest Pass Economic Development Ad Hoc Committee as information.

Executive Summary:

The letter from Community Futures will formalize the process to begin discussions regarding resurrecting the ad hoc committee as previously discussed by Council.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Discussions have been held regarding working towards resurrecting the ad hoc committee with members of the Chamber of Commerce, Community Futures and Councillors. Administration has started the process to schedule an initial meeting date for the various representatives to discuss this committee moving forward.

Mayor Painter, Councillor Girhiny and Councillor Kubik have agreed to be the Council representatives on the committee.

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments:

Letter to Council re Ec Dec Ad Hoc.pdf



Room 180, 12501 20th Avenue Box 818 Blairmore, AB TOK OEO T 403.562.8858 E sanderson@albertacf.com

June 27, 2022

Municipality of Crowsnest Pass Box 600 Crowsnest Pass, AB T0K0E0

Re: Crowsnest Pass Economic Development Ad Hoc Committee

To His Worship Blair Painter & Fellow Councillors for Municipality of Crowsnest Pass:

Community Futures Crowsnest Pass is a non-profit organization that is dedicated to helping build an economically diverse future for the community of Crowsnest Pass. Rural economic development is one of our core pillars and we have been heavily involved over the years in various capacities within the community in this role.

At a recent meeting the Community Futures Crowsnest Pass Board of Directors passed a motion to move forward with a revitalization of the previous Crowsnest Pass Economic Development Ad Hoc Committee (2009) which would allow our various economic development agencies to formally work together – Municipality of Crowsnest Pass, Crowsnest Pass Chamber of Commerce, and Community Futures Crowsnest Pass.

Our goal with this committee would be to open lines of communications between the different parties, set and pursue community economic development interests, and positively assist the business climate in Crowsnest Pass.

We would like to propose a meeting in July/August with three designated representatives from each group, along with applicable staff if deemed necessary, to pursue an updated terms of reference (2009 Terms of Reference attached) and set direction for this committee. We look forward to working together more closely and please contact myself or our Chair, John Husch jhusch1@telus.net for any further information or clarification.

Yours truly,

Šacha Anderson General Manager Community Futures Crowsnest Pass

Growing communities one idea at a time.



Meeting Date: July 5, 2022

Agenda #: 3.h

Subject: National Police Federation - Call to Action to the Government of Alberta of June 27, 2022

Recommendation: That Council accept the National Police Federation Call to Action to the Government of Alberta as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The National Police Federation has carried out multiple community engagement sessions to request that the Government of Alberta reconsider the proposal of a provincial police service. The Call to Action which was endorsed by many communities across Alberta including our community in support of retaining the RCMP has now been submitted to the Province.

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments: 2022 06 27 - NPF - Call to Action - Final Document.pdf

Bonnie Kawasaki

From: Sent: To: Subject: Attachments: reception June 27, 2022 8:43 AM Bonnie Kawasaki FW: Final Release: Call to Action to the Government of Alberta Call to Action to the Government of Alberta.pdf

From: Maryanne King Sent: June 27, 2022 7:35 AM To: reception <reception@crowsnestpass.com> Subject: Final Release: Call to Action to the Government of Alberta

Good morning,

Throughout Spring 2022, we have been in contact with you and other Albertan stakeholders regarding the Call to Action to the Government of Alberta to reconsider the proposal of a provincial police service. We are pleased to share that the Call to Action has been released and distributed to the Government of Alberta today.

You may see the final Call to Action publication attached.

We appreciate each of the 73 signatories for standing together in requesting the Government to reconsider this costly and unsubstantiated proposal. This reflects what Albertans have been saying loud and clear - they do not want an expensive transition to replace the RCMP with a new provincial police service.

Should you like to connect regarding the Call to Action, or any related issues, please don't hesitate to contact me at your convenience.

Maryanne King Policy Advisor | Conseiller Politique National Police Federation | Fédération de la Police Nationale

https://npf-fpn.com

The NPF has moved! La FPN a déménagé!

Our new head office address is: / L'adresse de notre nouveau siège social est : 220 Laurier Avenue West/Ouest 8th Étage – Suite 800 Ottawa, Ontario K1P 5Z9







f nationalpolicefederation

National Police Federation

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des membres de la GRC. This email may contain PRIVILEGED AND/OR CONFIDENTIAL INFORMATION intended only for the use of the addressee. If you are not the addressee or the person responsible for delivering it to the person to



CALL TO ACTION TO THE GOVERNMENT OF ALBERTA

Dear Premier,

We are committed to ensuring Albertans live in safe communities that support their health and well-being. Communities where people have reliable access to critical health, social, public safety, and educational services. Ultimately, Albertans living in a safe and healthy community communicate those needs to the Government of Alberta, who listen and respond.

The Government of Alberta has lost the trust of its constituents in its pursuit of an Alberta Provincial Police Service (APPS) by not undertaking fulsome, open, and transparent consultations with all those affected. Albertans have stated loud and clear that they do not want a costly new police service, with an overwhelming 84% of Albertans wanting to keep and improve the Alberta RCMP.

In addition, the Government of Alberta has not released a detailed funding model explaining who would be paying the costs of this proposed transition. The vague Transition Study noted initial transition costs of \$366 million over six years, and, at minimum, an additional \$139 million each year, increasing with inflation. Municipalities know that most of these costs will be downloaded directly to them, forcing them to significantly increase residents' and businesses' taxes.

Municipalities and engaged Albertans continue to call on the Government of Alberta to improve rural police response times and increase resources available to the justice system. The Province's \$2 million Transition Study did not highlight how a new APPS would address any of these issues.

We, the undersigned, call on the Government of Alberta to stop efforts and investment to advance the creation of an Alberta Provincial Police Service and instead invest in resources needed to:

- Improve current policing services to reduce response times and address rural crime by increasing the number of RCMP officers within communities
- Improve social services to address the root causes of crime (health, mental health, social and economic supports)
 - O Expand Police and Crisis Teams with police and Alberta Health Services
 - O Work with communities to provide targeted social supports
- Increase resources within the justice system
 - O Ensure timely trials by prioritizing violent over non-violent crimes
 - O Hire more Crown prosecutors and appoint more Provincial Court Judges









Organizations:

National Police Federation Alberta Community Crime Prevention Association Alberta Union of Public Employees Clearwater Community Crime Watch Public Service Alliance of Canada – Prairies Union of Safety and Justice Employees Victim Services Alberta

Cities:

City of Wetaskiwin

Towns:

Town of Beaverlodge Town of Bon Accord Town of Bowden Town of Black Diamond Town of Blackfalds Town of Canmore Town of Coalhurst Town of Crossfield Town of Edson Town of Fairview Town of Fort Macleod Town of Grimshaw Town of High Level Town of High Prairie Town of High River Town of Innisfail Town of Magrath Town of Mayerthorpe Town of McLennan Town of Millet Town of Penhold Town of Ponoka Town of Spirit River Town of Swan Hills Town of Sylvan Lake Town of Tofield Town of Trochu Town of Vauxhall Town of Vermilion Town of Viking Town of Wainwright Town of Westlock

Villages:

Village of Alliance Village of Berwyn Village of Carmangay Village of Caroline

Village of Champion Village of Chipman Village of Clive Village of Coutts Village of Delia Village of Edgerton Village of Elnora Village of Girouxville Village of Hines Creek Village of Longview Village of Marwayne Village of Myrnam Village of Rosemary Village of Standard Village of Two Hills Village of Vilna Village of Waskatenau Village of Breton

Summer Villages:

Summer Village of Ghost Lake Summer Village of Jarvis Bay Summer Village of Seba Beach

Counties:

Big Lakes County Brazeau County County of Northern Lights Northern Sunrise County Smoky Lake County County of Wetaskiwin

Municipalities:

Municipal District of Peace Municipality of Crowsnest Pass





Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 5, 2022

Agenda #: 4.a

Subject: Minutes of the Council Meeting of June 14, 2022

Recommendation: That Council adopt the Minutes of the Council Meeting of June 14, 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 06 14 Council Meeting Minutes.docx



Municipality of Crowsnest Pass Council Meeting Minutes Tuesday, June 14, 2022

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, June 14, 2022.

Council Present:

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

Administration Present:

Patrick Thomas, Chief Administrative Officer Trent Smith, Manager of Community Services Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

Amendments:

Requests for Decision

7.a) Bylaw 1117, 2022 Municipal Reserve Closure and Removal of Municipal Reserve designation on a portion of Lot 15MR, Block 5, Plan 83111587 To Be Rescheduled – Patrick Thomas, CAO

Additions:

Councillor Inquiries and Notice of Motion

- a) Low Income Housing Discussion Mayor Painter
- b) RCMP Response Times Councillor Kubik
- **01-2022-06-14:** Councillor Filipuzzi moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2022-06-14: Councillor Girhiny moved that Council approve the following Consent Agenda items without debate:

3.a

Minutes of the Crowsnest Pass Senior Housing Board of February 22, 2022

THAT Council accept Minutes of the Crowsnest Pass Senior Housing Board of February 22, 2022 as information.

3.b

Minutes of the Crowsnest Pass Senior Housing Board Special Meeting of February 28, 2022

THAT Council accept Minutes of the Crowsnest Pass Senior Housing Board Special Meeting of February 28, 2022 as information.

3.c

Minutes of the Municipal Planning Commission of April 27, 2022

THAT Council accept the Minutes of the Municipal Planning Commission of April 27, 2022 as information.

3.d

Call for Nominations – 2022 Stars of Alberta Volunteer Awards

THAT Council accept the Call for Nominations – 2022 Stars of Alberta Volunteer Awards correspondence as information and consider nominating a local volunteer.

3.e

Minutes of the ORRSC Board of Directors' Meeting of December 2, 2021

THAT Council accept the Minutes of the Minutes of the ORRSC Board of Directors' Meeting of December 2, 2021 as information.

3.f

Oldman River Regional Services Commission 2021 Annual Report

THAT Council accept the Oldman River Regional Services Commission 2021 Annual Report as information.

3.g

Alberta SW Board Bulletin for June of 2022

THAT Council accept the Alberta SW Board Bulletin for June of 2022 as information.

Carried

ADOPTION OF MINUTES

Minutes of the Council Meeting of June 7, 2022

Councillor Kubik provided a correction to the minutes pertaining to a title of a Music Festival as mentioned in Councillor Glavin's Council Member Report to read Baroque in the Mountains.

03-2022-06-14: Councillor Kubik moved to adopt the Minutes of the Council Meeting of June 7, 2022 as amended.

Carried

PUBLIC HEARINGS

Bylaw 1117, 2022- Municipal Reserve Closure and removal of Municipal Reserve designation on a portion of Lot 15MR, Block 5 Plan 83111587

Mayor Painter declared the Public Hearing opened at 1:05 pm for Bylaw 1117, 2022- Municipal Reserve Closure and removal of Municipal Reserve designation on a portion of Lot 15MR, Block 5 Plan 83111587.

Patrick Thomas, Chief Administrative Officer provided a brief overview of the bylaw and read into the record that there were no written submissions received prior to the due date. Mr. Thomas also noted that a second public hearing date will be scheduled due to an incorrect time on the public hearing notice.

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1117, 2022- Municipal Reserve Closure and removal of Municipal Reserve designation on a portion of Lot 15MR, Block 5 Plan 83111587.

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

DELEGATIONS

Robin Hepher, CEO - Chinook Arch Regional Library System Update

Robin Hepher, CEO - Chinook Arch Regional Library System was in attendance to present Council with an overview of the Chinook Arch Regional Library System and an update for 2021.

REQUESTS FOR DECISION

Bylaw 1122, 2022 - Noxious Weed Bylaw (Carum Carvi L.) - First Reading

04-2022-06-14: Councillor Ward moved first reading of Bylaw 1122, 2022 - Noxious Weed Bylaw (Carum Carvi L.).

Carried

New Resident Survey Results

05-2022-06-14: Councillor Sygutek moved to accept the New Resident Survey results as information.

Carried

PAGE 4 OF 6 Council – Tuesday, June 14, 2022

Service Areas Update

06-2022-06-14: Councillor Sygutek moved to accept the Service Areas Update as information.

Carried

COUNCIL MEMBER REPORTS

Council reports since the June 7, 2022 meeting of Council:

- Councillor Ward
 - o The CNP Landfill has been extremely busy
 - Recently picked up a large contract from Teck for approximately 48,000 tonnes of material
 - Our tipping fees are approximately \$30 per tonne lower than most other landfills
- Mayor Painter
 - Received an email from the Highway 3 Association
 - Received notification of Minister Sawhney leaving AB Transportation Ministry
 - Highway 3 Twinning Association has been given the ok from Alberta Treasury to move Highway 3 forward with the Crowsnest Pass on the list, from west of Highway 507 to the Alberta/BC border
 - Province will earmark funds and now dependent on Federal funding doing the same

PUBLIC INPUT PERIOD

- Kirstin Perry 2518 210 Street
 - Spoke to the lack of public consultation including the relaxation with road standards for the proposed development at the Bellevue Ball Field
 - \circ $\;$ Noted that the relaxed standards will not accommodate larger vehicles $\;$
 - Read into the record concerns from Katrina Myette & Jean Shafer regarding potential damage to foundations once utility construction begins
 - Asked for a timeline on when the information will be available regarding the change of ownership for the Crowsnest Crossing development
- Carman Roman Resident of Bellevue
 - Commented on the lack of public engagement between Council and the general public
 - Provided comments regarding the process in place for moving items forward with decisions of Council that do not have public engagement
 - Residents are not in favor of the development proposed at the site
 - o Relationships between Council and the citizens of Bellevue need to be mended
 - The golf course property would be a valuable parcel to consider development of housing

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Low Income Housing Discussion – Mayor Painter

07-2022-06-14: Mayor Painter moved that Administration bring back the information pertaining to low income/attainable housing for Council's consideration.

Carried

RCMP Response Times – Councillor Kubik

Councillor Kubik brought forward some resident concerns pertaining to RCMP response times.

IN CAMERA

- **08-2022-06-14:** Councillor Kubik moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 3:05 pm:
 - a) Economic Interests of the Public Body Purchase Private Roads for Road Allowance -FOIP Act Section 25 - FOIP Act Section 25
 - b) Economic Interests of the Public Body Land Purchase Application FOIP Act Section 25
 - c) Personal Privacy Board Member Resignation FOIP Act Section 17

Carried

<u>Reconvene</u>

Mayor Painter convened the In Camera meeting at 3:12 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

09-2022-06-14: Councillor Filipuzzi moved that Council come out of In Camera at 4:04 pm.

Carried

10-2022-06-14: Councillor Glavin moved that Council moves to sell the road right-of-way to Integra Tire.

Defeated

11-2022-06-14: Councillor Kubik moved that Administration send a letter to Integra Tire informing them of the reasons for this decision.

Carried

12-2022-06-14: Councillor Ward moved that Council accept the resignation from Nathan Harrower from the Municipal Historic Resources Advisory Committee, and direct Administration to write a letter of thank you for service and to advertise the vacancy.

Carried

ADJOURNMENT

13-2022-06-14: Councillor Filipuzzi moved to adjourn the meeting at 4:16 pm.

Carried

Blair Painter Mayor

Patrick Thomas Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 5, 2022

Agenda #: 4.b

Subject: Minutes of the Council Meeting of June 21, 2022

Recommendation: That Council adopt the Minutes of the Council Meeting of June 21, 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 06 21 Council Meeting Minutes.docx



Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, June 21, 2022

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, June 21, 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 Trent Smith, Manager of Community Services Jesse Fox, Fire Chief/Manager of Protective Services Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

Amendments:

Consent Agenda

 c) Salim Shah Mohamed – Concerns Regarding Relaxing of Road Development Specifications - Move to Councillor Inquiries and Notice of Motion 10.a – Councillor Ward

Additions:

Councillor Inquiries and Notice of Motion

- b) Strategic Planning Councillor Ward
- c) Aurora Construction Concerns Councillor Kubik

In Camera

a) Personal Privacy - Personnel - FOIP Act Section 17 - Councillor Ward

01-2022-06-21: Councillor Sygutek moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2022-06-21: Councillor Girhiny moved that Council approve the following Consent Agenda items as amended without debate:

3.a

Minutes of the Municipal Library Board of April 26, 2022

THAT Council accept the Minutes of the Municipal Library Board of April 26, 2022as information.

3.b

Mayor Snodgrass of High River - Notification of A Coal Policy for Alberta Email Correspondence of June 8, 2022

THAT Council accept the Mayor Snodgrass of High River - Notification of A Coal Policy for Alberta Email Correspondence of June 8, 2022 as information.

3.d

County of St. Paul Letter of Concern About Rising Costs of Alberta Utility Fees of June 14, 2022

THAT the County of St. Paul Letter of Concern About Rising Costs of Alberta Utility Fees of June 14, 2022 be accepted as information.

3.e

Crowsnest Cando - Revive The Roxy Project - Letter of Support and 2023 Budget Request Letter of June 10, 2022

That Council provide a letter of support to Crowsnest Cando for the CFEP grant and consider adding their request to the 2023 Budget Deliberations package.

Carried

ADOPTION OF MINUTES

None

PUBLIC HEARINGS

None

DELEGATIONS

Jarrod Elliott - Disc Golf Presentation

Jarrod Elliott and Jorja Moses were in attendance to present Council with their proposal for a disc golf course to be constructed behind Crowsnest Consolidated High School.

03-2022-06-21: Councillor Sygutek moved that Jarrod Elliot representing the disc golf group work with Administration to gather the proper information and bring a proposal back for Council's consideration.

Carried

REQUESTS FOR DECISION

Bylaw 1103, 2021 - Land Use Bylaw Amendment to Regulate Tourist Homes - Council Check In

Council held discussion for clarification of further amendments to the proposed bylaw 1103, 2021 - Land Use Bylaw Amendment to Regulate Tourist Homes.

Bylaw 1112, 2022- Amendment to the Business License Bylaw - First Reading

04-2022-06-21: Councillor Filipuzzi moved first reading of Bylaw 1112, 2022- Amendment to the Business License Bylaw.

Carried

Bylaw 1125, 2022 Amendment to the Fees, Rates & Charges - First Reading

05-2022-06-21: Councillor Glavin moved first reading of Bylaw 1125, 2022 Amendment to the Fees, Rates & Charges.

Carried

Bylaw 1126, 2022 - Urban Service Area Bylaw - First Reading

06-2022-06-21: Councillor Girhiny moved first reading of Bylaw 1126, 2022 – Urban Service Area Bylaw.

Carried

Request for Coverage on Deputy Mayor Schedule in Mid-July

07-2022-06-21: Councillor Ward moved to appoint Councillor Sygutek as interim Deputy Mayor from July 24th through August 4th 2022.

Carried

COUNCIL MEMBER REPORTS

Council reports since the June 14, 2022 meeting of Council:

- Councillor Girhiny
 - o Attended the Municipal Historic Resources Advisory Committee meeting
 - Discussed some potential recommendations to Council for consideration to provide Municipal incentives for Heritage Commercial properties.
 - Suggested a joint discussion with Community Futures and the Chamber of Commerce, and inclusion of our MLA for Provincial consideration to bring back a main street program.
- Councillor Ward
 - Met with Community Futures and noted an interest on their part regarding resurrection of an ad-hoc committee, including members of the Chamber of Commerce with Council representation. The terms of reference from the old committee were provided to the Chief Administrative Officer. A letter will be forthcoming from Community Futures.

PUBLIC INPUT PERIOD

Howard Vandenhoef, Crowsnest Cando
 Provided Council with souvenir Revive the Roxy Hats and showed some of the other items
 available for sale including cups and shirts, which were sponsored by Greenmore
 Corporation.

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Salim Shah Mohamed - Concerns Regarding Relaxing of Road Development Specifications

08-2022-06-21: Councillor Ward moved that Administration write a letter of response to Mr. Shah Mohamed to clarify the concerns noted in the letter to Council.

Carried

Strategic Planning – Councillor Ward

Councillor Ward requested clarification if any further changes will be coming forth to the new Strategic Plan. It was noted that the final document has been posted on our website.

Aurora Construction Concerns – Councillor Kubik

Councillor Kubik brought forth concerns that were received by email and shared with Council regarding the construction process in Aurora Estates which is adversely affecting properties to the south.

IN CAMERA

09-2022-06-21 : 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 9:09 pm:

a) Personal Privacy – Personnel - FOIP Act Section 17

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 9:11 pm. Patrick Thomas, Chief Administrative Officer also in attendance to provide advice to Council.

10-2022-06-21: Councillor Filipuzzi moved that Council come out of In Camera at 9:36 pm.

Carried

ADJOURNMENT

11-2022-06-21: Councillor Filipuzzi moved to adjourn the meeting at 9:37 pm.

Carried

Blair Painter Mayor

Patrick Thomas Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 5, 2022

Agenda #: 5.a

Subject: Bylaw 1117, 2022- Municipal Reserve Closure and removal of Municipal Reserve designation on a portion of Lot 15MR, Block 5 Plan 83111587 - Public Hearing

Recommendation: That Council considers input at a public hearing before considering second and third readings of Bylaw No. 1117, 2022.

Executive Summary:

Council approved First Reading of Bylaw 1117, 2022 on May 17, 2022.

The subject MR parcel is located adjacent to the MDM Community Centre and an existing, undeveloped subdivision (Mohawk Meadows). On April 05, 2022 Council approved the conditional sale of a portion of Lot 15MR, Block 5, Plan 8311587 to the adjacent landowner for consolidation with developed Lot 28, Block 5, Plan 1211031.

Relevant Council Direction, Policy or Bylaws:

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

Policy 2000-03 Disposal of Municipal Property

Discussion:

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

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

submitted applications for the portion of MR to be subdivided, consolidated and redistricted to Residential R-1, once the MR removal is complete.

Analysis of Alternatives:

N/A

Financial Impacts:

The Municipality would receive approximately \$3400 plus GST.

Attachments:

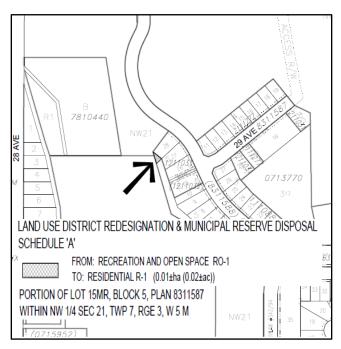
FORMATTED Bylaw 1117, 2022 - CNP LUB 868, 2013 prtn Lot 15MR, Block 5, Plan 831 1587 MR disposal (May 2022) notice.pdf FORMATTED Bylaw 1117, 2022 - CNP LUB 868, 2013 prtn Lot 15MR Block 5 Plan 831 1587 MR disposal (May 2022).docx Crowsnest Pass - Lot 15MR, Block 5, Plan 8311587, Bylaw 1117, 2022-LUD Redesign & MR Disposal Part 2.pdf

NOTICE OF PUBLIC HEARINGS MUNICIPALITY OF CROWSNEST PASS

IN THE PROVINCE OF ALBERTA PROPOSED BYLAW NO. 1117, 2022

(7:00PM), (July 5, 2022) Municipality of Crowsnest Pass Council Chambers 8502 – 19 Avenue, Coleman

PURSUANT to sections 70, 674, and 675 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1077, 2022, being a bylaw for the purpose of closing Municipal reserve lots and removing the Municipal reserve designations and disposing of Municipal Reserve lots.



