



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, October 24, 2023 at 7:30 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Crowsnest Pass Senior Housing Board of June 6, 2023
- 3.b Minutes of the Crowsnest Pass Senior Housing Board of July 7, 2023
- 3.c Minutes of the Crowsnest Pass Senior Housing Board of August 8, 2023
- 3.d Minutes of the Agriculture Services Board Meeting of September 20, 2023
- 3.e AlbertaSW Board Minutes of September 6, 2023 and October Bulletin
- 3.f Minutes of the ORRSC Board of Directors Meeting of June 1, 2023

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of October 17, 2023

5. PUBLIC HEARINGS

- 5.a Bylaw 1159, 2023 Road Closure Bylaw - *Public Hearing*
- 5.b Bylaw 1160, 2023 - Land Use Bylaw Amendment - To rezone 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 - *Public Hearing*

6. DELEGATIONS

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

7. REQUESTS FOR DECISION

- 7.a Bylaw 1160, 2023 - Land Use Bylaw Amendment - To rezone 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 - *Second and Third Reading*
- 7.b Bylaw 1164, 2023 - Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw - *Second & Third Reading*

7.c Bylaw 1166, 2023 - Borrowing Bylaw for Fire Department Fire Engine (Truck) - *First Reading*

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

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 3.a

Subject: Minutes of the Crowsnest Pass Senior Housing Board of June 6, 2023

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of June 6, 2023 as information.

Executive Summary:

Minutes of internal boards and committees are provided to Council at the subsequent meeting for Council's information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Crowsnest Pass Senior Housing Board provides their minutes to keep Council apprised of activities with Senior Housing and the Peaks to Pines Lodge.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[6 - June 2023.pdf](#)



BOARD MEETING MINUTES June 19, 2023

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Tuesday, June 19, 2023 at 10:04 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

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

ABSENT:

Donna Stelmachovich: Vice-Chairperson (approved)

Minutes recorded by Shannon Harker

1. **CALL TO ORDER**

- 1.1 Deb Ruzek called the meeting to order at 10:04 a.m. and it was determined that a quorum of directors was present.

2. **ADDITIONS/CHANGES TO AGENDA**

None

3. **APPROVAL OF AGENDA**

- 3.1 Motion #80/23 to approve the agenda as amended. — Dean Ward — cd.

4. **APPROVAL OF PRIOR MINUTES**

- 4.1 Motion # 81/23 to approve the minutes of the meeting held May 23, 2023, as presented. — Cathy Painter — cd.

5. **BUSINESS ARISING FROM THE MINUTES**

None

6. **CORRESPONDENCE**

- 6.1 LEED Certification — Motion #82/23 to accept as information. — Cathy Painter — cd.

7. **MANAGEMENT REPORTS**

- 7.1 #83/23 Motion to approve the Report from Management as presented — Marlene Ancil — cd.

8. **FINANCIAL REPORTS**

- 8.1 #84/23 Motion to approve the financial statement as presented – Cathy Painter – cd.

9. **BOARD CHAIRPERSON REPORT**

- 9.1 No Report

10. **OTHER BOARD REPORTS**

- 10.1 No Report

11. **OLD BUSINESS**

- 11.1 No Report

12. **DELEGATE**

- 12.1 None

13. **NEW BUSINESS**

13.1 There was a discussion regarding the renewal of utility contracts, the consensus was that to lock in prices from January 2024 to December 2026 would be the best option. This is on hold as the contract is out for tender.

13.2 Business Plan 2024-2026 presented. Motion to approve Business Plan as amended. – Dean Ward – cd

13.3 July 24, 2023 meeting moved to July 17, 2023 as per vacation scheduling

13.4 GIC collateral needed to be increased as per CPSH banking requirements.

Motion to approve increase in GIC collateral. – Dean Ward – cd.

Motion to lock in GIC for 13 months. – Susan Demchuck – cd.

13.5 There was a discussion on the costing of peri products, tabled until next meeting to find best prices.

13.6 There was a discussion on the local community discounts provided to CPSH: Community discounts as follows – Ace 10%, Home Hardware 15%, and IGA 5%

13.7 There was a discussion on the requirements of Alberta Housing Act in relation to board members absent from meetings. If the absence is approved there is no penalty.

14. **IN CAMERA**

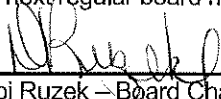
14.1 Motion #88/23 to go into camera 12:45pm – Marlene Ancil – cd

14.2 Motion #89/23 to come out of camera 12:59pm – Cathy Painter - cd

15. ADJOURNMENT

15.1 Motion #90/23 to adjourn at 1:01pm – Debi Ruzek - cd

The next regular board meeting – July 17, 2023, 1000hr



Debi Ruzek – Board Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 3.b

Subject: Minutes of the Crowsnest Pass Senior Housing Board of July 7, 2023

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of July 7, 2023 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

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

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[7 - July 2023.pdf](#)



BOARD MEETING MINUTES

July 17, 2023

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, July 17, 2023 at 10:00 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

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

ABSENT:

Cathy Painter: Board Member, Shannon Harker: HR

Minutes recorded by Shelley Price

1. CALL TO ORDER

- 1.1 Deb Ruzek called the meeting to order at 10:00 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

Additions to in camera

3. APPROVAL OF AGENDA

- 3.1 Motion #91/23 to approve the agenda as amended. — Dean Ward – cd.

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion # 92/23 to approve the minutes of the meeting held June 19, 2023, as presented. – Susan Demchuck – cd.

5. BUSINESS ARISING FROM THE MINUTES

None

6. CORRESPONDENCE

None

7. MANAGEMENT REPORTS

- 7.1 #93/23 Motion to approve the Report from Management as presented – Dave Filipuzzi – cd.

8. FINANCIAL REPORTS

Dee-Anna will send last week in July due to vacation

9. **BOARD CHAIRPERSON REPORT**

Report by Debi

10. **OTHER BOARD REPORTS**

10.1 No Report

11. **OLD BUSINESS**

11.1 No Report

12. **DELEGATE**

12.1 None

13. **NEW BUSINESS**

13.1 Additional charges – Addendum B – request approval for belts and slider sheets.
#94/23 Motion to adjust as per request – Dean Ward – cd.

13.2 New OHS Policy Approval:
- Domestic Violence Policy - #95/23 Motion to approve – Dean Ward – cd.
- Weapons/Dangerous Goods Policy - #96/23 Motion to approve – Susan Demchuk – cd.
- Reporting and Investigations Policy - #97/23 Motion to approve – Marlene Ancil – cd.
- Appendix A & B and WCB reporting – approval not needed

13.3 Amended OHS Policy – Working Alone - #98/23 Motion to approve – Susan Demchuk – cd.

13.4 Approval SL3, 4 & D rental increase - #99/23 Motion to accept AHS increases – Dean Ward – cd.

13.5 Towels – There was a question if residents are required to purchase white towels, no there is no colour requirement.

13.6 Board meeting dates – handed out and will be submitted to the municipality – changes may occur -
#100/23 Motion to move September meeting to the 25th – Dean Ward – cd.

14. **IN CAMERA**

14.1 Motion #101/23 to go into camera 11:15am – Dean Ward – cd

14.2 Motion #102/23 to come out of camera 11:39am – Dean Ward - cd

15. **ADJOURNMENT**

15.1 Motion #103/23 to adjourn at 11:40am – Dean Ward - cd





Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 3.c

Subject: Minutes of the Crowsnest Pass Senior Housing Board of August 8, 2023

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of August 8, 2023 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

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

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[8 - August 2023.pdf](#)



BOARD MEETING MINUTES

August 21, 2023

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, August 21, 2023 at 10:00 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

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

ABSENT:

Shannon Harker: HR

Minutes recorded by Shelley Price

1. **CALL TO ORDER**

- 1.1 Deb Ruzek called the meeting to order at 10:00 a.m. and it was determined that a quorum of directors was present.

2. **ADDITIONS/CHANGES TO AGENDA**

Additions to in camera

3. **APPROVAL OF AGENDA**

- 3.1 Motion #104/23 to approve the agenda as amended. — Dean Ward – cd.

4. **APPROVAL OF PRIOR MINUTES**

- 4.1 Motion # 105/23 to approve the minutes of the meeting held July 17, 2023, as presented. – Dean Ward – cd.

5. **BUSINESS ARISING FROM THE MINUTES**

None

6. **CORRESPONDENCE**

None

7. **MANAGEMENT REPORTS**

- 7.1 #106/23 Motion to approve the Report from Management as presented – Cathy Painter – cd.

