



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, January 21, 2025 at 1:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

3.a Crowsnest Cando - Request for a Letter of Support of January 7, 2025

3.b Brandy Fehr, Community Futures - Request for a Letter of Support of December 16, 2024

**4. ADOPTION OF MINUTES**

4.a Minutes of the Council Meeting of January 14, 2025

**5. PUBLIC HEARINGS**

**6. DELEGATIONS**

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

**7. REQUESTS FOR DECISION**

7.a Bylaw 1207, 2024 - Land Use Bylaw Amendment - Redesignation of Block A, Plan 2411511 and Block B, Plan 2411512, containing  $\pm 0.053$  ha (0.13 acres) within two certificates of title, from no zoning (former road) to Residential – R-1 - *First Reading*

7.b Service Areas Update

7.c Rural Municipalities of Alberta (RMA) Spring Convention Attendees

7.d Category 3 Grant Request for CNP-W Coal Reunion 125th Anniversary of Coal Mining

**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 Personal Privacy - Committee Member Resignation - *FOIP Act Section 17*

**12. ADJOURNMENT**



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** January 21, 2025

**Agenda #:** 3.a

**Subject:** Crowsnest Cando - Request for a Letter of Support of January 7, 2025

**Recommendation:** That Council accept the Crowsnest Cando - Request for a Letter of Support for an Application to Co-Op Community Spaces Funding of January 7, 2025 as information and to provide a letter of support from the Municipality.

**Executive Summary:**

Requests for letters of support are provided to Council at the subsequent meeting for Council's approval

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

1307-01 - Letter of Support for Community Groups or Non-Profit Organizations Policy

**Discussion:**

A request was received for a letter of support from Crowsnest Cando for their application to the Co-Op Community Spaces grant program.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2025 01 07 - Crowsnest Cando - Request for Letter of Support.docx](#)

**From:** Tim Juhlin <[tajuhlin@gmail.com](mailto:tajuhlin@gmail.com)>  
**Sent:** January 7, 2025 10:34 AM  
**To:** Bonnie Kawasaki <[bonnie.kawasaki@crowstnestpass.com](mailto:bonnie.kawasaki@crowstnestpass.com)>  
**Cc:** Donald Budgen <[donaldbudgen@gmail.com](mailto:donaldbudgen@gmail.com)>; pat rypien <[sr.ryps@shaw.ca](mailto:sr.ryps@shaw.ca)>  
**Subject:** Letter of Support request



**To: Municipality of CNP Bonnie Kawasaki Executive Assistant January 7, 2025**

**From: Crowsnest Cando Tim Juhlin**

**Subject: Request for a letter of support for the Revive the Roxy Project**

i. Requestor name, identifying the group as a Non-Profit or Community Group;

Crowsnest Cultural and Recreation Society operating as Crowsnest Cando is a non profit Society registered in Alberta(#5016468992) since 2011.

Crowsnest Cando P.O. Box 105 Blairmore AB. T0K 0E0

Crowsnestcando.ca,

[Crowsnestcando@gmail.com](mailto:Crowsnestcando@gmail.com)

ii. Purpose of request, identifying the proposed program, project or initiative

Crowsnest Cando is raising funds to Restore the Roxy theatre in historic downtown Coleman to create a performing arts center. The Street address is 7738 17<sup>th</sup> Ave Coleman.

Although we are still working on the proposed submission we are considering requesting a shared contribution towards the front Façade, of which we have also received funding from the Municipality. In addition funding towards replacement of the basement floor to support the new stairwells and electrical engineering for sound and light may be considered.

iii. Describe the program, project or initiative and identify how the program, project or initiative is beneficial to the community and its residents

The Roxy will become a performing arts center and it is desired that the Roxy be a positive contributor to the economic and cultural well-being of the entire community.

Finally, and most importantly, is the Roxy Theatre's impact on the community. We at Cando have been given a great opportunity and responsibility to ensure we provide our communities with a facility that meets the dreams and aspirations for now and the future. Our community is in a state of transition. The loss of the Orpheum theatre in Blairmore has resulted in no motion picture theatre in the Crowsnest Pass and the need for a high-quality multi-use facility is not only timely, but necessary for the cultural

maintenance and growth of our citizens. This facility will complement the fine street and sidewalk upgrades completed by the Municipality and will act as an economic driver for the area.

iv. Specify whether the proposed program, project or initiative may require future financial contribution(s) from the Municipality;

It is the intent of Cando that the Roxy, when operating, is a sustainable break-even endeavor not depending on cash influxes from the Municipality of Crowsnest Pass, although contributions from the Municipality, if offered, would move the construction project forward. The Municipality of Crowsnest Pass can assist the project in a number of ways, that include but are not limited to, lot options to accommodate parking and storage needs, tax relief while the restoration project is underway and in providing letters of support as we conduct grant applications. The Coop Community Spaces grant opportunity does not require matching funding.

v. Identify contact information and address for the appropriate grant organization.

Cando will be applying for a 2025 Co-op Community Spaces Fund grant for up to \$150,000. The Co-op organization encourages all applications to be addressed to the local store. In this case then the Co-op Gas Bar in Coleman is the contact. The address is 8517 20<sup>th</sup> Ave Coleman, however it is administered out of the Pincher Creek Coop.. [www.pinchercreekco-op.crs](http://www.pinchercreekco-op.crs) Primary: (403) 563-5338. The web site for this grant can be found at: <https://www.co-op.crs/articles/detail/community-spaces-funding>

vi. Draft letter text

See attached example from a past request. The first letter in the attachment is from the Municipality of CNP and can be used as a template.



Sincerely

Tim Juhlin President Crowsnest Cando.

403-563-6753



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** January 21, 2025

**Agenda #:** 3.b

**Subject:** Brandy Fehr, Community Futures - Request for a Letter of Support of December 16, 2024

**Recommendation:** That Council accept Brandy Fehr's request for a Letter of Support for a Grant Application for Business Excellence Training as information and to provide a letter of support from the Municipality.

**Executive Summary:**

Requests for letters of support are provided to Council at the subsequent meeting for Council's approval

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

1307-01 - Letter of Support for Community Groups or Non-Profit Organizations Policy

**Discussion:**

A request was received for a letter of support from Brandy Fehr of Community Futures for a Grant Application for Business Excellence Training.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2024 12 16 - Brandy Fehr Request for letter of support.docx](#)

Hi Blair,

Could you please provide a letter of support for the SCOP Grant I'm applying for? The grant application requires:

- A letter of support for a non profit applicant signed by the local municipality, in support of the project it will deliver with grant funding.

I'm applying for: Business Excellence Training

Description:

The Business Excellence Training Initiative would empower business owners/operators and staff with the knowledge and skills necessary to achieve operational efficiency, high-quality standards, and sustainable growth. This initiative addresses critical challenges faced by businesses, providing them with the tools to enhance productivity, improve customer satisfaction, and foster a culture of continuous improvement and innovation.

Training sessions throughout the next two years would include:

- a. Two ½ day Customer Service Sessions
- b. Intro to AI
- c. Changing Employee Sentiment
- d. Marketing
- e. Crucial Conversations
- f. Accounting - Business vs. personal accounts & CRA
- g. Accounting - Understanding your financial statements and making your book keepers life easier
- h. Celebrating the Intergenerational Challenges "Differences are Not Difficulties"
- i. The Power of Positive Communication
- j. After hour sector specific networking and collaboration opportunities

Challenges this initiative would address:

Operational Inefficiencies: Many businesses struggle with inefficient processes that waste resources and reduce productivity. This initiative helps identify and streamline these processes to enhance overall efficiency.

Leadership and Management Gaps: Effective leadership is crucial for business success. The initiative focuses on developing strong leadership and management skills to inspire teams, make strategic decisions, and navigate challenges.

Customer Satisfaction: Meeting and exceeding customer expectations is essential for growth. The training emphasizes customer-centric approaches and strategies to improve customer satisfaction and loyalty.

Financial: By addressing these challenges, a business financial session can empower participants to manage their finances more effectively, make informed decisions, and drive their businesses toward greater financial health and success.

*Brandy Fehr*

**CED & Marketing Coordinator, Community Futures CNP**

[www.crowsnest.albertacf.com](http://www.crowsnest.albertacf.com)

[bfehr@albertacf.com](mailto:bfehr@albertacf.com)

403-562-8858

Room 180, 12501-20<sup>th</sup> Ave. Blairmore, AB T0K 0E0





## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** January 21, 2025

**Agenda #:** 4.a

**Subject:** Minutes of the Council Meeting of January 14, 2025

**Recommendation:** That Council adopt the Minutes of the Council Meeting of January 14, 2025 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:**

[2025 01 14 - Council Meeting Minutes.docx](#)

**Municipality of Crowsnest Pass**

**Council Meeting Minutes**

**Tuesday, January 14, 2025**

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A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, January 14, 2025.

**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  
Jeremy Wickson, Director of Engineering & Operations  
Johan van der Bank, Manager of Development & Trades  
Brian McCulloch, Director of Finance  
Sally Turner, Manager of Finance  
Bonnie Kawasaki, Recording Secretary  
Laken McKee, Recording Secretary

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

**Amendments:**

**Consent Agenda**

- c. Forest Management Plan Public Advisory Committee Meeting Notes of December 5, 2024.-  
Move to Councillor Inquiries and Notice of Motion 10.a - Councillor Glavin
- e. LRSD Board of Trustees Letter to Council of December 17, 2024 - Move to Councillor Inquiries and Notice of Motion - 10.b Councillor Ward

**01-2025-01-14:** Councillor Girhiny moved to adopt the agenda as Amended.

Carried

**CONSENT AGENDA**

**02-2025-01-14:** Councillor Glavin moved that Council approve the following Consent Agenda items as amended without debate:

**3.a**

**Minutes of the Crowsnest Pass Senior Housing Board of November 26, 2024**

THAT Council accept the Minutes of the Crowsnest Pass Senior Housing Board of November 26, 2024 as information.

**3.b**

**Minutes of the Municipal Planning Commission of November 27, 2024**

THAT Council accept the Minutes of the Municipal Planning Commission of November 27, 2024 as information.

**3.d**

**Chinook Arch Regional Library System - Board Report of December 5, 2024**

THAT Council accept the Chinook Arch Regional Library System - Board Report of December 5, 2024 as information.

Carried

**ADOPTION OF MINUTES**

**03-2025-01-14:** Councillor Ward moved to adopt the Minutes of the Council Meeting of December 17, 2024, as presented.

Carried

**PUBLIC HEARINGS**

**Bylaw 1208, 2024 Road Closure Bylaw - Public Hearing**

Mayor Painter declared the Public Hearing opened at 7:03 pm for Bylaw No. 1208, 2024.

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

Mayor Painter called for members of the public to speak in favor or opposition to Bylaw 1208, 2024.

Mayor Painter noted there were no members of the public present who wished to speak at the hearing and declared the public hearing closed at 7:04 pm.

**DELEGATIONS**

None

**REQUESTS FOR DECISION**

**Bylaw 1212, 2024 - Land Use Bylaw Amendment - Redesignation of the lands legally described as Block S, Plan 6432FE from “Non-Urban Area NUA-1” to “Non-Urban Tourism Accommodation & Recreation – NUTAR” - First Reading**

**04-2025-01-14:** Councillor Filipuzzi moved first reading of Bylaw 1212, 2024 - Land Use Bylaw Amendment - Redesignation of the lands legally described as Block S, Plan 6432FE from “Non-Urban Area NUA-1” to “Non-Urban Tourism Accommodation & Recreation – NUTAR”.

Carried

**Recused**

Councillor Sygutek recused herself from the meeting at 7:05 pm due to a conflict of interest as an adjacent landowner.

**Bylaw 1214, 2024 - Land Use Bylaw Amendment - Redesignation of the lands legally described as portion of the SE¼ 35-7-4-W5M, containing ±27.68 ha (68.35 acres), excluding approximately 1.88 ha (4.65 acres) in the northwest portion and excluding a strip of land minimum 6m wide along both banks of Lyons Creek for its entire length (area unknown until surveyed), from “Non-Urban Area NUA-1” to “Non-Urban Tourism Accommodation & Recreation – NUTAR” and from “Recreation & Open Space RO-1 to “Non-Urban Tourism Accommodation & Recreation – NUTAR” - First Reading**

**05-2025-01-14:** Councillor Filipuzzi moved first reading of Bylaw 1214, 2024 - Land Use Bylaw Amendment - Redesignation of the lands legally described as portion of the SE¼ 35-7-4-W5M, containing ±27.68 ha (68.35 acres), excluding approximately 1.88 ha (4.65 acres) in the northwest portion and excluding a strip of land minimum 6m wide along both banks of Lyons Creek for its entire length (area unknown until surveyed), from “Non-Urban Area NUA-1” to “Non-Urban Tourism Accommodation & Recreation – NUTAR” and from “Recreation & Open Space RO-1” to “Non-Urban Tourism Accommodation & Recreation – NUTAR”.

Carried

**Return**

Councillor Sygutek returned to Council Chambers at 7:11 pm.

**Recused**

Councillor Glavin recused herself from the meeting at 7:12 pm due to a conflict of interest as a member of the Hillcrest Fish and Game Association.

**Hillcrest Fish and Game - Category 3 Grant Request**

**06-2025-01-14:** Councillor Sygutek moved that Council approves the Category 3 grant request in the amount of \$1,000 for Hillcrest Fish and Game Protective Association Centennial Celebration on March 22, 2025.

Carried

**Return**

Councillor Glavin returned to Council Chambers at 7:13 pm.

**COUNCIL MEMBER REPORTS**

- Councillor Ward
  - Attended the All Star Game, it was a great turn out.
  
- Councillor Girhiny
  - Attended the PPK Society meeting received their grant money
    - Approximately 40 pairs of skis and snowboards for Every Kid Can Play Program
    - Building good community support
  - Went on a tour of the rehabbed deck, it will be a phenomenal facility when it's complete
  
- Councillor Glavin
  - Attended the Landfill meeting and reported that they have passed their budget
  
- Councillor Kubik
  - Attended the Forest Management Planning Public Advisory Committee Meeting
    - Good public engagement at this meeting

**PUBLIC INPUT PERIOD**

- Gord Chaisson
  - Asked about the process of approving development as he lives on the corner of a possible future development.

**COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

**Forest Management Plan Public Advisory Committee Meeting Notes of December 5, 2024.**

**07-2025-01-14:** Councillor Glavin moved that Council accept the Forest Management Plan Public Advisory Committee Meeting as information.

Carried

**LRSD Board of Trustees Letter to Council of December 17, 2024.**

**08-2025-01-14:** Councillor Ward moved that Council accept the LRSD Board of Trustees Letter to Council of December 17, 2024 as information.

Carried

**09-2025-01-14:** Councillor Ward moved that Administration contact LRSD Board of Trustees to arrange for a meeting to discuss their correspondence and updates.

Carried

**IN CAMERA**

**10-2025-01-14:** 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 brief recess at 7:31 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

Carried

**Reconvene**

Mayor Painter convened the In Camera meeting at 7:36 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

**11-2025-01-14:** Councillor Sygutek moved that Council come out of In Camera at 8:02 pm.

Carried

**12-2025-01-14:** Councillor Ward moved that Council accept the offer to purchase Lots 1 & 2, Block 7, Plan 820L subject to the following conditions:

1. That the price be \$45,000 per lot for a total of \$90,000.00
2. That the applicant is responsible for all redesignation, subdivision, consolidation and survey costs 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 development proposal is commenced by making an application for a development permit by May 30, 2026 and construction started by May 30, 2027.
5. At the failure of meeting the timelines stated above, or obtaining time extensions as may be required, the Municipality shall be entitled to re-purchase the properties, at 50% of the selling price, and this condition shall be registered

on the certificate of land title as a right of first refusal in favor of the Municipality.

Councillor Glavin Requested a Recorded Vote.

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

Opposed: None

Carried

**13-2025-01-14:** Councillor Filipuzzi moved that Council counters the offer to purchase a portion of the SE1/4 of section 2, twp. 8, range 4, W5 to include only the 10 acre developable portion of the property with a purchase price of \$300,000.00 subject to the following conditions:

1. That the applicant is responsible for all costs associated with redesignating the subject lands.
2. That the applicant is responsible for all cost related to subdivision, consolidation, and legal surveying relating to this transaction (as may be required if less than the full parcel is being sold.
3. That the applicants are responsible for all legal costs including the legal costs of the Municipality, if any.
4. That this transaction be completed by June 30, 2025.

Carried

#### **ADJOURNMENT**

**14-2025-01-14:** Councillor Filipuzzi moved to adjourn the meeting at 8:04 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:** January 21, 2025

**Agenda #:** 7.a

**Subject:** Bylaw 1207, 2024 - Land Use Bylaw Amendment - Redesignation of Block A, Plan 2411511 and Block B, Plan 2411512, containing  $\pm 0.053$  ha (0.13 acres) within two certificates of title, from no zoning (former road) to Residential – R-1 - First Reading

**Recommendation:** That Council gives first reading to Bylaw 1207, 2024.

**Executive Summary:**

Bylaw 1207, 2024 proposes the rezoning of lands from no zoning (former road) to Residential R-1 for the purpose of developing a Single-detached Dwelling.

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

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

Land Use Bylaw No. 1165-2023

**Discussion:**

This portion of Fifth Street (207 Street) was closed by Bylaw 1124 (Block / Area 'A'), 2022 and Bylaw 1161, 2023 (Block / Area 'B'), and is in the process of being purchased by a third party. The consolidation of Block A and Block B is in progress through a subdivision application, and will allow for the larger parcel to meet minimum property line setbacks and provide for a suitable building site.

Bylaw 1207, 2024 proposes to designate the lands with a suitable land use district (R-1) for future development. Utility Right Of Way Agreements for Telus, Atco Gas, and private water / sanitary lines to an adjacent property are either registered or will be registered as conditions of the subdivision / consolidation, or prior to the approval of a development permit.

**Analysis of Alternatives:**

1. Council may proceed with first reading of Bylaw 1207, 2024.
2. Council may defer first reading of Bylaw 1207, 2024 and outline what additional information



they would like to see with reconsideration.

**Financial Impacts:**

N/A

**Attachments:**

[Bylaw 1207, 2024.docx](#)

[Bylaw 1207, 2024 - Schedule A.pdf](#)

[Bylaw 1207, 2024 - Schedule A \(Aerial\).pdf](#)

# MUNICIPALITY OF CROWNEST PASS

## BYLAW NO. 1207, 2024

### LAND USE BYLAW AMENDMENT – Redesignate Block A, Plan 2411511 and Block B, Plan 2411512

**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 Block A, Plan 2411511 and Block B, Plan 2411512, containing  $\pm 0.053$  ha (0.13 acres) within two certificates of title, from no zoning (former road) to “Residential – R-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.

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

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

**NOW THEREFORE**, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipality of 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 Block A, Plan 2411511 and Block B, Plan 2411512, containing  $\pm 0.053$  ha (0.13 acres) within two certificates of title, from no zoning (former road) to “Residential – R-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

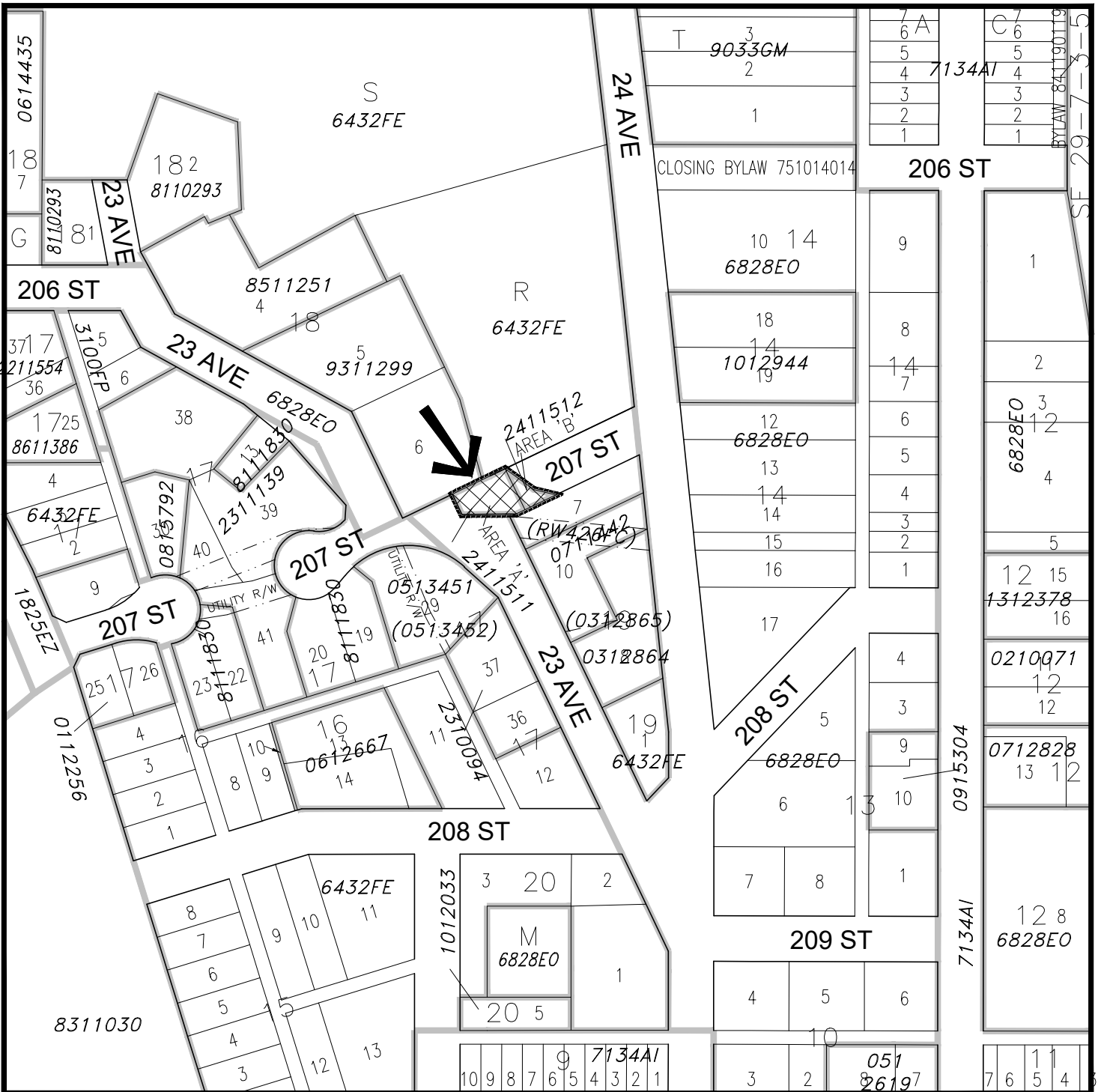
READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

READ a **second** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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

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



# LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: NO LANDUSE  
TO: RESIDENTIAL R-1

BLOCK A, PLAN 2411511 AND BLOCK B, PLAN 2411512  
WITHIN SE 1/4 SEC 29, TWP 7, RGE 3, W 5 M  
MUNICIPALITY: CROWSNEST PASS (BELLEVUE)  
DATE: DECEMBER 20, 2024

Bylaw #: 1207, 2024

Date: \_\_\_\_\_



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

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



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

Aerial Photo Date: 2021



FROM: NO LANDUSE  
TO: RESIDENTIAL R-1

BLOCK A, PLAN 2411511 AND BLOCK B, PLAN 2411512  
WITHIN SE 1/4 SEC 29, TWP 7, RGE 3, W 5 M  
MUNICIPALITY: CROWSNEST PASS (BELLEVUE)  
DATE: DECEMBER 20, 2024

Bylaw #: 1207, 2024

Date: \_\_\_\_\_



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

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"





## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** January 21, 2025

**Agenda #:** 7.b

**Subject:** Service Areas Update

**Recommendation:** That Council receives the service areas update as information.

**Executive Summary:**

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

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

N/A

**Discussion:**

N/A

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[Service Areas Update - January 17, 2025.docx](#)

## **Service Areas Update – January 17, 2025**

### **CAO Office**

- Participated in Christmas Food Hamper deliveries
- Completed 2024 AEMA Plan Review
- Meeting with RCMP Detachment Commander
- Participated in annual meeting with MLA Petrovic
- Attended Northback AER Hearing
- Continuing Downtown Bellevue Revitalization project oversight
- Continuing Southmore Phase 2 ASP project oversight

### **Finance**

- Tax Desk received 35 requests for Tax Searches in December 2024; YTD 508 (compared to 19 in December 2023 YTD 480 and 20 in December 2022 YTD 593. An additional 23 tax searches were received up to January 15, 2025.
- Accounts Payable in December did two check runs, processed 440 invoices, and paid 195 vendors; YTD processed 4,762 Invoices and paid 2,349 vendors. December 2023 processed 550 invoices and paid 226 vendors with two check runs, YTD processed 5,377 Invoices and paid 2,579 vendors).
- Working on review of the following Bylaws and Policies:
  - Tangible Capital Assets Policy
- Budget 2025 was approved on November 28, 2024. The public budget document has been posted on the Municipal website.
- The number of people who pay property taxes (TIPP) and Utilities (PAD) has increased over the last couple of years and Finance did a push in December to encourage people to sign up for automatic tax withdrawal. (note: residents can sign up for TIPP between January 1 and June 30).
- Beginning to work on year end files for the auditors. They are planning to be on site March 17 – 21, 2025.
- Fees rates and charges for 2025 is being reviewed by departments. Scheduled for first reading on March 11, 2025.

### **Corporate Services**

- The Municipality has 159 employees across the organization. (60 Permanent, 35 Fire Rescue, 1 Election Worker, 9 Casual/Temporary, 5 Instructors, 49 Seasonal Ski Hill)
- The Municipality has one open job competitions for Casual Receptionist Position. One of our casual Receptionists accepted the 0.86 FTE Receptionist Position.

- We have an accepted offer from a new Development Officer who will start March 10, 2024.
- We are mobilizing to start our summer hiring for pool, community services, and operations.
- 2024 saw 15 FOIP requests all have been completed with the statutory deadline. In 2025 we have received 4 FOIP requests so far and 2 other requests for records.
- 13 Complaint Forms have been completed in 2024, no complaints received in 2025 yet.
- Organizing an ICS 200 course on January 22 and 23, 2025.
- Finishing year end in payroll, which includes updating wage and benefit rates for 2025, loading entitlements for the new year, providing pension information to LAPP, completing the information for the actuarial report for sick time liability and ramping up for T4s. We were one of the first 10 LAPP Employers in Alberta to complete the pension year end out of 444 Employers.

## Development, Engineering & Operations

- **Utilities Department**
  - Utility projects
    - 1 repair in Frank
  - Utility Locate requests – 610 (2024)
  - Water On/Off requests – 92 (2024)
  - Sewer plant – warranty and service work ongoing
  - Sewer lining program – Location evaluations and camera inspections prep
  - Budget Initiative: Design finalization for River Bottom PRV (2024 Capital)
- **Transportation Department**
  - Winter road operations – snow event activity (January 2-4)
  - Highway Sidewalk snow removal Week of January 6
  - Christmas lights – Pole locations and trees (removed street light ones)
  - Cemetery sites (January YTD 26 sites – cremation and burials)
- **Development & Trades Department**
  - **Facility Maintenance**
    - Regular maintenance activities.
  - **Planning, Development & Safety Codes**
    - Municipal Planning Commission – one meeting in December (1 Sub; 8 DPs).
    - Municipal Historic Resources Advisory Committee – did not meet in December.
    - Appeals – one hearing in December.
    -

### **Key Performance Indicators (KPIs)**

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD (2024)
<b>Facility Maintenance – Plumbing, Construction, Electrical</b>		
Work Orders – issued / closed	25 / 48	424 / 408
<b>Planning &amp; Development</b>		
Compliance Certificate requests - received / processed	7 / 2	51 / 44
Development permit applications - received / processed	5 / 26	365 / 330

Business Licences - received / processed	6 / 6	74 / 77
LUB Complaints – new / closed	0 / 2	39 / 44
LUB Complaints – Monthly Volume	49	51.25
Notice of Intent / Stop Orders - issued	0 / 0	21 / 6
Bylaws (MR / Road Closures, LUB)	1	24
Appeal Hearings	1	4
Subdivision applications	0	16
<b>Safety Codes</b>		
New Housing Starts	4	53
Building permits - issued / inspected / closed	13 / 22 / 6	149 / 331 / 240
Electrical permits - issued / inspected / closed	6 / 8 / 12	172 / 214 / 157
Gas permits - issued / inspected / closed	15 / 8 / 8	119 / 153 / 123
Plumbing permits - issued / inspected / closed	8 / 4 / 6	78 / 105 / 72
PSDS permits - issued / inspected / closed	1 / 1 / 3	6 / 7 / 8
Orders Issued / closed	0 / 0	2 / 1
Safety Codes Council Appeals	0	1
Variances Issued	0	1

## Protective Services

- **Fire**
  - Food Hamper delivery
  - 7 personnel qualified to NFPA 1001 Level II Professional firefighter
  - 2024 Volunteer of the Year - FF Wes Ostrensky
  - 2024 Firefighter of the Year - Lt. Meagan Muff
  - 2024 The Heart Award-FF Justin Verigin
  - Promotions:
    - Lt. Meagan Muff to Captain Meagan Muff
    - FF Justin Rene to Lieutenant Justin Rene

<b>Call Response</b>	
<b>Category</b>	<b>Month (December)</b>
Medical Response	1
Alarms	1
Gas Leak	2
Motor Vehicle Collision	3
Back Country Rescue	0
<b>Total</b>	<b>7</b>



- **Peace Officer**
  - Preparation and onboarding of the new CPO
  - January enforcement focus:
    - Business license renewals
    - Animal licence renewals

<b>Category</b>	<b>Month (Dec)</b>	<b>Year to Date</b>
Number of Charges Laid	38	613
Cases Generated (Incident Count)	30	508
Cases: Requests for Service	20	410
Cases: Officer Observed	13	75
Cases: Received from outside Department/Agency (i.e. RCMP)	0	46
Vehicle Removal Notices	7	47
Vehicles Towed	3	20
Positive Ticketing	0	0
Projected Fine Revenue **	\$4,480	\$150,649

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

### **Pass Powderkeg Community Resort**

- The holiday season has been good at PPK. Temperatures were good for getting people out on the slopes but not good for snow making
- There were good crowds on many days through the holidays. In particular, the first few days in the new year were very busy before the kids went back to school.
- There were 3 Friday nights added to December operations and most saw good use of the hill. Many people commented how it was nice to be night skiing before Christmas.
- All runs on the lower mountain were open through the holidays. The upper mountain was open on the west side for night skiing Friday January 10 and the east side was open January 11.
- Snow making has been a challenge all through December. It has been frustrating that temperatures were warmer up on the mountain compared to in Blairmore or over in Hillcrest. We took advantage of the cold snap at the beginning of January and made enough snow to get the upper mountain and 2/3 of the terrain park open. There is one more day of snow making planned Sunday Jan. 19 which will make it possible to finish the terrain park.
- Our regular multi-day programs started on January 8, 9 and 10. There is good participation in all of the programs and the new Ladies Program on Friday night started off with 16 participants which is great for its launch.
- Events like the No Pressure Race Series and the Uphill Series have had good participation.
- There has been 2 Saturday Night Free Ski sponsored nights. They were both very busy and the donations to the charity of choice saw record numbers. There is another Saturday Night sponsored night January 18.
- The new groomer has been working great to keep some tough conditions in good shape for our guests.

## Community Services

- **Facilities and Events**
  - Crowsnest Community Hall
    - January 25<sup>th</sup> Tournament booking
    - Drums Alive Wednesdays
    - February 22<sup>nd</sup> CNP Community Market Wintervention
  - Complex
    - 3 Crush games (4,11,19,)
    - January 17-19<sup>th</sup> U13 Hockey tournament
    - January 24<sup>th</sup> - 26<sup>th</sup> nonlocal tournament
    - Family day Programming
    - February 14-16<sup>th</sup> hockey tournament U11
  - MDM
    - Funeral with over 500 in attendance
    - 3 Birthday Parties
    - February 2<sup>nd</sup> Volleyball Tournament.
    - Family Day Programming
    - February 8<sup>th</sup>- 9<sup>th</sup> Volleyball Fundraiser
- **FCSS**
  - Developing Spring/Summer Community Handbook
  - Seniors Christmas Lunch – December 11 –had 230 seniors attended
  - Christmas Food Hampers – Provided 150 Hampers to the community
  - Coordination of Lions Holiday Meals on Wheels – 64 seniors received Lions meals on wheels for free Christmas Day, Boxing Day and New Years day
  - Planning for 2025 Events and programs
  - Santa Skate – December 22
  - Meals on Wheels – business as usual
  - Seniors on the Go Newsletter
  - Subsidized taxi program - discontinued December 31, 2024
- **Recreation Programming**
  - Fall programs – Public Skate Schedule
  - Recreation Programs in MDM Gym
  - Kickboxing Fitness Start up adult and youth of new sessions
  - Drums Alive startup of new adult and senior sessions
  - Winter programming
  - Recreation Badminton and Volleyball
  - Organize recreation equipment
  - Prepare for Spring Summer Community guide info



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

**Meeting Date:** January 21, 2025

**Agenda #:** 7.c

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

**Recommendation:** That Council appoint Mayor Painter, Patrick Thomas, Chief Administrative Officer and two Councillors to attend the RMA Convention in Edmonton from March 17-19, 2025.

**Executive Summary:**

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

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

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

n/a

**Discussion:**

In addition to the Mayor and Chief Administrative Officer, two members of Council are appointed to attend the RMA 2024 Spring Convention which will be held March 17-19, 2025 at the Edmonton Convention Centre. Rooms are booked for March 16-19, 2025.

The draft agenda is attached for Council's information.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2025-01-10-RMA-2025-Spring-Agenda-for-Website.pdf](#)

**MONDAY, MARCH 17, 2025**

- 8:30 am – 4:30 pm **EOEP Course – Council’s Role in Land Use Planning and Development**
- 8:30 am – 4:30 pm **EOEP Course – Council’s Role in Strategic Planning**
- 8:30 am – 4:30 pm **EOEP Course – Council’s Role in Corporate Planning and Finance**
- 12:00 – 5:00 pm **RMA Registration / Information Desk**  
*Hall D Foyer, Pedway Level*
- 1:00 – 2:30 pm **BREAKOUT SESSIONS (90 MIN)**
- 3:00 – 4:30 pm **BREAKOUT SESSIONS (90 MIN)**
- 5:00 – 6:00 pm **Mayors and Reeves Meeting**  
*(only RMA Full Member Mayors/Reeves will be permitted)*

**TUESDAY, MARCH 18, 2025**

- 6:30 – 8:00 am **Breakfast**
- 6:30 am – 3:30 pm **RMA Registration / Information Desk**  
*Hall D Foyer. Pedway Level*
- 8:00 – 8:15 am **Opening Ceremonies & Welcome**  
*Hall D, Pedway Level*
- 8:15 – 12:00 pm **Regular Programming**
- 12:00 – 1:00 pm **Buffet Lunch**
- 1:00 – 2:30 pm **BREAKOUT SESSIONS (90 MIN)**
- 3:45 – 5:00 pm **Regular Programming**

**WEDNESDAY, MARCH 19, 2025**

6:30 – 8:00 am **Breakfast**

6:30 am – 12:00 pm **RMA Registration / Information Desk**  
*Hall D Foyer. Pedway Level*

8:00 – 8:15 am **Morning Welcome**  
*Hall D, Pedway Level*

8:15 – 11:30 am **Regular Programming**

11:30 – 11:45 am **Convention Closing**



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

**Meeting Date:** January 21, 2025

**Agenda #:** 7.d

**Subject:** Category 3 Grant Request for CNP-W Coal Reunion 125th Anniversary of Coal Mining

**Recommendation:** That Council considers approval of a Category 3 grant request in the amount of \$1000.00 for the CNP-W Coal Reunion 125th Anniversary.

**Executive Summary:**

Administration received a Category 3 Grant application from Ron Hungar requesting \$1000.00 funding for the CNP-W Coal Reunion 125th Anniversary of Coal Mining event August 29 to 31, 2025.

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

N/A

**Discussion:**

An application under Category 3 grant was submitted by Ron Hungar to sponsor the 125th Anniversary Coal Reunion in Coleman.

It is the 125th Anniversary of Coal Mining in the CNP, and the attendees are the residents, past residents, co-workers, neighbors and friends of the CNP Coal Miners, Grandfathers, Fathers, Sons and Grandsons, Uncles and Cousins and their families. The Celebration will be the reminiscing of the building of the Towns and Coal Mines, a Coal Mining Photo and Explanations mining book, coal songs, and informative presentations and an exhibit.

It is important to celebrate the Coal Miners of those 125 years who risked their lives to build a community that may be reborn again with the possible opening of the Blairmore Grassy Mountain open-pit coal mine. This 125th Anniversary Coal Reunion, is most likely the last reunion of the baby-boomers and older residents, so we should make it a great one.

**Analysis of Alternatives:**

Council can approve the grant for \$1000.00.

Council can deny the grant request.  
Council can approve a different amount.

**Financial Impacts:**

One Category 3 grant in the amount of \$1000.00 has been received and approved by Council to date.

**Attachments:**

[Category 3 Funding Application - CNP-W Coal Reunion 125th Anniversary.pdf](#)



# Category 3 Funding Application



## Introduction

### Introduction

1. Please read carefully all of the information in this form prior to your submission.
2. Category 3 requests will be considered on a "first come, first served" basis. Any funding and support approved is done so on a one-time basis. Any additional funding and support requests after the first year may only be considered under a Category 1 or Category 2 request.

### Eligibility Information

1. On-going annual support should not be assumed and will not be guaranteed.
2. Funding and support will be limited to one application per calendar year for each cause, group, organization, or individual.
3. If applicable, the current rates for use of Municipal Facilities, equipment and labour/services must be included and detailed in the application.
4. Each award of funding and support will not exceed \$1,000.00 in total value (funding and in-kind support), or 50% of the total applicable costs to a maximum of \$1,000.00 – WHICHEVER AMOUNT IS LESS.

In determining the amount of funding and support to grant, Council shall consider total budgeted expenditures for activities outlined in the application including:

- o fundraising and external funding commitments garnered by the applicant;
- o the applicant's contribution to the initiative or event (i.e. financial, in-kind and volunteerism);
- o youth and family events and organizations will receive preference;
- o the impact on the Municipality, which can be measured by economic impact, number of attendees, length of the event, or overall value/significance to the community;
- o the marketing value and opportunities being offered to the Municipality in exchange for any funding;
- o the profitability of the event;
- o other municipal grant funding provided to the applicant;
- o any other factor that Council feels is warranted.

### Conditions of Funding

1. All funds must be spent by December 31 of the year the grant was awarded.
2. Grant recipients are required to provide a follow-up report, including an accounting of expenditures to the Director of Finance within 30 days of the applicant's funded/support activity/event. **Grant recipients that do not provide adequate reporting will not be eligible to access future grant funding until the requirements have been fulfilled.**

## Organization & Initiative Information

**Funding Period: January 1 – December 31, 2025**

***Please be advised that all information hereto provided will be considered public information.***

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

Name of Organization \* 2025 CNP-W - COAL REUNION - 125th ANNIVERSARY OF COAL MINING

Personal Privacy - FOIP Act Section 17

Organization Mailing Address \*

[Redacted]

Contact Name \*

Ron Hungar

Contact Title \*

Administrator, Facebook Group - Western CNP

Email Address \*

Personal Privacy - FOIP Act Section 17

Phone Number \*

Personal Privacy - FOIP Act Section 17

Website

N/A

Facebook

WESTERN CNP - 2025 - COAL MINING REUNION - THE SHAPING OF THE CNP

### INFORMATION ABOUT THE EVENT/PROGRAM TO BE FUNDED

Name of Event/Initiative \*

125th Anniversary - 1900 to 2025 - Coal Mining in the Western Crowsnest Pass

Start Date \*

2025-08-29

Completion Date \*

2025-08-31

Event/Initiative Type \*

- Hosting a Charitable Event
- Community Event or Celebration
- Travel to a Provincial, National or International Event representing the Crowsnest Pass
- Other Initiative, programs or activity

Event/Initiative Description \*

Please describe what the event is and why you feel it is important

It is the 125th Anniversary of Coal Mining in the CNP, and the attendees are the residents, past residents, co-workers, neighbors and friends of CNP Coal Miners, Grandfathers, Fathers, Sons and Grandsons, Uncles and Cousins, and their families. The Celebration will be the reminiscing of the building of the Towns and Coal Mines, a Coal Mining Photo and Explanations Mining book, coal songs, and informative presentations and an exhibit.

It is important to celebrate the Coal Miners of those 125 years who risked their lives to build a community that may be reborn again with the possible opening of the Blairmore Grassy Mountain open-pit coal mine. This 125th Anniversary Coal Reunion is most likely the last reunion of the baby-boomers and older residents, so we should make it a great one.

Please keep your answers brief & concise.

### Description of Initiative

#### Initiative Impacts

Marketing Value \*

Please provide information about any marketing value or opportunities offered to the Municipality as a result of the initiative.

The Coleman Legion will host this 125th Anniversary for 3 days, many people will attend from out of town, so with 150 to 200 attendees, this event is estimated to bring in from \$25,000 to \$35,000 to the community. Country Encounters will be catering 3 meals.

Anticipated # of Volunteer Contributions

I will have some volunteers assist me during the 3 days, but I handle all of the planning and organizing by myself, by using a Facebook Group.

## Who is Served?

Target group (indicate percentage) (if more than 1 target group, indicate the % of each group e.g. Youth 60%, Families 40%.)

	Adults*	Families*	Children/Youth*
Percent	90	10	0

## Funding & Budget Information

### Total Budgeted Revenue

	\$ Amount (Monetary and In-Kind)*	"Other" Description
Category 3 Grant Funding Requested	1,000	
Fundraising/Donations	15,000	
Applicant Contribution	1,000	
Grants from other organizations	0	
User/Participant Fees	15,000	
Sale of Goods /Services	0	
Other (please explain)	0	
<b>Total Projected Revenue</b>	<b>32,000</b>	

### Total Budgeted Expenditures

For In-Kind requests, clearly identify the municipal facilities, equipment and labour costs associated with the request in the "Other" field

Expense Type	Cost*	Category 3 Grant Funds Requested (In-Kind or Monetary)*	Actual TOTAL Program Expenses Funded (include ALL sources of funding)*	"Other" Description
Transportation	0	0	0	
Accomodations	0	0	0	
Marketing/Advertising	500	0	0	
Equipment	0	0	0	
Facility Rentals	100	0	0	
Labour Costs	0	0	0	
Insurance	0	0	0	
Food	15,400	0	0	
Entertainment	5,000	CNP Coal Songs	0	

Expense Type	Cost *	Category 3 Grant Funds Requested (In-Kind or Monetary) *	Actual TOTAL Program Expenses Funded (include ALL sources of funding) *	"Other" Description
Program Materials/Supplies	1,000	0	0	
Volunteer Recruitment	0	0	0	
Other (please explain)	10,000	Publish a Book	1,000	
Other (please explain) (1)	0	0	0	
<b>Total Expenses</b>	<b>32,000</b>	<b>0</b>	<b>1,000</b>	

**Financial Outlook**

If your funding request is not approved, or only partially approved, will you be able to continue with the program? What would the effect be if funding is not approved or only partially approved?

I will continue with the Event, and make up shortfalls personally. I will have to use proceeds from the sales of my books and songs to pay bills.

**Applicant Declaration**

**Declaration**

**I declare that** all the information in this application is accurate and complete and that the application is made on behalf of the organization named in the "Organization Information" section above with its full knowledge and consents and complies **with the requirements and conditions set out in the "Introduction" section.**

Name of Authorized Signatory \* Ron Hungar, Personal Privacy - FOIP Act Section 17

Date \* 2025-01-10

Signature \* I acknowledge that, should this application be approved, I will be required to enter into a funding agreement which will outline the terms and conditions.

*Ron Hungar*