The purpose of Bylaw No. 1117, 2022 is to remove the Municipal Reserve designation legally described as a portion of Lot 15MR, Block 5, Plan 831 1587, within NW¼ 21-7-3-W5M, containing 77.84 m² (837.8 ft²). The subject lands are located in Bellevue (adjacent to the MDM Centre) and are municipally described as 21402 30 Street.

THEREFORE, TAKE NOTICE THAT public hearings to consider the proposed Bylaw No. 1117, 2022 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00PM on July 5, 2022. Each person shall be alotted 5 minutes to present their position

AND FURTHER TAKE NOTICE that anyone

wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at <u>bonnie.kawasaki@crowsnestpass.com</u> no later than 12:00PM (Noon) on June 28, 2022. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

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

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 14th day of June , 2022.

MUNICIPALITY OF CROWSNEST PASS BYLAW NO. 1117, 2022 MUNICIPAL RESERVE CLOSURE BYLAW

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta for the purpose of closing portions of a Municipal Reserve parcel, removing the Municipal Reserve designation from the closed portions and disposing of the closed portions of Municipal Reserve in accordance with section 70, 674, and 675 of the Municipal Government Act, Chapter M-26 Revised Statutes of Alberta 2000, as amended.

WHEREAS the Council of the Municipality of Crowsnest Pass has determined that Municipal Reserve property, as described below and shown in Schedule "A" attached hereto and forming part of this bylaw, be closed, the MR designations removed

AND WHEREAS notice of intention of Council to pass a bylaw was published in a locally circulated newspaper and posted on site and a public hearing held in accordance with the Municipal Government Act.

NOW THEREFORE, be it resolved that the Council of Municipality of Crowsnest Pass does hereby determine to close and have the MR designations removed and the land disposed of for portions of Municipal Reserve described as follows and shown in Schedule "A" attached hereto and forming part of the bylaw, subject to the rights of access granted by other legislation:

- 1. The municipal reserve designation on lands legally described as a portion of Lot 15MR, Block 5, Plan 831 1587 within the NW¼ 21-7-3-W5M, containing ±0.04 ha (0.1 acres), as shown on Schedule 'A', is hereby disposed of.
- 2. Bylaw No. 868, 2013, being the Land Use Bylaw, is hereby amended.
- 3. This bylaw comes into effect upon third and final reading hereof.

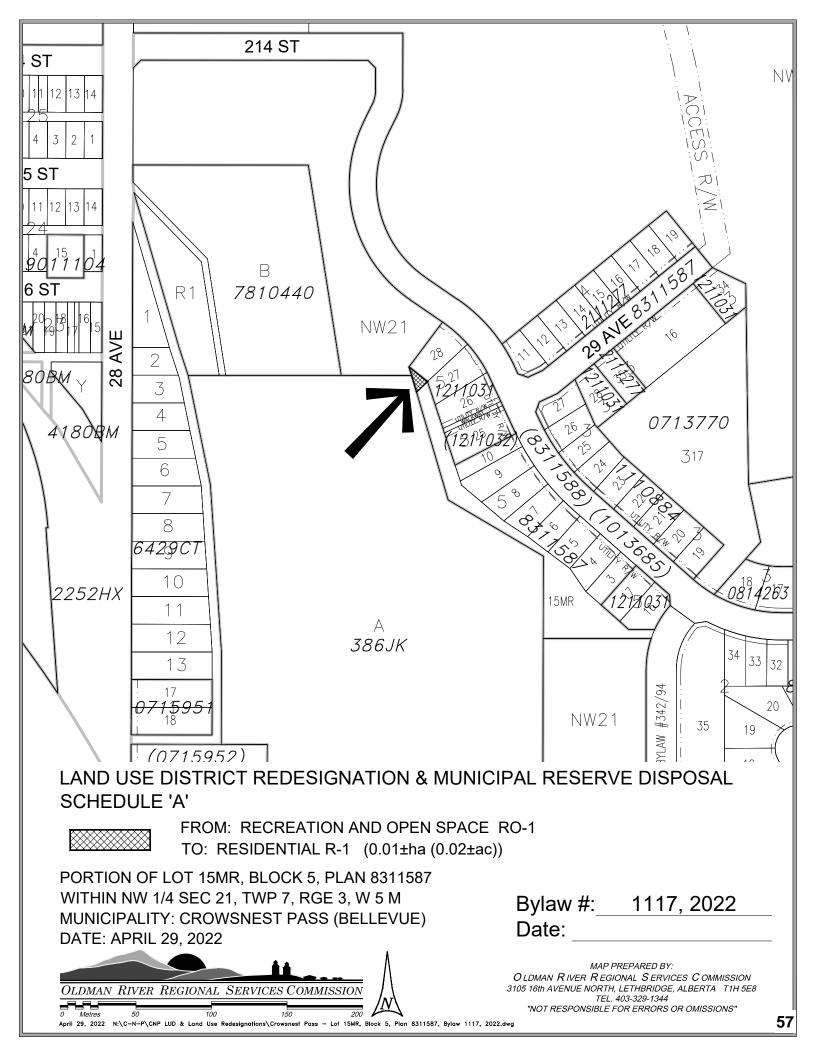
READ a **first** time in council this _____ day of _____ 2022.

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

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

Blair Painter Mayor

Patrick Thomas Chief Administrative Officer





Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 5, 2022

Agenda #: 5.b

Subject: Bylaw 1118, 2022- Road Closure Bylaw - Public Hearing

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

Executive Summary:

Council gave First Reading of Bylaw 1118, 2022 on June 7, 2022.

This bylaw will allow for a road closure of an Unnamed Road and consolidate it with the adjacent title Plan 9111786 Block 2 Lot 4 and straighten the road allowance.

The Road Closure Bylaw may receive Second and Third Reading only after the Bylaw has been signed by the Minister of Transportation.

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act

Discussion:

The applicants own an acreage in York Creek Estates. At the rear of their acreage is a part of a cul-desac (Unnamed Road) that was surveyed out at the time of subdivision, but was never constructed because the road went straight through to the north. The applicant wishes to close it as a road allowance and consolidate it with their existing title Plan 9111786 Block 2 Lot 4.

The applicants are aware of all of the costs associated with this project. The area required is estimated to be 13,000 sf (more or less) and is of no use to the Municipality. The applicants are proposing to plant some trees on the land and possibly add a second approach to their property from York Creek Drive.

The applicant and the adjacent landowner are reviewing the option of a split consolidation of the closed road portion between their properties.

Once a public hearing has been held, the proposed bylaw will be forwarded to the Minister of Transportation for approval, before it comes back to Council for consideration of second and third readings. After the final closure of the road portion, a new certificate of title will be issued by the Land Titles Office, which the applicant then has to consolidate with their property through a subdivision application. The closed road portion will also be redistricted to the GCR-1 District through a separate bylaw.

Analysis of Alternatives:

N/A

Financial Impacts:

If the application proceeds the Municipality would receive \$9,100 plus GST.

Attachments:

FORMATTED CNP Road Closure Bylaw No. 1118, 2022 public hearing notice.pdf FORMATTED CNP Road Closure Bylaw No. 1118, 2022.docx Crowsnest Pass - Plan 9111786, Bylaw 1118, 2022 - Road Closure-1-5000.pdf 06 24 2022 - Woods, Jeff & Lynn - Public Hearing Submission Bylaw 1118, 2022.pdf

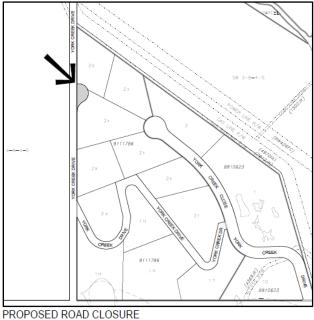
NOTICE OF PUBLIC HEARING MUNICIPALITY OF CROWSNEST PASS IN THE PROVINCE OF ALBERTA PROPOSED BYLAW NO. 1118, 2022

<u>7:00PM</u>, July 5, 2022 Municipality of Crowsnest Pass Council Chambers 8502 – 19 Avenue, Coleman

PURSUANT to section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, notice is hereby given that the Council of the Municipality of Crowsnest Pass will consider a bylaw to close a portion of the roadway depicted in the sketch below and legally described as:

PLAN 9111786

THAT PORTION OF UNNAMED ROAD FORMING PART OF LOT 16, BLOCK 2, PLAN _____ CONTAINING 0.13 HECTARES (0.32 ACRES) MORE OR LESS



PROPOSED ROAD CLOSURE SCHEDULE 'A'

PLAN 9111786
THAT PORTION OF UNNAMED ROAD FORMING PART OF LOT 16, BLOCK 2,
PLAN ______ CONTAINING 0.13 HECTARES (0.32 ACRES) MORE OR LESS
WITHIN SW 1/4 SEC 3, TWP 8, RGE 4, W 5 M THE PURPOSE of this bylaw is to close to public travel, create title to and dispose of portions of a public roadway in accordance with section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

THEREFORE, TAKE NOTICE THAT public hearings to consider the proposed Bylaw No. 1118, 2022 will be held in the Municipality of Crowsnest Pass Council Chambers at <u>7:00PM</u> on July 5, 2022. Each person shall be alotted 5 minutes to present their position

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at <u>bonnie.kawasaki@crowsnestpass.com</u> no later than <u>12:00PM</u> on <u>June 25</u>, 2022. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

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

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 8th day of June, 2022.

MUNICIPALITY OF CROWSNEST PASS BYLAW NO. 1118, 2022 ROAD CLOSURE BYLAW

BEING a bylaw of the Municipality of Crowsnest Pass for the purpose of closing to public travel and creating title to and disposing of portions of a public roadway in accordance with section 22 of the Municipal Government Act, chapter m26, Revised Statutes of Alberta 2000, as amended.

WHEREAS the lands hereafter described are no longer required for public travel,

AND WHEREAS application has been made to Council to have the roadway closed, and

AND WHEREAS the Council of the Municipality of Crowsnest Pass deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same, and

AND WHEREAS notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

AND WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw

NOW THEREFORE be it resolved that the Council of the Municipality of Crowsnest Pass in the Province of Alberta does hereby close to public travel and creating title to and disposing of the following described roadway, subject to rights of access granted by other legislation:

PLAN 9111786

THAT PORTION OF UNNAMED ROAD FORMING PART OF LOT 16, BLOCK 2, PLAN ______ CONTAINING 0.13 HECTARES (0.32 ACRES) MORE OR LESS As illustrated in Schedule 'A', attached to, and forming part of this bylaw.

READ a **first** time in council this <u>7th</u> day of <u>June</u> 2022.

Blair Painter Mayor

Patrick Thomas Chief Administrative Officer PUBLIC HEARING scheduled for the 5th day of July 2022 and advertised in the Crowsnest Pass Herald on the 22nd and 29th day of June 2022.

APPROVED this ______ day of _____ 2022.