8. **FINANCIAL REPORTS**

- 8.1 #107/23 Motion to approve the Financial Reports as presented – Donna Stelmachovich - cd

9. **BOARD CHAIRPERSON REPORT**

Report by Debi

Reminder to Members to submit renewal if they want to remain on the Board

Request for photo session as this was the first Board of Directors for Peaks to Pines

10. **OTHER BOARD REPORTS**

- 10.1 No Report

11. **OLD BUSINESS**

- 11.1 No Report

12. **DELEGATE**

- 12.1 None

13. **NEW BUSINESS**

- 13.1 Municipality Budget presentation – October 12

13.2 New Policy Approvals:

- Smoking and Cannabis – revised AHS appendix - #108/23 Motion to approve – Marlene Anctil - cd.
- Restraint as Last Resort Policy - #109/23 Motion to approve – Susan Demchuk – cd.
- Out of Scope terms of employment Policy - #110/23 Motion to approve – Dean Ward – cd.

- 13.3 MAID – Medical Assistance in Dying – All in Favour – Create a policy

- 13.4 Firms Audit - #111/23 Motion to accept – Cathy Painter – cd.

- 13.5 Farewell to Lana August 28 – 230-245pm 2nd floor

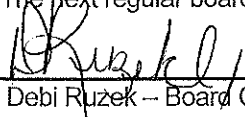
14. **IN CAMERA**

- 14.1 Motion #112/23 to go into camera 12:04pm – Marlene Anctil – cd
- 14.2 Motion #113/23 to come out of camera 1:47pm – Cathy Painter - cd

15. **ADJOURNMENT**

- 15.1 Motion #114/23 to adjourn at 1:50pm – Dean Ward - cd

The next regular board meeting – September 26, 2023 1300hr



Debi Ruzek – Board Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 3.d

Subject: Minutes of the Agriculture Services Board Meeting of September 20, 2023

Recommendation: That Council accept the Minutes of the Agriculture Services Board Meeting of September 20, 2023 as information.

Executive Summary:

Minutes of internal boards and committees are provided to Council at the subsequent meeting for Council's information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Agriculture Services Board provides their minutes to keep Council apprised of activities of the Agricultural Fieldman and board activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 09 20_Agricultural Services Board_Minutes Approved.pdf](#)

Crowsnest Pass **Agriculture & Environmental Services**



AGRICULTURE SERVICE BOARD MEETING

September 20, 2023, 5:00 pm

Municipal Office – Council Chambers

8502 19 Avenue, Coleman Alberta

ATTENDANCE:

Kathy Wiebe	Chair
Dale Paton	Vice-Chair
Melisa Atkinson	Board Member
Megan Evans	Board Member
Doreen Glavin	Councillor
Dave Filipuzzi	Councillor
Agricultural Fieldman	Grace O'Leary
Sasha Lassey	Recording Secretary

ABSENT:

Vicki Kubik	Councillor
Jesse Fox	Manager of Protective Services

CALL TO ORDER

Chair, Kathy Wiebe called the meeting to order at 5:07 pm.

ADOPTION OF AGENDA

ASB-01-2023-09-20 Motion made by Melisa Atkinson to adopt the agenda as presented. Carried.

ADOPTION OF MINUTES

Adoption of Agriculture Services Board Minutes from June 21, 2023.

ASB-02-2023-09-20 Motion made by Dave Filipuzzi to adopt the minutes of June 21, 2023, as presented. Carried.

OLD BUSINESS

2023 Field Visit Update

Grace O'Leary reviewed the key highlights from the Municipality of Crowsnest Pass Field Visit report prepared by Kellie Jackson from Agriculture and Irrigation from the visit on June 15, 2023. The report

includes a summary of critical, significant, and enhancement recommendations to ensure that ASB grant funding appropriately supports ASB Grant Program objectives.

Overall, the board members unanimously agreed with the summary of recommendations, as they align with the recommendations made to council in a letter submitted by the Agricultural Service Board earlier this year.

The only critical recommendation made that may affect potential grant funding in the future is the establishment of a full-time, year-round position for an Agricultural Fieldman. Administration is currently reviewing the report and will complete and return the report as required.

The next grant application (2024-2028) is to be submitted by spring of 2024 for the next cycle. Grace indicated that some of the requirement criteria that have not yet been met, can be scheduled within the calendar year to ensure compliance.

ASB-03-2023-09-20 Motion made by Megan Evans to agree to accept the recommendations as presented in the 2023 Municipality of Crowsnest Pass Field Visit report prepared by Kellie Jackson from Agriculture and Irrigation. Carried.

NEW BUSINESS

Regional Conference

The 2023 South Regional Conference is being hosted in Ooyen, Alberta (Special Area 3) on October 18, 2023. There is a budget to send two members to attend plus the Agricultural Fieldman if there is interest in attending. Registration must be made by October 6, 2023; interested members will confirm with Grace.

ASB-04-2023-09-20 Motion made by Doreen Glavin to send the Agricultural Fieldman and up to two members of the Agricultural Service Board to the 2023 South Regional Conference in Ooyen, Alberta on October 18, 2023. Carried.

Workshops

Grace O'Leary shared that the department is trying to organize a Whitebark and Limber Pine Workshop as well as a Water Well Workshop at the end of the 2023, potentially in collaboration with neighbouring communities. Once locations, dates and times are confirmed, Grace will advise the board. The events will also be advertised locally on the radio, social media and the newspaper.

ASB-05-2023-09-20 Motion made by Dave Filipuzzi to accept the Workshops Update from Grace O'Leary as information. Carried.

Resolutions

Grace O'Leary shared that resolutions to be presented at the provincial conference in Lethbridge in January 2024 need to be submitted by September 29, 2023. There were no requests to support a resolution at this time by the Agricultural Service Board.

ASB-06-2023-09-20 Motion made by Melisa Atkinson to accept the resolution request deadline as information. Carried.

CORRESPONDENCE**INFORMATION****Department Update**

Grace O'Leary presented some of the highlights of work completed by the department since the meeting of June 21, 2023:

- Reinspections are being done from problem areas found earlier in the season.
- Will provide a more complete account of number of inspections in the final meeting of the year once the season is completed.
- 2600 kilograms of weeds removed in the season to the landfill.
- Great results in the season, density of weeds decreased from last year.
- Successful contact with a CP Rail representative; will be working together to plan for 2024 weed control. The representative recommended that invoices be sent in smaller amounts so that they can be approved more efficiently and indicated the possibility of an increase in funding in 2024.
- Continuing to monitor progress with Fortis, TC Energy, Nature Conservancy of Canada, Alberta Transportation, and Provincial Lands in problem areas.
- 121 weed inspections, overall good compliance with landowners
- 12 inspector notices out, most have been resolved
- 42 prohibited sites verified in the season
- 4 community markets attended
- Increased entries into EDDMaps

Melisa Atkinson exited the meeting at 6:17 pm.

ASB-07-2023-09-20 Motion made by Dale Paton to accept the Agricultural Services Department Update from Grace O'Leary as information. Carried.

NEXT MEETING

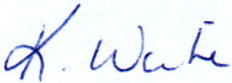
ASB-08-2023-09-20 Motion made Megan Evans reschedule the meeting of October 18, 2023, to October 11, 2023. Carried.

ASB-09-2023-09-20 Motion made by Dale Paton to extend an invitation from the Agricultural Service Board to Jesse Fox, Manager of Protective Services and CAO, Patrick Thomas to attend a special meeting of the Agricultural Service Board on October 11, 2023, to discuss the recommendations presented within the 2023 Municipality of Crowsnest Pass Field Visit report prepared by Kellie Jackson from Agriculture and Irrigation. Carried.

Next Meeting on October 11, 2023, at 5:00 pm

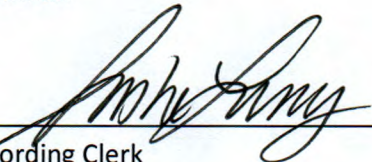
ADJOURNMENT

ASB-10-2023-09-20 Motion made by Dave Filipuzzi to adjourn the meeting at 6:34 pm. Carried.



Chairman

Date: October 11, 2023



Recording Clerk

Date: October 11, 2023



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 3.e

Subject: AlbertaSW Board Minutes of September 6, 2023 and October Bulletin

Recommendation: That Council accept the AlbertaSW Board Minutes of September 6, 2023 and October Bulletin as information.

