



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, July 12, 2022 at 1:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Municipal Planning Commission of May 25, 2022
- 3.b Minutes of the Crowsnest Pass Community Pool Society of May 25, 2022
- 3.c Minutes of the Crowsnest Pass Community Pool Society of June 22, 2022
- 3.d Jason Copping, Minister of Health - Letter of Response to EMS Concerns of June 22, 2022
- 3.e Alberta Utilities Commission - Letter of Response to Utility Rates Concerns of July 7, 2022

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of July 5, 2022

5. PUBLIC HEARINGS

6. DELEGATIONS

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

7. REQUESTS FOR DECISION

- 7.a Bylaw 1103, 2021 - Land Use Bylaw Amendment to Regulate Tourist Homes - *Second and Third Reading*
- 7.b Bylaw 1112, 2022 - Business License Bylaw - *Second and Third Reading*
- 7.c Bylaw 1125, 2022 - Amendment to the Fees Rates and Charges Bylaw - Second and Third Reading
- 7.d Service Areas Update
- 7.e Budget 2023 Calendar and Development Guidelines
- 7.f Business Façade Policy
- 7.g Campground Update

- 7.h Sole Survivor Trail Race Funding Request
- 7.i Alberta Municipalities (AM) Convention Attendees
- 7.j Clarification of Meeting with the Chamber of Commerce

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

11.b Economic Interests of the Public Body - Land Purchase Application - FOIP Act Section 25

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 3.a

Subject: Minutes of the Municipal Planning Commission of May 25, 2022

Recommendation: That Council accept the Minutes of the Municipal Planning Commission of May 25, 2022 as information.

Executive Summary:

Minutes of the Municipal Planning Commission are provided to Council at the subsequent meeting.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Municipal Planning Commission provides their minutes to keep Council apprised of decisions rendered for development activities brought before the Commission.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[MPC Minutes - May 25, 2022.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, May 25, 2022

PRESENT: Gaston Aubin, Vice Chair
Kevin Bergeron, Member
Dave Filipuzzi, Member
Dean Ward, Member

ADMINISTRATIVE: Johan Van Der Bank, Manager of Development & Trades
Ryan Dyck, O.R.R.S.C.
Katherine Mertz, Development Officer
Kim Kozak, Development Officer
Deserie Mosby, Admin. Assistant Development, Engineering, and Operations

ABSENT: Nathan Harrower, Chair
Don Montalbetti, Member
Justin Ames, Member

1. CALL TO ORDER & BOARD INTRODUCTIONS

Meeting called to order at 2:00 p.m.

2. ADOPTION OF AGENDA

2 Additions/Deletions

MOTION by Dean Ward to adopt the agenda of May 25, 2022, amended to include a revision to DP2022-060

CARRIED

3. CONSENT AGENDA

4. ADOPTION OF MINUTES

MOTION by Kevin Bergeron to adopt the minutes of April 27, 2022, as presented.

CARRIED

5. SUBDIVISION APPLICATIONS

5.1 Subdivision File: 2022-074 – Lot 14, Block 19, Plan 1011620 & a portion of NE1/4 20-7-3-W5M/Municipality of Crowsnest Pass

MOTION by Dave Filipuzzi

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, May 25, 2022

Approve Subdivision 2022- 054 with the resolution provided, Lot 14, Block 19, Plan 1011620 & a portion of NE1/4 20-7-3-W5M

CARRIED

6. DEVELOPMENT PERMIT APPLICATIONS

6.1 DP2022-057

MOTION by Councillor Ward

Approve the Home Occupation 2 – Outdoor Adventure Rental (discretionary use) subject to conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.2 DP2022--069

MOTION by Councillor Ward

Approve “Accessory Building or use” (on-site Outdoor Patio) (discretionary use) added to the existing “Hotel,” subject to conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.3 DP2022-070

MOTION by Kevin Bergeron

Approve the existing “Accessory Building” or Use – Garage or carports accessory to the single-family dwelling with a front yard variance on Lots 34 & 35, subject to conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.4 DP2022-076

MOTION by Councillor Ward

Approve the “Accessory Building” (Detached Garage) (discretionary use), with a “Secondary Suite” (discretionary use) with a variance to the height of the “Accessory Building” and a variance to the floor area of the “Secondary Suite,” subject to conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, May 25, 2022

6.5 DP2022-079

MOTION by Councillor Filipuzzi

Approve the "Ready-to-move Home," subject to conditions as identified by Alternative A in the MPC request for decision package.

6.6 DP2022-084

MOTION by Kevin Bergeron

Approve the construction of an "Accessory Building," (Lean-To), (permitted use), with a secondary front yard setback variance, subject to the conditions listed in Alternative A in the MPC request for decision package.

CARRIED

6.7 DP2022-060

MOTION by Councillor Filipuzzi

Approve the Comprehensive Site Development Plan for three phases of development and a Development Permit for Phases 1 and 2 containing 36 RV stalls, 17 Charmed Cottages, 4 golf villas and 31 micro cabins, as applicable in the land uses "Resort Accommodation" and "Campground" (discretionary uses), and an Office, Laundry and Storage Facility as "Ski Resort," (permitted use, subject to the conditions listed in Alternative A in the MPC request for decision package.

This permit, if approved, will substitute and revoke Dp2021-064 (Phase 1).

CARRIED

6.8 DP2022-090

MOTION by Councillor Ward

Approve the "Ready-to-Move Home," subject to the conditions listed in Alternative A in the MPC request for decision package

7. BYLAW AMENDMENTS

7.1 Bylaw – 1101.01 – From Residential R-1 to Multi-Family Residential R-3

MOTION by Councillor Ward to accept this as information.

CARRIED

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, May 25, 2022

MOTION by Dean Ward to accept this as information.

CARRIED

8. ROUND TABLE DISCUSSION

Administration reported that an appeal against the subdivision approval of file SUB-2022-0-057 (Trilogy Real Estate) on the former Dairy Road Park was received from an adjacent landowner. The appeal board with jurisdiction is the Lands and Property Rights Tribunal. The Municipal Government Act does not provide for appeals from adjacent landowners. The Tribunal will hold a preliminary hearing to adjudicate on jurisdiction and standing to appeal.

9. ROUND TABLE DISCUSSION

10. NEXT MEETING

10.1 Wednesday June 22, 2022, at 2:00 p.m. Council Chambers.

11. IN CAMERA

12. ADJOURN

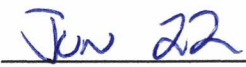
MOTION by Dave Filipuzzi to adjourn the meeting at 2:43 p.m.

CARRIED


Approved By:



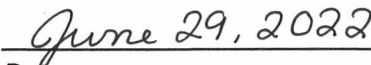
Chairperson for Vice chair



Date



CAO



Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 3.b

Subject: Minutes of the Crowsnest Pass Community Pool Society of May 25, 2022

Recommendation: That Council accept the Minutes of the Crowsnest Pass Community Pool Society of May 25, 2022 as information.

Executive Summary:

Minutes of Internal Boards, Committees and Societies are provided to Council for their information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Crowsnest Pass Community Pool Society provides their minutes to keep Council apprised of operations and activities with the pool.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2022 May 25 Pass Community Pool Board Meeting.pdf](#)

AGENDA for Pass Community Swimming Pool Board Meeting
Wednesday, May 25, 2022
@ 6:00 PM Council Chambers

1. Approval of Agenda
2. Minutes of April 20, 2022 Meeting
3. Old Business/Business Arising from the minutes
 - A. Recommended renovations - counter, pressure washer, cement
 - B. Sinister 7 - scheduling
 - C. Spring Promotion/advertisements
 - D. Trophy Case
 - E. Bike rack
4. New Business
 - A. Variance Report
 - B. Manager's report
 - C. Slide Guy report/invoice
 - D. Purchasing agreement
 - E. School lessons
 - F. Reimbursement Policy
5. Next Meeting
6. Adjournment

Pass Community Swimming Pool Board Meeting
May 25, 2022 (6:00 PM)
Council Chambers

IN ATTENDANCE: Judy Sciarra, Lesley Margetak, Sherri Gleave, Pauline Beech, Dave Filipuzzi, Doreen Glavin, Ethan Ballak

Called to order: 6:01 pm

1. Agenda: Chair presented the Agenda.

Judy MOVED that the agenda be accepted as presented. Sherri SECONDED the motion. CARRIED

2. Minutes of April 20, 2022 Regular meeting.

Judy MOVED that the minutes of April 20, 2022, be adopted as read. Pauline SECONDED the motion. CARRIED.

3. Old Business/ Business arising from the minutes

A. Recommended renovations – counter, pressure washer, cement

- Counter has been installed, but Pool Manager asked if the tall and short cabinet could be switched. Manager directed to ask Derek R. if that is possible.
- Pressure washer – looked into purchasing a pressure washer (at least 2500 psi) for the pool, but was told cannot at this time as there is no place to store it properly. Suggested that we could purchase another shed with leftover grant money. Board will have to talk to Carey to see if there is room to place another shed without interfering with the underground sprinklers.
- Cement – Board needs to call and meet with Johan and Derek about installing patio blocks for the lane ropes. Johan popped into meeting and informed Board that cement for lanes ropes and a poured pathway behind the slide would cost approximately \$15 000.00.

B. Sinister 7 scheduling

- Sinister 7 – pool will need to be opened early on the morning of July 10, 2022 so race participants have access to showers, perhaps a cashier.
- Cost for showers - \$5.

C. Spring Promotions/Advertising

- Schedule has run in the Pass Herald for 2 weeks at a cost of \$400.

- David Selles did an article on the pool.
- Run one smaller ad with prices and season pass prices, and advertise that reduced rates will continue for the 2022 season.

D. Trophy Case

- The Swim Club trophy case that was taken down during renovations and damaged. Swim Club refurbished and is ready to install in its previous spot. Swim Club president has inquired why it has not been done or if there is a problem? Chair will inquire.

E. Bike Rack

- Who is responsible to supply a bike rack at the pool, Municipality or Board? Chair will continue to look into bike rack possibilities.
- Who takes the old one away – it actually may be a safety hazard?
- Does the Municipality have a Climate Action Plan? If so, there may be grants available for encouraging climate change friendly initiatives such as bike riding.

4. New Business

A. Variance report - Attached

- Discussed and reviewed
- Councillor inquired why are part of the borrowing interest was posted.
- Grant money – will receive final payment of \$1650.00 after Judy submits final report.

B. Manager's Report - Attached

C. Slide Guy report/invoice

Doreen MOVED that the Pool Board hire the Slide Guy at a cost of \$3249.00 plus gst to do maintenance on May 17/18, 2022. Judy SECONDED the motion. CARRIED through email.

- Inspection and repairs completed.
- What budget line should the cost be attached to, maintenance and repairs or contracted services? Lesley will inquire with Sandra.

D. Purchasing Agreement

- Asked by Sandra to renew purchasing agreement.

Doreen MOVED to renew financial guidelines as laid out in the purchasing agreement with the Municipality. Pauline SECONDED the motion. CARRIED.

E. School Lessons

- All CNP schools have booked times with the pool.
- Brighter Futures has booked.
- Elkford School booked 1 session as a field trip.
- French School would like to book 4 or 5 one-hour slots. A fee of \$75 per time slot will be charged.

F. Reimbursement Policy

- As recommended by Brian and Kristen the following was inserted in employee contracts:

5. Course Reimbursement

5.1 The employee will be reimbursed for proof of completion or recertification of courses required with his contract position, minus the cost of the manual, obtained during or prior to this summer season in the current year. The employee must provide a receipt and work a minimum of 10 hours per week.

5.2 The above will be paid half at the time of receipt being presented and the remaining half at the end of the summer 2022 season.

5.3 Failure to average 10 hours per week, unless the employee is sick or incapacitated, or failure to complete the season, will result in a pro-rated portion of the reimbursement based on the time worked.

Lesley MOVED to go In-Camera at 7:22 pm.

Judy MOVED to come out of In-Camera at 7:28pm.

6. Next Regular Meeting: Wednesday, June 22, 2022 6pm In-person

7. Judy MOVED to adjourn at 7:37 pm

Actual vs Budget Year To Date by Costing Center:

Costing Center: 7330-0000-Pass Pool

Reporting Period: January, 2022 To April, 2022 (4 Months)

Fund: <All>; Sub-Department: - Pool; GL Account: <All>; Costing Center: <All>

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	0	4,950	4,950	100.00%
Other Revenues and Cost Recoveries	2,500	0	(2,500)	-100.00%
Rental Income	10,800	300	(10,500)	-97.22%
Sale of Goods and Services	114,000	0	(114,000)	-100.00%
Total Revenues	127,300	5,250	(122,050)	-95.88%
Expenses:				
Administration	11,100	2,206	(8,894)	-80.13%
Contracted Services	4,000	0	(4,000)	-100.00%
Operations	57,800	5,199	(52,601)	-91.01%
Repairs and Maintenance	1,700	2,724	1,024	60.24%
Salaries, Wages and Benefits	158,576	0	(158,576)	-100.00%
Service Charges and Interest	33,394	3,484	(29,910)	-89.57%
Transfer to Reserves	7,040	0	(7,040)	-100.00%
Total Expenses	273,610	13,613	(259,998)	-95.02%
Net Total	(146,310)	(8,363)	137,948	94.28%

Actual vs Budget Year To Date by Costing Center:

Costing Center: 7330-0000-Pass Pool

Reporting Period: January, 2022 To April, 2022 (4 Months)

Fund: <All>; Sub-Department: - Pool; GL Account: <All>; Costing Center: <All>

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	0	4,950	4,950	100.00%
1830-Unconditional Grants	0	4,950	4,950	100.00%
Other Revenues and Cost Recoveries	2,500	0	(2,500)	-100.00%
1490-Other Income	2,500	0	(2,500)	-100.00%
Rental Income	10,800	300	(10,500)	-97.22%
1562-Facility Rental	10,500	300	(10,200)	-97.14%
1564-Equipment Rental	300	0	(300)	-100.00%
Sale of Goods and Services	114,000	0	(114,000)	-100.00%
1405-Sale of Goods	5,000	0	(5,000)	-100.00%
1410-Sale of Services	1,000	0	(1,000)	-100.00%
1413-Daily Admission	45,000	0	(45,000)	-100.00%
1415-Season Tickets	38,000	0	(38,000)	-100.00%
1419-Lessons	25,000	0	(25,000)	-100.00%
Total Revenues	127,300	5,250	(122,050)	-95.88%
Expenses:				
Administration	11,100	2,206	(8,894)	-80.13%
2214-Freight & Express	3,000	0	(3,000)	-100.00%
2216-Telephone & Answering Service	500	0	(500)	-100.00%
2218-Purchased Travel	500	0	(500)	-100.00%
2221-Advertising	3,000	940	(2,060)	-68.67%
2222-Promotions	3,500	1,016	(2,484)	-70.97%
2225-Membership Fees	500	250	(250)	-50.00%
2515-Postage/Photocopier	100	0	(100)	-100.00%
Contracted Services	4,000	0	(4,000)	-100.00%
2240-Contracted Services	4,000	0	(4,000)	-100.00%
Operations	57,800	5,199	(52,601)	-91.01%
2292-General Insurance	8,000	2,609	(5,391)	-67.38%
2511-Supplies	9,500	0	(9,500)	-100.00%
2512-Clothing/Uniforms	2,000	0	(2,000)	-100.00%
2521-Gas & Oil	200	0	(200)	-100.00%
2523-Equip, Mach & Vehicle Parts	1,000	0	(1,000)	-100.00%
2531-Building Maintenance Materials	1,000	2,590	1,590	158.96%
2538-Chemicals	9,000	0	(9,000)	-100.00%
2543-Utilities-Electricity	7,200	0	(7,200)	-100.00%

2544-Utilities-WaterSewerGarbage	2,100	0	(2,100)	-100.00%
2545-Utilities, Gas	13,600	0	(13,600)	-100.00%
2548-Carbon levy	4,200	0	(4,200)	-100.00%
Repairs and Maintenance	1,700	2,724	1,024	60.24%
2251-Purch Repairs-Bldg	200	2,724	2,524	1,262.00%
2252-Purch Repairs- Mach & Equip	1,000	0	(1,000)	-100.00%
2261-Rental Equipment	500	0	(500)	-100.00%
Salaries, Wages and Benefits	158,576	0	(158,576)	-100.00%
2122-Casual & Part-Time	141,485	0	(141,485)	-100.00%
2127-Vacation Pay	5,659	0	(5,659)	-100.00%
2130-Benefits	11,432	0	(11,432)	-100.00%
Service Charges and Interest	33,394	3,484	(29,910)	-89.57%
2813-Bank Service Charges	1,000	143	(857)	-85.68%
2831-Interest on Borrowing	31,894	3,340	(28,554)	-89.53%
2992-Cash Shortages	500	0	(500)	-100.00%
Transfer to Reserves	7,040	0	(7,040)	-100.00%
2764-Transfer to Reserves from Operational	7,040	0	(7,040)	-100.00%
Total Expenses	273,610	13,613	(259,998)	-95.02%
Net Total	(146,310)	(8,363)	137,948	94.28%



CROWSNEST PASS
Naturally Rewarding

Pass Community Pool

Managers Report for May 25th

Manager: Ethan Ballak

Assistant Manager: Alexandra Harrington

General

Staffing

Currently we have 10 staff members qualified to guard in total including manager and assistant manager. All of which (excluding the manager) are either prioritizing other jobs or are still in school.

Most of our 7 cashiers are looking to certify and become lifeguards, we also hope to offer the necessary certifications at the pool to make it easier to achieve.

First staff meeting (OH&S) went well, after the initial OH&S standards additional training was given to cashiers and guards. We did run short on time and further training will be done on the job or at the next in-service which we plan to have every 3 weeks.

Programs

Lane swim is offered 11:00 am – 1:00 pm on weekdays and 12:00 pm – 2:00 pm on the weekends.

Public swim is 3:00 pm – 5:00 pm Monday to Thursday, 1:00 pm – 8:00 pm Friday, and 2:00 pm – 7:00 pm on weekends. Also, important to note most of these are capped at 40 people due to staffing.

School lessons follow the same times as previous years; 9:00 am – 11:00 am and 1:00 pm – 3:00 pm.

Aquafit runs Monday, Wednesday, Friday 8:00 am – 9:00 am as always.

Swim club has its usual time 5:00 pm – 7:00 pm Monday to Thursday.

Rentals remain available on weekends.

Maintenance

The hot tub is currently closed due to the safety hazard it presents when filled. Currently the paint is too slippery when wet. Plans are in place to reduce this risk and cannot be implemented until more consistent sunny days occur. There are no other issues with the hot tub when it was filled, tested, and then drained.

There was an issue with the vortex/lazy river pump which has been resolved. A part simply broke and needed to be fixed and or replaced.

Our front exit door fell off the hinges during the first day open and is currently out of order awaiting parts.

One of eight filters for the main pool was shut off for a few days due to a broken pressure gauge which has been replaced.

The line used for a manual vacuum of the pool has a small leak and lets air in, effectively locking it.

On the chemical pumps multiple parts have been replaced and missing components have been added. This seems to have resolved the almost daily air-locking issues from last year.

Picnic benches are rotted and falling apart.

Public Relations

Currently no advertising or social media posts have been made (other than May 25th morning closure) outside of our own website. When staff becomes more available posts and signage will be made. Until staff are available the pool capacity is 40 people, which will cause commotion hence the lack of advertising in the first few weeks. Swim lessons are also not advertised as currently it appears we won't be able to offer them this season.

Purchases

An order for chlorine and essential chemicals was made earlier in the month. Chlorine is expected to last 3-4 weeks while the bisulfate specifically will need to be ordered again within the next few days. Other various chemicals are going to be purchased this week (awaiting a quote from pleasure pools) including algaecide and non-chlorinate shock treatment. Testing reagents for the pool are also being ordered this week.

A few smaller purchases have been made from Copy Magic and The Red Apple. These items include printer ink, clear tape, plastic bags, and other small items.

An order for staff clothing is yet to be made, requiring a quote from Aquam which we have not been in contact with yet. We do however have everyone's size for all items.

Concession

The items at the concession are going to be like previous years with small additions as we see fit such as sunscreen. In general snacks, swim gear, and drinks will be offered.

Opening Preparations

Facility Cleaning

The building was cleaned, and various items relocated to the basement or on deck. Pool liner was pressure washed and attempts were made to remove stains, most came out. Rust was not removed from the bottom of the bucket toy. Changerooms were cleaned multiple times along with the pool deck, removing growth in the concrete. The hot tub was also cleaned and filled with no issues found; it remains empty until further notice.

Slide Repair

The Slide Guy came to the facility on May 17th and 18th. Water levels had to be dropped to complete the bottom of the slide which was no issue. Grouting was replaced and should solve any issues of a “bumpy” ride and anything potentially getting caught in the now filled gaps.

Scheduling

Currently the pool is open 8:00 am – 7:00 pm on Monday, Wednesday, and Friday; 9:00 am – 7:00 pm Tuesday and Thursday; and 12:00 pm – 7:00 pm on the weekends. School lessons and swim club were heavily prioritized as it’s a community service. Lane swim hours have been reduced from previous years removing both morning and night swims. Public swim hours are mostly on weekends until schools out for summer. With the current schedule and most staff prioritizing other jobs it may not always be feasible. May 25th is an example where no one could come until the afternoon and the pool closed as a result. If more of these problems occur, we will look at closing for a day a week. This may also help raise the number of guards at the pool at a given time.

All local schools have requested time at the pool this year be it for lessons or field trips.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 3.c

Subject: Minutes of the Crowsnest Pass Community Pool Society of June 22, 2022

Recommendation: That Council accept the Minutes of the Crowsnest Pass Community Pool Society of June 22, 2022 as information.

Executive Summary:

Minutes of Internal Boards, Committees and Societies are provided to Council for their information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Crowsnest Pass Community Pool Society provides their minutes to keep Council apprised of operations and activities with the pool.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2022 June 22 Pass Community Swimming Pool Board Meeting.docx](#)

AGENDA for Pass Community Swimming Pool Board Meeting
Wednesday, June 22, 2022
@ 6:00 PM Council Chambers

1. Approval of Agenda
2. Minutes of May 25, 2022 Meeting
3. Old Business/Business Arising from the minutes
 - A. Renovations - counter, pressure washer, cement, showers
 - B. Spring Promotion/advertisements
 - C. Trophy Case
 - D. Bike rack
4. New Business
 - A. Variance Report
 - B. Manager's report
 - C. Canada Day
 - D. Respirators
 - E. New schedule?
 - F. In Camera
5. Next Meeting
6. Adjournment

Pass Community Swimming Pool Board Meeting
June 22, 2022 (6:00 PM)
Council Chambers

IN ATTENDANCE: Judy Sciarra, Lesley Margetak, Sherri Gleave, Pauline Beech, Dave Filipuzzi (absent), Doreen Glavin, Ethan Ballak, Lexi Harington

Called to order: 6:01 pm

1. **Agenda:** Chair presented the Agenda. Under New Business add; F. Lawn Maintenance, G. Hot Tub, H. Donation, I. Incident, and J. In-camera

Pauline MOVED that the agenda be accepted with additions. Judy SECONDED the motion. CARRIED

2. **Minutes of May 25, 2022 Regular meeting.**

Judy MOVED that the minutes of May 25, 2022, be adopted as read. Pauline SECONDED the motion. CARRIED.

3. Old Business/ Business arising from the minutes

A. Renovations – counter, pressure washer, cement, showers

- Counter – Pool Manager will contact Derek about switching the tall and short counters around.
- **Pressure Washer** – perhaps use leftover grant money to purchase a pressure washer for the pool, so we are not dependent on whether or not the municipality's is available. If the board purchases the pressure washer there is still the issue of storage. Is there the possibility of buying another shed? Pool Manager will ask Carey about shed placement to avoid underground sprinkler lines.
- **AED's** – another possible use of grant money is for the 2 AEDs needed for the training course coming up.
- AEDs have arrived

Judy MOVED to approve the purchase of 2 AEDs up to \$200.00 each plus gst and shipping for training purposes for the Bronze courses to be offered at the Pass Pool this season. Sherri SECONDED the motion. CARRIED by email vote.

- **Cement Pad** – Board has approved the Municipality quote of \$2500.00 for the placement of a cement pad on the northwest side of the pool for the lane ropes. Member inquired whether sidewalk blocks would be a more feasible solution? Chair will inquire with Johan.

Doreen MOVED for the Municipal staff construct the cement pad for the lane ropes at a cost of \$2500.00. Judy SECONDED the motion. CARRIED by email vote (June 3, 2022).

- **Showers** – Both showerheads in the handicap showers in each changeroom have been fixed. The men's showerhead has been attached to wall, but the ladies has not. It may be necessary to permanently fix to the wall at a lower height to prevent reoccurring damage to the showerheads. Board will continue to look for solutions.

B. Spring Promotions/Advertising

- Ad in the Pass Herald should be placed with the July/August schedule.
- Promote lessons on website and pool sign.
- Update ad placards and place at businesses throughout the area.

C. Trophy Case

- There has been no new information about the trophy case.

E. Bike Rack

- Old bike rack has not been removed from the property.
- If the new bike rack that is being donated is placed on the pool site it becomes a Municipal asset, therefore Patrick needs to see and approve it.
- Public Works would probably remove old one and place new one.
- Complaints have been received about parking lot by the tennis courts. During the winter snow was piled on the lot and it is now covered in gravel combined with broken glass. The lot needs to be swept. Chair will inquire with Patrick on how to rectify parking lot sweeping.

4. New Business

A. Variance report - Attached

- Unavailable at the time of meeting.

B. Manager's Report - Attached

C. Canada Day

- Pool will hold a Canada Day event, cost to be determined.
- Councillor Glavin has Canada themed decorations she will drop off at the pool.
- Place ad in paper about the event.

D. Respirators

- Respirators at pool have never been fit tested for the pool staff, this is a safety concern.
- Lexi has contacted the Assistant Fire Chief and he is able to do these fittings if the machine is rented.
- Cost to rent fit test machine is \$1030.00 plus shipping both ways.

Doreen MOVED to spend up to \$1500.00 for fit testing of respirators for pool staff. Judy SECONDED the motion. CARRIED.

E. New Schedule?

- New schedule is ready.
- Place new schedule in the paper with the Canada Day ad.
- Ensure that all schedules and signs include that covid pricing is in effect.

F. Lawn Maintenance

- Douglas Applications has completed application and has suggested a second application in the fall as the weeds were quite bad. If this is done then once a year application should be sufficient in the future.

Doreen MOVED to approve the Douglas Applications grass treatment at a cost of \$200.00. Judy SECONDED the motion. CARRIED by email (June 3, 2022).

- Final cost came in at \$210.00
- Suggested that picnic tables be placed on the outside of building on grass area.
- Sidewalk themes to decorate outside.
- Manager noted that picnic tables on pool lawns have deteriorated, some beyond repair.

G. Hot Tub

- Painting of hot tub may not be able to be done until fall, due to cure times.
- Manager will not open the hot tub for the season if it is not refinished with the new paint. The current paint is very slippery and there have been several slips and falls last year, it is a safety concern.
- Member suggested that we be prepared for numerous complaints should the hot tub not open for the season.
- Chair will inquire with Johan about painting and why the hot tub cover was removed.

H. Donation

- Sole Survivor Run has requested a donation from the pool for their run.

Judy MOVED to donate 2 youth flex passes to the Sole Survivor Run. Pauline SECONDED the motion. CARRIED.

I. Incident

- Resident noticed that people were in the pool at 1:30 am
- The ability for people to climb the fence at service gate on the northeast side has been an issue for years. The fence is too short and has been brought forward previously. Even if the fence is heightened people will still attempt to climb.
- Motion light that was installed previously but was removed when new pool was built. Would replacing a motion light be a deterrent.
- Manager's concern is if people get into the pool and the vacuum is in use, that people could be electrocuted.
- Placing cameras may work, but if they know they are there they will damage them.
- Board will continue to consider alternatives to prevent after hour pool use.

J. In-Camera

Lesley MOVED to go In-Camera at 7:55 pm.

Doreen MOVED to come out of In-Camera at 8:29pm.

6. Next Regular Meeting: Wednesday, July 6, 2022 6pm In-person

7. Judy MOVED to adjourn at 8:30 pm



CROWSNEST PASS
Naturally Rewarding

Pass Community Pool

Managers Report for June 22nd

Manager: Ethan Ballak

Assistant Manager: Alexandra Harrington

General

Staffing

Availability of staff has improved later in June due to students getting out of school. Two juniors can work near full time.

Many cashiers are taking first steps towards lifeguarding in signing up for bronze cross. In the future cashiers with bronze medallion and cross as well as first aid can assistant guard (basically shadow a senior guard) which can help with daily patron limits. Still undecided on the implementation of assistant guards at this point.

Programs

Schedule is changing in July. More lane swim times are being implemented and public swim hours are being increased. Capping patrons is expected to be an issue in July as daily numbers will likely go up.

Lessons are being offered just not nearly as many as previous years. The schedule of lessons has also changed from Monday to Friday for 2 weeks to Monday/Wednesday and Tuesday/Thursday for 3 weeks each. The higher-level swim lessons (8,9,10) are currently not available as they have the lowest registration rate throughout the years. Given the total amount of lessons has dropped (from 10 to 6) they have been priced lower at the same cost per day rate.

Currently our bronze medallion course is full at 8 students, and we are charging \$200 per registrant. It costs under \$140 per student (includes materials and guard time).

Maintenance

The hot tub remains closed. Good weather is required to repaint.

Many smaller fixes have been done (wobbly railing, jamming door, etc.).

The pool boiler went down Sunday June 19th some point after 4:00 pm. Monday morning the pool had dropped 10 degrees Fahrenheit. Boiler was restarted immediately and was back to normal temperatures on June 21st before opening.

Public Relations

Overall, the public seems to understand staffing issues and the problems they cause. Fortunately, we have yet to reach capacity meaning no one has been turned away.

Ads are being placed in the papers for admissions and the pools schedule.

Closures are being put up in advance on Facebook and our own site, as well posted at the front desk on either the whiteboard or a piece of paper.

Purchases

Staff clothing has arrived totalling near \$1,600, some additional clothing has also been ordered costing around \$400. This puts us at the cap of \$2,000 for staff uniforms.

Other essential chemicals were ordered for \$2,400 and are expected to last the remainder of the year.

Books for bronze medallion were ordered for a little under \$150. The AED trainers also required for the course were around \$425.

Weed control was completed totalling \$180.

Posters were made at copy magic for around \$10.

Other smaller purchases have been made from the Red Apple.

Concession

The items at the concession are going to be like previous years with small additions as we see fit such as sunscreen. In general snacks, swim gear, and drinks will be offered.

Goggles, snorkels, beach balls and a few other items have become available for purchase at the front desk.

Various snacks are coming in this week.

Sales

All Programs

See below (concession items not included):

Adult - Daily	\$447.44
Child - Daily	\$218.96
Family - Daily	\$400.05
Senior - Daily	\$57.10
Youth - Daily	\$890.76
Total	\$2,014.31

Adult - Season	\$800.03
Child - Season	\$228.56
Family - Season	\$6,857.20
Senior - Season	\$952.40
Youth - Season	\$190.48
Total	\$9,028.67

Adult - Flex	\$190.50
Child - Flex	\$0.00
Family - Flex	\$76.19
Senior - Flex	\$68.58
Youth - Flex	\$114.30
Total	\$449.57

Swimming Lessons	\$399.97
---------------------	----------

Bronze Medallion	\$571.44
---------------------	----------

Grand Total	\$12,463.96
--------------------	--------------------

Does not include GST

Swimming lesson registration has been open for 2 days at this point



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 3.d

Subject: Jason Copping, Minister of Health - Letter of Response to EMS Concerns of June 22, 2022

Recommendation: That Council accept the Jason Copping, Minister of Health - Letter of Response to EMS Concerns of June 22, 2022 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

In response to our letter of February 7, 2022 as requested by the Mayors and Reeves Association, for rural Alberta communities to advocate to the Province regarding the provision of ambulance services; Minister Copping has provided a letter advising of the Province's investment and plans to alleviate those concerns.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2022 06 22 - Minister of Health, Jason Copping - Response Letter to Ambulance Concerns.pdf](#)



*Office of the Minister
MLA, Calgary - Varsity*

AR 199499

June 22, 2022

His Worship Blair Painter
Mayor, Municipality of Crowsnest Pass
PO Box 600
Crowsnest Pass AB T0K 0E0
blair.painter@crowsnestpass.com

Dear Mayor Painter:

Thank you for your letter regarding ambulance services in rural communities, including Crowsnest Pass. I apologize for the delay in my response.

I appreciate your interest in this matter on behalf of your community, and I share your priority for ensuring all Albertans have timely access to emergency medical services (EMS). That is why Alberta's government has pledged to invest an additional \$64 million to support EMS capacity, in *Budget 2022*. This funding will put more ambulances on the street and improve response times.

In addition to increasing EMS funding, earlier this year, I announced the establishment of the Alberta EMS Provincial Advisory Committee (AEPAC) to provide a collaborative forum to generate advice on issues and solutions for the provision of EMS in Alberta, within the existing service delivery model. AEPAC's scope includes focus on EMS dispatch, ground and air ambulance services – including system, process and outcome improvements – as well as supporting further EMS integration within the health system. The committee has submitted 10 recommendations, and I have accepted all of them. The focus of these recommendations includes addressing staffing challenges, off load delays and ambulance coverage, and improving efficiency of dispatch and medical first response. I look forward to additional recommendations in AEPAC's final report, which is due in July 2022.

What's more, the province has engaged independent health system experts to conduct a review of Alberta's EMS dispatch system. This objective review – to be completed by October 2022 – will inform improvements to dispatch services overall, and will be informed by AEPAC's advice. AEPAC will also advise in the development of a Service Plan being led by Alberta Health Services (AHS). This Service Plan will provide strategic direction for EMS over the next five years, and will be submitted no later than September 2022.

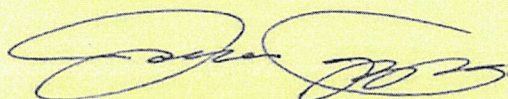
Additionally, the Health Quality Council of Alberta has been requested to develop a comprehensive set of performance measures that explore more aspects of the EMS system, including patient experience, practitioner experience, health outcomes and value for money.

.../2

Earlier this year, AHS announced a 10-point action plan to mitigate and manage EMS challenges and ensure the most critical patients receive immediate care. The majority of the 10 points being implemented are beginning to show results in communities across the province. AHS is creating 100 new EMS positions as well as adding 19 new ambulances and five support vehicles primarily in the Calgary and Edmonton zones.

Please be assured that addressing EMS system pressures is a priority, and that Alberta's government is committed to ensuring all Albertans have access to safe, high-quality care. Thank you again for writing and for advocating on behalf of residents in your municipality.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jason Copping', is written over a horizontal line.

Jason Copping, ECA
Minister of Health

cc: Honourable Ric McIver, Minister of Municipal Affairs, ECA



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 3.e

Subject: Alberta Utilities Commission - Letter of Response to Utility Rates Concerns of July 7, 2022

Recommendation: That Council accept the Alberta Utilities Commission - Letter of Response to Utility Rates Concerns of July 7, 2022 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

11-2022-06-07: Councillor Girhiny moved that the Municipality write a letter to the Alberta Utilities Commission to express the Municipality's concerns with the rising Utility fees.

Discussion:

In response to our letter of June 20, 2022 voicing our concerns of the rising utility rates for both electricity and natural gas to advocate to the Alberta Utilities Commission to reconsider the fees charged to residents, a letter of response was provided.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

July 7, 2022

Blair Painter
Mayor
Municipality of Crowsnest Pass
Box 600
Crowsnest Pass. AB T0K 0E0

Dear Mayor Blair Painter,

Thank you for contacting the Alberta Utilities Commission with your concerns about utility fees in your community and other communities in Alberta.

We know that higher costs for utilities – driven largely by higher commodity prices - has presented challenges for some Albertans, and may have compounded financial pressures from rising inflation and job insecurity, as well as the lingering impacts of the COVID-19 pandemic.

The Alberta government has recently announced two programs to support Albertans facing higher utility costs. The *Utility Commodity Rebate Act* enables a \$150 per household rebate for electricity (\$50 per month for three months) and to cap regulated natural gas prices at \$6.50 per gigajoule between October 1, 2022 and March 31, 2023. The steps are expected to assist nearly two million Alberta families, farms and businesses. More information on Alberta's energy affordability programs may be found here: <https://www.alberta.ca/affordability-programs.aspx>.

Some compare the costs of delivery and associated charges, with commodity (electricity or natural gas) prices. However, the costs of these two components are set separately and independently of one another.

Commodity prices for both electricity and natural gas are set in wholesale markets determined by supply and demand. Delivery charges, which are carefully regulated by the AUC, reflect the considerable costs of ensuring the safe and reliable transmission and distribution of electricity and natural gas.

Utility bill totals are a function of consumption, commodity rates for electricity or natural gas, distribution and transmission charges or rates, and ancillary fees, including taxes and municipal franchise fees. Not all of these charges are regulated by the AUC. Some vary greatly with consumption while others are fixed are in place to ensure utility networks continue to be safe and reliable.

As Alberta's independent utilities regulator, the AUC operates under a suite of provincial laws and regulations reflecting provincial policy to oversee regulated utilities. The AUC works carefully and

diligently to ensure that delivery charges reflect only legitimate and prudently incurred costs of the services provided. These are regularly reviewed line by line and are subject to disallowance.

Commodity costs for both natural gas and electricity, determined in wholesale marketplaces, were and are at highly elevated levels compared to historic norms. This has served to increase administered rates including the regulated rate option for electricity and default rate for natural gas, and less directly, for fixed-contract rates.

When consumption rises, it has a knock-on effect and results in higher transmission and distribution charges, larger franchise fees, as well as higher taxes, including the federal carbon tax and GST.

In some franchise or service areas, distribution charges also rose at the beginning of the new year, reflecting increased costs to deliver the service. (In some areas, legitimate annual distribution increases were deferred for a year as a form of pandemic relief, but when finally applied they had an even greater impact.)

Municipal franchise fees, while approved by the AUC, are set by the relevant municipal government and can vary greatly. They are usually applied to the delivery charges for electricity and natural gas. In a number of places across Alberta, municipalities have chosen to forgo franchise fees.

Albertans have many options around which company provides their utility service, and those options may help lower costs. More information about options can be found on the [Utilities Consumer Advocate website](#). Additionally, many utility providers have payment plans that can smooth out significant seasonal variations in costs and bill totals.

The AUC appreciates your encouragement to continue to scrutinize regulated utilities' rates and margins, with a goal to supporting ratepayers while protecting services and communities.

Should you have any questions, please contact the undersigned at 403-710-7792 or by email at riley.georgsen@auc.ab.ca.

Yours truly,

Riley Georgsen
Director, External Affairs
Chief Executive Division



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 4.a

Subject: Minutes of the Council Meeting of July 5, 2022

Recommendation: That Council adopt the Minutes of the Council Meeting of July 5, 2022 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:

[2022 07 05 Council Meeting Minutes.docx](#)



Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, July 5, 2022

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, July 5, 2022.

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
Brian McCulloch, Director of Finance
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

Amendments:

Consent Agenda

- g) Community Futures Crowsnest Pass - Crowsnest Pass Economic Development Ad Hoc Committee of June 27, 2022 - Move to Councillor Inquiries and Notice of Motion 10.a – Councillor Ward

Additions:

In Camera

- f) Personal Privacy – Personnel – FOIP Act Section 17 - Councillor Sygutek
- g) Personal Privacy – Personnel – FOIP Act Section 17 - Councillor Sygutek
- h) Law Enforcement - LUB Enforcement – FOIP Act Section 20 - Councillor Glavin

01-2022-07-05: Councillor Glavin moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2022-07-05: Councillor Girhiny moved that Council approve the following Consent Agenda items as amended without debate:

3.a

Minutes of the Municipal Historic Resources Advisory Committee of January 24, 2022

THAT Council accept the Minutes of the Municipal Historic Resources Advisory Committee of January 24, 2022 as information.

3.b

Minutes of the Crowsnest Pass Senior Housing Board of March 21, 2022

THAT Council accept the Minutes of the Crowsnest Pass Senior Housing Board of March 21, 2022 as information.

3.c

Minutes of the Municipal Historic Resources Advisory Committee of April 25, 2022

THAT Council accept the Minutes of the Municipal Historic Resources Advisory Committee of April 25, 2022 be accepted as information.

3.d

Minutes of the Crowsnest Pass Community Library Board of May 24, 2022

THAT Council accept the Minutes of the Crowsnest Pass Community Library Board of May 24, 2022 as information.

3.e

Shannon Stubbs M.P. - Invitation to Attend Forum for Economic Development in Rural Communities

That Council discuss if they wish to participate in an Economic Development forum for rural communities.

3.f

Town of Pincher Creek - Parade Invitation of June 22, 2022

That Council consider participating in the Pincher Creek Parade and dignitary luncheon to be held on Saturday August 20, 2022 and provide attendee list for RSVP.

3.h

National Police Federation - Call to Action to the Government of Alberta of June 27, 2022

THAT Council accept the National Police Federation - Call to Action to the Government of Alberta correspondence of June 27, 2022 as information.

Carried

ADOPTION OF MINUTES

03-2022-07-05: Councillor Ward moved to adopt the Minutes of the Council Meeting of June 14, 2022 as presented.

Carried

04-2022-07-05: Councillor Filipuzzi moved to adopt the Minutes of the Council Meeting of June 21, 2022 as presented.

Carried

PUBLIC HEARINGS

Bylaw 1117, 2022- Municipal Reserve Closure and removal of Municipal Reserve designation on a portion of Lot 15MR, Block 5 Plan 83111587

Mayor Painter declared the Public Hearing opened at 7:04 pm for Bylaw 1117, 2022- Municipal Reserve Closure and removal of Municipal Reserve designation on a portion of Lot 15MR, Block 5 Plan 83111587. Second public hearing for Bylaw 1117, 2022 due to an incorrect time on the original public hearing notice.

Patrick Thomas, Chief Administrative Officer provided a brief overview of the bylaw and read into the record that there were no written submissions received prior to the due date.

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1117, 2022- Municipal Reserve Closure and removal of Municipal Reserve designation on a portion of Lot 15MR, Block 5 Plan 83111587.

Mayor Painter noted that there were no members of the public in attendance who wished to speak, and therefore declared the public hearing closed at 7:05 pm.

Bylaw 1118, 2022- Road Closure Bylaw - Public Hearing

Mayor Painter declared the Public Hearing opened at 7:06 pm for Bylaw 1118, 2022- Road Closure Bylaw - Public Hearing.

Patrick Thomas, Chief Administrative Officer provided a brief overview of the bylaw and read into the record that one written submission was received prior to the due date and forms part of the Council Package.

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1118, 2022- Road Closure Bylaw - Public Hearing.

- Geoff Woods

Mayor Painter declared the public hearing closed at 7:07 pm.

DELEGATIONS

Municipal Historic Resources Advisory Committee - Proposal for Incentives to Enhance Commercial Historic Buildings

Fred Bradley, Chairperson, and Don Budgen of the Municipal Historic Resources Advisory Committee were in attendance to present Council with their proposal for Incentives to Enhance Commercial Historic Buildings.

REQUESTS FOR DECISION

Bylaw 1094, 2021 - Road Closure Bylaw - Second and Third Reading

05-2022-07-05: Councillor Girhiny moved second reading of Bylaw 1094, 2022 Road Closure Bylaw.
Carried

06-2022-07-05: Councillor Ward moved third reading of Bylaw 1094, 2022 Road Closure Bylaw.
Carried

Bylaw 1117, 2022 - Municipal Reserve closure and removal of Municipal Reserve designation on a portion of Lot 15MR, Block 5, Plan 8311587 - Second and Third Reading

07-2022-07-05: Councillor Filipuzzi moved second reading of Bylaw 1117, 2022 - Municipal Reserve closure and removal of Municipal Reserve designation on a portion of Lot 15MR, Block 5, Plan 8311587.
Carried

08-2022-07-05: Councillor Glavin moved third reading of Bylaw 1117, 2022 - Municipal Reserve closure and removal of Municipal Reserve designation on a portion of Lot 15MR, Block 5, Plan 8311587.
Carried

Bylaw 1119, 2022 Road Closure - First Reading

09-2022-07-05: Councillor Ward moved first reading of Bylaw 1119, 2022 Road Closure.
Carried

Bylaw 1123, 2022 Road Closure - First Reading

10-2022-07-05: Councillor Filipuzzi moved first reading of Bylaw 1123, 2022 Road Closure.
Carried

Bylaw 1126, 2022 - Urban Service Area Bylaw - Second and Third Reading

11-2022-07-05: Councillor Glavin moved second reading of Bylaw 1126, 2022 – Urban Service Area Bylaw.

Carried

12-2022-07-05: Councillor Filipuzzi moved third reading of Bylaw 1126, 2022 – Urban Service Area Bylaw.

Carried

Residential Property Taxation- Seniors Rebate Program Policy Update

13-2022-07-05: Councillor Filipuzzi moved to adopt Policy 1707-02 Residential Property Taxation – Seniors Rebate Program.

Carried

Hiring Policy 1807-05 Update

14-2022-07-05: Councillor Ward moved to adopt Policy 1807-05 Hiring Policy.

Carried

COUNCIL MEMBER REPORTS

Council reports since the June 21, 2022 meeting of Council:

- Mayor Painter
 - Met with MLA Roger Reid
 - Discussed repeal of the Crowsnest Pass Regulation
 - Discussed having Ministers come to our Municipality, Mr. Reid will follow up
 - Toured the Peaks to Pines Lodge
- Councillor Sygutek
 - Advised that Travis Toews will be in the Crowsnest Pass on July 25, 2022

PUBLIC INPUT PERIOD

- None

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Community Futures Crowsnest Pass - Crowsnest Pass Economic Development Ad Hoc Committee of June 27, 2022

15-2022-07-05: Councillor Ward moved that Administration set up a date to have all three parties on the Ad Hoc Committee meet to review the Terms of Reference.

Carried

IN CAMERA

16-2022-07-05 : 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 break at 8:19 pm:

- a) Advice From Officials - AER Update on Turtle Mountain - FOIP Act Section 24
- b) Law Enforcement - Correspondence - FOIP Act Section 20
- c) Economic Interests of the Public Body - Request for Time Extension for Construction - FOIP Act Section 25
- d) Economic Interests of the Public Body - York Creek Lodge - FOIP Act Section 25
- e) Personal Privacy - Board Member Resignation - FOIP Act Section 17
- f) Personal Privacy – Personnel – FOIP Act Section 17
- g) Personal Privacy – Personnel – FOIP Act Section 17
- h) Law Enforcement - LUB Enforcement – FOIP Act Section 20

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 8:26 pm. Patrick Thomas, Chief Administrative Officer, Dennis Chao, GISP Senior Geospatial Specialist, Alberta Geological Survey also in attendance to provide advice to Council.

Departure

Dennis Chao, GISP Senior Geospatial Specialist, Alberta Geological Survey departed the In Camera meeting at 9:15 pm.

17-2022-07-05: Councillor Sygutek moved that Council come out of In Camera at 10:27 pm.

Carried

18-2022-07-05: Councillor Ward moved that Council accept the AER Update on Turtle Mountain as information.

Carried

19-2022-07-05: Councillor Glavin moved that Council accept the correspondence regarding Law Enforcement of June 16, 2022 as information.

Carried

20-2022-07-05: Councillor Glavin moved that Council extend the condition to commence construction on one of the properties at 14886 and 14890 21st Avenue in Frank to January 1, 2024.

Carried

21-2022-07-05: Mayor Painter moved that Administration investigates the intended future use of York Creek Lodge.

Carried

22-2022-07-05: Councillor Ward moved that Council accept the resignation from Nathan Harrower from the Municipal Planning Commission, and direct Administration to write a letter of thank you for his service.

Carried

ADJOURNMENT

23-2022-07-05 : Councillor Filipuzzi moved to adjourn the meeting at 10:30 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 7.a

Subject: Bylaw 1103, 2021 - Land Use Bylaw Amendment to Regulate Tourist Homes - Second and Third Reading

Recommendation: That Council gives second and third reading of Bylaw 1103, 2021.

Executive Summary:

Bylaw 1103, 2021 was given first reading on December 14, 2021 and public hearings were held on January 25, 2022 and May 3, 2022. After the public hearings, Council directed Administration to revise the bylaw based on the input received and bring the revised bylaw back to Council for further consideration. Council check-ins were held on May 17, June 7 and June 21, 2022.

The previous submission to Council inadvertently misrepresented the separation distance between Tourist Homes as 100m, while in fact it is a 200m separation distance based on a 100m buffer around each tourist home. The result is that the number of potential Tourist Homes for each community that was presented to Council as achievable with a "100m separation distance" is in fact achievable with a 200m separation distance. Schedule 19 reflects the minimum separation distance of 200m.

"Tourist Home" and "Short-Term Rental / Bed & Breakfast" were listed as discretionary uses in the NUCR-1 and NUCR-2 districts in previous versions of the proposed Bylaw 1103, 2021. In the current version of Bylaw 1103, 2021 these uses have been removed from the NUCR-1 and NUCR-2 districts because the rental or lease of units inside a resort or campground is already implied by the purpose statement and the list of land uses available in these districts.

The attachment identifies known Tourist Homes operating illegally without a business license that will likely not receive a development permit based on their proximity to an existing, legally licensed Tourist Home.

Administration will bring an update to Council in February 2023 identifying the number and location of licensed Short-Term Rentals / Bed & Breakfasts and Tourist Homes.

Relevant Council Direction, Policy or Bylaws:

Municipal Government Act, s. 692 Planning Bylaws
Land Use Bylaw No. 868-2013

"Councillor Filipuzzi moved that Council direct Administration to draft a bylaw with respect to Airbnb's, and Tourist Homes to address concerns brought forth to Council and to fall in line with other communities similarly affected; with the following friendly amendment from Councillor Ward: To also include Secondary Suites."

January 25, 2022 "Councillor Sygutek moved that Administration looks into the legalities of placing a moratorium for tourism homes until Bylaw 1103, 2021 is in place; to be brought back to a Council meeting as soon as possible."

January 25, 2022 "Councillor Sygutek moved to defer second reading of Bylaw 1103, 2021 - Land Use Bylaw Amendment to Regulate Tourist Homes to allow Administration to draft the proposed amendments in consideration of the information from the public hearing and Council debate."

March 22, 2022 "Councillor Ward moved to direct Administration to draft the recommended amendments to the proposed bylaw 1103, 2021 - Land Use Bylaw Amendment to Regulate Tourist Homes.

April 12, 2022 - "Councillor Filipuzzi moved that Council schedule a public hearing for May 3, 2022 with Administration to confirm the appropriate venue. "

April 12, 2022 - "Councillor Girhiny moved to schedule a Special Council meeting for the public hearing for Bylaw 1103, 2021 at 1:00 pm on May 3, 2022."

May 3, 2022 1:00PM- Public Hearing held at MDM Community Centre.

May 17, 2022 7:00PM- Council Check-In

June 7, 2022 7:00PM- Council Check-In

June 21, 2022 7:00PM- Council Check-In

Discussion:

The standards for Short-Term Rental and Tourist Home in Schedule 19 have been established based on the concerns expressed at the two public hearings and the direction given by Council. An increased business license fee for Short-Term Rental / Bed & Breakfast and Tourist Home is proposed in an amendment to the Fees, Rates and Charges Bylaw that will be considered by Council in due course. The amendment to the Fees, Rates and Charges Bylaw also proposes the establishment of penalties for land use bylaw contraventions to enhance the Municipality's enforcement action.

The revised bylaw proposes a maximum occupancy calculated by using on-site parking requirements, the number of guests per bedroom and an overall maximum occupancy within individual land use districts. The proposed bylaw includes a 100m buffer around each Tourist Home within the

Residential R-1 to R-5 Land Use Districts, resulting in a 200m separation distance.

See attached Proposed Bylaw 1103, 2021 and summary.

Analysis of Alternatives:

1. Council may proceed with consideration of second and third readings of Bylaw 1103, 2021 as proposed.
2. Council may postpone second reading of Bylaw 1103, 2021 and provide further direction to Administration. If there are substantial changes to the Bylaw it is recommended that Council hold a third Public Hearing prior to considering the Bylaw 1103, 2021 for Second and Third Reading.
3. Council may defeat Bylaw 1103, 2021 as proposed.

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1103, 2021 Tourist Homes revised.docx](#)

[Bylaw 1103, 2021 - SCHEDULE A - Tourist Homes - FINAL July 05 2022.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1103, 2021
LAND USE BYLAW AMENDMENT – REGULATION OF TOURIST HOMES

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, in accordance with section 692 of the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

WHEREAS the Council of the Municipality of Crowsnest Pass determines it prudent to regulate Short-Term Rentals and Tourist Homes, it wishes to amend the Land Use Bylaw as shown in Schedule “A” attached hereto and forming part of this bylaw, as follows:

1. Introduce Short-Term Rental / Bed & Breakfast and Tourist Home into specific land use districts, either as permitted or discretionary uses.
2. Revise Schedule 3 to delete the exemption of Tourist Home from the requirement to obtain a development permit.
3. Provide for parking requirements for Short-term Rental / Bed & Breakfast and Tourist Home.
4. Add a new Schedule 19 to provide standards for Short-Term Rental / Bed & Breakfast and Tourist Home, including a minimum separation distance between Tourist Homes in the Residential R-1 to R-5 Land Use Districts.
5. Add a new definition of Short-Term Rental that includes Bed & Breakfast.
6. Add a new definition of Tourist Home.
7. Add a new definition of Primary Residence.
8. Housekeeping amendments.

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. Replace the existing sections of the Land Use Bylaw with the revised sections of the Land Use Bylaw as identified in Schedule “A” attached hereto and forming part of this bylaw.
2. Bylaw No. 868, 2013 is hereby amended.

Effective Date and Transition

After its adoption, Bylaw 1103, 2021 shall come into full force and effect at 10:00 am on July 27, 2022.

Applications for Development Permits will be accepted at the specified time and date, and not before, on a first come first serve basis in person (or through courier service) at the municipal office and will be time and date stamped in the order received.

Applications received after September 30, 2022, will be accepted in the same manner as any other Development Permit application.

A Short-Term Rental/Bed & Breakfast or Tourist Home that operated legally at the time of third Reading of this Bylaw with the benefit of a Business License will have a grace period to apply for a Development Permit until January 1, 2023, to bring the operation into compliance, and the location will be reserved for this time period.

A Short-Term Rental/Bed & Breakfast or Tourist Home that operated illegally without the benefit of a Business License before and on the time and date of the coming into effect of this Bylaw will have a grace period until September 30, 2022, to obtain a Business License and continue operating legally (with the option of continuing to operate legally without a Development Permit) for the remainder of the year. A Short-Term Rental/Bed & Breakfast or Tourist Home that continues to operate illegally without the benefit of a Business License after September 30, 2022, will be subject to enforcement action.

Prior to obtaining a 2023 Business License for a Short-Term Rental / Bed & Breakfast or Tourist Home, a Development Permit shall be required.

For the period from the time and date that the Bylaw comes into effect until December 31, 2022, the Development Officer shall have the authority to issue a Development Permit for a Tourist Home and/or a Short-Term Rental / Bed & Breakfast regardless of the fact that such use is listed as a discretionary use in a land use district, which would otherwise require consideration and approval by the Municipal Planning Commission as the Approving Authority.

READ a **first** time in council this 14th day of December 2021.

A public hearing was advertised and held on January 25, 2022.

A second public hearing for a revised bylaw was advertised and held on May 3, 2022.

READ a **second** time in council this _____ day of _____ 2022.

READ a **third and final** time in council this _____ day of _____ 2022.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



**MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA**

LAND USE BYLAW NO. 868-2013

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

BEING A BYLAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, TO REGULATE THE USE AND DEVELOPMENT OF LAND AND BUILDINGS WITHIN THE MUNICIPAL BOUNDARIES AND TO ESTABLISH THE AUTHORITIES REQUIRED TO EXERCISE THE RELATED POWERS, FUNCTIONS AND DUTIES ON BEHALF OF THE MUNICIPALITY, PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000.

THIS BYLAW MAY BE CITED AS THE MUNICIPALITY OF CROWSNEST PASS LAND USE BYLAW.

DEFINITIONS

1. For Definitions, see Schedule ~~4920~~.

SCHEDULES AND MAPS

2. The Schedules attached hereto form part of this bylaw.

DEVELOPMENT AUTHORITY

3. The office of "Development Authority" is established pursuant to the relevant provisions of the *Municipal Government Act*. It shall consist of the Development Officer, the Municipal Planning Commission and, in a Direct Control District, the Council and, upon an appeal, the Subdivision and Development Appeal Board.
4. The incumbent in the position of Development Officer and their supervisor(s) are hereby appointed as the Development Officer to fulfil that part of the Development Authority role assigned to the Development Officer in this bylaw.
5. The Council shall, in accordance with the Municipal Planning Commission Bylaw, appoint the members of the Municipal Planning Commission.
6. The Development Officer, the Municipal Planning Commission, the Subdivision and Development Appeal Board and the Council, as may be applicable, shall be the Development Authority for all purposes of the Act and shall exercise those powers, duties and functions assigned to them in this Bylaw.

10. The one or more uses of land, buildings or structures that are:
 - (a) permitted uses in each district, with or without conditions; or
 - (b) discretionary uses in each district, with or without conditions;are described in Schedule 2.
11. A land use that is not listed as permitted, discretionary or similar to a listed use in a district, or that is specifically listed as a prohibited use, is prohibited in that district.

CONTROL OF DEVELOPMENT

* Note Regarding Restrictive Covenants

The Development Authority does not enforce Restrictive Covenants that attempt to regulate land use and to which it is not a party. As a result, a development permit for any specific land use or building may be issued even if a Restrictive Covenant prohibited the operation of that land use or building. The enforcement of such a Restrictive Covenant would be a matter between landowners and the standing of the Restrictive Covenant would be determined through the legal system. It is the responsibility of the landowner / applicant to determine if the property is subject to a Restrictive Covenant that prohibits the land use or building for which they are making a development permit application.

Development Requires A Development Permit

12. Except for those exemptions as provided in Schedule 3, no person shall commence a development, including a change of use, unless they have been issued a development permit in respect of the development.
13. A person who develops land or a building in the municipality shall comply with the regulations and standards of development specified in this bylaw, in addition to complying with the use or uses prescribed in the applicable land use district and any conditions attached to a development permit if one is required.
14. An application for a development permit must be made by *either* the owner(s) of the land on which the development is proposed or, with the written consent of the owner(s), by any other person.

Development Not Requiring A Development Permit

15. Development that does not require a development permit is specified in Schedule 3.

DEVELOPMENT PERMIT APPLICATIONS

16. An application for a development permit must be made to the Development Officer by submitting, at no cost to the municipality the following information at the discretion and to the satisfaction of the Development Officer:
 - (a) a completed application on the appropriate form;
 - (b) proof of ownership or right to the land in question.
 - (c) where the applicant/landowner is a corporation/registered company, a current corporate search;
 - (d) a copy of a certificate of title issued within 90 days prior to the date of the application if deemed necessary;
 - (e) the prescribed fee including a penalty fee if applicable;

RESIDENTIAL – R-1

PURPOSE: To provide for a high-quality residential environment with the development of primarily single-family dwellings on standard sized lots or duplex and semi-detached dwellings or manufactured homes or modular dwelling units and other compatible uses.

1. PERMITTED USES

Alternative/renewable energy, individual –
restricted to roof mounted solar panels only
~~Bed and breakfast~~
Day home
Garages or carports accessory to single family
dwellings up to 67.7 m² (728 sq. ft.) in area
Garden sheds and other accessory buildings with
no permanent foundation and not over 13.9 m²
(150 sq. ft.) in area
Home occupations - Class 1
Shipping container, temporary
Sign - type 15 (Home Occupation)
Single-family dwellings

PROHIBITED USES

Mobile homes
Shipping container, permanent

DISCRETIONARY USES

Accessory buildings over 13.9 m² (150 sq. ft.) in area^{*}
Accessory building or use prior to the establishment of
the principal use
Alternative/renewable energy, individual – except roof
mounted solar panels
Day care facility
Duplex
Garages or carports accessory to single family
dwellings over 67.7 m² (728 sq. ft.) in area
Home occupations - Class 2
Manufactured or modular homes
Moved-in dwellings
Portable garages
Portable storage structures
Private institutional uses
Public institutional uses
Public park, playground or recreational uses
Ready-to-move (RTM) homes
Secondary suite
Semi-detached Dwelling
Sign - types 22 (Subdivision Entrance) and 23
(Subdivision Marketing)
~~Short-Term Rental/Bed & Breakfast~~
~~Tourist Home~~
Utilities and services

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
Single-family dwelling	13.7	45	30.5	100	418.1	4,500
Duplex and semi-detached dwelling (per building)	15.25	50	30.5	100	465.0	5,000
All other uses	As required by the Municipal Planning Commission					
Corner lots	See Schedule 4					

3. MINIMUM PRINCIPAL BUILDING SETBACKS – with developable lane

Use	Front Yard		Side Yard**		Rear Yard	
	m	ft.	m	ft.	m	ft.
All principal uses (for duplex and semi-detached dwelling – see **Note)	6.1 to property line or 6.5 to back of existing or future walkway	20 to property line or 21.33 to back of existing or future walkway	1.5	5	7.6	25

* Note: A building or structure attached to a principal building by a roof or any other open or enclosed structure shall be considered part of the principal building.

** Note: The side yard requirement for a duplex and semi-detached dwelling applies only to one side property line when each unit is on a separate title.

4. MINIMUM PRINCIPAL BUILDING SETBACKS – no lane or undevelopable lane**

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All principal uses	6.1	20	1.5	5	7.6	25
			on one side and			
			3.0	10**		
			on the other			

5. DETACHED ACCESSORY BUILDING SETBACKS

- Front Yard – not to be located in front yard
- Side Yard – 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
- Rear Yard – 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
- Setback from principal building – 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves

6. MAXIMUM LOT COVERAGE

- Principal building, except duplex and semi-detached dwelling – 35%
- Duplex and Semi-detached Dwelling - 45%
- Accessory buildings, except on a duplex or semi-detached dwelling lot – 15%
- Accessory building on a duplex or semi-detached dwelling lot - 5%

7. MAXIMUM BUILDING HEIGHT

- Principal building, standard two-storey – 10.0 m (32.8 ft.)
- Principal building, two-storey walk-out basement – 15.0 m (49.25 ft.)
- Accessory buildings – 4.5 m (14.8 ft.)

8. MINIMUM FLOOR AREA

As required by the Development Authority.

9. STANDARDS OF DEVELOPMENT – See Schedule 4.

10. LOT SETBACK WAIVERS – See Schedule 4.

11. OFF-STREET PARKING AND LOADING – See Schedule 6.

12. MOVED-IN BUILDINGS – See Schedule 7.

13. CRITERIA FOR HOME OCCUPATIONS – See Schedule 8.

14. MANUFACTURED / MODULAR HOME DEVELOPMENT STANDARDS – See Schedule 9.

15. STANDARDS FOR SECONDARY SUITES – See Schedule 16.

16. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME – See Schedule 19.

1746. DEFINITIONS – See Schedule 1920.

** Only applicable where access to the rear yard for a detached accessory building is required.

RESIDENTIAL – R-1A

PURPOSE: To provide for a high-quality residential environment with the development of single-family dwellings on standard sized lots and other compatible uses.

1. PERMITTED USES

Alternative/renewable energy, individual – restricted to roof mounted solar panels only
~~Bed and breakfast~~
 Day home
 Garages or carports accessory to single family dwellings up to 67.7 m² (728 sq. ft.) in area
 Garden sheds and other accessory buildings with no permanent foundation and not over 13.9 m² (150 sq. ft.) in area
 Home occupations - Class 1
 Shipping container, temporary
 Sign - type 15 (Home Occupation)
 Single-family dwellings

PROHIBITED USES

Manufactured homes
 Modular homes under 9.1 m (30 ft.) wide
 Mobile homes
 Moved-in buildings
 Shipping container, permanent

DISCRETIONARY USES

Accessory buildings over 13.9 m² (150 sq. ft.) in area*
 Accessory building or use prior to the establishment of the principal use
 Alternative/renewable energy, individual – except roof mounted solar panels
 Day care facility
 Garages and carports accessory to single family dwellings over 67.7 m² (728 sq. ft.) in area
 Home occupations - Class 2
 Modular homes over 9.1 m (30 ft.) wide*
 Portable garages
 Portable storage structures
 Private institutional uses
 Public institutional uses
 Public park, playground or recreational uses
 Ready-to-move (RTM) homes
 Secondary suite
 Sign - types 22 (Subdivision Entrance) and 23 (Subdivision Marketing)
~~Short-Term Rental/Bed & Breakfast~~
~~Tourist Home~~
 Utilities and services

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
Single-family dwelling	13.7	45	30.5	100	418.1	4,500
All other uses	As required by the Municipal Planning Commission					
Corner lots	See Schedule 4					

3. MINIMUM PRINCIPAL BUILDING SETBACKS – with developable lane

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All principal uses	6.1	20	1.5	5	7.6	25

* Note: A building or structure attached to a principal building by a roof or any other open or enclosed structure shall be considered part of the principal building.

4. MINIMUM PRINCIPAL BUILDING SETBACKS – no lane or undevelopable lane

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All principal uses	6.1	20	1.5	5	7.6	25
			on one side and 3.0 10** on the other			

5. DETACHED ACCESSORY BUILDING SETBACKS

Front Yard	– not to be located in front yard
Side Yard	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
Rear Yard	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
Setback from principal building	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves

6. MAXIMUM LOT COVERAGE

Principal building	– 35%
Accessory buildings	– 15%

7. MAXIMUM BUILDING HEIGHT

Principal building	– 10.0 m (32.8 ft.)
Accessory buildings	– 4.5 m (14.8 ft.)

8. MINIMUM FLOOR AREA

As required by the Development Authority.

9. STANDARDS OF DEVELOPMENT – See Schedule 4.

10. LOT SETBACK WAIVERS – See Schedule 4.

11. OFF-STREET PARKING AND LOADING – See Schedule 6.

12. MOVED-IN BUILDINGS – See Schedule 7.

13. CRITERIA FOR HOME OCCUPATIONS – See Schedule 8.

14. MANUFACTURED / MODULAR HOME DEVELOPMENT STANDARDS – See Schedule 9.

15. STANDARDS FOR SECONDARY SUITES – See Schedule 16.

16. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME – See Schedule 19

17. DEFINITIONS – See Schedule 19.

** Only applicable where access to the rear yard for a detached accessory building is required.

DUPLEX OR SEMI-DETACHED RESIDENTIAL – R-2

PURPOSE: To accommodate predominantly two-unit dwellings while providing opportunity for additional land uses to develop in this district.

1. PERMITTED USES

Alternative/renewable energy, individual –
restricted to roof mounted solar panels only
Bed and breakfast
Day home
Duplexes
Garages and carports accessory to single family
dwellings up to 67.7 m²
(728 sq. ft.) in area
Garden sheds and other accessory buildings with
no permanent foundation and not over 13.9 m²
(150 sq. ft.) in area
Home occupations - Class 1
Semi-detached dwellings
Shipping container, temporary
Sign - type 15 (Home Occupation)

PROHIBITED USES

Shipping container, permanent
Mobile homes

DISCRETIONARY USES

Accessory buildings over 13.9 m²
(150 sq. ft.) in area *
Accessory building or use prior to the establishment of
the principal use
Alternative/renewable energy, individual – except roof
mounted solar panels
Day care facility
Garages and carports accessory to single family
dwellings over 67.7 m² (728 sq. ft.) in area
Home occupations - Class 2
Manufactured homes
Modular homes
Moved-in buildings
Portable garages
Portable storage structures
Ready-to-move (RTM) homes
Secondary suite
Sign - types 22 (Subdivision Entrance) and 23
(Subdivision Marketing)
Single-family dwellings
Short-Term Rental/Bed & Breakfast
Tourist Home
Utilities and services

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
Duplex or semi-detached dwelling (per building)	18.3	60	30.5	100	650.3	7,000
Single-family dwelling	15.2	50	30.5	100	464.5	5,000
All other uses	As required by the Municipal Planning Commission					

3. MINIMUM PRINCIPAL BUILDING SETBACKS

Use	Front Yard		Side Yard**		Rear Yard	
	m	ft.	m	ft.	m	ft.
Duplex or semi-detached dwelling	6.1	20	1.5	5	As required by the Development Authority	
Single-family dwelling	6.1	20	1.5	5		

* Note: A building or structure attached to a principal building by a roof or any other open or enclosed structure shall be considered part of the principal building.

** Note: The side yard requirement does not apply for the construction of a duplex, semi-detached dwelling or row dwelling where each unit is on a separate title.

Use	Front Yard		Side Yard**		Rear Yard	
	m	ft.	m	ft.	m	ft.
Corner lots	As required by the Development Authority				As required by the	
All other uses	6.1	20	1.5	5	Development Authority	

4. DETACHED ACCESSORY BUILDING SETBACKS

- Front Yard – not to be located in front yard
- Side Yard – 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
- Rear Yard – 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
- Setback from principal building – 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves

5. MAXIMUM LOT COVERAGE

- Principal building – 40%
- Accessory buildings – 111.5 m² (1,200 sq. ft.) or 15%, whichever is the lesser

6. MAXIMUM BUILDING HEIGHT

- Principal building – 10.0 m (32.8 ft.)
- Accessory buildings – 4.5 m (14.8 ft.)

7. MINIMUM FLOOR AREA

- Duplex – 74.3 m² on the main floor (800 sq. ft.)
- Semi-detached dwelling (per building) – 148.6 m² on the main floor (1,600 sq. ft.)
- Single-family dwelling – 74.3 m² on the main floor (800 sq. ft.)

8. SIDE YARD PROJECTIONS – See Schedule 4.

9. CORNER LOTS – See Schedule 4.

10. LOT SETBACK WAIVERS – See Schedule 4.

11. OFF-STREET PARKING AND LOADING – See Schedule 6.

12. MOVED-IN BUILDINGS – See Schedule 7.

13. HOME OCCUPATIONS – See Schedule 8.

14. MANUFACTURED / MODULAR HOME DEVELOPMENT STANDARDS – See Schedule 9.

15. STANDARDS FOR SECONDARY SUITES – See Schedule 16.

16. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME – See Schedule 19.

1746. DEFINITIONS – See Schedule 1920.

** Note: The side yard requirement does not apply for the construction of a duplex, semi-detached dwelling or row dwelling where each unit is on a separate title.

MULTI-FAMILY RESIDENTIAL – R-2A

PURPOSE: To accommodate predominantly two-unit to eight-unit dwellings while providing opportunity for additional land uses to develop in this district.

1. PERMITTED USES

Alternative/renewable energy, individual – restricted to roof mounted solar panels only
~~Bed and breakfast~~
 Day home
 Duplexes
 Fourplexes
 Garages and carports accessory to multi-family dwellings up to 67.7 m² (728 sq. ft.) in area
 Garden sheds and other accessory buildings with no permanent foundation and not over 13.9 m² (150 sq. ft.) in area
 Home occupations - Class 1
 Semi-detached dwellings
 Shipping container, temporary
 Sign - type 15 (Home Occupation)
 Triplexes

PROHIBITED USES

Manufactured homes
 Mobile homes
 Moved-in buildings
 Shipping container, permanent

DISCRETIONARY USES

Accessory buildings over 13.9 m² (150 sq. ft.) in area*
 Accessory building or use prior to the establishment of the principal use
 Alternative/renewable energy, individual – except roof mounted solar panels
 Day care facility
 Eightplexes
 Garages and carports accessory to multi-family dwellings over 67.7 m² (728 sq. ft.) in area
 Home occupations - Class 2
 Modular Home / Modular Construction
 Portable garages
 Portable storage structures
 Public park, playground or recreational uses
~~Rowhousing~~
 Senior citizen housing
 Sign - types 22 (Subdivision Entrance) and 23 (Subdivision Marketing)
 Sixplexes
~~Short-Term Rental/Bed & Breakfast~~
~~Tourist Home~~
~~Rowhousing~~
 Utilities and services

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
(a) Interior Lots						
Duplex, triplex or semi-detached	18.3	60	30.5	100	557.4	6000
Fourplex	21.3	70	30.5	100	650.3	7000
Rowhouse						
– interior unit	6.1	20	30.5	100	185.8	2000
– end unit	9.1	30	30.5	100	278.7	3000
All other uses	As required by the Municipal Planning Commission					

* Note: A building or structure attached to a principal building by a roof or any other open or enclosed structure shall be considered part of the principal building.

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
(b) Corner Lots						
Duplex, triplex or semi-detached	18.3	60	30.5	100	557.4	6000
Fourplex	21.3	70	30.5	100	650.3	7000
Rowhouse	9.1	30	30.5	100	278.7	3000
All other uses	As required by the Municipal Planning Commission					

3. MINIMUM PRINCIPAL BUILDING SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
Duplex or triplex	6.1	20	1.5	5	7.6	25
Semi-detached	6.1	20	1.5	5	7.6	25
Rowhouse						
– interior unit	6.1	20			7.6	25
– end unit	6.1	20	3.0	10	7.6	25
All other uses	As required by the Municipal Planning Commission					

4. DETACHED ACCESSORY BUILDING SETBACKS

Front Yard	– not to be located in front yard
Side Yard	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
Rear Yard	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
Setback from principal building	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves

5. MAXIMUM LOT COVERAGE

Principal building	– 50%
Accessory buildings	– 15%

6. MAXIMUM BUILDING HEIGHT

Duplex, semi-detached, triplex, fourplex, sixplex and eightplex	– 10.0 m (32.8 ft.)
Accessory buildings	– 4.5 m (14.8 ft.)

7. MINIMUM FLOOR AREA

Row dwelling, duplex, semi-detached, triplex, fourplex, sixplex, eightplex	– 74.3 m ² (800 sq. ft.)
All other uses	– As required by the Development Authority

8. STANDARDS OF DEVELOPMENT – See Schedule 4.

9. MULTI-FAMILY DWELLING REQUIREMENTS – See Schedule 5.

10. OFF-STREET PARKING AND LOADING – See Schedule 6.

11. HOME OCCUPATIONS – See Schedule 8.

12. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME – See Schedule 19.

1312. DEFINITIONS – See Schedule 1920.

MULTI-FAMILY RESIDENTIAL – R-3

PURPOSE: To provide high-quality, multi-family dwelling environments, integrated into either existing or proposed residential neighbourhoods at a density of not more than 50 units per hectare or 20 units per acre.

1. PERMITTED USES

Alternative/renewable energy, individual –
restricted to roof mounted solar panels only
Apartment buildings not exceeding three habitable
floors or 10.0 m (32.8 ft.)
in height
Bed-and-breakfast
Garden sheds and other accessory buildings with
no permanent foundation and not
over 13.9 m² (150 sq. ft.) in area
Home occupations - Class 1
Shipping container, temporary
Sign - type 15 (Home Occupation)

PROHIBITED USES

Shipping container, permanent
Mobile homes

DISCRETIONARY USES

Accessory buildings over 13.9 m² (150 sq. ft.) in area*
Accessory building or use prior to the establishment of
the principal use
Alternative/renewable energy, individual – except roof
mounted solar panels
Apartment buildings exceeding three habitable floors
or 10 m (32.8 ft.) in height
Day care facility
Day home
Duplex
Extended care facilities
Fourplex
Home occupations - Class 2
Portable garages and Portable storage structures
Rowhousing
Senior citizen housing
Semi-detached Dwelling
Sign - types 22 (Subdivision Entrance) and 23
Subdivision Marketing)
Short-Term Rental/Bed & Breakfast
Tourist Home
Townhouses
Triplex
Utilities and services

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
(a) Interior Lots						
Apartments	21.3	70	30.5	100	650.3	7,000
Rowhouse						
– interior unit	6.1	20	30.5	100	185.8	2,000
– end unit	9.1	30	30.5	100	278.7	3,000
All other uses	As required by the Municipal Planning Commission					
(b) Corner Lots						
Apartments	24.4	80	30.5	100	743.2	8,000
Rowhouse	9.1	30	30.5	100	278.7	3,000
All other uses	As required by the Municipal Planning Commission					

* Note: A building or structure attached to a principal building by a roof or any other open or enclosed structure shall be considered part of the principal building.

(c) **Developable Lot Size**

The Development Authority may, at its discretion, omit from the calculation of minimum lot area or dimensions any part of a lot which, because of rock, steep slopes or other physical features cannot be reasonably developed for the proposed use, including access, parking and buildings.

3. MINIMUM PRINCIPAL BUILDING SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
Duplex or triplex	6.1	20	1.5	5	7.6	25
Semi-detached dwelling	6.1	20	1.5	5	7.6	25
Rowhouse						
– interior unit	6.1	20	—	—	7.6	25
– end unit	6.1	20	3.0	10	7.6	25
Apartment						
– not over 6 units per building	6.1	20	As required by the Development Authority		7.6	25
– over 6 units per building	6.1	20	As required by the Development Authority		7.6	25
All other uses	As required by the Municipal Planning Commission					
Corner lots	See Schedule 4					

4. DETACHED ACCESSORY BUILDING SETBACKS

Front Yard	– not to be located in front yard
Side Yard	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
Rear Yard	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
Setback from principal building	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves

5. MAXIMUM LOT COVERAGE

Principal building	– 50%
Accessory buildings	– 15%

6. MAXIMUM BUILDING HEIGHT

Apartments, duplexes, triplexes, fourplexes	– 10.0 m (32.8 ft.)
Accessory buildings	– 4.5 m (14.8 ft.)



7. MINIMUM FLOOR AREA (per dwelling unit)

Rowhouse	– 74.3 m ² (800 sq. ft.)
Apartment	– 46.5 m ² (500 sq. ft.)
Duplex and semi-detached	– 74.3 m ² (800 sq. ft.)
Triplex	– 74.3 m ² (800 sq. ft.)
Fourplex	– 74.3 m ² (800 sq. ft.)
All other uses	– As required by the Municipal Planning Commission

8. STANDARDS OF DEVELOPMENT – See Schedule 4.

9. MULTI-FAMILY DWELLING REQUIREMENTS – See Schedule 5.

10. OFF-STREET PARKING AND LOADING – See Schedule 6.

11. HOME OCCUPATIONS – See Schedule 8.

12. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME – See Schedule 19.

1342. DEFINITIONS – See Schedule 4920.

MANUFACTURED / MODULAR HOME COMMUNITIES – R-4

PURPOSE: To provide areas suitable for the location of manufactured/modular homes and/or manufactured/modular home parks where a comprehensive plan has been agreed to by the Municipal Planning Commission. These areas would be designated and provide for high-quality development which complements adjacent uses.

1. PERMITTED USES

Alternative/renewable energy, individual – restricted to roof mounted solar panels only
~~Bed and breakfast~~
 Day home
 Double-wide manufactured/modular homes
 Garages or carports accessory to a residence up to 67.7 m² (728 sq. ft.) in area
 Garden sheds and other accessory buildings with no permanent foundation and not over 13.9 m² (150 sq. ft.) in area
 Home occupations - Class 1
 Playing fields and open space
 Shipping container, temporary
 Sign - type 15 (Home Occupation)
 Single-wide manufactured/modular homes

PROHIBITED USES

Shipping container, permanent

DISCRETIONARY USES

Accessory buildings over 13.9 m² (150 sq. ft.) in area*
 Accessory building or use prior to the establishment of the principal use
 Alternative/renewable energy, individual – except roof mounted solar panels
 Garages and carports accessory to a residence over 67.7 m² (728 sq. ft.) in area
 Home occupations - Class 2
 Neighbourhood confectioneries
 Portable garages
 Portable storage structures
 Public parks or playgrounds
 Public utilities and services
 Ready-to-move (RTM) homes
 Sign - types 22 (Subdivision Entrance) and 23 (Subdivision Marketing)
 Single-family dwellings
~~Short-Term Rental/Bed & Breakfast~~
~~Tourist Home~~

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
Single-family dwelling	13.7	45	30.5	100	418.1	4,500
Manufactured/modular home						
– single-wide	7.62	25	30.5	100	418.1	2,500
– double-wide	13.7	45	30.5	100	418.1	4,500
Corner lots	See Schedule 4					
Irregular lots	A development may be approved on a “pie-shaped” or irregular lot, parts of which are below the specified minimum lot width, provided that the front yard setback meets the minimum width, and provided the lot area and average dimensions otherwise equal or exceed the prescribed minimums.					
All other uses	As required by the Municipal Planning Commission					

* Note: A building or structure attached to a principal building by a roof or any other open or enclosed structure shall be considered part of the principal building.

3. MINIMUM PRINCIPAL BUILDING SETBACKS BETWEEN UNITS (Non-subdivided Community)

Each building (including accessory buildings) shall be located:

- (a) entirely within the boundaries of the community plot;
- (b) at least 4.6 m (15 ft.) from a principal building on an adjacent plot;
- (c) at least 1.8 m (6 ft.) from an accessory building on an adjacent plot;
- (d) at least 5.0 m (16.4 ft.) from a front plot line;
- (e) at least 3.0 m (9.8 ft.) from the property line of the manufactured/modular home community.

4. MINIMUM PRINCIPAL BUILDING SETBACKS TO PROPERTY LINES (Subdivided Lots)

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All principal uses	6.1	20	1.5	5	3.0	10
			on one side and 3.0 10** on the other side			

***NOTE:** Where a manufactured/modular home cannot meet the minimum building setbacks because of its length, the Development Authority may issue a waiver of the rear yard setback to accommodate the development.

5. DETACHED ACCESSORY BUILDING SETBACKS TO PROPERTY LINES (Subdivided Lots)

- Front Yard – not to be located in front yard
- Side Yard – 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
- Rear Yard – 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
- Setback from principal building – 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves

6. MAXIMUM LOT COVERAGE

- Principal building – 40%
- Accessory buildings – 15%

7. MAXIMUM BUILDING HEIGHT

- Principal building – 6.1 m (20 ft.)
- Accessory buildings – 4.5 m (14.8 ft.)

8. STANDARDS OF DEVELOPMENT – See Schedule 4.

9. OFF-STREET PARKING AND LOADING – See Schedule 6.

** Note: Only applicable where access to the rear yard is required for a detached accessory building.



10. **HOME OCCUPATIONS** – See Schedule 8.

11. **MANUFACTURED / MODULAR HOME DEVELOPMENT STANDARDS** – See Schedule 9.

12. **MANUFACTURED / MODULAR HOME PARK DEVELOPMENT STANDARDS** – See Schedule 10.

13. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME – See Schedule 19.

1413. DEFINITIONS – See Schedule **4920.**

NARROW LOT RESIDENTIAL – R-5

PURPOSE: To accommodate residential infill or replacement on existing lots which are narrower than the conventional frontages established in the Residential – R-1 land use district.

1. PERMITTED USES

Alternative/renewable energy, individual – restricted to roof mounted solar panels only
~~Bed and breakfast~~
 Day home
 Garages or carports accessory to single family dwellings up to 53.5 m² (576 sq. ft.) in area
 Garden sheds and other accessory buildings with no permanent foundation and not over 13.9 m² (150 sq. ft.) in area
 Home occupations - Class 1
 Shipping container, temporary
 Sign - type 15 (Home Occupation)
 Single-family dwellings

PROHIBITED USES

Mobile homes
 Shipping container, permanent

DISCRETIONARY USES

Accessory buildings over 13.9 m² (150 sq. ft.) in area*
 Accessory building or use prior to the establishment of the principal use
 Alternative/renewable energy, individual – except roof mounted solar panels
 Garages or carports accessory to single family dwellings over 53.5 m² (576 sq. ft.) in area
 Home occupations - Class 2
 Manufactured or modular homes
 Moved-in dwellings
 Portable garages
 Portable storage structures
 Private institutional uses
 Public institutional uses
 Public park, playground or recreational uses
 Secondary suite
 Sign - types 22 (Subdivision Entrance) and 23 (Subdivision Marketing)
~~Short-Term Rental/Bed & Breakfast~~
~~Tourist Home~~
 Utilities and services

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
Single-family dwelling	7.6	25	30.5	100	232.3	2,500
All other uses	As required by the Municipal Planning Commission					
Corner lots	See Schedule 4					

3. MINIMUM PRINCIPAL BUILDING SETBACKS – with developable lane

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
Single-family dwelling	6.1	20	1.2	4	7.6	25
All other principal uses	As required by the Municipal Planning Commission					

* Note: A building or structure attached to a principal building by a roof or any other open or enclosed structure shall be considered part of the principal building.



4. MINIMUM PRINCIPAL BUILDING SETBACKS – no lane or undevelopable lane

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All principal uses	As required by the Development Authority					

5. DETACHED ACCESSORY BUILDING SETBACKS

Front Yard	– not to be located in front yard
Side Yard	– 0.9 m (3 ft.) to wall face; 0.45 m (1.5 ft.) to eaves
Rear Yard	– 0.9 m (3 ft.) to wall face; 0.45 m (1.5 ft.) to eaves
Setback from principal building	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves

6. MAXIMUM LOT COVERAGE

Principal building	– 40%
Accessory buildings	– 15%

7. MAXIMUM BUILDING HEIGHT

Principal building	– 10.0 m (32.8 ft.)
Accessory buildings	– 4.5 m (14.8 ft.)

8. MINIMUM FLOOR AREA

As required by the Development Authority.

9. STANDARDS OF DEVELOPMENT – See Schedule 4.

10. OFF-STREET PARKING AND LOADING – See Schedule 6.

11. MOVED-IN BUILDINGS – See Schedule 7.

12. CRITERIA FOR HOME OCCUPATIONS – See Schedule 8.

13. MANUFACTURED / MODULAR HOME DEVELOPMENT STANDARDS – See Schedule 9.

14. STANDARDS FOR SECONDARY SUITES – See Schedule 16.

15. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME – See Schedule 19.

1645. DEFINITIONS – See Schedule 1920.

GROUPED COUNTRY RESIDENTIAL – GCR-1

PURPOSE: To provide for a high-quality of clustered residential development in designated areas where no conflicts with adjacent urban or non-urban uses can be anticipated.

1. PERMITTED USES

Accessory buildings not over 18.6 m² (200 sq. ft.) in area
 Alternative/renewable energy, individual – restricted to roof mounted solar panels only
~~Bed and breakfast~~
 Day home
 Garages and carports accessory to a single family dwelling up to 95.2 m² (1024 sq. ft.) in area
 Home occupations - Class 1
 Shipping container, temporary
 Sign - type 15 (Home Occupation)
 Single-family dwellings
Short-Term Rental/Bed & Breakfast

PROHIBITED USES

Campgrounds
 Shipping container, permanent

DISCRETIONARY USES

Accessory buildings over 18.6 m² (200 sq. ft.) in area
 Accessory building or use prior to the establishment of the principal use
 Alternative/renewable energy, individual – except roof mounted solar panels
 Garages and carports accessory to a single family dwelling over 95.2 m² (1024 sq. ft.) in area
 Home occupations - Class 2
 Manufactured/modular homes over 9.1 m (30 ft.) wide
 Moved-in buildings
 Portable garages
 Portable storage structures
 Ready-to-move (RTM) homes
 Secondary suite
 Sign - types 22 (Subdivision Entrance) and 23 (Subdivision Marketing)
Tourist Home
 Wind energy conversion systems (WECS) - Category 1

2. MINIMUM LOT SIZE

1.2 hectares (3 acres) or existing titles.

3. MINIMUM BUILDING SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
Principal use	15.2	50	15.2	50	15.2	50
Accessory buildings	15.2	50	15.2	50	15.2	50

4. MAXIMUM BUILDING HEIGHT

Principal building – 13.0 m (42.7 ft.)
 Accessory buildings – 6.7 m (22 ft.)
 Accessory buildings not over 18.6 m² (200 sq. ft.) in area – 4.6 m (15 ft.)



5. ADDITIONAL INFORMATION

Every application for grouped country residential development shall be accompanied by details of how fire suppression, fire protection and garbage containment utilizing BearSmart principles will be provided.

6. STANDARDS OF DEVELOPMENT – See Schedule 4 and Appendix 10.

7. OFF-STREET PARKING AND LOADING – See Schedule 6.

8. HOME OCCUPATIONS – See Schedule 8.

9. MANUFACTURED / MODULAR HOME DEVELOPMENT STANDARDS – See Schedule 9.

10. WIND ENERGY CONVERSION SYSTEMS – See Schedule 12.

11. FIRESMART REGULATIONS – See Schedule 14.

12. STANDARDS FOR SECONDARY SUITES – See Schedule 16.

13. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME – See Schedule 19.

1413. DEFINITIONS – See Schedule 1920.

GROUPED COUNTRY RESIDENTIAL – GCR-2

PURPOSE: To provide for the logical resubdivision and infill of existing grouped country residential designated areas subject to a rigorous review of the land's suitability, serviceability, environmental considerations, wildlife and wildland carrying capacity for higher density residential development.

1. PERMITTED USES

Accessory buildings not over 18.6 m² (200 sq. ft.) in area
 Alternative/renewable energy, individual – restricted to roof mounted solar panels only
~~Bed and breakfast~~
 Day home
 Garages and carports accessory to a single family dwelling up to 95.2 m² (1024 sq. ft.) in area
 Home occupations - Class 1
 Shipping container, temporary
 Single-family dwellings
 Sign - type 15 (Home Occupation)
~~Short-Term Rental/Bed & Breakfast~~

PROHIBITED USES

Campgrounds
 Shipping container, permanent

DISCRETIONARY USES

Accessory buildings over 18.6 m² (200 sq. ft.) in area
 Accessory building or use prior to the establishment of the principal use
 Alternative/renewable energy, individual – except roof mounted solar panels
 Garages and carports accessory to a single family dwelling over 95.2 m² (1024 sq. ft.) in area
 Home occupations - Class 2
 Manufactured/modular homes over 9.1 m (30 ft.) wide
 Moved-in buildings
 Portable garages
 Portable storage structures
 Ready-to-move (RTM) homes
 Secondary suite
 Sign - types 22 (Subdivision Entrance) and 23 (Subdivision Marketing)
~~Tourist Home~~
 Wind energy conversion systems (WECS) - Category 1

2. LOT SIZE

Unserviced – 1.2 hectares (3 acres) minimum
 Serviced – 1.2 hectares (3 acres) maximum

3. MINIMUM BUILDING SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
Principal use	15.2	50	15.2	50	15.2	50
Accessory buildings	15.2	50	15.2	50	15.2	50

4. MAXIMUM BUILDING HEIGHT

Principal building – 13.0 m (42.7 ft.)
 Accessory buildings – 6.7 m (22 ft.)
 Accessory buildings not over 18.6 m² (200 sq. ft.) in area – 4.6 m (15 ft.)



5. ADDITIONAL INFORMATION

Every application for grouped country residential development shall be accompanied by details of how fire suppression, fire protection and garbage containment utilizing BearSmart principles will be provided.

6. STANDARDS OF DEVELOPMENT – See Schedule 4 and Appendix 10.

7. OFF-STREET PARKING AND LOADING – See Schedule 6.

8. HOME OCCUPATIONS – See Schedule 8.

9. MANUFACTURED / MODULAR HOME DEVELOPMENT STANDARDS – See Schedule 9.

10. WIND ENERGY CONVERSION SYSTEMS – See Schedule 12.

11. FIRESMART REGULATIONS – See Schedule 14.

12. STANDARDS FOR SECONDARY SUITES – See Schedule 16.

13. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME – See Schedule 19.

1413. DEFINITIONS – See Schedule 1920.

RETAIL COMMERCIAL – C-1

PURPOSE: *To provide an area suited for retail commercial uses which will both maintain a strong central business district and allow a variety of other suitable uses compatible with this area of the community.*

1. PERMITTED USES

Alternative/renewable energy, individual – restricted to roof mounted solar panels only
Bakeries
Barber shops
Beauty salons
Coffee shops or restaurants (non drive-in)
Financial institutions
Home occupations - Class 1
Laundromats
Liquor stores
Offices
Personal services
Post offices
Retail stores
Shipping container, temporary
Short Term Rental/Bed & Breakfast, inside an approved dwelling unit
Sign – types 11 (A-board), 12 (Canopy), 13 (Fascia and Wall) and 18 (Portable)
Theatres
Travel agencies

PROHIBITED USES

DISCRETIONARY USES

Accessory buildings and uses
Accessory building or use prior to the establishment of the principal use
Alternative/renewable energy, individual – except roof mounted solar panels
Animal care service, small
Apartment Dwelling in conjunction with ground floor commercial or office use
Arcades
Bowling alleys
Brew pubs
Bus depots
Cabarets
Clubhouses
Commercial recreation
Day care facilities
Entertainment establishment
Fitness centres
Funeral homes
Gaming or gambling establishments
Hostels
Hotels
Medical or dental clinics
Mixed Use Building
Parking area or structures
Pawn shops
Personal service uses
Printing establishments
Private clubs
Religious institutions
Retail – large scale
Shipping container, permanent, accessory to an approved use
Sign – types 14 (Freestanding), 16 (Multiple Listing), 17 (Murals), 19 (Projecting), 20 (Roof), 21 (Secondary) and 24 (Third Party)
Single family dwelling existing as of June 18, 2013
Taxi stands
Taxidermy
Tourist Home, inside an approved dwelling unit
Dwelling Unit (maximum 2) inside a mixed use building and in conjunction with ground floor commercial or office use
Utilities and services
Workshop accessory to an approved use

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
All uses	4.6	15	30.5	100	139.4	1,500

3. MINIMUM PRINCIPAL BUILDING SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All principal uses	none		none		7.6	25
					or as required by the MPC	

4. DETACHED ACCESSORY BUILDING SETBACKS

Front Yard	– not to be located in front yard
Side Yard	– 0.9 m (3 ft.) to wall face; 0.45 m (1.5 ft.) to eaves
Rear Yard	– 0.9 m (3 ft.) to wall face; 0.45 m (1.5 ft.) to eaves
Setback from principal building	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves

5. MAXIMUM LOT COVERAGE

Principal building and accessory buildings – 80%.

6. MAXIMUM BUILDING HEIGHT

Principal building	– 10.0 m (32.8 ft.)
Accessory buildings	– 4.5 m (14.8 ft.)
Accessory buildings not over 13.9 m ² (150 sq. ft.) in area	– 3.5 m (11.5 ft.)

7. STANDARDS OF DEVELOPMENT – See Schedule 4.

8. OFF-STREET PARKING AND LOADING – See Schedule 6.

9. SIGN STANDARDS – See Schedule 11.

10. HISTORIC COMMERCIAL AREAS – See Schedule 17.

11. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME – See Schedule 19.

1244. DEFINITIONS – See Schedule 1920.

DRIVE-IN COMMERCIAL – C-2

PURPOSE: To accommodate development of commercial uses which require both high visibility and ready access or egress to and from designated highways and major thoroughfares for the benefit of the motoring public.

1. PERMITTED USES

Alternative/renewable energy, individual –
restricted to roof mounted solar panels
only
Building supply centres
Drive-in restaurants
Gas bars
Motels
Office, secondary to an approved use
Service stations
Shipping container, temporary
Sign - types 11 (A-board), 12 (Canopy), 13
(Fascia and Wall) and 18 (Portable)

PROHIBITED USES

DISCRETIONARY USES

Accessory buildings and uses
Accessory building or use prior to the
establishment of the principal use
Alternative/renewable energy, individual – except
roof mounted solar panels
Auto repair shop
Auto sales and service
Brew pubs
Campgrounds
Car washes
Construction trade shop
Contractors
Entertainment establishment
Equipment sales, rentals and service
Fitness centres
Funeral homes
Gaming or gambling establishments
Garden centres
Hotels
Kennels
Liquor stores
Pawn shops
Personal service uses
Recreational vehicle sales and rental
~~Dwelling unit~~ Residence, secondary to an
approved use
Retail – large scale
Retail sales, secondary to an approved use
Shipping containers, permanent, accessory to an
approved use
Short-Term Rental/Bed & Breakfast, inside an
approved dwelling unit
Sign - types 14 (Freestanding), 16 (Multiple
Listing), 17 (Murals), 19 (Projecting),
20 (Roof), 21 (Secondary) and
24 (Third Party)
Taxidermy
Temporary auto sales
Tourist Home, inside an approved dwelling unit
Utilities and services
Veterinary clinics
Warehouse store
Warehouses, secondary to an approved use



2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
All uses	27.4	90	50.3	165	1393.5	15,000

3. MINIMUM PRINCIPAL BUILDING SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All principal uses	9.1	30	6.1	20	6.1	20

4. DETACHED ACCESSORY BUILDING SETBACKS

Front Yard	– not to be located in front yard
Side Yard	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
Rear Yard	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
Setback from principal building	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves

5. MAXIMUM LOT COVERAGE

Principal building and accessory buildings – 40%.

6. MAXIMUM BUILDING HEIGHT

Principal building	– 7.6 m (25 ft.)
Accessory buildings	– 4.5 m (14.8 ft.)
Accessory buildings not over 13.9 m ² (150 sq. ft.) in area	– 3.5 m (11.5 ft.)

7. STANDARDS OF DEVELOPMENT – See Schedule 4.

8. OFF-STREET PARKING AND LOADING – See Schedule 6.

9. SIGN STANDARDS – See Schedule 11.

10. KENNEL REGULATIONS – See Schedule 13.

11. HISTORIC COMMERCIAL AREAS – See Schedule 17.

12. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME – See Schedule 19.

13. DEFINITIONS – See Schedule 4920.

COMPREHENSIVE COMMERCIAL – C-3

PURPOSE: *To provide for a multitude of commercial uses that can be compatibly located within a comprehensively planned, large-scale development which relies on factors such as location, access and serviceability.*

1. PERMITTED USES

Alternative/renewable energy, individual –
restricted to roof mounted solar panels only
Retail shopping malls
Shipping container, temporary
Sign - types 11 (A-board), 12 (Canopy),
13 (Fascia and Wall) and 18 (Portable)

PROHIBITED USES

Shipping container, permanent

DISCRETIONARY USES

Accessory buildings and uses
Accessory building or use prior to the
establishment of the principal use
Alternative/renewable energy, individual – except
roof mounted solar panels
If secondary to a retail shopping mall:
Bakeries, retail
Banks and other financial institutions
Building supply outlets
Coffee shops
Condominiums
Dry cleaners
Gas bars
Liquor stores
Medical or dental clinics
Offices
Personal services
Public utilities
Restaurants
Retail sales
Taxidermy
Travel agencies
Utilities and services
Veterinary clinics
Sign - types 14 (Freestanding), 16 (Multiple
Listing), 17 (Murals), 19 (Projecting),
20 (Roof), 21 (Secondary) and
24 (Third Party)
Temporary auto sales

2. MINIMUM LOT SIZE

As required by the Municipal Planning Commission.

3. MINIMUM PRINCIPAL BUILDING SETBACKS

As required by the Development Authority.

4. DETACHED ACCESSORY BUILDING SETBACKS

Front Yard	– not to be located in front yard
Side Yard	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
Rear Yard	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves
Setback from principal building	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves

5. MAXIMUM BUILDING HEIGHT

Principal building	– 6.1 m (20 ft.)
Accessory buildings	– 4.5 m (14.8 ft.)
Accessory buildings not over 13.9 m ² (150 sq. ft.) in area	– 3.5 m (11.5 ft.)

6. STANDARDS OF DEVELOPMENT – See Schedule 4.

7. OFF-STREET PARKING AND LOADING – See Schedule 6.

8. SIGN STANDARDS – See Schedule 11.

9. HISTORIC COMMERCIAL AREAS – See Schedule 17.

10. DEFINITIONS – See Schedule [4920](#).

CANNABIS RETAIL COMMERCIAL – C-4

PURPOSE: To provide an area suited for retail commercial uses which will both maintain a strong central business district and allow a variety of other suitable uses compatible with this area of the community.

1. PERMITTED USES

Cannabis retail sales
Sign - types 11 (A-board), 12 (Canopy),
13 (Fascia) and 18 (Portable)

PROHIBITED USES

DISCRETIONARY USES

Bakeries
Barber shops
Beauty salons
Coffee shops or restaurants
Laundromats
Offices
Personal services
Retail stores
Shipping container, permanent, accessory to an approved use
Sign - types 17 (Murals), 19 (Projecting), and 20 (Roof)
Residence secondary to an approved use

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
All uses	4.6	15	30.5	100	139.4	1,500

3. MINIMUM PRINCIPAL BUILDING SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All principal uses	none		none		7.6	25
					or as required by the MPC	

4. DETACHED ACCESSORY BUILDING SETBACKS

Front Yard	– not to be located in front yard
Side Yard	– 0.9 m (3 ft.) to wall face; 0.45 m (1.5 ft.) to eaves
Rear Yard	– 0.9 m (3 ft.) to wall face; 0.45 m (1.5 ft.) to eaves
Setback from principal building	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves

5. MAXIMUM LOT COVERAGE

Principal building and accessory buildings – 80%



6. MAXIMUM BUILDING HEIGHT

Principal building	– 10.0 m (32.8 ft.)
Accessory buildings	– 4.5 m (14.8 ft.)
Accessory buildings not over 13.9 m ² (150 sq. ft.) in area	– 3.5 m (11.5 ft.)

7. STANDARDS OF DEVELOPMENT – See Schedule 4.

8. OFF-STREET PARKING AND LOADING – See Schedule 6.

9. SIGN STANDARDS – See Schedule 11.

10. HISTORIC COMMERCIAL AREAS – See Schedule 17.

11. DEFINITIONS – See Schedule [4920](#).

INDUSTRIAL – I-1

PURPOSE: *To provide a broad range of industrial, manufacturing and storage use whereby the location of individual uses will have regard to both the effect on adjacent uses and the ability to provide adequate services to the site.*

1. PERMITTED USES

Alternative/renewable energy, individual
Auto body and paint shops
Auto repair shop
Contractors
Shipping container, temporary
Sign - types 11 (A-board), 12 (Canopy),
13 (Fascia and Wall) and 18 (Portable)

DISCRETIONARY USES

Accessory buildings and uses
Accessory building or use prior to the
establishment of the principal use
Agriculture related industries
Alternative/renewable energy, commercial/
industrial
Auction markets
Auto sales and service
Bottling plants
Building supply centres
Bulk fuel sales and storage
Car washes
Card locks
Concrete batch plants
Farm supplies and service
Food processing
Garden centres
Industrial equipment sales and rentals
Kennels
Light industrial/manufacturing
Lumber yards
Machinery and equipment sales and repair
Mini storage facilities
Outdoor storage accessory to an approved use
Private utility structures and uses
Recreational vehicle storage
Resource processing plants
Recycling facilities
Retail uses accessory to an approved use
Shipping container, permanent, accessory to an
approved use
Sign - types 14 (Freestanding), 16 (Multiple
Listing), 17 (Murals), 19 (Projecting), 20
(Roof), 21 (Secondary) and 24 (Third Party)
Taxidermy
Truck transport depots
Truck washes
Utilities and services
Veterinary clinics
Warehousing and storage, indoor and outdoor
Welding shops
Wind energy conversion systems (WECS) -
Category 1 and 2
Work Camp

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
All uses	15.2	50	30.5	100	557.4	6,000
					or as required by the MPC	

3. MINIMUM PRINCIPAL BUILDING SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All principal uses	7.6	25	3.0	10	7.6	25
Corner lot	7.6	25	4.6	15	7.6	25
			street side			

4. DETACHED ACCESSORY BUILDING SETBACKS

Front Yard	– not to be located in front yard
Side Yard	– 1.5 m (5 ft.) to wall face; 1.2 m (4 ft.) to eaves
Rear Yard	– 1.5 m (5 ft.) to wall face; 1.2 m (4 ft.) to eaves
Setback from principal building	– 1.5 m (5 ft.) to wall face; 0.9 m (3 ft.) to eaves

5. MAXIMUM BUILDING HEIGHT

Principal building	– 10 m (32.8 ft.)
Accessory buildings	– 7.6 m (25 ft..)

6. STANDARDS OF DEVELOPMENT – See Schedule 4.

7. OFF-STREET PARKING AND LOADING – See Schedule 6.

8. MOVED-IN BUILDINGS – See Schedule 7.

9. SIGN STANDARDS – See Schedule 11.

10. WIND ENERGY CONVERSION SYSTEMS (WECS) – See Schedule 12.

11. KENNEL REGULATIONS – See Schedule 13.

12. SHIPPING CONTAINER / TRANSPORT TRAILER REGULATIONS – See Schedule 15.

13. WORK CAMP REGULATIONS – See Schedule 18.

14. DEFINITIONS – See Schedule [4920](#).

SENTINEL INDUSTRIAL PARK – SIP-1

PURPOSE: *To accommodate a broad range of light and heavy industrial uses at this pre-planned location suitable for those uses and compatible with adjacent land uses.*

1. PERMITTED USES

Alternative/renewable energy, individual
Auto body and paint shops
Auto repair shop
Cannabis production facility
Contractors
Shipping container, temporary
Sign - types 11 (A-board), 12 (Canopy),
13 (Fascia and Wall) and 18 (Portable)

DISCRETIONARY USES

Abattoirs
Accessory buildings and uses
Accessory building or use prior to the
establishment of the principal use
Agriculture-related industries
Alternative/renewable energy, commercial/
industrial
Auction markets
Automotive sales, storage and service
Bottling plants
Building supply centres
Bulk fuel sales and storage
Car washes
Card locks
Concrete batch plants
Farm supplies and service
Food processing
Garden centres
Helipads
Heliports
Industrial equipment sales and rentals
Kennels
Light industrial/manufacturing
Lumber yards
Machinery and equipment sales and repair
Mini-storage facilities
Outdoor storage accessory to an approved use
Private utility buildings and uses
Recreational vehicle storage
Recycling facilities
Repair garages
Residence secondary to an approved use
Resource processing plants
Retail sales accessory to an approved use
Shipping container, permanent, accessory to an
approved use
Sign - types 14 (Freestanding), 16 (Multiple
Listing), 17 (Murals), 19 (Projecting), 20
(Roof), 21 (Secondary) and 24 (Third Party)
Surveillance suites
Taxidermy
Truck stops
Truck Transport depots
Truck washes



Utilities and services
 Veterinary clinics
 Warehouses
 Welding shops
 Wind energy conversion systems (WECS) -
 Category 1 and 2
 Work Camp

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
All uses	30.0	98.4	70.0	229.7	2,100	22,605
					or as required by the MPC	

3. MINIMUM PRINCIPAL BUILDING SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All principal uses	9.1	30	3.0	10	3.0	10

4. DETACHED ACCESSORY BUILDING SETBACKS

Front Yard	– not to be located in front yard
Side Yard	– 1.5 m (5 ft.) to wall face; 1.2 m (4 ft.) to eaves
Rear Yard	– 1.5 m (5 ft.) to wall face; 1.2 m (4 ft.) to eaves
Setback from principal building	– 1.5 m (5 ft.) to wall face; 0.9 m (3 ft.) to eaves

5. MAXIMUM BUILDING HEIGHT

Principal building	– As required by the Development Authority
Accessory buildings	– 7.6 m (25 ft.)

6. STANDARDS OF DEVELOPMENT – See Schedule 4.

7. OFF-STREET PARKING AND LOADING – See Schedule 6.

8. SIGN STANDARDS – See Schedule 11.

9. WIND ENERGY CONVERSION SYSTEMS (WECS) – See Schedule 12.

10. KENNEL REGULATIONS – See Schedule 13.

11. SHIPPING CONTAINER / TRANSPORT TRAILER REGULATIONS – See Schedule 15.

12. WORK CAMP REGULATIONS – See Schedule 18.

13. DEFINITIONS – See Schedule [4920](#).



RECREATION AND OPEN SPACE – RO-1

PURPOSE: *To provide for institutional uses, public parks and open space within the municipality.*

1. PERMITTED USES

Environmental reserves, dedicated
Public open space
Public park or recreation uses
Shipping container, temporary
Sign - types 11 (A-board) and 18 (Portable)
Sportsfields

PROHIBITED USES

Shipping container, permanent

DISCRETIONARY USES

Cemeteries
Cenotaphs
Public and private institutional uses
Public recreation buildings
Sign - types 13 (Fascia and Wall),
14 (Freestanding), 16 (Multiple Listing),
17 (Murals), 19 (Projecting), 20 (Roof),
21 (Secondary) and 24 (Third Party)
Utilities and services

2. MINIMUM LOT SIZE

As required by the Municipal Planning Commission.

3. MINIMUM BUILDING SETBACKS

As required by the Development Authority.

4. MAXIMUM LOT COVERAGE

As required by the Development Authority.

5. STANDARDS OF DEVELOPMENT – See Schedule 4.

6. OFF-STREET PARKING AND LOADING – See Schedule 6.

7. DEFINITIONS – See Schedule [4920](#).

PUBLIC – P-1

PURPOSE: To provide for institutional, public and semi-public uses which are compatible with each other and adjoining land uses.

1. PERMITTED USES

Alternative/renewable energy, individual –
restricted to roof mounted solar panels
only
Shipping container, temporary
Sign - types 11 (A-board) and 18 (Portable)

PROHIBITED USES

Shipping container, permanent

DISCRETIONARY USES

Alternative/renewable energy, individual – except
roof mounted solar panels
Auditoriums
Buildings or uses ancillary to an approved use
Cemeteries
Cenotaphs
Community halls
Educational facilities, other than a school
Fire halls
Government buildings
Hospitals
Libraries
Museums
Municipal offices
Places of worship
Police stations
Post offices
Private meeting halls
Public and private institutional uses
Schools
Service clubs
Sign - types 13 (Fascia and Wall),
14 (Freestanding), 16 (Multiple Listing),
17 (Murals), 19 (Projecting), 20 (Roof),
21 (Secondary) and 24 (Third Party)
Utilities and services

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
All uses	13.7	45	30.5	100	418.1	4,500 or as required by the MPC

3. MINIMUM PRINCIPAL BUILDING SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All uses	4.6	15	1.5	5	3.0	10

4. DETACHED ACCESSORY BUILDING SETBACKS

Front Yard	– not to be located in front yard
Side Yard	– 0.9 m (3 ft.) to wall face; 0.45 m (1.5 ft.) to eaves
Rear Yard	– 0.9 m (3 ft.) to wall face; 0.45 m (1.5 ft.) to eaves
Setback from principal building	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves

5. MAXIMUM BUILDING HEIGHT

Principal building	– 7.6 m (25 ft.)
Accessory buildings	– 4.5 m (14.8 ft.)
Accessory buildings not over 13.9 m ² (150 sq. ft.) in area	– 3.5 m (11.5 ft.)

6. MAXIMUM LOT COVERAGE

Principal building	– 40%
Accessory buildings	– 10%

7. STANDARDS OF DEVELOPMENT – See Schedule 4.

8. OFF-STREET PARKING AND LOADING – See Schedule 6.

9. SIGN STANDARDS – See Schedule 11.

10. FIRESMART REGULATIONS – See Schedule 14.

11. DEFINITIONS – See Schedule [4920](#).

NON-URBAN COMMERCIAL RECREATION – NUCR-1

PURPOSE: To accommodate a variety of commercial recreation uses which are to be located primarily outside the built-up urban areas of the community.

1. PERMITTED USES

Accessory buildings not over 13.9 m² (150 sq. ft.) in area
Alternative/renewable energy, individual – restricted to roof mounted solar panels only
Shipping container, temporary
Sign - types 11 (A-board) and 18 (Portable)

PROHIBITED USES

Shipping container, permanent

DISCRETIONARY USES

Accessory buildings over 13.9 m² (150 sq. ft.) in area
Alternative/renewable energy, individual – except roof mounted solar panels
Archery or rifle ranges
~~Bed and breakfast accommodations~~
Campgrounds
Country lodges
Golf courses
Golf driving ranges
Guest ranches
Private institutional uses
Private recreation uses
Public institutional uses
Parks, playgrounds or recreation areas
Recreational vehicle storage
~~Dwelling unit~~ ~~Residence~~, secondary to an approved use
Riding stables
Rodeo grounds
Sign - types 13 (Fascia and Wall), 14 (Freestanding), 16 (Multiple Listing), 17 (Murals), 19 (Projecting), 20 (Roof), 21 (Secondary) and 24 (Third Party)
Ski lodges
Ski resorts
Utilities and services
Wind energy conversion systems (WECS) - Category 1 and 2

2. MINIMUM LOT SIZE

1.2 hectares (3 acres), or as required by the Municipal Planning Commission.

3. MINIMUM BUILDING SETBACKS

As required by the Development Authority.

4. MAXIMUM LOT COVERAGE

As required by the Development Authority.

5. STANDARDS OF DEVELOPMENT – See Schedule 4.

6. OFF-STREET PARKING AND LOADING – See Schedule 6.



7. **SIGN STANDARDS** – See Schedule 11.
8. **FIRESMART REGULATIONS** – See Schedule 14.
9. **DEFINITIONS** – See Schedule ~~19~~20.

NON-URBAN COMMERCIAL RECREATION – NUCR-2

PURPOSE: To accommodate a variety of commercial recreation uses which are to be located primarily outside the built-up urban areas of the community.

1. PERMITTED USES

Accessory buildings not over 13.9 m² (150 sq. ft.) in area
Alternative/renewable energy, individual – restricted to roof mounted solar panels only
Ski resorts
Shipping container, temporary
Sign - types 11 (A-board) and 18 (Portable)

PROHIBITED USES

Shipping container, permanent

DISCRETIONARY USES

Accessory buildings over 13.9 m² (150 sq. ft.) in area
Alternative/renewable energy, individual – except roof mounted solar panels
Archery or rifle ranges
~~Bed and breakfast accommodations~~
Campgrounds
Country lodges
Golf courses
Golf driving ranges
Guest ranches
Private institutional uses
Private recreation uses
Public institutional uses
Parks, playgrounds or recreation areas
Recreational vehicle storage
~~Dwelling unit~~Residence, secondary to an approved use
Resort Accommodation
Riding stables
Rodeo grounds
Sign – types 13 (Fascia and Wall), 14 (Freestanding), 16 (Multiple Listing), 17 (Murals), 19 (Projecting), 20 (Roof), 21 (Secondary) and 24 (Third Party)
Ski lodges
Utilities and services
Wind energy conversion systems (WECS) - Category 1 and 2

2. MINIMUM LOT SIZE

1.2 hectares (3 acres), or as required by the Municipal Planning Commission.

3. MINIMUM BUILDING SETBACKS

As required by the Development Authority.

4. MAXIMUM LOT COVERAGE

As required by the Development Authority.

5. STANDARDS OF DEVELOPMENT – See Schedule 4.



6. **OFF-STREET PARKING AND LOADING** – See Schedule 6.
7. **SIGN STANDARDS** – See Schedule 11.
8. **FIRESMART REGULATIONS** – See Schedule 14.
9. **DEFINITIONS** – See Schedule ~~19~~20.

NON-URBAN AREA – NUA-1

PURPOSE: To ensure that these areas, typically on the periphery of existing development, allow only restricted uses and maintain parcels of large sizes to provide maximum flexibility for use and development if or when the land is used for urban development.

1. PERMITTED USES

Shipping container, temporary
Short-Term Rental / Bed & Breakfast, inside
 an approved dwelling unit
 Sign - type 18 (Portable)

PROHIBITED USES

Shipping container, permanent

DISCRETIONARY USES

Accessory buildings and uses
 Accessory building or use prior to the
 establishment of the principal use
 Alternative/renewable energy, individual
Bed and breakfast
 Commercial logging
 Dairies
 Extensive agriculture
 Home occupations – Class 1 and 2
 Horticulture
 Intensive livestock operation
 Isolated country residential
 Kennels
 Manufactured/modular homes
 Moved-in buildings
 Public and private institutional uses
 Public park or recreation uses
 Public utilities
 Recreational vehicle storage
 Resource development activities
 Resource extraction uses
 Resource processing activities
 Secondary suite
 Sign - types 13 (Fascia and Wall),
 14 (Freestanding), 16 (Multiple Listing),
 17 (Murals), 19 (Projecting), 20 (Roof),
 21 (Secondary) and 24 (Third Party)
 Single family dwellings
Tourist Home, inside an approved dwelling unit
 Utilities
 Wind energy conversion systems (WECS) -
 Category 1 and 2

2. MINIMUM LOT SIZE

Extensive agriculture	– 64.8 hectares (160 acres) or existing titles
Isolated country residential	– 1.2 hectares (3 acres) or existing titles
Other uses	– 1.2 hectares (3 acres) or existing titles

3. MINIMUM BUILDING SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
Principal use	15.2	50	15.2	50	15.2	50
Accessory buildings	15.2	50	15.2	50	15.2	50

4. MAXIMUM BUILDING HEIGHT

Principal building	– 13.0 m (42.7 ft.)
Accessory buildings	– 6.1 m (20.0 ft.)
Accessory buildings not over 18.6 m ² (200 sq. ft.) in area	– 4.6 m (15.0 ft.)

5. **STANDARDS OF DEVELOPMENT** – See Schedule 4.

6. **OFF-STREET PARKING AND LOADING** – See Schedule 6.

7. **MOVED-IN BUILDINGS** – See Schedule 7.

8. **CRITERIA FOR HOME OCCUPATIONS** – See Schedule 8.

9. **MANUFACTURED / MODULAR HOME DEVELOPMENT STANDARDS** – See Schedule 9.

10. **SIGN STANDARDS** – See Schedule 11.

11. **WIND ENERGY CONVERSION SYSTEMS** – See Schedule 12.

12. **KENNEL REGULATIONS** – See Schedule 13.

13. **FIRESMART REGULATIONS** – See Schedule 14.

14. **STANDARDS FOR SECONDARY SUITES** – See Schedule 16.

15. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME – See Schedule 19.

1645. **DEFINITIONS** – See Schedule 1920.

COMPREHENSIVE MIXED USE – CM-1

PURPOSE: To provide for a comprehensively planned destination that offers a mix of flexible multi-use buildings with an active ground floor development and a variety of commercial, business and tourism uses, shared parking and amenities, and multi-modal connections to surrounding lands. Multi-unit residential uses may be considered.

1. PERMITTED USES

Alternative/renewable energy, individual –
restricted to roof mounted solar panels
Amusement Arcade
Art and Craft Studio
Bakery
Coffee Shop
Commercial / Private Recreation
Convenience Store
Drinking Establishment
Farmer's Market
Government Services
Hotel
Kiosk
Mixed Use Building or Development
Modular Construction
Office
Parking Facility
Personal Service Use
Post Office
Public and Private Institutional Use
Public and Private Recreation Use
Public Open Space
Public or Quasi-Public Building or Use
Public Park or Recreation Use
Public Picnic Area
Restaurant
Retail
Retail Store
Shopping Malls
Signs – types 11 (A-board), 12 (Canopy),
13 (Fascia and Wall),
15 (Home Occupation), 18 (Portable) and
19 (Projecting)
Souvenir Shop
Take-Out Service
Utilities
~~Visitor Accommodations~~
Workshop

DISCRETIONARY USES

Accessory Development
Alternative energy, individual – except roof
mounted solar panels
Apartment Dwelling
Athletic and Recreational Facilities
Auditorium
Boarding House
Car Wash
Cultural Entertainment
Factory-Built Housing
Financial Institution
Fitness Centre
Food Services / Catering
Home Occupation – Class 1 and 2
Liquor Store
Motel
Multi-family Dwelling
Printing Establishment, Commercial
Shipping Container, Temporary
Signs – types 14 (Freestanding),
16 (Multiple Listing), 17 (Murals) and
21 (Secondary)
Temporary Structure
Travel Agency
Veterinary Clinic

2. MINIMUM LOT SIZE

0.4 hectares (1 acre), or at the discretion of the Development Authority.

3. MINIMUM PRINCIPAL BUILDING SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All principal uses	To be determined in a Comprehensive Site Development Plan.					
Adjacent to a highway	To be determined in conjunction with Alberta Transportation.					

4. DETACHED ACCESSORY BUILDING SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All Accessory Buildings	Not to be located in the front yard.		To be determined in a Comprehensive Site Development Plan.			
Adjacent to a highway	To be determined in conjunction with Alberta Transportation.					

5. MAXIMUM BUILDING HEIGHT

Principal building	– 14 m (45.9 ft.)
Accessory building	– 14 m (45.9 ft.)
Accessory buildings under 13.9 m ² (150 ft ²) in area	– 3.5 m (11.5 ft.)

6. STANDARDS OF DEVELOPMENT

- a. All development shall comply with the following schedules, as required:
 - i. Schedule 4 (Standards of Development);
 - ii. Schedule 5 (Multi-Family Development);
 - iii. Schedule 8 (Criteria for Home Occupations);
 - iv. Schedule 12 (Alternative / Renewable Energy Developments);
 - v. Schedule 14 (FireSmart Regulations); and
 - vi. Schedule 15 (Shipping Container / Transport Trailer Regulations).
- b. In addition to the above Schedules, the following development standards shall apply:
 - i. All building shall include 2 or more uses;
 - ii. Uses on ground floor should include active commercial or retail uses that contribute to street-level pedestrian activity;
 - iii. Blank walls and loading areas shall be located to the side or rear of the building.



- c. The applicant shall, at no cost to the Municipality and to the Development Authority's satisfaction, prepare a Comprehensive Site Development Plan (master site plan) prior to the approval of a development permit application for a permanent building or structure and/or Area Structure Plan prior to conditional subdivision approval, and shall include the following:
- i. Parcel boundaries and sizes (including future parcels if a subdivision is proposed);
 - ii. Anticipated building locations, sizes and uses;
 - iii. Coordinated building and landscaping standards;
 - iv. Traffic Impact Assessment, road layout, access(es), parking and loading design;
 - v. Servicing locations and connections;
 - vi. Non-vehicular layout, design and connections to adjacent lands; and
 - vii. Location and design of amenity space(s).

7. OFF-STREET PARKING AND LOADING

All development shall comply with Schedule 6 (Off-Street Parking and Loading Area Requirements) – the number of parking spaces to be provided shall be specified in the Comprehensive Site Development Plan, shall include an assessment of the need for RV parking stalls and shall be supported by a qualified transportation engineering review.

8. SIGN STANDARDS – See Schedule 11

9. DEFINITIONS – See Schedule [4920](#)

COMPREHENSIVE RESORT VILLAGE – CRV

PURPOSE: To accommodate the development of a designated area within the municipality for multi-family residential, recreational and related resort activities.

1. PERMITTED USES

Alternative/renewable energy, individual – restricted to roof mounted solar panels only

~~Bed and Breakfast~~
~~Eating establishments~~
~~Resorts~~

Shipping container, temporary
Sign - types 11 (A-board), 15 (Home Occupation) and 18 (Portable)
Single-family dwellings
~~Short-Term Rental/Bed & Breakfast~~

PROHIBITED USES

Commercial logging
Kennels
Manufactured/modular homes
Shipping container, permanent

DISCRETIONARY USES

Accessory buildings and uses
Accessory building or use prior to the establishment of the principal use
Alternative/renewable energy, individual – except roof mounted solar panels

~~Amenity areas~~
~~Convenience stores~~
~~Hotels~~
~~Indoor and outdoor athletic and recreation facilities~~

~~Kiosks~~
~~Motels~~

Moved-in dwelling
Multi-family dwellings (e.g. duplex, semi-detached, triplex, fourplex, sixplex, rowhouse, townhouse, apartment, etc.)

~~Offices~~
~~Parking areas~~
Public and private utilities
~~Resort accommodation~~
~~Retail stores~~

Secondary Suite
Sign - types 12 (Canopy), 13 (Fascia and Wall), 14 (Freestanding), 16 (Multiple Listing), 17 (Murals), 19 (Portable), 20 (Roof), 21 (Secondary), 22 (Subdivision Entrance) and 23 (Subdivision Marketing)

~~Storage facilities~~
~~Tourist Home~~
~~Visitor accommodation~~

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
Single-family dwelling	9.1	30	30.5	100	278.7	3,000
Duplex or Semi-detached	9.1	30	30.5	100	278.7	3,000
Triplex	9.1	30	30.5	100	278.7	3,000
Fourplex	7.6	25	30.5	100	232.3	2,500
Rowhouse	7.6	25	30.5	100	232.3	2,500
Sixplex	7.6	25	30.5	100	232.3	2,500
Interior units	6.1	20	30.5	100	185.8	2,000
All other uses	As required by the Municipal Planning Commission					

3. MINIMUM PRINCIPAL BUILDING SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
Single-family Dwelling	3.0	10	1.5	5	3.0	10
Duplex or Semi-detached	3.0	10	1.5	5	3.0	10
Triplex	3.0	10	1.5	5	3.0	10
Fourplex	3.0	10	1.5	5	3.0	10
Rowhouse	3.0	10	1.5	5	3.0	10
Sixplex	3.0	10	1.5	5	3.0	10
Interior units	3.0	10	0	0	3.0	10
All other uses	As required by the Municipal Planning Commission					

4. DETACHED ACCESSORY BUILDING SETBACKS

Front Yard	– not to be located in front yard
Side Yard	– 0.9 m (3 ft.) to wall face; 0.45 m (1.5 ft.) to eaves
Rear Yard	– 0.9 m (3 ft.) to wall face; 0.45 m (1.5 ft.) to eaves
Setback from principal building	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves

5. MAXIMUM LOT COVERAGE

Principal building	– 40%
Accessory buildings	– 15%

6. MAXIMUM BUILDING HEIGHT

Principal building	– 13.0 m (42.7 ft.)
Accessory building	– 6.7 m (22.0 ft.)

7. MINIMUM FLOOR AREA (per dwelling unit)

Duplex or Semi-detached	– 130.1 m ² (1,400 sq. ft.)
Triplex	– 111.5 m ² (1,200 sq. ft.)
Fourplex	– 111.5 m ² (1,200 sq. ft.)
Rowhouse	– 111.5 m ² (1,200 sq. ft.)
Sixplex	– 111.5 m ² (1,200 sq. ft.)
Interior units	– 92.9 m ² (1,000 sq. ft.)
All other uses	– As required by the Municipal Planning Commission

8. ARCHITECTURAL CONTROLS

~~As a condition of any approval by the Municipal Planning Commission within this land use district, specific architectural controls may be required to uphold the integrity and prevailing aesthetics of the resort village.~~



89. STANDARDS OF DEVELOPMENT – See Schedules 4 and Appendix 10.

940. MULTI-FAMILY DWELLING REQUIREMENTS – See Schedule 5.

104. OFF-STREET PARKING AND LOADING – See Schedule 6.

112. SIGN STANDARDS – See Schedule 11.

123. FIRESMART REGULATIONS – See Schedule 14.

134. STANDARDS FOR SECONDARY SUITES – See Schedule 16.

145. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME – See Schedule 19.

15. DEFINITIONS – See Schedule ~~49~~20.

COMPREHENSIVE SKI VILLAGE – CSV

PURPOSE: To provide for the development of residential, recreational and tourist oriented land uses and development related activities in a ski village.

1. PERMITTED USES

Accessory buildings under 13.9 m² (150 sq. ft.) in area
 Alternative/renewable energy, individual – restricted to roof mounted solar panels only
~~Bed and breakfast~~
 Day home
 Duplex
~~Eating establishments~~
 Fourplex dwellings
 Home occupations - Class 1
~~Resorts~~
 Rowhouse dwellings
 Semi-detached dwellings
~~Sixplex dwellings~~
 Triplex dwellings
 Single-family dwellings
 Garages or carports accessory to single-family dwellings
~~Show homes for display only – not for occupation – with no or temporary services~~
 Shipping container, temporary
 Sign - types 11 (A-board), 15 (Home Occupation) and 18 (Portable)
~~Short-Term Rental/Bed & Breakfast~~

PROHIBITED USES

Commercial logging
 Dog kennels
 Mobile homes
 Shipping container, permanent

DISCRETIONARY USES

Accessory buildings over 13.9 m² (150 sq. ft.) in area
 Accessory building or use prior to the establishment of the principal use
 Alternative/renewable energy, individual – except roof mounted solar panels
~~Amenity areas~~
~~Amphitheatres~~
~~Assembly structures~~
~~Bed and breakfast~~
~~Commercial kiosks~~
~~Conference facilities~~
 Day care facility
 Home occupations – Class 2
~~Hotels~~
~~Indoor and outdoor recreation facilities~~
 Modular homes [minimum 9.1 m (30 ft.) width]
~~Parking areas~~
 Private institutional uses
 Public institutional uses
~~Public park, playground or recreation areas~~
 Public and private utilities
~~Real estate sales offices~~
~~Rental accommodation~~
~~Retail stores~~
 Secondary Suite
 Sign – types 12 (Canopy), 13 (Fascia and Wall), 14 (Freestanding), 16 (Multiple Listing), 17 (Murals), 19 (Portable), 20 (Roof), 21 (Secondary), 22 (Subdivision Entrance) and 23 (Subdivision Marketing)
~~Spas~~
~~Storage facilities~~
~~Tourist Home~~
~~Visitor accommodation~~

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
Single-family	9.1	30	30.5	100	278.7	3,000
Duplex or Semi-detached	9.1	30	30.5	100	278.7	3,000
Triplex	9.1	30	30.5	100	278.7	3,000

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
Fourplex	7.6	25	30.5	100	232.3	2,500
Rowhouse	7.6	25	30.5	100	232.3	2,500
Sixplex	7.6	25	30.5	100	232.3	2,500
Interior units	6.1	20	30.5	100	185.8	2,000
All other uses	As required by the Municipal Planning Commission					

3. MINIMUM PRINCIPAL BUILDING SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
Single-family	0	0	1.5	5	3.0	10
Duplex or Semi-detached	3.0	10	1.5	5	3.0	10
Triplex	3.0	10	1.5	5	3.0	10
Fourplex	3.0	10	1.5	5	3.0	10
Rowhouse	3.0	10	1.5	5	3.0	10
Sixplex	3.0	10	1.5	5	3.0	10
Interior units	3.0	10	1.5	5	3.0	10
All other uses	As required by the Municipal Planning Commission					

4. DETACHED ACCESSORY BUILDING SETBACKS

Front Yard	– not to be located in front yard
Side Yard	– 0.9 m (3 ft.) to wall face; 0.45 m (1.5 ft.) to eaves
Rear Yard	– 0.9 m (3 ft.) to wall face; 0.45 m (1.5 ft.) to eaves
Setback from principal building	– 1.2 m (4 ft.) to wall face; 0.6 m (2 ft.) to eaves

5. MAXIMUM LOT COVERAGE

Principal building	– 40%
Accessory buildings	– 15%

6. MAXIMUM GRADE

Lots with an effective grade of 15% or less are considered fully developable.

Lots with an effective grade of greater than 15% require the plans to be approved by a professional engineer licensed in the Province of Alberta demonstrating the viability of the proposed development.

7. MAXIMUM BUILDING HEIGHT

Principal building	– 15.0 m (49.2 ft.)
Accessory building	– 6.0 m (19.7 ft.)

8. MINIMUM FLOOR AREA (per dwelling unit)

Single-family	– 69.7 m ² (750 sq. ft.)
Duplex or Semi-detached	– 69.7 m ² (750 sq. ft.)
Triplex	– 69.7 m ² (750 sq. ft.)
Fourplex	– 69.7 m ² (750 sq. ft.)
Rowhouse	– 69.7 m ² (750 sq. ft.)
Sixplex	– 69.7 m ² (750 sq. ft.)
Interior units	– 69.7 m ² (750 sq. ft.)
All other uses	– As required by the Municipal Planning Commission

9. DESIGN GUIDELINES

As a condition of any approval by the Municipal Planning Commission within this land use district, design guidelines may be required to uphold the integrity and prevailing aesthetics of the village.

10. STANDARDS OF DEVELOPMENT – See Schedules 4 and Appendix 10.

11. MULTI-FAMILY DWELLING REQUIREMENTS – See Schedule 5.

12. OFF-STREET PARKING AND LOADING – See Schedule 6.

13. CRITERIA FOR HOME OCCUPATIONS – See Schedule 8.

14. MANUFACTURED / MODULAR HOME DEVELOPMENT STANDARDS – See Schedule 9.

15. SIGN STANDARDS – See Schedule 11.

16. FIRESMART REGULATIONS – See Schedule 14.

17. STANDARDS FOR SECONDARY SUITES – See Schedule 16.

18. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME – See Schedule 19.

1948. DEFINITIONS – See Schedule 1920.

DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

1. No development permit is required for:
 - (a) any development exempted under either the *Municipal Government Act* or an exemption regulation ordered by the Lieutenant Governor in Council pursuant to the *Municipal Government Act*;
 - (b) the completion of any construction lawfully commenced on or before the coming into effect of this bylaw or any applicable amendment to it, provided that the construction is completed:
 - (i) in accordance with the terms of any development permit granted in respect of it, and
 - (ii) within 12 months of the coming into effect of this bylaw.
2. No development permit is required for any of the following, except for areas identified within or adjacent to the Wildland Urban Interface, and further provided that all standards of development and other applicable provisions of this bylaw are complied with:
 - (a) maintenance, improvement or renovation to a building, including interior renovations, that do not include either structural alterations or additions which would change its external appearance/ dimensions or create an additional dwelling unit, or would result in a change of use or increase the need for additional parking;
 - (b) at the discretion of the Development Officer, a change of occupant, activity or use of land or a building to that which falls under the definition of a permitted use in the given land use district provided that the change does not involve alterations or additions to the external appearance of the building, or internal alterations that substantially alter the space (e.g. addition of walls or changes to floor plan), and further provided that the parking requirements (except for certain developments within the Historic Commercial Areas Overlay District – Schedule 17) and all other standards and requirements of this bylaw are complied with;
 - (c) at grade outdoor improvements, including but not limited to landscaping, driveways, patios, sidewalks, wheelchair ramps [maximum 0.6 metres (2 ft) in height], retaining walls [maximum 0.6 metres (2 ft.) in height], etc;
 - (d) uncovered enclosures (i.e. do not involve a roof), providing the improvements do not alter lot drainage and comply with all other provisions of this bylaw;
 - (e) uncovered decks, landings, staircases and similar structures that are a maximum of 0.6 metres (2 ft.) in height, provided the improvements do not alter lot drainage and further provided that the improvements comply with all other provisions of this bylaw, including yard setbacks and yard projections;
 - (f) the installation (except the initial installation of a waste management facility or a waste water treatment plant), maintenance, upgrading, alteration and/or repair of any public works, service or utility (including a waste management facility or a waste water treatment plant) by or on behalf of a municipal, provincial or federal government agency on land which is publicly owned or controlled;
 - (g) the use of land or a building and any development (except as specified below) that is undertaken by or on behalf of, or subject to a lease agreement with, a municipal, provincial or federal government agency on land that is publicly owned or controlled, provided that all standards of this bylaw are complied with and excepting thereout the establishment of a large scale or high density development, a resource extraction operation, a waste management facility, a waste water treatment plant or other development that could be reasonably considered to have nuisance potential;

- (h) the installation of private utilities on private land in compliance with the Safety Codes Act and provided that a principal building exists on the property or that a building permit for a principal building has been issued under the Safety Codes Act;
- (i) a temporary building or construction trailer not including a work camp, the sole purpose of which is incidental to the erection or alteration of a building for which a permit has been issued pursuant to the provincial building code, and further provided the said temporary building is not used or intended to be used as a residence;
- (j) not more than one garden shed or tool shed which is not more than 13.93 m² (150 sq. ft.) in area, has no permanent foundations or utility connections and meets all applicable setbacks and other standards of this bylaw;
- (k) the construction or maintenance of gates, fences, walls, or other means of enclosure, subject to any limitations in height or other features detailed in Schedule 4 hereof;
- (l) the following signs or changes to existing signage:
 - (i) any signs identified in Section 10 of Schedule 11 in this Land Use Bylaw;
 - (ii) the change of copy for an existing sign, where the sign renewal period has not expired. In order to be exempted from the requirement to obtain a development permit the applicant shall submit colour rendering of the proposed new sign copy, to the satisfaction of the Development Officer, which shall be stamped by the Development Officer after it has been reviewed to ensure compliance with the Land Use Bylaw.
- (m) a satellite dish which will not:
 - (i) be installed on a roof, in a front yard, or part of a corner lot sideyard adjoining a street; or
 - (ii) will not exceed the height of the principal building on the site.
- ~~(n) the operation of a tourist home which the landowner or tourist home operation has obtained a business license to operate within the municipality;~~
- ~~(ne)~~ the demolition of a building or structure of less than 46.5 m² (500 sq. ft.) and provided the building is not located on a property in one of the categories that require referral to the Municipal Historic Resources Advisory Committee pursuant to section 28 of this bylaw;
- ~~(op)~~ individual recreational vehicle (RV) units which are not considered permanent buildings or structures and are located in an approved RV park or campground;
- ~~(pq)~~ the storage of recreational vehicle (RV) units, which are not considered permanent buildings or structures, not exceeding any threshold or timeline that may have been established in Schedule 4;
- ~~(qr)~~ a Home Occupation - Class 1;
- ~~(rs)~~ the temporary placement of one shipping container in connection with the construction of a development for which a development permit has been issued, or a project for which a development permit is not required, for the period of the project in accordance with the following:
 - (i) construction site is active (i.e., construction has commenced and is on-going or is about to commence within one week); placement of a shipping container on an inactive construction site is prohibited;
 - (ii) in no case shall a construction shipping container remain on site when construction has been suspended for more than 60 days;
 - (iii) the shipping container shall be placed entirely within the boundaries of the property on which construction is undertaken and shall not obstruct required sight triangles; and
 - (iv) shipping container must be removed immediately upon completion of construction.



- (~~s~~t) the exploratory excavation of utilities and building foundations prior to obtaining a development permit, provided that the Developer has notified the Development Officer and the Development Officer has issued a conditional excavation approval, including a hold harmless condition;
 - (~~t~~u) work to service an approved subdivision for which a development agreement has been executed.
3. Any question as to whether a proposed development requires a development permit shall be referred to the Development Officer who may make a decision or may refer the question to the Municipal Planning Commission.

16. Parking stalls for persons with physical disabilities shall be in accordance with the "Barrier Free Design Guide".

Table 1 - MINIMUM OFF-STREET PARKING SPACES

PROPOSED USE	PARKING SPACES REQUIRED
Residential, except in the CM-1 District	
Apartments	1.75 per dwelling unit
Senior citizens housing	0.5 per accommodation unit
Secondary Suite	1.0 per secondary suite
All other	2 per dwelling unit
Commercial, except in the CM-1 District	
Retail sales	1 per 45.1 m ² (485 sq. ft.) gross floor area (GFA)*
Service stations and automobile or equipment repair	1 per 45.1 m ² (485 sq. ft.) GFA; minimum 6 stalls per development
Offices, personal and professional services	1 per 60.0 m ² (645 sq. ft.) GFA
Shopping centres	As required by the Development Authority
Restaurants, lounges and taverns	1 per 5 seats or 1 per 12.0 m ² (130 sq. ft.) GFA, whichever is greater, plus 1 space per 2 employees
Food take-out service	10 spaces minimum; additional spaces as required by the Development Authority
Motels	1 per guest room
Hotels	1 per guest room
Drive-in restaurants	As for restaurants, but with a minimum of 10 spaces per development
Auto dealers	1 per 49.7 m ² (535 sq. ft.) of site area
<u>Short-Term Rental / Bed & Breakfast</u>	<u>1 per 4 guests in addition to parking required for the principal use. Parking for all recreation vehicles, utility trailers and ATV trailers associated with the use of a Short-Term Rental / Bed & Breakfast or Tourist Home that are disengaged from the towing vehicle shall be accommodated on the subject property and, unless otherwise approved by the Development Authority, shall be located in the rear yard or the side yard. The Development Authority shall not approve any variance to the off-street parking standard for a Short-Term Rental / Bed & Breakfast or a Tourist Home.</u>
<u>Tourist Home</u>	<u>1 per 4 guests with a minimum of 2. Parking for all recreation vehicles, utility trailers and ATV trailers associated with the use of a Short-Term Rental / Bed & Breakfast or Tourist Home that are disengaged from the towing vehicle shall be accommodated on the subject property and, unless otherwise approved by the Development Authority, shall be located in the rear yard or the side yard.. The Development Authority shall not approve any variance to the off-street parking standard for a Short-Term Rental / Bed & Breakfast or a Tourist Home.</u>
Other uses	As required by the Development Authority
Industrial and Storage	

SIGN STANDARDS

1. DEFINITIONS

In addition to the definitions in Schedule 2049 of this bylaw, the following definitions apply to this schedule:

A-Board Sign means a self-supporting A-shaped sign or sandwich board which is set upon the ground and has no external supporting structure.

Abandoned Sign means a sign which no longer advertises or identifies an existing activity, business, owner, product, lessee or service, or a sign for which no legal owner can be found.

Active Electronic Sign means a computerized structure that uses digital technology to provide visual communication in advertising or conveying a message for pedestrian or vehicular traffic where the message is non-fixed (flashing, scrolling, etc.).

Awning means an adjustable or temporary roof-like covering fitted over windows and doors and used for either shelter, advertising or decoration.

Balloon Sign means any inflatable device, used or employed as a sign that is anchored to the ground or to a building.

Banner Sign means a sign made of fabric or other non-rigid material with no enclosing framework.

Billboard means a sign structure within or adjacent to the right-of-way of Highway 3 and that is designed and intended to provide a leasable advertising copy area on both sides in excess of 18.6 m² (200 sq. ft.) per side.

Boulevard means that portion of a public roadway that lies between a curb and the boundary of a lot or parcel.

Business frontage – see “Frontage”.

Canopy means a permanent fixture fitted over windows and doors and used for either shelter advertising or decoration.

Canopy Sign means a sign that is mounted, painted or otherwise attached to an awning, canopy or marquee.

Changeable Copy Sign means a sign on which the copy changes automatically through electronic or mechanical means.

Construction Sign means a temporary sign erected on a site where construction is taking place to identify the construction project and those parties having a role or interest in the construction.

ALTERNATIVE/RENEWABLE ENERGY DEVELOPMENTS

1. DEFINITIONS

In addition to the definitions in Schedule ~~2049~~ (Definitions) of this bylaw, the following definitions apply to this Schedule:

Alternative/renewable energy, commercial/industrial means a use that produces energy (and in some cases other marketable by-products depending on the process utilized) fueled in ways that do not use up natural resources or harm the environment. Energy may be derived from natural and/or non-traditional sources (e.g. geothermal, solar, water, tides, waste, etc.) and once produced is sold and distributed off-site (commercially) to the marketplace.

Alternative/renewable energy, individual means a use that produces energy that is generated from an alternative or renewable source and that is generally derived from natural and/or non-traditional sources (e.g. geothermal, solar, water, tides, waste, etc.) and is primarily utilized on-site for the sole consumption of the landowner, resident or occupant.

Anaerobic digester means a facility or system designed to process animal manure, organic or septic waste, and typically converts what used to be waste, into biogas. The biogas can be used to heat water or create electricity, and may also provide a source of organic fertilizer.

Anaerobic digestion is a series of processes in which microorganisms break down biodegradable material in the absence of oxygen. It is used for industrial or domestic purposes to manage waste and/or to release energy.

Biodiesel means a clean burning alternative fuel, produced from domestic, renewable resources, such as soy oil and other feedstocks. Biodiesel is made through a chemical process called transesterification whereby the glycerin is separated from the fat or vegetable oil.

Bioenergy means the energy stored in organic matter to generate electricity. This organic matter can include agricultural residues, animal manure, waste wood, wood chips and bark. Bioenergy can be generated in a variety of ways such as Thermal treatment, Anaerobic digestion, Biofuel or Landfill gas.

Biofuel means a fuel derived from biological raw materials or biomass (recently living organisms or their metabolic byproducts, such as manure from cows). It is a renewable energy source and typically, it is considered a fuel with an 80% minimum content by volume of materials derived from living organisms harvested within ten years preceding its manufacture.

Blade(s) means the part(s) of a WECS system that forms an aerodynamic surface and revolves on contact with the wind.

Blade clearance means the minimum distance from grade to the tip of the blade(s) when that tip is at the bottom of a full 360° revolution and pointed down to the ground.

External parcel boundary means the property boundary for which are outside the footprint of the wind farm and adjacent to the WECS, where adjacent refers to lands that are contiguous in nature and not separated by a municipal road allowance.

Fermentation is the process of extracting energy from the oxidation of organic compounds.

STANDARDS FOR SHORT-TERM RENTAL / BED & BREAKFAST AND TOURIST HOME

Definitions

Short-Term Rental/Bed & Breakfast means the operation of short-term commercial accommodation within a dwelling unit, including a Secondary Suite or a room(s) in or a portion of a dwelling unit for a period not exceeding 30 days, and the owner of the property is required to occupy the dwelling unit as their primary residence and be present on the premises during the operation of the Short-Term Rental / Bed & Breakfast. Refer to the definition of Primary Residence. Short-Term Rental / Bed & Breakfast does not include a boarding house, hotel, hostel, motel or Tourist Home.

Tourist Home means the operation of short-term commercial accommodation within a dwelling unit, including a Secondary Suite, or a room(s) in or a portion of a dwelling unit for a period not exceeding 30 days and the owner of the property is not required to occupy the dwelling unit as their primary residence. Refer to the definition of Primary Residence. Tourist Home does not include a boarding house, hotel, hostel, motel or Short-Term Rental / Bed & Breakfast.

Primary Residence means the residence where a person normally resides and has control and management of the property by ownership.

Standards

1. A Short-Term Rental / Bed & Breakfast and a Tourist Home may be allowed only in a land use district where Short-Term Rental / Bed & Breakfast and/or Tourist Home are specifically listed as uses – no other uses in any district shall be interpreted to be “similar uses”.
2. The Developmental Authority shall not approve a development permit for both a Short-Term Rental / Bed & Breakfast and a Tourist Home on the same property, and shall not approve a development permit for more than one Tourist Home on a subject property.
3. In the Residential R-1 to R-5 districts, the Development Authority may deny a discretionary use development permit application for a Short-Term Rental / Bed & Breakfast or Tourist Home, including for the reason that:
 - (a) Other Short-Term Rentals / Bed & Breakfasts or Tourist Homes had previously been approved in the immediate neighbourhood and that the addition of another in the same area will unduly interfere with the amenities of the neighbourhood or will materially interfere with or affect the use, enjoyment or value of adjacent private property – for example, as a result of expected additional traffic volume; or
 - (b) Based on a minimum separation distance of 200m between Tourist Homes in the Residential R-1 to R-5 land use districts. The Development Authority shall not approve a variance to the 200m separation distance.
4. Maximum occupancy shall be determined as follows:
 - 4.1 A Short-Term Rental / Bed & Breakfast may offer for rent more than one rental unit in the operation, subject to complying with the parking requirements and restricting occupancy to two guests per bedroom including one bonus room (e.g. the living room with pull-out couch). The Development Authority shall not approve any variance to the maximum occupancy standard or the off-street parking standard for a Short-Term Rental / Bed & Breakfast.

4.2 A Tourist Home shall not offer for rent more than one rental unit and shall comply with the maximum occupancy and parking requirements stated below. The maximum occupancy shown in the table below is the maximum number of guests over the age of two that may be advertised for rental accommodation, subject to the ability to accommodate the off-street parking requirement as stated in Schedule 6 and a maximum of 2 guests per bedroom including one bonus room (e.g. the living room with pull-out couch). The Development Authority shall not approve any variance to the maximum occupancy standard or the off-street parking standard for a Tourist Home.

<u>Land Use District</u>	<u>Maximum Occupancy</u>
<u>Residential R-1 to R-5</u>	<u>6</u>
<u>Comprehensive Village Districts</u>	<u>8</u>
<u>Grouped Country Residential - GCR</u> <u>Retail Commercial - C-1</u> <u>Drive-In Commercial - C-2</u>	<u>Based on the number bedrooms and off-street parking requirements</u>

5. The number of rental units in and the maximum occupancy of the Short-Term Rental / Bed & Breakfast or Tourist Home shall be stated on the application form and included as a condition of approval in the development permit. The Development Authority may limit the number of rental units and/or the maximum occupancy of a Short-Term Rental / Bed & Breakfast or Tourist Home on a case-by-case basis.
6. A recreational vehicle shall not be used as accommodation for the landowner / operator, other residents of the property or for the Short-Term Rental / Bed & Breakfast or Tourist Home guests.
7. The off-street parking standards for a Short-Term Rental / Bed & Breakfast or Tourist Home shall be in accordance with Schedule 6, Section 8 of this Land Use Bylaw, and the Development Authority shall not approve any variance to the off-street parking standard for a Short-Term Rental / Bed & Breakfast or a Tourist Home. For greater clarity of the standard, the parking standard shall be in addition to the parking standard for the principal building or use, except for a Tourist Home that occupies the entire principal building. Parking for all recreation vehicles, utility trailers and ATV trailers associated with the use of a Short-Term Rental / Bed & Breakfast or Tourist Home that are disengaged from the towing vehicle shall be accommodated on the subject property and, unless otherwise approved by the Development Authority, shall be located in the rear yard or the side yard.
8. The Short-Term Rental / Bed & Breakfast development permit owner shall provide their personal contact information to the Development Officer. The Tourist Home development permit owner shall provide the name and phone number of a local person (an adult) who can respond to any complaints in person within a 30-minute contact time), and who is authorized to act as their representative, to the Development Officer. The owner of the Short-Term Rental / Bed & Breakfast operation or the Tourist Home shall be required as a condition of approval to keep this information up to date throughout the lifetime of the Short-Term Rental / Bed & Breakfast or Tourist Home operation.
9. The Short-Term Rental / Bed & Breakfast or Tourist Home-owner shall post their development permit number and business license number and the approved number of rental units and the maximum

occupancy on all of their advertisements of the rental property as a condition of development permit approval.

10. The landowner of the property on which a development permit for a Short-Term Rental / Bed & Breakfast or Tourist Home is issued shall be required as part of submitting a complete development permit application and as a condition of the development permit to provide and maintain one wall sign or freestanding sign between 0.18m² (3ft²) and 0.72m² (8ft²), that shall not extend more than 1.5metres (5ft) above grade and shall be located in the front yard visible to the public. ~~not larger than 0.6m (2ft) by 1.2m (4ft).~~
11. The operation of a dwelling unit in a residential land use district as a Short-Term Rental / Bed & Breakfast or Tourist Home shall not alter or detract from the appearance or use of the subject property as a residential property, or from the general residential character of the immediate neighbourhood.
12. A Tourist Home development permit shall only be valid as long as it coincides with an active Business Licence and a development permit. If the Business Licence lapses, is transferred to another person or is revoked for any reason, the development permit will expire, and a new application will be required to reinstate the development permit and subsequently the business licence. The development permit shall be temporary and the period for which it shall be valid shall coincide with the period during which the original applicant for the development permit holder continues to be the property owner - for greater clarity, in the event that the property is transferred to a third party the development permit expires, and a new development permit application by the new property owner would be required to continue the Tourist Home operation.
13. The Development Officer shall maintain an inventory by civic address and/or map of all Short-Term Rental / Bed & Breakfast and Tourist Home operations that have been issued a development permit and a business license. This inventory shall inform the Development Authority's decision in the case of discretionary use applications.
14. The Development Officer shall notify the owners of all adjacent properties as well as those within 100 metres (328 ft.) of the subject property on both sides of the street in which the subject property is located of the Development Authority's decision to approve a discretionary use Short-Term Rental / Bed & Breakfast or Tourist Home.
15. The operator of a Short-Term Rental or Tourist Home shall be made aware through the issuance of a development permit of their responsibility to comply with federal and provincial legislation (e.g. Alberta Health, Safety Codes Act and Fire Code regulations) and other municipal bylaws [e.g. the Community Standards Bylaw regarding the control of wildlife attractants (e.g. by providing a bear proof garbage receptacle), restrictions on noise, loud music or other disturbances, and the requirement to obtain a business license under the Business License Bylaw].
16. The operator of a Short-Term Rental / Bed & Breakfast or a Tourist Home shall make available to their guests a copy of this schedule of the Land Use Bylaw, ~~and of~~ the Community Standards Bylaw, and the Fire and Rescue Services Bylaw.
17. Contraventions/violations of this or any other municipal bylaw by the operator of a Short-Term Rental / Bed & Breakfast or a Tourist Home or by their guests shall result in the issuing of fines and penalties pursuant to the Fees Rates and Charges Bylaw to the Landowner or guest depending on the infraction.

DEFINITIONS

A

Abattoir means a licensed facility where animals are killed and processed into meat products for human consumption.

Accessory Building or Use means a building or use which is detached from and subordinate, incidental and directly related to the principal building on or use of the property and which does not substantially add to the patronage, volume of traffic, or intensity of the use of the property. An Accessory Building or Use must be located on the same property as the principal building or use and shall not precede the development of the principal building or use unless authorized by a development permit. An Accessory Building includes structures such as flagpoles, swimming pools, propane tanks, satellite dishes, garages, garden sheds, etc.

Addition means adding onto an existing building, provided that there are no structural changes to the existing building, no removal of the roof structure, and no removal of the exterior walls, other than that required to provide an opening for access from, and integration of, the existing building to the portion added thereto and there is a common structural connection from the existing building to the addition that includes a foundation, constructed to the minimum standards outlined in the Alberta Building Code, and a roof.

Adjacent means land that abuts a site and land that would abut if not for a road, lane, walkway, watercourse, utility lot, pipeline right-of-way, power line, railway, or similar feature.

Agriculture, extensive means the production of crops and/or livestock by the expansive cultivation or open grazing of existing titles or proposed parcels usually greater than 64.8 hectares (160 acres) on dryland or 32.4 hectares (80 acres) on irrigated land.

Agriculture, intensive means the concentrated cultivation, operation of cultivation facilities or operation of confinement structures on a parcel of land usually less than 32.4 hectares (80 acres), for the commercial production of specialty crops, produce and/or livestock via special agricultural practices.

Airport means any area of land designed for the landing and taking off of aircraft. Such an operation will include all the facilities required for the housing, administration, management (i.e. control tower) and maintenance of aircraft.

Airport site means the lands licensed as an airport by Transport Canada.

Airstrip, licensed means land licensed as an airstrip as determined by the appropriate federal department.

Airstrip, unlicensed means an unlicensed airport as determined by the appropriate federal department.

Alter or Alteration means any structural change to a building that results in an increase or decrease in the area or the volume of the building; any change in the area frontage, depth, or width of a lot that affects the required yard, landscaped open space, or parking requirements of this bylaw; structural change to a sign;



Attached garage means a building or portion of a building that is used for the storage of motor vehicles, which is attached to the principal building by sharing a common wall with the dwelling, and usually contains an access doorway into the principal building. For the purpose of calculating setbacks and site coverage requirements, an attached garage is deemed to be part of the principal building.

Auction mart means a use of land or buildings for the auctioning and related temporary storage of household effects, goods and equipment, except livestock.

Auditorium means a room, hall or entire building specially designed for stage and film presentations, concerts, recitals, lectures and audio-visual features and activities.

Auto body and paint shop means a premise where the bodies, but not other parts of motor vehicles, are repaired, and where motor vehicle bodies and other metal machines, components or articles may be painted.

Auto repair shop means any building, structure or land used for the repair or maintenance of automobiles, motorcycles, trucks, trailers or similar vehicles including but not limited to muffler shops, auto repair garages, oil change and lubrication, tire service and sales and similar repair and service activities, but excludes dismantling or salvage.

Auto sales and service means an enclosed building within which motor vehicles and parts are displayed for sale, and may include a new or used automobile sales lot, and may also include auto repairs, except for body work and painting.

Auto wreckage and salvage means a facility for the dismantling of motor vehicles and sale of parts to the general public. Such a facility may include a central office and work area.

B

Bakery means a facility where baked products (i.e. bread, buns, cookies, pastries) are prepared, sold and/or distributed.

Balcony means a platform, attached to and projecting from the face of a principal building with or without a supporting structure above the first storey, normally surrounded by a baluster railing and used as an outdoor porch or sundeck with access only from within the building.

Bank means a financial institution for the deposit, custody, loan, exchange or issuance of money.

Basement means any storey of a building of which the ceiling level is less than 1.8 metres (6 ft.) above the average finished surface level of the surrounding ground.

Batch plants – see “Natural resource extractive uses”.

BearSmart means the Alberta BearSmart Program which provides information on how to reduce human-bear conflicts while achieving the goals of keeping people safe, helping bear populations survive and reducing property damage and costs.

Bed and breakfast – see Short-Term Rental / Bed & Breakfast means that one or more bedrooms in a Single Family Dwelling, a Duplex, a Semi-Detached Dwelling or a Manufactured Home are operated by the primary occupant of the dwelling unit as short-term commercial accommodation for workers or tourists, and

that home occupation which provides breakfast must be offered as part of the rental and that the rental period, short-term accommodation, generally does not exceeding one week, to the travelling public, tourists or members of the general public. Refer to the definition of Primary Residence.

Berm means a dyke-like form used to separate incompatible areas or functions, or constructed to protect the site or district from vehicular road or other noise.

Boarding house means a building (other than a hotel or motel) containing not more than 15 sleeping rooms where meals or lodging for five or more persons are provided for compensation pursuant to previous arrangements or agreements.

Boat launch means a facility for dispatching of boats and other structures into a body of water.

Bottling plant means an industrial facility where beverages are put in bottles with caps and later transported to various markets for sale.

Bowling alley means an indoor business facility to accommodate several games which balls are rolled down an alley toward a stationary group of objects (i.e. pins).

Brew pub means a licensed establishment where malt beverages (beer, ale, etc.) are brewed, in compliance with applicable provincial laws, for distribution, retail or wholesale. The establishment may include a restaurant, drinking establishment or live entertainment as an accessory use.

Buffer means a row of trees, hedges, shrubs or berm planted or constructed to provide visual screening and separation between uses, buildings, sites or districts.

Buildable area means that portion of a lot or parcel which remains after all setbacks, minimum yard dimensions, separation distances and undevelopable areas have been deducted.

Building has the same meaning as it has in the *Municipal Government Act*.

Building height means the vertical distance between grade and the highest point of a building excluding an elevator housing, a roof stairway entrance, a ventilating fan, a skylight, a steeple, a chimney, a smoke stack, a fire wall or a parapet wall and a flagpole or similar device not structurally essential to the building.

Building inspector means the person or persons appointed by the municipality to be the building inspector in and for the Municipality of Crowsnest Pass.

Building permit means a certificate or document issued by the Safety Codes Officer pursuant to provincial legislation authorizing commencement of construction.

Building supply centre means a commercial retail store where building materials, household accessories and other related goods are stored, offered, or kept for sale and may include outside storage.

Building trades means an individual, contractor or company performing activities connected to the construction industry including but not limited to plumbing, electrical, heating, excavating, roofing, framing, drywalling, painting, masonry and interior and exterior remodelling.

Bulk fertilizer storage and sales means a facility or storage containers used to house and sell fertilizer products to customers.

defined in the *Fisheries Act* (Canada) or the unauthorized release of any substance whether non-point or otherwise that may cause an adverse effect under provisions of the *Environmental Protection and Enhancement Act*.

Porch means a covered platform, usually having a separate roof, at an entrance to a dwelling, or an open or enclosed gallery or room, which is not heated or cooled, that is attached to the outside of a building.

Portable garage means a non-permanent structure designed by virtue of easy assembly and dismantling, commercially constructed of metal or synthetic tube and fabric, plastic or similar materials, and covered with waterproof sheeting, synthetic sheeting or plastic film, which shall meet all the requirements of the *Alberta Safety Codes*.

Portable storage structure means a framework structure made of steel or aluminum and covered by a fabric used to provide outdoor storage for vehicles and/or equipment.

Portable toilet means a prefabricated, enclosed closet used to provide temporary on-site toilet access that is hauled, by a contractor, to a particular location to accommodate a public assembly, a special event or a construction site where no permanent washroom facilities exist or to augment the limited facilities that are present.

Post office means a government approved facility charged with regulating and handling the transmission of mail or parcels in a country.

Primary access means the location and manner of the principal means of vehicular access and egress from a site or building.

Primary farm residence means the dwelling unit located on a farmstead as defined.

Primary Residence means the residence where a person normally resides and has control and management of the property by ownership.

Principal building means a building which:

- (a) is the main building on a lot;
- (b) by reason of its use, is the primary purpose for which the lot is used; or
- (c) is any building or structure, including a deck, garage or carport, that is attached to the principal building by a roof or a foundation.

Principal use means the main purpose for which a lot, parcel, or building is used or intended to be used.

Printing establishment, commercial means a retail business providing photocopying and/or commercial offset printing and retail services.

Printing establishment, industrial means a facility providing non-retail commercial, industrial printing and publishing services normally using automated, web-type presses or full colour process printing.

Private means the use of land or buildings intended for or restricted to the use of a particular person or group or class of persons which is not freely available to the general public.

Private campground – see “Campground, tourist”.

Shipping container, permanent means a permanently affixed rectangular steel structure originally used to haul merchandise on a sea-worthy vessel to a designated port where the structure is then transported inland by transport truck and/or rail to its point of destination. Shipping containers may also include box cars and other storage structures.

Shipping container, temporary means a temporarily affixed, in accordance with a timeline set out in Schedule 3 or Schedule 15 and/or a timeline set forth in a development permit, rectangular steel structure originally used to haul merchandise on a sea-worthy vessel to a designated port where the structure is then transported inland by transport truck and/or rail to its point of destination. Shipping containers may also include box cars and other storage structures.

Shopping malls means a unified concentration of retail stores and service establishments in a suburban area with generous parking space, usually planned to serve a community or neighbourhood.

Should means that the action is recommended.

Short-Term Rental / Bed & Breakfast means the operation of short-term commercial accommodation within a dwelling unit, including a Secondary Suite or a room(s) in or a portion of a dwelling unit for a period not exceeding 30 days, and the owner of the property is required to occupy the dwelling unit as their primary residence and be present on the premises during the operation of the Short-Term rental. Refer to the definition of Primary Residence. Short-Term Rental / Bed & Breakfast does not include a boarding house, hotel, hostel, motel or Tourist Home.

Show home means use of an unoccupied residential building as a sales office for a builder and/or as a facility to demonstrate a builder's construction quality, design options or methods.

Shrub means a single or multi-stemmed woody plant under 5.0 metres at maturity.

Sign has the same meaning as it has in the sign standards in Schedule 11 of this bylaw.

Similar use means a use which is not specifically considered in a land use district but, in the opinion of the Municipal Planning Commission, is similar in character and purpose to another use that is permitted or discretionary in the land use district in which such use is proposed, the Municipal Planning Commission may:

- (a) rule that the proposed use is either a permitted or discretionary use in the land use district in which it is proposed; and
- (b) direct that a development permit be issued in accordance with this bylaw.

Single family dwelling means a freestanding residential dwelling, other than a manufactured/modular home, not forming part of and not physically attached to any other dwelling or structure.

Site means that part of a parcel or a group of parcels on which a development exists or for which an application for a development permit is being made.

Site coverage means the percentage of the site covered by a building(s) or structure(s). Site coverage is also known as lot coverage.

Ski hill or facilities means a natural elevation of land, slope or trail suitable for the recreational art or sport of sliding, travelling or gliding on skis and may include ancillary uses such as a ski lift, lodge, and maintenance facilities whose purpose is to accommodate the use of such a ski hill in a designated area.

structures or the material alteration of the existing state of the land. Typical uses include storage yards for construction vehicles, equipment and materials or recreation vehicles.

Temporary structure means a structure without any foundation or footings and which is removed when the designated time period, activity or use for which the temporary structure was erected and ceased.

Tenant means a person who rents, leases or sub-leases, through either a written or oral agreement, real property from another individual or entity.

Theatre means a building or structure designed for the showing of motion pictures or to accommodate live performances.

Tourist Home means the operation of short-term commercial accommodation within a dwelling unit, including a Secondary Suite, or a room(s) in or a portion of a dwelling unit for a period not exceeding 30 days and the owner of the property is not required to occupy the dwelling unit as their primary residence. Refer to the definition of Primary Residence. Tourist Home does not include a boarding house, hotel, hostel, motel or Short-Term Rental / Bed & Breakfast.

Tower means a vertical structure used to support, including but not limited to telecommunication, navigational, microwave, power generation, telephone, transmission, cellular or directional devices.

Townhouse means a single building comprised of three or more dwelling units separated from each other by walls extending from foundation to roof, with each dwelling unit having a separate, direct, at grade entrance. This includes all row, linked, patio, garden court or other housing which meet these criteria. A townhouse development may consist of a group of buildings each of which contains three or more dwelling units.

Townhouse, stacked means a multi-family dwelling comprised of three or more dwelling units and constructed such that one or more dwelling units are located totally or partially above another dwelling unit, and each having a separate, direct entrance from grade or a landscaped area. A stacked townhouse development may consist of a group of buildings each of which contains three or more dwelling units.

Transport trailer means a rectangular steel structure mounted on a series of axles and wheels used to haul merchandise while being towed by a transport truck licensed under the *Motor Vehicles Administration Act* or subsequent provincial legislation.

Travel agency means an office or enterprise engaged in the selling, arranging or furnishing of information regarding personal transportation or travel.

Triplex means a single building comprised of three dwelling units, each unit having a separate, direct entrance from grade or a landscaped area.

Truck repair and servicing means a facility for the servicing and repair primarily of licensed motor vehicles with a gross vehicle weight in excess of 4000 kg (8818 lbs.).

Truck stop means a service station which caters to large commercial vehicles such as semi-trailer trucks as well as intermediate-sized vehicles and passenger vehicles. The use "Truck stop" includes an accompanying restaurant or cafe as well as a card lock or key lock motor vehicle fuel dispensing facility. The use may also include general retail sales, vehicle towing services, limited vehicle sales or rentals and similar uses provided that any such uses are clearly accessory uses and incidental to the operation of the truck stop in the opinion of the Development Authority.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 7.b

Subject: Bylaw 1112, 2022 - Business License Bylaw - Second and Third Reading

Recommendation: That Council moves second and third reading of Bylaw 1112, 2022.

Executive Summary:

Bylaw 1112, 2022 proposes amendments to the Business License Bylaw to align with Bylaw 1103, 2021 regarding the regulation of Tourist Homes.

Relevant Council Direction, Policy or Bylaws:

Municipal Government Act, ss. 7 through 13 - Bylaws and ss. 187 and 230 regarding bylaw readings and public hearings.

Discussion:

Bylaw 1084, 2021 was recently passed with housekeeping amendments and regulating the Business License requirements for Tourist Homes.

The Land Use Bylaw amendment 1103, 2021 regarding the regulation of Tourist Homes was given first reading on December 14, 2021 and public hearings were held on January 25, 2022 and May 3, 2022, with follow-up Council check-ins on May 17, June 07 and June 21. In the process of amending Bylaw 1103, 2021, revisions to the Business License Bylaw are required. These amendments are proposed in Bylaw 1112, 2022. The bylaw also contains several housekeeping amendments.

Analysis of Alternatives:

1. Council may proceed with second and third reading of Bylaw 1112, 2022, as proposed.
2. Council may defer second reading of Bylaw 1112, 2022 and request further information that may be required to determine a decision.
3. Council may defeat Bylaw 1112, 2022 as proposed.

Financial Impacts:

N/A

Attachments:

[Bylaw_1112__2022_-_Amending_the_Business_License_Bylaw - Final.docx](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1112, 2022

Amending the Business License Bylaw

BEING a Bylaw of the Municipality of Crowsnest Pass in the Province of Alberta for the purpose of amending the Business License Bylaw No. 1084, 2021.

WHEREAS it is provided by the Municipal Government Act, Chapter M-26, R.S.A. 2000 as amended, that the Council may control and regulate all business and industry carried on within the Municipality of Crowsnest Pass including the manner of operation, the nature of the operation and the location thereof and may license any or all such businesses or industries whether or not the business has a business premises within the Municipality;

AND WHEREAS the Municipality of Crowsnest Pass deems it advisable to amend the Business License Bylaw;

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

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

1. This Bylaw may be cited as the “Bylaw 1112, 2022 amending the Business License Bylaw.”
2. That this Bylaw shall amend the Business License Bylaw as follows:
 - 2.1 by deleting Section 2.1(s) and replacing it with the following:

“Member Municipalities” shall mean those municipalities who are members of Alberta SouthWest Regional Alliance and have agreed to participate in the Regional Business License Program (previously known as MMERL).
 - 2.2 by deleting Section 2.1(t) and replacing it with the following:

“Mobile Vending Unit” means a mobile motor vehicle, pushcart, trailer, or similar structure exceeding 3.3m², designed for preparing or offering the sale of food or merchandise, which does not contain customer seating.
 - 2.3 by deleting Section 2.1(gg) and replacing it with the following:

“Short-Term Rental / Bed & Breakfast” as per the definition in the Land Use Bylaw.
 - 2.4 by deleting Section 2.1(hh) and replacing it with the following:

“Tourist Home” as per the definition in the Land Use Bylaw.

- 2.5 by deleting Section 6.3 and replacing it with the following:

The Municipality will retain a portion of the Regional Business License fee as determined annually by the Alberta SouthWest Regional Alliance and the balance of the Regional Business License fee will be forwarded on a bi-annual basis to Alberta SouthWest Regional Alliance Ltd.

- 2.6 by deleting Section 7.1 and replacing it with the following:

The Licensing Inspector is authorized to enforce and administer this Bylaw and is hereby authorized to receive, review, renew, approve and deny (with conditions where necessary) all Applications for a Business License.

- 2.7 by deleting Section 11.1 and replacing it with the following:

Any person who is guilty of an offense is liable for the penalties stated in the Fees, Rates & Charges Bylaw, in addition to any license fee the person may be required to pay pursuant to this Bylaw.

- 2.8 by deleting Section 11.2 and replacing it with the following:

Where a person is convicted of operating a Business for which a license fee is payable, without payment of such fee having been made, the court may, in addition to the fine imposed pursuant to subsection 11.1, direct the payment of the applicable license fee to the Municipality.

- 2.9 by deleting Section 14.1(c) and 14.1(d).

- 2.10 by adding in Section 14.2 as follows:

All Business License transfers must comply with the provisions of this Bylaw and the Land Use Bylaw and any other Bylaw of the Municipality.

- 2.11 by adding in Section 14.3 as follows:

A Licensee may not apply for a Business License transfer where only the assets of a Business were sold and transferred between Licensees.

- 2.12 by deleting Section 17.6 and replacing it with the following:

Short-Term Rentals/Bed & Breakfasts and Tourist Homes

- (a) Short-Term rentals/Bed & Breakfasts and Tourist Homes are regulated through the Land Use Bylaw and may not be allowed in all parts of the community. All persons operating a Short-Term Rental/Bed & Breakfast or Tourist Home must apply for and be issued an applicable development permit from the Development Authority prior to acquisition of a Business License.
- (b) The Licensee of a Tourist Home shall provide the Municipality with the name and phone number(s) of at least one local person (adult) that is authorized to act on the Licensee's behalf in the Licensee's absence. The Licensee is responsible for ensuring this information

is kept up to date and for notifying the Municipality and adjacent landowners of any changes to this information.

- (c) The Short-Term Rental/Bed & Breakfast or Tourist Home operator/owner shall post their business license number and the approved maximum occupancy on all their advertisements of the rental property as a condition of business license approval.
- (d) The owner of a Short-Term Rental/Bed & Breakfast or Tourist Home is responsible to obtain any provincial and federal permits, licenses and approvals, for example Safety Codes permits.

2.13 by deleting Section 18.3 and replacing it with the following:

A person who has been refused the issue or renewal of a Business License, whose Business License has been suspended or cancelled, or whose Business License is made subject to conditions, other than conditions imposed by this Bylaw, may appeal the decision within fourteen (14) days by providing written notice to the Chief Administrative Officer. Upon receipt of an appeal, the Chief Administrative Officer shall forthwith place the appeal on the agenda of the next meeting of the Council at which time the appeal shall be heard. Accompanying such appeal shall be a written report of the Licensing Inspector advising as to the reason for the refusal, suspension, cancellation or conditions. At the hearing of the appeal, Council may review the written submissions of the appellant, the Licensing Inspector and of any other person the Council deems has the right to intervene or may hear such submission verbally. Within ten (10) days of the completion of the hearing, Council shall:

- (a) direct that the Business be added to the Business Registry;
- (b) confirm the refusal, suspension, cancellation or conditions;
- (c) reinstate the revoked Business License; or
- (d) remove or vary the suspension.

- 3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
- 4. This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

READ a **first** time in council this 21 day of June 2022.

READ a **second** time in council this _____ day of _____ 2022.

READ a **third and final** time in council this _____ day of _____ 2022.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

DRAFT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 7.c

Subject: Bylaw 1125, 2022 - Amendment to the Fees Rates and Charges Bylaw - Second and Third Reading

Recommendation: That Council moves second and third Reading of Bylaw 1125, 2022.

Executive Summary:

Bylaw 1125, 2022 proposes amendments to the Fees, Rates & Charges Bylaw to align with Bylaw 1103, 2021 regarding the regulation of Tourist Homes.

June 21, 2022 Bylaw 1125, 2022 received First Reading.

The following was added to Schedule "A" of the Bylaw after receiving first reading.

- Residentially taxed property operating as a commercial business without residential occupancy.

The following was added to Schedule "B" of the Bylaw after receiving first reading.

- \$1,000 per day for Advertising a "Tourist Home" or "Short-Term Rental / Bed & Breakfast" for greater occupancy than the occupancy approved through the development permit.

Relevant Council Direction, Policy or Bylaws:

Municipal Government Act, ss. 7 through 13 - Bylaws and ss. 187 and 230 regarding bylaw readings and public hearings.

Discussion:

The Land Use Bylaw amendment 1103, 2021 regarding the regulation of Tourist Homes was given first reading on December 14, 2021 and public hearings were held on January 25, 2022 and May 3, 2022, with a follow-up Council check-ins on May 17, June 07 and June 21. In the process of amending Bylaw 1103, 2021, revisions to the Fees, Rates & Charges Bylaw are required. These amendments are proposed in Bylaw 1125, 2022.

Analysis of Alternatives:

1. Council may proceed with second and third reading of Bylaw 1125, 2022, as proposed.
2. Council may defer second reading of Bylaw 1125, 2022 and request further information that may be required to determine a decision.
3. Council may defeat Bylaw 1125, 2022.

Financial Impacts:

N/A

Attachments:

[Bylaw 1125, 2022 - Amending the Fees, Rates & Charges Bylaw.docx](#)
[1108, 2022 - Fees, Rates and Charges Bylaw.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1125, 2022

Amending the Fees, Rates & Charges Bylaw

BEING a Bylaw of the Municipality of Crowsnest Pass in the Province of Alberta for the purpose of amending the Fees, Rates & Charges Bylaw No. 1108, 2022.

WHEREAS it is provided by the Municipal Government Act, Chapter M-26, R.S.A. 2000 as amended, that the Council may pass bylaws for Municipal purposes respecting services provided by the Municipality;

AND WHEREAS the Act provides for the establishment of fees, rates and charges for those services;

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

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

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

1. This Bylaw may be cited as the “Bylaw 1125, 2022 amending the Fees, Rates & Charges Bylaw.”
2. That this Bylaw shall amend the Business License Bylaw as follows:
 - 2.1 by deleting Schedule “A” – Business Licenses table and replacing it with the following:

Business Licenses	
General – Local Business (including Tourist Home in a commercial property)	\$125.00 per annum
General – Local Business – Alberta Southwest Regional Alliance (as an addition to the General – Local Business fee)	\$80.00 per annum
General - Non-Resident Business	\$360.00 per annum
Home Occupation – Category 1	\$125.00 per annum
Home Occupation – Category 2, Short-Term Rental/Bed & Breakfast	\$500.00 per annum
<ul style="list-style-type: none">• Tourist Home in residential taxed property (for Tourist Home in commercial property – see General – Local Business).• Residentially taxed property operating as a commercial business without residential occupancy.	Current property assessment x 0.0055 calculated per annum
Non-payment penalty after Jan 31	0%
Operating or advertising a business without a license - First offence	Double License fee

Operating or advertising a business without a license- Subsequent Offences	Double previous fine up to \$10,000
Transfer of License	\$25.00
Replacement of License Certificate	\$25.00
The above Business License Fees are due and payable by January 31 st of each year. The fee payable for those Business License issued between the 1 st day of January and the 30 th day of September shall be the license fee for the full year and for those issued after September 30 th the Business License fee shall be one half (1/2) of the license fee for the full year.	
Festivals and Events (deferred until special events bylaw is created)	\$360.00 per annum
Day Rate (maximum 2 consecutive days) – Resident	\$50.00 per day
Day Rate (maximum 3 consecutive days) – Non-Resident	\$100.00 per day
Hawkyers/Peddlers/Mobile Vendors/Pushcart Vendors – Resident	\$125.00
Hawkyers/Peddlers/Mobile Vendors/Pushcart Vendors – Non-Resident	\$375.00
Craft Sales and Garage Sales (maximum of 4 per year with a duration of 2 consecutive days per event)	Exempt

2.2 by deleting Schedule “B” Other Planning and Development Fees and Fines table and replacing it with the following:

Application for Area Structure Plan or Outline Plan (not including 3 rd party review; *see ASP application requirements)	\$3,000.00
Third-Party Professional Review (all technical studies submitted in support of an area structure plan, subdivision or major development will be reviewed by the municipality’s approved professional as applicable, e.g., engineer, biologist, lawyer, etc.)	Industry standard hourly rates + 10%
Internal professional review by municipal employees holding a professional designation, e.g., P.Eng. or RPP (Registered Professional Planner) –	\$150 per hour per professional designation determined to be applicable (complex applications may be charged a flat rate as may be deemed applicable depending on the complexity of an application)
Request for Information Administration Fee (file search)	See Schedule “A” – Municipal Documentation and Clerical services
Application for Land Use Bylaw Amendment	
LUB Text amendment(s)	\$750

Re-zoning/Map amendment(s)	\$850 per parcel
Application for Statutory Plan Amendment (MDP, ASP)	\$850
Zoning Letter	\$25
Compliance Letter	
Regular service	\$100
Revision (within 6 months)	\$25
Statutory Declaration	\$0
Application for Encroachment Agreement	\$100
Encroachment Agreement Fee – when agreement is prepared by a lawyer – when agreement is prepared by the MCNP	\$100 \$200
Development Agreement (not including 3 rd party professional review)	\$1,500
Road Closure / Lane Closure / Municipal Reserve Closure (Does not include LUB amendment fee, or survey costs. Applicant is charged survey costs + 10% where municipality directly pays for survey)	\$1,000
Request to convene a special meeting of the Municipal Planning Commission	\$600
Appeal to Subdivision and Development Appeal Board	\$400
Subdivision	Contact ORRSC
Certificate of Local Authority (Condominium) fee	\$40 per unit created
Historic Resource Designation	\$0
Discharge or Postponement of Caveat (each discharge whether partial or full)	\$75
Title or Registered Document (per document)	\$25
Mobile Vending Street Permit	\$200/year
Civic Addressing	\$50 per address
Fine issued by the Community Peace Officer / Bylaw Enforcement Officer upon request by the Development Officer for contravening or not complying with the Land Use Bylaw, a Development Permit or condition of, or a Stop Order (s. 65, Administration and relevant sections of the Municipal Government Act).	<ul style="list-style-type: none"> • \$100 for the first citation. • \$200 for the first week that the contravention continues after the expiry of a Stop Order deadline or, if the Stop Order was appealed, the first week after an appeal of the Stop Order was refused. • \$500 for every week that the contravention continues after the first week of the deadline expiry or the appeal refusal, except that if a decision by the SDAB is appealed to the Court of Queen's

	<p>bench, the weekly fine shall be stayed and accumulated until the Court has rendered a decision, at which time the accumulated fines may be cancelled if the Court appeal was successful.</p> <ul style="list-style-type: none"> • \$1000 per day for Advertising a "Tourist Home", "Short-Term Rental / Bed & Breakfast" for greater occupancy than the approved through the development permit. • Maximum fine - \$10,000 or imprisonment for not more than one year, or both.
Fine issued by the Community Peace Officer / Bylaw Enforcement Officer upon request by the Development Officer for contravening or not complying with an Order to Address an Emergency or an Order to Remedy Dangers or Unsightly Property.	<ul style="list-style-type: none"> • Minimum fine - \$300 • Maximum fine - \$10,000 or imprisonment for not more than one year, or both.

3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
4. This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

READ a **first** time in council this 21 day of June 2022.

READ a **second** time in council this _____ day of _____ 2022.

READ a **third and final** time in council this _____ day of _____ 2022.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1108-2022

Fees, Rates and Charges Bylaw

BEING a Bylaw of the Municipality of the Crowsnest Pass, in the Province of Alberta, to identify general fees, rates and charges for Administrative Fees, Planning and Development Fees, Safety Codes Permit Fees, Protective Services Fees, Utility Rates, Community Services Fees and Pass Powderkeg Fees.

WHEREAS the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000 and any amendments thereto, Council may pass bylaws for Municipal purposes respecting services provided by the Municipality;

AND WHEREAS the Act provides for the establishment of fees, rates, and charges for those services;

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

1. Short Title and General

- 1.1 This Bylaw may be cited as The Fees, Rates and Charges Bylaw. Where the terms of this Bylaw conflict with the provisions of any other Bylaw of the Municipality of Crowsnest Pass, this Bylaw shall prevail.
- 1.2 That the Fees, Rates and Charges as identified in the attached Schedule A, B, C, D, E, F, G and H represent the fees, rates, and charges applicable to general Municipal services provided by the Municipality of Crowsnest Pass.

2. DEFINITIONS

- 2.1 In this Bylaw:
 - (a) "Officer" shall mean any member of the Royal Canadian Mounted Police, a Community Peace Officer or a Bylaw Enforcement Officer or appointed pursuant to Bylaw 1056, 2020 as appointed by the resolution of Council;
 - (b) "Provincial Court" means the Provincial Court of Alberta;
 - (c) "Provincial Offences Procedure Act" shall mean the Provincial Offences Procedure Act, being Chapter P-34 of the Statutes of Alberta, 2000 as amended.
 - (d) "Violation Ticket" shall have the meaning ascribed to it in the Provincial Offences Procedure Act.
 - (e) "Emergency" shall mean an unexpected, unplanned situation that requires immediate attention.

3. ENFORCEMENT AND PENALTY PROVISIONS

- 3.1 The Officer shall keep an up-to-date record of all complaints, notices, and reports and a similar record of the disposition, therefore.

- 3.2 The Officer may issue a violation ticket to any person alleged to have committed a breach of this bylaw which shall state the complaint and the specified penalty as described within this bylaw and the date, time, and place at which the defendant is to appear to answer the summons.
- 3.3 Where there is a specified penalty, fee or fine listed for an offence in Schedules A, B, C, D, E, F, G or H, to this Bylaw, that amount is the specified for the offence.
- 3.4 Voluntary payment of the violation ticket in accordance with terms of the violation ticket shall be accepted by the Municipality of Crowsnest Pass as a plea of guilty in accordance with Section 25 of the Provincial Offences Procedure Act.
- 3.5 A bylaw tag shall be deemed to be sufficiently served in any prosecution:
 - (a) If served personally on the accused;
 - (b) If mailed by registered post to the last known address of the accused person;
 - (c) If left at the accused's usual place of abode or with another resident thereof who appears to be at least 16 years of age;
 - (d) Where the accused is an association, partnership, or corporation, if mailed by registered post to the last known office address or registered office address or if left with a person who appears to be at least 16 years of age and is employed by or is an officer of the association, partnership or corporation.
- 3.6 This section shall not prevent any Officer from issuing a violation ticket requiring the court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34, or from laying an information instead of issuing a violation ticket
- 3.7 Nothing in Sections 3.5(c) and 3.5(d) of this bylaw shall prevent any person or owner from defending a charge of committing a breach of this bylaw.
- 3.8 Any person or owner who commits a breach of any of the provisions of this bylaw shall be liable to the fines as set forth within this bylaw
- 3.9 It is the intention of the Municipal Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it furthers the intention of the Municipal Council that if any provision of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

4. EFFECTIVE DATE

- 4.1 That Bylaw No. 1108, 2022 comes into full force and effect upon the third and final reading thereof excluding the fees described in Schedule E.
- 4.2 That all fees described in Schedule E come into full force and effect on July 1, 2022.
- 4.3 That Bylaw No. 991, 2017, and Bylaw No. 1045, 2020 be amended to include Bylaw No. 1108, 2022 Schedule "D"

- 4.4 That Bylaw No. 560, 2001, Bylaw No. 561, 2001, Bylaw No. 863, 2013, be amended to include Bylaw No. 1108, 2022 Schedule "E".
- 4.5 That Bylaw No. 1082, 2021, and Bylaw No. 622, 2004 be amended to include Bylaw No. 1108, 2022 Schedule "F".
- 4.6 That Bylaw No. 1064, 2021 be repealed.

READ a **first** time in council this 22nd day of March 2022.

READ a **second** time in council this 12th day of April 2022.

READ a **third and final** time in council this 12th day of April 2022.



Blair Painter
Mayor



Patrick Thomas
Chief Administrative Officer

Contents	
Schedule "A" – Administrative Fee Schedule	5
Business Licenses.....	5
Municipal Documentation and Clerical Services	5
Maps/Pins/Flags	6
Community Handbook Advertising.....	6
Taxation and Assessment	7
Land Sales	7
Administrative Surcharge and Service Contracts	7
Rental/Lease Rates for Municipal Lands	7
Schedule "B" – Planning and Development Fee Schedule	8
Gas Permits.....	11
Plumbing Permits	12
Electrical Permits	13
Contractor/Journeyman or Homeowner	13
Electrical Permits	14
Building Permits.....	15
Miscellaneous Permit Fees	17
Schedule "D" – Protective Services Fee Schedule	18
Animal Control Fee Schedule.....	18
Agricultural Services Fee Schedule	18
Community Standards Bylaw Fines and Penalties.....	19
Cannabis Consumption – Bylaw 1022, 2019.....	19
Fire Extinguisher Services	20
Fire Rescue Service Fees	20
Emergency Response.....	21
Fire Apparatus Rates	21
Schedule "E" – Utility Rate Schedule	22
Water, Wastewater, Solid Waste and Recycling Tariffs	22
Schedule "F" – Operations Fee Schedule	25
Ad Hoc Service Charges/Fees and Fines to be Invoiced as Incurred	25
Cemetery Fees	26
Administrative Surcharge and Service Contracts	26
Transportation and Operations	27
Schedule "G" – Community Services Fee Schedule	28
Schedule "H" – Pass Powderkeg Fee Schedule.....	32

Schedule "A" – Administrative Fee Schedule

Business Licenses	
General - Resident Business	\$125.00 per annum
General - Non-Resident Business	\$360.00 per annum
Home Occupation – Category 1	\$125.00 per annum
Home Occupation – Category 2	\$300 per annum
Tourist Home, Short Term Rental, Bed & Breakfast	\$750 per annum
Non-payment penalty after Jan 31	0%
Transfer of License	\$25.00
Replacement of License Certificate	\$25.00
Business License - Regional as per Alberta Southwest Regional Alliance	\$80.00
The above Business License Fees are due and payable by January 31 st of each year. The fee payable for those Business License issued between the 1 st day of January and the 30 th day of September shall be the license fee for the full year and for those issued after September 30 th the Business License fee shall be one half (1/2) of the license fee for the full year.	
Festivals and Events (deferred until special events bylaw is created)	\$360.00 per annum
Day Rate (maximum 2 consecutive days) - Resident	\$50.00 per day
Day Rate (maximum 3 consecutive days) - Non-Resident	\$100.00 per day
Hawkers/Peddlers/Mobile Vendors/Push- Cart Vendors - Resident	\$125.00
Hawkers/Peddlers/Mobile Vendors/Push- Cart Vendors - Non-Resident	\$375.00
Craft Sales and Garage Sales (maximum of 4 per year with a duration of 2 consecutive days per event)	Exempt

Municipal Documentation and Clerical Services	
<i>Cash Receipting</i>	
Returned Cheque, AFT and EFT	\$35.00
<i>Freedom of Information and Protection of Privacy (FOIP) Act</i>	
Electronic recording of Council meeting	\$25.00
For searching for, locating, and retrieving a record	\$6.75 per ¼ hour as per FOIP Regulation 186/2008
<i>Request for access to a record</i>	
For a one-time request	\$25.00 As per FOIP Regulation 186/2008
For a continuing request	\$50.00
<i>For producing a record from an electronic record</i>	
Computer processing and related charges	Actual cost to municipality

Computer Programming	Actual cost to the Municipality up to \$20 per ¼ hour
<i>For producing a copy of a record by any process or in any medium not listed in the section above:</i>	
For shipping a record or a copy	Actual Cost as per FOIP Regulation 186/2008
<i>Bylaws</i>	
Bylaw hard copy	Cost of photocopy/print \$0.60 per page
Municipal Development Plan	Cost of photocopy/print \$0.60 per page
Land Use Bylaw	Cost of photocopy/print \$0.60 per page
<i>Photocopying/Faxing</i>	
Photocopy/Printing (single sheet)	\$0.60
Fax (minimum - cover sheet & 1st page)	\$2.50
Fax (second and subsequent sheets)	\$0.60
Paper Utility Bill reprint	\$2.00

Maps/Pins/Flags	
Maps - Aerial	\$12.00
Maps - GIS colour-information added	\$12.00
Maps - GIS black and white	\$5.00
Maps - GIS colour- no information added	\$5.00
Maps - Ownership	\$12.00
Maps - Plan and Civic Addresses	\$20.00
Maps - Municipal Road Map	\$5.00
Municipal Flag	\$100.00
Alberta Flag	\$100.00
Canada Flag	\$50.00
Municipal Pin (Metal)	\$2.50

Community Handbook Advertising		
	Not-For Profit	For-Profit
Back Cover	\$1,000.00	\$2,000.00
Full Page	\$400.00	\$800.00
½ page ad	\$200.00	\$400.00
¼ page ad	\$100.00	\$200.00
Business Card	\$75.00	\$150.00
Multiple Pages 6+	\$175.00/page	N/A

Taxation and Assessment	
Tax Certificates	\$25.00
Tax Searches	\$15.00
Historical Tax Summary	\$50.00
Assessment Appeal fee - properties with residential mill rates	\$40.00 - GST exempt
Assessment Appeal fee non-residential assessed value up to \$999,999	\$150.00 - GST exempt
Assessment Appeal fee non-residential assessed value over \$1,000,000	\$250.00 - GST exempt
Assessment Records - per parcel	\$25.00
Notifications - Land Titles	\$25.00 - GST exempt

Land Sales	
Land Sale Application Fee	\$250.00 (non-refundable)
Land Sale Price	Subject to individual lot sold

Administrative Surcharge and Service Contracts	
An administrative surcharge will be levied when the Municipality invoices for service performed by staff or a contractor. Excludes wage reimbursements from third parties such as WCB and Union.	15% of contract/invoice

Rental/Lease Rates for Municipal Lands	
Pasture Rates	\$1.00 per day per animal unit (minimum of 2) plus applicable taxes on land
Serviced Residential Lot Rental	\$200.00 per month per residential site plus applicable taxes on land

Schedule “B” – Planning and Development Fee Schedule

Fee Schedule	Fee
Base Fee – All Development Permits (per application)	\$75
Additional Fee for Permitted Buildings and Uses	
Sign, accessory building and use, shed, garage, shipping container, alternative/renewable energy (individual) and any other buildings and uses that the Development Officer determines to be in the category of accessory to a principle building or use, or temporary.	+\$0
All other permitted buildings and uses	+\$175
Variance	
Decision by the Development Officer	+\$100
Decision by the Municipal Planning Commission	+\$200
Additional Fee for Discretionary Buildings and Uses	
Sign, accessory building and use, shed, garage, shipping container, alternative/renewable energy (individual), Home Occupation Class 2 and any other buildings and uses that the Development Officer determines to be in the category of accessory to a principle building or use or temporary.	+\$200
All other discretionary buildings and uses, including secondary suite	+\$375
Variance	+\$0
Additional Fee for Demolition	+\$0
Penalty Fee for Starting a Use or Development Without the Benefit of a Development Permit	
Where a development or use (including a change of use) has commenced prior to a development permit being applied for, the penalty fee shall be two times (2x) the total amount listed in this schedule including all fees applicable, including the base fee, variance fee, development type specific fee(s).	Penalty fee shall be double the regular fee

NOTES

- a. A development permit application shall be accompanied by the Base Fee (\$75). Upon review of the application the Development Officer will determine the full application fee and advise the applicant of the same prior to the expiry of the 20 day review period pursuant to the Municipal Government Act. A development permit application shall be deemed to be incomplete and shall not be processed until the full application fee is paid.
- b. Development Permit application fees are non-refundable.
- c. Whenever an application is received for a building or use that is not listed in this schedule, the amount of the fee shall be determined by the Development Officer and shall be consistent with those fees listed herein for similar developments.
- d. Pursuant to the Land Use Bylaw, the Development Officer may require an application for a Permitted Use be brought before the Municipal Planning Commission for reasons other than the issuance of a waiver, in which case the application shall be charged as the Permitted use.

Other Planning and Development Fees and Fines

Application for Area Structure Plan or Outline Plan (not including 3 rd party review; *see ASP application requirements)	\$3,000.00
Third-Party Professional Review (all technical studies submitted in support of an area structure plan, subdivision or major development will be reviewed by the municipality's approved professional as applicable, e.g., engineer, biologist, lawyer, etc.)	Industry standard hourly rates + 10%
Internal professional review by municipal employees holding a professional designation, e.g., P.Eng. or RPP (Registered Professional Planner) –	\$150 per hour per professional designation determined to be applicable (complex applications may be charged a flat rate as may be deemed applicable depending on the complexity of an application)
Request for Information Administration Fee (file search)	See Schedule "A" – Municipal Documentation and Clerical services
Application for Land Use Bylaw Amendment	
LUB Text amendment(s)	\$750
Re-zoning/Map amendment(s)	\$850 per parcel
Application for Statutory Plan Amendment (MDP, ASP)	\$850
Zoning Letter	\$25
Compliance Letter	
Regular service	\$100
Revision (within 6 months)	\$25
Statutory Declaration	\$0
Application for Encroachment Agreement	\$100
Encroachment Agreement Fee – when agreement is prepared by a lawyer – when agreement is prepared by the MCNP	\$100 \$200
Development Agreement (not including 3 rd party professional review)	\$1,500
Road Closure / Lane Closure / Municipal Reserve Closure (Does not include LUB amendment fee, or survey costs. Applicant is charged survey costs + 10% where municipality directly pays for survey)	\$1,000
Request to convene a special meeting of the Municipal Planning Commission	\$600
Appeal to Subdivision and Development Appeal Board	\$400
Subdivision	Contact ORRSC
Certificate of Local Authority (Condominium) fee	\$40 per unit created
Historic Resource Designation	\$0
Discharge or Postponement of Caveat (each discharge whether partial or full)	\$75
Title or Registered Document (per document)	\$25
Mobile Vending Street Permit	\$200/year
Civic Addressing	\$50 per address

Fine issued by the Community Peace Officer / Bylaw Enforcement Officer upon request by the Development Officer for contravening or not complying with the Land Use Bylaw, a Development Permit or condition of, or a Stop Order (s. 65, Administration and relevant sections of the Municipal Government Act).	<ul style="list-style-type: none"> • \$100 for the first citation. • \$200 for the first week that the contravention continues after the expiry of a Stop Order deadline or, if the Stop Order was appealed, the first week after an appeal of the Stop Order was refused. • \$500 for every week that the contravention continues after the first week of the deadline expiry or the appeal refusal, except that if a decision by the SDAB is appealed to the Court of Queen's bench, the weekly fine shall be stayed and accumulated until the Court has rendered a decision, at which time the accumulated fines may be cancelled if the Court appeal was successful. • Maximum fine - \$10,000 or imprisonment for not more than one year, or both.
Fine issued by the Community Peace Officer / Bylaw Enforcement Officer upon request by the Development Officer for contravening or not complying with an Order to Address an Emergency or an Order to Remedy Dangers or Unsightly Property.	<ul style="list-style-type: none"> • Minimum fine - \$300 • Maximum fine - \$10,000 or imprisonment for not more than one year, or both.

Performance Security Deposits

- * Refundable upon compliance of Development Conditions
- * A deposit is forfeited when there is damage to municipal infrastructure (the deposit will be applied towards the actual cost of repairs for which the landowner will be invoiced) or when the development permit conditions are not completed within a stated deadline or within an extension of the deadline.

To cover for possible damage to municipal infrastructure and to encourage compliance with development permit conditions the Development Authority shall add a condition for a security deposit for the following types of development permits, and the development permit shall not be released until the security deposit has been paid.

Moved-in Building, modular home	\$5,000, which shall be forfeited and applied towards the actual cost of repairs in the event that there is damage to municipal infrastructure, for which the landowner will be invoiced.
Building Demolition (when related to the use of heavy equipment on residential streets)	\$5,000, which shall be forfeited and applied towards the actual cost of repairs in the event that there is damage to municipal infrastructure, for which the landowner will be invoiced.
Accessory Building prior to Principal Building	\$5,000, which shall be forfeited if Principal Building construction is not completed within three (3) years from the date of the Accessory Building Development Permit.
Other, at the discretion of the Development Authority	Up to \$5,000

Schedule "C" – Safety Codes Permit Fees

Gas Permits

Homeowner - Fee Schedule

Residential and Accessory Buildings other than Multi-Family and including Replacement of Appliance		
Number of Outlets	Permit Fee	SCC Fee
1-5	\$ 225.00	\$ 9.00
Over 5 - \$ 250.00 plus \$10.00 per outlet over 5 plus SCC Fee		

Miscellaneous Gas Fee Schedule - Homeowner		
Description	Permit Fee	SCC Fee
Temporary Heat – Residential	\$ 100.00	\$ 4.50
Service Connection or Re-connection	\$ 100.00	\$ 4.50
Alteration of Gas Line	\$ 115.00	\$ 4.60
Air Test	\$ 100.00	\$ 4.50

Contractor/Journeyman - Gas Fee Schedule

Residential and Accessory Building other than Multi-Family and including Replacement of Appliance		
Number of Outlets or Appliances	Permit Fee	SCC Fee
1 - 5	\$ 160.00	\$ 6.40
6 - 10	\$ 215.00	\$ 8.60
Over 10 - \$215.00 plus \$10 for each outlet over 10 plus SCC Fee		

Multi-Family and Non-Residential including Accessory Buildings including Replacement of Existing Appliance		
Number of BTUs	Permit Fee	SCC Fee
0 to 100,000	\$ 115.00	\$ 4.60
100,001 to 200,000	\$ 145.00	\$ 5.80
200,001 to 400,000	\$ 185.00	\$ 7.40
400,001 to 1,000,000	\$ 285.00	\$ 11.40
Over 1,000,000 - \$ 285.00 plus \$10 per 100,000 (or portion of) over 1,000,000 BTU plus SCC Fee		

Propane Tank Sets (does not include connection to appliance)		
Description	Permit Fee	SCC Fee
Tank Set	\$ 100.00	\$ 4.50
Propane Cylinder Refill Centre	\$ 175.00	\$ 7.00

Miscellaneous Gas Fee Schedule - Contractor		
Description	Permit Fee	SCC Fee
Temporary Heat – Residential	\$ 100.00	\$ 4.50
Temporary Heat – Commercial/Industrial	\$ 125.00	\$ 4.50
Service Connection or Re-connection	\$ 100.00	\$ 4.50
Alteration of Gas Line	\$ 115.00	\$ 4.60
Annual Permit	\$ 500.00	\$ 20.00
Air Test	\$ 100.00	\$ 4.50

The Safety Codes Council Levy shall be added to each permit based on 4% of the permit amount with a minimum fee of \$4.50 to a maximum of \$560.00

Plumbing Permits

Homeowner - Fee Schedule

Plumbing - Single Family Dwellings and Accessory Buildings		
Number of Fixtures or Outlets	Permit Fee	SCC Fee
1-5	\$ 150.00	\$ 6.00
6-10	\$ 175.00	\$ 7.00
11-20	\$ 250.00	\$ 10.00
Over 20 - \$ 250.00 plus \$5.00 per fixture or outlet including rough-in plus SCC Fee		

Manufactured or Ready to Move Home (RTM)		
Description	Permit Fee	SCC Fee
On Blockings or Piles	\$ 125.00	\$ 5.00
On Basement or Crawlspace	\$ 125.00 plus \$5.00 per fixture or outlet including rough-in plus SCC Fee	

Private Sewage Disposal		
Description	Permit Fee	SCC Fee
Holding Tank / Septic Tank Only	\$ 275.00	\$ 11.00

Contractor/Journeyman - Plumbing Fee Schedule

Plumbing - Single Family Dwellings and Accessory Buildings		
Number of Fixtures or Outlets	Permit Fee	SCC Fee
1-5	\$ 120.00	\$ 4.80
6 - 10	\$ 145.00	\$ 5.80
11 - 20	\$ 200.00	\$ 8.00
Over 20 - \$ 225.00 plus \$5.00 per fixture or outlet including rough-in plus SCC Fee		

Manufactured Home or Ready to Move (RTM)		
Description	Permit Fee	SCC Fee
On Blockings or Piles	\$ 100.00	\$ 4.50
On Basement or Crawlspace	\$ 100.00 plus \$ 5.00 per fixture or outlet including rough-in plus SCC Fee	

Private Sewage Disposal System		
Description	Permit Fee	SCC Fee
Holding Tank/Septic Tank	\$ 250.00	\$ 10.00
Field, mound, open discharge, treatment plant, lagoon	\$ 400.00	\$ 16.00

The Safety Codes Council Levy shall be added to each permit based on 4% of the permit amount with a minimum fee of \$4.50 to a maximum of \$560.00

Electrical Permits

Contractor/Journeyman or Homeowner

Electrical – Miscellaneous		
Description	Permit Fee	SCC Fee
Permanent Service – Connection Only	\$ 100.00	\$ 4.50
Detached Garage/Shop – Under 1200 sq ft	\$ 150.00	\$ 6.00
Detached Garage/Shop – Over 1200 sq ft	\$ 300.00	\$ 12.00
Service Upgrade – 100 Amps Max	\$ 150.00	\$ 6.00
Hot Tub Connection	\$ 150.00	\$ 6.00
Temporary Power	\$ 100.00	\$ 4.50
Underground Power	\$ 100.00	\$ 4.50
Sign – Electrical Connection Only	\$ 100.00	\$ 4.50
Annual Permits – per address	\$ 300.00	\$ 12.00
RTM Home	\$ 100.00	\$ 4.50

Homeowner - Electrical Fee Schedule

Electrical – NEW Single-Family Dwellings		
Square Footage Being Wired	Permit Fee	SCC Fee
Up to 1,000	\$ 170.00	\$ 6.80
1,001-1,200	\$ 190.00	\$ 7.60
1,201-1,500	\$ 210.00	\$ 8.40
1,501-2,000	\$ 230.00	\$ 9.20
2,001-2,500	\$ 250.00	\$ 10.00
2,501-3,500	\$ 275.00	\$ 11.00
Over 3,500	\$ 375.00 plus \$0.10 per square ft + SCC Fee	
Attached Garage	Add \$ 75.00 + SCC Fee	
Electrical – Additions or Renovations (Includes basements, minor work)		
Installation Cost (\$) *	Permit Fee	SCC Fee
Up to 500	\$ 100.00	\$ 4.50
501-1,000	\$ 125.00	\$ 5.00
1,001-2,000	\$ 140.00	\$ 5.60
2,001-3,000	\$ 150.00	\$ 6.00
Over 3,000	Use square foot schedule above	

*To determine the installation costs for Homeowners doing their own work, the following calculation will be used:
Cost of materials X2.

Plans required for all projects valued at \$ 10,000 and over to process the application.

The Safety Codes Council Levy shall be added to each permit based on 4% of the permit amount with a minimum fee of \$ 4.50 to a maximum fee of \$ 560.00.

Electrical Permits

Contractor/Journeyman - Electrical Fee Schedule

Single-Family Residential, Multi-Family Residential and Non-Residential including Accessory Buildings					
Installation Cost (\$)	Permit Fee	SCC Fee	Installation Cost (\$)	Permit Fee	SCC Fee
0-1,000	\$ 100.00	\$ 4.50	125,001-150,000	\$ 1,565.00	\$ 62.60
1,001-2,500	\$ 130.00	\$ 5.20	150,001-175,000	\$ 1,715.00	\$ 68.60
2,501-5,000	\$ 175.00	\$ 7.00	175,001-200,000	\$ 1,865.00	\$ 74.60
5,001-10,000	\$ 240.00	\$ 9.60	200,001-225,000	\$ 2,015.00	\$ 80.60
10,001-15,000	\$ 290.00	\$ 11.60	225,001-250,000	\$ 2,165.00	\$ 86.60
15,001-20,000	\$ 340.00	\$ 13.60	250,001-275,000	\$ 2,315.00	\$ 92.60
20,001-30,000	\$ 440.00	\$ 17.60	275,001-300,000	\$ 2,465.00	\$ 98.60
30,001-40,000	\$ 540.00	\$ 21.60	300,001-325,000	\$ 2,615.00	\$ 104.60
40,001-50,000	\$ 640.00	\$ 25.60	325,001-350,000	\$ 2,765.00	\$ 110.60
50,001-60,000	\$ 765.00	\$ 30.60	350,001-375,000	\$ 2,915.00	\$ 116.60
60,001-70,000	\$ 890.00	\$ 35.60	375,001-400,000	\$ 3,065.00	\$ 112.60
70,001-80,000	\$ 1,015.00	\$ 40.60	400,001-450,000	\$ 3,365.00	\$ 134.60
80,001-90,000	\$ 1,140.00	\$ 45.60	450,001-500,000	\$ 3,665.00	\$ 146.60
90,001-100,000	\$ 1,265.00	\$ 50.60	Over 500,000	\$ 3,665.00 plus \$5.00 for every \$1,000 over \$500,000 + SCC Fee	
100,001-125,000	\$ 1,415.00	\$ 56.60			

Plans required for all projects valued at \$ 10,000 and over to process the application.

The Safety Codes Council Levy shall be added to each permit based on 4% of the permit amount with a minimum fee of \$ 4.50 to a maximum fee of \$ 560.00.

Building Permits

Residential Installations (Minimum \$ 250.00)	
Description	Permit Fee
New Construction	\$ 6.50 per \$ 1000 project value
Manufactured Homes and Ready to Move (RTM) Modular Homes – No Basement	\$ 0.30 per square foot
Manufactured Homes and Ready to Move (RTM) Modular Homes – Basement	\$ 0.40 per square foot
Additions/Renovations	\$ 8.00 per \$ 1000 project value
Secondary Suites (Basement)	\$ 0.35 per square foot

Residential Garages, Accessory Buildings, Retaining Walls, and Decks	
Description	Permit Fee
Retaining Wall	\$ 150.00
108 – 225 sq ft	\$ 150.00
225 – 399 sq ft	\$ 250.00
400 – 590 sq ft	\$ 350.00
591 + sq ft	\$ 450.00

Demolition or Building Move	
Description	Permit Fee
Residential – Garage	\$ 100.00
Residential – House	\$ 150.00
Commercial/Industrial	\$ 500.00
Commercial/Industrial Partial Demo	\$ 300.00

Non-Residential (Minimum \$ 300.00)	
Description	Permit Fee
New Construction	\$ 7.00 per \$ 1000 of project value
Additions/Renovations	\$ 7.00 per \$ 1000 of project value
Change of Occupancy	\$ 300.00

Building Fees – Miscellaneous	
Description	Permit Fee
Tenant Improvements (no structural alterations)	\$ 200.00
Additional Inspections or Private Inspection	\$ 100.00
Wood Burning Stove	\$ 150.00 Residential, \$ 250.00 Commercial
Occupancy Permit	\$ 125.00
Geothermic Heating	\$ 8.50 per \$ 1000 of total system installation value – min \$ 150 Residential, min \$ 250 Commercial
Hydronic Heating	\$ 150.00 Residential, \$ 250.00 Commercial
Fire Alarms/Sprinkler System/Fire Suppression Systems	\$ 350.00
Swimming Pool/Hot Tub	\$ 150.00

The Safety Codes Council Levy shall be added to each permit based on 4% of the permit amount with a minimum fee of \$4.50 to a maximum of \$560.00

Building Permits – Minimum Construction Values

Residential Housing	
Description	Per Square Foot
Single Family (Main Floor Level)	\$150.00
Single Family (Other Stories)	\$95.00
Basement	\$30.00 Unfinished, \$75.00 Finished
Multi Family (3 Stories or Less)	\$170.00
Multi Family (More than 3 Stories)	\$155.00
Town Houses or Rows	\$170.00
Garages/Sheds (attached or detached)	\$35.00
Carport, Deck, Porch, Entries	\$40.00
Renovations	\$75.00

Commercial/Industrial (Offices, Restaurants, Service Stations, Malls, Warehouses, Apartments)	
Description	Per Square Foot
Concrete Construction	\$135.00
Masonry Construction	\$135.00
Masonry/Wood/Steel Construction	\$135.00
Steel Construction	\$135.00
Wood Construction	\$120.00
Parkades	\$90.00
Renovations	\$75.00

Institutional & Assembly (Churches, Hotels, Schools, Sports Facilities)	
Description	Per Square Foot
Concrete Construction	\$135.00
Mason and Wood or Steel Construction	\$135.00
Wood Construction	\$120.00
Renovations	\$75.00

Hospitals	
Description	Per Square Foot
Concrete Construction	\$270.00
Mason and Wood or Steel Construction	\$245.00
Wood Construction	\$215.00
Renovations	\$75.00

** Square footage fees in this schedule will be used to determine project value.

The Safety Codes Council Levy shall be added to each permit based on 4% of the permit amount with a minimum fee of \$4.50 to a maximum of \$560.00

Miscellaneous Permit Fees		
Description	Discipline	Fee
Failing to apply for a permit five business days after having started the work or prior to intervention from a Safety Codes Officer, whichever occurs first, or Completing Work Without a Permit –	All	Double Permit Fee (or a minimum of \$250) and Double the Permit Fees for All Remaining Permits to be taken out on project
Extra Inspection (No Access/Not Ready)	All	\$100.00
Failure to Submit Verification of Compliance when required by a Safety Codes Officer	All	\$250.00 per offence plus an additional \$100.00 for each additional month not paid
Failure to recall/call for an inspection when required by a Safety Codes Officer	All	\$150.00/occurrence
Occupying a building prior to a final inspection conducted by a Safety Codes Officer	All	First occurrence: \$400.00 Second and each subsequent occurrence: \$1,000.00 (for the same owner, contractor or agent in the same calendar year)
Continuing to work after a stop work order notice is posted	All	First occurrence: \$500.00 Second and each subsequent occurrence: \$1,000.00 (for the same owner, contractor or agent in the same calendar year)
Renewal/Extension of Permit	Gas, Plumbing, Electrical, PSDS	Extension request received prior to the permit expiry date: <ul style="list-style-type: none"> For the first six-months extension - \$0 For each subsequent six-months extension - \$150 or one quarter of the original permit fee, whichever is less.
Renewal/Extension of Permit	Building Only	Extension request received prior to the permit expiry date: <ul style="list-style-type: none"> For the first six-months extension - \$0 For each subsequent six-months extension - \$350 or one quarter of the original permit fee, whichever is less.
Amended Plans Review	All	\$30.00 Residential, \$75.00 Non-Residential
Document Re-examination	All	10% of the permit fee as defined in this Bylaw; Minimum \$75.00
Permit Fee Refund	All	As per the Safety Codes Permit Bylaw. The Safety Codes Council portion of the fee is non-refundable

Schedule "D" – Protective Services Fee Schedule

Animal Control Fee Schedule	
Description	Fee
Annual dog license (tag) - spayed or neutered	\$ 25.00
Annual dog license (tag) - not spayed or neutered	\$ 50.00
Three-year dog license (tag) - spayed or neutered	\$ 60.00
Three-year dog license (tag) - not spayed or neutered	\$ 120.00
Lifetime dog license (tag) - spayed or neutered	\$ 100.00
Lifetime dog license (tag) - not spayed or neutered	\$ 200.00
Lifetime cat license (tag)	\$ 25.00
Replacement Tag	\$ 5.00
Annual residential kennel license - 3 dogs	\$ 40.00
Annual vicious animal license	\$ 150.00
Vicious animal sign	\$ 10.00
Seeing Eye Dog or Working Dog owned for the purpose of assisting disabled person	Exempt
Impoundment Fee	\$ 15.00
Veterinarian Costs	As Incurred
Care and Sustenance per day	\$ 7.50 per day
Trap Deposit (possession, maximum of seven days)	\$ 100.00
Trap Rental (possession, maximum of seven days)	\$ 10.00 per trap
<i>Additional general penalties and costs as per the Animal Control Bylaw 991, 2017</i>	

Agricultural Services Fee Schedule	
Description	Fee
Backpack Herbicide Sprayer Deposit (possession maximum 7 days)	\$ 100.00
Backpack Herbicide Sprayer Rental (no product, possession maximum 7 days)	\$ 10.00
Backpack Herbicide Sprayer Rental + 10L Mixed Dicamba, 2,4-D Product	\$ 20.00
Herbicide Refill of 10L Mixed Dicamba, 2,4-D Product	\$ 10.00

Community Standards Bylaw Fines and Penalties		
Description	Specified Penalty	2nd and Subsequent
Improper or inadequate addressing	\$ 150.00	\$ 300.00
Nuisance on property	\$ 300.00	\$ 600.00
Failure to keep property in a reasonable state of repair	\$ 300.00	\$ 600.00
Unauthorized disposal at charity collection site	\$ 250.00	\$ 500.00
Scavenging from a charity collection	\$ 100.00	\$ 200.00
Make prohibited noise	\$ 250.00	\$ 500.00
Prohibited water flow	\$ 250.00	\$ 500.00
Prohibited outdoor lighting	\$ 250.00	\$ 500.00
Distributing placards and posters improperly	\$ 100.00	\$ 200.00
Prohibited use of compost site	\$ 300.00	\$ 600.00
Improper placement of compost site	\$ 250.00	\$ 500.00
Improper outdoor storage of building materials	\$ 250.00	\$ 500.00
Improper recreational vehicle parking/storage	\$ 250.00	\$ 500.00
Graffiti	\$ 300.00	\$ 600.00
Failure to remove graffiti	\$ 250.00	\$ 500.00
Improper blocking of unoccupied building	\$ 1000.00	\$ 2000.00
Failure to clear walks and driveway	\$ 250.00	\$ 500.00
Failure to properly secure appliances	\$ 500.00	\$ 1000.00
Improper storage of appliances	\$ 250.00	\$ 500.00
Litter	\$ 250.00	\$ 500.00
Failure to secure/reduce wildlife attractants	\$ 250.00	\$ 500.00
Panhandling	\$ 150.00	\$ 300.00
Fighting or public disturbance	\$ 250.00	\$ 500.00
Spitting/human waste	\$ 300.00	\$ 600.00
Refusing to allow lawful inspection of Peace Officer	\$ 500.00	\$ 1000.00

Cannabis Consumption – Bylaw 1022, 2019		
<i>Municipal Tag</i>		
Offense	Section	Fine
Smoke or vape cannabis in public place	4	\$ 100.00
Owner/Operator permit a person to smoke or vape in public place	5	\$ 200.00
Failure to produce medical document	6.2	\$ 100.00
<i>Violation Ticket</i>		
Offense	Section	Fine
Smoke or vape cannabis in public place	4	\$ 250.00
Owner/Operator permit a person to smoke or vape in public place	5	\$ 350.00
Failure to produce medical document	6.2	\$ 250.00

Fire Extinguisher Services					
Size	Annual	Recharge	6 Year Maintenance	Hydro Test	New
2.5 lb	\$ 10.00	\$ 20.00	\$ 23.00	\$ 38.00	\$ 45.00
5 lb	\$ 10.00	\$ 29.00	\$ 32.00	\$ 52.00	\$ 65.00
10 lb	\$ 10.00	\$ 41.00	\$ 45.00	\$ 65.00	\$ 95.00
20 lb	\$ 14.00	\$ 68.00	\$ 75.00	\$ 95.00	\$ 150.00
30 lb	\$ 14.00	\$ 85.00	\$ 95.00	\$ 125.00	N/A

	Extinguisher Covers	Wall Mount Brackets	Vehicle Mount Brackets	Pull Pins	Gauges
5 lb	\$ 19.00	\$ 3.00	\$ 50.00	\$ 2.00 (all sizes)	\$ 15.00 (all sizes)
10 lb	\$ 22.00	\$ 4.00	\$ 62.00		
20 lb	\$ 25.00	\$ 6.00	\$ 135.00		

Fire Rescue Service Fees

Fire Prevention	
Annual Code Compliance Inspection	No Charge
1 st Non-Compliance Re-Inspection	No Charge
2 nd Non-Compliance Re-Inspection	\$ 150.00
3 rd Non-Compliance Re-Inspection	\$ 300.00
Home Safety Inspections/Smoke Alarms	No Charge
Occupancy Load Certificates	\$ 50.00
Fire Investigation (per hour OR part thereof plus expenses and third-party costs)	\$ 100.00/hour

Permits	
Fire Permit	No Charge
Fireworks Permit-Consumer	No Charge
Fireworks Permit-Display	\$ 150.00

Open Burning	
Residential Fire Pits – No Permit Required	No Charge

Public Education Training	
Fire Extinguisher Training – Per Person, Minimum Charge of \$150.00	\$ 25.00
Fire Drills	No Charge

False Alarms (Related to Malfunctioning Fire Safety Installation or Other Safety Device)	
1 st Response	No Charge
2 nd Response	No Charge
3 rd Response	\$ 150.00/calendar year
4 th and Subsequent Response	\$ 300.00/calendar year

Emergency Response	
Structure Fire (Insured Loss) – Per Hour to a Maximum of \$ 10,000 plus cost of materials and Third-Party Costs	1 st 2 Hours – No Charge After 2 Hours - \$ 630.00/hour
Motor Vehicle Collision Response (Insured Loss)	\$ 630.00/hour
Hazardous Material Incident Response (apparatus rates plus cost of materials and third-party costs)	See Fire Apparatus Rates
Response to Motor Vehicle Incidents or Fire Response on Provincial Highways	Current Alberta Transportation Rates

Fire Apparatus Rates	
Aerial Ladder/Platform Truck	\$ 700.00/hour
Type VI Wildland Brush Truck	\$ 420.00/hour
Fire Engine	\$ 630.00/hour
Water Tender	\$ 630.00/hour
Heavy Rescue Truck	\$ 630.00/hour
Light Rescue Truck	\$ 420.00/hour
Utility Truck	\$ 185.00/hour
Command Vehicle (per unit)	\$ 185.00/hour
Backcountry Rescue Resources (includes OHV's, sleds, trailers – does not include tow vehicle)	\$ 200.00/hour

*Note 1 – Rates are based on current Alberta Transportation and Alberta Agriculture, Forestry and Rural Economic Development rates where available

**Note 2 – Response to incidents outside municipal boundary are as per signed agreements

Fines for Contravening or Not Complying with the Land Use Bylaw, a Development Permit or condition of, a Stop Order, an Order to Address an Emergency or an Order to Remedy Dangers or Unsightly Property – see Schedule B – Other Planning and Development Fees and Fines

Schedule “E” – Utility Rate Schedule

Water, Wastewater, Solid Waste and Recycling Tariffs

Tariffs, service charges, deposits, penalties and fines for water, wastewater, solid waste, and recycling contained in this schedule are to be charged to all persons who use, receive and/or require utility service connections to the Water and/or Wastewater systems and/or access to the Municipal Solid Waste and Recycling Programs of the Municipality of Crowsnest Pass. Utility services are charged as a package.

TENANT ACCOUNTS: Utility accounts and billing/payment arrangements will only be setup with the registered property owner(s) on title.

SEASONAL OPERATIONS: All Class 8 and 9 accounts will be accessed based on the total number of beds/units/rooms on the property regardless of if some are vacant at times. Consideration may be given to seasonal operations.

SUSPENSION OF SERVICES: When or if a contractor become unavailable to supply a service, the fee will be temporarily suspended until the service is resumed.

PENALTIES FOR OVERDUE ACCOUNTS: Utility balances remaining after the due date are subject to a 2% penalty.

MULTI-USE PROPERTIES: In cases where a property has only one shut off valve and is a multi-use, the property owner will be levied at the higher rate, or a combination of rate classes will be used to determine the rate schedule.

Utility rates will **increase 2.0% effective July 1, 2022**, and are effective from **July 1, 2022, through June 30, 2023**, with the exception of the **Senior’s Rate Reduction which will reflect 2020 rates**. All rates are billed monthly, except where noted within the schedule.

Class 1 Residential

Single-Family Residence (includes Duplexes, Manufactured Homes and Secondary Suites)

*One shut-off valve on property

Water Tariff (W1)		Wastewater Tariff (S1)		Solid Waste Tariff (G1)		Recycling Tariff (R)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 34.54	\$ 35.23	\$ 35.54	\$ 35.23	\$ 24.81	\$ 25.31	\$ 3.14	\$ 3.20

Class S Senior’s Rate Reduction - Residential

Single-Family Residence (includes Duplexes, Manufactured Homes and Secondary Suites), Senior’s Rate Reduction Program, *One shut-off valve on property

Water Tariff (WS)		Wastewater Tariff (SS)		Solid Waste Tariff (GS)		Recycling Tariff (RS)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 33.26	\$ 33.86	\$ 31.59	\$ 33.86	\$ 23.43	\$ 24.32	\$3.08	\$3.08

Class 2 Commercial

Banks and Credit Unions, Garages, Clinics <5 Exam Rooms, Libraries, Confectionaries, Offices, Pharmacies, Places of Worship, Exercise Clubs/Fitness Centres, Service Stations, Small Retail Stores, Funeral Homes, Theatres, Lumber Yards, Legions & Meeting Places/Halls, Fast Food Services/Snack Bars, Restaurants (seating capacity <20) *One shut-off valve on property

Water Tariff (W2)		Wastewater Tariff (S2)		Solid Waste Tariff		Recycling Tariff (R)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 34.54	\$ 35.23	\$ 34.54	\$ 35.23	N/A	N/A	\$ 3.14	\$ 3.20

Class 3 Commercial

Clinics >5 Exam Rooms, Warehouse, Fabrication, Manufacturing, Machining, Welding Shops, Large Retail Stores (>6,000 Sq. Ft.), Restaurants (seating capacity > 20 <50)

Water Tariff (W3) Commercial W2 Rate x2		Wastewater Tariff (S3) Commercial Rate S2 x2		Solid Waste Tariff		Recycling Tariff (R)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 70.45	\$ 71.85	\$ 70.45	\$ 71.85	N/A	N/A	\$ 3.14	\$ 3.20

Class 4 Commercial

Places of Entertainment, Licensed Areas, Restaurants (seating capacity 50+)

Water Tariff (W4) Commercial W2 Rate x4		Wastewater Tariff (S4) Commercial Rate S2 x4		Solid Waste Tariff		Recycling Tariff (R)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 138.15	\$ 140.91	\$ 138.16	\$ 140.92	N/A	N/A	\$ 3.14	\$ 3.20

Class 5 Commercial

Car Wash, Coin Laundry, Laundromat, Provincial Buildings, Schools, Forestry Office

Water Tariff (W5) Commercial W2 Rate x6		Wastewater Tariff (S5) Commercial Rate S2 x6		Solid Waste Tariff		Recycling Tariff (R)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 207.22	\$ 211.36	\$ 207.21	\$ 211.35	N/A	N/A	\$ 3.14	\$ 3.20

Class 6 Commercial

Metered Properties

Water Tariff (WATCONS)		Wastewater Tariff (S6)		Solid Waste Tariff		Recycling Tariff (R)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 0.90/m3	\$0.95/m3	N/A	N/A	N/A	N/A	\$ 3.14	\$ 3.20

Class 7 Commercial

Breweries

Water Tariff (W7) Commercial W2 Rate x4		Wastewater Tariff (S7) Commercial Rate S2 x2		Solid Waste Tariff		Recycling Tariff (R)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 138.15	\$ 140.91	\$ 69.07	\$ 70.45	N/A	N/A	\$ 3.14	\$ 3.20

Class 8 Commercial

Manufactured Home Parks, (Single Account for Trailer Park), Residential Apartment Buildings

**Rates are monthly per bed/unit/room, *One shut-off valve on property

Water Tariff (W8) 1/3x Commercial W2 Rate x Total Number of Beds/Units/Room		Wastewater Tariff (S8) 1/3x Commercial S2 Rate x Total Number of Beds/Units/Room		Solid Waste Tariff Available for multi- residential units that opt- in		Recycling Tariff (R) Monthly per bed/unit/room	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 11.52	\$ 11.75	\$ 11.52	\$ 11.75	\$ 24.81	\$25.31	\$ 3.14	\$ 3.20

Class 9 Commercial

Campgrounds/Recreation Parks, Cabins/Lodges, Hospital, Motels/Hotels, Nursing Homes, Senior's Lodges

Water Tariff (W8) 1/3x Commercial W2 Rate x Total Number of Beds/Units/Room		Wastewater Tariff(s8) 1/3x Commercial S2 Rate x Total Number of Beds/Units/Room		Solid Waste Tariff		Recycling Tariff (R) Monthly per account	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 11.52	\$ 11.75	\$ 11.52	\$ 11.75	N/A	N/A	\$ 3.14	\$ 3.20

Schedule "F" – Operations Fee Schedule
Ad Hoc Service Charges/Fees and Fines to be Invoiced as Incurred

Type of Service	Description	Service Fee	Notes
Commercial Wastewater Dumping	Septic and Wastewater Contractors		See Septage Disposal Facility Bylaw
Use of Fire Hydrant and Water	Use of fire hydrant, consumption flow meter and hydrant water	\$60.00 + Water Consumption at \$0.95 per m3	\$60 admin fee to be charged weekly, record of quantity to be provided to Operations office at end of use.
Overdue Account Penalty Warning System	Tagging, or sending notices for overdue accounts	\$60.00	
Water Service Disconnect	Disconnect for non-payment of account	\$60.00	During regular work hours
	During regular working hours	\$0	
	Outside of regular working hours	\$320.00	
	Emergency	\$0	Emergency is an unexpected, unplanned situation that requires immediate attention to prevent property damage.
Water Service Reconnect	Reconnect following disconnection for non-payment of account	\$60.00	During regular work hours
	During regular working hours	\$0	
	Outside of regular working hours	\$320.00	
	Emergency	\$0	Emergency is an unexpected, unplanned situation that requires immediate attention to prevent property damage.
Thawing Frozen Lines	As Requested	Cost Recovery	Includes truck, welder, and operator's wages and benefits
Fridge & Freezer Freon Removal Charge		\$30.00 per unit	
Road Use Agreement	As Requested	\$400	Includes admin fee, as well as pre and post inspections. Additional inspections are \$100ea.
Excavation Permit	As Requested	\$250	Includes admin fee, as well as pre and post inspections;

Type of Service	Description	Service Fee	Notes
Sidewalk and Street Patio Permit	As Requested	\$50	Per storefront up to maximum of \$200

Cemetery Fees		
Cemetery Plot - Burial		
Adult/Child		\$700.00
Infant (5yrs and under)		\$250.00
Social Services		Current Provincial Rate
Cemetery Plot - Cremation		
Adult/Child		\$250.00
Infant (5yrs and under)		\$100.00
Plot - Opening and Closing		
Cemetery plot - opening and closing - adults/children		\$350.00
Cemetery plot - opening and closing - infants		\$200.00
Cemetery plot - opening and closing - cremation		\$125.00
Additional Fees		
Burials during weekend or statutory holidays		\$400.00
Burials prior to 7am or after 3pm on Monday to Friday		\$300.00
Cemetery work permit		\$30.00

Deposits		
Type of Service	Description	Amount
Use of Fire Hydrant and Water	Use of fire hydrant, consumption flow meter and hydrant water	\$120.00

Administrative Surcharge and Service Contracts	
Equipment Custom Work	Based on Current Alberta Road Builders & Heavy Construction Equipment Rental Rate Guide
Utility Service Installations	As per Utility Installation Contract Agreement

Transportation and Operations	
Passburg Pit Dumping Fees - Closed to Commercial until Further Notice	
Single Axle End Dump Truck (Up to 10 Tonnes)	\$150.00
Tandem Axle End Dump Truck (Up to 13 Tonnes)	\$200.00
Tridem Axle End Dump Truck (Up to 19 Tonnes)	\$300.00
Large End Dump Truck (Up to 25 Tonnes)	\$400.00
Tandem Truck and Tandem Pup (Up to 25 Tonnes)	\$400.00
Tandem Truck and Tridem Pup (Up to 31 Tonnes)	\$500.00
Tridem Truck and Tandem Pup (Up to 31 Tonnes)	\$500.00
Tridem Truck and Tridem Pup (Up to 37 Tonnes)	\$600.00
Tandem Truck and Large End Dump Trailer (Up to 40 Tonnes)	\$650.00
Tridem Truck and Large End Dump Trailer (Up to 43 Tonnes)	\$700.00
<p>*All weighted axle configurations may require overweight term permits as required by Ministry of Infrastructure Commercial Vehicle Weigh Scales Inspections at an additional cost to the contractor over and above the Municipality of Crowsnest Pass tipping fees rates and fees schedule. Other truck and axle configurations not noted above are subject to a pro-rated tipping fee as per the above rates and fees schedule.</p>	

Fines	
Type of Service	Amount
Non-conformance to Watering Regulations – 1 st Offence	\$ 75.00
Non-conformance to Watering Regulations – 2 nd Offence	\$ 150.00
Non-conformance to Watering Regulations – 3 rd Offence	\$ 225.00
Unauthorized Use of Fire Hydrants	\$ 500.00
Unauthorized Operation of Service Valves	\$ 150.00
Destruction, Obstruction or Covering of Service Valves	Cost Recovery (Includes equipment, and operator's wages and benefits)
Illegal Dumping or Disposal	\$ 500.00

Schedule "G" – Community Services Fee Schedule
 Prices include G.S.T. Statutory Holidays are 150% of Adult Rate
 Prime Time: Mon to Fri 5:00 p.m. on and Saturday & Sunday
 Non-Prime Time: Mon to Fri up to 5:00 p.m.
 Youth: 17 & Under / Adult: 18 & Over

SPORTS COMPLEX ICE ARENA	Oct 2022 Mar 2023	Oct 2023 to Mar 2024
Youth Hourly Non-Prime Time	\$36.00	\$36.50
Youth Hourly Prime Time	\$72.00	\$73.00
Local Youth Daily Non-Prime Time	\$360.00	\$365.00
Local Youth Daily Prime Time	\$720.00	\$730.00
Adult Hourly Non-Prime Time	\$54.00	\$54.75
Adult Hourly Prime Time	\$108.00	\$109.00
Local Adult Daily Non-Prime Time	\$540.00	\$547.50
Local Adult Prime Time	\$1080.00	\$1095.00
Non-Resident Youth Hourly	\$108.00	\$109.50
Non-Resident Youth Daily	\$1080.00	\$1095.00
Non-Resident Adult Hourly	\$162.00	\$164.25
Non-Resident Adult Daily	\$1620.00	\$1642.50

COMPLEX DRY FLOOR, ASMA & MDM GYM	2022 (COMPLEX – Jan to Sept)	2023 (COMPLEX – Jan to Sept)
Youth Hourly	\$\$32.40	\$32.85
Youth Daily	\$291.60	\$295.65
Adult Hourly	\$48.60	\$49.28
Adult Daily	\$437.40	\$443.48
Commercial Resident Hourly	\$60.75	\$61.59
Commercial Resident Daily	\$546.75	\$554.34
Non-Resident Youth Hourly	\$48.60	\$49.28
Non-Resident Youth Daily	\$437.40	\$443.48
Non-Resident Adult Hourly	\$72.90	\$73.91
Non-Resident Adult Daily	\$656.10	\$665.21
Non – Resident Commercial Hourly	\$91.13	\$92.39
Non-Resident Commercial Daily	\$820.13	\$831.52
AB Government Hourly	\$69.43	\$70.39
AB Government Daily	\$624.86	\$633.54

ELKS HALL & COMPLEX LOUNGE	2022	2023
Youth Hourly	\$24.54	\$24.54
Youth Daily	\$220.89	\$220.89
Adult Hourly	\$36.81	\$36.81
Adult Daily	\$331.33	\$331.33
Repetitive Daily (Minimum of 5 consecutive weekly bookings)	\$220.89	\$220.89
Commercial Resident Hourly	\$46.02	\$46.02
Commercial Resident Daily	\$414.16	\$414.16
Non-Resident Youth Hourly	\$36.81	\$36.81
Non-Resident Youth Daily	\$331.33	\$331.33
Non-Resident Adult Hourly	\$55.22	\$55.22
Non-Resident Adult Daily	\$497.00	\$497.00
Non – Resident Commercial Hourly	\$69.03	\$69.03
Non-Resident Commercial Daily	\$621.24	\$621.24
AB Government Hourly	\$52.59	\$52.59
AB Government Daily	\$473.33	\$473.33

MDM KITCHEN / COMPLEX KITCHEN	2022	2023
One Daily Rate Only	\$106.05	\$106.05

MDM MEETING ROOM #11 & STAGE	2022	-2023
Youth Hourly	\$12.00	\$12.00
Youth Daily	\$108.00	\$108.00
Adult Hourly	\$18.00	\$18.00
Adult Daily	\$162.00	\$162.00
Local Commercial Hourly	\$22.50	\$22.50
Local Commercial Daily	\$202.50	\$202.50
Non-Resident Youth Hourly	\$18.00	\$18.00
Non-Resident Youth Daily	\$162.00	162.00
Non-Resident Adult Hourly	\$27.00	\$27.00
Non-Resident Adult Daily	\$243.00	\$243.00
Non – Resident Commercial Hourly	\$33.75	\$33.75
Non-Resident Commercial Daily	\$303.75	\$303.75
AB Government Hourly	\$25.71	\$25.71
AB Government Daily	\$231.43	\$231.43

COMPLEX CONCESSION IF NOT UNDER A LEASE AGREEMENT	2022	2023
Youth Daily Only – No hourly	\$106.05	\$106.05
Adult Daily Only – No hourly	\$106.05	\$106.05
Commercial & Non-Resident Daily	\$106.05	\$106.05
FACILITY DAMAGE DEPOSIT Minimum \$500.00 or ½ of total	\$500.00	\$500.00
C.S. STAFF HOURLY LABOUR RATE per operator for set up/clean up	\$65.00	\$65.00

EQUIPMENT RENTAL	2022	- 2023
Black Curtains (Full Set)	\$500.00	\$500.00
Black Curtains (Per Panel)	\$20.00	\$20.00
5' Portable Projection Screen	\$20.00	\$20.00
Projector	\$50.00	\$50.00
Portable Sound System	\$75.00	\$75.00
Portable Stage 12 x 24	\$250.00	\$250.00
Tablecloths Per 1	\$2.00	\$2.00
Tables (each, if not included in a facility)	\$5.00	\$5.00
Chairs (each, if not included in a facility)	\$1.25	\$1.50
Ice machine (per bag)	\$2.00	\$2.00
Ice machine (events)	\$20.00	\$20.00
ELECTRICAL (Gazebo Park/Complex) Daily rate	\$25.00	\$25.00

SOCCER FIELDS	2022	2023
Non-local Daily Tournament Rate	\$110.38	\$121.42
Local Daily Tournament Rate	\$74.00	\$81.40
Youth (Season Rate per player)	\$10.00	\$12.00
Adult (Season Rate per player)	\$20.00	\$20.00

BALL DIAMONDS	2022	2023
Youth (Season Rate per player)	\$12.50	\$13.75
Adult (Season Rate per player)	\$27.00	\$29.70
Tournament (Non-Local Daily Rate):	\$110.38	\$121.42
Tournament (local daily)	74.00	\$81.40

ADVERTISING	2022	2023
Wall Rink Board (4'x8')	\$500.00/year	\$500.00/year
Ice Logo	\$500.00/year	\$500.00/year
Zamboni (per side)	\$500.00/year	\$500.00/year

CAMPGROUND FEES	
Bellevue Campsite	\$20.00/night

Schedule "H" – Pass Powderkeg Fee Schedule

Day Tickets	Full Day	Half Day	Twilight
All Lift Access			
Adult (Ages 18-64)	\$49.99	\$29.99	\$19.99
Youth (Ages 7-17)	\$39.99	\$24.99	\$14.99
Senior (65-74)	\$39.99	\$24.99	\$14.99
Child (0-6)	\$14.99	\$9.99	\$4.99
Super Senior (75+)	\$14.99	\$9.99	\$4.99
Bunny Hill	Free	Free	Free
Single Lift Access (Early Season Rate)			
Adult (Ages 18-64)	\$29.99	\$19.99	\$14.99
Youth (Ages 7-17)	\$23.99	\$14.99	\$12.49
Senior (65-74)	\$23.99	\$14.99	\$12.49
Child (0-6)	\$9.99	\$4.99	\$4.99
Super Senior (75+)	\$9.99	\$4.99	\$4.99
Bunny Hill	Free	Free	Free
Promotional			
Chinook Arch Library Pass (All Ages)		Free	
Group Pricing (Group meaning over 12 people. Discount valid on lift tickets, rentals, and lessons. School groups are not included)		10% off	
Full Package (Skis/Board, Boots, Helmet)			
Adult (Ages 18-64)	\$34.99	\$24.99	\$14.99
Youth (Ages 7-17)	\$27.99	\$19.99	\$13.99
Child (0-6)	\$14.99	\$12.99	\$9.99
Senior (65-74)	\$27.99	\$19.99	\$13.99
Super Senior (75+)	\$14.99	\$12.99	\$9.99
Skis/Board Only			
Adult (Ages 18-64)	\$22.99	\$16.99	\$9.99
Youth (Ages 7-17)	\$18.99	\$12.75	\$8.99
Child (0-6)	\$9.99	\$7.99	\$4.99
Senior (65-74)	\$18.99	\$12.75	\$8.99
Super Senior (75+)	\$9.99	\$7.99	\$4.99
Poles Only			
Adult (Ages 18-64)	\$5.00	\$5.00	\$5.00
Youth (Ages 7-17)	\$5.00	\$5.00	\$5.00
Child (0-6)	\$5.00	\$5.00	\$5.00
Senior (65-74)	\$5.00	\$5.00	\$5.00
Super Senior (75+)	\$5.00	\$5.00	\$5.00

Rentals	Full Day	Half Day	Twilight
Helmet Only			
Adult (Ages 18-64)	\$7.50	\$7.50	\$7.50
Youth (Ages 7-17)	\$7.50	\$7.50	\$7.50
Child (0-6)	\$7.50	\$7.50	\$7.50
Senior (65-74)	\$7.50	\$7.50	\$7.50
Super Senior (75+)	\$7.50	\$7.50	\$7.50
Snowshoe Rental: (All Ages)		\$15.00	

Seasonal Rental	2022/23
Adult	\$209.99
Youth	\$199.99
Child	\$164.99
Senior	\$199.99
Super Senior	\$164.99

Snow School	2022/23
Learn to Turn Intro	\$79.99
Learn to Turn Full Package	\$274.99
Learn to Turn Progression Package	\$194.99
Riversdale Rippers Single Session	\$149.99
Riversdale Rippers Both Sessions	\$259.99
Riversdale Rippers Family Week	\$99.99
Weekend Youth Program	\$149.99
Little Cubs Single Session	\$79.99
Little Cubs 4 Pack	\$287.99
Little Cubs 6 Pack	\$407.99
Little Cubs Unlimited (Half-day sessions only)	\$999.99
1.5-hour group	\$59.99
1 Hr. Private	\$89.99
1.5 hr. private	\$134.99
Senior's Program	\$10.00

Race Training (Per 2.5 Hour Block)	Per Athlete
7 or fewer athletes (block rate)	\$350.00
8-12 Athletes	\$50.00/Athlete
13-18 Athletes	\$47.00
19+ Athletes	\$45.00

Signage Sponsorship Opportunities	Regular Rate	Renewal Rate
Tower Signage	\$250	\$225
Trail Map Sign Sponsorship*	\$3000	N/A

Rent the Ski Hill Package:	Price:
1 lift exclusive evening rental (3 hours of lift time)	\$1,750
2 lift exclusive evening rental (3 hours of lift time)	\$2,250
Saturday Night Skiing Sponsorship	\$750

Season Passes	Full Season
Resident Rate	
Adult (Ages 18-64)	\$219.99
Youth (Ages 7-17)	\$174.99
Senior (65-74)	\$174.99
Child (0-6)	\$29.99
Super Senior (75+)	\$29.99
Family of 4+	\$689.99
NEW Family of 3 (2 adults, 1 youth)	\$574.99
Non-Resident Regular Rate	
Adult (Ages 18-64)	\$314.99
Youth (Ages 7-17)	\$249.99
Senior (65-74)	\$249.99
Child (0-6)	\$29.99
Super Senior (75+)	\$29.99
Family of 4+(Includes 2 adults and all dependents under the age of 18 within same household)	\$849.99
Family of 3 (2 adults, 1 youth)	\$699.99
Learn to Turn Graduate/Other Passholder	
Adult (Ages 18-64)	\$236.24
Youth (Ages 7-17)	\$187.49
Senior (65-74)	\$187.49
Child (0-6)	\$29.99
Super Senior (75+)	\$29.99
Family (Includes 2 adults and all dependents under the age of 18 within same household)	\$799.99
Uphill Pass (All Ages)	\$25.00

Lodge Rental	
Hourly	\$ 32.00
Daily	\$ 256.00
Washroom Trailer Rental (Per Weekend)	\$ 250.00
- Subsequent Days	\$ 125.00



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 7.d

Subject: Service Areas Update

Recommendation: That Council receives the service area update as information.

Executive Summary:

Each month the CAO provides Council with a summary of some of the highlights of work completed by the various departments over the last month.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Service_Areas_Update_-_July_8__2022.docx](#)

Service Areas Update – July 8, 2022

CAO Office

- Participate in Alberta Labour and Immigration Rural Entrepreneur Presentation
- Meeting with AHS leadership team
- Discussion with MHRAC Sub-committee on Heritage Initiatives
- Preparation for Municipal Open House
- Participate in Safety Codes external audit
- Participate in Future of Municipal Government on Population Growth & Aging webinar
- Review Consultant RFPs for Downtown Bellevue Revitalization
- Coordinating IMP completion
- Completed Cascade system updates and maintenance
- Conducting organization review
- Continuing policy reviews
- Continuing Frank WWTP Upgrade project oversight

Finance

- Tax Desk received 58 requests for Tax Searches in June (compared to 108 in June 2021). To the end of June, we have completed 301 tax searches compared to 472 to the end of June 2021 and 128 to the end of June 2020.
- Accounts Payable in June did two check runs, processed 278 invoices, and paid 140 vendors (June 2021 processed 429 invoices and paid 177 vendors with 2 check runs)
- New Business Licenses issued in June is 6 (1 local and 5 out of Town) for a total to the end of June is 50 (36 local and 14 out of town)
- Number of 305 tax adjustments made in June was 27 for a decrease in taxes of \$13,942 with total year-to-date adjustments of 61 for a net decrease in taxes of \$33,361.
- Administration has received 6 formal appeals from residence regarding their assessment value (Note the closing date for filing an appeal is July 8).

Corporate Services

- **Human Resources**
 - Municipality has 144 current employees across the organization.
 - Process of hiring Director of Development, Engineering and Operations is still underway
 - Community Services Operator I position has been hired, one of our long-term casuals from the department has accepted the role.

- The Municipality has two permanent job vacancies (1 management, 1 union)
- Postings have been issued for Community Peace Officer and Casual Community Services Operator I.
- **Communications**
 - Open House boards were completed and set up for our Open House on June 16th. There were 25 residents who attended.
 - Design work was completed for Municipal Banners.
- **Safety**
 - Onboarding with the new Advisor, tours of facilities have been completed.
 - Currently working on backlog of paperwork from the vacancy.
 - Preparation for external COR audit will commence in August.
- **Document Management/Information Access**
 - 7 FOIP requests have been received in 2022, one is outstanding.
 - 3 Office of the Privacy Commissioner (OIPC) Request for Review were received, our submissions have been completed.
 - Received 6 complaint forms in 2022; all have been transferred or completed.

Development, Engineering & Operations

- **Utilities Department**
 - Installation of 2 PRVs in Hillcrest has been completed. Minor road clean-up is the only work left.
 - Cleared blockage in main sewer line along 80th St in Coleman.
 - Completed 4 sewer service line repairs along 22nd Ave in Blairmore.
 - RFQ for completion of water service installs to 3 homes on 16th Ave in Blairmore distributed. Work awarded to Westerra and project anticipated to begin mid-July.
 - Reviewed training documents for new equipment installations at the Frank WWTP.
 - Provided responses to Alberta Environment for both Hillcrest Bellevue WWTP permit update and new lab QA/QC manual.
 - Provide additional data to Environment Canada on Hillcrest Bellevue WWTP operations.
 - Summer flushing of sewer lines program continued.
 - Continued survey of 184 manholes without pipe type, size, or invert data for the IMP. Approximately 90% complete.
 - Completed two hydrant repairs.
 - Completed 1 service install.
 - Water leak along 24 Ave in Coleman was fixed.
 - Level 3 operator training continuing
 - Infrastructure master plan draft document under review

- Continued making alterations to sand filter operation at Bellevue Hillcrest Wastewater Treatment Facility. Issue of large quantities of algae in the ponds are presenting difficulties in remaining in compliance with suspended solid limits has been dealt with.
- **Transportation Department**
 - RFQ for light duty pick-up trucks closed and is under review.
 - RFQ for paving rehabilitation has closed and is under review.
 - Pothole repairs – Blairmore 25, Bellevue 10, Coleman 12. (June)
 - Street Sweeping – All roads, lanes, and parking lots are completed.
 - Gravel road maintenance continuing in preparation for dust suppression control scheduled to start July 11. Program pushed back due to rain.
 - Ditch Mowing Program started July 7.
 - Storm sewer flushing is ongoing.
 - Line painting for stop bars and crosswalks completed in Bellevue, Frank, Hillcrest, and Coleman. Program is presently in Blairmore

- **Development and Trades**

Facility Maintenance:

- Turn on water at outdoor facilities.
- Turn on irrigation systems.
- Completed all follow-up work at the pool after 2021 barrier free upgrade.
- General maintenance tasks.
- Curling Lounge – furnace part is still not delivered.
- Developing preventative maintenance work schedules and facility life-cycle assessments.
- Repaired library concrete steps, patio and walkway.

Planning and Development:

- Municipal Planning Commission – one meeting in June (6 DPs, 0 Subdivision).
- Municipal Historic Resources Advisory Committee – one meeting in June.
- SDAB – no hearing in June.
- Aurora Lifestyles Communities – Phase 1 construction recommenced in April. Shallow utilities are installed. Surface works recommenced in May. Surface works to be completed in July.
- Bellevue townhouse development (Trilogy Real Estate Group) - development agreement signed and security deposit paid; engineering design drawings are in the review process.
- Landfills investigation – the project was awarded to Associated Environmental (Associated Engineering). Project kick-off date is July 11, completion date in November 2022.
- Land Use Bylaw amendments: Tourist Homes, Omnibus No. 2, minimum floor area R-1.
- Policies: review of several policies, new Mobile Vending Permit Policy.

Key Performance Indicators (KPIs):

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
Facility Maintenance – Plumbing, Construction, Electrical		
Work Orders - issued / closed	60 / 56	282 / 246
Planning & Development		
Development permit applications - received / issued	25 / 16	129 / 101
Compliance Certificate requests processed	17	59
Business Licences reviewed	5	53
LUB enforcement – new / active	5 / 0	11 / 19
LUB amendment, road/MR closure - new / active	6	18
Subdivision applications – new / active	0	12
Safety Codes		
Building permits - issued / inspections / closed	15 / 33 / 8	90 / 139 / 48
Electrical permits - issued / inspections / closed	24 / 24 / 12	85 / 113 / 70
Gas permits - issued / inspections / closed	11 / 24 / 18	47 / 89 / 60
Plumbing permits - issued / inspections / closed	9 / 27 / 20	42 / 71 / 45
PSDS permits - issued / inspections / closed	1 / 0 / 0	3 / 2 / 1

Protective Services

- **Fire**
 - Mountain Pine Beetle project continuing (approx. 60 infected trees)
 - Structure fire (garage)
 - FPA boundary bylaw
- **Peace Officer**
 - July enforcement focus:
 - Community Standards Bylaw
 - Fire and burning bylaw

Category	Month (June)	Year to Date
Number of Charges Laid	18	231
Cases Generated (Incident Count)	38	253
Cases: Requests for Service	34	142
Cases: Officer Observed	3	97
Cases: Received from outside Department/Agency (i.e. RCMP)	1	6
Vehicle Removal Notices	2	10
Vehicles Towed	1	3
Positive Ticketing	7	16
Projected Fine Revenue **	\$4,445	\$56,597

Please note that not all warnings are documented. Some traffic stops or public contacts do result in undocumented warnings.

Note** Fine revenue is subject to change through court process

- **Agriculture and Environment**

- Ag Fieldman hired and onboarding
- Annual grant report submitted
- 40 kg of Noxious and Prohibited weeds destroyed
- 36 noxious weed inspections completed
- 11 Prohibited Noxious weed sites inspected

Pass Powderkeg Ski Area

- New bike trail construction has started with 70+% of rough work completed as of June 30.
- Attended CNP Learning Ecosystem meetings
- Yurt work is nearly complete, summer staff have been working to finish rock work on the yurt platform.
- The Rumhead Bikefest/Norco Canadian Enduro Series was a major success with over 215 racers competing in the two-day event with at least 500 attendees throughout the weekend.
- Barebones Orienteering event has over 100 registrants for the 2-day event.
- Snowcat summer maintenance is nearly finished. Waiting on final drives to come back after rebuilding.
- Lower lift maintenance has started with sheave rebuilds ongoing.
- Planning for next season has started with supplies coming in ahead of schedule in case of supply chain issues.
- Working with Community Services to simplify the events process for events at PPK.

Community Services

- Curling Club Lease renewal started
- Sinister 7 event held July 9th and 10th
- Sole Survivor special event processed.
- Pistol Club lease complete.
- Dog park fence install to start.
- Still waiting on cement for boat ramp
- Outdoor washrooms to arrive late August now.
- Bellecrest Summer Kickoff special event processed.
- Minotaur Sky Race event hosted.
- Frank playground ordered, delivery in September.
- Beautification project - Planters are out
- Coleman Canada Day special event processed.
- Boat ramp - material ordered

- **Parks / Arena**
 - Self-watering planters out and being planted
 - Circus successful turnout at the Complex
 - Soccer finished
 - Setup for Sinister 7 event.
- **FCSS**
 - Grant applications have gone out – deadline July 31
 - Developing 2022/2023 Fall winter handbook
 - Planning for Movies in the Park – July 15 and August 13
 - Meals on Wheels coordination
- **Programming**
 - Planning summer camps – Gymnastics (4) and (1) Soccer Camp in August
 - Registration for Aqua Yoga
 - Registration for Summer camps
 - Walking Trail signage updating is in progress – working on new mapping
 - Memorial bench program started
 - Community Handbook information for Fall Winter Book
 - Beautification – Flowers
 - Open Gym
 - Movie Night in the Park
 - Fall winter programming planning – Aerial Yoga room set up
 - Summer gym walk started
 - Pickle ball summer season started
 - Inter-Agency meeting
 - Southern Alberta Recreation Assoc. general meetings
 - Maintenance check of walking trails
 - 2 new Coaches started training for Gymnastics



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 7.e

Subject: Budget 2023 Calendar and Development Guidelines

Recommendation: That Council approve the Budget 2023 Calendar and the Budget 2023 Development Guidelines.

Executive Summary:

Budget 2023, along with a forecast for 2024 and 2025, will provide a foundation for the Municipality to meet public service and infrastructure needs of the residents. In addition, the budget guidelines will provide information to residents and other interested parties in learning about Council's thought process in developing the Municipality's annual budget. It is also the time for Council to identify new initiatives they would like brought forward as part of the draft budget. These initiatives could be a change in an existing service level, staffing, or something completely new. By Council identifying these initiatives upfront, it gives Administration time to explore costing and implementation prior to presenting the draft budget.

Relevant Council Direction, Policy or Bylaws:

The Municipal Government Act Section 242 (1) states that each Council must adopt an operating budget for each calendar year.

Discussion:

To ensure budgets are completed in a consistent and timely basis, best practice is to establish a written process to ensure coordination of the budget process. The first step in the process is the development and communication of the guidelines to be used in the preparation of the budgets. Each year Administration prepares the Guidelines and Calendar with key dates for Council's review and approval (documents attached). Once the Guidelines and Calendar are approved, Administration will begin building the budgets and notifying the various groups of the timelines for presentations.

Administration has included a sample form for Council to develop their new initiatives. The form is available electronically and can be accessed: <https://forms.gle/NSRBMHP2fnyn47N69>, The key fields to be completed are Initiative Name and Initiative Details/Description. Please provide enough detail

to enable Administration to flush out the initiative and provide a cost estimate. An optional field has been provided if Council wishes to set a maximum amount to be spent for the year (eg \$20,000 to do additional pot hole repair). If there are no initiatives identified by Council, Administration will proceed with preparing Budget 2023 assuming the existing services level of 2022 will be maintained.

There are a few changes included in the Guidelines document for 2023. There is a major change in CPI for 2022, as a result Administration has identified the shortfall being built into the 2023. According to Statistics Canada, CPI for Alberta has gone from 4.8 in January to 7.1 in May and Canada CPI has gone from 5.1 in January to 7.7 in May. The markets do not agree on how high inflation will climb nor what the expected 2022 year over year average will end up. CIBC investment group is projecting 2022 will be 6.4 and TD investment is projecting 5.0. Both institutes are projecting 2023 will be back down to 2%. Under Guideline number 7 Reserves, Administration is recommending increasing the transfer to reserves from 3% as previously approved under the 2022 budget guidelines to 4% for 2023, 5% for 2024 and 6% for 2025.

Once approved, the proposed budget development guidelines and calendar will help to ensure the budget is prepared in a manner that is consistent with Council's direction. The guidelines are necessary to ensure everyone involved in developing the budget, especially Administration, knows what is expected, thereby minimizing misunderstanding and extra work. The goal is to have Budget 2023 along with 2024 and 2025 projections approved by December 8, 2022.

Analysis of Alternatives:

N/A

Financial Impacts:

Approval of the 2023 Budget

Attachments:

[02_2023_Budget_Timetable \(1\).docx](#)

[03_2023_Budget_Development_Guidelines.docx](#)

[screenshot-docs-google-forms-d-1rKcnSCK8mUKmdpACiObSLsOBLJBL0axGekEj-XklOPs-edit-2022-06-28-16_11_20 \(1\).pdf](#)

2023 BUDGET DELIBERATION CALENDAR

July 12, 2022 – 7 PM <i>Regular Council Meeting</i>	<ul style="list-style-type: none"> ○ 2023 Budget Calendar Approval ○ 2023 Budget Development Guidelines Approval ○ Council Initiative Process Review
August 08, 2022	<ul style="list-style-type: none"> ○ Council to submit Initiatives to Finance
August 18, 2022 – 1 PM <i>Special Budget Meeting</i>	<ul style="list-style-type: none"> ○ Review list of Council Initiatives for 2023 Budget
September 15, 2022 – 9 AM <i>Special Budget Meeting</i>	<ul style="list-style-type: none"> ○ 2023 New Initiatives Presentation by Operating Departments <ul style="list-style-type: none"> • Protective Services • Community Services • Corporate Services • Development & Trades • Operations / Public Works • Finance • Pass Powderkeg Ski Hill
October 13, 2022 – 9 AM <i>Special Budget Meeting</i>	<ul style="list-style-type: none"> ○ Review & Approve Category 1 & 2 Grant Applications ○ Council Committee & Board Budget Presentations: <ul style="list-style-type: none"> • Senior's Housing Authority • Municipal Library Board • Crowsnest Pass Community Pool Society
December 1, 2022 – 9 AM <i>Special Budget Meeting</i>	<ul style="list-style-type: none"> ○ Draft Budget Presentation ○ Public Input
December 8, 2022 – 9 AM <i>Special Budget Meeting</i>	<ul style="list-style-type: none"> ○ Additional Deliberation if Required
February 2023– TBA <i>Regular Council Meeting</i>	<ul style="list-style-type: none"> ○ Fees, Rates & Charges – First Reading ○ Tax Rate Bylaw - First reading
April 2023 – TBA <i>Regular Council Meeting</i>	<ul style="list-style-type: none"> ○ Fees, Rates & Charges – Second & Third Reading ○ Tax Rate Bylaw – Second & Third Reading



Budget 2023 Development Guidelines

The purpose of setting guidelines for Budget 2023 with 2024 and 2025 forecast is to formalize Council expectations and to provide a framework within which the budget can be developed and ultimately approved.

Guideline 1 – Inflation

THAT increases in operating expenses and projection for project costs be based on CPI (Canada and Alberta).

- 2022 – 4.0% Shortfall between budget and anticipated Inflation
- 2023 – 2.0%
- 2024 – 2.0%
- 2025 – 2.0%

Administration may deviate from these percentages where evidence indicates that historical numbers are inaccurate. The general inflation rate does not include contracted services as those will be budgeted using actual budget amounts.

Guideline 2 – Strategic Priorities

THAT each Municipal department be required to align its programs with the Strategic Priorities determined by Council and be required to directly identify how each program supports the stated priorities.

THAT Council discuss if the items deferred from Budget 2022 be included in the Budget 2023:

- Elks Hall Air Conditioning and Generator
- Oil Country Residential Arteries
- Personnel – Marketer
- Ball Diamond Expansion Hillcrest
- Magic Carpet Ski Hill
- Locomotive Restoration
- Relocate East Entrance Monument
- Lodge Renovation and Expansion

Guideline 3 – Capital Project Priorities

THAT Management work within the current 10 Year Capital Plan

THAT Council approves the 2024 Capital Plan.

THAT any additions to the capital plan be brought to Council for approval.

Guideline 4 – Service Levels

THAT Budget 2023 be developed based on existing service levels, unless specific areas are identified by Council for review.

Guideline 5 - Efficiencies

THAT Each Municipal department investigates and reports on cost containment and efficiency strategies.

Guideline 6 – New Services

THAT all requests for funding of new ongoing program items for Budget 2023 be separately presented for consideration by Council as “New Initiatives” and to be funded only if monies are available after basic service provision objectives have been met.

Guideline 7 – Reserves

THAT Budget 2023 reflect an ongoing commitment to the funding of reserves to support long-term planning and required infrastructure maintenance and replacement.

THAT the Municipality budget for reserves at the following rate: 4%, 5%, and 6% in years 2023, 2024 and 2025, respectively.

THAT the Municipality budget Utilities Reserves at a rate of 15% of all eligible expenditures.

Guideline 8 – Debt

THAT the Municipality enter Long-Term Borrowing as outlined in the 10-year capital plan

Guideline 9 – Transparency and Public Input

THAT Budget 2023 meetings be publicly advertised and open to the public and allow sufficient time for public comments and questions.

Guideline 10 – External Committees & Boards

THAT External Committees develop a program for 2023 that is supported with a budget that is presented to Council.

- Senior Housing Board
- Pass Community Pool
- Crowsnest Community Library



Section 1 of 2

2023 Budget Council Initiatives

For the 2023 Budget planning process, please include details of the new initiative that you would like for consideration. You will be able to submit a new form once you have submitted this one.

Your Name

Short answer text

After section 1 Continue to next section

Section 2 of 2

Initiative Details

Description (optional)

Initiative Name *

Short answer text

Initiative Details/Description

Please be as descriptive as possible. For example, if you would like Signage as a new initiative, please indicate what type ie: wayfinding, road, trail etc.

Long answer text

If you have a lump-sum amount that you would like to allocate to the initiative, please indicate it here.

Short answer text

Which goal(s) is this initiative aligned with? *

- ☐ Infrastructure (roads, sidewalks, water, sewer)
- ☐ Business retention and attraction
- ☐ Tourism
- ☐ Safe Community (fire, emergency response, weed removal)
- ☐ Quiet Neighbourhoods (property standards, bylaw enforcement)
- ☐ Services for Seniors
- ☐ Family and Community Support Services
- ☐ Active Living (recreational program offerings, trail system)
- ☐ Transparency and communication
- ☐ Community Engagement
- ☐ Arts and Culture
- ☐ Community and population growth
- ☐ Beautification



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 7.f

Subject: Business Façade Policy

Recommendation: That Council approves the Business Façade Policy 1709-01.

Executive Summary:

Council approved an initiative to develop a Business façade matching grant program for improvement to downtown core businesses. The grant is a fifty/ fifty (50/50) matching grant to a maximum contribution by the Municipality of \$1,000 for approved projects.

Relevant Council Direction, Policy or Bylaws:

This is a new Policy.

Discussion:

As part of the 2021 Budget discussion, Administration brought forward an initiative to provide a matching grant to businesses in the downtown core to improve the appearance of the front façade of the building. The intent of the program is to encourage businesses to improve the appearance of the front of the building by providing a matching grant up to \$1,000 for each building. This could include, signage, painting, improvement to entrance area or window screens (coverings). The program was to set aside \$10,000 per year and be available on a first come basis.

To encourage development in downtown cores, or other less desirable areas within the Municipality, some municipalities have developed incentive/grant programs. The City of Red Deer has a Leading Forward Economic Incentives program. The City of Lethbridge developed a policy known as Urban Core Property Improvement Grant Program. The City of Edmonton has a Storefront Refresh Grant Pilot Program which is similar to what the Municipality of Crowsnest Pass is presenting.

Analysis of Alternatives:

1. Approve the policy and move ahead with the program.
2. Make changes to the policy

3. Cancel the program.

Financial Impacts:

\$10,000 has been included in the budget for this program.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 7.g

Subject: Campground Update

Recommendation: That Council accepts the campground update report as information.

Executive Summary:

In response to a request by Council, Administration has outlined in the attached document definitions and standards for campgrounds within the Land Use Bylaw.

The attachment identifies operating campgrounds / resorts within the Municipality of Crowsnest Pass.

Land Use Districts that list "campground" as a discretionary use but are not currently operating a campground/ resort or have a development permit on file are mapped for information purposes.

Relevant Council Direction, Policy or Bylaws:

Motion 14-2022-04-26 Councillor Ward moved that Administration brings forward the Land Use Bylaw standards on campgrounds and a list of where campgrounds are allowed in the community.

Discussion:

See document attached.

Analysis of Alternatives:

1. Council may accept the report as information,
2. Council may provide direction to Administration or request further information.

Financial Impacts:

NA

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 7.h

Subject: Sole Survivor Trail Race Funding Request

Recommendation: That Council approves up to \$1,000 of funding for insurance for the Sole Survivor Trail Race.

Executive Summary:

The Sole Survivor Foot Race Society operates the annual Sole Survivor Race scheduled to take place on July 16, 2022. The race starts at Pete's Park and takes place on the Pass Powderkeg Trail System. The event is family focused and is run completely by volunteers. General Liability Insurance is required for events in the amount of five million dollars naming Municipality of Crowsnest Pass as an additional insured party. The Society was under the understanding that this event was covered by Municipal Insurance but, unfortunately, as it's not a Municipal event it is not covered under our insurance and separate insurance must be taken out by event organizers. The Society has been quoted a cost of \$880.00 for insurance for the event. This is an unbudgeted cost for them and they require financial assistance to meet this requirement.

Relevant Council Direction, Policy or Bylaws:

Policy 1201-04- Community Funding Support Policy

Discussion:

There are funds available for Category 3 events, however, as this event in its 20th year it does not meet the criteria that it is a new community event. This request would be outside of the policy. They are looking for the actual cost of insurance to be reimbursed so that they can have the insurance in place to properly run this event.

Analysis of Alternatives:

1. Pass motion to grant the funding
2. Defeat the motion to grant the funding

Financial Impacts:

Quoted amount of \$880.00.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 7.i

Subject: Alberta Municipalities (AM) Convention Attendees

Recommendation: That Council appoint the Chief Administrative Officer, the Mayor and two members of Council to attend the AM Fall Convention on September 21-23, 2022 in Calgary.

Executive Summary:

Annually Alberta Municipalities hosts a convention which provides an opportunity for the Mayor, Council Members and the Chief Administrative Officer to attend information sessions geared at Urban Municipal Officials, networking opportunities with other urban municipalities, and meetings with Provincial Ministers.

Two Councillors are appointed on a rotational basis to attend each convention to ensure that each Councillor is afforded the opportunity to attend conventions.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

Two members of Council in addition to the Mayor and CAO are appointed to attend the AM Fall Convention on September 21-23, 2022 to be held in Calgary at the TELUS Convention Centre.

Host City Reception

The City of Calgary will be hosting their city reception on Wednesday, September 21 at approximately 6:00 pm. Tickets for the reception are usually available at the time of registration. Councillors planning to attend the convention should advise of their intention to attend the reception.

Pre- Convention Education Opportunities

Council's Role in Land Use and Development Approvals (EOEP) - Full Day Session on September 20, 2022

For those Councillors who were unable to participate in this course in May and June, the training is

being offered as a full day session prior to the convention. This may be a consideration when choosing to attend the convention.

Analysis of Alternatives:

N/A

Financial Impacts:

- Early bird registration is available up until August 10th with the cost going up by \$150.00 per registrant after that date.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 12, 2022

Agenda #: 7.j

Subject: Clarification of Meeting with the Chamber of Commerce

Recommendation: That Council clarify the meeting and attendees required for the Chamber of Commerce meeting.

Executive Summary:

As per earlier Council direction to schedule a meeting with some members of Council and the Chamber of Commerce, Mayor Painter has requested that all Council be in attendance which will change the scope of the meeting from informal to formal and a Special Council Meeting would need to be scheduled. Administration wanted to confirm Council's intention, as potential dates for an informal meeting were determined, however would no longer work if a formal meeting was now desired.

Relevant Council Direction, Policy or Bylaws:

On June 14, 2022, Council selected Mayor Painter and Councillors Kubik and Girhiny to attend the meeting.

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments: