



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, September 17, 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 July 22, 2024
- 3.b Minutes of the Crowsnest Pass Senior Housing Board Special Meeting of August 12, 2024
- 3.c Thank You Letters from the Blairmore Residents Regarding the One-Way Road Closure on 15th Avenue, Blairmore
- 3.d Alberta SW Board Minutes of July 31, 2024 and September Bulletin
- 3.e Alberta Energy Regulator Proceeding No. 444 Submission

**4. ADOPTION OF MINUTES**

- 4.a Minutes of the Council Meeting of September 10, 2024

**5. PUBLIC HEARINGS**

**6. DELEGATIONS**

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

- 6.a Crowsnest Cando Roxy Update

**7. REQUESTS FOR DECISION**

- 7.a Bylaw 1185, 2024 Road Closure - *Second and Third Reading*
- 7.b Service Areas Update
- 7.c Rural Municipalities of Alberta (RMA) Convention Attendees
- 7.d Vote of the Electors on a Question - Council Resolutions
- 7.e Horace Allen School - Category 3 Grant Request
- 7.f Regional Growth Statistics
- 7.g Frank Industrial Park Waterline Failure

**8. COUNCIL MEMBER REPORTS**

**9. PUBLIC INPUT PERIOD**

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

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

**11. IN CAMERA**

**12. ADJOURNMENT**



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** September 17, 2024

**Agenda #:** 3.a

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

**Recommendation:** That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of July 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:**

[Senior Housing - July 22 2024.pdf](#)



CROWSNEST PASS SENIOR HOUSING

PO Box 580, Coleman, AB Tel: 403.562.2102 Fax: 403.562.2106

## BOARD MEETING MINUTES July 22, 2024

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

### ATTENDEES:

Deb Ruzek: Board Chairperson, Dean Ward: Municipal Councillor, Shelley Price: Chief Administrative Officer, Dave Filipuzzi: Municipal Councillor, Marlene Anctil: Board Member, Cathy Painter: Board Member

### ABSENT:

Shannon Harker: HR, Diane Nummi: Board Member, Susan Demchuk: Vice Chair, Dee-Anna Strandquist: Finance Manager

Minutes recorded by Shelley Price

### 1. CALL TO ORDER

- 1.1 Deb Ruzek called the meeting to order at 10:07 a.m. and it was determined that a quorum of directors was present.

### 2. ADDITIONS/CHANGES TO AGENDA

None

### 3. APPROVAL OF AGENDA

- 3.1 Motion #073/24 to approve the agenda. — Dean Ward – cd.

### 4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion #074/24 to approve the minutes of the meeting held May 21, 2024, as presented. — Marlene Anctil – cd.

### 5. BUSINESS ARISING FROM THE MINUTES

None



6. **CORRESPONDENCE**

None

7. **MANAGEMENT REPORTS**

7.1 #075/24 Motion to approve the Report from Management as presented – Marlene Ancil – cd.

8. **FINANCIAL REPORTS**

8.1 #076/24 Motion to approve the Financial Reports as presented, KPMG increase and FIRMS costs approved and accepted as part of Financial report. – Dean Ward – cd.  
Need clarification on financial report on accounting tech support one for next meeting.

KPMG: Dee-Anna to write Letter from the board regarding substantial increases to audit fees.

9. **BOARD CHAIRPERSON REPORT**

2 Board Members terms are up for renewal. Deadline for applications is September 1, 2024

10. **OTHER BOARD REPORTS**

No Report

11. **OLD BUISNESS**

No Report

12. **DELEGATE**

None

13. **NEW BUSINESS**

13.1 Policy Approval:

#077/24 Motion to approve 2.08 Resident Care Planning – Cathy Painter – cd.

13.2 Policy 4.19 Board Roles and Responsibilities – Review and update for next meeting.

13.3 Policy 4.27 Board Meetings and Procedural - # 32 change to 48hrs  
# 37 delete line  
# 34 delete zoom and skype  
# 10 delete line

13.4 #078/24 Motion to approve 5.08 Whistleblower – Cathy Painter – cd.

13.5 Canadian Accreditation Council – scheduled for completion April 2025 – accepted as information.

**14. IN CAMERA**

- 14.1 Motion #079/24 to go into camera 11:45 a.m. – Dave Filipuzzi - cd.
- 14.2 Motion #080/24 to come out of camera 12:22 p.m. – Dave Filipuzzi – cd.

**15. ADJOURNMENT**

- 15.1 Motion #081/24 to adjourn at 12:23 p.m. – Dave Filipuzzi – cd.

The next regular board meeting – August 19, 2024, 10:00 a.m.

  
Debi Ruzek – Board Chairperson

---



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

**Meeting Date:** September 17, 2024

**Agenda #:** 3.b

**Subject:** Minutes of the Crowsnest Pass Senior Housing Board Special Meeting of August 12, 2024

**Recommendation:** That Council accept the Minutes of the Crowsnest Pass Senior Housing Board Special Meeting of August 12, 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:**

[Senior Housing - Special Meeting August 2024.pdf](#)



PO Box 580, Coleman, AB Tel: 403.562.2102 Fax: 403.562.2106

## SPECIAL BOARD MEETING MINUTES

A special meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, August 12, 2024, at Peaks to Pines Senior Lodge in Coleman, Alberta.

### ATTENDEES

Debi Ruzek, Dean Ward, Dave Filipuzzi, Marlene Anctil, Susan Demchuk, Shelley Price

### ABSENT:

Diane Nummi, Cathy Painter

Minutes recorded by Shelley Price

### 1. CALL TO ORDER

- 1.1 Debi Ruzek called the meeting to order at 10:05 a.m. and it was determined that a quorum of directors was present.

### 2. ADDITIONS/CHANGES TO AGENDA - NA

### 3. APPROVAL OF AGENDA

- 3.1 Motion #082/24 to approve the agenda – Dean Ward – cd.

### 4. IN CAMERA

- 4.1 Motion #083/24 to go In Camera at 10:05 a.m. - Susan Demchuk – cd.
- 4.2 Motion #084/24 to come out of Camera at 10:12 a.m.- Dave Filipuzzi – cd.
- 4.3 Motion #085/24 to accept and proceed with administrations proposal to resolve personnel issue presented in camera. - Dean Ward – cd.

### 5. ADJOURNMENT

- 5.1 Motion #086/24 adjourn at 10:12 a.m. - Susan Demchuk – cd.

---

Debi Ruzek – Board Chairperson



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** September 17, 2024

**Agenda #:** 3.c

**Subject:** Thank You Letters from the Blairmore Residents Regarding the One-Way Road Closure on 15th Avenue, Blairmore

**Recommendation:** That Council accept the Thank You Letters as information.

**Executive Summary:**

Correspondence received is provided to Mayor and Council at the subsequent meeting for Council's information.

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

1041, 2020 Procedure Bylaw

**Discussion:**

Correspondence was received from several Blairmore residents thanking Council for closing the one-way road on 15th Avenue in Blairmore.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[Letters of Thank You.pdf](#)

Crowsnest Pass Council,  
Councillor Lisa Sygutek and Bonnie Kawasaki

Gary and Marlene Hudema  
13350 - 15<sup>th</sup> Ave.  
Blairmore, Alberta

We are responding to your decision to have the hill on 15<sup>th</sup> Ave. in Blairmore Closed to traffic. Having the hill closed to traffic, has made a tremendous difference in the vehicle noise accelerating up the hill, along with the amount of traffic in the area. It has especially made the area (the Hill) “much safer” to our Youth that come up and down this hill, now that school is back in.

It will make a much safer area in the winter months once the snow comes and this road becomes extremely icy. We thank you for the decision, as now we don't have to be constantly having to dig cars out of the ditch and sliding into the alley.

We would like to thank everyone on Council for all your time and the quick response, and a special thanks to Councillor Lisa Sygutek and Bonnie Kawasaki for meeting with us and hearing our concerns.

### Thank You

Gary and Marlene Hudema

To the town council and Lisa,

Thank you for closing down 15th Ave. Our neighbourhood has become a safer place for all the kids and people who use that hill for walking and biking. Also our house and yard are no longer in the path of the people who go down it (the wrong way). Our neighbourhood really appreciates what you all have done.

Alli Howlett and Darcy Friesen

## Crowsnest Pass Council

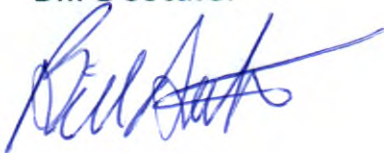
Bill Dostaler  
13346 - 15<sup>th</sup> Ave.  
Blairmore, Alberta

I am responding to your decision to have the hill on 15<sup>th</sup> Ave. in Blairmore Closed. Having the hill closed to traffic, has made a tremendous difference in the vehicle traffic and noise in the area. It has especially made the area safer, as drivers aren't racing up and down this steep hill. With the kid's back in school now I'm sure they feel safer using this hill and not worried about vehicles.

It will make a much safer area in the winter months, once the snow comes and this road becomes extremely icy. We thank you for the decision, as now we don't have to be constantly having to dig cars out of the ditch and sliding into the alley.

We would like to thank everyone on Council for all your time and the quick response, and a special thanks to Councillor Lisa Sygutek and Bonnie Kawasaki for meeting with us and hearing our concerns.

Thank You  
Bill Dostaler





September 9, 2024


To: Council and Mayor  
Municipal CEO

I am just writing to thank you all for listening to our concerns about traffic on 133/134st 15ave Blairmore. The closing of the road (hill) has greatly reduced the number of vehicles on the roadway and is much safer for the kids in the area.

I appreciate the time and effort you put forth in resolving the issue in this area.

Thank you!!

Sincerely

A handwritten signature in cursive script that reads "David C. Hill".

David C. Hill  
13326 15ave Blairmore

David Rupert

13338 15Ave.  
Blairmore

To Council of the Crowsnest Pass  
Mayor Painter  
CAO Patric Thomas

With gratitude I send this note to Council thanking everyone for making the decision to close the 134 St. hill to vehicle traffic off 15 Avenue in Blairmore.

Since it's closing a level of safety and peace has settled into the neighbourhood not seen in years. It is now safe to walk 15 Ave. again.

Children using the street to walk and bicycle to school and travel to Snake Park do so much more safely.

People are regularly walking their dogs up and down the street safely again.

Mountain bikers are regularly using the street again to access the back country.

People are spending more time on their front lawns socializing.

We are not listening to loud diesel trucks roaring up and down our street at all hours of the day or night anymore.

The traffic dust level has dropped 100%.

We are not being yelled, sworn at or intimidated anymore to get off the road by residents of the subdivision above us.

We have stopped worrying about having our pets run over in case one runs across the street to say hi to someone.

We have stopped worrying about the chances of someone's child being run over coming home from school in front of our house.

Again, I am extremely grateful for the safety and peace you have returned to this neighbourhood by closing this dangerous and unnecessary road access down.

Best Regards,  
David Rupert

September 7, 2024

Dear Council of the Crowsnest Pass,

We are writing the Council to express our deep gratitude for closing the 15 Ave hill road to vehicle traffic. We moved into the neighborhood last year, and did not feel it was appropriate to add our voices to the request for closure, but will happily give sincere thanks for Council's action on the closure. The neighborhood already feels noticeably quieter, less dusty, more friendly to pedestrians, and most importantly, safer. Working as an emergency room nurse for the past decade, I have seen the unfortunate and sometimes tragic consequences of traffic accidents, and I always felt the frequent downhill use of the blind corner at 15 Ave and 134 St was an accident waiting to happen. Winter conditions were particularly unsafe as drivers seemed unable to stop travelling in either uphill or downhill directions due to icy conditions. In the case of the 15 Ave hill, safety should be valued above convenience. Since the placement of jersey barriers this summer, the sounds of pedestrians and children on the hill are already increasing and they are a welcome presence over the speeding trucks, loud midnight engines, and accompanying clouds of dust.

Thank you kindly for listening to the neighborhood's request for a safer traffic pattern and for promoting safe pedestrian and biker use in the area. We love living here.

With thanks,

Eli Judge and Annika Silverman  
1453 134 St  
Blairmore, AB

To- Council of the CrowsnestnPass  
Mavor Painter  
CAO Patric Thomas

This letter is one of appreciation and thanks for the swift and positive action taken by you all to the concerns along 15th avenue between 134th street and 133rd street also the traffic going up and down the hill from 134th street and the upper subdivision in Blairmore.

Since the road closure leading to the upper subdivision, the traffic along 15th avenue has reduced greatly and speeding has gone away.

Once again Thank you

Yours truly

Phil Liddell

Phil Liddell

Sept 8th 2024

Rick and Shannon Axani

Personal Privacy / FOIP Act 20

13353 15 Avenue  
Blairmore AB T0K0E0

September 7, 2024

Council of the Crowsnest Pass  
Mayor Painter  
CAO Patric Thomas

To Whom it May Concern:

We moved to the area from both Calgary and Edmonton to build a home in Blairmore. When we, as well as our neighbours and friends, submitted the request for a solution to the issue of speeders and reckless drivers on our street, we didn't have high expectations for change. To our surprise and delight, the decision was made to close the road, in a fairly short time span.

We want to express our sincere appreciation. The neighbourhood streets feel very safe once again. From our corner lot, we see so many others feeling safe as well. From children riding their bicycles to seniors walking their dogs, all are feeling safe again on the streets rather than feeling like they could be run over at any time.

Thank you again, for taking the time to listen to our concerns, and showing all of us that community safety is so important.

Sincerely,  
Rick & Shannon Axani



Sep. 9th 2024

Honourable Mayor and Council  
of the Municipality of the Crownest Pass

Walter and Dawn Gail  
13341-15 Ave.  
Blainmore, Alberta

Regards to Mayor and Council,

On the behalf of myself (Walter Gail) and Dawn Gail, this letter is to address ongoing objections to the alleyway closure at the south end of 134th St. in Blainmore. It has come to our attention that fellow residents that regularly have used this steep one way access are objecting to this closure. We strongly and vigorously disagree and completely support the decision to close this access.

Originally, this access was constructed as an emergency use only. However, since its paving, the problems of traffic and pedestrian safety have arisen. Following the recent closure of this access point the safety of all has improved dramatically. The roadways of 15th Ave. and 134th St. are markedly narrow in this area of our Municipality. With this in mind, the safety of our children walking to and from school and people using the adjacent park has improved tremendously. While in place, the traffic speed recording device has noted some dangerously high rates of speed. This has completely stopped since the closure. As well now some construction is ongoing in this area. One is currently underway and two more are slated in the upcoming year. This, of course, will add congestion and confusion but is improved significantly by keeping the closure in place to reduce vehicle traffic volume.

Taking these factors into consideration we sincerely urge you to keep this closure in place. For the safety and security of all including the protesters of this closure as this alleyway is quite steep and does become dangerous during winter as multiple collisions to vehicles and property have proven.

Thank you Mayor and Council so much for your time, consideration and forbearance on this matter.

Sincerely Yours,  
Walter Gail



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

**Meeting Date:** September 17, 2024

**Agenda #:** 3.d

**Subject:** Alberta SW Board Minutes of July 31, 2024 and September Bulletin

**Recommendation:** That Council accept the Alberta SW Board Minutes of July 31, 2024 and September Bulletin as information.

**Executive Summary:**

Minutes of external boards and committees are provided to Council for their information.

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

1041, 2020 Procedure Bylaw

**Discussion:**

The Alberta SW Board provides their minutes and monthly bulletin to member municipalities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2024 AlbertaSW Board Minutes 07-31 approved plus Exec Dir Report.pdf](#)



**Alberta SouthWest Regional Alliance**  
**Minutes of the Board of Directors Meeting**  
Wednesday, July 31, 2024-REO Hall, Fort Macleod



**Board Representatives**

Brent Feyter, Fort Macleod  
Barbara Burnett, Cowley  
Cam Francis, Cardston County  
Brad Schlossberger, Claresholm  
Kevin Todd, Nanton  
Sahra Nodge, Pincher Creek  
Doral Lybbert, Glenwood  
Rick Lemire, MD Pincher Creek

**Guests and Resource Staff**

Lacey Poytress, LRSD  
Tristan Walker, MAASIF Energy  
Sacha Anderson, CF Crowsnest Pass  
Marie Everts, JET  
Bev Thornton, AlbertaSW

- |   |                                      |  |
|---|--------------------------------------|--|
| 1 | Call to Order/                       | Chair Brent Feyter called the meeting to order.  |
| 2 | Approval of Agenda                   | Moved by Kevin Todd THAT the agenda be approved with two additions: SEED Homes and Battery Storage Project Information<br><b>Carried.</b> [2024-07-906]  |
| 3 | Approval of Minutes                  | Moved by Brad Schlossberger THAT the Minutes of May 1, 2024, be approved with cheque register sequence and attendance corrected.<br><b>Carried.</b> [2024-07-907]  |
| 4 | Approval of Cheque Register          | Moved by Sahra Nodge THAT cheques #3385to #3437 be approved as presented.<br><b>Carried.</b> [2024-07-908]   |
| 5 | Operations , Commitments, Transition | Board reviewed budget projections for next 3 years and ways to set priorities. Bev will compile a regional overview document to share with Councils.   |
| 6 | REDA Advocacy                        | Resolutions of support for REDAs will be going forward at upcoming Rural Municipalities of Alberta and Alberta at this time Municipalities conventions. It is considered timely that REDAs advocate prior to these events.<br>Moved by Cam Francis THAT AlbertaSW join other REDAs, to each write a letter to the Premier requesting a meeting to discuss a positive way forward.<br><b>Carried.</b> [2024-07-909] |
| 7 | RFP for contracted JET support       | Jobs, Economy, and Trade (JET) is accepting proposals for services to assist each REDA to transition away from dependence on provincial investment in their operations. Board discussed importance of identifying our priorities<br>Moved by Sahra Nodge THAT the Chair sign the terms of the agreement required by JET to confirm we would work with the consultant.<br><b>Carried.</b> [2024-07-910]             |
| 8 | SEED Homes                           | Board discussed the information package outlining a new product for factory-built affordable housing.<br>Each community will follow up, individually, as interested.   |
| 9 | LYNQ Energy Storage System           | Tristan provided an overview of an approach to managing energy services, saving money and improving long-term reliability.<br>Each community will follow up, individual, as interested.  |



11	Executive Director Report	Accepted as information.
12	Round table	Accepted as information.
13	Upcoming Board Meetings	<ul style="list-style-type: none"> <li>➤ Wednesday, September 4, 2024 – Crowsnest Pass or Pincher Creek</li> <li>➤ Wednesday, October 2, 2024 – may conflict with EDAC, Edmonton</li> <li>➤ Wednesday, November 6, 2024 – TBD</li> </ul>
14	Adjourn	Moved by Barbara Burnett THAT the meeting be adjourned. <b>Carried.</b> [2024-07-911}

**Approved September 4, 2024**

### **Executive Director Report August 2024**

#### **MEETINGS and PRESENTATIONS**

- July 31: AlbertaSW Board Meeting (August rescheduled), Fort Macleod
- Aug 8: meeting with IEDC Accreditation Reviewer, Halifax
- Aug 13: meeting with SouthGrow and China office, Teams
- Aug 14: planning call with Travel Alberta, Teams
- Aug 20: REDA Managers meeting, Zoom
- Aug 20: Energy Futures Lab meeting, Zoom (regrets)
- Aug 22: IEDC-AEDO Accreditation Committee meeting, Zoom
- Aug 26: MECAP planning meeting, Zoom
- Aug 27: Connect4Commerce, Community Futures, JET planning meeting, Zoom
- Aug 27: call with RMV publications
- Aug 29: meeting with Westward Marketing Solutions re: website next steps

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

- Support Energy Futures Lab (EFL) pilot project development
- Submit final year-end report 2023-2024 and accompanying documentation
- RBL updates
- Final review of new website rebuild
- Meetings re: next steps for Connect4Commerce installation
- Scenario planning for Crown of the Continent Geotourism Council

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

- Continued collaboration regarding options for future REDA operations
- SAITI review of new video
- Secure what may be final supply of National Geographic Crown of the Continent maps
- Conversation with Parks Canada re: visitor management opportunities
- Explore ideas regarding sustainable destination scenic drives

# Alberta SouthWest Bulletin September 2024

## Regional Economic Development Alliance (REDA) Update



❖ **Regional Innovation network of Southern Alberta (RINSA)** continues with the strategic planning process that began last March. Aligned with Alberta Innovates, RINSA is a multi-organizational initiative to support entrepreneurs. [www.rinsa.ca](http://www.rinsa.ca)

❖ **Manufacturing, Energy, Construction, Ag Processing (MECAP)** is launching the next phase of the program. The “Industry Leaders Forum” is a speaker series to connect businesses to expert resources and pathways to success.

**\*\* E-mail Bev or Natalie to Register Now** and receive details on the upcoming sessions.

### AlbertaSW MECAP Industry Leaders Forum

Wednesday, September 18	12:00-2:00pm Manufacturing (Virtual)
Wednesday, October 16	12:00-2:00pm Workforce (In-person)
Wednesday, November 20	12:00-2:00pm Supply Chain (Virtual)
Wednesday, December 18	12:00-2:00pm Agri-value (Virtual)
TBD January 2025	12:00-2:00pm Energy (TBD)

Bev Thornton, Alberta SouthWest [bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

Natalie Gibson, InnoVisions & Associates [NatalieGibson@shaw.ca](mailto:NatalieGibson@shaw.ca)



### ❖ REDA Chairs and Managers meeting planned for September 24

Jobs Economic and Trade has notified Regional Economic Development Alliances in Alberta REDAs that operational funding will be reduced over a period of 3 years. This meeting is an opportunity to regroup, re-reassess and envision what could be next. Plan is to have a “way-forward” document for REDAs by the end of September.



### ❖ Alberta SouthWest Crown of the Continent achieves GOLD Certification

Thank you to all the community members, tourism operators and public works staff who contributed to outstanding results in the Green Destinations International audit, conducted in September 2023. This certification indicates we have met criteria based upon the United Nations Sustainability Development Goals (UNSDG).



Our region is one of just a handful of certified destinations in North America, and the only one in Canada!

<https://www.greendestinations.org/home/about/destinations-collection/>

### Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0  
403-627-0244 (cell)  
[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)  
[www.albertasouthwest.com](http://www.albertasouthwest.com)





## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** September 17, 2024

**Agenda #:** 3.e

**Subject:** Alberta Energy Regulator Proceeding No. 444 Submission

**Recommendation:** That Council accept the correspondence as information.

**Executive Summary:**

Council had requested that all submissions to the AER in regards to Northback's application be reported back to Council for information.

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

N/A

**Discussion:**

N/A

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[Sep 12, 2024 Letter to AER re Adjournment Motion - MCNP Response \(B5998027x7AF53\).PDF](#)



Refer to: A. Gulamhusein  
Direct Line: [Redacted]  
E-mail: [Redacted]@brownleelaw.com  
Our File No.: 71270-0269/JSG

*Sent via Email:* [Hearing.Services@acer.ca](mailto:Hearing.Services@acer.ca)

September 12, 2024

Alberta Energy Regulator  
Suite 1000, 250 – 5 Street SW  
Calgary, AB T2P 0R4

**Attention: Elaine Arruda, Hearing Coordinator**

Dear Sir/Madam:

**RE AER Proceeding 444  
Northback Holdings Corporation (“Northback”)  
AER Applications A10123772, 1948547, and 00497386 (the “Applications”)  
Motion filed by MD of Ranchland dated September 6, 2024 (the “Adjournment  
Motion”)**

---

We are writing on behalf of the Municipality of Crowsnest Pass (the “MCNP”), a Full Participant in Proceeding 444 regarding the Applications made by Northback, to respond to the Adjournment Motion filed by the MD of Ranchland (the “MD”). The MCNP is not in favour of the Adjournment Motion.

The MD submits it has filed the Adjournment Motion seeking an adjournment, *sine die*, of Proceeding 444 on the basis that the Court of Appeal has granted permission to appeal the decision of the Alberta Energy Regulator (the “AER”) to accept the Applications in Court Action No, 2401-0076AC. The MD has filed its Adjournment motion pursuant to section 44 and 46 of the *Alberta Energy Regulator Rules of Practice*, AR 99/2013.

The MCNP notes that the regulatory review for the Applications near the community of Blairmore in the MCNP, Alberta, has already exceeded a year. The Applications, made to support core sampling and geotechnical data collection to better understand the deposits in the Grassy Mountain area for potential resource development, were received by the AER in August and September 2023. This lengthy review is inconsistent with the AER’s goal “to improve Alberta’s competitive advantage by making [Alberta’s] regulatory system more efficient”.<sup>1</sup> This review far exceeds the AER’s regulatory application target timelines of 30 business days for routine coal, 5 business days for drilling and 10 business days for temporary diversion licences.<sup>2</sup>

---

<sup>1</sup> <https://www.aer.ca/providing-information/about-the-aer/who-we-are#:~:text=Our%20Mandate%20is%20to%20provide,Alberta%20through%20our%20regulatory%20activities.>

<sup>2</sup> <https://static.aer.ca/prd/documents/applications/application-processes/Regulatory-Applications-Target-Timelines.pdf>

Although it is expected that these timelines will be exceeded in cases where Statements of Concerns are filed, the review of the Applications has nevertheless taken an significantly more time. The MCNP is concerned that those considering exploration programs in the area will choose to invest in other jurisdictions because of the unreasonable, timely, and costly regulatory processing being applied to this benign exploratory work.

Northback has been a major contributor to the MCNP's economy and the MCNP hopes that this investment in the community will continue. In the MCNP's view, further delay to this Proceeding creates a real risk that Northback will not continue to invest in the region.

Although permission to appeal has been granted on discrete legal issues, the Minister's direction in Ministerial Order 002/2022 dated March 2, 2022, as clarified in the additional letter of November 16, 2023, is consistent with the Final Report of the Coal Policy Committee dated December 2021, which explicitly referenced the Grassy Mountain Project as an advanced coal project:<sup>3</sup>

**Advanced coal projects in Alberta**

PROJECT	PROPONENT	LOCATION	CATEGORY
Grassy Mountain	Benga Mining (Riversdale Resources)	Blairmore	Category 4
Tent Mountain	Montem Resources	South Crowsnest Pass	Category 4
Vista (Phase 2) Expansion	Bighorn Mining Ltd. Coalspur (Operations) Ltd.	Hinton	Category 4

Source: Alberta Energy, 2021

Therefore, the intent of the Minister and the Government of Alberta is clear and the permission to appeal decision does not raise any doubt as to what the Minister or Government of Alberta intended. The AER should act in accordance with that intent and continue to process the Applications and hold the public hearing in January of 2025.

To the extent there is a concern that the outcome at the Court of Appeal may impact the validity of the hearing process, as alleged by the MD, the Minister, pursuant to section 67 of the *Responsible Energy Development Act*, may by order give directions to the AER for the purposes of providing priorities and guidelines for the AER to follow in carrying out of its powers, duties and functions and ensuring the work of the AER is consistent with the programs, policies and work of the Government in respect of energy resource and mineral resource development. The Minister can take the necessary steps to ensure that the AER's regulatory process can proceed without this legal risk, including by having the Minister issue another order clarifying the Minister's intent. Alternatively, the Minister may repeal Ministerial Order 002/2022.

<sup>3</sup> <https://open.alberta.ca/dataset/cabecccc3-3937-408a-9eb5-f49af85a7b3f/resource/75d241f9-5567-4a86-91e7-3ed285e42f18/download/energy-coal-policy-committee-final-report-2021-12.pdf> at pdf 27/45.

In summary and for the reasons outlined above, the MCNP opposes the Adjournment Motion and submits the AER should proceed with the Proceeding as scheduled.

We trust these submissions are of assistance.

Yours truly,

**BROWNLEE LLP**

**PER:**



**ALIFEYAH GULAMHUSEIN**

**AG**

cc      Municipality of Crowsnest Pass, Attn: Patrick Thomas (via email)  
         Northback Holdings Corporation, Attn: Angela Beattie (via email)  
         Bennett Jones LLP, Attn: Martin Ignasiak (via email)  
         JFK Law LLP, Attn: Blair Feltmate (via email)  
         Carscallen LLP, Attn: Michael B. Niven, KC (via email)  
         Gowling WLG (Canada) LLP, Attn: Caireen E. Hanert (via email)  
         McLennan Ross LLP, Attn: Gavin Fitch, KC (via email)  
         Rae and Company, Attn: Brooke Barrett (via email)  
         Vern Emard (via email)





## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** September 17, 2024

**Agenda #:** 4.a

**Subject:** Minutes of the Council Meeting of September 10, 2024

**Recommendation:** That Council adopt the Minutes of the Council Meeting of September 10, 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 09 10 - Council Meeting Minutes.docx](#)



**Municipality of Crowsnest Pass**  
**Council Meeting Minutes**  
**Tuesday, September 10, 2024**

---

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, September 10, 2024.

**Council Present:**

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

**Council Absent:**

Councillor Lisa Sygutek

**Administration Present:**

Patrick Thomas, Chief Administrative Officer  
Kristin Colucci, Deputy Chief Administrative Officer  
Brian McCulloch, Director of Finance  
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**

- c. UTAR & NUTAR Clarification – Councillor Ward

**In Camera**

- a. Economic Interests of the Public Body – Land - FOIP Act Section 25 - Councillor Filipuzzi
- b. Personal Privacy - Personnel – FOIP Act Section 17 - Mayor Painter

**01-2024-09-10:** Councillor Glavin moved to adopt the agenda as amended.

Carried



**CONSENT AGENDA**

**02-2024-09-10:** Councillor Ward moved that Council approve the following Consent Agenda items as amended without debate:

**3.a**

**Minutes of the Municipal Planning Commission of July 24, 2024**

THAT Council accept the Minutes of the Municipal Planning Commission of July 24, 2024 as information.

Carried

**ADOPTION OF MINUTES**

**03-2024-09-10:** Councillor Filipuzzi moved to adopt the Minutes of the Council Meeting of August 27, 2024 as presented.

Carried

**PUBLIC HEARINGS**

None

**DELEGATIONS**

None

**REQUESTS FOR DECISION**

**Bylaw 1193, 2024 - Road Closure - First reading**

**04-2024-09-10:** Councillor Girhiny moved first reading of Bylaw 1193, 2024 Road Closure.

Carried

**Bylaw 1202, 2024 - To amend Bylaw 941, 2015**

**05-2024-09-10:** Councillor Kubik moved that the Minister of Transportation and Economic Corridors be notified that the road closure is not needed.

Carried

**Policy 1702-03 - Procurement of Goods and Services**

**06-2024-09-10:** Councillor Filipuzzi moved to amend the policy by changing for paragraph 3, under bullet 2 of the report "Over \$15,000 to \$75,000", change the \$75,000 to \$50,000, and to change bullet 4 to "Over \$50,000 to \$500,000".

Carried

**07-2024-09-10:** Councillor Kubik moved that in the report under paragraph 3, bullet 2, that the word “directors” be removed and that the sentence read “it is approved by the CAO within previously approved budget limits”.

Defeated

**08-2024-09-10:** Councillor Filipuzzi moved that Council adopts Policy 1702-03 - Procurement of Goods and Services as amended.

Carried

#### **Subdivision Endorsement Extension Request 2022-0-074**

**09-2024-09-10:** Councillor Ward moved that Council approves the subdivision endorsement extension request for Subdivision 2022-0-074 for a period of six months to March 10, 2025.

Carried

#### **Crown Mountain Site Visit - Dates for Consideration**

**10-2024-09-10:** Councillor Ward moved that Administration book the Crown Mountain site tour for the morning of October 3, 2024.

Carried

#### **2024 Q2 Financial Report**

**11-2024-09-10:** Councillor Girhiny moved that Council accepts the 2024 Quarter 2 Financial Report for Information.

Carried

#### **2023 Surplus Report**

**12-2024-09-10:** Councillor Ward moved that the 2023 Surplus of \$110,937 is transferred to the Millrate Stabilization Reserve.

Carried

#### **COUNCIL MEMBER REPORTS**

- Councillor Sygutek
  - Sent out Kudos to the staff for the success of the Community BBQ held during the Community Market
    - The T-Rex was exceptionally successful
    - It was great to see so many young families in the park
    - Encouraged road closures for all future Community Markets from a safety perspective

- Councillor Ward
  - The Man Van was at the Community Market
    - There was between 70 & 80 men who took advantage of that which is a high number for a three hour window
  - Went to the Cowley Parade with the Municipal Float along with Councillors Glavin and Filipuzzi
    - It was a great event
- Mayor Painter
  - Attended the Community BBQ at the Community Market
    - Great event for the community, pleased to be able to do this event
  - Attended the Mayors and Reeves meeting on September 6th
    - MP Martin Shields was in attendance
      - Spoke to Bill C11 and Bill C61
    - MLA Grant Hunter
      - Advised Alberta's GDP has increased by 3.5% adding 46,000 jobs
      - Building 2 hydrogen plants
      - New program – Recovery Alberta rolled out through Alberta Health
        - Addictions and mental health
      - Invasive species program very successful in Alberta due to high fines
      - Electrical energy rate reduced by approximately half
      - Performance based health care system
- Councillor Kubik
  - Clarified that Recovery Alberta is a private health care initiative
    - Addictions and Mental Health nurses have transitioned to the private sector

### **PUBLIC INPUT PERIOD**

Ken Allred – Blairmore

- Suggested that agendas should contain pictures to clarify the intent of bylaws
- Felt that the Land use bylaw advertising could be improved in terms of maps with more detail and size of ads
- Indicated that a petition was raised to save a very old tree on the 17<sup>th</sup> Hole of the Golf Course

### **COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

#### **Notice of Motion - Coal Referendum (non-binding Vote of the Electors on a Question)-Councillor Ward**

**13-2024-09-10:** Councillor Ward moved that Council directs Administration to hold a vote of the electors of the Crowsnest Pass within ninety days (using the same criteria as a municipal election for eligibility and process) with the following question "Do you support the development and operations of the metallurgical coal mine at Grassy Mountain?".

Councillor Sygutek Requested a Recorded Vote.

In Favor: Mayor Painter, Councillors: Kubik, Filipuzzi, Glavin, Girhiny, Sygutek and Ward

Opposed: None

Carried

**14-2024-09-10:** Councillor Glavin moved that Council approves \$27,000 from the Mill Rate Stabilization Reserve to hold the non-binding Vote of the Electors on a Question.

Carried

### **Resolutions for Alberta Municipalities Convention - Mayor Painter**

Council discussed reviewing the resolutions and came to the consensus that the delegates at the Convention would be equipped to make the best choices on the resolutions as they will hear all sides of the debate at the convention and can make an informed vote at that time.

### **Clarification of UTAR and NUTAR – Councillor Ward**

**15-2024-09-10:** Councillor Ward moved that Administration provide a full transcript of all presentations and discussion regarding UTAR and NUTAR from first reading up to and including passing the bylaw.

Carried

### **IN CAMERA**

**16-2024-09-10:** Councillor Sygutek moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act at 8:52 pm:

- a. Economic Interests of the Public Body – Land - FOIP Act Section 25
- b. Personal Privacy - Personnel – FOIP Act Section 17

Carried

### **Reconvene**

Mayor Painter convened the In Camera meeting at 8:55 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

**17-2024-09-10:** Councillor Sygutek moved that Council come out of In Camera at 9:48 pm.

Carried

**ADJOURNMENT**

**18-2024-09-10:** Councillor Filipuzzi moved to adjourn the meeting at 9:49 pm.  
Carried

---

Blair Painter  
Mayor

---

Patrick Thomas  
Chief Administrative Officer



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** September 17, 2024

**Agenda #:** 6.a

**Subject:** Crowsnest Cando Roxy Update

**Recommendation:** That Council accept the update from Crowsnest Cando on the Roxy project and authorize final release of the committed funding from the 2024 budget.

**Executive Summary:**

During the review of Category 1 Grant applications at the October 12, 2023 budget meeting, Council recommended an allocation of \$75,000 for the 2024 budget to refurbish the sign and cladding on the Roxy and that the Society obtains three quotes for the project.

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

n/a

**Discussion:**

The Society will present information on the quotations received in order to have the funds released and to commence the restoration projects as originally applied for. The Society will also update Council on the status of the overall project.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

Release of \$75,000 Category 1 Grant - 2024 Budget

**Attachments:**



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

**Meeting Date:** September 17, 2024

**Agenda #:** 7.a

**Subject:** Bylaw 1185, 2024 Road Closure - Second and Third Reading

**Recommendation:** That Council gives second and third reading of Bylaw 1185, 2024.

**Executive Summary:**

Bylaw 1185, 2024 proposes the closure of a portion of an Unnamed Road (a portion of a rear lane), which is intended to be consolidated with the adjacent property, Plan 881DK, Block 2, Lot 1, to correct the illegal use of Municipal Lands.

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

Section 22 of the Municipal Government Act

Motion 17-2024-01-23

**Discussion:**

The purpose of the proposed bylaw is to close a portion of an undeveloped rear lane to facilitate a boundary adjustment to Lot 1, Block 2, Plan 881DK to correct the illegal use of Municipal Lands by having constructed an accessory building (garage constructed in 1950) entirely on Municipal property. This situation could not legally be resolved through an encroachment agreement because no portion of the garage is located on Lot 1, Block 2, Plan 881DK. The public rear lane is unlikely to ever be required for vehicular access, due to the steep slope of the land.

Council gave first reading to Bylaw 1185, 2024 on May 07, 2024. Administration completed the road closure referral procedure, and Council held a public hearing on June 25, 2024. There were no objections received during the referral process or the public hearing. Subsequently, Administration submitted a complete road closure package to Alberta Transportation and Economic Corridors (ATEC).

On July 25, 2024 the Minister of Transportation and Economic Corridors signed the bylaw and returned it to the Municipality, and Council can now consider second and third readings. The completed bylaw will then be sent to the Registrar of Land Titles for registration, and to ATEC for the

final closure of the road. The landowner of Lot 1, Block 2, Plan 881DK would then be in a position to apply for subdivision and development permit applications, and complete the land purchase with the Municipality.

**Analysis of Alternatives:**

1. Council may give second and third readings to Bylaw 1185, 2024.
2. Council may defeat Bylaw 1185, 2024.

**Financial Impacts:**

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

**Attachments:**

- [Bylaw 1185, 2024 signed by Minister ATEC.pdf](#)
- [Bylaw No. 1185, 2024 Schedule A.pdf](#)



**MUNICIPALITY OF CROWNEST PASS**  
**BYLAW NO. 1185, 2024**  
**ROAD CLOSURE**

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

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

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

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

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

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

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

PLAN 881DK, BLOCK 2

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

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

READ a **first** time in council this 7<sup>th</sup> day of May 2024.

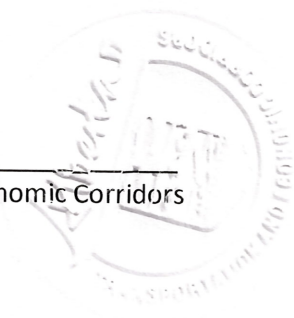
  
\_\_\_\_\_  
Blair Painter  
Mayor  
  
\_\_\_\_\_  
Patrick Thomas  
Chief Administrative Officer

MUNICIPALITY OF CROWNEST PASS  
THE PROVINCE OF ALBERTA

PUBLIC HEARING scheduled for the 25<sup>th</sup> day of June 2024 and advertised in the Crowsnest Pass Herald on the 5<sup>th</sup> and 12<sup>th</sup> day of June 2024.

APPROVED this 25 day of July, 2024

  
for Minister of Transportation and Economic Corridors

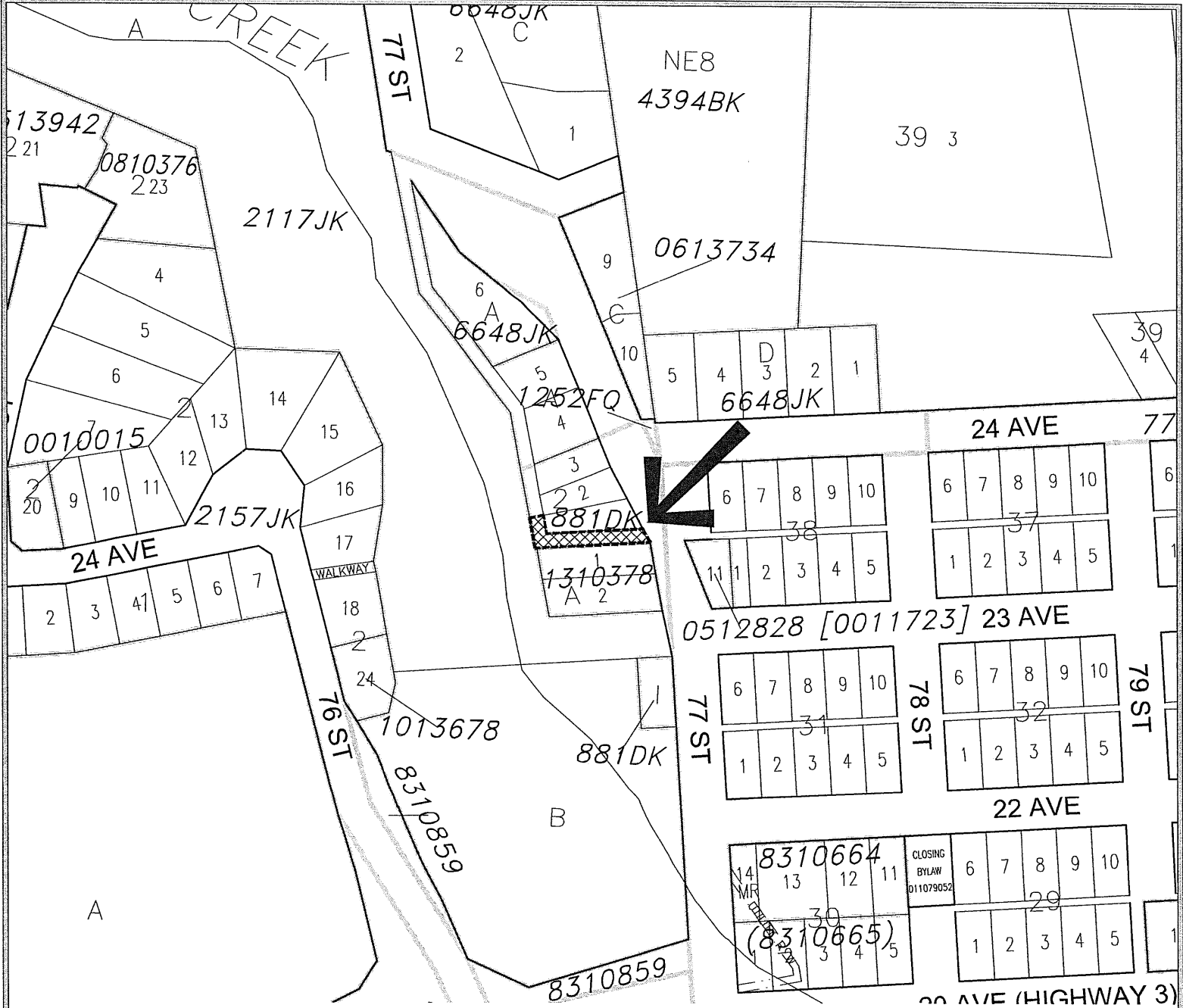


READ a **second** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

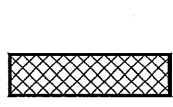
READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

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

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



**PROPOSED ROAD CLOSURE  
SCHEDULE 'A'**



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

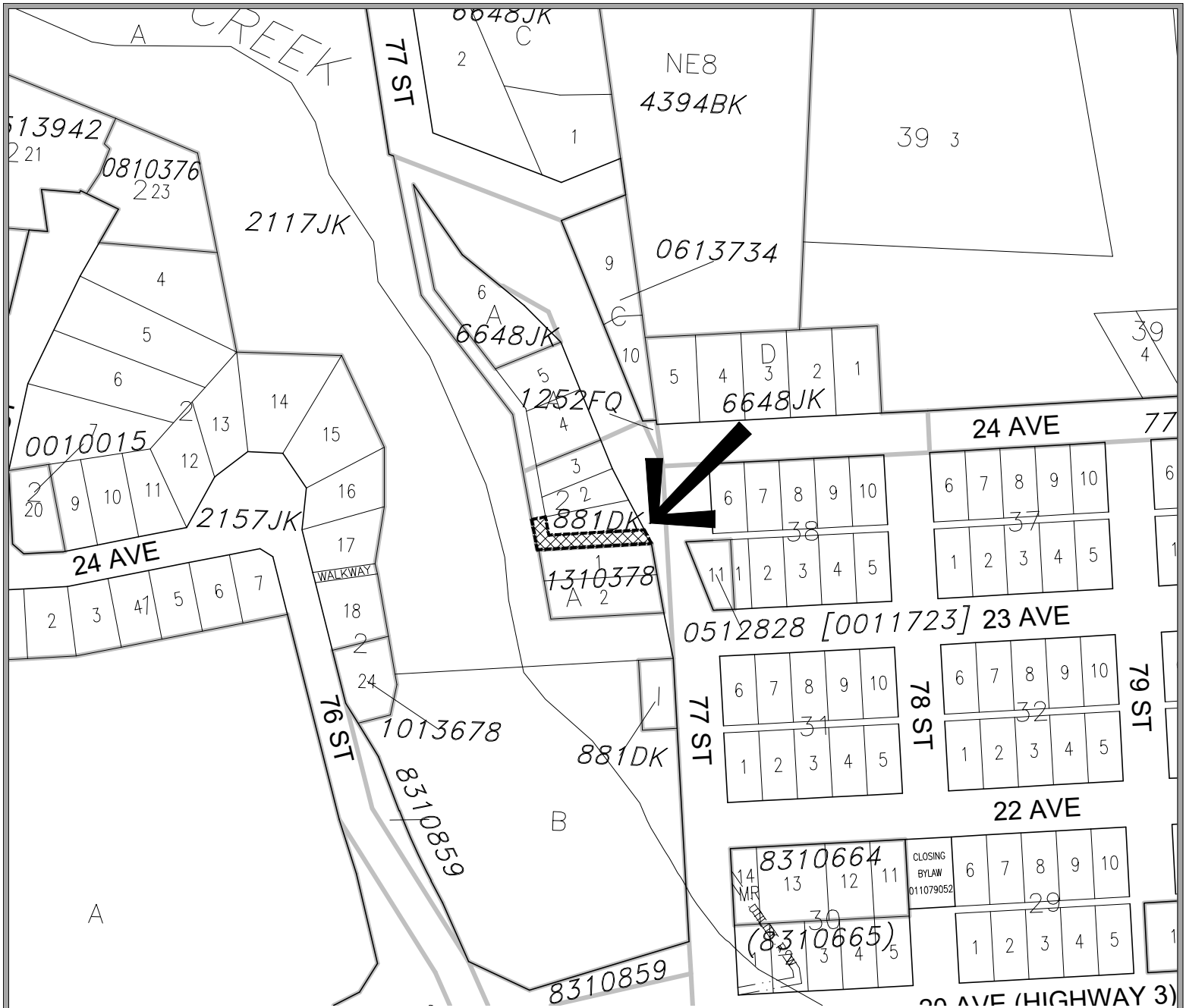
MUNICIPALITY: CROWSNEST PASS  
 DATE: APRIL 25, 2024

Bylaw #: 1185, 2024  
 Date: \_\_\_\_\_

**OLDMAN RIVER REGIONAL SERVICES COMMISSION**  
 0 Metres 50 100 150 200  
 April 25, 2024 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Road Closure - Portion of Lane, Lot 7, Block 2, Plan \_\_\_\_\_.dwg



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"



## 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:** September 17, 2024

**Agenda #:** 7.b

**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\\_-\\_September\\_13\\_\\_2024.docx](#)



## Service Areas Update – September 13, 2024

### CAO Office

- Meeting with RMA Executive
- Attended Fall Community BBQ
- Initial meeting regarding Highway 3X design
- Meeting with RCMP detachment commander
- Meeting with Travel Alberta regional manager
- Tour with Quad Squad and MLA Petrovic
- Preparing for budget
- Continuing Downtown Bellevue Revitalization project oversight
- Continuing Bellevue High Flow Pump and Water Main project oversight
- Continuing Southmore Phase 2 ASP project oversight

### Finance

- Tax Desk received 58 requests for Tax Searches in August 2024; YTD 326 (compared to 49 in August 2023 YTD 339, and 75 in August 2022 YTD 429. An additional 20 tax searches were received up to September 9, 2023.
- Accounts Payable in August did three check runs, processed 602 invoices, and paid 338 vendors; YTD processed 3,294 Invoices and paid 1,592 vendors. (August 2023 processed 478 invoices and paid 287 vendors with three check runs, YTD processed 3,543 Invoices and paid 1,728 vendors).
- The Municipality received 4 formal assessment complaints from Residents with one being withdrawn by July 8 (final day for complaints). Date and time of hearing have been scheduled for late October by ORRSC.
- One Commercial assessment complained (Servus Credit Union) was received and hearing will be in November (virtual) as the hearing will be held in Lethbridge.
- Working on review of the following Bylaws and Policies:
  - Procurement of Goods and Services Policy
  - Municipal Reserves Policy
  - Tangible Capital Assets Policy
- Budget 2025 has officially started. Next meeting is October 10 with Category 1 and 2 grant requests, Boards and Authorities, and Department Initiatives.

### Corporate Services

- The Municipality has 119 employees across the organization. (57 Permanent, 21 Pool, 28 Fire Rescue, 3 Students/Seasonal, 10 Casual)

- The Municipality has 16 open postings online (Firefighter recruitment, Reposting- Manager of Finance, 11 Pass Powderkeg, Casual Community Services Labourer, Community Services Operator I and Municipal Election Workers.)
- 20 offers out for returning Pass Powderkeg Employees for the 2024/2025 Season. Postings for the remaining openings will be up shortly.
- New Manager of Pass Powderkeg and Pool will start on September 16, 2024.
- Hired a Community Services Operator III internally.
- 10 FOIP requests have been received, 7 complete, 2 are outstanding.
- 13 Complaint Forms have been received; one is outstanding. (6 smoke complaints, 7 other)
- Hired Returning Officer for the 2024 Non-Binding Vote of the Electors on a Question, prepared communication and webpage with information on the vote.

## **Development, Engineering & Operations**

- **Utilities Department**
  - Completed sewer flushing program
  - Hydrant testing and servicing ongoing
  - Storm system flushing and cleaning – trouble spots
  - Utility projects – 34 TOTAL to September 9
    - Curb stop repair (8)
    - Hydrant install (3)
    - New water (4) and sewer (6) installs
    - Valve repair (3)
    - Miscellaneous repair (10)
  - Completed contract sewer lining in Coleman & Carbondale
  - Sewer plant – warranty and service work ongoing
  - Sewer line camera inspections completed in August (1,000 metres)
  - Budget Initiative: Design started for River Bottom PRV (2024 Capital)
- **Transportation Department**
  - Asphalt road repairs ongoing into September/October
  - Concrete repairs ongoing (90% completed)
  - Grading 3<sup>rd</sup> round of roads ongoing, spot gravelling as required
  - Cemetery cleanup and new graves (August 4 sites, July 6 sites)
  - Spray patching (demo unit)
  - Sand supply for winter established with Volker Stevin (Coleman)
  - Winter maintenance preparations beginning – graders, snow plows and loaders
- **Development & Trades Department**
  - **Facility Maintenance**
    - Regular maintenance activities.
    - Budget Initiatives 2024 status: painting of Coleman Seniors Centre detailed woodworking started week of August 19, Library painting to follow; Hillcrest

Pump House and Bellevue Old Pump House fencing completed, Bellevue Reservoir Pumphouse fencing pending; Fire Station No. 1 windows pending delivery; obtain warranty for Elks Hall roof (2021) to install a new torch-on roof.

- **Planning, Development & Safety Codes**
  - Municipal Planning Commission – one meeting in August (2 Subdivisions; 7 DPs).
  - Municipal Historic Resources Advisory Committee – no meeting in August.
  - Subdivision and Development Appeal Board – no hearing in August.

Key Performance Indicators (KPIs) - August 2024:

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
<b>Facility Maintenance – Plumbing, Construction, Electrical</b>		
Work Orders – issued / closed	47 / 40	301 / 256
<b>Planning &amp; Development</b>		
Compliance Certificate requests - received / processed	0 / 0	27 / 30
Development permit applications - received / processed	22 / 27	308 / 185
Business Licences - received / processed	2 / 0	50 / 43
LUB Complaints – new / closed	4 / 2	37 / 33
LUB Complaints – Monthly Volume	53	50.75
Notice of Intent / Stop Orders - issued	2 / 0	21 / 4
Bylaws (MR / Road Closures, LUB)	0	16
Appeal Hearings	0	2
Subdivision applications	0	13
<b>Safety Codes</b>		
New Housing Starts	3	34
Building permits - issued / inspections / closed	11 / 26 / 15	95 / 232 / 164
Electrical permits - issued / inspections / closed	18 / 19 / 17	113 / 145 / 98
Gas permits - issued / inspections / closed	5 / 4 / 2	54 / 116 / 94
Plumbing permits - issued / inspections / closed	3 / 4 / 1	41 / 79 / 53
PSDS permits - issued / inspections / closed	0 / 1 / 1	3 / 6 / 5
Orders Issued / closed	0 / 0	0 / 0
Safety Codes Council Appeals	1	1

**Protective Services**

- **Fire**
  - 2 members achieved Air Brake endorsements
  - 1 fire drills

Category	Month (Aug)
Fires	1
Motor Vehicle Incidents	1
Medical Response	6
Smoke Investigation	1
Alarms	9
Rescues	3
Other	2
<b>Total Responses</b>	<b>23</b>



- **Peace Officer**
  - September enforcement focus:
    - School zone safety
    - Pedestrian safety
    - Wildlife attractants

<b>Category</b>	<b>Month (Aug)</b>	<b>Year to Date</b>
Number of Charges Laid	55	410
Cases Generated (Incident Count)	57	290
Cases: Requests for Service	42	261
Cases: Officer Observed	10	47
Cases: Received from outside Department/Agency (i.e. RCMP)	5	39
Vehicle Removal Notices	2	18
Vehicles Towed	0	11
Positive Ticketing	0	0
Projected Fine Revenue **	\$13,153	\$121,418

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

- **Environmental Services**
  - Notice of Vegetation program posted
  - Active weed spraying with our contracted vegetation management
  - Weed pulls every Wed
  - Community Market booth x 2

<b>Field Work</b>	<b>AUGUST</b>	<b>TO DATE</b>
Vegetation Inspections	21	133
Inspector's Notices	2	19
Inspector's Notices (Open/Closed)	1/9	1/21
# of bags pulled	60	211
Weight of destroyed weeds	566	2106 kg
Acres Inspected	207	1949
Soil Inspections	21	133
Pest Inspections	2	4
Trap Rentals	0	3
# of burrows treated	32	107
EDDMapS Entries	33	174

Revisits	2	26
EDRR	0	8
Education and Awareness Events	0	3
Public Weed Pulls	4	13

### Pass Powderkeg Community Resort

- Successful Sept 6-8, 2024 Bee's Knees Enduro Weekend- Sold out- And close to 200 races over the two days.
- New Manager, Andrew Rusynyk starts on September 16
- Lift maintenance to be started, work has been done on springboxes and re-organizing the shop
- Snowguns are on the way for the 2024/25 season- Two employees attending new Snow Gun Training Sept 11-14
- Snow School Supervisor, Natalie Rix has started part time to assist during the transition
- Winter staffing is strong with 20 returning so far from last year- two leadership postings close on Sept 15
- General PPK Winter postings are going up this week

### Crowsnest Pass Community Pool

- High attendance numbers continued for August.
- Held a fun Pirate Day on August 23 with treasure for kids to find.
- Pool Season concluded on September 8, we hit capacity numbers during public swim each day of the final weekend.
- We welcomed 240 children into swim lessons this year.
- Thanks to all the staff for the strong year, we had many mechanical issues and we persevered!

### Community Services

- **Arena/Parks/ Events**
  - MDM Gym
    - Wedding August 23, 24, 25
  - Elks Hall
    - Wedding August 16, 17, 18
  - Complex
    - CNP Pistol Club Gun Show – Curling Arena August 9 and 10
    - Ice install started
  - Sportsfields/Parks
    - August 18 last day for ball

- Coal cart beautification complete
  - Gazebo Park
    - Crowsnest Community Market – Thursdays 3:00 p.m. to 7:00 p.m. July and August
    - Crowsnest Heritage Festival August 4, Concert Event with the Crowsnest Community Orchestra
  - Flumerfelt Park
    - Coleman Community Society Heritage Weekend Country Market August 3
  - Festival and Special Events
    - Coleman Community Society Heritage Day Weekend Country Market August 3
    - Crowsnest Heritage Festival Concert Event with the Crowsnest Community Orchestra – August 1
- **FCSS**
  - Working on 2024/2025 Fall Winter Community Handbook
  - We received 4 applications for 2025 FCSS Funding. Funding packages have been assembled and ready for pick up.
  - Hosted 4 summer pop up fun days at Petes’s Park – such a great response to these events.
  - Fall BBQ September 5.
  - Meals on Wheels – business as usual.
  - Seniors on the Go Newsletter
  - Assisting seniors’ clubs.
  - Subsidized taxi program
  - Information & community referrals.
  - Sitting on committee for Accessible transportation
- **Programming**
  - Pickle Ball – Outdoor courts Coleman and Hillcrest
  - Soccer camp – Challenger Sports
  - Aqua Yoga programming
  - Movie in the Park
  - Open Gym and Gymwalk
  - Fall program registration complete
  - Pop up water days in Park done for the year



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** September 17, 2024

**Agenda #:** 7.c

**Subject:** Rural Municipalities of Alberta (RMA) Convention Attendees

**Recommendation:** That Council appoint Mayor Painter, Patrick Thomas, Chief Administrative Officer and two Councillors to attend the RMA Convention in Edmonton from November 4-7, 2024.