Executive Summary:

Minutes of External Board and Committees are provided to Council at the subsequent meeting.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Alberta South West provides the minutes of the Alberta SW Regional Alliance Board of Directors Meetings to keep member municipalities apprised of board activities and regional initiatives.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 AlbertaSW Board Minutes 09-06 approved plus Exec Dir Report.pdf](#)

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday, September 6, 2023 – Nanton Curling Club



Board Representatives

Brent Feyter, Fort Macleod
Barbara Burnett, Cowley
Cam Francis, Cardston County
Blair Painter, Crowsnest Pass
Kevin Todd, Nanton
Doral Lybbert, Glenwood
Tim Court, Cardston
Monte Christensen, Hill Spring

Councillors

Victor Czop
Jennifer Handley

Resource Staff and Guests

Neil Smith, CAO
Lacey Poytress, LRSD
Yvonne Chau, Travel Alberta
Karin Finley, AND Villages Ltd.
Eppo Van Weelderden, AND Villages Ltd.
Manuelle Prunier, Green Destinations International
Becky Scott, Nanton Chamber
Ursula Sherwood, CF Highwood
Tony Walker, CF Alberta Southwest
Bev Thornton, AlbertaSW

- | | | |
|----|---|--|
| 1 | Call to Order/ | Chair Brent Feyter called the meeting to order. |
| 2 | Approval of Agenda | Moved by Tim Court THAT the agenda be approved as presented.
Carried. [2023-09-855] |
| 3 | Approval of Minutes | Moved by Cam Francis THAT the Minutes of August 2, 2023, be approved as presented.
Carried. [2023-09-856] |
| 4 | Approval of Cheque Register | Moved by Blair Painter THAT cheques #3252 to #3264 be approved as presented.
Carried. [2023-09-857] |
| 5 | Travel Alberta-Destination Canada Pilot Project | Yvonne Chau provided an update on Travel Alberta strategic plans and the upcoming consultation process for the new federal-provincial initiative, "Sustainable Journey from Prairies to Pacific". |
| 6 | Regional Solutions for Housing Supply | Karin Finley, AND Villages Ltd. reported that the proposal that has been 7 months in development is meeting with interest. Depending on the results of an upcoming meeting with senior staff from Housing, Community and Social Services, and Infrastructure, letters of support from AlbertaSW communities will strengthen the Phase 1 and Phase 2 of the proposal. |
| 7 | Green Destinations Audit | Manuelle Prunier, Canadian Representative for Green Destinations International, is in the region completing the AlbertaSW Crown of the Continent Sustainability assessment. She formally presented the "Top 100" award to the Board for 2022. |
| 8 | MECAP Industry Influencers and Innovators Meeting | The Manufacturing, Energy, Construction, Ag Processors (MECAP) project will begin with an invitational lunch meeting in Fort Macleod, first week of October. Board is asked to suggest businesses in this sector who should be invited. |
| 9 | Executive Director Report | Received as information. |
| 10 | Round Table | Received as information. |
| 11 | Upcoming Board Meetings | ➤ October 4, 2023 – Hill Spring (tentative) or Fort Macleod
➤ November 1, 2023-
➤ December 6, 2023-Pincher Creek -Organizational Meeting |
| 12 | Adjourn | Moved by Blair Painter THAT the meeting be adjourned.
Carried. [2023-09-858] |

Approved October 4, 2023

Executive Director Report September 2023

MEETINGS and PRESENTATIONS

Sept 5: Blackfoot Signage Project Meeting, Zoom

Sept 6: AlbertaSW Board Meeting, Nanton

Sept 7: Meeting with CFABSW re: website updates and C4C, Fort Macleod

Sept 7: Green Destinations audit meetings, Fort Macleod, Pincher Creek

Sept 12: RINSA meeting, Lethbridge

Sept 12: Project planning meeting with SouthGrow and Garnering Results, Zoom

Sept 18: REDA Chairs meeting, Teams

Sept 18: Meeting with Executive Director, Alberta Sugar Beet Growers, Zoom

Sept 19: Meeting with C4C and CF, Zoom

Sept 19: Meeting with uLeth student project team and professor, Zoom

Sept 20: EDL Board meeting, City Hall, Lethbridge

Sept 20: Meeting with new Sales Exec, CJOC, Lethbridge

Sept 20: Meeting with SouthGrow re: Summit planning, Zoom

Sept 21: Travel Alberta/Destination Canada consultations, Pincher Creek

Sept 21: SouthGrow quarterly meeting, Picture Butte

Sept 26: Tourism Lethbridge Advisory Committee Meeting, Lethbridge

Sept 26: REDA Chairs and Managers meeting with Minister, Edmonton [regrets]

Sept 28: AEDO Committee meeting, Zoom

PROJECT MANAGEMENT and REPORTING

- Board Agenda, Minutes, Bulletin
- Prepare and circulate request for letters of support re: Regional Housing project proposal to GoA
- Manage itinerary for 4 days of Green Destinations Audit; arrange interviews and site visits
- Submit supplementary documents to Green Destinations
- Partnering/planning upcoming Economic Development Summit, end of March 2024
- Final planning for REDA Chairs meeting with the Minister (possibly end of September)
- Compile MECAP invitation list for industry and resource agencies event
- Submit REDA contact list and ideas for EDA 50th Anniversary edition of Invest/Xperience Alberta magazine

INVESTMENT ATTRACTION and REGIONAL PROMOTION

- Joint project with SouthGrow (CanExport Grant) to create community investment profile for all 41 communities.
- Compile Peaks to Prairies data for uLeth student mapping project (GEOG 3700)
- Support Travel Alberta-Destination Canada consultation process
- Respond to regional inquiries and information requests

Alberta SouthWest Bulletin October 2023

Regional Economic Development Alliance (REDA) Update

❖ New REDS on the JET!

AlbertaSW is excited to welcome Marie Everts as the new Regional Economic Development Specialist (REDS) for Jobs, Economy, and Trade (JET). She is an award-winning economic developer, a cheerleader for the region and a valuable resource and liaison with the province in support of our communities and region.

❖ As part of Province of Alberta Budget 2023, the NRED (Northern and Regional Economic Development) program is receiving \$9 million over the next three years to support even more projects that help deliver business supports, boost labour force attraction and retention, enhance Alberta's tourism development, and build capacity for economic growth. In 2022-23, the government invested \$5.1 million in 70 projects.

- Announcement, [Investing in strong regional economies](#)
- [Review the list of 2022-2023 Grant recipients](#)



❖ Manufacturing, Energy, Construction, Ag Processing



Natalie Gibson, InnoVisions and Associates, led the first "Innovators and Influencers" meeting, attended by 17 industry and government representatives. The intent of the project is to raise awareness of the diverse manufacturing and processing activity in the region, to identify common themes, highlight opportunities.

Discussion covered topics such as skilled, labour, housing, logistics, transportation, permitting, and other red-tape issues. This is the first of a series of "think tank" meetings to identify priorities and tactics to position the region as attractive to new workers and new investment.

Contact bev@albertasouthwest.com for more and to inquire about participating in future meetings.

❖ Getting linked to Supply Chain Learning!

Canadian Institute of Traffic and Transportation (CITT) will host a day of networking and learning about the supply chain industry and celebrating graduates from Teamworks Career Centre as they join the industry.



When: **October 24, 2023, 1:00pm-7:00pm.**

Where: **Sandman Signature Lethbridge Lodge**, 320 Scenic Drive South, Lethbridge, AB

Cost: **\$40**

For more details, list of speakers, topics, and **link to Register** go to

<https://www.citt.ca/events/lethbridge-supply-chain-exchange>

Program

12:30 pm-Doors Open / Registration / Networking

1:15 pm-Keynote speaker: Doug Paisley, President - LTT Logistics & RK Trailer Rentals Ltd.

2:00 pm-4:30 pm Panel discussions on a variety of topics including:

- The Rail Renaissance
- Kansas City SmartPort Mission Report
- MELT and Driver Recruiting "The End of the Road?"
- Workplace Culture and Professional Development

4:30 pm-Closing Remarks

5:00-7:00 pm-Evening Reception and Networking

Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

bev@albertasouthwest.com

www.albertasouthwest.com





Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 3.f

Subject: Minutes of the ORRSC Board of Directors Meeting of June 1, 2023

Recommendation: That Council accept the Minutes of the ORRSC Board of Directors Meeting of June 1, 2023 as information.

