



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, June 11, 2024 at 7:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Municipal Historic Resources Advisory Committee of April 22, 2024
- 3.b Minutes of the Family and Community Support Services Advisory Committee of April 22, 2024
- 3.c Minutes of the Crowsnest Pass Community Library Board of April 23, 2024
- 3.d ORRSC Executive Committee Minutes of April 11, 2024
- 3.e Chinook Arch Regional Library System 2023 Impact Report and Audited Financial Statements
- 3.f Municipal Planning Commission - Letter of Recommendation for Utility Servicing of Multi-Unit Residential Developments of April 24, 2024

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of May 28, 2024

5. PUBLIC HEARINGS

6. DELEGATIONS

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

7. REQUESTS FOR DECISION

- 7.a Bylaw 1159, 2023 Road Closure Bylaw - *Second and Third Readings*
- 7.b Bylaw 1188, 2024 – Tax Instalment Payment Plan Bylaw – First Reading
- 7.c Bylaw 1189, 2024 - Records Retention Bylaw - *Second and Third Reading*
- 7.d Policy #: 1716-01 - Charitable Donations Receipt
- 7.e Policy 1307-01 - Letter of Support
- 7.f Downtown Bellevue Parking Layout
- 7.g Roadway Corner Visibility Triangle Discussion

- 7.h Event Camping at Pass Powderkeg
- 7.i Bellevue Watermain Contract Award
- 7.j Letter to the Alberta Energy Regulator

8. COUNCIL MEMBER REPORTS

9. PUBLIC INPUT PERIOD

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

10. COUNCILOR INQUIRIES AND NOTICE OF MOTION

11. IN CAMERA

- 11.a Personal Privacy - Committee Member Recommendation - *FOIP Act Section 17*
- 11.b Personal Privacy - Committee Member Recommendation - *FOIP Act Section 17*
- 11.c Privileged Information - Pass Powderkeg Deck - *FOIP Act Section 27*
- 11.d Legal Advice - Complex Complaint Process - *FOIP Section 27*
- 11.e Economic Interests of the Public Body- Municipal Buyback Option- *FOIP Act Section 25*

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 3.a

Subject: Minutes of the Municipal Historic Resources Advisory Committee of April 22, 2024

Recommendation: That Council accept the minutes of the Municipal Historic Resources Advisory Committee of April 22, 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 04 22_Municipal Historic Resources Advisory Committee_Approved Minutes.pdf](#)



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE
April 22, 2024, at 3:00 pm
Council Chambers, Coleman Municipal Office

PRESENT: Board Member Fred Bradley (Chair)
Board Member Glen Girhiny
Board Member Vicki Kubik
Board Member Howard Vandenhoeft
Board Member Dawn Rigby
Municipal Representative Johan van der Bank

ABSENT: Justin Ames, Bryce Andreassen, Myriah Sagrafena (apologies)
Bruce Nimmo

1. CALL TO ORDER

Fred Bradley called the meeting to order at 3:15 pm.

2. ADOPTION OF AGENDA

MOTION by Howard Vandenhoeft to adopt the agenda with the addition of "Meeting Schedule" and "Election of Chair and Vice Chair at the next meeting" under Round Table Discussion.

CARRIED

3. ADOPTION OF MINUTES

MOTION by Dawn Rigby to adopt the minutes of March 25, 2024.

CARRIED

4. CONSENT AGENDA

N/A

5. DELEGATIONS

N/A

6. REQUEST FOR DECISIONS

N/A

7. ROUND TABLE DISCUSSION

7.1 Heritage Designation Plaque Templates

(a) Previous cost estimates were deemed too high. Fred Bradley provided alternative quotes from iZone Imaging.

(b) Vicki Kubik and Glen Girhiny offered to bring a request to Council on April 23, 2024,



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE
April 22, 2024, at 3:00 pm
Council Chambers, Coleman Municipal Office

for a \$1,000 addition to the 2024 budget to manufacture and purchase plaques for the five existing registered Municipal Historic Resources.

- (c) Johan van der Bank shared information provided by Sasha Lassey that the five existing Municipal Historic Resources that were designated by bylaws have been registered with the Government of Alberta, or are in the process of being registered (Barbour Pharmacy). There are:
- (i) The former Barbour Pharmacy at 2413 – 213 Street, Bellevue (Bylaw 972, 2016)
 - (ii) The Cosmopolitan Hotel at 13001 – 20 Avenue, Blairmore (Bylaw 945, 2016)
 - (iii) The Blake/Burgman Residence at 12106 – 21 Ave., Blairmore (Bylaw 901, 2014)
 - (iv) The Orpheum Theatre at 13125 – 20 Avenue, Blairmore (Bylaw 824, 2011)
 - (v) The Peuchen Block at 13031 – 20 Avenue, Blairmore (Bylaw 866, 2013)

Administration will ensure that each landowner receives confirmation of the registration and the grant funding opportunities that may be available.

- 7.2 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. A sub-committee was delegated to prepare the prioritization and make a presentation to the Municipal Council to request confirmation of its support for and commitment to make an annual budget available for heritage preservation efforts before the 2025 budget cycle starts. The confirmed members of the sub-committee are Dawn Rigby, Howard Vandenhoeft, and Fred Bradley, and in addition Fred will inquire with Myriah Sagrafena and Bruce Nimmo about their interest and availability to serve on the sub-committee. The sub-committee will bring a plan of action and a draft presentation to the Advisory Committee at the next meeting (May 21), with the objective to make a presentation to the Municipal Council in July 2024.
- 7.3 Alberta Heritage Awards 2024 – it was determined by consensus that the Crowsnest Historical Society is nominated for the “Outstanding Achievement Award” category. This Society has been actively leading preservation efforts in the community for over 50 years. Fred Bradley will prepare a nomination letter for signature by one of the Councillors on the Advisory Committee and/or the Mayor.
- 7.4 Community Updates
- 1) Fred Bradley provided an update to the Roxy Theatre renovations.
- 7.5 Meeting Schedule – with several board members being unavailable to attend recent meetings, Johan van der Bank will inquire about the suitability of the current regular



MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE
April 22, 2024, at 3:00 pm
Council Chambers, Coleman Municipal Office

meeting schedule, which is the fourth Monday of each month at 3:00 PM. This item will be further discussed at the next meeting.

- 7.6 Fred Bradley reminded the Advisory Committee of the requirement to elect a chair and vice chair at the next meeting.

8. NEXT MEETING DATE

- Tuesday May 21, 2024 at 3:00 pm in Council Chambers, Municipal Office (due to Monday May 20 being Victoria Day).

9. ADJOURNMENT

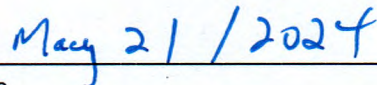
MOTION by Howard Vandenhoeft to adjourn the meeting at 4:15 pm.

CARRIED

Approved by:



Fred Bradley, Chair



Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 3.b

Subject: Minutes of the Family and Community Support Services Advisory Committee of April 22, 2024

Recommendation: That Council accept the Minutes of the Family and Community Support Services Advisory Committee of April 22, 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:

[22 APR 2024_FCSS MINUTES.pdf](#)



Family and Community Support Services Advisory Committee Meeting Minutes

**Municipality of Crowsnest Pass
Monday, April 22, 2024 – 4:45 PM
MDM Community Centre**

Chairperson: K. McNeil

Secretary: Kim Lewis

Present: Kate McNeil – Chairperson
Barb Kelly– Member at Large
Cathy Painter – 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

Absent: Mirjam Thielen – Member at Large

1.0 Call to Order

K. McNeil called the meeting to order at 4:48pm.

2.0 Adoption of Agenda

#23 - 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 Advisory Committee
Minutes of March 25 2024**

#24 - 24 MOVED BY: M. THOMAS

That the meeting minutes of March 25, 2024 be adopted as presented.

CARRIED

4.0 Correspondence - N/A**5.0 Public Input – N/A****6.0 Delegations****6a. Cartwright Cares Presentation**

Jaylene Desauoy attended the FCSS meeting to provide information on Cartwright Cares Seniors. Cartwright Cares is new business in the community specializing in senior support services. Cartwright Cares is looking to begin serving the community starting May 1st

#25 - 24 MOVED BY: K. McNeil

The Family Community Support Service Advisory Committee accepts the presentation from Cartwright Cares as information.

CARRIED

7.0 Business Arising from Previous Minutes**7a. Outstanding Youth Award Scholarship request to Council**

At the previous FCSS meeting, the FCSS committee selected 3 youth to receive the 2024 Outstanding Youth Award. The amount allocated for the scholarship each year is \$1,000. The FCSS Committee directed Administration to request to council an increase to the 2024 scholarship amount to \$1500 so that it could be divided equally between the 3 youth. Council made the decision to increase the 2024 Scholarship amount to \$3000 to allow for each youth to receive \$1,000.

#26 - 24 MOVED BY: D. WARD

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

CARRIED

7b. Outstanding Youth Award and Order of the Crowsnest Pass Evaluation Tool

At a previous FCSS Advisory Committee meeting, it was discussed that a review of the Outstanding Youth and Order of Crowsnest Pass evaluation tools needed to be reviewed with possible changes to the tool moving forward. It was expressed that some of the evaluations were not relevant to youth especially.

#27 - 24 MOVED BY: D. WARD

The Family Community Support Service Advisory Committee creates a subcommittee comprised of Barb Kelly, Cathy painter, Margaret Thomas and Kim Lewis to review the evaluation tool and bring back to the committee recommendations for the 2025 evaluation tool.

CARRIED

8.0 New Business**8a. 2025 FCSS Funding Application**

The FCSS Funding applications will be made available to the public the first week of June with a July 31 deadline. In previous years the FCSS Committee has advertised that priority will be given to initiatives that address seniors or youth. Is this still something FCSS would like to continue with or is there a new priority? FCSS Committee to review the 2025 Funding Application and make recommendations for any changes. Is there anything else the FCSS committee would like to include in the application.

#28 - 24 MOVED BY: C. PAINTER

The Family Community Support Service Advisory Committee would like to proceed with the 2025 Funding Application as presented.

CARRIED

8b. FCSS Mid Year Funding Template Review

Requested by FCSS that 2024 FCSS Funded organizations complete a mid-year funding report. The template was provided to the committee for review any change recommendations.

#29 - 24 MOVED BY: C. PAINTER

The Family Community Support Service Advisory Committee proceed with the 2024 FCSS Mid-Year Funding Report template with changes.

CARRIED

8c. Grant Distribution Policy Review

Requested by FCSS Committee Chair to bring Grant Distribution Policy forward to the FCSS committee for review.

#30 – 24 MOVED BY: K. MCNEIL

The Family Community Support Service Advisory Committee creates a subcommittee comprised of Trent Smith, K. McNeil, Margaret Thomas and Dean Ward to review the Grant Distribution Policy and bring back to the committee recommendations.

CARRIED

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

- Collaboration with the Family Resource center to host four Free income tax clinics
- Planning for Youth week – May 6-10
- Planning for Seniors Week – June 3-7
- Sitting on committee for Accessible transportation
- 2024 Volunteer Appreciation and Order of the Crowsnest Pass held on April 18th.

- Planning for Spring BBQ – June 6th 4-7 at Gazebo Park
- Planning movies in the park for summer
- Meals on wheels – business as usual.
- Seniors on the Go Newsletter
- Assisting seniors’ clubs.
- Subsidized taxi program
- Information & community referrals.

#31 - 24 MOVED BY: M. THOMAS

That the update on the Programmer update be accepted as information

CARRIED

9.0 Committee Member Reports -N/A

10.0 In Camera

11. Adjournment

#32 - 24 MOVED BY: K. MCNEIL

That the meeting be adjourned at 5:38pm.

CARRIED

Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 3.c

Subject: Minutes of the Crowsnest Pass Community Library Board of April 23, 2024

Recommendation: That Council accept the Minutes of the Crowsnest Pass Community Library Board of April 23, 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 April 23rd, 2024 with attachments.pdf](#)



**Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday April 23rd, 2024
Crowsnest Community Library Meeting Room**

Minutes

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

Regrets: Nicole Stafford (Secretary) **Absent:** Erin Matthews (Chair)

- 1. Call to Order -** Margaret called the meeting to order at 1:35pm
- 2. Adoption of Agenda- April 23rd, 2024**
Doreen motioned to adopt the agenda as presented. Motion carried.
- 3. Adoption of Minutes - March 26th, 2024**
John made a motion to adopt the minutes. Motion carried.
- 4. Correspondence:** Letter from minister reviewed
- 5. Librarian’s Report - (attached)**
Lisa motioned to approve the Librarian’s Report. Gale seconded. Motion carried.
- 6. Request for Computer Spending**
Doreen motioned to spend \$2500, for upgrades needed to meet Windows 11 requirements.. Gale seconded. Carried.
- 7. Financial Report- (attached)**
Lisa motioned to approve the Financial Report with changes. Margaret seconded. Carried.
- 8. Financial Audit 2023 (supplied by BDO)**
Gale motioned to approve the Financial Audit. Doreen seconded. Motion carried.
- 9. Policy update: Section 4 - Policies pertaining to Personnel**
Diane has made approved changes, and is still working on the consolidation.
- 10. Plan of service (2025-2030)**
A: Service Response #5 Create Young Readers: Early Literacy
Action item: Diane will bring back a draft Goals and Objectives as discussed.
- 11. Meeting Adjournment -** Lisa made a motion to adjourn the meeting at 1:57pm.

Next Regular Meeting: May 28th, 2024 (1:30pm)

Approved _____ Date _____



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

April 8, 2024

AR114360

Dear Public Library Board Members:

On April 8, 2024, a Red Tape Reduction omnibus bill was tabled in the Legislature that will make some changes to the *Libraries Act*.

One proposed amendment will increase the maximum number of municipalities that can jointly create an intermunicipal library board from three to four (or all of those within a municipal district). This will enable greater flexibility for municipalities to cooperate in local library service delivery.

The remaining amendments will streamline the legislation with the aim of reducing red tape for library boards; this should mean you will have more time to devote to direct public library service in the community.

These changes were made as a result of extensive engagement with the library stakeholder community in the fall 2019 and further in fall 2021. Thank you to those who shared your feedback during these engagements.

Further information about these changes will be made available to library boards in the coming weeks. My staff continue to offer in-person and virtual library board training and will offer webinars with specific information once the bill is passed, and the amended legislation is proclaimed later this spring.

If you have any questions about the proposed amendments, please feel free to contact my staff at libraries@gov.ab.ca or 780-427-4871.

Sincerely,

Ric Mclver
Minister

Librarians Report
April 23rd, 2024

Programming

- BRAT Pack continuing Tuesday mornings until the end of May.
- Movies played on April 5 & 6 and are scheduled again for May 3&4.
- Offered a seed planting program on April 12
- Lego program April 16
- Adult Coloring program continuing on Wednesdays.
- Grade 1 class visited on March 27th. (48 kids attended)

Use of Library space

- April - Tutoring, meetings, interviews, events, clubs, & information sessions.
- 4 exam proctoring's booked

Staffing

- Diane, Danielle, and Gale attending SALC on April 26.
- Diane taking 1 week off starting April 29.
- Still waiting on response to Canada Summer Jobs grant.
- Current part-time student will continue full time for summer.
- Will soon advertise to fill position of 2nd fulltime summer staff.

Building update

- Repairs to broken sprinkler system have started.

Computer upgrades

- Windows 10 "End of Life is" is October 2025
- Upgrade to Windows 11 will happen between now and then.
- We had 5 computers that were not compatible to upgrade to Windows 11.
- 1 of those computers is being upgraded in 2024 within the current budget.
- 1 public computer is mostly used as a catalogue computer, and can be replaced with a chromebox for \$450
- 1 is a public laptop and could be replaced with a chromebook for \$500
- 2 other computers will need to be upgraded by August of 2025 (minimum of \$3000).

WiFi hotspots

- Additional hotspots could be as much as \$500 each.
- Current grant to cover subscriptions ends December 2024.
- Current subscription cost is \$30 per month for each device.
- We will need to add \$1800 to our annual budget in 2025 to cover current devices.

Library Donation

- Full donation has come through for the Cuddle Chair, and stained-glass piece.
- Extra money was offered and we agreed on a new shelf for the Juvenile area, and a set of jumbo blocks for programming.

Friends of the Library

- Silent Auction for Quilt resulted in a sale.
- Meeting with me May 29 to discuss available funds, and Library wish list.

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

| | | Jan - Apr 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 | 362.99 | 800.00 |
| | 4120 · Donations (made to Library) | 80.20 | 0.00 |
| | 4130 · Facility Use | 80.00 | 150.00 |
| | 4140 · Print & Photcopy | 605.00 | 2,500.00 |
| | 4150 · Fines | 55.00 | 200.00 |
| | 4500 · Interest Income | 235.61 | 1,500.00 |
| Total Operations | | 1,418.80 | 5,150.00 |
| Total Income | | 157,520.80 | 201,550.00 |
| Gross Profit | | 157,520.80 | 201,550.00 |
| Expense | | | |
| | 5050 · Board Expenses | 0.00 | 50.00 |
| | 5200 · Furniture & Equipment | 103.78 | 400.00 |
| | 5300 · Bank Charges | 0.00 | 50.00 |
| | 5460 · Janitorial/Cleaning | 819.00 | 3,400.00 |
| | 5500 · Computers | 1,765.16 | 1,600.00 |
| | 5530 · Office Supplies | 1,412.39 | 3,400.00 |
| | 5610 · Bldg. / Yard Repairs & Maint. | 4,566.52 | 8,000.00 |
| | 5650 · Professional Assoc. Memberships | 0.00 | 50.00 |
| | 5655 · Regional Library Membership | 10,070.97 | 21,000.00 |
| | 5660 · Professional Develop. Expense | 0.00 | 1,500.00 |
| | 5670 · Program Expenses | 461.05 | 950.00 |
| | 5700 · Library Wages | 32,811.38 | 136,000.00 |
| | 5760 · Security System | 0.00 | 1,350.00 |
| | 5800 · Telephone | 82.56 | 800.00 |
| | 5850 · Utilities | 5,231.15 | 23,000.00 |
| Total Expense | | 57,323.96 | 201,550.00 |
| Net Income | | 100,196.84 | 0.00 |
| Current Assets | | | |
| | 1000 · Royal Bank - Chequing | <i>5,735.00</i> | |
| | 1100 · GIC Operations | <i>112,000.00</i> | |
| Total Current Assets | | <i>117,735.00</i> | |

| RECEIPTS FOR YEAR | | Reporting Period 2023 |
|---|---|-----------------------|
| Cash balance at beginning of year, January 1 | | |
| 01 | Cash on hand | \$150.00 |
| 02 | Total in current bank accounts | \$3,435.68 |
| 03 | Total in savings accounts | |
| 04 | Term deposits | \$10,298.51 |
| 05 | Other committed funds (e.g. trust funds and bequests) | |
| 06 | TOTAL OPENING CASH ON HAND (add lines 01 to 05) | \$13,884.19 |
| Government contributions | | |
| 07 | Local appropriation (Cash transfer from your municipality for operations) | \$153,050.00 |
| 08 | Provincial library operating grant (Do not combine with other provincial funding) | \$40,298.00 |
| Other government contributions | | |
| 09 | Cash transfer from <u>neighbouring municipality</u> | |
| 10 | Cash transfer from <u>another municipal or intermunicipal library board</u> | |
| 11 | Cash transfer from <u>library system</u> (e.g. Library Services Grant) | |
| 12 | Cash transfer from improvement district/summer village | |
| 13 | Cash transfer from school board, FCSS | |
| 14 | Employment programs (e.g. Canada Summer Jobs) | |
| 15 | Other grants (e.g. recreation board, CFEP, CIP) please list | |
| 15a | | |
| 15b | | |
| 15c | | |
| Other revenue | | |
| 16 | Fundraising and donations (e.g. book sales, bequests) | \$1,535.79 |
| 17 | Friends group donations | |
| 18 | Fees and fines | |
| 18a | Card fees (incl. non-resident fees) | |
| 18b | Fines (incl. overdues, lost/damaged book reimbursements) | \$253.56 |
| 19 | Program revenue | |
| 20 | Room rentals | \$960.00 |
| 21 | Other service revenue (e.g. photocopying, faxing, contracts, exam proctoring) | \$2,238.16 |
| 22 | GST refund | \$2,866.58 |
| 23 | Interest and dividends | \$2,946.96 |
| 24 | Transfers from reserve accounts | |
| 25 | Other income (please list) | |
| 25a | | |
| 25b | | |
| 25c | | |
| 26 | TOTAL CASH RECEIPTS (add lines 07 to 25) | \$204,149.05 |
| 27 | TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 26) | \$218,033.24 |

| CASH DISBURSEMENTS FOR YEAR | | Reporting Period 2023 |
|------------------------------------|--|------------------------------|
| Staff | | |
| 28 | Salaries, wages and benefits (incl. worker's compensation insurance) | \$139,743.44 |
| 29 | Honoraria (library volunteers) | |
| 30 | Staff professional development (incl. travel and hospitality) | \$1,378.35 |
| 31 | TOTAL STAFF EXPENSE (add lines 28 to 30) | \$141,121.79 |
| Library resources | | |
| 32 | Physical materials (incl. periodicals and non-print materials; <u>do not</u> include money transferred to your library system for book purchases, that info goes on line 54) | |
| 33 | Digital resources (i.e. e-content) | |
| 34 | TOTAL LIBRARY RESOURCES (add lines 32 and 33) | |
| Administration | | |
| 35 | Audit and/or annual financial review | |
| 36 | Board expenses (incl. honoraria, travel, course and conference fees) | |
| 37 | Equipment rentals and maintenance | |
| 38 | Contracts and fees for services (e.g. bookkeeping, IT services, professional fees) | |
| 39 | Bank charges | \$12.00 |
| 40 | Library and office supplies (incl. binding & repair, printing and copier supplies) | \$3,548.37 |
| 41 | Association memberships (e.g. ALTA, LAA, AALT) | \$38.10 |
| 42 | Postage and box rental | |
| 43 | Program expense (incl. publicity/advertising, equipment rental, artist fees) | \$992.77 |
| 44 | Telephone and internet | \$600.76 |
| 45 | Software and licenses (e.g. QuickBooks, Office365 for staff, gate counter software) | |
| 46 | Other expenses (please list) | |
| 46a | Security System | \$1,155.96 |
| 46b | GST expense | \$2,020.76 |
| 47 | TOTAL ADMINISTRATION EXPENSE (add lines 35 to 46) | \$8,368.72 |
| Building costs | | |
| 48 | Insurance | |
| 49 | Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds) | \$15,492.05 |
| 50 | Utilities | \$12,364.35 |
| 51 | Occupancy costs (i.e. share of utilities/janitorial in joint-use buildings) | |
| 52 | Rent | |
| 53 | TOTAL BUILDING EXPENSE (add lines 48 to 52) | \$27,856.40 |

| CASH DISBURSEMENTS FOR YEAR (cont'd) | | Reporting Period 2023 |
|---|---|------------------------------|
| Transfer payments | | |
| 54 | Transfer to other library boards (Please specify boards: may include transfers to other municipal/intermunicipal library boards or library system boards for the material allotment/levy and other system charges) | |
| 54a | Regional Library Membership- Chinook Arch | \$20,216.92 |
| 54b | | |
| 54c | | |
| 54d | | |
| 54e | | |
| 54f | | |
| 55 | Contract payments to library societies (please list) | |
| 55a | | |
| 55b | | |
| 55c | | |
| 55d | | |
| 56 | TOTAL TRANSFER PAYMENTS (add lines 54 and 55) | \$20,216.92 |
| 57 | TOTAL OPERATING EXPENDITURE (add lines 31, 34, 47, 53, 56) | \$197,563.83 |
| 58 | Loan interest and payments | |
| 59 | Transfer to other accounts (e.g. capital, operating reserves) | |
| Capital expenditures | | |
| 60 | Building repairs and renovations (e.g. roof, carpet, partitions) | |
| 61 | Furniture and equipment | \$389.11 |
| 62 | Computer hardware (e.g. desktop computers, printers) | \$2,492.65 |
| 63 | Other (please list) | |
| 63a | | |
| 63b | | |
| 64 | TOTAL CAPITAL EXPENDITURE (add lines 60 to 63) | \$2,881.76 |
| 65 | TOTAL CASH DISBURSEMENTS (add lines 57, 58, 59, 64) | \$200,445.59 |

| Cash balance at end of reporting year | | |
|--|---|---------------------|
| 66 | Cash on hand | \$150.00 |
| 67 | Total in current bank accounts | (\$2,562.35) |
| 68 | Total in savings accounts | |
| 69 | Term deposits | \$20,000.00 |
| 70 | Other committed funds (e.g. trusts and bequests, reserves, capital) | |
| 71 | TOTAL CASH ON HAND (add lines 66 to 70) | \$17,587.65 |
| 72 | TOTAL CASH ACCOUNTED FOR (add lines 65 and 71) | \$218,033.24 |

Summary of cash receipts and disbursements statement

For the year ended December 31, 2023

| | Reporting Period 2023 |
|---|------------------------------|
| Total cash receipts for the year (from line 26) | \$204,149.05 |
| SUBTRACT Total cash disbursements for the year (from line 65) | \$200,445.59 |
| Net cash increase or (decrease) from operations | \$3,703.46 |
| ADD Total opening cash on hand and in bank (from line 6) | \$13,884.19 |
| TOTAL CLOSING CASH ON HAND AND IN BANK (this should match line 71) | \$17,587.65 |

Please continue on to page 7 if your municipality made any payments on behalf of the library board.

Please have the Municipal Administrator fill out page 7.

Direct Payments - Receipts and Disbursements

Costs paid directly by the municipality on behalf of the library board are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit Do not include in kind contributions. The funds in lines i. through xii. should not be included in the library board's financial review. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's financial review and should not be included on this form.

| OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS) | Reporting Period 2023 |
|--|-----------------------|
| i. Library staff (e.g. salaries, wages and benefits. DO NOT include expenditures for municipal staff) | |
| ii. Building maintenance (e.g. janitor, supplies, maintenance, repairs) | \$75,342.37 |
| iii. Insurance | \$7,865.37 |
| iv. Utilities | |
| v. Audit/financial review | \$5,457.00 |
| vi. Rent (paid to private landlord, not to municipality) | |
| vii. Telephone and internet | |
| viii. Other (please list) | |
| | |
| IX. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines i. to viii.) | \$ 88,664.74 |
| Other expenditures paid by municipality | |
| x. Municipal staff costs (e.g. if a municipal employee spends a portion of time on library business) | |
| xi. Debenture interest and principal | |
| xii. Capital or special grants (e.g. one-time grants. DO NOT include annual operating cash transfer) | |
| XIII. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines x. to xii.) | \$ - |

I, Brian McCulloch, Administrator of

 (please print name)
 Municipality of Crowsnest Pass

 (name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality
 in providing the indicated services on behalf of
Municipality of Crowsnest Pass Library Board

 (legal name of library board)

Signature: _____ Date: April 23 2024



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 3.d

Subject: ORRSC Executive Committee Minutes of April 11, 2024

Recommendation: That Council accept the ORRSC Executive Committee Minutes of April 11, 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:

[April 11, 2024 Executive Committee Minutes - Approved.pdf](#)

EXECUTIVE COMMITTEE MEETING MINUTES
April 11, 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, April 11, 2024, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee:

Gordon Wolstenholme, Chair
Don Anderberg, Vice Chair
Scott Akkermans
David Cody
Christopher Northcott, Virtual
Brad Schlossberger, Virtual

Absent

Neil Sieben

Staff

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant

Guest

Derek Taylor, KPMG LLP

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

1. Approval of Agenda

Moved by: Don Anderberg

THAT the Executive Committee adopts the April 11, 2024 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Scott Akkermans

THAT the Executive Committee approves the March 14, 2024 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. KPMG LLP – Auditors’ Report and Financial Statements 2023

D. Taylor, of KPMG, presented the Financial Statements and Independent Auditor’s Report for the Year ended December 31, 2023 to the Committee.

D. Taylor stated that the purchase of the Parking Lot Improvement Project was funded from the Operating Reserve Fund, as there was no resolution indicating how the project would be funded. D. Taylor stated that the Committee could pass a resolution for the project to be retroactively paid through the Capital Reserve Fund as it is a capital improvement if they would like.

Moved by: Don Anderberg

THAT the Executive Committee fund the capital acquisition for the Parking Lot Improvement Project for \$165,481 out of the Capital Reserve Fund as of December 31, 2023.

CARRIED

The Committee discussed the report and presentation.

Moved by: David Cody

THAT the Executive Committee accepts the Auditor’s Report and Financial Statements for the year ended December 31, 2023 prepared by KPMG LLP, as presented subject to the approved change; and,

That the documents be sent to Municipal Affairs.

CARRIED

5. Official Business

a. Alberta Municipal Services Corporation Electricity Contract

L. Kuiper stated that we have recently re-signed with Alberta Municipal Services Corporation for a preferred electricity rate.

b. Subdivision Activity

L. Kuiper presented the Subdivision Activity statistics as of March 31, 2024 for information.

c. Office Lighting Upgrades

L. Kuiper stated that we have been collecting quotes from our local electricians to upgrade our current fluorescent lights to LED lights, as we have a number of lights that are in need of repair and the parts for fluorescent lights are becoming obsolete.

The Committee discussed the quotes presented, and potential grant funding.

Moved by: David Cody

THAT the Executive Committee directs Administration to move forward with replacing the interior lights, with the condition of researching potential grant funding, with the project to be funded from Capital Reserves up to a maximum of \$15,000.00.

CARRIED

d. Vehicle Replacement Discussion

L. Kuiper stated that the oldest fleet vehicle is a 2018 Chevy Equinox with approximately 150,000 kilometers. L. Kuiper stated that the vehicle was recently in for a check engine light because of a sensor detecting moisture, which has since dried up and is working normally. He stated that this is an issue that Chevrolet is aware of, and that the issue only occurs in extremely specific conditions of cold humid weather. L. Kuiper stated that the repair to negate the issue was quoted at \$1,800.00 and at this time Administration has determined that it will not be repairing the issue.

L. Kuiper stated that he was interested in selling the vehicle this year, which would result in the fleet being short 1 vehicle if a new one was not purchased.

The Committee discussed that a vehicle was initially included in the 2024 Budget but was removed due to budget constraints. The Committee discussed keeping the vehicle for the time being and reevaluating the situation in the fall once there is a better understanding of the year's financial outcome.

e. 2023 Annual Report Draft

R. Keer presented the 2023 Annual Report Draft to the Committee for review and feedback.,

Moved by: Don Anderberg

THAT the Executive Committee approves the 2023 Annual Report Draft, as presented, to be presented to the Board of Directors at the June Annual General Meeting.

CARRIED

6. Accounts

a. Office Accounts

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

b. Financial Statements

L. Kuiper presented Details of Account as of February 29, 2024 to the Committee.

Moved by: Scott Akkermans

THAT the Executive Committee approves the Monthly Office Account for February 2024 and the Payments and Credits for January 2024; and,

The Details of Account as of February 29, 202.

CARRIED

7. New Business

There was no new business for discussion.

8. CAO's Report

L. Kuiper presented his CAO Report to the Committee.

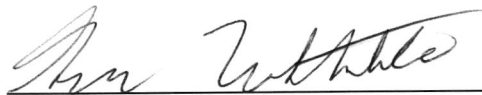
9. Round Table Discussions

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

10. Next Meeting – May 9, 2024

11. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:28 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 3.e

Subject: Chinook Arch Regional Library System 2023 Impact Report and Audited Financial Statements

Recommendation: That Council accept the Chinook Arch Regional Library System 2023 Impact Report and Audited Financial Statements as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Chinook Arch Regional Library System provided their 2023 Impact Report and audited Financial Statements for member municipalities information. Administration is providing the 2023 Impact Report for Council's information and the audited financial statements are retained on file for reference if required.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Chinook Arch 2023 Impact Report and Audited Financials.pdf](#)

Memo

Date: May 22, 2024

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

Re: Chinook Arch Library Board 2023 Impact Report and Audited Financial Statements

The Chinook Arch Regional Library System is a partnership between your municipality and thirty-nine other urban and rural municipalities in southwestern Alberta.

As a result of your membership in Chinook Arch, people across southern Alberta have access to over 900,000 items held in the System's thirty-five member libraries. In addition, library users can download e-books, audiobooks, magazines, newspapers, and more from their library's website. They can also take online courses and access homework help!

In communities large and small, residents rely on the public library as a place to connect with ideas and with each other. Alberta's public libraries continue to innovate and expand their service offerings, responding to evolving community needs. Chinook Arch supports and enhances the services offered by your local or a neighbouring library board.

Attached to this memo are the Chinook Arch Library Board's 2023 Impact Report and Audited Financial Statements. Please share them with your council as appropriate. We would be happy to send a delegation to present to your council to provide an update on Chinook Arch and its activities. Please reach out to Chinook Arch CEO Robin Hepher at 403-380-1500 or rhepher@chinookarch.ca to schedule a presentation. The Impact Report and Audited Statements are available on the Chinook Arch website at www.chinookarch.ca.

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

Vic Mensch, Chair

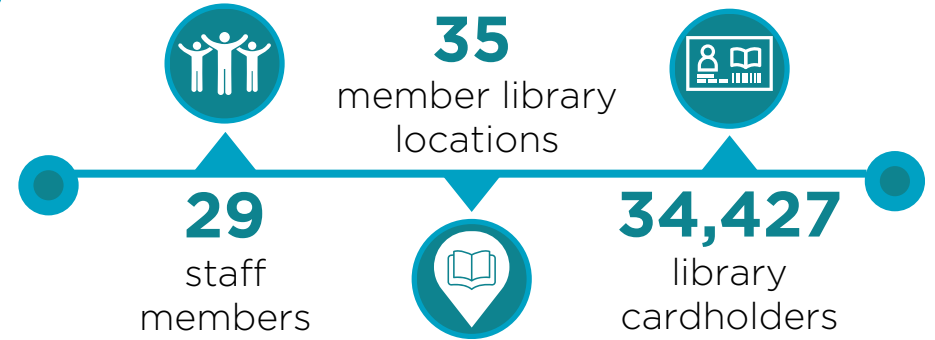
Chinook Arch Library Board



**CHINOOK
ARCH** REGIONAL
LIBRARY SYSTEM

IMPACT REPORT 2023

Chinook Arch Snapshot



Highlights from 2023

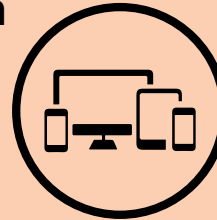
New Library Websites



Introduced new websites for all member libraries in April.

20% increase in website visits

Digital Literacy Clinics were held in member libraries across the region.



85 classes booked

187 attendees

9,100 km travelled



VoIP Telephone Services

installed at 20 member libraries saving **\$19,000** per year collectively



20 new kits were added to the regional programming collection



Usage of this collection increased by

400%

Wi-Fi Hotspots

borrowed **1,098** times



75 Hotspots added to the collection

Membership has its benefits

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



Direct Library Support

1,419

support consultations (in-person and virtual)



328

direct patron interactions

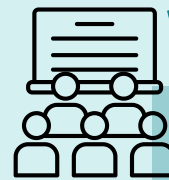
218

Library programs in member libraries with

674 attendees



Connection and Learning Opportunities



17 training events held

307 attendees

10 Coffee Chats

(a chance for library managers to connect on various topics)



148 people attended the 14th Annual Southern Alberta Library Conference



Sharing Resources

3 delivery vans

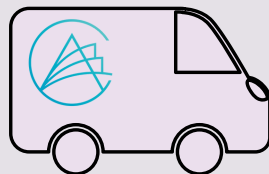
5 drivers

+

50,887

items added to shared library catalogue

559,100 items moved between libraries



That's 4,008 stops a year!



Online Services Management



audiobook borrowing up

25%

14% increase of library material checkouts on OverDrive



36%

increase in monthly Solaro activities

(Solaro provides homework help and test prep for students in grades 3 to 12.)

CHINOOK ARCH LIBRARY BOARD
Financial Statements
Year Ended December 31, 2023

INDEPENDENT AUDITOR'S REPORT

To the Members of Chinook Arch Library Board

Opinion

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2023, and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

(continues)

^{*} denotes professional corporation

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

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

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

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

Lethbridge, AB
April 4, 2024

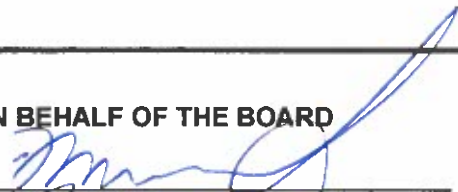
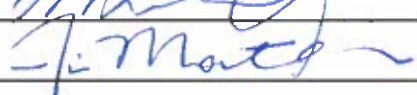
INSIGHT^{CPA}

Chartered Professional Accountants

CHINOOK ARCH LIBRARY BOARD
Statement of Financial Position
December 31, 2023

| | 2023 | 2022 |
|--|---------------------|---------------------|
| ASSETS | | |
| CURRENT | | |
| Cash and cash equivalents (Note 3) | \$ 1,392,190 | \$ 1,595,396 |
| Restricted cash (Note 4) | 56,721 | 25,211 |
| Accounts receivable | 15,411 | 37,323 |
| Goods and services tax recoverable | 29,327 | 18,123 |
| Employee computer loans (Note 5) | 2,569 | 871 |
| Prepaid expenses | 240,820 | 173,471 |
| | 1,737,038 | 1,850,395 |
| PROPERTY AND EQUIPMENT (Note 6) | 2,381,613 | 2,486,851 |
| | \$ 4,118,651 | \$ 4,337,246 |
| LIABILITIES AND NET ASSETS | | |
| CURRENT | | |
| Accounts payable and accrued liabilities | \$ 59,137 | \$ 54,582 |
| Receiver General payroll liabilities | 17,263 | 16,970 |
| Employee benefit obligations (Note 7) | 178,500 | 191,065 |
| Deferred revenue (Note 8) | 56,721 | 25,211 |
| | 311,621 | 287,828 |
| DEFERRED CAPITAL CONTRIBUTIONS (Note 9) | 1,877,724 | 1,958,796 |
| | 2,189,345 | 2,246,624 |
| NET ASSETS | 1,929,306 | 2,090,622 |
| | \$ 4,118,651 | \$ 4,337,246 |

ON BEHALF OF THE BOARD


 _____ Director

 _____ Director

CHINOOK ARCH LIBRARY BOARD
Statement of Changes in Net Assets
Year Ended December 31, 2023

| | Unrestricted Fund 2023 | Internally Restricted Fund 2023 <i>(Note 10)</i> | Externally Restricted Fund 2023 <i>(Note 10)</i> | Capital Fund 2023 | Total 2023 | Total 2022 |
|--|------------------------------|--|--|----------------------|---------------------|---------------------|
| NET ASSETS - BEGINNING OF YEAR | \$ - | \$ 1,561,657 | \$ 1,041 | \$ 527,924 | \$ 2,090,622 | \$ 2,147,521 |
| Deficiency of revenues over expenses | (160,275) | - | - | - | (160,275) | (56,899) |
| Amortization of capital assets | 105,240 | - | - | (105,240) | - | - |
| Amortization of deferred capital contributions | (81,072) | - | - | 81,072 | - | - |
| Book allotment purchase, net of additions <i>(Note 10)</i> | 12,434 | (12,434) | - | - | - | - |
| Use of Technology Fund reserves <i>(Note 10)</i> | 143,037 | (143,037) | - | - | - | - |
| Use of Building Fund reserves <i>(Note 10)</i> | 22,800 | (22,800) | - | - | - | - |
| Internally imposed restriction on remaining surplus <i>(Note 10)</i> | (42,164) | 42,164 | - | - | - | - |
| Returned to funder | - | - | (1,041) | - | (1,041) | - |
| NET ASSETS - END OF YEAR | \$ - | \$ 1,425,550 | \$ - | \$ 503,756 | \$ 1,929,306 | \$ 2,090,622 |

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Statement of Revenues and Expenses
Year Ended December 31, 2023

| | Budget 2023 | Total 2023 | Total 2022 |
|---|----------------|---------------|---------------|
| REVENUES | | | |
| Municipal levies | \$ 1,586,222 | \$ 1,590,280 | \$ 1,597,254 |
| Provincial operating grant | 1,016,828 | 1,038,499 | 1,003,511 |
| Library board membership fees | 639,798 | 642,471 | 638,412 |
| Other income (Schedule 1) | 394,500 | 416,578 | 359,154 |
| Contract services (Schedule 1) | 141,000 | 144,613 | 124,121 |
| Provincial rural library services grant | 124,000 | 134,125 | 123,693 |
| Other grants (Schedule 1) | 80,000 | 91,740 | 41,671 |
| Municipal rural services fees | 61,980 | 58,504 | 55,209 |
| Amortization of deferred capital contributions (Note 9) | 85,000 | 81,072 | 84,283 |
| | 4,129,328 | 4,197,882 | 4,027,308 |
| EXPENSES | | | |
| Salaries and benefits | 2,183,100 | 2,150,956 | 2,123,177 |
| Library materials and collections | 796,767 | 879,119 | 882,374 |
| Programs and services (Schedule 2) | 452,100 | 413,923 | 402,921 |
| Network services (Schedule 2) | 112,000 | 198,556 | 107,529 |
| Contract and other services (Schedule 2) | 141,500 | 147,732 | 127,649 |
| Bibliographic services (Schedule 2) | 79,500 | 89,328 | 88,363 |
| Shipping and delivery (Schedule 3) | 51,000 | 59,237 | 58,523 |
| Building and maintenance | 51,000 | 53,732 | 58,958 |
| Training and development (Schedule 2) | 37,000 | 48,835 | 30,734 |
| Administration (Schedule 3) | 35,600 | 34,457 | 27,810 |
| Board expenses | 8,500 | 11,205 | 6,881 |
| Amortization of capital assets | 181,000 | 105,240 | 111,623 |
| | 4,129,067 | 4,192,320 | 4,026,542 |
| EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS | 261 | 5,562 | 766 |

(continues)

CHINOOK ARCH LIBRARY BOARD
Statement of Revenues and Expenses (continued)
Year Ended December 31, 2023

| | Budget 2023 | Total 2023 | Total 2022 |
|--|---------------------|---------------------|--------------------|
| BOARD APPROVED PROJECTS FUNDED BY RESERVES | | | |
| Projects funded by Technology Fund reserves (Note 10) | (130,000) | (143,037) | (46,690) |
| Projects funded by Building Fund reserves (Note 10) | (45,000) | (22,800) | - |
| Projects funded by Operating Fund reserves | - | - | (10,975) |
| | (175,000) | (165,837) | (57,665) |
| DEFICIENCY OF REVENUES OVER EXPENSES | \$ (174,739) | \$ (160,275) | \$ (56,899) |

CHINOOK ARCH LIBRARY BOARD

Revenue Schedule (Schedule 1)

Year Ended December 31, 2023

| | Budget | 2023 | 2022 |
|--|------------|------------|------------|
| OTHER INCOME | | | |
| Additional funds for library materials | \$ 300,000 | \$ 294,417 | \$ 306,724 |
| Interest and investment income | 40,000 | 102,576 | 48,030 |
| Southern Alberta Library Conference | 10,000 | 14,002 | - |
| Employment programs | 5,000 | 3,735 | 4,350 |
| Gain on disposal of property and equipment | 7,500 | 1,848 | - |
| Fundraising and donations | 30,000 | - | 50 |
| Miscellaneous | 2,000 | - | - |
| | \$ 394,500 | \$ 416,578 | \$ 359,154 |
| CONTRACT SERVICES | | | |
| Reimbursement for purchases | \$ 100,000 | \$ 106,478 | \$ 88,147 |
| Contracts | 39,000 | 37,244 | 35,846 |
| Staff book purchases | 2,000 | 891 | 128 |
| | \$ 141,000 | \$ 144,613 | \$ 124,121 |
| OTHER GRANTS | | | |
| Civil Society Fund grant | \$ 80,000 | \$ 87,500 | \$ 28,401 |
| CFLSA grant | - | 4,240 | - |
| Nobleford establishment grant | - | - | 10,270 |
| Community Root grant | - | - | 3,000 |
| | \$ 80,000 | \$ 91,740 | \$ 41,671 |

CHINOOK ARCH LIBRARY BOARD

Expense Schedules (Schedule 2)

Year Ended December 31, 2023

| | Budget | 2023 | 2022 |
|--|------------|------------|------------|
| PROGRAMS AND SERVICES | | | |
| Rural library services grant transfer | \$ 170,100 | \$ 148,115 | \$ 147,575 |
| Support subscriptions | 155,000 | 143,300 | 130,253 |
| Regional resource sharing | 90,000 | 90,000 | 90,000 |
| Marketing and communications | 20,000 | 14,989 | 17,239 |
| Membership programs | 10,000 | 9,337 | 9,887 |
| Special projects | 1,000 | 7,107 | 4,249 |
| Summer programs | 2,000 | 1,075 | 1,524 |
| Library membership cards | 4,000 | - | 2,194 |
| | \$ 452,100 | \$ 413,923 | \$ 402,921 |
| NETWORK SERVICES | | | |
| Network support and maintenance | \$ 65,000 | \$ 94,070 | \$ 53,243 |
| Equipment and software | 20,000 | 53,297 | 27,223 |
| Telecommunications | 27,000 | 51,189 | 27,063 |
| | \$ 112,000 | \$ 198,556 | \$ 107,529 |
| CONTRACT AND OTHER SERVICES | | | |
| Purchasing services for member libraries | \$ 100,000 | \$ 109,614 | \$ 91,674 |
| ILS maintenance and service contract | 39,000 | 37,244 | 35,846 |
| Staff purchases | 2,000 | 874 | 129 |
| Better Beginnings card coupons | 500 | - | - |
| | \$ 141,500 | \$ 147,732 | \$ 127,649 |
| BIBLIOGRAPHIC SERVICES | | | |
| Support services | \$ 65,000 | \$ 74,313 | \$ 71,645 |
| Supplies for library materials | 12,000 | 11,136 | 11,246 |
| Cataloguing subscriptions | 2,500 | 3,879 | 5,472 |
| | \$ 79,500 | \$ 89,328 | \$ 88,363 |
| TRAINING AND DEVELOPMENT | | | |
| Southern Alberta Library Conference | \$ 15,000 | \$ 19,578 | \$ 10,624 |
| Conferences, courses and staff travel | 13,000 | 14,262 | 11,545 |
| Librarian meetings and training | 8,000 | 14,017 | 8,565 |
| Programs and training for libraries | 1,000 | 978 | - |
| | \$ 37,000 | \$ 48,835 | \$ 30,734 |

See notes to financial statements

CHINOOK ARCH LIBRARY BOARD
Expense Schedules (Schedule 3)
Year Ended December 31, 2023

| | Budget | 2023 | 2022 |
|-------------------------------|------------------|------------------|------------------|
| SHIPPING AND DELIVERY | | | |
| Vehicle expense | \$ 40,000 | \$ 47,672 | \$ 48,516 |
| Postage and shipping | 3,000 | 5,367 | 2,980 |
| Freight | 5,000 | 3,297 | 4,274 |
| Vehicle insurance | 3,000 | 2,901 | 2,753 |
| | \$ 51,000 | \$ 59,237 | \$ 58,523 |
| ADMINISTRATION | | | |
| Professional fees | \$ 9,500 | \$ 9,499 | \$ 7,200 |
| Office equipment maintenance | 7,500 | 8,375 | 7,542 |
| Office supplies and equipment | 8,000 | 7,554 | 7,905 |
| Coffee services | 1,800 | 2,603 | 1,650 |
| Subscriptions | 2,400 | 2,037 | 2,355 |
| Bank charges | 1,600 | 1,677 | 1,719 |
| Foreign currency exchange | 2,000 | 1,087 | (783) |
| Recruitment | 800 | 763 | 167 |
| Memberships | 500 | 400 | 55 |
| Advertising | 500 | 298 | - |
| Printing | 500 | 139 | - |
| Miscellaneous | 500 | 25 | - |
| | \$ 35,600 | \$ 34,457 | \$ 27,810 |

CHINOOK ARCH LIBRARY BOARD
Statement of Cash Flows
Year Ended December 31, 2023

| | 2023 | 2022 |
|---|---------------------|---------------------|
| OPERATING ACTIVITIES | | |
| Cash receipts from customers | \$ 4,064,918 | \$ 3,947,137 |
| Cash paid to suppliers and employees | (4,339,190) | (3,944,342) |
| Interest received | 102,576 | 48,030 |
| INCREASE (DECREASE) IN CASH FLOW | (171,696) | 50,825 |
| Cash - beginning of year | 1,620,607 | 1,569,782 |
| CASH - END OF YEAR | \$ 1,448,911 | \$ 1,620,607 |
| CASH CONSISTS OF: | | |
| Cash and cash equivalents | \$ 1,392,190 | \$ 1,595,396 |
| Restricted cash | 56,721 | 25,211 |
| | \$ 1,448,911 | \$ 1,620,607 |

1. PURPOSE OF THE BOARD

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

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

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

Fund accounting

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

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

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

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

The Externally Restricted Fund arises from funding received for specific projects. Transfers to and from these funds arise as funds are earned or expenditures are incurred for the specific projects.

Cash and cash equivalents

Cash includes cash and cash equivalents.

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

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

(continues)

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

Property and equipment

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

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

The Board regularly reviews its property and equipment to eliminate obsolete items. Government grants received for the purchase of property and equipment are treated as deferred capital contributions (Note 9).

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

Revenue recognition

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

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

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

Measurement uncertainty

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

Financial instruments policy

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

CHINOOK ARCH LIBRARY BOARD
Notes to Financial Statements
Year Ended December 31, 2023

3. CASH AND CASH EQUIVALENTS

| | 2023 | 2022 |
|-----------------------------------|---------------------|---------------------|
| Cash | \$ 1,392,190 | \$ 1,345,396 |
| Guaranteed investment certificate | - | 250,000 |
| | \$ 1,392,190 | \$ 1,595,396 |

The Royal Bank non-redeemable guaranteed investment certificate bearing interest at 4.3% per annum matured on September 16, 2023.

4. RESTRICTED CASH

Restricted cash consists of externally restricted and deferred grant funds received for specific purposes (Note 8).

5. EMPLOYEE COMPUTERS LOANS

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

6. PROPERTY AND EQUIPMENT

| | Cost | Accumulated amortization | 2023 Net book value | 2022 Net book value |
|--------------------|---------------------|-----------------------------|---------------------------|---------------------------|
| Land | \$ 40,580 | \$ - | \$ 40,580 | \$ 40,580 |
| Buildings | 3,564,009 | 1,276,115 | 2,287,894 | 2,383,222 |
| Equipment | 116,136 | 63,023 | 53,113 | 61,526 |
| Automotive | 187,175 | 187,149 | 26 | 52 |
| Computer equipment | 123,130 | 123,130 | - | 1,471 |
| | \$ 4,031,030 | \$ 1,649,417 | \$ 2,381,613 | \$ 2,486,851 |

7. EMPLOYEE BENEFIT OBLIGATIONS

| | 2023 | 2022 |
|-------------------------|-------------------|-------------------|
| Vacation accrual | \$ 170,685 | \$ 181,813 |
| Health spending account | 7,815 | 9,252 |
| | \$ 178,500 | \$ 191,065 |

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

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

8. DEFERRED REVENUE

| | 2023 | 2022 |
|-------------------------|------------------|------------------|
| <u>Indigenous grant</u> | | |
| Opening balance | \$ 18,430 | \$ - |
| Funds received | 75,331 | 71,352 |
| Amounts recognized | (38,805) | (52,922) |
| | 54,956 | 18,430 |
| <u>CFLSA grant</u> | | |
| Opening balance | 4,240 | 4,240 |
| Funds received | - | - |
| Amounts recognized | (4,240) | - |
| | - | 4,240 |
| <u>Other</u> | | |
| Opening balance | 2,541 | 243 |
| Funds received | 1,765 | 2,541 |
| Amounts recognized | (2,541) | (243) |
| | 1,765 | 2,541 |
| Total | \$ 56,721 | \$ 25,211 |

9. DEFERRED CAPITAL CONTRIBUTIONS

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

| | 2023 | 2022 |
|---------------------------|---------------------|---------------------|
| Opening balance | \$ 1,958,796 | \$ 2,043,079 |
| Additions during the year | - | - |
| Amortization | (81,072) | (84,283) |
| | \$ 1,877,724 | \$ 1,958,796 |

10. RESTRICTED RESERVE FUNDS

| | 2022 | Additions | Uses | 2023 |
|--|---------------------|-------------------|-------------------|---------------------|
| <u>Internally restricted reserve funds</u> | | | | |
| Technology Fund | \$ 269,515 | \$ 42,164 | \$ 143,037 | \$ 168,642 |
| Vehicle Fund | 246,360 | - | - | 246,360 |
| Building Fund | 359,354 | - | 22,800 | 336,554 |
| Operating Fund | 454,408 | - | - | 454,408 |
| Book Allotment Fund | 232,020 | 645,310 | 657,744 | 219,586 |
| | \$ 1,561,657 | \$ 687,474 | \$ 823,581 | \$ 1,425,550 |
| <u>Externally restricted fund</u> | | | | |
| Better Beginnings Fund | \$ 1,041 | \$ - | \$ 1,041 | \$ - |

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

The Board of Directors approved the use of internally restricted Technology Fund reserves for the following projects during the year:

- The website redesign project had a total cost of \$73,639 (budget - \$70,000).
- The wireless access point replacement project had a total cost of \$66,000 (budget - \$60,000).
- The online membership renewal project, which started in the prior year (costs of \$11,930), was completed in the current year with costs of \$3,398. Total project cost was \$15,328 (budget - \$15,000).

The Board of Directors approved the use of internally restricted Building Fund reserves for the following project during the year:

- The parking lot repair project had a total cost of \$22,800 (budget - \$45,000).

The Board of Directors approved the transfer of the Unrestricted Fund surplus of \$42,164 to the Technology Fund (2022 - \$31,465 to the Technology Fund).

11. SIGNIFICANT REVENUE SOURCES

In 2023, 82% (2022 - 87%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

Revenues from the City of Lethbridge's membership in the Board comprises a significant percentage of this per capita revenue. In 2023, the Lethbridge population represented 49% (2022 - 49%) of the total membership population and generated 41% (2022 - 43%) of the total per capita revenue. Although the Board would continue to operate without the City of Lethbridge's membership, additional sources of revenue would be required.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. The LAPP services about 291,259 (2022 - 281,764) members and retirees and 437 (2022 - 435) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

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

The Board is required to make current service contributions to the LAPP at 8.45% (2022 - 8.45%) of pensionable earnings up to the year's maximum pensionable salary under the Canada Pension Plan and 12.23% (2022 - 12.80%) on pensionable salary above this amount. Employees of the Board are required to make current service contributions at 7.45% (2022 - 7.45%) of pensionable salary up to the year's maximum pensionable salary and 11.23% (2022 - 11.80%) on pensionable salary above this amount. The maximum pensionable salary is \$66,600 (2022 - \$64,900).

Total current service contributions by the Board to LAPP in 2023 were \$133,378 (2022 - \$137,946). The current service contributions by the employees of the Board to the LAPP in 2023 were \$118,748 (2022 - \$122,952).

As at December 31, 2022 the plan disclosed an actuarial surplus of \$12.7 billion (2021 - \$11.9 billion). As at the financial statement date, the plan's 2023 statement of financial position had not yet been released.

13. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2023.

Credit risk

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

Currency risk

Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2023 is minimal.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2023 is minimal.

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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 3.f

Subject: Municipal Planning Commission - Letter of Recommendation for Utility Servicing of Multi-Unit Residential Developments of April 24, 2024

Recommendation: That Council consider the recommendation from the Municipal Planning Commission to develop a policy regarding Utility Servicing of Multi-Unit Residential Developments.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Due to the anticipated increase in Multi-Unit Residential Developments, the Municipal Planning Commission has recommended to Council to consider developing a policy for utility servicing in order to provide consistent information to applicants.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 05 07 - MPC Recommendation to Council for Utility Servicing of Multi-Unit Residential Developments.pdf](#)



Date April 24, 2024

Mayor Painter and Municipal Council
Municipality of Crowsnest Pass
Box 600
Crowsnest Pass, AB T0K 0E0

**Re: Utility Servicing of Multi-Unit Residential Developments
Recommendations to Council**

Dear Mayor Painter and Councillors,

At the March 27, 2024 meeting of the Municipal Planning Commission, Staff reviewed with Municipal Planning Commission some of the challenges regarding the servicing of Multi-Unit residential developments (bareland condo vs. fee simple lots based on servicing cost), the need to provide early and consistent information to applicants that will be considered in the decision making on their applications [Section 638.2 (3) of the MGA is relevant], and the expectation that this or similar housing forms are expected to increase in the future.

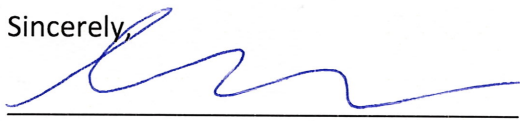
Based on the review, Justin Ames made a motion to recommend that Council develop a policy based on current Municipality of Crowsnest Pass bylaws and engineering standards and/or on best practices from other municipalities that will guide applicants in determining an appropriate and feasible servicing approach and how this will be considered in the decision-making process on development permit and subdivision applications.

The **Municipal Planning Commission** hereby made the following motion/s for recommendation:

MOTION by Justin Ames that a letter be sent to Council under signature of the Municipal Planning Commission Chair to recommend that Council consider the expected increase in multi-unit residential development and the need to develop a policy regarding utility servicing of multi-unit residential buildings in scenarios where the land is held in fee simple vs. rental vs. condominium plan, and for utility servicing in general, based on the Municipal Government Act, current Municipality of Crowsnest Pass bylaws and engineering standards, and/or best practices from other municipalities that will guide applicants in determining an appropriate, feasible, and cost-effective servicing approach, and how this will be considered in the decision-making process on development permit and subdivision applications.

Thank you for your consideration.

Sincerely,


for **Justin Ames**, Chair Person
Municipal Planning Commission



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 4.a

Subject: Minutes of the Council Meeting of May 28, 2024

Recommendation: That Council adopt the Minutes of the Council Meeting of May 28, 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 05 28 - Council Meeting Minutes.docx](#)



Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, May 28, 2024

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, May 28, 2024.

Council Present:

Mayor Blair Painter, Councillors: Vicki Kubik, Doreen Glavin, Glen Girhiny, and Dean Ward

Council Absent:

Councillors: Dave Filipuzzi, and Lisa Sygutek

Administration Present:

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

CALL TO ORDER

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

ADOPTION OF AGENDA

Amendments:

Requests for Decision

- e. Amend Bylaw Number to 1190, 2024

01-2024-05-28: Councillor Ward moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2024-05-28: Councillor Girhiny moved that Council approve the following Consent Agenda items as presented without debate:

3.a

Minutes of the Crowsnest Pass Senior Housing Board of February 20, 2024

THAT Council accept the Minutes of the Crowsnest Pass Senior Housing Board of February 20, 2024 as information.

3.b

Minutes of the Crowsnest Pass Senior Housing Board of March 25, 2024

THAT Council accept the Minutes of the Crowsnest Pass Senior Housing Board of March 25, 2024 as information.

3.c

Request for a Letter of Support for Cando Revive the Roxy Project for an Application for a Community Facility Enhancement Grant

THAT Council approve providing a letter of support for Cando's application for a Community Facility Enhancement Grant.

3.d

NWP Coal Canada Ltd. Invitation to Attend a tour of the Crown Mountain Coking Coal Project Area

THAT Council accept the NWP Coal Canada Ltd. Invitation to Attend a tour of the Crown Mountain Coking Coal Project Area as information and consider attending a tour of the site.

Carried

ADOPTION OF MINUTES

03-2024-05-28: Councillor Kubik moved to adopt the Minutes of the Council Meeting of May 7, 2024 as presented.

Carried

PUBLIC HEARINGS

Bylaw 1153, 2023 Road Closure Bylaw - Public Hearing

Mayor Painter declared the Public Hearing opened at 7:02 pm for Bylaw No. 1153, 2023.

Patrick Thomas, Chief Administrative Officer provided a brief overview of the bylaw and read into the record that there were no written submissions received prior to the due date.

Mayor Painter noted there were no members of the public present to speak at the hearing and declared the public hearing closed at 7:03 pm.

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

Mayor Painter declared the Public Hearing opened at 7:04 pm for Bylaw No. 1156, 2023.

Patrick Thomas, Chief Administrative Officer provided a brief overview of the bylaw and read into the record that there were no written submissions received prior to the due date.

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1156, 2023.

Mayor Painter noted there were no members of the public present to speak at the hearing and declared the public hearing closed at 7:05 pm.

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

Mayor Painter declared the Public Hearing opened at 7:06 pm for Bylaw No. 1182, 2024.

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

- Brad Kirk, Trilogy Real Estate Group

Patrick Thomas, Chief Administrative Officer also advised Council that there was one written submission received after the due date from Ralph Tiegen and does not form part of the public meeting package.

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1182, 2024.

The following members of the public provided an oral submission:

- Melisa Atkinson on behalf of Ralph Tiegen – In Favour
- Doug Montgomery - Opposed
- Tanner Murphy – In Favour
- Marilyn Big Charles – Opposed
- Marcel Kristek - Neutral

Mayor Painter called for a second time for members of the public to speak in favor of or in opposition to Bylaw 1182, 2024.

Mayor Painter noted that there were no other members of the public in attendance who wished to speak, and therefore declared the public hearing closed at 7:17 pm.

DELEGATIONS

None

REQUESTS FOR DECISION

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

04-2024-05-28: Councillor Girhiny moved second reading of Bylaw 1156, 2023 - Land Use Bylaw Amendment - Rezone Lots 1-4, Block 2, Plan 6099AQ, located at 2158 - 213 Street, Bellevue, from Retail Commercial C-1 to High Density Residential R-3.

Carried

05-2024-05-28: Councillor Ward moved third and final reading of Bylaw 1156, 2023 - Land Use Bylaw Amendment - Rezone Lots 1-4, Block 2, Plan 6099AQ, located at 2158 - 213 Street, Bellevue, from Retail Commercial C-1 to High Density Residential R-3.

Carried

Bylaw 1182, 2024 - Land Use Bylaw Amendment - Urban Tourism Accommodation & Recreation District and Non-Urban Tourism Accommodation & Recreation District - Second and Third Readings

06-2024-05-28: Councillor Girhiny moved second reading of Bylaw 1182, 2024 - Land Use Bylaw Amendment - Urban Tourism Accommodation & Recreation District and Non-Urban Tourism Accommodation & Recreation District.

Carried

07-2024-05-28: Councillor Glavin moved third and final reading of Bylaw 1182, 2024 - Land Use Bylaw Amendment - Urban Tourism Accommodation & Recreation District and Non-Urban Tourism Accommodation & Recreation District.

Carried

Bylaw 1187, 2024 - Procedure Bylaw Amendment - Second and Third Reading

08-2024-05-28: Councillor Glavin moved second reading of Bylaw 1187, 2024 - Procedure Bylaw Amendment.

Carried

09-2024-05-28: Councillor Ward moved third and final reading of Bylaw 1187, 2024 - Procedure Bylaw Amendment.

Carried

Bylaw 1189, 2024 - Records Retention Bylaw - First Reading

10-2024-05-28: Councillor Ward moved first reading of Bylaw 1189, 2024 - Records Retention Bylaw.
Carried

Bylaw 1191, 2024 - General Repeal Bylaw – First Reading

11-2024-05-28: Councillor Girhiny moved first reading of Bylaw 1191, 2024 - General Repeal Bylaw.
Carried

12-2024-05-28: Councillor Kubik moved second reading of Bylaw 1191, 2024 - General Repeal Bylaw.
Carried

13-2023-05-28: Councillor Ward moved to consider third reading of Bylaw 1191, 2024 – General Repeal Bylaw.
Carried Unanimously

14-2023-03-28: Councillor Glavin moved third reading of Bylaw 1191, 2024 – General Repeal Bylaw.
Carried

Service Areas Update

15-2024-05-28: Councillor Kubik moved to accept the Service Areas Update as information.
Carried

2024 Q1 Preliminary Financial Report

16-2024-05-28: Councillor Ward moved to accept the 2024 Q1 Preliminary Financial Report as information.
Carried

Impact of Assessment Value Examples

17-2024-05-28: Councillor Ward moved to accept Impact of Assessment Value Examples Report as information.
Carried

Additional Funding Required for the MDM New Dishwater

18-2024-05-28: Councillor Ward moved that Council approve additional funding for the water softener and additional installation costs for the MDM Dishwasher of \$2000 from the Facilities Reserve.

Carried

Option Pay Credit Card Surcharges

19-2024-05-28: Councillor Girhiny moved that Council directs Administration to proceed with the Option Pay Merchant Agreement, in order to provide citizens the option to pay Property Taxes, Utilities, A/R, Fines, Licenses, Development and Building Permit Fees with a credit card, at the Municipal Office and online.

Carried

COUNCIL MEMBER REPORTS

- Councillor Girhiny
 - Attended the Community Futures presentation where Y2Y presented
 - Attended the AGM for the PPK Ski Society
 - Attended the Tourism Night

- Councillor Kubik
 - Attended the West Fraser-Crowsnest Forest products Public Advisory Committee Meeting
 - Plans were presented for harvesting timber in the Dutch Creek Area
 - West Fraser has an extensive reclamation plan in place with road closures
 - Provincial Government has mandated a fire break to be constructed within 10 km of the community
 - Inquired about benefits to the community by West Fraser
 - Support local community groups financially and with lumber donations
 - 50 Employees locally

- Councillor Glavin
 - Attended the South Canadian Rockies Meeting
 - John Reddekopp presented on the UROC trail expansion in the York Creek Area

- Mayor Painter
 - Noted there is a ribbon cutting ceremony this coming Friday for the Taber-Burdett section of Highway 3 with the Premier, and other Provincial Ministers in attendance

PUBLIC INPUT PERIOD

- Ed Strembicki
 - Advised that he previously installed equipment at the MDM
 - Noted that filters were plugging due to iron deposits coming from a 3-inch galvanized line
 - Recommended that Council budget to replace the water line
- Carmen Roman (Taxpayers Association)
 - Opposed to the passing of Bylaw 1187, 2024, feels that the bylaw is unconstitutional
- Gord Gosse
 - Stated that he was the Manager of Transportation
 - Thanked Council for the opportunity to work at the Municipality
- Marilyn Big Charles
 - Spoke on the dangers of poor visibility at intersections
 - The intersection of 19th Avenue and 129 Street near the Forestry Office has poor visibility with vehicles parking in the area.
 - Requested that the yield sign be replaced with a stop sign and to clear the corners to improve visibility at that intersection.
 - Noted other intersections with similar problems.
- Marcel Kristek
 - Suggested that the Municipality get a copy of the Canadian Charter of Rights and Freedoms
 - Concerned about freedom of speech
- Henry Koopman
 - Disappointed that Bylaw 1187, 2024 was passed
 - Concerned that the gravel roads have not been graded
 - Noted that taxes have increased unfairly for his property

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Notice of Motion - Canadian Sustainable Standards Board (CSSB) Climate Disclosure Standards - Mayor Painter

20-2024-05-28: Mayor Painter moved to send the requested letter in objection to the Climate Disclosure Standards.

Carried

Bulk Water Fill Station Inquiry - Councillor Glavin

Patrick Thomas, Chief Administrative Officer provided clarification to Council regarding setting up an account for billing purposes and obtaining a PIN number in order to access the bulk water fill station.

IN CAMERA

21-2024-05-28: Councillor Ward moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 10:17 pm:

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

Reconvene

Mayor Painter convened the In Camera meeting at 10:28 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

22-2024-05-28: Councillor Glavin moved that Council come out of In Camera at 11:13 pm.

Carried

23-2024-05-28: Councillor Ward moved that Council approve the request to purchase a portion of the road allowance as amended, subject to the following conditions:

1. That the price is \$4.00 per square foot plus GST.
2. That the applicant is responsible for all costs relating to the closure of the road allowance.
3. That the applicant is responsible for all costs relating to re-districting the subject land to R-1 Residential.
4. That the applicant is responsible for all costs relating to the consolidation of the subject property to the current title for 2702-27th Avenue in Bellevue by plan of survey.
5. That the applicant is responsible for all legal costs associated with the transaction, including the legal costs of the Municipality, if any.
6. That the standard width of the road right of way for 27th Avenue be maintained at 20 meters.
7. That the SW boundary is modified so that it aligns with the existing property line, not the fence line.
8. This transaction is completed by April 30, 2025.

Carried

24-2024-05-28: Councillor Kubik moved that Council accepts the offer to purchase a portion of Lot 1 MR, Block 3, Plan 8311587 subject to the following conditions:

1. That the price for the land is \$4.00 per square foot plus GST.
2. That the applicants are responsible for all costs associated with the removal of the MR designation of the subject property by bylaw.
3. That the applicants are responsible for all costs associated with amending the land use bylaw to R-1 Residential for the subject lands.
4. That the applicants are responsible for all costs relating to the consolidation of the subject lands to the existing title for 2946-114 Street by plan of survey.
5. That the applicants are responsible for all legal costs associated with this transaction including the legal costs of the Municipality, if any.
6. Access to the garage must be through the consolidated parcel and not through the private driveway to the west.
7. That this transaction be completed in its entirety by April 30, 2025.

Carried

ADJOURNMENT

25-2024-05-28: Councillor Girhiny moved to adjourn the meeting at 11:14 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 7.a

Subject: Bylaw 1159, 2023 Road Closure Bylaw - Second and Third Readings

Recommendation: That Council gives second and third readings of Bylaw 1159, 2023.

Executive Summary:

Bylaw 1159, 2023 proposes the closure of a portion of an Unnamed Lane, thereby creating two titles to dispose of to adjacent landowners, as follows:

PLAN 820L

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

PLAN 820L

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

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act

Motion 08-2023-05-30

Discussion:

Council gave first reading to Bylaw 1159, 2023 on October 3, 2023. Administration completed the road closure referral procedure and a public hearing was held on October 24, 2023. There were no objections received during the referral process. Subsequently, the completed road closure package was submitted to Alberta Transportation.

On May 14, 2024 the Minister of Transportation and Economic Corridors signed the bylaw, returned it

to the Municipality, and Council can now consider second and third readings. If Council adopted the bylaw, the completed bylaw will then be sent to the Registrar of Land Titles for registration and final closure of the roads.

The Landowners of Lot 11&12, Block 22, Plan 820L received Council approval to purchase the portion of lane behind their property in order to provide rear parking (i.e. the 0.005 ha portion). As a result, the remainder portion of the lane to the west of the applicant's property is to be closed under this bylaw as well, as there would be no access to it (i.e. the 0.03 ha portion). It is unlikely that this portion of the lane would ever be developed due to the slope of the land.

Analysis of Alternatives:

1. Council may give second and third readings of Bylaw 1159, 2023, as proposed.
2. Council may defeat Bylaw 1159, 2023.

Financial Impacts:

If the purchase application was completed the Municipality would receive \$1,742.40 plus GST.

Attachments:

[Signed bylaw 1159 2023 first reading.pdf](#)

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

[Crowsnest Pass - Road Closure - Portion of Lane, Block 22, Plan 820L with 2021 Aerial Photo.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1159, 2023
ROAD CLOSURE

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

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

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

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

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

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

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

PLAN 820L

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

PLAN 820L

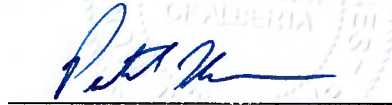
ALL THAT PORTION OF LANE WITHIN BLOCK 22 FORMING PART OF LOT 22, BLOCK 22, PLAN _____
Containing 0.030 Hectares (0.07 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS

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

READ a **first** time in Council this 3rd day of October 2023.



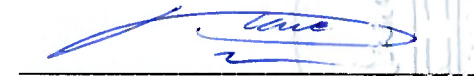
Blair Painter
Mayor



Patrick Thomas
Chief Administrative Officer

PUBLIC HEARING scheduled for the 24th day of October 2023 and advertised in the Crowsnest Pass Herald on the 11th and 18th day of October 2023.

APPROVED this 14 day of May 2024.



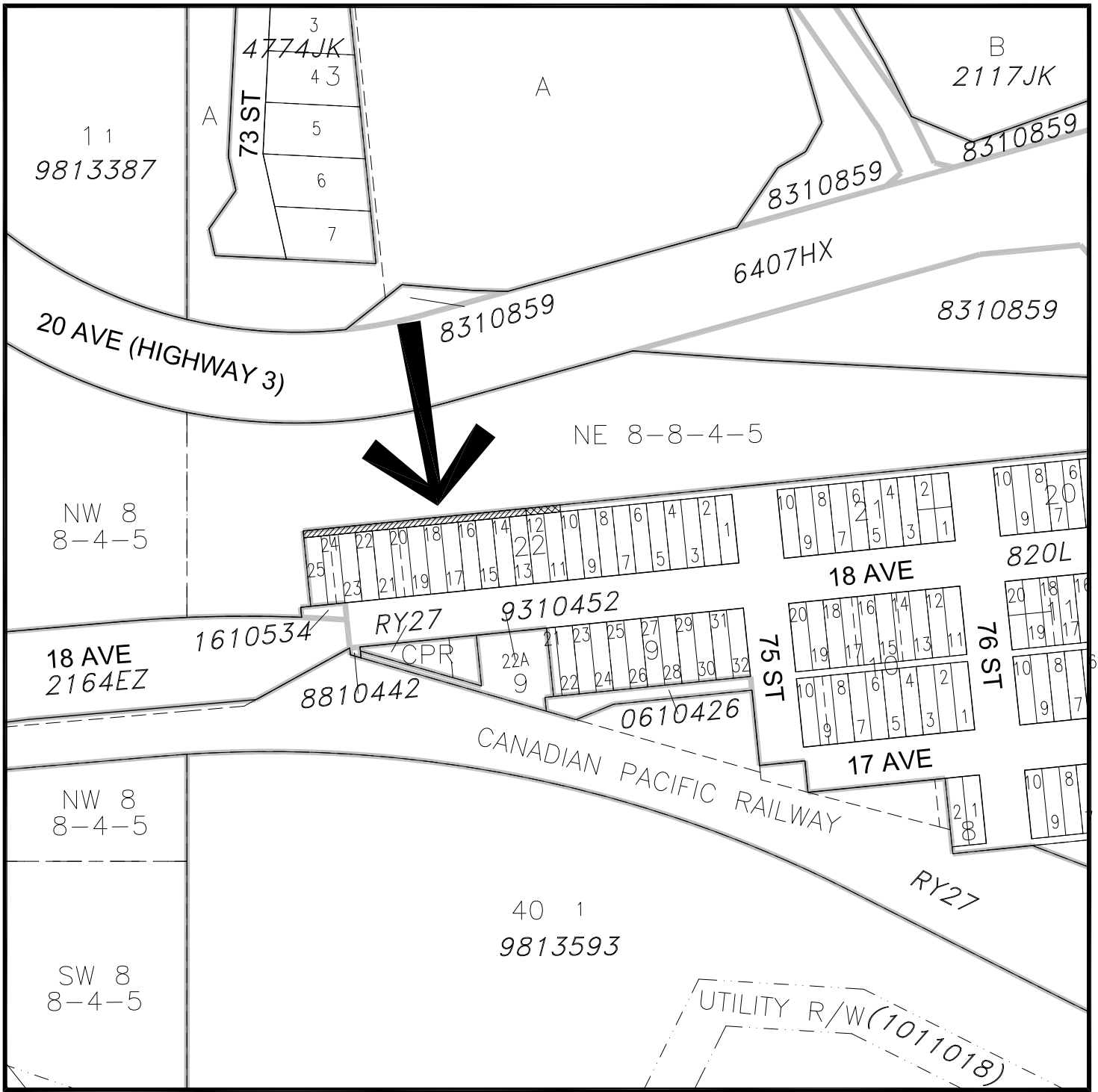
Minister of Transportation and
Economic Corridors

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

 **PLAN 820L**
ALL THAT PORTION OF LANE WITHIN BLOCK 22
FORMING PART OF LOT 22, BLOCK 22, PLAN _____
Containing 0.030 Hectares (0.07 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS
WITHIN NE 1/4 SEC 8, TWP 8, RGE 4, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: AUGUST 28, 2023

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

Bylaw #: 1159, 2023


Date: _____






**PROPOSED ROAD CLOSURE
SCHEDULE 'A'**

Aerial Photo Date: May 19, 2021

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

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"

 PLAN 820L
ALL THAT PORTION OF LANE WITHIN BLOCK 22
FORMING PART OF LOT 22, BLOCK 22, PLAN _____
Containing 0.030 Hectares (0.07 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS
WITHIN NE 1/4 SEC 8, TWP 8, RGE 4, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWNEST PASS
DATE: AUGUST 28, 2023

Bylaw #: 1159, 2023
Date: _____



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 7.b

Subject: Bylaw 1188, 2024 – Tax Instalment Payment Plan Bylaw – First Reading

Recommendation: That Council gives first reading of Bylaw No. 1188, 2024.

Executive Summary:

Review of the existing Tax Instalment Payment Plan Bylaw 827, 2011 includes ensuring this bylaw meets current legislation and regulations allowing the Municipality to permit taxes to be paid by instalments, at the option of the taxpayer. The bylaw also includes the provision for the CAO to enter into an agreement with the owner of a parcel of land shown on the tax arrears list, providing for the payment of the tax arrears over a period not exceeding three years.

Relevant Council Direction, Policy or Bylaws:

Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000; Section 340(1)
Tax Instalment Payment Plan Bylaw No. 827, 2011

Discussion:

A taxpayer may elect to pay their property taxes in 12 monthly or 24 semi-monthly instalments on the 15th and/or 30th day of each month by pre-authorized transfer of funds from their bank account and shall not be subject to any tax penalties or discounts unless the conditions stated in this Bylaw and Agreement are not fulfilled by the Taxpayer.

Instalments will be calculated by dividing the prior year's tax levy by remaining months or semi-months in the calendar year, until the actual current years levy are applied to the tax roll. Once the current year's Tax Notices are mailed, the remaining monthly or semi-monthly instalment amounts will be calculated by taking the actual current years' tax levy, subtracting the prior monthly or semi-monthly instalments that have been received to date (if any), and dividing by remaining months or semi-month in the calendar year.

All previous years' taxes and penalties, if any, shall be paid in full prior to being eligible to entering the plan.

Analysis of Alternatives:

- That Bylaw 1188, 2024 be given first reading, and any amendments are made prior to second reading.
- That Bylaw 1188, 2024 is deferred and Council outlines what additional information they require

Financial Impacts:

Outstanding current taxes for property tax rolls that are part of the TIPP program will not be subject to the penalties applied to current taxes outstanding as per Bylaw 995,2018, Property Tax Penalty Bylaw Section 3.3.

Attachments:

[Bylaw 1188 2024 - Tax Instalment Payment Plan Bylaw.docx](#)

[Bylaw 827, 2011 - Tax Installment Payment Plan Bylaw.pdf](#)

[TIPP FORM.pdf](#)

MUNICIPALITY OF CROWNEST PASS
BYLAW NO. 1188, 2024
TAX INSTALMENT PAYMENT PLAN BYLAW

BEING a bylaw of the Municipality of Crowsnest Pass in the province of Alberta, to provide a tax instalment payment plan.

WHEREAS pursuant to section 340(1) of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, a Council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer;

AND WHEREAS pursuant to section 418(4) of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, the Municipality may enter into agreement with the owner to permit tax arrears to be paid by instalments over a period not exceeding 3 years;

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

1. Short Title

1.1 This Bylaw shall be cited as the “Tax Instalment Payment Plan Bylaw”.

2. Definitions

2.1 In this Bylaw:

- (a) “**Act**” means the Municipal Government Act, RSA 2000, c. M-26 and regulations, as amended from time to time.
- (b) “**Chief Administrative Officer (CAO)**” means the person appointed as the Chief Administrative Officer of the Municipality of Crowsnest Pass and includes any person who holds the position of CAO in an acting capacity.
- (c) “**Council**” shall mean municipal Council for the Municipality of Crowsnest Pass in the Province of Alberta, as duly elected.
- (d) “**Current Taxes**” means all taxes which are imposed or levied in the current year in which they are imposed.
- (e) “**Municipality**” means the Municipality of Crowsnest Pass in the Province of Alberta.
- (f) “**Tax**” and “**Taxes**” includes all property taxes, local improvement taxes, and all other taxes, charges, fees or amounts lawfully imposed against a property by the Municipality of Crowsnest Pass pursuant to the *Municipal Government Act* or any other statute of the Province of Alberta.
- (g) “**Tax Arrears**” means taxes that remain unpaid after December 31st of the year in which they are imposed.
- (h) “**Tax Agreement**” means an agreement between a taxpayer and the Municipality of Crowsnest Pass to pay property taxes that are in arrears.

- (i) **“Tax Clerk”** means the Finance Clerk assigned to property taxes.
- (j) **“Tax Instalment Payment Plan” or “TIPP”** means the plan authorized by this Bylaw permitting Taxpayers to pay Taxes in monthly or semi-monthly instalments.
- (k) **“Tax Year”** means the annual period in which Taxes are imposed, commencing with January 1st and ending with December 31st.
- (l) **“Taxpayer”** is the person liable to pay taxes.
- (m) **“TIPP”** Tax Instalment Payment Plan.

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

3. Tax Instalment Payment Plan

- 3.1 All Taxpayers of the Municipality of Crowsnest Pass may apply to be included in the Tax Instalment Payment Plan (TIPP) to provide for the payment of property taxes and local improvement taxes in monthly or semi-monthly instalments from January to December in any year.
- 3.2 A TIPP authorization form must be completed by the taxpayer.
- 3.3 The TIPP shall commence in January of each year provided that all property taxes, local improvements taxes, tax arrears, and penalties are paid in full on or before December 31st of the preceding year.
 - (a) Payment in full on or before December 31st of the preceding year is not required when a Tax Agreement is in Place.
- 3.4 A Taxpayer who wishes to join TIPP after January of the current year must pay the total of any missed monthly or semi-monthly instalments, from January of the current year, at the time of application.
- 3.5 A Taxpayer may join TIPP up to the property tax due date, as per the current Property Tax Penalty Bylaw.
- 3.6 The monthly or semi-monthly instalments shall be determined on the basis of a tax estimate using the previous year’s total tax levy until the taxes are levied for the current year. Following the levy of the taxes for the current year, the remaining monthly instalments will be recalculated to ensure the property taxes are paid in full by December 31st.
- 3.7 The monthly or semi-monthly instalment payments described in the Bylaw, shall be paid by automatic bank withdrawal from an account at a financial institution designated by the taxpayer, and taxes shall be paid as follows:
 - (a) By twelve (12) monthly instalments calculated pursuant to subsections 3.4 and 3.6, and payable on the 15th or 30th day of each month of the year; or
 - (b) By twenty four (24) semi-monthly instalments calculated pursuant to subsections 3.4 and 3.6, and payable on the 15th and 30th day of each month of the year.

- 3.8 The current Property Tax Penalty Bylaw does not apply to instalments paid in accordance with TIPP. However, the Municipality may cancel the privilege of continuing in the TIPP if two payments have been dishonored and the unpaid balance of taxes, if any, become due and payable and shall be subject to the provisions of the current Property Tax Penalty Bylaw.
- (a) Dishonored payments and their returned payment charge as identified in the current Fees, Rates, and Charges Bylaw may be made up within fourteen (14) calendar days from the withdrawal date or authorized to be taken on the taxpayers next scheduled automatic payment and not count towards the two dishonored payments.
- 3.9 It is the Taxpayer's responsibility to notify the Municipality, in writing, if they sell the property, change banks or bank accounts, or make any other changes that would affect the TIPP. A Taxpayer may cancel the TIPP at any time upon fourteen (14) days written notice. All taxes shall then become due and payable.
- 3.10 If the Municipality receives notice from Alberta Land Titles that the property has been transferred, the Municipality shall cancel the TIPP. All unpaid taxes shall then become due and payable.

4. Tax Agreements

- 4.1 The Chief Administrative Officer, or designate, is authorized to enter into a Tax Agreement at their discretion, to provide for the payment of property tax arrears in monthly instalments.
- (a) The Tax Agreement may be for a period not exceeding 3 years;
- (b) The payments must be made as part of the TIPP;
- (c) The Tax Agreement must include future annual property taxes, as well as the total balance outstanding on the Property Tax Account;
- (d) The Tax Agreement will be voided if two payments have been dishonored;
- (e) All Tax Agreements will be void with the transfer of ownership of the property, the purchaser shall:
- i. Pay the remaining unpaid taxes in full on or before the date of purchase.
 - ii. If the purchaser fails to pay the unpaid balance of taxes, shall be subject to the provisions of the current Property Tax Penalty Bylaw.

5. Severability

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

6. Enactment

- 6.1 This Bylaw shall come into force and effect when it has received third reading and has been duly signed.
- 6.2 That Bylaw No. 827-2011 be repealed.

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

BYLAW NO. 827, 2011

A BYLAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ALLOWING FOR PAYMENT OF TAXES BY INSTALMENTS.

WHEREAS Pursuant to Section 340 the Municipal Government Act , R.S.A. 1994 Chapter M-26.1 being Chapter M-31 of the Revised Statutes of Alberta, 2000 and amendments thereto , authorizes a Council by Bylaw to provide for payment of taxes by installments;

AND WHEREAS Council desires to establish a pre-authorized tax installment plan;

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

1) NAME

- a) This Bylaw shall be referred to as the “Tax Installment Payment Plan Bylaw”.

2) DEFINITIONS

- a) Council – means the Council of the Municipality of Crowsnest Pass.
- b) Municipality – means the Municipality of Crowsnest Pass.
- c) Plan – means the Tax Installment Payment Plan.
- d) Taxes – shall mean and include all taxes which are levied by Council on all assessed land and improvements situated thereon shown on the assessment roll of the Municipality of Crowsnest Pass including street maintenance and local improvement taxes.
- e) Taxpayer – means a person required to pay taxes.
- f) Year – means calendar year.

3) APPLICATION

- a) A taxpayer may apply to the Director of Finance and Systems prior to December 15 of any year to pay the taxes payable by the taxpayer for the following year, pursuant to the Plan.
- b) An application pursuant to subsection 4(i) (1) and (2) shall be approved by the Director of Finance and Systems provided the following conditions have been satisfied:
 - i) all outstanding taxes, tax arrears and penalties owed to the Municipality by the taxpayer have been paid;
 - ii) the taxpayer shall have completed an application form in form prescribed by the Director of Finance and Systems;
 - iii) the taxpayer shall have completed such form or forms provided by the Director of Finance and Systems as may be required to enable the Municipality to collect installment payments pursuant to the Plan by way of pre-authorized transfer of funds from an account of the taxpayer at a Bank, Treasury Branch, Trust Company or Credit Union.

4) MONTHLY INSTALMENTS

- i) For each year during which taxes are paid pursuant to the Plan, taxes shall be paid as follows:
 - (1) by twelve (12) monthly installments calculated pursuant to this section and payable on the first day of each month of the year; or
 - (2) by twenty-four (24) semi-monthly installments calculated pursuant to this section and payable on the 15th and 30th day of each month of the year.
- ii) The amount of monthly installments to be paid pursuant to subsection 4(1) 4(i) (1) and (2) shall be calculated as follows:
 - (1) subject to subsection 4(3) 4(iii), for the months of January to June the monthly balance shall be equal to one-twelfth (1/12) of the taxes payable by the taxpayer for the immediately preceding year; and
 - (2) for the months July to December the monthly balance shall be equal to one-twelfth (1/12) of the taxes payable by the taxpayer for the preceding year plus one-sixth (1/6) of the difference between the preceding and current years taxes.
- iii) In the event that the total amount of the monthly installments payable for the months of January to June exceed one-half (1/2) of the taxes payable for the current year, the Municipality shall prior to June 30 of the current year make a credit payment to the taxpayer equal to the difference between a total amount of the monthly installments paid for the months of January to June of the current year and one-half (1/2) of the taxes payable for the current year.

5) PENALTIES

- a) Provided that a taxpayer paying taxes under the Plan pays each monthly installment and makes each adjustment payment as provided for in Section 4, penalties shall not be applied to the taxes or any portion thereof.

6) WITHDRAWAL FROM PLAN

- a) A taxpayer paying taxes pursuant to the Plan may withdraw from the Plan at any time upon at least two (2) weeks written notice to the Director of Finance and Systems.
- b) In the event that a taxpayer withdraws from the Plan prior to the current year's due date:
 - i) the taxes for the current year paid to the date of withdrawal shall be retained by the Municipality and credited towards the balance of the taxes payable for the current year;
 - ii) The taxpayer shall be liable to pay penalties on all amounts of taxes remaining unpaid after the current year's due date;
- c) In the event that a taxpayer withdraws from the Plan after the current year's due date:
 - i) the taxes for the current year paid to the date of withdrawal shall be retained by the Municipality and credited towards the balance of taxes payable for the current year;

- ii) the balance of the taxes payable by the taxpayer for the current year shall immediately become due and payable;
- iii) and the taxpayer shall be liable to pay penalties on unpaid taxes accruing following withdrawal from the Plan.

7) **DEFAULT**

- a) If a monthly installment of taxes remains unpaid by the fourth day of the month for which it is payable pursuant to this By law, a penalty equal to 1.5% of the monthly installment shall be imposed on the amount of the monthly installment payable by the taxpayer.
- b) If an monthly installment remains unpaid on the first day of the following month participation in the Plan may be cancelled at the discretion of the Director of Finance & and Systems.
- c) Upon written request for revision of future monthly installments pursuant to clause 7(1) section 7 the Director of Finance and Systems shall revise the amounts of future monthly installments to provide for payment of the outstanding monthly installment together with all penalties imposed thereon in addition to the original monthly installments by the end of the year during which the outstanding monthly installment is payable.
- d) The participation of the taxpayer in the Plan shall be automatically cancelled in the event that:
 - i) an monthly installment remains unpaid as provided for in subsection 7(1) section 7 and the taxpayer responsible for payment of the monthly installment fails to either pay the monthly installment and penalties or make written request for revision of future monthly installments as provided for in subsection 7(3) 7 (c); or
 - ii) payment of any two monthly installments payable by a taxpayer during a year are not paid by the dates provided for in subsection 7(1) section 7.
- e) In the event that the participation of a taxpayer in the Plan is cancelled:
 - i) all taxes paid for the current year pursuant to the Plan shall be retained and credited towards the balance of the taxes payable by the taxpayer for the current year;
 - ii) subject to subsection 344 of the Municipal Government Act, the taxpayer shall be liable to pay all penalties;
 - (1) imposed on outstanding monthly installments pursuant to subsection 7(1) section 7 and By law 821, 2011-Property Tax Penalties By law; and
 - (2) accruing following from cancellation on the amount of taxes remaining unpaid.

8) **SALE OF LAND**

- a) A purchaser of property with respect to which payment of taxes is made pursuant to the Plan may apply to the Director of Finance and Systems to continue payment of taxes pursuant to the Plan.
- b) An application pursuant to subsection 8(1) 8(a) shall be approved by the Director of Finance and Systems provided the following conditions have been satisfied:

- i) all outstanding taxes, tax arrears, and penalties owed to the Municipality with respect to the property have been paid;
- ii) the purchaser shall have completed an application form in a form prescribed by the Director of Finance and Systems; and
- iii) the purchaser shall have completed such form or forms provided by the Director of Finance and Systems as may be required to enable the Municipality to collect installment payments pursuant to the Plan by way of pre-authorized transfer of funds from an account of the purchaser at a Bank, Treasury Branch, Trust Company or Credit Union.

9) ADJUSTMENT OF MONTHLY INSTALMENTS

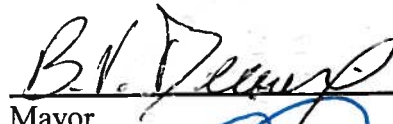
- a) The Director of Finance and Systems may revise the amounts of monthly installments payable under the Plan:
 - i) to reflect changes to the assessed value of property;
 - ii) to reflect the imposition or termination of local improvement charges; and
 - iii) to provide for payment pursuant to the Plan of amounts which in the event of non-payment are deemed at law to be taxes or to be recoverable as or in the same manner as taxes.

10) EFFECTIVE DATE

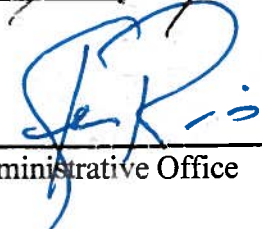
- a) This Bylaw shall come into force upon third reading and final passage.
- b) By Law 557, 2001 is repealed.

Read a First Time this 5th day of June, 2011

CARRIED UNANIMOUSLY



 Mayor




 Chief Administrative Office

Read a Second Time this 19th day of July, 2011

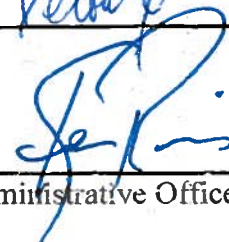
CARRIED UNANIMOUSLY

Read a Third Time and Finally passed this 19th day of July, 2011

CARRIED UNANIMOUSLY



 Mayor



 Chief Administrative Office



**MUNICIPALITY OF CROWSNEST PASS
TAX INSTALLMENT PAYMENT PLAN**

Box 600, Blairmore, AB T0K 0E0 Ph: (403)563-2203 Fax: (403) 563-5474

Email: taxroll@crowsnestpass.com

| | |
|---|--|
| Name: | Customer ID: |
| Phone: | Mailing Address: |
| Email: | Street Address: |
| Sign up for Paperless Notifications: | Type of Service: ___ Personal PAD ___ Business PAD |

Direct Debit Plan ID (Please choose one)

- MID 15th of Each Month (Divided by 12)
 - END 30th of Each Month (Divided by 12)
 - BOTH 15th & 30th of Each month (Divided by 24)
- May require minimum payment if starting after January 1st

| ROLL NUMBER | TAX LEVY – CREDIT (IF ANY) | ÷ # OF PAYMENTS = PAYMENT AMOUNT |
|-------------|----------------------------|-------------------------------------|
| | | |
| | | |

- To be eligible for the Pre-Authorized Tax Payment Plan your property tax account must be paid in full.
- In the event of a property sale, it is my/our responsibility to arrange for cancellation or transfer of the plan by notifying the Municipal Office 14 days prior to your next payment.
- This authorization may be cancelled at any time by written notice to the Municipal Office not less than 14 days prior to your next payment. Changes to banking information, likewise must be received 14 days prior to your next payment.
- I/we acknowledge any payment not honored or processed by my/our bank is subject to service charge and participation in this program may be revoked if payments are returned as a result of insufficient funds. **If insufficient payment has not been rectified, it may be added to the final payment for the current year (December).**
- I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.payments.ca

I/We hereby authorize an electronic PRE-AUTHORIZED DEBIT (PAD) for payment of current year's property taxes. Void cheque or authorized banking form attached.

SIGNATURE

DATE

START UP DATE

The personal information provided in this application is collected in accordance with Section 33 (c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used to manage and administer pre-authorized payments with the Municipality. If you have any questions about the collection or use of the personal information provided, please contact the Municipality's FOIP Coordinator at 403-562-8833.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 7.c

Subject: Bylaw 1189, 2024 - Records Retention Bylaw - Second and Third Reading

Recommendation: That Council gives second and third reading of Bylaw 1189, 2024.

Executive Summary:

Our records management program is roughly 12 years old at this point, and we have moved to many digital processes over the years, and many records being created now are digital from the on-set, as well, key corporate records have since been digitized like historic minutes and bylaws. In 2017 Council passed the Records Retention Bylaw which allowed for most records to be retained in a digital format, which has allowed for us to purge a lot of paper. For this version of the bylaw, we looked deeper at the retention periods, to ensure that we are keep a record as long as it has value, and not any longer.

When determining value, we looked at the four reasons for retaining records; administrative value, legal value, fiscal value and research/historical value. We also looked at which records are important to the public in that they are routinely being requested through access requests. Finally, we looked at shifting records that are required to be kept permanently, to other periods of retention to ease the administrative burden of needing to care for them indefinitely.

Relevant Council Direction, Policy or Bylaws:

Bylaw 981, 2017- Records Retention Bylaw

Discussion:

In section 214 of the Municipal Government Act (MGA) there is a provision for a Council to pass a bylaw regarding the destruction of records and documents in the Municipality. Municipal Affairs has created a guideline for Municipalities called the Retention and Scheduling of Municipal Records. The document includes recommended retention periods for a variety of Municipal documents, we reviewed that document against our bylaw.

Our current bylaw 981, 2017 - Records Retention Bylaw takes a conservative approach to records retention and has designated significantly more records as permanent than what is recommended by

Municipal Affairs. When looking at administrative, legal, fiscal or historic purpose there is very little that we utilize or are required to keep on a long term basis, past 12 years. Designating a lot of records as permanent is a burden on Administration to ensure they are meeting their obligation to properly store them, and protect them from unauthorized access or security breaches. The more permanent records we are required to keep, the more costs over time because we have to pay to store (electronic costs, and physical), pay to scan, and pay people to find things when doing access requests or research.

Key Changes

1. Section 3(1)(b) of Limitations Act states that if a claimant does not seek a remedial order within 10 years after the claim arose, whichever period expires first, the defendant, on pleading this Act as a defense is entitled to immunity from liability in respect to the claim. You will see a lot of retention periods set at 12 years to cover the calendar year the incident occurs, plus 10 years, plus another year to ensure we have documentation if we face a legal challenge.
2. Moved many files from permanent to having specific time period retention periods even if they are long, to allow us to move documents out eventually. With so many permanent retention periods the amount of documents that we are accumulating increases year after year.
3. Council meeting minutes must be permanent to record the legal decisions. Municipal affairs template suggests keeping reports of Council for 7 years. There is a need for us to look back and to sometimes research old packages past 7 years, as well, recommendations to Council may be used in legal proceedings which might necessitate a minimum 12 years, so we set the retention period at 20 years. That will eliminate the need to scan old packages.

Analysis of Alternatives:

1. Any retention period can be made longer by Council. Administration would caution against moving them shorter, in most cases these are the minimums that we think we need them for. However, anything theoretically could be changed unless required by statute.

Financial Impacts:

Its a slow burn but there are long term cost savings as records move out and are digitized at the onset, decreasing need for storage rooms, file cabinets, folders, hanging folders, bankers boxes, digital storage space etc.

Attachments:

[1189, 2024 - Records Retention Bylaw.docx](#)
[Schedule A- 2024 Revision.xlsx](#)

MUNICIPALITY OF CROWNEST PASS

BY-LAW NO. 1189, 2024

Records Retention Bylaw

BEING a bylaw of the Municipality of Crownsnest Pass, in the Province of Alberta, to regulate the retention and disposal of records and documents of the Municipality of Crownsnest Pass, in the Province of Alberta.

AND WHEREAS, Section 214 (1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, provides that a Council may authorize the destruction of the original bylaws and minutes of Council meetings if the originals have been recorded by a method that will enable copies of the original to be made;

AND WHEREAS Section 214 (2) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, provides that Council may pass a Bylaw respecting the destruction of other records and documents of the municipality;

AND WHEREAS the Council of the Municipality of Crownsnest Pass deems it necessary and appropriate to ensure that municipal records are retained and destroyed in a manner consistent with applicable statutes and regulations as well as legal and administrative requirements;

NOW THEREFORE the Council of the Municipality of Crownsnest Pass, duly assembled, enacts the following:

1. Citation

This bylaw may be cited as the “Records Retention Bylaw.”

2. Definitions

- a) “Record” means a record of information in any form and includes books, documents, maps, letters, papers, and any other information that is written, recorded, photographed, or stored in any manner including electronically. It does not include software or mechanisms that produce records.
- b) “Substantive Record” means a record that is judged to hold Administrative, Legal, Fiscal or Research/Historical value and will be held in accordance with the records retention schedule.
- c) “Transitory Records” means records that have only short-term, immediate, or no value to your organization that you will not need in the future. Transitory records can include drafts, print outs from databases, post-it notes, invitations, announcements, brochures, opened envelopes (unless being kept for postmark), memos, photocopies, notes, and messages of short term value (either paper, voice or electronic.)

3. Provisions

- a) All Substantive Records will be retained and destroyed in accordance with Schedule “A” of this bylaw.

- b) Substantive Records are those that hold value to the Municipality and may be utilized in the future. Each record in the retention schedule kept based on the following needs:

Administrative Value- Records have value to the Municipality if they assist in the performance of current or future activities. These records lose their value over time.

Legal Value- These documents are typically required by legislation. The value of these documents does not diminish over time.

Fiscal Value- These records relate to financial transactions and are required for auditing and financial purposes.

Research/ Historical Value- Records that contain information on persons, places, and events as they relate to major milestones, history or development of the Municipality and its citizens.

- c) The Chief Administrative Officer or delegate is authorized to retain Records longer than the period provided for in Schedule “A” if the Records are or may be required for Administrative, Legal, Financial or Historic reasons.
- d) The Chief Administrative Officer or delegate will ensure that, if an individual’s personal information is used by the municipality to make a decision that directly affects that individual, the municipality will retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to gain access to it.
- e) Destruction of Records will require a written statement, attesting to which records were destroyed to be signed off by the Chief Administrative Officer or designate and the witness and retained on record as a permanent file.
- f) The Chief Administrative Officer or delegate may authorize the destruction of original documents in accordance with “Schedule A”, including Council minutes or bylaws, providing the original has been recorded digitally on a system that will enable copies of the original to be made.
- g) The Chief Administrative Officer may authorize that pre-amalgamation records prior to January 1, 1979 be donated to the Provincial Archives of Alberta or another suitable public institution that will preserve and protect the records.

4. Exclusions

- a) Transitory Records are exempt from the provisions of this bylaw and may be confidentially discarded routinely. If there is any dispute as to whether a record is Substantive or Transitory the final decision shall be made by the Chief Administrative Officer or designate.
- b) Records that are produced from software and can be re-generated at any time can be discarded as transitory unless they have been produced as back up for another record or process, in which case they will maintain the retention period of that record.

5. Effective Date

- a) That Bylaw 1189, 2024 comes into full force and effect upon the third and final reading thereof.
- b) That Bylaw 981, 2017 and amendments thereto be repealed.

This Bylaw shall take effect and come into force as of the date of the Final reading thereof.

READ a **first** time in council this 28th day of May 2024.

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

Bylaw 1189, 2024 Schedule A

| General | Description of Record | Format | Retention | Final Disp | Value to the Organization |
|----------------|--|-----------------------------|--|-------------------|----------------------------------|
| | Advertising | Digital | 12 years | Destroy | Administrative, legal |
| | Agreements, Contracts or Leases | Digital and Paper | 12 years unless superceded or obsolete | Destroy | Administrative, Legal, Fiscal |
| | Annexations and Amalgamation Order | Digital or Paper | Permanent | Archive | Administrative, Legal |
| | Assets | Digital or Paper | Life of the asset + 1 year | Destroy | Fiscal, Administrative |
| | Audio recordings of Council, Boards or Committee Meetings | Digital or other technology | 12 years unless superceded or obsolete | Destroy | Administrative, legal |
| | Billing Batch Documentation generated from Accounting Software | Digital | 7 years | Destroy | Fiscal, Administrative |
| | Board and Committee Minutes except MPC, SDAB | Digital or Paper | 12 years | Archive | Historical, Administrative |
| | Budget Document and Backup | Digital | 7 years | Destroy | Administrative, historical |
| | Budget Meeting Minutes | Digital | Permanent | Archive | Fiscal, Administrative |
| | Budget Working Papers | Digital | 7 years | Destroy | Fiscal, Administrative |
| | Bylaws | Digital or Paper | Permanent | Archive | Historical, Administrative |
| | Complaints | Digital | 12 Years | Destroy | Administrative, legal |
| | Council Meeting Minutes | Digital or Paper | Permanent | Archive | Historical, Administrative |
| | Council Meeting Packages | Digital or Paper | 20 Years | Destroy | Administrative |
| | Destroyed Record Index | Digital | Permanent | Archive | Administrative |
| | Elections - Nominations/Ballet Box | Paper | As per the Local Authorities Elections Act | Destroy | Administrative, legal |
| | Enquiries from the public | Digital | 3 years | Destroy | Admininstrative |

Bylaw 1189, 2024 Schedule A

| General | Description of Record | Format | Retention | Final Disp | Value to the Organization |
|----------------|--|------------------|-------------------------------|-------------------|----------------------------------|
| | External Reviews/Studies | Digital | Permanent | Archive | Historical, Administrative |
| | FOIP Requests | Digital | 10 years from completion date | Destroy | Administrative |
| | Grants - To the Municipality | Digital | 7 years | Archive | Fiscal, Administrative |
| | Grants- From the Municipality | Digital | 7 years | Archive | Fiscal, Administrative |
| | Insurance - Claims/Records After Settled | Paper or Digital | 12 years | Destroy | Fiscal, Administrative |
| | Legal Opinions, proceedings and writs | Digital | 12 years | Destroy | Administrative, Legal |
| | Municipal Census Reports | Digital | 12 years | Archive | Historical, Administrative |
| | Petitions | Paper | 10 Years | Destroy | Administrative |
| | Policies | Digital | 5 years past superceded | Destroy | Administrative |
| | Public Input Surveys | Digital or Paper | 7 years | Destroy | Historical |

Bylaw 1189, 2024 Schedule A

| Finance | Description of Record | Format | Retention | Final Disp | Value to the Organization |
|----------------|---|------------------|---|-------------------|----------------------------------|
| | Accounts Payables Records | Digital or Paper | 7 years | Destroy | Fiscal, Administrative |
| | Cash- Receipts Journal/Disbursements Journal/Duplicate Receipts | Digital or Paper | 7 Years | Destroy | Fiscal, Administrative |
| | Cheques - Cancelled/Register/Stubs | Paper | 7 Years | Destroy | Fiscal, Administrative |
| | Credit Card Applications | Paper or Digital | Current credit card holders only. | Destroy | Fiscal, Administrative |
| | Deposit Books, Reconciliation, Statements, Deposit Slips | Paper or Digital | 7 Years | Destroy | Fiscal, Administrative |
| | Emergency and Disaster Plans | Digital | Until superceded | Archive | Administrative |
| | Emergency Event Documentation | Digital | 12 Years | Archive | Administrative |
| | Financial Statements- Final Year End | Digital | 12 years | Archive | Fiscal, Administrative |
| | Non Asset related Equipment Records | Digital or Paper | Life of Equipment | Destroy | Fiscal, Administrative |
| | Pre-Authorized Payment Plans (Taxes or Utilities) | Digital or Paper | Termination + 2 Years | Destroy | Fiscal, Administrative |
| | Receipts - Books/Duplicate Cash/Registration | Digital or Paper | 7 Years | Destroy | Fiscal, Administrative |
| | Requisitions | Digital or Paper | 7 Years | Destroy | Fiscal, Administrative |
| | Tangible Capital Asset Files | Digital or Paper | As long as we retain the asset plus 7 years | Destroy | Fiscal, Administrative |
| | Tenders - Files/Quotes/Successful | Digital or Paper | 12 years | Destroy | Fiscal, Administrative |
| | Tenders - Unsuccessful | Digital or Paper | 12 years | Destroy | Fiscal, Administrative |
| | Trial Balances - Year End | Digital | 7 Years | Destroy | Fiscal, Administrative |
| | Utility Account Forms | Digital or Paper | Until ownership changes | Destroy | Administrative |

Bylaw 1189, 2024 Schedule A

| | Description of Record | Format | Retention | Final Disp | Value to the Organization |
|-----------------|--|-------------------|--|------------|---------------------------|
| Taxation | Encroachment Agreements | Paper and Digital | Permanent unless obsolete | Archive | Fiscal, Administrative |
| | Mortgage Journal Reports or Correspondence | Digital | 7 years | Destroy | Fiscal, Administrative |
| | Seniors Tax Rebate Application Forms | Digital or Paper | 7 years | Destroy | Fiscal, Administrative |
| | Tax Assessment Review Board Minutes | Digital | Permanent | Archive | Fiscal, Administrative |
| | Tax Assessment Review Court Records | Digital or Paper | 7 years | Destroy | Fiscal, Administrative |
| | Tax Assessments | Digital or Paper | Permanent | Destroy | Fiscal, Administrative |
| | Tax Certificates and Search Request Letters | Digital | 1 year | Destroy | Fiscal, Administrative |
| | Tax Roll | Digital or Paper | Permanent * Unless specific documents have other retention periods | Archive | Fiscal, Administrative |
| | Tax Roll- Appeals | Digital or Paper | 12 years | Destroy | Fiscal, Administrative |
| | Tax Roll- Tax Recovery Records | Digital or Paper | Permanent | Archive | Fiscal, Administrative |
| | Taxes - Certificates of Title (Municipal Property) | Digital or Paper | Permanent | Archive | Fiscal, Administrative |
| | Taxes - Sale Deeds | Digital or Paper | Permanent | Archive | Fiscal, Administrative |

Bylaw 1189, 2024 Schedule A

| Human Resources | Description of Record | Format | Retention | Final Disp | Value to the Organization |
|------------------------|---|------------------|---|------------|---------------------------|
| | Benefit and Pension enrollment forms | Paper | Until superceded | Archive | Admininstrative |
| | Benefit Overage Student Declarations | Digital or Paper | Until dependent remains ineligible for benefits | Destroy | Administrative |
| | Discipline | Paper | As per Collective Bargaining Agreement if applicable, | Destroy | Administrative |
| | Doctor's notes or certificates of illness not related to Long Term disability or WCB. | Digital or Paper | 2 years | Destroy | Administrative |
| | Employment Competitions | Digital | 2 years | Destroy | Administrative |
| | Garnishees (in personnel file) | Paper | 3 years from completion | Destroy | Adminstrative |
| | Grievance correpondence (Employee specific) | Digital or Paper | 10 years after grievance has been resolved | Destroy | Administrative |
| | Grievance correpondence (Policy) | Digital or Paper | 10 years after grievance has been resolved | Destroy | Administrative |
| | Individual Earnings Records | Digital | 7 years | Archive | Administrative |
| | Investigation Files | Digital or Paper | Close + 12 years | Destroy | Administrative |
| | Job Descriptions | Digital | Until superceded | Destroy | Administrative |
| | Organizational Charts | Digital | Until superceded | Destroy | Administrative |
| | Personnel Files- Councillors | Paper | 3 years from end of term. | Destroy | Administrative, legal |
| | Personnel Files- Fire Rescue Members | Paper | 3 years from separation of employment | Destroy | Administrative, legal |

Bylaw 1189, 2024 Schedule A

| | Description of Record | Format | Retention | Final Disp | Value to the Organization |
|------------------------|--|------------------|---|------------|---------------------------|
| Human Resources | Personnel Files- Permanent Employees | Paper | 10 years from separation of employment unless terminated. | Archive | Administrative, legal |
| | Personnel Files- Summer Students, STEP, Pool and Ski Hill seasonal temporary | Paper or Digital | 5 years from separation of employment | Destroy | Administrative, legal |
| | Personnel Files- Temporary or Casual | Paper | 10 years from separation of employment unless terminated. | Archive | Administrative, legal |
| | Personnel Files- Terminations | Paper or Digital | Permanent | Archive | Administrative, legal |
| | Receipts for reimbursement paid through payroll (HWSA, tool, boot, clothing) | Digital or paper | 7 years | Destroy | Administrative |
| | Records of Employment | Paper | 7 years | Destroy | Administrative |
| | Seniority Lists | Digital | Until superceded | Destroy | Administrative |
| | T4s | Digital | 7 years | Destroy | Administrative |
| | TD1s | Paper | Until superceded | Destroy | Administrative |
| | Timesheets | Digital or Paper | Permanent | Archive | Administrative |
| | Training Certificates | Digital or paper | Until superceded or expired longer than 2 years | Destroy | Administrative |
| | WCB Claims | Digital or Paper | 7 years | Destroy | Administrative |

Bylaw 1189, 2024 Schedule A

| | Description of Record | Format | Retention | Final Disp | Value to the Organization |
|--|--|-------------------|--|------------|---------------------------|
| Community Services, Pool and Ski Hill | FCSS Funding Agreements or Grants to Community Organizations | Digital or Paper | 7 years | Destroy | Administrative, Fiscal |
| | Lease agreements | Digital or Paper | 11 years from expiry, when superceded or obsolete | Destroy | Administrative, legal |
| | Lift, Pool and Maintenance Logs | Digital or Paper | 12 years | Destroy | Administrative, legal |
| | Participant Waivers- Adult | Digital or Paper | 12 Years | Destroy | Administrative, legal |
| | Participant Waivers- Minor under 18 years old | Digital or Paper | Participant's 18th birthday+ 11 years | Destroy | Administrative, legal |
| | Rental Agreements | Digital or Paper | 11 years from expiry, when superceded or obsolete | Destroy | Administrative, legal |
| | Season Pass Registration | Digital or Paper | 12 years | Destroy | Administrative, legal |
| | | | | | |
| Health and Safety | Accident/Incident Reporting, Investigations and First Aid Reports- Employees and Members of the Public | Paper and Digital | 11 years (Unless Minor is involved in which case retention period starts on 18 birthday) | Destroy | Administrative |
| | External Health & Safety Audits | Digital | Completion + 10 Years | Destroy | Administrative |
| | Employee Reporting- Tool Box Meetings, Field Level Hazard Assessments, New Concerns, Confined Space, Fall Protection Plans | Paper and Digital | 7 years | Destroy | Administrative |
| | Formal Hazard Assessments, identification and Control | Digital | 7 years | Destroy | Administrative |
| | Health and Safety Manual | Digital | Until superceded | Destroy | Administrative |
| | Safe Work Procedures | Digital | Until superceded | Destroy | Administrative |
| | Safety Meeting Minutes | Digital | 7 years | Destroy | Administrative |
| | | | | | |

Bylaw 1189, 2024 Schedule A

| | Description of Record | Format | Retention | Final Disp | Value to the Organization |
|------------------------------|---|------------------|--------------------------------------|------------|---------------------------|
| Peace Officer Program | Proscutions, appeals, investigations, warnings, orders, violations, complaints including traffic under Municipal bylaws, provincial offenses including court appearance, reminders, notices of trial, violation tickets, issuance execution of warrants, coversation records, correspondence, complaint investigation reports, photos, officer notes notebooks, witness lists, statements, subpoenas, summonses, court briefs, decision appeals, bylaw clean up and weed control records. | Digital or Paper | 12 years | Destroy | Administrative, legal |
| Weed Control | Weed Control Programs and Service Records | Digital or Paper | 12 years | Destroy | Administrative |
| | Violation tickets and enforcement | Digital or Paper | 12 years | Destroy | Administrative |
| Fire Rescue | Member Training Records | Digital or Paper | Until superceded or expired +2 years | Destroy | Administrative |
| | Fire/Emergency Statistics and Data | Digital or Paper | 12 Years | Destroy | Administrative |
| | Fire Investigations | Digital or Paper | 12 Years | Destroy | Administrative |
| | Response Call Records | Digital or Paper | 12 Years | Destroy | Administrative |

Bylaw 1189, 2024 Schedule A

| Planning and Dev | Description of Record | Format | Retention | Final Disp | Value to the Organization |
|-------------------------|---|------------------|------------------|-------------------|----------------------------------|
| | Business License Applications & Supporting Documents | Digital or Paper | 7 years | Destroy | Administrative |
| | Compliance Letters | Digital or Paper | Permanent | Archive | Administrative |
| | Development Permit | Digital or Paper | Permanent | Archive | Administrative |
| | Heritage Inventory | Digital or Paper | Permanent | Archive | Administrative |
| | Large Format Plan Drawings for Non-Municipal Buildings (supporting documents) | Digital or Paper | 12 years | Destroy | Administrative |
| | Municipal Planning Commission and Subdivision and Development Appeal | Digital or Paper | Permanent | Archive | Administrative |
| | Permit/Development Stop Orders and Warnings | Digital or Paper | Permanent | Archive | Administrative |
| | Permits - Electrical/Plumbing/Gas/PSDS | Digital or Paper | Permanent | Archive | Administrative |
| | Plans - Official/Amendments/Subdivision | Digital or Paper | Permanent | Archive | Administrative |
| | Site Plan Approval | Digital or Paper | Permanent | Archive | Administrative |
| | Subdivision (after final approval) | Digital or Paper | Permanent | Archive | Administrative |
| | Subdivision and Development Appeals | Digital or Paper | Permanent | Archive | Administrative |

Bylaw 1189, 2024 Schedule A

| Description of Record | Format | Retention | Final Disp | Value to the Organization |
|--|-------------------|----------------------------|-------------------|----------------------------------|
| Cemetery Internments/ Promissary Notes | Digital or Paper | Permanent | Archive | Administrative, historic |
| Cemetery Structures/Improvements | Digital or Paper | 12 Years | Destroy | Administrative |
| Communications Equipment - Maintenance, Repair, Installation | Digital or Paper | Life of the Asset + 1 year | Destroy | Administrative |
| Engineering Drawings (Projects, Subdivisions etc.) | Digital or Paper | Permanent | Archive | Fiscal, Administrative |
| Engineering Drawings Municipal Buildings | Digital or Paper | Permanent unless obsolete | Archive | Administrative |
| Facilities - General Operating and Maintenance Records | Digital | Life of the Asset + 1 year | Destroy | Administrative |
| Fleet - Non Asset Maintenance Records | Digital or Paper | Life of the Asset + 1 year | Destroy | Administrative |
| Fleet- Vehicle Logs | Paper | 3 years | Destroy | Administrative |
| Local Improvement Records | Digital | Permanent | Archive | Administrative |
| Plot records, plans, log books etc. | Digital and Paper | Permanent | Archive | Administrative |
| Capital Project Files | Digital or Paper | 7 Years | Destroy | Administrative |
| Storm Water Management - Non asset related | Digital or Paper | 7 years | Destroy | Administrative |
| Street Sign Inventories | Digital or Paper | Permanent | Archive | Administrative |
| Wastewater Management Records (non-asset) | Digital or Paper | 7 years | Destroy | Administrative |
| Water Treatment and Distribution Records (non-asset) | Digital or Paper | 7 years | Destroy | Administrative |



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 7.d

Subject: Policy #: 1716-01 - Charitable Donations Receipt

Recommendation: That Council approves Policy 1716-01.

Executive Summary:

Under the Income Tax Act, 1985, the Municipality of Crowsnest Pass is classified as a “qualified donee” for charitable donations, and as such, without a registered charity number is afforded the same privileges as a charitable organization.

According to sections 110.1(1)(a) and 118.1(1)(a) of the Income Tax Act, registered Canadian municipalities are permitted to issue receipts for charitable donations. These donations may come in the form of cash or in kind. The changes to the rules for issuing donation receipts by municipalities had come into effect on January 1, 2012.

This policy formalizes the charitable donations receipt program, including accounting for donations of cash or in-kind made to the Municipality of Crowsnest Pass. This policy also outlines the standards for evaluating donations in accordance with Canada Revenue Agency (CRA) guidelines. This policy will serve as the foundation for standard operating procedures for issuing official charitable donation receipts (official receipts) to donors for income tax purposes.

Relevant Council Direction, Policy or Bylaws:

Income Tax Act, 1985

Discussion:

Municipalities enjoy the same "qualified donee" status as registered charities, meaning they can issue official donation receipts for gifts that then allow donors to claim tax relief and as qualified donees they can receive funds from registered charities.

Federal Budget 2011 proposed that municipalities be on a publicly available list maintained by the CRA in order to continue to be recognized as qualified donees. Municipalities will also be required to keep

books and records supporting any official donation receipts they issue, and provide these to CRA upon request.

The CRA has compiled a list of recognized municipalities based on information obtained from the Alberta Provincial Government. Being on CRA's public list will be sufficient to show that a municipality is a qualified donee. If a municipality is not on the CRA's public list, it will have to obtain appropriate provincial or territorial confirmation of its status as a municipality in order to be added to the list.

The CRA rules became effective on or after the later of January 1, 2012, and Royal Assent of the implementing legislation.

The Municipality of Crownsnest Pass issued 68 Charitable Donation Receipts to individuals and organizations in 2023.

Analysis of Alternatives:


- Council can approve Policy 1716-01
- Council can request revisions to Policy 1716-01
- Council can choose not to adopt Policy 1716-01

Financial Impacts:

Total Charitable Donations received in 2023 amounted to \$15,545.00

Attachments:

[Charitable Donations Receipt Policy 1716-01.docx](#)

| | |
|--|--|
|  | <h2>Municipality of Crowsnest Pass Policy</h2> |
| <p>Policy No.: Policy Title: Approval Date: Supersedes Policy: Department:</p> | <p>1716-01 Charitable Donations Receipt June 11, 2024 None Finance</p> |

1.0 POLICY PURPOSE

The Municipality of Crowsnest Pass (CNP) may issue official donation receipts that qualify as Charitable Donations in accordance with Canada Revenue Agency (CRA) guidelines. This policy outlines the standards for accepting Charitable Donations in accordance with CRA guidelines and for issuing official Charitable Donation receipts (official receipts) to donors for cash or in-kind donations, according to Sections 110.1(1)(a) and 118.1(1)(a) of the Income Tax Act.

2.0 DEFINITIONS

“**Charitable donations**” means voluntary transfer of tangible property, including cash.

“**Donations in-kind**” means tangible property, other than cash, that are eligible donations.

“**Eligible donations**” means donations that can be acknowledged with official donation receipts for income tax purposes, in accordance with CRA guidelines.

“**Fair Market Value (of Valuation)**” means the highest dollar value that a property would bring in an open and unrestricted market, between the willing buyer and the willing seller who are acting independently of each other. The fair market value of a property does not include taxes paid; taxes are costs incurred by the purchaser.

“**Net Amount of Donation**” means the fair market value of the donation less any advantage/benefit received or to be received as a result of the donation.

“**Non-Qualifying Donations**” means donations that cannot be acknowledged with official donation receipts for income tax purposes, in accordance with CRA guidelines.

3.0 POLICY STATEMENTS

3.1 Policy Guidelines

- a. If requested CNP will issue official receipts to donors for eligible donations with a net cash value or net fair market value of \$20.00 or more.
- b. To be eligible for an official donation receipt, the donation has to:
 - i. Be made payable to the Municipality of Crowsnest Pass

- ii. Be in cash or in-kind
 - iii. Be voluntary
 - iv. Be supportive of the municipality's mandate or beneficial to the community of CNP;
- c. Donations in-kind may be accepted only after the following has been assessed:
- i. Compliance with municipal by-laws and/or policies
 - ii. Compliance with the laws, conventions and treaties of the other levels of government
 - iii. Consistency with CNP's priorities, mandates and strategic business plans
 - iv. Associated risks (eg. Financial risks; political risks; health & safety issues)
 - v. Condition of the donation
 - vi. Value of the donation
 - vii. Usefulness of the donation to CNP
 - viii. Cost/benefit analysis, considering installation, storage, maintenance, renewal, replacement and relevant costs;
- d. Written valuation of donations in-kind, done within the last 6 months, shall be submitted with the requests for official receipt and is to meet the following requirements:
- i. \$2,000 or less:
 - 1. Appraisal by knowledgeable internal staff; plus
 - 2. Valuation from online auction or shopping website.
 - ii. Over \$2,000:
 - 1. External appraisal of property by an independent and arm's length competent party is required, unless there is a ready market for the item from which a fair market value can be determined;
 - 2. For land and improvements, current market values will be accepted by the CNP Assessor or a certified Appraiser.
- e. Non-qualifying donations that cannot be acknowledged with official donation receipts for income tax purposes, in accordance with CRA guidelines:
- i. Intangibles such as services, time, skills, effort
 - ii. Donations that are given to CNP intended as a flow through to a specified recipient who does not have charitable organization status
 - iii. Donations of business marketing products such as supplies and merchandise
 - iv. Sponsorship in the form of cash, goods or services toward an event, project, program or corporate asset, in return for commercial benefit (i.e. logo placement or presenting sponsorship). The intent of a sponsorship is to enhance the image and marketing opportunities of the sponsor in its target market and/or the community. Sponsorships are a reciprocal arrangement benefiting

both parties. Usually the cost to the sponsor is categorized as a business expense.

- f. This policy applies to all departments within the CNP, agreements between the CNP and organizations and individuals that contribute either financially or in-kind to the Municipality's operations, programs, services or facilities.

3.2 Responsibilities

- a. Municipal Council to:
 - i. Approve by resolution this policy and any amendments.
 - ii. Consider the acceptance or denial of donations in-kind with appraised value of:
 - 1. All appraised values – Council approved.
- b. Chief Administrative Officer to:
 - i. Implement this policy and approve procedures.
 - ii. Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
 - iii. Sign official donation receipts on behalf of CNP.
- c. Director of the Department to:
 - i. Ensure implementation of this policy and procedure.
 - ii. Ensure that this policy and procedure is reviewed every three years.
 - iii. Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
 - iv. Issue official donation receipts in compliance with CRA guidelines and maintain records according to CRA requirements.
 - v. Sign official donation receipts as backup for Chief Administrative Officer.

MUNICIPALITY OF CROWSNEST PASS

Mayor

Date

Chief Administrative Officer

Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 7.e

Subject: Policy 1307-01 - Letter of Support

Recommendation: That Council approves Policy 1307-01.

Executive Summary:

Non-profit organizations from time to time seek the support of the Municipality for grant applications or to demonstrate that there is local buy-in through a letter of support. These requests need to go to Council to ensure that they have Council support. We have had issues with these coming in too late to meet the grant deadlines or not providing sufficient information to evaluate the request. This policy formalizes the Letter of Support request process, and provides criteria for Crowsnest Pass Council to evaluate and either approve or decline requests for Letters of Support.

Relevant Council Direction, Policy or Bylaws:

Motion 13-2019-01-08 - Third Party Grant Support Policy

Councillor Sygutek moved to direct administration to draft a policy on municipal support for third party grant applications.

Discussion:

There are many programs, projects and initiatives being provided by Non-Profit Organizations and Other Organizations, that are beneficial to the community and its residents. These organizations include schools, sports, youth, seniors' groups, sports teams, committees and associations; providing various opportunities that are open to all Municipality residents to participate.

Crowsnest Pass receives requests for Letters of Support throughout the year, in order to assist in promoting an Organizations activities and/or access to grant funding from other governments or organizations, that require support be provided by the Municipality. This policy provides Community Organizations clear, consistent and appropriate direction when requesting Letters of Support from the Municipality of Crowsnest Pass.

Analysis of Alternatives:


- Council can adopt the policy as presented
- Council can opt to funnel some types of letters of support that meet certain criteria through Administration to be signed by the Mayor without the need to go to Council.

Financial Impacts:

N/A

Attachments:

[Letter_of_Support_Policy_1307-01.docx](#)

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|  | <h2>Municipality of Crowsnest Pass Policy</h2> |
| <p>Policy No.: Policy Title: Approval Date: Supersedes Policy: Department:</p> | <p>1307-01 Letter of Support June 11, 2024 None Corporate Services</p> |

1.0 POLICY PURPOSE

Organizations often seek Municipal support through a letter of support, either because it is the requirement of a grant application or is seeking to demonstrate buy-in by the local government. The purpose of this policy is to establish a consistent approach for responding to Letters of Supports from Community Groups or Non-Profits for worthwhile causes.

2.0 DEFINITIONS

“Letter of Support” means a written request for the Municipality’s support of a project or initiative that may be utilized for the purposes of requesting financial assistance, goods, or services.

“Municipality” means the Municipality of Crowsnest Pass having jurisdiction under the Municipal Government Act and other applicable legislation.

“Non-Profit or Community Group” means an organization or group created and operated for charitable or socially benefit purpose rather than to make profit, including but not limited to school, sports, youth, parks, and seniors’ groups.

“Requestors” means the person or organization requesting the Letter of Support.

3.0 POLICY STATEMENTS

3.1 Timelines

- a. The requests must be in writing and received at least ten (10) business days prior to the applicable Council Meeting at which the request will go forward.
- b. If the request is approved by Council, the Municipality will provide the letter within five (5) business days following the Council Meeting.
- c. The process for requesting a letter of support will generally take 3-4 weeks, however, requestors should note that Council Meetings are not held every week, and further to that,

there are breaks in the schedule for convention, summer and Christmas and Requestors should plan accordingly to get the requests in early.

3.2 Request Requirements

- a. Requests for Letter of Support must come from a Non-Profit or Community Group.
- b. Requests for Letter of Support should include the following information:
 - i. Requestor name, identifying the group as a Non-Profit or Community Group;
 - ii. Purpose of request, identifying the proposed program, project or initiative;
 - iii. Describe the program, project or initiative and identify how the program, project or initiative is beneficial to the community and its residents;
 - iv. Specify whether the proposed program, project or initiative may require future financial contribution(s) from the Municipality; and
 - v. Identify contact information and address for the appropriate grant organization.
 - vi. Draft letter of support if there are particular requirements that the letter must contain.
- c. Requests for Letter of Support will be reviewed by Corporate Services for completeness and compliance with this policy and forwarded to the Office of the CAO for inclusion at the next available Regular Council Meeting for Council Consideration.
- d. A request for Letter of Support does not obligate or bind the Municipality in any way to financial support or assistance at any time.

3.3 Exclusions

- a. The following requests for Letter of Support will be declined:
 - i. Letters of Support for For-Profit Corporations engaging in commercial projects.
 - ii. Letters of Support for political causes or events especially those that may be considered contentious or divisive.
 - iii. Requests that are incomplete under Section 3.2 (b) or do not meet the timelines under Section 3.1 (a).
 - iv. Any other Request that Council declines to support at their unfettered discretion.

MUNICIPALITY OF CROWSNEST PASS

Mayor

Date

Chief Administrative Officer

Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 7.f

Subject: Downtown Bellevue Parking Layout

Recommendation: That Council accepts the report on Downtown Bellevue Parking Layout as information.

Executive Summary:

Mayor Painter asked Administration to investigate modifying the street layout of the Downtown Bellevue Revitalization as follows:

- Remove the crosswalk on 213 Street from the Legion to the North
- Remove the crosswalk on 213 Street from the Post Office to the North
- Remove the bumpout on 213 Street at the Mine Entrance
- Shift the crosswalk on 213 Street at 27 Ave west to be a mid-block crossing

Stantec and Administration do not recommend any of the modifications that were suggested.

Relevant Council Direction, Policy or Bylaws:

Motion 08-03-05: Mayor Painter moved that Administration bring back amendments to the Bellevue Mainstreet Revitalization design to incorporate removal and relocation of certain crosswalks and removal of one bump out.

Discussion:

Administration reviewed these requests with Stantec and have the following comments:

- Remove the crosswalk on 213 Street from the Legion to the North
 - There would be no gain in parking on the north side as the crosswalk is within the no parking area from an intersection. On the south side, the parking was specifically removed through the intersection, as this creates unsafe traffic movements, and is not a recommended practice. This space is slated to have landscaping and seating.
- Remove the crosswalk on 213 Street from the Post Office to the North
 - There would be no gain in parking on the south side as the crosswalk is within the no parking area from an intersection. There is a gain of approximately 1.5 parking stalls on

the north side, however this will result in a significant increase of jaywalking and potential conflicts between pedestrians and motorists

- Remove the bumpout on 213 Street at the Mine Entrance
 - The design had already been revised from the original concept to incorporate the driveways within the Ice Cream Shop bumpout. This helps improve drainage, leave a more consistent curb line and prevents illegal parking at/near the driveways.
- Shift the crosswalk on 213 Street at 27 Ave west
 - With improvements and modifications to the traffic control at 27 Ave, i.e.: the eastbound stop sign and the island, along with the addition of the driveway for Cadillac Kitchen, this could create a very dangerous crosswalk location.

Overall, Stantec and Administration do not recommend modifications to any of the crosswalk locations. They are currently placed to maintain good north-south connectivity for pedestrians. With having the connectivity, along with the benches and wider sidewalks, it increases the walkability of the street and will encourage more people to want to explore the area on foot. This is a recommend practice in encouraging economic development and in pedestrian safety.

The new design will provide for 36 on-street and 60 parking lot stalls.

Analysis of Alternatives:

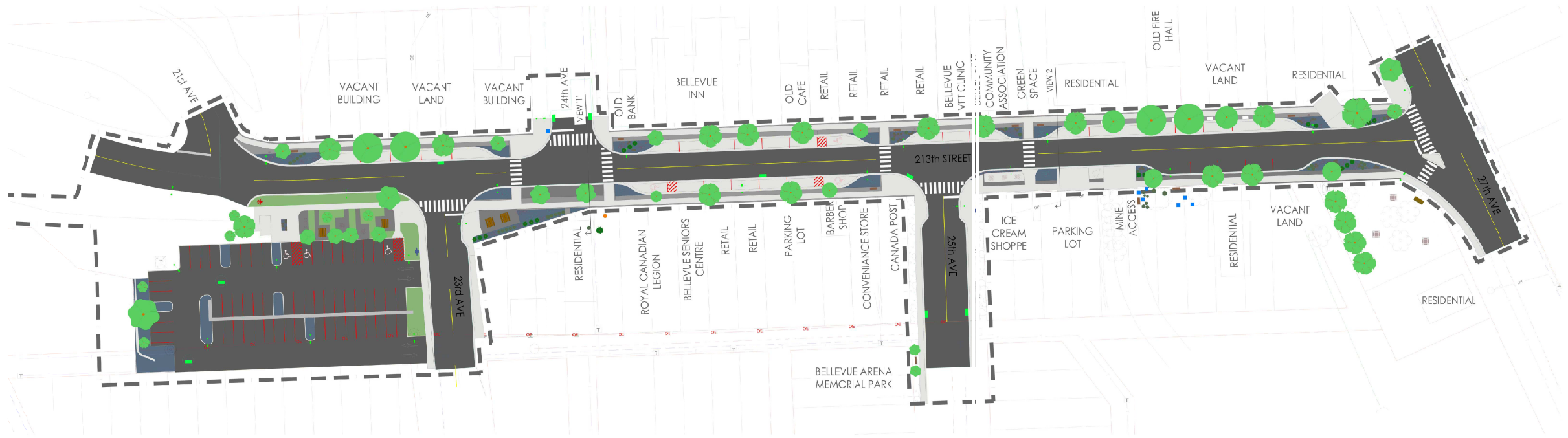
- Council can accept the report as information
- Council can request that additional options are explored

Financial Impacts:

N/A

Attachments:

[113678479_concept_IFT_update_March2024 Legal size.pdf](#)



LEGEND

- DECIDUOUS TREES
- CONIFEROUS TREES
- SHRUB PLANTINGS
- BOULDERS LOCALLY SOURCED
- WASTE RECEPTACLE
- BACKED BENCH
- HARVEST TABLE
- PLANTER
- BIKE RACKS
- CLUSTER SEATING
- BOLLARD
- EXISTING SIGNS
- EXISTING WAR MEMORIAL
- ASPHALT ROADWAY
- IRRIGATED GRASS
- COLORED CONCRETE
- COLORED CONCRETE BANDING
- ROCK MULCH





Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 7.g

Subject: Roadway Corner Visibility Triangle Discussion

Recommendation: That Council directs Administration to enforce obstructed corner visibility triangles.

Executive Summary:

Within the Traffic Bylaw, Section 43 refers to Obstruction to Vision and has provisions that vegetation, such as hedges, shrubs, or trees, and structures, such as fences, walls, and sheds, shall not obstruct corner visibility. At each intersection of roadways, a Corner Visibility Triangle is formed, utilizing the curb lines and measuring back 7.5 metres from the intersection of the adjoining curb lines. Within this triangle, vegetation can be no higher than 1 metre and cannot obstruct any signage, and structures can be no higher than 750 millimetres. The height is measured either from the height above the sidewalk, or if there is not sidewalk, the height above the road crown.

The CAO or a Peace Officer may direct that vegetation or structures within the corner visibility triangle be removed. If the owner fails to remove and/or reduce the height of the obstruction, the Municipality may undertake the work necessary and may charge the expense back to the owner.

The bylaw lists the penalties for not adhering to maintaining the corner visibility triangle:

- Any vegetation over 1 metre - \$50
- Failure to remove vegetation as directed - \$100
- Any structure over 750 millimetres - \$100
- Failure to remove structure as directed - \$200

Relevant Council Direction, Policy or Bylaws:

A concern was brought to Council about visibility at some intersections in the community.

Discussion:

Prior to proceeding on implementing a widespread enforcement of this provision, Administration wanted to check in with Council. While this will improve intersection safety, it is important to note that this will upset some residents and/or businesses, as they may have spent time and money to

install and maintain improvements within the corner visibility triangle. Administration's approach would be to send out some widespread communication to the community on what is and isn't allowed, followed by contacting individual landowners that need to make alterations. They would be given a reasonable amount of time to remedy the situation, say a month or two, at which time it would switch to an enforcement matter, whereby tickets would be issued, and possibly even the Municipality completing the work if required.

Analysis of Alternatives:

- Council can direct Administration to proceed
- Council can direct Administration to bring back an amendment to the Traffic Bylaw to remove the provisions

Financial Impacts:

N/A

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 7.h

Subject: Event Camping at Pass Powderkeg

Recommendation: That Council moves to allow camping at Pass Powderkeg for special events.

Executive Summary:

Pass Powderkeg has historically offered camping as an event option during summer months. Administration would like to ensure that Council is still supportive of offering this service for special events at Pass Powderkeg. Approval for camping can continue to proceed through the Special Event Application and will be evaluated on an individual basis.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

Historically, Pass Powderkeg has offered event permit holders the opportunity to provide camping (tents, RV and trailer) to participants during the dates of their event with permission from the Municipality. This has occurred usually 1-3 times per year, and provided events the opportunity to create a unique environment for participants. The camping has been managed through the event host and proceeds would be taken by them as they manage the process and oversight of the campers.

Over the past 5 years of this occurring, there were no issues with campers or events that provided this service at the site. Administration did wish to check in with Council to ensure they are supportive of camping at this Municipal facility. If people are camping at PPK they may not be spending money at other accommodation providers in the Crowsnest Pass, however, weekends in the summer in Crowsnest Pass do often sell out local accommodations, so this may be providing needed accommodations to grow these local events. Camping on site for many events is a major differentiator and draws participants who may not otherwise come to our community.

PPK is also the overflow for the Sinister 7 camping, so it provides a back up plan if the camping at the old Sartoris staging area overflows. As Sinister is one of our largest events, if not the largest, overflow

is important because accommodations are sold out that weekend and there won't be other options. PPK is an important part of the contingency plan for that weekend.

Analysis of Alternatives:

1. Permit the camping for special events at PPK. Approval will be obtained through the Special Event Application Form.
2. Disallow camping at PPK, understanding other land may be required to be used for large events such as Sinister 7 when local accommodations are sold out. Other events hosted at PPK may cancel without camping as camping is a core element of their event's success.

Financial Impacts:

The decision could impact if events want to book at PPK, or may increase spending at local accommodations, providing they are not already sold out.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 7.i

Subject: Bellevue Watermain Contract Award

Recommendation: That Council ratifies the award of the Bellevue Watermain Upgrade project to United Utilities for \$1,795,491.07.

Executive Summary:

The Municipality tendered the Bellevue Watermain Upgrades project for the replacement and upsizing of the watermain from the Bellevue Pumphouse to 25 Avenue to 209 Street. This, in conjunction with a high flow pump, will greatly increase the fire flow capacity in Bellevue and will bring the system within acceptable volume and pressures, as identified as the number one project within the Infrastructure Master Plan.

This project is within the approved budget limits.

Relevant Council Direction, Policy or Bylaws:

Approved Capital Plan project

Discussion:

There were three tender submissions received:

- United Utilities - \$1,795,491.07
- East Butte Contracting - \$2,247,447.46
- PME - \$3,085,435.24

ISL has reviewed the submission and is recommending award to United Utilities. They have completed directionally drilled watermain installations, work within urban areas, and residential service installations. Their past work has also included asphalt and concrete rehabilitation. The key personnel on the project are experienced in the type of work required of this project and come with references recommending their workmanship.

Analysis of Alternatives:

- Council can ratify the award to United Utilities
- Council can cancel the project and wait for one year to retender the project

Financial Impacts:

\$3,000,000 total budget

- \$560,175.00 - Filtrum - *Awarded*
- \$194,696.00 - ISL - *Awarded*
- \$1,795,491.07 - United Utilities

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 11, 2024

Agenda #: 7.j

Subject: Letter to the Alberta Energy Regulator

Recommendation: That Council approves sending of the letter regarding Northback's drilling program to the AER.

Executive Summary:

Whereas, Council has previously expressed support for Northback and their drilling program, the Municipality is being asked to provide a letter to the Alberta Energy Regulator (AER) asking the AER to make a determination as soon as possible in relation to the drill hearing, and indicating that the Municipality of Crowsnest Pass does not object to a fast timeline.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

Legal Counsel has reviewed the letter and has requested that we obtain Council's support to send the letter through Council Motion. We ask that Council review the attached draft letter and pass a motion to send it if they are in support.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:



June 12, 2024

Alberta Energy Regulator
Suite 1000, 250-5 Street SW
Calgary Alberta T2P 0R4
Attention: Tara Wheaton, Hearing Coordinator

Via Email: Hearing.Services@aer.ca

Dear Ms. Wheaton,

We have recently been made aware that the M.D. of Ranchland No. 66 (“MD”) as well as the Livingstone Landowners Group has written to the Alberta Energy Regulator in order to seek that the upcoming hearing relating to the drilling applications be held in abeyance pending the outcome of the MD’s regulatory appeal and generally advocating to delay this process from moving forward.

We wish to note that the Municipality of Crowsnest Pass is supportive of Northback’s drilling program and their right to collect site-specific data in order to inform future decision making. We have many local area residents who have requested to participate in the hearing process in support of Northback’s applications. As a municipality that understands the importance of balancing economic opportunities with environmental stewardship, we firmly believe that Northback should be allowed to proceed with their planned exploration activities. Delaying or obstructing this fact-finding process would be counterproductive and could deprive all stakeholders, including local residents, of the comprehensive understanding required to make well-informed choices. We urge the Alberta Energy Regulator to expedite the hearing process and grant Northback the approval to conduct their proposed exploration drilling program without further delay.

We do not object to Northback’s proposed timelines, particularly recognizing that it is likely that a hearing will not be held until over 12 months has elapsed since Northback’s applications were filed to conduct a straight-forward exploration drilling program. This is particularly the

case considering several similar programs have previously been conducted without incident on the same lands by Northback and were not subjected to a hearing process.

It's crucial that the decision-making process considers input from all stakeholders, including those directly affected by the project's outcomes. Environmental stewardship is undoubtedly important, but it must be balanced with the economic needs and aspirations of local communities. An objective assessment should weigh both the potential impacts and benefits, ensuring that any decision is well-informed and serves the best interests of those most directly impacted. We look forward to receiving the AER's ruling on our request to participate at the hearing as well as the hearing date and location, which we request should be held locally and in-person in the very near future.

Thank you for your kind attention in this matter.

Sincerely,

Mayor Blair Painter
Municipality of Crowsnest Pass
403-563-0700
blair.painter@crowsnestpass.com

cc: M.D. of Ranchland No.66
Livingstone Landowners Group
Chelsae Petrovic, MLA
Minister Brian Jean
Minister Rebecca Schulz