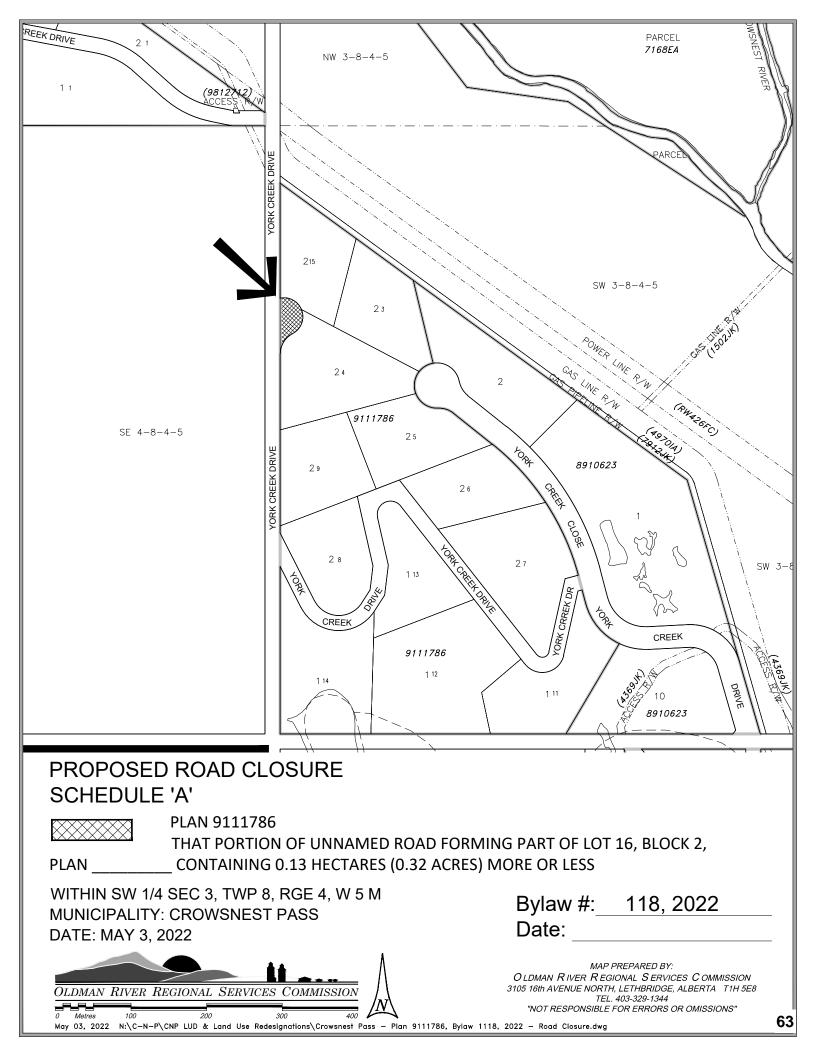
Minister of Transportation

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

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

Blair Painter Mayor

Patrick Thomas Chief Administrative Officer



Bonnie Kawasaki

From: Sent: To: Subject: Attachments: Geoff and Lynn Woods < June 24, 2022 9:50 AM Bonnie Kawasaki; Lynn Cammaert Woods Geoff and Lynn Woods - Notice of Public Hearing - July 5 /22 Notice of Public Hearing - Blairmore.pdf

Dear Ms Kawasaki,

Please consider this our official written response to a Notice of Public Hearing, received by us on June 16/22.

My wife Lynn and I own and are presently building on Lot 15, Block 2, Plan 911 1786, which is adjacent to the the unnamed road forming part of Lot 16, Block 2 (.32 acres more or less)

It is our understanding that our neighbours on Lot 4, Block 2, Plan 911 1786 have approached the Municipality in order to purchase this piece of land, and that a bylaw is required to close this portion of the roadway in order for the sale to take place.

In principle, we feel the proposed bylaw allowing the road closure (and subsequent sale of the land) should only take place providing the following concerns/requests are strongly considered.

1. We recently purchased our property (2021) knowing that the roadway in question would likely never be used or have development on it and therefore would remain a quiet area. This is very important to us. We cannot stress this enough. Katherine Mertz has advised us that owners of Lot 4 who have applied to purchase the property have stated the reason for purchase is to bring the entire west end of their property up to York Creek Drive, and that their intention is to plant trees there. If this bylaw and sale are to go through, we would like assurances that the area won't be turned into a shooting range, ATV track or any one of a multitude of things which would create noise and disturb the peace.

2. We are currently waiting to hear from Glen Snelgrove regarding the processes that are in place which allow property owners to approach the municipality in order to purchase 'public' land, and also to find out the price offered to the municipality for the land. Our reason for requesting this information is because we would like to come to an agreement with both municipality and the owners of Lot 4, Block 2 which would allow us to purchase, from the municipality, a small (north) portion of Lot 16, which essentially would take the 'bight' out of the corner of our property and straighten out our southern boundary. We estimate this to be no more than 5-8 percent of the property in question. We consider this to be a fair and reasonable request and hope the Municipality does also.

We look forward to hearing back from you, hopefully prior to the public hearing on July 5th.

Kind regards, Geoff and Lynn Woods





Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 5, 2022

Agenda #: 6.a

Subject: Municipal Historic Resources Advisory Committee - Proposal for Incentives to Enhance Commercial Historic Buildings

Recommendation: That Council consider exploring and adopting policies that provide a variety of options to incent commercial property owners to maintain, improve and enhance their buildings within Historical Commercial Overlay Districts and other business districts in the Municipality.

Executive Summary:

Between 2013 and 1019 the Municipality developed three inventories of historic buildings in the communities that culminated in a Heritage Management Plan (HMP). The HMP recommendations included the development of incentives for landowners to pursue the designation of their buildings as provincial or municipal historic resources by Ministerial Order or municipal bylaw. Over the past year the MHRAC developed proposed incentives and discussed those with Administration. Council's direction is required to start the process of refining these proposals and developing a community consultation program, including property owners, the Chamber of Commerce, Community Futures Crowsnest Pass, and other parties. This could be linked to Council's strategic plan and the Bellevue Main Street Revitalization Project. It may also be possible to discuss with the provincial government the possibility of reviving the Alberta Main Street Program with the Crowsnest Pass as a pilot project.

The intended outcome would be an annual budget amount that could be sourced from interest free loans, a property tax freeze, grant funding, and other sources, subject to performance from the property owner.

Relevant Council Direction, Policy or Bylaws:

Municipal Heritage Management Plan (2019) Land Use Bylaw

Discussion:

The attached letter from the MHRAC is relevant for discussion.

Analysis of Alternatives:

Council to provide direction.

Financial Impacts:

The financial impact will only be known when the proposed incentives have been refined.

Attachments:

Municipal Historic Resources Advisory Committee - Incentives June 21 draft.pdf

Municipal Historic Resources Advisory Committee

Municipal Incentives Subcommittee

Recommendations to Municipal Council for consideration

- 1. Municipal Council consider exploring and adopting policies that provide a variety of options to incent commercial property owners to maintain, improve and enhance their buildings within Historical Commercial Overlay Districts and other business districts in the municipality.
- 2. Such policies will focus on maintenance and restoration of facades of buildings and maintaining their structural integrity.
- 3. Such incentives may include:
 - a. Joint Program with Community Futures Crowsnest Pass to offer interest free Façade/Restoration Business Improvement loans for property improvements.
 - b. Municipal Tax Incentive/Credit Programme for Designated Municipal Historic Resources and other commercial properties. A tiered program to incent designation of buildings is recommended in order to ensure that funded work is protected.
 - c. Property Tax Assessment Freeze for Designated Municipal Historic Resources and other commercial properties for a fixed period. A tiered program to incent designation of buildings is recommended in order to ensure that funded work is protected.
 - d. Direct Grant Programme for Designated Municipal Historic Resources and other commercial properties. A tiered program to incent designation of buildings is recommended in order to ensure that funded work is protected.
 - e.
- 4. Undertake a review and update of the current Crowsnest Historic District Design Guidelines to ensure that they meet today's requirements and expectations.
- 5. Explore initiating with senior governments the development of a new MainStreet Programme for Alberta using the Crowsnest Pass as pilot project to revitalize our community's historic main street commercial districts.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 5, 2022

Agenda #: 7.a

Subject: Bylaw 1094, 2021 - Road Closure Bylaw - Second and Third reading

Recommendation: That Council gives second and third readings to Bylaw No. 1094, 2021.

Executive Summary:

This bylaw will correct an encroachment onto 21st Avenue in Bellevue and the lands will be consolidated with the title to the adjacent parcel.

Relevant Council Direction, Policy or Bylaws:

Section 22, Road Closure, Municipal Government Act, RSA 2000, c M-26.

Discussion:

Council gave first reading to Bylaw 1094, 2021 on December 7, 2021 and held a public hearing on February 8, 2022. Subsequently, Administration completed the road closure referral procedure and submitted a complete road closure package to Alberta Transportation. There were no objections received during the referral process.

On April 25, 2022 the Minister of Transportation signed the bylaw returned it to the Municipality, and Council can now consider second and third readings. The completed bylaw will then be sent to the Registrar of Land Titles for registration and final closure of the roads.

Analysis of Alternatives: N/A

Financial Impacts:

Once the project has been completed, the Municipality would receive \$5,000 plus GST

Attachments: FORMATTED Bylaw 1094, 2021.docx Schedule A - surveyor sketch.pdf

MUNICIPALITY OF CROWSNEST PASS BYLAW NO. 1094, 2021 ROAD CLOSURE BYLAW

BEING a bylaw of the Municipality of Crowsnest Pass in the province of Alberta, for the purpose of closing to public travel and creating title to and disposing of portions of a public highway in accordance with section 22 of the Municipal Government Act, chapter m26, revised statutes of Alberta 2000, as amended.

WHEREAS the lands hereafter described are no longer required for public travel,

WHEREAS application has been made to Council to have the roadway closed, and

WHEREAS the Council of the MUNICIPALITY OF CROWSNEST PASS deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same, and

WHEREAS notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw

NOW THEREFORE, the Council of the Municipality of Crowsnest Pass in the Province of Alberta does hereby close to Public Travel and creating title to and disposing of the following described highways, subject to rights of access granted by other legislation:

PLAN 6432 FE ALL THAT PORTION OF WEST AVENUE FORMING PART OF LOT 36 AND 37, BLOCK 17, PLAN ______ CONTAINING 0.030 HECTARES (0.074 ACRES) MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS

READ a **first** time in council this <u>7th</u> day of <u>December</u> 2021.

PUBLIC HEARING scheduled for the 8th day of February 2022 and advertised in the Crowsnest Pass Herald on the 26th day of January and 2nd days of February, 2022.

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

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

Page 1 of 2

Blair Painter Mayor

Patrick Thomas Chief Administrative Officer

APPROVED this _____ day of _____, 20___

Minister of Transportation



| | REGISTRAR LAND TITLES OFFICE | |
|--|---------------------------------|---------------|
| | PLAN NO | |
| | ENTERED AND REGIST | ERED |
| | ON INSTRUMENT NO : | |
| | - | A.D.REGISTRAR |
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| MUNICIPALITY OF CROWSNEST PASS | | |
| | | |
| | | |
| PLAN SHOWING SURVEY OF | | |
| SUBDIVISION | | |
| OF | | |
| LOT 26, BLOCK 17. PLAN 861 | 1386 | |
| AND PART OF | | |
| CLOSED WEST AVENUE, PLAN 64 | -32 F.E. | |
| ALL WITHIN | | |
| S.E.1/4 SEC. 29, TWP. 7, RGE. | 3, W.5 M | 1. |
| BY: D.J. AMANTEA, A.L.S. | | |
| SCALE 1:200 | | |
| 5 0 5 10 15 metres | | |
| | | |
| Fd.I. — Statutory Iron Posts found shown thus PI.I. — Statutory Iron Posts placed shown thus Temporary points shown thus | ● ○ marked 'P004' × | |
| Re-est. stands for re-established Fd. No Mk. stands for Found No Mark Distances are shown in metres and decimal parts thereof. | ~ | |
| Bearings are GRID and are derived from GNSS observations PROJECTION — 3TM DATUM — NAD'83 (original) | | |
| REFERENCE MERIDIAN - 114° COMBINED SCALE FACTOR - 0.999703 RP - Geo-reference point shown thus | RP | |
| Coordinate value for Geo—reference point is N: 5495996.58 E: 689876.35 Portion to be registered is bound in heavy black lines and contains 0.164 ha | | |
| TABLE OF AREAS LOT 36, BLOCK 17 | | |
| within Lot 26, Block 17, Plan 861 1386 = 0.044 ha within West Avenue, Plan 6432 F.E. = 0.001 ha SUBTOTAL = 0.045 ha | | |
| LOT 37, BLOCK 17 | | |

| | SUBTOTAL = 0.045 h |
|--|--------------------------|
| LOT 37, BLOCK 17 | |
| within Lot 26, Block 17, Plan | $861 \ 1386 = 0.088 \ h$ |
| within West Avenue, Plan | 6432 F.E. = 0.029 h |
| | SUBTOTAL = 0.117 h |
| 21ST AVENUE within Lot 26, Block 17, Plan | 861 1386 = 0.002 h |
| | SUBTOTAL = 0.002 h |
| | TOTAL = 0.164 h |
| | |

| SURVEYOR NAME : D.J. AMANTEA, A.L.S. SURVEYED ON THE DATE OF NOVEMBER 10th, 2021 IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYS ACT. | P 004 BROWN OKAMURA & ASSOCIATES LTD. |
|--|---|
| REGISTERED OWNER g.j.o. holdings ltd. | |
| SUBDIVISION AUTHORITY NAME : OLDMAN RIVER REGIONAL SERVICES COMMISSION FILE NO. : 2021–0–044 DATE APPROVED : | N |
| DRAWING FILE : 21-15185.DWG | |
| CLIENT : G.J.O. HOLDINGS LTD. | |
| FILE NO. : 21-15185 | MJ |



