



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, October 3, 2023 at 7:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

- 3.a Minutes of the Municipal Historic Resources Advisory Committee of June 26, 2023
- 3.b Minutes of the Crowsnest Pass Community Library Board of June 27, 2023
- 3.c Minutes of the Foothills Little Bow Municipal Association of September 15, 2023

**4. ADOPTION OF MINUTES**

- 4.a Minutes of the Council Meeting of September 19, 2023

**5. PUBLIC HEARINGS**

- 5.a Bylaw 1158, 2023 - Land Use Bylaw Amendment to rezone Lot 1 (in two parts), Block 1, Plan 2211390 from Non-Urban Area (NUA-1) to Residential (R-1) - *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.

- 6.a Trevor Hay - Presentation of New Subdivision Plan

**7. REQUESTS FOR DECISION**

- 7.a Bylaw 1158, 2023 - Land Use Bylaw Amendment to rezone Lot 1 (in two parts), Block 1, Plan 2211390 from Non-Urban Area (NUA-1) to Residential (R-1) - *Second and Third Readings*
- 7.b Bylaw 1159, 2023 Road Closure Bylaw - *First Reading*
- 7.c Bylaw 1160, 2023 - Land Use Bylaw Amendment - To re-designate the lands legally described as Lot 2, Block 1, Plan 0411150; ptn of SE16-7-3-W5M & adjacent closed roads from Non-Urban Area NUA-1 to Grouped Country Residential - GCR-1 - *First Reading*
- 7.d 2021 and 2022 Surplus
- 7.e Pass Powderkeg 2022/23 Winter Report

**8. COUNCIL MEMBER REPORTS**

**9. PUBLIC INPUT PERIOD**

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

**10. COUNCILOR INQUIRIES AND NOTICE OF MOTION**

**11. IN CAMERA**

11.a Business Interests of a Third Party - Northback - FOIP Act Section 16

**12. ADJOURNMENT**



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

**Meeting Date:** October 3, 2023

**Agenda #:** 3.a

**Subject:** Minutes of the Municipal Historic Resources Advisory Committee of June 26, 2023

**Recommendation:** That Council accept the minutes of the Municipal Historic Resources Advisory Committee of June 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 Municipal Historic Resources Advisory Committee provides their minutes to keep Council apprised of their activities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2023 06 26\\_Municipal Historic Resources Advisory Committee Minutes.pdf](#)



**MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE**  
**June 26, 2023, at 2:00 pm**  
**Council Chambers, Coleman Municipal Office**

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**PRESENT:** Board Member Fred Bradley  
Board Member Howard Vandenhoeft  
Board Member Don Budgen  
Board Member Myriah Sagrafena  
Board Member Bruce Nimmo  
Board Member Gaston Aubin  
Board Member Vicki Kubik  
Development Officer Katherine Mertz  
Municipal Representative Johan van der Bank

**ABSENT:** Bryce Andreasen (apology)  
Glen Girhiny (apology)

**1. CALL TO ORDER**

Fred Bradley called the meeting to order at 2:05 am.

**2. ADOPTION OF AGENDA**

**MOTION** by Howard Vandenhoeft to adopt the agenda as presented.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOTION** by Vicki Kubik to adopt the minutes of May 23, 2023.

**CARRIED**

**4. DELEGATIONS**

Nancy Shefter presented information regarding DP2023-104 – Gilded Haus – proposed awning addition in historic overlay district.

**5. REQUEST FOR DECISIONS**

5.1 Development Permits

(a) DP2023-094 – Greenhill Hotel – renovations, dwelling units, and decks.



**MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE**  
**June 26, 2023, at 2:00 pm**  
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Fred Bradley declared a possible conflict of interest with this item as he is the owner of an adjacent property. Johan van der Bank suggested that since the Advisory Committee does not approve or refuse applications, this is likely not an issue.

**MOTION** by Don Budgen that the Advisory Committee has no concerns.

**CARRIED**

- (b) DP2023-099 – Dr. Key Residence – 208 Street, Bellevue - proposed detached garage.

**MOTION** by Don Budgen that the Advisory Committee has no concerns.

**CARRIED**

- (c) DP2023-104 – Gilded Haus – proposed awning addition in historic overlay district.

Bruce Nimmo declared a possible conflict of interest with this item as he is the owner of an adjacent property. Johan van der Bank suggested that since the Advisory Committee does not approve or refuse applications, this is likely not an issue.

The Advisory Committee considered the information presented by Nancy Shefter.

Concerns were raised over public safety regarding snow slumping off of the awning onto the public sidewalk. The awning does not encroach onto the public sidewalk. The landowner was made aware of the requirement in a development permit that by accepting and acting upon a development permit the landowner provides indemnification and exoneration of the Municipality regarding public safety liability.

**MOTION** by Bruce Nimmo that, in the following context:

- 1) that the proposed awning will impact the historical streetscape however, it will not impact the character defining elements of the building, which have already been compromised by an addition to the shop frontage that was not referred to the Advisory Committee (by a previous owner); and
- 2) that the addition of the proposed awning is reversable in the event that the present or a future landowner would want to obtain Municipal Historic Designation;

the Advisory Committee supports / accepts the proposed awning.

**CARRIED**



**MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE**  
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**6. ROUND TABLE DISCUSSION**

- 6.1 Heritage Designation Plaque – the Advisory Committee reviewed two draft template design options prepared by Kim Uhersky, Document Management Clerk (MCNP) and reached the following consensus:
- (a) Option 1 with the QR code in the bottom right-hand corner following the words “Municipal Historic Resource” and containing the small designs in each bottom corner, is the preferred option.
  - (b) Epoxy resin or enamel on metal are the preferred material options.
  - (c) Myriah Sagrafena will provide contact information to Johan van der Bank regarding cost estimates to create the design into a plaque.
  - (d) Johan van der Bank will obtain cost estimates for both material types, develop a plaque placement policy on the property, develop a plaque replacement cost policy, and take these items to the Municipal Council in a Request For Decision for budget purposes and policy establishment.
- 6.2 Peuchen Block building – designated by Bylaw No. 0866, 2013 as a Municipal Historic Resource but not registered by the Municipality on the Alberta Registry of Historic Places. The landowner intends to access funding from the Historic Preservation Partnership Program of the Alberta government and it is necessary that the Municipality registers the bylaw to facilitate this process. Katherine Mertz will contact Rebecca Goodenough at Alberta Culture for direction on how to proceed to obtain designation.
- 6.3 Bellevue Mainstreet Open House – feedback:

**MOTION** by Don Budgen that the Advisory Committee wishes to express its frustration and disappointment to Council as follows:

- (a) After its experience of a lack of consultation during the Coleman Main Street revitalization project in approximately 2019, the Advisory Committee acted proactively regarding the Bellevue Main Street Project by making administration aware of its interest and requesting that the Advisory Committee is engaged in the process. The Advisory Committee reached out to Administration in this regard:

- In its minutes of **April 25, 2022** - “Bellevue Main Street Revitalization Project – the Advisory Committee requested that Johan van der Bank bring to the



**MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE**  
**June 26, 2023, at 2:00 pm**  
**Council Chambers, Coleman Municipal Office**

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attention of municipal administration that the Advisory Committee would appreciate an opportunity to discuss this project with the administration.”

and

- In its minutes of **March 20, 2023** - “Bellevue Main Street Design. There was an inquiry regarding the timeline for the design and construction process, how this may affect business operations during construction, and how the Municipal Historic Resource Advisory Committee would be involved in the public consultation process specifically with a view to the proposed streetscape design. Glen Girhiny informed the Advisory Committee that the timeline appears to be for the late summer or fall of 2023.”
- (b) The Advisory Committee expresses its concern that it was not satisfactorily notified of the June 22, 2023, Bellevue Main Street Open House.
- (c) The Advisory Committee expresses its concern that Administration did not advise the project consultant to make a presentation at one of the Advisory Committee meetings.
- (d) The Advisory Committee expresses its concern and frustration that, being an advisory committee established by Municipal Council, the Municipality appears to exclude the Advisory Committee from its projects that affect historic places in the community, while expecting that landowners and taxpayers must have their renovation projects vetted through the Advisory Committee process before obtaining development approval from the Development Authority.

**CARRIED**

6.4 Community Updates

- 1) Fred Bradley reported that the Blairmore Bandstand received Provincial Historic Designation at that there will be a public plaque unveiling ceremony.

6.5 2024 Budget

**MOTION** by Don Budgen that:

- 1) Administration takes forward into the 2024 Municipal Budget a request for \$5,000 to enable the Advisory Committee to conduct public consultation regarding the Municipal Historic Designation process and its advantages for landowners.



**MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE**  
**June 26, 2023, at 2:00 pm**  
**Council Chambers, Coleman Municipal Office**

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- 2) That the Advisory Committee requests a delegation around the budget cycle to address Council regarding its activities and budget requirements, and that Johan van der Bank takes this request to Administration.

**CARRIED**

**7. NEXT MEETING DATE**

- Monday, September 25, 2023, at 2:00 PM in Council Chambers, Municipal Office.

**8. ADJOURNMENT**

**MOTION** by Gaston Aubin to adjourn the meeting at 4:00 pm.

**CARRIED**

Approved by:

  
\_\_\_\_\_  
Don Budgen, Vice Chair

  
\_\_\_\_\_  
Date



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** October 3, 2023

**Agenda #:** 3.b

**Subject:** Minutes of the Crowsnest Pass Community Library Board of June 27, 2023

**Recommendation:** That Council accept the Minutes of the Crowsnest Pass Community Library Board of June 27 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 June 27, 2023 with attachments.pdf](#)



Municipality of Crowsnest Pass Library Board  
Regular Board Meeting

Tuesday June 27th, 2023  
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).

Regrets: John Hucik

- 1. Call to Order- Erin called the meeting to order at 1:35pm.
- 2. Adoption of Agenda - June 27th, 2023  
Nicole motioned to adopt the agenda as presented. Gale seconded. Motion carried.
- 3. Adoption of Minutes - May 23rd, 2023  
Margaret made a motion to adopt the minutes. Erin seconded. Motion carried.
- 4. Business arising from minutes:
  - a. 1 Computer monitor donated 3 Computer monitors ordered.
- 5. Librarians report (attached)  
Nicole motioned to accept the report as presented. Doreen seconded. Motion carried.
- 6. Financial Report (attached)  
Erin motioned to approve the Financial Report. Gale seconded. Motion carried.
- 7. In-Camera  
Erin motioned to go in camera at 1:43pm  
Doreen motioned to come out of camera at 2:00pm  
Erin made a motion to give the Library Manager a 2 percent raise, effective October 1st. Gale seconded. Motion carried.
- 8. Meeting Adjournment  
Lisa motioned to adjourn the meeting at 2:01 pm.

Next regular meeting date is September 12th, 2023 at 1:30pm.

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

Librarians Report  
June 27th, 2023

Library timeline

- “Library Timeline” document of building maintenance now includes equipment.

Programming

- Family Movie June 3<sup>rd</sup>, - “Up” (15 attended)
- June 2<sup>nd</sup> - 2 movies (middle school - afternoon and high school - evening)
- No movies over the summer. Will start up again in September.
- Summer Read On day was June 16<sup>th</sup>. (Attendance was low due to traffic)
- Summer Reading Program schedule set, and planning is underway.
- Michael Leeb is doing an author talk at the Library on July 22<sup>nd</sup>,

Chinook Arch

- Library Tour/meeting – Claresholm Library May 29<sup>th</sup>. (Diane attended)
- Digital Literacy program “Mobile Devices – Intro to the Cloud” July 26<sup>th</sup>.
- June Reading Challenge – everyone that borrowed a book was entered.
- SRP staff will be doing first week of our SRP program.
- Doing Bingo Challenges for the region over the summer.

Public Computers

- 1 public computer monitor donated.
- 3 public monitors ordered.

Staffing

- 1 summer student hired (return from last year).
  - Filling CSJ contract.
  - Will continue as casual/part-time in September if her schedule allows.
- 2<sup>nd</sup> summer staff position filled. Starting June 27<sup>th</sup>.
- Full time position vacated in June.
- Hired a 3<sup>rd</sup> summer staff part-time to help fill in when needed.
- Will work on filling the full-time position by September.

Building update

- Flooring replaced in Kitchen / Storage area.
- Carpeting to be replace early July.

Friends of the Library

- Next meeting is AGM in September.
- Purchased 5 lounge chairs for main floor.
- Purchased 2 new shelving units for Children’s area
- Selling Big Daddy Rocking chairs in a silent auction.
- Supplied a literacy basket draw for the summer.

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

		Jan - June 23	Budget
<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>		<b>193,348.00</b>	<b>184,957.00</b>
<b>Operations</b>			
	4100 · Book Sales	267.90	700.00
	4120 · Donations (made to Library)	423.21	0.00
	4130 · Facility Use	290.00	100.00
	4140 · Print & Photcopy	1,145.87	2,500.00
	4150 · Fines	127.33	200.00
	4500 · Interest Income	696.01	500.00
<b>Total Operations</b>		<b>2,950.32</b>	<b>4,000.00</b>
<b>Total Income</b>		<b>196,298.32</b>	<b>188,957.00</b>
<b>Gross Profit</b>		<b>196,298.32</b>	<b>188,957.00</b>
<b>Expense</b>			
Friends of the Library purchase		3,618.35	
	5050 · Board Expenses	0.00	50.00
	5200 · Furniture & Equipment	546.59	400.00
	5300 · Bank Charges	12.00	100.00
	5460 · Janitorial/Cleaning	1,389.34	3,200.00
	5500 · Computers	1,417.68	1,500.00
	5530 · Office Supplies	1,471.83	3,369.00
	5610 · Bldg. / Yard Repairs & Maint.	4,750.52	7,500.00
	5650 · Professional Assoc. Memberships	38.10	350.00
	5655 · Regional Library Membership	10,108.46	19,238.00
	5660 · Professional Develop. Expense	766.86	800.00
	5670 · Program Expenses	401.47	900.00
	5700 · Library Wages	68,245.63	132,000.00
	5760 · Security System	0.00	1,300.00
	5800 · Telephone	318.40	1,250.00
	5850 · Utilities	7,346.01	17,000.00
<b>Total Expense</b>		<b>100,431.24</b>	<b>188,957.00</b>
<b>Net Income</b>		<b>95,867.08</b>	<b>0.00</b>
<b>Current Assets</b>			
	1100 · GIC Operations	<i>100,000.00</i>	
	1000 · Royal Bank - Chequing	<i>9,596.00</i>	
<b>Total Current Assets</b>		<b>109,596.00</b>	



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

**Meeting Date:** October 3, 2023

**Agenda #:** 3.c

**Subject:** Minutes of the Foothills Little Bow Municipal Association of September 15, 2023

**Recommendation:** That Council accept the Minutes of the Foothills Little Bow Municipal Association of September 15, 2023 as information.

**Executive Summary:**

Minutes of External 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 Foothills Little Bow Municipal Association provides their minutes to member municipalities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[FLB - Meeting Minutes September 15, 2023.pdf](#)



**Foothills Little Bow Municipal Association  
MINUTES**

*September 15, 2023*

Coast Hotel, Continental Ballroom  
526 Mayor Magrath Dr S, Lethbridge, AB

<b>Member Municipal Districts &amp; Counties Present:</b>	<b>Regrets:</b>
Cardston County	
Cypress County	
County of Forty Mile	
County of Newell	
County of Warner	
Foothills County	
Lethbridge County	
M.D. of Pincher Creek	
M.D. of Ranchland	
M.D. of Taber	
M.D. of Willow Creek	
Municipality of Crowsnest Pass	
Vulcan County	
<b>Chair:</b> Laurie Lyckman, Vulcan County	<b>Vice Chair:</b> Randy Taylor, County of Warner
<b>Resolution Committee:</b> Randy Bullock, Cardston County	
<b>Recording Secretary:</b> Lansey Middleton, Vulcan County	

**Welcome and Introduction of Guests**

Chair Lyckman called the meeting to order at 10:02 a.m.

**Roll Call and Quorum**

Roll Call was taken and representatives of all Municipal Districts and Counties were accounted for.

**Adoption of Agenda**

MTN 8/23

**MOVED BY:** John Van Driesten, M.D. of Willow Creek  
That the agenda of the September 15, 2023 meeting of the Foothills Little Bow Association be adopted as presented.

CARRIED.

### **Tributes to Members**

A moment of silence was held for the following members who had passed since the last meeting:

- Robert Horvath, Lethbridge County
- Kathy Bulger, County of Newell
- James William Ellis, Vulcan County
- Terry Helgersen, Cardston County

### **Adoption of Minutes**

Minutes of the January 13, 2023 Meeting

MTN 9/23

**MOVED BY:** *Tamara Miyanaga, M.D. of Taber*  
*That the minutes of the January 13, 2023 Foothills Little Bow Association Meeting be approved as presented.*

CARRIED.

### **Greetings**

Minister of Municipal Affairs, Hon. Ric McIver, provided a written greeting to the members.

### **Delegation**

Cypress County - Ag Connections Conference 2023

Beth Cash, Economic Development Officer with Cypress County, presented on Cypress County's upcoming Ag Connections Conference:

- A one-day conference on November 22, 2023 at the Medicine Hat Stampede & Exhibition Grounds;
- Keynote speaker: Lesley Kelly;
- Plenary Sessions including Farm Credit Canada outlook for 2024, drone session, etc.;
- Register by visiting Cypress County's website.

### **Reports**

RMA District 1 Director, Jason Schneider

Director Jason Schneider provided an update on:

- Quasi-Judicial Agencies - RMA Member Committee; conducting a technical analysis of agency mandates and processes;
- RMA Reports and Projects including recently completed report on FCSS Service Delivery Challenges in Rural Alberta.

RMA President, Paul McLauchlin

President Paul McLauchlin provided an update on:

- LGFF allocations, bridge infrastructure support, unpaid taxes and access to tax revenues, well drilling & equipment tax review, solar developments and approvals, business services update, insurance update, and AUC pause on renewable approvals.

RMA Vice President, Kara Westerlund

VP Kara Westerlund greeted the group and conducted a live poll for members.

**Resolution Session**

Amendments to MGA Section 619 - County of Warner & MD of Willow Creek

Randy Bullock, Cardston County, read the resolution 'Amendments to Municipal Government Act Section 619'.

MTN 10/23

**MOVED BY:** Earl Hemmaway, M.D. of Willow Creek

**SECONDED BY:** Ross Ford, County of Warner

*That the Rural Municipalities of Alberta urge the Government of Alberta to amend Section 619 of the Municipal Government Act to state that decisions made by provincial regulators in granting licenses, permits, approvals and other authorizations under their jurisdiction must be consistent with municipal statutory land use planning related to the protection of productive agricultural lands, impacts on municipal infrastructure, existing land uses, and other possible local project impacts.*

CARRIED.

Compensation Resulting from Regulatory Changes - MD of Willow Creek

Randy Taylor, County of Warner, read the resolution 'Compensation Resulting from Regulatory Changes'.

MTN 11-23

**MOVED BY:** Earl Hemmaway, M.D. of Willow Creek

**SECONDED BY:** Craig Widmer, County of Forty Mile

*That the Rural Municipalities of Alberta request the Government of Alberta implement a mechanism that will require a review of all existing and future legislation to determine negative financial impacts to private property,*

*AND,*

*that the Rural Municipalities of Alberta request the Government of Alberta to implement Recommendation Number Six from the Special Committee on Real Property Rights, and that private property owners impacted by the changes to the Historical Resources Act be compensated.*

CARRIED.

Ensuring a Minimum Standard and Adequate Ambulance Services are Available Throughout Rural Alberta - MD of Taber

Randy Bullock, Cardston County, read the resolution 'Ensuring a Minimum Standard and Adequate Ambulance Services are Available Throughout Rural Alberta'.

MTN 12/23

**MOVED BY:** Chantal Claassen, M.D. of Taber

**SECONDED BY:** Shane Hok, Cypress County

*That the Rural Municipalities of Alberta (RMA) advocate that the Government of Alberta and the Alberta Health Services (AHS) ensure every area of Alberta has available ambulances with qualified emergency personnel, who can provide response times that ensure lifesaving measures.*

CARRIED.

Growth Management Board Voluntary Membership - Foothills County

Randy Taylor, County of Warner, read the resolution Growth Management Board Voluntary Membership.

MTN 13/23

**MOVED BY:** Delilah Miller, Foothills County

**SECONDED BY:** John Van Driesten, M.D. of Willow Creek

*That the Rural Municipalities of Alberta (RMA) advocate that the Government of Alberta remove mandatory growth management boards (GMBs) from the Municipal Government Act;*

*Further be it resolved that should the Government of Alberta fail to abolish GMBs, the RMA shall advocate to amend the MGA (and the Calgary and Edmonton Metropolitan Region Board Regulations) to change the membership in GMBs from mandatory to voluntary to ensure the interests of all members of a GMB are equally considered and represented.*

CARRIED.

**Delegation**

Watershed Resources Panel Discussion:

Mike Murray, Executive Director, Bow River Basin Council

Steve Meadows, Board Chair, Bow River Basin Council

Jason Schneider, Bow River Basin Council Member, International Joint Committee Member

Mr. Murray presented the members with an overview of the Bow River Basin Council's background and purpose including projects they are working. The group took questions from the floor regarding mitigation tools, drought concerns in southern Alberta, urban expansion, and provincial support.

**Financial Reports**

Profit & Loss Statement and Balance Sheet

MTN 14/23

***MOVED BY:*** Ross Ford, County of Warner

*That the Profit & Loss Statement and Balance Sheet be approved as presented.*

CARRIED.

**Next Meeting**

January 19, 2024

**Acknowledgement**

Randy Taylor, County of Warner, paid tribute to Tasha Blumenthal with RMA for all her hard work and contributions to municipalities. Ms. Blumenthal is leaving RMA to pursue a career with a municipality.

**Adjournment**

MTN 15/23

***MOVED BY:*** Earl Hemmaway, M.D. of Willow Creek

*That the meeting be adjourned at 2:16 p.m.*

CARRIED.

DRAFT



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** October 3, 2023

**Agenda #:** 4.a

**Subject:** Minutes of the Council Meeting of September 19, 2023

**Recommendation:** That Council adopt the Minutes of the Council Meeting of September 19, 2023 as presented.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

n/a

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2023 09 19 Council Meeting Minutes.docx](#)



## Municipality of Crowsnest Pass

### Council Meeting Minutes

**Tuesday, September 19, 2023**

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A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, September 19, 2023.

**Council Present:**

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

**Council Absent:**

Councillor Kubik

**Administration Present:**

Patrick Thomas, Chief Administrative Officer  
Kristin Ivey, Deputy Chief Administrative Officer  
Bonnie Kawasaki, Recording Secretary

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

**Additions:**

**In Camera**

- a) Privileged Information – Legal Inquiry – FOIP Act Section 27 - Councillor Sygutek

**01-2023-09-19:** Councillor Glavin moved to adopt the agenda as amended.

Carried

**CONSENT AGENDA**

**02-2023-09-19:** Councillor Glavin moved that Council approve the following Consent Agenda items as presented without debate:

**3.a**

**Minutes of the Minutes of the Community Marketing Advisory Committee of May 17, 2023**

THAT Council accept the Minutes of the Community Marketing Advisory Committee of May 17, 2023 as information.

Carried

**ADOPTION OF MINUTES**

**03-2023-09-19:** Councillor Girhiny moved to adopt the Minutes of the Council Meeting of September 12, 2023 as presented.

Carried

**PUBLIC HEARINGS**

None

**DELEGATIONS**

None

**REQUESTS FOR DECISION**

**Service Areas Update**

**04-2023-09-19:** Councillor Ward moved to accept the Service Areas Update as information.

Carried

**Offsite Levy Discussion**

**05-2023-09-19:** Councillor Ward moved to accept the Offsite Levy discussion for information.

Carried

**Campground Report**

**06-2023-09-19:** Councillor Filipuzzi moved to have Administration identify areas in the forest reserve which would be suitable for campgrounds and then request to meet with the Honourable Todd Loewen, Minister of Forestry and Parks for further discussion.

Carried

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

**07-2023-09-19:** Councillor Sygutek moved that Council forgo the RMA Convention in Edmonton from November 6-9, 2023.

Carried

**Policy 1713-01 - Targeted Multi-Family Development Incentive Policy**

**08-2023-09-19:** Councillor Ward moved to adopt Policy 1713-01 - Targeted Multi-Family Development Incentive Policy as amended to a three-year incentive term.

Carried

**Policy 1714-01 - Targeted Secondary Suite Incentive Policy**

**09-2023-09-19:** Councillor Sygutek moved to adopt Policy 1714-01 - Targeted Secondary Suite Incentive Policy.

Carried

**COUNCIL MEMBER REPORTS**

- Councillor Glavin
  - Commented that the numbers discussed in the recent CMAC meeting on the Municipality's marketing platforms were excellent
  
- Councillor Girhiny
  - Commented that he would like to see the Community Standards bylaw come back to Council for further discussion on vacant or derelict buildings
  
- Mayor Painter
  - Attended the South Zone 1 RMA Meeting
    - Solar wind projects were discussed and the detrimental effects on the soil
  - Had conversations with Northback Representatives
    - Concerning the merit deliberation hearing

**PUBLIC INPUT PERIOD**

None

**COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

None

**IN CAMERA**

**10-2023-09-19:** Councillor Ward 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 8:29 pm:

- a) Privileged Information – Legal Inquiry – FOIP Act Section 27

Carried

**Reconvene**

Mayor Painter convened the In Camera meeting at 8:42 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

**11-2023-09-19:** Councillor Sygutek moved that Council come out of In Camera at 9:28 pm.

Carried

**ADJOURNMENT**

**12-2023-09-19:** Councillor Filipuzzi moved to adjourn the meeting at 9:29 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:** October 3, 2023

**Agenda #:** 5.a

**Subject:** Bylaw 1158, 2023 - Land Use Bylaw Amendment to rezone Lot 1 (in two parts), Block 1, Plan 2211390 from Non-Urban Area (NUA-1) to Residential (R-1) - Public Hearing

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

**Executive Summary:**

Bylaw 1158, 2023 was given first reading on September 19, 2023 and a public hearing was scheduled for October 3, 2023. The bylaw involves the rezoning of a parcel from Non-Urban Area NUA-1 to Residential R-1, for the purpose of subdividing the existing title into two (2) parcels and constructing a single-family dwelling. The subdivision application (SUB2023-0-115) was approved by the Subdivision Authority.

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

Land Use Bylaw No. 868-2013.

Municipal Government Act s. 692 Planning Bylaws.

**Discussion:**

Public Hearing

**Analysis of Alternatives:**

Public Hearing

**Financial Impacts:**

N/A

**Attachments:**

FORMATTED Bylaw 1158, 2023 - CNP LUB 868-2013 Lot 1, Block 1, Plan 221 1390 (August 2023)  
notice.docx

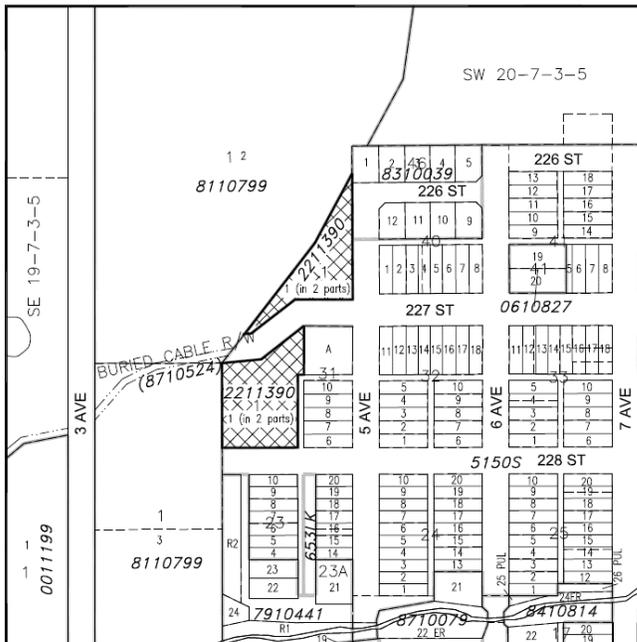
Crowsnest Pass - Lot 1 - Block 1 - Plan 2211390-LUD REDESIGNATION with 2021 Aerial Photo.pdf

**NOTICE OF PUBLIC HEARING**  
**MUNICIPALITY OF CROWSNEST PASS**  
**IN THE PROVINCE OF ALBERTA**  
**PROPOSED BYLAW NO. 1158, 2023**

**7:00pm, October 3, 2023**  
**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. 1158, 2023, being a bylaw to amend Bylaw No. 868, 2013, being the municipal land use bylaw.

The purpose of Bylaw No. 1158, 2023 is to redesignate the lands legally described as Lot 1, Block 1, Plan 221 1390, within SW¼ 20-7-3-W5M, containing ±0.71 ha (1.76 acres), as shown on Schedule 'A', attached hereto and forming part of this bylaw, from "Non-Urban Area – NUA-1" to "Residential – R-1". The subject lands are located at 227<sup>th</sup> Street and 5<sup>th</sup> Avenue in Bellevue.



**LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'**  
 FROM: Non-Urban Area NUA-1  
 TO: Residential R-1  
 LOT 1, BLOCK 1, PLAN 2211390  
 WITHIN SW 1/4 SEC 20, 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 "Residential – R-1" land use district.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1158, 2023 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00pm on October 3, 2023. 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

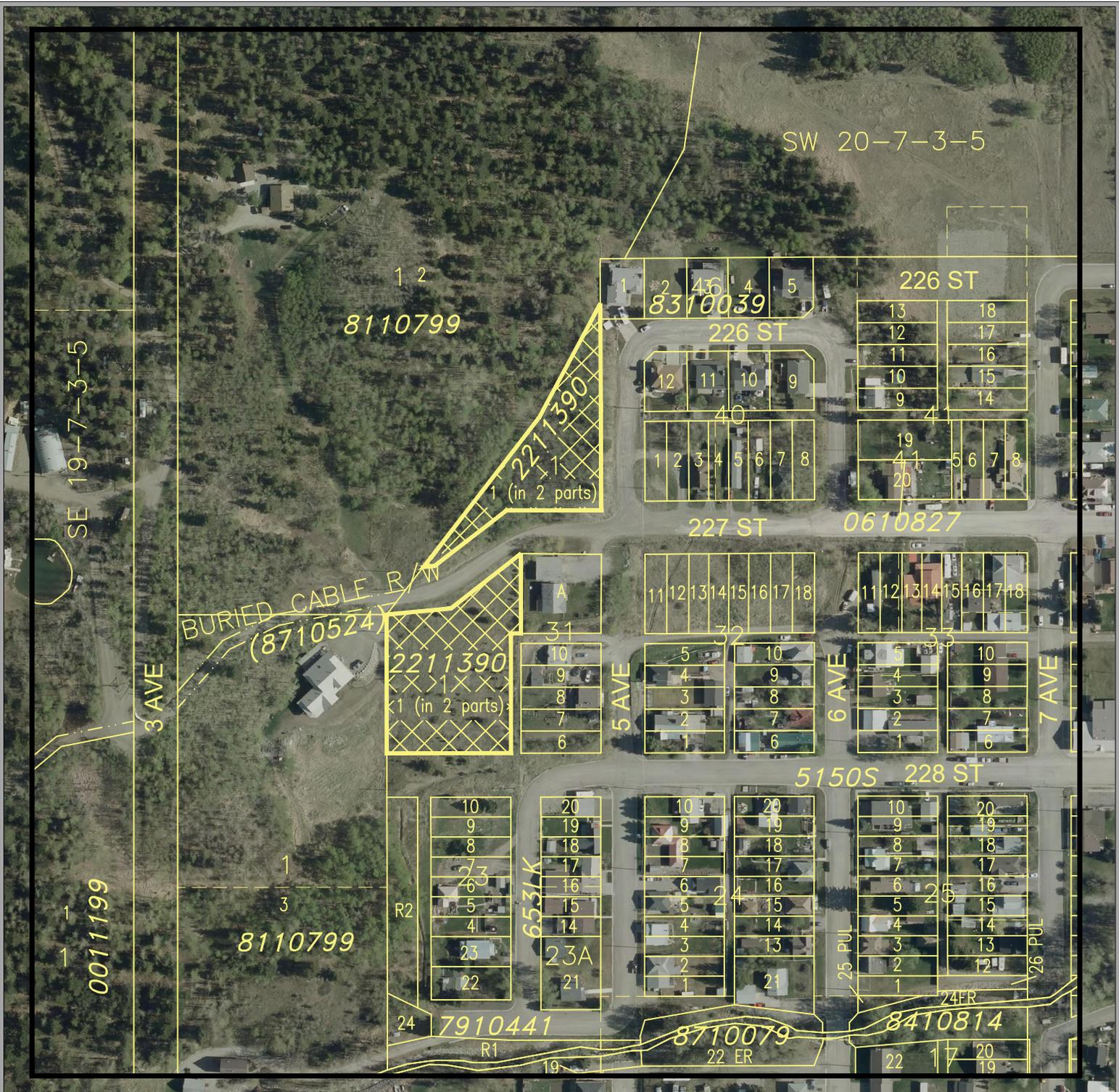
email: Bonnie Kawasaki, Executive Assistant to the CAO at [bonnie.kawasaki@crownsnestpass.com](mailto:bonnie.kawasaki@crownsnestpass.com) with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on September 23,

2023. 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@crownsnestpass.com](mailto:development@crownsnestpass.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 13th day of September, 2023.



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

Aerial Photo Date: May 19, 2021



FROM: Non-Urban Area NUA-1  
TO: Residential R-1

LOT 1, BLOCK 1, PLAN 2211390  
WITHIN SW 1/4 SEC 20, TWP 7, RGE 3, W 5 M  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: AUGUST 1, 2023

Bylaw #: 1158, 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"



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** October 3, 2023

**Agenda #:** 6.a

**Subject:** Trevor Hay - Presentation of New Subdivision Plan

**Recommendation:** That Council accept the Trevor Hay Presentation of New Subdivision Plan as information.

**Executive Summary:**

Trevor Hay requested to be added as a delegation in order to explain to Council the reasoning behind withdrawal of the original development plan and to explain the proposed new subdivision plan.

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

1041, 2020 - Procedure Bylaw

**Discussion:**

Trevor Hay has withdrawn his original application for subdivision and is working on a new proposal pending the approval of a road purchase application to accommodate the proposed subdivision plan. The intent of the delegation is to advise Council of the reasoning for the change.

**Analysis of Alternatives:**

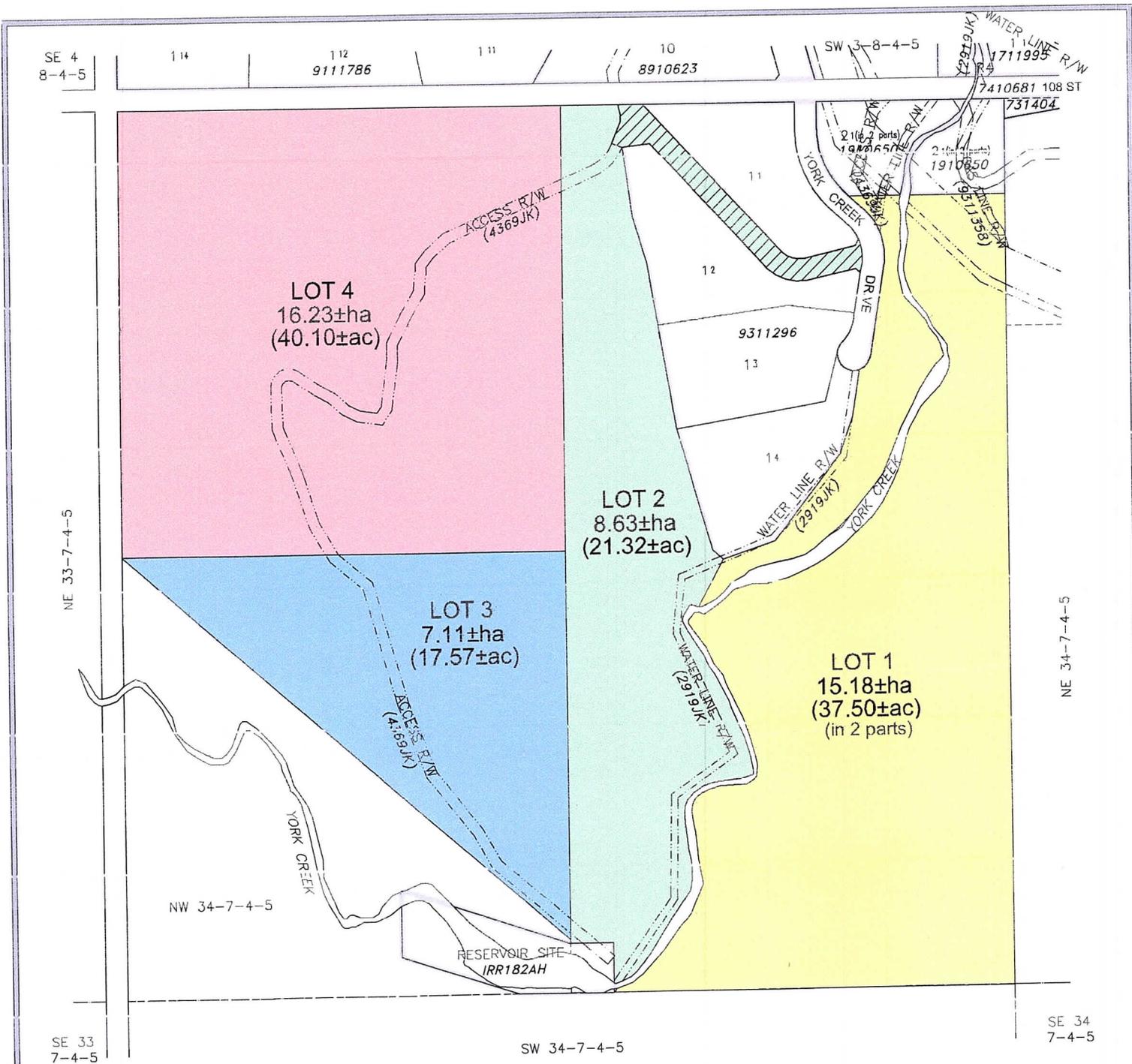
n/a

**Financial Impacts:**

n/a

**Attachments:**

[Trevor Hay - Maps.pdf](#)



**CONCEPT SKETCH**

**4 LOT OPTION**

**NW 1/4 SEC 34, TWP 7, RGE 4, W 5 M**

**MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS**

**DATE: SEPTEMBER 11, 2023**

 **ROAD TO BE CLOSED 0.61±ha(1.50±ac)**





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

**Meeting Date:** October 3, 2023

**Agenda #:** 7.a

**Subject:** Bylaw 1158, 2023 - Land Use Bylaw Amendment to rezone Lot 1 (in two parts), Block 1, Plan 2211390 from Non-Urban Area (NUA-1) to Residential (R-1) - Second and Third Readings

**Recommendation:** That Council gives second and third readings of Bylaw 1158, 2023.

**Executive Summary:**

Bylaw 1158, 2023 was given first reading on September 19, 2023 and a public hearing was scheduled for October 3, 2023.

The proposed Bylaw 1158, 2023 involves the rezoning of a parcel (in two parts) from Non-Urban Area NUA-1 to Residential R-1, for the purpose of subdividing the existing title into two (2) parcels and constructing a single-family dwelling. The subdivision application (SUB2023-0-115) was approved by the Subdivision Authority.

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

Land Use Bylaw No. 868-2013.

Municipal Government Act s. 692 Planning Bylaws.

**Discussion:**

The landowner has obtained approval of an application to subdivide the existing parcel into 2 lots both of which will be less than the 3 acre minimum in the Non-Urban Area NUA-1 land use district. In order to meet the requirements of the subdivision, the landowners are proposing to rezone the property to the Residential R-1 land use district.

Subdivision application 2023-0-115 proposes to split the existing title into 2 lots using the road as the dividing boundary. The landowner intends to apply for a development permit to construct a single-family dwelling on the north lot, pending rezoning approval and subdivision registration.

**Analysis of Alternatives:**

1. Following the Public Hearing, Council consider second and third reading of Bylaw 1158, 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 postpone Second Reading of Bylaw 1158, 2023 and provide further direction to Administration. Substantial changes to the Bylaw will require Council hold a second Public Hearing prior to considering the Bylaw 1158, 2023 for second and third reading.
3. Council may defeat Bylaw 1158, 2023, as proposed.

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED Bylaw 1158, 2023 - CNP LUB 868-2013 Lot 1, Block 1, Plan 221 1390 \(August 2023\).docx](#)

[Crowsnest Pass - Lot 1 - Block 1 - Plan 2211390 LUD REDESIGNATION.pdf](#)

[Crowsnest Pass - Lot 1 - Block 1 - Plan 2211390-LUD REDESIGNATION with 2021 Aerial Photo.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS**

**BYLAW NO. 1158, 2023**

**LAND USE BYLAW AMENDMENT – Redesignate Lot 1, Block 1, Plan 221 1390**

**BEING** a bylaw of the Municipality of Crownsnest Pass in the Province of Alberta, to amend Bylaw No. 868, 2013, 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 (in two parts), Block 1, Plan 221 1390, within SW¼ 20-7-3-W5M, containing ±0.71 ha (1.76 acres), as shown on Schedule ‘A’ attached hereto and forming part of this bylaw, from “Non-Urban Area – NUA-1” to “Residential – R-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 “Residential – R-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 Lot 1 (in two parts), Block 1, Plan 221 1390, within SW¼ 20-7-3-W5M, containing ±0.71 ha (1.76 acres), as shown on Schedule ‘A’ attached hereto and forming part of this bylaw, from “Non-Urban Area – NUA-1” to “Residential – R-1”.
2. Bylaw No. 868, 2013, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

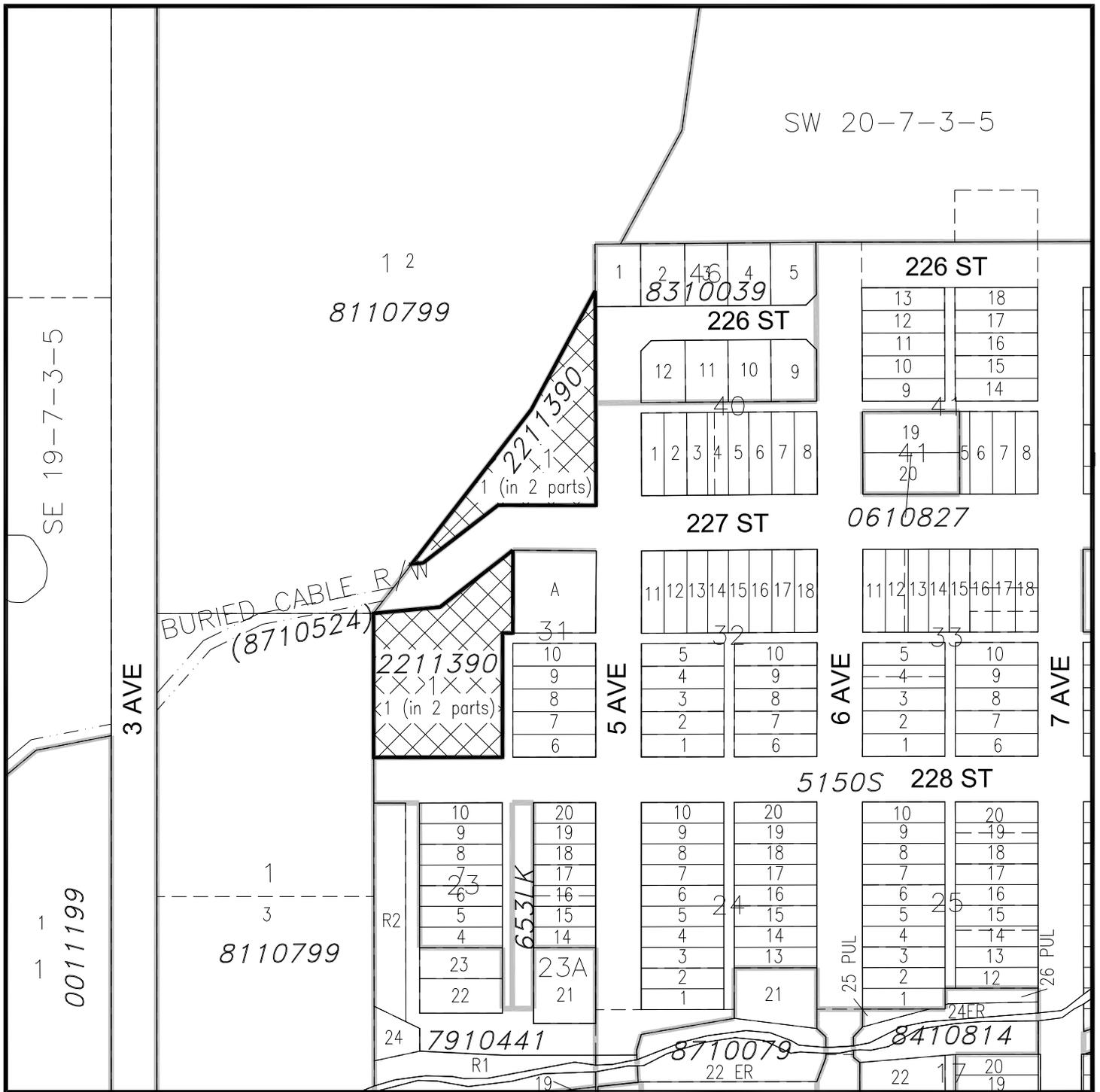
READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

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

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

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

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



## LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Non-Urban Area NUA-1  
TO: Residential R-1

LOT 1, BLOCK 1, PLAN 2211390  
WITHIN SW 1/4 SEC 20, TWP 7, RGE 3, W 5 M  
MUNICIPALITY: MUNICIPALITY OF CROWNSNEST PASS  
DATE: AUGUST 1, 2023

Bylaw #: 1158, 2023

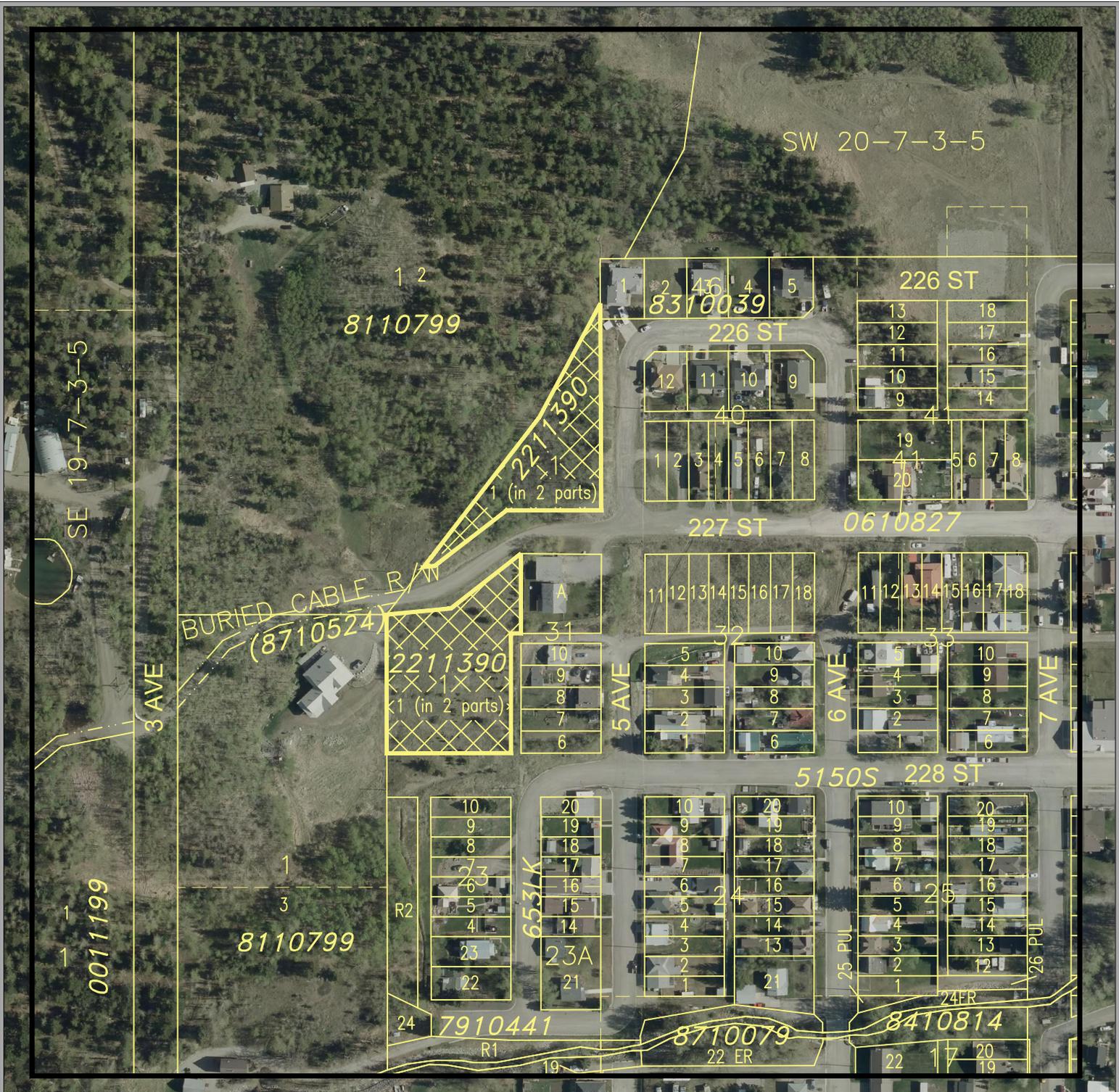
Date: \_\_\_\_\_



0 Metres 50 100 150 200



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"



SW 20-7-3-5

1 2  
8110799

1 2 3 4 5  
8310039  
226 ST  
13 18  
12 17  
11 16  
10 15  
9 14  
19 4  
20 5 6 7 8

SE 19-7-3-5

3 AVE

BURIED CABLE R/W  
(8710524)

2211390  
1 (in 2 parts)

227 ST 0610827  
11 12 13 14 15 16 17 18  
11 12 13 14 15 16 17 18  
5 AVE 6 AVE 7 AVE  
5 10  
4 9  
3 8  
2 7  
1 6  
4 10  
3 9  
2 8  
1 7  
6

0011199

1  
3  
8110799

10 20  
9 19  
8 18  
7 17  
6 16  
5 15  
4 14  
23 24  
22 21  
R2 653 K 23A  
24 7910441 R1  
10 9 29  
8 18  
7 17  
6 16  
5 15  
4 14  
3 13  
2 12  
1 11  
25 PUL 24ER 26 PUL  
5150S 228 ST  
10 20  
9 19  
8 18  
7 17  
6 16  
5 15  
4 14  
3 13  
2 12  
1 11  
22 ER 8410814  
22 17 20  
19

# LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Aerial Photo Date: May 19, 2021



FROM: Non-Urban Area NUA-1  
TO: Residential R-1

LOT 1, BLOCK 1, PLAN 2211390  
WITHIN SW 1/4 SEC 20, TWP 7, RGE 3, W 5 M  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: AUGUST 1, 2023

Bylaw #: 1158, 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"



**Municipality of Crowsnest Pass  
Request for Decision**

**Meeting Date:** October 3, 2023

**Agenda #:** 7.b

**Subject:** Bylaw 1159, 2023 Road Closure Bylaw - First Reading

**Recommendation:** That Council give first reading to Bylaw 1159, 2023.

**Executive Summary:**

This bylaw proposes the closure of a portion of an Unnamed Lane, thereby creating two titles to dispose, as follows:

PLAN 820L

ALL THAT PORTION OF LANE WITHIN BLOCK 22 FORMING PART OF LOT 26, BLOCK 22, PLAN \_\_\_\_\_  
Containing 0.005 Hectares (0.01 Acres) More or Less  
EXCEPTING THEREOUT ALL MINES AND MINERALS

PLAN 820L

ALL THAT PORTION OF LANE WITHIN BLOCK 22 FORMING PART OF LOT 22, BLOCK 22, PLAN \_\_\_\_\_  
Containing 0.030 Hectares (0.07 Acres) More or Less  
EXCEPTING THEREOUT ALL MINES AND MINERALS

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

Section 22 of the Municipal Government Act

Motion 08-2023-05-30

**Discussion:**

The Landowners of Lot 11&12 Block 22 Plan 820L received approval to purchase the portion of lane behind their property in order to provide rear parking (i.e. the 0.005 ha portion). As a result, the remainder portion of the lane to the west of the applicant's property is to be closed under this bylaw as well, as there would be no access to it (i.e. the 0.03 ha portion). It is unlikely that this portion of the lane would ever be developed due to the slope of the land.

After first reading, the notification of the proposed closure will occur and a public hearing will be scheduled. Thereafter, the Minister of Transportation's consent will be sought before the bylaw would return to Council for further consideration.

**Analysis of Alternatives:**

1. Council may proceed with first reading of Bylaw 1159, 2023, and schedule a public hearing.
2. Council may defer first reading of Bylaw 1159, 2023 and outline what additional information they would like to see with reconsideration.

**Financial Impacts:**

If the application proceeds the Municipality would receive \$1,742.40 plus GST.

**Attachments:**

[FORMATTED CNP Road Closure Bylaw No. 1159, 2023.docx](#)

[Crowsnest Pass - Road Closure - Portion of Lane, Block 22, Plan 820L.pdf](#)

[Crowsnest Pass - Road Closure - Portion of Lane, Block 22, Plan 820L with 2021 Aerial Photo.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS**  
**BYLAW NO. 1159, 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, Chapter M-26, Revised Statutes of Alberta 2000, 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, 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 to create title to and dispose of the following described roadway, subject to rights of access granted by other legislation:

**PLAN 820L**

**ALL THAT PORTION OF LANE WITHIN BLOCK 22 FORMING PART OF LOT 26, BLOCK 22, PLAN \_\_\_\_\_**  
Containing 0.005 Hectares (0.01 Acres) More or Less  
EXCEPTING THEREOUT ALL MINES AND MINERALS

**PLAN 820L**

**ALL THAT PORTION OF LANE WITHIN BLOCK 22 FORMING PART OF LOT 22, BLOCK 22, PLAN \_\_\_\_\_**  
Containing 0.030 Hectares (0.07 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 \_\_\_\_\_ 2023.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

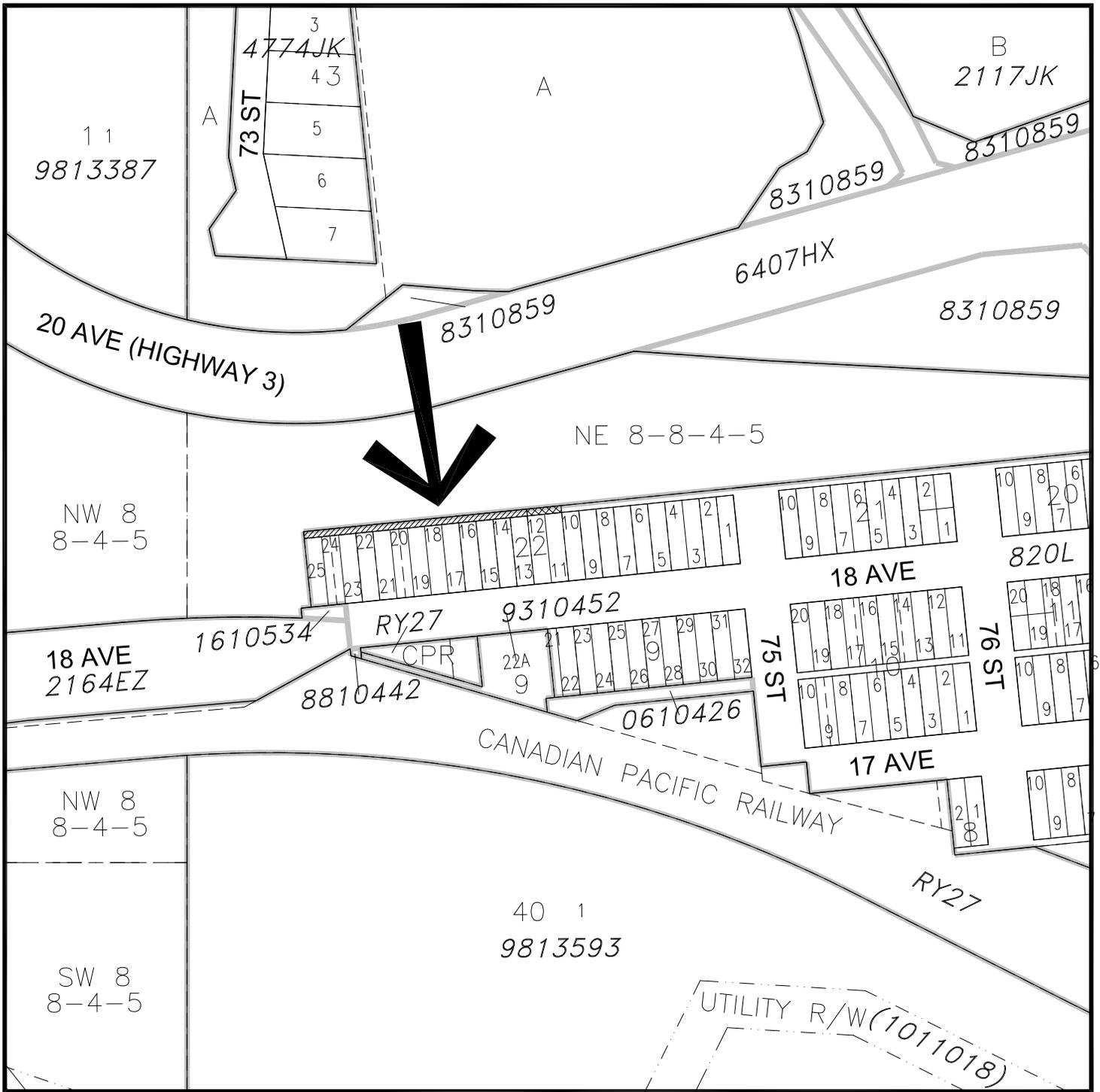
\_\_\_\_\_  
Minister of Transportation

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

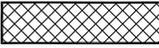
READ a **third and final** time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

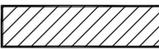
\_\_\_\_\_  
Blair Painter  
Mayor

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



**PROPOSED ROAD CLOSURE  
SCHEDULE 'A'**

 **PLAN 820L**  
ALL THAT PORTION OF LANE WITHIN BLOCK 22  
FORMING PART OF LOT 26, BLOCK 22, PLAN \_\_\_\_\_  
Containing 0.005 Hectares (0.01 Acres) More or Less  
EXCEPTING THEREOUT ALL MINES AND MINERALS

 **PLAN 820L**  
ALL THAT PORTION OF LANE WITHIN BLOCK 22  
FORMING PART OF LOT 22, BLOCK 22, PLAN \_\_\_\_\_  
Containing 0.030 Hectares (0.07 Acres) More or Less  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
WITHIN NE 1/4 SEC 8, TWP 8, RGE 4, W 5 M  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: AUGUST 28, 2023

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 #: 1159, 2023

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



**OLDMAN RIVER REGIONAL SERVICES COMMISSION**

0 Metres 50 100 150 200

August 28, 2023 N:\C-N-P\CNP LUD & Land Use Redesignations\  
Crownsnest Pass - Road Closure - Portion of Lane, Block 22, Plan 820L.dwg







## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** October 3, 2023

**Agenda #:** 7.c

**Subject:** Bylaw 1160, 2023 - Land Use Bylaw Amendment - To re-designate the lands legally described as Lot 2, Block 1, Plan 0411150; ptn of SE16-7-3-W5M & adjacent closed roads from Non-Urban Area NUA-1 to Grouped Country Residential - GCR-1 - First Reading

**Recommendation:** That Council give first reading to Bylaw 1160, 2023.

**Executive Summary:**

Bylaw 1160, 2023 proposes to re-designate the subject properties from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1 to align with the current and proposed uses as part of an approved subdivision application 2023-0-116.

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

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

Land Use Bylaw No. 868-2013

**Discussion:**

Subdivision application 2023-0-116 (approved) proposes to subdivide and consolidate multiple titles to create two (2) new parcels, leaving three (3) residual parcels. One of the new parcels being created is an existing acreage development and the other new parcel is undeveloped.

The proposed Grouped Country Residential properties are south of East Hillcrest Drive and north of the CP Railway. Both parcels are surrounded by Grouped Country Residential properties.

A single family dwelling is a permitted use in the Grouped Country Residential land use district and a discretionary use in the Non-Urban Area NUA-1 land use district.

One of the residual parcels west of East Hillcrest Drive was a road closure from the 1980's that was never assigned a land use district. The adjacent properties are Non-Urban Area NUA-1 and therefore Administration is suggesting to re-designate this portion from "Road" to NUA-1.

**Analysis of Alternatives:**

1. Council may proceed with first reading of Bylaw 1160, 2023, as proposed, and schedule a public hearing.
2. Council may defer first reading of Bylaw 1160, 2023 and outline what additional information they would like to see with reconsideration.

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED Bylaw 1160, 2023 - rev.docx](#)

[Crowsnest Pass - Subdivision File No 2023-0-116-Bylaw 1160, 2023-LUD Redesignation 1-6000.pdf](#)

[Crowsnest Pass - Subdivision File No 2023-0-116-Bylaw 1160, 2023-LUD Redesignation with 2021 Aerial Photo.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS**

**BYLAW NO. 1160, 2023**

**LAND USE BYLAW AMENDMENT – Redesignate Lot 2, Block 1, Plan 041 1150; portion of SE¼ 16-7-3-W5M; & adjacent closed roads**

**BEING** a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 868, 2013, being the municipal Land Use Bylaw.

**WHEREAS** the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as Lot 2, Block 1, Plan 041 1150; portion of SE¼ 16-7-3-W5M; & adjacent closed roads; containing ±6.2 ha (15.34 acres), from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1” and to redesignate the portion of closed road lying west of East Hillcrest Drive, containing ±0.78 ha (1.92 acres), from no zoning to “Non-Urban Area – NUA-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.

**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 “Grouped Country Residential – GCR-1” and Non-Urban Area NUA-1 land use districts.

**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:

1. The Land Use District Map be amended to redesignate the lands legally described as Lot 2, Block 1, Plan 041 1150; portion of SE¼ 16-7-3-W5M; & adjacent closed roads, containing ±6.2 ha (15.34 acres), from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1” and to redesignate the portion of closed road lying west of East Hillcrest Drive, containing ±0.78 ha (1.92 acres), from no zoning to “Non-Urban Area – NUA-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 868, 2013, 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 \_\_\_\_\_ 2023.

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

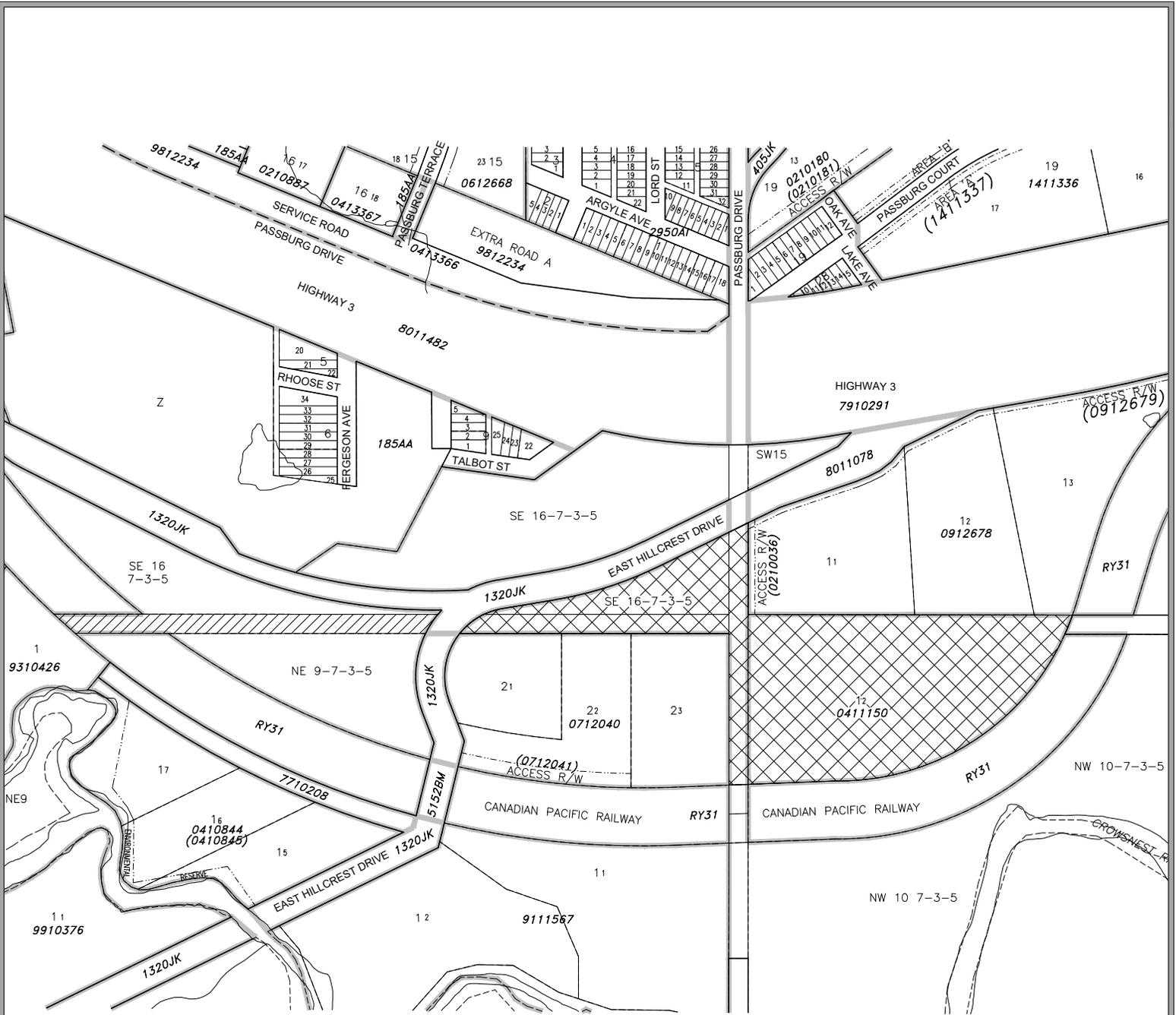
READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

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Blair Painter  
Mayor

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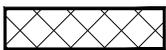
Patrick Thomas  
Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION  
 SCHEDULE 'A'  
 LOT 2, BLOCK 1, PLAN 0411150, PORTION OF  
 SE 1/4 SEC 16, TWP 7, RGE 3, W 5 M AND ADJACENT CLOSED ROADS  
 CONTAINING 6.20±ha(15.34±ac)

Bylaw #: 1160, 2023

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



FROM: Non-Urban Area NUA-1  
 TO: Grouped Country Residential GCR-1

PORTION OF CLOSED ROAD LYING WEST OF EAST HILLCREST DRIVE  
 CONTAINING 0.78±ha(1.92±ac)



FROM: No Zoning  
 TO: Non-Urban Area NUA-1

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS (PASSBURG)  
 DATE: AUGUST 31, 2023

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'**

**LOT 2, BLOCK 1, PLAN 0411150, PORTION OF  
SE 1/4 SEC 16, TWP 7, RGE 3, W 5 M AND ADJACENT CLOSED ROADS  
CONTAINING 6.20±ha(15.34±ac)**



**FROM: Non-Urban Area NUA-1  
TO: Grouped Country Residential GCR-1**

**PORTION OF CLOSED ROAD LYING WEST OF EAST HILLCREST DRIVE  
CONTAINING 0.78±ha(1.92±ac)**



**FROM: No Zoning  
TO: Non-Urban Area NUA-1**

**MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS (PASSBURG)  
DATE: AUGUST 31, 2023**

**Bylaw #: 1160, 2023**

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

**Aerial Photo Date: May 19, 2021**

MAP PREPARED BY:  
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## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** October 3, 2023

**Agenda #:** 7.d

**Subject:** 2021 and 2022 Surplus

**Recommendation:** That Council accept the 2021 and 2022 Surplus report for information.

**Executive Summary:**

Each year the external auditors prepare audited financial statements for the Municipality. Once the statements are completed, Administration examines the results to determine the annual surplus for the year.

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

Motion 10-2022-03-22: Councillor Ward moved that Administration bring back additional information including an estimate of what the 2021 surplus will be.... .

**Discussion:**

The audited financial statements for 2021 and 2022 were presented to Council by BDO. The annual activity is broken down into three components; Operations, Reserves (internally restricted) and Capital. For Operations, the auditors only include external revenues and expenses (excludes transfers to and from reserves and transfers between departments).

In analyzing the audited financial statements, specifically the Consolidated Statement of operations (page 5 of the audited financial statements) there are several items that need to be removed from the revenue or expenses (see Schedule A attached). Specifically, adding back depreciation as this is a non cash transaction and the Municipality does not budget for or collect taxes or fees for, transfers to / from reserves are excluded, gain on disposal of land has been restricted by Council (retained for future land purchases), pay down of principal on long term debt, reclass of operating grant to capital grant as the amount related to capital renovations. As well, other commitments made from tax dollars for capital projects (initiatives) either spent or to be carried forward and to be spent in 2023.

The Municipality is required to allocate interest to certain grant funding advancements (MSI), as well as certain development security deposits.

With the adjustments to the financial statements, as listed in Schedule A, the net surplus for 2021 is \$1,387,708 and 2022 is \$502,409.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

\$1,890,117 in additional reserves for future projects.

**Attachments:**

[2021 and 2022 Surplus Balance.xlsx](#)

**Reconciliation of Net Surplus for 2022 and 2021**  
**Schedule A**

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	<b>2022</b>	<b>2021</b>
Audited Financial Statements (page 5) Annual Surplus (Deficit)	(1,189,970)	2,101,084
Depreciation Expense included in Expense totals	4,040,458	3,762,908
Transfer To / From Reserves (excluded by Auditors as internal	(392,052)	(2,581,258)
Gain on Disposal of Land (amount committed for future land Purchases	(371,265)	(690,153)
Pay Down of Principal on Debt	(443,576)	(344,544)
Audited statements classified as operating grant should be capital	(329,374)	(761,962)
2022 Initiatives funded from taxes not completed in 2022 to be carried forward	(146,000)	0
2022 Capital Projects funded with tax dollars (Transfer to Capital)	(124,433)	0
2023 School tax reduction for 2022 collection excess	(326,835)	0
2022/21 Investment income assigned to grants, security deposits, Loan Balance	(214,544)	(98,367)
True surplus for 2022	\$ 502,409	1,387,708



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** October 3, 2023

**Agenda #:** 7.e

**Subject:** Pass Powderkeg 2022/23 Winter Report

**Recommendation:** That Council accept the Pass Powderkeg Resort Winter Report as information.

**Executive Summary:**

Pass Powderkeg Resort completes an annual summary report of the winter operations and plans moving forward. This report encompasses operations as well as demographic information regarding the past season.

This is done annually and will be submitted to Council for information.

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

N/A

**Discussion:**

N/A

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[22.23 Winter Highlight Report.pdf](#)

# Council Report – Winter 22/23

We finished another great season at Pass Powderkeg, and as a wise man has told me many times, “if it was smooth, it would be boring.” Setbacks this season included a major basement floor renovation due to flooding in September, a shortened snowmaking season due to catastrophic splits in the Upper system and an insurance headache to top it all off. However, with the support of the Municipal team along with a fantastic staff, we were able to overcome the speed bumps to another strong year.

More operating days with fewer weather closures helped keep numbers consistent despite poor weather through the holidays, and increases in school visits, food and beverage as well as retail made for a strong season for revenue.

## Season Highlights

- Despite difficulties with the lodge as a facility, revenue stayed strong overall.
- The new booking system provided a simplified and improved guest experience.
- School visits came back with a vengeance and will continue to be strong in the new season.
- While NPS took a slight decrease, it is still overwhelmingly positive.
- Skier visits continue to stay strong and increasing slightly year over year.

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Public Operating Days	78	71	79	71	81
Public Operating Hours	550	500	440	430	487
Days Closed – Weather	No record	3 (5 for COVID)	7	6.5	2.5
Rev/Op. Day	\$4,592	\$4,771	\$5,575	\$6,206	\$5,698
Rev/Op. Hour	\$651	\$678	\$736	\$1,025	\$948
Total Staff Hired	No record	57	61	60	58
Skier Visits	13,267	13,250	20,595	20,979	21,087
Rev/Skier Visit	\$26.99	\$27.76	\$21.39	\$21.00	\$22.21

## Projects Completed

- Lodge basement renovation was completed mid-February to major praise from guests. While not an easy project, it improved the guest experience substantially.
- PPK Feeds was a new addition this season to offer youth a snack in the lodge at no cost. This expanded to the popular “Free Poutine” coupon that incentivize youth to do good deeds on hill for a free poutine offset by the Pass Powderkeg Ski Society.
- Two new terrain park features were purchased through a sponsorship project.
- New trail maps were completed through a sponsorship to reflect the new unload and other operational changes.

*“Ppk was BEST EVER this year. Staff were extra great. Their personalities fit PERFECTLY with the atmosphere at Ppk. Staff were friendly, always making effort to make a personal hello, and make sure I was having fun (impossible not to have fun at ppk right?!!!), but they also showed really strong leadership. Whoever does the hiring is doing a GREAT job!!!*

*Guest comment from Year End Survey*

*“Night riding is awesome, I love it. Prices are amazing, very affordable - especially for families. Thanks for all your hard work. Had a great season!”*

*Guest comment from Year End Survey*

- *“Staff is so friendly and helpful. Learned so much from instructors, rekindled my love of the sport.”*

*Guest comment from Year End Survey*

## **What's Next**

- With the lodge and deck renovations complete, it's time to really dial in food and beverage as well as guest service.
- Continue to connect with our community to anticipate needs and wants.
- Work to create crossovers with the Pass Pool operation to keep consistent staff around.
- Continue to look for ways to strategically reduce costs and increase revenues.
- Address survey results through operational improvements like addressing the lift issues and speed up food and beverage service.