



**Municipality of Crowsnest Pass
AGENDA
Special Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, October 24, 2023 at 7:00 PM**

Organizational Meeting of Council

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. REQUESTS FOR DECISION**
 - 3.a 2023-2024 Deputy Mayor Schedule
 - 3.b 2023-2024 Council Committee Appointments
 - 3.c 2024 Council Meeting Dates
- 4. IN CAMERA**
 - 4.a Personal Privacy - Expiration of Terms and or Resignation of Board Members - *FOIP Act Section 17*
 - 4.b Personal Privacy - Board Member Applications - FOIP Act Section 17
- 5. ADJOURNMENT**



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 3.a

Subject: 2023-2024 Deputy Mayor Schedule

Recommendation: That Council adopt the 2023-2024 Deputy Mayor Schedule as presented.

Executive Summary:

Annually at the Organizational Meeting of Council, the Deputy Mayor Schedule from November of the current year to the next Organizational Meeting of Council the following year is presented for adoption.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The 2023-2024 Deputy Mayor Schedule is presented to Council for adoption. The schedule is set up in two month increments to allow each Councillor the opportunity to serve a term as the Deputy Mayor during the course of the year until the next annual Organizational Meeting of Council.

Analysis of Alternatives:

Council could choose to rearrange the order of the terms.

Financial Impacts:

N/A

Attachments:

[2023-2024 Draft Deputy Mayor Schedule.docx](#)



2023-2024

Deputy Mayor Schedule

November/December 2023	Councillor Lisa Sygutek
January/February 2024	Councillor Glen Girhiny
March/April 2024	Councillor Doreen Glavin
May/June 2024	Councillor Dave Filipuzzi
July/August 2024	Councillor Vicki Kubik
September/October 2024	Councillor Dean Ward



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 3.b

Subject: 2023-2024 Council Committee Appointments

Recommendation: That Council complete the 2023-2024 Council Committee Appointments.

Executive Summary:

The Council Committee Appointments are presented annually to appoint Council members to sit on various Council Committees and non-affiliated organizations over the course of the following year.

Relevant Council Direction, Policy or Bylaws:

Municipal Government Act - 192(1)

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Committees of Council - Draft October 2023.docx](#)



COMMITTEES OF COUNCIL

Internal Committees – 2023-2024

Agriculture Service Board	Bylaw 1020, 2018	Councillors Glavin, Kubik, & Filipuzzi
Community Marketing Advisory Committee	Bylaw 1055, 2020	Councillors Sygutek & Glavin
Crowsnest Community Library Board*	Bylaw 1027, 2019	Councillors Glavin & Sygutek
Crowsnest Pass Senior Housing Board*	Bylaw 1028, 2019 and Ministerial Order H:091/95 with amending Ministerial Order	Councillors Filipuzzi & Ward
Emergency Management Committee	Bylaw 1026, 2019	Mayor Painter, & Councillors Sygutek, Girhiny, & Ward
Family & Community Support Services Advisory Committee	Bylaw 1055, 2020	Councillors Sygutek & Ward
Municipal Historic Resources Advisory Committee	Bylaw 1055, 2020	Councillors Girhiny & Kubik
Municipal Planning Commission*	Bylaw 1042, 2020	Councillors Filipuzzi & Ward
Parks & Recreation Advisory Committee	Bylaw 1055, 2020	Councillors Sygutek & Girhiny
Pass Powderkeg Ski Society	Term of Reference	Councillor Girhiny

Mayor is named Ex Officio on all Boards & Committees except designated by *



External Organizations – 2023-2024

Alberta SouthWest Regional Alliance	Mayor Painter
Alberta Municipalities (AM)	Mayor Painter
Bellevue Ecomuseum Trust	Councillor Girhiny Councillor Kubik (Alternate)
Chinook Arch Library Board	Councillor Glavin
Chinook Regional Subdivision and Development Appeal Board	Councillor Girhiny
CNP ECC Committee – Community Futures/ Chamber of Commerce/Council	Mayor Painter, Councillors Girhiny & Kubik
Crowsnest/Pincher Creek Landfill Association*	Councillors Ward, Glavin, & Filipuzzi
Forest Management Plan Public Advisory Committee	Councillor Kubik
Highway 3 Twinning Development Association	Mayor Painter
Intermunicipal Development Plan Committee MCNP & MD of Pincher Creek	Councillors Ward & Filipuzzi Councillor Girhiny (Alternate)
Intermunicipal Development Plan Committee MCNP & MD of Ranchlands	Councillors Ward & Filipuzzi Councillor Girhiny (Alternate)
Management Negotiating Committee	Mayor Painter & Councillor Ward
Mayors & Reeves of Southwest Alberta	Mayor Painter
Oldman River Regional Services Commission*	Councillors Ward & Filipuzzi
Regional Airport Committee	Councillors Kubik & Girhiny
Rural Municipalities of Alberta (RMA)	Mayor Painter
Southwest Alberta Recreation Advisory Group	Councillor Ward Councillor Girhiny (Alternate)
Teck Coal Advisory Group	Councillor Ward



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 3.c

Subject: 2024 Council Meeting Dates

Recommendation: That Council move to adopt the 2024 Schedule of Council Meetings as presented.

Executive Summary:

Annually the Schedule of Council Meeting dates is presented at the Organizational Meeting of Council for adoption for the next year.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Annually at the Organizational Meeting of Council the proposed Schedule of Council Meetings is presented for Council approval for the following year. The proposed meeting dates are arrived at taking into consideration all statutory Federal and Provincial holiday dates. Pre-scheduled dates for the RMA and AM conventions are also considered when scheduling Council Meetings. This year the Society of Local Government Managers Municipal Administration Leadership Workshop dates were also considered to allow the Chief and Deputy Chief Administrative Officers to attend this workshop. When consecutive meeting dates exceeded three in a row, dates were also altered to ensure meeting had enough content to proceed. As per past practice, a reduced schedule of meeting dates for the summer months is also included in the proposed dates.

Analysis of Alternatives:

- Council can approve the calendar as presented.
- Council can choose to alter the proposed dates as they see fit.

Financial Impacts:

N/A

Attachments:

[2024 Schedule of Council Meetings - Draft September 20, 2023.xlsx](#)

[2024 Year At a Glance Calendar - Draft Meeting Dates.xlsx](#)



2024 Schedule of Council Meetings

Approved October 24, 2023

JANUARY

16 - COUNCIL - 1:00 pm
23 - COUNCIL - 7:00 pm

MARCH

5 - COUNCIL - 7:00 pm
12 - COUNCIL - 1:00 pm

MAY

7 - COUNCIL - 7:00 pm
28 - COUNCIL - 7:00 pm

JULY

9 - COUNCIL - 7:00 pm
16 - COUNCIL - 1:00 pm

SEPTEMBER

10 - COUNCIL - 7:00 pm
17 - COUNCIL - 7:00 pm

NOVEMBER

19 - COUNCIL - 7:00 pm
26 - COUNCIL - 1:00 pm
28 - SPECIAL BUDGET MEETING - 9:00 am

FEBRUARY

6 - COUNCIL - 7:00 pm
13 - COUNCIL - 1:00 pm
27 - COUNCIL - 7:00 pm

APRIL

9 - COUNCIL - 7:00 pm
16 - COUNCIL - 1:00 pm
23 - COUNCIL - 7:00 pm

JUNE

11 - COUNCIL - 7:00 pm
25 - COUNCIL - 7:00 pm

AUGUST

15 - SPECIAL BUDGET MEETING - 1:00 pm
20 - COUNCIL - 7:00 pm
27 - COUNCIL - 1:00 pm

OCTOBER

10 - SPECIAL BUDGET MEETING - 9:00 am
8 - COUNCIL - 1:00 pm
22 - ORGANIZATIONAL MEETING OF COUNCIL - 7:00 pm
22 - COUNCIL - 7:30 pm

DECEMBER

5 - SPECIAL BUDGET MEETING - 9:00 am
10 - COUNCIL - 1:00 pm
17 - COUNCIL - 7:00 pm

Please note this schedule is subject to change - Current updates can be viewed on the Municipal Website

2024 Calendar - Council Meetings & Conventions

Council Meetings Special Budget Meetings

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SLGM MALW Workshop - May 14-17

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

RMA Conventions - March 18-20/November 4-7 AM Convention - September 25-27

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Holidays 2024 Canada

Jan 1	New Year's Day	May 20	Victoria Day	Sep 2	Labour Day	Nov 11	Remembrance Day
Feb 19	Family Day	Jul 1	Canada Day	Sep 30	National Day of Truth and Rec.	Dec 25	Christmas Day
Mar 29	Good Friday	Aug 5	Civic Holiday	Oct 14	Thanksgiving	Dec 26	Boxing Day
Apr 1	Easter Monday						