Executive Summary:

Minutes of external boards and committees are provided to Council at the subsequent meeting for Council's information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

ORRSC provides the Board of Directors Meeting minutes to keep member municipalities apprised of regional activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[June 1, 2023 ORRSC Board of Directors Meeting Minutes - SIGNED.pdf](#)



BOARD OF DIRECTORS' MEETING MINUTES

Thursday, June 1, 2023 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge) or ZOOM Virtual Meeting

BOARD OF DIRECTORS:

Colin Bexte (Virtual) Village of Arrowwood
Kent Bullock (Absent) Village of Barnwell
Dan Doell (Absent) Village of Barons
Mike Wetzstein (In Person) Town of Bassano
Ray Juska (In Person) City of Brooks
Roger Houghton (In Person) Cardston County
Allan Burton (In Person) Town of Cardston
Sue Dahl (In Person) Village of Carmangay
James F. Smith (Absent) Village of Champion
Brad Schlossberger (In Person) Town of Claresholm
Jesse Potrie (In Person) Town of Coalhurst
Tanya Smith (In Person) Village of Coutts
Dave Slingerland (Absent) Village of Cowley
Dave Filipuzzi (Virtual) Mun. Crowsnest Pass
Dean Ward (Virtual) Mun. Crowsnest Pass
Stephen Dortch (Absent) Village of Duchess
Gordon Wolstenholme (In Person) Town of Fort Macleod
Mark Peterson (In Person) Village of Glenwood
Suzanne French (Absent) Village of Hill Spring
Morris Zeinstra (Absent) Lethbridge County

Brad Koch (Absent) Village of Lomond
Gerry Baril (In Person) Town of Magrath
Peggy Losey (In Person) Town of Milk River
Dean Melnyk (Virtual) Village of Milo
Victor Czop (Virtual) Town of Nanton
Marinus de Leeuw (Absent) Town of Nobleford
Teresa Feist (In Person) Town of Picture Butte
Tony Bruder (In Person) M.D. of Pincher Creek
Don Anderberg (In Person) Town Pincher Creek
Ronald Davis (Absent) M.D. of Ranchland
Neil Sieben (In Person) Town of Raymond
Don Norby (Absent) Town of Stavely
Matthew Foss (Absent) Village of Stirling
John DeGroot (In Person) MD of Taber
Raymond Coad (Absent) Town of Vauxhall
Christopher Northcott (In Person) Vulcan County
Richard DeBolt (In Person) Town of Vulcan
David Cody (In Person) County of Warner
Marty Kirby (Absent) Village of Warner
Evan Berger (Absent) M.D. Willow Creek

STAFF:

Bonnie Brunner Senior Planner
Mike Burla Senior Planner
Ryan Dyck Planner
Carlin Groves CAD/GIS Technologist
Steve Harty Senior Planner
Diane Horvath Senior Planner
Raeanne Keer Executive Assistant

Maxwell Kelly Planner
Lenze Kuiper Chief Administrative Officer
Jennifer Maxwell Subdivision Technician
Kattie Schlamp Planner
Tristan Scholten Intern Planner
Gavin Scott Senior Planner
Jack Shipton Planner

Chair Gordon Wolstenholme called the meeting to order at 7:00 pm.

1. APPROVAL OF AGENDA

Moved by: Richard DeBolt

THAT the Board adopts the Agenda for June 1, 2023, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Peggy Losey

THAT the Board approves the meeting minutes of March 2, 2023, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. PRESENTATION

a. 2022 Financial Statements & Auditor's Report – Derek Taylor, KMPG LLP

Derek Taylor, of KMPG LLP, presented the 2022 Financial Statements and Auditor's Report to the Board.

5. REPORTS

**a. 2022 Annual Report
- Financial Performance Presentation**

L. Kuiper, Chief Administrative Officer, presented the 2022 Annual Report and Financial Performance to the Board.

Moved by: Gerry Baril

THAT the Board of Directors have reviewed and ratified the Executive Committee Approval of the ORRSC Annual Report and Financial Statements for the Year ending December 31, 2022.

CARRIED

b. Executive Committee Report

Chair Wolstenholme presented the Executive Committee Report to the Board.

6. BUSINESS

a. Staffing Update

L. Kuiper introduced Jack Shipton, Planner, and Tristan Scholten, Intern Planner, to the Board as new staff to ORRSC.

L. Kuiper also noted that Kattie Schlamp and Maxwell Kelly have both been promoted from Assistant Planner to Planner.

- b. Subdivision Activity**
 - **As of April 30, 2023**

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

- c. ORRSC Periodical – Temporary Uses**

G. Scott, Senior Planner, presented information on the upcoming ORRSC Periodical topic, Temporary Uses.

7. ACCOUNTS

- a. Balance Sheet and Comparative Income Statement**
 - **As of April 30, 2023**

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of April 30, 2023.

Moved by: Roger Houghton

THAT the Board approves Balance Sheet and Comparative Income State, as of April 30, 2023, as presented.

CARRIED

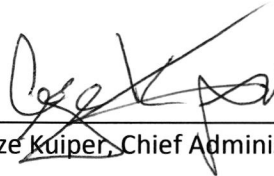
- 8. NEXT MEETING – Thursday, September 7, 2023**

9. ADJOURNMENT

With no further questions and nothing further to discuss, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:40pm.



Gordon Wolstenholme, Chair



Lenze Kuiper, Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 4.a

Subject: Minutes of the Council Meeting of October 17, 2023

Recommendation: That Council adopt the Minutes of the Council Meeting of October 17, 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 17 Council Meeting Minutes.docx](#)

Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, October 17, 2023

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, October 17, 2023.

Council Present:

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

Council Absent:

Councillor: Lisa Sygutek

Administration Present:

Patrick Thomas, Chief Administrative Officer
Kristin Ivey, Deputy Chief Administrative Officer
Trent Smith, Manager of Community Services
Johan van der Bank, Manager of Development & Trades
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

Mayor Painter called the meeting to order at 2:00 pm.

ADOPTION OF AGENDA

01-2023-10-17: Councillor Filipuzzi moved to adopt the agenda as presented.

Carried

CONSENT AGENDA

02-2023-10-17: Councillor Kubik moved that Council approve the following Consent Agenda items as presented without debate:

3.a

Minutes of the Agriculture Service Board of June 21, 2023

THAT Council accept the Minutes of the Agriculture Service Board of June 21, 2023 as information.

3.b

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

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

3.c

Minutes of the Municipal Planning Commission of August 23, 2023

THAT Council accept the Minutes of the Municipal Planning Commission of August 23, 2023 as information.

3.d

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

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

3.e

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

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.

3.f

2023 Alberta Fire Training Conference - Request for Sponsorship

THAT Council accept the request to sponsor the 2023 Alberta Fire Training Conference as information.

Carried

ADOPTION OF MINUTES

Minutes of the Council Meeting of October 3, 2023

03-2023-10-17: Councillor Girhiny moved to adopt the Minutes of the Council Meeting of October 3, 2023 as presented.

Carried

PUBLIC HEARINGS

None

DELEGATIONS

RCMP Quarterly Update Corporal Mark Amatto

Corporal Amatto of the Crowsnest Pass RCMP detachment was in attendance to present Council with the 1st quarter update from 2023.

REQUESTS FOR DECISION

Bylaw 1161, 2023 - Road Closure - First Reading

04-2023-10-17: Councillor Ward moved first reading of Bylaw 1161, 2023 - Road Closure.

Carried

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

05-2023-10-17: Councillor Filipuzzi moved first reading of 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.

Carried

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

06-2023-10-17: Councillor Girhiny moved first reading of 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.

Carried

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

07-2023-10-17: Councillor Ward moved first reading of Bylaw 1164, 2023 - Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw.

Carried

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

08-2023-10-17: Councillor Filipuzzi moved that Council grants the subdivision extension request for Subdivision 2020-0-116 for a period of 12 months.

Carried

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

09-2023-10-17: Councillor Glavin moved that Council grants the subdivision extension request for Subdivision 2022-0-074 for a period of 12 months.

Carried

Service Areas Update

10-2023-10-17: Councillor Glavin moved that Council accepts the Service Areas Update for information.

Carried

Crowsnest Pass Community Pool 2023 Summer Report

11-2023-10-17: Councillor Ward moved that Council accepts the Crowsnest Pass Community Pool 2023 Summer report as information.

Carried

Bellevue Pump Station Tender Award

12-2023-10-17: Councillor Ward moved that Council ratify the award of the tender for the Bellevue Pump Station to Filtrum Inc. for \$584,350.

Carried

Council Code of Conduct Bylaw - Legislative Review

13-2023-10-17: Councillor Filipuzzi moved 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.

Carried

COUNCIL MEMBER REPORTS

- Mayor Painter
 - Attended a tour of Northback Grassy Mountain Project with MLA Chelsae Petrovic and a team from Northback.
 - Attended a tour of the Evolve Power Tent Mountain Site
 - Provincial Ministers Neudorf, and Wilson, and Parliamentary Secretary de Jonge were in attendance and were afforded the opportunity to take a helicopter tour
 - 5 Piikani members were also in attendance and were also afforded the opportunity to take a helicopter tour
 - Evolve is looking to strike a partnership with Piikani as a stakeholder of the project
 - The project will be delayed by a year to raise money on the TSE
 - Anticipating a possible go-live date of 2029
 - The project will employ 300-400 people for construction and then approximately 40 permanent employees upon completion.
 - The vast majority of the operation is located within our Municipal boundary

PUBLIC INPUT PERIOD

None

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Mayor Painter requested that Administration bring back for discussion at the next meeting the RV Dump sites.

IN CAMERA

14-2023-10-17: Councillor Kubik moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 3:32 pm:

- a) Economic Interests of the Public Body – Land Purchase Application - FOIP Act Section 25
- b) Economic Interests of the Public Body – Land Purchase Application - FOIP Act Section 25
- c) Economic Interests of the Public Body – Land Purchase Application - FOIP Act Section 25
- d) Personal Privacy – Personnel - FOIP Act Section 17

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 3:46 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

15-2023-10-17: Councillor Filipuzzi moved that Council come out of In Camera at 5:15 pm.

Carried

16-2023-10-17: Councillor Girhiny moved that pending a legal review, Council moves to return to the applicant, the registered road right of way that runs through Subdivision Plan 9311296 subject to the following conditions:

1. That the applicant is responsible for all costs associated with the closing of the subject road allowance to public travel.
2. That the applicant is responsible for all costs associated with the redistricting of the subject road allowance to NUA-1 (Non-Urban Area)
3. That the applicant is responsible for all costs associated with the consolidation of the subject road allowance with the title to the NW 34, TWP 7, RGE4, W5M by Plan of survey.

4. That the applicant is responsible for all legal costs associated with this transaction including the legal costs of the Municipality, if any.
5. That legal access through the property, be granted to the Municipality of Crowsnest Pass and to Lot 2, Block 1, Plan 9311296.

Defeated

17-2023-10-17: Councillor Filipuzzi moved that Council accept the offer to close and purchase all of Lot 51MR, Block 1, Plan 0812254, subject to the following conditions:

1. That the applicant is responsible for all costs associated with the removal of the MR Designation from the subject parcel.
2. That the applicant is responsible for all costs associated with redistricting the parcel from Recreation and Open Space to Non-Urban Commercial Recreation
3. That all costs relating to subdivision of the subject parcel are the responsibility of the applicant.
4. That all legal costs associated with this transaction, including the legal costs of the Municipality, if any, are the responsibility of the applicant.
5. If this application proceeds, the transaction must be completed by May 1, 2024
6. If this application proceeds, the applicant must commence building construction within two years from the date of the transfer. If no building construction takes place within two years of the date of transfer, the municipality reserves the right to purchase the property back from the applicant at 50% of the purchase price.

Carried

18-2023-10-17: Councillor Ward moved that Council accepts the offer from the Greenmore Corporation, subject to the following conditions:

1. That the purchase price for the land is \$5.45 per square foot (\$30,000).
2. That the applicant is responsible for all costs associated with the subdivision of the subject land by plan of survey.
3. That the applicant is responsible for all costs associated with the re-districting of the subject property to an appropriate residential use zone.
4. That the applicant is responsible for all legal costs associated with this transaction including the legal costs of the Municipality, if any.
5. That this transaction is completed by May 1, 2024
6. That residential construction be commenced within two years of the date of the transfer of the title.
7. That if no residential construction is commenced within two years of the date of the transfer of the title, the Municipality reserves the right to purchase the property back from the applicant at 50% of the purchase price.

Defeated

- 19-2023-10-17:** Councillor Filipuzzi moved that Administration advise Mr. Ulrichen that Council has no ability to exempt fines.
Carried

ADJOURNMENT

- 20-2023-10-17:** Councillor Filipuzzi moved to adjourn the meeting at 5:28 pm.
Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 5.a

Subject: Bylaw 1159, 2023 Road Closure Bylaw - Public Hearing

Recommendation: That a Public Hearing be held.

Executive Summary:

This bylaw proposes the closure of a portion of an Unnamed Lane, thereby creating two titles to dispose of, as follows:

PLAN 820L

ALL THAT PORTION OF LANE WITHIN BLOCK 22 FORMING PART OF LOT 26, BLOCK 22, PLAN _____
Containing 0.005 Hectares (0.01 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS

PLAN 820L

ALL THAT PORTION OF LANE WITHIN BLOCK 22 FORMING PART OF LOT 22, BLOCK 22, PLAN _____
Containing 0.030 Hectares (0.07 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw No. 1159, 2023 notice.docx](#)

[Crowsnest Pass - Road Closure - Portion of Lane, Block 22, Plan 820L.pdf](#)

NOTICE OF PUBLIC HEARING

MUNICIPALITY OF CROWSNEST PASS

IN THE PROVINCE OF ALBERTA

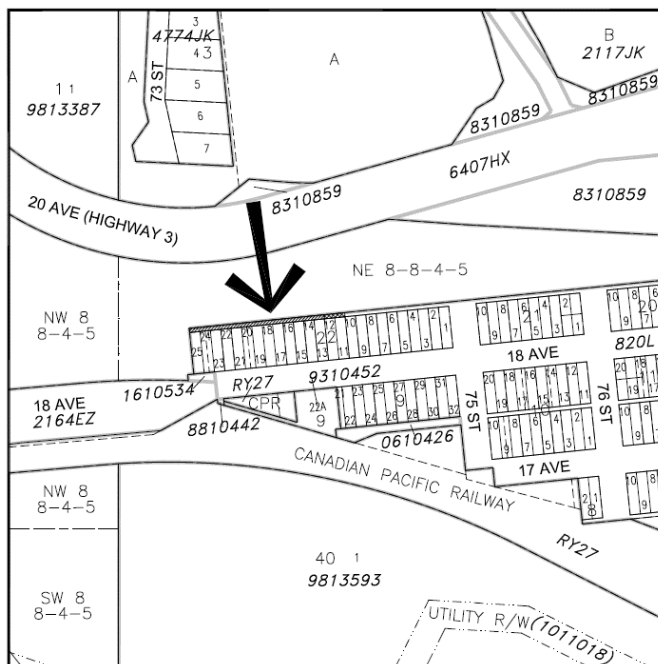
PROPOSED BYLAW NO. 1159, 2023

7:30pm, October 24, 2023


Municipality of Crowsnest Pass Council Chambers


8502 – 19 Avenue, Coleman

PURSUANT to sections 22, 216.4, and 606 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, notice is hereby given that the Council of the Municipality of Crowsnest Pass in the Province of Alberta will consider a bylaw to close a portion of a roadway located in Coleman, as legally described and depicted in the sketch below.



**PROPOSED ROAD CLOSURE
SCHEDULE 'A'**

 **PLAN 820L**
ALL THAT PORTION OF LANE WITHIN BLOCK 22
FORMING PART OF LOT 26, BLOCK 22, PLAN _____
Containing 0.005 Hectares (0.01 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS

 **PLAN 820L**
ALL THAT PORTION OF LANE WITHIN BLOCK 22
FORMING PART OF LOT 22, BLOCK 22, PLAN _____
Containing 0.030 Hectares (0.07 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS
WITHIN NE 1/4 SEC 8, TWP 8, RGE 4, W 5 M

THE PURPOSE of this bylaw is to close to public travel, create titles to and dispose of portions of a public roadway in accordance with section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1159, 2023 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:30pm on October 24, 2023. Each person shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki,

Executive Assistant to the CAO at

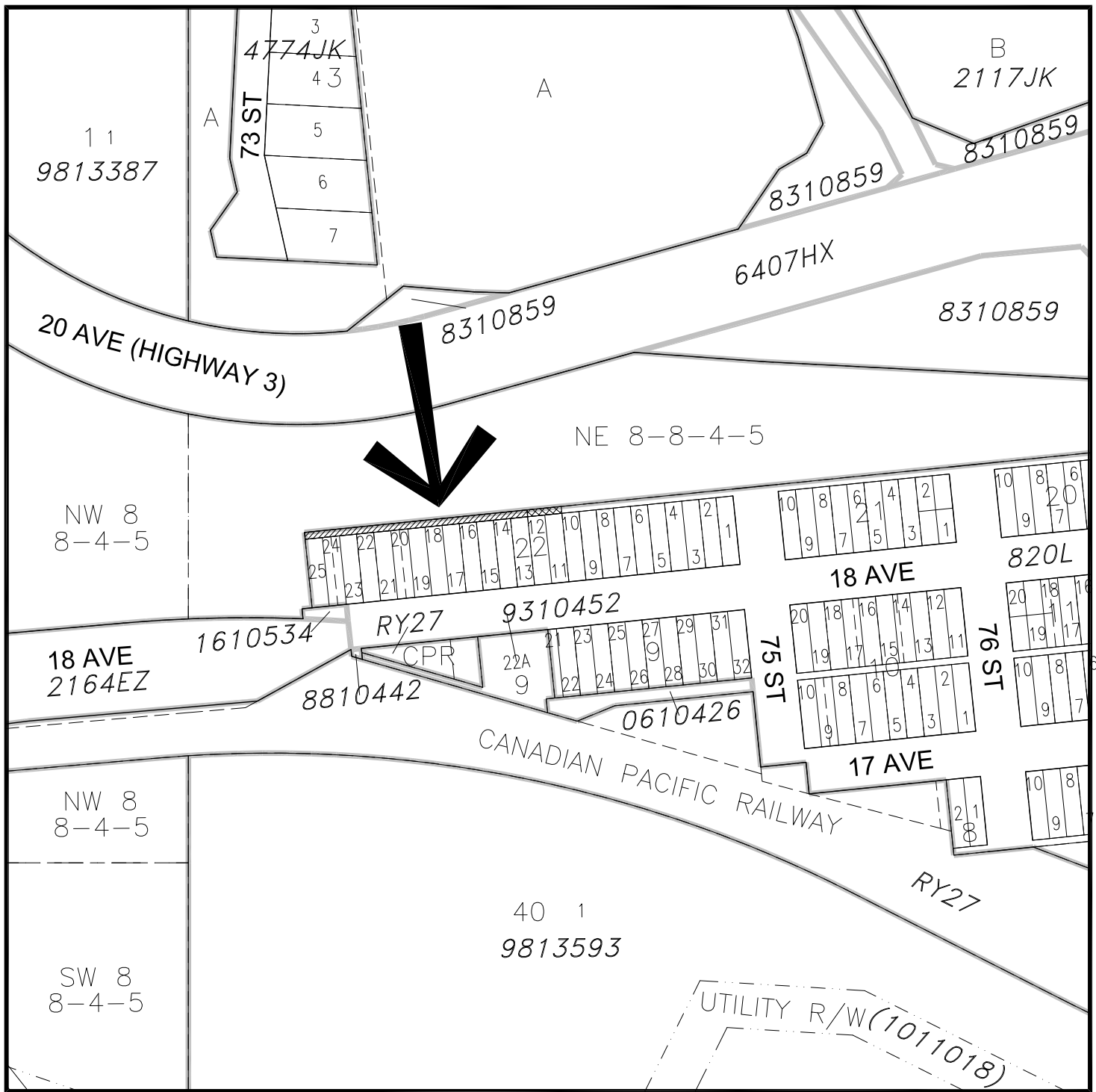
bonnie.kawasaki@crowsnestpass.com with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on October 17, 2023. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

For questions regarding the proposed Bylaw Amendment Officer by calling 403-562-8833 or emailing

please contact the Development
development@crowsnestpass.com.

A copy of the proposed bylaw may be inspected at the municipal office during normal business hours.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 4th day of October, 2023.



**PROPOSED ROAD CLOSURE
SCHEDULE 'A'**



PLAN 820L
ALL THAT PORTION OF LANE WITHIN BLOCK 22
FORMING PART OF LOT 26, BLOCK 22, PLAN _____
Containing 0.005 Hectares (0.01 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS



PLAN 820L
ALL THAT PORTION OF LANE WITHIN BLOCK 22
FORMING PART OF LOT 22, BLOCK 22, PLAN _____
Containing 0.030 Hectares (0.07 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS
WITHIN NE 1/4 SEC 8, TWP 8, RGE 4, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: AUGUST 28, 2023

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"

Bylaw #: 1159, 2023

Date: _____



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 50 100 150 200 Metres

August 28, 2023 N:\C-N-P\CNP LUD & Land Use Redesignations\ Crowsnest Pass - Road Closure - Portion of Lane, Block 22, Plan 820L.dwg





Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 5.b

Subject: Bylaw 1160, 2023 - Land Use Bylaw Amendment - To rezone 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 - Public Hearing

Recommendation: That a public hearing be held.

Executive Summary:

Bylaw 1160, 2023 proposes to re-designate the subject properties from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1 to align with the current and proposed uses as part of an approved subdivision application 2023-0-116.

Relevant Council Direction, Policy or Bylaws:

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

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

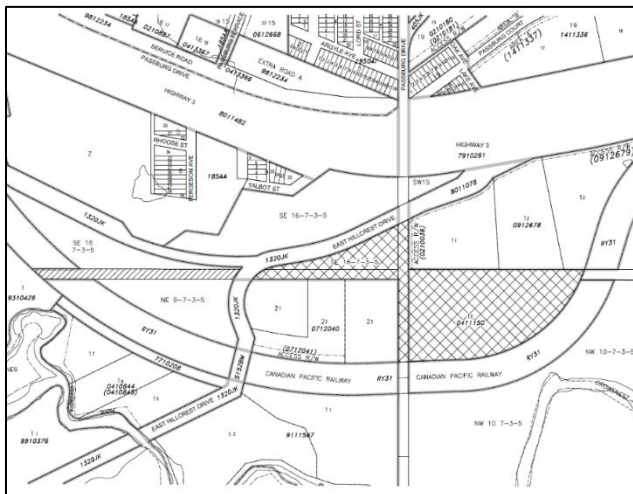
[FORMATTED Bylaw 1160, 2023 - notice - updated.docx](#)



NOTICE OF PUBLIC HEARING
MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA
PROPOSED BYLAW NO. 1160, 2023

7:30 pm, October 24, 2023
Municipality of Crowsnest Pass Council Chambers
8502 – 19 Avenue, Coleman

PURSUANT to sections 216.4, 606, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1160, 2023, being a bylaw to amend Bylaw No. 868, 2013, being the municipal land use bylaw.

The purpose of Bylaw No. 1160, 2023 is to redesignate the lands legally described as Lot 2, Block 1, Plan 041 1150; prtn of SE¼ 16-7-3-W5M; & adjacent closed roads; containing ±6.2 ha (15.34 acres), from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1” AND to redesignate the portion of closed road lying west of East Hillcrest Drive, containing ±0.78 ha (1.92 acres), from no zoning to “Non-Urban Area – NUA-1”, as shown on Schedule ‘A’. The subject lands are municipally known as 1742 E Hillcrest Drive and are located in Passburg.



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'	
LOT 2, BLOCK 1, PLAN 0411150, PORTION OF SE 1/4 SEC 16, TWP 7, RGE 3, W 5 M AND ADJACENT CLOSED ROADS CONTAINING 6.20±ha(15.34±ac)	
	FROM: Non-Urban Area NUA-1 TO: Grouped Country Residential GCR-1
PORTION OF CLOSED ROAD LYING WEST OF EAST HILLCREST DRIVE CONTAINING 0.78±ha(1.92±ac)	
	FROM: No Zoning TO: Non-Urban Area NUA-1

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 “Non-Urban Area – NUA-1” land use district, respectively.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1160, 2023 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:30pm on October 24, 2023. Each person shall be allotted 5 minutes to present their position.

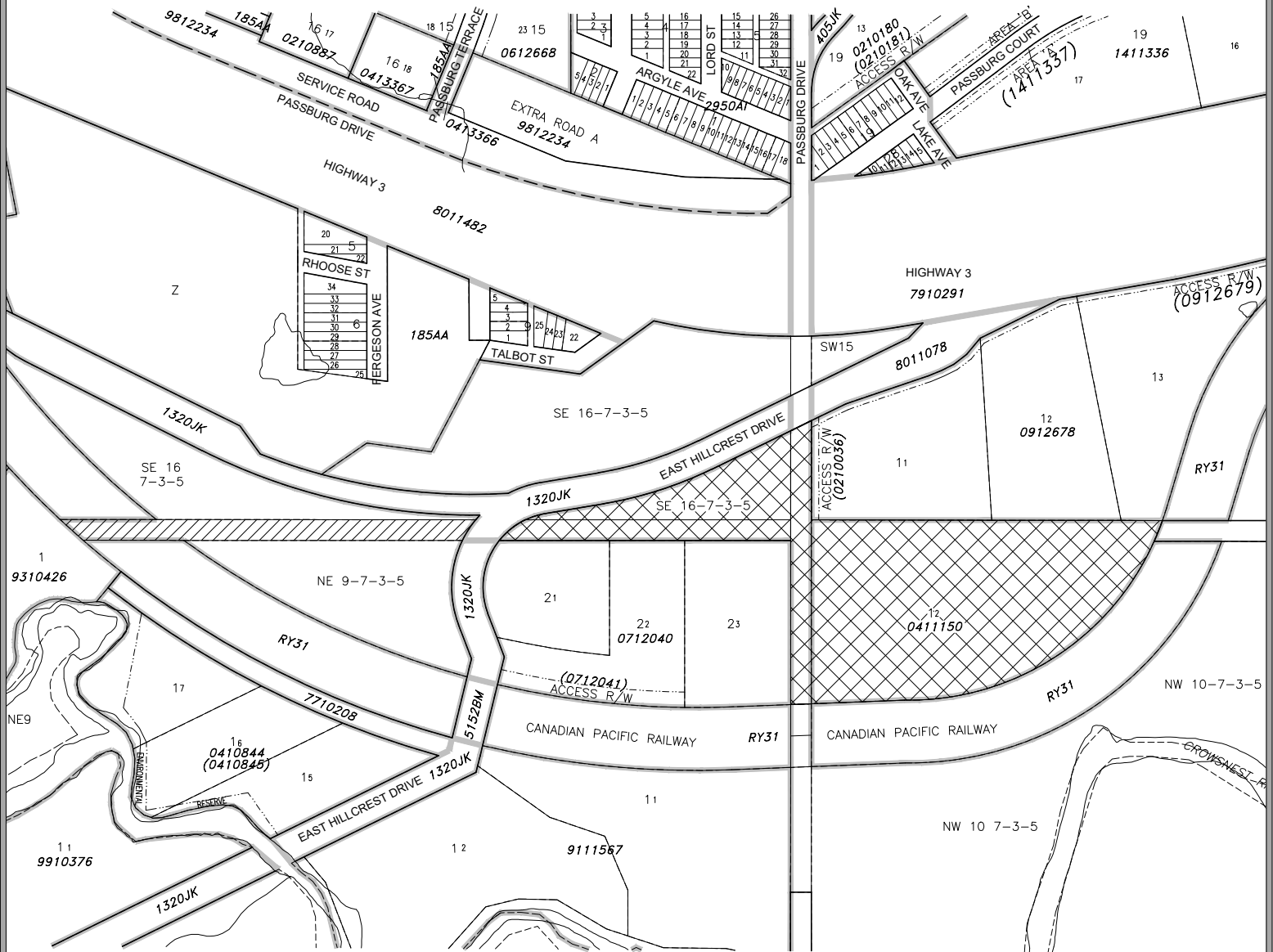
AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at bonnie.kawasaki@crowsnestpass.com with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on

October 17, 2023. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

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

A copy of the proposed bylaw may be inspected at the municipal office during normal business hours.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 4th day of October, 2023.



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

LOT 2, BLOCK 1, PLAN 0411150, PORTION OF
SE 1/4 SEC 16, TWP 7, RGE 3, W 5 M AND ADJACENT CLOSED ROADS
CONTAINING 6.20±ha(15.34±ac)



FROM: Non-Urban Area NUA-1
TO: Grouped Country Residential GCR-1

PORTION OF CLOSED ROAD LYING WEST OF EAST HILLCREST DRIVE
CONTAINING 0.78±ha(1.92±ac)



FROM: No Zoning
TO: Non-Urban Area NUA-1

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS (PASSBURG)
DATE: AUGUST 31, 2023

Bylaw #: 1160, 2023

Date: _____



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 7.a

Subject: Bylaw 1160, 2023 - Land Use Bylaw Amendment - To rezone 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 - Second and Third Reading

Recommendation: That Council gives second and third reading of Bylaw 1160, 2023.

Executive Summary:

Bylaw 1160, 2023 was given first reading on October 3, 2023. A public hearing is scheduled for October 24, 2023.

The bylaw proposes to re-designate the subject properties from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1 to align with the current and proposed uses as part of an approved subdivision application 2023-0-116.

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:

Subdivision application 2023-0-116 (approved) proposes to subdivide and consolidate multiple titles to create two (2) new parcels, leaving three (3) residual parcels. One of the new parcels being created is an existing acreage development and the other new parcel is undeveloped, with the potential of being developed.

The proposed Grouped Country Residential properties are south of East Hillcrest Drive and north of the CP Railway. Both parcels are surrounded by Grouped Country Residential properties.

A single family dwelling is a permitted use in the Grouped Country Residential land use district and a discretionary use in the Non-Urban Area NUA-1 land use district.

One of the residual parcels west of East Hillcrest Drive was a road closure from the 1980's that was never assigned a land use district. The adjacent properties are Non-Urban Area NUA-1 and therefore Administration is suggesting to re-designate this portion from "Road" to NUA-1.

Analysis of Alternatives:

1. Following the Public Hearing, Council may consider Second and Third Readings of Bylaw 1160, 2023, as proposed.
2. If additional information is required by Council and/or amendments to the Bylaws are proposed by Council prior to Second Reading, Council may postpone Second Reading of Bylaw 1160, 2023 and provide further direction to Administration. Substantial changes to the Bylaw will require Council hold a second Public Hearing prior to considering the Bylaw 1160,2023 for Second and Third reading.
3. Council may defeat Bylaw 1160, 2023, as proposed.

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1160, 2023 - rev.docx](#)

[Crowsnest Pass - Subdivision File No 2023-0-116-Bylaw 1160, 2023-LUD Redesignation 1-6000.pdf](#)

[Crowsnest Pass - Subdivision File No 2023-0-116-Bylaw 1160, 2023-LUD Redesignation with 2021](#)

[Aerial Photo.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1160, 2023

LAND USE BYLAW AMENDMENT – Redesignate Lot 2, Block 1, Plan 041 1150; portion of SE¼ 16-7-3-W5M; & adjacent closed roads

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 2, Block 1, Plan 041 1150; portion of SE¼ 16-7-3-W5M; & adjacent closed roads; containing ±6.2 ha (15.34 acres), from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1” and to redesignate the portion of closed road lying west of East Hillcrest Drive, containing ±0.78 ha (1.92 acres), from no zoning to “Non-Urban Area – NUA-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 “Grouped Country Residential – GCR-1” and Non-Urban Area NUA-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 redesignate the lands legally described as Lot 2, Block 1, Plan 041 1150; portion of SE¼ 16-7-3-W5M; & adjacent closed roads, containing ±6.2 ha (15.34 acres), from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1” and to redesignate the portion of closed road lying west of East Hillcrest Drive, containing ±0.78 ha (1.92 acres), from no zoning to “Non-Urban Area – NUA-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.

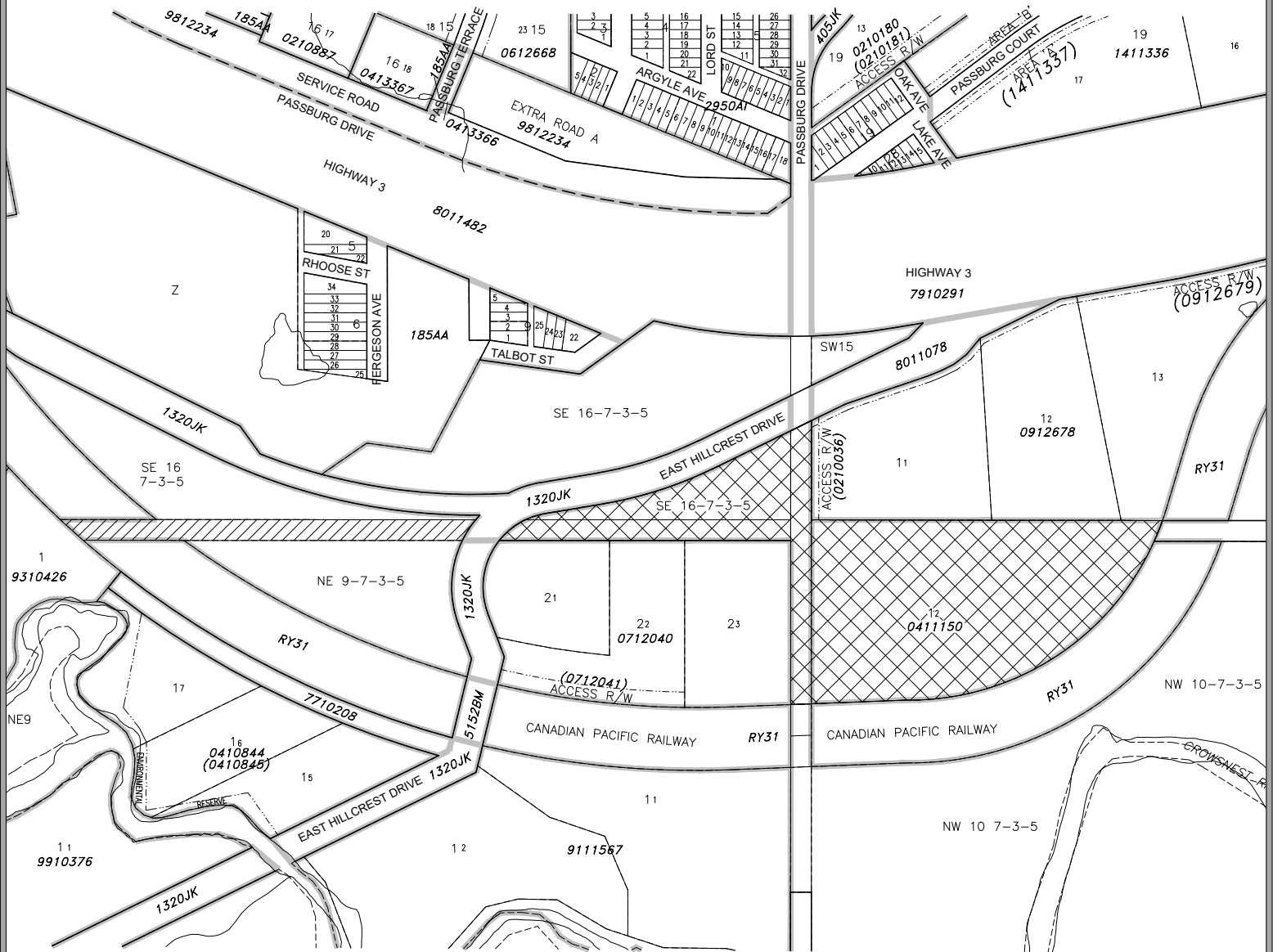
READ a **first** time in council this _____ day of _____ 2023.

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'

LOT 2, BLOCK 1, PLAN 0411150, PORTION OF
SE 1/4 SEC 16, TWP 7, RGE 3, W 5 M AND ADJACENT CLOSED ROADS
CONTAINING 6.20±ha(15.34±ac)



FROM: Non-Urban Area NUA-1
TO: Grouped Country Residential GCR-1

PORTION OF CLOSED ROAD LYING WEST OF EAST HILLCREST DRIVE
CONTAINING 0.78±ha(1.92±ac)



FROM: No Zoning
TO: Non-Urban Area NUA-1

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS (PASSBURG)
DATE: AUGUST 31, 2023

Bylaw #: 1160, 2023

Date: _____



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

LOT 2, BLOCK 1, PLAN 0411150, PORTION OF
SE 1/4 SEC 16, TWP 7, RGE 3, W 5 M AND ADJACENT CLOSED ROADS
CONTAINING 6.20±ha(15.34±ac)



FROM: Non-Urban Area NUA-1
TO: Grouped Country Residential GCR-1

PORTION OF CLOSED ROAD LYING WEST OF EAST HILLCREST DRIVE
CONTAINING 0.78±ha(1.92±ac)



FROM: No Zoning
TO: Non-Urban Area NUA-1

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS (PASSBURG)
DATE: AUGUST 31, 2023

Bylaw #: 1160, 2023

Date: _____

Aerial Photo Date: May 19, 2021

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 24, 2023

Agenda #: 7.b

Subject: Bylaw 1164,2023 - Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw - Second & Third Reading

Recommendation: That Council moves second and third 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 repeal Bylaw 1021, 2019.

All new appeals will be sent to the regional SDAB.

Council moved first reading on November 17, 2023.

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 second and third reading of Bylaw 1164, 2023.
- Council can defer second reading of Bylaw 1164, 2023 and ask for additional information.
- Council can modify Bylaw 1164, 2023 prior to second reading.

- Council can defeat second or third reading of Bylaw 1164, 2023 and maintain our own SDAB.

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 24, 2023

Agenda #: 7.c

Subject: Bylaw 1166, 2023 - Borrowing Bylaw for Fire Department Fire Engine (Truck) - First Reading

Recommendation: That Council approve first reading of Bylaw, 1166, 2023.

Executive Summary:

As part of the 2022 Capital budget, Council approved the purchase of a fire engine (truck) for the Fire Department to be funded by debt in the amount of \$900,000. Creation of a borrowing bylaw is a requirement of the Municipal Government Act, it must be advertised, and final approval of the bylaw needs to occur before final purchase. If Bylaw 1166, 2023 receives first reading on October 24, 2023, Administration will advertise the bylaw in the newspaper on November 1st and 8th, 2023, allowing for a 15 day petition period, and if no sufficient petition is received, the Bylaw will be brought back for second and third reading on the November 28, 2023 meeting.

Relevant Council Direction, Policy or Bylaws:

- MGA section 251(1) states that *A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.*
- MGA section 251(3) states that *A borrowing bylaw must be advertised .*
- MGA section 254 states that *No municipality may acquire, remove or start the construction or improvement of a capital property that is to be financed in whole or in part through a borrowing unless the borrowing bylaw that authorizes the borrowing is passed.*

Discussion:

The Fire Department will be bringing a report to Council detailing three (3) options and the corresponding cost. All three options exceed the approved budget amount. For the purpose of first reading and to begin the borrowing process, Administration has used the highest valued fire truck and rounded up to \$1,500,000 as the borrowing amount. Administration will adjust the maximum borrowing amount for second reading, once the fire engine make and model has been selected.

Bylaw 1166, 2023 has been created in accordance with section 251 and 258 of the Municipal Government Act. Creating a borrowing bylaw is one of the steps in the process to purchase an asset

approved in a capital budget to be funded by debt. Section 251 of the MGA outlines the requirements for a borrowing bylaw, including the amount to be borrowed, the purpose for which the money is to be used, the maximum rate of interest, the term and the terms for repayment of the borrowing, the source or sources of money to be used to pay the principal and interest owing under the borrowing. It also states a borrowing bylaw must be advertised. Section 258 refers to financing of capital property with repayment terms greater than 5 years, must be included in a budget. The term of the borrowing can not exceed the life of the asset. Section 254 refers to No Municipality may acquire, remove or start the construction or improvement of a capital property that is to be financed in whole or in part through a borrowing unless the borrowing bylaw that authorizes the borrowing is passed.

Section 606(2) of the Municipal Government Act states the requirements for advertising as notice of the bylaw must be published at least once a week for two (2) consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw relates. A notice of proposed bylaw must be advertised under section (2) before second reading can occur. Section 231(3) Petition for vote on advertised bylaws and resolutions sets a time limit for filing a petition with the Chief Administrative officer within 15 days after the last date on which the proposed bylaw was advertised. For a petition to be valid, at least 10% of the elector population of the municipality must be received.

The Municipal debt as per the audited financial statements of December 31, 2022 is \$9,931,756. Annual principal payments for 2023 to 2026 are \$550,113, \$566,614, \$583,643 and \$534,449. If the full \$1,500,000 is borrowed based on an interest rate of 5.17% with a 10 year term and semi annual payments, the principal payments will increase by approximately \$118,000 per year. Anticipated borrowing would not occur until 2025 as the lead time to build a fire truck is over a year.

Analysis of Alternatives:

- Council can approve first reading of Bylaw 1166, 2023.
- Council could identify an alternate funding source.
- Council could select a different term to borrow for.

Financial Impacts:

When borrowing occurs, additional costs (repayment of Principal and Interest) will need to be included in future budgets. The funding source to repay principal and interest would come from tax levy. This is already built into the 2023 and 2024 projections that were part of Budget 2023 approval for the original value of a \$900,000, so the additional repayment amount will only be on the difference of up to \$600,000.

Attachments:

[1166_2023_-_Borrowing_Bylaw_Fire_Department_Fire Engine_Truck.docx](#)

MUNICIPALITY OF CROWSNEST PASS

BY-LAW NO. 1166, 2023

BORROWING BYLAW

This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount up to \$1,500,000 for the purpose to purchase a Fire Engine Truck for the Fire Department.

WHEREAS the Council of the Municipality of Crowsnest Pass has decided to issue a bylaw pursuant to Section 251 and 258 of the *Municipal Government Act* to authorize the financing, the purchase of a Ladder Truck for the Fire Department.

Plans have been prepared and the total cost of the project is estimated to be \$1,500,000 and the Municipality solely by debt.

In order to complete the project, it will be necessary for the Municipality to borrow the sum of up to \$1,500,000 for a period not to exceed ten (10) years, from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of fifteen (15) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2022 is \$9,931,756 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

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

1. That for the purpose of the purchase of a fire engine Truck for the Fire Department, the sum of up to ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which the full sum of up to ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the purchase of a fire engine truck for the Fire Department.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual payments of combined principal and interest instalments not to exceed ten (10) years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta or another authorized financial institution on the date of the borrowing, and not to exceed Eight (8) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.

5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ a **first** time in council this 24th day of October 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