



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, November 29, 2022 at 7:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Agriculture Services Board Meeting of September 21, 2022
- 3.b Minutes of the Municipal Historic Resources Advisory Committee of September 26, 2022
- 3.c Minutes of the Municipal Historic Resources Advisory Committee of October 24, 2022
- 3.d Minutes of the ORRSC Executive Committee Meeting of October 13, 2022
- 3.e Municipal Historic Resources Advisory Committee - Budget Items Request
- 3.f Town of Ponoka - Letter to Minister Copping Regarding the Volunteer Fire Department & Ambulance Concerns

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of November 22, 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 UROC Trails Update - Curt Derbyshire

7. REQUESTS FOR DECISION

- 7.a Bylaw 1095, 2021 - Land Use Bylaw Amendment - To re-designate a portion of Lot 36, Block 17, Plan 2211554 from 'No Land Use' to 'Residential R-1', a portion of Lot 37, Block 17, Plan 2211554 from 'No Land Use' to 'Residential R-1', and a portion of 21st Ave within the SE ¼ 29-7-3-W5M from 'Residential R-1' to 'No Land Use' - *First Reading*
- 7.b Bylaw 1122, 2022 - Noxious Weed Bylaw (Carum Carvi L.) - *Second and Third Reading*
- 7.c Municipal Planning Committee Bylaw Discussion
- 7.d Pineview Public Lands Disposition

- 7.e 2022 Q3 Financial Report
- 7.f 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 Citizens Supportive of Crowsnest Coal Community Presentation of November 14, 2022 -
Councillor Ward

11. IN CAMERA

- 11.a Business Interests of a Third Party - Clanswest Delegation - FOIP Act Section 16

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 29, 2022

Agenda #: 3.a

Subject: Minutes of the Agriculture Services Board Meeting of September 21, 2022

Recommendation: That Council accept the Minutes of the Agriculture Services Board Meeting of September 21, 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 Agriculture Services Board provides their minutes to keep Council apprised of activities within the Ag Services Department and board initiatives.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2022 09 21 ASB Minutes Approved.pdf](#)

Crowsnest Pass **Agriculture & Environmental Services**



AGRICULTURE SERVICE BOARD MEETING

September 21, 2022, 5:00 pm

Municipal Office – Council Chambers

8502 19 Avenue, Coleman Alberta

ATTENDANCE:

Kathy Wiebe	Chair
Dale Paton	Vice-Chair
Grace O’Leary	Agricultural Services Fieldman
Melisa Atkinson	Board Member
Megan Evans	Board Member
Doreen Glavin	Councillor
Jesse Fox	Manager of Protective Services
Sasha Lassey	Recording Secretary

ABSENT:

Frank DeGroot	Board Member
Dave Filipuzzi	Councillor
Vicki Kubik	Councillor

CALL TO ORDER

Chair, Kathy Wiebe called the meeting to order at 5:03 pm.

ADOPTION OF AGENDA

ASB-01-2022-09-21 Motion made by Megan Evans to adopt the agenda as presented. Carried.

ADOPTION OF MINUTES

Adoption of Agriculture Services Board Minutes from May 18, 2022.

ASB-02-2022-09-21 Motion made by Councillor Glavin to adopt the minutes of May 18, 2022, as presented. Carried.

DELEGATIONS

OLD BUSINESS

Vendor Registration – Progress Update

- Ag Fieldman, Grace O’Leary is process of acquiring a Pesticide License application as a requirement for vendor registration

2022 Provincial Resolutions – Bounty Update

- As of June 23, 2022, every municipality can choose to participate in the wild boar control program through the province which can provide potential compensation for damages; currently 24 municipalities report wild boar sightings within their boundaries in Alberta
- Three counties are currently offering the bounty program which has not been well received
- Board may want to consider continued support for a resolution of a recreational ban or additional controls within the region

ASB-03-2022-09-21 Motion made by Melisa Atkinson to accept the information on the wild boar bounty update as presented. Carried

Department Update

- Agricultural Fieldman, Grace O’Leary provided an update to the board on the department events and activities from May through September 2022
- Had several successful community weed pull events; approximately 145 bags of regulated weeds disposed as of early September
- Very successful information sessions at the Community Market for public education and awareness
- Facilitated three public weed identification workshops and one identification session with the municipal transportation department
- Continue to have challenges with CPR regarding weed notices and vegetation management along the right of ways; Grace O’Leary will continue to try to work with CPR representatives to resolve the issues
- Winter season will be focused on prioritizing vegetation management plans for identified sites that require additional attention in 2023
- Discussion regarding continued outreach for public for proper disposal of weeds

ASB-04-2022-09-21 Motion made by Megan Evans to accept the information on the Agricultural Services Department update as presented. Carried

Wild Caraway (Carum carvi) Elevation – Update

- Grace O’Leary provided an update on the status of the bylaw to elevate Wild Caraway (Carum carvi) as a noxious and prohibited species within the Municipality of Crowsnest Pass
- 2nd and 3rd reading of the bylaw is scheduled to appear at an upcoming Council meeting; if the readings are passed at that time, the bylaw will become enacted and enforceable

ASB-05-2022-09-21 Motion made by Councillor Glavin to accept the information on the Wild Caraway (Carum carvi) Elevation – Update as presented. Carried

NEW BUSINESS

South Region Conference

- Grace O’Leary provided an update and review on the agenda for the South Region Conference on October 25, 2022
- The registration fee is \$70 plus administration fee; 80-100 people expected to attend
- Deadline to register is October 18
- Venue will be held at the Crowsnest Pass Golf Course; breakfast, coffee snack and lunch will be served
- Several expert speakers/presenters have been confirmed so far
- Monday night Mixer on October 24th, will be hosted at The Pass Beer Co.; potential sponsor for the food portion
- The party planning committee will meet October 20, 2022, at 6:30pm at the Blairmore Firehall to finalize details of the event, prepare prizes and gifts for attendees and speakers

Resolutions Submission and Review

- Resolution submission deadline from all regions is September 27 and reviewed in early October, by Resolution Review Committee
- One additional volunteer from the board is required to act as a member of the Resolution Review Committee; will be determined closer to review date
- Closing date for the resolution review is October 18
- Late resolutions may be considered however priority will be given to resolutions that were submitted on time
- No resolutions submitted as of the meeting date

Resolutions Submission from the Agricultural Services Board

- The board discussed potential ideas for resolution submissions including:
 - Provincial prohibition on new wild boar farms
 - More support for current provincial eradication program for wild boar control

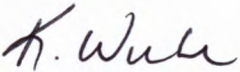
ASB-06-2022-09-21 Motion made by Dale Paton for Megan Evans to draft a resolution prior to September 27, 2022, on behalf of the board, incorporating the two discussions as well as adding any input or additional feedback that was provided previously from expert review. Carried

NEXT MEETING

ASB-07-2022-09-21 Motion made by Melisa Atkinson to have the next Agricultural Services Board meeting on November 23, 2022, at 5:00pm.

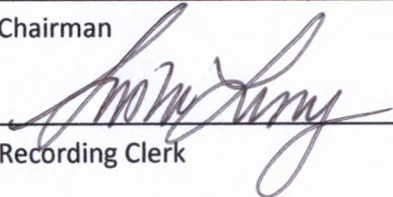
ADJOURNMENT

ASB-08-2022-09-21 Motion made by Megan Evans to adjourn the meeting at 6:56pm. Carried.



Chairman

Date: November 24, 2022



Recording Clerk

Date: November 24, 2022



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 29, 2022

Agenda #: 3.b

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

Recommendation: That Council accept the Minutes of the Municipal Historic Resources Advisory Committee of September 26, 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 Historic Resources Advisory Committee provides their minutes to keep Council apprised of activities and operations of the committee concerning our historical resources.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[September 26, 2022 Minutes - signed.pdf](#)



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE

September 26, 2022, at 2:00 pm

Council Chambers, Coleman Municipal Office

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 Vandenhoeft (with apology); Don Budgen (with apology); Gaston Aubin

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.

CARRIED

3. **ADOPTION OF MINUTES**

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

CARRIED

4. **REQUEST FOR DECISIONS**

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



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE

September 26, 2022, at 2:00 pm

Council Chambers, Coleman Municipal Office

- (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

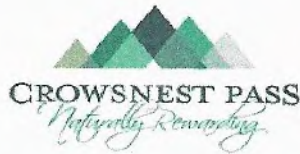


MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE

September 26, 2022, at 2:00 pm

Council Chambers, Coleman Municipal Office

- 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 member-at-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.



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE
September 26, 2022, at 2:00 pm
Council Chambers, Coleman Municipal Office

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)

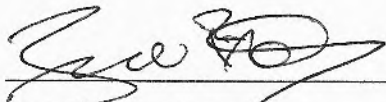
- Monday, October 24, 2022, at 2:00 PM in Council Chambers, Municipal Office.

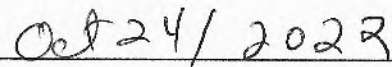
7. ADJOURNMENT

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

CARRIED

Approved by:


Fred Bradley, Chair


Date



A.



B.



C.



D.

2.63"

2.00"

3.00"

5.86"

5.00"

September 23, 2022

Municipality of Crowsnest Pass
Box 600
Crowsnest Pass, AB
T0K0E0

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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 29, 2022

Agenda #: 3.c

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

Recommendation: That Council accept the Minutes of the Municipal Historic Resources Advisory Committee of October 24, 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 Historic Resources Advisory Committee provides their minutes to keep Council apprised of activities and operations of the committee concerning our historical resources.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[October 24, 2022 Minutes - signed.pdf](#)



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE
October 24, 2022, at 2:00 pm
Council Chambers, Coleman Municipal Office

<u>PRESENT:</u>	Chairman	Fred Bradley
	Board Member	Howard Vandenhoeft
	Board Member	Don Budgen
	Board Member	Samantha Palmer-Forrest
	Board Member	Gaston Aubin
	Board Member	Glen Girhiny, Councillor
	Board Member	Vicki Kubik, Councillor
	Development Officer	Katherine Mertz
	Development Officer	Kim Kozak
	Municipal Representative	Johan van der Bank

ABSENT: Brad Edmondson

1. CALL TO ORDER

Chairman Fred Bradley called the meeting to order at 2:004 pm

2. ADOPTION OF AGENDA

MOTION by Don Budgen to adopt the agenda, with the addition of DP2022-173.

CARRIED

3. ADOPTION OF MINUTES

MOTION by Glen Girhiny to adopt the minutes of September 26, 2022, as presented.

CARRIED

4. REQUEST FOR DECISIONS

4.1 Development Permits

- (a) DP2022-173 – Personal Services (Massage Therapist) at 2158 - 213 Street, Bellevue (permitted use development permit) and a window sign (exempted from the requirement to obtain a development permit).

MOTION by Howard Vandenhoeft that the Advisory Committee has no concerns.

CARRIED



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE
October 24, 2022, at 2:00 pm
Council Chambers, Coleman Municipal Office

5. ROUND TABLE DISCUSSION

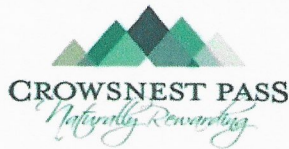
- 5.1 Heritage Designation Plaque - Brad Edmondson was not in attendance and this item was postponed to the next meeting.
- 5.2 Demystifying Historic Building Designation Workshop
- Fred Bradley circulated an agenda from a 2017 workshop that involved presenters from different vantage points (real estate, development, landowner, provincial government, other municipalities, architects).
 - The purpose of the workshop was to demystify the heritage designation process and address the myths and facts for landowners who may consider designation but do not understand the implications and the advantages.
 - It was discussed to hold another such workshop in 2023, involving a property insurance perspective, the experience of local developers (e.g. Court House) and landowners (e.g. Bellevue Inn, International Coal and Coke Office) who had recently been through the process, as well as the building Safety Codes Officer.
- 5.3 Heritage Incentives Sub-committee – a discussion followed about the next steps. This discussion circled back to the Demystifying Historic Building Designation Workshop, and also touched on the 2023 Municipal Budget. It was recognized that in order to encourage historic building owners to designate their properties, it may be beneficial to show them the bigger picture or the vision. This discussion flowed into the idea that Mainstreet Revitalization or beautification also includes municipal infrastructure, such as sidewalks, street trees and landscaping, street furniture, etc. The discussion recognized that, with the recent loss of the coal mining potential as a result of federal and provincial policies,



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE
October 24, 2022, at 2:00 pm
Council Chambers, Coleman Municipal Office

Council's strategic plan is focussing on tourism as the future growth driver, and that it is not only prudent but necessary to prepare for this growth in a timely manner so that the challenges faced by other similar communities can be addressed. An Area Redevelopment Plan (ARP) is a statutory instrument (a bylaw) in the Municipal Government Act that is a comprehensive planning tool intended to address such matters. An ARP for a specific area, e.g. Downtown Blairmore, would address future growth potential, historic preservation, design guidelines and incentives to encourage landowners to preserve and upgrade their historic properties, the required municipal infrastructure upgrades, redevelopment levies and/or off-site levies to support the proposed redevelopment, policies to support the beautification and revitalization of downtown through economic growth opportunities, supported by affordable housing options, etc. It would give landowners the bigger picture vision of where Council is heading with the plan area, and as such may be an ideal tool to address the question of how to move forward with the proposed Heritage Incentives. Such a plan is prepared with significant public consultation by experts in land use, architecture, economic development, business revitalization, and infrastructure. It could be an expensive document to prepare.

- 1) **MOTION** by Vicki Kubik that the Advisory Committee recommends that Council requests the Alberta Government for \$1,000,000 of funding to support a pilot project to prepare an Area Redevelopment Plan and associated studies, municipal policies and municipal incentive programs to plan for, guide, accommodate and foster the Main Street business revitalization, the preservation of historic resources, and the expected



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE
October 24, 2022, at 2:00 pm
Council Chambers, Coleman Municipal Office

tourism and associated economic growth in one or more areas of the Crowsnest Pass.

CARRIED

- 2) **MOTION** by Samantha Palmer-Forrest that the Advisory Committee forwards the above motion to Council for their consideration as part of the 2023 Municipal Budget.

CARRIED

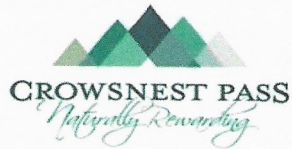
5.4 2023 Municipal Budget

From the discussion on the items above, it was agreed that some items may have to proceed prior to or parallel with the bigger picture plans. These include the “Demystifying Historic Building Designation Workshop” and updating the design guidelines that support the Historic Commercial Areas Overlay District of the land use bylaw but ineffectively so – the latter project may qualify for provincial grant funding on a dollar-for-dollar basis. As a result:

MOTION by Don Budgen that the Advisory Committee requests that Council considers including in the 2023 Municipal Budget:

- 1) \$25,000 to update the 1991 Design Guidelines – The Crowsnest Pass Historic District; and
- 2) \$5,000 to host a “Demystifying Historic Building Designation Workshop”; and
- 3) That this request is forwarded to Council in a letter from the Advisory Committee.

CARRIED



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE
October 24, 2022, at 2:00 pm
Council Chambers, Coleman Municipal Office

5.5 Board Recruitment – Fred Bradley, on behalf of the Advisory Committee, thanked Samantha Palmer-Forrest for her service on the Advisory Committee and wished her all the best in her future endeavours.

6. NEXT MEETING DATE(S)

- Monday, November 21, 2022, at 2:00 PM in Council Chambers, Municipal Office.
- December – possibly the 12th or the 19th.

7. ADJOURNMENT

MOTION by Gaston Aubin to adjourn the meeting at 3:40 pm

CARRIED

Approved by:

Fred Bradley, Chair

Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 29, 2022

Agenda #: 3.d

Subject: Minutes of the ORRSC Executive Committee Meeting of October 13, 2022

Recommendation: That Council accept the Minutes of the ORRSC Executive Committee Meeting of October 13, 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 Oldman River Regional Services Commission provides their executive committee minutes to member municipalities to keep Councils apprised of operational activities at ORRSC.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2022-10-13 Executive Committee Meeting Minutes - Final.pdf](#)



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES

October 13, 2022; 6:00 pm

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

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, October 13, 2022, at 6:00 pm, in the ORRSC Administration Building, and virtually via Zoom.

Attendance:

Gordon Wolstenholme, Chairman
Jesse Potrie
Neil Sieben
Brad Schlossberger

Absent:

Don Anderberg, Vice Chairman
Christopher Northcott

Staff:

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant

Chairman Wolstenholme called the meeting to order, the time being 6:00 pm.

1. Approval of Agenda

Moved by: Neil Sieben

THAT the Executive Committee approves the October 13, 2022 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Jesse Potrie

THAT the Executive Committee approve the July 14, 2022 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. Budget Discussion

L. Kuiper, CAO, presented the proposed 2023 Operating Budget to the Committee.

The Committee discussed inflation, subdivision fees, and membership fees.

b. Palliser Regional Municipal Services

L. Kuiper provided a status update on the Palliser Regional Municipal Services Agency, who provides municipal services to the southeastern Alberta such as Starland County, the Town of Drumheller, and the Village of Rockyford.

c. Parkland Community Planning Services

L. Kuiper provided a status update on the Parkland Community Planning Services, who provides municipal services to central Alberta such as Clearwater County, the Town of Olds, and the Village of Big Valley.

d. 2023 Executive Election

L. Kuiper advised that the Board of Directors Organizational Meeting will be held on Thursday, December 1, 2022, and as usual the election for the Executive Committee will take place that evening as well. CAO Kuiper noted that nomination forms would be sent out to the Board Members in early November for those who will to put their name forward.

e. Subdivision Activity

- As of August 31, 2022
- As of September 30, 2022

L. Kuiper presented the Subdivision Activity statistics to the Committee.

f. CAO Annual Performance Evaluation

Chair Wolstenholme stated that previous practice has been that the Chair collects the completed Performance Evaluation forms from the Committee and compiles them into a report, then reviews the results with the CAO.

The Committee agreed to the previous years practice.

g. Staff Update

L. Kuiper advised the Committee that Madeleine Baldwin, Planner, is currently on maternity leave has advised that she will not be returning to the organization after the maternity leave is completed. CAO Kuiper advised that a posting for the vacancy would be out shortly.

5. Accounts

a. Office Accounts

(i) Monthly Office Accounts

- June 2022
- July 2022
- August 2022

(ii) Payments and Credits

- May 2022
- June 2022
- July 2022

Moved by: Brad Schlossberger

THAT the Executive Committee accepts the documentation regarding the Monthly Office Accounts, June 2022, July 2022 and August 2022 as information; and,

THAT the Executive Committee accepts the documentation regarding the Payments and Credits, May 2022, June 2022 and July 2022 as information.

CARRIED

b. Financial Statements

(i) Balance Sheet

- As of June 30, 2022
- As of July 31, 2022
- As of August 31, 2022

(ii) Comparative Income Statement

- Actual to June 30, 2022
- Actual to July 31, 2022
- Actual to August 31, 2022

(iii) Details of Account:

- As of June 30, 2022
- As of July 31, 2022
- As of August 31, 2022

Moved by: Gordon Wolstenholme

THAT the Executive Committee accepts the documentation regarding the Balance Sheet, as of June 30, 2022, as of July 31, 2022 and as of August 31, 2022 as information;

THAT the Executive Committee accepts the documentation regarding the Comparative Income Statement, actual to June 30, 2022, actual to July 31, 2022 and actual to August 31, 2022 as information; and,

THAT the Executive Committee accepts the documentation regarding the Details of Account, as of June 30, 2022, as of July 31, 2022, and as of August 31, 2022, as information.

CARRIED

6. New Business

There was no new business for discussion.

7. CAO's Report

The CAO provided his CAO Report to the Committee.

8. Round Table Discussions

Committee members reported on various projects and activities in their respective municipalities.

9. Next Meeting – November 10, 2022

10. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:07 pm.



CHAIR

CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 29, 2022

Agenda #: 3.e

Subject: Municipal Historic Resources Advisory Committee - Budget Items Request

Recommendation: That Council accept the Municipal Historic Resources Advisory Committee Budget Items Request correspondence as information and consider the requests during the 2023 budget deliberations.

Executive Summary:

Committees of Council have the opportunity to make recommendations to Council for their consideration.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Municipal Historic Resources Advisory Committee has submitted a request to Council recommending that Council consider allocating funding to updating the Crowsnest Pass Historic District Design Guidelines and to fund other community engagement activities with the 2023 budget deliberations.

Analysis of Alternatives:

n/a

Financial Impacts:

\$30,000

Attachments:

[Budget Request to MCNP Oct 31 2022.pdf](#)



Crowsnest Pass Municipal Historic Resources Advisory Committee

October 31, 2022

Mayor and Council,
Municipality of Crowsnest Pass,
Box 600, Crowsnest Pass, AB T0K 0E0

Re: Municipal Historic Resources Advisory Committee – Budget Request -2023

Dear Mayor and Council;

On behalf of the Crowsnest Pass Municipal Historic Resources Advisory Committee I respectfully submit for Municipal Council's consideration the Committee's recommendations to allocate funding in the Municipal Budget for 2023 to update the Crowsnest Pass Historic District Design Guidelines and for Workshops on Historic Building Designation and other community engagement activities and to provide funding for the Board's operations during that period.

Please find below our funding request proposal document.

This year's request recommends funding of \$25,000 to hire a consultant to update the Crowsnest Pass Historic District Design Guidelines and to provide \$5,000 for Workshops and other community engagement activities.

The Municipal Historic Resources Board is available to municipal staff or council to clarify or provide further information regarding our recommendation.

Yours sincerely,

Fred Bradley, Chairman
Crowsnest Pass Municipal Historic Resources Advisory Committee

The Crowsnest Pass Municipal Historic Resources Advisory Committee requests consideration for including the following items in the Municipal Operating Budget for 2023 to assist the Municipal Historic Resources Advisory Committee with conducting its activities and responsibilities in 2023

1. Update – Design Guidelines – Crowsnest Pass Historic District

- | | |
|---|-------------|
| a. Municipal Contribution for hiring a consultant to update the Design Guidelines | \$25,000.00 |
|---|-------------|

A matching contribution grant for \$25,000 would be applied for from the Heritage Preservation Partnership Programme of Alberta Culture. The total project cost would be \$50,000 and would only proceed if the Provincial grant application is successful.

The existing guidelines which are advisory for buildings in the Historic Commercial Overlay Districts were developed in the early 1990's. Updated guidelines would be of benefit for both building owners and the municipality. Such a review and update would reflect current circumstances and issues and provide clarity as to their application and interpretation.

- | | |
|---|------------|
| 2. Workshops on Benefits of Municipal Historic Resource Designation and incentives to assist commercial building owners with façade and building improvements. Costs for advertising, hall rental, and honorarium for presenters. The workshops would be with owners of buildings which have been included in the Phase 1, 2, and 3, Heritage Inventories and other commercial building owners to discuss the benefits of designation and other incentives available to the commercial building owner to upgrade business facades and building improvements | \$5,000.00 |
|---|------------|

Total Budget Request	\$30,000.00
-----------------------------	--------------------



Crowsnest Pass Municipal Historic Resources Advisory Committee

October 31, 2022

Mayor and Council,
Municipality of Crowsnest Pass,
Box 600,
Crowsnest Pass, AB T0K 0E0

**Re: Municipal Historic Resources Advisory Committee –
Recommendation to Approach Provincial Government to fund Pilot Project**

Dear Mayor and Council:

On behalf of the Crowsnest Pass Municipal Historic Resources Advisory Committee I respectfully submit for Municipal Council's consideration the following recommendation that was passed at the Advisory Committee's meeting on Monday, October 24, 2022

- 1) **MOTION** by Vicki Kubik that the Advisory Committee recommends that Council request the Alberta Government for \$1,000,000 of funding to support a pilot project to prepare an Area Redevelopment Plan and associated studies, municipal policies, and municipal incentive programs to plan for, guide, accommodate and foster the Main Street business revitalization, the preservation of historic resources, and the expected tourism and associated economic growth in one or more areas of the Crowsnest Pass.

CARRIED


For background to the request below is an excerpt from the draft minutes of the Advisory Committee which led to this recommendation.

- 5.3 Heritage Incentives Sub-committee – a discussion followed about the next steps. This discussion circled back to the Demystifying Historic Building Designation Workshop, and also touched on the 2023 Municipal Budget. It was recognized

that in order to encourage historic building owners to designate their properties, it may be beneficial to show them the bigger picture or the vision. This discussion flowed into the idea that Mainstreet Revitalization or beautification also includes municipal infrastructure, such as sidewalks, street trees and landscaping, street furniture, etc. The discussion recognized that, with the recent loss of the coal mining potential as a result of federal and provincial policies, Council's strategic plan is focusing on tourism as the future growth driver, and that it is not only prudent but necessary to prepare for this growth in a timely manner so that the challenges faced by other similar communities can be addressed. An Area Redevelopment Plan (ARP) is a statutory instrument (a bylaw) in the Municipal Government Act that is a comprehensive planning tool intended to address such matters. An ARP for a specific area, e.g. Downtown Blairmore, would address future growth potential, historic preservation, design guidelines and incentives to encourage landowners to preserve and upgrade their historic properties, the required municipal infrastructure upgrades, redevelopment levies and/or off-site levies to support the proposed redevelopment, policies to support the beautification and revitalization of downtown through economic growth opportunities, supported by affordable housing options, etc. It would give landowners the bigger picture vision of where Council is heading with the plan area, and as such may be an ideal tool to address the question of how to move forward with the proposed Heritage Incentives. Such a plan is prepared with significant public consultation by experts in land use, architecture, economic development, business revitalization, and infrastructure. It could be an expensive document to prepare.

Thank you for consideration of our recommendation to approach the provincial government to request funds to assist our community and its businesses revitalize our historic business and commercial areas to face current and future economic challenges.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Fred Bradley".

Fred Bradley, Chairman
Crowsnest Pass Municipal Historic Resources Advisory Committee



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 29, 2022

Agenda #: 3.f

Subject: Town of Ponoka - Letter to Minister Copping Regarding the Volunteer Fire Department & Ambulance Concerns

Recommendation: That Council accept the letter from the Town of Ponoka - Letter to Minister Copping Regarding the Volunteer Fire Department & Ambulance Concerns as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Town of Ponoka has written a letter to Minister Jason Copping with regard to volunteer firefighters attending medical emergencies and being forced to wait excessive amounts of time for the availability of ambulances to be dispatched. The letter was shared with all Alberta Municipalities members.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2022 11 24 - Ponoka County Letter to Minister Copping Volunteer Fire Dept & Ambulance Concerns.pdf](#)



Office of the Mayor

November 23, 2022

Honourable Jason Copping
Minister of Health
432 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6
health.minister@gov.ab.ca

Dear Minister Copping:

I am writing to you on behalf of our Ponoka Volunteer Fire Department. Actually, I think I could be writing on behalf of most volunteer fire departments in rural Alberta. However, right now I am very concerned for the volunteer fire fighters of my community who bravely step forward and protect us all.

My main concern is with the current state that we find our ambulance service in. This is something that isn't new. It has been brewing for a number of years now and I believe we are about to hit critical mass, which means we are not too far away from doing far more damage to all of our emergency services, simply because we cannot collectively get a handle on how to manage this situation.

On November 21, 2022, we had an incident in the Town of Ponoka, where a pedestrian was hit on one of our roads by a motor vehicle. The first responders on the scene were our volunteer fire fighters. They had an ambulance dispatched from Bashaw which is about 30 minutes away. Ten minutes after the dispatch it was rerouted to Red Deer. By this time the next dispatched ambulance was to come from Leduc, 42 minutes away. In the meantime, the patient was seizing and his heartbeat had dropped to 28 beats per minute. At that time rather than continue to wait for an ambulance and lose the patient, our firefighters made the decision to pack him into the box of one of their pickups, and with a police escort got him to our local hospital. This is a summation of the report I read, and the complete absurdity of this situation I find astounding.

Two months prior, on September 21, 2022, we had a shooting in our downtown. Once again, our volunteer fire fighters were first on the scene because an ambulance had to be dispatched out of Red Deer, about 45 minutes away. In the meantime, our volunteer fire department bandaged and stabilized the victim, and some of the members learned how to deal with a person who had their ear shot off.

Follow Town of Ponoka online at:
www.ponoka.ca



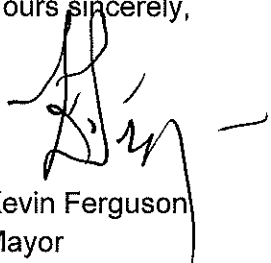
Town of Ponoka
200, 5604 – 50 Street
Ponoka, AB T4J 1G5
Main: 403-783-4431
Fax: 403-783-6745

Honourable Jason Copping
November 23, 2022
Page 2

In the last year our volunteer fire department has been the first to arrive on the scene of a medical event 18 times. They do this for the love of their community, and are not being paid-----I would say for them money is not the issue. What is the issue is that after they have been faced with the trauma of a catastrophic medical event, they then have to go back to their real jobs the following day. So I put it to you, that while we are trying to somehow figure our way around this ambulance crisis, we are doing it on the backs of our rural volunteer fire fighters. I represent a rural municipality, and I am telling you what I see is that my friends, neighbours, and fellow citizens are being put at risk on a daily basis because we can't figure this ambulance thing out.

We are running out of time and something needs to be done not only for our cities, but for our rural communities too.

Yours sincerely,



Kevin Ferguson
Mayor

c: Premier Danielle Smith
Rachel Notley, Leader of the Opposition
Ron Orr, MLA – Lacombe/Ponoka
Mayors – Alberta Municipalities
Reeve Paul McLauchlin, Ponoka County
Donna Noble, Protective Services Coordinator – Ponoka County



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 29, 2022

Agenda #: 4.a

Subject: Minutes of the Council Meeting of November 22, 2022

Recommendation: That Council adopt the Minutes of the Council Meeting of November 22, 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 22 Council Meeting Minutes.docx](#)

**Municipality of Crowsnest Pass
Council Meeting Minutes
Tuesday, November 22, 2022**

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, November 22, 2022.

Council Present:

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

Council Absent:

Mayor Blair Painter

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

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

ADOPTION OF AGENDA

Amendments:

Consent Agenda

- e) Marilyn Big Charles – Letter of Concern Regarding Roads and the Walking Path in Blairmore – Move to Councillor Inquiries and Notice of Motion 10.b – Councillor Ward

01-2022-11-22: Councillor Ward moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2022-11-22: Councillor Glavin moved that Council approve the following Consent Agenda items as amended without debate:

3.a

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

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

3.b

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

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

3.c

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

THAT Council accept the Minutes of the Crowsnest Pass Senior Housing Board of September 19, 2022 as information.

3.d

Minutes of the Municipal Planning Commission of September 28, 2022

THAT Council accept the Minutes of the Municipal Planning Commission of September 28, 2022 as information.

3.f

Robert Gray, Larkspur Lodge - Tourist Home Letter of Inquiry

THAT Council accept Robert Gray, Larkspur Lodge - Tourist Home Letter of Inquiry as information.

3.g

2022 AlbertaSW Board Minutes of October 5, 2022 and November Bulletin

THAT Council accept the 2022 AlbertaSW Board Minutes of October 5, 2022 and November Bulletin as information.

3.h

Ski Swap Thank You Letter from the Pass Powderkeg Ski Society

THAT Council accept the Ski Swap Thank You Letter from the Pass Powderkeg Ski Society as information.

Carried

ADOPTION OF MINUTES

Minutes of the Council Meeting of November 1, 2022

03-2022-11-22: Councillor Girhiny moved to adopt the Minutes of the Council Meeting of November 1, 2022, as presented.

Carried

PUBLIC HEARINGS

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

Deputy Mayor Sygutek declared the Public Hearing opened at 1:02 pm for 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.

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

Deputy Mayor Sygutek invited members of the public to speak in favor of or in opposition to 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.

Deputy Mayor Sygutek noted that there were no members of the public in attendance who wished to speak, and therefore declared the public hearing closed at 1:03 pm.

DELEGATIONS

None

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

04-2022-11-22: Councillor Kubik moved second 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

05-2022-11-22: Councillor Ward moved third and final 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

Council Remuneration Meeting Rate Clarification

06-2022-11-22: Councillor Filipuzzi moved to defer discussion on the Council Remuneration Meeting Rate Clarification to the November 29, 2022 Meeting.

Carried

COUNCIL MEMBER REPORTS

Council reports since the November 1, 2022 meeting of Council:

- Councillor Filipuzzi
 - Attended a meeting with the Honourable Jeremy Nixon, Minister of Seniors, Community and Social Services
 - Appreciated having a dialogue with the Ministry along with other Southern Alberta communities including Nanton, Claresholm, High River, Fort Macleod and Pincher Creek
 - Senior housing was discussed with Claresholm and Crowsnest Pass having input.
 - Staff shortages have hampered the Crowsnest Pass in opening the other two wings of Peaks to Pines Lodge
 - Claresholm indicated their lodge is old and in a state of disrepair
 - The other communities indicated they are all experiencing housing shortages
 - Was impressed with the Minister, felt positive about the meeting
- Councillor Girhiny
 - Attended the RMA convention
 - Was able to have conversations with three Ministers at the convention
 - Minister Jeremy Nixon - Minister of Seniors, Community and Social Services
 - Minister Rebecca Schulz – Minister of Municipal Affairs
 - Minister Todd Loewen - Minister of Forestry, Parks and Tourism
 - All three Ministers indicated they would like to come and tour our community, and was assured that more meetings would be held in the future with rural municipalities
- Deputy Mayor Sygutek
 - Thanked Councillors Girhiny and Filipuzzi and Patrick Thomas, Chief Administrative Officer for attending the meeting with the Provincial Ministers
 - Attended the Learning for Life/Place Based Learning meeting at the Golf Course
 - Advised that Suncor sponsored a grant and gave three years of funding because of their strong belief in this program
 - The Peaks Campus is one of the first schools in North America to host a program of this nature
 - Several representatives from the US were in attendance including from the Teton Science School in Wyoming
- Councillor Kubik
 - Advised that the inaugural meeting of the Forest Management Plan Public Advisory Committee meeting was held on October 26, 2022.
 - The initial meeting was a meet and greet for members and discussion of the forest management area and the purpose of the committee.

- Councillor Kubik was unable to attend the meeting due to work commitments.
- The next meeting will be held in January, and may include virtual participation
- The meeting notes were provided to all committee members and Councillor Kubik will share them with Council.

PUBLIC INPUT PERIOD

- None

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Request for Municipal Assistance with Christmas Decorations - Deputy Mayor Sygutek

07-2022-11-22: Councillor Ward moved that the Municipality will support the Blairmore Lions with erecting Christmas displays with funding from Category 3 up to a maximum of \$1000, and that any other community groups that step forward be notified that they can apply for funding in future years.

Carried

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

08-2022-11-22: Councillor Ward moved to accept the Marilyn Big Charles letter of concern regarding road conditions and the walking path in Blairmore as information and to direct Administration to provide a response to her letter.

Carried

IN CAMERA

09-2022-11-22: Councillor Kubik moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 1:47 pm:

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

Carried

Reconvene

Deputy Mayor Sygutek convened the In Camera meeting at 2:02 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

10-2022-11-22: Councillor Sygutek moved that Council come out of In Camera at 2:31 pm.

Carried

11-2022-11-22: Councillor Ward moved that Council accept the offer to purchase the road allowance between Blocks 7 and 12, Plan 6808CU in Coleman containing 0.39 acres, subject to the following conditions:

1. That the transaction be completed by December 1, 2023.
2. That Council retain the option to purchase the property back from the applicant at 50% of the purchase price in the event that no construction is commenced on the property within two years of the date of transfer of title to the applicant.
3. That all legal costs relating to the transfer of the subject property are the responsibility of the applicant.
4. That all costs relating to the road closure bylaw are the responsibility of the applicant.
5. That all costs relating to the required Land Use Bylaw amendment are the responsibility of the applicant.
6. All costs relating to the rezoning application to amend the Land Use Bylaw will be responsibility of the applicant.
7. That the purchase price be \$4190 plus GST.

Carried

ADJOURNMENT

12-2022-11-22: Councillor Filipuzzi moved to adjourn the meeting at 2:32 pm.

Carried

Lisa Sygutek
Deputy Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 29, 2022

Agenda #: 6.a

Subject: UROC Trails Update - Curt Derbyshire

Recommendation: That Council accept the trails update from UROC as information.

Executive Summary:

With the construction and opening of new trails in 2022, Council requested that UROC provide an update concerning the new trails, and to hear more about UROC's future plans.

Relevant Council Direction, Policy or Bylaws:

n/a

Discussion:

Council requested that UROC be invited to make a presentation to Council to provide an update on new trail construction and future plans for trail expansion.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[UROC_Presentation_Nov2022.pdf](#)

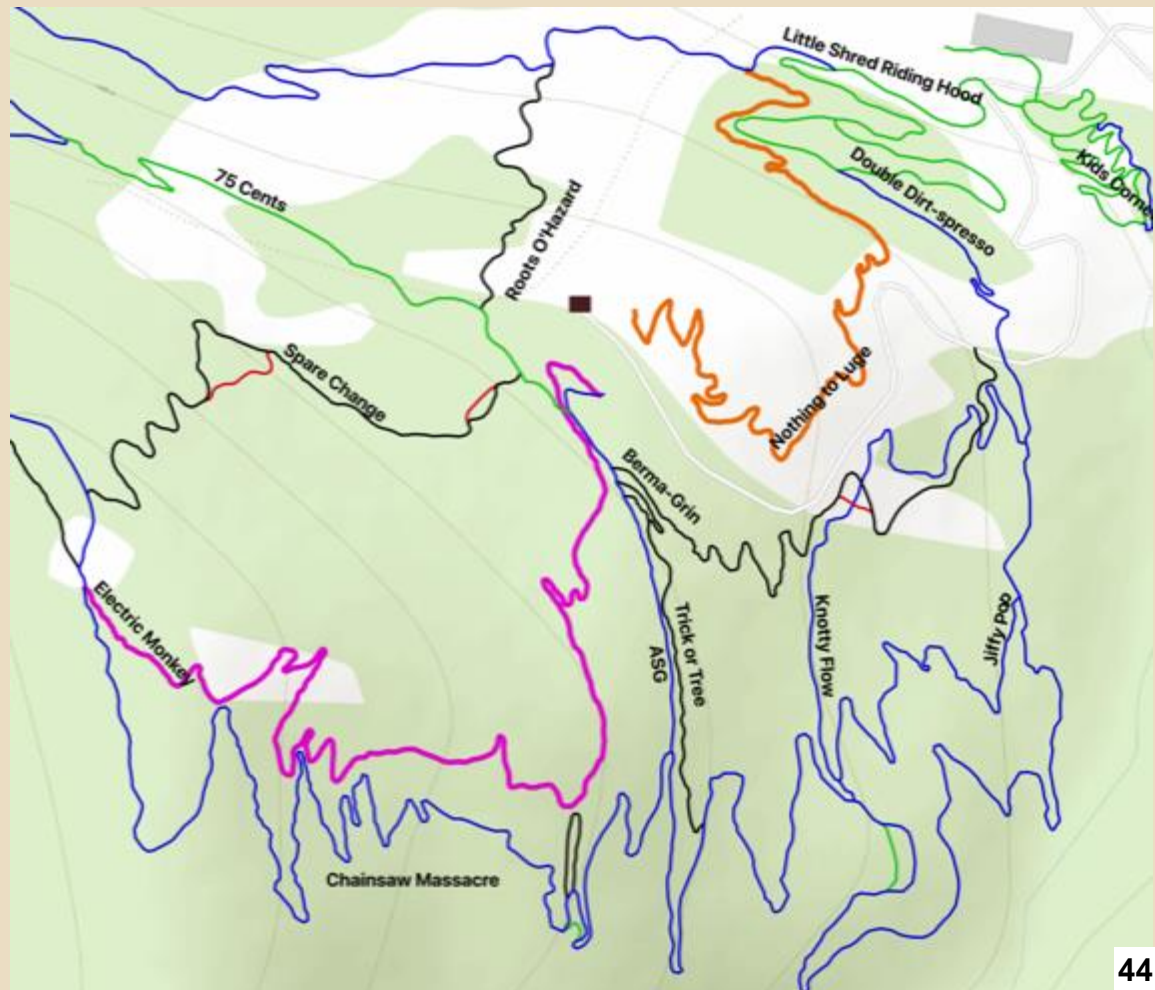
NEW PASS POWDERKEG BIKE TRAILS



Project Overview



- 2 trails
- Electric Monkey
 - ▣ 2 km
- Nothing to Luge
 - ▣ 1.8 km
- Bike specific, downhill only
- Intermediate trail rating



Why build these trails?



- Increased traffic on trails
- Variety and progression for riders
- Expansion of trail network attracts people to the area



Timeline



- **Fall 2020** – Determined location of trail
- **June 2021** – Approval from Municipality and AEP
- **Summer 2021** – Applied for grant funding
- **October 2021** – Detailed design by McElhanney
- **Winter 2022** – Put out request for proposals and awarded contract
- **June 2022** – Starr Trail Solutions started construction
- **August 2022** – Construction completed and trail opened

Project Costs



- \$150,000 project total
 - ▣ McElhanney - \$21,815
 - ▣ Starr - \$118,963
 - ▣ Materials & signage - \$7000
 - Ongoing signage projects

- Community Facility Enhancement Program
 - ▣ \$50,000
- Applied for Tourism Relief Fund
 - ▣ \$78,000



UROC Volunteer Hours



- 520 volunteer hours on these two trails
 - ▣ Including field planning, corridor clearing, and trail work
- Many more hours went into behind-the-scenes planning and organizing



Projects from Summer 2022



- ❑ Maintenance on trails at PPK and York Creek
- ❑ Signage in York Creek
- ❑ Working with AEP to establish a Trail Management Plan for public land
- ❑ Planning for future trail projects





Where We Are



- 330 members
- 64 km of trail maintained by UROC
 - ▣ 23 km at PPK
 - ▣ 41 km in York Creek
- Events
- Hired first employee in 2022 – Trail Coordinator



Where We'd Like To Go



- Grow membership
- Hire a trail crew for summer 2023
- Tune up/add to Skills Park
- Build, maintain, improve mountain bike trails at PPK and York Creek



How We Can Get There



- Work collaboratively on trail network expansion
- Letters of support for grants
- Trailhead/parking development and amenities
- Operational funding



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 29, 2022

Agenda #: 7.a

Subject: Bylaw 1095, 2021 - Land Use Bylaw Amendment - To re-designate a portion of Lot 36, Block 17, Plan 2211554 from 'No Land Use' to 'Residential R-1', a portion of Lot 37, Block 17, Plan 2211554 from 'No Land Use' to 'Residential R-1', and a portion of 21st Ave within the SE ¼ 29-7-3-W5M from 'Residential R-1' to 'No Land Use' - First Reading

Recommendation: That Council gives first reading to Bylaw No. 1095, 2021.

Executive Summary:

Bylaw 1094, 2021 approved a road closure to correct an encroachment into 21 Avenue in Bellevue, and straighten the road allowance where the infill parcel was proposed by requiring a small portion of road dedication. That bylaw was completed and the road closure and subdivision were registered.

Bylaw 1095, 2021 is now required to re-designate the three portions of land to the required land use district and 'No Land Use' (for road purposes) in order to facilitate the correct use of the lands.

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:

Bylaw 1095, 2021 is the result of completed road closure and a subdivision to create an infill parcel. The bylaw proposes to re-designate:

1. A portion of Lot 36, Block 17, Plan 2211554 from 'No Land Use' to 'Residential R-1' (i.e. the very small triangular portion shown on Schedule A of the bylaw that is part of the new infill parcel and was formerly a portion of 21 Ave road allowance),

2. A portion of Lot 37, Block 17, Plan 2211554 from 'No Land Use' to 'Residential R-1' (i.e. the portion of Lot 37 that was formerly a portion of 21 Ave road allowance), and
3. A portion of 21st Ave within the SE ¼ 29-7-3-W5M from 'Residential – R1' to 'No Land Use' (i.e. the portion of the original parcel prior to subdivision that was dedicated as 21 Ave road allowance).

Analysis of Alternatives:

N/A

Financial Impacts:

NA

Attachments:

[FORMATTED Bylaw 1095, 2021 - Lots 36 & 37, Block 17, Plan 221 1554 & 21st Ave \(November 2022\).docx](#)

[Bylaw 1095-2021, Schedule A.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1095, 2021

LAND USE BYLAW AMENDMENT – Redesignate portions of Lots 36 and 37, Block 17, Plan 221 1554 and a portion of 21st Ave within the SE ¼ 29-7-3-W5M

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.

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as:

1. A portion of Lot 36, Block 17, Plan 221 1554, within the SE ¼ 29-7-3-W5M, containing ±0.00008 ha (0.0002 acres), as shown on Schedule 'A', from "No Land Use" to "Residential – R-1."
2. A portion of Lot 37, Block 17, Plan 221 1554, within the SE ¼ 29-7-3-W5M, containing ±0.029 ha (0.072 acres), as shown on Schedule 'A', from "No Land Use" to "Residential – R-1."
3. A portion of 21st Ave within the SE ¼ 29-7-3-W5M, containing ±0.0025 ha (0.0060 acres), as shown on Schedule 'A', from "Residential – R-1" to "No Land Use."

AND WHEREAS the purpose of the proposed amendments is to provide for the opportunity to use and develop the lands in accordance with the provisions of the "Residential – R-1" 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 a portion of Lot 36, Block 17, Plan 221 1554, within the SE ¼ 29-7-3-W5M, containing ±0.00008 ha (0.0002 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "No Land Use" to "Residential – R-1."
2. The Land Use District Map be amended to redesignate the lands legally described as a portion of Lot 37, Block 17, Plan 221 1554, within the SE ¼ 29-7-3-W5M, containing ±0.029 ha (0.072 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "No Land Use" to "Residential – R-1."
3. The Land Use District Map be amended to redesignate the lands legally described as a portion of 21st Ave within the SE ¼ 29-7-3-W5M, containing ±0.0025 ha (0.0060 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "Residential – R-1" to "No Land Use."
4. Bylaw No. 868, 2013, being the Land Use Bylaw, is hereby amended.

5. This bylaw comes into effect upon third and final reading hereof.

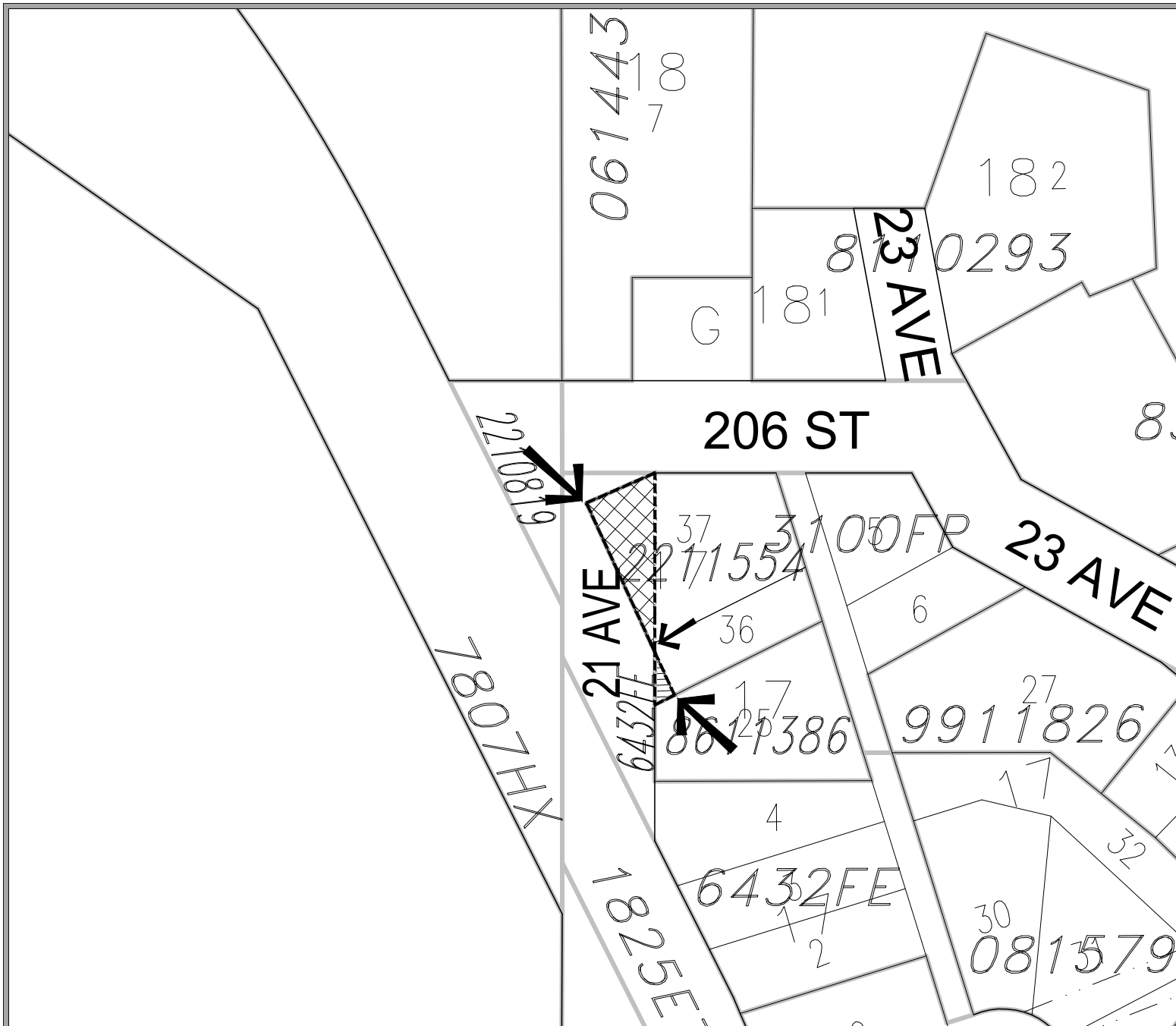
READ a **first** time in council this _____ day of _____ 2022.

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

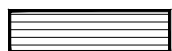


LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Bylaw #: 1095, 2021
Date: _____



FROM: NO LANDUSE
TO: RESIDENTIAL R-1



FROM: RESIDENTIAL R-1
TO: NO LANDUSE

PORTIONS OF LOTS 36 AND 37, BLOCK 17, PLAN 2211554
AND PORTION OF 21 AVE WITHIN SE 1/4 SEC 29, TWP 7, RGE 3, W 5 M

MUNICIPALITY: CROWSNEST PASS (BELLEVUE)

DATE: NOVEMBER 21, 2022



November 22, 2022 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Bylaw 1095, 2021 Plan 8611386.dwg



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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 29, 2022

Agenda #: 7.b

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

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

Executive Summary:

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

As per the *Weed Control Regulation*, municipalities can elevate the designation of an invasive species within their jurisdiction through a bylaw. The *Weed Control Act* is then applicable to the control and enforcement of the identified species. Currently, wild caraway (*carum carvi*), is not identified in the Schedule of plant species within the *Weed Control Regulation*. Several municipalities in the province have chosen to elevate this species due to its invasive nature. It is possible that this species will be added to the schedule when legislation is next reviewed and updated.

Relevant Council Direction, Policy or Bylaws:

Section 9 Weed Control Regulation
Weed Control Act

Discussion:

The Municipality of Crowsnest Pass weed inspectors have discovered Wild Caraway (Carum Carvi L.) in 2021 on lands within the Municipality in Tecumseh, Coleman and Bellevue. Additional sites were found in Coleman and Blairmore in 2022. They were not addressed as they are currently unregulated. As per the Weed Control Regulation, Section 9; the Municipality may designate a noxious weed or a prohibited noxious weed, with the designation not being effective unless approved by the Minister. The bylaw was sent away for Ministerial Approval on July 28, 2022. Council requested that the information that was presented to Ag Services by the Fieldman be brought forward to Council for their

information in considering second reading.

Why Designate Wild Caraway a Noxious Weed

No action was taken with the Caraway infestations that were previously located (as its an unregulated weed.) Should these infected areas remain untreated significant spread is anticipated and there is a small window before we see a rapid increase in distribution and abundance. Control of those infestations is likely to be challenging and potentially costly to private landowners, however, the cost to control if left untreated will be greater.

Wild caraway has escaped cultivation in Canada and is not utilized by livestock when grazing. Wild caraway quickly displaces all other vegetation, outcompeting our native plants. This is detrimental to the Crowsnest Pass because everywhere there is wild caraway, there used to be a native plant. Our native plants support and maintain the biodiversity here in the Crowsnest Pass by reducing erosion and providing food and shelter for native pollinators and wildlife. It would be beneficial to the Crowsnest Pass to designate this a noxious weed:

1. Preserve biodiversity and our native plants
2. Protect forage quantity and quality (Caraway is not utilized by grazing animals and replaces plants that are consumed by livestock)
3. Attempt to reduce costs incurred on private landowners who need to control it further down the line when we have serious, very costly infestations

Currently, we can't address Wild Caraway for control and eradication without this designation on non-municipally owned properties, however, we could control it without the designation on Municipal land if that was something of interest to Council. This is more of a half measure though, because of the infestations found in 2021 only 2/9 were on Municipal Property, and only 2 in 2022, so the largest infestations that need addressing are on private land.

Analysis of Alternatives:

1. Council may defer second reading of Bylaw 1122, 2022 and outline what additional information they would like to see with reconsideration.
2. Defeat Bylaw 1122, 2022
3. Defeat Bylaw 1122, 2022, but pass a motion to do eradication of wild caraway on Municipal land.
4. Defeat Bylaw 1122, 2022 waiting until the Province adds it to the *Weed Control Regulation* (understanding it will be more difficult to eradicate when they do designate it as it will spread and there is no timeline on how long that might take, if they do it at all)

Financial Impacts:

N/A

Attachments:

[UR_FS-WildCaraway.pdf](#)

[2022 03 16 ASB APPROVED Minutes.pdf](#)

[1122, 2022 - Noxious Weed Bylaw Carum Carvi L. - signed by Minister of Agriculture.pdf](#)

9 Locations-Caraway Map Crowsnest Pass Overview.png
Alleyway, Garage Caraway, Blairmore.jpg
Flowered Caraway, Blairmore.jpg
Tecumseh Caraway Infestation.jpg
Invasive Curve.pdf

Wild Caraway

Carum carvi

Provincial Designation:
Not Regulated*

*Noxious in several M.D./Counties



Alberta Sustainable Resource Development



Alberta Sustainable Resource Development

Overview:

Wild caraway is a biennial plant, producing a low growing rosette of leaves in its first year of growth, and then a flowering stalk (bolt) in the second year – it can even bolt and flower a third year before dying. It develops a narrow, parsnip-like taproot with a black skin and white core. This is the same plant that produces the caraway spice used in rye breads and as an ingredient in some liquor. All parts of the plant are edible. Native to Eurasia, it has escaped cultivation as a spice crop in Canada.

Habitat:

Wild caraway grows in a wide variety of soil types, pH, and climates. It will successfully reproduce under deciduous forest canopy but seems intolerant of complete shade. Bolting plants can tolerate some spring flooding and seedlings can survive light frosts.

Identification:

Stems: Are erect, branched, and grow 60

to 90 cm tall. There can be several stems per plant.

Leaves: Are alternate and very finely divided (very carrot-like). The leaves of first-year rosettes can be very similar to yarrow, a native plant.

Flowers: Are white, but occasionally pinkish, and occur in groups at the top of stems (compound umbels). Flowers hermaphroditic (having both male & female organs) and therefore self-fertile. Fruits (seeds) are crescent-shaped with ridges, and about 2 mm long.

Prevention:

Wild caraway is very difficult to detect when not in flower. Learn to recognize Wild caraway rosettes – early detection provides the best chances for eradication.

Control:

Grazing: It is not utilized by livestock and can quickly displace nearly all other vegetation where infestations go uncontrolled. Infestations in forage crops have led to weed

seed dispersal in baled hay. Invasive plants should never be considered as forage.

Cultivation: Repeated cultivation before seed set are be effective. Hand pulling pre-bloom is also effective, especially in soft soils. After flowering the plants are very fragile and seeds are easily scattered – at this stage a plastic bag can be carefully placed over the mature plant, and closed tightly around the stem. Collected seed should be disposed of in landfill-bound garbage or thoroughly burned. Several years' effort is required to deplete the seed bank.

Mechanical: Repeated mowing is not effective, as plants re-bloom below cutting height.

Chemical: Currently no selective herbicides are registered for use on wild caraway. Always check product labels to ensure the herbicide is registered for use on the target plant in Canada by the Pest Management Regulatory Agency. Always read and follow label directions. Consult your local Agricultural Fieldman or Certified Pesticide Dispenser for more information.

continued next page

Wild Caraway (Continued)

Biological: None researched to date.



Alberta Sustainable Resource Development



Alberta Sustainable Resource Development



Alberta Sustainable Resource Development



Alberta Sustainable Resource Development



Alberta Sustainable Resource Development

Crowsnest Pass ***Agriculture & Environmental Services***



AGRICULTURE SERVICE BOARD MEETING

March 16, 2022, 5:00 pm

Municipal Office – Council Chambers

8502 19 Avenue, Coleman Alberta

ATTENDANCE:

Kathy Wiebe	Chair
Dale Paton	Vice-Chair
Melisa Atkinson	Board Member
Megan Evans	Board Member
Frank DeGroot	Board Member
Doreen Glavin	Councillor
Vicki Kubik	Councillor
Lindsey Davidson	Agricultural Fieldman
Sasha Lassey	Recording Secretary

ABSENT:

Dave Filipuzzi	Councillor
Jesse Fox	Manager of Protective Services

CALL TO ORDER

Chair, Kathy Wiebe called the meeting to order at 5:00 pm.

WELCOME NEW MEMBERS

The board welcomed and introduced new board members, Frank DeGroot and Melisa Atkinson.

ADOPTION OF AGENDA

ASB-01-2022-03-16 *Motion made by Megan Evans to adopt the agenda as amended. Carried.*

ADOPTION OF MINUTES

Adoption of Agriculture Services Board Minutes from December 15, 2021.

ASB-02-2022-03-16 *Motion made by Dale Paton to adopt the minutes of December 15, 2021. Carried.*

DELEGATIONS

OLD BUSINESS

Provincial ASB Conference

- Ag Fieldman, Lindsey Davidson and member Megan Evans attended and gave an update to the board on the Provincial ASB Conference held on January 25-28th, 2021 in Edmonton

ASB-03-2022-03-16 *Motion made by Dale Paton to accept the update and attached agenda as information. Carried.*

2022 Provincial Resolutions

- The board discussed the resolution outcomes from the Provincial ASB Conference; of the resolutions presented, 5 resolutions carried forward and one was defeated
- Ag Fieldman, Lindsey Davidson and Megan Evans provided the board with additional context on the defeat of E1-22 Prohibit Hunting of Wild Boar at Large in Alberta resolution
- Further discussion on how council can assist in preventing the establishment of wild boar farms and include additional controls and best management practices in the future through bylaw enforcement and modification within Animal Control
- Additional in-depth discussion planned for a future meeting

ASB-04-2022-03-16 *Motion made by Councillor Glavin to accept the 2022 Resolution outcomes and discussion as information. Carried.*

NEW BUSINESS

CPR – Compliance with Weed Control Act

- Ag Fieldman, Lindsey Davidson provided background to the board members on the history of lack of compliance or evidence of measures taken with the Weed Control Act from Canadian Pacific Rail along the right of way
- Suggestion to approach a provincial authority to assist in supporting enforcement of compliance on the right of way through a letter to the Minister's office or through the regional liaison

- Other ideas were presented by the board members including a cooperative weed control project on properties with multiple shareholders involved prior to addressing the minister

ASB-05-2022-03-16 Motion made by Councillor Glavin for Ag Fieldman, Lindsey Davidson to discuss the CPR weed control compliance issues further with the Ag Services regional liaison and gather additional information and resources from other municipalities before progressing further. Carried.

Elevation of Carum Carvi

- Ag Fieldman, Lindsey Davidson discussed the issue of a wild caraway infestation in the Municipality of Crowsnest Pass and the potential to elevate the species to a “noxious” classification through a municipal bylaw
- Discovered three major infestations of carum carvi in 2021; in Tecumseh, Coleman and Bellevue, that were not addressed or controlled as it is currently unregulated within the Weed Control Regulations
- Lindsey will provide additional information on noxious and prohibited noxious weed species for the board members during the upcoming orientation

ASB-06-2022-03-16 Motion made by Councillor Kubik that the Ag Service Board recommend that Council elevates the species, carum carvi (commonly known as wild caraway), to a noxious weed classification within the Municipality of Crowsnest Pass as an active bylaw. Carried.

Vendor Registration

- Pesticide vendor registration within the municipality would allow eligible rural property owners to purchase pre-mixed herbicide from the Municipality of Crowsnest Pass
- Previously municipal property owners were able to obtain herbicide from the MD of Pincher Creek; recent changes to the regulations prohibit purchasing outside of their municipal boundaries
- No anticipated costs to provide the service to eligible residents as any revenue generated will off-set potential costs
- Free, online application through Alberta Environment and Parks to acquire vendor registration

ASB-07-2022-03-16 Motion made by Frank DeGroot for Ag Fieldman, Lindsey Davidson to further investigate acquiring a vendor registration license within the municipality’s Ag Services department to provide eligible rural property owners education and herbicide for the purpose of controlling prohibited noxious and noxious weeds on their property. Carried.

South Region Agricultural Service Board Conference

- The Municipality of Crowsnest Pass is scheduled to host the 2022 South Region ASB Conference; tentatively held in October as a one-day event with relevant presentations
- The Agricultural Services Board will need to consider contributing in various roles for the conference
- Registration fees will offset venue, food services as well as any additional costs for speakers

ASB-08-2022-03-16 *Motion made by Megan Evans for the Ag Services Board to contribute in the planning and/or hosting of the 2022 South Region ASB Conference. Carried.*

CORRESPONDENCE**TC Energy Project**

- Ag Fieldman, Lindsey Davidson provided information to the board members on continued discussions with the new regional environmental specialist for TC Energy's Rocky Mountain Region, Brad Agnew on their plan for proposed construction projects and vegetation management
- Municipal staff will have the ability to inspect sites as needed and direct any concerns to the regional specialist

ASB-09-2022-03-16 *Motion made by Melisa Atkinson to accept the correspondence from TC Energy Project as information. Carried.*

TOPICS FOR DISCUSSION**Service Area Update – Jesse Fox/Lindsey Davidson**

Ag Fieldman, Lindsey Davidson provided a service area update to the board for January to March of 2022. Highlights include:

- RFP for a three-year contract for vegetation management was published on March 4, closing on March 24th
- Interviews for seasonal staff have been completed and hiring process and offers are underway
- Collaboration with Alberta Environment & Parks to support continued aquatic invasive species monitoring
- Agricultural Service Board orientation session scheduled for March 23, 2022; will be attended by the regional liaison, Joe Harrington

ASB-10-2022-03-16 *Motion made by Councillor Glavin to accept the January – March 2022 Agricultural Service Area Update as presented. Carried.*

ADJOURNMENT

ASB-11-2022-03-16 Motion made by Councillor Kubik to adjourn the meeting at 7:21 pm. Carried.

K. White

Chairman

Date:

May 18, 2022

Recording Clerk

Date:

May 18, 2022

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1122, 2022

NOXIOUS WEED BYLAW

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

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

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

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

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

1. Definitions

1.1 In this Bylaw:

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

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


2. Noxious Weed Designation:

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

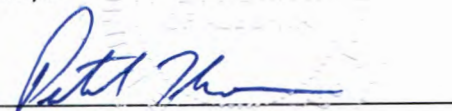
3. Enactment:

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

READ a **first** time in Council this 14th day of June 2022.



Blair Painter
Mayor



Patrick Thomas
Chief Administrative Officer

APPROVED this 26 day of July, 2022



Minister of Agriculture, Forestry & Rural
Economic Development

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









THE INVASION CURVE

Asset Based Protection
& Long-term Management

Containment

Eradication

Prevention

Species
absent

Small number of localized
populations; eradication
possible

Rapid increase in distribution
and abundance; eradication
unlikely

Invasive species widespread and abundant; Long-term
management aimed at population suppression and
asset protection

TIME →

Introduction

CONTROL COSTS →



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 29, 2022

Agenda #: 7.c

Subject: Municipal Planning Committee Bylaw Discussion

Recommendation: That Council have discussion on proposed changes they wish to see to the Municipal Planning Commission Bylaw.

Executive Summary:

Administration has investigated some options based on previous discussion at Council along with what some other communities do.

Discussion was held by Council at the October 18, 2022 Council Meeting and deferred for one month.

Relevant Council Direction, Policy or Bylaws:

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

Motion 18-2022-10-18: Councillor Girhiny moved that the discussion on the Municipal Planning Commission be deferred for one month's time.

Discussion:

MPC Member Composition

It was suggested to change the makeup of the MPC to be 3 Councillors and 4 members of the public instead of the current 2 and 5, respectively.

Administrative Variance Power

Administration contacted Parkland County who changed their development authority from the MPC to their Development Department several years ago. This is similar to most municipalities in the Capital Region as well as the City of Lethbridge who also recently moved to this arrangement. The following is a summary of what was provided by Parkland County:

1. The Development Officers issues the notice of approval of a development permit for a discretionary use and for a variance that would usually go to the MPC, just as if the MPC had

made the decision.

2. The usual appeal period and SDAB process remain in place.
3. The development permits are graded in terms of the complexity of the development permits that they are mandated to issue – this is based on experience, e.g. Development Officer 1, Development Officer 2, Senior Development Officer, etc. Based on complexity, the Development Officer supervisor or even the Development Manager will issue the DP.
4. Based on complexity and the possibility of an appeal, a short report may be created as part of the process to issue the DP, to ensure that the Development Officer's decision is supported by correct procedures, standards and bylaw interpretation.
5. Essentially everything is done the same way, except that there is no MPC, no MPC agenda or meeting, which means that the Development Officers can issue all types of development permits and variances more frequently just as they do for the typical permitted use development permits.
6. They have found that the turn-around times for development permits have decreased significantly and thereby reduces red tape.
7. The person who was interviewed is not aware of any complaints from ratepayers or developers about this process over the several years that it has been in place.
8. A LUB amendment is required to remove the MPC reference as a Development Authority, and appoint the Director, Acting Director or the Manager of Development and Planning as the Development Authority, who then delegates to staff.

Council Variance Power

This would involve designating Council to hold certain or all variance powers and thus each of these applications would then go to the Council meetings rather than the MPC.

Analysis of Alternatives:

Dependent on what outcome is decided.

Financial Impacts:

N/A

Attachments:

[1042, 2020 - Municipal Planning Commission Bylaw - CONSOLIDATED.pdf](#)



Date of Consolidation: February 10, 2021

Consolidation of Bylaw No. 1042, 2020

Municipality of Crowsnest Pass *Municipal Planning Commission Bylaw*

Adoption April 7, 2020

As Amended By:

Bylaw No. 1066, 2021 adopted February 9, 2021

**This Consolidation is not an Official Bylaw. It is prepared by the Chief Administrator's Office for assistance only.
Copies of the Official Bylaw(s) may be purchased from the Municipal Office.
This Consolidated Bylaw was authorized pursuant to Bylaw 1009, 2018 CAO Bylaw.**

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1042, 2020
MUNICIPAL PLANNING COMMISSION BYLAW

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to establish a municipal planning commission to act as subdivision authority and development authority

WHEREAS Section 626 of the *Municipal Government Act* provides that a council may by bylaw establish a municipal planning commission;

AND WHEREAS Section 623 of the *Municipal Government Act* provides a council must by bylaw provide for a subdivision authority to exercise subdivision powers and duties on behalf of the municipality;

AND WHEREAS Section 624 of the *Municipal Government Act* provides a council must by bylaw provide for a development authority to exercise development powers and perform duties on behalf of the municipality;

AND WHEREAS the Council of the Municipality of Crowsnest Pass considers it desirable and necessary to establish a Municipal Planning Commission to exercise the functions and duties of the subdivision authority and the development authority;

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

1. Short Title

1.1 This Bylaw shall be cited as the “Municipal Planning Commission Bylaw”.

2. Definitions

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

(a) “**Act**” means the *Municipal Government Act*, RSA 2000, c M-26;

(b) “**Chair**” means the Member elected as chair of the MPC;

(c) “**Code of Conduct**” means the code of conduct established by the Municipality in accordance with the Act;

(d) “**Council**” means the duly elected Council of the Municipality;

(e) “**Councillor**” means an individual elected to be a member of the Council including the Mayor;

(f) “**Development Officer**” means the individual or individuals appointed as development officer by the Municipality;

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- (g) **“Land Use Bylaw”** means the bylaw adopted from time to time as the land use bylaw for the Municipality pursuant to the Act;
- (h) **“Member”** means a member of the MPC;
- (i) **“Municipality”** means the municipal corporation of the Municipality of Crowsnest Pass;
- (j) **“Municipal Planning Commission”** or **“MPC”** means the municipal planning commission of the Municipality as established pursuant to this Bylaw;
- (k) **“Organizational Meeting”** means the annual meeting prescribed under subsection 192(1) of the Act; and
- (l) **“Vice-Chair”** means the individual appointed as vice-chair for the MPC.

3. Establishment

- 3.1 The Municipal Planning Commission of the Municipality of Crowsnest Pass, hereinafter called the MPC, established by Bylaw No, 365, 1995, is hereby continued.

4. Appointment

- 4.1 All Members shall be appointed by resolution of Council at the Organizational Meeting.
- 4.2 The MPC shall have seven Members.
- 4.3 Five Members shall be appointed from the public-at-large and must be adult residents of the Municipality.
- 4.4 Two Members shall be appointed from Council.
- 4.5 Members shall be appointed for the following terms:
 - (a) Members from the public-at-large shall be appointed for three year terms; and
 - (b) Councillors shall be appointed for one year terms.
- 4.6 Terms of appointment shall begin and expire as follows:
 - (a) for Members from the public-at-large, terms of appointment shall begin on January 1 of the year of the appointment and end on December 31 at the expiry of the term of appointment; and
 - (b) for Councillors, terms of appointment shall begin the day after the Organizational Meeting of the year of the appointment and end on the day of the Organizational Meeting at the expiry of the term of appointment.

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- 4.7 No individual who is a Member of the MPC shall be a member of the Municipality's subdivision and development appeal board.
- 4.8 Council may alter the term of office of any Member.
- 4.9 Members may be reappointed for consecutive terms.

5. Resignation

- 5.1 Any Member may resign at any time upon providing written notice to the Chair and the CAO.

6. Disqualification

- 6.1 A Member ceases to be a Member if:
 - (a) the Member ceases to be a resident of the Municipality;
 - (b) the Member becomes an employee of or a Councillor for the Municipality;
 - (c) in the case of a Councillor, the Councillor ceases to be a Councillor; or
 - (d) the Member is removed from the MPC by a resolution of Council.

7. Vacancies

- 7.1 The Chair shall immediately advise Council when there is a mid-term vacancy.
- 7.2 Administration shall advertise the vacancy and Council shall attempt to fill the vacancy as soon as possible.
- 7.3 Members appointed mid-term shall hold office for the remainder of the term unless Council provides otherwise by resolution.

8. Remuneration

- 8.1 Members shall not be remunerated for attending meetings unless Council provides otherwise in this Bylaw.
- 8.2 Upon pre-approval by Council, Members may be reimbursed expenses to attend relevant training, meetings or conferences, consistent with the Municipality's policies and procedures on reimbursement.

9. Code of Conduct

- 9.1 Members shall abide by the Code of Conduct adopted by Council.

10. Orientation

- 10.1 The CAO shall provide orientation materials and training to all Members of the MPC.
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This Consolidated Bylaw was authorized pursuant to Bylaw 1009, 2018 CAO Bylaw.

11. Functions and Duties of the MPC

11.1 The MPC has the following powers and duties:

- (a) to exercise the subdivision powers and duties on behalf of the Municipality as the Municipality's Subdivision Authority, in accordance with the Act and the Land Use Bylaw; and
- (b) to exercise the development powers and perform duties on behalf of the Municipality as the Municipality's Development Authority, in accordance with the Land Use Bylaw.

