

**MUNICIPALITY OF CROWSNEST PASS**

**COUNCIL MEETING**

**TUESDAY, July 5 2011 - 7:00 P.M.**

**AGENDA**

**CALL TO ORDER**

**PUBLIC HEARING**

**ADOPTION OF AGENDA**

**ADOPTION OF THE PREVIOUS MINUTES**

1. Minutes of the Regular Council Meeting of June 21, 2011
2. Minutes of the Special Council Meeting of June 28, 2011

**DELEGATIONS**

**ADMINISTRATIVE AND AGENCY REPORTS**

1. Crowsnest Community Trail Project - Director of Operational Services
2. Bellevue Summer Sun Street Festival Request – Director of Finance and Systems

**BUSINESS ARISING FROM THE MINUTES**

1. Bylaw Enforcement -Refuse Pickup – Director of Operational Services
2. Relocation of Meters – Director of Finance and Systems

**CORRESPONDENCE**

1. Gerald Hengason – Tax Penalty
2. Meeting with Deputy Commissioner Dale McGowan – AUMA Fall Convention

**COMMITTEE REPORTS**

1. Policing Committee Minutes – January 24, 2011
2. Policing Committee Minutes – March 28, 2011
3. Municipal Heritage Board Minutes – May 9, 2011
4. Subdivision and Development Authority – May 25, 2011

## **BYLAWS**

1. Bylaw 824, 2011 – Orpheum Theatre (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Reading)
2. Bylaw 827, 2011 – Property Tax Instalments (1<sup>st</sup> Reading)

## **NOTICES OF MOTION**

## **OTHER BUSINESS**

1. South Saskatchewan Regional Plan – Establishing a Working Committee – Director of Legislative Services
2. Rum Runner Days Road Closures and Waiver of the OHV Bylaw – Chief Administrative Officer
3. State of Emergency - Flooding Update – Chief Administrative Officer
4. Assessment Review Board – Assessor
5. 2011 Capital Budget Amendment
6. Strategic Plan Scheduling

## **COUNCIL MEMBERS REPORTS**

## **PUBLIC INPUT**

## **IN CAMERA**

1. Land

## **BUSINESS OUT OF CAMERA**

## **ADJOURN**

**MUNICIPALITY OF CROWSNEST PASS**

**TUESDAY, JUNE 21, 2011**

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in the Council Chambers on Tuesday, June 21, 2011.

**PRESENT:**   **MAYOR:**               Bruce Decoux

**COUNCILLORS:**   Siegbert Gail, Brian Gallant, Jerry Lonsbury, Larry Mitchell,  
Andrew Saje

**Absent:**               Councillor Emile Saindon

**Also present:**

Interim Chief Administrative Officer	Kevin Robins
Director of Finance & Systems	Marion Vanoni
Director of Operational Services	Myron Thompson
Director of Community Services	Cam Mertz
Director, Legislative and Human Resource Services	Lynne Cox

**Absent:**  
Municipal Tax Assessor                               Glen Snelgrove

**CALL TO ORDER**

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

**PUBLIC HEARING**

No Public Hearing was held.

**INTRODUCTION OF INTERIM CHIEF ADMINISTRATIVE OFFICER**

Mayor Decoux introduced Mr. Kevin Robins, Interim Chief Administrative Officer.

**ADOPTION OF AGENDA**

**Additions:**

In Camera

2. Land (Councillor Mitchell)

Administrative and Agency Reports

4. Alberta Film Project Industry – Myron Thompson, Director of Operations

**ADOPTION OF AGENDA – Continued**

**Changes:**

Administrative and Agency Reports

3. Glen French Update – Kevin Robins, Chief Administrative Officer  
- Move *In Camera*

Business Arising From the Minutes

1. Waiving of Off-Site Levies – Kevin Robins, Chief Administrative Officer  
- Move *In Camera*
2. Draft Budget Policy – Kevin Robins, Chief Administrative Officer  
- Table to the July 19, 2011 Council Meeting
3. Independent Enterprises Trucking Request – Kevin Robins  
- Move *In Camera*
4. Office Relocation – Kevin Robins, Chief Administration Officer  
- Administration requested that Council make a motion to defer this item to allow further time for review

**M#6116-11:** Councillor Saje moved that the *Glen French Update* agenda item, since it deals with a land issue, be moved *In Camera*.

**M#6117-11:** Councillor Mitchell moved that the *Waiving of Off-Site Levies* agenda item be moved *In Camera*.

**M#6118-11:** Councillor Lonsbury moved that the *Independent Enterprises Trucking Request* agenda item be moved *In Camera*.

**M#6119-11:** Councillor Gail moved that the *Office Relocation* agenda item be deferred to the next Council Meeting.

**M#6120-11:** Councillor Lonsbury moved to accept Motions M#6116-11, M#6117-11, M#6118-11 and M#6119-11.

CARRIED

**M#6121-11:** Councillor Gail moved that the *Alberta Film Project Industry* agenda item be added to the *Administrative and Agency Reports* portion of the agenda.

CARRIED UNANIMOUSLY

**M#6122-11:** Councillor Mitchell moved to adopt the agenda as amended.

CARRIED UNANIMOUSLY

**DELEGATIONS**

**Scott Howard, CNP Library Board – Closure of the Bellevue Library**

Ms. Pat Korble, Library Board Chair, introduced the members of the Library Board which included:

- Thayer Head, Vice-Chair
- Scott Howard
- Cheryl Norman
- Deborah Whitten
- Penny Warris
- Councillor Saindon is also on the Library Board

Ms. Korble advised that at the last Library Board Meeting a decision was made to close the Bellevue Library and consolidate operations at the library in Blairmore. The Library Board requested that Council pass a resolution to permit the Library Board to move forward with a Crowsnest Community Library that is better staffed, more current, and with new programming.

Mr. Scott Howard provided the following information:

- The Library Board engaged the services of a Library Planning Consultant from Calgary in an effort to obtain a professional interpretation of the library services
- The consultant's findings agreed with the Board's beliefs, philosophies, and ideas
- Reviewed the past year's activities
- The library branch managers monitored traffic flows in both branches in February in order to interpret use, and changes in hours were implemented
- The Annual Audit from BDO Canada found the Board to be in accordance with Canadian generally accepted accounting principles
- The Audit identified certain procedures and controls that the Board should implement to insure safeguarding of assets and accuracy of records
- A number of procedures and practices have been modified and services continue to be improved
- Modifications have been made to personnel review procedures
- The Board considered a number of factors in reference to reducing one of the facilities in the community
- Paid memberships have remained consistent for the last five years and are in line with library standards
- The libraries belong to the Chinook Arch Regional Library System for which a membership fee is paid allowing access to resources from other collections
- Blairmore Library total circulation last year was approximately 18,000 check outs
- Bellevue Library had a total circulation of just over 7,500 check outs last year
- The Board wants to improve services and programming provided to the community
- The biggest challenge identified is not enough staff at either facility
- The collections at both libraries is more than double the standard at 50,000 items
- The collection is getting very old, and requires to be reduced by "weeding"
- There is not enough periodicals in the collection
- Audio, music, and video collections are more than double the standard

**DELEGATIONS - Scott Howard, CNP Library Board – Continued**

- The Board envisions one excellent facility
- The current staff will work out of one facility which will improve service delivery and programming opportunities
- Want to ensure the library is modern
- Planning to hire a Library Technician to consolidate the two collections and hire a full-time Library Technician

Further discussion on:

- The possibility of a mobile library service program
- The need for ways to attract youth
- Training of current staff to the certification required
- Access issues
- Length of the Municipality
- Convenience to the people utilizing library services

**M#6123-11:** Councillor Lonsbury moved that Municipal Council endorse and approve the recommendation from the Library Board that all library operations and services be centralized in a single Crowsnest Community Library.

DEFEATED

Mayor Decoux thanked the delegation for attending.

**ADOPTION OF THE PREVIOUS MINUTES**

**Regular Council Meeting of June 7, 2011**

In reference to M#-6099-11 – *Rescind Endorsement Policy* - Councillor Gallant requested it be noted there was lengthy debate on whether to rescind the Endorsement Policy before a new Code of Conduct was in place.

**M#6124-11:** Mayor Decoux moved that the minutes of the Regular Council Meeting of June 7, 2011 be adopted as amended.

CARRIED UNANIMOUSLY

**Minutes of the Special Council Meeting of June 14, 2011**

**M#6125-11:** Councillor Mitchell moved that the minutes of the Special Council Meeting of June 14, 2011 be adopted as written.

CARRIED UNANIMOUSLY

## **DELEGATIONS**

### **Canadian Enduro Championship – Clint Riviere**

Mr. Clint Riviere was in attendance representing the Canadian National Enduro Championship:

- An off road motorcycle race staged at the Crowsnest Sports Complex in Coleman
- The hours of operation will be 9:00 am to 4:00 pm
- Requested a temporary lifting of the Off Highway Vehicles Bylaw on July 16 and 17, 2011 in order for racers to access the forestry
- Expecting approximately 130 riders per day

In reference to whether putting up a stop sign for the riders when crossing an intersection would be in violation of the Traffic Act, Mayor Decoux suggested Mr. Riviere discuss this issue with the RCMP and notify Council of the outcome.

## **ADMINISTRATIVE AND AGENCY REPORTS**

### **Status of Spring Cleanup – Myron Thompson, Director of Operational Services**

Mr. Myron Thompson, Director of Operational Services, provided the following information on the 2011 Spring Clean-up:

- In 2010 the Spring Clean-Up cost was approximately \$110,000.00
- A new program was implemented – Large Item Pick-Up
  - Maximum of 3 items (large furniture and/or appliances)
  - Offered to residents over 65 years of age and those with disabilities
  - Implemented on the May 24, 2011 weekend
  - Publicly advertised
  - 76 registrations
  - Pickup took place over eleven days, with some rain delays
  - Currently some material has been stockpiled at the Hillcrest Public Works site due to wet conditions at the Regional Landfill
  - A clean wood fill site was open at the Frank Waste Water Treatment Plant
  - The total cost for the 2011 Spring Clean-Up program was estimated at \$7,200.00
  - Mr. Thompson advised arrangements could be made for individuals such as seniors to have stockpiled wood materials hauled away by contacting the Municipality for special agencies that will provide this service

Discussion included:

- Mr. Thompson felt the Spring Clean-up Program this year was cost effective
- Unauthorized dumping was dealt with by enforcement
- Mayor Decoux requested Mr. Thompson provided a report in reference to enforcement on unauthorized dumping for the next Council meeting
- Councillor Gail requested that Director of Operational Services take a look at other ways Spring Clean-Up can be approached next year

**ADMINISTRATIVE AND AGENCY REPORTS - Status of Spring Cleanup - Continued**

- Mr. Thompson suggested looking at the program closer to budget time and presenting recommendations to Council at that time, as well as environmental and recycling initiatives
- Mayor Decoux noted Administration's role is to prepare several viable proposals to present for Council prior to budget deliberations

Pending Road Closures – Lynne Cox, Director of Legislative and HR Services

Road closures on pending community events were presented for Council's information.

Kevin Robins, Interim Chief Administrative Officer, advised that Chief Administrative Officers have the authority to approve temporary road closures.

Alberta Film Project– Myron Thompson, Director of Operations

Mr. Thompson advised he has been contacted by Alberta Films, who are looking at shooting a trailer film in Coleman.

- The "Child Soldiers" project was inspired by child soldiers in Uganda
- Proceeds from the film will be donated to Stampede Ranch in Longview, Alberta and fitting global organizations devoted to stopping the Lord's Resistance Army
- Committed to keeping this a community project by hiring local actors, caterers, and scouts
- Requesting to arrange for shooting locations off the street
- Do not require any major road blockages
- Mr. Thompson has met with Alberta Films and assisted them wherever possible
- Filming will take place Thursday, June 30, 2011
- Businesses and affected residents have been notified

**BUSINESS ARISING FROM THE MINUTES**

Draft Budget Policy – Kevin Robins, Chief Administrative Officer

Mr. Kevin Robins suggested Council table the *Draft Budget Policy* agenda item to the second Governance and Priorities Committee Meeting in July in order to give him time to meet with the executive team to review the Budget Policy and ensure it reflects Council's wishes.

**M#6126-11:** Councillor Gallant moved to table the *Draft Budget Policy* agenda item to the July 12, 2011 Governance and Priorities Committee Meeting.

CARRIED UNANIMOUSLY

**BUSINESS ARISING FROM THE MINUTES - Continued**

Office Relocation – Kevin Robins, Chief Administrative Officer

Mr. Kevin Robins requested Council defer the *Office Relocation* agenda item in order to allow time for the executive team to review the issue in light of other needs of Council.

**M#6127-11:** Councillor Mitchell moved to defer the *Office Relocation* agenda item to a later date.

CARRIED UNANIMOUSLY

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**CORRESPONDENCE**

Picture Butte Jamboree Days Parade

**M#6128-11:** Councillor Mitchell moved to table the correspondence from the Picture Butte & District Chamber of Commerce in reference to the Picture Butte Jamboree Days Parade on Saturday, August 20, 2011 as information.

CARRIED UNANIMOUSLY

Honourable Hector Goudreau – MSI Conditional Operating Funding

**M#6129-11:** Councillor Saje moved to write a letter of appreciation in reference to correspondence received from the Honourable Hector Goudreau, Minister of Municipal Affairs, advising the *OPE-2774 – Libraries and Regional System Support* project has been accepted as a qualifying project under the MSI conditional operating guidelines in the amount of \$120,000.00.

CARRIED UNANIMOUSLY

Honourable Hector Goudreau – MSI Capital Funding

**M#6130-11:** Councillor Lonsbury moved to accept the letter and write a letter of appreciation in reference to correspondence received from the Honourable Hector Goudreau, Minister of Municipal Affairs, advising the *CAP-165 – Blairmore/Coleman Water Interconnect Project (amended)* has been accepted as a qualifying project under the MSI capital funding guidelines in the amount of \$671,291.00.

CARRIED UNANIMOUSLY

**COMMITTEE REPORTS**

Minutes of the Governance and Priorities Committee Meeting of June 14, 2011

**M#6131-11:** Councillor Gail moved to accept the minutes of the June 14, 2011 Governance and Priorities Committee Minutes as written.

CARRIED UNANIMOUSLY

**BYLAWS**

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Bylaw 821, 2011 – Property Tax Penalties Bylaw (2<sup>nd</sup> & 3<sup>rd</sup> Reading)

**M#-6132-11:** Councillor Mitchell moved Second Reading of Bylaw No. 821, 2011.

CARRIED UNANIMOUSLY

**M#-6133-11:** Councillor Lonsbury moved Third and Final Reading of Bylaw No. 821, 2011.

CARRIED UNANIMOUSLY

Bylaw 799, 2010 – The Penalty on Tax Arrears Bylaw (To Be Repealed)

**M#-6134-11:** Councillor Gail moved to repeal Bylaw No. 799, 2010.

CARRIED UNANIMOUSLY

Bylaw 828, 2011 – Traffic Bylaw Amendment (2<sup>nd</sup> & 3<sup>rd</sup> Reading)

**M#-6135-11:** Councillor Mitchell moved Second Reading of Bylaw No. 828, 2011.

CARRIED UNANIMOUSLY

**M#-6136-11:** Councillor Lonsbury moved Third and Final Reading of Bylaw No. 828, 2011.

CARRIED UNANIMOUSLY

**BYLAWS - Continued**

Bylaw 829, 2011 – Noise Bylaw Amendment (2<sup>nd</sup> & 3<sup>rd</sup> Reading)

**M#-6137-11:** Councillor Gallant moved Second Reading of Bylaw No. 829, 2011.

CARRIED UNANIMOUSLY

**M#-6138-11:** Councillor Gail moved Third and Final Reading of Bylaw No. 829, 2011.

CARRIED UNANIMOUSLY

Bylaw 830, 2011 – Long Grass Bylaw Amendment (2<sup>nd</sup> & 3<sup>rd</sup> Reading)

**M#-6139-11:** Councillor Mitchell moved Second Reading of Bylaw No. 830, 2011.

CARRIED UNANIMOUSLY

**M#-6140-11:** Councillor Lonsbury moved Third and Final Reading of Bylaw No. 830, 2011.

CARRIED UNANIMOUSLY

Bylaw 831, 2011 – Community Standards Bylaw Amendment (2<sup>nd</sup> & 3<sup>rd</sup> Reading)

**M#-6141-11:** Councillor Gallant moved Second Reading of Bylaw No. 831, 2011.

CARRIED UNANIMOUSLY

**M#-6142-11:** Councillor Gail moved Third and Final Reading of Bylaw No. 831, 2011.

CARRIED UNANIMOUSLY

**NOTICES OF MOTION**

No Notices of Motion were presented.

**OTHER BUSINESS**

**Regional Council Meeting Invitation**

Council's consensus for the date they are available to attend the Regional Council Meeting in the Village of Cowley was Thursday, September 8, 2011.

The Director of Legislative Services requested Council provide Administration with any items they would like added to the Regional Council Meeting Agenda.

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**Multi-Year Lease with Devon and the Ski Hill**

In reference to Council's query as to whether a lease term longer than five years has been considered, Mr. Mertz, Director of Community Services, advised this has not been discussed, but the matter could be referred to the Society involved.

Discussion took place on the Blairmore Water Reservoir and the possibility of a barrier being placed around the structure.

**M#-6143-11:** Councillor Gallant moved to endorse the proposed five year lease between the Municipality of Crowsnest Pass and Devon Canada Corporation.

CARRIED UNANIMOUSLY

**Canadian Enduro Championship Waiver of Bylaw**

The Interim Chief Administrative Officer advised any signs relative to the movement of traffic are under the Highway Traffic Act; therefore no signs can be posted by the event coordinators. An individual can be present to control the event, designated "Event Route Marshall" to stop event participants, but not regular traffic.

**M#-6144-11:** Councillor Gail moved that Council provides the requested waiver of Bylaw #722 in support of the Canadian Enduro Championship hosted in the Crowsnest Pass July 16 to 17, 2011.

CARRIED UNANIMOUSLY

**Revised Contract Extension to Contract for Services with Enmax Energy Corporation**

**M#-6145-11:** Councillor Lonsbury moved that Council approve an extension for an additional six months to the Municipality's existing Contract for Services with Enmax Energy Corporation to October 28, 2011.

CARRIED UNANIMOUSLY

**OTHER BUSINESS - Continued**

**First Quarter Electrical Compliance Reporting**

Discussion took place on access to read meters when residents do not allow access to their homes when they are not at home. The Director of Finance and Systems advised that when a reading cannot be done, the meters are estimated and an electrical distribution is collected.

Ms. Marion Vanoni, Director of Finance, will look into whether it is cost effective to move meters outside at the homeowners expense and present this information to Council at the July 5, 2011 Council Meeting.

**M#-6146-11:** Councillor Saje moved that Council approve the First Quarter Electrical Distribution Settlement System Code Compliance reports for 2011 as required by the Alberta Regulation 160/2003, Electric Utilities Act, Code of Conduct Regulation.

CARRIED UNANIMOUSLY

**Appointment of Assessment Review Board Members**

Mr. Robins reviewed the options and costs available in reference to the appointment of Assessment Review Board Members and Council discussion followed on the options.

**M#-6147-11:** Councillor Lonsbury moved that the functions of the Assessment Review Board be handled by the Oldman River Regional Services Commission.

CARRIED UNANIMOUSLY

**Encroachment Agreement**

In reference to Council's question regarding transfer of the agreement, Mr. Robins will follow up on the legalities of including a caveat on the Encroachment Agreement as not transferable in an estate situation.

**M#-6148-11:** Councillor Gail moved that Council approve the attached Encroachment Agreement between the Municipality of Crowsnest Pass and Grace Kozack.

CARRIED UNANIMOUSLY

**Letter of Support – CNP Quad Squad Association**

**M#-6149-11:** Councillor Saje moved that Council direct Administration to provide a letter to the Crowsnest Pass Quad Squad Association acknowledging its importance to the community in promoting responsible trail use and in support of its grant applications for trail development, maintenance and education initiatives.

CARRIED UNANIMOUSLY

**OTHER BUSINESS - Continued**

South Saskatchewan Regional Plan Feedback

Discussion took place on the structure of the Working Committee, noting the Committee should be chaired by a member of Council.

**M#-6150-11:** Councillor Mitchell moved that the *South Saskatchewan Regional Plan Feedback* agenda item be deferred to the July 5, 2011 Council Meeting.

CARRIED

Signing Authority for Banking Purposes

**M#-6151-11:** Councillor Lonsbury moved that Council approve the following designated officers as signing authorities for the Municipality of Crowsnest Pass:

Interim Chief Administrative Officer – Kevin Robins

Director of Finance & Systems – Marion Vanoni

And the following Municipal Corporation Directors as signing authorities for the Municipality of Crowsnest Pass:

Chief Elected Officer – Bruce Decoux, Councillor – Siegbert Gail, Councillor –

Brian Gallant, Councillor – Jerry Lonsbury, Councillor – Larry Mitchell,

Councillor – Emile Saindon and Councillor – Andrew Saje

Effective June 16, 2011.

CARRIED UNANIMOUSLY

Mayor's Task Force on the Economy of the Municipality of Crowsnest Pass Final Report

**M#-6152-11:** Councillor Gallant moved that Council accept the Final Report of the Mayor's Task Force on the Economy of the Municipality of Crowsnest Pass as information.

CARRIED UNANIMOUSLY

**COUNCIL MEMBERS REPORTS**

Councillor Gail

- Drum Creek Flooding
  - Suggested Administration write a letter to the appropriate government departments on the flooding issue on Drum Creek in Hillcrest
  - Look into possibility of grant funding for dredging

**COUNCIL MEMBERS REPORTS – Councillor Gail - Continued**

The Interim Chief Administrative Officer updated Council on the State of Emergency specific to the affected area and advised that an application will be filed with the Provincial Government for financial assistance in dealing with the immediate effects and/or claims relative to replacement of bridge fixtures, culverts, municipal expenditures and damage to private property. A remedial plan now needs to take place.

Mayor Decoux requested that the Interim Chief Administrative Officer provide a report on the outcome.

**Councillor Mitchell**

- Council Tour of the Bellevue-Hillcrest Sewage Lagoons
  - Suggested Council should tour the facility if it is near completion in reference to a notice in the newspaper

The Director of Operational Services advised the notice was in the newspaper because the Municipality has accepted Substantial Completion, and any outstanding claims need to come forward. The facility is operational with some minor outstanding deficiencies that need to be completed. A tour can be provided to Council.

**M#6153-11:** Councillor Saje moved to defer *Council Tour of Bellevue-Hillcrest Sewage Lagoons* to a later date.

CARRIED UNANIMOUSLY

**Councillor Gallant**

- Heritage Board Meeting
  - Working on a Heritage Master Plan
- Landfill Meeting
  - Heavy rains have held back progress on new cell completion

**Councillor Saje**

- Report will be added to the Governance and Priorities Committee Meeting Agenda

**Councillor Lonsbury**

- Crowsnest Pass Senior Housing Meetings
  - Meeting with Alberta Health Services regarding expansion and renovation of York Creek Lodge
- Bellecrest Parade

**Councillor Gail**

- Bellecrest Days

**PUBLIC INPUT**

Mr. Randy Spencer, CJPR Radio, questioned in reference to the State of Emergency being declared whether part of the process was to notify the media.

The Interim Chief Administrative Officer advised the protocol requires that the public and any person that might be affected as a result of the State of Local Emergency be notified. Everyone in the specific affected area was notified. The Municipality is not required under legislation to notify the press and people not immediately affected.

**IN CAMERA**

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**M#6154-11:** Councillor Lonsbury moved to go In Camera at 9:20 pm.

CARRIED UNANIMOUSLY

**RECESS/RECONVENE**

Mayor Decoux recessed the meeting at 9:20 pm and reconvened at 9:40 pm.

**BUSINESS OUT OF CAMERA**

**M#6155-11:** Councillor Mitchell moved that Council come Out of Camera at 10:30 pm.

CARRIED UNANIMOUSLY

**ADJOURN**

**M#6156-11:** Councillor Saje moved to adjourn the meeting at 10:35 pm.

CARRIED UNANIMOUSLY

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

Minutes edited and approved by

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Lynne Cox, Director, Legislative &  
Human Resource Services

**MUNICIPALITY OF CROWSNEST PASS**

**TUESDAY, JUNE 28, 2011**

A Special Meeting of the Council of the Municipality of Crowsnest Pass was held in the Council Chambers on Tuesday, June 28, 2011.

**PRESENT:**    **MAYOR:**                    Bruce Decoux

**COUNCILORS:**    Siegbert Gail, Brian Gallant, Jerry Lonsbury, Larry Mitchell,  
Emile Saindon, Andrew Saje

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**Also present:**

Interim Chief Administrative Officer	Kevin Robins
Director of Legislative and Human Resource Services	Lynne Cox
Director of Finance and Systems	Marion Vanoni

**Absent:**

Myron Thompson	Director of Operational Services
Cam Mertz	Director of Community Services
Glen Snelgrove	Municipal Tax Assessor

**CALL TO ORDER**

Mayor Decoux called the meeting to order at 6:35 pm.

**BUSINESS ARISING FROM THE MINUTES**

**Reconsider the Vote on Motion M#6123-11 – Library Board Recommendation**

**M#6157-11:** Councillor Gail moved that Council reconsider the vote on Motion M#6123-11.

CARRIED UNANIMOUSLY

Discussion took place on the issue of handicapped accessibility to the building.

- In reference to Council's query on handicapped accessibility to a public building, the Interim Chief Administrative Officer advised the Alberta Building Code would have to be reviewed to determine if legislation applies to the building, and Council can add accessibility even if not legislated by the Building Code
- Noted there is a wheelchair ramp accessibility at the Blairmore Library

**BUSINESS ARISING FROM THE MINUTES – Continued**

**Reconsider the Vote on Motion M#6123-11 – Library Board Recommendation**

**M#6158-11:** Councillor Lonsbury moved that Municipal Council endorse and approve the recommendation from the Library Board that all library operations and services be centralized in a single Crowsnest Community Library and that the Bellevue Library be closed.

CARRIED UNANIMOUSLY

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**ADJOURN**

**M#6159-11:** Councillor Mitchell moved to adjourn the meeting at 6:40 pm.

CARRIED UNANIMOUSLY

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

Minutes edited and approved by

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Lynne Cox, Director, Legislative &  
Human Resource Services



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council Meeting

Meeting Date: July 5<sup>th</sup>, 2011

Originated By: Myron Thompson, Director of Operational Services

Subject: Crowsnest Community Trail Project

Agenda Item No: C 2011 - 01

**Administration Recommendation:**

That Council accepts the information as provided as it relates to the Crowsnest Community Trail Project.

**Background:**

The Municipality of Crowsnest Pass, the Trails Committee, and community members are currently working to develop a community-wide community trail network. The need for this trail system was identified in the Integrated Sustainability Plan and recognized as an important community project as it would assist in connecting the core areas of the community with a 23 km year round, non-motorized trail network. The trail system will improve safety for residents as they travel between communities and promote tourism for visitors as they connect to our many natural and historical tourist sites. Goals of the Crowsnest Community Trails Project:

- Provide a safe, user friendly, multi-use (non-motorized) trail network within the Municipality of Crowsnest Pass while promoting a healthy lifestyle.
- Improve our economy through promoting recreational use of our trails.
- Provide a connection to the unique history, points of interest, and natural beauty of the Crowsnest Pass.
- Provide alternative transportation routes and modes of travel that protect and conserve the natural beauty of the community.
- Enhance community involvement in the development and maintenance of the Crowsnest Community Trails system.
- Foster connections between the five communities through one vision.

This project goes back five years with the organization of a volunteer Trail Committee which included the Chamber of Commerce, Crowsnest Conservation Society,

Approvals:

CAO

Department Head \_\_\_\_\_

Municipality of Crowsnest Pass, Community Futures, business owners and numerous residents. Milestones achieved to date include:

- 2006 – Funding received from Municipal Sponsorship Program to develop trail in Blairmore
- 2007, 2008 – Council continued to allocate Municipal Sponsorship Program funds to walking trail development to pave trail from Bellevue to Hillcrest and portions of Blairmore.
- 2009 - Application to CPR for crossing agreement and permission to pave along emergency roadway (between Coleman and Blairmore). Partnership established with the Quad Squad to leverage 2009 Municipal Sponsorship Program funding into National Trails Coalition grant for walking infrastructure to be utilized for the project. Walking Trails conceptual Master Plan produced.
- 2010 - Successful grant application to the Recreation Infrastructure Canada Program. Walking Trails Coordinator hired. Three bridges installed with the Quad Squad. Trail characteristics, route, and amenities identified. Project approvals pursued with land managers and stakeholders (20+). Trail developed between Frank Slide Interpretive Centre and Fireman's Park. Sponsorship funds pursued.
- 2011 (Currently underway) - Completion of all urban connections of the trail system, implementation of the comprehensive signage program, and installation of trail amenities (benches, picnic tables, dog poo bag dispensers, BearSmart garbage containers, bridges, and bike racks). Key trail linkage component of trail system between Coleman and Blairmore left to complete

### **Discussion:**

The Street Improvement Program (SIP) had been a Provincial grant program extended to municipalities to assist in advancing the backlog of infrastructure improvements. The program ended in 2010 and at the time of budget deliberations no new program had been announced. In March of this year a new Provincial grant program was introduced which was a consolidation of a number of previous grant programs including SIP. This new program is called the Basic Municipal Transportation Grant (BMTG) and our funding eligibility is \$334,677. Through discussions with the previous CAO and Community Services it was felt that the remaining trail linkage between Coleman and Blairmore (phase 2) may fit the grant criteria and be eligible for funding. The grant application in the amount of \$197,000 was submitted as was an application for road surface rehabilitation work which is the asphalt micro-surfacing which was recently completed. Our Municipality has been apprised that we have been successful in both applications.

### **Financial Impact**

Grant funding will cover the construction of the paved trail linkage between Coleman and Blairmore and an amendment will be requested to the 2011 Capital Budget to incorporate this project.



## Municipality of Crowsnest Pass

### Council Agenda Report

Meeting: Council

Meeting Date: July 5, 2011

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Originated By: Marion Vanoni, Director of Finance & Systems

Subject: Bellevue Summer Sun Street Festival-Liability Insurance

Agenda Item No: C 2011- 02

**Administration Recommendation:**

That Council accept this report as information.

**Background:**

Having reviewed the correspondence from the Bellecrest Community Association dated June 20, 2011 and June 29, 2011 we refer to the Municipality's practice of insuring community events.

Community events hosted by organizations that are funded by the Municipality such as Bellecrest Community Association-Bellecrest Days, Coleman Community Association-Canada Day and CNP Events Association-Rum Runner Days/Thunder in the Valley are provided with liability insurance coverage through the Municipality's insurer AMSC (Alberta Municipal Services Corporation). These three community organizations are not additional named insured but their annual Municipal event funding provides them with liability coverage through the Municipality. However, this is the first time that the Municipality has been approached to extend insurance coverage to an organization's additional event(s).

**Discussion:**

We applaud the Bellecrest Community Events Association's efforts to promote our Community by further enhancing the summer activities/events through the Summer Sun Street Festival.

We have reviewed the activities proposed by the Bellecrest Community Association/Summer Sun Street Festival and find them to be low risk. Therefore approval has been given to provide liability insurance for the events of June 30<sup>th</sup>, July 28 and August 25, 2011. By doing so, the volunteer event organizers of the Bellecrest Community Events Association and Summer Sun Street Festival have been advised in writing of the Municipal insurance criteria and parameters for which they must adhere to or forfeit Municipal liability coverage. Criteria and parameters include but are not limited to alcohol or extreme events as defined by the Municipality's insurer AMSC.

Approvals:

CAO

Department Head

**Discussion (continued):**

This situation has given rise to the need to review this Municipal practice. During the last quarter of 2011, Administration will undertake a review to consider the needs of volunteers, the support required for community events and the overall risk and cost of such events and activities to the Municipality. A recommendation will be put forward to Council for implementation on January 1, 2012.

**Financial Impact:**

No additional cost for insurance-included in the overall umbrella of liability insurance.

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**Attachments/Reference:**

1. June 20, 2011 Correspondence from Bellecrest Community Association
2. June 29, 2011 Correspondence from Bellecrest Community Association
3. Letter of response to the Bellecrest Community Association/Summer Sun Street Festival



Community Association

Box #452, Bellevue,  
Crowsnest Pass, AB T0K 0C0

June 29, 2011

---

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

Dear Karen;

**RE: BELLEVUE SUMMER SUN STREET FESTIVAL**

The Bellecrest Community Association supports the Summer Sun Street Festival which is to be held on Thursday June 30<sup>th</sup>, July 28<sup>th</sup> and August 25<sup>th</sup>, 2011 in Bellevue. We believe by working together and providing support to other groups and organizations, we all contribute to the well being of our communities.

As a result of this belief, we have written to the Municipality requesting their approval to have this worthwhile event covered under their insurance. In the interim, the Summer Sun Street Festival will be covered under the Bellecrest Community Association's insurance.

Our Treasurer, Margaret Woodward has contacted our insurance provider and Suzanne Meters will email you a C.O.I. naming the Municipality as an additional named insured.

Should you have any questions, please do not hesitate to contact Kim Schultz at 403-564-4745.

Sincerely,

Cory Schultz  
Vice President  
403-564-4745



Community Association

Box #452, Bellevue,  
Crownsnest Pass, AB T0K 0C0

June 20, 2011

Mayor Decoux and Councillors  
Municipality of Crownsnest Pass  
PO Box 600  
Crownsnest Pass, AB T0K 0E0

Dear Mayor Decoux and Councillors;

**RE: BELLEVUE SUMMER SUN STREET FESTIVAL**

The Bellecrest Community Association supports the communities of Bellevue/Hillcrest and the Crownsnest Pass as a whole; by organizing community events, participating in fundraising activities and by providing support to other groups and organizations. We believe that by working together and contributing to the well-being of our communities, we are creating a stronger and healthier Crownsnest Pass.

We would like to take this opportunity to thank the Municipality for their continued support of the Bellecrest Community Association's Bellecrest Days and other events, both monetarily and for the provision of liability insurance coverage. To this end, the Bellecrest Community Association is asking that consideration be given to cover a new initiative "The Summer Sun Street Festival" under the Municipal insurance policy. This summer festival will be held on June 30, July 28, and August 25 from 5 to 8 p.m. on Main Street in Bellevue and will be the venue for family activities, fun, music and food.

The "Summer Sun Street Festival" is a non profit community event that will not only benefit the local businesses, but will present an excellent opportunity for other organizations to further their fundraising efforts. This festival will also provide a setting for local and surrounding artists to showcase their talent and wares. It will be one night a month for 3 months in the summer where the residents of our communities can come together and enjoy a hamburger or ice cream cone, stroll around listening to music or just sit down and visit.

On Saturday, June 18<sup>th</sup> during Bellecrest Days, it was commented over and over again "This is like the good old days when everyone would get together for a gathering, there should be more of these events." This is what the "Summer Sun Street Festival" will be, a place for neighbours and friends to gather where they can relax and have a good time. Like other community events, we are positive the "Summer Sun Street Festival" will be a success, enjoyed and beneficial to both residents and businesses alike.

It is because of these reasons that we, the Bellecrest Community Association would like to request that the Crowsnest Pass Council consider approving the "Summer Sun Street Festival" to be covered under the Municipality's insurance policy.

If you should have any questions, concerns or wish to discuss this further, please do not hesitate to contact me or Kim Schultz at 403-564-4745. Thanking you in advance for your consideration to this matter.

Sincerely,

Cory Schultz  
Vice President  
403-564-4745



P.O. BOX 600  
CROWSNEST PASS, ALBERTA  
T0K 0E0  
PHONE (403) 562-8833  
FAX (403) 563-5474

June 29, 2011

Bellecrest Community Association  
Attn: Cory Schultz, Vice-President  
P.O. Box 452  
Bellevue, Alberta  
T0K 0C0

The Municipality of Crowsnest Pass has decided to provide insurance coverage for the Summer Sun Street Festival under the Bellecrest Days event insurance. This commitment by the Municipality requires the organizing committee for the Summer Sun Street Festival and/or Bellecrest Community Association provide the Municipality of Crowsnest Pass **a complete listing of activities/event particulars** for each day of the Street Festival, June 30, July 28, August 25, 2011.

As well, please review the attached listing of activities/events. It is necessary to provide advanced notice to the Municipality of any events that may require special consideration (a pre-approval) or separate placement (a separate policy). Advanced notification of such an activity/event is required to ensure it receives proper attention. Events not provided to the Municipality may not be covered and may put our volunteers, the Municipality, Bellecrest Committee and the Summer Fun organizing committee at unnecessary risk. Please note, the Municipality of Crowsnest Pass will not be responsible for any additional cost incurred for separate/additional activity/event coverage.

In the coming year, the Municipality will be reviewing how they provide liability coverage and will apprise you of any changes as they occur. If you should have any questions, concerns or wish to discuss this matter further, please do not hesitate to contact me. By working together and contributing to the well-being of our communities, we are creating a stronger and healthier Crowsnest Pass.

Sincerely,

A handwritten signature in black ink, appearing to read "Marion Vanoni".

Marion Vanoni  
Director of Finance & Systems  
Municipality of Crowsnest Pass

Enclosure - 1

/kml



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council Meeting

Meeting Date: July 5<sup>th</sup>, 2011

Originated By: Myron Thompson, Director of Operational Services

Subject: Bylaw Enforcement – Refuse pickup

Agenda Item No: C 2011-03

**Administration Recommendation:**

That Council support the action taken by Operational Services and Bylaw Services in resolving the issue of refuse left by residents at curbside and rear alley.

**Background:**

Following the completion of the 2010 Spring Cleanup many residents proceeded to pile refuse at the edge of their properties in anticipation of the 2011 program. As Council is aware this program was amended and reduced in scope to include seniors over the age of 65 and those with a disability. The new program was successful and was briefly reviewed with Council at a recent meeting and will be followed by a full report to be reviewed with Council in early fall to determine the future of the program. Problems encountered in the transition is the refuse that was either put out in anticipation of the program or put out as a show of defiance because of the program change. In addition it has been reported that many residents have been piling tree prunings/branches at the boulevard for pickup by Municipal forces. The pickup of tree materials had been included in the Spring Cleanup program previous years. This year the Municipality had the clean wood site open and available to the public for disposal of clean wood products for the period of May 24<sup>th</sup> to 27<sup>th</sup>. This was promoted in the newspaper, newsletter, and website.

**Discussion:**

Administration is implementing a practical solution to assist in resolving the issue of refuse placed out and remaining at property edges. A "Violation Warning" tag has been created that will be placed on the doorknobs of offending residents homes by our Bylaw Enforcement Officer as he goes about his normal daily activities. These tags are generic

Approvals:

CAO

Department Head

in format and will be useful for other enforcement matters relating to bylaw infractions. The tag will clearly identify the contravention and provide a date that the matter must be remedied to prevent further action. A period of 15 days will be time assigned to clean up the offence in this instance.

A newspaper ad will be placed in the local newspapers for one week. The ad will provide information as to the action taken by the Municipality and will provide information to assist them with disposal. The ad will also provide information on the disposal of wood material products. The Municipality will have the clean wood dump site open for the upcoming months, Monday to Friday for the hours of 7:00 am to 3:30 pm. Staff will monitor activities and be specifically watching for dumping of materials other than that of clean wood products. This information will be accurately related in the ads and will also include contact information. In the past indiscriminate dumping of disallowed materials resulted in closure of the facility. Having this facility re-opened and monitored effectively will assist in the promotion of residents to maintain their yards by allowing them ease of access to a disposal facility.

### **Alternatives**

Consider other options or direct Administration to take a more aggressive enforcement action.

### **Financial Impact**

Cost of ads which can be funded for the appropriate operating account.



## Municipality of Crowsnest Pass

### Council Agenda Report

Meeting: Council  
Meeting Date: July 5, 2011  
Originated By: Marion Vanoni, Director of Finance & Systems  
Subject: Relocation of electrical meters to enable timely meter reading  
Agenda Item No: C 2011- 04

**Administration Recommendation:**  
**That Council accept this report as information.**

#### **Background:**

This report is response to Council's request to investigate the possibility of relocating electrical meters that cannot be readily assessable to meters readers.

#### **Discussion:**

There is an average of 33 meters out of 1525 that are not being read on a regular basis-approximately 2%. Having reviewed a sampling of outstanding meter reads, it has been determined that it is not always the same meters that are problematic. Contributing factors to meters not being read include home vacancies occurring due to ownership/tenant changes or residents are not at home at time of meter reading or the location of the meter is isolated or remote. For those meters that are not read, the consumer is invoiced an estimated consumption based on their historical consumption.

I have had opportunity to speak with the electrical department in regards to an estimated cost for meter relocation. Factors such as meter type, application (commercial/residential) and the type of building structure are contributing factors to the cost of meter location with costs potentially being between \$300 and \$1300. Knowing that it is not always the same meters in question, the relocation cost in addition to administrative costs would have to be borne by either the Municipality or by the consumer and would not necessarily resolve the issue of outstanding meter reads.

Approvals:

CAO

A handwritten signature in blue ink, appearing to be "J. R. is", written over a horizontal line.

Department Head

A handwritten signature in blue ink, appearing to be "Marion Vanoni", written over a horizontal line.

JUNE 22/11

RE: MAYOR VERN DECoux  
AND MUNICIPAL COUNCIL.

TAX ROLL: 3074200

I HAVE PAID MY TAXES FAITHFULLY  
EVERY YEAR FOR MANY YEARS BY THE JUNE 30<sup>TH</sup>  
DEADLINE. I KNOW NOW THAT THE JUNE 15<sup>TH</sup>  
DEADLINE WAS WELL ADVERTISED BUT I  
SOMEHOW MISSED IT

By paying my taxes on June 22/11  
I THOUGHT I WAS A WEEK EARLY, IF  
THESE WERE NOT MY INTENTIONS WOULD I  
NOT LEAVE LEAVE IT TILL DEC 31, IT  
WOULD COST ME KNOW MORE THAN PAYING  
A WEEK AFTER YOUR NEW DEADLINE.

AS A SENIOR ON A VERY FIXED  
INCOME, WE SCRAPE & SAVE TO MAKE ENDS MEET  
AND CAN NOT AFFORD A SEVER <sup>\$</sup>200<sup>00</sup>  
PENALTY FOR AN HONEST MISTAKE

WE ARE ASKING YOU TO WAIVE  
THIS PENALTY AS WE ~~KNOW~~ NOW KNOW THE  
NEW DEADLINE AND ALSO HAVE BEEN ADVISED  
TO PRE AUTHOUIZE MY TAX PAYMENT SO  
THIS WILL NEVER HAPPEN AGAIN

**RECEIVED**

JUN 27 2011

MUNICIPALITY OF  
CROWSNEST PASS

THANK YOU  
GERARD HENGASON.



Royal Canadian Mounted Police

Gendarmerie royale du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Crowsnest Pass Detachment  
Box 1200,  
Blairmore, Alberta  
TOK 0E0

Your File - Votre référence

Our File - Notre référence

Municipality of Crowsnest Pass  
Box 600,  
Blairmore, Alberta  
TOK 0E0

Date

2011-06-29

**FAXED**  
2011-06-29  
3:25 PM

**Annual Alberta Urban Municipalities Association (AUMA) Fall Convention**  
**Calgary Telus Convention Centre - September 28-30, 2011**

Dear Chief Administrative Officer, Mayor and Council :

Deputy Commissioner Dale McGowan, the Commanding Officer of the RCMP in Alberta, and his Management Team, will be attending the above noted convention.

If the Municipality will be represented at this convention and there is a desire to meet with the Commanding Officer, I respectfully request that you advise me of same, along with a brief outline of the issue(s) / concern(s) that you wish to discuss. I then forward your request to the Commanding Officer in order that he may be prepared in advance to address the topics that you wish to discuss.

Please respond to me if you wish to meet with the Commanding Officer (with your issues) no later than July 15<sup>th</sup>, 2011.

Once the Commanding Officer's schedule has been finalized, it will be disseminated to all participants in advance of the convention.

Thank you.

S.R. (Scott) Howard, Sergeant  
NCO *ivc*  
Crowsnest Pass Detachment  
(403) 562-2867

(Please note short RSVP  
Date.)



**CROWNEST PASS & DISTRICT POLICING ADVISORY COMMITTEE**  
**Monday, January 24, 2011**  
**Municipal Office Council Chambers**

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**Present**

Chairperson Aggie Mitchell  
Members Lynn Hammond and Ruth Smith  
Constable Doug Sokoloski, M.D. of Pincher Creek  
Sergeant Scott Howard, Crowsnest Pass RCMP Detachment  
Larry Iutzi, Municipality of Crowsnest Pass Bylaw Officer (Arrived at 4:37 pm)  
Myron Thompson, Director of Operational Services

**Absent**

Member George Dowson

**Also in Attendance**

Recording Secretary Carolee Ison

**Call to Order**

Chairperson Mitchell called the meeting to order at 3:59 pm.

**Adoption of Agenda**

**Additions:**

**Business Arising from the Minutes**

2. RCMP Policing Survey

**New Business**

1. Community Policing Committee Policy

Chairperson Mitchell adopted the agenda as amended.

**Delegations**

No delegations were in attendance.

**Minutes of November 29, 2010**

The Minutes of November 29, 2010 were accepted as presented.

### **Business Arising From the Minutes**

#### **Letter from Jamie Thomson – Student Bussing**

Chairperson Mitchell noted she has advised Ms. Jamie Thomson that the Police Advisory Committee does not get involved with student bussing issues.

Chairperson Mitchell questioned whether a speed limit sign could be placed in the area of the underpass near Flumerfelt Park.

Myron Thompson, Director of Operational Services, will evaluate the underpass in the Flumerfelt Park area in reference to the need for signage in the spring, when a review of signage is planned to be conducted.

### **RCMP Policing Survey**

Discussion of the RCMP Policing Survey included:

- Distribution
  - Sergeant Howard expressed concern with completing the survey on the website in reference to who can complete the survey and how many times
  - Sergeant Howard noted the survey is a solicitation process with the community to get feedback from people, and to make the information meaningful it must be from the detachment area
  - Local businesses were suggested as pick-up and drop-off locations; O'Bies General Mercantile Ltd. in Lundbreck
  - Suggested sending the survey out in Utility Bills and advising of this on the municipal website
  - Chairperson Mitchell suggested mailing surveys out to everyone including businesses
- Sergeant Howard offered to do a press release notifying of pick-up and drop-off locations, and advising that the survey will be included in the utility bills
- Constable Sokoloski will deliver the surveys to O'Bies
- Sergeant Howard will contact the MD of Pincher Creek and MD of Ranchland to request they include the surveys with utility bills
- Sergeant Howard will provide copies of the survey to Chairperson Mitchell for distribution
- Sergeant Howard advised:
  - A five to ten percent response rate can be expected
  - The last survey had a 11.7% return rate
  - A public forum meeting is held following the survey as part of the process
- The Director of Operational Services suggested the committee may want to consider a bi-yearly public information event such as an open house or fair:
  - Highlight new initiatives, capital projects
  - Include Police, Search and Rescue, Community Groups, Service Groups
  - Have a barbeque or pancake breakfast as part of the event
  - Could be held in conjunction with Spring Clean-Up or the Trade Fair

### **Business Arising From the Minutes – RCMP Policing Survey – Continued**

- Chairperson Mitchell suggested it should be noted on the surveys that they can also be returned by mail
- Locations for drop-off will be contacted in advance
- Libraries were suggested as pick-up and drop-off locations
- Surveys will be distributed as soon as possible

### **New Business**

#### **Community Policing Committee Policy**

Chairperson Mitchell advised the *Community Policing Committee Policy* requires review and updating as the committee has undergone changes including:

- No longer a Council member on the committee
- States “The Committee should consist of six members”
- “one (1) youth member”
- Chairperson Mitchell noted she has tried to recruit a youth member
- The policy was last updated in February 2007
- The Director of Operational Services suggested it should be in the form of a bylaw rather than a policy
- Chairperson Mitchell questioned whether record checks should be included on the application in reference to *12. (iii) is convicted of any crime under the Criminal Code of Canada*
- The *Community Policing Committee Policy* was referred to the Director of Operational Services for review and update

### **Reports**

#### **RCMP**

Sergeant Scott Howard of the RCMP Crowsnest Pass Detachment provided a written report and reviewed same with Council. Said report will be maintained on file and contained information on the following:

- ▶ Statistics for the third quarter reporting period for 2010/2011 between October 1, 2010 and December 31, 2010 (types and numbers of offences reported – numbers may not reflect the actual offense, they reflect the nature of the complaint as reported in the first instance)
  - Total number of calls for service for this period – 640
  - During the same period in 2009 there were 626 complaints
- ▶ Summary of the total yearly calls for service received by the Crowsnest Pass Detachment in the past 5 years
- ▶ Personnel
- ▶ Annual Performance Plan

**Reports – RCMP - Continued**

- Speeding Enforcement on Hwy 3 and Hwy 22 (self generated)
- Intersection Related Offences
- Impaired Drivers
- Organized Crime – Drug Related Activity
- Youth - DARE and School Visitation Programs
- ▶ Community Survey to assist with identifying issues for the Annual Performance Plan

**ARRIVAL**

Mr. Larry Iutzi, Municipality of Crowsnest Pass Bylaw Officer, arrived at 4:37 pm.

**Constable Doug Sokoloski, M.D. of Pincher Creek**

Constable Doug Sokoloski, M.D. of Pincher Creek, reported on the following:

- ▶ Traffic is still a priority (especially Highway #22)
  - Highway 774 is to be paved (to Castle Mountain Ski Hill)
- ▶ Rural Crime Watch is combined with Citizens on Patrol
  - Includes Lundbreck, Beaver Mines, Castle Mountain, and the rural area
- ▶ Public Relations

**Bylaw Enforcement Report**

Mr. Larry Iutzi, Municipality of Crowsnest Pass Bylaw Officer, provided a verbal report.

- ▶ Following up on tickets issued for trailers and recreational vehicles parked on streets and boulevards
- ▶ Receives threats as people do not seem to respect the position
- ▶ Suggested stop sign offense fees should be increased; currently only \$100
- ▶ Many Bylaw Offense Tickets remain unpaid

Further discussion included:

- Member Smith noted an issue should be made of threats as the Bylaw Officer does require appropriate respect, and should not be verbally or physically abused
- In reference to a question of whether school busses are considered as commercial vehicles on residential streets, the Bylaw Officer advised he is currently reviewing this issue and the bylaw may have to be modified
- The Bylaw Officer advised some people choose to ignore the offense ticket which results in a summons being issued requiring the person to attend court, and the Municipality then must hire and pay for a lawyer
- Constable Sokoloski suggested if a ticket is not paid by a set date that a surcharge be added to taxes

## **Members**

Lynn Hammond

- ▶ Will be absent from the next meeting

Aggie Mitchell

- ▶ Developmental Asset Building Program
  - Had a meeting with Michael Mertz, Ministry of Children and Family Services
  - John Slupsky, Devon Canada Plant Superintendent, will provide funding

Further discussion on the Developmental Asset Building Program included:

- Sergeant Howard advised that Constable Jarrett will participate, and will be running the Positive Ticket Program for which local businesses will be solicited for support
- Constable Sokoloski advised the next step is to develop a plan for a project to present to the funding provider(s) showing how funds will be used
- Noted the Developmental Asset Building Program requires participation and shared responsibility

## **Next Meeting**

The next meeting is scheduled for Monday, March 28, 2011 at 4:00 pm in the Municipal Office Council Chambers.

## **Adjournment**

Chairperson Mitchell moved to adjourn the meeting at 5:10 pm.

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Aggie Mitchell, Chairperson

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Date

**CROWSNEST PASS & DISTRICT POLICING ADVISORY COMMITTEE**  
**Monday, March 28, 2011**  
**Municipal Office Council Chambers**

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**Present**

Chairperson Aggie Mitchell  
Members George Dowson and Ruth Smith  
Sergeant Scott Howard, Crowsnest Pass RCMP Detachment  
Constable Doug Sokoloski, M.D. of Pincher Creek  
Larry Iutzi, Municipality of Crowsnest Pass Bylaw Officer  
Tully Clifford, Chief Administrative Officer

**Absent**

Member Lynn Hammond

**Also in Attendance**

Recording Secretary Carolee Ison

**Call to Order**

Chairperson Mitchell called the meeting to order at 4:12 pm.

**Adoption of Agenda**

**Additions:**

Business Arising From the Minutes

1. RCMP Survey Results
2. Policing Committee Policy
3. Criminal Record Checks

New Business

1. Four-Way Stop Light in Blairmore
2. Pinkest Little Town in the West

Chairperson Mitchell adopted the agenda as amended.

### Delegations

No delegations were in attendance.

### Minutes of January 24, 2011

The Minutes of the January 24, 2011 Crowsnest Pass & District Policing Advisory Committee Meeting were accepted as presented.

### Business Arising From the Minutes

#### RCMP Survey Results

Sergeant Scott Howard, Crowsnest Pass RCMP Detachment, reviewed the results of the RCMP Survey.

- 185 surveys were returned
- The return rate was less than five percent
- Results were tabulated into *Municipal* and *Rural* responses
- Speeding was identified as the number one concern of both Municipal and Rural respondents
- Traffic was identified as the most prevalent community concern
- The Detachment Annual Performance Plan initiatives will not change significantly

Discussion took place on whether statistics are available in reference to the number of injuries and deaths associated with impaired driving per capita in the Crowsnest Pass, and Sergeant Howard advised the detachment does not currently have these statistics.

Chairperson Mitchell thanked the Committee members for their work on the RCMP Survey.

#### Policing Committee Policy

Mr. Tully Clifford, Chief Administrative Officer, advised that a link is needed between the Police Advisory Committee and Council:

- The Chief Administrative Officer plans to provide a report to Council on Police Committee Meetings
- Administration will provide further information on the terms of the Police Advisory Committee members

## **Business Arising From the Minutes - Continued**

### **Criminal Record Checks**

The Committee's consensus was that Criminal Record Checks should be part of the appointment process to the Police Advisory Committee.

### **New Business**

#### **Four-Way Stop Light in Blairmore**

Chairperson Mitchell advised that the traffic light at the four-way stop at 129 Street and 20 Avenue in Blairmore is not visible enough.

The Chief Administrative Officer will consult with the Director of Operational Services to make the following changes with funds from the Operating Budget:

1. Install oversized stop signs
2. Replace the existing traffic light with a twelve inch LED traffic light

If the above actions are not effective, median stop signs are another option for consideration.

#### **Pinkest Little Town in the West**

Chairperson Mitchell announced that as part of the Pinkest Little Town in the West event, a group of outriders called "The Hole in the Head Gang" will travel to twenty-three towns throughout Alberta raising funds to fight breast cancer.

- The outriders will arrive in the Crowsnest Pass on August 12, 2011 and leave on August 14, 2011
- The Trade Fair will be participating in the event
- June 1, 2011 will be "Pink Day"
- Ms. Mitchell requested the Police Advisory Committee's endorsement of the event

The Police Advisory Committee gave their endorsement to the Pinkest Little Town in the West event, and Ms. Mitchell added bright pink ribbons to Council Chamber desks.

Chairperson Mitchell requested that the RCMP participate by setting up a "Pink Bust" (Check Stop – if not wearing pink – voluntarily make donation) or "Jail and Bail" (Arrest key community figures who raise funds for their release).

- Sergeant Howard advised that the RCMP could help with traffic and safety
- Ms. Mitchell will advertise and provide volunteers
- Sergeant Howard and Ms. Mitchell will discuss further details

## **Reports**

### **RCMP**

Sergeant Scott Howard of the RCMP Crowsnest Pass Detachment reported that the RCMP performed overtime snowmobile patrols.

### **Constable Doug Sokoloski, M.D. of Pincher Creek**

Constable Doug Sokoloski, M.D. of Pincher Creek reported on the following:

- Traffic is the main issue reported
- Number of violation tickets issued and revenue
- Avalanche Response Meeting
- Lundbreck Advisory Council and Citizens on Patrol
- Interested in addressing Off Highway Vehicle use
  - Increase backcountry patrols
  - OHV alcohol issues

Further discussion included:

- Sergeant Howard noted that the Crowsnest Pass is the only detachment in Canada that undergoes Avalanche Safety Training
- Constable Sokoloski noted the Crowsnest Pass Rescue Squad is very well trained and equipped
- The MD of Pincher Creek will be updating their avalanche training and response

### **Bylaw Enforcement Report**

Mr. Larry Iutzi, Municipality of Crowsnest Pass Bylaw Officer, reported that he has been busy with routine duties.

The Chief Administrative Officer advised he will be working with the Bylaw Officer to correct inconsistencies in current bylaws and will report back to the Police Advisory Committee.

## **Members**

### **George Dowson**

- Citizens on Patrol – not a lot of activity

### **Ruth Smith**

- Wandering dog problem

**Next Meeting**

The next meeting is scheduled for Monday, May 16, 2011 at 4:00 pm in the Municipal Office Council Chambers.

**Adjournment**

Chairperson Mitchell adjourned the meeting at 5:12 pm.

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Aggie Mitchell, Chairperson

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Date

**Crowsnest Pass Municipal Heritage Board**

**Monday, May 9, 2011 - 7:00 P.M.**

**MDM Conference Room**

**MINUTES**

**Present:** Councillor Brian Gallant, Loretta Thompson, Wendy Valley, Claire Allum, Fred Bradley, Gale Comin

**Absent:** Belle Kovach, Thomas Head, Barbara McClary

**Recording Secretary:** Lynne Cox

**Call to Order**

Fred Bradley called the meeting to order at 7:05 pm.

**Adoption of Agenda**

1. Lynne added the re-appointment of Gale Comin to the Board for another two year term, as her term expires in July.
2. Updates from Fred Bradley were added to the agenda.

**Motion # 1038 – 2011:** Gale Comin moved to adopt the Agenda as amended.

Carried

## **Adoption of the Minutes of April 11, 2011**

It was reviewed that the minutes of the April 11, 2011 should be amended so that the last statement begins with – “Mr. Bradley advised....so that” Mr. Bradley advised of previous signage sites and pullouts that used to exist within the Crowsnest Pass.

**Motion # 1039 – 2011:** Loretta Thompson moved the minutes to be adopted as amended.

Carried

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## **Business Arising from the Minutes**

### **1. Update on the Orpheum Theatre Application to Council (April 19<sup>th</sup> 2011)**

Lynne Cox reviewed that the Orpheum Theatre Application went to both the Governance and Priorities Committee on April 12, 2011 and to Council on April 19<sup>th</sup>. The process to begin the Designation of the Orpheum Theatre was unanimously approved by Council. Ms. Fabro will be given a letter outlining the Notice of Intention to Designate, allow with a Waiver of Compensation form to sign.

### **2. Notice to Designate the Orpheum Theatre (60 Day Requirement)**

Lynne Cox reviewed that the Notice to Designate has a minimum 60 day requirement that cannot be altered as per the Historical Resources Act. This 60 calendar day notice will expire in mid-June, 2011, at which time a Bylaw will be brought forward for all readings. (A Bylaw will be brought to the Policy Committee on June 15 for review and for presentation to Council for first reading on June 21, 2011).

The question was asked if there was urgency in getting the bylaws done in one session. Lynne Cox will review and explained that the sooner the Bylaw reaches 3<sup>rd</sup> reading, the sooner the designation can be registered on title and Ms. Fabro can bring forward her grant request to Council for approval, prior to applying to the Province for funding for signage restoration.

### **3. Update of the Request for Municipality to undertake Historical Research**

Lynne Cox advised that she has spoken with the FOIP officer for the Municipality and access to records is not available except for Historical Title Searches. Marion has requested that the Board provide a list of those titles they wish to research if the need is urgent and a request could be made to Council for budgetary approval. As well, the Board needs to begin detailing budgetary needs for the 2012 budget cycle. Lynne Cox advises to have data ready by mid-August for submission.

It was discussed that Belle Kovack is also interested in access to development application, permits, or development files and that land files should be on file from the date of incorporation. Fred Bradley advises that there are many municipal records at the Museum. Lynne Cox to review what records exist at the Municipality.

#### **4. Municipal Heritage Inventory Support Grant – Required Preparation for 2012 Budgets**

Fred Bradley reviewed the Surveys completed in 2004 and 1978 by Community Futures and the Municipality. He indicated that there are approximately 100 buildings in the survey/sites and that this is the background of what the inventory would look like.

He indicated that the Heritage Initiative is also reviewing sites of significance:

- All Survey information that is in place is available for review at the Community Futures building
- All the original 1978 and 2004 survey data is available at Community Futures, but it is of significant volume
- Every building before 1950 is in the survey.
- This is approximately 3-4 filing cabinets full of information, though publicly accessible.

Mr. Bradley reviewed the following with the Board:

- The Board needs to undertake a similar process for 2012 for our community's Heritage Inventory
- We need matching funds for up to \$30,000 to support the inventory
  - Request funding from the Municipality – it may or may not require our application submission;
  - Make application for Inventory funding from the Province.\
- Where does the Board need to focus?
  - Go by community, or go to a region in the community?

There was discussion that if the initiative is not “Pass-wide” in its focus, that Council may not be receptive to providing funding.

Alternatively, the board could choose an area, such as Coleman, which is a national historic site to begin research. The Board reviewed the following:

- If the Board is geared to a 5 year project, that includes the whole area, it could start at one community
  - Is Coleman the best starting point?
  - The community needs to come together to help determine what is going to be done, but discussion needs to start in the near future
  - An inventory reviewing the heritage aspects of these buildings is a good launching point

- The owner of land around Coleman – Mark Kirwin – is keen to see something happen in that area so maybe he could be approached for funding
- The Municipality and Mark Kirwin did a study through Community Futures on adaptive reuse of the tipple and creation of a Discovery Centre. This review is now with the Mayor's Economic Task Force
- What do you do with downtown properties?
- Coleman is a priority because it has the most funding potential.

### Consulting Firms and the Granting Process

The Board reviewed that it may want to contact Heritage consulting firms to put in costing proposals for an Inventory project. It was suggested that a list of researchers could be provided by the Province and they could be contacted to get proposals for a project in the Crowsnest Pass.

The granting process was discussed with the following items reviewed:

- The Board asked what is required for the Inventory Support Grant application process. Lynne Cox will bring the information back to the next meeting.
- Coleman Community Society could be a potential partner in any heritage review
- The business case from Lunenburg, Nova Scotia could be taken back to business owners here. It is a UNESCO World Heritage Site now vibrant and successful in its historic restoration (from its website):
  - Old Town Lunenburg was first designated as a National Historic District by the Federal government in 1992, a fitting honour recognizing the rich heritage of the Town. In 1995, an even greater honour was bestowed upon Lunenburg when "Old Town" Lunenburg was added to the UNESCO (United Nations Educational, Scientific and Cultural Organization) World Heritage List.
  - It is the second urban community in Continental North America to be included on this list (the other is old Quebec City). This World Heritage List, established by the World Heritage Committee, includes over 470 cultural and natural sites of outstanding universal value.
- What does Council need to see for funding approval?
  - They need a business case that is tied to the strategic plan.

Fred Bradley said that he would meet with Matthew Francis from the Province to get a list of researchers to find out what they can do for \$60,000 including complementing the initiative with federal program funding using a researcher and summer students. Questions asked included:

- Could we get 60 buildings done? If the project can't review the whole Crowsnest Pass it should be done by area
- Stress that it is a multi-year plan and there are 120 buildings that are significant and we will phase the inventory research over a multi-year span
- Have office space from Community Futures for grant application as part of the matching fund required
- Fred Bradley to review if Community Futures can match \$30,000 if the Board was able to get \$30,000 from the Province and \$30,000 from the Municipality – giving the project \$90,000 at the onset, with the potential for completing the whole community.

There was discussion that the Board could invite a representative to come to the Board meeting in June to discuss inventory proposals and to ensure that everyone was starting with the same information in order to make informed decisions.

- Fred Bradley asked, it all 120 buildings should be submitted with the application and have the consultant recommend phasing
- Is private funding available?
- Claire Allum to contact her archaeological contacts to see what they would recommend. She also suggested that Donna Zwicker could be contacted as well.

The process for starting the inventory was laid out potentially as:

1. Provide the list of Coleman buildings to the Board
2. Provide the application requirements to the Board
3. Decide as a Board if this is a multi-year or a whole one year project
4. Get firmer costs and a budget proposal together
5. Generate cost proposals
6. Fred Bradley to approach Community Futures to see if they can provide matching funds if matched by the municipality
7. Review the volunteer components and requirements of the project
8. Could Ian Mackenzie or Mark Carpelle be researchers for the project as they are currently doing historical research in the community?
9. Bring in consultant(s) to the next Board meeting to review the process.
  - Fred Bradley to provide the contact information;
  - Alternatively, review written proposals first and then invite the consultants in to discuss

#### Action Items

1. Lynne Cox to see if Community Futures has the Coleman Integrity Statement to provide to all Board members.
2. Lynne Cox to bring Inventory grant information back to the next Board meeting.

## **5. Municipal Facility Information**

Lynne Cox provided the Board with information on facilities owned by the Municipality. The Blairmore Seniors Club house was discussed as a building that could have significance; however, the history is currently unknown.

The Board reviewed that perhaps the town could do an historical title search and check development applications on that property.

**Motion # 1040 – 2011:** Gale Comin moved to ask the Municipality to do a historical title search on the Blairmore Senior's Club House and to look at the historical development applications

Carried

## **6. Penalties for Contravening the Historical Resources Act**

Lynne Cox reviewed the penalties for contravening the Historical Resources Act.

## **7. Update on the Joint Presentation on the Heritage Program Request**

Lynne Cox advised that due to heavy schedules, Council resolved to defer the joint presentation with the Subdivision and Development Authority, Council and Matthew Francis until early September 2011. Lynne will bring this back to the Board this summer to set a new date.

## **New Business**

### **1. Request from Council for the Heritage Inventory available from Community Futures**

Lynne Cox to report back to Council that the inventory is of significant volume and cannot be consolidated for Council's review.

### **2. Sample Inventory**

Fred Bradley will provide a Sample of the Inventory available for review at the next Heritage Board meeting.

### 3. Reappoint Gale Comin to the Heritage Board for a 2-year term

**Motion # 1041 – 2011:** Claire Allum moved moves to re-appoint Gale for a 2 year term.  
Carried

### 4. Potential Loss of Board Member

Claire Allum stated that she is leaving the Society and may be leaving the Municipal Heritage Board

### 5. Updates from Fred Bradley

- The Coleman parade and video presentation went well
- Heritage signage is proceeding with the outstanding item of getting the plaque for the Coleman National Historic Site. MP Ted Menzies has been invited to the event, and the group organizing the event is awaiting confirmation
- The creators of the DVD of Filomena have received funding for to gather more information on Florence and are actively seeking information from relatives
- Fred showed the building plaque mock-up for the Walking Trail
- CPR is bringing a vintage stream train in on July 17<sup>th</sup>; train rides will be available from Summit Lake and bus transportation is being reviewed
- Doors Open Heritage Festival is in August; Blairmore Centennial meeting is set for Sept 23-25<sup>th</sup> and will be integrated with Harvest of Memories.

#### Set Next Meeting Date

The next meeting was set for 9:00 or 10:00 am in the Board room of the Community Futures office in the Provincial Building for Monday, June 13, 2011. Lynne Cox will confirm the time and place and advise the Board.

#### Adjournment

**Motion # 1042 – 2011:** Loretta Thompson moved to adjourn at 8:50 pm  
Seconded by Wendy Valley  
Carried



MUNICIPALITY OF CROWNEST PASS  
SUBDIVISION AND DEVELOPMENT AUTHORITY  
WEDNESDAY, MAY 25, 2011

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**BUSINESS ARISING**

1. **Gary & Andrea Kennedy Appeal Board Decision** – Lot 4, Block 2, Plan 9111786 (1826 – 108<sup>th</sup> St) Blairmore, AB Ward II. Minutes and decision provided as information.

Discussion followed on the tracking of decisions for consistency and how similar applications may have dissimilar decisions because of the uniqueness of each situation and locale.

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**DEVELOPMENT PERMIT APPLICATIONS**

1. **Evangelical Free Church of Lethbridge – Lots 16-18, Block 4, Plan 3319I (2029-130 St.) Blairmore, AB Ward II.** Application for an extension church. The building will be shared with Austria Alpen Inc. 100 (non-fixed) seats provided. Adjacent landowners were notified and no concerns were expressed.

*MOTION by Dale Paton to approve the application for Lots 16-18, Block 4, Plan 3319I (2029-130 St.) Blairmore, AB Ward II for an extension church.*

**CARRIED**

2. **Peter & Corrie Bubik – Lot 10, Block 2, Plan 1721JK (12209-18<sup>th</sup> Ave.) Blairmore, AB Ward II.** Application for a secondary suite development. Suite is 50% of gross floor area and applicant is requesting a relaxation of 10% to meet the 40% maximum area allowed. Four parking stalls can be developed on the site. Neighbours on the street were notified and no comments were received.

Mr. Bill Paton, adjacent landowner presented and asked to speak. In his presentation he noted that parking on the street especially in the winter is at a premium. The location of the property is at the base of the ski hill and in the winter the area becomes very congested with parents picking up and dropping off their children and stopping to watch the activity at the hill.

In closing Mr. Paton stated that he supported the suite but parking was an issue. Bubik's noted that they would be willing to move a shed in the backyard to accommodate the 4 parking stalls required.

*MOTION by Dale Paton to approve the application for a secondary suite on Lot 10, Block 2, Plan 1721JK (12209-18<sup>th</sup> Ave.) Blairmore, AB Ward II conditional on four (4) parking stalls being developed to the standard set in the Land Use Bylaw #632, 2004.*

**CARRIED UNANIMOUSLY**

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3. **Mary Bodio - Lot 6-7, Block 24, Plan 2933AA (12922-19 Ave.) Blairmore, AB Ward II.** Application for a 2011 20' x 76' manufactured home to replace an existing older model and requiring a relaxation of 6' to allow for a 19' rear yard setback.

*MOTION by Councillor Mitchell to approve the application for a 2011 20' x 76' manufactured home on Lot 6-7, Block 24, Plan 2933AA (12922-19 Ave.) Blairmore, AB Ward II using Section 15 of Land Use Bylaw 632, 2004 to waive the rear yard setback requirements.*

**CARRIED**

4. **Sheldon Stuber - Lot 5, Block 1, Plan 9811164 (2717 Valley Ridge Road) Frank, AB Ward II.** Application for a 24' x 26' garage. Proposed development necessitates a waiver of the principal residence requirement.

*MOTION by Councillor Mitchell to approve the application for a 24' x 26' garage on Lot 5, Block 1, Plan 9811164 (2717 Valley Ridge Road) Frank, AB Ward II using Section 15 of Land Use Bylaw 632, 2004 to waive the principal residence requirement.*

**MOTION LOST**

*MOTION by Councillor Saje to deny the application as it is in contravention of Land Use Bylaw 632, 2004 requiring the garage development to be accessory to a principal residence.*

**CARRIED**

5. **John Pundyk - Lot 1, Block 2, Plan 8410844 (2602-21 Ave.) Coleman, AB Ward I.** Application is a request for renewal of a third party 10' x 20' sign in a log frame. Discussion followed on the changes in the draft sign bylaw.

*MOTION by Councillor Mitchell to approve the application for the renewal of the third party sign located at Lot 1, Block 2, Plan 8410844 (2602-21 Ave.) Coleman, AB Ward I for a period of one year.*

**CARRIED**

6. **Blairmore Liquor Store - 12302-20 Ave. Blairmore, AB Ward II.** Council approved the sign location on municipal property. The applicant now requires approval of the portable sign face and a waiver of the size and duration of display.

*MOTION by Councillor Mitchell to approve the third party 4' x 8' mobile sign located on municipal property at 12302 - 20 Ave. Blairmore, AB Ward II for a period of one year.*

**CARRIED**

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**SUBDIVISION APPLICATIONS**

1. ~~Blairmore Railway Company – Lots 8 to 17, Block 2, Plan 2347BS and Lot 6, Block 1, Plan 0813536 (NW¼ 35-7-4-W5M).~~
2. **Lynette Lacroix – Ptn of SW ¼ 7-8-4-W5M (East Coleman) Ward I.** Application to subdivide an existing 12.398 acre parcel to create two smaller parcels of 3.12 and 9.27 acres respectively.

*MOTION by Dale Paton to approve the application to subdivide an existing 12.398 acre parcel to create two smaller parcels of 3.12 and 9.27 acres located at SW¼ 7-8-4-W5M East Coleman, AB Ward with the following conditions:*

1. *Payment of outstanding property taxes;*
2. *Provision of a development agreement with the Municipality for future servicing;*
3. *Provision of a surveyors sketch which verifies parcel size and location of improvements;*
4. *Provision of money in lieu of land for Municipal reserve purposes;*
5. *Pertinent comments and information provided by adjacent landowners and by referral agencies;*
6. *A 6 m. wide environmental easement along both sides of Star Creek.*

**CARRIED**

**RECESS/RECONVENE**

Authority recessed at 5:35 and reconvened at 5:40 p.m.

**NEW BUSINESS**

1. **Devon Canada – Wind Turbine – S1/2-11-8-5-W5, Coleman, AB. Ward I.** In 2009 Devon Canada applied and received approval to construct a wind turbine on Devon property. At that time discussion followed on the height of the turbine of 117m. location adjacent to Highway #3, pertinent approvals, proposed walking trail and safety concerns.

Devon Canada indicated that the first manufacturer couldn't supply the turbine and the new turbine is 120.5m. Last year Devon applied for a 6 month extension. Discussion followed on the increase in size of the turbine and if the Authority requires a new application. Also a previously proposed campground developer expressed concern over the changing of plans, the new height and the possibility of more noise being generated by the larger turbine.

**NEW BUSINESS cont'd**

**Devon Canada – Wind Turbine cont'd**

The Development Officer noted that when the application first appeared all of the adjacent landowners were notified and no one came forward. At the time of the original approval the turbine was approved with a height waiver.

Discussion followed on whether it would be appropriate to bring everyone back to discuss the changes in the original development. As well, Dale Paton noted that any information from the rigorous government approval process that Devon would have had to undergo would be of value for future considerations.

***MOTION** by Bill McIntyre to approve the new height of 120.5m on lands legally described as S½ 11-8-5-W5, Coleman, AB. Ward 1 and no revised application is required by Devon Canada.*

**CARRIED**

**Discussion of the Rezoning Process**

Discussion followed on the rezoning process and the need to have more information. Tully Clifford noted that the creation of a development handbook was discussed and hopefully will be available by early September that would provide answers to the public/developer's questions i.e. easements, flood plain, building heights, density, total growth, parking, etc.

**Municipal Development Plan**

Also, Councillor Saje advised that the Municipal Development Plan is 10 years old and needs to be revisited. Mike Burla noted that there are things in the MDP that are still pertinent and possibly reviewing the information to establish its pertinence would be appropriate.

**CORRESPONDENCE**

**1. Independent Trucking Enterprises**

Independent Trucking Enterprises wants an extension of a permit that allows them to park Trimac trucks in downtown Blairmore. They have also sent a letter to Council requesting use of the CN Centre parking area. With the issuance of the permit 1.5 years ago they were asked to explore alternatives one being the CN Centre parking lot and were instructed to send a letter to Council then requesting permission.

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**CORRESPONDENCE cont'd**

*MOTION by Councillor Mitchell to approve a final extension of 3 month which will expire August 25, 2011.*

**CARRIED**

**ROUND TABLE**

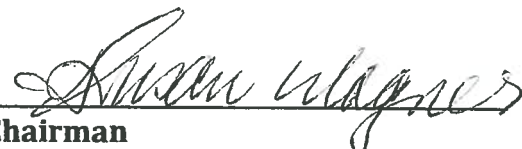
- Discussion followed on 3<sup>rd</sup> party signage and what kinds of signs we want in the Crowsnest Pass.

**ADJOURN**

*MOTION by Councillor Saje to adjourn the meeting at 6:30p.m.*

**CARRIED UNANIMOUSLY**

  
\_\_\_\_\_  
Development Officer

  
\_\_\_\_\_  
Chairman

**MUNICIPALITY OF CROWNEST PASS**

**BY-LAW NO. 824, 2011**

**A BYLAW OF THE MUNICIPALITY OF CROWNEST PASS TO DESIGNATE  
THE ORPHEUM THEATRE**

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**AS A MUNICIPAL HISTORICAL RESOURCE**

WHEREAS Section 26 of the *Historical Resources Act*, Revised Statutes of Alberta 2000, c.H-9, as amended, permits Council to designate any historical resource within the Municipality of Crownsnest Pass whose preservation Council considers to be in the public interest, together with any land in or on which it is located, as a Municipal Historical Resource.

AND WHEREAS the preservation of the Orpheum Theatre in the Municipality of Crownsnest Pass is in the public interest;

AND WHEREAS the owner of the Orpheum Theatre has agreed to waive compensation now and in the future;

NOW THEREFORE, THE COUNCIL OF THE MUNICIPALITY OF CROWNEST PASS,  
DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

The Orpheum Theatre located on, the Easterly 5 feet of Lot 4 and the Whole of Lot 5 and the North 40 feet of the West 5 feet of lot 6, Block 5, Plan 3319I (13125-20<sup>th</sup> Avenue) in the Municipality of Crownsnest Pass, is hereby designated as a Municipal Historical Resource.

This Bylaw shall come into effect on the date of the final passing thereof.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2011

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2011

Read a third and final time, this \_\_\_\_\_ day of \_\_\_\_\_, 2011

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 827, 2011

**A BYLAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ALLOWING FOR PAYMENT OF TAXES BY INSTALMENTS.**

**WHEREAS** Pursuant to Section 340 the Municipal Government Act , R.S.A. 1994 Chapter M-26.1 being Chapter M-31 of the Revised Statutes of Alberta, 2000 and amendments thereto , authorizes a Council by Bylaw to provide for payment of taxes by installments;

**AND WHEREAS** Council desires to establish a pre-authorized tax installment plan;

**NOWTHEREFORE** The Council of the Municipality of Crowsnest Pass, in the Province of Alberta, duly assembled enacts as follows:

1) NAME

- a) This Bylaw shall be referred to as the “Tax Installment Payment Plan Bylaw”.

2) DEFINITIONS

- a) Council – means the Council of the Municipality of Crowsnest Pass.
- b) Municipality – means the Municipality of Crowsnest Pass.
- c) Plan – means the Tax Installment Payment Plan.
- d) Taxes – shall mean and include all taxes which are levied by Council on all assessed land and improvements situated thereon shown on the assessment roll of the Municipality of Crowsnest Pass including street maintenance and local improvement taxes.
- e) Taxpayer – means a person required to pay taxes.
- f) Year – means calendar year.

3) APPLICATION

- a) A taxpayer may apply to the Director of Finance and Systems prior to December 15 of any year to pay the taxes payable by the taxpayer for the following year, pursuant to the Plan.
- b) An application pursuant to subsection 4(i) (1) and (2) shall be approved by the Director of Finance and Systems provided the following conditions have been satisfied:
  - i) all outstanding taxes, tax arrears and penalties owed to the Municipality by the taxpayer have been paid;
  - ii) the taxpayer shall have completed an application form in form prescribed by the Director of Finance and Systems;
  - iii) the taxpayer shall have completed such form or forms provided by the Director of Finance and Systems as may be required to enable the Municipality to collect installment payments pursuant to the Plan by way of pre-authorized transfer of funds from an account of the taxpayer at a Bank, Treasury Branch, Trust Company or Credit Union.

#### **4) MONTHLY INSTALMENTS**

i) For each year during which taxes are paid pursuant to the Plan, taxes shall be paid as follows:

(1) by twelve (12) monthly installments calculated pursuant to this section and payable on the first day of each month of the year; or

(2) by twenty-four (24) semi-monthly installments calculated pursuant to this section and payable on the 15th and 30th day of each month of the year.

ii) The amount of monthly installments to be paid pursuant to subsection 4(1) 4(i) (1) and (2) shall be calculated as follows:

(1) subject to subsection 4(3) 4(iii), for the months of January to June the monthly balance shall be equal to one-twelfth (1/12) of the taxes payable by the taxpayer for the immediately preceding year; and

(2) for the months July to December the monthly balance shall be equal to one-twelfth (1/12) of the taxes payable by the taxpayer for the preceding year plus one-sixth (1/6) of the difference between the preceding and current years taxes.

iii) In the event that the total amount of the monthly installments payable for the months of January to June exceed one-half (1/2) of the taxes payable for the current year, the Municipality shall prior to June 30 of the current year make a credit payment to the taxpayer equal to the difference between a total amount of the monthly installments paid for the months of January to June of the current year and one-half (1/2) of the taxes payable for the current year.

#### **5) PENALTIES**

a) Provided that a taxpayer paying taxes under the Plan pays each monthly installment and makes each adjustment payment as provided for in Section 4, penalties shall not be applied to the taxes or any portion thereof.

#### **6) WITHDRAWAL FROM PLAN**

a) A taxpayer paying taxes pursuant to the Plan may withdraw from the Plan at any time upon at least two (2) weeks written notice to the Director of Finance and Systems.

b) In the event that a taxpayer withdraws from the Plan prior to the current year's due date:

i) the taxes for the current year paid to the date of withdrawal shall be retained by the Municipality and credited towards the balance of the taxes payable for the current year;

ii) The taxpayer shall be liable to pay penalties on all amounts of taxes remaining unpaid after the current year's due date;

c) In the event that a taxpayer withdraws from the Plan after the current year's due date:

i) the taxes for the current year paid to the date of withdrawal shall be retained by the Municipality and credited towards the balance of taxes payable for the current year;

- ii) the balance of the taxes payable by the taxpayer for the current year shall immediately become due and payable;
- iii) and the taxpayer shall be liable to pay penalties on unpaid taxes accruing following withdrawal from the Plan.

**7) DEFAULT**

- a) If a monthly installment of taxes remains unpaid by the fourth day of the month for which it is payable pursuant to this By law, a penalty equal to 1.5% of the monthly installment shall be imposed on the amount of the monthly installment payable by the taxpayer.
- b) If an monthly installment remains unpaid on the first day of the following month participation in the Plan may be cancelled at the discretion of the Director of Finance & and Systems.
- c) Upon written request for revision of future monthly installments pursuant to clause 7(1) section 7 the Director of Finance and Systems shall revise the amounts of future monthly installments to provide for payment of the outstanding monthly installment together with all penalties imposed thereon in addition to the original monthly installments by the end of the year during which the outstanding monthly installment is payable.
- d) The participation of the taxpayer in the Plan shall be automatically cancelled in the event that:
  - i) an monthly installment remains unpaid as provided for in subsection 7(1) section 7 and the taxpayer responsible for payment of the monthly installment fails to either pay the monthly installment and penalties or make written request for revision of future monthly installments as provided for in subsection 7(3) 7 (c); or
  - ii) payment of any two monthly installments payable by a taxpayer during a year are not paid by the dates provided for in subsection 7(1) section 7.
- e) In the event that the participation of a taxpayer in the Plan is cancelled:
  - i) all taxes paid for the current year pursuant to the Plan shall be retained and credited towards the balance of the taxes payable by the taxpayer for the current year;
  - ii) subject to subsection 344 of the Municipal Government Act, the taxpayer shall be liable to pay all penalties;
    - (1) imposed on outstanding monthly installments pursuant to subsection 7(1) section 7 and By law 821, 2011-Property Tax Penalties By law; and
    - (2) accruing following from cancellation on the amount of taxes remaining unpaid.

**8) SALE OF LAND**

- a) A purchaser of property with respect to which payment of taxes is made pursuant to the Plan may apply to the Director of Finance and Systems to continue payment of taxes pursuant to the Plan.
- b) An application pursuant to subsection 8(1) 8(a) shall be approved by the Director of Finance and Systems provided the following conditions have been satisfied:

- i) all outstanding taxes, tax arrears, and penalties owed to the Municipality with respect to the property have been paid;
- ii) the purchaser shall have completed an application form in a form prescribed by the Director of Finance and Systems; and
- iii) the purchaser shall have completed such form or forms provided by the Director of Finance and Systems as may be required to enable the Municipality to collect installment payments pursuant to the Plan by way of pre-authorized transfer of funds from an account of the purchaser at a Bank, Treasury Branch, Trust Company or Credit Union.

**9) ADJUSTMENT OF MONTHLY INSTALMENTS**

- a) The Director of Finance and Systems may revise the amounts of monthly installments payable under the Plan:
  - i) to reflect changes to the assessed value of property;
  - ii) to reflect the imposition or termination of local improvement charges; and
  - iii) to provide for payment pursuant to the Plan of amounts which in the event of non-payment are deemed at law to be taxes or to be recoverable as or in the same manner as taxes.

**10) EFFECTIVE DATE**

- a) This Bylaw shall come into force upon third reading and final passage.
- b) By Law 557, 2001 is repealed.

Read a First Time this \_\_\_\_\_ day of \_\_\_\_\_, 2011

Read a Second Time this \_\_\_\_\_ day of \_\_\_\_\_, 2011

Read a Third Time and Finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2011

MUNICIPALITY OF CROWSNEST PASS

ORIGINAL SIGNED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



## Municipality of Crowsnest Pass

### Council Agenda Report

Meeting: Council

Meeting Date: July 5, 2011

Originated By: Lynne Cox

Subject: **REQUEST FOR A RESPONSE TO THE ADVICE GIVEN TO THE GOVERNMENT OF ALBERTA FOR THE SOUTH SASKATCHEWAN REGIONAL PLAN**

Agenda Item No: C 2011 - 05

#### **Administration Recommendation:**

That Council recommend the creation of a Working Committee comprised of two Councillors, the Chief Administrative Officer and the Community Services and Operational Services Directors. Such Committee will participate in the development of a submission, prior to December 19<sup>th</sup>, 2011, in response to the advice of the Regional Advisory Council for the South Saskatchewan River Basin and the South Saskatchewan Regional Plan to ensure alignment to future strategic and municipal development planning for the Municipality.

#### **Background:**

Mr. John Squarek, member of the South Saskatchewan Regional Advisory Council provided a presentation to Council at the June 14<sup>th</sup>, 2011 Governance and Priorities Committee Meeting on its advice to the Provincial government for the development of a Regional Plan for our area. Council expressed its commitment to participating in the process at that meeting.

A Working Committee will provide the opportunity to delve into the details of the documents associated with the advice from the Regional Advisory Council and to ensure alignment to municipal strategic and developmental planning.

As background, in 2008, Alberta's Land-use Framework was released and provided a new approach to managing the province's land and natural resources. It set out the framework for a decision-making process to ensure sustainability with a growing economy that balanced social and economic goals including:

Approvals:

CAO

A handwritten signature in blue ink, appearing to be "J. Squarek", written over a horizontal line.

Department Head

A handwritten signature in blue ink, appearing to be "L. Cox", written over a horizontal line.

1. Healthy economy supported by our land and natural resources
2. Healthy ecosystems and environment; and
3. People-friendly communities with recreational and cultural opportunities

As part of the process, seven regions were created that aligned with municipal boundaries and the province's major watersheds. The Municipality of Crownsnest Pass belongs to the South Saskatchewan River Basin which also includes five cities, 15 municipal districts, two-improvement districts, twenty-nine towns, 23 villages, two summer villages and seven first nations communities.

In 2009 the Alberta Land Stewardship Act was created as the guiding legislation for the development and implementation of regional plans within these seven regions. The Crownsnest Pass is in the South Saskatchewan Regional Plan (SSRP) – one of two plans underway. These plans offer the mechanism for interpreting and reconciling the Government of Alberta's policies in a way that will achieve regional outcomes that are focused on the priority goals. When the plan is completed, it will provide the context for land-use decision-making in the region.

Because regional planning requires significant local input, the Government of Alberta established Regional Advisory Councils (RACs) whose local members brought a range of experience and expertise to the planning process. The South Saskatchewan RAC was formed in May of 2009 and its members spent many hours participating in public and stakeholder events, and day long meetings to review written submissions, provincial policies and other relevant documentation.

In May of 2011, based on the information received and reviewed, the RAC submitted its report, entitled "*Advice to the Government of Alberta for the South Saskatchewan Regional Plan*". This is Phase One in the development of a regional plan.

**Mr. John Squarek, a member of that Regional Advisory Council is present at tonight's Committee meeting to speak in more detail about the report and to respond to any questions of Council.**

Phase Two will be based on response to the advice and content developed by the RAC and will include public, stakeholder and aboriginal consultation and the final development of the regional plan. This key phase is seeking input from all stakeholders, including municipalities, through participation in a "*Workbook to Share Your Views*". The deadline for submissions is December 19, 2011.

The final plan will be submitted to Cabinet for approval. Once approved, it will become a legal document under the stewardship of the Land Use Secretariat.

### **Discussion:**

As outlined in the, "*Advice to the Government of Alberta for the South Saskatchewan Regional Plan*", the RAC, using terms of reference established by the Alberta Land

Stewardship Act, was asked to provide advice on the benefits, choices and tradeoffs to balance economic development with social and environmental considerations, including:

1. Water and improving source water protections
2. Economic development and how regions could develop long term sustainability for agriculture, energy, forestry and tourism industries by advising on multi-use initiatives and transportation corridors
3. Conservation – for identifying, conserving and restoring areas valued for their water security, ecological function and biodiversity
4. Recreation and tourism management on public lands and identify locations of lands with high-value for recreation and tourism – including advice on how to maintain the integrity of those lands
5. Human development needs to meet healthy community objectives in the region, ensuring protection of constitutionally protected rights

The Plan is detailed and rich with recommendations for the SSRB regional plan:

1. Agriculture - nine recommendations to ensure agricultural sustainability
2. Energy – five recommendations for energy development
3. Forestry – seven recommendations on forestry sustainability
4. Recreation and Tourism – four recommendations to position the region as a world class year round tourism destination with a specific recommendation to ***“develop and manage the Castle and Crowsnest Pass as iconic nature-based tourism destinations”***
5. Economic Development– eight recommendations on economic growth and value-added industries for the region
6. Infrastructure/Transportation – eleven recommendations on non-transportation and multiple use corridors for the region
7. Water Management – thirty recommendation on regional water management from protecting source waters through to wellhead protection areas
8. Biodiversity – twenty four recommendations
9. Air Quality – three recommendations
10. Building Healthy Communities – six recommendations
11. Aboriginal Peoples and First Nations Communities – seven recommendations
12. Recreation and Tourism – twenty recommendations
13. Land Use – detailed recommended land-use classification

Given the level of detail in the report and the scope of the recommendations, Administration recommends the creation of a working committee, comprised of the two Councillors, the CAO, and the Community Services and Operational Services Directors, to meet to review the report.

In addition, by reviewing the recommendations in alignment with the strategic and sustainability planning of the Municipality, appropriate feedback on the regional plan can be provided to the Government by December 19<sup>th</sup>, 2011, using the requested workbook.

**Alternatives:**

Council could choose not to provide feedback to the Government of Alberta on the advice of the Regional Advisory Council for the SSRB.

**Financial Impact:**

As there is a cost of \$70 per meeting for members of Council, the Working Committee could limit its participation to three, three-hour meetings – two to review the recommendations in detail and their alignment with Municipal strategic plans, and one three-hour meeting to complete responses to the workbook feedback questionnaire.

**Attachments:**



## Municipality of Crowsnest Pass

### Council Agenda Report

Meeting: Council

Meeting Date: July 5, 2011

Originated By: Kevin Robins, Chief Administrative Officer

Subject: Rum Runner Days/Thunder in the Valley Road Closures and Waiver of the Off Highway Vehicle Bylaw 722, 2007

Agenda Item No: C 2011- 06

#### **Administration Recommendation:**

1. That Council accept as information the temporary road closures identified for the management and safety of participants and volunteers during Rum Runner Days/Thunder in the Valley on July 15 and 16, 2011.

#### Sole Survivor Foot Race-Friday July 15, 2011

7:15pm to 8:15pm 19<sup>th</sup> Avenue from 129<sup>th</sup> Street to 119<sup>th</sup> Street  
5:00pm to 9:30pm 127 Street from 17<sup>th</sup> Avenue to 19<sup>th</sup> Avenue

#### Parade Route-Saturday July 16, 2011

9am to 2pm 21<sup>st</sup> Avenue Blairmore Westbound Traffic Only  
9am to noon: West Blairmore Access Closed  
10am to after parade 20<sup>th</sup> Avenue from 107<sup>th</sup> Street to 133<sup>rd</sup> Street Closed

#### Gazebo Park Activities:

12:30pm to 5pm 129 Street to 131 Street on 20<sup>th</sup> avenue

#### Thunder in the Valley:

From 5pm to 2am 129 Street (centre access)-closed to all south entering vehicles  
From noon-after fireworks 119 street to 127 street on 19<sup>th</sup> avenue closed to all vehicles except local traffic with parking passes

2. That Council approve a waiver of the Off Highway Vehicle Bylaw 722, 2007 to allow Disaster Services and the Quad Squad to respond to incidents and participate in the management of events on the above noted streets and avenues during July 15 and 16, 2011.

Approvals:

CAO

Department Head

**Background:**

Council has historically waived Bylaw 722, 2007 to allow the use Off Highway Vehicles for the management of such events.

**Discussion:**

Disaster Services, the Municipal Bylaw Officer, the Rum Runner Days/Thunder in the Valley Committee and the RCMP have collaborated to determine road closures and the need for utilizing Off Highway Vehicles for this weekend in reference to the traffic control plan and consideration for emergency services.

**Alternatives:**

Council may choose to deny the request to waive Bylaw 722, 2007 to allow the use of Off Highway Vehicles for the management of this event.

**Financial Impact:**

n/a

**Attachments/Reference:**

1. Letter of request from the CNP Events Association-Rum Runner Days/Thunder in the Valley Committee.

Crowsnest Pass Community Events Association  
Box 841  
Blairmore, AB TOK OEO

June 23, 2011

Municipality of Crowsnest Pass  
Mr. Kevin Robins, CAO  
Box 600  
Blairmore, AB TOK OEO

Dear Mr. Robins:

**Re: Request for Temporary Road Closures Rum Runner Days/Thunder in the Valley and Waiver of the OHV Bylaw for Disaster Services and Quad Squad**

**Sole Survivor**

**Friday July 15, 2011** 7:15pm to 8:15pm 19<sup>th</sup> Avenue from 129<sup>th</sup> street to 119 street  
5:00pm to 9:30pm 127 street from 17<sup>th</sup> Ave to 19<sup>th</sup> Ave

**Parade Route:**

**Saturday July 16, 2011** 9am to 2pm 21<sup>st</sup> Avenue Blairmore Westbound traffic only  
9am to noon: West Blairmore Access Closed  
10am to after parade 20<sup>th</sup> Ave from 107<sup>th</sup> street to 133<sup>rd</sup> street Closed

**Gazebo Park Activities:**

**Saturday July 16, 2011** 12:30pm to 5pm 129 street to 131 street on 20<sup>th</sup> avenue

**Thunder in the Valley:**

**Saturday July 16, 2011** From 5pm to 2am 129 Street (centre access)-closed to all south entering vehicles  
From noon-after fireworks 119 street to 127 street on 19<sup>th</sup> avenue  
closed to all vehicles except local traffic with parking passes

We also request the waiver of the OHV Bylaw which will allow Disaster Services and Quad Squad to access the above noted streets and avenues to respond to incidents and participate in the management of events such as sole survivor, parade, fireworks, etc. Due to the congestion of traffic this tends to be the fastest and most efficient way to respond to incidents.

The Committee looks forward to your response and wishes to thank the Municipality for its generous support that has always been extended to the Rum Runner Days Events. Thank you.

Thank you

Rum Runner Days/Thunder in the Valley Committee  
CNP Community Events



## Municipality of Crowsnest Pass

### Council Agenda Report

Meeting: Council Meeting

Meeting Date: July 5, 2011

Originated By: Glen Snelgrove

Subject: **APPOINTMENT OF ASSESSMENT REVIEW BOARD MEMBERS**

Agenda Item No: C 2011-07

**Administration Recommendation:**

That council appoint the following qualified persons to serve on the 2011 assessment review board: Edward Smith, Sahra Nodge, Wayne Elliot

Sherry Neufeld as Clerk of the 2011 Assessment Review Board

Term of Office to expire December 31, 2011 or later if council wishes.

Approve the attached schedule for remuneration for board members

**Legislation:**

Section 454(1) of the Municipal Government Act requires that "*a council may by bylaw at any time, but must on receiving a complaint under section 461, establish one or more assessment review boards.*"

Council, at the October 5<sup>th</sup> 2010 Meeting, passed bylaw 809-2010 which established the assessment review board.

Section 454(2) provides that a council must

- (a) *appoint a minimum of 3 members to each assessment review board ..*
- (b) *prescribe the term of office of each member and the manner in which vacancies are to be filled, and*
- (c) *prescribe remuneration and expenses, if any, payable to each member*

Approvals:

CAO

Department Head \_\_\_\_\_

### **Background:**

- Bylaw 809-2010 establishes an assessment review board. The appointment of a local board is one of two options available to council.
- Council has passed a resolution to join with the Oldman River Regional Services Commission who will establish a Regional Assessment Review Board and the Municipality would appoint one qualified member and one alternate member to sit on that board. There is merit to that scheme and is attractive to smaller municipalities who are not able to find qualified members willing to sit on their own assessment review board.
- The Town of Pincher Creek has two qualified members who are willing to participate as members of a local assessment review board for the Municipality of Crowsnest Pass.
- The Municipal District of Pincher Creek has one resident of the Municipal District who is qualified and is willing to participate as a member of a local assessment review board for the Municipality of Crowsnest Pass, and,
- The Municipal District of Pincher Creek has two additional qualified members of their municipal council who are willing to participate as alternate members of a local assessment review board for the Municipality of Crowsnest Pass.
- Appeals are to be heard within 150 days of the closing of the appeal period which was June 15, 2011
- There are four appeals to be heard. Two will be heard by the Local Assessment Review Board and two will be heard by the Composite Assessment Review Board
- Training for new assessment review board members will commence in February and March of 2012

In the interest of time, administration is recommending that the municipality appoint existing qualified people to serve on the 2011 assessment review board to December 31, 2011.

### **Informative:**

Administration will bring forward a number of documents that will assist in the transition process from a local assessment review board, to a Regional Assessment Review Board established by the Oldman River Regional Services Commission.

Those documents will include a new Bylaw to establish a Regional Assessment Review Board, an agreement between the Municipality of Crowsnest Pass and the Oldman River Regional Services Commission, and a form for the appointment of members and clerks to the Regional Board.

In addition, there are some financial considerations that council will consider for the 2012 operating budget for the municipality.

## **Remuneration**

Board Members shall receive honorariums for adjudicating at formally scheduled Hearings or taking appropriate training. Honorariums shall be awarded on the following basis:

MERIT HEARING Half day – Four (4) hour block \$100.00

MERIT HEARING Full day – Four plus (4+) hour block, excluding lunch hour \$200.00

Local ARB Half day – Four (4) hour block \$100.00

Local ARB Full day – Four plus (4+) hour block, excluding lunch hour \$200.00

Composite ARB Half day – Four (4) hour block \$200.00

Composite ARB Full day – Four plus (4+) hour block, excluding lunch hour \$400.00

Board Members and the Designated Officer shall receive compensation for travel based on the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.

Board Members and the Designated Officer shall receive reimbursement for meals incurred while performing adjudication duties or taking appropriate training. A reasonable meal allowance will be offered and will most often be authorized and organized by the Designated Officer.

Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.

Board Members and the Designated Officer shall receive reimbursement for any lodging accommodations required while performing adjudication duties or taking appropriate training.

Provincial Members shall receive reimbursement for all expenses incurred and at the rates prescribed by the Province.



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council Meeting

Meeting Date: July 5<sup>th</sup>, 2011

Originated By: Myron Thompson, Director of Operational Services

Subject: 2011 Capital Budget Amendment

Agenda Item No: C-2011-010

**Administration Recommendation:**

That Council amends the 2011 Capital Budget program to include the Community Trail linkage (phase 2) from Coleman to Blairmore at a project value of \$197,000.

**Background:**

Administration has provided background information pertaining to this important community project. This project has been underway for approximately five (5) years and grant funding opportunities have been made available to allow our community to essentially bring completion to the project.

**Discussion:**

There was considerable uncertainty whether this project would be eligible for funding however it was accepted under the "Roadways" criteria under the sub-criteria of "Ancillary Works" (bike paths, sidewalks, etc). The project has been approved for funding in the amount of \$197,000 and therefore Administration is seeking an amendment to the 2011 Capital Budget Program to include the Community Trail Linkage (Phase 2) as a project and add the project value and offsetting grant funding to the total capital project value.

**Financial Impact**

Grant funding will cover the construction of the paved trail linkage between Coleman and Blairmore.

Approvals:

CAO

A handwritten signature in blue ink, appearing to be "J. R. ...", written over a horizontal line.

Department Head

A handwritten signature in blue ink, appearing to be "J. ...", written over a horizontal line.