



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, January 10, 2023 at 7:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

- 3.a Alberta SouthWest Regional Alliance Minutes of November 2, 2022 and December Bulletin
- 3.b Rocky View County - Invitation for Joint Advocacy for Improved Solar Farm Governance
- 3.c ORRSC Board of Directors Meeting Minutes of September 1, 2022
- 3.d Chinook Arch Regional Library System Board Report of December 1, 2022

**4. ADOPTION OF MINUTES**

- 4.a Minutes of the Special Budget Meeting of December 1, 2022
- 4.b Minutes of the Council Meeting of December 13, 2022

**5. PUBLIC HEARINGS**

- 5.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' - *Public Hearing*

**6. DELEGATIONS**

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

- 6.a RCMP Quarterly Update - Sergeant Randy Guinchard

**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' - *Second and*

*Third Reading*

**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 Vehicle Removal for Mainstreet Snow Removal - Councillor Sygutek

**11. IN CAMERA**

11.a Business Interests of a Third Party - MDM Lands - FOIP Act Section 16

**12. ADJOURNMENT**



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

**Meeting Date:** January 10, 2023

**Agenda #:** 3.a

**Subject:** Alberta SouthWest Regional Alliance Minutes of November 2, 2022 and December Bulletin

**Recommendation:** That Council accept the Alberta SouthWest Regional Alliance Minutes of November 2, 2022 and December Bulletin as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

Alberta SouthWest Regional Alliance provides their minutes and bulletins to keep member municipalities apprised of activities in the region.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2022 AlbertaSW Board Minutes 11-02 approved plus Exec Dir Report.pdf](#)

# Alberta SouthWest Regional Alliance

## Minutes of the Board of Directors Meeting

Wednesday, November 2, 2022-Zoom



### Board Representatives

Brent Feyter, Fort Macleod  
 Brad Schlossberger, Claresholm  
 Barbara Burnett, Cowley  
 Sahra Nodge, Pincher Creek  
 Cam Francis, Cardston County  
 Blair Painter, Crowsnest Pass  
 Tim Court, Cardston  
 John Van Driesten, MD Willow Creek  
 Milo Holthe, Glenwood

Victor Czop, Nanton (alt)  
 Dave Cox, MD Pincher Creek (alt)

### Resource Staff and Guests

Roger Reid, MLA, Livingstone-Macleod  
 Lori Hodges, LRSD  
 Selena McLean-Moore, JEND  
 Linda Erickson, PrairiesCan  
 Natalie Gibson, InnoVisions  
 Dee Ann Benard, RDN  
 Bev Thornton, AlbertaSW

- 1 Call to Order/ Chair Brent Feyter called the meeting to order.
- 2 Approval of Agenda Moved by Cam Francis THAT the agenda be approved as amended with addition of comments from MLA Roger Reid.  
**Carried.** [2022-11-820]
- 3 Approval of Minutes Moved by Brad Schlossberger THAT the Minutes of October 5, 2022, be approved as presented.  
**Carried.** [2022-11-821]
- 4 Approval of Cheque Register Moved by John Van Driesten THAT cheques #3120 to #3132 be approved as presented.  
**Carried.** [2022-11-822]
- 5 AlbertaSW Project update Natalie Gibson, InnoVisions & Associates, summarized AlbertaSW project outcomes: BASTION-Building a Sustainable Investment Opportunity Network; READI-Rural Employers Awareness on Diversity and Inclusion; SXNM- SuccessionMatching business coaching and on-line buyer/seller forum; EAT-Energizing Agricultural Transformation-uLeth student mapping project; C4C-Connect4Commerce-on-line listing platform for business and municipalities.
- 6 MLA update Livingstone-Macleod MLA Roger Reid provided news about programs and leadership in housing, health care, labour market, workforce development, and AlbertaSW as a travel destination. He has sent a letter of support for REDAs to the Hon. Brian Jean, Minister of Jobs, Economy, and Northern Development (JEND).
- 7 Housing in rural Alberta Rural Development Network CEO, Dee Ann Benard, offered perspective regarding the difficulty of attracting developers and builders to do projects in small communities. Discussion followed regarding community collaboration to gain efficiencies of scale, consistency in bylaws, in design of build, possible incentives and a smooth process for community engagement.
- 8 Executive Director Report Accepted as information.
- 9 Roundtable reports Accepted as information
- 10 Upcoming Board Meeting ➤Wednesday, December 2, 2022 – Organizational Meeting-Pincher Creek
- 11 Adjourn Moved by Blair Painter THAT the meeting be adjourned.  
**Carried.** [2022-11-823]

**Approved December 7, 2022**



## **Executive Director Report November 2022**

### **MEETINGS and PRESENTATIONS**

Nov 1: RINSA meeting, Tecconnect, Lethbridge  
Nov 2: Board Meeting, Zoom (due to weather)  
Nov 4: AlbertaSW and SouthGrow meeting with Invest Alberta, Teams  
Nov 7: Meeting re: Green Destinations report card, Zoom  
Nov 8: Tourism Lethbridge, Attractions Advisory Committee meeting, Zoom  
Nov 8: Meeting with Community Energy Association re: EV network in northern Alberta, Zoom  
Nov 9: Community of Practice (CoP) webinar – attracting investment to Alberta, Teams  
Nov 9: SCR AGM, Lundbreck (regrets due to weather)  
Nov 10: Meeting with uLeth researchers re: gathering data to analyze: energy grid and distribution, Zoom  
Nov 10: AEDO Accreditation Committee Meeting, Zoom  
Nov 14: Meeting with Site Selection Magazine re: Western Canada issue, Zoom  
Nov 15: Travel Alberta consultations re: southern Rockies TDZ, Pincher Creek  
Nov 16: EDL Board meeting, Lethbridge  
Nov 17: Travel Alberta consultations re: Waterton and southern Rockies TDZ, Zoom  
Nov 18: Highway 3 TDA-Economic Impact Assessment Report, Teams  
Nov 22: Meeting with Richard Higginson, Global Affairs Canada, Danish Trade Commissioner, Tecconnect  
Nov 23: Toured Richard into AlbertaSW; met with leaders in renewables, manufacturing, and construction  
Nov 24: Meeting with Invest Alberta: Manager, Investment Attraction and Senior Investment Advisor, Europe, Tecconnect  
Nov 25: Meeting with VP Lodging, Pursuit Collection, Banff Jasper  
Nov 28: Alberta Tourism Labour Study Focus Group, Calgary (regrets)  
Nov 28: Meeting with Alberta Ag& Irrigation, Jobs, Economy & Northern Development re: proposed funding to REDAs, Teams  
Nov 29: BASTION Investment Opportunity Network meeting #4, Zoom

### **PROJECT MANAGEMENT and REPORTING**

- EV statistics and process: share information with other regions that are planning EV networks
- Final approval on ads and advertorial for EDA magazine (P2P, REDAs)
- Update mid-year budget and accounts
- Prepare invoices for membership 2022
- Compile final lists, prepare invoices for RBL 2022 (333 licenses sold to date)
- Create new RBL documents: poster, brochure, stickers for 2023
- Prepare responses to investor inquiries received via communities, SAAEP and AlbertaSW websites
- Gather regional information to contribute to Travel Alberta consultations
- Evaluate on-line tools and explore possibilities of partnering with SouthGrow and other REDAs

### **REGIONAL PROMOTION**

- Organize sponsorship support for EDA magazine and conference
- Create concept for speaker proposal from REDAs at EDA 2023
- Contribute to REDA display at both AB Munis and RMA conference trade shows
- Write advertorial content for Peaks to Prairies and AlbertaSW, *Invest in Alberta* magazine
- Update ad design for Waterton Guide and *Vacation Country Travel Guide*: P2P website and videos

# Alberta SouthWest Bulletin December 2022

## Regional Economic Development Alliance (REDA) Update



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

The Investment Opportunity Network (CAOs, EDOs, community partners) has had 4 meetings.

- August 30: Introductions and Project Overview
- September 29: Discussion with **Travel Alberta** and **Invest Alberta**
- October 25: Discussion with **Alison Anderson, CEO of SuccessionMatching.com**
- November 29: Presentation and discussion re: on-line investment attraction tools

To request a link to the recordings of the meetings, e-mail [bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

### ❖ Visit from Global Affairs Canada

Richard Higginson, Trade Commissioner to Denmark, stationed in Copenhagen, made a trip to Alberta. He has a particular interest in renewables and innovative manufacturing, so we were able to arrange a short tour in our region. He is very impressed with the opportunities and plans to bring a return delegation of about 30 people in spring 2023

(We also arranged an outstanding Chinook Arch that day!)



### ❖ Meeting with Invest Alberta .....

AlbertaSW, SouthGrow and Economic Development Lethbridge met with Invest Alberta staff who visited the region:

- Yuliia Marcinkoski Manager, Investment Attraction
- Sebastian Gerlach, Senior Investment Attraction Advisor, Europe

### 2023 Executive Officers Elected:

- Chair: Mayor Brent Feyter, Fort Macleod
- Vice-Chair: Brad Schlossberger, Councillor, Claresholm
- Secretary-Treasurer: Sahra Nodge, Councillor, Pincher Creek
- Barbara Burnett: additional Designated Signing Authority



### ❖ AlbertaSW receives ongoing recognition from International Economic Development Council (IEDC)

In 2018 AlbertaSW was reviewed and met standards to become IEDC's 69<sup>th</sup> internationally accredited economic development organization (AEDO) and the third of now 4 in Canada. A re-accreditation review in 2022 confirmed we continue to meet high standards of board leadership, operational excellence, and positive impact for our region. IEDC commends the outstanding commitment and collaboration of our communities.

*Best wishes to all for 2023!*

**Alberta SouthWest Regional Economic Development Alliance**

**International Economic Development Council (IEDC) Accredited Economic Development Organization (AEDO)**  
**2018-2022 Green Destinations Top 100 Sustainable Global Destinations and 2020 Top 3 Best of the Americas**

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

**Meeting Date:** January 10, 2023

**Agenda #:** 3.b

**Subject:** Rocky View County - Invitation for Joint Advocacy for Improved Solar Farm Governance

**Recommendation:** That Council accept the correspondence from Rocky View County Invitation for Joint Advocacy for Improved Solar Farm Governance as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

Rocky View County provided a letter inviting other municipalities to participate in a joint advocacy campaign to improve provincial governance of renewable energy projects.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2022 12 15 - Rocky View County - Joint Advocacy for Improved Solar Farm Governance.pdf](#)





December 15, 2022

Mayor Blair Painter  
Municipality of Crowsnest Pass  
Box 600  
Crowsnest Pass, Alberta  
T0K 0E0

**Re: Joint Advocacy for Improved Solar Farm Governance**

Dear Mayor Painter,

On behalf of Rocky View County's Council, I am writing to share that the County is interested in a joint advocacy campaign to improve provincial governance of renewable energy projects and invite you to join the campaign. We have attached a motion that was passed unanimously by Rocky View County's Council on December 6, 2022, and some background information to this letter.

As you know, Alberta's municipalities have been given broad authority over land use decisions and consider ourselves stewards of the land. It is our responsibility to ensure orderly and beneficial development of lands, and to maintain the quality of the physical environment where our residents live, work, and play.

However, siting decisions for renewable energy projects can be appealed to the Alberta Utilities Commission (AUC), and the AUC is not required to consider municipal land use bylaws, municipal statutory plans, or even consult with municipalities when making these decisions. We believe that insufficient consideration is given to municipalities in this process and wish to advocate to the Province for a more inclusive decision-making process.

To that end, we wish to build a coalition of willing municipalities to hire a third-party consultant to advocate to the Government of Alberta to develop an overarching policy framework for land use decisions on renewable energy projects that is more inclusive of municipal policies and interests. We also want to request that municipalities be sheltered from potential financial liabilities associated with future reclamation of renewable energy sites. To this end, we have allocated up to \$10,000 towards the hiring of this consultant, and hope that you will consider a similar allocation if you are interested in joining our advocacy coalition.

To be clear, the intent of the request is not to oppose the development of renewable energy projects. The County believes that renewable energy will be an important element of reaching Alberta's emissions reductions targets. However, we believe that municipalities should have more influence over the process for determining where these projects are located. We are the level of government that is closest to residents and have the best understanding of local

concerns. This is acknowledged for most land use decisions and should be extended to decisions over renewable energy projects.

If you are interested in joining this important advocacy campaign, please have your Administration contact Ben Manshanden at [bmanshanden@rockyview.ca](mailto:bmanshanden@rockyview.ca) or 403-520-3962 by February 3, 2023, to arrange details. I hope you will join this campaign and look forward to your response.

Sincerely,  
**Rocky View County**



Crystal Kissel  
**Mayor**

Cc: Rocky View County Council  
Dorian Wandzura, Chief Administrative Officer  
Honourable Peter Guthrie, MLA for Airdrie-Cochrane  
Honourable Nathan Cooper, MLA for Olds-Didsbury-Three Hills  
Angela Pitt, MLA for Airdrie-East  
Miranda Rosin, MLA for Banff-Kananaskis  
Leela Aheer, MLA for Chestermere-Strathmore

**Attachment:** Emergent Motion: Renewable Energy Approval Process for Provincial Advocacy



**Renewable Energy Approval Process for Provincial Advocacy**

- WHEREAS** renewable energy generation will be an integral part of addressing climate change and meeting Alberta's emissions reductions targets;
- AND WHEREAS** renewable energy will continue to be an integral part of the Province's electrical energy network;
- AND WHEREAS** the Government of Alberta's stated target for renewable energy production is 30%, and the generation mix was 12.3% renewable energy in 2021;
- AND WHEREAS** renewable energy generation can and does consume a significant amount of land area, including highly productive agricultural lands;
- AND WHEREAS** Part 17 of the *Municipal Government Act* gives municipalities broad responsibility for land use planning to ensure orderly, economical and beneficial development of lands, and to maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta;
- AND WHEREAS** under Section 619 of the *Municipal Government Act*, the Alberta Utilities Commission approval of renewable energy projects prevails over municipal authority;
- AND WHEREAS** the Alberta Utilities Commission is not required to consider municipal land use bylaws or statutory land use plans during the approval process for renewable energy projects on private lands, and is not required to consult with or give intervenor status to impacted municipalities;
- AND WHEREAS** there is no provincial land use planning framework providing guidance for renewable energy generation installations, and municipalities have limited ability to directly influence a siting decision at the Alberta Utilities Commission;
- AND WHEREAS** many Alberta municipalities were negatively financially impacted by the abandonment of oil and gas facilities within their jurisdictions, and currently municipalities have no ability to enforce remediation securities for renewable energy projects;

**THEREFORE BE IT RESOLVED THAT** Administration be directed to take the necessary steps to create an advocacy coalition with like-minded municipalities to jointly hire a consultant to request that the Government of Alberta:

- develop an overarching policy regarding alternative energy generation facilities so that municipalities are granted influence on locational decisions for renewable energy projects as part of the Alberta Utilities Commission process, and
- create a process to protect municipalities from the financial liability of future reclamation of these energy sites;

**FURTHER THEREFORE BE IT RESOLVED THAT** Administration be directed to allocate up to \$10,000 from the Tax Stabilization Reserve towards a collective effort with other like-minded municipalities to advocate for this policy, and report back on progress by the end of Q2 2023.



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

**Meeting Date:** January 10, 2023

**Agenda #:** 3.c

**Subject:** ORRSC Board of Directors Meeting Minutes of September 1, 2022

**Recommendation:** That Council accept the ORRSC Board of Directors Meeting Minutes of September 1, 2022 as information.

**Executive Summary:**

Minutes received from external boards and committees are provided to Council for their information at the subsequent meeting.

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

1041, 2020 Procedure Bylaw

**Discussion:**

ORRSC provides their Board of Director minutes to all member municipalities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2022-09-01 ORRSC Board of Directors Meeting Minutes - Final.pdf](#)





OLDMAN RIVER REGIONAL SERVICES COMMISSION

## BOARD OF DIRECTORS' MEETING

### MINUTES

Thursday, September 1, 2022 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge) or ZOOM Virtual Meeting

#### BOARD OF DIRECTORS:

Colin Bexte (Absent) ..... Village of Arrowwood  
Kent Bullock (Absent) ..... Village of Barnwell  
Dan Doell (Absent) ..... Village of Barons  
Mike Wetzstein (Absent) ..... Town of Bassano  
Ray Juska (Absent) ..... City of Brooks  
Roger Houghton (In Person) ..... Cardston County  
Allan Burton (Virtual) ..... Town of Cardston  
Sue Dahl (Absent) ..... Village of Carmangay  
Patricia Curry (Absent) ..... Village of Champion  
Brad Schlossberger (Absent) ..... Town of Claresholm  
Jesse Potrie (In Person) ..... Town of Coalhurst  
Tanya Smith (In Person) ..... Village of Coutts  
Dave Slingerland (Absent) ..... Village of Cowley  
Dave Filipuzzi (In Person) ..... Mun. Crowsnest Pass  
Dean Ward (In Person) ..... Mun. Crowsnest Pass  
Stephen Dortch (In Person) ..... Village of Duchess  
Gordon Wolstenholme (In Person) ..... Town of Fort Macleod  
Mark Peterson (In Person) ..... Village of Glenwood  
Suzanne French (Virtual) ..... Village of Hill Spring  
Morris Zeinstra (In Person) ..... Lethbridge County

Brad Koch (Absent) ..... Village of Lomond  
Gerry Baril (Absent) ..... Town of Magrath  
Peggy Losey (In Person) ..... Town of Milk River  
Dean Melnyk (Absent) ..... Village of Milo  
Victor Czop (Virtual) ..... Town of Nanton  
Marinus de Leeuw (In Person) ..... Town of Nobleford  
Henry de Kok (Absent) ..... Town of Picture Butte  
Tony Bruder (Virtual) ..... M.D. of Pincher Creek  
Don Anderberg (Virtual) ..... Town Pincher Creek  
Ronald Davis (Absent) ..... M.D. of Ranchland  
Neil Sieben (Absent) ..... Town of Raymond  
Don Norby (Absent) ..... Town of Stavely  
Matthew Foss (In Person) ..... Village of Stirling  
John Turcato (Absent) ..... MD of Taber  
Raymond Coad (Virtual) ..... Town of Vauxhall  
Christopher Northcott (Virtual) ..... Vulcan County  
Richard DeBolt (In Person) ..... Town of Vulcan  
David Cody (In Person) ..... County of Warner  
Scott Alexander (Absent) ..... Village of Warner  
Maryanne Sandberg (In Person) .. M.D. Willow Creek

#### STAFF:

Bonnie Brunner ..... Senior Planner  
Diane Horvath ..... Senior Planner  
Steve Harty ..... Senior Planner

Gavin Scott ..... Senior Planner  
Hailey Winder ..... Planner  
Raeanne Keer ..... Executive Assistant

Prior to the start of the meeting Steve Harty, Senior Planner, introduced Raeanne Keer as the newest member to join the Oldman River Regional Services Commission who is fulfilling the role of Executive Assistant.

Steve also announced the passing of Councillor Ian Sundquist. It was noted that Councillor Sundquist was a Councillor for the Municipal District of Willow Creek for 27 years, a member of the ORRSC Board of Directors for 8 years, and a member of the Executive Committee for the last 5 years. Steve acknowledged that Councillor Sundquist provided a number of invaluable contributions to the Board and Committee over the years with all his years as a long-standing elected official.

Chair Gordon Wolstenholme called the meeting to order at 7:04 pm.

**1. APPROVAL OF AGENDA**

**Moved by: Peggy Losey**

THAT the Board of Directors adopt the Agenda for September 1, 2022, as amended, with the addition of:

Agenda Item 6.c Executive Committee Membership.

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: David Cody**

THAT the Board of Directors approve the meeting minutes of June 2, 2022, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

**4. PRESENTATION**

**Municipal Land Use Suitability Tool – Municipality of Crowsnest Pass  
Presentation from Diane Horvath and Hailey Winder**

Diane Horvath, Senior Planner, and Hailey Winder, Planner, presented on the Municipal Land Use Suitability Tool (MLUST) and a case study on the development of the MLUST in the Municipality of the Crowsnest Pass.

Diane presented on the purpose, history, process, product, and goals of developing an MLUST for your municipality as a decision-support tool to be used by Council.

Hailey presented on the roles and expectations of participants and partners, the determination of values for specified features, and how the values are layered on maps to provide district areas of “most suitable” and “least suitable” for various types of development.

The Board discussed its usability for other areas of interest and on the potential to re-use data for more complex mapping.

**5. REPORTS**

**a. Executive Committee Report**

Chair Wolstenholme presented the Executive Committee Report to the Board.

**6. BUSINESS**

**a. Subdivision Activity**  
**- Year to Date to July 2022**

Chair Wolstenholme presented the Subdivision Activity Report to the Board.

**b. ORRSC Periodical – Short Term Rentals and Vacation Homes**

Gavin Scott, Senior Planner, presented the Fall 2022 edition of the ORRSC Periodical, and stated that it focus on short term rentals and vacation homes.

**c. Executive Committee Membership**

Chair Wolstenholme stated that with the recent passing of Councillor Sundquist, the Board of Directors must determine how it would like to move forward with the membership of the Executive Committee. He stated that in accordance with the Board of Directors and Executive Committee Bylaw 2021-01, an eligible board member will be elected to the Executive Committee at the next quarterly meeting.

Chair Wolstenholme stated that the Annual Organizational Meeting will be held on Thursday, December 1, 2022 and therefore the current Executive Committee would be continuing with one less member for only two meetings, October and November. He noted that the Executive Committee has determined that they are satisfactory with operating as a six member Committee for the remainder of 2022.

**Moved by: Richard DeBolt**

THAT the Board of Directors, notwithstanding Section 15.6 of the Board of Directors and Executive Committee Bylaw 2021-01, approve the Executive Committee to operate with a committee composed of the Chair, Vice-Chair, and the four remaining elected members for the remainder of 2022.

**CARRIED**

**7. ACCOUNTS**

**a. Balance Sheet and Comparative Income Statement**  
**- As of July 31, 2022**

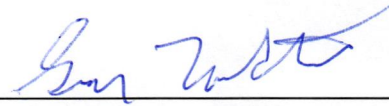
**Moved by: Tanya Smith**

THAT the Board of Directors approve the Balance Sheet and Comparative Income Statement as of July 31, 2022

**CARRIED**

**8. ADJOURNMENT**

With no further questions and nothing further to discuss, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:56 pm.



\_\_\_\_\_  
Gordon Wolstenholme, Chair



\_\_\_\_\_  
Lenze Kuiper, Chief Administrative Officer



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

**Meeting Date:** January 10, 2023

**Agenda #:** 3.d

**Subject:** Chinook Arch Regional Library System Board Report of December 1, 2022

**Recommendation:** That Council accept the Chinook Arch Regional Library System Board Report of December 1, 2022 as information.

**Executive Summary:**

Reports received from external boards and committees are provided to Council for their information at the subsequent meeting.

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

1041, 2020 Procedure Bylaw

**Discussion:**

The Chinook Arch Regional Library System provides their Board Reports to keep all member municipalities advised of board activities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[Board Report - December 1, 2022.pdf](#)



# BOARD REPORT



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - December 1, 2022

## Chinook Arch Approves New 2023 Budget Based on 0% Levy Increase

At its December 1 meeting, the Chinook Arch Library Board reviewed and approved a revised 2023 budget based on a 0% increase to the Municipal Levy. The proposed 2023 -2026 Municipal Levy Schedule, which included incremental increases in each of the four years, was declined by the City of Lethbridge council. This means that the proposed levy schedule will not come into effect, and the 2023 per capita levy will remain at \$7.76. Management staff were able to find funds to cover the \$40,000 revenue shortfall in 2023. By 2026, the annual revenue shortfall is expected to exceed \$100,000. The Board will be working with management and member library boards to develop strategies for addressing the deficits forecast over the next few years.

## Policy Review

The Board reviewed and approved the following policies. Chinook Arch policies, plans, and audited financial statement can all be found under the About Us tab on the Chinook Arch website at [www.chinookarch.ca](http://www.chinookarch.ca).

- Expenses
- Executive Officers



# Board Members Present

Barnwell	Jane Johnson
Barons	Ron Gorzitza
Cardston	Marsha Jensen
Cardston County	LeGrande Bevans
Coaldale	Jordan Sailer
Coalhurst	Lyndsay Montana
Coutts	Stephen A. Pain
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Hill Spring	Suzanne French
Lethbridge (City)	Robin Harper
Lethbridge (County)	Tory Campbell
Lomond	Marie Logan
Magrath	Darryl Christensen
Milk River	Anne Michaelis
Nanton	Amanda Bustard
Nobleford	Melissa Jensen
Pincher Creek	Mark Barber
Raymond	Kelly Jensen
Taber MD	Tamara Miyanaga
Vauxhall	Marilyn Forchuk
Vulcan County	Doug Logan
Warner (Village)	Derek Baron
Warner County	Morgan Rockenbach
ID of Waterton	Lesley Little
Willow Creek M.D.	Maryanne Sandberg
LPL Resource Centre	Wendy Kalkan
Ministerial Appointment	Vic Mensch (Chair)
<b>Regrets</b>	
Carmangay	Sarah Mitchell
Champion	Terry Penney
Milo	Christopher Northcott
Picture Butte	Teresa Feist
Pincher Creek M.D.	Dave Cox
Stirling	Gary Bikman
Taber	Monica McLean
<b>Absent</b>	
Arrowwood	Wendy Williams
Claresholm	Tony Hamlyn
Glenwood	Linda Allred
Stavely	Denise Allerdings
Vulcan	Liz Hammond

# 2023 Executive Committee Elections

Congratulations to the Trustees Elected to the Chinook Arch Library Board Executive Committee for 2023! Here are the Executive Committee members for the coming year:

- Vic Mensch (Ministerial Appointment) - Board Chair
- Marie Logan (Village of Lomond) - Vice-Chair
- Jim Monteith (Town of Fort Macleod) - Treasurer
- Mark Barber (Town of Pincher Creek) - Director-at-Large
- Darryl Christensen (Town of Magrath) - Director-at-Large
- Doreen Glavin (Municipality of Crowsnest Pass) - Director-at-Large
- Doug Logan (Vulcan County) - Director-at-Large
- Lyndsay Montana (Town of Coalhurst) - Director-at-Large
- Tamara Miyanaga (Municipal District of Taber) - Director-at-Large
- LPL Resource Centre Ex Officio Appointee - To Be Determined

## Thank you to the following departing members for your service to the Chinook Arch Board and its members:

Dennis Barnes (Town of Cardston); Trevor Wagenvoort (Village of Champion); Lise Mayne (Town of Nanton); Brydon Saunders (Town of Stavely); Shelley Deleeuw (Town of Vauxhall); Don Toovey (Village of Warner); Linda Weasel Head (Kainai Board of Education); Wendy Kalkan (LPL Resource Centre).

## Contact Us

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

**Meeting Date:** January 10, 2023

**Agenda #:** 4.a

**Subject:** Minutes of the Special Budget Meeting of December 1, 2022

**Recommendation:** That Council adopt the Minutes of the Special Budget Meeting of December 1, 2022 as presented.

**Executive Summary:**

Minutes of the Special Budget Meetings 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 12 01 Budget Meeting Draft Minutes.docx](#)





## MUNICIPALITY OF CROWSNEST PASS

### MINUTES - SPECIAL BUDGET MEETING

Thursday, December 1, 2022

**A special budget meeting of the Council of the Municipality of Crowsnest Pass was held in  
Council Chambers Community Centre on Thursday, December 1, 2022**

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

**Administration Present:**

Patrick Thomas, Chief Administrative Officer  
Brian McCulloch, Director of Finance  
Trent Smith, Manager of Community Services  
Jesse Fox, Manager of Protective Services  
Johan van der Bank, Manager of Development and Trades  
Katherine Seleski, Manager Pass Powderkeg Ski Hill  
Sasha Lassey, Recording Secretary

**Administration Absent:**

Kristin Ivey, Deputy Chief Administrative Officer  
Gord Gosse, Manager of Transportation  
Derek Shaw, Manager of Utilities

**CALL TO ORDER**

Mayor Blair Painter called the meeting to order at 9:00 am.

## **ADOPTION OF AGENDA**

**B01-2022-12-01:** *Councillor Filipuzzi moved to adopt the agenda as presented. Carried*

## **ADOPTION OF MINUTES**

### **Adoption of the minutes of September 15, 2022**

**B02-2022-12-01:** *Councillor Glavin moved to adopt the minutes of September 15, 2022, as presented. Carried*

### **Adoption of the minutes of October 13, 2022**

**B03-2022-12-01:** *Councillor Girhiny moved to adopt the minutes of October 13, 2022, as presented. Carried*

## **DRAFT BUDGET PRESENTATION**

CAO, Patrick Thomas presented the 2023 Draft Municipal Budget to Council. Administration reviewed the agenda including department presentations, capital plan, initiatives, and potential implications to the ratepayer.

Administration presented two options for Council's review: A base budget with no initiatives identified and a budget with initiatives as identified by Council and Administration's recommendations.

### **2023 Budget Assumptions**

Administration considered the following assumptions when drafting the 2023 budget:

- 2% Consumer Price Index (CPI)
- 4% Transfer to Reserves (Utilities 15%)
- 1% Mill Rate increase is equal to \$99,537

### **Challenges in Creating the 2023 Budget**

There were various challenges in creating the 2023 budget including:

- Utilities (natural gas and electricity) increased in 2022 and projected to increase by \$400k in 2023
- Fuel increased in 2022 by \$88k
- Principal on debt increased \$100k
- Interest on debt increased \$56k
- Increase in reserve transfer of \$600k
- Inflation impacting cost with Alberta CPI at 6.5%
- ASFF increased in 2022 and has been carried forward into 2023
- Provincial RCMP funding increased by \$63k
- Two additional positions created in 2023; cost implication is \$122k
- Budget 2022 approved with a \$277k deficit

### **2023 DEPARTMENTAL BUDGET**

Administration presented the 2023 departmental budget to Council.

### **COUNCIL**

Administration presented Council's 2022 key accomplishments, 2023 goals and the 2023 budget.

- Removed revenue and expense for strategic plan (\$40k respectively)
- Increase in wages as per updated remuneration policy (\$70K)
- Increase in reserves accordingly (\$5K)

## **GENERAL ADMINISTRATION**

### **General Government**

Administration presented the General Government department 2022 key accomplishments, 2023 goals and the 2023 budget

- Increased ASFF taxes (\$406k in both revenue and expenses)
- Increased franchise fee revenue (\$51k)
- Increased tax penalties (\$10k) and utility penalties (\$18.5k)
- Increased interest on long term investment (\$15k)
- Increased property taxes (\$861k) – 2022 actuals
- Decreased in senior requisition (\$150K)
- Increased grants (\$39k increased Seniors Lodge and \$29k grants to organizations)
- Decreased grants (\$150k seniors requisition)
- Increased senior rebates (\$8.5k)
- Increased transfer to reserves for future legal (\$220k)
- 2022 had a reduction in reserves to balance budget (\$277k)

### **CAO OFFICE**

Administration presented the CAO Office department 2022 key accomplishments, 2023 goals and the 2023 budget

- Overall, a small department increase (\$6k)

### **CAO Office**

- Small increases in lodging, registration fees, supplies, wellness activities (\$5k combined)
- Decrease in contracted services from 2022 New Initiative (\$50k)
- Small increase in emergency ops prep (\$3k)

- Salary adjustment to appropriate departments (\$24k)
- Increased reserve transfer (\$10k)

### **Economic Development**

- Addition of Outdoor Adventure Tradeshow expense (\$4k)
- Increase in marketing budget (\$9k)
- Increased reserve transfer (\$1k)

### **CORPORATE SERVICES**

Administration presented the Corporate Services department 2022 key accomplishments, 2023 goals and the 2023 budget

- Overall net reduction in budget for the department (\$27k)

### **Corporate Services**

- Decrease in cost recovery and salaries due to reduction in WCB wage recovery (\$19k and \$52k, respectively)
- Decrease in mileage, memberships, advertising and supplies (\$10k)
- Increase in reserve transfer (\$5k)

### **Elections**

- Election scheduled for 2025
- Increased transfer to reserve to cover increased cost of election and new computers

### **Health and Safety**

- Decrease of Administration as auditing fees are every 3 years (\$4k)
- Addition of contracted training (\$2.5k)
- Decrease of registration fees (\$1.5k)

- Small salary adjustment
- Increase in reserve transfer (\$1k)

## **FINANCIAL SERVICES**

Administration presented the Financial Services department 2022 key accomplishments, 2023 goals and the 2023 budget

- Overall, a modest department increase (\$12k)

## **Fianance**

- MSI operating grant aligned with where funds are deposited within Finance
- Increased business licenses for tourist homes and short-term rentals (\$70k)
- Increased interest (\$10k)
- Small increase on photocopier lease (\$2k)
- Increase in insurance (\$3.5k)
- Increase in utilities (\$4k)
- Increase in carbon levy (\$2k)
- Salary adjustment to appropriate departments (\$17k)
- Increase in reserves (\$3k)

## **Information Technology**

- MSI operating grant aligned with where funds are deposited within Finance
- Increased contracted services for various IT solutions (\$41K) – centralized where these were billed
- Increased software licenses (\$10K)
- Increase reserve transfer (\$7k)

## **Warehouse**

- Increase in freight (\$1k)

- Decrease in phones (\$1.1k)
- Increase in utilities (\$3.4k)
- Small salary adjustment
- Increase in reserves (\$1k)

## **COMMUNITY SERVICES**

Administration presented the Community Services department 2022 key accomplishments, 2023 goals and the 2023 budget

- Majority of net change is increased utility costs (\$89k)
- Without utility increases, net increase is approximately 1%

## **Recreation Facilities**

- Increased rental and lease income (\$23k) – MDM fully booked, Junior A team, pistol club
- Increased sale of service (\$37K) – was partially budgeted as rental income previously (\$20k), remainder is increase gymnastics fees (\$17k)
- Decrease in supplies/materials (\$2.5k)
- Increased contracted for increased garbage at MDM (\$5k)
- Increased utilities (\$62k)
- Increased carbon levy (\$17k)
- Minor salary adjustment (\$2k)
- Minor increase of bank service charges (\$1k)
- Increased transfer to reserves (\$14k)

## **Recreation Programs**

- Decrease of meals (\$1k)
- Contract reserves reduced (\$3.5k)
- Increase of memberships (\$900)
- Small salary adjustment

- Increase of bank service charges (\$1k)
- Increased transfer to reserves (\$3k)

### **Trails**

- Addition of Miner's path lease (\$1.2k)
- Minor adjustments otherwise

### **Transit**

- Increase in contracted services due to fuel costs (\$2.4k)
- Minor adjustments otherwise

### **Green Spaces**

- Removal of the Canada Summer Jobs grant (\$12K)
- Reduced rental to projection for 2023 (\$5k)
- Reduced contracted services (\$17k)
- Addition of garbage can replacements (\$10k) – no ARCRC grant now
- Increased utilities (\$1k)
- Addition of one summer student (\$15k)
- Adjusted summer hours to average actual (\$18k)
- Increased reserve transfer (\$3k)

### **Culture**

- Increase in library wages (\$4k revenue and expense)
- Increase in grants to community groups (\$45k)
- Increased utilities (\$6.5k)
- Increased carbon levy (\$2k)
- Increase repairs and maintenance (\$5k)
- Decrease transfer to reserves (\$27k) – deferred grants during Covid-19



## **FCSS**

- Increased donation and supplies for food hampers (\$1k)
- Increased sales and contract for MoW (\$6k respectively)
- Decrease in auditing as not required in 2023 (\$2k)
- Addition of summer movie nights (\$7.5k)
- Small increase to contracts for various events (\$3k)
- Decreased grants to community groups (\$16k)
- Addition of fall BBQ (\$7.5K)
- Increase in supplies for various events (\$3k)
- Small salary adjustment (\$1.7k)

## **PASS POWDERKEG SKI HILL**

Administration presented the Pass Powderkeg Ski Hill 2022 key accomplishments, 2023 goals and the 2023 budget

- No longer receiving Canada Summer Jobs grant (\$16k)
- Removed donations as they are very sporadic in nature (\$6.5k)
- Additional rental income from summer commission (\$5k) and additional race training (\$1.5k)
- Increase in summer sales and season tickets (\$24k)
- Reduction in freight (\$1.2k) and membership fees (\$2.2k)
- Inclusion of UROC trail maintenance (\$6k) and bike park project (\$21k)
- Increased repairs to water pipe (\$15k)
- Increased license and registrations fees (\$7k)
- Increased fuel costs (\$4k)
- Increased utilities (\$10k)
- Annual replacement of springboxes (\$5k)
- Adjustment to wages for winter/summer operations (\$19k) and also the addition of second student that was previously funded by Ruperstland grant (\$15k)
- Increased transfer to reserves (\$13k)

## **PASS COMMUNITY POOL**

Administration presented the Pass Community Pool 2023 key accomplishments, 2023 goals and the 2023 budget

- Decrease of income to 5-year average (\$30k)
- Adjusted expense items to 5-year average
- Increased utilities (\$8k)
- Increased carbon levy (\$5k)
- Slight increase in wages for overtime (\$3k)
- Decrease in debt interest (\$2.3k)
- Increase in transfer to reserves (\$2.7K)

*Mayor Painter requested a short recess at 10:20am. Carried.*

*Mayor Painter reconvened the meeting at 10:37am.*

## **DEVELOPMENT, ENGINEERING AND OPERATIONS**

Administration presented the Development, Engineering and Operations department 2023 key accomplishments, 2023 goals and the 2023 budget.

- Majority of net change is increased utility costs (\$242k) and transfer to reserves \$160k)
- Without utility and reserve increases, net decrease of approximately 1%

### **Development and Trades**

- Increase in permits (\$12k)
- Increase in land rentals (\$3k)
- Increase in land sales (\$50k)
- Increase in development securities/fees (\$10k)
- Increase in contract services for land sales, surveying, and additional Park inspections (\$58k)

- Minor adjustment to salaries (\$1.5k)
- Increased transfer to reserves (\$59k)

### **Facility Maintenance**

- Increased inter-departmental revenue from other departments (\$7.2k)
- Increased supplies and materials (\$25k)
- Increased fuel (\$5.5k)
- Increased repairs (\$3k)
- Minor adjustment to salaries
- Increased transfer to reserves (\$6k)

### **Transportation**

- Increased sale of cemetery plots (\$1.5k)
- Decrease transfer from reserves for 2022 initiative (\$20k)
- Decreased freight (\$3k)
- Various contracted services increases and decreases (net \$12k decrease)
- Increased interdepartmental expenses (\$5k fleet and \$7k facilities)
- Increased fuel (\$60k)
- Decreased tool replacement (\$5k)
- Decreased sand & gravel (\$30k)
- Increased road supplies (\$8k)
- Decrease rental equipment (\$5k)
- Increased utilities (\$27k)
- Increased carbon levy (\$13.5k)
- Salary adjustment to appropriate departments (\$17k)
- Increased transfer to reserves (\$32k)

### **Fleet**

- Increased inter-departmental revenue from other departments \$(8.2k)
- Increased contracted services (\$10k)

- Decreased licenses (\$15k)
- Increase insurance (\$5k)
- Decreased parts (\$9k)
- Increased fuel (\$6k)
- Increased purchased repairs (\$3.5k)
- Minor adjustment to salaries
- Increased transfer to reserves (\$5k)

### **Utilities**

- Decreased recycling grant (\$2k)
- Increased utility revenue (\$148k) - \$47k water, \$59k sewer, \$41k garbage & recycling
- Increased freight (\$1.5k)
- Increased printing/stationary (\$1.3k)
- Increased garbage contract (\$10k)
- Increased recycling contract (\$50k)
- Increased other contract (\$8k)
- Increased interdepartmental expenses (\$1.4k facilities)
- Increased insurance (\$3k)
- Increased chemicals (\$10k)
- Increased parts/supplies (\$25k)
- Increased fuel (\$8k) Increased utilities (\$215k)
- Increased carbon levy (\$6k)
- Decreased purchased repairs (\$17k)
- Salary adjustment to appropriate departments (\$6k)
- Increased debt interest charges (\$38k)
- Increased transfer to reserves (\$59k)
- Increased tipping fees (\$17k)

## **PROTECTIVE SERVICES**

Administration presented the Protective Services department 2023 key accomplishments, 2023 goals and the 2023 budget.

- Overall net reduction in budget for the department (\$6k)

## **Fire Rescue**

- Small increase on cost recoveries (\$1k)
- Decrease contract for 2022 new initiative (\$25k)
- Increased interdepartmental expenses (\$1.2k)
- Increased utilities (\$15k)
- Increased carbon levy (\$4k)
- Salary adjustment to appropriate departments (\$8k)
- Increased debt interest charges (\$17k)
- Increased transfer to reserves (\$8k)

## **Enforcement**

- Increased dog licenses (\$7k)
- Increased traffic fines (\$2k)
- Increased provincial policing (\$62k)
- Decreased animal control contract (\$8k)
- Increased supplies (\$1k)
- Salary adjustment to appropriate departments (\$24k)
- Increased transfer to reserves (\$1.7k)

## **Agricultural Services**

- Minor increase in contract services (\$1k)
- Minor decrease in fuel (\$900)
- Salary adjustment to appropriate departments (\$47k)
- Increased transfer to reserves (\$1.5k)

## **2023 DRAFT RECOMMENDED BUDGET**

Administration reviewed the 2023 Draft Recommended Budget with Council.

- Overall results in a 2% tax increase

## **2023 GRANTS TO COMMUNITY ORGANIZATIONS**

Administration reviewed the grants to organizations as recommended for the 2023 budget as per Council's approval on October 13, 2022.

- 12 groups submitted for Category 1 Grants
- 10 groups submitted for Category 2 Grants
- 8 groups will be receiving FCSS grants; funding approved directly by the FCSS board

## **2023 PROPOSED STAFFING**

Administration presented 2023 proposed staffing with Council.

- Permanent staff changes increased by two positions
- 3rd CPO position added in 2022 by Council
- Assistant DO position added in 2022 by Council
- Additional Community Services summer student
- Addition summer student at Ski Hill (grant previously)

## **2023 NEW INITIATIVE HIGHLIGHTS**

Administration reviewed each initiative submitted for 2023 as well as Administration's recommendations with Council.

- 42 new initiatives proposed by Council and Administration; 18 are being recommended for the 2023 budget
- Funding sources include Debt, Reserves, Taxes, Donation and various Grants
- The Strategic Plan was used to determine the Initiatives being recommended by Administration
- With limited funding available and to avoid large tax increases, Administration has limited the number of initiatives being recommended.
- Recommended Initiatives \$579,000; (\$170,000 tax supported)

*Mayor Painter requested a short recess at 11:47am. Carried.*

*Mayor Painter reconvened the meeting at 11:57am.*

### **2023-2027 DRAFT CAPITAL BUDGET**

Administration presented the 2023-2027 Draft Capital Budget with Council.

- \$24.5 million of capital projects over the next 5 years
- Includes carry forward projects previously approved of \$3 million moved to 2023
- \$379,000 added to the 2023 Capital Budget as part of 2023 Recommended New Initiatives

### **Capital Project Summary**

- Skate Park Pushed to 2026 to give the group time to raise funds
- Beautification Project (single project annually) and Continuation of self watering planters were approved by Council to be on going year over year
- MSI funding is slated to end in 2024 will be replaced with LGFF at a lower rate than MSI (funding structure is still to be determined) Municipal Affairs advised the funding for 2023 and 2024 will be similar to 2022 MSI funding amount

- FGT (Federal Gas Tax) had a name change CCBF (Canada Community Building Fund) but the municipality has been advised the funding will remain the same for 2023
- The grant funding available has been used to determine the financing required for the capital purchases

### **LONG TERM DEBT**

Administration presented the Long-Term Debt schedule with Council.

- Municipal Government Act requires municipalities to limit debt and debt servicing to 1.5x and 0.25x revenue, respectively
- Projected Municipal Debt as of December 31, 2022 will be \$9,931,936
- No additional debt will be added to the municipal debt in 2023; two projects in 2023 will result in increased debt in 2024
- Schedule is split between existing debt and proposed debt based on the capital plan

### **RESERVES**

Administration presented the Municipal Reserves Schedule to Council.

- Projected reserves at the end of 2022 are \$7,116,840
- Net transfer to Reserve is \$177,135
- Current year transfer to reserve was based on 4% tax supported departments and 15% for Utilities
- Projected reserve balances for the end of 2023 are \$7,293,975
- Mill Rate stabilization includes \$200k legal cost for 2023
- Mill Rate Stabilization includes an amount of \$255k to bring the Tax levy increase down to 2%



## **IMPACT TO RATEPAYERS**

Following the presentation of the departmental budget, capital plan, long term debt and reserves, Administration presented the impact to ratepayers as a result of the 2023 Draft Budget.

- At a 2% increase, using the 2021 property tax assessment base (for the 2022 property tax year) on a \$300,000 property, the average household will see a property tax rate increase of \$45.84 per year or \$3.84 per month
- At a 2% increase, using the 2021 property tax assessment base (for the 2022 property tax year) on a \$500,000 property, the average small business will see a property tax rate increase of \$131.04 per year or \$10.92 per month
- At a 4.5% increase in utility rates, the monthly increase for the average household is estimated at \$54.00 per year or \$4.50 per month

## **PUBLIC INPUT**

*Councillor Glavin requested a recess at 12:31pm for lunch. Carried.*

*Mayor Painter reconvened the meeting at 1:08pm.*

## **CONCLUSION**

To conclude the 2023 Draft Budget presentation, Administration requested that Council provide approval of the 2023 Operating Budget and approval of the 2023-2027 Capital Budget.

**B04-2022-12-01:** *Councillor Sygutek moved to approve the 2023 Operating Budget as amended with the 2024 and 2025 Operating Budget projections as presented. Carried*

**B05-2022-12-01:** *Councillor Filipuzzi moved to approve the amended 2023 Capital Budget as presented. Carried*

**B06-2022-12-01:** *Councillor Filipuzzi moved to approve the 2023 Capital Budget as presented. Carried*

Councillor Ward requested that Administration send a notice out to the public regarding the tax implications to ratepayers as a result of the budget deliberations and a list of the approved initiatives for 2023.

**ADJOURN**

**B07-2022-12-01:** *Motion by Councillor Filipuzzi to adjourn the meeting at 1:23pm. Carried*

\_\_\_\_\_  
**Blair Painter**  
**Mayor**

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

\_\_\_\_\_  
**Patrick Thomas**  
**Chief Administrative Officer**

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



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

**Meeting Date:** January 10, 2023

**Agenda #:** 4.b

**Subject:** Minutes of the Council Meeting of December 13, 2022

**Recommendation:** That Council adopt the Minutes of the Council Meeting of December 13, 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 12 13 Council Meeting Minutes.docx](#)

**Municipality of Crowsnest Pass  
Council Meeting Minutes  
Tuesday, December 13, 2022**

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A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, December 13, 2022.

**Council Present:**

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

**Administration Present:**

Patrick Thomas, Chief Administrative Officer  
Kristin Ivey, Deputy Chief Administrative Officer  
Brian McCulloch, Director of Finance  
Trent Smith, Manager of Community Services  
Jesse Fox, Manager of Protective Services/Fire Chief  
Bill Messner, Deputy Fire Chief  
Bonnie Kawasaki, Recording Secretary

**Cheque Presentation**

Jesse Fox, Manager of Protective Services presented a cheque to Desiree Erdmann representing the Crowsnest Pass Food Bank in the amount of \$ 6213.50 from funds collected by Emergency Services Personnel at the Charity Check Stop held on December 2nd.

**CALL TO ORDER**

Mayor Painter called the meeting to order at 1:02 pm.

**ADOPTION OF AGENDA**

**Additions:**

**Councillor Inquiries and Notice of Motion**

- a) Southeast Blairmore Emergency Access – Councillor Sygutek

**In Camera**

- a) Business Interests of a Third Party – FOIP Act Section 16 – Councillor Girhiny

**01-2022-12-13:** Councillor Filipuzzi moved to adopt the agenda as amended.

Carried

### **CONSENT AGENDA**

**02-2022-12-13:** Councillor Glavin moved that Council approve the following Consent Agenda items as presented without debate:

**3.a**

**Minutes of the Crowsnest Pass Community Library Board of October 25, 2022**

THAT Council accept the Minutes of the Crowsnest Pass Community Library Board of October 25, 2022 as information.

**3.b**

**Minutes of the Crowsnest Pass Senior Housing Board of November 9, 2022**

THAT Council accept the Minutes of the Crowsnest Pass Senior Housing Board of November 9, 2022 as information.

**3.c**

**College of Physicians and Surgeons - Update on Physician Assessment Process of November 29, 2022**

THAT Council accept the College of Physicians and Surgeons - Update on Physician Assessment Process of November 29, 2022 as information.

**3.d**

**Honourable Mike Ellis, Minister of Public Safety and Emergency Services - Victims Services Update of December 6, 2022**

THAT Council accept the Honourable Mike Ellis, Minister of Public Safety and Emergency Services - Victims Services Update of December 6, 2022 as information.

Carried

### **ADOPTION OF MINUTES**

**Minutes of the Council Meeting of December 6, 2022**

**03-2022-12-13:** Councillor Girhiny moved to adopt the Minutes of the Council Meeting of December 6, 2022, as presented.

Carried

### **PUBLIC HEARINGS**

None

### **DELEGATIONS**

**Teck Resources 2022 Update - Rory O'Connor, Norm Fraser, and Katherine Gizikoff**

Rory O'Connor, Manager, Social Responsibility, and Tiana Musil, Engagement Lead, Fording River Extension Project, were in attendance to present an update to Council on the Teck Resources 2022 Year in Review.

### **REQUESTS FOR DECISION**

#### **Bylaw 1130, 2022- Land Use Bylaw Amendment - Redesignate the Ski Hill lands as shown on Schedule A from various land use districts to Recreation and Open Space RO-1- First Reading**

**04-2022-12-13:** Councillor Ward moved first reading of Bylaw 1130, 2022- Land Use Bylaw Amendment - Redesignate the Ski Hill lands as shown on Schedule A from various land use districts to Recreation and Open Space RO-1.

Carried

#### **Bylaw 1134, 2022 - Land Use Bylaw Amendment Omnibus No. 2 - First Reading**

**05-2022-12-13:** Councillor Filipuzzi moved first reading of Bylaw 1134, 2022 - Land Use Bylaw Amendment Omnibus No. 2.

Carried

#### **Bylaw 1136, 2022 - Land Use Bylaw Amendment - Redesignate a closed portion of Lot 15MR, Block 5, Plan 8311587 from Recreation and Open Space RO-1 to Residential R-1 - First Reading**

**06-2022-12-13:** Councillor Glavin moved first reading of Bylaw 1136, 2022 - Land Use Bylaw Amendment - Redesignate a closed portion of Lot 15MR, Block 5, Plan 8311587 from Recreation and Open Space RO-1 to Residential R-1.

Carried

#### **Bylaw 1137, 2022 - Land Use Bylaw Amendment - Re-designate that portion of Lot 51MR, Block 1, Plan 0812254 forming part of Lot 53, Block 1, Plan \_\_\_\_\_ within the NE 34-7-4-W5M from Public P-1 to Comprehensive Ski Village CSV - First Reading**

**07-2022-12-13:** Councillor Ward moved first reading of Bylaw 1137, 2022 - Land Use Bylaw Amendment - Re-designate that portion of Lot 51MR, Block 1, Plan 0812254 forming part of Lot 53, Block 1, Plan \_\_\_\_\_ within the NE 34-7-4-W5M from Public P-1 to Comprehensive Ski Village CSV.

Carried

### **COUNCIL MEMBER REPORTS**

Council reports since the December 6, 2022 meeting of Council:

- None

### **PUBLIC INPUT PERIOD**

- None

**COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

**Southeast Blairmore Emergency Access – Councillor Sygutek**

Councillor Sygutek requested that Administration investigate possible solutions for this road use and to bring the information back in the new year for Council discussion.

**IN CAMERA**

**08-2022-12-13:** Councillor Ward 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 2:01 pm:

- a) Business Interests of a Third Party – FOIP Act Section 16

Carried

**Reconvene**

Mayor Painter convened the In Camera meeting at 2:14 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

**09-2022-12-13:** Councillor Sygutek moved that Council come out of In Camera at 3:03 pm.

Carried

**ADJOURNMENT**

**10-2022-12-13:** Councillor Filipuzzi moved to adjourn the meeting at 3:04 pm.

Carried

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Blair Painter  
Mayor

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Patrick Thomas  
Chief Administrative Officer



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

**Meeting Date:** January 10, 2023

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

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

### **Executive Summary:**

Bylaw 1095, 2021 received first reading on November 29, 2022.

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 a 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:**

N/A

**Attachments:**

[FORMATTED Bylaw 1095, 2021 -notice.docx](#)

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

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

# NOTICE OF PUBLIC HEARING

MUNICIPALITY OF CROWSNEST PASS

IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1095, 2021

7:00pm, January 10<sup>th</sup>, 2023

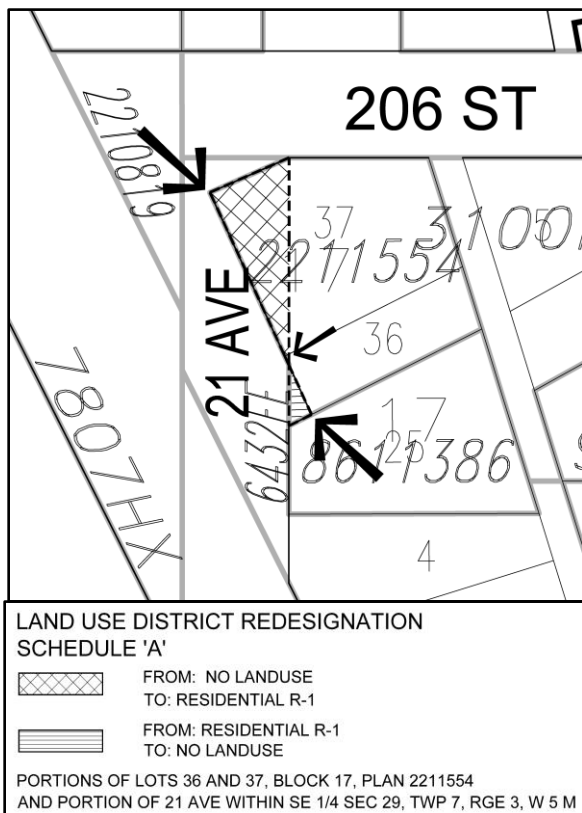
Municipality of Crowsnest Pass Council Chambers

8502 – 19 Avenue, Coleman

PURSUANT to sections 216.4, 606, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1095, 2021, being a bylaw to amend Bylaw No. 868, 2013, being the municipal land use bylaw.

The purpose of Bylaw No. 1095, 2021 is 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 Landuse" to "Residential – R1."
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 Landuse" to "Residential – R1."
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 – R1" to "No Landuse."



The subject lands are located in Bellevue, and are known municipally as 20607 21<sup>st</sup> Ave and 20605 21st Ave. 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 – R1" land use district.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1095, 2021 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00pm on January 10<sup>th</sup>, 2023. Each person shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at [bonnie.kawasaki@crowsnestpass.com](mailto:bonnie.kawasaki@crowsnestpass.com) with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on January 3, 2023. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

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

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 30th day of November 2023.

## **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 21<sup>st</sup> 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.

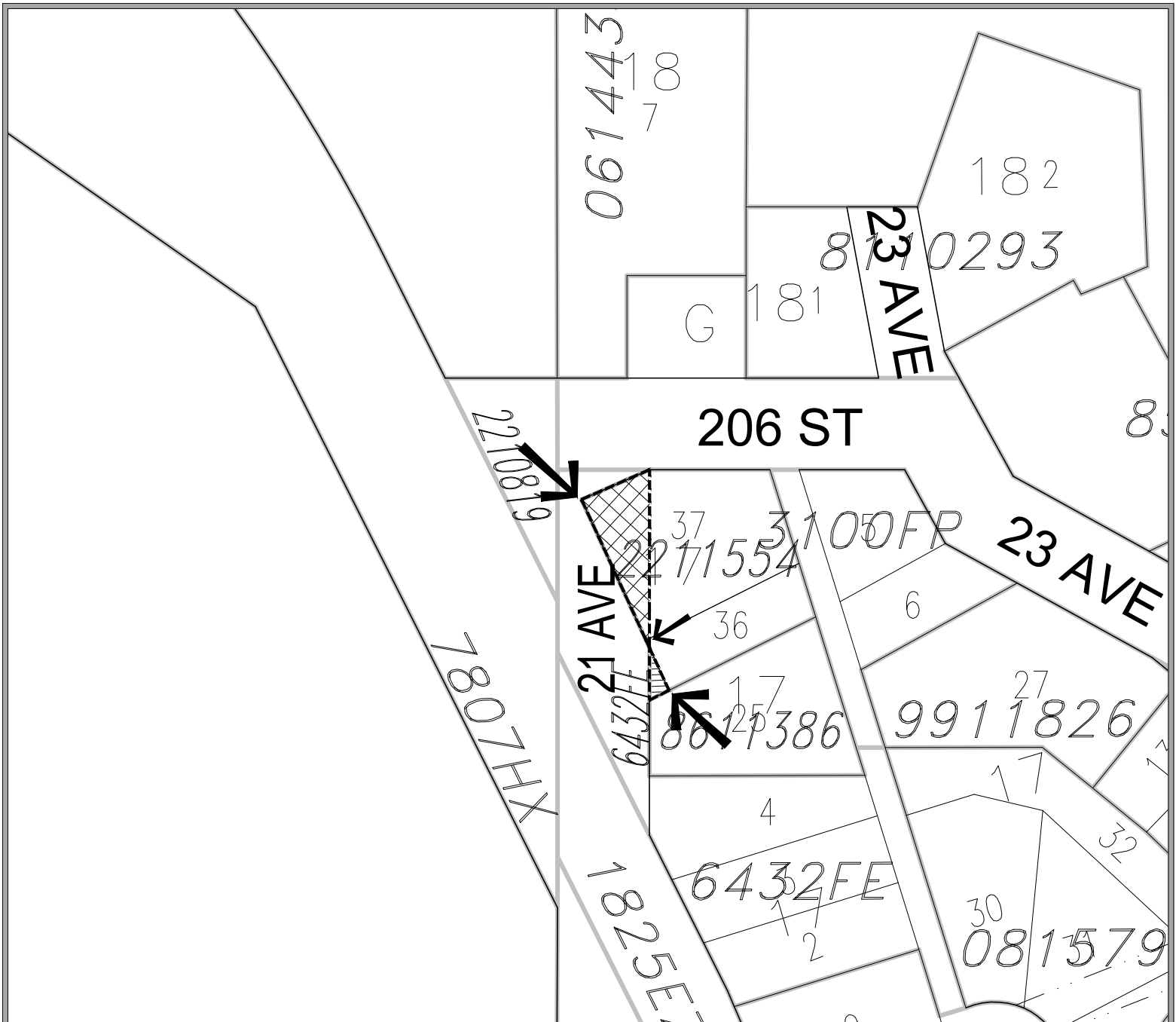
READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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Blair Painter  
Mayor

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Patrick Thomas  
Chief Administrative Officer

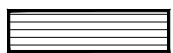


## LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

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:** January 10, 2023

**Agenda #:** 6.a

**Subject:** RCMP Quarterly Update - Sergeant Randy Guinchard

**Recommendation:** That Council accept the RCMP Update as information.

**Executive Summary:**

The RCMP detachment provides quarterly updates to Council regarding the human resources, financial data and crime statistics for the Crowsnest Pass.

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

1041, 2020 Procedure Bylaw

**Discussion:**

The RCMP provides a quarterly report to Council to keep them apprised of RCMP activities for the preceding quarter and to determine community policing priorities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[Q2 Community Letter Nov 2 2022.docx](#)

[Crowsnest Pass Provincial Q2 2022 2.pdf](#)

[Crowsnest Pass Provincial Crime Stats Q2 2022.pdf](#)



November 2, 2022

Sergeant R.J. Guinchard  
Detachment Commander  
Crowsnest Pass, Alberta

Dear Mayor Painter and Council,

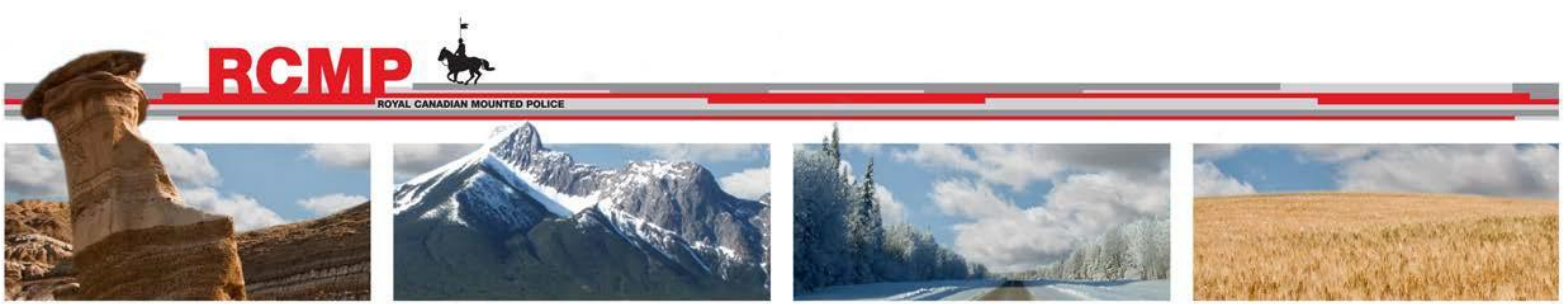
Attached you will find the quarterly Community Policing Report that encompasses the July 1<sup>st</sup> to September 30<sup>th</sup>, 2022 reporting period, and will provide you a quarterly snapshot of the human resources, financial data and crime statistics for the Crowsnest Pass. These quarterly reports contribute greatly to ensuring that the police services provided by the Alberta Royal Canadian Mounted Police (RCMP) to you, and the citizens you represent, are meeting your needs on an ongoing basis.

This quarter I want to update you on the status of Body Worn Cameras (BWC), which are set to be field tested early in 2023 at three different pilot locations in Alberta. A total of 191 cameras will be distributed amongst front line officers in Grand Prairie, Parkland, and St. Paul Detachments respectively; the objectives of this Field Test will be as follows:

- Confirm the Contractor is able to deliver the required services as defined within the SOW (Statement of Work) and Request for Proposal (RFP).
- Provide an early opportunity to get cameras in the hands of 191 frontline officers who will be the primary users of the BWC and the accompanying Digital Evidence Management System (DEMS) Service.
- Capture preliminary “lessons-learned” to help refine service delivery processes for full implementation in Alberta.

Should the top vendor demonstrate they can meet our requirements, the next step will be full implementation later in 2023. The introduction of body-worn cameras and digital evidence management service will become a new national standard to enhance public trust, confidence and public safety. Although preliminary estimates were provided within the 2023/24 to 2027/28 Multi-Year Financial Plan for your community, the field test results may impact the estimated costs. As details are refined the forecast will be updated and shared with your community.





Your ongoing engagement and the feedback you provide guides our Detachment team in responding to the priorities of our citizens. It solidifies our strong community partnership that supports your Alberta RCMP Detachment in providing flexible and responsive policing services that reflect the evolving needs of those who we are proud to serve.

As the Chief of Police for your community, please feel free to contact me anytime, if you have any questions or concerns.

Sincerely,

Sergeant R.J. Guinchard  
Detachment Commander  
Crowsnest Pass Detachment



## RCMP Provincial Policing Report

Detachment	Crowsnest Pass Provincial
Detachment Commander	
Quarter	Q2
Date of Report	

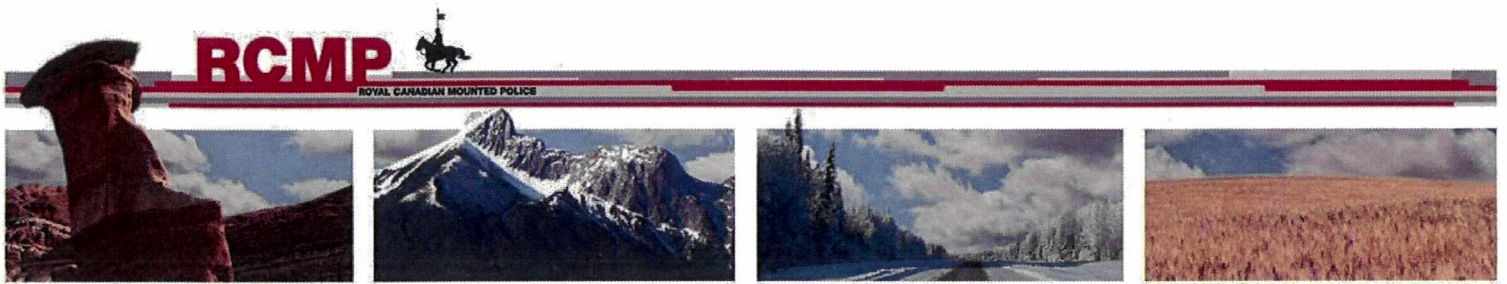
### Community Consultations

Date	2022-08-24
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting
Notes/Comments	Attended Council Meeting to discuss crime trends.

Date	2022-09-23
Meeting Type	Meeting with Elected Officials
Topics Discussed	Ranchlands
Notes/Comments	Attended Council Meeting with elected Officials

Date	2022-11-01
Meeting Type	Town Hall
Topics Discussed	General Policing
Notes/Comments	Nil attended.

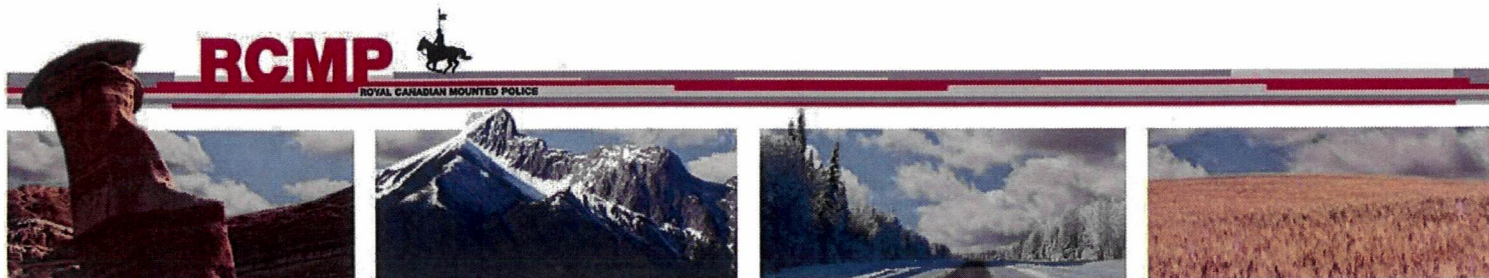




## Community Priorities

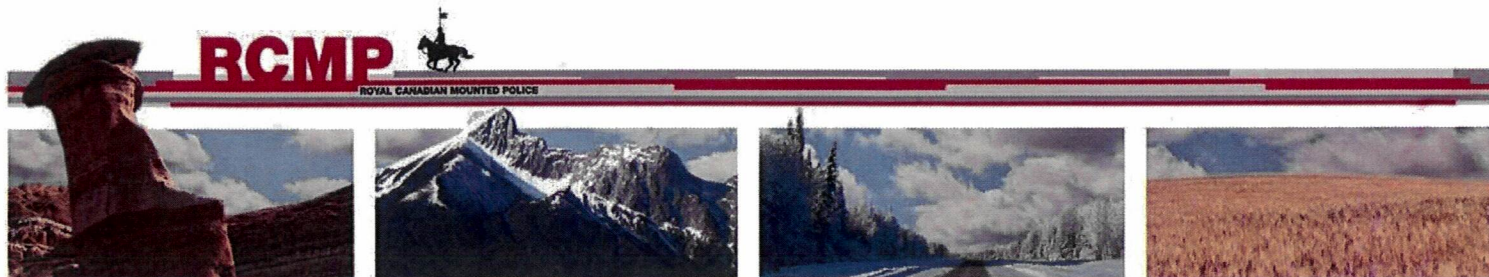
Priority 1	Property Crime
Current Status & Results	Property Thefts have increased slightly - by 3 this quarter. It was noted that one individual returned to the area who was notorious for thefts. It is believed this has had an effect on the stats and he is responsible for some thefts and the increase.
Priority 2	Traffic
Current Status & Results	The detachment has experienced a critical manpower shortage since Jan 2022. As such planned joint operations have decreased as available members are lower than they should be. That said, stats are up and increasing which is showing even with the shortage a commitment by members to issue violation tickets is strong and steadily increasing with the summer months and vacation period. It is anticipated the Det will exceed projections over the year.
Priority 3	Police Visibility
Current Status & Results	Members have stepped up weekly patrols in all communities. At least 1 planned patrol has been made per day in each community. Foot patrols increased weekly for the summer at the open air farmers market
Priority 4	Reduce Substance Abuse





<p>Priority 4</p> <p>Current Status &amp; Results</p>	<p>Reduce Substance Abuse</p> <p>The manpower shortage have caused numbers in some areas to decline education strategies has been lower than projected. Members have made good strides in visiting schools and engaging students regarding CDSA so the education process continues informally despite planned strategies not getting implemented due to shortages.</p>
<p>Priority 5</p> <p>Current Status &amp; Results</p>	<p>OMG and Drug Related Activites</p> <p>Criminal Intelligence has increased with awareness Crowsnest Pass RCMP are working to decrease OMG in area. Citizens are more apt to provide intel and info regardless of use to RCMP. Community and Council in agreement this is not a group that the municipality wishes to have in the area. This has assisted in the decline of visible group OMG based in the area. Bar checks have resulted in a number of ejections from OMG members wearing "colors" in bar. We have been working with and partnered with the licensed establishments in the Detachment area to curb the OMG visibility and presence in licensed establishments and have an ongoing 0 tolerance policy for their presence in licensed establishments.</p>





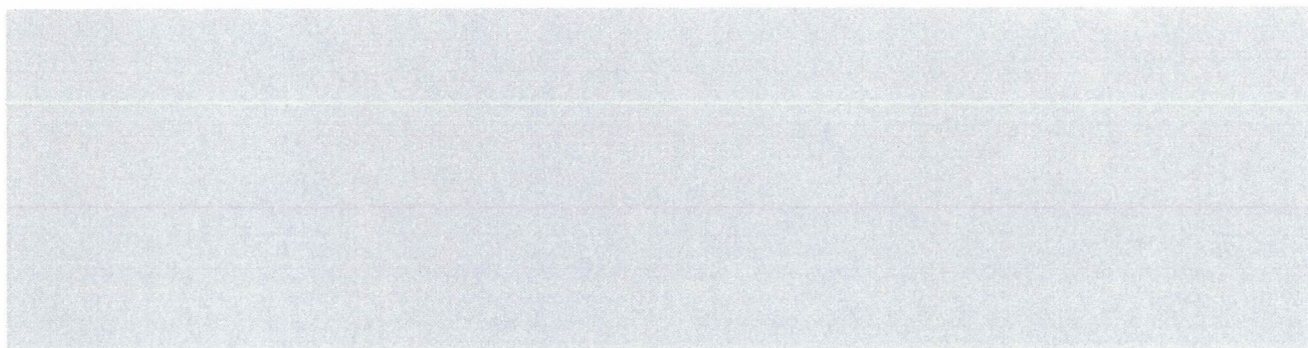
## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2021	2022	% Change Year-over-Year	2020	2021	% Change Year-over-Year
<b>Total Criminal Code</b>	163	159	-2%	697	533	-24%
<i>Persons Crime</i>	43	42	-2%	200	161	-20%
<i>Property Crime</i>	88	81	-8%	362	266	-27%
<i>Other Criminal Code</i>	32	36	13%	135	106	-21%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	10	6	-40%	42	29	-31%
<i>Provincial Code Traffic</i>	133	157	18%	852	1,336	57%
<i>Other Traffic</i>	2	0	-100%	11	5	-55%
<b>CDSA Offences</b>	1	0	-100%	18	8	-56%
<b>Other Federal Acts</b>	5	3	-40%	35	19	-46%
<b>Other Provincial Acts</b>	47	58	23%	254	202	-20%
<b>Municipal By-Laws</b>	17	12	-29%	74	38	-49%
<b>Motor Vehicle Collisions</b>	73	80	10%	260	271	4%

<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest





### Provincial Police Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	9	6	2	2
Detachment Support	2	2	0	0

<sup>2</sup>Data extracted on September 30, 2022 and is subject to change over time.

<sup>3</sup>Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

4 Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

## Comments

Police Officers: Of the 9 established positions, 7 officers (including one new recruit) are working and 2 are on special leave (1 Medical leave, 1 Parental Maternity). A new mwmbwe is expected to start the 1st week of December. We have no hard vacancies at this time.

Detachment Support: There are 2 established position that are currently filled.

Interesting issue is that Pincher Creek with a lower population aprox 3500 - Waterton 100) they have more members on the books. I will be exploring this further with RCMP Staffing and District. Calls for service appear to be a driver.

## Quarterly Financial Drivers



## Crowsnest Pass Provincial Detachment Crime Statistics (Actual) Q2: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

October 4, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	0	4	2	2	100%	0%	0.4
Other Sexual Offences		1	0	3	1	1	0%	0%	0.1
Assault		20	25	26	17	18	-10%	6%	-1.2
Kidnapping/Hostage/Abduction		1	0	0	0	0	-100%	N/A	-0.2
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		7	5	7	8	9	29%	13%	0.7
Uttering Threats		12	10	12	15	12	0%	-20%	0.5
<b>TOTAL PERSONS</b>		<b>42</b>	<b>40</b>	<b>52</b>	<b>43</b>	<b>42</b>	<b>0%</b>	<b>-2%</b>	<b>0.3</b>
Break & Enter		11	13	10	3	12	9%	300%	-0.8
Theft of Motor Vehicle		10	13	6	6	4	-60%	-33%	-1.9
Theft Over \$5,000		3	1	1	3	2	-33%	-33%	0.0
Theft Under \$5,000		52	35	42	18	24	-54%	33%	-7.3
Possn Stn Goods		1	10	9	3	0	-100%	-100%	-0.9
Fraud		10	10	5	16	7	-30%	-56%	0.0
Arson		2	0	0	1	0	-100%	-100%	-0.3
Mischief - Damage To Property		0	16	30	24	19	N/A	-21%	4.6
Mischief - Other		35	14	13	14	13	-63%	-7%	-4.4
<b>TOTAL PROPERTY</b>		<b>124</b>	<b>112</b>	<b>116</b>	<b>88</b>	<b>81</b>	<b>-35%</b>	<b>-8%</b>	<b>-11.0</b>
Offensive Weapons		2	5	1	1	3	50%	200%	-0.2
Disturbing the peace		24	13	14	15	15	-38%	0%	-1.6
Fail to Comply & Breaches		12	22	13	12	12	0%	0%	-1.0
<b>OTHER CRIMINAL CODE</b>		<b>8</b>	<b>8</b>	<b>9</b>	<b>4</b>	<b>6</b>	<b>-25%</b>	<b>50%</b>	<b>-0.8</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>46</b>	<b>48</b>	<b>37</b>	<b>32</b>	<b>36</b>	<b>-22%</b>	<b>13%</b>	<b>-3.6</b>
<b>TOTAL CRIMINAL CODE</b>		<b>212</b>	<b>200</b>	<b>205</b>	<b>163</b>	<b>159</b>	<b>-25%</b>	<b>-2%</b>	<b>-14.3</b>



## Crowsnest Pass Provincial Detachment

### Crime Statistics (Actual)

Q2: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

October 4, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	2	7	1	0	-100%	-100%	-0.5
Drug Enforcement - Trafficking		1	1	1	0	0	-100%	N/A	-0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>3</b>	<b>3</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.8</b>
Cannabis Enforcement		0	1	0	0	0	N/A	N/A	-0.1
Federal - General		3	4	7	4	3	0%	-25%	0.0
<b>TOTAL FEDERAL</b>		<b>6</b>	<b>8</b>	<b>15</b>	<b>5</b>	<b>3</b>	<b>-50%</b>	<b>-40%</b>	<b>-0.9</b>
Liquor Act		5	3	4	5	3	-40%	-40%	-0.2
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		19	16	30	14	26	37%	86%	1.2
Other Provincial Stats		34	38	44	28	29	-15%	4%	-2.0
<b>Total Provincial Stats</b>		<b>58</b>	<b>57</b>	<b>78</b>	<b>47</b>	<b>58</b>	<b>0%</b>	<b>23%</b>	<b>-1.0</b>
Municipal By-laws Traffic		2	0	1	1	2	0%	100%	0.1
Municipal By-laws		21	24	23	16	10	-52%	-38%	-3.0
<b>Total Municipal</b>		<b>23</b>	<b>24</b>	<b>24</b>	<b>17</b>	<b>12</b>	<b>-48%</b>	<b>-29%</b>	<b>-2.9</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		10	10	8	6	7	-30%	17%	-1.0
Property Damage MVC (Reportable)		74	79	51	58	70	-5%	21%	-2.9
Property Damage MVC (Non Reportable)		11	7	17	9	3	-73%	-67%	-1.4
<b>TOTAL MVC</b>		<b>95</b>	<b>96</b>	<b>76</b>	<b>73</b>	<b>80</b>	<b>-16%</b>	<b>10%</b>	<b>-5.3</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	5	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>542</b>	<b>442</b>	<b>256</b>	<b>133</b>	<b>157</b>	<b>-71%</b>	<b>18%</b>	<b>-107.9</b>
<b>Other Traffic</b>		<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.5</b>
<b>Criminal Code Traffic</b>		<b>14</b>	<b>11</b>	<b>7</b>	<b>10</b>	<b>6</b>	<b>-57%</b>	<b>-40%</b>	<b>-1.7</b>
<b>Common Police Activities</b>									
False Alarms		18	14	13	8	11	-39%	38%	-2.0
False/Abandoned 911 Call and 911 Act		9	6	11	10	6	-33%	-40%	-0.2
Suspicious Person/Vehicle/Property		59	76	44	37	38	-36%	3%	-8.1
Persons Reported Missing		10	5	8	8	4	-60%	-50%	-0.9
Search Warrants		0	1	0	0	0	N/A	N/A	-0.1
Spousal Abuse - Survey Code (Reported)		27	19	24	7	31	15%	343%	-0.4
Form 10 (MHA) (Reported)		0	0	1	0	0	N/A	N/A	0.0





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

**Meeting Date:** January 10, 2023

**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' - Second and Third Reading

**Recommendation:** That Council gives second and third reading to Bylaw No. 1095, 2021.

### **Executive Summary:**

Bylaw 1095, 2021 received first reading on November 29, 2021.

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 a 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:**

1. Council could give Second and Third Reading of Bylaw 1095, 2021, as proposed.
2. If additional information is required by Council and/or amendments to the Bylaws are proposed by Council prior to Second Reading, Council may postpone Second Reading of Bylaw 1095, 2021 and provide further direction to Administration. Substantial changes to the Bylaw will require Council hold a second Public Hearing prior to considering the Bylaw 1095,2021 for Second and Third reading.
3. Council may defeat Bylaw 1095, 2021, as proposed.

**Financial Impacts:**

N/A

**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 21<sup>st</sup> 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.

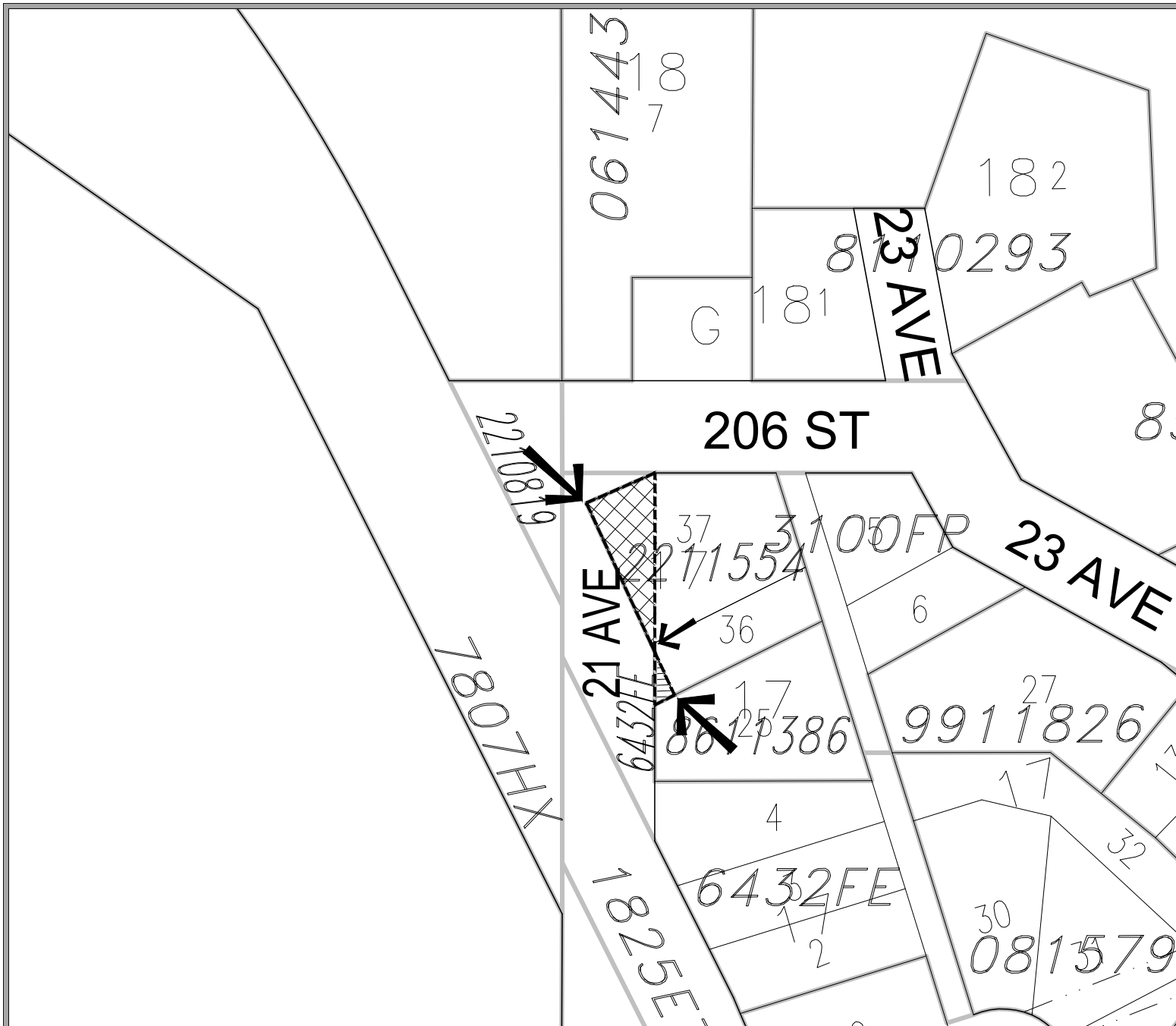
READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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Blair Painter  
Mayor

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Patrick Thomas  
Chief Administrative Officer

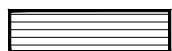


## LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

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:** January 10, 2023

**Agenda #:** 10.a

**Subject:** Vehicle Removal for Mainstreet Snow Removal - Councillor Sygutek

**Recommendation:** That Council have discussion regarding implementing vehicle removal from main streets for snow removal.

**Executive Summary:**

Councillor Sygutek requested that vehicle removal during snow clearing be added to the agenda.

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

2300-02 Snow Clearing and Ice Control Policy and Procedure

**Discussion:**

Councillor Sygutek received an email from a concerned citizen inquiring about enforcement of removal of vehicles during snow clearing from Level "A" Routes, particularly when signs have been posted and further to declare Level "A" Routes as "Snow Routes" with specific consequences to ensure compliance. Councillor Sygutek requested that this be added to the agenda for further discussion and consideration by Council.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2300-02 - Snow Clearing and Ice Control Policy - 2015 10 20.pdf](#)



## Municipality of Crowsnest Pass Policy

Policy No.:	2300-02
Policy Title:	Snow Clearing & Ice Control Policy
Approval Date:	
Revision Date:	
Supersedes Policy:	2300-01
Department:	Operational Services

### 1.0 POLICY PURPOSE

Establish a procedure for defining maintenance practices to be utilized for the clearing of snow and ice control within municipal roadways.

Provide an efficient, consistent, and cost effective means to control snow and ice on the Municipal roadways and pedestrian walkways.

Provide direction to the Operational Services Department, and other affected Municipal departments, as to the required standards and methods to be utilized in order to maintain public safety, minimize public inconvenience, and ensure access for municipal emergency services.

Provide information to the public relating to winter roads maintenance processes.

### 2.0 DEFINITIONS

**“Arterial Roadways”** are principal roadways designed to allow high capacity traffic movements through urban centres.

**“Collector Roadways”** is a distributor road that allows moderate traffic movement from local streets to arterial roadways.

**“Fleet”** is the term that identifies all equipment specific to winter road maintenance functions.

**“Policy”** is a guide to decision-making, prescribes limits and assigns responsibilities within an organization and is accompanied by procedures.

**“Procedure”** gives directions according to which operations are conducted within the framework of policy guide for how items will be done.



**“Residential Roadways”** are roadways developed primarily through residential areas that experience light traffic flow and reduced speed limits.

**“Responsible Department”** means the office or department that will develop and administer a particular policy and procedures and will be accountable for the accuracy of its subject matter, issuance and timely updating.

**“Routes”** are municipal roadways of which have been ranked according to intended use and design.

**“Unit”** is a term to describe a specific piece of equipment.

### 3.0 POLICY STATEMENTS

The Municipality of Crowsnest Pass shall endeavor to maintain the safety of the public through a defined winter maintenance program for its transportation system. All reasonable efforts will be made to ensure access to vital services and to provide reasonable access to all areas of the community.

The Municipality of Crowsnest Pass Operational Services Department is responsible for providing safe and accessible roadways and facility access for the public while offering an efficient and economical service to the ratepayers of the community. Operational Services maintains approximately 180 kilometers of roadways. The Crowsnest Pass is susceptible to unexpected and major snow events and experiences significant winds that the Director of Planning, Engineering & Operations, or their designate, will be responsible to determine the level of response required including the authorization to dispatch employees on an overtime basis. Municipal equipment will not enter upon private lands nor carry out snow clearing operations within privately owned lands.

### 4.0 RESPONSIBILITIES

#### 4.1 Municipal Council to:

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

#### 4.2 Chief Administrative Officer to:

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of Planning, Engineering & Operations to:

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.4 Operations Leadhand to:

- 4.4.1 Understand, and adhere to this policy and procedure.
- 4.4.2 Ensure employees are aware of this policy and procedure.

4.5 All Employees to:

- 4.5.1 Understand and adhere to this policy and procedure.

4.6 Manager of Corporate Services to:

- 4.6.1 Ensure implementation of this policy and related procedures.

## 5.0 RELATED PROCEDURE

Snow Clearing & Ice Control Procedure attached as Schedule "A"

### MUNICIPALITY OF CROWSNEST PASS

  
Blair Painter, Mayor


October 28, 2015  
Date

  
Sheldon Steinke, Chief Administrative Officer

27/October/2015  
Date



## SCHEDULE "A"

 <b>CROWSNEST PASS</b> <i>Naturally Rewarding</i>	<b>Municipality of Crowsnest Pass Procedure</b>
Procedure No.: Procedure Title: Approval Date: Revision Date: Supersede Procedure: Department:	2300-02 Snow Clearing & Ice Control Procedure  2300-01 Operational Services

### 1.0 ROADWAY CATEGORY PRIORITIES:

The Municipality of Crowsnest Pass's Operational Services Department clears snow from public roadways according to a 5 level priority system.

**Level "A" Routes** include all major transportation routes (arterial) within the municipality, emergency vehicle accesses, commercial core business areas, and roadways with major slopes.

**Level "B" Routes** includes distribution routes (collector) as well as school zones and industrial areas.

**Level "C" Routes** includes the remainder of roadways specifically in residential areas under Levels A and B as well as direct access laneways.

**Level "D" Routes** includes laneways, municipal owned parking areas, and recreational roadways.

**Level "E" Routes** includes recreational accesses and the removal of snow in commercial areas to facilitate parking and remaining snow ridges across residential driveways.

**Snow Management Priority Map — See Schedule "B"**

### 2.0 FLEET UTILIZATION:

The Municipality employs various configurations of snow clearing equipment that have task specific applications conducive to certain roadway types. As the fleet units have specific maintenance functionality, their utilization in applications and sequence of timings will be in accordance with this policy. The Municipality of

## **SCHEDULE "A"**

Crowsnest Pass will maximize resources, both labor and equipment, in order to carry out winter maintenance in the most efficient and effective manner.

### **3.0 SERVICE LEVELS:**

#### **3.1 Level "A" Routes- Arterial**

These routes may be plowed within 48 hours of a snow event that exceeds 2.5 cm, concurrently clearing access and parking areas at emergency services facilities as those areas are encountered along the maintenance routes. These routes will be plowed within 48 hours of a snow event that exceeds 10 cm, concurrently clearing access and parking areas at emergency services facilities as those areas are encountered along the maintenance routes. The Municipality will fully utilize the snow storage capacity within Arterial roadway right of ways in order to minimize the expenditures associated with snow removal and hauling. The exception to this function would be in the downtown commercial areas where snow will be removed. Within other areas of Level A Routes and wherever possible (allowing for open, non-occupied boulevards) snow shall be plowed toward the boulevards. Storage of snow on municipal owned property will be done in a manner so as to not block sight lines, primarily at intersections.

#### **3.2 Level "B" Routes – Collector**

These routes will be maintained immediately following completion of Level A routes. Level B Routes may receive treatment within 48 hours after the completion of a snow event and after 5 cm of snow has accumulated. Level B Routes will receive treatment within 48 hours after the completion of a snow event and after 10 cm of snow has accumulated.

Storage of snow on municipal owned property will be done in a manner so as to not block sight lines, primarily at intersections.

#### **3.3 Level "C" Routes – Residential**

These routes will be maintained when a snow event exceeding 10 cm has taken place or when packed snow depth exceeds 10 cm. These routes will be maintained only after Level A and Level B routes have been cleared to acceptable standards and as time permits. Snow clearing on roadways considered as rural roadways will be cleared concurrently as with urban roadways.

Storage of snow on municipal owned property will be done in a manner so as to not block sight lines, primarily at intersections.



## **SCHEDULE "A"**

Residential areas that have been identified as being prone to flooding during spring thaw will have snow removed from roadways prior to March 31<sup>st</sup> of every year.

### **3.4 Level "D" Routes – Laneways / Municipal Parking**

These routes will be allowed to pack snow indefinitely but will be made passable within 72 hours after the completion of a snow event. Due to the type of equipment utilized in these areas, snow ridges will exist adjacent to edge of laneways.

Concurrent with roadway clearing activities, snow will be removed from Municipal owned facilities, handicap parking zones, school bus loading zones, postal outlets, and other areas of high pedestrian usage.

Storage of snow on municipal owned property will be done in a manner so as to not block sight lines, primarily at intersections.

### **3.5 Level "E" Routes – Recreational / Snow Removal**

These routes will be allowed to pack snow indefinitely but will be made passable within 96 hours after the completion of a snow event.

Roadways within commercial core areas will have snow removed to facilitate parking or alternatively stored within road right of ways within areas where parking is not impacted.

Dependent on severity of snow event, all efforts will be made to clear remaining snow ridges from residential property access areas. Due to the nature of snow clearing activities, these snow ridges may be cleared as Level D routes are cleared in the area.

Snow clearing on recreational roads will begin only after access has been done to all residential areas or as equipment becomes available.

## **4.0 SCHEDULING:**

All efforts will be made to schedule snow clearing and hauling so as to allow for the removal of vehicles from roadways. Sandwich boards displaying snow maintenance information will be utilized to inform residents of pending clearing and will be placed out the day prior to the scheduled maintenance. Media sources may also be utilized to communicate to the public.

## SCHEDULE "A"

Permanent signage may be installed in areas where vehicles on the roadway repetitively impact snow clearing efforts. This signage would indicate the duration of the parking restrictions.

Maintenance crews may be deployed beyond regular work hours or on weekends and holidays depending on the severity of a snow event and at the discretion of the Director of Planning, Engineering, & Operations or their designate.

### 5.0 SANDING:

#### 5.1 Priorities:

The Municipality of Crowsnest Pass roadway system utilizes two categories for road sanding functions.

- 5.1.1 **"Primary"** Routes include sanding of Level A and Level B routes as well as school zones, hills, railway crossings, and areas in and around emergency services facilities. Maintenance routes receive first priority over other routes however when single axle truck units mounted with sanders are clearing roads, the sanding will be carried out simultaneously.
- 5.1.2 **"Secondary"** Routes include all other areas where traffic may stop, slow, or change direction.

#### 5.2 Standards:

All roadways will be monitored and sanded as required based on the priorities stated above prior to peak traffic flows as well as on the completion of roadway plowing. Specific monitoring will be provided to roads with steep inclines and at high traffic intersections.

### 6.0 WALKWAYS:

#### 6.1 Priorities:

- 6.1.1 **"Primary"** Walkways adjacent to municipal owned facilities, such as the Municipal Administration Office and Library, will receive priority treatment. The Municipality will also clear snow from bridge walkways along arterial roads.
- 6.1.2 **"Secondary"** Walkways adjacent to municipal owned properties will receive secondary treatment



## SCHEDULE "A"

- 6.1.3 **"Not Cleared"** Trails adjacent to and within Municipal owned lands, such as parks and natural areas, will not receive any attention in regards to snow clearing efforts.

### 6.2 Standards:

All walkways that are the responsibility of the Municipality will be cleared within 48 hours after the completion of a snow event.

Winter sand is available for residents at each of the municipal yards provided the resident brings a pail to have the sand placed into.

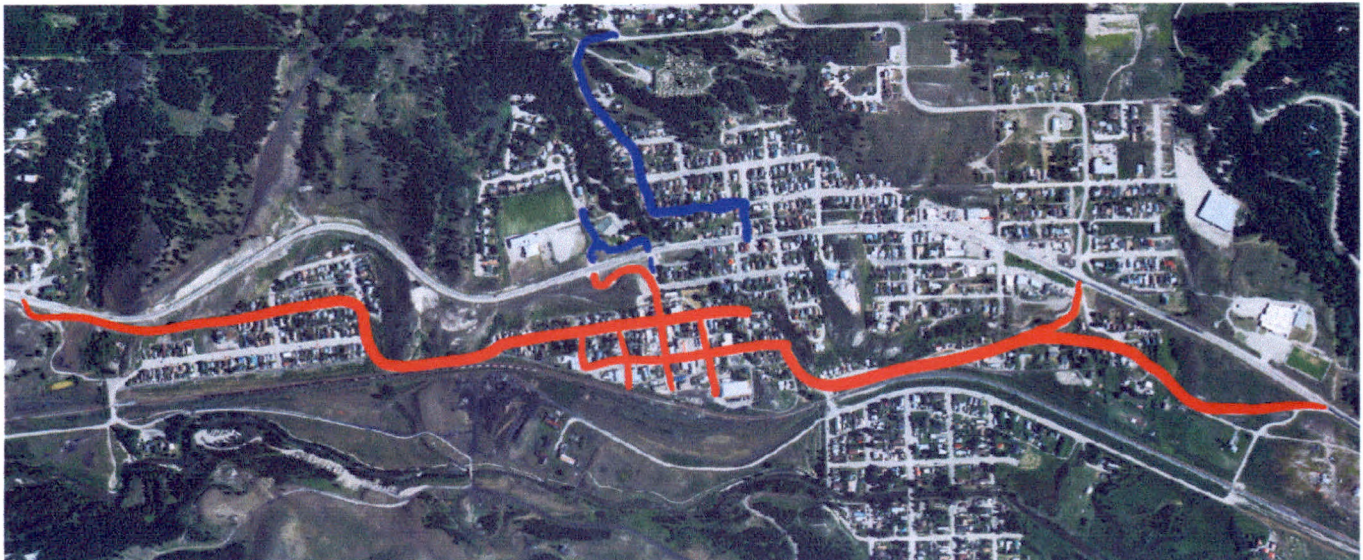


## SCHEDULE "B"

Sentinel Industrial (MAP "A") **RED - ARTERIAL ROADS** **BLUE - COLLECTOR**



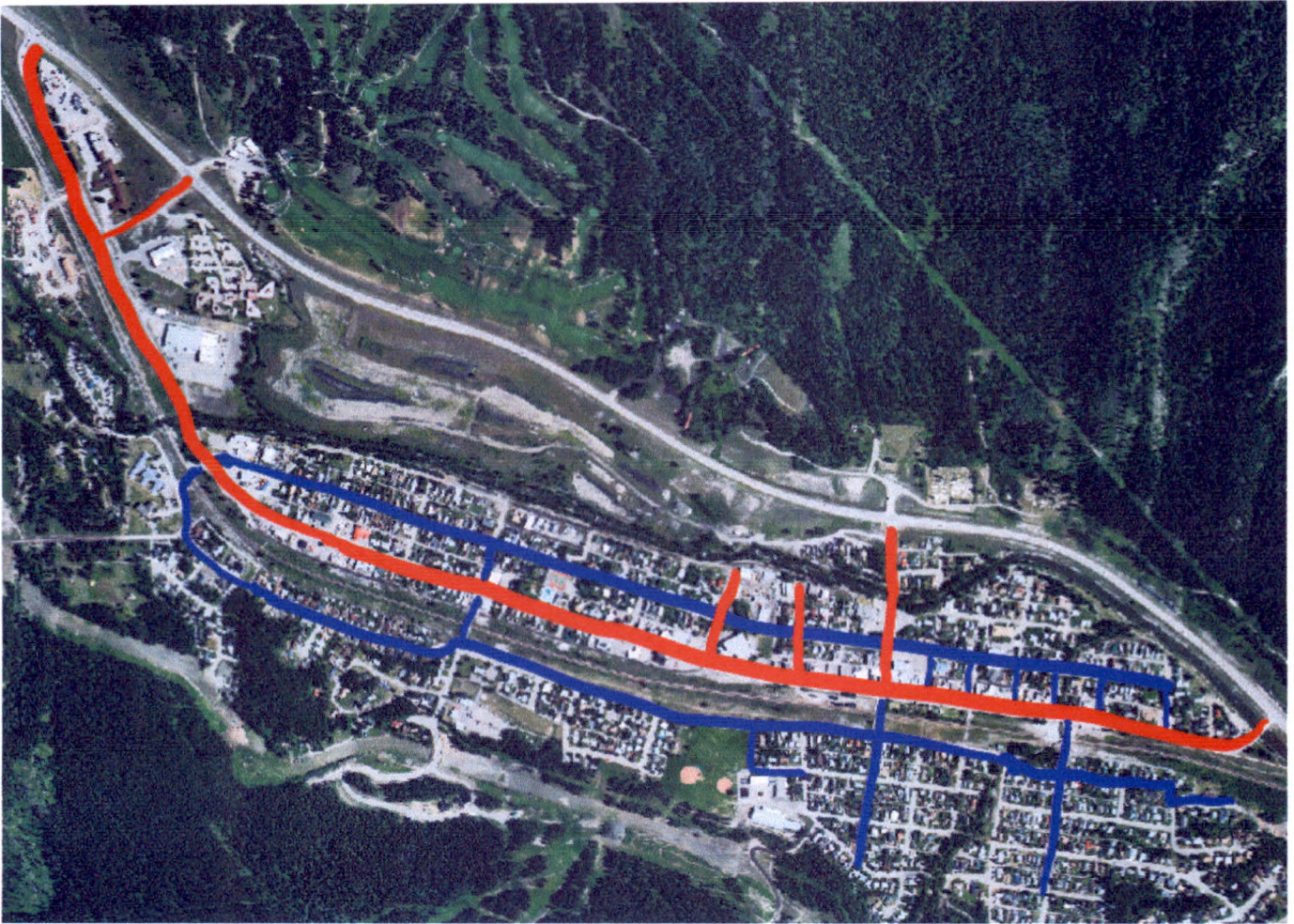
Coleman (MAP "B") **RED - ARTERIAL ROADS** **BLUE - COLLECTOR**





## SCHEDULE "B"

Blairmore (MAP "C") **RED - ARTERIAL ROADS** **BLUE - COLLECTOR**





**SCHEDULE "B"**

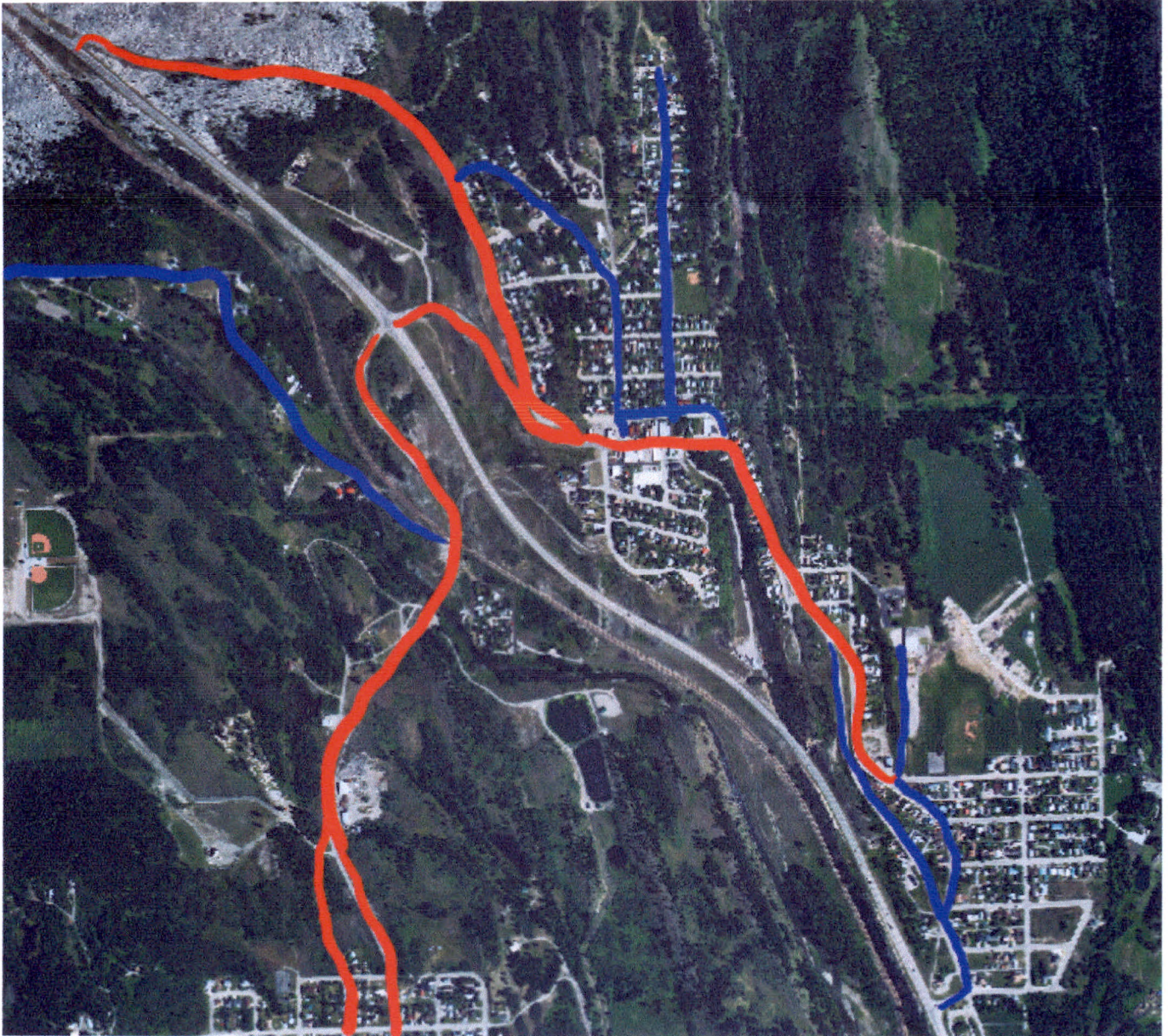
**Frank Industrial (MAP "D")** **RED - ARTERIAL ROADS** **BLUE - COLLECTOR**





## SCHEDULE "B"

Bellevue (MAP "E") **RED - ARTERIAL ROADS** **BLUE - COLLECTOR**





## SCHEDULE "B"

Hillcrest (MAP "F") **RED - ARTERIAL ROADS** **BLUE - COLLECTOR**

