

Municipality of Crowsnest Pass AGENDA Regular Council Meeting Council Chambers at the Municipal Office 8502 - 19 Avenue, Crowsnest Pass, Alberta Tuesday, November 1, 2022 at 7:00 PM

# 1. CALL TO ORDER

# 2. ADOPTION OF AGENDA

# 3. CONSENT AGENDA

- 3.a Minutes of the Family and Community Support Services Advisory Committee of August 22, 2022
- 3.b Minutes of the Crowsnest Pass Community Library Board of September 13, 2022
- 3.c Minutes of the Family and Community Support Services Advisory Committee of September 19, 2022
- 3.d Minutes of the Family and Community Support Services Advisory Committee of September 26, 2022
- 3.e Minutes of the Municipal Historic Resources Advisory Committee of September 26, 2022
- 3.f Fort Macleod Santa Clause Parade Invitation November 26, 2022
- 3.g Coleman Legion Invitation for Remembrance Day Community Service & Request for Donation
- 3.h Correction to Council Meeting Schedule for 2023
- 3.i Municipal Historic Resources Advisory Committee Member Resignation as of October 31, 2022

# 4. ADOPTION OF MINUTES

- 4.a Minutes of the Organizational Meeting of Council of October 25, 2022
- 4.b Minutes of the Council Meeting of October 25, 2022

# 5. PUBLIC HEARINGS

#### 6. **DELEGATIONS**

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

6.a Updates and Future Plans for the Parks and Recreation Advisory Committee - Heather Davis, Chairperson

# 7. REQUESTS FOR DECISION

- 7.a Bylaw 1135, 2022 Land Use Bylaw Amendment Re-designate Lot 26, Block 14, Plan 0411851 from Retail Commercial C-1 to Cannabis Retail Commercial C-4 First Reading
- 7.b Pass Powderkeg Radio System Reconfiguration
- 7.c Tourist Home and Short-Term Rental/Bed & Breakfast Update to Council
- 7.d Hillcrest Water Pressure Petition

# 8. COUNCIL MEMBER REPORTS

# 9. PUBLIC INPUT PERIOD

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

# **10. COUNCILOR INQUIRIES AND NOTICE OF MOTION**

# 11. IN CAMERA

11.a Business Interests of a Third Party - Shift REI - FOIP Act Section 16
11.b Business Interests of a Third Party - Clanswest Delegation - FOIP Act Section 16
11.c Economic Interests of the Public Body - Land Purchase Application - FOIP Act Section 25
11.d Personal Privacy - Board Member Application - FOIP Act Section 17

# **12. ADJOURNMENT**



Meeting Date: November 1, 2022

Agenda #: 3.a

**Subject:** Minutes of the Family and Community Support Services Advisory Committee of August 22, 2022

**Recommendation:** That Council accept the Minutes of the Family and Community Support Services Advisory Committee of August 22, 2022 as information.

# **Executive Summary:**

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

Relevant Council Direction, Policy or Bylaws:

1041,2020 Procedure Bylaw

# **Discussion:**

The Family and Community Support Services Advisory Committee provides their committee minutes to keep Council apprised of FCSSAC activities and program operations.

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments: FCSS MEETING MINUTES - AUGUST 22\_ 2022.pdf



# Family and Community Support Services Advisory Committee Meeting Minutes

# Municipality of Crowsnest Pass Monday August 22, 2022 – 6:00 PM MDM Community Centre

Chairperson: Kate McNeil

Secretary: Kim Lewis

Present:Kate McNeil – Chairperson<br/>Dennis Watt – Member at Large<br/>Margaret Thomas – Vice Chairperson<br/>Dean Ward – Council Representative<br/>Lisa Sygutek – Council Representative<br/>Kim Lewis – FCSS Programmer<br/>Trent Smith – Manager of Community Services

# Absent: Cathy Painter – Member at Large Pam Hellevang – Member at Large

#### 1.0 Call to Order

K. McNeil called the meeting to order at 6:05pm.

#### 2.0 Adoption of Agenda

# #51 - 22 MOVED BY: D. WARD

That the meeting agenda be adopted with the addition of 7d. F.U.S.E Family Focus – Category 2 Funding Application.

#### CARRIED

#### 3.0 Adoption of Minutes of May 30, 2022

# #52 - 22 MOVED BY: D. WATT

That the meeting minutes of May 30, 2022 be adopted as read.

#### CARRIED

#### 4.0 Correspondence

#### 5.0 Delegations

#### 6.0 **Business Arising from Previous Minutes**

#### 6a) Subsidized Taxi Program

The subsidized taxi program is currently in the Trial phase of operation for 2022 A review of the program is needed in order to provide a recommendation to council for 2023

The subsidized Taxi Program has been operating since August 2021 and provides service on Tuesdays and Thursdays from 10am - 2pm. Since January 2022 - rider stats remain consistent at 5-7 riders per day. There are a total of 35 registered customers with approximately 5 of those registered utilizing the service each month.

There have been concerns expressed from staff at the hospital regarding lack of wheelchair accessibility. At this time, hospital staff have said that using their bus to transport patients is not an option as their bus is only used for recreation purposes.

A letter from the hospital is included in this report outlining their concerns.

The subsidized Taxi service appears to be working well. The main concern the inability to provide wheelchair accessibility.

# #53 – 22 MOVED BY: M. THOMAS

That the Family and Community Support Society recommends to Council the continuation of the Subsidized Taxi Program for 2023.

# #54 – 22 MOVED BY: D.WARD

# That the Family and Community Support Society extends an invitation to B. Yakubowski

of Alberta Health Services to attend as a delegation, an FCSS meeting to speak on issues regarding wheelchair accessible transportation of Long-term Care residence.

#### CARRIED

CARRIED

#### 7.0 New Business

#### 7a) Notification of Expiry of FCSS Board Terms on December 31, 2022

The FCSS Committee has two positions expiring at the end of 2022. Committee member recommendations need to be forwarded to Council by October 15<sup>th</sup>.

P. Hellevang has given notice that she will not be putting her name forward to renew for a new term.

Committee vacancies will be advertised.

# #55 – 22 MOVED BY: K. MCNEIL

The Family Community Support Service Advisory Committee accepts this report as information.

# CARRIED

#### 7b) 2021 FCSS Surplus

Due to Covid-19 restriction, some of our planned programs and events did not occur, leaving approximately \$8,801 surplus in FCSS dollars. A request to carry forward the surplus has been granted by the province. The following motion was made at a previous FCSS meeting;

"The Family and Community Support Service Advisory Committee recommends that the FCSS 2021 surplus be divided equally between the Bellecrest Seniors and the Coleman Seniors to enhance and encourage membership and social well-being amongst seniors".

#### #56 – 22 MOVED BY: D.WARD

The Family and Community Support Service Advisory Committee accepts this report as information.

#### CARRIED

#### 7c) September Meeting Schedule

Setting meeting schedule for September as two meetings are required.

#### #57 – 22 MOVED BY: M. THOMAS

That the Family and Community Support Advisory Committee will meet September 19 and September 26.

# CARRIED

#### **Administration Reports**

#### 8a) FCSS Programmer Update

#### K. Lewis provided program update:

- Subsidized taxi program running well.
- Planning Volunteer Appreciation BBQ for September 8.
- Community assistance with information and referrals.
- Movie in the Park Nights went very well this summer.
- 2022 Community Handbook has been sent to the printer and should be back at the end of August
- 2023 FCSS Grant Applications have been received.

# #58–22 MOVED BY: L. SYGUTEK

The Family Community Support Service Advisory Committee accepts the programmers report as information

#### CARRIED

- 9.0 Committee Member Reports N/A
- 10.0 In Camera

# 11. Adjournment

#59 - 22 MOVED BY: K. MCNEIL

That the meeting be adjourned at 7:03pm.

CARRIED Chairperson



Meeting Date: November 1, 2022

Agenda #: 3.b

Subject: Minutes of the Crowsnest Pass Community Library Board of September 13, 2022

**Recommendation:** That Council accept the Minutes of the Crowsnest Pass Community Library Board of September 13, 2022 as information.

# **Executive Summary:**

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

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

1041,2020 Procedure Bylaw

# **Discussion:**

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

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments: CNP Library Board minutes Sept 13 2022.pdf



Municipality of Crowsnest Pass Library Board Regular Board Meeting Tuesday, Sept 13, 2022 at 1:30 pm

# Crowsnest Community Library Meeting room

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

Regrets: Nicole Stafford (Secretary),

# 1. Call to Order

Margaret called the meeting to order at 1:40pm

#### 2. Adoption of Agenda – Sept 13, 2022

Gale made a motion to approve the agenda. Motion carried.

#### **3.** Adoption of Minutes – June 21, 2022

Doreen made a motion to approve the minutes. Lisa seconded. Motion carried

#### 4. Librarian's report (attached)

Doreen made a motion to approve the Librarians report for information. Motion carried.

#### 5. Chamber of Commerce – benefits option (Email attached for Information).

Diane presented option of offering Health Spending Account to staff via the Chambers plan. \*Action Item: Doreen will consult with Municipal HR and check into options.

# 6. Financial Report - 2022 to date (attached)

Presentation of Financial Report shows upcoming deficit for 2022 \*Action Item: Doreen checking with Municipal CFO to see how we increase 2022 funding. Gale made a motion to approve the Financial Report. Lisa seconded. Motion carried. (Erin joined the meeting)

**7. 2023 Municipal request / 3 Year Budget (**Sept 30<sup>th</sup> deadline/Oct 13<sup>th</sup> presentation) Gale motioned to request \$153,050 for 2023 Municipal Funding. Erin 2nd. Motion carried. Gale motioned to approve 3 Year Budget projection. Erin seconded. Motion carried

# 8. In Camera

Doreen made a motion to go in Camera at 2:30pm. Gale made a motion to come out of Camera at 3:01pm. Erin made a motion to increase Diane's pay as of October 1. Gale 2nd. Motion carried.

# 9. Meeting Adjournment Gale made a motion to adjourn at 3:10pm.

# Next Regular Meeting: October 25, 2022 at 1:30pm.

Approved \_\_\_\_\_

Date \_\_\_\_\_

Librarians Report September 13, 2022

# Programming

- Story walks
  - 6 story walks ran throughout the summer
  - 30 crafts were supplied for each walk.
  - o Some vandalization occurred, but we persisted.
- Summer Reading Program.
  - Ran 2 programs a week for 6 weeks. Total attendance 120.
- Author Visit "Pam McDowell" was July 15<sup>th</sup>. "Fire on the Mountain"
- Peaks to Pines visits are being arranged, and will start up again soon.
   Donation of Large Print books was given
- Brat Pack will resume first week in October (September is for planning)
- Marg will not be resuming StoryTime
- Rean is trying to plan more school age programming.
- Dungeons and Dragons is starting up Wednesday nights on Sept 14.
- Movie Night is tentatively starting September 23<sup>rd</sup>.

# Staffing

- Summer staff were an excellent fit. They did a great job with SRP.
- Canada Summer Jobs grant was denied.
- All 3 permanent staff had holidays over the summer (as well as sick days).

# Building/Yard Maintenance

- Electrical bills have skyrocketed.
  - We are only turning on lights when needed.
  - Municipality is looking into light sensors for basement.
- Main/accessible bathroom had a couple of issues over the summer.
  - Broken door handle and broken flush mechanism.
  - Both problems were addressed by Municipal staff.
- New hot water tank was installed by Municipal staff.
  - Replacement was due to age of old tank.

Friends of the Library

- Casino money has been received \$33,998.30.
- AGM set for September 22<sup>nd</sup> at 4:30pm.
- Silent auction for quilt ended July 2<sup>nd</sup>. (Erin purchased.)

Chinook Arch

- New Plan of Service
  - o https://chinookarch.ca/about-us/reports-and-plans
  - New Resource Kanopy
    - Streaming video resource.
    - o https://www.kanopy.com/en/chinookarch/
    - Only allowing 4 check outs per card
    - Children's content is unlimited.
    - Has some built in Public Performance Rights.

# **Municipality of Crowsnest Pass Library** Profit & Loss Budget vs. Actual

January through September 2022

		Jan - Sep 22	Budget
Inco	me		
	Funding		
	4000 · Municipality	137,100.00	137,100.00
	4010 · Province of Alberta	31,907.00	31,907.00
	Total Funding	169,007.00	169,007.00
	Operations		
	Awards	200.00	
	4100 · Book Sales	526.20	600.00
	4120 · Donations (made to Library)	1,341.30	900.00
	4130 · Facility Use	20.00	1,000.00
	4140 · Print & Photcopy	1,457.65	3,300.00
	4150 · Fines	148.13	400.00
	4170 · Coffee	0.00	400.00
	4500 · Interest Income	370.84	125.00
	Total Operations	4,064.12	6,725.00
Tota	l Income	173,071.12	175,732.00
Gross Pr	ofit	173,071.12	175,732.00
Expe	ense		
	5050 · Board Expenses	0.00	100.00
	5200 · Furniture & Equipment	205.98	400.00
	5300 · Bank Charges	78.67	75.00
	5460 · Janitorial/Cleaning	2,487.28	3,000.00
	5500 · Computers	1,400.80	1,400.00
	5530 · Office Supplies	2,801.03	3,000.00
	5610 · Bldg. / Yard Repairs & Maint.	5,065.00	5,400.00
	5650 · Professional Assoc. Memberships	38.10	300.00
	5655 · Regional Library Membership	19,238.74	20,753.00
	5660 · Professional Develop. Expense	391.86	804.00
	5670 · Program Expenses	654.68	850.00
	5700 · Library Wages	82,238.25	128,000.00
	5760 · Security System	0.00	1,250.00
	5800 · Telephone	987.26	1,200.00
	5850 · Utilities	9,241.50	9,200.00
	I Expense	124,829.15	175,732.00
let Income	•	48,241.97	0.00
Cur	rent Assets		
	1100 · GICoperations	35,298.00	
	1000 · Royal Bank - Chequing	15,673.00	
Tot	al Current Assets	50,971.00	

# Municipality of Crowsnest Pass Library 3 Year Budget Projection

		2023 Budget	2024 Budget	2025 Budget
Income				
Gra	nts			
	4000 · Municipality	153,050.00	159,100.00	165,150.00
	4010 · Province of Alberta	31,907.00	31,907.00	31,907.00
Tota	al Grants	184,957.00	191,007.00	197,057.00
Оре	erations			
	4150 · Fines	200.00	250.00	300.00
	4130 · Facility Use	100.00	150.00	200.00
	4140 · Print & Photcopy	2,500.00	2,800.00	3,000.00
	4100 · Book Sales/donations	700.00	800.00	900.00
	4500 - Interest Income	500.00	550.00	600.00
Tota	al Operations	4,000.00	4,550.00	5,000.00
Total In	come	188,957.00	195,557.00	202,057.00
Gross P	Profit	188,957.00	195,557.00	202,057.00
Expense	9			
510	0 · Computers	1,500.00	1,600.00	1,700.00
530	0 · Bank Charges	100.00	100.00	100.00
561	0 · Bldg /Yard Repair&Maint.	7,500.00	8,000.00	8,500.00
505	0 · Board Expenses	50.00	50.00	50.00
520	0 · Furniture & Equipment	400.00	400.00	400.00
546	0 · Janitorial/Cleaning	3,200.00	3,400.00	3,600.00
570	0 · Library Wages	132,000.00	136,000.00	139,000.00
553	0 · Office Supplies	3,369.00	3,019.00	3,569.00
565	0 · Prof.Assoc.Member.	350.00	350.00	350.00
566	0 · Prof. Develop	800.00	800.00	800.00
567	0 · Program Expenses	900.00	950.00	1,000.00
565	5 · Regional Library	19,238.00	19,238.00	19,238.00
576	0 · Security System	1,300.00	1,350.00	1,400.00
580	0 · Telephone	1,250.00	1,300.00	1,350.00
585	0 · Utilities	17,000.00	19,000.00	21,000.00
Total Ex	cpense	188,957.00	195,557.00	202,057.00
Net Inco	ome	0.00	0.00	0.00



Meeting Date: November 1, 2022

Agenda #: 3.c

**Subject:** Minutes of the Family and Community Support Services Advisory Committee of September 19, 2022

**Recommendation:** That Council accept the Minutes of the Family and Community Support Services Advisory Committee of September 19, 2022 as information.

# **Executive Summary:**

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

Relevant Council Direction, Policy or Bylaws:

1041,2020 Procedure Bylaw

# **Discussion:**

The Family and Community Support Services Advisory Committee provides their committee minutes to keep Council apprised of FCSSAC activities and program operations.

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments: 1 - FCSS MEETING MINUTES - SEPTEMBER 19\_ 2022.pdf



# Family and Community Support Services Advisory Committee Meeting Minutes

# Municipality of Crowsnest Pass Monday September 19, 2022 – 4:00 PM MDM Community Centre

Chairperson: Kate McNeil

Secretary: Kim Lewis

- Present:Kate McNeil Chairperson<br/>Dennis Watt Member at Large<br/>Cathy Painter Member at Large<br/>Pam Hellevang Member at Large<br/>Margaret Thomas Vice Chairperson<br/>Dean Ward Council Representative<br/>Lisa Sygutek Council Representative<br/>Kim Lewis FCSS Programmer<br/>Trent Smith Manager of Community Services
- Absent: Dean Ward Council Representative

# 1.0 Call to Order

K. McNeil called the meeting to order at 4:04pm.

#### 2.0 Adoption of Agenda

# #60 - 22 MOVED BY: C. PAINTER

That the meeting agenda be adopted as presented.

#### CARRIED

#### 3.0 Adoption of Minutes of August 22, 2022

#### #61 - 22 MOVED BY: D. WATT

That the meeting minutes of August 22, 2022 be tabled until the September 26 meeting.

**CARRIED** 

4.0 Correspondence

# 5.0 Delegations

#### 5a) Family Resource Centre

Margret Byrne presented on behalf of the Family Resource Centre. The Family Resource Centre has applied for \$25,000 for operational costs. The Family Resource Centre offers many programs and services to the community and acts as resource hub. Funds requested for wages, equipment, phone, supplies and staff and volunteer training.

#### 5b) Horace Allen School Early Learning Program

M. Morency attended with FCSS Meeting, along with M. Demicki (by phone) to speak on behalf of the Horace Allen School Early Learning Program. The Early Learning Program provides rich opportunities for children to socialize and develop self confidence and offers early intervention support to these children with mild-severe learning needs. Through their registration process they have had a number of families indicate that they are unable to pay the monthly fees but would still like their children to attend.

M. Morency and M. Dembicki have explained that there are also a number of subsidies available for families to apply for to assist in covering fees. The request to FCSS is \$5,000 to assist families with the amount remaining after subsidies have been applied.

# 5c) Crowsnest Pass Indoor Playground

C. Williams presented on behalf of Indoor Playground. Indoor Playground has requested \$3,250. Funding is requested for Advertising, program materials and volunteer recruitment. C. Williams expressed that their funds are running low due to casino being pushed back by a year.

# 5d) CNP40

Katherine Mertz and Stephanie Olsen presented on behalf of the CNP 40. CNP 40 has applied for \$30,000 to work with youth and the community to increase awareness of the 40 Assets and support their taking action to build assets. CNP40 offers drop in teem events encouraging youth to be social and try new things in a safe and positive environment. Existing services, programs and events within the community are supported and promoted by CNP40 in their efforts to build assists in children and youth.

#### 5e) Crowsnest Pass Volunteer Services

Crowsnest Volunteer Services supports teens, seniors, non-profits, charitable organizations and our community as whole. The program originally began last year specifically for youth and is requesting funds to now evolve to include anyone in the community that is interested in volunteering. The Goal is to build and strengthen the community while providing the opportunity to build professional ad personal network, communication skills and leadership skills while experiencing something new. The Volunteer Program is requesting \$16,080 to enhance volunteering in our community.

# 5f) Kids Kollege

M. Martin presented on behalf of the Kids Kollege. Kids Kollege has applied for \$18,000 for their Nursery School Program. Kids Kollege provides a safe and structured play-based learning environment for children ages 3-5 to develop their social skills for school readiness. Kids Kollege enrollment is up quite a bit from last year. They are enhancing their program with new toys, and refreshed space.

# 6.0 **Business Arising from Previous Minutes**

- 7.0 New Business
  - 7a) 2023 FCSS Budget
  - #62 22 MOVED BY: K. MCNEIL

To go in Camera at 4:05pm

#63 – 22 MOVED BY: M. THOMAS

To come out of camera at 4:16pm

**CARRIED** 

**CARRIED** 

# **Administration Reports**

# 8a) FCSS Programmer Update

- 9.0 Committee Member Reports N/A
- 10.0 In Camera
- 11. Adjournment

# #64 - 22 MOVED BY: K. MCNEIL

That the meeting be adjourned at 7:13pm.

ARRIED

Chairperson



Meeting Date: November 1, 2022

Agenda #: 3.d

**Subject:** Minutes of the Family and Community Support Services Advisory Committee of September 26, 2022

**Recommendation:** That Council accept the Minutes of the Family and Community Support Services Advisory Committee of September 26, 2022 as information.

# **Executive Summary:**

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

Relevant Council Direction, Policy or Bylaws:

1041,2020 Procedure Bylaw

# **Discussion:**

The Family and Community Support Services Advisory Committee provides their committee minutes to keep Council apprised of FCSSAC activities and program operations.

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments: FCSS MEETING MINUTES - SEPTEMBER 26\_ 2022.pdf



# Family and Community Support Services Advisory Committee Meeting Minutes

# Municipality of Crowsnest Pass Monday September 26, 2022 – 6:00 PM MDM Community Centre

Chairperson: Kate McNeil

Secretary: Kim Lewis

Present:	Kate McNeil – Chairperson
	Dennis Watt – Member at Large
	Cathy Painter – Member at Large
	Pam Hellevang – Member at Large
	Margaret Thomas – Vice Chairperson
	Dean Ward – Council Representative
	Kim Lewis – FCSS Programmer
	-

Absent: Lisa Sygutek – Council Representative Trent Smith – Manager of Community Services

# 1.0 Call to Order

K. McNeil called the meeting to order at 6:03pm.

# 2.0 Adoption of Agenda

# #65 - 22 MOVED BY: C. PAINTER

That the meeting agenda be adopted with the addition of 7b. FCSS Committee member recommendations.

# CARRIED

# 3.0 Adoption of Minutes

# 3a) Adoption of Family and Community Support Services of August 22, 2022 #66 - 22 MOVED BY: D. WATT

That the meeting minutes of August 22, 2022 be adopted as read.

#### CARRIED

#### 3b) Adoption of Family and Community Support Services of September 19, 2022

# #67 - 22 MOVED BY: K. MCNEIL

That the meeting minutes of September 19, 2022 be adopted as read.

#### CARRIED

#### 4.0 Correspondence

5.0 Delegations

#### 6.0 **Business Arising from Previous Minutes**

#### 6a) FCSS Conference

This year's FCSS Conference will take place on Wednesday November 16, 17 & 18, 2022 in Edmonton. There are funds to send two people to the conference. If anyone is interested on attending, they are to contact K. Lewis prior to October 15, 2022.

#### #68 - 22 MOVED BY: D. WARD

That the Family and Community Support Services Committee accepts the FCSS Conference Report as information

#### CARRIED

#### 6b) 2023 FCSS Recommended Funding Allocations

For the 2022 Funding year, FCSS received 7 funding applications totalling over \$100,750 in financial requests. Discussion was had regarding applications and funding. Horace Allen Learning Program will be allocated funding to provide subsidy for children to attend the program on a case-by-case basis throughout 2023. There are subsidies available from the provincial and federal government for families to access. Once these have been accessed, they can apply for the remainder if needed. \$6250 was allocated toward the seniors' programs in the community.

Provided that Crowsnest Pass does not see a decrease in Provincial FCSS Funding, the following motion was made.

# #69 - 22 MOVED BY: M. THOMAS

That the following recommendations be made to Council pending Provincial Funding.

Organization	Request	Allocation
Kids Kollege	\$18,000	\$18,000
Family Resource Centre	\$25,000	\$20,000
Ranchlands Victim Services	\$3,500	\$3,500
CNP 40	\$30,000	\$20,000
Horace Allen Early Learning Program	\$5,000	\$0
Crowsnest Pass Indoor Playground	\$3,250	\$3,250
CNP Volunteer Services	\$16,000	\$15,000

Category 2 FCSS funding (n	ew initiatives)	\$5,000	\$5,000
Seniors Programming		\$6250	\$6250
	Total	\$108,500	\$91,000

Horace Allen Early Learning program can apply for subsidy on behalf of families on a case-by-case basis.

# CARRIED K. MCNEIL ABSTAINED

#### 7.0 New Business

#### 7a) CNP Adventure Kids

CNP Adventure Kids received FCSS funding in the amount of \$5,000 to assist with offering affordable summer programs for children ages 4-12. CNP Adventure Kids has discontinued the program effective the beginning of September.

K. Lewis spoke with S. Hildebrandt of CNP Adventure Kids regarding the FCSS funding and S. Hildebrandt advised that FCSS Funding provided had all been utilized for summer programming. K. Lewis forwarded a final report to be completed by October 15.

# **#70 - 22 MOVED BY: K. MCNEIL**

That the Family and Community Support Services Committee accepts the report as information.

# CARRIED

#### 7b) FCSS Committee Member recommendations

K. McNeil's term position with the FCSS Committee is set to expire at the end of 2023. K. McNeil has applied for re-appointment for another term.

# #71 - 22 MOVED BY: D. WARD

The Family and Community Support Services Committee recommends Kate McNeil for re-appointment to the Family and Community Support Services Committee.

#### CARRIED

# 8. Administration Reports

#### 8a) FCSS Programmer Update

- Home Alone Safe program taking place on October 28, 2022 from 1:30-4:30 at ISS.
- Mental Health First Aid Certificate workshop- arranged for November 19 & 20. This workshop is being hosted in partnership with Darcy's Nature Walk for Mental Wellness.

- Preparations being made for the development of the 2023 Municipality of Crowsnest Pass Wall calendar that includes community events.
- Working on setting up Seniors Presentations with Service Canada
- Working with the Coleman Seniors and Bellecrest Seniors to set up activities to engage seniors in the community.
- Working on the development of an essential services pamphlet for the community.
- Christmas Hampers delivery date has been set for December 21.

#### 9.0 Committee Member Reports

N/A

- 10.0 In Camera
- 11. Adjournment

# #64 - 22 MOVED BY: C. PAINTER

That the meeting be adjourned at 6:58pm.

CARRIED



Meeting Date: November 1, 2022

Agenda #: 3.e

Subject: Minutes of the Municipal Historic Resources Advisory Committee of September 26, 2022

**Recommendation:** That Council accept the Municipal Historic Resources Advisory Committee of September 26, 2022 as information.

# **Executive Summary:**

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

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

1041,2020 Procedure Bylaw

# **Discussion:**

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

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments: September 26, 2022 Minutes.pdf



PRESENT:	Chairman	Fred Bradley
	Board Member	Brad Edmondson
	Board Member	Samantha Palmer-Forrest
	Board Member	Glen Girhiny
	Board Member	Vicki Kubik, Councillor
	Development Officer	Katherine Mertz
	Development Officer	Kim Kozak
	Municipal Representative	Johan van der Bank

ABSENT: Howard Vandenhoef (with apology); Don Budgen (with apology); Gaston Aubin

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#### 1. CALL TO ORDER

Chairman Fred Bradley called the meeting to order at 2:06 pm

#### 2. ADOPTION OF AGENDA

**MOTION** by Vicki Kubik to adopt the agenda.

#### 3. ADOPTION OF MINUTES

MOTION by Glen Girhiny to adopt the minutes of June 20, 2022, as presented.

CARRIED

#### 4. <u>REQUEST FOR DECISIONS</u>

- 4.1 Development Permits
  - (a) DP2022-153 Yoga studio in Downtown Coleman interior renovation work and a window sign.

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

CARRIED



(b) DP2022-157 – Mixed-use commercial and office space renovation – Mainstreet Bellevue.

**MOTION** by Brad Edmondson that the Advisory Committee has no concerns and that when the landowner decides to renovate the exterior of the building by painting (colour scheme), signage or changes to the façade, that those renovation proposals must be reviewed by the Municipal Historic Resources Advisory Committee.

CARRIED

#### 5. ROUND TABLE DISCUSSION

5.1 Heritage Designation Plaque - Blake Burgman Residence. Brad Edmondson presented several plaque design options (see attached) for designated as Municipal Historic Resources (i.e. the Barbour Pharmacy, the Cosmopolitan Hotel, the Orpheum Theatre and the Peuchen Block). It was discussed that a brass plaque could be a target for theft.

**MOTION** by Samantha Palmer-Forrest that the Advisory Committee reached consensus as follows:

- 1. The plaque will include the full Municipal logo, the historic name of the building, the words "Municipal Historic Resource" and the construction year of the building.
- 2. The construction year could be included in a medallion at the top of the plaque.
- 3. The plaque design must provide for attachment by screws that will be concealed by Rosetta inserts on the face of the plaque.
- 4. The plaque will be manufactured of either acrylic, resin or enamel painted onto an aluminum backing.
- 5. Brad Edmondson will email a couple of design options to all Advisory Committee members.

CARRIED



- 5.2 Crowsnest Pass Story Maps Oldman River Regional Services Commission
  - Katherine Mertz confirmed that the photographs have been updated.
  - Katherine Mertz will provide links to all the social media platforms where the Story Maps have been published (e.g. MCNP website, Go Crowsnest, UROC, etc.). The Advisory Committee was in consensus that the municipal council and administration are encouraged to share the Story Maps on as many appropriate social media platforms as possible.
- 5.3 Heritage Incentives Sub-committee Fred Bradley updated the Advisory Committee regarding a delegation to Municipal Council on July 05, 2022. Council is aware of the budget implications of establishing an incentive program to encourage owners of historic resource buildings to apply for Municipal Historic Designation, and its connection to the municipal council's strategic plan. Council may consider this item in upcoming budgets, and consider the involvement of other parties, such as the Chamber of Commerce and landowners (through an open house).
- 5.4 Board Nomination / Succession Discussion. Nathan Harrower (former memberat-large) resigned from the Advisory Committee in July 2022. Community Futures delegated Don Budgen as its representative but only for one year until December 31, 2023 (letter attached). Fred Bradley (Historic Society) indicated that he may also be available only until December 31, 2023. Brad Edmondson (Chamber of Commerce) indicated that this will be his last term until December 31, 2022. Samantha Palmer-Forrest (member-at-large) tendered her letter of resignation at the Advisory Committee meeting.



**MOTION** by Glen Girhiny that the Advisory Committee accepts the delegation of Don Budgen from Community Futures for a one-year term until December 31, 2023, and acknowledges receipt of the letter of resignation from Samantha Palmer-Forrest; and further, the Advisory Committee encourages the Municipality to actively promote and seek candidates for membership in the Committee **CARRIED** 

#### 6. NEXT MEETING DATE(S)

• Monday, October 24, 2022, at 2:00 PM in Council Chambers, Municipal Office.

#### 7. ADJOURNMENT

MOTION by Vicki Kubik to adjourn the meeting at 3:15 pm CARRIED

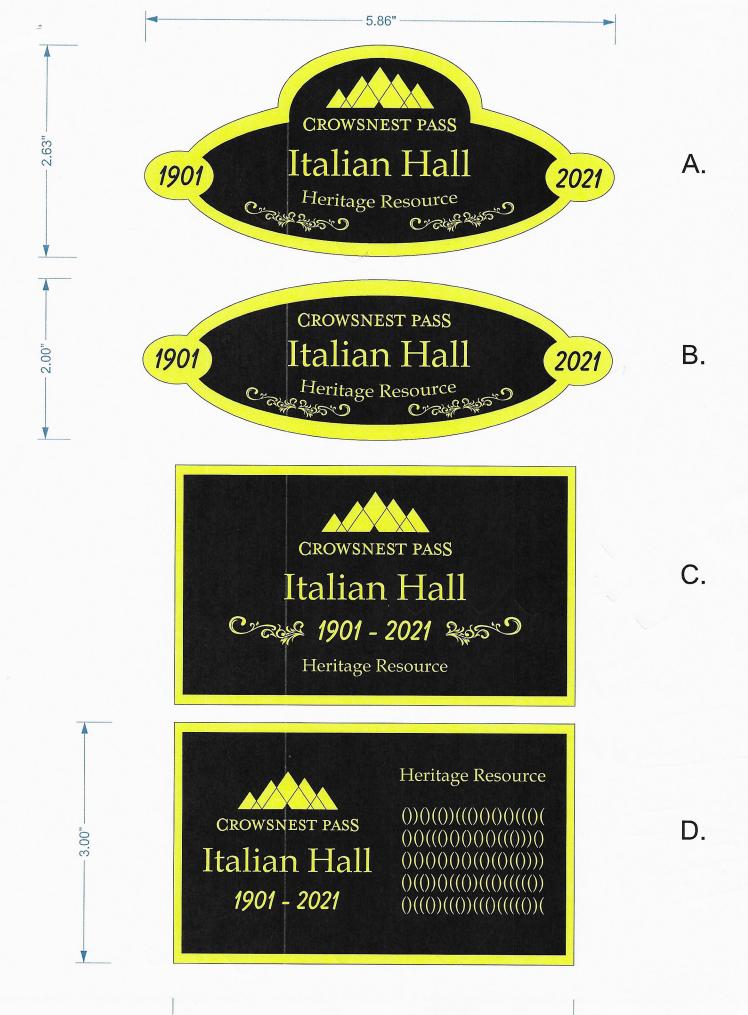
Approved by:

W Y

Fred Bradley, Chair

Oct 24/ 2022

Date





Room 180, 12501-20th Ave | Box 818 Blairmore, Alberta TOK 0E0

т 403 562 8858 F 403 562 7252

E info@communityfuturescnp.ca
 w www.communityfuturescnp.ca

September 23, 2022

Municipality of Crowsnest Pass Box 600 Crowsnest Pass, AB TOKOE0

Dear Mayor Painter & Councillors:

Re: Municipal Heritage Resources Board Community Futures Crowsnest Pass Representative

The Directors of Community Futures Crowsnest Pass have nominated Director Mr. Don Budgen to be its representative member on the Crowsnest Pass Municipal Historic Resources Board for a term commencing January 1, 2023 and ending Dec. 31, 2023. Mr. Budgen is willing to commit another year to this term, but unfortunately cannot commit to a full 3-year term. Please contact us if other arrangements need to be made, but we feel that Mr. Budgen's track record on the Board may grant him this allowance.

Yours truly,

Sacha Anderson General Manager Community Futures Crowsnest Pass

Cc: B. Kawasaki F. Bradley, Chair, Municipal Heritage Resources Board

Growing communities one idea at a time.



Meeting Date: November 1, 2022

Agenda #: 3.f

Subject: Fort Macleod Santa Clause Parade Invitation - November 26, 2022

**Recommendation:** That Council receives the invitation for the Fort Macleod Santa Clause Parade as information.

# **Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

# **Discussion:**

The Town of Fort Macleod has extended an invitation to participate in their annual Santa Clause Parade being held on November 26, 2022. There is also an opportunity to be a corporate sponsor of the event.

Analysis of Alternatives: n/a

**Financial Impacts:** Unknown

Attachments: 2022 10 24 - Invitation to Fort Macled Santa Clause Parade on November 26, 2022.pdf

RECEIVED

OCT 2 4 2022



A play on the town Whoville in The Grinch Who Stole Christmas

Good day,

September 8<sup>th</sup>, 2022

On behalf of the Town of Fort Macleod and the Fort Macleod and District Chamber of Commerce, the Santa Claus Parade Committee would like to invite you to participate in this year's 39th annual Santa Claus Parade. It will take place on Saturday, Nov. 26th at 11:00 a.m. and this year's theme is "Welcome to Macleodville".

Our annual Santa Claus Parade is said to be the "Biggest and Best, West of Toronto" with up to 100 entries, including several marching bands. Crowds of around 12,000 people from all over southern Alberta line our historic Main Street to watch our hour-long parade.

As you can imagine the costs of hosting this event are quite significant and it is only because of your generosity that our annual parade is successful. We invite and welcome you to participate in our parade and to also become a financial sponsor by contributing an amount with which you are comfortable. We are truly grateful for any and all donations and you will receive a Certificate of Appreciation.

If you choose to become a corporate sponsor you will be fully recognized for your contribution. Donors of \$500 or more will be included in our media coverage. For those who have donated in the past, a large banner with your name on it is available to be carried in the parade by yourself or your staff to celebrate your corporate sponsorship. If you are a new donor and would like a banner to be carried in the parade these are available for an additional fee.

As a valued member of our community, we look forward to your positive response of support. Please help us to continue this wonderful tradition in Fort Macleod. Donations can be dropped off at the Chamber of Commerce, or mailed to: Santa Claus Parade, PO Box 928, Fort Macleod, Alberta, TOL 0Z0. If a tax receipt is required, please make cheques payable to the "Town of Fort Macleod", if no tax receipt is required, please make cheques payable to the "Santa Claus Parade." Thank you so much and hope to see you on November 26<sup>th</sup>!

Sincerely,

Santa Claus Parade Committee

P.O. Box 928, Fort Macleod, AB TOL 0Z0 Email: santaclausparade@fortmacleod.com Web: www.facebook.com/FortMacleodSantaClausParade

Fort Macleod



Tel: 403-715-2125

39th Annual Santa Claus Parade:

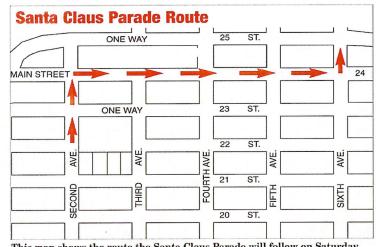


A play on the town Whoville in The Grinch Who Stole Christmas

# **Information Sheet**

# Please keep this sheet for the day of the parade!

- The parade starts at 11:00 a.m. on Saturday, November 26<sup>th</sup>, 2022.
- Any participants in the parade are asked to line-up in their designated spot starting at 10:00 a.m.
- Parade Marshalls are located at the corner of 2<sup>nd</sup> Ave and 21<sup>st</sup> Street and will direct any entrants to the location where they are to line up. The Line-up assignments are also printed in the Macleod Gazette on Wednesday, November 25<sup>th</sup>, 2022.
- If your business has donated to the parade and has a banner to be carried, the individuals that are carrying the banner should meet at the corner of 2<sup>nd</sup> Ave and 21<sup>st</sup> Street. The banners will be waiting there and the marshal will wave them in when it is their turn to enter the parade.
- Please remember to walk alongside your float if you are going to hand out candy. We do not allow candy to be thrown from the floats.
- If you would like to know the line-up order, please e-mail prior to the parade.
- Above all make sure to HAVE FUN and SMILE!



This map shows the route the Santa Claus Parade will follow on Saturday.

RECEIVED

OCT 2 4 2022

# Parade Entry Registration Form

The Town of Fort Macleod & Fort Macleod & District Chamber of Commerce present: Y CF CROWENEET PASS

> WELCOME TO MACLEODVILLE A play on the town Wboville in The Grinch Who Stole Christmas

39th Annual Santa Claus Parade on Saturday, November 26th, 2022

Line – Up: 10 a.m. Parade Start: 11 a.m.

Contact Person:	
Phone #: ( )	Fax #: ()
Email:	/
Float Category Entered:	
I. Float	2. Car/Golf Cart/Bike (please circle)
3. Truck & Trailer	4. Antique
5. Horse/Rider	6. Horse Drawn
(Horses must have manure bag)	(Horses must have manure bag)
7. Walking/Marching	8. Other, please describe on reverse
Will you have music? Live Taped _	None
Will Candy be given out? Yes No	
Please walk and hand ou children to **Please, <u>DO NOT use Sa</u> He has his own float at	<b>b be thrown from vehicles**</b> ut any candy. It is slippery and dangerous for the o run towards the moving vehicles. <b>Inta Claus</b> on Floats or other entries. <b>**</b> the very end of the parade. Thank you! <b>be at least 80% decorated</b>
Please walk and hand ou children to **Please, <u>DO NOT use Sa</u> He has his own float at <b>Floats should</b> surance: The Town of Fort Macleod strongly encourag inimum of \$2 million liability coverage. This request is no	ut any candy. It is slippery and dangerous for the o run towards the moving vehicles. Inta Claus on Floats or other entries. ** the very end of the parade. Thank you! <b>be at least 80% decorated</b> ges participants with motorized vehicle and equestrian entries to have a bet compulsory for 2019, but is for your own protection. Please call Kri
Please walk and hand ou children to **Please, <u>DO NOT use Sa</u> He has his own float at <b>Floats should</b> inimum of \$2 million liability coverage. This request is no olbeck at 403-553-4425 ext. 222 if you require further in	ut any candy. It is slippery and dangerous for the o run towards the moving vehicles. Inta Claus on Floats or other entries. ** the very end of the parade. Thank you! <b>be at least 80% decorated</b> ges participants with motorized vehicle and equestrian entries to have a bet compulsory for 2019, but is for your own protection. Please call Kri
Please walk and hand ou children to **Please, <u>DO NOT use Sa</u> He has his own float at <b>Floats should</b> inimum of \$2 million liability coverage. This request is no olbeck at 403-553-4425 ext. 222 if you require further in	ut any candy. It is slippery and dangerous for the o run towards the moving vehicles. Anta Claus on Floats or other entries. ** the very end of the parade. Thank you! <b>be at least 80% decorated</b> ges participants with motorized vehicle and equestrian entries to have a ot compulsory for 2019, but is for your own protection. Please call Kri iformation.
Please walk and hand ou children to **Please, <u>DO NOT use Sa</u> He has his own float at <b>Floats should I</b> surance: The Town of Fort Macleod strongly encourage inimum of \$2 million liability coverage. This request is no olbeck at 403-553-4425 ext. 222 if you require further in gree to the above rules and acknowledge that a minimum gnature of Applicant Entries can be dropped off at The Chamber of C	ut any candy. It is slippery and dangerous for the o run towards the moving vehicles. <b>anta Claus</b> on Floats or other entries. <b>**</b> the very end of the parade. Thank you! <b>be at least 80% decorated</b> ges participants with motorized vehicle and equestrian entries to have a set compulsory for 2019, but is for your own protection. Please call Kri formation. m \$2 million liability insurance coverage has been recommended to me







Meeting Date: November 1, 2022

Agenda #: 3.g

**Subject:** Coleman Legion - Invitation for Remembrance Day Community Service & Request for Donation

**Recommendation:** That Council accept the Coleman Legion Invitation for the Remembrance Day Community Service & Request for Donation letter as information.

# **Executive Summary:**

An invitation was extended from the Coleman Legion inviting Council to attend the Community Remembrance Day ceremony and to request a donation to the Poppy Fund.

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

1041, 2020 Procedure Bylaw

# **Discussion:**

Council traditionally attends the Community Remembrance Day ceremony and attends the individual Remembrance Day Ceremonies as well.

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments:

2022 10 18 - Coleman Legion - Invitation for Remeberance Day Community Service & Request for Donation.pdf



Box 448 Coleman, AB, TOK 0M0 403-563-5480 branch9@shawbiz.ca

OCT 1 8 2022

RECEIVED

MUNICIPALITY OF CROWSNEST PASS

October 5, 2022

Municipality of Crowsnest Pass Box 600 Blairmore, AB T0K 0E0

Dear Sir/Madam;

On November 11<sup>th</sup>, please take a moment to think of past and present sacrifices made by the men and women of our Canadian Military Services. Our community Service will be held at CCHS, beginning at 10:30 a.m., and you are invited to attend.

We also ask that you consider making a donation to this year's Poppy Campaign. Your generous contributions are held in trust by our branch to provide assistance for; military service personnel, campaign expenses, community medical services and appliances, local hospital and senior's lodgings, and donations for relief of federally or provincially declared disasters.

Any contribution your organization or company can make would be gratefully appreciated and tax receipts will be issued. We hope that we can count on your support and thank you in advance for your consideration.

Sincerely,

Crissy Riegert, Secretary



Meeting Date: November 1, 2022

Agenda #: 3.h

Subject: Correction to Council Meeting Schedule for 2023

**Recommendation:** That Council approves the corrected meeting dates in February 2023 to be changed to February 7th, 14th, and 28th.

# **Executive Summary:**

The schedule of meeting dates for 2023 was submitted to the Organizational Meeting for approval. Inadvertently, the meeting dates in February of 2023 were input incorrectly.

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

MGA Section 192(1)

# **Discussion:**

The meeting dates submitted for February 2023 are Wednesdays. The amended meeting schedule attached for approval has been corrected to the appropriate Tuesday dates in February.

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments: 2023 Schedule of Council Meetings - November 1, 2022.pdf



# 2023 Schedule of Council Meetings

#### Amended November 1, 2022

#### JANUARY

10 - COUNCIL - 7:00 pm 17 - COUNCIL - 1:00 pm 24 - COUNCIL - 7:00 pm

#### MARCH

7 - COUNCIL - 7:00 pm 14 - COUNCIL - 1:00 pm 28 - COUNCIL - 7:00 pm

#### MAY

9 - COUNCIL - 7:00 pm 16 - COUNCIL - 1:00 pm 30 - COUNCIL - 7:00 pm

#### JULY

4 - COUNCIL - 7:00 pm 11 - COUNCIL - 1:00 pm

#### SEPTEMBER

12 - COUNCIL - 7:00 pm 14 - SPECIAL BUDGET MEETING - 9:00 am 19 - COUNCIL - 7:00 pm

#### NOVEMBER

14 - COUNCIL - 7:00 pm 21 - COUNCIL - 1:00 pm 28 - COUNCIL - 7:00 pm 30 - SPECIAL BUDGET MEETING - 9:00 am

#### FEBRUARY 7 - COUNCIL - 7:00 pm

14 - COUNCIL - 7:00 pm 28 - COUNCIL - 7:00 pm

#### <u>APRIL</u>

4 - COUNCIL - 7:00 pm 18 - COUNCIL - 1:00 pm 25 - COUNCIL - 7:00 pm

#### JUNE

6 - COUNCIL - 7:00 pm 20 - COUNCIL - 7:00 pm

#### <u>AUGUST</u>

15 - COUNCIL - 7:00 pm 17 - SPECIAL BUDGET MEETING - 1:00 pm 22 - COUNCIL - 1:00 pm

#### **OCTOBER**

3 - COUNCIL - 7:00 pm
12 - SPECIAL BUDGET MEETING - 9:00 am
17 - COUNCIL - 1:00 pm
24 - ORGANIZATIONAL MEETING OF COUNCIL - 7:00 pm
24 - COUNCIL - 7:30 pm

#### DECEMBER

- 5 COUNCIL 7:00 pm
- 7 SPECIAL BUDGET MEETING 9:00 am
- 12 COUNCIL 1:00 pm

Please note this schedule is subject to change - Current updates can be viewed on the Municipal Website



Meeting Date: November 1, 2022

Agenda #: 3.i

**Subject:** Municipal Historic Resources Advisory Committee - Member Resignation as of October 31, 2022

**Recommendation:** That Council accept the resignation from Samantha Palmer-Forrest from the Municipal Historic Resources Advisory Committee and direct Administration to write a letter of thank you for her service.

# **Executive Summary:**

Notification of resignation was provided to Council at the Organizational Meeting but could not be accepted due to the timing of the meeting. Miss Palmer-Forrest's resignation is effective for October 31, 2022.

**Relevant Council Direction, Policy or Bylaws:** 1055, 2020 General Committees Bylaw - Schedule C

**Discussion:** n/a

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments:



Meeting Date: November 1, 2022

Agenda #: 4.a

Subject: Minutes of the Organizational Meeting of Council of October 25, 2022

**Recommendation:** That Council adopt the Minutes of the Organizational Meeting of Council of October 25, 2022 as presented.

**Executive Summary:** Minutes of the previous Council meeting are provided to Council for review and adoption.

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

**Discussion:** n/a

Analysis of Alternatives: n/a

Financial Impacts: n/a

**Attachments:** 2022 10 25 Council Organizational Meeting Minutes.docx



# **Municipality of Crowsnest Pass**

# **Organizational Meeting of Council Minutes**

# Tuesday, October 25, 2022

An Organizational meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Thursday, October 25, 2022.

## **Council Present:**

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

# Administration Present:

Patrick Thomas, Chief Administrative Officer Brian McCulloch, Director of Finance Johan van der Bank, Manager of Development and Trades Bonnie Kawasaki, Recording Secretary

# CALL TO ORDER

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

## **ADOPTION OF AGENDA**

ORG 01-2022-10-25: Councillor Sygutek moved to adopt the agenda as presented.

Carried

## 2022-2023 Deputy Mayor Schedule

**ORG 02-2022-10-25:** Councillor Filipuzzi moved to adopt the 2022-2023 Deputy Mayor Schedule as presented.

Carried

November/December 2022Councillor Lisa SygutekJanuary/February 2023Councillor Glen GirhinyMarch/April 2023Councillor Doreen GlavinMay/June 2023Councillor Dave FilipuzziJuly/August 2023Councillor Vicki KubikSeptember/October 2023Councillor Dean Ward

# **Council Committee Appointments**

**ORG 03-2022-10-25:** Councillor Ward moved to approve the 2022-2023 Council Committee Appointments as presented.

Carried

# Internal Committees – 2022-2023

Agriculture Service Board	Bylaw 1020, 2018	Councillors Glavin, Kubik, & Filipuzzi
Community Marketing Advisory Committee	Bylaw 1055, 2020	Councillors Sygutek & Glavin
Crowsnest Community Library Board*	Bylaw 1027, 2019	Councillors Glavin & Sygutek
Crowsnest Pass Community Pool Society	Crowsnest Pass Swimming Pool Operating Agreement	Councillors Glavin & Filipuzzi
Crowsnest Pass Senior Housing Board*	Bylaw 1028, 2019 and Ministerial Order H:091/95 with amending Ministerial Order 044/2009	Councillors Filipuzzi & Ward
Emergency Management Committee	Bylaw 1026, 2019	Mayor Painter, & Councillors Sygutek, Girhiny, & Ward
Family & Community Support Services Advisory Committee	Bylaw 1055, 2020	Councillors Sygutek & Ward
Governance & Priorities Committee	Yet to be established by bylaw	All Members of Council
Municipal Historic Resources Advisory Committee	Bylaw 1055, 2020	Councillors Girhiny & Kubik
Municipal Planning Commission*	Bylaw 1042, 2020	Councillors Filipuzzi & Ward
Parks & Recreation Advisory Committee	Bylaw 1055, 2020	Councillors Sygutek & Girhiny
Pass Powderkeg Ski Society	Term of Reference	Councillor Girhiny
Subdivision & Development Appeal Board* (1 Councillor & 1 Alternate) ( <i>Certification</i> <i>Required</i> )	Bylaw 1021, 2019	Councillor Girhiny Councillor Kubik (Alternate)

Mayor is named Ex Officio on all Boards & Committees except designated by \*

PAGE 2

Organizational Meeting of Council – October 25, 2022

# PAGE 3 OF 7 Organizational Meeting of Council – Tuesday, October 25, 2022

External Organizations – 2022-2023

Ad Hoc – ED Joint Committee – Community Futures/ Chamber of Commerce/Council	Mayor Painter, Councillors Girhiny & Kubik	
Alberta SouthWest Regional Alliance	Mayor Painter	
Alberta Municipalities (AM)	Mayor Painter	
Bellevue Ecomuseum Trust	Councillor Girhiny Councillor Kubik (Alternate)	
Chinook Arch Library Board	Councillor Glavin	
Crowsnest/Pincher Creek Landfill Association*	Councillors Ward, Glavin, & Filipuzzi	
Forest Management Plan Public Advisory Committee	Councillor Kubik	
Highway 3 Twinning Development Association	Mayor Painter	
Intermunicipal Development Plan Committee MCNP & MD of Pincher Creek	Councillors Ward & Filipuzzi Councillor Girhiny (Alternate)	
Intermunicipal Development Plan Committee MCNP & MD of Ranchlands	Councillors Ward & Filipuzzi Councillor Girhiny (Alternate)	
Learning for Life	Councillor Sygutek	
Management Negotiating Committee	Mayor Painter & Councillor Ward	
Mayors & Reeves of Southwest Alberta	Mayor Painter	
Oldman River Regional Services Commission*	Councillors Ward & Filipuzzi	
Oldman Watershed Council	Mayor Painter	
Regional Airport Committee	Councillors Kubik & Girhiny	
Rural Municipalities of Alberta (RMA)	Mayor Painter	
Southwest Alberta Recreation Advisory Group	Councillor Ward Councillor Girhiny (Alternate)	
Teck Coal Advisory Group	Councillor Ward	

#### 2023 Council Meeting Dates

ORG 04-2022-10-25: Councillor Ward moved to approve the 2023 Schedule of Council Meeting Dates as presented.

Carried



## 2023 Schedule of Council Meetings

Approved October 25, 2022

#### JANUARY

10 · COUNCIL - 7:00 pm 17 · COUNCIL - 1:00 pm 24 · COUNCIL - 7:00 pm

#### MARCH

7 - COUNCIL - 7:00 pm 14 · COUNCIL - 1:00 pm 28 · COUNCIL - 7:00 pm

#### MAY

9 - COUNCIL - 7:00 pm 16 · COUNCIL - 1:00 pm 30 · COUNCIL - 7:00 pm

#### JULY

4 - COUNCIL - 7:00 pm 11 · COUNCIL - 1:00 pm

#### SEPTEMBER

12 · COUNCIL - 7:00 pm 14 · SPECIAL BUDGET MEETING - 9:00 am 19 · COUNCIL - 7:00 pm

#### NOVEMBER

14 · COUNCIL - 7:00 pm 21 · COUNCIL - 1:00 pm 28 · COUNCIL - 7:00 pm 30 · SPECIAL BUDGET MEETING - 9:00 am FEBRUARY 1 - COUNCIL - 7:00 pm

- 8 COUNCIL 1:00 pm
- 15 · COUNCIL 7:00 pm

#### APRIL

4 - COUNCIL - 7:00 pm 18 · COUNCIL - 1:00 pm 25 · COUNCIL - 7:00 pm

#### JUNE

6 - COUNCIL - 7:00 pm 20 · COUNCIL - 7:00 pm

#### AUGUST

15 · COUNCIL - 7:00 pm 17 · SPECIAL BUDGET MEETING - 1:00 pm 22 · COUNCIL - 1:00 pm

#### OCTOBER

3 - COUNCIL - 7:00 pm 12 · SPECIAL BUDGET MEETING - 9:00 am 17 · COUNCIL - 1:00 pm 24 · ORGANIZATIONAL MEETING OF COUNCIL - 7:00 pm

24 · COUNCIL - 7:30 pm

#### DECEMBER

- 5 COUNCIL 7:00 pm
- 7 SPECIAL BUDGET MEETING 9:00 am
- 12 · COUNCIL 1:00 pm

# IN CAMERA

**ORG 05-2022-10-25:** Councillor Glavin moved that Council go In Camera for the purpose of discussion of matters of Personal Privacy under the FOIP Act Section 17 at 7:12 pm:

- Personal Privacy Expiration of Terms and or Resignation of Board Members FOIP Act Section 17
- Personal Privacy Board Member Applications FOIP Act Section 17
- Personal Privacy Council Youth Representative FOIP Act Section 17
- Personal Privacy Community Marketing Advisory Committee FOIP Act Section 17

Carried

# RECONVENE

Mayor Painter convened the In Camera meeting at 7:13 pm. Patrick Thomas, Chief Administrative Officer and Bonnie Kawasaki, Executive Assistant remained in attendance to provide advice to Council.

## OUT OF IN CAMERA

**ORG 06-2022-10-25:** Councillor Filipuzzi moved that Council come out of In Camera at 8:09 pm.

Carried

# **Expiration of Terms and or Resignation of Board Members**

ORG 07-2022-10-25: Councillor Filipuzzi moved that Council accept the notifications provided by board members who are not renewing terms and to direct Administration to write letters thanking each member for their service. Carried Pam Hellevang, FCSSAC Pam Sommerville, PRAC

## **Agriculture Service Board**

ORG 08-2022-10-25: Councillor Glavin moved that Council appoint Dale Paton to a 3-year term ending December 31, 2025 on the Agriculture Service Board with the term commencing January 1, 2023.

Carried

# Crowsnest Pass Community Library Board

ORG 09-2022-10-25: Councillor Filipuzzi moved that Council reappoint Erin Matthews to a 3-year term ending December 31, 2025, on the Crowsnest Pass Community Library Board with the term commencing January 1, 2023.

Carried

# **Crowsnest Pass Senior Housing Board**

ORG 10-2022-10-25: Councillor Kubik moved that Council appoint Donna Stelmachovich to a 1-year term ending on December 31, 2023 on the Crowsnest Pass Senior Housing Board with the term commencing January 1, 2023. Carried

# Family and Community Support Services Advisory Committee

ORG 11-2022-10-25: Councillor Ward moved that Council re-appoint Kate McNeil and Margaret Thomas to 3year terms ending December 31, 2025, and Mirjam Thielen to a 2-Year Term ending on December 31, 2024 on the Family and Community Support Services Advisory Committee with the terms commencing January 1, 2023 and that Administration commence advertising immediately to fill the remaining vacancy.

Carried

## Municipal Historic Resources Advisory Committee

ORG 12-2022-10-25: Councillor Girhiny moved that Council appoint Gaston Aubin, to a 3-year term ending on December 31, 2025, Don Budgen and Fred Bradley to 1-year terms ending on December 31, 2023 on the Municipal Historic Resources Advisory Committee with the terms commencing January 1, 2023.

Carried

## **Municipal Planning Commission**

ORG 13-2022-10-25: Councillor Kubik moved that Council appoint Sam Silverstone to a 3-year term ending on December 31, 2025 the Municipal Planning Commission with terms commencing January 1, 2023.

Carried

## Pass Powderkeg Ski Society

ORG 14-2022-10-25: Councillor Girhiny moved that Council appoint Kean Mitchell and Ian Crawford to 3-year terms ending December 31, 2025, on the Pass Powderkeg Ski Society with terms commencing January 1, 2023.

Carried

## **Community Marketing Advisory Committee**

**ORG 15-2022-10-25:** Councillor Kubik moved that Council appoint the following applicants to the Community Marketing Advisory Committee with all terms commencing on January 1, 2023:

 Melissa Atkinson - Developer/Builder Representative – 3-year term ending December 31, 2025

# PAGE 7 OF 7 Organizational Meeting of Council – Tuesday, October 25, 2022

- 2. Brandy Fehr Arts/Culture/Historic Representative 3-year term ending December 31, 2025
- 3. Dawn Rigby Tourism/Recreation Representative -3-year term ending December 31, 2025
- 4. Randall Whiteside Member at Large 2-year term ending on December 31, 2024
- 5. John McCann Member at Large 1-year term ending on December 31, 2023
- 6. Teyel Strandquist Member at Large 1-year term ending on December 31, 2023

And to direct Administration to commence advertising to fill the Banking/Finance Representative and the Resource Extraction Representative positions. Carried

# **ADJOURNMENT**

**ORG 16-2022-10-25:** Councillor Filipuzzi moved to adjourn the meeting at 8:13pm.

Carried

Blair Painter Mayor

Patrick Thomas Chief Administrative Officer



Meeting Date: November 1, 2022

Agenda #: 4.b

Subject: Minutes of the Council Meeting of October 25, 2022

**Recommendation:** That Council adopt the Minutes of the Council Meeting of October 25, 2022 as presented.

**Executive Summary:** Minutes of the previous Council meeting are provided to Council for review and adoption.

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

**Discussion:** n/a

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments: 2022 10 25 Council Meeting Minutes.docx



# **Municipality of Crowsnest Pass**

# **Council Meeting Minutes**

# Tuesday, October 25, 2022

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, October 25, 2022.

## **Council Present:**

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

#### Administration Present:

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

## CALL TO ORDER

Mayor Painter called the meeting to order at 8:25 pm.

## **ADOPTION OF AGENDA**

# Additions:

## In Camera

- Business Interests of a Third Party CNP Septic FOIP Act Section 16 Mayor Painter
- **01-2022-10-25:** Councillor Ward moved to adopt the agenda as amended.

Carried

## CONSENT AGENDA

02-2022-10-25: Councillor Girhiny moved that Council approve the following Consent Agenda items as presented without debate:

#### 3.a

## **ORRSC Executive Committee Meeting Minutes of July 14, 2022**

THAT Council accept ORRSC Executive Committee Meeting Minutes of July 14, 2022 as information.

Carried

#### **ADOPTION OF MINUTES**

03-2022-10-25: Councillor Filipuzzi moved to adopt the Minutes of the Council Meeting of October 18, 2022 as presented.

Carried

## **PUBLIC HEARINGS**

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

Mayor Painter declared the Public Hearing opened at 8:26 pm for Bylaw 1129, 2022 - Land Use Bylaw Amendment - Re-designate Area 'A' and Area 'B', Plan 221 0634, and a portion of Block OT, Plan 1489JK, within SE¼ 3-8-4-W5M and containing ±0.92 ha (2.27 acres), from "No Land Use" to Comprehensive Mixed Use CM-1 District.

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

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1129, 2022 - Land Use Bylaw Amendment - Re-designate Area 'A' and Area 'B', Plan 221 0634, and a portion of Block OT, Plan 1489JK, within SE¼ 3-8-4-W5M and containing ±0.92 ha (2.27 acres), from "No Land Use" to Comprehensive Mixed Use CM-1 District.

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 8:27 pm.

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

Mayor Painter declared the Public Hearing opened at 8:28 pm for Bylaw 1131, 2022 – Municipal Reserve closure and removal of Municipal Reserve designation on that portion of Lot 51MR, Block 1, Plan 0812254 forming part of Lot 53, Block 1, Plan \_\_\_\_\_, containing 0.048 hectares (0.12 acres) more or less

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

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1131, 2022 – Municipal Reserve closure and removal of Municipal Reserve designation on that portion of Lot 51MR, Block 1, Plan 0812254 forming part of Lot 53, Block 1, Plan \_\_\_\_\_, containing 0.048 hectares (0.12 acres) more or less.

• Melissa Atkinson – Commented that she was not notified as an adjacent landowner

Mayor Painter declared the public hearing closed at 8:31 pm.

## **DELEGATIONS**

None

# **REQUESTS FOR DECISION**

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

04-2022-10-25: Councillor Ward moved second reading of Bylaw 1129, 2022 - Land Use Bylaw Amendment - Re-designate Area 'A' and Area 'B', Plan 221 0634, and a portion of Block OT, Plan 1489JK, within SE¼ 3-8-4-W5M and containing ±0.92 ha (2.27 acres), from "No Land Use" to Comprehensive Mixed-Use CM-1 District.

Carried

05-2022-10-25: Councillor Filipuzzi moved third reading of Bylaw 1129, 2022 - Land Use Bylaw Amendment - Re-designate Area 'A' and Area 'B', Plan 221 0634, and a portion of Block OT, Plan 1489JK, within SE¼ 3-8-4-W5M and containing ±0.92 ha (2.27 acres), from "No Land Use" to Comprehensive Mixed-Use CM-1 District.

Carried

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

06-2022-10-25: Councillor Ward moved second reading of Bylaw 1131, 2022 - Municipal Reserve closure and removal of Municipal Reserve designation on that portion of Lot 51MR, Block 1, Plan 0812254 forming part of Lot 53, Block 1, Plan \_\_\_\_\_, containing 0.048 hectares (0.12 acres) more or less.

Carried

07-2022-10-25: Councillor Glavin moved third reading of Bylaw 1131, 2022 - Municipal Reserve closure and removal of Municipal Reserve designation on that portion of Lot 51MR, Block 1, Plan 0812254 forming part of Lot 53, Block 1, Plan \_\_\_\_\_, containing 0.048 hectares (0.12 acres) more or less.

Carried

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

08-2022-10-25: Councillor Sygutek moved that Council accepts the 2022 - Q3 Safety Codes, Facility Maintenance and Planning & Development Statistics Report as information. Carried

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

**09-2022-10-25:** Councillor Ward moved that Council approves \$145,000.00 in additional funding from MSI for the purchase of five light duty pickup trucks.

Carried

## **Infrastructure Master Plan Adoption**

**10-2022-10-25:** Councillor Ward moved that Council adopt the Infrastructure Master Plan (IMP) as presented.

Carried

# Marketing Update

**11-2022-10-25:** Councillor Sygutek moved that Council accept the Marketing Update for information.

Carried

## **COUNCIL MEMBER REPORTS**

Council reports since the October 18, 2022 meeting of Council:

- Councillor Sygutek
  - o Currently participating in the Strategic Planning Course for Elected Officials
    - Reinforced that 13 Ways brought valuable input for strategic planning for our community
- Councillor Filipuzzi
  - Shout out to Grace O'Leary, Agricultural Fieldman and the AG Services Board for an excellent Ag Services Conference
- Councillor Girhiny
  - Attended the Parks and Recreation Advisory Committee meeting where a recommendation came forward for a contest to name the dog park

- Mayor Painter
  - o Attended the new AD Hoc Economic Development Committee Meeting
    - Was pleased with the commitment for all parties to work together for the common good
    - Plans are to meet monthly initially to get things established and then meet quarterly
    - The next meeting will have the committee members come back with objectives

## **PUBLIC INPUT PERIOD**

Name

# **COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

None

## IN CAMERA

- 12-2022-10-25: Councillor Sygutek moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short break at 9:40 pm:
  - a) Business Interests of a Third Party Proposed Lease Rates FOIP Act Section 16
  - Business Interests of a Third Party CNP Septic FOIP Act Section 16 Carried

## **Reconvene**

Mayor Painter convened the In Camera meeting at 9:46 pm. Patrick Thomas, Chief Administrative Officer, also in attendance to provide advice to Council.

## **Recused**

Mayor Painter recused himself from the In Camera Meeting at 10:02 pm.

## <u>Return</u>

Mayor Painter returned to the In Camera Meeting at 10:47 pm.

13-2022-10-25: Councillor Glavin moved that Council come out of In Camera at 11:23 pm.

Carried

# PAGE 6 OF 6 Council – Tuesday, October 25, 2022

# **Recused**

Mayor Painter recused himself from the meeting at 11:25 pm.

**14-2022-10-25:** Councillor Glavin moved that the Municipality proceeds with compliance enforcement on the commercial properties encroaching on the road right of way.

Councillor Sygutek requested a recorded vote. IN FAVOR: Councillors Kubik, Glavin, Girhiny, and Ward OPPOSED: Councillors Sygutek and Filipuzzi

Carried

# <u>Return</u>

Mayor Painter returned to the meeting at 11:27 pm.

**15-2022-10-25:** Councillor Glavin moved that the Municipality will allow sewage dumping at the Bellevue Lagoons provided that it comes from local properties.

Carried

## **ADJOURNMENT**

**16-2022-10-25**: Councillor Filipuzzi moved to adjourn the meeting at 11:31 pm.

Carried

Blair Painter Mayor

Patrick Thomas Chief Administrative Officer



Meeting Date: November 1, 2022

Agenda #: 6.a

**Subject:** Updates and Future Plans for the Parks and Recreation Advisory Committee - Heather Davis, Chairperson

**Recommendation:** That Council accept the update for information.

**Executive Summary:** Heather Davis, Chairperson requested to provide an update to Council as a delegation.

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

1041, 2020 Procedure Bylaw

## **Discussion:**

Heather Davis, Chairperson of the PRAC requested to present the committee's findings from the year as the Park and Recreation Advisory Committee. This may include requests for items to be in the budget for 2023.

Analysis of Alternatives: n/a

Financial Impacts: n/a

Attachments: 2022 Park and Recreation Committee Report.pdf

The Park and Recreation Advisory Committee (the Committee) writes this Committee Report to submit to Council as a 2022 update. We are grateful for the work the Municipality has completed this year and look forward to continue to work together to enhance Parks and Recreation within Crowsnest Pass.

# 2022 Projects

# SKATEBOARD PARK

The skateboard park has been ongoing since the closure of the Albert Stella in January 2019 and a new park has not been reconstructed. The skateboard park is currently ongoing. A location for the skateboard park has been approved at Flummerfelt Park in Coleman and a non-profit skateboard association is planning events for fundraising to have the initial design built.

This project continues to be important to the community of Crowsnest Pass and fits our objectives on the Committee including enhancing our greenspaces and activities for youth. The Committee continues to support this project.

# DOG PARK

The Committee has advocated several times for a dog park to be built as the community has asked for this several times. At times, the Committee has put substantial work into this project and it has gone nowhere. It is with great pleasure that the Recreation Manager announced on October 24, 2022 to the Committee that the new dog park in Blairmore is 95% complete. This is a great victory for Parks and Recreation.

## FRISBEE GOLF

During the year, the Committee met with some eager students who are organizing this activity. A location for frisbee golf is approved behind the Crowsnest Consolidated High School, and parts for the frisbee golf course are ordered. The Committee is in support of this project and are looking forward to seeing it come to life.

## FRANK PLAYGROUND

A number of playgrounds around Crowsnest Pass have been updated in recent years and brought up to safety codes. The Recreation Manager announced that the Frank Playground is currently built and operational. Again, the Committee is thrilled as this again supports our focus areas.

## COMMUNITY TRAIL UPDATES

Community trail signs are currently in the process of being ordered to replace missing signs and to help build connectivity along the community trail.

In recent years, bathrooms and additional waste bins were installed along the community trail. This project continues along the community trail with more new bathrooms and waste bins this year. This has received a lot of praise from the community.

## MINER'S PATH BRIDGE

The Committee has advocated for the replacement of this bridge for several years. The bridge is now fully functional and looks great.

# BEAUTIFICATION

The Recreation Manager continues to work on beautification projects and the team has completed a reconstruction of the boat launch at Crowsnest Lake, a memorial move in Blairmore, and a rock project in Coleman.

# 2022 Accomplishments

- ✓ Created a Park and Recreation Advisory Committee Handbook, which includes bylaws, policies, reports, minutes, budgets, recreation programs, facilities, and projects.
- ✓ Building a short and long-term vision plan for parks and recreation in Crowsnest Pass. Moving forward, this will be ongoing to support the community and Council as the community evolves.
- ✓ Dog Park installation
- ✓ Frank Playground
- ✓ Community trail updates, including signage, bathrooms, and waste bins
- ✓ Miner's Path bridge installation
- ✓ Boat launch reconstruction at Crowsnest Lake
- ✓ Additional beautification projects

# Our Vision - 2023 and beyond

The Committee is creating a vision plan for the future of parks and recreation within Crowsnest Pass. This document is intended to be fluid and a work in progress, and act as a document to help guide The Municipality of Crowsnest Pass.

The Committee initially reached out to the community through friends, asking people along trails, and reaching out to community members to understand the needs of the community in regards to parks and recreation. The Committee then uncovered several items of interest, and then categorized these items and added a general timeline. The Committee created five *focus areas* split between a timeline of 0 - 2 years and 2 - 5 years. The Committee is working through these focus areas by reaching out to community and stakeholders to better understand how the Municipality can achieve these focus areas and to create a vision plan with goals and strategies.

The focus areas highlighted in the meeting on March 28, 2022 are:

**0 – 2 Years** Trail Master Plan
 Community Engagement
 Youth Activities

2 – 5 Years Enhancement of Green Spaces Recreation Facility Plan

As the Committee researches each of these focus areas, a number of trends and outcomes become apparent, which then helps to develop goals and strategies. In this process, the Committee invites the community to be involved in the discussions and this helps to uncover ideas from the community, but also engages the community to become more involved.

# TRAIL MASTER PLAN

The first priority from the Committee is a trail master plan for Crowsnest Pass. This will take several years, so the process is broken up into several goals to help create a path towards having a trail master plan.

Goals:

- To connect our community through trails. Our primary focus is to enhance the artery trail throughout Crowsnest Pass first - The Community Trail.
- 2. To determine high-use and popular trails within Crowsnest Pass.

The number of trails in Crowsnest Pass is vast between undesignated trails, random trails developed over time, adopted game trails, and more. The Committee wants to see a trail map of Crowsnest Pass eventually, however, there are too many trails and it is difficult to determine at this point if each trail is worth putting on a map. Therefore, we have decided to start with determining what trails are high-use and popular trails within Crowsnest Pass.

#### Goal 1: To connect our community through trails.

#### Outcomes

To make community trails more accessible and safer for all community members. To improve on the connectivity between sections of the community. To help trail users find the Community Trail.

## Stakeholder Involvement

United Riders of Crowsnest Pass (UROC), community-minded individuals from the senior's community, and the high school council were invited to a meeting on May 16, 2022. The high school was unable to attend, but L. Hennig did meet with the students from the CCHS Outdoor Education class (grades 8 - 12) and compiled a report.

## Findings

1. To create a safe and accessible trail between Hillcrest and Bellevue to Frank to enhance community trail connection.

This is the most common item that came up when asking the community and stakeholders what they would like to see done to connect the community through trails. Each stakeholder identified this. Several people find it unsafe to walk the Old Frank Road and/or along Highway 3, and feel that Bellevue and Hillcrest are disconnected from the rest of Crowsnest Pass. While there is a trail from Frank Slide Interpretive Centre to Bellevue Fireman's Park, several people enjoy this trail, but they feel as though it is more remote and/or that it is too technical for them to bike it. The section that currently runs through the Frank Slide is deemed as unsafe by many people.

The Old Frank Road was brought up several times as a way to connect the community. These ideas include:

- A paved trail through the Frank Slide area for walking, running, biking, and skateboarding.
- To build this section of trail to be adaptable to allow people with mobility disabilities and families to enjoy this section of the trail.

• It was noted that there is already some trail with decent tread along the east side of the Frank Slide.

The high school came up with three ideas and gave each idea pros and cons to each. These ideas included:

- 1. Use the existing trail via Fireman's Park and the Frank Slide Interpretive Centre. This was not recommended due to it being a long distance, quite technical for bike riders, isolated, and would be difficult to travel in the winter.
- 2. Add a bike lane on Highway 3 between Bellevue and Frank. This was identified as having big safety concerns, but it would be a short distance.
- 3. Use the Old Frank Road. This was viewed as the most likely route, but it needs improvements:
  - Pave a path along one side of the road for non-motorized users.
  - Need a way to keep traffic off the paved path.
  - Restrict cars to one-way or only to existing paved roads at either end.
  - Gates at either end of gravel section that could be closed normally, but opened if there is a highway emergency or service vehicles need entry.
  - Reduce steepness of uphill sections if possible.
  - Add solar lighting if possible. Could be programmed to be on until midnight, then turn off.
  - Need to improve safety at highway crossing in Frank. Maybe pedestrian stop light.
  - Look for ways to make the trail less isolated and user friendly.
  - Look for ways to reduce wildlife encounters.
  - Shorten the route if at all possible.

## 2. To pave the Coleman portion of the Community Trail from Nez Percé to Willow Drive.

Both UROC and the senior's community identified this as an item. The existing trail used drain rock as the trail tread. This makes it difficult for accessibility on the trail such as strollers, bikers, and mobility disabilities.

## 3. To improve the trail between the Frank Slide Interpretive Centre and Bellevue.

UROC, the high school, and the senior's community all identified this section of the community trail as being technical for some bikers and some viewed this section of the trail as being isolated making it feel unsafe for some community members. UROC noted that there is a section along this trail that requires improvement because of trail rutting and this damaged section, while small, needs attention before it gets worse. It is noted that this section of trail is also on public land and within a grazing lease.

4. A pathway in Bellevue – Larry Rinke (blind) comes to Blairmore and walks as there is no path system set up in Bellevue.

5. More garbage containers available.

6. Bike racks available at IGA/pool/library, etc.

7. Pamphlets available showing the community trails for people visiting the Pass.

8. To create wayfinding markers along the Community Trail in areas where the trail is disconnected.

Areas include:

- east end of Coleman to Nez Percé Creek
- along Willow Drive to the Bridge to Nowhere
- Dairy Road to Fireman's Park

#### 9. To create wayfinding markers on the west end of the Greenview property.

New development along the west end of the Greenview (Coleman) property has become confusing with new development and gate. Need some signs to let trail users know where the Community Trail is and that it is okay to use the Community Trail.

10. To create spur trails to parks and greenspaces.

#### Goal 2: To determine high-use and popular trails within Crowsnest Pass.

#### Additional comments that might fit in at some point to the vision plan.

- Create maps
- Determine where parking lots should be for trail users, including along the community trail
- What should be done with the undesignated trails within Crowsnest Pass?
- How can the community be engaged?
- Sidewalks (potentially something to bring up with town planners)
- Can we apply for grants?
- More washrooms and picnic tables along the trails
- Create land user agreements for private land
- Do an inventory of all the trails

## COMMUNITY ENGAGEMENT

Additional comments that might fit in at some point to the vision plan.

- Involve the art community as stakeholders
- Can we create incentives and opportunities to get people involved?
- Adopt-a-trail program
- What are the synergies
- Market upcoming events
- Celebrating project completions and/or status
- Celebrate community as a healthy place to live

## YOUTH ACTIVITIES

Additional comments that might fit in at some point to the vision plan.

• None yet

# ENHANCEMENT OF GREEN SPACES

Additional comments that might fit in at some point to the vision plan.

- Accessibility
- Lighting
- Resiliency and adaptability to new activity trends
- Sustainability
- Garden communities
- Outdoor gym

# RECREATION FACILITY PLAN

Additional comments that might fit in at some point to the vision plan.

- Type of facility
- Timeline
- Operational usage of existing facilities
- Ways to maximize facility usage

# Conclusion

The municipality staff, Council and the Committee should all be very proud of the direction of parks and recreation in Crowsnest Pass. Some outstanding projects were accomplished this year and there is great opportunity to continue to enhance parks and recreation moving forward.

This document is fluid as we continue to improve the Committee's vision planning and structure. It is intended to help guide the future of parks and recreation. As this is the first year to create this document, it will evolve and only grow.

It is with great pride that the Committee presents this document to Council. A huge, heart-felt thank you to everyone on the Committee:

Heather Davis, Chairperson Randi-Lynn Rinaldi, Vice Chair Larry Hennig, Member at Large Pam Somerville, Member at Large Ritch Braun, Member at Large Glen Girhiny, Councillor Lisa Sygetuk, Councillor Trent Smith, Community Services Manager Tracey Linderman, Recreation Programmer



Meeting Date: November 1, 2022

Agenda #: 7.a

**Subject:** Bylaw 1135, 2022 - Land Use Bylaw Amendment - Re-designate Lot 26, Block 14, Plan 0411851 from Retail Commercial C-1 to Cannabis Retail Commercial C-4 - First Reading

**Recommendation:** That Council gives first reading of Bylaw 1135, 2022- to re-designate Lot 26, Block 14, Plan 0411851 from Retail Commercial C-1 to Cannabis Retail Commercial C-42.

# **Executive Summary:**

The bylaw proposes to re-designate Lot 26, Block 14, Plan 0411851 from Retail Commercial C-1 to Cannabis Retail Commercial C-4 for the purpose of applying for a development permit to establish a "Cannabis retail sales" outlet on the property.

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

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

Land Use Bylaw No. 868-2013

## **Discussion:**

The proposed bylaw amendment was initiated by an application to operate a cannabis retail business in a Retail Commercial C-1 land use district. The cannabis retail business is not available as a use in the C-1 District, and therefore a rezoning to the C-4 district is being proposed.

The proposed use meets the Development Standards in Schedule 4 of the Land Use Bylaw 868-2013. The property location meets the minimum separation distances between Cannabis Retail Sales and Provincial Health Care Facilities, Schools, Child Care Facilities and other Cannabis Retail Sales.

The now vacant property is within a strip mall adjacent to a pharmacy, confectionary and retail vape store.

# Analysis of Alternatives:

1. Council should proceed with first reading of Bylaw 1135, 20212 as proposed to allow advertising of the proposed bylaw, and schedule a public hearing for November 22, 2022.

2. Council may defer first reading of Bylaw 1135, 2022 and outline what additional information they would like to see with reconsideration of first reading.

# Financial Impacts:

N/A

# Attachments:

Bylaw 1135-2022 - CNP LUB 868-2013 Lot 26, Block 14, Plan 041 1851 (October 2022).docx Schedule A - Bylaw 1135 - Lot 26, Block 14, Plan 0411851.pdf

# MUNICIPALITY OF CROWSNEST PASS BYLAW NO. 1135, 2022 LAND USE BYLAW AMENDMENT – Redesignate Lot 26, Block 14, Plan 041 1851

**BEING** a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 868-2013, being the municipal Land Use Bylaw, in accordance with section 692 of the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

**WHEREAS** the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as Lot 26, Block 14, Plan 041 1851, within the NW<sup>1</sup>/<sub>4</sub> 9-8-4-W5M, containing  $\pm 0.037$  ha (0.092 acres), as shown on Schedule 'A', from "Retail Commercial - C-1" to "Cannabis Retail Commercial - C-4".

**AND WHEREAS** the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the "Cannabis Retail Commercial – C-4" land use district.

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

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

- The Land Use District Map be amended to redesignate the lands legally described as Lot 26, Block 14, Plan 041 1851, within the NW¼ 9-8-4-W5M, containing ±0.037 ha (0.092 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "Retail Commercial – C-1" to "Cannabis Retail Commercial – C-4".
- 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.

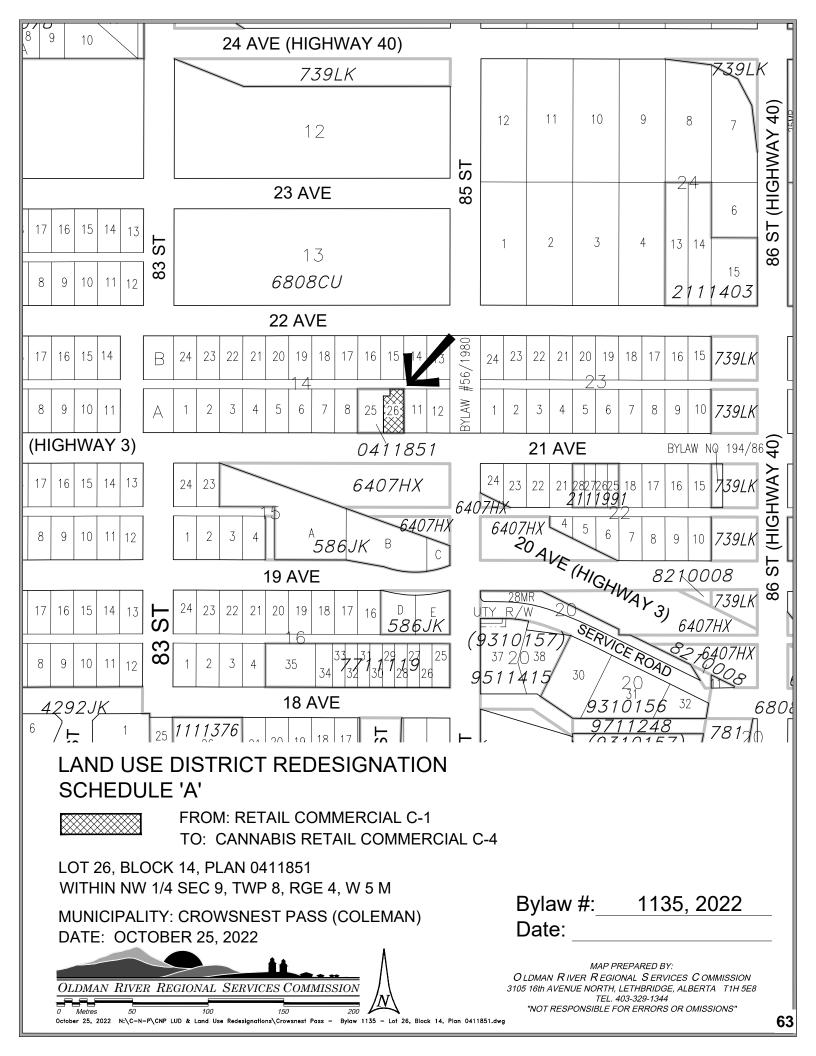
READ a **second** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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

Blair Painter Mayor

Patrick Thomas Chief Administrative Officer

Page **1** of **1** 





Meeting Date: November 1, 2022

Agenda #: 7.b

Subject: Pass Powderkeg Radio System Reconfiguration

**Recommendation:** That Council moves to fund the reconfiguration of the Pass Powderkeg radio system for \$36,765 to be taken from the Ski Hill Reserve.

## **Executive Summary:**

Pass Powderkeg utilizes radios for operations on a daily basis for almost all departments. The current system no longer works for current needs due to a series of faults. In order to move forward with a working radio program at Pass Powderkeg, we will need to replace much of the infrastructure in order to meet Federal regulations and operational requirements.

Fines are possible and start at \$500.

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

N/A

# Discussion:

Pass Powderkeg utilizes radios for on hill communication between staff in all PPK departments. The use of radios is required for adherence to CSA Z-98 code as a method of communication between lift operators on a passenger ropeway, as well as communication for patrol staff as first responders to accidents on hill. Radios also allow for communication across departments as well as broadcasting messages meant for multiple people or positions.

The current system has been patched together for many years by the Crowsnest Pass Radio Club and through the work of volunteers. After many years of use, the current system is in need of an overhaul to continue operating.

The overhaul will include installing a repeater that will allow for use of two channels, application of additional license, replacement of current handheld radios and programming of all useable radios to

the correct channels. The overhaul has been planned with help from a radio communication company in Calgary.

# Analysis of Alternatives:

- We can choose to keep patching the system together but may find ourselves in a situation where our radios do not communicate in an emergency situation or we may be fined for use of the wrong radios for our license type.

## **Financial Impacts:**

The cost for the project is \$36,765 and will come from the Ski Hill Reserve.

#### Attachments:



Meeting Date: November 1, 2022

Agenda #: 7.c

Subject: Tourist Home and Short-Term Rental/Bed & Breakfast - Update to Council

**Recommendation:** That Council reviews and receives for information the current status of Tourist Homes and Short-Term Rentals/Bed & Breakfasts in Crowsnest Pass.

# **Executive Summary:**

The attached document <u>Tourist Home and Short-Term Rental/Bed & Breakfast Statistics</u> highlights the number of applications per category received since the adoption of the relevant bylaws, the current number of business licenses issued, the number of Tourist Home applications refused and pending refusal and the reason for the refusal, and the current status of bylaw enforcement.

The attached maps provide a visual of the currently operating Tourist Homes and Short-Term Rentals/Bed & Breakfasts, and of the Tourist Homes that were refused and will no longer be able to operate as of January 1, 2023.

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

Land Use Bylaw 868-2013 and Amending Bylaw 1103, 2022.

Business License Bylaw 1084, 2021 and Amending Bylaw 1112, 2022.

Amending Bylaw 1125, 2022 Fees, Rates & Charges.

## **Discussion:**

The majority of Tourist Homes and Short-Term Rentals/Bed & Breakfasts that were operating with a business license prior to the adoption of the relevant bylaws, have applied for a development permit to continue operating in 2023. The few remaining have been contacted and may or may not apply, apparently as a result of the increase in the business license fees.

Those that have proceeded to obtain a development permit do so willingly and with few concerns. The concerns that have been raised include:

a) A larger home with a higher assessment will be charged more for a business license however, it is restricted to the same maximum number of six guests as those lower assessed properties.

# For example:

A \$500,000 home has a business license fee of \$2,750 per year. If the property is within the Residential R-1 district the maximum occupancy is six guests, even if the home has sufficient space to accommodate more guests. A \$200,000 home has a business license fee of \$1,100 per year, and that home can also accommodate a maximum number of six guests if it has sufficient bedrooms and parking spaces.

This is also a bylaw enforcement concern, because in court the Bylaw Officer may have to explain why a penalty / fine amount is different for one operator compared to another operator. As an analogy, someone who speeds in a Corvette gets the same speeding fine as someone who speeds in a Chevette.

<u>A possible solution</u> to this could be to amend the Fees, Rates and Charges Bylaw to base the business license fee on the maximum occupancy number (of guests) approved in a development permit, rather than on the assessed value of a home. For example, both the \$500,000 home and the \$200,000 home, both with the same maximum occupancy of six guests, would both pay \$320 per occupancy number (the average between the business license fees based on assessed value).

b) Operating a Tourist Home without a business license has a penalty / fine amount of double the business license fee. Tourist Home business license fees based on the assessed value of the home will have varying license fees. The result is that higher valued homes will be paying higher penalties / fines for the same offence as a lower valued home.

<u>A possible solution</u> could be to amend the Fees, Rates and Charges Bylaw by making the penalty / fine amount the same for all Tourist Homes, say for example \$1,500, instead of doubling the business license fee as the penalty / fine amount.

## Analysis of Alternatives:

Review the information received and, if necessary, provide direction to Administration.

**Financial Impacts:** N/A

## Attachments:

Tourist Home and STR-B&B Statistics.docx Tourist Home and STR-B&B location maps.docx

# **TOURIST HOMES AND SHORT-TERM RENTAL/BED & BREAKFASTS STATISTICS**

• 56 Applications - October 19, 2022

# Short-Term Rental / Bed & Breakfast Approved – All Land Use Districts

- 10 development permits issued
- 14 invoiced or active business licenses

# Tourist Homes Approved - GCR /CSV / Commercial / NUA-1 Districts

- 9 development permits issued
- 8 invoiced or active business licenses

#### Tourist Homes Approved – Residential R-1 to R-5 Districts

- 25 development permits issued
- 20 invoiced or active business licenses

# Tourist Homes Refused or Pending Refusal – Residential R-1 to R-5 Districts

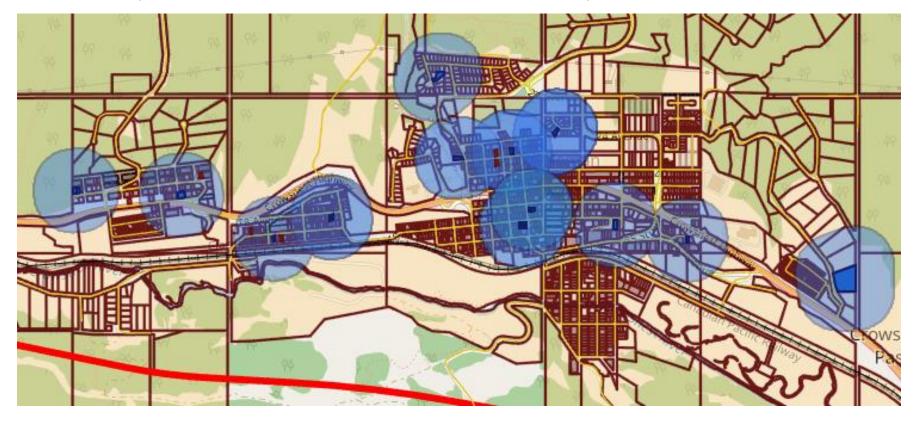
REASON FOR REFUSAL		DP APPLICATION NUMBER
Separation Distance 200m	Actual Separation	Total Refused – 14
* Based on property line to property line	186m	1
	67m	4
	27m	7
	107m	8
	22m	9
	192m	22
	92m	24
	92m	26
	120	34
	21m	38
	160m	40
	103m	39
	104m	44
Off-Street Parking	Parking Standard vs Parking Provided	Total Refused - 1
1 stall per 4 guests	Historical Commercial Area - no off-street parking available	52

# Tourist Homes and Short-Term Rental/Bed & Breakfast – Bylaw Enforcement

Starting October 01, 2022, third party platforms (e.g. AirBnB) have been reviewed to identify Tourist Homes and Short-Term Rentals/Bed & Breakfasts that are operating without a business license.

Currently, 8 Tourist Homes and 5 Short-Term Rentals / Bed & Breakfasts have been identified as operating without a business license. Investigation of these sites is taking place and fines are being issued. Fines range from \$250 - \$3293.07 based on the "Use" and what the business license would be, using the assessment of the property.

- **Coleman** Blue squares 13 Tourist Home approved in R-1 to R-5 200m separation distance (each blue circle has a radious of 200m measured from property line).
  - **Red squares** 6 Tourits Home refused in R-1 to R-5 for the reason of the 200m separation distance.



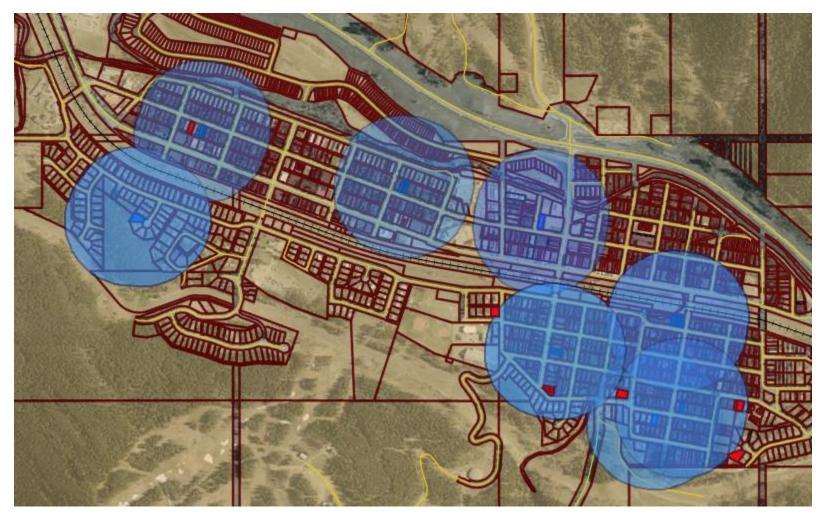


The property in the red circle was refused a Tourist Home application on the basis of insufficient parking – an appeal hearing is pending.



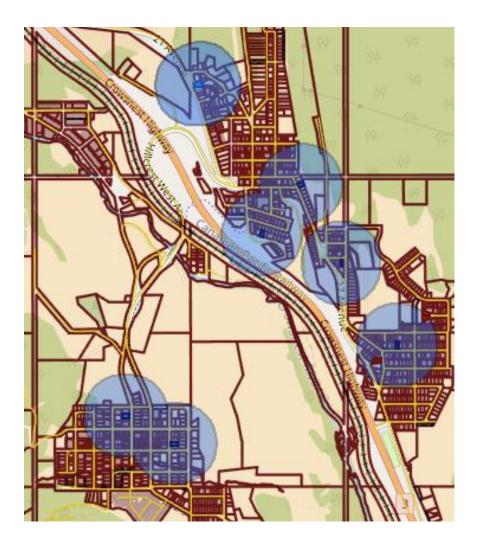
Blairmore Blue – 8 Tourist Home approved in R-1 to R-5 - 200m separation distance.

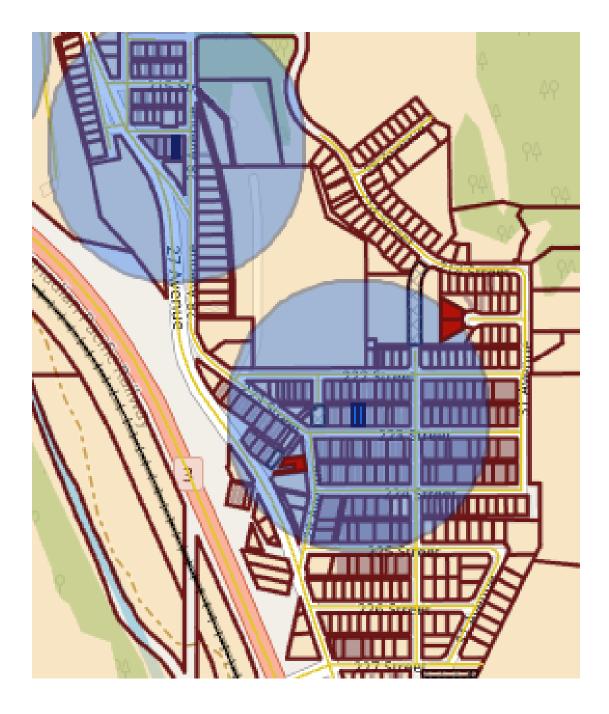
Red – 6 Tourits Home Refused in R-1 to R-5.



**Bellevue / Hillcrest Blue – 7** Tourist Home approved in R-1 to R-5 - 200m separation distance.

Red – 2 Tourits Home Refused in R-1 to R-5





# Tourist Home – 11 CSV, GCR or Commercial

- 1 (one) Tecumseh GCR
- 1 (one) Coleman 17 Ave Commercial
- 1 (one) Coleman GCR
- 5 Southmore CSV
- 1 (one) Blairmore Commercial
- 1 (one) Valley Ridge- GCR
- 1 (one) Hillcrest Commercial



# Short-Term Rental / Bed & Breakfast – 14

- 1 Tecumseh
- 6 Coleman R-1
- 1 York Creek Estates
- 2 Blairmore R-1
- 1 Valley Ridge Estates
- 2 Bellevue R-1
- 1 East Hillcrest Drive Commercial









Meeting Date: November 1, 2022

Agenda #: 7.d

Subject: Hillcrest Water Pressure Petition

**Recommendation:** That Council accept the Hillcrest Water Pressure Petition report for information.

## **Executive Summary:**

A petition was received from a group of Hillcrest Residents with concerns regarding water pressure in their area and requesting that the pressure be increased.

The petition was evaluated and determined that it does not meet the requirements as set out in the Municipal Government Act.

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

MGA Section 222-226

## **Discussion:**

When a petition is received, the CAO must first evaluate if a petition meets the requirements under the Municipal Government Act Section 222 to 226. According to Section 222, it appears that the petitioners are electors of the municipality and thus this section would be satisfied. For Section 223, the required number of petitioners needs to be at least 10% of the population (5695) or 570 people, however this petition is only 12 people and therefore is not satisfied. Section 224 outlines what is required information and while the petition did have the printed name, signature, street address, and phone number, it did not have the date each petitioner signed, a witness to each petitioner with an included affidavit of the witness, and an outlined signed statement on who is the representative of the petitioners, and thus is not satisfied. Under Section 225, a petition must be filed with the CAO, so that the CAO can determine if the petition is sufficient, and given that this was not done in the appropriate manner, this provision could be deemed not satisfied, however given that other parameters were not met, this is a moot point in this case and is more for information if a future petition was to be completed. Lastly, Section 226 simply states that the CAO must make a declaration to Council within 45 days after the petition is filed on whether the petition was sufficient or not. While the petition was insufficient, Administration have asked for a further review to be completed of the pressures across the pressure zone to determine if there is any ability to adjust the balance which would result in higher pressures for the area but not result in excessively high pressures in the lower elevation area of the zone. The results of the pressure tests will be communicated to the petitioners.

Analysis of Alternatives: N/A

Financial Impacts: N/A

Attachments: