



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, December 10, 2024 at 1:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

- 3.a Minutes of the Municipal Historic Resources Advisory Committee of October 21, 2024
- 3.b Derek Medland - Request to Consider Discount on Municipal Fees for Low Income Seniors

**4. ADOPTION OF MINUTES**

- 4.a Minutes of the Council Meeting of November 26, 2024
- 4.b Minutes of the Special Budget Meeting of November 28, 2024

**5. PUBLIC HEARINGS**

**6. DELEGATIONS**

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

- 6.a RCMP 2024 Q2 Update - Corporal Mark Amatto and Constable Natalie Stephenson

**7. REQUESTS FOR DECISION**

- 7.a Bylaw 1210, 2024 - Land Use Bylaw Amendment - Redesignation of a portion of Lot 11, Block 7, Plan 820L, containing  $\pm 0.04$  ha (0.11 acres) from "Retail Commercial C-1" to "Drive-In Commercial C-2" - *First Reading*
- 7.b Bylaw 1213, 2024 - Procedure Bylaw Amendment - *First Reading*
- 7.c 2024 Q3 Financial Report

**8. COUNCIL MEMBER REPORTS**

**9. PUBLIC INPUT PERIOD**

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

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

**11. IN CAMERA**

11.a 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:** December 10, 2024

**Agenda #:** 3.a

**Subject:** Minutes of the Municipal Historic Resources Advisory Committee of October 21, 2024

**Recommendation:** That Council accept the Minutes of the Municipal Historic Resources Advisory Committee of October 21, 2024 as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

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

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2024 10 21\\_Municipal Historic Resources Advisory Committee Approved Minutes.pdf](#)



**MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE**  
**October 21, 2024, at 3:00 pm**  
**Council Chambers, Coleman Municipal Office**

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**PRESENT:**

Board Member	Fred Bradley (Chair)
Board Member	Glen Girhiny
Board Member	Bruce Nimmo
Board Member	Doreen Johnson
Board Member	Dawn Rigby
Board Member	Vicki Kubik
Municipal Representative	Sasha Lassey
Municipal Representative	Katherine Mertz
Municipal Representative	Johan van der Bank

**APOLOGIES:** Howard Vandenhoeft, Bryce Andreasen, Myriah Sagrafena

**1. CALL TO ORDER**

Fred Bradley called the meeting to order at 3:01 pm.

**2. ADOPTION OF AGENDA**

**MOTION** by Glen Girhiny to adopt the agenda as presented.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOTION** by Vicki Kubik to adopt the minutes of September 16, 2024.

**CARRIED**

**4. CONSENT AGENDA**

4.1 Alberta Heritage Awards – Outstanding Achievement – Crowsnest Historical Society

4.2 Letter from the Minister of Transportation

**MOTION** by Doreen Johnson to accept the consent agenda items for information.

**CARRIED**

**5. REQUESTS FOR DECISION**

5.1 **DP2024-316 – Crow Works Engraving & Signs (for a new sign)**

**MOTION** by Vicki Kubik that the Advisory Committee has no concerns regarding the proposed sign.

**CARRIED**



**MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE**  
**October 21, 2024, at 3:00 pm**  
**Council Chambers, Coleman Municipal Office**

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**6. ROUND TABLE DISCUSSION**

6.1 Heritage Designation Plaques - Sasha Lassey presented a proposal for a presentation ceremony to the five landowners and plaque installation. The Committee consensus was that:

- (a) The plaques should be installed now by Facility Maintenance staff in collaboration with the property owners.
- (b) Subsequent to installation, a photo opportunity with the property owner, one or more Advisory Committee members, and one or more Municipal Councillors should be arranged.
- (c) A formal presentation ceremony should be arranged to coincide with the 2025 Crowsnest Pass Heritage Festival in August (Fred Bradley will make inquiries regarding this).

6.2 October 10, 2024 budget presentation to Municipal Council. The initial budget proposal [\$5,000 for public awareness workshop(s) and \$25,000 to update the land use bylaw Historic Commercial Areas Overlay District Design Guidelines] was accepted at the first round of deliberations and will move to the next round of budget considerations in November. The \$25,000 request was flagged that it's approval would likely be contingent on the Advisory Committee obtaining matching funding from the provincial government's Heritage Preservation Partnership Program. Applications for provincial funding closes on February 01, 2025. On suggestion from Glen Girhiny, the Committee consensus was that:

- (a) A sub-committee should initiate work to prepare a Request For Proposals (RFP) to support a grant funding application.
- (b) The sub-committee will consist of Fred Bradley, Dawn Rigby, and Bruce Nimmo, with Johan van der Bank as administrative support.
- (c) The sub-committee will meet on October 28, 2024 at 1:00 PM at Country Encounters.



**MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE**  
**October 21, 2024, at 3:00 pm**  
**Council Chambers, Coleman Municipal Office**

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(d) The goal of the sub-committee is to prepare the required materials so that Johan can submit the grant funding application before February 01, 2025.

6.3 Community Updates – there were no community updates.

**7. NEXT MEETING DATE**

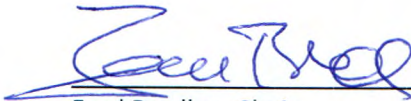
Monday November 25, at 3:00 pm in Council Chambers, Municipal Office.

**8. ADJOURNMENT**

**MOTION** by Bruce Nimmo to adjourn the meeting at 3:50 pm.

**CARRIED**

Approved by:

  
\_\_\_\_\_  
Fred Bradley, Chair

November 25, 2024

\_\_\_\_\_  
Date



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** December 10, 2024

**Agenda #:** 3.b

**Subject:** Derek Medland - Request to Consider Discount on Municipal Fees for Low Income Seniors

**Recommendation:** That Council accept the letter from Derek Medland Request to Consider Discount on Municipal Fees for Low Income Seniors as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

Derek Medland submitted a letter to request that Council consider providing reduced fees for Municipal services for those low income seniors that qualify for the tax and utility rebate.

**Analysis of Alternatives:**

Council could consider offering a reduced rate for services such as building permits etc. to those low income seniors that qualify under other municipal programs for a tax rebate and reduced utility rates.

**Financial Impacts:**

Unknown at this time.

**Attachments:**

[2024 11 23 - Derek Medland - Request to Consider Discount on Municipal Fees for Low Income Seniors.pdf](#)

**From:** Derek Medland Personal Privacy - FOIP Act Section 17  
**Sent:** November 23, 2024 10:57 AM  
**To:** Patrick Thomas <[Patrick.Thomas@crowstpass.com](mailto:Patrick.Thomas@crowstpass.com)>  
**Subject:** Low Income Seniors discount

Sir, Mayor, and Councillors of the MD of Crowstpass.

I was wondering if the discount you offer low income seniors could also be applied to some or all of the fees the MD charges.

As you already have the OAS information for the tax and utilities discounts, and I was thinking of your development permit, building permit, etc.

As most of our low income seniors live in older homes we are unable to improve them due to the cost of these permits.

Just a thought as our fixed incomes are not increasing with the cost of living.

Derek Medland, 1238 84 St., Coleman

Personal Privacy - FOIP Act Section 17





## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** December 10, 2024

**Agenda #:** 4.a

**Subject:** Minutes of the Council Meeting of November 26, 2024

**Recommendation:** That Council adopt the Minutes of the Council Meeting of November 26, 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 11 26 - Council Meeting Minutes.docx](#)



**Municipality of Crowsnest Pass**  
**Council Meeting Minutes**  
**Tuesday, November 26, 2024**

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A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, November 26, 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  
Jeremy Wickson, Director of Development, Engineering & Operations  
Jesse Fox, Manager of Protective Services/Fire Chief  
Trent Smith, Manager of Community Services  
Johan van der Bank, Manager of Development & Trades  
Bonnie Kawasaki, Recording Secretary

**CALL TO ORDER**

Mayor Painter called the meeting to order at 1:00 pm.

**ADOPTION OF AGENDA**

**Additions:**

**In Camera**

- e. Economic Interests of the Public Body – Golf Course - FOIP Act Section 25 - Councillor Kubik

**01-2024-11-26:** Councillor Glavin moved to adopt the agenda as amended.

Carried

**CONSENT AGENDA**

**02-2024-11-26:** Councillor Girhiny moved that Council approve the following Consent Agenda items as presented without debate:

**3.a**

**ORRSC Executive Committee Minutes of October 10, 2024**

THAT Council accept the ORRSC Executive Committee Minutes of October 10, 2024 as information.

Carried

**ADOPTION OF MINUTES**

Councillor Ward provided a correction to the minutes that the In Camera addition regarding the Golf Course was missing in motion 18-2024-11-19.

**03-2024-11-26:** Councillor Ward moved to adopt the Minutes of the Council Meeting of November 19, 2024 as amended.

Carried

**PUBLIC HEARINGS**

None

**DELEGATIONS**

None

**REQUESTS FOR DECISION**

**Bylaw 1208, 2024 Road Closure Bylaw - First Reading**

**04-2024-11-26:** Councillor Ward moved first reading of 1208, 2024 Road Closure Bylaw.

Carried

**Bylaw 1209, 2024 - Land Use Bylaw Amendment - Administrative Housekeeping Matters - First Reading**

**05-2024-11-26:** Councillor Girhiny moved first reading of Bylaw 1209, 2024 - Land Use Bylaw Amendment - Administrative Housekeeping Matters.

Carried

**Service Areas Update**

**06-2024-11-26:** Councillor Glavin moved that Council accept the Service Areas Update as information.

Carried

**Discussion on the Results of the 2024 Vote of the Electors on a Question**

**07-2024-11-26:** Councillor Sygutek moved that Administration obtain a legal opinion on the next steps forward on annexing the MD of Ranchland into the Crowsnest Pass.

Withdrawn

**08-2024-11-26:** Councillor Sygutek moved to direct Administration to get legal advice on the ways in which we pursue annexation on the MD of Ranchland.

Carried

**09-2024-11-26:** Councillor Sygutek moved that a legal letter be sent to Dave Thomas of Crowsnest Headwaters to cease and desist representing himself as a representative of the Municipality of the Crowsnest Pass as he is not an elected official authorized to speak on behalf of the Municipality.

Carried

**COUNCIL MEMBER REPORTS**

- Mayor Painter
  - Noted that he has been inundated with requests for interviews from the Press regarding the Vote of the Electors on a Question.

**PUBLIC INPUT PERIOD**

- Peter Rosner
  - Thanked Council for their work and dedication to the community.
- Melissa Atkinson
  - Asked if Council is a united front in support of the 70% of residents that voted in favor of the Grassy Mountain Project

**COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

None

**IN CAMERA**

**09-2024-11-26:** 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 and to take a short recess at 2:28 pm:

- a. Economic Interests of the Public Body – Land Sales Application - FOIP Act Section 25
- b. Economic Interests of the Public Body - Land Sales Application - FOIP Act Section 25
- c. Local Public Body Confidences – Boards and Committees - FOIP Act Section 23
- d. Economic Interests of the Public Body – Legal – FOIP Act Section 25
- e. Economic Interests of the Public Body – Golf Course - FOIP Act Section 25 - Councillor Kubik

Carried

**Reconvene**

Mayor Painter convened the In Camera meeting at 2:34 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

**10-2024-11-26:** Councillor Sygutek moved that Council come out of In Camera at 3:33 pm.

Carried

**11-2024-11-26:** Councillor Ward moved that Council accepts the offer to purchase a portion of Plan 0812536, Block 1 Lot 6, subject to the following conditions:

1. That the adjusted price be equal to the applicant's current land value rate.
2. That the applicant is responsible for all cost related to subdivision, consolidation to Lot 1A, Block 3, Plan 9310411, and legal surveying relating to this transaction.
3. That the applicant is responsible for all legal costs associated with this transaction, including the legal costs of the Municipality, if any.
4. That the applicant apply for and obtain a development permit to construct a detached garage on the portion of land to be sold.
5. That this transaction and the above conditions are completed by September 30, 2025.
6. That the detached garage shall be constructed by September 30, 2026, failing which the Municipality retains the right to purchase the property back at 50% of the purchase price agreed to in this transaction.

Defeated

**12-2024-11-26:** Councillor Sygutek moved that Council accepts the offer to purchase Lot 50MR, Block 1, Plan 0912254.  
Defeated

**ADJOURNMENT**

**13-2024-11-26:** Councillor Filipuzzi moved to adjourn the meeting at 3:35 pm.  
Carried

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Blair Painter  
Mayor

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Patrick Thomas  
Chief Administrative Officer



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

**Meeting Date:** December 10, 2024

**Agenda #:** 4.b

**Subject:** Minutes of the Special Budget Meeting of November 28, 2024

**Recommendation:** That Council adopt the Minutes of the Special Budget Meeting of November 28, 2024 as presented.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

n/a

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2024 11 28 Budget Meeting Minutes \(002\).docx](#)



## MUNICIPALITY OF CROWSNEST PASS

### SPECIAL BUDGET MEETING MINUTES

Thursday, November 28, 2024

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A special budget meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Thursday, November 28, 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  
Trent Smith, Manager of Community Services  
Jesse Fox, Manager of Protective Services and Fire Chief  
Jeremy Wickson, Director of Development, Engineering and Operations  
Laken McKee, Recording Secretary

#### **CALL TO ORDER**

Mayor Blair Painter called the meeting to order at 9:00 am.

#### **ADOPTION OF AGENDA**

**B01-2024-11-28:** Councillor Filipuzzi moved to adopt the agenda.

Carried

#### **ADOPTION OF MINUTES**

##### **Adoption of the Minutes of August 15, 2024**

**B02-2024-11-28:** Councillor Ward moved to adopt the minutes of August 15, 2024, as presented.

Carried



### **Adoption of the Minutes of October 10, 2024**

**B03-2024-11-28:** Councillor Girhiny moved to adopt the minutes of October 10, 2024 as presented.

Carried

### **DRAFT BUDGET PRESENTATION**

Patrick Thomas, Chief Administrative Officer, presented the 2025 Municipal Budget, and projections for 2026 and 2027. Administration reviewed the agenda including the 2025 draft base operating budget, individual department base budget changes, Administration's recommended budget, 2025 Grant Applications, 2025 initiatives, 2025 draft capital budget which includes the long-term debt and reserve schedule. Finally, an overview of property tax impacts and utility impacts.

**B04-2024-11-28:** Councillor Sygutek moved that Council amends the funding in the amount of \$400,000 for the outdoor skate park to be allocated from the New Recreation Facility Reserve within the Capital Plan.

Carried

### **Recess**

**B05-2024-11-28:** Councillor Ward moved to take a recess for lunch at 12:03 pm.

Carried

### **Reconvene**

Mayor Painter reconvened the meeting at 12:48 pm.

### **2025 OPERATING BUDGET**

**B06-2024-11-28:** Councillor Ward moved to approve the 2025 Operating Budget with the 2026 and 2027 Operating Budget projections as presented.

Carried

### **2025/2026 CAPITAL BUDGET**

**B07-2024-11-28:** Councillor Glavin moved to approve the 2025 Capital Budget as presented.

Carried

**B08-2024-11-28:** Councillor Kubik moved to approve the 2026 Capital Budget as presented.

Carried

**ADJOURN**

**B09-2024-11-28:** Councillor Filipuzzi moved to adjourn the meeting at 12:56 pm.

Carried

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Blair Painter  
Mayor

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Patrick Thomas  
Chief Administrative Officer



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** December 10, 2024

**Agenda #:** 6.a

**Subject:** RCMP 2024 Q2 Update - Corporal Mark Amatto and Constable Natalie Stephenson

**Recommendation:** That Council accept the RCMP 2024 Q2 Update as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

The RCMP provides a quarterly report to Council to keep them apprised of RCMP activities for the preceding quarter as stats become available and to determine community policing priorities. Q2 stats for 2024 will be presented.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[Q2 2024 Community Letter - CNP.pdf](#)

[Q2 2024 Crowsnest Pass Provincial Community Report.pdf](#)

[Crowsnest Pass Q2 Provincial Crime Statistics.pdf](#)



November 12, 2024,

Blair Painter  
Mayor  
Municipality of the Crowsnest Pass, AB

Dear Mayor Painter,

Please find attached the quarterly Community Policing Report attached that covers the July 1<sup>st</sup> to September 30<sup>th</sup>, 2024 reporting period. The attached report serves to provide a quarterly snapshot of human resources, financial data, and crime statistics for the Crowsnest Pass Detachment.

This quarter I want to update you on the status of the Body Worn Camera (BWC) rollout, which will be starting this month. We will be conducting Province-wide media releases in mid-November that will include a demonstration of the new BWC along with an update on the Alberta RCMP deployment plan. As the deployment of BWCs to each detachment will take approximately 12-18 months, I will reach out to inform you of when you are expected to receive it. Shortly before the deployment of BWCs in our communities, I will also ensure there is communication locally so that residents are aware of this new piece of equipment being used by our officers.

I also want to let you know about the RCMP Public Consultation Tool that is anticipated to be launched in early 2025. This initiative is being launched in order to solicit feedback from RCMP stakeholders with the goal of increasing transparency in policing and contribute to our vision of becoming an inherently open RCMP. This public consultation tool will be secure and confidential for all participants who will remain anonymous. I encourage your engagement in this process and if you would like more information, you can contact the Open Government Office at [EnterpriseTransparency-Transparenceauseindelorganisation@rcmp-grc.gc.ca](mailto:EnterpriseTransparency-Transparenceauseindelorganisation@rcmp-grc.gc.ca)

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

Corporal Mark Amatto  
NCO Detachment Operations  
Crowsnest Pass Detachment





## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Crowsnest Pass

**Detachment Commander**

Acting NCO i/c Cpl Mark Amatto

Report Date	Fiscal Year	Quarter
November 12, 2024	2024-25	Q2 (July - September)

### Community Priorities

**Priority #1: Intelligence-led policing - Prolific/Habitual offender management****Updates and Comments:**

During this reporting period there has been 6 Offenders engaged with the Integrated Offender Management (IOM) program. Of the 6 targets, 3 have been in held in custody since April / August, which allows for our liaison and the IOM coordinator continued follow up with those offenders in regard to services they are unable to access on their own while out of custody; programs such as access to a psychologist wherein an assessment revealed a diagnoses of Fetal Alcohol Spectrum Disorder, which directly impacts how they think, conduct themselves and how law enforcement interacts with them. By addressing the needs of the offender, allowing time for Provincial partnership agencies to collaborate with one another, engage the appropriate assistance programs, it ultimately allows for a more effective approach to prevent the offender from re-offending and creating more victims of crime. The program is voluntary, however the long-term benefits to the community can be largely beneficial.

**Priority #2: Traffic Safety - Aggressive Driving****Updates and Comments:**

During the 2nd Quarter, The Crowsnest Pass Detachment received 217 traffic - related occurrences. During this reporting period, 50 motor vehicle collisions were reported, 2 of which were fatal occurrences (1) Passenger vehicle vs motorcycle (2) Passenger bus vs passenger vehicle; 54 tickets had been issued. As aggressive driving remains a significant call for service, Members of the Crowsnest Pass Detachment will be drawing a substantial focus to Hwy 3 and Hwy 22 traffic enforcement. Local RCMP will be working in a continued partnership w the Community Peace Officer Program, as well as





requesting assistance from RCMP enhanced Traffic Services in a concerted effort to ensure a fulsome approach to ensuring safe travel along our Highways.

### Priority #3: Organized Crime - Drug Trafficking

#### Updates and Comments:

The Crowsnest Pass Detachment continues to gather intelligence in regard to the drug sub-culture, and enforcement activities are prioritized based upon the information that is gathered. Information forwarded from Crime Stoppers Associations, consultations with community members, and intelligence-sharing from enhanced RCMP units are constantly monitored in order to remain focused on the most recent and applicable crime trends that are affecting the community. Detachment Members will be approaching the schools for Drug Talk presentations, they will be tailored to each school's needs in order to address any concerns staff and students may have; the ultimate goal is to raise awareness in regard to illicit substances, explain the Controlled Drug and Substances Act, and answer any questions as a result of this engagement.

### Priority #4: Property - Theft from auto

#### Updates and Comments:

Thefts from Motor Vehicles had been elevated last year, prompting a proactive response from the Crowsnest Pass Detachment in order to address the noted concern. By targeting specific areas where the thefts had been taking place, police visibility was noticeably enhanced; while conducting patrols, Members noted a continued theme: numerous vehicles were being left unlocked, in some cases, valuable items were left in plain sight.

### Priority #5: Police / Community Relations - Police Visibility

#### Updates and Comments:

Police visibility has been requested by Council and this has been addressed by means of regular foot patrols in and throughout the community, Members attending seasonal community events and partaking in positive interactions with members of the public on a routine basis.





## Community Consultations

### Consultation #1

<b>Date</b>	<b>Meeting Type</b>
September 23, 2024	Meeting with Stakeholders
<b>Topics Discussed</b>	
Regular Reporting/Information Sharing	
<b>Notes/Comments:</b>	
Planning session with Bear Smart to discuss the continued bear season as well as setting the framework for a new approach in the off-season. More meetings to follow.	

### Consultation #2

<b>Date</b>	<b>Meeting Type</b>
September 9, 2024	Meeting with Stakeholders
<b>Topics Discussed</b>	
Informal Meeting with the CNP CAO	
<b>Notes/Comments:</b>	
General updates and check-in with the CAO in regard to Detachment operations	

### Consultation #3

<b>Date</b>	<b>Meeting Type</b>
July 27, 2024	Meeting with Elected Officials
<b>Topics Discussed</b>	
Quarter 1 Update with CNP Mayor and Council	
<b>Notes/Comments:</b>	
Click or tap here to enter text.	



## Crime Statistics

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

Category	July - September			January - December		
	2023	2024	% Change YoY	2022	2023	% Change YoY
<b>Total Criminal Code</b>	158	145	- 8%	558	508	- 9%
Persons Crime	57	38	- 33%	151	162	+ 7%
Property Crime	84	75	- 11%	296	269	- 9%
Other Criminal Code	17	32	+ 88%	111	77	- 31%
<b>Drugs Offences</b>	3	1	-67%	3	12	+ 300%
<b>Total Federal Acts</b>	5	2	- 60%	14	23	+64%
<b>Total Provincial Acts <sup>4</sup></b>	50	64	+ 28%	201	185	- 8%
<b>Municipal By-Laws</b>	9	19	+ 111%	32	26	- 19%
<b>Motor Vehicle Collisions</b>	92	41	- 55%	319	316	- 1%
<b>Total Traffic Offences</b>	201	218	+ 8%	566	1093	+ 93%
Provincial Code Traffic	190	211	+ 11%	533	1049	+ 97%
Criminal Code Traffic	11	7	- 36%	30	40	+ 33%
Other Traffic	0	0	N/A	3	4	+ 33%

**Notes:**

1. Data is extracted from a live database (PROS) and is subject to change over time.
2. Statistics for the July - September period reflect RCMP records as of October 8, 2024.
3. Full-year statistics reflect RCMP records as of January 5, 2024.
4. "Total Provincial Acts" include records of non-offence activities that are undertaken by Detachment members, in addition to actual offences under various provincial acts. Non-offence activities may include activities under the *Mental Health Act*, *Coroners Act*, and other provincial legislation in Alberta.

**Trends / Points of Interest**







## Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	9	7	1	1
Detachment Support	3	4	0	0

### Notes:

1. Data extracted on September 27, 2024 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments:

Police Officers: Of the nine established positions, eight officers are currently working. One officer has returned from PAT Leave and has returned to full operational duties. One officer is recovering from surgery and is a soft vacancy. There is one hard vacancy at this time due to an officer accepting a promotion in another Detachment.

Detachment Support: Of the three established positions, four resources are currently working with none on special leave. There is one position with two resources assigned to it. There is no hard vacancy at this time.



## Crowsnest Pass Provincial Detachment Crime Statistics (Actual) July to September: 2020 - 2024

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

October 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		7	1	0	0	1	-86%	N/A	-1.3
Drug Enforcement - Trafficking		1	0	0	2	0	-100%	-100%	0.0
Drug Enforcement - Other		0	0	0	1	0	N/A	-100%	0.1
<b>Total Drugs</b>		<b>8</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>-88%</b>	<b>-67%</b>	<b>-1.2</b>
Cannabis Enforcement		0	0	0	1	0	N/A	-100%	0.1
Federal - General		7	3	4	1	1	-86%	0%	-1.4
<b>TOTAL FEDERAL</b>		<b>15</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>-87%</b>	<b>-60%</b>	<b>-2.5</b>
Liquor Act		4	3	2	2	3	-25%	50%	-0.3
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		30	14	26	21	34	13%	62%	1.5
Other Provincial Stats		44	31	30	27	27	-39%	0%	-3.8
<b>Total Provincial Stats</b>		<b>78</b>	<b>48</b>	<b>58</b>	<b>50</b>	<b>64</b>	<b>-18%</b>	<b>28%</b>	<b>-2.6</b>
Municipal By-laws Traffic		1	2	2	2	3	200%	50%	0.4
Municipal By-laws		23	10	10	7	16	-30%	129%	-1.7
<b>Total Municipal</b>		<b>24</b>	<b>12</b>	<b>12</b>	<b>9</b>	<b>19</b>	<b>-21%</b>	<b>111%</b>	<b>-1.3</b>
Fatals		0	0	0	0	2	N/A	N/A	0.4
Injury MVC		8	4	9	11	5	-38%	-55%	0.1
Property Damage MVC (Reportable)		51	63	76	69	26	-49%	-62%	-4.4
Property Damage MVC (Non Reportable)		17	10	8	12	8	-53%	-33%	-1.6
<b>TOTAL MVC</b>		<b>76</b>	<b>77</b>	<b>93</b>	<b>92</b>	<b>41</b>	<b>-46%</b>	<b>-55%</b>	<b>-5.5</b>
Roadside Suspension - Alcohol (Prov)		0	4	5	1	3	N/A	200%	0.3
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>256</b>	<b>147</b>	<b>172</b>	<b>190</b>	<b>211</b>	<b>-18%</b>	<b>11%</b>	<b>-4.7</b>
<b>Other Traffic</b>		<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.5</b>
<b>Criminal Code Traffic</b>		<b>7</b>	<b>11</b>	<b>6</b>	<b>11</b>	<b>7</b>	<b>0%</b>	<b>-36%</b>	<b>0.0</b>
<b>Common Police Activities</b>									
False Alarms		13	10	11	10	10	-23%	0%	-0.6
False/Abandoned 911 Call and 911 Act		11	7	6	12	8	-27%	-33%	-0.1
Suspicious Person/Vehicle/Property		44	41	39	18	19	-57%	6%	-7.3
Persons Reported Missing		8	8	4	10	3	-63%	-70%	-0.8
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		24	20	33	22	40	67%	82%	3.4
Form 10 (MHA) (Reported)		1	0	0	1	0	-100%	-100%	-0.1



## Crowsnest Pass Provincial Detachment Crime Statistics (Actual) July to September: 2020 - 2024

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

October 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	1	N/A	N/A	0.2
Robbery		0	0	0	2	0	N/A	-100%	0.2
Sexual Assaults		4	3	2	1	3	-25%	200%	-0.4
Other Sexual Offences		3	1	1	2	1	-67%	-50%	-0.3
Assault		26	20	19	27	16	-38%	-41%	-1.3
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		7	9	10	17	6	-14%	-65%	0.6
Uttering Threats		12	15	13	7	11	-8%	57%	-1.0
<b>TOTAL PERSONS</b>		<b>52</b>	<b>48</b>	<b>45</b>	<b>57</b>	<b>38</b>	<b>-27%</b>	<b>-33%</b>	<b>-1.9</b>
Break & Enter		10	7	14	17	2	-80%	-88%	-0.6
Theft of Motor Vehicle		6	3	4	2	6	0%	200%	-0.1
Theft Over \$5,000		1	1	2	6	2	100%	-67%	0.7
Theft Under \$5,000		42	25	26	17	13	-69%	-24%	-6.6
Possn Stn Goods		9	3	0	0	1	-89%	N/A	-1.9
Fraud		5	12	10	8	7	40%	-13%	0.0
Arson		0	1	0	1	1	N/A	0%	0.2
Mischief - Damage To Property		30	16	20	18	21	-30%	17%	-1.6
Mischief - Other		13	9	13	15	22	69%	47%	2.4
<b>TOTAL PROPERTY</b>		<b>116</b>	<b>77</b>	<b>89</b>	<b>84</b>	<b>75</b>	<b>-35%</b>	<b>-11%</b>	<b>-7.5</b>
Offensive Weapons		1	1	3	3	1	0%	-67%	0.2
Disturbing the peace		14	15	15	9	13	-7%	44%	-0.8
Fail to Comply & Breaches		13	7	17	2	12	-8%	500%	-0.7
<b>OTHER CRIMINAL CODE</b>		<b>9</b>	<b>4</b>	<b>8</b>	<b>3</b>	<b>6</b>	<b>-33%</b>	<b>100%</b>	<b>-0.7</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>37</b>	<b>27</b>	<b>43</b>	<b>17</b>	<b>32</b>	<b>-14%</b>	<b>88%</b>	<b>-2.0</b>
<b>TOTAL CRIMINAL CODE</b>		<b>205</b>	<b>152</b>	<b>177</b>	<b>158</b>	<b>145</b>	<b>-29%</b>	<b>-8%</b>	<b>-11.4</b>



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** December 10, 2024

**Agenda #:** 7.a

**Subject:** Bylaw 1210, 2024 - Land Use Bylaw Amendment - Redesignation of a portion of Lot 11, Block 7, Plan 820L, containing  $\pm 0.04$  ha (0.11 acres) from "Retail Commercial C-1" to "Drive-In Commercial C-2" - First Reading

**Recommendation:** That Council give first reading to Bylaw 1210, 2024.

**Executive Summary:**

Bylaw 1210, 2024 proposes the redesignation of the subject property from "Retail Commercial C-1" to "Drive-In Commercial C-2", for the purpose of submitting a development permit application for "Contractor Services, Limited" (discretionary use).

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

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

Land Use Bylaw No. 1165, 2023, as amended

**Discussion:**

If the redesignation is successful, the applicant intends to apply for a development permit for "Contractor Services, Limited" to operate a plumbing and heating business from the existing building in the southwest portion of Downtown Coleman. The building was constructed in 1925, and has operated a similar use since 1999 (probably in non-compliance or as a non-conforming use), but it is presently vacant. The proposed redesignation would bring this type of use into compliance with the land use bylaw.

The adjacent properties are predominantly in the "Retail Commercial C-1" district. A property in the block across 77 Street as well as three properties on the west end of Downtown Coleman on 17 Avenue and 75 Street are in the "Drive In Commercial C-2" district, which is what the applicant proposes for the subject property. The railway and other lands to the south are located in the "NUA-1" district. The land use designations of the area are shown in the attached Land Use Map.

**Analysis of Alternatives:**

1. Council may proceed with first reading of Bylaw 1210, 2024, and schedule a public hearing.
2. Council may defer first reading of Bylaw 1210, 2024, and outline what additional information they would like to see with reconsideration.

**Financial Impacts:**

N/A

**Attachments:**

[Bylaw 1210, 2024 - C-1 to C-2.docx](#)

[Bylaw 1210, 2024 - Schedule A.pdf](#)

[Bylaw 1210, 2024 - Schedule A Aerial Photo.pdf](#)

[Land\\_Use\\_Map\\_-\\_Bylaw\\_1210\\_\\_2024.pdf](#)

**MUNICIPALITY OF CROWNEST PASS**  
**BYLAW NO. 1210, 2024**

**LAND USE BYLAW AMENDMENT – Redesignate portion of Lot 11, Block 7, Plan 820L**

**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.

**WHEREAS** the Council of the Municipality of Crownsnest Pass wishes to redesignate the lands legally described as a portion of Lot 11, Block 7, Plan 820L, containing ±0.04 ha (0.11 acres), as shown on Schedule 'A', from "Retail Commercial C-1" to "Drive-In Commercial C-2".

**AND WHEREAS** the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the "Drive-In Commercial C-2" land use district.

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as a portion of Lot 11, Block 7, Plan 820L, containing ±0.04 ha (0.11 acres), from "Retail Commercial C-1" to "Drive-In Commercial C-2", as shown on Schedule 'A' attached hereto and forming part of this bylaw.
2. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

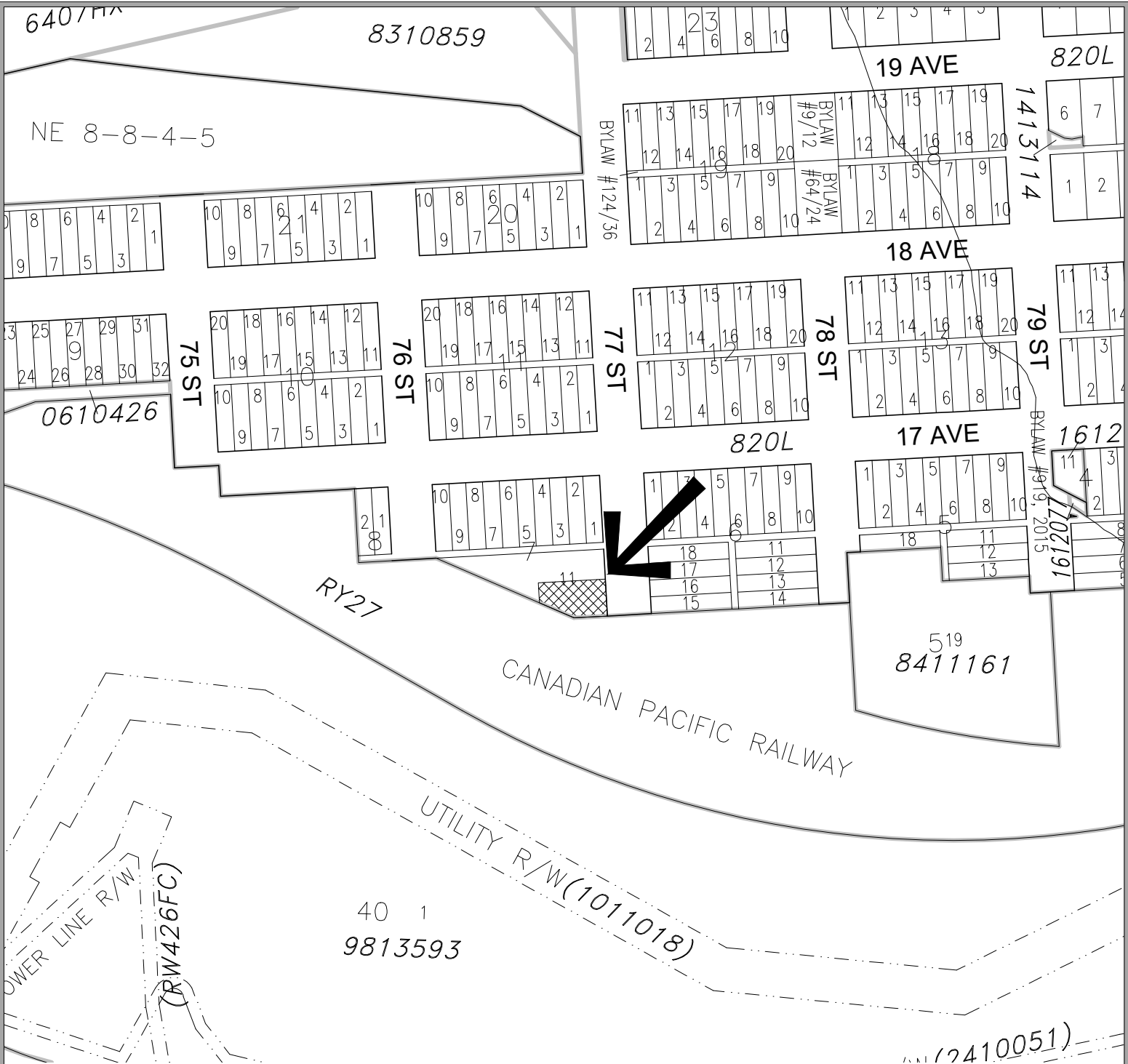
READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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

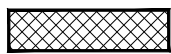
READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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

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



# LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: RETAIL COMMERCIAL C-1  
TO: DRIVE-IN COMMERCIAL C-2

PORTION OF LOT 11, BLOCK 7, PLAN 820L  
WITHIN E. 1/2 SEC 8, TWP 8, RGE 4, W 5 M  
MUNICIPALITY: CROWSNEST PASS (COLEMAN)  
DATE: NOVEMBER 4, 2024

Bylaw #: 1210, 2024  
Date: \_\_\_\_\_



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200



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

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



# LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Aerial Photo Date: May 19, 2021



FROM: RETAIL COMMERCIAL C-1  
TO: DRIVE-IN COMMERCIAL C-2

PORTION OF LOT 11, BLOCK 7, PLAN 820L  
WITHIN E. 1/2 SEC 8, TWP 8, RGE 4, W 5 M  
MUNICIPALITY: CROWSNEST PASS (COLEMAN)  
DATE: NOVEMBER 4, 2024

Bylaw #: 1210, 2024  
Date: \_\_\_\_\_

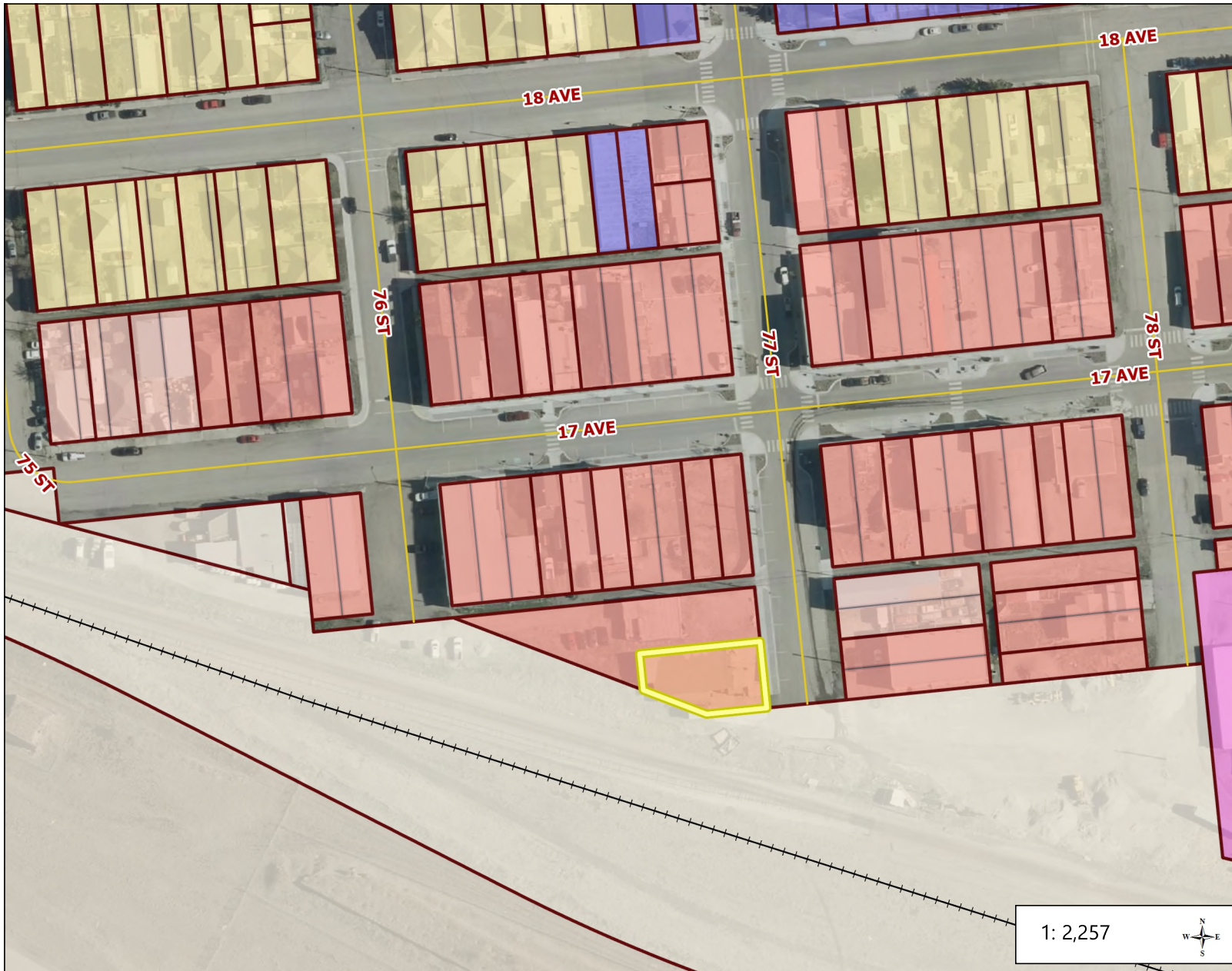


0 Metres 50 100 150 200

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



# Municipality of Crowsnest Pass - Land Use Districts



## Legend

### Land Use Districts

- RESIDENTIAL R-1
- RETAIL COMMERCIAL C-1
- DRIVE-IN COMMERCIAL C-2
- 

## Notes

Crowsnest Pass

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**

0.1 0 0.06 0.1 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© OpenStreetMap contributors



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** December 10, 2024

**Agenda #:** 7.b

**Subject:** Bylaw 1213, 2024 - Procedure Bylaw Amendment - First Reading

**Recommendation:** That Council gives first reading to Bylaw 1213, 2024 - Procedure Bylaw Amendment.

**Executive Summary:**

Council moved to have the Procedure Bylaw amended to prevent an item that has been added to the agenda at a Council meeting, to then be voted on within the same Council meeting.

Given the amendment, Administration was taking this opportunity to also clarify how the agenda is established utilizing an Agenda Review Committee.

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

Motion 11-2024-10-08 - Councillor Ward moved to direct Administration to draft a change to the Procedure Bylaw to put in a mechanism to prevent any new item raised at a Council meeting to then have a motion voted on within the same Council meeting.

**Discussion:**

N/A

**Analysis of Alternatives:**

1. Council may pass first reading of Bylaw 1213, 2024.
2. Council may defer first reading of Bylaw 1213, 2024 and identify what additional information they would like prior to reconsidering first reading.
3. Council may defeat first reading of Bylaw 1213, 2024 and maintain the Procedure Bylaw as is.
4. Council may pass first, second and third reading of Bylaw 1213, 2024.

**Financial Impacts:**

N/A

**Attachments:**

[1213, 2024 Amending The Procedure Bylaw.docx](#)

[1041, 2020 - Procedure Bylaw - CONSOLIDATED to Bylaw 1187, 2024.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS**  
**BYLAW NO. 1213,2024**  
**Amending the Procedure Bylaw**

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

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

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

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

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

1. This Bylaw may be cited as “Bylaw No 1213, 2024 Amending the Procedure Bylaw.”
2. That this Bylaw shall amend the Procedure Bylaw as follows:
  - 2.1 By amending Section 14.1 by adding at the end of sentence the following:

“..... at an Agenda Review Meeting.”
  - 2.2 By adding in Section 28 as follows:

“28.12 When an item is added to the agenda at a Council meeting, then the only motion that can be made, is for the item to be added to an upcoming agenda, where Council will then give the item consideration.”
3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
4. This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

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

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

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

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Blair Painter  
Mayor

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Patrick Thomas  
Chief Administrative Officer



Date of Consolidation: June 24, 2024

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## Consolidation of Bylaw No. 1041, 2020

### Municipality of Crowsnest Pass

#### *Procedure Bylaw*

*Adoption January 21, 2020*

As Amended By:

Bylaw No. 1049, 2020 adopted April 21, 2020

Bylaw No. 1133, 2022 adopted October 18, 2022

Bylaw No. 1148, 2023 Adopted March 28, 2023

Bylaw No. 1187, 2024 Adopted May 28, 2024

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**MUNICIPALITY OF CROWNEST PASS**  
**BYLAW NO. 1041, 2020**  
**PROCEDURE BYLAW**

**BEING** a bylaw of the Municipality of Crownsnest Pass in the Province of Alberta to regulate the proceedings of council and council committees

**WHEREAS** section 145 of the *Municipal Government Act* provides that a council may pass bylaws in relation to the procedure and conduct of council and council committees;

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

**PART 1**  
**INTERPRETATION AND APPLICATION**

**1. Short Title**

1.1 This Bylaw may be cited as the “Procedure Bylaw”.

**2. Definitions**

2.1 In this Bylaw, any word or expression used in the Act has its statutory meaning unless otherwise specified in this section, and:

- (a) **“Act”** means the *Municipal Government Act*, RSA 2000, c M-26 and its regulations;
- (b) **“Administration”** means the Chief Administrative Officer and any other person who exercises a power, function or duty of the Municipality whether under delegation from the CAO or by any other authority or agreement;
- (c) **“Agenda Review Committee”** means the committee that reviews the draft agenda for the upcoming Council Meeting and is made up of the Mayor, Deputy Mayor and CAO.  
***Amended – Bylaw 1133, 2022, Adopted October 18, 2022.***
- (d) **“Chair”** means the person who presides over a Council meeting or council committee meeting;
- (e) **“Chief Administrative Officer”** or **“CAO”** means the person appointed by Council as chief administrative officer within the meaning of the Act, or a person to whom the appointed CAO has delegated any CAO power, function or duty;
- (f) **“Council”** means the duly elected Council of the Municipality;
- (g) **“Delegation”** means any person other than Administration, who addresses Council at a Council meeting, but does not include a person who speaks at a Public Hearing;
- (h) **“Deputy Mayor”** means a Councillor who is appointed under subsection 152(1) of the Act;

**This Consolidation is not an Official Bylaw. It is prepared by the Chief Administrator’s Office for assistance only.**

**Copies of the Official Bylaw(s) may be purchased from the Municipal Office.**

**This Consolidated Bylaw was authorized pursuant to Bylaw 1009, 2018 CAO Bylaw.**

- (i) **“In Camera”** means a meeting or portion of a meeting that is closed to the public in accordance with section 197 of the Act;
- (j) **“Mayor”** means the chief elected official of the Municipality;
- (k) **“Motion”** means a formal proposition put forward by a Councillor in attendance at a meeting with the intention that it be put to a vote;
- (l) **“Municipality”** means the municipal corporation of the Municipality of Crownsnest Pass;
- (m) **“Notice of Motion”** means the informing of councillors, in writing, of the intent to put a new Motion forward at a subsequent Council meeting;
- (n) **“Notice of Public Hearing”** means a formal notice issued by the Chief Administrative Officer to announce the date, place, time and purpose of a Public Hearing;
- (o) **“Point of Order”** means the raising of a question by a Councillor to call attention to any deviation from a provision of this Bylaw or any other bylaw, statute or regulation, or to any procedural matter that according to this Bylaw must be raised by way of Point of Order;
- (p) **“Point of Privilege”** means a matter affecting the rights and privileges of Council collectively or of individual councillors;
- (q) **“Public Hearing”** means a meeting of Council, or a dedicated portion of a meeting, for the purpose of complying with section 230 of the Act; and
- (r) **“Resolution”** means a motion which has been voted on and carried by Council.

### **3. Rules of Interpretation**

- 3.1 The headings in this Bylaw are for guidance purposes and convenience only.
- 3.2 Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 3.3 In this Bylaw, a citation of or reference to any enactment of the Province of Alberta or of Canada, or of any other bylaw of the Municipality, is a citation of or reference to that enactment or bylaw as amended, whether amended before or after the commencement of the enactment or bylaw in which the citation or reference occurs.

### **4. Application**

- 4.1 This Bylaw shall govern the proceedings of Council.
- 4.2 This Bylaw shall govern the proceedings of council committees, subject to the following:

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This Consolidated Bylaw was authorized pursuant to Bylaw 1009, 2018 CAO Bylaw.**



- (a) a reference in this Bylaw to a “Councillor” is, in the context of a council committee meeting, deemed to include a member of the public who is appointed by Council as a member of that council committee;
  - (b) a rule or procedure established by this Bylaw that is specifically stated to apply to council committees, or to a specific council committee, shall prevail over a rule or procedure of more general application contained in this Bylaw; and
  - (c) a specific rule or procedure set out in a council committee’s governing bylaw shall, in the event of a conflict, prevail over a rule or procedure of more general application contained in this Bylaw.
- 4.3 When any matter relating to the proceedings of Council or council committees is not addressed in the Act or in this Bylaw, the provisions of the most recent version of Robert’s Rules of Order Newly Revised will govern the matter.
- 4.4 In the event of conflict between the provisions of this Bylaw and Robert’s Rules of Order Newly Revised, the provisions of this Bylaw shall prevail.

**PART 2**  
**COUNCIL AND COUNCIL COMMITTEE MEETINGS**

**5. Organizational Meeting of Council**

- 5.1 An organizational meeting of Council must be held annually within two weeks after the third Monday in October at a date and time set by Council, except in the year of a general election when the Chief Administrative Officer shall determine the date and time for the organizational meeting.
- 5.2 At or before the first organizational meeting of a Council term, all councillors must take the official oath prescribed by the *Oaths of Office Act* before dealing with any Council business.
- 5.3 At the organizational meeting, Council must by Resolution:
- (a) establish a Deputy Mayor roster for the following year whereby each councillor shall serve a 2 month term as Deputy Mayor on a rotational basis;
  - (b) make appointments to council committees and other agencies and boards to which a liaison is appointed, subject to any bylaw that provides for an alternate date for the making of appointments to a specific body; and
  - (c) deal with any other business described in the notice of the meeting.
- 5.4 Seating in the Council chambers shall be re-assigned immediately prior to each organizational meeting, with seat selection to occur via random draw conducted by the Chief Administrative Officer.

**6. Regular Meetings**

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

- 6.1 Regular meetings of Council will be held in the Council chambers at the municipal office on the first and third Tuesday of each month commencing at 7:00 pm, and on the second Tuesday of each month commencing at 1:00pm, unless cancelled by Resolution of Council. **Amended – Bylaw 1049, 2020, Adopted April 21, 2020.**
- 6.2 The schedule of regular meetings of Council will be posted on the municipal website and the date, time and location of special meetings of Council will be posted on the municipal website as soon as practicable after that information is available.
- 6.3 Council or the Chief Administrative Officer may reschedule a regular meeting of Council. **Amended – Bylaw 1049, 2020, Adopted April 21, 2020.**
- 6.4 The Agenda Review Committee has the authority to cancel an upcoming Council meeting if there are no emergent items or a limited number of agenda items. **Amended – Bylaw 1133, 2022, Adopted October 18, 2022.**
- 6.5 If there are changes to the date, time or place of a regular meeting, including cancellation, the Chief Administrative Officer must give at least 24 hours' notice of the change to all councillors and post the notice on the municipal website. **Amended – Bylaw 1049, 2020, Adopted April 21, 2020.**

## **7. Special Meetings**

- 7.1 The Chair may call a special meeting of Council at any time in accordance with section 194 of the Act. Where the Mayor receives a written request for a special meeting, stating its purpose, from a majority of the councillors, such meeting shall be scheduled within 7 days of receiving the request.
- 7.2 The date, time and location of a special meeting of Council will be posted on the municipal website as soon as practicable after that information is available.
- 7.3 If there are changes to the date, time or place of a special meeting, including cancellation, the Chief Administrative Officer must give at least 24 hours' notice of the change to all councillors and post the notice on the municipal website.

## **8. Council Committee Meetings**

- 8.1 Council committee meetings will be held at the call of the Chair of each respective council committee at the date, time and place set out in the public notice of the council committee meeting.

## **9. Chair**

- 9.1 The Mayor is the Chair of Council meetings. If the Mayor is absent the Deputy Mayor shall take the Chair. In the absence of the Mayor and the Deputy Mayor, the CAO shall begin the meeting by calling for a motion for the appointment of a Chair from among the councillors present.
- 9.2 The Chair of a council committee meeting is the person appointed as Chair in accordance with the provisions of the bylaw establishing the council committee. If the Chair is absent, and an

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acting Chair has not been appointed, then the meeting shall begin with a call for a motion for the appointment of a Chair from among the members present.

## 10. Quorum

- 10.1 As soon as there is a quorum after the time fixed for a meeting, the Chair shall call the meeting to order.
- 10.2 If there is no quorum within 15 minutes after the time set for the meeting, the names of the councillors present shall be recorded and no meeting will take place on that date.
- 10.3 If at any time during a meeting quorum is lost, the Chair shall call a recess and if quorum is not achieved again within 15 minutes, the meeting will be adjourned.
- 10.4 The agenda for an adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called before the next regular meeting to deal with the business of the adjourned meeting.

## 11. Attendance

- 11.1 If a councillor is unable to attend all or part of a meeting, including arriving after the start of a meeting or leaving before the meeting is adjourned, the councillor:
  - (a) must notify the Chief Administrative Officer and the Chair at least 24 hours in advance, or if exigent circumstances exist as soon as reasonably possible;
  - (b) must provide the general reason for the absence; and
  - (c) may request that the Chair announce the reason and expected duration of their absence during the meeting.

## 12. Electronic Participation at Meetings

- 12.1 No electronic participation shall be allowed in meetings. ***Amended – Bylaw 1148, 2023, Adopted March 28, 2023.***

## 13. Electronic Recordings and Devices

- 13.1 No member of the public may electronically record any portion of a Council or council committee meeting, unless a request is made prior to the commencement of the meeting and the Chair determines that electronic recording of the meeting by the public will be permitted.
- 13.2 All electronic devices must be in silent mode or turned off while a meeting is in progress.

**PART 3  
AGENDAS AND MINUTES**

**14. Agendas**

- 14.1 The agenda for each Council meeting shall be prepared by the Chief Administrative Officer in consultation with the Mayor and Deputy Mayor.
- 14.2 Any councillor may submit an item for consideration of placement on a future Council meeting agenda. A councillor who submits an item for consideration that is not placed on a Council meeting agenda retains the right to present the item at the next council meeting and have it added to the agenda if a majority of council agrees or serve a Notice of Motion to compel debate and voting on the matter at a future meeting.
- 14.3 The agenda for all regular meetings of Council shall contain the following matters in the order in which they are listed below:
- (a) Call to Order
  - (b) Adoption of Agenda
  - (c) Consent Agenda
  - (d) Adoption of Minutes
  - (e) Public Hearings
  - (f) Delegations
  - (g) Requests for Decision
  - (h) Council Member Reports
  - (i) Public Input Period
  - (j) Councillor Inquiries and Notice of Motions
  - (k) In Camera
  - (l) Adjournment
- 14.4 Once a meeting agenda has been published on the municipal website, it may only be modified by a Resolution when adopting the agenda at the meeting to which it applies.
- 14.5 The Chief Administrative Officer shall cause the regular meeting agenda and all associated reports, bylaws or other supporting documents to be provided first to all councillors and then posted on the municipal website, subject to any exceptions to public disclosure under the *Freedom of Information and Protection of Privacy Act*, on the Friday immediately preceding the

meeting to which the agenda relates. Supporting documentation that is received too late to be included with the agenda will be made available as soon as practicable thereafter.

## **15. Consent Agenda**

- 15.1 The consent agenda portion of a meeting shall be reserved for non-controversial or routine items that may be moved and voted on without debate as one item, regardless of the number of reports included, to adopt all of the recommendations contained in the respective reports.
- 15.2 A councillor may request for any item to be removed from the consent agenda and placed on to the agenda for debate. Such request must be made before voting occurs on the consent agenda.

## **16. Minutes of Meetings**

- 16.1 The Chief Administrative Officer shall, in accordance with section 208 of the Act, prepare or cause to be prepared minutes of each Council meeting and council committee meeting that include:
- (a) the type of meeting that was held, whether regular, special, or organizational;
  - (b) the date, hour and place of the meeting;
  - (c) the names of the councillors present at and absent from the meeting;
  - (d) the name of the Chair;
  - (e) the names of each member of Administration present at the meeting, including each person's title;
  - (f) an item that corresponds with every item on the agenda for that meeting;
  - (g) a Motion for each item on the agenda, as applicable;
  - (h) the names of members of the public who speak to an item;
  - (i) any abstentions made under the Act by any councillor and the reason for the abstention;
  - (j) the time of departure and return to the meeting of any councillor for any reason;
  - (k) the time the meeting is adjourned; and
  - (l) the signatures of the Chair and the Chief Administrative Officer.
- 16.2 At every regular meeting, the minutes of the previous regular meeting and any special meeting held more than 48 hours prior to the current meeting shall be considered for adoption.

**PART 4  
PUBLIC PARTICIPATION**

**17. Meetings in Public**

- 17.1 Subject to section 47, all Council and council committee meetings shall be open to the public and no person may be excluded except for improper conduct as determined by the Chair.
- 17.2 Only councillors, the CAO and persons authorized by the Chair are permitted to come within the enclosure formed by the councillor's chairs during a Council meeting.
- 17.3 Only councillors or other persons recognized by the Chair or by a majority vote of the councillors present shall be allowed to address Council during a meeting.

**18. Meetings Closed to the Public**

- 18.1 Council and council committees may, in accordance with section 197 of the Act, close all or part of a meeting to the public if a matter to be discussed falls within one of the exceptions to disclosure as set out in the *Freedom of Information and Protection of Privacy Act*.

**19. Conduct of the Public at Meetings**

- 19.1 During a meeting, members of the public must conduct themselves with proper decorum. The Chair may order any member of the public who disturbs the proceedings by words or actions or in any other manner to be expelled from the meeting.
- 19.2 The Chair may request the assistance of a peace officer if a person ordered expelled by the Chair does not leave the meeting voluntarily.

**20. Delegations**

- 20.1 A person may request to appear as a Delegation and make a presentation to Council, either on the person's own behalf or as a representative of a group or organization. The request must:
  - (a) be made in writing;
  - (b) include the name and contact information of the individual, and if applicable the group or organization, requesting to appear as a Delegation;
  - (c) clearly identify the reason or purpose of the request and provide a brief explanation of the subject to be addressed in the presentation; and
  - (d) be received by the Chief Administrative Officer.
- 20.2 Delegation requests will be reviewed by the Chief Administrative Officer, the Mayor and Deputy Mayor in preparing the agenda and the CAO shall notify the person requesting to appear as a Delegation whether the request has been:
  - (a) approved, and added to the meeting agenda;

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- (b) approved, but deferred to a subsequent meeting agenda;
- (c) referred to Administration, if the matter is considered to be operational in nature; or
- (d) refused, if the matter is not considered to fall within the jurisdiction of Council or is otherwise deemed improper, and the CAO shall so advise Council why the request was refused.

- 20.3 Council must not permit a Delegation to address a meeting of Council regarding a proposed bylaw in respect of which a Public Hearing has been or will be held, where the Public Hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- 20.4 The use of presentation slide decks, maps, videos and other similar materials is permitted in a Delegation presentation, provided that the materials are forwarded to the Chief Administrative Officer in advance of the meeting, and these materials become the property of the Municipality as part of the record of the proceedings.
- 20.5 Each presentation by a Delegation shall be limited to 15 minutes unless a longer period is agreed to by a vote of the councillors present at the meeting.
- 20.6 Upon being recognized by the Chair, a councillor may pose questions for clarification to a Delegation or the Chief Administrative Officer. Debate is not permitted at the Delegation stage.
- 20.7 Any question posed to Council by a Delegation may be referred to the Chief Administrative Officer and it is not required that Council provide a response at that time.

## **21. Public Input Period**

- 21.1 Public Input Period provides an opportunity for members of the public to make submissions to Council regarding municipal issues and for Council to receive submissions from members of the public for information or, where appropriate, for a subsequent response by either Council or Administration, as applicable. Members of Council shall limit their remarks to questions of clarification only recognizing that Public Input Period is reserved for members of the public to make submissions to Council. Debate of any kind is prohibited and shall be strictly enforced.
- 21.2 A person who makes submissions to Council during the Public Input Period must:
- (a) state their name and address for the record;
  - (b) confine their submissions to matters within the jurisdiction of Council;
  - (c) maintain proper decorum throughout their submissions; and
  - (d) speak for no more than 5 minutes.
  - (e) not speak on a topic in which they have spoken about within the last 3 months during Public Input.

***Amended - Bylaw 1187, 2024, Adopted May 28, 2024***

- 21.3 No written materials may be submitted, and no presentation slide decks, maps, videos or other similar materials may be used, during the Public Input Period.
- 21.4 Council must not permit a member of the public to address a meeting of Council during the Public Input Period regarding a proposed bylaw in respect of which a Public Hearing has been or will be held, where the Public Hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

## **22. Communications from the Public**

- 22.1 Written submissions from the public in response to an advertised Public Hearing must be received by the Chief Administrative Officer no later than 12:00 pm one week prior to the Public Hearing in order to be included in the Council agenda package and form part of the record of the Public Hearing. Written submissions must clearly identify the writer, including the writer's address, and must not be libelous, offensive or improper. Written submissions that are received after the deadline or that otherwise do not comply with this section will not be accepted.
- 22.2 Any written communication intended for Council that is not being submitted in response to an advertised Public Hearing shall be forwarded to the Chief Administrative Officer and must:
  - (a) identify the writer and the writer's contact information; and
  - (b) not be libelous, offensive or improper.

## **23. Responsibilities of the Chief Administrative Officer**

- 23.1 If the standards set out in section 61 are met and the Chief Administrative Officer determines the communication is within the governance authority of Council, the Chief Administrative Officer shall deliver a copy of the correspondence to all councillors within a reasonable time by one or more of the following means:
  - (a) personally;
  - (b) by leaving a hard copy in the councillor's mail slot at the municipal office;
  - (c) via email;
  - (d) including a copy of the correspondence in the agenda package for an upcoming Council meeting, subject to the *Freedom of Information and Protection of Privacy Act*.
- 23.2 If the standards set out in section 61 are met and the Chief Administrative Officer determines the communication is not within the governance authority of Council, the Chief Administrative Officer shall:
  - (a) refer the communication to Administration for a response to the writer and provide a copy of the original correspondence and the referral to the councillors; and
  - (b) take any other appropriate action on the communication.



23.3 If the standards set out in section 61 are not met, the Chief Administrative Officer may file the communication, without any action being taken, after advising Council of the CAO's determination and providing a brief explanation as to why the correspondence did not meet the standards.

## **24. Public Hearings**

24.1 The procedure for conducting a Public Hearing is as follows:

- (a) the Chair will declare the Public Hearing open and advise of the process to be followed;
- (b) Administration will be called upon to introduce the item and provide a brief overview;
- (c) members of the public who wish to speak to the item may present;
- (d) after each speaker has spoken, any councillor may ask the speaker questions;
- (e) once all speakers have spoken any councillor may ask Administration questions; and
- (f) once all questions have been addressed, the Chair will declare the Public Hearing closed or may adjourn the Public Hearing so that it may be resumed at a future date.

24.2 A Public Hearing must be closed prior to second reading of a bylaw.

24.3 All speakers are required to provide their name, address and a brief explanation of the nature of their interest in the matter, after which they will be allocated a maximum of 5 minutes to present their position.

24.4 At the discretion of the Chair, or a vote of the majority of the members of council present, the time limits for speaking may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views.

24.5 No written submissions from the public will be accepted at the Public Hearing, but a member of the public will be given the opportunity to make a verbal presentation by reading their written submission.

24.6 The use of presentation slide decks, maps, videos and other similar materials is permitted in a Public Hearing, provide that the materials are forwarded to the Chief Administrative Officer in advance of the Public Hearing, and these materials become the property of the Municipality as part of the record of the hearing.

## **PART 5 COUNCIL PROCEEDINGS**

## **25. Role of the Chair**

25.1 The Chair will preserve order and decorum and decide all questions relating to the orderly procedure of the meeting, subject to an immediate appeal by a councillor from any ruling.

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- 25.2 If a ruling of the Chair is appealed, the Chair will give concise reasons for the ruling and the councillor will be provided an opportunity to give concise reasons for the appeal, and Council will, without debate, determine by a show of hands whether to uphold or overturn the ruling. The Chair shall comply with the decision of the Council.
- 25.3 If the Chair wishes to leave the chair for any reason, the Chair must call on the Deputy Mayor, or in the Deputy Mayor's absence, the Acting Mayor, to preside.

## **26. Councillor Conduct**

- 26.1 During a meeting, a councillor must:
- (a) only speak after being recognized by the Chair;
  - (b) address the Chair when speaking;
  - (c) refrain from using crude, vulgar, profane or offensive language, or disturbing the orderly business of the meeting in any way;
  - (d) respect and follow all applicable procedural rules;
  - (e) respect and obey all rulings of the Chair except in the case of an appeal of a Chair's decision that is upheld by Council;
  - (f) refrain from leaving their seat or making any noise while a vote is being taken or the result declared;
  - (g) refrain from re-entering the meeting while the vote is being taken, if absent from the meeting due to pecuniary interest;
  - (h) refrain from interrupting other speakers, except to raise a Point of Order or a Point of Privilege;
  - (i) reflect upon any vote, except for the purpose of moving that the vote be reconsidered; and
  - (j) refrain from using any electronic device, except to access the meeting's agenda package electronically.
- 26.2 Councillors must make every attempt to remain in the Council chambers at all times during a meeting. If a Councillor must leave the Council chambers for a short time for personal reasons, the Councillor shall so indicate by a signal to the Chair which may be non-verbal, and upon acknowledgement by the Chair the councillor may leave the Council chambers while proceedings continue. In such case, the Chair shall avoid calling for a vote while the councillor is not present in the Council chambers and shall afford the councillor a reasonable time to return before any vote is taken.
- 26.3 If a councillor has temporarily left the meeting, other than for declaring a pecuniary interest, and a vote is about to be taken, the Chair shall recess the meeting for up to 10 minutes to allow

the councillor to return to the meeting to participate in the vote. If the councillor has not returned after 10 minutes, the Chair shall call the meeting back to order and the vote shall proceed.

## **27. Points of Order**

- 27.1 When a Point of Order is called, the councillor calling the Point of Order must identify the procedural deviation.
- 27.2 The Chair may call to order any councillor who is out of order.
- 27.3 When a councillor persists in a breach of order, after having been called to order by the Chair, the Chair may declare the breach and name the offending councillor.
- 27.4 Unless the councillor who has been named by the Chair immediately apologizes for the breach and withdraws any objectionable statements, the Chair shall direct that the notation of the declaration of the breach and naming of the councillor be noted in the minutes.

## **28. Motions**

- 28.1 A Motion relating to a matter not within the jurisdiction of Council is not in order.
- 28.2 A recommendation in a report does not constitute a Motion until a councillor has formally moved it.
- 28.3 A Motion does not require a seconder.
- 28.4 Once a Motion has been moved and accepted by the Chair, it may only be withdrawn with the consent of the majority of councillors present at the meeting.
- 28.5 The mover of the Motion may speak and vote for or against the Motion and once all councillors present have had the opportunity to speak to the motion the mover is entitled to speak in closing on the motion immediately prior to the vote.
- 28.6 Unless otherwise specified in this Bylaw, a Motion is passed when a majority of councillors participating in the meeting and entitled to vote have voted in favour of the Motion. A Motion put to a vote and not passed is defeated and does not result in a Resolution.
- 28.7 A matter not amounting to a Motion that is put to a vote of the Council in the same manner as a Motion, such as an appeal of a ruling of the Chair on a Point of Order, becomes an act of the Council if a majority of councillors present indicate support for it.
- 28.8 The Chair may participate in debate and vote on matters before Council, without relinquishing the Chair.
- 28.9 All councillors must be provided with an opportunity to speak to a Motion before any councillor is permitted to speak to the Motion a second or subsequent time.

28.10 Any councillor may require a Motion under debate to be re-read at any time during the debate if the Motion is not electronically displayed in the Council chambers but must not interrupt a speaker to do so.

28.11 When a Motion is under debate, no other Motion shall be made except to:

- (a) table, which means to cease discussion on the current topic to address another matter that the Councillor considers to be of greater urgency. A Motion to table is not debatable. If a Motion to table is passed, the Motion under debate is no longer debatable and a Motion to “lift from the table” is required to resume consideration of the matter. If not lifted from the table during the same Meeting, a tabled Motion expires at the end of that Meeting;
- (b) call for the question, which means to close debate and ask that a vote be taken on the Motion under debate. A Motion to call for the question is not debatable but is only in order if all councillors have had an opportunity to speak to the Motion under debate. If a Motion to call for the question is in order and passes, the Chair must put the Motion under debate to an immediate vote;
- (c) refer, which means to redirect a matter under consideration to another party, such as Administration or a Council committee. A Motion to refer must include instructions to the referral body and is debatable;
- (d) defer, which means to temporarily set aside a Motion under debate to a future Meeting. A Motion to defer must identify a timeline for the matter to be brought back to Council and is debatable;
- (e) amend, which means to modify the wording of a motion. An amending motion is debatable;
- (f) move In Camera; or
- (g) reconvene in public.

## 29. Amending Motions

29.1 A councillor may only amend the councillor’s own Motion for the purpose of clarifying the Motion’s intent without affecting the substance of the Motion. The Chair may accept such a “friendly amendment” upon putting a request to that effect to the meeting and if no other councillor objects. A councillor may also propose such a “friendly amendment” to another councillor’s Motion, which may be accepted by the Chair if the other councillor agrees and no councillor objects.

29.2 A proposed amendment to a Motion under debate that changes the Motion under debate in any substantive way must take the form of a Motion to amend and is debatable. A Motion to amend must be relevant to the subject matter of the Motion under debate and must not propose a direct negative of the Motion under debate.

- 29.3 Only one amendment to the main Motion under debate may be before the meeting at any time, but a Motion to amend the proposed amendment may be before the meeting at the same time.
- 29.4 When a Motion to amend is on the floor, councillors may debate only the proposed amendment, not the main Motion under debate to which the amendment pertains.
- 29.5 An amendment to an amendment, if any, shall be voted upon before the Motion to amend. If no other amendment to the Motion to amend is proposed, the Motion to amend shall then be voted upon. Only after all Motions to amend have been put to a vote shall the main Motion under debate be put to a vote.

### **30. Splitting Motions**

- 30.1 When a Motion under debate contains distinct propositions, at the request of any councillor on a Point of Order, the Chair shall call for separate votes on each proposition.

### **31. Voting Procedures**

- 31.1 Votes on all Motions must be taken as follows:
- (a) the Chair will ensure that the Motion to be voted upon is clear by either:
    - i. confirming that the Motion is viewable by councillors, either in hard copy or electronically; or
    - ii. by restating the Motion verbatim immediately prior to the vote.
  - (b) councillors must:
    - i. vote by show of hands; or
    - ii. vote verbally by stating “yes” or “no” to the Motion if participating via teleconference or other electronic means.
  - (c) The Chair will announce the result of the vote.
- 31.2 Once a vote has been called, no councillor will be given an opportunity to speak to the matter.
- 31.3 After the Chair declares the result of a vote, councillors may not change their votes.

### **32. Reconsideration**

- 32.1 After a Motion has been voted upon, but before the meeting is adjourned, any councillor who voted with the prevailing side may move for reconsideration of a previous Motion.
- 32.2 Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.
- 32.3 If a motion to reconsider a previous Motion is passed, such reconsideration shall become the next order of business despite the agenda for the meeting.

- 32.4 A councillor who voted with the prevailing side on a Motion may serve notice of intention to bring a Motion for reconsideration at a subsequent Council meeting; however, a motion for reconsideration is out of order if the original Motion has already been acted upon irrevocably.

### **33. Councillor Inquiries**

- 33.1 At the designated time during a Council meeting, a councillor may request information from the Chief Administrative Officer about the operation or administration of the Municipality:
- (a) verbally, if the councillor does not require a written response; or
  - (b) in writing, if the councillor requires a written response.
- 33.2 If the Chief Administrative Officer is unable to answer the request for information at the meeting, the CAO will endeavour to provide a response at the next regular meeting unless additional time is required to compile the requested information.
- 33.3 If the information requested by a councillor is not readily available and additional financial or other resources will be required in order to respond to a councillor's request for information then a Resolution of Council is required to approve such allocation of resources.

### **34. Notice of Motion**

- 34.1 During each regular meeting of Council, the Chair will ask all councillors present if they wish to provide notice of a Motion to be made at a subsequent meeting.
- 34.2 A Notice of Motion must:
- (a) be given at a regular Council meeting held at least 7 calendar days prior to the Council meeting at which the councillor intends to make the Motion introducing the new matter;
  - (b) be given in writing to all councillors present and to the Chief Administrative Officer;
  - (c) include the complete, precise text of the Motion to be considered; and
  - (d) state the date of the Council meeting at which the Motion will be made.
- 34.3 The giving of a Notice of Motion is not debatable and the Motion, precisely as stated in the Notice of Motion, will then appear on the applicable Council agenda.
- 34.4 A Notice of Motion can be withdrawn at any time in writing to all councillors. A copy of the withdrawal shall also be given to the Chief Administrative Officer.

**35. Adjournment**

35.1 A Motion to adjourn the Meeting is always in order except:

- (a) when another councillor has the floor;
- (b) when a vote on a Motion has been called for but not yet taken; or
- (c) when a vote on a Motion is in progress or has been completed but the Chair has not yet declared the results of the vote.

35.2 A Motion to adjourn the Meeting shall be put without comment or debate.

**36. Repeal**

36.1 Bylaw No. 923, 2015 and all amendments thereto are repealed.

**37. Coming into Force**

37.1 This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

READ a **first** time in council this 07 day of January 2020.

READ a **second** time in council this 21 day of January 2020.

READ a **third and final** time in council this 21 day of January 2020.

*Original Signed*

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Blair Painter  
Mayor

*Original Signed*

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Patrick Thomas  
Chief Administrative Officer



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** December 10, 2024

**Agenda #:** 7.c

**Subject:** 2024 Q3 Financial Report

**Recommendation:** That Council receive the 2024 Q3 Financial Report for Information.

**Executive Summary:**

The third quarter financial statements, for the nine months ending September 30, 2024, has been attached for Council's review.

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

Administration brings forward financial information for Council's review.

**Discussion:**

This is the third quarterly report for the 2024 budget year. In general, the Municipality should be at 75 percent spend. The operating report is broken down by Object Type, Department Summary, followed by each department breakdown. Some revenue and expenses occur at specific points in time. On the revenue side, Property Taxes are the largest source of revenue and are recorded in June. From an expenditure side there are several one time expenses that occur at specific points in time. Examples are: Insurance and Grants to Organizations which are paid in full early in the year (January/February). While Transfers to Reserves and Interdepartmental Transfers happen in December. Overall, the Municipality has received 87 percent of the annual revenues and spent 69 percent of the expenses (note projects to be funded from reserves are included in the budget category under revenue transfer from reserve as well as budgeted in expense codes Contract Services and Operations). The actual expenses are tracked outside of the operating accounts and are within a capital project module.

**Revenue Variances:**

ASFF Taxes

- At the time of budget The School amount is not known, the Province provides the amount they need. There is a corresponding payment under requisitions.

Conditional Grant

- CIP Waste Water (FWWTP) to be transferred to Capital \$390,000 and will be transferred to



Capital at end of year.

- LGFF (MSI) grant funding has not been received to date.

#### Donations

- Finance donation Suncor for Teton School Project \$44,737 Community Services Rec Program Fit for Life \$12,353 Green Space funds carried forward from 2023 \$21,257.

#### Franchise Fees

- Gas receive funds quarterly have only received Q2 \$308,293.
- Power receives funds monthly and to date have received 8 months of revenue \$564,142.
- With subsequent funding received and projecting the last quarter (Gas) and two months for Electricity based on 2023 amounts received projected to be at \$1,365,489.

#### Interest and Penalties

- Property Tax Prior interest charges (Budget \$30,000) actual \$20,452 with October penalties being \$3,201. Property Tax Current (Budget \$120,000) Penalties are applied July 7%, August 6%, and September 5% actual charges are \$124,072. Utility bill monthly charges (Budget \$25,000) actual \$22,762.

#### Investment Interest

- Rebate Dividend Health and Safety WCB Rebate \$6,170
- General Government Long Term Investment Budget \$100,000 actual \$106,092
- Finance Bank Acct Interest Short Term Budget \$315,000 actual \$473,011

#### Licenses and Fees

- Development and Trade Permits and Land Rent \$363,081.
- Enforcement Fines Budget \$160,000 Actual \$117,147
- Finance Business Licenses Budget \$142,400 actual \$155,019

#### Other Revenue/Recovery

- Council CNP Waste remuneration \$2,677
- Culture Library wage recovery \$98,705
- Finance CRA prior year credit \$66,621
- Fire Services Hazmat training \$2,250 Billable Response time \$20,012
- DEO Wage recovery for staff called to Jasper Fire, and CUPE Business. \$5,300, Water install \$19,489, Vehicle sale \$77,450

#### Rental Income

- Culture lease Bellevue Senior \$1,264 Coleman Senior \$1,264
- Development (Muni Land Rental) \$67,503 (Trailer Park and Communication Towers)
- Community Services Facility Rental \$92,742; Facility Lease \$124,435 billed at start of year.
- Pool Facility Rental \$7,962
- Ski Hill Facility and Equipment Rental \$20,349 and \$23,416.

#### Sale of Goods and Services

- Utilities monthly billing for Water, Sewer, Garbage and Recycle \$3,200,786 with a budget of \$4,293,7385
- Pool sales \$99,141 compared to budget of \$100,000 this is final for the year.
- Development and Trades - Land sales \$111,045 compared to a budget of \$50,000

#### Transfer from Reserve

- The majority of the transfers from reserve will happen in the final quarter of the year as expenses have been paid.
- Most of the transfers from reserve relate to capital projects.

#### Expense Variance

#### Administration

- Administration Resides in all departments, largest variance is CAO legal fees are down Budget \$200,000 actual \$80,043.

#### Contract Services

- Community Services new initiatives \$875,000 of which \$810,000 are capital projects and costs are tracked in capital program.
- Development - Facilities new initiatives \$724,000 (\$650,000 MDM windows on hold)
- Transportation new initiatives \$690,000 work commenced completed in the fall and are capital projects and costs are tracked in capital program.
- Finance - one time cost for Hazardous material assessment \$41,125
- IT server upgrade \$28k realignment of budget and expenses to occur between contract services and operations.
- Pool pipe repair required \$7,989.
- Ski Hill new initiative Snow Gun Purchase deposit \$58,538 to be moved to capital
- Protective services enhanced policing billing to come at end of year. Budget \$373,845 billed \$96,955.

#### Grants to Organizations

- FCSS give out quarterly or semiannual
- Council one time grant given to United Riders - Brush Truck \$49,143.
- Culture Category 1, 2 and 3 given out at beginning of year \$436,511
- General Government - Senior housing grant paid in full \$362,500

#### Operations

- Overall on track
- \$289,200 relates to capital initiatives included in budget amount with costs being tracked within capital program.

#### Rebates

- General Government Senior Property Tax Rebate (budget \$34,000) paid \$ 32,175. Seniors can submit up to December 15th each year so additional may still come in.

#### Repairs and Maintenance

- Overall on track

#### Requisitions

- General Government ASFF paid quarterly. Correction was made by Province on the September bill on schedule.
- No requisition was received from Senior Housing.

#### Salaries, Wages and Benefits

- Overall on track

#### Service Charges and Interest

- On Track as majority of costs are long term debt interest.

#### Waste Disposal

- Utilities Sewer Land fill tipping fees sludge (Budget \$30,000) actual \$34,959
- Solid Waste Collection Tipping Fees (budget \$145,000) actual \$129,339.

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

N/A

#### **Financial Impacts:**

The Municipality is on track to be within budget by year end.

**Attachments:**

[BudgetVSActualYTD - gl category final.pdf](#)

[IncomeStatement Department Breakdown.pdf](#)

[Questica Department breakdown by category.pdf](#)

# Actual vs Budget by GL Type

January 2024 To September 2024 (9 Months)

Income Statement

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- ASFF Taxes	3,160,000	3,503,346	343,346	10.87%
- Conditional Grants	446,638	585,872	139,234	31.17%
- DIP Taxes	4,666	-	(4,666)	-100.00%
- Donations	15,200	83,773	68,573	451.14%
- Franchise Fees	1,360,000	872,435	(487,565)	-35.85%
- Gain/Loss on Disposal	-	(11,884)	(11,884)	-100.00%
- Inter-Department Revenues	630,464	-	(630,464)	-100.00%
- Interest and Penalties	175,000	167,286	(7,714)	-4.41%
- Investments Interests	415,000	585,273	170,273	41.03%
- Licenses and Fees	636,600	658,761	22,161	3.48%
- Other Revenues and Cost Recoveries	234,000	314,929	80,929	34.58%
- Property Taxes	11,565,802	11,910,368	344,566	2.98%
- Rental Income	390,404	356,953	(33,451)	-8.57%
- Sale of Goods and Services	5,087,117	4,058,039	(1,029,078)	-20.23%
- Seniors Housing Taxes	-	-	-	0.00%
- Transfers from Reserves	2,686,200	138,424	(2,547,776)	-94.85%
<b>Total Revenues</b>	<b>26,807,091</b>	<b>23,223,574</b>	<b>(3,583,516)</b>	<b>-13.37%</b>
- Administration	677,307	401,512	(275,795)	-40.72%
- Contracted Services	5,188,155	2,535,210	(2,652,945)	-51.13%
- DIP Requisition	4,700	4,971	271	5.76%
- Grants to Organizations	946,730	993,014	46,284	4.89%
- Inter-Department Expenses	630,465	665	(629,800)	-99.89%
- Operations	5,000,715	3,291,049	(1,709,666)	-34.19%
- Rebates	54,000	39,942	(14,058)	-26.03%
- Repairs and Maintenance	315,200	218,382	(96,818)	-30.72%
- Requisitions	3,160,000	2,629,135	(530,865)	-16.80%
- Salaries, Wages and Benefits	8,053,358	5,827,261	(2,226,097)	-27.64%
- Service Charges and Interest	454,423	324,397	(130,026)	-28.61%
- Transfer to Reserves	1,536,336	1,640,132	103,796	6.76%
- Waste Disposal	175,000	164,298	(10,702)	-6.12%
<b>Total Expenses</b>	<b>26,196,389</b>	<b>18,069,968</b>	<b>(8,126,421)</b>	<b>-31.02%</b>
<b>Net Total</b>	<b>610,702</b>	<b>5,153,607</b>	<b>4,542,904</b>	<b>743.88%</b>

# Municipality of Crowsnest Pass - By Department

## Income Statement

9 months ending September 30th, 2024

	2024 Budget	2024 Actuals	\$ Variance	% Variance
CAO Office	-	13,837	13,837	100.0
Community Services	1,443,342	526,838	(916,504)	(63.5)
Corporate Services	-	12,685	12,685	100.0
Council	-	51,820	51,820	100.0
Culture	138,400	111,887	(26,513)	(19.2)
Development, Engineering & Operations	6,812,902	4,423,977	(2,388,925)	(35.1)
Finance	706,900	755,523	48,623	6.9
General Government	16,365,468	16,560,288	194,820	1.2
Pass Pool	135,700	129,990	(5,710)	(4.2)
Pass Powder Keg Ski Hill	734,600	483,131	(251,469)	(34.2)
Protective Services	469,779	153,598	(316,181)	(67.3)
<b>Total Revenues</b>	<b>26,807,091</b>	<b>23,223,574</b>	<b>(3,583,516)</b>	<b>(13.4)</b>
CAO Office	976,401	622,651	(353,751)	(36.2)
Community Services	3,045,870	1,675,523	(1,370,347)	(45.0)
Corporate Services	820,312	624,431	(195,881)	(23.9)
Council	348,022	271,999	(76,022)	(21.8)
Culture	706,940	647,927	(59,013)	(8.3)
Development, Engineering & Operations	11,133,087	7,057,026	(4,076,062)	(36.6)
Finance	1,675,680	1,375,670	(300,010)	(17.9)
General Government	3,826,646	3,281,993	(544,653)	(14.2)
Pass Pool	388,726	383,360	(5,366)	(1.4)
Pass Powder Keg Ski Hill	1,269,176	910,031	(359,145)	(28.3)
Protective Services	2,005,528	1,219,355	(786,173)	(39.2)
<b>Total Expenses</b>	<b>26,196,389</b>	<b>18,069,968</b>	<b>(8,126,421)</b>	<b>(31.0)</b>
<b>Net Income</b>	<b>610,702</b>	<b>5,153,607</b>	<b>4,542,905</b>	<b>743.9</b>

# Actual vs Budget Year To Date by Department

Department CAO Office

January 2024 To September 2024 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	-	13,837	13,837	100.00%
- Transfers from Reserves	-	-	-	0.00%
<b>Total Revenues</b>	-	13,837	13,837	100.00%
- Administration	249,900	101,475	(148,425)	-59.39%
- Contracted Services	115,000	77,102	(37,898)	-32.95%
- Grants to Organizations	-	-	-	0.00%
- Operations	20,500	2,025	(18,475)	-90.12%
- Salaries, Wages and Benefits	544,522	395,570	(148,952)	-27.35%
- Transfer to Reserves	46,479	46,479	-	0.00%
<b>Total Expenses</b>	976,401	622,651	(353,750)	-36.23%
<b>Net Total</b>	<b>(976,401)</b>	<b>(608,813)</b>	<b>367,588</b>	<b>-37.65%</b>

# Actual vs Budget Year To Date by Department

Department Community Services

January 2024 To September 2024 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	205,138	155,466	(49,672)	-24.21%
- Donations	15,200	38,536	23,336	153.52%
- Gain/Loss on Disposal	-	-	-	0.00%
- Inter-Department Revenues	-	-	-	0.00%
- Licenses and Fees	3,000	-	(3,000)	-100.00%
- Other Revenues and Cost Recoveries	11,000	3,069	(7,931)	-72.10%
- Rental Income	254,504	224,500	(30,004)	-11.79%
- Sale of Goods and Services	114,500	89,007	(25,493)	-22.26%
- Transfers from Reserves	840,000	16,260	(823,740)	-98.06%
<b>Total Revenues</b>	<b>1,443,342</b>	<b>526,838</b>	<b>(916,504)</b>	<b>-63.50%</b>
- Administration	32,680	16,320	(16,360)	-50.06%
- Contracted Services	1,076,400	234,899	(841,501)	-78.18%
- Grants to Organizations	91,000	58,360	(32,640)	-35.87%
- Inter-Department Expenses	-	-	-	0.00%
- Operations	659,600	457,757	(201,843)	-30.60%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	41,900	7,744	(34,156)	-81.52%
- Salaries, Wages and Benefits	1,024,015	781,862	(242,153)	-23.65%
- Service Charges and Interest	34,627	32,933	(1,694)	-4.89%
- Transfer to Reserves	85,648	85,648	-	0.00%
<b>Total Expenses</b>	<b>3,045,870</b>	<b>1,675,523</b>	<b>(1,370,347)</b>	<b>-44.99%</b>
<b>Net Total</b>	<b>(1,602,528)</b>	<b>(1,148,644)</b>	<b>453,843</b>	<b>-28.32%</b>

# Actual vs Budget Year To Date by Department

Department Corporate Services

January 2024 To September 2024 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	-	-	-	0.00%
- Investments Interests	-	6,170	6,170	100.00%
- Other Revenues and Cost Recoveries	-	165	165	100.00%
- Sale of Goods and Services	-	6,350	6,350	100.00%
- Transfers from Reserves	-	-	-	0.00%
<b>Total Revenues</b>	-	12,685	12,685	100.00%
- Administration	68,927	47,341	(21,586)	-31.32%
- Contracted Services	6,500	7,259	759	11.67%
- Operations	128,100	83,377	(44,723)	-34.91%
- Salaries, Wages and Benefits	567,247	430,746	(136,501)	-24.06%
- Transfer to Reserves	49,538	55,708	6,170	12.45%
<b>Total Expenses</b>	820,312	624,431	(195,881)	-23.88%
<b>Net Total</b>	<b>(820,312)</b>	<b>(611,746)</b>	<b>208,566</b>	<b>-25.43%</b>



# Actual vs Budget Year To Date by Department

Department Council

January 2024 To September 2024 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	-	2,677	2,677	100.00%
- Transfers from Reserves	-	49,143	49,143	100.00%
<b>Total Revenues</b>	-	51,820	51,820	100.00%
- Administration	29,700	19,628	(10,072)	-33.91%
- Contracted Services	-	-	-	0.00%
- Grants to Organizations	-	49,143	49,143	100.00%
- Operations	2,000	488	(1,512)	-75.61%
- Salaries, Wages and Benefits	299,749	186,168	(113,581)	-37.89%
- Transfer to Reserves	16,573	16,573	-	0.00%
<b>Total Expenses</b>	348,022	271,999	(76,023)	-21.84%
<b>Net Total</b>	<b>(348,022)</b>	<b>(220,179)</b>	<b>127,843</b>	<b>-36.73%</b>

# Actual vs Budget Year To Date by Department

Department Culture

January 2024 To September 2024 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Gain/Loss on Disposal	-	-	-	0.00%
- Licenses and Fees	-	-	-	0.00%
- Other Revenues and Cost Recoveries	136,000	98,705	(37,295)	-27.42%
- Rental Income	2,400	13,182	10,782	449.24%
- Sale of Goods and Services	-	-	-	0.00%
- Transfers from Reserves	-	-	-	0.00%
<b>Total Revenues</b>	<b>138,400</b>	<b>111,887</b>	<b>(26,513)</b>	<b>-19.16%</b>
- Administration	51,000	5,992	(45,008)	-88.25%
- Contracted Services	136,000	96,105	(39,895)	-29.33%
- Grants to Organizations	493,230	523,011	29,781	6.04%
- Operations	26,710	22,736	(3,974)	-14.88%
- Repairs and Maintenance	-	83	83	100.00%
- Salaries, Wages and Benefits	-	-	-	100.00%
- Transfer to Reserves	-	-	-	0.00%
<b>Total Expenses</b>	<b>706,940</b>	<b>647,927</b>	<b>(59,013)</b>	<b>-8.35%</b>
<b>Net Total</b>	<b>(568,540)</b>	<b>(536,041)</b>	<b>32,499</b>	<b>5.72%</b>

# Actual vs Budget Year To Date by Department

Department Development, Engineering & Operations

January 2024 To September 2024 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	-	397,626	397,626	100.00%
- Donations	-	-	-	0.00%
- Gain/Loss on Disposal	-	25,377	25,377	100.00%
- Inter-Department Revenues	630,464	-	(630,464)	-100.00%
- Licenses and Fees	306,700	363,771	57,071	18.61%
- Other Revenues and Cost Recoveries	-	102,242	102,242	100.00%
- Rental Income	52,000	67,503	15,503	29.81%
- Sale of Goods and Services	4,375,738	3,416,434	(959,304)	-21.92%
- Transfers from Reserves	1,448,000	51,024	(1,396,976)	-96.48%
<b>Total Revenues</b>	<b>6,812,902</b>	<b>4,423,977</b>	<b>(2,388,925)</b>	<b>-35.06%</b>
- Administration	79,850	62,354	(17,496)	-21.91%
- Contracted Services	2,902,500	1,344,807	(1,557,693)	-53.67%
- Grants to Organizations	-	-	-	0.00%
- Inter-Department Expenses	573,728	-	(573,728)	-100.00%
- Operations	2,682,900	1,918,580	(764,320)	-28.49%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	238,000	196,053	(41,947)	-17.62%
- Salaries, Wages and Benefits	3,280,822	2,262,442	(1,018,380)	-31.04%
- Service Charges and Interest	322,082	132,661	(189,421)	-58.81%
- Transfer to Reserves	878,205	975,831	97,626	11.12%
- Waste Disposal	175,000	164,298	(10,702)	-6.12%
<b>Total Expenses</b>	<b>11,133,087</b>	<b>7,057,026</b>	<b>(4,076,061)</b>	<b>-36.61%</b>
<b>Net Total</b>	<b>(4,320,185)</b>	<b>(2,633,049)</b>	<b>1,687,136</b>	<b>25.94%</b>

# Actual vs Budget Year To Date by Department

Department Finance

January 2024 To September 2024 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	240,000	-	(240,000)	-100.00%
- Donations	-	44,737	44,737	100.00%
- Gain/Loss on Disposal	-	650	650	100.00%
- Investments Interests	315,000	473,011	158,011	50.16%
- Licenses and Fees	151,900	168,403	16,503	10.86%
- Other Revenues and Cost Recoveries	-	68,181	68,181	100.00%
- Sale of Goods and Services	-	541	541	100.00%
- Transfers from Reserves	-	-	-	0.00%
<b>Total Revenues</b>	<b>706,900</b>	<b>755,523</b>	<b>48,623</b>	<b>6.88%</b>
- Administration	131,650	113,936	(17,714)	-13.46%
- Contracted Services	307,200	399,056	91,856	29.90%
- Grants to Organizations	-	-	-	0.00%
- Operations	426,700	211,683	(215,017)	-50.39%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	-	-	-	0.00%
- Salaries, Wages and Benefits	704,335	474,076	(230,259)	-32.69%
- Service Charges and Interest	26,000	97,123	71,123	273.31%
- Transfer to Reserves	79,795	79,795	-	0.00%
<b>Total Expenses</b>	<b>1,675,680</b>	<b>1,375,669</b>	<b>(300,011)</b>	<b>-17.90%</b>
<b>Net Total</b>	<b>(968,780)</b>	<b>(620,146)</b>	<b>348,634</b>	<b>-35.99%</b>

# Actual vs Budget Year To Date by Department

Department General Government

January 2024 To September 2024 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- ASFF Taxes	3,160,000	3,503,346	343,346	10.87%
- Conditional Grants	-	-	-	0.00%
- DIP Taxes	4,666	-	(4,666)	-100.00%
- Donations	-	-	-	0.00%
- Franchise Fees	1,360,000	872,435	(487,565)	-35.85%
- Gain/Loss on Disposal	-	-	-	0.00%
- Interest and Penalties	175,000	167,286	(7,714)	-4.41%
- Investments Interests	100,000	106,092	6,092	6.09%
- Licenses and Fees	-	400	400	100.00%
- Other Revenues and Cost Recoveries	-	360	360	100.00%
- Property Taxes	11,565,802	11,910,368	344,566	2.98%
- Sale of Goods and Services	-	-	-	0.00%
- Seniors Housing Taxes	-	-	-	0.00%
- Transfers from Reserves	-	-	-	0.00%
<b>Total Revenues</b>	<b>16,365,468</b>	<b>16,560,288</b>	<b>194,820</b>	<b>1.19%</b>
- Contracted Services	-	-	-	0.00%
- DIP Requisition	4,700	4,971	271	5.76%
- Grants to Organizations	362,500	362,500	-	0.00%
- Operations	-	-	-	0.00%
- Rebates	54,000	39,942	(14,058)	-26.03%
- Requisitions	3,160,000	2,629,135	(530,865)	-16.80%
- Salaries, Wages and Benefits	-	-	-	0.00%
- Service Charges and Interest	-	-	-	0.00%
- Transfer to Reserves	245,446	245,446	-	0.00%
<b>Total Expenses</b>	<b>3,826,646</b>	<b>3,281,993</b>	<b>(544,653)</b>	<b>-14.23%</b>
<b>Net Total</b>	<b>12,538,822</b>	<b>13,278,295</b>	<b>739,473</b>	<b>5.90%</b>

# Actual vs Budget Year To Date by Department

Department Pass Pool

January 2024 To September 2024 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	-	590	590	100.00%
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	2,500	300	(2,200)	-88.00%
- Rental Income	9,000	7,962	(1,038)	-11.53%
- Sale of Goods and Services	100,000	99,141	(859)	-0.86%
- Transfers from Reserves	24,200	21,997	(2,203)	-9.10%
<b>Total Revenues</b>	<b>135,700</b>	<b>129,990</b>	<b>(5,710)</b>	<b>-4.21%</b>
- Administration	5,700	9,587	3,887	68.20%
- Contracted Services	15,260	25,601	10,341	67.77%
- Inter-Department Expenses	-	665	665	100.00%
- Operations	95,300	88,349	(6,951)	-7.29%
- Repairs and Maintenance	8,400	521	(7,879)	-93.80%
- Salaries, Wages and Benefits	218,911	225,698	6,787	3.10%
- Service Charges and Interest	29,136	16,920	(12,216)	-41.93%
- Transfer to Reserves	16,019	16,019	-	0.00%
<b>Total Expenses</b>	<b>388,726</b>	<b>383,360</b>	<b>(5,366)</b>	<b>-1.38%</b>
<b>Net Total</b>	<b>(253,026)</b>	<b>(253,370)</b>	<b>(344)</b>	<b>0.14%</b>

# Actual vs Budget Year To Date by Department

Department Pass Powder Keg Ski Hill

January 2024 To September 2024 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Licenses and Fees	-	-	-	0.00%
- Other Revenues and Cost Recoveries	12,500	1,629	(10,871)	-86.97%
- Rental Income	72,500	43,765	(28,735)	-39.63%
- Sale of Goods and Services	490,600	437,737	(52,864)	-10.78%
- Transfers from Reserves	159,000	-	(159,000)	-100.00%
<b>Total Revenues</b>	<b>734,600</b>	<b>483,131</b>	<b>(251,469)</b>	<b>-34.23%</b>
- Administration	10,125	9,110	(1,015)	-10.02%
- Contracted Services	56,450	117,306	60,856	107.81%
- Inter-Department Expenses	-	-	-	0.00%
- Operations	480,705	263,725	(216,980)	-45.14%
- Repairs and Maintenance	25,600	13,982	(11,618)	-45.38%
- Salaries, Wages and Benefits	636,430	443,859	(192,571)	-30.26%
- Service Charges and Interest	7,000	9,182	2,182	31.18%
- Transfer to Reserves	52,866	52,866	-	0.00%
<b>Total Expenses</b>	<b>1,269,176</b>	<b>910,031</b>	<b>(359,145)</b>	<b>-28.30%</b>
<b>Net Total</b>	<b>(534,576)</b>	<b>(426,901)</b>	<b>107,675</b>	<b>-20.14%</b>

# Actual vs Budget Year To Date by Department

Department Protective Services

January 2024 To September 2024 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
- Conditional Grants	1,500	32,190	30,690	2,046.00%
- Donations	-	500	500	100.00%
- Gain/Loss on Disposal	-	(37,911)	(37,911)	-100.00%
- Licenses and Fees	175,000	126,187	(48,813)	-27.89%
- Other Revenues and Cost Recoveries	72,000	23,762	(48,238)	-67.00%
- Rental Income	-	40	40	100.00%
- Sale of Goods and Services	6,279	8,830	2,550	40.62%
- Transfers from Reserves	215,000	-	(215,000)	-100.00%
<b>Total Revenues</b>	<b>469,779</b>	<b>153,598</b>	<b>(316,181)</b>	<b>-67.30%</b>
- Administration	17,775	15,769	(2,006)	-11.28%
- Contracted Services	572,845	233,074	(339,771)	-59.31%
- Grants to Organizations	-	-	-	0.00%
- Inter-Department Expenses	56,736	-	(56,736)	-100.00%
- Operations	478,200	242,329	(235,871)	-49.32%
- Repairs and Maintenance	1,300	-	(1,300)	-100.00%
- Salaries, Wages and Benefits	777,327	626,839	(150,488)	-19.36%
- Service Charges and Interest	35,578	35,578	-	0.00%
- Transfer to Reserves	65,767	65,767	-	0.00%
<b>Total Expenses</b>	<b>2,005,528</b>	<b>1,219,355</b>	<b>(786,173)</b>	<b>-39.20%</b>
<b>Net Total</b>	<b>(1,535,749)</b>	<b>(1,065,758)</b>	<b>469,991</b>	<b>-30.60%</b>