



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, August 26, 2025 at 1:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

- 3.a Alberta SW Board Minutes of May 7, 2025
- 3.b Alberta SW Board Bulletin for August of 2025
- 3.c Chinook Arch Regional Library System - Board Report of August 7, 2025

**4. ADOPTION OF MINUTES**

- 4.a Minutes of the Council Meeting of August 19, 2025

**5. PUBLIC HEARINGS**

- 5.a Bylaw 1191, 2024 Road Closure Bylaw - *Public Hearing*
- 5.b Bylaw 1192, 2024 Road Closure - *Public Hearing*
- 5.c Bylaw 1231, 2025 - Land Use Bylaw Amendment - Redesignate the lands legally described as Lot 5, Block 1, Plan 921 1271, containing ±2.02 ha (5.0 acres), from "Drive-In Commercial – C-2" to "Non-Urban Tourism Accommodation and Recreation – NUTAR"- *Public Hearing*
- 5.d Bylaw 1236, 2025 - Land Use Bylaw Amendment - Redesignate: A) Portions of NE¼ 17-7-3-W5M from "Non-Urban Area – NUA-1" to "Grouped Country Residential – GCR-1"; and B) Portions of NE¼ 17-7-3-W5M from "Non-Urban Area – NUA-1" to "Recreation and Open Space – RO-1"; and C) Portion of Lot 8, Block 1, Plan 0210159 from "Grouped Country Residential – GCR-1" to "Non-Urban Area – NUA-1" - *Public Hearing*

**6. DELEGATIONS**

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

- 6.a RCMP 2025 Q1 Update - Sergeant Mark Amatto
- 6.b NWP Coal Canada Ltd. - Update on the Crown Mountain Coking Coal Project

**7. REQUESTS FOR DECISION**

- 7.a Bylaw 1231, 2025 - Land Use Bylaw Amendment - Redesignate the lands legally described as Lot 5, Block 1, Plan 921 1271, containing ±2.02 ha (5.0 acres), from “Drive-In Commercial – C-2” to “Non-Urban Tourism Accommodation and Recreation – NUTAR” - *Second and Third Reading*
- 7.b Bylaw 1236, 2025 - Land Use Bylaw Amendment - Redesignate: A) Portions of NE¼ 17-7-3-W5M from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1”; and B) Portions of NE¼ 17-7-3-W5M from “Non-Urban Area – NUA-1” to “Recreation and Open Space – RO-1”; and C) Portion of Lot 8, Block 1, Plan 0210159 from “Grouped Country Residential – GCR-1” to “Non-Urban Area – NUA-1” - *Second and Third Reading*
- 7.c Service Areas Update
- 7.d 2025 Q2 Financial Report
- 7.e Crowsnest Boat Ramp Repair Project
- 7.f Snow Gun Purchase

## **8. COUNCIL MEMBER REPORTS**

## **9. PUBLIC INPUT PERIOD**

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

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

## **11. IN CAMERA**

## **12. ADJOURNMENT**



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

**Meeting Date:** August 26, 2025

**Agenda #:** 3.a

**Subject:** Alberta SW Board Minutes of May 7, 2025

**Recommendation:** That Council accept the Alberta SW Board Minutes of May 7, 2025.

**Executive Summary:**

Minutes from External Council committees received are provided at the subsequent meeting of Council for Council's information and consideration.

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

1041, 2020 Procedure Bylaw

**Discussion:**

Alberta SouthWest Regional Alliance provides their Board of Director meeting minutes and monthly bulletins to all member municipalities to keep the region advised of their activities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2025 AlbertaSW Board Minutes 05-07 approved plus Exec Dir report.pdf](#)

**Alberta SouthWest Regional Alliance**  
**Minutes of the Board of Directors Meeting**  
Wednesday, May 7, 2025,-REO Hall, Fort Macleod



**Board Representatives**

Brent Feyter, Fort Macleod  
Brad Schlossberger, Claresholm  
Sahra Nodge, Pincher Creek  
Barbara Burnett, Cowley  
Cam Francis, Cardston County  
Dave Cox, MD Pincher Creek  
John Van Driesten, MD Willow Creek  
Doral Lybbert, Glenwood  
Victor Czop, Nanton

Blair Painter, Crowsnest Pass  
Tim Court, Cardston  
Barbara Clay, Waterton

**Resource Staff and Partners**

Greg Long, LRSD  
Bryon Anderson, Lethbridge Polytechnic  
Mark Brown, CF ABSW  
Marie Everts, JETI  
Bev Thornton, AlbertaSW

- |   |                             |   |
|---|-----------------------------|---|
| 1 | Call to Order and welcome   | Chair Brent Feyter called the meeting to order  |
| 2 | Approval of Agenda          | Moved by John Van Driesten THAT the agenda be approved as presented.<br><b>Carried.</b> [2025-05-955]   |
| 3 | Approval of Minutes         | Moved by Tim Court THAT the Minutes of April 2, 2025, be approved as presented.<br><b>Carried.</b> [2025-05-956]  |
| 4 | Approval of Cheque Register | Moved by Cam Francis THAT cheques #3529 to #3538 be approved as presented.<br><b>Carried.</b> [2025-05-957]   |
| 5 | Executive Director contract | Moved by Victor Czop THAT Executive Director Contract and Agreement be renewed for July 1, 2025 to June 30, 2026, according to current terms and THAT the contract and agreement be reviewed and amended or ratified at the Organizational Meeting in December 2025.<br><b>Carried.</b> [2025-05-958]   |
| 6 | Economic Development Week   | Accepted as information:<br>Economic Developers Alberta is inviting Councils to observe Economic development Week, May 12-16.   |
| 7 | EDA Conference update       | Accepted as information:<br>AlbertaSW MECAP (Manufacturing Energy Construction Ag Processing) Project received Regional Collaboration and Partnership Award for and Alex Metcalf Award, which is recognized best in category.<br>SAITI (Southern Alberta Investment and Trade Initiative) Partnership between AlbertaSW, SouthGrow, Economic Development Lethbridge and Lethbridge County, received "Economic Development Marketing" Award. |
| 8 | Annual General Meeting      | Accepted as information:<br>Program details are in place for the meeting to be held at the Remington Carriage Museum, Cardston. The Hon. Joseph Schow will attend.  |



- |    |                               |   |
|----|-------------------------------|---|
| 9  | Sustainability Considerations | Discussion.<br>Board reviewed Year end 2024-2025 and Operations Plan 2025-2026.<br>Revenue will determine the capacity and future function of AlbertaSW.<br>The Executive and Board will consider next steps. |
| 10 | Executive Director Report     | Accepted as Information   |
| 11 | Round table                   | Accepted as information.  |
| 12 | Upcoming Board Meeting        | ➤ Wednesday, June 4, 2025-AGM Remington Carriage Museum<br>Executive Meeting date to be determined.<br>➤ Wednesday, July 2, 2025-No meeting<br>➤ Wednesday August 6, 2025-may be re-scheduled                 |
| 13 | Adjourn                       | Moved by Blair Painter THAT the meeting be adjourned.<br><b>Carried.</b> [2025-05-959]  |

**Approved August 13, 2025**

### Executive Director Report May-June-July 2025

#### MEETINGS and PRESENTATIONS

May 2: Multi-agency collaboration call with Claresholm entrepreneur, Zoom

May 6: RINSA meeting, [regrets]

May 7: Board Meeting, Fort Macleod

May 8: IEDC-AEDO Review Board Meeting, Zoom

May 9: Resilience Task Force Meeting, Teams

May 14: EDL Board Meeting, Lethbridge

May 14: Meeting with Angela Lum, Alberta Agriculture investment unit, phone

May 14: Meeting with JETI REDS

May 15: Pincher Creek Community Energy Strategy meeting #1, Teams

May 15: Meeting with Parks Canada, Superintendent WLNP, Teams

May 20: REDA Managers Meeting, Zoom

May 21: Meeting with Karen Finley re: housing, Zoom

May 22: Pincher Creek Community Energy Strategy meeting #2, Teams

May 22: IEDC-AEDO Review Board Meeting, Zoom

May 23: Resilience Task Force Meeting, Teams

May 26: Meeting with Tristan Walker, Massif Energy, Zoom

May 26: Meeting with K. Worthington, EDA Regional Resiliency Project, Google Meet

May 27: Blackfoot Signage Project Meeting, Teams

May 29: RINSA business visits and Chamber AI workshop, Claresholm

June 3: RINSA meeting, Lethbridge [regrets]

June 4: AGM, Remington Carriage Museum, Cardston

June 6: Resilience Task Force Meeting, Teams

June 9: AlbertaSW Executive Meeting, Fort Macleod

June 10: Meeting with JETI REDS, Teams

June 11: EDA Webinar re: upcoming issue of Invest in Alberta/Xperience Alberta

June 12: H3TDA Board Meeting, Teams

June 12: Meeting with developers and Town staff, Claresholm Council Chambers

June 12: “The Exchange” meeting, Lethbridge [regrets]

June 16: Introductory meeting with Writer4Elements, Zoom

June 17: REDA Managers meeting, Zoom

June 18: Meeting with Claresholm entrepreneur, Zoom

June 19: SouthGrow AGM, Coaldale [regrets]

(June 20-23) Attended Rotary International Convention, Calgary; just under 16,000 attendees from 147 countries

June 26: IEDC-AEDO Review Board Meeting, Zoom

June 30: Meeting with Claresholm entrepreneur, Zoom

July 4: Multi-Regional Resilience Task Force Meeting, Teams

July 8: IEDC Webinar: Return on Investment in an Era of Uncertain Funding”; Jeff Finkle guest presenter

July 10: IEDC-AEDO Review Board Meeting, Zoom

July 10: RINSA Bridge meeting, Tecconnect [regrets]

July 14: Meeting with Great Falls Development Alliance, Zoom

July 15: REDA Managers meeting, Zoom

July 17: ID Waterton Destination Stewardship Workshop, virtual

July 18: Multi-Regional Resilience Task Force Meeting, Teams

July 24: Meeting with Invest in Alberta/Xperience Alberta magazine publisher re: 2026 issue, phone call

July 24: IEDC-AEDO Review Board Meeting, Zoom

July 30: Meeting with Mad Attic re: updates to website content, phone call

#### **PROJECT MANAGEMENT and REPORTING**

- AGM invitations, arrangements, and event management
- Compile and submit reports, grant documents, invoices, payments to Avail for year-engagement
- Submit approved Year-end report 2024-2025 and Operations Plan 2025-2026 to JETI
- Provide letters of support for community grant applications
- Compile and submit additional documents and reports to Avail LLP for final Audit; JETI requires by August 30
- Complete and submit application for RMA Directors and Officers Insurance (November 1, 2025-November 2026)

#### **INVESTMENT ATTRACTION and REGIONAL PROMOTION**

- Document review of IEDC accreditation for Montana economic development organization
- Crown of the Continent Geotourism Council management of remaining assets (map, website)
- Facilitate agency resource meetings for local business enhancements/expansions
- Provide in-kind support to EDL “Creative Industries Hub” feasibility study, NRED grant
- Draft Request for Qualifications (RFQ) to implement “Invest SouthWest” NRED grant project plan
- Review website content and continue adding updates and revisions
- Represent AlbertaSW in multi-regional collaboration and project plans for 2025-2026



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

**Meeting Date:** August 26, 2025

**Agenda #:** 3.b

**Subject:** Alberta SW Board Bulletin for August of 2025

**Recommendation:** That Council accept the Alberta SW Board Bulletin for August of 2025, as information.

**Executive Summary:**

Alberta SW provides their monthly bulletin for member municipalities.

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

1041, 2020 Procedure Bylaw

**Discussion:**

Alberta SW provides their monthly bulletin to keep member municipality's Councils apprised of the boards activities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2025-08 Bulletin AlbertaSW.pdf](#)

# Alberta SouthWest Bulletin August 2025

## Regional Economic Development Alliance (REDA) Update

Thank you again to over 85 attendees from our communities and partner organizations and staff of the Remington Carriage Museum for a very special Annual General Meeting held June 6, 2025. Special appreciation to Chief Travis Plaited Hair and the Hon. Joseph Schow for sharing thoughts and wisdom.

And, gratitude for the AlbertaSW Board who offer outstanding leadership, collaboration and commitment.

### ❖ Operations report update

Jobs, Economy, Trade, and Immigration require an additional Audit of all REDAs for 2024-25 to be submitted by August 30, 2025. Thank you to Brian Nelson Avail CPA for presenting the draft AlbertaSW Audit Report for approval.

### ❖ International Economic Development Council Accredited Economic Development Organization

In 2018 AlbertaSW met standards to become the first AEDO in Alberta and the 3rd of now 6 in Canada. AlbertaSW will consider renewal of this Accreditation in the context of upcoming sustainability planning.



LOCALINTEL

### ❖ Localintel Early Access Program

AlbertaSW will be an early adopter of this new AI-powered data tools to help promote the unique competitive advantages of our region and communities. Stay tuned for more info!

### ❖ Qatalyst Research Group Consultations Phase 2

AlbertaSW approved continuing with the consulting services provided by Jobs, Economy, Trade, and Immigration to help the region explore options for sustainability once operational investment from the province ends in March 2027.

### ❖ Blackfoot Signage Project Phase III

AlbertaSW will continue to contribute to this award-winning, multi-regional partnership led by Community Futures Lethbridge Region and includes the Kainaiwa First Nation, SouthGrow, Tourism Lethbridge, and Alberta SouthWest. Participation in Phase III will expand to invite participation from Piikani First Nation and more AlbertaSW communities, businesses and organizations.

The project offers translation, interpretation and matching funding for the installation of Blackfoot language signage. Matching funds can cover 80% of the cost, up to \$2,000 per applicant.

### ❖ New project: Invest SouthWest ... Aligning the Stars!

#### Now Hiring: Director of Investment Development



Alberta SouthWest Regional Economic Development Alliance (AlbertaSW) is seeking a dynamic and visionary leader to champion investment development across our vibrant region. This contract position (18–24 months) offers a unique opportunity to turn strategic research into action and lead initiatives that promote key industry sectors, engage stakeholders, and enhance the region's value proposition. Ideal candidates are energetic networkers with a passion for rural development and experience in economic development, marketing, and public engagement.

Full details at [Work with Us | Alberta SouthWest](#)

Apply before September 22, 2025

Submit to: [bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

Subject Line: RFQ – Director of Investment Development – AlbertaSW

Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

[www.albertasouthwest.com](http://www.albertasouthwest.com)





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

**Meeting Date:** August 26, 2025

**Agenda #:** 3.c

**Subject:** Chinook Arch Regional Library System - Board Report of August 7, 2025

**Recommendation:** That Council accept the Chinook Arch Regional Library System Board Report of August 7, 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 - August 2025.pdf](#)



# BOARD REPORT



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - August 7, 2025

## Summer Fun with the Summer Reading Program Coordinators

The 2025 Summer Reading Program Coordinators have had a busy summer! Amy and Morgan travelled to various Chinook Arch libraries, hosted lots of exciting youth programs, created a region-wide summer book bingo challenge, and dropped lots of curious clues for community book hunts.

Here are some interesting stats from the summer:

LIBRARY

**24 libraries visited**

**45 programs delivered**

**Over 200 book bingo entries received**



# Board Members Present

Corry Walk – Village of Arrowwood  
Ron Gorzitza – Village of Barons  
Tom Nish – Cardston County  
Blanche Anderson – Village of Carmangay  
Terry Penney – Village of Champion  
Jordan Sailer – Town of Coaldale  
Stephen Pain – Village of Coutts  
Doreen Glavin – Municipality of Crowsnest Pass  
Linda Allred – Village of Glenwood  
Tory Campbell – Lethbridge County  
Marie Logan (Vice Chair) – Village of Lomond  
Anne Michaelis – Town of Milk River  
Christopher Northcott – Village of Milo  
Amanda Bustard – Town of Nanton  
Melissa Jensen – Town of Nobleford  
Mark Barber – Town of Pincher Creek  
Dave Cox – Pincher Creek MD  
Chelsey Hurt – Town of Stavely  
Monica McLean – Town of Taber  
Merrill Harris – Taber MD  
Lorraine Kirk – Town of Vulcan  
Doug Logan – Vulcan County  
Derek Baron – Village of Warner  
Morgan Rockenbach – County of Warner  
Maryanne Sandberg – MD of Willow Creek  
Allan Quinton – LPL Resource Centre

## Regrets

Marsha Jensen – Town of Cardston  
Lyndsay Montina – Town of Coalhurst  
Jim Monteith (Treasurer) – Town of Fort Macleod  
Jenn Schmidt-Rempel – City of Lethbridge  
Darryl Christensen (Chair) – Town of Magrath  
Crystal Neels – Town of Picture Butte  
Kelly Jensen – Town of Raymond  
Marilyn Forchuk – Town of Vauxhall

## Not Present

Jane Johnson – Village of Barnwell  
Brad Schlossberger – Town of Claresholm  
Sue French – Village of Hill Spring  
Justin Davis – Village of Stirling



## Did You Know?

**The Alberta Libraries Regulation allows for the appointment of an alternate member to a library system board! This can be a great way to ensure that your council maintains a seat at the board table when your regular appointee is unable to attend a meeting. Alternates must be appointed by council resolution.**

**To learn more about appointing an alternate to the Chinook Arch Library Board, please contact CEO Robin Hepher at [rhepher@chinookarch.ca](mailto:rhepher@chinookarch.ca) or 403-360-2727.**

## Policies Reviewed

The board reviewed and approved the following revised policies. All board policies are reviewed once every three years, or as necessary. All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>.

- Purchasing Supplies and Services
- Cheque Signing
- Expenses
- Board Meetings
- Executive Officers
- Board Meetings
- Organizational Meeting

## 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:** August 26, 2025

**Agenda #:** 4.a

**Subject:** Minutes of the Council Meeting of August 19, 2025

**Recommendation:** That Council adopt the Minutes of the Council Meeting of August 19, 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 08 19 - Council Meeting Minutes.docx](#)



## **Municipality of Crowsnest Pass**

### **Council Meeting Minutes**

**Tuesday, August 19, 2025**

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A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, August 19, 2025.

#### **Council Present:**

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

#### **Council Absent:**

#### **Administration Present:**

Patrick Thomas, Chief Administrative Officer  
Brian McCulloh, Director of Finance  
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 7:00 pm.

#### **ADOPTION OF AGENDA**

#### **Additions:**

##### **Move Item 3.b to Item 10.a**

- a) Letter from Bellcrest Senior Citizens Club - Request for Handicap Parking Signs – Councillor Glavin

**01-2025-08-19:** Councillor Ward moved to adopt the agenda as amended.

Carried

#### **CONSENT AGENDA**

**02-2025-08-19:** Councillor Girhiny moved that Council approve the following Consent Agenda items as amended.

Carried

#### **3.a**

##### **Public hearing Ground Rules**

That Council accepts the Public Hearing Ground Rules, as information.

**3.c**

**Minutes of the Municipal Historic Resource Advisory committee of May 26, 2025**

That Council accepts the minutes of the Municipal Historic Resource Advisory Committee of May 26, 2025, as information.

**3.d**

**Minutes of the Municipal Planning Commission of June 25, 2025**

That Council accepts the minutes of the Municipal Planning Commission of June 25, 2025, as information.

**3.e**

**Minutes of the Crowsnest Pass Senior Housing Board of May 26, 2025**

That Council accepts the minutes of the Crowsnest Pass Senior Housing Board of May 26, 2025, as information.

**3.f**

**Minutes of the Crowsnest Pass Senior Housing Board of June 9, 2025**

That Council accepts the minutes of the Crowsnest Pass Senior Housing Board of June 9, 2025, as information.

**3.g**

**Minutes of the Crowsnest Pass Senior Housing Board of June 23, 2025**

That Council accepts the minutes of the Crowsnest Pass Senior Housing Board of June 23, 2025, as information.

**ADOPTION OF MINUTES**

**03-2025-08-19:** Councillor Filipuzzi moved to adopt the Minutes of the Council Meeting of July 15, 2025, as presented.

Carried

**PUBLIC HEARINGS**

**Recuse**

Councillor Sygutek recused herself from the Public Hearing because she is an adjacent landowner. Councillor Sygutek left the room at 7:02 pm.

**Bylaw 1229, 2025 - Land Use Bylaw Amendment - Redesignate Lot 1, Block C, Plan 0611227 from "Drive-In Commercial - C-2" to "Medium Density Residential - R-2A"**

Mayor Painter declared the Public Hearing opened at 7:03 pm for Bylaw No. 1229, 2025

Patrick Thomas, Chief Administrative Officer, provided a brief overview of the bylaw and read into the record that there was 1 written submission received prior to the due date.

Mayor Painter called for members of the public to speak in favor or opposition to Bylaw 1229, 2025.

Bonnie Linderman – Opposed  
Brad Vanderburg – In Favor  
Marv Hardwood – Opposed  
Mindy Pawluk – Opposed

Mayor Painter declared the public hearing closed at 7:20 pm.

**Return**

Councillor Sygutek returned to Council Chambers at 7:21 pm.

**Bylaw 1230, 2025 – Road Closure Bylaw**

Mayor Painter declared the Public Hearing opened at 7:22 pm for Bylaw No. 1230, 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 1230, 2025.

Mayor Painter declared the public hearing closed at 7:23 pm.

**Bylaw 1232, 2025 - Land Use Bylaw Amendment - Redesignate the lands legally described as Area 'B', Plan 2110634 containing ±0.57 ha (1.41 acres) from "Comprehensive Mixed Use – CM-1" to "High Density Residential – R-3**

Mayor Painter declared the Public Hearing opened at 7:24 pm for Bylaw No. 1232, 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 1232, 2025.

Harry Veldman – In Favour  
Karen Snyder – In Favour

Mindy Pawluk – In Favour  
Vern Harrison – In Favour

Mayor Painter declared the public hearing closed at 7:27 pm.

**Bylaw 1235, 2025 – Road Closure Bylaw**

Mayor Painter declared the Public Hearing opened at 7:28 pm for Bylaw No. 1235, 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 1235, 2025.

Mayor Painter declared the public hearing closed at 7:29 pm.

**Bylaw 1237, 2025 - Land Use Bylaw Amendment - Parking Standards for Apartment Buildings**

Mayor Painter declared the Public Hearing opened at 7:30 pm for Bylaw No. 1237, 2025

Patrick Thomas, Chief Administrative Officer, provided a brief overview of the bylaw and read into the record that there were 9 written submissions received prior to the due date.

Mayor Painter called for members of the public to speak in favor or opposition to Bylaw 1237, 2025.

Karen Snyder – Opposed  
Mike Tuck – Opposed  
Amy Renzo - Opposed  
Douglas Lindal - Opposed  
Mindy Pawluk - Opposed  
Bill Ogertschnig - Opposed  
Kieth Tkachuk - Opposed  
Harry Veldman - Opposed  
Ian Thompson - Opposed  
Vern Harrison - Opposed

Mayor Painter declared the public hearing closed at 8:08 pm.

**Recess**

Mayor Painter called for a short recess at 8:09 pm.

**Reconvene**

Mayor Painter reconvened the meeting at 8:16 pm

**DELEGATIONS**

**Peaks to Pines Residents Association**

Pauline Desjardins, Secretary and Rina Beech, Treasurer, of the Peaks to Pines Residents Association were in attendance to present to Council about The Healthy Aging Alberta Grant that ends in March 2026. The Peaks to Pines Residents Association requested funding to sustain the assisted transportation service (Crowsnest Cruisers) for older adults and persons with mobility challenges.

**Southwest Alberta Skateboard Society**

Amanda Samuel, Treasurer and Everett Tetz, Design – Build Consultant Team, VP Newline Skateparks Inc were in attendance to present to Council an update on the Society's financials for the build of a skateboard park within the Municipality.

**REQUESTS FOR DECISION**

**Bylaw 1211, 2024 – Land Use Bylaw Amendment - Redesignate the lands legally described as Lot 5, Plan 9611980 from “Grouped Country Residential - GCR-1” to “Non-Urban Tourism Accommodation & Recreation – NUTAR”**

**Recuse**

Councillor Ward and Councillor Kubik recused themselves because they were not present for the Public Hearing. Councillor Ward and Councillor Kubik left the room at 8:48 pm.

**04-2025-08-19:** Councillor Sygutek moved third and final reading of Bylaw 1211, 2024.  
Carried

**Return**

Councillor Ward and Councillor Kubik returned to Council Chambers at 8:58 pm.

**Bylaw 1220, 2025 – Road Closure Bylaw**

**05-2025-08-19:** Councillor Sygutek moved second reading of Bylaw 1220, 2025.  
Carried

**06-2025-08-19:** Councillor Filipuzzi moved third and final reading of Bylaw 1220, 2025.  
Carried

**Recuse**

Councillor Sygutek recused herself because she is an adjacent landowner. Councillor Sygutek left the room at 9:01 pm.

**Bylaw 1229, 2025 - Land Use Bylaw Amendment - Redesignate Lot 1, Block C, Plan 0611227 from "Drive-In Commercial - C-2" to "Medium Density Residential - R-2A"**

**07-2025-08-19:** Councillor Ward moved second reading of Bylaw 1229, 2025.  
Carried

**08-2025-08-19:** Councillor Filipuzzi moved third and final reading of Bylaw 1229, 2025.  
Carried

**Return**

Councillor Sygutek returned to Council Chambers at 9:22 pm.

**Bylaw 1232, 2025 – Land Use Bylaw Amendment - Redesignate the lands legally described as Area 'B', Plan 2110634 containing ±0.57 ha (1.41 acres) from “Comprehensive Mixed Use – CM-1” to “High Density Residential – R-3**

**09-2025-08-19:** Councillor Girhiny moved second reading of Bylaw 1232, 2025.  
Carried

**10-2025-08-19:** Councillor Filipuzzi moved third and final reading of Bylaw 1232, 2025.  
Carried

**Bylaw 1233, 2025 - Tecumseh Expansion Area Structure Plan (NW¼ 15-8-5-W5M Tecumseh)**

**11-2025-08-19:** Councillor Sygutek moved first reading of Bylaw 1233, 2025.  
Carried

**Bylaw 1234, 2025 - Land Use Bylaw Amendment - redesignate the NW¼ 15-8-5-W5M from "Non-Urban Area NUA-1" to "Grouped Country Residential - GCR-1" and “Recreation and Open Space RO-1**

**12-2025-08-19:** Councillor Ward moved first reading of Bylaw 1234, 2025.  
Carried

**Recess**

Mayor Painter called for a short recess at 9:36 pm.

**Reconvene**

Mayor Painter reconvened the meeting at 9:44 pm

**Bylaw 1237, 2025 – Land Use Bylaw Amendment - Parking Standards for Apartment Buildings**

**13-2025-08-19:** Councillor Ward moved second reading of Bylaw 1237, 2025.  
Defeated

**Southwest Alberta Skateboard Society (SWASS) Skatepark - Information**

**14-2025-08-19:** Councillor Ward moved to accept the Southwest Alberta Skateboard Society (SWASS) Skatepark – information report, as information.  
Carried

**COUNCIL MEMBER REPORTS**

Councillor Ward and several other Council members attended the Crown Mountain Tour in BC on July 30<sup>th</sup>.

Councillor Ward and Councillor Sygutek attended a meeting with Northback.

- Senior Management of Northback were present from Australia.
- Customer from Japan, Mayor Beaty was present and mentioned that they have worked closely with Northbacks parent company for many years and they are very interested in the project in the Crowsnest Pass.
  - This company has been around since 1855. They employ 50,000 employees and trade in every commodity that you can imagine. Ex: Agricultural, mining, lumber and many more.
  - They see serious potential here in the Crowsnest Pass!

Councillor Ward attended a Special Municipal Planning Commission meeting regarding the work camp out at Sentinel.

- Lots of work for employees but struggling to find housing for their workers.

Councillor Ward, Councillor Filipuzzi and Councillor Glavin attended the Pincher Creek parade.

- Very well-done parade and a great turn out!

Councillor Ward attended the Big Bounce event that was put on by the Municipality and expressed how wonderful the event was and all the positive feedback he received from the community.

Councillor Glavin mentioned the Amazing Teen Race and invited her fellow Councillors to attend the Amazing Teen Race on September 6<sup>th</sup> at 1:00 pm.

**PUBLIC INPUT PERIOD**

Tim May, Manager and Jody Wood, Owner of The Rum Runner – Rural Renewal Program

Geoffrey Legge – Highway concerns

**COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

**10.a 3.b Letter from Bellcrest Senior Citizens Club – Request for Handicap Parking Signs  
– Councillor Glavin**

**15-2025-08-19:** Councillor Glavin moved that Council create 1 handicap stall in front of the Bellcrest Seniors Centre.  
Carried

**IN CAMERA**

**16-2025-08-19:** Councillor Ward moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Access to Information Act and to take a short recess at 10:39 pm:

- a. Economic Interests of the Public Body – Land Sale Application – ATIA Section 30

**Reconvene**

Mayor Painter convened the In Camera meeting at 10:52 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

**17-2025-08-19:** Councillor Sygutek moved that Council come out of In Camera at 11:04 pm.  
Carried

**18-2025-08-19:** Councillor Kubik moved that Council accept the offer to purchase Lot 13, Block 6, Plan 951056 for residential development in conjunction with the applicants privately owned 10.8-acre parcel (11110 18 Ave) pursuant to the Southmore Phase 2 Area Structure Plan for the purchase price of \$91,288.07 under the following conditions:

1. If Council accepts the offer amount, that the Municipality's intention to sell the property at a reduced land value is advertised pursuant to section 70 of the Municipal Government Act as an incentive for economic development.
2. That the applicant is responsible for all cost associated with the subdivision, consolidation, surveying, redesignation, and legal requirements, including the legal cost of the Municipality, in respect of this land transaction.
3. That this transaction must be completed by June 30, 2026.



DEFEATED

**ADJOURNMENT**

**19-2025-08-19:** Councillor Filipuzzi moved to adjourn the meeting at 11:04 pm.

Carried

---

Blair Painter  
Mayor

---

Patrick Thomas  
Chief Administrative Officer



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

**Meeting Date:** August 26, 2025

**Agenda #:** 5.a

**Subject:** Bylaw 1191, 2024 Road Closure Bylaw - Public Hearing

**Recommendation:** That Council hold a public hearing.

**Executive Summary:**

Council gave first reading of Bylaw 1191, 2024 on July 15, 2025.

Bylaw 1191, 2024 proposes the closure of an Unnamed Road for consolidation with the adjacent Lot 2, Block 39, Plan 7911189 to accommodate a portion of the existing Coleman Union Cemetery that is outside of the cemetery property lines.

The road closure bylaw may be considered for second and third readings only after the bylaw has been signed by the Minister of Transportation and Economic Corridors. Only those councillors who attend the public hearing may vote on second and third readings of the bylaw. Alberta Transportation and Economic Corridors indicated that they may be able to return the bylaw with the minister's signature prior to the 2025 municipal elections.

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

Section 22 of the Municipal Government Act

**Discussion:**

The public hearing was advertised pursuant to Section 606 of the Municipal Government Act. The notice of public hearing was published in the Crowsnest Pass Herald on July 23 and 30, 2025. Adjacent landowners were notified via mail and the public hearing was advertised on the municipal website.

The Coleman Union Cemetery encroaches into the intersection of 28 Ave and Highway 40 (27 Ave) at the entrance to the Pineview neighbourhood. Administration is bringing forward Bylaw 1191, 2024 for a road closure and subsequent consolidation of the parcels in order to protect the cemetery by correcting the existing boundaries.

At the time of writing this report no objections to the proposed bylaw have been received. Fortis and Telus both require URW agreements.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED CNP Road Closure Bylaw No. 1191, 2024 public hearing notice ALO.pdf](#)

# NOTICE OF PUBLIC HEARING

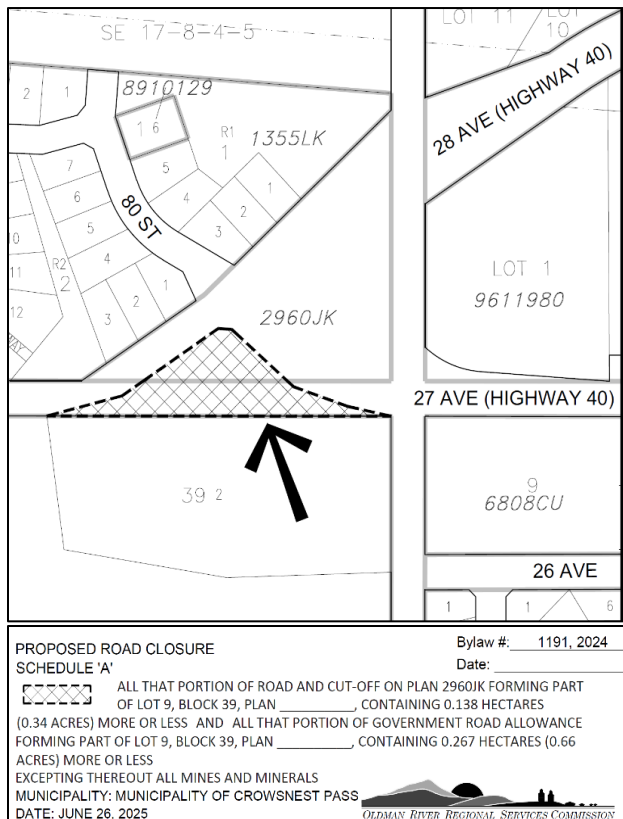
## MUNICIPALITY OF CROWSNEST PASS IN THE PROVINCE OF ALBERTA

### PROPOSED BYLAW NO. 1191, 2024

1:00 PM , August 26<sup>th</sup> , 2025

Municipality of Crowsnest Pass Council Chambers

PURSUANT to sections 22, 216.4, and 606 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, notice is hereby given that the Council of the Municipality of Crowsnest Pass in the Province of Alberta will consider a bylaw to close a portion of 27<sup>th</sup> Avenue in Coleman, as legally described and depicted in the sketch below.



The purpose of this bylaw is to close to public travel, create title to and dispose of portions of a public roadway for consolidation with adjacent land in accordance with section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1191, 2024 will be held in the Municipality of Crowsnest Pass Council Chambers at 1:00 PM on August 26<sup>th</sup> , 2025. Persons wishing to speak to the bylaw shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email the Executive Assistant to the CAO at [publichearings@crowsnestpass.com](mailto:publichearings@crowsnestpass.com) with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on August 18<sup>th</sup> , 2025. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

Residents who wish to participate in the Public Hearing by electronic means must submit a request at least 10 days prior to the scheduled hearing. Requests can be submitted through the following link: <https://portal.laserfiche.ca/o8468/forms/publichearingelectronic>. You will be contacted by phone during the public hearing and will have up to 5 minutes to present your remarks. Please note that you will not be able to listen to the entire public hearing remotely.

The proposed bylaw may be inspected at the municipal office during normal business hours, and on the municipal website: <https://www.crowsnestpass.com/planning-development/stay-informed/public-hearings>.

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 16<sup>th</sup> day of July 2025.



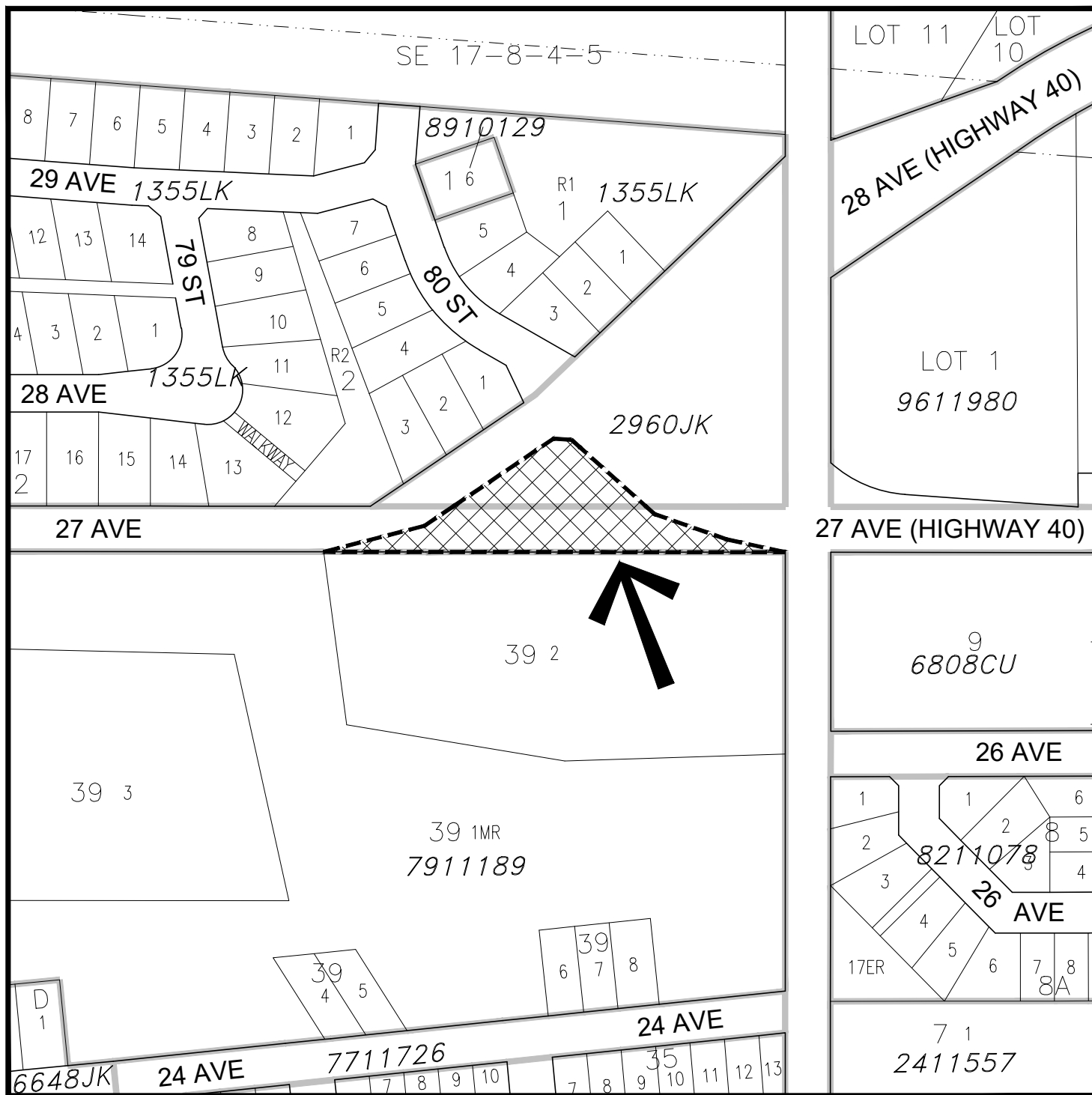


Date: \_\_\_\_\_

EXCEPTING THEREOUT ALL MINES AND MINERALS  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: JUNE 26, 2025

0 50 100 150 200  
Metres





**PROPOSED ROAD CLOSURE  
SCHEDULE 'A'**

Bylaw #: 1191, 2024

Date: \_\_\_\_\_



ALL THAT PORTION OF ROAD AND CUT-OFF ON PLAN 2960JK FORMING PART  
OF LOT 9, BLOCK 39, PLAN \_\_\_\_\_, CONTAINING 0.138 HECTARES  
(0.34 ACRES) MORE OR LESS AND ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE  
FORMING PART OF LOT 9, BLOCK 39, PLAN \_\_\_\_\_, CONTAINING 0.267 HECTARES (0.66  
ACRES) MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: JUNE 26, 2025





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

**Meeting Date:** August 26, 2025

**Agenda #:** 5.b

**Subject:** Bylaw 1192, 2024 Road Closure - Public Hearing

**Recommendation:** That Council hold a public hearing.

**Executive Summary:**

Council gave first reading of Bylaw 1192, 2024 on July 15, 2025.

Bylaw 1192, 2024 proposes the closure of an Unnamed Road and its consolidation with the adjacent certificate of title number 84M100, which is a portion of the SE Quarter Section 2-8-4-W5M, to accommodate the existing Blairmore Old Union Cemetery.

The road closure bylaw may be considered for second and third readings only after the bylaw has been signed by the Minister of Transportation and Economic Corridors. Only those councillors who attend the public hearing may vote on second and third readings of the bylaw. Alberta Transportation and Economic Corridors indicated that they may be able to return the bylaw with the minister's signature prior to the 2025 municipal elections.

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

Section 22 of the Municipal Government Act

**Discussion:**

The public hearing was advertised pursuant to Section 606 of the Municipal Government Act. The notice of public hearing was published in the Crowsnest Pass Herald on July 23 and 30, 2025. Adjacent landowners were notified via mail and the public hearing was advertised on the municipal website.

The Blairmore Old Union Cemetery encroaches into 25 Ave on the north side of Highway 3. Administration is bringing forward Bylaw 1192, 2024 for a road closure and subsequent consolidation of the parcels in order to protect the cemetery by correcting the property boundaries.

At the time of writing this report no objections to the proposed bylaw have been received. Fortis requires a URW agreement.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED CNP Road Closure Bylaw No. 1192, 2024 public hearing notice ALO.pdf](#)



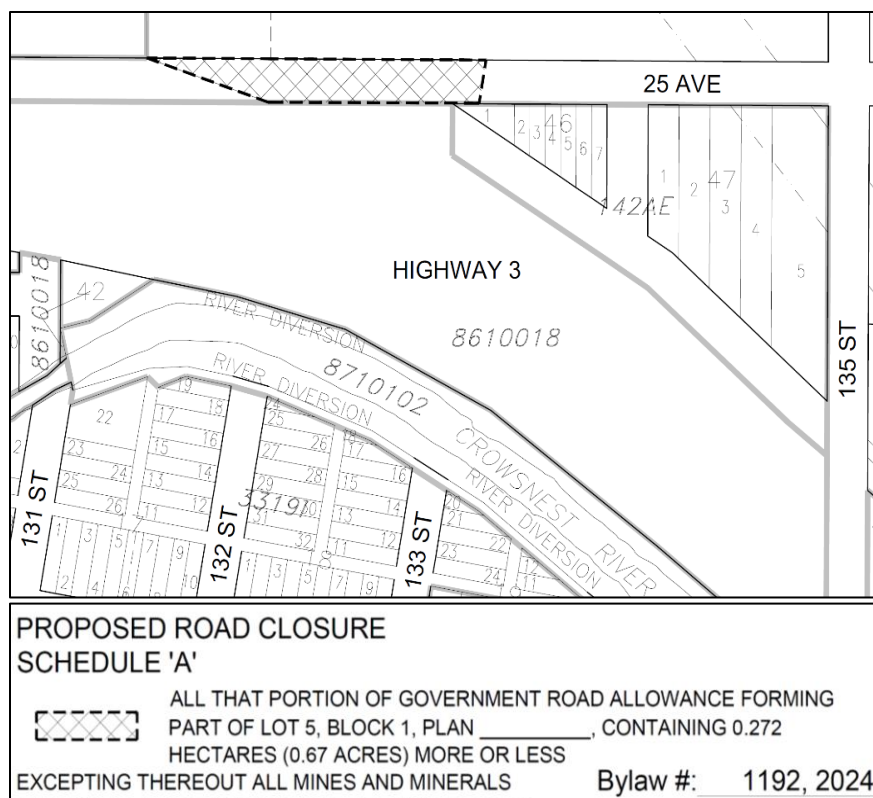
# NOTICE OF PUBLIC HEARING

MUNICIPALITY OF CROWSNEST PASS  
IN THE PROVINCE OF ALBERTA

## PROPOSED BYLAW NO. 1192, 2024

1:00PM, August 26<sup>th</sup>, 2025  
Municipality of Crowsnest Pass Council Chambers

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



The purpose of this bylaw is to close to public travel, create title to and dispose of portions of a public roadway for consolidation with adjacent land in accordance with section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1192, 2024 will be held in the Municipality of Crowsnest Pass Council Chambers at 1:00PM on August 26<sup>th</sup>, 2025. Persons wishing to speak to the bylaw shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written

submission regarding the proposed bylaw should email the Executive Assistant to the CAO at [publichearings@crowsnestpass.com](mailto:publichearings@crowsnestpass.com) with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on August 18<sup>th</sup>, 2025. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

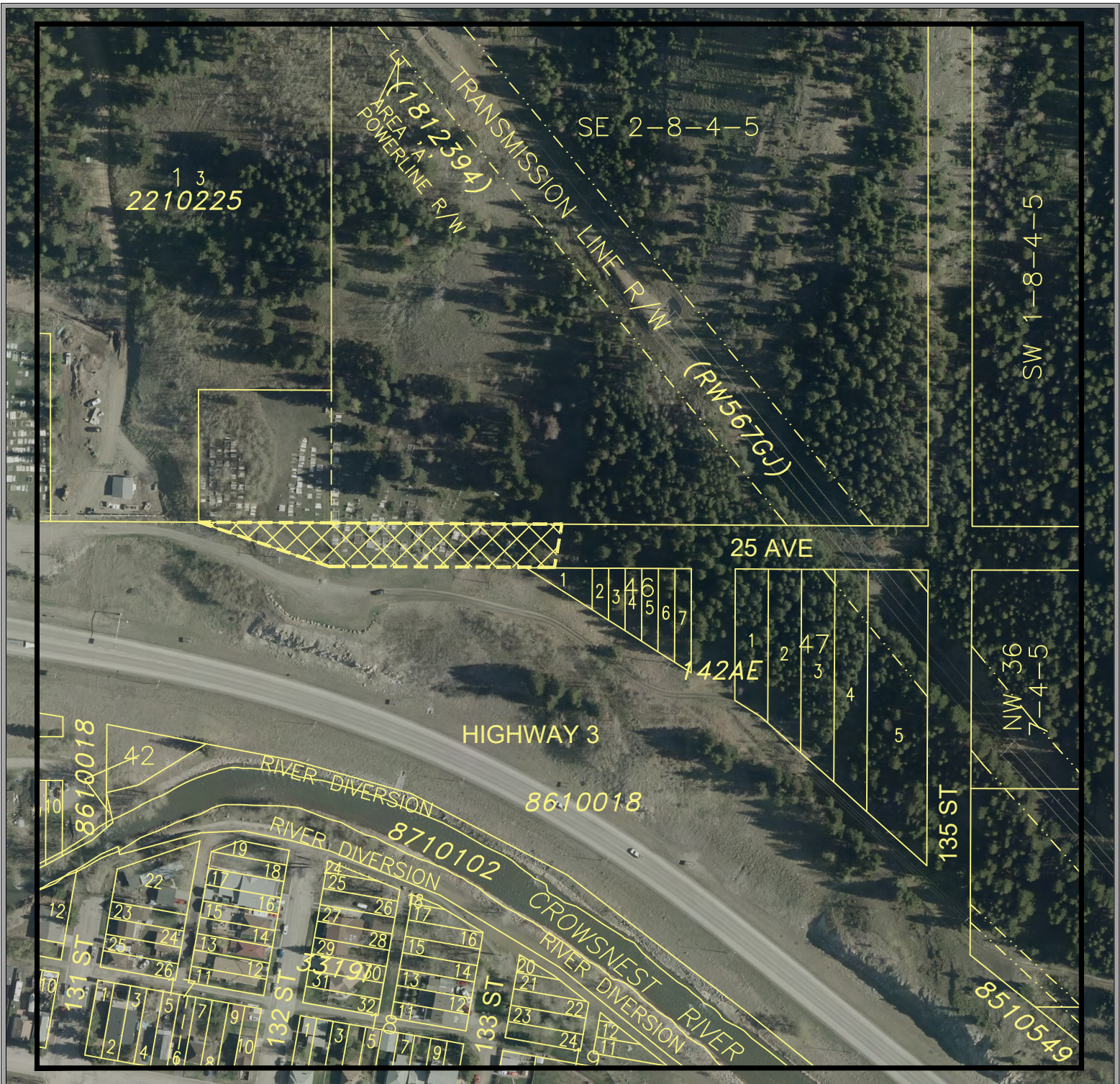
Residents who wish to participate in the Public Hearing by electronic means must submit a request at least 10 days prior to the scheduled hearing. Requests can be submitted through the following link: <https://portal.laserfiche.ca/o8468/forms/publichearingelectronic>. You will be contacted by phone during the public hearing and will have up to 5 minutes to present your remarks. Please note that you will not be able to listen to the entire public hearing remotely.

The proposed bylaw may be inspected at the municipal office during normal business hours, and on the municipal website: <https://www.crowsnestpass.com/planning-development/stay-informed/public-hearings>.

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 16<sup>th</sup> day of July 2025.





# PROPOSED ROAD CLOSURE SCHEDULE 'A'

Aerial Photo Date: May 19, 2021



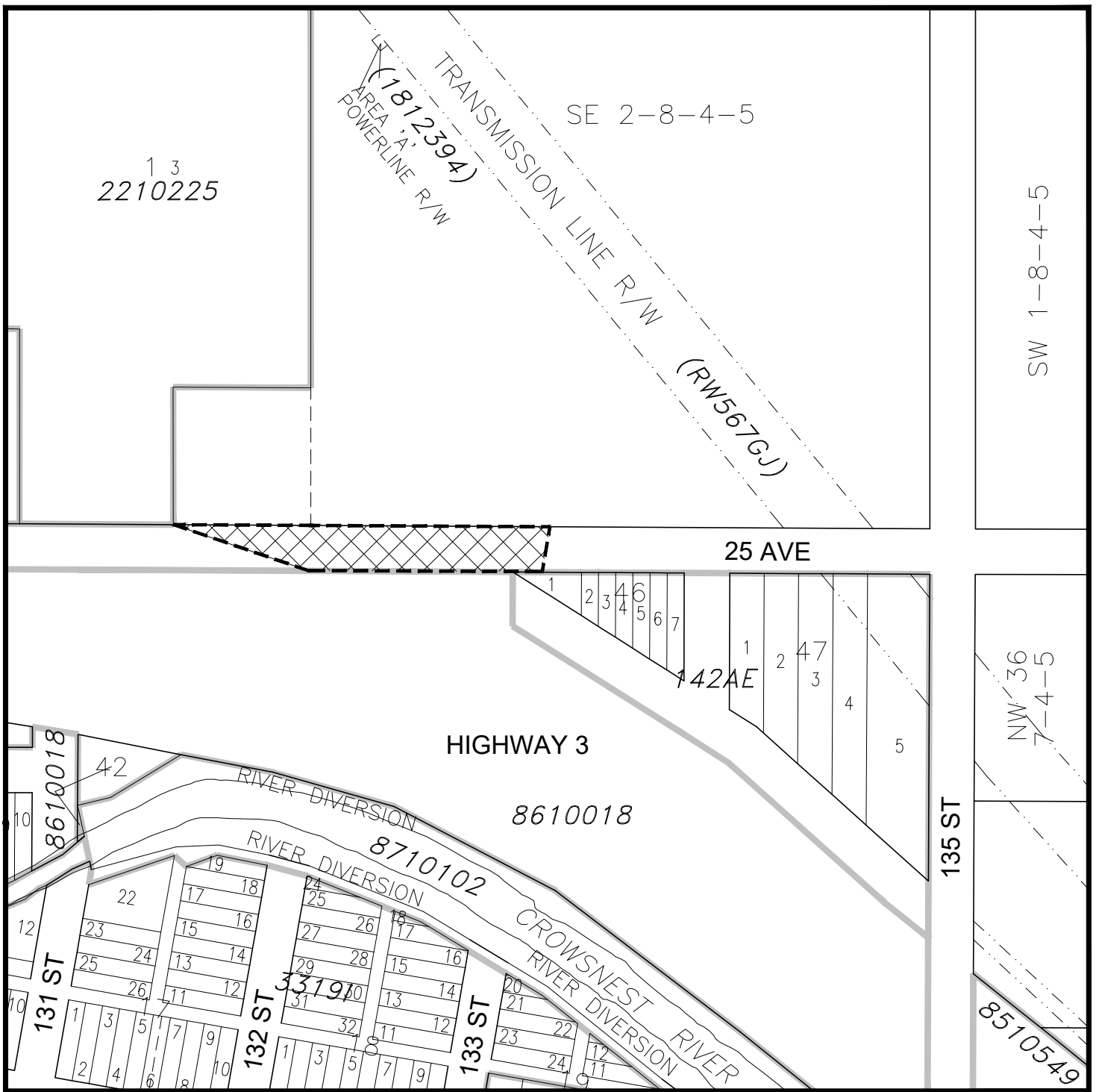
ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE FORMING  
PART OF LOT 5, BLOCK 1, PLAN \_\_\_\_\_, CONTAINING 0.272  
HECTARES (0.67 ACRES) MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: JUNE 27, 2025

Bylaw #: 1192, 2024  
Date: \_\_\_\_\_







## PROPOSED ROAD CLOSURE SCHEDULE 'A'



ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE FORMING  
PART OF LOT 5, BLOCK 1, PLAN \_\_\_\_\_, CONTAINING 0.272  
HECTARES (0.67 ACRES) MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: JUNE 27, 2025

Bylaw #: 1192, 2024  
Date: \_\_\_\_\_



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



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

**Meeting Date:** August 26, 2025

**Agenda #:** 5.c

**Subject:** Bylaw 1231, 2025 - Land Use Bylaw Amendment - Redesignate the lands legally described as Lot 5, Block 1, Plan 921 1271, containing  $\pm 2.02$  ha (5.0 acres), from "Drive-In Commercial – C-2" to "Non-Urban Tourism Accommodation and Recreation – NUTAR"- Public Hearing

**Recommendation:** That Council hold a public hearing.

**Executive Summary:**

Bylaw 1231, 2025 received first reading on July 15, 2025.

Bylaw 1231, 2025 proposes to redesignate Lot 5, Block 1, Plan 921 1271 from "Drive-In Commercial – C-2" to "Non-Urban Tourism Accommodation and Recreation – NUTAR" for the purpose of allowing the landowner to apply for a development permit and Comprehensive Site Development Plan to develop a "Tourism Accommodation" (consisting of a small campground) to bring the existing non-conforming campground into compliance with the land use bylaw and add a small expansion.

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

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

Land Use Bylaw No. 1165, 2023.

Municipal Development Plan (Bylaw No. 1059, 2020) - Growth Strategy p. 30 - Tourism " Become a top tourism destination in the province".

**Discussion:**

N/A

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED REVISED Bylaw 1231, 2025 - notice.docx](#)

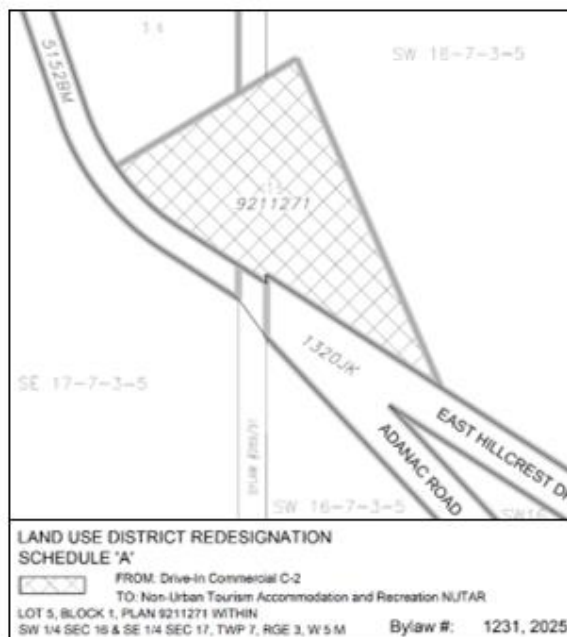
# NOTICE OF PUBLIC HEARING

## MUNICIPALITY OF CROWSNEST PASS IN THE PROVINCE OF ALBERTA

### PROPOSED BYLAW NO. 1231, 2025

1:00 PM, August 26th, 2025  
**Municipality of Crowsnest Pass Council Chambers**

PURSUANT to sections 230, 606, 640, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1231, 2025, being a bylaw to amend Bylaw No. 1165, 2023, being the municipal land use bylaw.



The purpose of Bylaw 1231, 2025 is to redesignate the lands legally described as Lot 5, Block 1, Plan 921 1271, containing ±2.02 ha (5.0 acres), as shown on Schedule 'A', from the "Drive-In Commercial – C-2" district to the "Non-Urban Tourism Accommodation and Recreation – NUTAR" district (1606 East Hillcrest Drive) to provide for the opportunity to use and develop the lands in accordance with the provisions of the "Non-Urban Tourism Accommodation and Recreation – NUTAR" district.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1231, 2025 will be held in the Municipality of Crowsnest Pass Council Chambers at 1:00PM on August 26<sup>th</sup>, 2025. Persons wishing to speak to the bylaw shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email the Executive Assistant to the CAO at [publichearings@crowsnestpass.com](mailto:publichearings@crowsnestpass.com) with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on August 18<sup>th</sup>, 2025. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

Residents who wish to participate in the Public Hearing by electronic means must submit a request at least 10 days prior to the scheduled hearing. Requests can be submitted through the following link: <https://portal.laserfiche.ca/o8468/forms/publichearingelectronic>. You will be contacted by phone during the public hearing and will have up to 5 minutes to present your remarks. Please note that you will not be able to listen to the entire public hearing remotely.

The proposed bylaw may be inspected at the municipal office during normal business hours, and on the municipal website: <https://www.crowsnestpass.com/planning-development/stay-informed/public-hearings>.

*For questions regarding the proposed Bylaw Amendment please contact the Development Officer by calling 403-562-8833 or emailing [development@crowsnestpass.com](mailto:development@crowsnestpass.com).*

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 16<sup>th</sup> day of July 2025.



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

**Meeting Date:** August 26, 2025

**Agenda #:** 5.d

**Subject:** Bylaw 1236, 2025 - Land Use Bylaw Amendment - Redesignate: A) Portions of NE¼ 17-7-3-W5M from "Non-Urban Area – NUA-1" to "Grouped Country Residential – GCR-1"; and B) Portions of NE¼ 17-7-3-W5M from "Non-Urban Area – NUA-1" to "Recreation and Open Space – RO-1"; and C) Portion of Lot 8, Block 1, Plan 0210159 from "Grouped Country Residential – GCR-1" to "Non-Urban Area – NUA-1" - Public Hearing

**Recommendation:** That Council hold a public hearing.

### **Executive Summary:**

Bylaw 1236, 2025 received first reading on July 15, 2025.

Bylaw 1236, 2025 proposes to redesignate the subject lands for the purpose of developing four new "Single-detached Dwellings" in a bareland condominium subdivision, with a total number of seven condo units [i.e. the four new dwelling units, a "farm unit" that will remain vacant, a small workshop unit, and an existing "Single-detached Dwelling" on Lot 8, Block 1, Plan 0210159 (i.e. proposed Unit 1 in the bareland condominium subdivision)]. As part of the subdivision application, Drum Creek and the associated wetland will be dedicated as Environmental Reserve.

The subdivision application 2025-0-107 will be considered by the Municipal Planning Commission in August or September 2025.

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

Section 692, Planning Bylaws, Municipal Government Act, RSA 2000, c M-26. (MGA)  
Land Use Bylaw No. 1165-2023

### **Discussion:**

N/A

### **Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED Bylaw 1236, 2025 -notice.pdf](#)



# NOTICE OF PUBLIC HEARING

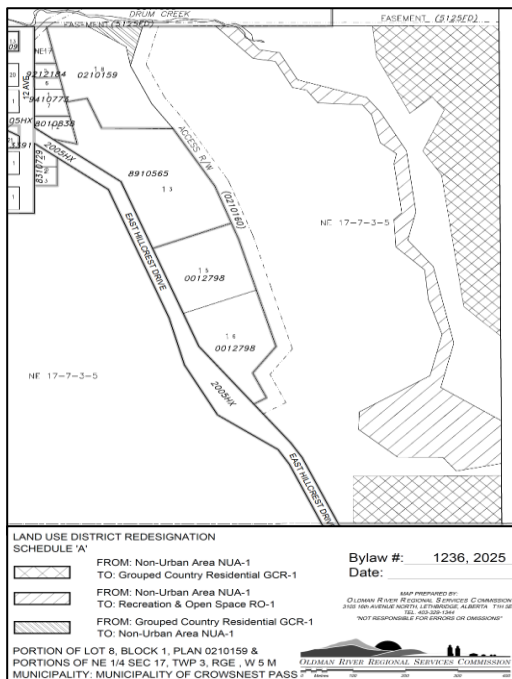
## MUNICIPALITY OF CROWSNEST PASS IN THE PROVINCE OF ALBERTA

### PROPOSED BYLAW NO. 1236, 2025

1:00PM, August 26<sup>th</sup>, 2025

#### Municipality of Crowsnest Pass Council Chambers

PURSUANT to sections 230, 606, 640, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1236, 2025, being a bylaw to amend Bylaw No. 1165, 2023, being the municipal land use bylaw.



The purpose of Bylaw No. 1236, 2025 is to redesignate the lands shown on Schedule 'A' and legally described as:

(A) portions of NE $\frac{1}{4}$  17-7-3-W5M from "Non-Urban Area – NUA-1" to "Grouped Country Residential – GCR-1"  
(1308 East Hillcrest Drive);

(B) portions of NE $\frac{1}{4}$  17-7-3-W5M from "Non-Urban Area – NUA-1" to "Recreation and Open Space – RO-1"  
(1308 East Hillcrest Drive); and

(C) portion of Lot 8, Block 1, Plan 0210159 from "Grouped Country Residential – GCR-1" to "Non-Urban Area – NUA-1"  
(1226 East Hillcrest Drive);

to provide for the opportunity to use and develop the lands in accordance with the provisions of the "Grouped Country Residential – GCR-1", "Recreation and Open Space – RO-1" and "Non-Urban Area – NUA-1" land use districts.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1236, 2025 will be held in the Municipality of Crowsnest Pass Council Chambers at 1:00PM on August 26<sup>th</sup>, 2025. Persons wishing to speak to the bylaw shall be allotted 5 minutes to present their position.

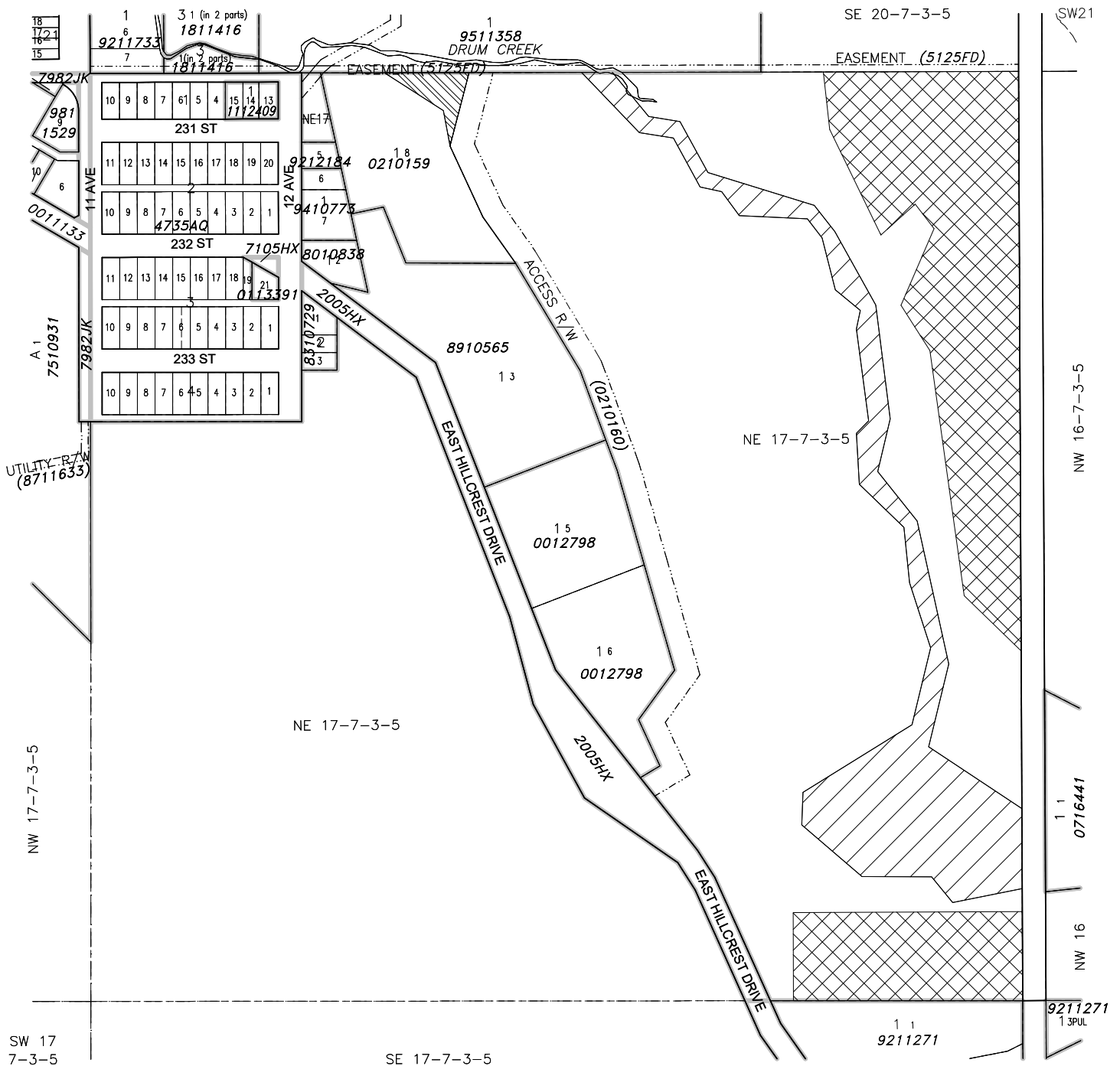
AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email the Executive Assistant to the CAO at [publichearings@crowsnestpass.com](mailto:publichearings@crowsnestpass.com) with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on August 18<sup>th</sup>, 2025. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

Residents who wish to participate in the Public Hearing by electronic means must submit a request at least 10 days prior to the scheduled hearing. Requests can be submitted through the following link: <https://portal.laserfiche.ca/o8468/forms/publichearingelectronic>. You will be contacted by phone during the public hearing and will have up to 5 minutes to present your remarks. Please note that you will not be able to listen to the entire public hearing remotely.

The proposed bylaw may be inspected at the municipal office during normal business hours, and on the municipal website: <https://www.crowsnestpass.com/planning-development/stay-informed/public-hearings>.

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 16<sup>th</sup> day of July 2025.



# LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



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



FROM: Non-Urban Area NUA-1  
TO: Recreation & Open Space RO-1

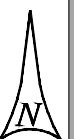


FROM: Grouped Country Residential GCR-1  
TO: Non-Urban Area NUA-1

PORTION OF LOT 8, BLOCK 1, PLAN 0210159 &  
PORTIONS OF NE 1/4 SEC 17, TWP 7, RGE 3, W 5 M  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: JUNE 25, 2025

Bylaw #: 1236, 2025  
Date: \_\_\_\_\_

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







**LAND USE DISTRICT REDESIGNATION  
SCHEDULE 'A'**

Aerial Photo Date: May 19, 2021



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



FROM: Non-Urban Area NUA-1  
TO: Recreation & Open Space RO-1



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

Bylaw #: 1236, 2025  
Date: \_\_\_\_\_

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

PORTION OF LOT 8, BLOCK 1, PLAN 0210159 &  
PORTIONS OF NE 1/4 SEC 17, TWP 7, RGE 3, W 5 M  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: JUNE 25, 2025







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

**Meeting Date:** August 26, 2025

**Agenda #:** 6.a

**Subject:** RCMP 2025 Q1 Update - Sergeant Mark Amatto

**Recommendation:** That Council accept the RCMP 2025 Q1 Update, as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

n/a

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[Q1 2025-26 Community Letter - Municipality of Crowsnest Pass.pdf](#)

[Q1 2025-26 Crowsnest Pass Provincial Community Report.pdf](#)

[Crowsnest Pass Q1 Provincial Crime Statistics.pdf](#)



August 12, 2025

Blair Painter  
Mayor  
Municipality of the Crowsnest Pass, AB

Dear Mayor Painter,

Please find attached the quarterly Community Policing Report covering the period from April 1<sup>st</sup> to June 30<sup>th</sup>, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Crowsnest Pass Detachment.

I would like to take this opportunity to introduce our new Commanding Officer, Deputy Commissioner Trevor Daroux. Many of you may be familiar with Deputy Commissioner Daroux as he was the Criminal Operations Officer in Alberta before taking on this new role. He believes all Alberta RCMP employees are empowered to lead, collaborate, and contribute at all levels, and knows that they are the strength of the service. Through collaboration and partnership with the communities we serve, Deputy Commissioner Daroux knows together we are supporting safer, stronger, and more connected communities across Alberta.

Deputy Commissioner Daroux has 37 years of policing experience and has also served with the Calgary Police Service. He has served as a Deputy Chief in Charge of the Bureau of Community Policing in Calgary, and as the Director General National Crime Prevention and Indigenous Policing Services for the RCMP, among many other operational and administrative roles. Deputy Commissioner Daroux is focused on continuing to build a modern, progressive police service – one that values innovation, embraces change, and reflects the diverse needs of Alberta.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Sgt. Mark Amatto  
Detachment Commander  
Crowsnest Pass Detachment





## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Crowsnest Pass

**Detachment Commander**

Sergeant Mark Amatto

**Report Date**

August 12, 2025

**Fiscal Year**

2025-26

**Quarter**

Q1 (April - June)

### Community Priorities

**Priority #1: Traffic Safety - Aggressive Driving****Updates and Comments:**

Enhancing road safety has remained a priority for Members of the Crowsnest Pass Detachment due to the amount of calls for service in relation to aggressive driving, the number of serious motor vehicle collisions that require an emergency response from police, the respective Fire Departments from the Municipality of the Crowsnest Pass, Hamlet of Lundbreck, MD of Willow Creek and MD of Pincher Creek, as well as Emergency Medical Services (Ambulances), inclusive of the time and expertise of both the nursing staff and doctors at local hospitals. Members will be drawing a focus to Traffic Safety by means of enforcement on the highways, increased visibility during peak traffic times and community presentations.

**Priority #2: Property - Theft****Updates and Comments:**

Property theft may be influenced by many factors, however targeted property crime and crimes of opportunity are the two main crime trends that are being addressed by Crowsnest Pass Detachment Members. The Lock It Or Lose It program has remained an effective tool that has been successfully implemented wherein the 70 patrols that were conducted throughout the jurisdiction resulted in only 1 vehicle that had been found with the engine running, keys inside the ignition and unoccupied; the owner had been educated in regard to the concern and responded appropriately - those are numbers the community can be proud of in regard to crime reduction. With the implementation of Citizens on Patrol (COP), community volunteers are observing and reporting suspicious activity. In Lundbreck, a COP member reported a suspicious male that led to the recovery of a stolen vehicle / several break-in





instruments and the deployment of an RPAS (drone) and Police Dog Service (PDS), resulting in a dog bite and successful arrest / charges.

