



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, February 6, 2024 at 7:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

- 3.a Minutes of the Crowsnest Pass Community Library Board AGM of January 24, 2023
- 3.b Minutes of the Crowsnest Pass Community Library Board of September 26, 2023
- 3.c Minutes of the Crowsnest Pass Senior Housing Board of November 27, 2023
- 3.d Minutes of the Crowsnest Pass Community Library Board of November 28, 2023
- 3.e Minutes of the Special Meeting of the Crowsnest Pass Senior Housing Board of December 7, 2023
- 3.f Minutes of the Crowsnest Pass Senior Housing Board of December 18, 2023

**4. ADOPTION OF MINUTES**

- 4.a Minutes of the Council Meeting of January 23, 2024

**5. PUBLIC HEARINGS**

- 5.a Bylaw 1174, 2023 - Land Use Bylaw Amendment- Rezone the lands legally described as Lot 4, Block 1, Plan 991 0341 and Lot 1, Block 4, Plan 071 4095, within NW1/4 12-8-5-W5M, from respectively "Comprehensive Resort Village- CRV" and "Direct Control - DC-1" to "Non-Urban Commercial Recreation NUCR-1" - *Public Hearing*
- 5.b Bylaw 1176, 2023 - Land Use Bylaw Amendment - rezone the lands legally described as Lot 1, Block 1, Plan 991 0376 from Non-Urban Area NUA-1 to Non-Urban Commercial Recreation NUCR-1 - *Public Hearing*
- 5.c Bylaw No. 1178, 2024 – Fees, Rates and Charges Bylaw Amendment - Occupancy and Completion Certificate - *Public Hearing*
- 5.d Bylaw 1179, 2024 - Safety Codes Permit Bylaw Amendment re. Occupancy Authorization - *Public Hearing*

**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 1170, 2023 Road Closure - *First Reading*
- 7.b Bylaw 1172, 2023 - Borrowing Bylaw for Bellevue High Flow Pump and Main Upgrade - *Second and Third Reading.*
- 7.c Bylaw 1174, 2023 - Land Use Bylaw Amendment - Rezone the lands legally described as Lot 4, Block 1, Plan 991 0341 and Lot 1, Block 4, Plan 071 4095, within NW1/4 12-8-5-W5M, from respectively "Comprehensive Resort Village- CRV" and "Direct Control - DC-1" to "Non-Urban Commercial Recreation NUCR-1" - *Second & Third Reading*
- 7.d Bylaw 1176, 2023 - Land Use Bylaw Amendment - rezone the lands legally described as Lot 1, Block 1, Plan 991 0376 from Non-Urban Area NUA-1 to Non-Urban Commercial Recreation NUCR-1 - *Second and Third Reading*
- 7.e Bylaw 1179, 2024 - Safety Codes Permit Bylaw Amendment re. Occupancy Authorization - *Second and Third Readings*
- 7.f Bylaw No. 1178, 2024 – Fees, Rates and Charges Bylaw Amendment - Occupancy and Completion Certificate - *Second and Third Readings*
- 7.g Clarification - Six Months Grace Period for Sheds and Decks

**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**

- 10.a Highway 3X Commercial Development

**11. IN CAMERA**

**12. ADJOURNMENT**



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** February 6, 2024

**Agenda #:** 3.a

**Subject:** Minutes of the Crowsnest Pass Community Library Board AGM of January 24, 2023

**Recommendation:** That Council accept the Minutes of the Crowsnest Pass Community Library Board AGM of January 24, 2023 as information.

**Executive Summary:**

Minutes of boards, committees and societies are provided to Council as received.

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw

**Discussion:**

Annual General Minutes minutes are provided after approval at the following year's AGM.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[Library AGM minutes January 24, 2023 with attachments.pdf](#)



**Municipality of Crowsnest Pass Library Board  
Annual General Meeting  
Tuesday January 24, 2023 (1:30pm)  
Crowsnest Community Library Auditorium**

**Minutes**

**Attendance:** Diane deLauw (Library Manager), Erin Matthews (Chair), Margaret Thomas (Vice Chair), Gale Comin (Treasurer), Nicole Stafford (Secretary), Doreen Glavin (Municipal Council Rep), and John Hucik.

**Absent:** Lisa Sygutek (Municipal Council Rep).

**Guest:** Julie Dempsey.

**1. Call to Order - Erin called the meeting to order at 1:30pm**

**2. Adoption of Agenda - January 24th, 2023**

Erin made a motion to adopt the agenda. Gale seconded. Motion carried

**3. Adoption of Minutes - January 25th, 2022**

Doreen made a motion to adopt the minutes. Margaret seconded. Motion carried.

**4. 2022 in Review** (presented by Diane)

Discussion surrounding sidewalks and basement carpets.

Action item: Erin will send a letter to the council requesting that these items be included in the 2023 capital budget.

**5. 2022 Financial Report (attached) - Presented by Diane**

Nicole made a motion to adopt the financial report. Margaret seconded. Motion carried.

**6. Election of Officers**

Gale nominated Erin as Chair. Erin nominated Margaret as Vice Chair. Margaret nominated Nicole as Secretary. Margaret nominated Gale as Treasurer. No further nominations. All positions accepted. Elections closed.

**7. Signing authority for RBC Banking**

Erin, Gale, and Diane to continue with signing authority.

**8. Meeting Adjournment**

Gale made a motion to adjourn the meeting at 1:49pm.

**Next AGM meeting date January 23, 2024 at 1:30pm.**

**Next Regular Meeting: January 23, 2024 (following 2024 AGM)**

Approved \_\_\_\_\_ Date \_\_\_\_\_

Crowsnest Community Library  
2022 in review

#### Accomplishments

- Won a READ award for going virtual with BRAT Pack program in 2021.
- Received \$500 grant from local Landfill association for Story Walk programming.
- Received \$500 from FCSS towards Mental Health resources.
- Received memorial donations after the passing of former Librarian.

#### Building/yard maintenance

- Sidewalks patched (to be considered for repairs in 2023).
- Requested basement carpeting to be considered for funding in 2023.
- New Hot Water tank installed by Municipality.

#### Chinook Arch

- Created a new Plan of Service and new System agreement.
- Added Kanopy - new Streaming Video resource.
- Added Udemy – new resource for on-demand learning for in-demand skills.
- Added option to renew Library memberships online.

#### Programming/Events

- Indoor programming resumed, including:
  - BRAT Pack
  - Hero Kids
  - Switch-it-up
  - Dungeons and Dragons
  - 40DA Movie Nights
  - Summer Reading Program
- Outside programming included story walks with take home crafts.
- Engaged with Peaks to Pines to resume outreach program.
- Grade 1 class was able to visit the Library for a tour and activities.
- Children's author visit – author of Waterton based books.
- Visits to Kids College resumed.
- Participated in Spooktacular event and Teen Amazing Race.

#### Friends of the Library

- Raised money through a silent auction.
- Received funds from Pass Beverages depot donation bin.
- Opened market booth to be shared with Local Authors.
- Friends had Casino weekend and received AGLC funding.
- Made purchases for the Library that include: folding tables, carts, and computer chairs.
- Adopted CNP Literacy Foundation tasks after CNP-LF closed down.
  - Application for BRAT Pack funding.
  - 1 Book 5 Schools annual project.
  - Books for Babies partnership with Health Clinic.

## Municipality of Crowsnest Pass Library Profit & Loss Budget vs. Actual January through December 2022

						Jan - Dec 22	Budget
					<b>Income</b>		
					<b>Funding</b>		
					4000 · Municipality	152,100.00	137,100.00
					4010 · Province of Alberta	31,907.00	31,907.00
					<b>Total Funding</b>	<b>184,007.00</b>	<b>169,007.00</b>
					<b>Operations</b>		
					Awards	200.00	
					4100 · Book Sales	785.25	600.00
					4120 · Donations (made to Library)	1,531.00	900.00
					4130 · Facility Use	20.00	1,000.00
					4140 · Print & Photocopy	2,403.15	3,300.00
					4150 · Fines	187.10	400.00
					4170 · Coffee	0.00	400.00
					4500 · Interest Income	510.77	125.00
					<b>Total Operations</b>	<b>5,637.27</b>	<b>6,725.00</b>
					<b>Total Income</b>	<b>189,644.27</b>	<b>175,732.00</b>
					<b>Gross Profit</b>	<b>189,644.27</b>	<b>175,732.00</b>
					<b>Expense</b>		
					5050 · Board Expenses	0.00	100.00
					5200 · Furniture & Equipment	820.46	400.00
					5300 · Bank Charges	83.67	75.00
					5460 · Janitorial/Cleaning	3,330.66	3,000.00
					5500 · Computers	1,400.80	1,400.00
					5530 · Office Supplies	3,448.30	3,000.00
					5610 · Bldg. / Yard Repairs & Maint.	7,790.89	5,400.00
					5650 · Professional Assoc. Memberships	38.10	300.00
					5655 · Regional Library Membership	19,238.74	20,753.00
					5660 · Professional Develop. Expense	416.86	804.00
					5670 · Program Expenses	1,130.60	850.00
					5700 · Library Wages	126,243.44	128,000.00
					5760 · Security System	1,114.50	1,250.00
					5800 · Telephone	1,077.95	1,200.00
					5850 · Utilities	12,166.97	9,200.00
					<b>Total Expense</b>	<b>178,301.94</b>	<b>175,732.00</b>
					<b>Net Income</b>	<b>11,342.33</b>	<b>0.00</b>
					<b>Current Assets</b>		
					<b>Chequing/Savings</b>		
					1000 · Royal Bank - Chequing	3,338.03	
					1100 · GICoperations	10,298.51	
					<b>Total Current Assets</b>	<b>13,636.54</b>	



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 3.b

**Subject:** Minutes of the Crowsnest Pass Community Library Board of September 26, 2023

**Recommendation:** That Council accept the Minutes of the Crowsnest Pass Community Library Board of September 26, 2023 as information.

**Executive Summary:**

Minutes of Internal Boards and Committees are provided to Council at the subsequent meeting for their information.

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw

**Discussion:**

The Crowsnest Pass Community Library Board provides their minutes to keep Council apprised of library activities.

**Analysis of Alternatives:**

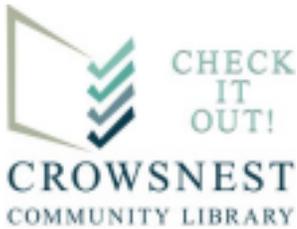
n/a

**Financial Impacts:**

n/a

**Attachments:**

[Library minutes Sept 26 2023 with attachments.pdf](#)



Municipality of Crowsnest Pass Library Board  
Regular Board Meeting  
Tuesday, Sept 26th, 2023 1:30pm.

Crowsnest Community Library  
Meeting room

Minutes

Attendance: Diane deLauw (Library Manager), Erin Matthews (Board chair), Margaret Thomas (Vice Chair), Nicole Stafford (Secretary), Doreen Glavin (Municipal Council Rep), Lisa Sygutek (Municipal Council Rep), Gale Comin (Treasurer), and John Hucik.

- 1. Call to Order- Erin called the meeting to order at 1:34pm.
- 2. Adoption of Agenda - September 26th, 2023  
Margaret motioned to adopt the agenda as presented. Nicole seconded. Motion carried.
- 3. Adoption of Minutes - June 27rd, 2023  
Gale made a motion to adopt the minutes. Erin seconded. Motion carried.
- 4. Business arising from minutes: N/A
- 5. Board Appointments (recommendation to Municipal Council)  
Gale made a motion to recommend Nicole Stafford and Margaret Thomas to another term on the Municipality of Crowsnest Pass Library Board. John seconded. Motion carried.
- 6. Librarians Report (attached)  
Nicole motioned to accept the report as presented. Gale seconded. Motion carried.
- 7. Financial Report (attached)  
Erin motioned to approve the Financial Report. Margaret seconded. Motion carried.
- 8. Budget Approval - 3 Year (Municipal Request)  
Nicole made a motion to approve the three year projected budget for 2024, 2025 and 2026. Margaret seconded. Motion carried.
- 9. Municipal Funding Request (for 2024)  
Erin motioned that we approve the amount of 156,102 for the 2024 Municipal Funding Request. Gale seconded. Motion carried.
- 10. Other Business (Policy updates – will bring to October meeting)
- 11. Meeting Adjournment  
Doreen motioned to adjourn the meeting at 2:30 pm.

Next regular meeting date is October 24th, 2023 at 1:30pm.

Approved \_\_\_\_\_ Date \_\_\_\_\_

Librarians Report  
September 26th, 2023

Programming

- Family Movies are back (Sept 23 and Oct 21)
- CNP 40 showing 2 movies for middle school and high school (Sept 23 and Oct 20)
- Summer Reading Program went over well. We had about 35 kids in total. Ran 2 programs per week for 6 weeks.
- BRAT Pack will start up again the first week in October.

Chinook Arch

- Digital Literacy programs ran in July and September.
- Purchased another WIFI hotspot for all Libraries (we now have 4)
- Holding a Library Board workshop in November.
- Staff Fall Training Day is October 18.

Staffing

- New OHS requirements state that we need 1 First Aider per shift for 2-9 workers.
  - Barb took training in September.
  - I have scheduled myself and our new staff member for training in October.
- Having 3 students this summer was very helpful for programming, gardening, moving the basement around during flooring installation, and overall help in the Library.
- Canada Summer Jobs grant received (\$2100)
- We have hired a new full time Library Assistant. She starts last week in September.
- One of our students is staying on a part-time basis through the school year. This was quite helpful in September when we were short staffed, and will be great going forward.

Building update

- Basement carpeting was replaced in July.
- South sidewalk was replaced early September.
- Front step project started early September.
- We lost 2 planter boxes in the process, and will see about replacing in the spring.
- Sprinkler system shut down and maintained for winter.
- AG society covered all gardening costs for 2023 (\$441)

Friends of the Library

- AGM meeting is Sept 28 at noon. They are offering lunch. Please attend if you are available.
- Holding a silent auction for a quilt from the Rag Bags.

Use of Library Space

- We have sewing class running on Monday nights.
- The Improve group is here on Tuesday nights.
- Baby shower is booked in October.

## Municipality of Crowsnest Pass Library Profit & Loss Budget vs. Actual January through September 2023

		Jan - Sept 23	2023 Budget	notes
<b>Income</b>				
<b>Funding</b>				
	4000 · Municipality	153,050.00	153,050.00	
	4010 · Province of Alberta	40,298.00	31,907.00	<i>new increase</i>
<b>Total Funding</b>		<b>193,348.00</b>	<b>184,957.00</b>	
<b>Operations</b>				
	4100 · Book Sales	449.65	700.00	
	4120 · Donations (made to Library)	807.69	0.00	
	4130 · Facility Use	390.00	100.00	
	4140 · Print & Photocopy	1,723.56	2,500.00	
	4150 · Fines	228.34	200.00	
	4500 · Interest Income	2,150.03	500.00	<i>higher rates</i>
<b>Total Operations</b>		<b>5,749.27</b>	<b>4,000.00</b>	
<b>Total Income</b>		<b>199,097.27</b>	<b>188,957.00</b>	
<b>Gross Profit</b>		<b>199,097.27</b>	<b>188,957.00</b>	
<b>Expense</b>				
	5050 · Board Expenses	0.00	50.00	
	5200 · Furniture & Equipment	399.71	400.00	
	5300 · Bank Charges	12.00	100.00	
	5460 · Janitorial/Cleaning	2,079.00	3,200.00	
	5500 · Computers	2,492.65	1,500.00	<i>new monitors</i>
	5530 · Office Supplies	2,995.21	3,369.00	
	5610 · Bldg. / Yard Repairs & Maint.	6,029.86	7,500.00	<i>\$433 AG Society</i>
	5650 · Professional Assoc. Memberships	38.10	350.00	
	5655 · Regional Library Membership	20,216.92	19,238.00	
	5660 · Professional Develop. Expense	1,098.10	800.00	<i>First Aid added</i>
	5670 · Program Expenses	478.69	900.00	
	5700 · Library Wages (18/26)	91,633.98	132,000.00	<i>\$2100 CSJ grant</i>
	5760 · Security System	0.00	1,300.00	
	5800 · Telephone	476.35	1,250.00	
	5850 · Utilities	8,968.32	17,000.00	
<b>Total Expense</b>		<b>136,918.89</b>	<b>188,957.00</b>	
<b>Net Income</b>		<b>62,178.38</b>	<b>0.00</b>	
<b>Current Assets</b>				
	1100 · G/Operations	50,000.00		
	1000 · Royal Bank - Chequing	27,250.00		
<b>Total Current Assets</b>		<b>77,250.00</b>		

## Municipality of Crowsnest Pass Library 3 Year Budget Projection

		2024 Budget	2025 Budget	2026 Budget
<b>Income</b>				
Funding				
	4000 · Municipality	156,102.00	161,952.00	167,802.00
	4010 · Province of Alberta	40,298.00	40,298.00	40,298.00
Total Funding		196,400.00	202,250.00	208,100.00
Operations				
	4100 · Book Sale/Donations	800.00	850.00	900.00
	4130 · Facility Use	150.00	200.00	250.00
	4140 · Print & Photocopy	2,500.00	2,500.00	2,500.00
	4150 · Fines	200.00	200.00	200.00
	4500 · Interest Income	1,500.00	1,500.00	1,500.00
Total Operations		5,150.00	5,250.00	5,350.00
<b>Total Income</b>		201,550.00	207,500.00	213,450.00
<b>Gross Profit</b>		201,550.00	207,500.00	213,450.00
<b>Expense</b>				
	5050 · Board Expenses	50.00	50.00	50.00
	5200 · Furniture & Equipment	400.00	400.00	400.00
	5300 · Bank Charges	50.00	50.00	50.00
	5460 · Janitorial/Cleaning	3,400.00	3,600.00	3,800.00
	5500 · Computers	1,600.00	1,700.00	1,800.00
	5530 · Office Supplies	3,400.00	3,450.00	3,500.00
	5610 · Bldg/Yard Repair&Maint.	8,000.00	8,500.00	9,000.00
	5650 · Prof.l Assoc. Member	50.00	50.00	50.00
	5655 · Regional Library	21,000.00	21,000.00	21,000.00
	5660 · Professional Develop	1,500.00	1,500.00	1,500.00
	5670 · Program Expenses	950.00	1,000.00	1,050.00
	5700 · Library Wages	136,000.00	139,000.00	142,000.00
	5760 · Security System	1,350.00	1,400.00	1,450.00
	5800 · Telephone	800.00	800.00	800.00
	5850 · Utilities	23,000.00	25,000.00	27,000.00
<b>Total Expense</b>		201,550.00	207,500.00	213,450.00
<b>Net Income</b>		0.00	0.00	0.00



## **Municipality of Crowsnest Pass Request for Decision**

**Meeting Date:** February 6, 2024

**Agenda #:** 3.c

**Subject:** Minutes of the Crowsnest Pass Senior Housing Board of November 27, 2023

**Recommendation:** That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of November 27, 2023 as information.

**Executive Summary:**

Minutes of Internal Boards and Committees are provided to Mayor and Council at the subsequent meeting for Council's information.

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw

**Discussion:**

The Crowsnest Pass Senior Housing Board provides their minutes to keep Council apprised of activities involving Senior Housing.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[11 - November 2023.pdf](#)



## BOARD MEETING MINUTES November 27, 2023

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, November 27, 2023 at 10:05 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

**ATTENDEES:** Deb Ruzek: Board Chairperson, Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Donna Stelmachovich: Vice-Chairperson, Cathy Painter: Board Member, Shelley Price: Chief Administrative Officer, Marlene Ancil: Board Member, Shannon Harker: HR

**ABSENT:** Susan Demchuk: Board Member, Dee-Anna Strandquist: Finance Manager

Minutes recorded by Shannon Harker

### 1. CALL TO ORDER

- 1.1 Deb Ruzek called the meeting to order at 10:05 a.m. and it was determined that a quorum of directors was present.

### 2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Letter to Board – in camera

### 3. APPROVAL OF AGENDA

- 3.1 Motion #135/23 to approve the agenda as amended. — Dean Ward – cd.

### 4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion # 136/23 to approve the minutes of the meeting held October 24, 2023, as amended. – Cathy Painter – cd.

### 5. BUSINESS ARISING FROM THE MINUTES

- 5.1 None

### 6. CORRESPONDENCE

- 6.1 No correspondence.

### 7. MANAGEMENT REPORTS

- 7.1 #137/23 Motion to approve the Report from Management as presented – Cathy Painter – cd.

There was a discussion involving getting a quote for year round pest control maintenance it was decided to bring the quotes to the next meeting.

There was a request for the P2P menus to be included in the management reports.

8. FINANCIAL REPORTS

8.1 #138/23 Motion to approve the financial statement as presented – Dean Ward – cd.

There was a request for a comparison report to be done regarding the cost of contract health care workers.

9. BOARD CHAIRPERSON REPORT

9.1 D. Ruzek's term is 3 years. Motion #139/23 to accept as information – Dave Filipuzzi – cd.

9.2 Noted that the Board of Directors has been invited to the MD Christmas Party

10. OTHER BOARD REPORTS

10.1 No Report

11. OLD BUISNESS

11.1 No Report

12. DELEGATE

12.1 None

13. NEW BUSINESS

13.1 Introduction of Laurel Syryda as P2P's new Director of Care

13.2 Review of the Board contract

13.3 December 18<sup>th</sup> is the Resident Christmas party – invitation extended to the Board

13.4 December 19<sup>th</sup> is the Resident/Family Pub night – invitation extended to the Board

13.5 Policy Approval:

1.02 – Hand Hygiene - #140/23 Motion to approve – Dean Ward – cd.

1.08 – Pets - #141/23 Motion to approve – Marlene Anctil – cd.

1.11 – Aseptic Techniques - #142/23 Motion to approve – Cathy Painter – cd.

1.12 – Storage of Clean and Sterile Supplies - #143/23 Motion to approve – Dean Ward – cd.

2.28 – Safe Water Temperatures - #144/23 Motion to approve – Cathy Painter – cd.

2.29 – Quality Improvement - #145/23 Motion to approve – Dean Ward – cd.

5.02 – Recruitment and Employment - #146/23 Motion to approve as amended – Dave Filipuzzi – cd.

9.01 – Management of Assistive Equipment - #147/23 Motion to approve – Dave Filipuzzi – cd.

10.01–Volunteer Recruitment - #148/23 Motion to approve – Marlene Anctil – cd.

14. IN CAMERA

14.1 #149/23 Motion to go into Camera at 12:46pm – Cathy Painter – cd.

14.2 #150/23 Motion to come out of Camera at 1:34pm – Dave Filipuzzi – cd.

- 14.3 #151/23 Motion to accept option 1 as presented in Camera – Dean Ward – cd.
- 14.4 #152/23 Motion to send letter to owner of Remedy Coleman – Dave Filipuzzi -cd.

**15. ADJOURNMENT**

- 15.1 Motion #/15323 to adjourn at 1:37pm – Dave Filipuzzi - cd



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Debi Ruzek – Board Chairperson



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 3.d

**Subject:** Minutes of the Crowsnest Pass Community Library Board of November 28, 2023

**Recommendation:** That Council accept the Minutes of the Crowsnest Pass Community Library Board of November 28 as information.

**Executive Summary:**

Minutes of Internal Boards and Committees are provided to Council at the subsequent meeting for their information.

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw

**Discussion:**

The Crowsnest Pass Community Library Board provides their minutes to keep Council apprised of library activities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[Library minutes November 28th, 2023 with attachments.pdf](#)



**Municipality of Crowsnest Pass Library Board  
Regular Board Meeting  
Tuesday November 28th, 2023 1:30pm  
Crowsnest Community Library  
Meeting room**

**Minutes**

**Attendance:** Diane deLauw (Library Manager), Erin Matthews (Board chair), Margaret Thomas (Vice Chair), Nicole Stafford (Secretary), Doreen Glavin (Municipal Council Rep), Lisa Sygutek (Municipal Council Rep), and Gale Comin (Treasurer).

**Absent:** John Hucik

**1. Call to Order-** Erin called the meeting to order at 1:38pm.

**2. Adoption of Agenda** - November 28th, 2023

Margaret motioned to adopt the agenda with additions. Gale seconded. Motion carried. Add wage scales, stat holidays, and Library Christmas Dinner to 'other business'.

**3. Adoption of Minutes** - September 26th, 2023

Gale made a motion to adopt the minutes. Erin seconded. Motion carried.

**4. Business arising from minutes:**

- a. Municipal presentation and Funding request

**5. Librarians report (attached)**

Nicole motioned to accept the report as presented. Gale seconded. Motion carried.