12. Meetings and Procedures

- 12.1 At the first meeting of the MPC following the Organizational Meeting, the Members shall elect one Member as Chair and one Member as Vice-Chair to hold office for a term of one year from the date of election.
- 12.2 The Chair shall preside over meetings of the MPC.
- 12.3 In the Chair's absence, the Vice-Chair shall preside over the meeting. If both the Chair and Vice-Chair are absent, the Members present shall elect one Member of the Members present to preside over the meeting.
- 12.4 The MPC shall hold meetings when and as necessary to consider applications, in accordance with the Act.
- 12.5 Four Members of the MPC shall constitute a quorum.
- 12.6 MPC meetings shall be held in public; however, the MPC may deliberate and make its decisions in meetings that are closed to the public in accordance with the Act.
- 12.7 The MPC shall not hear any public delegations. ***Amended – Bylaw 1066, 2021, Adopted February 9, 2021.***
- 12.8 The MPC may only ask a member of the public for points of clarification on an application before them. ***Amended – Bylaw 1066, 2021, Adopted February 9, 2021.***
- 12.9 The decision of the majority of the Members present at a meeting shall be deemed to be the decision of the whole MPC.
- 12.10 All Members present at a meeting are required to participate and vote. In the event of a tie vote, the decision shall be deemed to be decided in the negative.
- 12.11 Where required by the Act, the MPC shall give its decision in writing together with reasons.
- 12.12 The MPC may issue orders, decisions, development permits, and approvals with or without conditions and such orders, decisions, development permits, and approvals may be signed by the Chair or a delegate.

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- 12.13 For those matters not covered by this Bylaw or the Act, the MPC may establish rules of procedure necessary for the conduct of its meetings provided the rules are consistent with this Bylaw and the Act.

13. Administrative Support for the MPC

- 13.1 The Chief Administrative Officer or their delegate shall act as administrative support for the MPC and shall attend all meetings of the MPC but shall not be a Member of the MPC or vote.

- 13.2 The administrative support staff shall:

- (a) ensure all statutory requirements for the MPC are met;
- (b) give notice of all meetings in accordance with the Act;
- (c) prepare the MPC agenda and the agenda package for distribution;
- (d) record and distribute the minutes of the MPC meetings;
- (e) record the decisions of the MPC and the reasons for the decisions;
- (f) assist the Development Officer, as required, to ensure notices of MPC decisions are given as required by the Land Use Bylaw; and
- (g) undertake and complete such other tasks as the MPC may direct.

14. Subdivision Delegation

- 14.1 Council hereby delegates the following subdivision powers, duties and functions to the Oldman River Regional Planning Commission:

- (a) providing advice to applicants for subdivision;
- (b) processing applications for subdivision;
- (c) collecting all pertinent subdivision approval fees;
- (d) notifying applicants, pertinent agencies, government departments and adjacent landowners of applications as required by the Act;
- (e) preparing draft resolutions for consideration by the MPC;
- (f) appearing at meetings of the MPC as requested to do so from time to time;
- (g) compiling the documentation of all pertinent comments of those persons and local authorities to which the notice of application was given;
- (h) conducting a site inspection (where feasible to do so) at the location of the proposed application for subdivision approval;

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- (i) finalizing the required endorsement of plans of survey or other instruments for registration purposes at Land Titles Office;
- (j) conveying the notification of final subdivision approval to the registered owner and/or the authorized agent;
- (k) maintaining a control registry and corresponding archival information relating to the application for subdivision approval on behalf of the Municipality;
- (l) providing of all pertinent information for consideration at a hearing of the appropriate subdivision and development appeal board;
- (m) appearing, for the purpose of providing pertinent information, at a hearing of a subdivision and development appeal board;
- (n) performing any other duties or functions as requested, by resolution of Council, as agreed to by the Oldman River Regional Planning Commission; and
- (o) performing any other duties or functions as required by the *Subdivision and Development Regulations*.

15. Rules of Interpretation

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

16. Coming into Force

- 16.1 This Bylaw repeals and replaces Bylaw No. 365, 1995 and Bylaw No. 483, 1998.
- 16.2 This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

**This Consolidation is not an Official Bylaw. It is prepared by the Chief Administrator's Office for assistance only.
Copies of the Official Bylaw(s) may be purchased from the Municipal Office.
This Consolidated Bylaw was authorized pursuant to Bylaw 1009, 2018 CAO Bylaw.**

READ a **first** time in council this 7th day of January 2020.

READ a **second** time in council this 7th day of April 2020.

READ a **third and final** time in council this 7th day of April 2020.

Original Signed

Blair Painter
Mayor

Original Signed

Patrick Thomas
Chief Administrative Officer

**This Consolidation is not an Official Bylaw. It is prepared by the Chief Administrator's Office for assistance only.
Copies of the Official Bylaw(s) may be purchased from the Municipal Office.
This Consolidated Bylaw was authorized pursuant to Bylaw 1009, 2018 CAO Bylaw.**



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 29, 2022

Agenda #: 7.d

Subject: Pineview Public Lands Disposition

Recommendation: That Council consider:

A. Allocating the required budget for the following items:

1) Proceed with the acquisition of a Public Lands Disposition for a rear lane access in Pineview within the SE-17-8-4-W5M north of 29 Avenue, in conjunction with the existing Public Lands Disposition for the Coleman Metering Station, Water Pipe Line and Coleman Water Reservoir - an upset cost of approximately \$15,000 to \$20,000.

and

2) Upgrade the existing undeveloped "road" at the properties north of 29 Avenue to an all-season gravel lane standard - an upset cost of approximately \$130,000.

and

3) Regarding the area east of 80th Street on Plan 1355LK, Block 1, Lot R1, Council's direction is required to either enforce the parking / storage of vehicles, recreational vehicles and other items, or to allow landowners to apply for the closure, subdivision and purchase of MR, and by the Municipality constructing a rear lane at an upset cost of approximately \$35,000.

B. Directing Administration to enforce illegal parking / storage of vehicles, recreational vehicles, equipment and other items within or adjacent to the proposed Public Lands Disposition (north of 29 Avenue) in conjunction with Alberta Environment and Parks and the owner of the electric transmission line, and on Municipal Reserve (east of 80th Street), once the Public lands Disposition has been acquired and/or the MR closed and sold, and the rear lane access(es) has (have) been constructed, and to start communicating this intent to the affected landowners.

and

C. Directing Administration to investigate the feasibility of generating the revenue for these expenses through a Local Improvement Plan and a Local Improvement Tax Bylaw, pursuant to ss. 391 to 401 of the Municipal Government Act, which requires that the plan and the bylaw are not opposed by more than two thirds of the affected landowners.

Executive Summary:

An undeveloped "road" on Crown Lands behind the properties on the north side of 29 Avenue in Pineview is being used by the affected landowners for rear yard access and for the parking / storage of vehicles, recreational vehicles, equipment and other items without the benefit of proper approvals either from the Provincial Government or the Municipality. The Municipality uses the undeveloped "road" to access the Coleman Metering Station and Reservoir with the benefit of proper approval (i.e. a Disposition of Public Lands from the Provincial Government - however, this disposition is for the benefit of the Municipality only, not for the public or the adjacent landowners). Over the past couple of decades the Municipality has issued development permits for rear yard garages on some of the adjacent R-1 properties, which potentially encouraged landowners to use the undeveloped road for access without the benefit of proper approvals from the Provincial Government. These matters could be resolved by the Municipality acquiring a revised Public Land Disposition and upgrading the undeveloped "road" to a gravel lane standard. A similar situation exists east of 80th Street, but on Municipal Reserve (MR) instead of Crown Lands.

Relevant Council Direction, Policy or Bylaws:

Public Lands Act.

Municipal Government Act, ss. 391 to 401.

Municipal Budget.

Discussion:

A. ISSUE NORTH OF 29 AVENUE

The properties along the north side of 29 Avenue do not have rear lane access however, apparently adjacent landowners are parking / storing vehicles, recreational vehicles, equipment and other items on public land and below an electric transmission line, without the benefit of proper approvals from the Provincial Government or the utility owner / operator. There is an undeveloped "road" in this location. The Municipality uses the undeveloped "road" for access to the Coleman metering station and reservoir (the Municipality owns a Public Lands Disposition for the metering station, pipe line and reservoir, but not for the access along the undeveloped "road" - see attached PDF survey plan). Over the past decades the Municipality has approved development permits on several of the affected properties for rear yard garages intended to gain access from the public lands instead of from 29 Avenue, thereby potentially giving the applicants implicit approval to use the undeveloped "road" for access without the benefit of proper approvals.

A.1 Proposed Remedy

It is proposed to remediate the current situation by acquiring a revised Public Lands Disposition from Alberta Environment and Parks and the electric utility company to formalize and obtain approval for

the use of the undeveloped "road" for the above mentioned purposes (including for adjacent landowner access, except the parking / storage of vehicles, recreational vehicles, equipment and other items on the disposition or on adjacent Crown Lands). The cost to prepare an application for the revised disposition could be between \$15,000 and \$20,000 (the quote for the survey plan alone is \$7,500 and there are likely other items to address in order to prepare a complete application).

A.2 Upgrading the "Road" to a Gravel Lane Standard

The undeveloped "road" (approximately 500 m in length) is in a poor condition and is not constructed to an all-season standard. If Council directed Administration to proceed with the acquisition of the revised Public Lands Disposition to bring the use of the "road" by the affected landowners and the Municipal staff into compliance, the next logical consideration is whether or not the undeveloped "road" should be developed to an all-season standard, and whether or not it should be maintained. The cost for materials and labour for an upgrade is approximately \$100,000 with an additional \$30,000 for engineering (environmental and stormwater).

If the undeveloped "road" was upgraded to an all-season standard the public (affected landowners on the north side of 29 Avenue) could have a reasonable expectation that the Municipality would provide year-round maintenance. The amount of this expense is unknown.

A.3 Enforcement Regarding Parking on Public Lands and Below an Electric Transmission Line

Alberta Environment and Parks and the electric utility company have tried unsuccessfully for years to enforce the illegal parking / storage of vehicles, recreational vehicles, equipment and other items in this area. They are hopeful that collaboration between them and the Municipality would finally accomplish the enforcement goals to remove such parking / storage, and provide the required approvals for access to all the affected parties.

B. THE AREA EAST OF 80th STREET - MUNICIPAL RESERVE

In the area east of 80th Street, landowners are accessing their rear yards and parking / storing vehicles, recreational vehicles and other items on Municipal Reserve without the benefit of proper approvals from the Municipality. While the affected MR parcel is not Public Lands it is a Municipal Reserve parcel (i.e. Plan 1355LK, Block 1, Lot R1) and such parking / storage of private vehicles is not allowed under the Municipal Government Act - typically in other locations, others have been required to apply for the closure of the Municipal Reserve and to purchase the land for subdivision and consolidation with their properties. The length of a rear lane in this area would be 160 m and the estimated cost to construct a rear lane would be \$35,000.

Analysis of Alternatives:

- 1) Pursue only the acquisition of the Public Lands Disposition - \$20,000. The undeveloped road remains in its current condition and will not be an all-season access and will not be maintained by the Municipality - total cost \$20,000.
- 2) Complete (1) above and upgrade the road to a gravel lane standard, but do not provide year-round maintenance - \$20,000 plus \$130,000 - total cost \$150,000.
- 3) Complete (1) and (2) above and provide year-round maintenance - \$150,000 plus an unknown amount every year for lane maintenance.

4) Council's direction is required regarding enforcement of illegal parking / storage in the area north of 29 Avenue, and regarding communicating this intent to the affected landowners.

5) Regarding the area east of 80th Street, Council's direction is required to either enforce the illegal parking / storage of vehicles, recreational vehicles and other items by either removing such parking / storage, or by allowing landowners to apply for the closure, subdivision and purchase of MR, and by the Municipality constructing a rear lane at an upset cost of approximately \$35,000.

6) It may be feasible to generate the revenue for these expenses through the preparation of a Local Improvement Plan and a Local Improvement Tax Bylaw pursuant to ss. 391 to 401 of the Municipal Government Act, provided that such a plan and bylaw are not opposed by more than two thirds of the affected landowners.

Financial Impacts:

These potential expenses (\$150,000 and \$35,000 respectively) are not in the 2022 budget and was not presented to Council in its deliberations for the 2023 budget.

The \$35,000 expenses relative to the area east of 80th Street could potentially be covered (even if only partially) through the sale of land.

The expenses related to the proposed improvements, in both instances, may potentially be recovered or supplemented (the latter in the case of 80th Street) through a Local Improvement Tax Bylaw, provided that such a plan and bylaw are not opposed by more than two thirds of the affected landowners.

Attachments:

[Existing_DLO_-_Plan_8311384 2.pdf](#)

[Proposed Pineview DLO.pdf](#)

[Parking Without Benefit of Approval - 1.pdf](#)

[Parking Without Benefit of Approval - 2.pdf](#)

[Parking Without Benefit of Approval - 3.pdf](#)

[Parking Without Benefit of Approval - 4.pdf](#)

8311384

17
8-4-5

S.E. 1/4 Sec. 17 Twp. 8 Rge. 4 W. 5 M.

Area Required For Water Storage Site = 0.405 ha
Area Required For ISO Water P/L = 0.441 ha
Area Required For Water Treatment Site = 0.096 ha
Area Required For Storm Sewer Easement
Within C. of T. 90 Z 56 = 0.038 ha
Without C. of T. 90 Z 56 = 0.061 ha
TOTAL = 1.041 ha

Existing Public Lands
Disposition (DLO)

Allowance

Road

Government

Allowance

RECEIVED
WATER STAINED
83-08-05

MUNICIPALITY OF CROWSNEST PASS

John Lewis *John Kypelka*

APPROVAL Director of Surveys

REGISTRAR South Alberta Land
Registration District

SURVEY APPROVED
DATE APPROVED 83-08-15
EXD. 266 FILE 192991
APPROVAL VALID
FOR TWELVE MONTHS

8311384



102991

LEGEND

1. Statutory Iron Survey Posts found are shown thus
2. Statutory Iron Survey Posts planted are shown thus
3. Distances are in metres and decimals of a metre.
4. Distances are between Iron Survey Posts unless shown otherwise.
5. Distances measured twice are shown thus (C.S.)
6. Distances calculated are shown thus (C.C.)
7. Right-of-way to be registered is shown thus
8. Marker Posts with precise places are shown thus (M.P.)
9. Statutory Iron Survey Posts placed in cultivated ground are shown below the Flange level and are shown thus (C.S.)
10. Statutory Iron Survey Posts planted are marked "MCP" unless shown otherwise.

831 155 957

AFFIDAVIT

I, DENNIS R. TOMKINSON, of the City of Edmonton, Alberta Land Surveyor, make Oath and say:

That the survey represented by this plan was made under my personal supervision.

That the survey was made in accordance with good surveying practices and in accordance with The Surveys Act.

That the survey was made between the dates of May 4, 1983 and May 5, 1983 and that this plan is true and correct, and is prepared in accordance with The Land Titles Act.

SWORN before me at the City of Edmonton, in the Province of Alberta, this 10th day of May, 1983.

Dennis R. Tomkinson
Alberta Land Surveyor

Helen Whitman (Helen Whitman: April 29, 1983)
A COMMISSIONER FOR OATHS IN AND FOR THE PROVINCE OF ALBERTA



MUNICIPALITY OF CROWSNEST PASS

**PLAN SHOWING
SURVEY OF
RIGHT-OF-WAY
FOR
WATER PIPE LINE,
STORAGE SITE,
AND
TREATMENT SITE
IN THE
S.E. 1/4 SEC. 17 TWP. 8 RGE. 4 W. 5 M.
ALBERTA
1983**

0 25 50 100 150 200
METRES

SCALE
1:2000



DENNIS R. TOMKINSON - Alberta Land Surveyor
CAN-AM SURVEYS LTD.
Edmonton - Alberta

FILE NO
E 121-83

DRAWN BY: H.A.W.

COMPUTED BY: D.C.Y.

CHECKED BY: D.R.T.

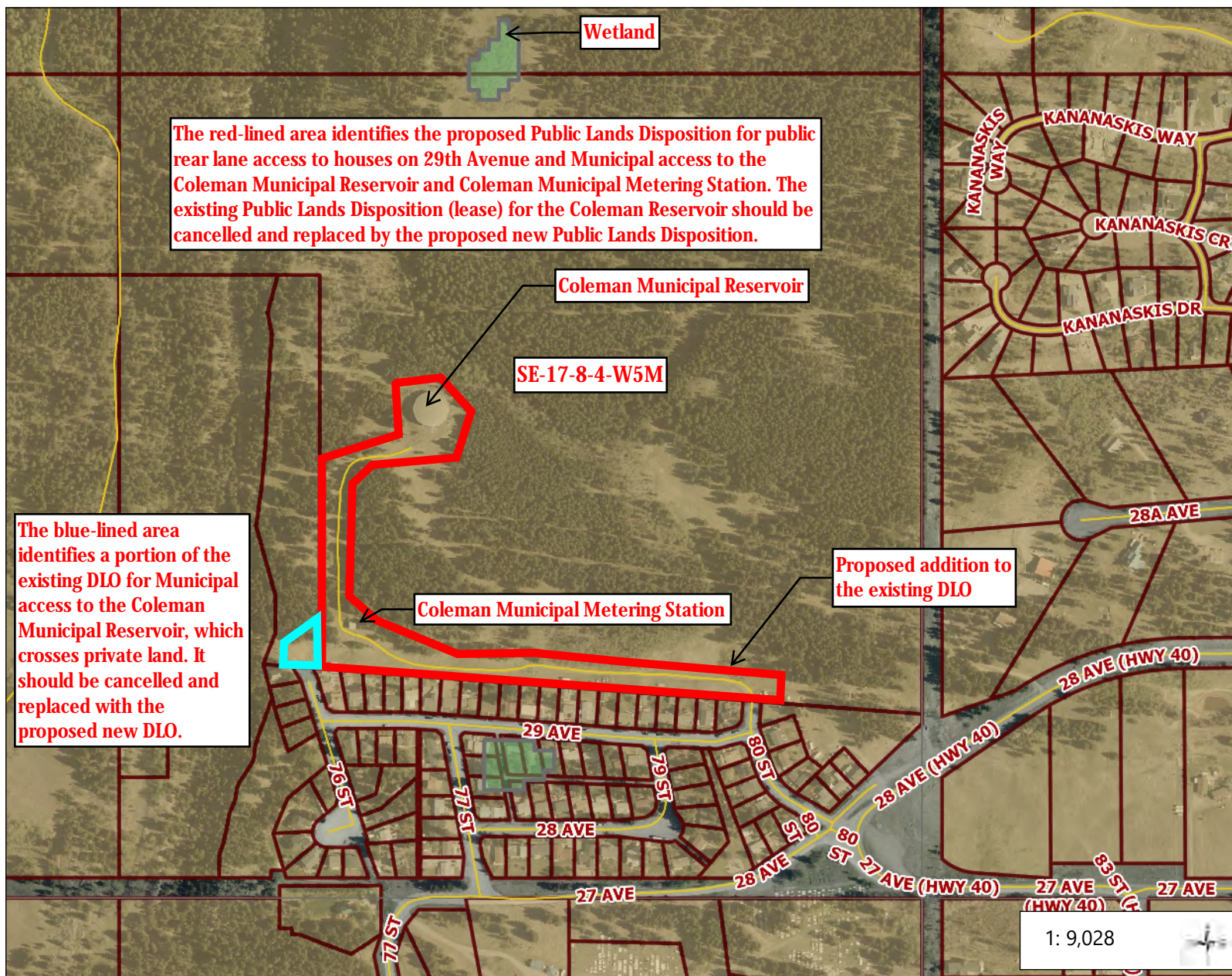
SINCE 89

8311384

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06

Municipality of Crowsnest Pass



Municipality of Crowsnest Pass



Legend

- Adjacent Roads
- Railway
- Road Labels
- Road Centerline
- ▣ Closed Roads
- Hwy3 Realignment
- Boundary
- Title Linework
- ▣ Parcels

Notes

Crowsnest Pass

WGS_1984_Web_Mercator_Auxiliary_Sphere
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

Municipality of Crowsnest Pass



Legend

- Adjacent Roads
- Railway
- Road Labels
- Road Centerline
- ▣ Closed Roads
- Hwy3 Realignment
- Boundary
- Title Linework
- ▣ Parcels

Notes

Crowsnest Pass

0.1 0 0.03 0.1 Kilometers
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Municipality of Crowsnest Pass



Legend

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Notes

Crowsnest Pass

0.1 0 0.03 0.1 Kilometers
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Municipality of Crowsnest Pass



Legend

- Adjacent Roads
- Railway
- Road Labels
- Road Centerline
- ▣ Closed Roads
- Hwy3 Realignment
- Boundary
- Title Linework
- ▣ Parcels



1: 1,128



0.1 0 0.03 0.1 Kilometers

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Notes

Crowsnest Pass



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 29, 2022

Agenda #: 7.e

Subject: 2022 Q3 Financial Report

Recommendation: That Council receive the 2022 Q3 Financial Report for information.

Executive Summary:

The third quarter financial statements, for the nine months ending September 30, 2022, have been attached for Council's review.

Relevant Council Direction, Policy or Bylaws:

Administration brings forward financial information for Council's review four times a year. This is the third report for 2022.

Discussion:

This is the third quarterly report for the 2022 budget year. In general, the Municipality should be at 75 percent spend. The operating report is broken down by Object Type, Department Summary, followed by each department breakdown.

Some revenue and expenses occur at specific points in time. On the revenue side, Property Taxes are the largest source of revenue and is recorded in June. From an expenditure side there are several one time expenses that occur at specific points in time. Examples are: Insurance, Grants to Organizations, and Payroll Vacation Entitlement, which are recorded in January, while Transfers to Reserves and Interdepartmental Transfers happen in December. Overall, the Municipality has received 129 percent of the annual revenues and spent 71 percent of the expenses.

Revenue Variances

ASFF Taxes	AB Government increased the amount of contribution required, will be offset by expenditure by quarterly payments to the province.
------------	---

Conditional Grant	PPK Ski Hill received \$100,000 grant for disability access (not budgeted for). Utilities FWWTP (AMWWP Grant) advance received \$2,985,000 and transportation received grant funding of \$1,587,962. Grant revenue is recorded as operational revenue and will be transferred to capital to offset expenses.
Donations	Community Services - Memorial Benches received more than usual; Fit for Life donation.
Franchise Fee	8 months of Electrical Payment received, averages \$62.5k per month. 6 months from ATCO as paid quarterly. Quarterly average for ATCO is \$175k.
Gain/loss on Sales	is a result of 3 land sales where municipal land was sold in 2022 (difference between the book value of the land recorded on Municipal books and sale price).
Interest and Penalties	Made up of Utilities Penalties applied each month on outstanding balance averaging \$2.2k per month; Property tax penalties is \$176,582 to the end of September. Budget is \$140k (increase as current year penalties are applied July, August and September).
Licenses and Fees	the two departments with the largest budget are Development, Engineering and Operations who are on budget; and Finance which have Business Licenses that are recorded in January (100% of budget accounted for) with the change in short term rental business license fees, business licenses have exceeded budget by \$17k and interest on our bank accounts. As a result of increase in interest rates in the last nine months, we have earned \$181k which exceeds the budget by \$121k.
Other Revenue and Cost Recovery	Transportation - Highway 3 Progress payment of \$1,297,881.
Rental Income	Community Services Facilities - leases within MDM and the Complex have matched the budget and rentals are slightly above the nine month projected budget.
Sale of Goods and Services	Are generally on track for all departments with the exception of Land sales currently sales are \$524,570 compared to a budget of \$50,000

Expenses Variances

Grant to Organizations	Culture Category 1 and 2 have fully been paid out. Community Services- FCSS is at 75% paid out. General Government payment to Senior Housing for Operating Budget \$396,629 and operating reserve requisition \$150,000 was paid in July .
Repairs and maintenance	Development, Engineering and Operations has \$222,264 budget with a spend of \$71,762 to the end of September or 48% spent.
Rebate	is slightly over as the Senior tax rebate amount set in 2022 exceeded the budget amount.
Service Charges and Interest	This account is primarily made up of the interest paid on long term debt. The Municipality took out additional debt in 2022 (Fire Ladder Truck) and additional debt for Frank Waste Water Treatment Plant which will only have one payment on the debt occurring in September or December.

Waste Disposal	CNP landfill charges - 8 months are in expenses as the Municipality is billed after month end.
----------------	--

One additional item Administration is tracking as a result of the drastic increase in costs that have occurred in 2022 is Gas, Diesel, Propane and other utilities (Electricity and Natural Gas). To the end of September:

Oil and Gas	113% of Budget has been spent
Propane	104% of Budget has been spent
Electricity	108% of Budget has been spent
Natural Gas	91% of Budget has been spent
Carbon Tax	207% of Budget has been spent.

Analysis of Alternatives:

N/A

Financial Impacts:

The Municipality is on track to be within budget by year end provided business as usual prevails for the remainder of the year.

Attachments:

[Q3 Report.xlsx](#)



CROWSNEST PASS
Naturally Rewarding

Financial Report
Friday, September 30, 2022

Actual vs Budget Year To Date by Object:

Reporting Period: January 1, 2022 To September 30, 2022 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
ASFF Taxes	2,757,000	3,162,961	405,961	14.72%
Conditional Grants	455,904	5,323,260	4,867,356	1067.63%
Donations	22,700	81,718	59,018	259.99%
Franchise Fees	1,319,000	850,257	(468,743)	-35.54%
Gain/Loss on Disposal	-	143,135	143,135	100.00%
Inter-Department Revenues	615,035	-	(615,035)	0.00%
Interest and Penalties	143,500	196,914	53,414	37.22%
Investments Interests	85,000	98,469	13,469	15.85%
Licenses and Fees	545,350	588,734	43,384	7.96%
Other Revenues and Cost Recoveries	293,550	1,657,508	1,363,958	464.64%
Property Taxes	9,092,650	10,053,290	960,640	10.57%
Rental Income	309,909	238,453	(71,455)	-23.06%
Sale of Goods and Services	4,669,145	4,018,982	(650,163)	-13.92%
Senior Housing Tax	150,000	149,526	(474)	-0.32%
Transfers from Reserves	60,000	86,674	26,674	44.46%
Total Revenues	20,518,743	26,649,882	6,131,140	29.88%
Expenses:				
Administration	726,448	462,803	(263,646)	-36.29%
Contracted Services	2,539,473	2,184,580	(468,570)	-18.45%
DIP Requisition	4,734	4,704	(30)	-0.63%
Grants to Organizations	1,048,944	1,047,635	3,706	0.35%
Inter-Department Expenses	615,034	-	(615,034)	-100.00%
Operations	3,422,855	3,000,449	(422,406)	-12.34%
Rebates	44,000	50,319	6,319	14.36%
Repairs and Maintenance	290,394	108,774	(181,620)	-62.54%
Requisitions	2,757,000	2,011,343	(745,657)	-27.05%
Salaries, Wages and Benefits	7,375,637	5,185,337	(2,190,300)	-29.70%
Service Charges and Interest	292,281	174,698	(117,583)	-40.23%
Transfer to Reserves	794,636	17,678	(776,958)	-97.78%
Waste Disposal	153,000	105,969	(47,031)	-30.74%
Total Expenses	20,064,437	14,354,289	(5,818,808)	-29.00%
Long Term Debt Repayment (4510)	454,306	341,581	(112,725)	-24.81%
Total Expense & Debt Repayment	20,518,743	14,695,871	(5,931,533)	-28.91%
Net Income /(Loss)	0	11,954,012	12,062,672	

Actual vs Budget Year To Date by Department:

Department Summary

Reporting Period: January, 2022 To September 30, 2022 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
CAO Office	-	8,557	8,557	100.00%
Community Services	505,654	504,578	(1,076)	-0.21%
Culture	143,309	86,571	(56,737)	-39.59%
Pool	127,300	61,634	(65,666)	-51.58%
Ski Hill	527,000	461,826	(65,174)	-12.37%
Corporate Services	49,550	63,379	13,829	27.91%
Council	40,000	26,366	(13,634)	-34.08%
Development, Engineer & Operation	4,993,042	10,053,273	5,060,231	101.35%
Finance	261,000	600,594	339,594	130.11%
General Government	13,547,150	14,502,835	955,685	7.05%
Protective Services	324,738	280,267	(44,471)	-13.69%
Total Revenue	20,518,743	26,649,882	6,131,140	29.88%
Expenses:				
CAO Office	926,345	487,959	(438,386)	-47.32%
Community Services	1,835,651	1,469,578	(474,734)	-25.86%
Culture	649,407	524,164	(125,243)	-19.29%
Pool	273,610	206,555	(67,055)	-24.51%
Ski Hill	907,366	682,641	(224,725)	-24.77%
Corporate Services	762,195	546,611	(215,584)	-28.28%
Council	263,468	248,823	(14,645)	-5.56%
Development, Engineer & Operation	8,071,379	5,700,843	(2,370,536)	-29.37%
Finance	1,478,683	1,056,498	(422,184)	-28.55%
General Government	3,339,601	2,589,991	(749,610)	-22.45%
Protective Services	1,556,731	840,626	(716,106)	-46.00%
Total Expenses	20,064,437	14,354,289	(5,818,808)	-29.00%
Long Term Debt Repayment	454,306	341,581	(112,725)	-24.81%
Total Expense & Debt Repayment	20,518,743	14,695,871	(5,931,533)	-28.91%
Net Income /(Loss)	0	11,954,012	12,062,672	

