



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, May 7, 2024 at 7:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the ORRSC Executive Committee Meeting of March 14, 2024
- 3.b Minutes of the Municipal Historic Resources Advisory Committee of March 25, 2024
- 3.c Minutes of the Family and Community Support Services Advisory Committee of March 25, 2024
- 3.d Minutes of the Crowsnest Pass Community Library Board of March 26, 2024
- 3.e Chinook Arch Regional Library System - Board Report of April 4, 2024

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of April 23, 2024

5. PUBLIC HEARINGS

6. DELEGATIONS

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

- 6.a Benchmark Assessment Consultants - Christopher Snelgrove - Assessment Presentation
- 6.b Jasmine McCue, Crowsnest Pantry - Request for Timed Parking Zone of April 18, 2024

7. REQUESTS FOR DECISION

- 7.a Bylaw 1185, 2024 Road Closure Bylaw - *First Reading*
- 7.b Bylaw 1186, 2024 - Amendment to the Water Services Bylaw - *Second and Third Reading*
- 7.c Bylaw 1187, 2024 - Procedure Bylaw Amendment - *First Reading*
- 7.d Subdivision Endorsement Extension Request 2022-0-191 (Russian River Holdings)
- 7.e Crowsnest Pass Fire Rescue Structural Fire Response Information

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

10.a Request for Funding for Rhapsody Healthcare Heroes Team Award Celebration -
Councillor Kubik

11. IN CAMERA

11.a Personal Privacy - Board Member Resignation - FOIP Act Section 17

11.b Personal Privacy - MPC - FOIP Act Section 17

11.c Personal Privacy - Pass Powderkeg Deck - FOIP Act Section 17

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 7, 2024

Agenda #: 3.a

Subject: Minutes of the ORRSC Executive Committee Meeting of March 14, 2024

Recommendation: That Council accept the Minutes of the ORRSC Executive Committee Meeting of March 14, 2024 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 1020 Procedure Bylaw

Discussion:

The Oldman River Regional Services Commission provides the Executive Committee Meeting Minutes to keep member municipalities apprised of committee activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[March 14, 2024 Executive Committee Minutes - Approved.pdf](#)

EXECUTIVE COMMITTEE MEETING MINUTES
March 14, 2024; 6:00 pm
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, March 14, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee:

Gordon Wolstenholme, Chair
Scott Akkermans
David Cody
Christopher Northcott
Neil Sieben

Staff

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant

Absent

Don Anderberg, Vice Chair
Brad Schlossberger

Chairman Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

Moved by: Christopher Northcott

THAT the Executive Committee adopts the March 14, 2024 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Scott Akkermans

THAT the Executive Committee approves the January 11, 2024 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. **Official Business**

a. **Staff Update**

L. Kuiper stated that we welcomed a new Assistant Planner, Rachel Schortinghuis, who joined us this week.

He stated that in addition, we have received notice from Sherry Johnson, Bookkeeper, of her retirement at the end of April, and have hired her replacement to start in mid-April.

L. Kuiper further explained that we have been advertising for a Planner but have been unsuccessful in finding a candidate and therefore we will be starting another round of interviews for a second Assistant Planner to be able to assist the Planners with their work loads.

b. **Subdivision Activity**

L. Kuiper presented the Subdivision Activity statistics as of February 29, 2024 for information.

The Committee discussed the average number of applications received and the correlating number of lots created.

c. **Municipal Outreach and Communication**

L. Kuiper stated that he has been in conversation with a nearby municipality who is interested in joining the Commission and that we hope to make a presentation to their Council and Administration soon.

L. Kuiper stated that some questions have come out of the 2024 membership fee increase, and that many of them are connected to some of our members still operating with the 1995 agreement. He stated that we will be starting to review our contracts to update them to current practices.

d. **GIS Update**

L. Kuiper stated that some changes will be coming to our hosting platform for GIS and as a result we will need to purchase additional servers to handle the capacity.

e. **SDAB and ARB Update**

L. Kuiper stated that we are looking for new ways to manager our board members for the Chinook Intermunicipal Subdivision and Development Appeal Board and the Regional Assessment Appeal Board to help alleviate some of the work from member municipalities regarding recruitment and work to find efficiencies in managing the board.

5. Accounts

a. Office Accounts

L. Kuiper presented the Monthly Office Accounts for December 2023 to January 2024 and the Payments and Credits for November to December 2023 to the Committee.

Moved by: David Cody

THAT the Executive Committee approve the Monthly Office Account for December 2023 to January 2024 and the Payments and Credits for November to December 2023.

CARRIED

b. Financial Statements

L. Kuiper presented the Balance Sheet as of December 31, 2023, the Comparative Income Statement actual to December 31, 2023, and Details of Account as of December 31, 2023 to the Committee.

Moved by: Scott Akkermans

THAT the Executive Committee approve the Balance Sheet as of December 31, 2023, the Comparative Income Statement actual to December 31, 2023, and Details of Account as of December 31, 2023.

CARRIED

6. New Business

There was no new business for discussion.

7. CAO's Report

L. Kuiper presented his CAO Report to the Committee.

8. Round Table Discussions

Committee members reported on various projects and activities in their respective municipalities.

9. Next Meeting – April 11, 2024

10. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:03 pm.

Dee W. Hill

CHAIR

[Signature]

CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 7, 2024

Agenda #: 3.b

Subject: Minutes of the Municipal Historic Resources Advisory Committee of March 25, 2024

Recommendation: That Council accept the minutes of the Municipal Historic Resources Advisory Committee of March 25, 2024 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Municipal Historic Resources Advisory Committee provides their minutes to keep Council apprised of their activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 03 25_Municipal Historic Resources Advisory Committee Minutes Approved.pdf](#)



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE
March 25, 2024, at 3:00 pm
Council Chambers, Coleman Municipal Office

PRESENT: Board Member Fred Bradley (Chair)
Board Member Glen Girhiny
Board Member Myriah Sagrafena
Board Member Justin Ames
Board Member Dawn Rigby
Municipal Representative Johan van der Bank

ABSENT: Bryce Andreasen, Howard Vandenhoeft, Vicki Kubik (apologies)
Bruce Nimmo

1. CALL TO ORDER

Fred Bradley called the meeting to order at 3:03 pm.

Welcome to two new board members – Dawn Rigby and Justin Ames.

2. ADOPTION OF AGENDA

MOTION by Myriah Sagrafena to adopt the agenda as presented.

CARRIED

3. ADOPTION OF MINUTES

MOTION by Myriah Sagrafena to adopt the minutes of November 20, 2023.

CARRIED

4. CONSENT AGENDA

N/A

5. DELEGATIONS

N/A

6. REQUEST FOR DECISIONS

N/A

7. ROUND TABLE DISCUSSION

7.1 The Chair described to the new board members the duties and process of the Advisory Committee relative to the review of development permits and other items.



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE
March 25, 2024, at 3:00 pm
Council Chambers, Coleman Municipal Office

7.2 Heritage Designation Plaque Templates

- (a) Previous cost estimates were deemed too high. Fred Bradley requested alternative quotes from a different supplier. This item is deferred to the next meeting to review these quotes.
- (b) The Advisory Committee requested an update on the registration of Municipal Historic Resources Bylaws.

7.3 Review and prioritize the recommendations in the Heritage Management Plan and develop an implementation strategy – the Advisory Committee discussed its budget limitations and how to approach this item in that context. It was discussed that a sub-committee should be delegated to prepare a presentation to the Municipal Council to confirm its support for and commitment to make a budget available for heritage preservation efforts before the 2025 budget cycle starts. Due to the absence of several board members who may be available or interested to serve on the sub-committee, this item was deferred to the next meeting.

7.4 Alberta Heritage Awards 2024 – this item was deferred to the next meeting.

7.5 Community Updates

- 1) Fred Bradley provided an update to the Roxy Theatre renovations including a recent documentary by the Canada Broadcasting Corporation that featured the Roxy Theatre.

8. NEXT MEETING DATE

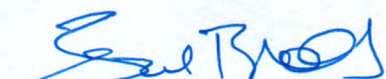
- Monday April 22, 2024 at 3:00 pm in Council Chambers, Municipal Office.

9. ADJOURNMENT

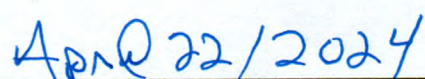
MOTION by Justin Ames to adjourn the meeting at 4:17 pm.

CARRIED

Approved by:



Fred Bradley, Chair



Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 7, 2024

Agenda #: 3.c

Subject: Minutes of the Family and Community Support Services Advisory Committee of March 25, 2024

Recommendation: That Council accept the Minutes of the Family and Community Support Services Advisory Committee of March 25, 2024 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

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

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[25 MAR 2024_FCSS MINUTES.pdf](#)



Family and Community Support Services Advisory Committee Meeting Minutes

**Municipality of Crowsnest Pass
Monday, March 25, 2024 – 6:30 PM
MDM Community Centre**

Chairperson: K. McNeil

Secretary: Kim Lewis

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

1.0 Call to Order

K. McNeil called the meeting to order at 6:30pm.

2.0 Adoption of Agenda

#10 - 24 MOVED BY: D. WARD

That the meeting agenda be adopted as presented

CARRIED

3.0 Adoption of Minutes

3a) Adoption of Family and Community Support Services of February 5, 2024

#11 - 24 MOVED BY: M. THIELEN

That the meeting minutes of February 5, 2024 be adopted as presented.

CARRIED

4.0 Correspondence - N/A

5.0 Public Input – N/A**6.0 Delegations- N/A****7.0 Business Arising from Previous Minutes****7a. Taxi Voucher Program Information**

Crowsnest Cruisers is a new non-profit wheelchair accessible transportation service starting up in April 2024. The transportation service will provide wheelchair accessible transportation 4 days a week for Crowsnest Pass seniors and people with permanent disability residents. The Municipality of Crowsnest Pass currently funds a 2 day a week subsidized non-wheelchair accessible transportation service for seniors and persons with disabilities. At the previous FCSS meeting, it was requested for administration to explore the option of changing the current subsidized senior transportation services to a taxi service that provides vouchers for people to get to and from work who do not have their own transportation.

For 2024, the Municipality has budgeted roughly \$2,500 per month for the current subsidized taxi program. There are currently low-income individuals in our community who do not have their own transportation and rely on the taxi to take them to work, grocery shopping, food bank and other essential services. Taxi fares can be very costly as the Municipality is very spread out geographically.

With the budgeted \$2500 per month for Taxi Subsidy, the Municipality could provide 500 - \$5.00 Taxi chits per month to low-income residents to be used for taxi when attending essential services and employment. There would need to be a maximum amount per person – Example – 10 chits (\$50.00) per person. This would allow 50 people to access the taxi chits per month.

Income threshold would need to be established as well as policies and procedures. More information regarding procedures would need to be researched. Preliminary research showed that programs such as these are mainly available for seniors and persons with permanent disabilities only.

#12 - 24 MOVED BY: D. WARD

The Family Community Support Service Advisory Committee accepts the Taxi Voucher Program report as information.

CARRIED

#13 - 24 MOVED BY: L. SYGUTEK

The Family Community Support Service Advisory Committee bring back the subsidized taxi program for discussion at the May 2024 FCSS meeting.

CARRIED

8.0 New Business**8a. Category 2 FCSS Funding Application – Crowsnest Pass Pride Event**

The Crowsnest Pass Pride Society has applied for FCSS Category 2 Funding in the amount of \$1000 to go towards their Pride in the Pass event that is to be held on August 3rd 2024. The event will include a parade, DJ, dancing, beer gardens, live music, face painting, games, and poetry. The event is intended to encourage inclusivity and connection for those who identify with and support the 2SLGBTQIA+ community.

#14 - 24 MOVED BY: L. SYGUTEK

The Family Community Support Service Advisory Committee to allocate \$1,000 from the FCSS Category 2 funding to the Crowsnest Pass Pride Society for their Pride in the Pass Event to be utilized for bouncy castles and a DJ.

CARRIED

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

- Development of 2024 Spring Summer Community handbook underway
- Seniors Christmas Lunch – Very well attended.
- Christmas Hampers – delivered over 150 hampers.
- Santa Skate – great turn out
- Sitting on committee for Accessible transportation
- Planning for 2024 – movies in park, BBQs volunteer appreciation, man van, etc
- 2024 Volunteer Appreciation and Order of the Crowsnest Pass.
- Meals on wheels – business as usual.
- Seniors on the Go Newsletter
- Assisting seniors' clubs.
- Subsidized taxi program
- Information & community referrals.

#15 - 24 MOVED BY: K. MCNEIL

That the update on the Programmer update be accepted as information

CARRIED

9.0 Committee Member Reports -N/A**10.0 In Camera****10a. FOIP SECTION 19 | Order of the Crowsnest Pass Award Selection**

#16 - 24 MOVED BY: D. WARD

To go in camera at 7:24am

CARRIED

#16 - 24 MOVED BY: K. MCNEIL

To come out of camera at 7:50am

CARRIED

#17 – 24 MOVED BY: D. WARD

That the FCSS Advisory Committee selects Mary Anna Misseghers as the 2024 Order of the Crowsnest Pass – Outstanding Volunteer Award

CARRIED

10b. FOIP SECTION 19| Outstanding Youth Award

L. Sygutek excused herself from the meeting at this point due to conflict of interest.

#18 – 24 MOVED BY: D. WARD

To Go in camera at 7:52pm

CARRIED

#19 – 24 MOVED BY: D. WARD

To come out of camera at 8:16pm

CARRIED

#20-24 MOVED BY: B. KELLY

That the FCSS Advisory Committee selects Derek Fyten, Maya Veldman and Quinn Douglas as the 2024 Order of the Crowsnest Pass – Outstanding Youth Award recipients.

CARRIED

#21 – 24 MOVED BY: D. WARD

That the Family and Community Support Services Advisory Committee request Council increase Outstanding Youth Award Scholarship from \$1,000 to \$1,500 for 2024.

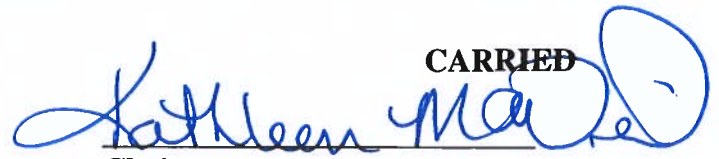
CARRIED

11. Adjournment

#22 - 24 MOVED BY: K. MCNEIL

That the meeting be adjourned at 8:18pm.

CARRIED


Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 7, 2024

Agenda #: 3.d

Subject: Minutes of the Crowsnest Pass Community Library Board of March 26, 2024

Recommendation: That Council accept the Minutes of the Crowsnest Pass Community Library Board of March 26, 2024 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Crowsnest Pass Community Library Board provides their minutes to keep Council apprised of Library activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Library minutes March 26th, 2024 with attachments.pdf](#)



Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday March 26th, 2024

Crowsnest Community
Library Meeting Room

Minutes

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

1. Call to Order - Erin called the meeting to order at 1:32pm

2. Adoption of Agenda- March 26th, 2024

Margaret motioned to adopt the agenda as presented. Gale Seconded. Motion carried.

3. Adoption of Minutes - February 27th, 2024

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

4. Librarian’s Report - (attached)

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

5. Financial Report- (attached)

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

Diane mentioned that 2023 files have been sent to the auditor for the annual audit.

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

a. Review headings and structure of section 4

Nicole made a motion to remove 4.1, 4.8, and pay scales from Section 4 - Policies pertaining to Personnel, and for Diane to consolidate Section 4 and bring back to the board. Margaret seconded. Motion carried.

7. Plan of service (2025-2030)

Three priority service responses (#5, #9 & #18) were selected and will be refined at future meetings.

8. Meeting Adjournment - Nicole made a motion to adjourn the meeting at 1:57pm.

Next Regular Meeting: April 23rd, 2024 (1:30pm)

Approved _____ Date _____

Librarians Report
March 26th, 2024

Programming

- BRAT Pack continuing Tuesday mornings until the end of May.
- Movies played on March 15th and 16th.
- Spring Break – Cardboard Engineering (Tues-Thurs). April 2-4.
- Spring Break movies Friday & Saturday. April 5-6.
- Adult Coloring program continuing on Wednesdays.
- Grade 1 class visiting on March 27th. (48 kids expected)

Use of Library space

- March - Tutoring, meetings, interviews, events, clubs, & information sessions.
- In April we have 4 separate bookings from Adult Education (+2 in May).
- AHS regular Information Sessions twice a month.

Staffing

- Short staffed in March due to sick leave.

Building update

- Johan is looking into options for the elevator. We will need to involve an architect as part of the planning process.
- Johan is also checking into the level of involvement needed by the Municipality.

WiFi hotspots

- Current grant to cover subscriptions ends December 2024.
- Current subscription cost is \$30 per month for each device.
- We would need to add \$1800 to our annual budget starting in 2025 to cover this cost.

Library Donation

- Full donation has come through for the Cuddle Chair, and stained-glass piece.

Friends of the Library

- Silent Auction for Quilt is ending March 30
- New Adirondack chair project is in progress.

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

		Jan - Mar 24	Budget
Income			
Funding			
	4000 · Municipality	156,102.00	156,102.00
	4010 · Province of Alberta	0.00	40,298.00
Total Funding		156,102.00	196,400.00
Operations			
	4100 · Book Sales	290.59	800.00
	4120 · Donations (made to Library)	40.10	0.00
	4130 · Facility Use	80.00	150.00
	4140 · Print & Photcopy	358.50	2,500.00
	4150 · Fines	55.00	200.00
	4500 · Interest Income	67.94	1,500.00
Total Operations		892.13	5,150.00
Total Income		156,994.13	201,550.00
Gross Profit		156,994.13	201,550.00
Expense			
	5050 · Board Expenses	0.00	50.00
	5200 · Furniture & Equipment	0.00	400.00
	5300 · Bank Charges	0.00	50.00
	5460 · Janitorial/Cleaning	504.00	3,400.00
	5500 · Computers	0.00	1,600.00
	5530 · Office Supplies	767.01	3,400.00
	5610 · Bldg. / Yard Repairs & Maint.	3,033.47	8,000.00
	5650 · Professional Assoc. Memberships	0.00	50.00
	5655 · Regional Library Membership	10,300.45	21,000.00
	5660 · Professional Develop. Expense	0.00	1,500.00
	5670 · Program Expenses	381.43	950.00
	5700 · Library Wages (4/26)	18,352.77	136,000.00
	5760 · Security System	0.00	1,350.00
	5800 · Telephone	61.92	800.00
	5850 · Utilities	4,029.00	23,000.00
Total Expense		37,430.05	201,550.00
Net Income		119,564.08	0.00
Current Assets			
	1000 · Royal Bank - Chequing	6,079.00	
	1100 · GICoperations	130,000.00	
Total Current Assets		136,079.00	



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 7, 2024

Agenda #: 3.e

Subject: Chinook Arch Regional Library System - Board Report of April 4, 2024

Recommendation: That Council accept the Chinook Arch Regional Library System Board Report of April 4, 2024 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

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

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Board Report - April 4, 2024.pdf](#)

BOARD REPORT



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - April 4, 2024

Chinook Arch Receives Clean Audit Option

Auditors from Insight LLP reviewed the 2023 Audited Financial Statements with the Board. The Statements show that Chinook Arch is in sound financial shape, despite recent funding challenges due to a flat levy rate. In 2023, Chinook Arch invested \$160,000 in reserve funds to replace all member library websites, and upgrade the wireless access points in all member libraries. It was also able to seal coat the Chinook Arch parking lot. The Board's Audited Financial Statements can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/financial-statements>.

Annual Reports Approved

Municipal Affairs requires that all Alberta public libraries submit an annual report. The 2023 Chinook Arch annual report showed that library services are continuing to rebound in the wake of the pandemic, with most indicators showing modest increases over 2022.



Strong Support for Public Libraries in Alberta

A recent telephone survey commissioned by Alberta's library systems found that 71% of Albertans agree that convenient access to the public library is important to them, and 81% agree that there is value in public libraries as free spaces to read, learn, have fun, and access the Internet.

Board Members Present

- Arrowwood
- Barnwell
- Barons
- Cardston
- Cardston County
- Champion
- Claresholm
- Coalhurst
- Coutts
- Crowsnest Pass
- Fort Macleod
- Hill Spring
- Lethbridge (City)
- Lethbridge (County)
- Lomond
- Magrath
- Milk River
- Milo
- Nanton
- Nobleford
- Pincher Creek
- Pincher Creek M.D.
- Raymond
- Stirling
- Taber
- Taber M.D.
- Vauxhall
- Vulcan
- Warner
- Warner County
- ID of Waterton
- Willow Creek M.D.
- LPL Resource Centre

- Corry Walk
- Jane Johnson
- Ron Gorzitza
- Marsha Jensen
- Tom Nish
- Terry Penney
- Kelsey Hipkin
- Lyndsay Montina
- Stephen A. Pain
- Doreen Glavin
- Jim Monteith
- Suzanne French
- Robin Harper
- Tory Campbell
- Marie Logan
- Darryl Christensen
- Anne Michaelis
- Christopher Northcott
- Amanda Bustard
- Melissa Jensen
- Mark Barber
- Dave Cox
- Kelly Jensen
- Gary Bikman
- Daniel Remfert
- Merrill Harris
- Marilyn Forchuk
- Debra Wyatt
- Derek Baron
- Morgan Rockenbach
- Lesley Little
- Maryanne Sandberg
- Brendan Cummins

- Regrets**
- Coaldale
 - Picture Butte
 - Stavely
 - Vulcan County
 - Ministerial Appointment

- Jordan Sailer
- Crystal Neels
- Chelsey Hurt
- Doug Logan
- Vic Mensch (Chair)

- Absent**
- Carmangay
 - Glenwood

- Blanche Anderson
- Linda Allred

Chinook Arch VOIP Telephone System Saves Members \$19,000 Annually

In 2021, Chinook Arch started offering VOIP telephone services on a cost-recovery basis. Many of the 20+ participating libraries saw their bills drop from \$200 to \$15/month. Collectively, this service saves the libraries \$19,000 per year!



Policies Reviewed

The Board reviews its policy manual every three years. At the April 2024 meeting, the following policies were approved. All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>.

- Management of System Funds
- Backup of Financial Data
- Hours of Work and Overtime
- Annual Vacation
- Employee Benefits
- Drugs, Alcohol, and Medication



Contact Us

Chinook Arch Regional Library System
 2902 7th Avenue North
 Lethbridge, AB T1H 5C6 | 403-380-1500
www.chinookarch.ca | arch@chinookarch.ca



facebook.com/
chinook.arch7



@chinooklibs



@chinooklibs



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 7, 2024

Agenda #: 4.a

Subject: Minutes of the Council Meeting of April 23, 2024

Recommendation: That Council adopt the Minutes of the Council Meeting of April 23, 2024 as presented.

Executive Summary:

Minutes of the previous Council meeting are provided to Council for review and adoption.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 04 23 - Council Meeting Minutes.docx](#)

Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, April 23, 2024

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, April 23, 2024.

Council Present:

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

Administration Present:

Patrick Thomas, Chief Administrative Officer
Kristin Ivey, Deputy Chief Administrative Officer
Brian McCulloch, Director of Finance
Bryan Badura, Manager of Finance
Johan van der Bank, Manager of Development and Trades
Jeremy Wickson, Temporary Director of Development, Engineering & Operations
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

Amendments:

Consent Agenda

- b. Crowsnest Cando - Revive The Roxy - Landscaping Request Letter of March 21, 2024– Move to Councillor Inquiries and Notice of Motion 10.c – Councillor Filipuzzi
- d. Diane Peterson – Letter of Request to Bolster Efforts to Welcome Racers to our Community of April 12, 2024 – Move to Councillor Inquiries and Notice of Motion 10.e – Councillor Sygutek

Additions:

Councillor Inquiries and Notice of Motion

- d. Funding Request – Municipal Historic Resources Advisory Committee – Councillor Kubik
- f. Bush Truck Disposal – Councillor Sygutek
- g. Highway 3 Inquiries – Councillor Ward

01-2024-04-23: Councillor Sygutek moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2024-04-23: Councillor Ward moved that Council approve the following Consent Agenda items as amended without debate:

3.a

Environmental Appointments

THAT Council appoint staff members; Grace Thomas and Natalie McGregor, for the duration of their employment contracts, as a: Weed Inspector; Soil Conservation Officer; and Agricultural Pests Inspector.

3.c

United Irrigation District Request for Letter of Support for the Belly River Reservoir Proposal of April 8, 2024

THAT Council provide a letter of support for the Belly River Reservoir Proposal.

Carried

ADOPTION OF MINUTES

03-2024-04-23: Councillor Girhiny moved to adopt the Minutes of the Council Meeting of April 16, 2024 as presented.

Carried

PUBLIC HEARINGS

None

DELEGATIONS

BDO Presentation of 2023 Audited Financial Statements

Kylee Hogg and Mina Church of BDO Canada LLP were in attendance to present the findings of the 2023 Municipal Audit.

REQUESTS FOR DECISION

2023 Audited Financial Statements

04-2024-04-23: Councillor Sygutek moved to accept the consolidated 2023 Financial Statement dated December 31, 2023 as presented by the Municipal Auditors BDO LLP.

Carried

Bylaw 1181, 2024 - Fees, Rates and Charges Bylaw - Second and Third Reading

05-2024-04-23: Councillor Kubik moved second reading of Bylaw 1181, 2024 - Fees, Rates and Charges Bylaw.

Carried

06-2024-04-23: Councillor Ward moved third and final reading of Bylaw 1181, 2024 - Fees, Rates and Charges Bylaw.

Carried

Bylaw 1182, 2024 - Land Use Bylaw Amendment - Urban Tourism Accommodation & Recreation District and Non-Urban Tourism Accommodation & Recreation District - First Reading

07-2024-04-23: Councillor Sygutek moved first reading of Bylaw 1182, 2024 - Land Use Bylaw Amendment - Urban Tourism Accommodation & Recreation District and Non-Urban Tourism Accommodation & Recreation District.

Carried

Bylaw 1186, 2024 - Amendment to the Water Services Bylaw - First Reading

08-2024-04-23: Councillor Girhiny moved first reading of Bylaw 1186, 2024 - Amendment to the Water Services Bylaw.

Carried

Policy 1304-01 - Flag Guidelines Policy

09-2024-04-23: Councillor Sygutek moved to adopt 1304-01 - Flag Guidelines Policy as amended to include former federal Prime Ministers and former Provincial Premiers of Alberta under the half-mast protocol.

Carried

COUNCIL MEMBER REPORTS

- Councillor Ward
 - Attended the Volunteer Recognition Dinner
 - 200 Volunteers were recognized in the community
 - Attended the Landfill Meeting
 - It was noted at the meeting that garbage was being placed in the recycling bins. This is costly as employees have to physically separate the garbage. If an improvement is not seen, it could cause termination of the program.
- Councillor Sygutek
 - Attended the Bear Smart Awareness Seminar
 - Approximately 150 people were in attendance

PUBLIC INPUT PERIOD

None

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

10-2024-04-23: Councillor Filipuzzi moved to appoint Councillors Ward and Kubik to sit on the joint Golf Course/ Municipality water committee, and to report back to Council with each meeting's results.

Carried

Drought Discussion – Mayor Painter

11-2024-04-23: Councillor Sygutek moved to direct Administration to come up with ideas on engaging the public with respect to water conservation issues.

Carried

12-2024-04-23: Mayor Painter moved that Administration bring back information on a rebate program for low flow fixtures for Council review.

Carried

Procedure Bylaw Discussion – Councillor Glavin

13-2024-04-23: Councillor Glavin moved that Administration bring back the Procedure Bylaw for changes to Public Input.

Carried

Crowsnest Cando - Revive The Roxy - Landscaping Request Letter of March 21, 2024 – Councillor Filipuzzi

14-2024-04-23: Councillor Filipuzzi moved that Council allow the Crowsnest Cando Society-Revive the Roxy project to replace the trees with the topiary shrubs with a height limit.

Defeated

Funding Request - Municipal Historic Resources Advisory Committee – Councillor Kubik

15-2024-04-23: Councillor Filipuzzi moved that Council agree to fund the Municipal Historic Resources Advisory Committee for historical designation plaques in the amount of \$1000 to be funded from the Mill Rate Stabilization Reserve.

Carried

Diane Peterson - Letter of Request to Bolster Efforts to Welcome Racers to our Community of April 12, 2024 – Councillor Sygutek

Discussion was held regarding efforts to Welcome Racers to our Community. Council suggested that a good place to start would be discussion with the Chamber of Commerce. Mayor Painter agreed to have Diane Peterson appear as a delegation at a future Council meeting.

Bush Truck Disposal – Councillor Sygutek

16-2024-04-23: Councillor Filipuzzi moved that the Municipality take the bush truck out of the asset disposal list and retain it as a Municipal Asset.

Defeated

17-2024-04-23: Councillor Sygutek moved that Administration determine the minimum value of the bush truck and sell it to UROC at that price outside of the asset disposal policy, and to award UROC a grant for the value of the truck.

Carried

Highway 3 Inquiries – Councillor Ward

Councillor Ward advised that the streetlights were out on Highway 3 between Blairmore and Coleman. Patrick Thomas, Chief Administrative Officer advised that reporting of outages can be done on the Fortis Alberta App.

Councillor Ward asked about the line painting on Highway 3. Patrick Thomas, Chief Administrative Officer advised that lines will be repainted prior to the May long weekend.

IN CAMERA

None

ADJOURNMENT

18-2024-04-23: Councillor Filipuzzi moved to adjourn the meeting at 9:52 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 7, 2024

Agenda #: 6.a

Subject: Benchmark Assessment Consultants - Christopher Snelgrove - Assessment Presentation

Recommendation: That Council accept the presentation from Benchmark Assessment Consultants as information.

Executive Summary:

Christopher Snelgrove has been asked to provide an informational presentation with respect to Municipal Assessment.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Christopher Snelgrove will present Council with information regarding the assessment process for 2024.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024-05-07 Council Assessment Presentation.pdf](#)



CROWSNEST PASS

2023 Assessment Recap 2024 Gameplan

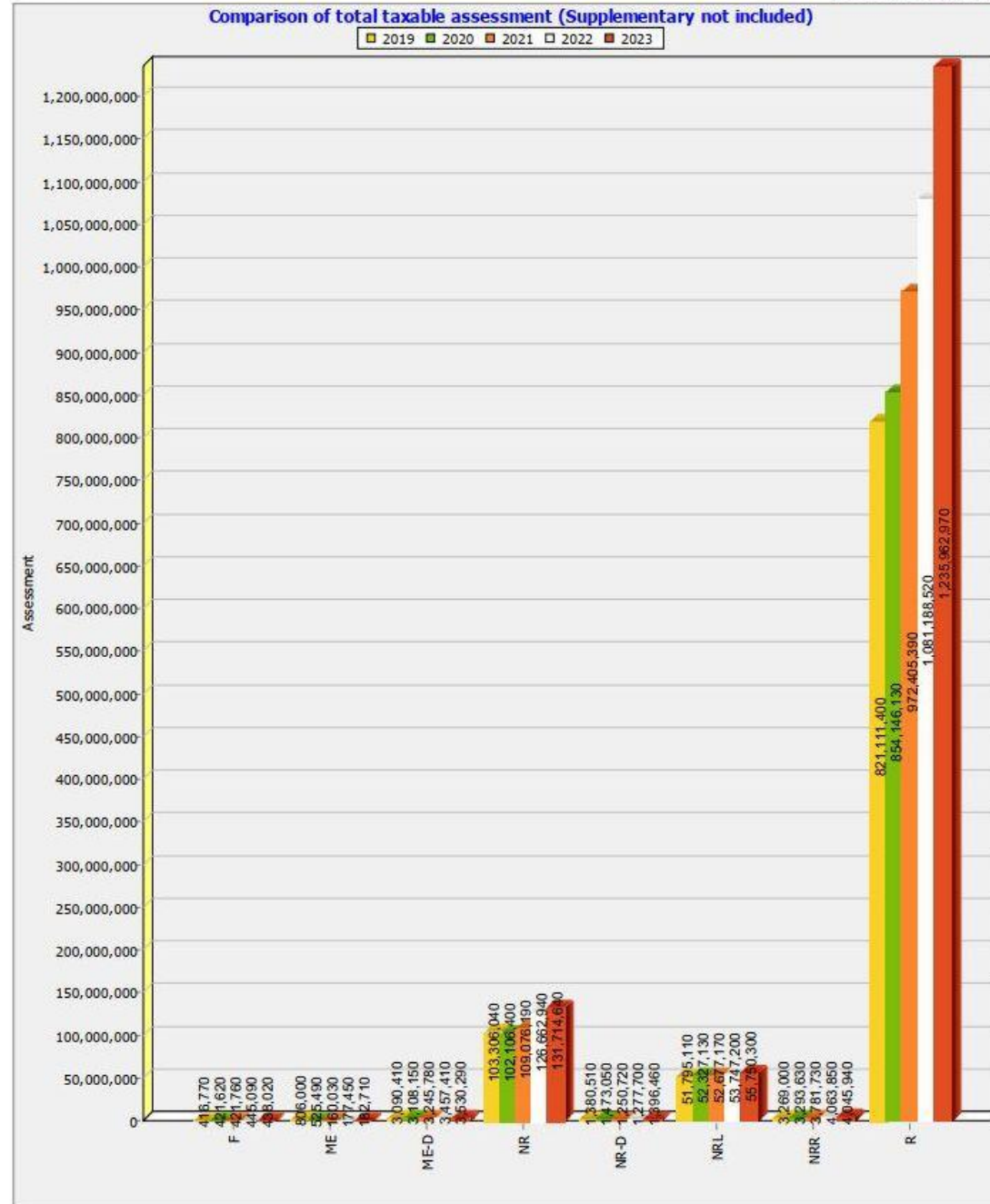
CHRISTOPHER SNELGROVE, AMAA

Municipal Assessment

Code	Description	Alt.Code	Records	Status	Land	Impr.	Other	Total							
100	Agricultural Land	08	154	T	432,180	0	0	432,180							
300	Vacant Residential	02	445	T	58,641,400	0	0	58,641,400							
310	Single Family	01	3,405	T	339,594,480	775,659,000	11,980,210	1,127,233,690							
312	Townhouse	01	18	T	1,280,230	3,421,430	0	4,701,660							
313	Apartment	01	3	T	205,500	2,512,000	0	2,717,500							
314	Townhouse, Duplex Condo	01	102	T	8,381,190	29,080,430	0	37,461,620							
500	Vacant Commercial	04	48	T	6,209,300	0	0	6,209,300							
510	Improved Commercial	03	208	T	19,140,020	51,765,830	11,627,600	82,533,450							
600	Vacant Industrial	06	73	T	13,988,800	0	0	13,988,800							
610	Improved Industrial	05	43	T	6,841,430	7,618,170	0	14,459,600							
651	B&S - Non DIP	05	1	T	0	30,960	0	30,960							
652	M&E - Non DIP	07	2	T	0	182,710	0	182,710							
660	LINEAR - Railway	48	1	T	0	0	4,045,940	4,045,940							
Taxable Total:			4,503		454,714,530	870,270,530	27,653,750	1,352,638,810							
Grant-In-Lieu Total:			3		442,600	622,300	0	1,064,900							
Mun. Only Total:			68		6,499,650	12,140,920	0	18,640,570							
Sub Total:			4,574		461,656,780	883,033,750	27,653,750	1,372,344,280							
Exempt Total:			941		83,564,180	98,721,710	0	182,285,890							
For Municipal Assessment:			5,515		545,220,960	981,755,460	27,653,750	1,554,630,170							
Provincial Assessment															
Non-Linear Taxable Total:									17		691,240	4,235,510	0	4,926,750	
Linear Taxable Total:									16		0	55,750,300	55,750,300		
For Provincial Assessment:			33		691,240	4,235,510	55,750,300	60,677,050							
Grand Totals									Taxable Total:	4,536		455,405,770	874,506,040	83,404,050	1,413,315,860

Provincial Assessment

Code	Description	Alt.Code	Records	Status	Land	Impr.	Other	Total	
Grant-In-Lieu Total:			3		442,600	622,300	0	1,064,900	
Mun. Only Total:			68		6,499,650	12,140,920	0	18,640,570	
Taxable & Grant-in-Lieu & Mun. Only Total:			4,607		462,348,020	887,269,260	83,404,050	1,433,021,330	
Exempt Total:			941		83,564,180	98,721,710	0	182,285,890	
Parcels:			5,358		5,548	545,912,200	985,990,970	83,404,050	1,615,307,220



