



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, April 16, 2024 at 1:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Community Marketing Advisory Committee of September 13, 2023
- 3.b Minutes of the Municipal Historic Resources Advisory Committee of November 20, 2023
- 3.c Minutes of the Crowsnest Pass Community Library Board of February 27, 2024
- 3.d Honourable Todd Loewen, AB Forestry and Parks - Alberta's Wildfire Season Preparation of March 26, 2024

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of April 9, 2024

5. PUBLIC HEARINGS

6. DELEGATIONS

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

7. REQUESTS FOR DECISION

- 7.a Bylaw 1153, 2023 Road Closure Bylaw - *First Reading*
- 7.b Bylaw 1156, 2023 - Land Use Bylaw Amendment - Rezone Lots 1-4, Block 2, Plan 6099AQ, located at 2158 - 213 Street, Bellevue, from Retail Commercial C-1 to High Density Residential R-3 - *First Reading*
- 7.c Bylaw 1180, 2024 - 2024 Property Tax Rates Bylaw - *Second and Third Reading*
- 7.d Bylaw 1184, 2024 - Non-Residential Sub-Class Bylaw – *Second and Third Readings*
- 7.e Service Areas Update
- 7.f 2023 Q4 Preliminary Financial Report
- 7.g Subdivision Endorsement Extension Request 2022-0-013 (Tiegen - Mohawk Meadows)
- 7.h Policy 1715-01 - Asset Retirement Obligations Policy

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: April 16, 2024

Agenda #: 3.a

Subject: Minutes of the Community Marketing Advisory Committee of September 13, 2023

Recommendation: That Council accept the Minutes of the Community Marketing Advisory Committee of September 13, 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 Community Marketing Advisory Committee provides their minutes to keep Council apprised of sector input to the municipal marketing campaigns.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 09 13 - CMAC Meeting Minutes.pdf](#)



COMMUNITY MARKETING ADVISORY COMMITTEE MEETING

September 13, 2023, 3:30 pm

Municipal Office – Boardroom

8502 19 Avenue, Coleman Alberta

<u>ATTENDANCE:</u>	Randall Whiteside	Public at Large Member
	John McCann	Public at Large Member
	Dawn Rigby	Tourism/Recreation Sector Representative
	Brandy Fehr	Arts/Culture/Historic Representative
	Justin Ames	Public at Large Member
	Melissa Atkinson	Development/Builder Representative
	Lisa Sygutek	Councillor
	Doreen Glavin	Councillor
	Patrick Thomas	Chief Administrative Officer
	Bonnie Kawasaki	Recording Secretary
<u>Absent:</u>	Teyel Strandquist	Public at Large Member

CALL TO ORDER

Justin Ames, Vice Chairperson, called the meeting to order at 3:34 pm.

ADOPTION OF AGENDA

CMAC-01-2023-09-13 Motion made by Councillor Doreen Glavin to adopt the agenda as presented. Carried

ADOPTION OF MINUTES

CMAC-02-2023-09-13 Motion made by Dawn Rigby to adopt the minutes of May 17, 2023 as presented. Carried

TOPICS FOR DISCUSSION

a) Roundtable Board Member Reports in Marketing Feedback

- Dawn Rigby had an extremely busy summer, not sure if it is attributed to work crews
 - Committee recommended implementing a survey to find this out
- Brandy Fehr recommended improving customer service to ask those questions
- Lisa Sygutek reported that WRC reported that young people working age have left the area due to expensive rental rates
- Patrick Thomas provided building stats across southern Alberta, and southeastern BC
- Randall Whiteside gave stats on home sales and values (ranges) of values that are selling
- Brandy Fehr reported that events and visitors are down this year which may have been due to the highway construction and lack of accommodations
- Patrick Thomas gave an update on the proposed highway 3 twinning project
- Lisa Sygutek advised that e-subscriptions to her newspaper have increased to 456 subscriptions that are not local – thinks it may be real estate speculation
- John McCann advised that he has heard that people may be moving to the area as they cannot afford where they are living
- Randall Whiteside has sold houses recently to people who would not have located here 10 years ago, momentum has increased and is overwhelmingly positive. Feels that we are under the national average for single family home prices. Fielding many multiple offers on homes.
- Patrick Thomas gave a brief overview of the Municipality's intention to possibly purchase Crown land, to build a variety of home types. Also advised of targeted redevelopment incentive policies for multi-family builds.
- Randall Whiteside recommended Council consider implementing design standards and guidelines for commercial development.
- Justin Ames advised that MPC has been very busy. It would be important to attract tradespeople to the community. Has been involved in renovation of heritage buildings. High density housing needs to be considered to fill the affordable housing needs.

Melissa Atkinson arrived at 4:12 pm

- Melissa Atkinson indicated that the mountain bike community needs to be targeted to attract new people to the area. The Crowsnest Pass benefits from not being a park.
- Doreen Glavin advised that she has observed visitors shopping locally.
- Randall Whiteside indicated that the Municipality should consider installing semi-permanent shipping containers on the gazebo park lands to enhance the community market.

ADMINISTRATIVE UPDATES

Current Marketing Strategies with Results

Patrick Thomas, Chief Administrative Officer advised the committee of the following marketing campaigns currently underway and provided statistics of the campaigns that have recently completed.

- Relocation campaign finished in May – 1.3 million impressions
 - 60,000 video views and 833 clicks through to the materials
 - Low on stock video (does better than static imagery) – cost is prohibitive
 - May be able to work with South Canadian Rockies to share costs
- Paid tourism campaign – July through September long weekend
 - 212, 000 impressions, 57,000 engagements, and 3500 clicks through to landing page
 - \$2500 campaign – results are above industry standards with results
 - National Marketing is pleased with results – excellent value per click
- Go Crowsnest
 - Webpages, Facebook and Instagram
 - Twitter only has 580 followers not as effective, not a well-used platform
 - Go Crowsnest still very successful - June 3500 page views, July 5200 page views, and August had 3900
- ATIS is being replaced by the Province – Go Crowsnest was built on ATIS
 - Problematic as it will need to be reprogrammed to the new platform
 - Potential costs are concerning
 - Travel Alberta has not indicated that they will support municipalities monetarily
- Winter campaign will start with the season – Pass Powderkeg is the primary campaign
- Shoulder season is difficult for promotion, plug various events as they come up

- Asset collection (photos) campaign was not very successful – will regroup for the summer
- 4.7 million impressions on Go Crowsnest over the year – Vancouver remains in the top five
- Committee recommended highway signage
 - Patrick Thomas advised that we have had 7 billboards up across BC and Alberta, difficult to gauge effectiveness as there is no way to gain feedback

ADJOURNMENT

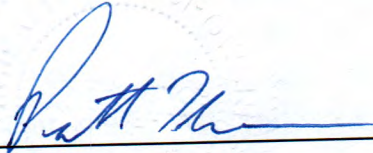
CMAC-04-2023-09-13 Motion by Doreen Glavin to adjourn the meeting at 5:00 pm. Carried



Melissa Atkinson
Chairperson

Date:

March 13/24



Patrick Thomas
Chief Administrative Officer

Date:

March 22/24



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 16, 2024

Agenda #: 3.b

Subject: Minutes of the Municipal Historic Resources Advisory Committee of November 20, 2023

Recommendation: That Council accept the Minutes of the Municipal Historic Resources Advisory Committee of November 20, 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 Historic Resources Advisory Committee provides their minutes to keep Council apprised of efforts regarding our historical resources.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 11 20_Municipal Historic Resources Advisory Committee Minutes Approved.pdf](#)



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE
November 20, 2023, at 3:00 pm
Council Chambers, Coleman Municipal Office

PRESENT:

Board Member	Fred Bradley (Chair)
Board Member	Bryce Andreasen
Board Member	Howard Vandenhoeft
Board Member	Don Budgen (Vice Chair)
Board Member	Myriah Sagrafena
Board Member	Bruce Nimmo
Board Member	Gaston Aubin
Board Member	Vicki Kubik
Development Officer	Katherine Mertz
Municipal Representative	Johan van der Bank

ABSENT: Glen Girhiny (apology)

1. CALL TO ORDER

Fred Bradley called the meeting to order at 3:02 am.

2. ADOPTION OF AGENDA

MOTION by Howard Vandenhoeft to adopt the agenda as presented.

CARRIED

3. ADOPTION OF MINUTES

MOTION by Don Budgen to adopt the minutes of September 25, 2023.

CARRIED

4. CONSENT AGENDA

N/A

5. DELEGATIONS

N/A

6. REQUEST FOR DECISIONS

N/A



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE
November 20, 2023, at 3:00 pm
Council Chambers, Coleman Municipal Office

7. ROUND TABLE DISCUSSION

- 7.1 Heritage Designation Plaque Templates – the material cost estimates from Behrends were reviewed. Fred Bradley suggested that cost should be further explored and offered to provide vendor information from the Crowsnest Historic Society.
- 7.2 Expression of Interest from Paul Thomas Becher Architecture Inc. – the Advisory Committee received for information the cover letter and resume from Mr. Becher, and discussed ways in which he and other potential firms could be involved in future public information sessions and possibly a revision of the Design Guidelines for the Crowsnest Pass Historic District, depending on Council approval of budget initiatives.
- 7.3 Community Updates
- 1) Don Budgen inquired regarding the public danger with a dilapidated building on Main Street Coleman (i.e. a leaning wall). Johan van der Bank offered to inquire with Municipal Administration.
 - 2) Don Budgen provided an update of progress with the Roxy renovation project.
 - 3) Myriah Sagrafena provided an update on matters at the Frank Slide Interpretive Centre.
- 7.4 2024 Advisory Committee board membership update:
- (a) Myra Sagrafena (Public at Large) – term expires December 31, 2024.
 - (b) Bruce Nimmo (Public at Large) – was re-appointed with a term expiring on December 31, 2026.
 - (c) Howard Vandenhoef (CNP Eco-museum / Bellevue Underground Mine) was re-appointed with a term expiring on December 31, 2026.
 - (d) Dawn Rigby (Community Futures CNP) was appointed as the representative from Community Futures with a term expiring on December 31, 2026. The Advisory Committee expressed appreciation for the service of Don Budgen.
 - (e) Bryce Andreasen (Chamber of Commerce) – term expires December 31, 2025.
 - (f) Fred Bradley (Crowsnest Historical Society) – term expires December 31, 2023 and he intends to re-apply.



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE
November 20, 2023, at 3:00 pm
Council Chambers, Coleman Municipal Office

- (g) Municipal Planning Commission representative - Gaston Aubin will not continue as an MPC member in 2024 and the MPC will designate a representative at their November meeting. The Advisory Committee expressed appreciation for the service of Gaston Aubin.
- (h) Two Council representatives – at the 2023 Council Organizational meeting Vicki Kubik and Glen Girhiny were re-appointed to the MHRAC, with their terms expiring on December 31, 2024.

8. NEXT MEETING DATE

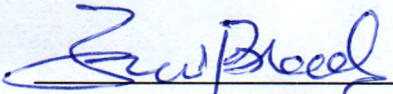
- Fred Bradley will not be able to attend meetings in January and February 2024.
- Monday, January 22, 2024 (if necessary) at 3:00 PM in Council Chambers, Municipal Office.
- Starting in January 2024 the regular meeting time is revised from 2:00 pm to 3:00 pm.

9. ADJOURNMENT

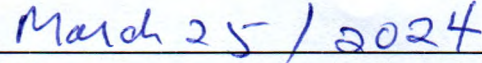
MOTION by Gaston Aubin to adjourn the meeting at 3:49 pm.

CARRIED

Approved by:



Fred Bradley, Chair



Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 16, 2024

Agenda #: 3.c

Subject: Minutes of the Crowsnest Pass Community Library Board of February 27, 2024

Recommendation: That Council accept the Minutes of the Crowsnest Pass Community Library Board of February 27, 2024 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 Crowsnest Pass Community Library Board provides their minutes to keep Council apprised of activities of the Library.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Library minutes February 27th, 2024 with attachments.pdf](#)

**Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday February 27th, 2024**

**Crowsnest Community Library
Meeting Room**

Minutes

Attendance: Diane deLauw (Library Manager), Erin Matthews (Chair), Margaret Thomas (Vice Chair), Gale Comin (Treasurer), Doreen Glavin (Council Rep), Lisa Sygutek (Council Rep), Nicole Stafford (Secretary), and John Hucik

1. Call to Order - Erin called the meeting to order at 1:35pm

2. Adoption of Agenda- February 27th, 2024

Margaret made a motion to adopt the agenda as presented. Erin Seconded. Motion carried.

3. Adoption of Minutes - January 23rd, 2024

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

4. Librarian's Report - Presented by Diane

Erin motioned to approve the Librarian's Report. Nicole seconded. Motion carried.

Erin made a motion for Diane to continue working with Municipal staff to prepare for grant opportunities that could be accessed towards an elevator installation at the Library. Gale Seconded. Motion carried.

5. Financial Report- (attached)

Erin made a motion to adopt the Financial Report. Gale seconded. Motion carried.

6. Policy update: Section 4- Policies pertaining to Personnel

a. Option to remove pay scales from policy document

b. 4.1 Authority, Responsibilities and Purpose:

Tabled while Doreen consults with municipal HR for input.

7. Plan of service

a. <https://www.alberta.ca/public-library-board-plan-of-service>

Action item: Diane will send the Library Board a list of the 18 service responses, highlighting the responses currently in our Plan of Service. Library Board will review for discussion before the next Board meeting.

8. Meeting Adjournment - Erin made a motion to adjourn the meeting at 2:13pm.

Next Regular Meeting: March 26th, 2024 (1:30pm)

Approved _____ Date _____

Librarians Report
February 27th, 2024

Programming

- BRAT Pack funding approved for by Friends of the Library.
- Lego mania (21 attended) and Game event (10 attended) during Reading week.
- Movies on Feb 23 & 24.
- 25th year of Family Literacy Day was January 27. Family Dance party – 32 attended.
- Adult Coloring program expanded to Wednesday afternoon and evening.
- Grade 1 class visiting on March 27th.

Chinook ARCH

- Presented us with 2 more WIFI hubs. We currently have 6, and they go out constantly.

Staffing

- SALC Conference Diane, Danielle, and Gale registered for April 26th.
- Diane taking 1 week holiday starting April 29th.

Building update

- Conversation started with Johan, regarding accessibility options to basement.
- Requesting endorsement to explore options for construction and grant funding.

Library Donation

- We have been approached by a book club to do a memorial donation for one of their members. They are commissioning a stained-glass piece to hang in the Library. They are also looking into covering the cost of a cuddle chair for the children's area.

Friends of the Library

- Silent Auction for Quilt is ending March 30
- Purchased storage shelf for Library
- Purchased 2024 movie licence for library

Municipality of Crowsnest Pass Library Profit & Loss Budget vs. Actual January through February 2024

		Jan - Dec 24	Budget
Income			
Funding			
	4000 · Municipality	156,102.00	156,102.00
	4010 · Province of Alberta	0.00	40,298.00
Total Funding		156,102.00	196,400.00
Operations			
	4100 · Book Sales	116.75	800.00
	4120 · Donations (made to Library)	7.95	0.00
	4130 · Facility Use	0.00	150.00
	4140 · Print & Photcopy	172.50	2,500.00
	4150 · Fines	25.00	200.00
	4500 · Interest Income	37.26	1,500.00
Total Operations		359.46	5,150.00
Total Income		156,461.46	201,550.00
Gross Profit		156,461.46	201,550.00
Expense			
	5050 · Board Expenses	0.00	50.00
	5200 · Furniture & Equipment	0.00	400.00
	5300 · Bank Charges	0.00	50.00
	5460 · Janitorial/Cleaning	252.00	3,400.00
	5500 · Computers	0.00	1,600.00
	5530 · Office Supplies	457.89	3,400.00
	5610 · Bldg. / Yard Repairs & Maint.	1,703.47	8,000.00
	5650 · Professional Assoc. Memberships	0.00	50.00
	5655 · Regional Library Membership	10,070.97	21,000.00
	5660 · Professional Develop. Expense	0.00	1,500.00
	5670 · Program Expenses	21.27	950.00
	5700 · Library Wages	18,456.11	136,000.00
	5760 · Security System	0.00	1,350.00
	5800 · Telephone	41.28	800.00
	5850 · Utilities	2,728.53	23,000.00
Total Expense		33,731.52	201,550.00
Net Income		122,729.94	0.00
Current Assets			
	1000 · Royal Bank - Chequing	<i>5,697.00</i>	
	1100 · GIC Operations	<i>135,000.00</i>	
Total Current Assets		<i>140,697.00</i>	



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 16, 2024

Agenda #: 3.d

Subject: Honourable Todd Loewen, AB Forestry and Parks - Alberta's Wildfire Season Preparation of March 26, 2024

Recommendation: That Council accept the correspondence from Honourable Todd Loewen, AB Forestry and Parks regarding Alberta's Wildfire Season Preparation of March 26, 2024 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A letter was received from Honourable Todd Loewen of AB Forestry and Parks regarding Alberta's Wildfire Season Preparation for 2024.

The Wildfire Season will start early this year in order to require permitting for all fires and to have resources in place and available should they be needed. The Province is also encouraging municipalities to familiarize themselves with FireSmart principles.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 03 26 - Minister Loewen - AB Forestry and Parks - Alberta's Wildfire Season.pdf](#)



ALBERTA

FORESTRY AND PARKS

Office of the Minister

RECEIVED

APR - 5 2024

March 26, 2024

ARI8944

Mayor Mr. Blair Painter
PO Box 600
Crownsnest Pass AB T0K 0E0

Dear Mayor Mr. Blair Painter:

I wanted to reach out to you directly at the start of Alberta's wildfire season to share how we are preparing for the months ahead.

In 2023, Alberta experienced a record-breaking wildfire season which affected thousands of people and dozens of communities. I understand the impact last season had on Albertans and we have been focused on preparing to help keep our communities safe in 2024.

Alberta is experiencing drought conditions. The dryness and mild temperatures we saw over the winter mean that we started this year with 64 carryover fires, that's ten times the average number of wildfires already burning. If the province does not see significant rainfall in the next few months, we could be facing another spring of high wildfire danger, particularly in the northern half of the province.

That is one reason why I announced that wildfire season will start early this year in Alberta. This will give us the opportunity to ensure that a permit is required for all burning in the Forest Protection Area, reducing the likelihood of human-caused wildfires.

We will be enhancing our ability to fight wildfires in 2024, as well as using a variety of tools to prevent wildfires from starting.

We are preparing for this season by:

- Adding more sustained action unit crews and aircraft to our suppression resources.
- Extending operational hours to enable firefighters to work during times when fire activity is lower.
- Starting firefighters and contractors earlier in order to be more prepared in case of early wildfire starts.

- Increasing the number of Incident Management Teams which strategically tackle large-scale wildfires.
- Enhancing the use of night vision helicopter operations to enable more nighttime firefighting.
- Developing our ability to deliver wildland firefighter and support staff training to outside agencies.
- Expanding the emergency firefighter program to give more Albertans the opportunity to support wildfire operations near their communities.
- Strengthening our communications with local communities and industry.
- Making use of resource sharing agreements such as those through the Canadian Interagency Forest Fire Centre.

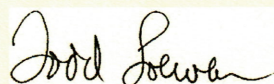
The Alberta Government will also be using the tools at our disposal to help reduce the number of human-caused wildfires when the hazard is high. Last year, 61 per cent of wildfires were caused by human activity. The fire ban system restricts some behaviour when there is an elevated risk of wildfires. We will be flexible and responsive to changing conditions, but when needed we will not hesitate to bring in measures in order to prevent any new wildfire starts. For the latest information on any fire advisories, restrictions or bans in place please visit albertafirebans.ca.

I encourage all municipalities and their residents, especially those living in or near our forested areas, to familiarise themselves with FireSmart principles and prepare their homes, properties and communities to be resilient to wildfire.

We have made grants available to communities interested in creating fireguards through the Forest Resource Improvement Association of Alberta. Any communities at risk of wildfire can contact FRIAA for more information about the Community Fireguard Program.

I am looking forward to releasing more details of how we are working to protect our province from wildfires this season now that the 2024 Budget is announced. In the meantime, please continue this conversation with your nearest forest area office, stay in touch with local wildfire prevention initiatives, and remember that our number one priority remains keeping Albertans and our communities safe this wildfire season.

Sincerely,



Honourable Todd Loewen
Minister
Forestry and Parks



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 16, 2024

Agenda #: 4.a

Subject: Minutes of the Council Meeting of April 9, 2024

Recommendation: That Council adopt the Minutes of the Council Meeting of April 9, 2024 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:

[2024 04 09 - Council Meeting Minutes.docx](#)



Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, April 9, 2024

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, April 9, 2024.

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
Bryan Badura, Manager 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. Dr. Shahrabadi Meeting - New Date – Councillor Sygutek

01-2024-04-09: Councillor Filipuzzi moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2024-04-09: Councillor Girhiny moved that Council approve the following Consent Agenda items as presented without debate:

3.a

Minutes of the Family and Community Support Services Advisory Committee of October 23, 2023

THAT Council accept the Minutes of the Family and Community Support Services Advisory Committee of October 23, 2023 as information.

3.b

Minutes of the Crowsnest Pass Senior Housing Board of January 22, 2024

THAT Council accept the Minutes of the Crowsnest Pass Senior Housing Board of January 22, 2024 as information.

3.c

Minutes of the Family and Community Support Services Advisory Committee of February 5, 2024

THAT Council accept the Minutes of the Family and Community Support Services Advisory Committee of February 5, 2024 as information.

3.d

Alberta SW Board Minutes of February 7, 2024 and March Bulletin

THAT Council accept the Alberta SW Board Minutes of February 7, 2024 and March Bulletin as information.

Carried

ADOPTION OF MINUTES

03-2024-04-09: Councillor Filipuzzi moved to adopt the Minutes of the Council Meeting of March 12, 2024 as presented

Carried

PUBLIC HEARINGS

Bylaw 1177, 2023 - Land Use Bylaw Amendment - Rezone Plan 0611201, located at 11910 - 21 Avenue, Blairmore, from Residential R-1 to Medium Density Residential R-2A - Public Hearing

Mayor Painter declared the Public Hearing opened at 7:03 pm for Bylaw No. 1177, 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 called for a second and third time for members of the public to speak to Bylaw 1177, 2023.

Mayor Painter noted there were no members of the public present to speak at the hearing and declared the public hearing closed at 7:04 pm.

DELEGATIONS

None

REQUESTS FOR DECISION

Bylaw 1177, 2023 - Land Use Bylaw Amendment - Rezone Plan 0611201, located at 11910 - 21 Avenue, Blairmore, from Residential R-1 to Medium Density Residential R-2A - Second and Third Readings

04-2024-04-09: Councillor Ward moved second reading of Bylaw 1177, 2023 - Land Use Bylaw Amendment - Rezone Plan 0611201, located at 11910 - 21 Avenue, Blairmore, from Residential R-1 to Medium Density Residential R-2A.

Carried

05-2024-04-09: Councillor Girhiny moved third and final reading of Bylaw 1177, 2023 - Land Use Bylaw Amendment - Rezone Plan 0611201, located at 11910 - 21 Avenue, Blairmore, from Residential R-1 to Medium Density Residential R-2A.

Carried

Bylaw 1180, 2024 - 2024 Property Tax Rates Bylaw - First Reading

06-2024-04-09: Councillor Ward moved to direct Administration to bring back a mill rate for second reading that will generate the budgeted \$11.57 million of revenue plus any new growth assessment, which will be directed to go into the Mill Rate Stabilization Reserve.

Carried

07-2024-04-09: Councillor Ward moved first reading of Bylaw 1180, 2024 - 2024 Property Tax Rates Bylaw as amended.

Carried

Bylaw 1181, 2024 – Fees, Rates and Charges Bylaw - First Reading

08-2024-04-09: Councillor Ward moved to change the commercial rates for recycling to \$7.36 per month under the proposed Bylaw 1181, 2024 – Fees, Rates and Charges.

Carried

09-2024-04-09: Councillor Sygutek moved first reading of Bylaw 1181, 2024 – Fees, Rates, and Charges Bylaw as amended.

Carried

Bylaw 1184, 2024 - Non-Residential Sub-Class Bylaw - First Reading

10-2024-04-09: Councillor Girhiny moved first reading of Bylaw 1184, 2024 Non-Residential Sub-Class Bylaw.

Carried

Recused

Councillor Sygutek recused herself from the meeting at 8:14 pm due to a pecuniary interest in the 2024 Outstanding Youth Award Scholarship.

2024 Outstanding Youth Award Scholarship

11-2024-04-09: Councillor Glavin moved that Council approves allocating \$2000.00 dollars from Council Promotions for the purpose of increasing the 2024 Outstanding Youth award to total of \$3000.00 dollars.

Carried

Return

Councillor Sygutek returned to Council Chambers at 8:17pm.

COUNCIL MEMBER REPORTS

- Councillor Filipuzzi
 - Attended the Highway 3 meeting at the golf course with Councillors Ward and Girhiny
 - The overall consensus was to evaluate the draft design once brought forward and bring concerns to Alberta Transportation and Economic Corridors at that time.
- Councillor Glavin
 - Attended the Chinook Arch Executive committee meeting
 - Notification was received from Minister McIver of Municipal Affairs that there will be changes coming to the Libraries Act.
- Councillor Sygutek
 - Attended the Oldman Watershed meeting
 - Minister Schulz of Environment and Protected Areas will be hosting an open meeting to discuss drought preparedness and the funding that will be going into that throughout the Province.
- Mayor Painter
 - Participated in study done by the University of Alberta regarding Alberta Tourism through the Rural Municipalities Association with results available later this fall.
 - Tourism is down significantly across Canada, North America and Europe
- Councillor Ward
 - Councillors Ward, Girhiny and Mayor Painter met with the MLA from Banff
 - Discussed Tourism and other topics
 - Noted that she was not supportive of mining

PUBLIC INPUT PERIOD

- Ron Schulz
 - Pleased with the discussion surrounding the Property Tax Rates Bylaw
- Carmen Roman
 - Spoke about ongoing concerns with the Bellevue Mainstreet Revitalization Project
 - Noted concerns about the lack of public participation
- David Panylyk
 - Indicated that the heritage management plan should have been considered in relation to the planning for the design of the Bellevue Mainstreet Revitalization Project
- Ed Strembicki
 - Spoke about ongoing concerns with the Bellevue Mainstreet Revitalization Project
- Larry Ruzek
 - Spoke about concerns with the Bellevue Mainstreet Revitalization Project
 - Was impressed with Council’s conversation regarding the tax rate bylaw
- Caleb Schulz
 - Concerned with the budgeting process in relation to the proposed property tax rates and the resulting increases that have been experienced over the past three years
- Carmen Roman on behalf of Elsie Linderman
 - Relayed Elsie’s concerns regarding the Bellevue Mainstreet Project as it does not accurately reflect the historical nature of the community
- Marcel Kristek
 - Indicated that there is a need for Council and Administration to work with the public in planning of projects such as the Bellevue Mainstreet Project
- Ed Strembicki
 - Noted that previous Councils promoted the community as historical

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Dr. Shahrabadi Meeting New Date – Councillor Sygutek

Councillor Sygutek advised that a new date has been scheduled to meet with Shahrabadi on April 24th at 4:00 pm regarding physician recruitment and retention. Wanted to ensure that the committee members were available and if not, that other Council members could attend in their place.

IN CAMERA

IN CAMERA

- 12-2024-04-09:** 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 9:01 pm:
- a. Economic Interests of the Public Body – Municipal Buyback Option - FOIP Act Section 25
 - b. Personal Privacy - Committee Member Recommendation - FOIP Act Section 17
 - c. Personal Privacy - Board Member Resignation - FOIP Act Section 17
- Carried

Reconvene

Mayor Painter convened the In Camera meeting at 9:09 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

- 13-2024-04-09:** Councillor Sygutek moved that Council come out of In Camera at 9:38 pm.
- Carried

- 14-2024-04-09:** Councillor Glavin moved that Council declines purchasing Plan 36611, Block 28, Lots 42-45 back from the applicant.
- Carried

- 15-2024-04-09:** Councillor Glavin moved that Council appoints Nicole Olivier to the Crowsnest Pass Parks and Recreation Advisory Committee for the remainder of a three-year term concluding on December 31, 2024.
- Carried

- 16-2024-04-09:** Councillor Glavin moved that Council accept the resignation from Heather Davis from the Parks and Recreation Advisory Committee, and direct Administration to write a letter of thank you for service and to commence advertising to fill the vacancy.
- Carried

ADJOURNMENT

17-2024-04-09: Councillor Filipuzzi moved to adjourn the meeting at 9:40 pm.
Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 16, 2024

Agenda #: 7.a

Subject: Bylaw 1153, 2023 Road Closure Bylaw - First Reading

Recommendation: That Council give first reading to bylaw 1153, 2023.

Executive Summary:

This bylaw proposes the closure of a portion of an Unnamed Lane, and for the consolidation of a portion of the closed lane with an adjacent property pursuant to an approved land sale (and potentially consolidating other portions of the closed lane with other adjacent properties, pending land purchase applications and their approval).

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act

Motion 20-2022-07-12

Discussion:

The west portion of the lane was closed in 1987 and sold to the adjacent landowner.

The current lane closure portion is proposed to be subdivided and sold to one of the adjacent land owners who holds an approved land purchase application for the middle portion, accepted by Council on July 12, 2022 (Motion 20-2022-07-12). The process was delayed while the other adjacent landowners considered cost sharing of the lane closure and survey cost. Prior to selling the additional portion(s) of the lane, an offer(s) to purchase will be submitted to Council.

Once a public hearing has been held, the proposed bylaw will be forwarded to the Minister of Transportation and Economic Corridors for approval, before it comes back to Council for consideration of second and third readings. After the final closure of the road portion, new certificates of title will be issued by the Land Titles Office, which the applicant then has to consolidate with their property through a subdivision application. The closed lane portion will be rezoned to Residential R-1 District as part of the consolidation.

Analysis of Alternatives:

1. Council may proceed with first reading of Bylaw 1153, 2023.
2. Council may defer first reading of Bylaw 1153, 2023 and outline what additional information they would like to see with reconsideration.

Financial Impacts:

If the application proceeds the Municipality would receive approximately \$3,500 plus GST for the center parcel (and potentially additional revenue for the other lane portions).

Attachments:

[FORMATTED Bylaw 1153, 2023.docx](#)

[Bylaw 1153, 2023 - Schedule A.pdf](#)

[Bylaw 1153, 2023 - Schedule A Aerial Photo.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1153, 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, Revised Statutes of Alberta 2000, Chapter M-26, 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 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 titles to and dispose of the following described roadway, subject to rights of access granted by other legislation:

1. **PLAN _____, AREA 'A', CONTAINING 0.009 HECTARES (0.02 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS**
2. **PLAN _____, AREA 'B', CONTAINING 0.009 HECTARES (0.02 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS**
3. **PLAN _____, AREA 'C', CONTAINING 0.019 HECTARES (0.05 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS**

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

READ a **first** time in Council this _____ day of _____ 2024.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

PUBLIC HEARING was scheduled for the 28th day of May 2024 and advertised in the Crowsnest Pass Herald on the 1st and 8th day of May 2024.

APPROVED this _____ day of _____, _____

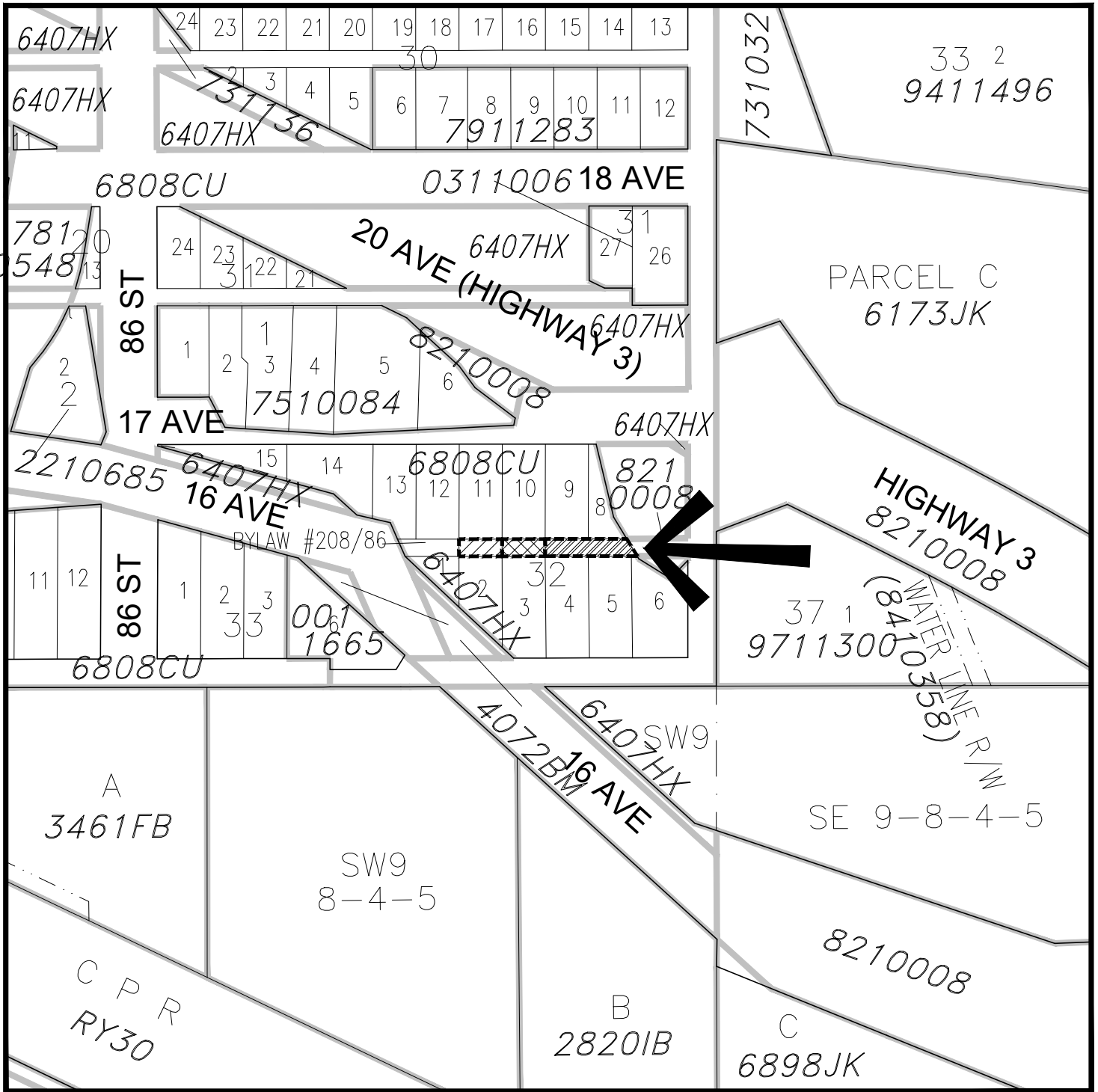
Minister of Transportation and Economic Corridors

READ a **second** time in Council this _____ day of _____, _____.

READ a **third and final** time in Council this _____ day of _____, _____.

Blair Painter
Mayor

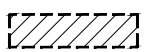
Patrick Thomas
Chief Administrative Officer



**PROPOSED ROAD CLOSURE
SCHEDULE 'A'**

Bylaw #: 1153, 2023

Date: _____



PLAN _____, AREA 'A', CONTAINING 0.009±HECTARES (0.02±ACRES)
EXCEPTING THEREOUT ALL MINES AND MINERALS



PLAN _____, AREA 'B', CONTAINING 0.009±HECTARES (0.02±ACRES)
EXCEPTING THEREOUT ALL MINES AND MINERALS



PLAN _____, AREA 'C', CONTAINING 0.019±HECTARES (0.05±ACRES)
EXCEPTING THEREOUT ALL MINES AND MINERALS

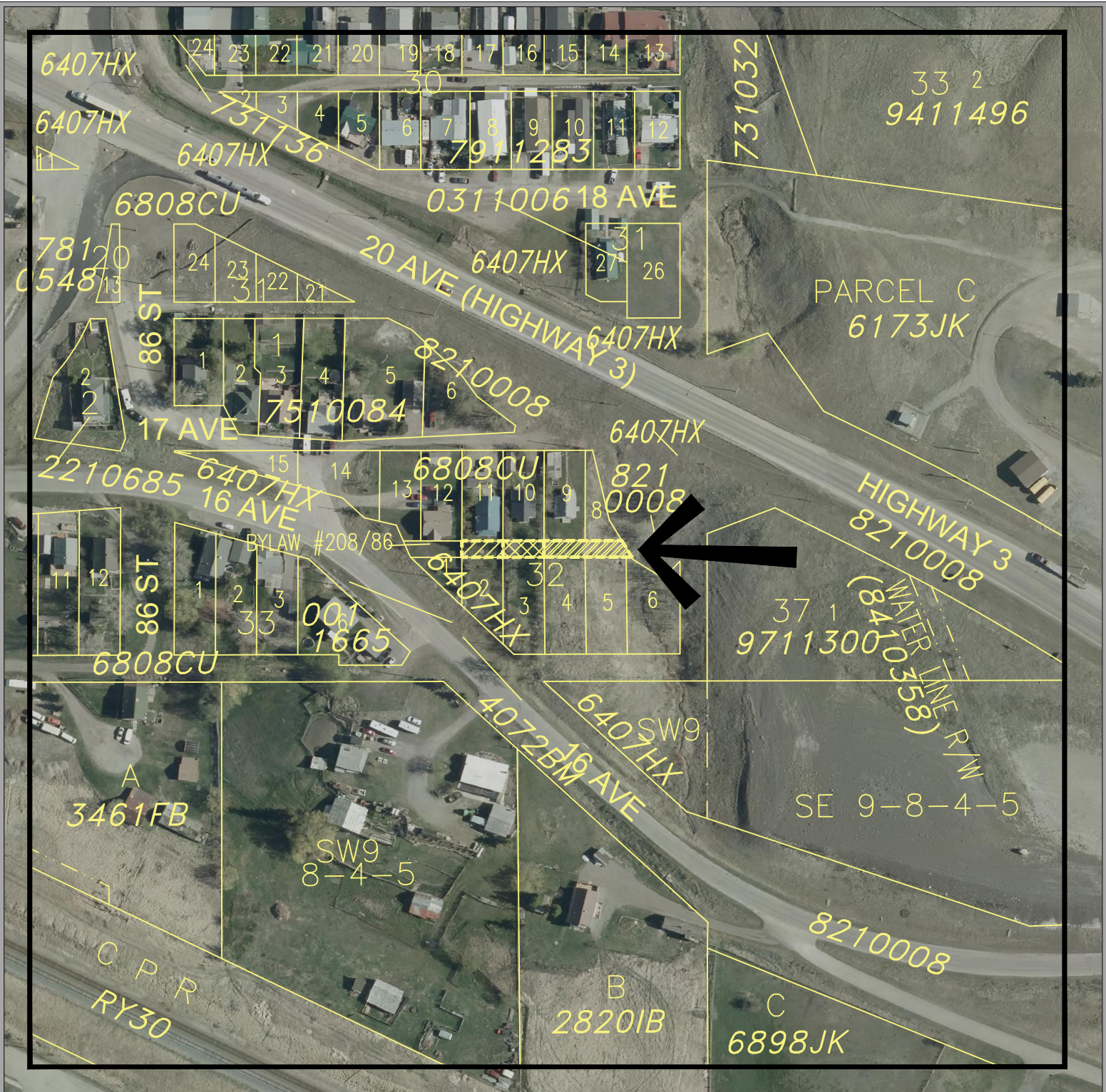
WITHIN NW 1/4 SEC 9, TWP 8, RGE 4, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: MARCH 13, 2024

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"



0 Metres 50 100 150
March 13, 2024 N:\C-N-P\CNP LUD & Land Use Redesignations\
Crowstest Pass - Bylaw 1153, 2023 - Road Closure, Plan 6808CU.dwg





**PROPOSED ROAD CLOSURE
SCHEDULE 'A'**

Bylaw #: 1153, 2023
Date: _____



PLAN _____, AREA 'A', CONTAINING 0.009±HECTARES (0.02±ACRES)
EXCEPTING THEREOUT ALL MINES AND MINERALS



PLAN _____, AREA 'B', CONTAINING 0.009±HECTARES (0.02±ACRES)
EXCEPTING THEREOUT ALL MINES AND MINERALS



PLAN _____, AREA 'C', CONTAINING 0.019±HECTARES (0.05±ACRES)
EXCEPTING THEREOUT ALL MINES AND MINERALS

WITHIN NW 1/4 SEC 9, TWP 8, RGE 4, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: MARCH 13, 2024

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"

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150

March 13, 2024 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Bylaw 1153, 2023 - Road Closure, Plan 6808CU.dwg

33



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 16, 2024

Agenda #: 7.b

Subject: Bylaw 1156, 2023 - Land Use Bylaw Amendment - Rezone Lots 1-4, Block 2, Plan 6099AQ, located at 2158 - 213 Street, Bellevue, from Retail Commercial C-1 to High Density Residential R-3 - First Reading

Recommendation: That Council give first reading to Bylaw 1156, 2023.

Executive Summary:

Bylaw 1156, 2023 proposes to rezone a Retail Commercial C-1 property to High Density Residential R-3 for the purpose of creating four (4) residential units in the vacant commercial space.

Relevant Council Direction, Policy or Bylaws:

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

Land Use Bylaw No. 1165-2023

Discussion:

The property is located in the block at the west end of Bellevue Mainstreet. The property is the former Crowsnest Medical Clinic and has been largely vacant over the last 5 years with minimal response to commercial rental opportunities.

The Municipal Development Plan (MDP) identifies the Mainstreet area as a destination for visitors and part of the downtown corridor. The MDP also identifies the need for a variety of housing options, including an increase in density.

The property is within the Historic Commercial Areas Overlay District (HCA-OD) however it is not identified in the heritage inventory project as having any historical significance. It is located west of the historic downtown buildings that are in the inventory. The purpose of the HCA-OD is to promote and protect the significance of historic commercial properties and areas immediately adjacent thereto by ensuring development is designed and constructed in a manner that respects the sense of place evoked by these areas, reinforces the character of these areas, and ensures a high quality of

development. If the rezoning was approved, these matters would be addressed as part of the development permit review.

The Retail Commercial C-1 land use district allows for mixed use buildings which includes a combination of residential uses with store front commercial spaces. The majority of the commercial space has been vacant since the medical clinic relocated to Blairmore years ago, and therefore the landowner is looking to fill the need for affordable housing instead.

The applicant / landowner has provided the following comments (*those comments that relate to planning considerations are identified by Administration*):

"Please consider the following reasons for requesting a zoning change at my Commercial Property.

- 1. I have become aware that there is not a market for Commercial Property Rentals in Bellevue, resulting in no return on my investment. As well as gas and electricity are charged at higher rates for Commercial compared to Residential.*
 - 2. I am aware that there is a shortage of long-term reasonably priced accommodations in the Crowsnest Pass area. I wish to provide some for these individuals. **(planning related)***
 - 3. My insurance costs will be reduced because of Residential Tenants instead of Commercial.*
 - 4. Existing Bellevue Businesses stand to benefit by introducing more residential tenants within walking distance of Downtown. **(planning related)***
 - 5. I have existing land to provide off Street Parking. **(planning related)***
 - 6. By allowing a change of zoning to high-density the possibility exists of increasing its value. Therefore, increasing the tax base to the municipality.*
 - 7. High-density opens the future up to possibly have more suites and more individuals supporting Bellevue's Downtown existing and future Businesses. **(planning related)***
- Conclusion: It would be good for all parties involved to create more housing Downtown in the small community of Bellevue **(planning related)**, thank you for your consideration."*

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1156, 2023.docx](#)

[Bylaw 1156, 2023 - Schedule A.pdf](#)

[Bylaw 1156, 2023 - Schedule A with 2021 Photo.pdf](#)

[Bylaw 1156 2023 surrounding zoning.pdf](#)

[HCA-OD.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1156, 2023**

LAND USE BYLAW AMENDMENT – Rezone Lots 1-4, Block 2, Plan 6099AQ

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 1165, 2023, being the municipal Land Use Bylaw.

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to rezone the lands legally described as Lots 1-4, Block 2, Plan 6099AQ, within NE¼ 20-7-3-W5M, containing ±0.1 ha (0.25 acres), from “Retail Commercial – C-1” to “High Density-Family Residential – R-3”, 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 “High Density Residential – R-3” 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 rezone the lands legally described as Lots 1-4, Block 2, Plan 6099AQ, within NE¼ 35-7-4-W5M, containing ±0.1 ha (0.25 acres), from “Retail Commercial – C-1” to “High Density Residential – R-3”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 1165- 2023, 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 _____ 2024.

READ a **second** time in council this _____ day of _____ 2024.

READ a **third and final** time in council this _____ day of _____ 2024.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Retail Commercial C-1
TO: High Density Residential R-3

LOTS 1-4, BLOCK 2, PLAN 6099AQ WITHIN
NE 1/4 SEC 20, TWP 7, RGE 3, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: April 5, 2024

Bylaw #: 1156, 2023

Date: _____



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
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**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'**

Aerial Photo Date: May 19, 2021

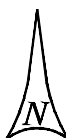


FROM: Retail Commercial C-1
TO: High Density Residential R-3

LOTS 1-4, BLOCK 2, PLAN 6099AQ WITHIN
NE 1/4 SEC 20, TWP 7, RGE 3, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: April 5, 2024

Bylaw #: 1156, 2023

Date: _____



MAP PREPARED BY:
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3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
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Municipality of Crowsnest Pass



Bylaw 1156, 2023



Legend

- Land Use Districts -
- RESIDENTIAL R-1
 - HIGH DENSITY RESIDENTIAL R-3
 - RETAIL COMMERCIAL C-1
 - RECREATION AND OPEN SPACE RO-1
 - PUBLIC P-1
 - SUBJECT PROPERTY

1: 3,000



0.2 0 0.08 0.2 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Crowsnest Pass

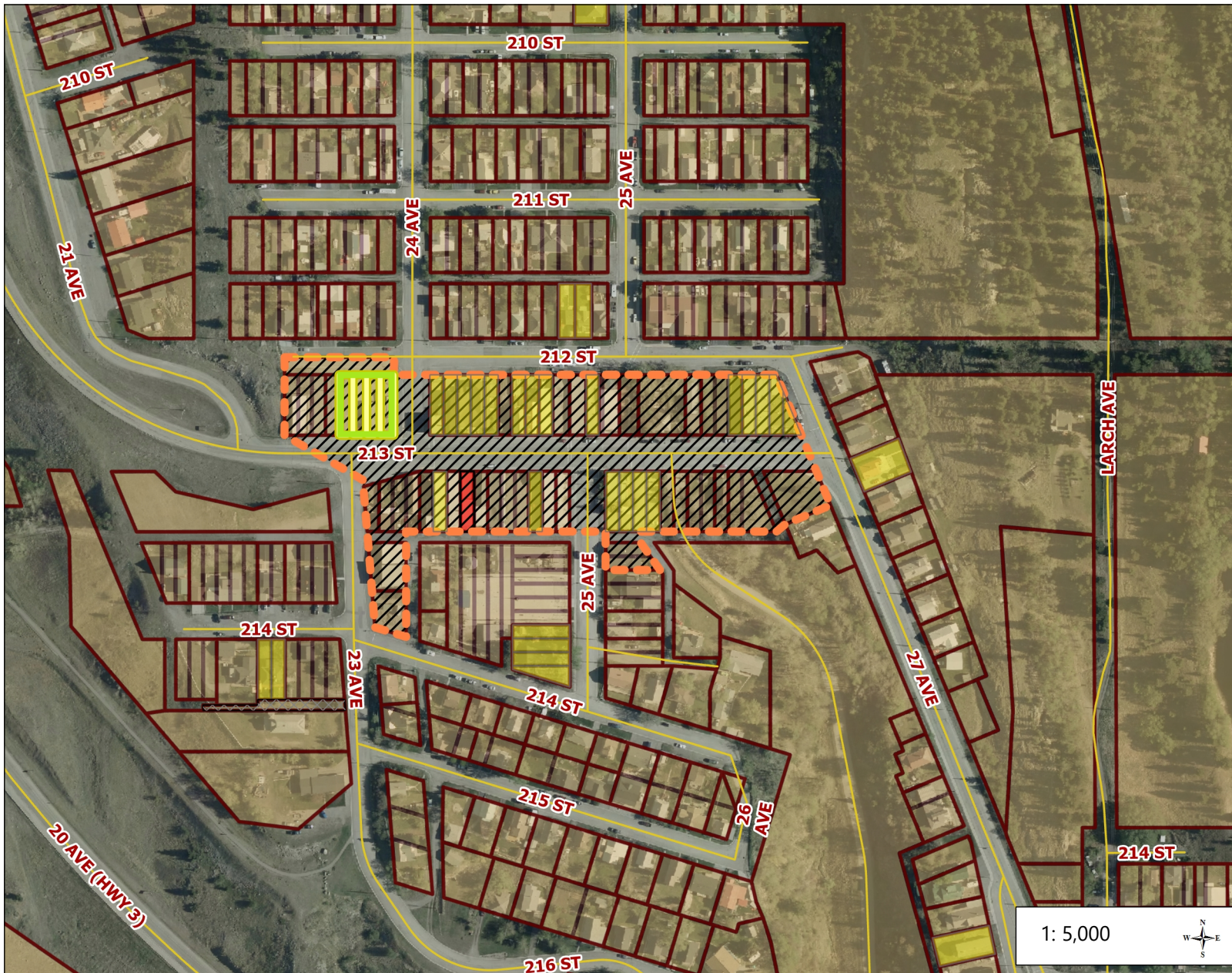
Municipality of Crowsnest Pass



Bylaw 1156, 2023

Legend

- Heritage Inventory Project
 - Designated Bylaw
 - HMP Inv - Phase 3
- Historic Commercial Areas Overlay
- Subject Property



1: 5,000



0.3 0 0.13 0.3 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
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Notes

Crowsnest Pass



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 16, 2024

Agenda #: 7.c

Subject: Bylaw 1180, 2024 - 2024 Property Tax Rates Bylaw - Second and Third Reading

Recommendation: That Council gives second and third reading of Bylaw No. 1180, 2024.

Executive Summary:

The annual property tax rate bylaw sets out the assessed values by class and calculates the tax rates required to raise budgeted tax revenue in accordance with property tax policies. Administration recommends municipal tax rates for the various residential and non-residential properties based upon the budgeted tax requirement, assessed property values and other directions provided by Council. The proposed bylaw, when passed, will authorize Administration to levy the 2024 Municipal Taxes, Alberta School Foundation Fund (ASFF), and the Designated Industrial Property (DIP) Requisitions.

Council approved the 2024 Operating and 2024-2025 Capital Budget on November 30, 2023 with a Municipal Tax requirement of \$11,570,468 (a 1.8% mill rate increase).

Relevant Council Direction, Policy or Bylaws:

06-2024-04-09: Councillor Ward moved to direct Administration to bring back a mill rate for second reading that will generate the budgeted \$11.57 million of revenue plus any new growth assessment, which will be directed to go into the Mill Rate Stabilization Reserve.

Carried

Discussion:

At the April 9, 2024 Council meeting, Council motioned to make specific changes to Bylaw 1180, 2024 - 2024 Property Tax Rates Bylaw prior to second and third readings.

The following is an outline of the changes included in Bylaw 1180, 2024 - 2024 Property Tax Rates Bylaw and highlighted in red print:

- The Municipal Residential and Farmland rate was reduced from 0.0079346 by 9.9% down to 0.0071466, in order to remove the additional tax on residential properties due to the

inflationary increases in assessments of \$133,912,350. This change to the tax rate reduces municipal tax revenues by \$963,408.

- The assessment increases of \$20,853,910 to Municipal Residential and Farmland due to growth (new development) resulted in additional Municipal Residential and Farmland property taxes of \$162,542, which will be available for transfer to the Mill Rate Stabilization Reserve.
- The assessment increase of \$2,430,530 Other Non-Residential (DI Properties) is entirely due to growth, therefore the tax rate of 0.0181420 was left unchanged. Since the Small Business Property and Vacant Non-residential Property tax rates were already 25% lower than the Other Non-Residential property tax rate, their corresponding tax rates of 0.0136065 could not be reduced any further due to regulation. With the increases in non-residential assessments, the additional Municipal Non-Residential property taxes amounts to \$51,511, which will be available for transfer to the Mill Rate Stabilization Reserve.

Since First Reading, the total 2024 municipal property tax revenues included within Bylaw 1180, 2024 - 2024 Property Tax Rates Bylaw have been reduced from \$12,891,592, down to \$11,914,521, a reduction of \$977,071.

With the proposed residential mill rates, this will see a reduction of the Municipal rate of 9.1% from 2023 and an overall mill rate reduction of 6.1% from 2023.

Looking at the cumulative change for the last 10 yrs of the mill rates, this will result in a net increase in the Municipal rate of 4.1% and a net reduction of the overall mill rate by 0.4%,

Analysis of Alternatives:

- Council can pass second and third reading of Bylaw 1180, 2024
- Council can defer second reading and ask for additional information

Financial Impacts:

The 2024 property tax revenues amount included in Bylaw 1180, 2024 Property Tax Rates Bylaw is balanced as follows:

- Amount of municipal property tax revenues included in the 2024 Budget \$11,570,468
- Uncollectable amount of Grants in lieu \$130,000
- Residential assessment growth available to be added to the Mill Rate stabilization reserve \$162,542
- Non-Residential assessment growth available to be added to the Mill Rate stabilization reserve \$51,511

This totals to the 2024 municipal property tax revenues of \$11,914,521, included in Bylaw 1180, 2024 Property Tax Rates Bylaw.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 16, 2024

Agenda #: 7.d

Subject: Bylaw 1184, 2024 - Non-Residential Sub-Class Bylaw – Second and Third Readings

Recommendation: That Council gives second and third reading of Bylaw No. 1184, 2024.

Executive Summary:

Review of establishing a non-residential sub-class bylaw includes ensuring this bylaw meets legislation and regulations allowing the Municipality to establish different non-residential tax rates. The bylaw also includes provision for the CAO to establish procedures to allow for the effective administration of the small business property sub-class, including without limitation a method and documentation for determining and counting full-time employees. Council passed first reading on April 9, 2024.

Relevant Council Direction, Policy or Bylaws:

Matters Relating to Assessment Sub-Classes Regulation 202/2017
Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000;
2024 Property Tax Rate Bylaw No. 1180, 2024

Discussion:

Matters Relating to Assessment Sub-Classes Regulation 202/2017 allows non-residential property within the Municipality, by bylaw, to be divided into the following subclasses:

- a) Vacant non-residential property
- b) Small business property
- c) Other non-residential property

Analysis of Alternatives:

- Council can proceed with second and third reading.
- Council can defer second reading and request additional information.
- Council can defeat second or third reading.

Financial Impacts:

As per property tax rates included in the 2024 Property Tax Rate Bylaw No. 1180, 2024

Attachments:

[1184 2024 - Non-Residential Sub Class Bylaw.docx](#)

[Matters_Relating_to_Assessment_Sub-Classes_Regulation_2017_202.pdf](#)

MUNICIPALITY OF CROWNEST PASS
BYLAW NO. 1184, 2024
CLASS 2 NON-RESIDENTIAL SUB-CLASS BYLAW

BEING a bylaw of the Municipality of Crowsnest Pass in the province of Alberta, to establish dividing assessment Class 2 Non-Residential into sub-classes.

WHEREAS pursuant to section 297 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, a Council may enact a bylaw to divide property classified as non-residential for the purposes of assessment into subclasses as prescribed by regulation;

AND WHEREAS pursuant to the Alberta Regulation 202/2017, "*Matters Relating to Assessment Sub-Classes Regulation*", a Council may enact a bylaw to establish a small business property sub-class;

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

1. Short Title

1.1 This Bylaw shall be cited as the "Class 2 Non-Residential Sub-Class Bylaw".

2. Definitions

2.1 In this Bylaw:

- (a) "**Act**" means the Municipal Government Act, RSA 2000, c. M-26 and regulations, as amended from time to time.
- (b) "**Business**" has the same meaning given to it in the *Municipal Government Act*.
- (c) "**Chief Administrative Officer (CAO)**" means the person appointed as the Chief Administrative Officer of the Municipality of Crowsnest Pass and includes any person who holds the position of CAO in an acting capacity.
- (d) "**Designated Industrial Property**" has the same meaning given to it in the *Municipal Government Act*.
- (e) "**Non-Residential Property**" has the same meaning given to it in the *Municipal Government Act*.

2.2 All other terms used in this Bylaw shall have the meaning as is assigned to them by the Act, to the extent that said meaning differs from the ordinary meaning of such terms.

3. Prescribed Non-Residential Property Subclasses

3.1 Class 2 – Non-Residential property within the Municipality of Crowsnest Pass is hereby divided into the following subclasses:

- (a) Vacant non-residential property;
- (b) Small business property;
- (c) Other non-residential property.

4. Small Business Property

- 4.1 For a non-residential property in the Municipality of Crowsnest Pass to constitute a “small business property” and qualify for the small business property sub-class tax rate:
- (a) The non-residential property cannot be designated industrial property;
 - (b) The non-residential property must be owned or leased by a business that has fewer than 50 (fifty) full-time employees across Canada as of December 31 of the year prior to the year of taxation;
 - (c) The non-residential property, if leased by a business, cannot be subleased to someone else.
- 4.2 The Chief Administrative Officer may, from time to time, establish procedures to allow for the effective administration of the small business property sub-class, including without limitation a method and documentation for determining and counting full-time employees.

5. Severability

- 5.1 Each Section of this Bylaw shall be read and construed as being separate and severable from each other Section. Furthermore, should any Section or Part of this Bylaw be found to have been improperly enacted for any reason, then such Section or Part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.

6. Enactment

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

READ a **first** time in council this 9th day of April 2024.

READ a **second** time in council this day of 2024.

READ a **third and final** time in council this day of 2024.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Province of Alberta

MUNICIPAL GOVERNMENT ACT

MATTERS RELATING TO ASSESSMENT SUB-CLASSES REGULATION

Alberta Regulation 202/2017

Filed on October 26, 2017, in force January 1, 2018

Extract

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Note

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(no amdt)

ALBERTA REGULATION 202/2017

Municipal Government Act

**MATTERS RELATING TO ASSESSMENT
SUB-CLASSES REGULATION**

Definition

1 In this Regulation, “Act” means the *Municipal Government Act*.

Prescribed sub-classes

2(1) For the purposes of section 297(2.1) of the Act, the following sub-classes are prescribed for property in class 2:

- (a) vacant non-residential property;
- (b) small business property;
- (c) other non-residential property.

(2) The subclasses referred to in subsection (1) can be applied to both the Urban and Rural Service Areas for Lac La Biche County and the Regional Municipality of Wood Buffalo as if the service areas were separate entities.

(3) For the purposes of subsection (1)(b), “small business property” means property in a municipality, other than designated industrial property, that is owned or leased by a business

- (a) operating under a business licence or that is otherwise identified in a municipal bylaw, and
- (b) that has fewer than
 - (i) 50 full-time employees across Canada, or
 - (ii) a lesser number of employees as set out in a municipal bylaw,

as at December 31 or an alternative date established in a municipal bylaw.

(4) For the purposes of subsection (3), a property that is leased by a business is not a small business property if the business has subleased the property to someone else.

(5) For the purposes of subsection (3), a municipality may, by bylaw, prescribe procedures to allow for the effective administration of the small business property sub-class tax rate, including, without limitations, a method for determining and counting full-time employees, and the frequency of that count.

Tax rates

3(1) For the purposes of section 354(3.1) of the Act, the tax rate set for section 297(1)(d) of the Act to raise the revenue required under section 353(2)(a) of the Act must be equal to the tax rate set for property described in section 2(1)(c) to raise revenue for that purpose.


(2) The tax rate set for property referred to in section 2(1)(b)

- (a) must not be less than 75% of the tax rate for property referred to in section 2(1)(c), and
- (b) must not be greater than the tax rate for property referred to in section 2(1)(c).

Coming into force

4 This Regulation comes into force on January 1, 2018.



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Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 16, 2024

Agenda #: 7.e

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_-_April_12__2024.docx](#)



Service Areas Update – April 12, 2024

CAO Office

- Completed 2023 Internal Safety Codes Audit
- Participated in CMAC meeting
- Meeting with GOA on integrated trails plan concept
- Attended the RMA Spring Convention
- Meeting with SAR SAR about potential lease
- Attended Downtown Bellevue Revitalization project pre-construction meeting and walk through
- Attended Blairmore MCC project pre-construction meeting
- Attended the Oldman River Health Advisory Council meeting
- Attended the 2024 AEMA South Region DEM Workshop
- Completed lease with McMan for Mountainview Hall
- Continuing Downtown Bellevue Revitalization 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 Southmore Phase 2 ASP project oversight

Finance

- Tax Desk received 44 requests for Tax Searches in March 2024 YTD 116 (compared to 34 in March 2023 YTD 121, and 50 in March 2022 YTD 128).
- Accounts Payable in March did two check runs, processed 322 invoices, and paid 174 vendors YTD processed 949 Invoices and paid 462 vendors. (March 2023 processed 693 invoices and paid 302 vendors with three check runs, YTD processed 1583 Invoices and paid 704 vendors).
- Working on a new accounting regulation coming into effect for 2023 (Asset Retirement Obligation). Consultant was hired and completed review of buildings December 18, 2023. Report on findings has been received and findings are being reviewed by our Auditors for inclusion in financial statements.
- Auditors were on site March 18 to 21, working on the year end audit, continue to respond to questions with the Audited Financial statements to be presented to Council on April 23, 2024.
- Tax clerk has processed 9 assessment adjustments to date submitted by our external assessor.
- A breakdown of the outstanding Business licenses as of April 5 (18) is as follows:
 - Tourist Homes 2
 - Short Term Rental 0
 - Home Occupancy 1 7
 - Commercial 8
 - Food Truck 1

Corporate Services

- The Municipality has 118 employees across the organization. (62 Permanent, 14 Ski*, 30 Fire Rescue, 5 Instructors, 7 Casual) *Most of the ski hill employees are done, they just don't come off the list until their last pay is complete.
- The Municipality has 1 open Posting online (Fire Rescue).
- 0 FOIP requests have been received;
- 9 Complaint Forms have been received; 5 were related to smoke, and 4 other complaints.
- Seasonal hiring is completed for Community Services Summer Students, Environmental Assistant and Operations Labourers.
- The Pool hiring for lifeguards is completed, and we are very close to completed for Guest Services.
- Planning is underway for the Spring All Staff Safety Meeting.
- Vacation approval for union staff and management is completed to 70% as required.

Development, Engineering & Operations

- **Utilities Department**
 - Commenced Blairmore MCC replacement project
 - Completed repair of Blairmore water production pump
 - Completed repair of Willow Drive water production pump
 - Preparing service quotes for 2024
 - Crew beginning to transition back from Transportation
- **Transportation Department**
 - Snow plowing and ice control if needed
 - Pothole maintenance: Bellevue & Hillcrest – 198: Blairmore – 68: Coleman – 57.
 - Converting equipment for spring operations
 - Preparing for street sweeping, approximately mid-April
- **Development & Trades Department**
 - **Facility Maintenance**
 - Regular maintenance activities.
 - Develop preventative maintenance work schedules, annual inspection programs, and facility / equipment life-cycle assessments for 2024.
 - Initiated 2024 Budget Initiatives.
 - **Planning, Development & Safety Codes**
 - Municipal Planning Commission – one meeting in March (0 Subdivisions; 7 DPs).
 - Municipal Historic Resources Advisory Committee – one meeting in March.
 - SDAB – one hearing in March.

Key Performance Indicators (KPIs):

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
Facility Maintenance – Plumbing, Construction, Electrical		
Work Orders – issued / closed / open	31 / 28 / 3	94 / 79 / 15
Planning & Development		
Compliance Certificate requests - received / processed	3 / 2	9 / 11
Development permit applications - received / processed	24 / 19	68 / 49
Business Licences - received / processed	1 / 2	20 / 16
LUB Complaints – new / closed	1 / 2	7 / 4
LUB Complaints – Monthly Volume	53	53
Notice of Intent / Stop Orders - issued	0 / 0	3 / 1
Bylaws (MR / Road Closures, LUB)	1	5
Appeal Hearings	1	2
Subdivision applications	3	5
Safety Codes		
New Housing Starts	4	7
Building permits - issued / inspections / closed	9 / 26 / 21	16 / 67 / 51
Electrical permits - issued / inspections / closed	9 / 15 / 9	30 / 59 / 41
Gas permits - issued / inspections / closed	8 / 16 / 16	20 / 75 / 57
Plumbing permits - issued / inspections / closed	7 / 12 / 5	12 / 47 / 25
PSDS permits - issued / inspections / closed	1 / 0 / 1	2 / 0 / 2

Protective Services

- **Fire**
 - Phase 1 (Fire) AFRRCS radios ordered. Expected delivery is fall.
 - Fire station 4 has been decommissioned
 - Honours and awards review for membership
 - Station tour for ISS students. Approx 40-50 students

Category	Month (March)
Fires	0
Motor Vehicle Incidents	4
Medical Response	3
Stars Landing	0
Alarms	2
Gas Leak	0
Other	3
Total Responses	12

- **Peace Officer**
 - April enforcement focus:
 - Community Standards Bylaw - Property clean up
 - Traffic Safety Act - Speeding and aggressive driving

- Phase 2 AFRRCS CPO radios have been ordered. Expected delivery is fall
- Targeted speed operation (West Coleman and Frank). 22 speeding violation tickets issued and 2 warnings for other issues
- Business licenses-received a list of 70 outstanding licences and was able to gain compliance for 41 to date. 10 licenses cancelled. 20 outstanding (tickets issued)
- Assisted RCMP with April 1st rallies near the AB/BC border and throughout Municipality

Category	Month (March)	Year to Date
Number of Charges Laid	61	203
Cases Generated (Incident Count)	35	114
Cases: Requests for Service	17	69
Cases: Officer Observed	5	26
Cases: Received from outside Department/Agency (i.e. RCMP)	12	20
Vehicle Removal Notices	3	6
Vehicles Towed	1	3
Positive Ticketing	0	0
Projected Fine Revenue **	\$14,393	\$45,718

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

- **Environmental Services**
 - Program has resumed and is in initial startup phase

Pass Powderkeg Community Resort

- Annual Dummy Downhill event was a success with many attendees and dummies built for the event.
- Pass Powderkeg's winter season finished strong with cold and snow to close off the year.
- Park Jam event was a success; however, slush pit was cancelled due to cold temperatures on closing day. Last Hurrah BBQ was a good send off with strong attendance throughout the day.
- End of season tear down is nearly complete with end of season lift maintenance starting up.
- All seasonal employees will be wrapped up by April 12.
- Summer Event Schedule:
 - June 8th: Volunteer Day
 - June 14th-15th: Alpenland Opening Day & Bike Swap
 - June 23rd: UROC Poker Ride
 - July 12th: Friday Night Race
 - July 26th: Friday Night Race
 - August 9th-11th: CNP 100
 - August 16th: Friday Night Race
 - August 30th: Friday Night Race
 - Sept. 6th-8th: UROC Bee's Knees Enduro
 - Sept. 14th: Volunteer Day

Crowsnest Pass Community Pool

- Pool hiring is nearly complete with many returning staff back on deck this season.
- Programming planning has started
- Website and re-brand nearly complete. Website should be ready to launch May 1 with swim lessons and passes available that week.
- Furniture upgrade is ongoing, all pieces ordered and waiting on arrival.
- Lifejackets for the lifejacket project have arrived.

Community Services

- **Arena/Parks**
 - COMPLEX
 - March 24th Figure Skating Ice Carnival
 - March 28th, 29th, 30th, 31st Curling Arena Bunny Bonspiel
 - Curling Ice removal April 2nd-5th
 - KRA set up and rodeo April 18th to April 30th
 - May 10th Grad
 - Community Market, Thursday nights starting May 2nd in the gazebo park.
 - Summer students hired start date April 29th
 - MDM
 - March 18th Kids Kollege Annual Dance a Thon Fundraiser
 - March 20th FrancoSud Music Festival
 - March 22nd, 23rd, 24th CNP Dance Festival Gala Event
 - April 7th MDM Minor Hockey windup
 - ELKS HALL
 - Income tax clinic April 17th
 - Teck rental Every Monday and Tuesday Starting April 15th and ends May 28th.
- **FCSS**
 - 2024 Spring Summer Community Handbook have been delivered
 - Planning Youth week
 - Home Alone Safe Program- March 22nd - 12 students participated.
 - 2 free income tax completion clinics have occurred and 2 more are scheduled
 - Planning Spring BBQ and Seniors Week
 - Completed April Seniors On The Go newsletter
 - Planning for Order of the Crowsnest Pass and Volunteer Appreciation
 - 2024 FCSS Funded Organization Funding Agreements completed
 - Preparing for 2024 Spring Summer Community Handbook
 - Working with Seniors groups for social inclusion activities
 - Meals on Wheels – Business as usual
 - Subsidized taxi program –Business as usual
 - Information & community referrals

- **Programming**
 - Warrior Fitness spring registration
 - Rec Volleyball Sundays
 - Planning Pickle ball Clinic
 - Fitness Bootcamps registration Monday and Wednesday spring registration
 - Martial arts youth program starting at Fitness facility.
 - Drums Alive classes spring classes
 - Red Cross Babysitting Course
 - Summer games planning
 - Soccer camp registrations
 - Baseball Camp planning for May
 - Easter Fun Run
 - Volunteer Appreciation Night April 18th



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 16, 2024

Agenda #: 7.f

Subject: 2023 Q4 Preliminary Financial Report

Recommendation: That Council receive the 2023 Q4 Preliminary Financial Report for Information.

Executive Summary:

This is the fourth quarterly report for the 2024 budget year. The Municipality should be at 100 percent of revenues recognized and expenditures realized. Overall, the municipality has recorded almost all 2023 revenues, expenditures and reserve transfers. The transactions that still need to be recorded are:

1. Crowsnest Pass Library Consolidating transactions.
2. New PSAB 3280 Asset Retirement Obligations.

These entries will be recorded in consultation with BDO LLP, prior to issuance of the December 31, 2023 audited financial statements.

The Financial Auditors, BDO LLP attended the municipal office from March 18th to March 21st, to complete audit testing procedures and completed the 2023 Audited Financial Statements. The audit will be presented at the April 23, 2024 Council meeting.

Relevant Council Direction, Policy or Bylaws:

Administration brings forward financial information for Council's review.

Discussion:

Revenue Variances

- **Alberta School Foundation (ASFF)** For 2023 collected less than was paid to the Alberta Government, due to over-levy of the ASFF in 2022, carried forward to 2023.
- **Conditional Grants** Operating grants are received throughout the year. At year end capital

project costs are finalized and the grant amount that had been applied for through capital grant funding is transferred from deferred revenues and recorded as Conditional Grant revenue in the financial statements. The Capital Grants recorded in 2023 for the Frank Waste Water Treatment Plant construction amount to \$3,230,072. Storm Sewer projects capital grants were \$761,061.

- **Donations** are up in Community Services (donation for memorial benches \$36,262) and Finance is managing the Suncor donation for Teton School of Science place based education \$50,744.
- **Inter-Department Revenues** are eliminated at year end, in order that revenues and expenditures are not overstated.
- **Investments Interest** reflects current returns being realized on investing activities and working capital funds used for operations.
- **Property Tax** budget was based on the prior year with a 2% increase. With growth and inflation the amount of taxes levied is based on the 2023 Property Tax Rate Bylaw.
- **Transfer to Reserves** The majority of the transfer from reserve happens in the fourth quarter of the year as expenses incurred have been paid.

Expense Variance

- **Grants to Organizations** Majority are paid at the beginning of the year, the Senior Housing Requisition of \$150,000 rolled up into grants to organization and not under the requisition line item accounting for the overage.
- **Inter-Department Expenses** are eliminated at year end, in order that revenues and expenditures are not overstated.
- **Operations** Amortization amount for 2023 recorded in the fourth quarter amounted to \$4,381,411 is not included within the 2023 budget. Electricity expense in the Utilities department came in \$156,437 over budget.
- **Rebates** Recorded under Finance, \$125,754 is for the portion of property taxes not paid by the Government of Alberta Grants in lieu of Taxes program, which only pays 50% of taxes levied on provincially owned properties. Offsetting amount would be reduced property tax revenues.
- **Transfer to reserves** actual transfer is more than budget as Council approved moving an additional \$500,000 to reserves when the property tax bylaw was approved for 2023. An additional \$1,890,117 based on the 2021 and 2022 Surplus report that was presented to Council on October 3, 2023, transferred to the Mill Rate Stabilization reserve in the fourth quarter of the year.
- **Asset Retirement Obligations (ARO)** implementation in compliance with the Public Sector Accounting Board (PSAB) Handbook, section 3280, is nearing completion for inclusion in the December 31, 2023 financial statements. The current year (2023) adjustment to record ARO expense is estimated to be ~\$78,250.00.
- **Salaries, Wages and Benefits** we settled our collective agreement in 2023 which saw a wage increase that was not in the 2023 operating budget, as well, the new agreement brought an enhanced benefit plan which resulted in an increase cost in November and December. There were a few vacant positions throughout the year that balanced the negotiated increase overall, but you will see overages in some departments that didn't have position gaps.

Analysis of Alternatives:

N/A

Financial Impacts:

As per the attached 2023 Q4 Financial Report.

Attachments:

[Budget VS Actual YTD December 2023.pdf](#)

[Income Statement December 2023.pdf](#)

[Budget VS Actual YTD December 2023 By Department.pdf](#)

Crowsnest Pass, Municipality of

Income Statement

January 2023 To December 2023 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- ASFF Taxes	3,163,000	2,798,299	(364,701)	-11.53%
- Conditional Grants	425,304	4,811,746	4,386,442	1,031.37%
- DIP Taxes	-	-	-	0.00%
- Donations	17,200	252,667	235,467	1,368.99%
- Franchise Fees	1,370,000	1,297,530	(72,470)	-5.29%
- Gain/Loss on Disposal	-	(234,315)	(234,315)	-100.00%
- Inter-Department Revenues	630,464	-	(630,464)	-100.00%
- Interest and Penalties	172,000	178,533	6,533	3.80%
- Investments Interests	100,000	946,311	846,311	846.31%
- Licenses and Fees	692,280	550,786	(141,494)	-20.44%
- Other Revenues and Cost Recoveries	271,147	436,870	165,723	61.12%
- Property Taxes	9,953,700	11,238,260	1,284,560	12.91%
- Rental Income	342,800	357,150	14,350	4.19%
- Sale of Goods and Services	4,920,215	4,861,663	(58,551)	-1.19%
- Seniors Housing Taxes	-	149,887	149,887	100.00%
- Transfers from Reserves	664,000	2,375,834	1,711,834	257.81%
Total Revenues	22,722,110	30,021,222	7,299,112	32.12%
Expenses				
- Administration	710,576	643,553	(67,023)	-9.43%
- Contracted Services	3,115,532	2,925,394	(190,138)	-6.10%
- DIP Requisition	4,700	4,634	(66)	-1.39%
- Grants to Organizations	966,811	1,111,696	144,885	14.99%
- Inter-Department Expenses	630,465	120	(630,345)	-99.98%
- Operations	3,943,034	8,686,958	4,743,924	120.31%
- Rebates	52,500	159,390	106,890	203.60%
- Repairs and Maintenance	289,347	309,105	19,758	6.83%
- Requisitions	3,163,000	3,123,795	(39,205)	-1.24%
- Salaries, Wages and Benefits	7,636,730	7,551,264	(85,467)	-1.12%
- Service Charges and Interest	347,597	384,680	37,083	10.67%
- Transfer to Reserves	1,391,135	3,861,887	2,470,752	177.61%
- Waste Disposal	170,000	182,804	12,804	7.53%
Total Expenses	22,421,428	28,945,280	6,523,852	29.10%
Net Income	300,681	1,075,942	775,260	257.83%

Crowsnest Pass, Municipality of

Income Statement

12 months ending December 31st, 2023

	2023 Budget	2023 Actuals	\$ Variance	% Variance
Revenues				
CAO Office	100,000	10,688	89,312	89.3
Community Services	589,404	716,144	(126,740)	(17.5)
Corporate Services	19,147	37,948	(18,801)	(98.2)
Council	-	11,649	(11,649)	100.0
Culture	152,900	152,455	445	0.3
Development, Engineering & Operations	5,412,049	9,963,409	(4,551,359)	(71.3)
Finance	359,900	2,310,747	(1,950,847)	(538.7)
General Government	15,013,700	15,774,609	(760,909)	(5.1)
Pass Pool	97,500	120,379	(22,879)	(23.5)
Pass Powder Keg Ski Hill	597,600	656,614	(59,014)	(9.9)
Protective Services	379,909	266,580	(113,329)	54.6
Total Revenues	22,722,110	30,021,222	(7,299,112)	(32.1)
Expenses				
CAO Office	1,055,881	951,379	104,502	9.9
Community Services	2,021,324	2,632,904	(611,579)	(30.3)
Corporate Services	710,250	731,049	(20,799)	(2.9)
Council	309,517	297,036	12,481	4.0
Culture	684,472	689,543	(5,071)	(0.7)
Development, Engineering & Operations	8,962,383	11,941,206	(2,978,823)	(33.2)
Finance	1,592,774	1,667,772	(74,998)	(4.7)
General Government	4,023,672	6,437,474	(2,413,802)	(60.0)
Pass Pool	288,631	369,885	(81,254)	(28.2)
Pass Powder Keg Ski Hill	1,099,415	1,237,367	(137,952)	(12.5)
Protective Services	1,673,108	1,989,667	(316,558)	(18.9)
Total Expenses	22,421,428	28,945,280	(6,523,852)	(29.1)
Net Income	300,681	1,075,942	(775,260)	(30.6)

Actual vs Budget Year To Date by Department

Department CAO Office

January 2023 To December 2023 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	-	10,688	10,688	100.00%
- Transfers from Reserves	100,000	-	(100,000)	-100.00%
Total Revenues	100,000	10,688	(89,312)	-89.31%
Expenses				
- Administration	279,450	250,641	(28,809)	-10.31%
- Contracted Services	195,000	98,316	(96,684)	-49.58%
- Grants to Organizations	-	-	-	0.00%
- Operations	30,351	14,106	(16,245)	-53.52%
- Salaries, Wages and Benefits	514,898	552,133	37,236	7.23%
- Transfer to Reserves	36,182	36,182	-	0.00%
Total Expenses	1,055,881	951,379	(104,502)	-9.90%
Net Total	(955,881)	(940,691)	15,189	1.59%

Actual vs Budget Year To Date by Department

Department Community Services

January 2023 To December 2023 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	196,304	202,929	6,625	3.38%
- Donations	17,200	33,768	16,568	96.32%
- Gain/Loss on Disposal	-	(397)	(397)	-100.00%
- Licenses and Fees	-	100	100	100.00%
- Other Revenues and Cost Recoveries	13,000	11,847	(1,153)	-8.87%
- Rental Income	183,300	237,069	53,769	29.33%
- Sale of Goods and Services	149,600	158,706	9,106	6.09%
- Transfers from Reserves	30,000	72,123	42,123	62.06%
Total Revenues	589,404	716,144	126,740	17.52%
Expenses				
- Administration	34,350	29,348	(5,002)	-14.56%
- Contracted Services	213,850	190,502	(23,348)	-10.92%
- Grants to Organizations	91,000	91,922	922	1.01%
- Inter-Department Expenses	-	-	-	0.00%
- Operations	539,540	1,186,837	647,297	119.97%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	43,850	12,959	(30,891)	-70.45%
- Salaries, Wages and Benefits	993,794	1,027,539	33,744	3.40%
- Service Charges and Interest	41,894	38,415	(3,479)	-8.30%
- Transfer to Reserves	63,046	55,382	(7,664)	-12.16%
Total Expenses	2,021,324	2,632,904	611,579	30.26%
Net Total	(1,431,920)	(1,916,760)	(484,839)	-35.50%

Actual vs Budget Year To Date by Department

Department Corporate Services

January 2023 To December 2023 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Investments Interests	-	4,981	4,981	100.00%
- Other Revenues and Cost Recoveries	19,147	30,334	11,187	58.43%
- Sale of Goods and Services	-	2,633	2,633	100.00%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	19,147	37,948	18,801	98.19%
Expenses				
- Administration	68,677	67,249	(1,428)	-2.08%
- Contracted Services	9,800	8,183	(1,617)	-16.50%
- Operations	21,050	21,101	51	0.24%
- Salaries, Wages and Benefits	574,899	593,711	18,812	3.27%
- Transfer to Reserves	35,824	40,805	4,981	13.90%
Total Expenses	710,250	731,049	20,799	2.93%
Net Total	(691,103)	(693,101)	(1,998)	-0.29%

Actual vs Budget Year To Date by Department

Department Council

January 2023 To December 2023 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	-	6,149	6,149	100.00%
- Transfers from Reserves	-	5,500	5,500	100.00%
Total Revenues	-	11,649	11,649	100.00%
Expenses				
- Administration	25,800	32,790	6,990	27.09%
- Contracted Services	1,200	-	(1,200)	-100.00%
- Grants to Organizations	-	-	-	0.00%
- Operations	9,700	5,334	(4,366)	-45.01%
- Salaries, Wages and Benefits	261,318	247,412	(13,906)	-5.32%
- Transfer to Reserves	11,499	11,499	-	0.00%
Total Expenses	309,517	297,036	(12,481)	-4.03%
Net Total	(309,517)	(285,387)	24,130	7.80%

Actual vs Budget Year To Date by Department

Department Culture

January 2023 To December 2023 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Gain/Loss on Disposal	-	-	-	0.00%
- Other Revenues and Cost Recoveries	132,000	131,098	(902)	-0.68%
- Rental Income	20,900	13,156	(7,744)	-37.05%
- Sale of Goods and Services	-	-	-	0.00%
- Transfers from Reserves	-	8,200	8,200	100.00%
Total Revenues	152,900	152,455	(445)	-0.29%
Expenses				
- Administration	51,460	5,780	(45,680)	-88.77%
- Contracted Services	135,400	3,217	(132,183)	-97.62%
- Grants to Organizations	439,970	423,845	(16,125)	-3.67%
- Operations	46,400	122,971	76,571	165.02%
- Repairs and Maintenance	10,000	2,073	(7,927)	-79.27%
- Salaries, Wages and Benefits	-	130,414	130,414	100.00%
- Transfer to Reserves	1,242	1,242	-	0.00%
Total Expenses	684,472	689,543	5,071	0.74%
Net Total	(531,572)	(537,088)	(5,516)	-1.04%

Actual vs Budget Year To Date by Department

Department Development, Engineering & Operations

January 2023 To December 2023 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	2,500	4,341,156	3,988,633	159,545.33%
- Donations	-	-	-	0.00%
- Gain/Loss on Disposal	-	5,534	5,534	100.00%
- Inter-Department Revenues	630,464	-	(630,464)	-100.00%
- Licenses and Fees	295,350	313,530	18,180	6.16%
- Other Revenues and Cost Recoveries	-	176,021	176,021	100.00%
- Rental Income	48,000	54,615	6,615	13.78%
- Sale of Goods and Services	4,236,735	4,204,103	(32,632)	-0.77%
- Transfers from Reserves	199,000	868,449	669,449	165.56%
Total Revenues	5,412,049	9,963,409	4,551,359	71.35%
Expenses				
- Administration	78,350	82,116	3,766	4.81%
- Contracted Services	1,552,500	1,670,560	118,060	7.60%
- Grants to Organizations	-	-	-	0.00%
- Inter-Department Expenses	573,728	120	(573,609)	-99.98%
- Operations	2,374,800	5,850,724	3,475,924	146.37%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	207,500	237,588	30,088	14.50%
- Salaries, Wages and Benefits	3,078,547	2,852,837	(225,710)	-7.33%
- Service Charges and Interest	202,348	234,818	32,470	16.05%
- Transfer to Reserves	724,609	829,639	105,030	14.49%
- Waste Disposal	170,000	182,804	12,804	7.53%
Total Expenses	8,962,383	11,941,206	2,978,823	33.24%
Net Total	(3,550,334)	(1,977,797)	1,572,537	24.86%

Actual vs Budget Year To Date by Department

Department Finance

January 2023 To December 2023 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	120,000	260,673	128,642	107.20%
- Donations	-	223,381	223,381	100.00%
- Gain/Loss on Disposal	-	(259,919)	(259,919)	-100.00%
- Investments Interests	-	844,368	844,368	100.00%
- Licenses and Fees	221,900	110,398	(111,502)	-50.25%
- Other Revenues and Cost Recoveries	-	13,579	13,579	100.00%
- Sale of Goods and Services	-	1,397	1,397	100.00%
- Transfers from Reserves	18,000	1,116,870	1,098,870	6,104.83%
Total Revenues	359,900	2,310,747	1,950,847	538.71%
Expenses				
- Administration	131,050	136,445	5,395	4.12%
- Contracted Services	431,100	284,012	(147,088)	-34.12%
- Grants to Organizations	-	5,000	5,000	100.00%
- Operations	296,600	459,146	162,546	54.80%
- Rebates	-	125,754	125,754	100.00%
- Repairs and Maintenance	-	-	-	0.00%
- Salaries, Wages and Benefits	655,638	548,960	(106,679)	-16.27%
- Service Charges and Interest	26,000	30,446	4,446	17.10%
- Transfer to Reserves	52,386	78,010	25,624	48.91%
Total Expenses	1,592,774	1,667,772	74,998	4.71%
Net Total	(1,232,874)	642,974	1,875,848	151.18%

Actual vs Budget Year To Date by Department

Department General Government

January 2023 To December 2023 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- ASFF Taxes	3,163,000	2,798,299	(364,701)	-11.53%
- Conditional Grants	-	-	-	0.00%
- DIP Taxes	-	-	-	0.00%
- Donations	-	(4,232)	(4,232)	-100.00%
- Franchise Fees	1,370,000	1,297,530	(72,470)	-5.29%
- Gain/Loss on Disposal	-	18,999	18,999	100.00%
- Interest and Penalties	172,000	178,533	6,533	3.80%
- Investments Interests	100,000	96,963	(3,037)	-3.04%
- Licenses and Fees	-	370	370	100.00%
- Other Revenues and Cost Recoveries	-	-	-	0.00%
- Property Taxes	9,953,700	11,238,260	1,284,560	12.91%
- Seniors Housing Taxes	-	149,887	149,887	100.00%
- Transfers from Reserves	255,000	-	(255,000)	-100.00%
Total Revenues	15,013,700	15,774,609	760,909	5.07%
Expenses				
- DIP Requisition	4,700	4,634	(66)	-1.39%
- Grants to Organizations	435,841	590,929	155,088	35.58%
- Operations	-	(3,267)	(3,267)	-100.00%
- Rebates	52,500	33,636	(18,864)	-35.93%
- Requisitions	3,163,000	3,123,795	(39,205)	-1.24%
- Salaries, Wages and Benefits	-	-	-	0.00%
- Service Charges and Interest	-	(2)	(2)	-100.00%
- Transfer to Reserves	367,631	2,687,748	2,320,117	631.10%
Total Expenses	4,023,672	6,437,474	2,413,802	59.99%
Net Total	10,990,028	9,337,135	(1,652,893)	-15.04%

Actual vs Budget Year To Date by Department

Department Pass Pool

January 2023 To December 2023 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	2,500	2,500	-	0.00%
- Rental Income	10,000	13,777	3,777	37.77%
- Sale of Goods and Services	85,000	104,102	19,102	22.47%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	97,500	120,379	22,879	23.47%
Expenses				
- Administration	5,700	6,785	1,085	19.04%
- Contracted Services	4,000	11,826	7,826	195.65%
- Operations	72,100	91,757	19,657	27.26%
- Repairs and Maintenance	1,200	14,447	13,247	1,103.88%
- Salaries, Wages and Benefits	164,807	179,747	14,940	9.07%
- Service Charges and Interest	31,041	32,876	1,835	5.91%
- Transfer to Reserves	9,783	32,447	22,664	231.67%
Total Expenses	288,631	369,885	81,254	28.15%
Net Total	(191,131)	(249,506)	(58,375)	-30.54%

Actual vs Budget Year To Date by Department

Department Pass Powder Keg Ski Hill

January 2023 To December 2023 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	-	6,987	6,987	100.00%
- Donations	-	(1,000)	(1,000)	-100.00%
- Licenses and Fees	-	-	-	0.00%
- Other Revenues and Cost Recoveries	12,500	16,417	3,917	31.34%
- Rental Income	80,500	38,493	(42,007)	-52.18%
- Sale of Goods and Services	442,600	385,120	(57,480)	-12.99%
- Transfers from Reserves	62,000	210,596	148,596	239.67%
Total Revenues	597,600	656,614	59,014	9.88%
Expenses				
- Administration	15,214	10,358	(4,856)	-31.92%
- Contracted Services	114,630	93,069	(21,561)	-18.81%
- Operations	281,002	411,856	130,854	46.57%
- Repairs and Maintenance	25,497	30,375	4,878	19.13%
- Salaries, Wages and Benefits	616,559	643,382	26,824	4.35%
- Service Charges and Interest	7,000	8,812	1,812	25.89%
- Transfer to Reserves	39,513	39,513	-	0.00%
Total Expenses	1,099,415	1,237,367	137,952	12.55%
Net Total	(501,815)	(580,753)	(78,938)	-15.73%

Actual vs Budget Year To Date by Department

Department Protective Services

January 2023 To December 2023 (12 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	106,500	-	(106,500)	-100.00%
- Donations	-	750	750	100.00%
- Gain/Loss on Disposal	-	1,469	1,469	100.00%
- Licenses and Fees	175,030	126,388	(48,642)	-27.79%
- Other Revenues and Cost Recoveries	92,000	38,237	(53,763)	-58.44%
- Rental Income	100	40	(60)	-60.00%
- Transfers From Reserves	-	94,095	94,095	100.00%
- Sale of Goods and Services	6,279	5,601	(678)	-10.79%
Total Revenues	379,909	266,580	(113,329)	-54.60%
Expenses				
- Administration	20,525	22,040	1,515	7.38%
- Contracted Services	458,052	565,710	107,658	23.50%
- Grants to Organizations	-	-	-	0.00%
- Inter-Department Expenses	56,736	-	(56,736)	-100.00%
- Operations	271,491	526,392	254,901	93.89%
- Repairs and Maintenance	1,300	11,663	10,363	797.14%
- Salaries, Wages and Benefits	776,270	775,128	(1,142)	-0.15%
- Service Charges and Interest	39,314	39,314	-	0.00%
- Transfer to Reserves	49,420	49,420	-	0.00%
Total Expenses	1,673,108	1,989,667	316,558	18.92%
Net Total	(1,293,199)	(1,723,086)	(429,887)	-40.52%



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 16, 2024

Agenda #: 7.g

Subject: Subdivision Endorsement Extension Request 2022-0-013 (Tiegen - Mohawk Meadows)

Recommendation:

That Council considers the subdivision endorsement extension request for Subdivision 2022-0-013 for a period of 12 months, to April 30, 2025.

Executive Summary:

The Oldman River Regional Services Commission is in receipt of a subdivision endorsement extension request for the subdivision known as 2022-0-013 in the Mohawk Meadows neighbourhood in Bellevue. The original subdivision approval, which will create four Residential R-1 parcels, was given on March 23, 2022 by the Municipal Planning Commission. The applicant has expressed that they would like to delay registering this subdivision until later in the year. All conditions have been satisfied and documents submitted.

Relevant Council Direction, Policy or Bylaws:

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

Discussion:

See the attached report from the Oldman River Regional Services Commission.

Analysis of Alternatives:

- Council can approve the extension for 12 months.
- Council can approve the extension, but for a different time period.
- Council can deny the extension request.

Financial Impacts:

N/A

Attachments:

[Letter of Subdivision Endorsement Extension Request.pdf](#)

Memo

To: Municipality of Crowsnest Pass Council

File: 2022-0-013

From: Ryan Dyck, Planner

Date: March 25, 2024

Re: Subdivision Endorsement Extension Request

Background & Proposal

The Oldman River Regional Services Commission is in receipt of a subdivision endorsement extension request for a subdivision approval on lands known as Lot 16, Block 3, Plan 071 1770 – being the creation of 4 residential lots within the Mohawk Meadows neighbourhood in Bellevue. Subdivision approval was originally granted on March 23, 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 has expressed that they would like to delay registering this subdivision until later in the year. All conditions have been satisfied and documents submitted.

The applicant has submitted a letter requesting an extension to March 7, 2025. Council has the following options to consider:

1. Grant the extension 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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 16, 2024

Agenda #: 7.h

Subject: Policy 1715-01 - Asset Retirement Obligations Policy

Recommendation: That Council approves Policy #: 1715-01.

Executive Summary:

This is a new policy to align with a new Public Sector Accounting Board standard being implemented for the year ending December 31, 2023. Public Sector Accounting Board (PSAB) Handbook section 3280, Asset Retirement Obligations defines which activities would be included in a liability for retirement of a tangible capital asset, establishes when to recognize and how to measure a liability for asset retirement, and provides the related financial statement presentation and disclosure requirements. This new standard will effectively replace PS3270, Solid Waste Landfill Closure and Post-closure Liability. This standard is applicable for fiscal years beginning on or after April 1, 2022.

Relevant Council Direction, Policy or Bylaws:

Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000;
Public Sector Accounting Board (PSAB) Handbook section 3280, Asset Retirement Obligations.

Discussion:

The purpose of this Policy is to establish a governance framework for the administration, financial accounting and reporting of assets, liabilities and expenses associated with Asset Retirement Obligations (AROs) in accordance with PSAS 3280: Asset Retirement Obligations.

The Municipality of Crowsnest Pass (CNP) will review and report an Asset Retirement Obligation, at the financial reporting date for each calendar year, in compliance with the Public Sector Accounting Board (PSAB) Handbook, section 3280.

Analysis of Alternatives:


- Council can approve Policy 1715-01.
- Council can request additional information prior to adopting Policy 1715-01.

Financial Impacts:

Administration is in the process of developing procedural documents for implementing PSAS 3280: Asset Retirement Obligations, which will provide the process in which the Municipality will determine the financial accounting and reporting of assets, liabilities and expenses associated with Asset Retirement Obligations (AROs) in accordance with PSAS 3280: Asset Retirement Obligations.

Attachments:

[Policy 1715-01 - Asset Retirement Obligations Policy.docx](#)

	<h2>Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Supersedes Policy: Department:</p>	<p>1715-01 Asset Retirement Obligations April 16, 2024 None Finance</p>

1.0 POLICY PURPOSE

The purpose of this Policy is to establish a governance framework for the administration, financial accounting and reporting of assets, liabilities and expenses associated with Asset Retirement Obligations (AROs) in accordance with PSAS 3280: Asset Retirement Obligations.

The Municipality of Crowsnest Pass (CNP) will review and report an Asset Retirement Obligation, as at the financial reporting date for each calendar year, in compliance with the Public Sector Accounting Board (PSAB) Handbook, section 3280.

2.0 DEFINITIONS

"Accretion expense" means the increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.

"Asset retirement obligation" means a legal obligation associated with the retirement of a tangible capital asset.

"Chief Administrative Officer (CAO)" means the Chief Administrative Officer for the Municipality of Crowsnest Pass.

"Controlled asset" means an asset that is owned or controlled, directly or indirectly, by the Municipality.

"Council" means the municipal council of the Municipality of Crowsnest Pass

"Crowsnest Pass" means Municipality of Crowsnest Pass.

"Tangible capital assets" are non-financial assets having physical substance that:

- a. Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other Municipality of Crowsnest Pass tangible capital assets.
- b. Have useful economic lives extending beyond an accounting period;
- c. Are to be used on a continuing basis in the municipality's operations; and
- d. Are not for sale in the ordinary course of operations.

“Retirement of a tangible capital asset” means the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment, or disposal in some other manner but not its temporary idling.

3.0 POLICY STATEMENTS

3.1 Asset Retirement Obligations

- a. This Policy applies to all departments, branches, boards, and agencies falling within the reporting entity of Crowsnest Pass, that possess asset retirement obligations including:
 - i. Assets with legal title held by the Crowsnest Pass;
 - ii. Assets controlled by the Crowsnest Pass;
 - iii. Assets that have not been capitalized or recorded as a tangible capital asset for financial statement purposes.
- b. Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives. This includes activities such as removal of asbestos, and retirement of landfills. Other obligations to retire tangible capital assets may arise from contracts, court judgments, or lease arrangements.
- c. The legal obligation, including obligations created by promises made without formal consideration, associated with retirement of tangible capital assets controlled by Crowsnest Pass, will be recognized as liability in the books of Crowsnest Pass, in accordance with PS3280 which Crowsnest Pass will be adopting starting January 1, 2023.
- d. Asset retirement obligations result from acquisition, construction, development, or normal use of the asset. These obligations are predictable, likely to occur and unavoidable. Asset retirement obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites is normally resulting from unexpected contamination exceeding the environmental standards. Asset retirement obligations are not necessarily associated with contamination.

MUNICIPALITY OF CROWSNEST PASS

Mayor

Date

Chief Administrative Officer

Date