Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, June 14, 2022 at 1:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

3.a Minutes of the Crowsnest Pass Senior Housing Board of February 22, 2022
3.b Minutes of the Crowsnest Pass Senior Housing Board Special Meeting of February 28, 2022
3.c Minutes of the Municipal Planning Commission of April 27, 2022
3.d Call for Nominations – 2022 Stars of Alberta Volunteer Awards
3.e Minutes of the ORRSC Board of Directors' Meeting of December 2, 2021
3.f Oldman River Regional Services Commission 2021 Annual Report
3.g Alberta SW Board Bulletin for June of 2022

4. ADOPTION OF MINUTES

4.a Minutes of the Council Meeting of June 7, 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*

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 Robin Hepher, CEO - Chinook Arch Regional Library System Update

7. 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 8311587 - *Second and Third Reading*

7.b Bylaw 1122, 2022 - Noxious Weed Bylaw (Carum Carvi L.) - *First Reading*
7.c New Resident Survey Results
7.d Service Areas Update

8. COUNCIL MEMBER REPORTS

9. PUBLIC INPUT PERIOD

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

10. COUNCILOR INQUIRIES AND NOTICE OF MOTION

11. IN CAMERA

11.a Economic Interests of the Public Body - Purchase Private Roads for Road Allowance - FOIP Act Section 25
11.b Economic Interests of the Public Body - Land Purchase Application - FOIP Act Section 25
11.c Personal Privacy - Board Member Resignation - FOIP Act Section 17

12. ADJOURNMENT

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: June 14, 2022

Agenda #: 3.a

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

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

Executive Summary:
Minutes of Internal Boards and Committees are provide to Council for their 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 activities of the board.

Analysis of Alternatives:
n/a

Financial Impacts:
n/a

Attachments:
02 - Board Minutes - Feb 22, 2022.pdf

CROWSNEST PASS SENIOR HOUSING

BOARD MEETING MINUTES
February 22, 2022

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Tuesday, February 22, 2022 at 1:00 p.m. at The Royal Canadian Legion in Bellevue, Alberta.

ATTENDEES: Debi Ruzek: Board Chairperson, Donna Stelmachovich: Vice-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:

Minutes recorded by Dee-Anna Strandquist

1. CALL TO ORDER

1.1 Debi Ruzek called the meeting to order at 1:06 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 12.6

3. APPROVAL OF AGENDA

3.1 *Motion #16/22 to approve the agenda as amended.—Dean Ward – cd.*

4. APPROVAL OF MINUTES FROM JANUARY 24, 2022

4.1 *Motion #17/22 to approve the minutes of the meeting held January 24, 2022 as amended. – Cathy Painter – cd.*

5. BUSINESS ARISING FROM THE MINUTES

5.1 Action Log

5.1. a See Attachment #1

6. REPORT FROM MANAGEMENT

6.1 Annie Lok, Chief Administrative Officer, provided a written report. Said report will be maintained on file and contained information on the following:

6.1.a Statistics
6.1.b Food Service & Housekeeping
6.1.c Care
6.1.d Financial
6.1.e Human Resource and Health and Safety
6.1.f Self-Contained Apartments

6.2 Discussed outbreak.

6.3 *Motion #18/22 to accept the Report from Management as presented. – Dean Ward – cd.*

7. FINANCIAL STATEMENTS – January 2022

7.1 Financial Statements are unavailable due to annual audit, SCU budget, LAPP reconciliations and illness.

7.2 *Motion #19/22 to table the Financial Statements for January 2022. – Cathy Painter – cd.*

8. CORRESPONDENCE

8.1 AHS – Covid funding reconciliation

8.1.a Covid funding deficits to be funded once AHS recovers surpluses from elsewhere.

8.2 AHS – COVID Accountabilities summary

8.2.a Shows a deficit of Covid Funding to March 31, 2021 in the amount of $22,434.

8.3 *Motion #20/22 to accept Items 8.1 and 8.2 as information. – Dave Filipuzzi – cd.*

9. BOARD CHAIRPERSON REPORT

9.1 Nothing to report.

10. OTHER BOARD REPORTS

10.1 Update on ASCHA hosted - Housing 101 for Municipal Elected Officials

10.1.a Zoom meeting attended by Dave and Dean. Found it informative.

10.2 Municipality Tour of P2P

10.2.a Overall positive.

11. OLD BUSINESS

11.1 Peaks to Pines Building (P2P)- Standing Item

11.1.a Further delay in handover date.

11.1.b Discussed creating a video walk through to post on the website for family and potential applicants to view.

11.1.c Discussed general process to commission building and make transition. First step will be hiring and training new staff. Residents will move six to 8 weeks after handover.

11.2 NextGen summary

11.2.a Distributed document indicating whether specific technology issues would be covered by Managed Service Agreement.

11.2.b Administration to look into references, alternate options and return with the budget increase request.

11.3 Service Rate review/approval

11.3.a Amended rates for extra services was presented. Rates will be pulled from rent policy in order to simplify the process of rate changes when required.

11.3.b *Motion # 21/22 to approve the amended rates for extra services at Peaks to Pines as Presented. – Dave Filipuzzi– cd.*

12. NEW BUSINESS

12.1 SCU 2022 budget approval

12.1.a Reviewed average rent rates according to 2021 Apartment Vacancy and Rental Cost Survey. No changes to rent ceiling proposed in the budget.

12.1.b Finance Manager reviewed proposed Self-Contained Budget for 2022.

12.1.c Charges for electricity and the rent ceiling to be reviewed at April board meeting prior to annual letters being distributed.

12.1.d *Motion #21/22 to approve the 2022 budget for Self-Contained as presented. – Dean Ward–cd*

12.2 AHS Master Service Agreement

12.2.a Effective upon move-in to P2P.

12.2.b To be signed by Board Chair and CAO.

12.2.c *Motion #22/22 to accept the AHS Master Service Agreement as information. – Dean Ward – cd.*

12.3 Resident Assessment process

12.3.a *Motion #23/22 to accept the Resident Assessment handouts for Self-contained and Lodge as information. – Dean Ward – cd.*

12.4 Election of Board Chair and Co-chair

12.4.a *Motion #24/22 to nominate Debi Ruzek as Board Chairperson. – Dean Ward*

No additional nominations presented. – cd.

12.4.b *Motion #25/22 to nominate Donna Stelmachovich as Board Vice-chairperson. – Dean Ward*

No additional nominations presented. – cd.

12.5 Staff Long Service Award and Staff Appreciation Day – March 4

12.5.a All Board Members are invited to attend. Multiple staff will be receiving Long Service Awards.

12.5.b Administration will email the Long Service Awards policy to the Board as information.

12.6 Wing Names

12.6.a Naming the wings allows helps reduce the institutional feeling. There are nine wings.

12.6.b Table to next meeting.

13. IN CAMERA

13.1 *Motion #26/22 to go In Camera at 3:22 P.M. – Dean Ward – cd*

13.2 *Motion #27/22 to come out of Camera at 3:59 P.M. – Cathy Painter – cd.*

14. ADJOURNMENT

14.1 The next board meeting is scheduled for March 21, 2022 at 10:00 a.m.

14.2 *Motion #28/22 to adjourn at 3:59 P.M.- Cathy Painter- cd*

Debi Ruzek – Board Chairperson

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: June 14, 2022

Agenda #: 3.b

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

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

Executive Summary:
Minutes of Internal Boards and Committees are provide to Council for their 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 activities of the board.

Analysis of Alternatives:
n/a

Financial Impacts:
n/a

Attachments:
02 - Board Minutes - Feb 28, 2022.pdf

CROWSNEST PASS SENIOR HOUSING

SPECIAL BOARD MEETING
February 28, 2022

ATTENDEES: Debi Ruzek: Board Chairperson, Donna Stelmachovich: Vice-Chairperson, Dean Ward: Councillor, Dave Filipuzzi: Councillor, Board Members: Cathy Painter, Marlene Anctil and Susan Demchuk.

Minutes prepared by Susan Demchuk

Meeting Called to Order by Chairperson Debi Ruzek at 10:02 am.

MOTION # 29/22: By Donna Stelmachovich- To go in Camera at 10:03. – cd.

Discussion held.

MOTION #30/22: By Cathy Painter - To come out of Camera at 10:25. – cd

MOTION #31/22: By Dean Ward - To Accept Revised Contract for Chief Administrator, Annie Lok as presented. Carried

MOTION #32/22 : By Dave Fillipuzzi – To take out $36,000.00 (thirty-six thousand dollars) out of Operating Reserves to off set 2022 Budget. Carried

MOTION #33/22: By Marlene Anctil to go back in camera at 10:35am. – cd

Discussion on staff Email held. Job attendance by another staff member.

MOTION #34/22: by Cathy Painter to come out of camera at 11:02 am. – cd.

MOTION #35/22: by Dave Fillipuzzi to Adjourn. – cd

Debi Ruzek

Debi Ruzek – Board Chairperson

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: June 14, 2022

Agenda #: 3.c

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

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

Executive Summary:
Minutes of Internal Boards and Committees are provide to Council for their information.

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

Discussion:
The Municipal Planning Commission provides their minutes to keep Council apprised of development permitting exceptions requiring approval of the commission.

Analysis of Alternatives:
n/a

Financial Impacts:
n/a

Attachments:
MPC Minutes, April 27, 2022.pdf

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

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

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

ABSENT: Don Montalbetti, Member

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

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

2. **ADOPTION OF AGENDA**

2.1 Additions/Deletions

MOTION *by Kevin Bergeron to adopt the agenda of April 27 , 2022, amended to include Item 11.2, Personnel:*

CARRIED

3. **CONSENT AGENDA**

4. **ADOPTION OF MINUTES**

MOTION *by Dean Ward to adopt the minutes of March 23 , 2022, as presented.*

CARRIED

5. **SUBDIVISION APPLICATIONS**

5.1 Subdivision File: 2022-0-049 – (Municipality of Crowsnest Pass)

MOTION *by David Filipuzzi:*

Approve Subdivision 2022-0-049 with the resolution provided, (Lots 14, 15 & 21, Block 17, Plan 8111830; Lot 27, Block 17, Plan 9911826 and Lots 31 & 32MR, Block 17, Plan 0815792 all within SE1/4 29-7-35-W5M)

CARRIED

Justin Ames recused himself from this Development Permit application because of a pecuniary interest:

5.2 Subdivision File: 2022-0-052- (Municipality of Crowsnest Pass)

MOTION *by Dean Ward:*

Approve the Subdivision 2022-0-052 with the resolution provided (Lots 33-35, Block 17, Plan 0913351 within SE1/4 29-7-3-W5M)

CARRIED

Justin Ames returned to the table:

5.3 Subdivision File: 2022-0-057 – (Municipality of Crowsnest Pass)

MOTION *by Dean Ward:*

Approve the Subdivision 2022-0-057 with the resolution provided (Lot 8, Block 12, Plan 6828EO within SE1/4 29-7-W5M), amended as follows:

Condition 2 (a), The installation of a "low maintenance" fence of uniform style, design, color and material, around the perimeter of each lot, which is protected through a Restrictive Covenant, and the installation of which shall be completed prior to the issuance of a Final Acceptance Certificate for each phase of construction:
(b) engineering design and easement requirements for all municipal improvements (water, wastewater, stormwater management, snow storage, a 10m road ROW with engineered corner radii and a new road cross-section designed to the Municipality's satisfaction subject to Council approval, improvements to the existing lane, traffic signs, street name signs, an easement on all lot frontages to accommodate future maintenance);

CARRIED

6. DEVELOPMENT PERMIT APPLICATIONS

6.1 DP2022-029 – 13221, 17 Avenue, Coleman

MOTION *by Justin Ames:*

Approve the "Home Occupation – Class 2" (massage treatment – discretionary use, and a Type 15 Sign – Home Occupation 0.35 m^2 (3.75 ft^2) Window Sign (permitted use), subject to the conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.2 DP2022-030, 104, Wolfstone Terrace

MOTION *by Dave Filipuzzi:*

Approve the "Moved In Dwelling" (discretionary use) subject to the conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.3 DP2022-038, 22901 – 27 Avenue, Bellevue

MOTION *by Dean Ward:*

Approve the Single- Family Dwelling (discretionary use) subject to the conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.4 DP2022-040, 202 Southmore Place, Blairmore

MOTION *by Gaston Aubin:*

Approve the Rental Accommodation subject to the conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.5 DP2022-045, 1817 Evergreen Drove

MOTION *by Kevin Bergeron:*

Approve the existing "Single-Family Dwelling" (permitted use) "Accessory Buildings," (seven permitted use), and "Accessory Building," (one discretionary use), with setback variances, subject to the conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.6 DP2022-048, 1406 – 84 Street Coleman

MOTION *by Dave Filipuzzi:*

Approve the existing "Secondary Suite," with a detached garage, (discretionary use), with a variance to the suite area, subject to the conditions listed in Alternative A in the MPC request for decision package.

CARRIED

6.7 DP2022-053, 125 Adanac Rise, Hillcrest

MOTION by *Kevin Bergeron*

Approve the "Moved in Building (Single Family Dwelling)" (discretionary use), with a request for two (2) accesses to the property, (horseshoe), subject to the conditions listed in Alternative A in the MPC request for decision package.

CARRIED

Justin Ames recused himself from the following development permit because of a pecuniary interest.

6.8 DP2022-054, 1650 East Hillcrest Drive, Hillcrest

MOTION by *Dean Ward:*

Approve the "Single Family Dwelling," (discretionary use), with a variance to the east side yard setback, subject to the conditions listed in Alternative A in the MPC request for decision package, amended as follows:

Amend condition number 2 as follows:
The development shall comply with and be carried out and completed in accordance with the approved site plan (not including the location of the PSDS) and the development standards yard setbacks in Non-Urban Area NUA-1 district, except as varied below and shown on the attached approved site plan.

Add condition number 3 as follows:
That the terms and conditions agreed to on the 7th day of August 1992 in the document 921263365 registered with Alberta Land Titles are still in effect and remain unchanged.

Note the Alternative A request for decision will now have 9 conditions.

Add under Important Information and Notes:
It is the responsibility of the landowner to ensure compliance with the Safety Codes Act regarding the Septic System. The proposed location may not meet the minimum standards from the Crowsnest River.
It is the responsibility of the landowner to follow the recommendations outlined by Alberta Environment:

- No development is to take place near the bed and shore where the tree revetment project and rp-rap are located or in an area that will negatively affect the revetment project.
- All development near the water must follow the best management practices described in the "Stepping Back From the Water" document.
- If the road is developed particularly crossing Drum Creek, an application from a disposition may be required if there is to be a bridge impacting the bed and shore.

CARRIED

Justin Ames returned to the table.

6.9 DP2022-062, 5286 – 19 Avenue, Coleman

MOTION by *Justin Ames:*

Approve Lot 8, Sheds 1, 2, and 4 (permitted use), Greenhouse, and Sheds, 3 (discretionary use), Lot 9, Shed 5 (discretionary use), with variances to the west side and front yard setbacks, subject to the conditions listed in Alternative A in the MPC request for decision package.

CARRIED

7. BYLAW AMENDMENTS

7.1 Bylaw 1103,2021, being a bylaw to amend Bylaw No 868,2013, the Land Use Bylaw

9. ROUND TABLE DISCUSSION

10. NEXT MEETING

8.1 Wednesday May 25, 2022 at 2:00 p.m. Council Chambers.

11. IN CAMERA

MOTION by Dean *Ward that the MPC go in Camera at 3:14 pm to discuss a letter from MPC to Council and a personnel matter.*

CARRIED

MOTION *by Dave Filipuzzi that the MPC come out of Camera at 4:07 pm.*

CARRIED

12. ADJOURN

MOTION *by Dave Filipuzzi to adjourn the meeting at 4:08 p.m.:*

CARRIED

Approved By:

for _____ May 25/22
Chairperson ***Date***

_____ May 25/22
CAO ***Date***

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: June 14, 2022

Agenda #: 3.d

Subject: Call for Nominations – 2022 Stars of Alberta Volunteer Awards

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

Executive Summary:
An email was received from Honorable Ron Orr, Minister of Culture and Status of Women advising of the 2022 Stars of Alberta Volunteer Awards.

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

Discussion:
Honorable Ron Orr, Minister of Culture and Status of Women emailed to advise of the Call for Nominations – 2022 Stars of Alberta Volunteer Awards with the deadline being June 30, 2022. The email is attached along with the poster and nomination form for Council's consideration.

Analysis of Alternatives:
n/a

Financial Impacts:
n/a

Attachments:
2022 06 01 - Honorable Ron Orr, Minister of Culture - 2022 Volunteer Awards.pdf
2022 Stars of Alberta Volunteer Awards â€“ 8.5 x 11.pdf

From: Alberta Volunteer Awards <ABVolunteerAwards@gov.ab.ca>
Sent: June 1, 2022 2:57 PM
To: Alberta Volunteer Awards <ABVolunteerAwards@gov.ab.ca>
Subject: Call for Nominations – 2022 Stars of Alberta Volunteer Awards
Importance: High

Across Alberta, volunteers accomplish extraordinary things every day. It is because of their dedication and commitment that we have access to the recreational, cultural, and social programs and facilities that are at the heart of strong, vibrant communities. Our exceptional volunteers are at the forefront of creating the space for a more inclusive and equitable society.

The selfless efforts of Alberta's volunteers are indispensable to their communities, and it becomes apparent now more than ever that their contributions should be recognized and celebrated.

Will you take the time to help us celebrate Alberta volunteers?

Nominations for the 2022 Stars of Alberta Volunteer Awards are now open and I encourage you to submit the names of those remarkable volunteers in your organization, school, and community. Nine awards will be presented this year, two in each of categories of youth, adult, and senior. In the Breaking Barriers category, three awards will be presented to outstanding volunteers who are addressing racism, advocating for 2SLGBTQQIA+ inclusion, and fighting gender discrimination.

The 2022 Stars of Alberta Awards ceremony will take place on December 5, 2022, as it is scheduled to coincide with International Volunteer Day.

Detailed information on the Stars of Alberta Volunteer Awards program is online at www.alberta.ca/stars-of-alberta-volunteer-awards.aspx.

The deadline for nominations is Thursday, June 30, 2022.

Share your volunteer story and let it inspire others!

Sincerely,

Ron Orr
Minister of Culture

2022 STARS OF ALBERTA VOLUNTEER Awards

Have you heard about...

- The volunteer who shifted his efforts during COVID to run a free outdoor community food bank, while also delivering food hampers to those in self-isolation.
- The passionate volunteer advocate for LGBTQ2S+ rights who established a prominent LGBTQ2S+ refugee-serving organization to provide outreach, mentoring, and group activities to support newcomers.
- The local vet who helped to raise funds for playgrounds, organized field trips for local seniors, and during COVID, used her social media skills to promote local businesses.
- The community volunteer who organized the local community music festival and also performed in her free time at the seniors' centre and community hospital.

Tell us about a remarkable volunteer by nominating them for a Stars of Alberta Volunteer Award in the Youth, Adult, Senior, or Breaking Barriers category! **Share their stories...inspire others!**

Deadline for nominations
June 30, 2022

alberta.ca/stars-awards
780-910-8902 *(toll-free first by dialing 310-0000)*
ABVolunteerAwards@gov.ab.ca

Alberta

Share their stories... inspire others!

Tell us about a remarkable volunteer by nominating them for a Stars of Alberta Volunteer Award in the Youth, Adult, Senior, or Breaking Barriers category!

Deadline for nominations **June 30, 2022**

alberta.ca/stars-awards
780-910-8902 *(toll-free first by dialing 310-0000)*
ABVolunteerAwards@gov.ab.ca

Alberta

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: June 14, 2022

Agenda #: 3.e

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

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

Executive Summary:
Minutes of External Boards and Committees are provide to Council for their information.

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

Discussion:
The ORRSC Board of Directors provides their minutes to keep member communities apprised of activities of the board.

Analysis of Alternatives:
n/a

Financial Impacts:
n/a

Attachments:
2021-12-02 ORRSC Board of Directors Meeting Minutes (APPROVED).pdf

OLDMAN RIVER REGIONAL SERVICES COMMISSION

ANNUAL GENERAL BOARD OF DIRECTORS' MEETING MINUTES

Thursday, December 2, 2021 – 7:00 p.m.

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

BOARD OF DIRECTORS:

Colin Bexte (In Person)..... Village of Arrowwood
Kent Bullock (Virtual) ..... Village of Barnwell
Dan Doell (Absent)..... Village of Barons
Mike Wetzstein (Virtual).....Town of Bassano
Ray Juska (Virtual).....City of Brooks
Roger Houghton (Absent) ..... Cardston County
Allan Burton (Absent) .....Town of Cardston
Sue Dahl (Virtual)..... Village of Carmangay
Trevor Wagenvoort (Absent) .....Village of Champion
Brad Schlossberger (In Person) .. Town of Claresholm
Jesse Potrie (In Person).....Town of Coalhurst
Tanya Smith (In Person).....Village of Coutts
Dave Slingerland (Virtual) .....Village of Cowley
Dave Filipuzzi (Virtual) .....Mun. Crowsnest Pass
Dean Ward (Virtual).....Mun. Crowsnest Pass
Kole Steinley (Absent).....Village of Duchess
Gordon Wolstenholme (In Person)Town of Fort Macleod
Mark Peterson (In Person).....Village of Glenwood
Suzanne French (Virtual)..... Village of Hill Spring
Morris Zeinstra (Absent) ..... Lethbridge County
Brad Koch (Absent).....Village of Lomond
Gerry Baril (In Person).....Town of Magrath
Peggy Losey (Virtual).....Town of Milk River
Dean Melnyk (Virtual) .....Village of Milo
Victor Czop (Virtual).....Town of Nanton
Marinus de Leeuw (Virtual).....Village of Nobleford
Henry de Kok (In Person) .....Town of Picture Butte
Tony Bruder (Virtual) .....M.D. of Pincher Creek
Don Anderberg (Virtual).....Town Pincher Creek
Ronald Davis (Absent)..... M.D. of Ranchland
Neil Sieben (In Person).....Town of Raymond
Don Norby (Absent) ..... Town of Stavely
Matthew Foss (In Person) .....Village of Stirling
John Turcato (In Person) .....MD of Taber
Raymond Coad (In Person)..... Town of Vauxhall
Christopher Northcott (In Person) .....Vulcan County
Richard DeBolt (In Person) .....Town of Vulcan
David Cody (In Person)..... County of Warner
Scott Alexander (Virtual).....Village of Warner
Ian Sundquist (Virtual) .....M.D. Willow Creek

STAFF:

Lenze Kuiper ..... Director
Mike Burla .....Senior Planner
Diane Horvath .....Senior Planner
Bonnie Brunner (Virtual) .....Senior Planner
Tara Cryderman.....Executive Assistant
Steve Harty..... Senior Planner
Gavin Scott ..... Senior Planner
Hailey Winder.....Planner
Carlin Groves .....CAD/GIS Technologist

Chief Administrative Officer Lenze Kuiper called the meeting to order, the time being 7:00 pm

1. WELCOME AND INTRODUCTION

The Board was welcomed, and congratulations were offered to the recently elected officials and to the newly appointed Directors.

2. APPROVAL OF AGENDA

Moved by: John Turcato

THAT the agenda of December 2, 2021 Board of Director's Meeting, be amended, the amendment as follows:

Addition to Reports 4b – GIS Update

And that the agenda be approved, as amended. **CARRIED**

3. RECOGNITION OF MEMBERS AND ALTERNATE MEMBERS FOR 2021

The following list of Members and Alternate Members was presented to the Board for information.

Municipality	Member	Alternate Member
Arrowwood – Village	Colin Bexte	Nicolas Kuntz
Barnwell – Village	Kent Bullock	Missy Foster
Barons – Village	Dan Doell	Ed Weistra
Bassano – Town	Mike Wetzstein	Sydney Miller
Brooks – City	Ray Juska	—
Cardston – County	Roger Houghton	LeGrande Bevans
Cardston – Town	Allan Burton	—
Carmangay – Village	Sue Dahl	Kym Nichols
Champion – Village	Trevor Wagenvoort	—
Claresholm – Town	Brad Schlossberger	Rod Kettles
Coalhurst – Town	Jesse Potrie	—
Coutts – Village	Tanya Smith	Stephen Pain
Cowley - Village	Dave Slingerland	—
Crowsnest Pass – Municipality	Dave Filipuzzi & Dean Ward	—
Duchess – Village	Kole Steinley	Tina Preston
Fort Macleod – Town	Gordon Wolstenholme	Brent Feyter
Glenwood – Village	Mark Peterson	—
Hill Spring – Village	Suzanne French	—
Lethbridge – County	Morris Zeinstra	—
Lomond – Village	Brad Koch	—
Magrath – Town	Gerry Baril	—
Milk River – Town	Peggy Losey	—
Milo – Village	Dean Melnyk	Sheldon Walker
Nanton – Town	Victor Czop	Roger Miller
Nobleford – Town	Marinus de Leeuw	Corne Mans
Picture Butte – Town	Henry de Kok	Teresa Feist
Pincher Creek – M.D. No. 9	Tony Bruder	Dave Cox

Pincher Creek – Town	Don Anderberg	Brian Wright
Ranchland – M.D. No. 66	Ronald Davis	Harry Streeter
Raymond – Town	Neil Sieben	Matt Evans
Stavely – Town	Don Norby	—
Stirling – Village	Matthew Foss	Trevor Lewington
Taber – Municipal District	John Turcato	—
Vauxhall – Town	Raymond Coad	—
Vulcan – County	Christopher Northcott	Doug Logan
Vulcan – Town	Richard DeBolt	Lyle Magnuson
Warner – County No. 5	David Cody	Morgan Rockenbach
Warner – Village	Scott Alexander	Marty Kirby
Willow Creek – M.D. No. 26	Ian Sundquist	Maryanne Sandberg

4. APPOINTMENT OF OFFICERS AND EXECUTIVE COMMITTEE FOR 2021

a. Election of Chair

Advance Nominations: Gordon Wolstenholme (Town of Fort Macleod)

Nominations from the Floor: None

Gordon Wolstenholme was elected Chair by acclamation.

b. Election of Vice-Chair

Advance Nominations: Don Anderberg (Town of Pincher Creek)

Nominations from the Floor: None

Don Anderberg was elected Vice-Chair by acclamation.

c. Election of Executive Committee

Advance Nominations: Ian Sundquist (MD of Willow Creek)
Christopher Northcott (Vulcan County)
Dean Ward (Municipality of Crowsnest Pass)
Jesse Potrie (Town of Coalhurst)
Brad Schlossberger (Town of Claresholm)
Neil Sieben (Town of Raymond)

Nominations from the Floor: None

Pursuant to Bylaw No. 2021-01, two (2) rural members were nominated for election to the Executive Committee. No other nominations were submitted from the floor. As a result, Ian Sundquist and Christopher Northcott, both representing rural municipalities, were elected to the Executive Committee by acclamation.

A ballot, for the remaining three (3) positions, was provided to the Directors present at the meeting and a confidential survey was emailed to the Directors that were attending virtually.

The results of the election were scrutinized by Senior Planners Mike Burla and Steve Harty. The election results were:

Member	Christopher Northcott
Member	Brad Schlossberger
Member	Neil Sieben

Based on the election results, the 2022 Executive Committee is:

Chair	Gordon Wolstenholme
Vice Chair	Don Anderberg
Member	Ian Sundquist
Member	Christopher Northcott
Member	Christopher Northcott
Member	Brad Schlossberger
Member	Neil Sieben

Moved by: Gerry Baril

THAT the ballots for the Executive Committee election be destroyed.

CARRIED

Chair Gordon Wolstenholme assumed the chair at this time.

5. APPROVAL OF MINUTES

Moved by: Richard DeBolt

THAT the Board of Directors approve the Board of Director's Meeting Minutes of September 2, 2021, as presented. **CARRIED**

6. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

7. REPORTS

a. Executive Committee Report

The Executive Committee Report, for meetings from September 2021 to December 2021, was presented for information.

b. GIS Update

A GIS update was provided for information, including the addition of asset management, which will be beneficial to the municipalities.

8. BUSINESS

a. Proposed 2021 Budget

The 2022 Budget was presented to the Board of Directors.
Intermunicipal Development Plans were discussed, regarding the grant funding that was in place for the drafting of these documents.

Moved by: Richard DeBolt

THAT the Board of Directors approve the 2022 Budget, as presented.

CARRIED

b. Proposed 5 Year Capital Plan – 2022-2026

As a result of legislation changes, Commissions are now required to draft a 5 year Capital Plan.

Moved by: David Cody

THAT the Board of Directors approve the 5 Year Capital Plan – 2022-2026, as presented.

CARRIED

c. Subdivision Activity – 2021

The subdivision activity, as of November 30, 2021, was presented for information.

d. ORRSC Periodical

The inaugural ORRSC Periodical was shared with the Directors for information.

9. ACCOUNTS

Moved by: John Turcato

THAT the Board of Directors accept the Balance Sheet and Income Comparative Statement, as of October 31, 2021.

CARRIED

10. NEW BUSINESS

There was no new business to discuss.

11. NEXT MEETING

The next Board of Directors' Meeting is scheduled for Thursday, March 3, 2022.

The Board was reminded of the ORRSC Orientation Presentation scheduled for January 20, 2022.

12. ADJOURNMENT

With nothing further to discuss, Chair Gordon Wolstenholme adjourned the Board of Directors' Meeting, the time being 8:20 pm.

CHAIR

CHIEF ADMINISTRATIVE OFFICER

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: June 14, 2022

Agenda #: 3.f

Subject: Oldman River Regional Services Commission 2021 Annual Report

Recommendation: That Council accept the Oldman River Regional Services Commission 2021 Annual Report as information.

Executive Summary:
Annual Reports of External Boards and Committees are provide to Council for their information.

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

Discussion:
The Oldman River Regional Services Commission provides their Annual Report to member communities.