Compare Assessments By Code

Assessment for Entire Municipality

Asmt Code	Grand Total				Status	Property Description
	2022	2023	% Diff	\$ Diff		
60	11,967,110	12,507,530	4.5%	540,420	T	Non-residential - Linear
61	36,764,580	37,793,280	2.8%	1,028,700	T	Non-residential - Linear
66	1,175,570	1,256,380	6.9%	80,810	T	Non-residential - Linear
68	3,839,940	4,193,110	9.2%	353,170	T	Non-residential - Linear
100	439,250	432,180	-1.6%	-7,070	T	Farm land
160	2,301,890	2,341,640	1.7%	39,750	E	Farm land
300	53,867,700	58,641,400	8.9%	4,773,700	T	Residential
310	981,431,030	1,127,233,690	14.9%	145,802,660	T	Residential
312	4,087,090	4,701,660	15.0%	614,570	T	Residential
313	2,350,000	2,717,500	15.6%	367,500	T	Residential
314	34,720,820	37,461,620	7.9%	2,740,800	T	Residential
500	5,438,600	6,209,300	14.2%	770,700	T	Non-residential
510	78,759,290	82,533,450	4.8%	3,774,160	T	Non-residential
600	14,286,900	13,988,800	-2.1%	-298,100	T	Non-residential
610	14,186,460	14,459,600	1.9%	273,140	T	Non-residential
620	1,277,700	1,396,460	9.3%	118,760	T	DIP Non-residential
650	3,457,410	3,530,290	2.1%	72,880	T	DIP Machinery and equipment
651	31,530	30,960	-1.8%	-570	T	Non-residential
652	177,450	182,710	3.0%	5,260	T	Machinery and equipment
660	4,063,850	4,045,940	-0.4%	-17,910	T	Non-residential - Railway
700	186,000	207,000	11.3%	21,000	X	Residential
720	12,923,060	13,427,630	3.9%	504,570	X	Non-residential
740	4,545,880	5,000,100	10.0%	454,220	X	Residential
750	19,150	19,150			E	Farm land
770	1,037,100	1,064,900	2.7%	27,800	G	Non-residential
900	21,000,400	23,631,300	12.5%	2,630,900	E	Residential
901	15,010,400	15,642,500	4.2%	632,100	E	Non-residential
902	1,350,700	1,485,300	10.0%	134,600	E	Non-residential
903	29,871,400	29,828,600	-0.1%	-42,800	E	Non-residential
906	5,840	5,840			X	Farm land
910	67,639,690	67,308,280	-0.5%	-331,410	E	Non-residential
955	14,147,090	14,653,410	3.6%	506,320	E	Non-residential
960	8,507,500	7,964,710	-6.4%	-542,790	E	Non-residential
965	595,800	664,700	11.6%	68,900	E	Non-residential
980	17,399,460	18,634,970	7.1%	1,235,510	E	Non-residential
990	673,700	0	-9,999	-673,700	E	Non-residential
991	41,840	111,330	166.1%	69,490	E	Residential

QK Name	Status	Exempt Reason	Vacant Code	Alternate Code	Round By	Reg.Level	Prop.Descr.	Assessment Class
60 Power Systems	T	NAA		18 Linear Assessments		100	NRL	Non Residential
61 Pipelines	T	NAA		18 Linear Assessments		100	NRL	Non Residential
66 Cable TV	T	NAA		18 Linear Assessments		100	NRL	Non Residential
68 Telecommunications	T	NAA		18 Linear Assessments		100	NRL	Non Residential
100 Agricultural Land	T	NAA		08 Vacant Farmland		100	F	Farm Land
101 Market Land Zero Area	E	MGA363(1)(b)	Market Land Zero Area		1000	100	R	Residential
160 Farm Ancillary Buildings	E	NAA		17 Other Exempt Non-Res	100	100	F	Farm Land
300 Vacant Residential	T	NAA		02 Vacant Residential	100	100	R	Residential
310 Single Family	T	NAA		01 Residential	10	100	R	Residential
312 Townhouse	T	NAA		01 Residential	1000	100	R	Residential
313 Apartment	T	NAA		01 Residential	1000	100	R	Residential
314 Townhouse, Duplex Condo	T	NAA		01 Residential		100	R	Residential
500 Vacant Commercial	T	NAA		04 Vacant Commercial	100	100	NR	Non Residential
510 Improved Commercial	T	NAA		03 Commercial	1000	100	NR	Non Residential
600 Vacant Industrial	T	NAA		06 Vacant Industrial	100	100	NR	Non Residential
610 Improved Industrial	T	NAA		05 Industrial	1000	100	NR	Non Residential
620 DIP - B&S Improved Ind	T	NAA		09 Dip - B & S	10	100	NR-D	Non Residential
650 DIP - M & E	T	NAA		10 DIP - M & E	10	77	ME-D	Machinery and Equipment
651 B&S - Non DIP	T	NAA		05 Industrial	10	100	NR	Non Residential
652 M&E - Non DIP	T	NAA		07 Machinery and Equipment	10	77	ME	Machinery and Equipment
660 LINEAR - Railway	T	NAA		48 CPR R/W Railway	10	100	NRR	Non Residential
700 Provincial Res. GIL Mun Levy only	X	NAA		37 GIL Residential, H&PW	1000	100	R	Residential
720 GIPO - Non Res GIL Mun Levy Only	X	NAA		30 GIL Alberta	100	100	NR	Non Residential
740 GIPO - Res GIL Mun Levy Only	X	NAA		37 GIL Residential, H&PW	100	100	R	Residential
750 Provincial - Agricultural Land	E	NAA		17 Other Exempt Non-Res	10	100	F	Farm Land
770 Federal GIL - Non Residential	G	NAA		13 GIL Federal	100	100	NR	Non Residential
900 Municipal Owned - Res Zoned	E	MGA362(1)(b)		16 Town Exempt	100	100	R	Residential
901 Municipal Owned - Com Zoned	E	MGA362(1)(b)		16 Town Exempt	100	100	NR	Non Residential
902 Municipal Owned - Ind Zoned	E	MGA362(1)(b)		16 Town Exempt	100	100	NR	Non Residential
903 Municipal Owned - Public Use	E	MGA362(1)(b)		16 Town Exempt	100	100	NR	Non Residential
904 Provincial Grazing Lease-taxable	T	NAA		08 Vacant Farmland		100	F	Farm Land
906 Provincial grazing Lease - Mun levy only	X	MGA362(1)(a)		37 GIL Residential, H&PW			F	Farm Land
910 Provincial Owned	E	MGA362(1)(a)		17 Other Exempt Non-Res	100	100	NR	Non Residential
955 Schools	E	MGA362(1)(c)		17 Other Exempt Non-Res	100	100	NR	Non Residential
960 Church	E	MGA362(1)(k)		17 Other Exempt Non-Res	1000	100	NR	Non Residential
965 Cemetery	E	MGA362(1)(l)		16 Town Exempt	100	100	NR	Non Residential



Asmt Code Maintenance

QK	Name	Status	Exempt Reason	Vacant Code	Alternate Code	Round By	Reg.Level	Prop.Descr.	Assessment Class
980	Non-Profit Organization	E	MGA362(1)(n)	Non-Profit Organization	17 Other Exempt Non-Res	100	100	NR	Non Residential
990	Muni Exempt Other Non-Res	E	MGA317(d)	Muni Exempt Other Non-Res	17 Other Exempt Non-Res	100	100	NR	Non Residential
991	Muni Exempt Other Res	E	MGA317(d)	Muni Exempt Other Res	15 Other Exempt-Res	10	100	R	Residential



Compare Assessments By Roll

RV Parks

Assessment for Narratives: 54

Roll	Grand Total			
	2022	2023	% Diff	\$ Diff
1156900	1,907,000	3,129,000	64.1%	1,222,000
	6814 15 Ave Coleman			
1160907	122,090	122,090		
	CROWSNEST LAKE BIBLE CAMP			
1168110	805,000	805,000		
	3704 - 18 AVENUE COLEMAN			
1169802	1,625,740	1,263,410	-22.3%	-362,330
	100 - WOLFSTONE DRIVE COLEMAN			
1169805	915,000	494,000	-46.0%	-421,000
	N/A			
1171000	599,960	698,190	16.4%	98,230
	3050 - TECUMSEH ROAD			
2098601	910,040	908,860	-0.1%	-1,180
	11001-19 AVE BLAIRMORE			
2122200	783,000	873,000	11.5%	90,000
	14701-20 AVE			
2133100	2,185,940	2,541,820	16.3%	355,880
	13029 - 25 AVENUE BLAIRMORE			
3093400	873,040	937,700	7.4%	64,660
	801 232 ST			
3107600	588,000	614,000	4.4%	26,000
	23751 Passburg Drive			
3109602	707,510	773,380	9.3%	65,870
	1699 EAST HILLCREST DRIVE			



Compare Assessments By Roll

Assessment for Narratives: 51

Hotels

Roll	----- Grand Total -----			
	2022	2023	% Diff	\$ Diff
1051900	1,248,000	1,170,000	-6.3%	-78,000
	8514 - 19 AVENUE COLEMAN			
2003200	905,000	856,000	-5.4%	-49,000
	13001 - 20 AVENUE BLAIRMORE			
2077300	997,000	1,118,000	12.1%	121,000
	11373-20 AVE BLAIRMORE			
2097100	2,518,000	3,282,000	30.3%	764,000
	11217-21 AVE BLAIRMORE			

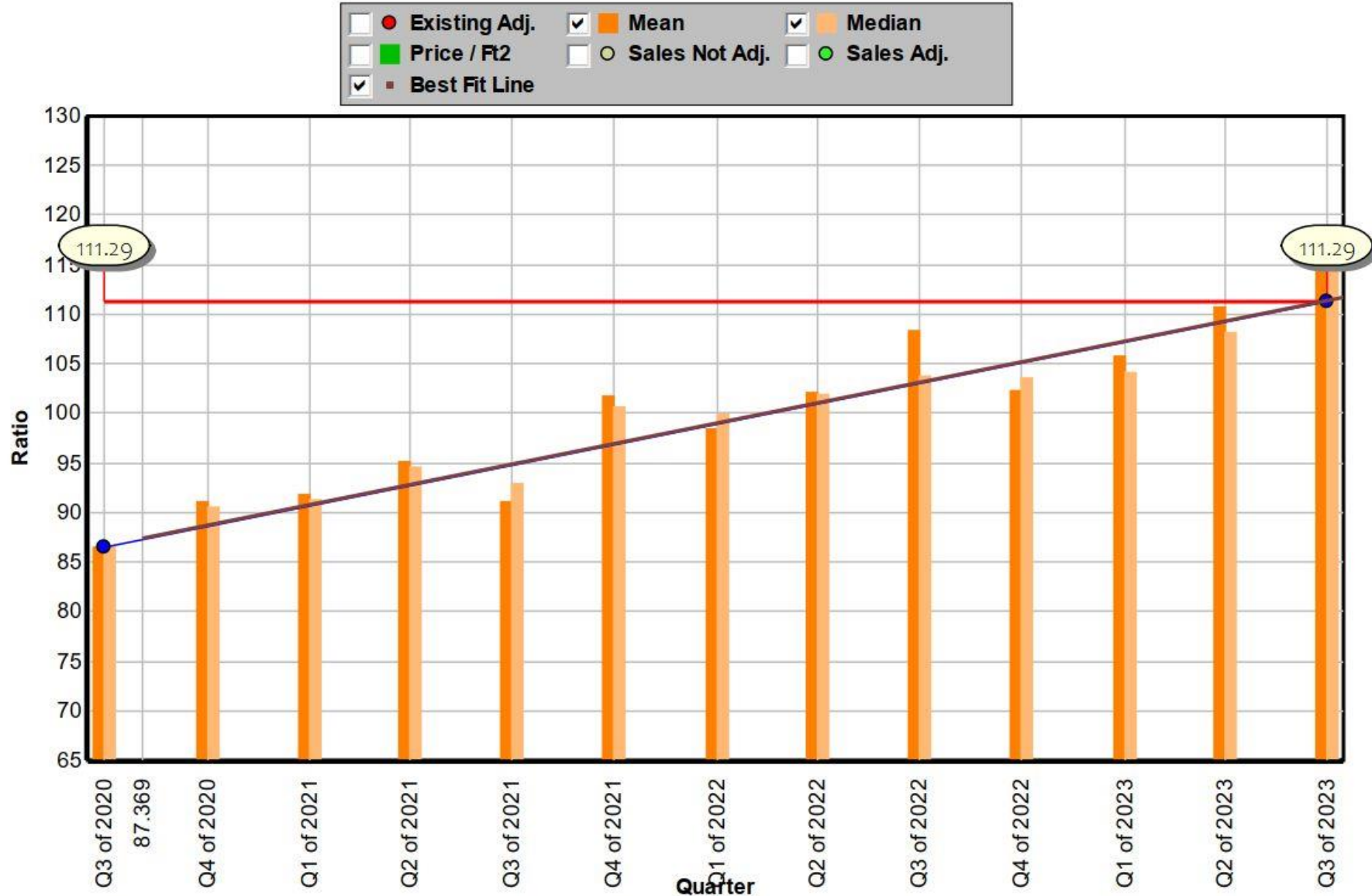
Vacant Residential

From Date Jul 2020 To Date Jul 2023 Monthly 0.80% Annually 9.56%

Total for period of calculation: 29.07%

Adjusting Sale-To-Assessment Ratios (Quarterly)

Difference between July 1 2022 and July 1 2023: +8.03%



Residential Improved

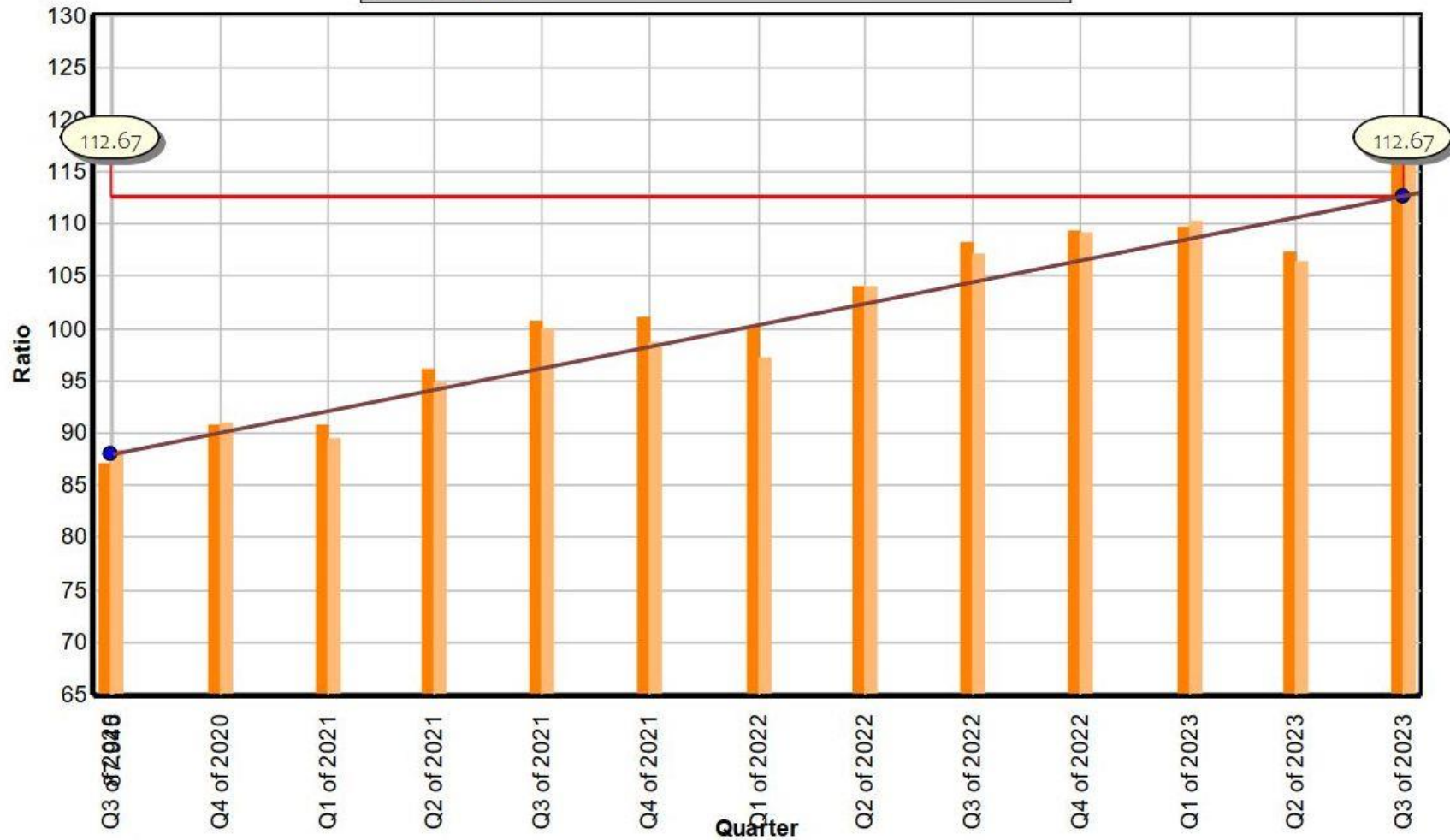
From Date Jul 2020 To Date Jul 2023 Monthly 0.75% Annually 8.97%

Total for period of calculation: 27.27%

Adjusting Sale-To-Assessment Ratios (Quarterly)

Difference between July 1 2022 and July 1 2023: +7.86%

- Existing Adj.
- Mean
- Median
- Price / Ft2
- Sales Not Adj.
- Sales Adj.
- Best Fit Line