**Executive Summary:**

Annually the Rural Municipalities of Alberta hosts a convention which provides an opportunity for the Mayor, Council Members and the Chief Administrative Officer to attend information sessions geared at Rural Municipal Officials, networking opportunities with other rural 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:**

In addition to the Mayor and Chief Administrative Officer, two members of Council are appointed to attend the RMA 2024 Fall Convention which will be held November 4-7, 2024 at the Edmonton Convention Centre. The draft agenda is attached for Council's information.

Registration is now open for the convention.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[DRAFT-RMA-2024-Fall-Convention-Agenda-Sept-3.pdf](#)

## Monday, November 4

8:30 am to 4:00 pm	EOEP Course: Council's Role in Service Delivery EOEP Course: Council's Role in Public Engagement EOEP Course: Effective Meetings
2:00 pm to 6:00 pm	Tradeshow Registration Desk <i>Assembly Level</i>
3:30 pm to 5:30 pm	Delegate Registration Desk <i>Foyer, Hall D</i>
4:30 pm to 6:00 pm	Mayor and Reeve's Meeting <i>Salon 4</i>

## Tuesday, November 5

7:00 am to 5:00 pm	Delegate Registration Desk <i>Foyer, Hall D</i>
7:00 am to 8:30 am	<b>Breakfast</b> <i>Foyer, Hall D</i>
8:00 am to 12:00 pm	Tradeshow Registration Desk <i>Assembly Level</i>
8:00 am to 8:30 am	Opening Ceremonies <i>Hall D</i>
8:30 am to 10:00 am	Regular Programming
10:00 am to 10:15 am	<b>Coffee Break</b>
10:15 am to 12:00 pm	Regular Programming
12:00 pm to 1:00 pm	<b>Lunch</b> <i>Hall ABC on the Tradeshow Floor</i>
12:00 pm to 5:00 pm	RMA / Canoe Tradeshow <i>Hall ABC, Assembly Level</i>
4:00 pm to 5:00 pm	RMA / Canoe Tradeshow Reception
5:00 pm to 6:00 pm	Tradeshow Registration Desk <i>Assembly Level</i>

## Wednesday, November 6

7:00 am to 2:30 pm	Delegate Registration Desk <i>Foyer, Hall D</i>
7:00 am to 8:30 am	<b>Breakfast</b>
8:00am to 8:30 am	RMA Annual General Meeting
8:30 am to 10:15 am	Regular Programming
10:15 am to 10:30 am	<b>Coffee Break</b>
10:30 am to 12:00 pm	Regular Programming
12:00 pm to 1:00 pm	<b>Lunch</b>
1:00 pm to 2:00 pm	RMA President Election
2:00 pm to 2:15 pm	Coffee Break
2:15 pm to 3:30 pm	Workshops
3:30 pm to 3:45 pm	<b>Coffee Break</b>
3:45 pm to 5:00 pm	Workshops

## Thursday, November 7

7:00 am to 12:00 pm	Delegate Registration Desk <i>Foyer, Hall D</i>
7:00 am to 9:00 am	<b>Breakfast</b>
8:00 am to 9:00 am	Welcome
9:00 am to 10:30 am	Regular Programming
10:30 am to 11:15 am	Election for RMA District Directors
10:30 am to 11:15 am	<b>Coffee Break</b>
11:15 am to 11:45 am	Regular Programming
11:45 am to 12:00 pm	Closing Ceremonies



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** September 17, 2024

**Agenda #:** 7.d

**Subject:** Vote of the Electors on a Question - Council Resolutions

**Recommendation:** 1. That Council passes a motion to hold Election Day for the Non-Binding Vote of the Electors on a question on November 25, 2024.

2. That Council passes a motion to appoint Barb Kelly as the Returning Officer for the 2024 Vote of the Electors on a Question.

3. That Council passes a motion to appoint Kristin Colucci as the Substitute Returning Officer for the 2024 Vote of the Electors on a Question.

4. That Council passes a motion to provide for the following voting subdivisions and voting stations in the 2024 Vote of the Electors on a Question:

Subdivision A- Coleman

Subdivision B- Blairmore and Frank

Subdivision C- Bellevue and Hillcrest

5. That Council passes a motion to provide for special ballots and provide that the application for special ballots may be made by any of the following methods: (a) in writing (b) by telephone (c) by fax (d) in person (e) by e-mail

6. That Council passes a motion to provide for Institutional voting to be held at the following locations: Peaks to Pines, Crowsnest Pass Health Centre, Tecumseh Apartments and Westwind Apartments.

### **Executive Summary:**

At the September 10, 2024 Council Meeting, Council passed a motion to hold a Non-Binding Vote of the Electors on a question within the next 90 days. The Vote of the Electors process is held similar to a plebiscite or referendum and is held in accordance with the Local Authorities Election Act (LAEA).



It will be asking residents *“Do you support the development and operations of the metallurgical coal mine at Grassy Mountain.”*

There are resolutions that Council must make under the LAEA that set criteria for the election.

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

Local Authorities Election Act (LAEA)

**Discussion:**

Election Day

Under section 11(1)(b) for a vote on a question that is not occurring during the general election, the date shall be set by resolution of Council. Council passed a motion on September 10, 2024 that the election must occur within 90 days which is on or before before December 9, 2024. Administration recommends that the Election Date occur on November 25, 2024.

Returning Officer

The LAEA, Section 13 allows through resolution the local authority to appoint a Returning Officer for the election, and a substitute returning officer if the Returning officer is incapable of performing their duties due to illness, absence or other incapacity. The duties of the returning officer are in section 14 and include appointing presiding deputies and other persons as required; establishing voting stations, providing for the supply and delivery of ballots, ballot boxes, instructions to electors and other supplies for the voting stations, give notice of the election and do all things necessary for the conduct of the election.

Voting Subdivisions

Typically for many years, the Municipality has opted to divide the community into voting subdivisions for the ease of access for electors. Our subdivisions are long established and typically are not confusing, every resident, even new ones can typically identify which former community they reside in. We are recommending we leave them the same as previous years. Failure to designate voting subdivisions would mean that the entire Crowsnest Pass is one subdivision and we would have one voting station in one location.

Subdivision A- Coleman- all electors from 90 street in Coleman west to the west border

Subdivision B- Blairmore and Frank- From 100 street east to 153 Street

Subdivision C- Bellevue and Hillcrest- From 205 Street east to the east border

The Returning Officer under Section 37 can designate the locations of the voting stations, we are likely going to keep them the same, using MDM Gym for Bellevue/Hillcrest, Community Hall (Elks) for Blairmore/Frank and either the Curling Club or Coleman Seniors for Coleman.

Voting Station hours are set by the LAEA and are 10 am to 8 pm.

Advanced Vote

Municipalities with more than 5,000 people are required to hold an Advanced Vote, so we will be doing that. The date is set by the Returning Officer however, has to be more than 24 hours before election day. We are looking to hold the Advanced Vote on November 19th at the Community (Elks) Hall.

#### Special Ballot

An elector who is unable to vote on an advanced vote or at the voting station may apply to vote by special ballot if Council provides for it by resolution.

#### Institutional Vote

Under the LAEA Council may by resolution provide for an institutional vote for an elector that is confined to a treatment centre in the local jurisdiction or is a resident in a supportive living facility in the local jurisdiction. The Municipality historically has held institutional votes in York Creek Lodge (now Peaks to Pines), Crowsnest Pass Health Centre, Tecumseh and Westwinds Apartments. Council may chose not to hold an institutional vote or to limit the locations.

#### Voter Eligibility

Local Authorities Election Act, Section 47(1) states than a person is eligible to vote in an election held pursuant to the LAEA if the person is at least 18 years old; is a Canadian citizen and resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.

Section 48 goes on to outline the Rules of Residence. Section 48(1)(a) states that a person may be a resident of only one place at a time for the purposes of voting under this act. If a person has more than one residence the person will designate one place of residence as their "place of residence" under the Act, based on the factors in 48(1.1). There is no ability for the Municipality to deviate from the legislation with regard to rules of residence. Voters will have to sign a Form 13 Elector Register and make a statement that they are eligible to vote in the election, and it is an offence to sign a false statement.

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

1. Defeat or alter the motions.

#### **Financial Impacts:**

The costs for these motions is included in the budget amount that was approved on September 10, 2024.

#### **Attachments:**

[Local Authorities Election Act, Section 47 and 48](#)  
[Form 13- Elector Register](#)

(4) If, when the voting station is declared closed, there is an elector in the voting station who wishes to vote, the elector shall be permitted to do so, but no other person shall be allowed to enter the voting station for that purpose.

RSA 2000 cL-21 s46;2006 c22 s22

#### Eligibility to vote

**47(1)** A person is eligible to vote in an election held pursuant to this Act if the person

- (a) is at least 18 years old,
- (b) is a Canadian citizen, and
- (c) resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.

(2) Subject to subsection (3) and sections 75, 77.1, 79, 81 and 83, an elector is eligible to vote only at the voting station for the voting subdivision in which the elector's place of residence is located on election day.

(3) If a local authority establishes a voting station at a work site, the local authority may direct that those workers who are electors who wish to vote and who are required to work at the site during the hours for which the voting station is open shall vote at that voting station, notwithstanding that those workers do not reside in the voting subdivision in which that voting station is located.

(4) Repealed 2018 c23 s19.

RSA 2000 cL-21 s47;2003 c27 s15;2006 c22 s23;2018 c23 s19

#### Rules of residence

**48(1)** For the purposes of this Act, the place of residence is governed by the following rules:

- (a) a person may be a resident of only one place at a time for the purposes of voting under this Act;
- (a.1) if a person has more than one residence in Alberta, that person shall, in accordance with subsection (1.1), designate one place of residence as the person's place of residence for the purposes of this Act;
- (b) the residence of a person is the place where the person lives and sleeps and to which, when the person is absent, the person intends to return;
- (c) a person does not lose the person's residence by leaving the person's home for a temporary purpose;

- (d) subject to clause (e), a student who
- (i) attends an educational institution within or outside Alberta,
  - (ii) temporarily rents accommodation for the purpose of attending an educational institution, and
  - (iii) has family members who are resident in Alberta and with whom the student ordinarily resides when not attending an educational institution
- is deemed to reside with those family members;
- (e) if a person leaves the area with the intention of making the person's residence elsewhere, the person loses the person's residence within the area.

**(1.1)** For the purposes of subsection (1)(a.1), a person shall designate the person's place of residence in accordance with the following factors in the following order of priority:

- (a) the address shown on the person's driver's licence or motor vehicle operator's licence issued by or on behalf of the Government of Alberta or an identification card issued by or on behalf of the Government of Alberta;
- (b) the address to which the person's income tax correspondence is addressed and delivered;
- (c) the address to which the person's mail is addressed and delivered.

**(2)** A person who is a resident of a public school division or of a separate school division under the *Education Act* is deemed to be a resident of that public school division or that separate school division, as the case may be, under this Act.

**(3)** Repealed 2012 cE-0.3 s276.

RSA 2000 cL-21 s48;2003 c27 s16;2010 c9 s1;2012 cE-0.3 s276

**Permanent electors register**

**49(1)** Subject to this section, a municipality may, by bylaw,

- (a) direct the secretary to prepare a permanent electors register of residents in the municipality who are entitled to vote in elections,

**Elector Register**

*Local Authorities Election Act*  
 (Sections 1(n.1), 47, 53, 54, 59, 78)  
*Education Act (Sections 4(4), 74)*

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 53, 54 and 78 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact:

\_\_\_\_\_ Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

ELECTION DATE: \_\_\_\_\_

VOTING SUBDIVISION OR WARD (If Applicable): \_\_\_\_\_ VOTING STATION: \_\_\_\_\_

**Statement of Elector Eligibility**

I, \_\_\_\_\_ of \_\_\_\_\_  
 Name of Elector Complete Address and Postal Code

am eligible to vote at the above mentioned election because:

- I have not voted before in this election;
- I am 18 years of age or older;
- I am a Canadian Citizen;
- My place of residence is in the Voting Subdivision or Ward on Election Day;
- I have provided the required proof of eligibility as required by Section 53 of the *Local Authorities Election Act* or I have been vouched for as to my eligibility by an elector; and
- I am eligible to vote for:

Where applicable: (Check [✓] One)  A Public School Trustee  A Separate School Trustee

\_\_\_\_\_ Signature of Elector

**IT IS AN OFFENCE TO SIGN A FALSE STATEMENT**

**Deputy Returning Officer**

Deputy's Initials: \_\_\_\_\_

Voter Number: \_\_\_\_\_

Identification Shown  Elector Vouched For

**Ballots Issued to Elector (Check [✓])**

- Chief Elected Official  Bylaw or Question
- Councillors  Separate School Trustee
- Public School Trustee

**Objection to Person Voting**

Name of Candidate/Official Agent/R.O./Scrutineer Making Objection: \_\_\_\_\_

Reason for Objection: \_\_\_\_\_

**Elector who is unable to vote in the usual manner**

Ballot of Elector who is Unable to Vote in the Usual Manner Was (Check [✓])  Marked By Another Person

Reason: \_\_\_\_\_



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** September 17, 2024

**Agenda #:** 7.e

**Subject:** Horace Allen School - Category 3 Grant Request

**Recommendation:** That Council consider approval of a Category 3 grant request in the amount of \$1,000 for Horace Allen School Festival on the Field September 26, 2024

**Executive Summary:**

Administration received a Category 3 grant request from Lesley Margetak on behalf of Horace Allen School requesting \$1,000 funding for the Festival on the Field Welcome event.

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

N/A

**Discussion:**

Horace Allen School continues to move forward with their "Peak to Prairie Outdoor Learning Environment" project. They are requesting a Category 3 grant in the amount of \$1,000 to support a festival on the Field Welcome event to be held on September 26, 2024 to showcase the progress of the project. See the attached information document for further details.

The request is for the full \$1,000 but the budget provided indicates total costs to be \$1,415. The grant application specifies "...not to exceed \$1,000 in total value (funding and in-kind support), or 50% of the total applicable costs to a maximum of \$1,000 - WHICH EVER AMOUNT IS LESS." Based on this clause the school would only be entitled to \$707.50 as a grant.

**Analysis of Alternatives:**

- Council can approve the grant for \$1000.
- Council can approve the grant for \$707.50 (50% of estimated expenses)
- Council can deny the grant request

**Financial Impacts:**

Administration annually sets aside \$4,000 in the budget for Category 3 grant requests. To date Council has approved one grant application in the amount of \$1,000.

**Attachments:**

[Category 3 grant app Sept 2024.pdf](#)

[Category 3 budget Sept 2024 Budget.pdf](#)

[Category 3 grant Festival 2024 info.pdf](#)





**2024 CATEGORY 3 GRANT FUNDING APPLICATION**

Funding Period: January 1, 2024 – December 31, 2024

Please be advised all information provided will be considered public information

NAME OF ORGANIZATION: Horace Allen School  
MAILING ADDRESS: Box 400 Coleman, Alta. TOKOMO  
CONTACT NAME & TITLE: Lesley Margetak - "retired" teacher  
PHONE NUMBER: 403-563-3998  
E-MAIL: margetakl@lrsd.ab.ca  
WEBSITE: www.horaceallenschool.ca  
NAME & DATE OF EVENT: Festival on the Field Welcome Sept. 26/27  
2024 FUNDING REQUEST: \$ 1000.00

ACTIVITY TYPE (Please check one):

- Hosting a Charitable Event or Community Event/Celebration
- Travel to a Provincial, National or International Event representing the Crowsnest Pass
- Other initiatives, projections and activities deemed eligible by Council (Please explain)

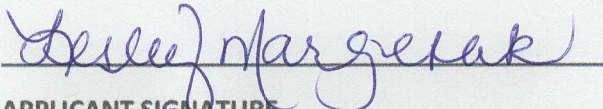
CATEGORY 3 REQUESTS will be considered on a "first come, first served" basis. Any funding and support approved is done so on a one-time basis. Any additional funding and support requests after 2024 will be considered under a Category 1 or Category 2 request. On-going annual support should not be assumed and will not be guaranteed. Funding and support will be limited to one application per calendar year for each cause, group, organization, or individual. If applicable, the current rates for use of Municipal Facilities, equipment and labour/services must be included and detailed in the application. Each award of funding and support will not exceed \$1,000.00 in total value (funding and in-kind support), or 50% of the total applicable costs to a maximum of \$1,000.00 – WHICHEVER AMOUNT IS LESS. In determining the amount of funding and support to grant, Council shall consider total budgeted expenditures for activities outlined in the application; fundraising and external funding commitments garnered by the applicant; the applicant's contribution to the initiative or event (i.e. financial, in-kind and volunteerism); youth and family events and organizations will receive preference; the impact on the Municipality, which can be measured by economic impact, number of attendees, length of the event, or overall value/significance to the community; the marketing value and opportunities being offered to the Municipality in exchange for any funding; the profitability of the event; other municipal grant funding provided to the applicant; any other factor that Council feels is warranted.

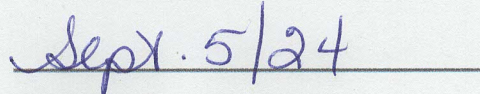


**Please attach a description of your initiative, including the following information:**

1. Any marketing value or opportunities offered to the Municipality.
2. The impact of the initiative and its value to the community (e.g. volunteer contributions, anticipated attendance and why it is important to the community)
3. Clearly indicate if the event/activity is for youth, family or adults (youth and family events and organizations will receive preference over adult ones)
4. Total budgeted revenue, including a breakdown of funding sources (i.e. fundraising/donations, applicant contribution, grants, user fees or participant fees, etc.)
5. Total budgeted expenditures, including a breakdown of costs (i.e. transportation, accommodation, facility and equipment rental, food, entertainment, marketing/advertising, etc.)
6. Clearly identify the municipal facilities, equipment and labour costs associated with the request, as per the attached Fee Schedule.

**PLEASE NOTE: Grant recipients are required to provide a follow-up report, including an accounting of expenditures to the Director of Finance within 30 days of the applicant's funded/support activity/event. Grant recipients that do not provide adequate reporting will not be eligible to access future grant funding until the requirements have been fulfilled.**

  
APPLICANT SIGNATURE

  
DATE

**Submit applications to: Brian McCulloch, Director of Finance**

**E-mail: [brian.mcculloch@crowstpass.com](mailto:brian.mcculloch@crowstpass.com)**

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

## Festival on the Field Anticipated Budget September 26, 2024

### Revenue:

Silent Auction - \$1000.00

Food - \$400.00

**Total \$ 1400.00**

### Expenditures:

Advertising & promotion - \$200.00

Children's games/prizes - \$100.00

Propane - \$40.00

#### **Food:**

Burgers - \$300.00

Hot dogs - \$200.00

Buns - \$150.00

Pop - \$125.00

Juice - \$125.00

Condiments - \$25.00

Chips - \$75.00

Wrappers, napkins - \$50.00

Ice - \$25.00

**Total \$1415.00**





## Horace Allen School

Box 400

Coleman AB T0K 0M0

Phone: (403) 563-3998 Fax: (403) 563-3011

[www.lrsd.ab.ca/school/horaceallen](http://www.lrsd.ab.ca/school/horaceallen)

*"Achieving our personal best in a safe and caring environment"*



Sept.5/24

### Municipality of Crowsnest Pass Category 3 Grant Program,

Horace Allen School continues to move forward with our **"Peak to Prairie Outdoor Learning Environment"** project! We are very excited to announce that our project has seen visible progress this year with the completion of the first of the 5 replica southern Alberta ecosystems, the Mountain/Alpine area! The other 4 ecosystems, Foothills/Forest, Prairie/Grasslands, Dry Creekbed and Riparian Wetlands are partially in place with many features to be created in the future.

We are requesting your help by means of the Category 3 Grant program to support a **"Festival on the Field Welcome"** on Thursday, September 26 from 5:00 to 7:00 PM to showcase the progress of our project, celebrate supporters, welcome new families and the greater CNP community and host a silent auction as a fundraiser towards this year's project goals! Horace Allen School Council is working together with our committee for this event! We plan to have musical entertainment, food available for purchase, children's activities and tours of the gardens and grounds! We hope the grant could help us with costs incurred from this event!

One of the main goals next is to design, with a local professional, Interpretive signage for the Outdoor Learning Environment areas! This signage would explain the ecosystem represented as well as the Treaty 7 nation aligned with the landform, provide some related plant and animal facts, encourage student inquiry and possibly some 'rules' for maintenance and safety. This is necessary to inform not only the school community but also the general public as the area is accessible to all and used year round!

Over the past 6 years we have been supported by many groups and partnered with amazing organizations such as the Community Foundation of Lethbridge and Southern Alberta, Fortis Alberta, Tree Canada, Learning for Sustainable Future, World Wildlife Foundation Go Wild program, Alberta Council of Environmental Education, Nippon Institute of Technology, Grumpy's Greenhouse and Gardens, Olds College Horticulture Program, Alberta Native Plant Council, TD Friends of the Environment, Spray Lakes Sawmills, Riversdale Resources, Crowsnest Conservation Society, Alberta Teachers Association, Child and Nature Alliance as well as many local groups and many individuals!

This spring and summer we created the mountain rock amphitheater and garden beds! Through a meeting with a local Native Species Specialist, students, and all of us, learned about the importance of planting native species for example 'Most native mountain shrubs are fire resistant and can survive a forest fire because of their deep root system'! After a virtual meeting with the specialist showing students suitable native shrubs and making a list for us, each class (Early Learning to Grade 3) chose 2 shrubs to be 'theirs' to learn about, plant/care for and make signs for! All the classes also 'spread' the many special wildflower seeds supplied by Crowsnest Conservation in the newly created pollinator garden area! We have raised funds from a variety of different events - Hike-a-thons, the Shell Energy Diet Challenge, Treasure Swaps, musical concerts, community silent auctions, milk jug recycling, plastic bag recycling and gifts 'in kind'.

Our landscape project is a part of our initiative to brand Horace Allen as a nature-focused mountain school, fostering responsibility and stewardship in our students while encouraging physical and mental health through nature connections and inquiries. Together with our 'expanding boundaries' playground project and school-wide positive behaviour program (Kelso's Choices), the staff training and commitment to the philosophy and

benefits for students of "Risky Play", and the environmental focus of our Eco Club, the project continues to grow and evolve! This year Horace Allen earned a **Platinum** Level certified Ecoschool status with Ecoschools Canada, one of the only ones in southern Alberta!

All of these organizations are most impressed by the support and commitment of our community and especially our parent group! We have been told how lucky we are to have parents who support our initiatives and are advocates for the leadership we believe in to enhance our entire community!

In our next phase we would like to infuse local history and the roots of our community in order to promote inquiry, respect and relevance in our students. One of the Olds College plans created a meeting area for classes or small groups that is designed to represent the Leich Collieries coke ovens; another idea is to create an 'archaeological dig' site for the students. This would incorporate mining history with 'coal' to uncover, Indigenous roots with 'buffalo bones' and arrowheads and scientific history with 'Black Beauty', pteranodon, both discovered locally, and dinosaur artifacts buried. Some items would be removable and some would be stationary. Incorporating local 'big rocks' as a part of this is important as there have been some magnificent ones unearthed very close to us!

This next phase is in the planning stages! There are just so many wonderful options to pursue to promote authentic learning and inspire investigations for our students and community! We have letters of support from many local groups and individuals as well as the Livingstone Range School Division and our Mayor and Council! We have tried to keep the local community informed of our progress and activities with local newspaper and radio communication and they have been very supportive!

We are committed to creating our vision with accurate and sustainable features, keeping in mind 'place-based' learning from the land builds pride and a sense of belonging in students. We would sincerely appreciate your support of this event!

Thank you for your interest in our project!

Sincerely,  
HAS Outdoor Learning Environment Committee  
*Elaine Garner, B.Ed., M.Ed. Principal*  
*Brandie Fast B Ed teacher*  
*Lesley Margetak, B.Ed, teacher*  
*Bernice Dunbar, E.A.*  
*Jan Rolston, E.A.*



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** September 17, 2024

**Agenda #:** 7.f

**Subject:** Regional Growth Statistics

**Recommendation:** That Council receives the report as information.

**Executive Summary:**

Administration worked with the Municipal Assessor to compile assessment growth of other Southern Alberta urban communities for 2023 along with growth over the last 5 years. Administration also contacted regional municipalities to determine new house development permits and new lots created over the last 5 years.

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

N/A

**Discussion:**

Of the urban communities that assessment information was available for, Crowsnest Pass had the largest growth in 2023 along with the largest percentage assessment increase over the last 5 years.

For new house development permits over the last 5 years, Crowsnest Pass has lead the region. Fernie has been fairly comparable but has slowed down in 2024. Sparwood had a significant number of units this year with an apartment.

Crowsnest Pass also leads the region in the number of new lots that were created, with being slightly more lots created in Crowsnest Pass than all the other communities combined totals (Sparwood did not have/provide this statistic for comparison and Fernie was only able to provide numbers for the last two years)

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[Regional Growth.pdf](#)

## 2023 Assessment Growth

<u>Community</u>	<u>2022 Assessment</u>	<u>Growth</u>	<u>Inflation</u>	<u>2023 Assessment</u>
Crowsnest Pass	\$ 1,449,579,180	\$ 22,568,600	\$ 141,618,530	\$ 1,613,766,310
Taber	\$ 1,321,879,710	\$ 12,667,410	\$ 69,653,610	\$ 1,404,200,730
Fort Macleod	\$ 594,111,910	\$ 9,036,730	\$ 42,592,450	\$ 645,741,090
Cardston	\$ 540,483,530	\$ 5,349,310	\$ 36,114,660	\$ 581,947,500
Magrath	\$ 301,397,460	\$ 4,825,720	\$ 24,295,000	\$ 330,518,180
Nanton	\$ 368,629,190	\$ 4,173,580	\$ 48,204,410	\$ 421,007,180
Nobleford	\$ 197,933,920	\$ 3,908,640	\$ 21,104,580	\$ 222,947,140
Claresholm	\$ 663,487,060	\$ 3,784,870	\$ 49,559,130	\$ 716,831,060
Vulcan	\$ 285,872,240	\$ 3,287,050	\$ 21,256,620	\$ 310,415,910
Stavelly	\$ 77,328,610	-\$ 1,815,400	\$ 9,274,590	\$ 84,787,800

## 5 Year Assessment Growth

<u>Community</u>	<u>2018 Assessment</u>	<u>2023 Assessment</u>	<u>Increase</u>
Crowsnest Pass	\$ 1,139,380,530	\$ 1,613,766,310	42%
Fort Macleod	\$ 464,942,600	\$ 645,741,090	39%
Nobleford	\$ 163,419,470	\$ 222,947,140	36%
Magrath	\$ 255,364,940	\$ 330,518,180	29%
Pincher Creek	\$ 443,719,310	\$ 573,407,180	29%
Nanton	\$ 337,888,070	\$ 421,007,180	25%
Claresholm	\$ 576,807,340	\$ 716,831,060	24%
Cardston	\$ 476,130,540	\$ 581,947,500	22%
Taber	\$ 1,208,384,050	\$ 1,404,200,730	16%
Stavelly	\$ 73,736,820	\$ 84,787,800	15%
Vulcan	\$ 255,285,950	\$ 285,872,240	12%



## New Home (Units) Development Permits

30-Jun

<u>Community</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
Crowsnest Pass	16	25	82	37	36	26	222
Fernie	32	33	54	60	22	5	206
Sparwood	18	9	36	48	11	72	194
Elkford	18	16	17	14	15	33	113
Fort Macleod	6	1	7	3	35	55	107
Claresholm	2	15	26	15	16	17	91
Cardston	3	4	5	2	15	2	31
Pincher Creek	1	3	7	4	4	6	25
Nanton	2	0	5	5	6	3	21

## New Lots by Subdivision

<u>Community</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Total</u>
Crowsnest Pass	2	4	74	44	26	150
Fernie	?	?	?	43	60	103
Fort Macleod	1	1	28	1	15	46
Cardston	10	1	8	0	17	36
Claresholm	0	20	0	2	2	24
Elkford	3	3	2	10	0	18
Pincher Creek	8	1	0	1	1	11
Nanton	1	0	4	0	3	8
Sparwood	Does not track					0



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** September 17, 2024

**Agenda #:** 7.g

**Subject:** Frank Industrial Park Waterline Failure

**Recommendation:** That Council approves up to \$400,000 from the Water Reserve to complete the Frank Industrial Park watermain extension.

**Executive Summary:**

Within Frank Industrial Park, there is a 2 inch service line that runs through private property and provides water to two adjacent properties. The waterline has failed under a structure on the private property. This line has had other previous failures in the past. There is no easement in place protecting the service line through the private property which is a legacy issue we inherited.

In the meantime, a temporary overland line is providing water to the residence. No water is currently being provided to the affected business.

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

N/A

**Discussion:**

Administration has investigated and the best option is to extend the watermain from 150 Street west to 147 Street and then north to tie into the existing service line at the residence and business. The existing service line will be abandoned.

Administration has received preliminary quotes to directionally drill the watermain, as well as add in additional fire hydrants to ensure property coverage in this area. The use of directional drilling would save on rehabilitation costs of the roadway and we would be able to make use of there being a directional drilling company in town already that is completing the Bellevue watermain upgrade work. When we get into winter there is a likelihood the temporary water line will freeze.

Based on the failure, the approaching winter, and the availability of the contractor it makes sense to action this now, there is no real benefit to waiting as it would likely contribute to increased costs.

**Analysis of Alternatives:**

- Proceed with the new watermain with the use of the directional drill based on the plan described above
- Try to repair the existing service line, while not damaging the structure, and try to negotiate an easement

**Financial Impacts:**

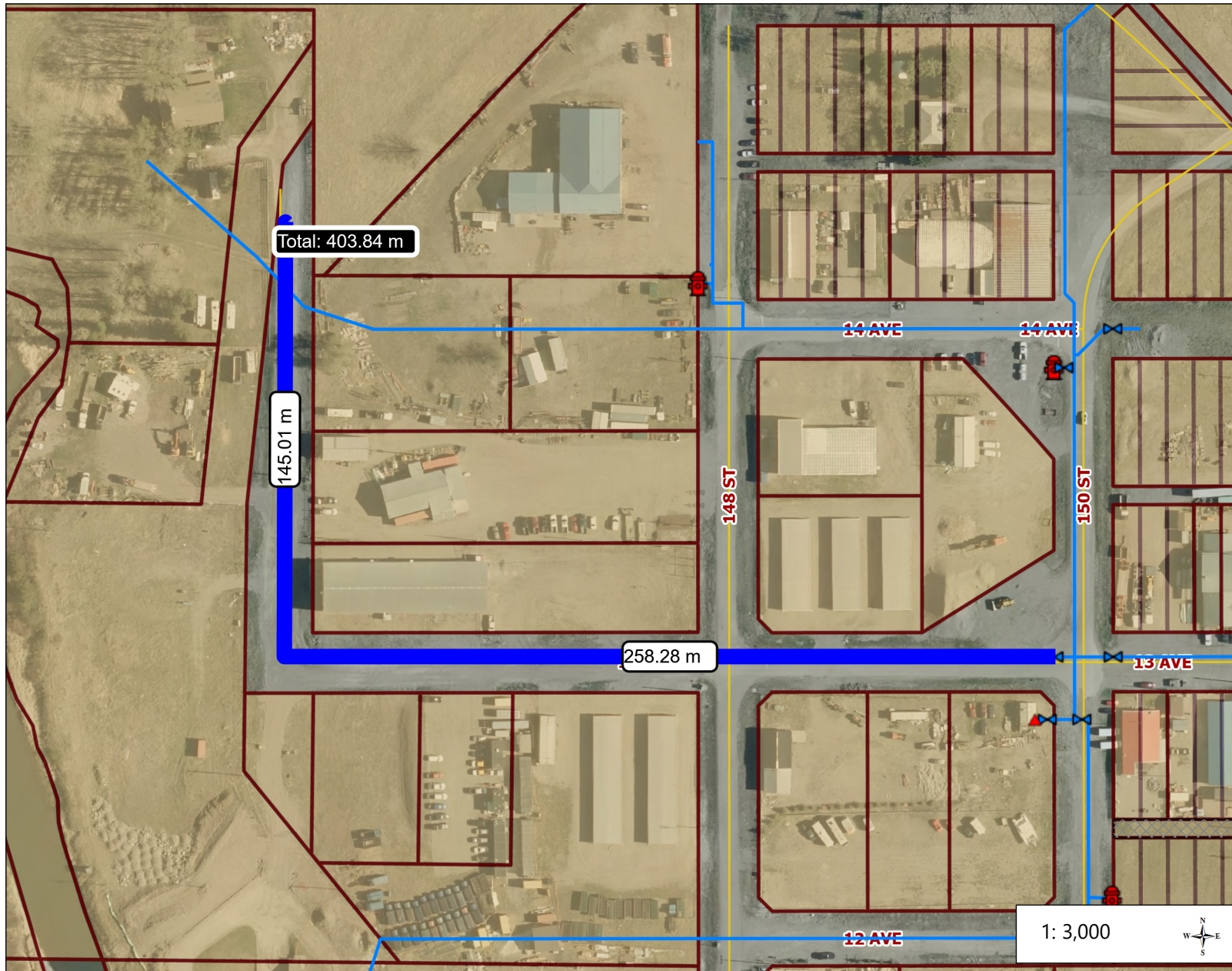
The work is estimated at \$350,000 to \$400,000. A more detailed estimate will be obtained once a few test pits can be dug to ensure that directional drilling is an option.

There is currently \$558,680 within the water reserve.

**Attachments:**

[Frank Waterline Extension - 13th Avenue & 146th Street.pdf](#)

# Frank Waterline Extension



## Legend

- Adjacent Roads
- Railway
- Road Centerline
- Closed Roads
- Boundary
- Water Point**
  - Abandoned Wells
  - Abandoned Wells
  - Booster Station
  - Lift Station
  - Main Valve
  - Production Wells
  - Production Wells
  - Reducer
  - Reservoirs
  - Hydrant Valve
- Water Curbstop
- Water Hydrant
- Water Pressure Main
- Water Treatment Plant
- Water Service Line
- Title Linework
- Parcels

## Notes

Crowsnest Pass

0.2 0 0.08 0.2 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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