**6. Financial Report (attached)**

Margaret motioned to approve the Financial Report. Gale seconded. Motion carried.

**7. Policy update: Section 2: Collection Development Policy**

Lisa motioned to approve changes presented for Section 2 in Policy review. Gale seconded. Motion carried.

**8. Other Business**

- a. Wage scale discussion will be added to the next board meeting
- b. Stat Holiday discussion will be added to the next board meeting
- c. Library Board Christmas Dinner

Erin made a motion to spend \$400 on Christmas Gift Certificates for the Library Staff. Doreen seconded. Motion carried.

**9. Meeting Adjournment**

Lisa motioned to adjourn the meeting at 2:08 pm.

**Next regular meeting date is January 24th, 2023 at 1:30pm (following AGM)**

Approved \_\_\_\_\_ Date \_\_\_\_\_

Librarians Report  
November 28, 2023

Programming

- BRAT Pack is seeing lots of new families, with attendance around 20-25 weekly.
- Lego mania ran last week with 19 attending. Considering a monthly program.
- Movie partnership with CNP40 going well (25 teens and 60 at family movie)
- Participated in spooktacular, which saw over 800 participants this year.
- Participating in Million Lights Festival Dec 2

Chinook Arch

- Digital Literacy programs Nov 29 "What the Tech".

Staffing

- First Aid certificates all up to date.
- I took a 1-week holiday mid November.
- Canada Summer Jobs applications are open. I will be submitting again.
- New Library Assistant is working out great.
- Part-time student is great too. She was able to cover a few shifts during my holiday.

Building update

- Municipality has been dealing with a few delays from the cement contractor.
- I have contacted Trent about getting some self watering planters in the spring.
- Window cleaner was hired and all windows were cleaned inside and out.
- Duct cleaning was done. There was a disturbance, as they needed to disconnect the fire alarms to bypass the sensor, and the alarm went off when reconnecting and fire department showed up for a false alarm. In future we will need to co-ordinate with Municipal staff. Duct cleaning is only done every 3-5 years.
- Core Pro Electric changes our florescent lights for us. Florescent lights can now be changed to LED with an easy bypass. This is CSA approved, and is okay with the Municipal Building department. He will just change lights as needed, but they will last much longer for us going forward.

Use of Library Space

- Still have sewing class running on Monday nights.
- The Improve group is here on Tuesday nights.
- Financial planners rented space for 2 days in October.
- Baby Shower in October was a big success.
- Birthday Party is booked in December.

Other Business

- We did our annual weekly count of visitors and questions in October which will be included in our 2023 Annual Report to PLSB.
- BDO has contacted us with Letter of Engagement for 2023 audit reporting.

## Municipality of Crowsnest Pass Library

### Profit & Loss Budget vs. Actual

January through November 2023

		Jan - Nov 23	Budget	notes
	<b>Income</b>			
	<b>Funding</b>			
	4000 · Municipality	153,050.00	153,050.00	
	4010 · Province of Alberta	40,298.00	31,907.00	
	<b>Total Funding</b>	193,348.00	184,957.00	
	<b>Operations</b>			
	4100 · Book Sales	520.95	700.00	
	4120 · Donations (made to Library)	924.44	0.00	
	4130 · Facility Use	890.00	100.00	
	4140 · Print & Photocopy	1,975.91	2,500.00	
	4150 · Fines	178.36	200.00	
	4500 · Interest Income	2,946.96	500.00	
	<b>Total Operations</b>	7,436.62	4,000.00	
	<b>Total Income</b>	200,784.62	188,957.00	
	<b>Gross Profit</b>	200,784.62	188,957.00	
	<b>Expense</b>			
	5050 · Board Expenses	0.00	50.00	
	5200 · Furniture & Equipment	399.71	400.00	
	5300 · Bank Charges	12.00	100.00	
	5460 · Janitorial/Cleaning	3,446.71	3,200.00	\$650 windows
	5500 · Computers	2,492.65	1,500.00	
	5530 · Office Supplies	3,167.26	3,369.00	
	5610 · Bldg. / Yard Repairs & Maint.	9,058.70	7,500.00	\$2600 ducts
	5650 · Professional Assoc. Memberships	38.10	350.00	
	5655 · Regional Library Membership	20,216.92	19,238.00	
	5660 · Professional Develop. Expense	1,428.10	800.00	
	5670 · Program Expenses	615.41	900.00	
	5700 · Library Wages (24/26)	120,044.67	132,000.00	
	5760 · Security System	1,155.96	1,300.00	
	5800 · Telephone	600.65	1,250.00	
	5850 · Utilities	11,264.10	17,000.00	
	<b>Total Expense</b>	173,940.94	188,957.00	
	<b>Net Income</b>	<b>26,843.68</b>	<b>0.00</b>	
	<b>Current Assets</b>			
	1100 · GIC Operations	20,000.00		
	1000 · Royal Bank - Chequing	21,647.00		
	<b>Total Current Assets</b>	41,647.00		



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 3.e

**Subject:** Minutes of the Special Meeting of the Crowsnest Pass Senior Housing Board of December 7, 2023

**Recommendation:** That Council accept the Special Minutes of the Crowsnest Pass Senior Housing Board of December 7, 2023 as information.

**Executive Summary:**

Minutes of Internal Boards and Committees are provided to Mayor and Council at the subsequent meeting for Council's information.

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw

**Discussion:**

The Crowsnest Pass Senior Housing Board provides their minutes to keep Council apprised of activities involving Senior Housing.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[12-1 - December 2023.pdf](#)



## BOARD MEETING MINUTES

A special meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Thursday, December 7<sup>th</sup> at 10:00 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

### ATTENDEES

Susan Demchuk, Cathy Painter, Donna Stelmachovich, Marlene Ancil, Debi Ruzek, Dean Ward, Dave Filipuzzi, Shelley Price

### ABSENT:

Minutes recorded by Shelley Price

### 1. CALL TO ORDER

- 1.1 Debi Ruzek called the meeting to order at 9:58 a.m.

### 2. IN CAMERA

- 2.1 Motion #154/23 to go In Camera at 9:59 a.m. - Debi Ruzek – cd.
- 2.2 Motion #155/23 to come out of Camera at 10:47 a.m. - Dean Ward – cd.
- 2.3 Motion #156/23 to proceed with the advice of Legal Counsel, Dean Ward - cd.

### 3. ADJOURNMENT

- 3.1 Motion #157/23 to adjourn at 10:47a.m. - Dave Filipuzzi - cd

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Debi Ruzek – Board Chairperson



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 3.f

**Subject:** Minutes of the Crowsnest Pass Senior Housing Board of December 18, 2023

**Recommendation:** That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of December 18, 2023 as information.

**Executive Summary:**

Minutes of Internal Boards and Committees are provided to Mayor and Council at the subsequent meeting for Council's information.

**Relevant Council Direction, Policy or Bylaws:**

1041, 2020 Procedure Bylaw

**Discussion:**

The Crowsnest Pass Senior Housing Board provides their minutes to keep Council apprised of activities involving Senior Housing.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[12-2 - December 2023 .pdf](#)



## BOARD MEETING MINUTES December 18, 2023

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Tuesday, December 18, 2023 at 10:00 a.m. at Country Encounters in Coleman, Alberta.

**ATTENDEES:** Deb Ruzek: Board Chairperson, Donna Stelmachovich: Vice-Chairperson Dean Ward: Municipal Councillor, Shelley Price: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager, Susan Demchuk: Board Member, Cathy Painter: Board Member, Dave Filipuzzi: Municipal Councillor, Shannon Harker: HR, Diane Nuni

**ABSENT:**

Minutes recorded by Shannon Harker

1. **CALL TO ORDER**

- 1.1 Deb Ruzek called the meeting to order at 10:15 a.m. and it was determined that a quorum of directors was present.

2. **ADDITIONS/CHANGES TO AGENDA**

- 14.2 Addition to Camera

3. **APPROVAL OF AGENDA**

- 3.1 Motion #158/23 to approve the agenda as amended. — Dean Ward – cd.

4. **APPROVAL OF PRIOR MINUTES**

- 4.1 Motion #159/23 to approve the minutes of the meeting held November 27, 2023, as presented. – Cathy Painter – cd.

5. **BUSINESS ARISING FROM THE MINUTES**

None

6. **CORRESPONDENCE**

None

7. **MANAGEMENT REPORTS**

- 7.1 #160/23 Motion to approve the Report from Management as presented – Dean Ward – cd.  
7.2 #161/23 Motion to accept NEXTGEN quote for data management – Donna Stelmachovich – cd.

8. **FINANCIAL REPORTS**

- 8.1 #162/23 Motion to approve the Financial Reports as presented – Dean Ward – cd

**9. BOARD CHAIRPERSON REPORT**

9.1 January meeting will do elections for Board Chair and Co-Chair  
Board Chair to follow up with P2P Resident Association regarding fundraising for SCU as well  
require copy of bylaws for any change of name.

**10. OTHER BOARD REPORTS**

10.1 No Report

**11. OLD BUSINESS**

11.1 No Report

**12. DELEGATE**

12.1 None

**13. NEW BUSINESS**

13.1 CPSH board term and contact information updated to include cell phone numbers.

13.2 Policies

#163/23 Motion to approve 2.19 Medication Reconciliation as presented– Dean Ward – cd.

#164/23 Motion to approve 2.21 Medication Assistance – Level of care as presented – Dave  
Fillipuzzi – cd.

#165/23 Motion to approve 2.22 Medication Storage as presented – Marlene Ancil – cd.

#166/23 Motion to approve 2.29 Quality Improvement as presented – Marlene Ancil – cd.

#167/23 Motion to approve 2.30 Pharmacy Services – Pharmacy Medication Packaging/labelling  
as presented – Cathy Painter – cd.

#168/23 Motion to approve 2.31 Medication Review as presented – Donna Stelmachovic – cd.

#169/23 Motion to approve 5.04 Training and Education as presented – Dean Ward – cd.

13.3 #170/23 Motion to accept Rentokil's pest control quote – Dave Filipuzzi – cd.

13.4 Moved into Camera.

**14. IN CAMERA**

14.1 Motion #171/23 to go into camera 11:45 a.m. – Dean Ward – cd

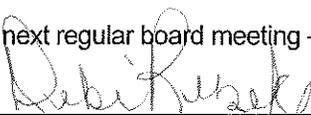
14.2 Motion #172/23 to come out of camera 12:04pm – Dave Filipuzzi – cd

- 14.3 Motion #173/23 to approve the new Recreational Therapy Assistant classification– Susan Demchuk – cd.  
14.4 Motion #174/23 to provide monetary Christmas gifts as discussed – Dean Ward – cd.

**15. ADJOURNMENT**

- 15.1 Motion #175/23 to adjourn at 12:05p.m. – Dave Filipuzzi - cd

The next regular board meeting – January 22, 2024 10:00 a.m.

  
Debi Ruzek – Board Chairperson

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## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 4.a

**Subject:** Minutes of the Council Meeting of January 23, 2024

**Recommendation:** That Council adopt the Minutes of the Council Meeting of January 23, 2024 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:**

[2024 01 23 Council Meeting Minutes.pdf](#)

**Municipality of Crowsnest Pass**

**Council Meeting Minutes**

**Tuesday, January 23, 2024**

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A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, January 23, 2024.

**Council Present:**

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

**Administration Present:**

Patrick Thomas, Chief Administrative Officer  
Kristin Ivey, Deputy Chief Administrative Officer  
Brian McCulloch, Director of Finance  
Laurie Lowe, Recording Secretary  
Bonnie Kawasaki, Executive Assistant

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

**Amendments:**

**Consent Agenda**

- a) CNP Food Bank - Coldest Night of the Year Sponsorship Request of January 11, 2024  
Move to Councillor Inquiries and Notice of Motion 10.a – Mayor Painter

**Additions:**

**Councillor Inquiries and Notice of Motion**

- b) Burning Policy 10.b – Councillor Sygutek
- c) Ministerial meetings in Edmonton 10.c – Councillor Ward
- d) Lowering of the Flag Policy 10.d – Councillor Ward

**01-2024-01-23:** Councillor Glavin moved to adopt the agenda as amended.

Carried

**CONSENT AGENDA**

None

**ADOPTION OF MINUTES**

**02-2024-01-23:** Councillor Girhiny moved to adopt the Minutes of the Special Budget Meeting of November 30, 2023 as presented.

Carried

**03-2024-01-23:** Councillor Ward moved to adopt the Minutes of the Council Meeting of January 16, 2024 as presented.

Carried

**PUBLIC HEARINGS**

None

**DELEGATIONS**

**Southwest Alberta Regional Search & Rescue Presentation - Andrew Fairhurst and Ryan Legroulx**

Andrew Fairhurst and Ryan Legroulx of the Southwest Alberta Search and Rescue were in attendance to present Council with information on their program and their expansion into the Crowsnest Pass.

**Dave Baines, NWP Coal - Update on the Regulatory Process for the NWP Crown Mountain Coking Coal Project**

Dave Baines, NWP Coal - was in attendance to present an update on the Regulatory Process for the NWP Crown Mountain Coking Coal Project.

**04-2024-01-23:** Councillor Sygutek moved that Council provide Dave Baines of NWP Coal a letter of support on behalf of the Municipality of Crowsnest Pass.

Carried

**REQUESTS FOR DECISION**

**Bylaw 1173, 2023 - Land Use Bylaw Amendment - Rezone a portion of Lot 1, Block 3, Plan 1911496, within the SE16-8-4-W5M, from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1 - First Reading**

**05-2024-01-23:** Councillor Girhiny moved first reading of Bylaw 1173, 2023 - Land Use Bylaw Amendment - Rezone a portion of Lot 1, Block 3, Plan 1911496, within the SE16-8-4-W5M, from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1.

Carried

**Bylaw 1175, 2023 - Land Use Bylaw Amendment - Rezone the lands legally described as a portion of Lot 14, Block 19, Plan 101 1620 from Retail Commercial C-1 to Residential R-1 - First Reading**

**06-2024-01-23:** Councillor Glavin moved first reading of Bylaw 1175, 2023 - Land Use Bylaw Amendment - Rezone the lands legally described as a portion of Lot 14, Block 19, Plan 101 1620 from Retail Commercial C-1 to Residential R-1.

Carried

**Service Areas Update**

**07-2024-01-23:** Councillor Kubik moved that Council accept the Service Areas Update for information.

Carried

**Downtown Bellevue Revitalization Tender Results**

**08-2024-01-23:** Councillor Filipuzzi moved that Council ratifies awarding the Downtown Bellevue Revitalization tender to East Butte Contracting and that Council moves to increase the project budget by an additional \$1,100,000.

Councillor Sygutek requested a recorded vote.

IN FAVOR: Councillors: Kubik, Filipuzzi, Glavin, Ward

OPPOSED: Mayor Painter, Councillors Sygutek, Girhiny

Carried

**Rural Municipalities of Alberta (RMA) Spring Convention Attendees**

**09-2024-01-23:** Councillor Sygutek moved that Council appoint Mayor Painter, Patrick Thomas, Chief Administrative Officer, Councillor Glavin and Councillor Kubik to attend the RMA Convention in Edmonton from March 18 - 20, 2024.

Carried

**COUNCIL MEMBER REPORTS**

- Councillor Sygutek
  - Attended the Library AGM with Councillor Glavin.
    - Library memberships and programming have doubled from 2022 to 2023.
    - Library hot spot boxes (portable Wi-Fi hubs) and onsite internet are being used regularly.
    - Because the Wi-Fi hubs were purchased with a grant, the library board may need to secure alternate funding to continue providing this service to the community.

- Councillor Ward
  - Attended the NJHL hockey game on Saturday.
    - Attendance was disappointing due to multiple community events at the same time.
- Mayor Painter
  - Attended the RMA Little Bow Zone 1 meeting of January 19.
    - Attended by MLAs McIver, Hunter, Sigurdson, and Wright.
    - Mr. McIver, presented re: Local Government Funding Framework funding, reassessment of industrial property, reassessment of farmland.
    - Mr. Hunter, presented re: water, 75% of Canada’s irrigated land in Southern AB
    - Paul McLauchlin, RMA President, presented re: 4.5 % of Canada’s boreal forest burned in 2023.
    - The Federation of Canadian Municipalities Conference is in Calgary June 6-9, 2024 – Council will consider attending, and discuss at an upcoming council meeting.

**PUBLIC INPUT PERIOD**

None

**COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

**CNP Food Bank - Coldest Night of the Year Sponsorship Request of January 11, 2024**

**10-2024-01-23:** Mayor Painter moved that Council support the Food bank as requested.

Defeated

**11-2024-01-23:** Mayor Painter moved that Council send a letter to the CNP Food Bank advising them that Council cannot waive fees and suggesting that the CNP Food Bank apply for funding through another source such as a Category 1 Grant, the Landfill Association or FCSS.

Carried

**MCNP Burning Policy**

**12-2024-01-23:** Councillor Sygutek moved that Administration create a policy for open burns within the boundaries of the Municipality of Crowsnest Pass.

Defeated

Mayor Painter directed that administration restrict issuing multiple burn permits at one time, consider weather conditions when issuing permits, and schedule time between permits.

**Ministerial Meeting in Edmonton**

Mayor Painter advised that he and Patrick Thomas, Chief Administrative Officer are meeting on January 24th with Minister Loewen regarding acquiring Crown lands for future development, campgrounds, and the Atlas Road and on January 25<sup>th</sup> meeting with Deputy Minister Stewart regarding Highway 3 twinning issues affecting our Municipality.

**Lowering of the Flag Policy**

**13-2024-01-23:** Councillor Ward moved that administration lower the building flags for five working days in respect of a retired two term councillor who recently passed.

Carried

**14-2024-01-23:** Councillor Ward moved that Administration review the policy on lowering of the flag.

Carried

**IN CAMERA**

**15-2024-01-23:** 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 9:50 pm:

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

Carried

**Reconvene**

Mayor Painter convened the In Camera meeting at 9:57pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

**16-2024-01-23:** Councillor Filipuzzi moved that Council come out of In Camera at 10:24 pm.

Carried

**17-2024-01-23:** Councillor Sygutek moved that council accept the offer from the owners of 2306-77th Street to purchase the adjacent lane to the south and west of their property, subject to conditions.

Carried

**ADJOURNMENT**

**18-2024-01-23:** Councillor Filipuzzi moved to adjourn the meeting at 10:25 pm.

Carried

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Blair Painter  
Mayor

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Patrick Thomas  
Chief Administrative Officer



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 5.a

**Subject:** Bylaw 1174, 2023 - Land Use Bylaw Amendment- Rezone the lands legally described as Lot 4, Block 1, Plan 991 0341 and Lot 1, Block 4, Plan 071 4095, within NW1/4 12-8-5-W5M, from respectively "Comprehensive Resort Village- CRV" and "Direct Control - DC-1" to "Non-Urban Commercial Recreation NUCR-1" - Public Hearing

**Recommendation:** That Council holds a public hearing and considers input received.

**Executive Summary:**

Bylaw 1174, 2023 proposes to rezone the subject properties to facilitate bringing the existing campground development into compliance with the land use bylaw, and provide opportunity to develop an additional 75 RV stalls in accordance with the provisions of the "Non-Urban Commercial Recreation - NUCR-1" land use district.

The proposed rezoning will enable the landowner to transform the seasonal RV campground into an all-season recreation resort as a "Campground" in the NUCR-1 district with RV / Park Model sites. The developer would have to apply for a development permit and provide a Comprehensive Site Development Plan. It is the developer's intent to apply for condominium subdivision in the future, which would allow the sale of the RV / cabin stalls.

**Relevant Council Direction, Policy or Bylaws:**

Section 692, Planning Bylaws, Municipal Government Act, RSA 2000, c M-26. (MGA)

Crowsnest Mountain Resort Area Structure Plan Bylaw 646, 2005 (to be repealed as part of this bylaw).

Land Use Bylaw No. 1165-2023

DP174/97

**Discussion:**

Public Hearing.

**Analysis of Alternatives:**

Public Hearing.

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED Bylaw 1174, 2023 - notice.docx](#)

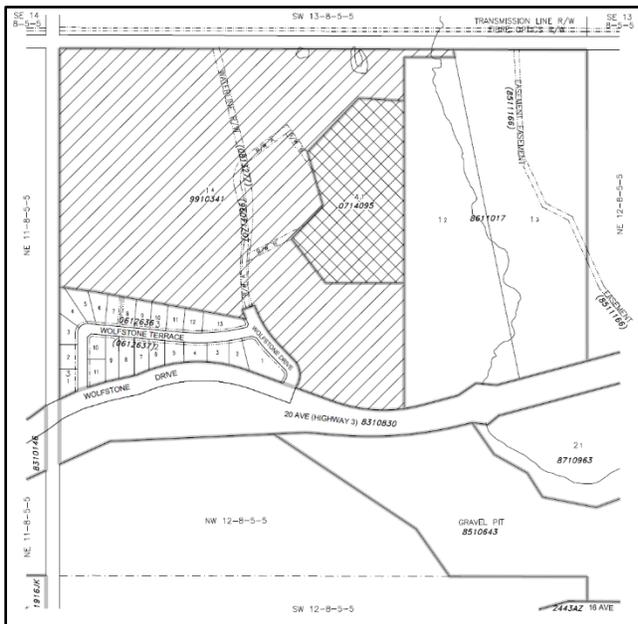
**NOTICE OF PUBLIC HEARING**  
**MUNICIPALITY OF CROWSNEST PASS**  
**IN THE PROVINCE OF ALBERTA**  
**PROPOSED BYLAW NO. 1174, 2023**

**7:00pm, February 6, 2024**  
**Municipality of Crowsnest Pass Council Chambers**  
**8502 – 19 Avenue, Coleman**

PURSUANT to sections 216.4, 606, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1174, 2023, being a bylaw to amend Bylaw No. 1165, 2023, being the municipal land use bylaw.

The purpose of Bylaw No. 1174, 2023 is to redesignate the lands legally described as Lot 4, Block 1, Plan 991 0341 and Lot 1, Block 4, Plan 071 4095, within NW¼ 12-8-5-W5M, containing ±23.3 ha (57.7 acres), as shown on Schedule 'A', from "Comprehensive Resort Village – CRV" and "Direct Control – DC-1", respectively, to "Non-Urban Commercial Recreation – NUCR-1". The subject lands are located in the Sentinel area and are known municipally as 100 Wolfstone Drive.

The purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the "Non-Urban Commercial Recreation – NUCR-1" land use district.



THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1174, 2023 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00pm on February 6, 2024. Each person shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos, or a written submission regarding the proposed bylaw should email:

Bonnie Kawasaki, Executive Assistant to the CAO at [bonnie.kawasaki@crowsnestpass.com](mailto:bonnie.kawasaki@crowsnestpass.com) with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on January 30, 2024. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

*For questions regarding the proposed Bylaw Amendment please contact the Development Officer by calling 403-562-8833 or emailing [development@crowsnestpass.com](mailto:development@crowsnestpass.com).*

**LAND USE DISTRICT REDESIGNATION**  
**SCHEDULE 'A'**

LOT 4, BLOCK 1, PLAN 9910341

FROM: Comprehensive Resort Village CRV  
 TO: Non-Urban Commercial Recreation NUCR-1

LOT 1, BLOCK 4, PLAN 0714095

FROM: Direct Control DC-1  
 TO: Non-Urban Commercial Recreation NUCR-1

WITHIN NW SEC 12, TWP 8, RGE 5, W5M

A copy of the proposed bylaw may be inspected at the municipal office during normal business hours.  
 DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 17<sup>th</sup> day of January 2024.



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 5.b

**Subject:** Bylaw 1176, 2023 - Land Use Bylaw Amendment - rezone the lands legally described as Lot 1, Block 1, Plan 991 0376 from Non-Urban Area NUA-1 to Non-Urban Commercial Recreation NUCR-1 - Public Hearing

**Recommendation:** That council hold a public hearing and consider input received.

**Executive Summary:**

Bylaw 1176, 2023 proposes to rezone an approximately seven-acre parcel from Non-Urban Area NUA-1 to Non-Urban Commercial Recreation NUCR-1 for the purpose of providing the opportunity to develop the lands as a resort (i.e. a discretionary use in the NUCR-1 district).

**Relevant Council Direction, Policy or Bylaws:**

Section 692, Planning Bylaws, Municipal Government Act, RSA 2000, c M-26. (MGA)

Land Use Bylaw No. 1165-2023

**Discussion:**

Public Hearing.

On January 16, 2024 council approved first reading of Bylaw 1176, 2023.

**Analysis of Alternatives:**

Public Hearing.

