

**MUNICIPALITY OF CROWSNEST PASS**

**TUESDAY, MARCH 29, 2011**

**SPECIAL MEETING OF COUNCIL**

**(To Convene Following the GPC Meeting at 7:00 P.M.)**

**AGENDA**

**CALL TO ORDER**

**ADOPTION OF AGENDA**

**ADMINISTRATIVE & AGENCY REPORTS**

**BYLAWS**

1. 820, 2011 - Mill Rate Bylaw (1st Reading)
2. 823, 2011 - Discharge of Septage into Municipal Owned Septage Disposable Facility (2<sup>nd</sup> & 3<sup>rd</sup> Readings)

**OTHER BUSINESS**

1. Maplevue Hall Demolition

**ADJOURN**



## Municipality of Crowsnest Pass

### Council Agenda Report

Meeting: Council  
Meeting Date: March 29, 2011  
Originated By: Marion Vanoni, Director of Finance & Systems  
Subject: By-Law 820, 2011 - 2011 Mill Rate By-Law  
Agenda Item No: C 2011-031

#### **Administration Recommendation:**

That Council give first reading to By-Law 820, 2011–2011 Mill Rate By-Law and provide approval to mail out Property Tax Notices earlier than April 30 thereby causing the deadline of June 30 to also be earlier.

#### **Background:**

On February 1, 2011, the Municipal Council approved a zero percent increase for the 2011 Municipal Operating and Capital Budget with an expectation of setting a mill rate by-law in early April. Administration was appraised on March 22 that the Provincial Government had completed the audit of the Municipal Assessment thereby allowing the Municipality to proceed with establishing a 2011 Municipal Mill Rate By-Law.

#### **Discussion:**

To assist Council with the interpretation of the 2011 Mill Rate By-Law, information regarding key components profiled in the Mill Rate By-Law have been provided. The attached schedule "Comparison of Assessment Base and Requisition for 2010-2011" will provide Council with additional data that corresponds to the following narrative.

#### **Mill Rates to Collect Funds Requisitioned by Authorities:**

**CNP Senior's Housing Authority Operating Requisition** has increased from \$184,542 to \$202,996 in 2011 providing a maximum annual requisition increase of 10%. This increase equates to a mill rate of 0.2047725 for which \$168,675 is borne by the residential assessment, \$29,942 is borne by the nonresidential assessment and \$4,379 is borne by the machinery and equipment assessment. This requisition, starting January 1, 2011 is paid to the Authority in monthly installments of \$16,916.

Approvals:

CAO

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Department Head

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

**Discussion (continued):**

**The Alberta School Foundation Fund (ASFF Requisition)** has increased to \$2,542,134.47 in 2011, an increase of \$175,209 that will be borne by the residential assessment. This requisition is paid out to the Province in Quarterly Installments of \$635,533 and the first installment is due on March 31, 2011. The 2011 Residential ASFF Mill Rate is 2.3841 and the Non Residential ASFF Mill Rate is 3.9551.

**Mill Rate for the generation of Property Tax Revenue:**

**CNP Senior's Housing Authority Capital Upgrade Reserve** is the first installment towards a \$1,000,000 Municipal financial commitment to support the Authority's capital upgrade program of the York Creek Lodge. The 2011 allocation has been included in the overall 2011 operational costs of the Municipality and draws 0.1008750 from the overall Municipal residential mill rate of 5.7473804 and nonresidential mill rate of 10.2971418, both of which remain unchanged from 2010.

**Taxable Assessment for Operational and Capital Expenditures**

The Assessment has been uploaded into the Municipal financial software and the overall Taxable Assessment Base is determined to be \$994,781,170. This is an overall Assessment increase from 2010 of 0.909% or \$11,825,260 of new residential growth offset by nonresidential/machinery & equipment deflation of \$2,864,710. The majority of this deflation results from another year of decline of Linear and CPR Assessments in the amount of \$1,948,880.

The proposed 2011 Municipal Mill Rate of 5.7473804 for Residential Properties, 10.2971418 for Nonresidential Properties and the Minimum Tax of \$500 remain unchanged from 2010.

**Activity Time Line**

March 29	First Reading of By-Law 820, 2011-2011 Mill Rate By-Law.
April 5	Second and Third Reading of By-Law 820, 2011-2011 Mill Rate By-Law
April 6-April 20	Upload of assessment data and process tax levy. Review and test tax levy calculations. Compile and Prepare Property Tax Notices and Mailing inserts.
April 21-30	Mail Property Tax Notices
June 20-30	Property Tax Deadline (60 days from date of mailing)

It is recommended that Property Tax Notices be mailed out as early as possible to provide for uninterrupted cash flows. Should an early deadline be achieved, Administration will bring back amendments to the Tax Penalty by-law changing current language to "after the due date" rather than "June 30".

**Alternatives:**

Council may consider a different mill rate structure. Any change will directly impact the property tax revenue projected in the 2011 Municipal Operational and Capital Budget.

Council may direct Administration to maintain a Property Tax Deadline of June 30 of which impacts cash flow.

**Financial Impact:**

Based on the proposed mill rate structure, the 2011 property tax revenue generated will provide for the approved 2011 Municipal Operating and Capital Budget as well as mitigating potential losses from 2011 property taxes that may become uncollectible.

**Attachments:**

- Comparison of Assessment Base and Requisitions for 2010-2011
- By Law 820, 2011-2011 Mill Rate By-Law

**Municipality of Crowsnest Pass  
Comparison of Assessment Base and Requisitions for 2010-2011**

	2010 Assessment	2011 New Growth	Inflation/Deflation	2011 Assessment	Increase (decrease) %
<b>2011 Assessment Base</b>					
Residential (includes fish hatchery)	\$811,893,790	\$11,825,260		\$823,719,050	1.457%
CNP Housing Authority-Senior Apartments	\$3,452,740		\$2,900	\$3,455,640	0.084%
Non Residential (includes Linear Assessment & CPR)	\$148,647,060		-\$2,424,880	\$146,222,180	-1.631%
M & E	\$21,827,030		-\$442,730	\$21,384,300	-2.028%
<b>Taxable Assessment</b>	<b>\$985,820,620</b>	<b>\$11,825,260</b>	<b>-\$2,864,710</b>	<b>\$994,781,170</b>	<b>0.909%</b>
Exempt-Municipal/Other	\$124,007,940		\$318,810	\$124,326,750	0.257%
<b>Total Municipal Assessment Base</b>	<b>\$1,109,828,560</b>	<b>\$11,825,260</b>	<b>-\$2,545,900</b>	<b>\$1,119,107,920</b>	<b>0.836%</b>

\*\*\*\*\*

<b>Linear Assessment</b>	<b>\$58,978,790</b>		<b>-\$1,837,090</b>	<b>\$57,141,700</b>	<b>-3.115%</b>
<b>CPR</b>	<b>\$2,443,770</b>		<b>-\$111,790</b>	<b>\$2,331,980</b>	<b>-4.574%</b>
<b>Total</b>	<b>\$61,422,560</b>	<b>\$0</b>	<b>-\$1,948,880</b>	<b>\$59,473,680</b>	<b>-3.173%</b>

**2011 Operating Requisition CNP Senior Housing Authority**

Total CNP Senior Housing Authority Requisition

CNP Senior Housing Authority 2011 Operating Requisition	2011 Rate & Tax Levy	CNP Senior Housing Authority 2010 Operating Requisition	2010 Mill Rate & Tax Levy	Mill Rate increase (decrease) %
	0.2047725	\$184,542	0.1878543	9.01%

**2011 Requisition ASFF**

Residential  
Non Residential  
Total ASFF Requisition

ASFF 2011	2011 Mill Rate & Tax Levy	ASFF 2010	2010 Mill Rate & Tax Levy	Mill Rate increase (decrease) %
\$1,963,811	2.3840783	\$1,786,134	2.1999622	8.37%
\$578,324	3.9551026	\$580,431	3.9071677	1.23%
<b>\$2,542,134</b>		<b>\$2,366,565</b>		

**2011 Capital Upgrade Reserve CNP Senior Housing Authority (new effective 2011)**

Total CNP Senior Housing Authority Capital Upgrade Reserve

CNP Senior Housing Authority 2011 Capital Upgrade Reserve	2011 Mill Rate & Tax Levy	Mill Rate increase (decrease) %
\$100,000	0.100875037	

**MUNICIPALITY OF CROWSNEST PASS**  
**BY-LAW NO. 820, 2011**

A by-law of the Municipality of Crowsnest Pass, to authorize the rates of taxation to be levied against assessable property within the Municipality of Crowsnest Pass for the 2011 Taxation Year.

**WHEREAS** The Municipality of Crowsnest Pass has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting of Tuesday, February 1, 2011; and

**AND WHEREAS** The estimated municipal expenditures and transfers set out in the budget for the Municipality of Crowsnest Pass for 2011 total \$16,774,278;

**AND WHEREAS** The estimated municipal revenues and transfers from all sources other than taxation is estimated at \$10,218,288 and the balance of \$ 6,555,990 is to be raised by general municipal taxation;

**AND WHEREAS** The requisitions are:

<b>Alberta School Foundation Fund (ASFF)</b>	
Residential/Farmland	\$1,963,811
Non-residential	<u>\$ 578,324</u>
	\$2,542,134
<b>Requisition Allowance MGA (359(2))</b>	
Crowsnest Pass Senior's Housing Authority	
Operating Requisition	\$ 202,996
Crowsnest Pass Senior's Housing Authority	
Capital Upgrade Reserve	<u>\$ 100,000</u>
	\$ 302,996

**AND WHEREAS** The Council of the Municipality is required each year to levy on the assessed value of all property, tax rates sufficient to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000;

**AND WHEREAS** The Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000;

**AND WHEREAS** The assessed value of all property in the Municipality of Crowsnest Pass as shown on the assessment roll is:

Residential	\$823,255,930
Non-residential	\$146,222,180
Farmland	\$ 463,120
Machinery and Equipment	\$ 21,384,300
Crowsnest Pass Housing Authority- Senior's Apartments	<u>\$ 3,455,640</u>
	<b>\$994,781,170</b>

**THEREFORE**

Under the authority of the Municipal Government Act, the Council of the Municipality of Crowsnest Pass, in the Province of Alberta, enacts as follows:

That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Municipality of Crowsnest Pass:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
<b>General Municipal</b>			
Residential/Farm Land	\$4,670,646	\$827,174,690	5.6465054
Non-Residential	\$1,490,920	\$146,222,180	10.196267
Machinery & Equipment	\$ 218,040	\$ 21,384,300	10.196267
<b>ASFF</b>			
Residential/Farm Land	\$1,963,811	\$823,719,050	2.3840783
Non-Residential	\$ 578,324	\$146,222,180	3.9551026
Machinery & Equipment		\$ 21,384,300	exempt
<b>CNP Senior's Housing Authority</b>			
Operating Requisition	\$ 202,996	\$991,325,530	0.2047725
<b>CNP Senior's Housing Authority</b>			
Capital Upgrade Reserve	\$ 100,000	\$991,325,530	0.1008750

**The minimum amount payable as property tax for general municipal purposes shall be \$500.00.**

That this Bylaw shall take effect on the date of the third and final reading.

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.

**ORIGINAL SIGNED**

\_\_\_\_\_  
Mayor

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



## Municipality of Crowsnest Pass

### Council Agenda Report

Meeting: Council Meeting  
Meeting Date: March 29<sup>th</sup>, 2011  
Originated By: Myron Thompson, Director of Operational Services  
Subject: **823, 2011 - SEPTAGE DISPOSAL FACILITY BYLAW**  
Agenda Item No: **C 2011-032**

#### **Administration Recommendation:**

That Council approve second and third reading of Bylaw 823, 2011 – the Septage Disposal Facility Bylaw that regulates a system for disposal of domestic septage waste collected and transported by commercial vehicles from within the municipal boundaries.

#### **Background:**

The Municipality has had no formal facility or procedure to allow for local commercial septage haulers to dispose of domestic septage. It has been a common practice for haulers to unload trucks into wastewater system manholes in various areas around the community or to off-load directly into the Bellevue/Hillcrest lagoon facility. This type of uncontrolled activity is a concern as it can cause operation and maintenance issues especially as in some cases its is unknown what is being discharged (contamination). Also there is no way of knowing when and where trucks are dumping making it very difficult to collect fees that have been set for this activity.

#### **Discussion:**

The recent Bellevue/Hillcrest Lagoon upgrade included a Septage Disposal Facility that is now ready to be put into operation. The facility is located at the north end of the site and is a self contained facility that manages and controls access, and records data such as date, time, and quantities of offloaded product. Local haulers will now make application for a permit and will be provided a PIN that will allow them access to offloading. Data will be downloaded monthly and billing will be initiated utilizing rates that were recently adopted through the passing of Bylaw 818 (Utility Rate By-law).

Approvals:

CAO

Department Head

First reading of the Bylaw was given on March 15<sup>th</sup>. Included at the time of first reading was a request to make minor amendments to items 3.9 b) and to 6.3. These changes have been included in the current Bylaw document. Once the bylaw is adopted, letters will be forwarded to known local haulers advising them of the bylaw and new process. Authorization through the permit process and a valid Business License will now provide a safe and trusted disposal source for domestic septage. The intention is for this service to be provided for local residents only. It is anticipated that a stringent monitoring process and substantial fines for breach of bylaw will quickly compel operators to utilize the facility.

**Alternatives:**

N/A

**Financial Impact:**

The discharge fee of \$20/m<sup>3</sup> that was assigned through the Utility Rate Bylaw 818, 2011 will provide additional revenues that are at this time undeterminable.

**Attachments:**

Bylaw 823, 2011- The Septage Disposal Facility

**MUNICIPALITY OF CROWSNEST PASS**

**BY-LAW NO. 823, 2011**

**A BY-LAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, FOR THE DISCHARGE OF SEPTAGE INTO MUNICIPAL OWNED SEPTAGE DISPOSAL FACILITIES.**

WHEREAS, under the authority of the Municipal Government Act being Section 7 (g), Chapter M-26, Revised Statutes of Alberta 2000 and any amendments thereto, a municipal council may pass Bylaws establishing and regulating a system for disposal of domestic septage waste collected and transported by commercial vehicles from within the municipal boundaries;

AND WHEREAS, the Municipal of Crowsnest Pass in the Province of Alberta in collecting, treating and disposing of domestic septage waste prescribes the terms and conditions upon which the system may be utilized and establish a rate for charges payable for use of the disposal system;

AND WHEREAS, the Municipality of Crowsnest Pass will enter into a Septage Services Disposal Agreement to provide septage disposal services to Septic Service Haulers disposing of septage from the Municipality of Crowsnest Pass;

NOW THEREFORE, the Municipal Council of the Municipality of Crowsnest Pass in the Province of Alberta, duly assembled now, hereby enacts as follows:

**Part 1 TITLE AND APPLICATION**

- 1.1 This Bylaw may be cited as the "Septage Disposal Facility Bylaw"
- 1.2 This Bylaw applies to all septage waste transferred to, disposed of, treated, and discharged at the Septic Disposal Facility located at the Municipal Wastewater Treatment Facility.

**Part 2 DEFINITION**

In this Bylaw, unless the context otherwise requires, the term:

- 2.1 "**Application**" - means a request for a Facility User Permit.
- 2.2 "**Dangerous Goods**" - means Dangerous Goods as defined in the *Transport of Dangerous Goods Act (Canada)*.
- 2.3 "**Discharge**" - means to directly or indirectly introduce a substance into a sewer, sewage facility or septage disposal facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying or by any other means.
- 2.4 "**Domestic Waste**" - means sanitary waste, or grey water generated from a residential or personal recreational use of land.
- 2.5 "**Facility User Permit**" - means a Facility User Permit for the use of the septage disposal facility issued by the Manager under this bylaw to all vehicles listed on a Facility User Permit.
- 2.6 "**Generator**" - means the owner of the property from which originates the waste that is being trucked to a septage disposal facility.

MUNICIPALITY OF CROWSNEST PASS  
BYLAW 823-2011 SEPTAGE DISPOSAL FACILITIES

- 2.7 **"Grey Water"** - means wastewater from food preparation and washing, bathing, dish washing and laundering.
- 2.8 **"Hauler"** - means the person or company that transports the waste from the generator to a septage disposal facility.
- 2.9 **"Load"** - means the contents of the hauling vehicle which is to be discharged to a septage disposal facility.
- 2.10 **"Manager"** - means the Sewage Control Manager of the Municipality.
- 2.11 **"Municipality"** - means the Municipality of Crowsnest Pass.
- 2.12 **"Officer"** - means a Municipal Bylaw Enforcement Officer.
- 2.13 **"Operator"** - means a person or an employee of a person who has entered into a Septage Services Agreement with the District.
- 2.14 **"Owner"** - means any person who is registered under the *Land Title Act* as the owner of land, or any other person who is in lawful possession of land or who is in the lawful possession or occupancy of any buildings situated on the land.
- 2.15 **"Petroleum Products"** - means materials derived from petroleum, natural gas, or asphaltic deposits, including gasolines.
- 2.16 **"Premises"** - means any land or building or both or any part thereof.
- 2.17 **"Recreational Vehicle Waste"** - means domestic waste accumulated in a holding tank in a trailer, camper, transportable housing unit, bus, or aircraft.
- 2.18 **"Sanitary Waste"** - means waste that contains human feces, urine, blood or body fluids originating from sanitary conveniences or other sources.
- 2.19 **"Septage"** - means a combination of water carried liquid and solid wastes and/or settled solids from residences, businesses and institutions normally collected in a septic tank, holding tank, or accumulated in wastewater lines.
- 2.20 **"Septage Disposal Facility"** - means the septage disposal facility listed in Schedule "A" of this bylaw that gathers, treats, and discharges septage waste as defined in the bylaw.
- 2.21 **"Septage Services Agreement"** - means a written agreement between the Municipality and a person or persons carrying out the function of hauler for the acceptance and septage disposal.
- 2.22 **"Sewage Control Manager"** - means a person appointed by the Municipality to act on behalf of the Municipality and as per Provincial Regulations.
- 2.23 **"Sewage Facility"** - means works owned by the Municipality that gather, treat, transport, store, or discharge waste.

MUNICIPALITY OF CROWSNEST PASS  
BYLAW 823-2011 SEPTAGE DISPOSAL FACILITIES

- 2.24 **"Sewer"** - means all pipes, conduits, drains and other equipment and facilities, owned or otherwise under the control or jurisdiction of the Municipality, for collecting, pumping and transporting wastewater, to a sewage facility.
- 2.25 **"Substance"** - means any solid, liquid or gas.
- 2.26 **"Trucked Liquid Waste"** - means any waste that is collected and transported from the site where the waste originated by means other than discharge to a municipal sewer.
- 2.27 **"Utility Rate Bylaw"** –Utility rate Bylaw 818 or any amendments thereafter.
- 2.28 **"Waste"** - means any substance, whether gaseous, liquid or solid, that is or is intended discharged or discarded, directly or indirectly to a sewer, sewage facility or a septage disposal facility.
- 2.29 **"Waste Discharge Permit"** - means a Waste Discharge Permit issued by a Manager under the Septage Disposal Facility Bylaw.
- 2.30 **"Wastewater"** - means the composite of water and water-carried wastes from residential, commercial, or institutional premises or any other source.

**Part 3 DISCHARGING SEPTAGE DISPOSAL FACILITY**

- 3.1 Haulers are to use caution and be responsible for actions in access and utilization of septage disposal facility.
- 3.2 Septage waste shall only be discharged into the approved septic disposal facility – located at the Bellevue/Hillcrest Lagoon facility.
- 3.3 No person shall dispose of septage waste in any location other than at the approved septage disposal facility.
- 3.4 No person shall discharge septage waste in any locations directly or indirectly into a manhole of any portion of the sewer system within the Municipality.
- 3.5 No person shall discharge septage waste directly into the Lagoon Facility Treatment or Storage Cell.
- 3.6 Recreational vehicle waste is to be disposed of at an approved Recreational Vehicle Dump Stations located within the Municipality.
- 3.7 Sections 3.2 to 3.3 do not apply to the Municipality or agent of a Municipality, where waste is removed from a Municipal sanitary sewer.
- 3.8 No person shall discharge a load at a septage disposal facility except in accordance with this bylaw.

3.9 Without limiting section 3.8

- (a) The septage waste shall be free of petroleum products and other waste considered to be industrial.
- (b) The generator, an agent of the generator, or hauler acting as an agent of the generator shall provide a manifest to the Municipality at month end which shall include the following information as it relates to each load received from a generator:
  - (i) the source of the waste;
  - (ii) the type of waste;
  - (iii) a characterization of the waste quality; and
  - (iv) the quantity of the waste.
- (c) Each vehicle owned by the hauler that is used for the purpose of waste disposal at a septage disposal facility must provide sufficient containment of loads to prevent spillage in transit, including spillage from hoses and other appurtenances.

3.10 The discharge of a load shall be discontinued at the direction of the Manager, an Officer or an Operator if there are reasonable grounds to believe that the load does not meet the requirements of this bylaw.

3.11 Operators and haulers must receive training in use of mechanical equipment located at the septage handling facility prior to validation of permit.

**Part 4 FACILITY USER PERMIT**

4.1 A hauler who discharges septage at the Municipal septage facility must have a valid Facility User Permit (Schedule C) issued by the Manager, which may be obtained by making application for the Facility User Permit on the form attached hereto as Schedule "B, and paying an annual fee as set out in Schedule "D".

4.2 Facility use permits must be retained in vehicles utilized for hauling of septage. Permits must be produced upon request.

4.3 Upon successful training and permit approval the hauler will be provided a PIN that will activate discharge system and track delivery flows to process billing information.

4.4 Following approval of the Facility User Permit the hauler will be provided a key to access facility entrance gate and an orientation of site.

4.5 The PIN and key must only be utilized by the hauler and its operators and cannot be assigned to any other person or persons.

MUNICIPALITY OF CROWSNEST PASS  
BYLAW 823-2011 SEPTAGE DISPOSAL FACILITIES

- 4.6 Each vehicle owned by the hauler that is used for the purpose of septage waste disposal at a septage disposal facility must be listed on the Facility User Permit.
- 4.7 The Manager may suspend or revoke a Facility User Permit for any or all vehicles licensed to any hauler for any violation of, or non-compliance with, the terms and conditions of this bylaw, or any enactment applicable to the discharge of waste into a septage disposal facility, when the violation or non-compliance interferes with the operation of the septage disposal facility.
- 4.8 The Manager may suspend or revoke a Facility User Permit if a generator or hauler falsifies or omits information regarding the source, type, or quality of septage discharged at a septage disposal facility.
- 4.9 The Manager may suspend or revoke a Facility User Permit for any or all vehicles licensed to any one hauler for failure to pay fees described in this bylaw within 60 days of being invoiced by the Municipality.

**Part 5 ENFORCEMENT POWERS**

- 5.1 A Manager, an Officer or any person authorized by a Manager may at any reasonable time cancel privileges assigned to handle haulers and operators for disposal of septage.
- 5.2 The Manager or an Officer may enforce the provisions of this bylaw.

**Part 6 MONITORING OF WASTES**

- 6.1 The contents of any vehicle transporting waste to the septage disposal facility, as a condition of discharge, may be sampled at any time by the Manager, an officer or an Operator.
- 6.2 The Manager, an Officer, or an Operator may require that a generator or hauler who wishes to discharge waste into the septage disposal facility shall undertake, at the person's expense, sampling and analysis of the waste to be discharged.
- 6.3 All sampling and analysis required under this bylaw shall be in accordance with the current American Water Wastewater Association Standard Methods for examination of water and wastewater.
- 6.4 Samples which have been collected under this bylaw shall be analyzed by an independent agency or by a laboratory authorized by the Manager.

**Part 7 OFFENCES AND PENALTIES**

- 7.1 A person who contravenes this bylaw or other requirement made or imposed under this bylaw, is guilty of an offence and is liable to a fine not exceeding \$2,000.

MUNICIPALITY OF CROWSNEST PASS  
BYLAW 823-2011 SEPTAGE DISPOSAL FACILITIES

- 7.2 Where an offence is committed or continues for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not exceeding \$2,000, may be imposed for each day or during which an offence occurs or continues.
- 7.3 Nothing in this bylaw shall restrict the Municipality from utilizing any other remedy that would otherwise be available to the Municipality bylaw.

**Part 8 RATES AND FEES**

- 8.1 The fees established by the Municipality are set out in Schedule "D" to this bylaw.

**Part 9 GENERAL**

- 9.1 No person shall hinder or prevent the Manager or an Officer or a person authorized by the Manager from entering any premises or from carrying out their duties with respect to the administration of this bylaw.
- 9.2 Nothing in this bylaw relieves a person discharging waste from complying with the Municipality and provincial statutes.
- 9.3 The schedules annexed hereto shall be deemed to be an integral part of this bylaw.

**Part 10 EFFECTIVE DATE**

Read a **first time** this \_\_\_\_\_ 15th \_\_\_\_\_ day of March, 2011

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

Read a **third time and finally** passed this \_\_\_\_\_ day of \_\_\_\_\_, 2011

\_\_\_\_\_  
Mayor

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

**SCHEDULE A**  
**BYLAW 823, 2011**

**MUNICIPALITY OF CROWSNEST PASS WASTEWATER TREATMENT  
FACILITY**

**LOCATION:** NE 20-7-3-5

**BELLEVUE/HILLCREST LAGOON**



**SCHEDULE B  
BYLAW 823, 2011**

**APPLICATION FOR A FACILITY USER PERMIT**

Submit Completed Form to:

Municipality of Crowsnest Pass  
Director of Operational Services  
Box 600  
Blairmore, AB T0K 0E0

Please Print

COMPANY NAME: \_\_\_\_\_

COMPANY REPRESENTATIVE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS LICENSE NUMBER: \_\_\_\_\_

MAILING ADDRESS (if different from above): \_\_\_\_\_

TELEPHONE: (business) (home) \_\_\_\_\_ (fax) \_\_\_\_\_

The Facility User Permit fee as outlined in Schedule C must be remitted with the application.

**2 List all vehicles to be included in the User Permit:**

**A. DESCRIPTION OF VEHICLE(S):** \_\_\_\_\_

**CAPACITY: (M3)** \_\_\_\_\_

**MAKE AND YEAR:** \_\_\_\_\_

**LICENSE NUMBER:** \_\_\_\_\_

**REGISTRATION NUMBER:** \_\_\_\_\_

**B. DESCRIPTION OF VEHICLE(S):** \_\_\_\_\_

**CAPACITY: (M3)** \_\_\_\_\_

**MAKE AND YEAR:** \_\_\_\_\_

**LICENSE NUMBER:** \_\_\_\_\_

**REGISTRATION NUMBER:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Please print



**SCHEDULE C  
BYLAW 823, 2011**

**SEPTAGE FACILITY USER PERMIT**

Facility User Permit Valid for Year: \_\_\_\_\_

The applicant is permitted to operate the following vehicle(s) to discharge septage waste at disposal facility in accordance with Municipality of Crowsnest Pass **Bylaw # 823, 2011.**

<u>VEHICLE</u>	<u>LICENCE #</u>	<u>REGISTRATION</u>	<u>CAPACITY</u>
----------------	------------------	---------------------	-----------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**DIRECTOR OF OPERATIONAL SERVICE**

**DATE**

**Copy of permit must be retained in each vehicle**

**SCHEDULE D**  
**BYLAW 823, 2011**

**FEES AND CHARGES**

**DEPSOSIT**

A deposit of \$25.00 shall be collected for lock key required to access facility gate.

**FACILITY USER PERMIT**

Septic Facility Use Permit shall be \$50.00 per annum.

**DUMPING FEE**

A dumping fee as assigned as per Bylaw 818 will be charged for depositing septage at the Septage Disposal Facility operated by the Municipality of Crowsnest Pass.



## Municipality of Crowsnest Pass

### Council Agenda Report

Meeting: Council Meeting  
Meeting Date: March 29<sup>th</sup>, 2011  
Originated By: Myron Thompson, Director of Operational Services  
Subject: **MAPLEVUE HALL DEMOLITION**  
Agenda Item No: **C 2011- 033**

#### **Administration Recommendation:**

1. That Council directs administration to proceed with the demolition of the Maplevue Hall with a completion date of April 30<sup>th</sup>, and,
2. That in the future a consultation process is implemented with the Crowsnest Pass Municipal Heritage Board prior to demolishing of Municipal owned buildings

#### **Background:**


The Maplevue Hall is a 540m<sup>2</sup> municipal owned building in Bellevue that was constructed in 1924. The building had been utilized as a community hall until a fire caused extensive damage in 2003. Due to the extensive damage caused by the fire the building has not been utilized since 2003 and has remained vacant. In 2009 a contract was issued for the removal and disposal of hazardous materials existing within the structure at an approximate cost of \$26,000. The property is in a state of neglect, and poses liability risk to the municipality. The location and size of the property (0.365 ha) indicates that there is opportunity for re-development of the land.

#### **Discussion:**


Direction relating to issue by the previous Council and Administration included that of demolition of the structure. This initiative was included in the preliminary round of 2011 budget deliberations, removed during the initial round of budget cuts but re-inserted as the budget process continued.

Tender documents for the demolition of the structure were released on February 25<sup>th</sup>, 2011 with a closing date of March 14<sup>th</sup>, 2011. Six bids were received with lowest bid awarded to a local firm. Tender document conditions included a completion date of April 30<sup>th</sup>, 2011. Current condition of the building is extremely poor and includes major structural damage. Photos of the interior are available for review and comment.

Approvals:

CAO 

Department Head



Attached correspondence from the Crowsnest Pass Municipal Heritage Board (CPMHB) received and addressed to the attention of Mayor and Council requests a 60 day delay in the demolition to allow the board to review and make recommendations based on the historical significance of the building. The Crowsnest Pass Municipal Heritage Board also requests that in the future that matters relating to the demolition of Municipal owned facilities be referred to the CPMHB for recommendation.

The structure is not provincially protected under the Alberta Historical Resources Act as a Provincial Historic Designation therefore it would be determined that this issue is a local matter. We have numerous heritage buildings in the community, some with Provincial Heritage Designations, which we are currently trying to protect and conserve through partnerships with boards such as the CPMHB, volunteer efforts, and grant funding sources. Costs to restore the building are unknown but is anticipated to be massive. Should restoration take place the building would have to be brought up to current building code. Funding needed to restore the structure would compete with many of the similar heritage projects currently under way or planned for the future and with current capital projects within the Municipality.

Administration supports a defined consultation process with the Crowsnest Pass Municipal Heritage Board on similar matters in the future. Discussion on the matter has taken place with Fraser Shaw who is a Heritage Conservation Advisor with the Province of Alberta. His comments are that he estimates the cost to restore the building to be very high and would require significant resources to conserve the building. His suggestion was to “document” the building through a series of photographs taken currently and add to archived photographs currently in existence to gather into a portfolio so as to ensure posterity of the building. Perhaps the CPMHB could take on this initiative utilizing the resources and knowledge of their membership.

#### **Alternatives:**

Alternatives could include a granting of a 60 day extension to allow the CPMHB to provide recommendations.

#### **Financial Impact:**

Demolition costs of \$50,000.00 are included in the current budget. Restoration of the building would require funding in the short term to adequately secure the building and securement of consulting services from various disciplines to determine scope of work and total costs. In the long term capital project funds would need to be allocated to undertake the work.

#### **Attachments:**

Correspondence from the Crowsnest Pass Municipal Heritage Board dated March 22<sup>nd</sup>, 2011.

Crowsnest Pass Municipal Heritage Board

March 22, 2011

Mayor and Council,  
Municipality of Crowsnest Pass,  
Box 600,  
Crowsnest Pass, AB T0K 0E0

Re: Demolition of Maplevue School

Dear Mayor and Council;

At the March 10<sup>th</sup> meeting of the Crowsnest Pass Municipal Heritage Board the Municipality's decision to demolish the Maplevue School was discussed and the board passed the following two motions:

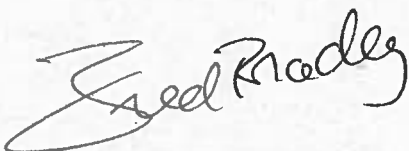
That the Crowsnest Pass Municipal Heritage Board request the Municipality of Crowsnest Pass delay the demolition of the Maplevue School for sixty days to allow the Municipal Heritage Board an opportunity to provide a recommendation with regards to the building's historical significance.

Further a second motion was passed as follows:

The Crowsnest Pass Municipal Heritage Board requests that the Municipality of Crowsnest Pass, prior to the making of a decision to demolish municipally owned buildings, refer the matter to the Municipal Heritage Board for their recommendation on the historical significance of the building.

On behalf of the Crowsnest Pass Municipal Heritage Board, I respectfully submit these two recommendations for the Municipality's consideration.

Yours sincerely,



Fred Bradley, Chairman  
Crowsnest Pass Municipal Heritage Board