



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, October 17, 2023 at 2:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Agriculture Service Board of June 21, 2023
- 3.b Minutes of the Family and Community Support Services Advisory Committee of June 26, 2023
- 3.c Minutes of the Municipal Planning Commission of August 23, 2023
- 3.d Minutes of the Family and Community Support Services Advisory Committee of September 11, 2023
- 3.e 7-Eleven Coleman Employer Letter Request to Consider Alberta Rural Renewal Program of September 27, 2023
- 3.f 2023 Alberta Fire Training Conference - Request for Sponsorship

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of October 3, 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 RCMP Q1 Update - Corporal Mark Amatto

7. REQUESTS FOR DECISION

- 7.a Bylaw 1161, 2023 - Road Closure - *First Reading*
- 7.b Bylaw 1162, 2023 - Land Use Bylaw Amendment - Rezone two portions of the NW-15-8-5-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1 and Recreation and Open Space RO-1 - *First Reading*
- 7.c Bylaw 1163, 2023 - Land Use Bylaw Amendment - Rezone the lands legally described as Lot R2, Block 23, Plan 8147JK from Recreation and Open Space RO-1 to Residential R-1 -

First Reading

- 7.d Bylaw 1164,2023 - Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw - *First Reading*
- 7.e Subdivision Endorsement Extension Request 2020-0-116 (Byron Hills Resources Ltd.)
- 7.f Subdivision Endorsement Extension Request 2022-0-074 (Bandbury)
- 7.g Service Areas Update
- 7.h Crowsnest Pass Community Pool 2023 Summer Report
- 7.i Bellevue Pump Station Tender Award
- 7.j Council Code of Conduct Bylaw - Legislative Review

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 Economic Interests of the Public Body - Land Purchase Application - *FOIP Act Section 25*
- 11.b Economic Interests of the Public Body - Land Purchase Application - *FOIP Act Section 25*
- 11.c Economic Interests of the Public Body - Land Purchase Application - *FOIP Act Section 25*
- 11.d Personal Privacy - Personnel - *FOIP Act Section 17*

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 3.a

Subject: Minutes of the Agriculture Service Board of June 21, 2023

Recommendation: That Council accept the Minutes of the Agriculture Service Board of June 21, 2023 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Agriculture Service Board provides their minutes to keep Council apprised of board and program activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 06 21 ASB Meeting Minutes Approved.pdf](#)

Crowsnest Pass **Agriculture & Environmental Services**



AGRICULTURE SERVICE BOARD MEETING

June 21, 2023, 5:00 pm

Municipal Office – Council Chambers

8502 19 Avenue, Coleman Alberta

ATTENDANCE:

Kathy Wiebe	Chair
Dale Paton	Vice-Chair
Megan Evans	Board Member
Melisa Atkinson	Board Member
Doreen Glavin	Councillor
Dave Filipuzzi	Councillor
Vicki Kubik	Councillor
Jesse Fox	Manager of Protective Services
Agricultural Fieldman	Grace O'Leary
Sasha Lassey	Recording Secretary

ABSENT:

Frank DeGroot	Board Member
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CALL TO ORDER

Chair, Kathy Wiebe called the meeting to order at 5:01 pm.

ADOPTION OF AGENDA

ASB-01-2023-06-21 Motion made by Vicki Kubik to adopt the agenda as presented. Carried.

ADOPTION OF MINUTES

Adoption of Agriculture Services Board Minutes from May 17, 2023.

ASB-02-2023-06-21 Motion made by Vicki Kubik to adopt the minutes of May 17, 2023, as presented.
Carried.

OLD BUSINESS**2023 Field Visit Update**

Agricultural Fieldman, Grace O'Leary provided an update and summary of events from the recent 2023 Field Visit to the Agricultural Service Board. A report generated from the visit will be sent to the department for review, and the final report will be dispersed to the Agricultural Service Board and to Council.

The province has some additional available funding and has requested an amendment to the grant application to apply. The grant is being reviewed by the administration and will be forwarded to the province once signed.

ASB-03-2023-06-21 Motion made by Dale Paton to accept the Field Visit Update from Grace O'Leary as information. Carried.

Resolution Grading

The resolutions debated at the January 17-19, 2023, Provincial ASB Conference and responses are now posted on the ASB website and the Agricultural Service Board has an opportunity to complete 2023 Resolution Grading, which closes on June 30, 2023.

The Agricultural Service Board reviewed and graded the posted resolutions responses. The possible grade responses are:

- 1) Accept the Response – addresses the resolution as presented or meets the expectations of the Provincial AB Committee
- 2) Accept the Response in Principle – addresses the resolution in part or contains information that indicates that further action is being considered
- 3) Incomplete Response – does not provide enough information or does not completely address the resolution
- 4) Unsatisfactory Response – does not address the resolution as presented or does not meet the expectations of the Provincial ASB Committee

Resolution	Agricultural Service Board Response Grade
1-23 Creation of a Mid-Level Veterinarian Profession	Accept the Response in Principle
2-23: Rural Veterinary Students	Accept the Response
3-23: Applied Research Associations Funding	Accept the Response
5-23: Landowner Special License	Accept the Response

Resolution	Agricultural Service Board Response Grade
8-23: Consideration of Municipal Environmental & Agricultural Policies for Large Scale Renewable Energy Developments on Agricultural Lands	Unsatisfactory Response
9-23: Synthetic Fertilizer Emissions	Incomplete Response
11-23: Loss of 2% Liquid Strychnine	Accept the Response
E1-23: Stable Regional Agricultural Extension Funding	Accept the Response
E2-23: Stable Funding for Farm Mental Health	Unsatisfactory Response, with additional comment: No obvious commitment made within the resolution; should be a dedicated program with established funding
E3-23: Supporting a Vibrant Cervid Industry in Alberta	Accept in Principle
All resolutions without responses: 4-23: Grizzly Bear Population Impact on Agricultural Production 6-23: Enforcement of Water Management 7-23: Campaign to Raise Awareness on the Disparity Between Consumer Pricing & Producer Revenue 10-23: Organic Production Certification Standards and Provincially Regulated Weeds 12-23: Review of the Land & Property Rights Tribunal	Unsatisfactory Response

NEW BUSINESS**CORRESPONDENCE****INFORMATION**

Department Update

Grace O'Leary presented some of the highlights of work completed by the department since the meeting of May 17, 2023:

- Provided an update on weed and soil inspections to date; very successful season
- Department recently attended training in Fort Macleod
- Municipal sites with issues have been addressed through either the spray contract or within the department
- Weed pulls have been successful with very engaged public and community groups
- Continued focusing on and working with liaisons for Crown and Provincial Lands on weed management plans
- Continued follow up with owners of known problem areas with noxious and/or prohibited weeds
- Submitting Weed Control and Pests and Nuisance Policies to Council on next available agenda

Jesse Fox exited the meeting at 6:18pm


ASB-04-2023-06-21 Motion made by Doreen Glavin to accept the Agricultural Services Department Update from Grace O'Leary as information. Carried.

NEXT MEETING

Next Meeting on July 19, 2023, at 5:00 pm

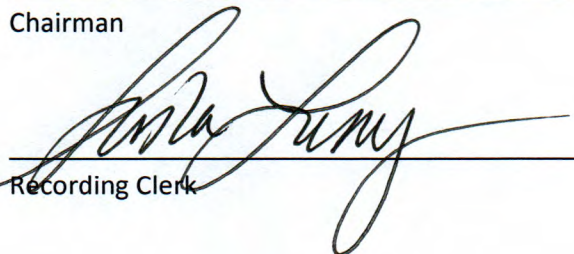
ADJOURNMENT

ASB-05-2023-06-21 Motion made by Dave Filipuzzi to adjourn the meeting at 6:27 pm. Carried.



Chairman

Date: September 20, 2023



Recording Clerk

Date: September 20, 2023



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 3.b

Subject: Minutes of the Family and Community Support Services Advisory Committee of June 26, 2023

Recommendation: That Council accept the Minutes of the Family and Community Support Services Advisory Committee of June 26, 2023 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Family and Community Support Services Advisory Committee provides their minutes to keep Council apprised of FCSSAC activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[26 JUNE 2023_FCSS ADVISORY COMMITTEE APPROVED MINUTES.pdf](#)

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

**Municipality of Crowsnest Pass
June 26, 2023 – 4:45 PM
MDM Community Centre**

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

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

Absent:**1.0 Call to Order**

K. McNeil called the meeting to order at 4:49pm.

2.0 Adoption of Agenda

#41 - 23 MOVED BY: D. WARD

That the meeting agenda be adopted with amendments

CARRIED

3.0 Adoption of Minutes

3a) Adoption of Family and Community Support Services of May 31, 2023

#42 - 23 MOVED BY: M. THIELEN

That the meeting minutes of May 31, 2023, be adopted as amended.

CARRIED

4.0 Correspondence

5.0 Public Input Period**6.0 Delegations****7.0 Business Arising from Previous Minutes****7a) Mid Year Report – Crowsnest Pass Indoor Playground**

At a previous meeting it was discussed that the FCSS Advisory committee would like to know what FCSS Funded Programs have been up to. Crowsnest Pass Indoor Playground had been requested to submit a 2023 mid year report to the committee. CNP Indoor Playground submitted their report for review.

#43 - 23 MOVED BY: D. WARD

The Family Community Support Service Advisory Committee accepts the CNP Indoor Playground Mid Year report as information.

CARRIED

8.0 New Business**8a) Healthy Aging Alberta**

K. Lewis was contacted by Lauren from Healthy Aging Alberta regarding a potential grant for accessible transportation for seniors in rural Alberta. Lauren is the South Zone Rep and she is advocating for the Crowsnest Pass to be an invited applicant. Lauren has also talked with Peaks to Pines and is waiting on a meeting with the resident's association. More information will be provided when received. More details are expected in the next couple of weeks.

Alberta's government is investing \$3.5 million in Healthy Aging Alberta to ensure accessible and affordable transportation for seniors throughout the province. Whether it be to visit a doctor, pick up a prescription or go grocery shopping, transportation is a necessity, especially for seniors who have mobility challenges. Seniors often have trouble accessing these critical supports, which can lead to more serious health and mental health issues. Healthy Aging Alberta is an initiative administered by United Way Calgary and Area that focuses on working with community-based organizations to prioritize healthy aging for seniors. It partners with volunteer-based drivers and other assisted transportation programs in communities across the province. While rural communities with a high percentage of low-income seniors will be prioritized, the three-year project will support up to 20 programs across Alberta. Details on how communities can access this funding will be shared directly with eligible municipalities.

#44 - 23 MOVED BY: K. THOMAS

The Family Community Support Service Advisory Committee accepts the reports as information.

CARRIED

8b) FCSS Funding Increase

In April 2023, The Provincial FCSSAA advised that Budget 2023 included a \$5 million increase to the FCSS program. As a result, the provincial funding provided to all FCSS programs will increase by 4.5%. The increase is retroactive to April 1, 2023. Per the FCSS Act 3(3) and Regulation 5(b) and 5 (b.1), the minimum municipal/Metis Settlement contribution will also increase by 4.5%.

For Crowsnest Pass FCSS this amounts to \$6625 in Provincial dollars and \$1656 Municipal contributions for a total of \$8281.00. These dollars would need to be expensed by December 31, 2023.

In 2018, Crowsnest Pass FCSS conducted a social needs assessment. The assessment identified 3 top population priorities. One of the top 3 priorities was *“seniors – ensuring there is appropriate and affordable housing, public transportation and supports to reduce isolation and loneliness”*.

To address this identified priority population, FCSS has put a priority on funding applications that focus on seniors. To date (over the past 5 years) we have not received any funding application that address seniors and social isolation.

The FCSS Programmer is requesting to investigate the viability of “companion care” program that would aim to improve the mental and social health of seniors who continue to live in their home and lack social supports. The findings will be brought back to the committee for review. The FCSS Programmer would like to earmark the FCSS Funding increase dollars towards a potential “companion care” program.

#45 - 23 MOVED BY: M. THIELEN

The Family Community Support Service Advisory Committee approves the investigation of the viability of a “companion care” program and tentatively ear mark the 2023 FCSS Funding Increase for the potential program.

CARRIED

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

- July & August Seniors on the Go newsletter is out.
- Call for submissions for the Fall/Winter community handbook is out and deadline for submissions is July 7.
- Summer movie in the park will be held July 14.
- 2023 Seniors week June 5-9th. Lot of great activities. FCSS Luncheon was held June 8th. Approx. 120 people attended.
- Spring BBQ was held June 1 – great turnout.
- Roller Night Fever - Roller skating was held June 2nd at the Coleman Complex. Over 100 people attended. Due to its success, we are holding another roller skate night on July 27.
- Meals on wheels – Business as usual

- Subsidized taxi program – running smoothly.
- Information & community referrals.

#46 - 23 MOVED BY: M. THOMAS

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

CARRIED

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

9.0 Committee Member Reports

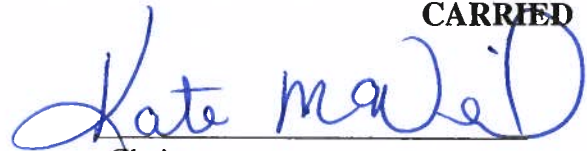
10.0 In Camera

11. Adjournment

#47 - 23 MOVED BY: C. PAINTER

That the meeting be adjourned at 5:36 pm.

CARRIED


Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 3.c

Subject: Minutes of the Municipal Planning Commission of August 23, 2023

Recommendation: That Council accept the Minutes of the Municipal Planning Commission of August 23, 2023 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Municipal Planning Commission provides their minutes to keep Council apprised of exceptional development activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 08 23_Municipal Planning Commission Meeting Minutes Approved.pdf](#)



Municipality of Crowsnest Pass
Municipal Planning Commission Minutes
Wednesday, August 23, 2023, at 2:00 PM

PRESENT: Justin Ames, Chair
Gaston Aubin, Vice Chair
Dave Filipuzzi, Member
Don Montalbetti, Member
Sam Silverstone, Member
Dean Ward, Member

ADMINISTRATIVE: Katherine Mertz, Development Officer
Johan Van Der Bank, Manager of Development & Trades
Sasha Lassey, Recording Secretary

ABSENT: Joanne Tulk, Member (Apologies)

1. **CALL TO ORDER**

Justin Ames called the meeting to order at 2:02 pm

2. **ADOPT AGENDA**

MOTION by Dean Ward to accept the agenda as presented.

CARRIED

3. **ADOPTION OF MINUTES**

MOTION by Dave Filipuzzi to adopt the minutes of July 26, 2023, as presented.

CARRIED

4. **CONSENT AGENDA**

4.1 The Communicator Summer Issue - Alberta Development Officers Association (ADOA).

MOTION by Dean Ward to accept the Communicator Summer Issue periodical from Alberta Development Officers Association (ADAO) as information.

CARRIED

5. **SUBDIVISION APPLICATIONS**

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6. **DEVELOPMENT PERMIT APPLICATIONS**

6.1 **DP2022-197 - SE8-8-7-W5M, Coleman (Lot 1 Block 40 Plan 9813593)**

MOTION by Dean Ward to:

Approve an extension for DP2022-197, for a Temporary Development Permit for "Resource Processing Activities" (discretionary use) until Dec 31, 2023, and revise the conditions of the original Notice of Decision, issued February 22, 2023, as follows:

- *Revise condition 4 to provide an extension of time for the temporary development permit for the removal of the material from the premises to December 31, 2023, and*
- *Revise condition 4 to remove the requirement of a \$5,000 security deposit to guarantee the completion of the activity authorized under the development permit at the expiry date of the temporary development permit, and*
- *Revise condition 5 to require a security deposit of \$5,000 for remediation work including topsoil and seed at the completion of the project by June 30, 2024, or alternatively to topsoil and seed the stockpile if the project is not completed, and*
- *Remove conditions 6-8 relating to the establishment of a berm, which has been dealt with in another development application.*

CARRIED

6.2 **DP2022-200 - 14890 21 Avenue, Frank (Lot 4-5 Block 28 Plan 36611)**

MOTION by Don Montalbetti to:

Refuse DP2022-200, for a "Single-Family Dwelling" with a ground level deck (permitted use) with a 48% variance to the minimum floor area from 102m² to 53.5m², for the following reason:

There are no apparent onerous site conditions present that support the excessive variance request.

CARRIED

6.3 **DP2023-134 - 8350 22 Avenue, Coleman (Lot N/A Block 13 Plan 6808CU)**

MOTION by Dave Filipuzzi to:

Approve DP2023-134, for:

- an “Accessory Building over 72.83m² in area” (Detached Garage 233m²) (discretionary use) with a 55.8% variance to the height from 4.5m to 7.01m.
- four (4) of the existing “Accessory Buildings up to 72.83m² in area” to be demolished and removed from the property (permitted use).
- for an existing “Single-Family Dwelling” constructed in 1915 (permitted use), with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.4 DP2023-141 - 8924 24 Avenue, Coleman (Lot 14 Block 35 Plan 9610405)

MOTION by Don Montalbetti to:

Approve DP2023-141, for a “Single-Family Dwelling” (permitted use) with a 0.7% variance to the northwest side yard setback and a 32% variance to the minimum floor area, with conditions as identified by Alternative A in the MPC request for decision package. The reason for allowing the variance request is that there are onerous site conditions (steep slope) that render the majority of the parcel undevelopable, and as a result the developable portion of the property is less than 3.0 acres, with a resulting lesser variance requirement.

CARRIED

6.5 DP2023-143 - 22818 5 Avenue, Hillcrest (Lot 16-17 Block 23 Plan 5150S)

MOTION by Dean Ward to:

Approve DP2023-143, for an “Accessory Building up to 72.83m² in area” (Shed) (permitted use) with a 50% variance to the north side yard setback from 1.2m to 0.6m and a 66% variance to the maximum lot coverage for accessory buildings from the standard 15% to 25%, with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.6 DP2023-144 - 12130 20 Avenue, Blairmore (Lot 24 Block 2 Plan 1210518)

MOTION by Dave Filipuzzi to:

Approve DP2023-144, for a “Sign (Fascia / Wall Sign)” (discretionary use), with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.7 DP2023-145 - 8633 22 Avenue, Coleman (Lot 3-8 Block 27 Plan 6808CU)

MOTION by Gaston Aubin to:

Approve DP2023-145, for Three (3) "Accessory Buildings" (Pergolas) (discretionary use), with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.8 DP2023-153 - 6501 22 Avenue, Coleman (Lot 1 Block 22 Plan 232AI)

MOTION by Gaston Aubin to:

Approve DP2023-153, for an "Accessory Building up to 72.83m² in area" (permitted use – 10.4m² shed) with a 100% variance to the west side yard setback from 1.2m up to the property line, with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

7. BYLAW AMENDMENTS

7.1 Received for Information - **Bylaw No. 1157, 2023 - Land Use Bylaw Amendment** – Add Subdivision Marketing Sign to Comprehensive Mixed Use (CM-1) Land Use District

8. APPEALS

Katherine Mertz reviewed three recent development appeals with the committee.

8.1 **DP2023-TH013:** For the operation of two "Tourist Homes" on either side of the existing "Duplex" (Discretionary use). The appeal hearing was held by the Subdivision and Development Appeal Board on August 3, 2023, and was subsequently denied.

8.2 **DP2023-067:** For a Berm to provide for "Screening" (permitted use) as required as a condition for the "Campground" adjacent to the west issued under development permit DP2021-197. The appeal hearing, which is being held by the Land Rights and Property Tribunal is currently open and a decision is expected to be rendered soon.

8.3 **Stop Order:** For a campground operating without a development permit. This appeal hearing is scheduled for August 29, 2023, by the Subdivision and Development Appeal Board.

9. **ROUND TABLE DISCUSSION**

Johan van der Bank provided some information to the committee on review timelines for the upcoming Omnibus 3 Amendments to the Land Use Bylaw.

- Next MPC sub-committee meeting – September 20, 2023
- Council Workshop – October 4, 2023
- Municipal Planning Commission Information Session – October 25, 2023
- 1st Reading at Council – Early November
- Omnibus 3 Passed – December 2023 or early 2024

10. **NEXT MEETING**

10.1 Next Meeting September 20, 2023

11. **IN CAMERA**

12. **ADJOURN**

MOTION by Dave Filipuzzi to adjourn the meeting at 3:13pm.

CARRIED

APPROVAL OF MINUTES

Approved By:

Chairperson

Manager of Development and Trades

Date

Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 3.d

Subject: Minutes of the Family and Community Support Services Advisory Committee of September 11, 2023

Recommendation: That Council accept the Minutes of the Family and Community Support Services Advisory Committee of September 11, 2023 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Family and Community Support Services Advisory Committee provides their minutes to keep Council apprised of FCSSAC activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[11 SEPT 2023_FCSS ADVISORY COMMITTEE APPROVED MINUTES.pdf](#)



Family and Community Support Services Advisory Committee Meeting Minutes

**Municipality of Crowsnest Pass
Monday September 11, 2023 – 4:30 PM
MDM Community Centre- Rm 11**

Chairperson: Kate McNeil

Secretary: Kim Lewis

Present: Kate McNeil – Chairperson
Cathy Painter – Member at Large
Margaret Thomas – Vice Chairperson
Barb Kelly – Member at Large
Miriam Thielen – Member at large
Dean Ward – Council Representative
Lisa Sygutek – Council Representative
Kim Lewis – FCSS Programmer
Trent Smith – Manager of Community Services

Absent:

1.0 Call to Order

K. McNeil called the meeting to order at 4:36pm.

2.0 Adoption of Agenda

#48 - 23 MOVED BY: C. PAINTER

That the meeting agenda be adopted as presented.

CARRIED

3.0 Adoption of Minutes

4.0 Correspondence

5.0 Delegations

5a) Family Resource Centre

Margret Byrne presented on behalf of the Family Resource Centre. The Family Resource Centre has applied for \$25,000 for operational costs. The Family Resource Centre offers many programs and services to the community and acts as resource hub. Funds requested for wages, equipment, phone, supplies and staff and volunteer training. The centre reports seeing an increase in the number of people accessing their services.

5b) Kids Kollege

Jessie (Kids Kollege Treasurer) presented on behalf of the Kids Kollege. Kids Kollege has applied for \$23,000 for their Nursery School Program. Kids Kollege provides a safe and structured play-based learning environment for children ages 3-5 to develop their social skills for school readiness. Kids Kollege enrollment is up quite a bit from last year. They are enhancing their program with new toys, and refreshed space. Kids Kollege is currently operating 3 ½ days per week.

5c) BRAT Pack

The BRAT Pack program is a partnership program between Brighter Futures, the Library and Friends of the library. It is a free literacy-based program for families and children of all ages offered every Tuesday. Each session incorporates at least one book being read out loud followed by extension activities such as crafts, songs, experiments, cooking and outdoor activities. BRAT Pack had applied for \$1,500 for 2024.

5d) Volunteer Crowsnest

Desiree Erdmann presented on behalf of Volunteer Crowsnest. Volunteer Crowsnest aims to support teens, seniors, non-profits, charitable organizations, and our community in the area of volunteerism. The Goal is to build and strengthen the community while providing the opportunity to build professional and personal network, communication skills and leadership skills while experiencing something new. The Volunteer Program is requesting \$18,000 to enhance volunteering in our community.

5e) CNP40

Katherine Mertz and Stephanie Olsen presented on behalf of the CNP 40. CNP 40 has applied for \$20,000 to work with youth and the community to increase awareness of the 40 Assets and support their taking action to build assets. CNP40 offers drop in teen events encouraging youth to be social and try new things in a safe and positive environment. Existing services, programs and events within the community are supported and promoted by CNP40 in their efforts to build assists in children and youth. A main project of CNP40 is the Amazing Teen Race held each September.

5f) Crowsnest Pass Indoor Playground

C. Williams presented on behalf of Indoor Playground. Indoor Playground has requested \$3,500 Funding is requested for Advertising, program materials and volunteer recruitment.

6.0 Business Arising from Previous Minutes**7.0 New Business****Administration Reports****8a) FCSS Programmer Update****9.0 Committee Member Reports**

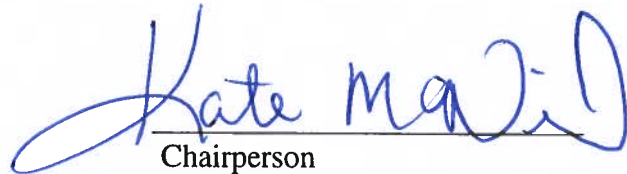
N/A

10.0 In Camera**11. Adjournment**

#49 - 23 MOVED BY: L. SYGUTEK

That the meeting be adjourned at 7:07pm.

CARRIED


Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 3.e

Subject: 7-Eleven Coleman Employer Letter - Request to Consider Alberta Rural Renewal Program of September 27, 2023

Recommendation: That Council reconsider in the future, the request to apply to the Rural Renewal Stream with the Provincial Government to aid in filling staffing shortages in our community, and to accept the letter as correspondence at this time, and to provide a letter of response.

Executive Summary:

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

Council has previously had discussion on the Rural Renewal Stream program after Administration investigated the requirements needed in order to support such a program, and decided that at this time, not to pursue the program.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A letter was received from 7-Eleven Canada Inc. to request that Council consider approving applying to the Rural Renewal Stream of Alberta, in order to assist with attracting employable persons to this community.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023_09_27_-_7-Eleven_Coleman_Employer_Letter_for_Alberta_Rural_Renewal_Program.pdf](#)



7-Eleven Canada, Inc.

Suite 2400, 13450 102nd Ave
Surrey, BC V3T 0C3

Phone (604) 586-0711

Fax (604) 586-1511

September 27, 2023

Municipal Councillors
Municipality of Crowsnest Pass

Attention: bonnie.kawasaki@crowsnestpass.com.

Dear Bonnie,

I am writing on behalf of 7-Eleven Canada Inc.'s location in Coleman, Alberta at 8317 – 20 Avenue. We kindly to request that a discussion regarding the Alberta Rural Renewal Stream Program be added to the agenda for your upcoming meeting.

[Rural Renewal Stream | Alberta.ca](https://www.alberta.ca/rural-renewal-stream-program.aspx)

7-Eleven Canada Inc.'s Coleman store has been experiencing staffing issues for some time now. We have increased the starting wage for a Sales Associate to \$17/hour, and employees can quickly get an increase to \$17.60/hour upon certification, however we still experience challenges attracting and retaining team members. Currently the store is without an Assistant Manager and a Store Manager that lives locally.

Stores in other Alberta's rural communities, such as Taber, Hinton, and Brooks, partaking in the Alberta Rural Renewal Stream Program have experienced a great success with the program and have been able to attract and retain some excellent team members. 7-Eleven Canada Inc. assists qualifying candidates free of charge in applying and offers successful candidates full-time permanent employment that benefits the community by keeping our doors open 24 hours a day, 7 days a week!

We greatly appreciate your time and consideration of this request. If there is anything we can do to assist Coleman being a part of the program, please let us know.

Sincerely,

7-Eleven Canada Inc.

Tina Thompson
Human Resources Business Partner – Alberta



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 3.f

Subject: 2023 Alberta Fire Training Conference - Request for Sponsorship

Recommendation: That Council accept the request to sponsor the 2023 Alberta Fire Training Conference as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

An information package was received for the 2023 Alberta Fire Training Conference to be held in Lethbridge from October 19 to 21, 2023.

Analysis of Alternatives:

n/a

Financial Impacts:

Amount chosen to donate.

Attachments:

[AFTC 2023 Sponsorship Registration.pdf](#)



2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

The Alberta Fire Training Conference Committee is excited to announce our **18th Annual Alberta Fire Training Conference**.

The conference will take place from **October 19 to October 21** at the Lethbridge Coast Hotel. This year's theme is **"Back to the Basics"**.

The Alberta Fire Training Conference brings modern training information to firefighters across Western Canada through educational seminars and hands-on training, as well as hosts a wide variety of service-related vendors at the walk-through tradeshow.

The conference begins on Thursday with Captain Sean Gray from Cob County Fire & Emergency Services and Captain John Ceriello from FDNY instructing our "Hands On Training". These two world-class instructors will share their knowledge on fire behaviour, fire control, airflow and flow paths, etc.

Both Captain Gray and Captain Ceriello will join us again on Friday with a full-day seminar discussing topics such as the coordinated attack, search and rescue, and fireground operations.

On Saturday, the participants can choose from several sessions with topics such as fire service leadership, flow paths, VES techniques, etc.

The conference also includes our annual tradeshow on Friday and Saturday.

Mark your calendar for this exciting training and educational opportunity!



2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

Sponsorships

Donations can be made for meals or the following 5 levels:

First Alarm:

\$100 - \$300 which will have you identified as a sponsor in the conference program, as well as being featured on the PowerPoint.

Two Alarm:

\$301 - \$600 which will have you identified in the conference program, featured in medium font on the power point, and have promotional literature (if provided) included in delegates' welcome bag.

Three Alarm:

\$601 - \$999 which will have you identified in the conference program, featured in medium font on the power point, have their link/logo on our website, have promotional literature (if provided) included in delegates' welcome bag and be announced as a sponsor at coffee breaks.

Four Alarm:

\$1,000 – \$2,000 which will have you identified in the conference program, featured in large font on the power point, have their link/logo on our website, have promotional literature (if provided) included in delegates' welcome bag, and be announced as a sponsor at coffee breaks.

Five Alarm:

\$2,001 < greater which will have you identified in the conference program, featured in extra-large font on the power point, have their link/logo on our website, receive sponsorship recognition at the lunch/banquet and of Guest Speaker, have promotional literature (if provided) included in delegates' welcome bag, and have their banner displayed at the lunch/banquet (if a banner is provided).

Regardless of the amount you choose to donate, your business will be seen by other vendors, and delegates from across the western region! Sponsors will be listed on overhead screens continuously throughout the tradeshow hours and linked on our website. If a monetary donation is not an option, no problem, we have another way you can show your support! The second option is to donate to the silent auction or to our swag bags. Donations can include but are not limited to, gift certificates, getaway packages, household items, vehicle items, firefighter tools, gear, etc.



2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

Silent Auction

Proceeds from the silent auction will be given to John Pace. John is a current member of the Tsuut'ina Nation Fire and Rescue Service who is battling cancer. All monies collected will assist John and his family. All donations are greatly appreciated for this worthy cause.

Sponsors and Silent Auction Donations

Please provide your website address and artwork for your logo (in either bitmap or jpeg format) for linking and posting on the website. All sponsors will be listed by sponsorship level in the program booklet that are included in the delegates packages. Sponsorship literature, when provided, will also be included in the delegate packages. All information and material **MUST** be received before September 15 to allow time for printing of programs and assembly of delegate packages.

To sponsor or donate, please visit www.abfiretraining.org after July 1.

Arrangements for pick up/drop off Silent Auction items will be made upon confirmation of donation.

Any questions, please contact Jenn McMaster:





2023 ALBERTA FIRE TRAINING CONFERENCE

www.abfiretraining.org

SPONSORSHIP REGISTRATION

Company Name		
Company Representative		
Address		
City	Province	Postal Code
Phone Number	Email	
Sponsorship Level: <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input style="margin-right: 10px;" type="checkbox"/> <div style="margin-right: 20px;">5 Alarm</div> <div>\$2,001 or greater</div> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input style="margin-right: 10px;" type="checkbox"/> <div style="margin-right: 20px;">4 Alarm</div> <div>\$1,000 - \$2,000</div> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input style="margin-right: 10px;" type="checkbox"/> <div style="margin-right: 20px;">3 Alarm</div> <div>\$601 - \$999</div> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input style="margin-right: 10px;" type="checkbox"/> <div style="margin-right: 20px;">2 Alarm</div> <div>\$301 - \$600</div> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <input style="margin-right: 10px;" type="checkbox"/> <div style="margin-right: 20px;">1 Alarm</div> <div>\$100 - \$300</div> </div> <div style="text-align: right; margin-top: 10px;"> TOTAL: \$ _____ </div>		
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 20%;"> <input style="margin-bottom: 10px;" type="checkbox"/> Cheque <input type="checkbox"/> Cash/Online </div> <div style="width: 80%;"> <p>Mail completed sponsorship form and cheque to: Southern Alberta Fire Department Conference 7019 Township Road 114, Cypress County, AB T0K 1Z0</p> <p>Contact Dustin at dustin.vossler@cypress.ab.ca to arrange payment</p> </div> </div>		

OFFICE USE ONLY	Donation Received by	Date
	Signature	



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 4.a

Subject: Minutes of the Council Meeting of October 3, 2023

Recommendation: That Council adopt the Minutes of the Council Meeting of October 3, 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 10 03 Council Meeting Minutes.docx](#)

Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, October 3, 2023

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, October 3, 2023.

Council Present:

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

Administration Present:

Patrick Thomas, Chief Administrative Officer
Kristin Ivey, Deputy Chief Administrative Officer
Brian McCulloch, Director of Finance
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

Additions:

Councillor Inquiries and Notice of Motion

- a) Atco Gas Inquiry - Councillor Kubik

In Camera

- b) Personal Privacy – Personnel – FOIP Act Section 17 - Mayor Painter

01-2023-10-03: Councillor Ward moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2023-10-03: Councillor Kubik moved that Council approve the following Consent Agenda items as presented without debate:

3.a

Minutes of the Minutes of the Municipal Historic Resources Advisory Committee of June 26, 2023

THAT Council accept the Minutes of the Municipal Historic Resources Advisory Committee of June 26, 2023 as information.

3.b

Minutes of the Minutes of the Crowsnest Pass Community Library Board of June 27, 2023

THAT Council accept the Minutes of the Crowsnest Pass Community Library Board of June 27, 2023 as information.

3.a

Minutes of the Minutes of the Foothills Little Bow Municipal Association of September 15, 2023

THAT Council accept the Minutes of the Foothills Little Bow Municipal Association of September 15, 2023 as information.

Carried

ADOPTION OF MINUTES

03-2023-10-03: Councillor Girhiny moved to adopt the Minutes of the Council Meeting of September 19, 2023 as presented.

Carried

PUBLIC HEARINGS

Bylaw 1158, 2023 - Land Use Bylaw Amendment to rezone Lot 1 (in two parts), Block 1, Plan 2211390 from Non-Urban Area (NUA-1) to Residential (R-1) - Public Hearing

Mayor Painter declared the Public Hearing opened at 7:02 pm for Bylaw No. 1158, 2023.

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 7:03 pm.

DELEGATIONS

Trevor Hay - Presentation of New Subdivision Plan

Trevor Hay was in attendance to provide Council with information pertaining to his new proposed subdivision plan.

REQUESTS FOR DECISION

Bylaw 1158, 2023 - Land Use Bylaw Amendment to rezone Lot 1 (in two parts), Block 1, Plan 2211390 from Non-Urban Area (NUA-1) to Residential (R-1) - Second and Third Readings

04-2023-10-03: Councillor Glavin moved second reading of Bylaw 1158, 2023 - Land Use Bylaw Amendment to rezone Lot 1 (in two parts), Block 1, Plan 2211390 from Non-Urban Area (NUA-1) to Residential (R-1).

Carried

05-2023-10-03: Councillor Filipuzzi moved third and final reading of Bylaw 1158, 2023 - Land Use Bylaw Amendment to rezone Lot 1 (in two parts), Block 1, Plan 2211390 from Non-Urban Area (NUA-1) to Residential (R-1).

Carried

Bylaw 1159, 2023 Road Closure Bylaw - First Reading

06-2023-10-03: Councillor Kubik moved first reading of Bylaw 1159, 2023 Road Closure Bylaw.

Carried

Bylaw 1160, 2023 - Land Use Bylaw Amendment - To re-designate the lands legally described as Lot 2, Block 1, Plan 0411150; ptn of SE16-7-3-W5M & adjacent closed roads from Non-Urban Area NUA-1 to Grouped Country Residential - GCR-1 - First Reading

07-2023-10-03: Councillor Ward moved first reading of Bylaw 1160, 2023 - Land Use Bylaw Amendment - To re-designate the lands legally described as Lot 2, Block 1, Plan 0411150; ptn. of SE16-7-3-W5M & adjacent closed roads from Non-Urban Area NUA-1 to Grouped Country Residential - GCR-1.

Carried

2021 and 2022 Surplus

08-2023-10-03: Councillor Sygutek moved to adopt the 2021 and 2022 Surplus report as information.

Carried

Pass Powderkeg 2022/23 Winter Report

09-2023-10-03: Councillor Filipuzzi moved to accept the Pass Powderkeg 2022/23 Winter Report as information.

Carried

COUNCIL MEMBER REPORTS

- Councillor Ward
 - Attended the AM Convention in Edmonton
 - Disappointed in the gaps in time between sessions, felt that there was 2 days' worth of information stretched into three days.
 - Disappointed in the resolution sessions
 - Water Usage session in Southern Alberta
 - A representative of the Town of Okotoks talked about their issues with water.
 - Desperate situation, considering piping water in from Rocky View County
 - Bulk water users, the more that is used the more the rate increases.
 - New developments are required to have 12 inches of topsoil in gardens to retain water.
 - Considering passing a bylaw to restrict the type of plants that can be planted to reduce water usage.
 - The public was very cooperative in reducing water consumption after being notified, overall reduction was 40%.
- Councillor Girhiny
 - The lack of access to Ministers at the AM Convention was disappointing.

PUBLIC INPUT PERIOD

- Gladys Ondrus
 - Stated her concerns with the possibility of the road becoming privatized.

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Atco Gas Inquiry

Councillor Kubik advised that there was no natural gas to at least 3 residences in

IN CAMERA

10-2023-10-03: Councillor Sygutek moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 7:55 pm:

- a) Business Interests of a Third Party - Northback - FOIP Act Section 16
- b) Personal Privacy – Personnel – FOIP Act Section 17 - Mayor Painter

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 8:10 pm. Mike Young of Northback and Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

Departure

Mike Young of Northback departed the meeting at 9:38 pm.

11-2023-10-03: Councillor Glavin moved that Council come out of In Camera at 10:02 pm.

Carried

ADJOURNMENT

12-2023-10-03: Councillor Filipuzzi moved to adjourn the meeting at 10:03 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 6.a

Subject: RCMP Q1 Update - Corporal Mark Amatto

Recommendation: That Council accept the RCMP Q1 Update from Corporal Mark Amatto as information.

Executive Summary:

The RCMP detachment provides quarterly updates to Council regarding human resources, financial data, and crime statistics for the Crowsnest Pass.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The RCMP provides a quarterly report to Council to keep them apprised of RCMP activities for the preceding quarter as stats become available and to determine community policing priorities. Q1 stats will be presented.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Final_2023_Q1_Community_Letter \(1\).pdf](#)
[Crowsnest_Pass_Provincial.pdf](#)
[Crowsnest_Pass_Provincial_Crime_Stats.pdf](#)



2023-10-12

Corporal Mark Amatto
Operations NCO
Crowsnest Pass, Alberta

Dear Mayor Painter,

Please find the quarterly Community Policing Report attached that covers the April 1st to June 30th, 2023 reporting period. The attached report outlines a quarterly snapshot of the human resources, financial data and crime statistics for the Crowsnest Pass Detachment.

As part of the Alberta RCMP's ongoing priority to ensure public safety, encouraging citizens to report all crimes plays a vital role in building community well-being. We recognize that non-urgent crimes such as minor thefts and property crime may go unreported due to various reasons such as perceived insignificance or fear of inconvenience. Thus, the Alberta RCMP continues to engage citizens on the importance of reporting non-urgent crimes to help us optimize our crime prevention efforts.

To help facilitate this, we have made reporting of non-urgent crime easier through the Alberta RCMP APP (available as a free download on the [Apple App Store](#) or [Google Play](#)). Online crime reporting offers a convenient way for citizens to report non-emergent crime to Alberta RCMP from their computer or smartphone without having to phone or visit the police detachment.

An informed community is a safer community. Here are some reasons why online reporting of non-urgent crimes matters:

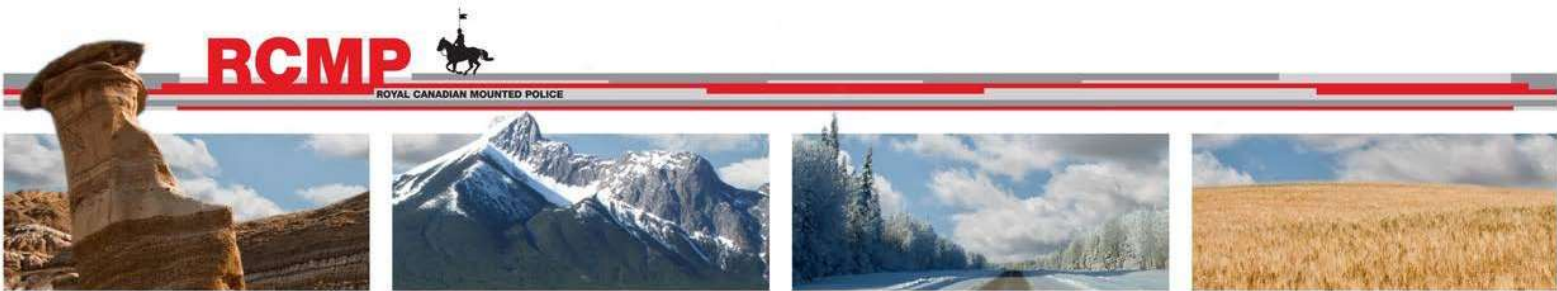
- Alberta RCMP police officers in the Call Back Unit are responsible for investigating online crime reports, thus reducing the need for frontline police officers to respond. Encouraging the public to use online crime reporting gives the Detachment frontline officers an opportunity to spend more of their time for proactive policing activities in the community.
- Non-urgent online crime reporting also has the potential to reduce those same non-urgent phone calls to our 911 Operators (OCCS) and Detachment Staff.



- The Alberta RCMP encourages citizens to report every crime to allow us to leverage reliable data to identify patterns and trends in criminal activities in our communities. We also use this intelligence to distribute our resources strategically and ensure that our police officers are deployed where they are most needed.

Thank you for your ongoing support and continued guidance in ensuring that we are consistently meeting your community's evolving policing needs. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Corporal Mark Amatto
Operations NCO
Crowsnest Pass Detachment

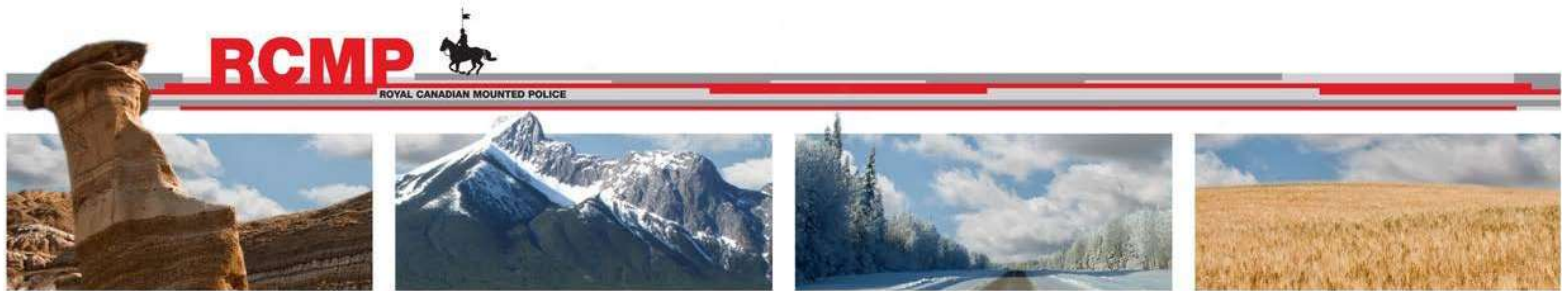


RCMP Provincial Policing Report

Detachment	Crowsnest Pass Provincial
Detachment Commander	Acting Detachment Commander Cpl Mark Amatto
Quarter	Q1
Date of Report	2023-10-12

Community Consultations

Date	
Meeting Type	
Topics Discussed	
Notes/Comments	



Community Priorities

Priority 1	Reduce Street Gang Activity
Current Status & Results	<p>The Crowsnest Pass Detachment has gained momentum in this endeavour to address street gang activities by engaging it's Members in intelligence-led policing. The initial stages of intelligence gathering have been actively undertaken by the Members, Source cultivation is being utilized to garner information from those with knowledge of the drug sub-culture and support units have been consulted with in order to assist in acting upon that information. By continuing to encourage those with information of illicit activities to come forward, Detachment Members are in the process of following up on those leads that are generated.</p>
Priority 2	Enhance Road Safety
Current Status & Results	<p>As aggressive driving is one of the top calls for service received at the Crowsnest Pass Detachment, traffic enforcement has continued to be an effective manner to address violations when they occur. Each Member has made a commitment to be proactive in this endeavour by ensuring there are regular patrols and enforcement along the Hwy 3, Hwy 22, Hwy 40 and Hwy 507 corridors. In the first Quarter, Detachment Members focused on Speeding, Motorcycle Safety and Construction Zone Enforcement. Members of the public have approached Detachment Management to advise they would like the Detachment to continue to focus on enforcement and visibility along the Hwys and in Town, especially on Long Weekends.</p>
Priority 3	Communicate Effectively
Current Status & Results	<p>The Members of the Crowsnest Pass Detachment made a concerted effort to be on foot, visible and approachable to members of the public. Detachment Members volunteered with coaching in Minor Ball/ Minor Soccer as well as the High School basketball team. As Council has requested this and members of the public/business community have given positive feedback, these endeavours will continue to be a Detachment priority.</p>



Priority 4	Reduce Substance Abuse
Current Status & Results	<p>Crowsnest Pass Detachment Members are actively investigating several sources of information in regard to the illicit drug sub-culture. More investigative time has been allocated to this specific area of crime. Projects are expected to garner decent results throughout the year. Quarter 2 will be closely monitored by Detachment management. Members of the Crowsnest Pass Detachment have made a concerted effort to be a visible and positive attribute to the various schools within their jurisdiction. Members have stopped in for positive conversations with students, presented in classrooms and patrolled the school zones.</p>



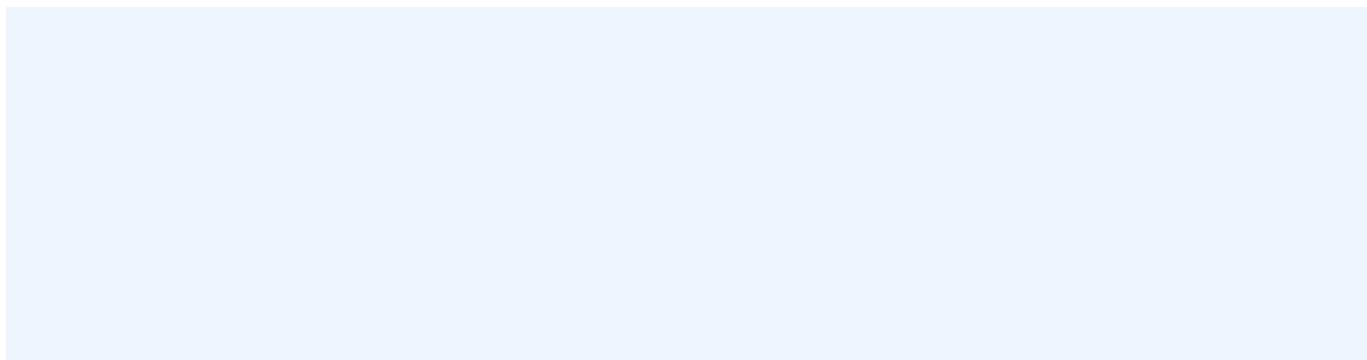
Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	160	106	-34%	526	565	7%
Persons Crime	38	24	-37%	167	161	-4%
Property Crime	87	64	-26%	254	293	15%
Other Criminal Code	35	18	-49%	105	111	6%
Traffic Offences						
Criminal Code Traffic	6	12	100%	30	30	0%
Provincial Code Traffic	113	385	241%	1,364	526	-61%
Other Traffic	0	2	N/A	4	4	0%
CDSA Offences	1	1	0%	8	3	-63%
Other Federal Acts	4	3	-25%	20	13	-35%
Other Provincial Acts	46	55	20%	200	201	1%
Municipal By-Laws	10	13	30%	33	32	-3%
Motor Vehicle Collisions	65	55	-15%	282	315	12%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest





Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	9	9	1	0
Detachment Support	2	2	0	0

² Data extracted on June 30, 2023 and is subject to change.

³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the nine established positions, nine officers are working with one on special leave (One Other leave). There is one position with two officers assigned to it. There is no hard vacancy detected at this time.

Detachment Support: Of the two established positions, two resources are working. There is no vacancy detected at this time.

Quarterly Financial Drivers

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Crowsnest Pass Provincial Detachment Crime Statistics (Actual) Q1: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	1	0	1	N/A	N/A	0.2
Robbery		0	0	1	0	0	N/A	N/A	0.0
Sexual Assaults		3	2	1	0	0	-100%	N/A	-0.8
Other Sexual Offences		0	2	0	0	0	N/A	N/A	-0.2
Assault		20	26	25	13	13	-35%	0%	-2.7
Kidnapping/Hostage/Abduction		0	2	0	0	0	N/A	N/A	-0.2
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		5	10	2	15	5	0%	-67%	0.5
Uttering Threats		10	14	5	10	5	-50%	-50%	-1.4
TOTAL PERSONS		38	56	35	38	24	-37%	-37%	-4.6
Break & Enter		10	7	10	9	6	-40%	-33%	-0.6
Theft of Motor Vehicle		4	4	2	1	5	25%	400%	-0.1
Theft Over \$5,000		1	1	0	1	1	0%	0%	0.0
Theft Under \$5,000		18	25	14	21	14	-22%	-33%	-1.2
Possn Stn Goods		2	5	1	2	1	-50%	-50%	-0.5
Fraud		10	7	9	15	9	-10%	-40%	0.6
Arson		1	1	2	3	0	-100%	-100%	0.0
Mischief - Damage To Property		0	21	22	22	13	N/A	-41%	2.7
Mischief - Other		29	11	6	13	15	-48%	15%	-2.6
TOTAL PROPERTY		75	82	66	87	64	-15%	-26%	-1.7
Offensive Weapons		0	1	0	2	0	N/A	-100%	0.1
Disturbing the peace		10	11	9	20	10	0%	-50%	0.9
Fail to Comply & Breaches		6	12	4	4	5	-17%	25%	-1.0
OTHER CRIMINAL CODE		3	6	8	9	3	0%	-67%	0.3
TOTAL OTHER CRIMINAL CODE		19	30	21	35	18	-5%	-49%	0.3
TOTAL CRIMINAL CODE		132	168	122	160	106	-20%	-34%	-6.0



Crowsnest Pass Provincial Detachment

Crime Statistics (Actual)

Q1: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	5	2	0	1	0%	N/A	-0.5
Drug Enforcement - Trafficking		1	0	1	1	0	-100%	-100%	-0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		2	5	3	1	1	-50%	0%	-0.6
Cannabis Enforcement		0	1	0	0	0	N/A	N/A	-0.1
Federal - General		1	6	2	3	2	100%	-33%	-0.1
TOTAL FEDERAL		3	12	5	4	3	0%	-25%	-0.8
Liquor Act		1	6	4	5	4	300%	-20%	0.5
Cannabis Act		3	0	0	0	1	-67%	N/A	-0.4
Mental Health Act		18	36	37	17	23	28%	35%	-0.9
Other Provincial Stats		38	31	29	24	27	-29%	13%	-2.9
Total Provincial Stats		60	73	70	46	55	-8%	20%	-3.7
Municipal By-laws Traffic		3	2	1	0	1	-67%	N/A	-0.6
Municipal By-laws		7	23	4	10	12	71%	20%	-0.3
Total Municipal		10	25	5	10	13	30%	30%	-0.9
Fatals		0	1	0	0	0	N/A	N/A	-0.1
Injury MVC		3	3	9	5	7	133%	40%	1.0
Property Damage MVC (Reportable)		58	24	44	52	44	-24%	-15%	0.0
Property Damage MVC (Non Reportable)		9	11	13	8	4	-56%	-50%	-1.3
TOTAL MVC		70	39	66	65	55	-21%	-15%	-0.4
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	3	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		436	234	317	113	385	-12%	241%	-22.3
Other Traffic		9	4	2	0	2	-78%	N/A	-1.8
Criminal Code Traffic		15	14	7	6	12	-20%	100%	-1.4
Common Police Activities									
False Alarms		8	6	7	5	9	13%	80%	0.1
False/Abandoned 911 Call and 911 Act		3	7	1	6	4	33%	-33%	0.1
Suspicious Person/Vehicle/Property		42	58	32	18	28	-33%	56%	-6.8
Persons Reported Missing		6	7	1	2	6	0%	200%	-0.5
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		10	24	25	25	21	110%	-16%	2.3
Form 10 (MHA) (Reported)		0	0	4	0	3	N/A	N/A	0.6



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 7.a

Subject: Bylaw 1161, 2023 - Road Closure - First Reading

Recommendation: That Council give first reading to Bylaw 1161, 2023.

Executive Summary:

This bylaw proposes the closure of a portion of Fifth Street (Municipally known as 207th Street), creating a title to dispose, as follows:

Plan 6432 F.E. - That portion of Fifth Street contained within Area "B", Plan _____, containing 0.012 ha (0.030 acres) more or less excepting thereout all mines and minerals.

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act.

Discussion:

This portion of Fifth Street (207 Street) will not be developed as a road because of the topography. The applicant has proceeded with the closure of Area 'A' under Bylaw 1124, 2022. Schedule 'A' to Bylaw 1161, 2023 showing Area 'A' of Bylaw 1124, 2022 is attached for illustration of the combined extent of Area 'A' and Area 'B'. The consolidation of Area 'A' and Area 'B' will allow for a larger parcel to meet minimum property line setbacks and provide for a suitable building site.

After the Public Hearing, Administration will forward the Bylaw to the Minister of Transportation for signature at which time the bylaw will return to Council for second and third readings. A subdivision application will then follow in order to subdivide and consolidate the closed road portion, and another bylaw is required to redistrict the new parcel to the R-1 district.

Analysis of Alternatives:

1. Council may proceed with first reading of Bylaw 1161 2023, and schedule a public hearing.
2. Council may defer first reading of Bylaw 1161, 2023 and outline what additional information they would like to see with reconsideration.

Financial Impacts:

If the application proceeds the Municipality would receive the agreed upon purchase amount.

Attachments:

[FORMATTED CNP Road Closure Bylaw No. 1161, 2023.docx](#)

[Schedule A.pdf](#)

[Schedule A with airphoto.pdf](#)

[Schedule A of Bylaw 1161, 2023 showing Area 'A' of Bylaw 1124, 2022.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1161, 2023
ROAD CLOSURE

BEING a bylaw of the Municipality of Crowsnest Pass for the purpose of closing to public travel and creating title to and disposing of portions of a public roadway in accordance with section 22 of the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

WHEREAS the lands hereafter described are no longer required for public travel,

AND WHEREAS application has been made to Council to have the portion of roadway closed,

AND WHEREAS the Council of the Municipality of Crowsnest Pass deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating titles to and disposing of same,

AND WHEREAS notice of intention of Council to pass a bylaw has been given in accordance with sections 216.4 and 606 of the Municipal Government Act,

AND WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE be it resolved that the Council of the Municipality of Crowsnest Pass in the Province of Alberta does hereby close to public travel and create title to and disposing of the following described roadway, subject to rights of access granted by other legislation:

**Plan 6432 F.E. That portion of Fifth Street contained within Area "B", Plan _____,
0.012 ha (0.030 acres) more or less, excepting thereout all mines and minerals**

As illustrated in Schedule 'A', attached to, and forming part of this bylaw.

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

APPROVED this _____ day of _____ 20____.

Minister of Transportation

READ a **second** time in council this _____ day of _____ 20____.

READ a **third and final** time in council this _____ day of _____ 20____.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



PROPOSED ROAD CLOSURE SCHEDULE 'A'



PLAN 6432FE THAT PORTION OF 5 STREET CONTAINED
WITHIN AREA "B", PLAN _____ CONTAINING

0.012±ha(0.03±ac) EXCEPTING THEREOUT ALL MINES AND MINERALS

WITHIN SE 1/4 SEC 29, TWP 7, RGE 3, W 5 M

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: SEPTEMBER 26, 2023

Bylaw #: 1161, 2023

Date: _____



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200

September 26, 2023 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Road Closure - Portion of 5 Street, Plan 6432FE.dwg



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



PROPOSED ROAD CLOSURE SCHEDULE 'A'



PLAN 6432FE THAT PORTION OF 5 STREET CONTAINED
WITHIN AREA "B", PLAN _____ CONTAINING

0.012±ha(0.03±ac) EXCEPTING THEREOUT ALL MINES AND MINERALS

WITHIN SE 1/4 SEC 29, TWP 7, RGE 3, W 5 M

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: SEPTEMBER 26, 2023

Bylaw #: 1161, 2023

Date: _____



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 7.b

Subject: Bylaw 1162, 2023 - Land Use Bylaw Amendment - Rezone two portions of the NW-15-8-5-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1 and Recreation and Open Space RO-1 - First Reading

Recommendation: That Council:

- 1) Makes a resolution to waive the requirement for an area structure plan for the proposed subdivision of seven parcels, pursuant to s. 3.2 (h) of the Area Structure Plan Applications Policy 2003-02; and
- 2) Give first reading to Bylaw 1162, 2023.

Executive Summary:

The proposed bylaw involves the rezoning of lands from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1 and Recreation and Open Space RO-1, for the purpose of creating seven (7) country residential parcels of approximately 3 acres each, adjacent to the existing Tecumseh subdivision. The proposed 0.07 acres for RO-1 is part of the municipal reserve dedication and is proposed as an ATV and cross-country ski trails staging area to be dedicated to the Municipality.

Relevant Council Direction, Policy or Bylaws:

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

Land Use Bylaw No. 868-2013

Discussion:

The landowner prepared a conceptual development plan to illustrate the proposal (attached). The landowner is in the process of undertaking further due diligence regarding water supply and wastewater disposal, and other matters relevant to subdivision of the land.

The Area Structure Plan Applications Policy 2003-02 requires that an applicant prepares an area structure plan when a subdivision of six or more parcels is proposed. The Municipal Government Act (s. 633) states the purpose of an area structure plan as a comprehensive planning instrument to plan for municipal infrastructure (major public utilities and transportation routes), land use, density, and sequencing of development. In this instance, the proposed subdivision does not involve new municipal infrastructure, is located along the existing Tecumseh Road, land use, density and sequencing (not applicable) can be derived from the attached Development Proposal, and the land is located outside of Alberta Transportation's development control zone. As such, there does not appear to be a need for an area structure plan to consider the merit of the proposal.

Therefore, it is recommended that Council consider waiving by resolution the ASP requirement, pursuant to s. 3.2 (h) of the Policy 2003-02, and instead approach this proposal in a staged manner, as follows:

1. Give first reading to the bylaw and scheduling a public hearing.
2. Consider the input from adjacent landowners at the public hearing and require that the applicant incorporate any relevant matters arising therefrom.
3. Consider second reading of the bylaw, which may pass or be defeated.
4. If second reading of the bylaw were passed, the landowner would have "in principle approval" from Council for the proposal, provided the landowner successfully completed their due diligence and applied for and obtained subdivision approval. It is also possible that second reading of the bylaw could fail.
5. If the bylaw passed second reading, then the bylaw process could be paused after second reading to allow the landowner to apply for subdivision approval. The landowner would have two years from the date of first reading of the bylaw to obtain subdivision approval and complete the bylaw process.
6. If subdivision approval was obtained, then Council should proceed with third reading of the bylaw to complete the process. If subdivision approval was not obtained within two years from the date of first reading of the bylaw then the bylaw would expire by default, or if subdivision was refused and not successfully appealed then the bylaw would come back to Council to be defeated.

Analysis of Alternatives:

1. Council may proceed with first reading of Bylaw 1162, 2023 and schedule a public hearing, as recommended above.
2. Council may defer first reading of Bylaw 1162, 2023 and outline what additional information they would like to see with reconsideration.

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1162, 2023.docx](#)

[Schedule A Redesignation.pdf](#)

[Schedule A Aerial Photo.pdf](#)

[SentrySix - Tecumseh Subdivision Development Plan.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1162, 2023

LAND USE BYLAW AMENDMENT – Redesignate Portion of NW¼ 15-8-5-W5M

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

WHEREAS the Council of the Municipality of Crowsnest Pass considers it prudent to rezone the lands legally described as a portion of NW¼ 15-8-5-W5M containing ±8.27 ha (20.44 acres) from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1”, and to rezone the lands legally described as a portion of NW¼ 15-8-5-W5M containing ±0.03 ha (0.07 acres) from “Non-Urban Area – NUA-1” to “Recreation & Open Space – RO-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw, provided that the applicant / landowner completes their due diligence with regard to water and private sewage disposal options and other relevant matters, and apply form and obtain subdivision approval.

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Grouped Country Residential – GCR-1” and the “Recreation & Open Space – RO-1” land use districts.

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

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

1. The Land Use District Map be amended to rezone the lands legally described as a portion of NW¼ 15-8-5-W5M containing ±8.27 ha (20.44 acres) from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1”, and to rezone the lands legally described as a portion of NW¼ 15-8-5-W5M containing ±0.03 ha (0.07 acres) from “Non-Urban Area – NUA-1” to “Recreation & Open Space – RO-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 868, 2013, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

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

READ a **second** time in council this _____ day of _____ 20____.

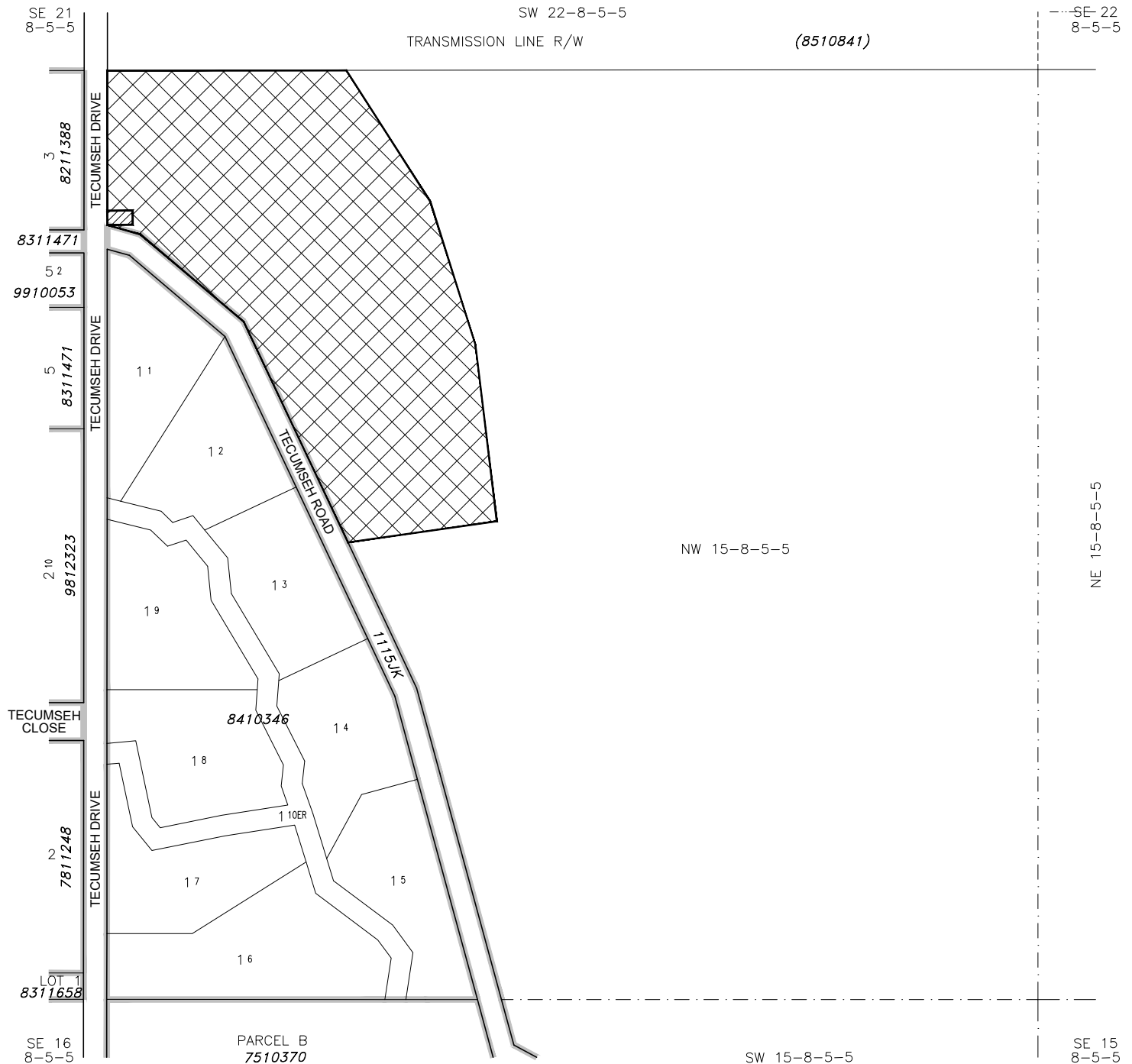
If second reading of this bylaw passed, it will be deemed that Council approved the bylaw amendment in principle subject to the landowner / applicant successfully completing their due diligence regarding relevant subdivision matters, and Council may pause the bylaw process after second reading to allow the

landowner / applicant to apply for and obtain subdivision approval within two years of the date that the bylaw received first reading.

READ a **third and final** time in council this _____ day of _____ 20____.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Non-Urbain Area NUA-1
TO: Grouped Country Residential GCR-1
CONTAINING 8.27±ha(20.44±ac)



FROM: Non-Urbain Area NUA-1
TO: Recreation & Open Space RO-1
CONTAINING 0.03±ha(0.07±ac)

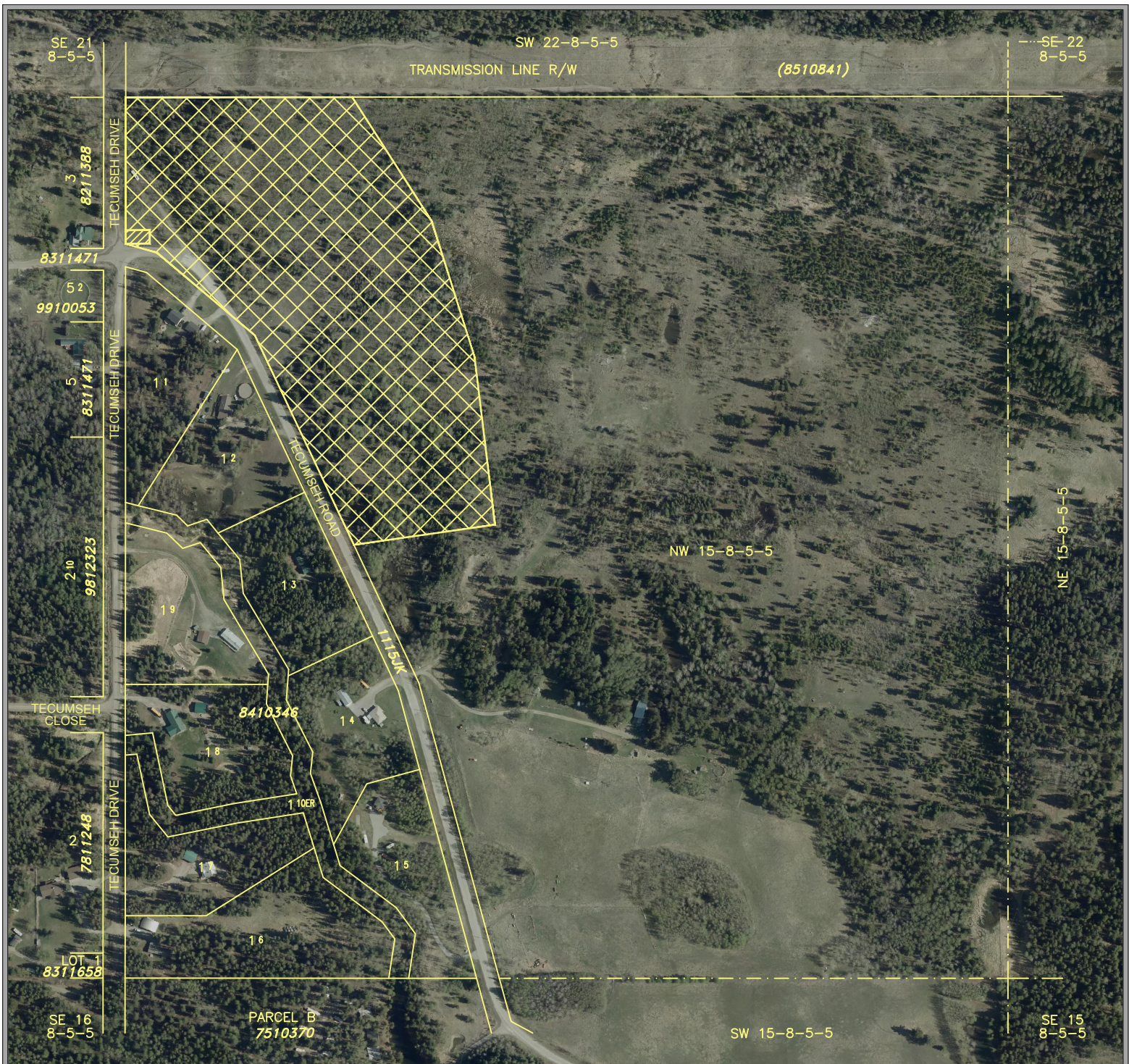
PORTION OF NW 1/4 SEC 15, TWP 8, RGE 5, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: SEPTEMBER 29, 2023

Bylaw #: 1162, 2023

Date: _____

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





LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Non-Urban Area NUA-1
TO: Grouped Country Residential GCR-1
CONTAINING 8.27±ha(20.44±ac)



FROM: Non-Urban Area NUA-1
TO: Recreation & Open Space RO-1
CONTAINING 0.03±ha(0.07±ac)

PORTION OF NW 1/4 SEC 15, TWP 8, RGE 5, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: SEPTEMBER 29, 2023

Bylaw #: 1162, 2023

Date: _____

MAP PREPARED BY:
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Aerial Photo Date: May 19, 2021



SENTRY SIX LAND CORP TECUMSEH SUBDIVISION DEVELOPMENT PROPOSAL

SUBMITTED BY

Josh Campbell



September 25, 2023



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This proposal describes the addition of seven Grouped Country Residential lots to be located east of the existing Tecumseh Grouped Country Residential subdivision. This area is known for striking views of Crowsnest Mountain to the north, Tecumseh Mountain to the west, and the Crowsnest Range to the south. SentrySix Land Corp. believes that a high quality country residential development can occur on these lands in accordance with the long term goals of the Municipality of the Crowsnest Pass.



Figure 1 – Aerial Photo

2 THE SITE

The address of the site is 3751 Tecumseh Rd, Crowsnest Pass, Alberta.

The proposed lots are directly adjacent to the existing Tecumseh Road on approximately 21 acres of undeveloped land, and no new roads are required to access these lots. Access to the site is on an existing paved road that is currently maintained by the MCNP.



Figure 2 – Legal Land Description and Title

3 MUNICIPAL BYLAWS

The lands are located outside the urban growth nodes identified in the MCNP Municipal Development Plan, Bylaw 1059, 2020, and as such can be considered for Grouped Country Development.

The area being developed is part of a larger 126 acre parcel that is currently zoned Non-Urban Area which generally provides only for agricultural uses under the current Land Use Bylaw. The 21 acre portion will need to be rezoned to Grouped Country Residential prior to submitting a subdivision application.

SentrySix Land has evaluated the Municipality of Crowsnest Pass Land Use Bylaw 868 with respect to setbacks, building heights, permitted uses, and lots sizes. We believe that the GCR-1 restrictions provide a suitable framework for creating a desirable community and will not be proposing any additional restrictive covenants to be placed on the subdivided lots that would enforce architectural controls or additional restrictions.

Based on discussion with the ORRSC and MCNP representatives, SentrySix Land agrees to pay cash in lieu of land owing for the Municipal Reserve owing on the 21 acre rezoned area as per section 666 of the Alberta Municipal Government Act.

4 SITE OPPORTUNITIES

The portion of the overall parcel that is proposed for development contains exceptional views of the surrounding mountains. Residential lots created out of this parcel will be highly desirable and saleable. The site is relatively flat, with only slight slopes offering a large amount of flexibility in building locations with excellent privacy and lookouts. As such, each of the lots are proposed to be approximately three acres in size to allow for proper development of well and septic systems, while still retaining an appropriate level of density to not disproportionately overburden the municipal services provided by the MCNP.

It is proposed that seven lots be created out of this rezoning and subdivision as shown in the below diagram. This area has been deliberately chosen to avoid any wetlands or potentially environmentally sensitive areas.

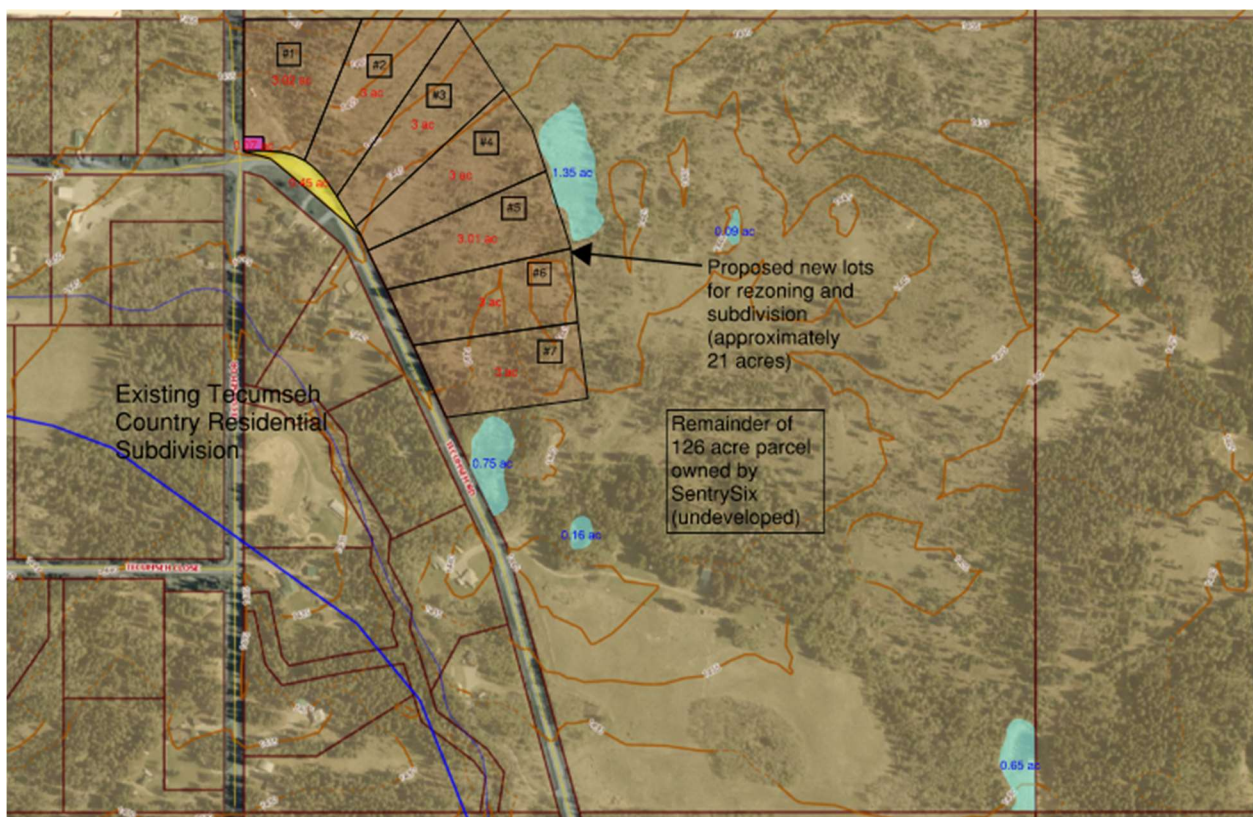


Figure 3 – Proposed lot layout

5 EXISTING LAND USE

This parcel has an existing residence on it which is currently unoccupied and is located approximately 250 meters from the closest point of the proposed new lots. The residence is in extremely poor condition and is expected to be demolished. The remaining land is undeveloped and has been used for grazing horses.

Land uses in the immediate vicinity include:

- Crown land directly north of the property, with Altalink owned 1201L 500 kV powerline bordering the entire north property line.
- Designated ATV trails and cross country ski trails are directly north of the property.
- The properties to the east and south are zoned Non-Urban Area and have personal residences constructed on the property.
- The area to the west consists of an existing Country Residential subdivision, known colloquially as "Tecumseh Major"

There is an existing 100 meter ATCO gas right-of-way located in the south-west portion of the proposed "Lot #1". This right-of-way is not expected to impact the ability a potential buyer to build on the parcel.

The area directly to the west which borders the existing cross country ski trails is currently used as a designated staging area for cross country skiing. Parking is severely limited in this area, with space limited to roughly three vehicles at a time. This leads to people parking along the existing municipal road, which is not ideal, especially as users have to put on their skis on the shoulder of the municipal road and ski to the trail head. It is proposed that SentrySix Land donate a portion of the land immediately proximate to the existing trailhead to allow for the development of an additional 6-8 parking stalls to be used by cross country skiers as shown in *Figure 4*.

There is a portion of the municipal road approximately 85 meters long containing 0.45 acres which is built across the land owned by SentrySix Land instead of in the designated road right of way as shown in *Figure 4*. It is proposed that this is designated as PUL P-1 land to allow the road to continue to exist as it currently lays.

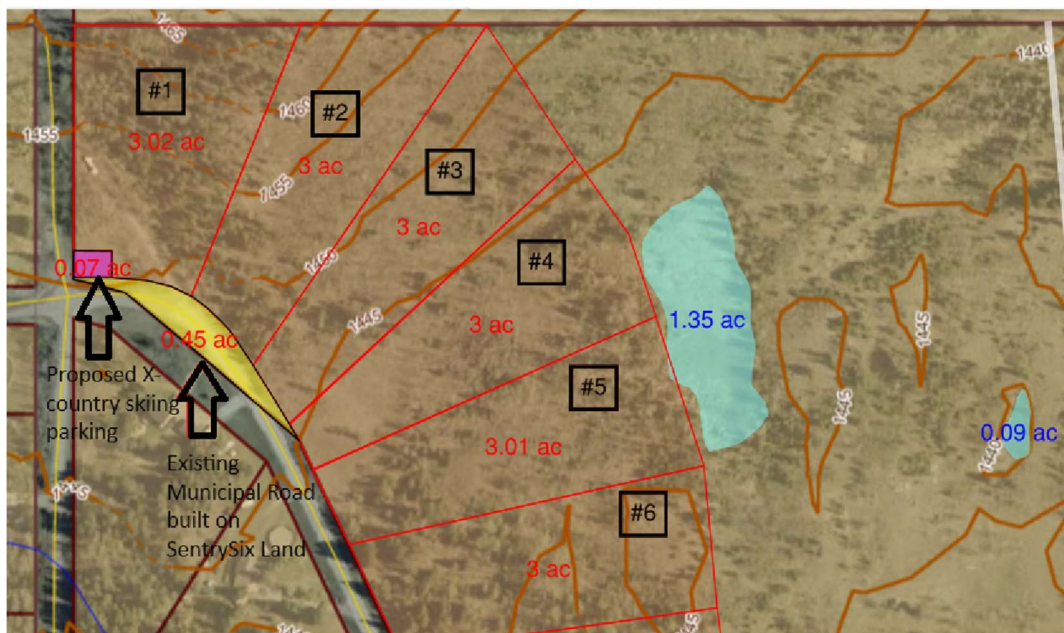


Figure 4 – Diagram of proposed PUL lands

6 UTILITIES AND SERVICES

There is existing power (Fortis), natural gas (ATCO), and phone line (Telus) running along the west border of each of the proposed lots, parallel to the existing road.

Each lot is expected to drill a personal household water well for water supply. A hydrological study is currently underway to verify that the underground aquifer has enough supply for each lot to be allocated 1250 m³/year as per the Alberta Water Act without impacting existing domestic and licenced users. The hydrological study will also verify whether baseline water chemistry is acceptable for drinking without treatment.

Each lot is expected to install a private sewage/septic system. A geotechnical study is currently underway to verify that soil percolation is acceptable to allow a private septic system on each parcel.

7 PROFESSIONAL STUDIES AND DUE DILIGENCE

The following due diligence is currently in progress:

7.1 Historical Resource Assessment

SentrySix Land has submitted a Historical Resource Assessment to the Alberta Historic Resources Management Branch and received a response on Sept 1, 2023. The HRA assessment requires additional site investigation through a Historical Resources Impact Assessment by an archeologist qualified to hold an archeological research permit within the Province of Alberta.

SentrySix Land has engaged Arrow Archeology to perform this HRIA, and we expect the assessment to be complete by Nov. 30, 2023.

7.2 Geotechnical Assessment

BDT Engineering is performing a geotechnical evaluation on the proposed lands that will evaluate the following:

- Suitability of proposed parcels for building locations
- Bearing capacity of soil to indicate suitability of location for building construction
- Evaluation of slopes to indicate slope stability for building structures
- Soil percolation tests to indicate what type of septic systems can be installed

We expect BDT Engineering to be complete with their geotechnical evaluation and report by Oct 15, 2023

7.3 Environmental Assessment

Solstice Environmental is performing a desktop environmental study on the proposed lands to evaluate existence of wetlands or environmentally sensitive areas that may need to be accounted for in environmental reserve or environmental reserve easement as well as any other environmental conditions that may need to be mitigated.

We expect the results of this evaluation to be completed by Sept 30, 2023.

7.4 Hydrological Assessment

Arletta Water Resources is currently performing a hydrological study to verify that each parcel can have individual water wells without impacting surrounding properties.

We expect the results of this study to be completed by Sept 30, 2023.

7.5 Provincial regulations related to subdivision

1. The closest point of the land to Highway 3 is 1.7 km away, and it is therefore exempt from requiring approval from the Minister of Transportation with and Economic Corridors as per Matters Related to Subdivision and Development Regulation, Section 18.
2. An evaluation of the AER Abandoned Well Map Viewer has verified that there are no abandoned wells on this property.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 7.c

Subject: Bylaw 1163, 2023 - Land Use Bylaw Amendment - Rezone the lands legally described as Lot R2, Block 23, Plan 8147JK from Recreation and Open Space RO-1 to Residential R-1 - First Reading

Recommendation: That Council give first reading to Bylaw 1163 2023.

Executive Summary:

The proposed bylaw involves the rezoning from Recreation and Open Space RO-1 to Residential R-1 for the purpose of bringing an existing single family dwelling into compliance with the land use bylaw.

Relevant Council Direction, Policy or Bylaws:

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

Land Use Bylaw No. 868-2013

Discussion:

The existing single family dwelling was built in the 1970's and straddles two lots, Lot R2, Block 23, Plan 8147JK (RO-1) and Lot 12, Block 22, Plan 142AE (R-1). The two lots are in two different land use districts, and the RO-1 district does not allow the development of a single family dwelling. In order to bring the existing development into compliance, a land use amendment is required to rezone the one lot to the Residential R-1 district, where "Single Family Dwelling" is listed as a use. As this is part of a current land sale, the Municipality is bringing this forward to correct the zoning. There are other properties within the Municipality that share this same non-compliance issue, and those will be brought forward as an amendment in the Land Use Bylaw Omnibus 4 in 2024.

The lot is described as Lot R2 which identifies it as a Municipal Reserve lot under the pre-1995 Planning Act however, the Municipal Reserve designation was removed as per Instrument Number 841089827 (attached).

Analysis of Alternatives:

1. Council may proceed with first reading of Bylaw 1163, 2023, as proposed, and schedule a public hearing.
2. Council may defer first reading of Bylaw 1163, 2023 and outline what additional information they would like to see with reconsideration.

Financial Impacts:

N/A

Attachments:

[Bylaw 1163, 2023.docx](#)

[Bylaw 1163, 2023 Schedule A.pdf](#)

[Bylaw 1163, 2023 Schedule A with 2021 Aerial Photo.pdf](#)

[Removal of R designation from Lot R2, Block 23, Plan 8147JK.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1163, 2023

LAND USE BYLAW AMENDMENT – Redesignate Lot R2, Block 23, Plan 8147JK

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

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as Lot R2, Block 23, Plan 8147JK, within NE¼ 35-7-4-W5M, containing ±0.048 ha (0.12 acres) from “Recreation & Open Space – RO-1” to “Residential – R-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Residential – R-1” land use district.

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as Lot R2, Block 23, Plan 8147JK, within NE¼ 35-7-4-W5M, containing ±0.048 ha (0.12 acres), from “Recreation & Open Space – RO-1” to “Residential – R-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 868-2013, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

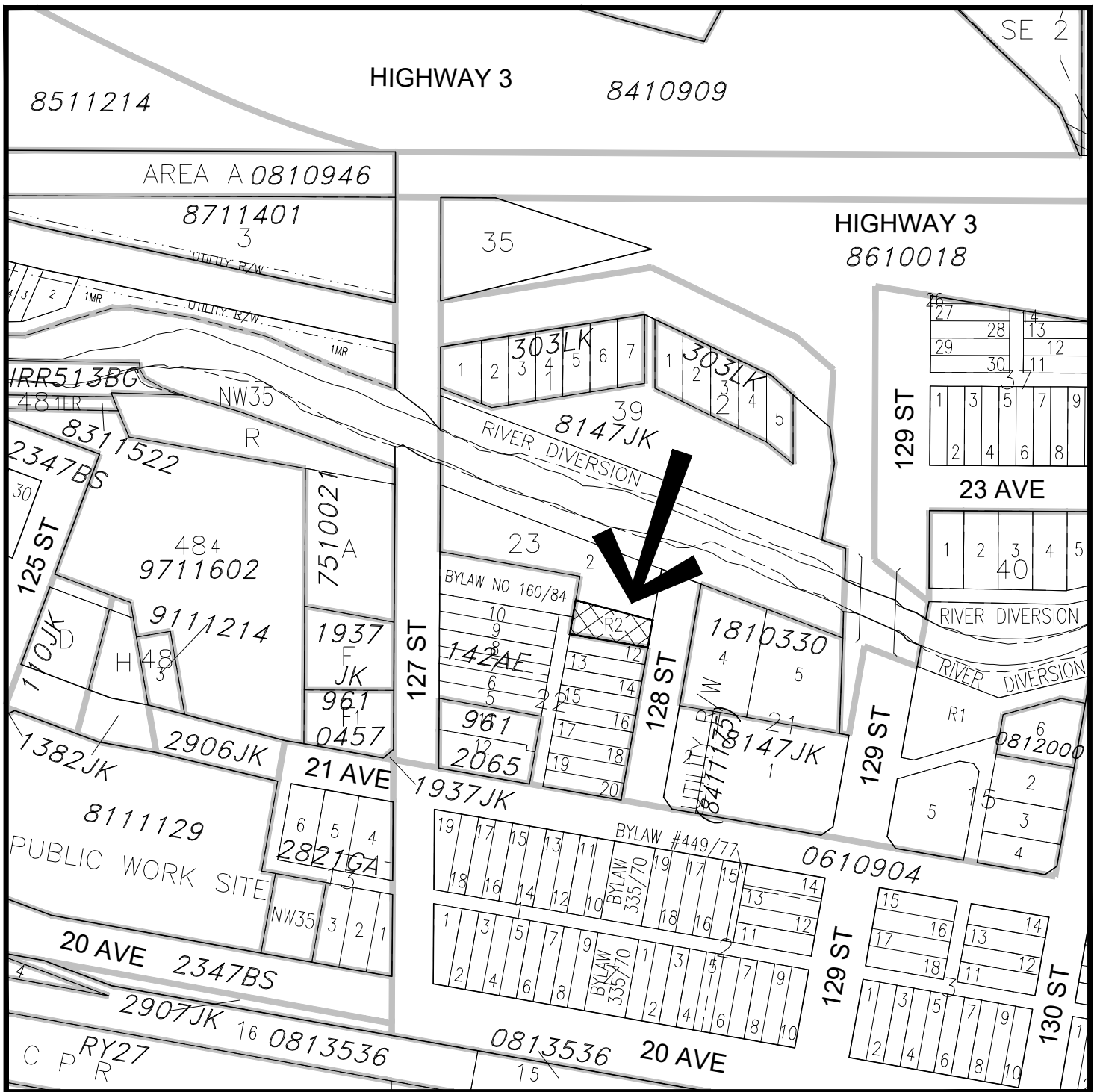
READ a **first** time in council this _____ day of _____ 2023.

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Recreation & Open Space RO-1
TO: Residential R-1

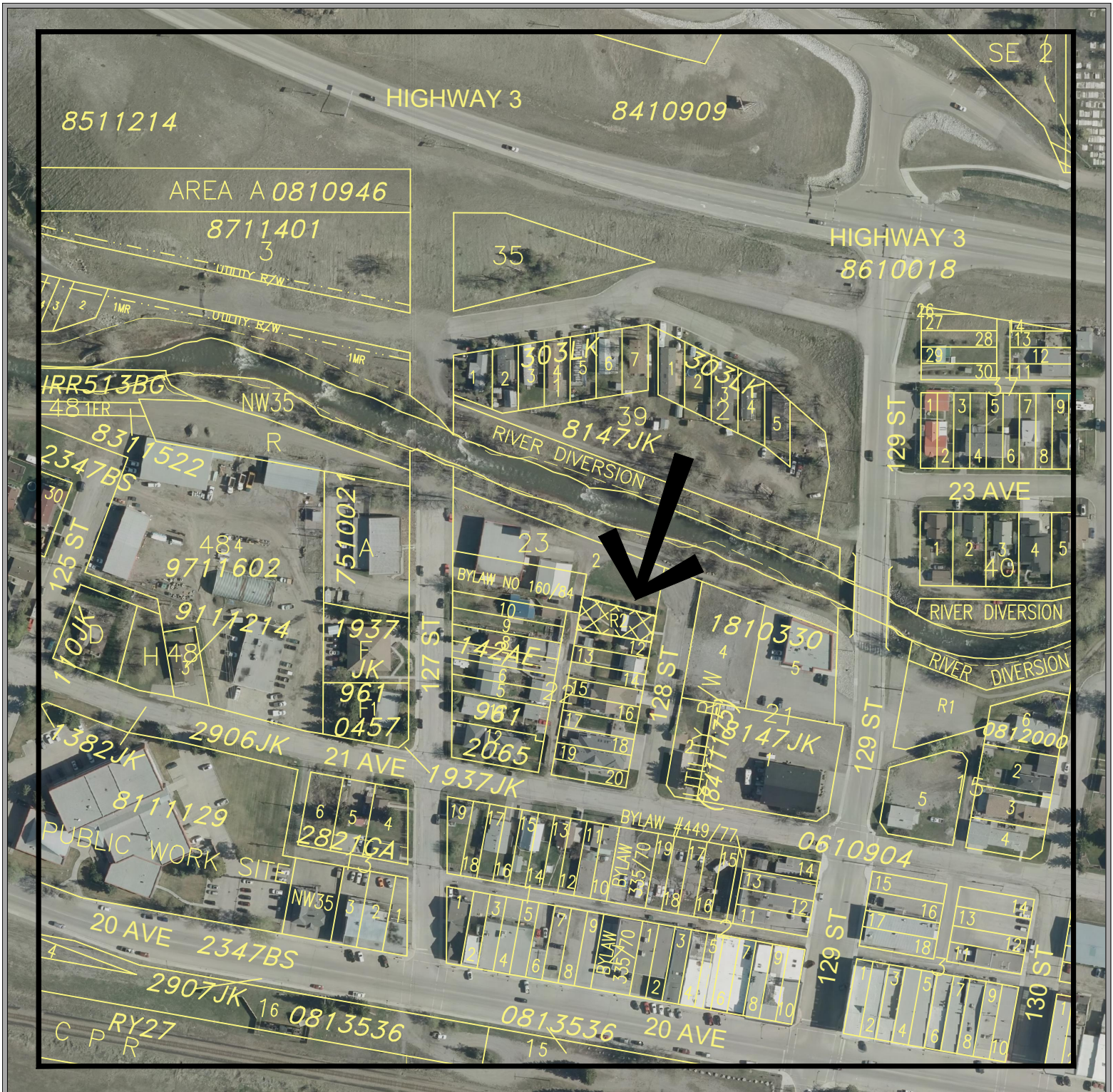
LOT R2, BLOCK 23, PLAN 8147JK
CONTAINING 0.048±ha(0.12±ac)
WITHIN NE 1/4 SEC 35, TWP 7, RGE 4, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
(BLAIRMORE)
DATE: SEPTEMBER 29, 2023

Bylaw #: 1163, 2023

Date: _____

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





LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Recreation & Open Space RO-1

TO: Residential R-1

LOT R2, BLOCK 23, PLAN 8147JK

CONTAINING 0.048±ha(0.12±ac)

WITHIN NE 1/4 SEC 35, TWP 7, RGE 4, W 5 M

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

(BLAIRMORE)

DATE: SEPTEMBER 29, 2023

Bylaw #: 1163, 2023

Date: _____

MAP PREPARED BY:

OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344

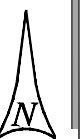
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

Aerial Photo Date: May 19, 2021



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 50 100 150 200 Metres



ALBERTA GOVERNMENT SERVICES LAND TITLES OFFICE

IMAGE OF DOCUMENT REGISTERED AS:

841089827

ORDER NUMBER: 48584325

ADVISORY

This electronic image is a reproduction of the original document registered at the Land Titles Office. Please compare the registration number on this coversheet with that on the attached document to ensure that you have received the correct document. Note that Land Titles Staff are not permitted to interpret the contents of this document.

Please contact the Land Titles Office at (780) 422-7874 if the image of the document is not legible.

1954-1955 91' 12"

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MAY 25

STAT DEC.

84-1

I certify that the within instrument
is duly Entered and Registered in the Land
Titles Office for the South Alberta Land
Registration District at Calgary.

John A.D. Registrar
SALRD



P.O. BOX 370
COLEMAN, ALBERTA
T0K 0M0
PHONE 1-403-562-8836

May 23rd, 1984.

The Registrar,
Land Titles Office,
P.O. Box 7575,
620 - 7th Ave. S.W.,
Calgary, Alberta,
T2P 2R4.

Dear Sir:

RE: LOT R2, BLOCK 23, PLAN 8147 JK.
OUR ACCOUNT NUMBER 01-03-0513.

With reference to the above mentioned lot, the Municipality of Crownsnest Pass have complied with the Provisions of the Planning Act, Sections 115 and 116. Now, therefore, we request to have the designation of Municipal Reserve removed.

Enclosed is DCT 164 X 14 covering the above property.

Please issue new DCT to us.

Thank you.

Yours truly,

Frances A. Kuryluk
Mrs. Frances A. Kuryluk,
Taxation Clerk.

/fk.

encl.

STATUTORY DECLARATION

I, John Kapalka, of the Municipality of Crowsnest Pass in the Province of Alberta, Do solemnly declare:

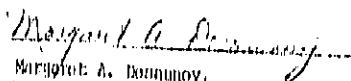
1. That I am the duly appointed Municipal Administrator of the Municipality of Crowsnest Pass and its proper officer in this behalf.
2. That the Council of the Municipality of Crowsnest Pass wishes to dispose of a Municipal Reserve.
3. That the Municipality of Crowsnest Pass has complied with the provisions of Section 115, and 116, of the Planning Act, 1980.
4. That the Municipality of Crowsnest Pass in accordance with Section 117 (1) of the Planning Act, 1980, requests the removal of the designation of Municipal Reserve from the following Land:

Lot R2, Block 23, Plan 8147 JK

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

Declared before me at the Municipality
of Crowsnest Pass, in the Province of
Alberta, this 23rd day of May
AD, 1984.


DECLARANT


Margaret A. Boudreau,
A COMMISSIONER FOR OATHS IN AND FOR
THE PROVINCE OF ALBERTA
MY COMMISSION EXPIRES
JANUARY 31, 1987

STATUTORY DECLARATION

I, John Kapalka, of the Municipality of Crowsnest Pass in the Province of Alberta, Do solemnly declare:

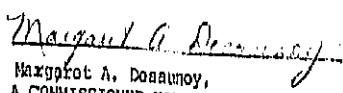
1. That I am the duly appointed Municipal Administrator of the Municipality of Crowsnest Pass and its proper officer in this behalf.
2. That the Council of the Municipality of Crowsnest Pass wishes to dispose of a Municipal Reserve.
3. That the Municipality of Crowsnest Pass has complied with the provisions of Section 115, and 116, of the Planning Act, 1980.
4. That the Municipality of Crowsnest Pass in accordance with Section 117 (1) of the Planning Act, 1980, requests the removal of the designation of Municipal Reserve from the following Land;

Lot R2, Block 23, Plan 8147 JK

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

Declared before me at the Municipality
of Crowsnest Pass, in the Province of
Alberta, this 23rd day of May
AD, 1984.


DECLARANT


Margaret A. Desautels,
A COMMISSIONER FOR OATHS IN AND FOR
THE PROVINCE OF ALBERTA
MY COMMISSION EXPIRES
JANUARY 31, 1987



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 7.d

Subject: Bylaw 1164,2023 - Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw - First Reading

Recommendation: That Council moves first reading of Bylaw 1164, 2023.

Executive Summary:

As part of the process to transition to a regional SDAB, a new bylaw was required. Administration has worked with ORRSC on the required wording of the bylaw. A service agreement has also been executed with ORRSC to provide the necessary services to support the regional SDAB.

As there are currently active appeals, the existing SDAB Bylaw (1021,2019) will also remain in effect to deal with those appeals and once completed, a bylaw will be brought forward to appeal Bylaw 1021, 2019.

All new appeals will be send to the regional SDAB.

Relevant Council Direction, Policy or Bylaws:

Councillor Filipuzzi moved that Council moves to transition to a regional Subdivision and Development Appeal Board.

Discussion:

N/A

Analysis of Alternatives:

- Council can move first reading of Bylaw 1164, 2023.
- Council can defer first reading of Bylaw 1164, 2023.
- Council can defeat first reading of Bylaw 1164, 2023 and maintain our own SDAB.
- Council can pass first, second and third reading of Bylaw 1164, 2023.

Financial Impacts:

There will now be some costs associated with the regional SDAB travel and hearings.

Attachments:

[1164 2023, Chinook Intermunicipal SDAB Bylaw.docx](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1164,2023
Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta for the purpose of establishing an intermunicipal subdivision and development appeal board;

AND WHEREAS the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* as amended from time to time requires the municipality to adopt a bylaw to establish a Municipal Subdivision and Development Appeal Board or an Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Council of the Municipality of Crowsnest Pass wishes to join other area municipalities to establish the Chinook Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Chinook Intermunicipal Subdivision and Development Appeal Board is authorized to render decisions on appeals resulting from decisions of a Subdivision Authority or a Development Authority in accordance with the South Saskatchewan Regional Plan (SSRP), the *Municipal Government Act (MGA)*, the Subdivision and Development Regulation, the local Land Use Bylaw and statutory plans;

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

1. Short Title

- 1.1 The title of this Bylaw shall be the “Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw.”

2. Authorization

- 2.1 Pursuant to section 627(1)(b) of the *MGA*, this bylaw hereby authorizes the municipality to enter an agreement with the other participating municipalities to establish the Chinook Intermunicipal Subdivision and Development Appeal Board.

3. Definitions

- 3.1 Except as otherwise provided herein, words in this Bylaw shall have the meanings as is assigned to them in the *Municipal Government Act*, as amended from time to time.
- 3.2 In this bylaw the following terms shall have the meanings shown:
- (a) **“Appellant”** means the person who may file an appeal to the Board from decisions of a Subdivision Authority or a Development Authority in accordance with the *MGA*.
- (b) **“Board”** means the Chinook Intermunicipal Subdivision and Development Appeal Board established pursuant to this bylaw.

- (c) **“Board Member”** means an appointed member of the Chinook Intermunicipal Subdivision and Development Appeal Board appointed in accordance with this bylaw and who has obtained provincial training and certification.
- (d) **“Board Panel”** means the group of appointed Board Members actively sitting to hear and decide on an appeal at an appeal hearing.
- (e) **“Chair”** means the person elected from the Board panel members sitting to hear an appeal to act as the person who presides over the hearing and the procedures.
- (f) **“Chief Administrative Officer (CAO)”** means the individual appointed to the position for the municipality in accordance with the *MGA*.
- (g) **“Clerk”** means the person or persons who has completed training and is certified by the province and authorized to act as the administrative clerk for the Intermunicipal Subdivision and Development Appeal Board by the member municipality within which the appeal is held.
- (h) **“Conflict of Interest”** means both Common Law Bias and Pecuniary Interest.
- (i) **“Council”** means the Council of the Municipality of Crowsnest Pass.
- (j) **“Development Authority”** has the same meaning as in the *MGA*.
- (k) **“Hearing”** means a public meeting convened before the Board acting as a quasi-judicial body to hear evidence and determine the facts relating to an appeal of decisions of a Subdivision Authority or a Development Authority, prior to the Board making a decision on the matter subject to the appeal
- (l) **“Municipality”** means the municipal corporation of the Municipality of Crowsnest Pass together with its jurisdictional boundaries, as the context requires.
- (m) **“Panel Member”** means an individual Board member participating in the group panel to hear an appeal.
- (n) **“Participating Municipality”** means a municipality in the Province of Alberta who has entered into an agreement with other municipalities, as referred to in Section 2 of this bylaw, to establish the Chinook Intermunicipal Subdivision and Development Appeal Board.
- (o) **“Procedural guidelines”** means the policies, processes and administrative matters applicable to the filing of an appeal and conducting a hearing, and the roles, duties and conduct of Board members and Clerks..
- (p) **“Subdivision Authority”** has the same meaning as in the *MGA*.
- (q) **“Quorum”** means the minimum number of Board panel members required to hear an appeal.
- (r) **“Municipal Government Act (MGA)”** means the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended from time to time.

- (s) **“Chinook Intermunicipal Subdivision and Development Appeal Board”** means the Board established by agreement to act as the Subdivision and Development Appeal Board.

4. Appointment of the Board

- 4.1 The Board is comprised of the member representative(s) as appointed by the participating municipalities.
- 4.2 A municipality may participate in the Chinook Intermunicipal Subdivision and Development Appeal Board without appointing individual representative(s) by utilizing the appointed Board Members of the other participating member municipalities to act on the municipality's behalf as its appeal body.
- 4.3 For each member municipality appointing individual Board Member representative(s) to the Chinook Intermunicipal Subdivision and Development Appeal Board, the appointment shall be made by resolution of Council. Appointed Board Members from a municipality shall consist of no more than three (3) members, with no more than one (1) being an elected official and the other two (2) being non-elected officials who are persons at large. If two (2) or less persons are appointed as members, they must be non-elected persons at large.
- 4.4 For those member municipalities appointing individual representative(s) to the Board, the remaining composition of the Board Panel Members shall be the appointed members from the other municipalities of the Chinook Intermunicipal Subdivision and Development Appeal Board.
- 4.5 Appointments to the Chinook Intermunicipal Subdivision and Development Appeal Board shall be made for a term of not more than three years. Reappointments must coincide with the successful completion of the mandatory provincial refresher training course to be taken every three (3) years.
- 4.6 Board Members may be appointed for a two (2) or three (3) year term, at the discretion of the municipality, for the purpose of establishing a staggered expiration of terms amongst the Board Members.
- 4.7 A Board Member may resign from the Chinook Intermunicipal Subdivision and Development Appeal Board at any time by providing written notice to the municipality to that effect.
- 4.8 Where Council has appointed a Board Member representative(s) for the municipality, Council may remove its individual appointed Board Member representative(s) at any time if:
- (a) in the opinion of Council, a Board Member is not performing his/her duties in accordance with the MGA, this Bylaw or the rules of natural justice,
 - (b) a Board Member is absent for more than three (3) consecutive hearings to which he/she has been assigned to sit on the Board Panel without reasonable cause, or
 - (c) a Board Member has participated in a matter in which that Board Member has a Conflict of Interest, contrary to the provisions of this Bylaw.

5. Composition

- 5.1 The Board Members of the Chinook Intermunicipal Subdivision and Development Appeal Board shall meet in Panels, and two (2) or more Panels may meet simultaneously. The Panels have all the powers, duties and responsibilities of the Subdivision and Development Appeal Board.
- 5.2 For the purpose of this Bylaw, the Board Panel formed from the appointed members of the Chinook Intermunicipal Subdivision and Development Appeal Board to hear an appeal, shall normally be composed of not less than five (5) persons, with no more than one (1) being an elected official.
- 5.3 Three (3) Board Members constitute a quorum of the Board Panel.
- 5.4 If a vacancy of an appointed Board member representative from a municipality shall occur at any time, the municipality may appoint another person to fill the vacancy by resolution of Council.
- 5.5 In the absence of the municipal appointed member representative(s) of the municipality in which the appeal originates being available to sit on a Panel, then the appointed Panel Member representative(s) from the other municipalities of the Chinook Intermunicipal Subdivision and Development Appeal Board shall form the composition of the Board Panel to hear and decide on a matter of appeal on behalf of the municipality.
- 5.6 Board Panel Members of the Chinook Intermunicipal Subdivision and Development Appeal Board shall not be members of a Municipal Subdivision Authority or Development Authority or municipal employees of the municipality in which the appeal is located.
- 5.7 A person appointed as a Board Member in accordance with this Bylaw must successfully complete and maintain the mandatory provincial training and certification prior to sitting on a Panel to hear an appeal.

6. Costs and Renumeration

- 6.1 Board Members may be entitled to reasonable remuneration for time and expenses relating to participating on a Board Panel.
- 6.2 Costs related to appeal hearings and the remuneration to Board Members shall be provided as specified in the intermunicipal agreement of the participating members of the Chinook Intermunicipal Subdivision and Development Appeal Board.

7. Duties of the Intermunicipal Subdivision and Development Appeal Board

- 7.1 The Chinook Intermunicipal Subdivision and Development Appeal Board shall hold hearings as required pursuant to the *Municipal Government Act* on a date to be determined by the Board.
- 7.2 The Board, and those Members who sit as a Board Panel hearing an appeal, shall govern its actions and hearings in respect of the processes and procedures as outlined in the Procedural Guidelines.
- 7.3 A Board Member may only participate in an appeal hearing if they have successfully completed the mandatory provincial training prior to the appeal hearing date.

- 7.4 The Board Panel may, at its discretion, agree to adjournments in respect of the processes and procedures as outlined in the Procedural Guidelines.
- 7.5 A Board Panel hearing an appeal shall appoint a Chair to preside over the proceedings prior to the commencement of the hearing.
- 7.6 An order, decision or approval made, given or issued by the Board Panel and under the signature of the Chair, or a Board Member acting as a designate, is the decision of the Board.
- 7.7 The Board Members shall conduct themselves in a professional, impartial and ethical manner and apply the principles of administrative justice and judicial fairness.
- 7.8 The Board Members shall consider and act in respect of the Chinook Intermunicipal Subdivision and Development Appeal Board Procedural Guidelines.
- 7.9 The Board does not have the jurisdiction or authority to award pecuniary or monetary awards or costs to any persons, entity or organization involved in an appeal.

8. Appeal Filing

- 8.1 An appeal shall be filed in writing by an appellant, in accordance and in the manner prescribed in the *MGA*, to the municipality and include the payment of the applicable municipal appeal fee.
- 8.2 If there is a question about the validity of an appeal being filed, the Board Panel must convene the appeal hearing in accordance with the *MGA* to establish jurisdiction and then it may decide on the matter of validity. It shall be the responsibility of the Board Panel to make the determination of whether the appeal is valid.
- 8.3 In the event an appeal is abandoned or withdrawn in writing by the appellant, the Board Panel shall not be obliged to hold the appeal hearing referred to in the *MGA* unless another notice of appeal has been served upon the Board in accordance with the *MGA*.

9. Clerk Responsibilities and Duties

- 9.1 Council shall by resolution appoint a Clerk as a designated officer, or sub-delegate to its CAO the authority to appoint a Clerk or Clerks, for the specific purposes of providing administrative assistance to the Board in fulfilling its legislative duties.
- 9.2 The appointed Clerk shall attend all meetings and hearings of the Chinook Intermunicipal Subdivision and Development Appeal Board held in that member municipality but shall not vote on any matter before the Board.
- 9.3 A person appointed as a Clerk to assist the Chinook Intermunicipal Subdivision and Development Appeal Board in accordance with this bylaw must have successfully completed the mandatory provincial training prior to assisting the Board in its legislative duties.
- 9.4 The Clerk, acting for the Board, shall accept on behalf of the Board appeals which have been filed with the municipality in relation to a decision of the Subdivision Authority or the Development Authority.

- 9.5 The Clerk of the Board shall keep records of appeals and proceedings for the municipality in which the appeal has been filed, as outlined in the Procedural Guidelines.

10. Administrative

- 10.1 **Singular and Masculine** – Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Bylaw shall include all genders and words importing parties or persons in this Bylaw shall include individuals, partnerships, corporations, and other entities, legal or otherwise.
- 10.2 **Severability** – Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

11. Enactment

- 11.1 This Bylaw shall come into force and effect when it has received third reading and has been duly signed.
- 11.2 Any appeals filed after the date of enactment shall be under the jurisdiction of the Chinook Intermunicipal Subdivision and Development Appeal Board.

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

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 7.e

Subject: Subdivision Endorsement Extension Request 2020-0-116 (Byron Hills Resources Ltd.)

Recommendation:

That Council grants the subdivision extension request for Subdivision 2020-0-116 for a period of 12 months.

Executive Summary:

The Oldman River Regional Services Commission is in receipt of a subdivision endorsement extension request for the property known as a portion of the NW¼ 20-7-3-W5M. The original subdivision approval was given on October 28, 2020 by the Municipal Planning Commission. This is the applicant's second extension request, with the initial extension granted November 30, 2021.

The applicant has completed all the conditions of approval but has needed additional time to allow Alberta Environment and Protected Areas to finalize the legal water boundaries for the environmental reserve parcel and environmental reserve easement.

Relevant Council Direction, Policy or Bylaws:

Section 657, Municipal Government Act, RSA 2000, c M-26. (MGA)

Discussion:

The Oldman River Regional Services Commission prepared a memo (attached) that provides the background to the subdivision application and this extension request.

The subdivision approval requires the dedication of Environmental Reserve and an Environmental Reserve Easement along the north and south banks of the Crowsnest River to and for the benefit of the Municipality of Crowsnest Pass.

Analysis of Alternatives:

Council may consider the following options:

1. Grant the extension for a period of 12 months in order for the applicant to finalize the conditions of the approval. A time extension must be granted by a resolution of Council pursuant to Section 657(6) of the MGA.

or

2. Refuse to grant the extension. Note that there is no appeal of a decision on a time extension request.

Financial Impacts:

The survey cost of the Environmental Reserve parcel may be significant. Considering that the Municipality will take ownership of approximately one acre of land along both banks of the river as an Environmental Reserve dedication at no cost to the Municipality, that the majority of the ER parcel is located on a portion of the land that is indirectly affected by the proposed subdivision, and that the Municipality will be the beneficiary of the Environmental Reserve Easement, Administration agreed to share 50% up to a maximum of \$7,500 of the survey cost for the ER parcel.

Attachments:

[MEMO - 2nd extension request 2023 \(Byron Hills Resources - 2020-0-116\).pdf](#)

Memo



To: Municipality of Crowsnest Pass Council

File: 2020-0-116

From: Ryan Dyck, Planner

Date: Sept. 25, 2023

Re: Subdivision Endorsement Extension Request

Background & Proposal

The Oldman River Regional Services Commission is in receipt of a subdivision endorsement extension request for the property known as a portion of the NW¼ 20-7-3-W5M – a fragmented title comprising 34.58 acres in 6 parts and located in Hillcrest. Subdivision approval was originally granted on Oct. 28, 2020. The subdivision approval will subdivide a 0.74 acre area of rocky outcrop lands containing a garage that is situated between 9th Avenue and 11th avenue, with little to no development prospects. The area being subdivided is required to be consolidated (Condition #5) with an adjacent residential parcel containing 0.2 acres (Lot 49, Block 16, Plan 881 0712). This is the applicant's second extension request.

As per section 657(1) of the Municipal Government Act (MGA), if a plan of subdivision is not endorsed by the subdivision authority for a municipality within 12 months from the date on which the subdivision approval is given, the plan may not be accepted by Alberta Land Titles unless the time period is extended by Council. There is not a legislated expiry date for subdivision approval extensions. However, generally accepted best practice is that subdivision extensions should not exceed 12 months, which is the MGA statutory time limit for the original approval to be finalized.

Recommended Action

The applicant has completed all the conditions of approval but has needed additional time to finalize the legal water boundaries for the environmental reserve parcel and environmental reserve easement (condition #4) along the Crowsnest River corridor which meanders through the fragmented parcel.

The applicant has submitted a letter requesting a 12 month extension, within which the applicant must finalize the conditions of approval and proceed to endorsement. Council has the following options to consider:

1. Grant the extension in order for the applicant to finalize the conditions of the approval. A time extension must be granted by a resolution of Council pursuant to Section 657(6) of the MGA.
2. Refuse to grant the extension. Note that there is no appeal of a decision on a time extension request.

Once Council has reviewed the request and made a decision, we would appreciate notification of the decision in writing for our file. If you have any questions or need clarification, please contact me at your convenience.

RD/jm
ATTACHMENTS

Subdivision Application – Request for Extension

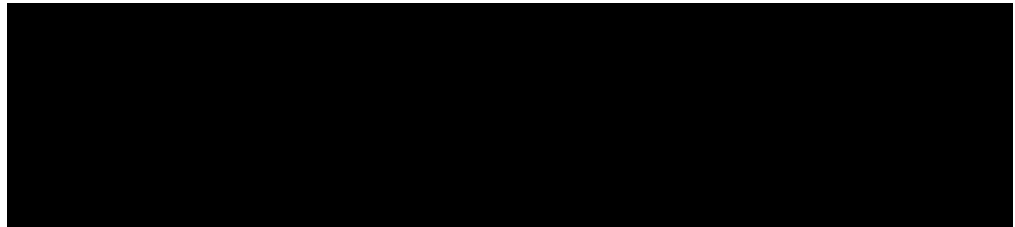
ORRSC file number: 2020-0-116 Expired Date: Oct 28/22

Previous Extension Approved: Yes ☒ No ☐ Extension Period Requested: 1 yr.
(not to exceed one year)

ORRSC Fee submitted: 1st Request (\$350.00) ☐ 2nd Request (\$450.00) ☒ 3rd Request (\$550.00) ☐

Name of registered owner(s): BYRON HILLS RESOURCES LTD

Owner's address:

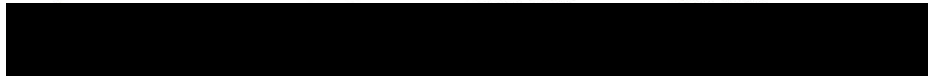


Name of Applicant: THOMAS PENNER
(if different from owner)

Applicant's address:



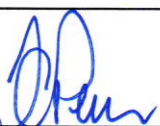
LETHBRIDGE AB T1H 5J9 ---
City Province Postal Code Cell Phone



Legal description: Lot _____ or Condo unit _____ Block _____ Plan _____
Quarter NW Section 20 Township 7 Range 3 Meridian 5

Reason(s) for Request:

- Finalizing water boundary for ER and ER easement.


Signature of the Applicant/Owner

Sept 25/23
Date

SUBDIVISION APPLICATION DECISION

Our File: 2020-0-116

Your File: 20-14964

NOTICE DATE: October 29, 2020

TO: Byron Hills Resources Ltd., Thomas C. Penner, A.L.S., North & Company, Municipality of Crowsnest Pass, , Livingstone Range School Division, AltaLink, FortisAlberta, TELUS, ATCO Gas, ATCO Pipelines, AB Health Services - South Zone, AB Environment & Parks - C. Wojtowicz, AB Environment & Parks - J. Wu, AB Environment Operations Infrastructure Branch (OIB), AB Water Boundaries, AB Transportation, Historical Resources Administrator, AER, Canada Post, CPR

RE: NW1/4 20-7-3-W5M / Municipality of Crowsnest Pass

DECISION: APPROVED ON CONDITION

DECISION DATE: October 28, 2020

(See attached resolution for conditions)

Your subdivision application has been *Approved on Condition* and a copy of the decision is attached.

We advise that it is the applicant's responsibility to ensure that all conditions of approval have been met. This process will require coordination between yourself, your surveyor, ORRSC and your municipality.

The subdivision may be finalized following the required 14-day appeal period as outlined below. If no appeals have been filed within the specified time period, you may proceed with the finalization. You have **one year from the approval date** to finalize your subdivision. *(If you are unable to finalize the subdivision within this time frame please contact the ORRSC in order to request a possible time extension. A minimum extension fee of \$330.00 will be required.)*

Right to Appeal

Pursuant to the Municipal Government Act, the applicant, government departments, and local authorities have a right to appeal the decision or any conditions of the subdivision **within 14 days of receipt of this notice** to the appropriate appeal board. The date of receipt of the decision is deemed to be 7 days from the date the decision is mailed.

You may also appeal any reserve requirement (land or money) established by the subdivision authority. The appeal may be commenced by providing a written statement of the grounds of appeal to:

Municipal Government Board, Alberta Municipal Affairs – Subdivision Appeals Case Manager
1229 – 91 Street SW, Edmonton, Alberta T6X 1E9

The appeal board must receive your notice of appeal within 21 days of the date of this letter informing you of the subdivision authority's decision. ***(Please contact the municipality to determine any applicable fees.)***

In order for your surveyor to register your subdivision at the Land Titles Office, they must receive an "Endorsement" document from our office. ORRSC will provide the Endorsement upon receipt of the following:

- **Finalization fee** – pay to ORRSC the finalization fee of \$205.00 for each new lot to be created by the subdivision.
- **Fulfilling the Conditions** – ensure that all the conditions of your approval have been met (*refer to attached Resolution*) and provide the Oldman River Regional Services Commission documented evidence to that effect.
- **Surveyor's package** which includes the Plan of Survey, signed consents, etc. (or your separation of title document as prepared by your lawyer or surveyor).

After endorsement, we will return the documents to your surveyor who will register them with the Land Titles Office.

Should you require any further clarification please contact ORRSC at (403) 329-1344 or visit our website at www.orrsc.com for more details regarding the finalization process.

Yours truly,



Mike Burla
Senior Planner

MB/jm
Attachment

RESOLUTION

2020-0-116

Municipality of Crowsnest Pass Non-Urban Area subdivision of NW1/4 20-7-3-W5M

THAT the Non-Urban Area subdivision of NW1/4 20-7-3-W5M (Certificate of Title No. 161 180 688 +1), to create a 0.74 acre parcel from a titled area comprising 34.58 acres; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Municipality of Crowsnest Pass.
2. That, pursuant to Section 661, the applicant provides additional land to secure a 66 foot roadway width on 11th Avenue, if necessary.
3. That the applicant submit to the Subdivision Authority a copy of the a sketch from an Alberta Land Surveyor that certifies the location and dimensions of the existing buildings and the exact dimensions of the lot to be subdivided.
4. That an environmental reserve dedication of 6.0 meters on both sides of the Crowsnest River be provided by survey plan throughout the entire length of the property being subdivided (Certificate of Title No. 161 180 688 +1).
5. That Lot 49, Block 16, Plan 8810712 be consolidated by survey plan with proposed Lot 51, Block 16, being the Lot created by this subdivision.
6. That the applicant submit a copy of the Historical Resources Act clearance prior to finalization of this subdivision.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(c) of the Municipal Government Act, Reserve is not required.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) The subject parcel is identified as having a Historic Resource Value of HRV3 which contains a significant historic resource that will likely require avoidance. A historic resource clearance is required in accordance with Land Use Procedures Bulletin: Subdivision Historical Resource Act Compliance.

(e) ATCO Transmission high pressure pipelines has no objections. Questions or concerns can be forwarded to hp.circulations@atco.com.

(f) Alberta Health Services – Wade Goin, Executive Officer/Public Health Inspector:

“In response to the request for comment on the above noted subdivision, we have reviewed the information and wish to provide the following comments:

- Alberta Health Services does not object to this subdivision provided all other pertinent bylaws, regulations and standards are complied with.
- Since this proposed subdivision is adjacent to the Crowsnest River, seasonal and catastrophic flooding events should be considered. Please ensure Alberta Environment and Parks is contacted to ensure all flooding scenarios have been considered and mitigations have been developed.

If you require any further information, please call me at 403-562-5030.”

(g) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“Reference your file to create a parcel for residential use at the above noted location.

The proposal is contrary to Section 14 and subject to the requirements of Section 15(2) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017 (“the regulation”).

Alberta Transportation's primary objective is to allow subdivision and development of adjacent properties in a manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway system.

To that end, currently and as proposed, the parcel to be created and the remnant land gain indirect access to the highway solely by way of the local road system. As such, strictly from Alberta Transportation's point of view, we do not anticipate that the creation of the residential parcel as proposed would have any appreciable impact on the provincial highway network.

Therefore, pursuant to Section 16 of the regulation, in this instance, Alberta Transportation grants a waiver of said Sections 14 and 15(2).

The applicant would also be advised that any development within the highway right-of-way or within 300 metres beyond the limit of a controlled highway or within 800 metres from the center point of an intersection of the highway and another highway would require the benefit of a permit from our department. This requirement is outlined in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

The subject property is within the noted control lines however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local road system, in this instance a permit from Alberta Transportation will not be required and development of the residential parcel could proceed under the direction, control and management of the municipality. The applicant could contact the undersigned, at Lethbridge 403/382-4052, in this regard.

Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the subdivision/development design.

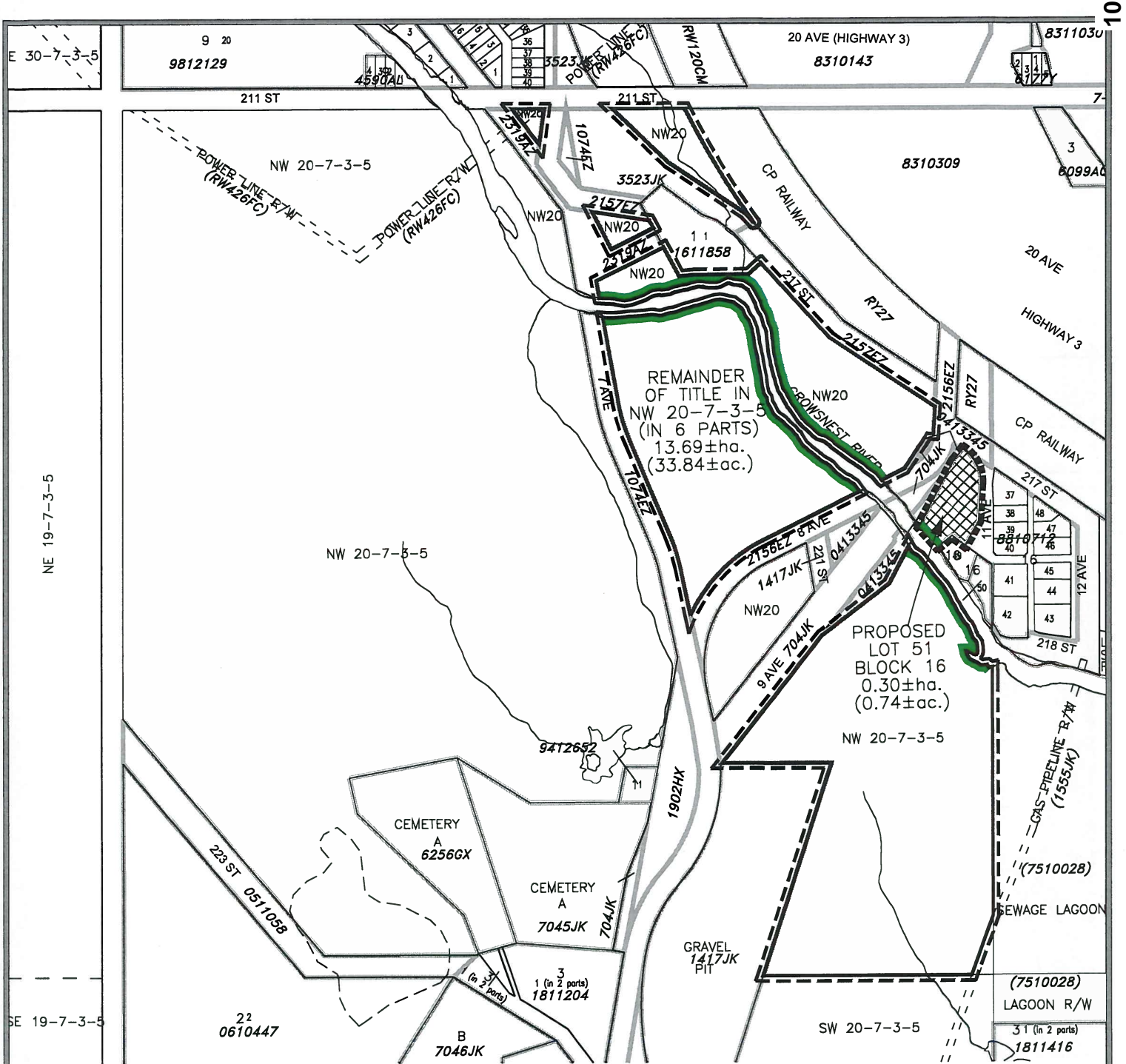
Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far as Alberta Transportation is concerned an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application.”


- (h) Canada Post has no comment.
- (i) CPR has no comment.
- (j) Please be advised that our existing/future gas line(s) on the subject property are protected by way of a Utility Right of Way Agreement. URW is in for registration at Land Titles, do not have a registration number at this time. Therefore, ATCO Gas has no objection to the proposed subdivision.
- (k) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.



SUBDIVISION SKETCH
WITHIN NW 1/4 SEC 20, TWP 7, RGE 3, W 4 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: SEPTEMBER 14, 2020
FILE No: 2020-0-116

 **6 m (20') ENVIRONMENTAL RESERVE**
 (See Condition #4)



APPROVED

- ☐ Approved
- ☒ Approved subject to revised parcel configuration

Approved Subdivision is subject to the conditions listed in the Approval Letter attached.


 Oldman River Regional Services Commission

NOTICE OF APPLICATION FOR SUBDIVISION OF LAND

DATE: October 5, 2020

Date of Receipt:

Septemebr 11, 2020

Date of Completeness:

September 14, 2020

TO: Landowner: Byron Hills Resources Ltd.

Agent: North & Company

Surveyor: Thomas C. Penner, A.L.S.

Referral Agencies: Municipality of Crowsnest Pass, Dean Ward, Dave Filipuzzi, Livingstone Range School Division, AltaLink, FortisAlberta, TELUS, ATCO Gas, ATCO Pipelines, AB Health Services - South Zone, AB Environment & Parks - C. Wojtowicz, AB Environment & Parks - J. Wu, AB Environment Operations Infrastructure Branch (OIB), AB Water Boundaries, AB Transportation, Historical Resources Administrator, AER, Canada Post, CPR

Adjacent Landowners: Roc-It Drywall Ltd, Jerry D. & Cynthia A. Newman, Eric & Janet Willoughby, Cameron Willoughby, Donald P Harrison, Timothy Hood, Clarence Bohmer, Christopher Willoughby, Eric & Janet Willoughby, Cameron Willoughby, Darlene E. A. & Earl Brian McKenna, Timothy Hood, William W Emde, Murray R. & Mary A. Cream, Darrel L. Siray, Kevin Haggart, David J. Manser & Kari L. Hanson, Manser, Donald P Harrison, Kenneth J Garbiar

Planning Advisor: Mike Burla



The Oldman River Regional Services Commission (ORRSC) is in receipt of the following subdivision application which is being processed on behalf of the Municipality of Crowsnest Pass. This letter serves as the formal notice that the submitted application has been determined to be complete for the purpose of processing.

In accordance with the Subdivision and Development Regulation, if you wish to make comments respecting the proposed subdivision, please submit them via email or mail no later than **October 26, 2020**. (Please quote our File No. **2020-0-116** in any correspondence with this office).

File No: 2020-0-116

Legal Description: NW1/4 20-7-3-W5M

Municipality: Municipality of Crowsnest Pass

Land Designation: Non Urban Area - NUA
(Zoning)

Existing Use: Bare Land

Proposed Use: Residential

of Lots Created: 1

Certificate of Title: 161 180 688 +1

Proposal: To create a 0.74 acre parcel for residential use.

Planner's Preliminary Comments:

This proposal is located next to the Crowsnest River in Hillcrest. The proposed parcel is part of a larger titled area owned by Byron Hills Resources Ltd. The intent of the proposed subdivision is to create a 0.74 acre parcel for residential use. As this new parcel is relatively small, a planning recommendation would request that it tie into Municipal Services as a part of a development agreement condition. A septic field in close proximity to the Crowsnest River is problematic in this instance.

Municipal Reserve should be satisfied as money in place of land on the 0.74 acre parcel being created by this application. Standard planning conditions will apply to the approval of subdivision.

The Subdivision Authority is requested to consider the following when rendering decision on this application:

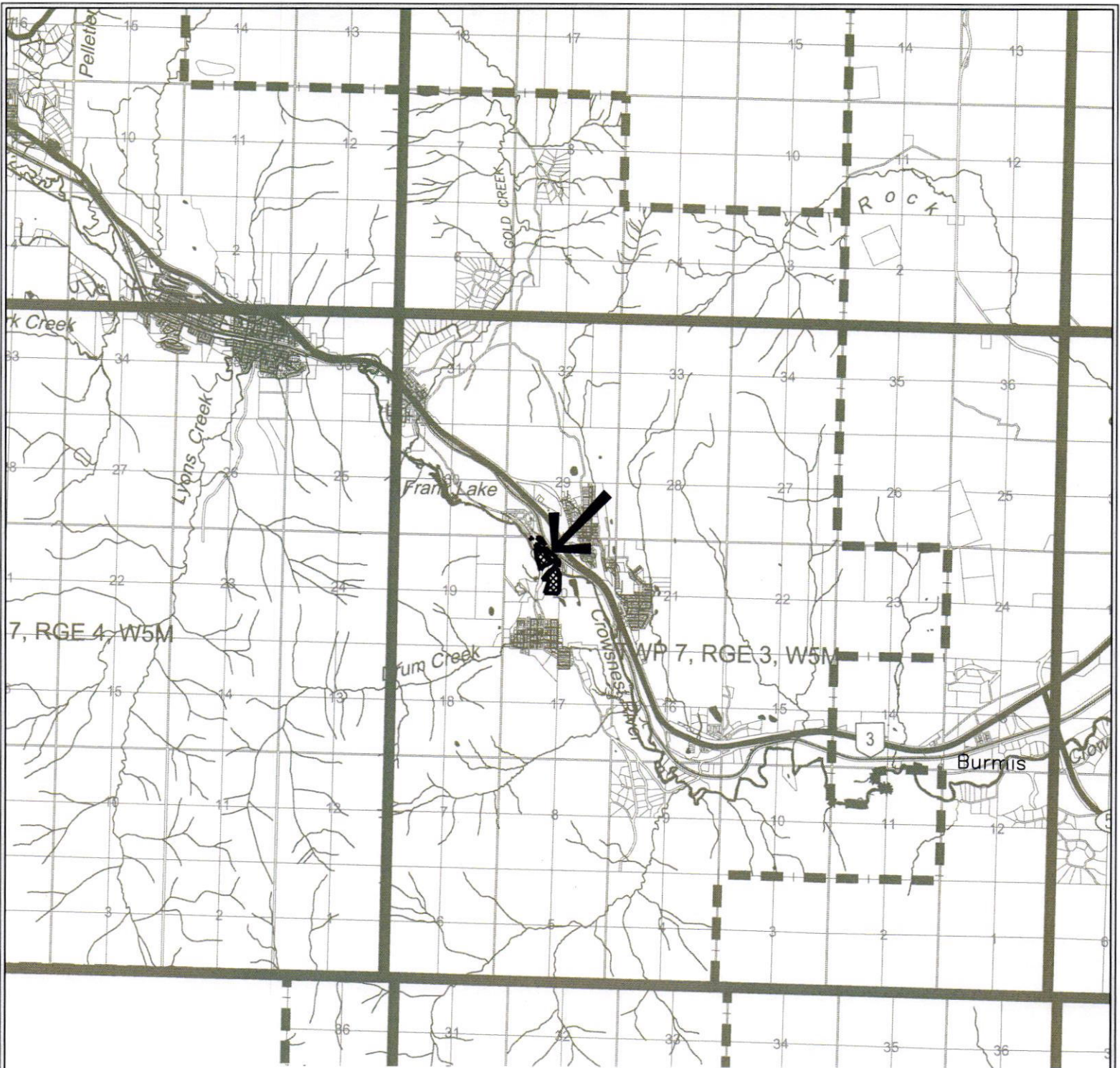
1. Payment of any outstanding property taxes to the Municipality of Crowsnest Pass.
2. Provision of a development agreement with the Municipality of Crowsnest Pass.
3. Pertinent comments and information provided by adjacent landowners and by referral agencies.
4. Provision of money in place of land for Municipal Reserve purposes

RESERVE:

Municipal Reserve is applicable and will be taken in cash on 0.74 acres.

If you wish to make a presentation at the subdivision authority meeting, please notify the Municipality of Crowsnest Pass Municipal Administrator as soon as possible.

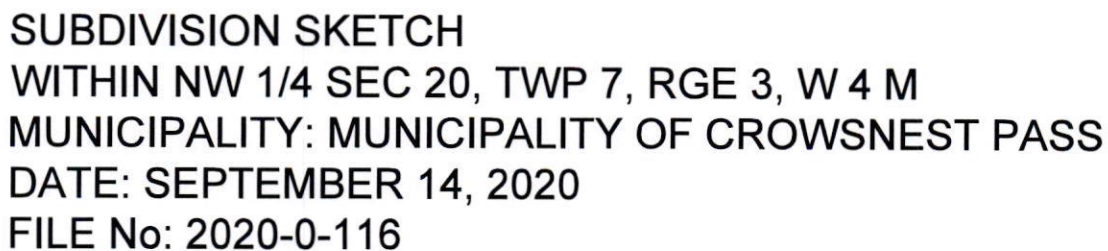
Submissions received become part of the subdivision file which is available to the applicant and will be considered by the subdivision authority at a public meeting.



SUBDIVISION LOCATION SKETCH
WITHIN NW 1/4 SEC 20, TWP 7, RGE 3, W 4 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: SEPTEMBER 14, 2020
FILE No: 2020-0-116

MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3105 10th AVENUE NORTH, LETHBRIDGE, AB T1H 5E8
 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"







SUBDIVISION SKETCH
WITHIN NW 1/4 SEC 20, TWP 7, RGE 3, W 4 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: SEPTEMBER 14, 2020
FILE No: 2020-0-116



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 7.f

Subject: Subdivision Endorsement Extension Request 2022-0-074 (Bradbury)

Recommendation:

That Council grants the subdivision extension request for Subdivision 2022-0-074 for a period of 12 months.

Executive Summary:

The Oldman River Regional Services Commission is in receipt of a subdivision endorsement extension request for the property known as Lot 14, Block 19, Plan 101 1620 and a portion of the NE¼ 20-7-3-W5M – being a small portion of residential yard area (0.09 acre) under title to the Crowsnest Pass Ecomuseum Trust Society (Bellevue Underground Mine) for subdivision and consolidation with an adjacent residential parcel.

Relevant Council Direction, Policy or Bylaws:

Section 657, Municipal Government Act, RSA 2000, c M-26. (MGA)

Discussion:

The original subdivision approval was given on May 25, 2022 by the Municipal Planning Commission. The applicant needs additional time to obtain historic resource clearance and to apply for and obtain approval to rezone the subdivision area to R-1, as part of completing the conditions of approval.

The Oldman River Regional Services Commission prepared a memo (attached) that provides the background to the subdivision application and this extension request.

Analysis of Alternatives:

Council may consider the following options:

1. Grant the extension for a period of 12 months in order for the applicant to finalize the conditions of the approval. A time extension must be granted by a resolution of Council pursuant to Section 657(6) of the MGA.

or

2. Refuse to grant the extension. Note that there is no appeal of a decision on a time extension request.

Financial Impacts:

N/A

Attachments:

[MEMO - 1st extension request \(Bandbury - 2022-0-074\).pdf](#)

Memo



To: Municipality of Crowsnest Pass Council

File: 2022-0-074

From: Ryan Dyck, Planner

Date: Sept. 27, 2023

Re: Subdivision Endorsement Extension Request

Background & Proposal

The Oldman River Regional Services Commission is in receipt of a subdivision endorsement extension request for the property known as Lot 14, Block 19, Plan 101 1620 and a portion of the NE¼ 20-7-3-W5M – being a small portion of residential yard area (0.09 acre) under title to the Crowsnest Pass Ecomuseum Trust Society (Bellevue Underground Mine) for subdivision and consolidation with an adjacent residential parcel. Subdivision approval was originally granted on May 25, 2022. This is the applicant's first extension request.

As per section 657(1) of the Municipal Government Act (MGA), if a plan of subdivision is not endorsed by the subdivision authority for a municipality within 12 months from the date on which the subdivision approval is given, the plan may not be accepted by Alberta Land Titles unless the time period is extended by Council. There is not a legislated expiry date for subdivision approval extensions. However, generally accepted best practice is that subdivision extensions should not exceed 12 months, which is the MGA statutory time limit for the original approval to be finalized.

Recommended Action

The applicant needs additional time to obtain historic resource clearance (condition #2) and also needs to apply for and obtain approval to rezone the subdivision area to R-1 (condition #4).

The applicant has submitted a letter requesting an extension to May 25, 2024 (being one year from original expiry date), within which the applicant must finalize the conditions of approval and proceed to endorsement. Council has the following options to consider:

1. Grant the extension in order for the applicant to finalize the conditions of the approval. A time extension must be granted by a resolution of Council pursuant to Section 657(6) of the MGA.
2. Refuse to grant the extension. Note that there is no appeal of a decision on a time extension request.

Once Council has reviewed the request and made a decision, we would appreciate notification of the decision in writing for our file. If you have any questions or need clarification, please contact me at your convenience.

RD/jm
ATTACHMENTS

SUBDIVISION APPLICATION DECISION

Our File: 2022-0-074
Your File: 22-15599

NOTICE DATE: May 26, 2022

TO: Crowsnest Pass Ecomuseum Trust Society, Irene Bradbury, David J. Amantea, A.L.S., Municipality of Crowsnest Pass, Livingstone Range School Division, AltaLink, FortisAlberta, TELUS, ATCO Gas, ATCO Pipelines, AB Health Services - South Zone, AB Environment & Parks - J. Cayford, AB Transportation, Historical Resources Administrator, AER, Canada Post, CPR

RE: Lot 14, Block 19, Plan 1011620 & a portion of NE1/4 20-7-3-W5M / Municipality of Crowsnest Pass

DECISION: APPROVED ON CONDITION
(See attached resolution for conditions)

DECISION DATE: May 25, 2022

Your subdivision application has been *Approved on Condition* and a copy of the decision is attached.

We advise that it is the applicant's responsibility to ensure that all conditions of approval have been met. This process will require coordination between yourself, your surveyor, ORRSC and your municipality.

The subdivision may be finalized following the required 14-day appeal period as outlined below. If no appeals have been filed within the specified time period, you may proceed with the finalization. You have **one year from the approval date** to finalize your subdivision. *(If you are unable to finalize the subdivision within this time frame please contact the ORRSC in order to request a possible time extension. A minimum extension fee of \$330.00 will be required.)*

Right to Appeal

Pursuant to the Municipal Government Act, the applicant, government departments, and local authorities have a right to appeal the decision, any conditions, or the reserve requirement of the subdivision **within 14 days of receipt of this notice** to the appropriate appeal board. The date of receipt of the decision is deemed to be 7 days from the date the decision is mailed. The appeal may be commenced by providing a written statement of the grounds of appeal to:

Land and Property Rights Tribunal - Subdivision Appeals Case Manager
1229 - 91 Street SW, Edmonton, Alberta T6X 1E9
lprt.appeals@gov.ab.ca

The appeal board must receive your notice of appeal within 21 days of the date of this letter informing you of the subdivision authority's decision. ***(Please contact the municipality to determine any applicable fees.)***

In order for your surveyor to register your subdivision at the Land Titles Office, they must receive an "Endorsement" document from our office. ORRSC will provide the Endorsement upon receipt of the following:

- **Finalization fee** – pay to ORRSC the finalization fee of \$205.00 for each new lot to be created by the subdivision.
- **Fulfilling the Conditions** – ensure that all the conditions of your approval have been met (*refer to attached Resolution*) and provide the Oldman River Regional Services Commission documented evidence to that effect.
- **Surveyor's package** which includes the Plan of Survey, signed consents, etc. (or your separation of title document as prepared by your lawyer or surveyor).

After endorsement, we will return the documents to your surveyor who will register them with the Land Titles Office.

Should you require any further clarification please contact ORRSC at (403) 329-1344 or visit our website at www.orrsc.com for more details regarding the finalization process.

Yours truly,



Ryan Dyck
Planner

RD/jm
Attachment

RESOLUTION

2022-0-074

Municipality of Crowsnest Pass Residential subdivision of Lot 14, Block 19, Plan 1011620 & a portion of NE1/4 20-7-3-W5M

THAT the Residential subdivision of Lot 14, Block 19, Plan 1011620 & a portion of NE1/4 20-7-3-W5M (Certificate of Title No. 151 191 518 +1, 991 087 857), to adjust the boundary line and increase the size of a residential parcel; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Municipality of Crowsnest Pass.
2. That the applicant is responsible for submitting a Historic Resources (HR) Application to Alberta Culture and Tourism via the Online Permitting and Clearance (OPaC). The applicant must provide to the Subdivision Authority a copy in writing of the Historical Resources Act clearance prior to final endorsement.
3. That the 0.09 acre lands being subdivided be consolidated with prtn NE1/4 20-7-3-W5M (C of T 991 087 857), in a manner such that the resulting Certificate of Title could not be subdivided without the approval of the Subdivision Authority.
4. That the land use designation (zoning) of the 0.09 acre lands being subdivided and consolidated be amended in order to align the zoning with that of the adjacent residential parcel in order to reflect the proposed use of the lands.
5. That an encroachment agreement be entered into for the encroachments into the adjacent lane pursuant to Section 651.2 of the Municipal Government Act.
6. That the subdivision area be expanded to include the $\pm 19 \text{ m}^2$ (200 ft^2) fenced area located immediately east of the subdivision area, at the option of the applicants.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The existing C-1 zoning of Lot 14, Block 19, Plan 101 1620, includes a retail use in addition to other uses and, pursuant to Section 654 of the Municipal Government Act, is deemed consistent with the Land Use Bylaw for the purposes of the Subdivision Application. The 0.09 acre area being subdivided must be redesignated in order to align with the proposed residential use of the lands, the application for which could include Lot 14, Block 19, Plan 101 1620, at the discretion of the Municipality.
3. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulation.

INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(c) of the Municipal Government Act, Reserve is not required.

- (b) It has been identified that the existing physical laneway located west of the residential parcel, which serves the subject parcel as well as adjacent residential parcels, is a titled parcel (Lot 21 & 22, Block 7, Plan 6099AQ) in the name of the Crown. Administration will seek the provincial government's consent to register a road plan over this laneway facility.
- (c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Parks, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (d) Telus Communications Inc has no objection.
- (e) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

- (f) ATCO Gas has no objections.
- (g) Historical Resources – Barry Newton, Land Use Planner:

"We have reviewed the captioned Subdivision Application and determined that the property in question has an HRV value of 3h, p and 5a.

Consequently, the applicant must obtain *Historical Resources Act* approval prior to proceeding with any land surface disturbance associated with development by submitting a Historic Resources Application through Alberta Culture and Status of Women's Online Permitting and Clearance (OPaC) system – www.opac.alberta.ca.

The applicant should review the Land Use Procedures Bulletin: Subdivision Development Historical Resources Act Compliance (<https://open.alberta.ca/publications/subdivision-historical-resources-act-compliance>) prior to OPaC submission (attached)."

- (h) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

"This will acknowledge receipt of your circulation regarding the above noted proposal. The subsequent subdivision application would be subject to the requirements of Sections 14 and 15 of the Subdivision and Development Regulation, due to the proximity of Highway 3.

Alberta Transportation has the following additional comments and/or requirements with respect to this proposal:

The proposal is contrary to Section 14 and subject to the requirements of Section 15(2) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, consolidated up to 188/2017("the regulation").

Alberta Transportation's primary objective is to allow subdivision and development of properties in a manner that will not compromise the integrity and associated safe operational use or the future expansion of the provincial highway network.

To that end, this is merely a boundary adjustment of which currently and as proposed the parcels to be created will gain indirect access to the provincial highway system solely by way of the local road system. As such, strictly from Alberta Transportation's point of view, we do not anticipate that the creation of the boundary adjustment as proposed would have any appreciable impact on the highway.

Therefore, pursuant to Section 16 of the regulation, in this instance, Alberta Transportation grants a waiver of said Sections 14 and 15(2).

Notwithstanding the foregoing, the applicant would be advised that any development within the right-of-way or within 300 metres beyond the limit of the highway or within 800 metres from the center point of the intersection of the highway and another highway would require the benefit of a permit from Alberta Transportation. This requirement is outlined in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

The subject property is within the noted control lines however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local street system, in this instance a permit from Alberta Transportation will not be required and development of the residential parcels could proceed under the direction, control and management of the municipality. The applicant could contact the undersigned, at Lethbridge 403-388-3105, in this regard.

Alberta Transportation accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the subdivision/development design.

Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 5(5)(d) of the regulation, Alberta Transportation agrees to waive the referral distance for this particular subdivision application. As far as Alberta Transportation is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application.

If you have any questions or require additional information, please contact the undersigned.”

- (i) Canada Post has no comment.

Subdivision *Historical Resources Act* Compliance

PURPOSE: To identify the circumstances under which proposed subdivisions require *Historical Resources Act* approval and to provide guidelines for the submission of applications to obtain approval.

SCOPE: Subdivision applicants, developers, municipalities, and other planning authorities in Alberta.

BACKGROUND: In accordance with Section 5(5) of the [Subdivision and Development Regulation](#), applications for subdivision of areas containing or likely to contain historic resources must be referred to Alberta Culture and Status of Women. This requirement applies equally to private and public lands.

PROCEDURES - ROUTINE:

Subdivision

The subdivision authority and/or the owner/developer must consult the **Listing of Historic Resources**¹ to determine if the lands that are subject to subdivision have been flagged as having a **Historic Resource Value (HRV)**.

1. If the subject lands **do not** overlap areas identified in the **Listing of Historic Resources**, *Historical Resources Act* approval is not required, although the provisions of Section 31 of the *Historical Resources Act* still apply.²

¹ The Listing of Historic Resources is a publicly available list of lands that contain, or are likely to contain, significant historic resources. Updated twice yearly, the Listing is an information resource for residential, commercial, and industrial developers and can guide the regulatory approval process. The Listing and Instructions for Use are available at: <https://www.alberta.ca/listing-historic-resources.aspx>.

² It is important to note that, even if *Historical Resources Act* approval is not required prior to the initiation of land surface disturbance activities, or if *Historical Resources Act* approval has been granted, Section 31 of the *Act* requires that anyone who discovers a historic resource, such as an archaeological, palaeontological, historic structures or Aboriginal Traditional Use site, during the course of development activities must cease work and notify Alberta Culture and Status of Women immediately for further direction on the most appropriate action. Details about who to contact can be found in [Standard Requirements under the Historical Resources Act: Reporting the Discovery of Historic Resources](#).

2. **If the subject lands wholly or partially overlap areas identified as having an HRV of 1, 3, or 4 in the Listing of Historic Resources,** *Historical Resources Act* approval is required. A Historic Resources (HR) Application must be submitted via the Online Permitting and Clearance (OPaC) system.³ Development activities, including any land disturbance, may not proceed until *Historical Resources Act* approval has been obtained in writing.⁴
3. **If the subject lands wholly or partially overlap areas identified as having an HRV of 5 (and no other value) in the Listing of Historic Resources,** *Historical Resources Act* approval must be obtained through the submission of an HR Application, with the following exceptions:
 - First parcel out
 - 80-acre split
 - Lot line/boundary adjustment
 - Parcel consolidation

Subdivisions for these four purposes do not require *Historical Resources Act* approval if situated in lands assigned an HRV of 5 only. Subdivision of HRV 5 lands for all other purposes do require *Historical Resources Act* approval, and development, including any land disturbance, may not proceed until this approval has been obtained in writing.

Lands that contain, or are likely to contain, significant historic resources may require the conduct of a [Historic Resources Impact Assessment](#) (HRIA) prior to development. If required, this direction will be communicated in Alberta Culture and Status of Women's response to the HR application. All HRIAs are to be conducted by a qualified heritage consultant on behalf of the developer, at the developer's expense. Results of the HRIA must be reported to Alberta Culture and Status of Women and subsequent *Historical Resources Act* approval must be granted before development proceeds.

Where a proposed subdivision includes lands that overlap areas with HRVs in the Listing, a subdivision authority may choose to submit the details for review in an HR Application prior to subdivision approval or condition *Historical Resource Act* approval as part of their subdivision approval. In these instances, no development activities are to commence until *Historical Resources Act* approval has been granted.

³ Information regarding Historic Resources Applications and the OPaC system can be found at: <https://www.alberta.ca/online-permitting-clearance.aspx>. In addition, help buttons within the application provide guidance on how to complete the form.

⁴ The Historic Resources Application must include all lands in the subdivision area, not just those identified as having an HRV.

Area Structure and Redevelopment Plans

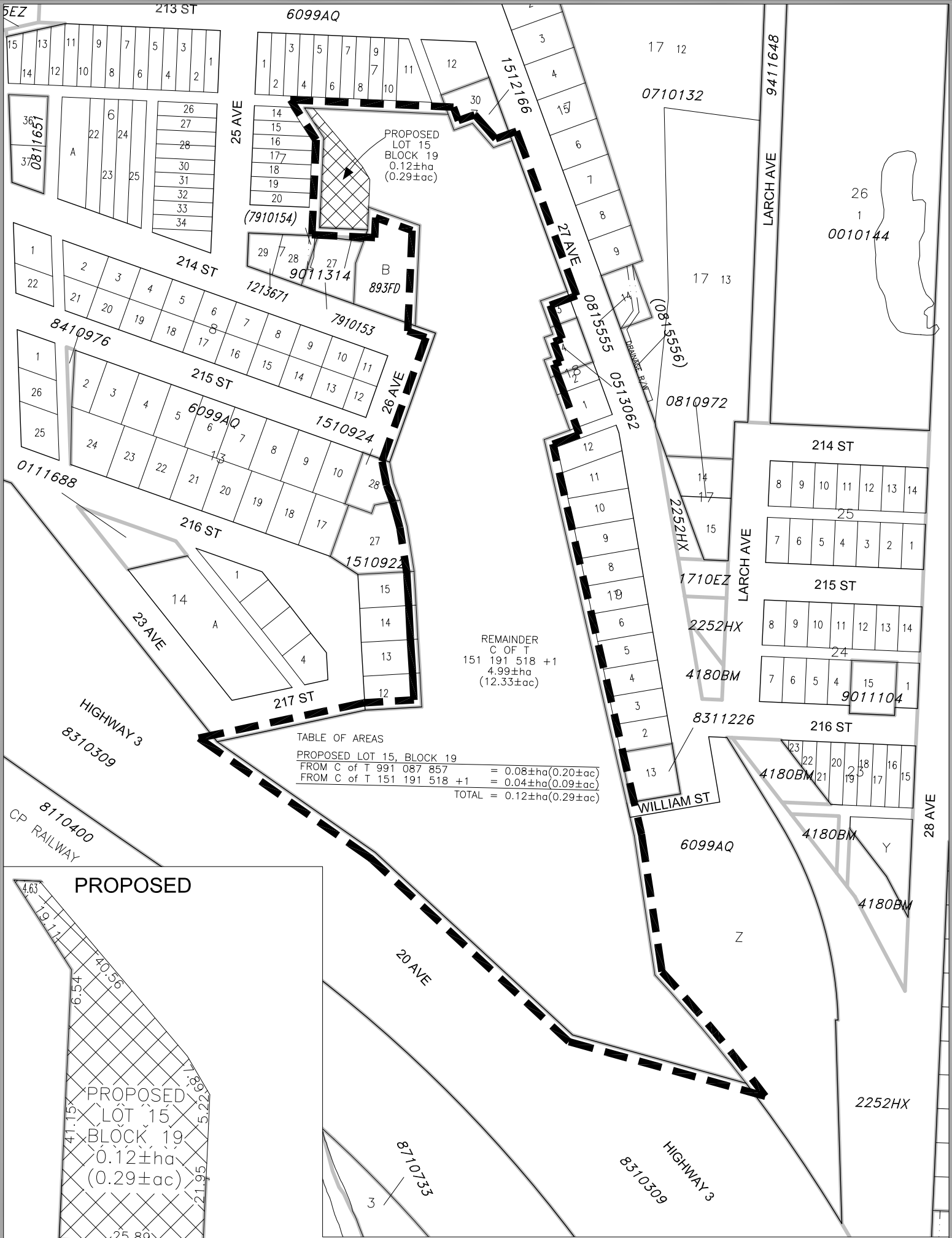
It is recommended that municipalities and/or developers submit for review through the OPaC system, all Area Structure Plans, Area Redevelopment Plans, and other long-term planning documents. Submission is made via a Historic Resources Application. The outcome of application review will provide the applicant with information about historic resource concerns in the planning areas and may offer guidance for developing strategies to address these concerns.

PROCEDURES – NON-ROUTINE:

Notwithstanding the instruction provided above, if Alberta Culture and Status of Women is made aware of historic resource concerns associated with lands not included in the Listing of Historic Resources, direction may be given to submit an HR application. This direction is made under Section 37(2) of the [*Historical Resources Act*](#) and can be applied to any type of project.

Questions?

For further information please contact HRA.Team@gov.ab.ca.



SUBDIVISION SKETCH - PROPOSED
PORTION OF NE 1/4 & LOT 14; BLOCK 19; PLAN 1011620
ALL WITHIN NE 1/4 SEC 20, TWP 7, RGE 3, W 5 M
MUNICIPALITY: CROWSNEST PASS
DATE: APRIL 27, 2022
FILE: 2022-0-074



APPROVED

☒ Approved
☐ Approved subject to revised parcel configuration

Approved Subdivision is subject to the conditions listed in the Approval Letter attached.

Oldman River Regional Services Commission

NOTICE OF APPLICATION FOR SUBDIVISION OF LAND

DATE: May 4, 2022

Date of Receipt:

April 14, 2022

Date of Completeness:

April 21, 2022

TO: Landowners: Crowsnest Pass Ecomuseum Trust Society, Irene Bradbury

Agent or Surveyor: David J. Amantea, A.L.S.

Referral Agencies: Municipality of Crowsnest Pass, Dean Ward, Dave Filipuzzi, Livingstone Range School Division, AltaLink, FortisAlberta, TELUS, ATCO Gas, ATCO Pipelines, AB Health Services - South Zone, AB Environment & Parks - J. Cayford, AB Transportation, Historical Resources Administrator, AER, Canada Post, CPR

Adjacent Landowners: Adam Makeiv, Brian Meagher, Christine A. Day, Conrad & Anne Verbaas, Darrell Brazzoni, Darren Peacey, David W Borrows, Donald S Nastasi, Elwood & Barry & Robert Ferguson, Frank M. & Gretchen A. Castronuovo, George & Bernita Vander Veen, Heide C. Carriere, Her Majesty The Queen In Right Of Alberta As Represented By Minister Of Transportation And Utilities, Ian G. & Angela C. King, James McMaster, Jeremy & Patricia M. Lane, John R. Carlson, John Tarcon, Joyce Maude Siray, Kerry J. & Loretta A. Huska, Kim Roy Malmberg, Kristy E. Howlett, Kyle Gairns, Larry C. & Alix J. Hennig, Loretta Wichink, Luanne Mitchell, Luigi Sagrafena, Marion Ruth White, Matthew A. Coombs, Matthew Zakus, Mervin E Froland, Michael & Sayo Loukides, Moyra C. Siemens, Municipality Of Crowsnest Pass, Randall Glen Whiteside, Sandra G. Harvey, Victor L. Harnett, Sharon Leitch Executor For Kenneth William Drager, Shawn Bowden, Sheila Buelow, Thomas W. Woitte, William & Wendy Harrington

Planning Advisor: Ryan Dyck



The Oldman River Regional Services Commission (ORRSC) is in receipt of the following subdivision application which is being processed on behalf of the Municipality of Crowsnest Pass. This letter serves as the formal notice that the submitted application has been determined to be complete for the purpose of processing.

In accordance with the Subdivision and Development Regulation, if you wish to make comments respecting the proposed subdivision, please submit them via email or mail no later than **May 23, 2022**. (Please quote our File No. **2022-0-074** in any correspondence with this office).

File No: **2022-0-074**

Legal Description: Lot 14, Block 19, Plan 1011620 & a portion of NE1/4 20-7-3-W5M

Municipality: Municipality of Crowsnest Pass

Land Designation: Residential – R-1 & Retail Commercial – C-1
(Zoning)

Existing Use: Residential

Proposed Use: Residential

of Lots Created: 1 (Boundary Line Adjustment)

Certificate of Title: 151 191 518 +1, 991 087 857

Proposal: To adjust the boundary line and increase the size of a residential parcel.

Planner's Preliminary Comments:

The purpose of the application is for a boundary line adjustment to increase the size of a residential parcel. The parcels subject of the application are legally described as Lot 14, Block 19, Plan 101 1620 and a portion of the NE¼ 20-7-3-W5M, and are located in Bellevue.

The subject lands are a developed residential parcel containing 0.08 ha (0.20 acres), and a developed institutional parcel (zoned Retail Commercial), containing 5.1 ha (12.6 acres). The proposal will see a 0.09 acre vacant area that is adjacent to a laneway and predominantly grassed, which sits atop the slope leading down to the museum driveway, subdivided and consolidated with the residential parcel. This will increase the size of the residential parcel to 0.12 ha (0.29 acres). The proposal meets the setback and lot size requirements of the respective districts in Land Use Bylaw 868-2013. No access or servicing implications will result from the proposal. Accordingly, the Municipal Planning Commission is requested to evaluate the proposal along with the following suggested considerations and conditions:

1. Payment of any and all outstanding property taxes to the Municipality of Crowsnest Pass.
2. That the applicant enter into a Development Agreement with the Municipality of Crowsnest Pass to address any municipal servicing or access matters pursuant to Section 655 of the Municipal Government Act (if necessary).
3. Consolidation as per the tentative plan of subdivision.
4. That Historic Resources Act approval be provided (as the museum lands are within an HRV 1 and 3) and subject to Ministerial Order designating the former West Canadian Collieries Mine site.
5. It is noted that minor encroachments (fence and eaves) exist from the residential parcel into the adjacent laneway.
6. It is noted that the residential parcel (LINC #0021 264 718) is included within descriptive plan 101 1620, which appears be a mistake and should merit a plan correction at the land titles office.
7. Review of land use allocations for the C-1 District and split zoning provisions in Section 20 of the Land Use Bylaw.
8. Review of proposed parcel orientation (as fenced area to the east is not shown as included in the enlarged residential parcel).
9. Consideration of adjacent landowners and referral agency comments.

See ORRSC website at <https://www.orrsc.com/members/towns-a-m/crowsnest-pass-municipality/> for the Land Use Bylaw and other planning documents.

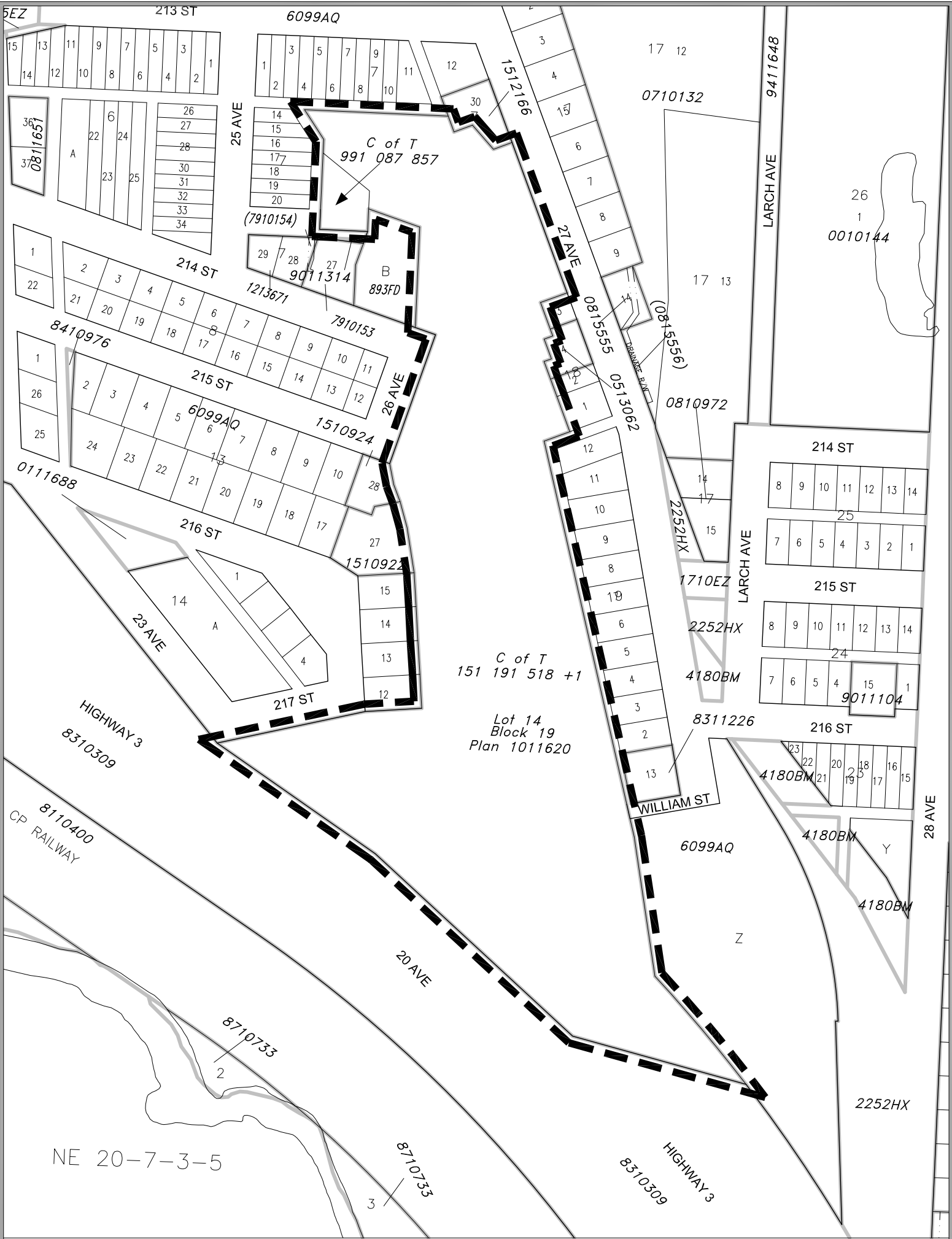
RESERVE:

Municipal Reserve is not applicable pursuant to Section 663(c) of the Municipal Government Act as the land being subdivided is less than 0.8 ha (2.0 acres).

Submissions received become part of the subdivision file which is available to the applicant and will be considered by the subdivision authority at a public meeting.

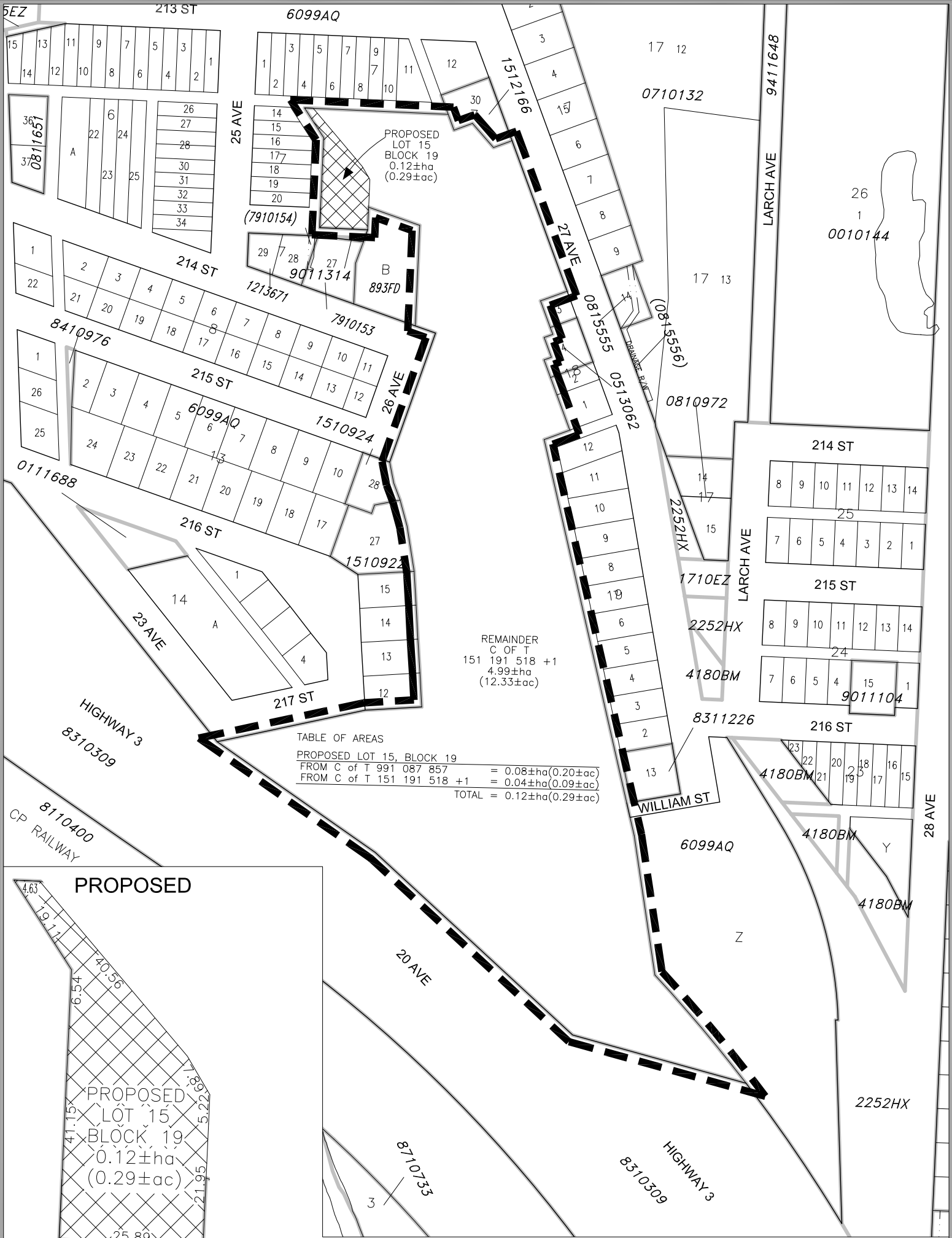


SUBDIVISION LOCATION SKETCH
PORTION OF NE 1/4 & LOT 14; BLOCK 19; PLAN 1011620
ALL WITHIN NE 1/4 SEC 20, TWP 7, RGE 3, W 5 M
MUNICIPALITY: CROWSNEST PASS
DATE: APRIL 27, 2022
FILE: 2022-0-074

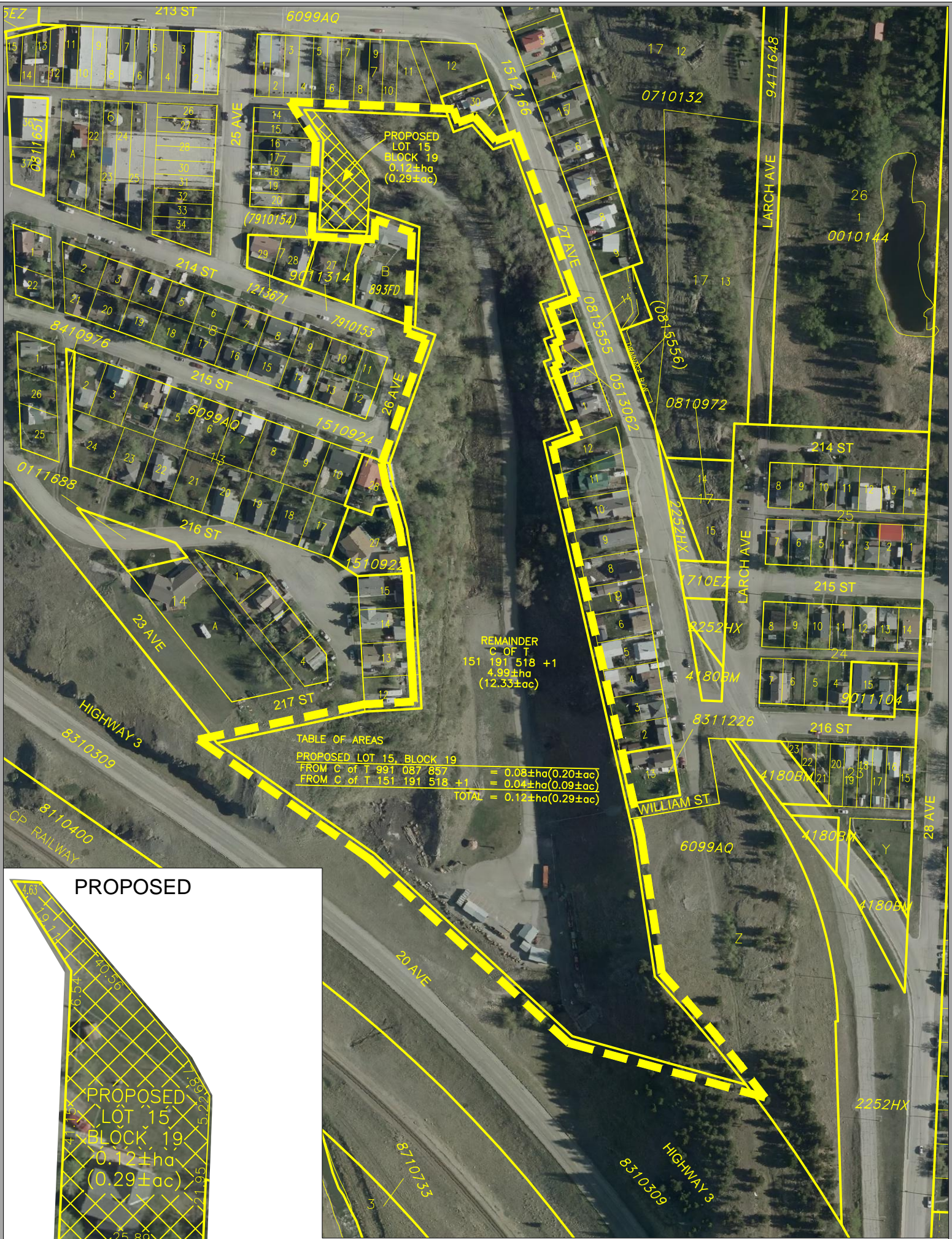


SUBDIVISION SKETCH - EXISTING
PORTION OF NE 1/4 & LOT 14; BLOCK 19; PLAN 1011620
ALL WITHIN NE 1/4 SEC 20, TWP 7, RGE 3, W 5 M
MUNICIPALITY: CROWSNEST PASS
DATE: APRIL 27, 2022
FILE: 2022-0-074

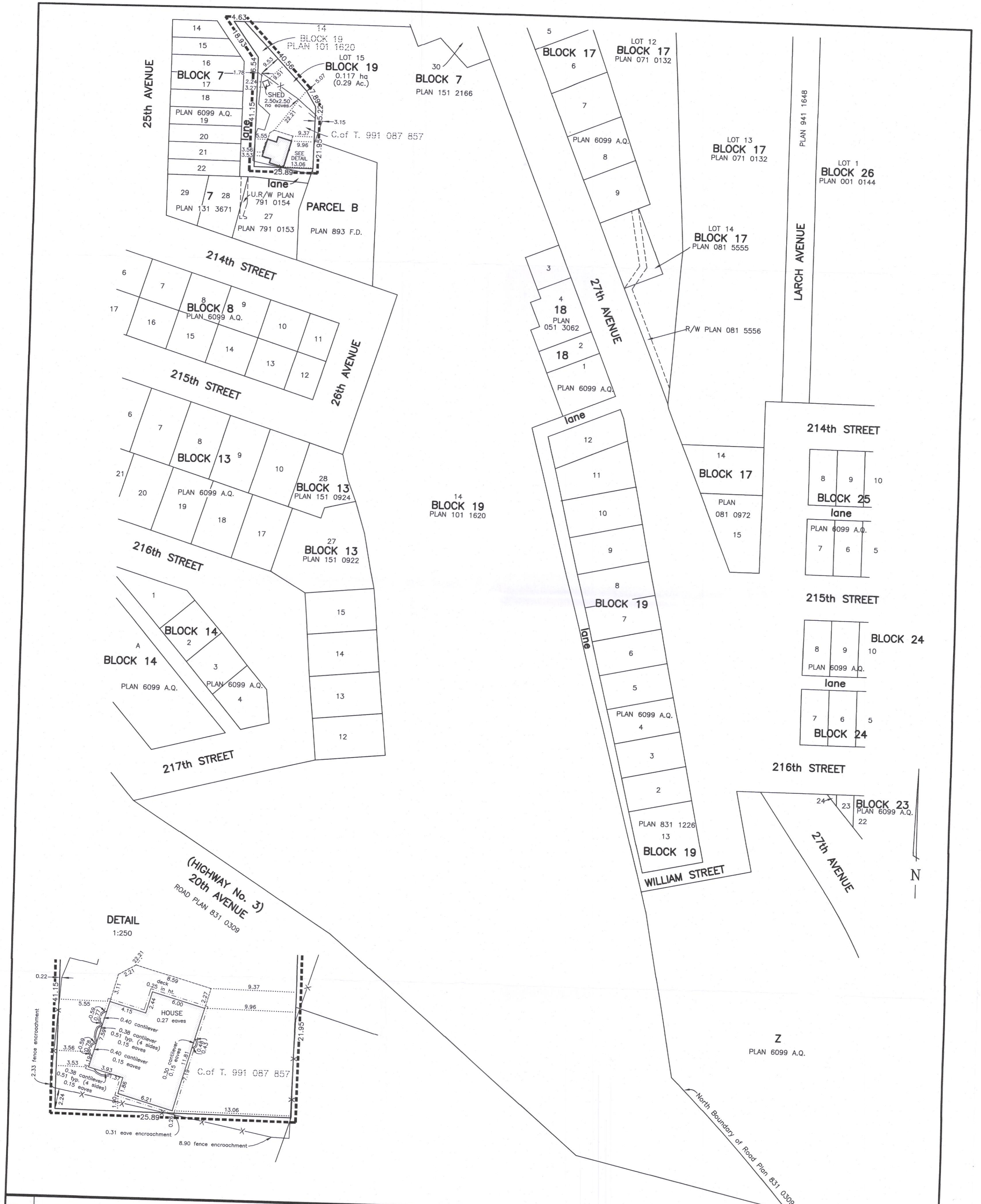




SUBDIVISION SKETCH - PROPOSED
PORTION OF NE 1/4 & LOT 14; BLOCK 19; PLAN 1011620
ALL WITHIN NE 1/4 SEC 20, TWP 7, RGE 3, W 5 M
MUNICIPALITY: CROWSNEST PASS
DATE: APRIL 27, 2022
FILE: 2022-0-074




SUBDIVISION SKETCH - PROPOSED
 PORTION OF NE 1/4 & LOT 14; BLOCK 19; PLAN 1011620
 ALL WITHIN NE 1/4 SEC 20, TWP 7, RGE 3, W 5 M
 MUNICIPALITY: CROWSNEST PASS
 DATE: APRIL 27, 2022
 FILE: 2022-0-074



NO.	REVISION	DATE	BY

NOTE : Portion to be approved is outlined thus and contains approximately 0.117 ha.
Distances are in metres and decimal parts thereof.
Distances and areas are approximate and are subject to change upon final survey.

IRENE BRADBURY
TENTATIVE PLAN SHOWING SUBDIVISION
of
C. of T. 991 087 857 &
of part of
LOT 14, BLOCK 19, DESCRIPTIVE PLAN 101 1620
all within
N.E. 1/4 SEC. 20, TWP. 7, RGE. 3, W.5 M.
Municipality of Crownest Pass

**brown okamura & associates ltd.**
Professional Surveyors
2830 - 12 Avenue North, Lethbridge, Alberta

APPROVED	DRAWN MJ	DATE MAR 30/22
D.J. Amantea, A.L.S.	CHECKED DJA	JOB 22-15599
	SCALE 1:1000	DRAWING 22-15599TA



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 7.g

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.docx](#)

Service Areas Update – October 13, 2023

CAO Office

- Attended Alberta Municipalities Convention
- Attended AER Public Engagement Session for Directive 071 on Emergency Preparedness and Response
- Participated in SZAHiMT steering committee meeting
- Attended RMA session on the upcoming EPR program
- Meeting with NJHL representative
- Continuing Downtown Bellevue Revitalization project oversight
- Continuing Bellevue Force main 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 PPK Lodge Deck project oversight

Finance

- Tax Desk received 44 requests for Tax Searches in September 2023 with a yearly total of 383 (compared to 50 in September 2022 and year to date 479, and 75 in September 2021 and year to date 672).
- Accounts Payable in September did three check runs, processed 580 invoices, and paid 269 vendors. Year to date 3,936 invoices and paid 1,997 vendors (September 2022 processed 576 invoices and paid 263 vendors with three check runs, 2022 Year to date paid 3,741 invoices and paid 1,775 vendors).
- The auditors have been scheduled for the 2023 interim audit November 21 to 23, 2023.
- Working on a new accounting regulation coming into effect for 2023 (Asset Retirement Obligation).
- Assessment complaint hearing scheduled for October 19 (1 complaint to be heard).
- A late Assessment Review Complaint was filed on October 5. A preliminary hearing has been scheduled for October 18 in Lethbridge to determine if there is any validity to the complaint.

Corporate Services

- All-Staff Safety Meeting took place on September 20, 2023.
- Municipal Health and Safety Advisor achieved her Auditor Certification with Alberta Municipal Health and Safety Association.
- Passed our Municipal Internal Health and Safety Audit.

Human Resources

- The Municipality has 118 employees across the organization.
- 145 seats of training completed or committed across the organization.
- The Municipality has 5 Open Postings online- 1 Fire Rescue General Recruitment, 4 temporary seasonal at the ski hill.
- Working to implement the new benefit switchover on November 1, 2023.

FOIP/Complaint Form Process

- 11 FOIP requests has been received in 2023; 10 are complete and 1 is outstanding.
- Received 10 Formal Complaint Forms in 2023; 7 investigations are complete, 3 are outstanding.

Development, Engineering & Operations

• Utilities Department

- Frank WWTP reached substantial completion. Repair of minor issues such as leak to bulk water station continue.
- Implementation of new QA/QC standards for the WWTP lab to conform to ISO 17025 standards has begun.
- Sewer flushing program continues.
- Held semi-annual community clean up: filled 17 bins.
- Completed 1 repair to blocked sewer lines.
- Completed water/sewer service install in Coleman.
- Completed repairs of 5 valves/curb stops, and 2 hydrants.
- Began process of winterizing hydrants.
- Completed clean out of the Coleman reservoir.
- Completed temporary repairs to two Coleman PRVs that failed. Final repairs being arranged by outside contractors.
- Issues with the water pumps serving Carbondale continue. New motors/pumps/valves have been installed or ordered.

Key Performance Indicators	Work Orders Issued	Work Orders Closed	Work Orders Remaining Open
August	20	12	30
Year to Date (May-September)	129	99	30

• Transportation Department

- Salt and sand for winter maintenance is mixed and will be distributed to the yards in the coming days.
- Pothole maintenance; Coleman: 627 for this period and 1018 for the year total.
Blairmore: 118 for this period and 904 for the year total.
Bellevue/Hillcrest: 103 for this period and 1105 for the year total.

- Saal Paving were back the week of October 10 to 13. They will be wrapping up the paving program in the next couple of weeks.
- Tollstrup were back October 12th to finish off their concrete program.
- Pathway at CP Rail Crossing on 129th St has been modified to meet Transport Canada regulations.
- 22nd Ave from 119th St to 113th has been cold rolled and from 119th St to 128th St has been treated with DL10 oil.
- Grader training completed for 3 operators.
- Cleaned out cattle guards on MacGillivray Road

Key Performance Indicators	Activity Volume Previous Month	Activity Volume (May-Present)
Fleet		
Work Orders - Issued / Closed	22/33	43/57
Transportation		
Work Orders - Issued / Closed	23/59	136/163
Cemetery (Open & Close Plots)		
Work Orders - Issued / Closed	8/7	10/13

- **Development & Trades Department**

Facility Maintenance

- Regular maintenance activities.
- A major emergency repair to a floor drain P-trap leak at the MDM was completed by a contractor, with deficiencies.
- Coleman Fire Hall unit heaters are installed.
- Library concrete stairs, landing, and walkway – completed with some deficiencies.
- 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, Development & Safety Codes

- To date a total of 85 DP applications for Tourist Homes and Short-Term Rental / B&B have been received (19 new in 2023) and either approved or refused. Enforcement is ongoing. There has been a total of 13 Tourist Home appeals from 2022 to the end of September 2023, some by the applicant who had been refused, and some by adjacent landowners against an approval.
- Municipal Planning Commission – one meeting in September (2 Subdivision; 5 DPs).
- Municipal Historic Resources Advisory Committee – one meeting in September.
- SDAB – one hearing in September.
- Land Use Bylaw Omnibus No. 3 – Council workshop held on October 04. First reading tentatively scheduled for November 14.

Key Performance Indicators (KPIs):

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
Facility Maintenance – Plumbing, Construction, Electrical		
Work Orders - issued / closed	47 / 37	357 / 328
Planning & Development		
Compliance Certificate requests - received / processed	9 / 0	73 / 37
Development permit applications - received / processed	12 / 16	193 / 180
Appeal Hearings	1	13
Business Licences - received / processed	5 / 1	77 / 60
LUB enforcement complaints - new / closed / active	4 / 3 / 48	47
Stop Orders / Notice of Intent for Stop Order - issued	3	31
Bylaws (LUB, Road/MR closure) - new / active	1 / 13	18
Subdivision applications	0	7
Safety Codes		
New Housing Starts	17	40
Building permits - issued / inspections / closed	24 / 31 / 17	156 / 244 / 133
Electrical permits - issued / inspections / closed	20 / 14 / 10	129 / 142 / 106
Gas permits - issued / inspections / closed	17 / 8 / 3	116 / 142 / 109
Plumbing permits - issued / inspections / closed	9 / 8 / 4	65 / 99 / 55
PSDS permits - issued / inspections / closed	3 / 0 / 0	7 / 5 / 6

Protective Services

- **Fire**
 - Fire prevention week
 - NFPA 1001 Level I training for members
 - NFPA 1001 Level II training for members
 - NFPA 1002 Pumper Driver Operator training for members
- **Peace Officer**
 - October enforcement focus:
 - Pedestrian and holiday safety
 - RV Removal

Category	Month (Aug)	Year to Date
Number of Charges Laid	81	653
Cases Generated (Incident Count)	41	322
Cases: Requests for Service	32	214
Cases: Officer Observed	8	70
Cases: Received from outside Department/Agency (i.e. RCMP)	1	37
Vehicle Removal Notices	2	25
Vehicles Towed	3	9
Positive Ticketing	0	51
Projected Fine Revenue **	\$21,579	\$169,481

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

- **Agriculture and Environment**
 - 2023 vegetation management spraying season winding down
 - ASB meeting

Pass Powderkeg Community Resort

- Winter ramp up is going well with over 50% of staff hired for the upcoming winter season. Interviews continue to fill additional spots.
- Indy Pass launched on October 10 with 50+ other resorts joining, making it over 180 resorts and cross-country ski areas on the pass.
- Deck construction is ongoing.
- School bookings are coming in for the winter season.
- Upper snowmaking pipe repairs and replacements are nearly complete.
- Lower snowmaking pipe repair complete.
- New unload for the lower is 95% complete aside from some wiring. Haul rope is slated to be installed the second week of November.
- Radios from the radio replacement project are on site. Final programming and arrivals are coming.
- **Events:**
 - Crowsnest Pass Ski Swap: Nov 3-4, 2023

Community Services

- **Arena/Parks**
 - Hockey ice in
 - Curling Ice install happening
 - Removal of dock
 - Finish of parks operations
 - Change over equipment for winter season
 - Removal of flowers
 - October 21st Crowsnest Chamber Gala
 - October 27/28th Halloween Spooktacular
 - October 21st Elks Hall Market
- **FCSS**
 - 2023/2024 Fall Winter Community Handbook has been developed and distributed.
 - Seven 2024 FCSS Funding Applications have been received and reviewed.
 - Hosted the Fall BBQ – September 7th at Gazebo Park
 - Meals on Wheels – Business as usual
 - Subsidized taxi program – Business as usual
 - Information & community referrals
- **Programming**
 - Hosted Fall registration night.
 - Fall Programming.

- Equipment checks and cleaning for start of the fall programs.
- Recdesk software updates.
- Research innovative programs available for communities.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 7.h

Subject: Crowsnest Pass Community Pool 2023 Summer Report

Recommendation: That Council accept the report as information.

Executive Summary:

The Crowsnest Pass Community Pool has finished the 2023 season and in wrapping the season up, has generated an annual report of the season for review. This will be done annually and will be submitted to Council for information.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[2023 Year End Report - Summary.pdf](#)

Crowsnest Pass Community Pool

2023 Year End Report

Summary

The Crowsnest Pass Community Pool, in 2023, came under the Municipal umbrella for operations. Prior to the 2023 summer season, the pool was operated by the Crowsnest Pass Pool Society, a not-for-profit group dedicated to operating the seasonal pool. After termination of the operating agreement, it was discussed to have the pool overseen internally by combination of the Manager of Pass Powderkeg Ski Area and the Manager of Community Services. Duties were split with the operation of the facility itself and staffing under the Manager of Pass Powderkeg and the chemicals taken care of by the Manager of Community Services and other Community Services staff. Without the support of the entire Municipal structure, the pool would not have had the successful season it did.

The pool saw one of its earliest openings and latest closing in recent memory. The pool lost 0 hours due to a lack of staff, had 1 chemical imbalance shut down and 4 contamination closures in the 2023 season. This was a major success over the prior seasons where there were substantial staffing related closures and other closures due to imbalances.

The goals were set for the season as follows:

1. Safety
 - Guest safety and staff safety is paramount.
2. Being Open
 - Ensuring we have the staff and resources to be open for the hours we commit to.
3. Programs and lessons
 - Able to offer the lessons and programs that our community needs and is asking for.
4. Guest Service
 - We provide great service to our community and guests that join us through the summer.

With the complement of staffing this summer, we were able to accomplish the goals above and keep service levels high. It was a successful summer with lessons offered in June for the first time and hours available into September.

There was a lack of policies and procedures that were applicable to the operation from the prior management, and so this year was a year of learning the hard way for everyone across the board. However, with good communication, rational problem solving and resources, we were able to put forward a successful pool season.

Using the data collected every day, we will have more statistics to help understand the operation and its utilization. Every hour, lifeguards collect a headcount, which when divided by the capacity set by our staffing, provides a utilization statistic. Our team started collecting the capacity early in August which gave us a utilization percentage of 29% for the last 4 weeks of operation.

Pool Operating Statistics	
Operating Hours	348
Operating Days	111

Pool Revenue Statistics	
Sale of Goods – Merchandise, snacks, drinks	\$8,536
Daily Admissions	\$44,585
Facility Rentals & Swim Club	\$9,452
Season Passes	\$25,364
Lessons	\$24,533
Total	\$112,470

Staffing

With the knowledge of the prior season's challenges with staffing, hiring began early and focused on attracting and retaining as many staff as possible. This strategy started out with the Manager of Human Resources reaching out to former staff in March and postings up not long after.

The leadership structure was split to take advantage of prior season knowledge as well as ensure we had appropriate coverage throughout the week. A Lead Lifeguard, Assistant Lead Lifeguard and Pool Programmer were hired for the season. This structure provided more than adequate coverage but led to gray areas and occasional issues. Moving forward, it is recommended to operate with just a Lead Lifeguard and Pool Programmer.

Initially, we struggled with having enough swim instructors to meet demand without burning out staff. The swim instructor course scheduled was delayed but led to 3 more qualified instructors coming on later in the summer, which significantly relieved the pressure on all staff. 7 staff total were able to teach lessons by the end of the season. This was adequate but more certified wouldn't be a bad idea.

Guest Services was the only part of the operation that saw turnover during the season, however, coverage was more than adequate. With some guest services staff trained as assistant lifeguards, it was possible to utilize them on deck, an option that was ideal when weekend staff were in high demand. Staffing weekend days was a challenge and something that will need to be addressed moving forward to provide the coverage needed to operate at full capacity without compromising safety.

	2023
Staff Hired	20



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 7.i

Subject: Bellevue Pump Station Tender Award

Recommendation: That Council ratify the award of the tender for the Bellevue Pump Station to Filtrum Inc. for \$584,350.

Executive Summary:

A design was completed in 2023 for upgrades to the Bellevue Pump Station that will include installation of a high-flow pump, replacement of the header piping and check valve, upgrade of electrical and instrumentation, and removal of obsolete sand filters within the building. The changeover of the header is slated to happen overnight and minimize the impact to residents of Bellevue. Contingencies are required to keep the shutdown under 10 hours.

This project, along with the downstream water distribution main, were identified as the highest priority deep infrastructure projects within the Infrastructure Master Plan.

Relevant Council Direction, Policy or Bylaws:
2023 Capital Plan

Discussion:
N/A

Analysis of Alternatives:

- Council can ratify the award of the project
- Council can decline to award the project and the project will be cancelled and reposted at an unknown future date

Financial Impacts:
\$584,350 from the approved 2023 Capital Plan.

Attachments:

[2023-09-19 Tender Award Recommendation Letter.pdf](#)



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 17, 2023

Agenda #: 7.j

Subject: Council Code of Conduct Bylaw - Legislative Review

Recommendation: That Council moves that Bylaw 1008, 2018 - Council Code of Conduct Bylaw, has been reviewed by Council, as is required every 4 years, and advises that no changes are required.

Executive Summary:

The Municipal Government Act (Section 146, and 153e1) requires that Council must by bylaw establish a code of conduct that governs the conduct of councillors. The Municipality passed its bylaw on July 10, 2018 and it applies to both Council and its Committees. The bylaw must be reviewed every 4 years by regulation, and as per our bylaw we have committed to doing at the beginning of the term, as such, it is coming before Council today. Administration is not recommending any changes at this time.

Relevant Council Direction, Policy or Bylaws:

Bylaw 1008, 2018- Council Code of Conduct Bylaw
Municipal Government Act (s.146 and 153(e1))
Code of Conduct for Elected Officials Regulation, 200/2017

Discussion:

Council may make changes to the the Code of Conduct to reflect the conduct they wish to uphold as an elected body, however, the following minimum topics must be covered:

- Representing the Municipality
- Communicating on behalf of the Municipality
- Respecting the decision-making process
- Adherence to policies, procedures and bylaws
- Respectful interactions with councillors, staff, the public and others
- Confidential information
- Conflicts of interest
- Improper use of influence
- Use of municipal assets and services

- Orientation and other training attendance

It further must set out a complaint system that addresses who may make a complaint, how a complaint is made, the process used to determine the validity of the complaint and what sanctions may be imposed if a complaint is valid.

Code of Conduct Bylaw must be reviewed by Council every 4 years. The Bylaw is still relatively new, and was drafted by legal counsel and as such, meets all of the statutory requirements and provides good guidelines for navigating ethical and other conduct issues. Although, Administration is not recommending any changes at this time, Council may elect to make changes as they see fit.

Analysis of Alternatives:

Council review Bylaw 1008, 2018 and provides administration with changes they would like to see.

Financial Impacts:

n/a

Attachments:

[1008, 2018 - Council Code of Conduct Bylaw.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 1008, 2018

A bylaw of the Municipality of Crowsnest Pass in the Province of Albert, to establish a Code of Conduct for Members of Council, Council Committees and Other Bodies.

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS, the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Municipality of Crowsnest Pass and the individuals the council appoints to various council committees and other bodies who are not councillors;

AND WHEREAS the establishment of a code of conduct is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council and appointees to council committees share a common understanding of acceptable conduct extending beyond the legislative provisions governing their conduct;

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

PART I – INTERPRETATION

1. Short Title

1.1. This bylaw may be referred to as the “Council and Committees Code of Conduct Bylaw”.

2. Definitions

2.1. In this bylaw, words have the meanings set out in the Act, except that:

- (a) “Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- (b) “Administration” means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;
- (c) “Chief Administrative Officer” means the chief administrative officer of the Municipality, or their delegate;

**MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 1008, 2018

- (d) "Council" means the council of the Municipality;
- (e) "Council Committee" means the committees, boards and other bodies established by Council;
- (f) "Mayor" means the chief elected official of the Municipality;
- (g) "Member" means a member of Council and, unless the context provides otherwise, includes a member of a Council Committee who is not a councillor;
- (h) "FOIP" means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, and associated regulations, as amended; and
- (i) "Municipality" means the municipal corporation of the Municipality of Crowsnest Pass.

3. Purpose and Application

- 3.1. The purpose of this bylaw is to establish minimum standards for behaviour and appropriate conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.
- 3.2. This bylaw applies to all members of Council and all members of Council Committees who are not councillors.

4. Interpretation

- 4.1. This bylaw provides a framework to guide ethical conduct in a way that upholds the integrity of the Municipality and the high standards of professional conduct the public expects of its local government elected representatives and Council appointees. This bylaw is intended to supplement existing legislation governing the conduct of Members.
- 4.2. This bylaw is to be given a broad and liberal interpretation in accordance with applicable legislation. It is not possible to establish a code of conduct that covers every possible scenario and, accordingly, Members are to be guided by and conduct themselves in a manner that reflects the spirit and intent of this bylaw.

PART II – STANDARDS OF CONDUCT

5. Representing the Municipality

- 5.1. Members shall:
 - (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
 - (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;

**MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 1008, 2018

- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

6. Communicating on Behalf of the Municipality

- 6.1. A Member must not claim to speak on behalf of the Municipality, Council or a Council Committee, unless authorized to do so.
- 6.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 6.3. A Member who is authorized to act as the official spokesperson must ensure that their comments accurately reflect the official position and will of Council or the Council Committee, as applicable, even if the Member personally disagrees with the official position
- 6.4. No Member of a Council Committee shall purport to speak on behalf of the Municipality. All inquiries from the media regarding the official position of the Municipality on an issue shall be referred to Council's official spokesperson.
- 6.5. No Member shall make a statement when they know that statement is false.
- 6.6. No Member shall make a statement with the intent to mislead Council, a Council Committee or members of the public.

7. Respecting the Decision Making Process

- 7.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present.
- 7.2. Council Committee Members must not act beyond their mandate and the terms of reference for the Council Committee approved by Council or required by law.
- 7.3. Where a Council Committee's function is advisory in nature, Council Committee Members must respect the final decision making authority of Council.
- 7.4. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 7.5. Members shall conduct and convey Council and Council Committee business and all their duties in an open and transparent manner other than for those matters which by

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law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

- 7.6. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

8. Adherence to Policies, Procedures and Bylaws

- 8.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 8.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 8.3. A Member must not encourage disobedience of any law, or bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

9. Respectful Interactions with Members, Staff, the Public and Others

- 9.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 9.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 9.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 9.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 9.5. Members shall respect the fact that employees in Administration work for the Municipality as a body corporate and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 9.6. Members must not:
- (a) involve themselves in matters of Administration, which fall within the jurisdiction of the Chief Administrative Officer;

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- (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
- (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

10. Confidential Information

- 10.1. Members must keep in confidence matters discussed in private at a Council or Council Committee meeting until the matter is discussed at a meeting held in public.
- 10.2. In the course of their duties, Members may also become privy to confidential information received outside of an in-camera meeting. Members must not:
 - (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
 - (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
 - (c) use confidential information for personal benefit or for the benefit of any other individual or organization.
- 10.3. A Member's duty to maintain confidentiality is ongoing even after the Member ceases to hold office as a councillor or the Member's appointment to a Council Committee has expired.
- 10.4. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
 - (a) the security of the property of the Municipality;
 - (b) a proposed or pending acquisition or disposition of land or other property;
 - (c) a tender that has or will be issued but has not been awarded;
 - (d) contract negotiations;
 - (e) employment and labour relations;

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- (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- (g) law enforcement matters;
- (h) litigation or potential litigation, including matters before administrative tribunals; and
- (i) advice that is subject to solicitor-client privilege.

11. Conflicts of Interest

- 11.1. Members must, at all times, act in the best interests of the Municipality they were elected or appointed to serve.
- 11.2. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 11.3. Members are to be free from undue influence and must not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 11.4. Members shall approach decision-making with an open mind that is capable of persuasion.

12. Improper Use of Influence

- 12.1. No Member shall use the influence of the Member's office or appointment for any purpose other than for the exercise of the Member's official duties.
- 12.2. No Member shall act as an agent to advocate on behalf of any individual, organization or corporate entity before Council or a Council Committee.
- 12.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 12.4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates.
- 12.5. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected or appointed position.

13. Use of Municipal Assets and Services

- 13.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:

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- (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
- (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

14. Orientation and Other Training Attendance

- 14.1. Every Member of Council must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 14.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.
- 14.3. Every Member of a Council Committee must attend any orientation or other training offered by the Municipality for the benefit of Members throughout their appointed term.

15. Remuneration and Expenses

- 15.1. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 15.2. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all bylaws, policies and procedures of the Municipality regarding claims for remuneration and expenses.

16. Gifts and Hospitality]

- 16.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 16.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$200.00
- 16.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

17. Election Campaigns

- 17.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

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PART III – COMPLAINTS AND ENFORCEMENT

18. Informal Complaint Process

18.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this bylaw may address the prohibited conduct by:

- (a) advising the Member that the conduct violates this bylaw and encouraging the Member to stop,
- (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.

18.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

19. Formal Complaint Process

19.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this bylaw may file a formal complaint in accordance with the following procedure:

- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
- (b) All complaints shall be addressed to Council, attention of the Mayor, or, if the Mayor is the subject of, or is implicated in a complaint, to the attention of the Deputy Mayor;
- (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
- (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to Council;
- (e) Upon receipt of a complaint under this bylaw, Council shall meet, in closed session, excluding the Member concerned, and decide whether to proceed to investigate the complaint or not. If Council is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for

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conducting an investigation, Council may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant shall be notified of Council's decision;

- (f) If Council decides to investigate the complaint, it shall take such steps as it may consider appropriate, which may include hiring a third party investigator and seeking legal advice. All proceedings of Council regarding the investigation shall be confidential;
- (g) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed.

20. Compliance

20.1. Members shall uphold the letter and the spirit and intent of this bylaw.

20.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this bylaw.

20.3. No Member shall:

- (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
- (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this bylaw.

21. Enforcement

21.1. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this bylaw may include:

- (a) a letter of reprimand addressed to the Member;
- (b) requesting the Member to issue a letter of apology;
- (c) publication of a letter of reprimand or request for apology and the Member's response;
- (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
- (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
- (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;

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- (g) suspension or removal from some or all Council Committees;
- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at Council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction must not prevent a Member from fulfilling the legislated duties of a councillor.

22. Review

22.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

Read a **first** time this 19th day of June, 2018.

Read a **second** time this 10th day of July, 2018.

Read a **third** and final time this 10th day of July, 2018.



Blair Painter
Mayor



Patrick Thomas
Chief Administrative Officer