**Financial Impacts:**

N/A

**Attachments:**

FORMATTED Bylaw 1176, 2023 - notice.docx

2024 01 29 Betty and Don Maier.pdf

2024 01 29 DJ Montgomery.pdf

2024 01 29 Larry and Debi Ruzek.pdf

2024 01 30 Alan Donaldson.pdf

2024 01 30 Allan Truitt.pdf

2024 01 30 David Duffin.pdf

2024 01 29 Dale and Nancy Sprlak.pdf

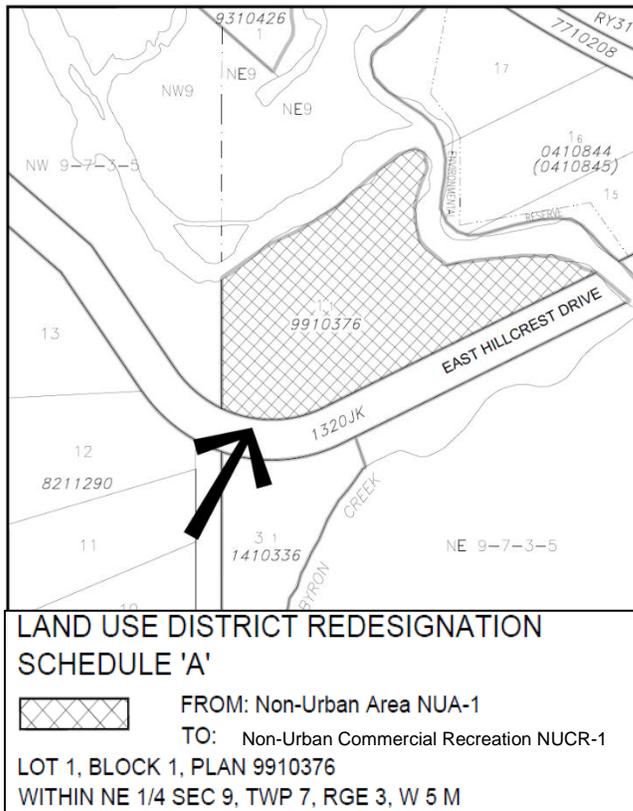
# NOTICE OF PUBLIC HEARING

## MUNICIPALITY OF CROWSNEST PASS IN THE PROVINCE OF ALBERTA PROPOSED BYLAW NO. 1176, 2023

**7:00pm, February 6, 2024**  
**Municipality of Crowsnest Pass Council Chambers**  
**8502 – 19 Avenue, Coleman**

PURSUANT to sections 216.4, 606, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1176, 2023, being a bylaw to amend Bylaw No. 1165, 2023, being the municipal land use bylaw.

The purpose of Bylaw No. 1176, 2023 is to redesignate the lands legally described as Lot 1, Block 1, Plan 991 0376, within NE¼ 9-7-3-W5M, containing ±2.7 ha (6.7 acres), as shown on Schedule 'A', from "Non-Urban Area – NUA-1" to "Non-Urban Commercial Recreation – NUCR-1". The subject lands are known municipally as 1719 East Hillcrest Drive.



The purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the "Non-Urban Commercial Recreation – NUCR-1" land use district.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1176, 2023 will be held in the Municipality of Crowsnest Pass Council Chambers at **7:00pm** on **February 6, 2024**. Each person shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at [bonnie.kawasaki@crowstownpass.com](mailto:bonnie.kawasaki@crowstownpass.com) with the bylaw number and public

hearing date clearly marked in the subject line no later than 12:00pm on January 30, 2024. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

*For questions regarding the proposed Bylaw Amendment please contact the Development Officer by calling 403-562-8833 or emailing [development@crowstownpass.com](mailto:development@crowstownpass.com).*

A copy of the proposed bylaw may be inspected at the municipal office during normal business hours.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 17th day of January, 2024.

RECEIVED

JAN 29 2024

MUNICIPALITY OF  
CROWSNEST PASS

**To: Bonnie Kawasaki**  
**Executive Assistant to the CAO**  
**Municipality of Crowsnest Pass**

**Written Submission for Proposed Bylaw 1176, 2023**

**From: Betty and Don Maier**  
**Civic Address: 1712 East Hillcrest Drive**  
**Hillcrest, Alberta**  
**Tax Roll Number: 3101399**

From: Betty and Don Maier  
Civic Address: 1712 East Hillcrest Drive, Hillcrest, Alberta  
Tax Roll Number: 3101399

To: Municipal District of Crowsnest Pass  
Mayor: Blair Painter  
Councillors: Dave Filipuzzi  
Glen Girhiny  
Doreen Glavin  
Vicki Kubik  
Lisa Sygutek  
Dean Ward

**SUBJECT: PROPOSED BYLAW NO. 1176, 2023**

**Redesignation of the lands legally described as Lot 1, Block 1, Plan 991 0376, within NE 1/4 9-7-3-W5M, containing +/- 2.7 ha (6.7 acres), as shown on Schedule A from Non-Urban Area - NUA-1 to Non-Urban Commercial Recreation - NUCR-1. The subject land are known municipally as 1719 East Hillcrest Drive.**

We are opposed to the above proposed bylaw and do not want the land in question to be changed to Non-Urban Commercial Recreation. We are deeply concerned that it will be granted approval.

The proposal states that it would be a high end resort for the purpose of retreats and vacation rentals including:

3 - 4 campsites  
2 - 3 mini cabins  
1 garage with suite  
recreation area

4 campsites with approximately 4 people per site would be 16 people.

3 mini cabins with approximately 4 people per site would be 12 people.

1 garage with suite would be approximately 4 people.

Recreation Area: What does this mean? Will they be renting to additional people to stay there? How many more people will this bring to the site?

Are they planning to licence their house as a AirB&B or a VRBO? How many more people would this bring to this location? Short term rentals have been noted across Canada to have a negative effect on the community and surrounding properties. Building houses and renting them out on a nightly basis is not home sharing, it is big business. It diverts resources from local communities to tax havens.

There would be a minimum of 32 people per day. Also, how many vehicles would be on site? Traffic congestion is inevitable. There would be vehicles coming and going at all hours of the day and night. The entrance to their site is close to the entrance to our yard as you can see from the Aerial Photo. Noise, pollution, garbage, and smell would also be issues. The river is close by and will there be an issue with sewage seeping into the water ruining the watershed? Also, there could be an issue with our well becoming polluted.

There is also the issue of the road. With more traffic, can the road be maintained properly? Will the Emergency and Fire vehicles be able to get through?

Allowing this development threatens our privacy. Trespassing would be another issue. We already have people trespassing through our yard and there would be a lot more if this development is approved. Theft should also be considered an issue. It creates an insurance liability that we should not have to deal with in order to live at this location.

#### Wildlife Corridor Disruption:

Our back yard is a treed hill. The wildlife live on it. We have seen a cougar, a moose with a baby, bears, and deer. There will be people (we see them now) walking in the trees. It is not fair to destroy their habitat. We will have people walking up the creek bed (Byron Creek) to find the "waterfall" up the valley which is non-existent. There would be many more of these people and it will destroy this virtually pristine area if this development is approved.

Changing the bylaw would also devalue our property. We bought it as a Non Urban lot and paid for it accordingly. If the Bylaw is approved the value of our location would revert to virtually zero. Who would want to live across the road from a resort?

It is our understanding that if the Bylaw is passed the applicant is responsible for complying with the "conditions" as set out in the agreement. This development is classified as Non Urban Commercial Recreation and as such they would require a Registered Water Licence approved by Alberta Environment. It is our understanding that there is moratorium on the issuing of new water licenses (See Attachment - Water Licences, Transfers, Allocation). How can the Municipal District even consider approving the Bylaw change when they know, in advance, that the applicant will not be able to comply?

We would like to extend our appreciation for your time spent on reviewing this important issue. We trust that when you vote on this re-zoning application, that you will recognize the long-term negative consequences to the people that live in this area.



Betty Maier



Don Maier



Search...

DONATE

 PUBLISHED: 07 SEPTEMBER 2023

# Water Licences, Transfers, and Allocation

In order to use or divert ground or surface water in Alberta, the province requires you to obtain a licence, under the Alberta Water Act [i]. The following section looks at how Alberta's water is governed, providing information on water licences, transfers, and allocation.

## What is a Water Licence?

A water licence is required for any individuals wanting to use or divert water in Alberta. From business to individual use, the regulations apply if one wishes to use ground or surface water. Since August 2006, portions of the South Saskatchewan River Basin have been closed [ii] to new water licence applications, except for First Nations, Water Conservation Objectives (WCO) [iii], and water storage projects (as per an Approved Water Management Plan). This moratorium on the issuing of new water licences has created Canada's first market-based system to transfer (trade) water licences.

Alberta's existing water transfer system currently allows for the re-distribution (trading) of water licences between different water users, under certain conditions. The current system has several public policy protections: a public review of every water transfer, the consideration of hydrological and third-party impacts for each transfer, and the opportunity for the province to hold back 10 per cent of the allocation for environmental in-stream purposes [iv].

There are some cases where a licence is not required, such as with statutory household use, traditional agriculture use (for original landowners, see Section 19 of the Water Act), firefighting, wells equipped with hand pumps, and alternate watering systems, which use surface water for grazing livestock and/or certain types of dugouts.

It is important to note that there are also a number of basins in southern Alberta that are closed to new water licences. Within these basins, tools available for the sharing of water are laid out in the Water Act.

## Transfer of a Water Allocation

Alberta's Water Act allows the transfer of the right to divert a volume of water from a source of water supply [v], under a certain priority. There is no physical transfer of water from the land. This type of transfer is voluntary, with a willing seller and willing buyer.

The Alberta government monitors this system through a number of control mechanisms. A transfer can only be considered where water is allocated under a licence and where an approved water management plan is in place that allows transfers, or through an order of the Lieutenant Governor in Council, which authorizes the ability to transfer. A transfer can be reviewed by the Alberta government, which can withhold a percentage of the transferred water. In response to comments from Albertans on the potential long-term impact on the basic requirements for water, the Water Act specifically states that the rights related to household purposes and registrations for traditional agricultural uses are not subject to the transfer provisions. These rights will always remain attached to the land.

Transfers can be permanent or temporary. With a temporary transfer, the transferred allocation reverts to the original licence after a specified time period. The government's holdback of up to 10 per cent of the water in an allocation transfer can remain in the natural water body or be held in a Water Conservation Objective licence and will not be available for reallocation for other uses. This holdback applies to permanent and temporary transfers of allocations.

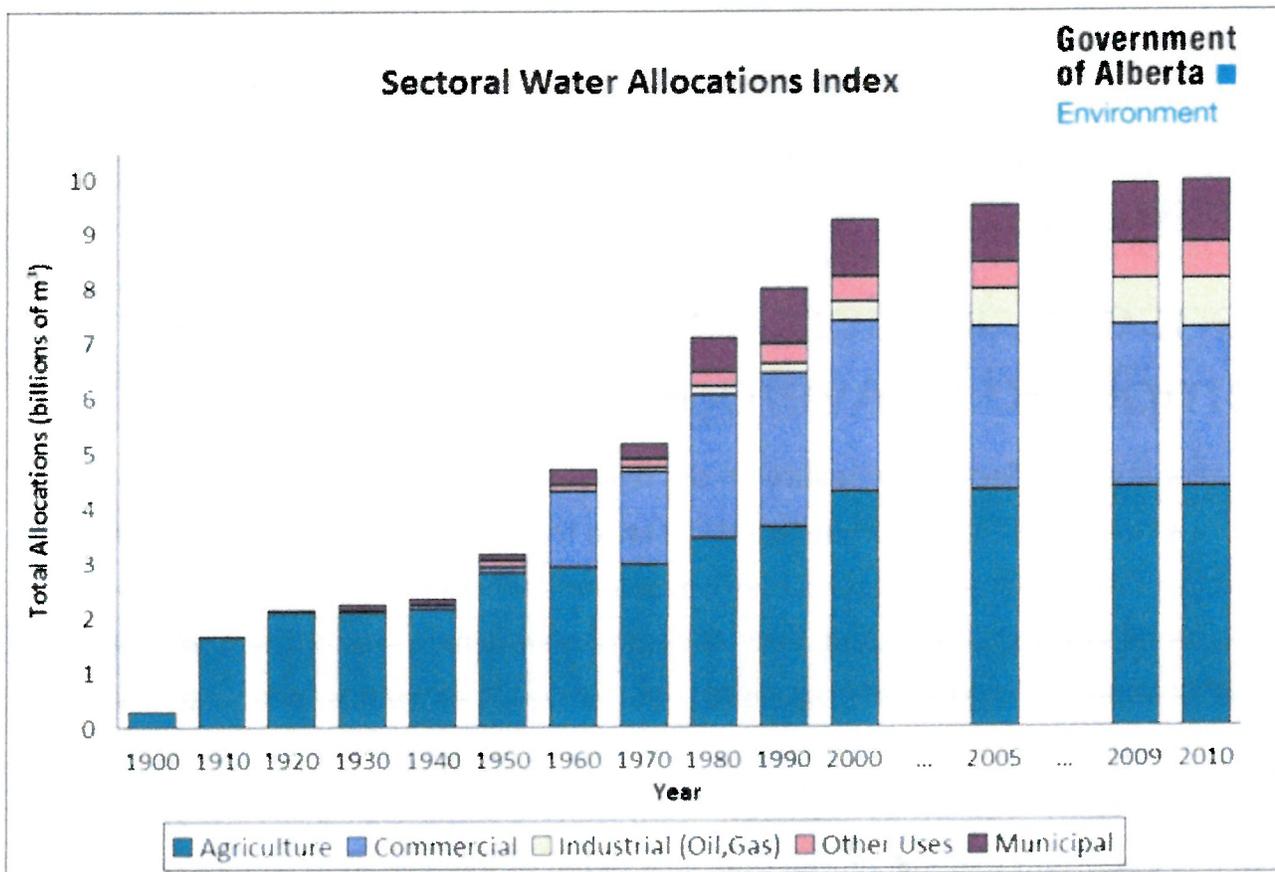
[Click here](#) for more information on the Administrative Guidelines for Transferring a Water Allocation.

*Note: the following information is based on material obtained from Government of Alberta sources available in 2013. As of May 2023, we are no longer able to find the original or updated material, but believe the information below may be of interest to you and worth retaining. Should you happen to find updated source material, please let us know. Should you be interested in seeing what source material we could find in 2023, see "Facts about water in Alberta" (2010) [vi].*

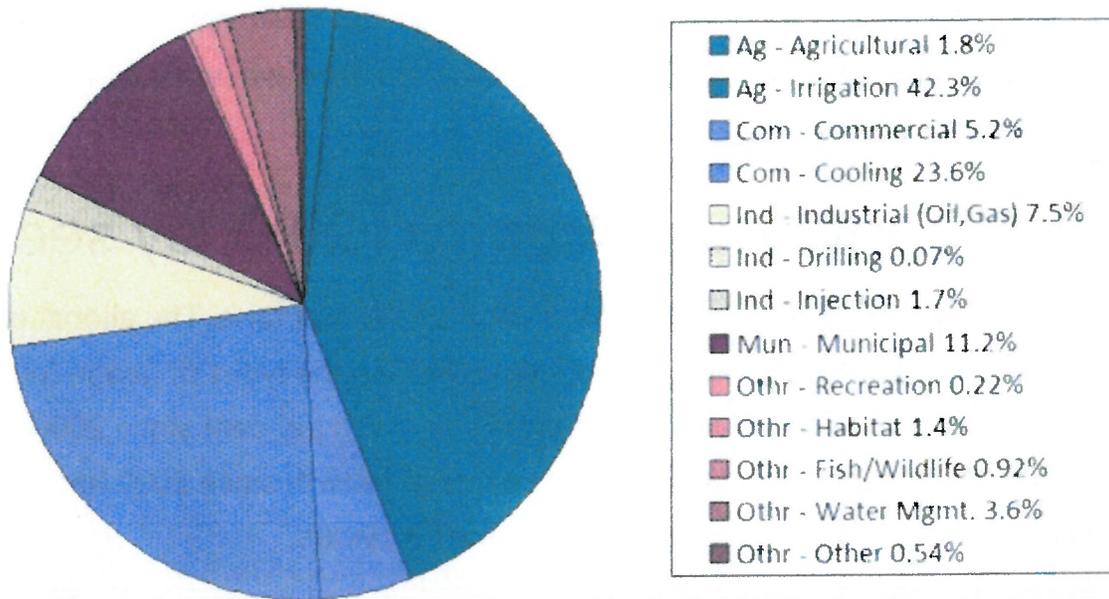
## Water Allocations in Alberta (2010, by sector)

This indicator shows the change in total water allocations over time. The allocation totals are broken down into the major sectors representing the types of usage for water in Alberta. Water allocations in Alberta have grown by seven per cent since 2000, surpassing 9.9 billion cubic metres by 2010. The rate of growth since 2000 has decreased slightly compared to the rate over the past 30 years.

Trend: Mixed; generally increasing provincially and across most sectors, but highly dependent upon individual river basin trends.



### 2010 Allocations in Additional Detail



For the breakdown of sectoral water allocations in each of Alberta’s major river basins, click on the basin of interest:

[Milk](#) – [South Saskatchewan](#) – [North Saskatchewan](#) – [Beaver](#) – [Athabasca](#) – [Peace/Slave](#) – [Hay](#)

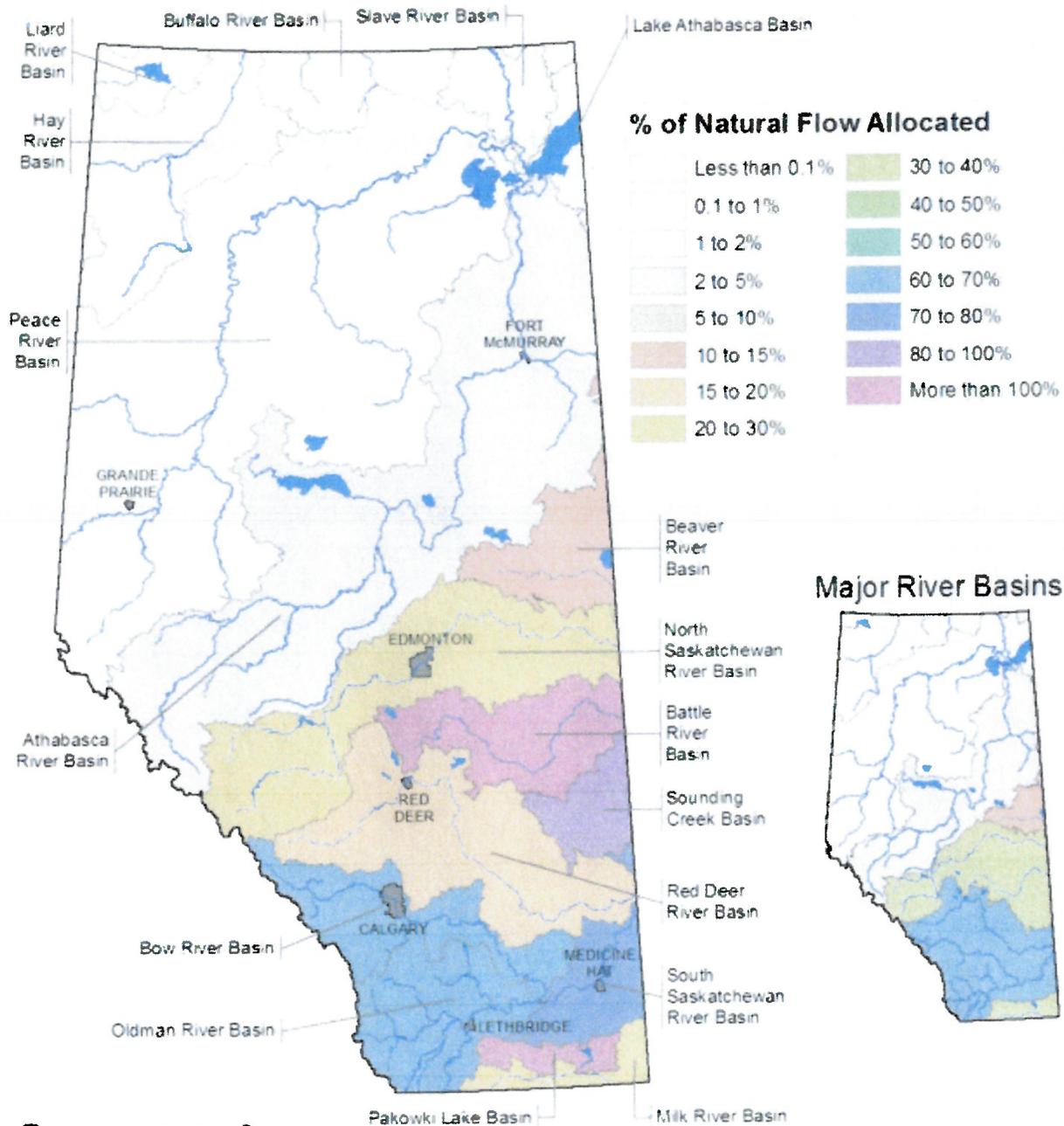
## Licence Allocations in 2010 by River Basin (compared to Average Natural Flow)

Water allocations reflect the pressure on our rivers, lakes, and aquifers to provide water for various human uses. By comparing this use to the natural flows available, managers can identify where water shortages may develop and where water conservation and improved efficiency should be pursued. Allocations are a measure of the maximum amount of water that has been granted for use. However, many licensed water users do not require their full allocation, and many return water back to the environment after it has been used. Managers must consider many factors in managing and conserving water. It is important to consider not only how much of the allocated water is actually being used, but also how it is being used.

This indicator shows the proportion of water allocated for various uses in each of Alberta's main sub-basins. Colour shading indicates how much water is allocated as a percentage of the natural flow in the river. The smaller map gives a broader overview of water allocation in Alberta's major river basins. Trend: Allocations increasing in most basins.

[Click here](#) to view the historical trend (maps of water allocations in 1900, 1930, 1960, 1990, and 2008).

# Licence Allocations in 2010 by River Basin Compared to Average Natural Flow



**Government of Alberta**  
Environment

Note that allocations do not represent actual water use - only the maximum amount that may be diverted under the terms of a license. The sum of total annual allocations only provides a general indication of relative pressures on water supplies that may occur. Please refer to the full text in the indicator for further explanation.

Source: Alberta Environment

At first glance, the Battle River basin appears to be over-allocated (more than 100 per cent); however, the basin contains a large license that returns most of the water that is

initially diverted, allowing for nearly all of the water to be reused or passed downstream. This is more clearly illustrated in the second map, which shows the consumptive portion of allocations that are contained in licences. Like the Battle, the amount of water consumed in other basins can be significantly less than the total allocation – indicating a substantial return flow component expected after the water is used.

Water allocation data is based on the water licences issued under the provincial Water Act. Flow data is collected by Alberta's hydrometric monitoring network, which consists of over 340 stations located throughout the province. Where the recorded flows are regulated or have large human consumption, the natural flows are reconstructed using sophisticated computations and flow models, or "flow naturalization techniques".

Please note that this measure does not apply to two small sub-basins in southeast Alberta. Pakowki Lake and Sounding Creek are "internal" drainage basins. As such, they only collect water and do not have an outflowing stream that can be measured in the same way as the other basins.

## How are Water Licenses Transferred?

A "temporary transfer" and a "permanent transfer" are two types of water allocation transfers. A temporary transfer refers to a licence transferring back to the original licence-holder from the transferee automatically upon a chosen date. The date when the allocation reverts to the original licence holder is recorded on the licence and no further action is required. A permanent transfer is when a new licence transfer remains in place. If needed, the licence can be transferred back through the application process.

A transfer can also occur where an approved water management plan or an Order of Cabinet provides for it. It is important to note that licences can only be transferred if the licence is considered to be "in good standing." This means the project described in the licence must explain all conditions and there must be no outstanding compliance issues. The government may apply up to a 10 per cent holdback of the water in an allocation transfer for a water conservation objective (WCO.)

*Disclaimer of Accuracy of Data – Although the data found on the Alberta WaterPortal has been produced and processed from sources believed to be reliable, no warranty,*

*expressed or implied, can be made regarding accuracy, adequacy, completeness, legality, reliability, or usefulness of any information.*

## Sources:

[i] Government of Alberta, n.d., Water Act. <https://open.alberta.ca/publications/w03>.

Accessed 2023-05-10.