Analysis of Alternatives:
n/a

Financial Impacts:
n/a

Attachments:
2021 ORRSC Annual Report.pdf

2021 ANNUAL REPORT

Oldman River Regional Services Commission

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For the year ending December 31, 2021

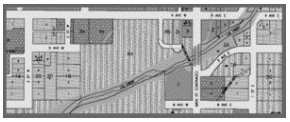
OLDMAN RIVER REGIONAL SERVICES COMMISSION

2021 ANNUAL REPORT

2021 AT A GLANCE

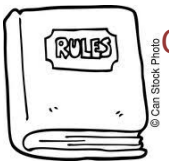
Election
2021

184
Subdivisions Approved



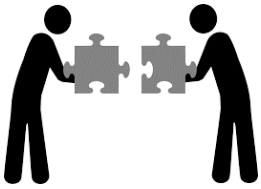
3
MDPs Completed

12
Local SDAB Appeals



2
LUBs Completed

10
IDPs Completed



7
Subdivision Appeals

109
LUB Amendments

0
Staffing Changes

7
Assessment Review Board Appeals

11
LPRT Appeals

22
New Board of Directors Members

MISSION STATEMENT

The Oldman River Regional Services Commission will provide professional municipal planning, geographical information system and regional assessment review services and advice to our municipal members and their rate-payers in a professional manner befitting a non-profit entity.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

KEY MESSAGE

By Chair Gordon Wolstenholme and Chief Administrative Officer Lenze Kuiper

To say that this year was unlike any other is an understatement! The pandemic had a huge impact on ORRSC and on our municipalities. While we did manage to keep our office open, some of our staff and services went remote, and over a year later, some of our services are still being offered remotely.

During this year, we worked very hard to adapt our services to meet the new pandemic reality. Staff and teams experimented with a variety of online models in order to engage and serve our municipal members most effectively.

We adapted and/or expanded our services to meet the identified need during the pandemic. More resources were allocated to digital, remote meetings, and presentation services. Once the pandemic began, we switched our appeal services and Executive Committee and Board of Directors meetings to an online model. In conjunction with many member municipalities, Council and MPC meetings also went online. As we slowly come out of Covid, we anticipate some form of remote work will be the norm.

Throughout the year, we continued to process subdivision applications, subdivision and development appeals, and assessment complaints while still delivering GIS services, planning advice, preparing statutory plans, land use bylaws, mapping products and engaging with ratepayers, surveyors, and engineers.

The pandemic did not stop us from upgrading services. Our GIS staff rolled out a new and improved software platform with added functionally and data inputs. Planning staff introduced a quarterly periodical based on timely issues and topics relevant to our municipalities. We continue to ensure that our services are as professional and accessible as possible.

Throughout all these challenges, ORRSC staff were unwavering in their commitment to meeting municipal needs and to providing the most efficient and cost-effective services. They worked tirelessly to meet the needs of our members. They showed their resiliency as they adapted to very different ways of working and serving the community. We want to thank all ORRSC staff for their dedication and exceptional work.

Our Executive Committee and Board of Directors supported ORRSC and continued to provide guidance ensuring delivery for all our services and by giving us the flexibility to use funds in different ways to meet the unique needs of these times.

KEY MESSAGE CONT'D

This year we have had the pleasure to work with an exceptional group of people who form ORRSC's Executive Committee. They worked especially hard to support the Commission as we met the challenges of the pandemic. They provided leadership as we implemented the last stages of our strategic plan and worked hard to prepare a realistic budget and revise financial policies.

This year we had four long-time executive members leave the Board. We want to thank Jim Bester, Doug MacPherson, Jennifer Crowson and Richard Bengry for their outstanding service, leadership, and dedication. All four played key roles to ensure that strategic and fiduciary responsibilities were met.

As we continue to navigate through these complex times, it is crucial for us to strengthen our commitment to be champions of professional land use planning, affordable delivery of essential services/advice and accurate data/information. Introspection, relationship strengthening, and intentionality will continue to be the lens from which we operate.

As we look ahead, we have difficult but necessary work to do to embody our commitment to these principles. With the vision and support of our Board of Directors and incredible staff, we look forward to continuing to serve southern Alberta.

EXECUTIVE COMMITTEE

The Executive Committee is responsible for financial and administrative concerns including budget preparation, approval of accounts, procedures and policies for hiring and dismissal of staff, and specific issues affecting administration or policy.

Previous Executive Committee

Gordon Wolstenholme
(Town of Fort Macleod) – Chair

Jim Bester
(Cardston County) – Vice Chair

Doug MacPherson
(Town of Claresholm)

Don Anderberg
(Town of Pincher Creek)

Jennifer Crowson
(MD of Taber)

Margaret Plumtree
(Town of Vauxhall)

Ian Sundquist
(MD of Willow Creek)

Newly Elected Executive Committee

Gordon Wolstenholme
(Town of Fort Macleod) – Chair

Don Anderberg
(Town of Pincher Creek) – Vice Chair

Ian Sundquist
(MD of Willow Creek)

Christopher Northcott
(Vulcan County)

Brad Schlossberger
(Town of Claresholm)

Jesse Potrie
(Town of Coalhurst)

Neil Sieben
(Town of Raymond)

BOARD OF DIRECTORS From 39 Member Municipalities (Appointed October 2021)

Colin Bexte Village of Arrowwood	Gerry Baril Town of Magrath
Kent Bullock Village of Barnwell	Peggy Losey Town of Milk River
Dan Doell Village of Barons	Dean Melnyk Village of Milo
Mike Wetzstein Town of Bassano	Victor Czop Town of Nanton
Ray Juska City of Brooks	Marinus de Leeuw Town of Nobleford
Roger Houghton Cardston County	Henry de Kok Town of Picture Butte
Allan Burton Town of Cardston	Tony Bruder M.D. of Pincher Creek No. 9
Sue Dahl Village of Carmangay	Don Anderberg Town of Pincher Creek
Trevor Wagenvoort Village of Champion	Ronald L. Davis M.D. of Ranchland No. 66
Brad Schlossberger Town of Claresholm	Neil Sieben Town of Raymond
Jesse Potrie Town of Coalhurst	Don Norby Town of Stavely
Tanya Smith Village of Coutts	Matthew Foss Village of Stirling
Dave Slingerland Village of Cowley	John Turcato Municipal District of Taber
Dean Ward and Dave Filipuzzi Municipality of Crowsnest Pass	Raymond Coad Town of Vauxhall
Kole Steinley Village of Duchess	Christopher Northcott Vulcan County
Gordon Wolstenholme Town of Fort Macleod	Richard DeBolt Town of Vulcan
Mark Peterson Village of Glenwood	David Cody County of Warner No. 5
Suzanne French Village of Hill Spring	Scott Alexander Village of Warner
Morris Zeinstra Lethbridge County	Ian Sundquist M.D. of Willow Creek No. 26
Brad Koch Village of Lomond	

STAFFING RESOURCES

CHIEF ADMINISTRATIVE OFFICER	Lenze Kuiper (2005)
SENIOR PLANNER	Mike Burla (1978)
SENIOR PLANNER	Steve Harty (1998)
SENIOR PLANNER	Diane Horvath (2000)
SENIOR PLANNER	Bonnie Brunner (2007)
SENIOR PLANNER	Gavin Scott (2007)
PLANNER	Ryan Dyck (2013)
PLANNER	Madeleine Baldwin (2019)
PLANNER	Hailey Winder (2018)
ASSISTANT PLANNER	Max Kelly (2019)
CAD/GIS TECHNOLOGIST	Mladen Kristic (2006)
CAD/GIS TECHNOLOGIST	Kaylee Sailer (2013)
CAD/GIS TECHNOLOGIST	Yueu Majok (2017)
GIS ANALYST	Jaime Thomas (2005)
GIS ANALYST	Jordan Thomas (2006)
GIS TECHNICIAN	Carlin Groves (2019)
BOOKKEEPER	Sherry Johnson (1981)
SUBDIVISION TECHNICIAN	Jennifer Maxwell (2015)
EXECUTIVE ASSISTANT	Tara Cryderman (2020)

MUNICIPAL PROJECTS

Intermunicipal Development Plans:

- Lethbridge County and Town of Coalhurst - Completed
- MD of Pincher Creek No. 9 and Municipality of Crowsnest Pass – Completed
- MD of Pincher Creek No. 9 and Village of Cowley – Completed
- MD of Ranchland No. 66 and Municipality of Crowsnest Pass – Completed
- MD of Taber and Town of Taber – Completed
- Vulcan County and Village of Lomond – Commenced
- Vulcan County and Town of Vulcan – Completed
- Vulcan County and Village of Carmangay - Completed
- Vulcan County and Village of Arrowwood – Completed
- MD of Willow Creek No. 26 and Town of Claresholm – Completed
- MD of Willow Creek No. 26 and Town of Stavely - Completed
- MD of Willow Creek No. 26 and Town of Fort Macleod – Ongoing

Municipal Development Plans:

- Municipality of Crowsnest Pass – Completed
- Village of Duchess – Ongoing
- Lethbridge County – Draft Completed
- Village of Milo – Completed
- MD of Pincher Creek No. 9– Completed
- Town of Stavely – Completed
- Village of Stirling – Commenced

Land Use Bylaw:

- Town of Bassano – Land Use Bylaw No. 921/21 – Completed
- City of Brooks – Land Use Bylaw – Sign Schedule – Commenced
- Town of Fort Macleod LUB Rewrite – Ongoing
- Town of Vauxhall – Major Land Use Bylaw Amendments – Completed
- County of Warner No. 5 – Land Use Bylaw Amendments - Commenced

Other:

- City of Brooks – Northwest Area Structure Plan – Completed
- Village of Carmangay – Southwest Concept Plan – Commenced
- Town of Fort Macleod – Macleod Meadows ASP – Ongoing
- Town of Fort Macleod – Paddock Lands Concept – Ongoing
- Town of Fort Macleod - Westwinds Park Concept – Completed
- Lethbridge County and Town of Coalhurst Joint Industrial Area Structure Plan – Completed
- Lethbridge County - Hamlet of Shaughnessy Growth Study – Completed
- Lethbridge County – Hamlet of Diamond City Growth Study – Completed
- Lethbridge County – Hamlet of Fairview Growth Study – Completed
- Town of Nanton – West Nanton Concept Plan – Completed
- Town of Picture Butte – North Industrial Park Area Structure Plan – Draft Completed
- MD of Pincher Creek No. 9 – Wind Energy Conversion Systems Review – Completed

GIS

In 2021, the Oldman River Region GIS Project took enormous strides with the delivery of and capability with regards to GIS services for their municipal members. With the introduction of Geocortex software as the primary delivery method for the municipal GIS, all members are now using the most premier GIS software available anywhere in North America. Geocortex GIS is widely used by over 100 large municipalities in North America and is the principal GIS solution in cities such as Victoria, Kelowna, St. Albert, and Saskatoon among many more. The conversion to Geocortex was a monumental undertaking conducted by GIS staff but was certainly well worth the time and effort as all members can now benefit from the many new and improved operating features in their respective GIS systems.

In addition to the primary software enhancement to the GIS service, many more additional GIS related features and options are now readily available to the GIS group. Using the power of ArcGIS Online, ORRSC GIS staff are now able to create permanent or temporary web mapping applications that can be accessed via a municipality's own website. In 2021, ORRSC staff created individual web apps showing construction projects, historical building tours, recreation building tours, and GPS collection to name but a few.

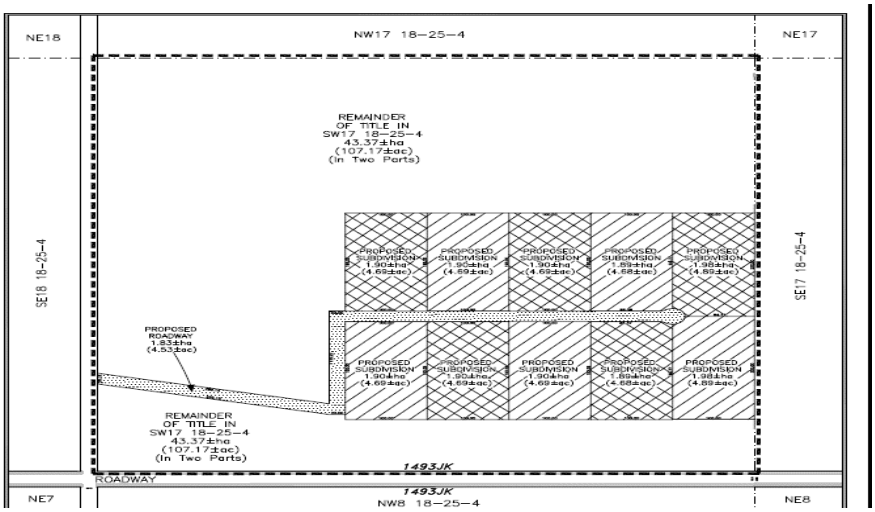
ORRSC GIS staff also purchased a drone in 2021 and has a certified operator on staff. The drone has been used in many projects involving development and infrastructure and is yet another service that is available to all GIS members.

SUBDIVISION

SUMMARY OF APPLICATIONS PROCESSED

A total of 203 subdivision applications were processed during the 2021 calendar year.

The status of these applications as of December 31, 2021 are shown below:
184 – Approved or Approved on Condition
3 – Refused
2 – Withdrawn or Expired
14 – Pending
There were seven subdivision applications appealed in 2021.



The following table shows a detailed breakdown of the subdivision applications for 2021.

