



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, November 28, 2023 at 7:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

3.a Melody Michasky Letter of Concern Regarding Wheel Chair Access on Sidewalks of October 23, 2023

3.b Pass Powderkeg Ski Society Letter of Thank You for Support of Ski Swap of November 23, 2023

4. ADOPTION OF MINUTES

4.a Minutes of the Council Meeting of November 21, 2023

5. PUBLIC HEARINGS

6. DELEGATIONS

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

7. REQUESTS FOR DECISION

7.a Bylaw 1166, 2023 - Borrowing Bylaw for Fire Department Fire Engine (Truck) - *Second and Third Reading*

7.b Bylaw 1169, 2023 - Amendment to the Fees Rates & Charges Bylaw - *Second & Third Reading*

7.c 2023 Q3 Financial Report

8. COUNCIL MEMBER REPORTS

9. PUBLIC INPUT PERIOD

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

10. COUNCILOR INQUIRIES AND NOTICE OF MOTION

11. IN CAMERA

11.a Personal Privacy - MHRAC Nomination - *FOIP Act Section 17*

11.b Personal Privacy - Chinook Intermunicipal SDAB Application - *FOIP Act Section 17*

11.c Personal Privacy - CMAC Application - *FOIP Act Section 17*

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 28, 2023

Agenda #: 3.a

Subject: Melody Michasky Letter of Concern Regarding Wheel Chair Access on Sidewalks of October 23, 2023

Recommendation: That Council accept the Melody Michalsky Letter of Concern Regarding Wheel Chair Access on Sidewalks of October 23, 2023 as information and to have Administration respond that this will be considered as part of the Downtown Blairmore / Gazebo Park design.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A letter was received from Melody Michalsky regarding her concerns with wheelchair accessibility to sidewalks on our main streets where graduated curbs are only available at the end of each block. Mrs. Michalsky is requesting that Council consider installation of a graduated curb at the center of each block and installation of a handicapped parking spot at the same location. She has also provided an example of a funding application to help pay for these installations.

Analysis of Alternatives:

n/a

Financial Impacts:

Unknown, dependent upon whether funding can be obtained.

Attachments:

[2023 10 23 - Melody Michalsky - Request for Wheel Chair Access Installation.pdf](#)

October 23, 2023

Council Members
Municipality of Crowsnest Pass

Dear Council Members,

Re: Wheel Chair Access

Recently I had the experience of attending the Optometrist in Blairmore with my wheel chair bound Mother. The Optometrist office had ramps and wonderful staff that were most helpful in accessing their building. There was significant difficulty while trying to access the sidewalk. On this block, and I believe each block, there is only wheel chair access at each end. This requires one to wheel along the road, behind angle parked vehicles of all sizes. Depending on where you are able to park, it is quite a distance to navigate, all the while worrying about being visible should some one back out. This is indeed risky. The risk and challenges only increase as the winter months arrive and snow/slush/mud accumulates behind the parked vehicles.

I am proposing this community make our blocks more wheelchair accessible by creating a graduated curb and a Handicapped Parking spot midway in each block. It is especially needed in-front of a medical facility such as the Optometrist office.

We need to be a responsible community. We need to provide for the disabled and aging, now and in the future. Provincial funds are available and readily accessible. I have included a screenshot of one grant I was quickly able find. I am sure with some research even more grants would be available to our community.

I would request this matter be addressed by Council and I will be happy to attend a Council Meeting to speak to this matter.

Sincerely,



Melody Michalsky

ENABLING ACCESSIBILITY FUND – FUNDING FOR SMALL PROJECTS COMPONENT | EMPLOYMENT AND SOCIAL DEVELOPMENT CANADA (ESDC);

Value: up to \$100,000.

Description:

The Enabling Accessibility Fund (EAF) provides funding for projects that make communities and workplaces more accessible for persons with disabilities. EAF creates more opportunities for persons with disabilities to:

- take part in community activities, programs and services
- access employment

Eligibility:

To receive funding, your organization must be a:

- not-for-profit (an organization that does not make money for itself)
- business (with a maximum of 99 full-time equivalent employees)
- small municipality (with population under 125,000 as per the 2016 Census data)
- Indigenous organization (including band council, tribal council and self-governing organization)
- territorial government

Eligible Expenses:

Eligible organizations can apply for up to \$100,000 for:

- small construction, renovation or retrofit of existing spaces to improve accessibility
- accessible information and communication technologies

You will find instructions in the Applicant guide to help you complete your application for projects other

than:

- ramps
- accessible doors
- accessible washrooms





Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 28, 2023

Agenda #: 3.b

Subject: Pass Powderkeg Ski Society Letter of Thank You for Support of Ski Swap of November 23, 2023

Recommendation: That Council accept the Pass Powderkeg Ski Society Letter of Thank You for Support of Ski Swap of November 23, 2023 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A letter of thank you was received from the Pass Powderkeg Ski Society for providing use of the gymnasium for the annual ski swap and for the assistance of the Community Services Department.

Analysis of Alternatives:

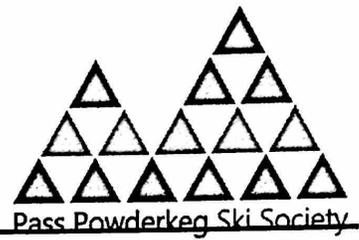
n/a

Financial Impacts:

n/a

Attachments:

[2023 11 23 - PPKSS - Letter of Thank You.pdf](#)



November 27, 2023

Thank You for Support of Annual Ski Swap

Mayor Painter and Councillors:

The Pass Powderkeg Ski Society would like to thank the Municipality for providing use of the MDM Gymnasium for our annual Ski Swap held November 3 & 4.

The Ski Swap is held annually by the Ski Society as both a fund raiser and an important way to connect local families with affordable equipment. It is also used by the Crowsnest Nordic Club to facilitate their Kids Loaner Program. This year we welcomed almost 600 guests over 2 days and the event went very smoothly.

We'd also specifically like to thank Community Services for working with us.

Thank you for your continued support of the Ski Society's initiatives to better Pass Powderkeg and increase local use of this important recreation facility.

A handwritten signature in black ink, appearing to read "Ian Crawford", is written over a thin, curved line that extends from the left towards the right.

Ian Crawford
Chairperson
Pass Powderkeg Ski Society



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 28, 2023

Agenda #: 4.a

Subject: Minutes of the Council Meeting of November 21, 2023

Recommendation: That Council adopt the Minutes of the Council Meeting of November 21, 2023 as presented.

Executive Summary:

Minutes of the previous Council meeting are provided to Council for review and adoption.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 11 21 Council Meeting Minutes.docx](#)

Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, November 21, 2023

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, November 21, 2023.

Council Present:

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

Administration Present:

Patrick Thomas, Chief Administrative Officer
Johan van der Bank, Manager of Development & Trades
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

01-2023-11-21: Councillor Filipuzzi moved to adopt the agenda as presented.

Carried

CONSENT AGENDA

02-2023-11-21: Councillor Girhiny moved that Council approve the following Consent Agenda items as presented without debate:

3.a

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

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

3.b

ORRSC Executive Committee Minutes of October 12, 2023

THAT Council accept the ORRSC Executive Committee Minutes of October 12, 2023 as information.

3.c

ORRSC Executive Committee Minutes of November 2, 2023

THAT Council accept the ORRSC Executive Committee Minutes of November 2, 2023 as information.

3.d

ORRSC Notification of Change in Subdivision Fees

THAT Council accept the ORRSC Notification of Change in Subdivision Fees as information.

3.e

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

THAT Council moves first reading of Bylaw 1168, 2023 - Municipal Reserve closure and removal of Municipal Reserve designation on Lot 51MR, Block 1, Plan 0812254.

3.f

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

THAT Council moves first reading of Bylaw 1169, 2023 – Amendment to the Fees, Rates, & Charges Bylaw.

Carried

ADOPTION OF MINUTES

Minutes of the Council Meeting of November 14, 2023

03-2023-11-21: Councillor Ward moved to adopt the Minutes of the Council Meeting of November 14, 2023 as presented.

Carried

PUBLIC HEARINGS

None

DELEGATIONS

Northback Update - Grant Lindstrom, CCO

Grant Lindstrom, CCO and Daina Lazzarotto, Community Relations Advisor of Northback were in attendance to present Council with an update regarding the Coal Exploration Program Application.

REQUESTS FOR DECISION

Bylaw 1119, 2022 Road Closure - Second and Third Reading

04-2023-11-21: Councillor Ward moved second reading of Bylaw 1119, 2022 Road Closure.

Carried

05-2023-11-21: Councillor Glavin moved third and final reading of Bylaw 1119, 2022 Road Closure Bylaw.

Carried

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

06-2023-11-21: Councillor Kubik moved second reading of Bylaw 1167, 2023 - Amendment to the Fees, Rates & Charges Bylaw – Schedule H.

Carried

07-2023-11-21: Councillor Filipuzzi moved third and final reading of Bylaw 1167, 2023 - Amendment to the Fees, Rates & Charges Bylaw – Schedule H.

Carried

Service Areas Update

08-2023-11-21: Councillor Ward moved that Council accepts the Service Areas Update for information.

Carried

COUNCIL MEMBER REPORTS

- Mayor Painter
 - Attended a meeting with Glencore and Teck
 - Glencore reiterated that their primary focus is coal
 - They anticipate carrying on business as usual after the sale is completed
 - They committed to funding an Oncology ward at the Cranbrook hospital
 - Glencore plans to work with all communities to address housing issues

PUBLIC INPUT PERIOD

- Ken Allred
 - Commented on the Bellevue Revitalization – felt there was room for an additional parking space on the end of each block where the bump outs are designed
 - Commented on emergency response to a fire in Hillcrest
 - Noted that it took the fire department 30 minutes to arrive
 - Upon arrival of fire truck there was one person in the truck
 - Understood that they were at the scene of an accident at Crowsnest Lakes which delayed response.

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

None

IN CAMERA

09-2023-11-21: Councillor Sygutek moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 2:21 pm:

- a) Economic Interests of the Public Body – Land Purchase Application - FOIP Act Section 25
- b) Economic Interests of the Public Body – Land Purchase Application - FOIP Act Section 25

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 2:35 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

10-2023-11-21: Councillor Sygutek moved that Council come out of In Camera at 3:06 pm.

Carried

11-2023-11-21: Councillor Sygutek moved that Council accept the offer to purchase Lot 50MR, Block 1, Plan 0812254.

Defeated

12-2023-11-21: Councillor Kubik moved that Council accept the offer to purchase Lot 49, Block 1, Plan 081 2254.

Defeated

ADJOURNMENT

13-2023-11-21: Councillor Filipuzzi moved to adjourn the meeting at 3:07 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 28, 2023

Agenda #: 7.a

Subject: Bylaw 1166, 2023 - Borrowing Bylaw for Fire Department Fire Engine (Truck) - Second and Third Reading

Recommendation: That Council approve second and third reading for the Fire Department Fire Engine (Truck) borrowing Bylaw 1166, 2023.

Executive Summary:

As part of the 2022 Capital budget, Council approved the purchase of a fire engine truck for the Fire Department to be funded by debt in the amount of \$900,000. At the November 14, 2023 Council meeting Council selected the Pierce Enforcer model resulting in a revised budget of \$1,500,000. Creation of a borrowing bylaw is a requirement of the Municipal Government Act, it must be advertised, and final approval of the bylaw needs to occur before final purchase. Bylaw 1166, 2023 received first reading on October 24, 2023 and was advertised in the Pass Herald newspaper on November 1 and November 8, 2021. The petition period expired on November 23, 2023 with no petition being received and therefore Bylaw 1166, 2023 can proceed with second and third reading.

Relevant Council Direction, Policy or Bylaws:

- MGA section 251(1) states that a municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.
- MGA section 251(3) states that a borrowing bylaw must be advertised.
- MGA section 254 states that no municipality may acquire, remove or start the construction or improvement of a capital property that is to be financed in whole or in part through a borrowing unless the borrowing bylaw that authorizes the borrowing is passed.

Discussion:

Bylaw 1166, 2023 has been created in accordance with section 251 and 258 of the Municipal Government Act and received first reading on October 24, 2023. Creating a borrowing bylaw is one of the steps in the process to purchase an asset approved in a capital budget to be funded by debt. Section 251 of the MGA outlines the requirements for borrowing bylaw, including the amount to be borrowed, the purpose for which the money is to be used, the maximum rate of interest, the term and

term or repayment of the borrowing, the source or sources of money to be used to pay the principal and interest owing under the borrowing. It also states a borrowing bylaw must be advertised. Bylaw 1166,2023 was advertised in the newspaper on November 1 and November 8, 2023. Section 258 refers to financing of capital property with repayment terms greater than 5 years, must be included in a budget. The term of the borrowing cannot exceed the life of the asset. Section 254 refers to No Municipality may acquire, remove or start the construction or improvement of a capital property that is to be financed in whole or in part through a borrowing unless the borrowing bylaw that authorizes the borrowing is passed.

Section 606(2) of the Municipal Government Act states the requirements for advertising as notice of the bylaw must be published at least once a week for two (2) consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw relates. A notice of proposed bylaw must be advertised under section (2) before second reading can occur. Section 231(3) Petition for vote on advertised bylaws and resolutions sets a time limit for filing a petition with the Chief Administrative officer within 15 days after the last date on which the proposed bylaw was advertised. For a petition to be valid, at least 10% of the elector population of the municipality must be received. The petition period closed on November 23, 2023 with no petition being received.

The Municipal debt as per the audited financial statements of December 31, 2022 is \$9,931,756.

Annual principal payments for 2023 to 2026 are \$550,113, \$566,614, \$583,643 and \$534,449. If the full \$1,500,000 is borrowed based on an estimated interest rate of 5.17% with a 10 year term and semi annual payments, the principal payments will increase by approximately \$118,000 per year. Anticipated borrowing would not occur until 2025 as the lead time to build a fire truck is over a year.

Analysis of Alternatives:

- Council can approve second and third reading of Bylaw 1166, 2023.
- Council could identify an alternate funding source.
- Council could select a different term to borrow for.

Financial Impacts:

When borrowing occurs, additional costs (repayment of Principal and Interest) will need to be included in future budgets. The funding source to repay principal and interest would come from the tax levy. This is already built into the 2025 and 2026 projections that were part of Budget 2024 approval based on a projected interest rate. Administration is looking at the financial impact of paying early (deposit) to reduce the price.

Attachments:

[1166_2023_-_Borrowing_Bylaw_Fire_Department_Fire_Engine_Truck.docx](#)

MUNICIPALITY OF CROWSNEST PASS
BY-LAW NO. 1166, 2023
BORROWING BYLAW

This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount up to \$1,500,000 for the purpose to purchase a Fire Engine Truck for the Fire Department.

WHEREAS the Council of the Municipality of Crownsnest Pass has decided to issue a bylaw pursuant to Section 251 and 258 of the *Municipal Government Act* to authorize the financing, the purchase of a Ladder Truck for the Fire Department.

Plans have been prepared and the total cost of the project is estimated to be \$1,500,000 and the Municipality solely by debt.

In order to complete the project, it will be necessary for the Municipality to borrow the sum of up to \$1,500,000 for a period not to exceed ten (10) years, from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of fifteen (15) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2022 is \$9,931,756 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

NOW THEREFORE, the Council of the Municipality of Crownsnest Pass duly assembled, enacts as follows:

1. That for the purpose of the purchase of a fire engine Truck for the Fire Department, the sum of up to ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which the full sum of up to ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the purchase of a fire engine truck for the Fire Department.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual payments of combined principal and interest instalments not to exceed ten (10) years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta or another authorized financial institution on the date of the borrowing, and not to exceed Eight (8) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.

5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ a **first** time in council this 24th day of October 2023.

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 28, 2023

Agenda #: 7.b

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

Recommendation: That Council approves second and third reading of Bylaw 1169, 2023.

Executive Summary:

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

First reading was received on November 21, 2023.

Relevant Council Direction, Policy or Bylaws:

1140, 2023 - Fees, Rates & Charges Bylaw

Discussion:

N/A

Analysis of Alternatives:

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

Financial Impacts:

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

Attachments:

[1169, 2023 - Amending the Fees Rates & Charges Bylaw.docx](#)

MUNICIPALITY OF CROWNEST PASS
BYLAW NO. 1169,2023
Amending the Fees, Rates & Charges Bylaw

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

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

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

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

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

1. This Bylaw may be cited as “Bylaw No 1169, 2023 amending the Fees, Rates & Charges Bylaw.”
2. That this Bylaw shall amend the Fees, Rates & Charges Bylaw as follows:
 - 2.1 Within Schedule “A”, the Home Occupation – Category 2 fee shall be amended to \$250.00 per annum.
3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
4. This Bylaw shall come into force and effect as of January 1, 2024.

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

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative

Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: November 28, 2023

Agenda #: 7.c

Subject: 2023 Q3 Financial Report

Recommendation: That Council receive the 2023 Q3 Financial Report for information.

Executive Summary:

The third quarter financial statements, for the nine months ending September 30, 2023, has been attached for Council's review.

Relevant Council Direction, Policy or Bylaws:

Administration brings forward financial information for Council's review.

Discussion:

This is the third quarterly report for the 2023 budget year. In general, the Municipality should be at 75 percent spend. The operating report is broken down by Object Type, Department Summary, followed by each department breakdown. Some revenue and expenses occur at specific points in time. On the revenue side, Property Taxes are the largest source of revenue and are recorded in June. From an expenditure side there are several one time expenses that occur at specific points in time. Examples are: Insurance, Grants to Organizations, and Payroll Vacation Entitlement, which are recorded in January, while Transfers to Reserves and Interdepartmental Transfers happen in December.

Overall, the Municipality has received 94 percent of the annual revenues and spent 77 percent of the expenses.

Revenue Variances

Alberta School Foundation (ASFF) for 2022 collected more than was paid to the Alberta Government resulting in a lower collection in 2023.

Conditional Grants are received through out the year. For 2023 the Provincial Government doubled the MSI Operating Grant. Budgeted \$120,000 and actually received \$243,642.

Donations are up in Community Services (donation for memorial benches \$36,262) and Finance is managing the Suncor donation for Teton School of Science place based education \$50,744.

Franchise Fees are down primarily due to ATCO Gas estimates provided for 2023 being higher than actual usage to date.

Interest and Penalties are made up of penalties on property taxes and utility bills. The final penalty on property taxes happens in October and will result in \$14,894 more in penalties than budgeted. Penalties on Utilities are projected to be under budget by \$8,000.

Licenses and Fees includes short term interest. In past years the interest rates were very low resulting in Administration budgeting for minimal earnings. The short term interest is recorded in Finance, in 2023, the rates the bank was paying increased dramatically and therefore interest earned to September was \$396,610 versus a budget of \$70,000.

Property Tax budget was based on the prior year with a 2% increase. With growth and inflation the amount collected increased.

Transfer from Reserve The majority of the transfer from reserve will happen in the final quarter of the year as expenses incurred have been paid.

Expense Variance

Administration expenses are made up of several accounts and reside in all departments. The two areas with the largest shortfall are CAO - with office legal costs being down and Culture which includes the Library, the Chinook Library membership was budgeted under Administration (\$45,160) but the expense was charged to Grants to Organizations (\$43,944).

Contract Services for Agriculture is under but a final payment on weed contract was paid in October (\$46,700) bringing budget and actual in line. New initiative for Economic Development Plan (\$100,000) has no charges against it. IT budget in contract services \$231,000 with actuals of \$47,381 there was one monthly charge for Management of 360 program coded to Operations Licenses approximately \$81,000.

Grants to Organizations Majority are paid at the beginning of the year. The Senior Housing Requisition of \$150,000, was for the first time in years rolled up into grants to organizations rather than the requisition line item accounting for the overage.

Operations The Pool is over on supplies and electricity but is now closed and there should be no additional costs (first year the Municipality is operating and work was required to bring everything up to code). Ski Hill is over on supplies (\$20,000 for pipe for snow making and ski equipment for resale and rent) and Insurance (had to get alternative insurance at a higher price (additional \$12,000). Utility department will be over on electricity costs as budgeted, after averaging 9 months of costs we expect an additional \$195,000 in charges, as well as being over on both supplies and gasoline. IT as previously mentioned \$81,000 of expenses were charged to Licenses but should be in Contract Services.

Rebates recorded under Finance, the \$109,053 for the portion of the taxes not paid by the Government of Alberta properties is recorded with no budget as the offset is the property tax revenue.

Repairs and Maintenance Recreation Facilities is under budget by \$24,382. Ski Hill is under budget (budget \$25,497 actual \$1,587) but repairs and maintenance activity for the ski hill happen in October/November. Utilities has the highest variance (Budget \$58,500 compared to actual to date of \$2,900). The department is under on Repairs but over on Supplies.

Salaries Wages and Benefits and Service Charges and Interest are on track for being on budget for year end.

Transfer to Reserves actual transfer is more than budget as Council approved moving an additional \$500,000 to reserves when the property tax bylaw was approved for 2023.

Analysis of Alternatives:

N/A

Financial Impacts:

The Municipality is on track to be within budget by year end.

Attachments:

[Financial Report.xlsx](#)



CROWSNEST PASS
Naturally Rewarding

Financial Report
Saturday, September 30, 2023

Crowsnest Pass, Municipality of

Income Statement

9 months ending September 30th, 2023

	2023 Budget	2023 Actuals	\$ Variance	% Variance
Revenues				
- ASFF Taxes	3,163,000	2,798,299	364,701	11.5
- Conditional Grants	425,304	590,753	(165,449)	(38.9)
- Donations	17,200	97,740	(80,540)	(468.3)
- Franchise Fees	1,370,000	824,645	545,355	39.8
- Gain/Loss on Disposal	-	(935)	935	100.0
- Inter-Department Revenues	630,464	-	630,464	100.0
- Interest and Penalties	172,000	169,019	2,982	1.7
- Investments Interests	100,000	90,126	9,874	9.9
- Licenses and Fees	692,280	902,120	(209,840)	(30.3)
- Other Revenues and Cost Recoveries	271,147	211,525	59,622	22.0
- Property Taxes	9,953,700	11,363,497	(1,409,797)	(14.2)
- Rental Income	342,800	297,023	45,777	13.4
- Sale of Goods and Services	4,920,215	3,847,282	1,072,933	21.8
- Seniors Housing Taxes	-	149,887	(149,887)	100.0
- Transfers from Reserves	664,000	114,016	549,984	82.8
Total Revenues	22,722,110	21,454,997	1,267,113	5.6
Expenses				
- Administration	710,576	428,004	282,572	39.8
- Contracted Services	3,115,532	2,159,877	955,655	30.7
- DIP Requisition	4,700	4,634	66	1.4
- Grants to Organizations	966,811	1,079,036	(112,225)	(11.6)
- Inter-Department Expenses	630,465	120	630,345	100.0
- Operations	3,943,034	3,346,234	596,801	15.1
- Rebates	52,500	142,689	(90,189)	(171.8)
- Repairs and Maintenance	289,347	150,869	138,478	47.9
- Requisitions	3,163,000	2,126,968	1,036,032	32.8
- Salaries, Wages and Benefits	7,636,730	5,700,859	1,935,871	25.3
- Service Charges and Interest	347,597	234,338	113,260	32.6
- Transfer to Reserves	1,391,135	1,826,116	(434,981)	(31.3)
- Waste Disposal	170,000	145,075	24,925	14.7
Total Expenses	22,421,428	17,344,820	5,076,609	22.6
Net Income	300,681	4,110,177	(3,809,496)	(1,267.0)
Less: Principal Payment on Debt	550,113	345,119	204,994	37.3%
Net Income/(Loss)	(249,432)	3,765,058	(4,014,489)	

Crowsnest Pass, Municipality of

Income Statement

9 months ending September 30th, 2023

	2023 Budget	2023 Actuals	\$ Variance	% Variance
Revenues				
CAO Office	100,000	10,129	89,871	89.9
Community Services	589,404	577,805	11,599	2.0
Corporate Services	19,147	37,039	(17,892)	(93.4)
Council	-	4,079	(4,079)	100.0
Culture	152,900	118,257	34,643	22.7
Development, Engineering & Operations	5,412,049	3,861,420	1,550,629	28.7
Finance	359,900	845,814	(485,914)	(135.0)
General Government	15,013,700	15,391,046	(377,346)	(2.5)
Pass Pool	97,500	99,873	(2,373)	(2.4)
Pass Powder Keg Ski Hill	597,600	408,001	189,599	31.7
Protective Services	379,909	101,534	278,375	73.3
Total Revenues	22,722,110	21,454,997	1,267,113	5.6
Expenses				
CAO Office	1,055,881	693,994	361,886	34.3
Community Services	2,021,324	1,568,111	453,214	22.4
Corporate Services	710,250	554,460	155,790	21.9
Council	309,517	207,480	102,037	33.0
Culture	684,472	560,344	124,128	18.1
Development, Engineering & Operations	8,962,383	6,634,720	2,327,663	26.0
Finance	1,592,774	1,222,204	370,570	23.3
General Government	4,023,672	3,554,056	469,616	11.7
Pass Pool	288,631	327,903	(39,273)	(13.6)
Pass Powder Keg Ski Hill	1,099,415	956,142	143,273	13.0
Protective Services	1,673,108	1,065,405	607,703	36.3
Total Expenses	22,421,428	17,344,820	5,076,609	22.6
Net Income	300,681	4,110,177	(3,809,496)	(1,267.0)
Less: Principal Payment on Debt	550,113	345,119	204,994	37.3%
Net Income/(Loss)	(249,432)	3,765,058	(4,014,489)	

Actual vs Budget Year To Date by Department

Department CAO Office

January 2023 To September 2023 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	-	10,129	10,129	100.00%
- Transfers from Reserves	100,000	-	(100,000)	-100.00%
Total Revenues	100,000	10,129	(89,871)	-89.87%
Expenses				
- Administration	279,450	157,038	(122,412)	-43.80%
- Contracted Services	195,000	77,907	(117,093)	-60.05%
- Grants to Organizations	-	-	-	0.00%
- Operations	30,351	12,007	(18,344)	-60.44%
- Salaries, Wages and Benefits	514,898	410,860	(104,038)	-20.21%
- Transfer to Reserves	36,182	36,182	-	0.00%
Total Expenses	1,055,881	693,994	(361,886)	-34.27%
Net Total	(955,881)	(683,866)	272,015	-28.46%

Actual vs Budget Year To Date by Department

Department Community Services

January 2023 To September 2023 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	196,304	150,541	(45,763)	-23.31%
- Donations	17,200	45,731	28,531	165.88%
- Gain/Loss on Disposal	-	(935)	(935)	-100.00%
- Licenses and Fees	-	100	100	100.00%
- Other Revenues and Cost Recoveries	13,000	13,264	264	2.03%
- Rental Income	183,300	197,434	14,134	7.71%
- Sale of Goods and Services	149,600	142,155	(7,445)	-4.98%
- Transfers from Reserves	30,000	29,516	(484)	-1.61%
Total Revenues	589,404	577,805	(11,599)	-1.97%
Expenses				
- Administration	34,350	21,227	(13,123)	-38.20%
- Contracted Services	213,850	173,432	(40,418)	-18.90%
- Grants to Organizations	91,000	66,263	(24,738)	-27.18%
- Inter-Department Expenses	-	-	-	0.00%
- Operations	539,540	406,023	(133,517)	-24.75%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	43,850	12,199	(31,651)	-72.18%
- Salaries, Wages and Benefits	993,794	824,777	(169,018)	-17.01%
- Service Charges and Interest	41,894	23,809	(18,085)	-43.17%
- Transfer to Reserves	63,046	40,382	(22,664)	-35.95%
Total Expenses	2,021,324	1,568,111	(453,214)	-22.42%
Net Total	(1,431,920)	(990,306)	441,614	-30.84%

Actual vs Budget Year To Date by Department

Department Corporate Services

January 2023 To September 2023 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Investments Interests	-	4,981	4,981	100.00%
- Other Revenues and Cost Recoveries	19,147	29,425	10,278	53.68%
- Sale of Goods and Services	-	2,633	2,633	100.00%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	19,147	37,039	17,892	93.45%
Expenses				
- Administration	68,677	43,946	(24,731)	-36.01%
- Contracted Services	9,800	5,093	(4,707)	-48.03%
- Operations	21,050	12,908	(8,142)	-38.68%
- Salaries, Wages and Benefits	574,899	451,708	(123,191)	-21.43%
- Transfer to Reserves	35,824	40,805	4,981	13.90%
Total Expenses	710,250	554,460	(155,790)	-21.93%
Net Total	(691,103)	(517,421)	173,682	-25.13%

Actual vs Budget Year To Date by Department

Department Council

January 2023 To September 2023 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	-	4,079	4,079	100.00%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	-	4,079	4,079	100.00%
Expenses				
- Administration	25,800	16,911	(8,889)	-34.45%
- Contracted Services	1,200	-	(1,200)	-100.00%
- Grants to Organizations	-	-	-	0.00%
- Operations	9,700	4,703	(4,997)	-51.51%
- Salaries, Wages and Benefits	261,318	174,367	(86,952)	-33.27%
- Transfer to Reserves	11,499	11,499	-	0.00%
Total Expenses	309,517	207,480	(102,037)	-32.97%
Net Total	(309,517)	(203,401)	106,116	-34.28%

Actual vs Budget Year To Date by Department

Department Culture

January 2023 To September 2023 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Gain/Loss on Disposal	-	-	-	0.00%
- Other Revenues and Cost Recoveries	132,000	97,228	(34,772)	-26.34%
- Rental Income	20,900	12,829	(8,071)	-38.62%
- Sale of Goods and Services	-	-	-	0.00%
- Transfers from Reserves	-	8,200	8,200	100.00%
Total Revenues	152,900	118,257	(34,643)	-22.66%
Expenses				
- Administration	51,460	5,728	(45,732)	-88.87%
- Contracted Services	135,400	-	(135,400)	-100.00%
- Grants to Organizations	439,970	416,845	(23,125)	-5.26%
- Operations	46,400	40,652	(5,748)	-12.39%
- Repairs and Maintenance	10,000	1,280	(8,720)	-87.20%
- Salaries, Wages and Benefits	-	94,597	94,597	100.00%
- Transfer to Reserves	1,242	1,242	-	0.00%
Total Expenses	684,472	560,344	(124,128)	-18.13%
Net Total	(531,572)	(442,086)	89,486	16.83%

Actual vs Budget Year To Date by Department

Department Development, Engineering & Operations

January 2023 To September 2023 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	2,500	197,570	195,070	7,802.80%
- Donations	-	-	-	0.00%
- Gain/Loss on Disposal	-	-	-	0.00%
- Inter-Department Revenues	630,464	-	(630,464)	-100.00%
- Licenses and Fees	295,350	258,049	(37,301)	-12.63%
- Other Revenues and Cost Recoveries	-	17,736	17,736	100.00%
- Rental Income	48,000	54,013	6,013	12.53%
- Sale of Goods and Services	4,236,735	3,257,753	(978,982)	-23.11%
- Transfers from Reserves	199,000	76,300	(122,700)	-61.66%
Total Revenues	5,412,049	3,861,420	(1,550,629)	-28.65%
Expenses				
- Administration	78,350	50,110	(28,240)	-36.04%
- Contracted Services	1,552,500	1,350,500	(202,000)	-13.01%
- Grants to Organizations	-	-	-	0.00%
- Inter-Department Expenses	573,728	120	(573,609)	-99.98%
- Operations	2,374,800	1,972,491	(402,309)	-16.94%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	207,500	120,672	(86,828)	-41.84%
- Salaries, Wages and Benefits	3,078,547	2,134,542	(944,006)	-30.66%
- Service Charges and Interest	202,348	136,601	(65,747)	-32.49%
- Transfer to Reserves	724,609	724,609	-	0.00%
- Waste Disposal	170,000	145,075	(24,925)	-14.66%
Total Expenses	8,962,383	6,634,720	(2,327,663)	-25.97%
Net Total	(3,550,334)	(2,773,300)	777,034	-21.89%

Actual vs Budget Year To Date by Department

Department Finance

January 2023 To September 2023 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	120,000	243,642	123,642	103.04%
- Donations	-	50,745	50,745	100.00%
- Gain/Loss on Disposal	-	-	-	0.00%
- Investments Interests	-	291	291	100.00%
- Licenses and Fees	221,900	538,817	316,917	142.82%
- Other Revenues and Cost Recoveries	-	11,268	11,268	100.00%
- Sale of Goods and Services	-	1,051	1,051	100.00%
- Transfers from Reserves	18,000	-	(18,000)	-100.00%
Total Revenues	359,900	845,814	485,914	135.01%
Expenses				
- Administration	131,050	105,969	(25,081)	-19.14%
- Contracted Services	431,100	206,164	(224,936)	-52.18%
- Grants to Organizations	-	5,000	5,000	100.00%
- Operations	296,600	319,558	22,958	7.74%
- Rebates	-	109,053	109,053	100.00%
- Repairs and Maintenance	-	-	-	0.00%
- Salaries, Wages and Benefits	655,638	413,962	(241,676)	-36.86%
- Service Charges and Interest	26,000	10,112	(15,888)	-61.11%
- Transfer to Reserves	52,386	52,386	-	0.00%
Total Expenses	1,592,774	1,222,204	(370,570)	-23.27%
Net Total	(1,232,874)	(376,390)	856,484	-69.47%

Actual vs Budget Year To Date by Department

Department General Government

January 2023 To September 2023 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- ASFF Taxes	3,163,000	2,798,299	(364,701)	-11.53%
- Conditional Grants	-	-	-	0.00%
- DIP Taxes	-	-	-	0.00%
- Donations	-	515	515	100.00%
- Franchise Fees	1,370,000	824,645	(545,355)	-39.81%
- Gain/Loss on Disposal	-	-	-	0.00%
- Interest and Penalties	172,000	169,019	(2,982)	-1.73%
- Investments Interests	100,000	84,855	(15,145)	-15.15%
- Licenses and Fees	-	330	330	100.00%
- Other Revenues and Cost Recoveries	-	-	-	0.00%
- Property Taxes	9,953,700	11,363,497	1,409,797	14.16%
- Seniors Housing Taxes	-	149,887	149,887	100.00%
- Transfers from Reserves	255,000	-	(255,000)	-100.00%
Total Revenues	15,013,700	15,391,046	377,346	2.51%
Expenses				
- DIP Requisition	4,700	4,634	(66)	-1.39%
- Grants to Organizations	435,841	590,929	155,088	35.58%
- Operations	-	257	257	100.00%
- Rebates	52,500	33,636	(18,864)	-35.93%
- Requisitions	3,163,000	2,126,968	(1,036,032)	-32.75%
- Salaries, Wages and Benefits	-	-	-	0.00%
- Service Charges and Interest	-	-	-	0.00%
- Transfer to Reserves	367,631	797,631	430,000	116.97%
Total Expenses	4,023,672	3,554,056	(469,616)	-11.67%
Net Total	10,990,028	11,836,990	846,962	7.71%

Actual vs Budget Year To Date by Department

Department Pass Pool

January 2023 To September 2023 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	2,500	2,500	-	0.00%
- Rental Income	10,000	7,184	(2,816)	-28.16%
- Sale of Goods and Services	85,000	90,189	5,189	6.10%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	97,500	99,873	2,373	2.43%
Expenses				
- Administration	5,700	6,785	1,085	19.04%
- Contracted Services	4,000	1,752	(2,248)	-56.20%
- Operations	72,100	84,040	11,940	16.56%
- Repairs and Maintenance	1,200	3,469	2,269	189.09%
- Salaries, Wages and Benefits	164,807	179,960	15,153	9.19%
- Service Charges and Interest	31,041	19,451	(11,590)	-37.34%
- Transfer to Reserves	9,783	32,447	22,664	231.67%
Total Expenses	288,631	327,903	39,273	13.61%
Net Total	(191,131)	(228,031)	(36,900)	19.31%

Actual vs Budget Year To Date by Department

Department Pass Powder Keg Ski Hill

January 2023 To September 2023 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	-	(1,000)	(1,000)	-100.00%
- Donations	-	-	-	0.00%
- Licenses and Fees	-	18,868	18,868	100.00%
- Other Revenues and Cost Recoveries	12,500	13,071	571	4.57%
- Rental Income	80,500	25,533	(54,967)	-68.28%
- Sale of Goods and Services	442,600	351,528	(91,072)	-20.58%
- Transfers from Reserves	62,000	-	(62,000)	-100.00%
Total Revenues	597,600	408,001	(189,599)	-31.73%
Expenses				
- Administration	15,214	6,813	(8,401)	-55.22%
- Contracted Services	114,630	149,013	34,383	29.99%
- Operations	281,002	294,002	13,000	4.63%
- Repairs and Maintenance	25,497	1,587	(23,911)	-93.78%
- Salaries, Wages and Benefits	616,559	460,164	(156,395)	-25.37%
- Service Charges and Interest	7,000	5,051	(1,949)	-27.85%
- Transfer to Reserves	39,513	39,513	-	0.00%
Total Expenses	1,099,415	956,142	(143,273)	-13.03%
Net Total	(501,815)	(548,141)	(46,326)	9.23%

Actual vs Budget Year To Date by Department

Department Protective Services

January 2023 To September 2023 (9 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	106,500	-	(106,500)	-100.00%
- Donations	-	750	750	100.00%
- Gain/Loss on Disposal	-	-	-	0.00%
- Licenses and Fees	175,030	85,956	(89,074)	-50.89%
- Other Revenues and Cost Recoveries	92,000	12,826	(79,174)	-86.06%
- Rental Income	100	30	(70)	-70.00%
- Sale of Goods and Services	6,279	1,973	(4,306)	-68.58%
Total Revenues	379,909	101,534	(278,375)	-73.27%
Expenses				
- Administration	20,525	13,477	(7,048)	-34.34%
- Contracted Services	458,052	196,016	(262,036)	-57.21%
- Grants to Organizations	-	-	-	0.00%
- Inter-Department Expenses	56,736	-	(56,736)	-100.00%
- Operations	271,491	199,592	(71,899)	-26.48%
- Repairs and Maintenance	1,300	11,663	10,363	797.14%
- Salaries, Wages and Benefits	776,270	555,923	(220,347)	-28.39%
- Service Charges and Interest	39,314	39,314	-	0.00%
- Transfer to Reserves	49,420	49,420	-	0.00%
Total Expenses	1,673,108	1,065,405	(607,703)	-36.32%
Net Total	(1,293,199)	(963,871)	329,328	-25.47%