



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, July 4, 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 May 23, 2023
- 3.b Minutes of the Municipal Historic Resources Advisory Committee of May 23, 2023
- 3.c Minutes of the Family and Community Support Services Advisory Committee of May 31, 2023
- 3.d Dawn Rigby Letter of Concern Regarding a Potential Development Permit - June 19, 2023
- 3.e Letter from Concerned Citizens Regarding Downtown Coleman Possible Industrial Usage - June 20, 2023
- 3.f David Graham - Letter of Concern Regarding Street Sweeping of May 26, 2023
- 3.g Samwise Graham - Letter of Request Regarding Street Sweeping of May 26, 2023

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of June 20, 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 TC Energy - Project Update - Cole Thomson, Manager Community Relations

7. REQUESTS FOR DECISION

- 7.a Bylaw 792, 2010 Community Organizations Property Tax Exemption Bylaw
- 7.b Municipal Credit Card Policy Update
- 7.c Pass Powderkeg Haul Rope Purchase and Relocation of Unload Area
- 7.d Alberta Municipalities (AM) Convention Attendees

8. COUNCIL MEMBER REPORTS

9. PUBLIC INPUT PERIOD

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

10. COUNCILOR INQUIRIES AND NOTICE OF MOTION

10.a Request for "Dogs Must be on a Leash" Signs - Councillor Sygutek

10.b Hillcrest Ball Diamond Preliminary Design - Councillor Sygutek

11. IN CAMERA

11.a Advice From Officials - AER Update on Turtle Mountain - *FOIP Act Section 24*

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

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 4, 2023

Agenda #: 3.a

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

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of May 23, 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:

[min.pdf](#)



BOARD MEETING MINUTES

May 23, 2023

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Tuesday, May 23, 2023 at 1:05 p.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

ATTENDEES: Deb Ruzek: Board Chairperson, Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Shelley Price: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager, Marlene Ancil: Board Member, Shannon Harker: HR

ABSENT:

Donna Stelmachovich: Vice-Chairperson, Cathy Painter: Board Member, Susan Demchuk: Board Member.

Minutes recorded by Shannon Harker

1. CALL TO ORDER

- 1.1 Deb Ruzek called the meeting to order at 1:05 pm and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 13.8 Security at SCUs
13.9 Housing Market

3. APPROVAL OF AGENDA

- 3.1 Motion #66/23 to approve the agenda as amended. — Dean Ward – cd.

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion # 67/23 to approve the minutes of the meeting held April 17, 2023, as presented. — Dean Ward – cd.

5. BUSINESS ARISING FROM THE MINUTES

- 5.1 There was a discussion regarding staff parking, it was determined that there is inadequate parking at Peaks to Pines.

6. CORRESPONDENCE

- 6.1 There was a discussion around the timing of the resident services meetings, there was a recommendation that meetings are held later than 9am.

7. MANAGEMENT REPORTS

- 7.1 #68/23 Motion to approve the Report from Management as presented – Marlene Ancil – cd.

8. FINANCIAL REPORTS

8.1 #69/23 Motion to approve the financial statement as presented – Dean Ward – cd.

9. BOARD CHAIRPERSON REPORT

9.1 No Report

10. OTHER BOARD REPORTS

10.1 No Report

11. OLD BUISNESS

11.1 No Report

12. DELEGATE

12.1 None

13. NEW BUSINESS

13.1 There was a discussion regarding the renewal of utility contracts, the consensus was that to lock in prices from January 2024 to December 2026 would be the best option.

13.2 Approval of Applicant for West Winds. Motion #70/23 to approve – Dave Filipuzzi – cd.

13.3 Policies – Board approval

- Policy – 5.11 Mileage/Travel - Motion # 71/23 to approve as amended – Dean Ward – cd.
- Policy – 4.02 Resident Request, Complaint and Concerns Resolution - Motion # 72/23 to approve as amended – Dave Filipuzzi – cd.
- Policy – 5.15 Out of Scope Employees – Motion #73/23 to approve as amended – Dave Filipuzzi – cd.

13.4 Mission, Vision and Values – Discussion regarding which version is correct – Motion #74/23 to change "goal" to "values" – Marlene Ancil – cd

13.5 Board Matrix is complete with no gaps – Motion #75/23 to accept – Dean Ward – cd

13.6 Peaks to Pines 1 Year Anniversary Celebration date changed to June 15.

- 13.7 Resident Association Letter – Request for purchases – Motion #76/23 to approve Dean Ward – cd
- 13.8 There was a discussion regarding wellness checks and building access at the SCU's.
- 13.9 There was a discussion regarding the current housing market and where incoming employees would be able to find accommodations.


14. IN CAMERA

- 14.1 Motion #77/23 to go into camera 1:29pm – Dean Ward – cd
- 14.2 Motion #78/23 to come out of camera 1:53pm – Marlene Ancil - cd

15. ADJOURNMENT

- 15.1 Motion #79/23 to adjourn at 4:18pm – Dave Filipuzzi - cd

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



Debi Ruzek – Board Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 4, 2023

Agenda #: 3.b

Subject: Minutes of the Municipal Historic Resources Advisory Committee of May 23, 2023

Recommendation: That Council accept the Minutes of the Municipal Historic Resources Advisory Committee of May 23, 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 Municipal Historic Resources Advisory Committee provides their minutes to keep Council apprised of Historic Resources initiatives.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 05 23_MHRAC Meeting Minutes Approved.pdf](#)



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE

May 23, 2023, at 2:00 pm

Council Chambers, Coleman Municipal Office

PRESENT:

Board Member	Howard Vandenhoeft
Board Member	Don Budgen
Board Member	Myriah Sagrafena
Board Member	Bruce Nimmo
Board Member	Bryce Andreasen
Board Member	Glen Girhiny
Board Member	Vicki Kubik
Development Officer	Katherine Mertz
Municipal Representative	Johan van der Bank

ABSENT:

Gaston Aubin (apology)
Fred Bradley (apology)

1. **CALL TO ORDER**

With the chair Fred Bradley being absent, vice-chair Don Budgen called the meeting to order at 9:04 am.

2. **ADOPTION OF AGENDA**

Katherine Mertz requested additions to the agenda under Request for Decisions:

- DP2023-084 (old carwash in 20 Avenue, Blairmore)
- Greenhill Hotel

MOTION by Howard Vandenhoeft to adopt the agenda with amendments as presented.

CARRIED

3. **ADOPTION OF MINUTES**

MOTION by Vicki Kubik to adopt the minutes of April 24, 2023, with a correction to the spelling of "Andreasen" instead of "Andreason".

CARRIED

4. **REQUEST FOR DECISIONS**

4.1 Development Permits



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE

May 23, 2023, at 2:00 pm

Council Chambers, Coleman Municipal Office

- (a) DP2023-088 - 7490 18 Avenue, Coleman - permitted use for new dwelling in Coleman National Historic Site of Canada.

MOTION by Vicki Kubik that the Advisory Committee recommends that front access to the property be avoided because few houses on either side of the street have front access and rear lane access is available, and that the applicant reviews the Design Guidelines for the Crowsnest Pass Historic District and specify the type of exterior building materials that would be consistent with the recommendations.

CARRIED

- (b) DP2023-104 – Gilded Hause – proposed awning addition in the Historic Commercial Areas Overlay District.

MOTION by Don Budgen that the Advisory Committee recommends against the proposed permanent awning structure with a metal roof on the basis that it could distract from the streetscape by adversely affecting the character defining elements of the two inventoried buildings on either side (for example, the Gilded Hause has an accent band across the top that forms part of the accent band on the West Canadian Collieries building and the proposed awning would affect the accent band), and that the Advisory Committee recommends that the applicant submits a re-designed awning of a roll-out type or a permanent structure that is more period-correct and appropriate, and that extends some form of enclosure or patio to the frontage.

CARRIED

- (c) DP2023-084 - old carwash in 20 Avenue, Blairmore – renovations and deck addition in the Historic Commercial Areas Overlay District.

This item was discussed for the information of the Advisory Committee and will be on the next meeting agenda.

ACCEPTED FOR INFORMATION

- (d) Greenhill Hotel (Alberta Register of Historic Places Key Number HS 22420) – proposed renovations, decks and painting in the Historic Commercial Areas Overlay District.

This item was discussed for the information of the Advisory Committee and will be on the next meeting agenda.

ACCEPTED FOR INFORMATION



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE

May 23, 2023, at 2:00 pm

Council Chambers, Coleman Municipal Office

5. ROUND TABLE DISCUSSION

5.1 Heritage Designation Plaque – the Advisory Committee reviewed two draft template design options prepared by Kim Uhersky, Document Management Clerk (MCNP). Fred Bradley (absent) had provided his comments by email. The consensus was to select Option 1 as the preferred design, with the following comments for changes:

- (a) Move the QR code to either the bottom left-hand or bottom right-hand corners.
- (b) Correct the spelling of “Constructed”.
- (c) Epoxy will likely be the material to be used – add the colours to the Municipal logo.

Once the revised final draft of the template is available, further discussion will be had regarding materials, manufacturing and installation.

6. NEXT MEETING DATE

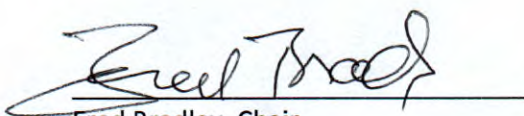
- Monday, June 26, 2023, at 2:00 PM in Council Chambers, Municipal Office.
It was noted that Vicky Kubik is available to attend the regularly scheduled Advisory Committee meetings on the Monday before MPC at 2:00 PM.

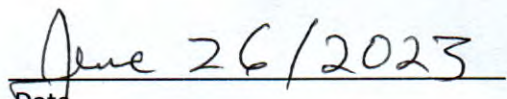
7. ADJOURNMENT

MOTION by Vicki Kubik to adjourn the meeting at 10:03 am.

CARRIED

Approved by:


Fred Bradley, Chair


Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 4, 2023

Agenda #: 3.c

Subject: Minutes of the Family and Community Support Services Advisory Committee of May 31, 2023

Recommendation: That Council accept the Minutes of the Family and Community Support Services Advisory Committee of May 31, 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 Family and Community Support Services Advisory Committee provides their minutes to keep Council apprised of FCSS activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Scanned from a Xerox Multifunction Printer.pdf](#)

**Family and Community Support Services Advisory Committee Meeting Minutes**

**Municipality of Crowsnest Pass
Wednesday May 31, 2023 – 5:30 PM
MDM Community Centre**

Chairperson: K. McNeil**Secretary: Kim Lewis**

Present: Kate McNeil – Chairperson
Margaret Thomas – Vice Chairperson
Dean Ward – Council Representative
Trent Smith – Manager of Community Services
Mirjam Thielen- Member at Large
Barb Kelly – Member at Large
Kim Lewis – FCSS Programmer

Absent: Cathy Painter – Member at Large
Lisa Sygutek – Council Representative

1.0 Call to Order

K. McNeil called the meeting to order at 5:32pm.

2.0 Adoption of Agenda

#34 - 23 MOVED BY: K. MCNEIL

That the meeting agenda be adopted with amendments

CARRIED

3.0 Adoption of Minutes

3a) Adoption of Family and Community Support Services of April 24, 2023

#35 - 23 MOVED BY: M. THOMAS

That the meeting minutes of April 24, 2023, be adopted as amended.

CARRIED

4.0 Correspondence

2

5.0 Public Input Period**6.0 Delegations****7.0 Business Arising from Previous Minutes****8.0 New Business****8a) Category 2 FCSS Funding Application – Brighter Futures & CNP Adult Education**

Crowsnest Pass Adult Education has submitted a Category 2 Funding application requesting \$1000 to host a “Thinking Healthy Thoughts” event in September. This event will provide information and strategies that will help attendees deal with life stressors, There will be sessions for parents, caregivers and anyone who struggles with mental health.

#36 - 23 MOVED BY: D. WARD

The Family Community Support Service Advisory Committee approves funding in the amount of \$1000 towards the “Thinking Healthy Thoughts” conference.

CARRIED

8b. 2023 Crowsnest Pass FCSS Funded Programs Mid – Year Reports Review

At a previous meeting it was discussed that the FCSS Advisory committee would like to know what FCSS Funded Programs have been up to. 2023 FCSS Funded Organizations were requested to submit a mid-year report. Ranchlands Victim Services, CNP 40. Kids Kollege and the Family Resource Centre submitted Mid-Year reports. Program reports were reviewed.

#37 - 23 MOVED BY: M. THOMAS

The Family Community Support Service Advisory Committee accepts 2023 Crowsnest Pass FCSS Funding Programs Mid-Year Reports as Information.

CARRIED

#38 - 23 MOVED BY: M. THOMAS

The Family Community Support Service Programmer will follow up with CNP Indoor Playground to have them submit a mid year report.

CARRIED

9.0 Administration Reports**9a) FCSS Programmer Update**

- June Seniors on the Go newsletter is out.
- Call for submissions for the Fall/Winter community handbook will go 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 schedule is set. Lot of great activities. FCSS Luncheon is Thursday June 8 | 11:30- 1:00pm
- Spring BBQ- June 1 in Gazebo Park. Free food, entertainment, and 1st outdoor market of the season.
- Roller Night Fever - Roller skating scheduled for June 2nd at the Coleman Complex – seems to be generating a lot of excitement.
- Meals on wheels – made the switch to reusable containers.
- Subsidized taxi program
- Information & community referrals.

#39 - 23 MOVED BY: K. MCNEIL

The Family Community Support Service Advisory Committee accepts the FCSS Programmer update as information.

CARRIED

Action: FCSS programmer will explore the options of hosting the “Man Van” again in the fall of 2023.

9.0 Committee Member Reports

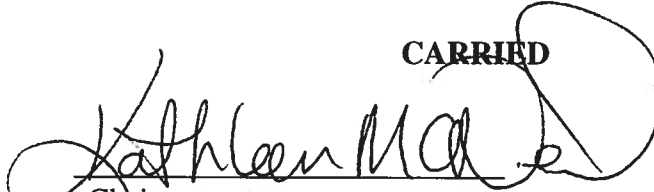
10.0 In Camera

11. Adjournment

#40 - 23 MOVED BY: K. MCNEIL

That the meeting be adjourned at 6:16 pm.

CARRIED


Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 4, 2023

Agenda #: 3.d

Subject: Dawn Rigby Letter of Concern Regarding a Potential Development Permit - June 19, 2023

Recommendation: That Council accept the Dawn Rigby Letter of Concern Regarding a Potential Development Permit of June 19, 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:

Dawn Rigby has provided a letter stating her concerns regarding a potential permit being issued for a gravel crushing project and the potential impact on downtown Coleman. There is currently no development permit application for this use that has been submitted.

Analysis of Alternatives:

Council can request further information from the Development Department prior to providing a response.

Financial Impacts:

n/a

Attachments:

[2023 06 19 - Dawn Rigby Letter of Concern Re A Potential Development Permit.docx](#)

Municipality Crowsnest Pass

Mayor and council

June 19 2023

Re: Gravel crushing operation , Landcraft Design Coleman

Dear Mayor and Council,

I wish to bring it to your attention that there are plans to operate a gravel crushing operation at the end of 77 st in the historic downtown Coleman area. Under approved development permit DP2023-061 there will be some building demolition and reorganizing. It has been brought to my attention a subsequent permit is in the works for the crush operation.

My concern is this permit. Should it be approved, there will be many drawbacks to the residential and business community in the area. The noise and dust produced by said operation will negatively impact my own business – what tourist wants to be awakened at 6 in the morning by the loud noise made by such an industrial operation? Not to mention the unsightly dust and dirt that will cover everything.

This discretionary use needs to be decided at Council level not at committee level as it is far too important to the quality of life and lively hood of the area.

Thank you for your consideration.

Dawn Rigby

Country Encounters



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 4, 2023

Agenda #: 3.e

Subject: Letter from Concerned Citizens Regarding Downtown Coleman Possible Industrial Usage - June 20, 2023

Recommendation: That Council accept the Letter from Concerned Citizens Regarding Downtown Coleman Possible Industrial Usage of June 20, 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:

A group of concerned citizens from Coleman provided a letter stating their concerns regarding a potential permit being issued for a gravel crushing project and the environmental impacts from the resulting dust. There is currently no development permit application for this use that has been submitted.

Analysis of Alternatives:

Council can request further information from the Development Department prior to providing a response.

Financial Impacts:

n/a

Attachments:

To the Council of the Municipality of Crowsnest Pass June 15/23

Dear Mayor and Council ;

Concerned citizens and business owners would appreciate our Council to be aware and act upon the activities occurring on the “old mine property” once International Coke and Coal Co. in Coleman. We believe the activities have not been approved in several instances by the development board, and as such only our Council can act to protect the integrity of Coleman. We also believe the future possibilities of clearly an industrial nature will slip thru the discretionary process rendering the beautification of downtown Coleman to the dust bin.

It is essential to the health of the surrounding neighbourhoods including businesses in Coleman , those who live part-time in the RV lots within this area, and those who walk along the walking path this area be left undisturbed. Even the deer don't travel or eat from this eastern side of the mine site!

The months of dust and noise last summer from above the bridge on the south side of the river, the massive piling of coal pillars spreading dust and most likely many toxic particles near the CPR tracks and the RV camping structures extending above and over the river, have not been addressed.

I do not believe the development board has the capacity to monitor such activity. This creeping giant, a Landscape company, is now proposing to sift and pile rubble in the area deemed to be left alone by AER because of the toxic fabric of PCB's and other toxins identified throughout the area of existing buildings and the tailing ponds just subsurface to the east. Their application is not inhibited by an environmental study, which it certainly should be. By all indications they are planning a gravel pit in this area.

The landscape company should be using the already existing industrial allocations in Frank and Sentinel. Perhaps the 1:100 floods listed in the recent application will stymie their ambitions.

We the undersigned oppose any development which in any way disturbs the soil and ^{could be considered} is an industrial use, not discretionary. on

Reference Lot 1, Block 40 plan 9813593 and remaining area to the east to 81 St. , south to river, north to CPR West to existing trailer sites.

Dawn Rigby Country Encounters
It would be a shame to handicap the tourism businesses that have been developed in historic downtown Coleman.

Karen Tamminga-Paton - artist/studio
Dust is a huge potential issue as this is a working studio. Historic downtown Coleman's potential would be profoundly compromised.

Nachole Cox - Fullen Mountain Studio -
Dust and noise is a big issue.

Rebecca Eckerman
Susan Doyle Perry Coleman. Coleman is becoming a grazing community. Any disruption to its now downtown + residential areas will demolish our hopes for future growth. Dust, Noise, TOXINS - NO!!
The possible opening of Pandora's Box as this continues is likely

- Kari Lehr - Artist Collective studio - The potential of Coleman, with its beautification recently implemented, & designation as the "arts district" of the Pass, is profoundly compromised by this activity. ~~the~~

~~INDUSTRIAL & RESIDENTIAL/ARTS DISTRICT AREAS, DO NOT IN MY OPINION COMPLEMENT EACH OTHER. THE \$ HAVE BEEN SPENT RECENTLY TO BEAUTIFY COLEMAN D. TOWN. IS THE LONG TERM GOAL TO ALLOW ANYTHING TO COMPROMISE THE D.M., OR WORK TOWARDS CONTINUING TO WORK TOWARDS HAVING A SPECIAL PLACE FOR ALL OF US.~~

• Bruce Brice, Coleman Resident

- Alan Brice, Coleman Business owner - resident. Bought my house for it's quiet and beautiful dust free location. There are two Industrial areas in the Pass with lots of space for industrial businesses. I think the AER should be involved in any use of this land. Alberta government researchers expressed concerns of toxins leaching into the river from this property just two years ago, and I am in the process of retrieving the results of this study. ALAN BRICE, Coleman.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 4, 2023

Agenda #: 3.f

Subject: David Graham - Letter of Concern Regarding Street Sweeping of May 26, 2023

Recommendation: That Council accept the letter from David Graham Letter of Concern Regarding Street Sweeping as information and direct Administration to write a letter of response.

Executive Summary:

Correspondence received is provided to Mayor and Council for their information and consideration.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 - Procedure Bylaw

Discussion:

Mr. Graham wrote to Council to ask that the Municipality consider prioritizing street sweeping in residential areas with hills to have their streets swept first as it is a safety concern for citizens navigating the roads in person with the leftover gravel from winter sanding.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 05 26 - David Graham - Letter of Concern Regarding Streetsweeping.pdf](#)

David Graham

Blairmore AB

RECEIVED

JUN 26 2023

26 May 2023

Mayor Blair Painter

Municipality of the Crowsnest Pass
8502 - 19 Avenue,
Coleman AB

Re: Priority Street Sweeping Services in Residential Neighborhoods

Dear Mayor Painter,

I trust this letter finds you well.

Recently, my child had a distressing accident while riding his bicycle in our neighborhood. Ultimately, he will be fine, but the accident did require stitches and a visit to the Emergency Room. I am writing to you as a concerned resident of the Crowsnest Pass and, more importantly, as a parent. I would like to bring to your attention the loose sand and gravel along the edges of streets. This is a pressing issue that poses a significant safety hazard to the children in our community.

Thankfully, Sam's injuries will be temporary, but it could have been much worse, and even as it was, this accident was costly: it was painful, and damaging in terms of his confidence to get out and enjoy the Crowsnest Pass. It was an accident that was entirely preventable. The cause was the loose sand and gravel, which has not yet been removed after the winter. While I understand the limitations of the town street sweeping resources, the loose gravel is dangerous for children, and everyone trying to navigate the neighbourhood.

I want to encourage my kids to get out and explore the outdoors and engage in healthy activities - to develop autonomy and a healthy sense of capacity. However, the current condition of our roads poses a serious threat to their well-being. The accumulation of gravel on the streets increases the risk of accidents, especially in areas like mine: with steep hills, and many children.

I am writing to ask the Municipality of the Crowsnest Pass to prioritize street sweeping services in residential neighborhoods, with special attention given to areas that are known to have children and steep hills. Timely street sweeping can eliminate the potential hazards caused by loose gravel, making our roads safer for everyone. Addressing this issue will not only mean improved safety. It will also contribute to the overall attractiveness and accessibility of our community.

The Crowsnest Pass is a wonderful place to live, and it is the responsibility of our municipality to uphold safety standards for its residents. I am aware that the Town Operations Director position is currently vacant. I would ask that you bring this matter to the attention of the appropriate departments within the municipality and initiate prompt action. By doing so, we can ensure that our children can enjoy their outdoor activities without unnecessary risks and that our community remains a safe and welcoming place for families.

Thank you for your attention to this matter. I will await your positive response and subsequent action. If you require any additional information or assistance, please do not hesitate to contact me.

Yours sincerely,
David Graham



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 4, 2023

Agenda #: 3.g

Subject: Samwise Graham - Letter of Request Regarding Street Sweeping of May 26, 2023

Recommendation: That Council accept the letter from Samwise Graham Letter of Request Regarding Street Sweeping as information and direct Administration to write a letter of response.

Executive Summary:

Correspondence received is provided to Mayor and Council for their information and consideration.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 - Procedure Bylaw

Discussion:

Samwise Graham wrote to Council to ask that the Municipality sweep 15th Avenue in Blairmore with the street sweeper as he had fallen while riding his bicycle when he encountered gravel on the street near his home. Samwise indicated that the street was unsafe for people walking or biking up or down the hill.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 05 26 - Samwise Graham - Letter of Request Regarding Streetsweeping.pdf](#)

To whom it may concern,

RECEIVED

JUN 26 2023

I am writing to you about the gravel on 15 Ave, Blairmore that has not been swept yet. On Monday, May 22, I was biking down the hill in front of our house and the gravel slipped out from under my bike tires. I fell off my bike and injured my knee. This required a hospital visit and stitches. I would like to request that this area be swept as soon as possible, especially since this part of town is a steep hill and poses a risk to people walking or biking up or down the hill. Thank you for taking this matter into consideration, I hope to enjoy a safe and gravel free road soon. I'm looking forward to hearing back from you.

Sincerely,
Samwise Graham



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 4, 2023

Agenda #: 4.a

Subject: Minutes of the Council Meeting of June 20, 2023

Recommendation: That Council adopt the Minutes of the Council Meeting of June 20, 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 20 Council Meeting Minutes.docx](#)

Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, June 20, 2023

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, June 20, 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
Trent Smith, Manager of Community Services
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 and advised that Councillor Sygutek would arrive late due to another commitment.