ABBREVIATIONS:

A OR A/C –
Approved or Approved with Conditions
R – Refused
W/E – Withdrawn or Expired
P – Pending
Res – Residential
Com – Commercial
Ind – Industrial
CR – Country Residential
Ag – Agricultural
Inst – Institutional
Rec – Recreational
Misc – Miscellaneous

2021 Subdivision Statistics

MEMBER MUNICIPALITY	# of Subdivisions	Boundary Line Adj	DECISION				NEWLY CREATED LOTS *(By Use)*								
			A or A/C	R	W/E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc	TOTAL
Cardston County	22	4	19	2		1				14	10		1		25
City of Brooks	5	1	5				1	3							4
County of Warner No. 5	15	5	12			3				12	3				15
Lethbridge County	31	15	26	1	1	3	4		9	19	1				33
Municipal District of Pincher Creek No. 9	20	1	19		1		1		1	13	5	1			21
Municipal District of Ranchland No. 66	-	-													0
Municipal District of Willow Creek No. 26	23	3	22			1			17	18	1				36
Municipal District of Taber	17	6	16			1				9	2				11
Municipality of Crowsnest Pass	14	3	14				72					1	1		74
Town of Bassano	1	4	1				3								3
Town of Cardston	3	2	3				8								8
Town of Claresholm	-	-													0
Town of Coalhurst	-	-													0
Town of Fort Macleod	8	3	8				6		21			1			28
Town of Magrath	8	-	8				32			1					33
Town of Milk River	-	-													0
Town of Nanton	1	-				1	2						2		4
Town of Nobleford	3	-	2			1	2		1						3
Town of Picture Butte	2	-	1			1	4		1						5
Town of Pincher Creek	-	-													0
Town of Raymond	9	6	7			2	20								20
Town of Stavely	1	1	1				1								1
Town of Vauxhall	-	-													0
Town of Vulcan	1	-	1					1							1
Village of Arrowwood	-	-													0
Village of Barnwell	1	-	1				1								1
Village of Barons	-	-													0
Village of Carmangay	-	-													0
Village of Champion	2	-	2				4	1							5
Village of Coutts	-	-													0
Village of Cowley	-	-													0
Village of Duchess	-	-													0
Village of Glenwood	1	-	1				2								2
Village of Hill Spring	-	-													0
Village of Lomond	-	-													0
Village of Milo	-	-													0
Village of Stirling	1	-	1				1								1
Village of Warner	-	-													0
Vulcan County	14	3	14							17	1	1	15		34
TOTAL	**203**	**57**	**184**	**3**	**2**	**14**	**164**	**5**	**50**	**103**	**23**	**4**	**19**	**0**	**368**

NOTE: Lot count includes Pending Decisions as of December 31, 2021

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Financial Statements of

OLDMAN RIVER REGIONAL SERVICES COMMISSION

And Independent Auditors' Report thereon

Year ended December 31, 2021

KPMG LLP
3410 Fairway Plaza Road South
Lethbridge AB T1K 7T5
Canada
Tel 403-380-5700
Fax 403-380-5760

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Oldman River Regional Services Commission

Opinion

We have audited the financial statements of Oldman River Regional Services Commission (the Commission), which comprise:

- the statement of financial position as at December 31, 2021
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2021, and its results of operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee.
KPMG Canada provides services to KPMG LLP.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Lethbridge, Canada

April 14, 2022

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

December 31, 2021, with comparative information for 2020

	2021	2020
Assets		
Current assets:		
Cash and short-term deposits	$ 580,803	$ 158,398
Accounts receivable (note 3)	66,082	66,094
Prepaid expenses and deposits	15,689	8,671
	662,574	233,163
Cash not available for current operations	342,707	340,896
Capital assets (note 4)	533,872	566,815
	$ 1,539,153	$ 1,140,874
Liabilities		
Current liabilities:		
Accounts payable and accrued liabilities	$ 266,194	$ 223,945
Deferred revenue	20,000	-
	286,194	223,945
Long-term debt	40,000	-
Net assets:		
Unrestricted	336,380	9,218
Invested in capital assets	533,872	566,815
Internally restricted	342,707	340,896
	1,212,959	916,929
Commitments (note 6)		
	$ 1,539,153	$ 1,140,874

See accompanying notes to financial statements.

On behalf of the Board:

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Operations

Year ended December 31, 2021, with comparative information for 2020

	2021 Budget (note 13)	2021 Actual	2020 Actual
Revenue:			
Municipal contributions	$ 926,320	$ 926,318	$ 958,555
GIS member fees	574,300	572,026	551,993
Application fees	210,000	260,410	196,765
Finalization fees	32,500	63,246	34,093
Extention fees	7,500	9,245	8,420
Service fees	400,000	729,264	410,156
Other revenue	39,300	56,977	55,152
Interest income	12,000	5,439	7,981
	2,201,920	2,622,925	2,223,115
Expenses:			
Salaries and benefits	1,983,232	2,023,814	2,009,284
Software licenses and equipment	64,000	56,783	71,197
Repairs and maintenance	15,000	37,055	37,951
Occupancy costs	35,000	36,937	33,322
Telephone	17,000	25,997	19,332
Miscellaneous	1,500	16,232	6,865
Staff travel	17,000	15,476	16,386
Public relations	2,000	12,567	3,048
Professional fees	11,000	11,480	9,980
Postage	6,000	10,803	3,029
Office and general	5,500	9,927	7,494
Printing and duplicating	7,500	6,735	4,029
Members' fees	5,000	6,700	6,944
Advertising	5,000	5,850	6,381
Consulting	-	5,519	1,491
Janitorial	6,000	5,389	5,366
Staff training and conferences	9,000	2,120	2,601
Land titles office	3,000	2,002	2,152
Members' travel	8,000	1,564	3,011
Interest and bank charges	-	585	512
Amortization	-	49,133	55,685
	2,200,732	2,342,668	2,306,060
Excess (deficiency) of revenues over expenses before the undernoted item	1,188	280,257	(82,945)
Other income:			
Gain on disposal of capital assets	-	15,773	-
Excess (deficiency) of revenues over expenses	$ 1,188	$ 296,030	$ (82,945)

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Changes in Net Assets

Year ended December 31, 2021, with comparative information for 2020

	Unrestricted	Internally restricted	Invested in capital assets	Total 2021	Total 2020
Balance, beginning of year	$ 9,218	$ 340,896	$ 566,815	$ 916,929	$ 999,874
Excess (deficiency) of revenue over expenses	296,030	-	-	296,030	(82,945)
Amortization of internally funded capital assets	49,133	-	(49,133)	-	-
Purchase of capital assets	(23,472)	-	23,472	-	-
Net book value of disposed capital assets	7,282	-	(7,282)	-	-
Transfers to reserve (note 9)	(1,811)	1,811	-	-	-
Balance, end of year	$ 336,380	$ 342,707	$ 533,872	$ 1,212,959	$ 916,929

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Cash Flows

Year ended December 31, 2021, with comparative information for 2020

		2021		2020
Cash provided by (used in):				
Operations:				
Deficiency of revenue over expenses	$	296,030	$	(82,945)
Items not involving cash:				
Amortization		49,133		55,685
Gain on disposal of capital assets		(15,773)		-
		329,390		(27,260)
Changes in non-cash operating working capital:				
Accounts receivable		12		(4,828)
Prepaid expenses and deposits		(7,018)		1,903
Accounts payable and accrued liabilities		42,249		(4,983)
Deferred revenue		20,000		-
		384,633		(35,168)
Capital activities:				
Purchase of capital assets		(23,472)		(1,747)
Proceeds on sale of capital assets		23,055		-
		(417)		(1,747)
Financing activities:				
Proceeds of long-term debt		40,000		-
Increase (decrease) in cash and short-term deposits		424,216		(36,915)
Cash and short-term deposits, beginning of year		499,294		536,209
Cash, end of year	$	923,510	$	499,294
Cash is represented by:				
Cash and short-term deposits	$	580,803	$	158,398
Cash not available for current operations		342,707		340,896
	$	923,510	$	499,294

See accompanying notes to financial statements.

Nature of operations:

Oldman River Regional Services Commission (the "Commission") is a regional planning commission created by an order in Council of the province of Alberta on October 21, 2003. It was created pursuant to the Municipal Government Act of Alberta. Members of the Commission are restricted to municipal authorities. The Commission is exempt from income tax under Section 149 of the Canadian Income Tax Act.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. The Commission's significant accounting policies are as follows:

(a) Revenue recognition:

The Commission follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are recognized. Unrestricted investment income is recognized as revenue when earned.

Approval fees, sales of maps revenue and fee for service revenue are recognized as revenue in the period in which the service is delivered or in which the transaction or events that gave rise to the revenue occurred.

1. Significant accounting policies (continued):

(b) Capital assets:

Capital assets are stated at cost, less accumulated amortization. Amortization is provided using the following methods and annual rates:

Asset	Basis	Rate
Building	Declining balance	4%
Vehicles	Declining balance	30%
Computer	Straight-line	4 years
General contents	Straight-line	5 years

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Commission. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

(c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition. These financial assets are convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

1. Significant accounting policies (continued):

(d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Commission recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, bank indebtedness, accounts payable and accrued liabilities, debt and other liabilities. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

Portfolio investments in equity instruments quoted in an active market and derivatives are recorded at fair value. All other financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from de-recognition of a financial instrument is recognized in the Statement of Operations. Impairment losses such as write-downs or write-offs are reported in the Statement of Operations.

There are no remeasurement gains or losses and as such, a statement of remeasurement gains and losses has not been prepared.

(e) Employee future benefits:

The Commission participates in a multi-employer defined pension plan call the Local Authorities Pension Plan ("LAPP"). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Commission's participating employees, based on years of service and earnings.

The plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

1. Significant accounting policies (continued):

(f) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets. Actual results could differ from those estimates.

(g) Contaminated sites liability:

The Commission uses Public Sector Accounting Standards section 3260 - liability for contaminated sites. Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or retroactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring. At December 31, 2021 the Commission did not have any liabilities associated with contaminated sites.

2. Future accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board ("PSAB"). In 2022, the Commission will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(i) PS 3280 - Asset retirement obligations:

This section provides guidance on how to account for and report a liability for retirement of a tangible capital asset. This section is effective for fiscal years beginning on or after April 1, 2022.

(ii) PS 3400 - Revenue:

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This section is effective for fiscal years beginning on or after April 1, 2023.

3. Accounts receivable:

	2021	2020
Trade receivables	$ 61,150	$ 62,796
Goods and services tax	4,932	3,298
	$ 66,082	$ 66,094

4. Capital assets:

			2021
	Cost	Accumulated amortization	Net book value
Land	$ 80,000	$ -	$ 80,000
Building	773,397	376,182	397,215
General contents	275,986	264,000	11,986
Other equipment	13,678	13,097	581
Vehicles	53,411	37,822	15,589
Computer	169,849	141,348	28,501
	$ 1,366,321	$ 832,449	$ 533,872

			2020
	Cost	Accumulated amortization	Net book value
Land	$ 80,000	$ -	$ 80,000
Building	773,397	359,632	413,765
General contents	282,942	264,976	17,966
Other equipment	13,678	13,097	581
Vehicles	78,942	52,382	26,560
Computer	146,377	118,434	27,943
	$ 1,375,336	$ 808,521	$ 566,815

5. Financial risks and concentration of risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Commission will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Commission manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposures from 2020.

(b) Market risk:

Market risk is the risk that changes in market price such as interest rates will affect the Commission's income or value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters.

(c) Interest rate risk:

The Commission is exposed to interest rate risk on its fixed interest rate financial instruments and floating rate operating line of credit.

(d) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Commission is exposed to credit risk with respect to accounts receivable and has processes in place to monitor accounts receivable balances. The Commission believes that it is not exposed to significant credit risk arising from its financial instruments.

6. Commitments:

(a) The Commission leased equipment under agreements expiring on dates ranging from June, 2026 to August, 2026. The base rent obligation under the leases for the next year is approximately $7,301.

(b) The Commission has signed contracts for electricity and natural gas for its facilities, which expired on December 31, 2018, however it is to continue on a year to year basis until written notice of termination on December 31, 2023.

7. Economic dependence:

The Commission receives a significant portion of its revenue directly and indirectly from its members, as such, the Commission is economically dependent on its members.

8. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 76/2000 for the Commission be disclosed as follows:

	2021	2020
Total debt limit	$ 1,311,463	$ 1,111,557
Total debt	(40,000)	-
Amount of debt limit unused	$ 1,271,463	1,111,557
Debt servicing limit	$ 262,293	223,311
Debt servicing	-	-
Amount of debt servicing limit unused	$ 262,293	$ 223,311

The debt limit is calculated at 0.5 times revenue of the Commission (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.1 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

9. Internally restricted net assets:

Internally restricted net assets is comprised of the following:

	2021	2020
Operating reserve fund	171,353	170,448
Capital reserve fund	171,354	170,448
	342,707	340,896

10. Local Authorities Pension Plan:

Employees of the Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The plan covers approximately 275,863 employees of approximately 433 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

The Commission is required to make current service contributions to the Plan of 9.39% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 13.84% on pensionable earnings above this amount.

Employees of the Commission are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.84% on pensionable salary above this amount.

Total current and past service contributions by the Commission to the Local Authorities Pension Plan in 2021 were $156,677 (2020 - $148,445). Total current and past service contributions by the employees of the Commission to the Local Authorities Pension Plan in 2021 were $142,045 (2020 - $134,748).

At December 31, 2020 the Plan disclosed an actuarial surplus of $5.0 billion.

11. Contractual rights:

Contractual rights are rights of the Commission to economic resources arising from contracts or agreements that will result in both assets and revenues in the future when the terms of those contracts or agreements are met.

The Commission has entered into agreements to provide services to municipal members. The timing and extent of the fees collected in the future depend upon the timing and extent of services provided and as such will vary in the future.

The Commission collects municipal contributions from its members, the amounts collected depend upon participation and population of member communities and as such will vary in the future.

12. Budget information:

The budget information was approved by the Board on Janaury 7, 2021.

13. Comparative information:

Certain comparative figures have been reclassified to conform with the financial statement presentation adopted in the current year.

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: June 14, 2022

Agenda #: 3.g

Subject: Alberta SW Board Bulletin for June of 2022

Recommendation: That Council accept the Alberta SW Board Bulletin for June of 2022 as information.

Executive Summary:
Alberta SW provides their monthly bulletin for member municipalities.

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

Discussion:
Alberta SW provides their monthly bulletin to keep member municipality's Councils apprised of the boards activities.

Analysis of Alternatives:
n/a

Financial Impacts:
n/a

Attachments:
2022-06 Bulletin AlbertaSW.pdf

Alberta SouthWest Bulletin June 2022

Regional Economic Development Alliance (REDA) Update

❖ Alberta SouthWest Annual General Meeting … 20+ years of successful regional collaboration!

Planning the possibilities of regional collaboration began in 1999, and the first minutes for the formally established REDA are dated May 29, 2002. The 2022 AGM is an occasion to recognize and congratulate our 15 communities who demonstrate commitment and continuity of leadership that has resulted over 2 decades of award-winning success!

❖ Board Chairs

- **(1999)-2002-2004: Art Bonertz,** Pincher Creek
- **2004-2006: Randy Janisko,** Cardston County
- **2006-2009: Ted Smith,** MD Pincher Creek
- **2009-2010: Dr. John Irwin,** Crowsnest Pass
- **2010-2013: Shawn Patience,** Fort Macleod
- **2013-2017: Lloyd Kearl,** Cardston County
- **2017-2021: Dr. Brian "Barney" Reeves,** ID Waterton
- **2021-present: Brent Feyter,** Fort Macleod

❖ Thank you to the agency partners and their inspiring presentations.

Our networks have grown over the decades! We value this support as we NAVIGATE the possibilities!

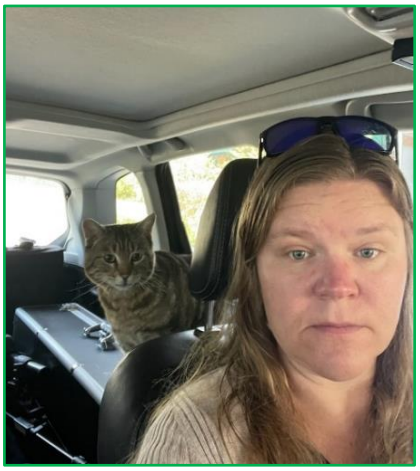
- **Natalie Gibson,** President, InnoVisions &Associates: Building a Sustainable Tourism Investment Network (BASTION)
- **Laura Hodge,** Project Coordinator, Crown of the Continent Geotourism Council: transboundary initiative-AB, BC, MT
- **William York,** Senior Engineer, EV Services ATCO: new energy initiatives; Peaks to Prairies EV Charging Network
- **Jon Mamela,** Senior VP and Chief Commercial Officer, Travel Alberta: developing tourism; promoting southern Alberta
- **Stacie Lara,** Director of Investment-Energy, Invest Alberta: stengthening opportunities for new energy development
  Saio Yong, Manager, Stakeholder Relations, Invest Alberta: connecting with multi-sector teams for investment attraction
- **Brock Skretting**, Head of Advocacy, Keep Alberta Rolling: preparing communities to be "film friendly" in Alberta

❖ After the AGM … SpeCATular Story!

Heritage Acres Farm Museum is a wonderful spot for a barn cat named Fergie … who had an adventure!

Fergie joined the festivities, charming guests (Peter!) during the AlbertaSW AGM.

Car doors remained open on a warm evening as equipment and supplies were loaded up after the meeting.



When Marie (EDO, Town of Pincher Creek) arrived home, to her surprise, the little furry charmer was in the backseat of her car! Fergie had hopped in, unnoticed, and made herself comfortable!

So, Fergie had a little vacation! She stayed the night with Marie and enjoyed a scenic return drive to Heritage Acres in the morning. CATastrophe averted!

Alberta SouthWest Regional Economic Development Alliance

International Economic Development Council (IEDC) Accredited Economic Development Organization (AEDO)

Green Destinations Top 100 Sustainable Global Destinations and **Top 3 Best of the Americas**

Box 1041 Pincher Creek AB T0K 1W0
403-627-3373 (office) 403-627-0244 (cell)
bev@albertasouthwest.com
www.albertasouthwest.com

Accredited Economic Development Organization

ITB Berlin Best of the Americas 2020

Sustainable Global Top 100 2020 Destinations

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: June 14, 2022

Agenda #: 4.a

Subject: Minutes of the Council Meeting of June 7, 2022

Recommendation: That Council adopt the Minutes of the Council Meeting of June 7, 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 07 Council Meeting Minutes.docx

Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, June 7, 2022

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, June 7, 2022.

Council Present:

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

Council Absent:

Lisa Sygutek

Administration Present:

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

CALL TO ORDER

Mayor Painter called the meeting to order at 7:01 pm.

ADOPTION OF AGENDA

Additions:

Councillor Inquiries and Notice of Motion

a) CP Rail Crossing – Councillor Ward
c) Campers Along Crowsnest River – Councillor Kubik

Amendments:

Consent Agenda

g) Town of Tofield - Letter of Concern Regarding Alberta Utility Fees - Move to Councillor Inquiries and Notice of Motion 10.b – Councillor Girhiny

k) Jay Wickens - Request for Council to Consider Access to Street Parking for Food Trucks/Concession Trailers - Move to Councillor Inquiries and Notice of Motion 10.d – Mayor Painter

01-2022-06-07: Councillor Girhiny moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2022-06-07: Councillor Glavin moved that Council approve the following Consent Agenda items as amended without debate:

3.a
Minutes of the Agriculture Service Board of March 16, 2022
THAT Council accept the Minutes of the Agriculture Service Board of March 16, 2022 as information.

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

3.c
Minutes of the Parks and Recreation Advisory Committee Minutes of April 25, 2022
THAT Council accept the Parks and Recreation Advisory Committee Minutes of April 25, 2022 as information.

3.d
Town of Mundare - Alberta Provincial Police Force Funding Concerns Correspondence of May 10, 2022
THAT the Town of Mundare - Alberta Provincial Police Force Funding Concerns Correspondence of May 10, 2022 be accepted as information.

3.e
Bellecrest Community Association - Invitation to Participate in the Bellecrest Summer Kickoff Parade on June 18th
That Council consider participating in the Bellecrest Summer Kickoff Parade on June 18th and direct Administration to register those Councillors who plan to attend.

3.f
Town of Tofield - Letter of Objection to an Alberta Provincial Police Force Correspondence of May 10, 2022
That Council direct Administration to accept the Town of Tofield - Letter of Objection to an Alberta Provincial Police Force Correspondence of May 10, 2022 as information.

3.h
Chinook Arch Regional Library System (CARLS) Board Report of April 2022
THAT the Chinook Arch Regional Library System (CARLS) Board Report of April 2022 be accepted as information.
3.i
Town of Fox Creek - Letter of Further Support for the RCMP of May 25, 2022
THAT the Town of Fox Creek - Letter of Further Support for the RCMP of May 25, 2022 be accepted as information.
3.j
Honorable Rajan Sawhney, Minister of Alberta Transportation - Highway 3 Twinning Correspondence of May 27, 2022
THAT the Honorable Rajan Sawhney, Minister of Alberta Transportation - Highway 3 Twinning Correspondence of May 27, 2022 be accepted as information.

Carried

ADOPTION OF MINUTES

Minutes of the Council Meeting of May 17, 2022

03-2022-06-07: Councillor Girhiny moved to adopt the Minutes of the Council Meeting of May 17, 2022 as presented.

Carried

PUBLIC HEARINGS

Bylaw 1114, 2022 - Land Use Bylaw Amendment- Redistrict the land legally described as Lots 3 & 4 Block 8, Plan 3319I from Residential R-1 to Retail Commercial C-1

Mayor Painter declared the Public Hearing opened at 7:05 pm for Bylaw 1114, 2022 - Land Use Bylaw Amendment- Redistrict the land legally described as Lots 3 & 4 Block 8, Plan 3319I from Residential R-1 to Retail Commercial C-1.

Patrick Thomas, Chief Administrative Officer provided a brief overview of the bylaw and read into the record that there was one written submission received prior to the due date.

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1114, 2022 - Land Use Bylaw Amendment- Redistrict the land legally described as Lots 3 & 4 Block 8, Plan 3319I from Residential R-1 to Retail Commercial C-1.

Mayor Painter noted that there were no members of the public in attendance who wished to speak, and therefore declared the public hearing closed at 7:06 pm.

DELEGATIONS

Place Based Learning Opportunity Ideas - Alana Paterson's Grade 6 Students

Alana Paterson and the following Grade 6 students Madison Burton, CJ Fisher, Bronwyn Ames, Ella Peebles, Sonya Neumeier, and Payton Thomas were in attendance to present Council with their ideas concerning Place Based Learning Opportunity Ideas for the site of the former Albert Stella Memorial Arena.

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 1114, 2022- Land Use Bylaw Amendment- Redistrict the land legally described as Lots 3 & 4 Block 8, Plan 3319I from Residential R-1 to Retail Commercial C-1 - Second and Third Reading

04-2022-06-07: Councillor Ward moved second reading of Bylaw 1114, 2022- Land Use Bylaw Amendment- Redistrict the land legally described as Lots 3 & 4 Block 8, Plan 3319I from Residential R-1 to Retail Commercial C-1.

Carried

05-2022-06-07: Councillor Filipuzzi moved third reading of reading of Bylaw 1114, 2022- Land Use Bylaw Amendment- Redistrict the land legally described as Lots 3 & 4 Block 8, Plan 3319I from Residential R-1 to Retail Commercial C-1.

Carried

Bylaw 1118, 2022 Road Closure Bylaw - First Reading

06-2022-06-07: Councillor Ward moved first reading of Bylaw 1118, 2022 Road Closure Bylaw.

Carried

Snowmaking Expansion Project Funding Update

07-2022-06-07: Councillor Girhiny moved that Council moves to not proceed with the project at this time and to withdraw the Tourism Relief Funding Application.

Carried

Crowsnest Forest Products Volunteer Public Advisory Committee

08-2022-06-07: Councillor Glavin moved to appoint Councillor Kubik to sit as a volunteer member of the Public Advisory Committee to provide forest management plan input.

Carried

Motion 11-2022-02-08 - Miners' Path Pedestrian Bridge Inspection - Report Back

09-2022-06-07: Councillor Ward moved that Council accepts for information the inspection report on the south Miners' Path Pedestrian Bridge dated May 25, 2022.

Carried

COUNCIL MEMBER REPORTS

Council reports since the May 17, 2022 meeting of Council:

- Councillor Glavin
  - Attended the "Broke in the Mountains Festival" organizational meeting
    - Crowsnest Pass is viewed as preferred provincial site for the festival
    - Potentially to be held the last two weeks in July of 2023
    - Venues can be held in churches, hospitals, but not outdoors
    - Next steps are setting dates, creating a website, and attracting money

- Councillor Ward
  - Attended ORRSC AGM
    - Noted that growth has increased across the Southern Alberta region
  - Attended the Senior's Luncheon
    - First one in a couple of years, was a great event for the Seniors
    - Planning another in December if budget allows

- Mayor Painter
  - Met with Community Futures regarding the South Canadian Rockies Tourism Association
  - DMO has been set up in the region, now including Waterton
    - Grant possibilities exist
    - Need to work on a Tourism Destination master plan
  - Discussed reestablishing a committee with Community Futures, Chamber of Commerce and the Municipality to tentatively meet quarterly to work on opportunities as a group

PUBLIC INPUT PERIOD

- Cole Fawcett - Board Chair South Canadian Rockies Tourism Association/CNP Resident
  Thanked Council and Administration for their time with respect to Bylaw 1103. Also looking forward to working with Council on regional collaboration and sustainable funding for tourism to share the message that this is a great place to visit, recreate, and live in with the goal of not increasing the burden on the taxpayer.

- Jay Wickens – Resident of CNP
  Built a food truck with a unique idea. When applying for a business license, discovered that the bylaw did not allow for food trucks except at festivals, etc. Asking for a safe place to operate from, recommended operating near the Greenhill, and perhaps Lions Park, or other recommended places.

- Melissa Atkinson
  The community has a shortfall of staffing and housing. Council needs to support not only tourism but attracting housing and people who want to move here and work in the community.

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

CP Rail Crossing – Councillor Ward

10-2022-06-07: Councillor Ward moved that Administration send a letter on behalf of the Municipality to CP Rail expressing our concerns with crossings being blocked for extended periods of time.

Carried

Town of Tofield - Letter of Concern Regarding Alberta Utility Fees

11-2022-06-07: Councillor Girhiny moved that the Municipality write a letter to the Alberta Utilities Commission to express the Municipality's concerns with the rising Utility fees.

Carried

Camping Along Crowsnest River

Councillor Kubik expressed concerns regarding camping along Crowsnest River on 22 Avenue in Blairmore and that Bylaw Enforcement was aware of the situation to advise that camping is only allowed in designated camping areas.

Jay Wickens - Request for Council to Consider Access to Street Parking for Food Trucks/Concession Trailers

12-2022-06-07: Councillor Ward moved that Council direct Administration to develop a policy concerning access to street parking for food trucks or concession trailers for Council's review.

Carried

IN CAMERA

13-2022-06-07 : 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 break at 10:33 pm:

a) Economic Interests of the Public Body – Land Purchase - FOIP Act Section 25

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 10:42 pm. Patrick Thomas, Chief Administrative Officer also in attendance to provide advice to Council.

14-2022-06-07 : Councillor Kubik moved that Council come out of In Camera at 11:18 pm.

Carried

15-2022-06-07 : Councillor Kubik moved that Council proceed with purchasing the identified lands from the Blairmore Railway Land Company for $456,875.09 plus applicable costs, and to utilize funds from the land sales reserve.

Carried

ADJOURNMENT

16-2022-06-07 : Councillor Filipuzzi moved to adjourn the meeting at 11:19 pm.

Carried

_____
Blair Painter
Mayor

_____
Patrick Thomas
Chief Administrative Officer

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: June 14, 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:
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.

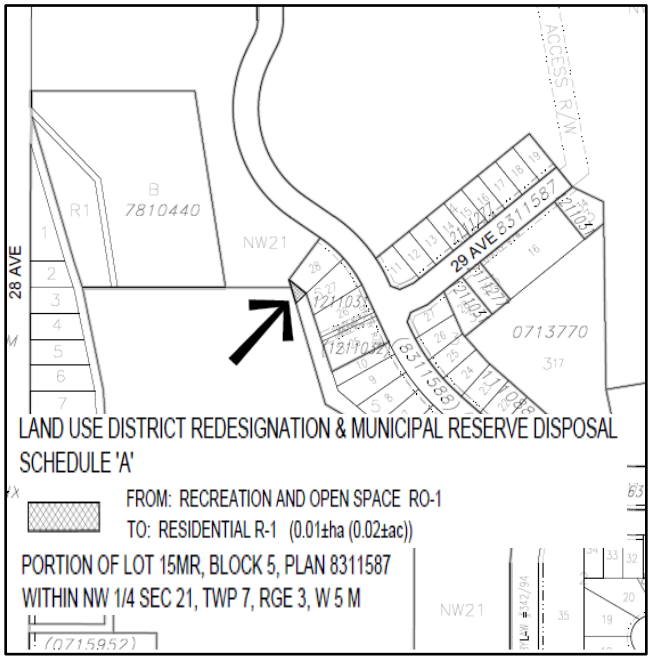
Attachments:
FORMATTED Bylaw 1117, 2022 - CNP LUB 868, 2013 prtn Lot 15MR, Block 5, Plan 831 1587 MR disposal (May 2022) notice.pdf
FORMATTED Bylaw 1117, 2022 - CNP LUB 868, 2013 prtn Lot 15MR Block 5 Plan 831 1587 MR disposal (May 2022).docx
Crowsnest Pass - Lot 15MR, Block 5, Plan 8311587, Bylaw 1117, 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), (June 14, 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 June 14, 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 bonnie.kawasaki@crowsnestpass.com no later than 12:00PM (Noon) on June 7, 2022. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

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

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 18th day of May, 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.

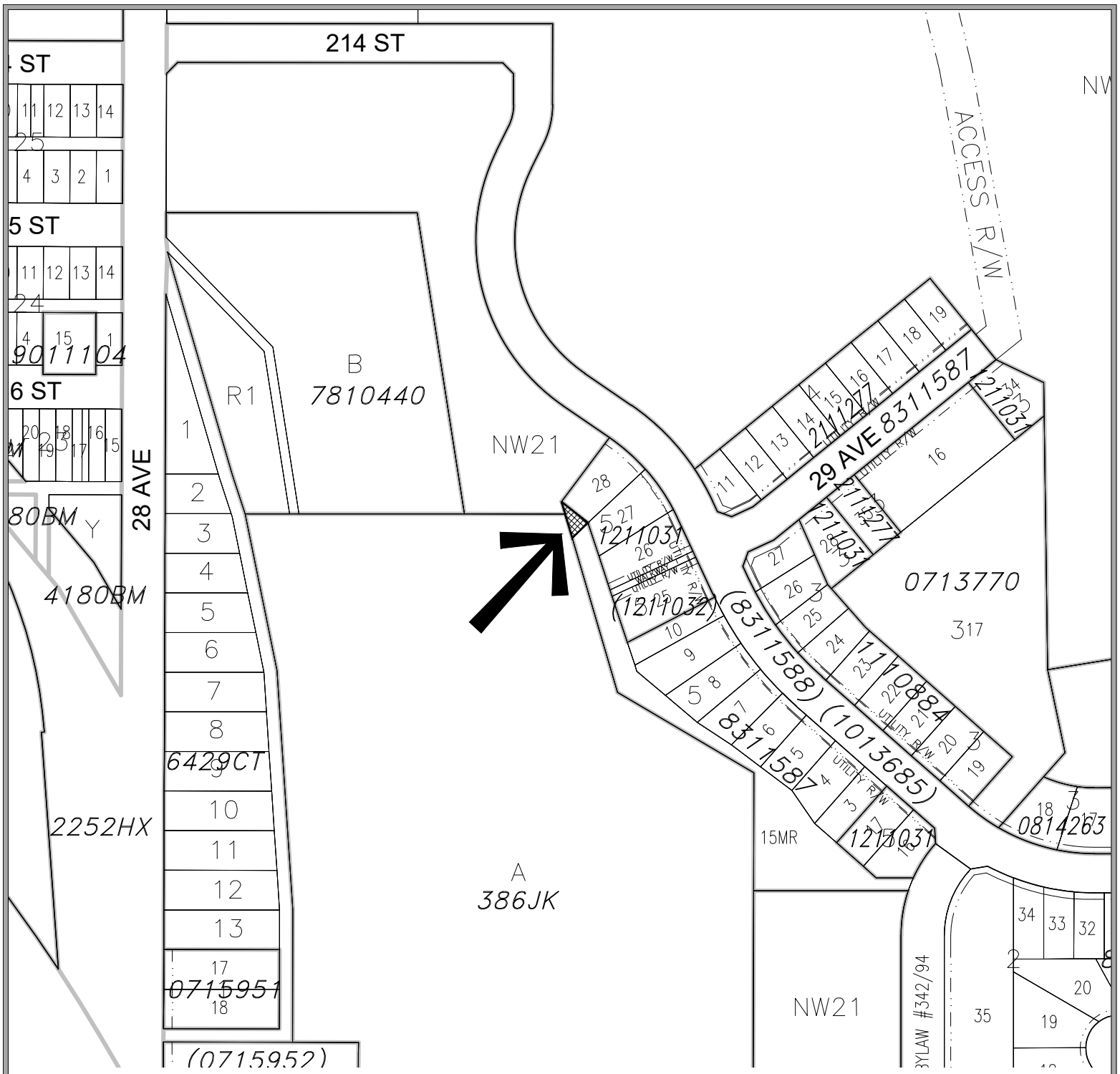
READ a **first** time in council this _____ day of _____ 2022.

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



SCHEDULE 'A'

MR REMOVAL

PORTION OF LOT 15MR, BLOCK 5, PLAN 8311587
WITHIN NW 1/4 SEC 21, TWP 7, RGE 3, W 5 M
MUNICIPALITY: CROWSNEST PASS (BELLEVUE)
DATE: APRIL 29, 2022

Bylaw #: 1117, 2022
Date:

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200

April 29, 2022 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Lot 15MR, Block 5, Plan 8311587, Bylaw 1117, 2022.dwg

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

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: June 14, 2022

Agenda #: 6.a

Subject: Robin Hepher, CEO - Chinook Arch Regional Library System Update

Recommendation: That Council accept the Chinook Arch Regional Library System Update as information.

Executive Summary:
As a member of the Chinook Arch Regional Library System, updates by Robin Hepher, CEO are provided to member municipalities.

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

Discussion:
The Chinook Arch Regional Library System presents updates regarding their operations to member municipalities on a rotational basis.

Analysis of Alternatives:
n/a

Financial Impacts:
n/a

Attachments:
CARLS - Member Council Presentation 2022-compressed version - June 14. 2022.pdf

Chinook Arch Regional Library System

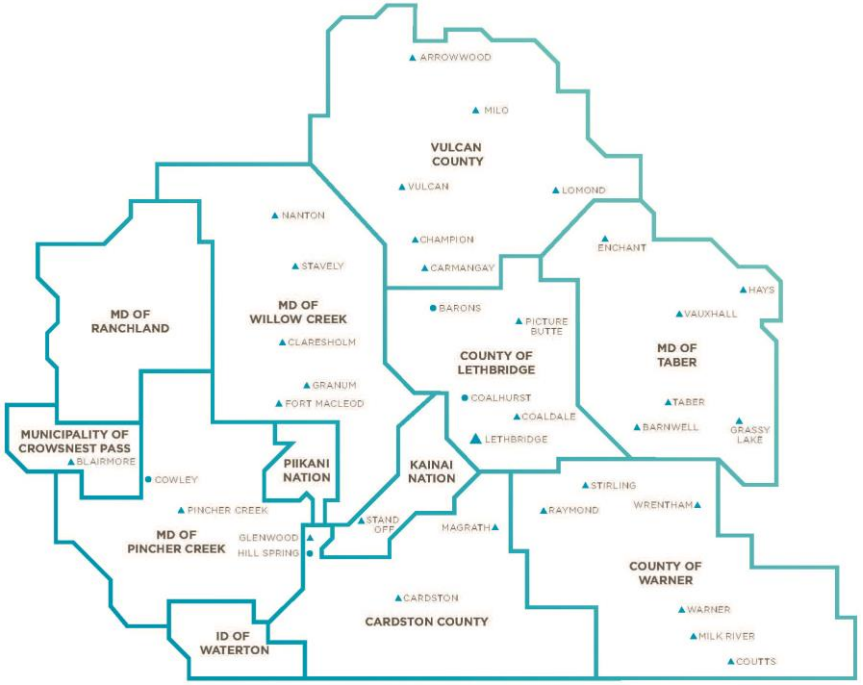
Presentation to Municipal Members

2022

Robin Hepher, CEO

What Is Chinook Arch?

- Member-driven public library service organization
- Inaugurated in 1992
- Started with 22 members; now 41 member municipalities and one school authority
- Formed by an agreement between member authorities
- Activities governed by the Libraries Act and Regulation

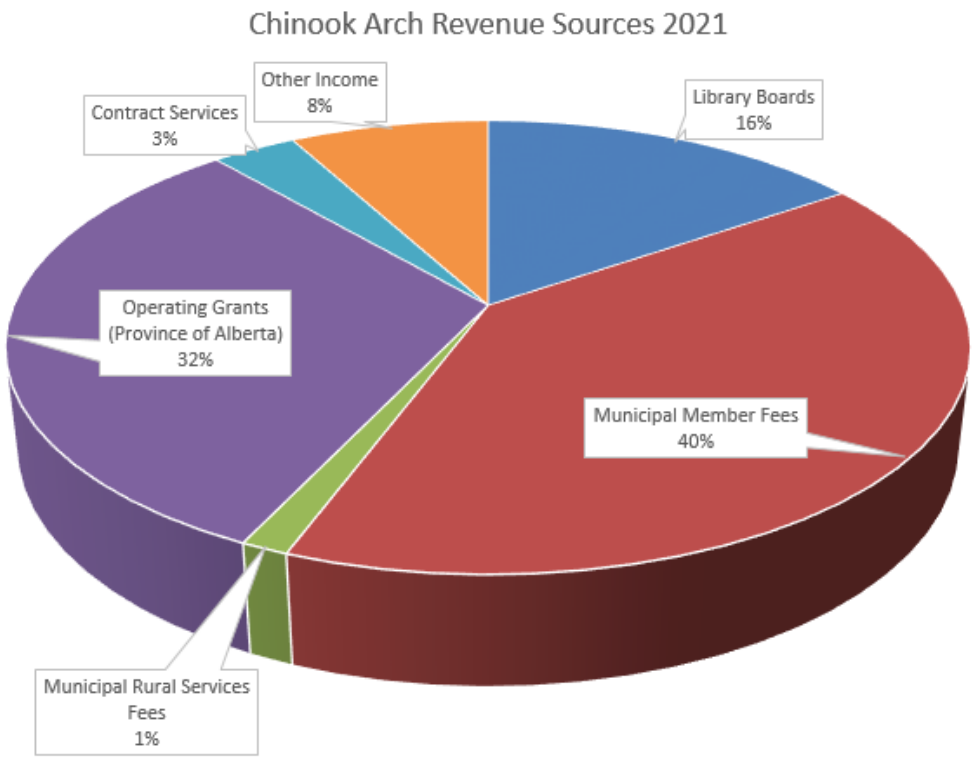


System Agreement and Plan of Service

- The System Agreement lays out our roles; Plan of Service guides how we will fill those roles
- The System Agreement was revised and updated in 2021
- Planning and budget cycles coincide with municipal election cycle
- Current Plan of Service is 2019-2022

Funding and Budgets

- Four year budget 2019-2022; 2022 budget is $4 million
- Funding comes from members and the Government of Alberta, as well as fundraising
- Any increase in member levies must be approved by member councils
- In 2020, the Board reduced the member levy to 2017 levels



Governance

- Board is a one member, one vote model
- Members appointed by council/school division
- Standing Committees:
  - Finance/Personnel
  - Planning/Facilities
  - Marketing/Communications
  - Ad hoc committees as needed

Chinook Arch Services

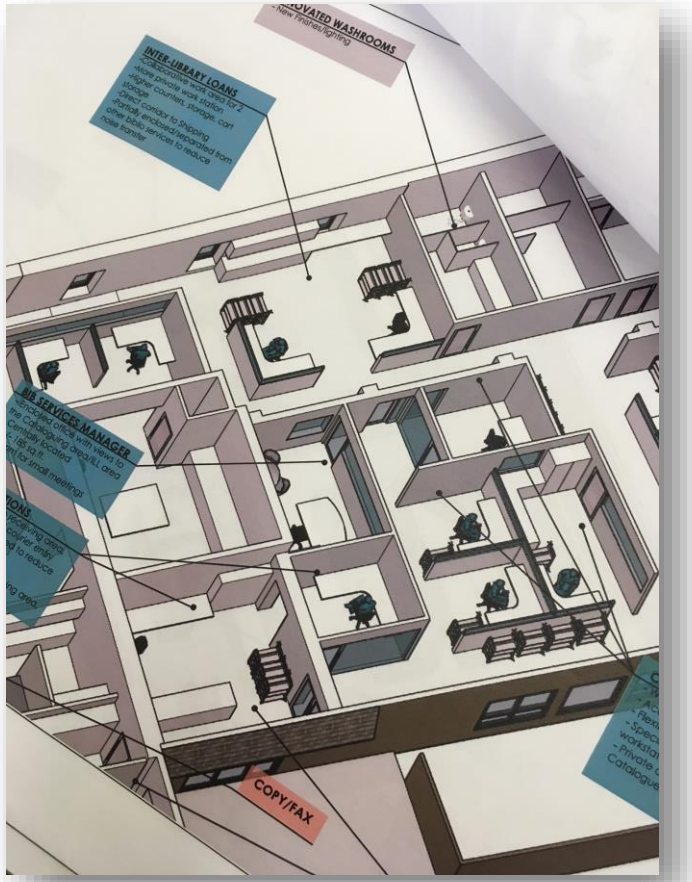
- Bibliographic Services
  - Centralized ordering, cataloguing, and processing of materials
- Information Technology Services
  - Network management and help desk
  - Internet service
- Member Support
  - Library Operations Support
- Digital Services
  - Downloadable/streaming content
  - Ebooks and audiobooks
  - Online courses
- Delivery
- In-library Programming

Highlights from 2021

- Libraries are getting busy again
- Van delivery increased from 452,000 items in 2020 to 720,000 in 2021
- Self-serve book lockers installed in Waterton and on the Piikani Nation
- 12% increase in online resource usage
- Internet connections upgraded at all member libraries
- Significant increase in online service usage

Looking Forward

- New 4-year budget and levy schedule for 2023-2026
- Needs assessment underway
- New Plan of Service for 2023-2026



Questions/Feedback?

Robin Hepher, CEO
403-380-1505
rhepher@chinookarch.ca

Visit www.chinookarch.ca for:

- Board Polices
- Meeting Minutes
- Audited Financial Statements
- Library Services

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: June 14, 2022

Agenda #: 7.a

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:
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.

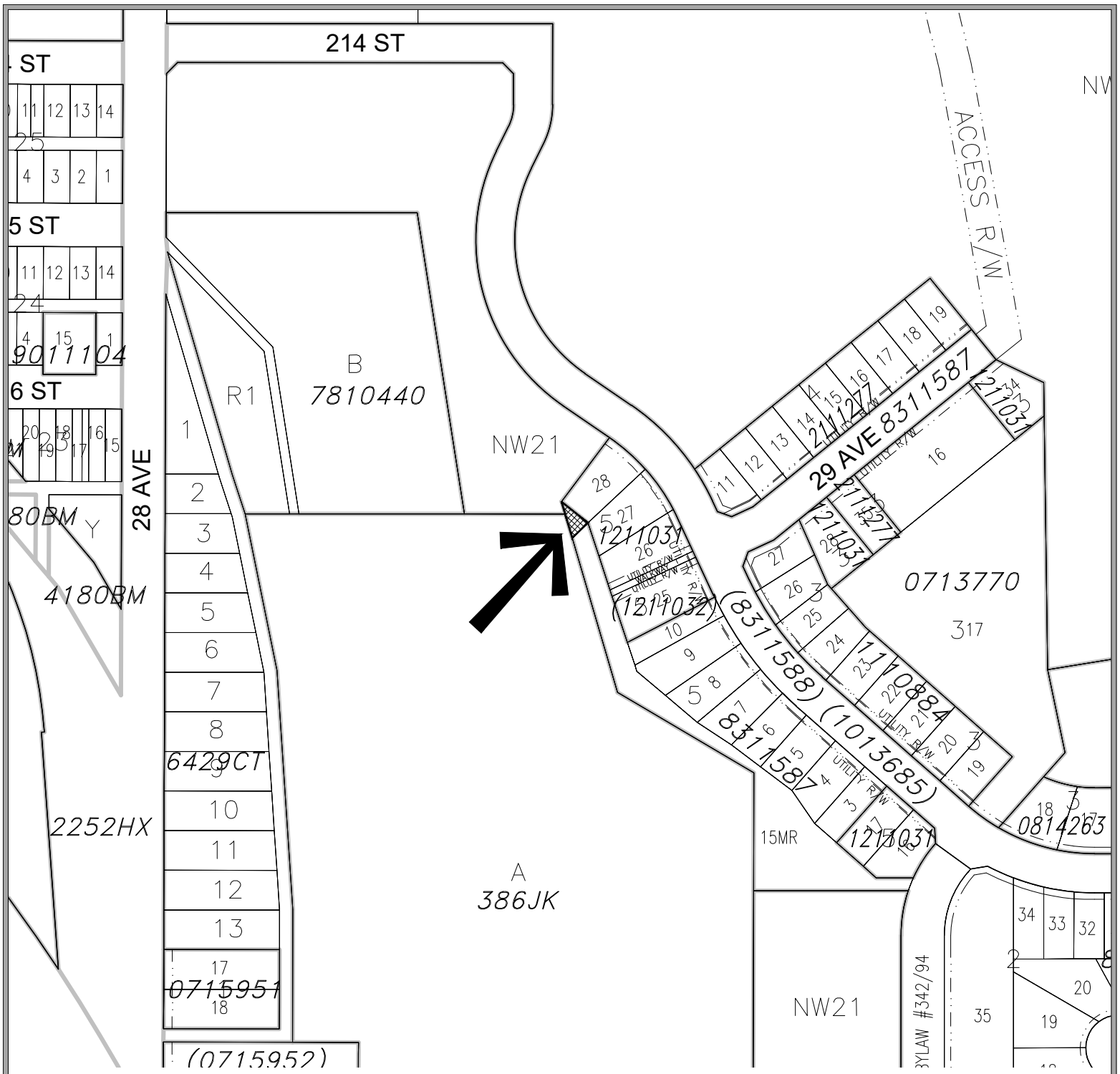
READ a **first** time in council this _____ day of _____ 2022.

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



SCHEDULE 'A'

MR REMOVAL

PORTION OF LOT 15MR, BLOCK 5, PLAN 8311587
WITHIN NW 1/4 SEC 21, TWP 7, RGE 3, W 5 M
MUNICIPALITY: CROWSNEST PASS (BELLEVUE)
DATE: APRIL 29, 2022

Bylaw #: 1117, 2022
Date: _____

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200

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

April 29, 2022 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Lot 15MR, Block 5, Plan 8311587, Bylaw 1117, 2022.dwg

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: June 14, 2022

Agenda #: 7.b

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

Recommendation: That Council give first reading to Bylaw 1122, 2022 - Noxious Weed Bylaw (Carum Carvi L.).

Executive Summary:
This bylaw will designate a plant as a noxious weed or a prohibited noxious weed within the Municipality, specifically Wild Caraway (Carum Carvi L.). The Agriculture Service Advisory Board has recommended that Council adopts this bylaw.

Relevant Council Direction, Policy or Bylaws:
Section 9 Weed Control Regulation
Weed Control Act

Discussion:
The Municipality of Crowsnest Pass weed inspectors have discovered Wild Caraway (Carum Carvi L.) on lands within the Municipality. As per the Weed Control Regulation, Section 9; the Municipality may designate a noxious weed or a prohibited noxious weed, with the designation not being effective unless approved by the Minister.

Analysis of Alternatives:
1. Council may defer first reading of Bylaw 1122, 2022 and outline what additional information they would like to see with reconsideration.

Financial Impacts:
N/A

Attachments:
1122, 2022 - Noxious Weed Bylaw Carum Carvi L..docx

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1122, 2022
NOXIOUS WEED BYLAW

BEING a bylaw of the Municipality of Crowsnest Pass in the province of Alberta, for the purpose of designating Wild Caraway (Carum Carvi L.) as a noxious weed.

WHEREAS, pursuant to section 9 of the Weed Control Regulation, Council of the Municipality of Crowsnest Pass may, by bylaw, designate a plant as a noxious weed or a prohibited noxious weed within the municipality;

AND WHEREAS, the Municipality of Crowsnest Pass has discovered Wild Caraway (Carum Carvi L.) on lands within the municipality;

AND WHEREAS, Wild Caraway (Carum Carvi L.) has not been declared a noxious or a prohibited noxious weed pursuant to the Weed Control Act but has the ability to be invasive and damaging;

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

1. Definitions

1.1 In this Bylaw:

(a) "**Municipality**" means the Municipality of Crowsnest Pass;

(b) "**Noxious Weed**" has the same meaning as in the *Weed Control Act*.

2. Noxious Weed Designation:

2.1 Wild Caraway (Carum Carvi L.) is designated as a Noxious Weed within the jurisdictional boundaries of the Municipality.

3. Enactment:

3.1 This Bylaw shall take effect on the date of third reading.

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

APPROVED this ____ day of _____, 2022

_____
Minister of Agriculture, Forestry & Rural Economic Development

DRAFT

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

DRAFT

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: June 14, 2022

Agenda #: 7.c

Subject: New Resident Survey Results

Recommendation: That Council receives the report as information.

Executive Summary:
Administration administered a *New Resident Survey* to seek information on what attracted new residents to the Municipality. The survey was open from March 15 to April 8. In total 152 people completed the survey.

Administration will utilize this information to both help inform possible future changes in services as well as future marketing campaigns to attract new residents.

Relevant Council Direction, Policy or Bylaws:
N/A

Discussion:
N/A

Analysis of Alternatives:
N/A

Financial Impacts:
N/A

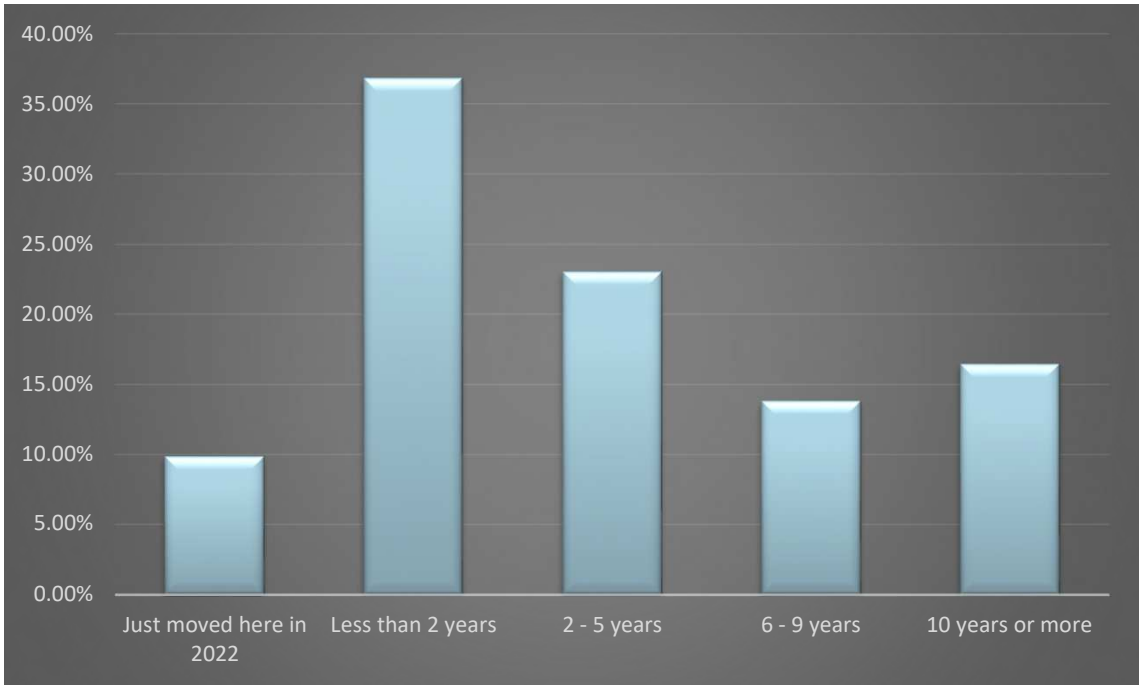
Attachments:
2022 New Resident Survey.pdf

CROWSNEST PASS
Naturally Rewarding

New Resident Survey

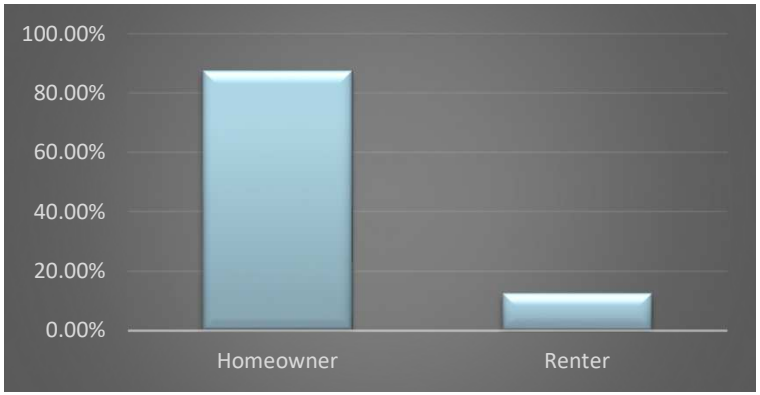
April 2022

How long have you lived in the Crowsnest Pass?



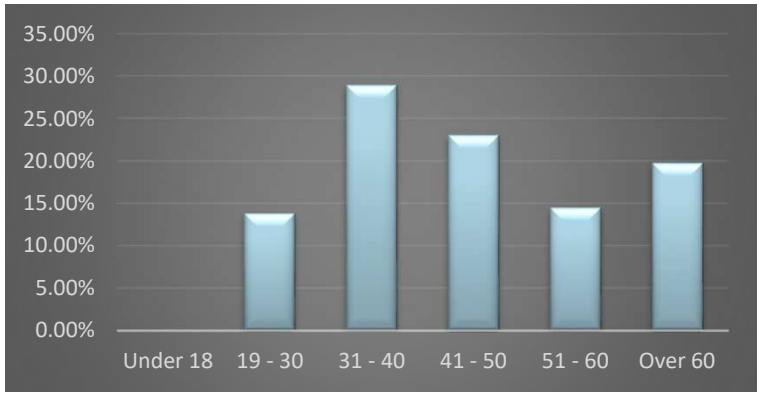
Almost half of the respondents move here within the last two years, almost 10% of those in 2022 alone.

What is your accommodation status?



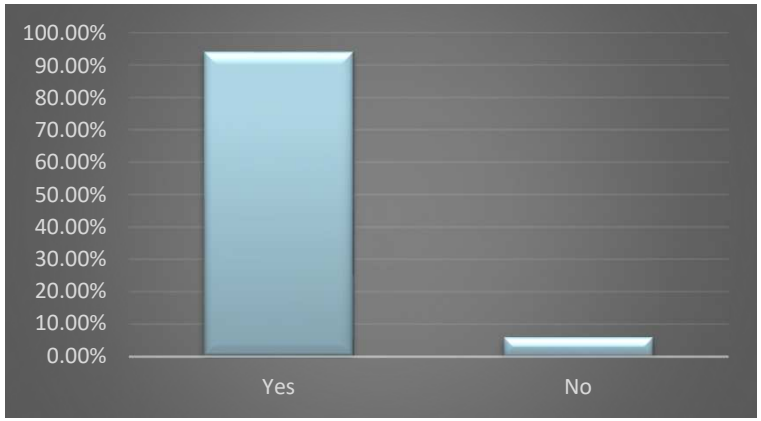
Almost 90% of respondents own their homes.

What is your age?



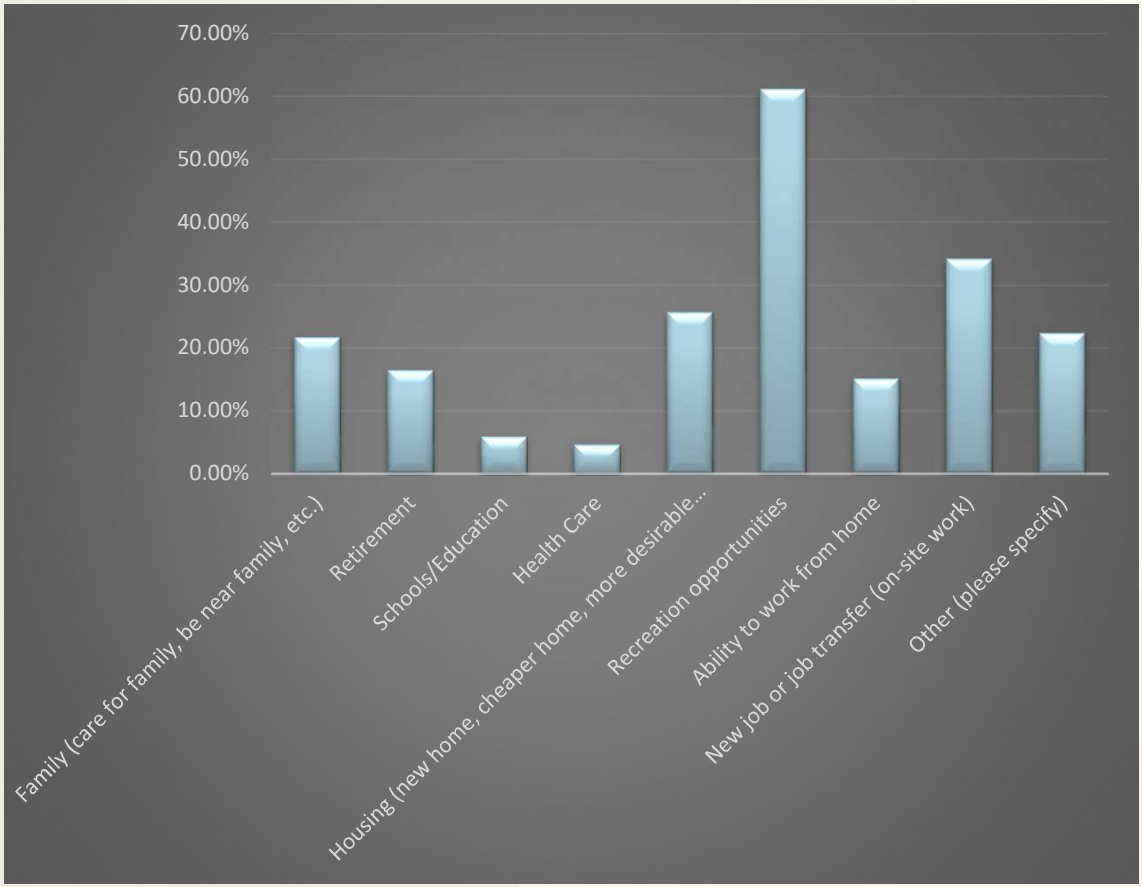
Wide range of ages for respondents.

Is Crowsnest Pass your primary residence?



Almost 95% of respondents live here full time.

What made you decide to relocate to the Crowsnest Pass?



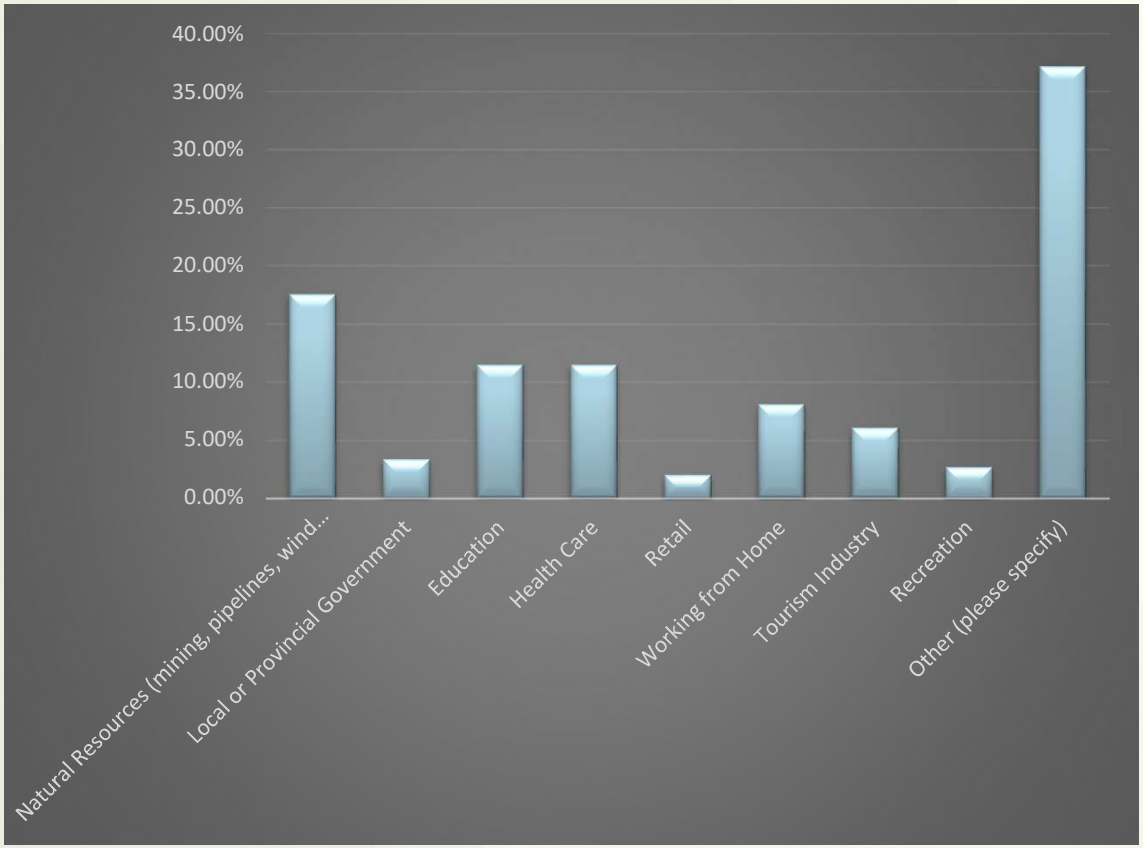
Family	21.71%
Retirement	16.45%
Schools/Education	5.92%
Health Care	4.61%
Housing	25.66%
Recreation	61.18%
Work from home	15.13%
New job	34.21%
Other	22.37%

What made you decide to relocate to the Crowsnest Pass?

"Other" reasons

- New business
- Natural environment
- French School in Bellevue
- Born and raised here. This is home
- Affordable mountain town close enough to Calgary when needed
- Opportunities for guest accommodation nearby
- Mountain biking! This area can become a mountain biking Mecca if it continues to be supported by council. Fresh air mountain living.
- Closer to the mountains
- Mountain biking, skiing, historic character
- French School
- The great outdoors so readily available. You're completely immersed in nature here without the imposition of an industrial landscape. This is heaven on earth.
- We wanted to live on the Eastern Slopes and Canmore is too busy
- Grew up here and wanted to raise our children here
- Grew up in the pass, moved away for many years, grandparents were born here
- Skiing, biking, restaurants
- Clean air, clean water, starting to become a tourist destination without a huge industry dependency
- Being so close to the multi use trails. From mountain biking to sledding.
- Mountains, warmer weather in southern Alberta
- Great place to raise a family
- Fresh start in a beautiful location
- The Mountains and surrounding lands
- Be nearer to family in Lethbridge
- Grew up here
- More amenities (restaurants, bars, recreation etc.)
- More job opportunities, beautiful scenery, family offered room to rent since rentals are so expensive and minimal
- Small town with less people, quiet, not many tourists
- We had been interested in moving/purchasing to be here part time even and then a job opportunity came up
- Heritage everywhere
- New francophone school!
- Natural surroundings and hiking at our doorstep
- I grew up in Pincher Creek before moving to Calgary
- Quieter
- Potential new mine

What is your area of employment?



Natural Resources	17.57%
Government	3.38%
Education	11.49%
Health Care	11.49%
Retail	2.03%
Work from home	8.11%
Tourism	6.08%
Recreation	2.70%
Other	37.16%

What in your area of employment?

"Other" reasons

- Retired (18 responded with this)
- In-School Field Trip Art Company
- Accounting
- Food supply
- Emergency services
- Legal
- Electrician/Instrument Technician
- Retired
- Financial advisor
- Business owner in Pincher/Pass
- Engineering support (mostly remote work)
- Northern Alberta
- House mover
- Sporting equipment and apparel design, manufacture, import, export
- Graphic design
- Construction, local renovations
- Stay at home mom/ husband is a plumber
- Transportation
- Forestry
- Restaurant
- Accounting
- Automotive industry
- Real Estate/ Accommodations
- Telecommunications
- Volunteer in the community with a focus integration and community development
- Volunteering to build and maintain trails
- Environment
- Construction
- Business owner
- Financial Services
- Bookkeeper
- Heating/Air Conditioning Installer
- Trades
- Environment
- Small business owner
- Hospitality

Stories and ideas (summarized)

- Many spoke about our great trail systems, though some would like to see improvements, expansions, and trail signage
- Happy with our existing recreation opportunities but would like to see more developed – indoor rec centre, outdoor rec centre, skate park, etc.
- More quality, subsidized childcare is needed
- Comments from all views of Coal Development
- Many concerns about the inability to find affordable housing, particularly for rent – some even saying they may not be able to continue to live here as a result
- Infrastructure improvements – sidewalks, roads, paved walkways, snow removal
- Offer subsidies and cut red tape to encourage more businesses
- Short Term Rentals – some wanting to see more development, others wanting to see more restrictions, particularly in family-oriented residential neighborhoods
- Neighbors and community in general has been very welcoming
- Existing options for school-aged children are great, but there needs to be more offerings

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: June 14, 2022

Agenda #: 7.d

Subject: Service Areas Update

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

Executive Summary:
Each month the CAO provides Council with a summary of some of the highlights of work completed by the various departments over the last month.

Relevant Council Direction, Policy or Bylaws:
N/A

Discussion:
N/A

Analysis of Alternatives:
N/A

Financial Impacts:
N/A

Attachments:
Service_Areas_Update_-_June_10__2022.docx

Service Areas Update – June 10, 2022

CAO Office

- Discussion with developer on Rental Housing Needs in the Crowsnest Pass
- Discussion with developer on Dairy Park development
- Quarterly meeting with Community Futures
- Coordination of Strategic Plan meetings
- Attended SLGM Conference
- Meeting with AEP staff on FPA boundaries
- Quarterly meeting with RCMP
- Discussion with developer on Crowsnest Crossing development
- Initiated Bellevue Mainstreet Revitalization project
- Discussion with Cemetery Society on role clarification
- Attended FCSS Seniors luncheon
- Discussion with Frank Interpretive Center on potential projects
- Reviewed Frank playground concepts with two local youths
- Coordinating IMP completion
- Completed Cascade system updates and maintenance
- Conducting organization review
- Continuing policy reviews
- Continuing Frank WWTP Upgrade project oversight

Finance

- Tax Desk received 73 requests for Tax Searches in May (compared to 59 in May 2021). To the end of May, we have completed 243 tax searches compared to 364 to the end of May 2021 and 102 to the end of May 2020.
- Accounts Payable in May did two check runs, processed 561 invoices, and paid 234 vendors (May 2021 processed 242 invoices and paid 134 vendors with 2 check runs)
- Year end Audit has been completed with all reports submitted to Municipal Affairs.
- New Business Licenses issued to the end of May is 44 (35 local and 9 out of town)
- Number of 305 tax adjustments made to the end of May 2022 is 34 for a net decrease in taxes of $19,419

Corporate Services

- **Human Resources**
    - Municipality has 136 current employees across the organization.
    - All Municipal summer positions are filled and onboarded.
    - Safety Advisor has been hired.
    - Temporary Agricultural Fieldman has been hired.
    - Process of hiring Director of Development, Engineering and Operations is still underway
    - Community Services Lead Hand position has been hired internally.
    - Joint Job Evaluation Committee met and reviewed Community Services Operator III and Agricultural Fieldman positions.

- **Safety**
    - First All Staff Safety Meeting occurred on June 9, 2022 since COVID and included a presentation from a speaker on Safely Dealing with Difficult People.

- **Document Management/Information Access**
    - 6 FOIP requests have been received in 2022, all have been completed.
    - 1 Office of the Privacy Commissioner (OIPC) Request for Review was received, which is being placed on inactive caseload by OPIC until at least April 2023.
    - Received 6 complaint forms in 2022; all have been transferred or completed.

Development, Engineering & Operations

- **Utilities Department**
    - Held community clean up the last week of May and had a large increase in participants. A total of 232 people dropped off garbage, and 36 seniors pick ups were completed.
    - Placed sod on 4 lawns damaged during last year's service installs and repairs.
    - Began survey of 184 manholes without pipe type, size, or invert data for the IMP. Approximately 75% complete.
    - Completed two hydrant repairs – one in Frank and one in Coleman.
    - Completed 1 service install and 1 sewer line repair.
    - Installation of 2 PRVs in Hillcrest has begun. Issues with low water pressure at various locations in the town was rectified.
    - Water leak along Blairmore Road in Coleman was fixed.
    - Level 3 operator training continuing
    - Infrastructure master plan draft document under review
    - Continued making alterations to sand filter operation at Bellevue Hillcrest Wastewater Treatment Facility. Issue of large quantities of algae in the ponds are presenting difficulties in remaining in compliance with suspended solid limits has been dealt with.

- **Transportation Department**
    - Vehicle bridge inspections are completed, and report submitted, no major issues.
    - RFQ for removal and replacing foot bridge on Miners Path has been awarded to Trotz Brothers Ltd. Start date to be determined.
    - Pothole repairs – Blairmore 30, Bellevue 14, Coleman 8.
    - Street Sweeping – All roads are completed in all communities. The program now moves to Blairmore to start laneways and parking lots.
    - East Butte has completed the paving from the 2021 program.
    - Guard rail repaired on 19th Ave in Coleman.
    - Ditch maintenance completed on 90th St in Coleman.
    - Gravel road maintenance continuing in preparation for dust suppression control scheduled to start June 20.
    - Speed limit signs posted on Passburg Drive and Alison Creek Road.
    - Storm sewer flushing is ongoing.
    - Line painting for stop bars and crosswalks completed in Bellevue and will continue though out the Municipality in the coming weeks.

- **Development and Trades**

Facility Maintenance:

- Turn on water at outdoor facilities.
- Turn on irrigation systems.
- Install lead filtration systems in the MDM kitchen and staff room (lead filters previously installed in drinking fountains).
- Completed all follow-up work at the pool after 2021 barrier free upgrade.
- Awarded municipal office roof project.
- Awarded PPK Ski Lodge furnace and wall heater project.
- Awarded facility painting project.
- Issued RFQ to repoint Coleman Seniors Centre chimneys.
- General maintenance tasks.
- Reviewing RFPs for landfill investigations.
- Curling Lounge – furnace part is still not delivered.
- Developing preventative maintenance work schedules and facility life-cycle assessments.

Planning and Development:

- Municipal Planning Commission – one meeting in May (8 DPs, 1 Subdivision).
- Municipal Historic Resources Advisory Committee – no meeting in May.
- SDAB – no hearing in May.
- Aurora Lifestyles Communities - construction recommenced in April. Shallow utilities are installed. Surface works recommenced in May.
- Bellevue townhouse development (Trilogy Real Estate Group) - engineering design drawings and development agreement are in the review process.

- Land Use Bylaw amendments: Tourist Homes, Omnibus No. 2, minimum floor area R-1.
- Policies: review of several policies, new Mobile Vending Permit Policy.

Key Performance Indicators (KPIs):

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
Facility Maintenance – Plumbing, Construction, Electrical		
Work Orders - issued / closed	41 / 33	222 / 190
Planning & Development		
Development permit applications - received / issued	27 / 26	104 / 85
Compliance Certificate requests processed	5	42
Business Licences reviewed	11	48
LUB enforcement – new / active	5	7
LUB amendment, road/MR closure - new / active	8	12
Subdivision applications – new / active	1	12
Safety Codes		
Building permits - issued / inspections / closed	26 / 26 / 11	75 / 106 / 40
Electrical permits - issued / inspections / closed	23 / 24 / 16	61 / 89 / 58
Gas permits - issued / inspections / closed	12 / 17 / 12	36 / 65 / 42
Plumbing permits - issued / inspections / closed	12 / 7/ 7	33 / 44 / 25
PSDS permits - issued / inspections / closed	0 / 1 / 0	2 / 2 / 1

Protective Services

- **Fire**
  - Mountain Pine Beetle project commenced-approximately 38-50 trees
  - Alberta Fire Chief's Conference
  - Safety Codes Order-Business is now in compliance
  - FPA Boundary work

- **Peace Officer**
  - Business License enforcement-all registered are in compliance
  - June enforcement focus:
    - Community Standards Bylaw
    - OHV

Category	Month (May)	Year to Date
Number of Charges Laid	40	213
Cases Generated (Incident Count)	39	215
Cases: Requests for Service	31	108
Cases: Officer Observed	8	94
Cases: Received from outside Department/Agency (i.e. RCMP)	2	5
Vehicle Removal Notices	3	8

Vehicles Towed	0	2
Positive Ticketing	9	9
Projected Fine Revenue **	$10,048	$52,152

Please note that not all warnings are documented. Some traffic stops or public contacts do result in undocumented warnings.

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

- **Agriculture and Environment**
    - Weed School attendance - Fort Macleod
    - Conducted Inspections
    - Joint Job Evaluation - Ag Fieldman position
    - Ag Fieldman interviews
    - Noxious Weed bylaw in draft stage (Wild Caraway)

Pass Powderkeg Ski Area

- Attended CWSAA Spring Conference and led discussion for small ski areas in Western Canada. Very valuable sessions.
- Attended Lethbridge SportFest with the Burton Indoor Snowboarding kit. Over 150 families stopped by our interactive booth
- Received notice back regarding our Green and Inclusive Buildings Grant – we are unsuccessful at this time.
- Summer staff have started work, focusing on painting projects as well as trail maintenance.
- Snowcat summer maintenance is around 80% complete. Final drives have been sent off for rebuild and we are waiting on our summer part order.
- Small engine maintenance is around 85% complete for the summer, just waiting on parts.
- Working on reviewing UROC agreement and working with bike club on start of construction for two new trails this summer.
- Met with Alberta Environment and Parks in regards to our recreation lease as well as processes for events at PPK.
- Attended Pass Powderkeg Ski Society meetings with plans to improve our terrain park as well as add music to lodge and the village area. New PA/music system has arrived.
- Minor lodge improvements have been completed to clean up storage areas in the rental shop.
- Events:
    - Rumhead Bike Event/Canadian Enduro Series stop: June 17-19
    - Barebones Orienteering Event: July 4-5
    - Crowsnest 100: August 5-7

Community Services

- Franco Sud lease complete
- Circus had great turnout
- Pistol Club lease - being sent to them, as no reply on email sent
- Dog park - design phase
- Outdoor washrooms- Ordered
- Frank Park - design phase
- Beautification project - Planters out and planting begins shortly
- Bear proof bins - Not successful in grant
- Tree planting grant - no word yet
- Boat ramp - materials ordered

- **Parks / Arena**
    - Rodeo complete
    - Outdoor market started
    - Sports field painting begins
    - Self-watering planter out and being planted
    - Circus successful turnout at the Complex
    - Hardball tournament complete
    - All Sports field user's numbers are up
    - Summer cemetery maintenance started for Father's Day
    - Wet spring leading to mowing delays

- **FCSS**
    - Grant applications have gone out
    - Calls for submissions for the 2022-2023 fall winter handbook
    - Seniors' week activities begin June 6th
    - Meals on Wheels coordination
    - Planning for Summer movie nights
    - Youth activities successful lots of participation this year

- **Programming**
    - Planning summer camps – Gymnastics (4) and (1) Soccer Camp in August
    - Registration for Aqua Yoga
    - Registration for Summer camps
    - Competitive Gymnastics Club continues
    - Walking Trail signage updating is in progress – working on new mapping
    - Ice Machine installation
    - Winter programs finishing for summer
    - Community Handbook information for Fall Winter Book
    - Planting and placing community flower planters