Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, November 21, 2023 at 1:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

3.a Alberta SW Regional Alliance Board Minutes of October 4, 2023 and November Bulletin
3.b ORRSC Executive Committee Minutes of October 12, 2023
3.c ORRSC Executive Committee Minutes of November 2, 2023
3.d ORRSC Notification of Change in Subdivision Fees
3.e Bylaw 1168, 2023 - Municipal Reserve closure and removal of Municipal Reserve designation on Lot 51MR, Block 1, Plan 0812254 - *First Reading*
3.f Bylaw 1169, 2023 - Amendment to the Fees Rates & Charges Bylaw - *First Reading*

4. ADOPTION OF MINUTES

4.a Minutes of the Council Meeting of November 14, 2023

5. PUBLIC HEARINGS

6. DELEGATIONS

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

6.a Northback Update - Grant Lindstrom, CCO

7. REQUESTS FOR DECISION

7.a Bylaw 1119, 2022 Road Closure - *Second and Third Reading*
7.b Bylaw 1167, 2023 - Amendment to the Fees, Rates & Charges Bylaw - *Second and Third Reading*
7.c Service Areas Update

8. COUNCIL MEMBER REPORTS

9. PUBLIC INPUT PERIOD

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

10. COUNCILOR INQUIRIES AND NOTICE OF MOTION

11. IN CAMERA

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

12. ADJOURNMENT

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: November 21, 2023

Agenda #: 3.a

Subject: Alberta SW Regional Alliance Board Minutes of October 4, 2023 and November Bulletin

Recommendation: That Council accept the Alberta SW Regional Alliance Board Minutes of October 4, 2023 and November Bulletin as information.

Executive Summary:
Minutes from External Boards and Committees are provided to Council for their information at the subsequent meeting.

Relevant Council Direction, Policy or Bylaws:
1041, 2020 Procedure Bylaw

Discussion:
The Alberta SW Board provides their minutes to member municipalities to advise of regional economic development activities and opportunities.

Analysis of Alternatives:
n/a

Financial Impacts:
n/a

Attachments:
2023 AlbertaSW Board Minutes 10-04 approved plus Exec Dir Report.pdf

Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday, October 4, 2023 – REO Hall, Fort Macleod

Board Representatives
Brent Feyter, Fort Macleod
Brad Schlossberger, Claresholm
Sahra Nodge, Pincher creek
Barbara Burnett, Cowley
Rick Lemire, MD Pincher Creek
Kevin Todd, Nanton
Ron Davis, MD Ranchland
Blair Painter, Crowsnest Pass
Cam Francis, Cardston County
Doral Lybbert, Glenwood
Monte Christensen, Hill Spring
Barbara Clay, Waterton

Resource Staff and Guests
Lori Hodges, LRSD
Linda Erickson, PrairiesCan
Marie Everts, JET
Natalie Gibson, InnoVisions
Bev Thornton, AlbertaSW

1	Call to Order	Chair Brent Feyter called the meeting to order.
2	Approval of Agenda	Moved by Cam Francis THAT the agenda be approved as presented. **Carried.** [2023-10-859]
3	Approval of Minutes	Moved by Kevin Todd THAT the Minutes of September 6, 2023, be approved as presented. **Carried.** [2023-10-860]
4	Approval of Cheque Register	Moved by Sahra Nodge THAT cheques #3265 to #3274 be approved as presented. **Carried.** [2023-10-861]
5	Office Rental Agreement	Alberta Infrastructure will be sending terms of a proposed agreement to consider.
6	Mid-year Summary of Budget and Expenditures	Board reviewed the budget for the first 2 quarters of the 2023-2024 fiscal year. Expenditures are on track. AlbertaSW has requested a 6-month extension to Northern & Regional Economic Development (NRED) grant, to December 2024.
7	Regional Solutions for Housing Supply	Thank you to communities that have submitted letters to support a proposal to Seniors, Community and Social Services for resources to implement a "proof of concept" collaborative approach for rural communities. Still awaiting response.
8	MECAP Industry Influencers and Innovators Meeting	The Manufacturing, Energy, Construction, Ag Processors (MECAP) project held the first meeting in Fort Macleod, with 17 participants from industry and government agencies. Very positive conversation and ideas for going forward.
9	Blackfoot Signage Project	This partnership is funded by SouthGrow Regional Initiative, Community Futures Lethbridge Region, Tourism Lethbridge, with Kainaiwa and AlbertaSW as resources. This pilot offers 80% funding for the design and purchase of Blackfoot language signage, with the Kainai Nation providing the translation/interpretation services. Once we have a proof of concept and proof of demand the initiative could be expanded with more partners across southwest Alberta.
10	Invest Alberta Community Profiles	The Southern Alberta Investment and Trade Initiative (SAITI), a partnership of AlbertaSW, SouthGrow and Economic Development Lethbridge, each community in both regions will be contacted by Garnering Results Consulting to ensure their information is correctly added to the Invest Alberta Corporation template.
11	Executive Director Report	Accepted as information.
12	Round Table	Received as information.
13	Upcoming Board Meetings	➢ November 1, 2023-Cowley (tentative) ➢ December 6, 2023-Pincher Creek - Organizational Meeting
14	Adjourn	Moved by Ron Davis THAT the meeting be adjourned. **Carried.** [2023-10-862]

Approved November 1, 2023

Executive Director Report October 2023

MEETINGS and PRESENTATIONS

Oct 2: Meeting with Westward Solutions re: website re-build, Zoom

Oct 3: RINSA meeting, Community Futures, Lethbridge

Oct 3: Blackfoot Signage Steering Committee Meeting, Zoom

Oct 3: Meeting with Mark Gallant, Invest in Canada, Tecconnect, Lethbridge

Oct 4: MECAP industry innovators meeting, Fort Macleod

Oct 4: AlbertaSW Board meeting, Fort Macleod

Oct 5: EV demonstration event, Pincher Creek

Oct 11: EDA Site selector webinar, Zoom

Oct 11: MECAP meeting with InnoVisions, Zoom

Oct 12: AEDO Accreditation Committee meeting, Zoom

Oct 16: Meeting with S. Braund re: website rebuild, Zoom

Oct 18: EDA Ministry Dinner, Edmonton

Oct 20: Meeting with Westward Solutions and S. Braund re: website content, Zoom

Oct 23: Meeting with Invest Alberta, European representative, Tecconnect

Oct 23: Meeting with EDL, SouthGrow and EarthMMO, Teams

Oct 24: CITT Supply Chain Exchange event, Lethbridge

Oct 25: Meeting re: investment inquiry, Zoom

Oct 26: AEDO Accreditation Committee Meeting, Zoom

Oct 30: Meeting with REDS and Energy Manager, Zoom

PROJECT MANAGEMENT and REPORTING

- Partnering/planning upcoming Economic Development Summit, end of March 2024
- Compile MECAP invitation list for industry and resource agencies; plan agenda and communications
- Submit display ad for Waterton Guide
- Review and clarify details of rental agreement with GoA
- Provide input to Blackfoot Signage pilot project

INVESTMENT ATTRACTION and REGIONAL PROMOTION

- Joint project with SouthGrow (CanExport Grant) to create community investment profile for all 41 communities.
- Provide Peaks to Prairies data to uLeth student mapping project (GEOG 3700)
- Support Travel Alberta-Destination Canada consultation process
- Provide documents and regional information to Invest in Canada, invest Alberta
- Respond to regional inquiries and information requests

Alberta SouthWest Bulletin November 2023

Regional Economic Development Alliance (REDA) Update

❖ NRED (Northern and Regional Economic Development) program

Application opened October 23, closing December 20, 2023.
$9 million over the next three years is allocated to support projects that help deliver business supports, boost labour force attraction and retention, enhance Alberta's tourism development, and build capacity for economic growth.
https://www.alberta.ca/northern-and-regional-economic-development-program

❖ Manufacturing, Energy, Construction, Ag Processing

The second "Innovators and Influencers" meeting was attended by 25 industry and government representatives. Presenters included:

- **Livingstone Range School Division overview of "Pursuits" program**

The innovative dual credit collaboration with Lethbridge College and Olds College creates the opportunity for students to experience careers in trades, applied learning and much more. https://www.lrsd.ca/services/lrsd-pursuit

- **Alberta Jobs, Economy, and Trade**

Workforce consultants identify skill shortages and connect workers to business.

- **Lethbridge Family Services**

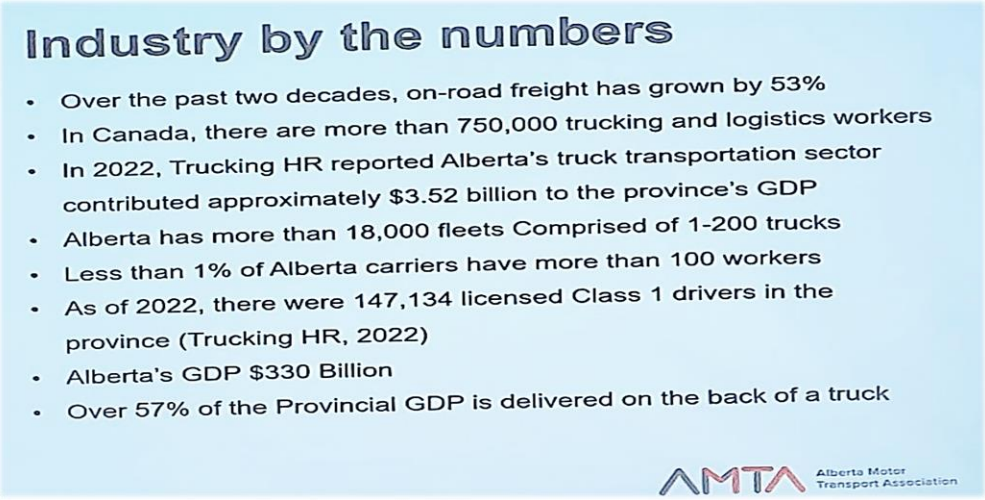
Specialists support skilled workers who are already in our region and work to attract newcomers with needed skills..

A recording of the meeting is available. Contact bev@albertasouthwest.com for the link.

❖ Community Profiles Project

AlbertaSW and SouthGrow have jointly engaged Garnering Results Consulting to interview our communities and gather information to be used by Invest Alberta to promote opportunities. Thank you to all the municipal staff who are assisting! Some key information in the Community Profiles will include, but not be exclusive to

- **Cost of Doing Business**: Tax rates/Land Costs per acre (average); Real estate costs per sq. ft (average)
- **Ease of Doing Business:** Supports for new business; transportation access (road, rail, air)
- **Speed of Doing Business:** Point of contact for inquiries; permits, zoning, approval timelines;
- **Affordability:** average housing costs, utilities)
- **Workforce and Training:** Demographics/workforce stats; access to post-secondary or training programs
- **ESG** (Environmental, Social, and Governance) + **DEI** (Diversity, Equity & Inclusion): Investors place importance on our responsibility to build a sustainable and resilient future.



❖ Transportation &Logistics

At a recent Canadian Institute of Traffic and Transportation (CITT) event, the Alberta Motor Transport Association (AMTA) cited numbers that demonstrate the size, impact, and importance of the trucking and logistics industry in moving goods and services.

Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0
403-627-0244 (cell)
bev@albertasouthwest.com
www.albertasouthwest.com

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: November 21, 2023

Agenda #: 3.b

Subject: ORRSC Executive Committee Minutes of October 12, 2023

Recommendation: That Council accept the ORRSC Executive Committee Minutes of October 12, 2023 as information.

Executive Summary:
Minutes of External and Internal Committees are provided to Council at the subsequent meeting for Council's information.

Relevant Council Direction, Policy or Bylaws:
1041, 1020 Procedure Bylaw

Discussion:
The Oldman River Regional Services Commission provides the Executive Committee Meeting Minutes to keep member municipalities apprised of committee activities.

Analysis of Alternatives:
n/a

Financial Impacts:
n/a

Attachments:
October 12, 2023 Executive Committee Minutes - Approved.pdf

OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES
October 12, 2023; 6:00 pm
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, October 12, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee:
Gordon Wolstenholme, Chair
Don Anderberg, Vice Chair, Virtual
David Cody
Christopher Northcott, Virtual
Jesse Potrie
Neil Sieben
Brad Schlossberger, Virtual

Staff:
Steve Harty, Senior Planner
Raeanne Keer, Executive Assistant
Gavin Scott, Senior Planner
Jaime Thomas, GIS Analyst

Chair Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

Moved by: Christopher Northcott

THAT the Executive Committee adopts the October 13, 2023 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Don Anderberg

THAT the Executive Committee approves the July 13, 2023 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. GIS Presentation – Jaime Thomas

J. Thomas, GIS Analyst, presented information on the current GIS system, recently implemented applications accessible within the system, and examples of special projects developed for member municipalities.

b. Chinook Intermunicipal SDAB Mid-Year Report

R. Keer, Executive Assistant, presented the mid-year report for the Chinook Intermunicipal Subdivision and Development Appeal Board to the Committee, highlighting that as of August 29, 2023 10 appeal applications have been received, with 8 hearings held, and 2 appeals withdrawn.

R. Keer noted that currently 34 of the 39 member municipalities are a part of the Chinook Intermunicipal SDAB, with anticipation of another municipality joining soon.

c. Regional Assessment Review Board Report

R. Keer, presented an update on the 2023 Assessment Review Board, highlighting that as of August 29, 2023 27 Assessment Complaints were received, and that the hearings have been scheduled within their respective municipalities through October and November 2023.

R. Keer noted that currently 35 of the 39 member municipalities are a part of the Regional Assessment Review Board for an annual fee of $225.00, and that ORRSC currently provides services to two municipalities outside of the membership, the Town of Coaldale and Improvement District No. 4 (Waterton) for a higher annual fee of $500.00.

R. Keer stated that the current annual fee has not been increased for a number of years, and that Administration is recommending increasing the member fee from $225.00 to $300.00, and the non-members from $500.00 to $650.00, approximately a 30% increase. R. Keer stated that Administration would like direction from the Executive on this increase as it will have implications for the budget process and will be required to initiate updating contracts with the member municipalities regarding this service.

Moved by: Jesse Potrie

THAT the Executive Committee approves the increase for member municipalities from $225.00 to $300.00, and non-member municipalities from $500.00 to $650.00, approximately a 30% increase, for budget purposes, and for Administration to begin reviewing for contract amendments with the participating municipalities.

The Committee discussed whether the increase to the annual fee should be discussed further as part of the budget deliberations at the next meeting.

J. Potrie withdrew his motion.

Moved by: Christopher Northcott

THAT the Executive Committee directs Administration to review the annual fee increase by 30% for the Assessment Review Board for the 2024 draft budget.

CARRIED

d. Mileage Rate Report

R. Keer presented the Mileage Rate Report to the Committee, highlighting that ORRSC currently uses two different mileage rates for various functions within the organization, the Canada Revenue Agency mileage rate and the Government of Alberta Travel, Meal, and Hospitality Expenses Policy mileage rate.

R. Keer stated that Administration is requesting direction on if the Committee would like to standardize the rate across the organization, and if so, what mileage rate they would like to set.

Moved by: Don Anderberg

THAT the Executive Committee directs Administration to implement the Canada Revenue Agency Mileage Rate as the corporate standard, effective for the 2024 Budget.

CARRIED

e. 2024 Operating Budget & 5 Year Capital Plan - Draft

The Executive Committee reviewed the draft 2024 Operating Budget and 5 Year Capital Plan.

The Committee discussed the organization's current financial situation, and potential impacts on the 2024 Operating Budget.

Brad Schlossberger and Christopher Northcott left the meeting at 7:00 p.m. and did not return.

The Committee discussed having a special budget meeting prior to the next monthly Executive Committee meeting.

Moved by: David Cody

THAT the Executive Committee scheduled a Special Budget Executive Committee Meeting for Thursday, November 2, 2023 at 6:00 p.m.

CARRIED

f. 2023 Annual Chief Administrative Officer Performance Evaluation

R. Keer presented the 2023 Annual Chief Administrative Officers Performance Evaluation to the Committee.

The Committee discussed submitting the forms to Chair Wolstenholme for compilation for the November 9th Executive Committee Meeting.

g. Subdivision Activity
- **As of September 30, 2023**

G. Scott, Senior Planner, presented the Subdivision Activity Reports as of September 30, 2023 to the Committee.

5. Accounts

a. Office Accounts
(i) Monthly Office Accounts
- June 2023 - August 2023

(ii) Payments and Credits
- May 2023 - July 2023

Chair Wolstenholme presented the Monthly Office Accounts and the Payments and Credits to the Committee.

Moved by: Don Anderberg

THAT the Executive Committee approves the Monthly Office Account for June 2023 through August 2023 and the Payments and Credits for May 2023 through July 2023, as presented.

CARRIED

b. Financial Statements
(i) Balance Sheet
- As of August 31, 2023

(ii) Comparative Income Statement
- As of August 31, 2023

(iii) Details of Account
- As of August 31, 2023

Chair Wolstenholme presented the Balance Sheet, the Comparative Income Statement and the Details of Account, as of May 31, 2023 to the Committee.

Moved by: David Cody

THAT the Executive Committee approves the Balance Sheet as of August 31, 2023, the Comparative Income Statement as of August 31, 2023, and the Details of Account as of August 31, 2023, as presented.

CARRIED

6. New Business

There was no new business for discussion.

7. Round Table Discussions

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

8. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:35 pm.

CHAIR

CHIEF ADMINISTRATIVE OFFICER

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: November 21, 2023

Agenda #: 3.c

Subject: ORRSC Executive Committee Minutes of November 2, 2023

Recommendation: That Council accept the ORRSC Executive Committee Minutes of November 2, 2023 as information.

Executive Summary:
Minutes of External and Internal Committees are provided to Council at the subsequent meeting for Council's information.

Relevant Council Direction, Policy or Bylaws:
1041, 1020 Procedure Bylaw

Discussion:
The Oldman River Regional Services Commission provides the Executive Committee Meeting Minutes to keep member municipalities apprised of committee activities.

Analysis of Alternatives:
n/a

Financial Impacts:
n/a

Attachments:
November 2, 2023 Executive Committee Minutes - Approved.pdf

OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES
November 2, 2023; 6:00 pm
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

The Special Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, November, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee:
Gordon Wolstenholme, Chair
Don Anderberg, Vice Chair, Virtual
David Cody
Christopher Northcott, Virtual
Jesse Potrie
Neil Sieben
Brad Schlossberger

Staff:
Raeanne Keer, Executive Assistant
Lenze Kuiper, Chief Administrative Officer

Chair Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

L. Kuiper, Chief Administrative Officer, stated that Administration has prepared additions to the Agenda to potentially relieve the need to meet again next week, depending on discussions regarding the proposed 2024 Operating Budget.

L. Kuiper proposed the following additions:
- Official Business: d. Subdivision Activity as of October 31, 2023;
- Office Accounts: (i) Monthly Office Accounts (September 2023) and (ii) Payments & Credits August 2023);
- Financial Statements: (i) Balance Sheet (As of September 30, 2023), (ii) Comparative Income Statement (As of September 30, 2023), and (iii) Details of Account (As of September 30, 2023);
- CAO Report; and,
- Roundtable.

Moved by: Neil Sieben

THAT the Executive Committee adopts the November 2, 2023 Executive Committee Meeting Agenda, as amended to include:
- Official Business: d. Subdivision Activity as of October 31, 2023;
- Office Accounts: (i) Monthly Office Accounts (September 2023) and (ii) Payments & Credits August 2023);

- Financial Statements: (i) Balance Sheet (As of September 30, 2023), (ii) Comparative Income Statement (As of September 30, 2023), and (iii) Details of Account (As of September 30, 2023);
- CAO Report; and,
- Roundtable.

CARRIED

2. Official Business

a. Chinook SDAB & Regional ARB Annual Fee Analysis

R. Keer, Executive Assistant, presented a fee analysis for the annual fees charged to participating municipalities for the Chinook Intermunicipal Subdivision and Development Appeal Board and the Regional Assessment Review Board.

The Committee discussed the administrative roles and responsibilities of maintaining and managing the Chinook SDAB and Regional ARB.

Moved by: Don Anderberg

THAT the Executive Committee directs Administration to increase the annual fee for the Regional Assessment Review Board from $225.00 a year to $500.00 a year, effective for 2024.

CARRIED

Moved by: David Cody

THAT the Executive Committee directs Administration to leave the annual fee for the Chinook Intermunicipal Subdivision and Development Appeal Board as $500.00 a year for 2024.

CARRIED

b. 2023 Cash Flow Report

L. Kuiper presented the 2023 Cash Flow Report to the Executive Committee.

c. 2024 Operating Budget & 2023-2027 Capital Budget

L. Kuiper presented the proposed 2024 Operating Budget, highlighting proposed increases to membership fees for planning and GIS, the decreased proposed Fee for Service Revenue, and decreased proposed Subdivision Fees Revenue.

The Committee discussed the 50% subdivision fee reduction received by municipalities, and the loss of income to the organization associated. The Committee discussed the no charge

policy for reserves (MR- Municipal Reserve, SR – School Reserve, MSR – Municipal/School Reserve, (ER – Environmental Reserve) and Public Utility Lots (PUL).

Moved by: Brad Schlossberger

THAT the Executive Committee directs Administration stop the subdivision fee membership discount of 50% and the no charge policy for reserves (MR- Municipal Reserve, SR – School Reserve, MSR – Municipal/School Reserve, (ER – Environmental Reserve) and Public Utility Lots (PUL).

CARRIED

L. Kuiper continued presenting the 2024 Operating Budget to the Committee.

The Committee discussed a further increase in membership fees for both planning and GIS.

The Committee discussed further decreasing the proposed revenue for Fee for Service and Subdivision Fees to correlate stronger with recent years.

d. Subdivision Activity
- **As of October 31, 2023**

L. Kuiper presented the Subdivision Activity Reports as of October 31, 2023 to the Committee.

3. Accounts

a. Office Accounts
(i) Monthly Office Accounts
- September 2023

(ii) Payments and Credits
- August 2023

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits to the Committee.

Moved by: Brad Schlossberger

THAT the Executive Committee approves the Monthly Office Accounts for September 2023 and the Payments and Credits for August 2023, as presented.

CARRIED

b. Financial Statements
(i) Balance Sheet
- As of September 30, 2023

(ii) Comparative Income Statement
- As of September 30, 2023

(iii) Details of Account

- As of September 30, 2023

L. Kuiper presented the Balance Sheet, the Comparative Income Statement and the Details of Account, as of September 30, 2023 to the Committee.

Moved by: Jesse Potrie

THAT the Executive Committee approves the Balance Sheet as of September 30, 2023, the Comparative Income Statement as of September 30, 2023, and the Details of Account as of September 30, 2023, as presented.

CARRIED

6. CAO Report

L. Kuiper presented his CAO Report to the Committee

7. Round Table Discussions

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

8. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:46 pm.

CHAIR

CHIEF ADMINISTRATIVE OFFICER

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: November 21, 2023

Agenda #: 3.d

Subject: ORRSC Notification of Change in Subdivision Fees

Recommendation: That Council accept the ORRSC Notification of Change in Subdivision Fees as information.

Executive Summary:
Correspondence received is provided to Council at the subsequent meeting for Council's information.

Relevant Council Direction, Policy or Bylaws:
1041, 1020 Procedure Bylaw

Discussion:
The Oldman River Regional Services Commission has provided notification to a change in their subdivision policies by cancelling both the no charge for reserves and the reduction of fees on Municipally owned land.

Analysis of Alternatives:
n/a

Financial Impacts:
The overall impact will not be known until if and when subdivision is required for Municipally owned lands.

Attachments:
Notice of Change in Subdivision Fees (November 2023).pdf

OLDMAN RIVER REGIONAL SERVICES COMMISSION

3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-844-279-8760
E-mail: subdivision@orrsc.com
Website: www.orrsc.com

NOTICE OF CHANGE IN SUBIDIVISON FEES

File: 30K-69

November 6, 2023

To: The Board of Directors of the Oldman River Regional Services Commission

Member Municipalities

Please be advised that on November 2, 2023, the Executive Committee of Oldman River Regional Services Commission approved a motion to cancel the following subdivision policies **effective immediately**:

- No charge for reserves (MR-Municipal Reserve, SR-School Reserve, MSR-Municipal/School Reserve, ER – Environmental Reserve) or Public Utility Lots (PUL)
- A reduction of 50 percent on fees for the subdivision of municipally owned land

Therefore, reserve and public utility lots will now be included in the number of lots to calculate subdivision fees and subdivision applications for municipally owned lands will no longer receive a discount on their fees. Please be advised that the current fee policy applies to all previous subdivision approvals.

Should you have any questions or comments on this matter, please contact me at your earliest convenience.

Thank you,

Lenze Kuiper,
Chief Administrative Officer

LK/jm

cc. Surveyor Companies
Staff of the Oldman River Regional Services Commission

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: November 21, 2023

Agenda #: 3.e

Subject: Bylaw 1168, 2023 - Municipal Reserve closure and removal of Municipal Reserve designation on Lot 51MR, Block 1, Plan 0812254 - First Reading

Recommendation: That Council gives first reading of Bylaw 1168, 2023.

Executive Summary:
The subject property is located on the north side of Southmore Drive. On October 17, 2023 Council approved the conditional sale of Lot 51MR, Block 1, Plan 0812254 to develop micro cabins.

Relevant Council Direction, Policy or Bylaws:
Sections 671, 674 and 675, respectively 'Use of Reserve Land, Money', 'Requirement for Hearing', and 'Removal of Designation', Municipal Government Act, RSA 2000, c M-26.

Policy 2000-05 Disposal of Municipal Lands and Reserves

Discussion:
The subject MR parcel is situated between Southmore Drive and municipal property (utility right-of-way for the high pressure Atco Gas pipeline). To the east of the subject parcel are developed residential lots within the Comprehensive Ski Village land use district.

Following consideration of public input at a hearing, the MR disposal may proceed if deemed desirable, and as part of the condition of sale, the landowner would be required to make an application to rezone the property to Non-Urban Commercial Recreation NUCR.

On adoption of the bylaw, the certified bylaw will be submitted to the Registrar of Land Titles with a request that the MR designations be removed. On removal of the designations, the land may be sold or otherwise disposed of but the proceeds must be accounted for separately and may be used only for the purposes referred to in s. 671(2) of the MGA - i.e. to acquire or improve land for a public park or recreation area or as a buffer between lands that are used for different purposes.

Analysis of Alternatives:

1. Council should proceed with first reading of Bylaw 1168, 2023, as proposed, and schedule a public hearing.
2. Council may defer first reading of Bylaw 1168, 2023 and outline what additional information they would like to see with reconsideration.

Financial Impacts:

As per the decision rendered in the offer to purchase.

Attachments:

FORMATTED Bylaw 1168, 2023 - MR disposal.docx
Crowsnest Pass - Lot 51MR - Block 1 - Plan 0812254-MR Disposal.pdf
Crowsnest Pass - Lot 51MR - Block 1 - Plan 0812254-MR Disposal with Aerial Photo.pdf

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1168, 2023
MUNICIPAL RESERVE CLOSURE BYLAW

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

WHEREAS the Council of the Municipality of Crowsnest Pass has determined that a portion of Municipal Reserve property, Lot 51MR, Block 1, Plan 0812254 as described below and shown in Schedule "A" attached hereto and forming part of this bylaw, be closed, and the MR designation removed.

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

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

1. The Municipal Reserve designation on lands legally described as Lot 51MR, Block 1, Plan 0812254 within the NE¼ 34-7-4-W5M, containing ±0.23 ha (0.57 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, is hereby closed and removed, and will be disposed of.

2. This bylaw comes into effect upon third and final reading hereof.

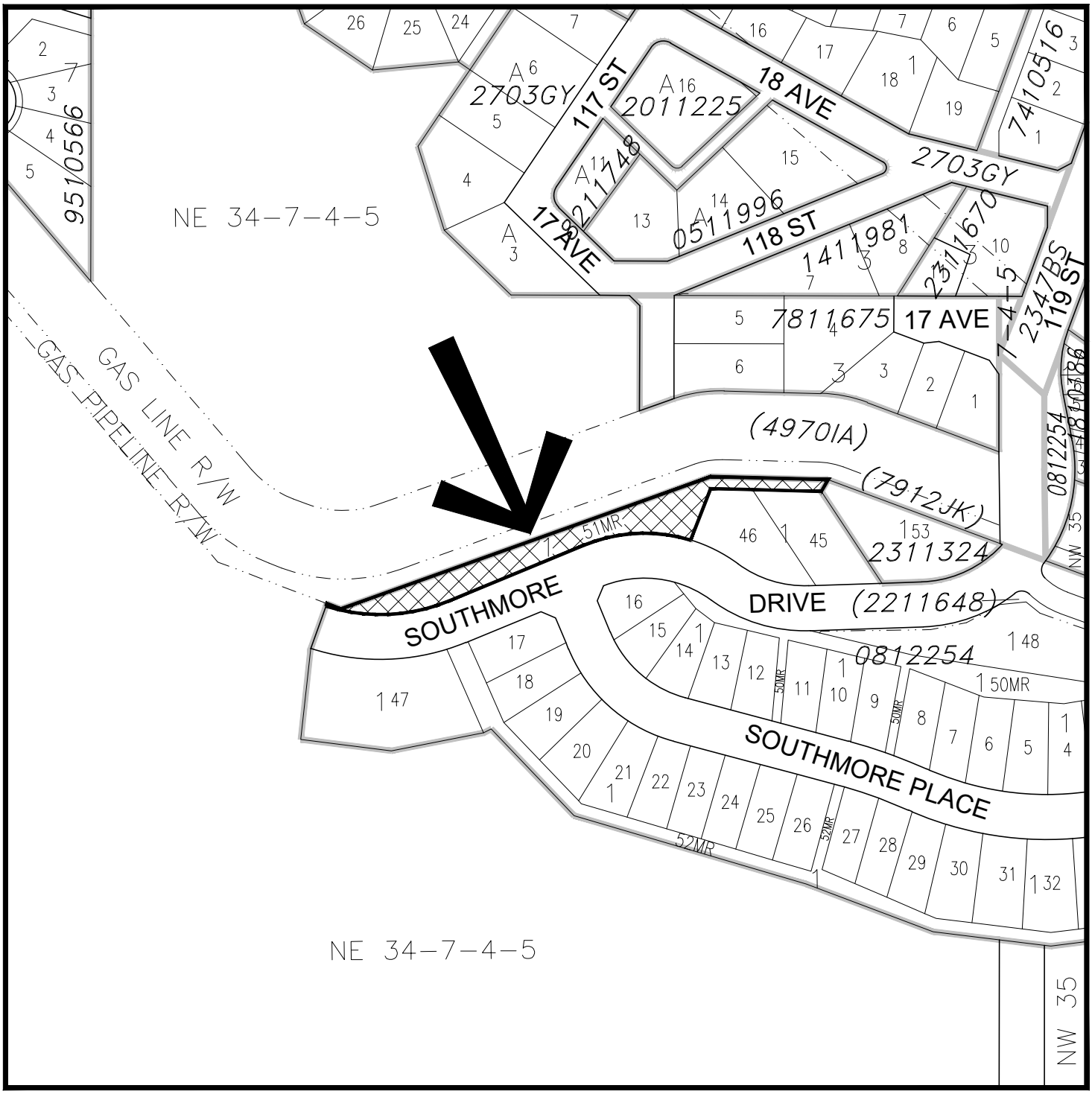
READ a **first** time in council this _____ day of _____ 2023.

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

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

_____
Blair Painter
Mayor

_____
Patrick Thomas
Chief Administrative Officer



MUNICIPAL RESERVE DISPOSAL
SCHEDULE 'A'

MUNICIPAL RESERVE AREA TO BE DISPOSED OF
LOT 51MR, BLOCK 1, PLAN 0812254
CONTAINING 0.23±ha(0.57±ac)

WITHIN NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: NOVEMBER 8, 2023

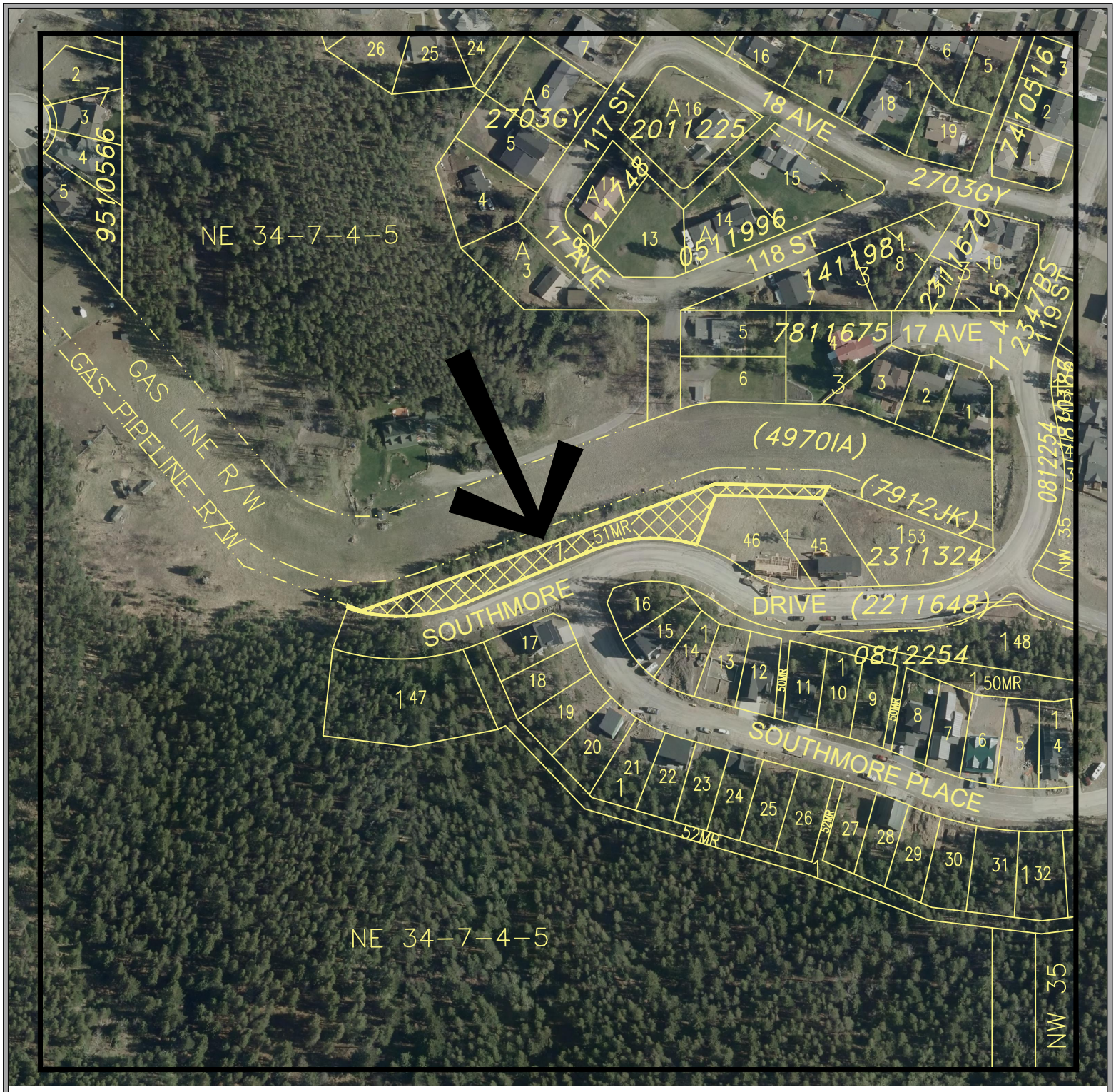
Bylaw #: 1168, 2023
Date: _____

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200

November 08, 2023 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Lot 51MR - Block 1 - Plan 0812254.dwg

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



MUNICIPAL RESERVE DISPOSAL SCHEDULE 'A'

Aerial Photo Date: April 19, 2021

MUNICIPAL RESERVE AREA TO BE DISPOSED OF
LOT 51MR, BLOCK 1, PLAN 0812254
CONTAINING 0.23±ha(0.57±ac)

WITHIN NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: NOVEMBER 8, 2023

Bylaw #: 1168, 2023
Date:

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200

November 08, 2023 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Lot 51MR - Block 1 - Plan 0812254.dwg

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

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: November 21, 2023

Agenda #: 3.f

Subject: Bylaw 1169, 2023 - Amendment to the Fees Rates & Charges Bylaw - First Reading

Recommendation: That Council approves first reading of Bylaw 1169, 2023.

Executive Summary:
After receiving correspondence from three small business owners, Council moved at the November 14, 2023 Council meeting to have the Home Occupation Category 2 fee be reduced to $250 per year effective January 1, 2024. Since this is part of the Fees, Rates & Charges Bylaw, an amendment is needed.

Relevant Council Direction, Policy or Bylaws:
1140, 2023 - Fees, Rates & Charges Bylaw

Discussion:
N/A

Analysis of Alternatives:
- Council can move first reading of Bylaw 1169, 2023
- Council can defer first reading of Bylaw 1169, 2023 and outline what additional information they require
- Council can amend Bylaw 1169, 2023
- Council can pass first, second and third reading of Bylaw 1169, 2023
- Council can defeat Bylaw 1169, 2023

Financial Impacts:
Will be a decrease of $6,000 per year in business license fees.

Attachments:
1169, 2023 - Amending the Fees Rates & Charges Bylaw.docx

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1169,2023

Amending the Fees, Rates & Charges Bylaw

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta for the purpose of amending the Fees, Rates & Charges Bylaw No. 1140, 2023

WHEREAS the Municipality of Crowsnest Pass adopted Bylaw No. 1140, 2023, being the Fees, Rates & Charges Bylaw, to identify general fees, rates and charges for Administrative Fees, Planning and Development Fees, Safety Codes Permit Fees, Protective Services Fees, Utility Rates, Community Services Fees and Pass Powderkeg Fees;

AND WHEREAS the Municipality of Crowsnest Pass deems it advisable to amend the Fees, Rates & Charges Bylaw;

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

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

1. This Bylaw may be cited as "Bylaw No 1169, 2023 amending the Fees, Rates & Charges Bylaw."
2. That this Bylaw shall amend the Fees, Rates & Charges Bylaw as follows:

   2.1 Within Schedule "A", the Home Occupation – Category 2 fee shall be amended to $250.00 per annum.

3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
4. This Bylaw shall come into force and effect as of January 1, 2024.

READ a **first** time in council this _____ day of _____ 2023.

READ a **second** time in council this _____ day of _____ 2023.

READ a **third and final** time in council this _____ day of _____ 2023.

_____

Blair Painter
Mayor

_____

Patrick Thomas
Chief Administrative

Officer

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: November 21, 2023

Agenda #: 4.a

Subject: Minutes of the Council Meeting of November 14, 2023

Recommendation: That Council adopt the Minutes of the Council Meeting of November 14, 2023 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:
2023 11 14 Council Meeting Minutes.docx

Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, November 14, 2023

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, November 14, 2023.

Council Present:

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

Administration Present:

Patrick Thomas, Chief Administrative Officer
Kristin Ivey, Deputy Chief Administrative Officer
Brian McCulloch, Director of Finance
Jesse Fox, Fire Chief and Manager of Protective Services
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

Amendments:

Consent Agenda

d) Request to Consider Lowering Business License Fees for Home Occupation - Category 2 License Holders – Move to Councillor Inquiries and Notice of Motion 10.a – Mayor Painter

01-2023-11-14: Councillor Filipuzzi moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2023-11-14: Councillor Kubik moved that Council approve the following Consent Agenda items as amended without debate:

3.a
Bylaw 1165, 2023 - Land Use Bylaw (Omnibus No. 3) - First Reading
THAT Council moves first reading of Bylaw 1165, 2023 – Land Use Bylaw.
3.b
Minutes of the Municipal Planning Commission of September 20, 2023
THAT Council accept the Minutes of the Municipal Planning Commission of September 20, 2023 as information.
3.c
Town of Fort Macleod Invitation to Participate in the 40th Annual Santa Clause Parade
THAT Council accept the Town of Fort Macleod Invitation to Participate in the 40th Annual Santa Clause Parade as information.

Carried

ADOPTION OF MINUTES

03-2023-11-14: Councillor Glavin moved to adopt the Minutes of the Organizational Meeting of Council of October 24, 2023 as presented.

Carried

04-2023-11-14: Councillor Girhiny moved to adopt the Minutes of the Council Meeting of October 24, 2023 as presented.

Carried

PUBLIC HEARINGS

Bylaw 1161, 2023 Road Closure Bylaw - Public Hearing

Mayor Painter declared the Public Hearing opened at 7:02 pm for Bylaw 1161, 2023 Road Closure Bylaw.

Patrick Thomas, Chief Administrative Officer provided a brief overview of the bylaw and read into the record that there was one written submission received from the following person prior to the due date and forms part of the meeting package:

- George Tuck

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1161, 2022 – Road Closure Bylaw.

- George Tuck - Opposed

Mayor Painter called a second time for anyone to speak for or against Bylaw 1161, 2023.

Mayor Painter noted that there were no other members of the public in attendance who wished to speak, and therefore declared the public hearing closed at 7:04 pm.

Bylaw 1162, 2023 – Land Use Bylaw Amendment – Rezone two portions of the NW-15-8-5-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1 and Recreation and Open Space RO-1 – Public Hearing

Mayor Painter declared the Public Hearing opened at 7:05 pm for Bylaw No. 1162, 2023. Land Use Bylaw Amendment – Rezone two portions of the NW-15-8-5-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1 and Recreation and Open Space RO-1.

Patrick Thomas, Chief Administrative Officer provided a brief overview of the bylaw and read into the record that the following written submissions were received prior to the due date:

- Geoff & Melanie Legge
- Karan Spoelder
- Dale & Maxine Kropinak
- Berlin Family (Shelly Berlin, Anita Berlin, Darrin Berlin, Randall Berlin)
- Brad Kropinak
- Richard & Pam Carr
- Carol Ostrom
- Emilie Brien – Nature Conservancy
- Steven Pye
- Rhonda Rosner
- Fred Bradley
- Crowsnest Conservation Society

Patrick Thomas, Chief Administrative Officer also advised Council that there was one written submission received after the due date from Darren Smaniotto and does not form part of the public meeting package.

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1162, 2023.

The following members of the public provided an oral submission:

- Susan Wagner – Crowsnest Conversation Society
- Karan Spoelder
- Geoff Legge
- Daryl Skauge
- Allistair Des Moulins - Chairman of CNSC – Requested Parking Consideration for the Ski Club
- Brenda Davidson
- Diane Friel
- Brenda Ostrom
- Terry Ostrom
- Emilie Brien – Nature Conservancy Canada
- Hilary Mozeski
- Gizella Friel

- Ryan Legroulx
- Brad Kropinak
- Josh Campbell
- Pam Carr
- Dale Kropinak
- Jim Kerr

Mayor Painter called for a second time for members of the public to speak in favor of or in opposition to Bylaw 1162, 2023.

Mayor Painter noted that there were no other members of the public in attendance who wished to speak, and therefore declared the public hearing closed at 8:12 pm.

Bylaw 1163, 2023 - Land Use Bylaw Amendment - Rezone the lands legally described as Lot R2, Block 23, Plan 8147JK from Recreation and Open Space RO-1 to Residential R-1 - Public Hearing

Mayor Painter declared the Public Hearing opened at 8:22 pm for Bylaw No. 1163, 2023.

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 noted there were no members of the public present to speak at the hearing and declared the public hearing closed at 8:23 pm.

DELEGATIONS

None

REQUESTS FOR DECISION

Bylaw 1162, 2023 - Land Use Bylaw Amendment - Rezone two portions of the NW-15-8-5-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1 and Recreation and Open Space RO-1 - Second Reading

05-2023-11-14: Councillor Filipuzzi moved second reading of Bylaw 1162, 2023 - Land Use Bylaw Amendment - Rezone two portions of the NW-15-8-5-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1 and Recreation and Open Space RO-1.

Carried

Bylaw 1163, 2023 - Land Use Bylaw Amendment - Rezone the lands legally described as Lot R2, Block 23, Plan 8147JK from Recreation and Open Space RO-1 to Residential R-1 - Second and Third Reading

06-2023-11-14: Councillor Filipuzzi moved second reading of Bylaw 1163, 2023 - Land Use Bylaw Amendment - Rezone the lands legally described as Lot R2, Block 23, Plan 8147JK from Recreation and Open Space RO-1 to Residential R-1.

Carried

07-2023-11-14: Councillor Ward moved third and final reading of Bylaw 1163, 2023 - Land Use Bylaw Amendment - Rezone the lands legally described as Lot R2, Block 23, Plan 8147JK from Recreation and Open Space RO-1 to Residential R-1.

Carried

Bylaw 1167, 2023 - Amendment to the Fees Rates & Charges Bylaw - First Reading

08-2023-11-14: Councillor Ward moved first reading of Bylaw 1167, 2023 Amendment to the Fees Rates & Charges Bylaw.

Carried

2024 Annual Franchise Fees

09-2023-11-14: Councillor Ward moved that Council maintain the current franchise fee rates for both ATCO Gas (25%) and Fortis Alberta (16%) for 2024.

Carried

Fire Engine Replacement

10-2023-11-14: Councillor Sygutek moved that Council accepts the recommendation from Administration to purchase the Pierce Enforcer 7010 PUC provided by Commercial Truck Equipment.

Carried

COUNCIL MEMBER REPORTS

- Mayor Painter
  - Attended 3 Remembrance Day Services
- Councillor Glavin
  - Attended the Skateboard design meeting.
  - Attended the South Canadian Rockies AGM
- Councillor Sygutek
  - Attended the Parks and Recreation Advisory Committee meeting.
    - Outdoor Arena response to survey was overwhelming in favor of having it located at Pete's Park

PUBLIC INPUT PERIOD

None

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Request to Consider Lowering Business License Fees for Home Occupation - Category 2 License Holders

11-2023-11-14: Councillor Ward moved to direct Administration to bring back an amendment to the fees rates and charges bylaw to reduce the Home Occupation 2 category to $250 effective January 1, 2024

Carried

IN CAMERA

12-2023-10-03: Councillor Sygutek moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act at 9:58 pm:

a) Information That Will Be Available to the Public - Nuisance Grounds Phase II ESA Reports - FOIP Act Section 29
b) Advice from Officials - Agricultural Services - FOIP Act Section 24

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 10:03 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

13-2023-11-14: Councillor Sygutek moved that Council come out of In Camera at 11:13 pm.

Carried

14-2023-11-14: Councillor Ward moved to direct Administration to instruct Associated Environmental to finalize and publish the two reports, and to prepare a more detailed, formal work plan and cost estimate to complete the recommended work; and to accept the two preliminary reports for information and release the final reports for publishing on the Municipal website.

Carried

15-2023-11-14: Councillor Filipuzzi moved that Council proceeds with discontinuing the Provincial Agriculture Fieldman program and to have Administration develop a municipal program that provides the same services from April to October.

Carried

ADJOURNMENT

16-2023-11-14: Councillor Filipuzzi moved to adjourn the meeting at 11:20 pm.
Carried

_____
Blair Painter
Mayor

_____
Patrick Thomas
Chief Administrative Officer

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: November 21, 2023

Agenda #: 6.a

Subject: Northback Update - Grant Lindstrom, CCO

Recommendation: That Council accept the update from Grant Lindstrom, CCO of Northback as information.

Executive Summary:
Northback had requested to provide an update to Council through the delegation process.

Relevant Council Direction, Policy or Bylaws:
1041, 2020 Procedure Bylaw

Discussion:
Northback will present an update regarding the Coal Exploration Program Application.

Analysis of Alternatives:
n/a

Financial Impacts:
n/a

Attachments:
Northback MCNP Presentation 11.21.2023.pdf

NORTHBACK

Municipality of Crowsnest Pass Update

November 21, 2023

- Test test test

Coal Exploration Program Application to the Alberta Energy Regulator

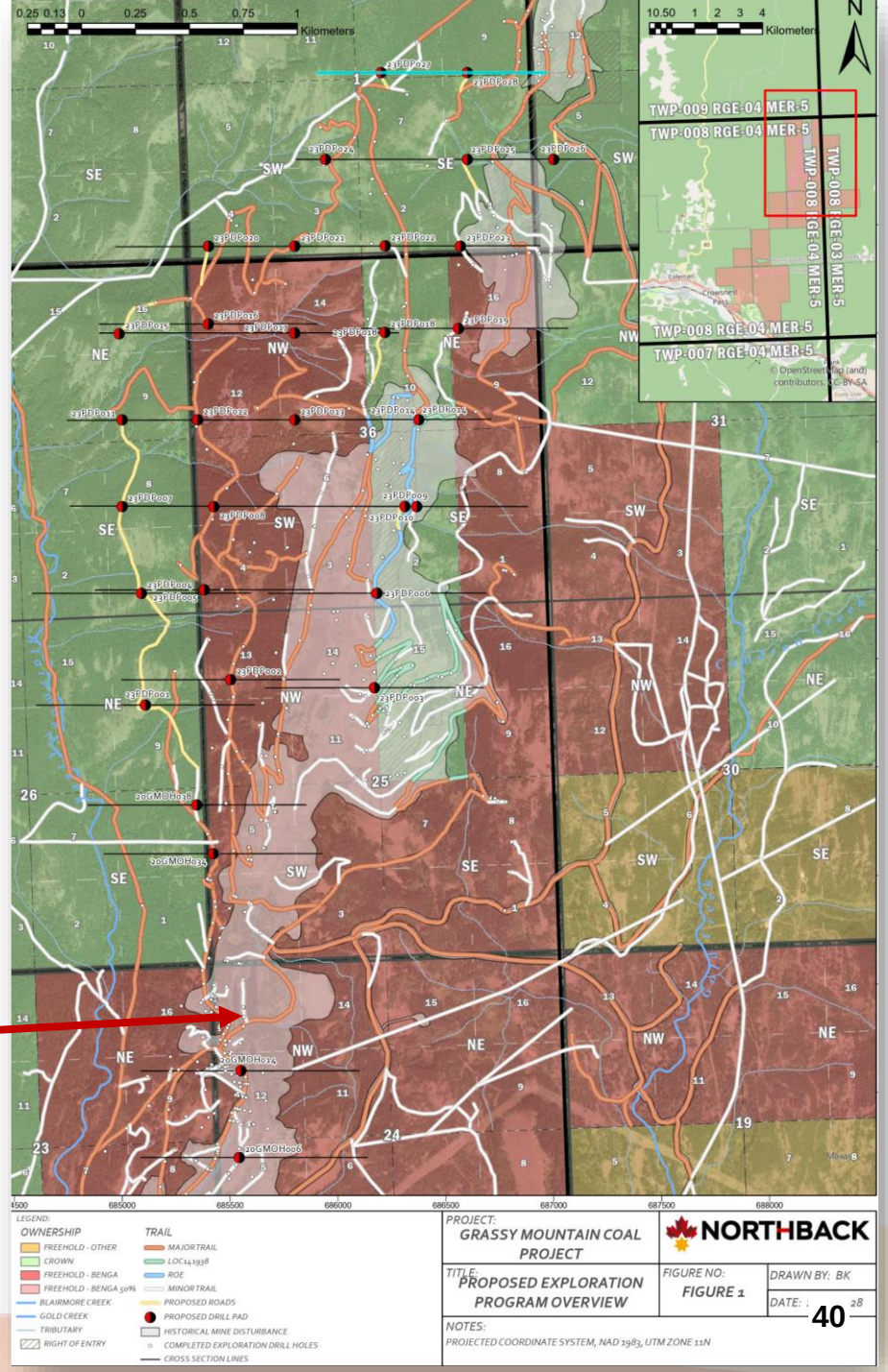
Statements of Support and Concern Summary

Coal Exploration Program (CEP) Application

The drilling program is planned to obtain:

- Coal quality data
- Geotechnical data
- Hydrogeological data

- 20 drill pads on Crown land
- 12 Drill pads on private land
- 3.77 hectares of proposed disturbance on Crown land
- Temporary water diversion license (TDL) application to draw water from previously mined pit lakes situated on private land



Pit lakes for TDL water source

AER Statements of Support and Concern

Received 125 registered SOCs

Received 39 registered letters of support

The petition attached to the letters of support from CSCC contains 297 signatures

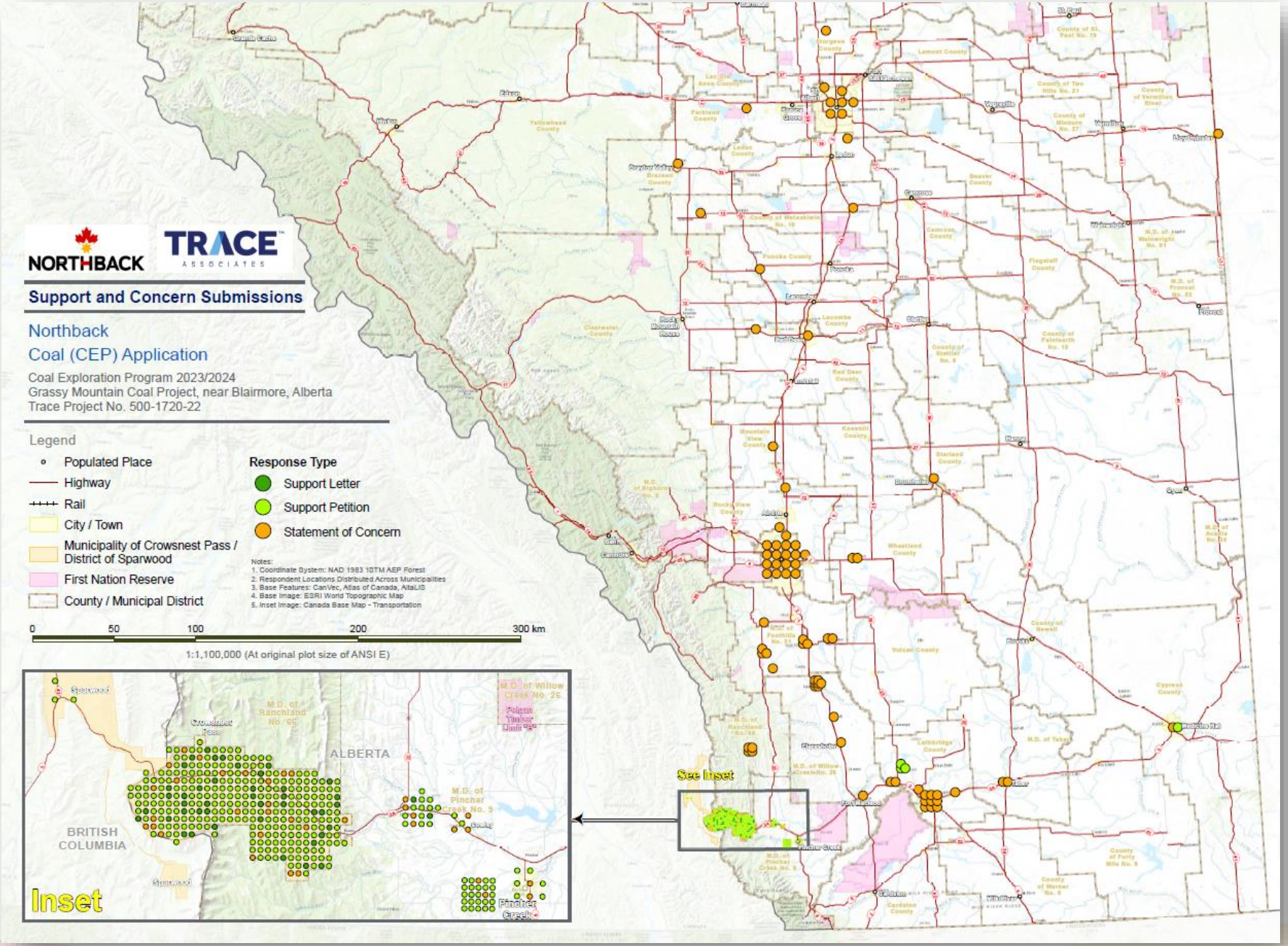
Statements of Concern Summary

Concern	Response
1) Coal Mining	*The proposed Coal Exploration Program is a small-scale exploratory drilling program located almost exclusively on pre-disturbed unreclaimed land and is not anticipated to have any significant adverse environmental effects.*
2) Environment	*The applications present minimal risks and will not result in significant adverse effects on the environment due to the temporary nature and small scale nature of the program and the proposed mitigations.*
3) Recreation	*The proposed drill pad locations are not located near any recreation spots. The access roads for the Crown land drill pads will connect to Northback's privately held lands and will not facilitate any additional access into recreational areas.*
4) Traffic	*Traffic will be minimal during the drilling program.*
5) Government/Regulatory	*The Grassy Mountain coal project is an advanced coal project, and is therefore, not subject to the effect of Ministerial Order 002/2022 halting other coal developments.*
6) Project Notification/ Consultation	*Consultation was carried out as required by the Alberta Energy Regulator (AER). The applications were posted on the AER Public Notice of Application site for 30 days.*

Submission Overview

Submission type by location

- Support Letter
- Support Petition
- Statement of Concern



NORTHBACK

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: November 21, 2023

Agenda #: 7.a

Subject: Bylaw 1119, 2022 Road Closure - Second and Third Reading

Recommendation: That Council gives second and third reading of Bylaw 1119, 2022.

Executive Summary:
Bylaw 1119, 2022 was given first reading on July 5, 2022 and a Public Hearing was held August 16, 2022.

Bylaw 1119, 2022 was signed by the Minister of Transportation and Economic Corridors on October 4, 2023.

Bylaw 1119, 2022 proposes to close that portion of Government Road Allowance lying adjacent to SW1/4 Sec 3-8-4-W5 and forming part of Lot 15; Block 1 Plan _____ Containing 0.126 Hectares (0.31 acres) more or less.

Relevant Council Direction, Policy or Bylaws:
Section 22 of the Municipal Government Act.

Discussion:
The Municipal Development Plan identifies a future growth area to the southeast of the York Creek subdivision. This area has alternate access options, and does not require the subject road. The north-south road allowance portion that is proposed to be closed is mostly wetland. Due to steep slopes on the east-west road allowance (which is an extension of 108 Street) and the presence of a lake in the same road allowance, and the proposed future developments on surrounding lands having alternate access options, it is not expected that these road allowances would be required to provide future

access.

Even if the applicant was interested in purchasing only a portion of the extent of the road allowance along their west property boundary, Council may want to consider closing the north-south road allowance for the entire length of the applicant's west property boundary (up to where York Creek Drive is developed).

Once a road allowance is closed as to public travel, title to it is granted in the name of the Municipality. It can then be sold and incorporated into an adjacent title(s).

Analysis of Alternatives:

1. Council may consider Second and Third Reading of Bylaw 1119, 2022, as proposed.
2. If additional information is required by Council and/or amendments to the Bylaws are proposed by Council prior to Second Reading, Council may postpone Second Reading of Bylaw 1119, 2022 and provide further direction to Administration. Substantial changes to the Bylaw will require Council hold a second Public Hearing prior to considering the Bylaw 1119,2022 for Second and Third reading.
3. Council may defeat Bylaw 1119, 2022, as proposed.

Financial Impacts:

If the application proceeds the Municipality would receive $6000 plus GST.

Attachments:

Bylaw 1119, 2022 Signed by Minister - date corrected.pdf
Schedule A Crowsnest Pass - Lot 15, Block 1, Plan ___ - Bylaw 1119, 2022-Road Closure.pdf

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1119, 2022

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, chapter m26, Revised Statutes of Alberta 2000, 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

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 the said municipality and thereafter creating title to and disposing of same, and

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

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 title to and disposing of the following described roadway, subject to rights of access granted by other legislation:

THAT PORTION OF GOVERNMENT ROAD ALLOWANCE LYING ADJACENT TO SW ¼ SEC. 3-8-4-5 AND FORMING PART OF LOT 15, BLOCK 1, PLAN _____
CONTAINING 0.126 HECTARES (0.31 ACRES) MORE OR LESS

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

READ a **first** time in council this 5th day of July 2022.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

PUBLIC HEARING scheduled for the 16th day of August 2022 and advertised in the Crowsnest Pass Herald on the 13th and 20th day of July 2022.

APPROVED this 4th day of October 2023 ✓ AB. ~~2022~~.

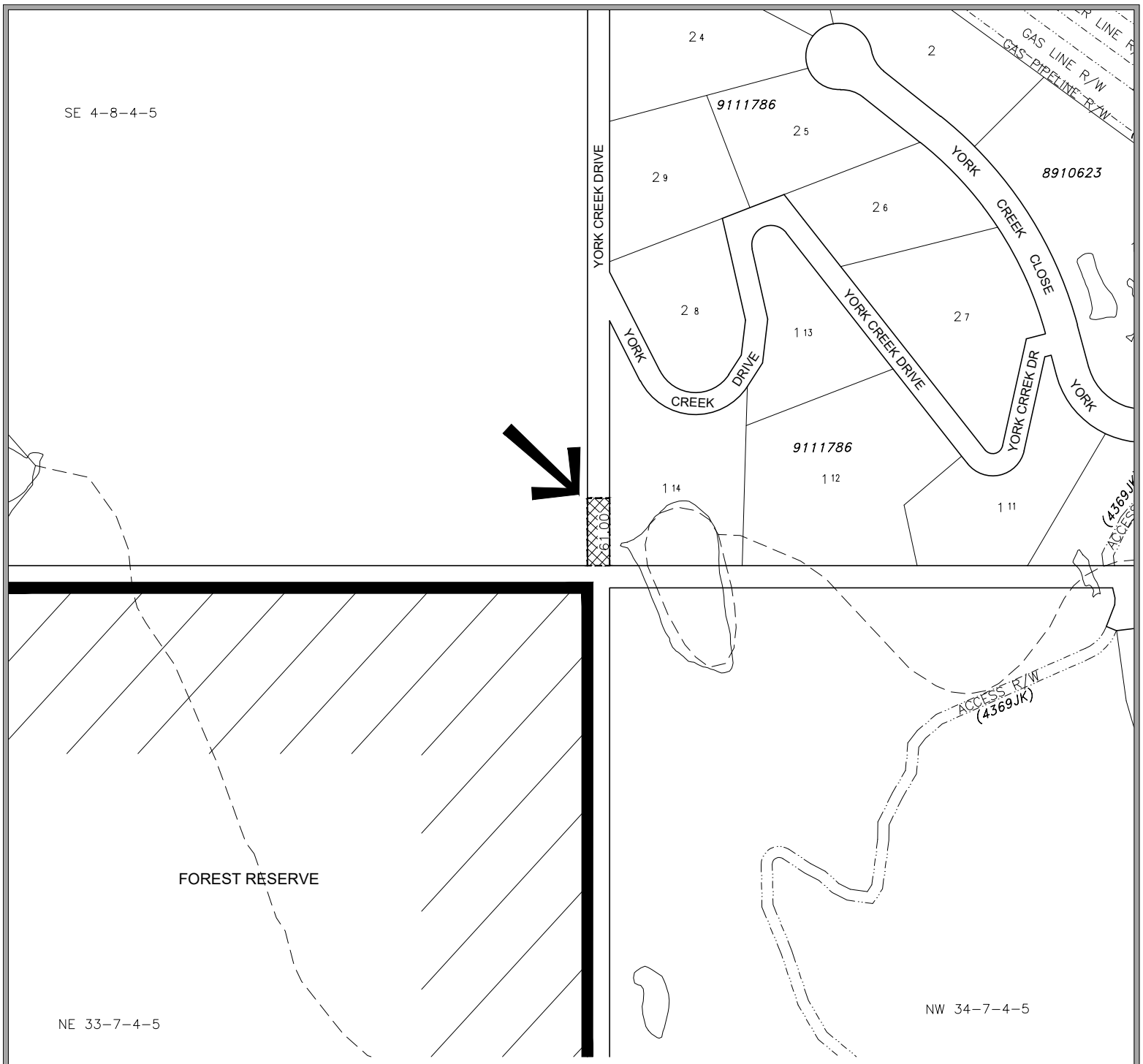
for Minister of Transportation
and Economic Corridors ✓

READ a **second** time in council this _____ day of _____ 2023 ~~2022~~.

READ a **third and final** time in council this _____ day of _____ 2023 ~~2022~~.

_____
Blair Painter
Mayor

_____
Patrick Thomas
Chief Administrative Officer



PROPOSED ROAD CLOSURE
SCHEDULE 'A'

THAT PORTION OF GOVERNMENT ROAD ALLOWANCE LYING ADJACENT TO SW ¼ SEC. 3-8-4-5 AND FORMING PART OF LOT 15, BLOCK 1, PLAN _____, CONTAINING 0.126 HECTARES (0.31 ACRES) MORE OR LESS

MUNICIPALITY: CROWSNEST PASS
DATE: JUNE 24, 2022

Bylaw #: 1119, 2022
Date: _____

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 100 200 300 400

N

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"

June 24, 2022 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Lot 15, Block 1, Plan ___ - Bylaw 1119, 2022.dwg

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: November 21, 2023

Agenda #: 7.b

Subject: Bylaw 1167, 2023 - Amendment to the Fees, Rates & Charges Bylaw - Second and Third Reading

Recommendation: That Council approves second and third reading of Bylaw 1167, 2023.

Executive Summary:
Due to rising costs, it is evident that prices at Pass Powderkeg will need to be raised in order to help increase revenues to meet expenses. Prices have been increased on day tickets and rentals for the season.

First reading was given on November 14, 2023.

Relevant Council Direction, Policy or Bylaws:
1140, 2023 - Fees, Rates & Charges Bylaw

Discussion:
In the past few months, costs at Pass Powderkeg have been steadily increasing, and has necessitated looking at increasing revenue where possible. While it is not advisable to increase the cost of season passes and lesson programs as some have been sold already, we are able to increase the price of day tickets and rentals. Prices in these departments have not substantially increased in over 5 years and the adjustments help keep rates in line with other comparable areas in Alberta. These increases range approximately 6-10% for tickets and rentals, and will increase revenue by approximately $10,000.

Analysis of Alternatives:
- Council can move second and third reading of Bylaw 1167, 2023
- Council can defer second reading of Bylaw 1167, 2023 and outline what additional information they require
- Council can amend Bylaw 1167, 2023

- Council can defeat Bylaw 1167, 2023

Financial Impacts:
Approximately $10,000 increase on the season.

Attachments:
1167, 2023 - Amending the Fees, Rates & Charges Bylaw.docx

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1167,2023

Amending the Fees, Rates & Charges Bylaw

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta for the purpose of amending the Fees, Rates & Charges Bylaw No. 1140, 2023;

WHEREAS the Municipality of Crowsnest Pass adopted Bylaw No. 1140, 2023, being the Fees, Rates & Charges Bylaw, to identify general fees, rates and charges for Administrative Fees, Planning and Development Fees, Safety Codes Permit Fees, Protective Services Fees, Utility Rates, Community Services Fees and Pass Powderkeg Fees;

AND WHEREAS the Municipality of Crowsnest Pass deems it advisable to amend the Fees, Rates & Charges Bylaw;

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

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

1. This Bylaw may be cited as "Bylaw No 1167, 2023 amending the Fees, Rates & Charges Bylaw."

2. That this Bylaw shall amend the Fees, Rates & Charges Bylaw as follows:

   2.1 By replacing Schedule "H" with the following:

Schedule "H" – Pass Powderkeg Fee Schedule

Day Tickets	**Full Day**	**Half Day**	**Twilight**
All Lift Access			
Adult (Ages 18-64)	~~$49.99~~ $54.99	~~$29.99~~ $34.99	~~$19.99~~ $22.50
Youth (Ages 7-17)	~~$39.99~~ $44.99	~~$24.99~~ $29.99	~~$14.99~~ $19.99
Senior (65-74)	~~$39.99~~ $44.99	~~$24.99~~ $29.99	~~$14.99~~ $19.99
Child (0-6)	~~$14.99~~ $19.99	~~$9.99~~ $14.99	~~$4.99~~ $9.99
Super Senior (75+)	~~$14.99~~ $19.99	~~$9.99~~ $14.99	~~$4.99~~ $9.99
Bunny Hill	Free	Free	Free
Single Lift Access (Early Season Rate)			
Adult (Ages 18-64)	~~$29.99~~ $33.99	~~$19.99~~ $23.99	~~$14.99~~ $17.99
Youth (Ages 7-17)	~~$23.99~~ $26.99	~~$14.99~~ $17.99	$12.49
Senior (65-74)	~~$23.99~~ $26.99	~~$14.99~~ $17.99	$12.49
Child (0-6)	$9.99	$4.99	$4.99
Super Senior (75+)	$9.99	$4.99	$4.99
Bunny Hill	Free	Free	Free
Promotional			
Chinook Arch Library Pass (All Ages)		Free	

Group Pricing (Group meaning over 12 people. Discount valid on lift tickets, rentals, and lessons. School groups are not included)		10% off	
Full Package (Skis/Board, Boots, Helmet)			
Adult (Ages 18-64)	~~$34.99~~ $36.99	~~$24.99~~ $26.99	~~$14.99~~ $16.99
Youth (Ages 7-17)	~~$27.99~~ $ 29.99	~~$19.99~~ $22.99	~~$13.99~~ $15.99
Child (0-6)	$14.99	$12.99	$9.99
Senior (65-74)	~~$27.99~~ $29.99	~~$19.99~~ $22.99	~~$13.99~~ 15.99
Super Senior (75+)	$14.99	$12.99	$9.99
Skis/Board Only			
Adult (Ages 18-64)	~~$22.99~~ $23.99	~~$16.99~~ $17.99	~~$9.99~~ $10.99
Youth (Ages 7-17)	~~$18.99~~ $19.99	~~$12.75~~ $13.99	~~$8.99~~ $9.99
Child (0-6)	$9.99	$7.99	$4.99
Senior (65-74)	~~$18.99~~ $19.99	~~$12.75~~ $13.99	~~$8.99~~ $9.99
Super Senior (75+)	$9.99	$7.99	$4.99
Poles Only			
Adult (Ages 18-64)	$5.00	$5.00	$5.00
Youth (Ages 7-17)	$5.00	$5.00	$5.00
Child (0-6)	$5.00	$5.00	$5.00
Senior (65-74)	$5.00	$5.00	$5.00
Super Senior (75+)	$5.00	$5.00	$5.00

Rentals	**Full Day**	**Half Day**	**Twilight**
Helmet Only			
Adult (Ages 18-64)	$7.50	$7.50	$7.50
Youth (Ages 7-17)	$7.50	$7.50	$7.50
Child (0-6)	$7.50	$7.50	$7.50
Senior (65-74)	$7.50	$7.50	$7.50
Super Senior (75+)	$7.50	$7.50	$7.50
Snowshoe Rental: (All Ages)			$15.00

Seasonal Rental	**2023/24**
Adult	$209.99
Youth	$199.99
Child	$164.99
Senior	$199.99
Super Senior	$164.99

Snow School	**2023/2024**
Learn to Turn Intro	$79.99
Learn to Turn Full Package	$274.99
Learn to Turn Progression Package	$194.99
PPK Rippers Single Session	$149.99
PPK Rippers Both Sessions	$259.99
PPK Rippers Holiday Week	$99.99

Weekend Youth Program	$149.99
Little Cubs Single Session	$79.99
Little Cubs 4 Pack	$287.99
Little Cubs 6 Pack	$407.99
Little Cubs Unlimited (Half-day sessions only)	$999.99
1.5-hour group	$59.99
1 Hr. Private	$89.99
1.5 hr. private	$134.99
Senior's Program	$10.00
4 pack of private lessons	10% off
6 pack of private lessons	15% off

Race Training (Per 2.5 Hour Block)	**Per Athlete**
7 or fewer athletes (block rate)	$350.00
8-12 Athletes	$50.00/Athlete
13-18 Athletes	$47.00
19+ Athletes	$45.00

Signage Sponsorship Opportunities	**Regular Rate**	**Renewal Rate**
Tower Signage	$250	$225
Saturday Night Skiing Sponsorship	$800	N/A

Season Passes	**Full Season**
Resident Rate	
Adult (Ages 18-64)	$229.99
Youth (Ages 7-17)	$183.99
Senior (65-74)	$183.99
Child (0-6)	$29.99
Super Senior (75+)	$29.99
Family of 4+	$724.99
NEW Family of 3 (2 adults, 1 youth)	$604.99
Non-Resident Regular Rate	
Adult (Ages 18-64)	$329.99
Youth (Ages 7-17)	$261.99
Senior (65-74)	$261.99
Child (0-6)	$29.99
Super Senior (75+)	$29.99
Family of 4+(Includes 2 adults and all dependents under the age of 18 within same household)	$891.99
Family of 3 (2 adults, 1 youth)	$734.99

Learn to Turn Graduate/Other Passholder	
Adult (Ages 18-64)	$247.50
Youth (Ages 7-17)	$196.90
Senior (65-74)	$196.90
Child (0-6)	$29.99
Super Senior (75+)	$29.99
Family (Includes 2 adults and all dependents under the age of 18 within same household)	$799.99
Uphill Pass (All Ages)	$25.00

Lodge Rental	
Hourly	$ 32.00
Daily	$ 256.00
Washroom Trailer Rental (Per Weekend)	$ 250.00
• Subsequent Days	$ 125.00

3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.

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

READ a **first** time in council this _____ day of _____ 2023.

READ a **second** time in council this _____ day of _____ 2023.

READ a **third and final** time in council this _____ day of _____ 2023.

_____
Blair Painter
Mayor

_____
Patrick Thomas
Chief Administrative Officer

Municipality of Crowsnest Pass
Request for Decision

Meeting Date: November 21, 2023

Agenda #: 7.c

Subject: Service Areas Update

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

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

Relevant Council Direction, Policy or Bylaws:
N/A

Discussion:
N/A

Analysis of Alternatives:
N/A

Financial Impacts:
N/A

Attachments:
Service_Areas_Update_-_November_17__2023.docx

Service Areas Update – November 17, 2023

CAO Office

- Attended tour with Evolve at Tent Mountain
- Attended 13 Ways Community Leaders Camp
- Meeting with RCMP DANCO
- Meeting with TC Energy on project completion
- Meeting with Alberta Transportation on Highway 3
- Coordinating for NJHL hockey game
- Attended CNP ECC meeting
- Meeting with Alberta Public Lands staff
- Continuing Downtown Bellevue Revitalization project oversight
- Continuing Bellevue Forcemain Conceptual Design project oversight
- Continuing Blairmore & Coleman Water Plant MCC Upgrade project oversight
- Continuing Frank WWTP Upgrade project oversight
- Continuing Bellevue Fire Pump and Water Main project oversight
- Continuing PPK Lodge Deck project oversight
- Continuing Southmore Phase 2 ASP project oversight

Finance

- Tax Desk received 42 requests for Tax Searches in October 2023 with a yearly total of 425 (compared to 51 in October 2022 and year to date 530, and 68 in October 2021 and year to date 740).
- Accounts Payable in October did two check runs, processed 264 invoices, and paid 144 vendors. Year to date 4200 invoices (October 2022 processed 424 invoices and paid 315 vendors with two check runs, 2022 Year to date paid 4165 invoices).
- The auditors have been scheduled for the 2023 interim audit November 21 to 23, 2023.
- Working on a new accounting regulation coming into effect for 2023 (Asset Retirement Obligation). Consultant has been hired and begun review.
- Assessment complaint hearing held on October 19 (1 complaint to be heard) the board found in the Municipalities favour (no change).
- A late Assessment Review Complaint was filed on October 5. A preliminary hearing was scheduled for October 18 in Lethbridge to determine if there is any validity to the complaint. Found no grounds for complaint and was denied.
- Tax sale held for 1 property, no bidders.

Corporate Services

Human Resources

- The Municipality has 154 employees across the organization.
- Municipality has hired 92 employees in 2023 thus far.
- 168 seats of training completed or committed across the organization.
- Onboarding new staff at the ski hill is ongoing. We've had two groups go through orientation so far.
- The Municipality has 9 Open Postings online- 1 Fire Rescue General Recruitment, 4 temporary seasonal at the ski hill, 3 management and 1 union.
- Benefit transition occurred on November 1, 2023. New benefits are live.

FOIP/Complaint Form Process

- 12 FOIP requests has been received in 2023; 11 are complete and 1 is outstanding.
- Received 10 Formal Complaint Forms in 2023; 7 investigations are complete, 3 are outstanding.

Development, Engineering & Operations

- **Utilities Department**
  - Completed 1 service install and preparing for one more
  - Completed 2 curbstop replacements
  - Completed sewer install for Old Coleman Arena
  - Winterizing hydrants

- **Transportation Department**
  - Hauling gravel and sand to yards.
  - Hillcrest PW Yard cleanup.
  - Snow and ice control.
  - Installing snow fence.
  - Installed Christmas lights on streetlights and Downtown Coleman.

- **Development & Trades Department**

  Facility Maintenance

  - Regular maintenance activities, including Municipal Office duct cleaning and pool main pump and vortex pump pulled for repair.
  - Library concrete stairs, landing, and walkway – completed.
  - Develop preventative maintenance work schedules, annual inspection programs, and facility / equipment life-cycle assessments for 2024 / 2025.

- **Planning, Development & Safety Codes**
    - To date a total of 85 DP applications for Tourist Homes and Short-Term Rental / B&B have been received (19 new in 2023) and either approved or refused. Enforcement is ongoing. There has been a total of 13 Tourist Home appeals from 2022 to the end of October 2023, some by the applicant who had been refused, and some by adjacent landowners against an approval.
    - Municipal Planning Commission – one meeting in October (1 Subdivision; 4 DPs).
    - Municipal Historic Resources Advisory Committee – no meeting in October.
    - SDAB – no hearing in October.
    - Land Use Bylaw Omnibus No. 3 – first reading is scheduled for November 14.

Key Performance Indicators (KPIs):

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
Facility Maintenance – Plumbing, Construction, Electrical		
Work Orders - issued / closed	33 / 24	390 / 352
Planning & Development		
Compliance Certificate requests - received / processed	5 / 20	78 / 57
Development permit applications - received / processed	6 / 8	199 / 188
Business Licences - received / processed	8 / 8	85 / 68
LUB Complaints – new / closed	1 / 0	48 / 47
LUB Complaints – Monthly Volume	-	47.3
Stop Orders / Notice of Intent issued	0 / 0	19 / 12
Bylaws (LUB, Road/MR closure)	0	19
Appeal Hearings	0	13
Subdivision applications	1	9
Safety Codes		
New Housing Starts	7	47
Building permits - issued / inspections / closed	33 / 36 / 24	189 / 280 / 157
Electrical permits - issued / inspections / closed	15 / 23 / 16	144 / 165 / 122
Gas permits - issued / inspections / closed	18 / 26/ 14	134 / 168 / 123
Plumbing permits - issued / inspections / closed	10 / 16 / 6	75 / 115 / 61
PSDS permits - issued / inspections / closed	1 / 0 / 0	8 / 5 / 6

Protective Services

- **Fire**
    - Structure fire Hillcrest
    - Vehicle fire Hillcrest
    - Outside fire Hillcrest
    - Structure fire Coleman-Shed
    - Structure fire Coleman-Green Mountain-RV
    - Vehicle fire Blairmore
    - Natural gas leak Coleman-6 hours

- Natural gas leak Blairmore-3 hours
- Multiple MVI's due to slippery highways
- 9 members onboarded and put through Boot Camp
- 3 personnel qualified as NFPA 1002 pumper/driver operators
- Alberta Fire Training Conference

October 1st –November 17th, 2023

Category	Month (October/November)
Fires	6
Motor Vehicle Incidents	6
Medical Response	6
Stars Landing	1
Alarms	7
Gas Leak	2

- **Peace Officer**
  - November enforcement focus:
    - Unregistered, uninsured, and abandoned vehicles
    - Child safety restraint

Category	Month (October)	Year to Date
Number of Charges Laid	55	708
Cases Generated (Incident Count)	32	354
Cases: Requests for Service	21	235
Cases: Officer Observed	7	77
Cases: Received from outside Department/Agency (i.e. RCMP)	4	39
Vehicle Removal Notices	15	40
Vehicles Towed	3	12
Positive Ticketing	0	51
Projected Fine Revenue **	$11,088	$180,569

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

- **Agriculture and Environment**
  - Wrapped up for season

Pass Powderkeg Community Resort

- Winter preparations are well underway.
- Staff hiring is nearly 80% complete for the winter, with small gaps in indoor departments
- Deck construction is ongoing
- Upper snowmaking pipe repairs are complete
- Haul rope has been replaced and unload area is complete.

- Radio project is nearly complete. Some products are on back order and there is some programming to be complete.
- Opening is looking to be pushed to Nov. 25/26 due to a lack of cold temperatures.
- Ski Swap was a huge success, with nearly 600 coming in over the two days.

Community Services

- **Arena/Parks.**
    - First Junior A Game November 4th- well attended.
    - First of 3 out of town Tournaments November 17th –19th (Calgary Teams)
    - November 17th - 19th Clothingfest
    - PAL course November 19th
    - Waiting on the cold weather to start outdoor ice
    - December 17th Santa Skate
    - October 27/28th Halloween Spooktacular 800 people through the door.

- **FCSS**
    - Developing the 2024 Community Calendar
    - 2024 FCSS Funding recommendations have been completed
    - Presentation – BE SCAM Smart – for seniors taking place on November 15th
    - Coordinating the Seniors Christmas Luncheon –will take place on December 6th at the MDM
    - Planning for 2023 Christmas Food Hampers - will be delivered on December 21st
    - Working with Seniors groups for social inclusion activities
    - Meals on Wheels – Business as usual
    - Subsidized taxi program –Business as usual
    - Information & community referrals

- **Programming**
    - Winter and new programming
    - Recdesk added new and upcoming programs
    - Clean up email and rec desk registration
    - Drumtastic partnered with ISS demonstration
    - Adult Recreation Volleyball Every Sunday is a success
    - Fitness Bootcamps started at the Gymnastics Building Tuesdays and Thursdays
    - Pickle ball expanded to Sundays and busy.