ADOPTION OF AGENDA

Amendments:

Consent Agenda

- b) Coleman Community Society Invitation to Canada Day Parade - Move to Councillor Inquiries and Notice of Motion 10.a – Mayor Painter
- c) Sheldon Philp - Letter of Concern Re: Request to Purchase Road Allowance – Move to Councillor Inquiries and Notice of Motion 10.b – Mayor Painter
- d) Ian Chiclo and Maureen McNamee - Letter Regarding Tourist Home Required Parking of June 16, 2023 - Move to Councillor Inquiries and Notice of Motion 10.c – Mayor Painter

Additions:

Councillor Inquiries and Notice of Motion

d) Meeting Dates and Times - Councillor Kubik

01-2023-06-20: Councillor Ward moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2023-06-20: Councillor Glavin moved that Council approve the following Consent Agenda items as presented without debate:

3.a

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

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

Carried

ADOPTION OF MINUTES

03-2023-06-20: Councillor Girhiny moved to adopt the Minutes of the Council Meeting of June 6, 2023 as presented.

Carried

PUBLIC HEARINGS

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

Mayor Painter declared the Public Hearing opened at 7:01 pm for Bylaw No. 1152, 2023 – Fees, Rates and Charges Bylaw Amendment - Annual Lease Fee for Encroachment Agreements and Development Permit Penalty Fee.

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

DELEGATIONS

None

REQUESTS FOR DECISION

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

04-2023-06-20: Councillor Ward moved that the penalty fee for starting a use or development without the benefit of or contrary to a development permit, that the penalty shall be five times the regular fee.

Carried

05-2023-06-20: Councillor Ward moved second reading of Bylaw No. 1152, 2023 – Fees, Rates and Charges Bylaw Amendment - Annual Lease Fee for Encroachment Agreements and Development Permit Penalty Fee as amended.

Carried

06-2023-06-20: Councillor Glavin moved third and final reading of Bylaw No. 1152, 2023 – Fees, Rates and Charges Bylaw Amendment - Annual Lease Fee for Encroachment Agreements and Development Permit Penalty Fee as amended.

Carried

Arrival

Councillor Sygutek arrived at 7:31 pm.

Service Areas Update

07-2023-06-20: Councillor Sygutek moved that appropriate “Dogs Must be on a Leash” signs be placed throughout the community at the discretion of Administration.

Withdrawn

08-2023-06-20: Councillor Glavin moved to accept the Service Areas Update as information.

Carried

Outdoor Ice Skate Area

09-2023-06-20: Councillor Filipuzzi moved 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.

Carried

Bellecrest Association - Request for Funding for Bellevue Memorial Park Improvements

10-2023-06-20: Councillor Sygutek moved that Council approves funding the outstanding costs for the Bellevue Memorial Park in the amount of \$5,500 to be taken from the Mill Rate Stabilization Reserve.

Carried

COUNCIL MEMBER REPORTS

Council reports since the June 6, 2023 meeting of Council:

- Councillor Filipuzzi
 - Councillors Filipuzzi and Ward visited a Grade 6 class to tell them about the duties of Council and answer questions from the class
- Councillor Ward
 - Commented on how nice the underpass at Flumerfelt Park looks
 - The anonymous beautification is appreciated
- Mayor Painter
 - Attended Mayors and Reeves in Taber
 - All of the newly elected UCP MLA's were in attendance
 - Darren Davidson from Alberta Transportation presented
 - Indicated there have been increases to the Water for Life program up to \$169 million over a three-year period
 - STIP (Strategic Transportation Infrastructure Program) funding increased to \$93 million – 30% earmarked for South Region
 - Resurfacing for Highway 3 \$19 million
 - Highway 3 Twinning Project
 - Engineering:
 - Sentinel to Blairmore starting next month
 - Blairmore to Highway 22 engineering taking place this fall
 - Pincher Creek to Fort Macleod – Working on arranging a functional planning study

PUBLIC INPUT PERIOD

None

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Coleman Community Society Invitation to Canada Day Parade

11-2023-06-20: Councillor Ward moved to accept the Coleman Community Society Invitation to Canada Day Parade as information and to advise that Councillors Ward, Filipuzzi, Glavin, and Mayor Painter will attend with the Municipal Float.

Carried

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

12-2023-06-20: Councillor Filipuzzi moved to accept the Sheldon Philp Letter of Concern Regarding a Request to Purchase Road Allowance as information.

Carried

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

13-2023-06-20: Councillor Filipuzzi moved to accept the Ian Chiclo and Maureen McNamee Letter Regarding Tourist Home Required Parking of June 16, 2023 as information and that Administration write a letter of response confirming Council's position on the terms of the bylaw.

Carried

Meeting Dates and Times - Councillor Kubik

14-2023-06-20: Councillor Kubik moved to have the afternoon Council meeting changed to an evening meeting and to have three evening Council meetings a month at 7:00 pm.

Carried

IN CAMERA

15-2023-06-20: Councillor Kubik 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 8:42 pm:

- a) Privileged Information - CBA Ratification - FOIP Act Section 27
- b) Personal Privacy – Board Member Application - FOIP Act Section 17
- c) Economic Interests of the Public Body – Request for Encroachment - FOIP Act Section 25

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 8:49 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

16-2023-06-20: Councillor Filipuzzi moved that Council come out of In Camera at 9:45 pm.

Carried

17-2023-06-20: Councillor Filipuzzi moved that Council ratifies the Memorandum of Settlement of June 2, 2023 for the Collective Bargaining Agreement with CUPE Local 812 and moves to transfer \$300,000 from the Mill Rate Stabilization Reserve to the Operating Budget.

Carried

18-2023-06-20: Councillor Glavin moved that Council appoint Stephen Burnell to sit on the Municipal Planning Commission for the remainder of a three-year term concluding on December 31, 2024.

Defeated

19-2023-06-20: Councillor Sygutek moved that Council approves the request for an 80 square foot encroachment (4' x 20') to allow ease of access from Municipal staff parking area to the Tin Dog Establishment at 8510-19 Avenue, subject to the following conditions:

1. That the metal staircase is constructed to all applicable safety code regulations.
2. That the metal staircase is constructed at the sole cost and expense of the applicant.
3. That all future maintenance of the metal staircase is the responsibility of the applicant.
4. That the applicant provides an insurance certificate to the Municipality showing that all liability for the use of the staircase is covered under the insurance policy for the establishment that is operating on Lot 30, Block 20 Plan 9310056
5. That the applicant enters into an encroachment agreement with the Municipality for the use of the land as requested, at the sole cost and expense of the applicant.

Defeated

20-2023-06-20: Councillor Kubik moved to donate the first place prize money for the Municipal Float from the Bellecrest Days parade to the Crowsnest Pass Food Bank.

Carried

ADJOURNMENT

21-2023-06-20: Councillor Filipuzzi moved to adjourn the meeting at 9:48 pm.
Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 4, 2023

Agenda #: 6.a

Subject: TC Energy - Project Update - Cole Thomson, Manager Community Relations

Recommendation: That Council accept the presentation from TC Energy as information.

Executive Summary:

TC Energy Corporation will be in attendance to provide an update on the NGTL West Path Delivery 2023 Project.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Cole Thomson, Manager Community Relations, Pawel Zmudzki, P.Eng, Sr. Project Manager and Patrick Dutka, Project Manager will be in attendance to provide an update on the progress of the TC Energy NGTL West Path Delivery 2023 Project.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[July 4, 2023 Presentation to Council.pdf](#)



Delivering the energy people need, every day

SAFELY. INNOVATIVELY. RESPONSIBLY.
COLLABORATIVELY. WITH INTEGRITY.

JULY 4, 2023



Our energy network

Natural gas pipelines

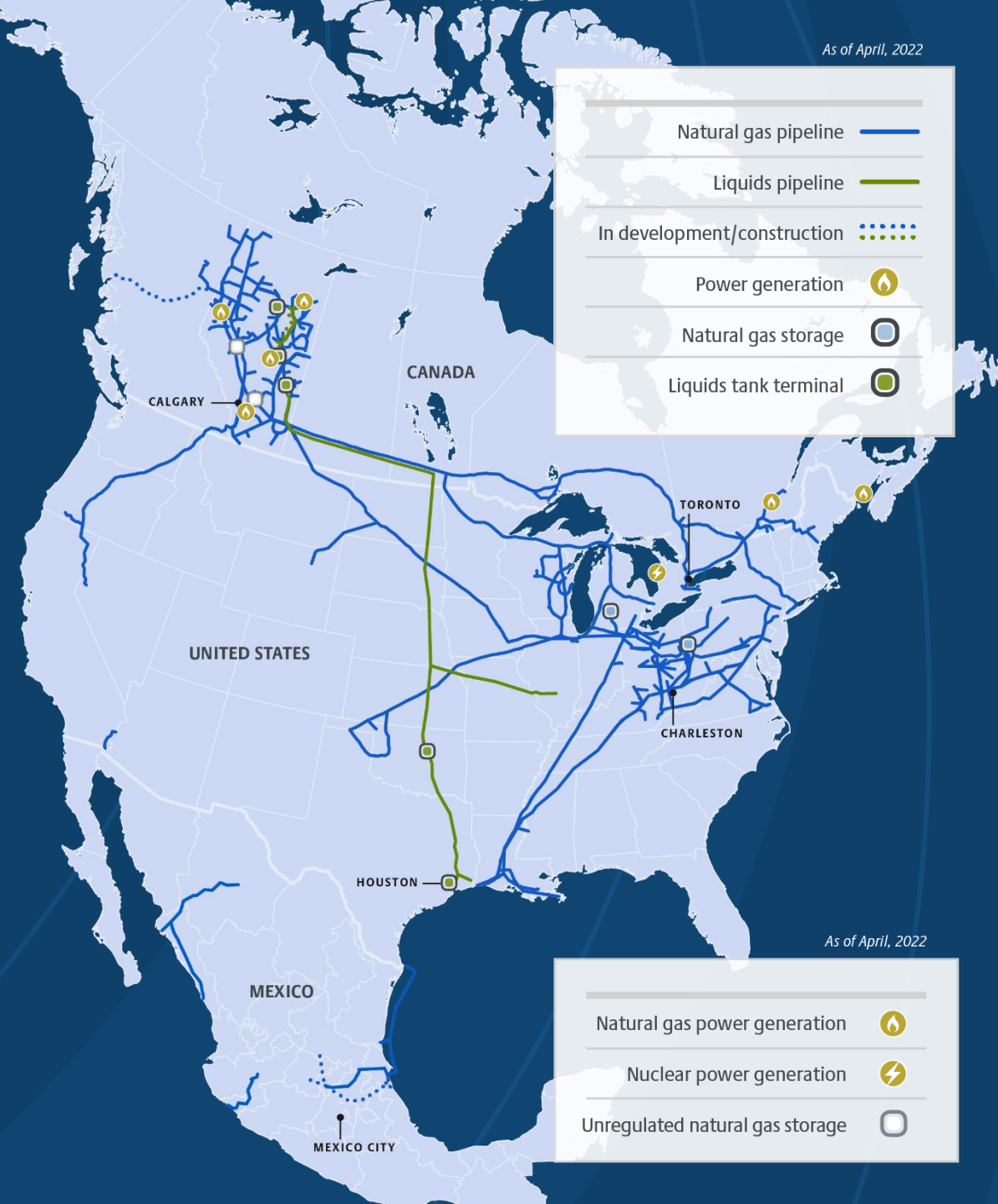
25% of the natural gas that North America uses every day

Oil and liquids pipelines

~20% of the western Canadian oil that goes to the U.S. Midwest and Gulf Coast

Power and energy solutions

Powering more than 4 million homes



Municipality of Crowsnest Pass Pipeline Construction Update

WESTERN ALBERTA MAINLINE
(WASML) LOOP NO. 2
LUNDBRECK SECTION

JULY 4, 2023

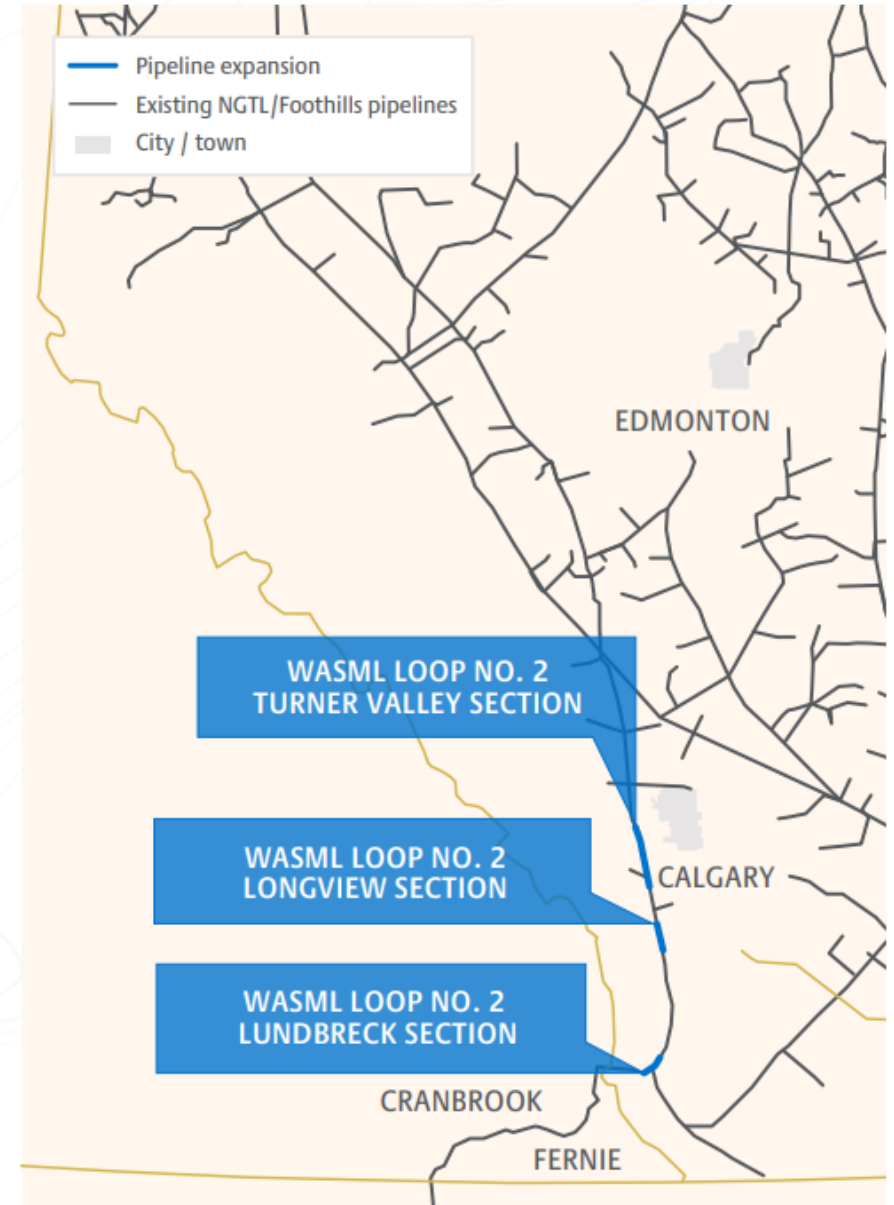


NGTL West Path Delivery 2023

NGTL is a wholly owned subsidiary of TransCanada PipeLines Limited, an affiliate of TC Energy Corporation (TC Energy) is progressing future growth on our NGTL System with the NGTL West Path Delivery 2023 Project.

The Project is regulated by the Canada Energy Regulator (CER). Its application was filed under Section 183 of the Canadian Energy Regulator Act in Q4 2020, and approval was received in Q4 2022.

The NGTL West Path Delivery 2023 Project is necessary to supply growing demand in southwest Alberta, Southern B.C. and downstream North American markets, with natural gas produced in Western Canada.



Regulatory Compliance

The project is governed by various regulatory bodies including:

- **Federal Agencies:**
 - Canadian Energy Regulator (CER)
 - Canadian Environmental Assessment (CEA) Act, 2012
 - Environment Climate Change Canada (ECCC)
 - Fisheries and Oceans Canada (DFO)
- **Provincial Agencies:**
 - Alberta Environment & Parks (AEP)
 - Alberta Culture, Multiculturalism and Status of Women

Project Specific Approvals

- Certificate of Public Convenience and Necessity (CPCN)
- *Fisheries Act* Authorizations
- AB land disposition (DPL, DPI's, DML's, LOC's, TFA's)
- *Historic Resource Act* Approval
- *Water Act* Approval (WAIR's/WAIF's, COP's, TDL's)

Lundbreck Section

- Approximately 7 km of 48-inch diameter pipeline
- Located in the Municipality of Crowsnest Pass, M.D. of Ranchland and M.D. of Pincher Creek, starting 3 km northwest of Bellevue, Alberta
- The Prime Contractor for this project is SMJV
- Clearing activities commenced in February 2023 and construction officially kicked off on June 1, 2023

Q3 2019	Engagement Start
Q2 2020	Project Notification
Q4 2022	Approval Received
Q1 2023	Early Clearing and Access Prep Work
Q3 2023	Mainline Construction Start
Q4 2023	In Service Date



Construction

- Project employees and contractors adhere to TC Energy's policies and procedures on safety, responsibility, integrity, diversity, inclusion and fair employment to foster the well-being of workers and nearby communities.
- TC Energy pipelines are built to meet or exceed industry and government standards for safety and reliable operation.
- We will make every effort to limit noise, traffic disruptions, dust and smells throughout construction and operation of the Project.
- Where effects are predicted, NGTL implements mitigation and enhancement measures. We monitor mitigation and enhancement measures throughout construction, and report to the regulator to confirm that they were followed.



A photograph of a wooden boardwalk or bridge made of weathered planks, leading from the foreground into a lush green forest. The path is flanked by dense evergreen trees and shrubs. In the distance, a calm lake reflects the sky, and a large, forested mountain rises under a blue sky with scattered white clouds. The image is partially obscured by a white curved shape on the right side, which serves as a background for the text.

Environmental Protection Plan (EPP)

- Environmental protection measures and commitments must be adhered to during construction
- We are currently monitoring and conducting migratory bird nest sweeps and buffering areas where we find active nests.
- We are conducting amphibian monitoring to relocate any amphibians found within our workspace.

Social impact program: Build Strong

Our goal is to help build strong and vibrant communities through mutually beneficial relationships.

Types of Funding:

- **Grants** to non-profits, registered charities, associations, and municipalities
- **In-Kind Donations** of equipment or resources
- **Scholarships** to post-secondary students

Four Focus Areas

- Resilient Communities
- Safety
- Environment
- Education



For more information..



WEBSITE

www.TCEnergy.com/WestPath



COMMUNITY RELATIONS CONTACT

public_affairs_ca@tcenergy.com

1-855-895-8754

Thank you for
your time

Questions?





Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 4, 2023

Agenda #: 7.a

Subject: Bylaw 792, 2010 Community Organizations Property Tax Exemption Bylaw

Recommendation: That Council reviews Bylaw 792, 2010 Community Organizations Property Tax Exemption Bylaw and directs that all organizations reapply for the 2023 year to confirm their eligibility.

Executive Summary:

At the June 6, 2023 Council meeting, Council directed Administration to bring back Bylaw 792, 2010 Community Organizations Property Tax Exemption Bylaw for discussion.

Relevant Council Direction, Policy or Bylaws:

Bylaw 792, 2010

Discussion:

Bylaw 792, 2010 Community Organizations Property Tax Exemption Bylaw was originally approved to provide tax exemption status to non-profit organizations that met the criteria. The Municipal Government Act Section 362(1) Exemptions for Government, churches and other bodies subsection (n) has various options for non-profit subject to meeting the qualifications and conditions in the regulation. The regulation being referred to is Community Organization Property Tax Exemption Regulation 281/98.

Given the time since the bylaw was adopted (2010), Administration is recommending that each organization listed within the bylaw reapplies to ensure they still meet eligibility for tax exemption.

Analysis of Alternatives:

N/A

Financial Impacts:

Depending on the direction of Council

Attachments:

[792, 2010 - Tax Exemption Bylaw.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 792, 2010

A BYLAW OF THE MUNICIPALITY OF CROWSNEST PASS IN THE PROVINCE OF ALBERTA PROVIDING FOR PROPERTY TAX EXEMPTIONS IN THE MUNICIPALITY OF CROWSNEST PASS

WHEREAS the *Municipal Government Act* (R.S.A 2000, c. M-26) Section 364 provides that the council of a municipality may pass a bylaw to provide for property tax exemptions for certain community organizations ; 2) Property is exempt under this section to any extent the council considers appropriate

**NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY OF CROWSNEST PASS
ENACTS AS FOLLOWS:**

Short Title

1. This Bylaw may be cited as the “Community Organizations Property Tax Exemption Bylaw”.

Purposes

2. The purposes of this Bylaw are as follows:
 - (a) to provide for the exemption from taxation of certain community organizations operating within Premises in the Municipality of Crowsnest Pass.
 - (b) Property is exempt under this bylaw to any extent the council considers appropriate

Interpretation

3. (1) In this Bylaw:
 - (a) “Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
 - (b) “Assessor” means the Person specified in the Act, Section 284(1)(d);
 - (c) “Business” means:
 - (i) a commercial, merchandising or industrial activity or undertaking;
 - (ii) a profession, trade, occupation, calling or employment; or
 - (iii) an activity providing goods or services;

Municipality of Crowsnest Pass
Bylaw 792, 2010 – Property Tax Exemption

whether or not for profit and however organized or formed, including a co-operative or association of Persons;

(d) “Municipality” means Municipality of Crowsnest Pass, a municipal corporation of the Province of Alberta and, where the context so requires, means the area contained within the municipal boundaries of the Municipality of Crowsnest Pass;

(e) “Non-profit” refers to an organization, association or union as defined in Section 6 of the Regulation;

(f) “Person” includes a corporation and the heirs, executors, administrators or other legal representatives of a person;

(g) “Premises” means any space occupied or used for the purpose of or in connection with a Business, and without limiting the generality of the foregoing includes:

(i) land and buildings or parts of buildings on such land; and

(ii) any store, office, warehouse, factory, facility, hotel, motel, enclosure, yard or other space;

(h) “Regulation” means the *Community Organization Property Tax Exemption Regulation* (Alberta Regulation 281/98) (“the Regulation”); and

(2) Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.

Exemption from Taxation

4. (1) Subject to the Subsections below, the Community Organizations listed on the attached Schedule “A” are exempt from the payment of Property taxes

(2) Notwithstanding Subsection (1), any Community Organization, including one operated by a Non-profit organization or association, whose use and occupation of Premises:

(a) is primarily for Commercial Purposes; and

(b) operates in competition with other businesses in the Municipality of Crowsnest Pass

is not exempt from taxation.

General Matters

5. This bylaw comes into full force and effect upon third and final reading.

Municipality of Crowsnest Pass
Bylaw 792, 2010 – Property Tax Exemption

READ A FIRST TIME THIS ____16th____ DAY OF ____March____, 2010 A.D.

READ A SECOND TIME THIS _ 16th____ DAY OF ____March____, 2010 A.D.

READ A THIRD TIME THIS __16th____ DAY OF __March____, 2010 A.D.



Mayor



Chief Administrative Officer

MUNICIPALITY OF CROWSNEST PASS

BY-LAW NO. 792, 2010

SCHEDULE "A"

**CROWSNEST PASS POLISH HALL SOCIETY
CROWSNEST COMMUNITY SUPPORT SOCIETY
MOUNTAIN VIEW INDUSTRIES
CROWSNEST HISTORICAL SOCIETY
CROWSNEST LAKE BIBLE CAMP
CROWSNEST PASS GOLF AND COUNTRY CLUB
CROWSNEST PASS SKI SOCIETY
HILLCREST FISH AND GAME ASSOCIATION
HILLCREST MINER'S CLUB
TROUT UNLIMITED – OLDMAN RIVER CHAPTER SOCIETY
BLAIRMORE LION'S CLUB
ANCIENT FREE AND ACCEPTED MASONIC LODGES**



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 4, 2023

Agenda #: 7.b

Subject: Municipal Credit Card Policy Update

Recommendation: That Council approve the Municipal Credit Card Policy 1703-02.

Executive Summary:

The existing Municipal Credit Card Policy 1703-01 has been reviewed and updated by Administration to the latest policy format and is being presented to Council for review.

Relevant Council Direction, Policy or Bylaws:

The Municipal Credit Card Policy 1703-01 was last approved by Council on August 20, 2013.

Discussion:

The Municipal Credit Card Policy 1703-01 was last approved August 20, 2013. Administration has adopted a revised policy format. The new format separates the policy (approved by Council) and the procedure (approved by Chief Administrative Officer). As this is the first time the policy is being presented in the new format the procedure has also been attached for information.

Beyond formatting changes, the policy and procedures have been updated to reflect the current electronic process for uploading receipts and approvals process.

Analysis of Alternatives:

- Council can approve Policy 1703-02 Municipal Credit Card Policy
- Council can recommend changes to the policy

Financial Impacts:

N/A

Attachments:

[1703-01 - Use of Municipal Credit Card Policy & Procedure.pdf](#)



POLICY

Policy No.: 1703-01
Policy Title: Use of Municipal Credit Card
Department: Finance & Corporate Services
Council Approval: M# 6979-13 Date: August 20, 2013
Reviewed: July 16, 2013
Revised:
Supersedes Policy/Bylaw: n/a

Policy Statement

The Municipality may issue Municipal Credit Cards to its Elected Officials, Chief Administrative Officer and Directors as a means for them to pay for expenditures incurred on behalf of the Municipality of Crowsnest Pass when petty cash and cheque are not a payment option.

1. Reason for Policy

- 1.1 To set parameters, identify accountability and establish a protocol for budgetary transactions made on behalf of the Municipality of Crowsnest Pass by approved credit card holders using Municipal issued credit cards
- 1.2 The policy objectives for the credit card system are to:
 - 1.2.1 simplify travel arrangements
 - 1.2.2 facilitate record keeping
 - 1.2.3 eliminate those traveling on Municipal business from having to carry large sums of cash
 - 1.2.4 provide a means of payment when a purchase order or invoicing protocol cannot be facilitated -including but not limited to registration fees, out of country purchases, internet purchases and one time vendors

2. Related Information

- 2.1 Policy Municipal Purchasing – provides level of authorization and guidance for the purchasing of supplies and services.
- 2.2 Policy Municipal Employee Code of Conduct.
- 2.3 Policy Council Remuneration for Municipal Day Meetings In Excess of Six hours.
- 2.4 Policy Council Attendance at Information Sessions

3. Responsibilities

3.1 Municipal Council to:

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

3.2 Chief Administrative Officer to:

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

3.3 Directors to:

- 3.3.1 Ensure implementation of this policy and procedure.
- 3.3.2 Ensure that this policy and procedure is reviewed.
- 3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4. End of Policy



PROCEDURE

Policy No.: 1703-01

Policy Title: Use of Municipal Credit Card

Department: Finance & Corporate Services

Council Approval: M# 6979-13

Date: August 20, 2013

Reviewed: July 16, 2013

Revised:

Supersedes Policy/Bylaw: n/a

1. Allocation of Municipal Credit Cards

- 1.1 A Municipal Credit Card may only be issued to an Elected Official and staff member when it will aid the effective and efficient exercise of their official functions and duties.
- 1.2 Cards may be issued on a temporary basis and recovered afterwards.
- 1.3 Each Municipal Credit Card will be issued to a specific person, who will remain personally accountable for the use of the card. Each cardholder will sign the attached declaration (Appendix A).
- 1.4 No more than one Municipal Credit Card shall be issued per cardholder.
- 1.5 Credit Card Limits are set as:

1.5.1 Mayor	\$5,000
1.5.2 Councillor	\$2,000
1.5.3 Chief Administrative Officer (CAO)	\$5,000
1.5.4 Director	\$5,000
1.5.4 Other as deemed appropriate by the CAO	\$2,000
- 1.6 Any person eligible to be issued a Municipal Credit Card may decline and instead complete a Procurement Expense Form (Personal Reimbursement) and submit all supporting documentation of transactions made on behalf of the Municipality to the Finance Department for direct reimbursement.

2. Acceptable Use of Municipal Credit Cards:

- 2.1 simplify travel arrangements
- 2.2 facilitate record keeping
- 2.3 eliminate those traveling on Municipal business from having to carry large sums of cash
- 2.4 provide a means of payment when a purchase order or invoicing protocol cannot be facilitated -including but not limited to registration fees, out of country purchases, internet purchases and one time vendor

3. Card Holder Responsibilities

3.1 The Card Holder Shall:

- 3.1.1 In all cases obtain and retain sufficient supporting documentation to validate the expense (e.g. invoice detailing GST) or shall in lieu provide a statutory declaration (Appendix B) confirming the description of the goods and services and that that goods and services were received.
- 3.1.2 Complete the Procurement Expense Form (Appendix C), attach all supporting documentation and submit to the Finance Department (Accounts Payable) for processing of the monthly credit card statement received from the Financial Institution. Signature and printed name of the cardholder is to appear on each supporting document.
- 3.1.3 Immediately Notify the Financial Institution and the Director of Finance & Corporate Services if :
 - 3.1.3.1 The card is lost or stolen.
 - 3.1.3.2 Any unauthorized transaction is detected or suspected.
- 3.1.4 Notify the Director of Finance & Corporate Services of any change in name or contact details.
- 3.1.5 Take adequate measures to ensure the security of the card.
- 3.1.6 Return the card to the Director of Finance & Corporate Services if the cardholder' relationship is terminated with the Employer.
- 3.1.7 Be aware that the Chief Administrative Officer will determine if there is no longer need for the cardholder to retain his or her Municipal Credit Card.
- 3.1.7 Notify the Director of Finance & Corporate Services if his or her Municipal Credit Card is cancelled by the Financial Institution.
- 3.1.8 Be personally liable for any unauthorized transaction unless the card is lost, stolen or subject to fraud on some part of a third party.

3.2 The Card Holder Shall Not:

- 3.2.1 Exceed the maximum credit limit set on his or her Municipal Credit Card.
- 3.2.2 Obtain cash advances through the Municipal Credit Card.
- 3.2.3 Use the card for any proscribed purchases.
- 3.2.4 Authorize their own expenditure(s).
- 3.2.5 Claim double allowances (i.e. request reimbursement for an expense already paid by the card or personal reimbursement).

4. Finance & Corporate Services


- 4.1 The Finance Department (Accounts Payable) will review the monthly statement for inaccuracies (and report these to the Director of Finance & Corporate Services for action).
- 4.2 The Director of Finance & Corporate Services will sign each monthly statement to verify that transactions that have been made are accounted for.
- 4.3 The monthly statement for the Director of Finance & Corporate Services and Elected Officials will be signed off by the Chief Administrative Officer.
- 4.4 The Municipal Credit Card issued to the Director of Finance & Corporate Services is to be utilized for registering and booking workshops, conferences and other Municipal related activities for all staff and elected officials.
- 4.5 Municipal Credit Cards issued to the Chief Administrative Officer and to Directors may be utilized for Municipal purchasing transactions that cannot be secured with a Municipal Purchase Order or accommodated by forwarding a Municipal Cheque, Money Order or Direct Transfer of Funds.

5. End of Procedure

Approval



Chief Administrative Officer



Date



Policy No.: 1703-01

Policy Title: Use of Municipal Credit Card

Department: Finance & Corporate Services

APPENDIX A

CREDIT CARD ISSUE FORM

Cardholder Name (print)

Position (print)

I understand and agree that the Municipal Credit Card is issued to me on the express understanding that I will, at all times, comply with the following conditions.

USE

1. The Municipal Credit Card ('the Card') is the property of the Municipality of Crowsnest Pass and is in my possession and under my strict control.
2. I will not permit the Card to be used by any person other than myself other than allowed by the Use of Credit Card Policy.
3. I will only use the Card for official purposes.
4. I will immediately report any unauthorized use of the Card to the Financial Institution and the Director of Finance & Systems.
5. I will not use the Card to pay for expenses that have already been claimed (or will be claimed) by any form of allowance.

MONTHLY RECONCILIATION AND SUPPORTING DOCUMENTATION

1. I will:

- a) In all cases obtain and retain sufficient supporting documentation to validate the expense (e.g. invoice detailing GST) or shall in lieu provide a statutory declaration confirming that that goods and services were received-signature and printed name of the card holder is to appear on each supporting document
- b) Provide all supporting documentation to the Finance Department (Accounts Payable) as charges occur for matching to the monthly statement from the Financial Institution.

CHANGE IN CARDHOLDER DETAILS

1. I will immediately advise the Director of Finance of any change in my name or contact details.

UPON RESIGNATION OR TRANSFER

1. I will immediately return my Card to the Director of Finance & Systems if I resign or retire, or if my services as an employee or elected official of the Municipality are otherwise terminated, or if I am instructed to do so by the Chief Administrative Officer.

LOST OR STOLEN CARDS

1. I will immediately report the loss or theft of my Card to the Financial Institution and the Director of Finance & Systems.

DECLARATION

1. I confirm that I have access to only one Card.
2. I acknowledge that I have been briefed on all aspects of the operation and use of the Card.

Cardholder Signature

Signature of Authorized Card Issuer



Policy No.: 1703-01

Policy Title: Use of Municipal Credit Card

Department: Finance & Corporate Services

APPENDIX B

STATUTORY DECLARATION FORM

CANADA)
Province of Alberta) In the matter of _____

To Wit:) _____

I, _____ Of _____

in the Province of Alberta, Canada

do solemnly declare that:

AND I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Declared before me at _____
in the Province of Alberta
this __ day of _____, 20__

(A Commissioner, etc. (or as the case may be)

(Signature of Declarant)

(Print name of commissioner)

Expiry date of commission

APPENDIX C

Credit Card Procurement Expense Claim Form

Date Submitted to Finance: _____ **Approved By:** _____

[illegible]

Receipt attached	Date	Vendor	Amount	GST	Total	Account Code (see back of form for details)
						Office Use Only



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 4, 2023

Agenda #: 7.c

Subject: Pass Powderkeg Haul Rope Purchase and Relocation of Unload Area

Recommendation: That Council moves to approve the purchase of a new haul rope to a maximum of \$35,000 excluding GST from Rigging Specialties from the Mill Rate Stabilization Reserve.

That Council moves to approve the costs to relocate the unload area to a maximum of \$30,000 excluding GST from the Mill Rate Stabilization Reserve.

Executive Summary:

Damage on our lower lift haul rope (wire cable) was found on a non-destructive test (NDT) which will require the need to replace the haul rope. The inspection found five locations on the rope with two broken wires, which is just shy of failure, as three broken wires constitutes a fail. The damage has been caused largely by derails and deropements at the new unload station. The new haul rope, with installation, is estimated to cost approximately \$35,000 excluding GST.

The damage can primarily be attributed to the location of the unload. The cost to relocate the current unload site to the opposite side of the tower in order to reduce the damage to the rope is estimated at \$30,000.

Relevant Council Direction, Policy or Bylaws:

- CSA Z-98 (Passenger ropeways and passenger conveyors standards)

Discussion:

During a routine three year inspection of our Lower Lift Haul Rope, significant damage on the rope was found. While not currently in contravention of the safety code, we are within one damaged wire of not being able to operate in five different locations along the rope. This testing is done every three

years due to the age of the rope and was last done prior to the lift extension in spring 2020.

The first priority is to replace the haul rope to ensure the viability of a full season on the lower portion of the hill. With that in mind, Administration is recommending to pre-emptively order a rope and schedule the rope splice (connect the end of the rope into a loop) in advance of the 2023/2024 season in order to avoid letting it go to failure, which would cause an operational closure that could last months.

The ropes currently take 10-12 weeks to manufacture and import and are very specific to the lift. The rope replacement, once on site and a splicer is ready to go, takes approximately two days. Wire ropes for lifts are manufactured in Switzerland and are custom made when ordered.

The cost of the rope and installation is approximately \$35,000 excluding GST. Haul ropes generally last 15+ years and can keep being used until there are too many broken wires or deformities. Our current rope is approximately 7 years old.

The damage on the rope is caused by the de-rails that have been an ongoing issue since the lift extension in 2020. This damage occurs when the rope comes off of the sheave assembly and runs along the rope catchers on the tower until the lift comes to a stop. This then breaks the wires in the strands and causes external damage.

While Pass Powderkeg staff have taken great steps to reducing the number of incidents that cause damage, a permanent solution to this problem in order to significantly reduce these issues is to move the unload to after tower 8 rather than before the tower. This move will require earth work, removal of the tree island to the east of the top station on the lower lift, and relocation of snowmaking pipe. The recontouring of the area will still allow skiers and snowboarders a pathway to the lodge and will not affect the run to the Upper Lift. It will also allow for more space in the beginner area. Changing the unload area will reduce the number of deropements and derails significantly which in the long run, will allow for the rope to last longer while reducing maintenance staff call out costs. Some of the work, like tree removal, can be done internally by Pass Powderkeg staff. The earth work will need to be subcontracted at a maximum cost of \$25,000+GST for appropriate equipment to move the rock with an additional \$5,000 in costs for moving the snowmaking pipe, safety gate alterations and electrical work.

If the rope is not replaced and one more wire break occurs, we will not be able to operate the lower lift until it is replaced. This is our most utilized lift and would severely impact the winter operations.

Analysis of Alternatives:

- Council can approve purchase and installation of the new haul rope and ground work to be funded from the Mill Rate Stabilization Reserve.
- Council can approve purchase and installation of the new haul rope only, to be funded from the Mill Rate Stabilization Reserve.
- Council can defer groundwork to the 2024 budget cycle with funding to be determined.

Financial Impacts:

- Depending on Council's decision, if Council approves proceeding with both projects this year, the recommendation would be to fund both projects from the Mill Rate Stabilization Reserve to a maximum of \$65,000.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 4, 2023

Agenda #: 7.d

Subject: Alberta Municipalities (AM) Convention Attendees

Recommendation: That Council appoint Mayor Painter, and Patrick Thomas, Chief Administrative Officer and two councillors to attend the AM Fall Convention on September 27- 29, 2023.

Executive Summary:

Two members of Council are appointed to attend the AB Municipalities Fall Convention which will be held September 27 - 29 at the Edmonton Convention Centre along with the Mayor and Chief Administrative Officer.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

Annually the Alberta Municipalities Association hosts a convention which provides an opportunity for the Mayor, Council Members and the Chief Administrative Officer to attend information sessions geared at Municipal Officials, provides networking opportunities with other municipalities, and the opportunity to meet with Provincial Ministers.

Two Councillors are appointed on a rotational basis to attend each convention to ensure that each Councillor is afforded the opportunity to attend conventions.

We have been advised that registration is now open for the event, and motel rooms have already been booked.

An agenda for the convention is not available at this time.

Analysis of Alternatives:

N/A

Financial Impacts:

Conventions are budgeted for annually.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 4, 2023

Agenda #: 10.a

Subject: Request for "Dogs Must be on a Leash" Signs - Councillor Sygutek

Recommendation: That Council provide their recommendations for placement of "Dogs Must be on a Leash" Signs at Public Use Areas and Trailheads.

Executive Summary:

Discussion was held at the June 20th Council Meeting regarding signs being erected at public use areas where people are allowing their dogs off leash. Councillor Sygutek asked for this to be added to the next agenda.

Relevant Council Direction, Policy or Bylaws:

991, 2017 - Animal Control Bylaw

Discussion:

Councillor Sygutek noted that off leash dogs have been problematic at the multi-use trails on the ski hill and requested that signs be erected to stop the practice. Councillor Filipuzzi indicated that there were likely other public use areas that would benefit from the placement of these signs.

Administration advised that it would be important for Council to have input as to where the signs should be placed to cover all of the areas of Council's concern, allowing for the appropriate number of signs to be ordered.

Analysis of Alternatives:

n/a

Financial Impacts:

Unknown costs for weather-proof signs.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 4, 2023

Agenda #: 10.b

Subject: Hillcrest Ball Diamond Preliminary Design - Councillor Sygutek

Recommendation: That Council has discussion on initiating a preliminary design for the expansion of the Hillcrest Ball Diamonds.

Executive Summary:

Councillor Sygutek requested that Council have discussion on the expansion of the Hillcrest Ball Diamonds.

Relevant Council Direction, Policy or Bylaws:

N/

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

Attachments: