



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, May 6, 2025 at 7:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

- 3.a Minutes of the Municipal Planning Commission of March 26, 2025.
- 3.b Chinook Arch Regional Library System 2024 Impact Report and Audited Financial Statements
- 3.c Chinook Arch Regional Library System - Board Report of April 3, 2025
- 3.d Request for a Letter of Support for the Revive the Roxy Project
- 3.e Letter to Premier Danielle Smith regarding Invasive Species and Boat Decontamination.
- 3.f Letter Received from Jade Legroulx
- 3.g Letter Received from Trevor Miller, Superintendent of Fish and Wildlife Enforcement Services.
- 3.h Category 3 Grant Request - Cartwright Cares
- 3.i Environmental Appointments

**4. ADOPTION OF MINUTES**

- 4.a Minutes of the Council Meeting of April 15, 2025

**5. PUBLIC HEARINGS**

**6. DELEGATIONS**

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

- 6.a Crowsnest Pass Quad Squad - Update on Past and Upcoming Projects
- 6.b EVR Update on Fording River Extension Project
- 6.c MNP Presentation of 2024 Audited Financial Statements

**7. REQUESTS FOR DECISION**

- 7.a 2024 Audited Financial Statements
- 7.b Bylaw 1223,2025 - South Bellevue Infrastructure Replacement Borrowing Bylaw

7.c 2025 Q1 Financial Report

7.d Alberta SW Annual General Meeting - Confirmation of Attendance

7.e Parade Attendance

**8. COUNCIL MEMBER REPORTS**

**9. PUBLIC INPUT PERIOD**

Each member of the public has up to 5 minutes to address Council. Council will only ask for clarification if needed, they will not engage in a back and forth dialogue.

**10. COUNCILOR INQUIRIES AND NOTICE OF MOTION**

**11. IN CAMERA**

11.a Economic Interests of the Public Body - Land Sales Application - FOIP Act Section 25

11.b Economic Interests of the Public Body - Land Sales Application - FOIP Act Section 25

11.c Economic Interests of the Public Body - Land Sales Application - FOIP Act Section 25

11.d Confidential Evaluations - CAO - FOIP Act Section 19

**12. ADJOURNMENT**



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

**Meeting Date:** May 6, 2025

**Agenda #:** 3.a

**Subject:** Minutes of the Municipal Planning Commission of March 26, 2025.

**Recommendation:** That Council accept the Minutes of the Municipal Planning Commission of March 26, 2025, as information.

**Executive Summary:**

Minutes of Boards and Committees are provided to Council for their information.

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

1041, 2020 Procedure Bylaw

**Discussion:**

The Municipal Planning Commission provides their approved minutes for Council's information.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2025 03 26 MPC Meeting Minutes - Signed.pdf](#)



**PRESENT:** Dean Ward, Chair  
Sam Silverstone, Vice Chair  
Gaston Aubin, Member  
Dave Filipuzzi, Member  
Doreen Johnson, Member  
Gus Kollee, Member  
Glenn Smith, Member

**ADMINISTRATIVE:** Katherine Mertz, Development Officer  
Johan Van Der Bank, Manager of Development & Trades  
Jeremy Wickson, Director of Development, Engineering and Operations  
Iuliana Morar, Development Officer  
Ryan Dyck, ORRSC  
Shay Sawatzky, Recording Secretary

**ABSENT:**

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1. **Call to Order**

The chair called the meeting to order at 2:01 pm.

2. **Agenda**

**MOTION** by Gus Kollee to accept the agenda as presented.

**CARRIED**

3. **Minutes**

**MOTION** by Gaston Aubin to adopt the minutes of February 26, 2025, as presented.

**CARRIED**

4. **Consent Agenda**

None

5. **Requests for Decision - Subdivision Applications**

5.1 **Subdivision 2024-0-152 - Lot(s) 12-24, Block 13, Plan 4590AL within SW1/4 29-7-3-W5M**

**MOTION** by Dave Filipuzzi to approve Subdivision Application 2024-0-152 with the resolution provided.

**CARRIED**

**5.2 Subdivision 2025-0-020 – Lot 2, Block 1A, Plan 9810987 and Lot 6, Block 1, Plan 0813536 within NW1/4 35-7-4-W5M**

**MOTION** by Gus Kollee to approve Subdivision Application 2025-0-020 with the resolution provided and the following addition:

**Addition of the market value calculation to the Reserve portion of the Resolution:**

1. That the 10% Municipal Reserve requirement, pursuant to Sections 666 and 667 of the Municipal Government Act, be provided as money in place of land on the subdivision area, being ±0.457 acres (0.185 ha) at the market value of \$350,043 per acre and ±0.224 acres (0.112 ha) at the market value of \$89,986 per acre with the actual acreage and amount to be paid to the Municipality of Crowsnest Pass being determined at the final stage, for Municipal Reserve Purposes;

**CARRIED**

**6. Requests for Decision – Development Permit Applications**

**6.1 DP2023-018 - 2122 208 Street, Bellevue - Lot 14, Block 16, Plan 0612667 EXTENSION REQUEST**

**MOTION** by Dave Filipuzzi to approve DP2023-018 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.2 DP2024-187 - 11229 21 Avenue, Blairmore - Lot 3, Block 21, Plan 7810563**

**MOTION** by Gus Kollee to approve DP2024-187 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.3 DP2024-340 - 453 6 Avenue, Hillcrest - Lot(s) 12-19 & Lot(s) 20-24, Block 13, Plan 4590AL**

**MOTION** by Sam Silverstone to approve DP2024-340 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.4 DP2024-341 - 1722 77 Street, Coleman - Lot(s) 11 & 12, Block 11, Plan 820L**

**MOTION** by Dave Filipuzzi to approve DP2024-341 with conditions as identified by Alternative A in the MPC request for decision package and the following addition:

**Addition of the following Prior to Issuance and Time Specific Conditions and the renumbering of subsequent conditions:**

“The landowner and/or applicant shall provide to the Development Office a Performance Security Deposit of \$2,500 to ensure that condition 6 is completed. Failure to meet this condition by the deadline shall result in forfeiting of the security deposit.”

and

“The landowner and/or applicant shall comply with the parking and garbage storage requirements of the Land Use Bylaw by providing the 2 parking stalls and a garbage collection on-site and submitting the completed site plan all of which are to the satisfaction of the development office by **June 30, 2025**. Failure to meet this condition by the deadline shall result in bylaw enforcement and forfeiture of the security deposit.”

**CARRIED**

**6.5 DP2025-013 - 7920 17 Avenue, Coleman - Lot 4, Block 4, Plan 820L**

**MOTION** by Glenn Smith to approve DP2025-013 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.6 DP2025-017 - 22710 10 Avenue, Hillcrest - Lot(s) 18 & 19, Block 36, Plan 1212057**

**MOTION** by Sam Silverstone to approve DP2025-017 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.7 DP2025-018 - 1610 77 Street, Coleman - Lot 11, Block 7, Plan 820L**

**MOTION** by Glenn Smith to approve DP2025-018 with conditions as identified by Alternative A in the MPC request for decision package and the following addition and the renumbering of subsequent conditions:

**Rewording of the recommended condition 3 and moving it to Time Specific Conditions (No. 4) and adding a new condition 5 under Time Specific Conditions:**

4. In the event that the purchase of Lot 11 Block 7 plan 820L is not completed, the applicant or landowner shall resolve the encroachment onto the adjacent municipal property through available options, such as an encroachment agreement or a subdivision boundary adjustment and subsequent land purchase by no later than **March 31, 2026**.

5. The applicant or landowner shall resolve the encroachment onto the adjacent Canadian Pacific Kansas City lands through available options, such as an encroachment agreement or a subdivision boundary adjustment or a letter from CPKC accepting the encroachment as is. This condition shall be met by no later than **March 31, 2026**.

**CARRIED**

**6.8 DP2025-022 - 7601 17 Avenue, Coleman - Lot 10, Block 11, Plan 820L**

**MOTION** by Gaston Aubin to approve DP2025-022 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**7. Land Use Bylaw Amendments**

Municipality of Crowsnest Pass  
Municipal Planning Commission Minutes  
March 26, 2025

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None

8. **Appeals**

None

9. **Round Table Discussion**

None

10. **In Camera**

None

11. **Next Meeting**

Next Meeting April 23, 2025, at 2:00 PM.

12. **Adjourn**

**MOTION** by Dave Filipuzzi to adjourn the meeting at 3:23 PM.

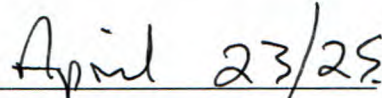
**CARRIED**

13. **Signing of Minutes**

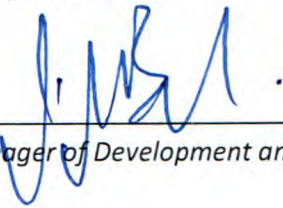
Approved By:



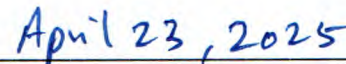
Chairperson



Date



Manager of Development and Trades



Date



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

**Meeting Date:** May 6, 2025

**Agenda #:** 3.b

**Subject:** Chinook Arch Regional Library System 2024 Impact Report and Audited Financial Statements

**Recommendation:** That Council accept the Chinook Arch Regional Library System 2024 Impact Report and Audited Financial Statements as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

The Chinook Arch Regional Library System provided their 2024 Impact Report and audited Financial Statements for member municipalities information. Administration is providing the 2024 Impact Report for Council's information and the audited financial statements are retained on file for reference if required.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2024 Chinook Arch Impact Report and Financial Statements.pdf](#)





## Memo

**Date: April 14, 2025**

**To: Mayors and Reeves of Chinook Arch Regional Library System Member Municipalities**

**Re: Chinook Arch Library Board 2024 Impact Report and Audited Financial Statements**

Dear Sir/Madam:

Southern Alberta residents in communities both large and small rely on public libraries as a place to connect with ideas and with each other. Alberta's public libraries continue to innovate and expand their service offerings in response to changing community needs.

Chinook Arch Regional Library System is a partnership between your municipality and thirty-nine other municipal members. It supports and enhances the services offered by your local library board or that of a neighbouring community. As a result of your membership in Chinook Arch, residents of your municipality have access to over 900,000 items held in the System's thirty five member libraries. In addition, library users can download e-books, audiobooks, magazines, newspapers, and more from their library's website. They can also take online courses and access homework help!

Attached to this memo are the Chinook Arch Library Board's 2024 Impact Report and 2024 Audited Financial Statements. Please share them with your council as appropriate. We would be happy to send a delegation to present to your council to provide an update on Chinook Arch and its activities. Please reach out to Chinook Arch CEO Robin Hepher at 403-380-1500 or email [rhepher@chinookarch.ca](mailto:rhepher@chinookarch.ca) to schedule a presentation.

The Impact Report and Audited Statements are always available on the Chinook Arch website at [www.chinookarch.ca](http://www.chinookarch.ca).

Thank you for your continuing support of regional library services. The Chinook Arch Library Board continues to strive toward its vision of "Thriving Libraries, Thriving Communities."

A handwritten signature in black ink that reads "Darryl Christensen". The signature is written in a cursive, flowing style.

**Darryl Christensen, Chair**

**Chinook Arch Library Board**



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

# 2024 IMPACT REPORT

“ Look for quotes from Chinook Arch member libraries in this report. ”

## Chinook Arch Snapshot



**35** member library locations



**40** municipalities served



**35,168** library cardholders



**29** staff members

## Highlights from the Year

“We are a small library and would not be able to function well without the support we receive from Chinook Arch.”

### In-Library Programming

Chinook Arch’s Digital Literacy Clinics concluded in March. Funded by a \$170,000 grant from the Government of Alberta Civil Society Fund the program saw much success in 2023/2024.

**32** clinics offered with  
**58** participants



**75** Wi-Fi Hotspots  
borrowed **3,508** times

### 7 Foot Traffic Promotions

ran in participating libraries to help boost in-library visits.



Over **2,700** people participated!

### A successful Summer Reading Program



**5,600** km travelled in 2 short months!

**22%** more program participants

**17%** increase in Book BINGO participants (33% more teens and 83% more adults!)

### Library Collections

**A Teen Rotating Block was created and over 120 items were borrowed from it!**



A block is a collection of materials that Chinook Arch loans on request to libraries to supplement their own collections on a temporary basis.

**11** new regional programming kits were added to the collection, which now boasts over 50 kits.



### Updated Technology

Upgraded **3** servers



**2** storage servers

**2** storage switches

This new hardware hosts the virtual servers needed to support and operate Chinook Arch and each of the member libraries.

**Membership has its benefits** Inter-municipal collaboration greatly increases the quantity and quality of library materials and services for those who call our region home.



### Direct Library Support

“Chinook Arch staff is great across the board. They are always available and always helpful.”

**1,947**

support consultations (in-person and virtual)

**84**

Library programs in member libraries with

**4,140** participants



**364**

direct patron interactions



### Connection and Learning Opportunities

“Chinook Arch does a good job of connecting us with what is happening with the organization and other member libraries.”

In May, a Regional Programming Collection Petting Zoo allowed library staff to learn about the programming kits available and test them out for themselves!



**18** training events held

**330** attendees



**160**

people connected at the 15th Annual Southern Alberta Library Conference



### Sharing Resources

“I am so amazed that over 90 of our books went out of province last year. Libraries rule!”



**11%**

increase in Interlibrary Loan lending

Interlibrary Loans allows library cardholders to borrow materials from other library systems - both in Alberta and beyond!

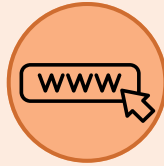
**48,567**

items added to shared library catalogue

**573,200** items moved between libraries

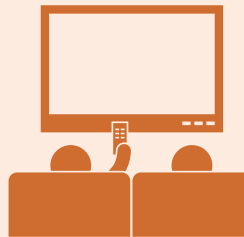


Our vans make 334 delivery stops per month. That's 4,008 stops a year!



### Online Services Management

“I have several patrons who love these resources!”



**22%**

increase of library material checkouts on OverDrive

**39%**

increase in Kanopy views  
Kanopy is a video-streaming platform with 30,000+ shows for all ages.



audiobook borrowing up

**23%**

**CHINOOK ARCH LIBRARY BOARD**  
**Financial Statements**  
**Year Ended December 31, 2024**

**CHINOOK ARCH LIBRARY BOARD**  
**Index to Financial Statements**  
**Year Ended December 31, 2024**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Chinook Arch Library Board

### *Opinion*

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2024, and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Board in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

*(continues)*

\* denotes professional corporation

Independent Auditor's Report to the Members of Chinook Arch Library Board *(continued)*

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lethbridge, AB  
April 3, 2025

**INSIGHT** LLP

Chartered Professional Accountants

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Financial Position**  
**December 31, 2024**

	2024	2023
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents	\$ 1,140,600	\$ 1,392,190
Restricted cash (Note 3)	14,740	56,721
Accounts receivable	13,173	15,411
Goods and services tax recoverable	15,150	29,327
Technology purchase employee receivable (Note 4)	3,861	2,569
Prepaid expenses	249,721	240,820
	<b>1,437,245</b>	<b>1,737,038</b>
<b>CAPITAL ASSETS (Note 5)</b>	<b>2,449,949</b>	<b>2,381,613</b>
	<b>\$ 3,887,194</b>	<b>\$ 4,118,651</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 62,904	\$ 59,137
Receiver General payroll liabilities	-	17,263
Employee benefit obligations (Note 6)	169,231	178,500
Deferred revenue (Note 7)	14,740	56,721
	<b>246,875</b>	<b>311,621</b>
<b>DEFERRED CAPITAL CONTRIBUTIONS (Note 8)</b>	<b>1,855,985</b>	<b>1,877,724</b>
	<b>2,102,860</b>	<b>2,189,345</b>
<b>NET ASSETS</b>	<b>1,784,334</b>	<b>1,929,306</b>
	<b>\$ 3,887,194</b>	<b>\$ 4,118,651</b>

ON BEHALF OF THE BOARD

 Director  
 Director

See notes to financial statements



**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2024**

	Unrestricted Fund 2024	Internally Restricted Fund 2024 <i>(Note 9)</i>	Capital Fund 2024	Total 2024	Total 2023
<b>BALANCE - BEGINNING OF YEAR</b>	\$ -	\$ 1,425,551	\$ 503,755	\$ 1,929,306	\$ 2,090,622
Deficiency of revenues over expenses	(144,972)	-	-	(144,972)	(160,275)
Capital asset additions	(231,367)	-	231,367	-	-
Capital grants received	75,000	-	(75,000)	-	-
Amortization of capital assets	163,030	-	(163,030)	-	-
Amortization of deferred capital contributions	(96,739)	-	96,739	-	-
Book allotment purchase, net of additions <i>(Note 9)</i>	55,925	(55,925)	-	-	-
Use of Technology Fund reserves <i>(Note 9)</i>	91,732	(91,732)	-	-	-
Use of Vehicle Fund reserves <i>(Note 9)</i>	64,635	(64,635)	-	-	-
Use of Operating Fund reserves <i>(Note 9)</i>	5,446	(5,446)	-	-	-
Transfer from Operating Fund reserves <i>(Note 9)</i>	17,310	(17,310)	-	-	-
Externally restricted funds returned to funder	-	-	-	-	(1,041)
<b>BALANCE - END OF YEAR</b>	<b>\$ -</b>	<b>\$ 1,190,503</b>	<b>\$ 593,831</b>	<b>\$ 1,784,334</b>	<b>\$ 1,929,306</b>

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Revenues and Expenses**  
**Year Ended December 31, 2024**

	Budget 2024	Total 2024	Total 2023
<b>REVENUES</b>			
Municipal levies	\$ 1,620,459	\$ 1,620,459	\$ 1,590,280
Provincial operating grant	1,075,006	1,069,220	1,038,499
Library board membership fees	654,731	655,537	642,471
Other income (Schedule 1)	431,500	453,659	416,578
Contract services (Schedule 1)	141,000	207,967	144,613
Provincial rural library services grant	134,125	134,126	134,125
Other grants (Schedule 1)	85,000	87,500	91,740
Municipal rural services fees	62,543	58,848	58,504
Amortization of deferred capital contributions (Note 8)	85,000	96,739	81,072
	4,289,364	4,384,055	4,197,882
<b>EXPENSES</b>			
Salaries and benefits	2,217,500	2,283,595	2,150,956
Library materials and collections	825,600	959,602	879,119
Programs and services (Schedule 2)	456,600	414,980	413,923
Contract and other services (Schedule 2)	140,000	224,795	147,732
Network services (Schedule 2)	160,000	185,753	198,556
Bibliographic services (Schedule 2)	85,500	82,654	89,328
Training and development (Schedule 2)	58,000	66,219	48,835
Shipping and delivery (Schedule 3)	64,000	55,081	59,237
Building and maintenance	53,400	45,159	53,732
Administration (Schedule 3)	39,000	28,250	34,457
Board expenses	9,300	14,463	11,205
Amortization of capital assets	180,000	163,030	105,240
	4,288,900	4,523,581	4,192,320
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	464	(139,526)	5,562
<b>BOARD APPROVED PROJECTS FUNDED BY RESERVES</b>			
Projects funded by Operating Fund reserves (Note 9)	-	5,446	-
Projects funded by Technology Fund reserves	-	-	143,037
Projects funded by Building Fund reserves	-	-	22,800
	-	5,446	165,837
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	\$ 464	\$ (144,972)	\$ (160,275)

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD****Revenue Schedule (Schedule 1)****Year Ended December 31, 2024**

	Budget	2024	2023
<b>OTHER INCOME</b>			
Additional funds for library materials	\$ 300,000	\$ 311,779	\$ 294,417
Interest and investment income	90,000	94,645	102,576
Southern Alberta Library Conference	15,000	15,685	14,002
Fundraising and donations	15,000	15,650	-
Employment programs	4,500	8,400	3,735
Gain on disposal of property and equipment	5,000	7,500	1,848
Miscellaneous	2,000	-	-
	<b>\$ 431,500</b>	<b>\$ 453,659</b>	<b>\$ 416,578</b>
<b>CONTRACT SERVICES</b>			
Reimbursement for purchases	\$ 100,000	\$ 165,956	\$ 106,478
Contracts	39,000	41,650	37,244
Staff book purchases	2,000	361	891
	<b>\$ 141,000</b>	<b>\$ 207,967</b>	<b>\$ 144,613</b>
<b>OTHER GRANTS</b>			
Civil Society Fund grant	\$ 85,000	\$ 87,500	\$ 87,500
CFLSA grant	-	-	4,240
	<b>\$ 85,000</b>	<b>\$ 87,500</b>	<b>\$ 91,740</b>

See notes to financial statements

## CHINOOK ARCH LIBRARY BOARD

## Expense Schedules (Schedule 2)

Year Ended December 31, 2024

	Budget	2024	2023
<b>PROGRAMS AND SERVICES</b>			
Rural library services grant transfer	\$ 171,600	\$ 161,835	\$ 148,115
Support subscriptions	160,000	116,256	143,300
Regional resource sharing	90,000	90,000	90,000
Marketing and communications	20,000	18,240	14,989
Membership programs	9,500	9,905	9,337
Special projects	1,000	9,019	7,107
Library membership cards	3,000	8,739	-
Summer programs	1,500	986	1,075
	\$ 456,600	\$ 414,980	\$ 413,923
<b>NETWORK SERVICES</b>			
Network support and maintenance	\$ 90,000	\$ 117,059	\$ 94,070
Telecommunications	50,000	51,303	51,189
Equipment and software	20,000	17,391	53,297
	\$ 160,000	\$ 185,753	\$ 198,556
<b>CONTRACT AND OTHER SERVICES</b>			
Purchasing services for member libraries	\$ 100,000	\$ 182,799	\$ 109,614
ILS maintenance and service contract	38,000	41,650	37,244
Staff purchases	2,000	346	874
	\$ 140,000	\$ 224,795	\$ 147,732
<b>BIBLIOGRAPHIC SERVICES</b>			
Support services	\$ 70,000	\$ 72,064	\$ 74,313
Supplies for library materials	13,000	5,811	11,136
Cataloguing subscriptions	2,500	4,779	3,879
	\$ 85,500	\$ 82,654	\$ 89,328
<b>TRAINING AND DEVELOPMENT</b>			
Conferences, courses and staff travel	\$ 20,000	\$ 26,932	\$ 14,262
Southern Alberta Library Conference	25,000	26,554	19,578
Librarian meetings and training	12,000	11,687	14,017
Programs and training for libraries	1,000	1,046	978
	\$ 58,000	\$ 66,219	\$ 48,835

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD**

**Expense Schedules (Schedule 3)**

**Year Ended December 31, 2024**

	Budget	2024	2023
<b>SHIPPING AND DELIVERY</b>			
Vehicle expense	\$ 50,000	\$ 43,439	\$ 47,672
Postage and shipping	5,500	5,018	5,367
Vehicle insurance	3,500	3,358	2,901
Freight	5,000	3,266	3,297
	<b>\$ 64,000</b>	<b>\$ 55,081</b>	<b>\$ 59,237</b>
<b>ADMINISTRATION</b>			
Professional fees	\$ 10,000	\$ 11,541	\$ 9,499
Office equipment maintenance	7,500	7,823	8,375
Office supplies and equipment	8,000	5,384	7,554
Coffee services	2,500	2,015	2,603
Bank charges	1,800	1,366	1,677
Subscriptions	2,400	940	2,037
Printing	500	357	139
Recruitment	800	241	763
Memberships	500	60	400
Advertising	500	-	298
Miscellaneous	500	-	25
Foreign currency exchange	4,000	(1,477)	1,087
	<b>\$ 39,000</b>	<b>\$ 28,250</b>	<b>\$ 34,457</b>

See notes to financial statements

## CHINOOK ARCH LIBRARY BOARD

## Statement of Cash Flows

Year Ended December 31, 2024

	2024	2023
<b>OPERATING ACTIVITIES</b>		
Cash receipts from customers	\$ 4,219,136	\$ 4,064,918
Cash paid to suppliers and employees	(4,383,485)	(4,339,190)
Interest received	94,645	102,576
Cash flow used by operating activities	(69,704)	(171,696)
<b>INVESTING ACTIVITIES</b>		
Purchase of capital assets	(231,367)	-
Proceeds on disposal of capital assets	7,500	-
Cash flow from (used by) investing activities	(223,867)	-
<b>DECREASE IN CASH FLOW</b>	<b>(293,571)</b>	<b>(171,696)</b>
Cash - beginning of year	1,448,911	1,620,607
<b>CASH - END OF YEAR</b>	<b>\$ 1,155,340</b>	<b>\$ 1,448,911</b>
<b>CASH CONSISTS OF:</b>		
Cash and cash equivalents	\$ 1,140,600	\$ 1,392,190
Restricted cash	14,740	56,721
	<b>\$ 1,155,340</b>	<b>\$ 1,448,911</b>

See notes to financial statements

**1. PURPOSE OF THE BOARD**

Chinook Arch Library Board (the "Board") is an appointed Board established as a Library under the Alberta Libraries Act. As a registered charity the Board is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The Board operates the Chinook Arch Regional Library System, which assists a network of cooperating libraries in southwest Alberta to provide cost-effective and convenient access to information and library resources.

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Fund accounting

For reporting purposes, established funds consist of the capital fund, internally restricted reserve funds, and externally restricted funds. Transfers between funds are recorded as adjustments to the appropriate net asset accounts.

Revenues and expenses related to program delivery and administrative activities are reported in the Unrestricted Fund.

The Capital Fund reports the assets, liabilities, revenues, and expenses related to the Board's capital assets and building improvements campaign. Amortization expense is recorded as an expense in the Statement of Revenues and Expenses.

The Internally Restricted Reserve Funds are established at the discretion of the Board of Directors to fund future operating and capital expenditures. Transfers to and from these funds are reflected as adjustments to the Statement of Changes in Net Assets.

Cash and cash equivalents

Cash includes cash and cash equivalents.

The Board's investment policy requires temporary investments to be guaranteed investment certificates and treasury bills. These investments are valued at cost. The carrying amounts approximate fair value because they have maturities within one year of the date of purchase.

As at December 31, 20,24, the Board held no temporary investments.

Cash that is externally restricted for specific purposes is presented as restricted cash.

*(continues)*

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**CHINOOK ARCH LIBRARY BOARD**  
**Notes to Financial Statements**  
**Year Ended December 31, 2024**

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Capital assets

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life at the following rates and methods:

Buildings	4%	declining balance method
Automotive (passenger)	50%	declining balance method
Automotive (delivery vehicles)	33%	straight-line method
Computer equipment	25%	straight-line method
Office furniture and equipment	10%	straight-line method

The Board regularly reviews its property and equipment to eliminate obsolete items. Government grants received for the purchase of property and equipment are treated as deferred capital contributions (Note 8).

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

Revenue is recognized when the requirements as to performance for transactions involving the sale of goods and services are met and ultimate collection is reasonably assured at the time of performance.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of capital assets. These funds are accounted for as deferred revenue until used for the purpose specified.

Government transfers for operations are recognized in the period when the related expenses are incurred and all eligibility criteria have been met.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

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3. RESTRICTED CASH

Restricted cash consists of externally restricted and deferred grant funds received for specific purposes (Note 7).

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**CHINOOK ARCH LIBRARY BOARD**

**Notes to Financial Statements**

**Year Ended December 31, 2024**

**4. EMPLOYEE TECHNOLOGY PURCHASE PLAN**

The Board has established a policy authorizing employee loans for the purchase of computers and software to a maximum of \$2,500 per employee. These loans are payable in monthly blended payments with interest at prime.

**5. CAPITAL ASSETS**

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Land	\$ 40,580	\$ -	\$ 40,580	\$ 40,580
Buildings	3,564,009	1,367,706	2,196,303	2,287,894
Equipment	116,136	71,437	44,699	53,113
Automotive	219,021	175,702	43,319	26
Computer equipment	289,861	164,813	125,048	-
	<b>\$ 4,229,607</b>	<b>\$ 1,779,658</b>	<b>\$ 2,449,949</b>	<b>\$ 2,381,613</b>

**CHINOOK ARCH LIBRARY BOARD**  
**Notes to Financial Statements**  
**Year Ended December 31, 2024**

**6. EMPLOYEE BENEFIT OBLIGATIONS**

	2024	2023
Vacation accrual	\$ 163,011	\$ 170,685
Health spending account	6,220	7,815
	<b>\$ 169,231</b>	<b>\$ 178,500</b>

The vacation accrual is comprised of unused vacation days that employees have earned.

Health spending benefits arise from unused benefits that are accumulated for two years. Employees have earned these benefits and are entitled to them within the next fiscal year.

**7. DEFERRED REVENUE**

	2024	2023
<u>Indigenous grant</u>		
Opening balance	\$ 54,956	\$ 18,430
Funds received	-	75,331
Amounts recognized	(43,296)	(38,805)
	<b>11,660</b>	<b>54,956</b>
<u>CFLSA grant</u>		
Opening balance	-	4,240
Funds received	-	-
Amounts recognized	-	(4,240)
	<b>-</b>	<b>-</b>
<u>Other</u>		
Opening balance	1,765	2,541
Funds received	3,080	1,765
Amounts recognized	(1,765)	(2,541)
	<b>3,080</b>	<b>1,765</b>
<b>Total</b>	<b>\$ 14,740</b>	<b>\$ 56,721</b>

**8. DEFERRED CAPITAL CONTRIBUTIONS**

Government grants received for the purchase of capital assets are amortized at the same rate and method as the underlying asset.

	2024	2023
Opening balance	\$ 1,877,724	\$ 1,958,796
Additions during the year	75,000	-
Amortization	(96,739)	(81,072)
	<b>\$ 1,855,985</b>	<b>\$ 1,877,724</b>

**CHINOOK ARCH LIBRARY BOARD**

**Notes to Financial Statements**

**Year Ended December 31, 2024**

**9. INTERNALLY RESTRICTED FUNDS**

	2023	Additions	Uses	2024
<u>Internally restricted funds</u>				
Technology Fund	\$ 168,642	\$ 5,595	\$ 91,732	\$ 82,505
Vehicle Fund	246,360	-	64,635	181,725
Building Fund	336,554	-	-	336,554
Operating Fund	454,408	-	22,756	431,652
Book Allotment Fund	219,587	651,562	713,082	158,067
	<b>\$ 1,425,551</b>	<b>\$ 657,157</b>	<b>\$ 892,205</b>	<b>\$ 1,190,503</b>

The internally restricted Book Allotment Fund reports allocations to member libraries for book allotments. These funds are restricted for the purchase of library materials in subsequent years. Unspent allocations are carried forward to the library's allocation in the following year.

During the year, a transfer of \$5,595 from the Book Allotment Fund to the Technology Fund was approved for a member library to purchase technology items.

The Board of Directors approved the use of internally restricted Technology Fund reserves for the datacenter refresh project. The total cost net of GST was \$166,732 (budget - \$175,000). This project was funded in part by a Community Initiatives Program grant of \$75,000. The remaining cost of \$91,732 was funded by the Technology Fund.

The Board of Directors approved the use of internally restricted Vehicle Fund reserves to purchase a new cargo van (budget - \$54,000). This vehicle was approved in the 2022 capital budget but delivery issues delayed the purchase until the 2024 year.

The Board of Directors approved the use of internally restricted Operating Fund reserves for the following:

- The pop-up library kits project had a total cost of \$5,446 (budget - \$7,500).
- \$17,310 was transferred from the Operating Fund to offset the Unrestricted Fund deficit for 2024.

**10. SIGNIFICANT REVENUE SOURCES**

In 2024, 82% (2023 - 82%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

Revenues from the City of Lethbridge's membership in the Board comprises a significant percentage of this per capita revenue. In 2024, the Lethbridge population represented 50% (2023 - 49%) of the total membership population and generated 41% (2023 - 41%) of the total per capita revenue. Although the Board would continue to operate without the City of Lethbridge's membership, additional sources of revenue would be required.

**11. PURCHASE COMMITMENTS**

As at December 31, 2024, the Board has entered into various purchase commitments for materials ordered for member libraries in the normal course of business. These commitments, totalling \$125,364, are expected to be fulfilled in the next year. The board anticipates receiving discounts on some materials of up to 40% of the price, to be determined at the time of delivery.

## CHINOOK ARCH LIBRARY BOARD

### Notes to Financial Statements

Year Ended December 31, 2024

#### 12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. Per the 2023 Annual Report, the LAPP services 304,451 (2022 - 291,259) members and retirees and 444 (2022 - 437) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

As at December 31, 2023, the LAPP disclosed an actuarial surplus of \$15.06 billion (2022 - \$12.67 billion). As at the financial statement date, the LAPP's 2024 statement of financial position had not yet been released.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Board is required to make current service contributions to the LAPP at 8.45% (2023 - 8.45%) of pensionable earnings up to the year's maximum pensionable salary under the Canada Pension Plan and 11.65% (2023 - 12.23%) on pensionable salary above this amount. Employees of the Board are required to make current service contributions at 7.45% (2023 - 7.45%) of pensionable salary up to the year's maximum pensionable salary and 10.65% (2023 - 11.23%) on pensionable salary above this amount. The maximum pensionable salary is \$71,300 (2023 - \$66,600).

Total current service contributions by the Board to LAPP in 2024 were \$137,453 (2023 - \$133,378). The current service contributions by the employees of the Board to the LAPP in 2024 were \$122,228 (2023 - \$118,748).

#### 13. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2024.

##### Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. In order to reduce its credit risk from members, the Board conducts regular reviews of its existing members' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Board has a significant number of members which minimizes concentration of credit risk.

##### Currency risk

Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2024 is minimal.

##### Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2024 is minimal.

Unless otherwise noted, it is management's opinion that the Board is not exposed to significant other price risks arising from these financial instruments.



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

**Meeting Date:** May 6, 2025

**Agenda #:** 3.c

**Subject:** Chinook Arch Regional Library System - Board Report of April 3, 2025

**Recommendation:** That Council accept the Chinook Arch Regional Library System Board Report of April 3, 2025 as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

The Chinook Arch Regional Library System Board provides their board reports to all member municipalities for their consideration.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[Board Report - April 2025.pdf](#)

# BOARD REPORT



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - April 3, 2025

## Chinook Arch Library Board Receives Clean Audit Report

Chinook Arch has received a clean audit report for the 2024 fiscal year from auditors Insight LLP. While the Board was unable to bolster its reserve funds in 2024, it did make some significant capital investment in its IT infrastructure (\$160,000) and delivery fleet (\$65,000). The cost of the IT upgrade was defrayed by a \$75,000 grant from the Government of Alberta's CIP program. Chinook Arch continues to find efficiencies in order to address flat revenues. Provincial operating grants continue to be paid based on the 2019 population lists, which is causing increased budgetary pressures.

## Annual Reports Approved

The Board approved the 2024 Annual Reports for Chinook Arch and the Sylvia Hirsche Memorial Library (Wrentham). The report shows a slow but steady increase in most indicators, though libraries purchased fewer books and other library materials in 2024, despite spending a higher than average amount. This suggests that the high inflation of the past few years is placing stress on the book purchasing budgets of Chinook Arch member libraries.

## Chinook Arch Board Recognizes Longtime Trustee Vic Mensch

Long-time library supporter and trustee Vic Mensch was recognized at the April meeting of the Chinook Arch Library Board. Vic was one of the first people in this area to see the importance of regional library

service. Starting in the mid-1980s, he served on the Steering Committee and has been on the Board and Executive Committee since that time, serving as Chair on several occasions. Vic's contribution to public library services in southwestern Alberta cannot be overstated. Thank you, Vic, for everything!



## Board Members Present

Corry Walk – Village of Arrowwood  
LeGrande Bevans – Cardston County  
Blanche Anderson – Village of Carmangay  
Terry Penney – Village of Champion  
Lyndsay Montina – Town of Coalhurst  
Stephen Pain – Village of Coutts  
Doreen Glavin – Municipality of Crowsnest Pass  
Jim Monteith (Treasurer) – Town of Fort Macleod  
Linda Allred – Village of Glenwood  
Jenn Schmidt-Rempel – City of Lethbridge  
Tory Campbell – Lethbridge County  
Marie Logan (Vice Chair) – Village of Lomond  
Darryl Christensen (Chair) – Town of Magrath  
Anne Michaelis – Town of Milk River  
Amanda Bustard – Town of Nanton  
Melissa Jensen – Town of Nobleford  
Crystal Neels – Town of Picture Butte  
Mark Barber – Town of Pincher Creek  
Dave Cox – Pincher Creek MD  
Kelly Jensen – Town of Raymond  
Chelsey Hurt – Town of Stavely  
Justin Davis – Village of Stirling  
Merrill Harris – Taber MD  
Marilyn Forchuk – Town of Vauxhall  
Doug Logan – Vulcan County  
Derek Baron – Village of Warner  
Morgan Rockenbach – County of Warner  
Maryanne Sandberg – Willow Creek MD  
Allan Quinton – LPL Resource Centre

### Regrets

Marsha Jensen – Town of Cardston  
Monica McLean – Town of Taber  
Lorraine Kirk – Town of Vulcan

### Not Present

Jane Johnson – Village of Barnwell  
Ron Gorzitza – Village of Barons  
Brad Schlossberger – Town of Claresholm  
Vacant – Town of Coaldale  
Sue French – Village of Hill Spring  
Christopher Northcott – Village of Milo  
Vacant – ID #4 Waterton

## Policies Approved

The Board reviewed and approved the following policies. All of the Board's policies and by-laws are reviewed on a three-year cycle.

All policies can be found on the Chinook Arch website at

<https://chinookarch.ca/about-us/board-policies>

- Capital Assets Policy
- Accounting Policy
- Value Statement
- Committees and Committee Mandates Policy

## Member Satisfaction Survey

Chinook Arch conducts a regular satisfaction survey of its member libraries, with the goal of ensuring that the needs of the members are being met in an effective way. The survey touches on all aspects of the System's service: cataloguing support, online resources, delivery, marketing, training and professional development, consulting, technology, and more. An aggregate score of 4.36/5 shows that members are overall very happy with the service they receive from Chinook Arch.

### Contact Us

Chinook Arch Regional Library System  
2902 7th Avenue North

Lethbridge, AB T1H 5C6 | 403-380-1500

[www.chinookarch.ca](http://www.chinookarch.ca) | [arch@chinookarch.ca](mailto:arch@chinookarch.ca)



[facebook.com/  
chinook.arch7](https://facebook.com/chinook.arch7)



[@chinooklibs](https://instagram.com/chinooklibs)



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

**Meeting Date:** May 6, 2025

**Agenda #:** 3.d

**Subject:** Request for a Letter of Support for the Revive the Roxy Project

**Recommendation:** That Council considers the request for a letter of support for the Revive the Roxy Project.

**Executive Summary:**

A request was received from Cando for a letters of support for the Revive the Roxy Project

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

1041, 2020 Procedure Bylaw

**Discussion:**

A request was received from Tim Juhlin, President of Cando to request that Council authorize providing a letter of support for the Revive the Roxy Project.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[Request for a Letter of Support- Revive the Roxy Project.docx](#)





To Laken McKee Municipality of Crowsnest Pass  
From Tim Juhlin President Crowsnest Cando

April 10, 2025

**Subject: Request for a letter of support for the Revive the Roxy Project**

Dear Laken

In the past Bonnie set up a format for submission requests for support letters. I have followed that format below and we would appreciate a Support letter from the Municipal Council of Crowsnest Pass for inclusion in a grant request we are working on for presentation to Elk Valley Resources in May 2025. If we could receive a support letter by early May that would be appreciated.'

Respectfully Submitted

Tim Juhlin Cando President

**i. Requestor name, identifying the group as a Non-Profit or Community Group;**

Crowsnest Cultural and Recreation Society operating as Crowsnest Cando is a non profit Society registered in Alberta(#5016468992) since 2011.

Crowsnest Cando P.O. Box 105 Blairmore AB. T0K 0E0

Crowsnestcando.ca,

[Crowsnestcando@gmail.com](mailto:Crowsnestcando@gmail.com)

**ii. Purpose of request, identifying the proposed program, project or initiative**

Crowsnest Cando is raising funds to Restore the Roxy theatre in historic downtown Coleman to create a performing arts center. The Street address is 7738 17<sup>th</sup> Ave Coleman.

Although we are still working on the proposed submission, we are considering requesting significant contribution in excess of 2 million dollars that would allow us to complete the work required on the Roxy theatre to transform it into a vibrant Performing Arts Center.

**iii. Describe the program, project or initiative and identify how the program, project or initiative is beneficial to the community and its residents**

The Roxy will become a performing arts center and it is desired that the Roxy be a positive contributor to the economic and cultural well-being of the entire community.

Finally, and most importantly, is the Roxy Theatre's impact on the community. We at Cando have been given a great opportunity and responsibility to ensure we provide our communities with a facility that meets the dreams and aspirations for now and the future. Our community is in a state of transition. The loss of the Orpheum theatre in Blairmore has resulted in no motion picture theatre in the Crowsnest Pass and the need for a high-quality multi-use facility is not only timely, but necessary for the cultural maintenance and growth of our citizens. This facility will complement the fine street and sidewalk upgrades completed by the Municipality and will act as an economic driver for the area.

iv. Specify whether the proposed program, project or initiative may require future financial contribution(s) from the Municipality;

It is the intent of Cando that the Roxy, when operating, is a sustainable break-even endeavor not depending on cash influxes from the Municipality of Crowsnest Pass, although contributions from the Municipality, if offered, would move the construction project forward. The Municipality of Crowsnest Pass can assist the project in a number of ways, that include but are not limited to, lot options to accommodate parking and storage needs, tax relief while the restoration project is underway and in providing letters of support as we conduct grant applications. Our Elk Valley Resources application does not require matching funding however it looks good if we have additional funding sources.

v. Identify contact information and address for the appropriate grant organization.

Cando will be applying for a support request for 2025/2026 in excess of \$2,000,000 from Elk Valley Resources

565 Michel Creek Rd, Sparwood, BC V0B 2G0

Elk Valley Resources Elkview Operations

Our Contact is : Tammy.Ogden@evr.com

See attached example from a past request. The first letter in the attachment is from the Municipality of CNP and can be used as a template.

Sincerely

Tim Juhlin President Crowsnest Cando.





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

**Meeting Date:** May 6, 2025

**Agenda #:** 3.e

**Subject:** Letter to Premier Danielle Smith regarding Invasive Species and Boat Decontamination.

**Recommendation:** That Council moves that Administration sends the letter to Premier Danielle Smith.

**Executive Summary:**

The Municipality was asked by the South Mayors and Reeves group to send a letter of support regarding invasive species and boat decontamination to Premier Danielle Smith.

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

1041, 2020 Procedure Bylaw

**Discussion:**

n/a

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2025 05 07 Letter of Support - Premier Smith- Support for Implementing Boat Dip Tank Technology and Invasive Species Prevention.pdf](#)



The Honourable Danielle Smith  
Premier of Alberta  
Office of the Premier  
307 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

*via Email: [premier@gov.ab.ca](mailto:premier@gov.ab.ca)*

**Subject: Support for Implementing Boat Dip Tank Technology and Invasive Species Prevention**

Dear Premier Smith,

On behalf of the Council of The Municipality of Crowsnest Pass, we express appreciation and support for your government’s commitment to protecting Alberta’s lakes, streams and reservoirs through the inclusion of multi-year funding for aquatic invasive species (AIS) prevention in the 2025 provincial budget. This is a critical step in safeguarding the province’s irrigation infrastructure, municipal water supplies, recreation economy, and natural ecosystems from the threat of invasive mussels.

Zebra and quagga mussels continue to spread across North America. Once introduced, they are virtually impossible to eradicate and impose significant operational and financial burdens—particularly on irrigation and drinking water systems. Proactive Provincial investment in effective prevention tools is essential.

Jurisdictions in the northwestern United States have demonstrated success using high-efficiency boat dip tank technology as part of their AIS programs. These systems allow for rapid, consistent, and scalable decontamination of watercraft, significantly reducing the risk of mussel transfer at inspection stations.

We see an opportunity for Alberta to accelerate deployment of this technology through a government–industry partnership. Mobilizing expertise and shared resources could fast-track implementation and serve as a model for other provinces.

In addition to physical prevention, we encourage government to continue investing in research aimed at identifying a long-term biological or natural control method. This could include

collaborative efforts with other provinces, U.S. agencies, and academic institutions working toward innovative, science-based solutions.

We strongly support the expansion of Alberta's AIS prevention capacity and would welcome the opportunity to work with the Province and other stakeholders to protect the future of our water.

Sincerely,

Mayor Painter  
Municipality of Crowsnest Pass

**cc:**

The Honourable Rebecca Schulz, Minister of Environment & Protected Areas

The Honourable RJ Sigurdson, Minister of Agriculture and Irrigation

The Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors



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

**Meeting Date:** May 6, 2025

**Agenda #:** 3.f

**Subject:** Letter Received from Jade Legroulx

**Recommendation:** That Council accept the letter received from Jade Legroulx, as information.

**Executive Summary:**

That Council accept the letter received from Jade Legroulx, as information.

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

n/a

**Discussion:**

n/a

**Analysis of Alternatives:**

Council may choose to make a motion to accept the letter as information.

**Financial Impacts:**

n/a

**Attachments:**

[2025 04 14 - Letter to Mayor and Council - Jade Legroulx.pdf](#)

RECEIVED

APR 14 2025

## SNOB HILL

MUNICIPALITY OF  
CROWSNEST PASS

Dear Mayor and Council members, this is the second time I'm writing a letter to you about why we should get Snob Hill opened up, and I hope you will listen to me. First of all, I just want to give you a sense of who I am. I am 12 years old and my name is Jade Taylor Legroulx. I live in Blairmore in the Crowsnest Pass on the top of Snob hill. Anyways, that doesn't really matter, but the reasons why we should get Snob hill opened up really matters. Here are my reasons.

First, what happens if there's an emergency. Like a fire, windstorm or even a car crash and it knocks things down? There needs to be another exit to get to safety. I get that you think that closing the hill will save the house at the bottom of the hill, and I agree, but as a Mayor and Council, I am surprised that you care more about the houses, than you do the people. Also, if debris or large/small items fall and block the road that's not closed, the people who live in that neighbourhood will have no way of getting down. For example, say there was a fire in the top cul-de-sac and it was a really big and severe fire. Because the fire was so bad, it caused debris and large items to fall on the street that was open. How do you expect the people to get to safety? There are three massive bricks there. They can't just go down the other hill/street. Why? Because you closed the road/hill, which could lead to people's lives being taken. Would you really want to do that? That's just some of the information about why we NEED to get the hill opened up.

Second, I'm more than sure that the hill was there first, which means the person who put the house there, made a bad idea. Sure the property might be bigger, or there's a nicer view of the Crow. But it's not fair that because they assume that a vehicle might crash into their house, they shut the whole, entire road down for good. And that's why you need to say something to the owner of that house and tell them that you WILL open the hill forever. I don't get that they can complain so many times, and you will just close the hill for good. I'm not sure if a car has ever crashed into that

house, but I know for a fact, that you could open up that road, put a sign that says "Go Slow," and nobody would ever crash into that house. I hope you could understand everything I wrote in that paragraph.

And last but not least, what happens when the other hill gets way too crowded. People are in rushes, the hills slippery, and citizens don't go slow. If there was another hill or a way to get down, then that problem wouldn't happen. It could cause accidents, problems, crashes or even fights that could lead into serious conflict. For example, a handsome man is driving to work and he's late. He just got a brand-new, gray Tesla the day before. But before he can just coast down the hill, there's another vehicle in front of him. It's Winter time and the driver in front of him is going slow to be careful. Last, the man is mad and he goes too fast, slips on a patch of ice, and crashes into the car, and the driver of that car loses her life. It really could cause death, and problems. If the other hill was open, then I bet one of those drivers would have chosen that hill. Would you really want that neighbourhood to have problems, fights, and argue with people? You should go and talk to the people who own that house and tell them that they need to open up that road. The last thing I have to add before I wrap this up is, kids. Most of the kids ride their bikes or walk to school, and if the other hill is blocked up, the kids only choice to get to school is to go down the other side. And when the kids go down the other hill, they'll get tangled up in the problems that you are causing. Think about it.

In conclusion, we notice that all of these great arguments are all very true. Kids getting tangled up in problems, the house wasn't there first and fires and windstorms could potentially cause death. I hope you listen to my letter and talk to those people who own that house. Please think about what I said. Have a great day! Thanks! 🙏

Jade Legoux





## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** May 6, 2025

**Agenda #:** 3.g

**Subject:** Letter Received from Trevor Miller, Superintendent of Fish and Wildlife Enforcement Services.

**Recommendation:** That Council accept the letter received from Trevor Miller, Superintendent of Fish and Wildlife Enforcement Services, as information.

**Executive Summary:**

That Council accept the letter received from Trevor Miller, Superintendent of Fish and Wildlife Enforcement Services, as information.

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

n/a

**Discussion:**

n/a

**Analysis of Alternatives:**

Council may choose to make a motion to accept the letter as information.

**Financial Impacts:**

n/a

**Attachments:**

[Letter to Mayor and Council.pdf](#)

Sheriffs Branch  
Fish and Wildlife Enforcement  
Services  
2711-61 AVE SE  
Calgary, Alberta, T2C 4X3  
Canada  
Telephone: 403 592 2952  
[www.alberta.ca](http://www.alberta.ca)

April 24, 2025

Blair Painter  
Mayor  
Municipality of Crowsnest Pass  
Box 600  
Crowsnest Pass, Alberta  
T0K 0E0

Dear Mayor Painter

**Subject: Crowsnest Pass Bear Smart Association**

Fish and Wildlife Enforcement Services (FWES) became aware of the proposed change of affiliation of the Crowsnest Pass Bear Smart Association from a story published in the Crowsnest Pass Herald on March 5, 2025. This was the first we had heard of these changes. FWES has a longstanding relationship with the Crowsnest Pass Bear Smart Association, and we were troubled to hear the negative connotations about our local officers that were contained in two news articles in the Crowsnest Pass Herald on March 5<sup>th</sup> and 26<sup>th</sup>, 2025, as well as letters tendered to you and your council that are included in the March 11, 2025, meeting minutes. We want to assure yourself and council that FWES will continue to support and promote the BearSmart program in your community and will continue to work with other government and enforcement agencies or potentially an alternate group to carry forward the BearSmart program in your community.

I want to clarify that the Fish and Wildlife Enforcement Services (FWES) is not solely responsible for the Alberta Bear Smart Program in Alberta, it is a government program intended to raise public awareness for people visiting, working, and living in bear territory; the Department of Forestry and Parks, Hunting and Fishing Branch administers the program. Our role in FWES is the work with local community groups, provide support and act when needed to deal with offending animals following the provincial guidelines when actioning problem wildlife complaints.

The Alberta BearSmart programs goals include:

- Empowering Albertans with information to make safe decisions when in bear territory.
- Help bear populations survive by educating people on:
  - Preventing bear encounters
  - Responding appropriately in bear encounters
- Reduce property damage caused by bears.

The local BearSmart Association (the Association) has been successful in achieving the goals by the boundless work done by its volunteers. They have been strong advocates of protecting our local wildlife by educating people on bear behaviours and how to react to a bear encounter, advocated for changes to local bylaws to prevent negative human wildlife conflict arising from attractant issues. They truly set a high bar in the province for other communities to achieve.

While the Association has been instrumental in implementation of BearSmart initiatives in your community, the Association members are not authorized or permitted to chase, haze, allow dogs to chase or pursue any animals or take any intrusive action on any offending wild animals. This practice falls outside the scope of authorities and is not sanctioned or authorized by the Government of Alberta.

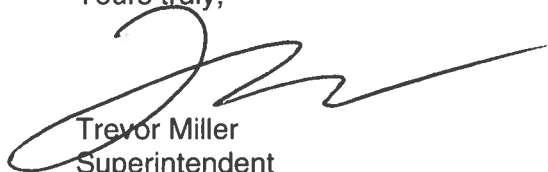
The March 5<sup>th</sup> Herald article titled “RCMP takes over Bear Smart program in the Pass” incorrectly says that “*The local Fish and Wildlife did not wish to continue their support of the program*”. This statement is not true, FWES and the local fish and wildlife officers will always support the BearSmart program and safe communities’ initiative intended to promote coexistence with wildlife. While we support the reporting of animal movement, identification of attractants and the educational components of the program, we do not support the hazing and aversive conditioning without authorization. The aversion program is ineffective when dealing with chronic habituated animals in the long term. Eventually the animals become difficult to capture and, in the meantime, can create a public safety hazard.

Attached in the March 11, 2025, council meeting minutes is a letter written to you by Crowsnest Pass BearSmart Association. The letter incorrectly states that the Alberta *Animal Protection Act* provides authorities to provide aversion to wild animals. This Act clearly defines authorities of officers to take steps to relieve distress of animals. For the purposes of the Act, an animal is in distress if it is (a) deprived of adequate shelter, ventilation, space, food, water or veterinary care or reasonable protection from injurious heat or cold, (b) injured, sick, in pain or suffering, or (c) abused or subjected to undue hardship, privation or neglect. The Act does not provide authorities to perform duties in relation to responding to wildlife occurrences.

Fish and Wildlife Officers follow a response matrix developed by wildlife managers to guide decisions for actions taken by the officers. Each problem wildlife occurrence responded to by our officers followed the respective bear matrix. Each decision on an animal is based on the merits of the complaint, and the actions of the offending animal. Our goal is to have people and animals cohabit and coexist in communities and we do not agree that we are entering the “scorched earth approach” as suggested in the letter to Mayor and Council. Bears removed from your community in the last bear season were long overdue for action and removal.

If you would like a Fish and Wildlife Enforcement Services representative to speak to you further to address any concerns you may have with yourself and council, we would welcome that opportunity. Please let me know if I can provide more information or if you wish to arrange a date to discuss further.

Yours truly,

A handwritten signature in black ink, appearing to read 'Trevor Miller', with a long horizontal flourish extending to the right.

Trevor Miller  
Superintendent  
Fish and Wildlife Enforcement Services

cc: Crowsnest Pass Municipal Council  
SGT. Catlin Girard, FWES Blairmore  
Inspector Corey Craig, Lethbridge Unit FWES



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

**Meeting Date:** May 6, 2025

**Agenda #:** 3.h

**Subject:** Category 3 Grant Request - Cartwright Cares

**Recommendation:** That Council deny the Category 3 grant request in the amount of \$1,000 for Cartwright Cares.

**Executive Summary:**

Category 3 grant application presented for information. Administration received a Category 3 grant request from Jay Desaunoy on behalf of Cartwright Cares requesting \$1,000 of funding for supplies for the CC Pals program (after-school program for children with disabilities).

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

Category 3 Funding Policy.

**Discussion:**

Cartwright Cares is a Senior Support Service located in Crowsnest Pass, offering various programs including respite care, in-home supports, adult day programs, and CC Pals (after-school program for children with disabilities). The request is for general supplies, which is not a special event or new initiative and therefore does not meet the intent of the grant. Additionally, Cartwright Cares is a for-profit organization, which does not meet the requirement of an application.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

Administration annually sets aside \$4,000 in budget for Category 3 grant requests. To date Council has approved two grant applications totaling \$2,000.

**Attachments:**

[Category 3 Funding Application - Redacted.pdf](#)



## Category 3 Funding Application

### Introduction

#### Introduction

1. Please read carefully all of the information in this form prior to your submission.
2. Category 3 requests will be considered on a “first come, first served” basis. Any funding and support approved is done so on a one-time basis. Any additional funding and support requests after the first year may only be considered under a Category 1 or Category 2 request.

#### Eligibility Information

1. On-going annual support should not be assumed and will not be guaranteed.
2. Funding and support will be limited to one application per calendar year for each cause, group, organization, or individual.
3. If applicable, the current rates for use of Municipal Facilities, equipment and labour/services must be included and detailed in the application.
4. Each award of funding and support will not exceed \$1,000.00 in total value (funding and in-kind support), or 50% of the total applicable costs to a maximum of \$1,000.00 – WHICHEVER AMOUNT IS LESS.

In determining the amount of funding and support to grant, Council shall consider total budgeted expenditures for activities outlined in the application including:

- fundraising and external funding commitments garnered by the applicant;
- the applicant's contribution to the initiative or event (i.e. financial, in-kind and volunteerism);
- youth and family events and organizations will receive preference;
- the impact on the Municipality, which can be measured by economic impact, number of attendees, length of the event, or overall value/significance to the community;
- the marketing value and opportunities being offered to the Municipality in exchange for any funding;
- the profitability of the event;
- other municipal grant funding provided to the applicant;
- any other factor that Council feels is warranted.

#### Conditions of Funding

1. All funds must be spent by December 31 of the year the grant was awarded.
2. Grant recipients are required to provide a follow-up report, including an accounting of expenditures to the Director of Finance within 30 days of the applicant's funded/support activity/event. **Grant recipients that do not provide adequate reporting will not be eligible to access future grant funding until the requirements have been fulfilled.**

### Organization & Initiative Information

**Funding Period: January 1 – December 31, 2025**

***Please be advised that all information hereto provided will be considered public information.***

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council Grant. The information is collected under the authority of Section 33(c) of the [Freedom of Information and Protection of Privacy Act](#) and may become public information. Questions regarding the collection of this information can be directed to the Municipal FOIP Coordinator at 403-562-8833.

Name of Organization \* Cartwright Cares

Organization Mailing Address \* [REDACTED]

Contact Name \* [REDACTED]

Contact Title \* Owner/Director

Email Address \* [REDACTED]

Phone Number \* [REDACTED]

Website www.CartwrightCares.ca

Facebook

### INFORMATION ABOUT THE EVENT/PROGRAM TO BE FUNDED

Name of Event/Initiative \* CC Pals

Start Date \* 2025-05-01

Completion Date \* 2025-05-31

- Event/Initiative Type \*
- Hosting a Charitable Event
  - Community Event or Celebration
  - Travel to a Provincial, National or International Event representing the Crowsnest Pass
  - Other Initiative, programs or activity

Event/Initiative Description \* Please describe what the event is and why you feel it is important

We are looking for some additional funding to support the purchase of supplies for our CC Pals program. CC Pals is an after-school program for children with disabilities using meaningful recreation activities. We are looking to purchase more art supplies and games for children (since most of our supplies are senior-specific). This program is unique, and ensures each individual thrives with their unique abilities.

Please keep your answers brief & concise.

### Description of Initiative

#### Initiative Impacts

Marketing Value \* Please provide information about any marketing value or opportunities offered to the Municipality as a result of the initiative.

We would happily advertise the Municipality's support for this program on our posters and social media.

Anticipated # of Volunteer Contributions

#### Who is Served?

Target group (indicate percentage) (if more than 1 target group, indicate the % of each group e.g. Youth 60%, Families 40%.)



	Adults *	Families *	Children/Youth *
Percent	0	50	50

## Funding & Budget Information

### Total Budgeted Revenue

	\$ Amount (Monetary and In-Kind) *	"Other" Description
Category 3 Grant Funding Requested	\$1000	Toward purchase of supplies
Fundraising/Donations	0	
Applicant Contribution	0	Hourly staff wages for the program throughout May, rent, staff payroll remittances, and other business-related costs.
Grants from other organizations	0	
User/Participant Fees	0	\$20/hour fee for families to participate
Sale of Goods /Services	0	
Other (please explain)	0	
Total Projected Revenue	0	

### Total Budgeted Expenditures

For In-Kind requests, clearly identify the municipal facilities, equipment and labour costs associated with the request in the "Other" field

Expense Type	Cost *	Category 3 Grant Funds Requested (In-Kind or Monetary) *	Actual TOTAL Program Expenses Funded (include ALL sources of funding) *	"Other" Description
Transportation	0	0	0	0
Accommodations	0	0	0	0
Marketing/Advertising	0	250	0	0
Equipment	0	750	0	0
Facility Rentals	3000	0	0	0
Labour Costs	900	0	0	0
Insurance	250	0	0	0
Food	50	0	0	0

Expense Type	Cost *	Category 3 Grant Funds Requested (In-Kind or Monetary) *	Actual TOTAL Program Expenses Funded (include ALL sources of funding) *	"Other" Description
Entertainment	0	0	0	0
Program Materials/Supplies	80	0	0	Pre-existing supplies being used (amount being allocated monthly)
Volunteer Recruitment	0	0	0	0
Other (please explain)	0	0	0	0
Other (please explain) (1)	0	0	0	0
<b>Total Expenses</b>	4,280	1000	4,280	0

**Financial Outlook**

If your funding request is not approved, or only partially approved, will you be able to continue with the program? What would the effect be if funding is not approved or only partially approved?  
 We would be able to continue with the program, but the quality of the program will be improved by using supplies that are person-centered (focused on individual interests).

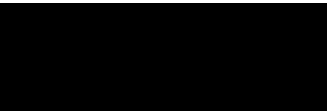
**Applicant Declaration**

**Declaration**

**I declare that** all the information in this application is accurate and complete and that the application is made on behalf of the organization named in the "Organization Information" section above with its full knowledge and consents and complies **with the requirements and conditions set out in the "Introduction" section.**

Name of Authorized Signatory \* 

Date \* 2025-04-09

Signature \* I acknowledge that, should this application be approved, I will be required to enter into a funding agreement which will outline the terms and conditions.  




## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** May 6, 2025

**Agenda #:** 3.i

**Subject:** Environmental Appointments

**Recommendation:** That Council appoint Taylor Keba and Grace Thomas as a: Weed Inspector; Soil Conservation Officer; and Agricultural Pests Inspector.

**Executive Summary:**

An appointment by the local authority is a requirements under the Agricultural Pests Act, Soil Conservation Act, and Weed Control Act. This appointment will permit the employee to enforce the provisions of the applicable legislation. Grace has previously been appointed under her maiden name, this appointment will update her name, and Taylor Keba has been hired as Environmental Coordinator for a term position.

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

- Weed Control Act
- Soil Conservation Act
- Agricultural Pests Act

**Discussion:**

N/A

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**



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

**Meeting Date:** May 6, 2025

**Agenda #:** 4.a

**Subject:** Minutes of the Council Meeting of April 15, 2025

**Recommendation:** That Council adopt the Minutes of the Council Meeting of April 15, 2025 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:**

[2025 04 15 - Council Meeting Minutes.docx](#)



## Municipality of Crowsnest Pass Council Meeting Minutes

Tuesday, April 15, 2025

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A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, April 15, 2025.

### **Council Present:**

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

### **Administration Present:**

Patrick Thomas, Chief Administrative Officer  
Kristin Colucci, Deputy Chief Administrative  
Brian McCulloch, Director of Finance Officer  
Trent Smith, Manager of Community Services  
Jesse Fox, Manager of Protective Services and Fire Chief  
Sally Turner, Manager of Finance  
Jeremy Wickson, Director of Development, Engineering & Operations  
Laken McKee, Recording Secretary

### **CALL TO ORDER**

Mayor Painter called the meeting to order at 1:00 pm.

### **ADOPTION OF AGENDA**

#### **Changes:**

#### **Move Item 3.e to Item 10.a)**

- a. Letter received from Fortis Alberta – Councillor Ward

#### **Additions:**

#### **Councillor Inquiries and Notice of Motion**

- b. Notice of Motion - Speed Bumps - Mayor Painter
- c. Notice of Motion – Engine Brake Bylaw – Mayor Painter

**01-2025-04-15:** Councillor Girhiny moved to adopt the agenda as amended.

Carried

## CONSENT AGENDA

**02-2025-04-15:** Councillor Glavin moved that Council approve the following Consent Agenda items as amended:

**3.a**

**Minutes of the Crowsnest Pass Senior Housing Board of February 18, 2025**

THAT Council accept Minutes of the Crowsnest Pass Senior Housing Board of February 18, 2025 , as information.

**3.b**

**Minutes of the Municipal Planning Commission of February 26, 2025**

THAT Council accept the Minutes of the Municipal Planning Commission of February 26, 2025, as information.

**3.c**

**Letter received from Honourable, Ric McIver, Minister of Municipal Affairs**

THAT Council accept the letter received from Honourable, Ric McIver, Minister of Municipal Affairs, as information.

**3.d**

**Letter received from Honourable, Joseph Schow, Minister of Tourism and Sport of Alberta**

THAT Council accept the letter received from Honourable, Joseph Schow, Minister of Tourism and Sport of Alberta, as information.

## ADOPTION OF MINUTES

**03-2025-04-15:** Councillor Filipuzzi moved to adopt the Minutes of the Council Meeting of April 1, 2025 as presented.

Carried

## PUBLIC HEARINGS

**Bylaw 1217, 2025 - Land Use Bylaw Amendment - Redesignate Lot 49, Block 1, Plan 081 2254 from Comprehensive Ski Village (CSV) to Recreation and Open Space (RO-1)**

Mayor Painter declared the Public Hearing opened at 1:02 pm for Bylaw No. 1217, 2025

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 members of the public to speak in favor or opposition to Bylaw 1217, 2025.

Mayor Painter declared the public hearing closed at 1:04 pm.

**Bylaw 1220 – Road Closure**

Mayor Painter declared the Public Hearing opened at 1:05 pm for Bylaw No. 1220 2025

Patrick Thomas, Chief Administrative Officer, provided a brief overview of the bylaw and read into the record that there were two written submissions received prior to the due date.

Mayor Painter called for members of the public to speak in favor or opposition to Bylaw 1220, 2025.

Wendy Valley – Opposed

Mayor Painter declared the public hearing closed at 1:10 pm.

**DELEGATIONS**

**Livingstone Range School Division – Update on LRSD’s work within the Municipality**

Livingstone Range School Division Board Members were in attendance and provided Council an update on their work within the Crowsnest Pass.

**Recess**

Mayor Painter called for a short break at 2:01 pm.

**Reconvene**

Mayor Painter reconvened the meeting at 2:09 pm.

**Northback Update – Mike Young, CEO**

Mike Young, CEO of Northback was in attendance and provided an update to Council regarding Selenium Management.

**REQUESTS FOR DECISION**

**Bylaw 1215, 2025 – Fees, Rates and Charges Bylaw – Second and Third Reading**

**04-2025-04-15:** Councillor Ward moved second reading of Bylaw 1215, 2025.  
Carried



**05-2025-04-15:** Councillor Glavin moved third and final reading of Bylaw 1215.  
Carried

**Bylaw 1216, 2025 – 2025 Property Tax Rates Bylaw – Second and Third Reading**

**Reconvene**

Mayor Painter reconvened the meeting at 3:18 pm.

**06-2025-04-15:** Councillor Ward moved second reading of Bylaw 1216, 2025 as amended to reduce the mill rate equivalent to the inflation component for 2025 and to be distributed equally across all classes.  
Carried

**07-2025-04-15:** Councillor Ward moved third and final reading of Bylaw 1216, 2025.  
Carried

**Bylaw 1217, 2025 - Land Use Bylaw Amendment - Redesignate Lot 49, Block 1, Plan 081 2254 from Comprehensive Ski Village (CSV) to Recreation and Open Space (RO-1) – Second and Third Reading**

**08-2025-04-15:** Councillor Filipuzzi moved second reading of Bylaw 1217, 2025.  
Carried

**09-2025-04-15:** Councillor Glavin moved third and final reading of Bylaw 1217, 2025.  
Carried

**Bylaw 1219, 2025 - Municipal Reserve Designation Bylaw - designate Lot 49, Block 1, Plan 081 2254 as "Municipal Reserve" – Second and Third Reading**

**10-2025-04-15:** Councillor Filipuzzi moved second reading of Bylaw 1219, 2025.  
Carried

**11-2025-04-15:** Councillor Girhiny moved that Council move third and final reading of Bylaw 1219, 2025.  
Carried

**Recuse:**

Mayor Painter and Councilor Kubik recused themselves at 3:25 pm, due to not being present at the Public Hearing for Bylaw 1221, 2025.

**Bylaw 1221 2025 - Redesignate the lands legally described as: A. A portion of NW¼ 21-7-3-W5M, containing ±0.76 ha (1.9 acres), from "Recreation & Open Space – RO-1" to "High Density Residential – R-3", and Lot 35, Block 2, Plan 831 1587, containing 0.38 ha (0.9 acres), from "Non-**

**Urban Area – NUA-1” to “Medium Density Residential – R-2A”, as shown on Schedule ‘A’ Option C attached hereto and forming part of this bylaw.**

**B. Lot 15, Block 7, Plan 111 2697, containing ±2.19 ha (5.4 acres), from “Recreation & Open Space – RO-1” to “High Density Residential – R-3”, as shown on Schedule ‘B’ attached hereto and forming part of this bylaw.– Second and Third Reading**

**12-2025-04-15:** Councillor Ward moved second reading of Bylaw 1221, 2025; with lot 35 being amended to be zoned as R-2A.  
Carried

**13-2025-04-15:** Councillor Sygutek moved third and final reading of Bylaw 1221, 2025.  
Carried

**Recorded Vote:**

In Favour: Councillor Sygutek, Councillor Ward, Councillor Filipuzzi  
Opposed: Councillor Girhiny, Councillor Glavin.

**Returned:**

Mayor Painter and Councillor Kubik returned at 4:05 pm.

**Reconvene:**

Mayor Painter reconvened the meeting at 4:06 pm.

**Bylaw 1222, 2025 – Amending the Procedure Bylaw – First Reading**

**14-2025-04-15:** Councillor Sygutek moved first reading of Bylaw 1222, 2025.  
Carried

**15-2025-04-15:** Councillor Ward moved second reading of Bylaw 1222, 2025.  
Carried

**16-2025-04-15:** Councillor Glavin moved that Council consider moving third and final reading of Bylaw 1222, 2025.  
Carried

**17-2025-04-15:** Councillor Ward moved third and final reading of Bylaw 1222, 2025.  
Carried

**Service Areas Update**

**18-2025-04-15:** Councillor Girhiny moved to accept the Service Areas Update, as presented.  
Carried

**Bellevue Infrastructure Approval**

**19-2025-04-15:** Councillor Filipuzzi moved that Council directs Administration to proceed with design and construction of the 30 Ave (Mohawk Meadows) road & infrastructure, the 224 Street water & sanitary, and the Bellevue South discharge project in 2025; and that Council directs Administration to add the North Loop, Secondary Supply Main, and 30 Ave Water projects to the 2026 Capital Plan and proceed with engineering design in 2025 to be funded from the Debenture and Reserves.  
Carried

**COUNCIL MEMBER REPORTS**

Mayor Painter

- Attended the Highway 3 Twinning Development Association AGM.
  - Northback is a new member in the organization.
  - Discussed licensing and how it is handed out to newcomers to Canada.
- Attended the tax presentation put on by the Municipality with Chris Snelgrove our local assessor of Benchmark Assessments.
  - Expressed that there wasn't a huge turnout, but he was happy to see that some residents attended it, as well as Municipal staff.
  - Mr. Snelgrove explained how assessments work, how taxes are applied with those assessments and had a good understanding by the end of the presentation how the tax process works.

Councillor Glavin

- Attended a virtual meeting with Alberta Municipalities.
  - Topics discussed:
    - Infrastructure deficits, Municipalities, Initiatives for Mental Health in communities and Candidate Training Resources Alberta
  - Municipalities will be putting out for the upcoming election.

**PUBLIC INPUT PERIOD**

None

**COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

**10.a 3.e Introduction to FortisAlberta's PSPS – Council Brief – Councillor Ward**

**20-2025-04-15:** Councillor Ward moved that Council accept the Introduction to FortisAlberta's PSPS – Council Brief, as information.  
Carried.

**10.b Notice of Motion – Speed Bumps and Engine Brake Bylaw – Mayor Painter**

**10.c Notice of Motion – Engine Brake Bylaw – Mayor Painter**

**IN CAMERA**

**21-2025-04-15:** 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 5:15 pm:

- a. Economic Interests of the Public Body – Land Sales Application - FOIP Act Section 25
- b. Economic Interests of the Public Body – Land Sales Application – FOIP Act Section 25

Carried

**Reconvene**

Mayor Painter convened the In Camera meeting at 5:26 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

**22-2025-04-15:** Councillor Filipuzzi moved that Council come out of In Camera at 5:38 pm.  
Carried

**23-2025-04-15:** Councillor Glavin moved that Council counter offers for the sale of the undeveloped lane west of 22914, 22922 & 22926 - 6 Avenue, Hillcrest at a rate of \$11.70 per ft<sup>2</sup>. With the following conditions:

1. That the landowner of 22926 - 6 Ave resolve the garage encroachment into Block OT, Plan 9052ED through either an encroachment agreement application approved by the municipality, a completed purchase of the subject lands, or removal of the structure.
2. That the landowners west of the closed lane be contacted with the approved offer and provided a 30-day period to accept or refuse the offer to purchase portions of the closed lane, and further that the landowner of 22925 - 5 Ave resolve the garage encroachments into Block OT, Plan 9052ED through either an encroachment agreement application approved by the municipality, a completed purchase of the subject lands, or removal of the structures.
3. That the applicants are responsible for all cost associated with the subdivision, consolidation, surveying, and legal requirements, including the legal cost of the Municipality, in respect of this land transaction.

4. That this transaction must be completed by December 30, 2025, with the possibility of an extension granted by the CAO, and subject to the conditions being commenced with reasonable diligence.

Carried

**24-2025-04-15:** Councillor Sygutek moved that Council accepts the offer to purchase the portion of undeveloped lane south of Lot 15, Block 19, Plan 0413471, at a rate of \$0.50 per ft<sup>2</sup>.

1. That the applicants are responsible for all cost associated with the road closure, subdivision, consolidation, surveying, and legal requirements, including the legal cost of the Municipality, in respect of this land transaction.
2. That this transaction must be completed by October 30, 2025.

Defeated

**ADJOURNMENT**

**25-2025-04-15:** Councillor Filipuzzi moved to adjourn the meeting at 5:41 pm.

Carried

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Blair Painter  
Mayor

---

Patrick Thomas  
Chief Administrative Officer



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** May 6, 2025

**Agenda #:** 6.a

**Subject:** Crowsnest Pass Quad Squad - Update on Past and Upcoming Projects

**Recommendation:** That Council accept the presentation from Gary Clark, President and Gerry Kramer, Director of the Crowsnest Pass Quad Squad, as information.

**Executive Summary:**

Crowsnest Pass Quad Squad requested to present Council to provide an update on past and upcoming work & projects in our area.

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

1041, 2020 Procedure Bylaw

**Discussion:**

Gary Clark, President and Gerry Kramer, Director of the Crowsnest Pass Quad Squad will provide a presentation to Council on past and upcoming work in the area.

The Crowsnest Pass Quad Squad is looking for support from Council regarding the following:

1. Support opening 1 of 6 passes from Alberta to British Columbia.
2. Support a trail system from Canal Flats, BC to Crowsnest Pass, AB.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[CNP Quad Squad Presentation.pdf](#)



Crowsnest Pass Quad Squad Association PO Box 1031, Blairmore, AB T0K 0E0 (Located at: 8342-19 Ave. Coleman) Phone: 403-562-8686 [www.quadsquad.ca](http://www.quadsquad.ca) email: [office@quadsquad.ca](mailto:office@quadsquad.ca)

# Crowsnest Pass Quad Squad

## Mission Statement:

Crowsnest Pass Quad Squad will promote responsible use of Alberta's Southern Rockies and ensure the conservation of our wilderness areas for the continued use of future generations.

The logo features a stylized mountain range with a large 'A' shape formed by the peaks. The text 'Crowsnest Pass' is arched over the top of the mountain, and 'Quad Squad' is written in a large, white, serif font at the bottom.

Quad Squad

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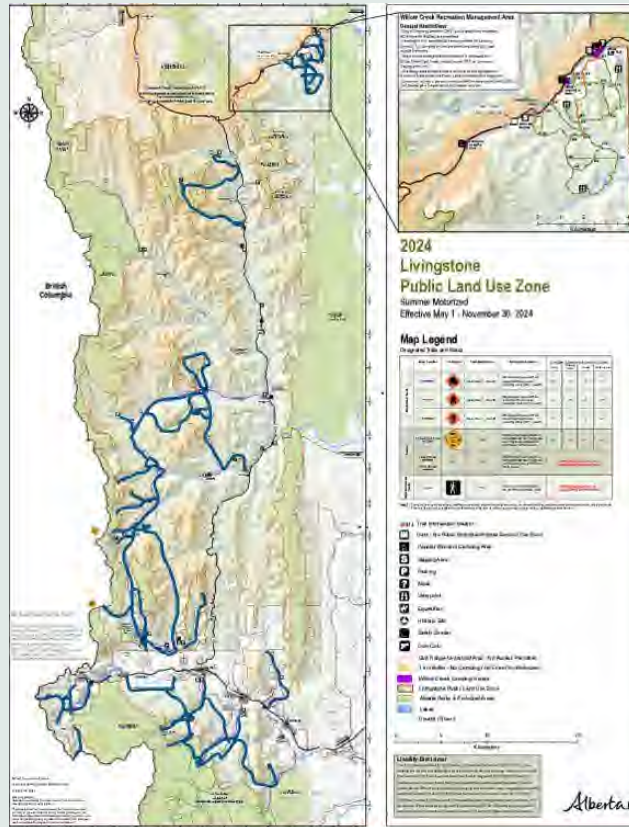
# Crowsnest Pass Quad Squad

## History:

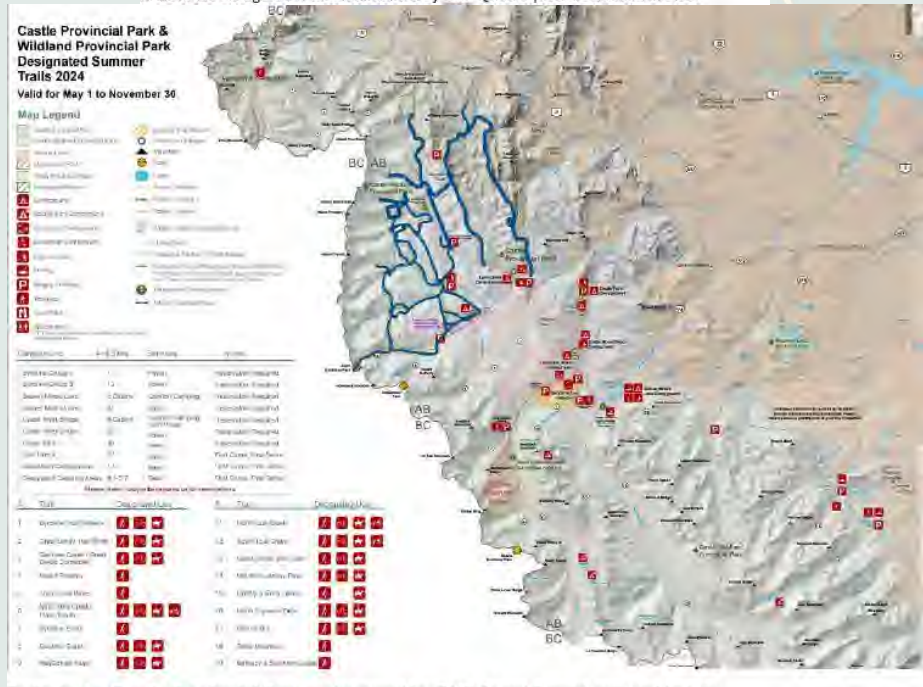
Crowsnest Pass Quad Squad is a non-profit organization formed and incorporated in 1998. A family-based volunteer group with members who love to explore the backcountry while camping and using their OHV's, our membership works closely with Alberta Forestry and Parks practicing good stewardship, including trail preservation, development, maintenance and protection of environmentally sensitive areas. Bridges are built to government standards and installed by the CNP Quad Squad to help protect fish habitat, riparian areas and environmentally sensitive habitats. Our present trail system of about 600 kms is for all users and ensures the safe and responsible use of off highway vehicles.

CNP Quad Squad holds approx. 8 organized events throughout the riding season to increase knowledge, usage and safety on the designated trail systems. Our membership of over 250 families along with visiting riders and tourists brings an economic boost to Southern Alberta while taking advantage of these events and enjoying our trail systems.

# CNP Quad Squad Trail Maps



Trails in the Livingstone PLUZ maintained by CNP Quad Squad are marked in blue.



Trails in the Castle Provincial Park maintained by CNP Quad Squad marked in blue.

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## Crowsnest Pass Quad Squad

### Maintenance:

The CNP Quad Squad has a proactive program of multi-use trail maintenance including maintaining present bridges and installation of new bridges on existing trails over previously non-bridged waters. Yearly maintenance is performed on our present trail system of about 600 km for all users, ensuring the safe and responsible use of off highway vehicles. In 2021 we were able to purchase a mini-hoe and tractor enabling proper maintenance of trails, repairing erosion of past trails and building swales to allow water run-off. **CNP Quad Squad contributes over 3600 volunteer hours per year and \$280,000.00 of “In Kind” work for the Provincial Government at no cost to the taxpayers since 2020.**



# Crowsnest Pass Quad Squad

## Events:

CNP Quad Squad hold approx. 8 organized events throughout the riding season to increase knowledge, usage and safety on the designated trail systems. These include Season Opener, Day Rides, and Season Windup. Approximately 150 participants take part in both the Opener and Windup which over a weekend include a poker run and ride, meal, raffles and giveaways. Sponsors of these events receive exposure at the event as well as on our social media and website pages.

Day rides are scheduled about every 2 weeks throughout the riding season on our designated trails to increase knowledge of our riding area. Rides are approximately 4 hr in length and we have had up to 40 units enjoying these excursions!!



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# Crowsnest Pass Quad Squad

## Fundraising:

CNP Quad Squad is very concerned about the conservation and preservation of our beautiful forestry area. We are a volunteer, non-profit association that raises our own funds through grants, annual raffle, casino, and other fundraising events. We have a membership emailing list of over 250 families. Funds raised by our association are focused on protecting the waterways, banks, and fish habitat by building OHV bridges, maintaining the present trail system of about 600 km for all users and ensuring the safe and responsible use of off-highway vehicles. Over the years, CNP Quad Squad has raised and invested millions of dollars that have been put into trail maintenance and building bridges.



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# Crowsnest Pass Quad Squad

## How can you help us:

### 1. Become a Corporate Sponsor.

Yearly sponsorships may be purchased as the following with sponsorship benefits:

- a. **Corporate membership \$100** Listed on the sponsorship page on the CNP Quad Squad website.
- b. **Bronze Membership \$200** Listed on the sponsorship page on the CNP Quad Squad website.
- c. **Silver Membership \$300** Listed on the sponsorship page on the CNP Quad Squad website. 2 CNP Quad Squad hats or t-shirts.
- d. **Gold Membership \$400** Featured on the main CNP Quad Squad website page with a link to your page. Promotion of your business on our Facebook/Instagram page. Promotion of your business on a banner at all events. 4 CNP Quad Squad hats or t-shirts.
- e. **Platinum Membership \$500 +** Featured on the main CNP Quad Squad website page with a link to your page, and promotion of your business on our Facebook/Instagram page. Promotion of your business on a banner at all events. Invitation to attend events to promote your business. 6 CNP Quad Squad hats or t-shirts.

### 2. Donate an Annual Raffle Prize.

The Annual Raffle is the main fundraiser of the CNP Quad Squad. The raffle runs throughout the riding season with tickets being sold by various businesses of the area, tradeshow throughout Southern Alberta, members, as well as online through our website and Facebook pages. 1<sup>st</sup> prize for the raffle is an OHV purchased by CNP Quad Squad. Other donated prizes have an approximate value of \$500. Donors receive exposure on the raffle ticket stubs, raffle posters, website and Facebook pages, and a complimentary yearly membership.

### 3. Event Donation

Donations in the form of prizes are needed for our Season Opener and Windup events. We also accept monetary donations and will purchase a prize to represent your business to enhance the event. Approximately 150 members attend the events. Prizes are used as a form of fundraising as people buy tickets to try and win the items. Donors are listed on a banner at the event.

**All sponsorships and donations are welcomed by the CNP Quad Squad. Your contribution is helping to proactively maintain our trails, be a strong voice for our riders and promote safe and responsible riding in the Southern Alberta Rockies!!**

Quad Squad



2024

**REPORT TO PROVINCIAL GOVERNMENT OF ALBERTA ON CROWSNEST PASS  
QUAD SQUAD ANNUAL IN-KIND WORK PREFORMED FOR THE GOA ON  
DESIGNATED OHV TRAILS.**

**COWS AND FISH – Signs install**

March 11, 2024. Using personal snowmobiles as the signs were required to be in place by the end of March, 2024, three signs were installed, on a gate, and two sign posts on the Dutch Creek Road and one offshoot.

84 Kms of trailing and sledding and return to the Atlas Staging Area. 7 Hours per man. 5 Volunteers.

Mileage:  $84 \times 5 = 420 \text{ kms} \times \$0.75 \text{ per km} = \$315.00$

Volunteer Hours:  $35 \text{ Hours} \times \$25.00 = \$875.00$

Bolts: \$9.39 w/GST

**TOTAL FOR THIS PROJECT:     \$1,199.39     SUB TOTALYTD \$1,199.39**

**WILLOUGHBY TRAIL**

June 5-7 Preparation, Erosion and Brush Cutting on 7 Kms of the North Willoughby Trail to the Park Boundary. Made repairs to the decking on Lille Creek and York Bridges

Mileage:  $123 \times 4 = 492 \times \$0.75 = \$369.00$

Volunteer Hours:  $77 \times \$25 = \$1925.00$

Mini Hoe:  $16 \text{ Hours} \times \$250.00 = \$4000.00$

Tractor:  $16 \text{ Hours} \times \$150.00 = \$2400.00$

Fuel:  $50 \text{ Liters} @ \$1.75 = \$87.50$

Material, lumber etc \$120.00

**TOTAL FOR THIS PROJECT:     \$8,901.50                     \$10,100.89**



## **SPOON VALLEY TO ATLAS ROAD**

June 10<sup>th</sup> to 14<sup>th</sup>. Erosion Control on Spoon Valley to Atlas Road, 28 Kms of trail, and install two picnic tables. Placed signage. We forgot to get the gps locations so will forward when we are out there again. Project completed.

Mileage:  $60 \times 4 = 240 \times \$0.75 = \$180.00$

Volunteer Hours:  $142 \times \$25 = 3550.00$

Mini Hoe:  $40 \text{ Hours} \times \$250.00 = \$10,000.00$

Tractor:  $40 \text{ Hours} \times \$150.00 = \$6,000.00$

Fuel:  $171 \text{ Liters} @ \$1.75 = \$299.25$

Picnic Tables 2 @  $\$500.00 = \$1,000.00$

**TOTAL FOR THIS PROJECT: \$21,029.25 SUB TOTAL YTD \$31,130.14**

## **CASTLE PARK, AREA 7**

July 6, 10, 11, 18, 19, Aug 1, 2. Brush Cutting on designated trails in the park, area 7 trails. A total of 23.9 Kms of trails were done. One Picnic Table was placed in the park.

Mileage:  $50 \text{ Kms return} \times 13 \text{ (return) vehicles and trailers in total} = \$650 \times \$0.75 = \$487.50$

Volunteer Hours:  $171 \times \$25.00 = \$4275.00$

Mini Hoe:  $60 \text{ Hours} \times \$250.00 = \$15,000.00$

Fuel:  $289 \text{ Liters} @ \$1.75 = \$505.75$

Picnic Table:  $\$500.00$

**TOTAL FOR THIS PROJECT: \$20,280.75 SUB TOTAL YTD \$51,410.89**

July 12<sup>th</sup>, Spoon Valley Assessment for PTA bypass, photo's and Plant identification.

Mileage:  $22 \times 4 = 88 \times \$0.75 = \$66.00$

Volunteer Hours:  $32 \times \$25.00 = \$800.00$

**TOTAL FOR PROJECT: \$866.00 SUB TOTAL YTD \$52,276.89**



## **WINTERING MT TO ATLAS ROAD TRAIL CONNECTOR ASSESSMENT**

Mileage: 60 Kms X 4 = \$240.00

Volunteer Hours: 35 X \$25 = \$875.00

**TOTAL FOR THIS PROJECT: \$1,115.00 SUB TOTAL YTD \$53,391.89**

## **SPOON VALLEY BYPASS (UNDER PTA SCOPE)**

August 29<sup>th</sup> to September 3<sup>rd</sup>

Mileage: 200 Kms return X 4 vehicles = 800 kms X \$.75 = \$600.00

Volunteer hours: 119 X \$25.00 = \$2975.00

Mini Hoe: 32 Hrs X \$250.00 = \$8000.00

Tractor: 32 Hrs X \$150.00 = \$4800.00

Fuel: 200 Liters X \$1.79 = \$350.00

5 Culverts Plastic 18 inches with shipping and Gst Costs. \$4,700.00

**TOTAL FOR THIS PROJECT: \$21,425.00 SUB TOTAL YTD: \$74,816.89**

## **CASTLE PARK, WILLOUGHBY TRAIL**

September 4-7<sup>th</sup>, 11.5 kms of brushing and erosion work.

Mileage: 60 return X 3 vehicle = 180 km X 4 days = 720 X \$.75 = \$540

Volunteer Hrs: 151 X \$25.00 = \$3775.00

Mini Hoe: 37 Hrs X \$250 = \$9250

Fuel: 80 Liters X \$1.79 = \$143.20

**TOTAL FOR THIS PROJECT: \$13, 708.20 SUB TOTAL YTD: \$88,525.09**

## HASTING'S TRAIL EROSION AND BRUSHING

September 10, 11<sup>th</sup>, 11.2 kms of trail brushing and erosion control.

Mileage: 100 X 3 vehicles = 300 kms X \$.75 = \$225.00

Volunteer Hrs: 88 X \$25 = \$2200

Mini Hoe: \$250.00 X 16 hours = \$4,000.00

Fuel: 40 liters X \$1.79 = \$71.60

**TOTAL FOR THIS PROJECT: \$6,496.60 SUB TOTAL YTD: \$95,021.69**

## INDIAN GRAVES ASSESSMENT

October 7<sup>th</sup>. Travell to Indian Graves for trail assessment

Mileage: 246 Kms return X 4 = 984 Kms X \$.75 = \$738.00

Volunteer Hours: 72 X \$25.00 = 1,800.00

**TOTAL FOR THIS PROJECT: \$2,538.00 SUB TOTAL YTD: \$97559.69**

## SPOON VALLEY TRAIL WORK TO ACCOMMODATE SNOW GROOMER

October 8<sup>th</sup>, Groomer was hitting the bridge, expanded trail around bridge for the groomer.

Mileage: 42 Kms X 2 = 84 X \$.75 = \$63.00

Volunteer Hours 6 X 2 = 12 X \$25.00 = \$300.00

Mini Hoe: 6 Hours X \$250.00 = \$1,500.00

Fuel 15 liters X \$1.79 = \$26.85

**TOTAL FOR THIS PROJECT: \$1889.85 SUB TOTAL YTD: \$99449.54**

<b>BREAKDOWN OF LIVINGSTONE PLUZ =</b>	<b>\$65,280.59</b>
<b>BREAKDOWN OF CASTLE PARKS =</b>	<b>\$34,168.95</b>
<b>TOTAL:</b>	<b>\$99449.54</b>

**TOTAL IN KIND SERVICES TO THE GOA SINCE 2020: \$278,111.32**

**Submitted by Gary Clark, President of CNP Quad Squad. 2024 Nov 27**



2025 Feb 12

Proposed Trail Work in Priority Order  
Livingstone and Porcupine PLUZ

1. Big Hill, Spoon Valley Bypass: Add additional culverts and trail stability in wet areas:

Time: Estimated 16 Hours (2 days)  
Volunteer Time  $16 \times \$20.00 \times 6 = \$1,280.00$   
Mini Hoe and Tractor Time  $2 \text{ days} \times \$200 = \$400.00$   
Mileage  $50 \times 6 \times \$0.70 = \$210.00 \times 2 \text{ days} = \$420.00$   
Fuel:  $\$100.00 \text{ per day} = \$200.00$   
Culverts  $2 = \$1000.00$  \$3300.00

2. Indian Graves: Erosion Control and Brushing:

Time: Estimated 64 Hours (6 days)  
Volunteer Time  $64 \times \$20.00 \times 6 = \$7680.00$   
Mini Hoe and Tractor Time  $6 \text{ days} \times \$200 = \$1,200.00$   
Mileage  $250 \times 6 \times \$0.70 = \$1050.00 \times 6 = \$6300.00$   
Fuel:  $\$100.00 \text{ per day} = \$600.00$  \$15780.00

3. Two Bridges installed on Atlas Pipeline:

Time: Estimated 32 Hours (4 days)  
Fuel:  $\$100.00 \text{ per day} = \$400.00$   
Volunteer Time  $32 \times \$20.00 \times 6 = \$3840.00$   
Mini Hoe and Tractor Time  $4 \text{ days} \times \$200 = \$800.00$   
Mileage  $50 \times 6 \times \$0.70 = \$210.00 \times 4 = \$840.00$  \$5880.00

4. Cattle Gates Leased Land Near Peaks School

Time: Estimated 16 Hours (2 days)  
Volunteer Time  $16 \times \$20.00 \times 4 = \$1,280.00$   
Mini Hoe and Tractor Time  $2 \text{ days} \times \$200 = \$400.00$

Fuel: \$100.00 per day = \$200.00  
Mileage 50 X 4 X \$.70 = \$140.00 x 2 = \$280.00 \$2160.00

5. Atlas Pipeline Erosion Control

Time: Estimated 32 Hours (4 days)  
Volunteer Time 32 X \$20.00 X 6 = \$3840.00  
Mini Hoe and Tractor Time 4 days X \$200 = \$800.00  
Mileage 50 X 6 X \$.70 = \$210.00 X 4 = \$840  
Fuel: \$100.00 per day = \$400.00 \$5880.00

6. Trail to Corral Erosion Control:

Time: Estimated 8 Hours (1 day)  
Volunteer Time 8 X \$20.00 X 6 = \$960.00  
Mini Hoe and Tractor Time 1 day X \$200 = \$200.00  
Mileage 50 X 6 X \$.70 = \$210.00  
Fuel: \$100.00 per day = \$100.00 \$1470.00

7. Deadman's North to Atlas Road Erosion Control and Wood Bridge:

Time: Estimated 32 Hours (4 days)  
Volunteer Time 32 X \$20.00 X 6 = \$3840.00  
Mini Hoe and Tractor Time 4 days X \$200 = \$800.  
Fuel: \$100.00 per day = \$400.0000  
Mileage 50 X 6 X \$.70 = \$210.00 X 4 = \$840.00  
Bridge Material: \$1000.00 \$6880.00

8. Wintering to Atlas Trail. On GOA plan. 8 Kms of Trail

Time: Estimated 48 Hours (5 days)  
Volunteer Time 48 X \$20.00 X 6 = \$5760.00  
Mini Hoe and Tractor Time 5 days X \$200 = \$1000.00  
Mileage 200 X 6 X \$.70 = \$840.00 X 5 = \$4200.00  
Fuel: \$100.00 per day = \$500.00 \$11460.00



9. Dutch Creek Bridge on Swamp area and erosion control:

Time: Estimated 32 Hours (4 days)

Volunteer Time  $32 \times \$20.00 \times 6 = \$3840.00$

Mini Hoe and Tractor Time 4 days  $\times \$200 = \$800.00$

Mileage  $200 \times 6 \times \$0.70 = \$840.00 \times 4 = \$3360.00$

Fuel: \$100.00 per day = \$400.00 \$8400.00

10. Window Mountain Access Assessment and Erosion Control Connector Trail:

Time: Estimated 32 Hours (4 days)

Volunteer Time  $32 \times \$20.00 \times 6 = \$3840.00$

Mini Hoe and Tractor Time 4 days  $\times \$200 = \$800.00$

Mileage  $50 \times 6 \times \$0.70 = \$210.00 \times 4 = \$840.00$

Fuel: \$100.00 per day = \$400.00 \$5880.00

11. Porcupine Hills: Erosion Control and Brushing:

Time: Estimated 32 Hours (4 days)

Volunteer Time  $32 \times \$20.00 \times 6 = \$3840.00$

Mini Hoe and Tractor 4 days  $\times \$200 = \$800.00$

Mileage  $120 \times 6 \times \$0.70 = \$504.00 \times 4 = \$2016.00$

Fuel: \$100.00 per day = \$400.00 \$7056.00

12. Lille to McGill Assessment:

Estimated 16 Hours (2 days)

Volunteer Time  $16 \times \$20.00 \times 6 = \$1920.00$

Mileage  $50 \times 4 \times \$0.70 = \$140.00 \times 2 = 240.00$  \$2160.00

13. South Racehorse Trail Assessment and Erosion Control:

Time: Estimated 24 Hours (3 day)

Mini Hoe and Tractor 3 days  $\times \$200 = \$600.00$

Volunteer Time  $24 \times \$20.00 \times 3 = \$1920.00$   
Mileage  $100 \times 4 \times \$0.70 = \$280.00 \times 3 = \$840.00$                       \$3660.00  
Fuel: \$100.00 per day = \$300.00

14. 3 Benches and one picnic table to be placed in conjunction with above projects.

15. Put up trail number signs and junction signs showing directions to other trails.

16. Work with Beaver Creek Bridge Building Alliance to replace narrow bridge and minor trail re-route in South Porcupine. Cost's to be added after meeting with the Beaver Creek Bridge Building Alliance

Grand Total: \$79966.00



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

**Meeting Date:** May 6, 2025

**Agenda #:** 6.b

**Subject:** EVR Update on Fording River Extension Project

**Recommendation:** That Council accept the presentation from Rory O'Connor, Director of Indigenous & Government Affairs and Dan Myck, Director of FRX Project, on behalf of Elk Valley Resources, as information.

**Executive Summary:**

EVR would like to provide Mayor and Council with an update on the Fording River Extension (FRX) project revised Detailed Project Description submission. The FRX project is anticipated to extend the lifespan of EVR's Fording River operations by several decades and will continue to be a significant contributor to the local (as well as provincial and national) economy. To complement the submission of the revised Detailed Project Description, EVR is requesting a Letter of Support from Council for the FRX project application to be moved into the regulatory assessment process.

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

1041, 2020 Procedure Bylaw

**Discussion:**

n/a

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**







# Fording River Extension (FRX) Project Update

Presentation to Municipality of Crowsnest Pass

Spring 2025

Dan Myck, Director, FRX Project

Rory O'Connor, Director, Indigenous & Government Relations



# Fording River Operations

## Mine Development: Fording River Extension (FRX)

Located adjacent to and directly south of existing operations, the Fording River Extension (FRX) Project would extend the lifespan of EVR's Fording River Operations (FRO).

Work has advanced to improve specific aspects of the FRX Project such as placing mine rock where water treatment is already in place, avoiding unimpacted drainages, and generational decision making; incorporating learnings and knowledge into a better project.

EVR has drafted a revised Detailed Project Description and is seeking letters of support to seek a positive Readiness Decision from the Environmental Assessment Office to allow the start of the environmental assessment (EA).

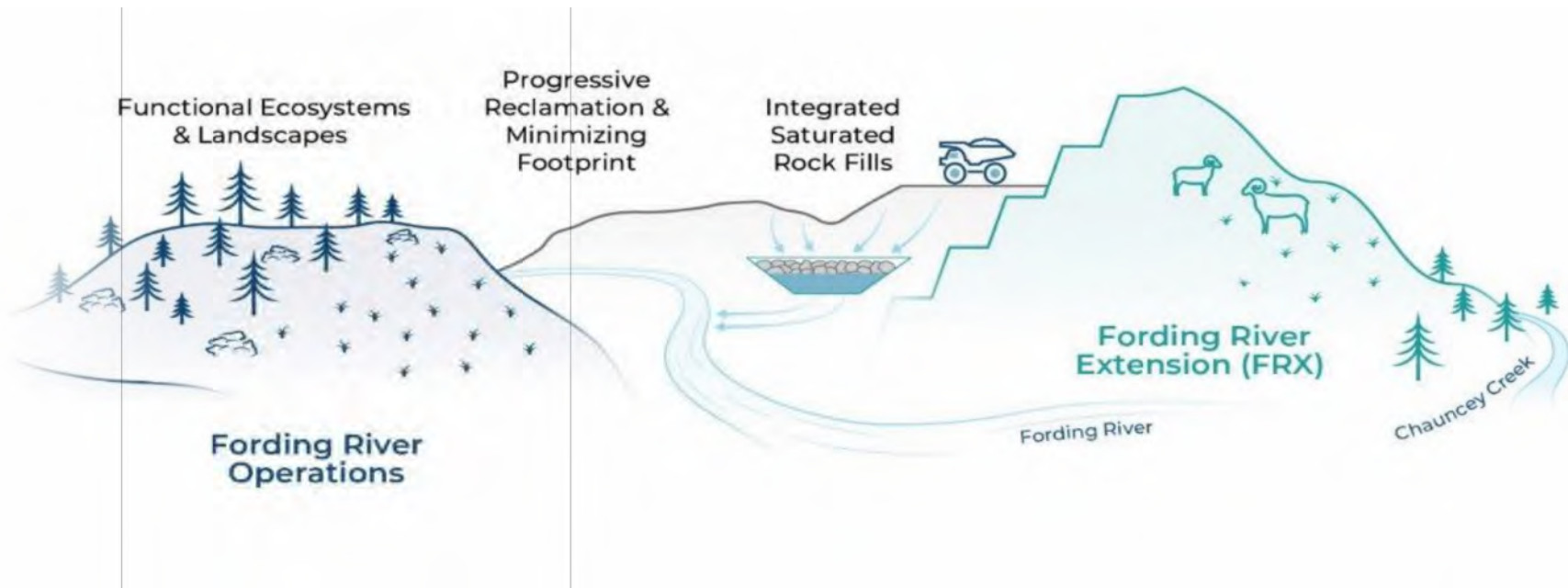
Decision on Project approval is a future step which would not occur until 2027 or 2028. Pending that decision, construction of the Project would begin in 2028 and continue through to 2030, allowing FRO to continue operating.



# Fording River Operations

## Mine Development: Fording River Extension (FRX)

### FRX Incorporates Innovative Sustainability Features



# Project Changes in Response to Feedback

## Revised FRX Project

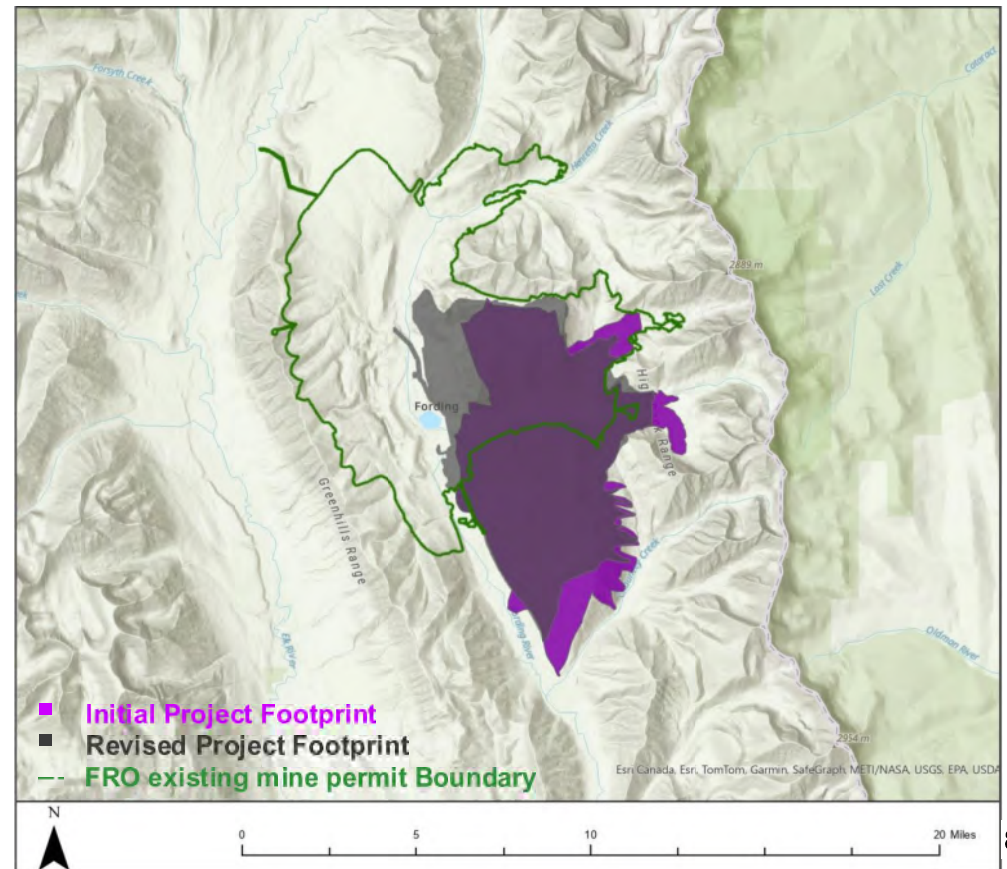
### What is different?

#### Size

- Reduced footprint
- Reduced total production and duration
- Reduced pit depth to stay above the Fording River elevation
- Pulled the pit wall back in the Chauncey drainage with potential to reduce further
- Area has the potential to create the same multi-generational benefits provided by FRO historically with less than a 3<sup>rd</sup> of the new disturbance footprint

#### Landform

- Designed to create higher elevations, function, connectivity and progressive reclamation. Would hope to continue working through the EA process to make further improvement



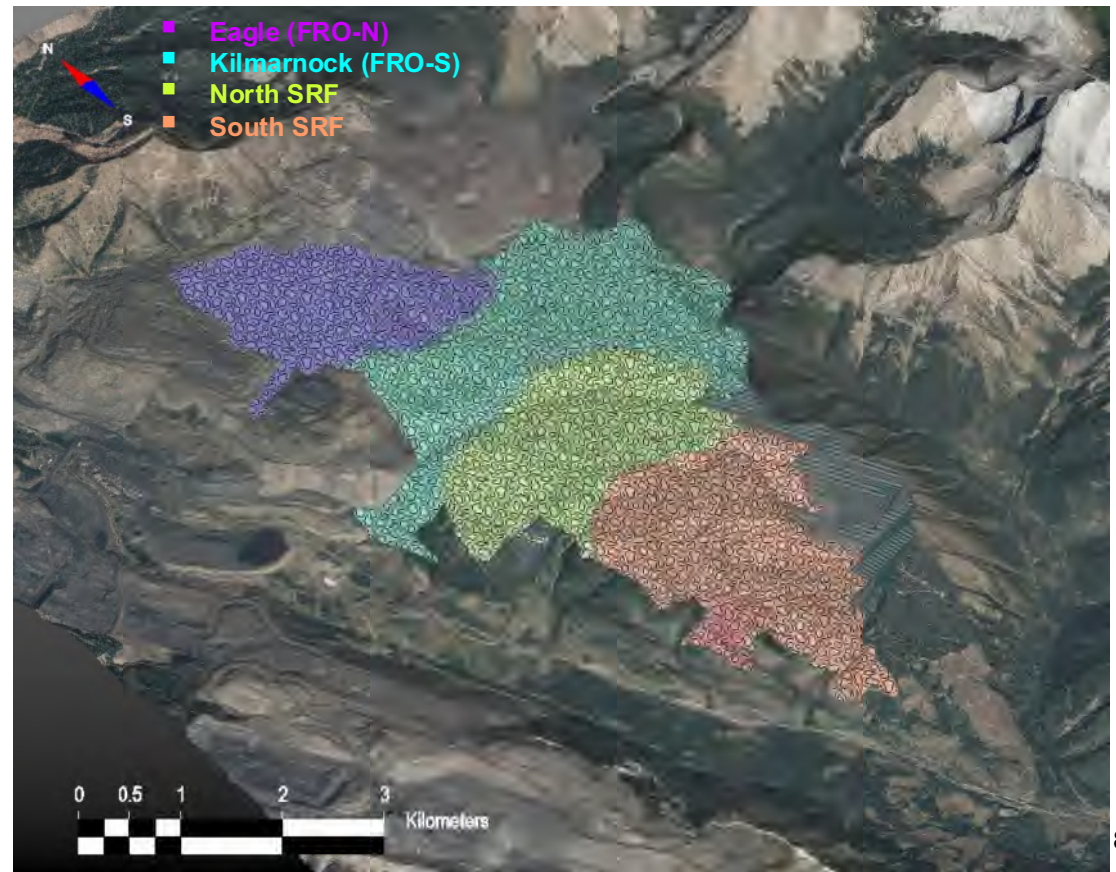
# Project Changes in Response to Feedback

## Revised FRX Project

### What is different?

#### Water

- All mine rock placed upstream of treatment
- No mine rock placement in Chauncey
- Mine rock reports to existing treatment infrastructure or integrated saturated rock fills (SRFs)
- Integrated reservoir to offset clean water usage and support flows
- Supportive of current source control pilot methodologies
- Greater than 70% mine rock placement in existing disturbance or in-pit backfill
- 25% reduction in mine rock
- Removal of disturbance to the Fording River flood plain



## Local Benefits

### FRX Sustains Fording River Operations for Several Decades

EVR's Fording River Operations employ over 1,500 people, many of whom live in Elkford, Sparwood, Fernie and the Crowsnest Pass.

In total, approximately 500 of EVR's direct employees across our four steelmaking coal mines live in the Crowsnest Pass.

Our operations use many local suppliers providing procurement and business opportunities that also generate jobs, income, and tax revenues to support the local economy and enable direct and indirect community investment of all types.



# EVR Economic Contributions

## FRX is Important to Southeast B.C. and Southwest Alberta's Labour Force and Economy

Accounting for the direct, indirect and induced effects, it is estimated our Elk Valley operations contribute approximately \$6.3 billion to Canadian GDP.

- GDP contributions estimated to account for roughly 59% of B.C.'s mining sector GDP and roughly 9% of Canada's entire mining sector GDP.
- EVR's direct employees account for roughly 23% of B.C.'s mining sector employment and roughly 6% of Canada's mining sector employment.

### Elk Valley Operations Economic Contribution\*

Gross domestic product (GDP)	Canada total: <b>\$6.3B</b>
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Labour income (GDP component)	Canada total: <b>\$2.3B</b>
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Government revenues	Canada total: <b>\$1.5B</b>
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Employment (jobs created or sustained annually)	Canada total: <b>30,490 jobs</b>
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\*Deloitte LLP. (2022). *Economic Contribution Analysis of Mining Operations in the Elk Valley*. B.C. Chamber of Commerce. Representative year economic contributions were based on financial and operational data for 2019.



## Next Steps

### Submission of the Revised Detailed Project Description

- Advance engagement with rightsholders, regulators and communities of interest.
- Submit the revised Detailed Project Description in the near term.
- Seek a positive Readiness Decision from the BC Environmental Assessment Office.
  - This would enable the FRX Project to move to the environmental assessment phase.
- The environmental assessment would work to understand potential impacts and benefits, refine design adjustments, and select mitigation measures.
- **EVR is seeking letters of support from the Municipality of Crowsnest Pass and other local municipalities for the Project to enter the environmental assessment (EA) phase and respectfully requests your support at this time.**

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

**Meeting Date:** May 6, 2025

**Agenda #:** 6.c

**Subject:** MNP Presentation of 2024 Audited Financial Statements

**Recommendation:** That Council asks MNP (formerly BDO) any clarifying questions on the audit and once completed, to refer to item 7a - 2024 Municipal Audited Financial Statements, for a motion to approve the statements as presented by MNP.

**Executive Summary:**

The auditing firm of MNP (formerly BDO) will present and answer questions on the annual financial statements for the Municipality of Crowsnest Pass. At the time of writing this report the draft financial statements have not been received.

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

This is an annual requirement of the MGA Section 281(1) "The auditor for the Municipality must report to the Council on the annual financial statements and financial information return of the Municipality."

**Discussion:**

Presentation and discussion by MNP on the 2024 annual financial statements. A final copy of the audit will be provided to Council.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**



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

**Meeting Date:** May 6, 2025

**Agenda #:** 7.a

**Subject:** 2024 Audited Financial Statements

**Recommendation:** That Council approve the 2024 audited financial statements as presented by the external auditors MNP (formerly BDO).

**Executive Summary:**

Municipalities are required under the Municipal Government Act to appoint an external auditing firm. The auditor for the Municipality must report to Council on the annual financial statements and the financial information return of the Municipality. These reports are then required to be submitted to the Minister of Municipal Affairs. At the time of writing this report the draft financial statements have not been submitted.

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

Requirements under the MGA with regards to appointing an auditor (MGA Section 280(1)), preparing annual financial statements (MGA Section 276(1)) and submitting returns and reports to the Minister (Section 278).

**Discussion:**

The auditing firm of MNP has prepared the annual financial statements and financial information return for the Municipality of Crowsnest Pass and have presented the statements and their findings under the delegation 6c to Council.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

Excess surplus will be transferred to the mill rate stabilization reserve.

**Attachments:**



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

**Meeting Date:** May 6, 2025

**Agenda #:** 7.b

**Subject:** Bylaw 1223,2025 - South Bellevue Infrastructure Replacement Borrowing Bylaw

**Recommendation:** That Council approve first reading of Borrowing Bylaw 1223,2025.

### **Executive Summary:**

Council approved the upgrade of South Bellevue Infrastructure at the Council meeting on April 15, 2025, to be funded by debt. Creation of a borrowing bylaw is a requirement of the Municipal Government Act, it must be advertised, and final approval of the bylaw needs to occur before construction start. If Bylaw 1223, 2025 receives first reading on May 6th, 2025, Administration will advertise the bylaw in the newspaper on May 14th and May 21st, 2025, allowing for a 15-day petition period, and if no sufficient petition is received, the Bylaw will be brought back for second and third reading at the June 10th, 2025, meeting.

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

MGA section 251(1) states that A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

MGA section 251(3) states that A borrowing bylaw must be advertised.

MGA section 254 states that No municipality may acquire, remove or start the construction or improvement of a capital property that is to be financed in whole or in part through a borrowing unless the borrowing bylaw that authorizes the borrowing is passed.

### **Discussion:**

Bylaw 1223, 2025 has been created in accordance with section 251 and 258 of the Municipal Government Act. Creating a borrowing bylaw is one of the steps in the process to construct an asset approved in a capital budget to be funded by debt. Section 251 of the MGA outlines the requirements for a borrowing bylaw, including the amount to be borrowed, the purpose for which the money is to be used, the maximum rate of interest, the term and the terms for repayment of the borrowing, the source or sources of money to be used to pay the principal and interest owing under the borrowing. It also states a borrowing bylaw must be advertised.

Section 258 refers to financing of capital property with repayment terms greater than 5 years, must be included in a budget. The term of the borrowing can not exceed the life of the asset. Section 254 refers to "No Municipality may acquire, remove or start the construction or improvement of a capital property that is to be financed in whole or in part through a borrowing unless the borrowing bylaw that authorizes the borrowing is passed".

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

The Municipal debt as per the audited financial statements of December 31, 2024 is \$14,315,209. Annual Principal Payments for 2025 to 2028 are \$778,215, \$738,295, \$697,229, and \$723,273. If the full \$1,500,000 is borrowed based on an interest rate of 4.29% with a 20-year term and semiannual payments, the principal payments will increase by approximately \$48,600. Anticipated borrowing would occur mid to late 2025 as construction would begin in the summer.

**Analysis of Alternatives:**

- Council can approve first reading of Bylaw 1223, 2025.
- Council could identify an alternate funding source.
- Council could select a different term to borrow for.

**Financial Impacts:**

When borrowing occurs, additional costs (repayment of Principal and Interest) will need to be included in future budgets. The funding source to repay principal and interest would come from the tax levy. This project was not approved as part of the budget. Therefore, the additional principal and interest payments will be additional costs to the 2025 budget and 2026 and 2027 projections. The borrowing interest rate is based on an estimated rate and would be adjusted to actual at the time of borrowing.

**Attachments:**

[1223\\_2025\\_-\\_Borrowing\\_Bylaw\\_South\\_Bellevue\\_Infrastructure.docx](#)

**MUNICIPALITY OF CROWSNEST PASS**  
**BY-LAW NO. 1223, 2025**  
**BORROWING BYLAW**

**This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount up to \$1,500,000 for the purpose to Upgrade South Bellevue Infrastructure.**

**WHEREAS** the Council of the Municipality of Crowsnest Pass has decided to issue a bylaw pursuant to Section 251 and 258 of the *Municipal Government Act* to authorize the financing, the construction of South Bellevue Infrastructure.

Plans have been prepared and the total cost of the project is estimated to be \$1,500,000. and the Municipality estimates the following contributions will be applied to the project:

Debentures	<u>\$1,500,000</u>
Total Costs	<u>\$1,500,000</u>

In order to complete the project, it will be necessary for the Municipality to borrow the sum of up to \$1,500,000 for a period not to exceed twenty (20) years, from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of twenty (20) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2024 is \$14,315,209 and no part of the principal or interest is in arrears.

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

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

1. That for the purpose of the upgrade of South Bellevue Infrastructure, the sum of up to ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which the full sum of up to ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the upgrade of South Bellevue Infrastructure.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual payments of combined principal and interest instalments not to exceed twenty (20) years calculated at a rate not exceeding the interest rate fixed by the Province of



Alberta or another authorized financial institution on the date of the borrowing, and not to exceed Eight (8) percent.

4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ a **first** time in council this 6th day of May 2025.

READ a **second** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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Blair Painter  
Mayor

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Patrick Thomas  
Chief Administrative Officer



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

**Meeting Date:** May 6, 2025

**Agenda #:** 7.c

**Subject:** 2025 Q1 Financial Report

**Recommendation:** That Council accepts the 2025 Q1 Financial Report as Information.

**Executive Summary:**

The first quarter financial statements, for the three months ending March 31, 2025, has been attached for Council's review.

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

Administration brings forward financial information for Council's review.

**Discussion:**

This is the first quarterly report for the 2025 budget year. In general, the Municipality should be at 25 percent of revenues recognized and expenditures realized. Departments with seasonal operations, such as the Pass PowderKeg Ski Hill or the Pass Pool, will reflect either higher or lower budget usage. The Operating Report is broken down by Object Type, Department Summary, followed by each department breakdown. Some revenue and expenses occur at specific points in time.

On the revenue side, Property Taxes are the largest source of revenue and will be recorded in April to June.

From an expenditure side, there are several one time expenses that occur at specific points in time, Examples are: Insurance and Grants to Organizations, which are recorded in January, while Transfers to Reserves and Interdepartmental Transfers happen in December each year.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

As per the attached 2025 Q1 Financial Report.

**Attachments:**

[BudgetVSActualYTD Q1.pdf](#)

[IncomeStatement Q1.pdf](#)

[BudgetVSActualYTD - Q1 Department.pdf](#)

# Actual vs Budget Year To Date

January 2025 To March 2025 (3 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- ASFF Taxes	3,700,000	-	(3,700,000)	-100.00%
- Conditional Grants	460,000	52,319	(407,681)	-88.63%
- DIP Taxes	-	-	-	0.00%
- Donations	26,000	67,917	41,917	161.22%
- Franchise Fees	1,405,000	274,406	(1,130,594)	-80.47%
- Gain/Loss on Disposal	-	(2,922)	(2,922)	-100.00%
- Inter-Department Revenues	643,535	-	(643,535)	-100.00%
- Interest and Penalties	177,000	22,910	(154,090)	-87.06%
- Investments Interests	515,000	36,301	(478,699)	-92.95%
- Licenses and Fees	730,300	271,602	(458,698)	-62.81%
- Other Revenues and Cost Recoveries	250,628	39,351	(211,277)	-83.78%
- Property Taxes	12,048,252	-	(12,048,252)	-100.00%
- Rental Income	480,072	289,526	(190,546)	-33.78%
- Sale of Goods and Services	5,228,667	1,452,720	(3,775,947)	-72.18%
- Seniors Housing Taxes	-	-	-	0.00%
- Transfers from Reserves	1,018,000	-	(1,018,000)	-100.00%
<b>Total Revenues</b>	<b>26,682,454</b>	<b>2,504,131</b>	<b>(24,178,323)</b>	<b>-90.62%</b>
- Administration	691,287	180,630	(510,657)	-73.45%
- Contracted Services	3,792,970	602,076	(3,190,894)	-84.13%
- DIP Requisition	5,200	-	(5,200)	-100.00%
- Grants to Organizations	1,048,128	876,699	(171,429)	-11.44%
- Inter-Department Expenses	643,535	-	(643,535)	-100.00%
- Operations	4,900,675	1,438,913	(3,461,762)	-67.57%
- Rebates	49,000	988	(48,012)	-97.98%
- Repairs and Maintenance	364,850	28,458	(336,392)	-89.37%
- Requisitions	3,700,000	874,358	(2,825,642)	-76.37%
- Salaries, Wages and Benefits	8,398,733	1,834,667	(6,564,066)	-78.16%
- Service Charges and Interest	600,587	30,905	(569,682)	-94.71%
- Transfer to Reserves	1,524,273	-	(1,524,273)	-100.00%
- Waste Disposal	185,000	55,817	(129,183)	-69.83%
<b>Total Expenses</b>	<b>25,904,238</b>	<b>5,923,510</b>	<b>(19,980,728)</b>	<b>-77.13%</b>
<b>Net Total</b>	<b>778,215</b>	<b>(3,419,380)</b>	<b>(4,197,596)</b>	<b>-539.39%</b>
Principal Debt Repayment	778,215	170,981	607,234	78.03%
Net Income After Debt	-	-3,590,361	-4,804,830	

# Crowsnest Pass, Municipality of

## Income Statement

3 months ending March 31st, 2025

	2025 Budget	2025 Actuals	\$ Variance	% Variance
CAO Office	-	-	-	-
Community Services	774,128	255,929	(518,200)	-66.9%
Corporate Services	46,000	2,982	(43,018)	-93.5%
Council	17,500	1,970	(15,530)	-88.7%
Culture	190,936	69,132	(121,804)	-63.8%
Development, Engineering & Operations	6,316,502	1,189,870	(5,126,632)	-81.2%
Finance	836,400	244,293	(592,107)	-70.8%
General Government	17,430,252	298,467	(17,131,785)	-98.3%
Pass Pool	179,500	-	(179,500)	-100.0%
Pass Powder Keg Ski Hill	590,600	382,982	(207,618)	-35.2%
Protective Services	300,636	58,506	(242,130)	-80.5%
<b>Total Revenues</b>	<b>26,682,454</b>	<b>2,504,131</b>	<b>(24,178,323)</b>	<b>-90.6%</b>
CAO Office	1,027,732	202,959	(824,773)	-80.3%
Community Services	2,230,178	512,835	(1,717,343)	-77.0%
Corporate Services	886,929	178,789	(708,140)	-79.8%
Council	384,331	62,798	(321,533)	-83.7%
Culture	813,902	538,139	(275,763)	-33.9%
Development, Engineering & Operations	11,077,593	1,956,164	(9,121,429)	-82.3%
Finance	1,748,438	451,932	(1,296,506)	-74.2%
General Government	4,152,950	1,274,096	(2,878,854)	-69.3%
Pass Pool	454,017	18,920	(435,097)	-95.8%
Pass Powder Keg Ski Hill	1,142,447	426,137	(716,310)	-62.7%
Protective Services	1,985,720	300,742	(1,684,978)	-84.9%
<b>Total Expenses</b>	<b>25,904,239</b>	<b>5,923,510</b>	<b>(19,980,727)</b>	<b>-77.1%</b>
<b>Net Income</b>	<b>778,215</b>	<b>(3,419,380)</b>	<b>(4,197,597)</b>	<b>(81.1)</b>
<b>Principal Debt Repayment</b>	<b>778,215</b>	<b>170,981</b>	<b>607,234</b>	<b>78.03%</b>
<b>Net Income After Debt</b>	<b>0</b>	<b>-3,590,361</b>	<b>-4,804,831</b>	

# Actual vs Budget Year To Date by Department

Department CAO Office

January 2025 To March 2025 (3 Months)

	<b>Budget</b>	<b>YTD Actual Cost</b>	<b>Variance Over/Under</b>	<b>Percentage Variance</b>
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	-	-	-	0.00%
- Transfers from Reserves	-	-	-	0.00%
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
- Administration	247,700	41,753	(205,947)	-83.14%
- Contracted Services	135,000	24,745	(110,255)	-81.67%
- Grants to Organizations	-	-	-	0.00%
- Operations	18,500	12,758	(5,742)	-31.04%
- Salaries, Wages and Benefits	568,359	123,702	(444,657)	-78.24%
- Transfer to Reserves	58,173	-	(58,173)	-100.00%
<b>Total Expenses</b>	<b>1,027,732</b>	<b>202,959</b>	<b>(824,773)</b>	<b>-80.25%</b>
<b>Net Total</b>	<b>(1,027,732)</b>	<b>(202,959)</b>	<b>824,773</b>	<b>80.25%</b>

# Actual vs Budget Year To Date by Department

Department Community Services

January 2025 To March 2025 (3 Months)

	<b>Budget</b>	<b>YTD Actual Cost</b>	<b>Variance Over/Under</b>	<b>Percentage Variance</b>
- Conditional Grants	208,000	52,319	(155,681)	-74.85%
- Donations	26,000	35,720	9,720	37.38%
- Gain/Loss on Disposal	-	-	-	0.00%
- Licenses and Fees	-	-	-	0.00%
- Other Revenues and Cost Recoveries	10,628	3,095	(7,062)	-70.88%
- Rental Income	244,000	128,747	(115,253)	-47.23%
- Sale of Goods and Services	95,500	36,048	(58,327)	-62.25%
- Transfers from Reserves	190,000	-	(176,500)	-100.00%
<b>Total Revenues</b>	<b>774,128</b>	<b>255,929</b>	<b>(503,103)</b>	<b>-66.94%</b>
- Administration	32,520	8,343	(22,835)	-74.35%
- Contracted Services	422,000	84,045	(179,105)	-80.08%
- Grants to Organizations	91,000	22,571	(68,429)	-75.20%
- Inter-Department Expenses	-	-	-	0.00%
- Operations	514,500	184,055	(329,545)	-64.23%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	21,000	-	(21,000)	-100.00%
- Salaries, Wages and Benefits	1,025,659	206,905	(67,440)	-79.83%
- Service Charges and Interest	29,167	6,917	(22,250)	-76.29%
- Transfer to Reserves	94,332	-	(94,332)	-100.00%
<b>Total Expenses</b>	<b>2,230,178</b>	<b>512,835</b>	<b>(804,937)</b>	<b>-77.00%</b>
<b>Net Total</b>	<b>(1,456,050)</b>	<b>(256,906)</b>	<b>301,833</b>	<b>82.36%</b>

# Actual vs Budget Year To Date by Department

Department Corporate Services

January 2025 To March 2025 (3 Months)

	<b>Budget</b>	<b>YTD Actual Cost</b>	<b>Variance Over/Under</b>	<b>Percentage Variance</b>
- Conditional Grants	-	-	-	0.00%
- Investments Interests	-	-	-	0.00%
- Other Revenues and Cost Recoveries	10,000	257	(2,243)	-97.43%
- Sale of Goods and Services	-	2,725	2,725	100.00%
- Transfers from Reserves	36,000	-	(9,000)	-100.00%
<b>Total Revenues</b>	<b>46,000</b>	<b>2,982</b>	<b>(8,518)</b>	<b>-93.52%</b>
- Administration	70,127	18,158	(51,969)	-74.11%
- Contracted Services	8,000	4,214	(3,786)	-47.33%
- Operations	120,200	23,134	(94,816)	-80.75%
- Salaries, Wages and Benefits	623,149	133,283	(26,712)	-78.61%
- Transfer to Reserves	60,953	-	(51,203)	-100.00%
<b>Total Expenses</b>	<b>882,429</b>	<b>178,789</b>	<b>(228,487)</b>	<b>-79.74%</b>
<b>Net Total</b>	<b>(836,429)</b>	<b>(175,806)</b>	<b>219,969</b>	<b>78.98%</b>



# Actual vs Budget Year To Date by Department

Department Council

January 2025 To March 2025 (3 Months)

	<b>Budget</b>	<b>YTD Actual Cost</b>	<b>Variance Over/Under</b>	<b>Percentage Variance</b>
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	-	1,970	1,970	100.00%
- Transfers from Reserves	17,500	-	(17,500)	-100.00%
<b>Total Revenues</b>	<b>17,500</b>	<b>1,970</b>	<b>(15,530)</b>	<b>-88.74%</b>
- Administration	31,000	5,379	(25,621)	-82.65%
- Contracted Services	-	-	-	0.00%
- Grants to Organizations	-	-	-	0.00%
- Operations	19,500	1,829	(17,671)	-90.62%
- Salaries, Wages and Benefits	312,076	55,591	(256,485)	-82.19%
- Transfer to Reserves	21,755	-	(21,755)	-100.00%
<b>Total Expenses</b>	<b>384,331</b>	<b>62,798</b>	<b>(321,533)</b>	<b>-83.66%</b>
<b>Net Total</b>	<b>(366,831)</b>	<b>(60,828)</b>	<b>306,003</b>	<b>83.42%</b>

# Actual vs Budget Year To Date by Department

Department Culture

January 2025 To March 2025 (3 Months)

	<b>Budget</b>	<b>YTD Actual Cost</b>	<b>Variance Over/Under</b>	<b>Percentage Variance</b>
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Gain/Loss on Disposal	-	(2,922)	(2,922)	100.00%
- Other Revenues and Cost Recoveries	140,000	30,625	(109,375)	-78.13%
- Rental Income	50,936	41,430	11,896	-18.66%
- Sale of Goods and Services	-	-	-	0.00%
- Transfers from Reserves	-	-	-	0.00%
<b>Total Revenues</b>	<b>190,936</b>	<b>69,132</b>	<b>(100,402)</b>	<b>-63.79%</b>
- Administration	54,400	22,204	(31,971)	-59.18%
- Contracted Services	143,400	-	(143,400)	-100.00%
- Grants to Organizations	558,378	455,378	(44,875)	-18.45%
- Operations	52,400	31,251	(21,149)	-40.36%
- Repairs and Maintenance	3,500	-	(3,500)	-100.00%
- Salaries, Wages and Benefits	-	29,306	29,306	100.00%
- Transfer to Reserves	1,824	-	(1,824)	-100.00%
<b>Total Expenses</b>	<b>813,902</b>	<b>538,139</b>	<b>(217,413)</b>	<b>-33.88%</b>
<b>Net Total</b>	<b>(622,966)</b>	<b>(469,007)</b>	<b>117,011</b>	<b>24.71%</b>

# Actual vs Budget Year To Date by Department

Department Development, Engineering & Operations

January 2025 To March 2025 (3 Months)

	<b>Budget</b>	<b>YTD Actual Cost</b>	<b>Variance Over/Under</b>	<b>Percentage Variance</b>
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Gain/Loss on Disposal	-	-	-	0.00%
- Inter-Department Revenues	643,535	-	(643,535)	-100.00%
- Licenses and Fees	393,900	66,615	(327,285)	-83.09%
- Other Revenues and Cost Recoveries	-	692	692	100.00%
- Rental Income	75,000	57,459	(17,541)	-23.39%
- Sale of Goods and Services	4,514,567	1,065,105	(3,449,462)	-76.41%
- Transfers from Reserves	689,500	-	(689,500)	-100.00%
<b>Total Revenues</b>	<b>6,316,502</b>	<b>1,189,870</b>	<b>(5,126,631)</b>	<b>-81.16%</b>
- Administration	72,350	20,780	(51,570)	-71.28%
- Contracted Services	1,921,000	322,146	(1,390,729)	-83.23%
- Grants to Organizations	-	-	-	0.00%
- Inter-Department Expenses	585,563	-	(585,563)	-100.00%
- Operations	3,120,000	863,580	(1,865,670)	-72.32%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	315,250	26,473	(195,027)	-91.60%
- Salaries, Wages and Benefits	3,402,457	656,471	(317,183)	-80.71%
- Service Charges and Interest	458,254	10,897	(447,357)	-97.62%
- Transfer to Reserves	1,017,719	-	(1,017,719)	-100.00%
- Waste Disposal	185,000	55,817	(129,183)	-69.83%
<b>Total Expenses</b>	<b>11,077,593</b>	<b>1,956,164</b>	<b>(6,000,002)</b>	<b>-82.34%</b>
<b>Net Total</b>	<b>(4,761,091)</b>	<b>(766,293)</b>	<b>873,370</b>	<b>83.91%</b>

# Actual vs Budget Year To Date by Department

Department Finance

January 2025 To March 2025 (3 Months)

	<b>Budget</b>	<b>YTD Actual Cost</b>	<b>Variance Over/Under</b>	<b>Percentage Variance</b>
- Conditional Grants	240,000	-	(240,000)	-100.00%
- Donations	-	32,089	32,089	100.00%
- Gain/Loss on Disposal	-	-	-	0.00%
- Investments Interests	415,000	36,301	(378,699)	-91.25%
- Licenses and Fees	161,400	175,501	14,101	8.74%
- Other Revenues and Cost Recoveries	-	-	-	0.00%
- Sale of Goods and Services	-	401	401	100.00%
- Transfers from Reserves	20,000	-	(20,000)	-100.00%
<b>Total Revenues</b>	<b>836,400</b>	<b>244,293</b>	<b>(592,107)</b>	<b>-70.79%</b>
- Administration	143,450	57,798	(85,652)	-59.71%
- Contracted Services	420,600	158,985	(261,615)	-62.20%
- Grants to Organizations	-	-	-	0.00%
- Operations	343,200	82,499	(260,701)	-75.96%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	-	-	-	0.00%
- Salaries, Wages and Benefits	717,352	151,854	(565,498)	-78.83%
- Service Charges and Interest	26,000	795	(25,205)	-96.94%
- Transfer to Reserves	97,836	-	(97,836)	-100.00%
<b>Total Expenses</b>	<b>1,748,438</b>	<b>451,932</b>	<b>(1,296,506)</b>	<b>-74.15%</b>
<b>Net Total</b>	<b>(912,038)</b>	<b>(207,639)</b>	<b>704,399</b>	<b>77.23%</b>

# Actual vs Budget Year To Date by Department

Department General Government

January 2025 To March 2025 (3 Months)

	<b>Budget</b>	<b>YTD Actual Cost</b>	<b>Variance Over/Under</b>	<b>Percentage Variance</b>
- ASFF Taxes	3,700,000	-	(3,700,000)	-100.00%
- Conditional Grants	-	-	-	0.00%
- DIP Taxes	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Franchise Fees	1,405,000	274,406	(1,130,594)	-80.47%
- Gain/Loss on Disposal	-	-	-	0.00%
- Interest and Penalties	177,000	22,910	(154,090)	-87.06%
- Investments Interests	100,000	-	(100,000)	-100.00%
- Licenses and Fees	-	-	-	0.00%
- Other Revenues and Cost Recoveries	-	1,151	1,151	100.00%
- Property Taxes	12,048,252	-	(12,048,252)	-100.00%
- Seniors Housing Taxes	-	-	-	0.00%
- Transfers from Reserves	-	-	-	0.00%
<b>Total Revenues</b>	<b>17,430,252</b>	<b>298,467</b>	<b>(17,051,552)</b>	<b>-98.29%</b>
- DIP Requisition	5,200	-	(5,200)	-100.00%
- Grants to Organizations	398,750	398,750	-	0.00%
- Operations	-	-	-	0.00%
- Rebates	49,000	988	(48,012)	-97.98%
- Requisitions	3,700,000	874,358	(2,825,642)	-76.37%
- Service Charges and Interest	-	-	-	0.00%
- Transfer to Reserves	-	-	-	0.00%
<b>Total Expenses</b>	<b>4,152,950</b>	<b>1,274,096</b>	<b>(2,878,854)</b>	<b>-69.32%</b>
<b>Net Total</b>	<b>13,277,302</b>	<b>(975,629)</b>	<b>(14,172,698)</b>	<b>107.35%</b>

# Actual vs Budget Year To Date by Department

Department Pass Pool

January 2025 To March 2025 (3 Months)

	<b>Budget</b>	<b>YTD Actual Cost</b>	<b>Variance Over/Under</b>	<b>Percentage Variance</b>
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	2,500	-	(2,500)	-100.00%
- Rental Income	9,000	-	(9,000)	-100.00%
- Sale of Goods and Services	103,000	-	(103,000)	-100.00%
- Transfers from Reserves	65,000	-	(65,000)	-100.00%
<b>Total Revenues</b>	<b>179,500</b>	<b>-</b>	<b>(179,500)</b>	<b>-100.00%</b>
- Administration	5,325	18	(5,307)	-99.66%
- Contracted Services	78,320	23	(78,298)	-99.97%
- Inter-Department Expenses	-	-	-	0.00%
- Operations	87,850	8,482	(79,368)	-90.34%
- Repairs and Maintenance	9,500	-	(9,500)	-100.00%
- Salaries, Wages and Benefits	225,589	9,019	(216,570)	-96.00%
- Service Charges and Interest	27,178	1,379	(25,799)	-94.93%
- Transfer to Reserves	20,255	-	(20,255)	-100.00%
<b>Total Expenses</b>	<b>454,017</b>	<b>18,920</b>	<b>(435,097)</b>	<b>-95.83%</b>
<b>Net Total</b>	<b>(274,517)</b>	<b>(18,920)</b>	<b>255,597</b>	<b>93.11%</b>

# Actual vs Budget Year To Date by Department

Department Pass Powder Keg Ski Hill

January 2025 To March 2025 (3 Months)

	<b>Budget</b>	<b>YTD Actual Cost</b>	<b>Variance Over/Under</b>	<b>Percentage Variance</b>
- Conditional Grants	-	-	-	0.00%
- Donations	-	108	108	100.00%
- Licenses and Fees	-	-	-	0.00%
- Other Revenues and Cost Recoveries	12,500	1,562	(10,938)	-87.51%
- Rental Income	72,500	33,355	(39,145)	-53.99%
- Sale of Goods and Services	505,600	347,958	(157,642)	-31.18%
- Transfers from Reserves	-	-	-	0.00%
<b>Total Revenues</b>	<b>590,600</b>	<b>382,982</b>	<b>(207,618)</b>	<b>-35.15%</b>
- Administration	10,375	1,864	(6,130)	-82.04%
- Contracted Services	46,950	620	(39,580)	-98.68%
- Inter-Department Expenses	-	-	-	0.00%
- Operations	328,475	125,823	(183,077)	-61.69%
- Repairs and Maintenance	15,600	1,985	(13,615)	-87.28%
- Salaries, Wages and Benefits	649,323	293,106	120,603	-54.86%
- Service Charges and Interest	28,261	2,741	(9,574)	-90.30%
- Transfer to Reserves	63,463	-	(63,463)	-100.00%
<b>Total Expenses</b>	<b>1,142,447</b>	<b>426,137</b>	<b>(194,837)</b>	<b>-62.70%</b>
<b>Net Total</b>	<b>(1,141,747)</b>	<b>(425,133)</b>	<b>195,141</b>	<b>62.76%</b>

# Actual vs Budget Year To Date by Department

Department Protective Services

January 2025 To March 2025 (3 Months)

	<b>Budget</b>	<b>YTD Actual Cost</b>	<b>Variance Over/Under</b>	<b>Percentage Variance</b>
- Conditional Grants	12,000	-	(12,000)	-100.00%
- Donations	-	-	-	0.00%
- Gain/Loss on Disposal	-	-	-	0.00%
- Licenses and Fees	175,000	29,487	(145,513)	-83.15%
- Other Revenues and Cost Recoveries	75,000	-	(75,000)	-100.00%
- Rental Income	28,636	28,536	21,377	-0.35%
- Sale of Goods and Services	10,000	483	(3,517)	-95.17%
- Transfers from Reserves	-	-	-	0.00%
<b>Total Revenues</b>	<b>300,636</b>	<b>58,506</b>	<b>(214,653)</b>	<b>-80.54%</b>
- Administration	19,540	4,333	(14,494)	-77.82%
- Contracted Services	617,700	7,299	(608,151)	-98.82%
- Grants to Organizations	-	-	-	0.00%
- Inter-Department Expenses	57,972	-	(57,972)	-100.00%
- Operations	296,050	105,503	(143,597)	-64.36%
- Repairs and Maintenance	-	-	-	0.00%
- Salaries, Wages and Benefits	874,769	175,431	(73,821)	-79.95%
- Service Charges and Interest	31,726	8,176	(23,550)	-74.23%
- Transfer to Reserves	87,963	-	(87,963)	-100.00%
<b>Total Expenses</b>	<b>1,985,720</b>	<b>300,742</b>	<b>(1,009,548)</b>	<b>-84.85%</b>
<b>Net Total</b>	<b>(1,370,270)</b>	<b>(293,443)</b>	<b>401,397</b>	<b>78.59%</b>





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

**Meeting Date:** May 6, 2025

**Agenda #:** 7.d

**Subject:** Alberta SW Annual General Meeting - Confirmation of Attendance

**Recommendation:** That Council confirm attendance for the Alberta SW 2025 Annual General Meeting which will be held on June 4, 2025 at the Remington Carriage Museum in Cardston.

**Executive Summary:**

The Alberta SW 2025 AGM which will be held on June 4, 2025 at the Remington Carriage Museum in Cardston. We need to RSVP by May 12th, 2025.

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

1041, 2020 Procedure Bylaw

**Discussion:**

N/A

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** May 6, 2025

**Agenda #:** 7.e

**Subject:** Parade Attendance

**Recommendation:** That Council discussed what they would like to do for parades this year.

### **Executive Summary:**

We have been touring our new float to parades since 2023, and have some experience with what parades we would like to do at this point. Our typical process is to circulate parade invitations to Council and see if there is interest in attending. Parades are often run by volunteers and we may not always receive invitations, but information about how to enter is found online now. Please find attached a list of parades we have attended in the past with their dates from 2025, if Council could please have discussion on which ones they would like to attend and Administration can plan accordingly for registrations, candy and for the float to be prepared.

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

N/A

### **Discussion:**

Parades we have attended in the past

- Coal Miner Days, Sparwood, BC- June 14, 2025
- Bellecrest Days, Bellevue, AB- June 21, 2025
- Wildcat Days, Elkford, BC- June 28, 2025
- Canada Day, Coleman, AB- July 1, 2025
- Pincher Creek Rodeo Parade, Pincher Creek, AB- August 17, 2025
- Cowley Dino Days, Cowley, AB- Early September TBD
- Santa Claus Parade- Fort McLeod, AB- November TBD

Anything else? Whoop Up Days (Tuesday, August 19), Taber Cornfest (Friday, August 22), Fernie Griz Days (February)

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

Costs are budgeted to attend parades- fuel and candy.

**Attachments:**