



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

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Correspondence from the Honourable Ric McIver and Ministerial Order No. MSD: 085/2024
- 3.b Minutes of the Crowsnest Pass Senior Housing Board of August 19, 2024
- 3.c Minutes of the Crowsnest Pass Senior Housing Board of September 23, 2024
- 3.d Minutes of the Municipal Planning Commission of September 17, 2024
- 3.e Minutes of the Family and Community Support Services Advisory Committee of September 16, 2024
- 3.f Thank You Letter from Horace Allen School of October 17, 2024
- 3.g Wheatland County - Letter Concerning Collaborative Stance on FCM Conference Attendance – Invitation for Rural Municipalities to Join of November 1, 2024
- 3.h AER Proceeding 444 - Location of Limited Participants Hearing
- 3.i Chinook Arch Regional Library System - Board Report of August 1, 2024
- 3.j Southern Alberta Recreation Association (SARA) - Media Release for the 2025 Southern Alberta Summer Games to be held in Taber
- 3.k Minutes of the Alberta South West Regional Alliance of October 2, 2024 and the November Bulletin
- 3.l STARS Letter of Thank You and Donation Receipt

4. ADOPTION OF MINUTES

- 4.a Minutes of the Organizational Meeting of Council of October 22, 2024
- 4.b Minutes of the Council Meeting of October 22, 2024

5. PUBLIC HEARINGS

- 5.a Bylaw 1193, 2024 - Road Closure - *Public Hearing*
- 5.b Bylaw 1201, 2024 - Municipal Reserve Closure and Removal of Municipal Reserve Designation on a portion of Lot 1MR, Block 3, Plan 8311587 - *Public Hearing*
- 5.c Bylaw 1206, 2024 - Land Use Bylaw Amendment - *Public Hearing*

6. DELEGATIONS

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

6.a Dave Baines, NWP Coal - Update on the Engagement Aspect of NWP Coal Canada Ltd.

7. REQUESTS FOR DECISION

7.a Bylaw 1201, 2024 - Municipal Reserve Closure and Removal of Municipal Reserve Designation on a portion of Lot 1MR, Block 3, Plan 8311587 - *Second and Third Reading*

7.b Bylaw 1203, 2024 Road Closure Bylaw - *First Reading*

7.c Bylaw 1206, 2024 - Land Use Bylaw Amendment - *Second and Third Readings*

7.d Policy #: 1700-03 - Municipal Reserves

7.e 2025 Municipal Election Considerations

7.f Gymnastics Building

7.g Crowsnest Pass Subsidized Taxi Program

7.h Rock Box Replacement Purchase for Tandem Truck

8. COUNCIL MEMBER REPORTS

9. PUBLIC INPUT PERIOD

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

10. COUNCILOR INQUIRIES AND NOTICE OF MOTION

10.a EVR Water Quality Open House - Councillor Sygutek

10.b Timed Parking in Business Districts - Mayor Painter

11. IN CAMERA

11.a Economic Interests of the Public Body - Land Sales Application - FOIP Act Section 25

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

11.c Economic Interests of the Public Body - Land Sales Application - FOIP Act Section 25

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 3.a

Subject: Correspondence from the Honourable Ric McIvor and Ministerial Order No. MSD: 085/2024

Recommendation: That Council accepts the correspondence as information.

Executive Summary:

Bill 20, Municipal Affairs Statutes Amendment Act, 2024 will come into force on October 31, 2024 which includes changes to the Municipal Government Act and the Local Authorities Elections Act. The timing of this legislation allows Municipalities to be ready for the changes for the 2025 Municipal Elections. The Crowsnest Pass gave notice of our Non-Binding Vote of the Electors on a Question on September 18, 2024 and the election will take place on November 25, 2024. The changes to the LAEA are significant, and in order to address any potential issues as a result of the amendments coming into force in the middle of our election, the Honourable Ric McIvor has provided us with a Ministerial Order enabling us to conduct the vote of the electors pursuant to the requirements of the LAEA prior to October 31, 2024.

Relevant Council Direction, Policy or Bylaws:

Local Authorities Elections Act
Ministerial Order MSD: 085/24

Discussion:

The Election will proceed as it was previously, without the need to have a Permanent Electors Register in conjunction with Elections Alberta building off the provincial register of electors. We will see this change in Crowsnest Pass for the 2025 Municipal Election.

Other changes that won't take effect yet including changes to Special Ballot process and Scrutineers.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[AR1169643 - Minister signed letter to Crowsnest Pass-1.pdf](#)

[AR116963_-_Minister_signed_MO-1 2.pdf](#)



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR116963

October 25, 2024

His Worship, Blair Painter
Mayor
Municipality of Crowsnest Pass
PO Box 600,
Crowsnest Pass, AB, T0K 0E0

Dear Mayor Painter,

I am writing to you in regards to the vote of electors for the Municipality of Crowsnest Pass that will take place on November 19, 2024 (advance vote), and November 25, 2024 (voting day). As you know, the *Municipal Affairs Statutes Amendment Act, 2024*, will come into force on October 31, 2024. This *Act* amends rules and requirements in the *Local Authorities Election Act*.

To address any potential issues as a result of the amendments coming into force, I have attached Ministerial Order No. MSD:085/24, enabling the Municipality of Crowsnest Pass to conduct the upcoming vote of electors pursuant to the requirements of the *Local Authorities Election Act* in force prior to October 31, 2024.

I wish you and the Municipality of Crowsnest Pass the best in your future endeavours.

Sincerely,

Ric McIver
Minister

Attachment: Ministerial Order No. MSD:085/24

cc: Mr. Patrick Thomas, Chief Administrative Officer, Municipality of Crowsnest Pass



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Hays

MINISTERIAL ORDER NO. MSD:085/24

I, Ric Mclver, Minister of Municipal Affairs, recognizing there are municipalities that have called a by-election or a vote of the electors prior to the coming into force date of the *Municipal Affairs Statutes Amendment Act, 2024* (pursuant to Order in Council 285/2024) where the election day will be held after the coming into force date, pursuant to Section 6(2) of the *Local Authorities Election Act* make the following order:

1. For the purposes of this Ministerial Order, "former Act" means the *Local Authorities Election Act* as it read on October 30, 2024.
2. The former Act applies to:
 - a) a by-election, where the resolution or bylaw that fixes the day for the vote is passed before October 31, 2024, and the election day for that by-election occurs on or after October 31, 2024; and
 - b) a vote on a question or bylaw, where the resolution or bylaw that fixes the day for the vote is passed before October 31, 2024, and the election day for that vote on a question or bylaw occurs on or after October 31, 2024.

Dated at Edmonton, Alberta, this 25 day of October, 2024.



Ric Mclver
Minister of Municipal Affairs



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 3.b

Subject: Minutes of the Crowsnest Pass Senior Housing Board of August 19, 2024

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of August 19, 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:

[8 - August 19 2024.pdf](#)



CROWSNEST PASS SENIOR HOUSING

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

BOARD MEETING MINUTES August 19, 2024

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, August 19, 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
Shannon Harker: HR, Diane Nummi: Board Member, Susan Demchuk: Vice Chair,

ABSENT:

Dee-Anna Strandquist: Finance Manager

Minutes recorded by Shannon Harker

1. CALL TO ORDER

- 1.1 Deb Ruzek called the meeting to order at 10:03 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 #087/24 to approve the agenda. — Dean Ward – cd.

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion #088/24 to approve the minutes of the meeting held July 22, 2024, as presented. — Cathy Painter – cd.

5. BUSINESS ARISING FROM THE MINUTES

None

6. CORRESPONDENCE

Complimentary letter sent to P2P from Ms. Sherrington's brother.

7. **MANAGEMENT REPORTS**

7.1 #089/24 Motion to approve the Report from Management as presented – Marlene Anctil – cd.

8. **FINANCIAL REPORTS**

8.1 #090/24 Motion to approve the Financial Reports as presented – Dean Ward – cd.

9. **BOARD CHAIRPERSON REPORT**

Two Board Members terms are up for renewal, M. Anctil has reapplied, S. Demchuk will be stepping down at the end of December.

10. **OTHER BOARD REPORTS**

There have been concerns brought forward regarding the Resident's Association and Cartwright Cares, Shelley to attend a meeting with the Residents regarding this and then with Cartwright Cares.

The Board wishes to have clear lines of jurisdiction regarding the relationship between the two parties.

11. **OLD BUISNESS**

The Director of Finance acquired technical support for one case in the accounting system.

12. **DELEGATE**

None

13. **NEW BUSINESS**

Policy Approval:

13.1 #091/24 Motion to approve 2.11 Bathing Policy as amended – Susan Demcuk – cd.

13.2 #092/24 Motion to approve Policy 4.19 Board Roles and Responsibilities as amended – Dianne Nummi – cd.

13.3 #093/24 Motion to approve Policy 4.27 Board Meetings and Procedural as presented – Dean Ward – cd.

13.4 #094/24 Motion to approve Policy 5.14 Bullying, Violence, Harassment as presented – Cathy Painter – cd.

- 13.5 #095/24 Motion to approve 2025 Board Meeting dates as amended – Dean Ward – cd.
- 13.6 There was a discussion regarding the possible ending of the Meal on Wheels contract, a letter will be sent to Ms. Lewis regarding this.
- 13.7 The P2P Budget Meeting will be held September 23, 2024, directly following the regular Board meeting.

14. IN CAMERA

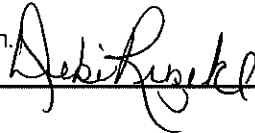
- 14.1 Motion #096/24 to go into camera 11:36 a.m. – Dean Ward - cd.
- 14.2 Motion #097/24 to come out of camera 11:52 a.m. – Cathy Painter – cd.
- 14.3 Motion #098/24 to proceed with personnel recommendation as made in camera – Dean Ward - cd

15. ADJOURNMENT

- 15.1 Motion #099/24 to adjourn at 11:53 a.m. – Dave Filipuzzi – cd.

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

Debi Ruzek – Board Chairperson





Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 3.c

Subject: Minutes of the Crowsnest Pass Senior Housing Board of September 23, 2024

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of September 23, 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:

[9 - September 23 2024.pdf](#)



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

BOARD MEETING MINUTES September 23, 2024

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, September 23, 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, Diane Nummi: Board Member, Susan Demchuk: Vice Chair, Dee-Anna Strandquist: Finance Manager

ABSENT:

Cathy Painter: Board Member Shannon Harker: HR

Minutes recorded by Shelley Price

1. CALL TO ORDER

- 1.1 Deb Ruzek called the meeting to order at 10:08 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 #100/24 to approve the agenda. — Dean Ward – cd.

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion #101/24 to approve the minutes of the meeting held August 19, 2024, as presented. – Susan Demchuk – cd.

5. BUSINESS ARISING FROM THE MINUTES

None

6. CORRESPONDENCE

None

7. **MANAGEMENT REPORTS**

7.1 #0102/24 Motion to approve the Report from Management as presented – Dean Ward – cd.

8. **FINANCIAL REPORTS**

8.1 Finance Report will be available October 1, 2024, due to Peaks to Pine 2025 Budget

9. **BOARD CHAIRPERSON REPORT**

D. Ruzek had a tele-meeting with the audit company KPMG regarding price increases. The company is restructuring and will no longer be auditing CPSH. They will send a letter to whomever CPSH chooses as a replacement to assist with the transition.

10. **OTHER BOARD REPORTS**

The Board is seeking interested individuals for the one vacancy on the board.

11. **OLD BUSINESS**

None

12. **DELEGATE**

None

13. **NEW BUSINESS**

13.1 Meals on Wheels contract will be extended into 2025. There will be a price increase from \$12.50 to \$14.50 and the sandwich option will be removed.

13.2 The proposed Regular Board meeting dates were met with approval.

13.3 #103/24 Motion to accept proposed Lodge Additional Services costs effective January 1, 2025–
Dianne Nummi – cd. unanimous

#104/24 Motion to accept proposed \$25 increase to the Lodge Service Package effective January 1, 2025. – Susan Demchuk – cd. unanimous

#105/24 Motion to increase staff meal prices January 1, 2025, to \$6.50 per plate – Dean Ward – cd.

#106/24 Motion to accept budget with municipal contribution equal to a 10% increase – Dave Filipuzzi – cd. unanimous

14. IN CAMERA

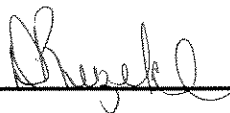
- 14.1 Motion #107/24 to go into camera 11:08 a.m. – Dean Ward - cd.
- 14.2 Motion #108/24 to come out of camera 11:10 a.m. – Dean Ward – cd.

15. ADJOURNMENT

- 15.1 Motion #109/24 to adjourn at 2:58 p.m. – Dave Filipuzzi – cd.

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

Debi Ruzek – Board Chairperson





Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 3.d

Subject: Minutes of the Municipal Planning Commission of September 17, 2024

Recommendation: That Council accept the Minutes of the Municipal Planning Commission of September 17, 2024 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Municipal Planning Commission provides their minutes to keep Council apprised of exceptional development permits and subdivision applications heard by the commission.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 09 17 MPC Meeting Minutes_Approved.pdf](#)



Municipality of Crowsnest Pass
Municipal Planning Commission Minutes
Tuesday, September 17, 2024, at 2:00 PM

- PRESENT:** Dean Ward, Chair
Sam Silverstone, Vice Chair
Gaston Aubin, Member
Dave Filipuzzi, Member
Doreen Johnson, Member
Gus Kollee, Member
- ADMINISTRATIVE:** Katherine Mertz, Development Officer
Johan Van Der Bank, Manager of Development & Trades
Shay Sawatzky, Recording Secretary
- ABSENT:** Don Montalbetti (No Apology)
-

1. **Call to Order**

The chair called the meeting to order at 2:01 pm.

2. **Agenda**

MOTION by Gus Kollee to accept the agenda with the following amendments:

Deletion of Item 5.1, Subdivision Application 2024-0-123 from the agenda. This application is currently at the Referral stage and was added to the agenda in error.

Addition of Item 6.5, DP2024-317 to the agenda.

Addition of Item 9.1, "Grace Period MPC reporting process simplification" to the agenda.

CARRIED

3. **Minutes**

MOTION by Dave Filipuzzi to adopt the minutes of August 28, 2024, as presented.

CARRIED

4. **Consent Agenda**

MOTION by Gus Kollee to accept "Alberta Development Officer's Association – The Communicator, Summer 2024 Issue" and "MPC Planning and Development Overview" for information.

CARRIED

5. **Requests for Decision - Subdivision Applications** - None

6. **Requests for Decision – Development Permit Applications**

6.1 **DP2024-289 - 2553 Tecumseh Rd., Coleman (Lot 9 Block 5 Plan 1011120)**

For an existing “Accessory building up to 95.2m²” (Shed C on the site plan – 25.46m²) (permitted use) and

For a “Private Utility” (Freestanding Solar Collector – 69.7m²) (Discretionary use) with a 25% variance to the maximum height.

MOTION by Gaston Aubin to approve DP2024-289 with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.2 **DP2024-291 - 3071 Tecumseh Rd., Coleman (Lot 4 Block 2 Plan 2411221)**

For an “Accessory Building or Use over 95.2m²” (Shop- 223m² / 2400 sq ft) (discretionary use) with a 0.5m (10%) variance to the maximum building height.

MOTION by Sam Silverstone to approve DP2024-291 with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.3 **DP2024-296 - 6038 20 Avenue, Coleman (Lot 2 Block 1 Plan 0613044)**

For existing “Contractor Services, General” [Office as a principal building (a portion of existing building B as identified on the site plan, and outside storage)] (permitted use) and; For several existing “Accessory Building or Use over 18.6m²” as identified on the site plan as B (a portion), C, E, F & G (discretionary uses) with variances to C, E, F, and G structures located in the front yard (61st) and; For a proposed “Accessory Building or Use over 18.6m²” (Wash Bay and Truck Storage - 334.45m²) (discretionary use) with a 25% variance to the height.

MOTION by Dave Filipuzzi to approve DP2024-296 with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.4 DP2024-313 - 2026 136 Street, Blairmore (Lot 47 Block 1 Plan 8510206)

For a “Manufactured Home” as a “Moved-In Dwelling” (Year Built 2009) (discretionary use) with a 24% variance to the rear yard setback.

MOTION by Gus Kollee to approve DP2024-313 with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.5 DP2024-317 - N/A, Coleman (5;5;8;11;SW, SE)

For a Comprehensive Site Development Plan and a Temporary Development Permit for a maximum 300 person “Work Camp” (Discretionary Use)

MOTION by Dean Ward to increase the Security Deposit requirement from the originally proposed amount of \$20,000 to \$50,000 to ensure the completion of the proposed development in accordance with the approved site plan and the development permit conditions.

CARRIED

MOTION by Gus Kollee to approve DP2024-317 with conditions as identified by Alternative A in the MPC request for decision package, with the amendment to the Security Deposit requirement increase as well as the additional condition that “It is the responsibility of the Landowner to comply with municipal bylaws e.g. the Community Standards Bylaw regarding the control of wildlife attractants (e.g. by providing a bear proof garbage receptacle)”.

CARRIED

7. Land Use Bylaw Amendments - None

8. Appeals - None

9. Round Table Discussion

9.1 The Development Department proposed to the Municipal Planning Commission that they allow the removal of the 'MPC Request for a Decision' reporting practice for any Grace Period applications pending review by September 30th, 2024, that may require consideration by MPC. Instead, the Development Department suggests using the 'Notice of Decision' to streamline the process.

MOTION by Dave Filipuzzi to allow the Development Department to use 'Notice of Decisions' in lieu of the 'Municipal Planning Commission Request for Decision' for the remaining Grace Period Development Permit Applications that may require consideration by MPC.

CARRIED

10. **In Camera** - None

11. **Next Meeting**

Next Meeting is scheduled for October 23, 2024.

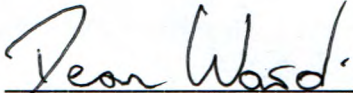
12. **Adjourn**

MOTION by Dave Filipuzzi to adjourn the meeting at 2:46pm.

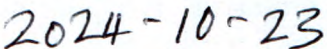
CARRIED

13. **Approval of Minutes**

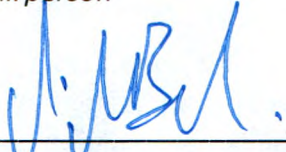
Approved By:




Chairperson



Date



Manager of Development and Trades



Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 3.e

Subject: Minutes of the Family and Community Support Services Advisory Committee of September 16, 2024

Recommendation: That Council accepts the Minutes of the Family and Community Support Services Advisory Committee of September 16, 2024 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

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

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[FCSS September 16, 2024.pdf](#)



CROWSNEST PASS
Naturally Rewarding

Family and Community Support Services Advisory Committee Meeting Minutes

**Municipality of Crowsnest Pass
Monday September 16, 2024 – 4:30 PM
MDM Community Centre- Community Service Office**

Chairperson: Kate McNeil

Secretary: Kim Lewis

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

Absent: Lisa Sygutek – Council Representative

1.0 Call to Order

K. McNeil called the meeting to order at 4:31pm.

2.0 Adoption of Agenda

#61 - 24 MOVED BY: D. WARD

That the meeting agenda be adopted as presented.

CARRIED

3.0 Adoption of Minutes

3a) Adoption of Family and Community Support Services of June 24, 2024

#62 - 24 MOVED BY: M. THOMAS

That the meeting minutes of June 24, 2024 be adopted as read.

CARRIED

3b) Adoption of Family and Community Support Services of September 9, 2024

#63 - 24 MOVED BY: M. THOMAS

That the meeting minutes of September 9, 2024 be adopted with correction.

CARRIED

4.0 Correspondence

5.0 Delegations

6.0 Business Arising from Previous Minutes

6a) 2024 FCSS Recommended Funding Allocations

#64 - 24 MOVED BY: K. MCNEIL

To go in camera at 4:34pm (FOIP section 16)

CARRIED

#65 - 24 MOVED BY: D. WARD

To come out of camera at 4:56pm

CARRIED

#66 - 24 MOVED BY: M. THOMAS

That the following recommendations be made to Council pending Provincial Funding.

Organization	Request	Allocation
Kids Kollege	\$23,000	\$23,000
Family Resource Centre	\$32,800	\$30,000
CNP 40	\$25,000	\$25,000
BRAT Pack	\$1,500	\$1,500
Category 2 FCSS funding (new initiatives)	\$5,000	\$3,500
Seniors Programming	\$10,000	\$8,000
Total	\$104,500	\$91,000

CARRIED

K. MCNEIL ABSTAINED

MIRJAM THEILEN ABSTAINED FROM VOTING FOR KIDS KOLLEGE

7.0 New Business

7a) FCSSAA 2024 Conference

This year's FCSS Conference will take place on Wednesday November 13-15 in Edmonton. There are funds to send two people to the conference.

#67 - 24 MOVED BY: C. PAINTER

The Family Community Support Service Advisory Committee member will let K. Lewis know by Friday September 20th if they would like to attend the FCSS Conference.

CARRIED

7b) Crowsnest Cruisers Update

Crowsnest Cruisers provided an update on their service. Crowsnest Cruisers currently has 69 individuals registered, 30 with mobility aids. They have completed 25 out of town trips for medical appointments. They report being very busy and that the service is growing.

#68 - 24 MOVED BY: C. PAINTER

That the Family and Community Support Services Advisory Committee accepts the update as information.

CARRIED

7c) Subsidized Taxi Program

Crowsnest Taxi provides the subsidized taxi service for the community Tuesdays and Thursday | 9am-2pm. The cost of the service to the Municipality is \$275/day. The current yearly cost of the subsidized taxi program is \$28,600. The Municipality has a yearly contract with Crowsnest Taxi ending December 31, 2024.

Crowsnest Cruisers is a wheelchair accessible transportation service operating 4 days a week. Crowsnest Cruisers also provides out-of-town trips for medical appointments. Crowsnest Cruisers currently has 69 individuals registered for their service. Crowsnest Cruisers also accommodate dialysis patients getting to and from Treatments Monday, Wednesday & Friday. Crowsnest Cruisers is currently funded through a grant with Healthy Aging Alberta, however, would be looking for additional funds.

As the contract with Crowsnest Taxi will expire on December 31, 2024, a recommendation is needed to move forward with budgeting for 2025.

#69 - 24 MOVED BY: K. MCNEIL

The Family Community Support Service Advisory Committee recommends that Council not renew the Subsidized Taxi Program contract with Crowsnest Taxi for 2025 and discontinue the subsidized taxi service effective December 31, 2024.

CARRIED

7d) Electronic Sign

Discussion about the need for an electronic community sign was had. These signs provide valuable information to community members and visitors alike.

#70 - 24 MOVED BY: K. MCNEIL

The Family Community Support Service Advisory Committee recommends that Council explore options to purchase an electronic sign to assist with creating awareness of events, activities and public notices.

CARRIED

8. Administration Reports**8a) FCSS Programmer Update**

- Fall BBQ held September 5th | 4-7 at Gazebo Park. Great turn out
- Pop up Fun days at Pete's Park
- Funding Applications
- Man Van- September 5th | 2pm-6pm at the Elk's Hall – a total of 55 men attended
- 2024/2025 Fall Winter Community Handbook completed and distributed.
- Movies in the park - July 12 & August 16.
- Meals on wheels – business as usual.
- Seniors on the Go Newsletter
- Assisting seniors' clubs.
- Subsidized taxi program
- Crowsnest Cruisers Committee
- Information & community referrals.

#70 - 24 MOVED BY: M. THIELEN

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

CARRIED

9.0 Committee Member Reports

N/A

10.0 In Camera**10a) Volunteer Crowsnest**

#71 - 24 MOVED BY: K. MCNEIL

To go in camera at 5:38pm

CARRIED

#72 - 24 MOVED BY: K. MCNEIL

To go out of camera at 5:44pm

CARRIED

#73 - 24 MOVED BY: K. MCNEIL

That FCSS Advisory Committee will send a letter to Volunteer Crowsnest in response to email sent from Volunteer Crowsnest.

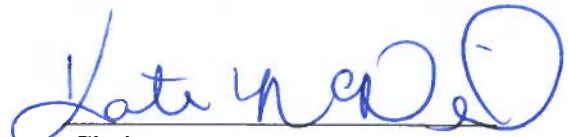
CARRIED

11. Adjournment

#74 - 24 MOVED BY: K. MCNEIL

That the meeting be adjourned at 5:46pm.

CARRIED


Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 3.f

Subject: Thank You Letter from Horace Allen School of October 17, 2024

Recommendation: That Council accept the Thank You Letter from Horace Allen School of October 17, 2024 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Council approved a Category 3 grant request in the amount of \$1,000 for the Horace Allen School Festival on the Field held on September 26, 2024 in support of the Peaks to Prairies Outdoor Learning Environment.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 10 17 - Thank You Letter from Horace Allen School.pdf](#)

Achieving our
personal best in a
safe and caring
environment

Horace Allen School
Box 400
Coleman, Alta.
T0K 0M0
October 7, 2024

Municipality of Crowsnest Pass
Box 600
Blairmore, Alta.
T0K 0E0

Mayor and Municipal Council,

We are so grateful for your help and support through the Category 3 Grant awarded to our "Festival on the Field" Welcome Barbeque held on September 26th on the Horace Allen Schoolgrounds!

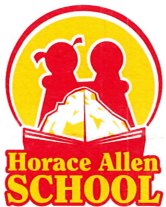
The evening was very well attended and many families enjoyed the wonderful music, activities, food, prizes and the silent auction that was held, although not entirely on the field due to the chilly wind that persisted! The event was a celebration of our school community and also a fundraiser towards continued growth and development of our "Peaks to Prairies Outdoor Learning Environment"!

Thank you very much also for the lovely "Municipality Treasure Basket" which many people were interested in and was a big help towards our successful silent auction!

We are honored by your support and interest in our project and we welcome your input and vision! Please come to see our mountain/alpine area with the rock amphitheater and native shrub garden with species chosen and cared for by each class! Also the foothills/forest area with the log desks, tables and seats designed and created by local foresters! We are committed to including our community in the process as we create new learning features and nature spaces!

All of us at Horace Allen, present and future, sincerely appreciate your support!

Kindest regards from
Horace Allen Outdoor Classroom committee & Parent Council



Box 400, 2002 - 76 Street
Coleman, Alberta T0K 0M0
403-563-3998 fax 403-563-3011
s-hallen@lrsd.ab.ca
www.lrsd.ab.ca/schools/hallen/



Livingstone Range
LIVINGSTONE RANGE DISTRICT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 3.g

Subject: Wheatland County - Letter Concerning Collaborative Stance on FCM Conference Attendance – Invitation for Rural Municipalities to Join of November 1, 2024

Recommendation: That Council accepts the correspondence from Wheatland County as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Mayor and Council decided to cancel our membership with FCM several years ago as the same conclusion was reached that FCM was not geared towards rural municipalities.

Analysis of Alternatives:

Council could choose to advocate in support of Wheatland's initiative at the RMA Spring Convention in 2025.

Financial Impacts:

N/A

Attachments:

[2024 11 01 - Wheatland County - Collaborative Stance on FCM Conference Attendance.pdf](#)



Office of the Reeve

November 1, 2024

Rural Municipalities of Alberta Member Municipalities

Subject: Collaborative Stance on FCM Conference Attendance – Invitation for Rural Municipalities to Join

Dear Council Members,

I am writing to you on behalf of Wheatland County to explain our Council's decision regarding attendance at the upcoming Federation of Canadian Municipalities (FCM) conference. After discussion and consideration, our Council has chosen not to participate in next year's FCM conference.

Our decision stems from growing concerns about how well the FCM's focus aligns with the unique needs and challenges of rural municipalities like ours. We believe the current structure and priorities of FCM do not provide sufficient opportunity to represent the distinct needs of rural communities.

In light of this, we are reaching out to all members of the Rural Municipalities of Alberta (RMA) to encourage the development of a unified stance on this matter. We want to explore the possibility of establishing a federal advocacy group or association that could more effectively amplify the voices of rural municipalities, ensuring our collective needs are represented with a stronger, more focused, and efficient voice. We will be bringing a resolution for consideration to the RMA Spring Convention 2025.

To move forward, we call on colleagues across Canada to join us in sending a letter outlining your concerns to FCM.

We plan to engage in further discussions with RMA and other stakeholders to explore how we can better address the diverse needs of Canadian rural municipalities. While we have decided not to attend next year's conference, we remain committed to working toward collaborative solutions that benefit all communities.

Thank you for your attention to this matter, and we look forward to your response and support.

Sincerely,

Amber Link
Reeve, Wheatland County
On behalf of Wheatland County Council

cc: Federation of Canadian Municipalities
Wheatland County Council





Saskatchewan Association of Rural Municipalities
Association of Manitoba Municipalities
Rural Ontario Municipal Association
Union of British Columbia Municipalities
Fédération Québécoise des Municipalités
Nova Scotia Federation of Municipalities
Union of the Municipalities of New Brunswick
Federation of PEI Municipalities
Municipalities Newfoundland and Labrador





Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 3.h

Subject: AER Proceeding 444 - Location of Limited Participants Hearing

Recommendation: That Council accept the correspondence regarding the AER Proceeding 444 - Location of Limited Participants Hearing as information.

Executive Summary:

A letter was written on behalf of the Municipality of Crowsnest Pass to the Alberta Energy Regulator regarding the change in location of the Limited Participants Hearing scheduled for December 3rd and 4th, indicating concern that the hearing was not scheduled in the Crowsnest Pass.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Letter to AER re Limited Participants Hearing - Nov 1, 2024 \(B6081749x7AF53\).PDF](#)



Refer to: A. Gulamhusein
Direct Line: 780-497-4877
E-mail: agulamhusein@brownleelaw.com
Our File No.: 71270-0269/JSG

Sent via Email: Hearing.Services@aer.ca

November 1, 2024

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

Attention: Elaine Arruda, Hearing Coordinator

Dear Madam:

**RE: Alberta Energy Regulator Proceeding 444
Application Nos: 1948547, A10123772 and 00497386 (“Applications”)
Location of Limited Participant Hearing on December 3 -4, 2024 (the “Limited
Participants Hearing”)**

We are writing to you on behalf of our client, the Municipality of Crowsnest Pass (the “MCNP”) regarding the change in location for Limited Participants Hearing scheduled for December 3 and 4, 2024. The MCNP is a Full Participant in Proceeding 444.

On September 3, 2024, the Alberta Energy Regulator (the “AER”) confirmed that the community session for oral presentations from Limited Participants would be held in-person in the Crowsnest Pass area. The letter confirmed virtual participation was not being considered. It was the MCNP’s understanding that the decision to hold the Limited Participant Hearing in the Crowsnest Pass area conveyed an intention to hold the Limited Participant Hearing *near the local community most impacted by the applications*.

On October 29, 2024, we received a letter from the AER indicating that the location for the Limited Participants Hearing would be at the Pincher Creek Community Hall in Pincher Creek. No reasons were provided for this change and, to our knowledge, none of the parties, Limited or Full Participants, were consulted about the change.

It was our understanding that the purpose of hosting the Limited Participants Hearing in the Municipality of Crowsnest Pass was to provide an accessible forum for participation. Although we appreciate not all the Limited Participants are located in the Municipality of Crowsnest Pass, the majority of impacted residents are located in this community. Having the Limited Participant Hearing in this community would allow local residents, who may not have been granted participation status, to attend and witness the process. This is particularly important because the AER’s September 3, 2024 letter provides that virtual participation for the hearing is not being

considered at this time. Further, this is important because the rest of the hearing is scheduled to be held in Calgary.

We are concerned the Limited Participant Hearing is over 50km from the originally proposed location and winter driving conditions may limit the ability for local residents to attend the hearing.

The purpose of a “community session” is to facilitate community participation. Changing the location of the Limited Participants Hearing to Pincher Creek, without any consultation, appears to undermine from the purpose of encouraging and engaging the local community.

Should the AER need some assistance in finding a location in the Municipality of Crowsnest Pass, the MCNP would be happy to offer its assistance.

Sincerely,

BROWNLEE LLP

PER:



ALIFEYAH GULAMHUSEIN

AG/AED

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: November 19, 2024

Agenda #: 3.i

Subject: Chinook Arch Regional Library System - Board Report of August 1, 2024

Recommendation: That Council accept the Chinook Arch Regional Library System Board Report of August 1, 2024 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

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

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Board Report - August 1, 2024.pdf](#)

BOARD REPORT



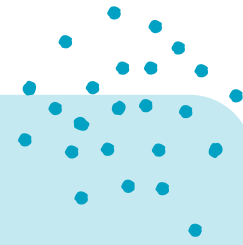
CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - August 1, 2024

Summer Reading Program a Smashing Success!

The 2024 TD Summer Reading Club had a banner year, with over 1,200 young people registered for programs in Chinook Arch member libraries – an increase of 61% over 2023. There were over 300 programs offered in area libraries and in the community. Special thanks to SRP Coordinators Shayla and Morgan, who traveled 5,600 km to facilitate programs designed to keep kids reading over the summer break!





Board Members Present

Corry Walk – Village of Arrowwood
 Ron Gorzitza – Village of Barons
 Marsha Jensen – Town of Cardston
 Tom Nish – Cardston County
 Blanche Anderson – Village of Carmangay
 Terry Penney – Village of Champion
 Stephen Pain – Village of Coutts
 Doreen Glavin – Municipality of Crowsnest Pass
 Jim Monteith (Treasurer) – Town of Fort Macleod
 Sue French – Village of Hill Spring
 Robin Harper – City of Lethbridge
 Tory Campbell – Lethbridge County
 Marie Logan (Vice Chair) – Village of Lomond
 Darryl Christensen – Town of Magrath
 Anne Michaelis – Town of Milk River
 Christopher Northcott – Village of Milo
 Amanda Bustard – Town of Nanton
 Melissa Jensen – Town of Nobleford
 Crystal Neels – Town of Picture Butte
 Mark Barber – Town of Pincher Creek
 Dave Cox – Pincher Creek MD
 Chelsey Hurt – Town of Stavely
 Justin Davis – Village of Stirling
 Daniel Remfert – Town of Taber
 Merrill Harris – Taber MD
 Marilyn Forchuk – Town of Vauxhall
 Doug Logan – Vulcan County
 Derek Baron – Village of Warner
 Morgan Rockenbach – County of Warner
 Lesley Little – ID #4 Waterton
 Maryanne Sandberg – Willow Creek MD
 Brendan Cummins – LPL Resource Centre
 Vic Mensch (Chair) – Ministerial Appointee

Regrets

Kesley Hipkin – Town of Claresholm

Not Present

Jane Johnson – Village of Barnwell
 Jordan Sailer – Town of Coaldale
 Lyndsay Montina – Town of Coalhurst
 Linda Allred – Village of Glenwood
 Kelly Jensen – Town of Raymond
 Debra Wyatt – Town of Vulcan

Chinook Arch Receives \$75,000 CIP Grant

Chinook Arch has received \$75,000 in matching funds in the form of a Community Initiatives Program grant. These funds will help to defray the cost of the server/storage upgrade that the Board had approved earlier in the year, and will help to preserve the Board’s Technology Fund. The Board acknowledges the Government of Alberta and Lethbridge East MLA and Minister of Affordability and Utilities Hon. Nathan Neudorf for his support of this application. Since its incorporation in 1992, Chinook Arch has raised almost \$9 million dollars to support and enhance library services in southwestern Alberta.

Policies Reviewed

All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>.

- Borrowing Policy – governs the terms under which the Board may borrow funds for operations
- Confidentiality of Patron Records – governs how patrons’ personal information is used and protected by Chinook Arch
- Services for the Print Impaired – a required policy outlining how the Board will serve patrons who are unable to read traditional print material

Contact Us

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



[facebook.com/
chinook.arch7](https://facebook.com/chinook.arch7)



[@chinooklibs](https://instagram.com/@chinooklibs)



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 3.j

Subject: Southern Alberta Recreation Association (SARA) - Media Release for the 2025 Southern Alberta Summer Games to be held in Taber

Recommendation: That Council accept the Southern Alberta Recreation Association (SARA) Media Release for the 2025 Southern Alberta Summer Games to be held in Taber as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Community Services received this media release advising that SARA is pleased to announce that the Town of Taber will be hosting the 2025 Southern Alberta Summer Games.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2025 Media Release - Taber.pdf](#)



Southern Alberta Recreation Association
502, Centre Street Bow Island, AB T0K 0G0
(403)-545-2522 EXT 2 or 403-360-8847
recreation@bowisland.com

FOR IMMEDIATE RELEASE

RE: 2025 Southern Alberta Summer Games

November 5th, 2024

The Southern Alberta Recreation Association (SARA) is pleased to announce that the Town of Taber will be hosting the 2025 Southern Alberta Summer Games (SASG)!

The return of the games in Coaldale last year, following the COVID-19 pandemic, exceeded our expectations. The Southern Alberta Recreation Association approached the event with uncertainty, but the sense of normalcy, grassroots enthusiasm, and the creation of cherished memories contributed to a truly enjoyable experience.

"We are extremely excited about the Town of Taber hosting the 2025 Southern Alberta Summer Games. Based on the feedback received last year from both new and returning athletes, we are confident that this year will also be exceptional," said Kaylee Ostenberg, Chair of the Southern Alberta Recreation Association.

The 2025 Southern Alberta Summer Games will take place from July 2nd-5th and features both individual and team sporting events in and around Taber! It is expected that nearly 2000 athletes and coaches will be participating in the 2025 Games.

The Southern Alberta Recreation Association is grassroots, inclusive organization dedicated to fostering full participation from all individuals in Southern Alberta. It is the purpose of the "games" to provide a vehicle by which all communities have the opportunity to become involved in a meaningful sport program, which, through mass participation, is dedicated to the development of the individual and encourages sportsmanlike conduct.

ABOUT SARA:

SARA is a non-profit organization formed in the late 1960's and incorporated in 1973, making it the longest consecutively- running multi-sport event in Western Canada. Our largest initiative is the Southern Alberta Summer Games, which is hosted annually in a select community in Southern Alberta. More information regarding SARA and the 2025 Southern Alberta Summer Games can be found online at <https://southernalbertasummernames.ca/>

Kaylee Ostenberg, Chair
Southern Alberta Recreation Association
403-545-2522, recreation@bowisland.com



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 3.k

Subject: Minutes of the Alberta South West Regional Alliance of October 2, 2024 and the November Bulletin

Recommendation: That Council accept the Minutes of the Alberta South West Regional Alliance of October 2, 2024 and the November Bulletin as information.

Executive Summary:

Minutes of external boards and committees are provided to Council for their information at the subsequent meeting.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Alberta South West Regional Alliance provides their minutes to keep member municipalities apprised of activities within the region.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 AlbertaSW Board Minutes 10-02 approved plus Exec Dir Report.pdf](#)

Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday, October 2, 2024-Royal Canadian Legion, Pincher Creek



Board Representatives

Brent Feyter, Fort Macleod
Brad Schlossberger, Claresholm
Barbara Burnett, Cowley
Sahra Nodge, Pincher Creek
Rick Lemire, MD Pincher Creek
Blair Painter, Crowsnest Pass
Cam Francis, Cardston County
Victor Czop, Nanton
Keith Robinson, Waterton
Tim Court, Cardston
Doral Lybbert, Glenwood

Monte Christensen, Hill Spring
John Van Driesten, MD Willow Creek
Dale Gugala, Stavely

Guests and Resource Staff

Lacey Poytress, LRSD
Sacha Anderson, CF Crowsnest Pass and Southwest
Marie Everts, JET
David Desabrais, MD Pincher Creek
Christy Gustavison, Parks Canada
Bev Thornton, AlbertaSW

- 1 Call to Order/ Chair Brent Feyter called the meeting to order.
- 2 Approval of Agenda Moved by Dale Gugala THAT the agenda be approved as corrected.
Carried. [2024-10-916]
- 3 Approval of Minutes Moved by Cam Francis THAT the Minutes of September 4, 2024, be approved as presented.
Carried. [2024-10-917]
- 4 Approval of Cheque Register Moved by Brad Schlossberger THAT cheques #3450 to #3458 be approved as presented.
Carried. [2024-10-918]
- 5 Parks Canada Presentation Christy Gustavison, Visitor Experience Manager, Waterton Lakes National Park, reported 500,000 visitors this year, as of September 30. Travel Alberta, South Canadian Rockies, our highway corridors and collaborative communities share an interest in creating positive visitor experiences. Further Parks Canada data analysis will be available in spring 2025.
- 6 AlbertaSW Reference and Project Overview Board received hard copies of this booklet to share with Councils and staff, providing a historic overview of regional projects, outcomes, and resources from 1999 to the present.
- 7 MECAP Speaker Series The Industry Leaders Forum Speaker Series was launched with an interesting and informative on-line event on September 18 , 2024. Next speaker event dates are
 - October 16, in person, Claresholm Town Office; Workforce
 - November 20, virtual; Supply Chain
 - December 18, virtual; Agri-value
- 8 Canadian Heritage Funding Programs Further to information from PrairiesCan, the Lethbridge office of Canadian Heritage provided a document summarizing funding programs. We will invite Aimee Benoit to a board meeting in the new year.

- | | | |
|----|--|---|
| 9 | NRED Project ideas | Board reviewed the first draft of a project concept. Bev will continue to fill in more detail and explore the possibility of partnership contributions to generate the necessary matching funds. |
| 10 | Energy Futures Lab (EFL) Pilot Project | This pilot project is led by Energy Futures Lab, centered on the outcomes gained by the Town of Pincher Creek, and MD of Pincher Creek Energy Manager collaboration. The region is invited to participate. Information has been sent to CAOs, encouraging participation from planners, development officers, and other staff who may have an interest. |
| 11 | Executive Director Report | Moved by John Van Driesten THAT the report be accepted as information.
Carried. [2024-10-918] |
| 12 | Round table | Accepted as information. |
| 13 | Upcoming Board Meetings | Moved by John Van Driesten
- THAT the November 6 meeting be moved to Wednesday October 30 , and
- THAT the October 30 meeting be the Organizational Meeting , and
- THAT there is NO MEETING on December 4, and
- THAT the January 1 meeting be moved to Wednesday, January 8, 2025 .
Carried. [2024-10-918] |
| 14 | Adjourn | Moved by Tim Court THAT the meeting be adjourned.
Carried. [2024-10-919] |

Approved October 30, 2024

Executive Director Report October 2024

MEETINGS and PRESENTATIONS

- Oct 2: AlbertaSW Board meeting, Pincher Creek
- Oct 3: SouthGrow quarterly meeting, Taber [regrets]
- Oct 4: Meeting with Uleth Geography 3700 students re: MECAP mapping project, Zoom
- Oct 7: Meeting with REDS, ADM and Director, Jobs, Economy and Trade, Pincher Creek
- Oct 8: Energy Futures Lab convening team meeting, Zoom
- Oct 8: Class presentations, uLeth Geography 3700, Zoom
- Oct 10: Travel Alberta Strategy and Governance Working Group meeting, Zoom
- Oct 15: IEDC webinar re: Workforce, webjam
- Oct 16: MECAP Speaker Series#3, Claresholm Town Office and Zoom
- Oct 17: SouthGrow and MLA meetings, Lethbridge
- Oct 18: REDA planning and idea meeting, Lethbridge
- Oct 21: REDA Managers Meeting, Zoom
- Oct 22: Meeting with REDS and InnoVisions re: regional initiatives
- Oct 23: Energy Futures Lab- "Shaping Future Energy Competitiveness" Workshop, Pincher Creek

Oct 25: REDA meeting with BRAED, Lethbridge

Oct 30: Meeting with Crown Geotourism Coordinator, Pincher Creek

Oct 30: AlbertaSW Board Meeting, Fort Macleod

Oct 31: Strategic Energy Management for Industry (SEMI) webinar- new federal/provincial funding program

PROJECT MANAGEMENT and REPORTING

- MECAP Speaker Series program and arrangements
- MECAP meeting follow-up documents; Alternative Energy Interpretive Centre (2009)
- Continued input to Blackfoot Signage pilot project
- NRED project proposal development
- Input for partnering NRED project re: film industry
- Planning with Crown geotourism coordinator
- Manage collection of REDA profiles for EDA magazine
- Support planning and engagement for Energy Futures Lab Pilot Project

INVESTMENT ATTRACTION and REGIONAL PROMOTION

- Proposed update of information and addition of photos for VCTG
- Utilize uLeth student mapping project (GEOG 3700) to demonstrate MECAP data
- Support Travel Alberta consultation process for Tourism Development Zone
- Information-sharing with Tourism Lethbridge, EDL Director, Creative Industries
- Respond to regional inquiries and information requests

UPCOMING:

On-line Information webinar- [Strategic Energy Management for Industry \(SEMI\) program](#)
Thursday, October 31, 2024, from 1:00pm to 2:00pm (MDT)

Go to <https://www.eralberta.ca/SEMI/> and scroll down to find the button to **REGISTER**
Government of Alberta and Natural Resources Canada **\$50 million**

- ❖ Up to \$50,000 per facility to conduct an Energy Assessment and Audit.
- ❖ Up to \$250,000 per facility to implement an Energy Management Information System.
- ❖ Up to \$100,000 per facility to participate in Strategic Energy Management training.
- ❖ Up to \$1,000,000 per facility to invest in energy-efficient Capital Retrofit projects.

A wide range of industries are eligible for SEMI, including agriculture, forestry, mining, quarrying, oil and gas, utilities, construction, manufacturing, transportation, waste management, and more.

MECAP Speaker Series #3 – Wednesday November 20, 2024 12:00noon to 2:00pm

Topic: Supply Chain

Virtual meeting; More details in early November!

Alberta SouthWest Bulletin November 2024

Regional Economic Development Alliance (REDA) Update

❖ Executive Officers Re-elected for 2025!

- Chair: Mayor Brent Feyter, Fort Macleod
- Vice-Chair: Mayor Brad Schlossberger, Claresholm
- Sec-Treasurer: Councillor Sahra Nodge, Pincher Creek
- Signing Authority: Mayor Barbara Burnett, Cowley



❖ NRED Applications close December 6, 2024

New guidelines for Northern and Regional Economic Development program allow for projects up to 3 years duration. Matching funds are directed to help increase regional attractiveness and investment readiness for business expansion and regional growth.

Guidelines and details at: www.alberta.ca/northern-and-regional-economic-development-program



❖ Manufacturing Energy Construction Ag Processing (MECAP) Speaker Series Join the third event in the AlbertaSW MECAP Industry Leaders Forum Speaker Series!

Wednesday, November 20, 2024

12:00-2:00pm (Virtual Zoom) Topic: **Supply Chain ...**

The panel will present innovative solutions, resources, and business cases on how specific companies have worked to address supply chain issues and the logistics and disruptions to movement of goods and products. More details next week!

TO REGISTER... e-mail bev@albertasouthwest.com or NatalieGibson@shaw.ca

❖ New grant program for industrial and manufacturing facilities!

Government of Alberta and Natural Resources Canada have launched a new \$50M fund

Strategic Energy Management for Industry (SEMI) program.

SEMI will support industrial facilities through four activities:

- 1. Up to \$50,000 per facility to conduct an Energy Assessment and Audit.
- 2. Up to \$250,000 per facility to implement an Energy Management Information System.
- 3. Up to \$100,000 per facility to participate in Strategic Energy Management training.
- 4. Up to \$1,000,000 per facility to invest in energy-efficient Capital Retrofit projects.

<https://www.eralberta.ca/semi/>

**A wide range of industries are eligible for SEMI, including agriculture, forestry, mining, quarrying, oil and gas, utilities, construction, manufacturing, transportation, waste management, and more.



❖ Economic Developers Alberta (EDA) 2025 Leaders' Summit & Conference

Pomeroy Kananaskis 1

:00pm Wednesday April 9 to 12 noon on Friday, April 11, 2025

This conference sells out each year, so it is not too soon to secure your spot and book a room!

Register at www.edaalberta.ca/event-5566857

Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

bev@albertasouthwest.com

www.albertasouthwest.com



ACCREDITED
ECONOMIC
DEVELOPMENT
ORGANIZATION
International Economic Development Council



ITB
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Best of the Americas 2020





Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 3.1

Subject: STARS Letter of Thank You and Donation Receipt

Recommendation: That Council accept the STARS Letter of Thank You and Donation Receipt 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:

With respect to the Municipality's annual donation to STARS, a letter of thank you and receipt for donation to the Shock Trauma Air Rescue Society was received. The letter is attached for Council's information.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 11 04 - STARS Thank You Letter for Annual Donation.pdf](#)

October 29, 2024

Mayor & Council
Municipality of Crowsnest Pass
PO Box 600
Crowsnest Pass, AB T0K 0E0

Dear Mayor & Council,

I want to express my sincere gratitude for your donation to STARS. Thanks to the support of people like you, STARS was able to save my life.

When STARS came into my life, it was another beautiful day. My wife and I were supposed to meet our family at the campsite, but they got a flat tire. We went back to help, and as I was under the truck adjusting the spare, the jack slipped. Suddenly, I felt a tremendous weight—the truck was on top of me. Instantly, I knew I was in grave danger. Thankfully, STARS was on their way in minutes. I was relieved to know I was in the best possible hands.

Most people will never need STARS, but your support allows them to always be ready for the ones who do. People who are facing urgent, life-threatening situations, often in remote areas. Your \$8,000.00 donation provides essential assistance to you and your community whenever and wherever it's needed most. STARS gave me a second chance at life, and today I can continue making long-lasting memories with family and friends. STARS was there for me that day because of allies like you. Thank you!

Sincerely,



Scot Lykins
STARS Very Important Patient

403-295-1811 | 1-855-516-4848 1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7 donations@stars.ca | stars.ca

PLEASE CUT HERE



Shock Trauma Air Rescue Service Foundation

1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7
stars.ca

Municipality of Crowsnest Pass
PO Box 600
Crowsnest Pass, AB T0K 0E0

Receipt Number: 63985
Date Issued: October 29, 2024
Gift Date\Type: 2024-10-24\Cash
Receipt Amount: \$8,000.00

Business Receipt

Gift Amount: \$8,000.00
Advantage Amount: \$0.00

Per: 



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 4.a

Subject: Minutes of the Organizational Meeting of Council of October 22, 2024

Recommendation: That Council adopt the Organizational Meeting of Council Minutes of October 22, 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 10 22 Council Organizational Meeting Minutes.docx](#)



Municipality of Crowsnest Pass
Organizational Meeting of Council Minutes
Tuesday, October 22, 2024

An Organizational meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Thursday, October 22, 2024.

Council Present:

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

Administration Present:

Patrick Thomas, Chief Administrative Officer
Kristin Ivey, Deputy Chief Administrative Officer
Brian McCulloch, Director of Finance
Jeremy Wickson, Interim Director of Development, Engineering & Operations
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

ORG 01-2024-10-22: Councillor Glavin moved to adopt the agenda as presented.

Carried

2024-2025 Deputy Mayor Schedule

ORG 02-2024-10-22: Councillor Ward moved to adopt the 2024-2025 Deputy Mayor Schedule as presented.

Carried

November/December 2024	Councillor Lisa Sygutek
January/February 2025	Councillor Glen Girhiny
March/April 2025	Councillor Doreen Glavin
May/June 2025	Councillor Dave Filipuzzi
July/August 2025	Councillor Vicki Kubik
September/October 2025	Councillor Dean Ward

Council Committee Appointments

ORG 03-2024-10-22: Councillor Ward moved to approve the 2024-2025 Council Committee Appointments as presented.

Carried

Internal Committees – 2024-2025

Community Marketing Advisory Committee	Bylaw 1055, 2020	Councillors Sygutek & Glavin
Crowsnest Community Library Board*	Bylaw 1027, 2019	Councillors Glavin & Sygutek
Crowsnest Pass Senior Housing Board*	Bylaw 1028, 2019 and Ministerial Order H:091/95 with amending Ministerial Order H:021/2022	Councillors Filipuzzi & Ward
Emergency Management Committee	Bylaw 1026, 2019	Mayor Painter, & Councillors Sygutek, Girhiny, & Ward
Family & Community Support Services Advisory Committee	Bylaw 1055, 2020	Councillors Sygutek & Ward
Municipal Historic Resources Advisory Committee	Bylaw 1055, 2020	Councillors Girhiny & Kubik
Municipal Planning Commission*	Bylaw 1042, 2020	Councillors Filipuzzi & Ward
Parks & Recreation Advisory Committee	Bylaw 1055, 2020	Councillors Sygutek & Girhiny

Mayor is named Ex Officio on all Boards & Committees except designated by *

External Organizations – 2024-2025

Alberta SouthWest Regional Alliance	Mayor Painter
Alberta Municipalities (AM)	Mayor Painter
Chinook Arch Library Board	Councillor Glavin
Chinook Intermunicipal Subdivision and Development Appeal Board	Councillor Girhiny
CNP ECC Committee – Community Futures/ Chamber of Commerce/Council	Mayor Painter, Councillors Girhiny & Kubik
Crowsnest/Pincher Creek Landfill Association*	Councillors Ward, Glavin, & Filipuzzi
Forest Management Plan Public Advisory Committee	Councillor Kubik
Highway 3 Twinning Development Association	Mayor Painter
Intermunicipal Development Plan Committee MCNP & MD of Pincher Creek	Councillors Ward & Filipuzzi Councillor Girhiny (Alternate)
Intermunicipal Development Plan Committee MCNP & MD of Ranchlands	Councillors Ward & Filipuzzi Councillor Girhiny (Alternate)
Management Negotiating Committee	Mayor Painter & Councillor Ward
Mayors & Reeves of Southwest Alberta	Mayor Painter
Oldman River Regional Services Commission*	Councillors Ward & Filipuzzi
Pass Powderkeg Ski Society	Councillor Girhiny
Regional Airport Committee	Councillors Kubik & Girhiny
RhPAP Committee	Councillor Glavin, Sygutek, & Kubik
Rural Municipalities of Alberta (RMA)	Mayor Painter
Elk Valley/Crowsnest Pass Communities of Interest Advisory Initiative Committee	Councillor Ward

2025 Council Meeting Dates

ORG 04-2024-10-22: Councillor Sygutek moved to approve the 2025 Schedule of Council Meeting Dates as presented.

Carried

2025 Schedule of Council Meetings

Approved October 22, 2024

JANUARY

14 - COUNCIL - 7:00 pm
21 - COUNCIL - 1:00 pm

FEBRUARY

4 - COUNCIL - 7:00 pm
11 - COUNCIL - 1:00 pm

MARCH

4 - COUNCIL - 7:00 pm
11 - COUNCIL - 1:00 pm

APRIL

1 - COUNCIL - 7:00 pm
15 - COUNCIL - 1:00 pm

MAY

6 - COUNCIL - 7:00 pm
27 - COUNCIL - 1:00 pm

JUNE

10 - COUNCIL - 7:00 pm
24 - COUNCIL - 1:00 pm

JULY

8 - COUNCIL - 7:00 pm
15 - COUNCIL - 1:00 pm

AUGUST

19 - COUNCIL - 7:00 pm
21 - SPECIAL BUDGET MEETING - 1:00 pm
26 - COUNCIL - 1:00 pm

SEPTEMBER

9 - COUNCIL - 7:00 pm
16 - COUNCIL - 1:00 pm

OCTOBER

7 - COUNCIL - 7:00 pm
16 - SPECIAL BUDGET MEETING - 9:00 am
28 - ORGANIZATIONAL MEETING OF COUNCIL - 7:00 pm
28 - COUNCIL - 7:30 pm

NOVEMBER

4 - COUNCIL - 7:00 pm
25 - COUNCIL - 1:00 pm

DECEMBER

4 - SPECIAL BUDGET MEETING - 9:00 am
9 - COUNCIL - 7:00 pm
11- SPECIAL BUDGET MEETING - 9:00 am
16 - COUNCIL - 1:00 pm

Please note this schedule is subject to change - Current updates can be viewed on the Municipal Website

<http://www.crowsnestpass.com/municipal-government/council/meeting-packages-minutes>

IN CAMERA

ORG 05-2024-10-22: Councillor Girhiny moved that Council go In Camera for the purpose of discussion of matters of Personal Privacy under the FOIP Act Section 17 at 7:18 pm:

- Personal Privacy – Expiration of Terms and or Resignation of Board Members – *FOIP Act Section 17*
- Personal Privacy – Board Member Applications – *FOIP Act Section 17*

Carried

RECONVENE

Mayor Painter convened the In Camera meeting at 7:19 pm. Patrick Thomas, Chief Administrative Officer, and Bonnie Kawasaki, Executive Assistant remained in attendance to provide advice to Council.

OUT OF IN CAMERA

ORG 06-2024-10-22: Councillor Glavin moved that Council come out of In Camera at 7:39 pm.

Carried

Expiration of Terms and or Resignation of Board Members

ORG 07-2024-10-22: Councillor Filipuzzi moved that Council accept the notifications provided by board members who are not renewing terms and to direct Administration to write letters thanking each member for their service.

Carried

Susan Demchuk CPSH

Randi Lynn Rinaldi PRAC

Crowsnest Pass Senior Housing Board

ORG 08-2024-10-22: Councillor Girhiny moved that Council re-appoint Marlene Anctil to a 3-year term ending on December 31, 2027, on the Crowsnest Pass Senior Housing Board with the term commencing January 1, 2025 and to direct Administration to advertise to fill the remaining vacancy .

Carried

Family and Community Support Services Advisory Committee

ORG 09-2024-10-22: Councillor Ward moved that Council re-appoint Cathy Painter and Mirjam Thielen to 3-year terms ending December 31, 2027, on the Family and Community Support Services Advisory Committee with the terms commencing January 1, 2025.

Carried

Crowsnest Pass Community Library Board

ORG 10-2024-10-22: Councillor Glavin moved that Council re-appoint John Hucik and Gail Comin to 3-year terms ending December 31, 2027, on the Crowsnest Pass Community Library Board with the terms commencing January 1, 2025.

Carried

Municipal Planning Commission

ORG 11-2024-10-22: Councillor Kubik moved that Council appoint Glenn Smith to 1-year term ending on December 31, 2025 on the Municipal Planning Commission with the term commencing January 1, 2025.

Carried

Pass Powderkeg Ski Society

ORG 12-2024-10-22: Councillor Girhiny moved that Council re-appoint Doug Dalton and appoint Teyel Strandquist to 3-year terms ending December 31, 2027, on the Pass Powderkeg Ski Society with terms commencing January 1, 2025.

Carried

Parks and Recreation Advisory Committee

ORG 13-2024-10-22: Councillor Filipuzzi moved that Council re-appoint Nicole Olivier to 3-year term ending December 31, 2027, on the Parks and Recreation Advisory Committee with the term commencing January 1, 2025.

Carried

ADJOURNMENT

ORG 14-2024-10-22: Councillor Filipuzzi moved to adjourn the meeting at 7:43 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 4.b

Subject: Minutes of the Council Meeting of October 22, 2024

Recommendation: That Council adopt the Minutes of the Council Meeting of October 22, 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 10 22 - Council Meeting Minutes.docx](#)

Municipality of Crowsnest Pass
Council Meeting Minutes
Tuesday, October 22, 2024

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, October 22, 2024.

Council Present:

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

Administration Present:

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

CALL TO ORDER

Mayor Painter called the meeting to order at 7:47 pm.

ADOPTION OF AGENDA

Amendments:

Consent Agenda

b.-j. Move to Councillor Inquiries and Notice of Motion 10.a to be discussed as one item
Councillor Sygutek

01-2024-10-22: Councillor Filipuzzi moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2024-10-22: Councillor Glavin moved that Council approve the following Consent Agenda items as amended without debate:

3.a

Minutes of the Alberta SouthWest Regional Alliance of September 4, 2024 and the October Bulletin

THAT Council accept the Minutes of the Alberta SouthWest Regional Alliance of September 4, 2024 and the October Bulletin as information.

3.k

Oldman Watershed Council - Request for Donation of October 8, 2024

THAT Council accept the Oldman Watershed Council - Request for Donation Letter of October 8, 2024 as information

Carried

ADOPTION OF MINUTES

03-2024-10-22: Councillor Ward moved to adopt the Minutes of the Council Meeting of October 8, 2024 as presented.

Carried

PUBLIC HEARINGS

None

DELEGATIONS

None

REQUESTS FOR DECISION

Bylaw 1205, 2024 - To amend Bylaw 1159, 2023 - First, Second and Third Reading

04-2024-10-22: Councillor Girhiny moved first reading of 1205, 2024 - To amend Bylaw 1159, 2023.

Carried

05-2024-10-22: Councillor Glavin moved second reading of 1205, 2024 - To amend Bylaw 1159, 2023.

Carried

06-2024-10-22: Councillor Ward moved consideration of third reading of Bylaw 1205, 2024 - To amend Bylaw 1159, 2023.

Carried Unanimously

07-2024-10-22: Councillor Filipuzzi moved third and final reading of Bylaw 1205, 2024 - To amend Bylaw 1159, 2023.

Carried

Bylaw 1206, 2024 - Land Use Bylaw Amendment - First Reading

08-2024-10-22: Councillor Filipuzzi moved first reading of Bylaw 1206, 2024 Land Use Bylaw Amendment.

Carried

Service Areas Update

09-2024-10-22: Councillor Ward moved to accept the Service Areas Update as information.

Carried

UTAR/NUTAR Clarification and Transcripts

Council held discussion on the UTAR/NUTAR transcripts and the process for rezoning.

MDM Community Centre - Building Condition Assessment Fee Proposal

10-2024-10-22: Councillor Filipuzzi moved that Council accept the fee proposal of \$53,190 plus reimbursable expenses and GST for Ian Moxon Architect to undertake and coordinate a building condition assessment and cost estimate of required renovations of the structural, mechanical, and electrical components of the MDM Community Centre, as an extension of capital project 24 8104 MDM Windows, Doors, Fascia.

Carried

Mythbuster Page

11-2024-10-22: Councillor Sygutek moved that Council receives the Mythbuster Page update as information and to direct Administration to keep the page going.

Carried

COUNCIL MEMBER REPORTS

- Councillor Kubik
 - Attended a meeting regarding RhPAP to look at moving forward to attract all types of health care workers
 - Anticipates that there will be a delegation come forward to Council for further information on retention of health care workers
- Councillor Girhiny
 - Attended the PPK Society meeting
 - Very impressed with the accomplishments of this committee considering they have no budget to work with

- Councillor Ward
 - Noted that he was pleased to see the number of people in attendance at the October 10, 2024 Special Budget Meeting, and that it was good to see people taking interest in budget deliberations.

PUBLIC INPUT PERIOD

Jeff Brockman

- Spoke in opposition to the 15th Avenue Road Closure

Cory Tourond

- Indicated that she doesn't feel that there is enough information to make an informed decision on the Vote of the Electors on a Question, or that Northback has been forthcoming with information

Dave Rupert

- Spoke in favor of the 15th Avenue Road Closure

Edward Robinson

- Spoke in opposition to the 15th Avenue Road Closure

David Hill

- Spoke in favor of the 15th Avenue Road Closure

Chad Pawloski

- Spoke in opposition to the 15th Avenue Road Closure

Bob Franz

- Spoke in opposition to the 15th Avenue Road Closure

Billie-Joe Legroulx

- Spoke in opposition to the 15th Avenue Road Closure

Kyla Robinson-Cytko

- Spoke in opposition to the 15th Avenue Road Closure

Jef Smith

- Spoke in opposition to the 15th Avenue Road Closure

David Graham

- Spoke in opposition to the 15th Avenue Road Closure

Darsey Milford

- Spoke in opposition to the 15th Avenue Road Closure

Mandy Stanko

- Spoke in opposition to the 15th Avenue Road Closure

Anneret DeBeer

- Spoke in opposition to the 15th Avenue Road Closure

Gary Hudema

- Spoke in favor of the 15th Avenue Road Closure

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

12-2024-10-22: Councillor Sygutek moved that items 3b. to 3j. from the Consent Agenda be accepted as information.

Carried

IN CAMERA

13-2024-10-22: 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 10:09 pm:

- a. Advice From Officials - AGS Update on Turtle Mountain - FOIP Act Section 24
- b. Economic Interests of the Public Body - Land Sales Application - FOIP Act Section 25
- c. Confidential Evaluations - CAO - FOIP Act Section 19
- d. Economic Interests of the Public Body - Golf Course Water Rate - FOIP Act Section 25

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 10:17 pm. Patrick Thomas, Chief Administrative Officer, Dennis Chao, Senior Geospatial Specialist and Scott Kelly, Remote Sensing Scientist of the Alberta Geological Survey in attendance to provide advice to Council.

Departure

Dennis Chao, Senior Geospatial Specialist and Scott Kelly, Remote Sensing Scientist of the Alberta Geological Survey departed the In Camera Meeting at 10:37 pm.

14-2024-10-22: Councillor Glavin moved that Council come out of In Camera at 11:39 pm.

Carried

15-2024-10-22: Councillor Glavin moved that Council accept the Alberta Geological Society Update on Turtle Mountain as information.
Carried

ADJOURNMENT

16-2024-10-22: Councillor Filipuzzi moved to adjourn the meeting at 11:40 pm.
Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 5.a

Subject: Bylaw 1193, 2024 - Road Closure - Public Hearing

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

Executive Summary:

This bylaw proposes the closure of an Unnamed Road that is not developed to municipal standards, not maintained by the Municipality and not used by the public. The purpose of the proposed road closure is to allow the applicant who is the landowner of an adjacent property to complete the road purchase to enable him to use the closed road as a private access easement to two parcels that he owns.

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act.

The attached public hearing notification was advertised in the Pass Herald on September 25, 2024 and October 2, 2024, and mailed to adjacent landowners. The Municipality does not have an advertising bylaw, however under the Advertising Policy 1100-01, legislative advertising in accordance with the Municipal Government Act s. 606 "... will also be placed on the Municipal website and newsletter". Bylaw 1193, 2024 was advertised on the municipal website.

Motion at Council Meeting August 20, 2024 - Bylaw 1196, 2024 - to rezone land from NUA-1 to GCR-1 to resolve a multiple land use parcel

Motion 11-2024-03-12: Councillor Ward moved that Council accept the request of the applicant to return the registered road right of way that runs through Subdivision Plan 9311296 subject to the following conditions (as revised / clarified by the CAO - see attachment) :

1. That the price for the land is \$0.94 per square foot, similar to other Road rights of way sold in the same area over the past two years.
2. That the right of way become part of a condominium development (it has been clarified to the applicant that this is not a correct condition of sale).
3. That the applicant is responsible for all costs associated with the closing of the subject road

allowance to public travel.

4. That the applicant is responsible for all costs associated with the redistricting of the subject road allowance to NUA-1 (Non-Urban Area) (redistricting is not required - the land use bylaw provides that a closed road by default assumes the district of the parcel that it is being consolidated with, in this case GCR-1)
5. That the applicant is responsible for all costs associated with the consolidation of the subject road allowance with the title to the NW 34, TWP 7, RGE4, W5M by Plan of survey.
6. That the applicant is responsible for all legal costs associated with this transaction including the legal costs of the Municipality, if any.
7. That the applicant enters into a Development Agreement with the Municipality which would provide that the access road would ensure emergency vehicle access for Fire, Ambulance and Police vehicles for all seasons of the year and that drainage, dust control and snow removal concerns are mitigated. (It was clarified to the applicant that this condition is not required - with private access, it is in the landowner's own interest to ensure that emergency equipment can access their land in case they are in need. For dust, snow, and stormwater, a landowner cannot adversely affect an adjacent landowner.)
8. That the access to the dam remains.

The Road Closure Bylaw may receive Second and Third Reading only after the Bylaw has been signed by the Minister of Transportation.

Council directed that second and third reading of Bylaw 1193, 2024 (the road closure bylaw) shall not be considered until the applicant has made and received approval of a subdivision application and the plan of subdivision is registered at the Land Titles Office with an access easement and accompanying agreement with the landowner of the adjacent Lot 2, Block 1, Plan 9311296.

Discussion:

Public Hearing.

Analysis of Alternatives:

N/A

Financial Impacts:

Once the land transfer has been completed, the Municipality would receive compensation for the parcel.

Attachments:

[FORMATTED Bylaw No. 1193, 2024 public hearing notice.docx](#)

[Bylaw No. 1193, 2024 Schedule A with 2021 Aerial.pdf](#)

[2024 10 31 - Trevor Hay - Written Submission.pdf](#)

[2024 11 03 - Tyler Folkard - Written Submission Bylaw 1193, 2024.pdf](#)

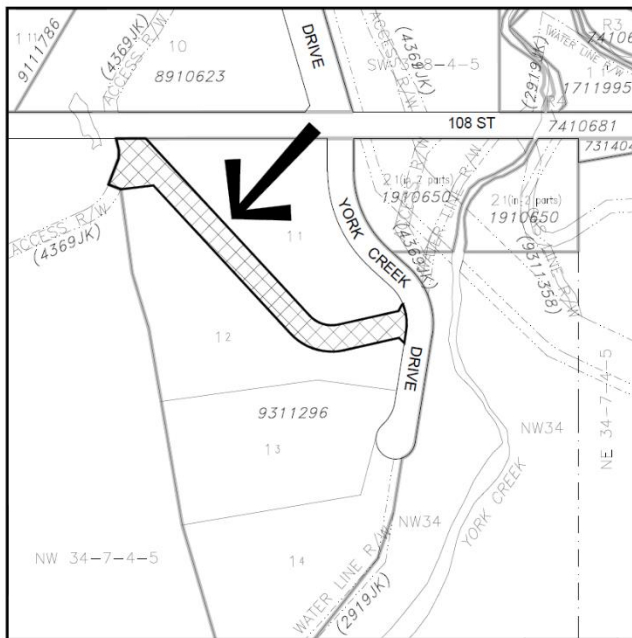
[2024 11 04 - Salim Shah & Gladys Ondrus.pdf](#)

[2024 11 05 - Andrew & Valerie Saje.pdf](#)

NOTICE OF PUBLIC HEARING
MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA
PROPOSED BYLAW NO. 1193, 2024

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

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



PROPOSED ROAD CLOSURE
 SCHEDULE 'A'
 PLAN 9311296

ALL THAT PORTION OF ROAD FORMING AREA 'A' ON PLAN
 Containing 0.607 Hectares (1.50 Acres) More or Less
 EXCEPTING THEREOUT ALL MINES AND MINERALS
 WITHIN NW 1/4 SEC 34, TWP 7, RGE 4, W 5 M

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

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1193, 2024 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00pm on November 19, 2024. Each person shall be allotted 5 minutes to present their position

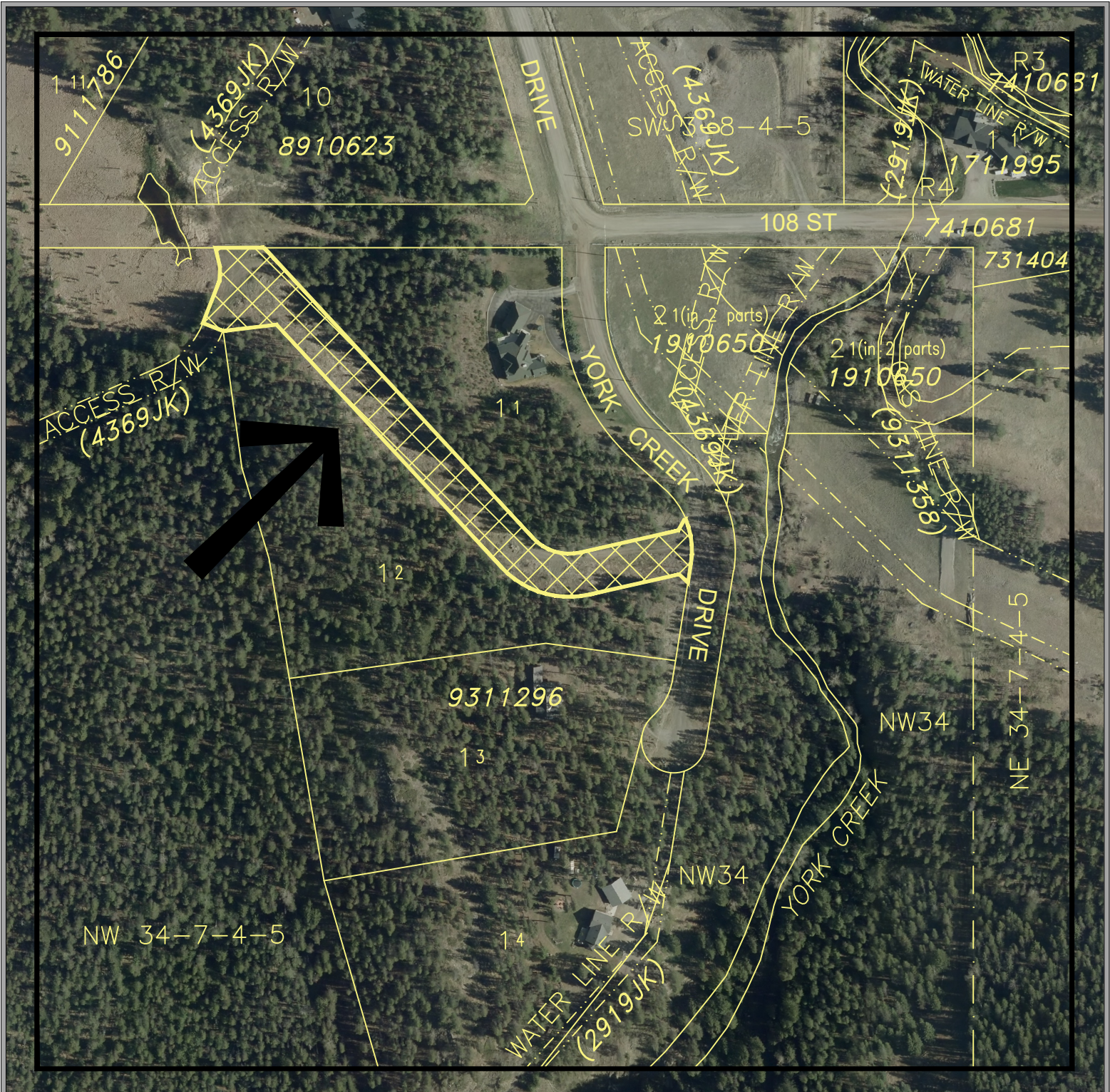
AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at bonnie.kawasaki@crowsnestpass.com with the bylaw number and public hearing date clearly marked in the subject

line no later than 12:00pm on November 5, 2024. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

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

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 11th day of September, 2024.



**PROPOSED ROAD CLOSURE
SCHEDULE 'A'**

Bylaw #: _____

Date: _____



PLAN 9311296

ALL THAT PORTION OF ROAD FORMING AREA 'A' ON PLAN _____

Containing 0.607 Hectares (1.50 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS

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

MUNICIPALITY: MUNICIPALITY OF CROWNSNEST PASS

Aerial Photo Date: May 19, 2021

DATE: MAY 23, 2024

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



0 Metres 50 100 150 200
May 23, 2024 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Road Closure Plan 9311296.d



Submission for Public Hearing – November 19, 2024

In support of: Proposed Bylaw No. 1193

My property (Trevor Hay) consists of two land titles within NW-34-7-4-W5. The first title (9212001373), I will refer to as the “west half”, and it has approximately 60 acres on LSD’s 12 and 13. The second title (191062673), I will call the “east half” and it also has approximately 60 acres on LSD’s 11 and 14.

I am attaching the concept sketch from ORRSC in 2023 that indicates 4 lots (in color), with 2 on the west half, and 2 on the east half of the property. It also shows the original 4 lot subdivision from 1992 (in white). The road subject to closure is cross hatched in green, and it extends between the original lots 1 and 2. This road runs 275 meters from York Creek Drive up to the boundary of my property.

I have also attached a letter dated February 14, 2024, to the Municipality that briefly describes the history of how this roadway was transferred from my possession to the Municipality as part of the 1992 original subdivision. This is the letter that was sent to Council, requesting the return of my road, along with my land purchase application. Also attached is the email dated March 18, 2024 advising of Council’s approval of my request to purchase this road.

In 2014, when I applied for a 16 lot subdivision development, this road was a vitally important and necessary component. I have diligently addressed any issues that came forth regarding the use of this road.

With the Public Hearing scheduled for November 19 of 2024, I believe it is of the utmost importance to once again address each of the matters that have been presented with respect to this road.

- 1) In 2014, the owner of the original Lot 1, stated that his property would be flooded with the melt of snow removed from the road. This was thoroughly evaluated, and three independent engineers concluded that there was no basis for this concern. In fact, all three suggested that with even minimal improvements to the grade, there would be a significant **reduction** of stormwater towards Lot 1.
- 2) Another matter brought forth was to ensure the **safe condition of this road**. Over the years that I was pursuing the development, I had several engineering companies involved. These engineers included:
 - a) Strom Engineering and Development Consultants
 - b) Review Engineering companies: McElHaney and ISL
 - c) Storm water specialists from Matrix
 - d) Storm water specialists from Associated Engineering
 - e) Geotechnical Engineers from Wood Environmental
 - f) Geotechnical Engineers from Tetra Tech
 - g) Road design Engineers from Associated Engineering

In addition to the engineers, I consulted with two, experienced local road construction companies. None of these individuals **ever** indicated any sort of issue relating to safety.

- 3) **Slope stability** was carefully studied and was reported on by Wood Environmental Engineering. They suggested that if any grade reduction was to be necessary at the **top** end of the road, it would require primarily FILL on the lower side to decrease the grade. In this case, a short section of a retaining wall, only a few feet high, was designed to accommodate this potential need for fill.

If any similar reduction was considered at the **bottom** end of the road, where it intersects with York Creek Drive, then this would involve cutting down the high spot (or crown), and possibly building another retaining wall. To fully investigate the need for this retaining wall, excavation pits were dug in 2019. At this time, a geotechnical engineer was lowered into the pit to observe and test the structure and composition of the ground. The geotechnical engineer discovered it was “excavatable rock” and therefore no retaining wall would be necessary.

- 4) **Emergency vehicle access** has also been brought forth as a matter to consider for this road. In the 32 years that we have owned this property, this road has been used regularly from Spring until Fall by many different types of vehicles, including very large well-drillings rigs and logging trucks. With just minimal improvements to the width and grade of the road, and with the addition of some compacted pit run and gravel, the road could be plowed to provide suitable access for any vehicle in all seasons. This would certainly be our goal for utilization of the property by our family going forward.
- 5) At the September 10, 2024 council meeting, there was a matter brought up regarding **access for the owner of the original Lot 2, to the upper portion of her property**. The concern was that if the subject road was closed, then this owner could not access the upper portion of her property to build. This concern was first brought forth by this same lot owner in 2023, when I withdrew from the Subdivision Development. At that time, I noted to council that I needed to have this subject road returned to me in order to be able to use my property. I stated publicly, in the council chamber, that I had no opposition to granting Lot 2 owner use of this road to access the upper portion of her property.

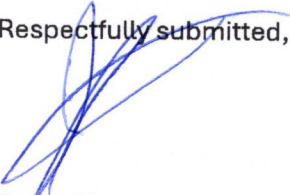
I have subsequently had it pointed out to me, that in 1992, as part of the original 4 lot subdivision, York Creek Drive was CREATED for the purpose of accessing these 4 lots, and services were provided to the lot boundaries.

The geography of the original lots 2, 3 and 4 is such that there is a step up from York Creek Drive to a more level spot, then it rises up again to the upper portion of the property. Owners of Lot 3 and Lot 4 chose to build on this middle portion and constructed their own driveways accordingly. The owner of Lot 2 has this same option with the added possibility of a suitable site at the top portion of the property. Whether or not it should be the Municipality’s responsibility or my responsibility to **provide** access to this location, I have no problem with her **using** the subject road, after it has been returned to me. I wish her well in enjoying this beautiful location.

The road subject to the closure bylaw was originally used to facilitate construction of the Municipal Reservoir. It was part of the land that I purchased in 1991. As part of the original 4 lot subdivision, this road was dedicated to the Municipality to provide suitable access for future development. The ONLY use for this road is to access my property. It has NO USE to the general public. **However, it is the ONLY VIABLE access to my land, and it would isolate me from accessing my property if it were to be sold to anyone else or not to be returned to me.** It was given for free, in "good faith" to the Municipality in 1993. I feel that it should be returned to me now, in similar fashion. I have agreed to the purchase price, but still hold out hope that Council will meet with me to discuss what is reasonable and fair.

I sincerely hope that all the issues have been addressed. However, I remain open and willing to meet with Administration, adjacent lot owners, and any or all of Council, to engage in a respectful discussion if any further clarification is required.

Respectfully submitted,



Trevor Hay

Road

Glen Snelgrove Personal Privacy - FOIP Act Section 17
To: Trevor Hay Personal Privacy - FOIP Act Section 17

Mon, Mar 18, 2024 at 8:52 AM

Good morning Trevor,

I can advise that the Council has approved your request to purchase the right of way subject to the following conditions:

1. That the price for the land is \$0.94 per square foot, similar to other Road rights of way sold in the same area over the past two years.
2. That the right of way became part of a condominium development.
3. That the applicant is responsible for costs associated with the closing of the subject road allowance to public travel.
4. That the applicant is responsible for all costs associated with the redistricting of the subject road allowance to NUA-1 (Non-Urban Area).
5. That the applicant is responsible for all costs associated with the consolidation of the subject road allowance with the title to the NW 34, TWP 7, RGE4, W5M by Plan of survey.
6. That the applicant is responsible for all legal costs associated with this transaction including the legal costs of the Municipality, if any.
7. That the applicant enters into a Development Agreement with the Municipality which would provide that the access road would ensure emergency vehicle access for Fire, Ambulance and Police vehicles for all seasons of the year and that drainage, dust control and snow removal concerns are mitigated.
8. That the access to the dam remains

The council is also aware that you will most likely not be pleased with this. but I have been asked to inform you that there is interest from other applicants at this price

Please let me know if you have any questions.

Best regards,

Glen Personal Privacy - FOIP Act Section 17

[Quoted text hidden]

In regards to my land purchase application , I would like to provide a more detailed explanation of the new circumstances and the reason why this is necessary for me.

I have recently withdrawn my Subdivision Development for Greenwood Heights and so there will no longer be a group country residential development on the property (N.W. 34-7-4-5).

The financial burden and stress for this project has left me in a position where it is no longer viable to continue . The cost over the past decade has been in excess of \$ 750,000. . In 2016, after subdivision approval , the bank remortgaged my house to cover some of this ,expecting that I would soon get enough from the sale of Lots to recover these costs. The result was that every month of delay since has cost me \$2,000. in finance charges .

In addition ,when I left the Council Chambers on May 9 , I was faced with the challenge of coming up with \$ 250,000. for the Security Deposit related to the Development Agreement . I sought to sell lumber from the land , but the dollar value was still not enough ,so in consultation with my bank and accountant it became obvious that my best option was to accept defeat and give up .

There is however a much more important reason for my decision . This project began in 2010 with a dream to create a Lot for each of my three kids as well as my wife and myself to be able to build and live on our land. To that end we chose a location , drilled water wells and looked forward to having our family all together enjoying our beautiful property . This should have been the most exciting and rewarding time of our lives . Instead it has been a horrible traumatic nightmare.

It is completely unfair and unthinkable to continue along this path where we are not able to use and enjoy our own property .

I am now seeking to have the land revert to NUA as it was in the beginning , and then hope to provide a parcel with separate titles for each of my two daughters . I have drawn a plan to illustrate this with two options:

The forty acres in Lot 1 was never included as part of the original subdivision development because of steep terrain and difficulty to access . The area suitable for building is the remaining eighty acres which was approved for subdivision in 2016. Lots 2 and 3 would adequately provide a titled parcel of land for my daughters .

Option 2 would also create a Lot for Marg and me. The wells we dug in 2011 are on these three lots . The existing road serves all three lots . Consultation with ORRSC ,Johan Van Der Bank , and my land development lawyer suggests that the 275

meter access ROW fro York Creek Dr. to my property boundary become part of Lot 2 and that an easement be created allowing use by the owners of Lots 3 and 4.

A few other factors should be considered :

-This is the *ONLY* viable access to my property.

-The Access ROW for the Municipality to build and service the reservoir will continue to remain , as it has for decades.

-We have had no difficulty using this road for the past thirty- one years in the seasons without snow. To use this as an all season private driveway would require very little upgarde .It may be necessary to add some gravel , to make it smoother , and possibly to slightly reduce the grade .

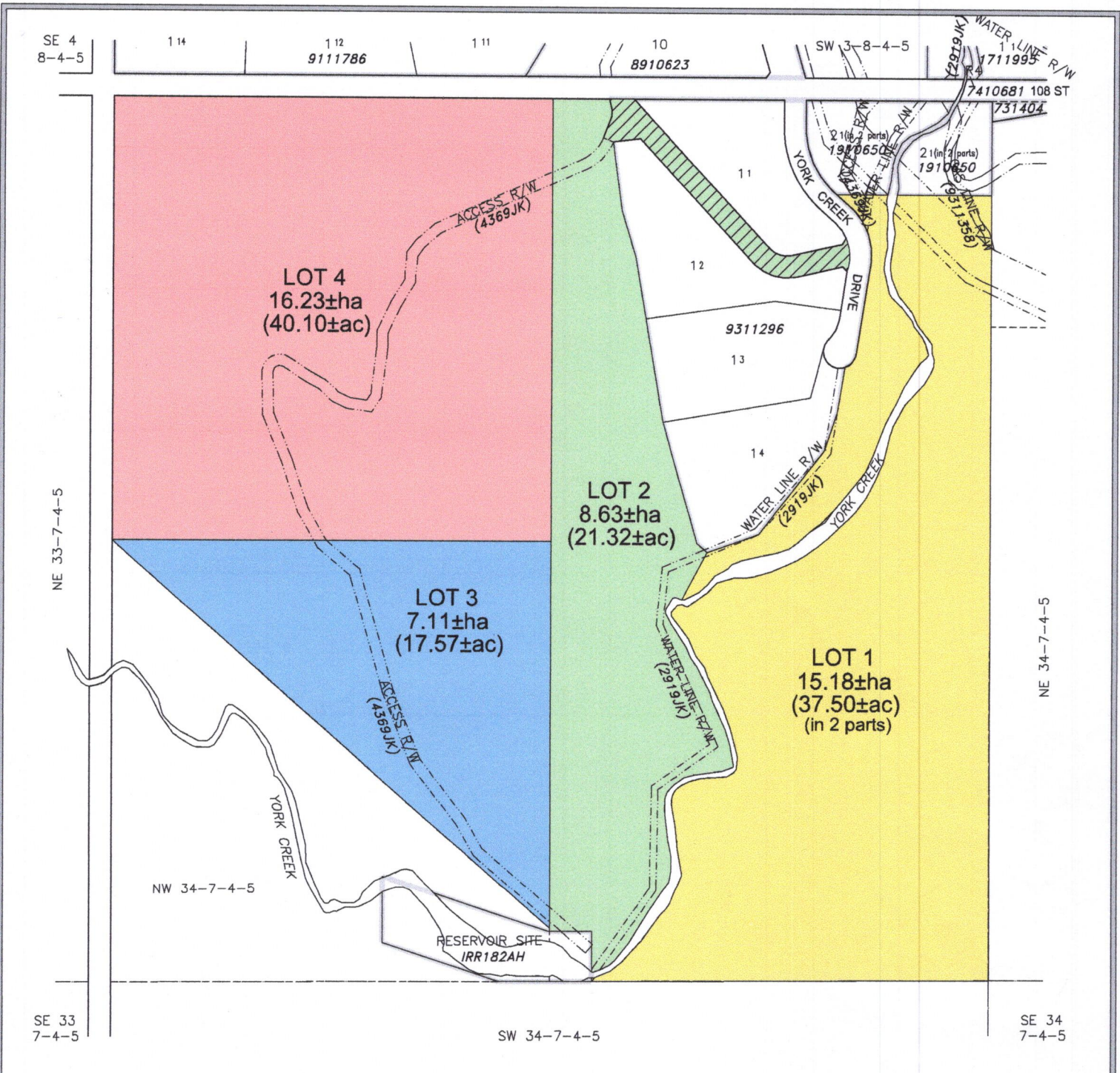
-There will be no responsability for the Municipality to maintain the road.

-This road was originally part of my property .When the four Lot subdivision was created in 1991, the Municipality took it over and widened it to 20 meters in order to create a suitable access fo future development. I was paid nothing for it and therefore should not have to ,pay to have it returned to me.

- This is not a road segment that is required for 'public use ' and in fact is unnecessary for the Municipality to own , however it is absolutely essential for me .

If you decide to reject this application would you please provide me a written explanation of your reasoning.Thank you for your consideration.

Trevor Hay



CONCEPT SKETCH

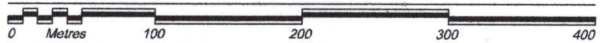
4 LOT OPTION

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

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: SEPTEMBER 11, 2023

 **ROAD TO BE CLOSED 0.61±ha(1.50±ac)**



Bonnie Kawasaki

From: Tyler Folkard Personal Privacy - FOIP Act Section 17
Sent: November 3, 2024 9:41 PM
To: Bonnie Kawasaki
Subject: Proposed Bylaw No. 1193, 2024 Public Hearing date Nov 19, 2024

Hi Bonnie!

I heard about an upcoming bylaw discussion on Nov 19 and just wish to submit a written submission for it. Here it is:

"To whom it may concern;

I understand there is upcoming discussion on road access on the West end of Blairmore on land owned by Trevor Hay. I am in favour of this road being owned by Trevor for several reasons.

Firstly, this road is only viable access point to make meaningful access to the property he owns. He needs to have control of this road in order to use this land to it's value.

Secondly, I do not believe the Town needs to own the road as would have no need to access this land or location.

Lastly I do not believe Trevor owning this road would harm others, and that the benefits outweigh any costs or concerns.

Thankyou for your consideration."

Thanks!

Tyler

RECEIVED

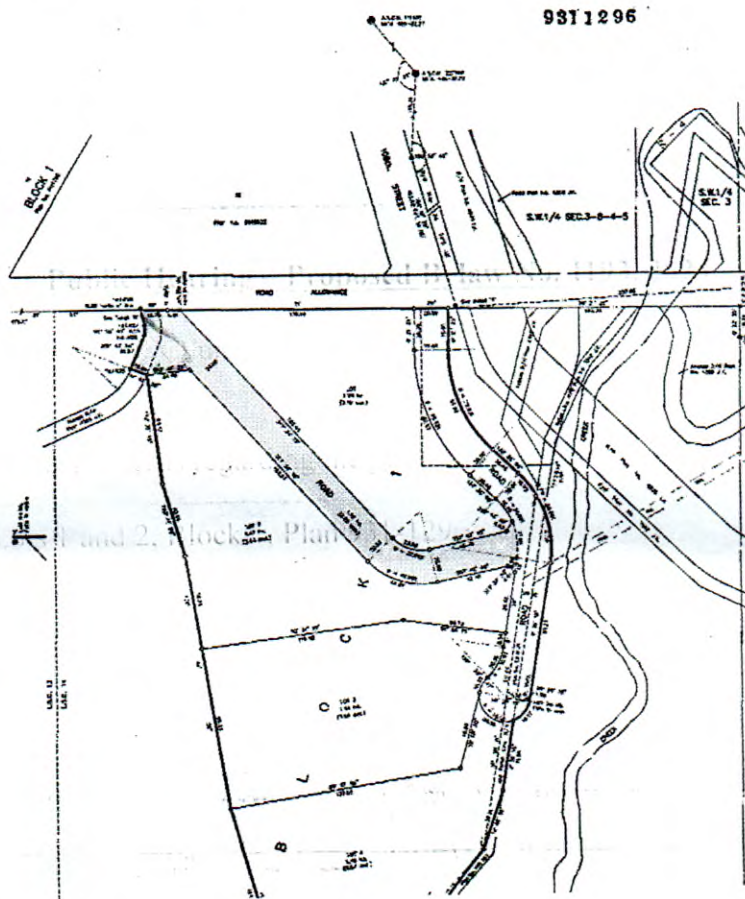
NOV 04 2024

MUNICIPALITY OF
CROWSNEST PASS

Public Hearing – Proposed Bylaw No. 1193, 2024

Your Worship and Members of Council:

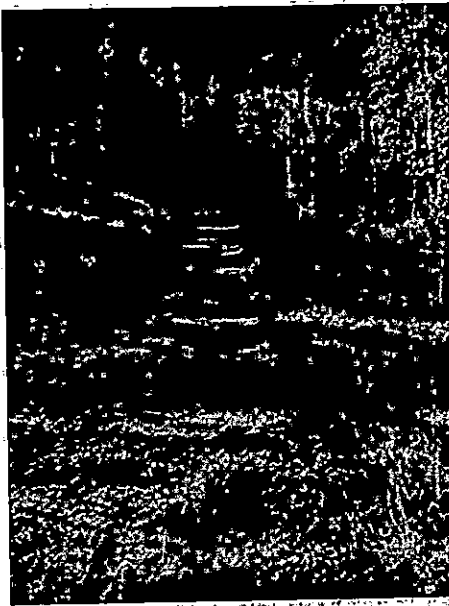
We are here to offer our concerns regarding the proposed bylaw which is designed to close the 'ROAD' between Lots 1 and 2, Block 1, Plan 931-1296.



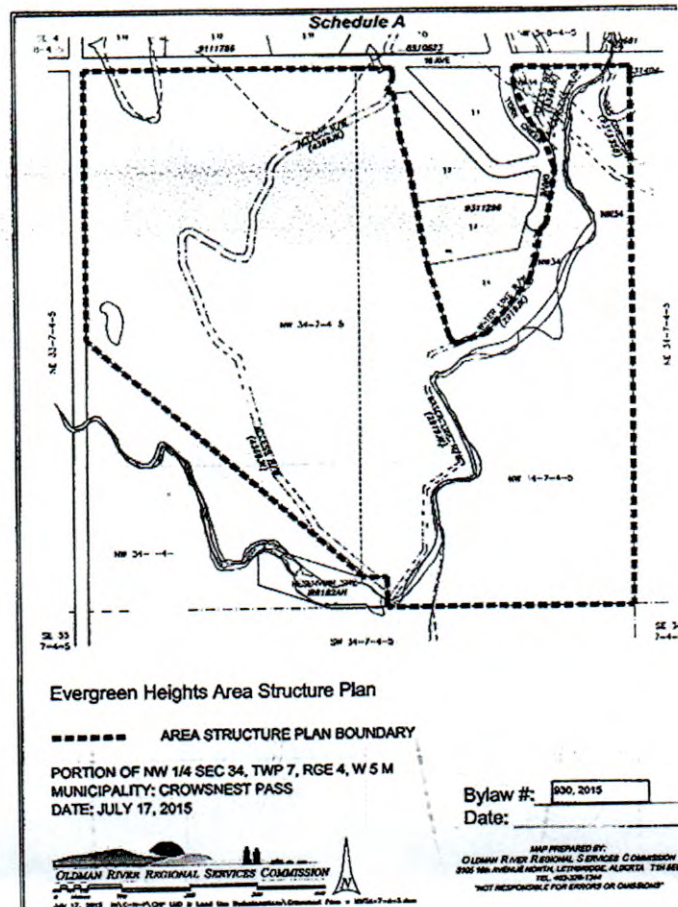
We do not oppose the closure of this roadway outright; in fact we had previously made submissions to have the roadway closed and consolidated with either Lot 1 or Lot 2 or split between the two lots.

That being said, we do object to the closure of this roadway as a single unit to create a separate title on its own. Such an ill-configured lot would not fit with acceptable planning standards as it would be an elongated lot 20 metres in width and approximately 260 metres in length.

If the intention of the creation of this lot is to create a private roadway, we have major concerns with regard to drainage that would have an adverse effect on the adjacent Lot 1. The lower portion of the roadway has a steep grade in excess of 10%. The natural drainage of the area is across the roadway and runs down a steep slope onto Lot 1 which would cause obvious drainage problems.

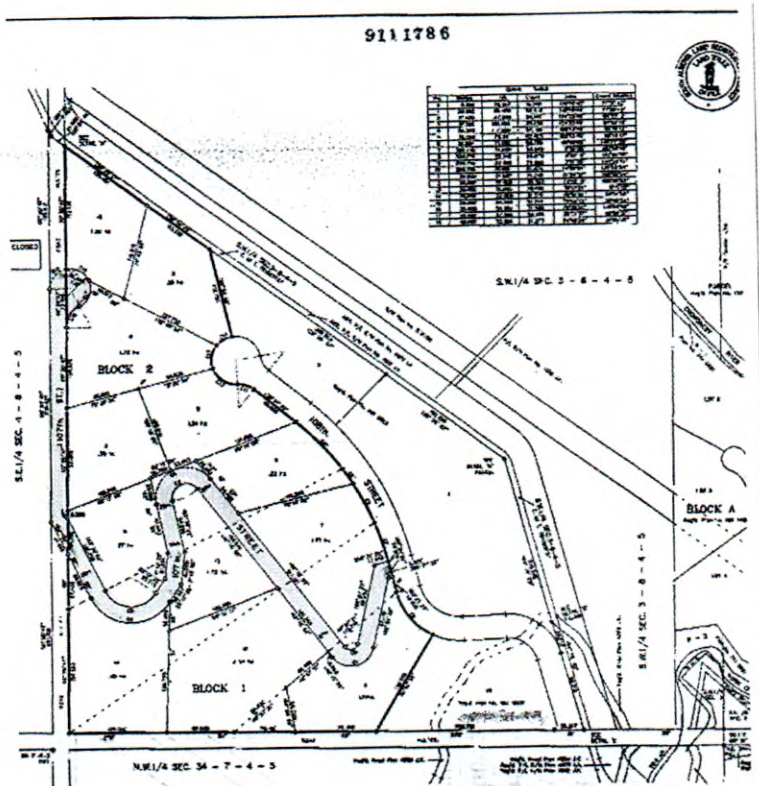


This and other concerns were adequately addressed in a report by MPE Engineering Ltd. dated on October 16, 2015 which was tabled with the Municipality, in anticipation of a Public Hearing on second reading of an Area Structure Plan, first reading of which was passed on July 15, 2015. It is our understanding that the ASP was withdrawn and never received second reading.



It is further our understanding that an application was tabled with the Municipality to construct this roadway to Municipal standards but the cost was found to be prohibitive.

We note that there are two existing subdivisions (Plan 911-1786 and 891-0623) in the SW3-8-4-5 immediately to the north of the NW34-7-4-5. Plan 911-1786 created a public roadway named 107 Street running from 108 Street to the Road Allowance (labelled 107 St) running north along the west boundary of Section 3. The Road Allowance continues south to the NW34.



In conclusion our offer to purchase the roadway between Lots 1 and 2 still stands and we are prepared to have the roadway consolidated into one or other of our lots if the roadway is officially closed and our offer is approved.

If however, Council agrees to close the roadway and offer it as a single parcel, we are totally opposed to the closure.

Respectfully submitted,

Salim Shah

Gladys Ondrus

Road Access Concerns:

1. Bidding Process:

- I would like to challenge the fact the road was never sent to bid. There were three interested parties, but the town council only allowed one party to purchase it. For the benefit of the entire community, it should have been bid to get the highest price possible. The current sale price is too low considering surrounding land prices.

2. Development Standards:

- Before the council approves any major developments, stipulations should be in place to ensure the road meets the town's standards. Currently, service vehicles such as garbage trucks, fire trucks, ambulances, and school buses cannot access the road, posing significant safety hazards.

3. Water Drainage:

- The road does not have proper water drainage. Additionally, when the developer cut trees behind my property, it resulted in more water draining towards my home, causing water damage in my basement.

4. Snow Removal:

- There is not enough room to plow snow, and I am concerned it will be pushed onto my land, which would lead to water drainage issues during spring.

5. Dust Control:

- With roads surrounding my property, I am concerned about dust control during the summer. I would like to know what the plan is to manage dust.

RECEIVED

NOV 04 2024

MUNICIPALITY OF
CROWSNEST PASS

Gladys Ondrus

Personal Privacy - EP

Blairmore, AB

TOK 0E0

Municipality of the Crowsnest Pass

Box 600

Crowsnest Pass, AB

TOK 0E0

Attention:

Your Worship Hon. Mayor Blair Painter and Councillors,

I am writing this letter in opposition to Bylaw 1193, Road Closure, November 19, 2024.

This road has been a contentious issue since the 1990s. It is adjacent to my property and Mr. Shah's property. Given the shape of my property, this is the only access I have to the west side and developable part of my property. The east side is too narrow as Patrick Thomas (CAO) stated and there is a rock cliff in the middle of the property.

Privatizing this road would limit the development and my access to my property. This will devalue my property.

Changing the bylaw will not eliminate the potential problems that come with that road. Ref: CMP Engineering, Neil Powell presented to and filed with council, October 15, 2015.

I also understand there is already an offer on this road, by a person who is not an adjacent landowner. Mr. Shah and I are adjacent landowners, and also interested in purchasing this road individually or jointly so we can mitigate future concerns or problems that arise.

Historically, many councils have been made aware of many issues through which we have endured over this road. Let me remind you of a few...

Surveyor's stakes, adjacent to the road, were removed twice from my property causing me to have to pay twice for two different surveys of my land. In between the surveys being done, trees and a pile of dirt were deposited on my property.

A metal stake marking where the corner pin on my property was damaged. Logging trucks drove over my property to make the turn and travel down this road.

Logs were clearcut from this road area without Municipality permission, my permission or Mr. Shah's permission.

A locked gate was placed at the bottom of this Municipality's Road (but not by the Municipality). When it was asked to be removed, it was replaced further up the road and locked again restricting traffic (except on foot) to all the landowners on the southside of York Creek Road Phase 1.

A second time logs were removed, in the middle of the night, in violation of the noise bylaw. And again the logging trucks were too long to cross the road between my property and the wetlands, so again drove over my property without proper permitting or permission.

A fence was also built on my property without my permission.

We have had to hire lawyers, engineers and surveyors to legally protect our property rites.

Having said this, it has been a difficult and tiring process dealing with each new assault.

The Land Titles Blueprint of this area shows a definite roadway on the north side of Mr. Shah's property. This is a natural extension of 108 street, it is straight, and it gives access to all the properties.

Given the history of this road, we are against Bylaw 1193, as no access to the west side of our properties would de-value them.

Having to deal with a new owner who trivializes, ignores or circumvents proper procedures would be mentally agonizing.

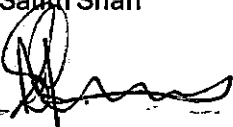
Thank you for your attention,

Sincerely yours,

Gladys Ondrus



Salim Shah



Bonnie Kawasaki

From: Andrew Saje Personal Privacy - FOIP Act Section 17
Sent: November 5, 2024 10:40 AM
To: Bonnie Kawasaki
Subject: Proposed Bylaw 1193, 2024 - November 19, 2024 7:00pm MST

To Whom it may concern,

Valerie Saje and I own lot 10 and are in favour of Bylaw 1193, 2024. The road considered being closed has no other purpose other than to have the applicant access his land.

Thank you

--

Kind Regards,

Andrew and Valerie Saje

Bonnie Kawasaki

From: Shannon Anderson Personal Privacy - FOIP Act Section 17
Sent: November 5, 2024 11:00 AM
To: Bonnie Kawasaki
Subject: November 19 public hearing, bylaw # 1193

Dear Council:

Hello, my name is Shannon (Hay) Anderson, one of 3 children to Trevor and Margaret Hay. This proposed bylaw, #1193, is regarding the purchase and public closure of a road attached to our family property in Blairmore, just off York Creek Drive. This road was given, free of cost, to the municipality in 1991 at the request of the municipality. It was deemed "necessary to create a suitable access for future development."

My family, in particular my father, Trevor Hay, has been working to create just that, a "future development", for the past 10 years on that land. He has been stalled by the Municipality at every turn with either financial or political barriers that ultimately led him to the decision to pull his development application last summer.

Now our family is asking for the municipality to return this 275 m of road to us.

1) This road has no benefit to the public at large. It simply allows people to drive from York Creek Drive up a 275 m hill, and stop at the top where my parents land begins. They would simply have to turn around and drive down again.

2) This road is ESSENTIAL to our family. We are sterilized from accessing our property year round without it. I do believe it is improper to sterilize someone from the use of their property.

3) Now that we are no longer pursuing a development, we would like to use the land as a family more regularly, potentially building homes for my siblings, myself, my parents or our children. For that reason, it is absolutely essential that this road is returned to us so that we can properly maintain it for our future use.

4) There is no harm to anyone in the event that this 275 m of road is returned to our family. Therefore, since the decision to return our road is not bringing any harm to any single person, or environment, and it IS providing a absolutely essential to us, I cannot see any reason why this road would not be returned to our family by the Municipality at this time.

Thank you for your consideration of this matter,

Sincerely,

Shannon Anderson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 5.b

Subject: Bylaw 1201, 2024 - Municipal Reserve Closure and Removal of Municipal Reserve Designation on a portion of Lot 1MR, Block 3, Plan 8311587 - Public Hearing

Recommendation: That Council hold a Public Hearing and consider the input received.

Executive Summary:

Council gave First reading of Bylaw 1201, 2024 on October 8, 2024.

The subject MR parcel is located east of the MDM Community Centre and adjacent to the Mohawk Meadows subdivision. On May 28, 2024 Council accepted an offer from the adjacent landowner to purchase a portion of Lot 1MR, Block 3, Plan 8311587 for consolidation with developed Lot 18, Block 3, Plan 081463, subject to conditions. The proposed sale will not proceed if it is determined to be in the public interest to not remove the MR designation from the portion of land.

The purpose of closing and removing the MR designation and disposing of the subject portion of Lot 1MR is to correct an encroachment of the applicant's fence onto Lot 1MR and provide for yard space to accommodate accessory building development.

Relevant Council Direction, Policy or Bylaws:

Motion 24-2024-05-28

Sections 70, 671, 674 and 675, respectively 'Disposal of Land', 'Use of Reserve Land, Money', 'Requirement of Hearing', and 'Removal of Designation, Municipal Government Act, RSA 2000, c M-26.

Policy 2000-03 Disposal of Municipal Property

The public notice was advertised October 15th and 22, 2024 in the Pass Herald, placed on the municipal website and posted on the property October 10, 2024.

Discussion:

Public Hearing

Analysis of Alternatives:

Public Hearing

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1201, 2024 - Notice.docx](#)

[Bylaw 1201, 2024-Schedule A.pdf](#)

[Bylaw 1201, 2024-Schedule A with photo.pdf](#)

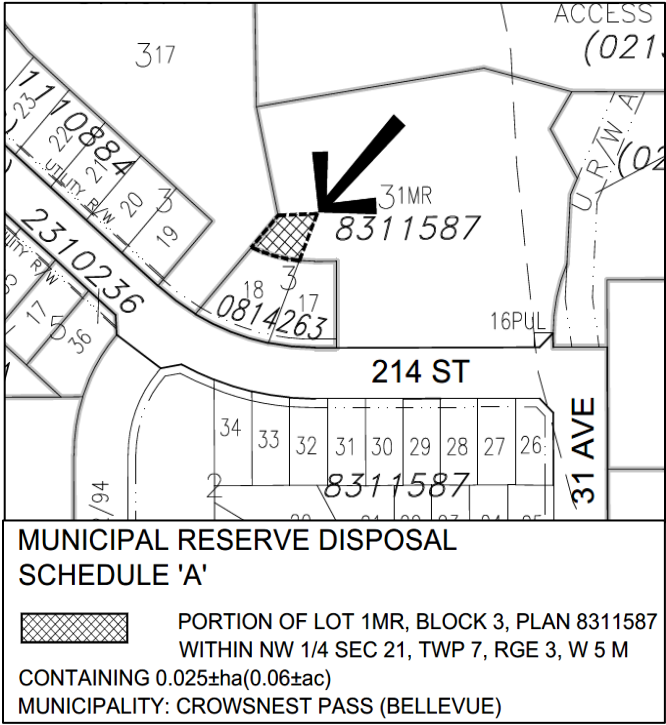
[2024 11 05 - Brian Gallant - Statement of Opposition to Bylaw 1201 2024.pdf](#)

NOTICE OF PUBLIC HEARING
MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA
PROPOSED BYLAW NO. 1201, 2024

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

PURSUANT to sections 216.4, 606 and 674 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1201, 2024, being a bylaw to dispose of the municipal reserve designation (in part) on a parcel of land legally described as a portion of Lot 1MR, Block 3, Plan 831 1587 containing ±0.01 ha (0.03 acres), as shown on Schedule 'A'. The subject lands are located in Bellevue, and are known municipally as 2958 214th St.

The purpose of proposed Bylaw No. 1201, 2024 is to provide for the subdivision and consolidation of the lands with an adjacent residential R-1 parcel.



THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1201, 2024 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00pm on November 19, 2024. Each person shall be allotted 5 minutes to present their position.

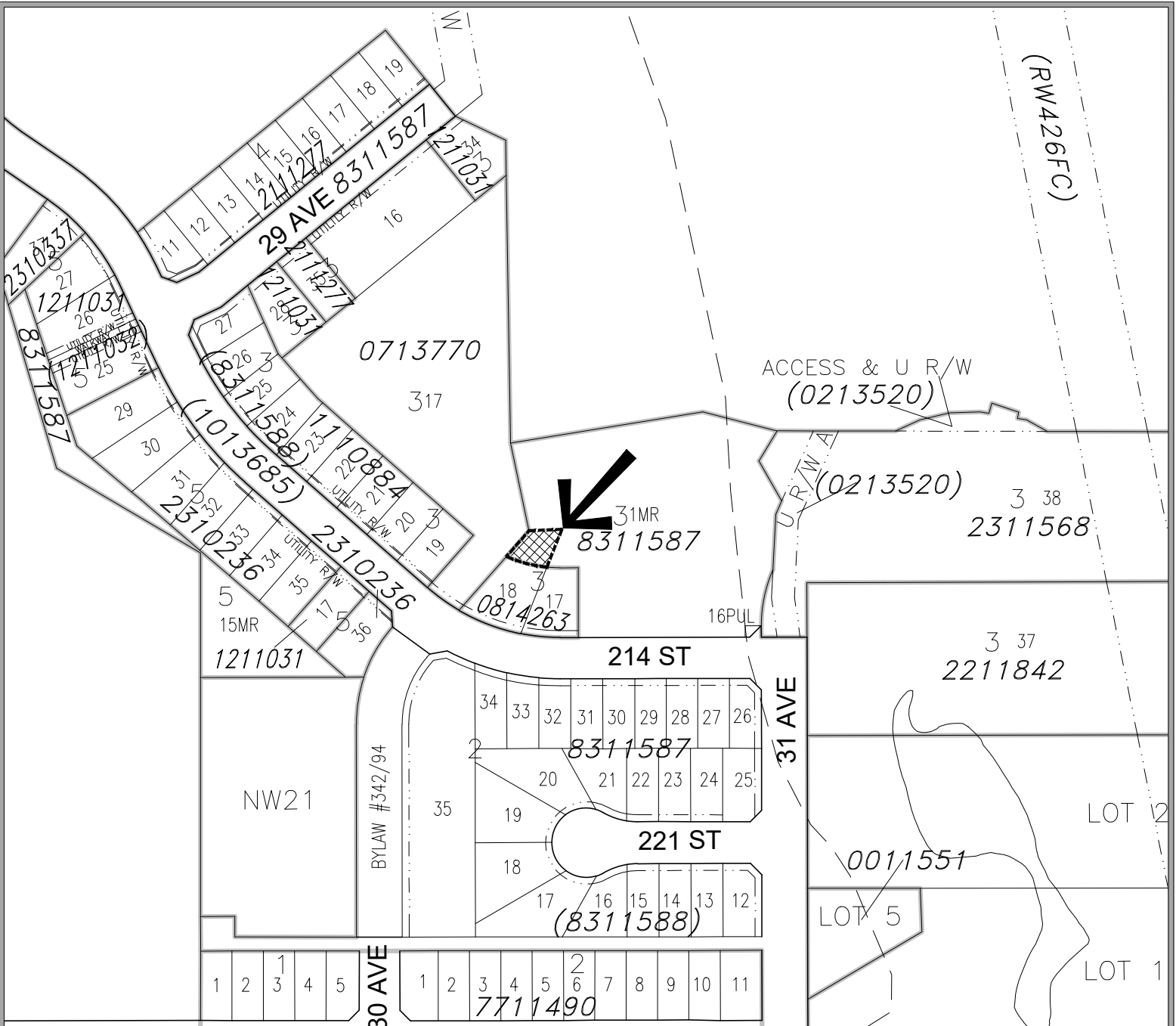
AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at bonnie.kawasaki@crowsnestpass.com with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on November 5, 2024. Verbal presentations (limited to 5 minutes)

will be accepted at the public hearing.

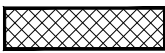
For questions regarding the proposed Bylaw please contact the Development Officer by calling 403-562-8833 or emailing development@crowsnestpass.com.

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 9th day of October, 2024.



**MUNICIPAL RESERVE DISPOSAL
SCHEDULE 'A'**

 **PORTION OF LOT 1MR, BLOCK 3, PLAN 8311587
WITHIN NW 1/4 SEC 21, TWP 7, RGE 3, W 5 M
CONTAINING 0.025±ha(0.06±ac)
MUNICIPALITY: CROWSNEST PASS (BELLEVUE)
DATE: SEPTEMBER 27, 2024**

Bylaw #: 1201, 2024
Date: _____



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



Aerial Photo Date: May 19, 2021

MUNICIPAL RESERVE DISPOSAL SCHEDULE 'A'



PORTION OF LOT 1MR, BLOCK 3, PLAN 8311587
WITHIN NW 1/4 SEC 21, TWP 7, RGE 3, W 5 M

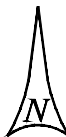
CONTAINING 0.025±ha(0.06±ac)

MUNICIPALITY: CROWSNEST PASS (BELLEVUE)

DATE: SEPTEMBER 27, 2024

Bylaw #: 1201, 2024

Date: _____



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

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

Statement of Opposition to Proposed Bylaw 1201, 2024

Submitted by Sarah and Brian Gallant - Neighbours to Lot 1MR, Block 3, Plan 831 1587

Your Worship and Municipal Councillors,

We are writing in opposition to proposed bylaw 1201, 2024, which will negatively affect our property. We relocated to Crowsnest Pass and built on our property in 2008, and have resided in our home since 2009. There are several reasons for Council to reject this bylaw, and we ask you to consider these factors when making your decision on the rezoning.

Municipal Government Act and Procedural Concerns

The MGA requires that a public hearing is called prior to rezoning. In speaking with our attorney around our legal options in this matter, we believe that the Municipality may have contravened the MGA by deciding the outcome of this bylaw change prior to the required public hearing.

- On May 28, council voted to approve the sale of a portion of Municipal Reserve (1MR), with the condition that "... the applicants are responsible for all costs associated with amending the land use bylaw to R-1 Residential for the subject lands."
- Further, the conditions state that, "Access to the garage must be through the consolidated parcel and not through the private driveway to the west.", showing that Council accepted the proposal to build a garage on this land.
- This vote clearly shows that Council has already agreed to the sale, and de facto, the rezoning of the land to R1, as well as the subsequent land use.
- By all indications from the minutes of the meeting, the decision on rezoning for the purpose of development was made prior to the required public hearing, which would make the November 19, 2024 public hearing a formality.
- The intent of public hearings is to give citizens the chance to raise concerns with land issues, and we believe that this process has infringed upon our rights, as residents and neighbours to the subject lands, to be effectively heard on this matter. The November 19 public hearing should be suspended on this basis alone.
- As I stated in my July 22, 2024 letter to Council, I believe that this is a policy and procedural issue, and it is not an attack on the integrity of Council.
- We hope that we are wrong in our assessment, and that Council will reconsider this sale once they see that this development is not an appropriate use of the land.

We also believe that notifications around this development were inconsistent with past developments. Both personally and through our business, we own several properties in Crowsnest Pass. On more than one occasion, we have received development notifications by mail. In the case of this development, we did not receive written correspondence from the Municipality, even though we had contacted the municipal staff on several occasions to express our concerns. The only notice on the land was posted on a sign 120' up a private driveway, meaning that only the owners of that property would see it. While it is

legally acceptable and important to advertise rezoning in the newspaper, doing this alone is not consistent with previous instances where residents were notified by mail. As such, we did not read about the scheduled public hearing until ten days after the first reading, which occurred on October 8, 2024. This has diminished our ability to gather information in time for this presentation. We believe that there is compelling historic land use information that will underscore that this land is not suitable for development, and we are currently waiting on the results of a historic title search.



The only public notice sign on the property was placed approximately 120' up a private driveway, so it was not visible by the general public. We were only informed by a neighbour long after it was posted.

Site Suitability

Not all land can or should be developed. As a part of a land sale, the Municipality must consider the suitability of the site for the intended use. Municipal Reserve Lands are typically created to protect sensitive landscapes, to stop development on unsuitable land, and to ensure public access to natural spaces. For any of these reasons, we believe this site is not appropriate for building.

- The east side of the site is a steep slope, which will require deep excavation into the hillside. There is a great deal of rock in this area that would need to be removed during the process. The variance from the low to high point of the new property, and potentially the excavated area, is somewhere between 4' to 6', meaning a great deal of land disturbance.
- The steep slope will direct water to the east wall of the building, which will cause flooding issues. To prevent that, the developer will need to create a large swale to redirect water, which will

likely flow onto our property and pool there, given that it is directly below the east side of the proposed parcel. The initial drawings of the building placement (from July 2024, found through FOIP request) show that they would likely need to build the swale by encroaching on the municipal reserve land, further disrupting the hillside. Many properties on this street (not including ours) suffer from flooding, and if the redirected water flow compromises our property, we will be compelled to take legal action. This drainage concern can be seen by the large swale created on the west side of the MR, which takes water away from the property to the northwest.

- The gas line on the west side of the site will force the developer to move the building farther east, unless they can have it removed, which is uncertain. The initial drawings and stake-out show the building being located close on the property line, without following the minimum setbacks. The initial site plan actually shows the building encroaching on the remainder of the MR parcel by approximately 10'.
- It should also be noted that the same gas line is approximately 1' from our eastern fence, and we were required to move our fence into our property by approximately 2' to accommodate. This is because of the rock on the east and north side, so the gas line could not be moved up the hillside. The only other location the line could go is on the neighbouring property to the west.
- In the correspondence obtained by FOIP request, it is clear that this development is not just a garage; the buyer has evidently proposed to build a garage with secondary suite above, which requires a minimum 5' setback on the side and rear, and much taller than a garage on its own. A good development should adhere to the setbacks approved in the Land Use Bylaw. By creating this parcel, the Municipality is also going to create a cascade of further requirements for variances and encroachment agreements. Based on the current plans, it appears that this building will encroach on the MR by at least 10' on the rear and will be on or over the property line to the east. Setbacks are both for access, and to ensure that neighbouring parcels are able to retain a measure of privacy. With the aforementioned considerations, there is virtually no emergency access on the east or north side of the property, and as a whole, it will diminish our privacy and enjoyment of our property; no matter where they place it, we will be staring at a garage out of our back window.
- Properties typically have consistent depths from the street to the rear yard, so that the setbacks are consistent, and each house is aligned. This is done to ensure that neighbours have privacy and some amount of view, without staring at the wall of an adjacent building. It also ensures a degree of planning uniformity. This new development will greatly take away our privacy and the views we currently enjoy.
- The access requirements will mean building an approximately 120' long driveway through the east side yard of the existing R1 property in order to access the new garage. The homeowner currently parks their ~35' RV in this location. They have previously expressed that they intend to keep their recreational equipment here, so we anticipate that the RV will also be moved to the rear of the property. In other words, it's more storage space, which I do not believe is the intent of selling this land. The owners have already had additional family RVs kept on this property.
- This land is environmentally sensitive, and used by a multitude of wildlife. Deer, wild turkeys, foxes, owls, eagles, hawks, stoats, snakes, and other animals are found here, including the parcel

described in the proposed bylaw. We regularly hear about how encroachment into wild areas is affecting wildlife, and this is a prime example.

- Simply put, any new building will be too large for this parcel, and will cause a multitude of additional issues. If the buyer was the only one affected, it would not be a problem, but our property will be negatively affected at the same time.



Option 2: To accommodate the shop and secondary suite with a little more room to accommodate garage doors and turn around.

July 18 email from Katherine Mertz to the buyer, showing larger parcel (not approved) but clearly stating that the intention is to build a shop with secondary suite, not just a garage.



Option 4: What was previously approved.

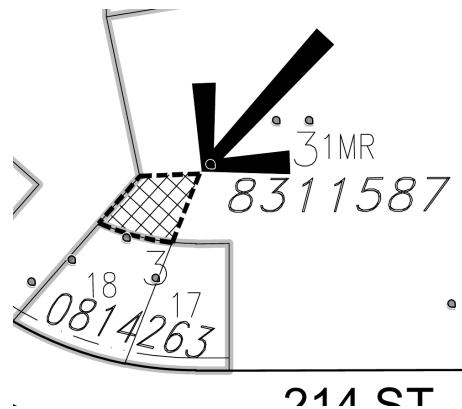
Please note the property lines on the initial offer were incorrect on the east side and the fence does not encroach into the neighbours property to the east.

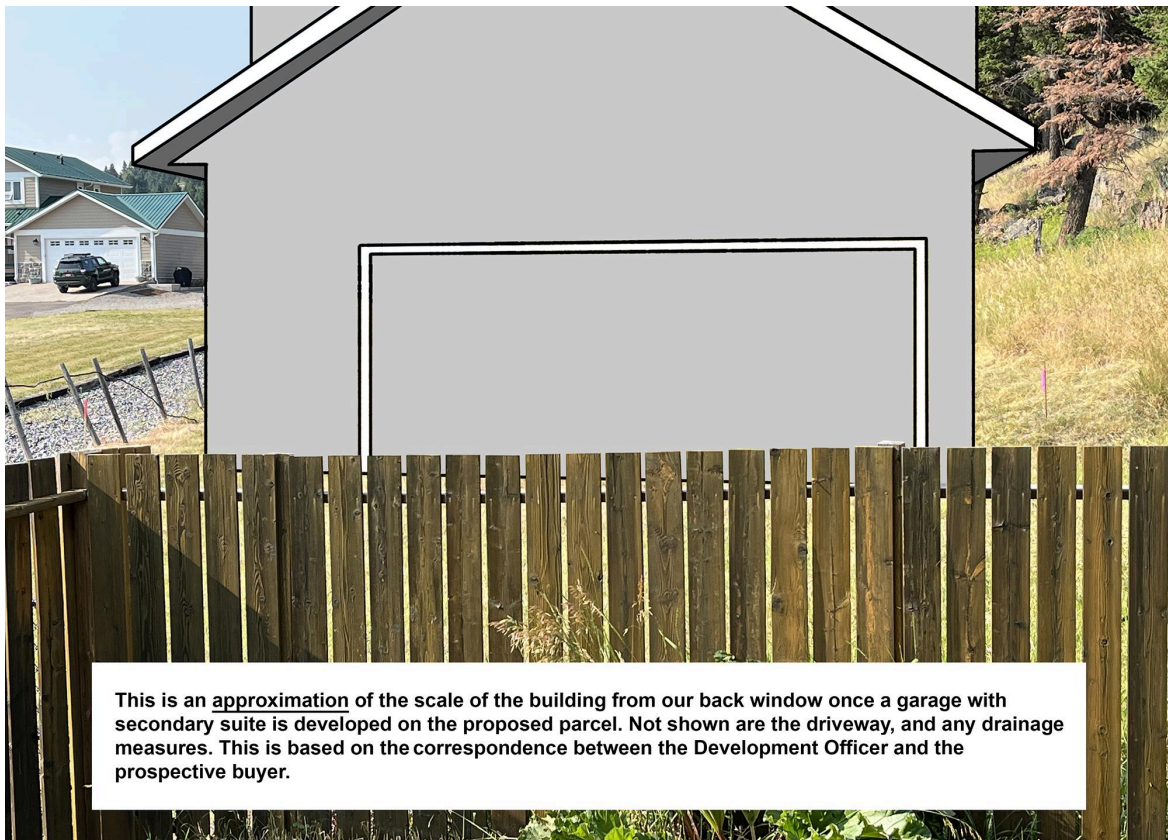
Since the original offer a gas line was also discovered. The yellow identifies a 3m URW for the gas line.

July 18 email from Katherine Mertz to the buyer, showing deep encroachment into MR, placing the new building partly on the hillside, and directly behind our back window.

Comparing the size of the approved size of the land in this bylaw proposal to the initial "Option 4", it is clear that while a slightly larger parcel, it will not be possible to construct a building of this size without a significant encroachment into the Municipal Reserve. Even if the gas line is moved, it will still not be able to meet the required setbacks on the east and north sides.

The angle of the property will place any new building on the parcel behind our back window.





Past Precedent

Councils, both current and past, have refused several requests to purchase this property. At least two other proposals by this buyer were refused by council in 2024. The discussions were In Camera and not available, it appears from secondary correspondence that Council believed the requested land was too large. We thank council for their consideration in that regard and appreciate that foresight. This current parcel, however, still poses the same problems as the building location has not fundamentally changed.

Another adjacent neighbour had, on multiple occasions, offered to buy the entire MR parcel in order to use it for grazing horses. In each case, the offers were rejected. In 2012, Sarah and I also inquired about buying the entire MR parcel so that we could protect it from unsuitable use, such as squatting or bush parties, while ensuring access to our neighbours. We were told that the parcel was valued at approximately \$200,000, and we declined. At no time was it mentioned that the parcel could be split up.

From correspondence on January 29, 2024 (obtained by FOIP) from Glen Snelgrove to the prospective buyer, Mr. Snelgrove states that they should talk with me about sharing the cost of subdivision as I had expressed interest in extending my property, "to the back a month or so back". This is not correct; prior to July, when I asked about this development, I had no correspondence with Mr. Snelgrove about this parcel for at least ten years, and my only previous inquiry was regarding purchasing the entire parcel, as described above. In fact, at no time have we received any details around this proposed development, unless we have explicitly requested the information.

I want to acknowledge that the Development Officer, Katherine Mertz, has always been prompt in providing detailed information when asked.

Conclusion

Ultimately, we are opposing this rezoning and the subsequent development because it negatively affects our enjoyment of our home. When we bought our property in 2008, we were told by the Municipality that the MR land could not be developed, nor was not suitable for development. We purchased this specific property, in good faith, because of the privacy and the views that came with it; we would have no neighbours behind us, and a virtually unobstructed view of the surrounding wild lands.

Had this land already been zoned R1, we would have no fair reason to object, but that is not the case. While new development is important, we believe that Council also needs to consider the past investments of residents. Land and homes are indeed investments, and we purchased our dream property here when almost nobody was buying in Crowsnest Pass. Now we feel that our investment will be compromised. The development may also affect the safety and security of our home, based on the factors mentioned in the "Site Suitability" section.

I want to stress that this opposition is not written due to a vendetta against our neighbours. We have been eternally friendly, kind, helpful, and supportive since they bought this weekender property two years ago. Around a year ago, I even offered to help them apply for a variance to add a bonus room onto

the existing dwelling. At no time, however, have we received any information from them regarding this proposed development, or the land purchase. When Sarah specifically asked why they were measuring the land directly behind our home, they simply ignored her. We were shocked to learn that all of this was happening, and we only found out by inquiring directly to municipal staff members, and through FOIP.

The modest tax assessment gains that may be drawn from developing this new building will likely be outweighed by the other costs incurred; the variances, the encroachment agreements, and Council and administration's time. Municipal staff have already dedicated a great deal of time towards moving this development forward (based on the FOIP documents we received), and that will continue. We do intend to appeal our taxes should this go ahead, as we believe that this rezoning and development will lower our property value.

Voting no to this rezoning, thereby rejecting the development, does not materially change or diminish the applicant's enjoyment of their existing property. Approving it, however, means affecting both the natural landscape and the rest of the neighbours. People should buy an appropriate property that suits their needs, rather than buying and then asking everyone else to capitulate to what they want.

We know that Council must have had good reasons for refusing past offers to purchase this land. While we are not privy to the details, we ask you to consider those same reasons again, along with the arguments presented in this document, and deny rezoning this parcel to R1.

With great respect,

A handwritten signature in black ink, appearing to read "B. Gallant". The signature is fluid and cursive, with a large initial "B" and a long, sweeping tail.

Brian Gallant
Bellevue, AB



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 5.c

Subject: Bylaw 1206, 2024 - Land Use Bylaw Amendment - Public Hearing

Recommendation: That Council hold a public hearing and consider the input received.

Executive Summary:

Minor errors were discovered in the Minimum Yard Setbacks and the Maximum Building Height standards in the Non-Urban Area NUA-1 District. Further, it is necessary to clarify the definition of "Urban Area" regarding who decides that a property is inside or outside of the urban area because this determines whether a property is required to connect to municipal water and wastewater infrastructure, or not. It is also necessary to clarify that the urban area will expand over time as new urban subdivisions are extended, such as Southmore Phase 2 . Further, in "Schedule 4, s. 21 Public Utilities, Infrastructure Mains, and Servicing Connections", it is necessary to exempt the urban area of Frank south of Highway 3 from the requirement to connect to the municipal wastewater system, because such a system in that area is not currently available.

Relevant Council Direction, Policy or Bylaws:

Municipal Government Act s. 692 Planning Bylaws.
Bylaw No. 1165, 2023, as amended.

Discussion:

The public hearing for Bylaw 1206, 2024 was advertised in the Pass Herald on October 30 and November 06, 2024, with the submission deadline for objections to or support for the bylaw on November 12.

Analysis of Alternatives:

Public Hearing

Financial Impacts:

N/A

Attachments:

[Bylaw 1206, 2024 - public hearing notification.docx](#)

NOTICE OF PUBLIC HEARING

MUNICIPALITY OF CROWSNEST PASS IN THE PROVINCE OF ALBERTA PROPOSED BYLAW NO. 1206, 2024

7:00 PM, November 19, 2024

Municipality of Crowsnest Pass Council Chambers, 8502 – 19 Avenue, Coleman

PURSUANT to sections 230, 606, 640, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1206, 2024, being a bylaw to amend Bylaw No. 1165, 2023, being the municipal land use bylaw.

The general purpose of Bylaw No. 1206, 2024 is to clarify certain provisions, development standards and land use definitions, regarding minimum yard setbacks and maximum building height in the NUA-1 district, the definition of “Urban Area”, and provisions in “Schedule 4, section 21 Public Utilities, Infrastructure Mains, and Servicing Connections” related to the requirement that all properties in the urban area connect to municipal water and wastewater infrastructure.

Details of the proposed amendment are identified in Schedule ‘A’ attached to and forming part of the bylaw.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1206, 2024 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00 PM on November 19, 2024. Persons wishing to speak to the bylaw shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at reception@crowstnestpass.com no later than 12:00 PM on November 12, 2024. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

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

The proposed bylaw may be inspected at the municipal office during normal business hours, and on the municipal website: <https://www.crowstnestpass.com/public/download/files/237666> (scroll Municipal Government / Council / Bylaws / and go to bottom of the page).

DATED at the Municipality of Crowsnest Pass in the Province of Alberta, October 23, 2024.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 6.a

Subject: Dave Baines, NWP Coal - Update on the Engagement Aspect of NWP Coal Canada Ltd.

Recommendation: That Council accept the update on the Engagement Aspect of NWP Coal Canada Ltd. as information.

Executive Summary:

A delegation request form was received from Dave Baines of NWP Coal to provide an update on the Engagement Aspect of NWP Coal Canada Ltd.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Dave Baines of NWP Coal will provide updates on the Crown Mountain Coking Coal project and Engagement Aspect of NWP Coal Canada Ltd.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[20241119 NWP Presentation to CNP Council.pdf](#)

Crown Mountain Coking Coal Project

CNP Council Nov 2024

Update and Engagement Discussion



Outline

1. Project Updates
2. Australian Engagement Context
 - Community coal opposition
3. Crown Mountain Engagement
 - Human Scale Engagement
4. Questions

Project Update

- EIS/A Submission Jan 2024
- 5 Open Houses – Cranbrook, Sparwood, Elkford, Fernie, Crowsnest Pass plus 1 virtual on-line open house
- 500+ community members attended
- 1700+ comments and questions through BCEAO
 - As anticipated, NWP is proposing to relocate our RLO, add additional water management, and expand our fish habitat offsetting plans.
- Additional environmental data collection through summer and fall 2024
- Additional collaboration with Indigenous nations

Australian Engagement Context



Signs opposing coal spotted on a short dog walk from Michael Gray's home in Australia

Australian Engagement Context



Australian coal opponents blocking coal shipments by ship and by rail



Human Scale Engagement

 NWP Coal
Canada Ltd

Discussion Scope – Everything but business

regulatory-consultation
donations
indigenous-relations
sponsorships
public-relations
government-relations

NWP's Approach – Human Scale Engagement

brave honest
responsive supportive
present humble

Efforts

Spending time with local politicians



Spending time at local events

Efforts

Taking the public to our site



Taking regulators to our site

Efforts



Using our 3D model to trigger discussion

Going beyond requirements to have more opportunities for discussions



Efforts



Spending time at Indigenous events

Sharing meaningful gifts



Efforts



Sponsoring small, fun,
and meaningful
initiatives



Efforts



Sponsoring larger and meaningful initiatives



Feedback

- “I will acknowledge absolutely that there's been the willingness by [NWP] to say, what can we do? What can we do? What can we do to make this better? What can we do relationship-wise to make it better? And those are really great questions, and they're questions we're taking to heart.” – Indigenous consultation lead
- “NWP has been great supporting our towns” – local town councilor
- “People notice the good work being done by NWP” – MLA Candidate
- “Thank you SO much again for the support you provided to bring this event to life” – local chamber of commerce

Questions?





Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 7.a

Subject: Bylaw 1201, 2024 - Municipal Reserve Closure and Removal of Municipal Reserve Designation on a portion of Lot 1MR, Block 3, Plan 8311587 - Second and Third Reading

Recommendation: That Council considers second and third readings of Bylaw 1201, 2024.

Executive Summary:

Bylaw 1201, 2024 proposes the closure of a portion of the Municipal Reserve with the intent to consolidate the closed portion with an adjacent residential property, with the intent to bring forward a development permit application for the development of a garage.

Relevant Council Direction, Policy or Bylaws:

Motion 24-2024-05-28

Sections 70, 671, 674 and 675, respectively 'Disposal of Land', 'Use of Reserve Land, Money', 'Requirement of Hearing', and 'Removal of Designation, Municipal Government Act, RSA 2000, c M-26.

Policy 2000-03 Disposal of Municipal Property

The public notice was advertised October 15th and 22, 2024 in the Pass Herald, placed on the municipal website and posted on the property October 10, 2024.

Discussion:

On May 28, 2024 Council approved the conditional sale of a portion of Lot 1MR, Block 3, Plan 8311587.

Council gave first reading of Bylaw 1201, 2024 October 8, 2024.

The purpose of closing and removing the MR designation and disposing of the subject portion of Lot 1MR is to correct an encroachment of the applicant's fence onto Lot 1MR and provide for yard space to accommodate accessory building development.

An ATCO Gas line was identified along the rear property line of Lot 18, within the subject MR parcel. The applicant may request ATCO Gas to relocate the gas line, at no cost to the Municipality.

If Bylaw 1201, 2024 were adopted, the certified bylaw will be submitted to the Registrar of Land Titles with a request that the MR designation be removed from the subject portion of Lot 1MR. On removal of the designation, the land portion may be subdivided from Lot 1MR and sold or otherwise disposed of but the proceeds must be accounted for separately and may be used only for the purposes referred to in s. 671(2) of the MGA - i.e. to acquire or improve land for a public park or recreation area or as a buffer between lands that are used for different purposes. The portion of MR would be redistricted to Residential R-1 once the MR removal, subdivision and consolidation is complete.

Analysis of Alternatives:

1. That Council give second and third readings of Bylaw 1201, 2024.
2. If additional information is required by Council and/or amendments to the Bylaws are proposed by Council prior to second reading, Council may postpone second reading of Bylaw 1201, 2024 and provide direction to Administration. Substantial changes to the bylaw would require that Council hold a second public hearing prior to considering Bylaw 1201, 2024 for second and third reading.
3. Council may defeat Bylaw 1201, 2024.

Financial Impacts:

The Municipality would receive approximately \$10,000 plus GST.

Attachments:

[FORMATTED Bylaw 1201, 2024 - MR disposal.docx](#)

[Bylaw 1201, 2024-Schedule A.pdf](#)

[Bylaw 1201, 2024-Schedule A with photo.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1201, 2024
MUNICIPAL RESERVE CLOSURE BYLAW

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta for the purpose of closing a portion of a Municipal Reserve parcel, removing the Municipal Reserve designation from the closed portion and disposing of the closed portion of Municipal Reserve in accordance with sections 674 and 675 of the Municipal Government Act, Chapter M-26 Revised Statutes of Alberta 2000, as amended.

WHEREAS the Council of the Municipality of Crowsnest Pass has determined that a portion of Municipal Reserve property, Lot 1MR, Block 3, Plan 8311587 as described below and shown in Schedule “A” attached hereto and forming part of this bylaw, be closed, and the MR designation removed from that portion.

AND WHEREAS notice of intention of Council to pass a bylaw was published in a locally circulated newspaper and posted on site and a public hearing held in accordance with the Municipal Government Act.

NOW THEREFORE, be it resolved that the Council of Municipality of Crowsnest Pass does hereby determine to close and have the MR designation removed from, and the land disposed of, on a portion of Municipal Reserve, described as follows and shown in Schedule “A” attached hereto and forming part of the bylaw, subject to the rights of access granted by other legislation:

1. The Municipal Reserve designation on lands legally described as a portion of Lot 1MR, Block 3, Plan 8311587 within the NW¼ 21-7-3-W5M, containing ±0.01 ha (0.03 acres), as shown on Schedule ‘A’ attached hereto and forming part of this bylaw, is hereby closed and removed, and will be disposed of.
2. This bylaw comes into effect upon third and final reading hereof.

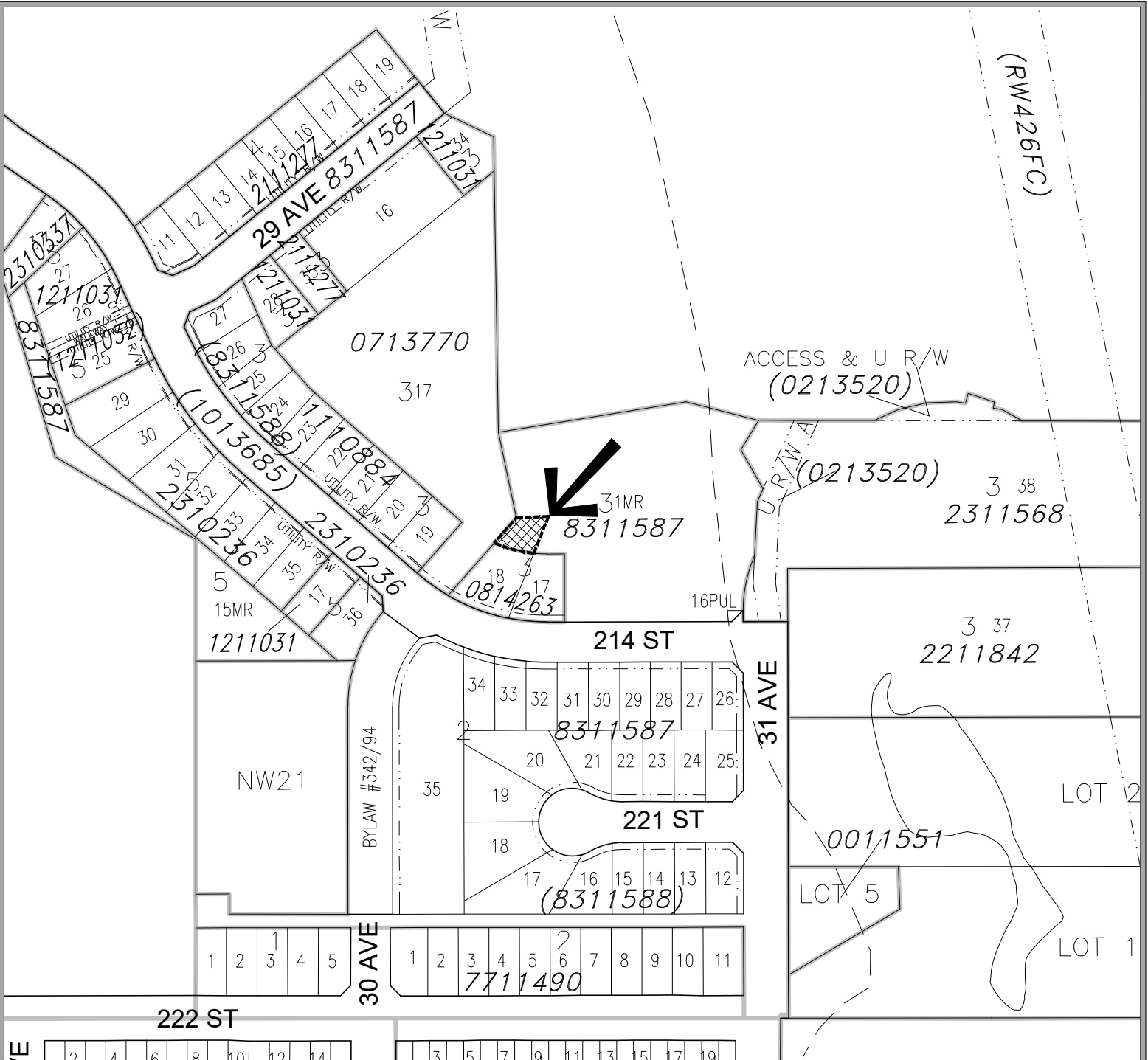
READ a **first** time in council this _____ day of _____ 2024.

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

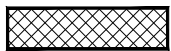
READ a **third and final** time in council this _____ day of _____ 2024.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



MUNICIPAL RESERVE DISPOSAL SCHEDULE 'A'



PORTION OF LOT 1MR, BLOCK 3, PLAN 8311587
WITHIN NW 1/4 SEC 21, TWP 7, RGE 3, W 5 M

CONTAINING 0.025±ha(0.06±ac)

MUNICIPALITY: CROWSNEST PASS (BELLEVUE)

DATE: SEPTEMBER 27, 2024

Bylaw #: 1201, 2024

Date: _____




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

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



Aerial Photo Date: May 19, 2021

MUNICIPAL RESERVE DISPOSAL SCHEDULE 'A'

 PORTION OF LOT 1MR, BLOCK 3, PLAN 8311587
WITHIN NW 1/4 SEC 21, TWP 7, RGE 3, W 5 M
CONTAINING 0.025±ha(0.06±ac)
MUNICIPALITY: CROWSNEST PASS (BELLEVUE)
DATE: SEPTEMBER 27, 2024

Bylaw #: 1201, 2024
Date: _____



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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 7.b

Subject: Bylaw 1203, 2024 Road Closure Bylaw - First Reading

Recommendation: That Council give first reading to Bylaw 1203, 2024.

Executive Summary:

Bylaw 1203, 2024 proposes the closure of a portion of road plan 2252HX and the consolidation of the closed road portion with the adjacent residential parcel (Plan 6632Y Lots 30 & 31).

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act

Motion 23-2024-05-28

Discussion:

The applicants own a residential parcel at 2702 27 Ave, Bellevue. A portion of the yard and fence encroach into the road allowance. Council adopted Motion 23-2024-05-28 to accept an offer to purchase a portion of the road allowance, subject to road closure approval and a condition that the proposed purchase portion is amended to move the fence that encroaches into 27 Avenue, back to the property line. Another condition was that the consolidation must be done through a plan of subdivision.

The applicant wishes to close the subject road portion and consolidate it with their existing parcel (Plan 6632Y, Lots 30 and 31). See the attached Aerial Map.

The area required is estimated to be 3,050ft² (more or less). The Municipality does not have plans to improve or otherwise use this portion of the road allowance.

Once a public hearing has been held, the proposed bylaw will be forwarded to the Minister of Transportation and Economic Corridors for approval, before it comes back to Council for consideration of second and third readings. After the final closure of the road portion, a certificate of title will be

issued by the Land Titles Office, which the applicant then has to consolidate with their property through a subdivision application. A condition of subdivision will be that the applicants remove the fence along 27 Avenue back to the property line.

The closed road portion will automatically assume the Residential R-1 District as part of the consolidation (section 28.4 in the Administration Part of the land use bylaw provides that a rezoning application is not required).

Analysis of Alternatives:

1. Council may proceed with first reading of Bylaw 1203, 2024, and schedule a public hearing.
2. Council may defer first reading of Bylaw 1203, 2024 and direct Administration to provide additional information.

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw No. 1203, 2024.docx](#)
[Bylaw_1203__2024_Schedule_A 2.pdf](#)
[Aerial Map.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1203, 2024
ROAD CLOSURE**

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

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

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

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

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

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

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

ROAD PLAN 2252HX
ALL THAT PORTION FORMING PART OF LOT 37, BLOCK 1, PLAN _____.
CONTAINING 0.029 HECTARES (0.07 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

PUBLIC HEARING scheduled for the 17th day of December 2024 and advertised in the Crowsnest Pass

Herald on the 27th of November and the 4th day of December 2024.

APPROVED this ____ day of _____, 20_____

Minister of Transportation and Economic Corridors

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

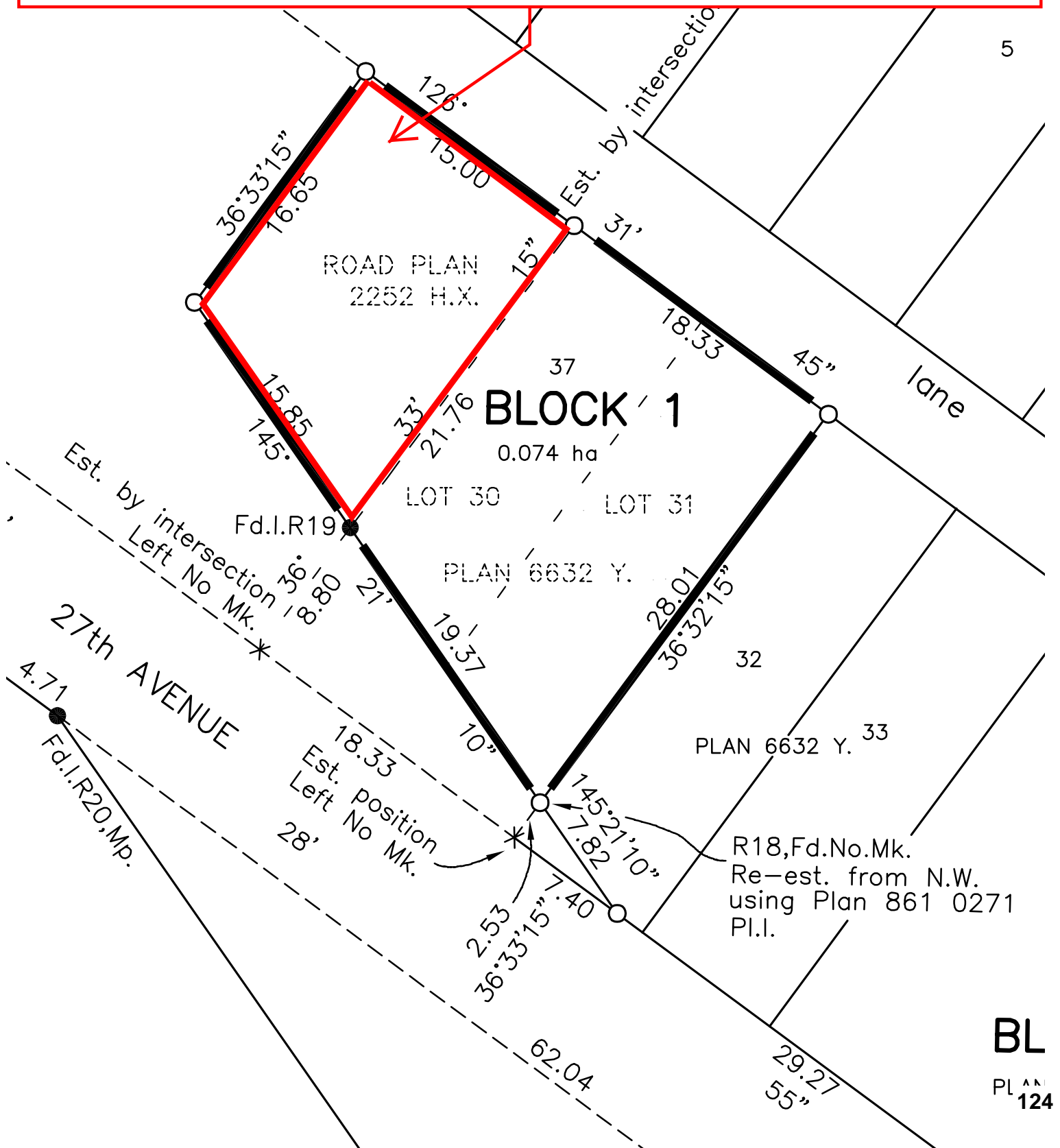
READ a **third and final** time in council this _____ day of _____ 20_____.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

PLAN 6632 Y.

ROAD PLAN 2252HX
ALL THAT PORTION FORMING PART OF LOT 37, BLOCK 1, PLAN _____
Containing 0.029 Hectares (0.07 Acres) More or Less



BL
PLAN 124

Municipality of Crowsnest Pass



Legend

- Adjacent Roads
- Railway
- Road Labels
- Road Centerline
- ▨ Closed Roads
- Boundary
- Title Linework
- ▭ Parcels

Notes

Crowsnest Pass

0.1 0 0.03 0.1 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
© OpenStreetMap contributors

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 7.c

Subject: Bylaw 1206, 2024 - Land Use Bylaw Amendment - Second and Third Readings

Recommendation: That Council gives second and third readings of Bylaw 1206, 2024.

Executive Summary:

Minor errors were discovered in the Minimum Yard Setbacks and the Maximum Building Height standards in the Non-Urban Area NUA-1 District. Further, it is necessary to clarify the definition of "Urban Area" regarding who decides that a property is inside or outside of the urban area because this determines whether a property is required to connect to municipal water and wastewater infrastructure, or not. It is also necessary to clarify that the urban area will expand over time as new urban subdivisions are extended, such as Southmore Phase 2. Further, in "Schedule 4, s. 21 Public Utilities, Infrastructure Mains, and Servicing Connections", it is necessary to exempt the urban area of Frank south of Highway 3 from the requirement to connect to the municipal wastewater system, because such a system in that area is not currently available.

Relevant Council Direction, Policy or Bylaws:

Municipal Government Act s. 692 Planning Bylaws.
Bylaw No. 1165, 2023, as amended.

Discussion:

The revisions clarify that:

1. Structures under "Agriculture", such as livestock barns, corrals, and hay sheds, are principal buildings because "Agriculture" is a principal use in the NUA-1 district, and therefore these building types, which may normally be considered as "Accessory Buildings", are subject to the minimum yard setbacks of a principal building.
2. In all other districts where "Secondary Suite, Detached (as a stand-alone structure)" is allowed, the maximum height standard is the same as the standard for other "Accessory Buildings". In the NUA-1 district the height standard for "Secondary Suite, Detached (as a stand-alone structure)" was

erroneously carried over from the other districts as 5.0m instead of being aligned with the height standard for other "Accessory Buildings" i.e. 6.1m.

3. The maximum height standard for principal structures under "Agriculture" was erroneously omitted in Bylaw 1165, 2023.

4. The amendment to the definition of "Urban Area" gives to the Municipality, rather than the Subdivision Authority and the Development Authority, the sole discretion to determine that a property is located within or outside of the urban area. This decision will determine whether a property is required to connect to municipal water and wastewater infrastructure pursuant to "Schedule 4, s. 21 Public Utilities, Infrastructure Mains, and Servicing Connections". It also clarifies that the "urban area" will expand over time to accommodate urban subdivisions (e.g. Southmore Phase 2).

5. In "Schedule 4, s. 21 Public Utilities, Infrastructure Mains, and Servicing Connections", it is necessary to exempt properties in the urban area of Frank south of Highway 3 from the requirement to connect to municipal wastewater infrastructure, and to allow those properties to install a Private Sewage Disposal System, because a municipal wastewater system is not currently available in that area of Frank.

Analysis of Alternatives:

1. Council may give second and third readings to Bylaw 1206, 2024.
2. Council may direct Administration to make revisions to the bylaw before considering second and third readings of Bylaw 1206, 2024.
3. Council may defeat Bylaw 1206, 2024.

Financial Impacts:

N/A

Attachments:

[Bylaw 1206, 2024.docx](#)

[Bylaw 1206, 2024 - Schedule A.pdf](#)

MUNICIPALITY OF CROWNEST PASS
BYLAW NO. 1206, 2024
LAND USE BYLAW AMENDMENT

BEING a bylaw of the Municipality of Crownsnest Pass in the Province of Alberta, to amend Bylaw No. 1165, 2023, being the municipal Land Use Bylaw, in accordance with section 692 of the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

WHEREAS the Council of the Municipality of Crownsnest Pass determines it prudent to clarify certain provisions, development standards and land use definitions, regarding minimum yard setbacks and maximum building height in the NUA-1 district, the definition of “Urban Area”, and provisions in “Schedule 4, section 21 Public Utilities, Infrastructure Mains, and Servicing Connections”, it wishes to amend the Land Use Bylaw as identified in Schedule ‘A’ attached hereto and forming part of this bylaw.

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

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

1. Replace the existing sections of the Land Use Bylaw with the revised sections of the Land Use Bylaw as identified in Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 1165, 2023 is hereby amended.
3. This bylaw shall come into effect upon third and final reading hereof.

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

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

NON-URBAN AREA – NUA-1

PURPOSE: *To ensure that these areas, typically on the periphery of existing development, allow only restricted uses and maintain parcels of large sizes to provide maximum flexibility for use and development if or when the land is used for urban development.*

1. PERMITTED USES

Accessory Building or Use up to 72.8 m² (784 ft²),
not prior to the establishment of the principal
building or use
Agriculture
Exploratory Excavation / Grade Alteration /
Stockpiling
Home Occupation – Class 1
Private Utility – except freestanding Solar Collector
and freestanding Small Wind Energy
Conversion System
Secondary Suite, Attached
Short-Term Rental / Bed & Breakfast, inside an
approved dwelling unit
Sign – Types:
Fascia or Wall
Freestanding
Murals
Portable
Projecting
Tree Felling, not within minimum yard setback

DISCRETIONARY USES

Accessory Building or Use up to 72.8 m² (784 ft²) prior to
the establishment of the principal building or use
Accessory Building or Use over 72.8 m² (784 ft²)
Animal Care Service Facility, Large
Animal Care Service Facility, Small
Auction Market
Auction Market, Livestock
Canvas Covered Structure
Contractor Services, Limited
Contractor Services, General
Drive-In Theatre
Home Occupation – Class 2
Intensive Horticultural Operation
Manufactured Home
Moved-In Building
Moved-In Dwelling
Private Utility – freestanding Solar Collector and
freestanding Small Wind Energy Conversion System
Recreational Vehicle Storage
Renewable Energy Operation
Resource Extraction
Resource Processing
Riding Arena / Rodeo Ground
Secondary Suite, Detached
Sign – Types:
Roof
Third-Party
Single-Detached Dwelling
Tourist Home, inside an approved dwelling unit
Tree Felling, within minimum yard setback
Work Camp

2. MINIMUM LOT SIZE – see Schedule 4 section 16

Contractor Services, General – 2.0 hectares (5 acres)
Other uses – 1.2 hectares (3 acres) or existing titles

3. MINIMUM YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft	m	ft	m	ft
Principal use and-including principal structures under “Agriculture”	15.2	50	15.2	50	15.2	50
Accessory buildings	15.2	50	6.1	20	3.05	10
Tree Felling	In accordance with the above					

4. MAXIMUM BUILDING HEIGHT

Principal building, up to two-storey, no walkout basement	–	10.0 m (32.8 ft)
Principal building, two-storey walk-out basement	–	13.0 m (42.6 ft)
Secondary Suite, Detached (above garage)	–	7.5 m (24.6 ft)
Secondary Suite, Detached (stand-alone structure)	–	6.15-9 m (20.046-4 ft)
Other accessory buildings	–	6.1 m (20.0 ft)
<u>Principal</u> Structures under “Agriculture”	–	<u>No maximum</u>

5. MINIMUM HABITABLE FLOOR AREA OF PRINCIPAL BUILDING

Single-Detached Dwelling	–	102 m ² (1,100 ft ²) habitable floor area
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6. STANDARDS OF DEVELOPMENT – See Schedule 4.

7. OFF-STREET PARKING AND LOADING – See Schedule 6.

8. RELOCATION OF BUILDINGS – See Schedule 7.

9. CRITERIA FOR HOME OCCUPATIONS – See Schedule 8.

10. MANUFACTURED HOME DEVELOPMENT STANDARDS – See Schedule 9.

11. SIGN STANDARDS – See Schedule 11.

12. STANDARDS FOR RENEWABLE ENERGY OPERATIONS – See Schedule 12.

13. ANIMAL CARE SERVICE FACILITY REGULATIONS – See Schedule 13.

14. STANDARDS FOR SECONDARY SUITES – See Schedule 15.

15. STANDARDS FOR SHORT-TERM RENTAL / BED & BREAKFAST AND TOURIST HOME – see Schedule 17.

16. DEFINITIONS – See Schedule 18.

- (j) a sign authorized by a development permit issued pursuant to Schedule 11 of this Bylaw, up to any property line.

20.3 Subject to the relevant development standards in this Bylaw (e.g. corner sight triangles, fence height, etc.), the following accessory buildings, uses, and structural features of any building may project into the minimum standard for yard setbacks (notwithstanding any approved variance) that are established in Schedule 2 of this Bylaw, **by the percentages and distances stated below:**

- (a) eaves or gutters, not more than 0.6 m (2 ft) into any yard; and further provided that eaves or gutters do not project over the property line and do not discharge stormwater run-off onto adjacent property.
- (b) a chimney, belt course, cornice, sill, cantilever, bay window, or other similar architectural or structural feature may project into any yard up to the lesser of 1.0m or 50% of the minimum yard setback standard;
- (c) a balcony or a porch may project 2.0 metres (6.6 ft) into the front yard setback standard, 3.0 metres (10 ft) into the rear yard setback standard, and 50% into the side yard setback standard.
- (d) Decks:
 - (i) a **ground level deck** attached to the front or rear elevation of a building may project 50% into the minimum front or rear yard setback standard and may project into the side yard up to the side property line; and
 - (ii) a **raised deck** may project 25% into the minimum front yard setback standard (i.e. projections into the rear yard setback and the side yard setback standards are not allowed)

21. PUBLIC UTILITIES, INFRASTRUCTURE MAINS, AND SERVICE CONNECTIONS

Prohibition on Water Diversion and Private Sewage Disposal

21.1 In the **urban area** of the Municipality as defined in this bylaw:

- (a) water diversion for household purposes is prohibited [pursuant and in addition to the prohibition of the same as established in the Water (Ministerial) Regulation - Alberta Regulation 205/1998], and/or
- (b) the installation of a Private Sewage Disposal System (PSDS) is prohibited, **except in the urban area of Frank south of Highway 3,**

and as a result:

- (c) **existing and new development in the urban area:**
 - (i) shall not divert water for household purposes **or for industrial, commercial or institutional use,** and
 - (ii) shall not install a private sewage disposal system **(except in the urban area of Frank south of Highway 3),** and instead
 - (iii) shall be connected to the municipal water supply system and the municipal wastewater collection system pursuant to subsection 21.2 **(except that in the urban area of Frank south of Highway 3 water connections are required but wastewater connections are not available).**

Existing and New Subdivision and Development Shall Connect to Municipal Water and Wastewater

21.2 When subdivision or development is approved **in the urban area** of the Municipality (as defined in this bylaw):

- (a) on an unserviced parcel where municipal water and wastewater infrastructure mains **are readily available** to the subject parcel but service connections to the parcel boundary have not been installed; or
- (b) on an unserviced parcel where municipal water and/or wastewater infrastructure mains **are not readily available** to the subject parcel,

then the Subdivision Authority or the Development Authority, as applicable, shall impose a condition on the subdivision approval or the development permit that requires the landowner to, respectively:

- (c) install service connections at no cost to the Municipality; or
- (d) bring municipal water and/or wastewater infrastructure mains to a location that makes them readily available to the subject parcel and install service connections for the subject parcel, at no cost to the Municipality (except that in the urban area of Frank south of Highway 3 water connections are required but wastewater connections are not available).

Conditions Regarding Private Utilities, Public Utilities, and Franchise Utilities

21.3 The Subdivision Authority or the Development Authority may impose a subdivision condition or a development permit condition to require that:

- (a) the applicant or landowner shall make arrangements satisfactory to the Municipality for the supply of:
 - (i) private utilities when the parcel is located **outside of the urban area**, or
 - (ii) public utilities when the parcel is located **within the urban area** – refer to subsection 21.2 (except that in the urban area of Frank south of Highway 3 water connections are required but wastewater connections are not available),and/or
 - (iii) franchised services or facilities,
- necessary to service the subdivision or development, at no cost to the Municipality;

and

- (b) notwithstanding the prohibition of Private Sewage Disposal Systems in the **urban area** [see subsection 21.1 (b)], the landowner shall, where applicable and required, enter into a Restrictive Covenant with the Municipality regarding the provision of a Private Sewage Disposal System holding tank from where wastewater is pumped to the property line before it enters by gravity into the Municipal wastewater collection system.

Service Connections for Fee Simple Lots and Units in a Bareland Condominium Subdivision

21.4 The service connections from municipal water and wastewater mains to a lot shall be independent from the service connections to any other lot. For greater clarity, a unit in a bare land condominium subdivision is not a lot.

Other Considerations

21.5 Building foundations and sub-grade pilings, and/or the service connections to municipal infrastructure mains (e.g. curb stop water valves and wastewater service), respectively shall be set back from the lot boundary of a parcel a distance that allows safe excavation for municipal maintenance and repair.

T

Tandem parking space means a parking space that is located behind another parking space and which, if used, prevents the other space from being accessed by a motor vehicle.

Telecommunication means infrastructure required for the distribution or reception of telephone, cable, and internet services, but excludes a Communication Structure and a Communication Antenna as defined in this Bylaw.

Temporary development means a development for which a development permit has been issued for a limited time period.

Tenant means a person who rents, leases or sub-leases, through either a written or oral agreement, real property from another individual or entity.

This Bylaw means the Municipality of Crowsnest Pass Land Use Bylaw No. 1165, 2023 as amended.

Tourist Home Rental Unit means the building or portion thereof and the entire premises contained in a certificate of title that are rented as a single reservation to a party who occupies either the entire building or a portion thereof and the entire premises for the rental period.

Transport trailer means a rectangular steel structure mounted on a series of axles and wheels used to haul merchandise while being towed by a transport truck licensed under the *Motor Vehicles Administration Act* or subsequent provincial legislation.

U

Unenclosed means an area, a space, a building or a structure that is permanently open on at least one side, while it may be roofed.

Urban Area means, regardless of the land use district in which a parcel is located, the communities of Hillcrest, Bellevue, Frank, Blairmore and Coleman where the Municipality in general terms provides, operates, and maintains either or both municipal water and municipal wastewater infrastructure that is either presently available for service connections or could reasonably and feasibly, in the sole discretion of the ~~Municipality Development Authority or the Subdivision Authority as may be applicable and subject to those Authorities~~ having regard for other applicable Municipal bylaws and policies, be brought to a state of readiness and availability for service connections, at no cost to the Municipality. The extent of an urban area generally corresponds with but is not restricted by the delineation of the “built-up areas” identified in the Municipal Development Plan for the five communities, and it will expand as urban subdivisions are extended in growth nodes identified in the Municipal Development Plan or elsewhere adjacent to the five communities; and further, a determination of whether a parcel is located inside or outside of the urban area shall not be based on the fact that access to the parcel is through the urban area.

Use means the purposes for which land or a building is arranged or intended and/or the activity carried out on the land or in the building, or for which either land or a building is, or may be, occupied and maintained. Also refer to the definition of “building” and “structure”.

Use, approved means a use of land and/or building for which a development permit has been issued by the Development Authority.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 7.d

Subject: Policy #: 1700-03 - Municipal Reserves

Recommendation: That Council approves the Policy #: 1700-03 - Municipal Reserves as presented.

Executive Summary:

A Reserve Policy is a prudent business practice that will enhance the Municipality of Crowsnest Pass financial strength, flexibility, cash flow management, and ability to achieve Council's Vision and the Strategic Plan priorities.

A Reserve Policy is required to establish, maintain and manage reserve funds that:

- Maintain and improve the Municipality's working capital requirements;
- Provide for future funding requirements; and
- Provide stabilization for fluctuations in operating and capital activities.

Relevant Council Direction, Policy or Bylaws:

Municipal Reserves Policy 1700-02

Discussion:

The purpose of the Municipal Reserves Policy is to maintain consistent standards and guidelines for the management of Reserves and execution of Reserve Transactions, and to ensure that all Reserve Transactions are approved by Council and carried out in accordance with Council's approval. Schedule A has been created to specify the name of the reserve, the purpose for the reserve, and identifies what the funding source is for contributions to the reserve.

Changes to the Reserves Schedule A include the following:

- There were two (2) IT Reserves and Administration is recommending they be combined into one reserve.
- Risk Management Reserve has not been used in years and Administration is recommending to close the reserve and transfer the balance to the Mill Rate Stabilization Reserve.
- Community Marketing Reserve be closed and the balance transferred to the Mill Rate Stabilization Reserve.

- Name Changes to various reserves including:
 - Planning, Zoning, Development Previously Land Servicing
 - Community Marketing Previously Economic Development
 - Community Culture Projects Previously Marketing / Promotion

The current Capital and Operating Reserves balances projected for year ending 2024 has been included as an attachment.

Analysis of Alternatives:

- Municipal Reserves Policy #: 1700-03 be approved as presented
- Municipal Reserves Policy #: 1700-03 be approved as presented with amendments.
- Council can make changes to the reserves, and Administration will bring the changes back for to a later meeting for approval.
- Council could defeat the Municipal Reserves Policy #: 1700-03 and keep Municipal Reserves Policy #: 1700-02 as the official policy.

Financial Impacts:

Establishment of financial guidelines that support the Municipality's ability to meet current and future current operating needs and future infrastructure requirements.

Attachments:

[1700-02 - Municipal Reserves Policy 2017 08 22.pdf](#)



Municipality of Crowsnest Pass Policy

Policy No.:	1700-02
Policy Title:	Municipal Reserves
Approval Date:	2017-08-22
Revision Date:	
Supersedes Policy:	1700-01
Department:	Finance

1.0 POLICY PURPOSE

The purpose of this policy is to address some of the longer-term funding strategies for the Municipality and to ensure good financial and cash management for the overall financial stability of the Municipality. Maintaining sufficient balances in reserves and reserve funds is a critical component of a municipality's long-term financial plan as it strengthens its long-term financial sustainability, helps to minimize fluctuations in the tax rate and provides funding to sustain infrastructure.

2.0 DEFINITIONS

“Deferred Revenue” means revenue that is considered a liability on the Municipality's financial statement, until over time, it becomes relevant to current operations.

All obligation reserve funds shall be placed in deferred revenue in the accounting system until such time they are used for specific purposes. Development charges, MSI, Federal Gas Tax are examples of deferred revenue.

“Reserve” (eg. Equipment Replacement Reserve) is an allocation of accumulated net revenue. It has no reference to any specific assets and does not require the physical segregation of money or assets. Reserves are part of the revenue fund and therefore, do not earn interest on their own. Any earnings derived from the investment of reserves' money are reported as revenue in the operating fund. A reserve may be established for a predetermined purpose and applied for that purpose at the discretion of council.

“Reserve fund” means a fund with assets which are segregated and restricted to meet the purpose of the reserve fund. It is based on a statutory requirement or defined liability payable in the future and is usually prescriptive as to the basis for collection and use of monies in the fund. There are two types of reserve funds: obligatory reserve funds and discretionary reserve funds.

“Obligatory reserve fund” means a reserve fund created when a provincial statute requires that revenue received for special purposes be segregated from the general revenues of the municipality. Obligatory reserve funds are to be used solely for the purpose prescribed for them by statute. See “deferred revenue” for examples of obligatory reserve funds.

“Discretionary reserve fund” means a reserve fund created under the Municipal Act when Council wishes to earmark revenue to finance a future expenditure for which it has the authority to spend money, and to set aside a certain portion of any year’s revenues so that the funds are available as required. Revenues set aside for road widening and for acquisition of fixed assets are examples of discretionary reserve funds. Discretionary reserves can be restricted or unrestricted.

“Operating Reserves” are those reserves that are generally established to fund one-time expenditures of an operating nature.

“Capital Reserves” are those reserves that are generally established to fund expenditures of a capital nature as defined by the Municipality’s Tangible Capital Asset Policy.

3.0 Guidelines

3.1 All reserve transactions, resignations, revisions and new reserve requests must be approved by Council. These approvals will be comprehensively reviewed by the external auditor at the end of the fiscal year.

3.2 All reserves must be fully described and must include a purpose, application, and approval. Unless otherwise stated, all funds are considered committed for the specific purpose as outlined by the reserve

3.3 All reserve accounts must be presented in the Municipality’s financial statements (e.g. quarterly and annually)

3.4 All reserves must be reviewed annually by the CAO and Council during the annual budget process to determine if the reserves are still required. When the original intent of the reserve has been met, or changed, any remaining amounts in the reserve shall, through an appropriate review by the CAO and Council be re-designated or returned to surplus. Reserves that are deemed to be re-designated or returned to surplus shall be approved by Council.

3.5 Reserves can be funded from either internal or external sources:

3.5.1 Examples of internal sources of funds:

3.5.1.1 Approved budget contributions

3.5.1.2 Carryover of current year’s budget funds which were approved for a specific purpose but were not expended during the year; and

3.5.1.3 Annual surplus contribution

3.5.2 Examples of external sources of funds:

3.5.2.1 Government grants; and

3.5.2.2 Donations

3.6 Departments may submit reserve requests to fund existing or new reserves:

3.6.1 Through the annual budget process

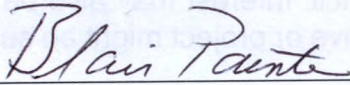
3.6.2 From unexpended current year’s operating or capital budgets to fund carryover projects

- 3.6.2.1 Reserves created for a carryover projects and approved by Council may be drawn by the Departments after the actual expenditure has been incurred with no further approval required;
- 3.6.3 Through unbudgeted revenues
- 3.7 Interest will be paid to the reserves where funding has come from external sources, unless otherwise recommended by the CAO and approved by Council. Interest may also be paid to those reserves where the future cost to undertake an initiative or project might be subject to inflation.
- 3.8 All expenditures from reserves must have prior approval. Approval will be obtained:
 - 3.8.1 Through existing Municipal Policies
 - 3.8.2 From annual operating or capital budget approval
 - 3.8.3 From approved carryover project
 - 3.8.4 By Council resolution.
- 3.9 Expenditures from reserves must not exceed the reserve balance unless it can be demonstrated to Council through financial cash flow projections that future sources of revenues will provide adequate funding to return the reserve to a positive balance
- 3.10 All reserves shall be administered by the Director of Finance under the administration of the CAO and in accordance with current municipal policies and Generally Accepted Accounting Principles
- 3.11 Reserves transactions will not be processed until actual expenditures are incurred

4.0 Authorization

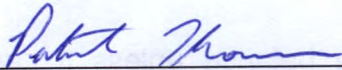
- 4.1 Finance Department is responsible for developing accounting procedures for reserves transactions and to provide guidance to Departments in complying with the intent of this policy. Finance Department is the resource available for consultation on any points requiring clarification.
- 4.2 The Finance Department shall be responsible for monitoring the status of reserves and reserve funds, for determining the appropriate source of financing for the Municipality's programs and capital works, and for making recommendations to Council on the use of reserves and reserve funds.
- 4.3 Utilization of funds from a reserve or reserve fund must be identified in an approved annual budget or a separate report submitted to Council for approval outside the normal annual budget process.
- 4.4 Transfers from contingency reserves to address unanticipated fluctuations in expenditures shall be authorized by Council through approval of staff recommendations in periodic variance reports.

MUNICIPALITY OF CROWSNEST PASS



Mayor

October 24, 2017.
Date



Chief Administrative Officer

October 26, 2017
Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 7.e

Subject: 2025 Municipal Election Considerations

Recommendation: That Council review the following options for the 2025 Municipal Election and:

(a) passes a motion to accept this report as information

or

(b) passes a motion requesting that Administration bring back a bylaw for one or more of these election considerations

Executive Summary:

The date December 31, 2024 is the last date Municipal Council has to pass some bylaws that will affect the 2025 Municipal Election. Election provisions have several due dates for which things must be approved by Council. The first due date is coming up on December 31, 2024 and so we have highlighted two items that if Council desires to make a change, a bylaw will need to be passed before December 31, 2024. We have also provided a list of all the changes Council can make. Another key date is June 30, 2025, prior to that Administration will bring forward reports on appointing a Returning Officer, a Substitute Returning Officer, confirming voting subdivisions, advanced poll date and the provision for special ballots.

Relevant Council Direction, Policy or Bylaws:

Local Authorities Elections Act (LAEA)

Order in Council 01/2008

Municipal Government Act, Section 150(1)

Discussion:

December 31, 2024 is the last date for the Municipality to pass some bylaws related to the 2025 Municipal Election:

Election or Appointment of Chief Elected Official (Mayor)

On January 16, 2008 the Municipality of Crowsnest Pass became a Specialized Municipality from a Town by Order in Council number 01/2008. The order in Council states that we are to utilize Section 150(1) for the election of a chief elected official. Section 150(1) of the Municipal Government Act (MGA) states:

150(1) The chief elected official of a city or town is to be elected by a vote of the electors of the municipality unless the council passes a bylaw

- (a) requiring council to appoint the chief elected official from among the councillors,*
- (b) specifying when the appointment is to start, and*
- (c) specifying the term of the appointment*

Discussion

Since 2008 we've held a vote of the electors for Mayor. In the MGA, the duties of a Councillor are set out in Section 153, the duties of the chief elected official include all of the duties of a Councillor **and** they preside when in attendance at a council meeting and do any other duties as imposed by bylaw. In Crowsnest Pass the Mayor also takes lead on speaking to the press, doing speeches, attending Mayors and Reeves and takes a leadership role speaking with Ministers and upper levels of government. If there is a Council elected in 2025 with mixed experience in local government, it may be prudent to consider for the Council to appoint their Mayor from the Councillors. This would enable Council to make a choice from their ranks and select someone with the experience and skills, such as for speaking to press, for chairing meetings, that they find desirable. We've also had a Mayor in place for a long period of time, so Council may also wish to leave things as they are. The Municipality will endeavour, through the candidate information sessions, to provide information on the tasks of the Mayor, and should we continue with the vote of the electors, the candidate can also make the choice as to if they believe the role fits their skillset and experience. In any case, Administration wanted to put this forward as it is an option that Council can consider.

Criminal Record Checks for Councillors

Bill 20 when it came into effect on October 31, 2024 under Section 21.1 of the Local Authorities Elections Act (LAEA) allows for:

An elected authority, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, may require a person seeking to be nominated as a candidate to provide a criminal record.

The criminal record check would then accompany the nomination papers as per Section 27, which can be viewed by the public, however, the address of the candidate will be redacted. A person who has been convicted of an offence under the LAEA, the Election Act, the Election Finances and Contributions Disclosure Act or the Canada Elections Act is ineligible for nomination. Conviction of other offences would not make the candidate ineligible.

Other considerations

- Can pass a bylaw to move Election Day to the Saturday immediately before the third Monday in October, must be passed by June 30 (exceptions apply where there is Senate and referendum questions.)
- Can pass a bylaw not fewer than 30 days prior to nomination day to require that every

nomination be accompanied with a deposit in the amount fixed by bylaw. The deposit must not exceed \$100. The deposit is then returned when the candidate is elected or if the candidate obtains a number of votes at least equal to 1/2 of the total number of votes cast for the candidate elected to office with the least number of votes or if the candidate withdraws.

- An elected authority may pass a bylaw prior to nomination day to allow for following the death of a candidate for the election for their office to be postponed to a later date. If this bylaw is not passed, the candidate would remain on the ballot, but a notice would be posted informing of the death which allows the election to go on.
- An elected authority may pass a bylaw changing the number of Councillors (Section 143(3) and 151 of MGA).
- An elected authority may pass a bylaw to print the ballot in lots (the ballots will cycle through various orders of candidates instead of listing them alphabetically)
- An elected authority may pass a bylaw to allow for voting stations to open prior to 10am
- An elected authority may pass a bylaw to move the location for filing nomination papers from the Municipal Office to another location.
- An elected authority may pass a bylaw for division of the Municipality into wards (Section 148 of MGA), electors of a ward can only vote for a councillor in that ward.

Analysis of Alternatives:

Various alternatives as listed above.

Financial Impacts:

Financial impacts can be provided in the report for first reading if any of these options are wished to be pursued by Council.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 7.f

Subject: Gymnastics Building

Recommendation: That Council terminate the rental of the building located at 2013-129 street in Blairmore, originally used for gymnastics, effective December 31, 2024 and sell off the gymnastics equipment.

Executive Summary:

The Gymnastics program was run out of the Alberta Stella building until it was deemed unsafe. Administration needed to find an alternate location and entered into a 3 year lease for the building located a 2013 - 129 street in Blairmore commencing June 1, 2019 and ending June 30, 2022. The Municipality no longer runs a gymnastics program and cannot find sufficient alternate programs to warrant continuing to rent the property. As a result Administration is recommending terminating the rental agreement effective December 31, 2024.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

The Municipality ran a gymnastics program for many years. When they were required to relocate, Administration investigated other Municipal buildings for suitability, as a space was required where the equipment would be set up and left. No Municipal space met the requirement and the search was expanded to any property available for rent in the Municipality. The property in Blairmore located at 2013-129 Street was identified, though not ideal, and a lease was entered into commencing June 1, 2019 for a 3 year term. A 1 year extension was entered into which expired June 30, 2023. Since that time, the Municipality has been on a month to month rental agreement.

The gymnastics instructor set up her own gymnastics club. This resulted in the Municipality no longer running a gymnastics program over the last year. The rental space was maintained for one year to ensure the gymnastics program could be reactivated should the new club fold. Community Services has tried to find other programs to run out of the rental property during this time. They have

averaged 2 to 3 programs per week which is not enough revenue to offset the rental expense. The current programs are scheduled to end December 31, 2024, and the instructors have been contacted to see if they will be running programs in the new year. Alternate space and storage is available at the Community Centre (Elk's Hall).

Analysis of Alternatives:

- Terminate the agreement to rent the building and sell of the existing gymnastics equipment.
- Terminate the agreement to rent the building and put the gymnastics equipment in storage (location would need to be found)
- Continue to rent the building and try to fill it with other programs.

Financial Impacts:

Savings of \$2,800 per month in rent+ \$82.82 per month for water

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 7.g

Subject: Crowsnest Pass Subsidized Taxi Program

Recommendation: That Council directs Administration to not renew the Subsidized Taxi Program for 2025 and service will end December 31, 2024.

Executive Summary:

Crowsnest Taxi provides the subsidized taxi service for the community Tuesdays and Thursdays from 9 am-2 pm. The cost of the service to the Municipality is \$275/day. The current yearly cost of the subsidized taxi program is \$28,400. The Municipality has a yearly contract with Crowsnest Taxi that will be ending December 31, 2024.

Crowsnest Cruisers is a wheelchair accessible transportation service operating 4 days a week within our community as well. Crowsnest Cruisers also provides out-of-town trips for medical appointments. Crowsnest Cruisers currently has 69 individuals registered for their service, and they also accommodate dialysis patients in need of treatments on Monday, Wednesday & Friday. Crowsnest Cruisers is currently funded through a grant with Healthy Aging Alberta, however, this group may be sourcing other means for additional funds.

Relevant Council Direction, Policy or Bylaws:

Council approved \$28,400 in the 2024 budget for the Subsidized Taxi Program.

After reviewing both programs, the Family and Community Support Services Advisory Committee passed a motion to recommend that Council end the subsidized taxi program after careful deliberation.

The Family Community Support Service Advisory Committee recommends that Council not renew the Subsidized Taxi Program contract with Crowsnest Taxi for 2025 and discontinue the subsidized taxi service effective December 31, 2024.

Discussion:

Currently, Crowsnest Cruisers is offering transportation services to seniors and persons with disabilities, and has wheelchair accessibility. This transportation service has been servicing our community now for approximately 6 months. With Crowsnest Cruisers providing a transportation service, the subsidized taxi program is a duplication in service in our community. The Program offered By Crowsnest Cruisers can offer more then what the Municipality offers under the Subsidized Taxi Program and Administration feels this duplication of service may be affecting both services.

Analysis of Alternatives:

Council may renew the Subsidized Taxi Program contract with Crowsnest Taxi for 2025.

Financial Impacts:

The transit budget will decrease by \$28,400 for the 2025.

If the Subsidized Taxi service is to continue for 2025 Council will need to maintain the \$28,400 dollars in the 2025 budget.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 7.h

Subject: Rock Box Replacement Purchase for Tandem Truck

Recommendation: That Council approve a budget of \$35,000 for a new rock box to be funded from the equipment reserve.

Executive Summary:

In a review of existing equipment the rock box on a MCNP tandem axle truck rock box was inspected and designated for replacement. Numerous deficiencies were identified with the current rock box and it has met its useful life cycle.

The unit will stay in service at the Frank Wastewater treatment plant and designated for sludge removal to the landfill. The new box will reduce possible spillage of sludge as the box will be sealed specifically for that purpose.

Relevant Council Direction, Policy or Bylaws:

Asset Management
Wastewater Bylaw - treatment and sludge disposal
Procurement Policy

Discussion:

Wastewater treatment involves sludge cake removal that is transferred to landfill by truck, twice per week or as required.

Analysis of Alternatives:

In a review of best possible outcomes and extending useful life of capital equipment, the purchase will delay the replacement of a whole truck unit (estimated at \$250-300,000). With low hours on current units it is designated as 20+ year asset life cycle which operations hopes to extend further. Attachments are the highest wear items on units and the rock box has been in service for nearly 15 years.

Financial Impacts:

The request is for a budget of \$35,000 for a new rock box. The price is based on several quotes received from different attachment suppliers.

Funding will be from the equipment reserve. (\$119,153)

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 10.a

Subject: EVR Water Quality Open House - Councillor Sygutek

Recommendation: That Council have discussion on attending the EVR Water Quality Open House on November 26, 2024 in Fernie.

Executive Summary:

Councillor Sygutek requested that the EVR Water Quality Open House be added to the agenda for discussion on attending.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

EVR is hosting a Water Quality Open House to share information on their long term plan and progress to date on the project.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 11 12 - EVR Water Quality Open House Notice.pdf](#)

Water Quality Open House



EVR has made significant progress implementing the Elk Valley Water Quality Plan—a long-term approach to managing water quality in the Elk Valley. Join us for an in-person open house to learn more about the plan and progress to date.

November 26, 2024

6:30 – 8:30 p.m.

**Best Western Plus
Fernie Mountain Lodge
1622 7th Avenue, Fernie, BC**

Refreshments and light snacks
will be provided.

Visit evr.com/water
for more information





Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 19, 2024

Agenda #: 10.b

Subject: Timed Parking in Business Districts - Mayor Painter

Recommendation: That Council have discussion on the email received from Jasmine McCue regarding timed parking in business districts.

Executive Summary:

Mayor Painter requested that timed parking in business districts be added to the agenda for discussion.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments: