



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, June 20, 2023 at 7:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Crowsnest Pass Senior Housing Board of April 4, 2023
- 3.b Coleman Community Society Invitation to Canada Day Parade
- 3.c Sheldon Philp - Letter of Concern Re: Request to Purchase Road Allowance
- 3.d Ian Chiclo and Maureen McNamee - Letter Regarding Tourist Home Required Parking of June 16, 2023

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of June 6, 2023

5. PUBLIC HEARINGS

- 5.a Bylaw No. 1152, 2023 – Fees, Rates and Charges Bylaw Amendment - Annual Lease Fee for Encroachment Agreements and Development Permit Penalty Fee - *Public Hearing*

6. DELEGATIONS

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

7. REQUESTS FOR DECISION

- 7.a Bylaw No. 1152, 2023 – Fees, Rates and Charges Bylaw Amendment - Annual Lease Fee for Encroachment Agreements and Development Permit Penalty Fee - *Second and Third Readings*
- 7.b Service Areas Update
- 7.c Outdoor Ice Skate Area
- 7.d Bellecrest Association - Request for Funding for Bellevue Memorial Park Improvements

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

11.a Privileged Information - CBA Ratification - *FOIP Act Section 27*

11.b Personal Privacy - Board Member Application - *FOIP Act Section 17*

11.c Economic Interests of the Public Body - Request for Encroachment - *FOIP Act Section 25*

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 20, 2023

Agenda #: 3.a

Subject: Minutes of the Crowsnest Pass Senior Housing Board of April 4, 2023

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of April 4, 2023 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

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

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[4 - April 2023.pdf](#)



BOARD MEETING MINUTES April 17, 2023

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, April 17, 2023 at 9:57 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

ATTENDEES: Deb Ruzek: Board Chairperson, Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Donna Stelmachovich: Vice-Chairperson, Cathy Painter: Board Member, Shelley Price: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager,

ABSENT: Marlene Anctil: Board Member, Susan Demchuk: Board Member, Shannon Harker: HR

Minutes recorded by Shelley Price

1. CALL TO ORDER

- 1.1 Deb Ruzek called the meeting to order at 9:57a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Addition of 13.4 – Linens and Towels
- 2.2 Resident Association update

3. APPROVAL OF AGENDA

- 3.1 Motion #51/23 to approve the agenda as amended. — Dean Ward – cd.

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion # 52/23 to approve the minutes of the meeting held March 20, 2023, as presented. — Dave Filipuzzi – cd.

5. BUSINESS ARISING FROM THE MINUTES

- 5.1 Review and approval of Fee Schedule for WW, TMM and P2P
Motion #53/23 to approve schedule with noted changes - Dean Ward – cd.

There was a discussion regarding resident parking in the front of the building, and staff parking on the front street.

6. CORRESPONDENCE

- 6.1 No correspondence.

7. MANAGEMENT REPORTS

- 7.1 #54/23 Motion to approve the Report from Management as presented – Cathy Painter – cd.

BOARD MEETING AGENDA

Date: Tuesday, May 23, 2023
Time: 1300hr
Type of Meeting: Regular Board Meeting at Peak to Pines
Meeting facilitator: Board Chair/Co-Chair – Debi Ruzek/Donna Stelmachovich
Absent: Donna Stelmachovich

1. Call to order.
2. Additions/Changes to Agenda
3. Approval of Agenda
4. Approval of Prior Minutes
Regular Board meeting April 17, 2023.
5. Business Arising from the Minutes
 - Parking follow-up
6. Correspondence – no report
7. Management Report
8. Finance Report Dee-Anna
9. Board Chairperson Report – Debi
10. Other Board Reports
11. Old Business
12. Delegate – none
13. New Business
 - 13.1 Review/approval of Electricity and Gas for 2024
 - 13.2 Approval of Applicant for West Winds
 - 13.3 Policies
 - 5.11 Mileage-Travel
 - 4.02 Resident Request, Complaint and Concerns Resolution – housekeeping & addition to form
 - 5.15 Out of scope employees
 - 13.4 Mission, Vision, and Values – correct version in question
 - 13.5 Board Matrix Competency – draft for review – submission required June 30
 - 13.6 One-year Anniversary Peak to Pines June 14 – 2:30 p.m. cake and beverages – Board invite
 - 13.7 Resident Association Letter – Request for purchases
14. In Camera
 - 14.1 Negotiations

Adjournment

The next regular board meeting – June 19, 2023, 1000hr

8. FINANCIAL REPORTS

8.1 #55/23 Motion to approve the financial statement as presented – Donna Stelmachovich – cd.

9. BOARD CHAIRPERSON REPORT

There was a discussion regarding needing to have a Preventative Maintenance program.

10. OTHER BOARD REPORTS

10.1 No Report

11. OLD BUSINESS

11.1 P2P warranty in CAO report

12. DELEGATE

12.1 None

13. NEW BUSINESS

13.1 Review/approval for Rent Ceiling rate for WW and TMM for Sept 1, 2023

Motion #56/23 to approve rent ceiling in SCUs at \$723 – Dean Ward – cd.

Motion #57/23 to approve the new budget with amendments – Dean Ward – cd.

13.2 Board Skills Matrix – Completed.

13.3 Policies – Board approval

- New policy – Alcohol Intoxication – Resident - Motion # 58/23 to approve – Dean Ward – cd.
- New policy – Alcohol Consumption - Resident - Motion # 59/23 to approve – Dave Filipuzzi – cd.
- Update – Health and Safety Policy – Motion #60/23 to approve – Cathy Painter – cd.

- New Policy – First Aid Training Requirements – Motion # 61/23 to approve – Dean Ward – cd.
- New Policy – Working Alone – Motion # 62/23 to approve – Dean Ward – cd.
- New policy – Nurse call system interruption – Motion # 63/23 To Approve – Cathy Painter – cd.
- New Policy – Telephone Interruption final – Motion 64/23 to approve – Dave Filipuzzi – cd.

13.4 Linens and Towels – Discussion regarding sale of inventory.

14. IN CAMERA

No Camera

15. ADJOURNMENT

15.1 Motion #65/23 to adjourn at 1:32pm – Dave Filipuzzi - cd



Debi Ruzek – Board Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 20, 2023

Agenda #: 3.b

Subject: Coleman Community Society Invitation to Canada Day Parade

Recommendation: That Council accept the Coleman Community Society Invitation to Canada Day Parade as information and have discussion on Council members availability to attend with the Municipal float.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Coleman Community Society has extended an invitation for Mayor and Council to participate in the upcoming Canada Day Parade with the new municipal float. The invitation is attached for Council's information.

Administration will respond to Jane Ann Reimer to advise of Council members attendance at the parade.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 06 06 - Coleman Community Society Invitation to Canada Day Parade.pdf](#)

Bonnie Kawasaki

From: [REDACTED] Jane Ann Reimer [REDACTED]
Sent: June 6, 2023 11:50 AM
To: Blair Painter
Cc: Bonnie Kawasaki
Subject: Canada Day parade

Hello.

Blair, We would like to formally invite yourself and your council members to join Coleman Community Society and the entire community of the Crowsnest Pass, to participate in the Canada Parade on July 1. Floats will be assembling at the Horace Allen School parking lot. The parade begins at 11 am. We look forward to having the new municipal float in the 2023 Canada Day parade.

Thank you for the funding of our events and your continued support of our society. We also appreciate the help we receive from all of the municipal workers.

Sincerely,
Jane Ann Reimer, Pres., Coleman Community Society



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 20, 2023

Agenda #: 3.c

Subject: Sheldon Philp - Letter of Concern Re: Request to Purchase Road Allowance

Recommendation: That Council accept the Sheldon Philp Letter of Concern Regarding a Request to Purchase a Road Allowance as information.

Executive Summary:

A letter was received by Councillor Sygutek from Sheldon Philp regarding his concerns with the neighboring property request to purchase a road allowance and how it affects his access.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Councillor Sygutek requested that this letter be added to the agenda for Council's information.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 06 09 - Sheldon Philp - Letter Concerning Request to Purchase Road Allowance by Dominion CampCorp.pdf](#)

----- Original Message -----

From: Sheldon Philp [REDACTED]
To: passherald@shaw.ca, passheraldreporter@gmail.com
Sent: Fri, 09 Jun 2023 09:40:35 -0600 (MDT)
Subject: Green mountain Rv Park encroachment Article

Sorry if you got multiples of this

Hi Lisa and Nick,

My name is Sheldon Philp, along with my wife Tammy Minarovich, we own the property directly across the road allowance in question. at least for a portion of the total distance . There are a couple of flaws in Green Mountains side of this story over this road allowance. We have been involved with this issue since the beginning.

I was one of the few that contested this development at the time and had requested a buffer in this area. because we own and live on this property. We were denied that request and told the road allowance was enough of a buffer. Green Mountain has attempted (to my understanding to purchase this road allowance previous to this). They sent a cease and desist order to me over this at the time. They immediately, at the time of construction began to build the campsites on the road allowance. I reported this to the municipality and the municipality issued a stop work order. Or so I was told. But what they have done was keep the wheels of the rv's on their land and let the owners then expand on to the road allowance. As far as I know the municipality was aware of this. At the time I was communicating with Wayne Rebutka over all of this. So he may have more to add.

So here are a couple of facts to consider, this road allowance is our only legal access to our property on the south side of the river. so any closure of this road allowance will landlock our property to any kind of future development. I am wondering why there is no mention of any of this in these discussions.

I am also wondering why with Green Mountains property being as big as it is why they are fixated on owning another strip 60 feet wide and in their words so steep it can't be used for anything else. Doesn't make sense!

But here is my thought and opinion. I think they know this will landlock us and devalue our property. Is it possible they are looking to expand?

I think at some point in the future either the municipality or the government may be required to supply access to our property on this road allowance (if it is to be further developed). Currently we have an agreement to cross our neighbors property, but that is for us only.

When this all came to light again in 2022 I contacted the development officer at the time and voiced my concerns. She assured me and sent me a letter that the municipality had no intention of selling this road allowance. I hope that still holds true.

We stand opposed to any sale or development on this road allowance of any kind.

Lisa I would like to talk to you in your capacity as a councillor over this issue if you feel so inclined. You can contact me at [REDACTED]

Thanks for the ear.

Regards
Sheldon Philp



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 20, 2023

Agenda #: 3.d

Subject: Ian Chiclo and Maureen McNamee - Letter Regarding Tourist Home Required Parking of June 16, 2023

Recommendation: That Council accept the Ian Chiclo and Maureen McNamee - Letter Regarding Tourist Home Required Parking of June 16, 2023 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Ian Chiclo and Maureen McNamee have provided a letter to Council regarding their concerns for guests of their tourist home being required to park in the provided parking.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Letter to Council_Crowsnest Pass_June2023.pdf](#)

Ian Chiclo & Maureen McNamee
The Roost Tourist Home
[REDACTED]
Blairmore AB T0K 0E0

June 16, 2023

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

Re: Municipal Violation Tag No. 115271

To the Hon. Mayor & Members of Council,

We want to draw your attention to concerns we have about a recent clarification to the conditions of development permits for tourist homes. We understand that as of March 2023, the language around parking was changed to state that guests are *required* to park in the designated on-site parking area. Prior to this, our understanding was that guests were *encouraged* to park on-site.

We tell guests about the on-site parking behind our house in our listing, the message we send them before they arrive, and the information package at the house. We've also made it as convenient as possible for them to use it, including putting a gate on the fence that has a handle on both sides so it's easy to access the house from the parking area and vice versa, installing solar lights, clearing snow, etc. We recently graded and gravelled the area as well.

In May, a couple with an infant rented our tourist home for a weekend and parked on the street in front of the house. They received a visit from two peace officers, and then we received a \$250 ticket. Afterwards, the guests told us it was more convenient to park in front because they had a sleeping infant in a car seat, and they really hadn't thought it would matter as there were no signs saying they couldn't park there (except in winter when it's a snow route) and there were plenty of other cars parked on the street. Going forward, we will be sure to communicate more clearly that visitors are *required* to park on-site parking and not on the street, but we have two concerns we'd like you to consider.

First, while bylaws around noise, fire safety and garbage, etc. apply to all residents and visitors, this rule only applies to guests of tourist homes. Basically, anyone can park on the streets adjacent to our house unless they happen to be renting it. I could understand the street parking concern if a tourist home had 6 guests and each brought their own vehicle, but since tourist homes are already limited to 2 vehicles (most guests have 1), and since that is no more than a typical home owner or renter would have, I think requiring tourist homes to have adequate and accessible parking on-site, and encouraging guests to use it, is sufficient — most of our guests have been happy to comply, but it is an inconvenience for people who are elderly or who have small children.

Second, the \$250 penalty seems high — that is more money than we earned from the rental that weekend. If the ban on street parking for guests of tourist homes remains in effect, I think the penalty should be lower.

We have had no complaints from our neighbours about parking or anything else related to our tourist home, and we have good relationships with them — in fact, when the guests told me the peace officers had visited, I checked in with a neighbour to make sure everything was ok, which they assured me it was. The neighbour was as surprised as we were to find out the reason for the visit.

We hope you will reconsider the change in language around tourist home parking and that guests will once again be strongly *encouraged* to park on-site instead of being *required*.

Thank you for your time.

Ian Chiclo & Maureen McNamee



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 20, 2023

Agenda #: 4.a

Subject: Minutes of the Council Meeting of June 6, 2023

Recommendation: That Council adopt the Minutes of the Council Meeting of June 6, 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 06 06 Council Meeting Minutes.docx](#)

Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, June 6, 2023

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, June 6, 2023.

Council Present:

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

Council Absent:

Councillor Girhiny

Administration Present:

Patrick Thomas, Chief Administrative Officer
Kristin Ivey, Deputy Chief Administrative Officer
Brian McCulloch, Director of Finance
Johan van der Bank, Manager of Development and Trades
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

01-2023-06-06: Councillor Ward moved to adopt the agenda as presented.

Carried

CONSENT AGENDA

02-2023-06-06: Councillor Kubik moved that Council approve the following Consent Agenda items as presented without debate:

3.a

Minutes of the Family and Community Support Services Advisory Committee of April 24, 2023

THAT Council accept the Minutes of the Family and Community Support Services Advisory Committee of April 24, 2023 as information.

3.b

Minutes of the Municipal Planning Commission of April 26, 2023

THAT Council accept the Minutes of the Municipal Planning Commission of April 26, 2023 as information.

3.c

MD of Pincher Creek - Letter to the Minister of Environment and Protected Areas Regarding Watercraft Inspection Stations

THAT Council accept the MD of Pincher Creek - Letter to the Minister of Environment and Protected Areas Regarding Watercraft Inspection Stations as information and to direct Administration to write a letter in support of reopening the watercraft inspection station.

3.d

Invitation to Bellecrest Days Parade on June 17, 2023

THAT Council participate in the Bellecrest Days Parade on June 17, 2023 with the new float and discuss who would be available to attend.

Carried

ADOPTION OF MINUTES

03-2023-06-06: Councillor Filipuzzi moved to adopt the Minutes of the Council Meeting of May 30, 2023 as presented.

Carried

PUBLIC HEARINGS

Bylaw 1149, 2023 - Land Use Bylaw Amendment re. Nuisance Grounds (Areas of Potential Environmental Concern Overlay District) - Public Hearing

Mayor Painter declared the Public Hearing opened at 7:01 pm for Bylaw 1149, 2023 - Land Use Bylaw Amendment re. Nuisance Grounds (Areas of Potential Environmental Concern Overlay District).

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

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1149, 2023.

Mayor Painter noted there were no members of the public present to speak at the hearing and declared the public hearing closed at 7:02 pm.

Bylaw 1150, 2023 - Safety Codes Permit Bylaw Amendment re. Nuisance Grounds (Areas of Potential Environmental Concern) - Public Hearing

Mayor Painter declared the Public Hearing opened at 7:03 pm for Bylaw 1150, 2023 - Safety Codes Permit Bylaw Amendment re. Nuisance Grounds (Areas of Potential Environmental Concern).

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

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1150, 2023.

Mayor Painter noted there were no members of the public present to speak at the hearing and declared the public hearing closed at 7:04 pm.

Bylaw 1151, 2023 - Land Use Bylaw Amendment re. Delegation of Authority - Public Hearing

Mayor Painter declared the Public Hearing opened at 7:05 pm for 1151, 2023 - Land Use Bylaw Amendment re. Delegation of Authority.

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

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1151, 2023.

Mayor Painter noted there were no members of the public present to speak at the hearing and declared the public hearing closed at 7:06 pm.

DELEGATIONS

RCMP Quarterly Update - Sergeant Randy Guinchard

Sergeant Randy Guinchard of the Crowsnest Pass RCMP detachment was in attendance to present Council with the 4th quarter update from 2022.

REQUESTS FOR DECISION

Bylaw 1149, 2023 - Land Use Bylaw Amendment re. Nuisance Grounds (Areas of Potential Environmental Concern Overlay District) - Second and Third Readings

04-2023-06-06: Councillor Filipuzzi moved second reading of Bylaw No. 1149, 2023 Land Use Bylaw Amendment re. Nuisance Grounds (Areas of Potential Environmental Concern Overlay District).

Carried

05-2023-06-06: Councillor Sygutek moved third and final reading of Bylaw No. 1149, 2023 Land Use Bylaw Amendment re. Nuisance Grounds (Areas of Potential Environmental Concern Overlay District).

Carried

Bylaw 1150, 2023 - Safety Codes Permit Bylaw Amendment re. Nuisance Grounds (Areas of Potential Environmental Concern)- Second and Third Readings

06-2023-06-06: Councillor Glavin moved second reading of Bylaw 1150, 2023 - Safety Codes Permit Bylaw Amendment re. Nuisance Grounds (Areas of Potential Environmental Concern).

Carried

07-2023-06-06: Councillor Filipuzzi moved third and final reading of Bylaw 1150, 2023 - Safety Codes Permit Bylaw Amendment re. Nuisance Grounds (Areas of Potential Environmental Concern).

Carried

Bylaw 1151, 2023 - Land Use Bylaw Amendment re. Delegation of Authority - Second and Third Readings

08-2023-06-06: Councillor Ward moved second reading of Bylaw 1151, 2023 - Land Use Bylaw Amendment re. Delegation of Authority as amended to include accessory buildings in NUA 1.

Carried

09-2023-06-06: Councillor Glavin moved third and final reading of Bylaw 1151, 2023 - Land Use Bylaw Amendment re. Delegation of Authority as amended to include accessory buildings in NUA 1.

Carried

Subdivision Endorsement Extension Request 2021-0-084 (Prairie Sky - Havens)

10-2023-06-06: Councillor Ward moved that Council approves the subdivision extension request for Subdivision 2021-0-084 (Prairie Sky - Havens) for a period of 12 months to June 06, 2024.

Carried

Cypress Land Services Request for Concurrence on Behalf of Rogers for Installation of a Telecommunications Tower in the Sentinel Industrial Park

11-2023-06-06: Councillor Kubik moved that Administration write a letter indicating that Council is not in concurrence with Rogers Tower Proposal W6576 location and to request further information with respect to the effects that a telecommunication tower has on people, fish and wildlife, and the overall disruption of the natural beauty in our community.

Carried

Cartwright Estates Cold Roll Additional Funding

12-2023-06-06: Councillor Sygutek moved that Council approves additional funding from the Road Reserve in the amount of \$22,000 for the Cartwright Estates Cold Roll project.

Carried

13-2023-06-06: Councillor Ward moved to direct Administration to proceed to also do cold roll on 22 Avenue in Blairmore and to allocate the \$100,000 that was set aside for curb to curb in addition to up to \$50,000 from the road reserve to fund this project.

Carried

Preliminary Work for Skate Park Concept Design

14-2023-06-06: Councillor Ward moved that Council approve funding in the amount of \$6,600.00 for survey and geotechnical services for the Skate Park Concept Design to be funded from the Green Space Reserve.

Carried

West Coleman Storm Upgrades Contract Award

15-2023-06-06: Councillor Filipuzzi moved that Council ratifies the award of the West Coleman Storm Upgrades to East Butte Contracting Ltd. for \$846,563.00 with \$80,000 of additional funding from the Road Reserve.

Carried

COUNCIL MEMBER REPORTS

Council reports since the May 30, 2023 meeting of Council:

- Councillor Glavin
 - Attended the Community BBQ and noted that attendance was excellent
 - Noted that the BBQ was a good opportunity to help foster partnerships between the Municipality and other agencies
- Councillor Ward
 - Received really good feedback on the roller skating event
- Councillor Kubik
 - Went to the reopened Chinook Lake day use area
 - Encountered some wildlife resulting in a call to Alberta Environment
 - Noted that the response from the officer was excellent
- Mayor Painter
 - Went to Chinook Lake and observed the work that was completed over the past year while the area was closed
 - He was disappointed that there were not more sites added or expansion of sites for bigger units

PUBLIC INPUT PERIOD

None

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

None

IN CAMERA

16-2023-06-06: Councillor Filipuzzi moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 8:51 pm:

- a) Economic Interests of the Public Body – Property Tax Exemptions - FOIP Act Section 25
- b) Personal Privacy – Board Member Resignation - FOIP Act Section 17
- c) Economic Interests of the Public Body - Land Purchase Application - FOIP Act Section 25

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 9:00 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

17-2023-06-06: Councillor Sygutek moved that Council come out of In Camera at 9:31 pm.

Carried

18-2023-06-06: Councillor Kubik moved that Council grants the Community Fitness Connection's request for property tax exemption status.

Defeated

19-2023-06-06: Councillor Glavin moved that Council accept the resignation from Frank DeGroot from the Agriculture Services Board, and direct Administration to write a letter of thank you for service and to commence advertising to fill the vacancy.

Carried

20-2023-06-06: Councillor Ward moved that Council accept the offer to purchase a portion of 207 Street north of 23rd Avenue in Bellevue, subject to the following conditions:

1. That the price be \$1.25 per square foot.

2. The minimum size of the proposed lot must be at least 4500 sf to comply with the R-1 Residential district of the Municipal Land Use Bylaw.
3. That the existing gas line be relocated in a manner acceptable to Atco Gas at the expense of the applicant.
4. That the existing overhead power line be relocated in a manner acceptable to Fortis Alberta at the expense of the applicant
5. That the fees to close a road allowance (\$1,000) and the fee to amend the land use bylaw (\$800) be paid within 90 days of the date approval is granted by the Municipality.
6. That all required survey costs are the responsibility of the applicant.
7. That all required legal costs, including the legal costs of the municipality, if any, are the responsibility of the applicant
8. That all required subdivision costs are the responsibility of the applicant.
9. That the applicant commence construction of an approved single family dwelling on the site within two years of the date the parcel transfers to the applicant.
10. That all costs relating to deep and shallow infrastructure connections are the responsibility of the applicant.
11. That the Municipality reserve the option to purchase the property back from the applicant at 50% of the purchase price, in the event that the applicant does not commence construction of a single family dwelling within two years of the date of the transfer of the parcel to the applicant.
12. That this project be completed by January 30, 2023.

Carried

21-2023-06-06: Councillor Filipuzzi moved that Bylaw 792, 2010 be brought back to Council for review.

Carried

ADJOURNMENT

22-2023-06-06: Councillor Filipuzzi moved to adjourn the meeting at 9:33 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 20, 2023

Agenda #: 5.a

Subject: Bylaw No. 1152, 2023 – Fees, Rates and Charges Bylaw Amendment - Annual Lease Fee for Encroachment Agreements and Development Permit Penalty Fee - Public Hearing

Recommendation: That Council holds a public hearing and considers the input received.

Executive Summary:

On May 16, 2023 Council approved 2001-03 Encroachment Policy, which establishes the requirement of an annual lease fee for a privately owned encroachment onto Municipal Lands in accordance with a fee established in the Fees Rates and Charges Bylaw.

The proposed Bylaw 1152, 2023 establishes such annual encroachment lease fees.

In order to discourage future encroachments, the proposed Bylaw 1152, 2023 establishes a penalty fee for development that is undertaken in contravention of or contrary to a site plan or a variance to the established minimum standards that was approved as part of a development permit or a development permit condition.

Relevant Council Direction, Policy or Bylaws:

2001-03 Encroachment Policy

Land Use Bylaw 868, 2013 as amended

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Bylaw 1152, 2023 - public hearing notification.pdf](#)

[Bylaw 1152, 2023 - Fees Rates and Charges - encroachment lease and DP penalty fees.pdf](#)

NOTICE OF PUBLIC HEARING

MUNICIPALITY OF CROWSNEST PASS

IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1152, 2023

7:00 PM, June 20, 2023

Municipality of Crowsnest Pass Council Chambers

8502 – 19 Avenue, Coleman

PURSUANT to sections 8, 230 and 606 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 hereby gives notice of its intention to consider proposed Bylaw No. 1152, 2023, being a bylaw to amend Bylaw No. 1140, 2023, being the municipal Fees Rates and Charges Bylaw.

The purpose of Bylaw No. 1152, 2023 is to establish a range of annual lease fees for different types of encroachments of private improvements onto Municipal Lands, as may be determined in a council policy, and to establish a penalty fee for development and construction that is undertaken contrary to a site plan that was approved as part of a development permit condition and / or contrary to the development standards established in the Land Use Bylaw.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1152, 2023 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00 PM on June 20, 2023. Persons wishing to speak to the bylaw shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at bonnie.kawasaki@crowsnestpass.com no later than 12:00PM on June 13, 2023. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

For questions regarding the proposed Bylaw Amendments please contact the Development Officer by calling 403-562-8833 or emailing development@crowsnestpass.com.

The proposed bylaw may be inspected at the municipal office during normal business hours.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta, May 31, 2023.

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1152, 2023
FEES, RATES AND CHARGES BYLAW AMENDMENT

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 1140, 2023, being the Fees, Rates and Charges Bylaw, in accordance with the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

WHEREAS the Council of the Municipality of Crowsnest Pass deems it necessary and appropriate to establish a range of annual lease fees for different types of encroachments of privately owned improvements onto Municipal Lands, which encroachments and Municipal Lands may be determined in the Council's Encroachment Policy, and to establish a penalty fee for undertaking a development in contravention of or contrary to a site plan or a variance to the established minimum standards that was approved as part of a development permit or a development permit condition and / or in contravention of or contrary to the development standards established in the Land Use Bylaw, the Municipal Council wishes to amend the Fees, Rates and Charges Bylaw accordingly.

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 to Bylaw 1140, 2023 Fees, Rates and Charges:

1. In Schedule "B" – Planning and Development Fee Schedule, add the following heading to the Table, and make the following revisions to the Table relative to "**Penalty Fee for Starting a Use or Development Without the Benefit of a Development Permit**" (the Table remains otherwise unchanged):

Table Heading: "**Development Permits Fees and Development Permit Penalty Fees**"

Fee Schedule	Fee
Penalty Fee for Starting a Use or Development Without the Benefit of or Contrary to a Development Permit Where a development permit application review identifies that: (a) a development or use (including a change of use) has commenced prior to a development permit being applied for, or (b) a development has been undertaken in contravention of or contrary to a site plan, including a variance to the established minimum standards, that was approved as part of a previous development permit or a condition of that development permit, and / or in contravention of or contrary to the development standards established in the Land Use Bylaw, the penalty fee shall be two times (2x) the total amount listed in this schedule including all fees applicable, including the base fee, variance fee, or development type specific fee(s).	Penalty fee shall be double the regular fee

2. In Schedule “B” – Planning and Development Fee Schedule, **Other Planning and Development Fees**, under Encroachment Agreement Fee, add the following into the table:

Description	Fee
Encroachment Annual Lease Fee, the amount which shall be based on the nature, condition, extent and expected duration of the encroaching improvement, and in the sole discretion of the Chief Administrative Officer or their designate:	
• Minor encroachment (e.g. fence, fence post, moveable shed)	\$50 to \$300 annually
• Major encroachment established prior to 1990 (e.g. residence, garage, including eaves)	\$100 annually
• Major encroachment established after 1990 (e.g. residence, garage, including eaves)	\$300 to \$750 annually

3. Bylaw No. 1140, 2023 is hereby amended.
4. This bylaw shall come 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: June 20, 2023

Agenda #: 7.a

Subject: Bylaw No. 1152, 2023 – Fees, Rates and Charges Bylaw Amendment - Annual Lease Fee for Encroachment Agreements and Development Permit Penalty Fee - Second and Third Readings

Recommendation: That Council gives second and third readings of Bylaw 1152, 2023.

Executive Summary:

On May 16, 2023 Council approved 2001-03 Encroachment Policy, which establishes the requirement of an annual lease fee for a privately owned encroachment onto Municipal Lands in accordance with a fee established in the Fees Rates and Charges Bylaw.

The proposed Bylaw 1152, 2023 establishes such annual encroachment lease fees.

In order to discourage future encroachments, the proposed Bylaw 1152, 2023 establishes a penalty fee for development that is undertaken in contravention of or contrary to a site plan or a variance to the established minimum standards that was approved as part of a development permit or a development permit condition.

Relevant Council Direction, Policy or Bylaws:

2001-03 Encroachment Policy

Land Use Bylaw 868, 2013 as amended

Discussion:

During the review of a development permit application it is sometimes discovered that the conditions of a previously issued development permit, or the site plan or a variance approved under that previous development permit, were contravened. For example, a variance to a rear yard setback was approved in a previous development permit however, the building was placed closer to the rear property boundary than what the variance allowed for, and sometimes the building was placed on top of or over the rear property line, with the result that the building encroaches into the rear lane, and the landowner now seeks an encroachment agreement to correct the error. Such careless

development practices should be discouraged by a penalty fee, which may help to reduce future encroachments onto Municipal Lands.

The current Bylaw 1140, 2023 Fees, Rates and Charges already has a double fee for "*... a development or use (including a change of use) has commenced prior to a development permit being applied for ...*", - which is retained in paragraph (a) of the proposed Bylaw 1152, 2023. The change to the bylaw is to add a penalty fee for landowners who did get a development permit but then proceeded to build contrary to the approved site plan - which is paragraph (b) of the proposed bylaw.

Typically a development permit fee ranges from \$100 to \$450 depending on what is being applied for, which means that a penalty fee of double the application fee can range from \$200 to \$900. Is such a penalty fee sufficient to encourage compliance with the Land Use Bylaw and the approved site plan, and to have the desired impact on infractions? On a \$50,000 garage (\$200 penalty fee) or on a \$500,000 house (\$900 penalty fee), probably not.

Through the adoption of Policy 2001-03 - Encroachment Policy on May 16, 2023, Council has allowed considerable leniency for encroachments to December 31, 2022 and has expressed a zero tolerance for encroachments starting on January 01, 2023. In this context Council may want to consider increasing the penalty fee for starting a development without the benefit of a development permit and for constructing a building contrary to the approved site plan.

Analysis of Alternatives:

- Council may give second and third reading of Bylaw 1152, 2023.
- Council may defer second and third reading of Bylaw 1152, 2023 and ask for additional information.
- Council may amend Bylaw 1152, 2023 prior to second or third reading.
- Council may defeat second or third reading of Bylaw 1152, 2023.

Financial Impacts:

N/A

Attachments:

[Bylaw 1152, 2023 - Fees Rates and Charges - encroachment lease and DP penalty fees.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1152, 2023
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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: June 20, 2023

Agenda #: 7.b

Subject: Service Areas Update

Recommendation: That Council receives the service areas 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 - June 16, 2023.docx](#)



Service Areas Update – June 16, 2023

CAO Office

- Attended Municipal Administration Leadership Workshop
- Attended Planning & Development Law Current Trend Webinar
- Attended CMAC meeting
- Attended CBA bargaining session
- Met with developer on multi-residential development project
- Discussion with developer regarding Sawback Ridge
- Discussion with Coleman Lions regarding lease site
- Attended Alberta SW AGM
- Attended CNP Economic Collaboration Committee meeting
- 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 West Coleman Storm project oversight
- Continuing Office Renovation project oversight
- Continuing PPK Lodge Deck project oversight

Finance

- Tax Desk received 36 requests for Tax Searches in May 2023 with a yearly total of 185 (compared to 73 in May 2022 and year to date 243, and 59 May 2021 and year to date 364).
- Accounts Payable in May did two check runs, processed 399 invoices, and paid 187 vendors. Year to date 2,107 invoices and paid 1,071 vendors (May 2022 processed 561 invoices and paid 234 vendors with 2 check runs, 2022 Year to date paid 1,993 invoices and paid 929 vendors).
- Updated the budget test system to the latest version and will be testing over the next couple of weeks before going live.
- Tax notices were sent out and are due June 30. Front desk has been busy with residents coming in to pay their taxes.
- The number of calls Benchmark Assessment has receiving regarding assessment values is down this year. For the month of May Finance has processed 40 adjustments resulting in a net decrease in taxes of \$34,068.
- Outstanding business license list was given to the CPO's who have been working to locate owners and has resulted in 3 cancellations for no longer in business, 2 potential cancellations (awaiting paperwork) and 5 paid.

Corporate Services

Human Resources

- The Municipality has 143 employees across the organization.
- 114 seats of training completed or committed across the organization.
- The Municipality has 2 Open Postings (1 Fire Rescue General Recruitment, 1 summer seasonal)
- Interviewing is taking place for Deputy Fire Chief and Director of Development, Engineering and Operations.

Reception

- Working with enforcement on outstanding business licenses.
- The bank introduced a new platform for uploading online banking payments for taxes and utilities, the implementation was not successful, and we're working with them on solution. Currently we are hand entering all the payments to ensure the payments stay up to date in advance of the tax deadline.

FOIP/Complaint Form Process

- 7 FOIP requests has been received in 2023; 6 are complete one is outstanding
- Received 2 Formal Complaint Forms in 2023; 1 investigation has been completed, 1 is outstanding.
- 3 Office of the Privacy Commissioner Reviews have been completed.

Development, Engineering & Operations

• Utilities Department

- Repairs to all aerators and to three leaks in the main lines between the blowers and aerators at the Bellevue/Hillcrest lagoon completed successfully.
- Commissioning of new equipment installations at the Frank WWTP continues.
- Implementation of new QA/QC standards for the WWTP lab to conform to ISO 17025 standards has begun.
- Level 3 operator training for wastewater operations continues.
- Sewer flushing program continues.
- Completed repair to a leaking service line and hydrant in Blairmore.
- Completed repair to blocked sewer line on 21 Ave in Blairmore.
- Completed water/sewer service install for fourplex in Hillcrest.
- Completed hydrant repair in Frank.
- Completed inspection of all fire suppression tanks.
- Completed repairs of 5 valves/curbstops,

- **Transportation Department**

- Preparing float for the parades in Sparwood and Bellevue.
- Street sweeping. Hillcrest and Bellevue are completed. Presently working in Blairmore.
- Asphalt Road Rehabilitation program started. 2022 curb cuts completed, and contractor has completed some of the patches in Hillcrest and Blairmore.
- Storm sewer flushing.
- Opening and closing graves for burials.
- Gravel road maintenance.
- Pothole maintenance; Coleman- 86, Blairmore - 87, Bellevue & Hillcrest – 748.
- Guard rail inspections.
- Spray Patch 20th Ave in Blairmore from 119th St to East Access.
- Contractor, McNally, has completed drainage improvements on 23rd in Coleman, presently working on the improvements on 21st Ave.

Key Performance Indicators	Activity Volume Previous Month	Activity Volume YTD (May-Present)
Fleet		
Work Orders - Issued / Closed	6 / 4	6 / 4
Transportation		
Work Orders - Issued / Closed	46 / 36	46 / 36
Cemetery		
Work Orders - Issued / Closed	2 / 2	2 / 2

- **Facility Maintenance**

- Start-up the swimming pool, turn on irrigation, turn on Flumerfelt spray park.
- Council Initiatives – installed Coleman Fire Hall two new furnaces (unit heaters are pending), installed Sportsplex Dressing Room furnace.
- Library basement carpet and concrete stairs – on track with contractors.
- 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 May (1 Subdivision; 15 DPs).
- To date a total of 80 DP applications for Tourist Homes and Short-Term Rental / B&B have been received (14 new in 2023) and either approved or refused. Enforcement is ongoing. There have been 13 appeals, some by the applicant who had been refused, and some by adjacent landowners against an approval.
- Municipal Historic Resources Advisory Committee – one meeting in May.
- SDAB – three hearings in May.
- Review of Planning & Development policies and standard operating procedures completed.

Key Performance Indicators (KPIs):

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
Facility Maintenance – Plumbing, Construction, Electrical		
Work Orders - issued / closed	65 / 58	188 / 158
Planning & Development		
Compliance Certificate requests processed	11	34
Development permit applications - received / processed	33 / 24	133 / 98
Appeal Hearings	3	8
Business Licences reviewed	6	47
LUB enforcement complaints – new / closed / active	2 / 3 / 44	47
Stop Orders Issued	0	15
Bylaws - LUB amendment, road/MR closure	5	13
Subdivision applications	3	4
Safety Codes		
New Housing Starts	1	7
Building permits - issued / inspections / closed	10 / 38 / 14	45 / 116 / 68
Electrical permits - issued / inspections / closed	15 / 18 / 13	50 / 76 / 56
Gas permits - issued / inspections / closed	10 / 18 / 12	60 / 85 / 61
Plumbing permits - issued / inspections / closed	6 / 13 / 5	35 / 59 / 30
PSDS permits - issued / inspections / closed	2 / 0 / 0	3 / 0 / 1

Protective Services

- **Fire**
 - Annual fire chiefs conference
 - Pierce calendar photo shoot for the Ascendant 100” aerial. We were selected out of 1000’s of fire apparatus’s to be in their 2024 calendar-distributed throughout North America
 - NFPA 1001 Level I certifications at the Elkford fire training facility
 - Backcountry rescue
 - Kids College tour/event
- **Peace Officer**
 - June enforcement focus:
 - Community Standards
 - OHV Safety and Bylaw

Category	Month (May)	Year to Date
Number of Charges Laid	59	280
Cases Generated (Incident Count)	42	152
Cases: Requests for Service	26	97
Cases: Officer Observed	11	38
Cases: Received from outside Department/Agency (i.e. RCMP)	9	21

Vehicle Removal Notices	10	20
Vehicles Towed	0	3
Positive Ticketing	3	49
Projected Fine Revenue **	\$16,017	\$76,031

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

- Special Interest:
 - Tourist Homes: 2 Charges Issued
- **Agriculture and Environment**
 - Contracted vegetation management has commenced
 - Field visit completed by Provincial reviewer
 - Weed training for PPK staff
 - ASB meeting
 - Drafted policies for Weed Control and Agricultural Pests Act and submitted to ASB

Pass Powderkeg Community Resort

- Summer events:
 - Alberta Orienteering events: June 14-17
 - Transrockies Mountain Bike Race: July 15-16
 - Crowsnest 100: August 4-6
 - UROC Funduro: Sept. 9-10
- Summer operations opened June 9th with rentals, retail and food and beverage available at the lodge. Reception was good given the wet weather.
- Updated trail map created by local artist has been finished. This will be printed this summer and installed in time for next winter thanks to sponsorship from Kirkham Insurance
- North and south decks have been removed.
- Trail maintenance has started for the summer. Two trail crew staff are hard at work clearing runs and getting the lodge area ready for summer operations.
- Non-destructive rope testing came back with a fail for the lower lift. Once we have more information regarding options moving forward, we will be able to address the problem. Upper rope passed.
- Shaw fibreoptic project to bring high speed internet to the lodge area has been scrapped by Shaw. We will be looking for alternatives to replace the current service.

Pass Community Pool

- Pool opened for the summer on May 19th.
- Swim lessons have been very popular with 170 registrations by June 8th.
- Currently, there have been 0 hours of operations lost due to a lack of staff. 3 hours were lost due to a chemical issue with the hot tub.
- Team has met with the Pass Piranhas to connect regarding club needs. Positive meeting and we are looking forward to their meet July 14+15, with an expected 250 swimmers.
- Schedule is now available on website on both desktop and mobile.

Community Services

- Pool startup
- Research for an outdoor ice-skating site
- Flowers planted and new hanging flower baskets in Coleman up
- **Arena/Parks/MDM**
 - May 6 – Pass Pottery Mother's Day Sale
 - April 28-30 – KRA Pro Rodeo
 - May 3rd to the 7th rodeo cleanup all staff.
 - May 6th – Volleyball tournament at MDM.
 - May 8-13- CCHS Grad Set up and tear down.
 - May 14- 17th Grad clean up.
 - June 2nd Roller skate free night
 - June 18th Peaks to Pines car show.
 - June 23rd /24th Community clean-up.
 - June 23rd/24th Minotaur
 - Pool chemical policy writing/ ordering
 - New Crowsnest Pass “theme” garbage cans placed.
 - Outdoor pickleball fence complete in Hillcrest.
- **FCSS**
 - June Seniors on the Go newsletter is out.
 - Call for submissions for the Fall/Winter community handbook went out June 5th.
 - 2024 FCSS Funding Applications have been sent out and made available to the community.
 - Man Van – 89 men attended the Man Van on May 15 at the Elk's Hall.
 - Summer movie in the park – conducting a survey to choose a movie.
 - Youth week activities held - May 1-5th.
 - 2023 Seniors week was successful. Lot of great activities.
 - Spring BBQ- June 1 in Gazebo Park. Free food, entertainment, and 1st outdoor market of the season. We had a great turnout.
 - Roller Night Fever - Roller skating night at the Coleman Complex was successful. We had over 100 people attend. We have scheduled another roller-skating night for July 27.
 - Meals on wheels – made the switch to reusable containers.
 - Subsidized taxi program
 - Information & community referrals.
- **Programming**
 - Gymnastics Spring schedule and registration, meetings with CNP Tumblers (non-Competitive)
 - Gymnastics Spring Summer Membership (Alberta Gymnastics Federation)
 - Memorial Bench Program – Ordered plaques and installation prep
 - Checking walking trail signage and install new signs

- Summer/Fall Programming
- Summer Camps Planning – Soccer and Gymnastics Registration
- Payment reconciliation
- Handbook Information submission



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 20, 2023

Agenda #: 7.c

Subject: Outdoor Ice Skate Area

Recommendation: That Council approves the location of the Coleman Sports Complex for a 1 season trial of an outdoor skate arena for a viability assessment for a cost of \$1,750 from the Millrate Stabilization Reserve.

Executive Summary:

Council motioned that The Parks and Recreation Advisory Committee investigate possible locations and options for this service level increase.

Relevant Council Direction, Policy or Bylaws:

Motion 04-2023-03-14-

Councillor Sygutuk moved that Administration and the Parks and Recreation Advisory Committee work through the process with Stacy Kozak to explore the viability of installing an outdoor rink.

#23 - 49 MOVED BY:

R. BRAUN

The Parks and Recreation Advisory Committee recommends to Council that the Community Services department builds a one season trial outdoor skating rink at the complex for the 2023-24 season. The Committee also recommends the addition of \$1,750.00 for this trial season. The Advisory committee will assess this service to see if it's a viable service prior to recommending a permanent location with costs.

CARRIED

Discussion:

The Parks and Recreation Advisory Committee has recommended that it is best to do a 1 season trial

in a **temporary location** to assess if this new service is viable. This temporary location provides the best and most cost effective location to trial this service. It was agreed that this is the most efficient site to be considered, prior to a permanent decision being made as to the final location. Building an arena system, purchasing equipment and upgrading this facility for a permanent location should not happen until a test season has been completed. The test season will provide information relative to:

1. How many actual ice days this service can provide in our climate.
2. Calculate the man hours to build and maintain this service.
3. Capture a record of users utilizing this service - as this should have a spin off from hockey groups using this location.
4. Determine the viability of this service, prior to purchasing expensive equipment. Trailing and sharing equipment is not an option.

Synergies to this trial.

1. Heated washrooms and a place to warm up are available at the Complex for extended hours.
2. Heated water and ice building equipment is available on site with no extra costs required.
3. The location is away from the residential area and should not create noise issues during night usage.

Analysis of Alternatives:

- Council can approve the trial
- Council can decline the trial

Financial Impacts:

\$1,750.00 for supplies and ice building labor.

Attachments:

[Outdoor Skate report .pdf](#)

**Municipality of Crowsnest Pass
Parks and Recreation Advisory Committee**

Meeting Date: February 28/2023

Agenda #: 6.a

To: Parks and Recreation Advisory Committee

Originated by
Trent Smith

Subject: Outdoor Skate Area

Recommendation:

1. The Parks and Recreation Advisory Committee recommends to Council that the Community Services department builds a one season trial outdoor skating rink at the complex for the 2023-24 season. The Committee also recommends the addition of \$1,750.00 for this trial season. The Advisory committee will assess this service to see if it's a viable service prior to recommending a permanent location with costs.
2. The Parks and Recreation board accepts this for information for information purposes.
3. The parks and Recreation board:

Executive Summary:

During the March 27th Parks and Recreation Advisory Committee Meeting Motion 23-32 To form a subcommittee to research possible options for an outdoor skate area.

Relevant Direction, Policy, or Bylaws:

Motion 23-32

Discussion:

A survey was sent out looking at the service that is provided for outdoor skating areas. The survey looked at how often inspections, Ice surface was flooded and was this a municipal project. Using the Data an average was used on amount and type of service. Out of 14 Municipalities in Alberta only 2 used a broom tractor and flood cart. The others have a type of Ice resurface. A decision was made to supply a usable safe ice surface by means of an ice resurface as it was felt important to supply this if it proceeds. Knowing

the amount of resurfaced 3 times per week and using proper equipment the next was to break down areas.

The subcommittee decided to break this down into 2 stages.

Stage 1 locations research and recommendations back and:

Stage 2 cost implications to recommended locations.

Stage 1:

locations researched:

1. MDM lower lands (also known as the old asphalt pad diamonds area)
2. Bellecrest Memorial arena (leased area)
3. Hillcrest Memorial Park
4. Hillcrest Minors Park
5. Frank Playground
6. N.I.T. Park
7. Gazebo Park
8. Pete's Park
9. Snake Park
10. Coleman Complex
11. Pineview Park
12. Flummerfelt Park

The Sub committee used a scoring method for both stages to decide on the most suitable location. Using the following factors- Good location for public, if the site had asphalt or good base or extra costs were required to build a suitable base surface, size of skating surface, heated storage, Washrooms, area location suited to keep ice during (weather), Lighting for short winter days, traveling distance for maintenance costing, ownership of area, costing explained in Stage 2 costing to provide a quality ice surface for public usage. The Subcommittee using a scoring out of 17 scored the following areas. Phase 1:

Location	Score
Pineview Park	0
Snake Park	0
N.I.T. Park	1
Frank Playground	2
Gazebo Park	5
Flummerfelt Park	5
Hillcrest Minors Park	6
MDM lands	7
Hillcrest Memorial Park	11
Bellecrest Memorial	12
Pete's Park	14
Coleman Complex	16

Stage 2:

As this is a new service the Committee factored in startup cost / operating costs all factors are based on:

- Based on 65 possible day operations This is an average provided by nearby towns doing this.

- Operator 1 wage (casual) with burden rate of 26%
- Ince install (24)/ Surface prep.
- Heavy Snow clearing events (5) and ice resurfacing (including travel time), (17weeks)
- Equipment.

Location	Wage (17 weeks)	Ice install	Heavy snow events (5 times)	Equipment	Shop and heat
Pineview Park	\$1,936.00	Can't be done	189.80		
Snake Park	\$1,936.00	Can't be done	189.80		
N.I.T. Park	\$1936.00	Can't be done	189.80		
Frank Playground	\$1936.00	\$987.00	189.80	*\$16,467.00	can't be done
Gazebo Park	\$1,936.00	\$987.00	189.80	*\$16,467.00	main shop
Flummerfelt Park	\$1,936.00	\$987.00	189.80	*\$16,467.00	shop
Hillcrest Minors Park	\$1,936.00	Too small	189.80	*\$16,467.00	Shop
MDM lands	\$1,936.00	\$911.10	189.80	*\$16,467.00	shop
Hillcrest Memorial Park	\$1,100.00	\$911.10	189.80	*\$16,467.00	\$900.00
Bellecrest Memorial	\$1,936.00	\$911.10	189.80	*\$16,467.00	shop
Pete's Park	\$1,936.00	\$911.10	189.80	*\$16,467.00	Shop
Coleman Complex	\$647.70	\$911.10	189.80	equipment on site	Onsite

* Based on a tractor mount resurface machine. Ours cannot be transported and it's more cost effective than purchasing a tractor mount brush and water tank and does a better job.

* all costs are a best guess based on the sub committee.

Top rated Sites

1. Coleman Complex

This area scored the highest as the location and size is very good, all equipment needed is already onsite. Staff are onsite to maintain and watch. It has a heated area to warm up and heated washrooms when the Complex is open. This facility also has all ice equipment on site to maintain the outdoor surface and can be flooded in 20 minutes. Making this site financially viable for a trial period.

Downfalls to this location as a part of the front area parking would be used, also allowing a buffer to ensure hockey pucks do not hit parked cars (no Boards). However, there is plenty of parking.



2. Pete's Park.

This is an amazing visual spot that has the possibility of providing washrooms by adding electrical heat. It does have a nice storage unit capable of storing a small ice resurface machine. Many benches are around and there is a gazebo. Central location

Downfalls. No asphalt so a tarp floor would need to be laid down to build ice. No heat, so it is costly to run heat to the storage / washrooms area. A distance from operations so cost increase to maintain this area and no water in winter.

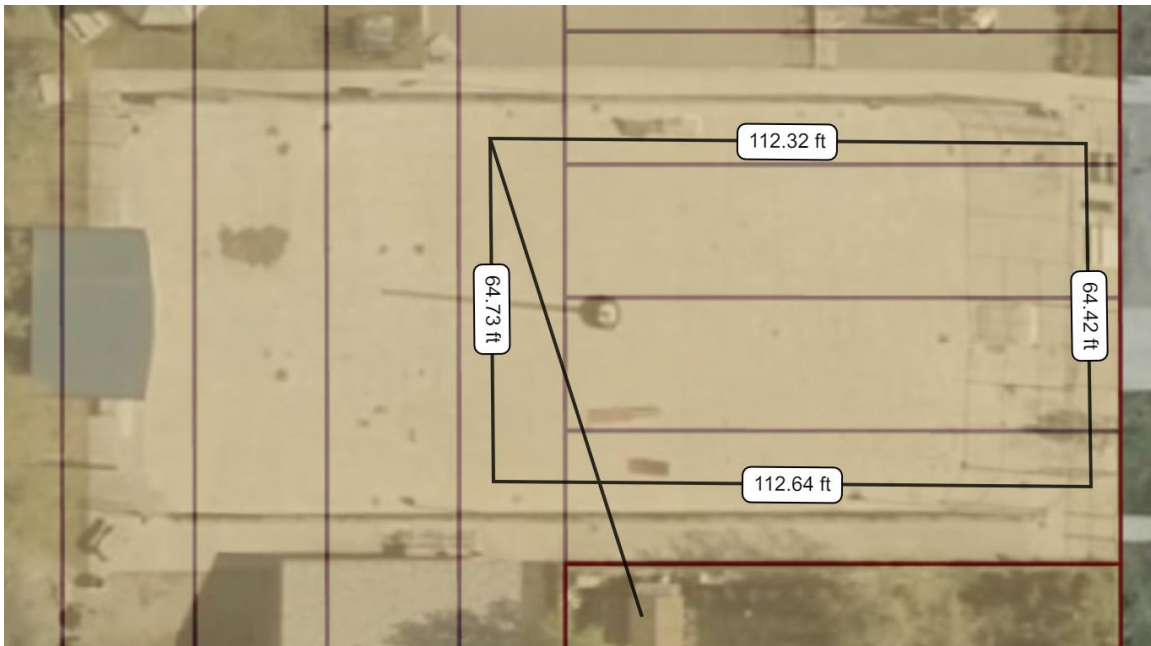


3. Bellecrest park

The area is somewhat appealing, it has potential to use heated washrooms and has water on site.

Downfall: This is leased by the Bellecrest Association and the washroom is connected to the concession they use. Our group or the Bellecrest group would need to manage this not due to insurance purposes. The Association uses this washroom area year-round.

Increased workload and the Municipality would not control service. The location is almost too far to maintain using equipment.



Analysis of Alternatives: N/A

Financial Impacts:

Coleman Complex = \$1,748.70

Pete's Park=\$21,252.60

Bellecrest Park= \$21,252.60

Stakeholder Engagement:

Currently no engagement with Bellecrest

Attachments:

Authorization

Approved by: _____ **Heather Davis**
Assistant Elected Chair.

Date:

Reviewed by: _____

Trent Smith,
Manager of Community Services

Date:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 20, 2023

Agenda #: 7.d

Subject: Bellecrest Association - Request for Funding for Bellevue Memorial Park Improvements

Recommendation: That Council consider funding the outstanding costs for the Bellevue Memorial Park in the amount of \$5,500 to be taken from the Mill Rate Stabilization Reserve.

Executive Summary:

The Bellecrest Association is requesting assistance with funding the extra costs associated with Bellevue memorial park re-grade and landscaping to the west of the concession building. The total cost of the project was \$10,569.95 of which the Bellecrest Association used \$5,000 of casino money leaving a balance of \$5,500 unfunded.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

Bellecrest Association proceeded with a project to level an area in the Bellevue Memorial Park to enhance the picnic area. Do to unforeseen and additional work not taken into consideration (see email from Cam Davidson attached) the project went over budget. As a result of the overages, Bellecrest Association is requesting Council's assistance with the cost overrun in the amount of \$5,500.

Analysis of Alternatives:

- Council can approve additional funding request of \$5,500 from the Mill Rate Stabilization Reserve.
- Council could approve a different amount.
- Council could choose a different funding source.
- Council could deny the funding request.

Financial Impacts:

Depending on the decision of Council, up to \$5,500 would be required to fund the cost overrun.

Attachments:

[2023 05 26 - Bellecrest Association - Request for Funding for Park Improvements.pdf](#)

Bonnie Kawasaki

From: Cam Davidson [REDACTED]
Sent: May 26, 2023 7:40 AM
To: Bonnie Kawasaki; Bellecrest Community Association
Subject: Bellevue memorial park re-grade and landscaping
Attachments: concession landscaping.jpg; more concrete.jpg; billy digging.jpg; extra concrete.jpg; group photo.jpg

Hi Bonnie,

The Bellecrest Association recently used casino money to do major repairs on the grounds to the west of the concession and to the south of the existing concrete pad. As I'll describe below, the costs were more than we anticipated and we are asking that this matter be taken to council on our behalf.

Request:

\$5500 (to help cover costs of major improvements; completed May 1 2023)

What did we do?

We hired Bill Ogertschnig to re-grade and landscape the picnic area west of the concession in Bellevue memorial park. We earmarked up to \$7000, but were only approved for \$5000 from AGLC; and they were very reluctant at that. They felt that this type of work would not normally fall under a lessee's responsibility; but we were and are ok with that, since we had casino money to spend by April 30th or we were going to lose it due to regulated time-frames. We received permission from our Parks Department with special instruction not to grade the slope towards the adjacent lot.

Summary of work done:

-The area, which is approx. 1000 square yards, was levelled by adding 10 large concrete blocks on the west side with a perimeter of limestone boulders and finally a lift of compacted limestone gravel.

What was extra?

-3 extra concrete blocks were required
-12" thick concrete was cut and removed along with surprise bits in the ground. (the concrete was broken, which we overlooked; and cutting the broken concrete sidewalk back 6 feet allowed better grading)
-Additional 1 foot limestone rocks were placed around park perimeter to make more flat area and for aesthetics.
-New trenches had to be made to run both electrical and underground sprinkler lines as they were not deep enough for the new grade.
-Electrician costs and concrete cutter rental.
The job was completed in 5 days with a final bill of \$10569.95 plus GST. We have spent \$5357 Including adding landscaping fabric and a \$5000 deposit to Bill (his costs alone are over \$5k)

Why we chose this job?

A few years back there was a water main break by the picnic area west of the concession and grading and landscaping was not done leaving it un-useable as a picnic area. We want to use this area for social functions and for beer gardens; especially considering the potential for bands and other entertainment with the new 32 foot by 16-foot covered stage. Bellecrest Association is becoming more of a social club not only for Bellevue and Hillcrest, but for all locals, weekenders and especially small business to join our group as we help promote them... while not forgetting the kids and teenagers.

In conclusion I'm respectfully asking on behalf of the Bellecrest association for assistance in the amount of **\$5500**. We welcome you all to come and see what we've done and of course participate in future great events!

Thanks for your consideration,

Cam Davidson (President)









