



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, November 22, 2022 at 1:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

- 3.a Minutes of the Crowsnest Pass Senior Housing Board of July 18, 2022
- 3.b Minutes of the Crowsnest Pass Senior Housing Board of August 22, 2022
- 3.c Minutes of the Crowsnest Pass Senior Housing Board of September 19, 2022
- 3.d Minutes of the Municipal Planning Commission of September 28, 2022
- 3.e Marilyn Big Charles - Letter of Concern Regarding Roads and the Walking Path in Blairmore
- 3.f Robert Gray, Larkspur Lodge - Tourist Home Letter of Inquiry
- 3.g 2022 AlbertaSW Board Minutes of October 5, 2022 and November Bulletin
- 3.h Ski Swap Thank You Letter from the Pass Powderkeg Ski Society

**4. ADOPTION OF MINUTES**

- 4.a Minutes of the Council Meeting of November 1, 2022

**5. PUBLIC HEARINGS**

- 5.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 - *Public Hearing*

**6. DELEGATIONS**

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

**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 - *Second and Third Reading*
- 7.b Council Remuneration Meeting Rate Clarification

**8. COUNCIL MEMBER REPORTS**

**9. PUBLIC INPUT PERIOD**

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

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

10.a Request for Municipal Assistance with Christmas Decorations - Deputy Mayor Sygutek

**11. IN CAMERA**

11.a Economic Interests of the Public Body - Land Sale Application - *FOIP Act Section 25*

**12. ADJOURNMENT**



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

**Meeting Date:** November 22, 2022

**Agenda #:** 3.a

**Subject:** Minutes of the Crowsnest Pass Senior Housing Board of July 18, 2022

**Recommendation:** That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of July 18, 2022 as information.

**Executive Summary:**

Minutes of Boards and Committees 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 Senior Housing Board provides their minutes to keep Council apprised of activities and operations of the board.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[july.pdf](#)



## BOARD MEETING MINUTES

July 18, 2022

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, July 18, 2022 at 10:07 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

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

### **ABSENT:**

Minutes recorded by Annie Lok

### **1. CALL TO ORDER**

- 1.1 Debi Ruzek called the meeting to order at 10:07 a.m. and it was determined that a quorum of directors was present.

### **2. ADDITIONS/CHANGES TO AGENDA**

- 2.1 Additions in  
New Business;  
10.2 – Post move focus group  
In Camera:  
11.1 – YCL  
11.2 – GTCM  
11.3 Resident  
11.4 Personnel

### **3. APPROVAL OF AGENDA**

- 3.1 *Motion # 87/22 to approve the agenda as amended. — Cathy Painter – cd.*

### **4. APPROVAL OF PRIOR MINUTES**

- 4.1 *Motion # 88 /22 to approve the minutes of the meeting held June 29, 2022 as presented. – Dean Ward– cd.*

### **5. BUSINESS ARISING FROM THE MINUTES**

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

### **6. CORRESPONDENCE**

No Correspondence

### **7. BOARD CHAIRPERSON REPORT**

- 9.1 Board Chairperson updated on the reception and success of the Volunteer Appreciation evening event

**8. OTHER BOARD REPORTS**

- 10.1 Nothing to report.

**9. OLD BUSINESS**

- 9.1 Peaks to Pines Building (P2P)- Standing Item
- 9.1 Working through the deficiencies
  - 9.2 Recruitment status – very few candidates and many HCA shifts to fill. Look into possibly using foreign workers and do a free local orientation blitz to entice new potentials.
  - 9.3 COVID-19 update; Increase high touch sanitation and vigilance within the lodge due to higher community infections occurrence.
  - 9.4 Volunteer Appreciation
  - 9.5 Grand Opening – September 7, 2022 as agreed by Ministers' Office.
  - 9.6 MLA Roger Reed tour update.

**10. NEW BUSINESS**

- 10.1 Motion # 89/22 to approve Business Plan with prescribed changes – Dean Ward – c.d.
- 10.2 Donna Stelmachovich suggestion of establishing a Post Move Focus Group.
- 10.3 Motion #90/22 to bring Board proposal for self-contained unit acquisition.

**11. IN CAMERA**

- 11.1 *Motion #91/22 to go In Camera at 12:06 P.M. –Marlene Anctil – cd*
- 11.2 *Motion #92/22 to come out of Camera at 2:42 P.M. – Susan Demchuk – cd.*
- 11.3 *Motion #93/22 to reimburse 25% of rent to residents who have paid rent but not moved into York Creek Lodge between Jan-Jun 2022 – Dean Ward – cd.*

**12. ADJOURNMENT**

- 14.2 *Motion #94/22 to adjourn at 1245hr – Dave Filipuzzi- cd*

  
Debi Ruzek – Board Chairperson



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

**Meeting Date:** November 22, 2022

**Agenda #:** 3.b

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

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

**Executive Summary:**

Minutes of Boards and Committees 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 Senior Housing Board provides their minutes to keep Council apprised of activities and operations of the board.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[08 - Board Minutes - August 2022.pdf](#)



## BOARD MEETING MINUTES August 22, 2022

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, August 22, 2022 at 10:12 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

**ATTENDEES:** Debi Ruzek: Board Chairperson, Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Susan Demchuk: Board Member, Donna Stelmachovich: Vice-Chairperson, Marlene Ancil: Board Member, Annie Lok: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager, Shannon Harker: Office Manager

**ABSENT:** Cathy Painter: Board Member

Minutes recorded by Shannon Harker

### 1. CALL TO ORDER

- 1.1 Debi Ruzek called the meeting to order at 10:12 a.m. and it was determined that a quorum of directors was present.

### 2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Additions 12.4 Pet shots requirement at lodge

### 3. APPROVAL OF AGENDA

- 3.1 *Motion # 95/22 to approve the agenda as amended. — Dean Ward – cd.*

### 4. APPROVAL OF PRIOR MINUTES

- 4.1 *Motion # 96 /22 to approve the minutes of the meeting held July 18, 2022 as presented. – Dean Ward– cd.*

### 5. BUSINESS ARISING FROM THE MINUTES

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

### 6. CORRESPONDENCE

- 6.1 SCU letter of concern
- 6.2 AHS funding update
- 6.3 Municipal remittance
- 6.4 *Motion #97/22 to accept as information – Marlene Ancil – cd*

### 7. MANAGEMENT REPORTS

- 7.1 *#98/22 motion to approve the Report from Management as presented – Dean Ward - cd*

### 8. FINANCIAL JUNE & JULY 2022

- 8.1 #100/22 Motion to approve the financial statement as presented – Marlene Ancil – cd

**9. BOARD CHAIRPERSON REPORT**

- 9.1 Board Chairperson reports one board vacancy due to term expire. September 30 is the deadline to reapply.  
9.2 ID badges are wanted for Board Members

**10. OTHER BOARD REPORTS**

- 10.1 YCRA food complaints as to taste and portioning  
10.2 Board concerned with maintenance of SCU's facilities in general

**11. OLD BUSINESS**

- 11.1 Peaks to Pines Building (P2P)- Standing Item  
11.1.1 Working through the deficiencies  
11.1.2 Step at North back door requires ramp  
11.1.3 Call bells were reported not working  
11.1.4 Announcements not being heard in resident's rooms  
11.2 Recruitment status – TFW program not a fit for this industry, looking into local recruitment opportunities  
11.3 Motion #99/22 to pay \$297 FUEL cost for BUS used during move – Marlene Ancil - cd

**12. NEW BUSINESS**

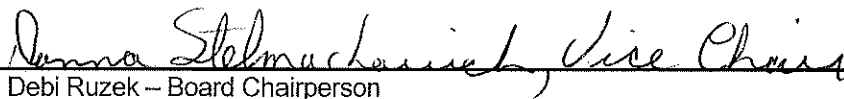
- 12.1 Grand opening Sept 7. Main floor tour only. Speeches to be 2 minutes  
12.2 TEC zoning proposal  
12.3 Propose donor contribution recognition event  
12.4 Request pet owners to provide up-to-date pet shots.

**13. IN CAMERA**

- 13.1 Motion #101/22 to go In Camera at 1:22P.M. –Dean Ward – cd  
13.2 Motion #102/22 to come out of Camera at 1:40PM – Dean Ward - cd

**14. ADJOURNMENT**

- 14.2 Motion #103/22 to adjourn at 1:45pm – Dave Filipuzzi - cd

  
Debi Ruzek – Board Chairperson





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

**Meeting Date:** November 22, 2022

**Agenda #:** 3.c

**Subject:** Minutes of the Crowsnest Pass Senior Housing Board of September 19, 2022

**Recommendation:** That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of September 19, 2022 as information.

**Executive Summary:**

Minutes of Boards and Committees 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 Senior Housing Board provides their minutes to keep Council apprised of activities and operations of the board.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[1 - 09 - Board Minutes - September 19 2022.pdf](#)



## **BOARD MEETING MINUTES**

### **September 19, 2022**

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, September 19, 2022 at 10:12 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

**ATTENDEES:** Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Susan Demchuk: Board Member, Donna Stelmachovich: Vice-Chairperson, Marlene Anctil: Board Member, Cathy Painter: Board Member, Annie Lok: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager, Shannon Harker: Office Manager

**ABSENT:** Debi Ruzek: Board Chairperson,

Minutes recorded by Shannon Harker

#### **1. CALL TO ORDER**

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

#### **2. ADDITIONS/CHANGES TO AGENDA**

- 2.1 Additions 12.10 Donation Tiers

#### **3. APPROVAL OF AGENDA**

- 3.1 *Motion # 104/22 to approve the agenda as amended. — Cathy Painter - cd*

#### **4. APPROVAL OF PRIOR MINUTES**

- 4.1 *Motion # 105 /22 to approve the minutes of the meeting held August 22, 2022 as presented. — Dean Ward— cd.*

#### **5. BUSINESS ARISING FROM THE MINUTES**

No new business

#### **6. CORRESPONDENCE**

- 6.1 Press Release
- 6.2 AHS funding update
- 6.3 AHS COVID Recoveries/payment summary

#### **7. MANAGEMENT REPORTS**

- 7.1 #106/22 motion to approve the Report from Management as presented – Cathy Painter - cd

#### **8. FINANCIAL AUGUST 2022**

- 8.1 #107/22 Motion to approve the financial statement as presented – Marlene Anctil – cd

**9. BOARD CHAIRPERSON REPORT**

No Report

**10. OTHER BOARD REPORTS**

No Report

**11. OLD BUSINESS**

11.1 Peaks to Pines Building (P2P)- Standing Item

11.1.1 Working through the deficiencies.  
Sewer smell is better  
Dryer is fixed  
Door seals are fixed

11.2 Recruitment status – Still hiring and advertising, looking into community advertising, recently hired 1 possibly 2 LPN

11.3 TECK cheque presentation at 11am

**12. NEW BUSINESS**

12.1 Queen's Funeral holiday discussion

12.2 Lodge phone – decided phone # needs to be more easily accessible. Advertise with Municipality

12.3 Policy #1.08 – Pets Environments #108/22 Motion to accept policy – Cathy Painter – cd.

12.4 Policy #2.28 – Lift and Transfer. #109/22 Motion to accept policy – Dave Filipuzzi - cd.

12.5 Policy #5.18 – Keys and Fob. #110/22 Motion to accept policy – Marlene Ancil – cd.

12.6 Municipal Grant Payment – Tabled until January

12.7 Donation update

12.8 Meals on wheels pricing increase #111/22 Motion to accept increase – Dave Filipuzzi – cd.

12.9 Approval of new rates for DSL \$2201 #112/22 Motion to approve rates – Susan Demchuck – cd.

12.10 Donation Tiers discussed: Red – 100-499

Bronze – 500-1000

Silver – 1001-5000

Gold – 5001 +

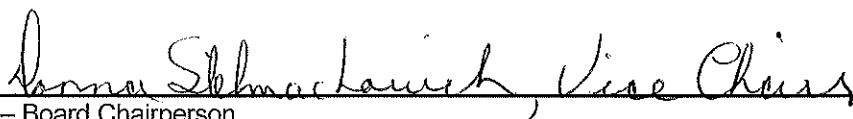
**13. IN CAMERA**

13.1 Motion #113/22 to go In Camera at 12:07P.M. –Marlene Ancil – cd

13.2 Motion #114/22 to come out of Camera at 12:47pm – Dave Filipuzzi - cd

**14. ADJOURNMENT**

14.2 Motion #115/22 to adjourn at 12:48pm – Dave Filipuzzi – cd.



Debi Ruzek – Board Chairperson

**ATTACHEMENT #1: ACTION LOG – September 19, 2022 (minute)**

#	ACTION ITEMS	COORDINATOR	Progress/Comments
1.	Donation Recognition	Annie	Royal Canadian Legion Coleman
2.	Decommissioning YCL	Annie	In progress
3.	Budget 2023	Dee-Anna	October
4.	Bargaining	Annie/Dee-Anna/Shannon	Oct 31-Nov 1; Nov 7-8
5.	RFP snow removal	Annie	Tender deadline Sep 30, 2022



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

**Meeting Date:** November 22, 2022

**Agenda #:** 3.d

**Subject:** Minutes of the Municipal Planning Commission of September 28, 2022

**Recommendation:** That Council accept the minutes of the Municipal Planning Commission of September 28, 2022 as information.

**Executive Summary:**

Minutes of Boards and Committees 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 Planning Commission provides their minutes to keep Council apprised of exceptional development permits and development activities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[1- MPC - September 28, 2022.pdf](#)

MUNICIPALITY OF CROWSNEST PASS  
MUNICIPAL PLANNING COMMISSION MINUTES  
WEDNESDAY, September 28, 2022

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**PRESENT:** Justin Ames, Chairperson  
Don Montalbetti, Member  
Doreen Glavin, Member (Alternate for Dave Filipuzzi)  
Dean Ward, Member

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

**ABSENT:** Gaston Aubin, Vice Chair  
Kevin Bergeron, Member  
Dave Filipuzzi, Member

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

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

**2. ADOPTION OF AGENDA**

2.1 Additions/Deletions

***MOTION** by Dean Ward to adopt the agenda of September 28, 2022, as presented.*

**CARRIED**

**3. CONSENT AGENDA**

**4. ADOPTION OF MINUTES**

It was noted by Don Montalbetti in the minutes of August 24, 2022, that under "Present", Justin Ames title be changed from "Member" to "Chairperson".

***MOTION** by Don Montalbetti to adopt the minutes of August 24, 2022, as amended.*

**CARRIED**

**5. SUBDIVISION APPLICATIONS**

**5.1 2022-0-136 – Lots 4, Plan 971 1004, and a portion of the NW1/4 Section 21-7-3-W2M/  
Municipality of Crowsnest Pass**

***MOTION** by Dean Ward:*

MUNICIPALITY OF CROWSNEST PASS  
MUNICIPAL PLANNING COMMISSION MINUTES  
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Approve subdivision 2022-0-136 with the resolution as presented, and to modify condition number "4" as follows:

4. That prior to finalization, the applicant shall either remove the driveway from Lot 1MR, Block 3, Plan 8311587, which is currently used for access and a utility right-of-way, or submit an application to the Municipality of the Crowsnest Pass to remove the MR designation from a portion of Lot 1MR, Block 3, Plan 8311587. Additional applications shall be submitted prior to finalization, to redesignate the described lands to Group Country Residential (GCR-1), and to subdivide and consolidate the subject lands to the newly created title to the east, at the expense of the applicant.

**CARRIED**

- 5.2 **2022-0-139** – Lot 28, Block 5, Plan 1211031, and Lot 15MR, Block 5, Plan 8311587 within NW1/4 Section 21-7-3-W5M/Municipality of Crowsnest Pass

**MOTION by Don Montalbetti:**

Approve Subdivision 2022-0-136 with the resolution as presented:

**CARRIED**

**6. DEVELOPMENT PERMIT APPLICATIONS**

- 6.1 **DP2022-147** – 8625 – 24 Avenue, Coleman (Lot 35, Block 2 Plan 2210833)

**MOTION by Dean Ward:**

Approve DP2022-147 to construct a "Duplex", (Discretionary Use), with a 2.3% variance to the front yard setback to the property line and a 1.6% variance to the building height, in conjunction with DP2022-149, with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

- 6.2 **DP2022-149** – 8629 – 24 Avenue, Coleman (Lot 36, Block 2, Plan 2210833)

**MOTION by Doreen Glavin:**

Approve DP2022-149 to construct a "Duplex" (Discretionary Use), with a front yard setback variance of 10% and a 1.6% variance to the building height, in conjunction with DP2022-147, with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

- 6.3 **DP2022-153** – 7819 – 17 Avenue, Coleman (Lot 4, Block 13, Plan 820L)

MUNICIPALITY OF CROWSNEST PASS  
MUNICIPAL PLANNING COMMISSION MINUTES  
WEDNESDAY, September 28, 2022

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**MOTION** by Dean Ward:

Approve DP2022-153 to operate a "Fitness Centre" (Yoga Studio) (Discretionary Use), in an existing building, with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.4 DP2022-157 – 2574 – 213 Street, Bellevue (Lots 1-4, Block 1, Plan 6099AQ)**

**MOTION** by Dean Ward

Approve DP2022-157 for a "Mixed Use Building" (Discretionary Use), to create long-term rental space of three office spaces, a workshop, storage, a bachelor suite, and a one-bedroom suite within an existing 755.35<sup>m2</sup> building, with a variance of one parking space for the bachelor suite, with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.5 DP2022-158 – 7018 – 19 Avenue, Coleman (Lot 12, Block E, Plan 2446AA)**

**MOTION** by Dean Ward:

Approve DP2022-158 for an existing "Garage up to 67.7m2" (Permitted Use), with a 58% variance to the east side yard setback, with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.6 DP2022-163 – 8609 – 1226 – East Hillcrest Drive, Hillcrest Mines (Lot 8, Block 1, Plan 0210159)**

**Motion** by Doreen Glavin:

Approve DP2022-163 for a "Secondary Suite", with conditions as identified by Alternative A in the MPC request for decision package, and that DPP2022-116 be revoked.

**CARRIED**

**7. BYLAW AMENDMENTS**

**7.1 Bylaw 1129,2022**

**MOTION** by Don Montalbetti to accept Bylaw 1119, 2022 as information:

**CARRIED**



MUNICIPALITY OF CROWSNEST PASS  
MUNICIPAL PLANNING COMMISSION MINUTES  
WEDNESDAY, September 28, 2022

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**8. ROUND TABLE**

**8.1** Municipal Historic Resources Advisory Committee representative - Recommendation

**MOTION by** *Dean Ward to accept the letter nominating Gaston Aubin as the Municipal Planning Commission representative to the Municipal Historic Resources Advisory Committee:*

**CARRIED**

**8.2** MPC Membership – Dean Ward discussed that Council may consider a third Council Member to sit on MPC, given the recent challenges with finding members-at-large. This discussion will go to Council in October for consideration.

**8.3** Status of applications was discussed.

**9. NEXT MEETING**

**9.1** Wednesday October 26, 2022, at 2:00 p.m. in Council Chambers.

**10. IN CAMERA**

**11. ADJOURN**

**MOTION by** *Doreen Glavin to adjourn the meeting at 3:40 p.m.*

**CARRIED**

**Approved By:**

  
\_\_\_\_\_  
Chairperson

26 Oct 22  
Date

  
\_\_\_\_\_  
CAO

October 28, 2022  
Date



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

**Meeting Date:** November 22, 2022

**Agenda #:** 3.e

**Subject:** Marilyn Big Charles - Letter of Concern Regarding Roads and the Walking Path in Blairmore

**Recommendation:** That Council accept the letter from Marilyn Big Charles Letter of Concern Regarding Roads and the Walking Path in Blairmore as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

A letter was received from Marilyn Big Charles concerning the state of her road and other roads in the Municipality. Mrs. Big Charles also felt that a railing should be installed along the walking path in Blairmore in the areas where the river bank drops off sharply adjacent to the walking path.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

Unknown

**Attachments:**

[2022 10 26 - Marilyn Big Charles - Letter of Concern Regarding Roads.pdf](#)

RECEIVED

OCT 26 2022

Oct 26/22

MUNICIPALITY OF  
CROWSNEST PASS

To CNP Mayor and Councillors and Public Works

1) It is embarrassing and annoying to have drive over or around 30-50 potholes on short 18 Ave and 16 Ave that come off of 119 St in Blairmore to get to our property.

There are 20+ residences along this loop that has put up with dodging potholes for several years. It has been 14 or 15 years since the town has done an upgrade, like oil and pack the road. The last 5 years have been terrible! We heard last spring that the town was going to fix the road this year...but no other things took priority. They came in and filled 4 small potholes with asphalt mix at the beginning of 18th when there is 20 potholes in that area. We pay taxes too?

Please fix with at least some grave in the potholes before winter!

2) This is the 4th time in letter I am asking you to either move the paved pathway away from the rivers edge or put up a railing like the one behind Seman's property. From the corner of 113St and 22Ave for about 100 feet to the first big set of trees going east.

It is a drop-off from the edge of the pavement down onto rocks next to the river.

There are children on bikes and dogs walking along the that path, and a child could be knocked off the path. You have spent tens of \$1000s or more on all the pathways and providing washroom facilities and no one is addressing this issue....GO AND SEE IT FOR YOUR SELF!

I welcome you to notice the potholes along 22 Ave while you at it too, come see 18 Ave while you are driving around.

I will thank you when I see these 2 things address.

Sincerely

Marilyn Bigcharles

Blairmore.

TOKOCO



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

**Meeting Date:** November 22, 2022

**Agenda #:** 3.f

**Subject:** Robert Gray, Larkspur Lodge - Tourist Home Letter of Inquiry

**Recommendation:** That Council accept the letter from Robert Gray, Larkspur Lodge - Tourist Home Letter of Inquiry as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

A letter was received from Robert Gray owner of Larkspur Lodge Tourist Home inquiring about Council considering approving increasing maximum occupancy in his tourist home.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

Unknown

**Attachments:**

[2022 10 31 - Robert Gray Larkspur Lodge - Tourist Home Letter of Inquiry.pdf](#)

**From:** Rob Gray [REDACTED]  
**Sent:** Thursday, October 27, 2022 3:01:36 PM  
**To:** Lisa Sygutek <[Lisa.Sygutek@crownsnestpass.com](mailto:Lisa.Sygutek@crownsnestpass.com)>  
**Subject:** Draft Letter to Council

Hi Lisa,

Just want to say thanks again for the support and encouragement we've received from you as we work through this process. I'm sending you a letter that I propose to send to council or read to council depending on circumstances. I can certainly make it shorter but I thought you might want to know the full history.

Dear Council Members,

My name is Robert Gray and I am part of a group that owns the old mine managers house in Hillcrest. Located at 22614 8 AV it is known as Larkspur Lodge to short term renters as well as our many friends who visit.

We purchased the house in 2006 and at the time proposed to subdivide and construct homes on either side of the existing one. We received pushback from the council of that era and had to fend off rumours that we planned to demolish the house. During that time we built two houses in the village of Frank. Then 2008 happened and all bets were off when it came to new construction.

We clawed our way along through that recession and another one until 2016 when we decided that we'd either have to sell the house (likely at a loss) or explore the short term rental option. The cost of upkeep coupled with ever rising property taxes turned the house into a very expensive getaway retreat. On the other hand we love the area, have friends here, and really feel at home whenever we're in the Pass.

So, with a lot of work, we brought the lodge into the 21st century and began offering it for rent through VRBO in 2016. Between Air B&B and VRBO I think there were no more than 6 rental options in the area at the time. From a slow but encouraging start we began to be noticed and our reviews were uniformly excellent. We strove to make our guest experience unique and we tried to be the best ambassadors for what the Pass has to offer. However, we've always treated our small business as a privilege, not a right, and our guests are made to understand that our neighbours right to quiet enjoyment of their property comes first and foremost. This has been made clear in our literature from the start.

In the last 7 years we have had more 230 separate guest bookings and we have had 1 incident worthy of complaint where a backyard fire was started during a fire ban.

I regret to inform council that we were guilty of the same infraction the following weekend when we visited and our neighbour kindly pointed this out to us. Since then there is a notice posted at the door to check for fire bans. This illustrates the proactive approach we take to concerns about safety and being good neighbours.

When rumours began to circulate that the Town was looking into the issue of short term rentals I was concerned but only anxious that an outright ban might come into effect. As the process unfolded we kept a positive attitude. We had complied with business licensing and our self-written "rules of use" are

adopted from best practices for short term rentals in other jurisdictions.

As the by-law came into effect we were informed of the new rules and understood that we would have to seek a development permit to continue in the market. The major expense to us will be the construction of a parking surface to accommodate guest vehicles. Luckily, we have ample room for 4 to 6 cars to park on our side lot. While I'm not excited to spend \$8-10,000 I will do so to remain in compliance with the bylaw while also absorbing the extra cost of ploughing and shovelling.

We can also absorb the new business tax of approximately \$2000 being levied on us in addition to the \$4000 in property tax we currently pay.

We have also complied with the proviso to limit our guest occupancy to 6 people. Our website currently reflects this and our bookings for 2023 have already been reduced. I've noticed that many of my competitors have not yet changed their web pages to reflect the new rules but I'm sure by-law enforcement will be diligent in enforcing compliance.

However, We anticipate a 40% reduction in bookings if we are limited to groups not exceeding 6. Add that to the new taxes and our business model breaks. There are lots of nice places to stay in the Pass and we offer an eclectic experience but our unique selling proposition is that we can comfortably accommodate larger family groups. We have dining for 12 people, seating for 12 in the living room, and 12 berths in four bedrooms upstairs, not to mention a pullout sofa and daybed on the sun porch.

We're writing to ask council to give itself the leeway to grant a variance based on special circumstances. We are more than willing to accept that this variance could be revoked if it was abused or proved to cause problems in the wider community. We have done the math on this and we are requesting that our maximum occupancy be limited to ten people. We have the parking. We have the interior space and we have the private yard seclusion to warrant this variance. We've been a small but vital part of the community for many years and it would break our hearts to have to leave.

Sincerely,

Robert Gray

Larkspur Lodge



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

**Meeting Date:** November 22, 2022

**Agenda #:** 3.g

**Subject:** 2022 AlbertaSW Board Minutes of October 5, 2022 and November Bulletin

**Recommendation:** That Council accept the 2022 AlbertaSW Board Minutes of October 5, 2022 and November Bulletin as information.

**Executive Summary:**

External Boards and Committees supply their minutes to keep member municipalities apprised of activities.

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

1041, 2020 Procedure Bylaw

**Discussion:**

Alberta South West Regional Alliance provides their Board of Directors Meeting Minutes and monthly bulletins to keep Council apprised of regional economic opportunities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2022 AlbertaSW Board Minutes of October 5, 2022 & November Bulletin.pdf](#)



# Alberta SouthWest Regional Alliance

## Minutes of the Board of Directors Meeting

Wednesday, October 5, 2022-Cowley and District Community Hall



### Board Representatives

Brent Feyter, Fort Macleod  
Brad Schlossberger, Claresholm  
Barbara Burnett, Cowley  
Cam Francis, Cardston County  
Blair Painter, Crowsnest Pass  
Ron Davis, MD Ranchland  
Tim Court, Cardston

John Van Driesten, MD Willow Creek

Kevin Todd, Nanton

### Resource Staff and Guests

Clara Yagos, LRSD  
Selena McLean-Moore, JEI  
Linda Erickson, PrairiesCan  
Tony Walker, CF Southwest  
Bev Thornton, AlbertaSW

- 1 Call to Order/  
Chair Brent Feyter called the meeting to order.
- 2 Approval of Agenda  
Moved by Blair Painter THAT the agenda be approved as presented.  
**Carried.** [2022-10-815]
- 3 Approval of Minutes  
Moved by John Van Driesten THAT the Minutes of September 7, 2022, be approved as presented.  
**Carried.** [2022-10-816]
- 4 Approval of Cheque Register  
Moved by Tim Court THAT cheques #3109 to #3119 be approved as presented.  
**Carried.** [2022-10-817]
- 5 BASTION update  
Investment Opportunity Network held a second on-line meeting with presentations from Invest Alberta and Travel Alberta.
- 6 Green Destinations  
Alberta SouthWest Crown of the Continent Story titled "Dark Skies ... Bright Future" was named a Global Top 100 Sustainability Success Story for 2022.
- 7 RDN READI Pilot Project  
Rural Development Network (RDN) is piloting a Rural Employers Awareness in Diversity and Inclusion (READI) project and has invited 6-10 AlbertaSW businesses to become engaged in providing input and ideas to the initiative.
- 8 Connect4Commerce  
Board reviewed a proposal for this on-line tool to promote land and buildings for lease and sale. Bev will follow up with questions noted in discussion.
- 9 Succession Planning and Communications  
Board discussed ideas to strengthen communication with stakeholders. One page Bulletin will continue. Local papers and Chamber newsletters may be a way to share success stories. Executive Director summary report will be attached to approved minutes that are shared with Councils.
- 10 Executive Director Report  
Moved by Blair Painter THAT Executive Director Report be accepted as information.  
**Carried.** [2022-10-818]
- 11 Roundtable reports  
Accepted as information.
- 12 Upcoming Board Meeting  
➤Wednesday, November 2, 2022 – tentatively-MD Ranchland
- 13 Adjourn  
Moved by Blair Painter THAT the meeting be adjourned.  
**Carried.** [2022-10-819]

Approved November 2, 2022



## Executive Director Report October 2022

### MEETINGS and PRESENTATIONS

Oct 3: Meeting with Edmonton Global staff and Dr. Grozeva, Bulgaria, IEDC Fulbright Scholar and Executive Director Stara Zagora Regional Economic Development: researching transition from coal to renewables/hydrogen

Oct 3: Refer two businesses to SucessionMatching

Oct 4: Phone meeting with EDA publisher re: REDA profiles for Invest in Alberta magazine

Oct 4: RINSA meeting, Lethbridge College

Oct 5: Attend Immigration Workshop organized by SouthGrow, Lethbridge

Oct 5: AlbertaSW Board meeting, Cowley Community Hall

Oct 7: Phone meeting with Travel Alberta re: Tourism Relief Fund (TRF)

Oct 11: Meeting with U of L Geography 3700 professor, student team and InnoVisions to plan project, Zoom

Oct 11: Meeting with PrairiesCan, Lethbridge

Oct 12: JEI South EDO meeting, Teams [regrets]

Oct 12: Meeting with Travel Alberta, Zoom

Oct 13: REDA Managers meeting, Zoom

Oct 13: IEDC-AEDO Accreditation Committee meeting, Zoom

Oct 17: Interview with Price-Waterhouse Coopers re: Highway 3 Economic Impact Assessment, Teams

Oct 18: Meeting with Floor 13 Consultants, Crowsnest Pass [regrets]

Oct 18: Meeting with RDN team, re READI pilot project in AlbertaSW, Google Meet

Oct 19: EDL Board Meeting, City Hall, Lethbridge; made presentation about AEDO certification

Oct 19: EDA Ministry Dinner, Edmonton; travel and planning (film, ag, etc.) with EDL

Oct 20: Planning Meeting with InnoVisions, travel from Edmonton to Calgary

Oct 25: BASTION Investment Opportunity Network meeting; Succession Matching presentation, Zoom

Oct 25: Meeting with SuccessionMatching and InnoVisions re: updated metrics, Zoom

Oct 21: Meeting with U of L student team and InnoVisions to review ag mapping project plan, Zoom

Oct 27: Meeting with EDL and Trade Commissioner, Denmark, to plan itinerary in Sothern Alberta, Zoom

Oct 27: Meeting South Canadian Rockies (SCR) Steering Committee, Travel Alberta, Floor 13 consulting, Teams

Oct 28: Meeting with InnoVisions and new staff at SCR, Zoom

### PROJECT MANAGEMENT and REPORTING

- Submit Mid-term Grant report to Travel Alberta, special funding 2022-2023
- Ongoing consultation with Rural Development Network (RDN) on READI pilot project
- Referrals to SuccessionMatching
- Coordinate REDA profile submissions for EDA *Invest in Alberta* magazine

- Provide Peaks to Prairies summary and intro to Community Energy Association: PrairiesCan case study
- Compile documents and review attendee list for Travel Alberta destination development consultations
- Update monthly Regional Business License sales
- Investment Opportunity Network meetings (CAOs, EDOs, and Chambers)
- Input to Tourism Lethbridge presentation to City Council

## REGIONAL PROMOTION

- Circulate Bulletin to region, Mayors and Reeves, MP office, MLA offices
- Compile AlbertaSW photos for Invest in Alberta magazine
- Report for September: SAITI “Ag Awareness” social media campaign for southwest/southcentral
- Media items pertaining to our region:

## Links to news items:

### 1) Alberta named a top travel destination for 2023 by *National Geographic* - CFWE Radio

<https://www.cfweradio.ca/news/alberta-news/alberta-named-a-top-travel-destination-for-2023-by-national-geographic/>

<https://www.nationalgeographic.com/travel/article/best-of-the-world-2023>

### 2) Greetings from Alberta’s Energy Transition Corridor, Canada’s unlikely green power hotspot *Globe and Mail*, October 27, 2022

[https://www.theglobeandmail.com/business/article-alberta-energy-transition-corridor/?fbclid=IwAR3j8UXPpvDYXpkpiKBjkeHvJeD6OTZIPUCrfR4EWZ\\_KBSwmQc8cx0J1yO8](https://www.theglobeandmail.com/business/article-alberta-energy-transition-corridor/?fbclid=IwAR3j8UXPpvDYXpkpiKBjkeHvJeD6OTZIPUCrfR4EWZ_KBSwmQc8cx0J1yO8)

### 3) 10 Beautiful Towns in Alberta That Give Banff A Run For Its Money

Nanton, Pincher Creek and Waterton featured!

<https://www.thetravel.com/beautiful-towns-in-alberta-other-than-banff/>

# Alberta SouthWest Bulletin November 2022

## Regional Economic Development Alliance (REDA) Update

### ❖ BASTION: Building A Sustainable Tourism Investment Opportunity Network

The Investment Opportunity Network (CAOs, EDOs, community partners) has had 3 meetings.

- August 30: Introductions and Project Overview
  - September 29: Discussion with **Travel Alberta** and **Invest Alberta**
  - October 25: Discussion with **Alison Anderson, CEO of SuccessionMatching.com**
- To request a link to the recordings of the meetings, e-mail [bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)



### ❖ SXNM: SuccessionMatching.com

Thanks to funding from Community Futures, for \$25, AlbertaSW businesses can access services valued at over \$5,000: a 3-year membership to access professional and CONFIDENTIAL services to sell or expand their businesses. The "Sign-up" link is on [www.albertasouthwest.com](http://www.albertasouthwest.com) home page.

In AlbertaSW, 6 businesses have started succession plans; 3 more in process, 4 completed; 4 buyers, 17 sellers listed.

### ❖ READI: Rural Employers' Awareness on Diversity and Inclusion

This Rural Development Network (RDN) pilot project has qualified 16 AlbertaSW businesses and municipal organizations to engage in learning how to attract newcomers with the needed skills and share ways to create a productive and comfortable workspace and gain new residents in our communities.

### ❖ EAT: Energizing Agricultural Transformation

Building upon the agricultural supply chain inventory developed during this project in 2019-2021, a team of students in Geography 3700 at University of Lethbridge are developing the prototype of a mapping tool showing locations and information for a sample of producers.

### ❖ Discussion with MLA

Livingstone-Macleod MLA Roger Reid provided news about leadership and programs in housing, health care, labour market, and workforce development. He has sent a letter of support for REDAs to the Hon. Brian Jean, Minister of Jobs, Economy, and Northern Development (JEND) and shared experiences in AlbertaSW with CEO of Travel Alberta.

### ❖ In the news ...

#### ★ Alberta named a top travel destination for 2023 by *National Geographic*

CFWE Radio, October 28, 2022

<https://www.cfweradio.ca/news/alberta-news/alberta-named-a-top-travel-destination-for-2023-by-national-geographic/>

*National Geographic*, October 26, 2022

<https://www.nationalgeographic.com/travel/article/best-of-the-world-2023>

#### ★ Greetings from Alberta's Energy Transition Corridor, Canada's unlikely green power hotspot

*Globe and Mail*, October 27, 2022

[https://www.theglobeandmail.com/business/article-alberta-energy-transition-corridor/?fbclid=IwAR3j8UXPpvDYXpkpiKBjkeHvJeD6OTZIPUCrR4EWZ\\_KBSwmQc8cx0J1yO8](https://www.theglobeandmail.com/business/article-alberta-energy-transition-corridor/?fbclid=IwAR3j8UXPpvDYXpkpiKBjkeHvJeD6OTZIPUCrR4EWZ_KBSwmQc8cx0J1yO8)

#### ★ 10 Beautiful towns in Alberta that give Banff a run for its money

*The Travel*, October 27, 2022-Nanton, Pincher Creek and Waterton noted!

<https://www.thetravel.com/beautiful-towns-in-alberta-other-than-banff/>

### Alberta SouthWest Regional Economic Development Alliance

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

2018-2022 Green Destinations Top 100 Sustainable Global Destinations and 2020 Top 3 Best of the Americas

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

[www.albertasouthwest.com](http://www.albertasouthwest.com)





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

**Meeting Date:** November 22, 2022

**Agenda #:** 3.h

**Subject:** Ski Swap Thank You Letter from the Pass Powderkeg Ski Society

**Recommendation:** That Council accept the Ski Swap Thank You Letter from the Pass Powderkeg Ski Society as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

A letter was received from the Pass Powderkeg Ski Society thanking Council and Community Services in regard to the recently held ski swap.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[Ski Swap Thank You.pdf](#)

November 14, 2022

### **Thank You for Support of Annual Ski Swap**

Mayor Painter and Councillors:

The Pass Powderkeg Ski Society would like to thank the Municipality for providing use of the MDM Gymnasium for our annual Ski Swap held November 4 & 5.

The Ski Swap is held annually by the Ski Society as both a fund raiser and an important way to connect local families with affordable equipment. It is also used by the Crowsnest Nordic Club to facilitate their Kids Loaner Program. This year we welcomed over 600 guests over 2 days and the event went very smoothly.

We'd also specifically like to thank Community Services for working with us .

Thank you for your continued support of the Ski Society's initiatives to better Pass Powderkeg and increase local use of this important recreation facility.

Sincerely,



Marty Neumeier  
Chairperson  
Pass Powderkeg Ski Society



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

**Meeting Date:** November 22, 2022

**Agenda #:** 4.a

**Subject:** Minutes of the Council Meeting of November 1, 2022

**Recommendation:** That Council adopt the Minutes of the Council Meeting of November 1, 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 11 01 Council Meeting Minutes.docx](#)

## **Municipality of Crowsnest Pass**

### **Council Meeting Minutes**

**Tuesday, November 1, 2022**

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A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, November 1, 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  
Kristin Ivey, Deputy Chief Administrative Officer  
Brian McCulloch, Director of Finance  
Bonnie Kawasaki, Recording Secretary

#### **CALL TO ORDER**

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

#### **ADOPTION OF AGENDA**

#### **Amendments:**

##### **In Camera**

- a) Business Interests of a Third Party – Shift REI will not be in attendance – Patrick Thomas, Chief Administrative Officer will present
- b) Business Interests of a Third Party – Clanswest cancelled, delegation will be rescheduled – Patrick Thomas, Chief Administrative Officer

**01-2022-11-01:** Councillor Filipuzzi moved to adopt the agenda as amended.

Carried

**CONSENT AGENDA**

**02-2022-11-01:** Councillor Kubik moved that Council approve the following Consent Agenda items as presented without debate:

**3.a**

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

THAT Council accept the Minutes of the Family and Community Support Services Advisory Committee of August 22, 2022 as information.

**3.b**

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

THAT Council accept the Minutes of the Crowsnest Pass Community Library Board of September 13, 2022 as information.

**3.c**

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

THAT Council accept the Minutes of the Family and Community Support Services Advisory Committee of September 19, 2022 as information.

**3.d**

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

THAT Council accept the Minutes of the Family and Community Support Services Advisory Committee of September 26, 2022 as information.

**3.e**

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

THAT Council accept the Minutes of the Municipal Historic Resources Advisory Committee of September 26, 2022 as information.

**3.f**

**Fort Macleod Santa Clause Parade Invitation - November 26, 2022**

THAT Council accept Fort Macleod Santa Clause Parade Invitation of November 26, 2022 as information.

**3.g**

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

THAT Council moves to accept the Coleman Legion - Invitation for Remembrance Day Community Service & Request for Donation as information.

**3.h**

**Correction to Council Meeting Schedule for 2023**

THAT Council approves the corrected meeting dates in February 2023 to be changed to February 7th, 14th, and 28th.



**3.i**

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

THAT Council accepts 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.

Carried

**ADOPTION OF MINUTES**

**03-2022-11-01:** Councillor Glavin moved to adopt the Minutes of the Organizational Meeting of Council of October 25, 2022 as presented.

Carried

**04-2022-11-01:** Councillor Ward moved to adopt the Minutes of the Council Meeting of October 25, 2022 as presented.

Carried

**PUBLIC HEARINGS**

None

**DELEGATIONS**

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

Heather Davis, Chairperson and Larry Hennig, Committee Member, of the Parks and Recreation Advisory Committee were in attendance to present a report to Council on 2022 projects, accomplishments, and their vision for 2023 and beyond.

**REQUESTS FOR DECISION**

**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**

**05-2022-11-01:** Councillor Sygutek moved first reading of 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.

Carried

**Pass Powderkeg Radio System Reconfiguration**

**06-2022-11-01:** Councillor Filipuzzi moved that Council approves to fund the reconfiguration of the Pass Powderkeg radio system for \$36,765 to be taken from the Ski Hill Reserve.

Carried

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

**07-2022-11-01:** Councillor Glavin moved that Council accepts the Tourist Home and Short-Term Rental/Bed & Breakfast Update to Council as information.

Carried

**Hillcrest Water Pressure Petition**

**08-2022-11-01:** Councillor Ward moved that Council accepts the Hillcrest Water Pressure Petition report for information.

Carried

**COUNCIL MEMBER REPORTS**

Council reports since the October 25, 2022 meeting of Council:

- Councillor Sygutek
  - Confirmed that a Remembrance Day service is scheduled at Horace Allen on November 3, 2022

**PUBLIC INPUT PERIOD**

- Seamus White
  - Commented on the separation distance between allowed tourist homes
    - Applied for a business license and was turned down due to 110 metre proximity to an existing tourist home
    - Believes that living near the proposed tourist home would mitigate any problems that would arise
  - Wants to see the industry succeed for all concerned parties, and believes that the process in place should be followed
  - Indicated that tourist homes are a great way to showcase the Crowsnest Pass
  - Very proud to live here and will raise his family here.

**COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

None

**IN CAMERA**

**09-2022-11-01:** Councillor Filipuzzi 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 8:28 pm:

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

Carried

**Reconvene**

Mayor Painter convened the In Camera meeting at 8:40 pm. Patrick Thomas, Chief Administrative Officer, also in attendance to provide advice to Council.

**10-2022-11-01:** Councillor Filipuzzi moved that Council come out of In Camera at 10:09 pm.

Carried

**11-2022-11-01:** Councillor Filipuzzi moved that the Municipality accept the amended purchase conditions on Parcels A and B, Plan 2210634.

Carried

**12-2022-11-01:** Councillor Sygutek moved that Council accept the offer to purchase BLOCK OT, PLAN 5455HO subject to the following conditions:

- 1. That the price is \$2.00 per square foot
- 2. That the applicant is responsible for all costs relating to the required amendment to the Land Use Bylaw that would redistrict the parcel to R-1 Residential.
- 3. That the applicant is responsible for all costs relating to the consolidation of the subject parcel with Lot 1, Block C, Plan 5455HO by plan of subdivision.
- 4. That the applicant is responsible for all legal costs relating to this transaction, including the legal costs of the Municipality, if any.
- 5. That the applicant is responsible for the costs to prepare an easement for the gas line in favor of ATCO Gas and registered on the new title.
- 6. That this transaction be completed by June 30, 2023.

Carried

**13-2022-11-01:** Councillor Glavin moved that Council appoint Justin Ames to a one- year term on the Municipal Planning Commission and a one-year term on the Community Marketing Advisory Committee with terms commencing January 1, 2023 and concluding December 31, 2023.

Carried

**ADJOURNMENT**

**14-2022-11-01** : Councillor Filipuzzi moved to adjourn the meeting at 10:13 pm.

Carried

---

Blair Painter  
Mayor

---

Patrick Thomas  
Chief Administrative Officer



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

**Meeting Date:** November 22, 2022

**Agenda #:** 5.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 - Public Hearing

**Recommendation:** That Council hold a public hearing and consider inputs received, before considering second and third reading of the bylaw.

**Executive Summary:**

Council gave First Reading of Bylaw 1135, 2022 on November 01, 2022.

Notice of Public Hearing was circulated to adjacent landowners and advertised in the local Newspaper on November 9th and 16th.

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 rezoning 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:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED Bylaw 1135, 2022 - CNP LUB 868, 2013 Lot 26, Block 14, Plan 041 1851 \(October 2022\) notice.docx](#)

[FORMATTED 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](#)

# NOTICE OF PUBLIC HEARING

MUNICIPALITY OF CROWSNEST PASS

IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1135, 2022

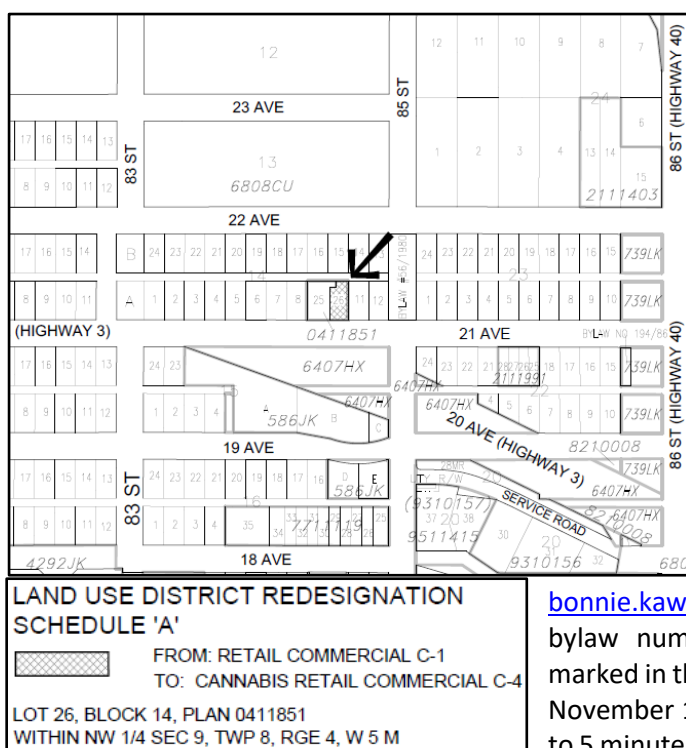
1:00PM November 22, 2022

Municipality of Crowsnest Pass Council Chambers

8502 – 19 Avenue, Coleman

PURSUANT to sections 216.4, 606, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1135, 2022, being a bylaw to amend Bylaw No. 868, 2013, being the municipal land use bylaw.

The purpose of Bylaw No. 1135, 2022 is 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', from "Retail Commercial – C-1" to "Cannabis Retail Commercial – C-4". The subject lands are located in Coleman, and are known municipally as 8341 20<sup>th</sup> Avenue. 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.



THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1135, 2022 will be held in the Municipality of Crowsnest Pass Council Chambers at 1:00pm on November 22, 2022. Each person shall be allotted 5 minutes to present their position

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at

[bonnie.kawasaki@crowsnestpass.com](mailto:bonnie.kawasaki@crowsnestpass.com) with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on November 15, 2022. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

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

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 2<sup>nd</sup> day of November 2022.

## 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 NW¼ 9-8-4-W5M, containing ±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:

1. 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.

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Blair Painter  
Mayor

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Patrick Thomas  
Chief Administrative Officer





## LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

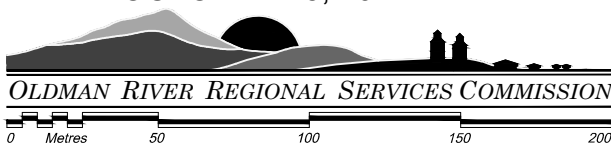


FROM: RETAIL COMMERCIAL C-1  
TO: CANNABIS RETAIL COMMERCIAL C-4

LOT 26, BLOCK 14, PLAN 0411851  
WITHIN NW 1/4 SEC 9, TWP 8, RGE 4, W 5 M

MUNICIPALITY: CROWSNEST PASS (COLEMAN)  
DATE: OCTOBER 25, 2022

Bylaw #: 1135, 2022  
Date: \_\_\_\_\_



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



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

**Meeting Date:** November 22, 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 - Second and Third Reading

**Recommendation:** That Council gives second and third reading of Bylaw 1135, 2022.

**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:**

On November 01, Council approved first reading.

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. Following the Public Hearing, Council may consider Second and Third Reading of Bylaw 1135, 2022, as proposed.
2. If additional information is required by Council and/or amendments to the Bylaws are proposed by Council prior to Second Reading, Council may postpone Second Reading of Bylaw 1135, 2022 and provide further direction to Administration. Substantial changes to the Bylaw will require Council hold a second Public Hearing prior to considering the Bylaw 1135,2022 for Second and Third reading.
3. Council may defeat Bylaw 1135, 2022.

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED 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

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Blair Painter  
Mayor

---

Patrick Thomas  
Chief Administrative Officer



## LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: RETAIL COMMERCIAL C-1  
TO: CANNABIS RETAIL COMMERCIAL C-4

LOT 26, BLOCK 14, PLAN 0411851

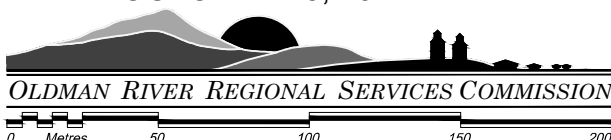
WITHIN NW 1/4 SEC 9, TWP 8, RGE 4, W 5 M

MUNICIPALITY: CROWSNEST PASS (COLEMAN)

DATE: OCTOBER 25, 2022

Bylaw #: 1135, 2022

Date: \_\_\_\_\_



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



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

**Meeting Date:** November 22, 2022

**Agenda #:** 7.b

**Subject:** Council Remuneration Meeting Rate Clarification

**Recommendation:** That Council have discussion and provide input to Administration regarding compensation to Councillors for attending multiple meetings in a day.

**Executive Summary:**

Administration is requesting clarification on how to pay the meeting allowance rates in instances where there are multiple meetings per day.

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

Policy 1303-03 Council Remuneration

**Discussion:**

We have recently approved a new Council Remuneration Policy that will take effect in January 1, 2023. New meeting rates that were approved are \$275 for full day, and \$150 for half day. Administration is seeking some clarity from Council on how the Policy should be administered with regard to the following issues:

1. Meeting Rates are provided as either "half day (Meetings less than 3 hours)" or "full day" (Meetings greater than 3 hours.) How would Council like it handled if a person attends several meetings in one day? Is the intent for the Full day to compensate for a full day of meetings or can you claim for more than a full day in one single calendar day?

Example: On Tuesday, a Councillor attends 2 Committee Meetings that are 1.5 hours each, and a Council Meeting (4 hours). Total time- 8 hours.

Pay by the Meeting- two half days and a full day (\$575 under new policy)

Pay by duration- Full Day (\$275 under new policy)

2. When meetings that run consecutively, for example the Organizational Meeting (45 min) followed by a regular Council Meeting (4 hours), should they be calculated together for total hours attended or

billed out as separate meetings?

Example: Separately- Half Day and a Full Day (\$425)

Together- Full Day (\$275)

**Analysis of Alternatives:**

1. Advise Administration to pay by the meeting with the understanding that Council could get paid for multiple days within the same calendar day when there are multiple meetings in a single day.
2. Advise Administration to pay by the meeting up to a cap of a Full Day, compensation will be provided at Full Day rate regardless of the number of meetings.
3. Advise Administration to pay by the meeting up to a cap of One and a Half Days, regardless of number of meetings, pay will not exceed 1.5 full days in a calendar day (based on full day is roughly 8ish hours, so 1.5 days is approximately up to a 12 hour day. Maybe a full day meeting in the day, and a night meeting.
3. Advise Administration to pay by the meeting up to a cap of a two Full Days, regardless of number of meetings, pay will not exceed 2 full days in a calendar day (based on full day is roughly 8ish hours, so 2 days would be up to 16 hours per day.
4. Provide alternate direction.

**Financial Impacts:**

Increased cost to allow multiple meetings per day rather than capping it at full day.

**Attachments:**

[1303-03 - Council Remuneration Policy 2019 01 01.pdf](#)



## Municipality of Crowsnest Pass Policy

Policy No.:	1303-03
Policy Title:	Council Remuneration
Approval Date:	Takes effect January 1, 2019
Revision Date:	December 24, 2018
Supersedes Policy:	1303-02
Department:	Council

### 1.0 POLICY PURPOSE

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

### 2.0 DEFINITIONS

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

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

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

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

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

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



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

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

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

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

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

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

### 3.0 POLICY STATEMENTS

#### 3.1 Eligible Expenses

##### a) Meeting Allowances

The Municipality of Crowsnest Pass will reimburse the Mayor and Councillors for their time while attending Meetings, seminars, conferences, workshops, conventions and educational courses as well as Authorized Expenses to attend such activities.

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

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

backpay. If there is no increase for Municipal Employees, Councillors will likewise not receive an increase.

b) Meal Allowance- Per- Diem

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

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

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

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

c) Monthly Stipend

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

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

d) Mileage

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



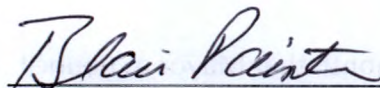
Mileage will be calculated by using the vehicle odometer excluding any personal travel or by utilizing a web-based mapping service such as Google Maps or Mapquest.

### 3.2 Submitting Expenses

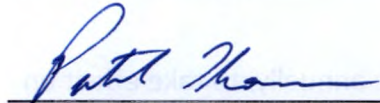
- a) All Meetings attended will be detailed monthly on the Council Remuneration form which shall be submitted to the Executive Assistant following the end of each month;
- b) The Remuneration will be paid out monthly once per Councillor, any expenses that were omitted will be paid on the following month.

### End of Policy

### MUNICIPALITY OF CROWSNEST PASS

  
Blair Painter, Mayor

January 14, 2019  
Date

  
Patrick Thomas, CAO

January 14, 2019  
Date

**Appendix A- Schedule of Rates- Effective January 1, 2019**

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



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

**Meeting Date:** November 22, 2022

**Agenda #:** 10.a

**Subject:** Request for Municipal Assistance with Christmas Decorations - Deputy Mayor Sygutek

**Recommendation:** That Council have discussion with respect to the Municipality providing assistance to community groups with erecting Christmas displays.

**Executive Summary:**

Deputy Mayor Sygutek requested that a request for assistance from the Municipality by a community group be added for discussion by Council.

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

1041, 2020 Procedure Bylaw

**Discussion:**

The Municipality has a Christmas Light Installation Plan. The program involves that we start installing our lights after November 11 and they are taken down after Ukrainian Christmas. We utilize the bucket truck, Electrician and Transportation staff to mount the Christmas lights throughout the community along Highway 3 and other locations, including Gazebo Park. Transportation staff do the lights in downtown Coleman.

We do not currently install Christmas lights for any Community Groups including Lions, Coleman Community or Bellecrest and haven't for several years, if ever in some cases. We received a request from the Lions to assist with their lights in Lion's Park in Blairmore. The request was denied because we do not currently assist any groups with ad hoc lighting requests, however, we do provide funding support to these groups to support their work through our annual budget process. Deputy Mayor Sygutek requested that Council have a discussion on this matter.

Administration recommends that we continue this practice of only installing our own Municipal lights for the following reasons:

1. We have limited time and only one truck to do our pole lights, last minute work requests diverts

staff from implementing our own Christmas Light Plan and/or other work that was planned for the week;

2. Its equitable to all groups- We don't have capacity to assist all the community groups with Christmas lights as we have a narrow window and limited equipment and staff, so it becomes problematic when we help one group and not another;

3. Liability issues- we install lights on our own streets that we maintain and inspect for the most part. When we need to go into parks with potentially soft ground, snow piles and playground equipment that we need to drive around, the risk of damage increases. With damage, who would be expected to cover the costs?

4. The costs of what the Municipality spends assisting groups wasn't always captured before. For the past several years we have been moving to having the groups incur the cost of the service such as paying the rental fee or in this case, the cost of a contractor, and then, because we do want to support these groups, they could put that in their funding request to the Municipality each year.

#### **Analysis of Alternatives:**

1. Council can opt to not pass any motion and we can continue business as usual;

2. Council can pass a motion to assist a group on an ad hoc basis, understanding its subject to crew and equipment availability and that it may not be actually feasible to drive the bucket truck into some of the parks based on snow and other features.

#### **Financial Impacts:**

1. Costs of utilizing the bucket truck, 1-2 staff members

#### **Attachments:**