



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

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Crowsnest Pass Senior Housing Board of December 19, 2022
- 3.b MD of Pincher Creek - Letter to Honourable Nate Horner, Minister of Agriculture and Irrigation of February 27, 2023

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of February 28, 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 Crowsnest Nordic Ski Club - Program Update - Caleb Schulz

7. REQUESTS FOR DECISION

- 7.a Bylaw 1143, 2023 - LUB Amendment: Re-designation of Lot 35-40 Block 12 Plan 2347 B5 (12366 - 21 Avenue, Blairmore) from Residential R-1 to Multi-Family Residential R2-A - *First Reading*
- 7.b Bylaw 1145, 2023 - LUB Amendment Re-designation of Lot 36 Block 1 Plan 2310213 (2722 - 27 Avenue, Bellevue) from Non-Urban Area NUA-1 to Residential R-1 - *First Reading*
- 7.c Policy 2001-03 - Encroachment Policy
- 7.d Q4 2022 Preliminary Financial Report

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 Municipal Planning Commission Discussion Administrative Report - Councillor Ward

11. IN CAMERA

11.a Personal Privacy - Board Member Recommendation - *FOIP Act Section 17*

11.b Personal Privacy - Agricultural Fieldman Position - *FOIP Act Section 17*

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

11.d Economic Interests of the Public Body - Municipal Lands - *FOIP Act Section 25*

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 7, 2023

Agenda #: 3.a

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

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

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Crowsnest Pass Senior Housing Board supplies their minutes to Council upon approval.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[CSHB - December 19, 2022.pdf](#)



BOARD MEETING MINUTES

December 19, 2022

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, December 19, 2022 at 10:04 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

ATTENDEES: Deb Ruzek: Board Chairperson, Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Susan Demchuk: Board Member, Donna Steilmachovich: Vice-Chairperson, Marlene Ancil: Board Member, Cathy Painter: Board Member, Shelley Price: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager, Shannon Harker: Office Manager

ABSENT: None

Minutes recorded by Shannon Harker

1. CALL TO ORDER

- 1.1 Debi Ruzek called the meeting to order at 10:04 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 12.4 Techumseh Lights
- 12.5 Window coverings in Board Room
- 13.1 Board Remuneration moved to camera

3. APPROVAL OF AGENDA

- 3.1 *Motion # 160/22 to approve the agenda as amended. — Dave Filipuzzi – cd.*

4. APPROVAL OF PRIOR MINUTES

- 4.1 *Motion # 161 /22 to approve the minutes of the meeting held November 28, 2022 as presented. – Dean Ward – cd.*

5. BUSINESS ARISING FROM THE MINUTES

No help from Fortis to remove Christmas lights, Neulite will cost \$185/hr. Dean and Dave will look for a solution to this problem.
Plug in the Christmas lights at the SCUs
Monetary surplus will be used up by snow removal, window coverings and bedbugs

6. CORRESPONDENCE

- 6.1 Funding letter
#162/22 Motion to accept as information – Susan Demchuck – cd.

7. MANAGEMENT REPORTS

- 7.1 #163/22 motion to approve the Report from Management as presented – Dean Ward – cd.

8. FINANCIAL AUGUST 2022

- 8.1 #164/22 Motion to approve the financial statement as presented – Marlene Ancil – cd

9. **BOARD CHAIRPERSON REPORT**

- 9.1 No Report

10. **OTHER BOARD REPORTS**

- 10.1 No Report

11. **OLD BUSINESS**

- 11.1 Cell Phone issues are in the process of being resolved
11.2 Computer issues are resolved

12. **NEW BUSINESS**

- 12.1 Policy 5.01 Alcohol and Drug Use
#165/22 Motion to table Policy 5.01 until later date – Dean Ward – cd.
12.2 Policy 2.23 Trust Fund
#166/22 Motion to accept Policy 2.23 as presented – Dean Ward - cd
12.3 Policy 1.09/1.10 Bedbugs – Manors and Peaks to Pines #167/22 motion to accept as presented – Dean Ward – cd.
12.4 Techumseh lights need replaced as they are burnt out
12.5 Window coverings – not necessary at this time

13. **IN CAMERA**

- 13.1 *Motion #168/22 to go In Camera at 12:12P.M. –Dave Filipuzzi – cd*
13.2 *Motion #169/22 to come out of Camera at 12:17PM – Marlene Ancil - cd*
#170/22 Motion to receive same remuneration as council effective January 2023 – Marlene Ancil – cd.

14. **ADJOURNMENT**

- 14.2 *Motion #171/22 to adjourn at 12:20pm – Dave Filipuzzi - cd*



Debi Ruzek – Board Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 7, 2023

Agenda #: 3.b

Subject: MD of Pincher Creek - Letter to Honourable Nate Horner, Minister of Agriculture and Irrigation of February 27, 2023

Recommendation: That Council accept the MD of Pincher Creek - Letter to Honourable Nate Horner, Minister of Agriculture and Irrigation of February 27, 2023 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:

A letter to Honourable Nate Horner, Minister of Agriculture and Irrigation was copied to the Municipality of Crowsnest Pass from the MD of Pincher Creek regarding their irrigation district and water allocation concerns.

Analysis of Alternatives:

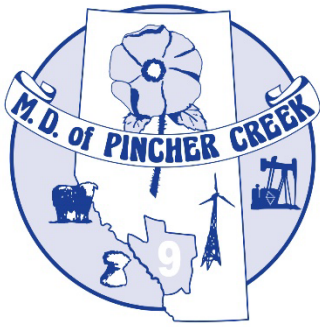
n/a

Financial Impacts:

n/a

Attachments:

[2023-02-27 - MD of Pincher Creek - Letter to Minister Horner Re Irrigation District and Water Allocation Concerns.pdf](#)



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February 27, 2023

Honourable Nate Horner
Minister of Agriculture and Irrigation
131 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6
AGRIC.Minister@gov.ab.ca

RE: Irrigation District

Dear Minister Horner,

The Council for the MD of Pincher Creek No. 9 thanks you for the information provided by your office regarding possible feasibility study funding for irrigation expansion in our area. The MD has a copy of the Irrigation Feasibility Study mapping that were prepared for our area for potential irrigation. This was prepared by Alberta Agriculture Resource Planning Division prior to the Oldman River Reservoir being constructed.

At present time Council wishes to address a different matter regarding the Oldman River Basin Water Allocation Order.

The Oldman Dam was built in the 1980s and commissioned in 1989. This project was very divisive in our community, as the dam's build meant many ranchers lost land and homes. At that time, the Government of Alberta tried to persuade landowners by offering them a reward to soften the opposition. One of the offers was the allotment of water, namely 16,000 acre-feet for 11,000 irrigated acres. As you well know, water is a fundamental and contentious issue. The MD was never provided any infrastructure or financial compensation for the loss of acre-feet water to our allotment. Furthermore, a Provincial Recreation Area was formed around the dam, making it even more challenging for landowners contemplating acquiring irrigation rights.

Since the time of the dam's completion, three attempts at forming an irrigation district have so far not been successful. Alberta Environment and Protected Areas (formerly Alberta Environment and Parks) have not allowed even small irrigation projects. Recently landowners have been attempting to obtain permission and approval to place a pump site on the reservoir. This has taken up to four years, and still with no conclusion to the project.

Every few years, a department of the Government of Alberta wants another share of the MD's allotment; 2200 acre-feet for fish, coal mines, etc. These decisions seem arbitrary and out of our control. They say we have not used most of our allotted water, partly as a result of the various departments making it very challenging. Irrigation districts in Southern Alberta have been promised over \$1 billion in the last two years. To date, this money has not come into our area of Alberta.

As the MD was not compensated for the loss of water allocation, our first choice would be to restore the 2200 acre-feet taken from our allotment. If restoration is impossible, the MD would like remuneration for this lost allotment. The funds could be used for irrigation projects in our MD by providing "Irrigation Expansion Grants." Potential projects would be vetted to ensure that funding is being appropriately used.

Furthermore we invite the Minister of Agriculture and Irrigation to meet with local producers and the MD to discuss the future of potential irrigation development within our municipality.

If you have any questions or concerns please feel free to contact the administration office at (403) 627-3130.

Yours truly,



Rick Lemire
Reeve, MD of Pincher Creek No.9

Cc: Municipal District of Ranchland No. 66
 Municipality of Crowsnest Pass



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 7, 2023

Agenda #: 4.a

Subject: Minutes of the Council Meeting of February 28, 2023

Recommendation: That Council adopt the Minutes of the Council Meeting of February 28, 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 02 28 Council Meeting Minutes.docx](#)



Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, February 28, 2023

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, February 28, 2023.

Council Present:

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

Administration Present:

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

CALL TO ORDER

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

ADOPTION OF AGENDA

Additions:

Councillor Inquiries and Notice of Motion

- a) Bylaw Enforcement – Councillor Glavin

In Camera

- b) Personal Privacy – Personnel – FOIP Act Section 17 – Mayor Painter

01-2023-02-28: Councillor Glavin moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2023-02-28: Councillor Kubik moved that Council approve the following Consent Agenda items as presented without debate:

3.a

Town of Tofield - Letter of Support for Relocation of the Camrose Casino of February 14, 2023

THAT Council accept the Town of Tofield - Letter of Support for Relocation of the Camrose Casino of February 14, 2023 as information.

Carried

ADOPTION OF MINUTES

03-2023-02-28: Councillor Girhiny moved to adopt the Minutes of the Council Meeting of February 14, 2023 as presented.

Carried

PUBLIC HEARINGS

Bylaw 1139, 2022 - Road Closure Bylaw - All that portion of road on Plan 6808CU lying south of the easterly production of the northern boundary of Block 7, Plan 6808CU and lying north of the easterly production of the southern boundary of Block 7, Plan 6808CU, containing 0.16 hectares (0.39 acres) more or less - Public Hearing

Mayor Painter declared the Public Hearing opened at 7:02 pm for Bylaw 1139, 2022 - Road Closure Bylaw - All that portion of road on Plan 6808CU lying south of the easterly production of the northern boundary of Block 7, Plan 6808CU and lying north of the easterly production of the southern boundary of Block 7, Plan 6808CU, containing 0.16 hectares (0.39 acres) more or less.

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

Mayor Painter invited members of the public to speak in favor of or in opposition Bylaw 1139, 2022 - Road Closure Bylaw - All that portion of road on Plan 6808CU lying south of the easterly production of the northern boundary of Block 7, Plan 6808CU and lying north of the easterly production of the southern boundary of Block 7, Plan 6808CU, containing 0.16 hectares (0.39 acres) more or less.

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

Corporal Mark Amatto of the Crowsnest Pass RCMP detachment was in attendance to present Council with the 3rd quarter update from 2022.

Crowsnest Pass Golf Club - Hal Nummi and Warren Gietz

Hal Nummi, President and Warren Gietz, General Manager of the Crowsnest Pass Golf Club were in attendance to provide Council with further information for consideration of their request to work with Administration to develop a fair water rate.

REQUESTS FOR DECISION

Municipal Planning Committee Bylaw Discussion

04-2023-02-28: Councillor Ward moved to go in Camera at 7:58 pm for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act:

a) Personal Privacy - Personnel - FOIP Act Section 17

Carried

Reconvene

Mayor Painter convened the In Camera portion of the meeting at 8:02 pm.

05-2023-02-28: Councillor Sygutek moved to come out of In Camera at 8:16 pm.

Carried

06-2023-02-28: Mayor Painter moved that Administration provide a report to Council for the March 14th Council meeting containing Municipal Planning Commission meeting statistics.

Carried

Bylaw 1142, 2023 - Land Use Bylaw Amendment - Redesignate Lot 10, Block 25, Plan 820L from Residential R-1 to Retail Commercial C-1 - First Reading

07-2023-02-28: Councillor Girhiny moved first reading of Bylaw 1142, 2023 - Land Use Bylaw Amendment - Redesignate Lot 10, Block 25, Plan 820L from Residential R-1 to Retail Commercial C-1.

Carried

Bylaw 1146, 2023 - Land Use Bylaw Amendment - redesignate Lot 29 and Lots 30-32, Block 18, Plan 3319I, from Multi-Family Apartment Residential R-3 to Residential R-1 - First Reading

08-2023-02-28: Councillor Ward moved first reading of Bylaw 1146, 2023 - Land Use Bylaw Amendment - redesignate Lot 29 and Lots 30-32, Block 18, Plan 3319I, from Multi-Family Apartment Residential R-3 to Residential R-1.

Carried

COUNCIL MEMBER REPORTS

Council reports since the February 14, 2023 meeting of Council:

- Councillor Ward
 - Attended the Teck Meeting in Sparwood
 - Housing statistics were provided for Sparwood and Elkford, noted that the vacancy rates are less than 1%
 - New office building will start construction this fall and a new tire shop
 - Sparwood is doing a new development with approximately 300 units
 - CMHC provided a presentation on low cost housing for indigenous and minority groups
 - Teck donated 100,000 to an affordable housing complex in Sparwood
- Councillor Sygutek
 - Noted that it would be worthwhile to ask Teck to consider community injection of dollars rather than awarding funds to the same groups who apply annually
- Councillor Glavin
 - Attended the first CMAC committee meeting
 - Was informative for members to gain an awareness of the marketing campaigns that have been undertaken by the Municipality
 - Looking forward to the analytical information coming back to the next meeting
- Mayor Painter
 - Telephone meeting with Robin Sheremeta of Teck regarding the company name change
 - Did an interview with Shootin the Breeze
 - Did an interview with CTV news regarding the investment of TransAlta into the Montem renewable energy complex

PUBLIC INPUT PERIOD

- Rob Amatto - Blairmore
 - Drives bus for Teck first thing in the morning
 - Commended Bellevue and Hillcrest conditions in terms of plowing and sanding
 - Expressed concerns that Blairmore was in poor condition by comparison

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Bylaw Enforcement – Councillor Glavin

Suggested that with the additional CPO's that we consider focusing on a particular bylaw each month and advertise that as our Bylaw Enforcement focus.

IN CAMERA

09-2023-02-28: Councillor Sygutek moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 8:55 pm:

- a) Economic Interests of the Public Body - Municipal Lands - FOIP Act Section 25
- b) Personal Privacy – Personnel – FOIP Act Section 17

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 9:03 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

10-2023-02-28: Councillor Filipuzzi moved that Council come out of In Camera at 9:50 pm.

Carried

11-2023-02-28: Councillor Ward moved that Council proceeds with completing an area structure plan for an extension of Southmore with funding from the land sale reserve.

Carried

ADJOURNMENT

12-2023-02-28: Councillor Filipuzzi moved to adjourn the meeting at 9:51 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 7, 2023

Agenda #: 6.a

Subject: Crowsnest Nordic Ski Club - Program Update - Caleb Schulz

Recommendation: That Council accept the update from the Crowsnest Nordic Ski Club as information.

Executive Summary:

The Crowsnest Nordic Ski Club has submitted a request to provide an update to Council.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Crowsnest Nordic Ski Club will present to Council on the successes of the funding model change and to showcase what the club has been doing the past 5 years.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[CNSC- 2023 Council Presentation.pdf](#)

Crowsnest Nordic Ski Club





Crowsnest Nordic Ski Club

Agenda

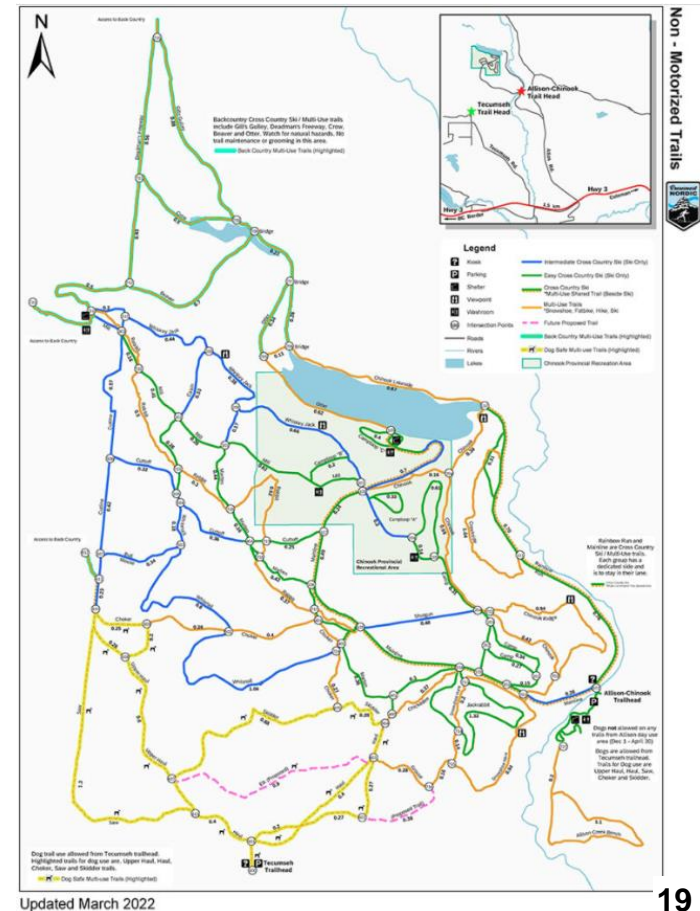
- Mission Statement
- Membership / User Data
- Programming and Social Events
- Recent Initiatives
- Partnerships
- CNSC Funding Success
- Questions



Crowsnest Nordic Ski Club

Mission Statement

- To provide cross country ski trails for residents of the Crowsnest Pass and southwestern Alberta.
- To promote cross country skiing through educational programs
- Maintain and groom trails for winter use
 - Classic
 - Skate
 - Snowshoe / Hike
 - Fatbike
 - Dog-Friendly





Crowsnest Nordic Ski Club

Membership

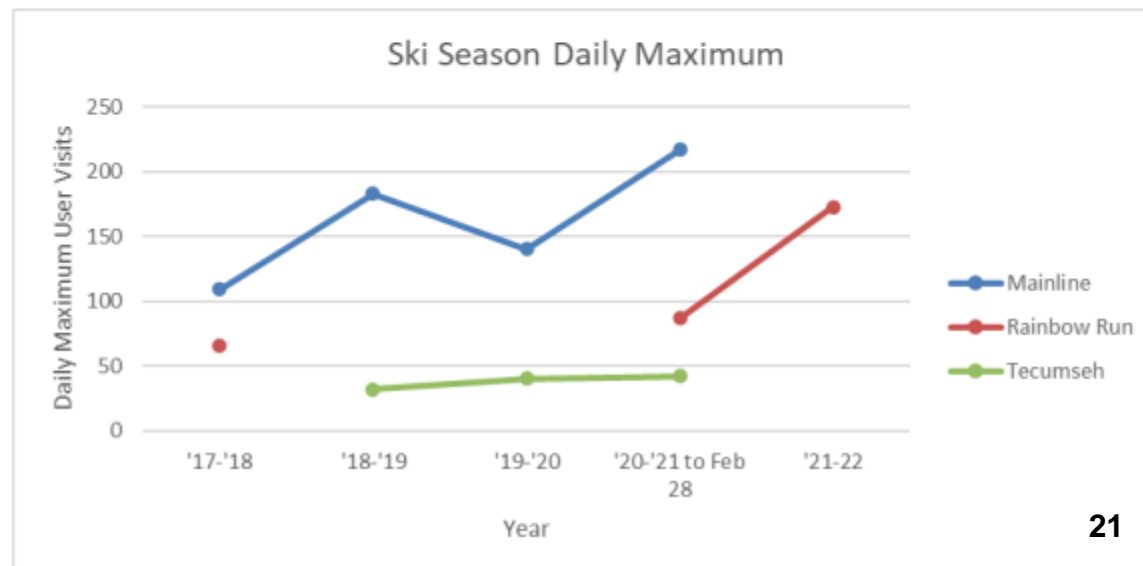
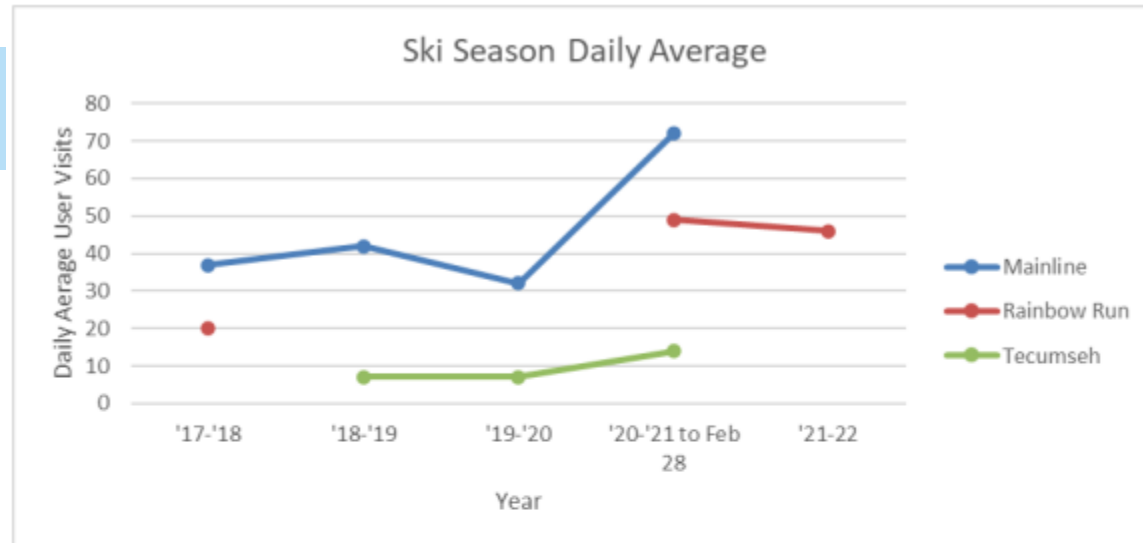




Crowsnest Nordic Ski Club

User Data 2021/22

- December 15 to March 31 Rainbow Run averaged 46 users per day
- The maximum daily usage was on February 5 with a total of 173 users indicated on Rainbow Run.