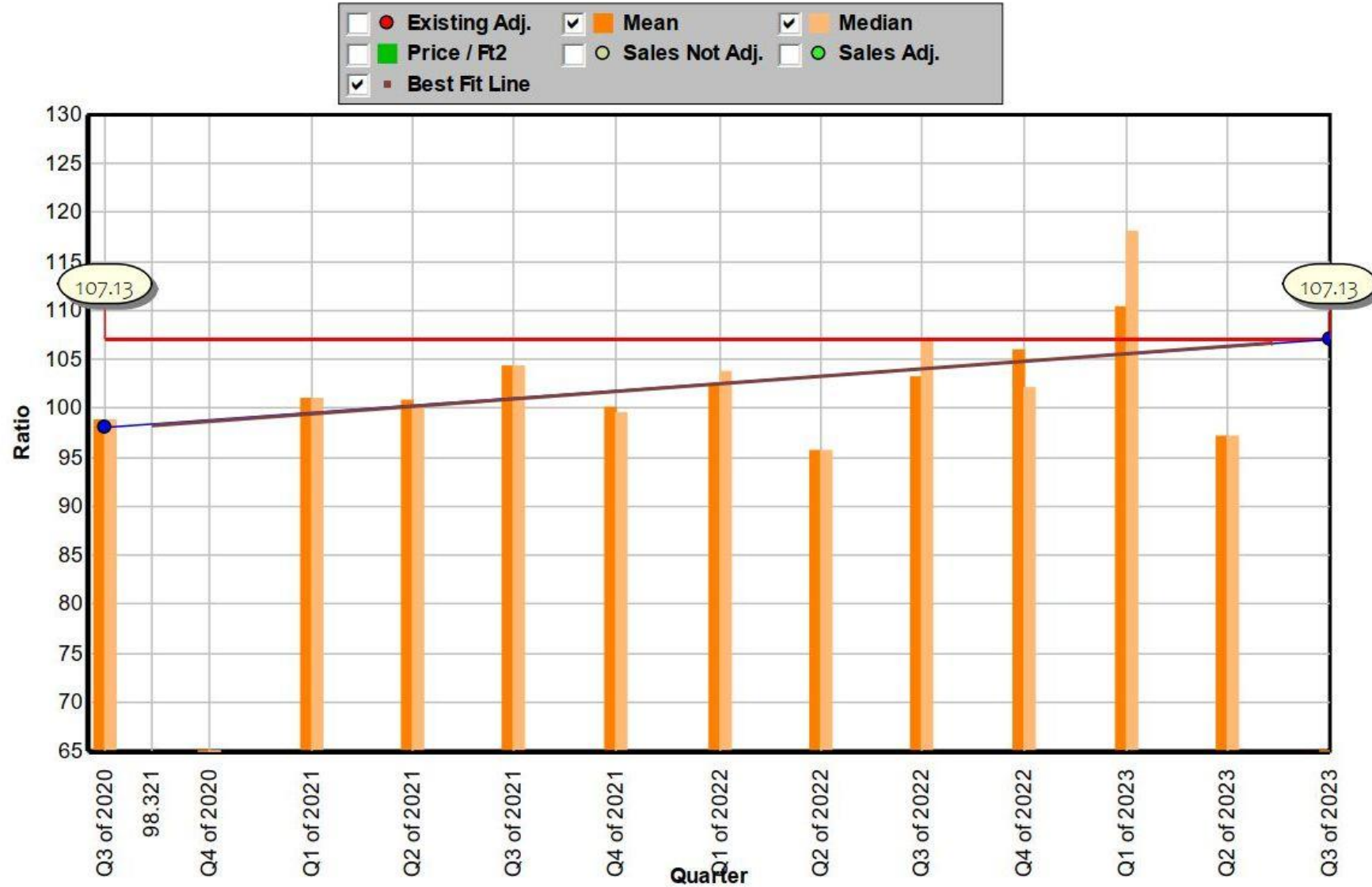
Non Residential

From Date Jul 2020 To Date Jul 2023 Monthly 0.28% Annually 3.39%

Total for period of calculation: 10.31%

Adjusting Sale-To-Assessment Ratios (Quarterly)

Difference between July 1 2022 and July 1 2023: +2.93%



2024 Assessment Game Plan

2024 Reinspection Cycle:

+ Hillcrest Mines

+ Frank

+ Valley Ridge

Coming down the Pike: Regulated Assessment Review by
Province & Industry

Questions?



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 7, 2024

Agenda #: 6.b

Subject: Jasmine McCue, Crowsnest Pantry - Request for Timed Parking Zone of April 18, 2024

Recommendation: That Council consider Jasmine McCue's request to institute a timed parking zone near her business and other restrictions for downtown businesses.

Executive Summary:

A delegation request was received from Jasmine McCue for Council to consider allowing a timed parking zone near her business.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 - Procedure Bylaw

Discussion:

A delegation request was received from Jasmine McCue, of the Crowsnest Pantry to bring to Council the challenges she has faced with parking for her customers. The Chamber of Commerce was also engaged to support Jasmine through letters advising of challenges with parking by the business sector. The letters are also attached for Council's consideration.

Analysis of Alternatives:

n/a

Financial Impacts:

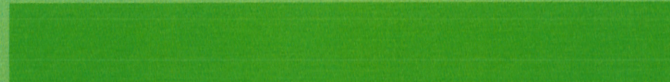
- Costs for signage
- Costs to employ a parking officer/attendant

Attachments:

[PDF Presentation.pdf](#)

2024 04 25 - Randi Lafreniere - Merch on Main - Parking Concerns Main Street Blairmore.docx
2024 04 30 - Char Gagnon & Jessica Heer - Rock Rabbit - Parking Concern.docx
2024 04 30 - Teyel Strandquist - Emerald & Ash - Parking Concerns Mainstreet Blairmore.docx
2024 04 30 - Alan Ritchie - Timed Parking Request.docx
2024 04 30 - Kyla Skretting - Timed Parking Request.docx
2024 05 01 - Melanie Schefter - Parking Letter to Council.docx

The case for timed parking in business districts in Crowsnest Pass





The Crowsnest Pantry

- Health Food Store
- Allied Health Professionals
 - Naturopath
 - Dr. Traditional Chinese Medicine
 - PharmD
- Opened in August 2022
- Open 7 days a week 10am to 6pm
- Business of the Year
- Best Customer Service
- Best Retail Store
- Proud to support CNP:
 - Provide retail space to many local vendors
 - Donated to over 30 community groups and non-profits in 2023.









Things I've tried to find another solution...

May 2022

- Emailed Gord Gosse.
- "Request has to go through Council"
- Will contact Teck in the meantime

May 2023

- Emailed Gord Gosse again
- "I will discuss with the CAO"

June 2023

- "Timed parking is not offered within the business district. Regards."

Sept 2022

- Boycott
- Verbally assaulted
- Attacked on social media
- Fearful

Sept 2023

- Emailed Bonnie to request delegation to discuss parking issue with Council.
- Request rejected. Told to follow up with Teck.

Sept 2023

- Emailed Rory O'Connor at Teck
- Meetings with stakeholders
- Teck sent email communications to bus-goers
- No change in parking habits

Jan 2024

- Emailed Rebecca Sullivan

Feb 2024

- Zoom meeting with Rebecca and Rory
- Plan: Teck will send a rep to observe parking and will approach individuals directly
- Teck recommended that I park my personal vehicles overnight to block the spots

March 2024

- Teck representative observed EIGHT bus-goers parked for day shift
- "respectful parking practices" discussed on bus
- No change in parking behaviour

April 2024

- White truck in front of the store all day.
- I'm here to ask that Council consider timed parking



The Impact On My Business

- I've been parking my personal vehicles to the East side of our store since February 1, 2024 to “reserve” spots for customers.
- Sales were up **20%** vs. January and have held steady since
 - Hired another full-timer

****When people have a place to park – they are more likely to stop and shop local****



It's not just me!

Many other small businesses in Crowsnest Pass are experiencing a similar problem:

- Ritchie Parts and Mechanical
- Gilded Haus
- Emerald & Ash
- Hearts Peak Collective
- Merch on Main
- Rock Rabbit Taphouse
- BCMI
- Folk + Forest



The Request

- Businesses may ask for timed parking signs to be placed adjacent to their storefronts.
- Monitoring for infractions is the responsibility of the business
- The business can submit a bylaw complaint online to report an infraction. A bylaw officer then will investigate and issue a ticket as appropriate.
- Teck may be willing to help pay for signage





From: **Randi Lafreniere** <merchonmaincnp@gmail.com>

Date: Thu, Apr 25, 2024 at 11:33 AM

Subject: Parking

To: **Personal Privacy - FOIP Act Section 17**

To Whom it May Concern,

I am writing to express my concern regarding the current parking situation on main street in Blairmore. As a business owner, I am finding that not having any level of controlled/monitored parking is having a negative impact on my customer flow and business. Currently, there are no parking regulations, time limits, reserved spots for customer parking only options etc. I have noticed throughout the course of the week that the most accessible and convenient street parking for potential customers and clients is being used by employees of the businesses and renters for apartments above the commercial spaces for, at minimum, the duration of typical business hours (9+ hours per day) and sometimes even days without movement. This is creating difficulty for customers for what should be easy access to the storefronts on main street and becoming an inconvenience for them to be able to take advantage of what should be, our easily accessible store fronts. My hope is that there might be a solution to benefit our customers and businesses by voicing this concern and asking if there is something that can be done to help alleviate this problem.

Thanks so much for your time and consideration regarding this matter.

Randi Lafreniere

Owner - Merch on Main

[13047 20th Avenue, Blairmore AB](#)

Rock Rabbit Taphouse
8510 19th Avenue
Coleman, Alberta
Rockrabbittaphouse@gmail.com
403-753-0501

April 29 2024

Town Council
8502 19 Avenue
Coleman, Alberta

Dear Mayor and Council

Subject: Proposal for implementing Time-Limited Parking In Downtown Business Area

I am writing as a local business owner hoping for a solution on the parking issue we have encountered. We operate as a restaurant in Coleman we have the BCMI Hotel beside us.

We are finding that we have no over flow parking as the employees from Teck who have bussing park right across the street. So when we are busy a lot of people have no where to park and sometimes people won't even stop causing us to lose business because with all the vehicles parked there they think we are too busy which in most cases we are not busy but look like we are completely full because of all the extra vehicles. We are finding that over flow parking from the BCMI end up taking our designated parking spots leaving our customers no where to park.

We would really like to figure out a solution as we are losing business due to lack of parking on our street. We appreciate our council and know that we as business owners can resolve this matter with the help of our council.

Thank you for considering this matter. I look forward to working on a solution that will benefit everyone in the community.

Sincerely

Char Gagnon and Jessica Heer

Owners

Rock Rabbit Taphouse

Teyel Strandquist
Emerald & Ash
12701 20 Avenue, Blairmore
Emeraldandashco@gmail.com
403-563-8874

April 30, 2024

Town Council
8502 19 Avenue
Coleman, AB T0K0M0

Dear Mayor and Council,

Subject: Proposal for Implementing Time-Limited Parking in Downtown Business Area

I am writing as a local business owner to address a pressing challenge that affects our ability to serve our customers and maintain public safety. The availability of short-term parking in our area is severely limited, which not only impacts our business but also leads to unintended consequences affecting community safety.

Beyond that, we see substantial congestion on our block with high traffic businesses, and multiple businesses in one location. We find it essential for the vitality of our local economy that parking spaces are available for customers who wish to frequent the various businesses in the area. However, with employees occupying these spots for prolonged periods, customers often struggle to find parking, leading to frustration and potential loss of business for the establishments.

To alleviate this issue, we, and many other business owners, propose the implementation of a 2-hour parking restriction in front of local businesses. This measure would ensure that parking spaces are regularly available for customers, thereby promoting economic activity and improving the overall experience for visitors to our community.

I understand that enforcing such a regulation may require additional resources from the Municipality, but long-term benefits to the local economy and community satisfaction would undoubtedly outweigh any associated costs. It would also be a step in the right direction for our current initiative to support tourism in the area.

Thank you for your attention to this matter. I look forward to seeing positive changes implemented in our community.

Sincerely,

Teyel Strandquist

Owner

Emerald & Ash

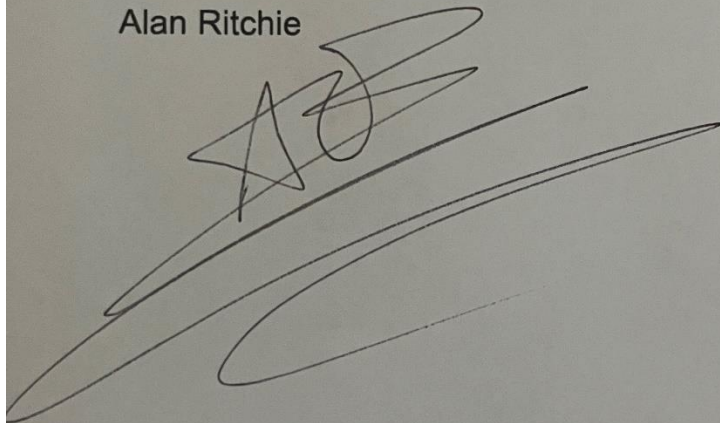
To Whom It May Concern,

This letter addresses the need for timed/limited parking in the business districts of the Crowsnest Pass. And although we support our coal industry and recognize that this town depends on our mine workers and Teck Coal for its continued growth. Our continued growth as a community limits the number of spots for Teck to pick up and bring their employees to the Line Creek mine. Both result in residents parking near businesses and valuable customer parking for long periods of time, affecting the success of our businesses. Before a new business opened across the street from us at RPM, we would have some of our customers use the southbound side of 119 ave Blairmore. Now that the Mccue's have their business there, our customers sometimes struggle to find parking when we are at our busiest. And that's fine, because most of our customers recognize the need for another business to have their valued parking. The Teck bus picks up in front of my business at 6:15am every morning, and 6:15 pm every evening and with that, in our area alone that brings 6 vehicles to our surrounding business blocks. Most businesses can't afford 6 spots to give up. And I know for a fact that's about how many spots the Mccue's have total. The Teck employees are also taking up residential frontage of a house with a very ill person, who requires home care, and the home care worker has to walk from a distance to attend to that person's needs. Now that the snow piles have melted again, I have random Teck employees parking on the Charlie Biggs lot next to mine to which I have rented from the owners of Charlie Biggs, for my overflow parking. I think for the betterment of all involved, timed/limited parking should be granted to all business owners requesting it within reason. Teck should be providing our municipality with a parking plan, and pickup location plan, for its employees somewhere other than random residential and business frontage parking that is happening now. Businesses on the south side of main street Blairmore have been asked by our municipality and CP to not park against the tracks, and yet east Blairmore has had that happening by Tech's employees for the 9 years I have lived here. I could be incorrect

but it seems as if this is a free for all, and no discussion has been had about this matter at all. Please consider all of this, with utmost respect to our community and its residents, and the industry employment that Teck Coal provides. Especially as most of my customers are Teck employees themselves.

Regards

Alan Ritchie

A handwritten signature in black ink, appearing to be 'AR', is written over a large, horizontal, sweeping stroke that spans across the signature area.

Kyla Skretting
Hearts Peak Collective Inc.
12921 20 Ave Blairmore
heartspeakstudiocnp@gmail.com
403-583-2559

April 30, 2024

Town Council
8502 19 Avenue
Coleman, AB T0K0M0

Dear Mayor and Council,

Subject: Proposal for Implementing Time-Limited Parking in Downtown Business Area

I am writing as a local business owner to address a pressing challenge that affects our ability to serve our customers and maintain public safety. The availability of short-term parking in our area is severely limited, which not only impacts our business but also leads to unintended consequences affecting community safety.

This ongoing issue has further repercussions in the winter and early spring. When vehicles are parked long-term and fail to obey temporary no parking signs, especially in critical areas, they obstruct the path of snowplows and street sweepers, which just go around them. Consequently, snow accumulates and is not properly cleared, posing safety hazards and accessibility issues in the winter months. Similarly, effective street cleaning is hindered in the spring, leaving dirt and debris accumulated which impacts environmental quality and the aesthetic appeal of our downtown area.

To address these issues, we would like to propose the introduction of a bylaw that would restrict parking in front of downtown businesses to a maximum of 2 hours during business hours (e.g., 9 AM to 5 PM, Monday through Saturday). We believe this measure will increase the turnover of parking spaces, making it more convenient for customers to visit our shops.

There are several vehicles that are left parked between the 4-way stop and CIBC, some of which have not been moved for weeks on end leaving the clients of Hearts Peak to park further and further down taking up parking in front of other businesses. The vehicles left parked for extended periods of time become an issue, especially in the winter with shoveling snow and where to put it besides between the vehicles and in any open areas, essentially taking up more

space that could be used to actually park. As noted above, the streets cannot be plowed properly due to this, and it ends up clogging up half the block.

This proposal aims to support all our local businesses, enhance the shopping experience for our community, and promote a safer and more efficient use of our downtown parking resources. We appreciate the council's dedication to improving our town's infrastructure and are open to any further discussions or suggestions you might consider appropriate for addressing these concerns.

Thank you for considering this matter. I look forward to collaborating on a resolution that benefits all community members and stakeholders.

Sincerely,

Kyla Skretting
Owner
Hearts Peak Collective Inc.
12921 20 Ave Blairmore, AB
403-583-2559

Melanie Schefter
The Gilded Haus
12327 20 Avenue
Blairmore, AB T0K 0E0
thegildedhaus@gmail.com

Personal Privacy - FOIP Act Section 19

April 18, 2024

Town Council
8502 19 Avenue
Coleman, AB T0K0M0

Dear Council Members,

Subject: Proposal for Implementing Time-Limited Parking in Downtown Business Area

I am writing as a local business owner to address a pressing challenge that affects our ability to serve our customers and maintain public safety. The availability of short-term parking in our area is severely limited, which not only impacts our business but also leads to unintended consequences affecting community safety.

Currently, the only parking space in front of our building, which is ideally suited for customer use, is habitually occupied by residents of the neighboring apartments. These residents have designated parking spots available in the alley behind our building, as well as ample additional parking facilities across the street and at the end of our block. Attempts to resolve the issue with their condo board have not been successful and the problem persists.

Furthermore, due to the lack of available parking, we have observed instances where the remaining space in front of our business, which includes a fire hydrant, is occasionally used for parking. This is likely because the intended short-term parking spots are occupied for extended periods. While we do not seek to penalize patrons who are forced to park in these spots out of necessity, this situation highlights the need for a solution that ensures the availability of short-term parking and compliance with safety regulations.

This ongoing issue has further repercussions in the winter and early spring. When vehicles are parked long-term and fail to obey temporary no parking signs, especially in critical areas, they obstruct the path of snowplows and street sweepers, which just go around them. Consequently, snow accumulates and is not properly cleared, posing safety hazards and accessibility issues in the winter months. Similarly, effective street cleaning is hindered in the spring, leaving dirt and debris accumulated which impacts environmental quality and the aesthetic appeal of our downtown area.

To address these issues, we would like to propose the introduction of a bylaw that would restrict parking in front of downtown businesses to a maximum of 2 hours during business hours (e.g., 9

AM to 5 PM, Monday through Saturday). We believe this measure will increase the turnover of parking spaces, making it more convenient for customers to visit our shops and reducing the likelihood of parking in front of the fire hydrant.

This proposal aims to support all our local businesses, enhance the shopping experience for our community, and promote a safer and more efficient use of our downtown parking resources. We appreciate the council's dedication to improving our town's infrastructure and are open to any further discussions or suggestions you might consider appropriate for addressing these concerns.

Thank you for considering this matter. I look forward to collaborating on a resolution that benefits all community members and stakeholders.

Sincerely,

Melanie

Owner

The Gilded Haus



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 7, 2024

Agenda #: 7.a

Subject: Bylaw 1185, 2024 Road Closure Bylaw - First Reading

Recommendation: That Council give first reading to Bylaw 1185, 2024.

Executive Summary:

Bylaw 1185, 2024 proposes a road closure of an Unnamed Road and to consolidate the closed portion with the adjacent property, Plan 881DK, Block 2, Lot 1.

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act
Motion 17-2024-01-23

Discussion:

The purpose of the proposed bylaw is to provide for a boundary adjustment to Lot 1, Block 2, Plan 881DK to correct an accessory building (garage) that was constructed in 1950 entirely on Municipal property within an unconstructed lane. The building prevents public access through the lane and no portion of the building is located on Lot 1, Block 2, Plan 881DK, therefore it cannot legally be resolved with an encroachment agreement. The lane is unlikely to ever be required for public access or constructed, due to the steep slope of the land.

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

Analysis of Alternatives:

1. Council may proceed with first reading of Bylaw 1185, 2024, and schedule a public hearing for

June 25, 2024.

2. Council may defer first reading of Bylaw 1185, 2025 and outline what additional information they would like to see with reconsideration.

Financial Impacts:

If the application proceeds the Municipality would receive compensation for the parcel.

Attachments:

[Bylaw No. 1185, 2024.docx](#)

[Bylaw No. 1185, 2024 Schedule A.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1185, 2024

ROAD CLOSURE

BEING a bylaw of the Municipality of Crowsnest Pass for the purpose of closing to public travel and creating title to and disposing of portions of a public roadway in accordance with section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

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

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

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

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

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

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

PLAN 881DK, BLOCK 2

ALL THAT PORTION OF LANE FORMING PART OF LOT 7, BLOCK 2, PLAN _____.

CONTAINING 0.034 HECTARES (0.08 ACRES) MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

PUBLIC HEARING scheduled for the 25th day of June 2024 and advertised in the Crowsnest Pass Herald

on the 5th and 12th day of June 2024.

APPROVED this ____ day of _____, 20_____

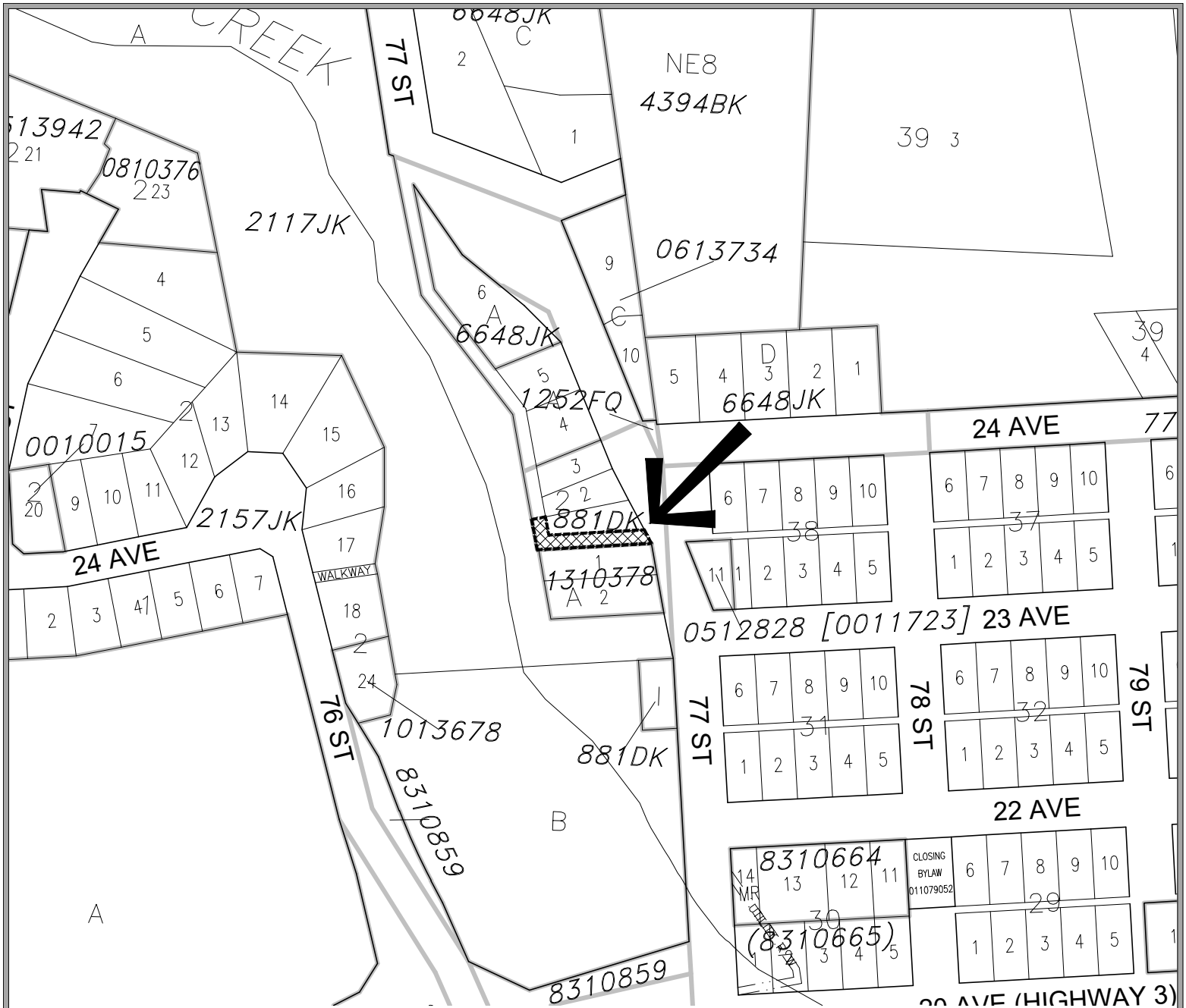
Minister of Transportation and Economic Corridors

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



PROPOSED ROAD CLOSURE SCHEDULE 'A'

PLAN 881DK, BLOCK 2



ALL THAT PORTION OF LANE FORMING PART OF LOT 7, BLOCK 2, PLAN _____
CONTAINING 0.034 HECTARES (0.08 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

MUNICIPALITY: CROWSNEST PASS

DATE: APRIL 25, 2024

Bylaw #: 1185, 2024

Date: _____



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200



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

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 7, 2024

Agenda #: 7.b

Subject: Bylaw 1186, 2024 - Amendment to the Water Services Bylaw - Second and Third Reading

Recommendation: That Council gives second and third reading of Bylaw 1186, 2024.

Executive Summary:

Administration is bringing forth an amendment to the lawn and garden watering time. Research shows that the best time to water is from sunrise to mid-morning (approximately 6am - 10am), as the cooler air and calmer breezes allow water droplets to reach the roots before evaporating. The second best time is in the late afternoon (approximately 4pm - 6pm), where evaporation is not as much of a concern, however there is still some sunlight remaining to allow the foliage to dry out. It is not recommended to water in the later evening or overnight as this can cause the moisture to rest in the soil at the roots and on top of the foliage, and can encourage it to rot or develop fungus. Watering during the day is not recommended as much of the moisture is lost to evaporation before it is able to be absorbed into the soil.

Relevant Council Direction, Policy or Bylaws:

Bylaw 560, 2001 - consolidated

Discussion:

The amendments are allowing for watering to start at 4am, primarily to allow those with timed sprinkler systems to start watering their lawns in the earlier morning hours if they wish. While not necessarily optimal for plant health, there are no concerns from an evaporation perspective.

While the amendments are allowing for an earlier start in the evening, it did not alter the end time of 11:00 pm, which residents may be accustomed to. Here again, while not necessarily optimal for plant health, there are no concerns from an evaporation perspective.

Overnight watering will still be restricted, as it is more likely to cause excessive watering occurring as sprinklers could be forgotten and left on when people are sleeping. Also there is no plant health benefit to overnight watering.

A provision is included to minimize watering during rain events, and to minimize runoff into the roadway from overwatering. These provisions are to encourage responsible watering and only to apply water as needed by plant materials.

Analysis of Alternatives:

- Council can second and third reading to Bylaw 1186, 2024.
- Council can request amendments to Bylaw 1186, 2024.

Financial Impacts:

N/A

Attachments:

[1186, 2024, Amending The Water Bylaw.docx](#)

[560, 2001 - Regulation of Water System and Rates - CONSOLIDATED to 1140, 2023.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1186,2024
Amending the Water Services Bylaw

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta for the purpose of amending the Water Services Bylaw No. 560, 2001

WHEREAS the Municipality of Crowsnest Pass adopted Bylaw No. 560, 2001, being the Water Services Bylaw, to make provisions for the management and control of the water work system of the Municipality of Crowsnest Pass;

AND WHEREAS the Municipality of Crowsnest Pass deems it advisable to amend the Water Services Bylaw;

AND WHEREAS pursuant to section 191 of the *Municipal Government Act* a council is authorized to amend a bylaw;

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

1. This Bylaw may be cited as “Bylaw No 1186, 2024 amending the Water Services Bylaw.”
2. That this Bylaw shall amend the Water Services Bylaw as follows:

2.1 Within Schedule “C”, the watering times shall be deleted and replaced with the following:

During the months of May through September inclusive, outside sprinkler water will be allowed on the following basis:

*Residents with **EVEN** house numbers may water on Tuesdays, Thursdays and Saturdays between the hours of 4:00 AM to 10:00 AM and 4:00 PM to 11:00 PM*

*Residents with **ODD** house numbers may water on Wednesdays, Fridays and Sundays between the hours of 4:00 AM to 10:00 AM and 4:00 PM to 11:00 PM*

*There shall be **NO** outside water between the hours of 10:00 AM and 4:00 PM nor between the hours of 11:00 PM and 4:00 AM*

Effort shall be made to minimize watering during rain events and to minimize runoff into the roadway from overwatering.

*There shall be **NO** watering on Mondays*

*Special 21 Day permits will be made available, **ONCE PER YEAR**, at the municipal office at **NO CHARGE**, for exceptions to this policy for newly seeded or newly sodded lawns or other extraordinary circumstances which would allow them to water outside the restricted hours.*

3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
4. This Bylaw shall come into force and effect as of third reading of this bylaw.

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

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Date of Consolidation: June 19, 2023

Consolidation of Bylaw No. 560, 2001

Municipality of Crowsnest Pass

REGULATION OF THE WATER SYSTEM AND TO ESTABLISH A TARIFF FOR WATER RATES

Adoption June 5, 2001

As Amended By:

Bylaw No. 622, 2004 adopted March 23, 2004

Bylaw No. 1140, 2023 adopted April 25, 2023

MUNICIPALITY OF CROWSNEST PASS

BY-LAW NO. 560, 2001

A BYLAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ABERTA TO PROVIDE FOR THE REGULATION OF THE WATER SYSTEM AND TO ESTABLISH A TARIFF FOR WATER RATES

WHEREAS, it is expedient to make provisions for the management and control of the water works system of the Municipality of Crowsnest Pass and to provide rules and regulations for the laying of house sewer and water lines and to establish a tariff of water rates and charges:

NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, pursuant to the Municipal Government Act, R.S.A. 1994, Chapter M-26.1 with amendments thereto, ENACTS AS FOLLOWS:

1. This by-Law may be cited as the, "Water Service By-Law" of the Municipality of Crowsnest Pass. Where the terms of this By-Law conflict with the provisions of any other Bylaw of the Municipality of Crowsnest Pass, this By-Law shall prevail.

DEFINITIONS:

2. In this By-law unless the context otherwise requires;
 - (a) "C.A.O." means the Chief Administrative Officer of the Municipality of Crowsnest Pass as appointed by Municipal Council and includes any person authorized by him or the Municipality to act for or carry out the duties of the Chief Administrative Officer to the extent that authorization is given.
 - (b) "Plumbing Inspector" means the Plumbing Inspector appointed by Council of the Municipality of Crowsnest Pass.
 - (c) "Public Works Superintendent" means the Public Works Superintendent for the Municipality of Crowsnest Pass or person authorized by him or by the Municipality to act for or carry out the duties of the Public Works Superintendent.
 - (d) "Service Connection" means the portion of water or sewer service between the main and the outer limit of the public right-of-way.
 - (e) "Director of Finance" means the Director of Finance and Systems of the Municipality of Crowsnest Pass.
 - (f) "Water Works System" means the system of water works owned and operated by the Municipality of Crowsnest Pass and all accessories and appurtenances thereto.

This Consolidation is not an Official Bylaw. It is prepared by the Chief Administrator's Office for assistance only.
Copies of the Official Bylaw(s) may be purchased from the Municipal Office.
This Consolidated Bylaw was authorized pursuant to Bylaw 1009, 2018 CAO Bylaw.

ADMINISTRATION:

3. The Public Works Superintendent, subject to the control of the C.A.O. shall have charge of all the various properties and works required for the supply of the Municipality and its inhabitants with water, and of the inspection and rating of all buildings and premises supplied with water.
4. No extension of mains shall be constructed except as may be authorized from time to time by the Municipal Council.
5. The Public Works Superintendent may order that the water be shut off from any consumer or consumers without notice for such length of time as may be necessary to permit the construction or repairs or the connection of services to the system

RESTRICTIONS AND PROHIBITIONS

6. (a) The C.A.O. may at any time make orders restricting the use of water-either by all consumers or by any particular class of consumers and either throughout the Municipality or in any particular area of the Municipality. The order may specify that such restricted use of water shall apply during such hours of any day of the week as may be specified in the order.
 - (b) No person shall use any water from the water works system in contravention of the terms of any order made by the C.A.O. under this section.
 - (c) The Administrator shall take such steps as he deems necessary to publicize the terms of an order made pursuant to this and the preceding section.
7. (a) (i) All sanitary receptacles that receive body wastes shall be connected to the sanitary sewerage system unless otherwise approved by the Plumbing Inspector.
 - (ii) Any storm water service connections that are not covered by the Alberta Plumbing Regulations shall meet with the approval of the Plumbing Inspector.
- (b) If a developer is found guilty of a violation of the Alberta Plumbing and Drainage Regulations or Alberta Building Regulations, then the Municipality may enter upon the land and building, erection or structure concerned and make such connection and charge the cost thereof against the land, building, erection or structure concerned in the same manner as taxes and with the same priority as to lien and to payment thereof as in the case of ordinary municipal taxes.

8. (a) No person except members of the Fire Department shall open, close or interfere with any hydrant, gate or valve connected with the water works system without the permission of the Public Works Superintendent.
- (b) The Public Works Superintendent may permit water to be taken from a hydrant during construction or otherwise, provided that:
 - (i) A deposit in an amount as set out in Schedule "A" is left with the Public Works Superintendent which deposit may be applied by the Public Works Superintendent against the cost of any damage caused during the use of the said hydrant. **Amended – Bylaw 1140, 2023, Adopted April 25, 2023.**
 - (ii) Water taken from the hydrant shall be charged for at the rates set forth in this By-Law. **Amended – Bylaw 1140, 2023, Adopted April 25, 2023.**
 - (iii) Minimum charge for the use of a fire hydrant shall be as set out in Schedule "A". **Amended – Bylaw 1140, 2023, Adopted April 25, 2023.**
9. No person shall place or deposit any injurious, noxious or offensive matter in the vicinity of the intake to the water works system, shore, or bank or the water source, at any point within the Municipality above such intake, or in the vicinity of the reservoir nor shall any such matter be brought into the Municipality for the purpose of being thrown into the streams, or be placed on the ice on the river or streams, nor shall any person bathe or wash clothes or do any other thing which may pollute the water above the intake of the said water works system in the Municipality.
10. No person being an occupant, tenant or inmate of any house, building or other places supplied with water from the water works system shall lend, sell or dispose of the water thereof, or give away or permit the same to be taken or carried away or used or apply it to the use or benefit of others than his, her or their own use and benefit or shall increase the supply of water beyond that agreed for with the Municipality or wrongfully, negligently or improperly waste any water supplied from the water works system.

DAMAGES

11. In all cases where any pressure vessel or equipment is supplied with water from the water works system, the Municipality shall not be responsible for damage to such vessel or equipment, person or premises when the water supply is shut off or when there is failure of the water supply due to any cause whatsoever, even where no notice is given. No deduction from the water bills shall be made in consequence thereof.
12. The Municipality is not liable for damages:

- (a) caused by the breaking of any water service main, water service pipe or attachment, or any sewer main; or
- (b) caused by the interference with the supply of any water service or sewer necessary in connection with the repair or proper maintenance of the water service or sewers, or
- (c) generally for any accident due to the operation of the water works system or sewage disposal system of the Municipality unless such accident is shown to be directly due to the negligence of the Municipality, its employees or agents.

SERVICE CONNECTIONS

13. (a) Any person requiring water and/or sewer services from the water and/or sanitary sewer system shall apply to the Public Works Superintendent and request that his premises be connected to the said system or systems. The owner or his authorized agent shall state the size and services required and shall sign the application form provided for that purpose.
- (b) The owner or his authorized agent shall provide the Plumbing Inspector with a site plan on which the size and location of the required services are shown. This applies to row housing, each four-suite or larger apartment building and every commercial and industrial building.
- (c) The expense of installing any service connection to a sub-divided lot or a parcel of land, or portions of same, shall be borne by the applicant.
- (d) A separate water service pipe to be used only for fire purposes may be constructed at the cost of the owner or occupier of property from the water main to his premises. Valves on said water service pipes may be sealed, as instructed by the Plumbing Inspector. The said seal shall not be broken except in case of an emergency. The Plumbing Inspector shall be notified within 24 hours if a seal is broken. Should said water service pipe not be maintained as required, the same may be disconnected by order of the Plumbing Inspector.
14. The Municipality shall be responsible for the maintenance of the water and sewer mains and all the connections from the main to the property line with the exception of those connections used for lawn services and fire services and with the exception of those limitations contained in paragraph 16.
15. The water service pipe from the main to the property line shall be of copper, cast iron, or other material approved by the Plumbing Inspector and connected by fittings and materials approved by the Plumbing Inspector, and such water service pipe shall be laid at least eight feet below the surface of the ground.

16. The Municipality will place on each water service pipe a brass stop cock or valve at or near the property line, for the purpose of turning on the water supply or shutting it off. Over the stop cock or valve there shall be placed by the Municipality a metallic street stop cock box or valve box of approved pattern. The downstream edge of the stop cock so placed shall be the limit of Municipality responsibility with respect to the installation, maintenance and repair of the water services, regardless of whether the stop cock is situated on the property line, within the street right-of-way or on private property.
17. The stopcock or stop and waste valve shall be located immediately inside the building.
18. The Plumbing Inspector may have the water shut off the premises of any owner or consumer infringing any of the rules and regulations or amendments thereto made by the Municipality.
19. No person shall in any way interfere with any stop cock, pipe or other water works appliance outside his own premises. No person except a person authorized by the Plumbing Inspector, shall tap or make any connection whatsoever with any public water pipes or mains, either in the streets, or in the lanes.

UTILITY CONTRACTS

20. Upon the request of an owner or occupant or other person in charge of a building for the provision of a utility service, the Council considers it advisable to enter into a utilities contract with only the owner or purchaser of a building, or lot or part of a lot.
21. Tenant Accounts: Utility accounts and billing/payment arrangements will only be set up with the registered property owner(s) on title. ***Amended – 1140, 2023, Adopted April 25, 2023.***
22. A penalty of two percent (2%) shall be added to all amounts not paid by the due date stated on the utilities invoice.
23. Whereas the Owner or purchaser of a building or lot or part of a lot shall contract with the Municipality with respect to a utility service then the sum payable by him for the public utility supplied by the Municipality to him and all rates, costs or charges imposed are a preferential lien and charge on the building or lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes are recoverable.

PAYMENT OF ACCOUNTS

24. All charges and rates payable under this By-law shall be paid to the office of the

Director of Finance and the collection of all disbursements connected with the operation of the water system and supervision of books of accounts shall be under the immediate control and direction of the Director of Finance. The Director of Finance shall be promptly notified of all connections made or permits granted or of any discontinuance of water service so that the proper charges or allowances may be made against or to any person or persons liable to pay for the water consumed or who is entitled to a refund where the supply of water is discontinued.

25. A consumer wishing to discontinue a water service shall advise the Director of Finance's Office.
26. Any consumer requesting a temporary disconnect for water shall pay a service charge for such disconnection and a further service charge for the reconnection, both in the amount set out in Schedule "A". **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**

WATER RATES

27. Charges for water service shall be made in accordance with the provisions of the Schedules which are attached to this By-Law and any amendments and additions thereto. The charges as set out in the Schedules are subject to change by Council without notice. **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**
28. Subject to the other provisions of this By-Law a person occupying premises connected to the water supply system of the Municipality shall pay to the Municipality a water service charge as follows:
 - (a) In the case of domestic consumers a charge computed at the rate specified in Schedule "B" hereto. **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**
 - (b) In the case of persons other than domestic consumers a charge computed at the rate specified in Schedule "B" hereto. **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**
 - (c) Where a contract for the supply of water service is in existence the owner or occupier of the property shall be liable to pay the monthly rate as specified in the Schedule hereto, whether or not any water is in fact consumed during the billing period. **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**
 - (d) In this By-Law the term "Domestic Consumer" shall mean the owner or occupier of a one or two family residence or a two suite apartment where the property is connected to the water works system of the Municipality of Crowsnest Pass by a single water service line.

- (d) Where conditions exist which could require the application of a different rate, such rate will apply from the date that written notification is received by the Municipality from the consumer.
29. If a dwelling-house or apartment is in a building a portion of which is occupied by a store, shop, office or other business and the water from the street main has been introduced into any part of the building, the owner or occupier of the building shall be charged for water at the rate specified in Schedule "B". **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**
30. (a) Accounts for water service shall be forwarded monthly to the owner or occupier of property connected to the water works system, and shall be payable at the office of the Director of Finance and such other places as may be designated by him. **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**
- (b) Accounts shall be deemed to be sufficiently forwarded if they are left on the property or if they are mailed by ordinary mail to the owner or occupier at the municipal address of the property.

TURN ON OR TURN OFF

31. Other than an emergency as determined by the Plumbing Inspector, turn on or turn off shall be conducted only between the hours of 7:00 A.M. – 3:30 P.M. Monday to Friday unless person(s) request such service shall be responsible to pay all overtime charges incurred.

PENALTIES

32. The Public Works Superintendent and persons duly authorized by him may enter the premises of any water user at any reasonable time to examine the pipes, fixtures to ascertain the quantity of water used and the manner of its use, and in the case of fraudulent representation on the part of any water user or of unnecessary waste of water, the supply may be cut off.
33. (1) The payment of any rates, charges, tolls, fares, or rents as provided by this By-Law may be enforced by all or any of the following methods, namely:
- (a) By action in any court of competent jurisdiction,
- (b) By shutting off the water service.
- (2) When at any time the water supply is disconnected for non-payment of accounts a fee as set out in Schedule "A" be charged when the water service is reconnected. **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**

34. (1) Where the occupant is the owner or purchaser of a house, tenement, lot or part of a lot, the sum payable by him for the water service supplied by the Municipality to him or for his use, and all rates, costs and charges imposed under this By-Law are preferential lien and charge on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes are recoverable.
- (2) Where the occupant to whom the water service has been supplied is a person other than the owner or purchaser of the house, tenement, lot or part of a lot, the sum payable by the occupant is a debt due by him and shall be a preferential lien and charge on his personal property and may be levied and collected with costs by distress.
35. Any person committing a breach of any of the provisions of this By-Law shall be guilty of an offence and liable on summary conviction to a fines as set out in Schedule "A". ~~not exceeding One Hundred (\$100.00) Dollars exclusive of costs.~~ **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**
36. It is the intention of the Municipal Council that each separate provision of this by-law shall be deemed independent of all other provisions herein and it is further the intention of the Municipal Council that if any provisions of this by-law be declared invalid, all other provisions thereof shall remain valid and enforceable.

Bylaw NO. 58, 1980 and amendments thereto are hereby repealed.

Read a first time this 5th day of June, 2001.

CARRIED UNANIMOUSLY

Read a second time this 5th day of June, 2001.

CARRIED UNANIMOUSLY

Read a third and final time, this 5th day of June, 2001.

CARRIED UNANIMOUSLY

JOHN IRWIN

Mayor

ORIGINAL SIGNED

BEVIN KEITH

Chief Administrative Officer

BY-LAW NO.560, 2001

SCHEDULE "A" FEES

<u>DESCRIPTION</u>	<u>FEE</u>
Deposit for use of fire hydrant, consumption flow meter and hydrant water	\$120.00
Use of Fire hydrant and water	\$ 60.00/week + Water Consumption at \$0.95 per m3
Disconnect for non-payment of account (during regular work hours)	\$ 60.00
Water Service Disconnect (during regular work hours)	\$ 0.00
Water Service Disconnect (outside regular work hours)	\$320.00
Emergency	\$ 0.00
Reconnect following disconnection for non-payment of account (during regular work hours)	\$ 60.00
Water Service Reconnect (during regular work hours)	\$ 0.00
Water Service Reconnect (outside regular work hours)	\$320.00
Emergency	\$ 0.00

Amended – Bylaw, 1140, 2023, Adopted April 25, 2023

SCHEDULE "A" FINES

<u>DESCRIPTION</u>	<u>FEE</u>
Unauthorized Use of Fire Hydrants	\$500.00
Unauthorized Operation of Service Valves	\$ 150.00
Destruction, Obstruction or Covering of Service Valves	Cost Recovery (Includes equipment, and operator's wages and benefits)

Amended – Bylaw, 1140, 2023, Adopted April 25, 2023

This Consolidation is not an Official Bylaw. It is prepared by the Chief Administrator's Office for assistance only.
 Copies of the Official Bylaw(s) may be purchased from the Municipal Office.
 This Consolidated Bylaw was authorized pursuant to Bylaw 1009, 2018 CAO Bylaw.

BY-LAW NO. 560, 2001

SCHEDULE "B"

CHARGES FOR WATER SERVICES

W1 RESIDENTIAL

Minimum Water Rate: \$36.99 Monthly

Single Family Residence
(includes Duplexes, Manufactured Homes and Secondary Suites)
*One shut-off valve on property

WS RESIDENTIAL

Minimum Water Rate: \$34.54 Monthly

Single Family Residence – Senior’s Rate Reduction Program
(includes Duplexes, Manufactured Homes and Secondary Suites)
*One shut-off valve on property

W2 COMMERCIAL

Minimum Water Rate: \$36.99 Monthly

Banks and Credit Unions	Service Stations
Garages	Small Retail Store
Clinics <5 Exam Rooms	Funeral Homes
Libraries	Theaters
Confectionaries	Lumber Yards
Offices	Legions & Meeting Places/Halls
Pharmacies	Fast Food Services/Snack Bars
Places of Worship	Restaurants (seating capacity <20)
Exercise Clubs/Fitness Centres	

W3 COMMERCIAL

Water Rate (Commercial W2 Rate X2): \$73.98 Monthly

Clinics >5 Exam Rooms
Warehouse
Fabrication, Manufacturing, Machining and Welding Shops
Large Retail Stores (> 6,000 Sq. Ft.)
Nippon Institute
Restaurants (seating capacity>20<50)

W4 COMMERCIAL Water Rate (Commercial W2 Rate X 4): \$147.96 Monthly

Places of Entertainment
Licensed Areas
Restaurants (seating capacity 50+)

W5 COMMERCIAL Water Rate (Commercial W2 Rate X 6): \$221.94 Monthly

Car Wash
Coin Laundry Laundromat
Provincial Buildings
Schools
Forestry Office

W6 COMMERCIAL Water Rate \$.076/m³ Monthly

Metered Properties

W7 COMMERCIAL Water Rate (Commercial W2 Rate X 4): \$147.96 Monthly

Breweries

W8 COMMERCIAL Water Rate (1/3 x Commercial W2 Rate X Total Number of Beds/Units/Rooms): \$12.35 Monthly per bed/unit/room

Manufactured Home Parks (Single Account for Trailer Park)
Residential Apartment Buildings
**Rates are monthly per bed/unit/room, *One shut-off valve on property

W9 COMMERCIAL Water Rate (1/3 x Commercial W2 Rate X Total Number of Beds/Units/Rooms): \$12.35 Monthly per bed/unit/room

Campgrounds/Recreation Parks
Cabins/Lodges
Hospital
Motels/Hotels
Nursing Home
Seniors Lodge

Amended – Bylaw, 1140, 2023, Adopted April 25, 2023

BY-LAW NO. 560, 2001

SCHEDULE "C"
LAWN AND GARDEN WATERING

During the months of May through September inclusive, outside watering will be allowed on the following basis:

Residents with **EVEN** house numbers may water on Tuesdays, Thursdays and Saturdays between the hours of 6:00 AM and 9:00 AM and 7:00 PM to 11:00 PM

Residents with **ODD** house numbers may water on Wednesdays, Fridays and Sundays between the hours of 6:00 AM and 9:00 AM and 7:00 PM to 11:00 PM

There shall be NO outside watering between the hours of 9:00 AM and 7:00 PM nor between the hours of 11:00 PM and 6:00 AM.

There shall be NO outside watering on Monday.

Special 21 Day permits will be made available at the municipal office at NO CHARGE - ONE (1) TIME PER YEAR ONLY, for exceptions to this policy for newly seeded or newly sodded lawns or other extraordinary circumstances which would allow them to water outside the restricted hours.

EXEMPTIONS AND SPECIAL CASES

1. The provisions of this schedule shall not apply to the following water users which rely upon the steady supply and use of water:

Nurseries, parks, playing fields and public gardens, where failure to water would result in a permanent loss of plant material.

2. A person may:
 - a. Water flowers/shrubs/trees/vegetables at any time, provided that watering is done by hand using a hose with a spring-loaded shut-off nozzle or a hand-held container.
 - b. Water new trees and shrubs during installation and for the following 24 hours using hose connected or automatic in-ground sprinklers. Afterwards, watering must comply with Day and Time restrictions.

3. Federal and Provincial agencies, the Municipality of Crowsnest Pass, schools and other public institutions may water boulevards and playing fields outside restricted hours. However, where possible, watering should be in accordance with the applicable restricted hours.
4. Golf course operators using the municipal potable water supply will make efforts to ensure watering is done within the restricted hours, and to reduce the frequency and duration of their irrigation cycles if the need arises.

A schedule of fines for non-conformance with this schedule shall be as follows:

First Offence	Fine	\$ 75.00
Second Offence	Fine	\$150.00
Third & Further Offences	Fine	\$225.00

The Superintendent of Public Works shall advertise the above Lawn and Garden Watering Regulations beginning in April each year.

Amended – Bylaw 622, 2004, Adopted March 23, 2004



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 7, 2024

Agenda #: 7.c

Subject: Bylaw 1187, 2024 - Procedure Bylaw Amendment - First Reading

Recommendation: That Council moves first reading of Bylaw 1187, 2024.

Executive Summary:

Council held discussion at the April 23, 2024 Council meeting about amending the Procedure Bylaw to restrict people from speaking about the same issue at multiple Council meetings.

Relevant Council Direction, Policy or Bylaws:

Motion 13-2024-04-23: Councillor Glavin moved that Administration bring back the Procedure Bylaw for changes to Public Input.

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[1187 2024 Amending The Procedure Bylaw.docx](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1187,2024
Amending the Procedure Bylaw

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta for the purpose of amending the Procedure Bylaw No. 1041, 2020

WHEREAS the Municipality of Crowsnest Pass adopted Bylaw No. 1041, 2020, being the Procedure Bylaw, to regulate the proceedings of council and council committees;

AND WHEREAS the Municipality of Crowsnest Pass deems it advisable to amend the Procedure Bylaw;

AND WHEREAS pursuant to section 191 of the *Municipal Government Act* a council is authorized to amend a bylaw;

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

1. This Bylaw may be cited as “Bylaw No 1187, 2024 amending the Procedure Bylaw.”
2. That this Bylaw shall amend the Procedure Bylaw as follows:
 - 2.1 By adding in Section 21.2 as follows:

“(e) not speak on a topic in which they have spoken about within the last 3 months during Public Input.”
3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
4. This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

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

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 7, 2024

Agenda #: 7.d

Subject: Subdivision Endorsement Extension Request 2022-0-191 (Russian River Holdings)

Recommendation:

That Council considers the subdivision endorsement extension request for Subdivision 2022-0-191 for a period of 6 months, to October 31, 2024.

Executive Summary:

The Oldman River Regional Services Commission is in receipt of a subdivision endorsement extension request for the subdivision known as 2022-0-191 in Blairmore by the St. Anne's Cemetery. The purpose of the subdivision is for a boundary adjustment where Russian River Holdings agreed to donate a small portion of land to the Municipality so that the existing fence of the cemetery, which encroaches onto their land, may remain in place. The original subdivision approval was given on January 25, 2023 by the Municipal Planning Commission. The applicant has completed the conditions of the subdivision approval. The execution of documents for the registration process, which have been delayed, have now been accomplished however, the 12-month validity of the subdivision approval has expired and needs to be renewed to complete the registration process.

Relevant Council Direction, Policy or Bylaws:

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

Discussion:

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

Analysis of Alternatives:

- Council can approve the extension for 6 months.

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

Financial Impacts:

N/A

Attachments:

[Memo re. Extension Request - ORRSC.pdf](#)

[1st extension request \(Russian River Holdings - 2022-0-191\).pdf](#)

Memo

To: Municipality of Crowsnest Pass Council

File: 2022-0-191

From: Ryan Dyck, Planner

Date: April 22, 2024

Re: Subdivision Endorsement Extension Request

Background & Proposal

The Oldman River Regional Services Commission is in receipt of a subdivision endorsement extension request for a subdivision approval on lands known as Lot 3, Block 1, Plan 221 0225 and a portion of SE¼ 2-8-4-W4M – being the reorientation and minor expansion of the Blairmore Catholic Cemetery (moving property line to the west 17.5 ft) to reflect the use of these lands for cemetery purposes. Subdivision approval was originally granted on January 25, 2023. This is the applicant's first extension request.

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

Recommended Action

The applicant has required additional time to obtain the necessary consent documents and has now submitted all documentation required to finalize the subdivision (including consent from the Director of Cemeteries).

The applicant has submitted a letter requesting an 6-month extension. Council has the following options to consider:

1. Grant the extension by a resolution of Council pursuant to Section 657(6) of the MGA.
2. Refuse to grant the extension. Note that there is no appeal of a decision on a time extension request.

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

RD/jm
ATTACHMENTS

Subdivision Application – Request for Extension

ORRSC file number: 2022-0-191 Expired Date: JANUARY 26, 2024

Previous Extension Approved: Yes No Extension Period Requested: 6 months
(not to exceed one year)

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

Name of registered owner(s): [Redacted]
Owner's address: [Redacted]

Personal Privacy - FOIP Act Section 17
City _____ Province _____ Postal Code _____ Cell Phone _____
Home Phone _____ Email _____

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

Applicant's address: 2830 - 12 AVE N
LETHBRIDGE AB T1H5J9
City _____ Province _____ Postal Code _____ Cell Phone _____
403-329-4688 thomas@kokamura.com
Home Phone _____ Email _____

Legal description: Lot 3 or Condo unit _____ Block 1 Plan 2210225
Quarter _____ Section _____ Township _____ Range _____ Meridian _____

Reason(s) for Request:
TIME GETTING CONSENTS FROM OWNERS.

[Signature] _____ Date Apr 15/24

RESOLUTION

2022-0-191

Municipality of Crowsnest Pass Cemetery subdivision of Lot 3, Block 1, Plan 2210225 and a portion of the SE1/4 2-8-4-W5M all within SE1/4 2-8-4-W5M

THAT the Cemetery subdivision of Lot 3, Block 1, Plan 2210225 and a portion of the SE1/4 2-8-4-W5M all within SE1/4 2-8-4-W5M (Certificate of Title No. 221 041 759, 921 297 189), to reorient an existing cemetery parcel; BE APPROVED subject to the following:

RESERVE:

1. The 10% Municipal Reserve requirement, pursuant to Sections 666 and 669 of the Municipal Government Act, is partially owing on the lands being subdivided, as MR was collected on a portion of Lot 3 prior to it being consolidated into its current legal orientation. MR is to be accounted for in the form of a deferred reserve caveat in the estimated amount of 3.969 acres, which includes the amount owing under the deferred reserve caveat (instrument #021 399 194) from 2002, which is to be discharged.

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Municipality of Crowsnest Pass.
2. That the subdivided portion of Lot 3 be consolidated with the cemetery parcel (proposed Lot 4) in a manner such that the resulting certificate of title could not be subdivided without the approval of the Subdivision Authority.
3. That any conditions of Service Alberta (Cemeteries) shall be established prior to finalization of the application.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. The Subdivision Authority finds that, based on a review of records and a site visit, no burial sites are located outside of the boundaries of the cemetery site, which is consistent with Section 5 of the Cemeteries Act.
4. The minor expansion of the cemetery boundaries does not affect any existing buildings used for human habitation that aren't already within 150 m of the cemetery. No water wells are shown within 150 m of the cemetery site per the Alberta Water Well Map Viewer.

INFORMATIVE:

- (a) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.

(b) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)

(c) Alberta Cemeteries – Deborah Wagar, Director of Cemeteries:

“Thanks for the opportunity to review. First, I will comment on point 5. Of the Planner’s Preliminary Comments, then provide information on the consent process for the subdivision.

Point 5.

“Provision of an easement for the purposes of prohibiting ground disturbance in the area immediately north of the cemetery parcel, which is understood to potentially contain graves, of an extent to be determined by the Municipality.”

In Alberta, the *Cemeteries Act* defines “cemetery” means land that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried.

If it is suspected that graves are located outside the existing cemetery, or proposed cemetery boundary, that space is captured by the definition of cemetery. Any time a burial site is identified a file is opened in the Cemetery Registry System to keep record of the site, and an Habendum Clause is placed on the title for that land. This may impact the lands owned by Russian River Holdings Ltd.

Anyone with information about the potential graves is asked to contact this office.

It may be worth assessing if now is the time to extend the northern boundary of the cemetery to encapsulate the area thought to contain potential graves. This would prevent any registration of a Habendum on that neighbouring parcel (assuming there are no other graves) and ensure the graves are protected and cared for going forward.

Consent

Below are the instructions to subdivide the cemetery land from the church property. There are THREE parts to the process of a subdivision of cemetery land listed below.

Please complete and submit all the requirements for Part 1 to attain the Director’s consent.

Part 1 – Director Consent (until the following information is provided, I am unable to determine if consent will be granted)

CONSENT from the Director of Cemeteries is required to change the cemetery land boundaries because there is a Habendum clause registered on the land title.

To attain Director consent please submit the following:

• **Written request from land owner (or representative)**

Required to indicate intent to subdivide and to provide details, including but not limited to:

- specify request is to subdivide cemetery onto its own title,
- why the subdivision is being sought,
- the cemetery name and legal land description,
- the current owner’s legal name and address,
- indicate how much land will contain the cemetery and how much land is being separated from the title.

- **Statutory Declaration form from the owner**

Required to confirm, if there is land being subdivided off, does not contain any burials or pre-sold plots. If the subdivision will be expand the boundaries only, this will not be needed. The cemetery owner must provide clear explanation of this.

- Sample wording for a statutory declaration is attached for your reference.

- **Proposed Subdivision plan and survey map** from Municipality (**The Notice of Application For Subdivision of Land will suffice**)

Part 2 – Land Titles

The SUBDIVISION process is completed at the Land Titles office. The Director’s Consent will be required for this process. The Consent will specify that the Habendum Clause remain on the cemetery title and be removed from the other land. It is the responsibility of the “land owner” to comply with any municipal requirements, and land title requirements.

On the new cemetery land title:

- ensure the land owner name is accurate
- ensure owner address is correct and current
- ensure all non-applicable caveats, encumbrances, etc. are not transferred onto the new cemetery land title. It is the owner’s responsibility to discharge (remove) caveats, etc. if needed.
- ensure the Habendum Clause remains on the new cemetery land title

Contact Land Titles at lto@gov.ab.ca Edmonton – 780-427-2742 Calgary – 403-297-6511

Part 3 – Amend Cemetery Registration

After the subdivision is completed with Land Titles, the owner needs to notify our office, or provide the land title certificate with the new cemetery boundaries. Then our office will send the owner instructions to AMEND the cemetery registration.

An Amended Final Certificate of Approval will be issued to reflect the new cemetery boundaries.

If you have any questions or require assistance with the forms please contact our office.”

- (d) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

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

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

- (e) ATCO Gas has no objection.

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

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 3X

Transportation and Economic Corridors offers the following comments with respect to this application:

The requirements of Section 18 of the Regulation are not met. Based on review of the proposal, the department is satisfied that the Highway has sufficient capacity to accommodate the proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

The requirements of Section 19 of the Regulation are not met. There is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

FOR INFORMATION PURPOSES

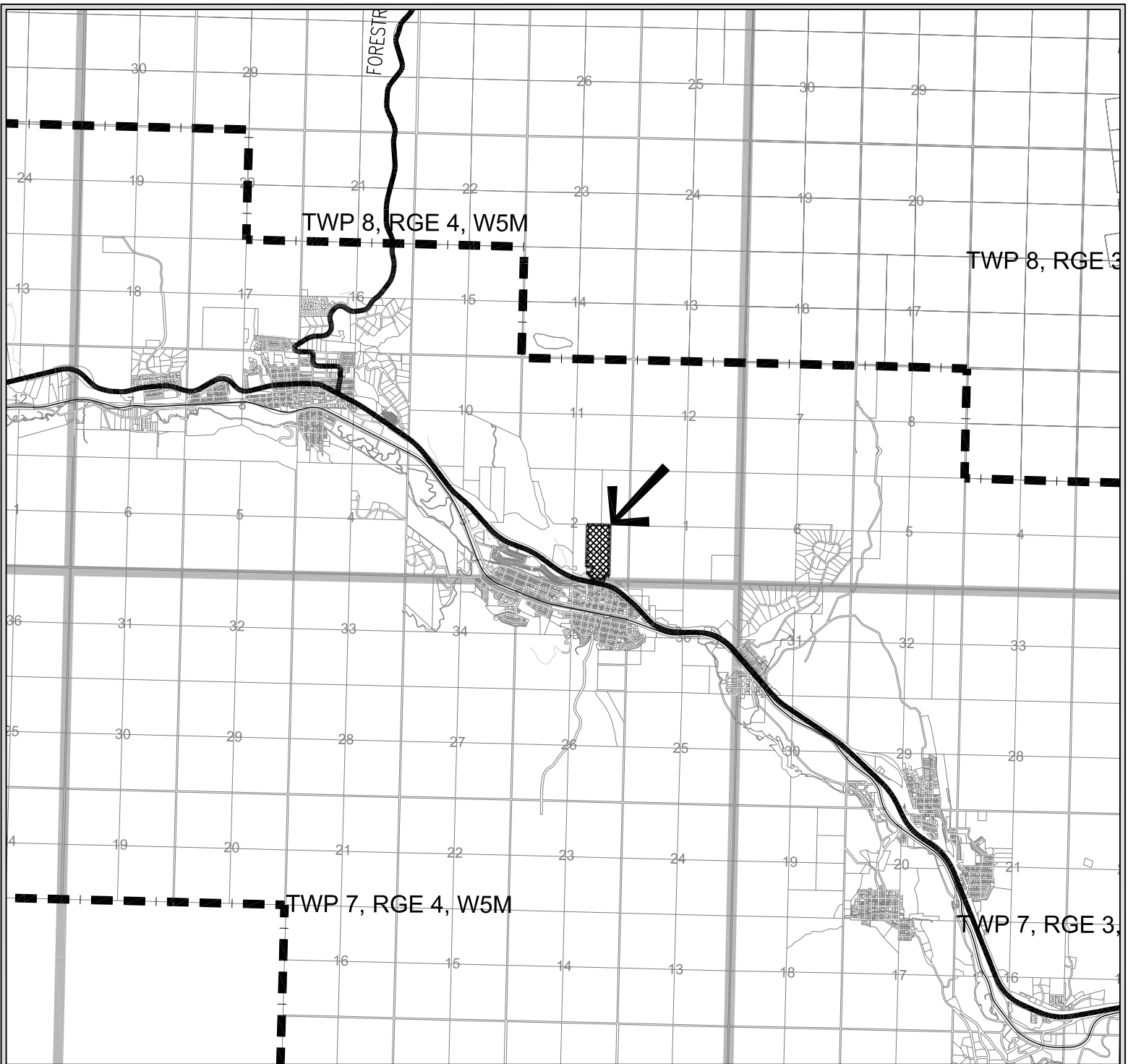
Development of the proposed cemetery lot will be expressly based on endorsement of the “Highway 3 - Functional Planning Study” (H3FPS) and “Blairmore Coal Loading Facility Traffic Impact Assessment” and addendum “Functional Planning Integration with Highways 3 and 3X Expansion Plans” (BCLFTIA) documents by Transportation and Economic Corridors and the Municipality of the Crownsnest Pass. It is anticipated that the findings and recommendations of the documents will be formalized in a “Memorandum of Understanding” and/or a “Municipal Development Agreement”.

Moreover, part and parcel of both planning study reports will include but not be limited to right-of-way requirements, storm water management, and an access management strategy that will rationalize local road interconnection with the highway and 20th Avenue at designated locations that will be in accordance with Transportation and Economic Corridors current “Access Management Guidelines” and “Highway Geometric Design Guidelines” for a freeway/expressway facility.

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

1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act”
- (g) Alberta Environment Water Infrastructure and Operations Branch has reviewed the lands in question and has no comments/concerns to add.
 - (h) Canada Post has no comment.
 - (i) Telus Communications Inc has no objection.
 - (j) Historical Resources – Barry Newton, Land Use Planner:

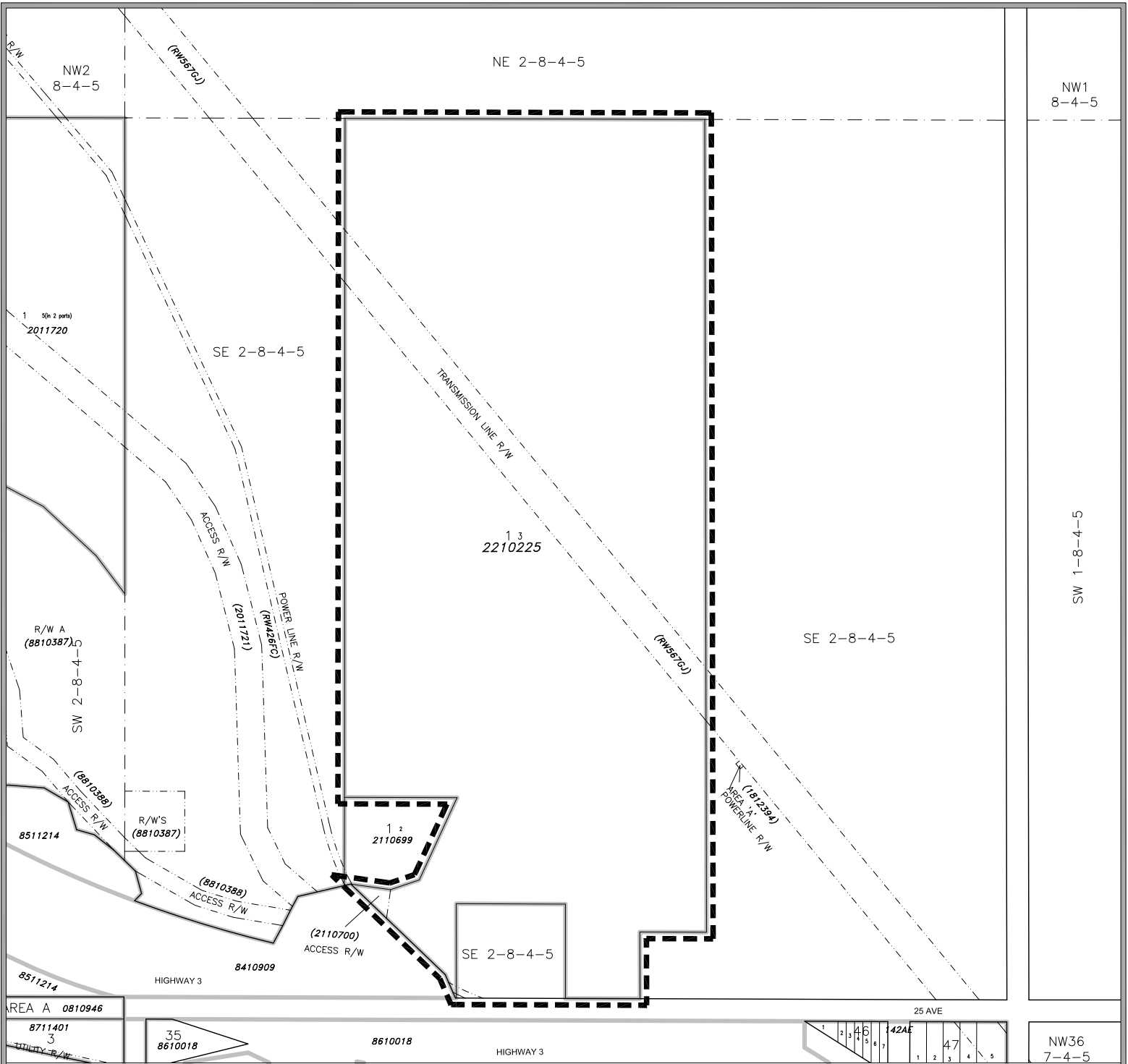
“We have reviewed the captioned subdivision application and determined that in this instance formal *Historical Resources Act* approval is not necessary, and submission of a Historic Resources application is not required.”



SUBDIVISION LOCATION SKETCH
LOT 3, BLOCK 1, PLAN 2210225 & SE 1/4 SEC 2
ALL WITHIN SE 1/4 SEC 2, TWP 8, RGE 4, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: DECEMBER 22, 2022
FILE No: 2022-0-191

MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3105 18th AVENUE NORTH, LEATHERBRIDGE, AB T1H 3E8
 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"





SUBDIVISION SKETCH - EXISTING

LOT 3, BLOCK 1, PLAN 2210225 & SE 1/4 SEC 2
 ALL WITHIN SE 1/4 SEC 2, TWP 8, RGE 4, W 5 M

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: DECEMBER 22, 2022

FILE No: 2022-0-191

OLDMAN RIVER REGIONAL SERVICES COMMISSION

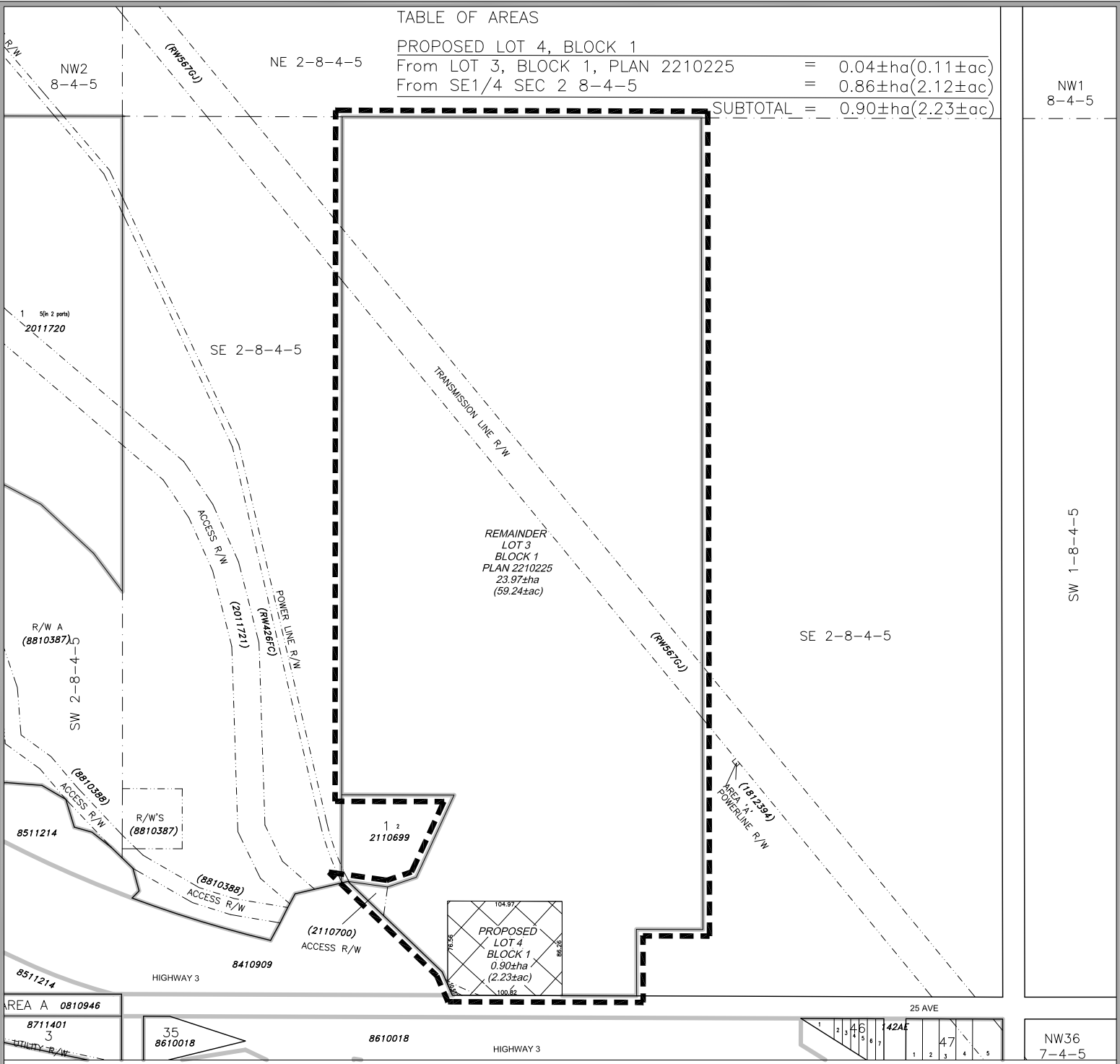
0 Metres 100 200 300 400

January 04, 2023 N:\Subdivision\2022\2022-0-191.dwg

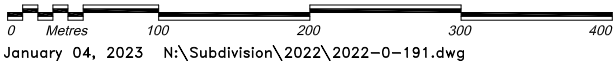
TABLE OF AREAS

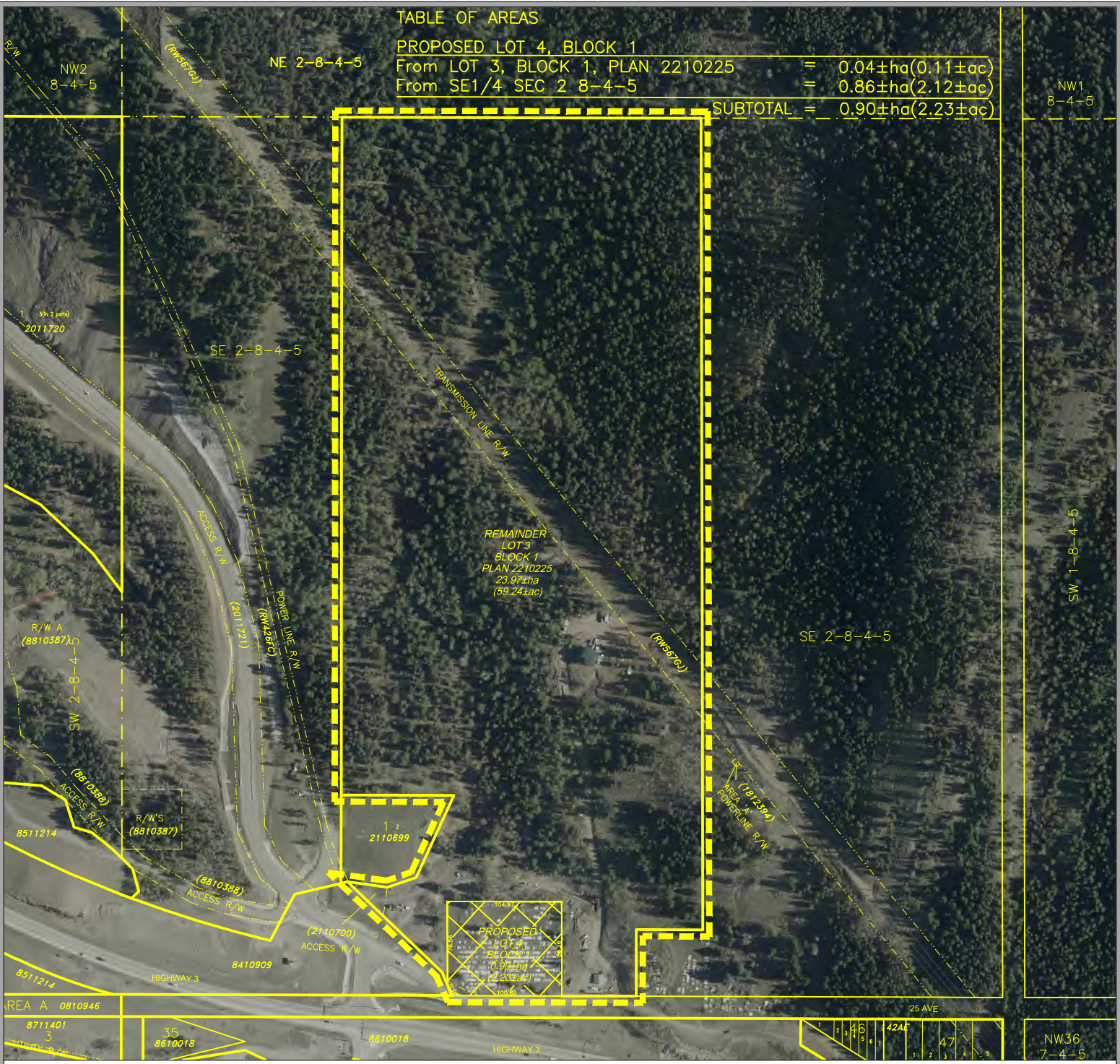
PROPOSED LOT 4, BLOCK 1

From LOT 3, BLOCK 1, PLAN 2210225	=	0.04±ha(0.11±ac)
From SE1/4 SEC 2 8-4-5	=	0.86±ha(2.12±ac)
SUBTOTAL	=	0.90±ha(2.23±ac)



SUBDIVISION SKETCH - PROPOSED
 LOT 3, BLOCK 1, PLAN 2210225 & SE 1/4 SEC 2
 ALL WITHIN SE 1/4 SEC 2, TWP 8, RGE 4, W 5 M
 MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
 DATE: DECEMBER 22, 2022
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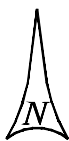




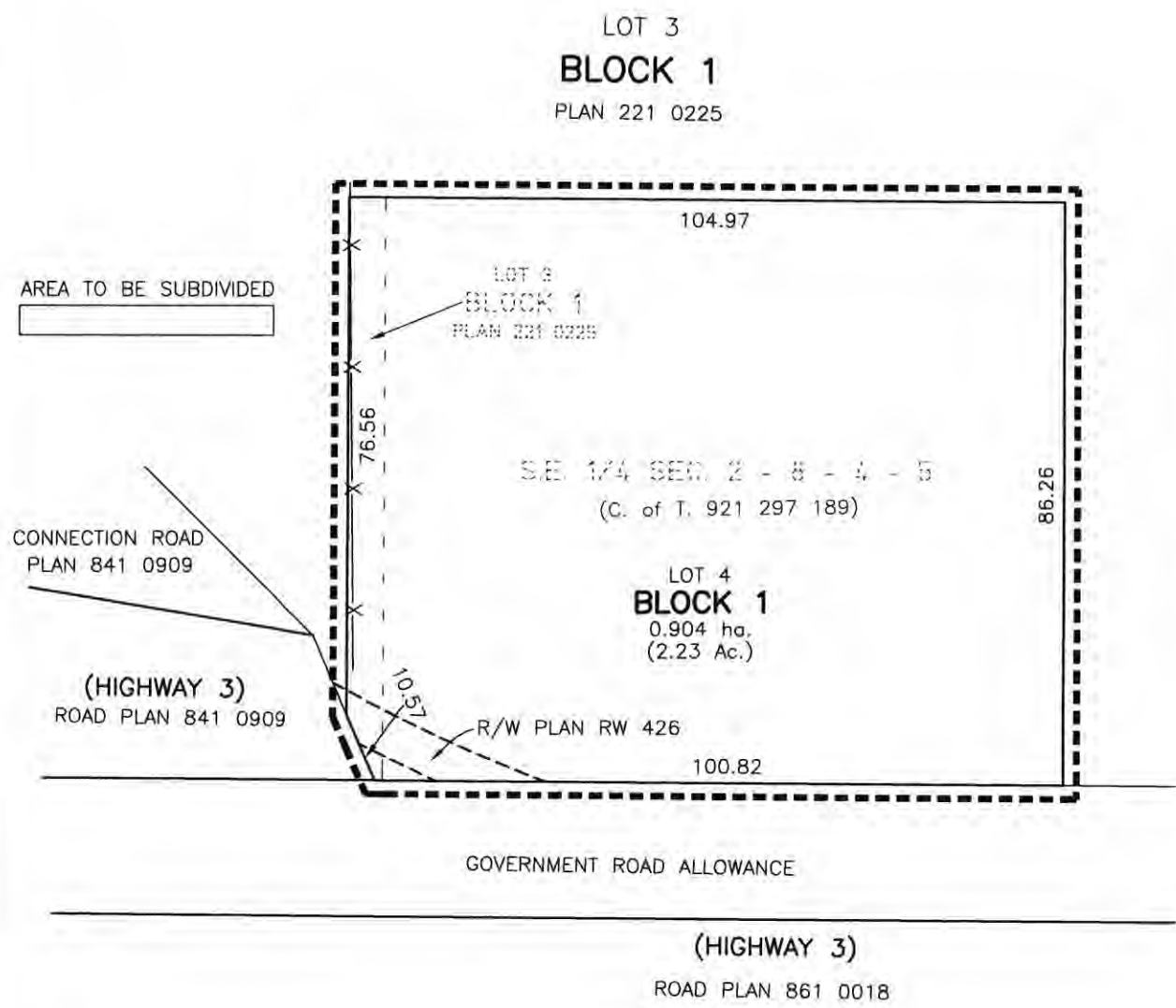
SUBDIVISION SKETCH - PROPOSED
 LOT 3, BLOCK 1, PLAN 2210225 & SE 1/4 SEC 2
 ALL WITHIN SE 1/4 SEC 2, TWP 8, RGE 4, W 5 M
 MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
 DATE: DECEMBER 22, 2022
 FILE No: 2022-0-191



0 Metres 100 200 300 400
 January 04, 2023 N:\Subdivision\2022\2022-0-191.dwg

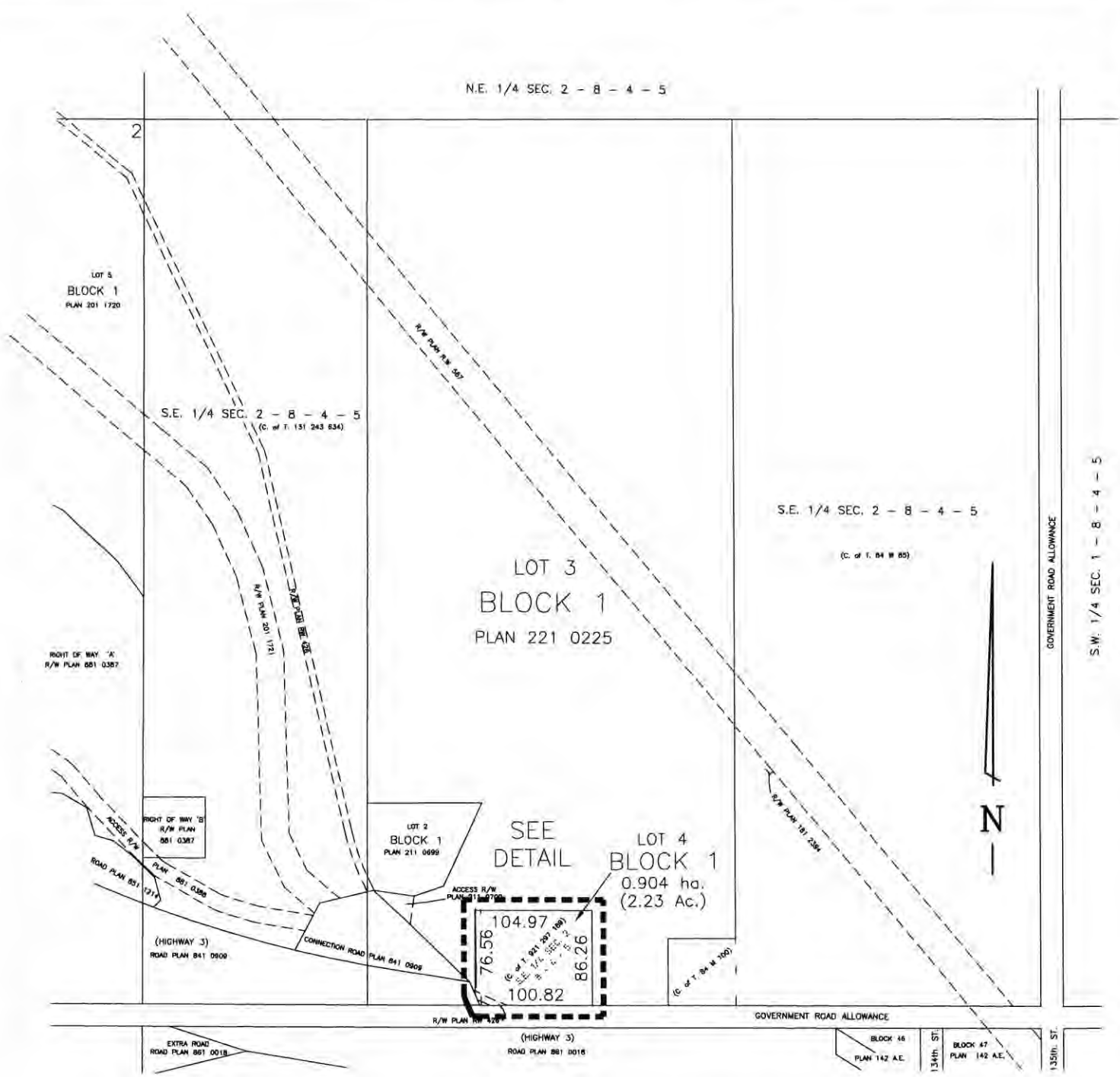


AERIAL PHOTO DATE: 20:99



DETAIL
SCALE: 1:1000

TABLE OF AREAS
LOT 4; BLOCK 1
 within Lot 3; Block 1; PLAN 221 0225= 0.044 ha.
 within S.E.1/4 SEC. 2-8-4-5= 0.860 ha.
 Total= 0.904 ha.



NO.	REVISION	DATE	BY

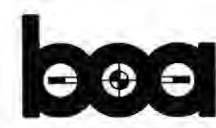
NOTE : Portion to be approved is outlined thus and contains approximately 0.904 ha. Distances are in metres and decimal parts thereof.

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

THE MUNICIPALITY OF CROWSNEST PASS

TENTATIVE PLAN SHOWING SUBDIVISION
 of part of
**LOT 3; BLOCK 1; PLAN 221 0225 &
 S.E.1/4 SEC. 2; TWP. 8; RGE. 4 W.5 M.**
 all within
S.E.1/4 SEC. 2; TWP. 8; RGE. 4 W.5 M.

THE MUNICIPALITY OF CROWSNEST PASS



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

APPROVED

 T. C. Penner, A.L.S.

DRAWN	CJB	DATE	DEC. 16/22
CHECKED	TCP	JOB	22-15859
SCALE	DRAWING		
1:5000	22-15859T		



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 7, 2024

Agenda #: 7.e

Subject: Crowsnest Pass Fire Rescue Structural Fire Response Information

Recommendation: That Council accepts the report as information.

Executive Summary:

The 10-minute response standard has been in existence in the Building Code since 1981, however after several High Intensity Residential Fires (HIRF) occurred that resulted in significant property losses, change to the Building Code were implemented in 2006 that identified the 10-minute response time and how it applies to construction standards.

The standard essentially states that a fire department needs to be able to respond to 90% of structural fires within 10 minutes or else changes need to be made to the separation between structures, exterior materials, windows, etc. Some of these items can also be mitigated with using alternative building materials, sprinklers and design layout, however each case would be specific.

In general, it is nearly impossible for a paid-on-call department to meet this standard, as the travel time to get to the station and mobilize will almost take 10 minutes in itself. This was highlighted by our Safety Codes Contractor at their Meet & Greet Session, that of the 70 municipalities that they provide code services too, it is only being met by the cities.

Relevant Council Direction, Policy or Bylaws:

Mayor Painter asked for a report to be prepared for Council's information.

Discussion:

Crowsnest Pass Fire Rescue completed an evaluation of response times, both theoretical, if everything was perfect, and historical, what has been observed once weather, time of day, incident location, location of members, ice on windshields, other calls and just plain life, is added in.

The **Response Window** can be broken down into the following five segments:

- Fire reported to 911

- Call answered and CNPFR alerted
- Firefighters turn out
- CNPFR units respond
- Arrive curbside and setup

Fire Reported to 911 - the industry standard is that the initial call will take approximately **30 seconds**

Call answered and CNPFR alerted - 911 dispatcher will enter the appropriate information and send the dispatch. Assumption made that members are at home and will be fully prepared to leave their residence immediately upon receiving the dispatch. **1 minute 30 seconds**

Chute Time to the Station - Google maps was used to calculate the distance from each members house to their appropriate station. The times ranged from 42 seconds to 8 minutes 18 seconds. The average time for members to respond at Station 1, 2 & 3 was, **2 minutes 35 seconds, 3 minutes 6 seconds, and 4 minutes 13 seconds**, respectively.

Chute Time at the Station - This is the time it takes a firefighter to get into their turn-out gear and board the fire apparatus at the station. For experienced members, the target is **90 seconds**

Travel Time - This is variable depending on location **Variable**

Arrive Curbside and setup - This is the time it takes to park and setup the apparatus and begin flowing water. For experienced members the target is **2 minutes**

So with those theoretical times, and assuming immediately being able to leave ones home, no weather or traffic issues, and optimal times for getting dressed and setting up, in order to meet the **10-minute Response Window**, then potentially there could be a travel time from Station 1, 2 & 3, to the fire of **1 minute 55 seconds, 1 minute 14 seconds, and 17 seconds**, respectively.

Given that we know that things are not always perfect and numerous factors can influence these times, historical structural calls were reviewed.

2021 - no structural fires

2022 Averages

- Command unit on scene 11.71 min
- Engine leaving station 10.42 min
- Flowing water 17.33 min

2023 Averages

- Command unit on scene 10.54 min
- Engine leaving station 8.85 min
- Flowing water 17.18 min

2024 - no structural fires

Analysis of Alternatives:

If improvements are to be sought to make the 10-minute time, there are only limited areas within the Response Window that can be influenced.

Fire Reported to 911 and Call answered and CNPFR alerted - The dispatch center is using the latest computer aided dispatching software already. **2 minutes**

Chute Time at the Station - Continuous training will be required to meet and maintain the target of **90 seconds**

Arrive Curbside and setup - Continuous training will be required to meet and maintain the target of **2 minutes**

Travel Time - Potentially small increments could be saved by optimizing fire hall locations, however given the significant expense, not realistic, and therefore travel time is fairly fixed. **Variable**

Chute Time to the Station - This item can be highly variable and the one that could be altered, however it comes with some significant costs. In large centres, this item is essentially eliminated by having career firefighters who are stationed at the halls 24/7. This too comes with significant costs and is likely unrealistic.

Move Forward Options

- If Council wishes for a more in-depth examination of fire response times, an independent consultant can be retained to complete a study to explore efficiencies that can be achieved through the improvement of existing operations and to further explore if the existing infrastructure adequately meets the Municipality's needs moving forward.
- Council can accept the report for information.

Financial Impacts:

N/A

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 7, 2024

Agenda #: 10.a

Subject: Request for Funding for Rhapsody Healthcare Heroes Team Award Celebration - Councillor Kubik

Recommendation: That Council consider contributing to the funding for the Rhapsody Healthcare Heroes Team Award Celebration in the amount of \$2500 from the Millrate Stabilization Reserve.

Executive Summary:

On the recommendation of Councillor Kubik, a letter of request was received from Monica Zyla for Council to consider contributing to the funding for the celebration for the awarding of the Rhapsody Healthcare Heroes Team Award Celebration.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Crowsnest Medical Clinic is being honored with the Rhapsody Healthcare Heroes Team Award. This award will be presented at a celebration that is put on by RhPaP.

Analysis of Alternatives:

n/a

Financial Impacts:

\$2500 from the Millrate Stabilization Reserve

Attachments:

[2024 04 29 - RHPAP Award - Request for Funding for Awards Banquet.docx](#)

Municipality of the Crowsnest Pass
Attention Vicki Kubik

Dear Council,

As you are likely aware the nomination of the Crowsnest Medical Clinic was successful and we won! What an amazing acknowledgement for our incredible health care team there. They were up against nine other nominations from rural Alberta.

The sponsor of the Rhapsody Award, The Alberta Rural Health Professions Action Plan (RHPAP), celebrates the winner with:

- A physical award they engrave
- A donation of \$1,250 to the charity / not for profit of choice of the team
- A video showing the incredible work of the team
- And a celebration event where the award is presented and the video is premiered.

RHPAP makes a monetary contribution to the event in addition to the above noted of \$3,550. This covers a portion of the food, rental of the venue and necessary bits and pieces to ensure it all looks festive. This celebration will be at the Crowsnest Pass Golf Club. While we are waiting on final numbers from them we believe we will require an additional \$2,500 to cover the costs.

Will the Municipality make a contribution of \$2,500 to assist in this celebration? I would truly appreciate the acknowledgement.

With best regards,

Monica Zyla
Bellevue AB

Personal Privacy - FOIP Act Section 12