



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, July 11, 2023 at 1:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

- 3.a Minutes of the Municipal Planning Commission of May 24, 2023
- 3.b Minutes of the Crowsnest Pass Community Library Board of May 23, 2023
- 3.c MD of Willow Creek - Letter of Support to Re-open Watercraft Inspection Station
- 3.d Bylaw 1154, 2023 - Land Use Bylaw text amendment to add "Fitness Centre" as a discretionary use in the Industrial (I-1) District - First Reading

**4. ADOPTION OF MINUTES**

- 4.a Minutes of the Council Meeting of July 4, 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.

**7. REQUESTS FOR DECISION**

- 7.a Bylaw 1155, 2023 - Amendment to the Procedure Bylaw - *First Reading*
- 7.b Service Areas Update
- 7.c Budget 2024 Calendar and Development Guidelines
- 7.d Regional Growth Statistics

**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 Business Interests of a Third Party - Shift REI Update - *FOIP Act Section 16*

11.b Personal Privacy - Request for Extension To Commence Construction - *FOIP Act Section 17*

**12. ADJOURNMENT**



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** July 11, 2023

**Agenda #:** 3.a

**Subject:** Minutes of the Municipal Planning Commission of May 24, 2023

**Recommendation:** That Council accept the Minutes of the Municipal Planning Commission of May 24, 2023 as information.

**Executive Summary:**

Minutes of Internal Boards and Committees are provided to Council at the subsequent meeting.

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw

**Discussion:**

The Municipal Planning Commission provides their minutes to keep Council apprised of exceptional development permits, subdivisions, and proposed bylaw amendments.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[2023 05 24\\_MPC Minutes Approved.pdf](#)



**Municipality of Crowsnest Pass  
Minutes, Municipal Planning Commission  
Wednesday, May 24, 2023, at 2:00 PM**

- PRESENT:** Justin Ames, Chair  
Sam Silverstone, Member (Arrived at 2:03pm)  
Don Montalbetti, Member  
Dave Filipuzzi, Member  
Dean Ward, Member
- ADMINISTRATIVE:** Katherine Mertz, Development Officer  
Kim Kozak, Development Officer  
Ryan Dyck, ORRSC  
Tristan Scholten, Intern Planner - ORRSC  
Johan Van Der Bank, Manager of Development & Trades  
Sasha Lassey, Recording Secretary
- ABSENT:** Gaston Aubin, Vice Chair
- 

**1. CALL TO ORDER**

Justin Ames called the meeting to order at 2:00 pm

**2. ADOPT AGENDA**

2.1 Additions/Deletions

Addition: Roundtable – Blairmore 9.1 Seacan and 9.2 Coleman Coal Pile

**MOTION** by Dave Filipuzzi to accept the agenda as amended.

**CARRIED**

**3. CONSENT AGENDA**

**4. ADOPTION OF MINUTES**

4.1 Minutes of April 26, 2023

**MOTION** by Dean Ward to adopt the minutes of April 26, 2023, as presented.

**CARRIED**

**5. SUBDIVISION APPLICATIONS**

**5.1 2023-0-045** - Units 1, 3, & 5, Condominium Plan 0612401 within NE1/4 12-8-5-W5M / Municipality of Crowsnest Pass

**MOTION** by Dean Ward to approve Subdivision Application 2023-0-045 with the resolution provided.

**CARRIED**

**6. DEVELOPMENT PERMIT APPLICATIONS**

**6.1 DP2023-073 - 2738 Valley Ridge Road, Frank (Lot 6 Block 2 Plan 9912103)**

**MOTION** by Dave Filipuzzi to:

Approve DP2023-073, for an "Accessory Building or use over 95.2m<sup>2</sup> in area" (117m<sup>2</sup> Detached Garage) (discretionary use), with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.2 DP2023-077 - 20506 24 Avenue, Bellevue (Lot 11 Block T Plan 0713006)**

**MOTION** by Dave Filipuzzi to:

Approve DP2023-077, for a Home Occupation - Class 2 (lash extension salon - "Limitless Beauty") (discretionary use), with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

*2:31pm - Dean Ward recused himself from the meeting due to a potential perceived conflict of interest in Development Permit Application DP2023-082.*

**6.3 DP2023-082 - 8602 21 Avenue, Coleman (Lot 23-24 Block 29 Plan 6808CU)**

**MOTION** by Dave Filipuzzi to:

Approve DP2023-082, for:

- a. An existing non-conforming Single-Family Dwelling with variances to the front yard setback by 76% and the secondary front yard setback by 83%; and
- b. An Addition to the existing Single-Family Dwelling (permitted use) with variances to the secondary front yard setback by 83% and the minimum floor area by 2.7%, with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

*2:35pm - Dean Ward returned to the meeting.*

**6.4 DP2023-096 - 1205 84 Street, Coleman (Lot 9 Block 15 Plan 3387AE)**

**MOTION** by Dave Filipuzzi to:

Approve DP2023-096 for:

- a. "Accessory Building or Use up to 72.83m<sup>2</sup> in area" (45.48m<sup>2</sup> Detached Garage) (permitted use) with a 55% variance to the south side yard setback,
- b. "Accessory Building or Use up to 72.83m<sup>2</sup> in area" (68.52m<sup>2</sup> Building) (permitted use) with a 43% variance to the north side yard setback,
- c. "Accessory Building or Use up to 72.83m<sup>2</sup> in area" (4.86m<sup>2</sup> Shed) (permitted use) with a 8.3% variance to the south side yard setback, and
- d. a 55% variance to the lot coverage of all the existing Accessory Buildings combined,

with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.5 REVISION: DP2022-023 - 7478 18 Avenue, Coleman (Lot 25-26 Block 9 Plan 820L)**

**MOTION** by Dean Ward to:

Approve a revision to the Notice of Decision originally issued on February 14, 2022, DP2022-023, as well as for an extension to the terms of the development permit as identified by Alternative A in the MPC request for decision package and add the conditions as follows:

2. a "Moved-In Dwelling" with a 60% variance to the front yard setback

**CARRIED**

*3:02pm - Don Montalbetti recused himself from the meeting for potential conflict of interest or pecuniary reasons with regards to Development Permit Application DP2023-029.*

**6.6 REVISION: DP2023-029 - 11313 20 Avenue, Blairmore (Lot 15-19 Block 7 Plan 2437BS)**

**MOTION** by Dave Filipuzzi to:

Approve a revision to Development Permit DP2023-029, issued on April 14, 2023, with conditions as identified by Alternative A in the MPC request for decision package to add one Shipping Container (discretionary use)

**CARRIED**

*3:04pm - Don Montalbetti returned to the meeting.*

**6.7 DP2023-061 - N/A, Coleman (Lot 1 Block 40 Plan 9813593)**

**MOTION** by Don Montalbetti to:

Refuse DP2023-061, for "Contractor, general" (Landcraft Design Inc. landscaping business) (discretionary use), for the following reasons:

Not provided

**MOTION WITHDRAWN** by Don Montalbetti

**MOTION** by Justin Ames to:

Approve DP2023-061, for "Contractor, general" (Landcraft Design Inc. landscaping business) (discretionary use), with conditions as identified by Alternative A in the MPC request for decision package and the addition of the following conditions:

1. The applicant shall submit: (a) a Traffic Plan identifying the types of commercial vehicle dimensions and weights, and the daily peak hour traffic volumes (morning, lunch and afternoon) and the average annual weekday traffic volumes of all vehicle types entering and leaving the property, and (b) a parking plan for parking of all vehicles within the landscaping business lease area. The Traffic Plan shall be to the satisfaction of the Municipal Planning Commission and shall be submitted by **June 21, 2023**.
2. The Landowner and/or the applicant/landscaping business operator shall not sub-lease any portion of the 5-acre lease area occupied by the "Contractor General, (Landscaping)" to any additional use or operator other than what is approved in this development permit without the benefit of a development permit that must first be obtained by the landowner.
3. Expansion of the landscaping operation beyond the identified 5.3 acres shall require a revision to this permit and therefore a new development permit application.

**CARRIED**

**6.8 DP2023-062 - 13509 20 Avenue, Blairmore (Lot 7-8 Block 1 Plan 2897R)**

**MOTION** by Dean Ward to:

Approve DP2023-062, (with an existing approval for a secondary suite above the garage under Development Permit DP2021-161) for

- a) Demolition of the existing Single-family Dwelling.
- b) 124m<sup>2</sup> Single-family Dwelling (permitted use) as a Moved-in dwelling (discretionary use) with a 10% variance to the east side yard setback, a 19% variance to the west side yard setback and a 58% variance to the front yard setback.
- c) A 6% variance to the Maximum Lot Coverage for the "Accessory Building (117m<sup>2</sup> Detached Garage)" issued under DP2021-161,

with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.9 DP2023-075 - 6033 16 Avenue, Coleman (Lot 4 Block 1 Plan 4309EW)**

**MOTION** by Dean Ward to:

Approve DP2023-075, for "Farming" as a similar use to "Intensive Livestock Operation" (Horses – grazing and tack shed) (discretionary uses), with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.10 DP2023-076 - N/A, Coleman (5;5;8;9;SW)**

**MOTION** by Dave Filipuzzi to:

Approve DP2023-076, for a "Campground" containing 12 RV sites (discretionary use), three (3) existing accessory buildings (discretionary use), one (1) existing cabin (discretionary use), and an overflow parking area as Phase 1 development, supported by a Comprehensive Site Development Plan that includes the future development (Phase 2) of three (3) off-grid cabins (discretionary use) on the interim overflow parking area, with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.11 DP2023-081 - 5302 16 Avenue, Coleman (Lot 1 Block 3 Plan 981 1262)**

**MOTION** by Dave Filipuzzi to:

Approve DP2023-081, for an "Accessory Building over 95.2m<sup>2</sup>" (discretionary use) with a 12% variance to the height, with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.12 DP2023-092 - N/A, Coleman (Lot 19-20 Block 3 Plan 8210039)**

**MOTION** by Dave Filipuzzi to:

Approve DP2023-092, for a Temporary Development Permit for "Work Camp" (up to 35 Recreational Vehicles, potable water storage, sewer storage to be hauled to proper disposal, and 125kW generator use), with a 71% variance to the minimum parcel size (discretionary Use), with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.13 DP2023-093 - 2225 132 Street, Blairmore (Lot 30-32 Block 18 Plan 33191)**

**MOTION** by Dean Ward to:

Approve DP2023-093, to convert an existing "Single Family Dwelling" into an up-down "Duplex" (discretionary use), with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.14 DP2023-TH010 - Unit 10 - 6101 20 Avenue, Coleman (Unit 10 Plan 9912625)**

**MOTION** by Dean Ward to:

Approve DP2023-TH010, to operate a "Tourist Home" (discretionary use), with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.15 DP2023-TH011 - 2334 216 Street, Bellevue (Lot 17 Block 13 Plan 6099AQ)**

**MOTION** by Dean Ward to:

Approve DP2023-TH011, to operate a "Short-Term Rental / Bed & Breakfast" (discretionary Use) with a variance to the parking standard (allow tandem parking), with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

*4:16pm - Dave Filipuzzi exited the meeting.*

**7. BYLAW AMENDMENTS**

*4:18pm - Dave Filipuzzi returned to the meeting.*

**8. APPEALS**

Johan van der Bank noted to the committee that four appeals are being by the heard by the Subdivision and Development Appeal Board between the dates of May 24, 2023, and May 31, 2023, if any members would like to attend out of interest.

**9. ROUND TABLE DISCUSSION**

**9.1 Blairmore Seacan**

The committee discussed the status of the Blairmore seacan that has been the focus of several complaints. The issue has been transferred to the CPO for Traffic Bylaw enforcement and is being followed up by the Protective Services Department.

## 9.2 Coleman Coal Pile

The committee discussed the status of the Coleman coal pile development permit. Katherine Mertz relayed that the current development permit expires at the end of September 2023, however the security deposit is still outstanding. The applicant is working to get the security requirement resolved pending a completed agreement with the landowner. A request was made by the committee for the Development Authority to bring back an update on the status of the permit at the next meeting.

## 10. NEXT MEETING

10.1 Next Meeting June 28, 2023, at 2:00 pm.

## 11. IN CAMERA

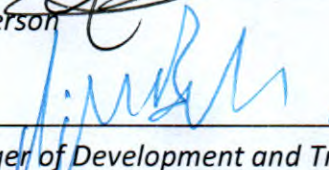
## 12. ADJOURN

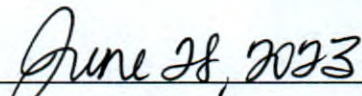
**MOTION** by Dave Filipuzzi to adjourn the meeting at 4:31 pm.

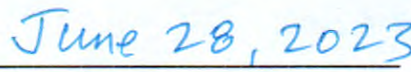
**CARRIED**

Approved By:

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Manager of Development and Trades

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** July 11, 2023

**Agenda #:** 3.b

**Subject:** Minutes of the Crowsnest Pass Community Library Board of May 23, 2023

**Recommendation:** That Council accept the Minutes of the Crowsnest Pass Community Library Board of May 23, 2023 as information.

**Executive Summary:**

Minutes of Internal Boards and Committees are provided to Council at the subsequent meeting.

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw

**Discussion:**

The Crowsnest Pass Community Library Board provides their minutes to keep Council apprised of library activities.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[Library minutes May 23, 2023 with attachments.pdf](#)

## **Minutes**

**Attendance:** Diane deLauw (Library Manager), Erin Matthews (Board chair), Doreen Glavin (Municipal Council Rep), Lisa Sygutek (Municipal Council Rep), Gale Comin (Treasurer), and John Hucik.

**Regrets:** Nicole Stafford (Secretary)

**Absent:** Margaret Thomas (Vice Chair)

**1. Call to Order-** Erin called the meeting to order at 1:41pm.

**2. Adoption of Agenda** - March 23rd, 2023

Erin motioned to adopt the agenda as presented. John seconded. Motion carried.

**3. Adoption of Minutes** - April 25th, 2023

Gale made a motion to adopt the minutes. John seconded. Motion carried.

**4. Business arising from minutes:**

2nd summer position advertised. Interviews to commence soon.

**5. Librarians report (attached)**

Doreen motioned to accept the report as presented. Erin seconded. Motion carried.

**6. Financial Report (attached)**

Erin motioned to approve the Financial Report. Gale seconded. Motion carried.

**7. Spending Request: new computer monitors**

Erin motioned to approve purchase of 4 monitors up to \$1200. John seconded. Motion carried.

**8. In-Camera**

Erin motioned to go in camera at 2:08pm

Erin motioned to come out of camera at 2:19pm

**9. Meeting Adjournment**

Erin motioned to adjourn the meeting at 2:20 pm.

**Next regular meeting date is June 27th, 2023 at 1:30pm.**

Approved \_\_\_\_\_ Date \_\_\_\_\_

## Librarians Report May 23rd, 2023

### Programming

- Family Movie May 6th at 1pm - "Atlantis: The Lost Empire" (22 attended)
- Next Family Movie is June 3<sup>rd</sup>, - "Up"
- Teen Movie during Youth Week "Missing". (13 attended)
- June 2<sup>nd</sup> showing 2 movies (middle school - afternoon and high school - evening)
- Hebocon (crappy robot battle) for youth week. (9 attended)
- Kids Kollege visit was May 10<sup>th</sup>.
- Games day was May 18<sup>th</sup> (grades 4-8)
- Bubble Fun is on May 31<sup>st</sup> (grades 1-3)
- Summer Read On day set for June 16<sup>th</sup>.
- BRAT Pack wrap-up in the park is May 30<sup>th</sup>.
- Planning for Summer Reading Program will commence with new Summer staff.

### Chinook Arch

- Diane and Rean attended Website training at Chinook Arch.
- Library Tour/meeting – Claresholm Library May 29<sup>th</sup>. (Diane attending)
- Chinook Librarians meeting was May 1<sup>st</sup>. Next one is in September.
- New websites are live and working well
- Digital Literacy program "Mobile Devices" June 1<sup>st</sup>

### Library Audit

- PLSB funding requested and received!

### Public Computer issues

- We are having trouble connecting to our older computer monitors.
- We replace 1 computer each year, but not the monitors.
- I would like to replace 4 public monitors at this time.
  - Chinook has given me a quote for \$280 each (\$1120 total).

### Staffing

- Canada Summer Jobs approved 1 of the 2 positions that we applied for.
  - They will cover 50% of the minimum wage for 280 hours (\$2100 total)
- 1 summer student hired (return from last year).
  - This position will be under the CSJ contract.
- 2<sup>nd</sup> summer staff position advertised. Interviews will commence soon.

### Building update

- Cement replacement to commence in August.
- Basement carpet discussions are underway. Date still to be determined.
- Basement plug installed as requested.
- Planning clean out of storage room before carpet replacement starts.

### Friends of the Library

- Next meeting is June 1.
- Purchased 2 voice amplifiers for summer staff
- Planning to sell Big Daddy Rocking chairs in a silent auction over the summer.

# Municipality of Crowsnest Pass Library

## Profit & Loss Budget vs. Actual

January through December 2023

					Jan - Dec 23	Budget
				Income		
				Funding		
				4000 · Municipality	153,050.00	153,050.00
				4010 · Province of Alberta	40,298.00	31,907.00
				Total Funding	193,348.00	184,957.00
				Operations		
				4100 · Book Sales	236.65	700.00
				4120 · Donations (made to Library)	400.86	0.00
				4130 · Facility Use	290.00	100.00
				4140 · Print & Photocopy	1,002.31	2,500.00
				4150 · Fines	84.34	200.00
				4500 · Interest Income	505.02	500.00
				Total Operations	2,519.18	4,000.00
				Total Income	195,867.18	188,957.00
				Gross Profit	195,867.18	188,957.00
				Expense		
				5050 · Board Expenses	0.00	50.00
				5200 · Furniture & Equipment	61.00	400.00
				5300 · Bank Charges	0.00	100.00
				5460 · Janitorial/Cleaning	1,137.34	3,200.00
				5500 · Computers	1,417.68	1,500.00
				5530 · Office Supplies	1,186.89	3,369.00
				5610 · Bldg. / Yard Repairs & Maint.	3,925.50	7,500.00
				5650 · Professional Assoc. Memberships	38.10	350.00
				5655 · Regional Library Membership	10,108.46	19,238.00
				5660 · Professional Develop. Expense	766.86	800.00
				5670 · Program Expenses	336.62	900.00
				5700 · Library Wages	48,947.81	132,000.00
				5760 · Security System	0.00	1,300.00
				5800 · Telephone	265.75	1,250.00
				5850 · Utilities	6,579.53	17,000.00
				Total Expense	74,771.54	188,957.00
				Net Income	121,095.64	0.00
				Current Assets		
				1100 · GIC Operations	115,459.00	
				1000 · Royal Bank - Chequing	18,196.00	
				Total Current Assets	133,655.00	



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** July 11, 2023

**Agenda #:** 3.c

**Subject:** MD of Willow Creek - Letter of Support to Re-open Watercraft Inspection Station

**Recommendation:** That Council accept the MD of Willow Creek Letter of Support to Re-open Watercraft Inspection Station as information.

**Executive Summary:**

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

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw

**Discussion:**

The MD of Willow Creek has provided a copy of their Letter of Support to re-open the Watercraft Inspection Station at the Vehicle Inspection Station located between the Municipality of Crowsnest Pass and the MD of Pincher Creek. The MD of Pincher Creek first wrote to the Minister of Environment and Protected Areas with this request, which was in turn supported by our Council via a letter to the Ministry.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2023 07 05 - MD Willow Creek - Letter to MD Crowsnest Pass - Water Inspection Station.pdf](#)



# Municipal District of Willow Creek No. 26

## Office of the Reeve

[www.mdwillowcreek.com](http://www.mdwillowcreek.com)

273129 Secondary Hwy 520  
Claresholm Industrial Airport  
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351

Fax: (403) 625-3886

Shop: (403) 625-3030

Toll Free: 888-337-3351

July 5, 2023

Honourable Rebecca Schulz  
Minister of Environment and Protected Areas  
224 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Minister Schulz,

The Municipal District of Willow Creek No. 26 supports the Municipality of Crowsnest Pass and the Municipal District of Pincher Creek's requests to your ministry to re-open the watercraft inspection station that was housed at the Highway 3 Weigh Scales bordering the Municipality of Crowsnest Pass and the M.D. of Pincher Creek.

We share our neighboring municipality's concerns regarding the importance in preventing aquatic invasive species from affecting the waterways in southwest Alberta. The best way to protect the entire Oldman River Basin, the many municipal water treatment plants and water distribution networks and the billions of dollars of infrastructure in irrigation canals and pipelines is to invest in preventing the expansion of invasive species such as the zebra and quagga mussels and plants into Alberta.

We implore you to reconsider re-opening the watercraft inspection stations to prevent the introduction of invasive species into Alberta. Our tourism and agricultural industries depend on us taking reasonable preventative actions today.

Sincerely, On Behalf of Council,

Dr. Maryanne V. Sandberg  
Reeve  
Municipal District of Willow Creek No. 26

Cc: Chelsae Petrovic – Member of the Legislative Assembly – Livingstone – Macleod  
Council - M.D. of Pincher Creek  
Council - M.D. of Crowsnest Pass  
Council - Town of Pincher Creek  
Council - M.D. of Ranchland  
Council - Cardston County



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** July 11, 2023

**Agenda #:** 3.d

**Subject:** Bylaw 1154, 2023 - Land Use Bylaw text amendment to add "Fitness Centre" as a discretionary use in the Industrial (I-1) District - First Reading

**Recommendation:** That Council gives first reading of Bylaw 1154, 2023.

**Executive Summary:**

Bylaw 1154, 2023 - text amendment to the Land Use Bylaw No. 868-2013 proposes to add "Fitness Centre" as a discretionary use into the Industrial (I-1) district.

The applicant advised that the request for the amendment is to apply for a development permit to operate a "Fitness Centre" at 1605 78th Street (Lot 19, Block 5 Plan 8411161) in Coleman in the block behind Chris' Restaurant.

**Relevant Council Direction, Policy or Bylaws:**

Section 692, Planning Bylaws, Municipal Government Act, RSA 2000, c M-26.

Land Use Bylaw No. 868-2013.

**Discussion:**

A "Fitness Centre" is currently only listed in the Retail-Commercial (C-1) and Drive-In Commercial C-2 land use districts. Fitness centers that include weight lifting, martial arts, climbing walls and trampoline parks may require a larger facility with a higher ceiling than what is typically offered in buildings within these districts. Industrial style buildings are typically suited to these types of gymnasiums / fitness centres. In the larger urban areas it is not uncommon to see fitness centers in an industrial area of a community.

**Analysis of Alternatives:**

1. Council may proceed with first reading of Bylaw 1154, 2023, as proposed, and schedule a public hearing.

or

2. Council may defer first reading of Bylaw 1154, 2023 and request further information that may be required to determine a decision.

**Financial Impacts:**

N/A

**Attachments:**

[Bylaw 1154, 2023 - CNP LUB 868-2013 add Fitness Centre to Industrial District \(June 2023\).docx](#)

# MUNICIPALITY OF CROWSNEST PASS

## BYLAW NO. 1154, 2023

### LAND USE BYLAW AMENDMENT – Add “Fitness Centre” to Industrial (I) land use district

**BEING** a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 868-2013, being the municipal Land Use Bylaw.

**WHEREAS** the Council of the Municipality of Crowsnest Pass wishes to amend the land use bylaw for the purposes of providing for the opportunity to develop a Fitness Centre in the Industrial (I) land use district.

**AND WHEREAS** the Land Use Bylaw defines a Fitness Centre as a “use of premises for the development of physical health or fitness, including, but not limited to, health centres, gymnasiums, racquet and ball courts, spas and reducing salons”.

**AND WHEREAS** the municipality must prepare an amending bylaw and provide for its consideration at a public hearing.

**NOW THEREFORE**, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipality of Crowsnest Pass in the Province of Alberta duly assembled does hereby enact the following amendments:

1. “Fitness Centre” is added to the Industrial (I) land use district as a Discretionary Use.
2. Bylaw No. 868-2013, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

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

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

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

---

Blair Painter  
Mayor

---

Patrick Thomas  
Chief Administrative Officer



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** July 11, 2023

**Agenda #:** 4.a

**Subject:** Minutes of the Council Meeting of July 4, 2023

**Recommendation:** That Council adopt the Minutes of the Council Meeting of July 4, 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 07 04 Council Meeting Minutes.docx](#)



## **Municipality of Crowsnest Pass**

### **Council Meeting Minutes**

**Tuesday, July 4, 2023**

---

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, July 4, 2023.

#### **Council Present:**

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

#### **Administration Present:**

Patrick Thomas, Chief Administrative Officer  
Kristin Ivey, Deputy Chief Administrative Officer  
Brian McCulloch, Director of Finance  
Katherine Seleski, Manager of Pass Powderkeg Ski Area  
Bonnie Kawasaki, Recording Secretary

#### **CALL TO ORDER**

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

#### **ADOPTION OF AGENDA**

##### **Additions:**

##### **In Camera**

- c) Local Public Body Confidences – Municipal Historic Resources Advisory Committee Minutes – FOIP Act Section 23 - Councillor Girhiny

**01-2023-07-04:** Councillor Ward moved to adopt the agenda as amended.

Carried

#### **CONSENT AGENDA**

**02-2023-07-04:** Councillor Girhiny moved that Council approve the following Consent Agenda items as presented without debate:

##### **3.a**

##### **Minutes of the Crowsnest Pass Senior Housing Board of May 23, 2023**

THAT Council accept the Minutes of the Crowsnest Pass Senior Housing Board of May 23, 2023 as information.

**3.b**

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

THAT Council accept the Minutes of the Municipal Historic Resources Advisory Committee of May 23, 2023 as information.

**3.c**

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

THAT Council accept the Minutes of the Family and Community Support Services Advisory Committee of May 31, 2023 as information.

**3.d**

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

THAT Council accept the Dawn Rigby Letter of Concern Regarding a Potential Development Permit of June 19, 2023 as information.

**3.e**

**Letter from Concerned Citizens Regarding Downtown Coleman Possible Industrial Usage**

THAT Council accept the Letter from Concerned Citizens Regarding Downtown Coleman Possible Industrial Usage as information.

**3.f**

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

THAT Council accept the David Graham Letter of Concern Regarding Street Sweeping of May 26, 2023 as information and direct Administration to write a letter of response.

**3.g**

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

THAT Council accept the Samwise Graham Letter of Request Regarding Street Sweeping of May 26, 2023 as information and direct Administration to write a letter of response.

Carried

**ADOPTION OF MINUTES**

**03-2023-07-04:** Councillor Glavin moved to adopt the Minutes of the Council Meeting of June 20, 2023 as presented.

Carried

**PUBLIC HEARINGS**

None

## **DELEGATIONS**

### **TC Energy - Project Update - Cole Thomson, Manager Community Relations**

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

## **REQUESTS FOR DECISION**

### **Bylaw 792, 2010 Community Organizations Property Tax Exemption Bylaw**

**04-2023-07-04:** Councillor Filipuzzi moved to direct Administration to request that all organizations named in Bylaw 792, 2020 Community Organizations Property Tax Exemption Bylaw reapply for the 2023 budget cycle to confirm their eligibility for property tax exemption for the 2024 tax year.

Carried

### **Municipal Credit Card Policy Update**

**05-2023-07-04:** Councillor Sygutek moved to adopt the Municipal Credit Card Policy 1703-02.

Carried

### **Pass Powderkeg Haul Rope Purchase and Relocation of Unload Area**

**06-2023-07-04:** Councillor Ward moved that Council approves the purchase of a new haul rope to a maximum of \$35,000 excluding GST from Rigging Specialties; and approves the costs to relocate the unload area to a maximum of \$30,000 excluding GST to be funded from the Mill Rate Stabilization Reserve.

Carried

### **Alberta Municipalities (AM) Convention Attendees**

**07-2023-07-04:** Councillor Filipuzzi moved that Council appoint Mayor Painter, Patrick Thomas, Chief Administrative Officer and Councillors Ward and Girhiny to attend the AM Fall Convention on September 27- 29, 2023.

Carried

## **COUNCIL MEMBER REPORTS**

Council reports since the June 20, 2023 meeting of Council:

- Council members commented that the Canada Day Parade was excellent, and the overall event was very successful with kudos to the Coleman Community Society
- Council noted that the AG Society has been collaborating with the Coleman Community Society for this event

**PUBLIC INPUT PERIOD**

None

**COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

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

**08-2023-07-04:** Councillor Sygutek moved that Administration look into the proper places to put "Dogs Must be on a Leash" signs in this community.

Withdrawn

**09-2023-07-04:** Councillor Sygutek moved that Administration bring the Animal Control Bylaw back for review by Council.

Carried

**10-2023-07-04:** Councillor Filipuzzi moved to go In Camera for the purpose of discussion of Economic Interests of the Public Body regarding the Hillcrest Ball Diamonds under the FOIP Act Section 25 at 8:21 pm.

Carried

**11-2023-07-04:** Councillor Filipuzzi moved that Council come out of In Camera at 8:30 pm.

Carried

**Hillcrest Ball Diamond Preliminary Design - Councillor Sygutek**

**12-2023-07-04:** Councillor Sygutek moved that Administration provide to Council the costs of a preliminary design for the expansion of the Hillcrest Ball Diamonds.

Carried

**IN CAMERA**

**13-2023-07-04:** Councillor Sygutek moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act at 8:37 pm:

- a) Advice From Officials - AER Update on Turtle Mountain - FOIP Act Section 24
- b) Personal Privacy – Board Member Application - FOIP Act Section 17
- c) Local Public Body Confidences – Municipal Historic Resources Advisory Committee Minutes – FOIP Act Section 23

Carried

**Reconvene**

Mayor Painter convened the In Camera meeting at 8:43 pm. Dennis Chao of the Alberta Energy Regulator and Greg Driedger, of the Alberta Geological Survey, and Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

**Departure**

Dennis Chao of the Alberta Energy Regulator and Greg Driedger, of the Alberta Geological Survey departed the meeting at 9:12 pm.

**14-2023-07-04:** Councillor Sygutek moved that Council come out of In Camera at 9:31 pm.

Carried

**15-2023-07-04:** Councillor Glavin moved that Council accept the presentation from the AER as information.

Carried

**16-2023-07-04:** Councillor Sygutek moved to appoint Joanne Tulk to the remainder of a three-year term on the Municipal Planning Commission concluding on December 31, 2024.

Carried

**ADJOURNMENT**

**17-2023-07-04:** 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:** July 11, 2023

**Agenda #:** 7.a

**Subject:** Bylaw 1155, 2023 - Amendment to the Procedure Bylaw - First Reading

**Recommendation:** That Council considers first reading of Bylaw 1155, 2023 - Amendment to the Procedure Bylaw.

**Executive Summary:**

Council requested an amendment to the Procedure Bylaw to change the second Tuesday of the month Council meeting from an afternoon to an evening meeting. As a result, an amendment to the Procedure Bylaw must be carried out.

**Relevant Council Direction, Policy or Bylaws:**

- 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.

**Discussion:**

N/A

**Analysis of Alternatives:**

- Council may pass first reading.
- Council may defer first reading and request amendments and/or additional information prior to reconsidering first reading.
- Council can choose to carry out all three readings of Bylaw 1155, 2023 provided a motion to consider the third reading is made and carried unanimously previous to proceeding to the third reading.

**Financial Impacts:**

N/A

**Attachments:**

[1155 2023, Amending The Procedure Bylaw.docx](#)

[1041, 2020 - Procedure Bylaw - CONSOLIDATED to Bylaw 1148, 2023.pdf](#)

# MUNICIPALITY OF CROWSNEST PASS

## BYLAW NO. 1155, 2023

### Amending the Procedure Bylaw

**BEING** a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta for the purpose of amending the Procedure Bylaw No. 1041, 2020

**WHEREAS** the Municipality of Crowsnest Pass adopted Bylaw No. 1041, 2020, being the Procedure Bylaw, to regulate the proceedings of council and council committees;

**AND WHEREAS** the Municipality of Crowsnest Pass deems it advisable to amend the Procedure Bylaw;

**AND WHEREAS** pursuant to section 191 of the *Municipal Government Act* a council is authorized to amend a bylaw;

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

1. This Bylaw may be cited as “Bylaw No 1155, 2023 amending the Procedure Bylaw.”
2. That this Bylaw shall amend the Procedure Bylaw as follows:

**2.1 By amending Section 6.1 as follows:**

**“6.1 Regular meetings of Council will be held in the Council Chambers at the Municipal Office on the first, second and third Tuesday of each month commencing at 7:00pm, unless cancelled by Resolution of Council.”**

3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
4. This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

READ a **first** time in council this \_\_\_\_\_ 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



Date of Consolidation: May 4, 2023

---

## Consolidation of Bylaw No. 1041, 2020

### Municipality of Crowsnest Pass

#### ***Procedure Bylaw***

*Adoption January 21, 2020*

As Amended By:

Bylaw No. 1049, 2020 adopted April 21, 2020

Bylaw No. 1133, 2022 adopted October 18, 2022

Bylaw No. 1148, 2023 Adopted March 28, 2023

---

## MUNICIPALITY OF CROWSNEST PASS

### BYLAW NO. 1041, 2020

#### PROCEDURE BYLAW

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

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

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

#### PART 1

#### INTERPRETATION AND APPLICATION

##### 1. Short Title

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

##### 2. Definitions

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

- (a) **“Act”** means the *Municipal Government Act*, RSA 2000, c M-26 and its regulations;
- (b) **“Administration”** means the Chief Administrative Officer and any other person who exercises a power, function or duty of the Municipality whether under delegation from the CAO or by any other authority or agreement;
- (c) **“Agenda Review Committee”** means the committee that reviews the draft agenda for the upcoming Council Meeting and is made up of the Mayor, Deputy Mayor and CAO.  
***Amended – Bylaw 1133, 2022, Adopted October 18, 2022.***
- (d) **“Chair”** means the person who presides over a Council meeting or council committee meeting;
- (e) **“Chief Administrative Officer”** or **“CAO”** means the person appointed by Council as chief administrative officer within the meaning of the Act, or a person to whom the appointed CAO has delegated any CAO power, function or duty;
- (f) **“Council”** means the duly elected Council of the Municipality;

- (g) **“Delegation”** means any person other than Administration, who addresses Council at a Council meeting, but does not include a person who speaks at a Public Hearing;
- (h) **“Deputy Mayor”** means a Councillor who is appointed under subsection 152(1) of the Act;
- (i) **“In Camera”** means a meeting or portion of a meeting that is closed to the public in accordance with section 197 of the Act;
- (j) **“Mayor”** means the chief elected official of the Municipality;
- (k) **“Motion”** means a formal proposition put forward by a Councillor in attendance at a meeting with the intention that it be put to a vote;
- (l) **“Municipality”** means the municipal corporation of the Municipality of Crowsnest Pass;
- (m) **“Notice of Motion”** means the informing of councillors, in writing, of the intent to put a new Motion forward at a subsequent Council meeting;
- (n) **“Notice of Public Hearing”** means a formal notice issued by the Chief Administrative Officer to announce the date, place, time and purpose of a Public Hearing;
- (o) **“Point of Order”** means the raising of a question by a Councillor to call attention to any deviation from a provision of this Bylaw or any other bylaw, statute or regulation, or to any procedural matter that according to this Bylaw must be raised by way of Point of Order;
- (p) **“Point of Privilege”** means a matter affecting the rights and privileges of Council collectively or of individual councillors;
- (q) **“Public Hearing”** means a meeting of Council, or a dedicated portion of a meeting, for the purpose of complying with section 230 of the Act; and
- (r) **“Resolution”** means a motion which has been voted on and carried by Council.

### 3. Rules of Interpretation

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

### 4. Application

- 4.1 This Bylaw shall govern the proceedings of Council.

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

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

## **PART 2**

### **COUNCIL AND COUNCIL COMMITTEE MEETINGS**

#### **5. Organizational Meeting of Council**

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

## **6. Regular Meetings**

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

## **7. Special Meetings**

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

## **8. Council Committee Meetings**

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

## **9. Chair**

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

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

## **10. Quorum**

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

## **11. Attendance**

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

## **12. Electronic Participation at Meetings**

- 12.1 No electronic participation shall be allowed in meetings. ***Amended – Bylaw 1148, 2023, Adopted March 28, 2023.***

## **13. Electronic Recordings and Devices**

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

### **PART 3 AGENDAS AND MINUTES**

#### **14. Agendas**

- 14.1 The agenda for each Council meeting shall be prepared by the Chief Administrative Officer in consultation with the Mayor and Deputy Mayor.
- 14.2 Any councillor may submit an item for consideration of placement on a future Council meeting agenda. A councillor who submits an item for consideration that is not placed on a Council meeting agenda retains the right to present the item at the next council meeting and have it added to the agenda if a majority of council agrees or serve a Notice of Motion to compel debate and voting on the matter at a future meeting.
- 14.3 The agenda for all regular meetings of Council shall contain the following matters in the order in which they are listed below:
- (a) Call to Order
  - (b) Adoption of Agenda
  - (c) Consent Agenda
  - (d) Adoption of Minutes
  - (e) Public Hearings
  - (f) Delegations
  - (g) Requests for Decision
  - (h) Council Member Reports
  - (i) Public Input Period
  - (j) Councillor Inquiries and Notice of Motions
  - (k) In Camera
  - (l) Adjournment
- 14.4 Once a meeting agenda has been published on the municipal website, it may only be modified by a Resolution when adopting the agenda at the meeting to which it applies.
- 14.5 The Chief Administrative Officer shall cause the regular meeting agenda and all associated reports, bylaws or other supporting documents to be provided first to all councillors and then posted on the municipal website, subject to any exceptions to public disclosure under the *Freedom of Information and Protection of Privacy Act*, on the Friday immediately preceding the

meeting to which the agenda relates. Supporting documentation that is received too late to be included with the agenda will be made available as soon as practicable thereafter.

**15. Consent Agenda**

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

**16. Minutes of Meetings**

- 16.1 The Chief Administrative Officer shall, in accordance with section 208 of the Act, prepare or cause to be prepared minutes of each Council meeting and council committee meeting that include:
- (a) the type of meeting that was held, whether regular, special, or organizational;
  - (b) the date, hour and place of the meeting;
  - (c) the names of the councillors present at and absent from the meeting;
  - (d) the name of the Chair;
  - (e) the names of each member of Administration present at the meeting, including each person's title;
  - (f) an item that corresponds with every item on the agenda for that meeting;
  - (g) a Motion for each item on the agenda, as applicable;
  - (h) the names of members of the public who speak to an item;
  - (i) any abstentions made under the Act by any councillor and the reason for the abstention;
  - (j) the time of departure and return to the meeting of any councillor for any reason;
  - (k) the time the meeting is adjourned; and
  - (l) the signatures of the Chair and the Chief Administrative Officer.
- 16.2 At every regular meeting, the minutes of the previous regular meeting and any special meeting held more than 48 hours prior to the current meeting shall be considered for adoption.

## **PART 4 PUBLIC PARTICIPATION**

### **17. Meetings in Public**

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

### **18. Meetings Closed to the Public**

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

### **19. Conduct of the Public at Meetings**

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

### **20. Delegations**

- 20.1 A person may request to appear as a Delegation and make a presentation to Council, either on the person's own behalf or as a representative of a group or organization. The request must:
  - (a) be made in writing;
  - (b) include the name and contact information of the individual, and if applicable the group or organization, requesting to appear as a Delegation;
  - (c) clearly identify the reason or purpose of the request and provide a brief explanation of the subject to be addressed in the presentation; and
  - (d) be received by the Chief Administrative Officer.
- 20.2 Delegation requests will be reviewed by the Chief Administrative Officer, the Mayor and Deputy Mayor in preparing the agenda and the CAO shall notify the person requesting to appear as a Delegation whether the request has been:
  - (a) approved, and added to the meeting agenda;

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

## **21. Public Input Period**

- 21.1 Public Input Period provides an opportunity for members of the public to make submissions to Council regarding municipal issues and for Council to receive submissions from members of the public for information or, where appropriate, for a subsequent response by either Council or Administration, as applicable. Members of Council shall limit their remarks to questions of clarification only recognizing that Public Input Period is reserved for members of the public to make submissions to Council. Debate of any kind is prohibited and shall be strictly enforced.
- 21.2 A person who makes submissions to Council during the Public Input Period must:
- (a) state their name and address for the record;
  - (b) confine their submissions to matters within the jurisdiction of Council;
  - (c) maintain proper decorum throughout their submissions; and
  - (d) speak for no more than 5 minutes.
- 21.3 No written materials may be submitted, and no presentation slide decks, maps, videos or other similar materials may be used, during the Public Input Period.

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

## **22. Communications from the Public**

- 22.1 Written submissions from the public in response to an advertised Public Hearing must be received by the Chief Administrative Officer no later than 12:00 pm one week prior to the Public Hearing in order to be included in the Council agenda package and form part of the record of the Public Hearing. Written submissions must clearly identify the writer, including the writer's address, and must not be libelous, offensive or improper. Written submissions that are received after the deadline or that otherwise do not comply with this section will not be accepted.
- 22.2 Any written communication intended for Council that is not being submitted in response to an advertised Public Hearing shall be forwarded to the Chief Administrative Officer and must:
- (a) identify the writer and the writer's contact information; and
  - (b) not be libelous, offensive or improper.

## **23. Responsibilities of the Chief Administrative Officer**

- 23.1 If the standards set out in section 61 are met and the Chief Administrative Officer determines the communication is within the governance authority of Council, the Chief Administrative Officer shall deliver a copy of the correspondence to all councillors within a reasonable time by one or more of the following means:
- (a) personally;
  - (b) by leaving a hard copy in the councillor's mail slot at the municipal office;
  - (c) via email;
  - (d) including a copy of the correspondence in the agenda package for an upcoming Council meeting, subject to the *Freedom of Information and Protection of Privacy Act*.
- 23.2 If the standards set out in section 61 are met and the Chief Administrative Officer determines the communication is not within the governance authority of Council, the Chief Administrative Officer shall:
- (a) refer the communication to Administration for a response to the writer and provide a copy of the original correspondence and the referral to the councillors; and
  - (b) take any other appropriate action on the communication.
- 23.3 If the standards set out in section 61 are not met, the Chief Administrative Officer may file the communication, without any action being taken, after advising Council of the CAO's

determination and providing a brief explanation as to why the correspondence did not meet the standards.

## **24. Public Hearings**

24.1 The procedure for conducting a Public Hearing is as follows:

- (a) the Chair will declare the Public Hearing open and advise of the process to be followed;
- (b) Administration will be called upon to introduce the item and provide a brief overview;
- (c) members of the public who wish to speak to the item may present;
- (d) after each speaker has spoken, any councillor may ask the speaker questions;
- (e) once all speakers have spoken any councillor may ask Administration questions; and
- (f) once all questions have been addressed, the Chair will declare the Public Hearing closed or may adjourn the Public Hearing so that it may be resumed at a future date.

24.2 A Public Hearing must be closed prior to second reading of a bylaw.

24.3 All speakers are required to provide their name, address and a brief explanation of the nature of their interest in the matter, after which they will be allocated a maximum of 5 minutes to present their position.

24.4 At the discretion of the Chair, or a vote of the majority of the members of council present, the time limits for speaking may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views.

24.5 No written submissions from the public will be accepted at the Public Hearing, but a member of the public will be given the opportunity to make a verbal presentation by reading their written submission.

24.6 The use of presentation slide decks, maps, videos and other similar materials is permitted in a Public Hearing, provide that the materials are forwarded to the Chief Administrative Officer in advance of the Public Hearing, and these materials become the property of the Municipality as part of the record of the hearing.

## **PART 5 COUNCIL PROCEEDINGS**

## **25. Role of the Chair**

25.1 The Chair will preserve order and decorum and decide all questions relating to the orderly procedure of the meeting, subject to an immediate appeal by a councillor from any ruling.

25.2 If a ruling of the Chair is appealed, the Chair will give concise reasons for the ruling and the councillor will be provided an opportunity to give concise reasons for the appeal, and Council

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

will, without debate, determine by a show of hands whether to uphold or overturn the ruling. The Chair shall comply with the decision of the Council.

- 25.3 If the Chair wishes to leave the chair for any reason, the Chair must call on the Deputy Mayor, or in the Deputy Mayor's absence, the Acting Mayor, to preside.

## **26. Councillor Conduct**

- 26.1 During a meeting, a councillor must:

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

- 26.2 Councillors must make every attempt to remain in the Council chambers at all times during a meeting. If a Councillor must leave the Council chambers for a short time for personal reasons, the Councillor shall so indicate by a signal to the Chair which may be non-verbal, and upon acknowledgement by the Chair the councillor may leave the Council chambers while proceedings continue. In such case, the Chair shall avoid calling for a vote while the councillor is not present in the Council chambers and shall afford the councillor a reasonable time to return before any vote is taken.

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

returned after 10 minutes, the Chair shall call the meeting back to order and the vote shall proceed.

## **27. Points of Order**

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

## **28. Motions**

- 28.1 A Motion relating to a matter not within the jurisdiction of Council is not in order.
- 28.2 A recommendation in a report does not constitute a Motion until a councillor has formally moved it.
- 28.3 A Motion does not require a seconder.
- 28.4 Once a Motion has been moved and accepted by the Chair, it may only be withdrawn with the consent of the majority of councillors present at the meeting.
- 28.5 The mover of the Motion may speak and vote for or against the Motion and once all councillors present have had the opportunity to speak to the motion the mover is entitled to speak in closing on the motion immediately prior to the vote.
- 28.6 Unless otherwise specified in this Bylaw, a Motion is passed when a majority of councillors participating in the meeting and entitled to vote have voted in favour of the Motion. A Motion put to a vote and not passed is defeated and does not result in a Resolution.
- 28.7 A matter not amounting to a Motion that is put to a vote of the Council in the same manner as a Motion, such as an appeal of a ruling of the Chair on a Point of Order, becomes an act of the Council if a majority of councillors present indicate support for it.
- 28.8 The Chair may participate in debate and vote on matters before Council, without relinquishing the Chair.
- 28.9 All councillors must be provided with an opportunity to speak to a Motion before any councillor is permitted to speak to the Motion a second or subsequent time.

28.10 Any councillor may require a Motion under debate to be re-read at any time during the debate if the Motion is not electronically displayed in the Council chambers but must not interrupt a speaker to do so.

28.11 When a Motion is under debate, no other Motion shall be made except to:

- (a) table, which means to cease discussion on the current topic to address another matter that the Councillor considers to be of greater urgency. A Motion to table is not debatable. If a Motion to table is passed, the Motion under debate is no longer debatable and a Motion to “lift from the table” is required to resume consideration of the matter. If not lifted from the table during the same Meeting, a tabled Motion expires at the end of that Meeting;
- (b) call for the question, which means to close debate and ask that a vote be taken on the Motion under debate. A Motion to call for the question is not debatable but is only in order if all councillors have had an opportunity to speak to the Motion under debate. If a Motion to call for the question is in order and passes, the Chair must put the Motion under debate to an immediate vote;
- (c) refer, which means to redirect a matter under consideration to another party, such as Administration or a Council committee. A Motion to refer must include instructions to the referral body and is debatable;
- (d) defer, which means to temporarily set aside a Motion under debate to a future Meeting. A Motion to defer must identify a timeline for the matter to be brought back to Council and is debatable;
- (e) amend, which means to modify the wording of a motion. An amending motion is debatable;
- (f) move In Camera; or
- (g) reconvene in public.

## **29. Amending Motions**

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

29.2 A proposed amendment to a Motion under debate that changes the Motion under debate in any substantive way must take the form of a Motion to amend and is debatable. A Motion to amend must be relevant to the subject matter of the Motion under debate and must not propose a direct negative of the Motion under debate.

- 29.3 Only one amendment to the main Motion under debate may be before the meeting at any time, but a Motion to amend the proposed amendment may be before the meeting at the same time.
- 29.4 When a Motion to amend is on the floor, councillors may debate only the proposed amendment, not the main Motion under debate to which the amendment pertains.
- 29.5 An amendment to an amendment, if any, shall be voted upon before the Motion to amend. If no other amendment to the Motion to amend is proposed, the Motion to amend shall then be voted upon. Only after all Motions to amend have been put to a vote shall the main Motion under debate be put to a vote.

### **30. Splitting Motions**

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

### **31. Voting Procedures**

- 31.1 Votes on all Motions must be taken as follows:
  - (a) the Chair will ensure that the Motion to be voted upon is clear by either:
    - i. confirming that the Motion is viewable by councillors, either in hard copy or electronically; or
    - ii. by restating the Motion verbatim immediately prior to the vote.
  - (b) councillors must:
    - i. vote by show of hands; or
    - ii. vote verbally by stating “yes” or “no” to the Motion if participating via teleconference or other electronic means.
  - (c) The Chair will announce the result of the vote.
- 31.2 Once a vote has been called, no councillor will be given an opportunity to speak to the matter.
- 31.3 After the Chair declares the result of a vote, councillors may not change their votes.

### **32. Reconsideration**

- 32.1 After a Motion has been voted upon, but before the meeting is adjourned, any councillor who voted with the prevailing side may move for reconsideration of a previous Motion.
- 32.2 Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.
- 32.3 If a motion to reconsider a previous Motion is passed, such reconsideration shall become the next order of business despite the agenda for the meeting.

- 32.4 A councillor who voted with the prevailing side on a Motion may serve notice of intention to bring a Motion for reconsideration at a subsequent Council meeting; however, a motion for reconsideration is out of order if the original Motion has already been acted upon irrevocably.

### **33. Councillor Inquiries**

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

### **34. Notice of Motion**

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

**35. Adjournment**

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

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

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

**36. Repeal**

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

**37. Coming into Force**

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

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

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

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

*Original Signed*

---

Blair Painter  
Mayor

*Original Signed*

---

Patrick Thomas  
Chief Administrative Officer



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** July 11, 2023

**Agenda #:** 7.b

**Subject:** Service Areas Update

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

**Executive Summary:**

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

**Relevant Council Direction, Policy or Bylaws:**

N/A

**Discussion:**

N/A

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[Service\\_Areas\\_Update\\_-\\_July\\_7\\_\\_2023.docx](#)



## **Service Areas Update – July 7, 2023**

### **CAO Office**

- Coordinated Downtown Bellevue Revitalization Open House
- Construction kickoff for West Coleman Storm project
- Meeting with Riversdale staff
- Meeting with Crowsnest Community Support Services
- Meeting with RCMP members
- Completing management annual performance reviews
- 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 52 requests for Tax Searches in June 2023 with a yearly total of 237 (compared to 58 in June 2022 and year to date 298, and 99 in June 2021 and year to date 412).
- Accounts Payable in June did two check runs, processed 408 invoices, and paid 205 vendors. Year to date 2,515 invoices and paid 1,276 vendors (June 2022 processed 278 invoices and paid 140 vendors with 2 check runs, 2022 Year to date paid 2,271 invoices and paid 1,069 vendors).
- Testing ongoing to the updated budget test system before going live.
- Tax notices were sent out and were due June 30. Front desk has been busy with residents coming in to pay their taxes. A total of \$86,116.64 in penalties were applied on July 4<sup>th</sup> for outstanding taxes.
- The number of calls Benchmark Assessment has received regarding assessment values is down this year. For the month of June, Finance processed no adjustments and the month of May Finance had processed 40 adjustments resulting in a net decrease in taxes of \$34,068.
- Outstanding business license list is being worked by the CPO's who have been working to locate owners to determine if they are no longer in business or to arrange that they go to the Office immediately to pay, otherwise a ticket will be issued for non-compliance.

## **Corporate Services**

### **Human Resources**

- The Municipality has 141 employees across the organization.
- 125 seats of training completed or committed across the organization.
- The Municipality has 2 Open Postings (1 Fire Rescue General Recruitment, 1 posting for 2 positions in Operations).
- Preparing for the new collective agreement and some of the changes that will be brought in.

### **FOIP/Complaint Form Process**

- 7 FOIP requests have been received in 2023; 7 are complete.
- Received 4 Formal Complaint Forms in 2023; 3 investigations are complete, 1 is outstanding.
- This year we are going to run the annual complaints that we receive about tax penalties through the complaint form process, which will look at if the penalty was properly applied, and if it was, there is no ability to appeal it.

## **Development, Engineering & Operations**

### **• Utilities Department**

- 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 blocked sewer line on 81 St in Coleman.
- Completed repairs of 9 valves/curb stops, and 1 hydrant.
- Completed repairs to the 76<sup>th</sup> Street booster station.
- Completed repairs to one lagoon blower, but a second is not repairable and will require replacement.
- Held community clean up day. Removed 15 bins of waste and assisted 38 seniors by picking up bulk items at their homes.

### **• Transportation Department**

- Had staff and equipment participate for Career Day at Horace Allen School.
- Street sweeping. Hillcrest, Bellevue, Frank, and Blairmore are completed.
- Asphalt Road Rehabilitation program started. 2022 curb cuts completed, and contractor has completed some of the repairs in Hillcrest and Blairmore. Contractor to continue program on July 10.
- Dust suppression 95% complete. Contractor coming back the week of July 10.
- Pothole maintenance; Coleman: 120 for this period and 303 for the year total.  
Blairmore: 300 for this period and 649 for the year total.  
Bellevue/Hillcrest: 0 for this period and 848 for the year total.

- Concrete rehabilitation, contractor Tollestrup, scheduled to start July 10.
- Contractor, McNally, has completed drainage improvements on 23<sup>rd</sup> Ave and 21<sup>st</sup> Ave in Coleman.
- Installed wet well on 18<sup>th</sup> Ave in Coleman.
- Crosswalk and stop line painting completed in Bellevue and Hillcrest. Presently working in Blairmore.
- Mowing completed on Sartoris Field and MDM Field.

Key Performance Indicators	Activity Volume Previous Month	Activity Volume (May-Present)
<b>Fleet</b>		
Work Orders - Issued / Closed	8/4	15 / 7
<b>Transportation</b>		
Work Orders - Issued / Closed	60/37	106/73
<b>Cemetery (Open &amp; Close Plots)</b>		
Work Orders - Issued / Closed	1/1	3/3

- **Development & Trades Department**

#### **Facility Maintenance**

- Regular maintenance activities.
- Crowsnest Lake picnic kiosk upgrade completed.
- Library basement carpet and concrete stairs – on track with vendors.
- Develop multi-year annual overhead door service contract for 2024.
- Develop preventative maintenance work schedules, annual inspection programs, and facility / equipment life-cycle assessments for 2024.

#### **Planning and Development**

- To date a total of 81 DP applications for Tourist Homes and Short-Term Rental / B&B have been received (15 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 Planning Commission – one meeting in June (3 Subdivision; 6 DPs).
- Municipal Historic Resources Advisory Committee – one meeting in June.
- SDAB – one hearing in June.
- Land Use Bylaw Omnibus No. 3 – MPC sub-committee workshop held on June 28.

Key Performance Indicators (KPIs):

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
<b>Facility Maintenance – Plumbing, Construction, Electrical</b>		
Work Orders - issued / closed	68 / 54	241 / 210
<b>Planning &amp; Development</b>		
Compliance Certificate requests processed	8	42
Development permit applications - received / processed	18 / 25	151 / 123
Appeal Hearings	1	9
Business Licences reviewed	10	57
LUB enforcement complaints – new / closed / active	3 / 1 / 46	47
Stop Orders Issued	0	15
Bylaws - LUB amendment, road/MR closure	2	14
Subdivision applications	2	6
<b>Safety Codes</b>		
New Housing Starts	11	18
Building permits - issued / inspections / closed	46 / 22 / 10	91 / 138 / 78
Electrical permits - issued / inspections / closed	15 / 14 / 12	65 / 90 / 68
Gas permits - issued / inspections / closed	4 / 9 / 9	64 / 94 / 70
Plumbing permits - issued / inspections / closed	2 / 7 / 4	37 / 66 / 34
PSDS permits - issued / inspections / closed	0 / 3 / 2	3 / 3 / 3

## Protective Services

- **Fire**
  - Zone 7 Fire Chief's Meeting
  - Significant repeater failure and repair for emergency communications
  - Onboarding of Deputy Fire Chief
  - Annual pump testing for fire apparatus
  - Multiple OHV incidents
  - Fire Rating is at Fire Advisory
- **Peace Officer**
  - July enforcement focus:
    - Community Standards
    - Fire Bylaw and Fireworks Bylaw

Category	Month (June)	Year to Date
Number of Charges Laid	50	330
Cases Generated (Incident Count)	48	200
Cases: Requests for Service	36	133
Cases: Officer Observed	11	49
Cases: Received from outside Department/Agency (i.e. RCMP)	2	23
Vehicle Removal Notices	0	20
Vehicles Towed	1	4

Positive Ticketing	2	51
Projected Fine Revenue **	\$12,349	\$88,380

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

- Special Interest:
  - Tourist Homes: 62 locations visited, and report submitted to development
- **Agriculture and Environment**
  - Community Market
  - Wednesday weed pulls
  - 2023 ASB field visit
  - ASB meeting
  - Annual grant reporting submitted
  - South region weed school

Field Work	JUNE	TO-DATE
Inspections- VEGETATION	59	88
Inspections- SOIL	59	88
Inspections- PEST	3	10
Inspectors Notices	0	0
EDDMapS Entries	72	98
EDRR	0	5
Education and Awareness Events	1	1
# of bags pulled	31	42
Kg of destroyed weeds	560 kg	740 kg
# of burrows treated/ # of burrows reopened	19/ 13	58/15
Public Weed Pulls	4	5

### Pass Powderkeg Community Resort

- Summer events:
  - TransRockies Mountain Bike Race: July 15-16
  - Crowsnest 100: August 4-6
  - UROC Funduro: Sept. 9-10
- Summer staff have been clearing runs, and getting onto land work with the weed pulls.
- Lift maintenance is ongoing with work moving to the upper lift soon.

- Summer operations on weekends has been on-going. Rentals are picking up as is food and beverage sales.
- Haul rope has been ordered for a fall installation.
- Met with PPK Ski Society and determined some priorities for the upcoming season, including continued funding of the PPK Feeds project and course scholarships.
- Met with internet providers to find solutions at the lodge area.
- New entrance to Buck 50 is complete.
- Skills Park upgrade is scheduled for early August to be done by Starr Trail Solutions.

### **Pass Community Pool**

- Pool continues to run smoothly with one shutdown this season due to contamination.
  - Thunderstorms have caused many lesson shuffles.
- 294 swim lesson registrations to date
- Public swim continues to be our most popular program this season.
- July 14/15 - Pass Piranhas Swim Meet
- Canada Day long weekend proved to be the first weekend where the pool reached capacity. 0 operating hours lost due to staffing; however, capacities may be needed on weekends to stay within guarding limits.

### **Community Services**

- **Arena/Parks.**
  - June 2<sup>nd</sup> Roller skate free night
  - June 18<sup>th</sup> Peaks to Pines car show
  - June 23<sup>rd</sup> /24<sup>th</sup> Community Clean-up
  - June 23<sup>rd</sup>/24<sup>th</sup> Minotaur
  - July 1<sup>st</sup> Coleman Canada Day
  - July 7-9<sup>th</sup> Sinister 7
  - July 21st Crowfest Festival
  - July 27<sup>th</sup> Roller skate at Complex
  - New Crowsnest Pass “theme” garbage cans placed
- **FCSS**
  - July & August *Seniors on the Go* newsletter is out.
  - Call for submissions for the Fall/Winter community handbook is out and deadline for submissions is July 7<sup>th</sup>.
  - Summer movie in the park July 14<sup>th</sup>.
  - 2023 Seniors week June 5-9<sup>th</sup>. Lot of great activities.
  - FCSS Luncheon was held June 8<sup>th</sup>. Approx. 120 people attended.
  - Spring BBQ was held June 1<sup>st</sup> – great turnout.
  - Roller Night Fever - Roller skating was held June 2<sup>nd</sup> at the Coleman Complex. Over 100 people attended. Due to its success, we are holding another roller skate night on July 27<sup>th</sup>.

- Meals on wheels – Business as usual.
- Subsidized taxi program – running smoothly.
- Information & community referrals.
  
- **Programming**
  - 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:** July 11, 2023

**Agenda #:** 7.c

**Subject:** Budget 2024 Calendar and Development Guidelines

**Recommendation:** That Council approve the Budget 2024 Calendar and the Budget 2024 Development Guidelines.

**Executive Summary:**

Budget 2024, along with a forecast for 2025 and 2026, will provide a foundation for the Municipality to meet public service and infrastructure needs of the residents. In addition, the budget guidelines will provide information to residents and other interested parties in learning about Council's thought process in developing the Municipality's annual budget. It is also the time for Council to start thinking about new initiatives they would like brought forward as part of the draft budget. These initiatives could be a change in an existing service level, staffing, or something completely new. By Council identifying these initiatives upfront, it gives Administration time to explore costing and implementation prior to presenting the draft budget.

**Relevant Council Direction, Policy or Bylaws:**

The Municipal Government Act Section 242 (1) states that each Council must adopt an operating budget for each calendar year.

**Discussion:**

To ensure budgets are completed in a consistent and timely basis, best practice is to establish a written process to ensure coordination of the budget process. The first step in the process is the development and communication of the guidelines to be used in the preparation of the budgets. Each year Administration prepares the Guidelines and Calendar with key dates for Council's review and approval (documents attached). Once the Guidelines and Calendar are approved, Administration will begin building the budgets and notifying the various groups of the timelines for presentations.

Administration is revising the form for Council to develop their new initiatives. The form will be available for Council by July 11, 2023. The key fields to be completed are Initiative Name and Initiative Details/Description. Please provide enough detail to enable Administration to flush out the initiative

and provide a cost estimate. An optional field has been provided if Council wishes to set a maximum amount to be spent for the year (eg \$20,000 to do additional pot hole repair). If there are no initiatives identified by Council, Administration will proceed with preparing Budget 2024 assuming the existing services level of 2023 will be maintained.

There are a few changes included in the Guidelines document for 2024. There have been wide swings in the Consumer Price Index (CPI) over the last two years (2022 averaged 6.5% and 2023 up to the end of May is down to 3.9%). The banking and investment industry is projecting CPI will be down to 3% by the start of 2024. Bank of Canada's target for CPI is 2% resulting in Administration recommending using 2.5% for 2024.

Guideline 2 items deferred from 2023 to 2024 have been listed for Council's information. As per the Budget Calendar, these initiatives with the original documentation will be brought back to the August 17, 2023 budget meeting for Council's review.

Under Guideline number 7 Reserves, Administration is recommending to continue increasing the transfer to reserves budget by 1% per year, 5% for 2024, 6% for 2025 and 7% for 2026.

Administration is also recommending increasing the transfer to the Utility Reserve from 15% as previously approved under the 2023 budget guidelines to 17.5% for 2024, 20% for 2025, and 22.5% for 2026.

Once approved, the proposed budget development guidelines and calendar will help to ensure the budget is prepared in a manner that is consistent with Council's direction. The guidelines are necessary to ensure everyone involved in developing the budget, especially Administration, knows what is expected, thereby minimizing misunderstanding and extra work. The goal is to have Budget 2024 along with 2025 and 2026 projections approved by December 7, 2023.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

Approval of the 2024 Budget.

**Attachments:**

[02 2024 Budget Timetable \(1\).docx](#)

[03\\_2024\\_Budget\\_Development\\_Guidelines.docx](#)

## 2024 BUDGET DELIBERATION CALENDAR

<b>July 11, 2023 – 1 PM</b> <i>Regular Council Meeting</i>	<ul style="list-style-type: none"> <li>○ 2024 Budget Calendar Approval</li> <li>○ 2024 Budget Development Guidelines Approval</li> <li>○ Council Initiative Process Review</li> </ul>
<b>August 08, 2023</b>	<ul style="list-style-type: none"> <li>○ Council to submit Initiatives to Finance</li> </ul>
<b>August 17, 2023 – 1 PM</b> <i>Special Budget Meeting</i>	<ul style="list-style-type: none"> <li>○ Review list of Council Initiatives for 2024 Budget</li> <li>○ Review 2023 Initiatives Deferred to 2024 Budget</li> </ul>
<b>September 18, 2023 – 9 AM</b> <i>Special Budget Meeting</i>	<ul style="list-style-type: none"> <li>○ 2024 New Initiatives Presentation by Operating Departments <ul style="list-style-type: none"> <li>• Protective Services</li> <li>• Community Services</li> <li>• Corporate Services</li> <li>• Development &amp; Trades</li> <li>• Operations / Public Works</li> <li>• Finance</li> <li>• Pass Powderkeg Ski Hill</li> <li>• Pass Community Pool</li> </ul> </li> </ul>
<b>October 12, 2023 – 9 AM</b> <i>Special Budget Meeting</i>	<ul style="list-style-type: none"> <li>○ Review &amp; Approve Category 1 &amp; 2 Grant Applications</li> <li>○ Council Committee &amp; Board Budget Presentations: <ul style="list-style-type: none"> <li>• Senior's Housing Authority (11:00 am)</li> <li>• Municipal Library Board (1:00 pm)</li> </ul> </li> </ul>
<b>November 30, 2023 – 9 AM</b> <i>Special Budget Meeting</i>	<ul style="list-style-type: none"> <li>○ Draft Budget Presentation</li> <li>○ Public Input</li> </ul>
<b>December 7, 2023 – 9 AM</b> <i>Special Budget Meeting</i>	<ul style="list-style-type: none"> <li>○ Additional Deliberation if Required</li> </ul>
<b>March 2024– TBA</b> <i>Regular Council Meeting</i>	<ul style="list-style-type: none"> <li>○ Fees, Rates &amp; Charges – First Reading</li> <li>○ Tax Rate Bylaw - First reading</li> </ul>
<b>April 2024 – TBA</b> <i>Regular Council Meeting</i>	<ul style="list-style-type: none"> <li>○ Fees, Rates &amp; Charges – Second &amp; Third Reading</li> <li>○ Tax Rate Bylaw – Second &amp; Third Reading</li> </ul>



## Budget 2024 Development Guidelines

The purpose of setting guidelines for Budget 2024 with 2025 and 2026 forecast is to formalize Council expectations and to provide a framework within which the budget can be developed and ultimately approved.

### Guideline 1 – Inflation

**THAT** increases in operating expenses and projection for project costs be based on CPI (Canada and Alberta).

- 2023 – 3.0%
- 2024 – 2.5%
- 2025 – 2.0%
- 2026 – 2.0%

Administration may deviate from these percentages where evidence indicates that historical numbers are inaccurate. The general inflation rate does not include contracted services as those will be budgeted using actual budget amounts.

### Guideline 2 – Strategic Priorities

**THAT** each Municipal department be required to align its programs with the Strategic Priorities determined by Council and be required to directly identify how each program supports the stated priorities.

**THAT** Council discuss if the items deferred from Budget 2023 be included in the Budget 2024:

- Community Electronic Signage
- Multi Use Facility
- Municipal Office Building
- Walking Path Between Bellevue and Frank
- Public Washroom Coleman Walking Trail
- Housing Strategy
- New Sani Dump
- NIT Play Structure
- Asphalt Milling Overlay
- Road Deep Base Repair
- Fire Fighting Training Structure
- Facility Fencing

- MDM Windows, Exterior Doors, and Fascia
- Overhead Door Openers in Shops
- Crush Asphalt
- Transportation Master Plan (Roads)
- Facility Master Plan
- Demolition of Old Fire Training Centre

### **Guideline 3 – Capital Project Priorities**

**THAT** Management work within the current 10 Year Capital Plan

**THAT** Council approves the 2024 Capital Plan

**THAT** any additions to the capital plan be brought to Council for approval.

### **Guideline 4 – Service Levels**

**THAT** Budget 2024 be developed based on existing service levels, unless specific areas are identified by Council for review.

### **Guideline 5 - Efficiencies**

**THAT** Each Municipal department investigates and reports on cost containment and efficiency strategies.

### **Guideline 6 – New Services**

**THAT** all requests for funding of new ongoing program items for Budget 2024 be separately presented for consideration by Council as “New Initiatives” and to be funded only if monies are available after basic service provision objectives have been met.

### **Guideline 7 – Reserves**

**THAT** Budget 2024 reflect an ongoing commitment to the funding of reserves to support long-term planning and required infrastructure maintenance and replacement.

**THAT** the Municipality budget for reserves at the following rate: 5%, 6%, and 7% in years 2024, 2025 and 2026 respectively.

**THAT** the Municipality budget Utilities Reserves at the following rates of 17.5%, 20% and 22.5% in years 2024, 2025 and 2026 respectively on all eligible expenditures.

### **Guideline 8 – Debt**

**THAT** the Municipality enter Long-Term Borrowing as outlined in the 10-year capital plan

### **Guideline 9 – Transparency and Public Input**

**THAT** Budget 2024 meetings be publicly advertised and open to the public and allow sufficient time for public comments and questions.

### **Guideline 10 – External Committees & Boards**

**THAT** External Committees develop a program for 2024 that is supported with a budget that is presented to council.

- Senior Housing Board
- Crowsnest Community Library



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** July 11, 2023

**Agenda #:** 7.d

**Subject:** Regional Growth Statistics

**Recommendation:** That Council receives the report as information.

### **Executive Summary:**

Following an update from the Municipal Assessor, Council had asked if they could provide information on other Municipalities assessment growth. Administration worked with the Municipal Assessor to compile assessment growth of other Southern Alberta urban communities for 2022 along with growth over the last 5 years. Administration also contacted regional municipalities to determine new house development permits and new lots created over the last 5 years.

### **Relevant Council Direction, Policy or Bylaws:**

Council had asked for information on other Municipalities assessment growth.

### **Discussion:**

Of the urban communities that assessment information was available for, Crowsnest Pass had the largest growth in 2022 along with the largest percentage assessment increase over the last 5 years.

For new house development permits over the last 5 years, Crowsnest Pass has lead the region, other than Fernie likely being comparable if 2022 and 2023 were added into their totals.

Crowsnest Pass also leads the region in the number of new lots that were created, with being slightly more lots created in Crowsnest Pass than all the other communities combined totals (Sparwood and Fernie did not have/provide this statistic for comparison)

### **Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[Regional\\_Growth.xlsx](#)

## 2022 Assessment Growth

<u>Community</u>	<u>2021 Assessment</u>	<u>Growth</u>	<u>Inflation</u>	<u>2022 Assessment</u>
Crowsnest Pass	\$ 1,304,053,760	\$ 45,827,790	\$ 102,738,330	\$ 1,452,619,880
Taber	\$ 1,257,528,860	\$ 27,902,810	\$ 37,988,040	\$ 1,323,419,710
Cardston	\$ 505,317,570	\$ 27,732,030	\$ 7,791,660	\$ 540,841,260
Magrath	\$ 271,082,530	\$ 13,716,890	\$ 16,684,490	\$ 301,483,910
Fort Macleod	\$ 506,440,840	\$ 12,053,400	\$ 76,445,170	\$ 594,939,410
Nobleford	\$ 184,939,660	\$ 6,840,640	\$ 6,214,220	\$ 197,994,520
Claresholm	\$ 610,822,790	\$ 5,040,490	\$ 47,937,780	\$ 663,801,060
Nanton	\$ 342,829,340	\$ 4,001,410	\$ 21,836,440	\$ 368,667,190
Vulcan	\$ 265,942,660	\$ 3,634,910	\$ 16,350,970	\$ 285,928,540
Stavely	\$ 74,214,480	\$ 882,350	\$ 2,241,780	\$ 77,338,610

## 5 Year Assessment Growth

<u>Community</u>	<u>2018 Assessment</u>	<u>2022 Assessment</u>	<u>Increase</u>
Crowsnest Pass	\$ 1,090,457,240	\$ 1,452,619,880	33%
Fort Macleod	\$ 453,092,600	\$ 594,939,410	31%
Nobleford	\$ 158,755,570	\$ 197,994,520	25%
Magrath	\$ 250,602,360	\$ 301,483,910	20%
Pincher Creek	\$ 419,830,870	\$ 498,028,310	19%
Claresholm	\$ 563,478,280	\$ 663,801,060	18%
Cardston	\$ 467,572,950	\$ 540,841,260	16%
Stavely	\$ 68,706,260	\$ 77,338,610	13%
Vulcan	\$ 254,049,600	\$ 285,928,540	13%
Taber	\$ 1,176,293,100	\$ 1,323,419,710	13%
Nanton	\$ 342,041,550	\$ 368,667,190	8%

## New Home Development Permits

<u>Community</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Crowsnest Pass	18	16	25	82	37	29	207
Fernie	31	32	33	54	?	?	150
Sparwood	10	18	9	36	48	?	121
Elkford	9	18	16	17	14	0	74
Claresholm	5	2	15	26	15	0	63
Fort Macleod	2	6	1	7	3	9	28
Nanton	3	2	0	5	5	5	20
Pincher Creek	2	1	3	7	4	0	17
Cardston	2	3	4	5	2	1	17

## New Lots by Subdivision

<u>Community</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>Total</u>
Crowsnest Pass	5	2	4	74	44	129
Fort Macleod	4	1	1	28	1	35
Claresholm	0	0	20	0	2	22
Pincher Creek	11	8	1	0	1	21
Cardston	1	10	1	8	0	20
Elkford	0	3	3	2	10	18
Nanton	5	1	0	4	0	10
Sparwood	Does not track					0
Fernie	?	?	?	?	?	0