



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, January 17, 2023 at 1:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

3.a Minutes of the Agriculture Service Board of November 23, 2022

3.b ORRSSC Executive Committee Meeting Minutes of November 10, 2022

4. ADOPTION OF MINUTES

4.a Minutes of the Council Meeting of January 10, 2023

5. PUBLIC HEARINGS

6. DELEGATIONS

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

6.a Greenwood Heights Subdivision - Robert Homersham and Trevor Hay

6.b Crowsnest Pass Golf Club - Hal Nummi and Warren Gietz

7. REQUESTS FOR DECISION

7.a Bylaw 1106, 2021 - Land Use Bylaw Amendment - Redesignate Lot 28, Block 4, Plan 811
1839 (formerly a portion of Lot 28MR) from Recreation and Open Space RO-1 to
Residential R-1 - First Reading

7.b Service Areas Update

8. COUNCIL MEMBER REPORTS

9. PUBLIC INPUT PERIOD

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

10. COUNCILOR INQUIRIES AND NOTICE OF MOTION

10.a Vehicle Removal for Mainstreet Snow Removal - Councillor Sygutek

11. IN CAMERA

11.a Advice from Officials - Strategic Plan

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 17, 2023

Agenda #: 3.a

Subject: Minutes of the Agriculture Service Board of November 23, 2022

Recommendation: That Council accept the Minutes of the Agriculture Service Board of November 23, 2022 as information.

Executive Summary:

Approved minutes of internal Boards and Committees are supplied to Council for their information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Municipal Boards and Committees supply their minutes to keep Council apprised of committee activities and projects.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2022 11 23 ASB Minutes Approved.pdf](#)

Crowsnest Pass **Agriculture & Environmental Services**



AGRICULTURE SERVICE BOARD MEETING

November 23, 2022, 5:00 pm

Municipal Office – Council Chambers

8502 19 Avenue, Coleman Alberta

ATTENDANCE:

Kathy Wiebe	Chair
Dale Paton	Vice-Chair
Grace O'Leary	Agricultural Services Fieldman
Melisa Atkinson	Board Member
Frank DeGroot	Board Member
Megan Evans	Board Member (Arrived 5:38pm)
Dave Filipuzzi	Councillor
Vicki Kubik	Councillor
Doreen Glavin	Councillor
Jesse Fox	Manager of Protective Services
Patrick Thomas	CAO
Sasha Lassey	Recording Secretary

ABSENT:

CALL TO ORDER

Chair, Kathy Wiebe called the meeting to order at 5:02 pm.

ADOPTION OF AGENDA

Addition: Strategic Management Plan 6(f)

Addition: Cypress County Correspondence 6(g)

Addition: Future Program Planning 6(h)

ASB-01-2022-11-23 Motion made by Melisa Atkinson to adopt the agenda as amended. Carried.

ADOPTION OF MINUTES

Adoption of Agriculture Services Board Minutes from September 21, 2022.

ASB-02-2022-11-23 Motion made by Dale Paton to adopt the minutes of September 21, 2022, as presented. Carried.

DELEGATIONS

OLD BUSINESS

South Region ASB Conference Review

- Ag Fieldman Grace O’Leary gave members of the board an update and review of the South Region ASB Conference that was hosted in the Municipality of Crowsnest Pass in October
- Very successful conference

ASB-03-2022-11-23 Motion made by Councillor Kubik to accept the review as presented. Carried.

South Region Conference Resolutions

- Both resolutions brought forth were carried as supported and will be moving forward to the Provincial ASB conference

ASB-04-2022-11-23 Motion made by Councillor Glavin to accept the information on the South Region Conference Resolutions as presented. Carried.

Wild Caraway Bylaw Update

- The bylaw has gone to the Minister for review and is expected back from the review shortly

ASB-05-2022-11-23 Motion made by Melisa Atkinson to accept the information on the Wild Caraway Bylaw presented. Carried.

NEW BUSINESS

Market Garden Resolution

- Ag Fieldman, Grace O'Leary, reviewed correspondence from Red Deer County regarding the adequacy and affordability of crop insurance for market gardens requesting additional coverage for fruit producers

ASB-06-2022-11-23 Motion made by Dale Paton to accept the correspondence as information. Carried.

IST (In Service Training)

- December Grand Prairie training for Ag Fieldman; Grace O'Leary will be

ASB-07-2022-11-23 Motion made by Councillor Filipuzzi to accept the information as presented. Carried.

ASB Connector

- Bi-annual online event to improve communications between boards and other organizations
- Next event scheduled for December 16th, 2022, from 10:30am to 11:30am
- Grace provided the link in a recent email; board members are welcome to register

ASB-08-2022-11-23 Motion made by Frank DeGroot to accept the information as presented. Carried.

Provincial ASB Conference

- Provincial Conference January 17-20, 2022
- Budget for up to 3 board members to attend, only two can vote on resolutions
- Provincial resolution submissions are expected by December 1, 2022; may have additional emergent resolutions presented at the conference
- Grading package for the presented and passed resolutions will be sent back to the boards in May 2023 for review
- Interested board members can contact Grace O'Leary by December 2, 2022

ASB-09-2022-11-23 Motion made by Councillor Filipuzzi to accept the information as presented. Carried.

Department Updates

- Ag Fieldman, Grace O'Leary provided a year-end department update
- 20 site inspections
- 9 pest site inspection

- 2240kg of weeds taken to the landfill (227 bags)
- 3 markets attended
- 45 volunteers at the weed pull events
- 3 identification sessions held
- Looking to expand awareness with Weed Wednesday social media posts
- Starting in April, Flower Friday posts to focus on native vegetation
- School presentations
- Riverdale Resources environmental department employee information sessions for plant identifications during field walks
- 2023 Golf Course and Municipal Staff information sessions planned
- SWIM (Southwest Invasive Managers) logo update
- The board requested a future presentation from the Ag Fieldman showing mapping of work done during the year

ASB-10-2022-11-23 Motion made by Frank DeGroot to accept the 2023 Department Updates as presented. Carried.

Strategic Management Plan

- Grace O'Leary requested input from the Agriculture Services Board on ideas to bring forward on developing a strategic management plan for the Municipality of Crowsnest Pass
- Ideas brought forward by board members to be considered are:
 - Enhanced community awareness plan
 - Measured action reporting
 - Wide-scope pest management plan
- Draft is currently being worked on; will be circulated to the board members for review and feedback

ASB-11-2022-11-23 Motion made by Megan Evans to accept information regarding the Strategic Management Plan as presented. Carried.

Cypress County Correspondence

- The board members reviewed correspondence sent from Cypress County on their veterinary shortage to the Minister requesting credit towards work experience to apply to education requirements for veterinarian schooling to help with the shortage

ASB-12-2022-11-23 Motion made by Megan Evans to accept the Cypress County Correspondence as information. Carried.

Future Program Planning

- Board members discussed ideas for future program planning for the Agricultural Services Board and their partnership with the municipality
- The board requested that the Ag Fieldman provide a listing of current workshops that are offered within the Municipality as well as in other communities to see if there is an opportunity to expand in the future
- Discussion on prioritization of problem sites and planning for weed control efforts in the future which can be combined with contractor efforts to maximize effects

Councillor Filipuzzi and Councillor Kubik exited the meeting at 6:25pm.

