



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, June 25, 2024 at 7:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

3.a Minutes of the Crowsnest Pass Senior Housing Board of April 22, 2024

3.b Thank You Letter from the RhaPsody Award Celebration Committee

4. ADOPTION OF MINUTES

4.a Minutes of the Council Meeting of June 11, 2024

5. PUBLIC HEARINGS

5.a Bylaw 1185, 2024 - Road Closure Bylaw - *Public Hearing*

6. DELEGATIONS

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

6.a RCMP Q4 Update - Corporal Mark Amatto

6.b Yellowstone to Yukon Conservation Initiative Update - Patty Richards, Program Advisor

7. REQUESTS FOR DECISION

7.a Bylaw 1170, 2023 Road Closure - *Second and Third Reading*

7.b Bylaw 1194, 2024 - Land Use Bylaw Amendment - Rezone Lot 8, Block 19, Plan 3387AE from Residential R-1 to Medium Density Residential R-2A - *First Reading*

7.c Bylaw 1196, 2024 - Land Use Bylaw Amendment - Rezone the lands legally described as a portion of NW¼ 24-7-4-W5M from Non-Urban Area- NUA-1 to Grouped Country Residential GCR-1 to resolve a multiple land use parcel - *First Reading*

7.d Bylaw 1199, 2024 - Borrowing Bylaw to Purchase a Snow Cat

7.e Policy 1817-01 External Public Harassment Policy and Policy 1818-01 Internal Harassment Policy.

7.f Service Areas Update

7.g Hillcrest Sewage Lagoon – Aeration Blower Replacement

7.h Alberta Municipalities (AM) Convention Attendees

7.i Alternate Utility Servicing Request

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 - Board Member Resignation - *FOIP Act Section 17*

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

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 25, 2024

Agenda #: 3.a

Subject: Minutes of the Crowsnest Pass Senior Housing Board of April 22, 2024

Recommendation: That Council accept the minutes of the Crowsnest Pass Senior Housing Board of April 22, 2024 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Crowsnest Pass Senior Housing Board provides their minutes to keep Council apprised of activities involving Senior Housing.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[4_-_April_22__2024.pdf](#)



BOARD MEETING MINUTES April 22, 2024

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, April 22, 2024, at 10:00 a.m. at Peaks to Pines in Coleman, Alberta.

ATTENDEES:

Deb Ruzek: Board Chairperson, Susan Demchuk: Vice Chair, Dean Ward: Municipal Councillor, Shelley Price: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager, , Cathy Painter: Board Member, Dave Filipuzzi: Municipal Councillor, Shannon Harker: HR, Diane Nummi: Board Member, Marlene Ancil: Board Member

ABSENT:

None

Minutes recorded by Shannon Harker

1. CALL TO ORDER

- 1.1 Deb Ruzek called the meeting to order at 10:02 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Addition to camera: 14.3 Personnel

3. APPROVAL OF AGENDA

- 3.1 Motion #030/24 to approve the agenda as presented. — Cathy Painter— cd.

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion #031/24 to approve the minutes of the meeting held March 25, 2024, as presented. — Dean Ward – cd.

5. BUSINESS ARISING FROM THE MINUTES

None

6. CORRESPONDENCE

None

7. MANAGEMENT REPORTS

- 7.1 #032/24 Motion to approve the Report from Management as presented – Dean Ward – cd.

8. **FINANCIAL REPORTS**

8.1 #033/24 Motion to approve the Financial Reports as presented – Dean Ward – cd.

A new best practice was recommended by Senior Housing for the Board to review bank expenditure reports, invoices, and payments. It was decided that the Board would be sent these reports prior to the meetings to review and one copy would be printed for signing to be filed with the Board packages.

9. **BOARD CHAIRPERSON REPORT**

9.1 Operations Review: Refer to letter in the Board Package
CAO has already implemented most of the recommended changes, there are still some polices to update, and inventory needs to be improved across all locations.
Overall ratings were great.

10. **OTHER BOARD REPORTS**

No Report

11. **OLD BUISNESS**

No Report

12. **DELEGATE**

None

13. **NEW BUSINESS**

13.1 Policy Approval:

#034/24 Motion to approve Policy 2.32 Medical Assistance in Dying as presented – Susan Demchuk – cd.

#035/24 Motion to approve Policy 5.15 Terms and Conditions of Employment for CPSH Out of Scope Employees as amended – Cathy Painter – cd.

#036/24 Motion to approve Policy 4.28 Termination of Tenant/Resident Lease Agreement as amended – Marlene Anctil – cd.

13.2 There was a discussion regarding the Rent Survey, the ceiling should be equal to market value and capped at no more than 20% higher. There are currently 11 residents at the current ceiling, there is concern from the Board that there is not a hardship created by an increase.

#037/24 Motion to make the rent ceiling \$750 effective September 1, 2024 – Dean Ward – cd.

#038/24 Motion to maintain current charges for parking and air conditioner power and accept the recommended increases for housekeeping, bank charges and locksmith – Cathy Painter – cd.

The remaining SCU budget will be tabled until next meeting.

13.3 CPSH would like to requisition \$50,000 from the MD, the response was negative.

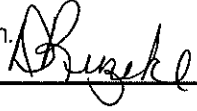
14. IN CAMERA

- 14.1 Motion #039/24 to go into camera 1:22 p.m. – Cathy Painter – cd.
- 14.2 Motion #040/24 to come out of camera 2:10 p.m. – Dave Filipuzzi – cd.

15. ADJOURNMENT

- 15.1 Motion #041/24 to adjourn at 2:11p.m. – Dave Filipuzzi – cd.

The next regular board meeting – May 21, 2024, 10:00 a.m.



Debi Ruzek – Board Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 25, 2024

Agenda #: 3.b

Subject: Thank You Letter from the Rhapsody Award Celebration Committee

Recommendation: That Council accept the letter of thanks from the Rhapsody Award Celebration Committee as information.

Executive Summary:

A letter of thank you was received from Monica Zyla for the contribution from Council to the Rhapsody Award celebration.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Monica Zyla had initially requested that Council approve a contribution to the Rhapsody Award Celebration for the Crowsnest Medical Clinic. Monica was responsible for nominating the Crowsnest Medical Clinic for the Rhapsody Award and served on the planning committee for the celebration in addition to Michele Austad and Meggan Nepoose-Hill.

The letter is attached for Council's information.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

June 12, 2024

Municipality of the Crownsnest Pass
Attention Vicki Kubik

Dear Council,

Thank you so very much for the contribution you made to the celebration of our Crownsnest Medical Clinic as provincial winners of the Rhapsody Award, awarded by the Alberta Rural Health Professions Action Plan (RHPAP).

We had a wonderful event at the Crownsnest Pass Golf Club on June 6 and although it conflicted with our Community BBQ it was well attended and truly festive. This was certainly aided by the contribution you made, again thank you.

Should you wish to view the video that was made in honour of their win please see <https://www.youtube.com/watch?v=cx66NYCeO7k>

With best regards,

Monica Zyla

Personal Privacy - FOIP Act Section 17





Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 25, 2024

Agenda #: 4.a

Subject: Minutes of the Council Meeting of June 11, 2024

Recommendation: That Council adopt the Minutes of the Council Meeting of June 11, 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 06 11 - Council Meeting Minutes.docx](#)



Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, June 11, 2024

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, June 11, 2024.

Council Present:

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

Council Absent:

Councillor Dave Filipuzzi

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
Katherine Seleski, Manager of Pass Powderkeg Ski Hill
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

Additions:

Councillor Inquiries and Notice of Motion

- a) Upcoming Mayoral Duties – Mayor Painter

01-2024-06-11: Councillor Glavin moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2024-06-11: Councillor Kubik moved that Council approve the following Consent Agenda items as presented without debate:

3.a

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

THAT Council accept the Minutes of the Municipal Historic Resources Advisory Committee of April 22, 2024 as information.

3.b

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

THAT Council accept the Minutes of the Family and Community Support Services Advisory Committee of April 22, 2024 as information.

3.c

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

THAT Council accept the Crowsnest Pass Community Library Board of April 23, 2024 as information.

3.d

ORRSC Executive Committee Minutes of April 11, 2024

THAT Council accept the ORRSC Executive Committee Minutes of April 11, 2024 as information.

3.e

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

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

3.f

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

THAT Council accept the Municipal Planning Commission – Letter of Recommendation for Utility Servicing of Multi-Unit Residential Developments of April 24, 2024 as information.

Carried

ADOPTION OF MINUTES

03-2024-06-11: Councillor Kubik moved to adopt the Minutes of the Council Meeting of May 28, 2024 as presented.

Carried

PUBLIC HEARINGS

None

DELEGATIONS

None

REQUESTS FOR DECISION

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

04-2024-06-11: Councillor Girhiny moved second reading of Bylaw 1159, 2023 Road Closure Bylaw.
Carried

05-2024-06-11: Councillor Ward moved third and final reading of Bylaw 1159, 2023 Road Closure Bylaw.
Carried

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

06-2024-06-11: Councillor Ward moved first reading of Bylaw 1188, 2024 – Tax Instalment Payment Plan Bylaw.
Carried

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

07-2024-06-11: Councillor Girhiny moved second reading of Bylaw 1189, 2024 - Records Retention Bylaw.
Carried

08-2024-06-11: Councillor Glavin moved third and final reading of Bylaw 1189, 2024 - Records Retention Bylaw.
Carried

Policy #: 1716-01 - Charitable Donations Receipt

09-2024-06-11: Councillor Girhiny moved to adopt 1716-01 - Charitable Donations Receipt Policy.
Carried

Policy #: 1307- 01 - Letter of Support

10-2024-06-11: Councillor Sygutek moved to adopt 1307-01 – Letter of Support Policy as amended.
Carried

Downtown Bellevue Parking Layout

11-2024-06-11: Mayor Painter moved to accept the Downtown Bellevue Parking Layout report as information.

Carried

Roadway Corner Visibility Triangle Discussion

12-2024-06-11: Councillor Girhiny moved that Council directs Administration to enforce obstructed corner visibility triangles.

Carried

Event Camping at Pass Powderkeg

13-2023-05-28: Councillor Ward moved to allow camping at Pass Powderkeg for special events through the Special Event Application Form.

Carried

Bellevue Watermain Contract Award

14-2023-03-28: Councillor Sygutek moved that Council ratifies the award of the Bellevue Watermain Upgrade project to United Utilities for \$1,795,491.07.

Carried

Letter to the Alberta Energy Regulator

15-2024-06-11: Councillor Ward moved that Council approves sending of the letter regarding Northback's drilling program to the AER, and to also copy the Premier's office and our Member of Parliament.

Carried

16-2024-06-11: Councillor Sygutek moved that Council supports Northback in their legal challenges and to submit necessary documentation as required; with any future supplied documentation to be reported back to Council at the subsequent meeting.

Carried

COUNCIL MEMBER REPORTS

- Councillor Girhiny
 - Attended the Community Barbecue , noted that it was well attended
 - Senior's lunch was also well attended
- Councillor Kubik
 - Attended the Rhapsody awards and gave greetings on behalf of Mayor and Council

- Councillor Sygutek
 - Kudos to Kim Lewis for her excellent work on community events
 - Kudos to Tracey Linderman and Kim Lewis in Community Services for planting the flowers
 - Thanked Jeremy Wickson for his excellent work with the public

PUBLIC INPUT PERIOD

None

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Upcoming Mayoral Duties

Mayor Painter advised that he is away for Canada Day and the services to be held at the Coleman Legion, also the 110 Anniversary of the Hillcrest Mine Disaster

- The Deputy Mayor, Councillor Kubik will fill in for him at the Legion services on Canada Day
- Councillor Sygutek will fill in at the 110 Anniversary of the Hillcrest Mine Disaster

IN CAMERA

17-2024-06-11: 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 8:11 pm:

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

Reconvene

Mayor Painter convened the In Camera meeting at 8:28 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

18-2024-06-11: Councillor Glavin moved that Council come out of In Camera at 9:58 pm.

Carried

19-2024-06-11: Councillor Girhiny moved that Council appoints Doreen Johnson to serve as the Municipal Planning Commission representative to the Municipal Historic Resources Advisory Committee for the remainder of a three-year term concluding on December 31, 2025.

Carried

20-2024-06-11: Councillor Glavin moved that Council appoints Abigayle Bruce to the Crowsnest Pass Parks and Recreation Advisory Committee for the remainder of a three-year term concluding on December 31, 2026.

Carried

ADJOURNMENT

21-2024-06-11: Councillor Girhiny moved to adjourn the meeting at 9:59 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 25, 2024

Agenda #: 5.a

Subject: Bylaw 1185, 2024 - Road Closure Bylaw - Public Hearing

Recommendation: That Council holds a public hearing and considers input received.

Executive Summary:

Council gave first reading of Bylaw 1185, 2024 on May 07, 2024.

Bylaw 1185, 2024 proposes a road closure of an Unnamed Road (a lane), to consolidate the closed portion of the lane with the adjacent property, Plan 881DK, Block 2, Lot 1, which has had structures located on the lane since the 1950's. This road closure is part of a process to bring the adjacent property into compliance.

The proposed road closure was circulated to adjacent landowners and utility companies - no concerns or easement requirements were submitted.

The Road Closure Bylaw may receive second and third reading only after the Bylaw has been signed by the Minister of Transportation.

Relevant Council Direction, Policy or Bylaws:

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

Discussion:

Public Hearing.

Analysis of Alternatives:

N/A

Financial Impacts:

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

Attachments:

[FORMATTED Bylaw No. 1185, 2024 public hearing notice.docx](#)

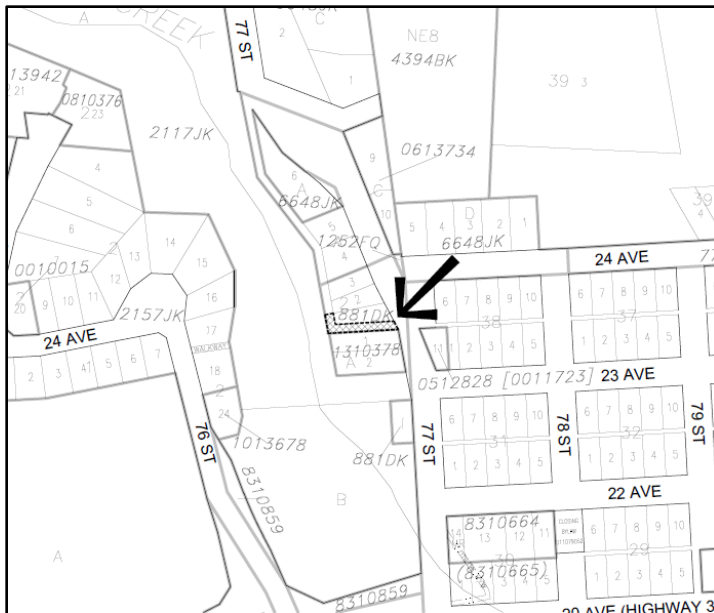
[Bylaw No. 1185, 2024 Schedule A.pdf](#)

NOTICE OF PUBLIC HEARING
MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA
PROPOSED BYLAW NO. 1185, 2024

7:00pm, June 25, 2024
Municipality of Crowsnest Pass Council Chambers
8502 – 19 Avenue, Coleman

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

THE PURPOSE of this bylaw is to close to public travel, create titles to and dispose of portions of a public roadway in accordance with section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.



THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1185, 2024 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00pm on June 25, 2024. Each person shall be allotted 5 minutes to present their position

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at

PROPOSED ROAD CLOSURE
SCHEDULE 'A'



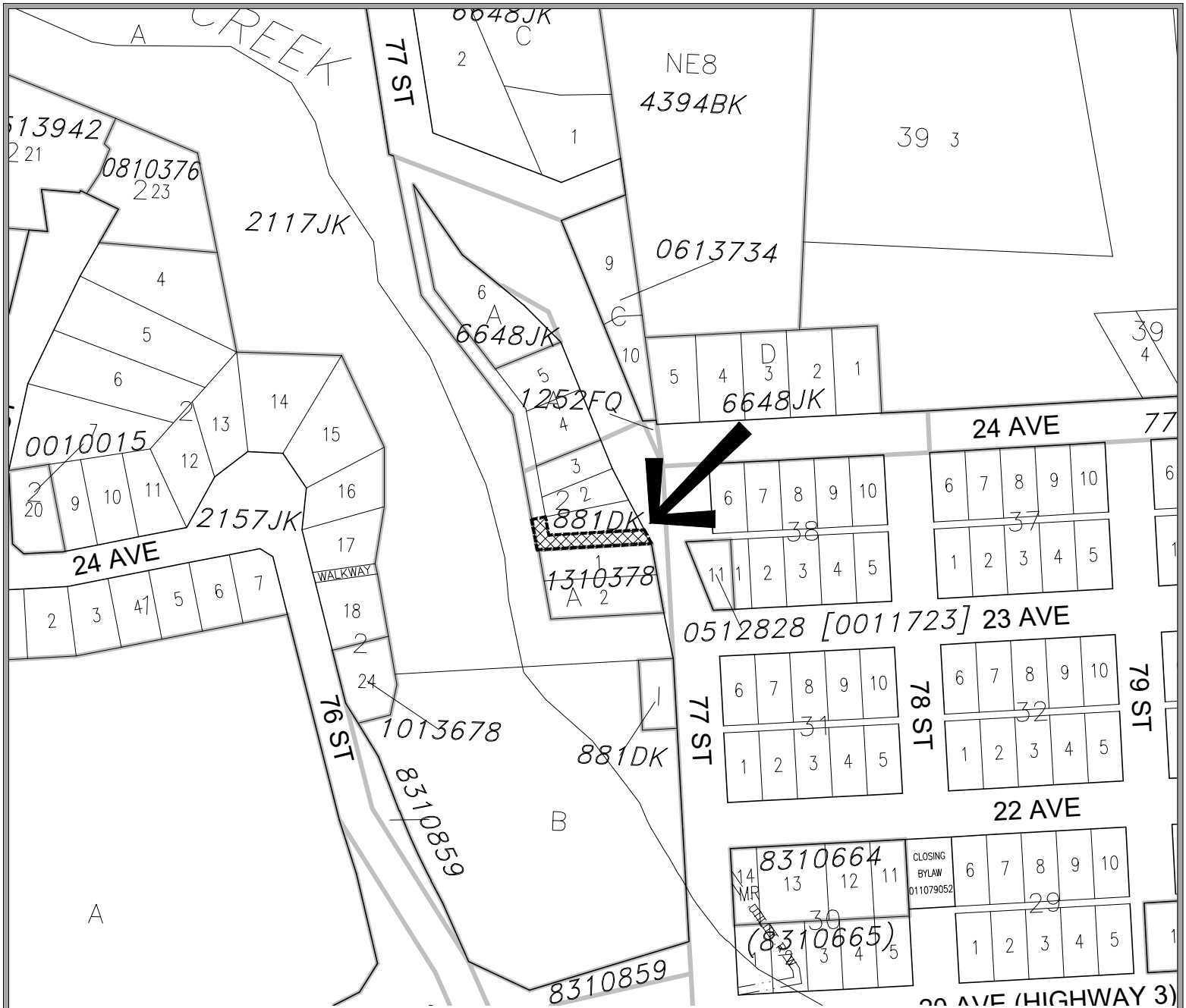
PLAN 881DK, BLOCK 2
 ALL THAT PORTION OF LANE FORMING PART OF LOT 7, BLOCK 2, PLAN _____
 CONTAINING 0.034 HECTARES (0.08 ACRES) MORE OR LESS
 EXCEPTING THEREOUT ALL MINES AND MINERALS

bonnie.kawasaki@crowsnestpass.com with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on June 17, 2024. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

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

A copy of the proposed bylaw may be inspected at the municipal office during normal business hours.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 8th day of May, 2024.