Crowsnest Nordic Ski Club

Kids Programs and Ski Loan Arrangements

Ski loan is free of charge for members

2021/22

- 35 children registered, age 3 - 12
- 65 pairs of skis loaned

2022/23

- 40 children registered, age 3 - 12
- 62 pairs of skis loaned
- Purchasing skate skis to further the opportunity for children to learn a new technique
- Partnered with Livingstone School to loan skis that allowed 8 children a chance to learn nordic skiing





Crowsnest Nordic Ski Club

Social Events



- Monthly moonlight skis
 - Dec, Jan through Mar
- Annual Flight of the Crows Loppet
 - 2022 Quick Facts
 - 32 Participants
 - CNP / Pincher Creek/ Beaver Mines / Lethbridge / Calgary



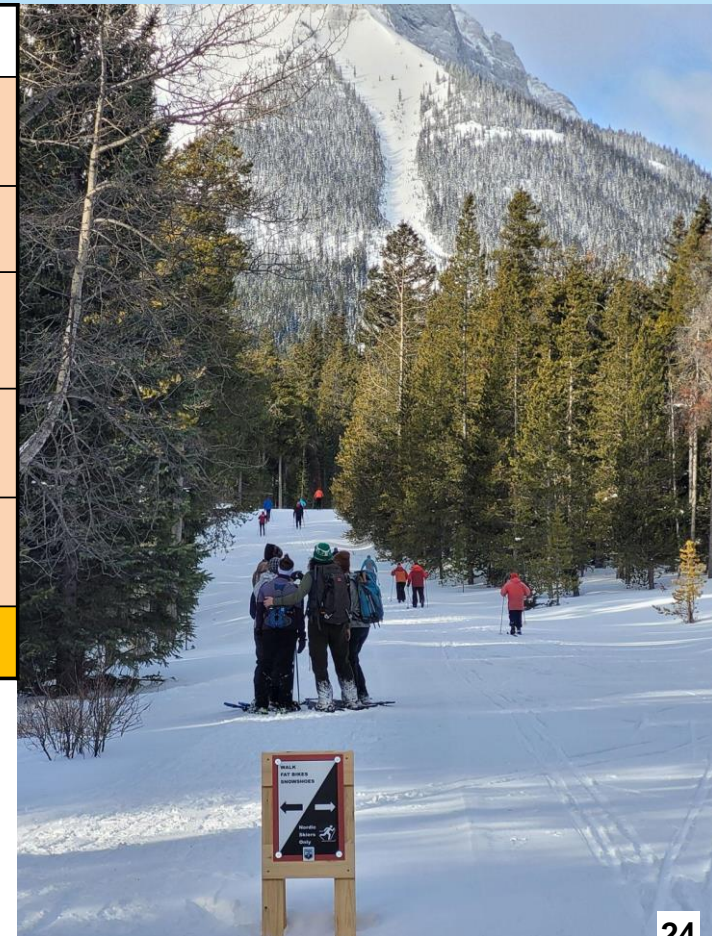
Crowsnest Nordic Ski Club

Expansion of Multiuse Capacity

Allison Chinook Trail distances (in km)

Activity	Total CNSC maintained trails (km)	Total CNSC Groomed trails (km)
Nordic/Skate skiing only trails	22.3	22.3
Groomed Multi-use Ski, snowshoe, fat bike, Winter hike	10.35	10.35
Ungroomed Multi-use Ski, snowshoe, fat bike, Winter hike	15.65	
Dog Friendly Multi-use Ski, snowshoe, fat bike, Winter hike	5.3	5.3
Total	53.6	37.95

- 10 km of new multi use / snowshoe / fatbike trails
- Grooming distance increase from 22 to 38 km
- GPS enabled PDF map available
- 210 Volunteer Hours for signage overhaul for new trails





Crowsnest Nordic Ski Club

Kei Truck Purchase - Fall 2022

- More effective and purpose built to groom than a snowmobile
- Safer grooming - no specialized training required
- Enclosed and heated cab, backup camera
- Club pursuing an additional truck purchase in 2023





Crowsnest Nordic Ski Club

Partnerships

- Crowsnest Pass Municipality
 - Category 1 Funding for Grooming and equipment maintenance
- Allison Creek Brood Trout Hatchery Station
 - Power and Internet for weather station
 - Storage of grooming equipment (sleds / truck and skis)
- Lands Division South, Forestry, Parks and Tourism
 - 20k Grant for Trail Improvements
 - Trail Maintenance Crew
 - GIS support for signage
- Alberta Parks
 - Offseason storage of grooming equipment (groomer / rollers)



Crowsnest Nordic Ski Club

2022 Grooming Quick Facts

Total hours spent on all trail activities in 2022	1478 hr
Volunteer hours by club members on all trail activity in 2022	1076 hr
Groomed ski trail distance	38 km
Hours/KM traveled to make trails skiable (10 cm of new snow)	40hr / 160km
Hours/KM traveled to make trails skiable (25 cm of new snow)	56hr / 220km
Groomed dog trails	5.3 km
Grooming speed	10 - 15 kph
Weight of Tidd Groomer	272kg (600lb)
Grooming width of groomers	2.44m (8 ft)
Coldest grooming temps	-32C
Warmest grooming temp	+6C
Fuel burned in one day grooming	60 litres
Cost of new grooming snowmobile	\$25,000
Cost of Suzuki grooming truck c/w tracks	\$31,000



Crowsnest Nordic Ski Club

CNSC Funding Success

Historical	Current	Success
CNSC raises funds for snowmobiles and then donates to the Municipality for grooming activities	CNSC to maintain ownership of snowmobile, insurance and registration.	CNSC was able to purchase a KEI truck. No specialized training required and can be maintained locally
Snowmobile maintenance (scheduled / breakdown) is looked after by Municipality	CNSC to oversee and prioritize all maintenance activities	No interruption to grooming with efficient repairs
Snowmobile routine operational costs (fuel / oil / hardware / wiring for incidental repairs) is looked after by Municipality	CNSC to oversee all operational costs, Municipality to provide Category 1 Grant for Operation	Increased visibility on operational costs - parts / labour, has allowed CNSC to optimize spending, increasing throughput, while maintaining historical budget
Grooming Labour paid on a monthly salary regardless of grooming hours	Grooming Labour paid per hour	Hourly rate allows grooming in pairs, and grooming only when required. Volunteers support during snow storms reduces overages on actuals28



Crowsnest Nordic Ski Club

Questions?





Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 7, 2023

Agenda #: 7.a

Subject: Bylaw 1143, 2023 - LUB Amendment: Re-designation of Lot 35-40 Block 12 Plan 2347 B5 (12366 - 21 Avenue, Blairmore) from Residential R-1 to Multi-Family Residential R2-A - First Reading

Recommendation: That Council gives first reading of Bylaw 1143, 2023.

Executive Summary:

The proposed bylaw involves the re-designation of Lot 35-40 Block 12 Plan 2347 B5 (12366 21 Avenue, Blairmore) from Residential R-1 to Multi-Family Residential R2-A, for the purpose of converting the existing single-family dwelling into a Fourplex dwelling.

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

Municipal Development Plan Bylaw No. 1059, 2020

Discussion:

The re-designation is from Residential R-1 to Multi-Family R2-A for the purpose of converting the existing single-family dwelling into a Fourplex dwelling.

The 'Greenhill Apartments' were constructed in 1921 and used as accommodation for West Canadian Collieries senior personnel. The building is identified in the Heritage Inventory Project and described as an example of a smaller apartment style dwelling with two upper suites and two lower suites. If the rezoning to R-2A is approved, a development permit will be required for a Fourplex", which is a permitted use in that district.

The property is a large corner lot backing onto the commercial downtown district. The properties to the north and west are in the Residential R-1 land use district and to the south and east in the Retail - Commercial C-1 and Public P-1 land use districts respectively.

The proposed land use follows the vision of the Municipal Development Plan by offering a mix of housing to increase the density while providing compatibility with the neighbourhood character.

Analysis of Alternatives:

1. Council should proceed with first reading of Bylaw 1143, 2023, as proposed, and schedule a public hearing.
2. Council may defer first reading of Bylaw 1143, 2023 and outline what additional information they would like to see with reconsideration.

Financial Impacts:

N/A

Attachments:

[Bylaw 1143, 2023.docx](#)

[Bylaw 1143, 2023 Schedule A.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1143, 2023

LAND USE BYLAW AMENDMENT – Redesignate Lots 35-40, Block 12, Plan 2347BS

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 Lots 35-40, Block 12, Plan 2347BS, within NW¼ 35-7-4-W5M, containing ±0.167 ha (0.413 acres) from “Residential – R-1” to “Multi-Family Residential – R-2A, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.”

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 “Multi-Family Residential – R-2A” 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 Lots 35-40, Block 12, Plan 2347BS, within NW¼ 35-7-4-W5M, containing ±0.167 ha (0.413 acres), as shown on Schedule ‘A’ attached hereto and forming part of this bylaw, from “Residential – R-1” to “Multi-Family Residential – R-2A.”
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.

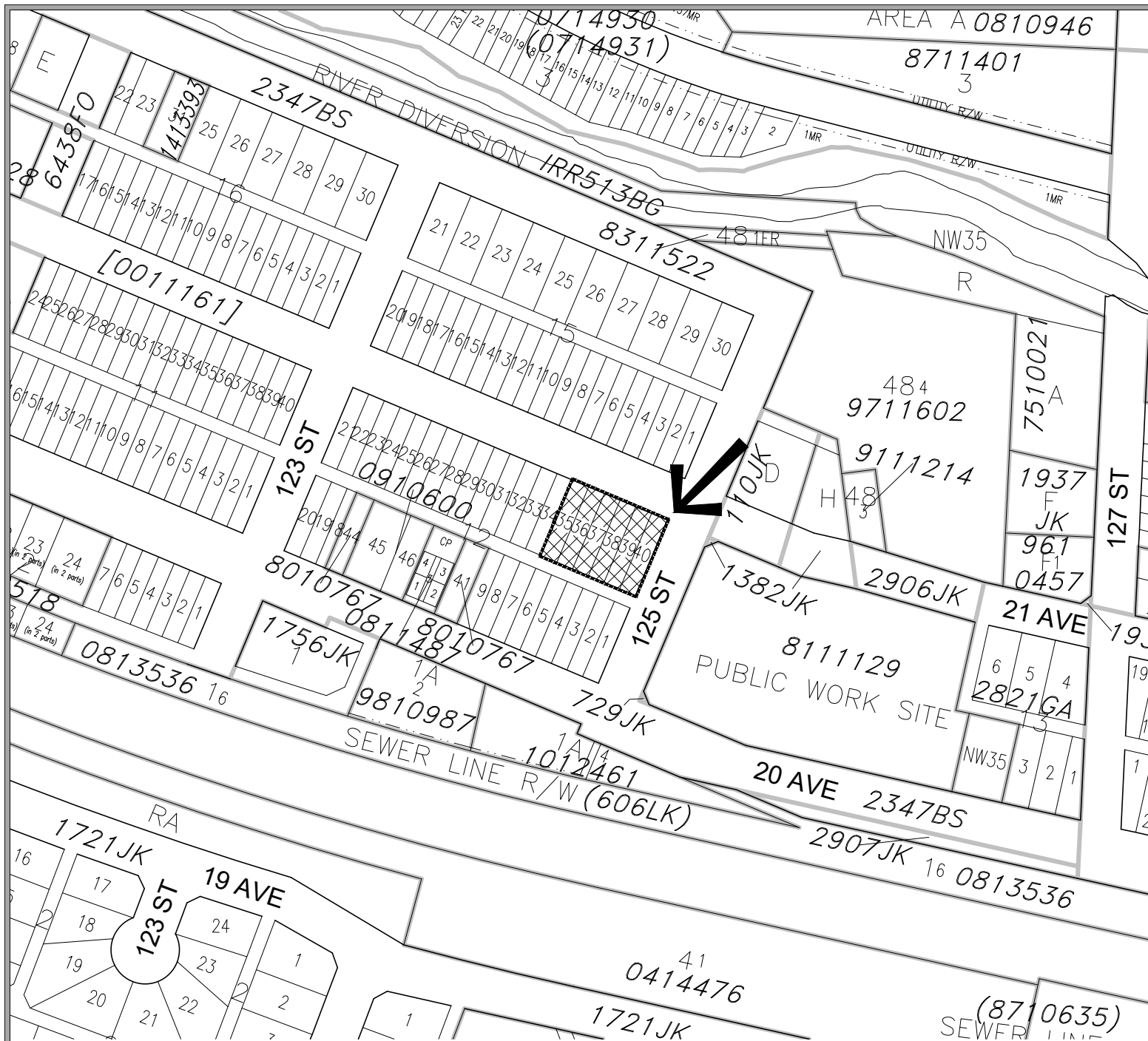
READ a **first** time in council this _____ day of _____ 2023.