- Discussion on how the board may be able to recommend or help support a full-time Ag Fieldman in the future; CAO Patrick Thomas relayed that as an advisory board, the board may recommend a full-time Ag Fieldman position for consideration and provide benefits that could be realized from a full-time position

Councillor Glavin exited the meeting at 6:57pm.


ASB-13-2022-11-23 Motion made by Megan Evans to bring forth a letter to Council on behalf of the Agricultural Services Board as a recommendation to consider that the Agricultural Fieldman position be adjusted to full-time in the future. Carried.

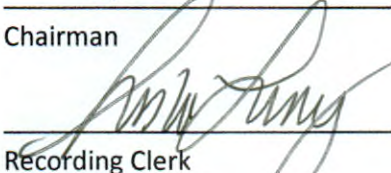
NEXT MEETING

ASB-14-2022-11-23 Motion made by Melisa Atkinson to have the next Agricultural Services Board meeting on December 14, 2022, at 5:00pm. Carried.

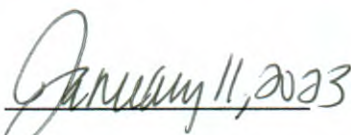
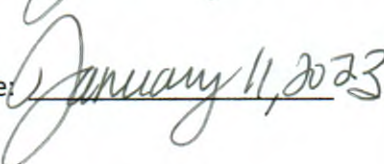
ADJOURNMENT

ASB-15-2022-11-23 Motion made by Dale Paton to adjourn the meeting at 7:00pm. Carried.



Chairman


Recording Clerk

Date: 
Date: 



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 17, 2023

Agenda #: 3.b

Subject: ORRSSC Executive Committee Meeting Minutes of November 10, 2022

Recommendation: That Council accept the ORRSSC Executive Committee Meeting Minutes of November 10, 2022 as information.

Executive Summary:

Minutes from external Boards and Committees are provided to Council for their information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Oldman River Regional Services Commission provides their committee minutes to all member municipalities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2022-11-10 Executive Committee Meeting Minutes - Final.pdf](#)



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES
November 10, 2022; 6:00 pm
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, November 10, 2022, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance:

Executive Committee:

Don Anderberg, Vice Chair (Virtual)
Jesse Potrie
Brad Schlossberger (Virtual)
Neil Sieben (Virtual)

Staff:

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant

Absent:

Gordon Wolstenholme, Chairman
Christopher Northcott

Vice Chair Anderberg called the meeting to order at 6:03 pm.

1. Approval of Agenda

Moved by: Neil Sieben

THAT the Executive Committee approves the November 10, 2022 Executive Committee Meeting Agenda, as presented

CARRIED

2. Approval of Minutes

Moved by: Brad Schlossberger

THAT the Executive Committee adopts the October 13, 2022 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. New Business

a. Budget Discussion

L. Kuiper, CAO, presented the proposed 2023 Operating and Capital Budget to the Committee, highlighting an increase to membership fees, subdivision fees, and GIS fees, a 5% cost-of-living increase for staff due to rising inflation, and the purchase of a third staff vehicle in 2023. L. Kuiper noted that a vehicle was budgeted in 2020, but due to the pandemic restrictions it was not purchased at the time as it was not needed.

Moved by: Jesse Potrie

THAT the Executive Committee for the Oldman River Regional Services Commission recommends the Draft Budget for 2023 to the Board of Directors for approval, as presented.

CARRIED

b. Board of Directors Organizational Meeting & Executive Committee Elections – Thursday, December 1, 2022

L. Kuiper stated that the Organizational Meeting would be held on December 1, 2022 and that nomination forms were sent out for those who wish to let their name stand for the Executive Committee.

Don Anderberg verbally provided his nomination for Vice Chair.

Jesse Potrie, Brad Schlossberger, and Neil Sieben verbally provided their nominations for the Executive Committee.

c. Subdivision Activity

The Subdivision Activity to the month ending October 2022, was presented for information.

5. Accounts and Financial Statements

a. Office Accounts

Moved by: Neil Sieben

THAT the Executive Committee approve the Monthly Office Account for September 2022 and the Payments and Credits for August 2022.

CARRIED

b. Financial Statements

Moved by: Brad Schlossberger

THAT the Executive Committee approve the following Financial Statements:

- (i) Balance Sheet
 - As of September 30, 2022
- (ii) Comparative Income Statement
 - Actual to September 30, 2022
- (iii) Details of Account
 - As of September 30, 2022

CARRIED

6. New Business

There was no new business to discuss.

7. CAO Report

L. Kuiper provided his CAO Report to the Committee, highlighting the new periodical to be presented at the Board of Directors Meeting, recruitment update for upcoming vacant planning position, and a status update on the Assessment Appeal hearings.

8. Round Table Discussion

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

9. Next Meeting – January 12, 2023

10. Adjournment

Following all discussions, Vice Chair Anderberg adjourned the meeting, the time being 7:07 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 17, 2023

Agenda #: 4.a

Subject: Minutes of the Council Meeting of January 10, 2023

Recommendation: That Council adopt the Minutes of the Council Meeting of January 10, 2023 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:

[2023 01 10 Council Meeting Minutes.docx](#)

Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, January 10, 2023

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, January 10, 2023.

Council Present:

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

Council Absent:

Councillor Sygutek

Administration Present:

Patrick Thomas, Chief Administrative Officer
Kristin Ivey, Deputy Chief Administrative Officer
Brian McCulloch, Director of Finance
Trent Smith, Manager of Community Services
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

01-2023-01-10: Councillor Filipuzzi moved to adopt the agenda as presented.

Carried

CONSENT AGENDA

02-2023-01-10: Councillor Ward moved that Council approve the following Consent Agenda items as presented without debate:

3.a

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

THAT Council accept the Alberta SouthWest Regional Alliance Minutes of November 2, 2022 and December Bulletin as information.

3.b

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

THAT Council accept the Rocky View County - Invitation for Joint Advocacy for Improved Solar Farm Governance as information.

3.c

ORRSC Board of Directors Meeting Minutes of September 1, 2022

THAT Council accept the ORRSC Board of Directors Meeting Minutes of September 1, 2022 as information.

3.d

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

THAT Council accept the Chinook Arch Regional Library System Board Report of December 1, 2022 as information.

Carried

ADOPTION OF MINUTES

03-2023-01-10: Councillor Girhiny moved to adopt the Minutes of the Special Budget Meeting of December 1, 2022 as presented.

Carried

04-2023-01-10: Councillor Glavin moved to adopt the Minutes of the Council Meeting of December 13, 2022 as presented.

Carried

PUBLIC HEARINGS

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

Mayor Painter declared the Public Hearing opened at 7:02 pm for 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'.

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

Mayor Painter invited members of the public to speak in favor of or in opposition to 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'.

Mayor Painter noted that there were no members of the public in attendance who wished to speak, and therefore declared the public hearing closed at 7:03 pm.

DELEGATIONS

RCMP Quarterly Update - Sergeant Randy Guinchard

Sergeant Randy Guinchard of the Crowsnest Pass RCMP detachment was in attendance to present Council with his quarterly update. Introductions were made of two new RCMP members to the community.

REQUESTS FOR DECISION

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

05-2023-01-10: Councillor Ward moved second reading of 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'.

Carried

06-2023-01-10: Councillor Glavin moved third and final reading of 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'.

Carried

COUNCIL MEMBER REPORTS

Council reports since the December 13, 2022 meeting of Council:

- Councillor Glavin
 - Attended the Southern Rockies Tourism Town Hall
 - Anticipates there will be challenges, but discussions were good, and everyone has committed to try and collaborate together
 - Noted there were traditionally five tourism hubs in the Province

- The “Bootstrap Program” has a focus on pushing international tourism from the major hubs to surrounding areas encouraging longer stays
- Noted that it is important to receive the tourism investment dollars into the community but also to be cognizant in retaining the quality of life for citizens amidst tourism
- Mayor Painter
 - Attended the Southern Rockies Tourism Town Hall
 - Travel Alberta, Tourism Industry Association of Alberta, and Indigenous Tourism Alberta made up the panel
 - They were very supportive of tourism in our area, and encourages collaboration throughout the corridor
 - Noted that the Crowsnest Pass is one of two areas, the other being Rocky Mountain House; where tourists want to spend more than four days in the area, therefore meets the definition of a destination
 - Also attended Mayors and Reeves at the Chinook Arch Regional Library
 - AM Representative Tanya Thorn was questioning Deputy Premier Nathan Neudorf regarding the Sovereignty Act and its implications
 - Noted that it is unclear what Bill One will mean in regard to the policing act.
 - It appears that there will be more downloading of RCMP costs from both the Federal and Provincial government on municipalities
 - Local Government Fiscal Framework – AM and RMA associations are not in agreement with how the LGFF should work
 - Discussed the Alberta Chamber of Commerce wanting to remove franchise fees
- Councillor Girhiny
 - Also attended the Southern Rockies Tourism Town Hall
 - Was left with the impression that the Province now has a better awareness of the Crowsnest Pass
- Councillor Kubik
 - Commented that in developing tourism, with growth comes change, it is important for Council to manage the change and progression for their citizens as there will be differing opinions on whether the quality of their lives are improved or diminished
 - Collaboration needs to happen to have controlled development, although there will be things that happen that will be beyond Council’s control
- Councillor Filipuzzi
 - Noted that tourism is the future for this community not industry, and that promoting what we’ve got is important in order to move forward.

PUBLIC INPUT PERIOD

None

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Vehicle Removal for Mainstreet Snow Removal - Councillor Sygutek

07-2023-01-10: Councillor Ward moved to defer the Vehicle Removal for Mainstreet Snow Removal discussion to next meeting.

Carried

IN CAMERA

08-2023-01-10: Councillor Girhiny moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short break at 7:50 pm:

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

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 8:04 pm. Patrick Thomas, Chief Administrative Officer, in attendance to provide advice to Council.

09-2023-01-10: Councillor Filipuzzi moved that Council come out of In Camera at 9:05 pm.

Carried

10-2023-01-10: Councillor Ward moved that Administration contact some knowledgeable housing groups for the purpose of scheduling a meeting to discuss attainable housing.

Carried

ADJOURNMENT

11-2023-01-10: Councillor Filipuzzi moved to adjourn the meeting at 9:06 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 17, 2023

Agenda #: 6.a

Subject: Greenwood Heights Subdivision - Robert Homersham and Trevor Hay

Recommendation: That Council accept the presentation from Robert Homersham and Trevor Hay as information.

Executive Summary:

A delegation request was received from Robert Homersham on behalf of Trevor Hay to present to Council their request for an extension to the subdivision approval and proposed alternate securities deposit prior to completion of the development agreement for Greenwood Heights Subdivision.

Administration will bring both of these items back to Council for further consideration at an upcoming meeting.

Relevant Council Direction, Policy or Bylaws:

Land Use Bylaw 868, 2013

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2022 10 30 - Robert Homersham - Greenwood Heights Subdivision Proposal.pdf](#)



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October 30, 2022

Municipality of Crowsnest Pass
8502 – 19 Ave
Coleman, AB T0K 0E0

By Email

Attention: Johan Van Der Bank, Director of Development, Patrick Thomas, CAO, and
Members of Council

Dear Sirs/Mesdames:

Re: Subdivision of a portion of NW-34-7-4-W5M (the "Parcel")
And Re: Proposed Amendments to Securities Policy and Development Agreement

We are the solicitors for 505810 Alberta Ltd. and Dr. Trevor Hay (collectively, the "**Applicant**"). The Applicant is the owner of the Parcel, which was approved for subdivision in July 2016 to create 16 residential lots (the "**Approval**"). We have been asked by the Applicant to assist him with the last step to allowing Dr Hay to commence with development and construction work. That last step is the completion of a development agreement, the execution of which is a typical condition of subdivision approvals.

One of the conditions of the Approval is the provision of a security deposit "to ensure that the Municipality has sufficient money available to complete any outstanding Municipal Improvements required for the development or subdivision in the event that the Applicant fails to meet its obligations" (excerpt from the Municipality's Policy 2006-02, "Subdivision and Development Securities Policy," emphasis added). The road internal to the Applicant's subdivision is the only "Municipal Improvement" for which a security deposit would be required. Section 6.1 of the Securities Policy permits an Applicant to request a variance to the Policy. We are writing to request such a variance and are also asking to address Council with respect to this variance request through a delegation. Our request is as follows:

1. To waive the requirement under sec. 5.3(b) of the Policy for 100% of the estimated costs of constructing the road, which cost was estimated in September 2021 by Wenisch Contracting Ltd. to be \$420,000;

2. To require instead the provision of a security deposit of 25% of the estimated costs upon issuance by the Municipality of a Construction Completion Certificate (“CCC”) for the road. In accordance with sec. 5.3(a) of the Policy, this security would ensure that the road is properly maintained, and any deficiencies repaired, during the guarantee period between issuance of the CCC and of the Final Acceptance Certificate approximately two years later.
3. This variance, if granted, would be memorialized in the development agreement. To ensure that the Municipality would not be at risk during the construction of the road leading up to the issuance of a CCC, the development agreement would contain a further clause that final endorsement of the subdivision plan will not be issued unless and until a CCC for the road is issued. This would prevent the road from becoming a Municipal Improvement – it would remain a private road on the private unsubdivided Parcel. Further, the Applicant would be lawfully prevented from selling and transferring lots on the Parcel to 3rd-party purchasers until issuance of a CCC for the road because title to the 16 proposed lots would not be created until the final subdivision plan is registered at the Land Titles Office. It is unlawful under sec. 94 of the *Land Titles Act* to sell unsubdivided land.

The reason for our request is to remove a major financial barrier to this subdivision proceeding – the cost of posting a letter of credit for the full estimated construction cost of the road but without putting the Municipality or 3rd party purchasers of lots within the subdivision at risk. Dr Hay is not a developer; he is simply trying to subdivide and develop the Parcel, which his family has owned since 1990, into 16 lots for the ownership, use and enjoyment of his children and grandchildren, and for others to become part of our community through land ownership enjoy the natural splendour of the Crowsnest municipality.

The costs of the subdivision and development process are significant, and the delays from the initial Approval 6 years ago have only exacerbated this financial burden. If we can reduce one of these significant costs – the security deposit from 100% to 25% – without putting the Municipality or lot purchasers at risk, Dr Hay will be in a position to complete the subdivision requirements by the end of the 2023 construction season. Thank you for your consideration and I look forward to the opportunity to present to Council on this matter.

Yours truly,

Terra Legal

Per: R Homersham
Robert Homersham

Terra Legal is a trade name of Robert A. Homersham Professional Corporation



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 17, 2023

Agenda #: 6.b

Subject: Crowsnest Pass Golf Club - Hal Nummi and Warren Gietz

Recommendation: That Council accept the presentation from the Crowsnest Pass Golf Club as information.

Executive Summary:

A delegation request was received from the CNP Golf Club to present to Council to request a bulk water rate for "non-profit recreational" purposes.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

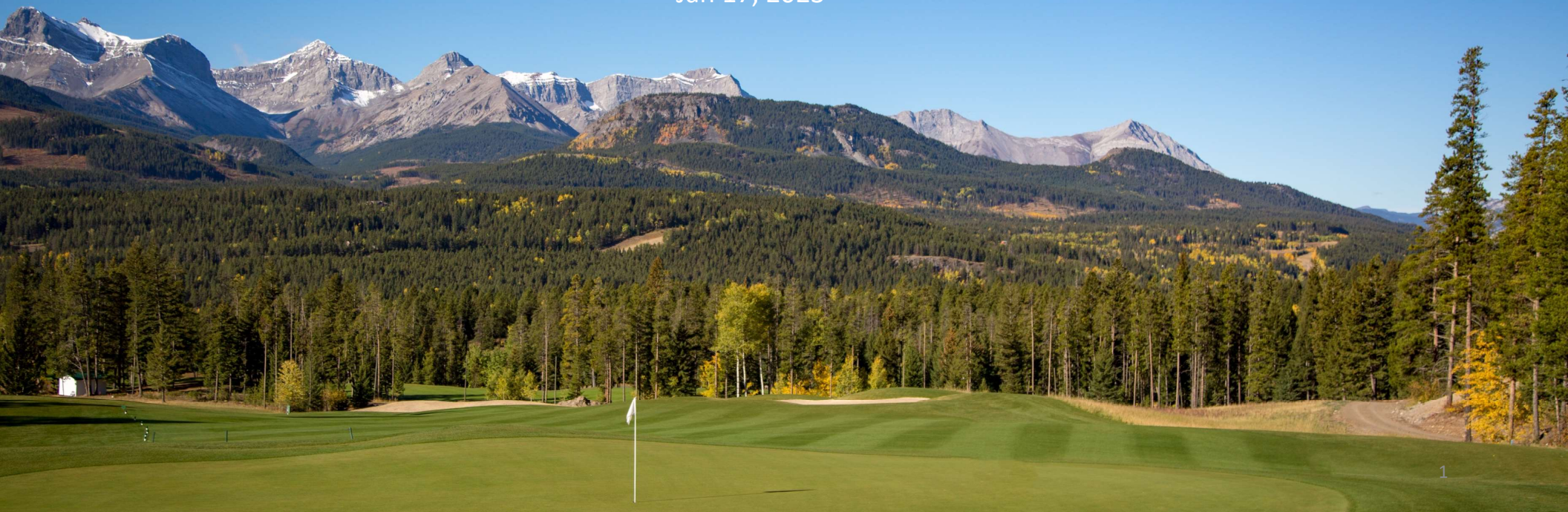
n/a

Attachments:

[Council Presentation 20230117.pdf](#)

Delegation to Council

Jan 17, 2023



Crowsnest Pass Golf Club



- Who are we?
- Why are we here today?
- How do we benefit our Community?
- What are our challenges?
- How can we work together with common mission?

Who are we?



>100 years of providing recreation in the community:

- Established 1920 and incorporated as Non-Profit Society 1956:
“object to foster and encourage golf and provide social opportunities and entertainment for the members”
- Long history of support by volunteers, coal industry and local government.
- Club is owned by the membership (no individual equity interest).
- Volunteer Board (no remuneration).

Employees: 72 seasonal, 8 full-time

Members: 230 (100% local or adjacent communities)

Community: always welcome



Our People.

Who are we?



Vision:

“We are a destination golf course delivering exceptional and memorable experiences in a relaxed mountain setting!”

Mission:

“We are a non-profit organization dedicated to providing exceptional mountain golf and dining experiences within a relaxed atmosphere. We endeavor to provide affordable recreation and social opportunities in sustainable facilities while appreciating our history, valuing our members, welcoming the public, and supporting our community.”

Our Vision & Mission are similar:



From Municipality Crowsnest Pass Strategic Plan:

OUR VISION

Our connected mountain communities create an amazing life for every person who lives, visits or works in the Crowsnest Pass Region.

OUR MISSION

Creating a Crowsnest Pass experience that provides residents and visitors a community that is a destination of choice for investment, amenities and the world's best backyard.

"...destination of choice.."

How do we benefit our Community?



Recreation:

- With the creation of an attractive venue the Club is established as a world class golf facility that is popular with visitors as their golfing "destination of choice".
- 26,000 rounds/yr = 111,000 hrs/yr of recreation within our community.

Attract visitors:

- Green Fee rounds per year = ~15000 visitors to community
- Now known as preferred mountain destination golf course
- Golf course is a reason for choosing to reside and locate within our community
- Tourism – provincially, nationally & internationally





How do we benefit our Community?

- World Class Attraction to the Crowsnest pass
- No Charge and Steeply Discounted Community Events:
 - Family:
 - Christmas Festival, Easter Celebration, Free food and golf for kids on weekly Family Night, etc.
 - Ladies' night, Men's night, Learn to golf and Junior program
 - Free meeting space for local non-profits and community groups



How do we benefit our Community?

- **Additional Benefits:**
 - Leagues, events, and social opportunities
 - Motel/hotel partnerships and Community business promotions
 - Employment: 8 full time + 72 seasonal staff
 - Several community fundraising events raising tens of thousands of dollars.



Every dollar back into community

- **~\$3 million/yr (100% of revenues) back into golf course and our community**
- **Open house in March to share long term plan, the community is welcome!**

“We believe our facilities are here for the entire community to benefit from and be proud of.”





What are our challenges?

In addition to operating a successful course, we need to reinvest;

Attractive Venue = Green Fee Revenues, repeat visitors
Attractive Venue = Capital Re-Investment

Capital Reserves earmarked:

- Long term plan to upgrade 8 remaining old holes
- Amortization expense \$575k/yr
 - Future road, parking lot resurfacing, etc
 - Replacement and maintenance of buildings, equipment, and other assets



What has changed? Why the increase?

	2019 FY	2020 FY	2021 FY	2022 FY	2023 (Budget)
Consumption (m3)	?	xx	116,278	~96,800	120,000
Water Costs as invoiced by Muni	nil	\$70k	\$111k	~\$97,800	unknown
Muni Grant*	nil	Nil	\$70k	\$50k	?

- Historical longstanding agreement with municipality and CNPGC; water supplied to club at no charge.
- Water meter installed late 2020 - only user in Muni paying a metered rate.
- Club began paying monthly invoices based on volume rate
- Municipality initially promised annual grant to true up invoiced cost.

15



Impact of increase to the club

- Water costs from zero to \$110k/yr
- 2023 - Implemented Municipal Water Levy:
 - Membership Water Levy = \$198/yr/member
 - Green Fee Water Levy = \$3.84/round

We wish to work together.
What is Fair?



- The current variable metered rate (\$0.90/m³) discriminates large volume users. It is not reflective of the large fixed costs of a water utility.
- According to Muni's 2022 budget document, the utility department's revenues are exceeding expenses by ~20% (this surplus is in excess of the ~10% of revenues set for reserves)



How can we work together?

It appears our non-profit pays a rate that includes an embedded surplus. Is that fair?

2022 Utilities budget	2020 Actual	2021 budget	2022 budget	2023 budget	2024 budget
Revenues	\$ 3,514,871	\$ 3,607,444	\$ 3,963,657	\$ 4,042,720	\$ 4,123,365
Expenses	\$ 3,094,101	\$ 2,607,080	\$ 2,815,512	\$ 2,884,000	\$ 2,892,973
Transfer to Reserve	\$ 192,373	\$ 242,985	\$ 382,088	\$ 383,801	\$ 384,800
Total Expense	\$ 3,286,474	\$ 2,850,065	\$ 3,197,600	\$ 3,267,801	\$ 3,277,773
Net Surplus (\$)	\$ 228,397	\$ 757,379	\$ 766,057	\$ 774,919	\$ 845,592
Surplus (% of rev)	6%	21%	19%	19%	21%



How can we work together?

Our Request:

Create: fair water rate for “non profit recreation”

- Remove any “surplus” component for non-profit rate payers.
- Modify the rate structure so that it is fair for large volumes
- Then separate the Club’s non-profit from retail operations by installing a meter at the clubhouse. Placing the clubhouse on a commercial rate would ensure the Club’s retail operations are on a level playing field with local businesses.



Thank You!

20



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 17, 2023

Agenda #: 7.a

Subject: Bylaw 1106, 2021 - Land Use Bylaw Amendment - Redesignate Lot 28, Block 4, Plan 811 1839 (formerly a portion of Lot 28MR) from Recreation and Open Space RO-1 to Residential R-1 - First Reading

Recommendation: That Council gives first reading of Bylaw 110 6, 2021.

Executive Summary:

The proposed bylaw involves the re-designation of Lot 28, Block 4, Plan 811 1839 (formerly a portion of Lot 28MR) from Recreation and Open Space RO-1 to Residential R-1 for the purpose of completing the conditions of sale of the closed Municipal Reserve portion.

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:

Council approved the sale of a portion of Municipal Reserve (a portion of Lot 28MR, Block 4, Plan 811 1839). Bylaw 1105, 2021 proposed to close and remove the MR designation from this portion, and dispose of the Municipal Reserve portion, and the bylaw received third reading on March 01, 2022.

The conditions of Subdivision 2022-0-108 have been met. The redesignation of the closed portion that is proposed in Bylaw 1106, 2021 is the final condition to be completed.

The redesignation Bylaw 1106, 2021 intends to bring the subdivided portion of land into the same land use district as the lot with which it is being consolidated.

Analysis of Alternatives:

1. Council may proceed with first reading of Bylaw 1106, 2021, as proposed, and schedule a public

hearing for February 07, 2023.

2. Council may defer first reading of Bylaw 1106, 2021 and outline what additional information they would like to see with reconsideration.

Financial Impacts:

N/A

Attachments:

[Bylaw 1106-2021 - CNP LUB 868-2013 prtn Lot 28MR, Block 4, Plan 811 1839 rezoning \(Jan 2022\).docx](#)
[Schedule A - Bylaw 1106, 2021 Lot 28MR, Block 4, Plan 8111839 LUD REDESIGNATION.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1106, 2021

LAND USE BYLAW AMENDMENT – Redesignate Lot 28, Block 4, Plan 811 1839 (formerly a portion of Lot 28MR)

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 Lot 28, Block 4, Plan 811 1839 (formerly a portion of Lot 28MR) within the SE¼ 17-8-4-W5M, containing ±0.04 ha (0.1 acres), as shown on Schedule 'A' attached hereto and forming part of the bylaw, from "Recreation & Open Space – RO-1" to "Residential – R-1".

AND WHEREAS the subject Lot 28, Block 4, Plan 811 1839 (formerly a portion of Lot 28MR) had previously been closed and the MR designation removed under Bylaw 1105, 2021.

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the "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 Lot 28, Block 4, Plan 811 1839 (formerly a portion of Lot 28MR) within the SE¼ 17-8-4-W5M, containing ±0.04 ha (0.1 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "Recreation & Open Space – RO-1" to "Residential – R-1".
2. Bylaw No. 868-2013, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

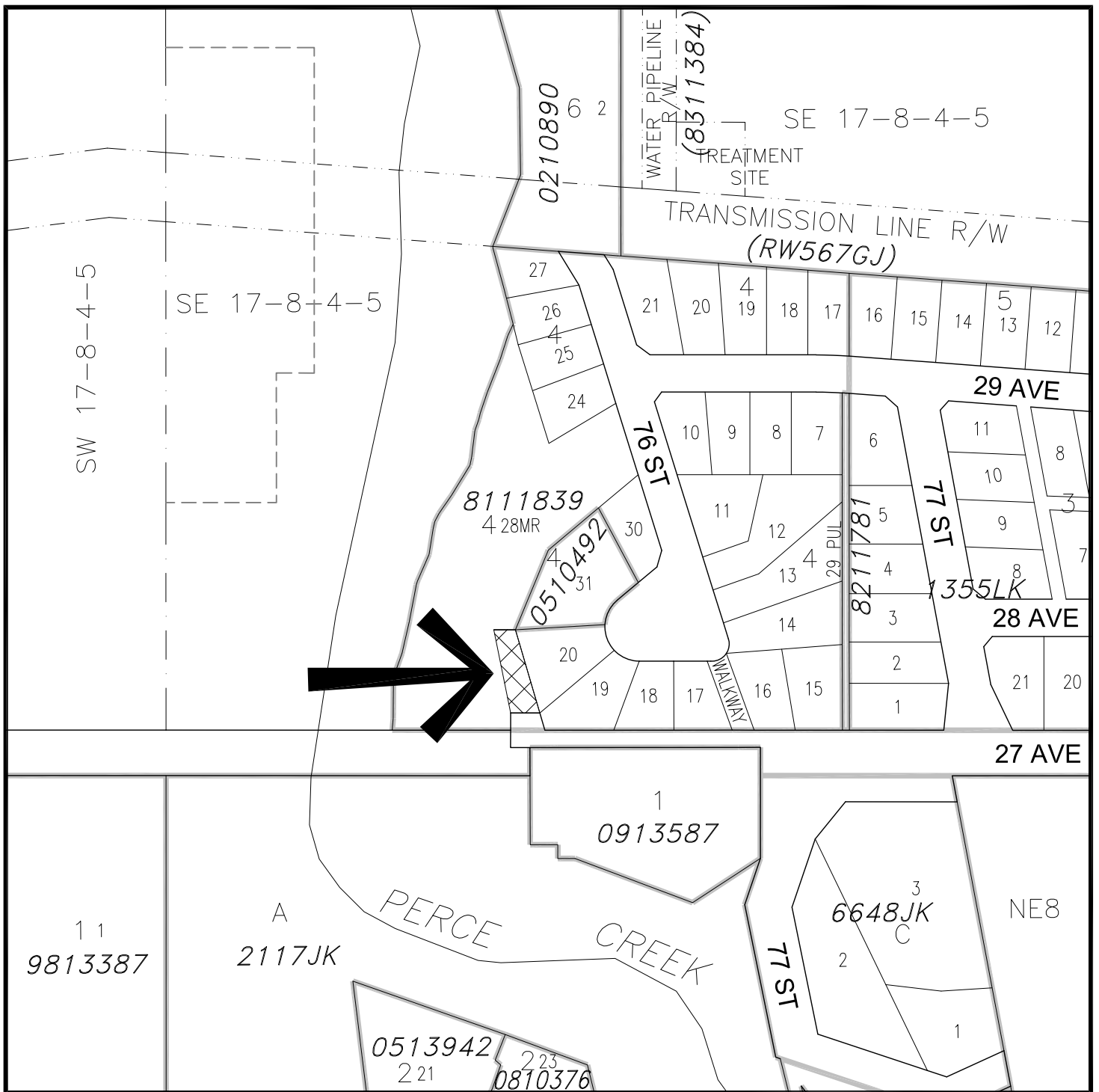
READ a **first** time in council this _____ day of _____ 2022.

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Bylaw #: **1106, 2021**

Date: _____



FROM: Recreation & Open Space RO-1
TO: Residential R-1

LOT 28 BLOCK 4, PLAN 8111839

CONTAINING APPROXIMATELY 0.04±ha(0.10±ac)

WITHIN SE 1/4 SEC 17, TWP 8, RGE 4, W 5 M

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: December 4, 2022

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"



January 04, 2022 N:\C-N-P\CNP LUD & Land Use Redesignations\
Crowsnest Pass - Portion of Lot 28MR, Block 4, Plan 8111839.dwg



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 17, 2023

Agenda #: 7.b

Subject: Service Areas Update

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

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Service_Areas_Update_-_January_13__2023.docx](#)



Service Areas Update – January 13, 2022

CAO Office

- Attended AGM for the Crowsnest Heritage Initiative Society
- Attended Municipal Information Session on Affordable Housing Needs
- Attended SZAHiMT Steering Committee strategic planning session
- Discussion with investor on commercial investment opportunities
- Discussions with developer on residential rental opportunities
- Discussions with developer on residential development
- Preparing for CBA negotiations
- Attended FCSS Seniors Christmas Luncheon
- Discussion with 13 Ways on economic development
- Attended Southern Rockies Tourism Development Zone session
- Meeting with Livingstone Range on updating the JUPA
- Participated in FCSS Christmas Hamper deliveries
- Attended Northern and Regional Economic Development Program Information Session
- Attended Southern Rockies Tourism Town Hall
- Meeting with RCMP detachment command
- Review of culture building initiative
- Continuing design for Downtown Bellevue Revitalization
- Continuing Bellevue Forcemain Conceptual Design project oversight
- Continuing Blairmore & Coleman Water Plant MCC Upgrade project oversight
- Continuing Frank WWTP Upgrade project oversight

Finance

- Tax Desk received 20 requests for Tax Searches in December (compared to 38 in December 2021). To the end of December, we have completed 593 tax searches compared to 841 to the end of December 2021 and 455 to the end of December 2020.
- Accounts Payable in December did two check runs, processed 552 invoices, and paid 240 vendors (December 2021 processed 618 invoices and paid 291 vendors with 3 check runs).
- Administration received 11 formal appeals from residents regarding their assessment value with 4 being withdrawn. Hearings were held October 20 (3 appeals) and October 21 (4 appeals). Of the seven hearings, only 1 assessment was reduced (Assessment decrease \$34,960 or tax reduction of \$364.43).
- The 2023 Public Budget document will be posted online by January 13, 2023.
- Yearend inventory count was completed.

Corporate Services

- **Human Resources**

- Manager of Human Resources is starting on January 16, 2023.
- Municipality has 161 current employees across the organization.
- Casual Receptionist position has been filled after our previous incumbent was promoted into a Permanent role. New employee started January 12, 2023.
- We are preparing the postings for the upcoming summer pool positions.
- The Municipality has 3 Open Postings (2 Ski Hill and 1 Fire Rescue General Recruitment.)
- Pass Powderkeg hiring is completed, we are just looking for a few more lift operators and instructors. We have hired 54 people.
- Completed the payroll update for 2023 and are completing the final payrolls for 2022 (Council and Fire.) Work has commenced on the 2022 pension year-end.

- **Safety**

- Audiometric testing and custom hearing protection took place on January 11, 2023.
- Booking spring training for Ground Disturbance, Flag Training, WHMIS and Cargo Securement.

- **Reception**

- 2023 Business License and annual dog tag payments are coming in. Inquiries and processing related to permitting is starting to pick up after the Christmas break.

- **Document Management/Information Access**

- 0 FOIP requests have been received in 2023;
- Received 0 complaint forms in 2023;

Development, Engineering & Operations

- **Utilities Department**

- Fixed a large water main line leak at the corner of 108 St and 19 Ave that affected a number of homes and the Tecumseh Manor.
- Provided additional data to Alberta Environment and Parks and Environment Canada on Hillcrest Bellevue WWTP operations.
- Commissioning and training for new equipment installations at the Frank WWTP continues.
- Completed additional laboratory testing to aid in start up and commissioning of Frank plant.
- Level 3 operator training for wastewater operations continues.
- Continued training for and implementation of new QA/QC plan required for all laboratory analysis completed for the wastewater systems.
- Continued development of maintenance plan for new Frank WWTP.

- **Transportation Department**
 - Sign Maintenance.
 - Hauling mixed sand from Passburg Pit to Coleman, Blairmore and Hillcrest yards.
 - Snow and ice control.
 - Thawing storm drains for surface runoff-snow melt event.
 - Training operators on various pieces of equipment such as grader, loader, and plow truck.
 - Remove Christmas lights.

- **Development and Trades**

Facility Maintenance:

- General maintenance tasks.
- PPK Lodge – assist with renovations in the basement., annual inspection programs, and facility / equipment life-cycle assessments.
- Developing preventative maintenance work schedules, annual inspection programs, and facility / equipment life-cycle assessments.

Planning and Development:

- Municipal Planning Commission – one meeting in December (1 Subdivision; 2 DPs).
- To date a total of 65 DP applications for Tourist Homes and Short-Term Rental / B&B have been received and either approved or refused. Enforcement is ongoing. There have been 8 appeal hearings, some by the applicants who had been refused, and some by adjacent landowners against an approval.
- Municipal Historic Resources Advisory Committee – no meeting in December.
- SDAB – 6 hearings in December.
- Aurora Lifestyles Communities – construction of the first duplex home has started.
- Landfills investigation – the draft report has been submitted and is being reviewed by Administration. Project completion target date is slightly delayed in order to address specific matters with Alberta Environment and Protected Areas. Early in 2023 the report will be submitted to Council for review and further direction.
- Land Use Bylaw Omnibus No. 2 – a Council workshop was held on December 08, 2022. A public hearing is scheduled for February 07, 2023.
- Review of policies and standard operating procedures continues.

Key Performance Indicators (KPIs):

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
Facility Maintenance – Plumbing, Construction, Electrical		
Work Orders - issued / closed	24 / 21	417 / 403
Planning & Development		
Compliance Certificate requests processed	4	127
Development permit applications - received / issued	12 / 12	270 / 216
Business Licences reviewed	10	103
LUB enforcement – new / active	1 / 25	26
LUB amendment, road/MR closure	5	22
Subdivision applications – new / active	1	13

Safety Codes		
Building permits - issued / inspections / closed	18 / 15 / 13	172 / 200 / 141
Electrical permits - issued / inspections / closed	8 / 22 / 18	153 / 184 / 160
Gas permits - issued / inspections / closed	5 / 15 / 16	110 / 130 / 122
Plumbing permits - issued / inspections / closed	2 / 15 / 13	76 / 101 / 85
PSDS permits - issued / inspections / closed	0 / 0 / 0	13 / 10 / 11

Protective Services

- **Fire**
 - Structure fire – Tecumseh
 - Structure fire – Crowsnest Mountain Resort
 - Chimney fire - Blairmore

- **Peace Officer**

- January enforcement focus:
 - Animal licensing
 - Intersection safety

Category	Month (Dec)	Year to Date
Number of Charges Laid	11	381
Cases Generated (Incident Count)	22	491
Cases: Requests for Service	16	279
Cases: Officer Observed	5	147
Cases: Received from outside Department/Agency (i.e. RCMP)	1	38
Vehicle Removal Notices	2	29
Vehicles Towed	0	8
Positive Ticketing	0	23
Projected Fine Revenue **	\$3,213	\$105,390

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

- **Agriculture and Environment**
 - Ag Fieldman orientation course
 - Policy and resolution writing course
 - SWIM workshop
 - Planning meeting with Riversdale
 - Ag Fieldman is now away until April 1, 2023

Pass Powderkeg Ski Area

- Christmas operations were a success with no weather closures and record revenues. Staff did an excellent job with the long holiday break hours.
- Lodge renovation is on-going. The rental area and guest services area are now complete. Washroom work still on-going.
- Senior Ski Program has kicked off with a record 30 participants for week 1.

- PPK Feeds program has been an initial success. Will continue to tweak as needed.
- Quotes for radios continue to come in and we hope to finish this project soon.
- Guest feedback:
 - *It's great to see a community led initiative being run so effectively, congratulations and keep up the good work!*
 - *Our family of 4 (2 adults and 2 kids) completed 4 Learn to turn lessons. We were all happy with our instructors knowledge and enthusiasm. We were happy with our instructors ability to pivot when our group had 2 different skill levels. We are thrilled that all 4 of us are able to ski runs together for the rest of the winter! Thank you so much!*
- School programs kick off next week. This season, we are expecting 9 different schools including a new program for children who are homeschooled.

Community Services

- Special events forms circulated
- Parks summer operations planning.
- Leases renewals
- Assessing needs of pool operations
- Training scheduling
- **Parks / Arena**
 - Public skate Mondays 3:45- 5:15, Thursdays 12 to 1 pm, Fridays 6:30- 7:45pm, Sunday 12:45-1:45pm
 - 2 hockey tournaments booked this month
- **FCSS**
 - Home Alone Safe planned for February 10, 2023
 - Mental Health First Aid Certificate workshop- arranged for November 19 & 20. This workshop is being hosted in partnership with Darcy's Nature Walk for Mental Wellness.
 - 2023 Municipality of Crowsnest Pass Wall calendar printed and distributed around community
 - Working with the Coleman Seniors and Bellecrest Seniors to set up activities to engage seniors in the community.
 - Seniors Christmas Luncheon held on December 14. Great turnout and feedback
 - FCSS Santa Skate held on December 18 – 60 people attended
 - Christmas Hampers delivered on December 20. 140 hampers were delivered. This is an increase from previous years.
 - Planning for Family Day 2023
 - Planning for Volunteer Appreciation 2023
 - Working on Spring/Summer 2023 Community Handbook
 - Coordinating meals on wheels and subsidized taxi program
- **Programming**
 - Gymnastics Winter registration and membership
 - Gymnastics Competition Team registration and membership
 - Walking Trail signage –Memorial Bench Program

- Ordering signage – Adopt a Park, Complex
- Winter programming planning and registration for new session
- Pickle Ball
- Planning for Handbook information
- Partnered with FCSS on wreath workshop, Christmas Hampers help



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 17, 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 Ward moved to defer this item to the January 17th meeting in the absence of Councillor Sygutek at the January 10th meeting.

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.

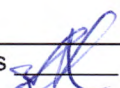
4.0 RESPONSIBILITIES

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"

	Municipality of Crowsnest Pass Procedure
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 31st 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.

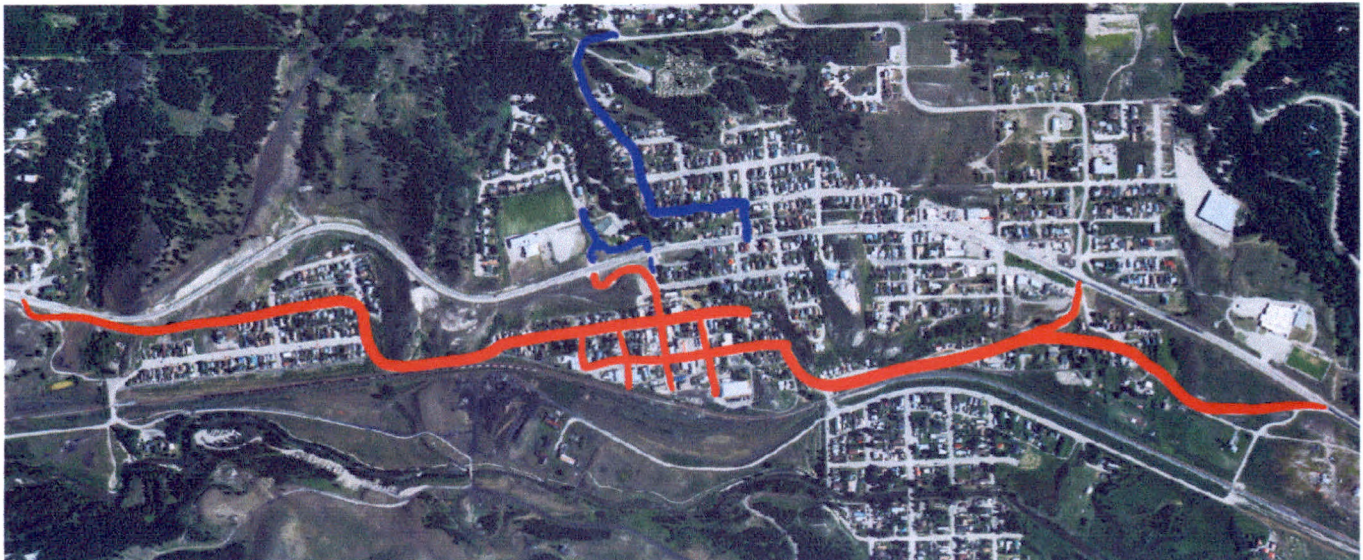
Winter sand is available for residents at each of the municipal yards provided the resident brings a pail to have the sand placed into.

SCHEDULE "B"

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

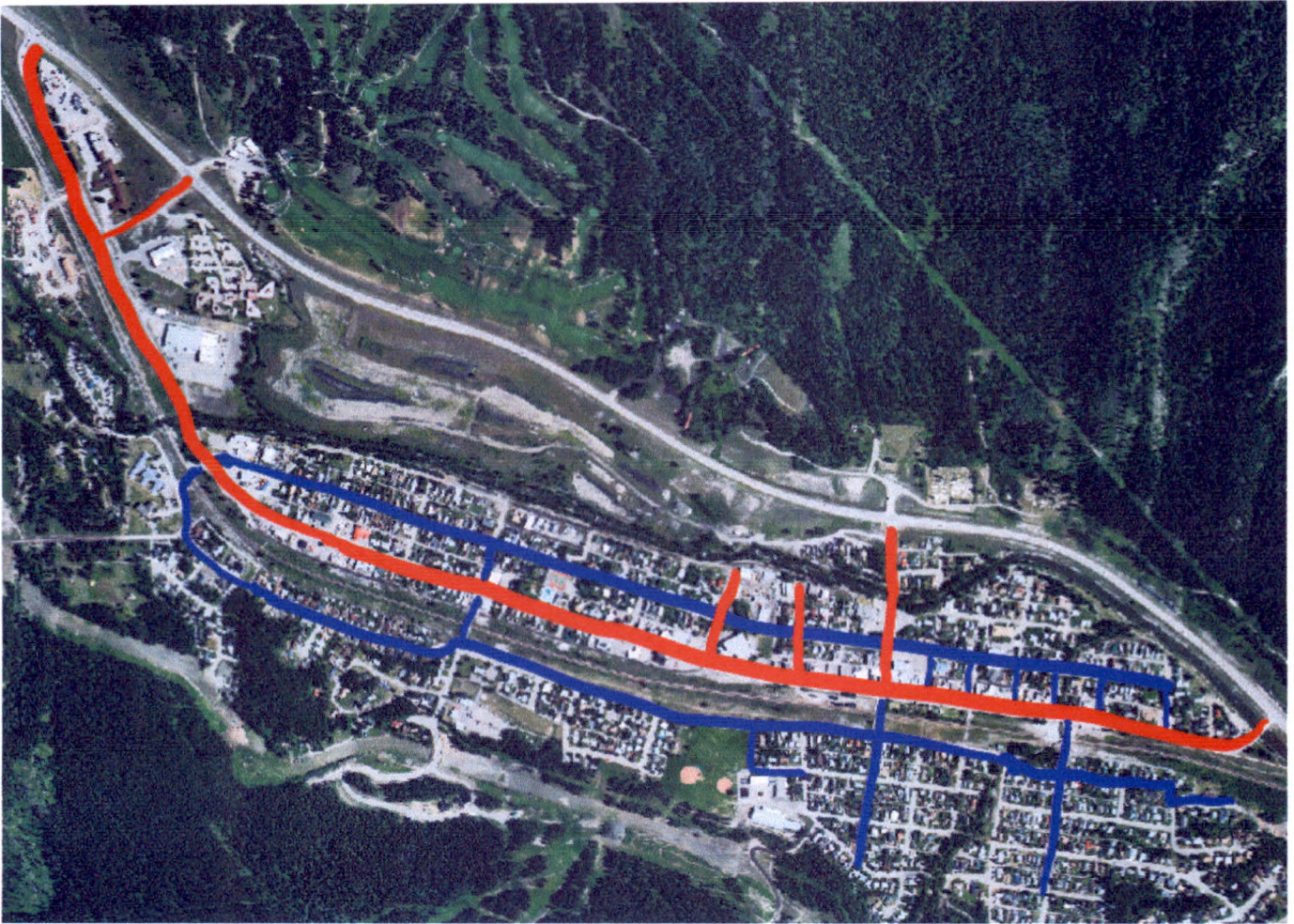


Coleman (MAP "B") **RED - ARTERIAL ROADS** **BLUE - COLLECTOR**



SCHEDULE "B"

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



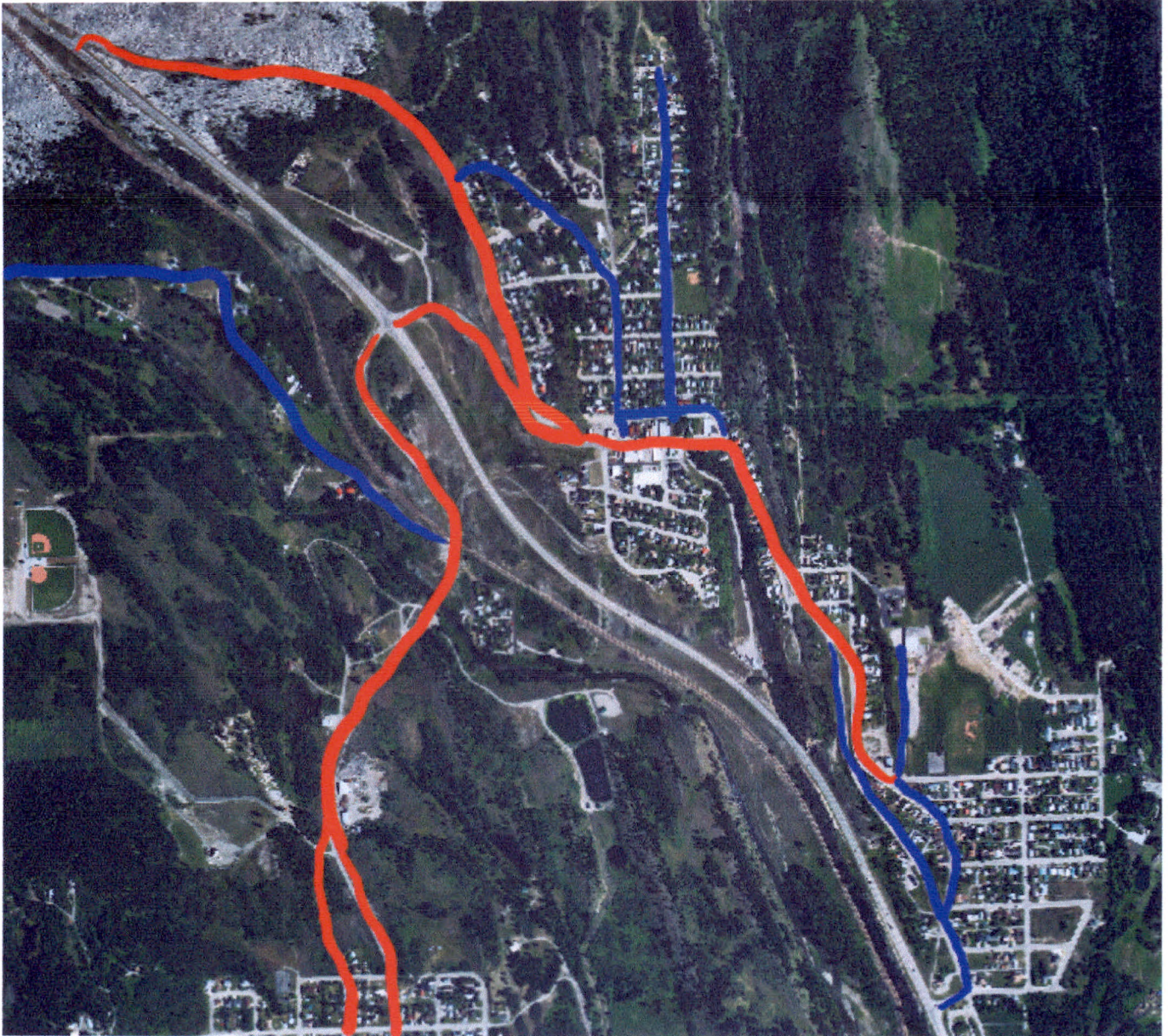
SCHEDULE "B"

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



SCHEDULE "B"

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



A handwritten signature in blue ink, likely belonging to the CAO, is written over a horizontal line.

SCHEDULE "B"

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