**PROPOSED ROAD CLOSURE
SCHEDULE 'A'**

PLAN 881DK, BLOCK 2



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

MUNICIPALITY: CROWSNEST PASS

DATE: APRIL 25, 2024

Bylaw #: 1185, 2024

Date: _____



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200



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

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 25, 2024

Agenda #: 6.a

Subject: RCMP Q4 Update - Corporal Mark Amatto

Recommendation: That Council accept the RCMP Q4 Update as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The RCMP provides a quarterly report to Council to keep them apprised of RCMP activities for the preceding quarter as stats become available and to determine community policing priorities. Q4 stats will be presented.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

- 1 - Q4 Community Letters - Municipality of the Crowsnest Pass.pdf
- 2 - Q4 2023 Crowsnest Pass Provincial Community Report (002).pdf
- 3 - Crime Stats - Crowsnest Pass Provincial - 2024 Q4 Five Year.pdf
- 4 - Crime Stats - Crowsnest Pass Provincial - Full Year 2019-2023.pdf



May 3rd, 2024

Corporal Mark Amatto
Acting Detachment Commander
Crowsnest Pass, Alberta

Dear Mayor Painter,

Please find the quarterly Community Policing Report attached that covers the January 1st to March 31st, 2024 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Crowsnest Pass Detachment.

I would also like to introduce you to Deputy Commissioner Rob Hill, the new Commanding Officer of the Alberta RCMP. Deputy Commissioner Hill has had a diverse and wide-ranging RCMP career, spanning from the Prairies to the Arctic, with positions along the way that have included Drugs Section in Winnipeg and as the former Detachment Commander of Stony Plain (now amalgamated in to Parkland). With public safety as the beacon guiding our operations, Deputy Commissioner Hill is focussed on community engagement; Reconciliation; employee wellness; and recruiting new police officers and retention. Deputy Commissioner Hill is proud to lead your Alberta RCMP and looks forward to meeting you in the future.

Your ongoing engagement and the feedback you provide guides our Detachment team, and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Corporal Mark Amatto
Crowsnest Pass Detachment



RCMP Provincial Policing Report

Detachment Information

Name of Detachment
Crowsnest Pass

Name of Detachment Commander
Cpl. Mark AMATTO*

Quarter Q4	Date of Report (yyyy-mm-dd) 2024-04-24	FTE Utilization Plan 2023/24
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Select Type of Policing Report

Municipal Policing Report Under
 Municipal Policing Report Over
 PPSA
 Coaldale

Community Consultations

Consultation No. 1

Date (yyyy-mm-dd) Meeting Type
2024-02-01 Meeting with Stakeholder(s)

Topics Discussed (this field expands)
Review of recent incidents, forecasting potential hazards and a review or exercise of a particular plan element

Notes /Comments (this field expands)
Pincher Creek - PCREMO

Consultation No. 2

Date (yyyy-mm-dd) Meeting Type
2024-02-06 Meeting with Stakeholder(s)

Topics Discussed (this field expands)
Search and Recoveries
Investigative consultation

Notes /Comments (this field expands)
Fish and Wildlife

Consultation No. 3

Date (yyyy-mm-dd) Meeting Type
2024-03-05 Meeting with Elected Officials

Topics Discussed (this field expands)
3rd Quarter Reporting and Updates

Notes /Comments (this field expands)
Mayor and Council - Municipality of the Crowsnest Pass

Consultation No. 4

Date (yyyy-mm-dd) Meeting Type
2024-03-12 Meeting with Elected Officials

Topics Discussed (this field expands)
3rd Quarter Reporting and Updates

Notes /Comments (this field expands)
Mayor and Council - MD of Ranchland No. 66
Mayor and Council - MD of Pincher Creek



Consultation No. 5

Date (yyyy-mm-dd)

Meeting Type

2024-03-20

Meeting with Stakeholder(s)

Topics Discussed (this field expands)

Resource Pre-planning discussion in regard to Anti Carbon Tax Protests on the Hwy 3 Corridor

Notes /Comments (this field expands)

Crowsnest Pass Fire Rescue and Community Peace Officer Program



Community Priorities

Priority No. 1

Priority (this field expands)

Intelligence led policing

Current Status and Results (this field expands)

The Crowsnest Pass Detachment has remained diligent within the realm of intelligence-gathering and addressing/suppressing Outlaw Motorcycle Gang activity within the jurisdiction. When needed, RCMP specialized units were readily available to support and bolster criminal investigations, providing guidance and expertise to local Detachment Members; intelligence that has been gathered on a local level is then disseminated to surrounding Detachments as well as to secure databases that specialized sections may access in order to maintain a working level of knowledge on the particular criminal group and their actions. The Crowsnest Pass Detachment has an established relationship with the Elk Valley Detachment in "E" Division and intelligence has confirmed there is a network of travelling criminals that impact communities on either side of the AB/BC Provincial border; with the continued assistance of RTU, ITU and ALERT, Crowsnest Pass Members are in a good position to address those criminals.

Priority No. 2

Priority (this field expands)

Traffic - Safety (motor vehicles, roads)

Current Status and Results (this field expands)

The Crowsnest Pass Detachment reported 58 motor vehicle collisions within the jurisdiction in the 4th Quarter reporting period; 7 of which were noted to be Non-Fatal Injury MVC's. Aggressive driving was addressed by means of traffic enforcement patrols, focusing on vehicles exceeding the posted speed limit, distracted driving, and intersection-related offences. The Crowsnest Pass Community Peace Officer Program (CPO) is a valued asset for many different reasons; in particular, traffic enforcement is area where they are an effective measure of deterrence and enforcement to curb aggressive driving in and through the Municipality of the Crowsnest Pass and Highway 3 corridor. The Crowsnest Pass Detachment have an established working relationship with the CPO Program, headed by Fire Chief Jessie Fox, while Sgt Brad Larson remains a consistent point of contact for joint traffic initiatives. Police visibility / enforcement along the Highway 3 and Highway 22 corridors will remain a priority.

Priority No. 3

Priority (this field expands)

Police / Community Relations - Police Visibility

Current Status and Results (this field expands)

Crowsnest Pass Detachment Members made a concerted effort to be out and visible within the community. Foot patrols had been requested by Mayor and Council, they establish positive relationships with members of the community and provide enhanced accessibility to police officers in a meaningful and positive interaction. Detachment Members have successfully integrated within the community by means of coaching sports, conducting school walkthroughs, and participating in the various recreational avenues afforded within the areas in which they police. Two examples of some of the good work that was completed by Detachment Members was participation at a Career Fair wherein recruiting information was handed out and students were able to ask questions of their police officers, the second example was a Fraud Awareness presentation to retired teachers and nurses in the community.



Priority No. 4

Priority (this field expands)
Gang-related - Drug

Current Status and Results (this field expands)

The Crowsnest Pass Detachment Members remained diligent in their focus on the sales and trafficking of illicit drugs; intelligence was gained within this realm, documented and shared with enhanced RCMP sections. Highway 3 remains a pipeline for illicit drugs, contraband tobacco, stolen property, and possible human trafficking, as such, it requires continual monitoring and enforcement; with the assistance of RCMP RTU, ITU, and CFSEU (ALERT), police will ensure there is constant pressure being applied to those criminals that are partaking in these illegal activities. Illicit drugs within the towns of the jurisdiction are always a concern, and Crowsnest Detachment Members take full advantage of Crime Stoppers Tips, information from the public, and targeted investigations in order to address this issue.

Priority No. 5

Priority (this field expands)
Substance Abuse

Current Status and Results (this field expands)

The Crowsnest Pass Detachment Members have been diligent in their efforts to have positive and meaningful relationships with the youth within the communities they police. Regular vehicle and foot patrols had been conducted within the 4th Quarter, and schools are comfortable to reach out to their local Detachment to ask for presentations or class discussions with their students. Detachment Members are always welcomed by school Principals and staff, students are never shy to walk up and engage in a conversation with their police officers.



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January - March			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	49	40	-18.00%	151	162	7.00%
Property Crime	48	53	10.00%	296	269	-9.00%
Other Criminal Code	17	18	6.00%	111	77	-31.00%
Total Criminal Code	114	111	-3.00%	558	508	-9.00%
Drugs Offences	3	1	-67.00%	3	12	300.00%
Other Federal Acts	4	1	-75.00%	14	23	64.00%
Other Provincial Acts	41	30	-27.00%	201	185	-8.00%
Municipal By-Laws	2	2	0.00%	32	26	-19.00%
Motor Vehicle Collisions	82	54	-34.00%	319	316	-1.00%
Provincial Code Traffic	242	120	-50.00%	533	1,049	97.00%
Other Traffic	0	0	0.00%	3	4	33.00%
Criminal Code Traffic	6	3	-50.00%	30	40	33.00%
Total Traffic Offences	248	123	-50.00%	566	1,093	93.00%

¹Data extracted from a live database (PROS) and is subject to change over time.

Trend / Points of Interest (this field expands)

The CNP Detachment has made a concerted effort to remain an effective frontline asset for the Municipality of the Crowsnest Pass, the MD of Pincher Creek, and the MD of Ranchland No. 66. Within this year the Detachment has largely suppressed the Rebels Outlaw Motorcycle Gang's criminal activities, cultivated and compiled intelligence on criminal activity both local and abroad, and built on the positive relationships with the members of those communities, as well as local governments. This year Detachment Members have dealt with tragic sudden death files, urgent Search and Rescue deployments, Anti-Carbon Tax Protests, and assisted Western Alberta District with deployments to address the Alberta Wildfires. Detachment morale remains high and Members take pride in how they represent the Alberta RCMP; putting forth a committed effort toward their investigations and a willingness to adapt to a readily changing policing front, stakeholders can be assured their concerns are being addressed.



Provincial Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	9	8	1	0
Detachment Support	3	2	0	1

2. Data extracted on March 31, 2024 and is subject to change.

3. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments (this field expands)

Police Officers: Of the the nine established positions, eight officers are currently working. One officer is on special leave (Medical). One position has two officers assigned to that position. There is no hard vacancy at this time.

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



Crowsnest Pass Provincial Detachment Crime Statistics (Actual) January to March: 2020 - 2024

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

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	2	0	0	0	N/A	N/A	-0.2
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	2	1	3	1	0%	-67%	0.1
Other Sexual Offences		0	0	1	0	1	N/A	N/A	0.2
Assault		18	24	10	29	15	-17%	-48%	-0.1
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		4	13	13	8	13	225%	63%	1.3
Uttering Threats		10	8	4	9	10	0%	11%	0.1
TOTAL PERSONS		33	49	29	49	40	21%	-18%	1.4
Break & Enter		8	3	8	7	11	38%	57%	1.0
Theft of Motor Vehicle		5	4	4	0	3	-40%	N/A	-0.8
Theft Over \$5,000		1	1	1	1	0	-100%	-100%	-0.2
Theft Under \$5,000		17	12	20	10	11	-35%	10%	-1.4
Possn Stn Goods		4	5	0	1	2	-50%	100%	-0.8
Fraud		16	13	8	8	8	-50%	0%	-2.1
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		10	13	15	9	9	-10%	0%	-0.6
Mischief - Other		11	3	14	12	9	-18%	-25%	0.5
TOTAL PROPERTY		72	54	70	48	53	-26%	10%	-4.4
Offensive Weapons		1	3	2	2	0	-100%	-100%	-0.3
Disturbing the peace		6	7	8	8	10	67%	25%	0.9
Fail to Comply & Breaches		10	13	0	4	5	-50%	25%	-1.9
OTHER CRIMINAL CODE		10	10	2	3	3	-70%	0%	-2.1
TOTAL OTHER CRIMINAL CODE		27	33	12	17	18	-33%	6%	-3.4
TOTAL CRIMINAL CODE		132	136	111	114	111	-16%	-3%	-6.4



Crowsnest Pass Provincial Detachment Crime Statistics (Actual) January to March: 2020 - 2024

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

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	4	1	1	1	0%	0%	-0.3
Drug Enforcement - Trafficking		0	0	0	2	0	N/A	-100%	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		1	4	1	3	1	0%	-67%	-0.1
Cannabis Enforcement		2	0	0	1	0	-100%	-100%	-0.3
Federal - General		1	3	0	0	0	-100%	N/A	-0.5
TOTAL FEDERAL		4	7	1	4	1	-75%	-75%	-0.9
Liquor Act		5	0	7	4	1	-80%	-75%	-0.4
Cannabis Act		2	0	1	0	0	-100%	N/A	-0.4
Mental Health Act		21	11	22	21	20	-5%	-5%	0.8
Other Provincial Stats		12	26	15	16	9	-25%	-44%	-1.6
Total Provincial Stats		40	37	45	41	30	-25%	-27%	-1.6
Municipal By-laws Traffic		2	1	1	0	0	-100%	N/A	-0.5
Municipal By-laws		2	8	6	2	2	0%	0%	-0.6
Total Municipal		4	9	7	2	2	-50%	0%	-1.1
Fatals		1	0	0	0	0	-100%	N/A	-0.2
Injury MVC		3	2	7	6	5	67%	-17%	0.8
Property Damage MVC (Reportable)		59	33	48	67	36	-39%	-46%	-1.2
Property Damage MVC (Non Reportable)		18	14	13	9	13	-28%	44%	-1.5
TOTAL MVC		81	49	68	82	54	-33%	-34%	-2.1
Roadside Suspension - Alcohol (Prov)		0	0	1	1	1	N/A	0%	0.3
Roadside Suspension - Drugs (Prov)		0	0	0	0	1	N/A	N/A	0.2
Total Provincial Traffic		209	449	146	242	120	-43%	-50%	-38.5
Other Traffic		2	0	3	0	0	-100%	N/A	-0.4
Criminal Code Traffic		12	3	6	6	3	-75%	-50%	-1.5
Common Police Activities									
False Alarms		9	9	8	5	9	0%	80%	-0.4
False/Abandoned 911 Call and 911 Act		6	1	16	8	5	-17%	-38%	0.5
Suspicious Person/Vehicle/Property		39	15	40	21	21	-46%	0%	-3.0
Persons Reported Missing		1	5	0	3	3	200%	0%	0.2
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		10	28	27	27	18	80%	-33%	1.5
Form 10 (MHA) (Reported)		0	3	0	4	0	N/A	-100%	0.1



Crownsnest Pass Provincial Detachment Crime Statistics (Actual) January to December: 2019 - 2023

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

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	3	1	1	N/A	0%	0.3
Robbery		0	1	1	0	2	N/A	N/A	0.3
Sexual Assaults		5	8	8	6	5	0%	-17%	-0.2
Other Sexual Offences		1	5	1	3	2	100%	-33%	0.0
Assault		78	96	80	54	92	18%	70%	-1.4
Kidnapping/Hostage/Abduction		1	2	1	0	0	-100%	N/A	-0.4
Extortion		0	0	0	1	1	N/A	0%	0.3
Criminal Harassment		23	32	36	46	33	43%	-28%	3.4
Uttering Threats		31	56	37	40	26	-16%	-35%	-2.6
TOTAL PERSONS		139	200	167	151	162	17%	7%	-0.3
Break & Enter		40	35	24	34	42	5%	24%	0.3
Theft of Motor Vehicle		34	21	16	13	11	-68%	-15%	-5.4
Theft Over \$5,000		5	3	2	4	14	180%	250%	1.9
Theft Under \$5,000		86	109	69	82	55	-36%	-33%	-8.9
Possn Stn Goods		23	24	12	5	4	-83%	-20%	-5.7
Fraud		48	41	40	38	34	-29%	-11%	-3.1
Arson		1	1	3	4	2	100%	-50%	0.5
Mischief - Damage To Property		35	82	65	67	52	49%	-22%	1.9
Mischief - Other		74	46	23	49	55	-26%	12%	-3.5
TOTAL PROPERTY		346	362	254	296	269	-22%	-9%	-22.0
Offensive Weapons		13	4	7	9	10	-23%	11%	-0.1
Disturbing the peace		32	50	39	50	36	13%	-28%	0.8
Fail to Comply & Breaches		56	47	30	29	11	-80%	-62%	-10.8
OTHER CRIMINAL CODE		30	34	29	23	20	-33%	-13%	-3.1
TOTAL OTHER CRIMINAL CODE		131	135	105	111	77	-41%	-31%	-13.2
TOTAL CRIMINAL CODE		616	697	526	558	508	-18%	-9%	-35.5



Crownsnest Pass Provincial Detachment Crime Statistics (Actual) January to December: 2019 - 2023

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

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		8	17	7	2	4	-50%	100%	-2.3
Drug Enforcement - Trafficking		3	1	1	1	7	133%	600%	0.8
Drug Enforcement - Other		0	0	0	0	1	N/A	N/A	0.2
Total Drugs		11	18	8	3	12	9%	300%	-1.3
Cannabis Enforcement		1	3	0	0	3	200%	N/A	0.1
Federal - General		6	14	12	11	8	33%	-27%	0.1
TOTAL FEDERAL		18	35	20	14	23	28%	64%	-1.1
Liquor Act		9	17	19	14	12	33%	-14%	0.3
Cannabis Act		4	2	3	2	4	0%	100%	0.0
Mental Health Act		84	111	72	98	81	-4%	-17%	-1.9
Other Provincial Stats		125	124	106	87	88	-30%	1%	-11.1
Total Provincial Stats		222	254	200	201	185	-17%	-8%	-12.7
Municipal By-laws Traffic		6	7	5	3	3	-50%	0%	-1.0
Municipal By-laws		48	67	28	29	23	-52%	-21%	-8.8
Total Municipal		54	74	33	32	26	-52%	-19%	-9.8
Fatals		1	2	1	0	1	0%	N/A	-0.2
Injury MVC		20	20	27	26	35	75%	35%	3.6
Property Damage MVC (Reportable)		268	186	202	252	247	-8%	-2%	2.4
Property Damage MVC (Non Reportable)		41	52	52	41	33	-20%	-20%	-2.7
TOTAL MVC		330	260	282	319	316	-4%	-1%	3.1
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	9	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		1,377	852	1,364	533	1,049	-24%	97%	-97.5
Other Traffic		19	11	4	3	4	-79%	33%	-3.8
Criminal Code Traffic		46	42	30	30	40	-13%	33%	-2.4
Common Police Activities									
False Alarms		42	41	35	30	40	-5%	33%	-1.5
False/Abandoned 911 Call and 911 Act		14	37	23	34	31	121%	-9%	3.1
Suspicious Person/Vehicle/Property		187	178	108	116	90	-52%	-22%	-25.6
Persons Reported Missing		17	23	20	10	23	35%	130%	-0.1
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		71	79	84	111	100	41%	-10%	9.0
Form 10 (MHA) (Reported)		1	3	7	0	8	700%	N/A	1.1



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 25, 2024

Agenda #: 6.b

Subject: Yellowstone to Yukon Conservation Initiative Update - Patty Richards, Program Advisor

Recommendation: That Council accept the Yellowstone to Yukon Conservation Initiative Update as information.

Executive Summary:

Y2Y was asked to present to Council to provide an update on their work and initiatives taking place in our area and the Elk Valley.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Patty Richards and Nicole Olivier will provide a time extended presentation to Council on Y2Y and their work in the area.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[MD_of_Crowsnest_Pass_Presentation_June_25_2024 -3.pdf](#)

A Shared Vision

Presented to MD of Crowsnest Pass

- Nicole Olivier, resident Hillcrest Mines and Manager of Landscape Protection, Y2Y
- Patty Richards, Program Advisor, Y2Y

June 25, 2024



Agenda

- Introduction
- Share our Crowsnest Pass work and understanding
- Learn about your needs and priorities
- Discuss how we may be able to connect further



Founded in 1993,
 Yellowstone to Yukon Conservation Initiative
 collaborates with hundreds of community
 partners, including conservation groups,
 local landowners, businesses, government
 agencies, Indigenous Governments, Peoples
 and Organizations, scientists and others to
 protect and connect habitat along the spine
 of the Rocky Mountains.

This incredible landscape of over 1.3M
 square kilometers — represents the
**most intact large mountain region
 in North America.**



Y2Y'S MISSION: connect and protect habitat from Yellowstone to Yukon so both PEOPLE and NATURE can thrive.



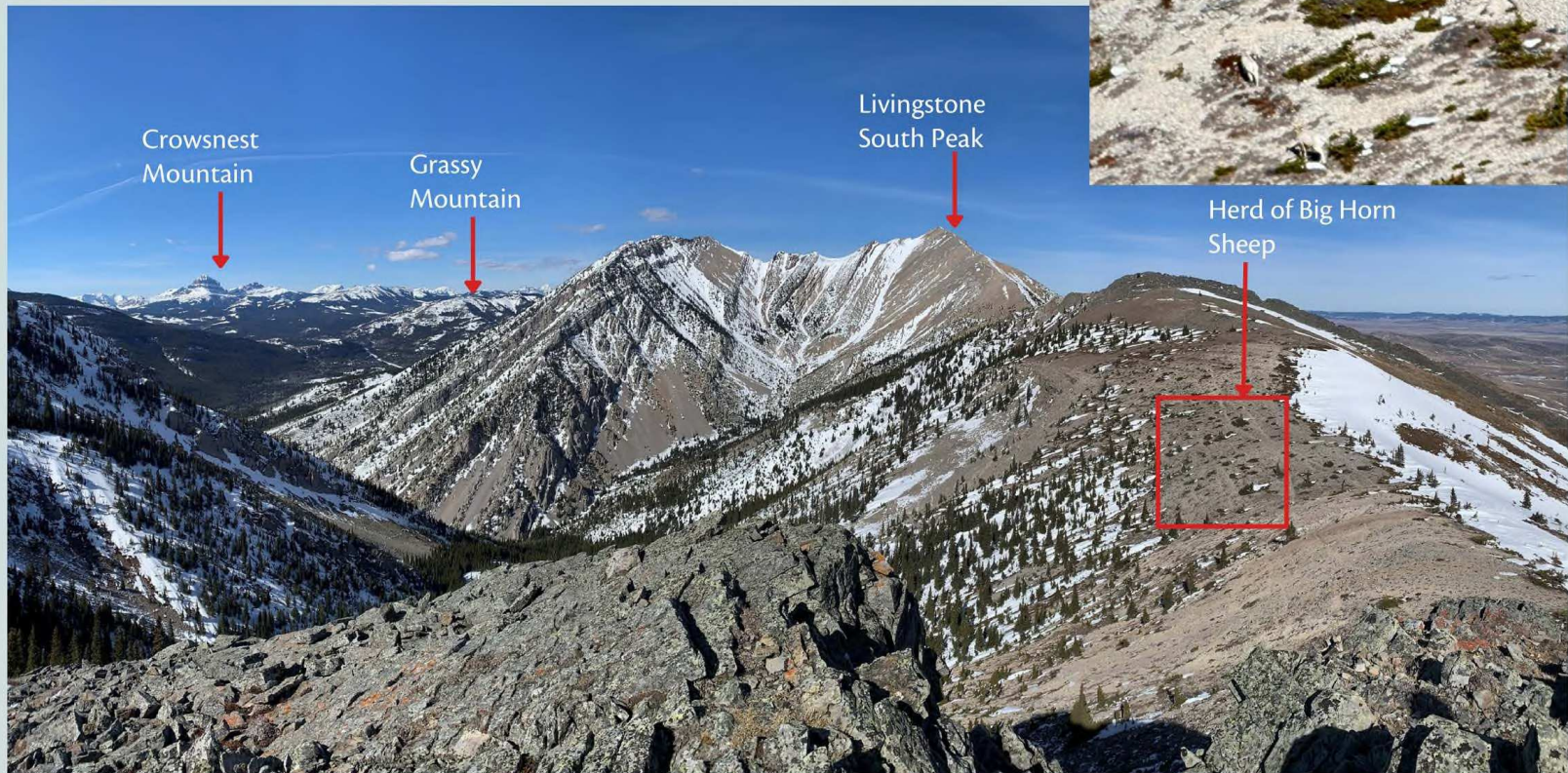


Y2Y & Teck Mines representatives, Sept. 2023

Working together to achieve balance

- Y2Y is relationship centered, non-partisan
- Our goal is to help local and provincial governments identify and quantify emerging economic opportunities that work with the significant natural assets in the region
- Supporting work by the Province currently underway
- We are actively engaged with Teck Mines
- We leverage community members rich experiences and perspectives to inform our work

A Story of Modern Coexistence



What many appreciate about the region: we share the land with many non-human beings while we have the opportunity to appreciate it and, derive a way of life from it. As you know, the land on this ridge is Crown Land, Livingstone PLUZ, it is multi-use, the NGTL pipeline is going through here, OHV users ride this ridge alongside the Big Horn Sheep, while cows graze, hikers and bikers avidly use the trails, and migratory raptors fly overhead.

Y2Y projects in the area:

- ✓ Reconnecting the Rockies
- ✓ Human and wildlife conflict (Elk Valley)
- ✓ Nature Positive Economies
- ✓ First Nations support & collaboration

Highway 3 - Reconnecting the Rockies





Progress

- 2021-22 Phase 1 fence and crossings showing use by wildlife
- Parks Canada \$1.985M funding

What's next?

2023

- Rock Creek Underpass project tender
- Research reports
- Ungulate guards (2) installed

2024

- First Nations engagement
- Comms & signage
- Phase 2 & 3 fencing and crossings (and Phase 4 fence TBC pending funding?)
- Rock Creek construction?
- Design phase for new wildlife underpass near Crowsnest Lake?

CHALLENGES TO HUMAN-BEAR COEXISTENCE IN ELK VALLEY



SUB-ADULT GRIZZLY BEAR SURVIVAL IN ELK VALLEY, BC IS THE LOWEST IN NORTH AMERICA, BUT ADULT BEARS SURVIVE WELL ONCE THEY LEARN TO NAVIGATE THE AREA.

DUE TO HIGH MORTALITY RATES, THE POPULATION IS SUPPORTED BY IMMIGRATION OF BEARS INTO THE VALLEY FROM ADJACENT WILDER AREAS, WHICH HAS ALLOWED A HIGH AND FAIRLY STABLE DENSITY OF BEARS TO BE SUSTAINED IN THE VALLEY. BUT THESE DISPERSERS ARE YOUNG AND CONFLICT PRONE, ELEVATING CONFLICTS.

REDUCING ATTRACTANTS NEAR RESIDENCES AND DECREASING HIGHWAY/ RAILWAY COLLISIONS WILL HELP CREATE A SELF-SUSTAINING POPULATION OF BEARS AND REDUCE CONFLICTS WITH PEOPLE.

HALF OF GRIZZLY BEAR MORTALITIES IN ELK VALLEY ARE CAUSED BY COLLISIONS WITH VEHICLES OR TRAINS, AND THE OTHER HALF RESULT FROM CONFLICTS WITH PEOPLE. ONLY 1 IN 3 HUMAN-CAUSED BEAR MORTALITIES ARE BEING RECORDED IN PROVINCIAL DATABASES.

THE ELK VALLEY HAS THE HIGHEST RATES OF HUMAN-BEAR CONFLICT IN THE PROVINCE AND ABOUT 1/3 OF ALL ROAD AND RAILWAY COLLISIONS WITH GRIZZLY BEARS OCCUR HERE DESPITE THE VALLEY MAKING UP ONLY 0.6% OF THE PROVINCIAL GRIZZLY RANGE.

* LAMB ET AL. 2023. CONSERVATION SCIENCE AND PRACTICE.

APRIL 12TH 2024



Elk Valley Co-Existence Coalition

**Join us to discuss how Fernie and the Elk Valley
can better live with bears.**

**April 12, 2024
9:00 am to 5:00 pm
Theatre, Arts Station, 601 -1st Avenue, Fernie, BC.**

The Elk Valley is British Columbia's biggest mortality sink for grizzly bears, whereas the nearby Flathead Valley has the highest density of grizzly bears in the interior of North America. There is increasing community interest to improve human-wildlife coexistence, and decrease conflicts with bears in this area. Y2Y is helping to convene engaged parties in the area to help establish a sustainable, ongoing program for conflict mitigation (which could include voluntary fruit tree removal, securing garbage, electric fencing in rural areas, etc).



Your experience and contributions are important and we value hearing from you. Together we will explore the potential for a community-led conflict reduction group for Fernie and the Elk Valley. A full agenda will be delivered prior but will include an assessment of conflict-prone areas and the creation of a conflict reduction plan.

Lunch will be provided.

**If you require support to attend please contact Patty Richards
(patty@y2y.net) for more information.**

Approximately 27 attendees – across Elk Valley. Three areas of Elkford, Sparwood and Fernie. Government (staff and elected), NGOs, scientists, community leads and industry (Teck, Margo Supplies, etc.)

In-depth look at all of the collective efforts that have gone into place thus far, what the current status of conflicts and bear mortalities in the valley are, and what some solutions for the future could be. The day was useful, engaging, thought-provoking and energizing.

We are creating a distribution list from the participants of the April 12, 2024, workshop along with others who could not attend but are interested in assisting.

Next steps include:

- PURSUIING A FORMAL COALITION
- COMPLETING ALL AREA BEAR SAFE ASSESSMENTS
- FORMALIZE REGIONAL DISTRICT PARTICIPATION
- DEVELOP A FUNDRAISING PLAN
- SET NOVEMBER METING

A survey has been developed and distributed through a random mail drop to explore views and experiences with grizzly bears in and around the Elk Valley.







Receive Financial Support to Reduce Bear Conflicts in the Elk Valley

The Elk Valley is home to both people and wildlife. Bears can be attracted a bit too close to our homes due to garbage, unpicked fruit trees, and livestock such as chickens, bees, or deadstock (deceased farm animals). We are offering a cost-share coexistence initiative to help make neighborhoods less attractive to bears and safer for people. **Residents can receive financial support to either remove, or replace their fruit trees, or for electric fencing to protect attractants from bears.**

Fruit tree removal or replacement:

-  Up to \$400 to remove or replace a fruit tree.
-  Free information on suitable tree replacement species.

Electric fence installation:

-  50% cost share on materials up to \$1000.
-  Free expert advice on design and installation.

Funds are limited and provided on a first-come-first-served basis to any residents of the Elk Valley. For more information and to apply, contact: eastkootenaycostshares@gmail.com



Our expert team has installed > 500 electric fences throughout the Kootenays, successfully deterring bears from even the most attractive sources — preventing property damage and helping landowners sleep better at night.





Nature Positive Economic Development

COMMUNITY ADVISORY PANEL

- Kainai First Nation - Mike Oka, Consultation Manager
- Pincher Creek MD - Roland Milligan, Director of Development and Community Services
- Town of Pincher - Marie Everts, Marketing, Events & Economic Development Officer
- Crowsnest MD - Patrick Thomas, CAO
- REDA's - Bev Thornton, Executive Director, Alberta SW
- Chambers - Sam Schofield, Pincher Creek Chamber President (past)
- Alberta Parks - Brad Tucker
- Business Kelley and Aynsley Baker, Outdoor Outlet and Harvest Café
Heather Davis, Owner & Guide, Uplift Adventures
- Medical - Dr. Cathy Scrimshaw
- Recreation - Jason Crawford, Castle Mountain Resort Sales and Marketing Manager
- Real Estate: Scott Korbett, real estate broker and was on town council
Randall Whiteside, real estate broker
- Education - Greg Long, Livingstone Range School Division
- SASCI - James Van Leeuwen, SASCI Chairperson

COMMUNITY INTERVIEW RESPONSES (2022)

“People down here don’t want to have a lot of people here. They like the fact that it is empty. Encroachment by urbanites is not something they are looking to encourage.”

“We have to sell the idea that nature can help our economy when nature IS our economy – grasslands for grazing, water to sustain us and fish in, mountains to climb. It feels like we’re pitting one against the other. Wouldn’t it be great if we came out and said, ‘Wilderness is our economy’? Whatever is coming out of the mountains is going to sustain and save us.”

Alignment with Alberta Government Rural Economic Development Engagement

Ongoing Rural Economic Development Initiatives

Alberta Indigenous Opportunities Corporation	Aboriginal Business Investment Fund	Alberta Advantage Immigration Strategy	Rural Health Professions Action Plan
Nursing Initiatives	U of C Veterinary School Expansion	Innovation Employment Grant	Alberta at Work
	Alberta Broadband Strategy 2022	Tourism	

Emerging Themes and Proposed Focus Areas

Critical Infrastructure <ul style="list-style-type: none"> Identify and address regional critical infrastructure that will support investment and growth in rural Alberta. 	Red Tape Reduction <ul style="list-style-type: none"> Further the Government of Alberta's emphasis on reducing red tape by focusing on municipal efforts to improve efficiencies. 	Workforce Strategies <ul style="list-style-type: none"> Support workforce development, training, attraction and retention that will meet demand in the existing and emerging economy. 	Rural Investment Attraction <ul style="list-style-type: none"> Support the development, growth, retention and sustainability of rural business investment and innovation.
Rural Tourism <ul style="list-style-type: none"> To enhance rural Alberta's reputation as a diversified tourism destination. 	Rural Business Supports <ul style="list-style-type: none"> Enable business supports in rural communities that will support economic development 	Collaboration <ul style="list-style-type: none"> Enable planning, communication, service delivery, investment and growth through a coordinated and collaborative approach across government and with rural economic development players. 	

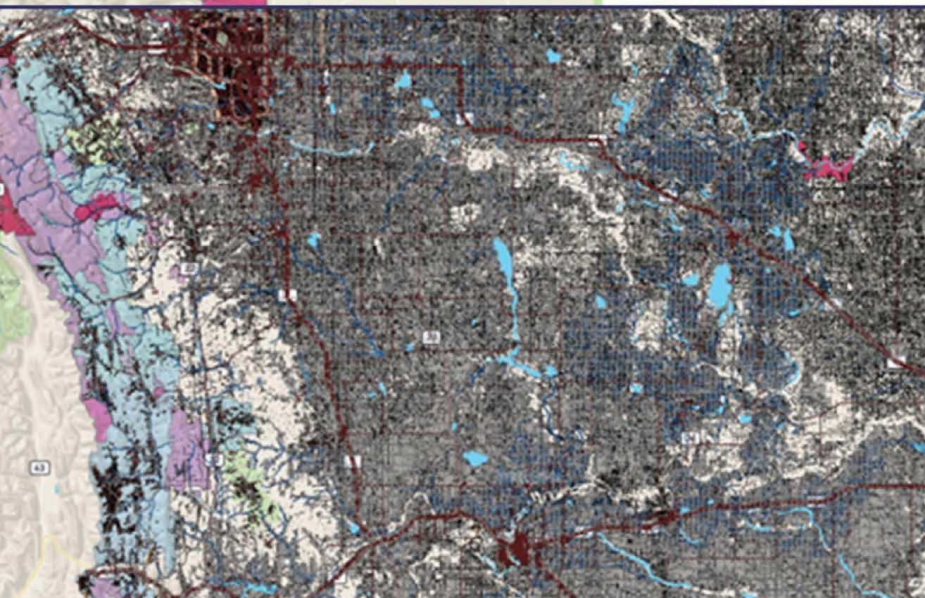
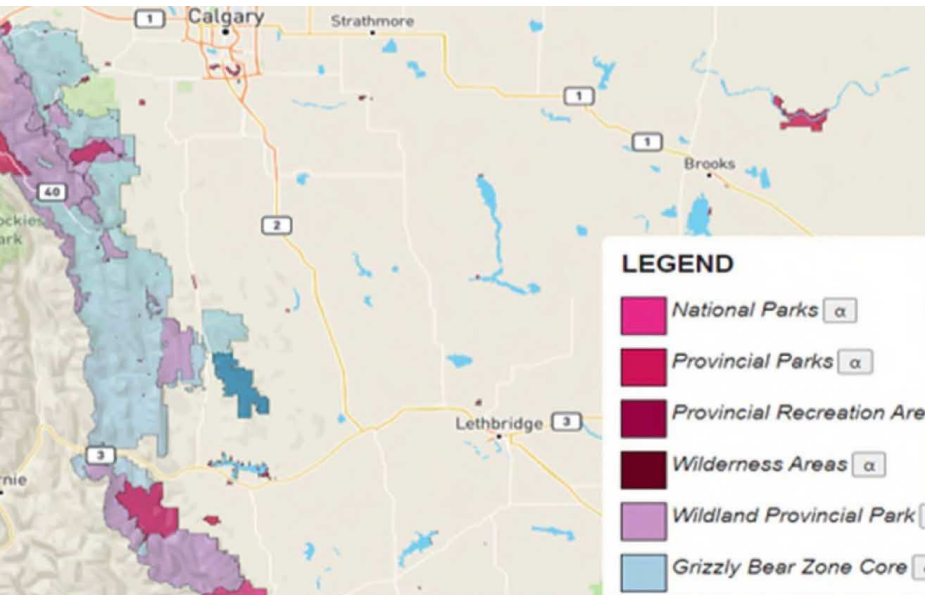
Alberta

COMMUNITY SUPPORT

In addition to supporting large-scale conservation, we support the work of communities to develop in NATURE-POSITIVE ways, to consider the multi-generational impacts on the landscape and to ensure the health of human and wildlife communities continues to increase.

Support we can provide:

- Convening
- Organizing & Networks
- Research & Information
- Communications, outreach & event support
- Government Relations Support
- Science
- Fundraising



Space for Species

We know it is important to understand the history of the landscape, its future carrying capacity and the present barriers to thriving wildlife populations.

As our human footprint grows, Y2Y is being called upon by Indigenous Communities as they look for ways to balance incoming development, while looking to understand significant ecological and cultural areas to support in their conservation efforts.

Human footprint 2018:
<https://connectivitymap.albertapcf.org/>



Looking to the future:

What can we do in the present to support a future where both people and nature can thrive?

Thank you!

Patty Richards - patty@y2y.net, 403-807-6948

Nicole Olivier - nicole@y2y.net, 780-990-9510



Yellowstone to Yukon
Conservation Initiative



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 25, 2024

Agenda #: 7.a

Subject: Bylaw 1170, 2023 Road Closure - Second and Third Reading

Recommendation: That Council gives second and third readings of Bylaw 1170, 2023.

Executive Summary:

Bylaw 1170, 2023 proposes the closure of an Unnamed Road and Lane in Bellevue as part of the Bellevue Main Street Upgrade Project.

Relevant Council Direction, Policy or Bylaws:

Sections 22 and 216.4 of the Municipal Government Act.

Discussion:

Council gave first reading to Bylaw 1170, 2023 February 06, 2024 and a public hearing was held on March 05, 2024. Subsequently, Administration completed the road closure referral procedure and submitted a complete road closure package to Alberta Transportation. There were no objections received during the referral process. A right-of-way agreement was signed with the Municipality and with Telus for services.

The Minister of Transportation and Economic Corridors has consented to and signed the road closure bylaw. A subdivision application has been made to consolidate the closed road portions with adjacent properties as part of a land acquisition in association with the Bellevue Main Street upgrade project.

The Municipality is purchasing a portion of Lot A, Block 5, Plan 6099AQ for the Bellevue Mainstreet upgrade project and in turn selling a portion of the road allowance and lane to the owners of Lot A and Lots 17-19, Block 5, Plan 6099AQ.

Analysis of Alternatives:

- Council may consider second and third reading of Bylaw 1170, 2023, as proposed.
- If additional information is required by Council and/or amendments to the Bylaws are proposed

by Council prior to second reading, Council may defer second reading of Bylaw 1170, 2023 and provide further direction to Administration.

- Council may defeat Bylaw 1170, 2023.

Financial Impacts:

N/A

Attachments:

[BYlaw 1170, 2023 Signed by Minister.pdf](#)

[FORMATTED Bylaw No. 1170, 2023 - Shedule A - Road Closure.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1170, 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 m26, 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 and creating titles to and disposing of the following described roadway, subject to rights of access granted by other legislation:

PLAN 6099AQ

ALL THAT PORTION OF LANE WITHIN BLOCK 5 AND FIR AVENUE FORMING PART OF LOT 31, BLOCK 5, PLAN _____, CONTAINING 0.181 HECTARES (0.45 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 6th day of February 2024.



Blair Painter

Blair Painter
Mayor

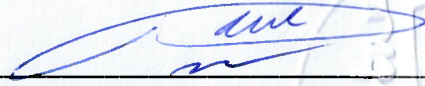


Patrick Thomas

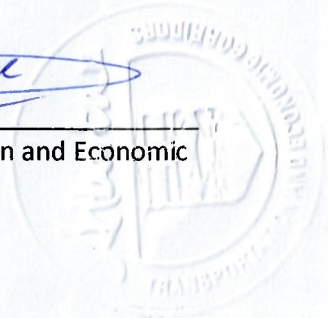
Patrick Thomas
Chief Administrative Officer

PUBLIC HEARING scheduled for the 5th day of March 2024 and advertised in the Crowsnest Pass Herald on the 14th and 21st day of February 2024.

APPROVED this 23 day of May, 2024



Minister of Transportation and Economic
Corridors



READ a **second** time in council this _____ day of _____ 202____.

READ a **third and final** time in council this _____ day of _____ 202____.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



**PROPOSED ROAD CLOSURE
SCHEDULE 'A'**



PLAN 6099AQ

ALL THAT PORTION OF LANE WITHIN BLOCK 5 AND FIR AVENUE FORMING PART OF LOT 31, BLOCK 5, PLAN _____, CONTAINING 0.181 HECTARES (0.45 ACRES) MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS WITHIN NE 1/4 SEC 20, TWP 7, RGE 3, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: DECEMBER 1, 2023

Bylaw #: _____
Date: _____

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

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200

December 07, 2023 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Road Closure - Portion of Lane and Fir Avenue, Block 5, Plan 6099AQ.dwg





Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 25, 2024

Agenda #: 7.b

Subject: Bylaw 1194, 2024 - Land Use Bylaw Amendment - Rezone Lot 8, Block 19, Plan 3387AE from Residential R-1 to Medium Density Residential R-2A - First Reading

Recommendation: That Council gives first reading of Bylaw 1194, 2024.

Executive Summary:

Bylaw 1194, 2024 proposes to rezone the subject property from Residential R-1 to Medium Density Residential R-2A, for the purpose of developing a "Multi-Unit Residential Building" (four units) as a permitted use in this land use district.

Relevant Council Direction, Policy or Bylaws:

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

Land Use Bylaw No. 1165, 2023

Discussion:

The proposed rezoning is part of a proposed development for a "Multi-Unit Residential Building" (four units). A Multi-Unit Residential Building is not permitted in the R-1 district, and a "Duplex" is a discretionary use in R-1. The proposed development meets the minimum setbacks and parking requirements for the four units, with the parking for two of the units coming off the lane.

This land use is supported by the Municipal Development Plan (MDP) policies 2.1.4 (support infill development in existing neighbourhoods), 2.2.1 (consider and mitigate the impact of multi-unit residential buildings on adjacent development), and 2.3.3 (support innovative housing options). In Chapter 2 "Expanding our housing options" the MDP identifies the need to support infill in existing neighbourhoods, a mix of housing types, and higher density, while doing this thoughtfully with respect to existing development in mature neighbourhoods.

Schedule 5 of the Land Use Bylaw - "Standards for Apartment, Multi-unit Residential, and Mixed-use Buildings" establishes standards that multi-unit developments shall address as part of their

development permit application, including parking, landscaping and the impact on adjacent development.

The surrounding parcels in this cul-de-sac neighbourhood are all within the Residential R-1 land use district. R-2 and R-2A parcels are scattered throughout our communities. This type of infill zoning (some may refer to it as "*spot zoning*") can be supported on two bases: 1) the proposed infill development is not entirely out of character with the surrounding land uses as it proposes low-rise residential development, albeit of a higher density than the other parcels in this area; and 2) the proposed infill development is aligned with the overall community goals and objectives (i.e. higher density, respectful infill) for new development as espoused in the current Municipal Development Plan of 2021.

The location of the subject parcel is within the Bushtown Area of Potential Environmental Concern (which is owned by the provincial government). The provincial government has not initiated the required studies to support setback variances in Bushtown, and as a result, the proposed development will not be allowed to have basements unless the applicant can demonstrate with its own engineering study that there is no gas or contaminated groundwater migration from the landfill and/or that they will take mitigative measures against such contamination.

Analysis of Alternatives:

- Council may proceed with first reading of Bylaw 1194, 2024 and schedule a public hearing.
- Council may defer first reading of Bylaw 1194, 2024 and outline what additional information they would like to see with reconsideration.

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1194, 2024 R-1 to R-2A.docx](#)

[Bylaw 1194, 2024 -Schedule A.pdf](#)

[Bylaw 1194, 2024 -Schedule A with 2021 Aerial Photo.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1194, 2024

LAND USE BYLAW AMENDMENT – Redesignate Lot 8, Block 19, Plan 3387AE

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

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as Lot 8, Block 19, Plan 3387AE, within SW¼ 9-8-4-W5M, containing ±0.05 ha (0.13 acres), from “Residential – R-1” to “Medium Density Residential – R-2A”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Medium Density Residential – R-2A” land use district as well as the overall community goals and objectives for new development as espoused in the current Municipal Development Plan, i.e. higher density and respectful infill.

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as Lot 8, Block 19, Plan 3387AE, within SW¼ 9-8-4-W5M, containing ±0.05 ha (0.13 acres), from “Residential – R-1” to “Medium Density Residential – R-2A”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

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

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



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



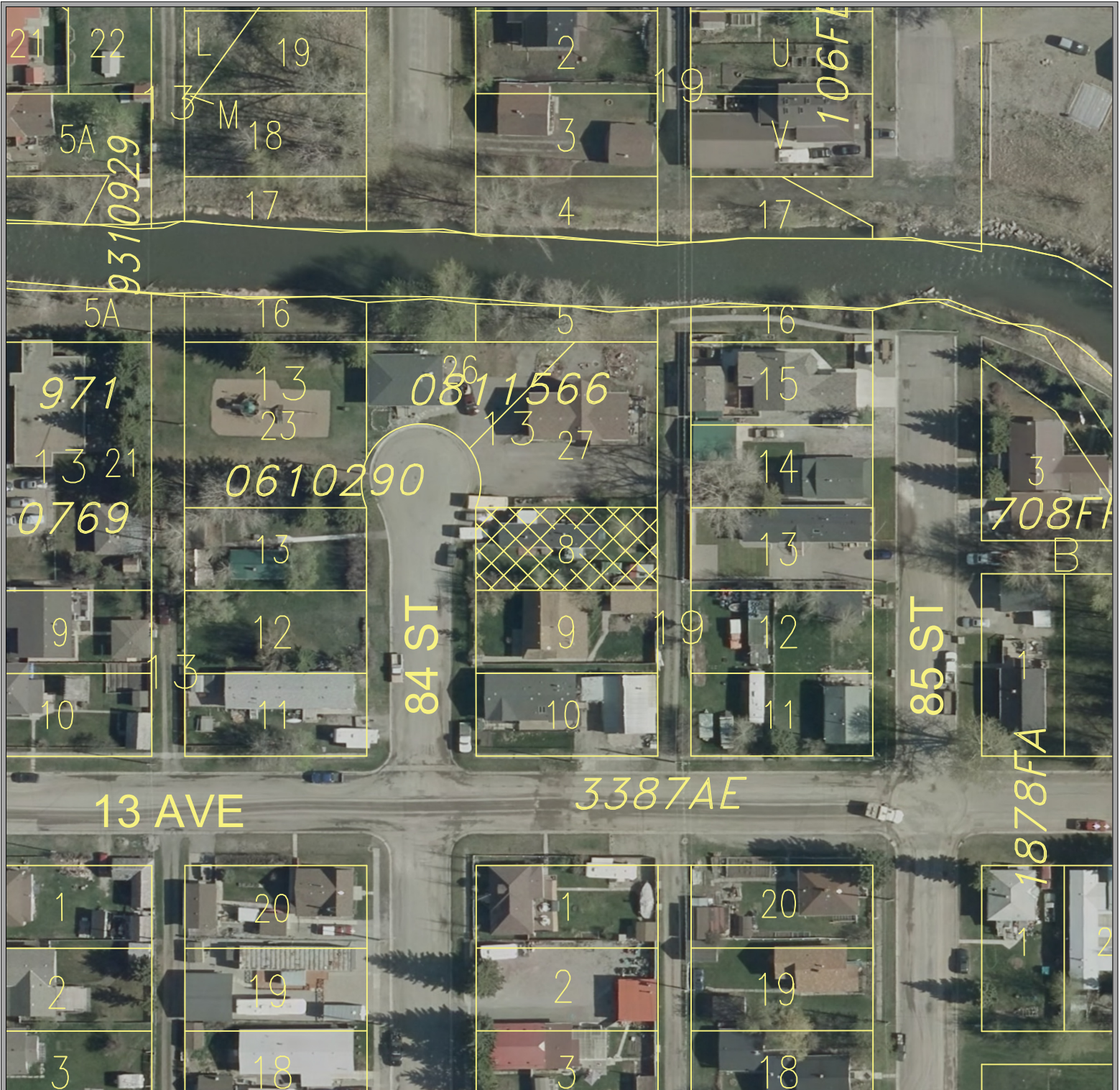
**FROM: Residential R-1
TO: Medium Density Residential R-2A**

Bylaw #: 1194, 2024
Date: _____

**LOT 8, BLOCK 19, PLAN 3387AE WITHIN
SW 1/4 SEC 9, TWP 8, RGE 4, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS (COLEMAN)
DATE: MAY 29, 2024**



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



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

Aerial Photo Date: May 19, 2021



**FROM: Residential R-1
TO: Medium Density Residential R-2A**

**LOT 8, BLOCK 19, PLAN 3387AE WITHIN
SW 1/4 SEC 9, TWP 8, RGE 4, W 5 M**

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS (COLEMAN)

DATE: MAY 29, 2024

Bylaw #: 1194, 2024
Date: _____



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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 25, 2024

Agenda #: 7.c

Subject: Bylaw 1196, 2024 - Land Use Bylaw Amendment - Rezone the lands legally described as a portion of NW¼ 24-7-4-W5M from Non-Urban Area- NUA-1 to Grouped Country Residential GCR-1 to resolve a multiple land use parcel - First Reading

Recommendation: That Council gives first reading of Bylaw 1196, 2024, and schedules a public hearing.

Executive Summary:

Bylaw 1196, 2024 proposes to rezone a portion of a multiple land use parcel to bring the property into compliance with the land use bylaw and enable the landowner to apply for a development permit to build a Single-detached Dwelling.

Relevant Council Direction, Policy or Bylaws:

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

Land Use Bylaw No. 1165, 2023

Discussion:

The portion of this property that lies west of York Creek is zoned GCR-1 because it was part of a multi-lot subdivision proposal which the landowner has now abandoned. The portion of the property that lies east of York Creek is zoned NUA-1 and was never part of the abandoned multi-lot subdivision, mainly because 1) it lies on the other side of York Creek and 2) only a small portion of it is reasonably developable. See attached Land Use map.

Since having abandoned the multi-lot subdivision, the landowner has been taking steps to enable him to sell three titles to his children. As one of these steps, the landowner obtained approval from Council to purchase the road which is the only access into these lands. The landowner is in the process of closing and acquiring the road plan so that a private access easement can be provided for access into the two parcels west of York Creek. No development can occur on those lands until this access easement has been finalized.

In the mean time, the landowner would like to allow one of his children to start construction of their home on the portion of the land that is east of York Creek, where access will be provided by an easement from 108 Street through property that is owned by a family member. To facilitate this, a development permit application must be made to build one house on the portion of the subject parcel east of York Creek. However, the land use bylaw requires that the Development Officer cannot accept a development permit application as complete on a parcel with multiple land use until that has been resolved. The proposed rezoning is therefore required to resolve the multiple land use of the parcel, thereby bringing the property into compliance with the land use bylaw and allowing the applicant to apply for a development permit for one Single-detached Dwelling.

The GCR-1 district is consistent with the applicant's intent with this parcel and the adjacent land that he owns west of York Creek, in that, once all the steps of abandoning the multi-lot subdivision has been completed, there will be three separate titles instead of the present two titles, and there will be three houses constructed - two houses on the two parcels west of York Creek and one house on the parcel east of York Creek.

A Single Detached dwelling is a permitted use in the Grouped Country Residential land use district and is a discretionary use in the Non-Urban Area land use district. The GCR-1 land use district has a maximum lot size of 2.02ha (5 acres) for an un-serviced parcel. The property has an onerous topography of steep slopes and creek banks in which much of the property would not be considered reasonably developable, and only a smaller portion appears feasible for a building site for the proposed house. The land use bylaw allows the Subdivision Authority and the Development Authority to disregard undevelopable portions of a parcel in considering the lot size - in other words, while the parcel is much larger than the maximum GCR-1 lot size of 5 acres, approximately 5 acres of the parcel is actually accessible and developable - i.e. an area around the north portion towards 108 Street.

Additional considerations for allowing the rezoning of this parcel to the GCR-1 district are:

1. The portion of this parcel that lies west of York Creek is already zoned GCR-1.
2. The property is surrounded by Grouped Country residential development to the west.
3. The subject property is more suited to country residential acreage development than to development of the uses listed in the Non-Urban Area land use district.
4. Once the steps to abandon the multi-lot subdivision are completed and three separate titles remain for his children, this area will have three country residential parcels "grouped" around one access easement.

The Municipal Development Plan and the Southmore Phase 2 ASP consultation letter dated June 7, 2024 (see attached) identify the property to the east of the subject parcel as a growth node for future residential development envisioned as a mix of single-detached, semi-detached and multi-unit housing types.

The Single-Detached Dwelling that would follow a successful rezoning, would access the property from 108th street and through an existing access easement.

Analysis of Alternatives:

- Council may proceed with first reading of Bylaw 1096, 2024, as proposed, and schedule a public hearing.
- Council may defer first reading of Bylaw 1096, 2024 and outline what additional information

they would like to see with reconsideration.

Financial Impacts:

N/A

Attachments:

[1196, 2024 - LUB Amendment - Rezone a Ptn. of NW Qtr.-24-7-4-W5M from NUA 1 to GCR-1.docx](#)

[Bylaw 1196, 2024 - Schedule A.pdf](#)

[Bylaw 1196, 2024 - Schedule A Aerial Photo.pdf](#)

[Land Use Map.pdf](#)

[9A-197 Southmore Phase 2 - initial consultation letter - plan area landowners \(final\) - With Map.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1196, 2024

LAND USE BYLAW AMENDMENT – Redesignate a portion of NW¼ 24-7-4-W5M

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

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as a portion of NW¼ 24-7-4-W5M, containing ±16.933 ha (41.84 acres), from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Grouped Country Residential – GCR-1” land use district.

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as a portion of NW¼ 24-7-4-W5M, containing ±16.933 ha (41.84 acres), from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1”, as shown on Schedule ‘A’, attached hereto and forming part of this bylaw.
2. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

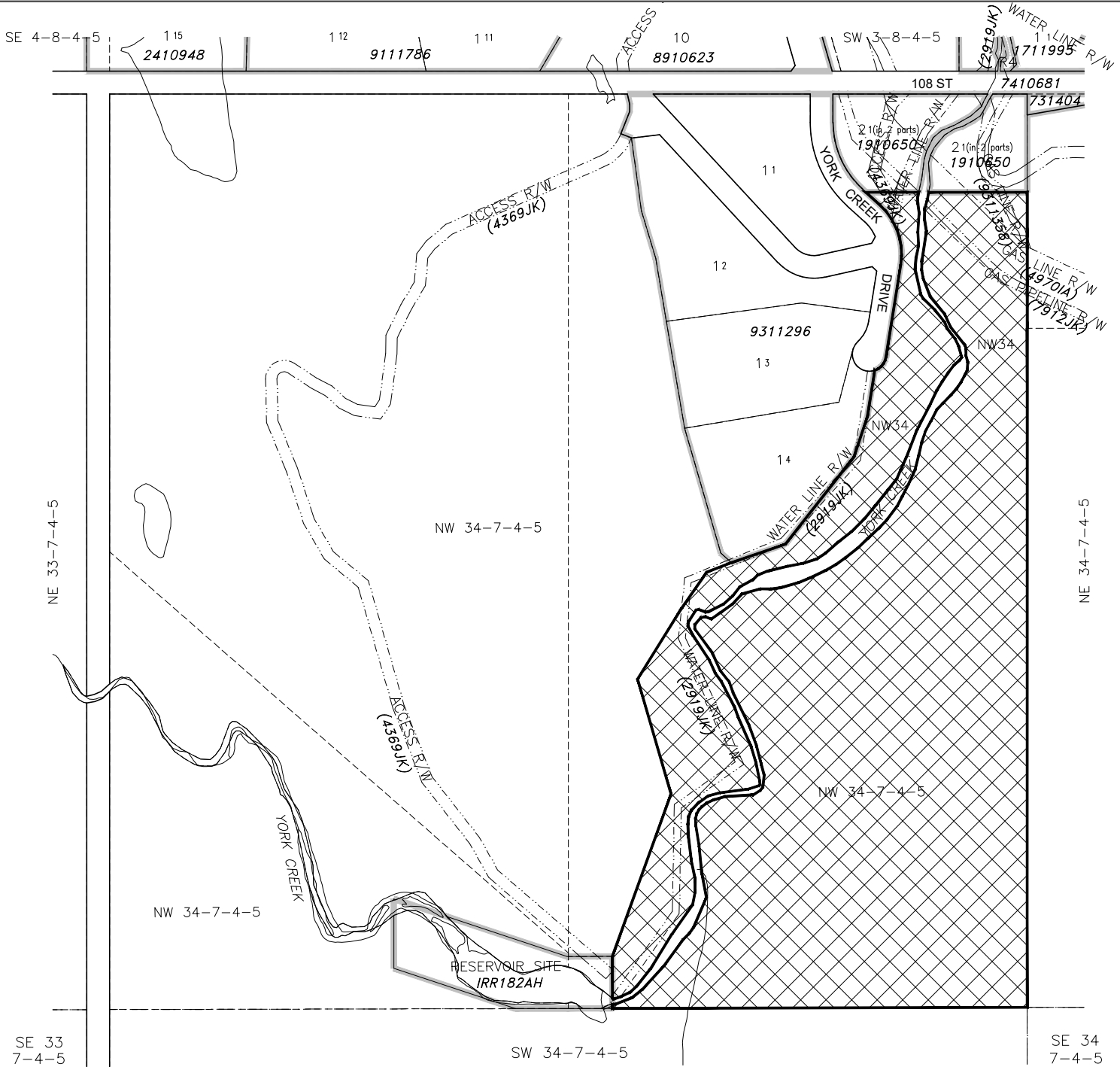
READ a **first** time in council this _____ day of _____ 2024.

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



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

PORTION OF NW 1/4 SEC 34, TWP 7, RGE 4, W 5 M
CONTAINING 16.933±ha(41.84±ac)

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS (BLAIRMORE)

DATE: MAY 29, 2024

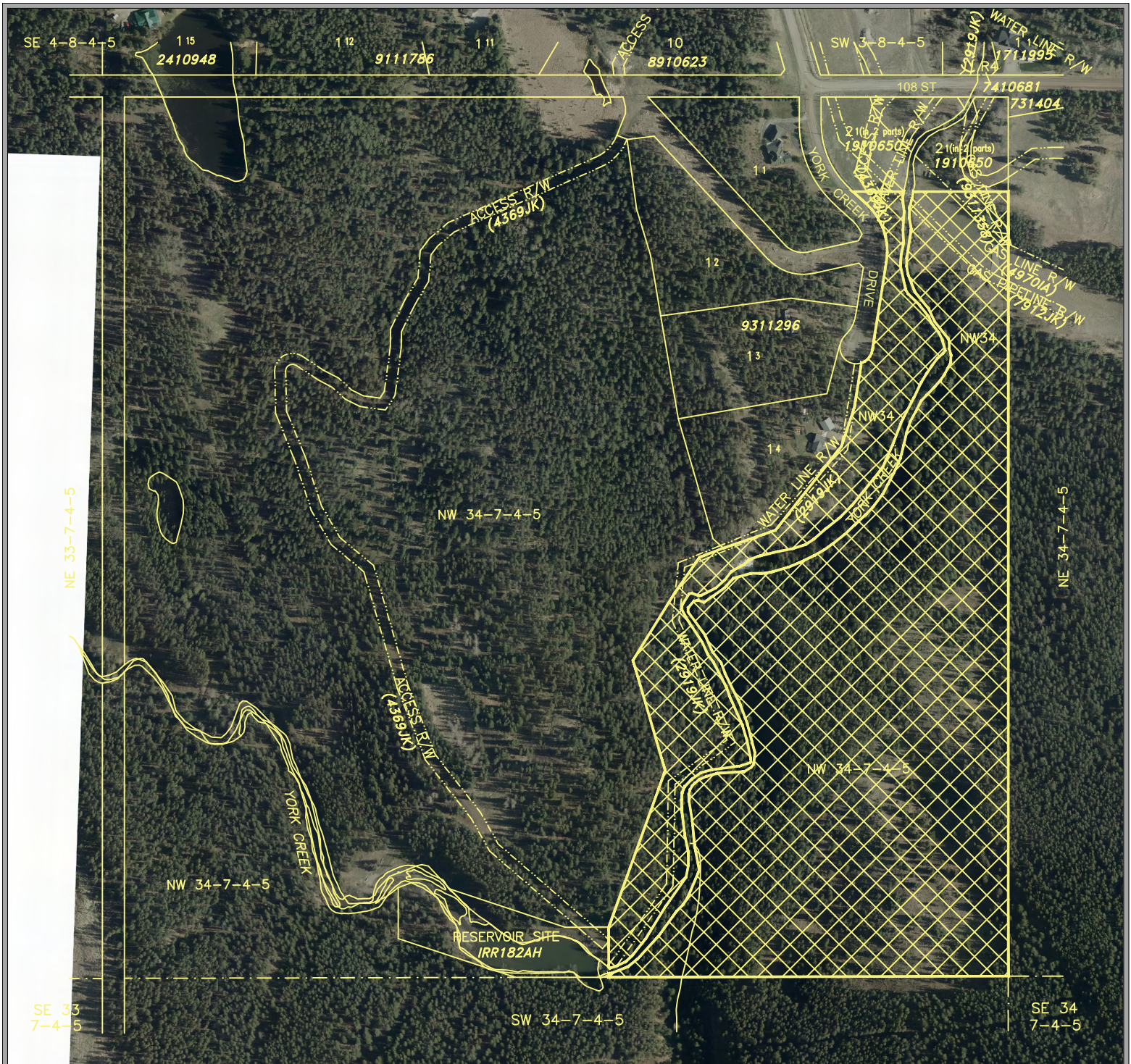
Bylaw #: 1196, 2024

Date: _____



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

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



Aerial Photo Date: May 19, 2021

LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Non-Urban Area NUA-1

TO: Grouped Country Residential GCR-1

PORTION OF NW 1/4 SEC 34, TWP 7, RGE 4, W 5 M
CONTAINING 16.933±ha(41.84±ac)

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS (BLAIRMORE)

DATE: MAY 29, 2024

Bylaw #: 1196, 2024

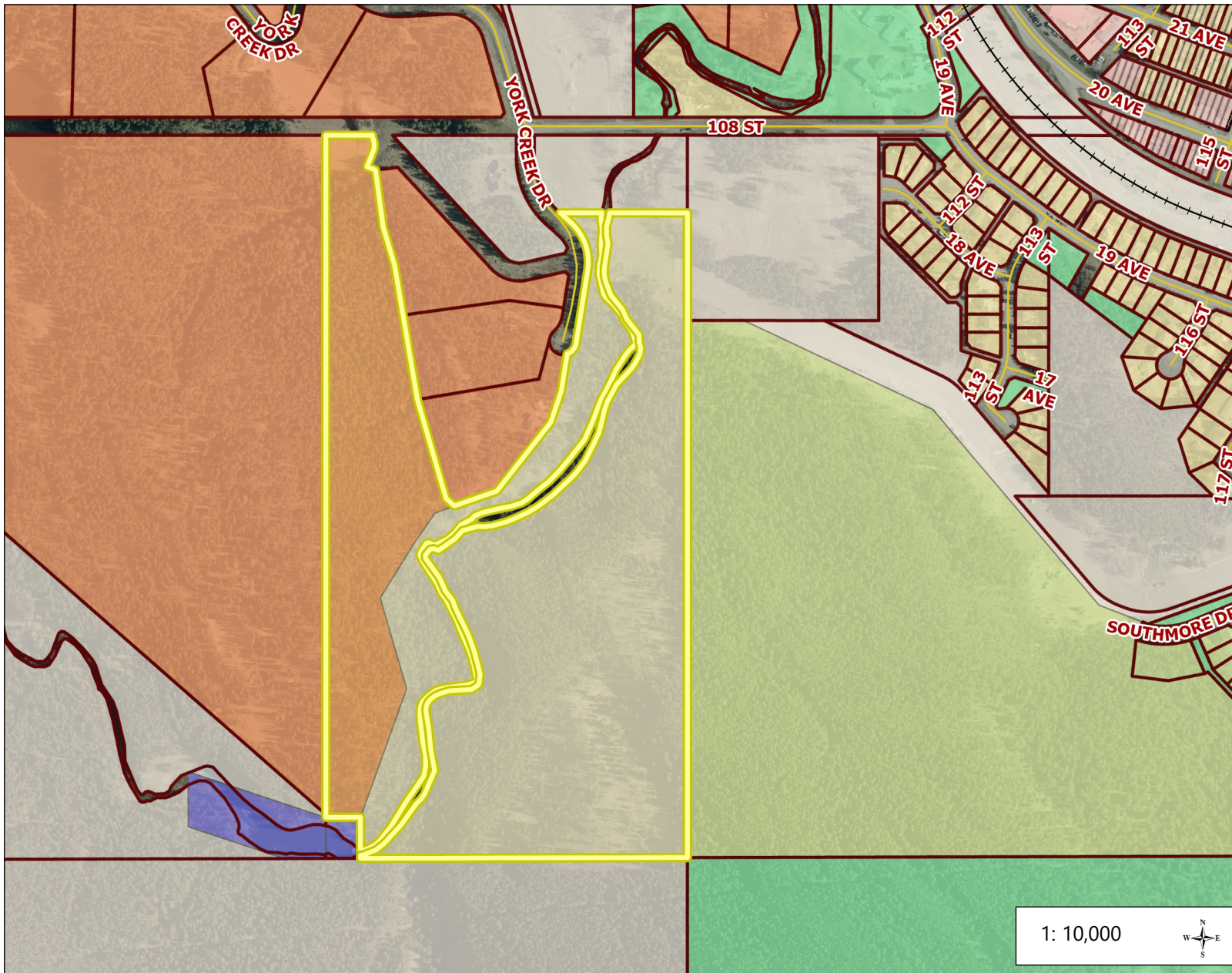
Date: _____



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Municipality of Crowsnest Pass



Legend

Land Use Districts -

-  COMPREHENSIVE SKI VILLAGE
CSV
-  GROUPED COUNTRY RESIDENTIAL
GCR-1

1: 10,000



0.5 0 0.25 0.5 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
© OpenStreetMap contributors

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes



June 7, 2024

File: 9A-197

To whom it may concern:

RE: NOTICE OF PLAN PREPARATION TO PLAN AREA LANDOWNERS

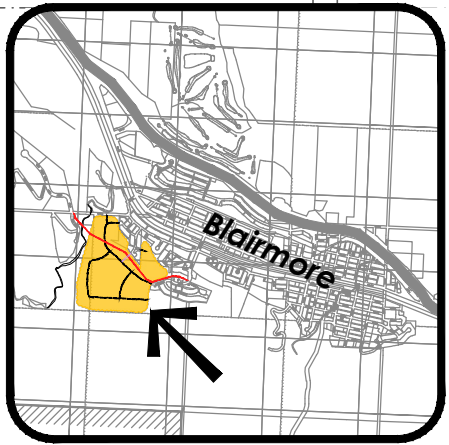
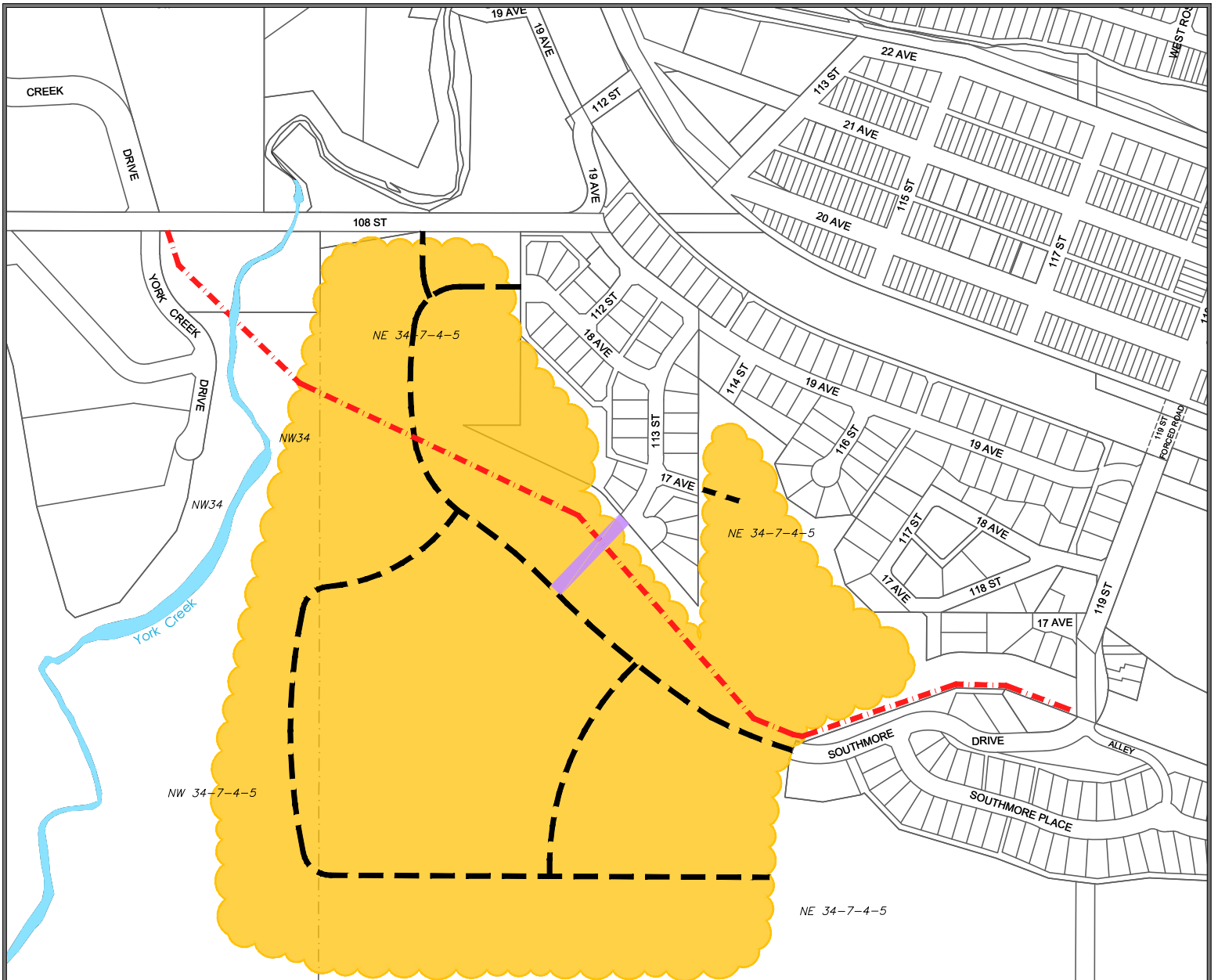
On behalf of the Municipality of Crowsnest Pass, the Oldman River Regional Services Commission would like to make you aware of a forthcoming area structure plan the Municipality plans to undertake this year in the vicinity of your property.

An area structure plan is a municipal planning document authorized under section 633 of the *Municipal Government Act*. It articulates future land uses and infrastructure within an undeveloped area, thereby ensuring that growth and development will be accommodated in an orderly and economical fashion. The *Southmore Phase 2 Area Structure Plan* is motivated by a desire to increase the supply of residential lots in Crowsnest Pass to the west of the existing development in Southmore – an area identified as a growth node in the Municipal Development Plan. The area is envisioned as an outstanding residential neighbourhood containing a mix of single-detached, semi-detached and multi-unit housing types developed harmoniously with the alpine environment in which it is situated with consideration for important matters like access, drainage, topography, servicing, pipeline setbacks and connections to natural and recreational assets. Aesthetically, it will serve as an extension of the existing development in Southmore – developed with forms, materials and palette that speak to its prized location on nature's doorstep.

Earlier this year, an engineering consultant was engaged to evaluate the physical constraints of the area and assess the viability of a new neighbourhood. The resulting report on engineering feasibility for Southmore Phase 2 will serve to help establish the boundary of the planning area, and subsequently inform development of the area structure plan (see preliminary map on reverse side of page).

This letter serves as preliminary notice of the planning initiative for the purpose of inviting comments from landowners that own land within the planning area. Opportunity exists for plan area landowners to be involved in the planning process for their lands to the extent that they're willing. Please be advised that this planning initiative, if passed by bylaw as an area structure plan – puts no obligation upon a landowner to develop their lands. If you have any questions, concerns or comments, feel free to contact me at 403-329-1344 or by email at ryandyck@orrsc.com.

Ryan Dyck
Planner
Oldman River Regional Services Commission



**SOUTHMORE PHASE 2
PRELIMINARY PLANNING AREA**

WITHIN NE 1/4 SEC 34,
TWP 7, RGE 4, W 5 M

- Preliminary Planning Area
- Potential Pedestrian Corridor
- Potential Roads
- High Pressure Gas Line

FOR DISCUSSION
PURPOSES ONLY





Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 25, 2024

Agenda #: 7.d

Subject: Bylaw 1199, 2024 - Borrowing Bylaw to Purchase a Snow Cat

Recommendation: That Council gives first reading of Bylaw 1199,2024.

Executive Summary:

As part of the 2024 Capital budget, Council approved the purchase of a Snow Cat for Pass Powder Keg Ski Hill to be funded by debt in the amount of \$500,000 for 2025. Creation of a borrowing bylaw is a requirement of the Municipal Government Act, it must be advertised, and final approval of the bylaw needs to occur before final purchase. If Bylaw 1199, 2024 receives first reading on June 25, 2024, Administration will advertise the bylaw in the newspaper on July 3rd and 10th, 2024, allowing for a 15 day petition period, and if no sufficient petition is received, the Bylaw will be brought back to for second and third reading on the August 20, 2024 Council meeting.

Relevant Council Direction, Policy or Bylaws:

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

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

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

Discussion:

Bylaw 1199, 2024 has been created in accordance with section 251 and 258 of the Municipal Government Act. Creating a borrowing bylaw is one of the steps in the process to purchase an asset approved in a capital budget to be funded by debt. Section 251 of the MGA outlines the requirements for a borrowing bylaw, including the amount to be borrowed, the purpose for which the money is to be used, the maximum rate of interest, the term and the terms for repayment of the borrowing, the source or sources of money to be used to pay the principal and interest owing under the borrowing. It also states a borrowing bylaw must be advertised. Section 258 refers to financing of capital property with repayment terms greater than 5 years, must be included in a budget. The term of the borrowing

can not exceed the life of the asset. Section 254 refers to No Municipality may acquire, remove or start the construction or improvement of a capital property that is to be financed in whole or in part through a borrowing unless the borrowing bylaw that authorizes the borrowing is passed. Section 606(2) of the Municipal Government Act states the requirements for advertising as notice of the bylaw must be published at least once a week for two (2) consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw relates. A notice of proposed bylaw must be advertised under section (2) before second reading can occur. Section 231(3) Petition for vote on advertised bylaws and resolutions sets a time limit for filing a petition with the Chief Administrative officer within 15 days after the last date on which the proposed bylaw was advertised. For a petition to be valid, at least 10% of the elector population of the municipality must be received.

The Municipal debt as per the audited financial statements of December 31, 2023 is \$9,381,822.

Annual principal payments for 2024 to 2028 are \$566,614, \$583,643, \$534,449, \$483,730 and \$499,620, based on actual debt borrowed to date. If the full \$500,000 is borrowed based on an interest rate of 5.06% with a 10 year term and semi annual payments, the principal payments will increase by approximately \$39,500 per year.

There are 4 other projects identified to be borrowed in 2024 that will impact the Municipalities overall debt position. Bellevue Main street \$3,100,000; Bellevue High Flow Pump and Main \$2,500,000; Fire Engine \$1,500,000; and Frank Waste Water Treatment Plant (Phase 2) \$2,000,000. This would increase the Municipal debt by \$9,600,000 to approximately \$18,500,000 by the end of year. The total debt limit for the Municipality based of the December 31, 2023 financial statements is \$30,118,085.

All of these projects were approved during the 2024 budgeting process.

Analysis of Alternatives:

- Council can approve first reading of Bylaw 1166, 2023.
- Council could identify an alternate funding source.
- Council could select a different term to borrow for.

Financial Impacts:

When borrowing occurs, additional costs (repayment of Principal and Interest) will need to be included in future budgets. The funding source to repay principal and interest would come from tax levy. This is already built into the 2025 and 2026 projections that were part of Budget 2024 approval for the original value of a \$500,000.

Attachments:

[1199, 2024 - Borrowing Bylaw Snow Cat.docx](#)

MUNICIPALITY OF CROWSNEST PASS
BY-LAW NO. 1199, 2024
BORROWING BYLAW

This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount up to \$500,000 for the purpose to purchase a Snow Cat for the Pass Powderkeg Ski Hill.

WHEREAS the Council of the Municipality of Crowsnest Pass has decided to issue a bylaw pursuant to Section 251 and 258 of the *Municipal Government Act* to authorize the financing, the purchase of a snow cat for the Ski Hill.

Plans have been prepared and the total cost of the project is estimated to be \$500,000 and the Municipality will fund the project solely by debt.

In order to complete the project, it will be necessary for the Municipality to borrow the sum of up to \$500,000 for a period not to exceed ten (10) years, from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of ten (10) years. The principal amount of the outstanding debt of the Municipality at December 31, 2023 is \$9,381,822 and no part of the principal or interest is in arrears.

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

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

1. That for the purpose of the purchase of a snow cat for the ski hill, the sum of up to FIVE HUNDRED THOUSAND DOLLARS (\$500,000) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which the full sum of up to FIVE HUNDRED THOUSAND DOLLARS (\$500,000) is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the purchase of snow cat for the ski hill.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual payments of combined principal and interest instalments not to exceed ten (10) years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta or another authorized financial institution on the date of the borrowing, and not to exceed Eight (8) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.

5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ a **first** time in council this 25th day of June 2024.

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 25, 2024

Agenda #: 7.e

Subject: Policy 1817-01 External Public Harassment Policy and Policy 1818-01 Internal Harassment Policy.

Recommendation: That Council moves to ratify Policy 1817-01 External Public Harassment Policy.

That Council moves to ratify Policy 1818-01 Internal Harassment Policy.

Executive Summary:

Harassment and violence are defined as workplace hazards in Alberta's Occupational Health and Safety Act. Employers are required to help prevent harassment and violence and address incidents when they occur. The Municipality has two harassment policies that have been in place since 2009, covering internal harassment and external harassment. The spirit and processes of the policies are remaining the same, however, the language has been updated with the aid of legal counsel to ensure they are consistent with the legislation.

Relevant Council Direction, Policy or Bylaws:

HR012- Human Resources Internal Harassment Policy

HR013- External Public Anti-Harassment Policy

Discussion:

The Municipality currently addresses harassment through two policies, one is external harassment, meaning harassment that comes from public, user groups, coaches or other external parties, and internal harassment which involves harassment coming from inside the organization. These two policies have served us well; it is important for us to keep them separate because while they are both damaging and need to be addressed as hazards, there are different approaches to dealing with staff versus public. These new versions of the policy are a refresh and an update that factors in some of the new legislation.

The rules in Part 27 of the OHS Code require Employers to:

- define harassment and violence
- require the investigation of violence and harassment and to take corrective action
- required to implement plans
- Review the plans every 3 years
- require employers to advise workers of treatment options if harmed by violence and harassment

Harassment against Employees by public accounts for about 8-10% of all our incidents in the organization; we utilized the policy numerous times to implement controls on harassment including to issue trespass orders and lay charges with RCMP. Some of the behaviour that staff has experienced include loud verbal assaults, threats of violence, threats of damage to municipal property, slamming desks, slamming doors, cornering and yelling at staff when they are performing work duties in the community and not letting up until they had to stop their work and physically leave.

We have multiple avenues that public can make complaints and bring forward concerns in an appropriate manner including:

- phoning the front desk
- phoning after hours emergency
- using report a problem
- using a website submission
- using report exec for bylaw complaints
- formal complaint forms
- speaking with a Councillor (private cells are provided)
- speaking with a Manager
- making a confidential report to HR

Employees are trained to deal with complaints and we process them daily, largely without incident. There is no reason to yell, threaten or come at staff that are doing their work duties. The Municipality has zero tolerance for these types of behaviours and this policy spells out how these incidents shall be addressed in the moment, and addressed after the fact to ensure the behaviour does not repeat itself.

Analysis of Alternatives:

Provide suggestion on changes, however, the definitions and other aspects of the policy are from legal counsel, so we don't want to wordsmith those because they include the appropriate wording for legal compliance.

Financial Impacts:

None


Attachments:

[1817_01_ External Harassment Policy.docx](#)

[1818-01_ Internal Harassment Policy.docx](#)

[HR-012 - Human Resources Internal Harassment Policy- April 7, 2009.pdf](#)

[HR-013 - External Public Anti-Harassment Policy- July 21, 2009.pdf](#)

	<h2>Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:</p>	<p>1817-01 External Harassment Policy June 4, 2024 HR-013- External Public Anti-Harassment Policy Corporate Services</p>

1.0 POLICY PURPOSE

The Municipality of Crowsnest Pass is committed to ensuring the safety of our Employees Councillors and External parties that use our facilities, programs and services, fostering an environment where there is safety and respect for others. The Municipality of Crowsnest Pass will not tolerate any form of harassment or violence towards Employees, Council or other External parties that use our facilities, programs and services. The Alberta Occupational Health and Safety (OHS) Code expressly recognizes violence and harassment as hazards, which must be identified, assessed, recorded, and addressed.

The Municipality has an Internal harassment policy to ensure that internal mechanisms are in place to ensure employee protection from sexual, discriminatory, and general harassment as well as workplace violence. In accordance with Provincial legislation, including OHS and Human Rights laws, the purpose of this policy is to protect Employees and Councillors from harm while engaging with External parties such as public, residents, user groups, guests, spectators, coaches or any other person that may interact with Employees and Councillors as part of their work duties.

2.0 DEFINITIONS

“Complainant” refers to the individual who experiences an alleged act of workplace harassment and makes a complaint against the party who allegedly committed the act of harassment.

“Council” or “Councillors” means the duly elected members of the Municipal Council of the Municipality of Crowsnest Pass and generally refers to those individuals when engaging in duties for the Municipality of Crowsnest Pass.

“Employee” or “Staff” means any person currently employed with the Municipality of Crowsnest Pass.

“External” means any person not employed by the Municipality including members of the general public, user groups, guests, residents, spectators, coaches, contractors or any other non-employee.

“Harassment” means any or all of the definitions found in the Harassment definitions section and includes General Harassment, Sexual Harassment, Discriminatory Harassment and Violence.

“Respondent” The person or organization who a complaint was made against

3.0 POLICY STATEMENTS

3.1. “ General Harassment”

For the purpose of this policy, “harassment” is unwanted advances, requests for favours, or other verbal or physical contact which:

- (a) creates a hostile or offensive environment which interferes with an individual’s work;
- (b) intimidates, embarrasses, coerces or humiliates an individual in the workplace;
- (c) arises out of a relationship which is not based on mutual consent; and/or
- (d) involves bullying:
 - (i) verbal bullying – name calling, put-downs, sarcasm, teasing, spreading rumours, making comments to destroy a person’s reputation, publicly calling for Employee’s termination to harass/intimidate that individual, repeated insinuations or unfounded accusations, threats, smear campaigns, making reference to one’s culture, ethnicity, race, religion, negative comments or words intended to denigrate a person’s actual or perceived sexual orientation or against a person’s actual or perceived gender identity or gender expression, or other unwanted comments;
 - (ii) social bullying – exclusion, gossip, ganging up, mobbing, scapegoating, humiliating others, gestures or graffiti intended to put others down; or
 - (iii) physical bullying – hitting, poking, pinching, chasing, shoving, coercing, damaging property, or destroying personal property.

Harassment is comprised of any of the following behaviours, though it is not limited to the behaviours listed herein:

- (a) Verbal abuse, or threats;
- (b) Unwelcome remarks or jokes;

- (c) Unwelcome invitations or requests;
- (d) Staring, leering or inappropriate observation of an Employee;
- (e) Unwelcome physical contact; and/or
- (f) Any other behaviour, conduct or activity which is unwelcome or uninvited.

3.2 “Sexual Harassment”

For the purpose of this Policy, “sexual harassment” is unwanted sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature which:

- (a) Creates a hostile or offensive environment which interferes with an individual’s work;
- (b) Intimidates, embarrasses, coerces or humiliates an individual in the workplace; and/or
- (c) Arises out of a relationship which is not based on mutual consent.

Sexual harassment includes comments or conduct of a sexual nature that are unwelcome or offensive. This includes negative or inappropriate comments and conduct which is not necessarily sexual but is directed at a person because of their gender.

Both men and women can be victims of harassment and someone of the same or opposite sex can be a harasser.

Sexual harassment is comprised of any of the following behaviours, though it is not limited to the behaviours listed herein:

- (a) Verbal abuse or threats associated with behaviour of a sexual nature;
- (b) Unwelcome remarks or jokes of a sexual nature;
- (c) Unwelcome invitations or requests of a sexual nature;
- (d) Staring, leering or inappropriate observation of a co-worker of a sexual nature;
- (e) Displaying or posting pornographic, offensive or derogatory materials of a sexual nature in the workplace;
- (f) Unwelcome physical contact of a sexual nature;
- (g) Exposing oneself sexually in the workplace;
- (h) Explicit or implicit demands of a sexual nature;

- (i) Sexual assault; and
- (j) Any other behaviour, conduct or activity of a sexual nature which is unwelcome or uninvited.

3.3 “Discriminatory Harassment”

Discriminatory harassment includes comments or conduct based on the protected grounds in human rights legislation which are unwelcome or offensive. The protected grounds include:

- (a) race, colour, ancestry or place of origin;
- (b) religious beliefs;
- (c) age;
- (d) physical and/or mental disability;
- (e) gender;
- (f) sexual orientation;
- (g) gender expression, gender identity;
- (h) family or marital status; and
- (i) source of income.

Examples of discriminatory harassment include:

- (a) offensive comments, jokes or behaviour that disparage or ridicule a person’s membership in one of the protected categories;
- (b) imitating a person’s accent, speech or mannerisms;
- (c) persistent or inappropriate questions about whether a person is pregnant, has children, or plans to have children; and
- (d) inappropriate comments or jokes about an individual’s age, sexual orientation, personal appearance, or weight.

3.4 “Domestic Violence”

Domestic Violence is a pattern of behavior used by one person to gain power and control over another person with whom the person has, or had, a personal relationship including dating,

marriage, adult interdependent partnerships, custody, blood relationships and adoption, as relationships stemming from these situations. This can range from subtle, intimidating behaviours to violent acts that result in physical harm or death.

Domestic violence can include physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal abuse, stalking and using electronic devices to harass and control.

Domestic Violence becomes a workplace hazard not a personal issue when it occurs at, or spills over into the workplace, putting a targeted Employee at risk, and posing a potential threat to other Employees or External parties.

3.5 “Violence”

For the purpose of this policy, “violence” shall mean the threatened, attempted or actual conduct of a person that causes, or is likely to cause, physical injury whether at the worksite or work-related.

Acts of violence can take the form of physical contact. The threat of violence, either overt or covert, can be just as detrimental and damaging as the physical act of violence itself. Abuse in any form erodes the mutual trust and confidence that are essential to the Municipality’s operational effectiveness. Acts of violence destroy individual dignity, lower morale, engender fear and break down work unit cohesiveness.

Acts of violence may occur as a single event or may involve a continuing series of incidents. Violence can victimize both men and women, and may be directed by or towards workers, visitors, and members of the public.

3.6 Education

It is the mutual responsibility of both Employees, Councillors, Municipality and External Users of our services and facilities to ensure a harassment free workplace which means demonstrate appropriate behaviour that does not violate this policy and working to foster a work environment that is based on respect and free from harassment.

The Municipality and community partners will continue their education campaign aimed at raising awareness amongst External parties that harassment will not be tolerated. This may include initiatives such as anti-harassment signage, education on this policy, user conduct agreements and verbal education.

4.0 PROCEDURES

4.1 Procedure for Encountering Harassment

Employees or Councillors who experience Harassment as defined under Section 3 by External parties are to follow the following general procedure:

1. Ask the individual to stop their behavior, indicating that they are in violation of Municipal policy;
2. If they refuse to stop, ask them to either leave the premises as they are now trespassing on Municipal property, or if you are not in a Municipal building such as in a roadway or in a park, the Employee will conclude the conversation and leave the premises.
3. If the Harassment is occurring on the phone, the Employee will ask them to stop and instruct them if they do not stop, they will hang up the phone. If the behaviour persists the Employee is to terminate the phone call.
4. All Employees or Councillors can ask an External user who is in contravention of this policy to leave the premises, this will be in effect for the rest of the business day.
5. If there is a safety hazard, call the RCMP (dial 911) and without jeopardizing personal safety ask the person to stop the activity immediately or they will be asked to leave the Municipal premises.
6. If the person does not co-operate, inform them that they are now trespassing and the RCMP have been called.
7. Wait for the RCMP to arrive; do not engage in confrontational behaviors.
8. Each worksite may have its own site-specific procedures such as use of radios or panic buttons, Employees are required to familiarize themselves with the Harassment and Violence Prevention Plans and Procedures that apply to their worksites.
9. Advise Municipal staff immediately if on site.
10. Prepare an incident report.

4.2 Non-Compliance Consequences

1. Individuals who break the tenants of this policy may be barred immediately from the premises until the end of the business day and, if necessary suspended for a longer period of time through a Letter of Trespass.
2. Where vandalism and theft have occurred, those responsible will be required to reimburse the Municipality for all costs of repairs, including lost revenues.
3. The Letter of Trespass is a hazard control that can be implemented to stop further incidents of harassment. The letters of trespass may be issued by the CAO or designate to individuals who have been determined to have harassed Employees or Councillors or other External parties in accordance with this policy. They may be barred from Municipal properties and facilities because of such behaviors.

4. The letter of trespass may be issued for a period of time or indefinitely depending on the severity of the incident.
5. Appeal Process- For those that receive letters of trespass with indefinite timelines may ask that their letter be rescinded by making a request to the CAO. When considering rescinding the letter of trespass, the CAO will consider the behaviour, the risk of reoccurrence, if an apology was made and other extenuating circumstances.
6. A Letter of Trespass will be either hand delivered or sent by registered mail to the person who has violated this policy, with a copy sent to the RCMP, which will include:
 - a) the reason for the suspension
 - b) from which Municipal facilities the suspension applies
 - c) how they may conduct business with the Municipality, for example, on email or phone providing they remain civil.
 - d) Information on how to get the suspension repealed.
7. Severe incidents, in violation of federal or provincial laws, will be reported to the RCMP, and may incur charges.
8. The Municipality may disclose the circumstances related to the incident including names of the Respondent and information on what occurred when necessary to inform the Employees or Councillors of a specific or general threat of violence or harassment.

4.3 Incident Reporting

1. The Municipality's key concern is safety of our Employees, Councillors and other facility or program users. If, at any time, External users, Employees or Councillors feel personally threatened, they are to call the Police immediately by calling 911. It is NOT the expectation that Employees, Councillors or External users will put themselves at any risk or jeopardize their safety in any real or perceived situation.
2. Any Employees and Council, observing incidents, are to report all acts of Harassment, Violence or Vandalism on an Incident Report to their Supervisor, and Health and Safety, within 24 hours of the incident.
3. Employees are required to report if they believe Domestic Violence may be a threat or if a domestic violence incident occurs at the worksite.
4. Health and Safety will document all External reports of Harassment in our Incident Log and investigate if applicable. Any reports that are sensitive or confidential such as instances of Domestic Violence shall be referred to HR.

5. The Complainant, Health and Safety or the Supervisor can have assistance of Human Resources or the Deputy CAO in investigating the complaint and/or recommending controls such as the letter of trespass.
6. All incidents of violence and vandalism will be reported to the RCMP by the Municipality
7. Any volunteer organization using Municipal facilities but choosing to deal with incidents of harassment or violence directly are required to report back to the Deputy CAO of the Municipality within thirty days outlining the incident, and the remediation process.


MUNICIPALITY OF CROWSNEST PASS

Mayor

Date

Chief Administrative Officer

Date

	<h2>Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:</p>	<p>1818-01 Internal Harassment and Workplace Violence Policy June 6, 2024 HR-012- Internal Harassment Policy Corporate Services</p>

1.0 POLICY PURPOSE

The Municipality of Crowsnest Pass is committed to providing a safe and respectful work environment. All Employees have the right to work in a safe and respectful atmosphere which promotes equal opportunities and prohibits discriminatory or harassing behaviour or practices and workplace violence. This policy outlines the expectation for all staff to always treat all people with respect and dignity and aligns with Alberta’s Occupational Health and Safety’s Act and Regulations as amended from time to time. The Municipality will not tolerate any form of Harassment or Violence and this policy lays out the framework for educating employees to recognize the definitions of these practices and the steps for reporting incidents of Harassment and/or Violence to the Municipality.

The Municipality of Crowsnest Pass is committed to:

- Educating employees in the recognition of violence/harassment and operation of our policy and procedures in this regard;
- Investigating reported incidents of violence/harassment in an objective and timely manner;
- Taking necessary action in response to such reported incidents; and
- Providing appropriate support for Complainants

2.0 GENERAL DEFINITIONS

“Bald Allegation” means an allegation that does not contain sufficient detail or evidence to meet the definition of workplace Harassment. (i.e. My supervisor is harassing me because he does not like people who practice my religion.) When a Bald Allegation is received the Municipality will ask for additional supporting details.

“Complainant” refers to the individual who experiences an alleged act of workplace harassment and makes a complaint against the party who allegedly committed the act of harassment.

“Council” means the duly elected members of the Municipal Council of the Municipality of Crowsnest Pass.

"Employee" means any person employed with the Municipality.

“External” means any person not employed by the Municipality including members of the general public, user groups, guests, residents, spectators, coaches, contractors or any other non-employee.

“Formal Investigation” means the process through which the Employer examines a possible issue of workplace harassment or violence that has come to their attention. The purpose of the investigation is to gather and review information about the allegation and determine whether the harassment has in fact occurred. A full investigation is where complainants, respondents, witnesses are interviewed separately, and evidence is reviewed, and a formal report is prepared with recommendations. Formal is utilized for serious allegations or complaints that have complexity such as multiple people are involved; the facts are in dispute or a determination is needed if the behaviour constitutes harassment. There is a need for formal findings report to establish if the allegations are substantiated and if policy has been breached.

“Harassment” means any or all of the definitions found in the Harassment definitions section and includes General Harassment, Sexual Harassment, Discriminatory Harassment and Violence.

“Informal Resolution Process” means the process through which the Employer examines a possible issue of workplace harassment in an expedited or simplified manner because the complaint is straight-forward, the facts are largely not in dispute, and/or the behaviour clearly violates policy. There is opportunity to potentially resolve these complaints more quickly because the need for multiple interviews and reviewing evidence is not there. Informal Resolution Process may be handled by the Supervisor or Human Resources. They may be appropriate for on-the-spot issues that the Supervisor witnessed or was quickly told about, interpersonal conflict, first time incidents of inappropriate comments or joking, or when coaching/educating on the policy is required.

“Respondent” The person or organization who a complaint was made against, who will respond to the allegation.

3.0 POLICY STATEMENTS

3.1. “ General Harassment”

For the purpose of this policy, “harassment” is unwanted advances, requests for favours, or other verbal or physical contact which:

- (a) implicitly or explicitly makes submission of such conduct a term and condition of an individual’s work;

- (b) affects access to employment;
- (c) creates a hostile or offensive environment which interferes with an individual's work;
- (d) intimidates, embarrasses, coerces or humiliates an individual in the workplace;
- (e) arises out of a relationship which is not based on mutual consent; and/or
- (f) involves bullying:
 - (i) verbal bullying – name calling, put-downs, sarcasm, teasing, spreading rumours, making comments to destroy a person's reputation, publicly calling for Employee's termination to harass/intimidate that individual, repeated insinuations or unfounded accusations, threats, smear campaigns, making reference to one's culture, ethnicity, race, religion, negative comments or words intended to denigrate a person's actual or perceived sexual orientation or against a person's actual or perceived gender identity or gender expression, or other unwanted comments;
 - (ii) social bullying – exclusion, gossip, ganging up, mobbing, scapegoating, humiliating others, gestures or graffiti intended to put others down; or
 - (iii) physical bullying – hitting, poking, pinching, chasing, shoving, coercing, damaging property, or destroying personal property.

Harassment is comprised of any of the following behaviours, though it is not limited to the behaviours listed herein:

- (a) Verbal abuse or threats;
- (b) Unwelcome remarks or jokes;
- (c) Unwelcome invitations or requests;
- (d) Staring, leering or inappropriate observation of a Co-Worker or Employee;
- (e) Unwelcome physical contact; and/or
- (f) Any other behaviour, conduct or activity which is unwelcome or uninvited.

3.2 "Sexual Harassment"

For the purpose of this Policy, "sexual harassment" is unwanted sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature which:

- (a) Implicitly or explicitly makes submission of such conduct a term and condition of an individual's work;

- (b) Affects access to employment;
- (c) Creates a hostile or offensive environment which interferes with an individual's work;
- (d) Intimidates, embarrasses, coerces or humiliates an individual in the workplace; and/or
- (e) Arises out of a relationship which is not based on mutual consent.

Sexual harassment includes comments or conduct of a sexual nature that are unwelcome or offensive. This includes negative or inappropriate comments and conduct which is not necessarily sexual, but is directed at a person because of their gender.

The person engaging in the harassing behaviour does not necessarily have to have power or authority over the victim, although that is commonly the case.

Both men and women can be victims of harassment and someone of the same or opposite sex can be a harasser.

Sexual harassment is comprised of any of the following behaviours, though it is not limited to the behaviours listed herein:

- (a) Verbal abuse or threats associated with behaviour of a sexual nature;
- (b) Unwelcome remarks or jokes of a sexual nature;
- (c) Unwelcome invitations or requests of a sexual nature;
- (d) Staring, leering or inappropriate observation of a co-worker of a sexual nature;
- (e) Displaying or posting pornographic, offensive or derogatory materials of a sexual nature in the workplace;
- (f) Unwelcome physical contact of a sexual nature;
- (g) Exposing oneself sexually in the workplace;
- (h) Explicit or implicit demands of a sexual nature;
- (i) Sexual assault; and
- (j) Any other behaviour, conduct or activity of a sexual nature which is unwelcome or uninvited.

3.3 “Discriminatory Harassment”

Discriminatory harassment includes comments or conduct based on the protected grounds in human rights legislation which are unwelcome or offensive. The protected grounds include:

- (a) race, colour, ancestry or place of origin;
- (b) religious beliefs;
- (c) age;
- (d) physical and/or mental disability;
- (e) gender;
- (f) sexual orientation;
- (g) gender expression, gender identity;
- (h) family or marital status; and
- (i) source of income.

Examples of discriminatory harassment include:

- (a) offensive comments, jokes or behaviour that disparage or ridicule a person's membership in one of the protected categories;
- (b) imitating a person's accent, speech or mannerisms;
- (c) persistent or inappropriate questions about whether a person is pregnant, has children, or plans to have children; and
- (d) inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance, or weight.

3.4 "Domestic Violence"

Domestic Violence is a pattern of behavior used by one person to gain power and control over another person with whom the person has, or had, a personal relationship including dating, marriage, adult interdependent partnerships, custody, blood relationships and adoption, as relationships stemming from these situations. This can range from subtle, intimidating behaviours to violent acts that result in physical harm or death.

Domestic violence can include physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal abuse, stalking and using electronic devices to harass and control.

Domestic Violence becomes a workplace hazard not a personal issue when it occurs at, or spills over into the workplace, putting a targeted Employee at risk, and posing a potential threat to other Employees or External parties.

3.5 “Violence”

For the purpose of this policy, “violence” shall mean the threatened, attempted or actual conduct of a person that causes, or is likely to cause, physical injury whether at the worksite or work-related.

Acts of violence can take the form of physical contact. The threat of violence, either overt or covert, can be just as detrimental and damaging as the physical act of violence itself. Abuse in any form erodes the mutual trust and confidence that are essential to the Municipality’s operational effectiveness. Acts of violence destroy individual dignity, lower morale, engender fear and break down work unit cohesiveness.

Acts of violence may occur as a single event or may involve a continuing series of incidents. Violence can victimize both men and women, and may be directed by or towards workers, visitors, and members of the public.

4.0 PROCEDURES

4.1 Preventing Harassment

It is the mutual responsibility of both employees and the Municipality to ensure a harassment free workplace which means demonstrating appropriate behaviour that does not violate this policy and working to foster a work environment that is based on respect and free from harassment

The Municipality will not tolerate or condone harassment or workplace violence as defined in Section 3. This includes making everyone aware of what behaviour is and is not appropriate, investigating complaints and taking corrective measures.

All employees will be trained on this policy, including refreshers making everyone aware of what behavior is not appropriate, how complaints are investigated and taking appropriate action.

4.2 Right to Assistance

Any person who has been the subject of Harassment or Violence has the right to access the assistance in communicating their objections and, if warranted, in pursuing the complaint more formally. It is recognized that the issue of access to recourse is particularly critical where the alleged offender is in a position of authority over the complainant or where other barriers exist.

4.3 What to do When Encountering Harassment

1. If at an anytime employees feel personally threatened, they are to call 911 or the police immediately. There is no expectation that employee put themselves at risk or jeopardize their safety in a real or perceived situation.
2. Ask for the behaviour to stop. Make it clear the behaviour is not welcome, or acceptable. This step is very important so that the Respondent is immediately made aware that their conduct is offensive and must stop. This is most effective when delivered in the moment when the memory of what was said hasn't faded but can be communicated after the fact. Straight talk is a good way to do this. "When you do X I feel Y". If this is not possible, you can utilize the right to assistance option above.
3. The Complainant is encouraged to carefully record the details of the incident, including the date, time and nature of the harassment and the names of any witnesses.
4. A written record of the Complaint should be made by the employee who has been subject to Harassment who should immediately advise Human Resources or their Supervisor who will advise HR. If this reporting structure is uncomfortable or inappropriate in the circumstance concerns may also be brought to the attention of the Deputy CAO or CAO. Timely reporting can greatly aid in the investigation process.
5. Employees are required to report if they believe Domestic Violence may be a threat or if a domestic violence incident occurs at the worksite.

4.4 Investigations

1. Investigations can be either done Formally or Informally depending on the circumstances. Informal Investigations can be done quickly to minimize impacts on Employees and are appropriate when the facts are not in dispute, there is not a lot of witnesses to interview or there is consensus on what occurred, and there is little or no evidence to review. Formal Investigations are more time consuming but may be utilized to establish findings on what occurred and determine if the behaviour violated this or another policy. Both types of investigations will include a final report.
2. In resolving harassment situations through administrative investigations, the parties must be treated with dignity and respect. During the process of the investigation, the allegations are simply that - allegations. The investigator will attempt to determine, through investigation, what occurred and if the behavior meets the definition of harassment in this policy according to the balance of probability.
3. There are other types of conflict in a workplace that may not meet the definition for Harassment such as incivility, occasional rudeness, interpersonal disputes, passive aggressiveness, and conflicting personality types especially those that are demanding/domineering, and while they may not constitute harassment these conflicts do need to be addressed nonetheless between the Employees themselves or with HR or the Management Supervisor. These conflicts shouldn't be allowed to fester causing a negative environment that Harassment may grow out of.

4. When an allegation is brought forward, the Municipality will assess whether it contains enough information/details to be considered Harassment as defined in this policy. At a minimum the complaint must contain a description of the incident and if relevant, whether the treatment is linked to a prohibited ground of discrimination, the name of the Respondent, and approximate dates, times and locations of incidents.
5. The Municipality will not investigate Bald Allegations unless more details are subsequently provided. Vague complaints that allege discrimination or harassment without specifically detailing the events that gave rise to the allegations can not be investigated, although the Municipality may attempt to try and obtain those details.
6. When there is sufficient information to proceed, the Municipality is committed to conducting investigation in a timely manner for any complaints received understanding the more complex an investigation is in terms of interviews and evidence, the longer it will take. The intent of the investigation is to:
 - (a) Protect workers;
 - (b) Limit the damage of harassment in the workplace;
 - (c) Collect and validate information;
 - (d) Increase moral and productivity;
 - (e) Avoid negative publicity, or costly or time consuming legal proceedings;
 - (f) Address conduct that does not comply with this policy and maintain a positive, respectful and harassment free workplace.
7. The incident report can be utilized to commence the Investigation. This form should be completed with as much information as possible, with dates and details and submitted to Human Resources or the Supervisor who will advise HR.
8. The Municipality will appoint an investigator who is impartial, meaning they do not have a personal stake in the outcome of the investigation. The Municipality may appoint an Employee that has specific training in how to conduct investigations, it may also opt to appoint an external investigator at its discretion.
9. The Investigator will have a scope of investigation which provides a clear mandate to keep the investigation focused and to ensure procedural fairness. For example, the scope should list the allegations in need of investigation and the role of the investigator will be to determine what happened, and whether it amounts to Harassment as defined by this policy. The findings will also include a determination of appropriate remedial measures. If other issues come up during the investigation, the investigator will raise them with the Employer and the mandate may be amended or these may be handled in another manner.
10. Investigations of a formal complaint will be carried out in accordance with the following:
 - (a) Investigations will be started promptly and in accordance with circumstances.
 - (b) The municipality and investigators will not disclose the circumstances related to the incident or names of the Complainant, Respondent or witnesses except:

- Where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident the results of the investigation and any corrective action to be taken to address the incident,
 - Where necessary to inform the employees of a specific or general threat of violence or harassment.
 - As required by law.
- (c) Only individuals necessary in verifying the complaint will be interviewed to maintain confidentiality of the Complainant and Respondent to the greatest extent possible.
- (d) The Complainant and Respondent will be interviewed in a confidential setting, and the Respondent will be advised of the allegations against them and provided the opportunity to answer for the same.
- (e) Employees will be required to cooperate in the investigation process. Individuals with knowledge of the circumstances or witnesses will be encouraged not to discuss the details with others.
- (f) The safety of the Complainant will be a paramount consideration through the investigation process.

4.5 No Recriminations or Retaliation

No individual filing a complaint will be penalized nor subjected to any prejudicial treatment as a result of making a complaint. No correspondence pertaining to the complaint will be placed on the complainant's personnel file.

No employee shall take retaliatory action against a Complainant with the intention of dissuading or punishing an individual for participating in the complaint process. Sanctions may be imposed for any such retaliation. Retaliation against individuals participating in the complaint process should not be confused with any sanction which may be imposed for making false allegations.

Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint, or anyone providing information, will be protected from any form of retaliation by either co-workers or superiors.

4.6 Findings and Final Disposition

1. Following the investigation process, the Investigator will determine whether or not the complaint has been substantiated. In the event that it is not substantiated; the Complainant and the Respondent will both be advised, and the complaint will be dismissed, including a removal from the Respondent's record of any reference to the complaint. Consideration will be given to if the complaint was made in good faith and what recourse should follow in the event this conclusion isn't reached.

2. When analyzing the facts, the investigator will base their conclusions on the balance of probability. This is the civil standard of proof that an incident was more likely to have occurred than not.
3. If the complaint is substantiated, the appropriate corrective action and disciplinary measures will be identified and may include a range of responses. Consideration will be given to the specific circumstances and the offenders history and role. Recourse may include both disciplinary and corrective action such as:
 - (a) Apology;
 - (b) Training;
 - (c) Referral for counseling;
 - (d) Reassignment;
 - (e) Limiting access to certain areas or individuals within the organization;
 - (f) Discipline;
 - (g) Discharge; or
 - (h) Advising the RCMP of a potential criminal offense.

Systemic Harassment Investigation- Whether or not any complaint has been made, when concerns regarding a worksite are brought to the attention of the Municipality, the Municipality may direct a systemic review of any worksite, to ensure that employees are able to work free from violence, personal and or sexual harassment.

4.7 Complaint Confidentiality

Throughout this process and to the greatest extent possible, reasonable efforts shall be made to respect the confidential nature of the complaint. However, absolute confidentiality can not be guaranteed due to the need for an investigation and informing the alleged offender and Union if applicable.

4.8 Complaint Resolution Alternatives

The Municipality recognizes that nothing in this policy or procedures takes away the complainants right to file a complaint with the Alberta Human Rights Commission or commence proceedings in a civil or criminal court. Any individual has the right to pursue concerns through alternate forms, including the rights through and law of Alberta or Canada.

4.9 Victim Support

The Municipality understands that victims of Harassment need support. As a result, the Municipality will ensure that all victims are advised that they are not to blame for the behaviours directed at them and that being a victim of Harassment does not reflect on them.

The Municipality recognizes that victims of Harassment or other workers who may have been exposed to a violent incident, may require further follow up with a health professional. The Municipality will ensure that victims as well as others exposed to Harassment, are provided with the information needed to follow up with a health professional including information on what

benefits are available given the circumstances. Below is a listing of the agencies, programs and materials which are available to assist you in seeking support in addition to your personal professional service providers:

Who	Contact(s)	What
Alberta Human Resources and Employment Workplace Health and Safety	Province-wide Call centre 1-866-415-8690 Web site www.whs.gov.ab.ca	To report serious injuries and provide information on the requirements of the <i>Occupational Health and Safety Act</i> and regulations
Alberta Human Rights & Citizenship Commission	Phone: (403) 297-6571 (Southern AB) Toll Free: 1-800-432-1838	<ul style="list-style-type: none"> • Conducts seminars and information sessions • Circulates a Newsletter entitled "The Citizen"
Canadian Mental Health Association	Phone: (403) 297-1700	Counseling and crisis services
Victim Impact Statement Program	Information is available through police, Crown Prosecutor's Office , the Courts and other agencies providing services to victims. Forms may be obtained from the police.	Victims of crime are provided with the opportunity to express in writing to the courts, the harm done or loss suffered as a result of the crime. The judge considers the Statement in determining sentence.

MUNICIPALITY OF CROWSNEST PASS

Mayor

Date

Chief Administrative Officer

Date

MUNICIPALITY OF CROWSNEST PASS

MANUAL TITLE: HUMAN RESOURCES
SECTION & PAGE: _____
DEPARTMENT: Administration
COUNCIL APPROVAL _____ **DATE :** April 7, 2009
DISTRIBUTION: Internal

ADMIN POLICY: _____ **BYLAW OR RESOLUTION DATE:** April 7, 2009
REVIEWED: _____ **REVISED:** _____
REVIEWED: _____ **REVISED:** _____
REVIEWED: _____ **REVISED:** _____
POLICY #: HR-012 **SUPERSEDES POLICY #:** _____

HUMAN RESOURCES INTERNAL HARASSMENT POLICY

SCOPE

This policy applies to all staff members at the Municipality of Crowsnest Pass, (hereinafter referred to as the Municipality) in all departments, including management, inside staff, outside staff, volunteers, temporary and seasonal employees.

PURPOSE

The Municipality is committed to providing a safe and respectful work environment. Each individual has the right to work in a professional, respectful atmosphere which promotes equal opportunities and prohibits discriminatory or harassing practices and workplace violence. The Municipality will not tolerate any form of harassment or workplace violence and this policy lays out the framework for educating employees to the definitions of these practices and the steps for reporting incidents of harassment and/or workplace violence to the Municipality.

POLICY

The Municipality is committed to maintaining a safe, respectful workplace where employee dignity and integrity is protected and there is zero tolerance for harassment of any form. The Municipality has a responsibility to ensure adherence to this policy and that all parties in a harassment complaint have the right to fair and due process and to confidentiality.

Policy No. HR-012
Internal Harassment Policy
Page 2

DEFINITIONS

Definition of Harassment

For the purposes of this policy "Harassment" means harassment in any form including sexual harassment, personal harassment and workplace violence.

Alberta Human Rights laws prohibit harassment in the workplace, which by definition occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, color, place of origin, gender, mental or physical disability, ancestry, marital status, family status, source of income or sexual orientation.

Harassment may take the form of verbal or physical abuse, jokes, threats or derogatory statements (for example, remarks about a person's body, race or beliefs).

Sexual Harassment

Sexual Harassment is any unwanted verbal or physical conduct that is sexual in nature and constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to, or rejection of, such conduct by an individual is threatened to be used as the basis for decisions impacting an individual's employment, or has the effect of humiliating an individual, interfering with an individual's work performance or of creating a hostile work environment.

Sexual Harassment examples include:

- unwanted touching or leering
- inquiries or comments about a person's sex life
- the display of sexually offensive material
- sexually degrading words to describe a person
- derogatory or degrading remarks directed towards members or one sex or sexual orientation
- inappropriate or unwelcome focus/comments on a person's physical attributes or appearance
- persistent unwanted contact or attention after the end of a consensual relationship

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Internal Harassment Policy
Page 3

DEFINITIONS - Continued

Personal Harassment

Personal Harassment is conduct that is deemed abusive, unfair, or demeaning treatment of a person or group of persons when:

- the treatment abuses the employment relationship or misuses the authority associated with the position of employment or,
- the treatment threatens or intimidates a person, and interferes with employment performance, or
- the treatment creates an intimidating, hostile or offensive work environment.

Examples of personal harassment include (but aren't limited to), insults, name calling, inappropriate jokes, derogatory remarks, persistent criticism, spreading malicious rumors, public reprimand, sarcasm, ridicule and humiliation.

Workplace Violence

The Occupational Health and Safety Code requires that violence in the workplace be viewed as a safety hazard. Workplace violence means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury, whether work related or at a work site.

The workplace includes *but is not limited to*: the physical work site, washrooms, break room, work related conferences or training sessions, work related travel, work assignments away from the physical work site, work related social functions, and telephone calls during the course of work.

At the Municipality, all aspects of violence in the workplace and within Municipal facilities will not be tolerated, and the definition is expanded to include zero tolerance for:

1. verbal assaults, taunting or ostracizing
2. bullying or coercion
3. threatening behavior such as shaking fists, destroying property or throwing objects;
4. verbal or written threats that express an intention to inflict harm or intimidate;
5. physical attacks;
6. vandalism and intentional damage against Municipal property or the property of others

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Internal Harassment Policy
Page 4

RESPONSIBILITIES

Employee Experiencing Harassment

1. If an employee is experiencing or witnessing harassment of any kind they have a responsibility to tell the harasser to stop. It is ideal to try to resolve the situation informally, at first onset, before filing a formal complaint. If the behavior does not stop then the employee needs to file a formal complaint with a representative from the management team to address the behavior.
2. Employees should keep a record of incidents (date, times, location, possible witnesses, what happened, responses.) Employees do not have to keep records in order to file a complaint, but a record can help strengthen cases and can help employees remember details over time.
3. If, after asking the harasser to stop his/her behavior, the harassment continues, the employee needs to file a complaint in a timely fashion by reporting the problem to the Team Lead, Department Manager, Human Resources or Union Representative.

All complaints will be investigated in an objective and confidential manner to protect the integrity of the affected employee and the alleged harasser. All employees have a duty to protect the confidentiality of persons involved in any investigations or incidents.

Alleged Harasser

If an employee has been informed that their behavior is considered harassment, they should take this seriously and stop their behavior immediately. All complaints will require follow-up investigation with corrective action requirements for the harasser if the complaint is deemed valid. Employee support is available from Human Resources to assist with corrective behavior.

Directors, Managers, Team Leaders, Union Representatives

It is the responsibility of the Management team to take immediate and appropriate action to report or deal with incidents of harassment or violence of any type in the workplace - whether brought to their attention by an impacted employee, a third party or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed.

Human Resources

Human resources is responsible for assisting the Municipality in achieving a respectful and safe workplace. Human Resources will assist with investigations and access external resources as required. They will assess issues that are brought forward, receive investigation reports and follow-up on recommendations as a result of investigations. They will maintain all records

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Internal Harassment Policy
Page 5

associated with investigations, separate from other employee records. They will provide on-going support for corrective behavior as required.

PROCEDURE

Dealing with a Complaint

1. Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately by Human Resources and all necessary steps will be taken to resolve the problem.
2. The complainant and the alleged harasser will be individually interviewed, in a confidential setting, as well as any individuals who may be able to provide relevant information. All information will be kept in confidence.
3. The employee and the alleged harasser will be advised of the outcome of the investigation.
4. If the investigation reveals evidence to support the complaint of harassment, the harasser will receive corrective action which could include a range of responses:
 - a) apology
 - b) training
 - c) referral to external community support resources
 - d) reassignment
 - e) discipline
 - f) termination
 - g) advising the local authorities of a potential criminal offense
5. No documentation will be placed on the complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not.
6. If the complaint is not filed in good faith, it is a serious matter to knowingly make a false accusation of harassment with consequences ranging from a reprimand, to suspension without pay, to dismissal.
7. If the investigation fails to find evidence to support the complaint, but it was made in good faith, there will be no documentation concerning the complaint placed in the file of the alleged harasser.
8. Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint, or anyone providing information, will be protected from any form of retaliation by either co-workers or superiors. This includes dismissal, harassment, demotion, unwanted transfer, or denial of opportunities within the municipality.

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Internal Harassment Policy
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SOURCES

Legislative Sources: Alberta Human Rights and Citizenship Commission
Occupational Health and Safety Code
Canadian Human Rights Commission

Municipal Sources: Pincher Creek Harassment Policy
Black Diamond Harassment Policy
City of Airdrie Positive Workplace Policy

MUNICIPALITY OF CROWSNEST PASS

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SECTION & PAGE: _____
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REVIEWED: _____ **REVISED:** _____

POLICY #: HR-013 **SUPERSEDES POLICY #:** _____

HUMAN RESOURCES EXTERNAL PUBLIC ANTI-HARASSMENT POLICY

SCOPE

This policy applies to, but is not limited to, all users of Municipal programs, facilities and properties, including volunteers, patrons, guests, spectators, coaches, contractors, staff, and Council members, and for those members of the public interfacing with Municipal staff members, or Members of Council; and Municipal staff members or Council members interfacing with the public either - in person, in writing, email, voice mail, or on the telephone while on Municipal Properties.

PURPOSE

The Municipality is committed to providing a safe and respectful environment which extends into all Municipal programs, facilities and properties. The Municipality is also committed to ensuring the safety of service users and employees in its recreational programs, facilities and properties and in fostering an environment where there is safety and respect for others.

Currently the Municipality has a Code of Conduct for all employees adopted in 1994 which espouses the principals of best practices for ensuring confidentiality, mitigating conflict of interest or insider conflict of interest situations. It is built on the tenants of a respectful workplace where employees of the Corporation of the Municipality of Crowsnest Pass are expected to adhere to the highest standards of personal and professional competence, integrity and impartiality.

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External Public Anti-Harassment Policy
Page 2

In 2009, the Municipality adopted an internal harassment policy to ensure that internal mechanisms were in place to assure employee protection from sexual and personal harassment as well as work place violence. In accordance with Federal and Provincial legislation, including Occupational Health and Safety and Human Rights laws, the Municipality is working toward policies that protect employees and the public from harm when engaging in conduct within Municipal facilities.

With that guiding principle, the Municipality has adopted this Public policy to ensure that the all users, staff and council feel safe while attending a program, meeting, or function while present at a Municipal facility or property. All people who use Municipal facilities or recreational programs or, who are present on Municipal property, are accountable for actions or behaviors that put the well-being, safety, or reputation of others at risk.

The Municipality of Crowsnest Pass will not tolerate any form of harassment or violence on or within Municipal property and this policy lays out the framework for educating staff, Council, volunteers and public users to the guidelines and enforcement step to be taken to address harassment and violence in programs, facilities or properties owned by the Municipality.

DEFINITIONS

Definition of Harassment

For the purposes of this policy "Harassment" means harassment in any form including sexual harassment, personal harassment and violence.

Examples of harassment or breach of the harassment policy that will not be tolerated, within or on any Municipal property, include (but are not limited to):

- physical abuse
- unwelcome verbal or physical conduct because of race, religious beliefs, color, place of origin, gender, mental or physical disability, ancestry, marital status, family status or sexual orientation – including jokes, threats, derogatory remarks
- loud verbal assaults directed at participants, officials, members of the public, Municipal staff or Council deemed to be aggressive or intimidating
- contravention of municipal by-laws, federal or provincial laws
- vandalism
- threats of violence or vandalism
- possession of weapons
- illegal consumption of drugs and alcohol

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External Public Anti-Harassment Policy
Page 3

Sexual Harassment

Sexual Harassment is any unwanted verbal or physical conduct that is sexual in nature - examples include, (but aren't limited to):

- unwanted touching or leering
- inquiries or comments about a person's sex life
- the display of sexually offensive material
- sexually degrading words to describe a person
- derogatory or degrading remarks directed towards members or one sex or sexual orientation
- inappropriate or unwelcome focus/comments on a person's physical attributes or appearance
- persistent unwanted contact or attention

Personal Harassment

Personal Harassment is conduct that is deemed abusive, unfair, or demeaning treatment of a person or group of persons. Examples include, (but aren't limited to):

- insults
- name calling
- inappropriate jokes
- derogatory remarks,
- persistent criticism
- spreading malicious rumors
- public reprimand
- sarcasm, ridicule and humiliation

Workplace Violence

The Occupational Health and Safety Code requires that violence in the workplace be viewed as a safety hazard. Workplace violence means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury, whether work related or at a Municipal facility.

At the Municipality, all aspects of violence, both in the workplace and within Municipal facilities, will not be tolerated, and the definition is expanded to include zero tolerance for:

1. verbal assaults, taunting or ostracizing
2. bullying or coercion
3. threatening behavior such as shaking fists, destroying property or throwing objects;
4. verbal or written threats that express an intention to inflict harm or intimidate;

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5. physical attacks;
6. vandalism and intentional damage against Municipal property or the property of others

PROCEDURE

Education

The Municipality and community partners will undertake an educational campaign aimed at raising awareness amongst participants, volunteers, contractors, employees, Councillors, and members of the public within the Municipality of the Crowsnest Pass on the non-harassment and non-violence policy within Municipality facilities.

Training of employees, volunteers and community groups using Municipal facilities will be provided to support implementation of the policy.

Incident Reporting

1. The Municipality's key concern is safety of our facility users and employees. If, at any time, public users or employees feel personally threatened, they are to call the Police immediately by calling 911. It is **NOT** the expectation that employees or public users will put themselves at any risk or jeopardize their safety in any real or perceived situation.
2. Any Municipal staff and Council, observing incidents, are to report all acts of harassment, violence or vandalism to the Chief Administrative Officer (CAO), or their department manager within 24 hours of the incident;
3. The public users of Municipal facilities are to report acts of violence, vandalism or harassing behavior to a Municipal staff member or a designated person within their organization using Municipal facilities within 24 hours
4. All incidents of violence and vandalism will be reported to the RCMP by the Municipality
5. Any volunteer organization using Municipal facilities but choosing to deal with incidents of harassment or violence directly are required to report back to the CAO of the Municipality within thirty days outlining the incident, and the remediation process

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External Public Anti-Harassment Policy
Page 5

Enforcement Options

The Municipality and its community partners need to understand the scope of enforcement options to ensure compliance to this anti-harassment policy. If incidents arise, the Municipality will review all incidents occurring at any facilities, programs or properties related to the Municipality, and take required actions.

Under the scope of this policy all users of Municipal programs, facilities and properties, including staff, volunteers, patrons, guests, spectators, coaches, contractors, and Council members have a responsibility to report incidents to the CAO of the municipality, the volunteer board using Municipal facilities, or the RCMP under threatening conditions that arise including:

- a. observation of physical violence or vandalism
- b. verbal abuse, intimidating, harassing or threatening behavior as defined by this policy

If such behavior is observed, the following procedures should be enacted:

1. Ask the individual to stop their behavior, indicating that they are in violation of Municipal policy; if they refuse to stop, ask them to leave the premises as they are now trespassing on Municipal property
2. If there is a safety hazard, call the RCMP (dial 911) and without jeopardizing personal safety ask the person to stop the activity immediately or they will be asked to leave the Municipal premises.
3. If the party does not co-operate, inform them that they are now trespassing and the RCMP have been called
4. Wait for the RCMP to arrive; do not engage in confrontational behaviors
5. Advise Municipal staff immediately if on site
6. Prepare an incident report for the CAO or your board authority
7. The Municipality has the authority under this policy to prepare a letter of trespass for any individual found to be in violation of the Municipal harassment policy. Such letters may bar individuals from Municipal properties and facilities because of such behaviors – for a length of time to be determined by the CAO.

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External Public Anti-Harassment Policy
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Non-Compliance Consequences

1. Individuals who break the tenants of this policy may be barred immediately from the premises and, if necessary suspended for a period of time through a Letter of Trespass.
2. All incidents where suspension from Municipal premises has occurred will be followed up in writing by the department concerned: Administration, Council, Recreation, Public Works, or any other Municipal department.
3. A Letter of Trespass will be sent to the person who has violated this policy, indicating the reason for the suspension and the length of suspension, and from which Municipal facilities, meetings or programs the person is suspended.
4. Severe incidents, in violation of federal or provincial laws, reported to the RCMP, may incur charges.
5. Where vandalism and theft have occurred, those responsible will be required to reimburse the Municipality for all costs of repairs, including lost revenues.

Appeal Process

An Appeal Process will be instituted to appeal any disciplinary measures enforced by the Municipality under this policy. Individuals can present their case in writing to the Municipality – to an Appeal board comprised of Municipal Council as a whole. Protection of information disclosed in this process will be directed by the Freedom of Information and Privacy Acts. The Appeal Board will review the appeal and all decisions are final.

SOURCES

Legislative Sources: Alberta Human Rights and Citizenship Commission
Occupational Health and Safety Code
Canadian Human Rights Commission
Trespass to Premises Act, R.S.A 2004

Municipal Sources: Pincher Creek Harassment Policy
Black Diamond Harassment Policy
City of Airdrie Positive Workplace Policy
City of Cote Saint-Luc Public Anti-Harassment Policy



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 25, 2024

Agenda #: 7.f

Subject: Service Areas Update

Recommendation: That Council receives the service area update as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Service Areas Update - June 21, 2024.docx](#)



Service Areas Update – June 21, 2024

CAO Office

- Meeting with Travel Alberta
- Meeting with Golf Course committee
- Continuing Downtown Bellevue Revitalization project oversight
- Continuing Bellevue Fire Pump and Water Main project oversight
- Continuing Southmore Phase 2 ASP project oversight

Finance

- Tax Desk received 42 requests for Tax Searches in June 2024; YTD 225 (compared to 52 in June 2023 YTD 237, and 58 in June 2022 YTD 301).
- Accounts Payable in June did two check runs, processed 460 invoices, and paid 205 vendors; YTD processed 2,272 Invoices and paid 1,065 vendors. (June 2023 processed 408 invoices and paid 205 vendors with two check runs, YTD processed 2,702 Invoices and paid 1,276 vendors).
- Working on review of the following Bylaws and Policies:
 - Procurement of Goods and Services Policy
 - Municipal Reserves Policy
 - Tangible Capital Assets Policy
- Tax clerk has processed 46 assessment adjustments (305's) resulting in net decrease in tax dollars of \$14,644.38 to date these adjustments happened between April 30 (tax notices sent out) and June 20, 2024. The number of adjustments has slowed down but can still be made up to July 8, 2024.
- The Municipality received 2 formal assessment complaints to date with one being withdrawn.
- In the process of upgrading Questica (budget system) software and budget planning so 2025 budget process can begin (July)

Corporate Services

- The Municipality has 128 employees across the organization. (58 Permanent, 19 Pool, 29 Fire Rescue, 4 Instructors, 9 Students/Seasonal, 9 Casual)
- The Municipality has 3 open Postings online (management position, union position and Fire.)
- Finishing up the competitions for Community Services Operator III and Millwright Ski Hill.
- 6 FOIP requests have been received, 5 complete, one outstanding;
- 12 Complaint Forms have been received and processed.
- Started to implement the Records Retention Bylaw and manage the destruction and archiving of records that changed disposition.

Development, Engineering & Operations

- **Utilities Department**
 - Completed removal of old sand filters from Bellevue Booster Station
 - Continuing sewer flushing program
 - Curbstop repair, hydrant install, and new service install
 - Isolated leak in Carbondale trailer court

- **Transportation Department**
 - Street sweeping completed
 - Pothole maintenance continuing
 - Pothole patching commencing end of June
 - Concrete removals underway
 - Grader first round of roads completed
 - Cemetery cleanup and new graves
 - Guardrail repair

- **Development & Trades Department**
 - **Facility Maintenance**
 - Rain sensors installed on all irrigation systems. The sensors are factory set to shut off for 48 hours when there was a quarter inch of rainfall.
 - MDM Windows tender closed June 06, 2024. Tenders significantly over budget.
 - Budget Initiatives 2024 status: MDM dishwasher ordered; Old Blairmore Seniors Centre demolished; Fire Station No. 1 window replacement awarded; fencing for four facilities awarded; painting of Library and Coleman Seniors Centre – pending quotes.

 - **Planning, Development & Safety Codes**
 - Municipal Planning Commission – one meeting in May (1 Subdivision; 4 DPs).
 - Municipal Historic Resources Advisory Committee – one meeting in May.
 - Subdivision and Development Appeal Board – no hearing in May.

Key Performance Indicators (KPIs):

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
Facility Maintenance – Plumbing, Construction, Electrical		
Work Orders – issued / closed	44 / 38	191 / 151
Planning & Development		
Compliance Certificate requests - received / processed	6 / 6	20 / 20
Development permit applications - received / processed	69 / 25	185 / 102
Business Licences - received / processed	7 / 9	35 / 31
LUB Complaints – new / closed	13 / 18	21 / 25
LUB Complaints – Monthly Volume	46	51
Notice of Intent / Stop Orders - issued	1 / 0	5 / 2
Bylaws (MR / Road Closures, LUB)	5	11
Appeal Hearings	0	2
Subdivision applications	2	8

Safety Codes		
New Housing Starts	2	11
Building permits - issued / inspections / closed	17 / 33 / 13	40 / 128 / 84
Electrical permits - issued / inspections / closed	10 / 11 / 11	57 / 82 / 60
Gas permits - issued / inspections / closed	16 / 5 / 6	42 / 97 / 79
Plumbing permits - issued / inspections / closed	15 / 6 / 4	31 / 65 / 40
PSDS permits - issued / inspections / closed	1 / 0 / 0	3 / 1 / 2

Protective Services

- **Fire**

- NFPA 1001 Level I training in Elkford
- AB Fire Chiefs Conference
- NFPA 1002 Aerial Driver/Operator certification for 3 members
- PARTY Mock collision with CCHS and AHS
- Training-20 sessions with 583 hours of staff time
- Volunteer hours (unpaid for community events) 53.50 staff hours

Category	Month (May)
Fires	2
Motor Vehicle Incidents	1
Medical Response	6
HAZMAT	2
Alarms	6
Gas Leak	3
Other	0
Total Responses	20

- **Peace Officer**

- June enforcement focus:
 - Community Standards Bylaw
 - OHV Safety/Bylaw

Category	Month (May)	Year to Date
Number of Charges Laid	73	326
Cases Generated (Incident Count)	46	214
Cases: Requests for Service	40	192
Cases: Officer Observed	4	34
Cases: Received from outside Department/Agency (i.e. RCMP)	3	30
Vehicle Removal Notices	3	12
Vehicles Towed	5	8
Positive Ticketing	0	0
Projected Fine Revenue **	\$20,564	\$89,865

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

- **Environmental Services**
 - Notice of Vegetation program posted
 - ISS (Grade 4) Citizen Science Day
 - Community Market booth
 - Wildflower Planting with ISS Grade 4

Pass Powderkeg Community Resort

- Summer operations have started with the first CNP Bike Swap. Event was a success with our partners, Alpenland
- Focus this spring has been on building and land clean up, with lift maintenance to start soon
- Trail crew position has started
- Bermagrín has re-opened
- New climb trail, “Highway Tree” from water tower to lodge has been completed and is open. This has already drastically reduced the number of bikers and runners on ski hill road, leading to a reduction in near misses with vehicles.
- Capital summer projects have started. Snow gun order has been placed and fencing will be complete by end of summer.
- Summer Event Schedule:
 - July 7: UROC Poker Ride
 - July 12th: Friday Night Race
 - July 26th: Friday Night Race
 - August 9th-11th: CNP 100
 - August 16th: Friday Night Race
 - August 30th: Friday Night Race
 - Sept. 6th-8th: UROC Bee’s Knees Enduro
 - Sept. 14th: Volunteer Day

Crowsnest Pass Community Pool

- The pool has had a few operation halts due to issues with the chemical system and pipe repair. All repairs are now complete.
- School swimming lessons are wrapping up, with all local schools having come for lessons.
- With the summer weather on the way, we are seeing more usage.
- Swim lessons up to end of August are up for booking, lesson bookings have been strong despite the chilly weather.
- Private pool bookings are also strong for the year.
- This summer, we are adding in a 7:15-8:15pm lane swim and Youth Night on Friday evenings as we have the staff to offer such programs and demand to do so.

Community Services

- **Arena/Parks/ Events**
 - MDM Gym
 - Monarch Volleyball bookings throughout July and August
 - Wedding July 5, 6, 7
 - Wedding August 23, 24, 25
 - Elks Hall
 - Private booking July 6
 - Wedding August 16, 17, 18
 - Complex
 - Sinister 7 - Curling Arena and Hockey Arena July 12, 13, 14
 - CNP Pistol Club Gun Show – Curling Arena August 9 and 10
 - Sportsfields
 - Pass Slow Pitch Adult League – June 17 until August 18
 - Sinister 7 ISS Field July 13, 2024
 - Backstops complete
 - Power to north field clock complete
 - Hillcrest aeration complete
 - Gazebo Park
 - Crowsnest Community Market – Thursdays 3:00 p.m. to 7:00 p.m. July and August
 - Private corporate BBQ July 5
 - Sinister 7 Start July 13,
 - Crowfest July 19 and 20 Gazebo Park and 20th Avenue Blairmore
 - Crowsnest Heritage Festival August 4, Concert Event with the Crowsnest Community Orchestra
 - Flumerfelt Park
 - Coleman Community Society Canada Day July 1
 - Private use of kitchen shelter July 15
 - Coleman Community Society Heritage Weekend Country Market August 3
 - Festival and Special Events
 - Coleman Community Society Canada Day Parade and Events at Flumerfelt Park July 1
 - Sinister Sports Sinister 7 Ultra Event July 12, 13, 14
 - Coleman Community Society Heritage Day Weekend Country Market August 3
 - Crowsnest Heritage Festival Concert Event with the Crowsnest Community Orchestra – August 1
- **FCSS**
 - Seniors Week – June 3-7. FCSS Hosted Luncheon at MDM – 135 people attended.
 - Sitting on committee for Accessible transportation
 - Spring BBQ held June 6th | 4-7 at Gazebo Park. Great turn out
 - Man Van- June 25 | 2pm-6pm at the Elk's Hall
 - Working on 2024/2025 Fall Winter Community Handbook
 - Planning movies in the park for summer- July 12 & August 16. Currently running a poll for the selection of the movie.

- Planning in the works for Fall BBQ – Scheduled for September 5.
- Meals on Wheels – business as usual.
- Seniors on the Go Newsletter
- Assisting seniors' clubs.
- Subsidized taxi program
- Information & community referrals.

- **Programming**
 - Rec Volleyball Sundays
 - Pickle Ball Programming
 - Summer games planning
 - Soccer camp registrations
 - Aqua Yoga programming
 - Community Handbook fall program info



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 25, 2024

Agenda #: 7.g

Subject: Hillcrest Sewage Lagoon – Aeration Blower Replacement

Recommendation:

That Council approve the replacement of the Hillcrest aeration blower for a budget of \$53,000 from the Utility Reserve.

Executive Summary:

Replacement of expired aeration blower unit in Hillcrest lagoon.

Relevant Council Direction, Policy or Bylaws:

N/A – Regulation of Sewer Bylaw is from 2001 and will need to be updated accordingly.

Discussion:

The aeration for the sewage lagoon is through 3 aeration blowers. For the sewage lagoons to function properly and meet environmental regulations continuous aeration is required which is provided through 2 blowers operating on a rotational basis. Currently, one is functioning properly, a second is burning oil and the third is currently out of service.

There is a risk for the sewage lagoon to become septic if only one blower is operating.

Analysis of Alternatives:

After a review of the existing equipment by mechanics it was determined to be more beneficial to replace with a new unit versus a rebuild of existing.

There is a limited number of manufacturers for these blowers and for ease of replacement only the existing manufacturer Kaeser was consulted for a quote.

Financial Impacts:

The funding amount required for a new unit is approximately \$53,000 based on a quote from manufacturer. 30% deposit on order of \$16,000, the remainder due upon delivery in 21-23 weeks.

This would be funded through the Utility reserve.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 25, 2024

Agenda #: 7.h

Subject: Alberta Municipalities (AM) Convention Attendees

Recommendation: That Council appoint the Chief Administrative Officer, the Mayor and two members of Council to attend the AM Fall Convention on September 25-27, 2024 in Red Deer.

Executive Summary:

Annually Alberta Municipalities hosts a convention which provides an opportunity for the Mayor, Council Members and the Chief Administrative Officer to attend information sessions geared at Urban Municipal Officials, networking opportunities with other urban municipalities, and meetings with Provincial Ministers.

Two Councillors are appointed on a rotational basis to attend each convention to ensure that each Councillor is afforded the opportunity to attend conventions.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

Two members of Council in addition to the Mayor and CAO are appointed to attend the AM Fall Convention on September 25-27, 2024 to be held in Red Deer at Westerner Park.

Hotel rooms have been booked for the event.

Analysis of Alternatives:

N/A

Financial Impacts:

- Early bird registration is available up until August 16th with the cost going up by \$160.00 per registrant after that date.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 25, 2024

Agenda #: 7.i

Subject: Alternate Utility Servicing Request

Recommendation: That Council consider the letter of request from Tina Snow.

Executive Summary:

Miss Snow requested a quote for servicing her lot located at 6504 - 24th Avenue. The original quote for water and sewer connection fees was \$178,440, and would have the mains extended to the north property line, to enable a tie in anywhere on the property. A second quotation was obtained (both at the Municipality's expense) to try and bring the costs down. The second quotation was amended to the absolute minimum distance required in order to tie into Municipal services, and was \$113,000. This would extend the mains to the south property line; approximately 42m for water and 47m for sewer (approximately the length of one lot). The lot owner could then run on their property, their services however long they needed.

Miss Snow has been the owner of the lot since November 2004. The lot is currently zoned R-1.

Relevant Council Direction, Policy or Bylaws:

Land Use Bylaw:

- 18.2 - New development shall be required to connect to water meters (if available), the municipal water supply system and the municipal wastewater collection system, except where in the opinion of the Development Authority, the development does not require water and wastewater services.
- 18.3 - Private Sewage Disposal Systems are prohibited in urban areas, which includes all areas designated R-1, R-1A, R-2, R-2A, R-3, R-4, R-5 and CSV, except for the purpose of complying with a Restrictive Covenant for a holding tank pursuant to clause (a) above.
- 18.6 - Development proposed for an unserviced parcel (i.e. water and wastewater connections to Municipal Infrastructure have not been installed for the subject parcel) or in areas of the

Municipality that are not serviced with water and wastewater infrastructure, must be connected to municipal water and wastewater infrastructure. Where municipal infrastructure is not available or it is unfeasible or impractical to connect to municipal infrastructure, development approval shall be subject to a condition requiring compliance with provincial standards for unserviced parcels.

Discussion:

Miss Snow advised that an accepted offer for the lot of \$60,000 recently fell through due to the utility connection fees. In her opinion, the high cost for utility connection fees makes the property nearly impossible to sell.

As such, she is requesting Council's consideration for alternative options for providing water and sewer services to the lot, such as a well, cistern, or septic tank. She feels that these alternatives would help make the lot more marketable and economically feasible.

Miss Snow was unable to afford the second quotation and was advised that her only option was to write a compelling letter to Council as to why she would need to install private services as they are not allowed in the urban area. She was further advised that Council could choose not to support her request and could confirm that services have to be installed in the manner provided as per the quotation.

Analysis of Alternatives:

- Council can direct Administration to make changes to the Land Use Bylaw regarding urban lots
- Council can keep the Land Use Bylaw as is and a letter of reply will be sent to Miss Snow

Financial Impacts:

N/A

Attachments:

[Utilities_near_6502_24_Ave.pdf](#)