## Priority #3: Violence - Violence in relationships

### Updates and Comments:

During the Quarter 1 reporting period, 28 Domestic Violence calls for service were responded to, wherein charges were laid in 5 of those occurrences. Victim Services was offered in all instances and was accepted the vast majority of those files. Domestic Violence is an area where Crowsnest Pass Detachment Members wish to see an increase in the amount of files that are received, as there is a large dark figure of crime that goes unreported, placing the victim(s) of those crimes at even greater risk. Detachment Members are partnering with Victim Services to roll out presentations throughout the community in regard to defining Domestic Violence, how to report it, best practices in regard to implementing safeguards and continued follow up with victims of crime. Victims of Domestic Violence need help, information / enforcement / assistance is available, your local Detachment is where those supports are located. This endeavor for increased reporting will be monitored over a 2-year span.

## Priority #4: Safety - Off-road vehicles / snowmobiles

### Updates and Comments:

Patrols were made to the McGillvray, Sartoris, York Creek and Atlas staging areas resulting in a reduction of calls for service in regard to all-terrain vehicle (ATV) and off-highway vehicle (OHV) concerns. Good behaviour and compliance were re-enforced with those accessing the numerous trails throughout the Crowsnest Pass and Kananaskis Highway areas. Quarter 2 will draw focus to insurance and registration compliance checks.

## Priority #5: Police / Community Relations - Visibility of police

### Updates and Comments:

The following enhanced patrols were conducted in this reporting period:

8 patrols in Lundbreck  
3 on Highway 40  
9 on Highway 22  
1 on Sartoris,  
3 on throughout Crown land

School patrols:  
4 at Horace Allan





1 at ISS  
2 at Lundbreck  
3 at CCHS  
2 at Ecole des Grands-Vents







## Community Consultations

### Consultation #1

Date	Meeting Type
April 15, 2025	Meeting with Stakeholders
<b>Topics Discussed</b>	
(1): Drugs	
<b>Notes/Comments:</b>	
Alberta Sheriffs SCAN (Safer Communities And Neighbourhoods) consultation in regard to a partnered approach to drug activity.	

### Consultation #2

Date	Meeting Type
April 22, 2025	Meeting with Stakeholders
<b>Topics Discussed</b>	
(1): Crime Reduction Initiatives(2): Regular reporting information sharing(3): Education Session	
<b>Notes/Comments:</b>	
Pincher Creek, Ft Macleod and Crowsnest Pass Case Development Group Meeting to discuss, plan and provide monitoring for prolific offenders who affect all areas of the policing jurisdiction and surrounding areas.	

### Consultation #3

Date	Meeting Type
May 7, 2025	Community Connection
<b>Topics Discussed</b>	
(1): Regular reporting information sharing(2): Education Session(3): Crime Reduction Initiatives	
<b>Notes/Comments:</b>	
Meeting with Crowsnest Community & Wildlife Watch in regard to reporting procedures in regard to Citizens On Patrol (COP) and preventative wildlife measures.	



## Consultation #4

Date	Meeting Type
June 3, 2025	Meeting with Elected Officials
<b>Topics Discussed</b>	
(1): Regular reporting information sharing(2): Education Session(3): Crime Reduction Initiatives	
<b>Notes/Comments:</b>	
Detachment Commander attended MD of Ranchland No. 66's Council Chambers and provided Quarter 4 Reporting.	

## Consultation #5

Date	Meeting Type
June 24, 2025	Meeting with Elected Officials
<b>Topics Discussed</b>	
(1): Regular reporting information sharing(2): Education Session(3): Crime Reduction Initiatives	
<b>Notes/Comments:</b>	
Detachment Commander and Operations NCO attended the Municipality of the Crowsnest Pass' Council Chambers and provided Quarter 4 Reporting.	



## Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	9	7	0	2
Detachment Support	3	3	0	1

### Notes:

1. Data extracted on June 30, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments:

Police Officers: Of the nine established positions, seven officers are currently working with none on special leave. There are two hard vacancies at this time.

Detachment Support: Of the three established positions, three resources are currently working with none on special leave. There is one resource that is Surplus to Establishment. There is one hard vacancy at this time.



## Crowsnest Pass Provincial Detachment

### Crime Statistics (Actual)

Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		1	0	1	0	0	-100%	N/A	-0.2
Robbery		1	0	0	0	0	-100%	N/A	-0.2
Sexual Assaults		1	0	0	1	3	200%	200%	0.5
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		25	12	14	24	13	-48%	-46%	-1.2
Kidnapping/Hostage/Abduction		0	0	0	0	1	N/A	N/A	0.2
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		2	14	5	16	12	500%	-25%	2.2
Uttering Threats		5	11	5	17	14	180%	-18%	2.4
<b>TOTAL PERSONS</b>		<b>35</b>	<b>37</b>	<b>25</b>	<b>59</b>	<b>43</b>	<b>23%</b>	<b>-27%</b>	<b>3.8</b>
Break & Enter		10	9	8	7	9	-10%	29%	-0.4
Theft of Motor Vehicle		2	1	6	12	2	0%	-83%	1.1
Theft Over \$5,000		0	1	2	3	3	N/A	0%	0.8
Theft Under \$5,000		14	21	16	17	9	-36%	-47%	-1.4
Possn Stn Goods		1	2	2	1	5	400%	400%	0.7
Fraud		9	15	9	12	9	0%	-25%	-0.3
Arson		2	4	1	0	0	-100%	N/A	-0.8
Mischief - Damage To Property		22	22	14	24	19	-14%	-21%	-0.4
Mischief - Other		6	13	15	12	21	250%	75%	2.9
<b>TOTAL PROPERTY</b>		<b>66</b>	<b>88</b>	<b>73</b>	<b>88</b>	<b>77</b>	<b>17%</b>	<b>-13%</b>	<b>2.2</b>
Offensive Weapons		0	2	4	3	2	N/A	-33%	0.5
Disturbing the peace		9	20	11	7	20	122%	186%	0.9
Fail to Comply & Breaches		4	4	4	8	18	350%	125%	3.2
<b>OTHER CRIMINAL CODE</b>		<b>8</b>	<b>10</b>	<b>6</b>	<b>7</b>	<b>10</b>	<b>25%</b>	<b>43%</b>	<b>0.1</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>21</b>	<b>36</b>	<b>25</b>	<b>25</b>	<b>50</b>	<b>138%</b>	<b>100%</b>	<b>4.7</b>
<b>TOTAL CRIMINAL CODE</b>		<b>122</b>	<b>161</b>	<b>123</b>	<b>172</b>	<b>170</b>	<b>39%</b>	<b>-1%</b>	<b>10.7</b>



## Crowsnest Pass Provincial Detachment

## Crime Statistics (Actual)

Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	0	1	1	4	100%	300%	0.5
Drug Enforcement - Trafficking		1	1	0	0	0	-100%	N/A	-0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>33%</b>	<b>300%</b>	<b>0.2</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	3	3	2	2	0%	0%	-0.1
<b>TOTAL FEDERAL</b>		<b>5</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>6</b>	<b>20%</b>	<b>100%</b>	<b>0.1</b>
Liquor Act		4	5	4	1	3	-25%	200%	-0.6
Cannabis Act		0	0	1	1	0	N/A	-100%	0.1
Mental Health Act		37	17	23	25	32	-14%	28%	-0.2
Other Provincial Stats		29	24	29	31	24	-17%	-23%	-0.3
<b>Total Provincial Stats</b>		<b>70</b>	<b>46</b>	<b>57</b>	<b>58</b>	<b>59</b>	<b>-16%</b>	<b>2%</b>	<b>-1.0</b>
Municipal By-laws Traffic		1	0	1	0	0	-100%	N/A	-0.2
Municipal By-laws		4	10	12	10	6	50%	-40%	0.4
<b>Total Municipal</b>		<b>5</b>	<b>10</b>	<b>13</b>	<b>10</b>	<b>6</b>	<b>20%</b>	<b>-40%</b>	<b>0.2</b>
Fatals		0	0	0	1	0	N/A	-100%	0.1
Injury MVC		9	5	8	5	2	-78%	-60%	-1.4
Property Damage MVC (Reportable)		44	52	49	30	30	-32%	0%	-5.0
Property Damage MVC (Non Reportable)		13	8	3	4	17	31%	325%	0.4
<b>TOTAL MVC</b>		<b>66</b>	<b>65</b>	<b>60</b>	<b>40</b>	<b>49</b>	<b>-26%</b>	<b>23%</b>	<b>-5.9</b>
Roadside Suspension - Alcohol (Prov)		1	3	3	0	4	300%	N/A	0.3
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>317</b>	<b>112</b>	<b>391</b>	<b>145</b>	<b>211</b>	<b>-33%</b>	<b>46%</b>	<b>-17.9</b>
<b>Other Traffic</b>		<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.4</b>
<b>Criminal Code Traffic</b>		<b>7</b>	<b>6</b>	<b>17</b>	<b>7</b>	<b>5</b>	<b>-29%</b>	<b>-29%</b>	<b>-0.3</b>
<b>Common Police Activities</b>									
False Alarms		7	5	9	12	21	200%	75%	3.5
False/Abandoned 911 Call and 911 Act		1	6	7	5	14	1300%	180%	2.5
Suspicious Person/Vehicle/Property		32	18	28	24	28	-13%	17%	-0.2
Persons Reported Missing		1	2	6	9	1	0%	-89%	0.7
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		25	25	23	34	29	16%	-15%	1.7
Form 10 (MHA) (Reported)		4	0	3	1	3	-25%	200%	-0.1



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

**Meeting Date:** August 26, 2025

**Agenda #:** 6.b

**Subject:** NWP Coal Canada Ltd. - Update on the Crown Mountain Coking Coal Project

**Recommendation:** That Council accept the NWP Coal Canada Ltd. Update on the Crown Mountain Coking Coal Project, as information.

**Executive Summary:**

Dave Baines of NWP Coal has requested to appear before Council to provide an update regarding the Crown Mountain Coking Coal Project.

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

1041, 2020 Procedure Bylaw

**Discussion:**

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[20250826 CM Update - Crowsnest.pdf](#)

# CROWN MOUNTAIN COKING COAL PROJECT

**Update – The Three Rs**

August 26, 2025



# Agenda

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- Crown Mountain Project
  - Overview
- Updates
  - Regulatory Process
  - Rail Loadout Location and Layout
  - Roads and Access
- Closing





# Overview

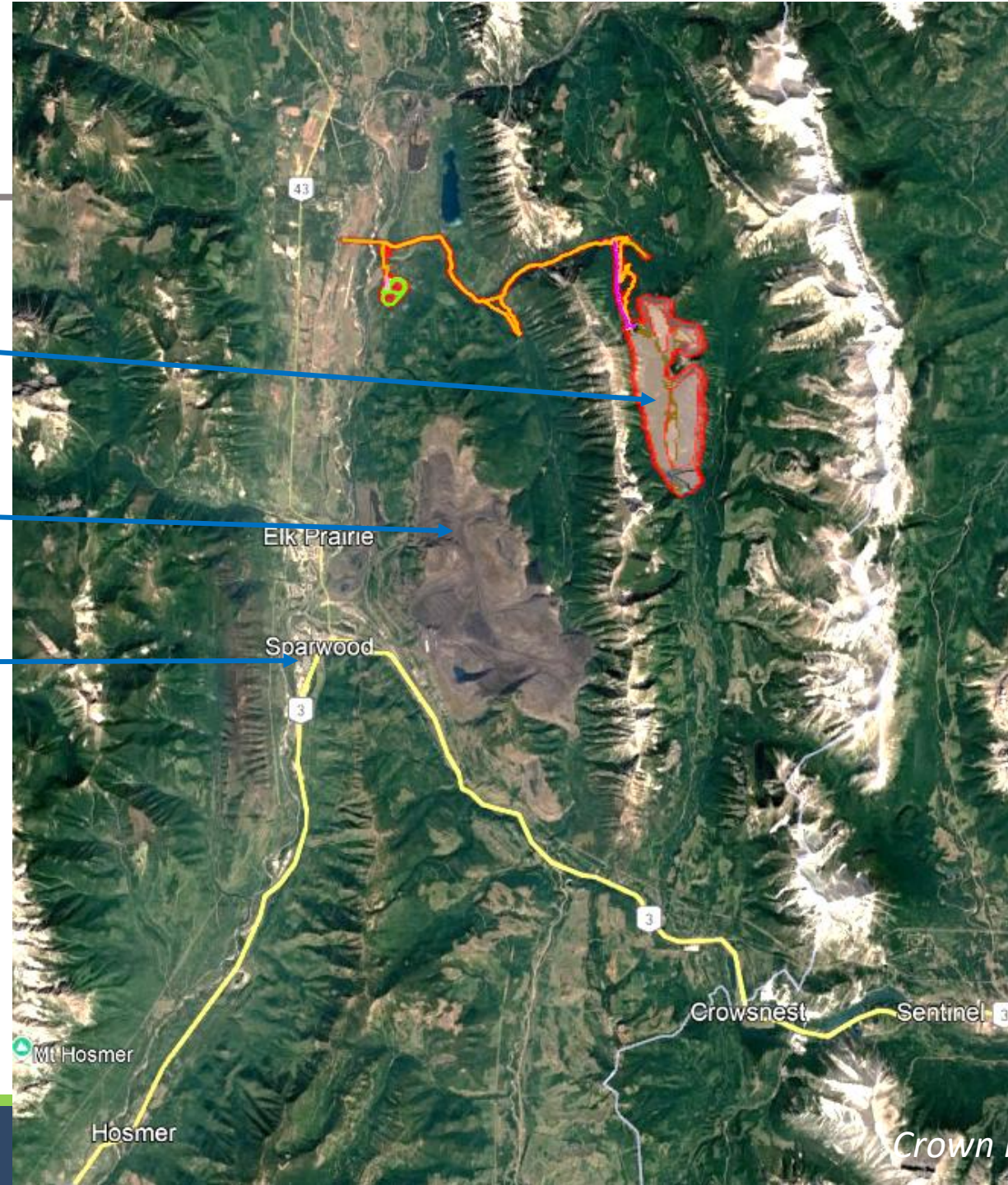
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# Project Location

Project Site  
(in BC)

EVR's Elkview  
Coal Mine  
(in BC)

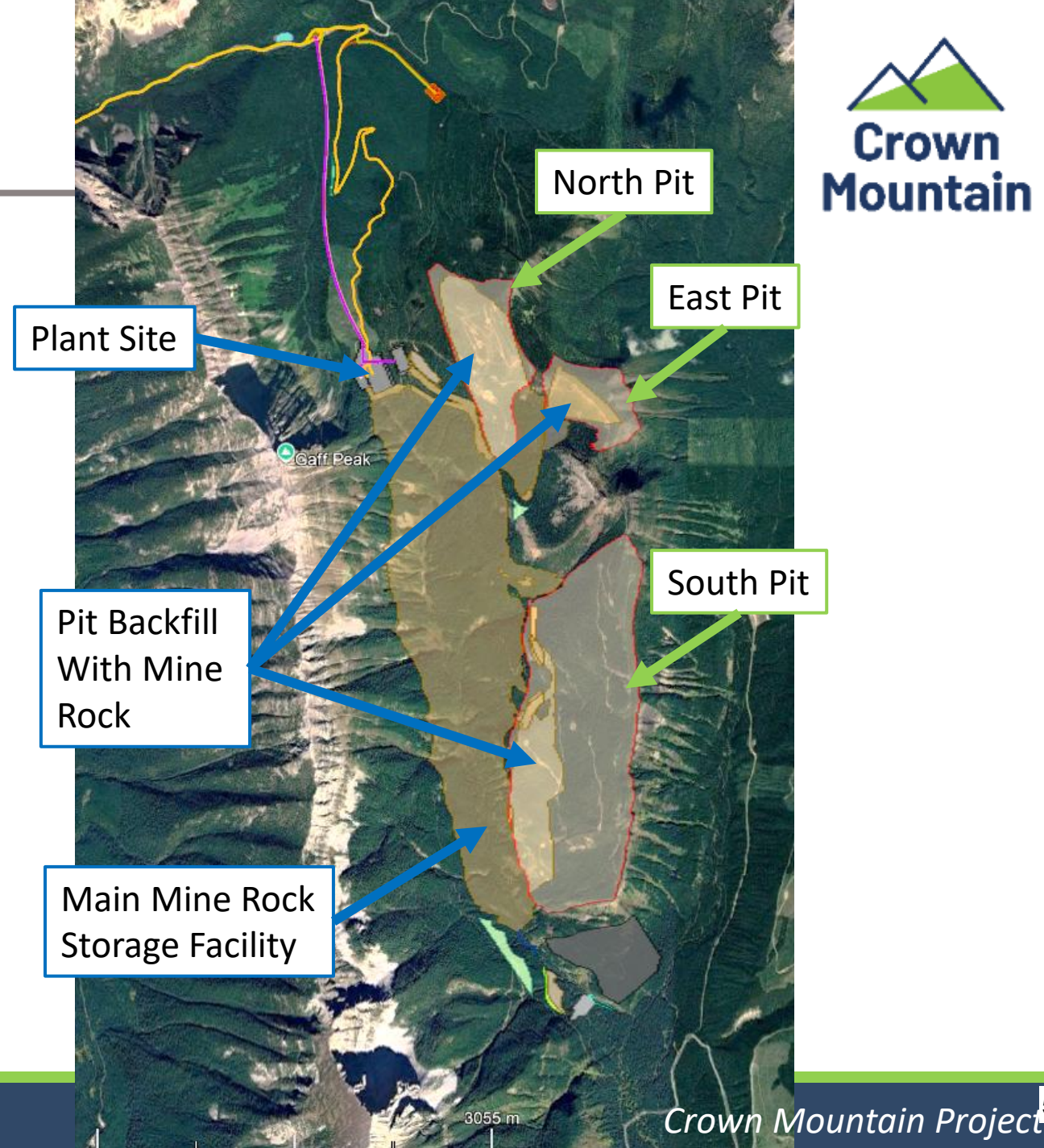
Sparwood BC





# Project Layout

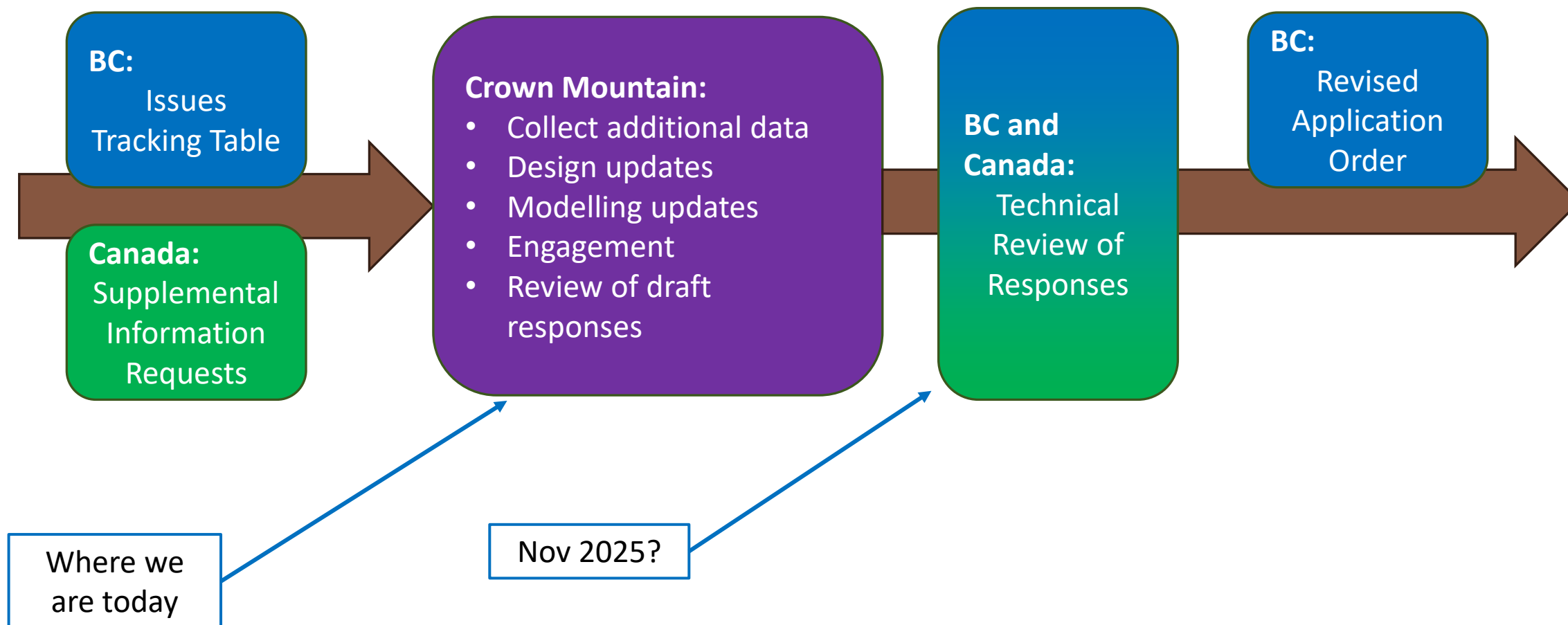
- All mine facilities in one watershed – West Alexander Creek
- Three pits on the shoulder of Crown Mountain
  - North Pit – Yrs 1-4
  - East Pit – Yrs 4-5
  - South Pit – Yrs 5-15
- Very small total footprint ~850ha
- 2 Mmt/year for 15 years



# Regulatory Process Update

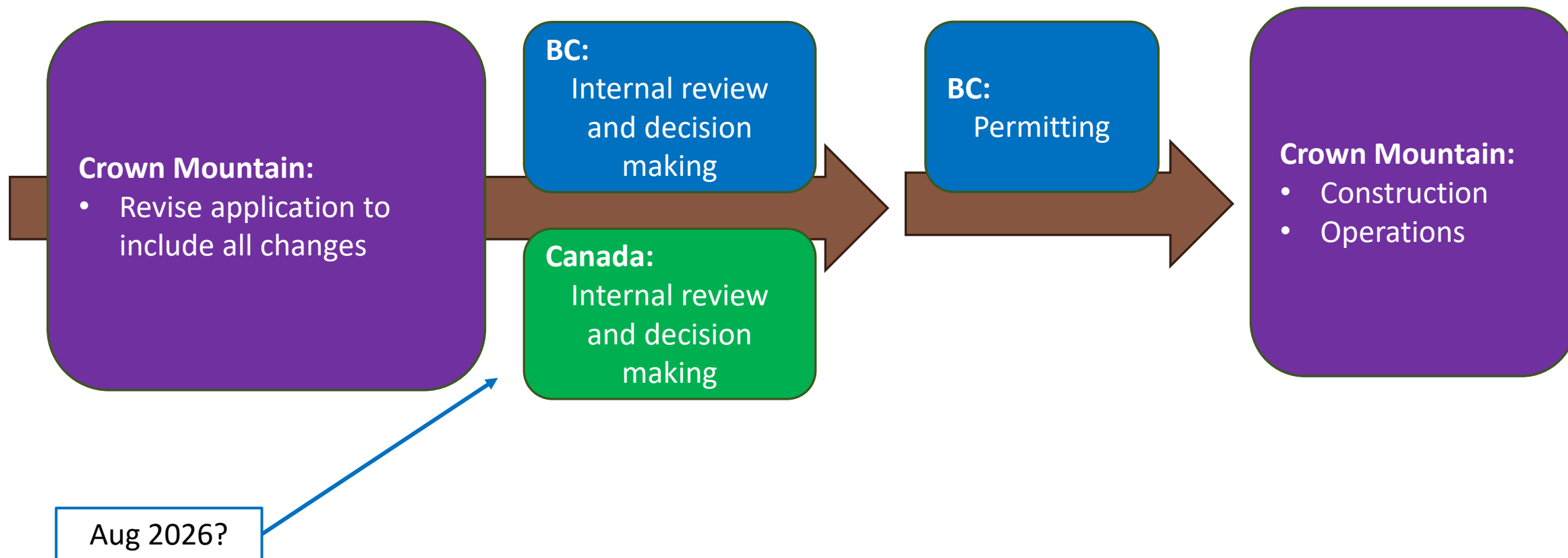
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# Where we are today



# Next Steps

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# Rail Loadout Update

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# Original RLO Location

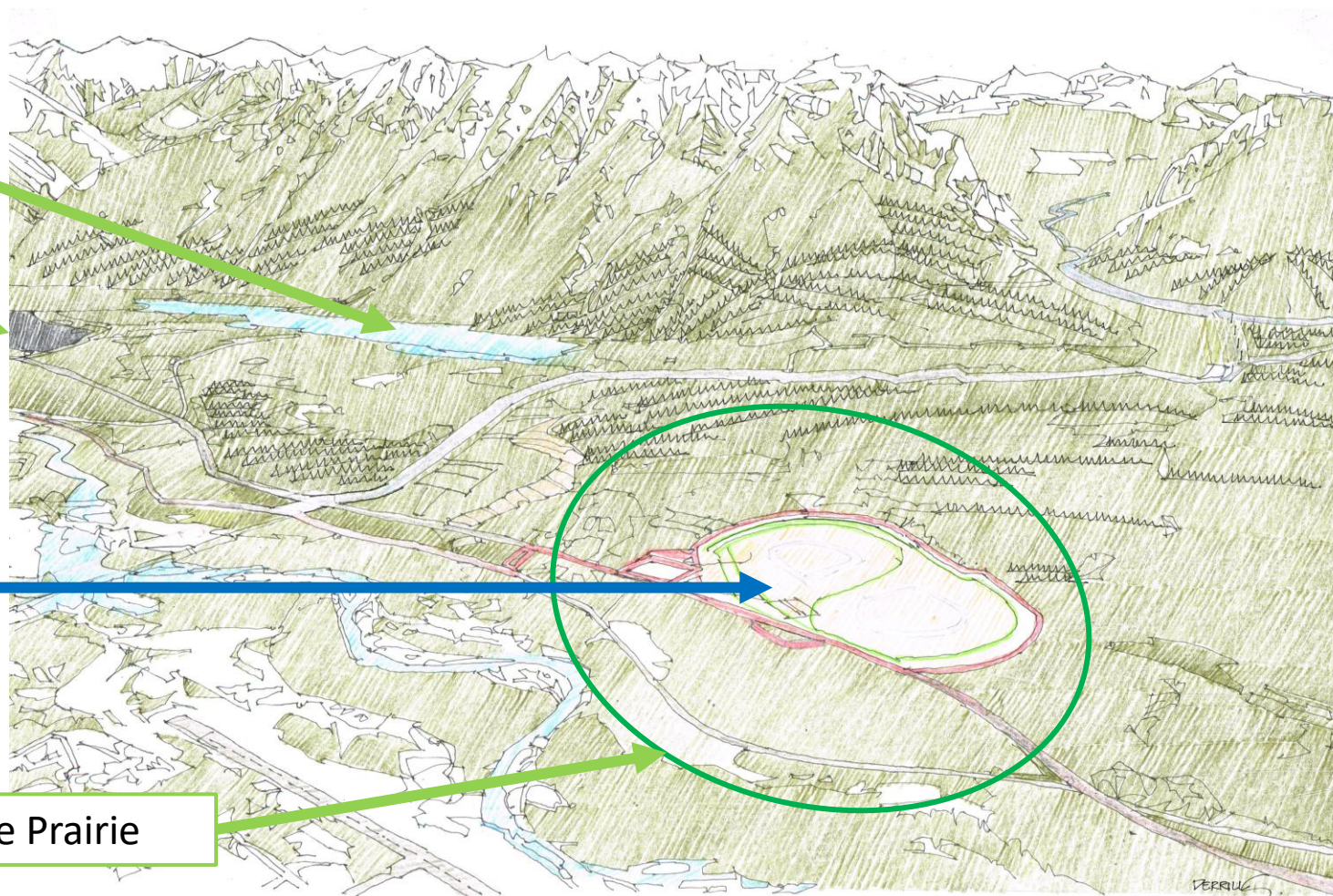
Grave Lake

Line Creek Coarse  
Coal Reject

Original RLO Location:

- Figure 8 Style RLO
- Located on Grave Prairie

Grave Prairie





# New RLO Location

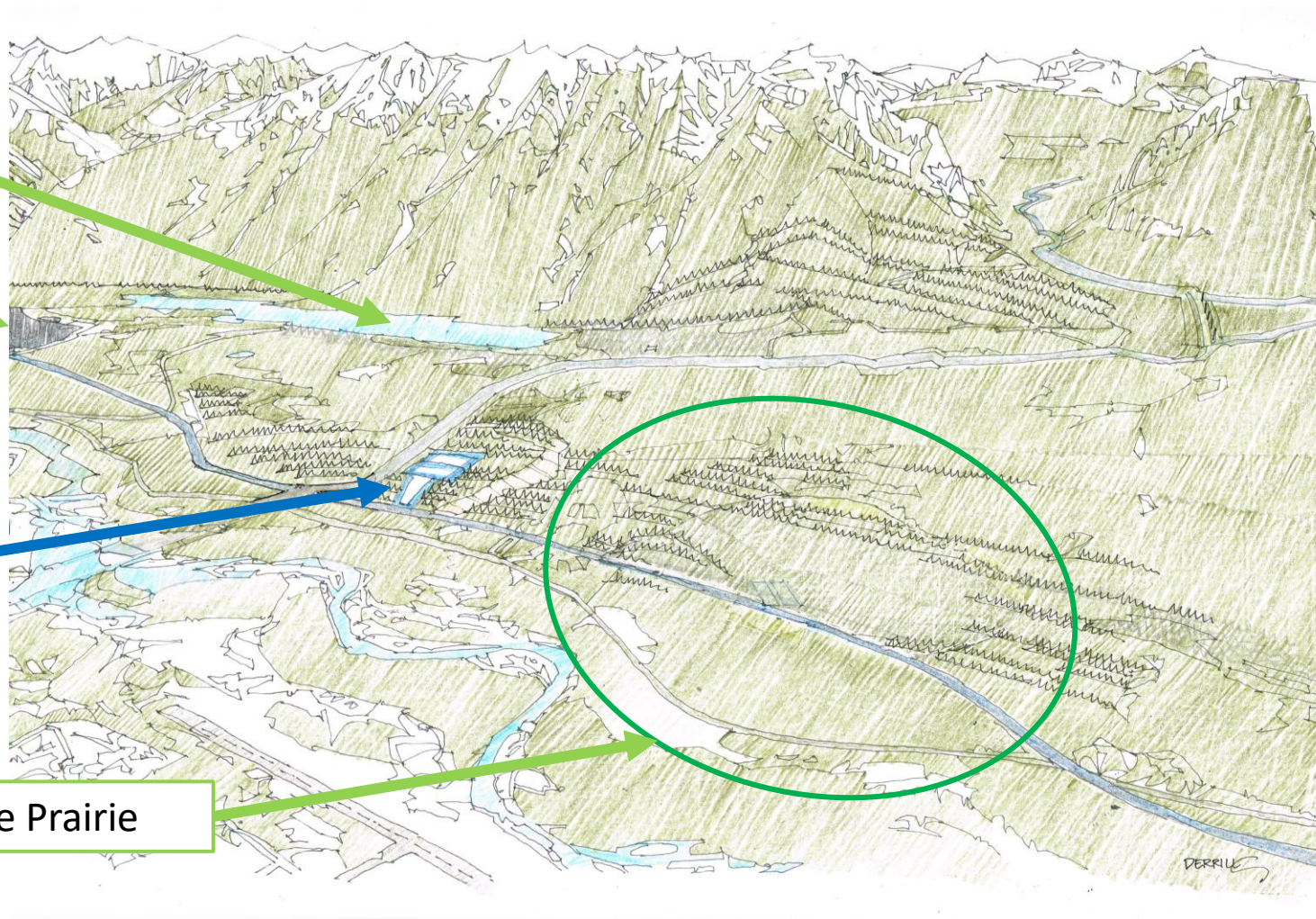
Grave Lake

Line Creek Coarse  
Coal Reject

New RLO Location:

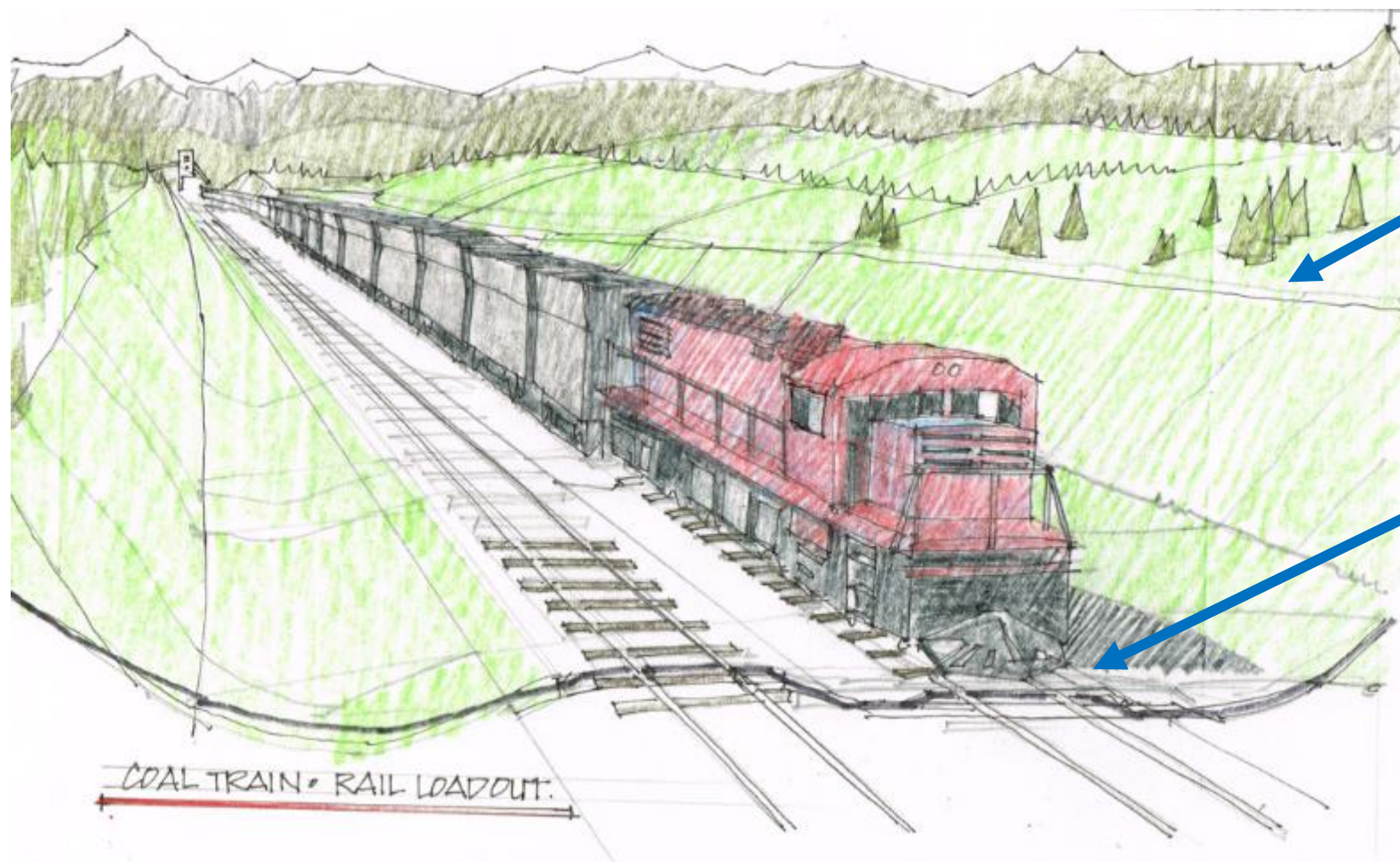
- Parallel Line Style RLO
- Located off Grave Prairie

Grave Prairie





# Parallel Line Style RLO



Predominantly inside  
CPKC Right of Way

New track laid beside main  
line – partially on existing  
disturbance to minimize new  
disturbance

## New RLO – Additional Infrastructure

### Vehicle Underpass:

- Allows traffic on Harmer Road when loading a train (twice a week)

### Additional railway bridge:

- Second track needs its own bridge



# Road and Access Update

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# Roads and Access Overview

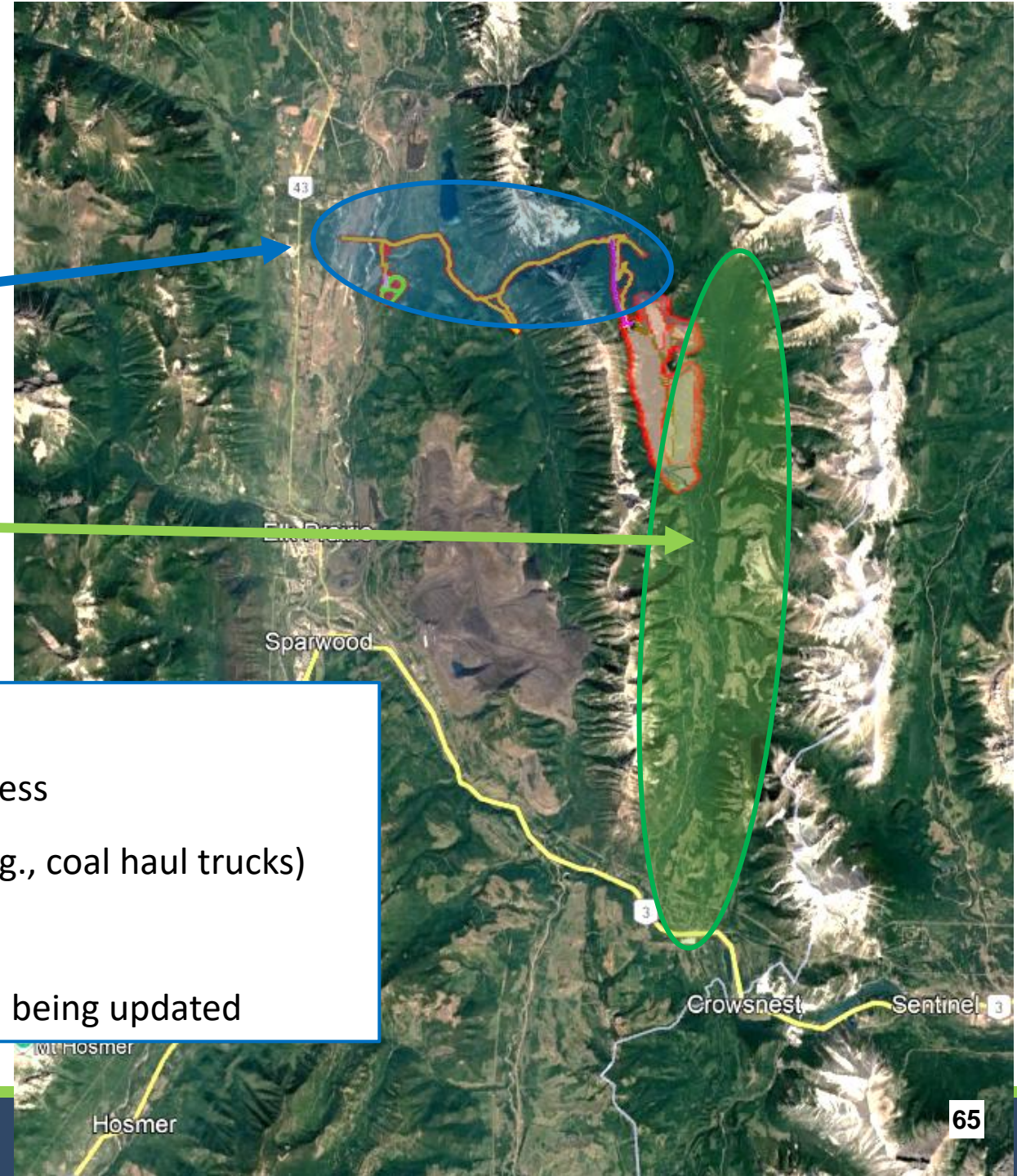
Main access  
and coal haul  
on Grave  
Creek Road

Environmental  
monitoring on  
Alexander  
Creek Road

Public and Indigenous concerns about:

- Prior experience losing motorized recreation areas and access
- Interaction between recreation users and Project traffic (e.g., coal haul trucks)
- Blast safety zones

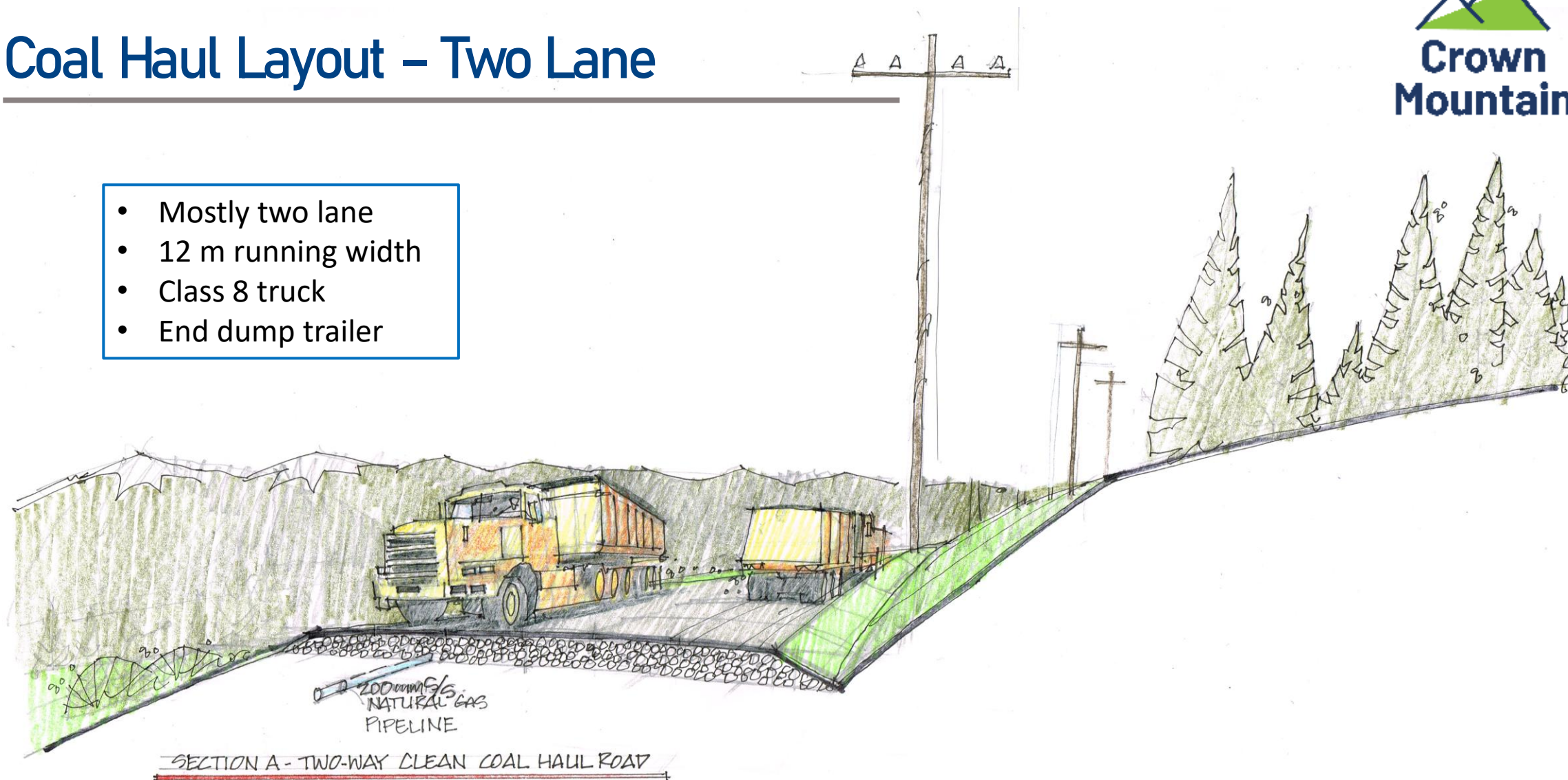
Draft Motorized Recreation Management Strategy shared and being updated





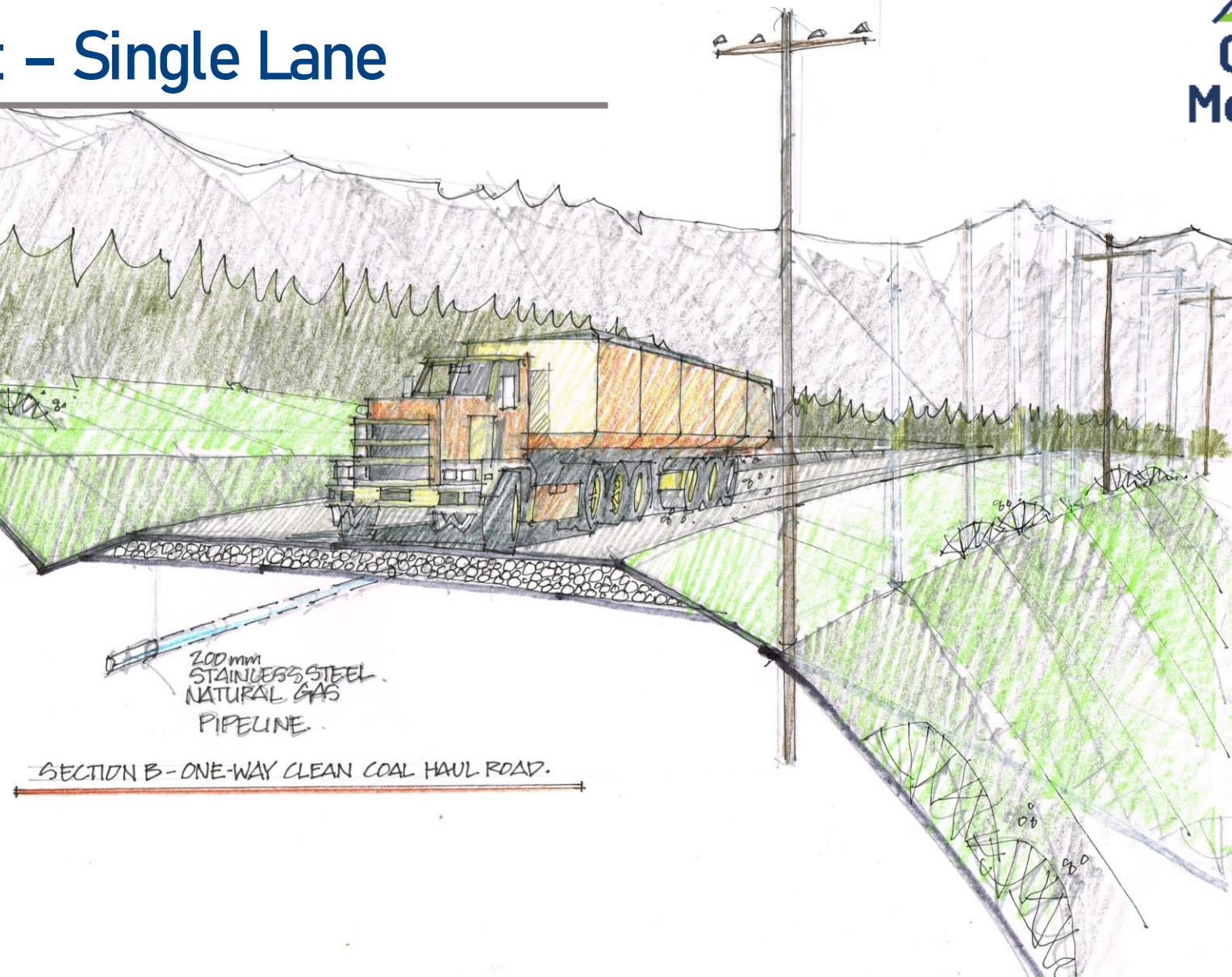
# Coal Haul Layout – Two Lane

- Mostly two lane
- 12 m running width
- Class 8 truck
- End dump trailer



# Coal Haul Layout – Single Lane

- Some single lane
- 7 m running width
- Radio assisted traffic
- Regular pull outs





# Closing

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# Summary

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- **Coking coal project in the Elk Valley**
- **Making meaningful regulatory progress**
- **Updating the Project based on feedback including:**
  - Relocating the rail load out
  - Addressing concerns about roads and access



Thank you  
for your  
time and  
attention!







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

**Meeting Date:** August 26, 2025

**Agenda #:** 7.a

**Subject:** Bylaw 1231, 2025 - Land Use Bylaw Amendment - Redesignate the lands legally described as Lot 5, Block 1, Plan 921 1271, containing  $\pm 2.02$  ha (5.0 acres), from "Drive-In Commercial – C-2" to "Non-Urban Tourism Accommodation and Recreation – NUTAR" - Second and Third Reading

**Recommendation:** That Council gives second and third readings of Bylaw 1231, 2025.

### **Executive Summary:**

Bylaw 1231, 2025 was given first reading on July 15, 2025 and a public hearing was scheduled for August 26, 2025.

Bylaw 1231, 2025 proposes to redesignate Lot 5, Block 1, Plan 921 1271 from "Drive-In Commercial – C-2" to "Non-Urban Tourism Accommodation and Recreation – NUTAR" for the purpose of allowing the landowner to apply for a development permit and Comprehensive Site Development Plan to develop a "Tourism Accommodation" (consisting of a small campground) to bring the existing non-conforming campground into compliance with the land use bylaw and add a small expansion.

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

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

Land Use Bylaw No. 1165, 2023.

Municipal Development Plan (Bylaw No. 1059, 2020) - Growth Strategy p. 30 - Tourism " Become a top tourism destination in the province".

### **Discussion:**

For many years the owner(s) of the subject property has been operating a Garden Centre and a Bed and Breakfast, and hosts Special Events (weddings, etc.) from time to time. The existing "Single-detached Dwelling" and "Garden Centre" are non-conforming uses from a time (approximately 1973) prior to a land use bylaw being adopted for Hillcrest in 1980. The existing Bed & Breakfast has the benefit of a development permit (DP2013-004 for "Home Occupation - Class 2"). The occasional Special Events are operated under the Business License Bylaw. The existing informal camping activity as part of the occasional Special Events is not allowed in the property's present designation in the

Drive-In Commercial C-2 land use district, which does not accommodate "Tourism Accommodation" as a use. The landowner wishes to bring the camping activity for the Special Events into compliance with the land use bylaw, and in addition the landowner wishes to obtain development approval to offer camping accommodations for 4-6 RV sites more regularly outside of any Special Event.

Bylaw 1231, 2025 proposes to rezone the subject property to Non-Urban Tourism Accommodation and Recreation (NUTAR), which will allow the landowner to apply for a development permit for "Tourism Accommodation", which, if approved, will bring the existing occasional camping activities into compliance with the land use bylaw and allow for the expansion into a permanent campground of 4 to 6 RV stalls.

The existing "Single-detached Dwelling" and "Garden Centre" will continue to be non-conforming uses, which means these uses and buildings may not be expanded, and will lose their non-conforming status if they become vacant for six months (municipal records show that the Single-detached Dwelling was expanded with a garage addition under DP48/2000, and the garden centre was expanded through several building permits in 1989, 1992 and 1995 without the benefit of a development permit).

Properties in the surrounding area are designated as Non-Urban Area NUA-1, Grouped Country Residential GCR-1, and Non-Urban Tourism Accommodation and Recreation NUTAR (the latter being nearby the subject property across East Hillcrest Drive).

### **Council Identified a Need to Update Provisions in the Land Use Bylaw for Tourism Accommodation**

- Few mountain communities in North America exist without a tourism sector, or in many cases a reliance on the tourism industry. The MCNP experiences tourism growth as a result of the Pass Powderkeg Ski Hill, Frank Slide Interpretive Centre, the Crowsnest Pass Golf Club, the heritage buildings and archeologic sites, the increasing popularity of mountain biking trails, and the provincial and national parks with their evolving hiking trails throughout the community and the surrounding region. Tourists have always been interested in the region for camping in the great outdoors but more and more it appears that a significant portion of tourists flock to the community's urban centres to experience the cultural and social aspects of what these have to offer.
- There appears to be a market demand to develop a range of tourist accommodation types of various forms of dwelling units (row houses, apartments), high-end cabins, and lower-key "camping accommodation" (cabins, RVs, and tents).
- Pro-actively, in the 2020 Municipal Development Plan (MDP) Council took a strong policy position to support tourism as a future growth sector for the Crowsnest Pass by stating in the Growth Strategy on p. 30 of the MDP as follows: **"Become a top tourism destination in the**

province and capitalize on the economic spin-offs from tourism driven development”. Council’s vision for the Crowsnest Pass to become one of the top tourist destinations in the province, supported by the expectation of tourism growth, required that the MDP policy was implemented by an appropriate land use bylaw amendment, otherwise it would remain just a policy that does not provide practical direction for development decision-making. On 28 May 2024 Council adopted a comprehensive land use bylaw amendment that introduced the Urban Tourism Accommodation and Recreation District and the Non-Urban Tourism Accommodation District, with associated standards for “Tourism Accommodation” and revamping of all associated land use definitions, and the establishment of development standards.

- The current (amended) land use bylaw provides for “Tourism Accommodation” to include “resort accommodation” (various types of dwelling units) and/or “camping accommodation” (tents, RVs, and cabins that may involve the use of camping equipment such as generators, except in an urban growth node). It establishes standards for “Tourism Accommodation” in a manner that provides site-specific flexibility, where the details of the development would be provided in a Comprehensive Site Development Plan that supplements a development permit application, and that will support decision making by the Development Authority on a case-by-case basis.

#### **Analysis of Alternatives:**

1. Council may give second and third readings of Bylaw 1231, 2025.
2. If additional information is required by Council and/or amendments to the Bylaw is proposed by Council prior to second reading, Council may postpone second reading of Bylaw 1231, 2025 and provide further direction to Administration, or Council may make the changes that they deem appropriate and then consider second and third readings of Bylaw 1231, 2025.
3. Council may defeat Bylaw 1231, 2025.

#### **Financial Impacts:**

N/A

#### **Attachments:**

[FORMATTED Bylaw 1231, 2025.docx](#)

[Bylaw 1231, 2025 - Schedule A.pdf](#)

[Bylaw 1231, 2025 - Schedule A Aerial Photo.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS**  
**BYLAW 1231, 2025**  
**LAND USE BYLAW AMENDMENT – Redesignate Lot 5, Block 1, Plan 921 1271**

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

**WHEREAS** the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as Lot 5, Block 1, Plan 921 1271, containing ±2.02 ha (5.0 acres), from “Drive-In Commercial – C-2” to “Non-Urban Tourism Accommodation and Recreation – NUTAR”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.

**AND WHEREAS** the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Non-Urban Tourism Accommodation and Recreation – NUTAR” land use district, while continuing to accommodate the existing non-conforming development on the subject property (the Spring Break Garden Centre).

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as Lot 5, Block 1, Plan 921 1271, containing ±2.02 ha (5.0 acres), from “Drive-In Commercial – C-2” to “Non-Urban Tourism Accommodation and Recreation – NUTAR”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

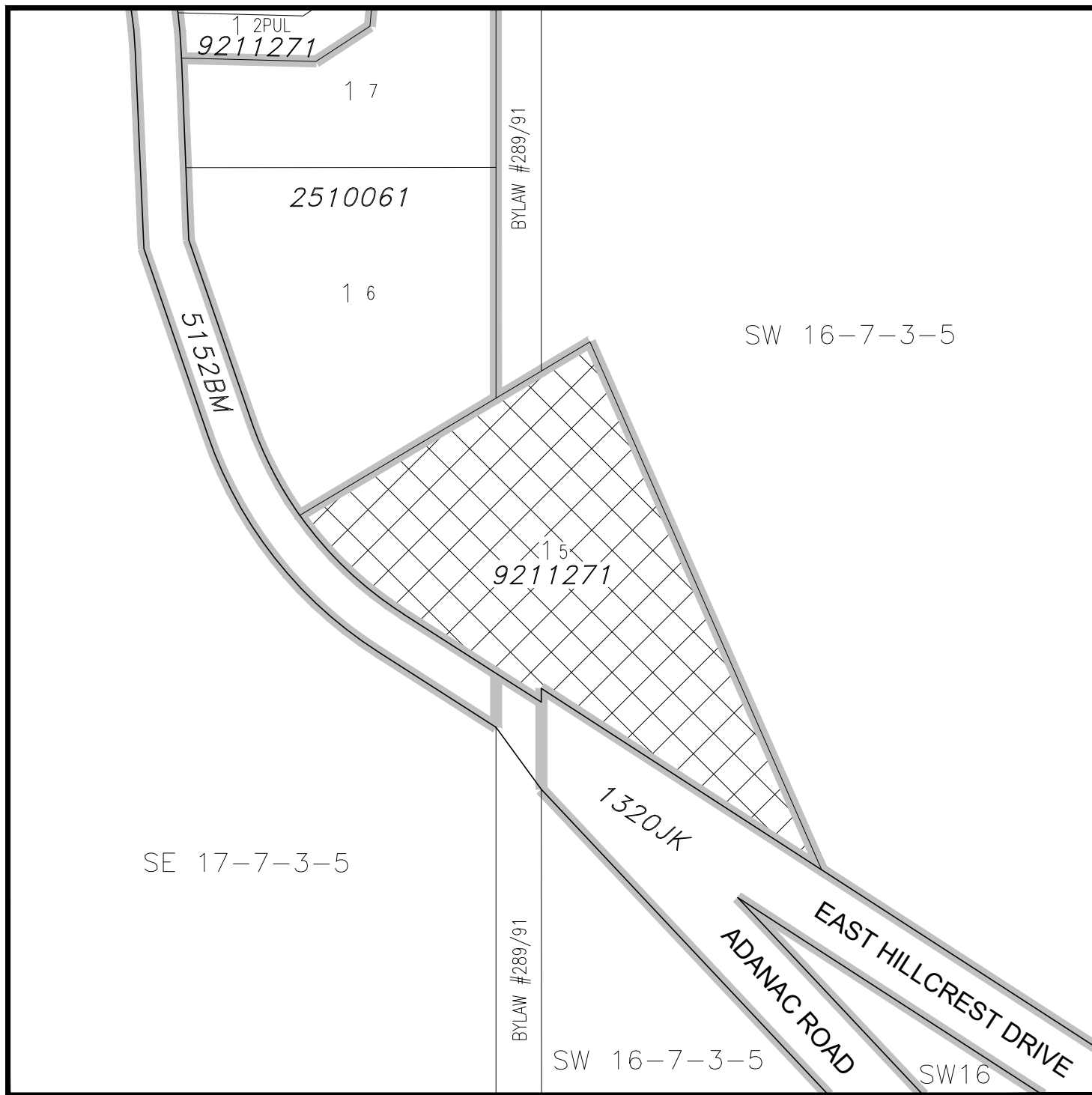
READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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

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

\_\_\_\_\_  
Blair Painter, Mayor

\_\_\_\_\_  
Patrick Thomas, Chief Administrative Officer



## LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Drive-In Commercial C-2

TO: Non-Urban Tourism Accommodation and Recreation NUTAR

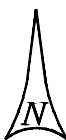
LOT 5, BLOCK 1, PLAN 9211271 WITHIN  
SW 1/4 SEC 16 & SE 1/4 SEC 17, TWP 7, RGE 3, W 5 M  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: JUNE 19, 2025

Bylaw #: 1231, 2025

Date: \_\_\_\_\_



0 50 100 150 200  
Metres



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





## LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Aerial Photo Date: May 19, 2021



FROM: Drive-In Commercial C-2

TO: Non-Urban Tourism Accommodation and Recreation NUTAR

LOT 5, BLOCK 1, PLAN 9211271 WITHIN  
SW 1/4 SEC 16 & SE 1/4 SEC 17, TWP 7, RGE 3, W 5 M  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: JUNE 19, 2025

Bylaw #: 1231, 2025

Date: \_\_\_\_\_



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





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

**Meeting Date:** August 26, 2025

**Agenda #:** 7.b

**Subject:** Bylaw 1236, 2025 - Land Use Bylaw Amendment - Redesignate: A) Portions of NE¼ 17-7-3-W5M from "Non-Urban Area – NUA-1" to "Grouped Country Residential – GCR-1"; and B) Portions of NE¼ 17-7-3-W5M from "Non-Urban Area – NUA-1" to "Recreation and Open Space – RO-1"; and C) Portion of Lot 8, Block 1, Plan 0210159 from "Grouped Country Residential – GCR-1" to "Non-Urban Area – NUA-1" - Second and Third Reading

**Recommendation:** That Council gives second and third readings of Bylaw 1236, 2025.

### **Executive Summary:**

Bylaw 1236, 2025 was given first reading on July 15, 2025 and a public hearing was scheduled for August 26, 2025.

Bylaw 1236, 2025 proposes to redesignate the subject lands for the purpose of developing four new "Single-detached Dwellings" in a bareland condominium subdivision, with a total number of seven condo units [i.e. the four new dwelling units, a "farm unit" that will remain vacant, a small workshop unit, and an existing "Single-detached Dwelling" on Lot 8, Block 1, Plan 0210159 (i.e. proposed Unit 1 in the bareland condominium subdivision)]. As part of the subdivision application, Drum Creek and the associated wetland will be dedicated as Environmental Reserve.

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

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

Land Use Bylaw No. 868-2013

### **Discussion:**

- Subdivision application 2025-0-107 (the tentative plan of subdivision is attached) is currently being processed for a seven-unit bareland condominium plan with a total of five acreages (four

new "Single-detached Dwellings" and one existing "Single-detached Dwelling") in the Grouped Country Residential GCR-1 district, a small unit with only a workshop, and a large "farm" unit - the latter two units will remain in the Non-Urban Area NUA-1 district where Single-detached Dwelling is a discretionary use.

- The banks beside the bed and shore of Drum Creek as well as the associated wetland will be dedicated as Environmental Reserve and rezoned to the Recreation and Open Space RO-1 district.
- The landowner has collaborated with Administration over the past two years in this matter. The purpose of the bareland condominium subdivision is to allow the landowner to provide municipal water to the seven units in the proposed bareland condominium subdivision from a single municipal water service connection that exists in 12 Avenue and which was originally installed for Lot 8, Block 1, Plan 0210159.
- The purpose statement of the Grouped Country Residential District is suited to the proposed use - i.e. *"to provide for clustered residential development where conflicts with adjacent uses can be mitigated"*.
- The small workshop unit and the large farm unit will remain in the NUA-1 district where "Single-detached Dwelling" is a discretionary use. The small workshop unit is likely too small to accommodate a "Single-detached Dwelling" and the large farm unit is low lying and likely unsuitable for residential development.

#### **Analysis of Alternatives:**

1. Council may give second and third readings of Bylaw 1236, 2025.
2. If additional information is required by Council and/or amendments to the Bylaw is proposed by Council prior to second reading, Council may postpone second reading of Bylaw 1236, 2025 and provide further direction to Administration, or Council may make the revisions to Bylaw 1236, 2025 that they deem appropriate and then consider second and third readings of Bylaw 1236, 2025.
3. Council may defeat Bylaw 1236, 2025.

#### **Financial Impacts:**

N/A

#### **Attachments:**

[FORMATTED Bylaw 1236, 2025.docx](#)

[Bylaw 1236, 2025 - Schedule A.pdf](#)

[Bylaw 1236, 2025 -Schedule A Aerial Photo.pdf](#)

[REVISED plan of subdivision June 2025 - 24-16538TA.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS**  
**BYLAW NO. 1236, 2025**  
**LAND USE BYLAW AMENDMENT – Redesignate portions of NE¼ 17-7-3-W5M; &**  
**portion of Lot 8, Block 1, Plan 0210159**

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

**WHEREAS** the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as:

- A. Portions of NE¼ 17-7-3-W5M from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
- B. Portions of NE¼ 17-7-3-W5M from “Non-Urban Area – NUA-1” to “Recreation and Open Space – RO-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
- C. Portion of Lot 8, Block 1, Plan 0210159 from “Grouped Country Residential – GCR-1” to “Non-Urban Area – NUA-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.

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

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as portions of NE¼ 17-7-3-W5M from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. The Land Use District Map be amended to redesignate the lands legally described as portions of NE¼ 17-7-3-W5M from “Non-Urban Area – NUA-1” to “Recreation and Open Space – RO-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
3. The Land Use District Map be amended to redesignate the lands legally described as portion of Lot 8, Block 1, Plan 0210159 from “Grouped Country Residential – GCR-1” to “Non-Urban Area – NUA-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
4. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
5. This bylaw comes into effect upon third and final reading hereof.

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

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

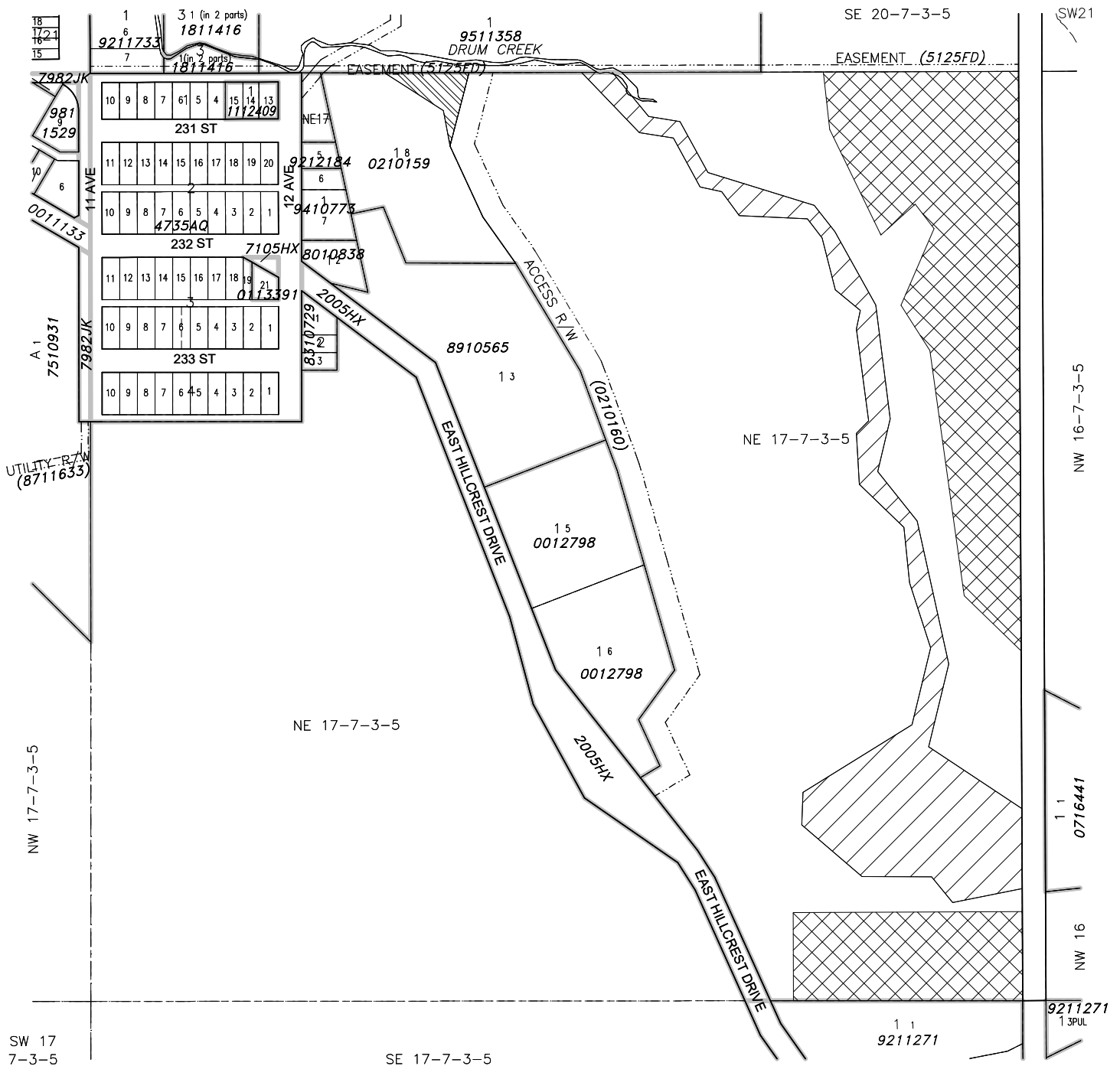
READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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Blair Painter  
Mayor

---

Patrick Thomas  
Chief Administrative Officer



# LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



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



FROM: Non-Urban Area NUA-1  
TO: Recreation & Open Space RO-1



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

PORTION OF LOT 8, BLOCK 1, PLAN 0210159 &  
PORTIONS OF NE 1/4 SEC 17, TWP 7, RGE 3, W 5 M  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: JUNE 25, 2025

Bylaw #: 1236, 2025  
Date:

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







**LAND USE DISTRICT REDESIGNATION  
SCHEDULE 'A'**

Aerial Photo Date: May 19, 2021



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



FROM: Non-Urban Area NUA-1  
TO: Recreation & Open Space RO-1



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

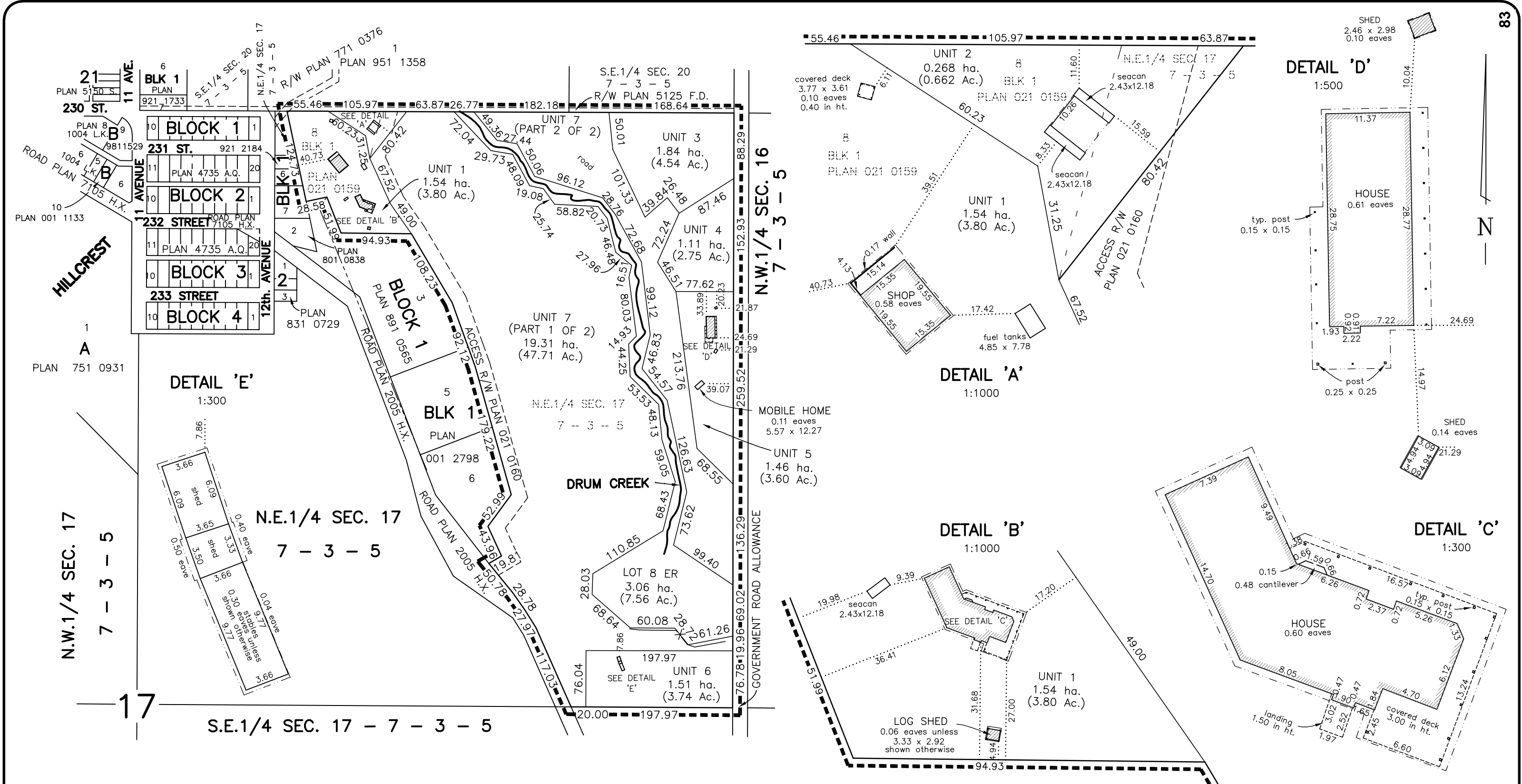
Bylaw #: 1236, 2025  
Date: \_\_\_\_\_

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

PORTION OF LOT 8, BLOCK 1, PLAN 0210159 &  
PORTIONS OF NE 1/4 SEC 17, TWP 7, RGE 3, W 5 M  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: JUNE 25, 2025





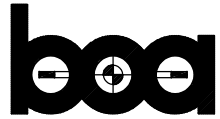


1	ADJUSTED LOT BOUNDARIES	MAY 30/25	MJ
NO.	REVISION	DATE	BY

NOTE : Portion to be approved is outlined thus **-----** and contains approximately 30.09 ha. Distances are in metres and decimal parts thereof.

Distances and areas are approximate and are subject to change upon final survey.

TENTATIVE PLAN SHOWING SUBDIVISION FOR BARELAND CONDOMINIUM of all of LOT 8, BLOCK 1, PLAN 021 0159 and part of N.E.1/4 SEC. 17, all within N.E.1/4 SEC. 17, TWP. 7, RGE. 3, W.5 M. Municipality of Crowsnest Pass



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

APPROVED  T.C. Penner, A.L.S.	DRAWN MJ	DATE SEPT 30/24
	CHECKED TCP	JOB 24-16538
	SCALE 1:5000	DRAWING 24-16538TA



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

**Meeting Date:** August 26, 2025

**Agenda #:** 7.c

**Subject:** Service Areas Update

**Recommendation:** That Council receives the service areas update as information.

**Executive Summary:**

Each month the CAO provides Council with a summary of some of the highlights of work completed by the various departments over the last month.

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

N/A

**Discussion:**

N/A

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[Service Areas Update - August 22, 2025.docx](#)

## Service Areas Update – August 22, 2025

### CAO Office

- Preparing new council orientations
- Initiated workflow and form optimization project
- Initiated Bellevue Catholic Cemetery fence upgrade project
- Participated in SZAHiMT steering committee
- Meeting with developers on potential projects
- Continuing South Bellevue Infrastructure Replacement project
- Continuing 30<sup>th</sup> Avenue Design project oversight
- Continuing Downtown Bellevue Revitalization project oversight

### Finance

- Tax Desk received 42 requests for Tax Searches in July 2025; YTD 387 (compared to 43 in July 2024 YTD 268 and 53 in July 2023 YTD 290).
- There were 3 assessment appeals in 2025, which is a result of the owner and the tax assessor not coming to an agreement on the assessment amount before the July 7<sup>th</sup> assessment deadline. Two are commercial and one residential. The residential one has withdrawn their appeal. The commercial ones will be resolved through a formal appeal process, which is scheduled for August 28. Depending on the outcome of the appeals, there may be a change in the assessment or levy amounts for 2025.
- Accounts Payable in July did two check runs, processed 349 invoices, and paid 180 vendors; YTD processed 2047 Invoices and paid 1172 vendors. July 2024 processed 420 invoices and paid 189 vendors with two check runs, YTD processed 2692 Invoices and paid 1254 vendors.
- Working on review of the following Bylaws and Policies:
  - Tangible Capital Assets Policy & Procedures
- The number of people who pay property taxes (TIPP) and Utilities (PAD) has increased over the last couple of years. For July the number of customers on TIPP is 1,641 and PAD is 1,451.
- Utility bills are either mailed out or sent by email. In July, for residential customers, 1,683 were mailed out and 1,673 were emailed. For commercial customers 85 were mailed out and 134 were emailed.
- Outdoor washroom for Coleman has been ordered with an expected delivery mid-September.
- Step 1 of the Multi-Factor Authentication process is completed. Everyone has chosen the app or token. Step 2 is underway. The tokens have been delivered and are being handed out. There are only a handful of accounts to investigate and fix. Anticipated go live date will be end of September.
- Two Request for Proposals (RFP's) were posted from July 14 to August 8 for Audit and Information Technology (I.T.) services. Several submissions were received. Administration will review submissions and present a recommendation to Council in early September.

## **Corporate Services**

- The Municipality has 139 employees across the organization. (59 Permanent, 32 Fire Rescue, 1 Election Worker, 19 Casual/Temporary, 23 Pool, 2 Instructors, 3 Ski Hill)
- The Municipality has three open job competitions for: Municipal Election Workers, Paid On Call Fire and Community Peace Officer (CPO).
- 9 Summer Student positions ending in August- 7 CS Summer Students, 1 Environmental Coordinator, & 1 PPK Operations Helper.
- Strong enrollment for National Lifeguard and Swim Instructor Course planned for late August at the pool.
- PPK Seasonal Hiring is beginning
- COR Audit planned near the end of October- We will be audited by the Town of Didsbury and we will send our auditor to Flagstaff County
- Communications Coordinator has updated various sections for the municipal website including- Public Safety and Emergency Services, municipal land sales info and search functions through the website.
- 22 Access to Information requests (FOIP/ATIA) in 2025. 22 are completed, 0 are outstanding.
- FOIP legislation has now been repealed as of June 11, 2025, and replaced with the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA). Any new access requests will be made under the authority of the newly proclaimed Access to Information Act (ATIA) and will henceforth be referred to as an ATIA Request.
- Returning Officer is starting to ramp up work on the election. We have most election positions filled, just looking for a few more to be on the spare list. Seven candidates have filed papers to date.

## **Development, Engineering & Operations**

### **Utilities Department**

- Utility projects
  - New service installations – 9 completed, 5+ others scheduled
    - 4 residential, 5 commercials YTD
  - Sanitary Service repairs – 9 completed, 2 others scheduled
  - Water Service repairs – 6 completed
  - Sanitary Mains repairs – 4 completed, 3 others scheduled
  - Water Main repairs – 3 completed (Carbondale, Sentinel, Coleman), 4 others scheduled (Bellevue)
  - Hydrant replacements – 4 completed, 4 others scheduled
    - Inspections and testing - June to October
  - Sanitary mains – annual flushing program May- September
  - EnviroTrace completed leak detection in Bellevue of all ductile and cast iron water lines from July 4-7 with 5 locations now scheduled for repair
  - Ski Hill - Cistern and water line repairs
  - PRV pressure verifications for water modelling
- Utility Locate requests – YTD 306 (June-88, May-91, April-70, March-29, Feb-12, Jan-16)

- Water On/Off requests – YTD 20
- Budget Initiative:
  - CIPP program
    - 500 meters completed for Bellevue on 25<sup>th</sup> Ave (5 sections)
    - 500 meters scheduled for Bellevue/Coleman in September
  - Design finalized for River Bottom PRV (2025 Capital)
    - Contractor tentative for September 2025 (Start up meeting 08/14)
  - Coleman PRV's – initial analysis and design w/ Stantec
  - Sentinel Reservoir – initial analysis and review w/ Stantec

### Transportation Department

- Gravel road grading and gravelling program – ongoing maintenance
- Drainage work – road shoulders, material cleaning, erosion prevention
- Bridge repair Willow Drive - completed in July
- Sign replacements and repairs
- Line painting – May to July
- Concrete and ACP repair ongoing (currently in Coleman)
- Cemetery sites (July YTD 20 sites – cremation and burials)
- Columbarium installation completed
- GIS, locates, fall protection and hydrant training

### Development & Trades Department

- **Facility Maintenance**
  - Budget Initiatives – completed Sportsplex Curling Club carpet, new furnace and two unit heaters in Hillcrest SAR/SAR building, and directional drilling to restore power to Sportsplex parking lot yard lights. On track – MDM building condition assessment, Blairmore Grader Shop wall repair, PW Shops overhead door openers, and facility fencing.
- **Planning, Development & Safety Codes**
  - Municipal Planning Commission – one meeting in July (13 DPs; 1 Subdivision).
  - Municipal Historic Resources Advisory Committee – one meeting in July.

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
<b>Facility Maintenance – Plumbing, Construction, Electrical</b>		
Work Orders – issued / closed	32 / 24	214 / 146
<b>Planning &amp; Development</b>		
Compliance Certificate requests - received / processed	2 / 0	25 / 19
Development permit applications - received / processed	14 / 31	130 / 112
Business Licences - received / processed	8 / 6	55 / 47
LUB Complaints – new / closed	0 / 0	1 / 1
LUB Complaints – Monthly Volume	48	48
Notice of Intent / Stop Orders - issued	0 / 0	0 / 1
Bylaws (MR / Road Closures, LUB)	7	22



Land Purchase Applications – received / processed (decision by Council)	3 / 0	20 / 15
Appeal Hearings	1	4
Subdivision applications	2	10
<b>Safety Codes</b>		
New Housing Starts	2	43
Building permits - issued / inspected / closed	28 / 40 / 33	139 / 233 / 188
Electrical permits - issued / inspected / closed	18 / 52 / 40	115 / 163 / 107
Gas permits - issued / inspected / closed	8 / 20 / 2	72 / 130 / 75
Plumbing permits - issued / inspected / closed	6 / 13 / 6	57 / 113 / 57
PSDS permits - issued / inspected / closed	2 / 1 / 0	8 / 11 / 8
Orders Issued / closed	0 / 0	0 / 0
Safety Codes Council Appeals	0	0
Variances Issued	0	0

## **Protective Services**

### **Fire**

- 1 Fire Inspection & 1 non-compliance follow-up inspection
- Attended the Canada Day Parade, Tim Hortons Camp Day, & Crowfest
- Attended and coordinated 2 fire drills at the pool

<b>July 2025</b>	<b>Calls</b>
MVI	2
Alarms	3
Backcountry Rescue	3
Fire	3
Medical	5
Smoke Investigation	4
Gas Leak	1
<b>Total</b>	<b>21</b>

### **Community Peace Officers**

- Community Peace Officers focused on enforcing yard upkeep and unsightly properties.
- CPOs continued to investigate current files as well as receiving 3 new complaints regarding unsightly properties and observed 2 more offences while conducting patrols.
- While the Provincial Traffic focus was construction zones, the lack of road construction taking place this month led to CPOs focusing on the increased highway traffic due to summer travelers and tourists resulting in several traffic violations being observed including one mandatory court appearance for speeding 50km/h over the speed limit.
- In August CPOs will be continuing to focus on yard upkeep and unsightly properties while also educating and enforcing the yard watering Bylaws.

- The traffic focus for CPOs in August will be on educating new drivers (aggressive driving, speed, and proper documentation) and getting ahead of back-to-school reminders with a focus on pedestrian safety.

#### Statistical Reporting – July 2025

<u>Statistic:</u>	<u>This Month:</u>	<u>Year to Date:</u>
Number of Charges Laid	12	269
Combined Incident Statistics (re: reports submitted by a Peace Officer)	88	761
Cases: Requests for Service	50	361
Cases: Officer Observed (does not include tickets issued roadside)	2	30
Cases: Received from outside Department/Agency (i.e., RCMP)	2	16
Vehicle Removal Notices	4	14
Vehicles Towed	0	7
Positive Tickets Issued	0	0
Monthly Projected Fine Revenue Issued	\$3,383.00	\$66,821.00

Bylaw Reports Submitted: 41

Provincial Reports Submitted: 47

#### Environmental Services Area Update

- Weed Wednesday video posted
- Weed Pulls every second Wednesday
- Attended the Community Market
- Hosted South West Invasive Managers Weed Pull

Field Work	JULY	TO DATE
Vegetation Inspections	51	90
Inspector's Notices	14	24
Inspector's Notices (Open/Closed)	5/9	5/19
# of bags pulled	37	61
Acres Inspected	360	890
Soil Inspections	21	26
Pest Inspections	4	4
Trap Rentals	2	2
# of burrows treated	11	454
EDDMapS Entries	10	20
Revisits	10	20
EDRR	2	7

Education and Awareness Events	2	5
Public Weed Pulls	3	5

### **Pass Powderkeg Community Resort**

- Archie has done a great job cleaning up runs and clearing out dead, down and damaged trees on a number of runs. We are excited to ski these areas.
- The haul rope for the lower T-Bar was successfully shortened on July 14 & 15. Shortening this rope pulled the upper bull-wheel carriage forward which will help to reduce the number of broken break forks on those assemblies.
- Regular summer maintenance is progressing nicely. Lift line inspections are on-going, snow making water lines are being checked for leaks and all T-Boxes are ready to go back on the line.
- Food and Beverage opened for weekends on June 27 and continues to see very little business from mountain bikers and hikers. There has been 2 weddings which have provided some property rental revenue and good revenue from bar services. Weddings, events, and private parties are proving to be more successful.
- UROC has been maintaining the mountain bike trails very well. Feedback about the trails has been fantastic.
- The deck and stairs are complete. They look fantastic and are very well built.

### **CNP Community Pool**

- The pool was very busy with the warm temperatures in late June and early July but around July 10 the temperatures became much cooler and there was rain on most weekends. Use of the pool was slower through this cooler/rainy weather. The last couple of weeks in August are forecast to be warm and business has already increased with warmer days. Closing day will be September 7.
- The Pass Piranha's Swim Club had a busy season of training and their annual swim meet was very successful on July 18 & 19.
- The new chemical system was installed July 15 & 16. There was no down time and the new system is working very well. The Chlorine puck system is very easy to use and much, much safer than the old system. We are currently renting 4 smaller CO2 tanks which are challenging to move around. Once we know the volume of CO2 needed, we will switch to a larger tank that will be filled on site and eliminate moving around of heavy tanks.
- There are a number of courses being run mostly by our staff over the last 4 weeks of the season. They include Bronze Cross and Medallion, National Lifesaving Lifeguard and Instructor. These courses will help with staffing next season.

## **Community Services**

### **Facilities and Events**

- Crowsnest Community Hall
  - Weekly Cadets Bookings
  - Kickboxing Fitness starts
- Complex
  - AHS Mobile screen tests start August 1.
  - Ice plant start up September 5<sup>th</sup>.
  - Glass install in arena.
  - Compressor overhaul is complete.
  - Water treatment system for plant being installed.
  - Gun show August 8<sup>th</sup>
  - Crowsnest Country Market moved to complex due to weather.

### **MDM**

- Palliative Care fundraiser August 23<sup>rd</sup>
- Free your soul public event August 30<sup>th</sup>
- Kids Kollege Gym Bookings twice a month
- 3 Monarch Youth Volleyball Bookings and Camps
- Parks
  - MDM playground complete.
  - Soccer Camp starts August 11<sup>th</sup>
  - Slow pitch year end tournament August 15<sup>th</sup>.
  - Big Bounce event August 16<sup>th</sup>
  - Sinister 7 Ultra July 12<sup>th</sup> - 13<sup>th</sup>
  - Crowfest July 18<sup>th</sup>- 19<sup>th</sup>
  - Sole Survivor July 19<sup>th</sup>
  - Crowsnest Community Market Kidsfest – July 31<sup>st</sup>

### **FCSS**

- 2025/26 Fall Winter Community Handbook has been sent to print
- Pop up summer fun days – Pete’s Park – Wednesdays in July & August
- Movies in the park – July 24 & August 14.
- Fall BBQ – September 4<sup>th</sup>
- Preparing 2026 FCSS Funding Application Packages
- October Drive in Movie – October 16
- Big Bounce Event – August 16

### **Recreation Programming**

- Kickboxing Fitness Summer Registration
- Fall Winter Registration Night planning
- Walking Trails – Update and order Signage
- Memorial Bench program – install benches Bellevue and Blairmore
- Community Guide Information for Fall Winter Programming
- Challenger Sports Soccer Camp, and Aqua Yoga





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

**Meeting Date:** August 26, 2025

**Agenda #:** 7.d

**Subject:** 2025 Q2 Financial Report

**Recommendation:** That Council receive the 2025 Q2 Financial Report for Information.

**Executive Summary:**

The second quarter financial statements, for the six months ending June 30, 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 second quarterly report for the 2025 budget year. In general, the Municipality should be at 50 percent spend. 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 are recorded in 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 paid in full early in the year (January/February). While Interdepartmental Transfers typically happen in December.

Overall, the Municipality has received 80% of the annual revenues and spent 50% of the expenses.

**Revenue Variance:**

- ASFF Taxes - at the time of budget the Provincial amount is not known. 2025 saw a large increase compared to prior year.
- Donations - Suncor donation \$32,089 (aka Teton Science School - final year) and Recreation Programming Deferred donations \$40,460 due to not being spent in the prior year.
- Franchise Fees - Have not received the June Atco and Fortis franchise fees yet.

- Recognized Gain - Timing adjustment from 2024 for demolishing the Blairmore Senior Citizen building and resulted in a loss of \$2,922.
- Interest and Penalties - Prior year property tax penalty at \$24,358 (Budget \$30,000). Property tax current budget \$120,000; penalties are applied 7% July, 6% August and 5% September. Utility bill penalties at \$17,673 (Budget \$27,000).
- Licenses and Fees -
  - Enforcement Fines at \$47,536 (Budget \$165,000). Missing May & June payment from Traffic Safety Act.
  - Tax searches at \$10,922 (Budget \$21,000). On budget.
  - Business and animal Licenses at \$185,307 (Budget \$167,000). Majority is completed in Q1.
  - Permits at \$224,411 (Budget \$366,900) due to increase in building permits.
- Other Revenues and Cost Recoveries - revenue from MD of Pincher Creek for shared facilities expected to come in Q4 for \$25,000. Library wage recovery \$68,100 (Budget \$140,000). WCB rebates \$33,516 (Budget \$10,000). Fire department cost recovery \$70,832 (Budget \$75,000) - increase due to reimbursement for large accident on Highway 3 in May (\$24,800).
- Rental Income - majority of leases are paid in Q1.
  - Municipal land rental collected \$57,800 (Budget \$75,000)
  - Protective services collected full year's rent from SARSAR in January of \$28,000
  - Sports Complex & MDM collected rent and lease income from various program utilizers at \$113,000 (Budget \$201,472)
- Sales of Goods and Services - on track at 48% earned compared to budget.
- Transfers from Reserves - majority happen in Q4.

#### **Expense Variance:**

- Administration - on track at 50% spent compared to budget.
  - legal fees at \$74,000 (Budget \$200,000)
  - telephone service at \$26,187 (Budget \$29,860). Prior year spent \$42,200.
- Contract Services - slightly below budget.
  - streets and roads below budget due to contractor late billing for services completed. On track to meet budget for the year.
  - Enviro services at \$1,000 (Budget \$141,400) contracts signed and paid in Q3.
  - Pass Pool billed for new chemical system in Q3 (Budget \$65,000)
  - Police services for Provincial portion billed in Q4 (Budget \$400,000)
- Grants to Organizations - Category 1 & 2 grants sent to recipients, except for STARS. Seniors housing grant provided in Q1.
- Rebates - seniors tax rebate not completed until Q3/Q4
- Transfer to Reserves - majority of transfer have been completed.

#### **Analysis of Alternatives:**

N/A

#### **Financial Impacts:**

The Municipality is on track to be within budget by year end.

**Attachments:**

[BudgetVSActual Total Q2.pdf](#)

[Income Statement Q2.pdf](#)

[BudgetVSActual By Department Q2.pdf](#)

# Actual vs Budget Year To Date

January 2025 To June 2025 (6 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- ASFF Taxes	3,700,000	4,138,493	438,493	11.85%
- Conditional Grants	460,000	105,715	(354,285)	-77.02%
- DIP Taxes	-	-	-	0.00%
- Donations	26,000	72,757	46,757	179.83%
- Franchise Fees	1,405,000	524,278	(880,722)	-62.68%
- Gain/Loss on Disposal	-	(2,922)	(2,922)	-100.00%
- Inter-Department Revenues	643,535	-	(643,535)	-100.00%
- Interest and Penalties	177,000	41,718	(135,282)	-76.43%
- Investments Interests	515,000	247,728	(267,272)	-51.90%
- Licenses and Fees	730,300	475,061	(255,239)	-34.95%
- Other Revenues and Cost Recoveries	250,628	168,930	(81,698)	-32.60%
- Property Taxes	12,048,252	12,460,925	412,673	3.43%
- Rental Income	480,072	357,292	(122,780)	-25.58%
- Sale of Goods and Services	5,228,667	2,716,483	(2,512,183)	-48.05%
- Seniors Housing Taxes	-	-	-	0.00%
- Transfers from Reserves	1,018,000	71,845	(946,155)	-92.94%
<b>Total Revenues</b>	<b>26,682,454</b>	<b>21,378,303</b>	<b>(5,304,151)</b>	<b>-19.88%</b>
- Administration	691,287	352,305	(338,982)	-49.04%
- Contracted Services	3,792,970	1,381,185	(2,411,785)	-63.59%
- DIP Requisition	5,200	5,381	181	3.48%
- Grants to Organizations	1,048,128	922,574	(125,554)	-11.98%
- Inter-Department Expenses	643,535	-	(643,535)	-100.00%
- Operations	4,900,675	2,341,506	(2,559,169)	-52.22%
- Rebates	49,000	11,070	(37,930)	-77.41%
- Repairs and Maintenance	364,850	215,537	(149,313)	-40.92%
- Requisitions	3,700,000	1,748,716	(1,951,284)	-52.74%
- Salaries, Wages and Benefits	8,398,733	4,037,727	(4,361,006)	-51.92%
- Service Charges and Interest	600,587	274,171	(326,416)	-54.35%
- Transfer to Reserves	1,524,273	1,645,544	121,271	7.96%
- Waste Disposal	185,000	112,164	(72,836)	-39.37%
<b>Total Expenses</b>	<b>25,904,238</b>	<b>13,047,880</b>	<b>(12,856,358)</b>	<b>-49.63%</b>
<b>Net Total</b>	<b>778,215</b>	<b>8,330,422</b>	<b>7,552,206</b>	<b>970.45%</b>
Principal Debt Repayment	778,215	385,816	392,399	50.42%
Net Income After Debt	-	<b>7,944,606</b>	<b>7,159,807</b>	

# Crowsnest Pass, Municipality of

## Income Statement

6 months ending June 30th, 2025

	2025 Budget	2025 Actuals	\$ Variance	% Variance
CAO Office	-	-	-	-
Community Services	774,128	405,884	(368,244)	(47.6)
Corporate Services	46,000	36,473	(9,527)	(20.7)
Council	17,500	1,970	(15,530)	(88.7)
Culture	190,936	107,705	(83,231)	(43.6)
Development, Engineering & Operations	6,316,502	2,580,839	(3,735,663)	(59.1)
Finance	836,400	426,444	(409,956)	(49.0)
General Government	17,430,252	17,216,959	(213,293)	(1.2)
Pass Pool	179,500	55,488	(124,012)	(69.1)
Pass Powder Keg Ski Hill	590,600	415,881	(174,719)	(29.6)
Protective Services	300,636	130,661	(169,975)	(56.5)
Total Revenues	26,682,454	21,378,303	(5,304,151)	(19.9)
CAO Office	1,027,732	462,551	(565,181)	(0.55)
Community Services	2,230,178	1,072,705	(1,157,473)	(0.52)
Corporate Services	886,929	431,749	(455,180)	(0.51)
Council	384,331	153,266	(231,065)	(0.60)
Culture	813,902	637,509	(176,393)	(0.22)
Development, Engineering & Operations	11,077,593	5,393,315	(5,684,278)	(0.51)
Finance	1,748,438	986,890	(761,548)	(0.44)
General Government	4,152,950	2,274,939	(1,878,011)	(0.45)
Pass Pool	454,017	171,096	(282,921)	(0.62)
Pass Powder Keg Ski Hill	1,142,447	685,456	(456,991)	(0.40)
Protective Services	1,985,720	778,405	(1,207,315)	(0.61)
Total Expenses	25,904,239	13,047,882	(12,856,355)	(0.50)
<b>Net Income</b>	<b>778,215</b>	<b>8,330,421</b>	<b>7,552,204</b>	<b>(29.1)</b>
<b>Principal Debt Repayment</b>	<b>778,215</b>	<b>385,816</b>	<b>392,399</b>	<b>-50.42%</b>
<b>Net Income After Debt</b>	<b>0</b>	<b>7,944,605</b>	<b>7,159,805</b>	



# Actual vs Budget Year To Date by Department

Department CAO Office

January 2025 To June 2025 (6 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	-	-	-	0.00%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	-	-	-	0.00%
- Administration	247,700	77,713	(169,987)	-68.63%
- Contracted Services	135,000	46,440	(88,560)	-65.60%
- Grants to Organizations	-	-	-	0.00%
- Operations	18,500	12,888	(5,612)	-30.34%
- Salaries, Wages and Benefits	568,359	267,338	(301,021)	-52.96%
- Transfer to Reserves	58,173	58,173	-	0.00%
Total Expenses	1,027,732	462,551	(565,181)	-54.99%
<b>Net Total</b>	<b>(1,027,732)</b>	<b>(462,551)</b>	<b>565,181</b>	<b>54.99%</b>

# Actual vs Budget Year To Date by Department

Department Community Services

January 2025 To June 2025 (6 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	208,000	103,604	(104,396)	-50.19%
- Donations	26,000	40,560	14,560	56.00%
- Gain/Loss on Disposal	-	-	-	0.00%
- Licenses and Fees	-	-	-	0.00%
- Other Revenues and Cost Recoveries	10,628	3,530	(7,098)	-66.79%
- Rental Income	244,000	191,540	(52,460)	-21.50%
- Sale of Goods and Services	95,500	66,650	(28,850)	-30.21%
- Transfers from Reserves	190,000	-	(190,000)	-100.00%
<b>Total Revenues</b>	<b>774,128</b>	<b>405,884</b>	<b>(368,244)</b>	<b>-47.57%</b>
- Administration	32,520	13,907	(18,613)	-57.24%
- Contracted Services	422,000	121,940	(300,060)	-71.10%
- Grants to Organizations	91,000	42,446	(48,554)	-53.36%
- Inter-Department Expenses	-	-	-	0.00%
- Operations	514,500	278,903	(235,597)	-45.79%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	21,000	2,689	(18,311)	-87.19%
- Salaries, Wages and Benefits	1,025,659	510,616	(515,043)	-50.22%
- Service Charges and Interest	29,167	7,873	(21,294)	-73.01%
- Transfer to Reserves	94,332	94,332	-	0.00%
<b>Total Expenses</b>	<b>2,230,178</b>	<b>1,072,705</b>	<b>(1,157,473)</b>	<b>-51.90%</b>
<b>Net Total</b>	<b>(1,456,050)</b>	<b>(666,821)</b>	<b>789,229</b>	<b>54.20%</b>

# Actual vs Budget Year To Date by Department

Department Corporate Services

January 2025 To June 2025 (6 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	-	-	-	0.00%
- Investments Interests	-	-	-	0.00%
- Other Revenues and Cost Recoveries	10,000	32,598	22,598	225.98%
- Sale of Goods and Services	-	3,875	3,875	100.00%
- Transfers from Reserves	36,000	-	(36,000)	-100.00%
Total Revenues	46,000	36,473	(9,527)	-20.71%
- Administration	74,627	30,626	(44,001)	-58.96%
- Contracted Services	8,000	6,488	(1,512)	-18.90%
- Operations	120,200	32,989	(87,211)	-72.55%
- Salaries, Wages and Benefits	623,149	300,693	(322,456)	-51.75%
- Transfer to Reserves	60,953	60,953	-	0.00%
Total Expenses	886,929	431,749	(455,180)	-51.32%
<b>Net Total</b>	<b>(840,929)</b>	<b>(395,277)</b>	<b>445,652</b>	<b>53.00%</b>

# Actual vs Budget Year To Date by Department

Department Council

January 2025 To June 2025 (6 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- 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	11,221	(19,779)	-63.80%
- Contracted Services	-	-	-	0.00%
- Grants to Organizations	-	-	-	0.00%
- Operations	19,500	102	(19,398)	-99.48%
- Salaries, Wages and Benefits	312,076	120,187	(191,889)	-61.49%
- Transfer to Reserves	21,755	21,755	-	0.00%
<b>Total Expenses</b>	<b>384,331</b>	<b>153,266</b>	<b>(231,065)</b>	<b>-60.12%</b>
<b>Net Total</b>	<b>(366,831)</b>	<b>(151,296)</b>	<b>215,535</b>	<b>58.76%</b>

# Actual vs Budget Year To Date by Department

Department Culture

January 2025 To June 2025 (6 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Gain/Loss on Disposal	-	(2,922)	(2,922)	-100.00%
- Other Revenues and Cost Recoveries	140,000	68,101	(71,899)	-51.36%
- Rental Income	50,936	42,526	(8,410)	-16.51%
- Sale of Goods and Services	-	-	-	0.00%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	190,936	107,705	(83,231)	-43.59%
- Administration	54,400	50,472	(3,928)	-7.22%
- Contracted Services	143,400	-	(143,400)	-100.00%
- Grants to Organizations	558,378	481,378	(77,000)	-13.79%
- Operations	52,400	36,703	(15,697)	-29.96%
- Repairs and Maintenance	3,500	-	(3,500)	-100.00%
- Salaries, Wages and Benefits	-	67,132	67,132	100.00%
- Transfer to Reserves	1,824	1,824	-	0.00%
Total Expenses	813,902	637,509	(176,393)	-21.67%
<b>Net Total</b>	<b>(622,966)</b>	<b>(529,804)</b>	<b>93,162</b>	<b>14.95%</b>



# Actual vs Budget Year To Date by Department

Department Development, Engineering & Operations

January 2025 To June 2025 (6 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- 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	238,878	(155,022)	-39.36%
- Other Revenues and Cost Recoveries	-	2,329	2,329	100.00%
- Rental Income	75,000	57,751	(17,249)	-23.00%
- Sale of Goods and Services	4,514,567	2,210,036	(2,304,531)	-51.05%
- Transfers from Reserves	689,500	71,845	(617,655)	-89.58%
<b>Total Revenues</b>	<b>6,316,502</b>	<b>2,580,839</b>	<b>(3,735,663)</b>	<b>-59.14%</b>
- Administration	72,350	50,594	(21,756)	-30.07%
- Contracted Services	1,921,000	842,917	(1,078,083)	-56.12%
- Grants to Organizations	-	-	-	0.00%
- Inter-Department Expenses	585,563	-	(585,563)	-100.00%
- Operations	3,120,000	1,422,429	(1,697,571)	-54.41%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	315,250	210,214	(105,036)	-33.32%
- Salaries, Wages and Benefits	3,402,457	1,502,691	(1,899,766)	-55.84%
- Service Charges and Interest	458,254	224,252	(234,003)	-51.06%
- Transfer to Reserves	1,017,719	1,028,053	10,334	1.02%
- Waste Disposal	185,000	112,164	(72,836)	-39.37%
<b>Total Expenses</b>	<b>11,077,594</b>	<b>5,393,315</b>	<b>(5,684,279)</b>	<b>-51.31%</b>
<b>Net Total</b>	<b>(4,761,092)</b>	<b>(2,812,477)</b>	<b>1,948,616</b>	<b>40.93%</b>

# Actual vs Budget Year To Date by Department

Department Finance

January 2025 To June 2025 (6 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- 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	197,335	(217,665)	-52.45%
- Licenses and Fees	161,400	190,844	29,444	18.24%
- Other Revenues and Cost Recoveries	-	5,175	5,175	100.00%
- Sale of Goods and Services	-	1,000	1,000	100.00%
- Transfers from Reserves	20,000	-	(20,000)	-100.00%
<b>Total Revenues</b>	<b>836,400</b>	<b>426,444</b>	<b>(409,956)</b>	<b>-49.01%</b>
- Administration	143,450	99,069	(44,381)	-30.94%
- Contracted Services	420,600	255,384	(165,216)	-39.28%
- Grants to Organizations	-	-	-	0.00%
- Operations	343,200	190,824	(152,377)	-44.40%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	-	-	-	0.00%
- Salaries, Wages and Benefits	717,352	338,891	(378,461)	-52.76%
- Service Charges and Interest	26,000	4,885	(21,115)	-81.21%
- Transfer to Reserves	97,836	97,836	-	0.00%
<b>Total Expenses</b>	<b>1,748,438</b>	<b>986,890</b>	<b>(761,548)</b>	<b>-43.56%</b>
<b>Net Total</b>	<b>(912,038)</b>	<b>(560,446)</b>	<b>351,592</b>	<b>38.55%</b>

# Actual vs Budget Year To Date by Department

Department General Government

January 2025 To June 2025 (6 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- ASFF Taxes	3,700,000	4,138,493	438,493	11.85%
- Conditional Grants	-	-	-	0.00%
- DIP Taxes	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Franchise Fees	1,405,000	524,278	(880,722)	-62.68%
- Gain/Loss on Disposal	-	-	-	0.00%
- Interest and Penalties	177,000	41,718	(135,282)	-76.43%
- Investments Interests	100,000	50,393	(49,607)	-49.61%
- Licenses and Fees	-	-	-	0.00%
- Other Revenues and Cost Recoveries	-	1,151	1,151	100.00%
- Property Taxes	12,048,252	12,460,925	412,673	3.43%
- Seniors Housing Taxes	-	-	-	0.00%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	17,430,252	17,216,959	(213,293)	-1.22%
- DIP Requisition	5,200	5,381	181	3.48%
- Grants to Organizations	398,750	398,750	-	0.00%
- Operations	-	-	-	0.00%
- Rebates	49,000	11,070	(37,930)	-77.41%
- Requisitions	3,700,000	1,748,716	(1,951,284)	-52.74%
- Service Charges and Interest	-	85	85	100.00%
- Transfer to Reserves	-	110,937	110,937	100.00%
Total Expenses	4,152,950	2,274,939	(1,878,011)	-45.22%
<b>Net Total</b>	<b>13,277,302</b>	<b>14,942,020</b>	<b>1,664,718</b>	<b>-12.54%</b>

# Actual vs Budget Year To Date by Department

Department Pass Pool

January 2025 To June 2025 (6 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	2,500	-	(2,500)	-100.00%
- Rental Income	9,000	2,640	(6,360)	-70.67%
- Sale of Goods and Services	103,000	52,848	(50,152)	-48.69%
- Transfers from Reserves	65,000	-	(65,000)	-100.00%
<b>Total Revenues</b>	<b>179,500</b>	<b>55,488</b>	<b>(124,012)</b>	<b>-69.09%</b>
- Administration	5,325	3,469	(1,856)	-34.86%
- Contracted Services	78,320	6,457	(71,863)	-91.76%
- Inter-Department Expenses	-	-	-	0.00%
- Operations	87,850	26,763	(61,087)	-69.54%
- Repairs and Maintenance	9,500	649	(8,851)	-93.17%
- Salaries, Wages and Benefits	225,589	101,522	(124,067)	-55.00%
- Service Charges and Interest	27,178	11,981	(15,197)	-55.92%
- Transfer to Reserves	20,255	20,255	-	0.00%
<b>Total Expenses</b>	<b>454,017</b>	<b>171,096</b>	<b>(282,921)</b>	<b>-62.32%</b>
<b>Net Total</b>	<b>(274,517)</b>	<b>(115,608)</b>	<b>158,910</b>	<b>57.89%</b>

# Actual vs Budget Year To Date by Department

Department Pass Powder Keg Ski Hill

January 2025 To June 2025 (6 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	-	-	-	0.00%
- Donations	-	108	108	100.00%
- Licenses and Fees	-	-	-	0.00%
- Other Revenues and Cost Recoveries	12,500	1,627	(10,873)	-86.99%
- Rental Income	72,500	34,288	(38,212)	-52.71%
- Sale of Goods and Services	505,600	379,858	(125,742)	-24.87%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	590,600	415,881	(174,719)	-29.58%
- Administration	10,375	6,605	(3,770)	-36.33%
- Contracted Services	46,950	6,772	(40,178)	-85.58%
- Inter-Department Expenses	-	-	-	0.00%
- Operations	328,475	188,201	(140,274)	-42.70%
- Repairs and Maintenance	15,600	1,985	(13,615)	-87.28%
- Salaries, Wages and Benefits	649,323	401,510	(247,813)	-38.16%
- Service Charges and Interest	28,261	16,919	(11,342)	-40.13%
- Transfer to Reserves	63,463	63,463	-	0.00%
Total Expenses	1,142,447	685,456	(456,991)	-40.00%
<b>Net Total</b>	<b>(551,847)</b>	<b>(269,575)</b>	<b>282,272</b>	<b>51.15%</b>



# Actual vs Budget Year To Date by Department

Department Protective Services

January 2025 To June 2025 (6 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	12,000	2,111	(9,889)	-82.41%
- Donations	-	-	-	0.00%
- Gain/Loss on Disposal	-	-	-	0.00%
- Licenses and Fees	175,000	45,339	(129,661)	-74.09%
- Other Revenues and Cost Recoveries	75,000	52,450	(22,550)	-30.07%
- Rental Income	28,636	28,546	(90)	-0.31%
- Sale of Goods and Services	10,000	2,215	(7,785)	-77.85%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	300,636	130,661	(169,975)	-56.54%
- Administration	19,540	8,629	(10,911)	-55.84%
- Contracted Services	617,700	94,786	(522,914)	-84.66%
- Grants to Organizations	-	-	-	0.00%
- Inter-Department Expenses	57,972	-	(57,972)	-100.00%
- Operations	296,050	151,705	(144,345)	-48.76%
- Repairs and Maintenance	-	-	-	0.00%
- Salaries, Wages and Benefits	874,769	427,147	(447,622)	-51.17%
- Service Charges and Interest	31,726	8,176	(23,550)	-74.23%
- Transfer to Reserves	87,963	87,963	-	0.00%
Total Expenses	1,985,720	778,405	(1,207,315)	-60.80%
<b>Net Total</b>	<b>(1,685,084)</b>	<b>(647,744)</b>	<b>1,037,340</b>	<b>61.56%</b>



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

**Meeting Date:** August 26, 2025

**Agenda #:** 7.e

**Subject:** Crowsnest Boat Ramp Repair Project

**Recommendation:** That Council approve the allocation of \$24,000.00 from the Millrate Stabilization Reserve to fund the permit process and regulatory approvals Crowsnest Lake Boat Ramp Repair Project, and further direct administration to include \$107,000.00 in the 2026 Capital Budget for the repair/modification of the boat ramp.

### **Executive Summary:**

Following ice-out conditions at Crowsnest Lake this spring, Administration observed damage to the public boat ramp resulting in temporarily closing it. This was similar to the issues experienced in 2020. Notably, large sections of the ramp were once again broken and displaced in an arc-shaped pattern. The gravel base installed during repairs (approximately two years ago) also showed visible signs of shifting, suggesting that ice movement continues to undermine the structural integrity of the ramp.

Given that the boat ramp has only seen approximately two seasons of use since the last repair, Administration sought the advice of a contractor with specialized experience in boat ramp construction. Upon site inspection, the contractor advised that the most effective and long-term solution would be to dig the ramp structure back into the shoreline and install a solid, poured concrete slab. This design would help anchor the ramp more securely and better withstand future ice movement and seasonal conditions.

To proceed with this solution, Administration recommends allocating \$24,000.00 from Reserves to fund the necessary permit and regulatory approval process. In addition, Administration is requesting that \$117,000.00 be included in the 2026 Capital Budget to complete the full reconstruction of the boat ramp.

This approach aims to provide a durable, long-term solution to ensure ongoing access and safety at

the Crowsnest Lake public boat launch.

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

N/A

**Discussion:**

The process of obtaining the necessary permits and approvals for the Crowsnest Lake Boat Ramp repair project is expected to be complex and estimated to be most likely more complex and time-consuming. The last time Administration applied for both Federal and Provincial approvals for work of repair of existing ramp, it took nearly two years to navigate the requirements and receive the necessary authorizations. Administration anticipates this process will be even more involved for the following reasons:

1. **Alberta Transportation Approval** – The proposed repair work will impact the adjacent parking area, which falls under the jurisdiction of Alberta Transportation (Alberta Highways). As a result, we must now obtain their approval in addition to those previously required.
2. **Alberta Environment and Parks (Lands Division)** – The area between the high-water mark and the parking lot, where the new ramp is proposed to be excavated and set, is controlled by Alberta Lands. This introduces an additional layer of oversight and approval.
3. **Fisheries and Oceans Canada (DFO)** – As the work will occur in and around a waterbody, we are required to meet all Federal environmental standards under the Fisheries Act. Unfortunately, until the formal review begins, we will not know the full scope of these requirements or if additional unforeseen costs will be imposed as part of the environmental protection conditions.
4. **Seasonal Restrictions** – It is expected, as with previous work, that approvals will stipulate the project can only occur during low water levels. This significantly limits our construction window and could cause further delays depending on timing and conditions.
5. **Environmental Protection Measures** – The contracted experts anticipate we may be required to install a fish and water diversion barrier, along with a detailed silt mitigation plan, to reduce environmental impact. These mitigation strategies can only be costed accurately once the permitting conditions are fully known.
6. **Boat Dock Replacement** – Once the new ramp is in place, the existing boat dock will likely need to be relocated or replaced. This will involve additional planning and budgeting.

Administration also explored the option of temporarily repairing the existing ramp while we wait for long-term permits. However, even that solution would require a separate permit due to the nature of the work differing from past approvals. The quote for temporary repairs was approximately \$14,000, with an additional \$20,000 needed to cover permitting cost to repair it. Given these costs, and that temporary repairs would likely be short-lived, Administration does not recommend pursuing this

option.

Furthermore, a review of the original Caretaker Permit agreement indicates that if the Municipality were to discontinue its involvement with the boat ramp, there may be an obligation to return the site to its original, undeveloped approved state—removing all structures and infrastructure at our cost.

Given the complexities of the permitting process, environmental considerations, and jurisdictional layers involved, Administration recommends if we are to continue to provide the level of service we follow the advice of the contactor and relocate the ramp as the repair of existing did not last and may happen again. The alternative is a most likely a multi-year closure of the ramp, with the associated loss of public access and recreational opportunities.

### **Analysis of Alternatives:**

Council has several potential courses of action regarding the Crowsnest Lake Boat Ramp. Each option carries distinct financial and operational implications:

#### **1. Explore Termination of Caretaker Agreement**

Council may direct Administration to initiate discussions with Alberta Lands regarding the requirements for terminating the Municipality's Caretaker Agreement.

#### **2. Pursue Dual Permitting – Repair and Relocation**

Council may choose to direct Administration to begin two permitting processes: one to temporarily repair the existing ramp and one to relocate and rebuild it according to contractor recommendations. This still may allow short-term use while long-term reconstruction planning proceeds. However, this approach may duplicate regulatory effort and does not guarantee interim access if that permit is delayed as well.

#### **3. Repair Only – No Relocation**

Council may instruct Administration to only proceed with repairing the current boat ramp without pursuing relocation. This option does not address the underlying cause of damage (ice movement) and may lead to repeated failure and further costs.

### **Financial Impacts:**

**1. Explore Termination of Caretaker Agreement Financial Impact:** Unknown at this time. However, a preliminary review of the permit suggests the Municipality may be required to fully remove the ramp infrastructure and restore the site to its original, natural state. This could result in possible

decommissioning costs, depending on regulatory expectations

**2. Pursue Dual Permitting Repair and Relocation- Financial Impact:** Estimated at **\$34,000 on top of the \$117,000 to relocate it as recommended.** – including \$14,000 for temporary repair work and \$20,000 for permitting costs.

**3. Repair Only No Relocation- Financial Impact:** Estimated at **\$34,000** – includes the same repair and permitting costs as above, but without investing in a long-term solution.

**4.Keep the Boat Ramp Closed-**

- **Financial Impact:** No immediate capital outlay.

**Attachments:**





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

**Meeting Date:** August 26, 2025

**Agenda #:** 7.f

**Subject:** Snow Gun Purchase

### **Recommendation:**

That Council moves to purchase the 4 Techno Alpine snow guns for \$25,000 from the PPK Reserve.

### **Executive Summary:**

Pass Powderkeg's snow gun fleet includes 3 new SMI snow guns that were purchased in 2024/25, and 4 Techno Alpine Guns that have been on a 5-year lease. The current snow making system utilizes 5 snow guns to meet maximum capacity, providing we have cold temperatures. The lease for the 4 Techno Alpine Guns is complete but a minimum of 2 of those snow guns will still be required to meet snow making capacity needs. We are recommending purchasing these guns.

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

None

### **Discussion:**

Techno Alpine has offered PPK the purchase price of \$25,000 for all 4 snow guns as a buy-out at the end of the lease. They are great fan guns in good shape for being 8 years old. With cold temperatures we can run 4 fan guns at full capacity and a 5<sup>th</sup> gun going at half capacity. The maximum water-use we have with the current pumps is 350 gallons per minute. Each of these guns at maximum capacity with colder temperatures use about 80 gallons per minute so ultimately, we need 4.5 snow guns to reach maximum snowmaking capacity. We purchased 3 SMI snow guns in the fall of 2024 and those combined with the 4 leased units have been meeting the needs of the current snow making system. With this lease ending, at a minimum we need 2 more guns if we were to send these leased units back.

Purchasing out the lease at \$25,000 would allow us to have 4 guns which would ensure reliability of PPK snow making efforts by having back-ups if any of our guns have a breakdown during regular use. Also, one of the 4 Techno Alpine snow guns could be used for parts which would extend the life of the other 3 snow guns. The lease buy out gives us a cost-effective solution to ensure we maintain snow making capacity without the cost of purchasing or leasing new guns.

**Analysis of Alternatives:**

- Lease buy-out 4 Techno Alpine snow guns    \$25,000
- Purchase of 2 new SMI snow guns                \$120,000+ (depending on accessories)
- Purchase of 2 new Techno Alpine snow guns\$140,000+ (depending on accessories)
- Lease of 2 new SMI snow guns                    \$26,000/year for 5 years
- Lease of 2 new Techno Alpine snow guns    \$30,000/year for 5 years

**Financial Impacts:**

Being able to maximize snow making capacity will reduce the time and cost of snow making each winter. Also, opening the ski hill on time or early will help meet or exceed revenue targets.

PPK Reserve balance of \$68,000.

**Attachments:**