Actual vs Budget Year To Date by Department:

Department: CAO Office

Reporting Period: January, 2022 To September, 2022 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Other Revenues and Cost Recoveries	0	8,557	8,557	100.00%
Total Revenues	0	8,557	8,557	100.00%
Expenses:				
Administration	270,550	176,012	(94,538)	-34.94%
Contracted Services	136,500	69,440	(67,060)	-49.13%
Operations	17,500	10,013	(7,487)	-42.78%
Salaries, Wages and Benefits	476,533	232,493	(244,040)	-51.21%
Transfer to Reserves	25,262	0	(25,262)	-100.00%
Total Expenses	926,345	487,959	(438,386)	-47.32%
Net Total	(926,345)	(479,402)	446,943	48.25%

Actual vs Budget Year To Date by Department:

Department: Community Services

Reporting Period: January, 2022 To September, 2022 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	208,904	149,328	(59,576)	-28.52%
Donations	16,200	32,377	16,177	99.86%
Licenses and Fees	0	7,156	7,156	100.00%
Other Revenues and Cost Recoveries	10,000	35,961	25,961	259.61%
Rental Income	165,200	151,744	(13,456)	-8.15%
Sale of Goods and Services	105,350	128,013	22,663	21.51%
Total Revenues	505,654	504,578	(1,076)	-0.21%
Expenses:				
Administration	39,275	26,300	(12,975)	-33.04%
Contracted Services	169,650	224,508	(58,818)	-34.67%
Grants to Organizations	107,000	78,675	(23,309)	-21.78%
Inter-Department Expenses	0	0	0	100.00%
Operations	436,490	349,680	(86,810)	-19.89%
Repairs and Maintenance	43,850	13,306	(30,544)	-69.66%
Salaries, Wages and Benefits	957,453	736,587	(220,866)	-23.07%
Service Charges and Interest	39,791	40,522	731	1.84%
Transfer to Reserves	42,142	0	(42,142)	-100.00%
Total Expenses	1,835,651	1,469,578	(474,734)	-25.86%
Net Total	(1,329,997)	(965,000)	473,658	-35.61%

Actual vs Budget Year To Date by Sub-Department:

Department: - Culture

Reporting Period: January, 2022 To September, 2022 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Donations	0	0	0	0.00%
Other Revenues and Cost Recoveries	128,000	84,292	(43,708)	-34.15%
Rental Income	15,309	2,280	(13,029)	-85.11%
Total Revenues	143,309	86,571	(56,737)	-39.59%
Expenses:				
Administration	51,640	270	(51,371)	-99.48%
Contracted Services	131,400	0	(131,400)	-100.00%
Grants to Organizations	395,315	400,331	5,016	1.27%
Operations	37,750	33,323	(4,427)	-11.73%
Repairs and Maintenance	5,000	0	(5,000)	-100.00%
Salaries, Wages and Benefits	0	90,241	90,241	100.00%
Transfer to Reserves	28,302	0	(28,302)	-100.00%
Total Expenses	649,407	524,164	(125,243)	-19.29%
Net Total	(506,098)	(437,593)	68,506	13.54%

Actual vs Budget Year To Date byDepartment:

Department: - Pool

Reporting Period: January, 2022 To September, 2022 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	0	4,950	4,950	100.00%
Donations	0	600	600	100.00%
Other Revenues and Cost Recoveries	2,500	38	(2,462)	-98.46%
Rental Income	10,800	1,535	(9,265)	-85.78%
Sale of Goods and Services	114,000	54,510	(59,490)	-52.18%
Total Revenues	127,300	61,634	(65,666)	-51.58%
Expenses:				
Administration	11,100	8,027	(3,073)	-27.69%
Contracted Services	4,000	2,764	(1,236)	-30.90%
Operations	57,800	68,385	10,585	18.31%
Repairs and Maintenance	1,700	5,973	4,273	251.35%
Salaries, Wages and Benefits	158,576	101,373	(57,203)	-36.07%
Service Charges and Interest	33,394	20,033	(13,361)	-40.01%
Transfer to Reserves	7,040	0	(7,040)	-100.00%
Total Expenses	273,610	206,555	(67,055)	-24.51%
Net Total	(146,310)	(144,921)	1,389	0.95%

Actual vs Budget Year To Date by Sub-Department:

Sub-Department: - Ski Hill

Reporting Period: January, 2022 To September, 2022 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	16,000	104,000	88,000	550.00%
Donations	6,500	0	(6,500)	-100.00%
Licenses and Fees	0	2,299	2,299	100.00%
Other Revenues and Cost Recoveries	12,500	1,100	(11,400)	-91.20%
Rental Income	73,500	38,916	(34,584)	-47.05%
Sale of Goods and Services	418,500	315,512	(102,988)	-24.61%
Total Revenues	527,000	461,826	(65,174)	-12.37%
Expenses:				
Administration	18,625	7,310	(11,315)	-60.75%
Contracted Services	23,500	9,238	(14,262)	-60.69%
Operations	242,095	214,962	(27,133)	-11.21%
Repairs and Maintenance	16,300	17,213	913	5.60%
Salaries, Wages and Benefits	573,418	427,407	(146,011)	-25.46%
Service Charges and Interest	7,000	6,512	(488)	-6.97%
Transfer to Reserves	26,428	0	(26,428)	-100.00%
Total Expenses	907,366	682,641	(224,725)	-24.77%
Net Total	(380,366)	(220,815)	159,551	41.95%

Actual vs Budget Year To Date by Department:

Department: Corporate Services

Reporting Period: January, 2022 To September, 2022 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Investments Interests	0	17,678	17,678	100.00%
Other Revenues and Cost Recoveries	49,550	44,282	(5,268)	-10.63%
Transfers from Reserves	0	1,419	1,419	100.00%
Total Revenues	49,550	63,379	13,829	27.91%
Expenses:				
Administration	79,727	48,494	(31,233)	-39.17%
Contracted Services	7,300	5,174	(2,126)	-29.13%
Operations	25,750	12,198	(13,552)	-52.63%
Salaries, Wages and Benefits	621,525	463,067	(158,458)	-25.50%
Transfer to Reserves	27,893	17,678	(10,215)	-36.62%
Total Expenses	762,195	546,611	(215,584)	-28.28%
Net Total	(712,645)	(483,233)	229,413	32.19%

Actual vs Budget Year To Date by Department:

Department: Council

Reporting Period: January, 2022 To September, 2022 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Other Revenues and Cost Recoveries	0	4,366	4,366	100.00%
Transfers from Reserves	40,000	22,000	(18,000)	-45.00%
Total Revenues	40,000	26,366	(13,634)	-34.08%
Expenses:				
Administration	24,900	16,018	(8,882)	-35.67%
Contracted Services	41,200	73,252	32,052	77.80%
Grants to Organizations	0	22,000	22,000	100.00%
Operations	9,500	5,620	(3,880)	-40.84%
Salaries, Wages and Benefits	181,339	131,932	(49,407)	-27.25%
Transfer to Reserves	6,529	0	(6,529)	-100.00%
Total Expenses	263,468	248,823	(14,645)	-5.56%
Net Total	(223,468)	(222,457)	1,011	0.45%

Actual vs Budget Year To Date by Department:

Department: Development, Engineering & Operations

Reporting Period: January, 2022 To September, 2022 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	4,500	4,822,982	4,818,482	107,077.37%
Inter-Department Revenues	615,035	0	(615,035)	-100.00%
Licenses and Fees	283,350	236,161	(47,189)	-16.65%
Other Revenues and Cost Recoveries	0	1,371,124	1,371,124	100.00%
Rental Income	45,000	43,908	(1,092)	-2.43%
Sale of Goods and Services	4,025,157	3,515,843	(509,314)	-12.65%
Transfers from Reserves	20,000	63,256	43,256	216.28%
Total Revenues	4,993,042	10,053,273	5,060,231	101.35%
Expenses:				
Administration	78,986	61,967	(17,019)	-21.55%
Contracted Services	1,231,500	1,412,859	181,359	14.73%
Inter-Department Expenses	559,506	0	(559,506)	-100.00%
Operations	2,080,077	1,825,585	(254,492)	-12.23%
Repairs and Maintenance	222,264	71,762	(150,502)	-67.71%
Salaries, Wages and Benefits	3,018,074	2,152,636	(865,438)	-28.68%
Service Charges and Interest	164,196	70,066	(94,130)	-57.33%
Transfer to Reserves	563,776	0	(563,776)	-100.00%
Waste Disposal	153,000	105,969	(47,031)	-30.74%
Total Expenses	8,071,379	5,700,843	(2,370,536)	-29.37%
Net Total	(3,078,337)	4,352,430	7,430,767	241.39%

Actual vs Budget Year To Date by Department:

Department: Finance

Reporting Period: January, 2022 To September, 2022 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	120,000	121,821	1,821	1.52%
Donations	0	44,526	44,526	100.00%
Gain/Loss on Disposal	0	143,135	143,135	100.00%
Licenses and Fees	141,000	277,581	136,581	96.87%
Other Revenues and Cost Recoveries	0	12,485	12,485	100.00%
Sale of Goods and Services	0	1,047	1,047	100.00%
Total Revenues	261,000	600,594	339,594	130.11%
Expenses:				
Administration	131,700	101,555	(30,145)	-22.89%
Contracted Services	370,000	219,294	(150,706)	-40.73%
Operations	273,900	316,306	42,406	15.48%
Rebates	0	23,005	23,005	100.00%
Repairs and Maintenance	0	216	216	100.00%
Salaries, Wages and Benefits	635,588	379,580	(256,007)	-40.28%
Service Charges and Interest	26,000	16,542	(9,458)	-36.38%
Transfer to Reserves	41,495	0	(41,495)	-100.00%
Total Expenses	1,478,683	1,056,498	(422,184)	-28.55%
Net Total	(1,217,683)	(455,904)	761,779	62.56%

Actual vs Budget Year To Date by Department:

Department: General Government

Reporting Period: January, 2022 To September, 2022 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
ASFF Taxes	2,757,000	3,162,961	405,961	14.72%
Conditional Grants	0	0	0	0.00%
Donations	0	4,215	4,215	100.00%
Franchise Fees	1,319,000	850,257	(468,743)	-35.54%
Interest and Penalties	143,500	196,914	53,414	37.22%
Investments Interests	85,000	80,791	(4,209)	-4.95%
Licenses and Fees	0	4,882	4,882	100.00%
Property Taxes	9,092,650	10,053,290	960,640	10.57%
Seniors Housing Taxes	150,000	149,526	(474)	-0.32%
Total Revenues	13,547,150	14,502,835	955,685	7.05%
Expenses:				
DIP Requisition	4,734	4,704	(30)	-0.63%
Grants to Organizations	546,629	546,629	0	0.00%
Rebates	44,000	27,314	(16,686)	-37.92%
Requisitions	2,757,000	2,011,343	(745,657)	-27.05%
Transfer to Reserves	(12,762)	0	12,762	100.00%
Total Expenses	3,339,601	2,589,991	(749,610)	-22.45%
Net Total	10,207,549	11,912,845	1,705,296	16.71%

Actual vs Budget Year To Date by Department:

Department: Protective Services

Reporting Period: January, 2022 To September, 2022 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	106,500	120,180	13,680	12.84%
Licenses and Fees	121,000	60,656	(60,344)	-49.87%
Other Revenues and Cost Recoveries	91,000	95,303	4,303	4.73%
Rental Income	100	70	(30)	-30.00%
Sale of Goods and Services	6,138	4,059	(2,079)	-33.88%
Total Revenues	324,738	280,267	(44,471)	-13.69%
Expenses:				
Administration	19,945	16,851	(3,094)	-15.51%
Contracted Services	424,423	168,051	(256,373)	-60.40%
Inter-Department Expenses	55,528	0	(55,528)	-100.00%
Operations	241,993	164,375	(77,618)	-32.07%
Repairs and Maintenance	1,280	305	(975)	-76.20%
Salaries, Wages and Benefits	753,132	470,022	(283,110)	-37.59%
Service Charges and Interest	21,900	21,023	(877)	-4.00%
Transfer to Reserves	38,531	0	(38,531)	-100.00%
Total Expenses	1,556,731	840,626	(716,106)	-46.00%
Net Total	(1,231,993)	(560,358)	671,635	54.52%



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 29, 2022

Agenda #: 7.f

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

06-2022-11-22: Councillor Filipuzzi moved to defer discussion on the Council Remuneration Meeting Rate Clarification to the November 29, 2022 Meeting. Carried

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? Some of the discussion that occurred on November 22, 2022 involved allowing for multiple meetings to be booked in a single day over and above the single day rate because it does occur that there could be a meeting during the day and another in the evening. That is understandable, Administration asks that Council consider if there is a limit on the amount of meetings that could be claimed in a single day? There has been up to 3 days billed during a single calendar day which would be compensated at a rate of \$850 or \$77/hour.

If the full day rate is expected to compensate for approximately 3-8 hours, assuming the max that a Councillor would work is 16 hours, would the cap be up to 2 Full Days or \$550?

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 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 1st 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.

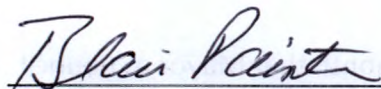
Mileage will be calculated by using the vehicle odometer excluding any personal travel or by utilizing a web-based mapping service such as Google Maps or Mapquest.

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 29, 2022

Agenda #: 10.a

Subject: Citizens Supportive of Crowsnest Coal Community Presentation of November 14, 2022 -
Councillor Ward

Recommendation: That Council have discussion regarding page 14 of the Citizens Supportive of
Crowsnest Coal Community Presentation.

Executive Summary:

Councillor Ward requested that a portion, specifically page 14, of the Citizens Supportive of Crowsnest Coal Community Presentation be added for discussion by Council. The excerpt is attached for Council's information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Page 14 Citizens Supportive of Crowsnest Coal Community Presentation.pdf](#)

What has our Council done to support Coal Mining in the Crowsnest Pass?

- Supportive of Coal Mining but have only publicly stated they are working in the background? No details!
- Declined to be speakers at CSCC events as they are too political?
- Thanked the Alberta JRP for the negative decision and that the Municipality of Crowsnest Pass respected it?
- Stayed mute during negative media reports and misinformation.
- No support to promote Responsible Mining.
- No communication on what the identity or vision is as a community and plan on lessening residential tax burden?
- No Municipal Plan to attract industry to lessen and balance revenue / tax base. We should not be resource rich yet struggle in this community with prosperity and sustainability.