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 5, 2022

Agenda #: 7.b

Subject: Bylaw 1117, 2022 - Municipal Reserve closure and removal of Municipal Reserve designation on a portion of Lot 15MR, Block 5, Plan 8311587 - Second and Third Reading

Recommendation: That Council gives second and third reading of Bylaw 1117, 2022.

Executive Summary:

Council approved First Reading of Bylaw 1117, 2022 on May 17, 2022.

The subject MR parcel is located adjacent to the MDM Community Centre and an existing, undeveloped subdivision (Mohawk Meadows). On April 05, 2022 Council approved the conditional sale of a portion of Lot 15MR, Block 5, Plan 8311587 to the adjacent landowner for consolidation with developed Lot 28, Block 5, Plan 1211031.

Relevant Council Direction, Policy or Bylaws:

Sections 70, 671, 674 and 675, respectively 'Disposal of Land', 'Use of Reserve Land, Money', 'Disposal of Municipal and School Reserve' and 'Removal of Designation as Municipal Reserve', Municipal Government Act, RSA 2000, c M-26. Policy 2000-03 Disposal of Municipal Property

Discussion:

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

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

Residential R-1, once the MR removal is complete.

Analysis of Alternatives:

1. Following the public hearing, Council give second and third reading of Bylaw 1117, 2022, as proposed.

2. If additional information is required by Council and/or amendments to the Bylaw is proposed by Council prior to second reading, Council may defer second reading of Bylaw 1117, 2022 and provide further direction to Administration. Substantial changes to the Bylaw will require Council to hold a second public hearing prior to considering the Bylaw 1117, 2022 for second and third reading.

3. Council may defeat Bylaw 1117, 2022, as proposed.

Financial Impacts:

The Municipality would receive approximately \$3400 plus GST.

Attachments:

FORMATTED Bylaw 1117, 2022 - CNP LUB 868, 2013 prtn Lot 15MR Block 5 Plan 831 1587 MR disposal (May 2022).docx

Crowsnest Pass - Lot 15MR, Block 5, Plan 8311587, Bylaw 1117, 2022-LUD Redesign & MR Disposal Part 2.pdf

MUNICIPALITY OF CROWSNEST PASS BYLAW NO. 1117, 2022 MUNICIPAL RESERVE CLOSURE BYLAW

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta for the purpose of closing portions of a Municipal Reserve parcel, removing the Municipal Reserve designation from the closed portions and disposing of the closed portions of Municipal Reserve in accordance with section 70, 674, and 675 of the Municipal Government Act, Chapter M-26 Revised Statutes of Alberta 2000, as amended.

WHEREAS the Council of the Municipality of Crowsnest Pass has determined that Municipal Reserve property, as described below and shown in Schedule "A" attached hereto and forming part of this bylaw, be closed, the MR designations removed

AND WHEREAS notice of intention of Council to pass a bylaw was published in a locally circulated newspaper and posted on site and a public hearing held in accordance with the Municipal Government Act.

NOW THEREFORE, be it resolved that the Council of Municipality of Crowsnest Pass does hereby determine to close and have the MR designations removed and the land disposed of for portions of Municipal Reserve described as follows and shown in Schedule "A" attached hereto and forming part of the bylaw, subject to the rights of access granted by other legislation:

- 1. The municipal reserve designation on lands legally described as a portion of Lot 15MR, Block 5, Plan 831 1587 within the NW¼ 21-7-3-W5M, containing ±0.04 ha (0.1 acres), as shown on Schedule 'A', is hereby disposed of.
- 2. Bylaw No. 868, 2013, being the Land Use Bylaw, is hereby amended.
- 3. This bylaw comes into effect upon third and final reading hereof.

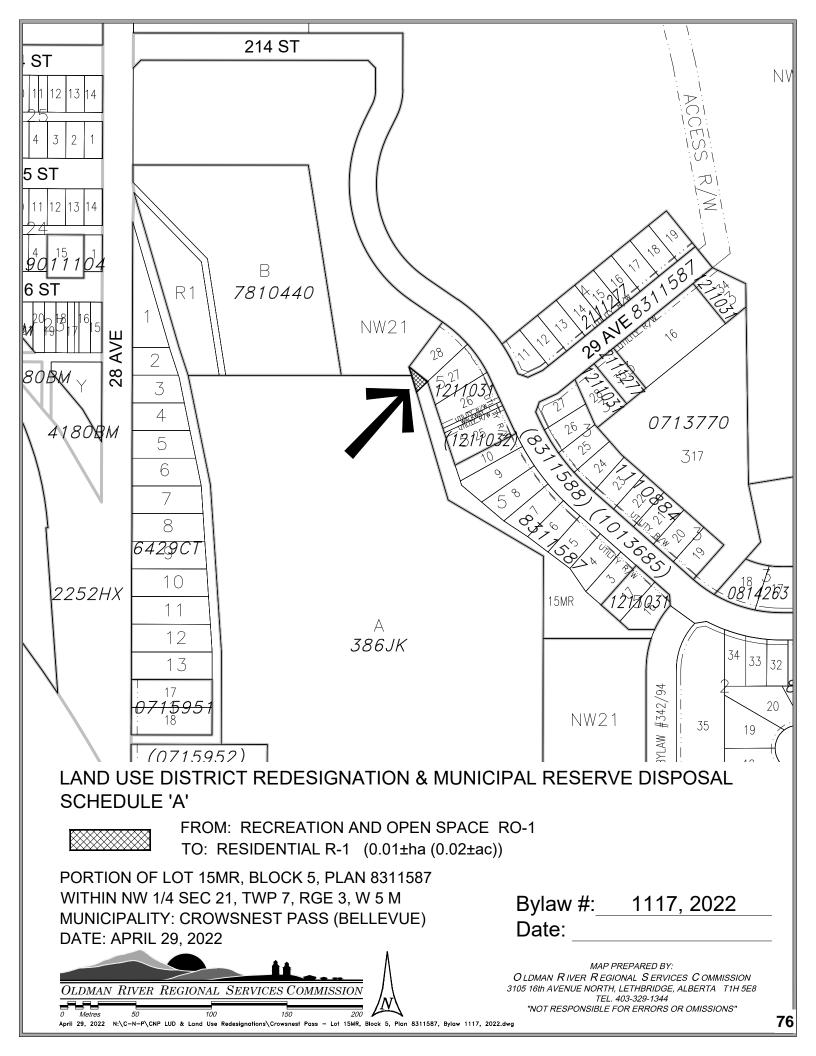
READ a **first** time in council this _____ day of _____ 2022.

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

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

Blair Painter Mayor

Patrick Thomas Chief Administrative Officer





Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 5, 2022

Agenda #: 7.c

Subject: Bylaw 1119, 2022 Road Closure - First Reading

Recommendation: That Council give first reading to Bylaw 1119, 2022, and provide for a public hearing to be held August 16, 2022.

Executive Summary:

Bylaw 1119, 2022 proposes to close that portion of Government Road Allowance lying adjacent to SW1/4 Sec 3-8-4-W5 and forming part of Lot 15; Block 1 Plan _____ Containing 0.126 Hectares (0.31 acres) more or less.

The applicants own an acreage at 1818 York Creek Estates. On the west and south boundaries of their acreage is a 66' (sixty-six feet) wide statutory road allowance running approximately 840' (eight hundred forty feet) in a north/south direction, and approximately 400' (four hundred feet) in an east/west direction respectively. They are interested in purchasing part of the adjacent north-south road allowance to build a garage which would otherwise encroach on the adjacent road allowance. There are several marsh areas both on the road allowance and on their acreage which are natural habitat for water fowl. The applicants wish to protect the wildlife corridor and obtain sufficient additional space to construct a garage or a carport in the future.

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act.

Discussion:

The Municipal Development Plan identifies a future growth area to the southeast of the York Creek subdivision. The proposed Greenwood Heights subdivision is located to the south of the York Creek subdivision. Both these areas have alternate access options. The north-south road allowance portion

that is proposed to be closed is mostly wetland. Due to steep slopes on the east-west road allowance (which is an extension of 108 Street) and the presence of a lake in the same road allowance, and the proposed future developments on surrounding lands having alternate access options, it is not expected that these road allowances would be required to provide future access.

Even if the applicant was interested in purchasing only a portion of the extent of the road allowance along their west property boundary, Council may want to consider closing the north-south road allowance for the entire length of the applicant's west property boundary (up to where York Creek Drive is developed).

Once a road allowance is closed as to public travel, title to it is granted in the name of the Municipality. It can then be sold and incorporated into an adjacent title.

Analysis of Alternatives:

1. Council may proceed with first reading of Bylaw 1119, 2022, and schedule a public hearing for future date.

(August 16, 2022)

2. Council may defer first reading of Bylaw 1119, 2022 and outline what additional information they would like to see with reconsideration

Financial Impacts:

If the application proceeds the Municipality would receive \$6000 plus GST.

Attachments:

CNP Road Closure Bylaw No. 1119, 2022.docx Schedule A Crowsnest Pass - Lot 15, Block 1, Plan ____ - Bylaw 1119, 2022-Road Closure.pdf

MUNICIPALITY OF CROWSNEST PASS BYLAW NO. 1119, 2022 ROAD CLOSURE

BEING a bylaw of the Municipality of Crowsnest Pass for the purpose of closing to public travel and creating title to and disposing of portions of a public roadway in accordance with section 22 of the Municipal Government Act, chapter m26, Revised Statutes of Alberta 2000, as amended.

WHEREAS the lands hereafter described are no longer required for public travel,

AND WHEREAS application has been made to Council to have the roadway closed, and

AND WHEREAS the Council of the Municipality of Crowsnest Pass deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same, and

AND WHEREAS notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

AND WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE be it resolved that the Council of the Municipality of Crowsnest Pass in the Province of Alberta does hereby close to public travel and creating title to and disposing of the following described roadway, subject to rights of access granted by other legislation:

THAT PORTION OF GOVERNMENT ROAD ALLOWANCE LYING ADJACENT TO SW ¼ SEC. 3-8-4-5 AND FORMING PART OF LOT 15, BLOCK 1, PLAN ______ CONTAINING 0.126 HECTARES (0.31 ACRES) MORE OR LESS

As illustrated in Schedule 'A', attached to, and forming part of this bylaw.

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

Blair Painter Mayor

Patrick Thomas Chief Administrative Officer PUBLIC HEARING scheduled for the 16th day of August 2022 and advertised in the Crowsnest Pass Herald on the 13th and 20th day of July 2022.

APPROVED this _____ day of _____ 2022.

| | | Minister of Transportation |
|--|--------|------------------------------|
| | | |
| | | |
| | | |
| READ a second time in council this | day of | 2022. |
| READ a third and final time in council this | day of | 2022. |
| | | |
| | | Blair Painter |
| | | Mayor |
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| | | Patrick Thomas |
| | | Chief Administrative Officer |
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| | |
| FOREST RESERVE NE 33-7-4-5 | NW 34-7-4-5 |
| PROPOSED ROAD CLOSURE SCHEDULE 'A' | IT ROAD ALLOWANCE LYING ADJACENT TO SW ¼ |
| | T OF LOT 15, BLOCK 1, PLAN, |
| MUNICIPALITY: CROWSNEST PASS DATE: JUNE 24, 2022 | Bylaw #:1119, 2022 Date: |
| OLDMAN RIVER REGIONAL SERVICES COMMISSION 0 Metres 100 200 300 400 June 24, 2022 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Lot 15, Block 1, Pion | MAP PREPARED BY: OLDMAN R IVER R EGIONAL SERVICES COMMISSION 3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8 TEL. 403-329-1344 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS" Bylow 1119, 2022.dwg 81 |



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 5, 2022

Agenda #: 7.d

Subject: Bylaw 1123, 2022 Road Closure - First Reading

Recommendation: That Council give first reading to Bylaw 1123, 2022 and provide for a public hearing to be held August 16, 2022.

Executive Summary:

Bylaw 1123, 2022 will allow for a road closure of a portion of 62nd Street south of 22nd Avenue in Coleman.

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act Motion 18-2022-03-22

Discussion:

The applicant is the owner of four existing lots to the west of the subject road allowance, and three lots to the east. The applicant intends to develop all eight lots over the next few years. One of the house plans is wider and the road allowance lot could accommodate the extra width. Water service would be provided from 22 Avenue, and gas and sewer are available from the south. The topography slopes approximately 4 meters from the north to south.

Analysis of Alternatives:

- 1. Council may proceed with first reading of Bylaw 1123, 2022, and schedule a public hearing for future date. (August 16, 2022)
- 2. Council may defer first reading of Bylaw 1123, 2022 and outline what additional information they would like to see with reconsideration.

Financial Impacts:

If the application proceeds the Municipality would receive \$26,400 plus GST.

Attachments: FORMATTED Bylaw 1123, 2022.docx Schedule A.pdf

MUNICIPALITY OF CROWSNEST PASS BLAW No. 1123, 2022 ROAD CLOSURE BYLAW

BEING a bylaw of the Municipality of Crowsnest Pass for the purpose of closing to public travel and creating title to and disposing of portions of a public highway in accordance with section 22 of the Municipal Government Act, chapter m26, revised statutes of Alberta 2000, as amended.

WHEREAS the lands hereafter described are no longer required for public travel,

WHEREAS application has been made to Council to have the roadway closed, and

WHEREAS the Council of the Municipality of Crowsnest Pass deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same, and

WHEREAS notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw

NOW THEREFORE be it resolved that the Council of the Municipality of Crowsnest Pass in the Province of Alberta does hereby close to Public Travel and creating title to and disposing of the following described highways, subject to rights of access granted by other legislation.

Plan 232 A.I. That portion of Third Avenue contained within Area "A", Plan _____, containing 0.061 ha (0.151 acres) more or less, excepting thereout all mines and minerals

READ a first time in council this 5th day of July 2022.

Blair Painter Mayor

Patrick Thomas Chief Administrative Officer

PUBLIC HEARING scheduled for the 16th day of August 2022 and advertised in the Crowsnest Pass Herald on the 13th and 20th of July 2022.

Approved this _____ day of _____, 20___

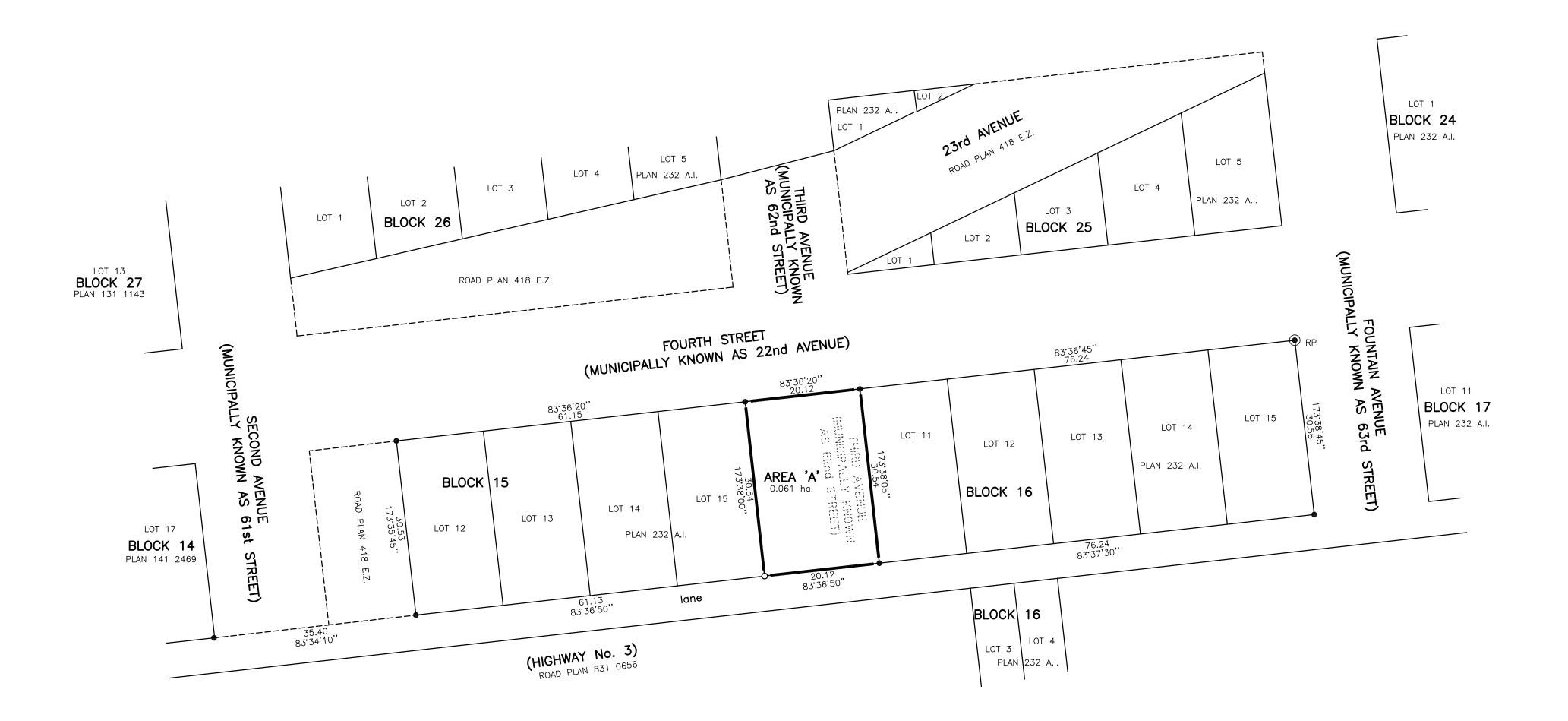
Minister of Transportation

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

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

Blair Painter Mayor

Patrick Thomas Chief Administrative Officer



| REGISTRAR | | |
|-----------|--------|--------|
| LAND | TITLES | OFFICE |

PLAN NO. ____

ENTERED AND REGISTERED

INSTRUMENT NO : _____

A.D.REGISTRAR

MUNICIPALITY OF CROWSNEST PASS

PLAN SHOWING SURVEY OF

AREA FOR ROAD CLOSURE PURPOSES

OF PART OF

THIRD AVENUE; PLAN 232 A.I.

ALL WITHIN

N.E.1/4 SEC. 7; TWP. 8; RGE. 4; W.5 M.

BY: D. J. AMANTEA, A.L.S.

SCALE 1:500

10 5 0 10 20 30 METRES

 Fd.I. - Statutory Iron Posts found shown thus
 •

 PI.I. - Statutory Iron Posts placed shown thus
 •

 Temporary points shown thus
 •

 Distances are shown in metres and decimal parts thereof.
 ×

 Bearings are GRID and are derived from GNSS observations
 ×

 PROJECTION - 3TM
 ×

 DATUM - NAD'83 (original)
 ×

 REFERENCE MERIDIAN - 114*
 •

 COMBINED SCALE FACTOR - 0.999706
 •

 RP - Geo-reference point shown thus
 •

 Coordinate value for Geo-reference point is N: 5499970.09 E: -38076.79

 Portion to be registered is bound in heavy black lines and contains 0.061 ha.

found No Marks on Plan 232 A.I. except where shown

| SURVEYOR NAME : D. J. AMANTEA, A.L.S. SURVEYED BETWEEN THE DATES OF APRIL 12th, 2022 AND MAY 26th, 2022, IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYS ACT. | P BROWN (| | |
|--|--------------|------|---------|
| REQUESTED BY: MUNICIPALITY OF CROWSNEST PASS | | | |
| DRAWING FILE : 22-15620.DWG | | | |
| CLIENT : BRIAN SEAMAN | | | |
| FILE NO. : 22-15620 | CJB | (6.0 | sq.ft.) |



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 5, 2022

Agenda #: 7.e

Subject: Bylaw 1126, 2022 - Urban Service Area Bylaw - Second and Third Reading

Recommendation: That Council gives second and third reading to Bylaw 1126, 2022 - Urban Service Area Bylaw.

Executive Summary:

As part of the Order in Council O.C. 020/2022, the Municipality of Crowsnest Pass was allowed to pass a bylaw to establish the boundaries of the area of land with the municipality that would constitute the urban service area as defined with the *Forest and Prairie Protection Act*. The bylaw does need the written consent of the Minster of Agriculture, Forestry and Rural Economic Development in order to come into effect.

Council provided first reading on June 21, 2022.

Relevant Council Direction, Policy or Bylaws:

Order in Council O.C. 020/2022

Discussion:

Administration has been working with Forestry staff for almost 2 years now to establish an urban service area that works for both the Municipality and the Ministry. Earlier in 2022, the Municipality was advised of the Order in Council that now a bylaw was needed to enact this change. The map in the attached bylaw now captures the growth that has occurred since 1979 when the previous boundary was established. Once enacted, the Municipality would have jurisdiction over fire response and permitting within the urban service area. The bylaw will not change the current mutual aid agreements between the Municipality and the Ministry.

Analysis of Alternatives:

- 1. Council may pass first reading.
- 2. Council may ask for additional information prior to reconsidering first reading.

Financial Impacts: N/A

Attachments:

Bylaw 1126, 2022 - Urban Service Area Bylaw.pdf

MUNICIPALITY OF CROWSNEST PASS BYLAW NO. 1126, 2022 Urban Service Area Bylaw

BEING a Bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, establishing the boundaries of land that constitutes the urban service area for purpose of the *Forest and Prairie Protection Act*.

WHEREAS, pursuant to Order in Council O.C. 020/2022 the Municipality of Crowsnest Pass may, by bylaw, with the prior written consent of the Minister, establish the boundaries of the area of land within the specialized municipality that constitutes the urban service area for the purposes of the *Forest and Prairie Protection Act*;

AND WHEREAS, pursuant to the *Forest and Prairie Protection Act,* an urban municipality includes an urban service area of a specialized municipality;

AND WHEREAS, the *Forest and Prairie Protection Act* does not apply to land within the boundaries of an urban municipality where there is no specific provision in the Act to the contrary;

NOW THEREFORE, the Council of the Municipality of Crowsnest Pass enacts as follows:

Urban Service Area:

1. The Municipality of Crowsnest Pass establishes the Urban Service Area as depicted in the map in **Schedule "A"** of this Bylaw.

Enactment:

2. Subject to approval being given by the Minister of Agriculture, Forestry and Rural Economic Development, this Bylaw shall take effect on the date it is passed.

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

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

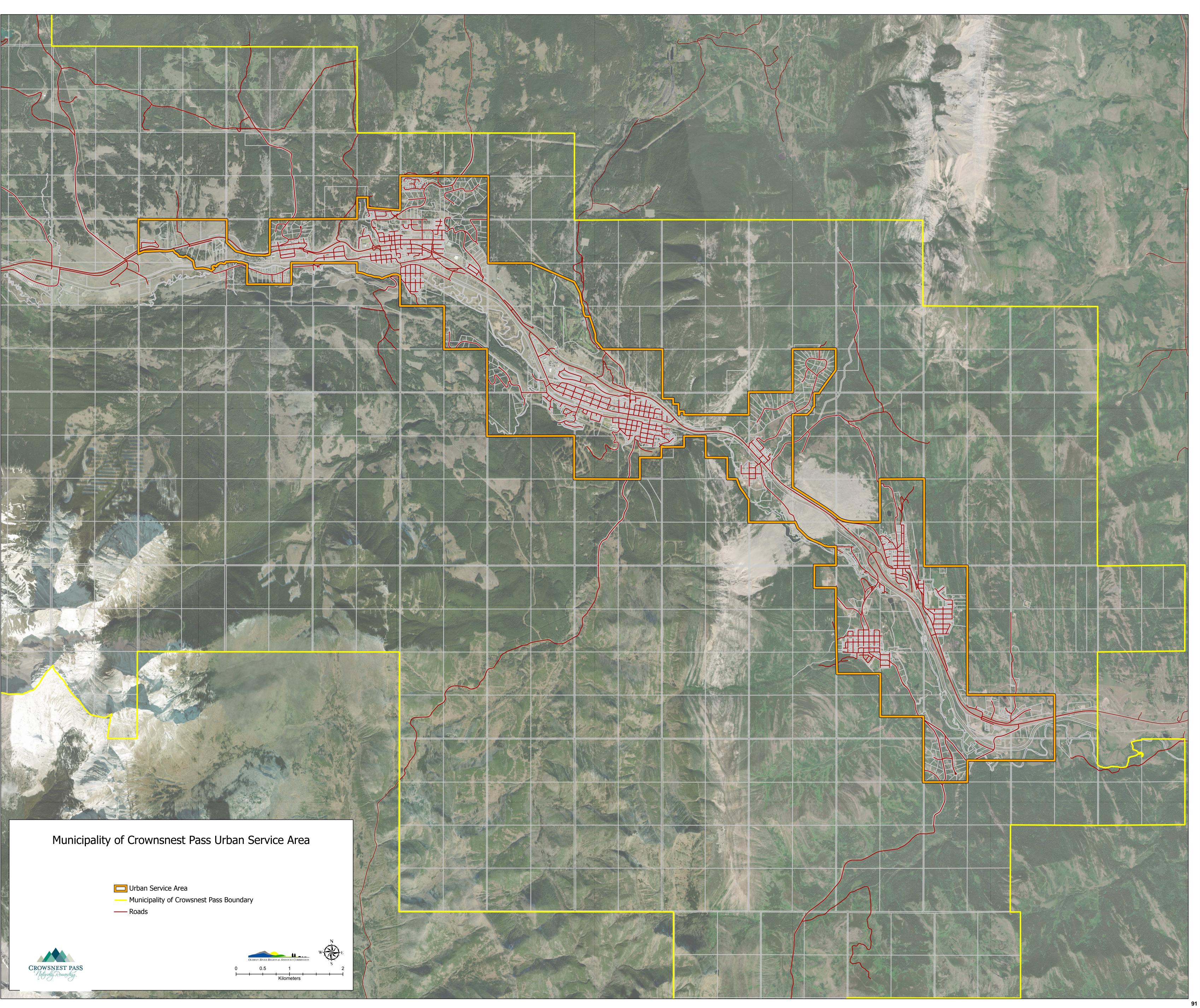
READ a **third and final** time in council this _____ day of _____ 2022.

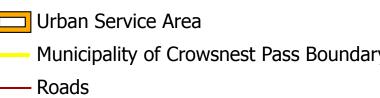
Blair Painter Mayor

Patrick Thomas Chief Administrative Officer APPROVED BY THE MINISTER OF AGRICULTURE, FORESTRY AND RURAL ECONOMIC DEVELOPMENT THIS _____ DAY OF _____ 2022

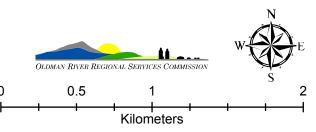
Nate Horner

Minister of Agriculture, Forestry and Rural Economic Development











Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 5, 2022

Agenda #: 7.f

Subject: Residential Property Taxation- Seniors Rebate Program Policy Update

Recommendation: That Council approve updated policy 1707-02 Residential Property Taxation - Senior Grant Program

Executive Summary:

Administration presented a report to Council on April 26, 2022 recommending a change to the Senior Tax Rebate Program. Council approved the change in methodology at the April 26, 2022 Council meeting. The new process will be an amount defined by Council each year at the setting of the tax bylaw for all seniors who meet the requirement.

Relevant Council Direction, Policy or Bylaws:

2022 Senior Property Tax Rebate Program report Motion 08-2022-04-26 Councilor Kubik moved that Council approve setting the Fixed Rate for the 2022 Seniors Rebate Program at \$325.00. Policy 1707-01 Residential Property Taxation - Seniors Rebate Program is being revised to reflect Council setting an annual rebate amount.

Discussion:

Administration presented a report to Council on April 26, 2022 recommending a change to the Senior Tax Rebate Program. Council approved the change in methodology at the April 26, 2022 Council meeting. The final step is to bring forward the revised Policy 1707-02 for Council approval.

Administration budgets for the senior rebate program each year. In 2022 the budget was set at \$24,000 with an anticipated 100 applicants. The change to a fixed amount of \$325 for 2022, with an anticipated 100 applicants, will result in refunds of \$32,500.

Analysis of Alternatives:

Council approve the revised policy. Council could make changes to the policy.

Financial Impacts:

Assuming the Municipality receives 100 applications for the senior rebate program in 2022, an additional \$8,500 will be required (the difference between a payout of \$32,500 and Budget of \$24,000)

Attachments:

1707-01 - Residential Property Taxation - Seniors Rebate Program - 2016 06 21.pdf Policy_1707-02_Residential_Property_Taxation_Senior_Grant_Program.docx

| CROWSNEST PASS Maturally Rewarding | Municipality of Crowsnest Pass Policy |
|---------------------------------------|---|
| Policy No.: | 1707-01 |
| Policy Title: | Residential Property Taxation – Senior's Rebate Program |
| Approval Date: | June 21, 2016 |
| Revision Date: | |
| Supersedes Policy: | TX-003 |
| Department: | Finance |

1.0 POLICY PURPOSE

To provide a residential property tax rebate policy for low income senior citizens who are residents of the Municipality of Crowsnest Pass and are receiving the Federal Guaranteed Income Supplement.

This policy is designed to protect low income senior citizen home owners in the Municipality of Crowsnest Pass from Municipality of Crowsnest Pass property tax increases greater than the amount paid by the homeowner within a four-year progressive time frame.

| Current Year | Property Tax Year |
|-----------------|-------------------|
| 2006 | 2010 |
| 2007 | 2011 |
| 2008 | 2012 |
| 2009 | 2013 |
| 2010 | 2014 |
| 2011 | 2015 |
| Carried Forward | Carried Forward |

2.0 DEFINITIONS

"Federal Guaranteed Income Supplement (GIS)" means a monthly benefit that is administered through the Federal government and is utilized as an eligibility criteria for this policy.

"Home Owner" as defined in section 3.1(a).

"Low Income Senior Citizen" means a senior citizen who is receiving the Federal Guaranteed Income Supplement.

3.0 POLICY STATEMENTS

3.1 Eligibility Criteria

- a. In order to qualify for this program, a Home Owner is defined as meeting all of the following requirements:
 - i. A person registered with land titles owning the home (where he/she lives)
 - ii. The owner of a taxable residence located on land owned by someone else, such as a condominium
 - iii. A person registered under the Land Titles Act as having a life estate, or
 - iv. A person who owns a mobile home and owns or rents the land it is on
 - v. If a resident senior citizen resident is married, living common law, or in an adult interdependent relationship and only one of the partners owns the home of residence both partners/spouse are considered home owners under the Tax Rebate Policy
 - vi. When there is a residential property that has more than one owner (other than the senior and his/her partner/spouse) registered on title as joint tenants, then that residential property DOES NOT qualify for the rebate program unless those other owners on title sign a statutory declaration stating that they are on title with the senior for estate planning purposes only and are on title solely for the benefit of the senior.
- b. Residential properties with multiple owners other than as defined in 3.1(a) do not qualify under this program.

3.2 Application Procedure

- a. Annually the Director of Finance will develop a tax rebate application form based on the four-year progressive time fame.
- b. This policy will only apply to a resident home owner's personal primary residence.
- c. No rebate will be given for tax increases that result from increased assessment due to additions to a resident home owner's property.

- d. The applicant must complete the tax rebate application form and provide evidence that they are eligible for the Federal Guaranteed Income Supplement (T4OAS) to the Director of Finance. Applications must be made before December 31 of the tax year being applied for.
- e. The Director of Finance shall ensure eligible resident home owners receive the appropriate refund or credit to their tax roll.
- f. Refer to Finance Department Procedures TAX-001 for rebate process.
- g. Refunds of less than \$5.00 will not be made.

MUNICIPALITY OF CROWSNEST PASS

Mayor chief Administrative Officer

one 24, 2016

13-06-2016

Municipality of Crowsers, Pass Council Policy

Rusidental sysperty Texation - Survey's Rubble Project

- d. The applicant must complete the tax reb its application form and service evidence that they are eligible for the Federal Guaranteen months any pleases
- (14043) to the director of Figures, Applications must be made before December 31 of the tax year being applied for
- The Director of Finance shall ensure eligible resident from owners receiv the appropriate reland or credit to (heli tax roll)
- 1. Celer to Figance Department Procedures TAX/001 for robors process.
- E. Retrinds of tess than \$5.00 will not be marter.

AUXICIPALITY OF CROWSNELL PASS



| CROWSNEST PASS Maturally Rewarding | Municipality of Crowsnest Pass Policy |
|--|--|
| Policy No.: Policy Title: Approval Date: Revision Date: | 1707-02 Residential Property Taxation – Senior's Rebate Program |
| Supersedes Policy: Department: | 1707-01 Finance |

1.0 POLICY PURPOSE

The Municipality of Crowsnest Pass requires a policy to formalize a process for providing a residential property tax grant policy for low income senior citizens who are residents of the Municipality of Crowsnest Pass and are receiving the Federal Guaranteed Income Supplement.

The purpose of the Residential Property Taxation – Seniors Grant Program Policy is designed to assist low-income senior citizen homeowners in the Municipality of Crowsnest Pass from property tax increases by providing a grant to eligible seniors. The amount of the grant will be set annually by Council.

2.0 **DEFINITIONS**

"Federal Guaranteed Income Supplement (GIS)" means a monthly benefit that is administered through the Federal government and is utilized as an eligibility criteria for this policy.

"Home Owner" as defined in section 3.1(a).

"Low Income Senior Citizen" means a senior citizen who is receiving the Federal Guaranteed Income Supplement.

3.0 POLICY STATEMENTS

3.1 Related Information

- a. In order to qualify for this program, a Home Owner is defined as meeting all of the following requirements:
 - i. A person registered with land titles owning the home (where he/she lives)
 - ii. The owner of a taxable residence located on land owned by someone else, such as a condominium

- iii. A person registered under the Land Titles Act as having a life estate, or
- iv. A person who owns a mobile home and owns or rents the land it is on
- v. If a resident senior citizen resident is married, living common law, or in an adult interdependent relationship and only one of the partners owns the home of residence both partners/spouse are considered home owners under the Senior's Rebate Program.
- vi. When there is a residential property that has more than one owner (other than the senior and his/her partner/spouse) registered on title as joint tenants, then that residential property DOES NOT qualify for the rebate program unless those other owners on title sign a statutory declaration stating that they are on title with the senior for estate planning purposes only and are on title solely for the benefit of the senior.
- b. Residential properties with multiple owners other than as defined in 3.1(a) do not qualify under this program.
- c. The residence is the applicant's personal primary residence.
- d. All residents of the property must meet the eligibility requirements.

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 year.
 - 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: July 5, 2022

Agenda #: 7.g

Subject: Hiring Policy 1807-05

Recommendation: That Council approves Policy 1807-05 Hiring Policy.

Executive Summary:

The Hiring Policy ensures that hiring and the filling of job vacancies is done in a fair, equitable manner. The Hiring Policy works in conjunction with Collective Agreement language around hiring, and applies to all staffing positions unionized and exempt. The Hiring Policy is updated from time to time to reflect changes in best practices that may occur as we endeavour to always find efficiencies and make changes to customer experience.

Relevant Council Direction, Policy or Bylaws:

Policy 1807-04- Hiring Policy- Approved October 1, 2019

Discussion:

The hiring policy was updated to reflect a few improvements to the process that have taken place:

1. Policy language now reflects the use of an applicant tracking system to allow applicants to apply online. The system collects, tracks and organizes candidates through the hiring process. A previous applicant tracking system was first introduced in 2020, and we switched to the current system that we utilized in 2021. Key improvements of the system:

- time savings because there is no need to scan paper resumes that come in
- better response to applicants who are notified when we receive their application, when they are unsuccessful and to confirm interviews
- better record keeping as history of the posting is kept
- ability to rank and sort candidate

2. Ability to opt out of interviewing in the case when Casual and Temporary Employees are applying for Permanent positions in the same job they currently occupy, providing they are performing at a satisfactory level. If a temporary or casual employee is applying to another department or to another

role, interviews are required. This allows for streamlined process when the employment status (casual, temporary, permanent) is changing, but not the position.

Analysis of Alternatives:

1. Opt to change language and omit details

Financial Impacts: 1. Savings of staff time

Attachments: 1807-05- Hiring Policy.docx

| CROWSNEST PASS Naturally Rewarding | Municipality of Crowsnest Pass Policy |
|---------------------------------------|--|
| Policy No.: | 1807- <mark>04-05</mark> |
| Policy Title: | Hiring Policy |
| Approval Date: | October 1, 2019 |
| Revision Date: | September 17, 2019 July 5, 2022 |
| Supersedes Policy: | 1807- 03 04 |
| Department: | Corporate Services – Human Resources |

1.0 POLICY PURPOSE

The Municipality is committed to the attraction, selection and retention of qualified, competent candidates to fill the staffing needs of the organization. The purpose of this policy is to ensure filling of job vacancies is done in a fair, equitable manner, the policy defines the criteria and procedures that the Municipality will utilize for establishing Municipal positions and recruiting, selecting, and hiring employees. Each Employee, while employed, is hired to make significant contributions to the Municipality and to contribute to the overall strategic success of the organization. This policy applies to all Municipal positions including Unionized, Exempt, temporary, casual and summer students.

2.0 DEFINITIONS

"Applicant Tracking System (ATS)" means the system in use by the Municipality that is used for collecting, organizing and tracking candidates through the hiring process.

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

"CAO" means the Chief Administrative Officer for the Municipality of Crowsnest Pass, and his/her duly authorized designee(s).

"Employee" means any person employed with the Municipality.

"Human Resources" means the Management position assigned the Human Resource function in the Municipality, such as the Manager of Corporate Services.

"Immediate Family Member" means a spouse, parent, sister, brother, son, daughter, step-son, step-daughter or any in-laws.

"Management" means out of scope managerial employees that have management authority over a department including Managers, Directors, CAO, and other out of scope employees such as the Deputy Chief.

"Municipality" or "Municipal" means the corporation of the Municipality of Crowsnest Pass located in the Province of Alberta.

"Returning Student" means a student employee that was previously employed by the Municipality and is returning for another term position as a student.

"Succession Planning" means the process for identifying and developing leaders within the management team to ensure they are trained and available to move up when senior leadership positions become available.

"Temporary Employees" or **"Seasonal Employee"** means an Employee who is employed for a pre-defined, continuous period of time with an assigned start and end date such as a seasonal employee or an employee hired for a term to cover the leave of a Permanent Employee.

"Unionized Staff" means all those employees that fall under the Collective Agreement between the Canadian Union of Public Employees and the Municipality of Crowsnest Pass, Alberta.

3.0 POLICY STATEMENTS

3.1 Authority for Hiring Processes

- a. The CAO and/or Department Heads shall be the Municipal representative authorized for the hiring, appointment, discipline, and dismissal of Employees within their respective departments.
- b. Council shall approve budget funding for all new Permanent Employee positions that are established by the Municipality that require additional funds.
- c. The CAO and/or Management shall be permitted to utilize all established and funded Permanent Employee positions. Additionally, the CAO and/or Management shall have managerial discretion in utilizing Temporary Employees and contracted services provided all relevant costs are incurred within Council approved budgets.
- d. Managers will determine if vacant positions, both permanent, temporary and casual will be filled and initiate the posting process with Human Resources.

3.2 Job Postings & Advertising

 All Unionized positions are to be posted in accordance with the Collective Agreement. Job postings shall contain the position title, hours or shifts, status (unionized or exempt, permanent, temporary or casual), and an up-to-date job description.

- b. All Student and society Employees will be posted externally with a minimum closing date 2 weeks from the start of recruitment. Job postings shall contain the position title, hours or shifts, status (unionized or exempt, permanent, temporary or casual), and an up-to-date job description.
- c. Management positions will be posted externally for a minimum of four weeks unless otherwise approved by the CAO.
- d. If there are no suitable candidates, job postings may be extended as required.
- e. All external job postings shall be advertised, at a minimum using local newspapers, Municipal Website and electronic mailing lists.
- f. External job postings for positions that are of a supervisory nature or those that may require special skills that are less prevalent in the Municipality, may also be posted in a manner that will target applicants from outside the Municipality.
- g. Exceptions: All position vacancies will be posted, and an employment competition will be held in accordance with this policy unless:
 - i. Postings are contrary to the Collective Agreement (i.e. Equipment Operator I moves to Equipment Operator II when training is completed; or term positions less than 3 weeks in duration)
 - ii. As part of Succession Planning, at the discretion of the CAO, an internal Manager currently employed with the Municipality with good performance reviews may be appointed to a senior role without the need to post the position providing they meet the qualifications of the senior role, such as a Deputy Fire Chief moving to the Chief role or a Manager moving to a Director role.

3.3 Applications

- a. The Municipality shall not accept unsolicited applications and resumes. Applications received that are not for a specific posting will be shredded.
- b. All **internal and** external applicants must **apply through Applicant Tracking System available through the website.**
- c. If an application is received that is clearly marked for an open competition through another means other than the Applicant Tracking System, Human Resources shall direct applicants to the ATS. Applications received through another means will not be considered. Submit a resume and cover letter when applying on a posting. Internal applicants must either do the same, or submit a bid sheet.
- d. Applications received after the job posting deadline will not be considered.

- e. The Municipal representative authorized for hiring and Human Resources shall review all properly completed applications and select a short list for interviewing that consists of the most qualified candidates. Where the number of qualified applicants allows, a minimum of three candidates will be interviewed.
- f. All unsuccessful applications will be kept on file and then destroyed as per the provisions of the **Records Document** Retention Bylaw.

3.4 Interviewing

- a. Interviews shall be scheduled by Human Resources or designate.
- b. Interview panels for vacancies shall consist of not less than two people and will include the Municipal representative authorized for hiring, Human Resources and may include a subject matter expert if required.
- c. Interviews are structured to ascertain the skills, knowledge, experience, education and general suitability for the position. If deemed appropriate by Human Resources, this may involve a demonstration of skills and abilities.
- d. Interviewed applicants will be asked to provide references to verify and validate information about their suitability as a candidate.
- e. Hiring Manager may opt to forgo an interview when a casual or temporary Employee that has demonstrated competency in the role and has satisfactory performance is applying for a permanent position in the same job that they currently hold. If a casual or temporary employee is applying for a different job or applying to switch departments, an interview is required.

3.5 Selection & Offers of Employment

- a. The Municipal representative authorized for hiring in consultation with the hiring committee shall make the final determination on the selection of the appropriate candidate for a position. Recruitment decisions will be impartial and consistent with recruitment legislation, the hiring policy and the Collective Agreement. If it is deemed that no candidates are suitable, a position may be reposted (or posted externally if previously posted internally) or left vacant.
- b. Once the preferred candidate is identified, an offer of employment will be made in writing. This offer of employment will include the starting wage/salary, start date or term of employment, and any required pre-employment screening checks or testing that are a condition of employment.
- c. Every offer of employment is subject to the successful completion of a criminal record check.

- d. Every offer of employment where the position requires the licensed use of a vehicle shall also be subject to the provision of a suitable driver's abstract.
- e. Temporary Employees or Returning Students may have all or part of their preemployment screening waived at the discretion of Human Resources providing previous pre-employment screening was successfully completed they are being hired within a one-year period from their last period of employment.
- f. At the discretion of the Municipal representative authorized for hiring, and dependent upon the nature of the job description and duties, successful completion of physical testing, medical testing, credit checks, and credential checks may be a requirement of an offer of employment.
- g. An employment candidate will be reimbursed for mileage and direct costs associated with pre-employment testing if the tests are required by the Municipality.
- h. Once a job offer is accepted, all unsuccessful candidates shall be notified of the results of the competition within two weeks of the announcement of the appointment.

3.6 Orientation

- a. Orientation will be coordinated through Human Resources and will consist of health and safety orientation, Employee Code of Conduct, Benefits (if applicable), Policy information and facility tours.
- b. Job Specific Orientation and training will be coordinated with the Hiring Manager and/or with a peer or Lead Hand for the new Employee to shadow and learn specific job requirements.
- c. Unionized Employees and Managers of Unionized Employees will be provided with a copy of the Collective Bargaining Agreement.
- d. Other orientation as required will be coordinated by Human Resources in consultation with the Hiring Manager.

3.7 Potential Employee Conflicts

- a. Immediate Family Members An Immediate Family Member shall not be considered for employment where it will create a direct or indirect managerial/subordinate relationship with the Immediate Family Member.
- b. Employees may not take part in, or in any way attempt to influence the hiring or placement process of a member of their immediate family.

3.8 Local Hiring Considerations

The Municipality encourages local hiring through the following policies and practices:

- a. Local Job Advertising requirements (in Local newspaper) ensure the visibility of postings to the local community.
- b. Job Posting guidelines outlined in the current Collective Agreement, which allow for all Unionized employment vacancies to be first posted internally and filled on the basis of seniority, ability and qualifications being sufficient.

MUNICIPALITY OF CROWSNEST PASS

Blair Painter, Mayor

Date

Patrick Thomas, Chief Administrative Officer

Date