READ a **second** time in council this _____ day of _____ 2023.

READ a **third and final** time in council this _____ day of _____ 2023.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: RESIDENTIAL – R-1

TO: MULTI-FAMILY RESIDENTIAL – R-2A

LOTS 35-40, BLOCK 12, PLAN 2347BS
WITHIN NW 1/4 SEC 35, TWP 7, RGE 4, W 5 M

MUNICIPALITY: CROWSNEST PASS (BLAIRMORE)
DATE: FEBRUARY 13, 2023

Bylaw #: 1143, 2023
Date: _____



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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 7, 2023

Agenda #: 7.b

Subject: Bylaw 1145, 2023 - LUB Amendment Re-designation of Lot 36 Block 1 Plan 2310213 (2722 - 27 Avenue, Bellevue) from Non-Urban Area NUA-1 to Residential R-1 - First Reading

Recommendation: That Council gives first reading of Bylaw 1145, 2023.

Executive Summary:

The proposed bylaw involves the re-designation of a portion of Lot 36 Block 1 Plan 2310213 within SW 21-7-2-W5M, from Non-Urban Area NUA-1 to Residential R-1, for the purpose of bringing the existing Single Family Dwelling into compliance with the land use bylaw.

Relevant Council Direction, Policy or Bylaws:

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

Land Use Bylaw No. 868-2013

Discussion:

The proposed bylaw involves the re-designation of the lands from Non-Urban Area NUA-1 to Residential R-1 for the purpose of bringing the existing Single Family Dwelling into compliance with the land use bylaw. The zoning irregularity was discovered during a compliance certificate review. The existing Single Family Dwelling is located on three parcels, two of which are in the R-1 District and one in the NUA-1 Districts. This irregularity should be corrected as a housekeeping item to update Municipal records from a historic road closure, and allow for consistent development standards and uses for this Roll Number.

The re-designation follows the consolidation of the previous Plan 6632Y, Block OT with Lots 34 & 35 of Plan 6632Y, both of which were a requirement of development permit DP2022-070.

Until recently the three parcels (Lots 34 and 35, Block N/A, Plan 6632Y and Lot N/A, Block OT, Plan 6632Y), which are on the same Roll No. 3055500, were separate parcels as described. On January 02, 2023 the three lots were consolidated into Lot 36, Block 1, Plan 231 0213 without approval from the

Subdivision Authority. It is possible that the Registrar of Land Titles was able to accept the plan of subdivision (consolidation in this instance) under provisions in section 652 of the Municipal Government Act. Development staff are investigating this matter to confirm.

Analysis of Alternatives:

1. Council should proceed with first reading of Bylaw 1145, 2023, as proposed, and schedule a public hearing.
2. Council may defer first reading of Bylaw 1145, 2023 and outline what additional information is required with reconsideration of the bylaw.

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1145, 2023.docx](#)

[Bylaw 1145, 2023 Schedule A.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1145, 2023

LAND USE BYLAW AMENDMENT – Redesignate portion of Lot 36, Block 1, Plan 231 0213

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 a portion of Lot 36, Block 1, Plan 231 0213, within SW¼ 21-7-3-W5M, containing ±0.037 ha (0.092 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "Non-Urban Area – NUA-1" to "Residential – R-1."

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 a portion of Lot 36, Block 1, Plan 231 0213, within SW¼ 21-7-3-W5M, containing ±0.037 ha (0.092 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "Non-Urban Area – NUA-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 _____ 2023.

READ a **second** time in council this _____ day of _____ 2023.

READ a **third and final** time in council this _____ day of _____ 2023.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 7, 2023

Agenda #: 7.c

Subject: Policy 2001-03 - Encroachment Policy

Recommendation: That Council consider approving the revised Policy 2001-03 - Encroachment Policy, and if approved, direct Administration to amend the Fees, Rates and Charges Bylaw to provide for an annual fee of \$100 for an encroachment agreement to remain valid.

Executive Summary:

On February 07, 2023 Council directed Administration to bring this item back with proposed changes to Policy 2001-02 Encroachment Agreement Policy, including a cut-off date for determining the validity of an encroachment and a proposed annual fee.

Until approximately 2015 the Municipality charged an annual fee similar to a lease for encroachment agreements. It is proposed to re-instate the annual fee for new encroachment agreements in 2023 and going forward.

Proposed revisions to Policy 2001-02 Encroachment Agreement Policy and the associated Procedure are attached for Council's consideration.

Relevant Council Direction, Policy or Bylaws:

Fees Rates and Charges Bylaw

Policy 2001-02 - Encroachment Policy

Discussion:

Presently a ratepayer's cost to obtain an encroachment agreement is \$100 for the application and an additional \$100 if the agreement is prepared by the ratepayer's lawyer or \$200 if the agreement is prepared by the Municipality. If the application is refused there is no additional charge above the \$100 application fee.

The application fee and the encroachment agreement fee covers some of the time spent by

Administration to review the application and set up an agreement, which is typically three to four hours involving the Assistant Development Officer, a Development Officer, the Manager of Development & Trades, and the CAO, plus the cost to register the agreement as a caveat on the certificate of land title.

The "lease" or encroachment is allowed to continue for 89 years before it requires renewal. The encroachment carries forward to a new landowner because it is a caveat on the certificate of land title. The agreement stipulates that the Municipality may terminate the agreement at any time if there is an operational reason to do so. It also stipulates that the agreement is terminated when the landowner removes the encroachment, and that the encroachment may be maintained but not added to.

An encroachment is typically a fence, shed or portion of a dwelling unit or accessory building that encroaches into a portion of a road ROW or a lane that is public-owned. Essentially, the ratepayer "leases" the encroachment area from the Municipality at no cost to the ratepayer (other than application fees). When private improvements encroach into a Municipal Reserve, for example, the ratepayer who owns those improvements are typically required to remove them or apply to purchase the land. Purchasing a portion of a road ROW or lane to "correct" an encroachment is not a feasible option. A reasonable annual "lease" fee for encroachments into roads and lanes would be justified under these circumstances. It is proposed that the annual fee would be \$100 and would be invoiced to the landowner similar to how Business License fees are invoiced annually.

The annual fee will not be charged retro-actively and would apply only to new encroachment agreements entered into starting in 2023 and going forward.

Based on the conversation with Council, Administration proposed to use 2000 as a cut-off that encroachment agreements will only be entered into structures that were constructed prior to 2000 and any encroachments that occurred from 2000 onward, would need to be rectified by the owner.

Analysis of Alternatives:

Data of how many encroachment agreements exist presently is not readily available, because records were not consistently kept in the past. The records that are available indicate the following:

- 1) Presently the Administration is aware of 85 existing encroachment agreements.
- 2) Prior to 2020, the Administration is aware of 39 encroachment agreements that exist. This number is likely higher but cannot be determined due to how records were kept or not kept. Depending on when encroachment agreements were started, some of the older encroachment agreements may be coming up for renewal.
- 3) In 2020, 10 new encroachment agreements were entered into.
- 4) In 2021, 19 new encroachment agreements were entered into.
- 5) In 2022, 17 new encroachment agreements were entered into.
- 6) In 2023 to date (January 20), four new encroachment applications were received and are in review.

7) Based on the accessible data for 2020 to 2022, an average of 15 new encroachment agreements are entered into annually.


Financial Impacts:

Based on the average number of encroachment agreements, the proposed annual "lease" fee of \$100 would result in \$1,500 revenue to the Municipality.

Attachments:

[DRAFT February 2023 2001-03 - Encroachment Policy.pdf](#)

[DRAFT February 2023 2001-03 Encroachment Procedure.pdf](#)

	<h2>Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Supersedes Policy: Department:</p>	<p>2001-032001-02 Encroachment Policy March XX, 2023August 23, 2022 2001-022001-01 Development, Engineering and Operations</p>

1.0 POLICY PURPOSE

The Municipality requires a policy to formalize a process for the fair, consistent and effective identification, review, and management of encroachments onto Municipal Lands in order to:

- a. meet the expectations of the public and professionals engaged real property sales; and
- b. ensure that the Municipality and its taxpayers are protected and indemnified wherever encroachments onto Municipal Lands have been identified;
- c. ensure that the public understands that private buildings and other private improvements must be constructed within the boundaries of private property and in accordance with the yard setback standards established in the Land Use Bylaw, and that encroachment agreements are a tool to address historical situations and minor insignificant defects, and are not intended to accommodate construction that was knowingly or negligently undertaken incorrectly.

2.0 DEFINITIONS

“Encroachment” – anything constructed or placed with a fixed location on the ground or attached to something having a fixed location on the ground, that extends on, over or under adjacent private property and/or Municipal Lands, and includes but is not limited to the following:

- a. Buildings, projections from buildings (including eaves, footings, foundations, weeping tiles, cantilevers, etc.) and siding;
- b. Sheds including those attached to a dwelling and/or a fence;
- c. Fences;
- d. Asphalt, concrete, or brick sidewalks, curbs, parking pads, aprons, or driveways;
- e. Structures (including decks, stairs, patios, balconies, etc.);
- f. Retaining walls;
- g. Swimming pools and hot tubs;
- h. Shrubs, trees, or other organic landscaping materials;
- i. Hard landscaping (including asphalt, concrete paving stones, retaining walls, planters, and structures);

- j. Light standards;
- k. Permanent Signs.

“Encroachment Agreement” – an agreement between the Owner and a private landowner or the Municipality, authorising an encroachment onto, respectively, adjacent private property or adjacent Municipal Lands, and shall, among other things, include:

- a. The location and identification of the encroachment;
- b. Fees, as may be required;
- c. The Owner’s responsibilities to maintain the Encroachment;
- d. Terms or conditions under which the agreement is terminated;
- e. Cost and liability for removal of the encroachment; and
- f. Indemnification of the adjacent private landowner and/or the Municipality, its agents, and licensees.

“Municipal Lands” – collectively or individually, a road, lane, Municipal easement and other Municipal property collectively or individually, a road, lane, Municipal easement and other Municipal property [excluding Reserves – pursuant to ss. 651.2, 671(2), 674 and 676 of the Municipal Government Act, an encroachment agreement appears to be limited to a road, a Reserve parcel can only be used for specified purposes, a Municipal Reserve parcel can only be disposed of by way of a sale, a lease or other disposition after holding a public hearing and an Environmental Reserve parcel cannot be sold and can only be leased or disposed of for a term not exceeding three years and only by a bylaw adopted by Council].

“Municipality” – the municipal corporation of the Municipality of Crowsnest Pass, or the area contained within the Municipal boundaries, as the context requires.

“Owner” – the person or persons registered under the Land Titles Act as the owner of the fee simple estate in the land. In the context of an encroachment, “Owner” shall mean the owner of the land which has an encroachment into adjacent lands.

“Reserves” – municipal reserves, environmental reserves and other reserves as defined the Municipal Government Act.

“Responsible Department” means the office or department that develops and administers a particular policy and procedures and is accountable for the accuracy of its subject matter, issuance and timely updating.

3.0 POLICY STATEMENT

3.1 Related Information

The Municipality administers, has interest in and manages and controls development on private property and a variety of Municipal Lands. Encroachments in the Municipality exist due to historical replotting schemes and construction practices of previous decades, and will continue to be discovered.

On behalf of the residents of Crowsnest Pass, the Municipality must ensure that encroachments do not adversely affect private property or Municipal Lands, or the

Municipality's ability to maintain effective services and operations, and restrict to provide public access, use and enjoyment of Municipal Lands ~~and for public use~~.

Encroachments onto private property or Municipal Lands are required to be removed or authorised by an encroachment agreement unless the type of encroachment is expressly permitted by this policy or in the associated procedure.

Reserve parcels are not subject to this Policy because, pursuant to ss. 651.2, 671(2), 674 and 676 of the Municipal Government Act, an encroachment agreement appears to be limited to a road, a Reserve parcel can only be used for specified purposes, a Municipal Reserve parcel can only be disposed of by way of a sale, a lease or other disposition after holding a public hearing and an Environmental Reserve parcel cannot be sold and can only be leased or disposed of for a term not exceeding three years and only by a bylaw adopted by Council.

3.2 Cut-off Date for Valid Encroachments

Due to historical replotting schemes and construction practices of previous decades, encroachments are expected in the older parts of the community, particularly for older properties and buildings. It is reasonable to expect that newer parts of the community and newer buildings should not have encroachments due to improved construction practices. As a result, the year 1999 is determined to be a reasonable cut-off date for an encroachment to be deemed worthy of protection through an encroachment agreement.

Therefore, properties that were developed or buildings that were constructed in the year 2000 and onwards are reasonably expected to have followed improved construction practices such as a legal survey of property boundaries prior to development or construction start, or prior to the installation of a fence.

Consequently, a private improvement that encroaches onto Municipal Land and was established in the year 2000 and onwards, either knowingly or negligently, shall not be protected through an encroachment agreement and shall be removed at no cost to the Municipality. An existing encroachment agreement that becomes expired and is the subject of a request for renewal, shall not be renewed, and shall be removed and brought into compliance with the Land Use Bylaw, at no cost to the Municipality.

This cut-off date does not affect those types of encroachments authorized to exist without an encroachment agreement, and that were or will be established after the cut-off date. These encroachment types are listed in **Schedule A** of the Procedure that accompanies this Policy.

3.3 Annual Lease Fee for Encroachment Agreements

Where a private improvement encroaches onto Municipal Reserve the landowner who owns the encroachment is required to remove the encroachment or apply to the Municipality to purchase the land upon which the private improvement encroaches (see Policy 2000-04 Disposal of Municipal Lands and Reserves Policy). If the purchase application is approved, the landowner is then responsible to obtain several additional approvals (Municipal reserve closure, subdivision, rezoning, development permit) to bring the encroachment into compliance, at no cost to the Municipality.

It is a privilege and not a right to have a private improvement that encroaches onto Municipal Land protected through an encroachment agreement. Like an encroachment onto Municipal Reserve, the landowner of a private improvement that encroaches onto Municipal Lands should be reasonably expected to pay for the privilege to have that improvement protected through an encroachment agreement.

Therefore, starting upon the date of approval of this Policy by Council, every encroachment that was established prior to the cut-off date and is now the subject of a request for protection through an encroachment agreement, or that previously had an encroachment agreement that has now become expired and is the subject of a request for renewal of the agreement, shall be subject to a clause in the encroachment agreement that requires the landowner to pay an annual lease fee of \$100 to the Municipality.

3.4 Responsibilities

- a. Municipal Council to:
 - i. Approve by resolution this policy and any amendments.
 - ii. Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- b. Chief Administrative Officer to:
 - iii. Implement this policy and approve procedures.
 - iv. Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- c. Development Engineering and Operations is the Responsible Department, and shall:
 - v. Ensure implementation of this policy and procedure.
 - vi. Ensure that this policy and procedure is reviewed every three years.
 - vii. Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.


MUNICIPALITY OF CROWSNEST PASS

Blair Painter, Mayor

Date

Patrick Thomas, Chief Administrative Officer

Date

	<h2>Municipality of Crowsnest Pass Procedures</h2>
<p>Procedure Category: Worksite: Approval Date: Revision Date: Department:</p>	<p>Encroachment Procedure Office August 23, 2022 July 21, 2015 March XX, 2023 August 23, 2022 Development, Engineering and Operations</p>

1.0 Definitions

“Caveat” – a form of notification registered on the certificate of title of a parcel of land.

“Council” – the Council for the Municipality of Crowsnest Pass.

“Development Officer” – a person appointed as Development Officer pursuant to the Land Use Bylaw.

“Easement” – a right-of-way on privately owned property or Municipal Lands established for the installation, construction, repair, and maintenance of utilities, or for the access and passage of the public, identified by a registered plan or by description and documented by a registered caveat or easement agreement at the Alberta Land Titles Office.

“Encroachment” – anything constructed or placed with a fixed location on the ground or attached to something having a fixed location on the ground, that extends on, over or under adjacent private property and/or Municipal Lands, and includes but is not limited to the following:

- i. Buildings, projections from buildings (including eaves, footings, foundations, weeping tiles, cantilevers, etc.) and siding;
- ii. Sheds including those attached to a dwelling and/or a fence;
- iii. Fences;
- iv. Asphalt, concrete, or brick sidewalks, curbs, parking pads, aprons, or driveways;
- v. Structures (including decks, stairs, patios, balconies, etc.);
- vi. Retaining walls;
- vii. Swimming pools and hot tubs;
- viii. Shrubs, trees, or other organic landscaping materials;
- ix. Hard landscaping (including asphalt, concrete paving stones, retaining walls, planters, and structures);
- x. Light standards;
- xi. Permanent Signs.

“Encroachment Agreement” – an agreement between the Owner and a private landowner or the Municipality, authorising an encroachment onto, respectively, adjacent private property or adjacent Municipal Lands, and shall, among other things, include:

- i. The location and identification of the encroachment;
- ii. Fees, as may be required;
- iii. The Owner’s responsibilities to maintain the Encroachment;
- iv. Terms or conditions under which the agreement is terminated;
- v. Cost and liability for removal of the encroachment; and
- vi. Indemnification of the adjacent private landowner and/or the Municipality, its agents, and licensees.

“Fence” – any barrier, wall, or structure such as a chain link fence, wooden fence, metal fence, or brick/stucco wall, usually located along the property line.

“Land Use Bylaw” – the bylaw that has been adopted by the Municipality for the purpose of regulating and controlling the use and development of land and buildings within the Municipality of Crowsnest Pass.

“Municipal Lands” - collectively or individually, a road, lane, Municipal easement and other Municipal property [excluding Reserves – pursuant to ss. 651.2, 671(2), 674 and 676 of the Municipal Government Act, an encroachment agreement appears to be limited to a road, a Reserve parcel can only be used for specified purposes, a Municipal Reserve parcel can only be disposed of by way of a sale, a lease or other disposition after holding a public hearing and an Environmental Reserve parcel cannot be sold and can only be leased or disposed of for a term not exceeding three years and only by a bylaw adopted by Council].

“Municipality” – the municipal corporation of the Municipality of Crowsnest Pass, or the area contained within the Municipal boundaries, as the context requires.

“Owner” – the person or persons registered under the Land Titles Act as the owner of the fee simple estate in the land. In the context of an encroachment, “Owner” shall mean the owner of the land which has an encroachment into adjacent lands.

“Real Property Report (RPR)” – a legal document prepared by an Alberta Land Surveyor that illustrates the location of significant visible building(s) and or structures relative to the property boundaries;

“Reserves” – municipal reserves, environmental reserves, and other reserves as defined in the Municipal Government Act.

“Road” – land shown as a road or lane on a plan of survey that has been filed or registered in a land titles office, or land used as a public road, and includes a bridge forming part of a public road and any structure incidental to a public road.

2.0 Procedure

Cut-off Date for Valid Encroachments

The year 1999 is determined to be a reasonable cut-off date for an encroachment to be deemed worthy of protection through an encroachment agreement. Therefore, properties that were developed or buildings that were constructed in the year 2000 and onwards are reasonably expected to have followed improved construction practices such as a legal survey of property boundaries prior to development or construction start, or prior to the installation of a fence.

A private improvement that encroaches onto Municipal Land and was established in the year 2000 and onwards, either knowingly or negligently, shall not be protected through an encroachment agreement and shall be removed at no cost to the Municipality. An existing encroachment agreement that becomes expired and is the subject of a request for renewal, shall not be renewed, and shall be removed and brought into compliance with the Land Use Bylaw, at no cost to the Municipality.

This cut-off date does not affect those types of encroachments authorized to exist without an encroachment agreement, and that were or will be established after the cut-off date. These encroachment types are listed in Schedule A of this Procedure.

Annual Lease Fee for Encroachment Agreements

Starting upon the date of approval of this Procedure, every encroachment that was established prior to the cut-off date and is now the subject of a request for protection through an encroachment agreement, or that previously had an encroachment agreement that has now become expired and is the subject of a request for renewal of the agreement, shall be subject to a clause in the encroachment agreement that requires the landowner to pay an annual lease fee of \$100 to the Municipality.

Encroachment onto Municipal Lands

- a. An encroachment onto Municipal Lands that is listed in **Schedule A** of this Procedure is authorized to exist without an encroachment agreement.
- b. Notwithstanding clause a., when an encroachment onto Municipal Lands that is authorized pursuant to **Schedule A** to exist without an encroachment agreement and it is subsequently determined by the Municipality that the encroachment adversely affects Municipal operations, maintenance of infrastructure or the public safety, the Municipality may require that the Owner take the appropriate action stated in clause c.
- c. An encroachment onto Municipal Lands that is not authorized to exist pursuant to clause "a.", or a **Schedule A** exempted encroachment onto Municipal Lands that is subsequently determined to adversely affect Municipal operations, maintenance, or the public safety pursuant to clause "b.", shall:

- i. be made authorized by the Owner applying to the Municipality for an encroachment agreement or, in the case of Municipal Reserve, a lease agreement, subject to the Owner paying the applicable fees, or
 - ii. be removed, relocated, or altered by the Owner at no cost to the Municipality, or
 - iii. be corrected by the Owner obtaining road, lane or Municipal Reserve closure (or portions thereof), subdivision approval for a boundary adjustment and redistricting approval, and by purchasing the required portion of Municipal Lands, all of which shall be at no cost to the Municipality (note that while the Municipality has jurisdiction to close a Municipal Reserve, the jurisdiction to close a road or a lane or portion thereof ultimately lies with the Minister of Transportation).
- d. An Encroachment Agreement between the Municipality and the Owner shall be registered at the Alberta Land Titles Office by caveat, subject to the Owner paying the applicable fees.
- e. An application for an Encroachment Agreement onto Municipal Lands must be accompanied by:
 - i. An original Real Property Report no older than fifteen (15) years showing the encroachment; and
 - ii. An application fee and encroachment fee set in the Fees, Rates and Charges Bylaw.
- f. Encroachment application review:
 - i. An application for an Encroachment Agreement will be reviewed and considered on its own merit in consultation with affected Municipality Departments.
 - ii. If an application for an Encroachment Agreement is deemed acceptable by the Municipality, the Development Officer will:
 - a) provide to the Owner an Encroachment Agreement and assist the Owner to execute the agreement, and
 - b) ensure that the Municipality executes the agreement, and
 - c) register the agreement by caveat on the affected private property and, if applicable, Municipal Lands.
 - iii. If an application for an Encroachment Agreement is refused:
 - a) the Development Officer shall notify the Owner in writing or as otherwise agreed; and
 - b) the Owner shall, within 30 days of receiving the notice of refusal or such other date as may be set by the Development Officer, either:
 - (i) remove the encroachment from the Municipal Lands, or
 - (ii) alter the encroachment to the Municipality's satisfaction, or
 - (iii) make an application for subdivision to correct the encroachment;

or

- c) the Owner may, within 30 days of receiving the notice of refusal, appeal to Council pursuant to clause j.
- g. The Encroachment agreement shall stipulate:
 - i. That the term of the encroachment agreement shall not exceed a period of 89 years or, as may be agreed, the effective life of the structure, whichever is shorter.
 - ii. That, at the termination of this agreement, the said encroachment shall be removed within the time required by the Municipality and at no cost to the Municipality.
 - iii. That the encroachment shall not be enlarged, structurally altered, added to, rebuilt, except for routine maintenance, or extended beyond the bounds of the current encroachment.
 - iv. That, notwithstanding its authorization pursuant to the agreement, the encroachment shall be removed at no cost to the Municipality if and when the Municipality or its agents determine that it is necessary for public safety, repair, or maintenance of its infrastructure.
 - v. That, notwithstanding any other provisions of this Procedure or the agreement, the Municipality reserves the right to terminate the agreement in the event that the encroachment could be affected by future plans for utilities, road widening, or other requirements.
 - vi. That the encroachment shall not be rebuilt or replaced in the same location once it has been removed, demolished, or destroyed by forces of nature.
- h. The authorization of an encroachment, whether through the exemptions listed in **Schedule A** of this Procedure or through an encroachment agreement, does not relieve an Owner from the responsibility to determine and comply with all applicable federal, provincial, and municipal statutes, regulations, orders, bylaws, and policies.
- i. All expenses, costs, liabilities, or other risk associated with an authorised encroachment shall be borne by the Owner(s).
- j. Right of Appeal:
 - i. If an Encroachment application was refused, the Owner may appeal in writing to Council by requesting a review of the Administration's decision.
 - ii. An appeal must be accompanied by:
 - a) A copy of the application for an Encroachment Agreement;
 - b) A copy of the notice of refusal; and
 - c) Reasons why the encroachment should be approved.
 - iii. Council's decision shall be final and binding to both parties.

k. Enforcement

- i. When an Owner is made aware of the existence of an encroachment onto Municipal Lands, or when an application for an encroachment agreement was refused and an appeal to Council was lost, or a subdivision application was refused and a subsequent appeal to correct the encroachment was lost, the Owner shall remove or alter the encroachment from the affected Municipal Lands within 30 days of receiving notice of the refusal or such other date as may be set by the Development Officer, at no cost to the Municipality.
- ii. If the Owner fails to remove or alter the encroachment or to apply for its authorisation under this Procedure, the Municipality may take action to remove or alter the encroachment and seek reimbursement from the Owner for all associated costs, in accordance with the Municipal Government Act.

Encroachment onto Private Property

- l. When it is determined that a building, structure, or other improvement encroaches onto adjacent private property, the Owner shall:
 - i. Enter into an encroachment agreement with the adjacent private landowner and provide a copy of the fully executed agreement to the Development Officer, or
 - ii. Remove or relocate the encroaching improvement through the appropriate applications to the Municipality to bring the property into compliance with the current Land Use Bylaw, or
 - iii. Correct the encroachment by obtaining subdivision approval for a boundary adjustment and redistricting approval, and by purchasing the required portion of private property, all of which shall be at no cost to the Municipality.
- m. An encroachment agreement between private landowners shall include the Municipality as a third party, with the claim of interest being that the Municipality has management and control over developments on the affected properties through the Land Use Bylaw.

Encroachment onto Municipal and Environmental Reserves

- n. An encroachment onto a Reserve parcel is prohibited, except to the extent that is accommodated without an encroachment agreement pursuant to **Schedule A**.
- o. Reserve parcels are not subject to this Procedure because, pursuant to ss. 651.2, 671(2), 674 and 676 of the Municipal Government Act, an encroachment agreement appears to be limited to a road, a Reserve parcel can only be used for specified purposes, a Municipal Reserve parcel can only be disposed of by way of a sale, a lease or other disposition after holding a public hearing and an

Environmental Reserve parcel cannot be sold and can only be leased or disposed of for a term not exceeding three years and only by a bylaw adopted by Council.

3.0 Approval

Department Manager: _____ Date: _____
(print name)

(signature)

4.0 End

See **Schedule A**.

SCHEDULE A

The following encroachments are authorized to exist in the Municipality of Crowsnest Pass without an encroachment agreement, subject to clause b of this Procedure:

ENCROACHMENTS ONTO A STREET OR LANE

- a) A private structure that provides direct access to a property pursuant to the Land Use Bylaw and the Engineering and Development Standards, including:
 - i. a driveway providing access to/from a public street,
 - ii. a sidewalk from a public street onto a property,
 - iii. a special needs access (ramp, elevator, fire escape, etc.),
 - iv. steps that provide access to a building.
- b) A driveway which accesses a lane:
 - i. which is constructed of asphalt, gravel, shale or concrete or other like material and which encroaches not more than 0.3 meters into a gravel lane,
 - ii. which is hard surfaced, and which encroaches into a hard surfaced (asphalt or concrete) lane.
- c) A fence:
 - i. encroaching not more than 0.3 meters where the fence creates an enclosure, provided that the total enclosed area of encroachment from the subject property may not exceed 4.6 m²,
 - ii. encroaching to the back of the public sidewalk or to 1.0 meters from the public street curb (if there is no sidewalk), where the fence is a linear projection (and not an enclosure) of a fence on the subject private property,
 - iii. a temporary developer fence required under a development agreement running parallel to a pathway (which run over a property line) may encroach 0.3 meters subject to minimum access requirements.
- d) A portable accessory building or structure:
 - i. under 10m² and encroaching not more than 0.3 meters.
- e) A retaining wall:
 - i. not more than 0.2 meters in height, and set back a minimum of 2.0 meters from above grade utilities and infrastructure.
- f) A temporary surface improvement including:

- i. a movable landscaping planter and movable landscaping border material (e.g., rocks, plastic, concrete, timber - under 0.2 meters in height);
 - ii. natural landscaping including sod, seed, and planted landscaping such as shrubs and other low-level landscaping but excluding trees and other deep-rooted vegetation;
 - iii. surface level landscape rocks not more than 0.3 meters in height;
 - iv. surface interlocking blocks.
- g) Other:
- i. An eave that encroaches not more than 0.46 m (1.5 ft) and has an eavestrough and downspout directing drainage towards a municipal street or lane, provided the building wall is entirely within the subject private property.
 - ii. any encroachment constructed for municipal purposes by the municipality or its agents (i.e., bollards, sound barriers, developer fences, subdivision entrance signs, guard rails, municipal animal-proof garbage containers, utilities, fire hydrants, benches and other seating, traffic signs, street name signs, street light standards, and concrete pads etc.)

ENCROACHMENTS INTO UTILITY RIGHTS OF WAY AND EASEMENTS

- a) a surface vehicle driveway and/or parking area;
- b) a surface pedestrian sidewalk and/or walkway;
- c) sod, seed, and planted landscaping such as shrubs and other low-level landscaping but excluding trees and other deep-rooted vegetation;
- d) a fence running through a utility right-of-way bisected by a property line;
- e) a portable accessory building under 10 m² and encroaching not more than 0.3 meters;
- f) a retaining wall not more than 0.2 meters in height and set back a minimum of 2.0 meters from above grade utilities and infrastructure;
- g) temporary surface improvements including:
 - i. movable landscaping planters and movable landscaping border material (e.g., rocks, plastic, concrete, timber - under 0.3 meters in height);
 - ii. surface level landscape rocks not more than 0.5 meters in height;
 - iii. municipal animal-proof garbage containers and concrete pads;
- h) An eave that encroaches not more than 0.46 m (1.5 ft) and has an eavestrough and downspout directing drainage towards a municipal street or lane, provided the building wall is entirely within the subject private property;

- i) any item constructed for municipal purposes for or by the Municipality.

ENCROACHMENTS ONTO A RESERVE PARCEL OR OTHER MUNICIPAL PROPERTY

- a) A fence where the fence is a linear projection (and not an enclosure) of a fence on the adjacent private property, and does not prevent or restrict public access into or through the reserve parcel.
- b) A retaining wall not more than 0.2 meters in height and set back a minimum of 2.0 meters from above grade utilities and infrastructure and does not prevent public access to the reserve parcel.
- c) An eave that encroaches not more than 0.46 m (1.5 ft) and has an eavestrough and downspout directing drainage towards a municipal street or lane, provided the building wall is entirely within the subject private property.
- d) Other:
any encroachment constructed for municipal purposes by the municipality or its agents (i.e., bollards, sound barriers, developer fences, subdivision entrance signs, guard rails, municipal animal-proof garbage containers, utilities, fire hydrants, benches and other seating, traffic signs, street name signs, street light standards, and concrete pads etc.).



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 7, 2023

Agenda #: 7.d

Subject: Q4 2022 Preliminary Financial Report

Recommendation: That Council accept Q4 2022 Preliminary Financial Report for information

Executive Summary:

The fourth quarter preliminary financial operating statements, for the twelve months ending December 31, 2022, have been attached for Council's review.

Relevant Council Direction, Policy or Bylaws:

Administration brings forward financial information for Council's review four times a year.

Discussion:

This is the fourth quarter report for the 2022 budget year. The operating report is broken down by Object Type and Department Summary followed by a breakdown by object for each Department. As this is the final report of the year, the Municipality should be showing as 100% for budgeted revenue and expenses. This is still a preliminary document as Finance is working through the year end process and reviewing all accounts and although most of the year end review and adjustments have been completed, it is still subject to the external auditors review and final adjustments.

Overall Revenue was up in 2022. Budget was \$20,518,743 and as of mid February the municipality has recorded \$23,698,665 in revenue. The major differences can be attributed to Other Revenue \$1,361,526 funds received as final payment from the Province for Highway 3 construction (not budgeted). Gain on Sale of Land \$371,265 (not budgeted). There were 5 pieces of municipal land sold in 2022. Licenses and Fees includes interest earned on the various bank accounts and the interest rate increased in 2022 resulting in an additional \$220,000 earned. Finally, there was an increase in the Transfer from Reserve of \$411,000. The largest transfer was the 2021 Asphalt and concrete work undertaken in 2022 \$320,000. There were three motions made by Council; for Trilogy cost share of 24 Avenue \$63,256, funding to the Roxy \$22,000 and additional operating funds for the Library \$15,000.

Overall Expenditures have exceeded budget by \$581,590. The key overages are in Contract Services

road work as East Butte came back to finish paving and concrete work from 2021 budget \$234,043 (this is offset by transfer from reserves), and payments to Park Enterprise for \$138,431 for inspection services. Operations was over by \$923,722 which is primarily a result of Utility costs (Budget \$1,183,500 and actuals for the year \$2,058,932). Transfer to Reserves is up primarily due to the net proceeds from sale of land has been transferred to land reserve account.

Depreciation expense for the year was run after the report was prepared. The actual depreciation amounted to \$4,040,458.27 for the year.

Analysis of Alternatives:

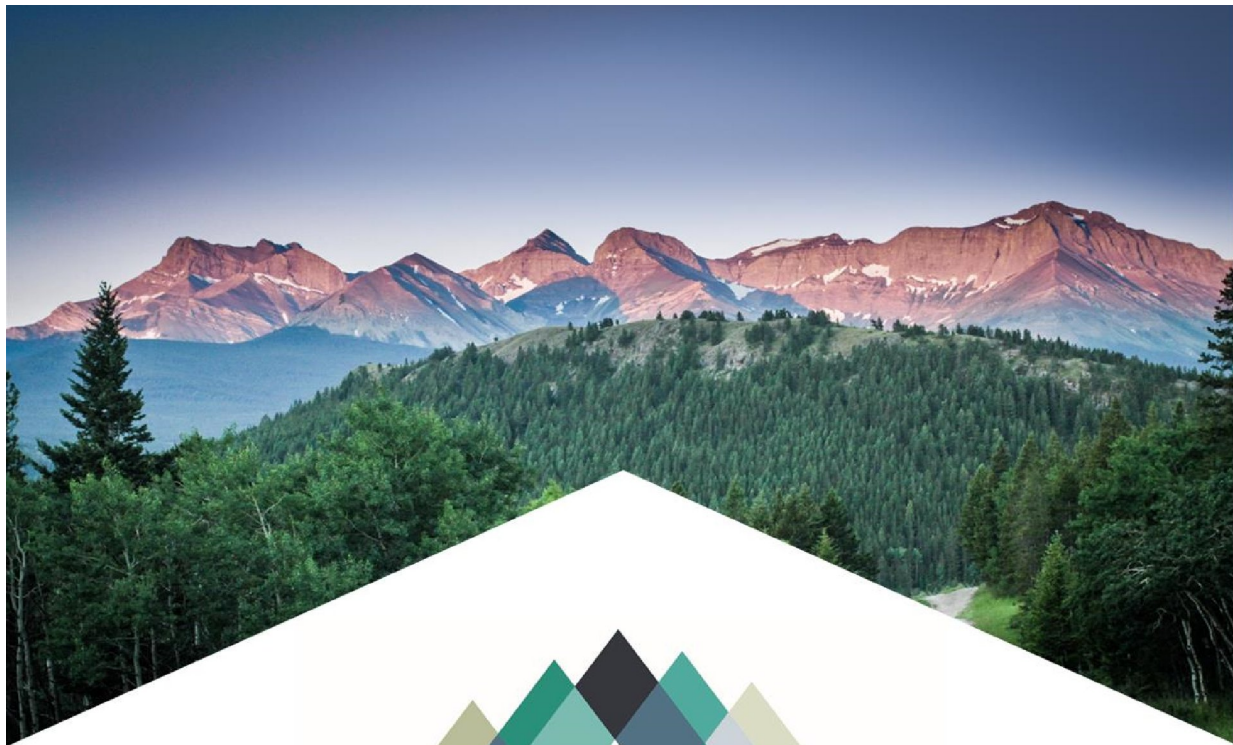
N/A

Financial Impacts:

n/a

Attachments:

[Q4 Fin Report After removing cap Revenue.xlsx](#)



CROWSNEST PASS
Naturally Rewarding

Preliminary Financial Report
Saturday, December 31, 2022

Actual vs Budget Year To Date by Object:

Reporting Period: January 1, 2022 To December 31, 2022 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
ASFF Taxes	2,757,000	3,162,792	405,792	14.72%
Conditional Grants	455,904	455,555	(349)	-0.08%
Donations	22,700	66,252	43,552	191.86%
Franchise Fees	1,319,000	1,196,787	(122,213)	-9.27%
Gain/Loss on Disposal	-	371,265	371,265	100.00%
Inter-Department Revenues	615,035	-	(615,035)	0.00%
Interest and Penalties	143,500	204,803	61,303	42.72%
Investments Interests	85,000	117,563	32,563	38.31%
Licenses and Fees	545,350	767,355	222,005	40.71%
Other Revenues and Cost Recoveries	293,550	1,749,120	1,455,570	495.85%
Property Taxes	9,092,650	10,049,396	956,746	10.52%
Rental Income	309,909	280,573	(29,336)	-9.47%
Sale of Goods and Services	4,669,145	4,655,980	(13,165)	-0.28%
Senior Housing Tax	150,000	149,517	(483)	-0.32%
Transfers from Reserves	60,000	471,707	411,707	686.18%
Total Revenues	20,518,743	23,698,665	3,179,923	15.50%
Expenses:				
Administration	726,448	641,831	(84,617)	-11.65%
Contracted Services	2,539,473	3,084,549	545,076	21.46%
DIP Requisition	4,734	4,704	(30)	-0.63%
Grants to Organizations	1,048,944	1,086,074	37,130	3.54%
Inter-Department Expenses	615,034	-	(615,034)	-100.00%
Operations	3,422,855	4,346,577	923,722	26.99%
Rebates	44,000	46,372	2,372	5.39%
Repairs and Maintenance	290,394	173,601	(116,793)	-40.22%
Requisitions	2,757,000	2,835,958	78,958	2.86%
Salaries, Wages and Benefits	7,375,637	6,884,128	(491,509)	-6.66%
Service Charges and Interest	292,281	300,499	8,218	2.81%
Transfer to Reserves	794,636	1,092,239	297,603	37.45%
Waste Disposal	153,000	149,496	(3,504)	-2.29%
Total Expenses	20,064,437	20,646,027	581,590	2.90%
Long Term Debt Repayment (4510)	454,306	444,393	(9,913)	-2.18%
Total Expense & Debt Repayment	20,518,743	21,090,420	571,677	2.79%
Net Income /(Loss)	0	2,608,246	2,608,246	

Actual vs Budget Year To Date by Department:

Department Summary

Reporting Period: January, 2022 To December 31, 2022 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
CAO Office	-	8,807	8,807	100.00%
Community Services	505,654	587,627	81,973	16.21%
Culture	143,309	149,990	6,681	4.66%
Pool	127,300	63,499	(63,801)	-50.12%
Ski Hill	527,000	497,023	(29,977)	-5.69%
Corporate Services	49,550	75,086	25,536	51.54%
Council	40,000	27,863	(12,137)	-30.34%
Development, Engineer & Operation	4,993,042	6,221,911	1,228,869	24.61%
Finance	261,000	830,884	569,884	218.35%
General Government	13,547,150	14,912,277	1,365,127	10.08%
Protective Services	324,738	323,698	(1,040)	-0.32%
Total Revenue	20,518,743	23,698,665	3,179,923	15.50%
Expenses:				
CAO Office	926,345	694,334	(232,011)	-25.05%
Community Services	1,835,651	1,957,358	121,707	6.63%
Culture	649,407	619,913	(29,494)	-4.54%
Pool	273,610	235,180	(38,431)	-14.05%
Ski Hill	907,366	1,055,962	148,596	16.38%
Corporate Services	762,195	736,476	(25,719)	-3.37%
Council	263,468	320,322	56,854	21.58%
Development, Engineer & Operation	8,071,379	8,837,692	766,313	9.49%
Finance	1,478,683	1,685,801	207,118	14.01%
General Government	3,339,601	3,320,537	(19,064)	-0.57%
Protective Services	1,556,731	1,182,452	(374,279)	-24.04%
Total Expenses	20,064,437	20,646,027	581,590	2.90%
Long Term Debt Repayment	454,306	444,393	(9,913)	-2.18%
Total Expense & Debt Repayment	20,518,743	21,090,420	571,677	2.79%
Net Income /(Loss)	0	2,608,246	2,608,246	

Actual vs Budget Year To Date by Department:

Department: CAO Office

Reporting Period: January, 2022 To December, 2022 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Other Revenues and Cost Recoveries	0	8,807	8,807	100.00%
Total Revenues	0	8,807	8,807	100.00%
Expenses:				
Administration	270,550	227,647	(42,903)	-15.86%
Contracted Services	136,500	87,158	(49,342)	-36.15%
Operations	17,500	11,804	(5,696)	-32.55%
Salaries, Wages and Benefits	476,533	342,462	(134,071)	-28.13%
Transfer to Reserves	25,262	25,262	0	0.00%
Total Expenses	926,345	694,334	(232,011)	-25.05%
Net Total	(926,345)	(685,527)	240,818	26.00%

Actual vs Budget Year To Date by Department:

Department: - Community Services

Reporting Period: January, 2022 To December, 2022 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	208,904	198,405	(10,499)	-5.03%
Donations	16,200	30,276	14,076	86.89%
Other Revenues and Cost Recoveries	10,000	36,857	26,857	268.57%
Rental Income	165,200	169,807	4,607	2.79%
Sale of Goods and Services	105,350	149,585	44,235	41.99%
Transfers from Reserves	0	2,697	2,697	100.00%
Total Revenues	505,654	587,627	81,973	16.21%
Expenses:				
Administration	39,275	43,004	3,729	9.49%
Contracted Services	169,650	151,186	(18,464)	-10.88%
Grants to Organizations	107,000	102,114	(4,886)	-4.57%
Operations	436,490	539,005	102,515	23.49%
Repairs and Maintenance	43,850	21,231	(22,619)	-51.58%
Salaries, Wages and Benefits	957,453	1,009,021	51,568	5.39%
Service Charges and Interest	39,791	41,883	2,092	5.26%
Transfer to Reserves	42,142	49,913	7,771	18.44%
Total Expenses	1,835,651	1,957,358	121,707	6.63%
Net Total	(1,329,997)	(1,369,731)	(39,734)	2.99%

Actual vs Budget Year To Date by Sub-Department:

Department: - Culture

Reporting Period: January, 2022 To December, 2022 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Donations	0	0	0	0.00%
Other Revenues and Cost Recoveries	128,000	126,702	(1,298)	-1.01%
Rental Income	15,309	8,288	(7,020)	-45.86%
Transfers from Reserves	0	15,000	15,000	100.00%
Total Revenues	143,309	149,990	6,681	4.66%
Expenses:				
Administration	51,640	350	(51,290)	-99.32%
Contracted Services	131,400	129,932	(1,468)	-1.12%
Grants to Organizations	395,315	415,331	20,016	5.06%
Operations	37,750	44,679	6,929	18.36%
Repairs and Maintenance	5,000	0	(5,000)	-100.00%
Salaries, Wages and Benefits	0	1,319	1,319	100.00%
Transfer to Reserves	28,302	28,302	0	0.00%
Total Expenses	649,407	619,913	(29,494)	-4.54%
Net Total	(506,098)	(469,923)	36,175	-7.15%

Actual vs Budget Year To Date by Sub-Department:

Department: - Pool

Reporting Period: January, 2022 To December, 2022 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	0	6,600	6,600	100.00%
Donations	0	600	600	100.00%
Other Revenues and Cost Recoveries	2,500	38	(2,462)	-98.46%
Rental Income	10,800	1,535	(9,265)	-85.78%
Sale of Goods and Services	114,000	54,725	(59,275)	-52.00%
Total Revenues	127,300	63,499	(63,801)	-50.12%
Expenses:				
Administration	11,100	8,044	(3,056)	-27.53%
Contracted Services	4,000	2,764	(1,236)	-30.90%
Operations	57,800	76,620	18,820	32.56%
Repairs and Maintenance	1,700	5,973	4,273	251.35%
Salaries, Wages and Benefits	158,576	101,747	(56,829)	-35.84%
Service Charges and Interest	33,394	32,991	(403)	-1.21%
Transfer to Reserves	7,040	7,040	0	0.00%
Total Expenses	273,610	235,180	(38,431)	-14.05%
Net Total	(146,310)	(171,681)	(25,370)	-17.34%

Actual vs Budget Year To Date by Sub-Department:

Department: - Ski Hill

Reporting Period: January, 2022 To December, 2022 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	16,000	8,550	(7,450)	-46.56%
Donations	6,500	4,125	(2,375)	-36.54%
Licenses and Fees	0	4,527	4,527	100.00%
Other Revenues and Cost Recoveries	12,500	1,530	(10,970)	-87.76%
Rental Income	73,500	56,714	(16,786)	-22.84%
Sale of Goods and Services	418,500	421,576	3,076	0.74%
Total Revenues	527,000	497,023	(29,977)	-5.69%
Expenses:				
Administration	18,625	12,124	(6,501)	-34.91%
Contracted Services	23,500	40,382	16,882	71.84%
Operations	242,095	340,053	97,958	40.46%
Repairs and Maintenance	16,300	26,206	9,906	60.77%
Salaries, Wages and Benefits	573,418	602,019	28,601	4.99%
Service Charges and Interest	7,000	8,750	1,750	25.00%
Transfer to Reserves	26,428	26,428	0	0.00%
Total Expenses	907,366	1,055,962	148,596	16.38%
Net Total	(380,366)	(558,939)	(178,573)	46.95%

Actual vs Budget Year To Date by Department:

Department: Corporate Services

Reporting Period: January, 2022 To December, 2022 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Investments Interests	0	17,678	17,678	100.00%
Other Revenues and Cost Recoveries	49,550	55,989	6,439	13.00%
Transfers from Reserves	0	1,419	1,419	100.00%
Total Revenues	49,550	75,086	25,536	51.54%
Expenses:				
Administration	79,727	68,916	(10,811)	-13.56%
Contracted Services	7,300	6,017	(1,283)	-17.58%
Operations	25,750	19,092	(6,658)	-25.86%
Salaries, Wages and Benefits	621,525	596,880	(24,645)	-3.97%
Transfer to Reserves	27,893	45,571	17,678	63.38%
Total Expenses	762,195	736,476	(25,719)	-3.37%
Net Total	(712,645)	(661,390)	51,255	7.19%

Actual vs Budget Year To Date by Department:

Department: Council

Reporting Period: January, 2022 To December, 2022 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Other Revenues and Cost Recoveries	0	5,863	5,863	100.00%
Transfers from Reserves	40,000	22,000	(18,000)	-45.00%
Total Revenues	40,000	27,863	(12,137)	-30.34%
Expenses:				
Administration	24,900	25,151	251	1.01%
Contracted Services	41,200	73,252	32,052	77.80%
Grants to Organizations	0	22,000	22,000	100.00%
Operations	9,500	10,085	585	6.15%
Salaries, Wages and Benefits	181,339	183,305	1,966	1.08%
Transfer to Reserves	6,529	6,529	0	0.00%
Total Expenses	263,468	320,322	56,854	21.58%
Net Total	(223,468)	(292,458)	(68,991)	-30.87%

Actual vs Budget Year To Date by Department:

Department: Development, Engineering & Operations

Reporting Period: January, 2022 To December, 2022 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	4,500	0	(4,500)	-100.00%
Gain/Loss on Disposal	0	106,305	106,305	100.00%
Inter-Department Revenues	615,035	0	(615,035)	-100.00%
Licenses and Fees	283,350	292,158	8,808	3.11%
Other Revenues and Cost Recoveries	0	1,371,124	1,371,124	100.00%
Rental Income	45,000	44,158	(842)	-1.87%
Sale of Goods and Services	4,025,157	4,017,573	(7,584)	-0.19%
Transfers from Reserves	20,000	390,591	370,591	1,852.96%
Total Revenues	4,993,042	6,221,911	1,228,869	24.61%
Expenses:				
Administration	78,986	83,869	4,883	6.18%
Contracted Services	1,231,500	2,075,315	843,815	68.52%
Inter-Department Expenses	559,506	0	(559,506)	-100.00%
Operations	2,080,077	2,689,341	609,265	29.29%
Repairs and Maintenance	222,264	119,433	(102,830)	-46.27%
Salaries, Wages and Benefits	3,018,074	2,887,056	(131,018)	-4.34%
Service Charges and Interest	164,196	171,212	7,016	4.27%
Transfer to Reserves	563,776	661,970	98,194	17.42%
Waste Disposal	153,000	149,496	(3,504)	-2.29%
Total Expenses	8,071,379	8,837,692	766,313	9.49%
Net Total	(3,078,337)	(2,615,781)	462,556	-15.03%

Actual vs Budget Year To Date by Department:

Department: Finance

Reporting Period: January, 2022 To December, 2022 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	120,000	121,821	1,821	1.52%
Donations	0	27,035	27,035	100.00%
Gain/Loss on Disposal	0	264,960	264,960	100.00%
Licenses and Fees	141,000	388,307	247,307	175.39%
Other Revenues and Cost Recoveries	0	27,504	27,504	100.00%
Sale of Goods and Services	0	1,258	1,258	100.00%
Total Revenues	261,000	830,884	569,884	218.35%
Expenses:				
Administration	131,700	139,276	7,576	5.75%
Contracted Services	370,000	301,986	(68,014)	-18.38%
Operations	273,900	387,275	113,375	41.39%
Rebates	0	9,958	9,958	100.00%
Repairs and Maintenance	0	216	216	100.00%
Salaries, Wages and Benefits	635,588	515,996	(119,592)	-18.82%
Service Charges and Interest	26,000	24,639	(1,361)	-5.23%
Transfer to Reserves	41,495	306,455	264,960	638.53%
Total Expenses	1,478,683	1,685,801	207,119	14.01%
Net Total	(1,217,683)	(854,917)	362,766	-29.79%

Actual vs Budget Year To Date by Department:

Department: General Government

Reporting Period: January, 2022 To December, 2022 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
ASFF Taxes	2,757,000	3,162,792	405,792	14.72%
Conditional Grants	0	0	0	0.00%
Donations	0	4,215	4,215	100.00%
Franchise Fees	1,319,000	1,196,787	(122,213)	-9.27%
Interest and Penalties	143,500	204,803	61,303	42.72%
Investments Interests	85,000	99,885	14,885	17.51%
Licenses and Fees	0	4,882	4,882	100.00%
Property Taxes	9,092,650	10,049,396	956,746	10.52%
Seniors Housing Taxes	150,000	149,517	(483)	-0.32%
Transfers from Reserves	0	40,000	40,000	100.00%
Total Revenues	13,547,150	14,912,277	1,365,127	10.08%
Expenses:				
DIP Requisition	4,734	4,704	(30)	-0.63%
Grants to Organizations	546,629	546,629	0	0.00%
Operations	0	594	594	100.00%
Rebates	44,000	36,414	(7,586)	-17.24%
Requisitions	2,757,000	2,835,958	78,958	2.86%
Transfer to Reserves	(12,762)	(103,762)	(91,000)	713.05%
Total Expenses	3,339,601	3,320,537	(19,064)	-0.57%
Net Total	10,207,549	11,591,740	1,384,191	13.56%

Actual vs Budget Year To Date by Department:

Department: Protective Services

Reporting Period: January, 2022 To December, 2022 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	106,500	120,180	13,680	12.84%
Licenses and Fees	121,000	77,481	(43,519)	-35.97%
Other Revenues and Cost Recoveries	91,000	114,705	23,705	26.05%
Rental Income	100	70	(30)	-30.00%
Sale of Goods and Services	6,138	11,263	5,125	83.49%
Total Revenues	324,738	323,698	(1,040)	-0.32%
Expenses:				
Administration	19,945	33,449	13,504	67.70%
Contracted Services	424,423	216,557	(207,866)	-48.98%
Inter-Department Expenses	55,528	0	(55,528)	-100.00%
Operations	241,993	228,027	(13,966)	-5.77%
Repairs and Maintenance	1,280	542	(738)	-57.68%
Salaries, Wages and Benefits	753,132	644,324	(108,808)	-14.45%
Service Charges and Interest	21,900	21,023	(877)	-4.00%
Transfer to Reserves	38,531	38,531	0	0.00%
Total Expenses	1,556,731	1,182,452	(374,279)	-24.04%
Net Total	(1,231,993)	(858,754)	373,239	30.30%



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 7, 2023

Agenda #: 10.a

Subject: Municipal Planning Commission Discussion Administrative Report - Councillor Ward

Recommendation: That Council have discussion on any additional request for information to be added to the Administrative Report concerning the Municipal Planning Commission to come back to Council at a future meeting.

Executive Summary:

Councillor Ward requested that the MPC Discussion come back to Council to enable a request for additional information be added to the motion that was passed on February 28th, as follows:

06-2023-02-28: Mayor Painter moved that Administration provide a report to Council for the March 14th Council meeting containing Municipal Planning Commission meeting statistics.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Councillor Ward requested that the MPC discussion be added to this meeting for a request for additional information.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments: