



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, March 4, 2025 at 7:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Crowsnest Pass Senior Housing Board of January 20, 2025.
- 3.b Minutes of the Crowsnest Pass Community Library Board of January 28, 2025
- 3.c ORRSC Executive Committee Meeting Minutes of January 9, 2025
- 3.d Alberta SW Regional Alliance Minutes of the Board of Directors Meeting from January 8, 2025 and February Bulletin.
- 3.e Letter from Parks and Recreation Advisory Committee
- 3.f Letter received from Honourable Todd Loewen, Minister of Forestry and Parks.
- 3.g Letter received from Honourable Ric McIver, Minister of Municipal Affairs.
- 3.h Letter received from Teyel Strandquist, President of Crowsnest Pass Chamber of Commerce.

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of February 11 2025

5. PUBLIC HEARINGS

- 5.a Bylaw 1207, 2024 - Land Use Bylaw Amendment - Redesignate Block A, Plan 2411511 and Block B, Plan 2411512, containing ±0.053 ha (0.13 acres) within two certificates of title, from no zoning (former road) to Residential – R-1 - *Public Hearing*

6. DELEGATIONS

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

7. REQUESTS FOR DECISION

- 7.a Bylaw 1203, 2024 Road Closure Bylaw - *Second and Third Reading*
- 7.b Bylaw 1204, 2024 Road Closure Bylaw - *First Reading*
- 7.c Bylaw 1207, 2024 - Land Use Bylaw Amendment - Redesignate Block A, Plan 2411511

and Block B, Plan 2411512, containing ±0.053 ha (0.13 acres) within two certificates of title, from no zoning (former road) to Residential – R-1 - *Second and Third Reading*

7.d Bylaw 1208, 2024 Road Closure Bylaw - *Second and Third Readings*

7.e 2025 Municipal Election - Appointment of Returning Officer and Election Considerations

7.f Category 1 grant approval Crowsnest Pass Golf Course

7.g 2026 Budget Survey

7.h Parking Discussion 11777 20th Avenue, Blairmore

8. COUNCIL MEMBER REPORTS

9. PUBLIC INPUT PERIOD

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

10. COUNCILOR INQUIRIES AND NOTICE OF MOTION

11. IN CAMERA

11.a Personal Privacy - Board Member Applications - FOIP Act Section 17

11.b Personal Privacy - Code of Conduct Complaint - FOIP Act Section 17

11.c Personal Privacy - Code of Conduct Complaint - FOIP Act Section 17

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 3.a

Subject: Minutes of the Crowsnest Pass Senior Housing Board of January 20, 2025.

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of January 20, 2025 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

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

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Crowsnest_Pass_Senior_Housing_Minutes_January_20_2025.pdf](#)



CROWSNEST PASS SENIOR HOUSING

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

BOARD MEETING MINUTES January 20, 2025

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, January 20, 2025, at 10:00 a.m. at Peaks to Pines in Coleman, Alberta.

ATTENDEES:

Deb Ruzek: Board Chairperson, Marlene Anctil: Board Member, Dean Ward: Municipal Councillor, Shelley Price: Chief Administrative Officer, Dave Filipuzzi: Municipal Councillor, Diane Nummi: Board Member, Dee-Anna Strandquist: Finance Manager, Shannon Harker: HR

ABSENT:

Cathy Painter: Board Member

Minutes recorded by Shannon Harker

1. CALL TO ORDER

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

2. ADDITIONS/CHANGES TO AGENDA

Board Vote - 2025 Board Chair and Vice Chair moved to 3.2

3. APPROVAL OF AGENDA

- 3.1 Motion #001/25 to approve the agenda as amended — Dean Ward – cd.
- 3.2 Shelley Price called for nominations for Board Chair – Deb Ruzek – nominated and accepted. Deb Ruzek called for nominations for Vice Chair – Marlene Anctil - nominated and accepted.

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion #002/25 to approve the minutes of the meeting held December 16, 2024, as presented. – Dean Ward – cd.

5. BUSINESS ARISING FROM THE MINUTES

None

6. **CORRESPONDENCE**

None

7. **MANAGEMENT REPORTS**

7.1 #003/25 Motion to approve the Report from Management as presented –Marlene Ancilil – cd.

8. **FINANCIAL REPORTS**

8.1 #004/25 Motion to approve the Financial Statement as presented – Dean Ward – cd.

8.2 #005/25 Motion to increase VISA limit from \$5000 - \$15000 – Marlene Ancilil – cd.

9. **BOARD CHAIRPERSON REPORT**

Board personnel files, confidentiality agreements, Board evaluations and questionnaires have been handed out to be returned next meeting, signed and dated.

Updated photo id cards are needed for Board Members.

10. **OTHER BOARD REPORTS**

No Report

11. **OLD BUISNESS**

None

12. **DELEGATE**

None

13. **NEW BUSINESS**

13.1 Continuing Care Licence Renewal – Board Statutory Declaration completed.

13.2 February meeting date changed from February 24, 2025, to February 18, 2025, 11:00 a.m.

13.3 Policy Approval:

Policy #2.26 – Protection for Persons in Care

#006/25 Motion to approve Policy 2.26 Protection for Persons in Care as amended – Marlene Ancilil – cd.

Policy #2.30 – Mechanical Lift and Resident Transfer
#007/25 Motion to approve Policy #2.30 – Mechanical Lift and Resident Transfer as amended
– Dean Ward – cd.

Policy #4.26 – Data Management
#008/25 – Motion to approve Policy #4.26 – Data Management as presented – Dianne Nummi
– cd.

Policy # 4.27 – Review and Table for next meeting.

13.4 CPSH Board 2025 – Contact information updated and will be submitted to the Municipality.

13.5 Collective Bargaining Services – CPSH has secured support for an essential services contract and is reviewing candidates for our upcoming negotiations.

14. IN CAMERA

14.1 #009/25 Motion to go into Camera 11:35am – Dianne Nummi – cd.

14.2 #010/25 Motion to come out of Camera 11:45am – Dean Ward – cd.

15. ADJOURNMENT

15.1 #011/25 Motion to adjourn at 11:45am – Dave Filipuzzi – cd.

The next regular board meeting – February 18, 2025, 11:00 a.m.

Debi Ruzek – Board Chairperson





Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 3.b

Subject: Minutes of the Crowsnest Pass Community Library Board of January 28, 2025

Recommendation: That Council accept the Minutes of the Crowsnest Pass Community Library Board AGM of January 28, 2025 as information.

Executive Summary:

Minutes of boards, committees and societies are provided to Council as received.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Minutes of boards, committees and societies are provided to Council as received.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Library minutes January 28, 2025 with attachents.pdf](#)



Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday, January 28th, 2025
Crowsnest Community Library - Meeting room

Draft Minutes

Attendance: Diane deLauw (Library Manager), Erin Matthews (Chair), Margaret Thomas (Vice Chair), Gale Comin (Treasurer), Doreen Glavin (Council Rep), Lisa Sygutek (Council Rep), Nicole Stafford (Secretary), and John Hucik.

Guests: Deborah Whitten and Pauline Desjardins

- 1. Call to Order** - Erin called the meeting to order at 1:50pm.
- 2. Adoption of Agenda - January 28th, 2025**
Erin made a motion to adopt the agenda with addition of discussion of lights. Margaret seconded. Motion carried.
- 3. Adoption of Minutes - October 22nd, 2024**
Margaret made a motion to adopt the minutes. Erin seconded. Motion carried.
- 4. Friends of the Library update and elevator discussion**
Friends of the Library update presented by Deborah Whitten and Pauline Desjardins.
Elevator discussion with Deborah and Pauline from Friends of the Library.
- 5. Librarian's report** - Presented by Diane
Erin made a motion to adopt the report. Gale seconded. Motion carried.
- 6. Financial Report - January 2025** - presented by Diane.
Margaret motioned to adopt the report as presented. Erin seconded. Motion carried.
- 7. Plan of Service 2025-2030**
Lisa made a motion to accept the Plan of Service for 2025-2030. Gale seconded. Motion carried.
- 8. 2024 Annual Report** - presented by Diane.
Doreen made a motion to approve the 2024 Annual Report to be submitted. Gale seconded.
Motion carried.
- 9. Book Allotment contribution**
Action: Diane has reached out to Friends of the Library for money for Book Allotment. Will bring back their response to the Library Board meeting on February 25th.
- 10. Lights**
Doreen made a motion to change the remaining lights at the Library to LED, spending up to the cost of \$8,000. Gale seconded. Motion carried.
- 11. Meeting Adjournment** - Lisa made a motion to adjourn the meeting at 3:04pm.

Next Regular Meeting: February 25th 2025, at 1:30 pm

Approved _____ Date _____

Librarians Report
January 28, 2025

Programming

- Kids Holiday crafting was 3 Fridays in December.
- BRAT Pack took a short break during holidays.
- Movies with CNP 40 during holiday break.
- Movies with CNP 40 Feb 7 & 8.
- Family Literacy Day event and movie January 25.
- New “Artful Inspirations” (adult) on Wednesday afternoons.
- Provincial Family Resource Network (Kids First-Fort MacLeod) – Feb 14 program.
- Puzzle challenge event February 21.
- A Chess Club has started up at the Library Jan-Mar.

Building update

- Basement carpets cleaned.
- All Main floor light bulbs changed to LED.
- New furniture purchase by Friends of the Library.
 - Updated sitting area on main floor.
 - Updated managers office.
 - Added new shelf to Juvenile area.

Friends of the Library

- Next meeting January 29th at 1:00pm.

Personnel Development

- SALC new date is April 11th.
- SALC registration has opened.

Municipality of Crowsnest Pass Library

Profit & Loss Budget vs. Actual

January 2025

		Jan 25	Budget
Income			
Funding			
	4000 · Municipality	0.00	158,402.00
	4010 · Province of Alberta	0.00	40,298.00
	Total Funding	0.00	198,700.00
Operations			
	4100 · Book Sales	0.00	850.00
	4130 · Facility Use	0.00	200.00
	4140 · Print & Photcopy	0.00	2,500.00
	4150 · Fines	0.00	200.00
	4500 · Interest Income	0.00	1,500.00
	Total Operations	0.00	5,250.00
	Total Income	0.00	203,950.00
Gross Profit		0.00	203,950.00
Expense			
	5050 · Board Expenses	0.00	50.00
	5200 · Furniture & Equipment	0.00	400.00
	5300 · Bank Charges	0.00	50.00
	5460 · Janitorial/Cleaning	0.00	3,600.00
	5500 · Computers	0.00	4,000.00
	5530 · Office Supplies	0.00	3,450.00
	5610 · Bldg. / Yard Repairs & Maint.	320.00	9,000.00
	5650 · Professional Assoc. Memberships	0.00	50.00
	5655 · Regional Library Membership	10,165.58	21,000.00
	5660 · Professional Develop. Expense	0.00	1,200.00
	5670 · Program Expenses	289.45	1,500.00
	5700 · Library Wages	0.00	140,000.00
	5760 · Security System	0.00	1,400.00
	5800 · Telephone	20.64	250.00
	5850 · Utilities	1,053.93	18,000.00
	Total Expense	11,849.60	203,950.00
Net Income		-11,849.60	0.00
<i>Bank Balance - Jan 22, 2025</i>		<i>\$ 2,793.00</i>	



Crowsnest Community Library

Plan of Service

2025-2030



Crowsnest Community Library

(Member of the Chinook Arch Regional Library system)

Offering free memberships that give access to a vast selection of resources. Signup in the Library or online.

Location: 2114-127 Street, Blairmore, Crowsnest Pass, AB

Mailing Address: Box 1177, Blairmore, AB T0K 0E0

Contact information:

Phone: 403-562-8393

Fax: 403-562-8397

General Email: help@crowsnestpasslibrary.ca

Manager Email: manager@crowsnestpasslibrary.ca

Online profile:

website: www.crowsnestpasslibrary.ca

Facebook: <https://www.facebook.com/CNPLibrary>

Library hours:

9am to 7pm – Tuesday to Friday

12 to 4pm – Saturday and Monday

Closed on Sunday

Crowsnest Community Library

(Member of the Chinook Arch Regional Library system)

Vision: Crowsnest Community Library is a highly valued, welcoming and well used community gathering place which citizens use in pursuit of lifelong learning, personal enrichment, and social engagement experiences.

Mission: Crowsnest Community Library Board, Staff, and Volunteers enrich, inform, and engage the public by providing a variety of resources, services and programs which meet the informational, educational and recreational needs of the community.

At the Crowsnest Community Library, we believe that community input is essential in shaping the future of our services. We have created a dynamic and inclusive Plan of Service for 2025-2030 that reflects the diverse needs and aspirations of our patrons. Through engagement with community members, the Library Board, staff, and volunteers, we have gathered valuable insights and feedback to inform our service priorities, goals, and objectives. This has been instrumental in shaping our vision for the future, and we are grateful for all the participation in this process. Together, we will continue to build a vibrant and responsive library that enriches the lives of all who call the Crowsnest Pass home.

Service Response:

Create Young Readers: Early Literacy

Goal:

Children age 0-5 will have programs, materials and services to ensure they will enter school ready to learn to read, write and listen.

Young readers age 5-12 will have access to programs, materials and services that will help them be sustain their literacy journey.

Objectives:

- Provide weekly literacy based preschool programs that involve children and caregivers.
- Offer programs that include homeschool families.
- Promote programs and collections that help meet these goals.
- Offer annual Summer Reading Programs for ages 3-12.
- Create options for “Reading Week” for young children.
- Maintain a collection of books and resources that are geared towards early literacy.
- Partner with schools for 1 Book 5 Schools program.
- Offer school classroom visits.

Service Response:

Know Your Community: Community Resources and Services

Goal:

Residents will have a central source for information about the wide variety of programs, services and activities provided by community agencies and organizations.

Newcomers and visitors in the community will be able to learn about the wide variety of programs, services and activities provided by community agencies and organizations.

Objectives:

- Maintain a community events bulletin board and distribute publications from community organizations.
- Offer assistance with navigating government forms.
- Participate in community committees and Boards.
- Partner with other local organizations.
- Attend interagency meetings to learn about other local agencies and organizations.
- Acquire, and share knowledge, regarding new programs, service and activities when available.

Service Response:

Welcome to Canada: Services for New Immigrants

Goal:

New Canadian immigrants and refugees will have inclusive, supportive environments that empower them through accessible resources, language programs, cultural integration activities, and community engagement, fostering a sense of belonging and connection.

Objectives:

- Provide basic ongoing support in areas of Canadian customs, legal rights, civic responsibilities, etc.
- Engage families and children by offering family friendly programs that are inclusive and inviting to all.
- Expand resource collections by offering language resources that fit needs and are readily accessible.
- Promote language resources available through the online Library.
- Promote community resources that assist with language learning.
- Promote local resources that support employment opportunities.
- Gather feedback for continuous improvement and adjust resources accordingly.



Crowsnest Pass Municipal Library

Annual Report 2024



The library had **2,400** open hours in 2024!



1,761 people have a membership at our library



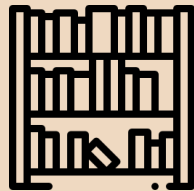
16,350 people walked through our doors last year



In addition to **35,538** website visits



The library added **1,898** new items last year



Bringing the total collection to **17,326**



There were **7,079** downloads of e-Content



Contributing to a total of **51,477** checkouts!



We lent our items to libraries outside of our system **8,787** times



Our service is delivered by **4** dedicated staff



And some amazing partners / volunteers



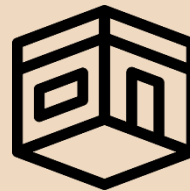
The library has **7** public computers



And brought in **8,327** items upon patron request



We answered **4,550** reference questions



And our meeting spaces were booked **64** times



1 mobile devices and **5** mobile hotspots available for loan



We offered **96** in-person programs



2,385 people attended in total!



And our Wi-Fi had **3,333** connections!



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 3.c

Subject: ORRSC Executive Committee Meeting Minutes of January 9, 2025

Recommendation: That Council accept the ORRSC Executive Committee Meeting Minutes of January 9, 2025 as information.

Executive Summary:

Minutes from external Boards and Committees are provided to Council for their information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Oldman River Regional Services Commission provides their committee minutes to all member municipalities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[January 10, 2025 Executive Committee Minutes - Approved.pdf](#)



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES
January 9, 2025; 6:00 pm
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, January 9, 2025, at 6:00 pm, in the ORRSC Administration Building.

Attendance

Executive Committee

Christopher Northcott, Chair
Don Anderberg, Vice Chair
Evan Berger
David Cody
Brad Schlossberger
Neil Sieben

Absent

Gordon Wolstenholme

Staff

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant
Stephanie Sayer, Accounting Clerk

Chairman Northcott called the meeting to order at 6:03 pm.

1. Approval of Agenda

Moved by: Don Anderberg

THAT the Executive Committee adopts the January 9, 2025 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: David Cody

THAT the Executive Committee approves the November 14, 2024 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. ATB Financial Municipal Borrowing Bylaw Annual Endorsement

Moved by: Don Anderberg

THAT the Executive Committee authorizes the Chair and Chief Administrative Officer to endorse the 2025 Municipal Borrowing Bylaw (Revolving Line of Credit) for ATB Financial Signing Authority – ATB Financial.

CARRIED

b. Signing Authority

R. Keer inquired if the Executive Committee would like to grant authorization to a member of the Executive, other than the Chair, to have signing authority. R. Keer further explained that historically the Executive Committee has granted signing authority to a second individual for situations where the Chair is unavailable.

B. Schlossberger stated that he would let his name stand for signing authority.

Moved by: Evan Berger

THAT the Executive Committee authorizes the Chair, Christopher Northcott, and an Executive Member, Brad Schlossberger, signing authority for the Oldman River Regional Services Commission on behalf of the Executive Committee.

CARRIED

c. 2025 Schedule of Fees – Chinook Intermunicipal Subdivision and Development Appeal Board

R. Keer stated that in accordance with the agreements for the Chinook Intermunicipal Subdivision and Development Appeal Board, an annual schedule of fees must be set for 2025. R. Keer presented that the only change proposed is to increase the mileage rate from \$0.70/km to \$0.72/km, in accordance with the Canada Revenue Rate.

Moved by: Neil Sieben

THAT the Executive Committee approves the 2025 Schedule of Fees for the Chinook Intermunicipal Subdivision and Development Appeal Board, as presented.

CARRIED

d. Subdivision Activity – As of December 31, 2024

L. Kuiper presented the Subdivision Activity Report as of December 31, 2024 to the Executive Committee.

e. Staff Update

L. Kuiper stated that a posting has gone out in search of a new Planner to join ORRSC, and that a staff member has begun their Gradual Return to Work Plan after being away on Long-Term Leave.

f. ORRSC Strategic Plan 2016-2026

L. Kuiper presented the 2016-2026 Strategic Plan to the Executive and highlight some of the action items in the Plan.

g. ORRSC Planning Contracts

R. Keer presented the various editions of the Planning Services Agreements and Contracts that the organization currently has, varying from 1995 to 2024.

The Executive discussed ideas for updating the contracts and determined they would discuss them further at the next Executive Committee meeting.

h. For Information: Brownlee LLP Emerging Trends in Municipal Law

L. Kuiper presented details on the Brownlee LLP Emerging Trends in Municipal Law event in February for anyone who is interested in attending.

i. For Information: Community Planning Association of Alberta

R. Keer presented details on the Community Planning Association of Alberta Conference in Red Deer, Alberta in April.

R. Keer advised that historically 2-3 Executive Members have attended on behalf of ORRSC, and that the agenda will be distributed once it is available.

5. Accounts

a. Office Accounts

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits for October to November 2024 to the Executive.

Moved by: Brad Schlossberger

THAT the Executive Committee approves the Monthly Office Accounts and the Payment and Credits for October to November 2024, as presented.

CARRIED

b. Financial Statements

L. Kuiper presented the Balance Sheets and Comparative Income Statements for October to November 2024 and the Details of Account for November 2024 to the Executive.

Moved by: Don Anderberg

THAT the Executive Committee approves the Balance Sheets and Comparative Income Statement for October to November 2024 and the Details of Account for November 2024, as presented.

CARRIED

6. New Business

E. Berger inquired about the appointees of the Assessment Review Board and stated that his municipality has a Councillor who has been appointed for a number of years, has completed the training, but has not participated in a hearing.

R. Keer reviewed the training requirements and the process for scheduling Assessment Review Board hearings with the Regional Board.

The Executive requested that a list of appointees and their Municipalities be brought forward to a future Executive Committee meeting to review our distribution of appointees.

7. CAO's Report

L. Kuiper presented CAO Report to the Committee.

8. Round Table Discussions

Committee members and staff reported on various projects and activities in their respective municipalities.

9. Next Meeting – February 13, 2025

10. **Adjournment**

Moved by: Neil Sieben

THAT the Executive Committee closes the meeting.

CARRIED AT 7:48 PM



CHAIR



CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 3.d

Subject: Alberta SW Regional Alliance Minutes of the Board of Directors Meeting from January 8, 2025 and February Bulletin.

Recommendation: That Council accept the Alberta SW Regional Alliance Minutes of the Board of Directors Meeting and February Bulletin as information.

Executive Summary:

Minutes from external boards and committees are submitted to Council for their information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Alberta SW Regional Alliance provides minutes and their monthly bulletin for Council's information.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Alberta SouthWest Regional Alliance Minutes - January 8, 2025.pdf](#)
[2025-02 Bulletin AlbertaSW.pdf](#)

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
 Wednesday, January 8, 2025,-Stockman’s Grill, Fort Macleod



Board Representatives

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

Resource Staff and Partners

Lori Hodge, LRSD
 Brandie Lea, PrairiesCan
 Marie Everts, JET
 Sacha Anderson, CF CNO
 Mark Brown, CF ABSW
 Bev Thornton, AlbertaSW

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|----|-------------------------------|--|
| 1 | Call to Order and welcome | Chair Brent Feyter called the meeting to order |
| 2 | Approval of Agenda | Moved by Doral Lybbert THAT the agenda be approved as presented.
Carried. [2025-01-935] |
| 3 | Approval of Minutes | Moved by Cam Francis THAT the Minutes of October 30, 2024, be approved as presented.
Carried. [2025-01-936] |
| 4 | Approval of Cheque Register | Moved by Tim Court THAT cheques #3471to #3484 be approved as presented.
Carried. [2025-01-937] |
| 5 | Qatalyst Consultation | Next step in the process requires input from Board representatives.
Dates for two on-line workshops will be 12:00noon on Tuesday, January 14 and 12:00noon on Wednesday, January 15, 2025. |
| 6 | Contribution to SAITI project | SouthGrow is applying or a CanExport grant on behalf of the Southern Alberta Investment and Trade Initiative (SAITI).
Moved by Sahra Nodge THAT AlbertaSW contribute up to \$2,000, as required, for matching funds.
Carried. [2025-01-938] |
| 7 | NRED Grant 2025-2027 | AlbertaSW has submitted a second NRED grant to build upon the EAT, BASTION and MECAP projects to next promote and support investment opportunities that have been identified in the region. |
| 8 | EDA Conference 2025 | EDA Xperience 2025 Leaders’ Summit & Conference April 9-11, 2025
Mayor Brad Schlossberger and Mayor Barbara Burnett will attend. |
| 9 | Correspondence to Premier | Letter to the Premier from SouthGrow Chair, dated November 26, 2024 was circulated as a follow up to an in-person meeting to discuss withdrawal of provincial investment in REDAs. |
| 10 | Executive Director Report | Moved by Barbara Burnett THAT the Executive Director report be accepted as information.
Carried. [2025-01-939] |

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|----|------------------------|--|
| 11 | Round table | Accepted as information. |
| 12 | Upcoming Board Meeting | <ul style="list-style-type: none"> ➤ Wednesday, February 5, 2025-Fort Macleod ➤ Wednesday, March 5, 2025-TBD ➤ Wednesday, April 2, 2025-TBD |
| 13 | Adjourn | <p>Moved by Tim Court THAT the meeting be adjourned.
 Carried. [2025-01-940]</p> |

Approved February 5, 2025

Executive Director Report January 2025

MEETINGS and PRESENTATIONS

- Jan 7: University of Lethbridge Geography 4700 student project meeting
- Jan 8: meeting with Avail, Fort Macleod
- Jan 8: AlbertaSW Board Meeting, Fort Macleod
- Jan 9: AEDO Accreditation Review Committee Meeting, Zoom [regrets]
- Jan 10: University of Lethbridge Geography 4700 meeting with students re: mapping project
- Jan 10: Meeting with Jordan Tidey, Director of Economic Development, County of Grande Prairie, Zoom
- Jan 14: Tourism Lethbridge Advisory Committee meeting, Lethbridge
- Jan 14: Qatalyst Board workshop #1, Teams
- Jan 15: Economic Development Lethbridge Board meeting, Teconnect
- Jan 15: Qatalyst Board workshop #2, Teams
- Jan 16;Travel Alberta Strategic Insights Committee meeting, Zoom
- Jan 17: Economic Developers Alberta Community Investment Readiness Tool Review, Zoom
- Jan 20: University of Lethbridge Geography 4700 mapping project launch, Zoom
- Jan 20: Meeting with PrairiesCan, Teams
- Jan 20: SouthWest Stakeholder Round Table with Alberta Innovates, Teconnect
- Jan 21; REDA Managers meeting, Zoom
- Jan 21: Meeting with Colin Harvey, AltaLink, Teams
- Jan 22:Meeting with Peter Ptashko,, UK - 2023 Duke of Edinburgh Commonwealth Study Group, Zoom
- Jan 23: Webinar on US-Canada trade relations, Teconnect
- Jan 27: Meetings with InnoVisions re: final NRED report, Zoom
- Jan 27: Meeting with National Research Council and Alberta Innovates and Captus project, Teams
- Jan 28: More meetings with InnoVisions re: final NRED report, Zoom
- Jan 28: Meeting with Qatalyst consultant, Zoom

Jan 28: Meeting with Energy Futures Lab re: future projects and consultations, Zoom

Jan 29: Research interview with Qatalyst re: PrairiesCan/Community Futures , Teams

Jan 30: Blackfoot Signage Project Meeting, Teams

Jan 30: International Economic Development Council AEDO Accreditation Review Committee Meeting, Zoom

PROJECT MANAGEMENT and REPORTING

- MECAP project completion and compiling documentation
- Submit NRED Final Grant Report – MECAP project, March 2023-November 2025
- Consult with Avail re: new Jobs, Economy, and Trade year-end audit requirements
- Continued input to Blackfoot Signage pilot project
- Schedule Qatalyst Board workshops (2)
- Website information inquiries, referrals to resources and grant programs

INVESTMENT ATTRACTION and REGIONAL PROMOTION

- Investment inquiries and new project information
- Energy Futures Lab pilot project completion and invitation to apply to Fellowship (declined)
- Appointed as member of both IEDC AEDO Review Committee and new AEDO Advisory Board
- Letter of support for EFL funding to support continued community consultation
- Meetings with University of Lethbridge student team re interactive mapping of MECAP data (locations of regional businesses in manufacturing, energy, construction, ag processing)

UPCOMING:

Southern Alberta Economic Summit

Thursday March 27, 2025

8:30am to 3:30pm – Lethbridge Agrifood Hub

Tickets - \$80 available at this link:

<https://www.eventbrite.ca/e/southern-alberta-economic-summit-2025-tickets-1058509342939>



SOUTHERN ALBERTA ECONOMIC SUMMIT 2025

MARCH 27, 2025
Lethbridge Agri-food Hub & Trade Centre
Lethbridge, Alberta | 8:30 AM - 3:30 PM

Join us for this annual SouthGrow event to discuss the topics that matter to Southern Albertan's and their communities!

IN PARTNERSHIP BY:

SOUTHGRQW | PrairiesCan | Community Futures | TOURISM Lethbridge | Economic Development Lethbridge | ALBERTA SOUTHWEST

Alberta SouthWest Bulletin February 2025

Regional Economic Development Alliance (REDA) Update

❖ Manufacturing Energy Construction Ag Processing (MECAP) project completed!

This project, implemented from April 1, 2023, to November 30, 2024 (19 months), was supported by an Alberta Northern and Regional Economic Development (NRED) Grant. Thank you to InnoVisions and Associates, and to municipal staff, chambers, community organizations, provincial and federal agencies who contributed time, resources, and ideas to make this a success.

The final report is over 20 pages, and here are just some of the Project Highlights and Metrics

Media and Social Media Project Outreach

- 800 recipients of direct communications
- 13,000+ via social media and LinkedIn.
- 1,000+ instances of industry organizations, businesses, and stakeholders across the region accessing resource pages, online distributions, video replays of the Speaker Series, and newsletters

Innovators Round Table, Think Tank; information-sharing workshops and events

- 12 participants-Spring-Summer 2023-Rural Development Network (RDN) Pilot Project (READI)
- 17 attendees - Wednesday, October 4, 2023 - Industry Innovators Round Table #1 - Fort Macleod
- 25 attendees - Wednesday, November 1, 2023 - Industry Innovators Think Tank #2 - Zoom
- 15 attendees - Monday, January 29, 2024 - Industry Innovators Think Tank #3 - Fort Macleod
- 29 participants-Tuesday, January 30, 2024-Community Capacity-Building Workshop
- 87 attendees – Wednesday, June 5, 2024 – presentation at Alberta SouthWest Annual General Meeting

Industry Leaders Forum Speaker Series

- 17 attendees Wednesday, September 18, 2024 - Topic: Manufacturing - Zoom
- 27 attendees Wednesday, October 16, 2024 - Topic: Workforce in-person and Zoom
- 16 attendees Wednesday, November 20, 2024 – Topic: Supply Chain and Logistics – Zoom
- 17 expert presenters from government agencies and industry organizations over the 3 sessions

In addition to speaker presentations, over **30 resource links, programs and toolkits shared.**

- 4 resources and employer programs shared re: Manufacturing
- 11 resources and employer programs shared re: Workforce
- 15 resources and employer programs shared re: Supply Chain

Research, Interviews, and Inventory of MECAP businesses

NAICS codes were used to systematically build an inventory of MECAP companies.

- 177 MECAP businesses in AlbertaSW inventoried
- 15 Community Investment Profiles completed

Career Exploration Day Wednesday, May 8, 2024

- 600 attendees at Career Exploration Day
- 67 businesses participating

Livingstone Range School Division career and dual credit programs

- 72 work experience placements
- 10 Registered Apprenticeship Program (RAP) students
- 46 Green Certificate placements
- 60 International students (47 FTE)



Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

bev@albertasouthwest.com

www.albertasouthwest.com



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ECONOMIC
DEVELOPMENT
ORGANIZATION
International Economic Development Council



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BERLIN

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Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 3.e

Subject: Letter from Parks and Recreation Advisory Committee

Recommendation: That Council accept the letter from Parks and Recreation Advisory Committee letter as information and the Council reps will report back on updates as they are provided.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

Bylaw 1041, 2020 Procedure Bylaw

Discussion:

A letter was received from the Parks and Recreation Advisory Committee Requesting a Timeline on the Trails Master Plan & Request for a Timeline on the Hillcrest Ball Diamond Feasibility Study.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[2025 02 11 Request for Timelines from Council Letter.pdf](#)

To:

Municipality of Crowsnest Pass Council Members & Mayor Painter
Municipality of Crowsnest Pass CAO – Patrick Thomas

Subject: Request for Timeline on Trails Master Plan & Request for Timeline on Ball Diamond Feasibility Study RFPs

I am writing on behalf of the Parks & Recreation Advisory Committee (PRAC) to request updates regarding two important initiatives: the Trails Master Plan and the Hillcrest Ball Diamond Feasibility Study.

In early 2023, the Municipality allocated \$250,000 for the Trails Master Plan Study and Report. However, it has come to our attention later that year that these funds were put on hold due to the Government of Alberta's plans for the area and potential collaboration with them. One of our committee members, who has connections at various government levels, has informed us that while there are ongoing discussions about projects in the area, the funding from those discussions will not cover the Trails Master Plan. Given that this plan was a key initiative presented by the PRAC to council in 2022, we believe it is essential for guiding future planning within the Municipality and facilitating discussions with other agencies. Therefore, we respectfully request a timeline for the completion of the RFP for the Trails Master Plan.

Additionally, the PRAC has engaged with stakeholders over the past year to discuss the future of the Hillcrest Ball Diamond Complex. Originally started in 1999, this project remains incomplete, and concerns about its funding and completion have persisted for 24 years. The current PRAC has identified the Hillcrest Ball Diamond Complex as our top priority project for discussion with council. In early 2024, we were informed that \$100,000 in funding is available for a feasibility study of the grounds, and we understand that we should wait for this study to be completed before advocating for potential improvements. However, to our knowledge, the RFP for this feasibility study has yet to be drafted. We kindly request an update on the timeline for this process as well.

Thank you for your attention to these matters. We look forward to your prompt response regarding our requests.

Sincerely,

Abigayle Bruce
Parks and Recreation Advisory Committee Member
(Written on behalf of all members of the Parks and Recreation Advisory Committee)



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 3.f

Subject: Letter received from Honourable Todd Loewen, Minister of Forestry and Parks.

Recommendation: That Council accept the letter from Honourable Todd Loewen, Minister of Forestry and Parks, as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[2025 02 12 - AB Minister of Forestry and Parks Todd Loewen.pdf](#)



ALBERTA

Forestry and Parks

*Office of the Minister
MLA, Central Peace - Notley*

AR-21781

FEB 12 2025

His Worship Blair Painter
Mayor of Crowsnest Pass
Box 600
Crowsnest Pass, AB T0K 0E0
blair.painter@crownsnestpass.com

Dear Mayor Painter:

I am following up on our November 19, 2024 meeting, where we discussed a request for infrastructure support, specifically signage for trails. On January 30, 2025, ministry staff met with Patrick Thomas, Chief Administrative Officer of the Municipality of Crowsnest Pass, to discuss this matter further. I am pleased to share the outcomes of that meeting.

It was agreed that action will be taken this summer regarding trailhead signage, a topic that has been under discussion for some time. My ministry will work with the Municipality of Crowsnest Pass to create a sign standard that applies across municipal and public land, recognizing that adaptive management will occur as both parties plan more recreation trails and sites and as usage needs change.

For 2025, signs will be installed on priority sites as agreed to by both parties, including trailheads for Turtle Mountain, Saskatoon Mountain, Crowsnest Mountain, Window Lake, Star Creek, and Allison Falls.

I am encouraged to hear that the Municipality is still considering a Trail Master Plan for the Crowsnest Pass, which can inform the signage plan. My ministry is committed to supporting and collaborating on this initiative.

Sincerely,

Honourable Todd Loewen
Minister
Forestry and Parks



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 3.g

Subject: Letter received from Honourable Ric McIver, Minister of Municipal Affairs.

Recommendation: That Council accept the letter from Honourable Ric McIver, Minister of Municipal Affairs, as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[2025 02 14 Minister of Municipal Affairs Ric McIver.pdf](#)



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR117690

February 13, 2025

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards to June 10, 2023. A two-year extension was granted to June 10, 2025, via Ministerial Order No. MSD:013/23.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this year's deadline. My colleague, the Honourable Demetrios Nicolaides, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards by one year, to June 10, 2026, to provide sufficient time to complete these agreements. As a result, Ministerial Order MSD:013/23 is rescinded and Ministerial Order No. MSD:004/25 is now in effect. Please find attached a copy of the new Ministerial Order.

Municipal Affairs advisory staff can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at ma.advisory@gov.ab.ca, or call toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email municipalcollaboration@gov.ab.ca, or call the number above for more information.

Sincerely,

Ric McIver
Minister

Attachment: Ministerial Order No. MSD:004/25

cc: Honourable Demetrios Nicolaides, Minister of Education



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:004/25

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *Municipal Government Act*, is extended to June 10, 2026.

Ministerial Order No. MSD:013/23 is hereby rescinded.

Dated at Edmonton, Alberta, this 29 day of January, 2025.



Ric McIver
Minister of Municipal Affairs



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 3.h

Subject: Letter received from Teyel Strandquist, President of Crowsnest Pass Chamber of Commerce.

Recommendation: That Council accept the letter from Teyel Strandquist, President, Crowsnest Pass Chamber of Commerce as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Request for Funding "Booth at Outdoor Adventure Show.pdf"](#)



Teyel Strandquist
President, Crowsnest Pass Chamber of Commerce
February 21, 2025

Patrick Thomas, Chief Administrative Officer
Mayor and Council
Municipality of Crowsnest Pass

Re: Request for Funding – Booth at Outdoor Adventure Show

Dear Patrick, Mayor, and Council,

On behalf of the Crowsnest Pass Chamber of Commerce, I am reaching out to request the Municipality's support in funding a booth at the annual Outdoor Adventure Show on March 29–30. The cost for the booth is \$1,600, and we believe this event presents a valuable opportunity to showcase our community and business sector to outdoor enthusiasts and potential visitors.

We have been in touch with volunteers who are eager to step up and represent Crowsnest Pass at the show. In return for the Municipality's support, we would ensure that the community handbook and any other relevant promotional materials are distributed to attendees.

We recognize the short notice of this request and appreciate your consideration. Moving forward, we will include this event in next year's budget planning to ensure long-term participation. Given the reach and audience of the Outdoor Adventure Show, we believe this is an excellent opportunity to highlight our unique offerings and attract new visitors to our region.

We appreciate your time and consideration and look forward to your response. Please let us know if there are any details we can provide to assist in your decision-making.

Sincerely,

Teyel Strandquist
President, Crowsnest Pass Chamber of Commerce



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 4.a

Subject: Minutes of the Council Meeting of February 11 2025

Recommendation: That Council adopt the Minutes of the Council Meeting of February 11, 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 02 11 - Council Meeting Minutes.pdf](#)

Municipality of Crowsnest Pass
Council Meeting Minutes
Tuesday, February 11, 2025

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, February 11, 2025.

Council Present:

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

Council Absent:

Administration Present:

Patrick Thomas, Chief Administrative Officer
Kristin Colucci, Deputy Chief Administrative Officer
Brian McCulloh, Director of Finance
Sally Turner, Manager of Finance
Jeremy Wickson, Director of Development, Engineering & Operations
Johan Van Der Bank, Manager of Development and Trades
Trent Smith, Manager of Community Services
Laken McKee, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

01-2025-02-11: Councillor Kubik moved to adopt the agenda as amended
Carried

CONSENT AGENDA

None

ADOPTION OF MINUTES

02-2025-02-11: Councillor Ward moved to adopt the Minutes of the Council Meeting of February 4, 2025 as presented.
Carried

PUBLIC HEARINGS

Bylaw 1212, 2024 - Land Use Bylaw Amendment - Redesignation of a portion of, Block S, Plan 6432FE, from “Residential R-1” to “Non-Urban Tourism Accommodation & Recreation – NUTAR”

Mayor Painter declared the Public Hearing opened at 1:02 pm for Bylaw No. 1212, 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 1212, 2024.

- Mindy Pawluk – Opposed
- Jarrett Pawluk – Opposed
- Lloyd Pawluk – Opposed
- Carmen Roman – Opposed
- Marcel Kristek – Opposed

Mayor Painter declared the public hearing closed at 1:20 pm.

BYLAW 1214, 2025 - Land Use Bylaw Amendment - Redesignate 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”

Recuse:

Councillor Sygutek said she has a conflict of interest because she is an adjacent landowner. Councillor Sygutek left the room at 1:26 pm.

Mayor Painter declared the Public Hearing opened at 1:26 pm for Bylaw No. 1214, 2024.

Patrick Thomas, Chief Administrative Officer, provided a brief overview of the bylaw and read into the record that there were 164 written submissions received prior to the due date and 1 letter which was received after the deadline.

Mayor Painter called for members of the public to speak in favor or opposition to Bylaw 1214, 2024.

- June Vastenhout – Opposed
- Audrey Levitt – In Favor
- Lloyd Pawluk – Opposed

- Bonnie Casterllarin – Opposed
- Jarrett Pawluk – Opposed
- Francis Porter– Opposed
- Mindy Pawluk – Opposed
- Ken McEachern – Opposed
- Ken Snider – Opposed
- Marcel Kristek – Opposed
- Gordon Chaisson – Opposed
- Tyson Levitt – In Favour
- Carmen Roman – Opposed
- Ingrid Stein – Opposed

Mayor Painter declared the public hearing closed at 2:19pm.

Returned:

Councillor Sygutek returned at 2:20 pm

DELEGATIONS

None

REQUESTS FOR DECISION

Bylaw 1212, 2024 - Land Use Bylaw Amendment - Redesignation of a portion of, Block S, Plan 6432FE, from “Residential R-1” to “Non-Urban Tourism Accommodation & Recreation – NUTAR” – Second Reading

03-2025-02-11: Councillor Ward moved second reading of Bylaw 1212, 2024 - Land Use Bylaw Amendment - Redesignation of a portion of, Block S, Plan 6432FE, from “Residential R-1” to “Non-Urban Tourism Accommodation & Recreation – NUTAR”
Carried

BYLAW 1214, 2025 - Land Use Bylaw Amendment - Redesignate 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”

Recuse:

Councillor Sygutek said she has a conflict of interest because she is an adjacent landowner.
Councillor Sygutek left the room at 2:45 PM

04-2025-02-11: Councillor Ward moved second reading of Bylaw 1214, 2025 - Land Use Bylaw Amendment - Redesignate 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

05-2025-02-11: Councillor Filipuzzi moved third and final reading of Bylaw 1214, 2025 - Land Use Bylaw Amendment - Redesignate 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

Returned:

Councillor Sygutek returned at 4:07 pm

Bylaw 1221, 2025 - Land Use Bylaw Amendment - Redesignation of the lands legally described as:

A. A portion of NW¼ 21-7-3-W5M, containing ±0.76 ha (1.9 acres), from “Recreation & Open Space – RO-1” to “High Density Residential – R-3”; and Lot 35, Block 2, Plan 831 1587, containing 0.38 ha (0.9 acres), from “Non-Urban Area – NUA-1” to “High Density Residential – R3” and;

B. Lot 15, Block 7, Plan 111 2697, containing ±2.19 ha (5.4 acres), from “Recreation & Open Space – RO-1” to “High Density Residential – R-3” - First Reading

06-2025-02-11: Councillor Kubik moved first reading of Bylaw 1221, 2025 - Land Use Bylaw Amendment - Redesignation of the lands legally described as:
a. A portion of NW¼ 21-7-3-W5M, containing ±0.76 ha (1.9 acres), from “Recreation & Open Space – RO-1” to “High Density Residential – R-3”; and Lot 35, Block 2, Plan 831 1587, containing 0.38 ha (0.9 acres), from “Non-Urban Area – NUA-1” to “High Density Residential – R3” and;
b. Lot 15, Block 7, Plan 111 2697, containing ±2.19 ha (5.4 acres), from “Recreation & Open Space – RO-1” to “High Density Residential – R-3”
Carried

Service Areas Update

07-2025-02-11: Councillor Ward moved to accept the Service Areas Update as presented.
Carried

COUNCIL MEMBER REPORTS

- Mayor Painter
 - Attended the Mayors and Reeves meeting:
 - Minister Hunter elaborated on Trump and wanting to cut income tax. The analogy behind Tariffs being implemented is that the revenue that they are losing from the income tax will be replaced with Tariffs.
 - The province is doing a mapping in Southern Alberta of all the ground water and how much water we have.
 - RMA Representative, Jason Schneider explained that groups can get funding from running casinos. Jason explained that rural communities have a harder time getting Casinos and larger amounts of funding than cities.
 - RMA Representative is asking the Board to come to one of the scheduled Mayors and Reeves meetings and have them explain how the process is conducted to make it fairer for all communities.
 - AM Representative, Deborah.
 - Looking into the grant system for smaller communities.
 - Smaller communities have less than \$15,000.00 in grant money available. They are looking into smaller communities having the opportunity for larger dollar grants because we don't have the same revenue as a bigger community.
 - AM will be hosting their Leaders Conference in March.

- Councillor Girhiny
 - Attended the Ski Society meeting:
 - The Society is getting great exposure and support from the community.
 - The Society is having a great influence on our youth at the hill and it's great to see!

PUBLIC INPUT PERIOD

None

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

08-2025-02-11: Remuneration Review – Councillor Ward

Councillor Ward moved that council directs administration to determine the average compensation paid to Council members and our CAO.

Carried

09-2025-02-11: Honourable Rajan Sawhney, Minister of Advanced Education letter - Mayor Painter

Councillor Sygutek moved that Council send a letter to Honourable Rajan Sawhney Minister of Advanced Education, thanking her for coming to the community and Council would be happy to meet with her while she is in the area in June.

Carried

IN CAMERA

10-2025-02-11: 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 4:58 pm:

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

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 5:18 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

11-2025-02-11: Councillor Glavin moved that Council come out of In Camera at 5:36 pm.

Carried

12-2025-02-11: Councillor Filipuzzi moved that Council accept the offer to purchase Lot 35, Block 2, Plan 8311587 as submitted, subject to the following conditions:

1. That the price be \$4.25ft²
2. That the applicant is responsible for all costs relating to the redesignation to a suitable land use district.

3. That the applicant is responsible for all environmental assessments / reports, geotechnical assessment, engineering assessment, easements, subdivision, and survey costs relating to these transactions.
4. That the applicant is responsible for all legal costs, including the legal costs of the Municipality, associated with these transactions.
5. That the transaction is completed by June 30, 2025.
6. That the development proposal is commenced by making application(s) for subdivision and/or development permit(s) by October 31, 2027, and construction started by June 30, 2028.
7. At the failure of meeting the timelines stated in par. 4, and 5, or obtaining time extensions as may be required, the Municipality shall be entitled to re-purchase the properties or one of the properties, as may be applicable, 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.

Carried

13-2025-02-11: Councillor Filipuzzi moved that Administration starts having detail design completed for infrastructure upgrades to 30th Avenue in Bellevue.

Carried

ADJOURNMENT

14-2025-02-11: Councillor Filipuzzi moved to adjourn the meeting at 5:53 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 5.a

Subject: Bylaw 1207, 2024 - Land Use Bylaw Amendment - Redesignate Block A, Plan 2411511 and Block B, Plan 2411512, containing ± 0.053 ha (0.13 acres) within two certificates of title, from no zoning (former road) to Residential – R-1 - Public Hearing

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

Executive Summary:

Bylaw 1207, 2024 was given first reading January 21, 2025.

Bylaw 1207, 2024 proposes the redesignation 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:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

NOTICE OF PUBLIC HEARING

MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA

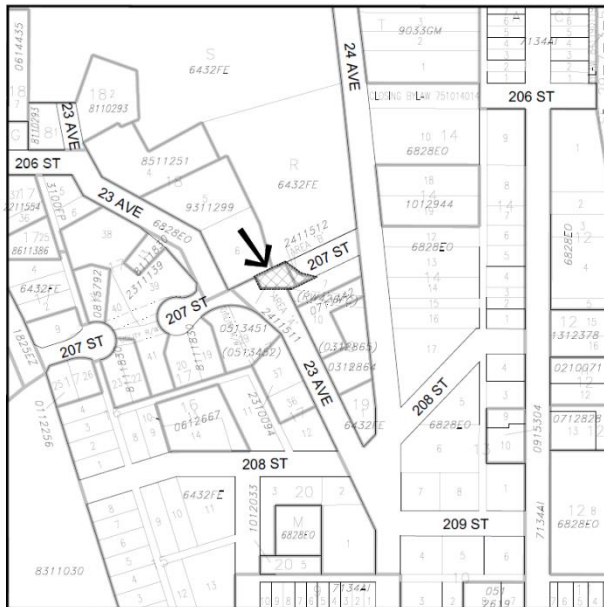
PROPOSED BYLAW NO. 1207, 2024

7:00PM , March 4th , 2025

Municipality of Crowsnest Pass Council Chambers

PURSUANT to sections 216.4, 606, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1207, 2024, being a bylaw to amend Bylaw No. 1165, 2023, being the municipal land use bylaw.

The purpose of Bylaw No. 1207, 2024 is to redesignate the lands legally described as Area 'A', Plan 241 1511 and Area 'B', Plan 241 1512, containing ±0.053 ha (0.13 acres) within two certificates of title, as shown on Schedule 'A', from no zoning (former road) to "Residential – R-1". The subject lands are located in Bellevue.



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: NO LANDUSE
TO: RESIDENTIAL R-1

AREA 'A', PLAN 2411511 AND AREA 'B', PLAN 2411512
WITHIN SE 1/4 SEC 29, TWP 7, RGE 3, W 5 M

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.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1207, 2024, will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00PM on March 4th, 2025. Each person shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Laken Mckee, Executive Assistant to the CAO at Laken.Mckee@crowsnestpass.com with the bylaw number and public hearing date clearly marked in the subject line no later

than 12:00pm on February 24th, 2025. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

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

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 22nd day of January, 2025.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 7.a

Subject: Bylaw 1203, 2024 Road Closure Bylaw - Second and Third Reading

Recommendation: That Council give second and third reading to Bylaw 1203, 2024.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act

Motion 23-2024-05-28

Discussion:

The applicants own a residential parcel at 2702 27 Ave, Bellevue. A portion of the yard and fence encroach into the road allowance. Council adopted Motion 23-2024-05-28 to accept an offer to purchase a portion of the road allowance, subject to road closure approval and a condition that the proposed purchase portion is amended to move the fence that encroaches into 27 Avenue, back to the property line. The fence encroaching into 27 Ave has been removed (confirmed by a photograph sent by the applicant to the Development Officer).

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

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

Council gave first reading to Bylaw 1203, 2024 on November 19, 2024, Administration completed the road closure referral procedure, and Council held a public hearing on December 17, 2024. There were no objections received during the referral process or the public hearing. Subsequently, Administration

submitted a complete road closure package to Alberta Transportation.

On January 29, 2025 the Minister of Transportation and Economic Corridors signed the bylaw and returned it to the Municipality, and Council can now consider second and third readings. The completed bylaw will then be sent to the Registrar of Land Titles for registration and final closure of the roads.

After the final closure of the road portion, a certificate of title will be issued by the Land Titles Office, with the closed road portion consolidated to the adjacent lot.

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

Analysis of Alternatives:

1. Council may give second and third readings of Bylaw 1203, 2024.
2. Council may defeat Bylaw 1203, 2024.

Financial Impacts:

N/A

Attachments:

[BYlaw 1203, 2024 Minister signed Bylaw.pdf](#)

[Bylaw_1203__2024_Schedule_A 2.pdf](#)

[Aerial Map.pdf](#)

[24-16369.pdf](#)

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

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

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

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

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

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

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

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

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

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

READ a **first** time in council this 19th day of November 2024.



Blair Painter
Mayor



Patrick Thomas
Chief Administrative Officer

MUNICIPALITY OF CROWSNEST PASS
PROVINCE OF ALBERTA

PUBLIC HEARING scheduled for the 17th day of December 2024 and advertised in the Crowsnest Pass Herald on the 27th of November and the 4th day of December 2024.

APPROVED this 29 day of January, 2025

for 
Minister of Transportation and Economic Corridors


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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

Municipality of Crowsnest Pass



Legend

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

1: 1,128



0.1 0 0.03 0.1 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
© OpenStreetMap contributors

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Crowsnest Pass



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 7.b

Subject: Bylaw 1204, 2024 Road Closure Bylaw - First Reading

Recommendation: That Council give first reading to bylaw 1204, 2024.

Executive Summary:

Bylaw 1204, 2024 proposes the closure of an unused portion of 79 Street at 23 Avenue, Coleman, for the purpose of consolidating it with the adjacent property (Plan 820L, Block 37, Lot 10) as part of a land swap in order to increase the width of a portion of the lane, south of the subject property.

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act

Motion: 18-2024-08-20

Discussion:

79 Street is shown as Dunsmuir Avenue on the registered plan of subdivision.

The rear lane in this block is 3m wide (historically) as opposed to the current standard of 6m. With fences being constructed on property lines, this creates challenges for access into garages on properties adjacent to the sub-standard lane. The Municipality and an adjacent landowner have agreed to swap land from 79 Street to the rear lane to resolve the issue, by increasing the lane width. The road closure portion has a steep slope and is unlikely to be needed for road construction. The road closure portion will be consolidated to the existing vacant residential lots, and a portion of the vacant lots will be added to the rear lane.

Once a public hearing has been held, the proposed bylaw will be forwarded to the Minister of Transportation and Economic Corridors for approval, before it comes back to Council for consideration of second and third readings. After the final closure of the road portion, a new certificate of title will be issued by the Land Titles Office, which the applicant then has to consolidate with their property

through a subdivision application. The landowner will dedicate to the Municipality road for the increased lane width.

There are other locations throughout the community where rear lanes are sub-standard. The Land Use Bylaw has been amended to address the development of rear yard garages to ensure that there is a setback from the rear property line or an orientation of the garage overhead doors away from the lane, to avoid access issues (see Schedule 4 section 4.2).

Analysis of Alternatives:

1. Council may proceed with first reading of Bylaw 1204, 2024.
2. Council may defer first reading of Bylaw 1204, 2024 and outline what additional information they would like to see.

Financial Impacts:

If the application proceeds the proposal would cost the municipality an estimated amount of \$4,000 for land surveying fees

Attachments:

[FORMATTED Bylaw 1204, 2024.docx](#)

[Bylaw 1204, 2024 - Schedule A.pdf](#)

[Bylaw 1204, 2024 - Schedule A Aerial Photo.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1204, 2024
ROAD CLOSURE

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

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

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

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

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

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

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

PLAN 820L

ALL THAT PORTION OF DUNSMUIR AVENUE FORMING PART OF LOT 11, BLOCK 37, PLAN _____

Containing 0.006 Hectares (0.01 Acres) More or Less

EXCEPTING THEREOUT ALL MINES AND MINERALS

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

PUBLIC HEARING scheduled for the _____ day of _____ 20____ and advertised in the Crowsnest Pass Herald on the _____ and _____ day of _____ 20____.

APPROVED this ____ day of _____, 20____.

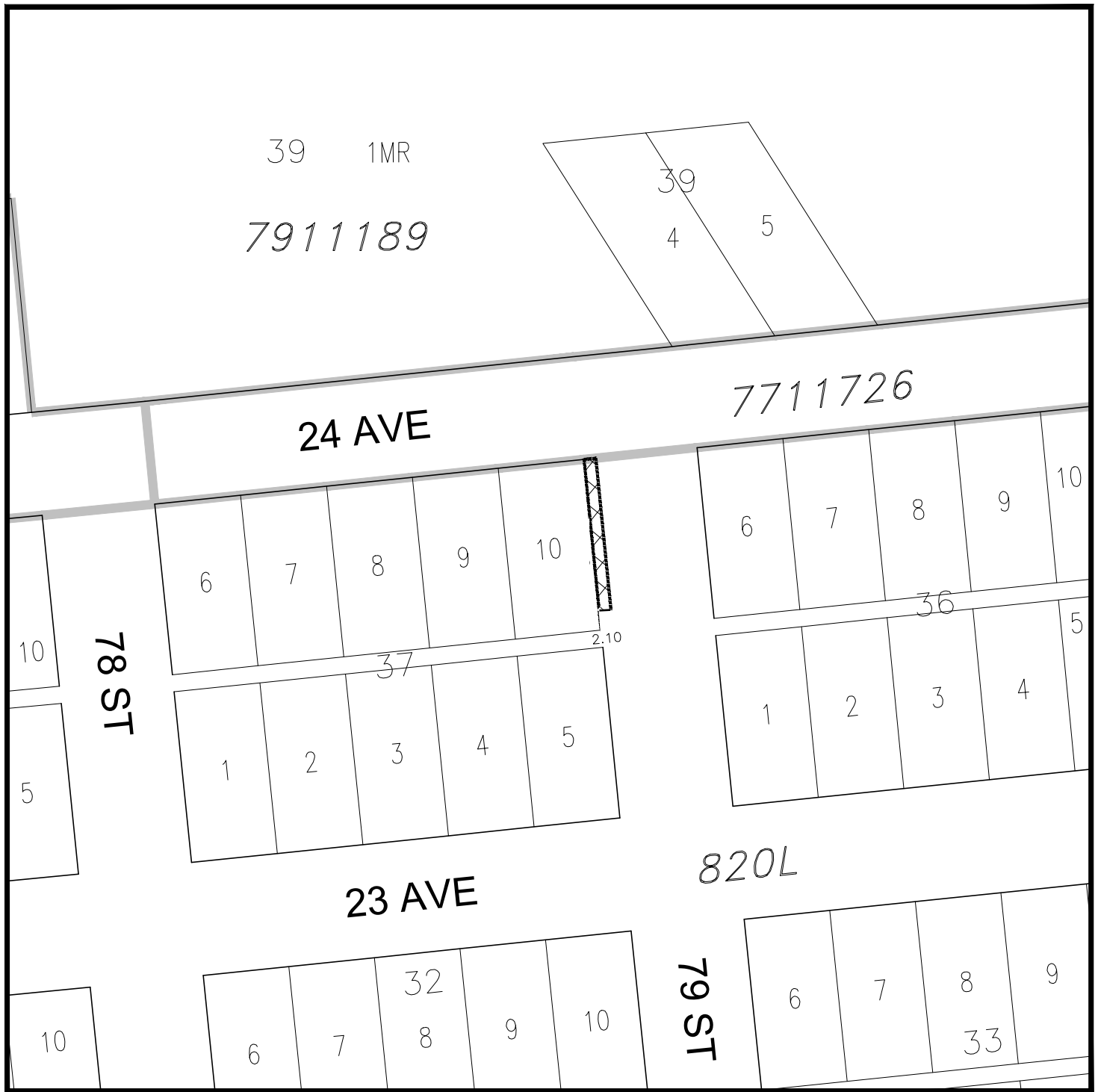
Minister of Transportation and Economic Corridors

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



**PROPOSED ROAD CLOSURE
SCHEDULE 'A'**



**PLAN 820L ALL THAT PORTION OF DUNSMUIR AVENUE
FORMING PART OF LOT 11, BLOCK 37, PLAN _____**

Containing 0.006 Hectares (0.01 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS
WITHIN NE 1/4 SEC 8, TWP 8, RGE 4, W5M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: JANUARY 29, 2025

Bylaw #: 1204, 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

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 20 40 60 80

February 04, 2025 N:\C-N-P\CNP LUD & Land Use Redesignations\
Crownsnest Pass - Bylaw 1204, 2024 - Road Closure Portion of Plan 820L.dwg





**PROPOSED ROAD CLOSURE
SCHEDULE 'A'**

Aerial Photo Date: May 19, 2021



PLAN 820L ALL THAT PORTION OF DUNSMUIR AVENUE
FORMING PART OF LOT 11, BLOCK 37, PLAN _____

Containing 0.006 Hectares (0.01 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS
WITHIN NE 1/4 SEC 8, TWP 8, RGE 4, W5M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: JANUARY 29, 2025

Bylaw #: 1204, 2024

Date: _____

MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL 403-320-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 20 40 60 80

February 04, 2025 N:\C-N-P\CNP LUD & Land Use Redesignations\ Crownsnest Pass - Bylaw 1204, 2024 - Road Closure Portion of Plan 820L.dwg





Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 7.c

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

Recommendation: That Council gives second and third reading of Bylaw 1207, 2024.

Executive Summary:

Bylaw 1207, 2024 proposes the redesignation 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, 2022 (Block / Area 'A') and Bylaw 1161, 2023 (Block / Area 'B'). The closed road portions are 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 consolidated parcel to meet minimum property line setbacks and provide for a suitable building site.

Bylaw 1207, 2024 proposes to redesignate the lands within a suitable land use district (R-1) for future development. Utility Right Of Way Agreements for Telus, Atco Gas, and adjacent private water line / sanitary line 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. Following the Public Hearing, Council may give second and third readings of Bylaw 1207, 2024.

2. If additional information is required by Council and/or amendments to the bylaw are proposed by Council prior to second reading, Council may postpone second reading of Bylaw 1207, 2024 and provide further direction to Administration. Substantial changes to the bylaw will require Council hold a second public hearing prior to considering Bylaw 1207,2024 for second and rhird readings.
3. Council may defeat Bylaw 1207, 2024.

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1207, 2024.docx](#)

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

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

MUNICIPALITY OF CROWSNEST 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 Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 1165, 2023, being the municipal Land Use Bylaw.

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as Block A, Plan 2411511 and Block B, Plan 2411512, containing ±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 Crowsnest Pass in the Province of Alberta duly assembled does hereby enact the following amendments:

1. The Land Use District Map be amended to redesignate the lands legally described as Block A, Plan 2411511 and Block B, Plan 2411512, containing ±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.

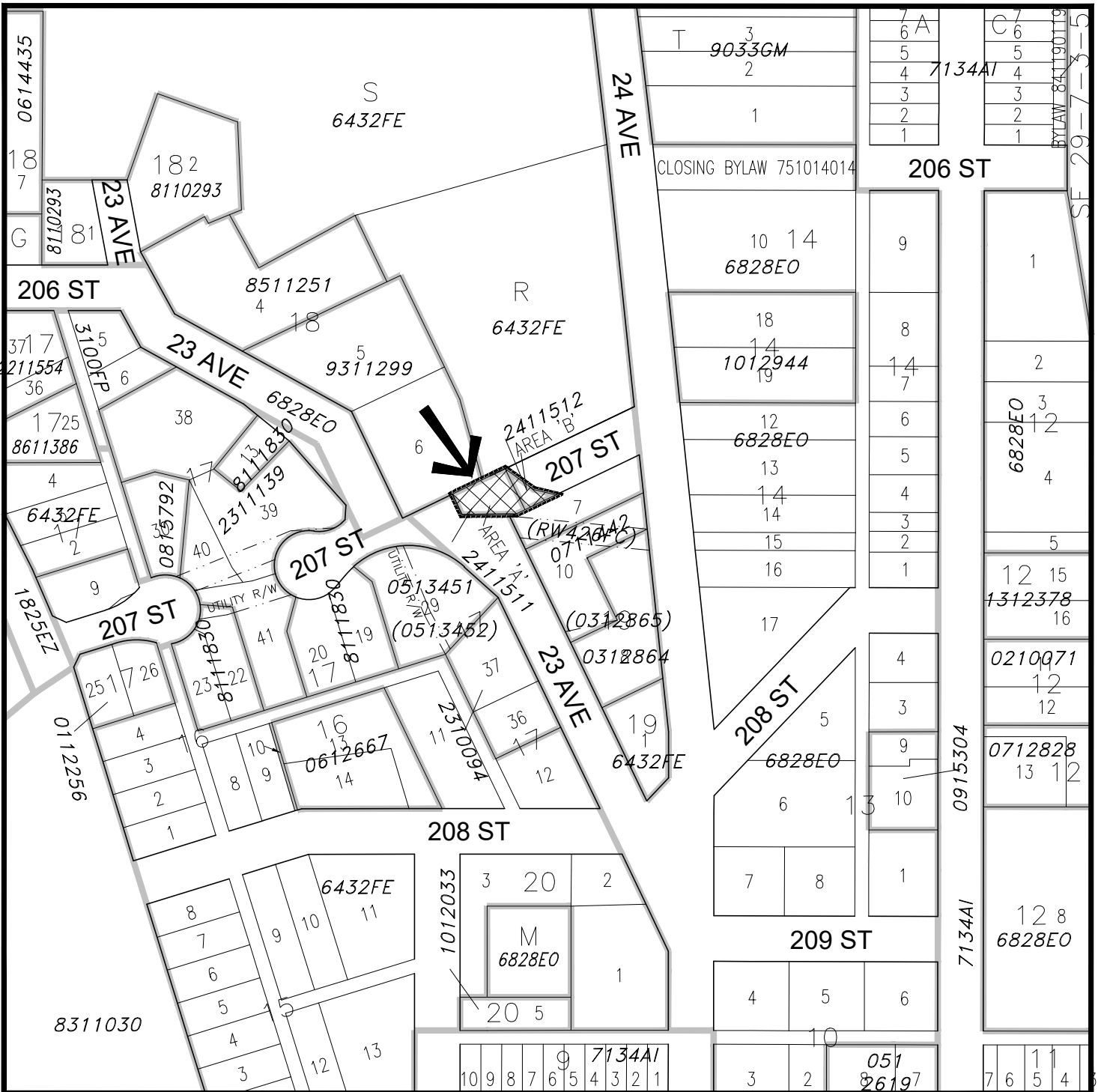
READ a **first** time in council this _____ day of _____ 2025.

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: March 4, 2025

Agenda #: 7.d

Subject: Bylaw 1208, 2024 Road Closure Bylaw - Second and Third Readings

Recommendation: That Council give second and third readings to Bylaw 1208, 2024.

Executive Summary:

Bylaw 1208, 2024 proposes to close a portion of an Unnamed Road (lane), for the purpose of consolidating it with an adjacent property (Plan 708FF, Block B, Lot 3).

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act
Motion 16-2024-07-16

Discussion:

The purpose of the proposed road closure is to correct an existing fence and yard encroachment that has been in place for many years. The portion of the lane being closed is undeveloped, and would serve only the subject parcel and will not have a negative impact on the surrounding properties.

The encroachment of the fence and rear yard extends beyond the lane onto an adjacent Municipal property (Plan 4140JK, Block G, Lot: N/A). Council Motion 16-2024-07-16 to sell land to the applicant did not include this property, and the applicant / landowner is required to remove the fence and rear yard encroachment from the Municipal property (Plan 4140JK, Block G, Lot: N/A).

Council gave first reading to Bylaw 1208,2024 on November 26, 2024, Administration completed the road closure referral procedure, and Council held a public hearing on January 14, 2025. There were no objections received during the referral process or the public hearing. Subsequently, Administration submitted a complete road closure package to Alberta Transportation.

On February 4, 2025 the Minister of Transportation and Economic Corridors signed the bylaw and returned it to the Municipality, and Council can now consider second and third readings. The completed bylaw will then be sent to the Registrar of Land Titles for registration and final closure of

the roads.

After the final closure of the road portion, a certificate of title will be issued by the Land Titles Office, with the closed road portion consolidated to the adjacent lot.

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

The applicant / landowner is required to remove the fence and rear yard encroachment from the Municipal property (Plan 4140JK, Block G, Lot: N/A) prior to the sale and transfer of the land. This requirement will be controlled by the Development Officer through the transfer of land process.

Analysis of Alternatives:

1. Council may give second and third readings of Bylaw 1208, 2024.
2. Council may defeat Bylaw 1208, 2024.

Financial Impacts:

If the application proceeds the Municipality would receive approximately \$11,450 plus GST.

Attachments:

[Bylaw 1208, 2024 Signed by minister.pdf](#)

[Bylaw 1208, 2024 Schedule A.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1208, 2024

ROAD CLOSURE

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

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

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

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

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

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

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

PLAN 708FF

BLOCK B

ALL THAT PORTION OF LANE FORMING PART OF LOT 4, BLOCK B, PLAN _____

Containing 0.028 Hectares (0.07 Acres) More or Less

EXCEPTING THEREOUT ALL MINES AND MINERALS

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

READ a first time in council this 26th day of November 2024.




Blair Painter
Mayor



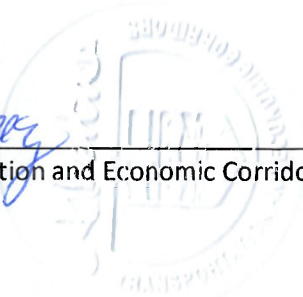
Patrick Thomas
Chief Administrative Officer

PUBLIC HEARING scheduled for the 14th day of January 2025 and advertised in the Crowsnest Pass Herald on the 4th and 11th day of December 2024.

APPROVED this 4 day of February, 2025.



Minister of Transportation and Economic Corridors



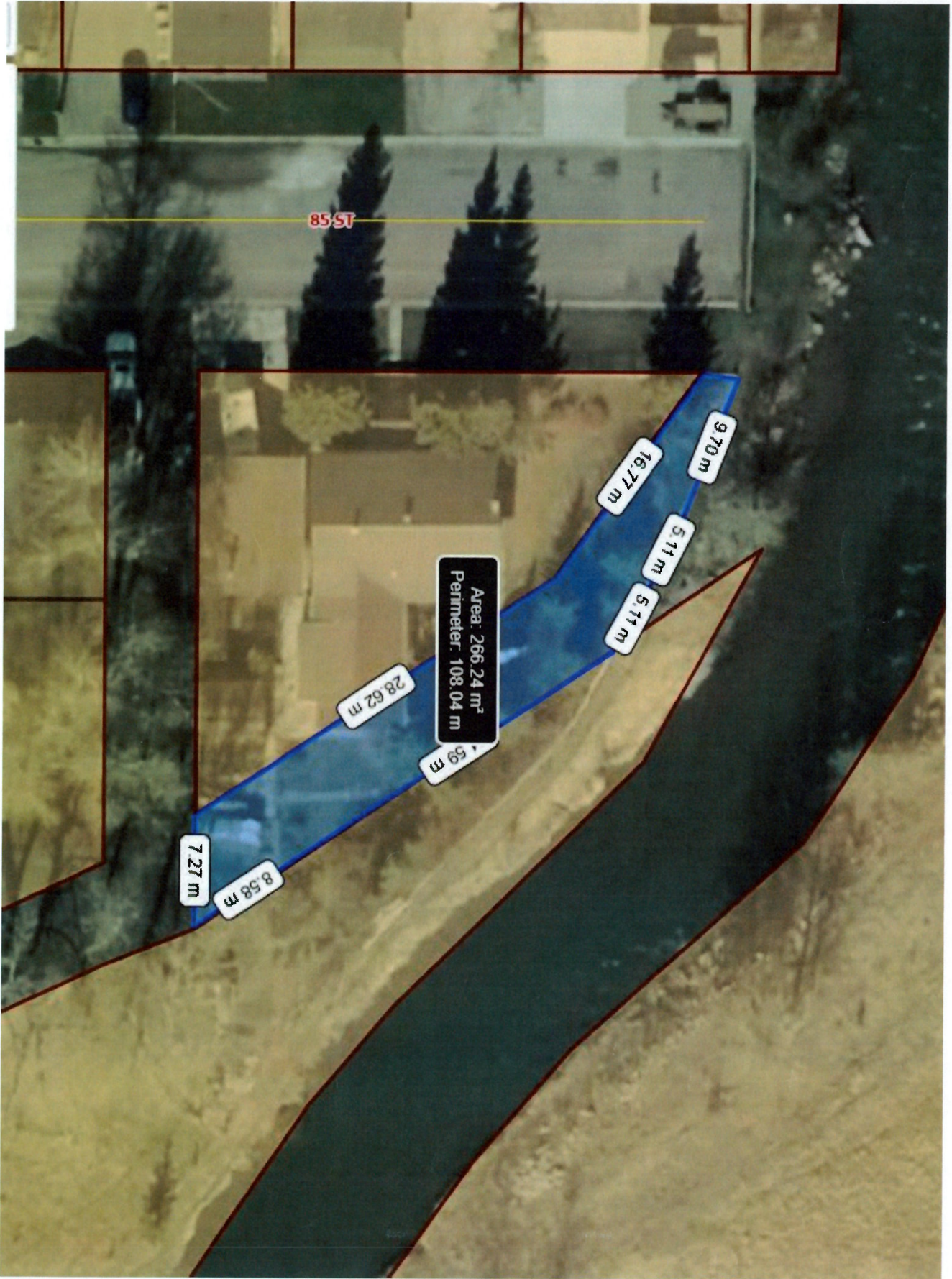
READ a **second** time in council this _____ day of _____ 20____.

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

BYLAW 1208, 2024
SCHEDULE 'A'



BYLAW 1208, 2024
SCHEDULE 'A'





Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 7.e

Subject: 2025 Municipal Election - Appointment of Returning Officer and Election Considerations

Recommendation: 1. That Council passes a motion to appoint Barb Kelly as the Returning Officer for the 2025 Municipal Election.

2. That Council passes a motion to appoint Kristin Colucci as the Substitute Returning Officer for the 2025 Municipal Election.

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

Subdivision A- Coleman

Subdivision B- Blairmore and Frank

Subdivision C- Bellevue and Hillcrest

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

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

Executive Summary:

The 2025 Municipal Election will take place on October 20, 2025 from 10:00 am to 8:00 pm.

Nomination Day will be held on September 22, 2025 from 10 am to noon in Council Chambers.

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

Relevant Council Direction, Policy or Bylaws:

Local Authorities Election Act (LAEA)

Discussion:

Returning Officer

The LAEA, Section 13 allows through resolution the local authority to appoint a Returning Officer for the election, and a substitute returning officer if the Returning officer is incapable of performing their duties due to illness, absence or other incapacity. The duties of the returning officer are in section 14 and include appointing election workers, establishing voting stations, designating at least two deputies per voting station, ordering all election supplies including ballot boxes, voting screens, instructions for electors, legislative forms, and stationary items, giving notice of nominations, receiving nomination papers for prospective candidates throughout the nomination period, declaring acclamations, giving notice of election day and doing all things necessary for the conduct of an election.

Voting Subdivisions

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

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

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

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

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

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

Advanced Vote

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

Special Ballot

An elector whose name is contained in the permanent electors register and who is unable to vote at an advance vote or at the voting station on election day may apply to vote by special ballot if Council provides for it by resolution. An elector who is not on the permanent electors register may fill out the prescribed form, with a copy of their identification. New this year with the legislation change, a voter who votes by special ballot will not be permitted to utilize the Municipal Office drop box to provide their ballot.

Institutional Vote

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

Candidates

Candidate packages are available at the Municipal Office for pick up or on the website.

The Nomination Period is from January 1, 2025 to September 22, 2025 at noon. During this period nomination papers can be submitted to the Municipal Office at 8502 19 Avenue in Coleman. New in 2025 is a requirement under Section 147.22 of the LAEA which requires an individual who intends to be nominated or has been nominated to run for election in a local jurisdiction as a candidate to give written notice to the local jurisdiction before accepting a campaign contribution or incurring an election expense. The form required is Form 29 and is on the website and in the candidate packages. The Municipality is required to maintain a Register of Candidates that have given notice on our website. There are no candidates that have submitted a Notice of Intent as of publishing this agenda package.

Analysis of Alternatives:

1. Defeat or alter the motions.

Financial Impacts:

2025 election is budgeted.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 7.f

Subject: Category 1 grant approval Crowsnest Pass Golf Course

Recommendation: That Council approve the release of the Category 1 grant request for the Crowsnest Pass Golf Course in the amount of \$30,000.

Executive Summary:

The grant request from the Golf Course will be used to help support their operations.

Relevant Council Direction, Policy or Bylaws:

The 2025 Budget was passed on November 28, 2024. A request from the Golf Course was included with the final Grants to Community Organizations with a condition for release of the funds subject to completion of the grant application and removal of the water levy from the golf course website.

Discussion:

The formal grant request with the related attachments (2025 Budget document and latest version of the Financial Statements) was received on December 18, 2024. As well, the water levy amount has been removed from the Golf Course website. Therefore, the conditions placed for the release of the grant funds have been met.

Analysis of Alternatives:

- Council can authorize the release of the \$30,000 grant request to the Crowsnest Pass Golf Course.
- Council can authorize a different amount.
- Council can deny the request.

Financial Impacts:

There is no impact to 2025 as the original \$30,000 was included in the 2025 approved budget.

Attachments:

[Category 1 - 2025 Golf Course Grant Application.docx](#)

[Crowsnest Pass Golf Club_2023 Financial Statement - Signed.pdf](#)

Category 1 Grant Funding Application

Submission Date: 2024-12-18 2:00:04 PM

Organization Information	
Name of Organization	Crowsnest Pass Golf Club
Organization Website	www.crowsnestpassgolf.com
Is the Organization a registered charity or not-for-profit organization?	Yes

Purpose
<p>Purpose of Organization</p> <p>Since 1920, the Crowsnest Pass Golf Club is a non-profit organization dedicated to providing exceptional mountain golf and dining experiences within a relaxed atmosphere. We endeavor to provide affordable recreation and social opportunities in sustainable facilities while appreciating our history, valuing our members, welcoming the public, and supporting our community. Crowsnest Pass Golf Club</p>
<p>Purpose of the Application</p> <p>The funds from this grant will be used to offset the significant increases in water costs for our not-for-profit golf course. Access to irrigation water is essential for maintaining the course's operations and functionality. The grant will enable the Club to sustain what it offers to the community, including the capacity to fund community-focused programs, charitable events, and youth initiatives. These initiatives benefit thousands of local residents annually and attract approximately 30,000 visitors to our community, contributing significantly to the local economy.</p> <p>Our contributions include providing free golf equipment, instruction, and steep discounts to local schools and community groups, as well as offering free golf and meals to families in Crowsnest Pass. The golf course serves as a vital hub for recreation, youth development, employment, and fostering community connections.</p> <p>Approval of this grant will help us to maintain attractive facilities while continuing to provide affordable access and impactful community programs. Without this support, the increased water costs would force reductions in staffing, limit our ability to host events, make charitable contributions, and invest in youth initiatives, ultimately diminishing the overall benefits we provide to the community.</p> <p>This grant is critical to sustaining the many advantages the golf course provides to the residents and visitors of Crowsnest Pass.</p>

Additional Information	
Has the organization previously applied for a grant from the Municipality of Crowsnest Pass?	Yes
Has the organization applied for grant funds from sources other than the Municipality of Crowsnest Pass?	Yes
Has the organization received grant funds from sources other than the Municipality of Crowsnest Pass?	Yes
If you applied for and were denied funding from other sources, please list them here.	
Canada Summer Jobs Grant	
If you applied for and were granted funding from other sources, please list them here.	
Canada Summer Jobs Grant	
Have you performed any other fundraising projects? If yes; what and how much was raised?	
No	

Previous Municipal Grant History
List the last two grants your organization has received from the Municipality of Crowsnest Pass:
Category 1 Grants from Municipality for irrigation Water: 2022: \$50k 2021: \$70k
Have you provided the Municipality of Crowsnest Pass with a formal completion report for grant funds received?
No
If not, why has the report not been filed?
NA

Category 1 Grant Request Information
Which grant category is your organization applying for in this application?
Category 1
Total Amount Requested
\$ 30000.00
Is the amount requested for operating or capital expenditures?
Operating
Please provide a full description of the project.
Water supply.
If your request includes capital allocations, what is the estimated completion date of the project.
(Skipped)
Did you get quotes for the proposed capital project?
No
Quotes for Project
(Skipped)

Financial
Please upload your most recent financial statement
Please upload your current year financials and next year's operating budget.
Supporting information (if needed)
If you are a recipient of a community grant from the Municipality of Crowsnest Pass, do you verify that you will file the required report within 30 days of grant expenditure?
Yes

CROWSNEST PASS GOLF & COUNTRY CLUB

FINANCIAL INFORMATION

For the year ended October 31, 2023

CROWSNEST PASS GOLF & COUNTRY CLUB
TABLE OF CONTENTS
October 31, 2023

COMPILATION ENGAGEMENT REPORT	1
FINANCIAL INFORMATION	
STATEMENT OF FINANCIAL POSITION	2
STATEMENT OF OPERATIONS	3
STATEMENT OF CHANGES IN NET ASSETS	4
STATEMENT OF CASH FLOWS	5
NOTES TO THE FINANCIAL INFORMATION	6 - 7



COMPILATION ENGAGEMENT REPORT

To: The Management and Board of Directors of
Crownsnest Pass Golf & Country Club

On the basis of information provided by management, we have compiled the statement of financial position of Crownsnest Pass Golf & Country Club as at October 31, 2023, the statements of operations, changes in net assets and cash flows for the year then ended, and note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

A handwritten signature in cursive script that reads "Avail LLP".

Pincher Creek, Alberta

April 14, 2024

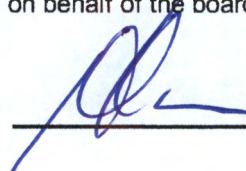
Chartered Professional Accountants

CROWNEST PASS GOLF & COUNTRY CLUB
STATEMENT OF FINANCIAL POSITION
As at October 31, 2023

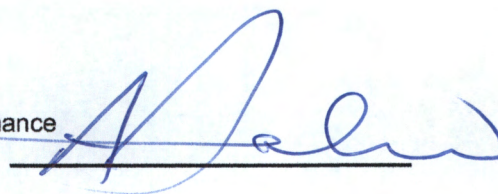
	2023	2022
ASSETS		
Current		
Cash	\$ 509,972	\$ 1,173,633
Accounts receivable (note 2)	151,018	204
Inventory	239,045	143,081
	900,035	1,316,918
Investments	560,294	-
Capital assets (note 3)	12,913,225	13,024,124
	\$ 14,373,554	\$ 14,341,042
LIABILITIES AND FUND BALANCES		
Current		
Accounts payable and accrued liabilities	\$ 133,981	\$ 96,628
Unearned revenue (note 4)	62,436	50,969
GST payable	49,923	33,274
Current portion of long-term debt and CEBA	30,000	26,988
	276,340	207,859
Callable debt (note 5)	49,450	62,700
	325,790	270,559
Canada Emergency Business Account (CEBA)	-	30,000
	325,790	300,559
Fund balances		
Unrestricted	631,985	854,042
Invested in capital assets	12,863,776	12,934,438
Operating reserve	252,003	252,003
Capital replacement fund	300,000	-
	14,047,764	14,040,483
	\$ 14,373,554	\$ 14,341,042

Approved on behalf of the board:

President



Chair of finance
committee



CROWNEST PASS GOLF & COUNTRY CLUB
STATEMENT OF OPERATIONS
For the year ended October 31, 2023

	2023 Budget	2023 Actual	2022 Actual
Revenue			
Golf operations	\$ 2,546,749	\$ 2,498,203	\$ 2,302,177
Restaurant	848,314	1,110,382	837,352
	3,395,063	3,608,585	3,139,529
Cost of sales	629,882	797,157	611,507
Gross margin (77.9%, 2022 - 80.5%)	2,765,181	2,811,428	2,528,022
Expenses			
Salaries and related benefits	1,293,183	1,587,725	1,280,648
Ground maintenance	146,401	139,043	132,334
Repairs and maintenance	114,241	106,156	95,593
Utilities power and gas	99,600	94,031	85,620
Water	105,900	82,155	91,580
Shop supplies	94,167	66,811	86,772
Interest and bank charges	67,400	62,092	64,981
Restaurant supplies	56,087	51,828	41,903
Subcontract	27,100	47,738	44,200
Professional fees	22,400	41,462	14,013
Insurance	50,200	41,272	49,586
Business fees and licenses	41,693	35,260	31,396
Advertising and promotion	41,421	34,393	15,522
Property taxes	15,500	25,215	25,409
Office	25,516	21,471	16,609
Telephone and internet	19,320	21,346	19,556
Recruiting and professional development	16,166	16,012	4,740
Travel	16,584	13,392	9,344
Interest on long-term debt	-	-	5,451
Cost recoveries	-	(10,172)	(24,800)
Amortization	550,000	593,043	625,151
	2,802,879	3,070,273	2,715,608
Deficiency of revenue over expenses from operations	(37,698)	(258,845)	(187,586)
Other income			
Gain on disposal of capital assets	-	12,738	20,521
Interest revenue	6,000	21,070	8,681
Water grant	-	-	50,000
Casino revenue	-	35,091	-
Grant revenue	65,000	111,411	91,976
Water levy	-	85,816	-
	71,000	266,126	171,178
Excess (deficiency) of revenue over expenses	\$ 33,302	\$ 7,281	\$ (16,408)

CROWSNEST PASS GOLF & COUNTRY CLUB
STATEMENT OF CHANGES IN NET ASSETS
For the year ended October 31, 2023

	Unrestricted	Invested in capital assets	Operating reserve	Capital replacement fund	Total 2023	Total 2022
Balance, beginning of year	\$ 854,042	\$ 12,934,438	\$ 252,003	-	\$ 14,040,483	\$ 14,056,891
Excess (deficiency) of revenue over expenses	7,281	-	-	-	7,281	(16,408)
Repayment of capital lease obligation	(26,987)	26,987	-	-	-	-
Repayment of callable debt	(13,250)	13,250	-	-	-	-
Purchase of capital assets	(482,144)	482,144	-	-	-	-
Proceeds on disposal of capital assets	12,738	(12,738)	-	-	-	-
Gain (loss) on disposal of capital assets	(12,738)	12,738	-	-	-	-
Amortization	593,043	(593,043)	-	-	-	-
Transfer to capital replacement fund	(300,000)	-	-	300,000	-	-
Balance, end of year	\$ 631,985	\$ 12,863,776	\$ 252,003	\$ 300,000	\$ 14,047,764	\$ 14,040,483

CROWNEST PASS GOLF & COUNTRY CLUB
STATEMENT OF CASH FLOWS
For the year ended October 31, 2023

	2023	2022
Cash flows from operating activities		
Excess (deficiency) of revenue over expenses	\$ 7,281	\$ (16,408)
Adjustments for items which do not affect cash		
Amortization	593,043	625,151
Gain on disposal of capital assets	(12,738)	(20,521)
	587,586	588,222
Change in non-cash working capital items		
Accounts receivable	(150,814)	6,321
Inventory	(95,964)	(32,417)
Prepaid expenses	-	1,500
Accounts payable and accrued liabilities	37,352	43,324
Unearned revenue	11,467	2,793
GST	16,649	(2,728)
	406,276	607,015
Cash flows from investing activities		
Purchase of investments	(560,294)	-
Proceeds on disposal of capital assets	12,378	21,000
Purchase of capital assets	(482,144)	(676,206)
	(1,030,060)	(655,206)
Cash flows from financing activities		
Repayment of callable debt	(13,250)	(140,450)
Repayment of long-term debt	(26,627)	(21,536)
	(39,877)	(161,986)
Net decrease in cash and cash equivalents	(663,661)	(210,177)
Cash and cash equivalents, beginning of year	1,173,633	1,383,810
Cash and cash equivalents, end of year	\$ 509,972	\$ 1,173,633

CROWSNEST PASS GOLF & COUNTRY CLUB
NOTES TO THE FINANCIAL INFORMATION
For the year ended October 31, 2023

1. Basis of accounting

The accompanying compiled financial information has been prepared on the historical cost basis, reflecting cash transactions with the addition of:

- ♦ customer receivables based on sales terms, less an allowance for doubtful accounts
- ♦ inventory recorded based on estimated fair value
- ♦ capital assets recorded at historical cost and amortized over their useful life
- ♦ accounts payable and accrued liabilities
- ♦ sales revenue recorded at the time of sale
- ♦ grant revenue is recorded at the time in which the related expenses are incurred

2. Accounts receivable

The accounts receivable at year end relate to amounts for the proshop, restaurant, and cost recoveries. All amounts were received subsequent to year end.

3. Capital assets

	2023		2022	
	Cost	Accumulated amortization	Net	Net
Land	\$ 4,031,589	\$ -	\$ 4,031,589	\$ 4,031,589
Buildings	5,833,234	825,214	5,008,020	5,194,275
Field of play	2,771,588	596,518	2,175,070	2,143,722
Equipment	1,171,083	478,302	692,781	562,739
Roads and paving	720,238	109,291	610,947	636,404
Power equipment	697,754	482,903	214,851	258,637
Furniture and fixtures	212,502	79,468	133,034	134,592
Signs	98,058	52,627	45,431	58,830
Computer equipment	9,375	7,873	1,502	3,336
	<u>\$ 15,545,421</u>	<u>\$ 2,632,196</u>	<u>\$ 12,913,225</u>	<u>\$ 13,024,124</u>

4. Unearned revenue

Unearned revenue is comprised of gift cards that were purchased in the 2022/2023 season and in prior years that were unredeemed as of October 31, 2023.

CROWSNEST PASS GOLF & COUNTRY CLUB
NOTES TO THE FINANCIAL INFORMATION
For the year ended October 31, 2023

5. **Callable debt**

	2023	2022
Certificates A	\$ 47,250	\$ 59,400
Certificates B	2,200	3,300
	<u>\$ 49,450</u>	<u>\$ 62,700</u>



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 7.g

Subject: 2026 Budget Survey

Recommendation: That Council approve the 2026 budget survey questions.

Executive Summary:

The 2026 budget survey is a tool to collect feedback from municipal residents for 2026 budget guidance. The survey will be available for residents to complete for a minimum of 4 weeks. The results will be compiled and relayed to council at the June 24 Council meeting.

Relevant Council Direction, Policy or Bylaws:

As per the Public Participation Policy 1302-01, Section 3.1

"The CAO shall determine when to trigger a public participation plan under the following circumstances: a. When gathering input or formulating recommendations with respect to the Municipality's budget and /or capital plans."

Discussion:

Annually the finance department creates a budget survey to gather feedback from residents. The information helps direct spending and guide taxes. Once Council approves the survey questions, the plan is to prepare the survey and advertise when and for how long the survey will be open (April/May), analyze the data and present the results to Council in June. This will provide Council with the opportunity to have Administration incorporate survey results into the 2026 Budget Development Guidelines to be presented at the July 15, 2025 Council meeting.

Analysis of Alternatives:

Council can approve the questions.

Council can modify, create new or remove questions.

Council can deny the request.

Financial Impacts:

There is no financial impacts.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: March 4, 2025

Agenda #: 7.h

Subject: Parking Discussion 11777 20th Avenue, Blairmore

Recommendation:

That Council accepts the report as information.

Executive Summary:

The ownership The Crowsnest Pantry, located at 11777 20th Avenue, Blairmore, has expressed ongoing concerns to the Municipality regarding commuter vehicles parked in proximity to the store location for longer durations. Specifically, the issue expressed is that personnel, who are being bussed to BC for work with Elk Valley Resources, are leaving their personal vehicles in close proximity to the business, resulting in decreased availability for customers and delivery vehicles.

Ownership of The Crowsnest Pantry feel they have exhausted all attempts to dissuade what they feel is improper parking and are seeking the Municipality to resolve their issue. Elk Valley Resources commuters state they are parking legally, and they should not be required to park in other locations.

Relevant Council Direction, Policy or Bylaws:

Motion 15-2024-11-19

Discussion:

It would appear that the EVR employees, who are lawfully parking their vehicles on a public roadway, and the ownership of The Crowsnest Pantry are at an impasse for resolution. While there are less

comparable examples of parking management in similar sized communities, the provisions from the City of Calgary's parking program are relatable to this situation and could be used for guidance.

Excerpt from The City of Calgary's Parking Policy Document 2021

One of the main tenets of efficient parking management is to encourage turnover to ensure that on-street space is not stagnant. Turnover describes the departure of previously parked vehicles to allow new parkers to access a given parking space. It is generally desirable to encourage turnover in business areas so that new space is continually available for customers.

Occupancy describes how "full" the on-street space is. Generally, a well-established rule of thumb is to have on-street space in a given area 85 percent full at any given time to ensure that a small amount of space is continually available for new vehicles arriving to the area. By keeping occupancy at 85 percent, the amount of cruising around for parking space is typically decreased. This is very beneficial from a traffic management and environmental point of view.

Since the beginning of 2025, focused monitoring for parked vehicles, for the identified area, has occurred. The Manager of Protective Services, two CPO's, and CAO have monitored the area daily-including evenings and weekends-and are unable to determine that parked vehicles obstruct or prohibit customers from accessing The Pantry. While it is recognized that, at times, a commuter's vehicle may occupy a parking space, the majority of available parking spaces are free and clear from obstruction.

Of note, the Municipality has partnered with EVR to lease a parking space near the east end of Bellevue for commuters' vehicles. The Municipality is continuing to work with EVR, on a case-by-case basis, for issues that are causing conflict.

Analysis of Alternatives:

While it is possible to put signage in place and then conduct enforcement, a holistic approach to sign every location in the Municipality that has businesses with street frontage, would be resource intensive. It would further require additional manpower or significantly detracting enforcement personnel attention to other matters.

Financial Impacts:

If signage and additional enforcement is directed by Council, further investigation will need to occur to project and establish budgetary impact.