[ii] Government of Alberta, 2007, Bow, Oldman and South Saskatchewan River Basin Water Allocation Order. [https://kings-printer.alberta.ca/1266.cfm?page=2007\\_171.cfm&leg\\_type=Regs&isbncln=9780779725748&display=html](https://kings-printer.alberta.ca/1266.cfm?page=2007_171.cfm&leg_type=Regs&isbncln=9780779725748&display=html).

Accessed 2023-05-10.

[iii] Government of Alberta, n.d., Water conservation objectives.

<https://www.alberta.ca/water-conservation-objectives.aspx>. Accessed 2023-05-10.

[iv] Government of Alberta, n.d., About environmental flows.

<https://www.alberta.ca/about-environmental-flows.aspx>. Accessed 2023-05-10.

[v] Government of Alberta, n.d., Water Allocation Transfer Under a Licence.

<https://www.alberta.ca/water-allocations-and-transfers.aspx#jumplinks-4>. Accessed

2023-05-10.

[vi] Government of Alberta, 2010, Facts about water in Alberta.

[https://open.alberta.ca/dataset/1832cd36-bbeb-4997-ae81-](https://open.alberta.ca/dataset/1832cd36-bbeb-4997-ae81-67d3eedfcfe5/resource/18a9d64b-bad8-413a-8c63-77a548ec9d88/download/4888138-2010-facts-about-water-in-alberta-2010-12.pdf)

[67d3eedfcfe5/resource/18a9d64b-bad8-413a-8c63-77a548ec9d88/download/4888138-2010-facts-about-water-in-alberta-2010-12.pdf](https://open.alberta.ca/dataset/1832cd36-bbeb-4997-ae81-67d3eedfcfe5/resource/18a9d64b-bad8-413a-8c63-77a548ec9d88/download/4888138-2010-facts-about-water-in-alberta-2010-12.pdf). Accessed 2023-05-11.

## ABOUT US

We are a charitable organization working closely with private, public, and other non-profit organizations, supported by industry and water experts.

605, 839 5th Ave. SW  
Calgary, AB T2P 3C8

# NOTICE OF PUBLIC HEARING

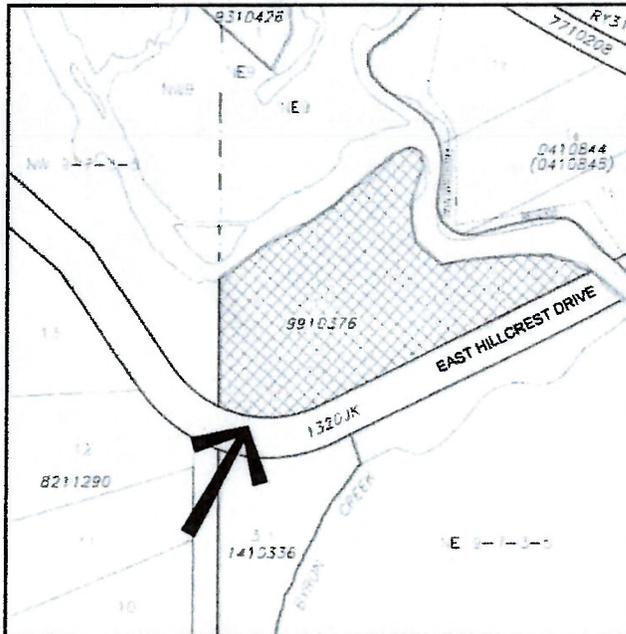
MUNICIPALITY OF CROWSNEST PASS  
IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1176, 2023

7:00pm, February 6, 2024  
Municipality of Crowsnest Pass Council Chambers

PURSUANT to sections 216.4, 606, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1176, 2023, being a bylaw to amend Bylaw No. 1165, 2023, being the municipal land use bylaw.

The purpose of Bylaw No. 1176, 2023 is to redesignate the lands legally described as Lot 1, Block 1, Plan 991 0376, within NE¼ 9-7-3-W5M, containing ±2.7 ha (6.7 acres), as shown on Schedule 'A', from "Non-Urban Area – NUA-1" to "Non-Urban Commercial Recreation – NUCR-1". The subject lands are known municipally as 1719 East Hillcrest Drive.



## LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Non-Urban Area NUA-1

TO: Non-Urban Commercial Recreation NUCR-1

LOT 1, BLOCK 1, PLAN 9910376

WITHIN NE 1/4 SEC 9, TWP 7, RGE 3, W 5 M

The purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the "Non-Urban Commercial Recreation – NUCR-1" land use district.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1176, 2023 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00pm on February 6, 2024. Each person shall be allotted 5 minutes to present their position.

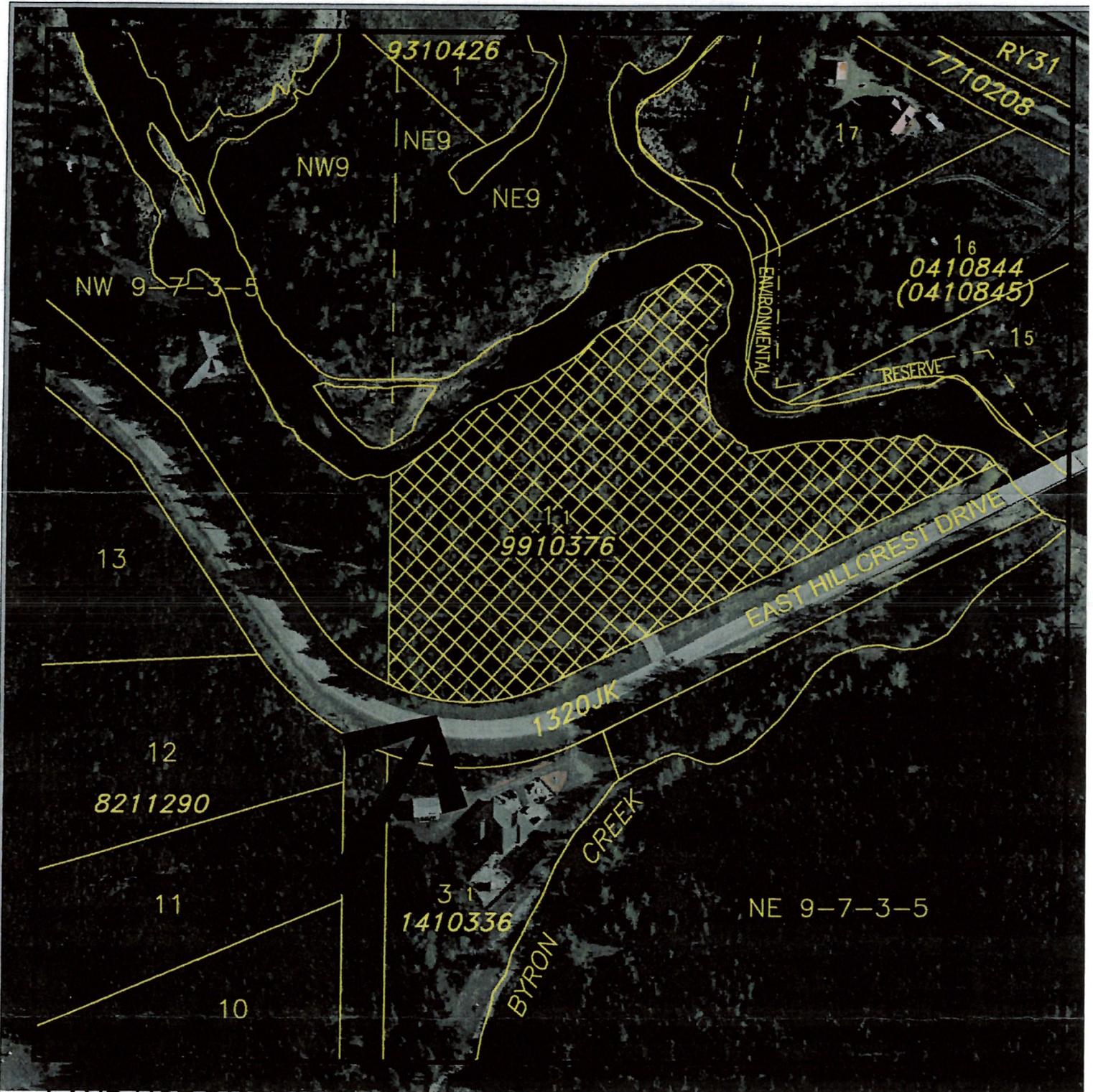
AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at

[bonnie.kawasaki@crowsnestpass.com](mailto:bonnie.kawasaki@crowsnestpass.com) with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on January 30, 2024. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

*For questions regarding the proposed Bylaw Amendment please contact the Development Officer by calling 403-562-8833 or emailing [development@crowsnestpass.com](mailto:development@crowsnestpass.com).*

A copy of the proposed bylaw may be inspected at the municipal office during normal business hours.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 17th day of January, 2024.



**LAND USE DISTRICT REDESIGNATION  
SCHEDULE 'A'**

Aerial Photo Date: May 19, 2021



**FROM: Non-Urban Area NUA-1  
TO: Non-Urban Commercial Recreation NUCR-1**

**LOT 1, BLOCK 1, PLAN 9910376  
WITHIN NE 1/4 SEC 9, TWP 7, RGE 3, W 5 M  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: JANUARY 3, 2024**

**Bylaw #:** 1176, 2023  
**Date:** \_\_\_\_\_



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

🗑️ Enjoying this page? Consider supporting us with just \$1 to keep it running.

PROPOSED BYLAW #1176-2023 <sup>Donate</sup> × PUBLIC HEARING Feb 6 / 24

When you drive from highway 3 along East Hillcrest Drive, the only thing you see are until reaching Hillcrest are houses with the exception of Adanac Adventures and the Greenhouse which have been here for decades. They are all situated on one land designation, Group Country Residential which everyone is familiar with and is self explanatory. There is absolutely no valid reason to be throwing a campsite or a self described Highend Resort amongst this exclusive residential area that will not provide any beneficial use or amenities to the area or motoring public as it would be strickly private. The location of a camping and recreation area mere metres from 2 residences should not even be thought of or considered. The one biggest issue to consider is that of water usage which i believe cannot be accessed from the current residential well as is the Crowsnest RV campground at Sentinal. The other is of course sewage disposal which is doubtfully to be introduced into the present resential septic field. This area is right above a huge aquifer.

D. D. MCATGOMERY  
1726 E HILLCREST DR

177 words ▾

Re: Proposed Bylaw No: 1176-2023  
Public Hearing Feb.6, 2024

In reference to notice of Jan.18,2024 regarding the above bylaw,please be advised that we the undersigned are opposed to the rezoning of parcel of land Known as Lot1,Block1,Plan 991-0376 within NE 1/4 9-7-3 W5M,1719 East Hillcrest Drive.

The following are our concerns:

#### Environmental Concerns

The attached map of this existing parcel of land shows a Flood Line which no building can take place thus limiting the overall useable land that can be used.

There is also the issue of available land for development due to the existing septic field which requires a set backs,please see attached

You will notice on the map that there is a Mine shaft in the south end of the property,which presents challenges for further development as there is sulphur Run off during the Spring that comes up from this mine shaft.

With the Property setbacks and the other issues on the land the overall available land is limited for any further development.

Water supply is definitely a concern as we have already seen a decline in the water table that last few years and the future is definitely concerning. The existing water well will not be efficient to supply this proposed development. It is also noted that any commercial development requires a water permit and according to Alberta Environment permits are not being issued.

There is the concern of increased traffic ,especially during the warmer months as we have seen high volumes due to the camping sites up the Adanac and the Provincial Park .

There is already two existing campground,cabin businesses with 1 km.of this proposed rezoning ,which already contribute to the high volume of traffic ,noise, not to mention the privacy and security issues that are of great concerns of the

adjacent neighbours.

It has been reported all across Canada that Short Term Rentals have a negative effect on surrounding properties,with increased partying and noise .

Concerns on the value of our existing property will be effected accordingly to Real Estate Agents.

There are two existing campgrounds/cabins businesses within 1km of this proposed rezone ,and we feel that this proposed development would negatively affect the adjacent residents as there is already issues of traffic ,privacy ,noise with theses existing sites.

1. Adanac Cabins

2. Crowsnest Campground

We feel that we were mislead my our neighbours as to what there original intent was when they build their beautiful home, we were told it was a weekend home for them and their family to enjoy ,but after attending a meet and greet on Jan.6 2024 with the surrounding neighbours it was obvious that they had different ideas as all the rooms had there own bathroom facilities and each room was equipped with keypad locks for separate entrance indicating that this home was built to be a rental vacation home,and now they are applying to rezone this property for further recreation development.

Such a development will be harmful to the wildlife habitat in this area, something we should all do our best to preserve.

This proposed development and rezoning will unduly and negatively affect our usage and enjoyment of our property.

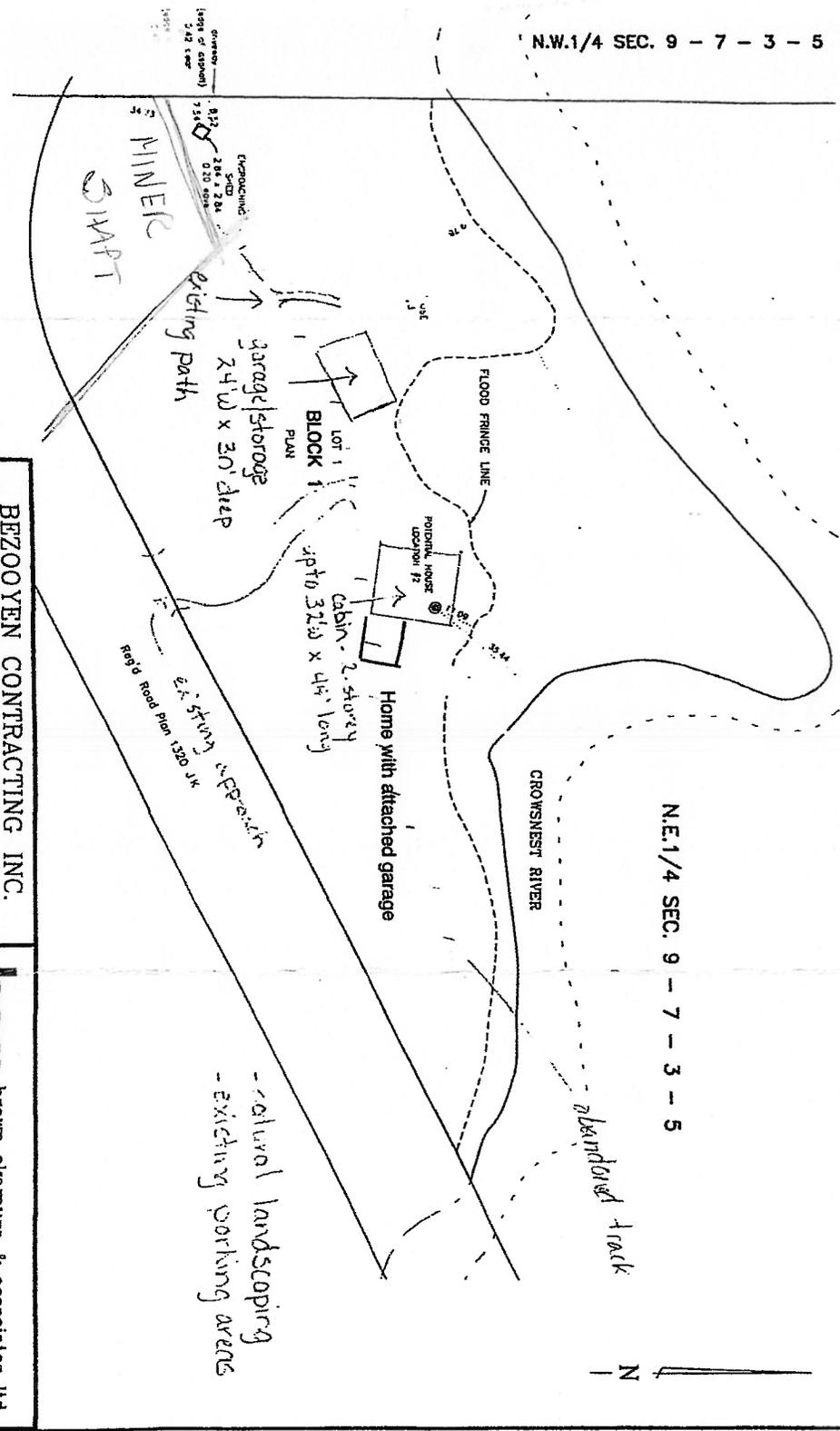
Hopefully our concerns will be considered in your decision making in this matter.

Thank you



N.W.1/4 SEC. 9 - 7 - 3 - 5

N.E.1/4 SEC. 9 - 7 - 3 - 5



- natural landscaping  
 - existing parking areas

**BEZOYEN CONTRACTING INC.**  
 SKETCH PLAN SHOWING POTENTIAL HOUSE LOCATIONS  
 within  
 LOT 1, BLOCK 1, PLAN 991 0376  
 within  
 N.E.1/4 SEC.9, TWP. 7, RGE. 3, W.5. M.  
 1719 EAST HILLCREST DRIVE, MUNICIPALITY OF CROWNEST PASS

		brown okamura & associates ltd. Professional Surveyors 2320 - 12 Avenue Road, Linnvale, Alberta	
		APPROVED	IC Penner, A.L.S.
DRAWN	MJ	DATE	NOV 4/21
CHECKED	TCP	JOB	12525
SCALE	1:1000	DRAWING	12525SR-1

## PART 8 - GENERAL SOIL-BASED TREATMENT

Appendix A

Appendix B

Part 1  
Article

### 8.2.1.11. Monitoring Effluent Ponding Depth

- 1) To facilitate monitoring of the *soil-based treatment system*, each *weeping lateral trench* shall be equipped with a method of evaluating the ponding depth within the length of the *weeping lateral trenches*.<sup>1</sup>

<sup>1</sup> Note: Sentence (1) – See Appendix B-8.2.1.11.(1)

### 8.2.1.12. Treatment Field Layout

- 1) The geometry of the *treatment field* layout shall consider the *linear loading* rates set out in this Standard, or shall be determined by calculation of *groundwater mounding* impacts to ensure that the cumulative loading from numerous trenches does not exceed the capacity of the *soil* to transmit the *effluent* away from the weeping lateral trenches.

### 8.2.1.13. Fine Textured Soil Restriction

- 1) A *treatment field* shall not be installed on soils that have an *effluent hydraulic loading rate* of less than 9.80 L per square metre (0.2 Imp. gal. per sq. ft.) per day.

## 3.2.2. Treatment Fields — Prescriptive Requirements and Installation Standards

### 3.2.2.1. Separation Distances

- 1) A *treatment field*, measured from any part of a *weeping lateral trench*, shall not be located within
  - a) 15 m (50 ft.) of a *water source* or *water well*;
  - b) 100 m (330 ft.) of a licensed municipal *water well*;
  - c) 15 m (50 ft.) of a *water course*, except as provided in Article 2.1.2.4;
  - d) 1.5 m (5 ft.) of a *property line*;
  - e) 10 m (33 ft.) of a basement, cellar, or crawl space;<sup>1</sup>
  - f) 1 m (3.25 ft.) of a *building* that does not have a permanent foundation;
  - g) 5 m (17 ft.) of a *building* that has a permanent foundation but does not have a basement, cellar, or crawl space; and
  - h) 5 m (17 ft.) from a *septic tank* or *packaged sewage treatment plant*.

<sup>1</sup> Note: Clause (1)(d) — The 10 m (33 ft.) requirement to a basement, cellar, or crawl space is intended to protect excavations below grade from accumulating migrating effluent. A crawl space that is not below grade, or where the level of the ground surface at the soil-based treatment area is below the level of the crawl space, the separation required is 5 m (17 ft.) clearance, as it can be treated as a building without a basement.

RECEIVED

JAN 30 2024

MUNICIPALITY OF

**ALAN (LANNIE) DONALDSON**

1723 Est Hillcrest Dr [REDACTED] | tax roll # 3101497/ [REDACTED]

**January 28, 2024**

Bonnie Kawasaki  
Executive Assistant to the CAO  
Municipality of the Crowsnest Pass  
8502-19 Ave.  
Coleman, AB  
T0K 0E0

**Dear Bonnie Kawasaki**  
**Executive Assistant to the CAO:**

I have received the notice of intention bylaw no. 1176, 2023 to redesignate the zoning from a Non-Urban Area to Non-Urban Commercial Recreation. The land requesting the redesignation is Lot 1, Block 1, Plan 9910376. Civic address is 1719 East Hillcrest Drive which is adjacent to my property.

The amount of time that is allotted for a written submission is not reasonable considering the monumental change in lifestyle this redesignation would impact my family with.

The rezoning would have absolutely no positive effects for my family or property.

The rezoning implications would negatively impact my family and property in the following ways.

- I have spoken to a real estate professional and this rezoning will have a large negative impact on the property value.
- When I purchased this land, I did so because the zoning matched the wants and needs I was looking to fulfill. There is no way residential zoning should be changed to accommodate a commercial business after we have invested our life savings in the area.

- The rezoning application is for the use of cabins and campsites which have no business being in an area which current residents did not count on. People buy in the area as they believe the zoning will stay the same and should guarantee a certain standard in the neighborhood.
- The commercial zoning beside the river will impact fish, wildlife and vegetation poorly.
- The larger volumes of garbage, litter and the presence of outhouses will drastically increase the occurrence of problem bears and other nuisance wildlife which will affect the safety of adjacent properties.
- Loss of Visual aesthetics with a commercial site in a country residential setting.
- Much higher volumes of vehicular and pedestrian traffic in the area. We currently have a problem with ATV's breaking bylaws by using the roads to get back into the forestry. This is sure to increase with the commercial camping, cabins and short-term rentals that the intended rezoning is hoping to accommodate.
- A large concern is that once we have one commercial venture on Hillcrest drive other residential properties in the immediate vicinity will also be at risk for rezoning from residential to commercial.
- The additional revenue from rezoning of the property will be negated by the decrease in neighboring property values for the MD of Crowsnest Pass.
- The area because of its proximity to the Crowsnest River already has big problems with trespassing which will undoubtedly increase and include the addition of dogs, cats and clientele etc.
- Our area is experiencing severe water shortages and the additional pressure on the neighborhood aquifer should be kept to a minimum and a commercial entity added on is poor community planning at best.
- We went through something similar not long ago. We banned the use of acreages for camp sites. This request is asking for the rezoning and if the rezoning from a non-urban area to non-urban commercial goes through, I get to look at a bunch of people camping in trailers and cabins???. Same issue of campsites on acreages? The whole idea of rezoning a residential area to commercial to accommodate camping and cabins etc. is incredibly irresponsible to consider.

Best Regards,

  
Alan Donaldson



January 18, 2024

DONALDSON, ALAN

[REDACTED]

RECEIVED

JAN 30 2024

MUNICIPALITY OF  
CROWSNEST PASS

*Recd  
Jan. 24 / 24*

**RE: TAX ROLL# 3101497      CIVIC ADDRESS: 1723 EAST HILLCREST DR**

You are receiving the attached notice as you are considered an adjacent landowner to a **proposed Bylaw** within the Municipality of Crowsnest Pass.

If you have any questions regarding the notice, please contact our development department at [development@crowsnestpass.com](mailto:development@crowsnestpass.com) or by calling reception at 403-562-8833.

Sincerely,

Katherine Mertz

Development Officer

RECEIVED

JAN 30 2024

MUNICIPALITY OF  
CROWSNEST PASS

January 29, 2024

Bonnie Kawasaki  
Municipality of Crowsnest Pass  
8502-19 Ave.  
Coleman, AB  
T0K 0E0

Re: My property at 1735 East Hillcrest Drive

I have not actually received a copy of the bylaw 1176, 2023 yet, and think it is unrealistic short notice for such an undertaking. My property is approximately 100 feet from the property that wants to be redesignated from non-urban area, NUA-1 to Non-Urban Commercial Recreation NUCR-1. The address is 1719 east Hillcrest dr.

I am against this rezoning as it will bring nothing but harm to the area.

I have owned my property since about 1970 and have always loved the peace and tranquility that it offers. I can't understand why our MD would even consider a change in zoning that would do so much harm to the area.

The rezoning will lower the value of my property and I don't want to look at the eyesore of a commercial operation beside my property. I have a problem with trespassers now and it will become worse with the addition of a commercial property beside me. It will become a problem for the wildlife in the area that is important to me. There are many people already using the river and with a commercial operation so close to the river it will put even more stress on the wildlife and fish. The amount of policing will need to increase dramatically with the campers and ATV's that are always are going up and down the road from the area. I don't want all the extra traffic around here that a commercially zoned area brings. Campers and cabins on a small parcel of land is too much for this residentially zoned area. I have concerns that once one place is zoned commercial when does it stop?

Do not rezone this property to commercial recreation. The Bellevue campground doesn't ever fill up so if someone wants to camp send them that way.

Sincerely

Allan Truitt



## Bonnie Kawasaki

---

**From:** [REDACTED]  
**Sent:** January 30, 2024 11:50 AM  
**To:** Bonnie Kawasaki  
**Cc:** Lannie Donaldson; Charlene Duffin; Sue Visser  
**Subject:** Feb 6 2024 Council Meeting / Bylaw 1176 2023

Dear Councillors:

Re: Proposed Bylaw 1176, 2023 — Non-Urban Commercial

Please do not approve this land redesignation.

I own the property adjoining the subject lands directly across the river. The natural character and atmosphere of my property would be completely changed — and not for the better — by having a campground mere yards away.

Wildlife (deer, bears, cougar, wild turkey) is commonplace on my property, contributing greatly to my family's enjoyment. These animals would doubtless disappear if this bylaw received your approval.

East Hillcrest Drive, across the railroad tracks from the municipal gravel pit area, is now one of the most pleasant and quiet areas in the Pass. A wonderful drive. I'd hate to see my part of it changed with the grossly altered view, increased traffic, and noise that this commercial designation would bring.

Kindly VOTE NO !!!

Many thanks.

---

**David Duffin** *PhD PEng*

1727 E Hillcrest Dr.  
Crowsnest Pass, Alberta



ATT: Bonnie Kawaski

Municipal Bylaw

1176-2023

for feeb/2024.

in regards to  
Bozoyen zone  
changing - lot 1  
Plan 9910376  
from Dale & Nancy Sprlak  
1709 E Hillcrest DR.

Jan 27/2024

Attention: Bonnie Kawaski, or whom it concerns to;  
- Municipal Bylaw # 1176-2023 for Feb 6th/2024.  
in regards to "Bozopen zone" changing lot 1 plan  
9910376.

Respectfully,  
Dale & Nancy Spalak

It has come to our attention that the land (Lot 1 Plan 9910376) Bozoyen land is under review to transform in a Commercial Recreation Land. Mr + Mrs Bozoyen have a proposal to plan and develop cabins, RV's and other structures on this land.

We reside at 1709 E Hillcrest Dr. just up the road from the Bozoyen property. We already have the noise from Adanac Adventures Campsite, and also Spring Break greenhouse. We also have July to October weddings held at the Greenhouse, to the extent we can hear the music, thumping and the base included all hours of the night. Noise complaints have been made to the new owners. So, with that being said, we have high traffic, noise, issues, from the campsite & greenhouse.

weddings. lots of fishing and public use already happens along the river/bridge. This road is extremely narrow, with no shoulders, and often used as a speed track. I feel by allowing this would create more congestion into the area with very limited parking. Multiple people as well as families use this road, for walking, horseback riding, biking ect. Also during the summer means our traffic increases up the Adanac as well, for campers.

There are numerous wildlife crossing the road anytime of the day. More people means more garbage is created, what about all the water. all the acreages in the area are on wells. where is the extra water coming from? what about sewer, parking ect for this

highend campground. No thanks!  
We pay enough taxes to have a quiet rural  
acreage, not more people living in a highend  
campground next to us.

- We totally "disagree" to this zone change.  
Please kindly take note, that we did not  
receive a letter from the town in regards this  
change was in review.

Respectfully,

  
Nancy J. Spelak



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 5.c

**Subject:** Bylaw No. 1178, 2024 – Fees, Rates and Charges Bylaw Amendment - Occupancy and Completion Certificate - Public Hearing

**Recommendation:** That Council hold a public hearing for Bylaw 1178, 2024.

**Executive Summary:**

Bylaw 1178, 2024 proposes to establish an application fee for an "Occupancy and Completion Certificate" issued by the Municipality when a person applies for an Occupancy and Completion Certificate for new construction, relocation, partial demolition, alteration or a change of occupancy classification. The purpose of the Occupancy and Completion certificate is to verify that the development is complete in all respects, i.e. development permit conditions have been completed, Safety Codes Permits have been closed, civic addressing has been assigned and attached to the building, development agreement conditions have been completed, municipal and franchise utility accounts have been created, etc.

A public hearing for Bylaw 1179, 2024, being a bylaw to amend Bylaw No. 946, 2016 the municipal Safety Codes Permit Bylaw, is also scheduled on the February 06, 2024 Council agenda, and is associated with Bylaw 1178, 2024.

**Relevant Council Direction, Policy or Bylaws:**

Section 216.4 Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

**Discussion:**

Public hearing.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[Bylaw 1178, 2024 and Bylaw 1179, 2024 - public hearing notification.docx](#)

**NOTICE OF PUBLIC HEARING**  
**MUNICIPALITY OF CROWSNEST PASS**  
**IN THE PROVINCE OF ALBERTA**  
**PROPOSED BYLAW NO. 1178, 2024 AND BYLAW NO. 1179, 2024**

**7:00 PM, February 06, 2024**  
**Municipality of Crowsnest Pass Council Chambers**  
**8502 – 19 Avenue, Coleman**

PURSUANT to sections 8, 216.4 and 606 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1178, 2024 and Bylaw No. 1179, 2024, respectively being bylaws to amend Bylaw No. 1140, 2023, being the municipal Fees Rates and Charges Bylaw, and Bylaw No. 946, 2016, being the municipal Safety Codes Permit Bylaw.

The purpose of Bylaw No. 1178, 2024 is to establish a fee in connection with an application for an occupancy and completion certificate, and the purpose of Bylaw No. 1179, 2024 is to provide for a process whereby the owner or contractor of a new construction project must be made aware of their responsibility to apply to the Municipality for an occupancy and completion certificate prior to occupying the new building.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1178, 2024 and Bylaw No. 1179, 2024 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00 PM on February 06, 2024. Persons wishing to speak to the bylaw shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at [bonnie.kawasaki@crowstownpass.com](mailto:bonnie.kawasaki@crowstownpass.com) no later than 12:00PM on January 30, 2024. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

*For questions regarding the proposed Bylaw Amendments please contact the Development Officer by calling 403-562-8833 or emailing [development@crowstownpass.com](mailto:development@crowstownpass.com).*

The proposed bylaws may be inspected at the municipal office during normal business hours.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta, January 17, 2024.



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 5.d

**Subject:** Bylaw 1179, 2024 - Safety Codes Permit Bylaw Amendment re. Occupancy Authorization - Public Hearing

**Recommendation:** That Council hold a public hearing for Bylaw 1179, 2024.

**Executive Summary:**

Bylaw 1179, 2024 proposes to establish a process for a person to apply for an "Occupancy and Completion Certificate" issued by the Municipality for new construction, relocation, partial demolition, alteration or a change of occupancy classification. The purpose of the Occupancy and Completion certificate is to verify that the development is complete in all respects, i.e. development permit conditions have been completed, Safety Codes Permits have been closed, civic addressing has been assigned and attached to the building, development agreement conditions have been completed, municipal and franchise utility accounts have been created, etc.

A public hearing for Bylaw 1178, 2024, being a bylaw to amend Bylaw No. 1140, 2023 the municipal Fees Rates and Charges Bylaw, is also scheduled on the February 06, 2024 Council agenda, and is associated with Bylaw 1179, 2024.

**Relevant Council Direction, Policy or Bylaws:**

Section 216.4 Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

**Discussion:**

Public hearing.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[Bylaw 1179, 2024 and Bylaw 1178, 2024 - public hearing notification.pdf](#)

**NOTICE OF PUBLIC HEARING**  
**MUNICIPALITY OF CROWSNEST PASS**  
**IN THE PROVINCE OF ALBERTA**  
**PROPOSED BYLAW NO. 1178, 2024 AND BYLAW NO. 1179, 2024**

**7:00 PM, February 06, 2024**  
**Municipality of Crowsnest Pass Council Chambers**  
**8502 – 19 Avenue, Coleman**

PURSUANT to sections 8, 216.4 and 606 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1178, 2024 and Bylaw No. 1179, 2024, respectively being bylaws to amend Bylaw No. 1140, 2023, being the municipal Fees Rates and Charges Bylaw, and Bylaw No. 946, 2016, being the municipal Safety Codes Permit Bylaw.

The purpose of Bylaw No. 1178, 2024 is to establish a fee in connection with an application for an occupancy and completion certificate, and the purpose of Bylaw No. 1179, 2024 is to provide for a process whereby the owner or contractor of a new construction project must be made aware of their responsibility to apply to the Municipality for an occupancy and completion certificate prior to occupying the new building.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1178, 2024 and Bylaw No. 1179, 2024 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00 PM on February 06, 2024. Persons wishing to speak to the bylaw shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at [bonnie.kawasaki@crowstownpass.com](mailto:bonnie.kawasaki@crowstownpass.com) no later than 12:00PM on January 30, 2024. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

*For questions regarding the proposed Bylaw Amendments please contact the Development Officer by calling 403-562-8833 or emailing [development@crowstownpass.com](mailto:development@crowstownpass.com).*

The proposed bylaws may be inspected at the municipal office during normal business hours.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta, January 17, 2024.



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 7.a

**Subject:** Bylaw 1170, 2023 Road Closure - First Reading

**Recommendation:** That Council give first reading to Bylaw 1170, 2023.

**Executive Summary:**

Bylaw 1170, 2023 proposes the closure of an Unnamed Road and Lane in Bellevue. A subdivision application has been made to consolidate the closed road portions with adjacent properties as part of a land acquisition in association with the Bellevue Main Street upgrade project.

**Relevant Council Direction, Policy or Bylaws:**

Sections 22 and 216.4 of the Municipal Government Act.

**Discussion:**

The Municipality is purchasing a portion of Lot A, Block 5, Plan 6099AQ for the Bellevue Mainstreet upgrade project and in turn selling a portion of the road allowance and lane to the owners of Lot A and Lots 17-19, Block 5, Plan 6099AQ.

Once a public hearing has been held and Council determined that it wishes to proceed with the proposed road closure, the proposed bylaw will be forwarded to the Minister of Transportation and Economic Corridors for approval, before it would come back to Council for consideration of second and third readings. After the final closure of the road portion, a new certificate of title will be issued by the Land Titles Office, which the applicant then would have to consolidate with their property through a subdivision application. The closed road portion does not have a zoning designation and will assume the land use district it consolidates into.

**Analysis of Alternatives:**

1. Council may proceed with first reading of Bylaw 1170, 2023, and schedule a public hearing.
2. Council may defer first reading of Bylaw 1170, 2023 and outline what additional information they

would like to see with reconsideration.

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED Bylaw No. 1170, 2023.docx](#)

[FORMATTED Bylaw No. 1170, 2023 - Shedule A - Road Closure.pdf](#)

[FORMATTED Bylaw No. 1170, 2023 - Shedule A - Road Closure \(Aerial\).pdf](#)

**MUNICIPALITY OF CROWSNEST PASS  
BYLAW NO. 1170, 2023  
ROAD CLOSURE**

**BEING** a bylaw of the Municipality of Crowsnest Pass for the purpose of closing to public travel and creating title to and disposing of portions of a public roadway in accordance with section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

**WHEREAS** the lands hereafter described are no longer required for public travel;

**AND WHEREAS** application has been made to Council to have the roadway closed;

**AND WHEREAS** the Council of the Municipality of Crowsnest Pass deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, described in this bylaw, situated in the said municipality and thereafter creating titles to and disposing of same;

**AND WHEREAS** notice of intention of Council to pass a bylaw has been given in accordance with sections 216.4 and 606 of the Municipal Government Act;

**AND WHEREAS** Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw;

**NOW THEREFORE** be it resolved that the Council of the Municipality of Crowsnest Pass in the Province of Alberta does hereby close to public travel with the intent of creating titles to and disposing of the following described roadway, subject to rights of access granted by other legislation:

**PLAN 6099AQ**

**ALL THAT PORTION OF LANE WITHIN BLOCK 5 AND FIR AVENUE FORMING PART OF LOT 31, BLOCK 5,  
PLAN \_\_\_\_\_, CONTAINING 0.181 HECTARES (0.45 ACRES) MORE OR LESS  
EXCEPTING THEREOUT ALL MINES AND MINERALS**

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

READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Blair Painter  
Mayor

\_\_\_\_\_  
Patrick Thomas  
Chief Administrative Officer

PUBLIC HEARING scheduled for the 05<sup>th</sup> day of March 2024 and advertised in the Crowsnest Pass Herald on the 14<sup>th</sup> and 21<sup>st</sup> day of February 2024.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Minister of Transportation and Economic Corridors

READ a **second** time in council this \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_.

READ a **third and final** time in council this \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Blair Painter  
Mayor

\_\_\_\_\_  
Patrick Thomas  
Chief Administrative Officer







## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 7.b

**Subject:** Bylaw 1172, 2023 - Borrowing Bylaw for Bellevue High Flow Pump and Main Upgrade - Second and Third Reading.

**Recommendation:** That Council gives second and third reading of Bylaw 1172, 2023.

### **Executive Summary:**

Council approved the upgrade to Bellevue High Flow Pump and Main Upgrade as part of the 2023 budget with funding from reserves and debt. 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 construction start. Bylaw 1172, 2023 received first reading on December 12, 2023 and was advertised in the newspaper on January 10th and 17th. The petition period closed February 1, 2024 with no petition being received and therefore Bylaw 1172, 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 1172, 2023 has been created in accordance with section 251 and 258 of the Municipal Government Act. Creating a borrowing bylaw is one of the steps in the process to construct an asset approved in a capital budget to be funded by debt.

Section 251 of the MGA outlines the requirements for a 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 the terms for 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.

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 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 \$2,500,000 is borrowed based on an interest rate of 5.8% with a 20 year term and semi annual payments, the principal payments will increase by approximately \$72,000 per year. Anticipated borrowing would occur mid to late 2024 as construction would begin in the spring.

**Analysis of Alternatives:**

- Council can approve second and third reading of Bylaw 1172, 2023.
- Council could defeat Bylaw 1172, 2023 and 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 tax levy. This is already built into the 2024 budget and 2025 and 2026 projections that were part of Budget 2024 approval. The borrowing interest rate is based on an estimated rate and would be adjusted to actual at the time of borrowing.

**Attachments:**

[1172\\_\\_2023\\_-\\_Borrowing\\_Bylaw\\_Bellevue\\_High\\_Flow\\_Pump\\_and\\_Main\\_Upgrade.docx](#)

**MUNICIPALITY OF CROWNEST PASS**  
**BY-LAW NO. 1172, 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 \$2,500,000 for the purpose to Upgrade the Bellevue High Flow Pump and Water Main.**

**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, for the construction of the upgrade to the Bellevue High Flow Pump and Water Main.

Plans have been prepared and the total cost of the project is estimated to be \$3,000,000. and the Municipality estimates the following reserves and contributions will be applied to the project:

Reserves (Water)	\$500,000
Debentures	<u>\$2,500,000</u>
Total Costs	\$3,000,000

In order to complete the project, it will be necessary for the Municipality to borrow the sum of up to \$2,500,000 for a period not to exceed twenty (20) 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 twenty (20) 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 upgrade of Bellevue Main Street, the sum of up to TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) 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 TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) 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 upgrade of the Bellevue High Flow Pump and Water Main.
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 twenty (20) 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 12th day of December 2023.

READ a **second** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

---

Blair Painter  
Mayor

---

Patrick Thomas  
Chief Administrative Officer



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 7.c

**Subject:** Bylaw 1174, 2023 - Land Use Bylaw Amendment - Rezone the lands legally described as Lot 4, Block 1, Plan 991 0341 and Lot 1, Block 4, Plan 071 4095, within NW1/4 12-8-5-W5M, from respectively "Comprehensive Resort Village- CRV" and "Direct Control - DC-1" to "Non-Urban Commercial Recreation NUCR-1" - Second & Third Reading

**Recommendation:** That Council gives second and third reading of Bylaw 1174, 2023.

### **Executive Summary:**

Bylaw 1174, 2023 proposes to rezone the subject properties to facilitate bringing the existing campground development into compliance with the land use bylaw, and provide opportunity to develop an additional 75 RV stalls in accordance with the provisions of the "Non-Urban Commercial Recreation - NUCR-1" land use district.

The proposed rezoning will enable the landowner to transform the seasonal RV campground into an all-season recreation resort as a "Campground" in the NUCR-1 district with RV / Park Model sites. The developer would have to apply for a development permit and provide a Comprehensive Site Development Plan. It is the developer's intent to apply for condominium subdivision in the future, which would allow the sale of the RV / cabin stalls.

### **Relevant Council Direction, Policy or Bylaws:**

Section 692, Planning Bylaws, Municipal Government Act, RSA 2000, c M-26. (MGA)

Crowsnest Mountain Resort Area Structure Plan Bylaw 646, 2005 (to be repealed as part of this bylaw).

Land Use Bylaw No. 1165-2023

DP174/97

**Discussion:**

On January 16, 2024 council gave first reading of Bylaw 1174, 2023.

The development permit issued in 1997 was done so under the Non-Urban Commercial Recreation NUCR-1 land use district for tourist and guest facilities including a restaurant, retail space, wellness clinic, RV Park, guest cabins, an outdoor recreation area and private residence. The development was not completed in compliance with the 1997 development permit.

The existing development is not consistent with the development permit issued under DP174/97. The proposed rezoning and subsequent development permit (with a comprehensive site development plan), if approved, will bring the existing development into compliance and provide for the resort expansion.

The Crowsnest Mountain Resort Area Structure Plan was adopted in 2005 which proposed Comprehensive Resort Village as the land use district and was subsequently rezoned. In 2007 the parcel was subdivided and subsequently the DC-1 district was created. The area structure plan and the DC-1 land use district are no longer required and are proposed to be repealed and deleted from the land use bylaw as part of Bylaw 1174, 2023.

The developer prepared a Rezoning Proposal with additional information regarding their intent and objectives (see attached).

**Analysis of Alternatives:**

1. Following the public hearing, Council may consider second and third reading of Bylaw 1174, 2023, as proposed.
2. If additional information is required by Council and/or amendments to the bylaw are proposed by Council prior to second reading, Council may defer second reading of Bylaw 1174, 2023 and provide direction to Administration. Substantial changes to the bylaw will require that Council hold a second public hearing prior to considering the Bylaw 1174,2023 for second and third reading.
3. Council may defeat Bylaw 1174, 2023, as proposed.

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED Bylaw 1174, 2023.docx](#)

[Bylaw 1174, 2023 - Schedule A.pdf](#)

[Bylaw 1174, 2023 Schedule A Aerial.pdf](#)

[Rezoning Proposal.pdf](#)

# MUNICIPALITY OF CROWNEST PASS

BYLAW NO. 1174, 2023

## LAND USE BYLAW AMENDMENT

### Redesignate Lot 4, Block 1, Plan 991 0341 & Lot 1, Block 4, Plan 071 4095

**BEING** a bylaw of the Municipality of Crownsnest Pass in the Province of Alberta, to amend Bylaw No. 1165, 2023, being the municipal Land Use Bylaw.

**WHEREAS** the Council of the Municipality of Crownsnest Pass wishes to redesignate the lands legally described as Lot 4, Block 1, Plan 991 0341 and Lot 1, Block 4, Plan 071 4095, within NW¼ 12-8-5-W5M, containing ±23.3 ha (57.7 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "Comprehensive Resort Village – CRV" and "Direct Control – DC-1", respectively, to "Non-Urban Commercial Recreation – NUCR-1".

**AND WHEREAS** the purpose of the proposed amendment is to provide for the opportunity to bring the existing development into compliance with the land use bylaw and to develop and use the lands in accordance with the provisions of the "Non-Urban Commercial Recreation – NUCR-1" land use district.

**AND WHEREAS** the municipality must prepare an amending bylaw and provide for its consideration at a public hearing.

**NOW THEREFORE**, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipality of Crownsnest Pass in the Province of Alberta duly assembled does hereby enact the following amendments:

1. The Land Use District Map be amended to redesignate the lands legally described as Lot 4, Block 1, Plan 991 0341 and Lot 1, Block 4, Plan 071 4095, within NW¼ 12-8-5-W5M, containing ±23.3 ha (57.7 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "Comprehensive Resort Village – CRV" and "Direct Control – DC-1", respectively, to "Non-Urban Commercial Recreation – NUCR-1".
2. That the "Direct Control District – DC-1 (Crownsnest Mountain Resort)" is deleted from the land use bylaw.
3. That "Direct Control District – DC-2 (Turtle Mountain Restricted Development Area)" is renamed to "Direct Control District – DC-1 (Turtle Mountain Restricted Development Area)".
4. Bylaw No. 1165-2023, being the Land Use Bylaw, is hereby amended accordingly with the above.
5. That the "Crownsnest Mountain Resort Area Structure Plan" Bylaw 646, 2005 is hereby repealed.
6. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ a **second** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

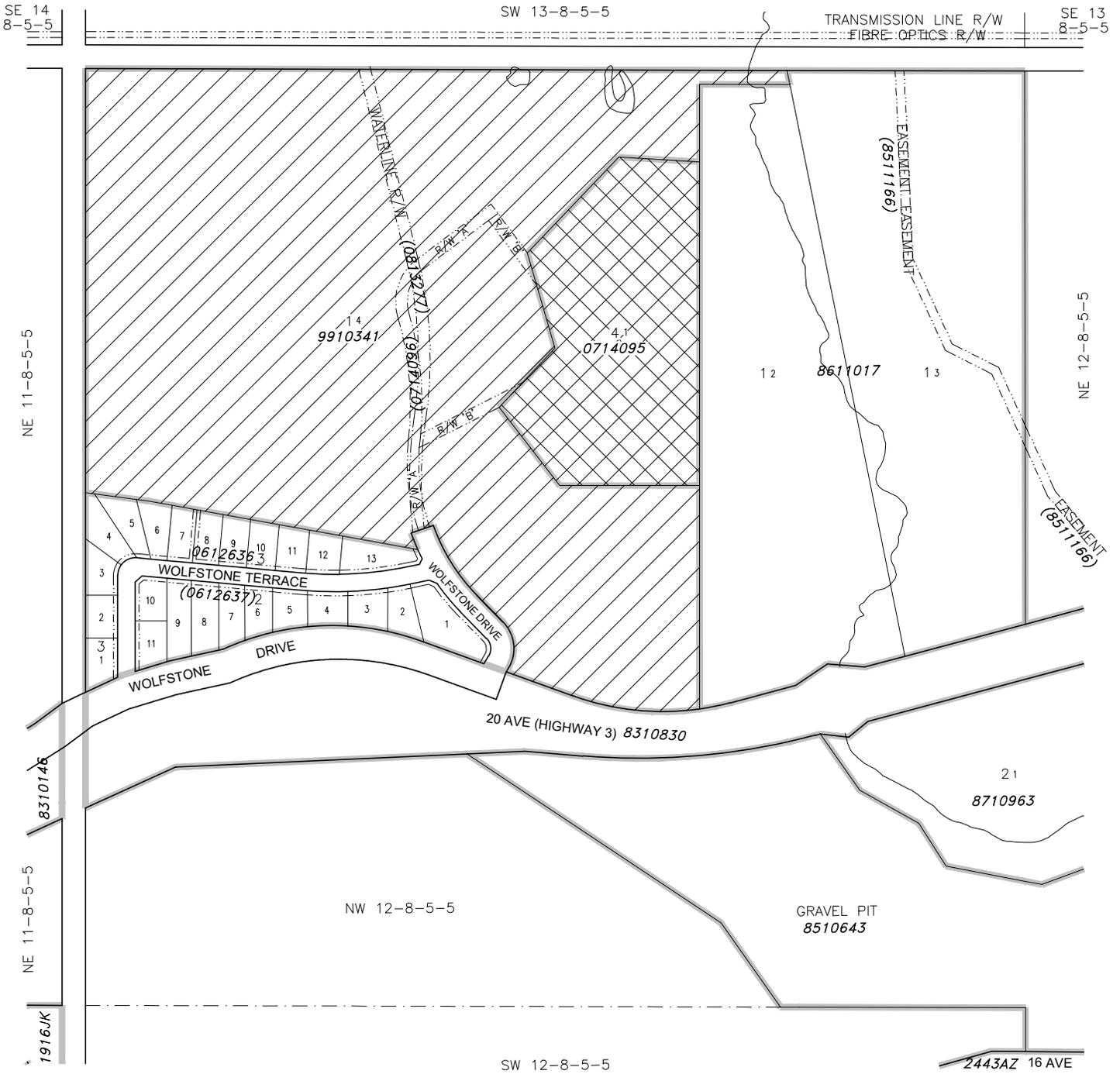
READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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Blair Painter  
Mayor

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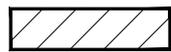
Patrick Thomas  
Chief Administrative Officer



**LAND USE DISTRICT REDESIGNATION  
SCHEDULE 'A'**

**Bylaw #:** 1174,2023  
**Date:** \_\_\_\_\_

**LOT 4, BLOCK 1, PLAN 9910341**

 **FROM:** Comprehensive Resort Village CRV  
**TO:** Non-Urban Commercial Recreation NUCR-1

**LOT 1, BLOCK 4, PLAN 0714095**

 **FROM:** Direct Control DC-1  
**TO:** Non-Urban Commercial Recreation NUCR-1

**WITHIN NW SEC 12, TWP 8, RGE 5, W5M  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: JANUARY 3, 2024**

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





**LAND USE DISTRICT REDESIGNATION  
SCHEDULE 'A'**

Bylaw #: 1174,2023  
Date: \_\_\_\_\_

LOT 4, BLOCK 1, PLAN 9910341



FROM: Comprehensive Resort Village CRV  
TO: Non-Urban Commercial Recreation NUCR-1

Aerial Photo Date: May 19, 2021

LOT 1, BLOCK 4, PLAN 0714095



FROM: Direct Control DC-1  
TO: Non-Urban Commercial Recreation NUCR-1

MAP PREPARED BY:  
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WITHIN NW SEC 12, TWP 8, RGE 5, W5M  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: JANUARY 3, 2024



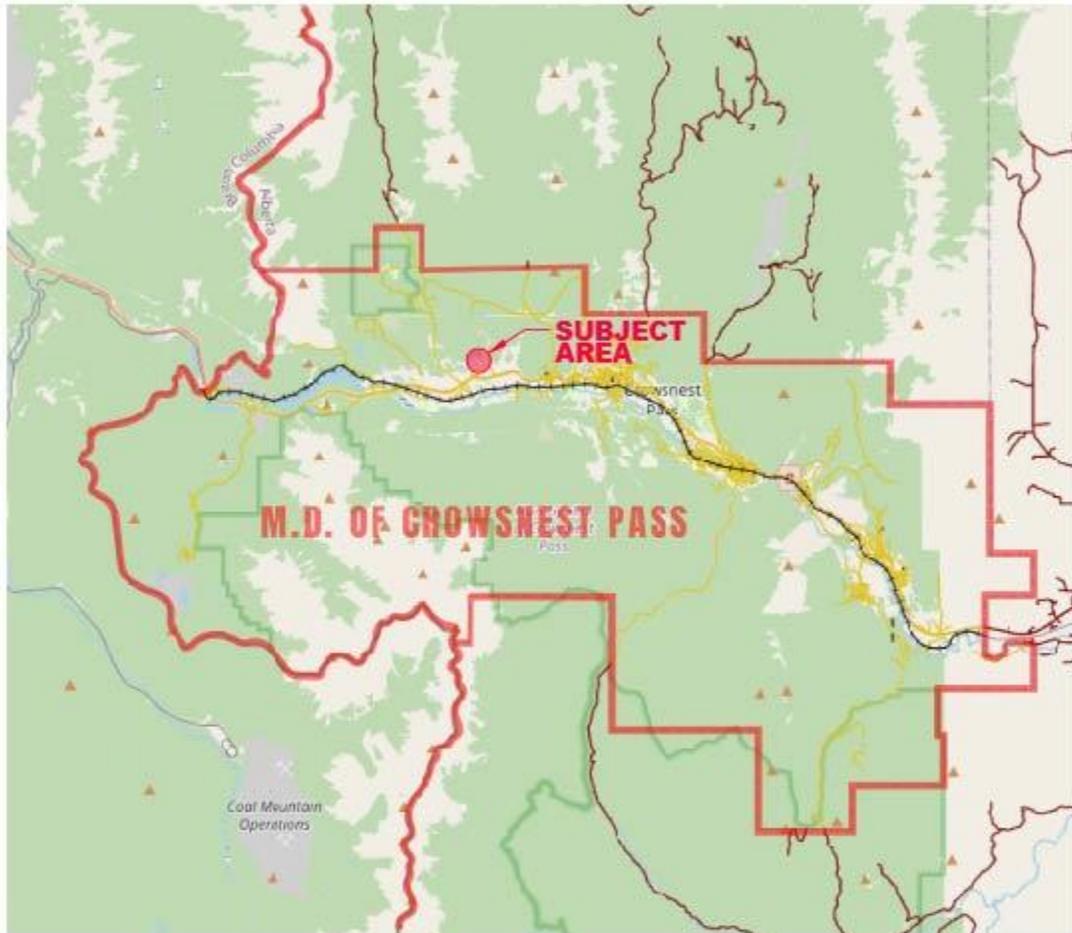
# CROWSNEST MOUNTAIN RESORT

## REDESIGNATION PROPOSAL

Prepared by:  
Rick Stuckenberg BES, RPP, MCIP  
iLand Services Inc.

JANUARY 2024





**CROWSNEST MOUNTAIN RESORT**  
MUNICIPALITY OF CROWSNEST PASS

**Comprehensive Site  
Development Plan**

**Location Map**



JAN 2024

Municipality of Crowsnest Pass  
Box 600  
Crowsnest Pass, AB  
T0K 0E0

Mayor and Council,

**RE: CROWSNEST MOUNTAIN RESORT**

We are an Alberta based, family run business. We take a lot of pride in our RV Resorts for the outdoor recreation enthusiasts.

We have strategically selected the CROWSNEST MOUNTAIN RESORT for its world class location in the Rocky Mountains.

We plan to expand the existing RV sites into a major destination recreation resort offering serviced RV / Park Model sites for purchase.

With our integrated approach, we intend to provide a more complete, sustainable development.

We will re-brand the existing campground under the family of “Memories RV Resorts” to reflect the higher development standards that we envision for the proposed expansion.

We look forward to breaking ground and starting the first phase of our development.

Sincerely,

Doug Bender  
1554039 Alberta Ltd.  
O/a Crowsnest Mountain Resorts



## 1. INTRODUCTION

The main purpose of the redesignation proposal is to establish guidelines for the long-term development of the Crowsnest Mountain Resort. This will inform the reader of the intended land use, re-designation and higher standards for the proposed development.

### 1.1 Purpose

The proposed redesignation will enable the planned expansion of the Crowsnest Mountain Resort with serviced RV / Park Model sites. This document provides context for the land use, proposed development, review and consideration of the Comprehensive Site Development Plan by the Municipality of Crowsnest Pass.

The redesignation proposal provides a cohesive plan that will help inform the municipality of the potential benefits of the development, the positive impacts it will have on the surrounding areas, and how the proposed development can improve the overall planning of the area.

We believe our proposal exceeds the expectations of the Municipality of Crowsnest Pass. With this submission, the municipality will be comfortable with and confident in making development decisions for the subject lands.

### 1.2 Overview

In 2005, the Municipality of Crowsnest Pass enabled development of the Crowsnest Mountain Resort with the following:



- A. Crowsnest Mountain Resort, Area Structure Plan, Bylaw 646 – 2005 (to be repealed in conjunction with this redesignation proposal).
- B. DC-1 Direct Control District Land Use Designation - Lot 1, Block 4, Plan 071 4095.
- C. CR-V Comprehensive Resort Village Land Use Designation - Lot 4, Block 1, Plan 991 0341.
- D. The initial development extended Wolfstone Drive with 24 residential lots.<sup>1</sup>

The municipality sets out expectations for a more detailed level of site planning prior to full build out. We propose the re-designation of the lands to NUCR-1 followed by a CSDP and development permit to establish the framework for the build out of the Crowsnest Mountain Resort with higher development standards. Development approval will be followed by a bareland condominium subdivision.

Section 2 of the Crowsnest Mountain Area Structure Plan entitled “Site Information” describes the existing site conditions. Much of that information is still relevant and therefore, will not be repeated. Our consulting team has evaluated the site conditions, constraints and relevant land use policies to optimize the development of the lands.

Presently, the Crowsnest Mountain Resort consists of 85 RV campsites, 6 cabins, a caretaker residence, water treatment plant, activity centre (previously a restaurant) and shower / laundry facilities. A prior development permit pre-dates the ownership of the resort by 1554039 Alberta Ltd. This notwithstanding, some of the existing uses may need to be brought into compliance with the Land Use Bylaw through a fresh development permit. We will do this.

---

<sup>1</sup> Plan 0612636 creating the “Wolfstone Subdivision” was registered in Land Titles on 01-AUG-2006.

The development will proceed in stages based on prevailing market conditions. Existing clients will have an option to buy or lease their site upon completion of a bareland condominium subdivision and were so advised of this at the Open House held on August 3, 2023.



**CROWSNEST MOUNTAIN RESORT**  
**Comprehensive Site Development Plan**

MUNICIPALITY OF CROWSNEST PASS  
 NW 1/4 SEC 12 TWP 08 RGE 05 W5M

**Existing Uses**

**LEGEND**  
 - - - Subject Property

The owner<sup>2</sup> is proposing serviced RV / Park Model sites for purchase. As such, re-designation of the lands (as depicted above) to Non-Urban Commercial Recreation NUCR-1 is needed.

The remainder of the lands, mainly in the western portion of the site, are in an undeveloped state and will be governed by a new development permit and CSDP and NUCR-1 regulations.

<sup>2</sup> LAND OWNER: 1554039 Alberta Ltd; DEVELOPER: Enzo Developments Inc; PROPERTY MANAGER: Memories RV Resorts; may be used interchangeably as the context provides.



When the redesignation and development permit applications are approved, it will transform the existing RV campground into a major, destination recreation resort.

The CSDP will show how the land is expected to be developed and how the land use will change over time to create a destination recreation resort similar to other RV Memories Resorts. The CSDP is a “blue print” that will guide the build out of the Crowsnest Mountain Resort and will:

- A. Identify the future land uses within the development.
- B. Provide the end users, Council, and Community with assurance about the future development of the lands.
- C. Outline the project phasing, access, services, amenities and built form.
- D. Establish design standards that will be developer enforced for each site.
- E. Enable a development permit for the existing uses prior to or in conjunction with the approval of the CSDP.
- F. Establish guidelines for the expansion of the resort.

## **2. Vision and Rationale**

As outdoor recreation adventure continues to increase more and more within people’s daily lives, many clients are purchasing RV and Park Model homes to pursue their love of the great outdoors. At the same time, many people do not have the time and/or resources to develop and service a high-quality recreation site with convenient access to world class amenities such as the Rocky Mountains. This is where Memories RV Resorts steps up to provide well managed, high-quality facilities so people can spend more of their time in the pursuit of outdoor recreation activities.



At Memories RV Resorts, we pride ourselves on our well-maintained resorts. We have developed an integrated plan with a range of amenities and a cost-effective servicing strategy that will provide long-term benefits to recreation enthusiasts, residents, and the Municipality of Crowsnest Pass.

Crowsnest Mountain Resort will have a site manager who will be the main point of contact for any issues that may arise within the development.

We will provide all-weather roads, gated secure access, serviced RV / Park Model sites, Dark Skies lighting, snow removal, professional site maintenance and higher development standards to enhance the outdoor recreation experience for the end users.

We propose to offer serviced RV / Park model sites for purchase, adding to the community.

We are excited to be working with the Municipality of Crowsnest Pass, Oldman River Regional Services Commission, Alberta Environment and Parks, Alberta Transportation, and Alberta Historic Resources. We appreciate all their time and effort throughout the planning and approval processes of this project.

We look forward to the ongoing partnership with the Municipality of Crowsnest Pass in creating a major, destination recreation resort nested in the Rocky Mountains of south-western Alberta.



### 3. DEVELOPMENT CONCEPT

The proposed design-build program will transform the seasonal RV sites into a major destination recreation resort. The proposed uses are similar to the other Memories RV Resorts in British Columbia and Alberta however, the tenure has changed to offer sites for purchase or lease. This is intended to accommodate both the existing and new end users.

#### 3.1 Design Principles

The following table summarizes the particulars of each parcel.

LEGAL DESCRIPTION	LAND USE & DESIGNATION	AREA (HA.)
Lot 1, Block 4, Plan 071 4095	<b>DIRECT CONTROL 1</b> existing uses in the eastern portion of the site	3.72
Lot 4, Block 1, Plan 991 0341	<b>COMPREHENSIVE RESORT VILLAGE</b> undeveloped lands in the western portion of the site	19.63

The goal is to create a sustainable development for the outdoor recreation enthusiasts. A significant consideration is the provision of private water, sanitary sewer, site services / utilities, internal roads and higher development standards. The proposed development will not require any service connections to the municipal infrastructure systems. This will reduce the project costs, mitigate potential OM&R costs for the municipality and increase the tax base year over year.

We understand that the municipality expects more specific planning for a proposed development. We developed a collaborative design process that includes stakeholder input to ensure that the design meets the needs of the end users, municipality and developer.



The owner will transform the legacy RV style campground into a major, destination recreation resort with serviced sites for purchase. A condominium subdivision is proposed for the subject lands. This will enable individual titled lots to be created for each RV / Park Model site. The long-term maintenance of the development will however, be transferred to the condominium association / corporation after completion of the development. This will reduce costs for the municipality and create a more sustainable development that provides for:

1. Compact, contiguous development.
2. Safe and efficient access to Highway 3.
3. A build out density limited by the capacity of the existing licensed water well.
4. Total lot yield estimated to be 160 serviced RV / Park Model sites.
5. Private water and sanitary sewer systems will be engineer designed in accordance with current, best practice, municipal standards and provincial regulations.
6. The type and tenure of accommodation will change to RV and Park Model sites<sup>3</sup> for purchase. Title will be created through a condominium subdivision.
7. Phasing of the development will proceed in consonance with prevailing market conditions and is subject to change as the development occurs.
8. The design concept provides for open space, a drainage pond, Dark Skies lighting and Bear Smart design.
9. The owner will be seeking to pay cash-in-lieu of a municipal reserve dedication because public access will not be available through the condominium lands.
10. A Fire Smart Plan will be provided for each respective lot through the design guidelines.
11. Design guidelines will be established and enforced by the developer.
12. In the long-term, the condominium association will maintain the private infrastructure and roads on the subject lands.

---

<sup>3</sup> Some sites may need a permit to bring the use into compliance with the Land Use Bylaw.



## **4. KEY DESIGN ELEMENTS**

### **4.1 Land Use**

The adjacent land uses are grouped country residential, utility, commercial and non-urban uses. Some RV parks have been recently developed in the vicinity of the subject lands.

Development along the Highway 3 corridor provides for the efficient movement of goods, services and people throughout the region. Allocating recreation land use for the proposed development optimizes use of the existing regional transportation infrastructure and enhances the connectivity and economic competitiveness of the municipality and region. A key component to achieving a more complete community is to transform the seasonal campground rentals into titled lots that will anchor residents in the municipality.

The existing development consist of 6 cabins, a caretaker residence, activity centre [previously a restaurant], water treatment plant, shower / laundry facilities, and 85 RV lots all of which are situated on Lot 1, Block 4, Plan 071 4095. The expansion proposes an additional 75 RV / Park Model sites on Lot 4, Block 1, Plan 991 0341 for a total of 160 RV / Park Model sites.

The existing development is not consistent with DP174 - 97. The proposed redesignation, and development permit with the CSDP for the whole campground (existing and proposed) bring the existing development into compliance and provide for the new development.

## 4.2 Built Form

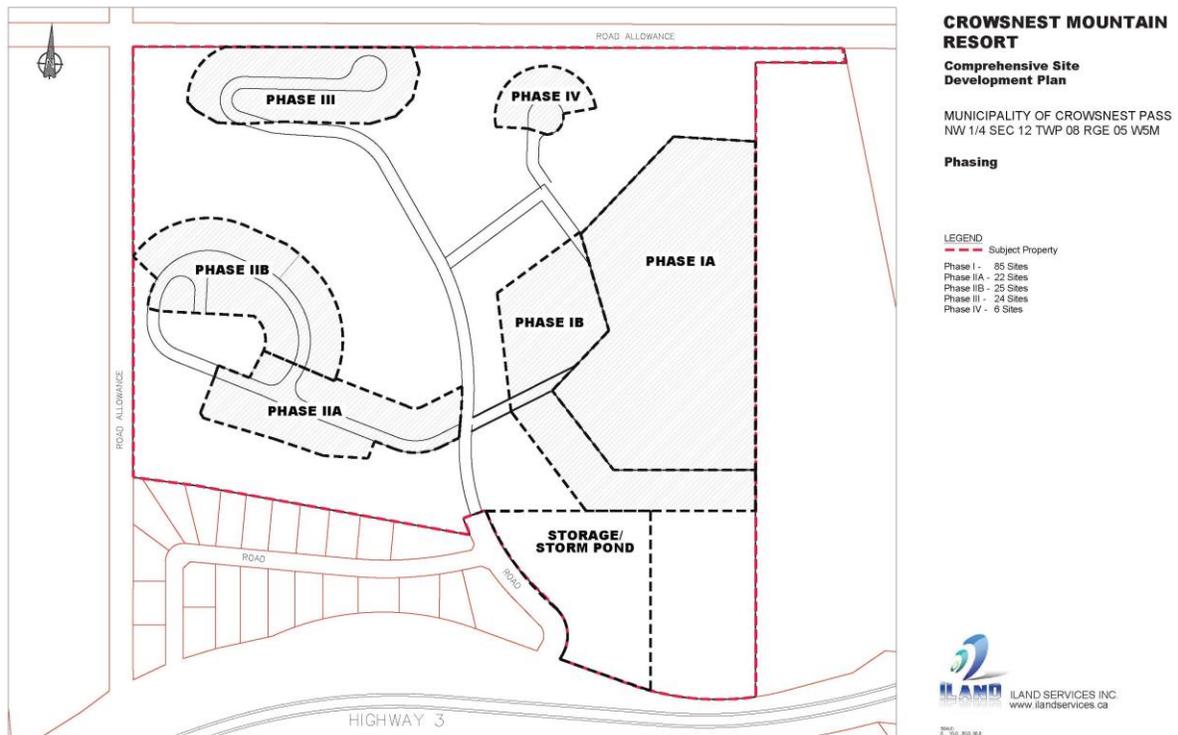
The photo gallery that follows illustrates various design features of some of the Memories RV Resorts in Alberta and British Columbia. This is intended to illustrate how the development will be implemented through the design guidelines.







## 4.3 Phasing Plan

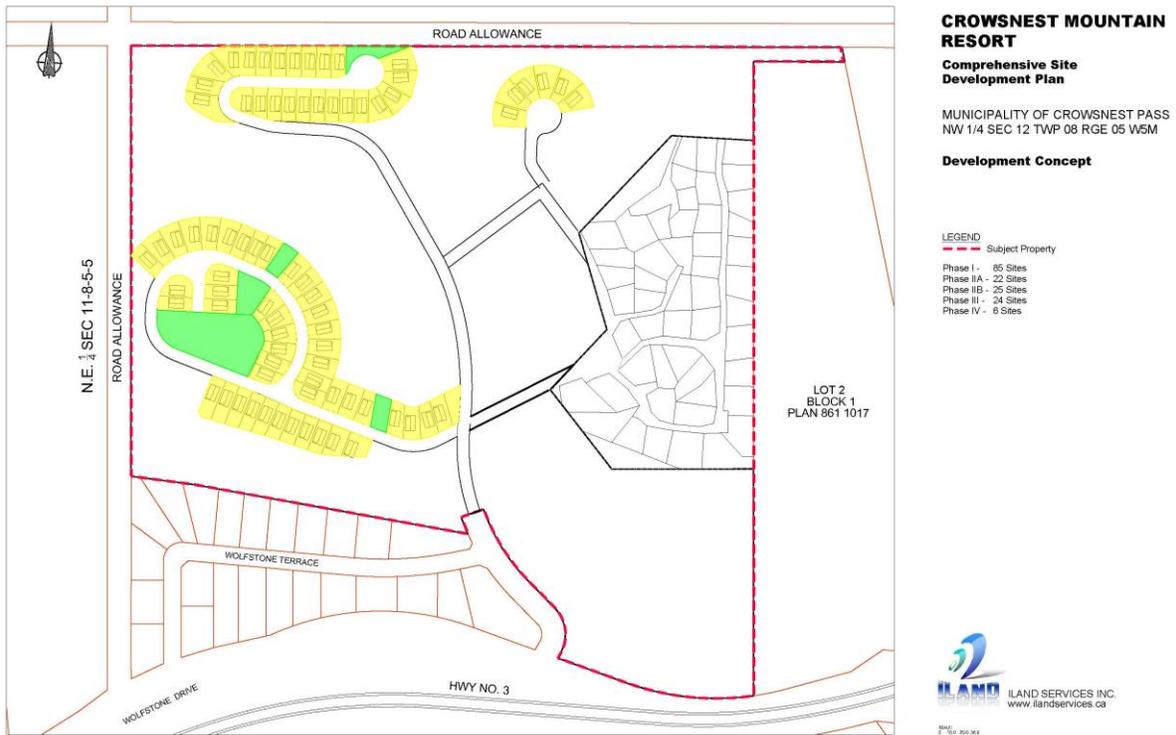


The total number of RV / Park Model sites is subject to change as development occurs. The phasing plan will be finalized when all the development approvals and costs are verified.

Any changes to the phasing plan and construction will take place based on engineering services feedback as well as decisions on what makes the most sense for optimizing the use of the developable land.

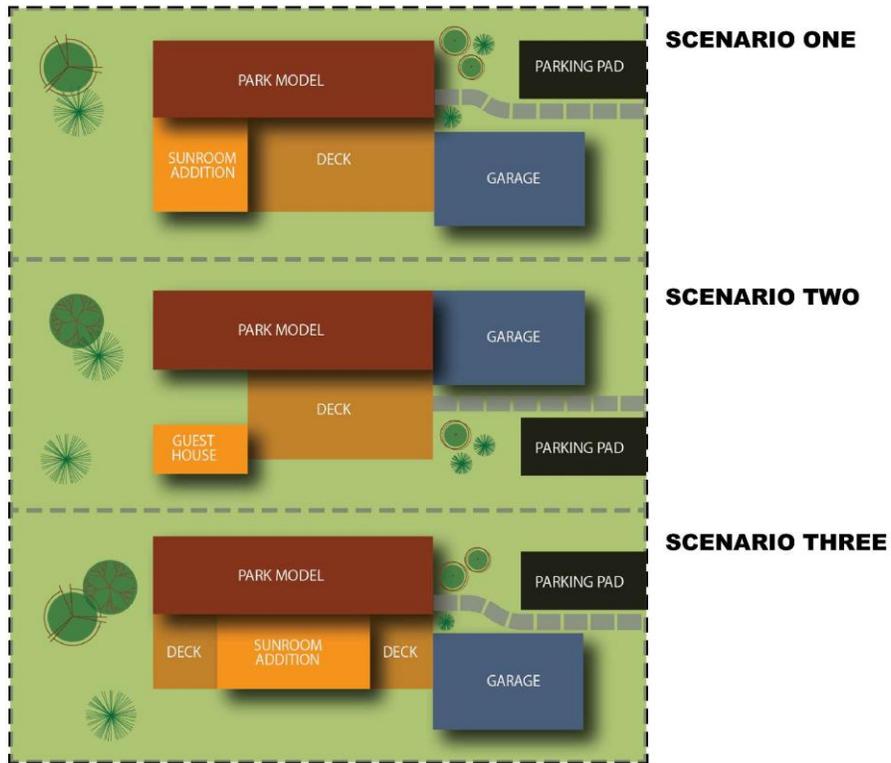
Additional / ancillary uses may include outdoor storage, parking, storm drainage facilities, internal roads, utilities, services, landscaping, signage and wayfinding.

## 5. Subdivision



The new sites are shown in yellow and the existing sites are identified in white. Additionally, there would be some common property, limited common property, internal access roads, utilities and services based on the final engineering design and phasing plan.

## 5.1 RV / Park Model – Concept Site Plans

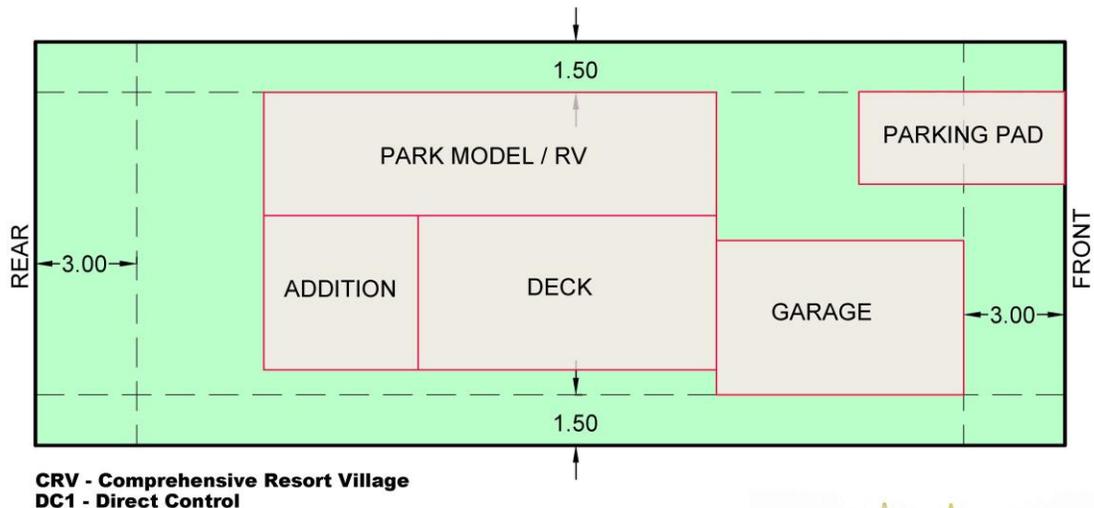


**STANDARD LOT LAYOUT**  
NOT TO SCALE

To calibrate expectations for the proposed development, we have prepared conceptual site plans showing a typical building footprint. The typical lot design shows the lot boundaries, building envelope, setbacks, access, garage, parking, landscaping, fencing, decks and storage sheds.

It must be recognized that the individual lot shape, depth, width, dimensions, frontage, area and setbacks may vary considering such factors as the internal roads, servicing, amenities, natural vegetation and topography. Specifics of the minimum lot size will be provided in the CSDP and this will set the framework for a development permit.

The building envelope for each proposed lot would be finalized in consonance with the design principles and end user requirements. The developer will enforce consistent design standards.



**LOT DIMENSIONS**  
NOT TO SCALE

The design standards are a private agreement, to be registered on title, and applicable only to the respective lot owners and developer.



## 6. PUBLIC CONSULTATIONS

A Public Consultation Plan was conducted by the owner. A report was sent to the municipality on 08 SEPT 2023 to confirm the public consultations plan was implemented. It states:

We held an Open House on August 3, 2023. Please see the Public Consultation Report that follows for particulars of the Open House event, slide presentation, public survey, dedicated project website and collection of website statistics. This concludes our public consultation program. We will accept input from stakeholders as we move ahead with the final stages of planning for the expansion of the Crowsnest Mountain Resort.

<https://crowsnestresort.com/open-house/>

Slide notes and handouts were given to attendees and available online via the website.

<https://crowsnestresort.com/wp-content/uploads/2023/08/Public-Open-House-slides.pdf>

**SURVEY:** A public survey was conducted in August 2023 to gather opinions and preferences regarding the proposed development. The survey was made available online and had 44 visits and 12 responses. The public survey summary, responses, and comments are **attached**.  
<https://crowsnestresort.com/public-opinion-survey/>

**WEBSITE:** Dedicated project website pages were created to provide an overview of the expansion project, handouts from the Open House slide presentation, and a platform for feedback submission. Website analytics were tracked between June 2023 and the end of August 2023.

<https://crowsnestresort.com/expansion/>

<https://crowsnestresort.com/open-house/>

<https://crowsnestresort.com/proposed/>

<https://crowsnestresort.com/public-opinion-survey/>

The project website data is summarized as follows:

June 2023 Page Views:

- Expansion page: 215 views
- Proposed page: 40 views
- Public Opinion survey page: 8 views

July 2023 Page Views:

- Expansion page: 284 views
- Proposed page: 57 views



- Public Opinion survey page: 27 views

August 2023 Page Views:

- Expansion page: 185 views
- Proposed page: 33 views
- Public Opinion survey page: 52 views

Copies of the advertising, analysis of feedback and notification letters sent to the adjacent land owners is appended.



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 7.d

**Subject:** Bylaw 1176, 2023 - Land Use Bylaw Amendment - rezone the lands legally described as Lot 1, Block 1, Plan 991 0376 from Non-Urban Area NUA-1 to Non-Urban Commercial Recreation NUCR-1 - Second and Third Reading

**Recommendation:** That Council gives second and third readings of Bylaw 1176, 2023.

**Executive Summary:**

Bylaw 1176, 2023 proposes to rezone an approximately seven acre parcel from Non-Urban Area NUA-1 to Non-Urban Commercial Recreation NUCR-1 for the purpose of providing the opportunity to develop the lands as a resort (i.e. a discretionary use in the NUCR-1 district).

**Relevant Council Direction, Policy or Bylaws:**

Section 692, Planning Bylaws, Municipal Government Act, RSA 2000, c M-26. (MGA)

Land Use Bylaw No. 1165-2023

**Discussion:**

On January 16, 2023 Council gave first reading to Bylaw 1176, 2023.

The landowner is proposing a small-scale, high-end resort for the purpose of retreats and vacation rentals. The concept is to provide 3 to 4 campsites, 2 to 3 mini-cabins, a secondary suite, and a recreation area on the 6.7 acre parcel.

The property is bordered by East Hillcrest Drive to the south and the Crowsnest River to the north and east, sharing only the west property boundary with other private parcels. Properties in the surrounding area to the west and east are zoned in a mix of Non-Urban Area NUA-1 and Grouped Country Residential GCR-1 land use districts (see the attached Zoning Map).

A single family dwelling and detached garage were constructed on the subject property in 2021. If a development permit for the proposed resort were approved by the Development Authority, the single

family dwelling would remain in compliance, either as a "Dwelling unit, secondary to an approved use" or as resort accommodation which is part of "Resort" in the proposed NUCR-1 district.

**Analysis of Alternatives:**

1. Following the public hearing, Council may consider second and third readings of Bylaw 1176, 2023, as proposed.
2. If additional information is required by Council and/or amendments to the Bylaws are proposed by Council prior to second reading, Council may postpone second reading of Bylaw 1176, 2023 and provide direction to Administration. Substantial changes to the bylaw will require that Council hold a second public hearing prior to considering Bylaw 1176, 2023 for second and third readings.
3. Council may defeat Bylaw 1176, 2023.

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED Bylaw 1176, 2023 - Bylaw.docx](#)

[Bylaw 1176, 2023 -Schedule A.pdf](#)

[Bylaw 1176, 2023 - Schedule A Aerial Photo.pdf](#)

[Zoning Map.pdf](#)

**MUNICIPALITY OF CROWNEST PASS**

**BYLAW NO. 1176, 2023**

**LAND USE BYLAW AMENDMENT – Redesignate Lot 1, Block 1, Plan 991 0376**

**BEING** a bylaw of the Municipality of Crownsnest Pass in the Province of Alberta, to amend Bylaw No. 1165, 2023, being the municipal Land Use Bylaw.

**WHEREAS** the Council of the Municipality of Crownsnest Pass wishes to redesignate the lands legally described as Lot 1, Block 1, Plan 991 0376, within the NE¼ 9-7-3-W5M, containing ±2.7 ha (6.7 acres), as shown on Schedule ‘A’ attached hereto and forming part of this bylaw, from “Non-Urban Area – NUA-1” to “Non-Urban Commercial Recreation – NUCR-1”.

**AND WHEREAS** the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Non-Urban Commercial Recreation – NUCR-1” land use district.

**AND WHEREAS** the municipality must prepare an amending bylaw and provide for its consideration at a public hearing.

**NOW THEREFORE**, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipality of Crownsnest Pass in the Province of Alberta duly assembled does hereby enact the following amendments:

1. The Land Use District Map be amended to redesignate the lands legally described as Lot 1, Block 1, Plan 991 0376, within the NE¼ 9-7-3-W5M, containing ±2.7 ha (6.7 acres), as shown on Schedule ‘A’ attached hereto and forming part of this bylaw, from “Non-Urban Area – NUA-1” to “Non-Urban Commercial Recreation – NUCR-1”.
2. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

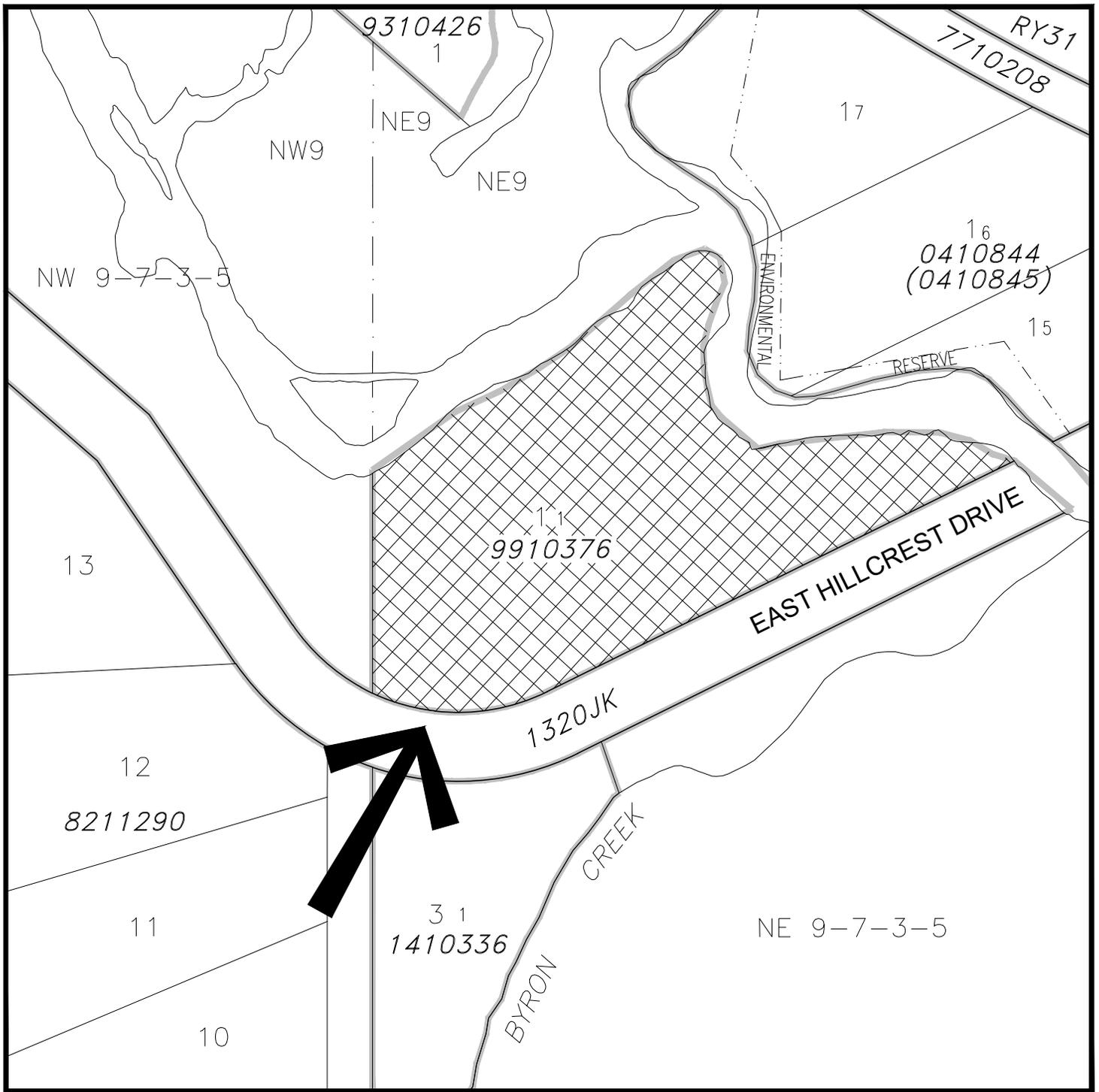
READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ a **second** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Blair Painter  
Mayor

\_\_\_\_\_  
Patrick Thomas  
Chief Administrative Officer



**LAND USE DISTRICT REDESIGNATION  
SCHEDULE 'A'**

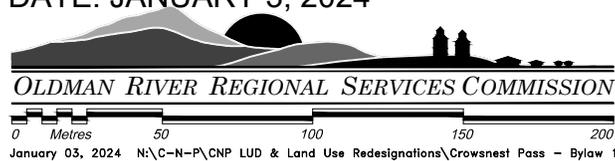


FROM: Non-Urban Area NUA-1  
TO: Non-Urban Commercial Recreation NUCR-1

LOT 1, BLOCK 1, PLAN 9910376  
WITHIN NE 1/4 SEC 9, TWP 7, RGE 3, W 5 M  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: JANUARY 3, 2024

Bylaw #: 1176, 2023

Date: \_\_\_\_\_



MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



**LAND USE DISTRICT REDESIGNATION  
SCHEDULE 'A'**

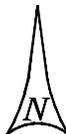
Aerial Photo Date: May 19, 2021



FROM: Non-Urban Area NUA-1  
TO: Non-Urban Commercial Recreation NUCR-1

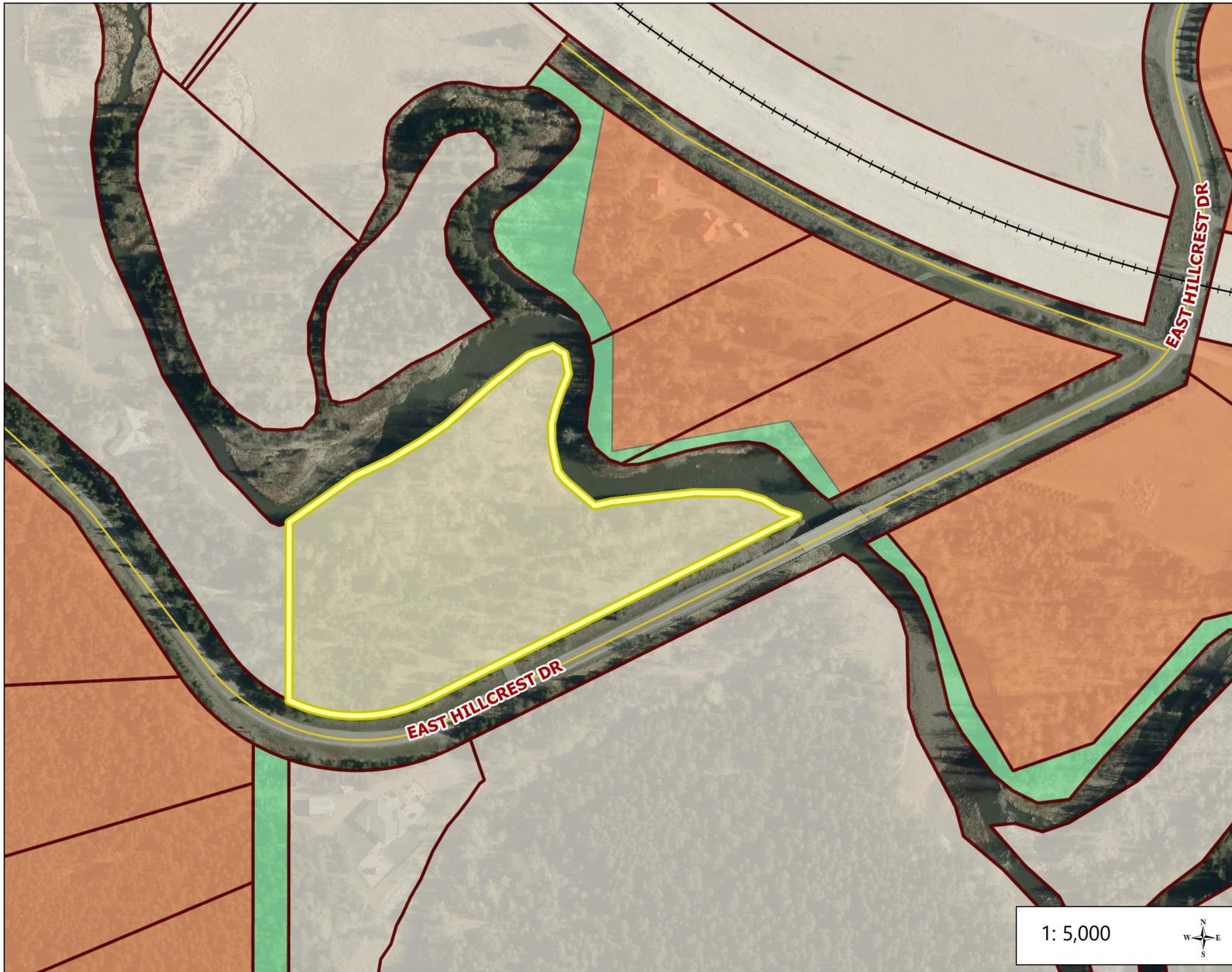
LOT 1, BLOCK 1, PLAN 9910376  
WITHIN NE 1/4 SEC 9, TWP 7, RGE 3, W 5 M  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: JANUARY 3, 2024

Bylaw #: 1176, 2023  
Date: \_\_\_\_\_



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

# Bylaw 1176, 2023 NUA-1 to NUCR-1



### Legend

Grouped Country Residential

GCR-1

Non-Urban Area

NUA-1

### Proposed:

Non-Urban Commercial Recreation

NUCR-1

1: 5,000



0.3 0 0.13 0.3 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© OpenStreetMap contributors

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 7.e

**Subject:** Bylaw 1179, 2024 - Safety Codes Permit Bylaw Amendment re. Occupancy Authorization - Second and Third Readings

**Recommendation:** That Council gives second and third readings of revised Bylaw 1179, 2024. (attachment 2)

**Executive Summary:**

Bylaw 1179, 2024 proposes to establish a process for a person to apply for an "Occupancy and Completion Certificate" issued by the Municipality for new construction, relocation, partial demolition, alteration or a change of occupancy classification. The purpose of the Occupancy and Completion certificate is to verify that the development is complete in all respects, i.e. development permit conditions have been completed, Safety Codes Permits have been closed, civic addressing has been assigned and attached to the building, development agreement conditions have been completed, municipal and franchise utility accounts have been created, etc.

**Relevant Council Direction, Policy or Bylaws:**

Fees, Rates & Charges Bylaw No. 1140, 2023

Safety Codes Permit Bylaw No. 946, 2016

Land Use Bylaw No. 1165, 2023

Safety Codes Act, Revised Statutes of Alberta 2000, Chapter S-1

**Discussion:**

The Municipality's Safety Codes Permit Bylaw No. 946, 2016 in s. 11 requires that an Owner or their contractor obtain an "Occupancy Permit or written authorization" from a Safety Codes Officer prior to taking occupancy of a building that is the subject of a permit for any one of the Safety Codes disciplines. It is relevant to note that, while there is provision for it under s. 22(a) of the Permit Regulation, Alberta Regulation 204/2007 and in the National Building Code - 2019 Alberta Edition, there is not a requirement under provincial safety codes legislation or regulation for the prohibition of occupancy and the issuance of an "Occupancy Permit" - ***unless the Municipality requires it***. The current Safety Codes Permit Bylaw No. 946, 2016 prohibits occupancy and requires an Occupancy Permit but an implementation process has not been established.

The Municipality and their Safety Codes agency have dealt with this bylaw requirement by relying on the Permit Service Report (PSR) that is issued when a Safety Codes Permit is closed, as being the "written authorization" - the PSR essentially states that the project has been completed satisfactorily from a safety perspective and meets the intent of the Safety Codes Act and the related Codes.

Pursuant to the Land Use Bylaw a development permit imposes certain conditions of a continuing nature onto the landowner, meaning that those conditions remain effective for the lifetime of the development permit. Those conditions place the responsibility on the landowner to comply with several aspects of the development, e.g. stormwater drainage, compliance with other Municipal Bylaws (e.g. Community Standards, Civic Addressing), and provincial and federal legislation. Because these conditions place a continuing responsibility on the landowner (and future owners of the property) to comply, the Municipality does not follow up to verify that these conditions have been completed, and in the event that it becomes necessary, the Municipality will rely on the fact that the landowner is responsible to comply with these conditions of a continuing nature. ***Some landowners do not understand this process and there is an opportunity to expand the "Occupancy Permit" process to also include verification that all development permit conditions and other bylaw standards have been completed or satisfied.***

There have been instances discovered where a new building had been constructed many years ago, where the building was connected to Municipal water and wastewater services but a utility account was not established. The result was that those properties enjoyed Municipal water and wastewater services for ten years in some cases and never paid for the service. The proposed process whereby an Occupancy and Completion Certificate is required will verify that a Municipal utility account has been opened.

Sometimes a developer or builder is required to pay for water and wastewater services connections - the proposed Occupancy and Completion Certificate could be a method to verify that the payment has been invoiced and paid.

Continued growth in new development in the community should be expected. Establishing an Occupancy and Completion Certificate process now will provide certainty for developers and builders regarding the Municipality's requirements for the safety of their projects - it will demonstrate that the Municipality has set out clear expectations and established an implementation process, and is "open

for business" and ready to accommodate new developments.

Recently there have been situations where ratepayers felt that the Municipality allowed them to occupy a new building when, from their perspective, there were outstanding matters relative to Safety Codes and Land Use Bylaw regulations (e.g. caulking around protrusions in the siding, stormwater drainage). In most of those cases it was determined that the issues were related to quality control between the landowner and their contractor, rather than safety. However, those situations identified the need to establish a process whereby the matters that the Municipality controls can be verified in the form of an "Occupancy and Completion Certificate".

The "Occupancy and Completion Certificate" process will apply only to new construction (e.g. buildings in a new neighbourhood or a new building on an infill lot), relocation, partial demolition, alteration, and a change in occupancy classification (e.g. a new retail store in an existing building). The Development Permit and the Safety Codes Permit Service Report will include notes to make the landowner aware of their responsibility to obtain an "Occupancy and Completion Certificate".

For this purpose Bylaw 1179, 2024 in conjunction with Bylaw 1178, 2024 (Fees, Rates & Charges amending bylaw - which is also on this Council agenda) proposes to establish the required process and associated fees. When applying for an Occupancy and Completion certificate the landowner is responsible to provide the information required to demonstrate that all aspects of the project have been completed. The proposed process provides that if a landowner applies for the "Occupancy and Completion Certificate" prior to taking or allowing occupancy of the building there is no fee charged however, if the landowner applies for the certificate after having taken or allowed occupancy, then the proposed penalty fee is \$500.

***PRO's of having*** an Occupancy and Completion Certificate Process:

- Ensure all development permit conditions have been satisfied.
- Ensure all Safety Codes permits have been closed.
- Ensure compliance with other Municipal Bylaws (e.g. Civic Addressing).
- Ensure that the cost of installing service connections have been invoiced.
- Ensure that a utility account has been opened.
- Provide certainty for developers and builders regarding the safety of their projects.
- Demonstrate that the Municipality has set out clear expectations, established a clear process, and is "open for business" and ready to accommodate future growth and new developments.

***CON's of having*** an Occupancy and Completion Certificate Process:

- One more step for homeowners to complete.

***PRO's of not having*** an Occupancy and Completion Certificate process:

- One less step for homeowners to complete.

***CON's of not having*** an Occupancy and Completion Certificate process:

- Lack of coordination between development permits, Safety Codes permits and other Municipal bylaws.
- No method of ensuring that the cost of installing service connections have been invoiced.
- Possibility of not opening a new utility account.

- A perception that the Municipality may not be concerned about safety and providing certainty to developers and builders.
- An apparent lack of clear expectations and a coordinated process regarding new construction and development.

**Analysis of Alternatives:**

Attached are three versions of Bylaw 1179, 2024 - the original version that was given first reading, a revised version to clarify and tighten wording regarding the requirement to obtain an Occupancy and Completion Certificate, and a third version that deletes the requirement to obtain an Occupancy and Completion Certificate.

If Council were to adopt Bylaw 1179, 2024 in the version to require an Occupancy and Completion Certificate, Administration recommends that Council adopts the second version.

1. Council may give second and third readings to Bylaw 1179, 2024.
2. Council may defeat Bylaw 1179, 2024.

Whether Council adopts or defeats this bylaw, Council should take the same action regarding Bylaw 1178, 2024, which is scheduled elsewhere on the February 06, 2024 Council agenda.

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED Bylaw 1179, 2024 - Amend Safety Codes Permit Bylaw - Occupancy - given First Reading.pdf](#)

[FORMATTED Bylaw 1179, 2024 - Amend Safety Codes Permit Bylaw - Occupancy - revised to Require.pdf](#)

[FORMATTED Bylaw 1179, 2024 - Amend Safety Codes Permit Bylaw - Occupancy - revised to Not Require.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS**  
**BYLAW NO. 1179, 2024**  
**SAFETY CODES PERMIT BYLAW AMENDMENT – OCCUPANCY**

**BEING** a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 946, 2016, being the municipal Safety Codes Permit Bylaw, in accordance with and pursuant to the provisions of the Safety Codes Act of Alberta, as amended, relative to the bylaw making powers of a municipality to regulate the form, content and costs of permits for the use, occupancy, relocation, construction or demolition of buildings as well as for the cost of permits for electrical, gas, plumbing and private sewage disposal system installations.

**WHEREAS** the Legislature of the Province of Alberta has passed the Safety Codes Act, Chapter S-1, Revised Statutes of Alberta 2000, as amended;

**AND WHEREAS** the Municipality of the Crowsnest Pass is an accredited Municipality with the Safety Codes Council;

**AND WHEREAS** pursuant to section 66 of the Safety Codes Act, the Municipality of the Crowsnest Pass as an accredited municipality may make Bylaws:

- (a) respecting minimum maintenance standards for buildings and structures, and
- (b) respecting the carrying out of its powers and duties as an accredited municipality.

**AND WHEREAS** the Council of the Municipality of Crowsnest Pass determines it prudent to clarify the standards and requirements relative to the taking of occupancy of a new building and to establish a procedure for the issuance of an “Occupancy and Completion Certificate” based on best practices, it wishes to amend the Safety Codes Permit Bylaw accordingly.

**NOW THEREFORE**, under the authority of and/or subject and pursuant to the provisions of the Safety Codes Act, Chapter S-1 and the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended, the Council of the Municipality of Crowsnest Pass in the Province of Alberta duly assembled does hereby enact the following bylaw amendments:

1. Under “11 OCCUPANCY PERMISSION”, revise the Heading to read “OCCUPANCY AND COMPLETION CERTIFICATE” and substitute the following wording for the existing wording:  
    “11.1 Pursuant to the provisions of section 22(a) of the Permit Regulation, Alberta Regulation 204/2007, a Permit Issuer shall, pursuant to this section of this Bylaw, impose terms and conditions on a permit for a new construction or for a change in occupancy classification of an existing building to make the Owner and/or their Contractor aware that the Municipality requires that no person shall occupy or permit the occupancy by any person of a newly constructed building or part thereof or of an existing building that is the subject of a change in occupancy classification, without that person first applying to the Municipality and paying the required fee under the Fees Rates and Charges Bylaw for, and being issued, an Occupancy and Completion Certificate by the Municipality; and further, the Permit Issuer shall notify the Owner and/or their contractor that it is their responsibility to comply in this regard, and to this end the Permit Issuer shall include an appropriate note on the Permit Services Report.”
2. Bylaw No. 946, 2016 is hereby amended.
3. Bylaw No. 1179, 2024 shall come into effect upon third and final reading hereof.

READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ a **second** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Blair Painter  
Mayor

\_\_\_\_\_  
Patrick Thomas  
Chief Administrative Officer

**MUNICIPALITY OF CROWNEST PASS**  
**BYLAW NO. 1179, 2024**  
**SAFETY CODES PERMIT BYLAW AMENDMENT – OCCUPANCY**

**BEING** a bylaw of the Municipality of Crownsnest Pass in the Province of Alberta, to amend Bylaw No. 946, 2016, being the municipal Safety Codes Permit Bylaw, in accordance with and pursuant to the provisions of the Safety Codes Act of Alberta, as amended, relative to the bylaw making powers of a municipality to regulate the form, content and costs of permits for the use, occupancy, relocation, construction or demolition of buildings as well as for the cost of permits for electrical, gas, plumbing and private sewage disposal system installations.

**WHEREAS** the Legislature of the Province of Alberta has passed the Safety Codes Act, Chapter S-1, Revised Statutes of Alberta 2000, as amended;

**AND WHEREAS** the Municipality of the Crownsnest Pass is an accredited Municipality with the Safety Codes Council;

**AND WHEREAS** pursuant to section 66 of the Safety Codes Act, the Municipality of the Crownsnest Pass as an accredited municipality may make Bylaws:

- (a) respecting minimum maintenance standards for buildings and structures, and
- (b) respecting the carrying out of its powers and duties as an accredited municipality.

**AND WHEREAS** the Council of the Municipality of Crownsnest Pass determines it prudent to clarify the standards and requirements relative to the taking of occupancy of a new building and to establish a procedure for the issuance of an "Occupancy and Completion Certificate" based on best practices, it wishes to amend the Safety Codes Permit Bylaw accordingly.

**NOW THEREFORE**, under the authority of and/or subject and pursuant to the provisions of the Safety Codes Act, Chapter S-1 and the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended, the Council of the Municipality of Crownsnest Pass in the Province of Alberta duly assembled does hereby enact the following bylaw amendments:

1. Under "11 OCCUPANCY PERMISSION", revise the Heading to read "OCCUPANCY AND COMPLETION CERTIFICATE" and substitute the following wording for the existing wording:

"11.1 Pursuant to the provisions of section 22(a) of the Permit Regulation, Alberta Regulation 204/2007, and the relevant provisions for Occupancy in the National Building Code – 2019 Alberta Edition as amended, a Permit Issuer or a Safety Codes Officer shall impose terms and conditions on a Permit for a building construction, relocation, partial demolition, or alteration and for a change in occupancy classification of an existing building to make the Owner and/or their Contractor aware that the Municipality prohibits any person from occupying or from allowing any other person to occupy a building as described in this section without that person first applying to the Municipality for, and being issued by the Municipality, an Occupancy and Completion Certificate; and further, the Permit Issuer or Safety Codes Officer shall notify the Owner that it is their responsibility to comply in this regard, and to this end the Permit Issuer or Safety Codes Officer shall include terms and conditions on the Permit and/or an appropriate note on the Permit Services Report."

2. Bylaw No. 946, 2016 is hereby amended.
3. Bylaw No. 1179, 2024 shall come into effect upon third and final reading hereof.

READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ a **second** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Blair Painter  
Mayor

\_\_\_\_\_  
Patrick Thomas  
Chief Administrative Officer

**MUNICIPALITY OF CROWNEST PASS**  
**BYLAW NO. 1179, 2024**  
**SAFETY CODES PERMIT BYLAW AMENDMENT – OCCUPANCY**

**BEING** a bylaw of the Municipality of Crownsnest Pass in the Province of Alberta, to amend Bylaw No. 946, 2016, being the municipal Safety Codes Permit Bylaw, in accordance with and pursuant to the provisions of the Safety Codes Act of Alberta, as amended, relative to the bylaw making powers of a municipality to regulate the form, content and costs of permits for the use, occupancy, relocation, construction or demolition of buildings as well as for the cost of permits for electrical, gas, plumbing and private sewage disposal system installations.

**WHEREAS** the Legislature of the Province of Alberta has passed the Safety Codes Act, Chapter S-1, Revised Statutes of Alberta 2000, as amended;

**AND WHEREAS** the Municipality of the Crownsnest Pass is an accredited Municipality with the Safety Codes Council;

**AND WHEREAS** pursuant to section 66 of the Safety Codes Act, the Municipality of the Crownsnest Pass as an accredited municipality may make Bylaws:

- (a) respecting minimum maintenance standards for buildings and structures, and
- (b) respecting the carrying out of its powers and duties as an accredited municipality.

**AND WHEREAS** the Council of the Municipality of Crownsnest Pass determines it prudent to clarify that it does not require an Owner to obtain an "Occupancy Permit" and that the standard Permit Services Report that is issued when a Permit is closed, is sufficient, it wishes to amend the Safety Codes Permit Bylaw accordingly.

**NOW THEREFORE**, under the authority of and/or subject and pursuant to the provisions of the Safety Codes Act, Chapter S-1 and the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended, the Council of the Municipality of Crownsnest Pass in the Province of Alberta duly assembled does hereby enact the following bylaw amendments:

1. Under "11 OCCUPANCY PERMISSION", delete paragraph 11.1  
"11.1 Deleted"
2. Bylaw No. 946, 2016 is hereby amended.
3. Bylaw No. 1179, 2024 shall come into effect upon third and final reading hereof.

READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ a **second** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Blair Painter  
Mayor

\_\_\_\_\_  
Patrick Thomas  
Chief Administrative Officer



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 7.f

**Subject:** Bylaw No. 1178, 2024 – Fees, Rates and Charges Bylaw Amendment - Occupancy and Completion Certificate - Second and Third Readings

**Recommendation:** That Council gives second and third readings of revised Bylaw 1178, 2024.

**Executive Summary:**

Bylaw 1178, 2024 proposes to establish an application fee for an "Occupancy and Completion Certificate" issued by the Municipality when a person applies for an Occupancy and Completion Certificate for new construction, relocation, partial demolition, alteration or a change of occupancy classification. The purpose of the Occupancy and Completion certificate is to verify that the development is complete in all respects, i.e. development permit conditions have been completed, Safety Codes Permits have been closed, civic addressing has been assigned and attached to the building, development agreement conditions have been completed, municipal and franchise utility accounts have been created, etc.

**Relevant Council Direction, Policy or Bylaws:**

Fees, Rates & Charges Bylaw No. 1140, 2023

Safety Codes Permit Bylaw No. 946, 2016

Land Use Bylaw No. 1165, 2023

Safety Codes Act, Revised Statutes of Alberta 2000, Chapter S-1

Safety Codes Act Permit Regulation - Alberta Regulation 204/2007

**Discussion:**

The Municipality's Safety Codes Permit Bylaw No. 946, 2016 in s. 11 requires that an Owner or their contractor obtain an "Occupancy Permit or written authorization" from a Safety Codes Officer prior to taking occupancy of a building that is the subject of a permit for any one of the Safety Codes

disciplines. It is relevant to note that, while there is provision for it under s. 22(a) of the Permit Regulation, Alberta Regulation 204/2007 and in the National Building Code - 2019 Alberta Edition, there is not a requirement under provincial safety codes legislation or regulation for the prohibition of occupancy and the issuance of an "Occupancy Permit" - ***unless the Municipality requires it***. The current Safety Codes Permit Bylaw No. 946, 2016 prohibits occupancy and requires an Occupancy Permit but an implementation process has not been established.

The Municipality and their Safety Codes agency have dealt with this bylaw requirement by relying on the Permit Service Report (PSR) that is issued when a Safety Codes Permit is closed, as being the "written authorization" - the PSR essentially states that the project has been completed satisfactorily from a safety perspective and meets the intent of the Safety Codes Act and the related Codes.

Pursuant to the Land Use Bylaw a development permit imposes certain conditions of a continuing nature onto the landowner, meaning that those conditions remain effective for the lifetime of the development permit. Those conditions place the responsibility on the landowner to comply with several aspects of the development, e.g. stormwater drainage, compliance with other Municipal Bylaws (e.g. Community Standards, Civic Addressing), and provincial and federal legislation. Because these conditions place a continuing responsibility on the landowner (and future owners of the property) to comply, the Municipality does not follow up to verify that these conditions have been completed, and in the event that it becomes necessary, the Municipality will rely on the fact that the landowner is responsible to comply with these conditions of a continuing nature. ***Some landowners do not understand this process and there is an opportunity to expand the "Occupancy Permit" process to also include verification that all development permit conditions and other bylaw standards have been completed or satisfied.***

There have been instances discovered where a new building had been constructed many years ago, where the building was connected to Municipal water and wastewater services but a utility account was not established. The result was that those properties enjoyed Municipal water and wastewater services for ten years in some cases and never paid for the service. The proposed process whereby an Occupancy and Completion Certificate is required will verify that a Municipal utility account has been opened.

Sometimes a developer or builder is required to pay for water and wastewater services connections - the proposed Occupancy and Completion Certificate could be a method to verify that the payment has been invoiced and paid.

Continued growth in new development in the community should be expected. Establishing an Occupancy and Completion Certificate process now will provide certainty for developers and builders regarding the Municipality's requirements for the safety of their projects - it will demonstrate that the Municipality has set out clear expectations and established an implementation process, and is "open for business" and ready to accommodate new developments.

Recently there have been situations where ratepayers felt that the Municipality allowed them to occupy a new building when, from their perspective, there were outstanding matters relative to Safety Codes and Land Use Bylaw regulations (e.g. caulking around protrusions in the siding, stormwater drainage). In most of those cases it was determined that the issues were related to quality control between the landowner and their contractor, rather than safety. However, those situations identified the need to establish a process whereby the matters that the Municipality controls can be verified in

the form of an "Occupancy and Completion Certificate".

The "Occupancy and Completion Certificate" process will apply only to new construction (e.g. buildings in a new neighbourhood or a new building on an infill lot), relocation, partial demolition, alteration, and a change in occupancy classification (e.g. a new retail store in an existing building). The Development Permit and the Safety Codes Permit Service Report will include notes to make the landowner aware of their responsibility to obtain an "Occupancy and Completion Certificate".

For this purpose Bylaw 1178, 2024 in conjunction with Bylaw 1179, 2024 (Safety Codes Permit amending bylaw - which is also on this Council agenda) proposes to establish the required process and associated fees. When applying for an Occupancy and Completion certificate the landowner is responsible to provide the information required to demonstrate that all aspects of the project have been completed. The proposed process provides that if a landowner applies for the "Occupancy and Completion Certificate" prior to taking or allowing occupancy of the building there is no fee charged however, if the landowner applies for the certificate after having taken or allowed occupancy, then the proposed penalty fee is \$500.

***PRO's of having*** an Occupancy and Completion Certificate Process:

- Ensure all development permit conditions have been satisfied.
- Ensure all Safety Codes permits have been closed.
- Ensure compliance with other Municipal Bylaws (e.g. Civic Addressing).
- Ensure that the cost of installing service connections have been invoiced.
- Ensure that a utility account has been opened.
- Provide certainty for developers and builders regarding the safety of their projects.
- Demonstrate that the Municipality has set out clear expectations, established a clear process, and is "open for business" and ready to accommodate future growth and new developments.

***CON's of having*** an Occupancy and Completion Certificate Process:

- One more step for homeowners to complete.

***PRO's of not having*** an Occupancy and Completion Certificate process:

- One less step for homeowners to complete.

***CON's of not having*** an Occupancy and Completion Certificate process:

- Lack of coordination between development permits, Safety Codes permits and other Municipal bylaws.
- No method of ensuring that the cost of installing service connections have been invoiced.
- Possibility of not opening a new utility account.
- A perception that the Municipality may not be concerned about safety and providing certainty to developers and builders.
- An apparent lack of clear expectations and a coordinated process regarding new construction and development.

**Analysis of Alternatives:**

Attached are two versions of Bylaw 1178, 2024 - the original version that was given first reading, and a

revised version to clarify that the proposed charge is a penalty fee for taking occupancy before obtaining an Occupancy and Completion Certificate.

If Council were to adopt Bylaw 1178, 2024 Administration recommends that Council adopts the second version.

1. Council may give second and third readings to Bylaw 1178, 2024.
2. Council may defeat Bylaw 1178, 2024.

Whether Council adopts or defeats this bylaw, Council should take the same action regarding Bylaw 1179, 2024, which is scheduled elsewhere on the February 06, 2024 Council agenda.

**Financial Impacts:**

N/A

**Attachments:**

[Bylaw 1178, 2024 - Fees Rates & Charges - occupancy - First Reading.pdf](#)

[Bylaw 1178, 2024 - Fees Rates & Charges - occupancy - Revised for 2nd & 3rd Readings.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS**  
**BYLAW NO. 1178, 2024**  
**FEES, RATES AND CHARGES BYLAW AMENDMENT**

**BEING** a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 1140, 2023, being the Fees, Rates and Charges Bylaw, in accordance with the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

**WHEREAS** the Council of the Municipality of Crowsnest Pass deems it necessary and appropriate to establish a fee in connection with an application for an occupancy and completion certificate, the Municipal Council wishes to amend the Fees, Rates and Charges Bylaw accordingly.

**AND WHEREAS** the Municipality must prepare an amending bylaw and provide for its consideration at a public hearing.

**NOW THEREFORE**, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipality of Crowsnest Pass in the Province of Alberta duly assembled does hereby enact the following amendments to Bylaw 1140, 2023 Fees, Rates and Charges:

1. In Schedule “B” – Planning and Development Fee Schedule, in the table containing **Other Planning and Development Fees**, in a new line before Application for Encroachment Agreement, add the following into the table:

Description	Fee
Occupancy and Completion Certificate relative to a Development Permit or a Safety Codes Permit for new construction or a change in occupancy classification:	
• Applied for prior to taking occupancy	No Charge
• Applied for after having taken occupancy	\$500

2. Bylaw No. 1140, 2023 is hereby amended.
3. This bylaw shall come into effect upon third and final reading hereof.

READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ a **second** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
 Blair Painter  
 Mayor

\_\_\_\_\_  
 Patrick Thomas  
 Chief Administrative Officer

**MUNICIPALITY OF CROWSNEST PASS**  
**BYLAW NO. 1178, 2024**  
**FEES, RATES AND CHARGES BYLAW AMENDMENT**

**BEING** a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 1140, 2023, being the Fees, Rates and Charges Bylaw, in accordance with the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

**WHEREAS** the Council of the Municipality of Crowsnest Pass deems it necessary and appropriate to establish a fee in connection with an application for an occupancy and completion certificate, the Municipal Council wishes to amend the Fees, Rates and Charges Bylaw accordingly.

**AND WHEREAS** the Municipality must prepare an amending bylaw and provide for its consideration at a public hearing.

**NOW THEREFORE**, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipality of Crowsnest Pass in the Province of Alberta duly assembled does hereby enact the following amendments to Bylaw 1140, 2023 Fees, Rates and Charges:

1. In Schedule “B” – Planning and Development Fee Schedule, in the table containing **Other Planning and Development Fees**, in a new line before Application for Encroachment Agreement, add the following into the table:

Description	Fee
Occupancy and Completion Certificate relative to <b>new construction, relocation, partial demolition, alteration</b> , or a change in occupancy classification:	
• Applied for prior to taking occupancy	No Charge
• Applied for after having taken occupancy <b>(penalty)</b>	\$500

2. Bylaw No. 1140, 2023 is hereby amended.
3. This bylaw shall come into effect upon third and final reading hereof.

READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ a **second** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
 Blair Painter  
 Mayor

\_\_\_\_\_  
 Patrick Thomas  
 Chief Administrative Officer



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 7.g

**Subject:** Clarification - Six Months Grace Period for Sheds and Decks

**Recommendation:**

**A.** That Council provides direction to Administration on the following items:

- 1) Does the grace period for sheds and decks include Development Permit application fees in addition to the penalty fees? (Council already confirmed this on January 16, 2024, but may want to revisit this)
- 2) Does the grace period for sheds and decks include Safety Codes Permit application fees and penalty fees?
- 3) Does the grace period for sheds and decks include the title fee charge?
- 3) Does the grace period extend only to decks and sheds built prior to January 01, 2024, or does it also include all decks and sheds that people may apply for during the grace period from January 02, 2024 to June 30, 2024?
- 4) What about those people who apply for a deck or shed shortly after the expiry of the grace period?

**B.** That Council moves to confirm a six month grace period for Development Permit and Safety Codes Permit application fees and penalty fees established in Bylaw 1152, 2023 (Fees Rates and Charges), if the landowner submitted a Development Permit application and the relevant Safety Codes Permit application(s) from January 02, 2024 to June 30, 2024, **EITHER** to bring the property into compliance for a shed and/or a deck that was built without the benefit of a development permit or was built contrary to an approved development permit prior to January 01, 2024, **OR** to obtain a Development Permit and Safety Codes Permit(s) during the grace period to build a new deck or shed.

**Executive Summary:**

On December 05, 2023 Council approved a grace period for sheds and decks that were built prior to January 01, 2024 without the benefit of a Development Permit, **by waiving the penalty fees**

established in Bylaw 1152, 2023 (Fees Rates and Charges) if affected landowners applied for a Development Permit between January 02, 2024 and June 30, 2024. The intent was to encourage people to bring their properties into compliance so that there would be fewer delays with Compliance Certificates when property was sold - people would not have to pay the penalty fee, but **would still have to pay the application fee.**

The grace period was advertised through mass mail-drop of a brochure, on social media, and in a newspaper article. Based on subsequent public feedback, on January 16, 2024 Council clarified that **the grace period included** not only the penalty fees, but also the **Development Permit application fees** as per the date agreed upon for amnesty. There was no date agreed upon in the earlier motion with regard to when the development was constructed, only that this would begin on January 1, 2024, therefore, would presumably include anything built prior to January 1, 2024.

Administration is now faced with the question of whether or not the grace period also includes application fees and/or penalty fees for the Safety Codes Permit(s). A Building Permit is required for all decks and only for sheds over 108ft<sup>2</sup>. Electrical, plumbing, and gas permits may be required. Administration seeks further clarification from Council on this question.

**Relevant Council Direction, Policy or Bylaws:**

Fees Rates and Charges Bylaw 1152, 2023

Land Use Bylaw 1165, 2023

**10-2024-01-16:** Councillor Sygutek moved that in the six months amnesty we do not charge those that come in to bring their properties into compliance a development fee, as per the date we agreed upon for amnesty.

**09-2023-12-05:** Councillor Sygutek moved that Council approves a six-month grace period for development permit penalty fees for sheds and decks.

**Discussion:**

**Some of the public feedback includes the following:**

1) **Feedback:** It is a "cash grab" to get more Development Permit application fees.

**Response:** This item has been resolved by Council's waving of not only the penalty fees, but also the Development Permit application fees.

2) **Feedback:** It is not fair that a person who built a deck or shed prior to January 01, 2024 without the

benefit of a Development Permit will not have to pay application fees or penalty fees, but a person who applies for a Development Permit during the six months grace period to build a new deck or shed will have to pay the application fee (and possibly a penalty fee if they started without the benefit of a development permit).

**Response:** This item is not resolved for people who want to make application during the grace period to build a new deck or shed. However, the question could be taken one step further: Is it fair that a person who applies for a Development Permit just shortly after the conclusion of the six months grace period (say in July 2024) to build a new deck or shed will have to pay the application fee? This originally was not an issue as only the fines were being waived, not the fee, and therefore anything new would be treated the same as they would be paying the same fees.

### **Safety Codes Permit Fees and Penalties**

The other clarification sought from Council is whether or not the grace period includes application fees and penalty fees for Safety Codes Permits that may be required (building, electrical, plumbing, and gas)? **As a snapshot in time:** On January 31, 2024, ten applications have been received and four of those applications have been processed and assessed for what the application fee and the penalty fee would have been if the grace period did not apply. The total amount for those four applications, fees and fines, is **\$4,500** (two permitted (\$100 permit) and two discretionary (\$275 permit)). This amount **does not include Safety Codes Permit application fees or penalty fees** . If this trend is extrapolated to a theoretical 60 applications based on ten applications per month of the six months grace period, it is estimated that the total amount of waived application fees and penalty fees could be **\$67,500**, excluding Safety Codes Permit fees.

Looking at only Building Permit application fees and penalty fees for a deck and a shed (over 108 ft<sup>2</sup>) and excluding those sheds that may have electrical and/or plumbing and gas fittings:

- The application fee for a Building Permit for a deck is \$150 (excluding the Safety Codes Council Fee).
- The application fee for a shed with a value of \$4,000 would be \$26 (\$6.50 per \$1,000 value; excluding the Safety Codes Council Fee).
- The minimum penalty fee for starting work without a permit is \$250.

Assuming that half of the 60 applications during the grace period would be decks (\$12,000) and the other half would be sheds (\$8,280), **the total amount of waived Building Permit application fees and penalty fees would be \$20,280.**

**Combined, the total amount** of application fees and penalty fees that theoretically and conservatively estimated could be waived during the six months grace period **would be \$87,780**. If the grace period included new sheds and decks, this amount could be higher.

### **Title Fee Charge**

As part of reviewing all development permit applications, it includes a review of the title for caveats

listed including encroachment agreements, easements, etc. If the applicant can provide a current title (within 3 months), there is no charge. We can also pull a current title for them for a \$25 charge.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

Potentially \$87,780 (it could be more or much less) will be expensed to Council's Promotional Items GL account.

**Attachments:**



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** February 6, 2024

**Agenda #:** 10.a

**Subject:** Highway 3X Commercial Development

**Recommendation:** That Council have discussion regarding Highway 3X Commercial Development as it pertains to Highway 3 Twinning plans.

**Executive Summary:**

Mayor Painter requested to have Highway 3X Commercial Development added to the agenda so that Council can have discussion on this matter.

**Relevant Council Direction, Policy or Bylaws:**

N/A

**Discussion:**

N/A

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**