



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, March 14, 2023 at 1:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Crowsnest Pass Senior Housing Board of January 23, 2023
- 3.b Alberta SW Board Minutes of February 1, 2023 and March Bulletin
- 3.c Minutes of the ORRSC Board of Directors Meeting of December 1, 2022

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of March 7, 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 Proposal for a Community Outdoor Rink - Stacy Kozak

7. REQUESTS FOR DECISION

- 7.a Bylaw 1132, 2022 - Land Use Bylaw Amendment: rezone a portion of Lot 1MR Block 3 Plan 8311587 from Recreation & Open Space RO-1 to Grouped Country Residential GCR-1, and a portion of NW 21-7-3-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1 - *First Reading*
- 7.b Bylaw 1144, 2023 - Land Use Bylaw Amendment: rezone Lot 9, Block 22, Plan 6808CU (8521 20 Avenue, Coleman) from Retail Commercial C-1 to Drive-In Commercial C-2 - *First Reading*
- 7.c Revise Policy 2000-04 - Disposal of Municipal Lands and Reserves.
- 7.d Policy Repeals
- 7.e Service Areas Update
- 7.f Procedure Bylaw

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

11. IN CAMERA

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 14, 2023

Agenda #: 3.a

Subject: Minutes of the Crowsnest Pass Senior Housing Board of January 23, 2023

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of January 23, 2023 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Crowsnest Pass Senior Housing Board provides their minutes to keep Council apprised of activities with Senior Housing.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[CPSH January 23, 2023.pdf](#)



BOARD MEETING MINUTES

January 23, 2023

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, January 23, 2023 at 10:05 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 Stelmachovich: Vice-Chairperson, Marlene Anctil: 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 10:05 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Move 12.1 Bargaining update into camera

3. APPROVAL OF AGENDA

- 3.1 Motion #01/23 to approve the agenda as amended. — Dean Ward – cd.

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion # 02/23 to approve the minutes of the meeting held December 19, 2022 as presented. — Cathy Painter – cd.

5. BUSINESS ARISING FROM THE MINUTES

Parking lot burnt out lights are fixed at SCU Techumseh
YCL repair delayed due to ice build-up.
New Board of Directors expense form complete.

6. CORRESPONDENCE

- 6.1 Funding letter
#03/23 Motion to accept as information – Susan Demchuck – cd.

7. GUEST ATTENDANCE

- 7.1 Pauline from the Residents Association attended to speak on:
 - Fundraising Goals – eliminate buss fees, purchasing planters, shading and seating
 - Obtaining a liquor license – where is the liability, more information is required from Pauline

8. MANAGEMENT REPORTS

- 8.1 #04/23 motion to approve the Report from Management as presented – Dean Ward – cd.

9. FINANCIAL REPORT

- 9.1 #05/23 Motion to approve the financial statement as presented – Susan Demchuck – cd
- 9.2 #06/23 motion to requisition \$150000.00 for operating reserve – Susan Demchuck – unanimous
- 9.3 #07/23 motion to accept municipal grant as per municipal budget \$440929.00 – Susan Demchuck – unanimous

10. BOARD CHAIRPERSON REPORT

- 10.1 No Report

11. OTHER BOARD REPORTS

- 11.1 No Report

12. OLD BUSINESS

- 12.1 Cell Phone issues are in the process of being resolved, Emergency call system still experiencing issues, landlines are cutting in/out. There will be a walk-thru and extra training done with the provider company

13. NEW BUSINESS

- 13.1 Emergency Response Plan approved.
- 13.2 Policy 4.01 Resident: Rental Rate, Payment and Refund Policy
#08/23 Motion to accept Policy 4.01 as amended removing dollar amounts – Dean Ward - cd
- 13.3 Policy Programs 1.0 Resident and Family Council
#09/23 motion to accept policy Programs 1.0 – Dean Ward – cd
- 13.4 Policy Resident Care 2.02 Fall Prevention and Management
#10/23 motion to accept as amended including calling families in the checklist – Dean Ward – cd
- 13.5 Contingency Plan for Interruption of Services Policies
- 1.0 #11/23 motion to accept Fire Alarm/Sprinkler Systems – Cathy Painter – cd
- 1.1 #12/23 motion to accept Natural Gas – Dave Filipuzzi – cd
- 1.2 #13/23 motion to accept Loss of Water – Dean Ward – cd
- 1.3 #14/23 motion to accept Boil Water Advisory – Dean Ward – cd
- 1.4 #15/23 motion to accept Power – Dave Filipuzzi – cd
- 1.5 #16/23 motion to accept Food Services – Cathy Painter – cd
- 1.6 #17/23 motion to accept Food – Cathy Painter – cd

Crowsnest Pass Senior Housing
Board Meeting Minutes

- 1.7 #18/23 motion to accept Laundry – Marlene Anctil – cd
- 1.8 #19/23 motion to accept Elevator – Dean Ward – cd

13. IN CAMERA

- 13.1 Motion #20/23 to go In Camera at 1:01P.M. –Marlene Anctil – cd
- 13.2 Motion #21/23 to come out of Camera at 1:08PM – Cathy Painter - cd

14. ADJOURNMENT

- 14.2 Motion #22/23 to adjourn at 1:08pm – Dave Filipuzzi - cd



Debi Ruzek – Board Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 14, 2023

Agenda #: 3.b

Subject: Alberta SW Board Minutes of February 1, 2023 and March Bulletin

Recommendation: That Council accept the Alberta SW Board Minutes of February 1, 2023 and March Bulletin as information.

Executive Summary:

Minutes of external boards and committees are submitted to Council for their information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Alberta SW provides their minutes to member municipalities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 AlbertaSW Board Minutes 02-01 approved plus Exec Dir Report.pdf](#)

Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday, February 1, 2023 - Cardston County



Board Representatives

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

Victor Czop, Nanton (alt)
Rick Lemire, MD Pincher Creek (alt)
Dale Gugala, Stavely
Keith Robinson, Waterton

Resource Staff and Guests

Linda Erickson, PrairiesCan
Tony Walker, CF Alberta Southwest
Bev Thornton, AlbertaSW

- 1 Call to Order/ Chair Brent Feyter called the meeting to order.
- 2 Approval of Agenda Moved by Cam Francis THAT the agenda be approved as presented.
Carried. [2023-02-835]
- 3 Approval of Minutes Moved by Blair Painter THAT the Minutes of December 7, 2022, be approved as presented.
Carried. [2023-02-836]
- 4 Approval of Cheque Register Moved by Dale Gugala THAT cheques #3149 to #3172 be approved as presented.
Carried. [2023-02-837]
- 5 Economic Development 101 for Elected Officials This training event will be held on February 10, 2023 in Fort Macleod. Reminders will follow up with each community to confirm attendance.
- 6 EDA Leaders' Summit and Conference Economic Developers Alberta Conference will be held April 12-14, 2023, in Kananaskis. www.edaalberta.ca for details
- 7 Blackfoot Signage Project AlbertaSW and Community Futures will take next steps to draft a proposed project plan for communications, research, scope and options.
- 8 On-line tools/resources AlbertaSW website platform and content will be updated.
AlbertaSW and Community Futures have partnered to implement Connect4Commerce on-line tool for investment opportunities in all communities.
AlbertaSW, SouthGrow and Economic Development Lethbridge have partnered to implement localintel tool that will have comprehensive regional data and offer capacity for any community to opt in and have its own data displayed.
Further follow up with CAOs and EDOs.
- 9 Expression of Interest and Qualifications (EIQ) Board reviewed the draft of a request for Expressions of Interest from service providers in the region who can provide Research and Communication Services.
Consensus: circulate the request and compile a Resource List for future projects.
- 10 NRED Grant Application An application has been submitted to the Northern and Regional Economic Development Grant program to develop an inventory of assets, products and services related to manufacturing, energy, construction, ag processing (MECAP).

- | | | |
|----|-------------------------------|---|
| 11 | Operations Plan and Reporting | The 2023-2024 Operations Plan was submitted in mid-January, and the provincial funding contract for next fiscal year was signed on February 1, 2023. Operations Plan available by request to bev@albertasouthwest.com |
| 12 | Executive Director Report | Accepted as information. |
| 13 | Roundtable Reports | Accepted as information. |
| 14 | Upcoming Board Meeting | ➤Wednesday, March 1, 2023 – Claresholm |
| 15 | Adjourn | Moved by Blair Painter THAT the meeting be adjourned.
Carried. [2023-02-838] Approved March 1, 2023 |

Executive Director Report February 2023

MEETINGS and PRESENTATIONS

Feb 1: AlbertaSW Board meeting, Cardston

Feb 2: Meeting with Alberta Ag Investment attraction team re: Glenwood facility, Teams

Feb 3: Meeting with Pincher Creek EDO and Energy Manager, Zoom

Feb 3: Meeting with Growth Alberta Chair re: REDA presentation at EDA, Zoom

Feb 7: RINSA meeting, Lethbridge Chamber office

Feb 7: Small Business Stakeholder Consultation, Minister Martin Long, Provincial Building, Lethbridge

Feb 8: REDA Managers meeting re: EDA, Zoom

Feb 8: Meeting with CF Highwood, Teams

Feb 9: Meeting with Green Destinations re: 2023 audit, Zoom

Feb 9: Meeting with ATCO and University of Lethbridge prof and students re: mapping project, Teams

Feb 9: Webinar re: Alberta Agri-Processing Investment Tax Credit, Teams

Feb 10: EDA Economic Development 101 for Elected Officials, Fort Macleod

Feb 13: Project Copper-Invest Alberta Partner information Session, Teams

Feb 14: Ag Value Added Investments, Alberta Ag and JEND, Teams

Feb 14: Green Destinations and Crown Geotourism Council, introductory meeting, Zoom

Feb 15: Economic Development Lethbridge (EDL) Board meeting, Tecconnect

Feb 15: AltaLink presentation to MD Pincher Creek [regrets]

Feb 16: Meeting with ATCO and University of Lethbridge prof and students re: mapping project, Teams

Feb 17: Meeting with REDA Managers re: presentation at EDA, Zoom

Feb 17: H3TDA Board Meeting, Teams

Feb 22: Invest Alberta-Alberta Ag Investment Team meeting re: Saputo facility, Teams

Feb 23: Energy Forum, Claresholm (cancelled)

Feb 23: Planning meeting with RDN and InnoVisions, re: READI Employer workshop, Zoom

Feb 23: AEDO Committee meeting, Zoom

Feb 27: RINSA partners meeting with entrepreneur, Zoom

PROJECT MANAGEMENT and REPORTING

- Preparation for Elected Officials 101
- CARES final report submitted (Feb 28)
- Draft EDA Award submissions (due March 10)
- Responses to investor inquiries from Alberta Ag, JEND and Invest Alberta
- Provide additional documents to Travel Alberta consultations
- Compile regional and community profile information for Connect4Commerce
- Further planning for multi-regional localintel project with SouthGrow and EDL

INVESTMENT ATTRACTION and REGIONAL PROMOTION

- Develop details for REDA presentation at EDA 2023
- University of Lethbridge student mapping project based on ATCO Peaks to Prairies data
- Investment inquiries from Alberta Ag
- Investment inquiries from Invest Alberta
- Set up ongoing regular “Investment Opportunity Network” (ION) meetings
- Circulate call for expressions of interest for web and media services resource list

UPCOMING EVENTS

❖ Tuesday March 7, 2023

Green Destinations Award presentations at ITB Berlin Conference.

❖ Monday, March 27, 2023

Newcomer Employment Workshop

10:30am-3:00pm, lunch included

REO Hall, 470- 17 St Fort Macleod

Details in separate document.

❖ March 30, 2023

SouthGrow Economic Summit – details coming soon.

Sandman Signature Lethbridge Lodge

Details in separate document.

NEWCOMER EMPLOYMENT WORKSHOP

for local employers

*no cost for
registered
participants

Monday, March 27, 2023

REO Hall, Fort Macleod
470-17 St. | 10:30 am to 3:00 pm
lunch included

Network with other local
businesses and learn about:

- The needs of newcomers in the workplace
- Settlement, integration & inclusion
- Intercultural training
- Best practices

To register, contact:
soheilah@ruraldevelopment.ca or
ztaylor@lfsfamily.ca | 403-320-1589



WHAT WILL I LEARN?



Module 1 – Newcomers in the Community and Workplace

- Settlement, Integration and Social Inclusion
- Best practices for integrating new workers/orientation into the workforce
- Case studies – Employers who were successful in their integration of newcomers
- Welcoming and inclusive organizations and communities
- Strategies for measuring and developing workplace inclusion



Module 2 – Intercultural Training

- Understanding equity, diversity and inclusion
- Communicating with workers whose first language is not English
- Intercultural communication and conflict management
- Understanding culture, tradition and customs
- Bridging the gap between newcomer and local workers
- **Networking with other local employers from various industries**

*Modules will include associated workbooks, slides and resources for employers

To register, contact:
soheilah@ruraldevelopment.ca or
ztaylor@lfsfamily.ca | 403-320-1589

Alberta SouthWest Bulletin February 2023

Regional Economic Development Alliance (REDA) Update

❖ Conversation with the MLA

Always a pleasure when Livingstone-Macleod MLA Roger Reid can join us. We appreciate his advocacy for the region, supporting initiatives in housing, education, and workforce development, representing Alberta interests as part of the Pacific North West Economic Region (PNWER).



❖ Education Innovation

Lori Hodges, Livingstone Range School Division trustee, reported on forward-thinking initiatives. Did you know?

➤ There are 64 students from Austria, Australia, Brazil, France, Germany, Italy, Japan, Spain, and Turkey attending high school in Nanton, Claresholm, Fort Macleod, Pincher Creek, and Crowsnest Pass. The goal is to have up to 15 international students in each school, and there is opportunity to be a host family for a student. This is an enriching experience, building international relationships and friendships.

➤ Students can earn high school AND post-secondary credit! Collaboration and partnership with southern Alberta post-secondary institutions provides students opportunities and choice to begin career pathways. At a limited charge to students, courses may be offered at a high school, at the University or College, online or a combination of both. High school students gain a deeper understanding of the college or university experience! <https://www.lrsd.ca/services/lrsd-pursuit/dual-credit>

❖ Connect4Commerce is underway

AlbertaSW, in partnership with Community Futures, is implementing a business-to-business platform to list and promote investment opportunities in all our communities. Each community has identified a municipal contact person to collaboratively learn how the system will work, and to create a system and process that will be an effective way to promote investment opportunities. More details to come!

UPCOMING EVENTS

❖ Monday, March 27, 2023

10:30am-3:00pm, lunch included - REO Hall, 470-17 St Fort Macleod.

Rural Development Network Pilot Project to add talent to our workforce!

Newcomer Workshop for Employers

➤ Contact bev@albertasouthwest.com for details and link to register.

This “speed learning” format is an opportunity to network with other local businesses and share key concepts such as:

- The needs of newcomers in the workplace
- Settlement, integration, and inclusion
- Best practices for employers from all industries

Alberta SouthWest Regional Economic Development Alliance

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

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

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

bev@albertasouthwest.com

www.albertasouthwest.com





Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 14, 2023

Agenda #: 3.c

Subject: Minutes of the ORRSC Board of Directors Meeting of December 1, 2022

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

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Oldman River Regional Services Commission provides their Board of Directors meeting minutes to member municipalities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2022-12-01 ORRSC Board of Directors Meeting Minutes - Final.pdf](#)



OLDMAN RIVER REGIONAL SERVICES COMMISSION

BOARD OF DIRECTORS' MEETING

MINUTES

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

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

BOARD OF DIRECTORS:

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

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

STAFF:

Bonnie Brunner Senior Planner
Mike Burla Senior Planner
Ryan Dyck Planner
Steve Harty Senior Planner
Raeanne Keer Executive Assistant

Lenze Kuiper Chief Administrative Officer
Kattie Schlamp Assistant Planner
Gavin Scott Senior Planner
Jaime Thomas GIS Analyst
Hailey Winder Planner

Chair Gordon Wolstenholme called the meeting to order at 7:00 pm.

1. APPROVAL OF AGENDA

Moved by: Christopher Northcott

THAT the Board adopts the Agenda for December 1, 2022, as presented.

CARRIED

2. RECOGNITION OF MEMBERS AND ALTERNATE MEMBERS FOR 2023

a. Members and Alternates 2023
- 2023 Meeting Calendar

The Board reviewed the list of Member and Alternate Members for 2023 and the 2023 meeting calendar.

3. ELECTION OF EXECUTIVE COMMITTEE FOR 2023

a. Nomination Information

M. Burla, Senior Planner, presented the Executive Committee Election process to the Board.

L. Kuiper stated that 1 nomination was received for the position of Chair, Mr. Gordon Wolstenholme of the Town of Fort Macleod.

L. Kuiper inquired if there were any nominations from the floor for the position of Chair.

There were none.

L. Kuiper inquired a second and third time to if there were any nominations from the floor for the position of Chair, and there were none.

Mr. Gordon Wolstenholme was proclaimed Chair of the Executive Committee of the Oldman River Regional Services Commission Board of Directors.

L. Kuiper stated that 1 nomination was received for the position of Vice Chair, Mr. Don Anderberg of the Town of Pincher Creek.

L. Kuiper inquired if there were any nominations from the floor for the position of Vice Chair.

There were none.

L. Kuiper inquired a second and third time to if there were any nominations from the floor for the position of Vice Chair, and there were none.

Mr. Don Anderberg was proclaimed Vice Chair of the Executive Committee of the Oldman River Regional Services Commission Board of Directors.

L. Kuiper, Chief Administrative Officer, stated that Administration had received 5 nomination forms during the nomination period for the Executive Committee Members, 1 rural member and 4 urban members. L. Kuiper reviewed the list of candidates, Victor Czap of the Town of Nanton, Christopher Northcott of Vulcan County, Jesse Potrie of the Town of Coalhurst, Brad Schlossberger of the Town of Claresholm, and Neil Sieben of the Town of Raymond.

L. Kuiper stated that in accordance with Board of Directors and Executive Committee Bylaw 2021-01, Section 15.2 the Executive Committee is to be comprised of a minimum of 2 urban members and 2 rural members and noted that at this time only 1 nomination from a rural member had been received.

L. Kuiper stated that the Board could continue though acclamation to accept the nominations that were received notwithstanding Section 15.2 of Bylaw 2021-01, or nominations could be received from the floor.

The Board discussed Bylaw 2021-01 and the rural members present at the Organizational Meeting.

Allan Burton, Town of Cardston, nominated David Cody of the County of Warner as a member of the Executive Committee.

Roger Houghton, Cardston County, seconded the nomination of David Cody, County of Warner to the Executive Committee.

D. Cody accepted the nomination.

David Cody and Christopher Northcott were acclaimed to the Executive Committee to fulfill the rural membership requirements in accordance with Bylaw 2021-01, therefore they were not included on the election ballots.

ORRSC staff handed out ballots to eligible voting members of the Board, and completed ballots were collected.

The Board continued with the meeting as ORRSC Staff tallied the ballots.

4. APPROVAL OF MINUTES

Moved by: Brad Schlossberger

THAT the Board approves the meeting minutes of September 1, 2022, as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

6. REPORTS

- a. Executive Committee Report**
 - **September 2022 – November 2022**

Chair Wolstenholme presented the Executive Committee Report to the Board

7. BUSINESS

a. Proposed 2023 Budget
- Proposed Budget for Consideration

L. Kuiper presented the proposed 2023 Budget, highlighting an increase to membership fees, subdivision fees, and a cost-of-living increase for staff salaries and wages.

L. Kuiper stated that the budget was reviewed by the Executive Committee at their October and November 2022 Meetings, and in November a resolution was passed to present the 2023 Budget to the Board of Directors and recommended that the Board approves the Budget as presented.

b. Proposed 5 Year Capital Plan
- 2023-2027

L. Kuiper presented the proposed 5 Year Capital Plan to the Board, highlighting that a third vehicle will be purchased in 2023, from funds that were budgeted in 2020 but not spent as a third vehicle was not needed during the pandemic.

Moved by: Richard DeBolt

THAT the Board approves the 2023 Budget and 5 Year Capital Plan, as presented.

CARRIED

4. ELECTION OF EXECUTIVE COMMITTEE FOR 2023 - continued

a. Nomination Information – continued

M. Burla announced that the votes for the Executive Committee Members had been tallied.

M. Burla stated that the following candidates, in no specific order, were elected to the Executive Committee:

- Jesse Potrie
- Brad Schlossberger
- Neil Sieben.

The Board congratulated the 2023 Executive Committee Members.

Moved by: Christopher Northcott

THAT the Board approves the destruction of the 2023 Executive Committee ballots.

CARRIED

7. BUSINESS - continued

c. Subdivision Activity
- As of October 2022

L. Kuiper presented the subdivision statistics as of October 31, 2022, noting that they do vary from year to year depending on several economic factors.

d. Assessment Appeal Activity
- 2022 Assessment Appeal Board Statistics

L. Kuiper presented the 2022 Assessment Appeal Board statistics to the Board.

e. Subdivision and Development Appeal Board Statistics
- As of November 2022

L. Kuiper presented the Subdivision and Development Appeal Board statistics, as of November 2022 to the Board.

f. ORRSC Periodical & GIS Update

R. Dyck, Planner, presented the Winter 2022 edition of the ORRSC Periodical.

J. Thomas, GIS Analyst, presented an update on current and future GIS projects.

8. ACCOUNTS

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

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of October 31, 2022.

Moved by: Gerry Baril

THAT the Board approves Balance Sheet and Comparative Income State, as of October 31, 2022, as presented.

CARRIED

L. Kuiper presented 15 Year Service Awards to Bonnie Brunner and Gavin Scott.

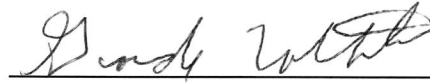
9. NEW BUSINESS

There was no new business discussed.

10. NEXT MEETING – March 2, 2023; 7:00 pm

11. ADJOURNMENT

With no further questions and nothing further to discuss, Chair Gordon Wolstenholme adjourned the meeting, the time being 8:20 pm.



Gordon Wolstenholme, Chair



Lenze Kuiper, Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 14, 2023

Agenda #: 4.a

Subject: Minutes of the Council Meeting of March 7, 2023

Recommendation: That Council adopt the Minutes of the Council Meeting of March 7, 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 03 07 Council Meeting Minutes.docx](#)



Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, March 7, 2023

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, March 7, 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
Kristin Ivey, Deputy Chief Administrative Officer
Brian McCulloch, Director of Finance
Johan van der Bank, Manager of Planning and Development
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

Amendments:

Consent Agenda

- b) MD of Pincher Creek - Letter to Honourable Nate Horner, Minister of Agriculture and Irrigation of February 27, 2023 – Move to Councillor Inquiries and Notice of Motion 10.b – Councillor Ward

01-2023-03-07: Councillor Filipuzzi moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2023-03-07: Councillor Glavin moved that Council approve the following Consent Agenda items as amended without debate:

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

Carried

ADOPTION OF MINUTES

03-2023-03-07: Councillor Girhiny moved to adopt the Minutes of the Council Meeting of February 28, 2023 as presented.

Carried

PUBLIC HEARINGS

None

DELEGATIONS

Crowsnest Nordic Ski Club - Program Update - Caleb Schulz

Caleb Schulz of the Crowsnest Nordic Ski Club was in attendance to present Council with an update on the success of the funding model change and to showcase what the club has been doing for the last five years.

REQUESTS FOR DECISION

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

04-2023-03-07: Councillor Glavin moved first reading of 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.

Carried

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

05-2023-03-07: Councillor Ward moved first reading of 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.

Carried

Policy 2001-03 - Encroachment Policy

06-2023-03-07: Councillor Girhiny moved to defer the discussion on Policy 2001-03 Encroachment Policy until the April 4, 2023 meeting, and to bring back the policy for discussion at subsequent meetings until a resolution is reached.

Carried

Q4 2022 Preliminary Financial Report

07-2023-03-07: Councillor Filipuzzi moved to accept the Q4 2022 Preliminary Financial Report as information.

Carried

COUNCIL MEMBER REPORTS

Council reports since the February 28, 2023 meeting of Council:

- Councillor Girhiny
 - Attended the Pass Powderkeg Ski Society (PPKSS)
 - The Society has supported a food assistance program for kids in need at the ski hill.
 - The PPKSS asked if Council would consider judging the slush cup on Sunday, March 26th
 - Councillors Filipuzzi, Sygutek and Girhiny volunteered
- Councillor Filipuzzi
 - Attended the Golf Course open house
 - Upgrading 7 holes at a cost of over 3 million dollars for a period of 5 to 7 years
 - Noted that the course is an excellent tourist attraction for our community
- Mayor Painter
 - Attended the AB SW meeting,
 - Discussion was held regarding opportunities to provide low income housing in each community using an economical approach. It was proposed that a building plan be developed that can be used in each community across the region with customizations as needed.

PUBLIC INPUT PERIOD

None

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Municipal Planning Commission Discussion Administrative Report - Councillor Ward

08-2023-03-07: Councillor Ward moved that Administration also provide an analysis of statistics from May of 2022 to illustrate the timelines of issuing permits to those that are referred to the Municipal Planning Commission for approval versus the ones completed by Administration.

Carried

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

09-2023-03-07: Councillor Glavin moved that Administration write a letter inquiring as to the water allocation for the Municipality and to request provision of the original agreement showing the allocation to the neighboring municipalities.

Carried

IN CAMERA

10-2023-03-07: 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 recess at 9:37 pm:

- a) Personal Privacy – Board Member Recommendation – FOIP Act Section 17
- b) Personal Privacy - Agricultural Fieldman Position - *FOIP Act Section 17*
- c) Economic Interests of the Public Body - Land Purchase Application - *FOIP Act Section 25*
- d) Economic Interests of the Public Body - Municipal Lands - FOIP Act Section 25

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 9:45 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

11-2023-03-07: Councillor Sygutek moved that Council come out of In Camera at 11:22 pm.

Carried

12-2023-03-07: Councillor Sygutek moved that Council accept the recommendation from the Family and Community Support Services Advisory Committee and appoint Barbara Kelly to the remainder of a three year term concluding on December 31, 2023.

Carried

13-2023-03-07: Councillor Kubik moved that Council accept the offer to purchase a portion of the road allowance adjacent to the west end of SW8-8-4-W5M containing approximately 13,200 square feet.

Defeated

14-2023-03-07: Councillor Filipuzzi moved that Council proceeds with completing a preliminary assessment on the former Coleman lagoons site with funding from the Land Sale Reserve.

Carried

ADJOURNMENT

15-2023-03-07: Councillor Filipuzzi moved to adjourn the meeting at 11:24 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 14, 2023

Agenda #: 6.a

Subject: Proposal for a Community Outdoor Rink - Stacy Kozak

Recommendation: That Council accept the Proposal for a Community Outdoor Rink as information.

Executive Summary:

A delegation request was received from Stacy Kozak to present the idea of installing an outdoor rink in the community starting next winter.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

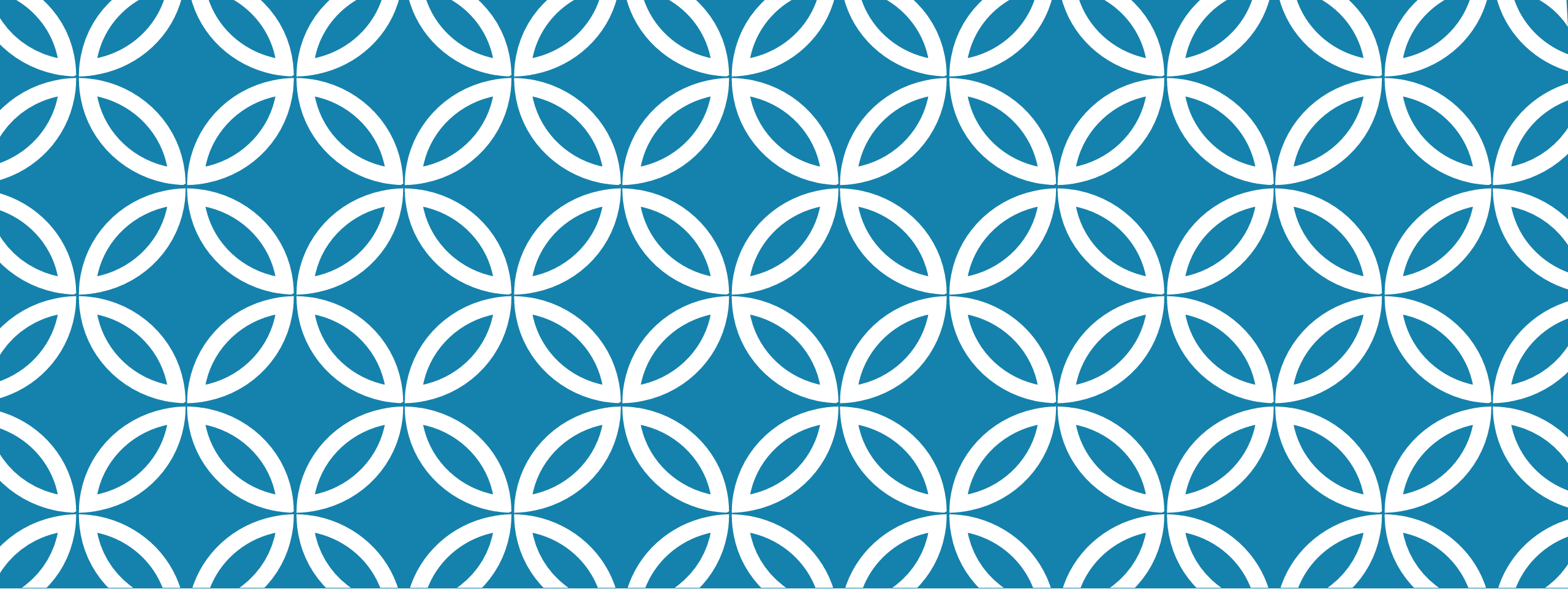
n/a

Financial Impacts:

Unknown

Attachments:

[Stacy Kozak ODR - March 14, 2023.pdf](#)



CNP OUTDOOR RINK PROPOSAL AND DISCUSSION

March 14, 2022

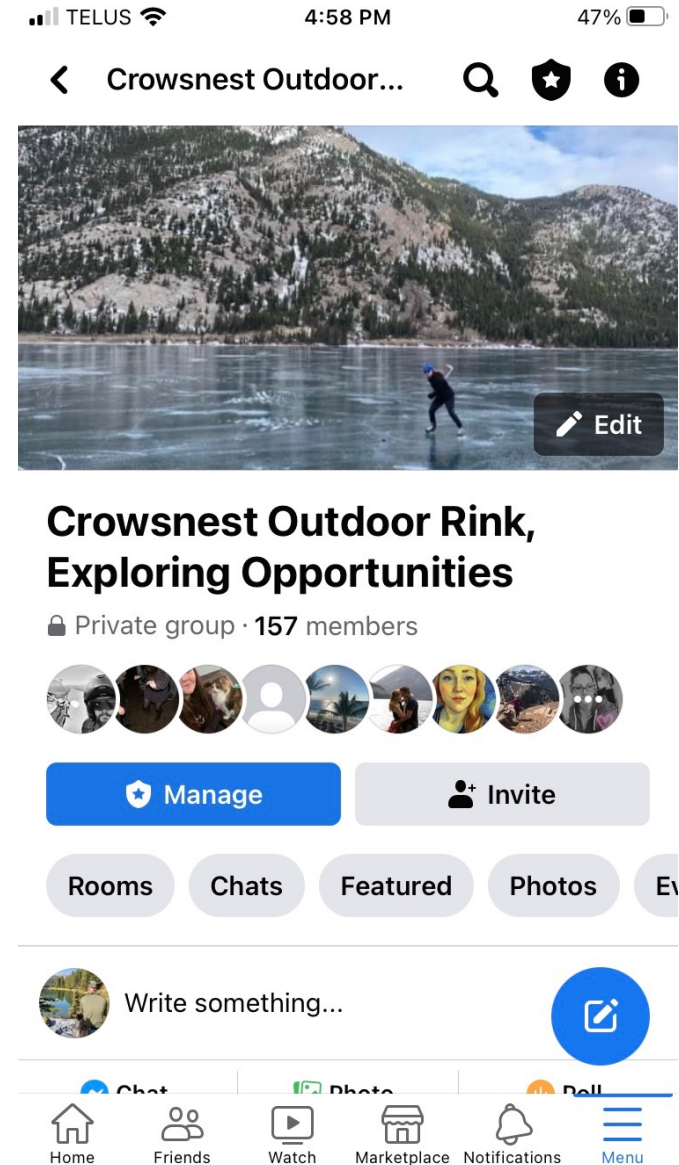
WHY AN ODR?

Community Benefits

Health Benefits

Economic Benefits

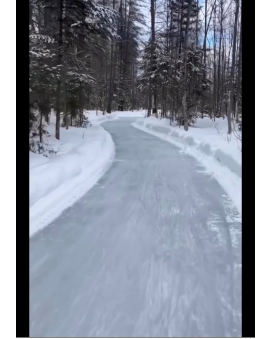
Performance Benefits



WHAT DO WE KNOW?

IT IS POSSIBLE!!!

- ❖ ODRs exist in many towns with similar size and climates
- ❖ Successful Operating Models = municipal + community partnership



Q ▾

78 likes

ada.explores • Ice skating with @sarah_spr...





NiceRink® 48' x 96' Gold Package NRCS
\$5,196.33

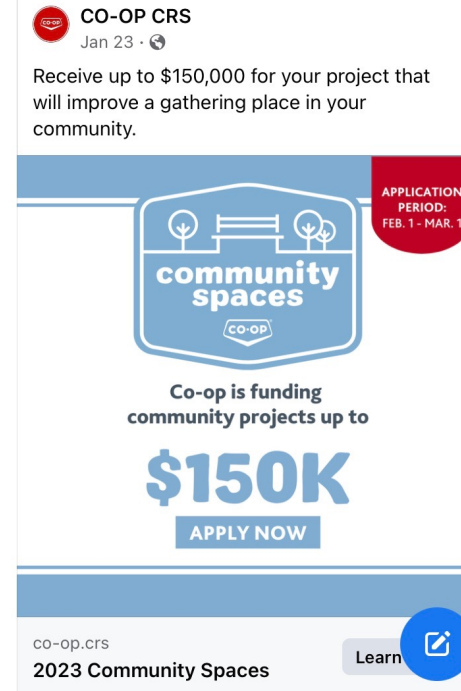


WHAT WILL IT COST?



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WHAT IS OUR PLAN?



CO-OP CRS
Jan 23 · 🌐

Receive up to \$150,000 for your project that will improve a gathering place in your community.

community spaces
CO-OP

Co-op is funding community projects up to **\$150K**

[APPLY NOW](#)

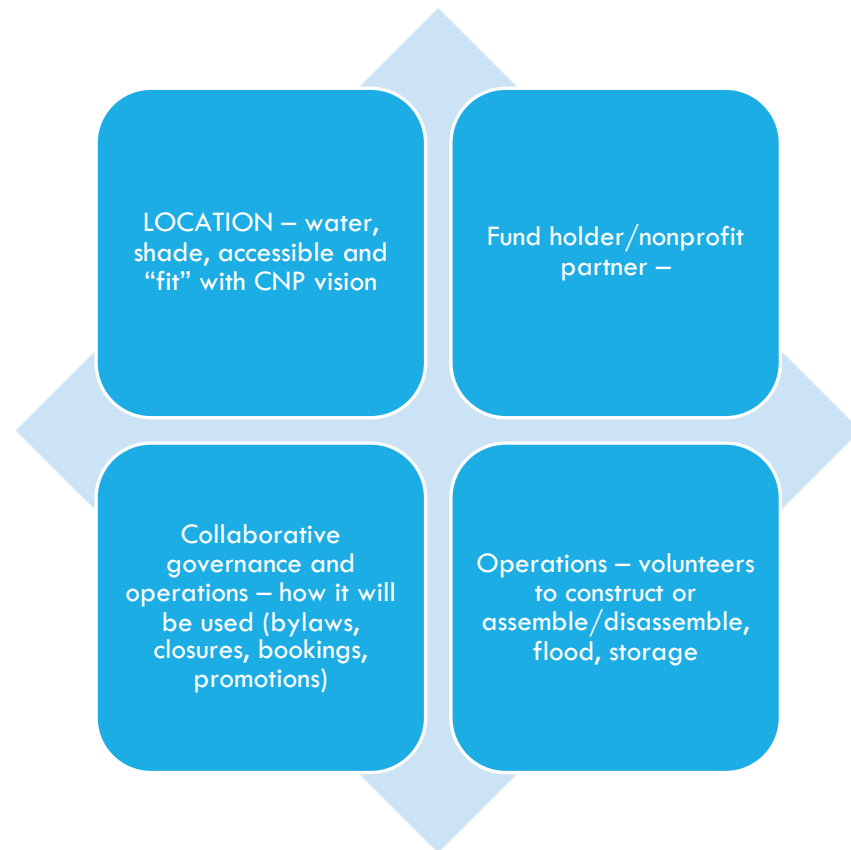
APPLICATION PERIOD: FEB. 1 - MAR. 1

co-op.crs
2023 Community Spaces

[Learn](#)

The City of Fernie's volunteer committee, the Leisure Services Advisory Board, will work with City Staff to coordinate volunteers for the maintenance of the ice surface over the winter. They will also work with user groups to coordinate opportunities for programming to take place at the rink.

WHAT DO WE NEED?



DECISIONS:

DOES COUNCIL SUPPORT THE CONCEPT?

IF SO, CAN WE COLLABORATE?

- LOCATION
- IDENTIFYING STRATEGIC ALLIANCES
- MODEL FOR USE
- CONSTRUCTION/ASSEMBLY/MAINTENANCE/EQUIPMENT STORAGE SPACE

THANK YOU!

ODR PLANNING COMMITTEE

JENNI BAILEY

ELLIE FODEN

STACY KOZAK

WENDY MORRISON

JOANNE TULK





Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 14, 2023

Agenda #: 7.a

Subject: Bylaw 1132, 2022 - Land Use Bylaw Amendment: rezone a portion of Lot 1MR Block 3 Plan 8311587 from Recreation & Open Space RO-1 to Grouped Country Residential GCR-1, and a portion of NW 21-7-3-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1 - First Reading

Recommendation: That Council gives first reading of Bylaw 1132, 2022 proposing to rezone a portion of Lot 1MR Block 3 Plan 8311587 from Recreation & Open Space RO-1 to Grouped Country Residential GCR-1, and a portion of NW 21-7-3-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1, and schedule a public hearing.

Executive Summary:

The proposed bylaw involves the rezoning of a portion of Lot 1MR Block 3 Plan 8311587 from Recreation & Open Space RO-1 to Grouped Country Residential GCR-1, and a portion of NW 21-7-3-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1, to correct driveway encroachments onto adjacent lands.

Relevant Council Direction, Policy or Bylaws:

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

Land Use Bylaw No. 868-2013

Discussion:

The bylaw proposes to rezone a portion of Lot 1MR Block 3 Plan 8311587 from Recreation & Open Space RO-1 to Grouped Country Residential GCR-1 to complete a land sale requirement. The land sale was initiated for a boundary adjustment to correct the driveway of Lot 36 Block 3 Plan 221842 from encroaching into the said Municipal Reserve. The MR closure and disposal was approved on January 24, 2023 under Bylaw 1138, 2022.

The bylaw also proposes to rezone a portion of NW 21-7-3-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1, to complete the requirements of subdivision 2022-0-136. The owner of Lot 36 Block 3 Plan 221842 purchased a portion of land from the adjacent property to the

north, to correct an encroachment of the driveway.

Both of the encroachments required subdivision approval, resulting in a consolidation and rezoning to the Grouped Country Residential land use district.

Analysis of Alternatives:

1. Council should proceed with first reading of Bylaw 1132, 2022, as proposed, to provide for advertising of the bylaw and scheduling of a public hearing.
2. Council may defer first reading of Bylaw 1132, 2022 and outline what additional information they would like to see with reconsideration.

Financial Impacts:

The sale of the Municipal Reserve will generate \$5,380 plus GST.

Attachments:

[FORMATTED Bylaw 1132, 2023.docx](#)

[Bylaw 1132, 2022 - Schedule A.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1132, 2023

LAND USE BYLAW AMENDMENT – Redesignate a portion of NW¼ 21-7-3-W5M and a portion of Lot 1MR, Block 3, Plan 831 1587

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 the NW¼ 21-7-3-W5M, containing ±0.037 ha (0.091 acres), from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1” and a portion of Lot 1MR, Block 3, Plan 831 1587, containing ±0.014 ha (0.036 acres, from “Recreation and Open Space – RO-1” to “Grouped Country Residential – GCR-1”, as shown on Schedule ‘A’ attached hereto and forming part of the 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 “Grouped Country Residential – GCR-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 the NW¼ 21-7-3-W5M, containing ±0.037 ha (0.091 acres), from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1” and a portion of Lot 1MR, Block 3, Plan 831 1587, containing ±0.014 ha (0.036 acres, from “Recreation and Open Space – RO-1” to “Grouped Country Residential – GCR-1”, as shown on Schedule ‘A’ attached hereto and forming part of the bylaw.
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.

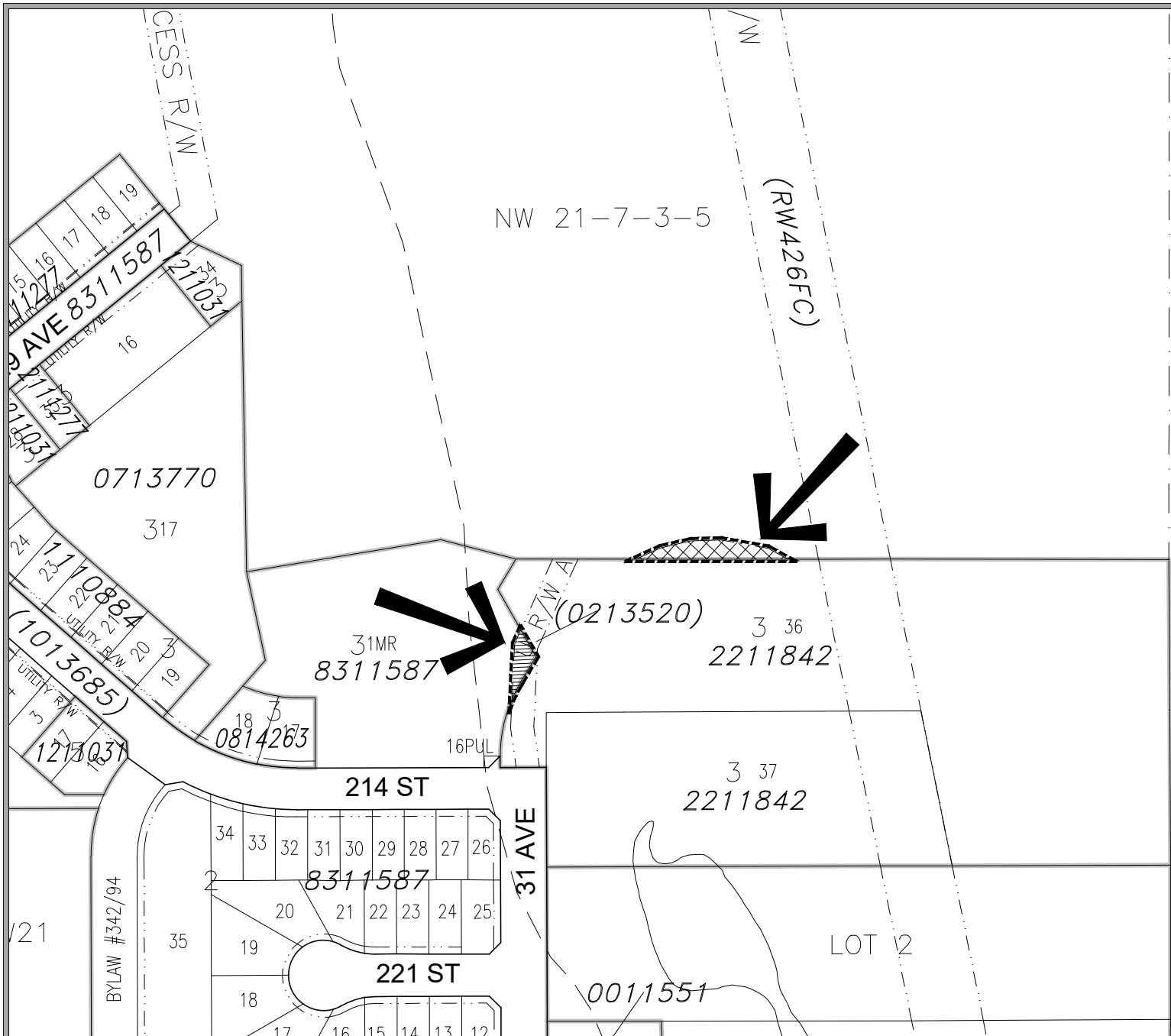
READ a **first** time in council this _____ day of _____ 2023.

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'

Bylaw #: 1132, 2022

Date: _____



FROM: RECREATION AND OPEN SPACE – RO-1
TO: GROUPED COUNTRY RESIDENTIAL – GCR-1



FROM: NON-URBAN AREA – NUA-1
TO: GROUPED COUNTRY RESIDENTIAL – GCR-1

PORTION OF LOT 1MR, BLOCK 3, PLAN 8311587 & PORTION OF NW 1/4 SEC 21, TWP 7, RGE 3, W 5 M ALL WITHIN NW 1/4 SEC 21, TWP 7, RGE 3, W 5 M

MUNICIPALITY: CROWSNEST PASS (BELLEVUE)

DATE: FEBRUARY 2, 2023



February 02, 2023 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Bylaw 1132, 2022 - Plan 8311587 & NW 21-7-3-W5M.dwg



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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 14, 2023

Agenda #: 7.b

Subject: Bylaw 1144, 2023 - Land Use Bylaw Amendment: rezone Lot 9, Block 22, Plan 6808CU (8521 20 Avenue, Coleman) from Retail Commercial C-1 to Drive-In Commercial C-2 - First Reading

Recommendation: That Council give first reading to Bylaw 1144, 2023 proposing to rezone Lot 9, Block 22, Plan 6808CU (8521 20 Avenue, Coleman) from Retail Commercial C-1 to Drive-In Commercial C-2, and schedule a public hearing.

Executive Summary:

The proposed bylaw involves the rezoning of Lot 9, Block 22, Plan 6808CU from Retail Commercial C-1 to Drive-In Commercial C-2, to correct a zoning irregularity that was discovered as part of processing a development permit application.

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 rezoning is the result of a condition of development permit 2022-202 for a "Freestanding sign" as part of re-branding the former Husky gas station to a Co-op gas station.

An existing "Service Station" is located on Lots 6, 7, 8 and 9, Block 22, Plan 6808CU in the Drive-In Commercial C-1 land use district. Lot 9 contains the freestanding sign and accessory structures and storage area pertaining to the service station, while the fueling station and convenience store are located on Lots 6, 7 and 8.

Lots 6 to 8 are correctly zoned for a "Service Station" as Drive-In Commercial C-2, while Lot 9 is zoned C-1, and "Service Station" is not a use listed in the C-1 district. As part of the development permit application for the new sign, the zoning irregularity was discovered and the development permit condition requires the landowner to consolidate lots 6 to 9 into one Roll Number and make an

application to rezone Lot 9 to the Drive-In Commercial C-2 land use district.

Refusal of the proposed rezoning would result in the sign, propane tank storage and other accessory structures requiring removal from the property.

Analysis of Alternatives:

1. Council should proceed with first reading of Bylaw 1144, 2023, as proposed, and schedule a public hearing.
2. Council may defer first reading of Bylaw 1144, 2023 and outline what additional information they would like to see with reconsideration.

Financial Impacts:

N/A

Attachments:

[Bylaw 1144, 2023.docx](#)

[Bylaw 1144, 2023-Schedule A.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1144, 2023

LAND USE BYLAW AMENDMENT – Redesignate Lot 9, Block 22, Plan 6808CU

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 9, Block 22, Plan 6808CU, within NW¼ 9-8-4-W5M, containing ±0.044 ha (0.109 acres) from “Retail Commercial – C-1” to “Drive-In Commercial – C-2”, 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 “Drive-In Commercial – C-2” 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 9, Block 22, Plan 6808CU, within NW¼ 9-8-4-W5M, containing ±0.044 ha (0.109 acres) from “Retail Commercial – C-1” to “Drive-In Commercial – C-2”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
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 14, 2023

Agenda #: 7.c

Subject: Revise Policy 2000-04 - Disposal of Municipal Lands and Reserves.

Recommendation: That Council approves the revised Policy 2000-05 - Disposal of Municipal Lands and Reserves.

That Council repeals Policy DV-007 - Policy to Deal with Leased Lands.

Executive Summary:

DV-007 - Policy to Deal with Leased Lands dates from May 18, 2010. Its content is similar in nature to that of Policy 2000-04 - Disposal of Municipal Lands and Reserves and its associated Procedure. Policy 2000-04 Disposal of Municipal Lands and Reserves and its associated Procedure deal exclusively with land sales, while DV-007 - Policy to Deal with Leased Lands deals exclusively with the leasing of lands.

It is proposed to incorporate the leasing of lands policies and procedures of DV-007 - Policy to Deal with Leased Lands into a revised Policy 2000-05 Disposal of Municipal Lands and Reserves and a revised associated Procedure, to consolidate all land sales and land leasing policies and procedures.

Relevant Council Direction, Policy or Bylaws:

Policy DV-007 - Policy to Deal with Leased Lands

Policy 2000-04 - Disposal of Municipal Lands and Reserves and the associated Procedure

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:


N/A

Attachments:

[REVISED Policy 2000-05 - Disposal of Municipal Lands and Reserves.pdf](#)

[REVISED Procedure associated with Policy 2000-05 - Disposal of Municipal Lands and Reserves.pdf](#)

[REPEAL - DV-007 - Policy to Deal with Leased Lands - May 18 2010.pdf](#)

	<h2 style="text-align: center;">Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Supersedes Policy: Department:</p>	<p>2000-0594 Disposal of Municipal Lands and Reserves Policy 2023-03-XX2022-08-23 2000-0493 Development, Engineering and Operations</p>

1.0 POLICY PURPOSE

The Municipality requires a policy to formalize a process for the disposition of Municipal Lands and Reserves, including closed portions of roads and lanes, closed portions of Reserve Land, and Fee Simple Land (including grazing leases) which meets the requirements as set out in the Alberta Municipal Government Act.

The purpose of this Policy is to administer a fair and consistent formal process in the disposition of Municipal Lands and Reserves and in doing so fulfilling the legislative mandate through meeting legal and statutory requirements for the disposition of Municipal Lands and Reserves.

2.0 DEFINITIONS

“Appraisal” means an official valuation of Municipal Lands and Reserves by an authorized person.

“Body of Water” means a stream, creek, river or lake.

“Direct Sales or Leases” means the sale or lease of Municipal Lands and Reserves that has been initiated by the public.

“Disposition or Disposal” means the process of sale or lease to disposeal of Municipal Lands and Reserves.

“Land Purchase or Lease Application Form” means the form that contains purchase or lease conditions as set out by the Municipality, the purchaser's or lessee's information, and the purchase or lease value. The form is to be completed and submitted to initiate the purchase or lease process.

“Municipality” means the Municipal Corporation of 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].

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

“Public Sales or Leases” means the sale or lease of Municipal Lands and Reserves that the Municipality are actively trying to dispose of.

“Procedure” means the method of giving direction according to which operations are conducted within the framework of the policy.

“Reserves” or “Reserve Land” – municipal reserves, environmental reserves, and other reserves as defined in 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

- a. The disposal of Municipal Lands and Reserves will be considered in the context of the overall policies of the Municipality, including the Municipal Development Plan, Land Use Bylaw, and Community Strategic Plan.
- b. The sale or lease of land may be initiated by either the Municipality or by an individual, company or organization that is interested in acquiring or leasing the land.
- c. All matters related to the disposal of Municipal Lands and Reserves shall meet the following requirements of the Municipal Government Act:
 - i. Municipal Government Act, Part 3, Division 2 - Roads - Sections 22 to 24
 - ii. Municipal Government Act, Part 3, Division 8 - Limits of Municipal Powers, Division of Lands - Section 70
 - iii. Municipal Government Act, Part 16 - Requirements for Advertising - Section 606
 - iv. Municipal Government Act, Part 17, Division 9 - Use and Disposal of Reserve Land – Sections 671, 674 to 676
- d. All sales or leases shall be subject to the following conditions:
 - i. Confirmation the purchaser is in good standing with the Municipality.
 - ii. Condition of Sale, if plans are to build on the property, building must be completed within 2 years.

- iii. Condition of Sale, if the purchaser defaults on the terms and conditions, the Municipality has the option to buy back the property at 50% of the purchase value.
- iv. Condition of Sale, if Municipal Land adjoins or is within six (6) metres of a body of water, and the sale involves a subdivision of land, then the portion of the land within the six (6) metre buffer is to be retained by the Municipality as an Environmental Reserve or Environmental Reserve Easement.
- v. Condition of Sale or Lease, the purchaser or lessee shall be responsible to complete all applicable steps relative to road closure, Municipal Reserve closure, subdivision, legal survey, rezoning, development permit, related studies, application fees, land transfer, certificate of title registration and legal fees related to all of the above, at no cost to the Municipality.
- vi. The decision on the disposal of Municipal Lands and Reserves through a sale shall be made by Council.
- vii. Lands leased for grazing purposes will have the minimum tax applied to the lease, as identified in the Mill Rate Bylaw for the current year, plus \$37.00 per hectare.
- viii. Lands leased for residential purposes will have the minimum tax applied to the lease, as identified in the Mill Rate Bylaw for the current year, plus \$.236/sq foot (\$2.54/sq metre).
- ix. The negotiated lease rate offer may not necessarily coincide with the assessed value placed on the property by Assessment. The process in determining assessed values is carried out using mass appraisal, mass review of sales data, and typical value as of a specific valuation date, while the valuations by Administration include a recent site visit and more direct analysis of attributes of the subject property and comparatives to arrive at a current valuation estimate based on highest and best use.
- x. A negotiated lease transaction is subject to Municipal Council approval if the lease amount is over \$5,000 and the lease term is greater than one year.
- xi. A negotiated lease transaction is subject to Administration approval if the lease amount is under \$5,000 and the lease term is for a period of one year.

3.2 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:
 - i. Implement this policy and approve procedures.

- ii. 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:
 - i. Ensure implementation of this policy and procedure.
 - ii. Ensure that this policy and procedure is reviewed every three years.
 - iii. Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.


MUNICIPALITY OF CROWSNEST PASS

Mayor

Date

Chief Administrative Officer

Date

	<h2 style="text-align: center;">Municipality of Crowsnest Pass Procedures</h2>
<p>Procedure Category: Worksite: Approval Date: Revision Date: Department:</p>	<p>Disposal of Municipal Lands and Reserves Procedure Office January 12, 2021 <u>March XX, 2023</u>August 23, 2022 Chief Administrative Officer</p>

1.0 Definitions

“Appraisal” means an official valuation of Municipal Lands and Reserves by an authorized person.

“Body of Water” means a stream, creek, river or lake.

“Direct Sales or Leases” means the sale or lease of Municipal Lands and Reserves that has been initiated by the public.

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“Land Purchase or Lease Application Form” means the form that contains purchase or lease conditions as set out by the Municipality, the purchaser's or lessee's information, and the purchase or lease value. The form is to be completed and submitted to initiate the purchase or lease process.

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“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].

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

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“Procedure” means the method of giving direction according to which operations are conducted within the framework of the policy.

“Reserves” or **“Reserve Land”** – municipal reserves, environmental reserves, and other reserves as defined in 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.

2.0 Procedure

2.1 Disposal Methods – Public and Direct

The disposal of Municipal Lands and Reserves may take place through two separate methods. The “Public Sale or Lease of Municipal Lands and Reserves” method is followed relative to titled land that the Municipality actively markets for sale or lease. The “Direct Sale or Lease of Municipal Lands and Reserves” method is followed relative to land that are not actively advertised for sale or lease and that are initiated through the public – this may include titled lands or portions of road, lane or Municipal Reserve. The Municipality shall proceed through the following processes for each of the two methods to sell or lease Municipal Lands and Reserves.

2.1.1 Public Sale or Lease of Municipal Lands and Reserves Method

- a. Reference will be made to statutory documents including the Land Use Bylaw and Municipal Development Plan and infrastructure location and alignment prior to consideration of and advertising the sale or lease of Municipal Lands and Reserves through the “Public Sales or Lease” method.
- b. The Chief Administrative Officer, or designate, may have an appraisal done on the subject property to assist in establishing a market value.
- c. The Chief Administrative Officer, or designate, shall have prepared an information package(s) on the subject land(s) that includes the following:
 - i. A brief description of the subject land(s), including the location, minimum sale or lease price, land use district and any other relevant information (e.g. easements to protect municipal infrastructure).
 - ii. Copy of the title and plan.
 - iii. Copy of relevant land use district guidelines and Development Permit guidelines, if applicable.
 - iv. Copy of any caveats registered on the property.

- v. Land Purchase or Lease Application form that is to be completed by the prospective purchaser or lessee.
- d. The Municipality will use various resources at its disposal to list Municipal Lands and Reserves that are being offered for Public Sale or Lease.
- e. The Chief Administrative Officer, or designate, may have public notices published in local newspaper(s). The notice must include a description of the land or improvements, the nature and terms of the proposed disposition, and the process by which the land and/or improvements may be acquired.
- f. The Chief Administrative Officer, or designate, may utilize a Request for Proposal process to solicit interest for the purposes of sale or lease and development or use of Municipal Land and Reserves.
- g. The Chief Administrative Officer, or designate, may market Municipal Lands and Reserves through real estate companies.
- h. Upon receiving a Land Purchase or Lease Application form(s) the Chief Administrative Officer, or designate, shall review the proposals received and prepare a report for Council.
- i. ~~All~~The decisions on the disposal of Municipal Lands and Reserves through a sale shall be made by Council.
- j. A negotiated lease transaction is subject to Municipal Council approval if the lease amount is over \$5,000 and the lease term is greater than one year.
- k. A negotiated lease transaction is subject to Administration approval if the lease amount is under \$5,000 and the lease term is for a period of one year.
- l. The Chief Administrative Officer, or designate, shall provide a letter to the applicants informing them of the decision of Council.

2.1.2 Direct Sale or Lease of Municipal Lands and Reserves Method

- a. All inquiries made about the purchase or lease of Municipal Lands and Reserves through the "Direct Sales or Lease" method shall be directed to the Chief Administrative Officer or designate.
- b. The Chief Administrative Officer, or designate, shall prepare a report for Council which will include the Land Purchase or Lease Application form.
- c. The Chief Administrative Officer, or designate, may have an appraisal done on the subject property to assist in establishing ~~the fair~~a market value ~~price~~. The cost of appraisal, road closure, Municipal Reserve closure and subdivision, as

may be applicable, may be considered in the market value appraisal or shall be the responsibility of the purchaser or lessee as per the established fee within the Fee, Rates and Charges, Bylaw.

- d. The Chief Administrative Officer shall include in the report information on the subject land(s) that includes the following:
 - i. A brief description of the subject land(s) (including the location, minimum sale or lease price, land use district and any other relevant information).
 - ii. Copy of the title and plan.
 - iii. Copy of relevant land use district guidelines, Development Permit guidelines, and requirements related to road closure, Municipal Reserve closure, easements to protect municipal infrastructure, and subdivision, if applicable.
 - iv. Copy of any caveats registered on the property.
 - v. Land Purchase or Lease Application form that is to be completed by the prospective purchaser or lessee.
- e. Council will determine how they wish to proceed based on the terms of the offer. The applicant shall be notified once Council has considered the terms of the offer.
- f. A notice will be placed in the local newspaper(s) for two consecutive weeks advising of the intended sale or lease of Municipal Lands. In the case of road, lane and Municipal Reserve closure, the notice will be placed in a local newspaper(s) as part of the bylaw and public hearing process.
- g. During the advertising period residents will be provided the opportunity to object to the proposed sale or lease of Municipal Land and Reserves. Objections and comments must be in writing and identify the reason for the objection. The objection will be heard by Council.
- h. It is the responsibility of the successful purchaser or lessee to exercise due diligence regarding any geotechnical, environmental or other investigations that may be required. The Municipality will grant access to the site to conduct these investigations and all cost shall be the responsibility of the purchaser or lessee.
- i. The Chief Administrative Officer, or designate, shall complete the sale or lease agreement process upon satisfaction of matters related to conditions.

2.2 Lease Agreement

2.2.1 Content of a Lease Agreement

A lease agreement shall include, but will not be limited to:

- The names and contact information for the lessee and the lessor.
- The legal description of the property or portion of the subject property.
- A map showing the location of the subject property.
- The time frame that the lease is intended to be in place.
- A commencement and an expiry date.
- Billing and payment terms.
- A clause that the lessee is responsible for any taxes levied on the property and for the lease fee. The amount of the minimum tax will be clearly stated in the document.
- A clause dealing with termination of the lease by either party with appropriate notice.
- A clause dealing with the right to occupy to subject property for the agreed purpose.

2.2.2 The Leasing Process

The Leasing Process is as follows:

- a) A citizen becomes aware of Municipal-owned land potentially available for lease through either the Public Sale or Lease Method or the Direct Sale or Lease Method.
- b) The citizen submits an expression of interest or a property inquiry to The Municipality of Crowsnest Pass.
- c) The Municipality of Crowsnest Pass's intent in leasing real estate for any purpose is to be fair and reasonable, and to achieve a mutually acceptable result by both parties.
- d) The property inquiry is circulated through municipal departments to ensure there is no current municipal need for the property. If none, then The Municipality of Crowsnest Pass proceeds to e) or f).
- e) Depending on the lease term and lease fee, the COA may proceed with executing the lease agreement or it may be required to present the property inquiry to the Municipal Council for approval.
- f) Once the CAO is satisfied that the required approvals are in place to proceed with the lease agreement, the proposed lease agreement is sent to the interested party. Once negotiations are completed, the tenant must sign the

lease agreement and return it along with a security deposit and the required lease fee.

g) The lease document will be prepared in duplicate by the Municipality and signed first by the lessee and then by the appropriate municipal authority. A lease will not be in force until signed by both parties.

h) Details of all lease negotiations must remain confidential under Section 25.1 of the Freedom of Information & Protection of Privacy Act (FOIP).

3.0 Approval

Department Manager: _____ Date: _____
(print name)

(signature)

4.0 End

MUNICIPALITY OF CROWSNEST PASS

MANUAL TITLE: Policy to Deal with Leased Lands

SECTION & PAGE: _____

DEPARTMENT: Development

DISTRIBUTION: Internal

ADMIN POLICY: _____ **BYLAW OR RESOLUTION DATE:** May 18, 2010

REVIEWED: _____ **REVISED:** _____

REVIEWED: _____ **REVISED:** _____

REVIEWED: _____ **REVISED:** _____

POLICY #: DV.007

SUPERSEDES POLICY #: _____

DV.015

POLICY TO DEAL WITH LEASED LANDS

PURPOSE

The Municipality has a number of properties or portions of road allowances, vacant parcels, vacant lots and parcels that are leased and used for residential and/or grazing purposes. The purpose of this policy to deal with such leased lands is to establish consistent rental rates for the leasing of municipal lands used for residential and pasture use.

LEASE COMPONENTS

As per this policy, Leases will include, but will not be limited to:

- The names and contact information for the leasee and the lessor
- A legal description of the property or portion of the subject property
- A map showing the location of the subject property
- The time frame that the lease is intended to be in place
- A commencement and an expiry date
- Billing and payment terms
- A clause that the lessee is responsible for any taxes levied on the property and for the lease fees. The amount of the minimum tax will be clearly stated in the document.
- A clause dealing with termination of the lease by either party with appropriate notice
- A clause dealing with the right to occupy to subject property for the agreed purpose

LANDS LEASED FOR GRAZING PURPOSES

Lands leased for grazing purposes will have the minimum tax applied to the lease, as identified in the Mill Rate Bylaw for the current year, plus \$37.00 per hectare.

LANDS LEASED FOR RESIDENTIAL PURPOSES

Lands leased for residential purposes will have the minimum tax applied to the lease, as identified in the Mill Rate Bylaw for the current year, plus \$.236/sq foot (\$2.54/sq metre)

THE LEASING PROCESS

The Municipal Leasing Process is as follows:

- a) Citizens become aware of Municipal-owned land potentially available for lease through signage at the property, the municipal website (town.crowsnestpass.ab.ca) real estate agents, word-of-mouth, or other mechanisms.
- b) Citizens submit an expression of interest, or a property inquiry to The Municipality of Crowsnest Pass.
- c) The property is circulated through municipal departments to ensure there is no current municipal need for the property. If none, then The Municipality of Crowsnest Pass proceeds to d).
- d) A Proposal Letter begins lease negotiations and is sent to the interested party. Once negotiations are completed, the proposed tenant must sign the proposal letter and return it along with a security deposit.
- e) The Municipality of Crowsnest Pass's intent in leasing real estate for any purpose is to be fair and reasonable, and to achieve a mutually acceptable result by both parties
- f) The lease document will be prepared in duplicate by the Municipality and

signed first by the leasee and then by the appropriate municipal authority. A lease will not be in force until signed by both parties..

Details of all lease negotiations must remain confidential under Section 25.1 of the *Freedom of Information & Protection of Privacy Act (FOIP)*.

LEASE VALUE DETERMINATIONS

The negotiated lease rate offer may not necessarily coincide with the assessed value placed on the property by Assessment. The process in determining assessed values is carried out using mass appraisal, mass review of sales data, and typical value as of a specific valuation date, while the valuations by Administration include a recent site visit and more direct analysis of attributes of the subject property and comparatives to arrive at a current valuation estimate based on highest and best use..

LEASE APPROVAL PROCESS

1. All negotiated transactions are subject to Municipal Council approval if over \$5,000 and a fixed term of greater than one year.
2. All negotiated transaction are subject to Administration approval if under \$5,000 and for a period of one year.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 14, 2023

Agenda #: 7.d

Subject: Policy Repeals

Recommendation: That Council repeals the following policies:

1. Policy DV-003 - MPC Orientation (December 7 2004); and
2. Policy 2007-01 - CNL-001 - Location of Highway Signs; and
3. Policy 2007-01 - CNL-001.01 - Location of Third Party Business Signs

Executive Summary:

Policy DV-003 - MPC Orientation (December 7 2004 - attached) is based on repealed or amended legislation (Municipal Government Act), regulations and procedures. The attached "MPC Planning and Development 101 - Roles and Process") is an up to date MPC orientation guide that was developed in 2021 and used to provide orientation to new MPC members over the last couple of years. It is not considered necessary to create a policy for this orientation guide. Policy DV-003 - MPC Orientation should be repealed.

Policy 2007-01 - CNL-001 - Location of Highway Signs and Policy 2007-01 - CNL-001.01 - Location of Third Party Business Signs date from 1993 and 1998 respectively. The content of these policies was recently incorporated into *Schedule 11 Sign Standards* in the Omnibus No. 2 Land Use Bylaw Amendment (adopted under Bylaw 1134, 2022 on February 07, 2023). These policies can be repealed.

Relevant Council Direction, Policy or Bylaws:

Policy DV-003 - MPC Orientation (December 7 2004)

Policy 2007-01 - CNL-001 - Location of Highway Signs

Policy 2007-01 - CNL-001.01 - Location of Third Party Business Signs

Bylaw 1134, 2023 Omnibus No. 2 Land Use Bylaw Amendment

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Repeal Policy 2008-01 - DV-003 - MPC Orientation - December 7 2004.pdf](#)

[MPC Planning and Development 101 - Roles and Process 2023 FINAL.pdf](#)

[Repeal Policy 2007-01 - CNL-001 - Location of Highway Signs.pdf](#)

[Repeal Policy 2007-01 - CNL-001.01 - Location of Third Party Business Signs.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

MANUAL TITLE: POLICIES AND OPERATIONS MANUAL

SECTION: DEVELOPMENT

DEPARTMENT: _____

COUNCIL APPROVAL: _____ **DATE:** DECEMBER 7, 2004

DISTRIBUTION: _____

ADMIN POLICY: _____ **BY-LAW OR RESOLUTION DATE:** _____

REVIEWED: _____ **REVISED:** _____

REVIEWED: _____ **REVISED:** _____

REVIEWED: _____ **REVISED:** _____

POLICY#: DV.003.00 **SUPERSEDES POLICY#:** _____

MUNICIPAL PLANNING COMMISSION ORIENTATION GUIDE

POLICY STATEMENT

The Municipality of Crowsnest Pass Chief Administrative Officer or his/her designate shall ensure that all members of the Subdivision and Development Authority are made aware of the responsibilities associated with serving as a member of the Authority.

PURPOSE

The purpose of this Policy is to provide the Subdivision and Development Authority a general guide on the role and operation of the Authority.

PROCEDURE

The Municipality of Crowsnest Pass CAO or his/her designate shall be responsible for providing all members of the Subdivision and Development Authority with the Orientation Guide attached as Appendix "A" and ensuring that they are familiar with their duties and responsibilities.

The Municipal Planning Commission Orientation Guide

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PURPOSE OF THE REPORT

The purpose of this report is to provide the Crowsnest Pass Municipal Planning Commission a general guide on the role and operation of a municipal planning commission. This guide will include an overview of:

- the development process;
- the provincial legislation related to municipal planning commissions;
- the roles of the municipal planning commission;
- the decision making process;
- the inter-relationship between the municipal planning commission and other decision making bodies; and
- a checklist of factors for the municipal planning commission to consider when reviewing development proposals;
- From this report, it is hoped that the following will result:
 - orientation of new municipal planning commission members to the process
 - a discussion and review by existing members of any perceived difficulties with the operation of the municipal planning commission
 - discussion on the handling of development permit applications by the municipal planning commission in the Municipality of Crowsnest Pass

The Development Process

1.0 THE DEVELOPMENT PROCESS

1.1 INTRODUCTION

Part 17 of the Municipal Government Act R.S.A 2000 sets out the purpose of the provincial legislation in terms of land use planning. This section states the intent of the provincial legislation is to:

- a) achieve the orderly, economical and beneficial development and use of land and patterns of human settlement, and
- b) maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta; without infringing on the rights of individuals for any public interest except to the extent that is necessary for the overall greater public interest. One of the goals of the provincial planning legislation is to plan for "orderly land development". Basically, there are four methods related to the implementation of that goal:

1. the plan, of which there are four types:

- a. Intermunicipal Development Plan
- b. statutory plans
 - I. Municipal Development Plan
 - II. area structure plan, and
 - III. area redevelopment plan

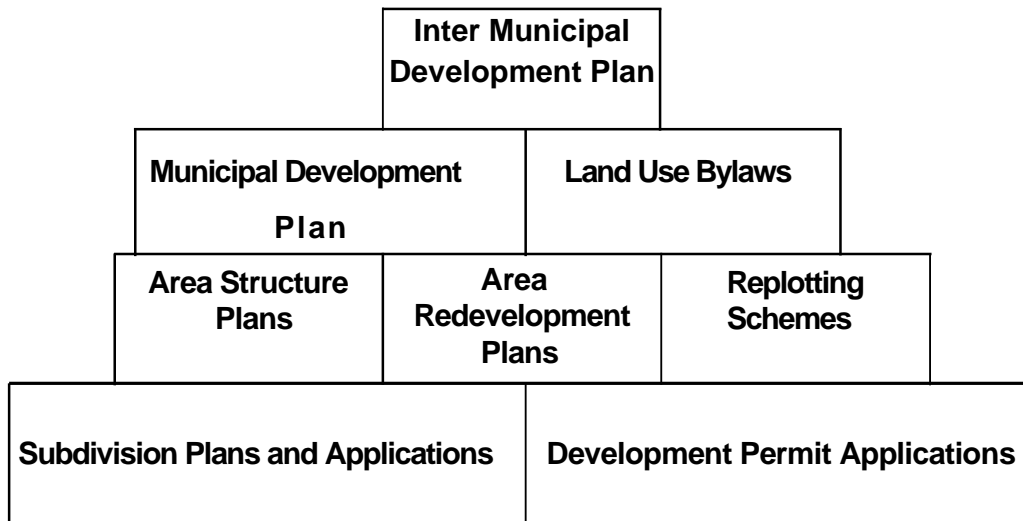
2. land use bylaw:

3. development permits: and

4. a system of subdivision control

As noted, there are Intermunicipal and Municipal Development plans, land use bylaws, development permits and subdivisions, The following chart outlines the interrelationship of all of these planning documents:

HIERARCHY OF STATUTORY PLANS AND BYLAWS



1.2 The Development Process

The Land Use Bylaw is one of the aspects of the development process used in the Province of Alberta. The land use bylaw performs a number of functions, including:

- the prohibition and control of land use within the Municipality of Crowsnest Pass
- dividing the Municipality into land use districts and listing the permitted and discretionary uses under each district
- establishes the office of development officer and municipal planning commission;
- outlines the procedure related to the development permit process including notice; and
- provides for a number of related matters such as setbacks, lot areas, densities etc.
- The development permit is the basic unit of the development process, and the land use bylaw outlines:
 - when a development permit is required
 - the decision making authority on the development permit
 - the administration of development permits

This relationship is generally outlined on the following chart:

THE DEVELOPMENT PROCESS

Municipality of Crowsnest Pass Council

Establishes a Land Use Bylaw for the Municipality which includes:

- the establishment of the office of development officer and municipal planning commission
- the role and duties of the development officer/municipal planning commission
- land use provisions

1

Applicant submits application
for a Development Permit

Municipal Planning Commission /Development Officer

- reviews application
- makes a decision

APPROVAL

Notice is given

Permit comes into
effect in 14 days
if no appeal

REFUSAL

Applicant may appeal
to Subdivision and
Development Appeal

If appeal, to Subdivision and
Development Appeal Board

Decision of
SDAB

Board within 14 days

APPROVAL

REFUSAL

1.3 Municipality of Crowsnest Pass LAND USE BYLAW PROVISIONS

<u>SECTION</u>	<u>EXPLANATION</u>
2.	- establishes the office of the Development Officer
1.	- establishes a Municipal Planning Commission by bylaw
2.	- outlines duty of development officer to receive, consider and decide upon applications for permits - administrative record keeping of permit
6/7.	- outlines permits which are to be referred to MPC for their consideration and decision: - those uses noted as discretionary - uses not listed as permitted or discretionary - permits that the Development Officer wishes to refer
2.	outlines the guidelines for decisions: - the proposed development would not unduly interfere with the amenities of the neighborhood or materially affect the use, enjoyment or value of neighboring properties - allows the MPC to set more stringent standards for discretionary uses - outlines the general duties and responsibilities when making decisions - may return applications deemed incomplete - may approve an application, approve with conditions or refuse an application - must approve permitted uses - may grant variances - may require development agreements - must make decision within a reasonable time frame

SECTION

EXPLANATION

10 - outlines procedure for development permit notification

11/12 - outlines the administrative conditions of a development permit:

- how long the permit remains valid
- when the permit becomes effective
- permit must wait for outcome of any appeals
- no other permit may be accepted for an identical use within 6 months of a refusal

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26 - outlines when permits are required and when they are not required

5 - outlines how an application for development permit is to be made

Appendix 4 - sets the fees for development permits

Municipal Planning Commission Role

2.0 MUNICIPAL PLANNING COMMISSION ROLES

The primary role of the Municipal Planning Commission is to deal with development permits referred to them by the Development Officer in a manner which ensures orderly and economic development within the Municipality.

The role of the Municipal Planning is to ensure that development occurs within sound planning principles, while at the same time protecting the rights of individual land owners.

The Municipal Planning Commission is a planning authority and thus must evaluate development permits on planning considerations versus political or economic considerations. It is the duty of the MPC to review all development permits thoroughly for their planning implications to the Municipality and to make decisions based on this review.

It is the role of the MPC to provide for orderly development, and as such they also may:

- provide comments to Council on any proposed Land Use Bylaw zone changes .
- recommend to Council changes to the Land Use Bylaw from their administrative perspective
- provide for any planning recommendations to approving authorities

2.1 POWERS OF THE MUNICIPAL PLANNING COMMISSION

(a) On Development permits:

- review the application for conformity to the Land Use Bylaw
- grant variances to the standards of the land use bylaw if such variances do not have negative planning applications
- approve applications unconditionally
- approve applications subject to conditions which the MPC feels are necessary either to bring it into conformity with the bylaw or more stringent conditions than the bylaw minimums if warranted for sound planning reasons
- may refuse an application for discretionary uses if permit application is not for a permitted or discretionary use may refer the matter to Council for a recommendation on changes to the Land Use Bylaw

(b) Input to Appeals (mandatory)

If there is an appeal submitted against a decision on a development permit, the Municipal Planning Commission will receive a copy of the appeal. If the Municipal Planning Commission was the decision making authority on the permit, the Subdivision and Development Appeal Board must hear representation from the MPC. If the Municipal Planning Commission did not make the decision, it has an option of submitting a statement at the hearing.

(a) Planning Advisory Role

The Municipal Planning Commission may perform an advisory function to Council, reviewing planning material and making recommendations. Items considered could include:

- land use amendments
- statutory plan reviews
- non-statutory planning items

Decision Making

3.0 DECISION MAKING

In making a decision on a development permit or a recommendation on a planning document or a recommendation on a land use bylaw amendment, the municipal planning commission must:

- have strict regard for the regulations outlined by the provincial legislation
- act in a manner within the powers of the provincial legislation granted to the municipal planning commission
- act in a manner within the powers granted to the MPC under the land use 1 bylaw
- exercise good judgment based on sound planning principles in arriving at their decisions
- must ensure that it's decisions are soundly based technically and procedurally.

The Municipal Government Act is very specific on the limitations placed on the Development Officer (or Municipal Planning Commission Acting as the Development Officer) in terms of the extent of authority:

640(6)

A land use bylaw may authorize a development officer to decide on an application for a development permit even though the proposed development does not comply with the land use bylaw or is a non-conforming building if, in the opinion of the development authority, the proposed development would not (i) 14nduly interfere with the amenities of the neighborhood, or (ii) materially interfere with or affect the use, enjoyment or value of neighboring parcels of land, and the proposed development conforms with the use prescribed for that land or building in the land use bylaw

Under this clause, the Municipal Planning Commission has authority to vary all provisions of the bylaw in making their decisions, with the exception of use. The Municipal Government Act specifically limits the prescription of uses authority to the elected representatives of a municipality.

3.1 Good Decisions

In evaluating the decision that is being made, the following factors should be considered by the Municipal Planning Commission to provide themselves with an indication on whether the decision being contemplated is a "good decision":

1. Conformity with statutory plans: does the decision conform with those provision of Land Use Bylaw (i.e. use) which cannot be varied by the MPC; .does the decision conform to any provisions of the Municipal Government Act or the Municipality of Crowsnest Pass Municipal Development Plan which may be applicable to the proposal
2. Statutory plans spirit and intent: does the decision meet the spirit and intent of the planning documents. Although the MPC has the authority to vary the provisions, are they keeping within the spirit and intent of the plans when doing so.
3. Good Planning: is the decision one that is based on good planning, using reasonable judgments. Good planning must be applied to both on site and for the Municipality as a whole (off site).
4. Comments from circulation' the Municipal Planning Commission must consider the comments received by any of the commenting bodies reviewing the proposal. Has the decision reflected the comments made and were appropriate trade-offs made for any conflicting opinions based on sound planning.

3.2 Pitfalls of Decision Making

In reaching decisions, the Municipal Planning Commission should be aware of our common pitfalls experienced in decisions:

5. Incomplete decisions: decisions made "subject to" approval by other government agencies or departments is not a decision. The MPC should make sure all regulation can be met at the time of their decision and not turn final decision making authority over to another body or individual.
6. Incomplete Applications: a decision which is made on incomplete applications will contain a number of assumptions. The MPC must be assured that the information is available to them to properly evaluate the planning implications of the application. If a decision is made on assumptions, such assumptions may prove to be incorrect.

3. Inconsistent interpretations: a decision by the Municipal Planning Commission must "appear to be fair". Inconsistent applications of regulations without planning rational may lead to an appearance of unfair treatment
4. Haunting precedents: the Municipal Planning Commission should consider the precedent aspects of any decisions. If the principle of "fairness" is to be applied, decisions made by the MPC often result in precedents. The evaluation of each proposal must examine Municipal wide precedent implications.

3.3 Variances

The Municipal Government Act, through granting unlimited discretion based on the "amenities of the neighborhood", leaves the decision to the subjective assessment of the planning issues at stake. The MPC must therefore exercise this variance authority with considerable care as it is so subjectively based and open to challenge through appeal. A planning decision under this discretionary authority must be well documented with planning reasons in order to minimize the challenge by appeal.

3.4 Refusal Decisions

If a proposal does not conform to the listed uses in a district, a refusal can be issued. If an application is for a discretionary use, the MPC/DO has the option to refuse the application even if the application satisfies all the specified conditions of the bylaw, **if** in their opinion, the proposal is deficient in certain planning respects.

Written reasons for refusal should be sufficiently detailed and referenced to the Land Use Bylaw so as not to be misinterpreted as conclusions.

The Inter-Relationship Between

Town Council

Municipal Planning Commission

The Development Officer

The Subdivision & Development Appeal Board

4.0 THE INTER-RELATIONSHIP BETWEEN BODIES

4.1 Purpose

The purpose of this section of the report is to outline the inter-relationship between the various bodies involved in the planning and development process in the Municipality of Crowsnest Pass, namely:

- Municipality of Crowsnest Pass Council
- The Municipal Planning Commission
- The Development Officer; and
- The Subdivision and Development Appeal Board

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4.2 The Planning Bodies

Municipality of Crowsnest Pass Council

In relation to the development process, the Municipal Council is the legislative aspect, the lawmakers. A Council adopts a land use bylaw, adopts Municipal Development plans, area structure plans etc. The legislative aspect sets land use and regulations related to the administration of the local planning documents, especially the land use bylaw.

It is left to Council, its bylaw to specify the types of development that will be permitted either virtually automatically or subject to a certain amount of discretion. A legislative decision is the authority to pass a statute, regulation, bylaw or resolution, which can be done only by elected representatives.

Municipal Planning Commission/Development Officer

The municipal planning commission and the development officer play an administrative role in the development process. The Municipal Government Act provides for the setting up of certain boards and the appointment of people to these boards to make decisions which implement the various statutes, regulations and bylaws. The duties and functions of administering the bylaw is outlined by the bylaw and *is* done through the development permit process.

Subdivision And Development Appeal Board

The subdivision and development appeal board acts in a quasi-judicial manner. Quasi-judicial authority to make decisions in the same way a judge does. The Subdivision and Development Appeal Board is set up under the Municipal Government Act and given the authority to examine, in a quasi-judicial manner, planning decisions made by lower decision-making levels such as the Municipal Planning Commission or the Development Officer, and to decide if they were made correctly. The Subdivision and Development Appeal Board is a local board and it has, for all intents and purposes (except a matter of law), the final say on the nature of development that occurs within the Municipality. The Subdivision and Development Appeal Board is subject only to the limitations on land use imposed by a land use bylaw.

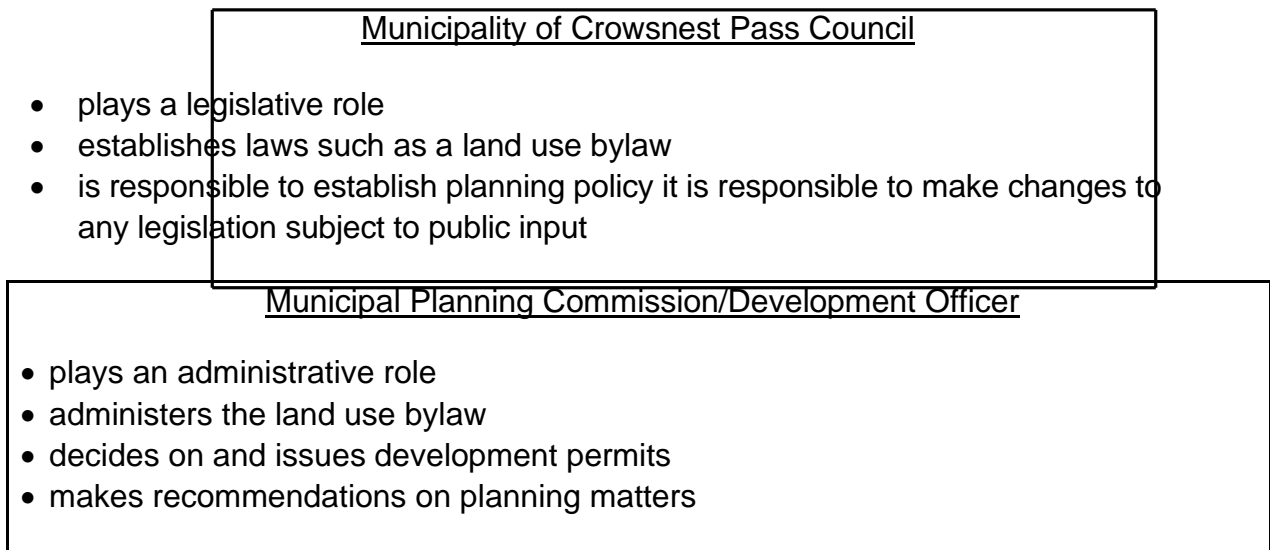
In making a decision, the subdivision and development appeal board must ascertain the extent of legitimate public interest in the proposed development and weigh that interest against the rights of the developer. The subdivision and development appeal board is the mechanism set up as the ultimate safeguard of both the public and individual interests.

Courts

Decisions reached by planning authorities can be reviewed by the courts in terms of judicial authority to examine the procedures followed by the lower authorities

4.3 The Inter-Relationship

The following chart generally summarized the inter-relationship of all bodies involved in the planning system:



Subdivision and Development Appeal Board

- plays a quasi-judicial role
- it makes decisions on development permits, stop orders etc. that have been appealed due to the decision of the MPC/DO
- must balance between individual rights and the public interest

Court of Appeal

- judicial role
- hears appeals from decision of subdivision and development appeal board on question of law or on questions of jurisdiction

Checklist Of Factors To Consider

5.0 FACTORS TO CONSIDER

The following is a checklist of factors to consider when reviewing development proposals. This checklist has been prepared based on:

- the Municipal Government Act/Subdivision regulations
- past experiences
- current planning policies in the region

It must be noted that this is not a thorough listing as each application has its own unique conditions and merits that require additional questions or information.. The checklist is a basic outline of normal factors to consider when reviewing development proposals

CHECKLIST OF FACTORS TO CONSIDER WHEN REVIEWING DEVELOPMENT PROPOSALS

- t
1. Characteristics of the subject property
 - topography
 - drainage
 - surrounding land uses
 - existing development
 - access to roadways
 2. Existing and Proposed servicing
 - water supply and sewage disposal
 - storm drainage
 - relationship to community facilities
 - garbage disposal
 3. Does the proposal conform to:
 - Municipal Government Act
 - Municipal Development Plan
 - Land Use Bylaw
- il.
4. Evaluation of proposal for land use bylaw regulations
 - relationship of proposal to lot size, lot width, lot coverage
 - floor area, building height
 - setback requirements
 - landscaping requirements
 - parking provisions
 - design, character and appearance of buildings
 - the access provisions
 - lighting provisions
 - proposed density

5. Evaluation of comments received

- comments of Development Officer
- comments of Oldman River Staff (planner)
- comments of fire inspector

6. Evaluation of effects on neighboring properties

- aesthetics
- traffic increases
- safety
- relationship to amenities

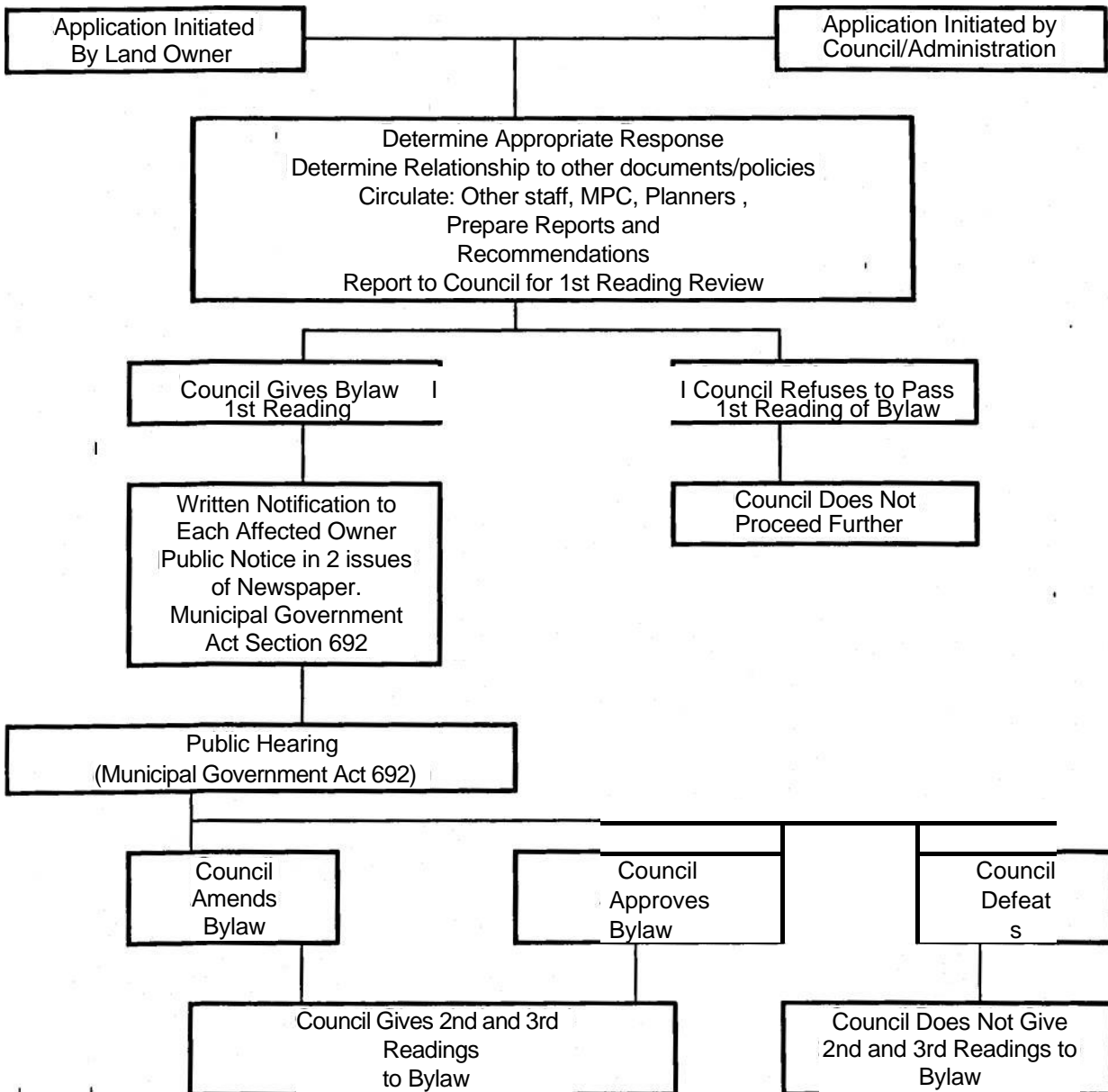
7. Conditions to approval

- requirements for variances
- requirements for special provisions

i

Appendix

Land Use Bylaw Amendment Procedure (Typical Process)



Development Permit Process
Development Officer and Municipal Planning Commission Review
(Typical Process)

Development Permit Application
Received

Development Officer

Municipal Planning
Commission

LMNI • = , ' Application Refused	Permitted Use Approved (with or without conditions)	Discretionary Use Approved (with or without conditions)	Discretionary use refused (incl. deemed refusal)
--	---	---	--

And/Or
Notify Registered Owners Affected in
Writing
And/or
Publish Notice in Newspaper (Actual
Method(s) specified in Land Use Bylaw)

No Appeal Received
Within 14 days

Appeal Received
Within 14 days

Subdivision and
Development Appeal Board

No Appeal

Approved (with or
without conditions)

Refused

Building Permit
Application

Appeal to Alberta Court of
Appeal (within 30 days)

Appeal
Denied

Appeal
Upheld

I New Application (option



Development Authority – Roles and Process

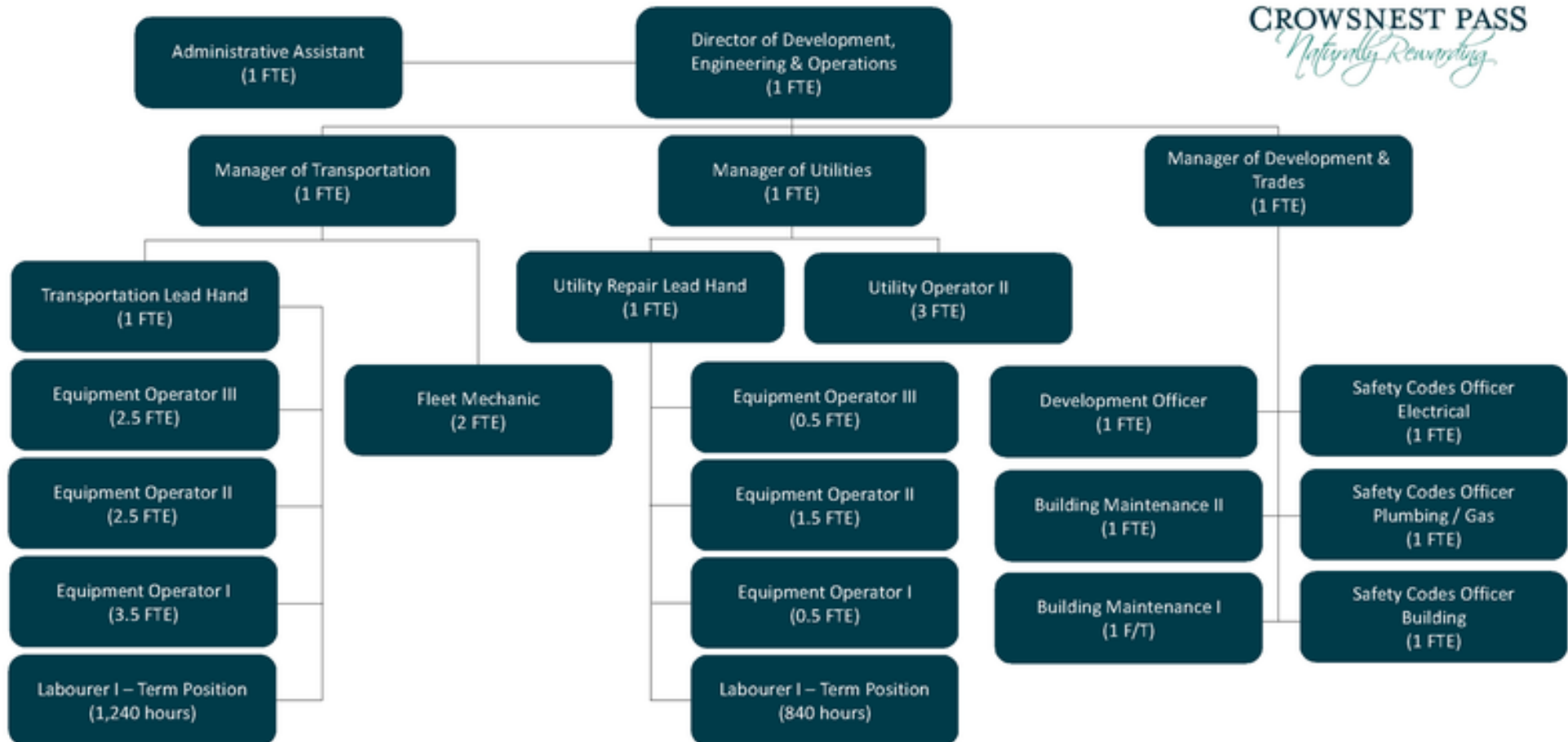
January 2023

Presentation Content

- Municipality of Crowsnest Pass Organizational Structure
- Provincial Planning Framework
- Statutory Plans and the Land Use Bylaw
- Subdivision Authority and ORRSC
- Development Authority Structure
- Development Authority Mandates
- Review Process and Considerations in Decision Making
- What Happens After a Decision?

Municipality of Crowsnest Pass

Development, Engineering & Operations



Provincial Planning Framework

- Land Stewardship Act (2009) – Regional Plans
 - Municipality is required to ensure that its land use decisions align with the South Saskatchewan Regional Plan.
 - S. 15 binds local government bodies and decision makers.
 - S. 618.3 of MGA - all local government bodies/boards [including the Municipal Planning Commission (MPC)] must make decisions in accordance with the SSRP.
 - Additional information could be provided for those interested.
- Municipal Government Act (MGA)
 - Prescribes the content of the Land Use Bylaw and the review processes for subdivisions and development permits (MGA Part 17).
 - Exemptions exist (S. 618/619) for things like highways, oil & gas, pipelines, major energy projects, confined feeding operations.

Statutory Plans and the Land Use Bylaw

- Hierarchy of Municipal Statutory Plans – approved by municipal council:
 - Intermunicipal Development Plans (IDPs) - where two or more municipalities agree on subdivision and development within their adjacent fringe areas.
 - Municipal Development Plan (MDP) - establishes high level policies for growth, subdivision and land use in the entire municipality.
 - Area Structure Plan (ASP) and Area Redevelopment Plan (ARP) - provide more detailed planning, including a servicing strategy and phasing, for a specific area prior to subdivision (ASP) or specific to a previously developed area that is expected to undergo re-development (ARP). These plans guide the implementation of subdivision and development through land use bylaw amendments, infrastructure design, landscaping, etc.

Statutory Plans and the Land Use Bylaw

- Land Use Bylaw (LUB) – approved by municipal council
 - not part of the hierarchy of statutory plans – rather an implementation tool.
 - in order to implement an ASP or ARP, the policies of that plan must be implemented through the Land Use Bylaw, by way of redesignation of land and the amendment of land use district regulations and standards of development.

*“If it is not in the Land Use Bylaw, the ASP policy is irrelevant.”
(as suggested by case law)*

- municipal council, representing the community, prescribes in the LUB the land uses and standards that development in the community must comply with (MGA ss. 639 – 640, 642).
- the LUB must conform to the legislated requirements in the MGA.
- the Development Authority derives its mandate, including its variance authority, from the MGA (ss. 624 and 626) and from municipal council through the LUB (Land Use Bylaw, Administration, ss. 3 – 8).

Subdivision Authority and the Oldman River Regional Services Commission (ORRSC)

- ORRSC receives and processes subdivision applications in conjunction with Municipal staff.
- ORRSC ensures that the subdivision application conforms to the LUB and is consistent with an ASP (if applicable) and the MDP.
- ORRSC brings subdivision applications for consideration to the MPC as the Subdivision Authority.
- ORRSC oversees the finalization and endorsement process prior to a subdivision being registered at the Land Titles Office.

Development Authority Structure

(Land Use Bylaw, Administration, ss. 3 – 6)

- The Municipal Planning Commission and the Development Officer (DO) together form the Development Authority, with different roles.
- The Development Officer includes the collaborating staff in the Development Office, under the supervision of the Director of Development, Engineering and Operations.
- The Municipal Planning Commission members are appointed by municipal council pursuant to the Municipal Planning Commission Bylaw and the Subdivision and Development Authority Bylaw.
- When the subject property is in a Direct Control District, Council is the Development Authority (Crowsnest Mountain Resort and Turtle Mountain Restricted Development Area).
- When a decision of either the Municipal Planning Commission or the Development Officer is appealed, the Subdivision and Development Appeal Board becomes the Development Authority.

Development Authority Mandates

(Land Use Bylaw, Administration, ss. 7 – 8, 32 - 33)

- Development Officer
 - Determines if an application is complete.
 - Decides on permitted uses.
 - Decides on variances up to 50% of any yard setback and 20% of all other measurable standards.
 - Variance authority to bring pre-1970 non-conforming buildings into compliance with the LUB and restricted variance authority for post-1970 non-conforming buildings.
 - May approve a discretionary use Manufactured Home that replaces an existing Manufactured Home.
 - Undertakes bylaw enforcement and issues stop orders.
 - May refer any application or stop order to the Municipal Planning Commission.
 - Issues Notifications of Decisions and Development Permits.
 - Issues Compliance Certificates.
 - Decides on encroachment agreements onto municipal roads and lanes and may deem an existing encroachment that the municipal administration has agreed to as an approved development.
 - Receives and processes redistricting bylaws and amendments to the Land Use Bylaw.

Development Authority Mandates

(Land Use Bylaw, Administration, ss. 7 – 8, 32 - 33)

- Municipal Planning Commission
 - Decides on discretionary uses except as assigned to the Development Officer.
 - Decides on variances that exceeds the Development Officer's authority.
 - May provide comments to municipal council prior to the adoption of land use bylaw amendments and area structure plans.
- Subdivision and Development Appeal Board – has a broad scope of decision making, must comply with the Land Use Bylaw (with the same variance authority as the Municipal Planning Commission – MGA s. 687).

Review Process and Considerations in Decision Making

(Land Use Bylaw, Schedule 3, MGA s. 642, 683.1 - 684, case law)

- Some minor developments are exempted from the requirement to obtain a development permit (Schedule 3 of the LUB).
- A permitted use is deemed to have been determined by municipal council as entirely consistent with the purpose of a land use district and must be approved, with minimal conditions imposed on it (MGA s. 642 and case law).
- A discretionary use may or may not be compatible. It may be denied, or extensive conditions imposed on it, if the MPC is of the opinion that there is good planning reason to do so (MGA ss. 640(6), 642 and case law).
- A decision must be made within 40 days of the application being deemed complete (MGA s. 683.1 - 684).

Review Process and Considerations in Decision Making

(Land Use Bylaw, Administration, ss. 30 – 33, case law, best practices, Safety Codes Act s. 66)

- In reviewing a complete application, the Development Officer considers:
 - orderly, economical and beneficial development that maintains and improves the quality of the physical environment.
 - the applicable land use district purpose statement, land uses, regulations and development standards in the LUB.
 - the appropriateness of the location and the suitability of the parcel for the proposed development.
 - the compatibility and impact of the proposed development with respect to existing and future adjacent development and the neighbourhood.

Review Process and Considerations in Decision Making

(Land Use Bylaw, Administration, ss. 30 – 33, case law, best practices, Safety Codes Act s. 66)

- the merits of the proposed development.
- access, transportation and servicing requirements.
- an applicable approved stormwater management plan or grading plan.
- the Subdivision and Development Regulation.
- studies affecting the parcel or type of development (e.g. a traffic impact assessment).
- input from other municipal departments (e.g. transportation, infrastructure, engineering review, etc.), the Municipal Historic Resources Advisory Committee and a provincial government agency, as may be required.
- particularly for discretionary uses and variances, the review considers practicality, best practices and emerging trends.

Review Process and Considerations in Decision Making

(Land Use Bylaw, Administration, ss. 30 – 33, case law, best practices, Safety Codes Act s. 66)

- The review does not include matters that are regulated by other authorities, e.g. a building permit (Safety Codes Act, s. 66), community health standards, or approvals required from Alberta Environment and Parks or the federal Department of Fisheries and Oceans). (Land Use Bylaw, Administration, ss. 42 – 44, case law)
- Any policies or regulations that the Development Authority considers in its review, must be published for public awareness – if it is not published, it cannot be considered in the review and decision making. (Municipal Government Act, s. 638.2)

Review Process and Considerations in Decision Making

[Land Use Bylaw, Administration, ss. 45 – 46, MGA ss. 640(c)(iv), 650, case law]

- As part of the review, the Development Officer determines what conditions, if any, are to attach to the development permit:
 - Conditions must be enforceable, reasonable and have a planning-related objective and do not exceed or subdelegate the development Authority's decision-making power (case law).
 - Conditions must not have the effect of eroding the “approved” status of the development permit (case law).
 - The scope of conditions cannot exceed the scope stated in the LUB (Land Use Bylaw, Administration, ss. 45 – 46):
 - to ensure compliance with the provisions of Part 17 of the Act, the Subdivision and Development Regulation (Alberta Regulation 43/2002 as amended), and the provisions, uses, regulations and standards established in the LUB.
 - to require that the landowner or applicant enters into an agreement with the municipality in accordance with the provisions of the Act regarding roads, walkways, public utilities off-street parking and loading facilities, off-site levies and redevelopment levies, agreement securities and oversized improvements.
 - to require the preparation of and/or compliance with recommendations in pertinent engineering reports and other professional studies.

Review Process and Considerations in Decision Making

[Land Use Bylaw, Administration, ss. 45 – 46, MGA ss. 640(c)(iv), 650, case law]

- to require the preparation of detailed plans and construction drawings illustrating, to the Development Officer's satisfaction, access, site layout, landscaping, parking, building elevations, signs, lot grading, storm water management and/or utility servicing.
- to require the provision of securities to ensure that the conditions are complied with.
- to specify the temporary nature, maximum duration or other limitation on the time that a development permit remains in effect or a use may be exercised.
- to specify the timing of the completion of any part of the proposed development.

Review Process and Considerations in Decision Making

[Land Use Bylaw, Administration, ss. 32 – 33, MGA s. 640(6)]

- If concerns about a proposed discretionary use development or a variance were identified, it does not always mean that it should be refused – it is possible to make the proposed development more compatible by imposing conditions requiring mitigating measures to ensure that the proposed development would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring properties. This may include restricting the hours of operation, requiring dust control or an appropriate form of screening, increasing the yard setbacks or other standards for a proposed development, and/or other mitigating measures.
- The approval of a discretionary use or of a variance is notified to affected parties and may be appealed.

What Happens After A Decision?

- For a permitted use DP with no variances, a development permit is issued.
- For a discretionary use DP or a DP that included a variance, the affected parties are notified.
 - There is a window of 21 days to appeal a decision.
 - After the Subdivision and Development Appeal Board (and now in some cases the Land and Property Rights Tribunal – former MGB) makes a decision, there is another avenue of appeal to the Court of Queen's Bench.
- Within the capacity of staff resources, the Development Officer monitors compliance with the conditions.
- Enforcement is typically done on a complaint basis.
- As required, the Development Officer issues a stop order where there is contravention or non-compliance.

**LOCATION OF HIGHWAY SIGNS WITHIN MUNICIPAL BOUNDARIES
ON ALBERTA TRANSPORTATION AND UTILITIES PROPERTY**

MUNICIPALITY OF CROWSNEST PASS

MANUAL TITLE:	<u>COUNCIL</u>		
SECTION AND PAGE:	_____		
DEPARTMENT	_____		
COUNCIL APPROVAL:	<input checked="" type="checkbox"/>	DATE:	<u>MARCH 10, 1993</u>
DISTRIBUTION:	<u>COUNCIL</u>		

ADMIN POLICY:	_____	BY-LAW OR RESOLUTION DATE:	_____
REVIEWED:	_____	REVISED:	_____
REVIEWED:	_____	REVISED:	_____
REVIEWED:	_____	REVISED:	_____
POLICY #:	<u>CNL-001</u>	SUPERSEDES POLICY#:	_____

**LOCATION OF HIGHWAY SIGNS WITHIN MUNICIPAL BOUNDARIES
ON ALBERTA TRANSPORTATION AND UTILITIES PROPERTY**

PURPOSE

To allow local businesses and organizations to have access to highway sign advertising in accordance with specifications of Alberta Transportation and Utilities and maintain the picture perfect scenery that the residents and visitors of the Crowsnest Pass have become accustomed to.

POLICY

All Community Business Sign permits that are granted by Alberta Transportation must also be granted permission by the Municipality of the Crowsnest Pass as to the location of where the sign is to be placed. The location of the sign must fall within the areas that have been designated by the Sign Committee.

PROCEDURE

1. Businesses and organizations wanting to erect signs within the boundaries of the Crowsnest Pass are first required to apply and receive a permit from Alberta Transportation.

... continued ...

**LOCATION OF HIGHWAY SIGNS WITHIN MUNICIPAL BOUNDARIES
ON ALBERTA TRANSPORTATION AND UTILITIES PROPERTY**

PROCEDURE

(continued)

2. Alberta Transportation will inform the Chief Administrative Officer of the Municipality of all permits that have been applied for and granted, by faxing a copy of the permit to the Municipal Office.
 - a. Alberta Transportation will also advise the business or organization of the Municipal Sign Policy and ask them to contact the Chief Administrative Officer of the Municipality in writing of their intent to erect a sign and the desired location. In cooperation with Alberta Transportation only signs to be placed on property owned by Alberta Transportation and approved by the Municipality will be erected.
3. Once a business or organization is granted a sign permit from Alberta Transportation, the business will apply in writing to the Chief Administrative Officer indicating their desire to erect a sign and in what area of the Crowsnest Pass the sign is to be erected.
 - a. Available sign locations will be given out on a "first come, first serve" basis. Once all sites are utilized, no further sites will be allocated. There will only be one sign allowed on each chosen site (see attachment).
4. The Chief Administrative Officer will review the sign locations that are remaining and reply to the business indicating which sign locations are available, a copy of this policy and the details of the companies that already have multiple logo signs.
5. Should the sign not meet with the approval of the Sign Committee or complaints are received from the community, the Chief Administrative Officer will notify Alberta Transportation and Utilities in writing.
6. The necessary changes will have to be made to the sign by the business or organization within thirty days.
 - a. Should the business or organization not comply, the Municipality will demolish the sign and charge all costs to the developer.

Reference: Nov 1/95 Council Minutes

Attachments:

1. Chosen Sites for sign locations
2. Sign Specifications from Alberta Transportation and Utilities

**LOCATION OF HIGHWAY SIGNS WITHIN MUNICIPAL BOUNDARIES
ON ALBERTA TRANSPORTATION AND UTILITIES PROPERTY**

Attachment #1:

Chosen Sites for Sign Locations

From West to East

One sign on the south side of Highway 3 across from the Coleman Collieries Office and before the road going down into west Coleman.

Two signs on the south side of Highway 3 between the access to Blairmore road (by Natal Forest Products) and the west access to Blairmore.

One sign on the south side of Highway 3 between the east end of the Frank Slide and the turn off to Hillcrest.

From East to West

Two signs on the northeast side of Highway 3 on the stretch next to Wakaluk's property and the turn off to Bellevue where the Turbo Station is located.

One sign on the northeast side of Highway 3 on the stretch after the Bellevue lagoons and before the turn off to Bellevue.

One sign on the north side of Highway 3 on the stretch between the camp hut (next to Turtle Mountain Inn) and the east access to Blairmore.

One sign on the north side of Highway 3 on the stretch between the turn off to Vicary Estates and the high school.

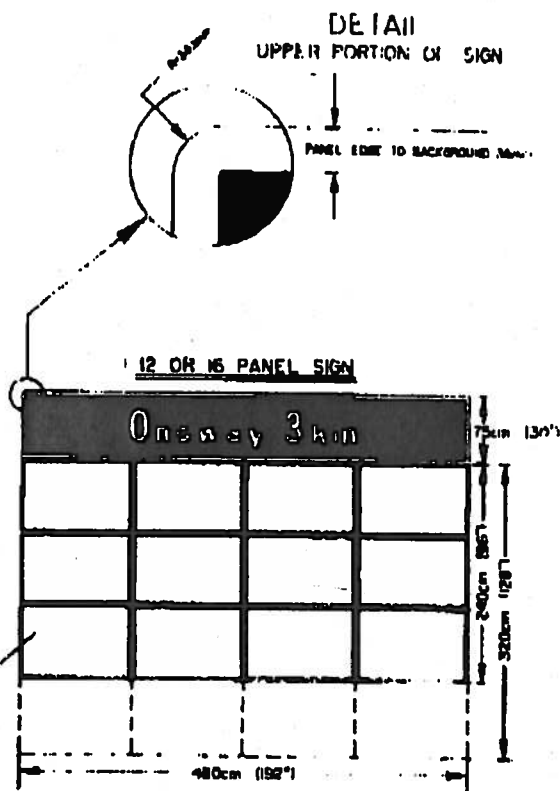
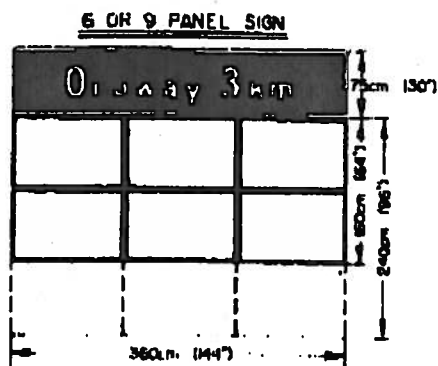
UPPER PORTION OF SIGN

SUBSTRATE: Sign grade material (ie 19mm, high density plywood or extruded aluminum.)

SIGN FACE: Level type reflective material.

COLOR: White lettering and panel edge on brown background.

LETTERING: 340mm upper case and 255mm lower case.



LOWER PORTION OF SIGN

BACKING BOARD: 19mm construction grade or better plywood and painted brown to match the reflective brown on the top portion of the sign.

LOGO PANEL(S): Shall be constructed on sign grade material.

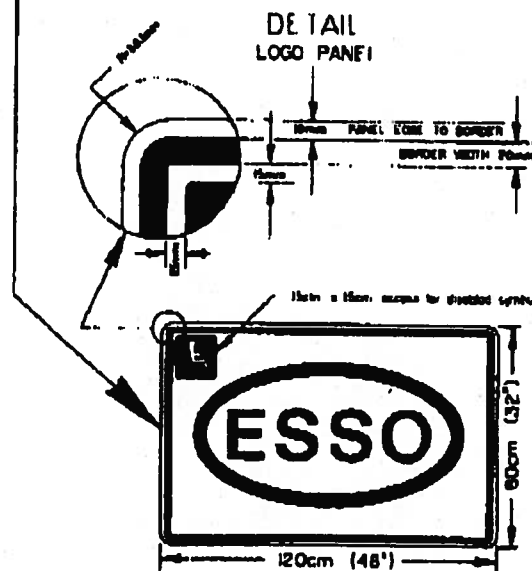
Shall have a border as shown in detail.

May consist of a symbol, business name, trademark or name brand. No secondary names or trade marks, hours of operation, slogans or other supplemental information shall be permitted.

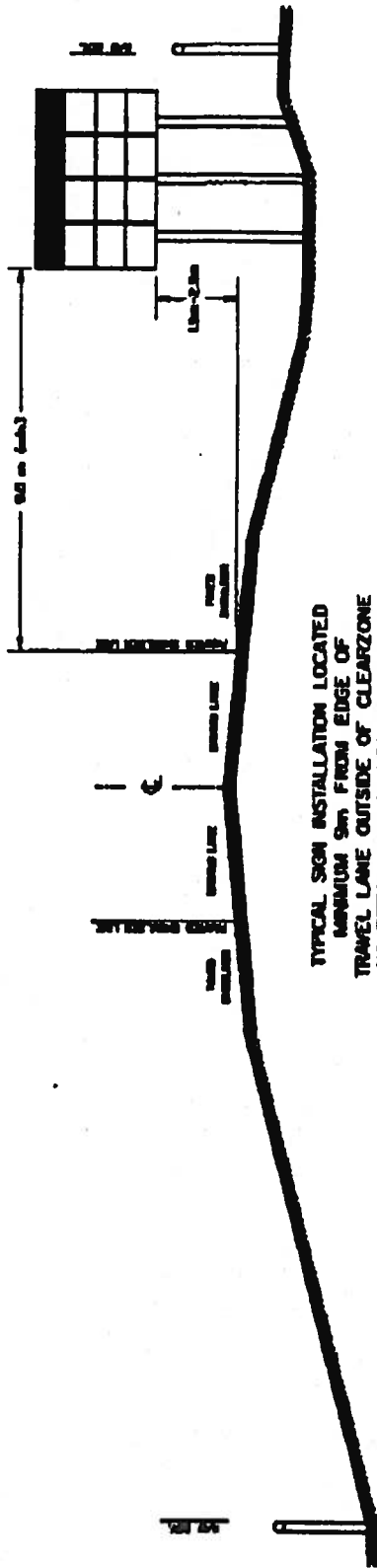
No flashing, intermittent or revolving lights or moving parts will be permitted.

No legend that in any way imitates standard traffic control signs will be permitted.

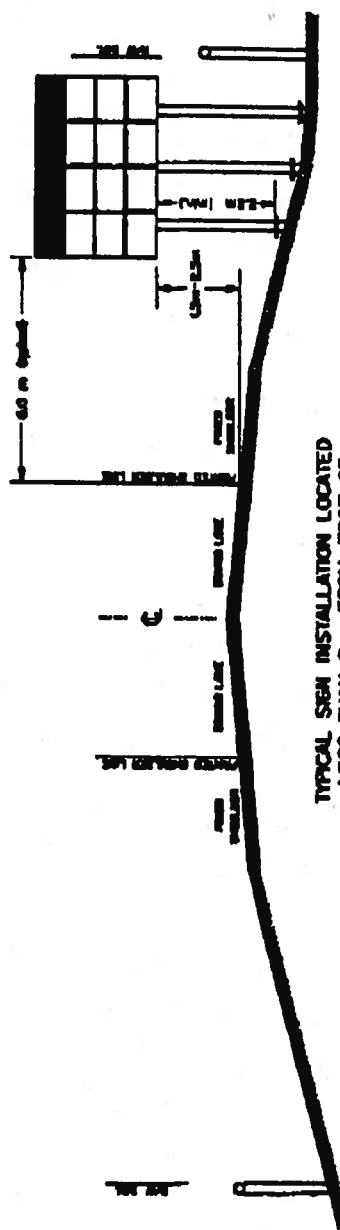
Businesses that meet requirements for disabled access shall display the access for the disabled symbol in the upper left corner of the panel.



Alberta TRANSPORTATION AND UTILITIES Traffic Engineering Branch	DWG. No.	TEB 139
	Date	NOV.25/93
	Revision	
	Revision	
CONSTRUCTION DETAILS for COMMUNITY BUSINESS SIGNS (120cm X 80cm PANELS)		
 A.D. Chervanuk, Director		



TYPICAL SIGN INSTALLATION LOCATED
MINIMUM 9m FROM EDGE OF
TRAVEL LANE OUTSIDE OF CLEARZONE
NO BREAKAWAY MOUNTS OR BARRIER
PROTECTION REQUIRED



TYPICAL SIGN INSTALLATION LOCATED
LESS THAN 9m FROM EDGE OF
TRAVEL LANE WITH BREAKAWAY
MOUNTS OR BARRIER PROTECTION

GENERAL NOTES

Signs shall be located a minimum 9m from driving lane on backside where possible.

Signs shall be equipped with breakaway features or protected by barriers at least 9m from driving lane.

Breakaway features and barriers must be designed by an engineer and approved by Alberta Transportation & Utilities.

Final installation location must have Alberta Transportation Engineer approval.

If signs are lighted they must be designed by an engineer and approved by Alberta Transportation & Utilities.

Alberta TRANSPORTATION AND UTILITIES Traffic Engineering Branch	DWG. No.	TEB 192
	Date	NOV/25/93
	Revision	
	Revision	

INSTALLATION DETAILS

for

COMMUNITY BUSINESS SIGNS

[Signature]
A.D. Chervenak, Director

**LOCATION OF THIRD PARTY BUSINESS SIGNS WITHIN MUNICIPAL BOUNDARIES
ON ALBERTA TRANSPORTATION AND UTILITIES PROPERTY**

MUNICIPALITY OF CROWSNEST PASS

SECTION AND PAGE: _____	
DEPARTMENT _____	
COUNCIL APPROVAL: _____	DATE: _____
DISTRIBUTION: COUNCIL _____	
ADMIN POLICY: _____	BY-LAW OR RESOLUTION DATE: <u>AUGUST 18/98</u>
REVIEWED: _____	COUNCIL REVISED: <u>MARCH 10, 1998</u>
REVIEWED: _____	COUNCIL REVISED: <u>JULY 21, 1998</u>
REVIEWED: _____	REVIEWED: _____
POLICY #: CNL-001.01	SUPERSEDES POLICY#: _____

**LOCATION OF THIRD PARTY BUSINESS SIGNS WITHIN MUNICIPAL BOUNDARIES ON
ALBERTA TRANSPORTATION AND UTILITIES PROPERTY**

PURPOSE

To Regulate the construction of **THIRD PARTY BUSINESS SIGNS** on **Alberta Transportation and Utilities Right of Ways** and **all private property within 150 meters thereof** within the Municipality of the Crowsnest Pass. This will allow for the orderly development of Highway Third Party Business Signage in the Municipality and further more to allow local business and organizations to have access to highway sign advertising in accordance with specifications of Alberta Transportation and Utilities and maintain the picture perfect scenery that the residents and visitors of the Crowsnest Pass have become accustomed to.

POLICY

All Third Party Business Sign permits that are granted by Alberta Transportation must also be granted permission by the Municipality of the Crowsnest Pass as to the location of where the sign is to be placed. The location of the sign must fall within the areas that have been designated by the Sign Committee.

**LOCATION OF THIRD PARTY BUSINESS SIGNS WITHIN MUNICIPAL BOUNDARIES
ON ALBERTA TRANSPORTATION AND UTILITIES PROPERTY**

PROCEDURE

1. Businesses and organizations wanting to erect signs within the boundaries of the Crowsnest Pass are first required to apply and receive a permit from Alberta Transportation.
2. Alberta Transportation will inform the Chief Administrative Officer of the Municipality of all permits that have been applied for and granted, by faxing a copy of the permit to the Municipal Office.
 - a. Alberta Transportation will also advise the business or organization of the Municipal Sign Policy and ask them to contact the Chief Administrative Officer of the Municipality in writing of their intent to erect a sign and the desired location. In cooperation with Alberta Transportation only signs to be placed on property owned by Alberta Transportation and approved by the Municipality will be erected.
3. Once a business or organization is granted a sign permit from Alberta Transportation, the business will apply in writing to the Chief Administrative Officer indicating their desire to erect a sign and in what area of the Crowsnest Pass the sign is to be erected.
 - a. Available sign locations will be given out on a "first come, first serve" basis. Once all sites are utilized, no further sites will be allocated. There will only be one sign allowed on each chosen site (see attachment).
4. The Chief Administrative Officer will review the sign locations that are remaining and reply to the business indicating which sign locations are available, a copy of this policy and the details of the companies that already have multiple logo signs.
5. Should the sign not meet with the approval of the Sign Committee or complaints are received from the community, the Chief Administrative Officer will notify Alberta Transportation and Utilities in writing.
6. The necessary changes will have to be made to the sign by the business or organization within thirty days.
 - a. Should the business or organization not comply, the Municipality will demolish the sign and charge all costs to the developer.

**LOCATION OF THIRD PARTY BUSINESS SIGNS WITHIN MUNICIPAL BOUNDARIES
ON ALBERTA TRANSPORTATION AND UTILITIES PROPERTY**

Attachments:

1. Approved sites for sign locations
2. Sign Specifications from Alberta Transportation and Utilities

**LOCATION OF THIRD PARTY BUSINESS SIGNS WITHIN MUNICIPAL BOUNDARIES
ON ALBERTA TRANSPORTATION AND UTILITIES PROPERTY**

Attachment #1 / Policy # CNL-001.01

APPROVED SITES FOR THIRD PARTY BUSINESS SIGNS

1. FOR TRAFFICE TRAVELING EASTERLY

Starting approximately 1.8km west of the West Access to Coleman and each additional .5km (approximately) west thereof to a maximum of 5 sign sites.

2. FOR TRAFFIC TRAVELING WESTERLY

Starting approximately .5km east of the East Access to Bellevue and each additional .5km (approximately) east thereof to a maximum of 5 sign sites.

NOTE **Field conditions** will be taken into account when determining the exact **Location** for placement of signs.



↑↑↑↑↑↑↑↑

FEED DOCUMENT THIS DIRECTION

**IMPORTANT
FAX MESSAGE**

TO Doug To Dink

COMPANY M.C.N.P.

FAX NO. 563 5474

FROM Terry YS.

NO. OF PAGES 15

RE _____

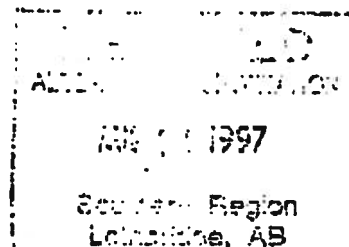


COMMUNITY BUSINESS SIGNS

INFORMATION PACKAGE

AUGUST 1997

***Technical Standards Branch
Alberta Transportation & Utilities
4999 - 98 Ave., Edmonton, Alberta
T6B 2X3***



COMMUNITY BUSINESS SIGNS

PURPOSE:

The primary purpose of the Community Business Signs Program is to provide businesses located in urban centres except cities with the opportunity to advertise in a controlled manner. Community business signs will provide the motoring public with business identification for local area businesses which complement the existing rural community facility signing program.

ELIGIBILITY:

Communities (towns and villages) located within 8 kilometres of a primary highway will be allowed community business signing in advance of the main access into the urban area.

Rural industrial parks located within 2 kilometres of a primary highway will also be allowed community business signing in advance of the main access into the park.

All businesses advertising on the Community Business Sign must be located in the community or industrial park and comply with local business licensing requirements.

BASIC CONDITIONS:

The following are the basic conditions for the establishment of Community Business Signs:

- 1. A maximum of five community business signs will be allowed for each direction in advance of the urban centre or main access to the urban centre. Generally, the first sign should be 0.5 kilometre in advance of the community facility sign (which is generally 1 km in advance of the community or its access) and additional signs will be at 0.5 kilometre spacing in advance of the first sign. Feasibility of sign location will require verification. Exact placement will depend on field conditions and will require approval by the Operations Manager. Refer to location details for Community Business Signs in Drawing No. TEB 1.93 in the Appendix.*

2. *The upper portion of the sign identifying the community and distance to the community or access shall be white on brown (refer to Drawing No. TEB 1.91 in the Appendix).*
3. *The kilometre marking on the upper portion of the sign shall make reference to the distance to the access road or corporate limit whichever applies (e.g., Okotoks Access). If it is an access, this should be specified on the sign.*
4. *The community business sign owner is responsible for keeping the distance on the upper portion of the sign correct. If the corporate limit of the community changes, the distance indicated on the community business sign must reflect the change.*
5. *The number of advertisement panels allowed on each Community Business Sign will be either 3, 6, or 9. Each panel will be 80 cm x 120 cm in size (refer to Drawing No. TEB 1.91a in the Appendix).*
6. *Each panel will be restricted to one business (i.e., two businesses cannot advertise on the same panel). However, if a business is composed of several franchise businesses operating as a single business, then a maximum of two logos are permitted on the same sign panel (e.g., KFC and TACO Bell franchises operating as a combined business in the same premise).*
7. *Two panels per business may be allowed as long as the panels are adjacent to each other.*
8. *No business will be permitted to advertise on successive community business signs. A business is allowed one advertisement on each highway entering the community.*
9. *The following will be allowed on the sign panels:*
 - *Company name, logo, name brand, trademark.*
 - *Phone number (minimum 15 cm high lettering will be required for clarity).*
 - *Hours of Operation (minimum 15 cm high lettering will be required for clarity).*
 - *"Next Left" or "Straight Ahead" permitted - complex directional arrows or maps not allowed.*
 - *Sign lettering shall be minimum 15 cm high.*

10. Secondary advertising, secondary names/trademarks (e.g., Coke is the Real Thing, Pepsi the Next Generation) will not be allowed on the sign panels:

11. Sign illumination is not permitted for reasons of safety and liability.

12. Sign manufacturer identification is permitted subject to the following criteria:

- If placed on the front of the sign, a maximum area of 0.35 square metre tab will be allowed at the bottom of the sign panel.
- If placed on the back of the sign, a maximum area of 0.35 square metre panel will be allowed within the overall sign panel.
- The identifier should consist of the company name or logo and a phone number. No other information will be permitted on the tab.

FABRICATION, ERECTION AND MAINTENANCE:

The sign structure is to be fabricated, installed, owned and maintained by the private sector or a local organization such as the Chamber of Commerce (permit holder). All costs associated with business panel fabrication, freight, installation, replacement and maintenance will be the responsibility of the permit holder.

If the sign structure is constructed of steel posts such as H-channels, the structure shall be equipped with breakaway bases irrespective of the set-back distance from the travel lanes (clear zone criteria). Refer to installation details for Community Business Sign in Drawing No. TEB 1.92 in the Appendix.

Wood posts with a cross sectional area greater than 230 square cm (150mm x 150mm) will not be permitted for use in any community business signs unless they are equipped with breakaway features. This requirement applies anywhere in the highway right-of-way regardless of the set-back distance.

If the sign structure is wood, no poured-in-place concrete is allowed in the footings. The sign supports shall be properly tamped. In wet and unstable soil conditions, poured-in-place concrete foundation may be permitted with approval of the Operations Manager.

SAFETY CONSIDERATIONS:

Motorists must be able to read and comprehend the sign panels at a glance. Any sign panel which may cause motorist confusion will not be allowed. Flashing, intermittent or revolving lights or moving parts are prohibited on the sign. Signs, symbols, trademarks, etc. which resemble official signs or traffic control devices also are prohibited.

Community business signs must not obstruct the sight lines at road intersections or railway crossings as these may cause serious traffic collisions.

SUGGESTED SIGN DESIGN GUIDELINES:

Community Business Sign design should be based on the concept of logo signing. This type of signing will give a lasting impression of a business and community to the highway user. Often, highway users will gain this type of impression without remembering the sign message.

Every effort should be made to design an aesthetically pleasing sign which will be a positive reflection on your business and/or community.

Motorists must be able to read the sign panels at a glance as they drive by, if they are to be of any value. Script or highly stylized lettering types are very difficult to read and should be avoided as much as possible.

The visibility of the sign at night can be important to an all night business. This can be accomplished by using retro-reflective materials similar to highway signs. If retro-reflective materials are chosen it is recommended that a high quality, "high intensity" product be used. This will provide durability and ensure that enough light is returned to the motorist to read the sign.

HOW TO APPLY FOR A PERMIT:

Application for a sign permit must be made through one of Alberta Transportation and Utilities' ten district offices. Locations of these offices are listed in the Appendix.

Applications for Community Business Signs will be handled on a "first come, first served" basis. The application is not valid unless the appropriate fees (certified cheque or cash) accompany the application.

Cost of the permit is at the rate of \$100 per year per community business sign panel available on the structure. Alberta Transportation and Utilities reserves the right to change the fee structure with one year's notice.

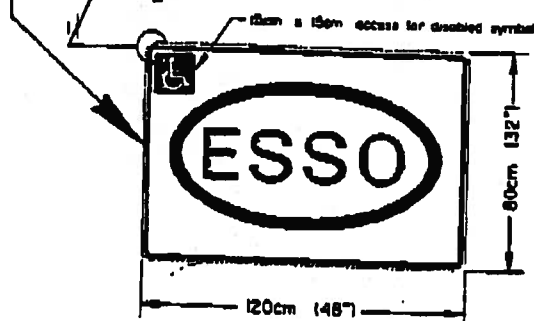
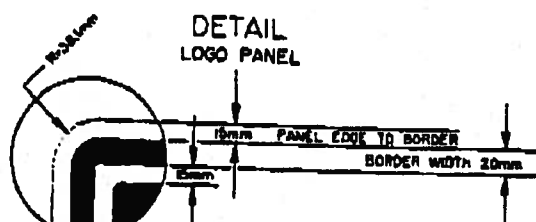
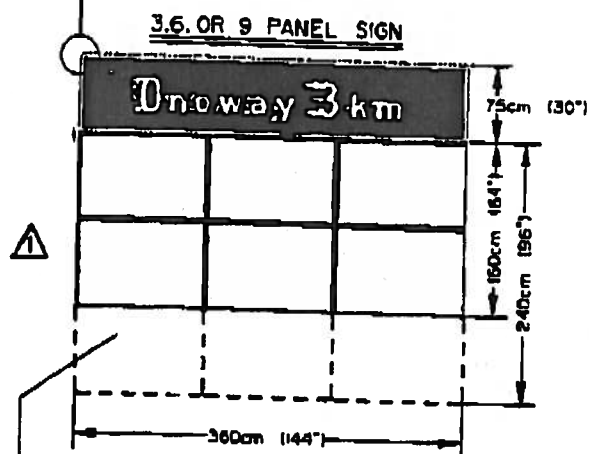
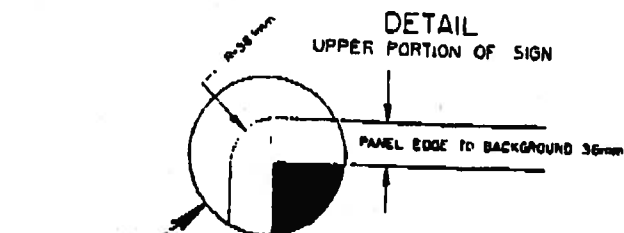
Permit applications will contain a clause stating that Alberta Transportation and Utilities reserves the right to remove any sign panel or sign if the contents of that sign are deemed to be unacceptable to the department. Panel design for each business must be approved by the Operations Manager before installation.

Once the permit is issued for the community business sign, the sign assembly must be installed within the permit period (12 months). Otherwise, Alberta Transportation and Utilities reserves the right to not re-issue another permit for the sign location.

A permit issued for a Community Business Sign is for a period of one year. Alberta Transportation and Utilities reserves the right to not renew the permit or to cancel a permit because of policy changes to the Community Business Signs Program.

Any variation or deviation from the conditions outlined in the Community Business Signs Program will require Alberta Transportation and Utilities (Technical Standards Branch) approval.

Appendix

UPPER PORTION OF SIGN

SUBSTRATE: Sign grade material (ie 19mm high density plywood or extruded aluminum).

SIGN FACE: Level Type I reflective material (3M engineer grade or equivalent).

COLOR: White lettering and pane edge on brown background.

LETTERING: 340mm upper case and 255mm lower case

LOWER PORTION OF SIGN

BACKING BOARD: 19mm construction grade or better plywood and painted brown to match the reflective brown on the top portion of the sign.

LOGO PANELS: Shall be constructed on sign grade material.

Shall have a border as shown in detail.

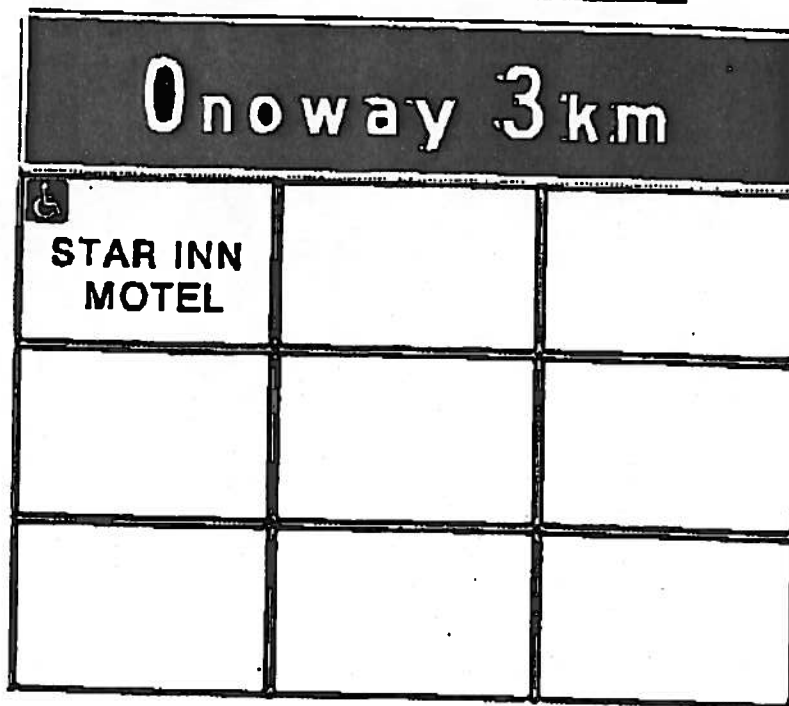
May consist of a symbol, business name, trademark or name brand. No secondary names or trademarks, slogans or other supplemental information shall be permitted.

No flashing, intermittent or revolving lights or moving parts will be permitted.

No legend that in any way imitates standard traffic control signs will be permitted.

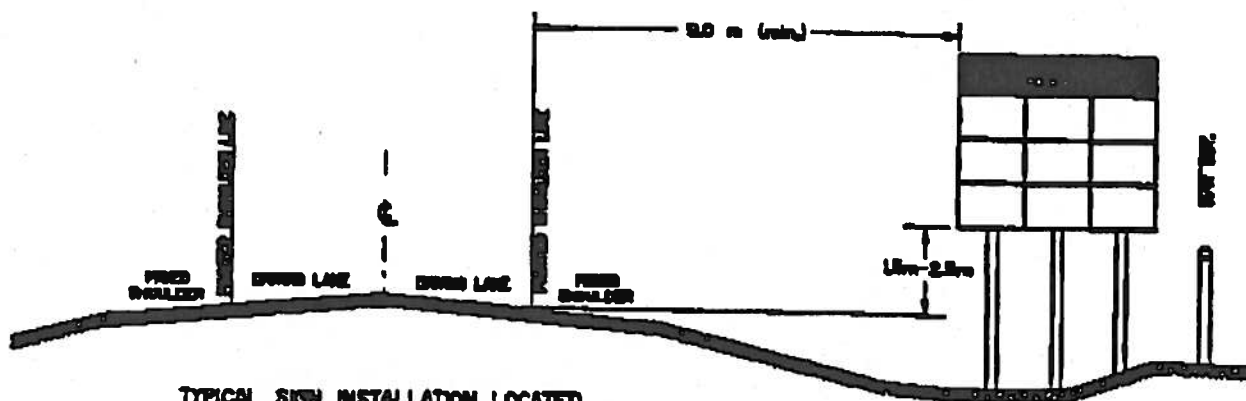
Businesses that meet requirements for disabled access shall display the access for the disabled symbol in the upper left corner of the panel.

△			
△	REMOVED 12 OR 16 PANEL OPTION	R.C.	06/97
No.	REVISIONS	BY	DATE
Approved Executive Director, Technical Standards Branch			
Date: NOV.25/93			
CONSTRUCTION DETAILS for COMMUNITY BUSINESS SIGNS (120cm X 80cm PANELS)			
Prepared By: T.J.L.	Checked By: R.C.	Scale: N.T.S.	Dwg No.: TEB LBN

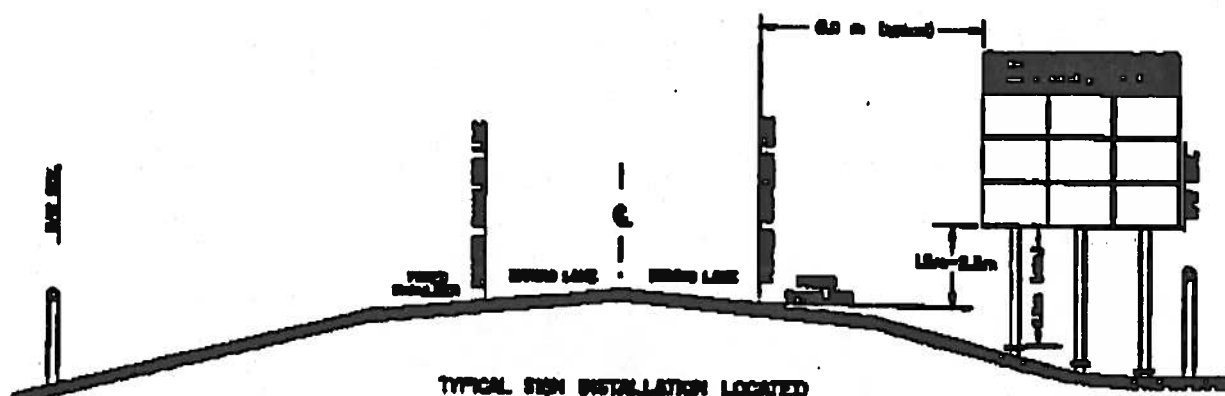
3.6, OR 9 PANEL SIGN

3 Panels = 360cm x 155cm (144" x 62")
 6 Panels = 360cm x 236cm (144" x 94")
 9 Panels = 360cm x 315cm (144" x 126")

No.	REVISIONS	BY	DATE
Approved: Executive Director, Technical Standards Branch			
Date: NOV. 10/98			
LOGO SIGN with 120cm X 80cm PANELS			
Prepared By: T.J.N.	Checked By: R.C.	Scale: N.T.S.	Drawn By: TEB LBN



TYPICAL SIGN INSTALLATION LOCATED
MINIMUM 9m FROM EDGE OF
TRAVEL LANE OUTSIDE OF CLEAR ZONE
NO BREAKAWAY MOUNTS OR BARRIER
PROTECTION REQUIRED



TYPICAL SIGN INSTALLATION LOCATED
LESS THAN 9m FROM EDGE OF
TRAVEL LANE WITH BREAKAWAY
MOUNTS OR BARRIER PROTECTION

GENERAL NOTES

Signs shall be located a minimum 9m from driving lane on backlogs where possible.

Signs shall be equipped with breakaway features or protected by barriers if less than 9m from driving lane.

Breakaway features and barriers must be designed by an engineer and approved by Alberta Transportation & Utilities.

If the sign structure is constructed of steel posts such as H-channels or wood posts with cross sectional area greater than 230 square cm (180mm x 180mm), the structure shall be equipped with breakaway bases irrespective of the set-back distance from the travel lanes.

Final installation location must have Operations Manager approval.

▲			
▲	ADDED NOTE REGARDING BASES	R.C.	05/97
No.	REVISIONS	BY	DATE

Approved <i>Alain Dwan</i> Executive Director, Technical Standards Branch	
Date: NOV 25/98	

INSTALLATION DETAILS for COMMUNITY BUSINESS SIGNS

Prepared By T.J.L.	Checked By R.C.	Scale N.T.S.	Drawn By	Rev 1.00
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HIGHWAY

COMMUNITY ACCESS
OR CORPORATE LIMITSTypical Directed
Warning & Regulatory
Signs
500m

5m

Community Facility Sign

500m min.

Logo Sign

Graphic 3m

Minimum 1km (to Community Facility Sign)

Note

Community Business Signs must not interfere with any existing highway signs.

If a Community Facility Sign is in place the Community Business Sign must be installed a minimum 500 metres in advance of the facility sign. Otherwise, the minimum distance shall be one kilometre.

Minimum distance between multiple Community Business Signs must be 500 metres.

Minimum distance from community access road or corporate limits to Community Business Signs is one kilometre.

Only communities within 8 kilometres of a primary highway shall be signed.

	ADDED NOTE REGARDING BASES	P.C.	05/97
No.	REVISIONS	BY	DATE
Approved Executive Director, Technical Standards Branch			
Date		NOV 25/98	
LOCATION DETAILS for COMMUNITY BUSINESS SIGNS			
Prepared By T.M.	Checked By P.C.	Scale N.T.S.	Drawn By T.M.

T.M. LON



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 14, 2023

Agenda #: 7.e

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 - March 10, 2023.pdf](#)

Service Areas Update – March 10, 2023

CAO Office

- Discussion with local RCMP Commander
- Discussion with TC Energy on upcoming project north of Bellevue
- Attended first CMAC Meeting
- Participated in town hall meeting with Minister Shultz
- Meeting with MLA YAO regarding RhPap
- Attended Forestry Mutual Aid meeting
- Discussion with Teck regarding housing needs in the areas
- Attended RMA town hall on unpaid oil and gas tax and provincial budget
- Meeting with RCMP district officer
- Discussion with Travel Alberta on ATIS future
- Participated in Southern Stakeholder Rountable on economic development
- Continuing Downtown Bellevue Revitalization project oversight
- Continuing Bellevue Forcemain Conceptual Design project oversight
- Continuing Blairmore & Coleman Water Plant MCC Upgrade project oversight
- Continuing Frank WWTP Upgrade project oversight
- Continuing Bellevue Fire Pump and Water Main project oversight
- Continuing Office Renovation project oversight

Finance

- Tax Desk received 60 requests for Tax Searches in February 2023 with a yearly total of 87 (compared to 38 in February 2022 Year to date 78 and 66 February 2021 year to date 114).
- Accounts Payable in February did two check runs, processed 373 invoices, and paid 170 vendors Year to date 703 invoices and paid 402 vendors (February 2022 processed 335 invoices and paid 188 vendors with 2 check runs, 2021 Year to date paid 637 invoices and paid 325 vendors).
- Staff working on year-end files for 2022.
- External auditors are scheduled to arrive the week of March 13 to do onsite audit work.
- Working on an asset management policy and terms of reference.
- Working on 2023 property assessment reconciliation draft assessment file received from Benchmark on March 2, 2023.
- Working on 2023 Fees, Rates and Charges for 2023.

Corporate Services

- **Human Resources**

- The Municipality has 167 employees across the organization.
- The Municipality has 7 Open Postings (1 Fire Rescue General Recruitment, 2 Pool, 1 Manager and 3 summer seasonal.)
- Vacation approval process was completed with management staff, union vacation approval process will commence at the end of the month.
- Equipment Operator Competency annual review is underway.

- **FOIP/Complaint Form Process**

- 3 FOIP requests has been received in 2023; two are completed, one is in progress.
- Received 1 Formal Complaint Forms in 2023; complaint is being investigated
- Working with Office of the Privacy Commissioner on resolving 3 requests for reviews from 2021.

- **Health and Safety**

- Spring Safety Training series took place March 8-10, 2023. We held in-housing training on Ground Disturbance, WHMIS, Flag Training and Cargo Securement and completed 64 seats of training.

Development, Engineering & Operations

- **Utilities Department**

- Submitted all annual drinking and wastewater reports to Alberta Environment.
- Letter received from Environment Canada stating that they have accepted that the process changes made to the Hillcrest/Bellevue lagoon filter systems appear to have fixed the TSS compliance issues.
- Repaired water main break on 21 Ave in Blairmore.
- Commissioning and training for new equipment installations at the Frank plant continues.
- Level 3 operator training for drinking and wastewater operations continues.
- Repaired two water services on 22nd Ave in Coleman.
- Inspection and maintenance at the Blairmore Pump House.
- Burned the wood pile at the Frank wood waste pit. Will reopen again mid April.
- Flushed sanitary sewer at the MDM.
- Unplugged sanitary sewer block 2810 77th St.

- **Transportation Department**

- Sign maintenance and new installations.
- Checking on drainage areas and thawing storm drains for surface runoff-snow melt events.
- Snow and ice control as needed including Ski Hill Road, Atlas Road for Ski-doo Poker Run, and road and parking area for the Skijoring event,
- Training operators on various pieces of equipment such as grader, loader, and plow truck.
- Tree removal on library property.
- Opening and closing graves for burials.
- Hauling gravel.

- **Development and Trades**

Facility Maintenance:

- Continue security camera installations.
- PPK Lodge basement renovations have been completed.
- Develop multi-year annual overhead door service contract.
- Develop preventative maintenance work schedules, annual inspection programs, and facility / equipment life-cycle assessments.

Planning and Development:

- Municipal Planning Commission – one meeting in February (0 Subdivision; 10 DPs).
- To date a total of 72 DP applications for Tourist Homes and Short-Term Rental / B&B have been received (6 new in 2023) and either approved or refused. Enforcement is ongoing. There have been 10 appeals, some by the applicant who had been refused, and some by adjacent landowners against an approval.
- Municipal Historic Resources Advisory Committee – no meeting in February.
- SDAB – two hearings in February.
- Nuisance Grounds / Areas of Potential Environmental Concern (Landfills) investigation – the final report was accepted by Council at its February 07, 2023 meeting. It will be published on the MCNP website and added as a new layer in the GIS. Discussions are ongoing with the consultant regarding monitoring requirements at the two sites owned by the MCNP as a matter of due diligence. Bylaw amendments (LUB and Safety Codes Permit) will be forthcoming to establish an overlay district that prohibits the construction of basements and/or require a vapour barrier on the basement exterior for residential development within the setback distance around the APECs.
- 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	42 / 35	78 / 64
Planning & Development		
Compliance Certificate requests processed	6	12

Development permit applications - received / issued	25 / 10	48 / 19
Business Licences reviewed	11	24
LUB enforcement complaints received – new / active	3 / 40	10 / 40
Bylaws - LUB amendment, road/MR closure	3	6
Subdivision applications – new / active	0	1
Safety Codes		
New Housing Starts	4	4
Building permits - issued / inspections / closed	8 / 11 / 10	13 / 36 / 18
Electrical permits - issued / inspections / closed	4 / 13 / 10	15 / 35 / 30
Gas permits - issued / inspections / closed	7 / 10 / 9	21 / 23 / 15
Plumbing permits - issued / inspections / closed	1 / 5 / 5	11 / 12 / 9
PSDS permits - issued / inspections / closed	0 / 0 / 0	0 / 0 / 0

Protective Services

- **Fire**
 - Aerial apparatus is in service with an engine being removed from service
 - Zone 7 Fire Chief's meeting
 - Forestry mutual aid meeting-Hosted in CNP at golf course. Participants from all over southern Alberta and Calgary
- **Peace Officer**
 - March enforcement focus:
 - Animal control bylaw
 - Seat belts
 - Worked with Development office for STR and Tourist Homes
 - Community engagement at PPK. Two of the CPO's ensured PPK patrons were being safe on the ski hill and handed out 43 youths with "Positive Tickets", which were valid for a free hot chocolate at the lodge. The officers snowboarded in uniform with other guests which resulted in a fantastic public presence.

Category	Month (Feb)	Year to Date
Number of Charges Laid	43	91
Cases Generated (Incident Count)	36	51
Cases: Requests for Service	21	31
Cases: Officer Observed	11	14
Cases: Received from outside Department/Agency (i.e. RCMP)	4	6
Vehicle Removal Notices	6	6
Vehicles Towed	0	0
Positive Ticketing	43	43
Projected Fine Revenue **	\$11,155	\$23,640

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

- **Agriculture and Environment**
 - Ag Fieldman returning April 1, 2023

Pass Powderkeg Ski Area

- Winter operations are continuing on, with busy weekends and strong weekday visitation.
- Food and beverage sales have been strong this season, likely closing in on last year's total number already.
- Currently, there are 54 staff working in full and part time roles at the ski area.
- School group programs are going very well, and school visits will continue for the rest of the season.
- Snow school revenue has now topped last season's total snow school revenue – a great sign that programs like the Learn-To-Turn are catching on and growing still.
- Summer events and programming is starting to fill up.
- Family Week was a success at PPK despite frigid temperatures. Visitation was strong.
- Horace Allen school days kicked off in early March after a two-year hiatus. The visits have been going well.
- Planning for year end events has started.
 - Dummy Downhill: March 18
 - Retro Day: March 18
 - Closing Day BBQ and Slush Cup: March 26

Community Services

- 2023 Fees and Rates
- Planning pool opening logistics
- Operator 1 interviews
- 2023 staff training planning

Arena/Parks

- March 4 & 5 – CNPMH U9 Tournament
- March 10 & 11 – Over 18 Volleyball Tournament at the MDM
- March 25 – CNP Dance Festival Society Event at the MDM
- March 27 – Hockey Ice removal begins
- March 31 – CNP Music Festival at the MDM
- April 6-9 – Bunny Bonspiel
- April 7 – Easter Fun Run
- April 20 – Community Market at Elks Hall
- April 28-30 – KRA Pro Rodeo
- **FCSS**
 - Planning for an Applied Suicide Intervention Certificate program for April 15 & 16. This workshop is being hosted in partnership with Darcy's Nature Walk for Mental Wellness.
 - Working with the Coleman Seniors and Bellecrest Seniors to set up activities to engage seniors in the community.
 - Movie in the Park dates have been set for July 14 & August 11

- Man, Van visit – date set for May 15 – 2pm – 6pm at the Elk’s Hall parking lot. Advertising will follow.
- Volunteer Appreciation event will be held on Friday April 21. Order of the Crowsnest Pass call for submissions has been sent out to the community. Deadline for submissions is March 17.
- Spring/ Summer handbook is being circulated.
- Coordinating meals on wheels and subsidized taxi program
- **Programming**
 - Gymnastics Spring schedule and registration
 - Gymnastics Membership submission to AGF (Alberta Gymnastics Federation)
 - Memorial Bench Program – Ordering
 - New Program Drums Alive, Drumtastic
 - Summer Camps Planning – Soccer and Gymnastics
 - Pickle Ball tournament planning



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 14, 2023

Agenda #: 7.f

Subject: Procedure Bylaw

Recommendation: That Council provide guidance on what allowances for electronic meeting participation they wish to see.

Executive Summary:

Under the recent updates to the MGA in late 2022, Section 199 was amended that specifies around how electronic participation can occur in meetings. The complicating matter is that this section has not been judicially considered, however our legal believes that a hybrid meeting is possible under the section if our bylaw is drafted carefully. In order to draft an amending bylaw to the Procedure Bylaw though, criteria need to be set to specify when electronic participation is allowed.

Relevant Council Direction, Policy or Bylaws:

- MGA Section 199
- Procedure Bylaw

Discussion:

1. What types of meeting may be conducted electronically
 - a. Council meetings
 - b. Council committee meetings
 - c. Hearings
 - d. All of the above
2. What types of electronic means are you going to authorize to be used
 - a. telephone (landline and/or cellphone)
 - b. electronic/virtual (Zoom, Webex, Teams...)
3. What method will you use to confirm the identity of a councillor attending electronically
 - a. Simply verifying their first and last name
 - b. Mandatory video so they can be seen
 - c. Other
4. By what method can members of the public access the meeting and make submissions

- a. For access – same options as #2 but presumably access means the public cannot participate
 - b. For submissions – this really only applies in a statutory public hearing or SDAB/ARB hearing
 - i. Oral submissions – same as #2
 - ii. Written submissions – during the hearing or only before the hearing by a submission date
 - iii. Delegations/open mic – if you are going to allow this, you will have to consider how to organize public input – pre-registration?
5. How will meeting/hearing information that must be made available per the MGA be made publicly available before and during the meeting?
- a. For a meeting, the agenda must be made publicly available in advance so how will that be done
 - b. For a hearing, information must be made publicly available in advance
 - c. For either, but particularly a hearing, if information is going to be accepted during the hearing, how will it be made available?
6. How will notice of the meeting be given (which must include the information listed in section 199)
- a. This means if virtual, the link information
 - b. If telephone, the telephone information
 - c. If there is a need to register
 - d. When information must be submitted and how
7. Do you want to allow hybrid meetings and/or hearings? And if so, to whom does this apply?
- a. Only councillors can attend electronically
 - b. Only the public can attend electronically
 - c. If the public wants to speak, they must attend in person
 - d. Both can attend electronically

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[1041, 2020 - Procedure Bylaw - CONSOLIDATED to Bylaw 1133, 2022.pdf](#)



Date of Consolidation: January 4, 2023

Consolidation of Bylaw No. 1041, 2020

Municipality of Crowsnest Pass

Procedure Bylaw

Adoption January 21, 2020

As Amended By:

Bylaw No. 1049, 2020 adopted April 21, 2020

Bylaw No. 1133, 2022 adopted October 18, 2022

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1041, 2020
PROCEDURE BYLAW

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta to regulate the proceedings of council and council committees

WHEREAS section 145 of the *Municipal Government Act* provides that a council may pass bylaws in relation to the procedure and conduct of council and council committees;

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

PART 1
INTERPRETATION AND APPLICATION

1. Short Title

- 1.1 This Bylaw may be cited as the “Procedure Bylaw”.

2. Definitions

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

- (a) **“Act”** means the *Municipal Government Act*, RSA 2000, c M-26 and its regulations;
- (b) **“Administration”** means the Chief Administrative Officer and any other person who exercises a power, function or duty of the Municipality whether under delegation from the CAO or by any other authority or agreement;
- (c) **“Agenda Review Committee”** means the committee that reviews the draft agenda for the upcoming Council Meeting and is made up of the Mayor, Deputy Mayor and CAO.
Amended – Bylaw 1133, 2022, Adopted October 18, 2022.
- (d) **“Chair”** means the person who presides over a Council meeting or council committee meeting;
- (e) **“Chief Administrative Officer” or “CAO”** means the person appointed by Council as chief administrative officer within the meaning of the Act, or a person to whom the appointed CAO has delegated any CAO power, function or duty;
- (f) **“Council”** means the duly elected Council of the Municipality;
- (g) **“Delegation”** means any person other than Administration, who addresses Council at a Council meeting, but does not include a person who speaks at a Public Hearing;

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

- (h) **“Deputy Mayor”** means a Councillor who is appointed under subsection 152(1) of the Act;
- (i) **“In Camera”** means a meeting or portion of a meeting that is closed to the public in accordance with section 197 of the Act;
- (j) **“Mayor”** means the chief elected official of the Municipality;
- (k) **“Motion”** means a formal proposition put forward by a Councillor in attendance at a meeting with the intention that it be put to a vote;
- (l) **“Municipality”** means the municipal corporation of the Municipality of Crowsnest Pass;
- (m) **“Notice of Motion”** means the informing of councillors, in writing, of the intent to put a new Motion forward at a subsequent Council meeting;
- (n) **“Notice of Public Hearing”** means a formal notice issued by the Chief Administrative Officer to announce the date, place, time and purpose of a Public Hearing;
- (o) **“Point of Order”** means the raising of a question by a Councillor to call attention to any deviation from a provision of this Bylaw or any other bylaw, statute or regulation, or to any procedural matter that according to this Bylaw must be raised by way of Point of Order;
- (p) **“Point of Privilege”** means a matter affecting the rights and privileges of Council collectively or of individual councillors;
- (q) **“Public Hearing”** means a meeting of Council, or a dedicated portion of a meeting, for the purpose of complying with section 230 of the Act; and
- (r) **“Resolution”** means a motion which has been voted on and carried by Council.

3. Rules of Interpretation

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

4. Application

- 4.1 This Bylaw shall govern the proceedings of Council.
- 4.2 This Bylaw shall govern the proceedings of council committees, subject to the following:

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

- (a) a reference in this Bylaw to a “Councillor” is, in the context of a council committee meeting, deemed to include a member of the public who is appointed by Council as a member of that council committee;
 - (b) a rule or procedure established by this Bylaw that is specifically stated to apply to council committees, or to a specific council committee, shall prevail over a rule or procedure of more general application contained in this Bylaw; and
 - (c) a specific rule or procedure set out in a council committee’s governing bylaw shall, in the event of a conflict, prevail over a rule or procedure of more general application contained in this Bylaw.
- 4.3 When any matter relating to the proceedings of Council or council committees is not addressed in the Act or in this Bylaw, the provisions of the most recent version of Robert’s Rules of Order Newly Revised will govern the matter.
- 4.4 In the event of conflict between the provisions of this Bylaw and Robert’s Rules of Order Newly Revised, the provisions of this Bylaw shall prevail.

PART 2

COUNCIL AND COUNCIL COMMITTEE MEETINGS

5. Organizational Meeting of Council

- 5.1 An organizational meeting of Council must be held annually within two weeks after the third Monday in October at a date and time set by Council, except in the year of a general election when the Chief Administrative Officer shall determine the date and time for the organizational meeting.
- 5.2 At or before the first organizational meeting of a Council term, all councillors must take the official oath prescribed by the *Oaths of Office Act* before dealing with any Council business.
- 5.3 At the organizational meeting, Council must by Resolution:
- (a) establish a Deputy Mayor roster for the following year whereby each councillor shall serve a 2 month term as Deputy Mayor on a rotational basis;
 - (b) make appointments to council committees and other agencies and boards to which a liaison is appointed, subject to any bylaw that provides for an alternate date for the making of appointments to a specific body; and
 - (c) deal with any other business described in the notice of the meeting.
- 5.4 Seating in the Council chambers shall be re-assigned immediately prior to each organizational meeting, with seat selection to occur via random draw conducted by the Chief Administrative Officer.

6. Regular Meetings

- 6.1 Regular meetings of Council will be held in the Council chambers at the municipal office on the first and third Tuesday of each month commencing at 7:00 pm, and on the second Tuesday of each month commencing at 1:00pm, unless cancelled by Resolution of Council. ***Amended – Bylaw 1049, 2020, Adopted April 21, 2020.***
- 6.2 The schedule of regular meetings of Council will be posted on the municipal website and the date, time and location of special meetings of Council will be posted on the municipal website as soon as practicable after that information is available.
- 6.3 Council or the Chief Administrative Officer may reschedule a regular meeting of Council. ***Amended – Bylaw 1049, 2020, Adopted April 21, 2020.***
- 6.4 The Agenda Review Committee has the authority to cancel an upcoming Council meeting if there are no emergent items or a limited number of agenda items. ***Amended – Bylaw 1133, 2022, Adopted October 18, 2022.***
- 6.5 If there are changes to the date, time or place of a regular meeting, including cancellation, the Chief Administrative Officer must give at least 24 hours' notice of the change to all councillors and post the notice on the municipal website. ***Amended – Bylaw 1049, 2020, Adopted April 21, 2020.***

7. Special Meetings

- 7.1 The Chair may call a special meeting of Council at any time in accordance with section 194 of the Act. Where the Mayor receives a written request for a special meeting, stating its purpose, from a majority of the councillors, such meeting shall be scheduled within 7 days of receiving the request.
- 7.2 The date, time and location of a special meeting of Council will be posted on the municipal website as soon as practicable after that information is available.
- 7.3 If there are changes to the date, time or place of a special meeting, including cancellation, the Chief Administrative Officer must give at least 24 hours' notice of the change to all councillors and post the notice on the municipal website.

8. Council Committee Meetings

- 8.1 Council committee meetings will be held at the call of the Chair of each respective council committee at the date, time and place set out in the public notice of the council committee meeting.

9. Chair

- 9.1 The Mayor is the Chair of Council meetings. If the Mayor is absent the Deputy Mayor shall take the Chair. In the absence of the Mayor and the Deputy Mayor, the CAO shall begin the meeting by calling for a motion for the appointment of a Chair from among the councillors present.

- 9.2 The Chair of a council committee meeting is the person appointed as Chair in accordance with the provisions of the bylaw establishing the council committee. If the Chair is absent, and an acting Chair has not been appointed, then the meeting shall begin with a call for a motion for the appointment of a Chair from among the members present.

10. Quorum

- 10.1 As soon as there is a quorum after the time fixed for a meeting, the Chair shall call the meeting to order.
- 10.2 If there is no quorum within 15 minutes after the time set for the meeting, the names of the councillors present shall be recorded and no meeting will take place on that date.
- 10.3 If at any time during a meeting quorum is lost, the Chair shall call a recess and if quorum is not achieved again within 15 minutes, the meeting will be adjourned.
- 10.4 The agenda for an adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called before the next regular meeting to deal with the business of the adjourned meeting.

11. Attendance

- 11.1 If a councillor is unable to attend all or part of a meeting, including arriving after the start of a meeting or leaving before the meeting is adjourned, the councillor:
- (a) must notify the Chief Administrative Officer and the Chair at least 24 hours in advance, or if exigent circumstances exist as soon as reasonably possible;
 - (b) must provide the general reason for the absence; and
 - (c) may request that the Chair announce the reason and expected duration of their absence during the meeting.

12. Electronic Participation at Meetings

- 12.1 A councillor may participate in a meeting via teleconferencing or other electronic means that has been tested for reliability and can be muted to block background noise, provided that:
- (a) the requirements of section 199 of the Act are met; and
 - (b) there is a quorum physically present at the meeting to ensure the meeting can continue if the connection fails.
- 12.2 The Chair may direct that the connection be terminated if the councillor cannot be clearly understood, or if a poor connection or background noise is deemed to be disruptive to the meeting.
- 12.3 If a technical problem prevents or interrupts a councillor's electronic participation in a meeting, the minutes shall reflect the time at which the councillor ceased to participate in the meeting

by reason of the technical problem. If such technical problem is later resolved and the councillor rejoins the meeting by electronic means without a vote on a Motion having taken place during the interruption in the councillor's participation, the minutes shall reflect the time at which the councillor rejoined the meeting.

- 12.4 If electronic communication is interrupted during a meeting and remains interrupted while a vote on a Motion is taken, the councillor affected is deemed to have left the meeting prior to the vote and shall not be permitted to rejoin the meeting, either electronically or in person.
- 12.5 Unless otherwise provided for by a Resolution, a Delegation or speaker at a Public Hearing may not participate in a meeting electronically.

13. Electronic Recordings and Devices

- 13.1 No member of the public may electronically record any portion of a Council or council committee meeting, unless a request is made prior to the commencement of the meeting and the Chair determines that electronic recording of the meeting by the public will be permitted.
- 13.2 All electronic devices must be in silent mode or turned off while a meeting is in progress.

PART 3 AGENDAS AND MINUTES

14. Agendas

- 14.1 The agenda for each Council meeting shall be prepared by the Chief Administrative Officer in consultation with the Mayor and Deputy Mayor.
- 14.2 Any councillor may submit an item for consideration of placement on a future Council meeting agenda. A councillor who submits an item for consideration that is not placed on a Council meeting agenda retains the right to present the item at the next council meeting and have it added to the agenda if a majority of council agrees or serve a Notice of Motion to compel debate and voting on the matter at a future meeting.
- 14.3 The agenda for all regular meetings of Council shall contain the following matters in the order in which they are listed below:
- (a) Call to Order
 - (b) Adoption of Agenda
 - (c) Consent Agenda
 - (d) Adoption of Minutes
 - (e) Public Hearings
 - (f) Delegations

- (g) Requests for Decision
- (h) Council Member Reports
- (i) Public Input Period
- (j) Councillor Inquiries and Notice of Motions
- (k) In Camera
- (l) Adjournment

- 14.4 Once a meeting agenda has been published on the municipal website, it may only be modified by a Resolution when adopting the agenda at the meeting to which it applies.
- 14.5 The Chief Administrative Officer shall cause the regular meeting agenda and all associated reports, bylaws or other supporting documents to be provided first to all councillors and then posted on the municipal website, subject to any exceptions to public disclosure under the *Freedom of Information and Protection of Privacy Act*, on the Friday immediately preceding the meeting to which the agenda relates. Supporting documentation that is received too late to be included with the agenda will be made available as soon as practicable thereafter.

15. Consent Agenda

- 15.1 The consent agenda portion of a meeting shall be reserved for non-controversial or routine items that may be moved and voted on without debate as one item, regardless of the number of reports included, to adopt all of the recommendations contained in the respective reports.
- 15.2 A councillor may request for any item to be removed from the consent agenda and placed on to the agenda for debate. Such request must be made before voting occurs on the consent agenda.

16. Minutes of Meetings

- 16.1 The Chief Administrative Officer shall, in accordance with section 208 of the Act, prepare or cause to be prepared minutes of each Council meeting and council committee meeting that include:
- (a) the type of meeting that was held, whether regular, special, or organizational;
 - (b) the date, hour and place of the meeting;
 - (c) the names of the councillors present at and absent from the meeting;
 - (d) the name of the Chair;
 - (e) the names of each member of Administration present at the meeting, including each person's title;
 - (f) an item that corresponds with every item on the agenda for that meeting;

- (g) a Motion for each item on the agenda, as applicable;
- (h) the names of members of the public who speak to an item;
- (i) any abstentions made under the Act by any councillor and the reason for the abstention;
- (j) the time of departure and return to the meeting of any councillor for any reason;
- (k) the time the meeting is adjourned; and
- (l) the signatures of the Chair and the Chief Administrative Officer.

- 16.2 At every regular meeting, the minutes of the previous regular meeting and any special meeting held more than 48 hours prior to the current meeting shall be considered for adoption.

PART 4 PUBLIC PARTICIPATION

17. Meetings in Public

- 17.1 Subject to section 47, all Council and council committee meetings shall be open to the public and no person may be excluded except for improper conduct as determined by the Chair.
- 17.2 Only councillors, the CAO and persons authorized by the Chair are permitted to come within the enclosure formed by the councillor's chairs during a Council meeting.
- 17.3 Only councillors or other persons recognized by the Chair or by a majority vote of the councillors present shall be allowed to address Council during a meeting.

18. Meetings Closed to the Public

- 18.1 Council and council committees may, in accordance with section 197 of the Act, close all or part of a meeting to the public if a matter to be discussed falls within one of the exceptions to disclosure as set out in the *Freedom of Information and Protection of Privacy Act*.

19. Conduct of the Public at Meetings

- 19.1 During a meeting, members of the public must conduct themselves with proper decorum. The Chair may order any member of the public who disturbs the proceedings by words or actions or in any other manner to be expelled from the meeting.
- 19.2 The Chair may request the assistance of a peace officer if a person ordered expelled by the Chair does not leave the meeting voluntarily.

20. Delegations

- 20.1 A person may request to appear as a Delegation and make a presentation to Council, either on the person's own behalf or as a representative of a group or organization. The request must:
- (a) be made in writing;

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- (b) include the name and contact information of the individual, and if applicable the group or organization, requesting to appear as a Delegation;
 - (c) clearly identify the reason or purpose of the request and provide a brief explanation of the subject to be addressed in the presentation; and
 - (d) be received by the Chief Administrative Officer.
- 20.2 Delegation requests will be reviewed by the Chief Administrative Officer, the Mayor and Deputy Mayor in preparing the agenda and the CAO shall notify the person requesting to appear as a Delegation whether the request has been:
- (a) approved, and added to the meeting agenda;
 - (b) approved, but deferred to a subsequent meeting agenda;
 - (c) referred to Administration, if the matter is considered to be operational in nature; or
 - (d) refused, if the matter is not considered to fall within the jurisdiction of Council or is otherwise deemed improper, and the CAO shall so advise Council why the request was refused.
- 20.3 Council must not permit a Delegation to address a meeting of Council regarding a proposed bylaw in respect of which a Public Hearing has been or will be held, where the Public Hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- 20.4 The use of presentation slide decks, maps, videos and other similar materials is permitted in a Delegation presentation, provided that the materials are forwarded to the Chief Administrative Officer in advance of the meeting, and these materials become the property of the Municipality as part of the record of the proceedings.
- 20.5 Each presentation by a Delegation shall be limited to 15 minutes unless a longer period is agreed to by a vote of the councillors present at the meeting.
- 20.6 Upon being recognized by the Chair, a councillor may pose questions for clarification to a Delegation or the Chief Administrative Officer. Debate is not permitted at the Delegation stage.
- 20.7 Any question posed to Council by a Delegation may be referred to the Chief Administrative Officer and it is not required that Council provide a response at that time.

21. Public Input Period

- 21.1 Public Input Period provides an opportunity for members of the public to make submissions to Council regarding municipal issues and for Council to receive submissions from members of the public for information or, where appropriate, for a subsequent response by either Council or Administration, as applicable. Members of Council shall limit their remarks to questions of clarification only recognizing that Public Input Period is reserved for members of the public to make submissions to Council. Debate of any kind is prohibited and shall be strictly enforced.

21.2 A person who makes submissions to Council during the Public Input Period must:

- (a) state their name and address for the record;
- (b) confine their submissions to matters within the jurisdiction of Council;
- (c) maintain proper decorum throughout their submissions; and
- (d) speak for no more than 5 minutes.

21.3 No written materials may be submitted, and no presentation slide decks, maps, videos or other similar materials may be used, during the Public Input Period.

21.4 Council must not permit a member of the public to address a meeting of Council during the Public Input Period regarding a proposed bylaw in respect of which a Public Hearing has been or will be held, where the Public Hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

22. Communications from the Public

22.1 Written submissions from the public in response to an advertised Public Hearing must be received by the Chief Administrative Officer no later than 12:00 pm one week prior to the Public Hearing in order to be included in the Council agenda package and form part of the record of the Public Hearing. Written submissions must clearly identify the writer, including the writer's address, and must not be libelous, offensive or improper. Written submissions that are received after the deadline or that otherwise do not comply with this section will not be accepted.

22.2 Any written communication intended for Council that is not being submitted in response to an advertised Public Hearing shall be forwarded to the Chief Administrative Officer and must:

- (a) identify the writer and the writer's contact information; and
- (b) not be libelous, offensive or improper.

23. Responsibilities of the Chief Administrative Officer

23.1 If the standards set out in section 61 are met and the Chief Administrative Officer determines the communication is within the governance authority of Council, the Chief Administrative Officer shall deliver a copy of the correspondence to all councillors within a reasonable time by one or more of the following means:

- (a) personally;
- (b) by leaving a hard copy in the councillor's mail slot at the municipal office;
- (c) via email;
- (d) including a copy of the correspondence in the agenda package for an upcoming Council meeting, subject to the *Freedom of Information and Protection of Privacy Act*.

- 23.2 If the standards set out in section 61 are met and the Chief Administrative Officer determines the communication is not within the governance authority of Council, the Chief Administrative Officer shall:
- (a) refer the communication to Administration for a response to the writer and provide a copy of the original correspondence and the referral to the councillors; and
 - (b) take any other appropriate action on the communication.
- 23.3 If the standards set out in section 61 are not met, the Chief Administrative Officer may file the communication, without any action being taken, after advising Council of the CAO's determination and providing a brief explanation as to why the correspondence did not meet the standards.

24. Public Hearings

- 24.1 The procedure for conducting a Public Hearing is as follows:
- (a) the Chair will declare the Public Hearing open and advise of the process to be followed;
 - (b) Administration will be called upon to introduce the item and provide a brief overview;
 - (c) members of the public who wish to speak to the item may present;
 - (d) after each speaker has spoken, any councillor may ask the speaker questions;
 - (e) once all speakers have spoken any councillor may ask Administration questions; and
 - (f) once all questions have been addressed, the Chair will declare the Public Hearing closed or may adjourn the Public Hearing so that it may be resumed at a future date.
- 24.2 A Public Hearing must be closed prior to second reading of a bylaw.
- 24.3 All speakers are required to provide their name, address and a brief explanation of the nature of their interest in the matter, after which they will be allocated a maximum of 5 minutes to present their position.
- 24.4 At the discretion of the Chair, or a vote of the majority of the members of council present, the time limits for speaking may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views.
- 24.5 No written submissions from the public will be accepted at the Public Hearing, but a member of the public will be given the opportunity to make a verbal presentation by reading their written submission.
- 24.6 The use of presentation slide decks, maps, videos and other similar materials is permitted in a Public Hearing, provide that the materials are forwarded to the Chief Administrative Officer in advance of the Public Hearing, and these materials become the property of the Municipality as part of the record of the hearing.

PART 5 COUNCIL PROCEEDINGS

25. Role of the Chair

- 25.1 The Chair will preserve order and decorum and decide all questions relating to the orderly procedure of the meeting, subject to an immediate appeal by a councillor from any ruling.
- 25.2 If a ruling of the Chair is appealed, the Chair will give concise reasons for the ruling and the councillor will be provided an opportunity to give concise reasons for the appeal, and Council will, without debate, determine by a show of hands whether to uphold or overturn the ruling. The Chair shall comply with the decision of the Council.
- 25.3 If the Chair wishes to leave the chair for any reason, the Chair must call on the Deputy Mayor, or in the Deputy Mayor's absence, the Acting Mayor, to preside.

26. Councillor Conduct

- 26.1 During a meeting, a councillor must:
 - (a) only speak after being recognized by the Chair;
 - (b) address the Chair when speaking;
 - (c) refrain from using crude, vulgar, profane or offensive language, or disturbing the orderly business of the meeting in any way;
 - (d) respect and follow all applicable procedural rules;
 - (e) respect and obey all rulings of the Chair except in the case of an appeal of a Chair's decision that is upheld by Council;
 - (f) refrain from leaving their seat or making any noise while a vote is being taken or the result declared;
 - (g) refrain from re-entering the meeting while the vote is being taken, if absent from the meeting due to pecuniary interest;
 - (h) refrain from interrupting other speakers, except to raise a Point of Order or a Point of Privilege;
 - (i) reflect upon any vote, except for the purpose of moving that the vote be reconsidered; and
 - (j) refrain from using any electronic device, except to access the meeting's agenda package electronically.
- 26.2 Councillors must make every attempt to remain in the Council chambers at all times during a meeting. If a Councillor must leave the Council chambers for a short time for personal reasons,

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the Councillor shall so indicate by a signal to the Chair which may be non-verbal, and upon acknowledgement by the Chair the councillor may leave the Council chambers while proceedings continue. In such case, the Chair shall avoid calling for a vote while the councillor is not present in the Council chambers and shall afford the councillor a reasonable time to return before any vote is taken.

- 26.3 If a councillor has temporarily left the meeting, other than for declaring a pecuniary interest, and a vote is about to be taken, the Chair shall recess the meeting for up to 10 minutes to allow the councillor to return to the meeting to participate in the vote. If the councillor has not returned after 10 minutes, the Chair shall call the meeting back to order and the vote shall proceed.

27. Points of Order

- 27.1 When a Point of Order is called, the councillor calling the Point of Order must identify the procedural deviation.
- 27.2 The Chair may call to order any councillor who is out of order.
- 27.3 When a councillor persists in a breach of order, after having been called to order by the Chair, the Chair may declare the breach and name the offending councillor.
- 27.4 Unless the councillor who has been named by the Chair immediately apologizes for the breach and withdraws any objectionable statements, the Chair shall direct that the notation of the declaration of the breach and naming of the councillor be noted in the minutes.

28. Motions

- 28.1 A Motion relating to a matter not within the jurisdiction of Council is not in order.
- 28.2 A recommendation in a report does not constitute a Motion until a councillor has formally moved it.
- 28.3 A Motion does not require a seconder.
- 28.4 Once a Motion has been moved and accepted by the Chair, it may only be withdrawn with the consent of the majority of councillors present at the meeting.
- 28.5 The mover of the Motion may speak and vote for or against the Motion and once all councillors present have had the opportunity to speak to the motion the mover is entitled to speak in closing on the motion immediately prior to the vote.
- 28.6 Unless otherwise specified in this Bylaw, a Motion is passed when a majority of councillors participating in the meeting and entitled to vote have voted in favour of the Motion. A Motion put to a vote and not passed is defeated and does not result in a Resolution.
- 28.7 A matter not amounting to a Motion that is put to a vote of the Council in the same manner as a Motion, such as an appeal of a ruling of the Chair on a Point of Order, becomes an act of the Council if a majority of councillors present indicate support for it.

- 28.8 The Chair may participate in debate and vote on matters before Council, without relinquishing the Chair.
- 28.9 All councillors must be provided with an opportunity to speak to a Motion before any councillor is permitted to speak to the Motion a second or subsequent time.
- 28.10 Any councillor may require a Motion under debate to be re-read at any time during the debate if the Motion is not electronically displayed in the Council chambers but must not interrupt a speaker to do so.
- 28.11 When a Motion is under debate, no other Motion shall be made except to:
- (a) table, which means to cease discussion on the current topic to address another matter that the Councillor considers to be of greater urgency. A Motion to table is not debatable. If a Motion to table is passed, the Motion under debate is no longer debatable and a Motion to “lift from the table” is required to resume consideration of the matter. If not lifted from the table during the same Meeting, a tabled Motion expires at the end of that Meeting;
 - (b) call for the question, which means to close debate and ask that a vote be taken on the Motion under debate. A Motion to call for the question is not debatable but is only in order if all councillors have had an opportunity to speak to the Motion under debate. If a Motion to call for the question is in order and passes, the Chair must put the Motion under debate to an immediate vote;
 - (c) refer, which means to redirect a matter under consideration to another party, such as Administration or a Council committee. A Motion to refer must include instructions to the referral body and is debatable;
 - (d) defer, which means to temporarily set aside a Motion under debate to a future Meeting. A Motion to defer must identify a timeline for the matter to be brought back to Council and is debatable;
 - (e) amend, which means to modify the wording of a motion. An amending motion is debatable;
 - (f) move In Camera; or
 - (g) reconvene in public.

29. Amending Motions

- 29.1 A councillor may only amend the councillor’s own Motion for the purpose of clarifying the Motion’s intent without affecting the substance of the Motion. The Chair may accept such a “friendly amendment” upon putting a request to that effect to the meeting and if no other councillor objects. A councillor may also propose such a “friendly amendment” to another councillor’s Motion, which may be accepted by the Chair if the other councillor agrees and no councillor objects.

- 29.2 A proposed amendment to a Motion under debate that changes the Motion under debate in any substantive way must take the form of a Motion to amend and is debatable. A Motion to amend must be relevant to the subject matter of the Motion under debate and must not propose a direct negative of the Motion under debate.
- 29.3 Only one amendment to the main Motion under debate may be before the meeting at any time, but a Motion to amend the proposed amendment may be before the meeting at the same time.
- 29.4 When a Motion to amend is on the floor, councillors may debate only the proposed amendment, not the main Motion under debate to which the amendment pertains.
- 29.5 An amendment to an amendment, if any, shall be voted upon before the Motion to amend. If no other amendment to the Motion to amend is proposed, the Motion to amend shall then be voted upon. Only after all Motions to amend have been put to a vote shall the main Motion under debate be put to a vote.

30. Splitting Motions

- 30.1 When a Motion under debate contains distinct propositions, at the request of any councillor on a Point of Order, the Chair shall call for separate votes on each proposition.

31. Voting Procedures

- 31.1 Votes on all Motions must be taken as follows:

(a) the Chair will ensure that the Motion to be voted upon is clear by either:

- i. confirming that the Motion is viewable by councillors, either in hard copy or electronically; or
- ii. by restating the Motion verbatim immediately prior to the vote.

(b) councillors must:

- i. vote by show of hands; or
- ii. vote verbally by stating “yes” or “no” to the Motion if participating via teleconference or other electronic means.

(c) The Chair will announce the result of the vote.

- 31.2 Once a vote has been called, no councillor will be given an opportunity to speak to the matter.
- 31.3 After the Chair declares the result of a vote, councillors may not change their votes.

32. Reconsideration

- 32.1 After a Motion has been voted upon, but before the meeting is adjourned, any councillor who voted with the prevailing side may move for reconsideration of a previous Motion.

- 32.2 Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.
- 32.3 If a motion to reconsider a previous Motion is passed, such reconsideration shall become the next order of business despite the agenda for the meeting.
- 32.4 A councillor who voted with the prevailing side on a Motion may serve notice of intention to bring a Motion for reconsideration at a subsequent Council meeting; however, a motion for reconsideration is out of order if the original Motion has already been acted upon irrevocably.

33. Councillor Inquiries

- 33.1 At the designated time during a Council meeting, a councillor may request information from the Chief Administrative Officer about the operation or administration of the Municipality:
 - (a) verbally, if the councillor does not require a written response; or
 - (b) in writing, if the councillor requires a written response.
- 33.2 If the Chief Administrative Officer is unable to answer the request for information at the meeting, the CAO will endeavour to provide a response at the next regular meeting unless additional time is required to compile the requested information.
- 33.3 If the information requested by a councillor is not readily available and additional financial or other resources will be required in order to respond to a councillor's request for information then a Resolution of Council is required to approve such allocation of resources.

34. Notice of Motion

- 34.1 During each regular meeting of Council, the Chair will ask all councillors present if they wish to provide notice of a Motion to be made at a subsequent meeting.
- 34.2 A Notice of Motion must:
 - (a) be given at a regular Council meeting held at least 7 calendar days prior to the Council meeting at which the councillor intends to make the Motion introducing the new matter;
 - (b) be given in writing to all councillors present and to the Chief Administrative Officer;
 - (c) include the complete, precise text of the Motion to be considered; and
 - (d) state the date of the Council meeting at which the Motion will be made.
- 34.3 The giving of a Notice of Motion is not debatable and the Motion, precisely as stated in the Notice of Motion, will then appear on the applicable Council agenda.
- 34.4 A Notice of Motion can be withdrawn at any time in writing to all councillors. A copy of the withdrawal shall also be given to the Chief Administrative Officer.

35. Adjournment

35.1 A Motion to adjourn the Meeting is always in order except:

- (a) when another councillor has the floor;
- (b) when a vote on a Motion has been called for but not yet taken; or
- (c) when a vote on a Motion is in progress or has been completed but the Chair has not yet declared the results of the vote.

35.2 A Motion to adjourn the Meeting shall be put without comment or debate.

36. Repeal

36.1 Bylaw No. 923, 2015 and all amendments thereto are repealed.

37. Coming into Force

37.1 This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

READ a **first** time in council this 07 day of January 2020.

READ a **second** time in council this 21 day of January 2020.

READ a **third and final** time in council this 21 day of January 2020.

Original Signed

Blair Painter
Mayor

Original Signed

Patrick Thomas
Chief Administrative Officer