



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, August 22, 2023 at 1:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

3.a ORRSC Executive Committee Meeting Minutes of May 11, 2023

3.b Cypress County - Invitation to attend the Ag Connections Conference on November 22, 2023

**4. ADOPTION OF MINUTES**

4.a Minutes of the Council Meeting of August 15, 2023

**5. PUBLIC HEARINGS**

**6. DELEGATIONS**

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

6.a South Canadian Rockies Tourism Association

**7. REQUESTS FOR DECISION**

7.a Service Areas Update

7.b 2023 Property Tax Public Auction Date and Reserve Bid

7.c Roxy Theatre Rehabilitation Project

7.d Review of 991, 2017 - Animal Control Bylaw

7.e Discussion Regarding Crown Lands Potential Acquisitions

**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 Personal Privacy - Board Member Resignation - *FOIP Act Section 17*

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

11.c Local Public Body Confidences - Regional Appeal Boards - *FOIP Act Section 23*

11.d Economic Interests of the Public Body - Southmore Phase 2 Engineering - *FOIP Act Section 25*

**12. ADJOURNMENT**



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

**Meeting Date:** August 22, 2023

**Agenda #:** 3.a

**Subject:** ORRSC Executive Committee Meeting Minutes of May 11, 2023

**Recommendation:** That Council accept the ORRSC Executive Committee Meeting Minutes of May 11, 2023 as information.

**Executive Summary:**

External Council Committee minutes are provided for Council's information.

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

1041, 2020 Procedure Bylaw

**Discussion:**

ORRSC provides their minutes to keep member municipalities apprised of their activities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[May 11, 2023 Executive Committee Minutes - Approved.pdf](#)



OLDMAN RIVER REGIONAL SERVICES COMMISSION

## EXECUTIVE COMMITTEE MEETING MINUTES

May 11, 2023; 6:00 pm

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, May 11, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

### Attendance

#### Executive Committee:

Gordon Wolstenholme, Chair

Don Anderberg, Vice Chair

David Cody

Christopher Northcott, Virtual

Jesse Potrie

Brad Schlossberger

Neil Sieben

#### Staff:

Lenze Kuiper, Chief Administrative Officer

Raeanne Keer, Executive Assistant

Chair Wolstenholme called the meeting to order at 6:03 pm.

### 1. Approval of Agenda

**Moved by: Don Anderberg**

THAT the Executive Committee adopts the May 11, 2023 Executive Committee Meeting Agenda, as presented.

**CARRIED**

### 2. Approval of Minutes

**Moved by: Jesse Potrie**

THAT the Executive Committee approves the April 13, 2023 Executive Committee Meeting Minutes, as presented.

**CARRIED**

### 3. Business Arising from the Minutes

There was no business arising from the minutes.



**4. Official Business**

**a. 2022 Annual Report - Draft**

L. Kuiper presented the draft 2022 Annual Report to the Committee

The Committee discussed the report.

**Moved by: Brad Schlossberger**

THAT the Executive Committee approves the presentation of 2022 Annual Report to the Board of Directors on June 1, 2023 Annual General Meeting for approval, as presented.

**CARRIED**

**b. Brownlee Planning and Development Law: Current Trends, Issues & Updates Webinar; May 17, 2023**

L. Kuiper stated that staff have registered to participate in the Brownlee LLP Planning and Development Law: Current Trends, Issues & Updates webinar scheduled for May 17, 2023.

**c. Subdivision Internal Database - Update**

L. Kuiper stated that Administration has been working to digitize our subdivision records to develop an internal digital database. He stated that the objective of the internal database is to streamline searchability of our subdivision records and to mitigate risk management that is associated with historical records.

L. Kuiper noted that to date 12,236 records have been digitized, and that it is estimated that we are in possession of over 20,000 subdivision files.

**d. June 1, 2023 Board of Directors Annual General Meeting and BBQ**

L. Kuiper stated that in conjunction with the Annual General Meeting on June 1, 2023, a BBQ will be hosted prior to the start of the meeting.

R. Keer stated that the invitation will be distributed to the Board on Friday, May 12, 2023.

**e. Summer Meeting Schedule**

L. Kuiper stated that historically the Executive Committee only meets once through the summer months, and inquired if the Committee would like to cancel would of the summer meetings.

The Committee discussed the Regular Meetings schedule for 2023.

The Committee determined that the Regular Meeting scheduled for July 13, 2023 would be held and that the Regular Meeting of August 10, 2023 would be cancelled.

**f. Vehicle Update**

L. Kuiper stated that the third vehicle was ordered in December 2022, and that notice was received that it has gone to production on May 1, 2023. He stated that it is anticipated to be delivered in June 2023.

**g. Subdivision Activity**

**- As of April 30, 2023**

L. Kuiper presented the Subdivision Activity as of April 30, 2023 to the Committee.

**Moved by: David Cody**

THAT the Executive Committee accepts the Subdivision Activity as of April 30, 2023 for information purposes.

**CARRIED**

**5. Accounts**

**a. Office Accounts**

**(i) Monthly Office Accounts**

**- March 2023**

**(ii) Payments and Credits**

**- February 2023**

L. Kuiper presented the Monthly Office Accounts for March 2023 and the Payments and Credits for February 2023 to the Committee.

**Moved by: Christopher Northcott**

THAT the Executive Committee approves the Monthly Office Account for March 2023 and the Payments and Credits for February 2023, as presented.

**CARRIED**

**b. Financial Statements**

**(i) Balance Sheet**

**- As of January 31, 2023 to March 31, 2023**

**(ii) Comparative Income Statement**

**- As of January 31, 2023 to March 31, 2023**

**(iii) Details of Account**

**- As of March 31, 2023**

L. Kuiper presented the Balance Sheet, as of January 31, 2023 to March 31, 2023, the Comparative Income Statement, as of January 31, 2023 to March 31, 2023, and the Details of Account, as of March 31, 2023 to the Committee.

**Moved by: Jesse Potrie**

THAT the Executive Committee approves the Balance Sheet, as of January 31, 2023 to March 31, 2023, the Comparative Income Statement, as of January 31, 2023 to March 31, 2023, and the Details of Account, as of March 31, 2023.

**CARRIED**

**6. New Business**

There was no new business for discussion.

**7. CAO's Report**

L. Kuiper presented his CAO Report to the Committee.

**8. Round Table Discussions**

Committee members reported on various projects and activities in their respective municipalities.

**9. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:05 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER



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

**Meeting Date:** August 22, 2023

**Agenda #:** 3.b

**Subject:** Cypress County - Invitation to attend the Ag Connections Conference on November 22, 2023

**Recommendation:** That Council accept the Invitation to attend the Ag Connections Conference on November 22, 2023 from Cypress County as information and consider if it would be appropriate to send municipal representatives.

**Executive Summary:**

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

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

1041, 2020 - Procedure Bylaw

**Discussion:**

An invitation was received from Cypress County to attend the Ag Connections Conference on November 22, 2023 in Medicine Hat. As the conference is focused primarily on agriculture it may not be relevant to our Municipality.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

Registration fee will be posted on September 1, 2023.

**Attachments:**

[Cypress County Ag Connections Conference Crowsnest Pass Invite.pdf](#)



August 10, 2023

Crowsnest Pass Council  
8502, 19 Ave  
Coleman, AB  
T0K 0M0

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**RE: Invitation to Cypress County Ag Connections Conference Presented by MNP**

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Crowsnest Pass Council,

On behalf of Cypress County, I would like to encourage your Council and your ratepayers to attend the first-annual Cypress County Ag Connections Conference Presented by MNP, taking place November 22, 2023, in Medicine Hat, Alberta at the Medicine Hat Exhibition and Stampede Grounds.

“Cypress County Ag Connections” aims to support the growth, diversification, and sustainability of the agriculture industry in the region, through innovation and education. The event will feature over 18 agriculture-focused speakers discussing topics relevant to beef and crop producers in southern Alberta. We plan to welcome over 250 attendees including primary producers, ag retailers, businesses, and students.

Keynote speaker, farmer and mental health advocate Lesley Kelly will share ‘When Stress is more than a Season’. Other sessions include Smart Irrigation, Innovation in Ag: Drones, The First 48 Hours of a Calves Life, In-Bin Grain Storage & Management, Farm Direct Marketing, Farm Financials, Forage Blends for Southern Alberta, Trends in Ag Technology, 2024 Global Farming Outlook, and more. Additionally, there will be exhibitors set up promoting various organizations and projects in agriculture.

For more information on the event or to register starting September 1, 2023, please visit [www.cypresscountybusiness.ca](http://www.cypresscountybusiness.ca). If you have any questions about the event, please contact Event Coordinator Beth Cash at [beth.cash@cypress.ab.ca](mailto:beth.cash@cypress.ab.ca) or 403-52-3238.

Yours truly,

Dan Hamilton  
Reeve, Cypress County



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

**Meeting Date:** August 22, 2023

**Agenda #:** 4.a

**Subject:** Minutes of the Council Meeting of August 15, 2023

**Recommendation:** That Council adopt the Minutes of the Council Meeting of August 15, 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 08 15 Council Meeting Minutes.docx](#)



## **Municipality of Crowsnest Pass**

### **Council Meeting Minutes**

**Tuesday, August 15, 2023**

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A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, August 15, 2023.

#### **Council Present:**

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

#### **Administration Present:**

Patrick Thomas, Chief Administrative Officer  
Bonnie Kawasaki, Recording Secretary

#### **CALL TO ORDER**

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

#### **ADOPTION OF AGENDA**

**01-2023-08-15:** Councillor Glavin moved to adopt the agenda as presented.

Carried

#### **CONSENT AGENDA**

**02-2023-08-15:** Councillor Kubik moved that Council approve the following Consent Agenda items as presented without debate:

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

##### **Minutes of the Municipal Planning Commission of June 28, 2023**

THAT Council accept the Minutes of the Municipal Planning Commission of June 28, 2023 as information.

**3.b**

**Chinook Arch Regional Library System 2022 Impact Report**

THAT Council accept the Chinook Arch Regional Library System 2022 Impact Report as information.

**3.c**

**Honourable Todd Loewen, Minister of Forestry and Parks – Response to Atlas Road Inquiry**

THAT Council accept the correspondence from Todd Loewen, Minister of Forestry and Parks Response to Atlas Road Inquiry as information.

**3.d**

**Honourable Todd Loewen, Minister of Forestry and Parks - Land Availability, Crown Land, Provincial Signage throughout Castle and Crowsnest**

THAT Council accept the correspondence from Todd Loewen, Minister of Forestry and Parks Regarding Land Availability, Crown Land, Provincial Signage throughout Castle and Crowsnest as information.

Carried

**ADOPTION OF MINUTES**

**03-2023-08-15:** Councillor Girhiny moved to adopt the Minutes of the Council Meeting of July 11, 2023 as presented.

Carried

**PUBLIC HEARINGS**

**Bylaw No. 1154, 2023 - Land Use Bylaw text amendment to add "Fitness Centre" as a discretionary use in the Industrial (I-1) District - Public Hearing**

Mayor Painter declared the Public Hearing opened at 7:01 pm for Bylaw No. 1154, 2023 - Land Use Bylaw text amendment to add "Fitness Centre" as a discretionary use in the Industrial (I-1) District.

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

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

**DELEGATIONS**

None



**REQUESTS FOR DECISION**

**Bylaw No. 1154, 2023 - Land Use Bylaw text amendment to add "Fitness Centre" as a Discretionary Use in the Industrial (I-1) District - Second and Third Readings**

**04-2023-08-15:** Councillor Filipuzzi moved second reading of Bylaw No. 1154, 2023 - Land Use Bylaw text amendment to add "Fitness Centre" as a discretionary use in the Industrial (I-1) District.

Carried

**05-2023-08-15:** Councillor Ward moved third and final reading of Bylaw No. 1154, 2023 - Land Use Bylaw text amendment to add "Fitness Centre" as a discretionary use in the Industrial (I-1) District.

Carried

**Bylaw No. 1157, 2023 - Land Use Bylaw amendment to add "Subdivision or Development Marketing" Sign as a Permitted Use in the Comprehensive Mixed-Used CM-1 district and make several consequential amendments to the land use bylaw. - First Reading**

**06-2023-08-15:** Councillor Girhiny moved first reading of Bylaw No. 1157, 2023 - Land Use Bylaw amendment to add "Subdivision or Development Marketing" sign as a permitted use in the Comprehensive Mixed-Used CM-1 district and make several consequential amendments to the land use bylaw.

Carried

**MD of Pincher Creek Request for Shared Bylaw Services**

**07-2023-08-15:** Councillor Filipuzzi moved that Council sends a letter to the MD of Pincher Creek advising of Council's decision to decline the request to enter into a contract for shared bylaw services.

Carried

**COUNCIL MEMBER REPORTS**

None

**PUBLIC INPUT PERIOD**

None

**COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

None

**IN CAMERA**

**08-2023-08-15:** Councillor Glavin moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 7:30 pm:

- a) Law Enforcement - Appeal of Animal Control Bylaw 991, 2017 Fines - FOIP Act Section 20
- b) Business Interests of a Third Party - McMan - FOIP Act Section 16
- c) Economic Interests of the Public Body – Land Purchases - FOIP Act Section 25
- d) Economic Interests of the Public Body - Land Purchase Application - FOIP Act Section 25
- e) Personal Privacy - Request for Extension To Commence Construction - FOIP Act Section 17

Carried

**Reconvene**

Mayor Painter convened the In Camera meeting at 7:46 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

**09-2023-08-15:** Councillor Kubik moved that Council come out of In Camera at 9:22 pm.

Carried

**10-2023-08-15:** Councillor Filipuzzi moved that Council reduces the fines to \$1500 for Municipal Violation Tags 115252 and 115253 to Jacqueline From.

Defeated

**11-2023-08-15:** Councillor Filipuzzi moved that the municipally owned building located at 8102 – 19 Avenue, Coleman be leased to McMan.

Carried

**12-2023-08-15:** Councillor Sygutek moved that Council counter the offer to purchase a portion of 207 Street north of 23rd Avenue in Bellevue, subject to the following conditions:

1. That the price be \$4.00 per square foot.

2. That the existing gas line be relocated in a manner acceptable to Atco Gas at the expense of the applicant.
3. That the existing overhead power line be relocated in a manner acceptable to Fortis Alberta at the expense of the applicant.
4. That the fees to close a road allowance (\$1,000) and the fee to amend the land use bylaw (\$800) be paid within 90 days of the date approval is granted by the Municipality.
5. That all required survey costs are the responsibility of the applicant.
6. That all required legal costs, including the legal costs of the Municipality, if any, are the responsibility of the applicant.
7. That all required subdivision costs are the responsibility of the applicant.
8. That all costs relating to deep and shallow infrastructure connections are the responsibility of the applicant.
9. That the Municipality reserve the option to purchase the property back from the applicant at 50% of the purchase price, in the event that the applicant does not commence construction of a single-family dwelling within two years of the date of the transfer of the parcel to the applicant.
10. That this project be completed by January 30, 2024.

Carried

**13-2023-08-15:** Councillor Ward moved to allow the request by Ian Gauthier for an extension to commence construction on one of the properties at 14886 and 14890 - 21st Avenue in Frank to July 1, 2024.

Carried

#### **ADJOURNMENT**

**14-2023-08-15:** Councillor Filipuzzi moved to adjourn the meeting at 9:27 pm.

Carried

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Blair Painter  
Mayor

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Patrick Thomas  
Chief Administrative Officer



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

**Meeting Date:** August 22, 2023

**Agenda #:** 6.a

**Subject:** South Canadian Rockies Tourism Association

**Recommendation:** That Council accept the South Canadian Rockies Tourism Association presentation as information.

**Executive Summary:**

The South Canadian Rockies Tourism Association requested to present an update to Council on their association's activities.

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

1041, 2020 Procedure Bylaw

**Discussion:**

Erin Fairhurst, Coordinator with the South Canadian Rockies Tourism Association will be presenting information about the association as well as an update on projects and initiatives, and potential collaboration with the Municipality.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[SCRTA Delegation to Municipality of CNP Aug 22.pdf](#)



South Canadian Rockies Tourism Association  
Delegation to Municipality of Crowsnest Pass  
Council Meeting: August 22, 1 pm

1. Overview of South Canadian Rockies Tourism Association and what we do;
2. Our region and the benefits of creating a regional framework;
3. Promotion and advocacy for local businesses and balanced tourism in our region;
4. Current and upcoming projects and initiatives;
5. Identifying ways in which we can collaborate, resource share, and continue to build our relationship.



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

**Meeting Date:** August 22, 2023

**Agenda #:** 7.a

**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\\_-\\_August\\_18\\_\\_2023.docx](#)



## **Service Areas Update – August 18, 2023**

### **CAO Office**

- Represented the Municipality for the Calgary Stampede Chuckwagon tarp sponsorship
- Completing various land purchases
- Discussion with Alberta Transportation on possible signage for Castle Accesses
- Participated in Regional Solutions for Housing Supply meeting
- Meeting with AEMA regional staff
- Participated in Housing Accelerator Fund Application Process webinar
- Review of draft CBA document
- 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 53 requests for Tax Searches in July 2023 with a yearly total of 290 (compared to 53 in July 2022 and year to date 354, and 61 in July 2021 and year to date 533).
- Accounts Payable in July did two check runs, processed 363 invoices, and paid 165 vendors. Year to date 2,878 invoices and paid 1,441 vendors (July 2022 processed 420 invoices and paid 174 vendors with 2 check runs, 2022 Year to date paid 2,691 invoices and paid 1,243 vendors).
- Budget system has been updated and ready to use for 2024 budget.
- Final date for appealing assessment was July 10, 2023, the Municipality received 3 appeals of which 2 were settled and withdrawn. The remaining appeal is scheduled for October 19, 2023.
- There were a total 40 adjustments resulting in a net decrease in taxes of \$34,068 for 2023 (2022 76 adjustments for a decrease of \$53,644).
- Working on a new accounting regulation coming into effect for 2023 (Asset Retirement Obligation).

### **Corporate Services**

#### **Human Resources**

- The Municipality has 144 employees across the organization.

- 125 seats of training completed or committed across the organization.
- The Municipality has 5 Open Postings (1 Fire Rescue General Recruitment, 2 positions in Community Services (one permanent, one casual), one in development and one management position.

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

- 7 FOIP requests has been received in 2023; 7 are complete.
- Received 5 Formal Complaint Forms in 2023; 4 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. There have been two complaints received about property tax penalties so far.

### **Development, Engineering & Operations**

#### **• Utilities Department**

- Commissioning of new equipment installations at the Frank WWTP continues.
- Fixed most communications issues with Frank sewage and water stations as well as polymer dosing issue with centrifuge and sludge dewatering sump pump.
- 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 5 repairs to blocked sewer lines – 2 digs, 3 with auger/flushing.
- Completed water service install to lot off Highway 40.
- Completed water/sewer service install in Southmore.
- Completed repairs of 8 valves/curbstops, and 1 hydrant.

Key Performance Indicators	Work Orders Issued	Work Orders Closed	Work Orders Remaining Open
July	15	11	23
Year to Date (May-July)	96	73	23

#### **• Transportation Department**

- Filled in abandoned well in Hillcrest at 22606 7<sup>th</sup> Ave
- Street sweeping. All roads in all communities are completed.
- Stop bars and crosswalks are painted. Transportation crew working on yellow curb.
- Parking stalls painted at the pool-tennis court parking lot.
- Contractor completed centre line painting.
- Dust suppression is completed.
- Pothole maintenance; Coleman: 88 for this period and 391 for the year total.  
Blairmore: 60 for this period and 709 for the year total.  
Bellevue/Hillcrest: 60 for this period and 908 for the year total.
- Concrete rehabilitation, contractor is Tollestrup, has completed 75% of the contract.



- Asphalt Rehabilitation, Contractor is Saal Paving has completed 60% of the contract.
- Digital message board is repaired and in place in West Coleman. It is recording and displaying driver speed.

Key Performance Indicators	Activity Volume Previous Month	Activity Volume (May-Present)
<b>Fleet</b>		
Work Orders - Issued / Closed	21/15	36/22
<b>Transportation</b>		
Work Orders - Issued / Closed	26/31	132/104
<b>Cemetery (Open &amp; Close Plots)</b>		
Work Orders - Issued / Closed	2/2	5/5

- **Development & Trades Department**

#### **Facility Maintenance**

- Regular maintenance activities.
- Library basement carpet installation – completed.
- Library concrete stairs, landing, and walkway – starting next week.
- 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 83 DP applications for Tourist Homes and Short-Term Rental / B&B have been received (17 new in 2023) and either approved or refused. Enforcement is ongoing. There have been 13 appeals to the end of July, some by the applicant who had been refused, and some by adjacent landowners against an approval.
- Municipal Planning Commission – one meeting in July (1 Subdivision; 3 DPs).
- Municipal Historic Resources Advisory Committee – no meeting in July.
- SDAB – no hearing in July.
- Land Use Bylaw Omnibus No. 3 – MPC sub-committee workshop held on July 26.

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	45 / 42	286 / 252
<b>Planning &amp; Development</b>		
Compliance Certificate requests processed	11	53
Development permit applications - received / processed	13 / 17	164 / 146
Appeal Hearings	0	9
Business Licences reviewed	9	67
LUB enforcement complaints – new / closed / active	3 / 3 / 46	47
Stop Orders Issued	3	18
Bylaws - LUB amendment, road/MR closure	4	22
Subdivision applications	0	6
<b>Safety Codes</b>		
New Housing Starts	0	18
Building permits - issued / inspections / closed	17 / 36 / 14	108 / 174 / 92
Electrical permits - issued / inspections / closed	26 / 18 / 12	91 / 108 / 80
Gas permits - issued / inspections / closed	27 / 26 / 23	91 / 120 / 93
Plumbing permits - issued / inspections / closed	1 / 2 / 3	49 / 82 / 46
PSDS permits - issued / inspections / closed	0 / 3 / 2	4 / 5 / 6

## Protective Services

- **Fire**
  - Structure fire-Commercial building Blairmore
  - Multiple backcountry OHV calls
  - Fire Rating is - Fire Restriction
- **Peace Officer**
  - August enforcement focus:
    - Community Standards
    - Watering restrictions

Category	Month (July)	Year to Date
Number of Charges Laid	103	433
Cases Generated (Incident Count)	38	238
Cases: Requests for Service	21	154
Cases: Officer Observed	10	59
Cases: Received from outside Department/Agency (i.e. RCMP)	7	30
Vehicle Removal Notices	0	20
Vehicles Towed	2	6
Positive Ticketing	0	51
Projected Fine Revenue **	\$30,166	\$118,546

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

- Special Interest:
  - Tourist Homes: 1
  - Animal Control Bylaw (allow dogs to run at large): 5
  - Business License: 2
- **Agriculture and Environment**
  - Community Market
  - Wednesday weed pulls
  - Attended SWIM weed pull in Ranchlands
  - Pesticide Applicator training for assistants

Field Work	July	TO-DATE
Inspections- VEGETATION	15	103
Inspections- SOIL	15	103
Inspections- PEST	3	10
Inspectors Notices	2	2
EDDMapS Entries	84	182
EDRR	0	5
Education and Awareness Events	1	2
# of bags pulled	90	222
Kg of destroyed weeds	1460kg	2220kg
# of burrows treated/ # of burrows reopened	35/0	93/15
Public Weed Pulls	4	9

### Pass Powderkeg Community Resort

- Summer events:
  - Transrockies Mountain Bike Race: July 15-16 – 185 competitors
  - Crowsnest 100: August 4-6 – 220 competitors
  - Friday Night Race Series: August 25 + Sept. 1
  - UROC Bee's Knees Funduro: Sept. 9-10
  - Volunteer Day: Sept. 16
- New Friday Night Race Series has started to increase numbers coming through the lodge on Fridays. Two events have happened with 19 racers and 25 racers respectively.
- Lift maintenance has been ongoing

- Prep for 23/24 winter season has begun with website updates ongoing.
- Hiring process for the 23/24 season has started with returning staff.
- Summer operations on weekends has been on-going. Rentals are picking up as is food and beverage sales.
- Skills Park upgrade has been rescheduled until late August due to ATCO work in area.

### **Pass Community Pool**

- Pool has been operating smoothly through July.
- Pool closure date of Sept. 10 will be announced August 17 resulting in one of the longest seasons in memory.
- As summer winds down, hours may vary slightly due to later sunrise/early sunset.
- This season has had over 400 swim lesson registrations, with lesson numbers strong until the last week of August.
- Pool and hot tub closures have been very limited so far.

<b>July monthly program numbers</b>		
<b>Program</b>	<b>Guests</b>	<b>Average guests per hour</b>
Public Swim	6954	70
Lane Swim	342	6
Lane / Leisure Swim	561	16
Parent and Tot and Lane	80	20
Swim Lessons (Private and National Lifesaving Programs)	690	16
Aqua Fit	144	11
Aqua yoga	50	6

### **Community Services**

- **Arena/Parks.**
  - July 7-9<sup>th</sup> Sinister 7
  - July 13<sup>th</sup> Movie in the park
  - July 21 Crowfest Festival
  - July 27<sup>th</sup> Roller skate at Complex.
  - New Crowsnest Pass “theme” garbage receptacles complete.
  - August 11<sup>th</sup> Gun show
  - August 11<sup>th</sup> Movie in the Park.
  - August 5<sup>th</sup> and 6<sup>th</sup> Heritage days
  - August 12<sup>th</sup> and 13<sup>th</sup> slow pitch Tournament.
- **FCSS**
  - Working on the development of the 2023/2024 Fall Winter Community Handbook.
  - Summer movie in the park August 11<sup>th</sup>.
  - 2024 FCSS Funding Application Preparations
  - Fall BBQ – September 7 at Gazebo Park
  - Roller Night Fever - Roller skating was held July 27

- 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
  - Aqua Yoga program set up with Pool
  - Movie Night in the park set up and supervise



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

**Meeting Date:** August 22, 2023

**Agenda #:** 7.b

**Subject:** 2023 Property Tax Public Auction Date and Reserve Bid

**Recommendation:** That Council approve the 2023 Tax Sale date of October 26, 2023 at 10:00 a.m. at the Municipal Office and that Council set the reserve bid for the property to be offered for sale at the 2023 tax sale (Schedule A) along with the conditions of sale to be applied (Schedule B).

### **Executive Summary:**

The Municipal Government Act (MGA) provides specific procedures for the recovery of taxes related to land. Each year, when a Municipality determines a tax sale is required to recover taxes, one of the steps prior to the tax sale, requires Council to set a public auction date, time, reserve bid for each property identified and the conditions of sale as determined under the provisions of the MGA. Administration is recommending the 2023 Public Auction be held on Thursday, October 26, 2023 at 10:00 a.m. in Council Chambers.

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

Division 8 of the MGA provides for the recovery of taxes relating to land.

Section 418 of the MGA requires that each municipality must offer for sale at a public auction any parcel of land shown on its arrears list if the tax arrears are not paid.

Section 419 of the MGA states: The council must set

- a. for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- b. any conditions that apply to the sale.

### **Discussion:**

There is one (1) property slated for public auction at the 2023 tax sale. The list must be published in the Alberta Gazette (advertisement is attached) for the information of Council as required under section 421(1)(a) of the MGA. The terms and conditions of each sale will also be published in the Alberta Gazette. The value assigned for the reserve bid was determined by Glen Snelgrove, Land Administration Consultant to the Municipality. The property owner on the list can avoid the public sale of their property if they are able to pay the outstanding taxes prior to the sale date.

Schedule A contains the description of the designated property as well as the reserve bid for the property for consideration by Council.

Schedule B contains the terms and conditions that apply to the tax sale.

**Analysis of Alternatives:**

1. Council can approve the date for the tax sale along with the reserve bid and conditions of sale.
2. Council may choose a different date for the auction in 2023, however the date must not be any earlier than October 26, 2023, due to time and advertising constraints.
3. Council can change the reserve bid and conditions of sale.
4. Council could cancel the tax auction.

**Financial Impacts:**

If the property is sold at the public auction, the outstanding taxes and penalties would be paid in the amount of \$6,414.72.

**Attachments:**

[2023 Gazette and Newspaper Tax Recovery Ad.docx](#)  
[SCHEDULE B.docx](#)



**Schedule A**  
**(used for advertisement)**

**MUNICIPALITY OF CROWSNEST PASS**

Notice is hereby given that, under the provisions of the Municipal Government Act, the Municipality of Crowsnest Pass will offer for sale by public auction, in the Municipal Office, 8502 – 19 Avenue, Coleman, Alberta

**October 26, 2023, 10:00 AM**

TITLE	LINC #	PLAN	BLOCK	LOT	CIVIC ADDRESS	SIZE	RESERVE BID
151124342	0023695589	820L	37	8-10		15,000 sf	\$131,000

Each parcel will be offered for sale subject to a reserve bid, and to the reservations and conditions contained in the existing certificate of title.

The parcels of land are being offered for sale on an “as is, where is” basis and the Municipality of Crowsnest Pass makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, absence of presence of environmental contamination, or the develop ability of the subject parcels of land for any intended use by the purchaser. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions of sale will be considered other than those specified by the Municipality of Crowsnest Pass.

**Terms:**

10% non-refundable deposit to be paid by certified cheque payable to the Municipality of Crowsnest Pass prior to 4:00 p.m. on October 26, 2023, with the balance to be paid within 14 days (4:00 p.m., November 9, 2023) by certified cheque.

The notice is hereby given that under the provisions of the Municipal Government Act, the Municipality of Crowsnest Pass may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.

Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale. This is dated at the Municipality of Crowsnest Pass, July 10<sup>th</sup>, 2023.

Glen Snelgrove, Land Administration Consultant  
Municipality of Crowsnest Pass



## **SCHEDULE "B"**

### **Terms and Conditions for Public Auction Sale**

#### Conditions:

1. It is recommended that the Buyer review the Land Title and be aware of the liens, caveats, mortgages, and other instruments registered on each title.
2. Each parcel will be offered for sale subject to a reserve bid, and to the reservations and conditions contained in the existing certificate of title.
3. The parcels of land are being offered for sale on an "as is, where is" basis and the Municipality of Crowsnest Pass makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, absence of presence of environmental contamination, or the develop ability of the subject parcels of land for any intended used by the purchaser.
4. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel.
5. No terms and conditions of sale will be considered other than those specified by the Municipality of Crowsnest Pass.

#### Terms:

1. 10% non-refundable deposit to be paid by certified cheque payable to the Municipality of Crowsnest Pass prior to 4:00 pm. on October 26, 2023, with the balance to be paid within 14 days (4:00 pm., November 9, 2023) by certified cheque.
2. The notice is hereby given that under the provisions of the Municipal Government Act, the Municipality of Crowsnest Pass may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
3. Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale.



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

**Meeting Date:** August 22, 2023

**Agenda #:** 7.c

**Subject:** Roxy Theatre Rehabilitation Project

**Recommendation:** That Council moves that JA Building Services is allowed to proceed with the necessary excavations and to rehabilitate all disturbed areas to match pre-disturbance conditions.

That Crowsnest Cando may utilize the lot at 1614 78 Street as a laydown area to complete the excavation repair project.

### **Executive Summary:**

JA Building Services requested permission to dig up an area in front of the Roxy Theatre in Downtown Coleman to facilitate repairs to the building foundation and to upgrade the waterline to a 6" pipe for the new required sprinkler system. A map showing the approximate limits of disturbance is attached; the green area for water line upgrade and blue area for foundation repairs.

A list of expected activities for the Roxy Theatre and their impact on Municipal lands is also attached.

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

Council requested that no disturbance to the Mainstreet be allowed until more information was presented on the potential impacts.

### **Discussion:**

While this is disappointing that the timing of this work is so soon after completing the Downtown Coleman Revitalization Project, there is no way to avoid the disturbance as the building is on the property line and the foundation needs to be repaired. Additionally, with the requirement to install a sprinkler system under code, the increased water line is now required. The contractor has indicated that they will be able to match the existing concrete and thus will minimize the impact of creating a noticeable disturbance after the rehab is completed.

17 Ave will be closed for a portion of time for the waterline replacement.

Work is slated to begin by the end of August.

**Analysis of Alternatives:**

- Council can proceed with the request
- Council can deny the request

**Financial Impacts:**

N/A

**Attachments:**

[letter to municipality on lands affected June 2023.docx](#)

[Roxy Excavation Drawing.pdf](#)

**To: Patrick Thomas-CEO Municipality of**

**Crowsnest Pass**

**June 1, 2023**

**From: Tim Juhlin for Crowsnest Cando**

Subject: Roxy plan of what is going to be needed on Municipal property.

As requested, Cando would like to outline our requirements of Municipal properties for the construction period of the Roxy.

Our challenge involves funding and timing. Our funding is limited and may be spread out over years and this affects timing. Time wise, even if we have the funds, we are challenged to secure a prime contractor to set summer work in motion. With all the uncertainties, our ability to predict the dates of activities is limited, however here is a chart of what we feel best represents our schedule affecting Municipal properties:

Activity	Desired date and impact	Challenges and probability
Blocking off gas line to Roxy	This will happen in June 2023 and the back alley will be blocked by Atco for part of one work day.	Sure to happen and no significant challenge is noted.
Excavation of perimeter of the Roxy.	This will block the back alley for part of a week in summer or fall of 2023.	If we can secure a prime contractor and cement. We have the funds.
Installation of a 6-inch water line.	The Municipality will carry out this work on the front street during the summer or fall of 2023. This will affect two cement squares of the new sidewalk and some of the garden area. Road blockage will be controlled by the Municipality following their protocols.	Cando will use the trench required by the Municipality to complete an inspection on the visible section of the Roxy Foundation. (The hope being to avoid the complete removal of the rest of the new sidewalk. There is an engineering concern that the existing sidewalk is too flat and this must be reconciled). Plumbers will take advantage of the opening to complete the hook up into the Roxy basement. Cando covers costs as per Municipal policy.
Phase 3 power hookup	This will affect the back alley and may happen in 2024 or 2025.	New lines from the street west of the Roxy are required before opening of the theatre.
Low sloped roof replacement	Summer 2023. This will require safety precautions which might include sidewalk walkarounds and lane restriction.	We have the funds and the roof is leaking. The work must be done if we can secure a prime contractor. This will also affect the Post Office Ramp use and notification board.
Construction mobilization	Summer 2023 we need parking and storage space. We have	A \$250 application to lease the lot is on hold with the

	requested use of the small lot behind the post office. Required by June 15, 2023.	municipality. We want to minimize parking pressure on the front street which benefits the whole community.
Roxy front street	In summer 2024 or 2025 work on the front wall of the Roxy including the iconic sign will affect use of the sidewalk.	This future work is dependent on Cando's Fund-raising efforts.
Parking once the Roxy is Open	A parking plan for downtown Coleman needs to be in place by 2025.	Some creative thought is required to ensure that event parking is available.

We trust this summary is sufficient to meet the requests of the Municipal council and would appreciate your review and cooperation in helping us to bring the Roxy to completion for the benefit of the entire community.

Respectfully

Tim Juhlin

Cando President

Ph [REDACTED]





## CONSTRUCTION PLAN GENERAL NOTES

- N1.00 ALL CONSTRUCTION, INCLUDING MEANS AND METHODS, MUST MEET OR EXCEED THE REQUIREMENTS OF THE CODES, STANDARDS, BYLAWS, STANDARDS, AND ALL OTHER REGULATIONS OF ALL AUTHORITIES HAVING JURISDICTION IN THE PLACE OF WORK.
- N2.00 ALL DIMENSIONS AND INSTALLATIONS ARE TO BE VERIFIED ON SITE. IT IS THE CONTRACTOR'S RESPONSIBILITY TO BRING ALL DISCREPANCIES, INCLUDING DIMENSIONS, TO THE ATTENTION OF THE OWNER AND CONSULTANT PRIOR TO COMMENCEMENT OF ANY WORK.
- N3.01 ALL DIMENSIONS IN ARCHITECTURAL DRAWINGS ARE FROM FINISHED FACE OF PARTITION TO FINISHED FACE OF PARTITION OR FINISHED FACE OF PARTITION TO COLUMN CENTER LINE UNLESS NOTED OTHERWISE.
- N3.02 ARCHITECTURAL DRAWINGS AND SPECIFICATIONS SHALL BE READ IN CONJUNCTION WITH APPLICABLE ENGINEERING DRAWINGS AND SPECIFICATIONS. CONTRACTOR SHALL COORDINATE WORK WITH ALL OTHER TRADES AND EXISTING CONDITIONS PRIOR TO PROCUREMENT, FABRICATION, AND INSTALLATION OF THE WORK.
- N4.00 CONTRACTOR SHALL COORDINATE THE INSTALLATION OF ALL MECHANICAL, ELECTRICAL, AND PLUMBING TRADES WITHIN WALL, FLOOR, AND CEILING ASSEMBLIES.
- N4.01 CONTRACTOR TO PROVIDE AND INSTALL ACCESS PANELS IN WALL AND CEILING ASSEMBLIES WHERE VALVES, CLEANOUTS, JUNCTION BOXES, DAMPERS, ETC., AND ALL OTHER BUILDING SYSTEMS CONTROLS ARE LOCATED UNLESS NOTED OTHERWISE.
- N4.02 FILL ALL HOLES IN FLOOR SLAB DUE TO MECHANICAL AND ELECTRICAL PENETRATIONS WITH CONCRETE FILL SECURED TO THE EXISTING SLAB, LEVEL AND PREPARE CONCRETE FILL FOR THE INSTALLATION OF NEW FLOOR FINISHES.
- N4.03 PROVIDE 19mm SURFACE MOUNTED PLYWOOD BACKING AT ALL ELECTRICAL AND COMMUNICATIONS PANELS, COORDINATE SIZE WITH TRADES, COAT ALL SIDES WITH FIRE-RETARDANT PAINT.
- N5.00 RESTORE FINISHES OF PATCHED AREAS AND EXTEND FINISH RESTORATION INTO ADJOINING CONSTRUCTION AS REQUIRED TO ELIMINATE ANY EVIDENCE OF PATCHING AND REPAIRING. RESTORE ALL PATCHED AREAS TO ORIGINAL CONDITION INCLUDING MAINTAINING ANY FIRE RATINGS THAT MAY APPLY.
- N5.01 THE CONSULTANT SHALL BE THE FINAL ARBITER OF THE ACCEPTABILITY OF THE WORK.
- N6.00 CONTRACTOR SHALL ENSURE WHEREVER A NEW OR ALTERED EXISTING FIRE SEPARATION IS REQUIRED ALL COMPONENTS OF THE ASSEMBLY ARE TO BE APPROVED MATERIALS WITH INSTALLATION AND FABRICATION PER THE DIRECTIONS OF THE ULC NUMBER AND REQUIREMENTS OF THE CODE. ALL FIRE SEPARATIONS SHALL BE CONTIGUOUS WITH THEIR EXISTING PARTS, JOINTS AND PENETRATIONS.
- N7.01 INSTALL GWB VALLS, PARTITIONS AND CEILINGS INCLUDING STEEL FRAMING, INSULATION, VAPOR BARRIER, AND ACCESSORIES INCLUDING INTERIOR TAPE AND JOINT COMPOUNT, INTERIOR SHAFT WALL SYSTEMS, AND EXTERIOR SHEATHING BOARD SYSTEMS IN ACCORDANCE WITH STANDARDS PUBLISHED BY ASSOCIATION OF THE VALL AND CEILING INDUSTRIES-INTERNATIONAL (VALL) OR GYPSUM ASSOCIATION (GAI).
- N7.02 INSTALL LIGHT GAUGE STEEL STUDS IN ACCORDANCE WITH STANDARDS PUBLISHED BY CANADIAN SHEET STEEL BUILDING INSTITUTE (CSCS).
- N7.03 STEEL STUDS SHALL BE 22 GA MIN INSTALLED 400mm OC UNLESS NOTED OTHERWISE.
- N7.04 ALL INTERIOR FRAMED PARTITIONS ARE TO BE BRACED TO THE STRUCTURE ABOVE SUSPENDED CEILING SYSTEM USING METAL STUDS AT 1200mm OC MAX EACH SIDE OF WALL.
- N7.05 PROVIDE PLYWOOD OR SOLID WOOD BLOCKING IN GWB ASSEMBLIES WHERE MILLWORK FITMENTS, GRAB BAR, EQUIPMENT, SEATING, AND OTHER WALL MOUNTED ELEMENTS ARE SPECIFIED FOR ANCHORING PURPOSES.
- N7.06 WHERE WALLS, BULKHEADS, ETC ARE SPECIFIED TO EXTEND TO USE OF STRUCTURE OR DECK ABOVE IT IS THE INTENTION THAT THE ASSEMBLY ARE TO EXTEND TO THE USE OF THE DECK SUBSTRATE, FRAMING, OR BEAM DIRECTLY ABOVE THE ASSEMBLY UNLESS NOTED OTHERWISE. THE HEAD OF THE ASSEMBLY SHALL BE CONSTRUCTED TO INCORPORATE A DEFLECTION SPIGE OF UP TO 25mm. THE DEFLECTION SPIGE SHALL BE FILLED WITH FIRE STOP MATERIAL, GIVE FIRE RATED SEALANT TO SPAN THE JOINT WHERE THE ASSEMBLY IS FIRE RATED.
- N7.07 WHERE FRAMED GWB PARTITIONS ARE TO EXTEND UP TO THE UNDERSIDE OF STRUCTURE PROVIDE 25mm DEFLECTION TRACK ASSEMBLY, TRACK ASSEMBLY SHALL CONSIST OF A 50mm DEEP TRACK AND STANDARD TRACK IN COMBINATION OR SLOTTED TOP TRACK WITH VALL BOARD FASTENED TO STUD ONLY. THE JOINTS OF THE TRACK TO STRUCTURE AND GWB TO THE TRACK SHALL BE CAULKED AIR TIGHT.
- N7.08 DO NOT SCREW OR MECHANICALLY FASTEN NEW PARTITIONS TO WINDOW FRAMES, WINDOW, MULLIONS OR CONVEXOR CABINETS.
- N7.09 INSTALL CONTINUOUS CLOSED-CELL FOAM TAPE AT THE INTERSECTION OF INTERIOR PARTITIONS AND COLUMNS, EXTERIOR WALLS, WINDOW MULLIONS, FLOOR SLAB AND SUSPENDED CEILING, PROVIDE ACOUSTICAL SEALANT AT CORNERS AS REQUIRED.
- N7.10 FIRE RATED PARTITIONS SHALL HAVE 15.3mm TYPE X GWB INSTALLED WITH ULC LABEL FACING OUT.
- N7.11 ALL VERT AREAS INCLUDING CEILINGS SHALL HAVE MOISTURE RESISTANT GWB AND GYM WOOD. STEEL STUDS, PROVIDE CEMENT BOARD FOR TILE INSTALLATION UNLESS NOTED OTHERWISE.
- N7.12 STAGGER GWB JOINTS, PROVIDE GWB CONTROL JOINTS AT 900mm OC MAXIMUM UNLESS NOTED OTHERWISE.
- N8.00 ALONG FACES OF NEW CONSTRUCTION WITH EXISTING FOR A FLUSH TRANSITION UNLESS NOTED OTHERWISE.
- N9.00 DOORS AND WINDOWS THAT ARE NOT DIMENSIONED SHALL BE INSTALLED 100mm FROM THE NEAREST FACE OF A PERPENDICULAR WALL TO THE EDGE OF THE ROUGH OPENING.

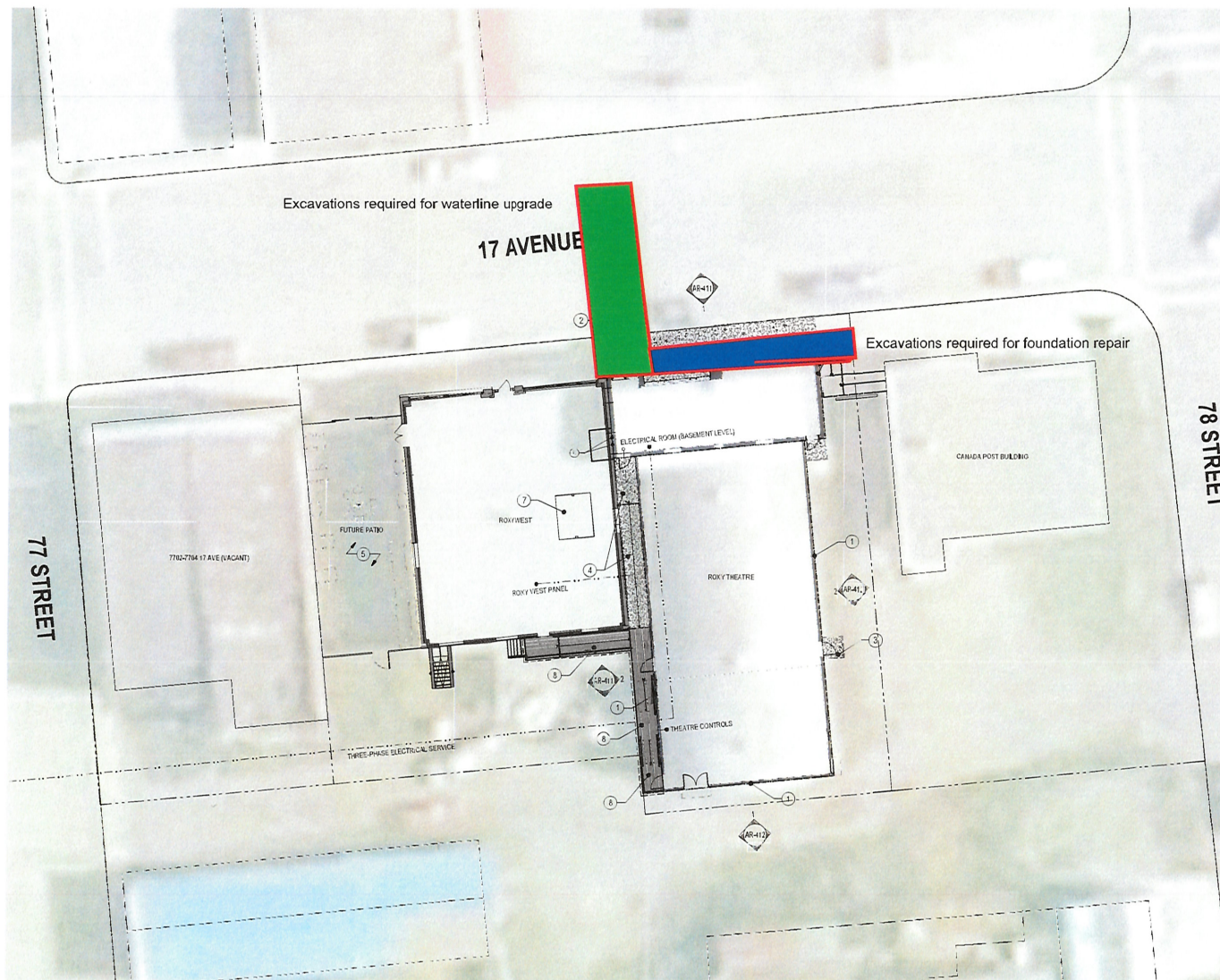
## RESTORATION PLAN KEY NOTES

- 1 REPAIR FOUNDATION WALL EXTERIOR SPALLING WITH SPRAYED CONCRETE. MAJORITY OF REPAIRS TO OUTER 6-25mm (1/4" TO 1") SPALLED MATERIAL ABOVE FROST LINE. RESTORE FOUNDATION TO ORIGINAL THICKNESS OF 220mm (9"). INSTALL NEW WATERPROOFING MEMBRANE TO LEVEL OF NEW GRADE. INSTALL NEW BACKGROUND DRAINAGE (REFER TO STRUCT), SLOPE GRADE TO SOUTH AND AWAY FROM QUONSET.
- 2 INCREASE CAPACITY FOR MUNICIPAL UTILITIES (REFER TO MECH AND ELEC), BACKFILL AND INSTALL NEW SEWER TO MATCH ADJACENT LOTS.
- 3 NEW 150mm (6") THICK CONCRETE PAD LEVEL WITH THEATRE FINISHED FLOOR.
- 4 NEW EXTERIOR CONCRETE WALKWAY NOT MORE THAN 12mm BELOW FINISHED FLOOR LEVEL AT D103 AND D114, CONSTRUCT MAX. 100 PORTIONS OF WALKWAY TO SLOPE NOT MORE THAN 1:10, REFER TO AR-401 FOR DETAILED DESIGN.
- 5 FUTURE PATIO FURNITURE AND EQUIPMENT SHOWN FOR COORDINATION ONLY, FUTURE SCOPE TO BE SUBMITTED UNDER A SEPARATE PERMIT.
- 6 INSTALL NEW SMOKE DAMPERS AROUND NEW HVAC DUCTWORK PENETRATIONS (REFER TO MECH), CAULK AND SEAL AROUND OPENINGS TO MAINTAIN ENVELOPE, INSTALL NEW METAL FLASHING TO MATCH EXISTING ROXY VEST ROOF FLASHING.
- 7 LOCATION OF NEW HVAC EQUIPMENT PLATFORM (REFER TO MECH AND STRUCT).
- 8 NEW EXTERIOR WOOD (PINE) WALKWAY, RAMPS AND STAIRS (REFER TO AR-401 AND STRUCT).

## RESTORATION PLAN LEGEND

- EXTERIOR WALL TO REMAIN
- NEW CONCRETE PADS + WALKWAYS
- NEW FENCE
- KEYNOTES

NOTE: FINISH DOOR AND HARDWARE SCHEDULES ON DRAWINGS AR-011 AND AR-012. TYPICAL DOOR OFFSET IS 100mm (4"). UNLESS NOTED OTHERWISE.



Architect

**SENALTEK**  
ARCHITECTURE PLANNING + DESIGN LTD.

SENALTEK ARCHITECTURE PLANNING + DESIGN LTD.  
203 + 4014 CALGARY TRAIL NW  
EDMONTON, ALBERTA, T6M 0A6

Structural Engineering

**SENALTEK**  
STRUCTURAL ENGINEERING + DESIGN LTD.

SENALTEK LTD.  
306 + 227 7th Ave SW  
CALGARY, ALBERTA, T2P 0J5

Mechanical + Electrical Engineering

**eletron**

ELEKTRON INC.  
128 + 228 28 STREET NE  
CALGARY, ALBERTA, T2A 0P3

NOTES

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Seal

ARCHITECT  
ALBERTA  
2023-04-20

SENALTEK ARCHITECTURE PLANNING + DESIGN LTD.  
PERMIT No. AC 18144  
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Rev.	Date	By	For
1	2023-04-20	SENALTEK	AR-011

Client

**CROWSNEST CANDO**  
Involved in Our Community

CROWSNEST CULTURE AND RECREATION SOCIETY /  
BOX 16  
BLAIRMORE, ALBERTA, T0K 0G0

Project Title

ROXY THEATRE  
STABILIZATION + OCCUPANCY  
SCOPES - DESIGN PHASE

7738-7750 17 AVE,  
COLEMAN, CROWSNEST PASS, ALBERTA

Drawing Title

SITE  
RESTORATION PLAN

Date	2023-01-13	Sheet No.
Scale	AS SHOWN	AR-110
Drawn	NS	
Project	1068-422-002	



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

**Meeting Date:** August 22, 2023

**Agenda #:** 7.d

**Subject:** Review of 991, 2017 - Animal Control Bylaw

**Recommendation:** That Council review the Animal Control Bylaw for consideration of amendments to clarify dog leash requirements.

**Executive Summary:**

Discussion was held at the July 4th meeting of Council with respect to dog owners permitting their dogs to run off leash in areas where they are legally required to be on leash according to the Animal Control Bylaw. Council wished to have further discussion at an upcoming Council meeting.

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

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

991, 2017 - Animal Control Bylaw

**Discussion:**

N/A

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[991, 2017 - Animal Control Bylaw - CONSOLIDATED TO 1140, 2023.pdf](#)



**Date of Consolidation: June 19, 2023**

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## Consolidation of Bylaw No. 991, 2017

### **Municipality of Crowsnest Pass**

#### ***Animal Control Bylaw***

*Adoption September 19, 2017*

As Amended By:

Bylaw No. 1140, 2023 adopted April 25, 2023

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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.



## **MUNICIPALITY OF CROWSNEST PASS BYLAW 991, 2017**

### **BEING A BYLAW OF THE MUNICIPALITY OF CROWSNEST PASS IN THE PROVINCE OF ALBERTA TO REGULATE AND CONTROL DOMESTIC ANIMALS WITHIN THE MUNICIPALITY**

WHEREAS, pursuant to section 7(a) of the Municipal Government Act, a Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS, pursuant to section 7(h) of the Municipal Government Act, a Council may pass bylaws for municipal purposes respecting domestic animals and activities in relation to them; and

WHEREAS, pursuant to section 8 of the Municipal Government Act, a Council may in a bylaw:

- (a) regulate or prohibit; and
- (b) provide for a system of licenses and permits or approvals for any or all of the matters listed therein;

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

#### **Interpretation**

This bylaw may be cited as the "Animal Control Bylaw".

#### **Definitions**

**"Animal"** means any bird, reptile, amphibian or mammal excluding humans and wildlife;

**"Animal Protection Act"** shall mean the Animal Protection Act as amended and as contained in Chapter A-41 RSA 2000 of the Revised Statutes of Alberta, and regulations therein.

**"Animal Shelter"** shall mean the premises designated by the Municipality for the purpose of impoundment and caring for all dogs and cats found to be contravening any section of this bylaw;

**"Animal Shelter Keeper"** shall mean a person appointed by the CAO of the Municipality of Crowsnest Pass or by the agreement with another municipality or private business for the maintaining of the designated pound or pounds.

**"Attack"** means an assault resulting in bleeding, bone breakage, sprains, serious bruising, or multiple injuries;

**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.**

**"Bite"** means wound to the skin causing it to bruise, puncture, or break;

**"CAO" or "Chief Administrative Officer"** means the Chief Administrative Officer of the Municipality of Crowsnest Pass;

**"Cat"** shall mean any domesticated male or female member of the feline family;

**"Cemetery"** means land within the Municipality that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried;

**"Communicable Diseases"** means diseases which can be passed from animal to animal and zoonotic diseases

**"Council"** shall mean the duly elected municipal Council of the Municipality of Crowsnest Pass;

**"Dangerous Dogs Act"** shall mean the Dangerous Dogs Act as amended and as contained in Chapter D-3 of the Revised Statutes of Alberta, 2000, and regulations therein "Dog" shall mean male and female species of the canine family;

**"Dog"** shall mean any domesticated male or female member of the canine family;

**"Domestic Animal"** shall mean a domesticated animal that lives and breeds in a tame condition and, without restricting the generality of the foregoing, shall, include a dog, a cat, a rabbit, and a ferret and shall not include Livestock or Wildlife.

**"Former Owner"** means the person who at the time of impoundment was the owner of an animal which has subsequently been sold or destroyed;

**"Golf Course"** means land which is set aside for the playing of the game of golf and upon which the game of golf is played;

**"Immunization"** shall mean vaccinations against rabies, distemper, hepatitis, parvovirus, para influenza, leptospirosis (DHPPL);

**"Impounded"** shall mean taken into the custody of the SPCA as designated by the Chief Administrative Officer;

**"Justice"** has the meaning as defined in the Provincial Offences Procedure Act R.S.A 2000, c.P-34, as amended or replaced from time to time;

**"Kennel"** shall mean an establishment run by any person, group of persons, or corporation engaged in the business of breeding, buying, selling, training or boarding of animals of any kind;

**"Leash"** means a chain or other material capable of restraining the animal on which it is being used;

**"License"** shall mean the metal or other fabricated medallion issued by the Municipality of Crowsnest Pass upon payment of the current fees as ascribed by this bylaw;

**"License Officer"** shall mean any person or persons designated by the CAO with the responsibility of issuing dog and cat licenses;

**"Livestock"** includes, but is not limited to:

- (a) a horse, mule, ass, swine, emu, ostrich, camel, llama, alpaca, sheep or goat,
- (b) domestically reared or kept deer, reindeer, moose, elk, or bison,
- (c) farm bred fur bearing animals including foxes or mink,
- (d) animals of the bovine species,
- (e) animals of the avian species including chickens, turkeys, ducks, geese, or pheasants, and
- (f) all other animals that are kept for agricultural purposes, but does not include cats, dogs or other domesticated household pets;

**"Manager"** means the Manager of Protective Services in the Municipality of Crowsnest Pass;

**"Motor Vehicle"** has the meaning defined in the Traffic Safety Act, RSA 2000, c T-6, as amended or replaced from time to time;

**"Municipality"** means the Municipality of Crowsnest Pass;

**"Muzzle"** means a device of sufficient strength placed over an animal's mouth to prevent it from biting;

**"Nuisance Animal"** means an animal declared to be a Nuisance Animal by the Manager of Protective Services in accordance with Section 5.0.0;

**"Off-Leash Area"** means an area designated by the Municipality, where dogs are permitted to run off-leash, or designated areas where organized and controlled dog events may be held by causing signs to be posted in such areas indicating such designations;

**"Owner"** means any natural person or body corporate:

- (a) who is the licensed owner of the animal;
- (b) who has legal title to the animal;
- (c) who has possession or custody of the animal, either temporarily or permanently;

- (d) who harbors the animal, or allows the animal to remain on his premises;
- (e) A person to whom a License Tag was issued for an animal in accordance with the Fees, Rates, and Charges Bylaw.

**"Park"** means a public space controlled by the Municipality and set aside as a Park to be used by the public for rest, recreation, exercise, pleasure, amusement, and enjoyment and includes:

- (a) School Ground;
- (b) Cemeteries;
- (c) Natural areas;
- (d) Sports Fields;
- (e) Pathways;
- (f) Trails;
- (g) Park roadways and
- (h) Spray park and
- (i) Wading or Swimming Area

but does not include golf courses or any off-leash area.

**"Pathway"** means a multi-purpose thoroughfare controlled by the Municipality and set aside for use by pedestrians, cyclists and persons using wheeled conveyances, which is improved by asphalt, concrete or brick, whether or not it is located in a park, and includes any bridge or structure with which it is contiguous;

**"Peace Officer"** shall mean any RCMP, Community Peace Officer or Bylaw Enforcement Officer as appointed by the resolution of Council;

**"Provincial Court"** means the Provincial Court of Alberta;

**"Provincial Offences Procedure Act"** shall mean the Provincial Offences Procedure Act, being Chapter P-34 of the Statutes of Alberta, 2000 as amended.

**"Public Property"** means all property owned by or under the control and management of the Municipality;

**"Running at Large"** means:

- (a) an animal or animals which are not under the control of a person responsible by means of a Leash and is or are actually upon property other than the property in respect of which the owner of the animal or animals has the right of occupation, or upon any highway, thoroughfare, street, road, trail, avenue, parkway, lane, alley, square, bridge, causeway, trestle way, sidewalk (including the boulevard portion of the sidewalk), park or other public place which has not been designated as an Off-Leash Area by Council

**"Service Dog"** has the meaning as defined in the Service Dogs Act, S.A 2007, C.S-7.5, as amended or replaced from time to time;

**"Severe Injury"** includes any injury resulting in broken bone or bones, disfiguring lacerations, sutures, cosmetic surgery, scars, and further includes any other injury as determined to be severe by a Court upon hearing the evidence;

**"Sports Field"** means land within the Municipality and controlled by the Municipality which is set apart and used for the playing of sport including, but not limited to, baseball diamonds, field hockey or cricket pitches, and rugby, soccer or football fields;

**"SPCA"** means the Society for the Prevention of Cruelty to Animals.

**"Stray Animal Act"** shall mean the Stray Animal Act as amended and as contained in Chapter S-20 RSA 2000 of the Revised Statutes of Alberta, and regulations therein;

**"Threatening behavior"** means the following behaviors exhibited by a dog, without provocation:

- (a) growling, snapping at, lunging at, chasing, stalking, attacking or biting another animal, livestock or wildlife, or a bicycle, automobile or other vehicle being operated, unless the dog is a working stock dog and is engaged in the performance of such work;

**"Vicious Animal"** means any animal, whatever its age, whether on public or private property, which has:

- (a) chased, injured or bitten any other animal or human,
- (b) damaged or destroyed any public or private property; or
- (c) threatened or created the reasonable apprehension of a threat to a human; and which, in the opinion of a Justice, presents a threat of serious harm to other animals or humans; or
- (d) been previously determined to be a Vicious Animal under this or any previous bylaw.

**"Violation Ticket"** shall have the meaning ascribed to it in the Provincial Offences Procedure Act.

**"Wading or Swimming Area"** means any area designated as an outdoor wading or swimming area. This shall include any decks surrounding such facility and shall include that area within twenty (20) meters in all directions of the outside dimensions of such unless the Park boundary is a lesser distance.

**"Wildlife"** has the meaning as defined in the Wildlife Act, R.S.A 2000, c.W-10, as amended or replaced from time to time.

**"Wildlife Attractant"** means any substance that could be reasonably expected to attract wildlife including but not limited to food products, domestic garbage, pet food, seed, restaurant grease, compost, a carcass or part of a carcass of an animal, fish or other meats, or fruit from fruit trees;

## **Section 1 - General Licenses for Dogs and Cats**

- 1.1 No person shall own, keep, or harbor any dog or cat within the Municipal limits unless such a dog or cat is licensed as provided herein.
- 1.2 The holder of a dog or cat license must be eighteen (18) years of age.
- 1.3 Every owner of a dog or cat, over the age of three months, within the limits of the Municipality shall:
  - 1.3.1 obtain a license for such dog and cat on the first day on which the Crowsnest Pass Municipal Office is open for business after the dog becomes three (3) months of age;
  - 1.3.2 obtain a license on the first day on which the Crowsnest Pass Municipal Office is open for business after he/she becomes owner of the dog;
  - 1.3.3 obtain a license for a dog or cat notwithstanding that it is under the age of three months, where the dog is found to be running at large;
- 1.4 Dog and cat owners shall provide the Municipality with the following information with each application for a dog or cat license:
  - 1.4.1 name, street address and telephone number of owner;
  - 1.4.2 where the owner is a body corporate, the name, address and telephone number of the natural person responsible for the cat, dog or Vicious Animal;
  - 1.4.3 a description of the cat, dog, or Vicious Animal including breed, name, gender and age;

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- 1.4.4 Proof of insurance coverage, in a form acceptable to the Municipality, for a Vicious Dog;
- 1.4.5 any additional information reasonably requested by the Municipality.
- 1.5 Licenses issued under this bylaw shall not be transferable from one dog or cat to another. No refund shall be made on any paid-up dog or cat license fee because of death or sale of the dog or cat or upon the owner leaving the Municipality of Crowsnest Pass before expiration of the license.
- 1.6 Every owner shall ensure that the license is securely fastened to a choke chain, collar, or harness, this must be worn by the dog, or cat at all times that the dog or cat is off the owner's property. If the tag becomes lost, the owner of a dog or cat shall obtain a replacement license.
- 1.7 License fees shall be those listed in Schedule A.
- 1.8 No person shall give false information when applying for a license pursuant to this bylaw.
- 1.9 An owner shall forthwith notify the Crowsnest Pass Municipal Office of any change with respect to any information provided in an application for a license under this bylaw.
- 1.10 The Municipality may refuse to issue a License unless it is satisfied.

## **Section 2 - Vicious Animals – Licensing**

- 2.1 No person shall own or keep any Vicious Animal within the town unless such Vicious Animal is licensed as provided in this bylaw.
- 2.2 The holder of a license for a Vicious Animal must be eighteen (18) years of age or older.
- 2.3 The owner of a Vicious Animal shall ensure that the animal wears the current license purchased for that animal, when the animal is off the property of the owner.
- 2.4 The owner of a Vicious Animal shall obtain an annual license for such Vicious Animal at such times and in the manner as specified as per the following:
  - 2.4.1 Subject to the provisions of subsection 2.4.2 obtain a license for such Vicious Animal on the first day on which the Crowsnest Pass Municipal Office is open for business after the animal has been declared as vicious;
  - 2.4.2 Obtain a license on the first day on which the Crowsnest Pass Municipal Office is open for business after he/she becomes owner of the Vicious animal;

- 2.4.3 Obtain an annual license for the vicious animal on the day specified by the Community Peace Officer each year.
- 2.5 An owner shall provide proof of a policy of liability insurance in a form satisfactory to the Community Peace Officer providing third party liability coverage in a minimum amount of \$500,000.00 for injuries caused by the owner's Vicious Animal. The liability policy shall contain a provision requiring the insurer to immediately notify the Municipality in writing should the policy expire or be cancelled or terminated. Upon cancellation, expiry or termination of the liability policy, the Vicious Animal license is null and void.
- 2.6 The owner of a Vicious Animal shall:
  - 2.6.1 Forthwith notify the Community Peace Officer should the Vicious Animal be sold, gifted, or transferred to another person or die; and
  - 2.6.2 Remain liable for the actions of the Vicious Animal until formal notification of sale, gift or transfer is given to the Community Peace Officer.

### **Section 3 - Vicious Animals — Hearing and Orders**

- 3.1 Upon demand by a Community Peace Officer, an owner of a dog alleged to be a Vicious Animal shall surrender the dog to the Community Peace Officer whereupon the Community Peace Officer shall deliver the dog to the Animal Shelter where the animal shall be held pending the outcome of the hearing, Vicious Animal Hearing and any appeals.
- 3.2 The owner of an animal alleged to be a Vicious Animal shall be provided Notice of a Hearing for determination by the Provincial Court ten (10) clear days before the date of the hearing.
- 3.3 Upon hearing the evidence, the Justice shall make an order in a summary way declaring the animal as a Vicious Animal if in the opinion of the Justice:
  - a) the animal has caused severe physical injury to a person, whether on public or private property; or
  - b) The animal has, while off its owner's property, caused the death of an animal.
- 3.4 Upon hearing the evidence, the Justice may make an order declaring the animal as a Vicious Animal or ordering the animal destroyed, or both, if in the opinion of the Justice the animal is likely to cause serious damage or injury, considering the following factors:
  - 3.4.1 Whether the animal has chased any person or animal;
  - 3.4.2 Whether the animal has attempted to bite, or has bitten any persons or animal;
  - 3.4.3 Whether the animal has wounded, attacked or injured any person or animal;



- 3.4.4 The circumstances surrounding any previous biting, attacking, or wounding incidents; and
  - 3.4.5 Whether the animal, when unprovoked, has shown a tendency to pursue, chase or approach in a menacing fashion persons upon the street, sidewalk or any public or private property.
  - 3.4.6 The order of a Justice declaring an animal vicious shall embody all of the requirements in Sections 2, 3, and 4.
- 3.5 In addition to the remedies set forth in this bylaw, if the Community Peace Officer determines that a Vicious Animal is not being kept in accordance with this bylaw, the Community Peace Officer may make complaint pursuant to the Dangerous Dogs Act for an order directing the dog be controlled or destroyed.
- 3.6 The owner of a Vicious Animal shall, within 10 days of the date of the order declaring the animal to be vicious, display a sign as attached in Schedule G, to the entrance of the owner's property and pen or other structure in which the animal is confined stating "VIOUS ANIMAL".
- 3.7 A sign required by subsection 3.6 shall be posted to be clearly visible and capable of being seen by any person accessing the premises.
- 3.8 A Justice, after convicting an owner of an offense under this bylaw may, in addition to the penalties provided in this bylaw, if the Justice considers the offence sufficiently serious, direct, order, or declare one or more of the following:
- 3.8.1 That the owner prevents the animal from doing mischief or causing a disturbance or nuisance complained of;
  - 3.8.2 That the animal is a Vicious Animal;
  - 3.8.3 That the animal be destroyed; or
  - 3.8.4 That the owner be prohibited from owning any animal for a specified period of time; or
  - 3.8.5 Make such other order, direction or declaration that in the opinion of the Justice is necessary to protect the public from the animal.
- 3.9 A Vicious Animal order pursuant to this bylaw continues to apply if the animal is sold, given or transferred to a new owner.

#### **Section 4 - Responsibility of Owner of Vicious Animal**

- 4.1 No owner of a Vicious Animal shall permit the animal to be in an off-leash area at any time.

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4.2 The owner of a Vicious Animal shall:

- 4.2.1 notify the Community Peace Officer should the animal be sold, gifted, or transferred to another person or die; and
- 4.2.2 remain liable for the actions of the animal until formal notification of sale, gift or transfer is given to the Community Peace Officer.

4.3 The owner of a vicious animal shall ensure that such animal does not:

- 4.3.1 chase a person or other animals;
- 4.3.2 injure a person or other animals;
- 4.3.3 bite a person or other animals; or
- 4.3.4 attack a person or other animals.

4.4 The owner of a vicious animal shall ensure that such animal does not damage or destroy public or private property.

4.5 The owner of a vicious animal shall notify the Municipality of Crowsnest Pass Enforcement Services if the animal is running at large.

4.6 The owner of a Vicious Animal shall ensure that when off the property of the owner, such animal is securely:

- 4.6.1 muzzled;
- 4.6.2 harnessed or leashed on a lead which length shall not exceed one (1) metre in a manner that prevents it from chasing, injuring or biting other animals or humans as well as preventing damage to public or private property; and
- 4.6.3 under the control of a person over the age of eighteen (18) years.

4.7 The owner of a Vicious Animal shall ensure that when such Vicious Animal is on the property of the owner such Vicious Animal is:

- 4.7.1 confined indoors and under the control of a person eighteen (18) years of age or older; or
- 4.7.2 when such Vicious Animal is outdoors, such Vicious Animal is in a locked pen or other structure, constructed pursuant to Section 4.8 in order to prevent the escape of the Vicious Animal, and capable of preventing the entry of any person not in control of the Vicious Animal.

4.8 The owner of a Vicious Animal shall ensure that the locked pen or other structure:

- 4.8.1 Shall have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of thirty (30) centimeters;
- 4.8.2 Shall provide the Vicious Animal with shelter from the elements;
- 4.8.3 Shall be of the minimum dimensions of one and one-half (1.5) meters by three (3) meters and be a minimum one and one half (1.5) meters in height; and
- 4.8.4 Shall not be within one (1) meter of the property line or within five (5) meters of a neighboring dwelling unit.

## **Section 5 - Nuisance Animals**

- 5.1 A Peace Officer may declare an animal to be a nuisance animal.
- 5.2 In declaring an animal to be a nuisance animal, the Peace Officer shall have regard to all previously recorded history involving the animal, including whether the animal has been found in contravention of the bylaw more than once.
- 5.3 A Community Peace Officer may apply such conditions on the owner and animal as deemed appropriate to eliminate the nuisance.
- 5.4 The declaration of an animal as a nuisance animal shall be reviewed annually by the Community Peace Officer and may be continued with or without conditions, or revoked.
- 5.5 The owner of a nuisance animal has all the same responsibilities as per Section 1, 6, 7 and 8 however amended fines and penalties under Schedule A, B and C for nuisance animals apply.
- 5.6 Any owner who has been informed that the animal has been determined to be a nuisance animal may appeal the determination to the Manager of Protective in writing, within fourteen (14) days of being notified that the animal has been determined to be a nuisance animal.

## **Section 6 - Animal Units**

- 6.1 The keeping of dogs or cats in numbers greater than three dogs and two cats shall be considered operating a kennel. In such cases, the provisions of the current Land Use Bylaw and Business License Bylaw in force shall apply.

- 6.2 No person or persons shall keep or harbor more than three dogs or two cats aged three months or more at once at the same time in any house, shelter room or place within the Municipality.
- 6.3 Above sections shall not apply to premises lawfully used for the care and treatment of dogs or cats, operated and in the charge of a licensed veterinarian nor to any premises which, with the written permission of the CAO, may be temporarily used for the purpose of a dog show, nor to any person in possession of a valid Municipal business license to operate a kennel, pet store or dog grooming parlor within the town.
- 6.4 No person shall keep livestock in any area of the Municipality or Crowsnest Pass except where the keeping of livestock is allowed under the Municipality of Crowsnest Pass Land Use Bylaw.
- 6.5 For the purposes of this Section, "one animal/bird unit" equals the following:
- 6.5.1 1 horse, cow or bull, donkey or mule (over one year old), or
  - 6.5.2 2 colts up to one year old, or
  - 6.5.3 2 llamas, 3 alpaca or guanaco, or
  - 6.5.4 2 calves up to one year old, or
  - 6.5.5 1 elk, deer or buffalo
  - 6.5.6 2 elk, deer or buffalo calves up to one year old, or
  - 6.5.7 15 chickens, or
  - 6.5.8 10 ducks, turkeys, pheasants, geese or other similar fowl, or
  - 6.5.9 3 sheep, pigs, goats, or
  - 6.5.10 20 rabbits or other similar rodents, or
  - 6.5.11 2 ostriches, emus or other ratites.
- 6.6 On any residential or agricultural parcels between 0.81 hectare (2.0 acres) and 64.8 hectares (160 acres) in size, additional animal/bird units shall be allowed in accordance with the following:

<b>Residential Parcel Size</b>	<b>Allowable Number of Animal/Bird Units</b>
0.81 ha — 1.21 ha (2.0 — 2.99 ac)	1
1.22 ha — 1.61 ha (3.0 — 3.99 ac)	2
1.62 ha — 2.02 ha (4.0 — 4.99 ac)	3
2.03 ha — 2.42 ha (5.0 — 5.99 ac)	4
2.43 ha — 4.04 ha (6.00 — 6.99 ac)	5
4.05 ha or greater (10.0 ac plus)	5*
*plus — the number of animal/bird units permitted for that portion of a parcel in excess of 4.05 hectares (10.0 acres). Example: 5.26 ha (13.0 ac.) = 5+2=7 total animal/bird units	

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6.7 No person shall keep in excess the allowable amount of animal/bird units.

6.8 No person shall allow livestock to run at large.

## **Section 7 - Responsibility of Dog and Cat Owner**

7.1 The owner of a dog or cat shall ensure that such animal is not running at large.

7.2 The owner of a dog shall ensure that such dog is not at large in a park.

7.3 The owner of an animal shall ensure that such animal shall not:

7.3.1 Bite, chase, or stalk, animals, bicycles, automobiles, or other vehicles;

7.3.2 Chase or otherwise threaten a person or persons, whether on the property of the owner or not, unless the person chased or threatened is a trespasser on the property of the owner;

7.3.3 Cause damage to property or other animals, whether on the property of the owner or not;

7.3.4 Do any act that injures a person or persons whether on the property of the owner or not;

7.3.5 Bite a person or persons, whether on the property of the owner or not;

7.3.6 Attack a person or persons, whether on the property of the owner or not;

7.3.7 Attack a person or persons, whether on the property of the owner or not, causing severe physical injury;

7.3.8 Repeatedly attack a person or persons, whether on the property of the owner or not, causing severe injury; or

7.3.9 Cause death to another animal.

7.4 No owner shall use or direct an animal to attack, chase, harass or threaten a person or animal.

7.5 The owner of a dog or cat shall take all necessary steps to ensure that such dog or cat does not upset any waste receptacles or scatter the contents thereof either in or about a street, lane, or other public property or in or about premises not belonging to or in the possession of the owner of the dog or cat.

7.6 No owner of any dog or cat shall permit such dog or cat to bark or howl excessively or in any other way or manner that disturbs the quiet of any person or persons.

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- 7.7 If a dog or cat defecates on any public or private property other than the property of its owner, the owner shall cause such defecation to be removed immediately.
- 7.8 Where a Community Peace Officer receives a complaint of a nuisance caused by a cat, the Peace Officer may at his discretion during the period of March 1 to October 1 in a calendar year:
- 7.8.1 issue a trap to the complainant upon execution by the complainant of an agreement as set out in Schedule F of this bylaw.
- 7.9 The owner of a female dog or cat in heat shall, during the whole period that such dog or cat is in heat, keep such dog or cat confined and housed in the residence of said owner, or in a licensed kennel.
- 7.10 Where a female dog or cat in heat is confined and housed in the residence of its owner, such dog or cat shall be permitted outside the said residence for the sole purpose of permitting such dog or cat to defecate on the property of the residence of said owner.
- 7.11 The owner of a dog is guilty of an offence if he or she fails to carry a leash while with an animal in a designated off-leash area.
- 7.12 The owner of a dog in an off-leash area shall ensure that such dog is under control at all times.
- 7.13 If a dog that is deemed to be not under control a Peace Officer may:
- 7.13.1 order that a dog be put on a leash; and
- 7.13.2 order that a dog be removed from an off-leash area.
- 7.14 Whether a dog is under control is a question of fact to be determined by a court hearing a prosecution pursuant to this section of the bylaw, having taken into consideration any or all of the following:
- 7.14.1 Whether the dog is at such a distance from its owner so as to be incapable of responding to voice, sound or sight commands;
- 7.14.2 Whether the dog has responded to voice, sounds or sight commands from the owner;
- 7.14.3 Whether the dog has bitten, attacked, or done any act that injures a person or another animal
- 7.14.4 Whether the dog caused damage to property.

- 7.15 No person shall allow an animal other than a dog to enter or remain in an off-leash area.
- 7.16 The owner of an animal shall ensure that such animal does not enter or swim in any body of water within a park.
- 7.17 The owner of an animal shall ensure that such animal shall not be left unattended while tethered or tied on premises where the public has access, whether the access is express or implied.
- 7.18 The owner of an animal shall ensure that such animal shall not be left unsupervised while tethered or tied on private property.
- 7.19 The owner of an animal left unattended in a motor vehicle shall ensure:
- 7.19.1 The animal is restrained in a manner that prevents contact between the animal and any member of the public; and
  - 7.19.2 The animal has suitable ventilation.
- 7.20 The owner of an animal shall not leave an animal unattended in a motor vehicle if the weather conditions are not suitable for containment of an animal.
- 7.21 No person shall allow an animal to be outside of the passenger cab of a motor vehicle on a roadway, regardless of whether the motor vehicle is moving or parked.
- 7.22 Notwithstanding subsection 7.21 a person may allow an animal to be outside the passenger cab of a motor vehicle, including riding in the back of a pick-up truck or flatbed truck if the animal is:
- 7.22.1 in a fully enclosed trailer;
  - 7.22.2 in a canopy enclosing the bed area of a vehicle;
  - 7.22.3 contained in a ventilated kennel or similar device securely fastened to the bed of the vehicle; or
  - 7.22.4 securely tethered in such a manner that it is not standing on bare metal, cannot jump or be thrown from the vehicle, is not in danger of strangulation, and cannot reach beyond the outside edges of the vehicle.
- 7.23 The owner of a vehicle involved in an offence referred to in this section is guilty of the offence, unless that vehicle owner satisfies the court that the vehicle was:
- 7.23.1 not being driven or was not parked by the owner; and
  - 7.23.2 that the person driving or parking the vehicle at the time of the offence did so without the vehicle owner's express or implied consent.

## **Section 8 - Rabies and Communicable Disease Control**

- 8.1 Upon demand made by the Community Peace Officer, an owner of an animal shall forthwith surrender any domestic animal which the Community Peace Officer has reasonable and probable grounds to suspect of having been exposed to rabies or any communicable diseases, for supervised quarantine which expense shall be borne by the owner, and the domestic animal may be reclaimed by the owner if adjudged free of rabies or any communicable disease upon payment of confinement expenses and upon compliance with the licensing provisions of this bylaw.
- 8.2 When a domestic animal under quarantine has been diagnosed as rabid, or suspected by a licensed veterinarian as being rabid, and dies while under such observation, the animal shelter keeper shall immediately send the head of such domestic animal to the appropriate health department for pathological examination and shall notify the public health officer at Capital Health of reports and human contacts and the diagnosis made of the suspected domestic animal.
- 8.3 During such period of rabies quarantine as herein mentioned, every domestic animal bitten by any animal adjudged to be rabid, shall be forthwith destroyed, or at the owner's expense and option, shall be treated for rabies infection by a licensed veterinarian or held under quarantine by the owner in the same manner as other domestic animals are quarantined.
- 8.4 The carcass of any dead animal exposed to rabies shall, upon demand, be surrendered to the animal shelter keeper.
- 8.5 A licensed veterinarian shall direct the destruction, disposal of remains or treatment of any domestic animal found to be infected with rabies.

## **Section 9 - Seizure and Impoundment of Cats and Dogs**

- 9.1 A Peace Officer, upon complaint under this bylaw, may seize and impound;
  - 9.1.1 any dog or cat found running at large contrary to this bylaw in the Municipality of Crowsnest Pass.
  - 9.1.2 every dog which has bitten, or is alleged to have bitten a person or animal, pending the outcome of an application to declare the dog to be a vicious animal or to destroy the dog.
  - 9.1.3 every dog or cat not wearing a collar and license as required by this bylaw.



- 9.2 In enforcement of the jurisdiction provided in section 9.1.0 for the purpose of investigation only, a Community Peace Officer is hereby authorized to enter any privately-owned premises, provided that in this section the word "premises" does not include a building or buildings used as a dwelling house. A Community Peace Officer may enter a premise in order to preserve the safety and security of the public if deemed necessary. Premises include any outdoor lot visible from the street.
- 9.3 The animal shelter keeper shall keep all impounded dogs or cats for a period of at least 72 hours, including the day of impounding. During this period, any healthy dog or cat may be redeemed by its owner upon the owner paying to the Municipal Office the applicable fees, plus animal shelter fees as described in Schedule B for every 24-hour period that the animal has been impounded.
- 9.4 At the expiration of a 72-hour period, the animal shelter is authorized to:
- 9.4.1 Surrender the animal to a licensed adoption facility such as the Humane Society or SPCA;
  - 9.4.2 Continue to impound the animal for an indefinite period of time, the costs of which must be paid by the owner before the animal is released;
  - 9.4.3 Offer the animal for sale/adoption; or
  - 9.4.4 Destroy the animal (only as a last resort if previous options have failed).
- 9.5 Any impounded dog or cat, which appears to be in distress in accordance with the Animal Protection Act, shall be dealt with as provided for in the Act.
- 9.6 Any livestock running at large within the town shall be covered and enforced under the Stray Animal Act.

## **Section 10 - Notification**

- 10.1 If a Community Peace Officer knows or can ascertain the name or residence of the owner of any impounded dog or cat, the officer shall make reasonable attempts to notify the owner of the impoundment of their dog or cat.

## **Section 11 - Interference with Animals**

- 11.1 No person shall tease, torment, or annoy any animal.
- 11.2 No person shall ignore or further neglect any domestic animal found to be in distress as defined by the Animal Protection Act. Said domestic animal shall be reported to the

Community Peace Officer, who shall take action by powers so accorded in the Animal Protection Act.

- 11.3 No person shall negligently or willfully open a gate, door or other opening in a fence or enclosure in which an animal has been confined and thereby allow an animal to run at large in the Municipality of Crowsnest Pass.
- 11.4 No person shall untie, loosen or otherwise free an animal which has been tied or otherwise restrained;
- 11.5 No person shall entice an animal to run at large;
- 11.6 No person shall tease an animal caught or confined in an enclosed space;
- 11.7 No person shall throw or poke any object into an enclosed space when an animal is caught or confined therein.
- 11.8 Section 11 shall not apply to a Community Peace Officer who is attempting to seize or who has seized an animal which is subject to seizure pursuant to this bylaw.

## **Section 12 - Wildlife Attractants**

- 12.1 No owner or occupant of a premises shall place, store, permit, or dispose of Wildlife Attractants outdoors in such a manner that they are accessible to wildlife.
- 12.2 No person shall feed or attempt to feed wildlife, or deposit Wildlife Attractants in a place or manner that attracts wildlife.
- 12.3 Owners or occupiers of a parcel are responsible to remove ripened fruit from trees and ground in order to deter wildlife from feeding within the Municipality.
- 12.4 Bird feeders are to be removed once they become an attractant.

## **Section 13 - Obstruction**

- 13.1 No person, whether or not they are the owner of the animal which is being, or has been, pursued or captured shall:
- 13.1.1 interfere with or attempt to obstruct a Community Peace Officer who is attempting to capture, or who has captured, any animal in accordance with the provisions of this bylaw;

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- 13.1.2 open any vehicle in which seized animals have been placed;
- 13.1.3 remove, or attempt to remove, from possession of a Community Peace Officer, any animal which has been seized;
- 13.1.4 induce any animal to enter a house or other place where it may be safe from capture, or otherwise assist the animal to escape capture;
- 13.1.5 falsely represent themselves as being in charge;
- 13.1.6 unlock, unlatch or otherwise open the van or vehicle in which animals captured for impoundment have been placed so as to allow or attempt to allow any animals to escape there from or control of an animal so as to establish that the animal is not running at large as the term is defined in this bylaw; or
- 13.1.7 provide false information to a Community Peace Officer.

#### **Section 14 - General Information**

- 14.1 The Community Peace Officer shall keep an up-to-date record of all complaints, notices, and reports and a similar record of the disposition therefore.
- 14.2 The Community Peace Officer may issue a violation ticket to any owner alleged to have committed a breach of this bylaw which shall state the complaint and the specified penalty as described in Schedule B or Schedule C, and the date, time and place at which the defendant is to appear to answer the summons.
- 14.3 Voluntary payment of the violation ticket in accordance with terms of the violation ticket shall be accepted by the Municipality of Crowsnest Pass as a plea of guilty in accordance with Section 25 of the Provincial Offences Procedure Act.
- 14.4 A bylaw tag shall be deemed to be sufficiently served in any prosecution:
  - 14.4.1 If served personally on the accused;
  - 14.4.2 If mailed by registered post to the last known address of the accused person;
  - 14.4.3 If left at the accused's usual place of abode or with another resident thereof who appears to be at least 16 years of age;
  - 14.4.4 Where the accused is an association, partnership or corporation, if mailed by registered post to the last known office address or registered office address or if left with a person who appears to be at least 16 years of age and is employed by or is an officer of the association, partnership or corporation.
- 14.5 This section shall not prevent any Community Peace Officer from issuing a violation ticket requiring the court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34, or from laying an information instead of issuing a violation ticket.

- 14.6 Nothing in Sections 14.3 and 14.4 of this bylaw shall prevent any person or owner from defending a charge of committing a breach of this bylaw.
- 14.7 Any person or owner who commits a breach of any of the provisions of this bylaw shall be liable to the fines as set forth in Schedule B or Schedule C for the offence listed therein, and to a fine of not less than \$75.00 for any other offence under this bylaw.
- 14.8 This bylaw shall not apply to dogs owned by the R.C.M.P. or other police services while the dogs are engaged in police work.
- 14.9 It is the intention of the Municipal Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it furthers the intention of the Municipal Council that if any provision of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
- 14.10A Community Peace Officer investigating a complaint involving the threatening behavior of an animal may classify the behavior by means of reference to the Dr. Ian Dunbar's Aggression Scale, which is set out in Schedule H of the bylaw.

## **Section 15 - Repeal**

- 15.1 The "Animal Control Bylaw" of Municipality of Crowsnest Pass Bylaw No. 897, 2014 including all amendments thereof are hereby repealed.

## **Section 16 - Effective Date**

- 16.1 This bylaw shall take full force and effect upon passage of third and final reading; and upon signing in accordance with Section 213, Municipal Government Act, Statutes of Alberta 2000.

Read a **first** time this 22<sup>nd</sup> day of **August**, 2017.  
Carried

Read a **second** time this 19<sup>th</sup> day of September, 2017.  
Carried

Read a **third** time this 19<sup>th</sup> day of September, 2017.  
Carried

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*Original Signed*

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Blair Painter  
Mayor

*Original Signed*

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Patrick Thomas  
Acting Chief Administrative Officer

## SCHEDULE D (Bylaw 1140, 2023)

### Municipality of Crowsnest Pass

#### Protective Services Fee Schedule

Service Provided	Fee/Unit (\$)
<b>Animal Control</b>	
Annual dog license (tag) - spayed or neutered	\$25.00
Annual dog license (tag) - not spayed or neutered	\$50.00
Three-year dog license (tag) - spayed or neutered	\$60.00
Three-year dog license (tag) - not spayed or neutered	\$120.00
Lifetime dog license (tag) - spayed or neutered	\$100.00
Lifetime dog license (tag) - not spayed or neutered	\$200.00
Lifetime cat license (tag)	\$25.00
Replacement Tag	\$5.00
Annual residential kennel license - 3 dogs	\$40.00
Annual vicious animal license	\$1500.00
Vicious animal sign	\$10.00
Seeing Eye Dog or Working Dog owned for the purpose of assisting disabled person	Exempt
Impoundment Fee	\$15.00
Veterinarian Costs	As Incurred
Care and Sustenance per day	\$7.50 per day
Trap Deposit (possession, maximum of seven days)	\$100.00
Trap Rental (possession, maximum of seven days)	\$10.00 per trap
Additional general penalties and costs as per the Animal Control Bylaw 991, 2017	

***Schedule Amended – Bylaw 1140, 2023, Schedule D - Adopted April 25, 2023***

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## **SCHEDULE B**

### **General Penalties and Costs**

**First offense within a 24-month period-penalty will be as specified.**

**Second offense within a 24-month period-penalty will be double the specified penalty.**

**Third or subsequent offense within a 24-month period-penalty will be triple the specified penalty.**

#### **SECTION 1**

Section 1.1	Failing to obtain a license for a licensable dog or cat	\$100.00
Section 1.6	Failing to securely fasten license to dog or cat	\$50.00
Section 1.8	Providing false information when applying for license	\$250.00

#### **SECTION 6**

Section 6.2	Keeping of more than three dogs/two cats in undesignated area	\$100.00/per
Section 6.44	Keeping of livestock in prohibited area	\$100/per
Section 6.77	Owner keep excess Animal/Bird units in Urban Reserve District	\$100/per
Section 6.8	Allow livestock to run at large	\$150.00

#### **SECTION 7**

Section 7.1	Allowing animal to run at large	\$150.00
Section 7.2	Allowing a dog to run at large in park	\$150.00
Section 7.3.1	Bite/Chase/Stalk animals, bicycles, automobiles or vehicles	\$200.00
Section 7.3.2	Chase or threaten a person	\$200.00
Section 7.3.3	Cause damage to property or other animal	\$250.00
Section 7.3.4	Animal injure a person	\$250.00
Section 7.3.5	Animal bite a person	\$350.00
Section 7.3.6	Animal attack a person	\$500.00
Section 7.3.7	Animal attack a person causing severe physical injury	\$750.00
Section 7.3.8	Animal repeatedly attack a person causing severe injury	\$1500.00
Section 7.3.9	Animal cause death to another animal	\$2000.00
Section 7.4	Direct Animal to attack/chase/harass/threaten a person or animal	\$450.00
Section 7.5	Allow animal to upset waste receptacles not belonging to owner	\$200.00
Section 7.6	Allow dog or cat to bark/howl excessively	\$200.00
Section 7.7	Allow dog or cat to defecate on public property and not removing such defecation	\$150.00
Section 7.9	Owner not confine female dog or cat in heat during the whole period such dog or cat is in heat	\$100.00
Section 7.11	Owner fail to carry Leash while in off-leash area	\$100.00
Section 7.12	Dog not under control in an off-leash area	\$150.00
Section 7.15	Allow an Animal other than dog to enter/remain in off-leash area	\$100.00
Section 7.16	Allow animal to swim in any body of water within park	\$100.00
Section 7.17	Animal left unattended while tethered in a public place	\$100.00
Section 7.18	Animal left unsupervised while tethered on private property	\$100.00
Section 7.19	Animal left unattended in vehicle improperly	\$200.00
Section 7.20	Animal left unattended in vehicle when weather conditions not suitable	

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	\$500.00
Section 7.21 Animal outside of passenger cab of motor vehicle	\$250.00
<b>SECTION 11</b>	
Section 11.1-11.8 Interfere with animals	\$200.00
<b>SECTION 12</b>	
Section 12.1-12.4 Improper storage or use of Wildlife Attractants	\$250.00
<b>SECTION 13</b>	
Section 13.1-13.1.7 Obstruct a Peace Officer	\$500.00

### **Additional Costs**

Deposit for a Cat Trap (Refundable upon return of trap in good and clean condition)	\$100.00
Animal Shelter Fees (As set by the Animal Shelter Keeper)	



## **SCHEDULE C**

### **Vicious Animal Penalties and Costs**

**First offense within a 24-month period-penalty will be as specified.**

**Second offense within a 24-month period-penalty will be double the specified penalty.**

**Third or subsequent offense within a 24-month period-penalty will be triple the specified penalty.**

#### **SECTION 2**

Section 2.1	Failing to obtain a license for a vicious animal	\$1000.00
Section 2.3	Fail to ensure vicious animal wears current license	\$500.00
Section 2.5	Failure to maintain in force a policy of liability insurance for vicious animal	\$2000.00
Section 2.6	Fail to notify of sale, gift, transfer or death of vicious animal	\$250.00

#### **SECTION 3**

Section 3.6	Failure to clearly display vicious animal sign	\$1000.00
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#### **SECTION 4**

Section 4.1	Vicious animal in off-leash area	\$1000.00
Section 4.4	Vicious animal damage/destroy public or private property	\$1000.00
Section 4.5	Fail to notify vicious animal running at large	\$250.00
Section 4.6.1	Fail to keep a vicious animal muzzled	\$1000.00
Section 4.6.2	Fail to keep a vicious animal harnessed/leashed properly	\$1000.00
Section 4.6.3	Vicious animal not under control of person 18 years of age or older	\$1000.00
Section 4.7.1	Owner fail to ensure vicious animal under control of person 18 years of age or older when indoors	\$500.00
Section 4.7.2	Owner fail to ensure vicious animal locked in a properly constructed pen/structure	\$500.00

### **Nuisance Animal Penalties and Costs**

#### **SECTION 7**

Section 7.1	Allowing a dog or cat to run at large	\$200.00
Section 7.2	Allowing a dog or cat to run at large in a park	\$250.00
Section 7.3.1	Bite/Chase/Stalk animals, wildlife, bicycles or vehicles	\$250.00
Section 7.6	Allow dog or cat to bark/howl excessively	\$250.00
Section 7.11	Dog not under control in an off-leash area	\$200.00

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## SCHEDULE D



### Notice of Seizure/Impoundment of Dog or Cat

**File Number:** \_\_\_\_\_

Take notice that on \_\_\_\_\_, 20\_\_ under The Municipality of Crownsnest Pass Animal Control Bylaw 991, 2017 the following dog(s)/cat(s) was (were) taken into custody:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

By \_\_\_\_\_, Community Peace Officer, Regimental Number \_\_\_\_\_

Reason for dog(s)/cat(s) to be taken into custody:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

The animal(s) was (were) delivered to:

- ☐ Crownsnest Pass SPCA      22213 9<sup>th</sup> Ave, Hillcrest, AB
- ☐ Other \_\_\_\_\_

If the animal is not claimed or the payment of expenses is not made, by \_\_\_\_\_. 20\_\_, the animal may be sold, given away, or in accordance with Bylaw 991, 2017, destroyed.

\_\_\_\_\_  
Signature of Community Peace Officer

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## SCHEDULE E



### Notice of Seizure of Animal under the Animal Protection Act

**File Number:** \_\_\_\_\_

Take notice that on \_\_\_\_\_, 20\_\_ under The Municipality of Crownsnest Pass Animal Control Bylaw 991, 2017 the following dog(s)/cat(s) was (were) taken into custody:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

By \_\_\_\_\_, Community Peace Officer, Regimental Number \_\_\_\_\_

and pursuant to:

- ☐ Section 3 of the Animal Protection Act, or
- ☐ Section 4.1 of the Animal Protection Act

The animal(s) was (were) delivered to

- ☐ Crownsnest Pass SPCA      22213 9th Ave, Hillcrest, AB
- ☐ Other \_\_\_\_\_

If the animal is not claimed or the payment of expenses is not made, the animal may be sold, given away, or in accordance with Section 8 of the Animal Control Protection Act, destroyed/

\_\_\_\_\_  
Signature of Community Peace Officer

## SCHEDULE F

### Cat Trap Agreement

DATE: \_\_\_\_\_

TRAP NO. \_\_\_\_\_

The undersigned agrees to the following terms and conditions:

1. To only place the trap on his or her property in the Municipality of Crowsnest Pass.
2. To personally check the trap each hour while the trap is set.
3. In the event that a cat is trapped, to immediately contact the Peace Officer at 403-562-8833 who will come and pick up the trap and cat.
4. In the event that a cat is trapped, the undersigned is responsible for the humane treatment of the cat including feeding and watering. A captured cat should be left in the trap and placed in a warm dry secure place with a blanket placed over the trap to pacify the animal.
5. Cat traps are not to be used when the temperature falls below 0 degrees Celsius or rises over 25 degrees Celsius.
6. To be responsible for the trap, including the cost of repair or replacement if damaged, lost or stolen. The trap is to be returned in a good and clean condition.
7. Traps are not to be set when the Animal Control Shelter is closed.

#### **\*IT IS A CRIMINAL OFFENCE TO HARM ANY DOMESTIC ANIMAL**

Address of intended location of trap: \_\_\_\_\_

I understand and accept all liability, which may arise in connection with, the use of this cat trap while it is in my possession, and will save and indemnify the Municipality of Crowsnest Pass for all such liability.

Name of Complainant: \_\_\_\_\_

Address of Complainant: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Trap Returned: \_\_\_\_\_

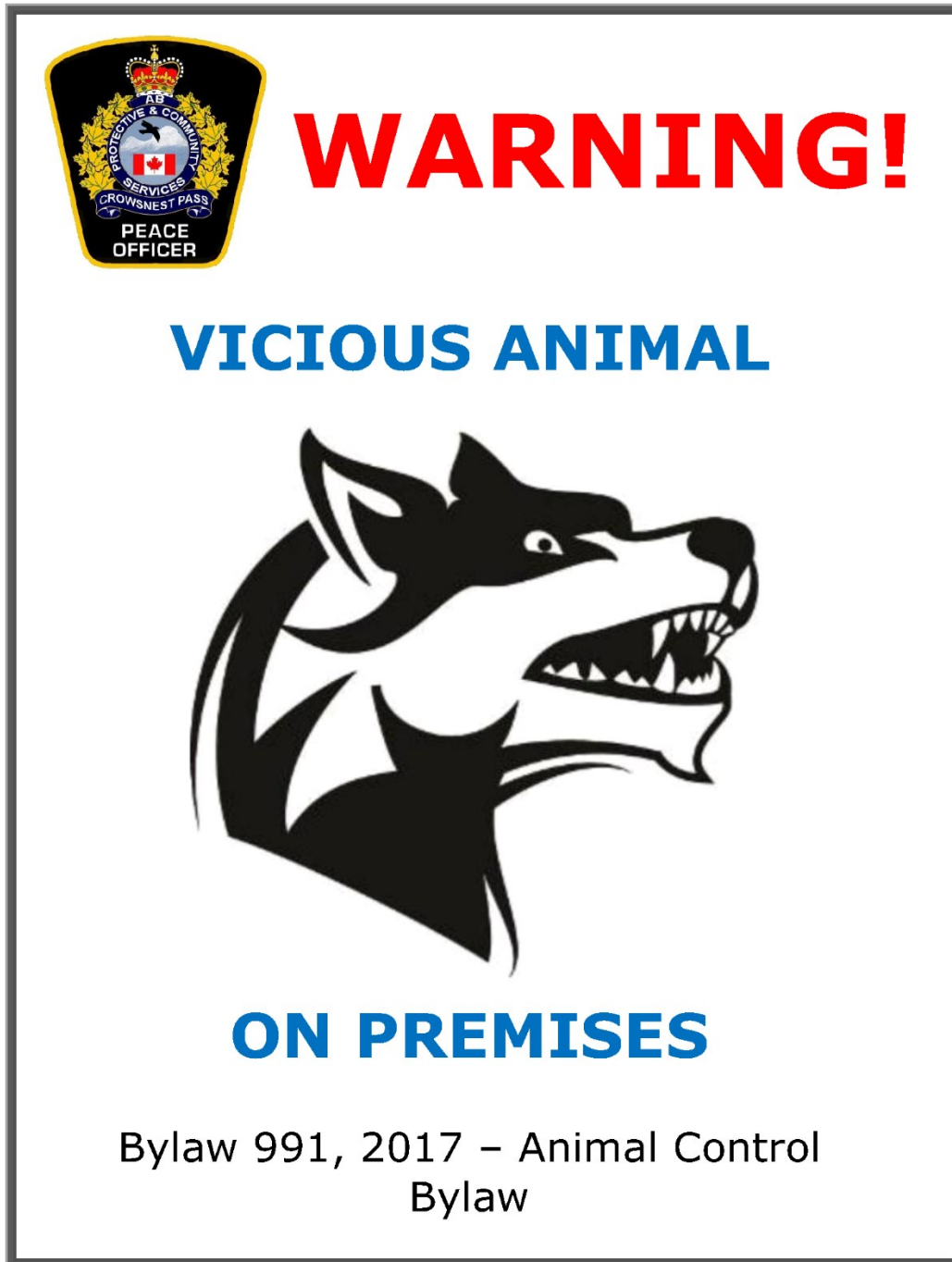
Received by: \_\_\_\_\_

Remarks: \_\_\_\_\_

The personal information collected on this form is collected under the authority of the Municipal Government Act and Municipal Bylaw 991, 2017. The information will only be used for the purposes described. If you have any questions, please contact the Municipality of Crowsnest Pass FOIP Coordinator.

**SCHEDULE G**  
**VICIOUS ANIMAL SIGN**

**Required for a vicious animal pursuant to the bylaw.**



## SCHEDULE H

### Dr. IAN DUNBAR'S AGGRESSION SCALE

<b>ASSESSMENT OF THE SEVERITY OF BITING PROBLEMS BASED ON AN OBJECTIVE EVALUATION OF WOUND PATHOLOGY</b>	
Level 1	Dog growls, lunges, snarls-no teeth touch skin. Mostly intimidation / threatening behaviour
Level 2	Teeth touch skin but no puncture. May have red mark/minor bruise from dog's head or snout, may have minor scratches from paws/nails. Minor surface abrasions or lacerations.
Level 3	Punctures one to three holes, single bite. No tearing or slashes. Victim not shaken side to side. Bruising
Level 3.5	Multiple Level 3 bites.
Level 4	Two to four holes from a single bite, typically contact/punctures from more than canines, considerable bruising. Black bruising, tears and/or slashing wounds. Dog clamped down and held and /or shook head from
Level 5	Multiple bites at Level 4 or above. A concerted, repeated attack causing severe injury.
Level 6	Any bite resulting in death of an animal

This Scale has been developed by Dr. Ian Dunbar PhD. BVetMed, MRCVS, of Berkeley California. From his studies Dr. Dunbar has been able to separate and classify bites into a generalized six level assessment protocol. This Scale is used as a standard throughout the world in canine aggression investigations and behavior assessment.

"Inhibitions are the mechanisms which compel an animal to interrupt an action in the middle of a sequence."(i)

"Good bite inhibition does not mean that your dog will never snap, lunge, nip, or bite. Good bite inhibition means that should the dog snap and lunge, his teeth will seldom make skin contact and should the dog's teeth ever make skin contact, the inhibited "bite" will cause little, if any, damage."

#### References

Abrantes, R. (2001). Dog Language: An Encyclopedia of Canine Behavior 145. Wakan Tanka Publishers 1997 (ii). DUNBAR.I. PhD, BVetMed, MRCVS After you get your puppy. 84. James & Kenneth Publishers 2001

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

**Meeting Date:** August 22, 2023

**Agenda #:** 7.e

**Subject:** Discussion Regarding Crown Lands Potential Acquisitions

**Recommendation:** That Council have discussion and identify which areas of Crown Lands they would like to explore for potential acquisition.

**Executive Summary:**

Council has identified that there is interest to acquire additional crown lands to enable further growth of development. Previous discussions with the Minister resulted with Ministry Staff having discussions with Administration outlining the various processes that may be necessary. The next step is to identify specific area/parcels so that Administration and Ministry Staff can investigate the specifics to each and determine if the parcels can be acquired and for what price.

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

N/A

**Discussion:**

N/A

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[Crown Lands Map.pdf](#)





 Specialized Municipality


**Green & White Area**


 Green Area


 White Area


**CrownClass, TitleClass**


 Federal, Titled

 Municipal, Titled

 Private, Titled

 Provincial, NonPatent

 Provincial, Titled

 Provincial, Untitled

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Coordinate System: NAD83 (ITRF 2014) Forest

Forestry, Parks and Tourism

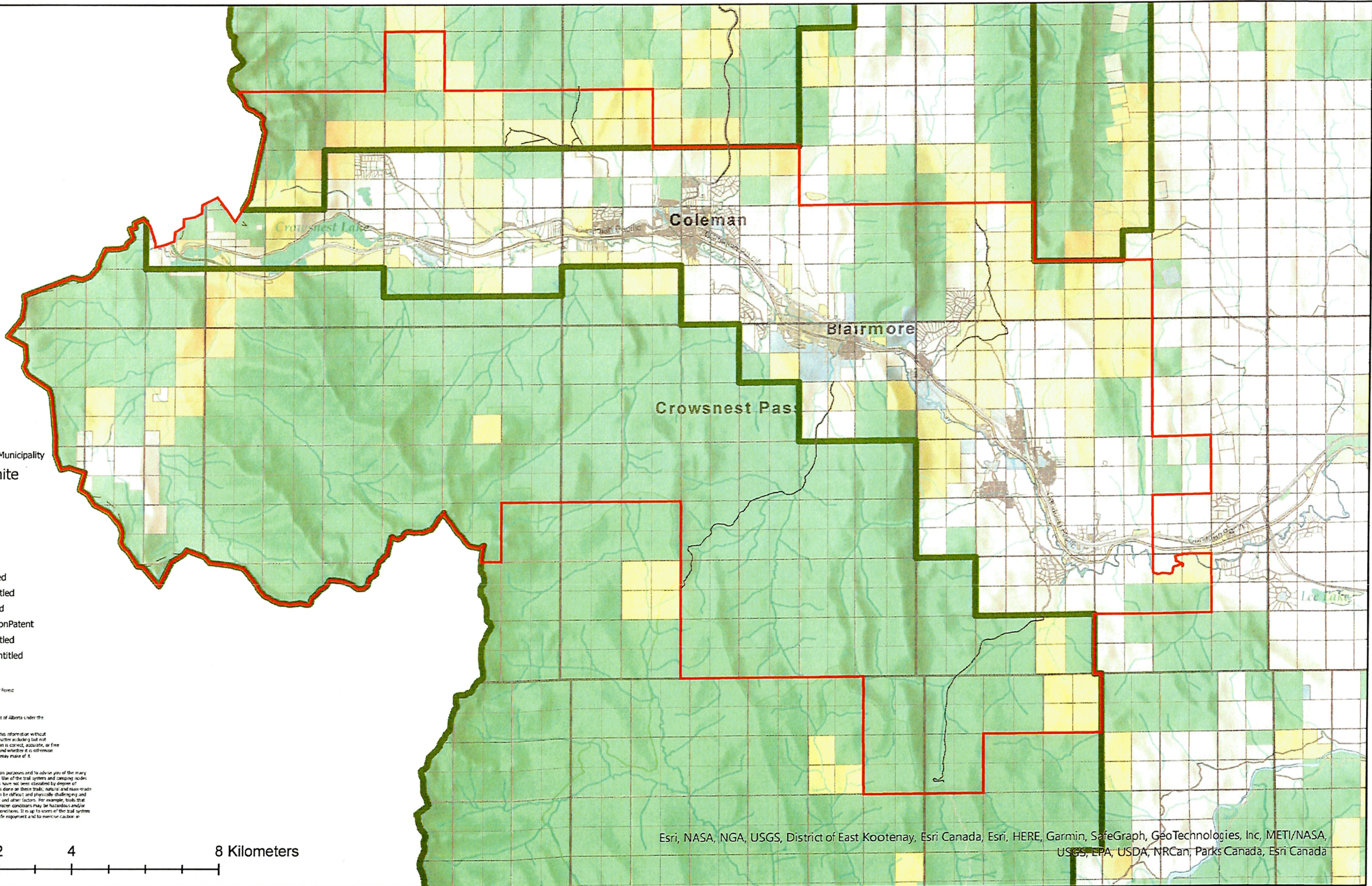
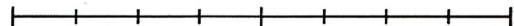
Where applicable:

Base data provided by the Government of Alberta under the Alberta Open Data Licence (2023).

The Minister and the Crown provides this information without warranty or representation as to any matter including but not limited to whether the data/information is correct, accurate, or free from error, defect, danger, or hazard and whether it is otherwise useful or suitable for any use the user may make of it.

This brochure is provided for information purposes and to advise you of the many rules relating to trail use and camping. Use of the trail system and camping rules are not only at your own risk. The trails have not been classified by degree of difficulty and little or no maintenance is done on these trails; natural and man-made hazards may exist. The trail system can be difficult and physically challenging and conditions may change due to weather and other factors. For example, trails that may be easy to traverse under dry or frozen conditions may be hazardous and/or impassable under spring thaw or wet conditions. It is up to users of the trail system to learn the necessary skills for their safe enjoyment and to exercise caution in potentially hazardous areas.

0 2 4 8 Kilometers



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