



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, June 21, 2022 at 7:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

- 3.a Minutes of the Municipal Library Board of April 26, 2022
- 3.b Mayor Snodgrass of High River - Notification of A Coal Policy for Alberta Email Correspondence of June 8, 2022.
- 3.c Salim Shah Mohamed - Concerns Regarding Relaxing of Road Development Specifications
- 3.d County of St. Paul Letter of Concern About Rising Costs of Alberta Utility Fees of June 14, 2022.
- 3.e Crowsnest Cando - Revive The Roxy Project - Letter of Support and 2023 Budget Request Letter of June 10, 2022

**4. ADOPTION OF MINUTES**

**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.

- 6.a Jarrod Elliott - Disc Golf Presentation

**7. REQUESTS FOR DECISION**

- 7.a Bylaw 1103, 2021 - Land Use Bylaw Amendment to Regulate Tourist Homes - *Council Check-in*
- 7.b Bylaw 1112, 2022 - Amendment to the Business License Bylaw - *First Reading*
- 7.c Bylaw 1125, 2022 - Amendment to the Fees, Rates & Charges - *First Reading*
- 7.d Bylaw 1126, 2022 - Urban Service Area Bylaw - *First Reading*
- 7.e Request for Coverage on Deputy Mayor Schedule in Mid-July

**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**

**12. ADJOURNMENT**





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

**Meeting Date:** June 21, 2022

**Agenda #:** 3.a

**Subject:** Minutes of the Municipal Library Board of April 26, 2022

**Recommendation:** That Council accept the Minutes of the Municipal Library Board of April 26, 2022 as information.

**Executive Summary:**

Minutes of Internal Boards and Committees are provide to Council for their information.

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

1041, 2020 Procedure Bylaw

**Discussion:**

The Municipal Library Board provides their minutes to keep Council apprised of activities of the board.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[CNP Library board meeting Tuesday, April 26, 2022 with attachments.pdf](#)

## **Minutes**

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

**Guest:** Pauline Desjardins.

- 1. Call to Order-** Erin called the meeting to order at 1:32pm
- 2. Adoption of Agenda** - April 26, 2022  
Erin made a motion to adopt the agenda as amended. Gale seconded. Motion carried.
- 3. Adoption of Minutes** - March 22, 2022  
Gale made a motion to adopt the minutes. Margaret seconded. Motion carried.
- 4. Friends of the Library update:** presented by Pauline Desjardins
- 5. Librarians Report** (attached)
- 6. Financial Report** (attached)  
Doreen made a motion to adopt the financial report. Margaret seconded. Motion carried.
- 7. Audit 2021 (attached)-** presented by Diane  
Gale made a motion to approve audit 2021 as presented. Erin seconded. Motion carried.
- 8. Diane's Evaluation-** Erin will do a review in June.
- 9. Literacy Foundation-** presented by Margaret
- 10. Meeting Adjournment**  
Nicole made a motion to adjourn the meeting at 2:23pm.

**Next Regular Meeting: May 24, 2022 at 1:30pm**

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

## Librarians Report

April 26, 2022

### Programming

- We did daily programs for kids during Easter Break.
- Chinook Arch provided a Bee searching activity with seeded bookmark prizes.
- 40 DA movie nights are well attended. Another one is planned for Youth Week.
- Youth week is the first week in May, and we are hosting an evening.
- Kids Kollege has asked us to start visiting again. First visit is in May.
- Rean has started planning for the Summer Reading Program.
- We have started some passive programming with treasure hunts and maker space that are available at any time.
- Nintendo Switch has been purchased through Friends of the Library.
  - Rean is working out what games to purchase with it.
  - Switch will be used during our Youth Week event.
  - Further programming and usage will commence soon.

### Financial Audit

- Financial information for 2021 has been submitted to the Auditor (BDO).

### Chinook Arch

- Southern Alberta Library Conference is April 29th.
- Udemy is now available.
  - On-demand learning for in-demand skills.
  - <https://crowsnestpasslibrary.ca/elibrary/eservices/udemy>

### New in the Library

- New Staff Laptop has been purchased
- Increase in proctoring requests.
- Website updates
  - Services <https://crowsnestpasslibrary.ca/services/facility-rental>
  - Library lists link on top of page
    - [https://crowsnestpass.bibliocommons.com/user\\_profile/90796995](https://crowsnestpass.bibliocommons.com/user_profile/90796995)
  - Looking at adding the Friends to our site, similar to Coaldale Library
    - <https://coaldalelibrary.ca/about-us/friends-of-the-library>

6

The Municipality of Crowsnest  
Pass Library Board

STATEMENT OF CASH  
RECEIPTS AND DISBURSEMENTS  
DECEMBER 31, 2021  
(unaudited)

Draft - Subject to Change

The Municipality of Crowsnest Pass Library Board  
Financial Statement  
For the year ended December 31, 2020

CONTENTS

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Independent Practitioners Review Engagement Report	2
Financial Statement	
Statement of Cash Receipts and Disbursements	3-9
Notes to Financial Statement	10

Draft - Subject to change



Tel: 403-328-5929  
Fax: 403-328-9534  
www.bdo.ca

BDO Canada LLP  
600 Melcor Centre  
400 – 4 Avenue South  
Lethbridge, Alberta  
T1J 4E1

## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Board of Directors of  
Municipality of Crowsnest Pass Library Board

We have reviewed the statement of cash receipts and disbursements of the Municipality of Crowsnest Pass Library Board for the year ended December 31, 2021, and a summary of significant accounting policies and other explanatory information. The statement of receipts and disbursements has been prepared by management on the cash basis of accounting.

### Management's Responsibility for the Financial Statements

The Municipality of Crowsnest Pass Library Board is responsible for the preparation and fair presentation of the statement of cash receipts and disbursements in accordance with the cash basis of accounting, and for such internal control as management determines is necessary to enable the preparation of the statement of cash receipts and disbursements that are free from material misstatement, whether due to fraud or error.

### Practitioner's Responsibility

Our responsibility is to express a conclusion on the statement of cash receipts and disbursements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of the statement of cash receipts and disbursements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on the statement of cash receipts and disbursements.

### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the statement of cash receipts and disbursements do not present fairly, in all material respects, the financial position of the Municipality of Crowsnest Pass Library Board as at December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with the cash basis of accounting.

Chartered Professional Accountants

Lethbridge, Alberta

April 29, 2022

Return this completed form, or financial review, signed by your financial reviewer along with your budget and your signed grant application form by mail or email to:

Alberta Municipal Affairs  
Public Library Services Branch  
17th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L4  
Phone: (780) 427-4871  
libgrants@gov.ab.ca

Financial reporting requirements are set out in Section 9 of the Libraries Act:

<https://www.alberta.ca/provincial-public-library-legislation-and-policies.aspx>

## 2021 Statement of Receipts and Disbursements

Original or emailed copies are accepted



## Financial Review

For the: Municipality of Crowsnest Pass Library Board

Legal name of library board\*

\*The name must match the legal library board name on the grant application form

To be completed by the person/firm approved by municipal council as financial reviewer (as per section 9 or 12.7 of the Libraries Act), not a library board member.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

RECEIPTS FOR YEAR		Reporting Period 2021
Cash balance at beginning of year, January 1		
01	Cash on hand	\$150.00
02	Total in current bank accounts	\$12,936.70
03	Total in savings accounts	
04	Term deposits	
05	Other committed funds (e.g. trust funds and bequests)	
06	<b>TOTAL OPENING CASH ON HAND (add lines 01 to 05)</b>	<b>\$13,086.70</b>
Government contributions		
07	<u>Local appropriation (Cash transfer from your municipality for operations)</u>	\$131,600.00
08	<u>Provincial library operating grant (do not combine with other provincial funding)</u>	\$31,907.00
Other government contributions		
09	Cash transfer from <u>neighbouring municipality</u>	
10	Cash transfer from <u>another municipal or intermunicipal library board</u>	\$1,500.00
11	Cash transfer from <u>regional library system</u> (e.g. Library Services Grant)	
12	Cash transfer from Improvement District/Summer Village	
13	Cash transfer from School board, FCSS	
14	Employment programs (e.g. Canada Summer Jobs)	
15	Other grants (e.g. capital grants from your municipality, CFEP, CIP) please list	
15a		
15b		
15c		
Other revenue		
16	Book sales	\$729.60
17	Fundraising (donations and other fundraising activities, incl. from Friends groups)	\$1,408.20
18	Fees and fines (card fees, fines, non-resident deposits)	
18a	Fees	
18b	Fines	\$86.34
19	Program revenue	
20	Room rentals	
21	Other service revenue (e.g. photocopying, faxing, contracts)	\$1,394.10
22	GST refund	\$1,206.65
23	Interest	\$103.24
24	Transfers from reserve accounts	
25	Other income (please list)	
25a	<u>Coffee</u>	\$10.00
25b	<u>CNP/PC Landfill Association</u>	\$1,000.00
25c		
26	<b>TOTAL CASH RECEIPTS (add lines 07 to 25)</b>	<b>\$170,945.13</b>
27	<b>TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 26)</b>	<b>\$184,031.83</b>

CASH DISBURSEMENTS FOR YEAR		Reporting Period 2021
Staff		
28	Salaries, wages and benefits	\$129,357.03
29	Honoraria (volunteers)	
30	Moving expenses	
31	Course or conference fees	\$301.40
32	Travel and hospitality (staff)	
33	<b>TOTAL STAFF EXPENSE (add lines 28 to 32)</b>	<b>\$129,658.43</b>
Library resources		
34	Books (include freight and purchased cataloguing; <u>do not</u> include money you transfer to your library system for book purchases, that info goes on line 59)	(\$245.04)
35	Periodicals and newspapers	
36	Non-print materials (e.g. audio-visual materials, loanable objects)	
37	Digital and electronic resources	
38	<b>TOTAL LIBRARY RESOURCES (add lines 34 to 37)</b>	<b>(\$245.04)</b>
Administration		
39	Audit and/or annual financial review	
40	Board expenses (incl. honoraria, travel, course and conference fees)	
41	Equipment rentals and maintenance	
42	Contracts for services (e.g. bookkeeping, IT services)	
43	Legal fees, bank charges, refunds and deposits	\$242.39
44	Library supplies (incl. binding & repair)	
45	Association memberships ( <u>Do not include payments to a regional library system, that info goes on line 59</u> )	\$300.00
46	Postage and box rental	
47	Program expense (incl. publicity/advertising, equipment rental, artist's fees)	\$1,750.55
48	General office supplies (incl. stationery, printing and copier supplies)	\$2,936.08
49	Telephone and telecommunications (incl. internet connections)	\$1,293.34
50	Other materials and supplies	
51	Other expenses	\$2,367.53
52	<b>TOTAL ADMINISTRATION EXPENSE (add lines 39 to 51)</b>	<b>\$8,889.89</b>

CASH DISBURSEMENTS FOR YEAR (cont'd)		Reporting Period 2021
Building costs		
53 Insurance		
54 Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)		\$9,556.27
55 Utilities		\$9,642.48
56 Occupancy costs (e.g. share of building costs in joint-use buildings)		
57 Rent		
58 TOTAL BUILDING EXPENSE (add lines 53 to 57)		\$19,198.75
Transfer payments		
59 Transfer to other library boards (please specify boards: may include municipal or library system boards for membership fees, etc.)		
59a Chinook Arch Regional Library System		\$19,952.74
59b		
59c		
59d		
59e		
59f		
60 Contract payments to library societies (please list)		
60a		
60b		
60c		
60d		
61 TOTAL TRANSFER PAYMENTS (add lines 59 and 60)		\$19,952.74
62 TOTAL OPERATING EXPENDITURE (add lines 33, 38, 52, 58, and 61)		\$177,454.77
63 Loan interest and payments		
64 Transfer to other accounts (e.g. capital, operating reserves)		
Capital expenditures		
65 Building repairs and renovations (e.g. roof, carpet, partitions)		
66 Furniture and equipment (incl. computer hardware)		\$3,120.42
67 Other (please list)		
67a		
67b		
68 TOTAL CAPITAL EXPENDITURE (add lines 65 to 67)		\$3,120.42
69 TOTAL CASH DISBURSEMENTS (add lines 62, 63, 64, 68)		\$180,575.19

Cash balance at end of reporting year		
70 Cash on hand		\$150.00
71 Total in current bank accounts		\$3,306.64
72 Total in savings accounts		
73 Term deposits		
74 Other committed funds (e.g. trusts and bequests, reserves, capital)		
75 TOTAL CASH ON HAND (add lines 70 to 74)		\$3,456.64
76 TOTAL CASH ACCOUNTED FOR (add lines 69 and 75)		\$184,031.83

## Summary of cash receipts and disbursements statement

For the year ended December 31, 2021

	Reporting Period 2021
Total cash receipts for the year (from line 26)	\$170,945.13
SUBTRACT Total cash disbursements for the year (from line 69)	\$180,575.19
Net cash increase or (decrease) from operations	(\$9,630.06)
ADD Total opening cash on hand and in bank (from line 6)	\$13,086.70
TOTAL CLOSING CASH ON HAND IN BANK (from line 75)	\$3,456.64

Please continue on to page 7 if your municipality made any payments on behalf of the library board.

Please have the Municipal Administrator fill out page 7.

## Direct Payments - Receipts and Disbursements

Costs paid directly by the municipality on behalf of the library board are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit Do not include in kind contributions. The funds in lines a. through L. should not be included in the library board's financial review. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's financial review and should not be included on this form.

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)		Reporting Period 2021
a. Library Staff (e.g. salaries, wages and benefits. DO NOT include expenditures for municipal staff)		
b. Building maintenance (e.g. janitor, supplies, maintenance, repairs)		
c. Insurance		\$6,686.27
d. Utilities		
e. Audit/financial review		\$4,134.00
f. Rent (paid to private landlord, not to municipality)		
g. Telephone/Internet		
<b>H. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines a. to g.)</b>	<b>\$</b>	<b>10,820.27</b>
Other expenditures paid by municipality		
i. Municipal staff costs (e.g. if a municipal employee spends a portion of time on library business)		
j. Debenture interest and principal		
k. Capital or special grants (one-time grants)		
l. Library system membership (If your municipality is a member of a regional library system, report only the amount the municipality paid in membership fees/levies to the library system for the reporting period)		\$42,370.64
<b>M. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines i. to l.)</b>	<b>\$</b>	<b>42,370.64</b>

I, \_\_\_\_\_, Administrator of  
(please print name)

\_\_\_\_\_  
(name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality  
in providing the indicated services to the

\_\_\_\_\_  
(legal name of library board)

Signature: \_\_\_\_\_

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

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# THE MUNICIPALITY OF CROWSNEST PASS LIBRARY BOARD

## NOTES TO STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

December 31, 2021

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### 1. SIGNIFICANT ACCOUNTING POLICIES

The Municipality of Crowsnest Pass Library Board provides a library service to Crowsnest Pass. The accounting policies are not in accordance with Canadian public sector accounting standards.

#### a) Basis of Presentation

The library uses the cash basis of accounting, and accordingly, no recognition has been given to accounts receivable, prepaid expenses, accounts payable or deferred contributions of an income or expense nature.

#### b) Contributions-In-Kind

The library does not record non-cash contributions of goods or services.

#### c) Cash and Cash Equivalents

Cash and cash equivalents are defined as cash, balances with banks, bank overdrafts, and short term deposits with term maturity of three months or less from year-end

### 2. INCOME TAXES

The library is exempt from income taxes because of its not-for-profit status under the Canadian Income Tax Act



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

**Meeting Date:** June 21, 2022

**Agenda #:** 3.b

**Subject:** Mayor Snodgrass of High River - Notification of A Coal Policy for Alberta Email Correspondence of June 8, 2022.

**Recommendation:** That Council accept the correspondence from Mayor Snodgrass as information.

**Executive Summary:**

Correspondence received is provided to Mayor and Council at the subsequent meeting of Council.

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

1041, 2020 Procedure Bylaw

**Discussion:**

Email correspondence was received from Mayor Snodgrass of High River advising of the availability of a document entitled - "A Coal Policy for Alberta - 2022 and Beyond" for informational purposes.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2022 06 08 - Mayor Craig Snodgrass, High River - A Coal Policy for Alberta.pdf](#)



## Bonnie Kawasaki

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**From:** reception  
**Sent:** June 8, 2022 3:43 PM  
**To:** Bonnie Kawasaki  
**Subject:** FW: A Coal Policy for Alberta - 2022 and Beyond

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**From:** Jody Hipkin <JHipkin@highriver.ca>  
**Sent:** June 8, 2022 3:36 PM  
**To:** reception <reception@crowsnestpass.com>  
**Subject:** A Coal Policy for Alberta - 2022 and Beyond

June 8, 2022

Mr. Blair Painter  
Municipality of Crowsnest Pass  
Via email: [reception@crowsnestpass.com](mailto:reception@crowsnestpass.com)

**RE: A Coal Policy for Alberta – 2022 and Beyond**

The Town of High River Mayor and Council is grateful for the ongoing support that they have received through the previously passed Town of High River Coal Policy Resolution.

On May 24, 2022 the Town of High River Mayor and Council passed the following resolution:

*Coal Policy - A Coal Policy for Alberta - 2022 and Beyond Resolution #RC101-2022*

**WHEREAS** coal exploration and development will impact water resources for downstream communities affecting businesses, residents, ranchers, farmers and ecosystems;

**AND WHEREAS** coal exploration and development is causing irreparable damage to the landscapes and watersheds as well as adversely affecting the public's access, use and enjoyment of Crown lands on the Eastern Slopes of Alberta;

**BE IT RESOLVED THAT** Council endorse the proposed policy titled – “A Coal Policy For Alberta – 2022 and Beyond” prepared by a Grassroots Coalition of Albertans including policy experts, indigenous groups, conservationists, recreation groups, ranchers and landowners;

**AND THAT** Council directs administration to send this document to all other urban, rural and first nations municipalities throughout Alberta and Saskatchewan asking them to endorse and sign on.

The “[A Coal Policy for Alberta – 2022 and Beyond](#)” document can be downloaded for your organization by visiting the link. The Town of High River does not require an endorsement signature in response to this letter, it is merely for informational purposes only.

If you wish to sign on and support this policy, please visit [www.acoalpolicyforalberta.com](http://www.acoalpolicyforalberta.com). Your municipality will be added to the large list of supporters.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig Snodgrass". The signature is stylized with a large, sweeping "S" and "G" that loop around the name.

Mayor Craig Snodgrass



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

**Meeting Date:** June 21, 2022

**Agenda #:** 3.c

**Subject:** Salim Shah Mohamed - Concerns Regarding Relaxing of Road Development Specifications

**Recommendation:** That Council accept the correspondence from Salim Shah Mohamed, Concerns Regarding Relaxing of Road Development Specifications of June 13, 2022 as information.

**Executive Summary:**

Correspondence received is provided to Mayor and Council at the subsequent meeting.

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

1041, 2020 Procedure Bylaw

**Discussion:**

A letter was received from Salim Shah Mohamed noting his concerns regarding relaxing of road development specifications in consideration of a neighboring subdivision.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2022 06 13 - Salim Shah Mohamed - Concerns Regarding Relaxing of Road Development Specifications.pdf](#)

1716 108 street  
Blairmore, AB  
T0K0E0

June 12, 2022

RECEIVED  
JUN 13 2022

Dear Mayor/Council,

I am writing this letter in regard to Trevor Hay's request to relax the Municipality's road development specifications for York Creek.

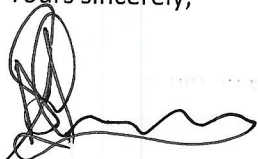
Our engineer did an extensive analysis on the unique characteristics of this mountain road and the slope of the hill adjacent to the road. He clearly explained why the specifications were necessary.

I bring your attention to a new development that has occurred. I have lived at 1716 108st for 27 years. This year, after a heavy winter, I am now having to deal with water, and damage that comes with water in my finished basement.

The only change that has occurred is, Mr. Hay clear cut the Municipality land adjacent to this road. I am concerned that relaxing any adherence to the York Road specifications will exacerbate the problems that I am going to have to deal with in the future.

Thank you for your consideration.

Yours sincerely,



Salim Shah Mohamed



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

**Meeting Date:** June 21, 2022

**Agenda #:** 3.d

**Subject:** County of St. Paul Letter of Concern About Rising Costs of Alberta Utility Fees of June 14, 2022.

**Recommendation:** That Council accept the correspondence from Mayor Snodgrass as information.

**Executive Summary:**

Correspondence received is provided to Mayor and Council at the subsequent meeting of Council.

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

1041, 2020 Procedure Bylaw

**Discussion:**

Email correspondence was received from the County of St. Paul outlining concern and supporting other municipalities who have also voiced concerns over the rising costs of Alberta utility fees.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[Alberta Rising Cost of Utility Fees.pdf](#)

# COUNTY OF ST. PAUL

5015 – 49 Avenue, St. Paul, Alberta, T0A 3A4  
www.county.stpaul.ab.ca

*Our Mission - To create desirable rural experiences*



June 14, 2022

Alberta Utilities Commission  
106 Street Building  
10<sup>th</sup> Floor, 10055-106th  
Edmonton, AB  
T5J 2Y2

## **RE: Rising Cost of Alberta Utility Fees**

There have been numerous municipalities throughout Alberta that have voiced their concern to the AUC about the current rising cost of utility fees for both electricity and natural gas.

The County of St. Paul No.19 is echoing and supporting those municipalities by submitting this correspondence and is asking for the Commission to reevaluate the fees being charged on top of the actual usage fees, and the amount of profit corporations are making off our County residents and all Albertans. The fundamentals of utilities shouldn't be an opportunity for corporate profit.

Over the past couple of years, Albertans have been faced with an extreme economic recession, the stress of the pandemic combined with rising employment uncertainty and inflation impacting food, fuel, supply shortages and housing. Individual residents are not the only ones stricken by the current utility fees, business big and small, including non-profits are struggling to keep their doors open due to the ever-increasing cost of utilities.

We urge you to take the time to consider what the rising cost of Alberta's utility fees are doing to our residents. Now is not the time to be financially stressing Albertans more by increasing utility fees, but rather a time to support all Albertans through this difficult economic time.

Sincerely,

Glen Ockerman  
Reeve  
Cc: David Hanson, MLA  
RMA Membership  
AUMA Membership



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

**Meeting Date:** June 21, 2022

**Agenda #:** 3.e

**Subject:** Crowsnest Cando - Revive The Roxy Project - Letter of Support and 2023 Budget Request  
Letter of June 10, 2022

**Recommendation:** That Council provide a letter of support to Crowsnest Cando for the CFEP grant and consider adding their request to the 2023 Budget Deliberations package.

**Executive Summary:**

Correspondence received is provided to Mayor and Council for their information and consideration.

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

1041, 2020 Procedure Bylaw

**Discussion:**

Correspondence was received from Howard Vandenhoeft of Crowsnest Cando with a request to provide a letter of support for their application to the Community Facility Enhancement Program (CFEP) and further for Council to consider a grant request for \$250,000 for the Revive the Roxy Project.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

\$250,000 grant.

**Attachments:**

[2022 06 10 - Crowsnest Cando - Revive The Roxy - LOS and 2023 Budget Request.pdf](#)



RECEIVED

JUN 10 2022

MUNICIPALITY OF  
CROWSNEST PASS

June 9, 2022

Patrick Thomas, CAO,  
Municipality of Crowsnest Pass

I am writing to ask for a letter of support for the Crowsnest Cultural & Recreation Society's (Crowsnest Cando) Revive the Roxy project. We are currently applying for the Community Facility enhancement Programme (CFEP) Large Stream grant.

We would appreciate a letter of support reflecting councils 2022 approval of the \$22,000.00 grant support from the Municipal Reserves. Further, if it would be possible to reflect that Municipal Council is prepared to consider Crowsnest Cando's request for a grant of \$250,000.00 towards the Revive the Roxy Project as part of the 2023 Municipal Budget Submission process and deliberations in the fall of 2022.

Yours sincerely,



Howard Vandenhoe  
Communications Director, Crowsnest Cando







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

**Meeting Date:** June 21, 2022

**Agenda #:** 6.a

**Subject:** Jarrod Elliott - Disc Golf Presentation

**Recommendation:** That Council accept the Disc Golf Presentation as information.

**Executive Summary:**

A request was received from Jarrod Elliott to make a presentation to Council regarding the proposed Disc Golf Course.

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

1041, 2020 Procedure Bylaw

**Discussion:**

Jarrod Elliott will present his proposal for a disc golf course being considered for installation near the High School.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

Unknown

**Attachments:**

[CNP disc course - June 21, 2022.pptx](#)

# WHY A DISC GOLF COURSE IS RIGHT FOR THE CROWS NEST PASS

Presented by, Jorja Moses and the  
Unexperienced Professionals

# WHAT IS DISC GOLF?

- Similar to golf.
- There are differences however.
- The discs can range from a distance driver to a putter



# RECENT GROWTH OF DISC GOLF

- PDGA (Professional Disc Golf Association)
- The PDGA has also sanctioned over 6200 tournaments worldwide.
- COVID played a huge role in growing the sport

<https://www.pdga.com/news/2022-pdga-member-benefits>



PDGA

PROFESSIONAL  
DISC GOLF  
ASSOCIATION

# COURSE LOCATION

- Potential locations around town, and pin pointed the best location as being behind the high school.
- 9 holes would be perfect for the area we selected.

# COSTS



- Our estimated cost for the baskets is around \$5000.
- We have already raised \$\_\_\_\_\_.
- Signs and Tee markers could be made by the school.
- Set up will be volunteering.
- Costs of equipment to play, discs can be anywhere between \$15 - \$35.

# COURSE USE

- There is a lot of interest in this course from people all around the area.
- There is a Facebook page titled Pass disc golf that has 89 members.
- Seniors home
- This is just what the interest we have seen in the course.

<https://www.facebook.com/groups/1878528582341980>



# COURSE MAINTENANCE

- Keeping the course clean and usable
- Volunteer group(s)
- The volunteer group(s) can also clear any fallen tree branches or loose garbage laying around



# QUESTIONS?

- [unexperiencedpros@gmail.com](mailto:unexperiencedpros@gmail.com)



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

**Meeting Date:** June 21, 2022

**Agenda #:** 7.a

**Subject:** Bylaw 1103, 2021 - Land Use Bylaw Amendment to Regulate Tourist Homes - Council Check-in

**Recommendation:** That Council provide direction to Administration regarding Bylaw 1103, 2021 - Tourist Homes and other Bylaws that may require amendments related to Tourist Homes to move the bylaw forward for second and third reading.

**Executive Summary:**

Bylaw 1103, 2021 is a Land Use Bylaw amendment to introduce regulation of Tourist Homes. Administration has considered the input received from the January 25, 2022 and May 03, 2022 public hearings and from the Council Check-ins on May 17, 2022 and June 07, 2022. Council direction is required on the overall summary of bylaw amendments in order to move Bylaw 1103, 2021 forward.

**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 Sygutuk 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 Sygutuk 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

**Discussion:**

See the attached "Summary of Bylaw Changes" and the Community Maps with theoretical 100m and 200m setback distances from existing Tourist Homes that are presently operating with a Business License.

**Analysis of Alternatives:**

1. Council may advise Administration to make amendments and bring Bylaw 1103, 2021 back to Council for second and third reading.
2. Council may request further information of Administration or through public consultation that may be required to determine a decision.
3. Council may defeat the bylaw.

**Financial Impacts:**

N/A

**Attachments:**

[June 21 Summary of Bylaw Changes.docx](#)

# PROPOSED BYLAW 1103,2021 SUMMARY

June 21, 2022

## Land Use Bylaw No. 868-2013

### Short-Term Rental / Bed & Breakfast and Tourist Home Summary of proposed standards

#### Land Use Districts

Short-Term Rental /Bed & Breakfast	Residential R1-R5	Comprehensive Village	Grouped Country Residential GCR	Retail-Commercial C-1	Drive-In Commercial C-2	Non-Urban Commercial Recreation NUCR	Non-Urban Area
Permitted or Discretionary Use	Discretionary	Permitted	Permitted	Permitted	Discretionary	Permitted	Permitted
Maximum Occupancy	Maximum occupancy based on parking and number of bedroom standards in Schedule 19.						
Parking Standards	Minimum 1 stall per 4 guests in addition to the minimum 2 for the principal building. All trailers and ATVs must be accommodated on-site.						

Tourist Home	Residential R1-R5	Comprehensive Village	Grouped Country Residential GCR	Retail-Commercial C-1	Drive-In Commercial C-2	Non-Urban Commercial Recreation	Non-Urban Area
Permitted or Discretionary Use	Discretionary	Discretionary	Discretionary	Discretionary	Discretionary	Discretionary	Discretionary
Maximum Occupancy	6	8	Maximum occupancy based on parking and number of bedroom standards in Schedule 19.				
Parking Standards	Minimum 1 stall per 4 guests. The minimum stalls are in addition to the minimum 2 for the principal building except for a Tourist Home that occupies the entire principal building. All trailers and ATVs must be accommodated on-site.						

## Schedule 19

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

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#### 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. Refer to the definition of Primary Residence.

**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.

**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 and a Tourist Home may be allowed only in a land use district where Short-Term Rental 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 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 or Tourist Home, including for the reason that:
  - (a) Other Short-Term Rentals 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 standard of 200m between Tourist Homes within the Residential R-1 to R-5 land use districts.
4. A Short-Term Rental may offer for rent more than one rental unit, subject to the maximum occupancy and parking requirements stated below. 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 (i.e. Livingroom 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 or a Tourist Home.

<b>Tourist Home Land Use District</b>	<b>Maximum Occupancy</b>
<b>Residential R1-R5</b>	<b>6</b>
<b>Comprehensive Village</b>	<b>8</b>
<b>Grouped Country Residential - GCR</b> <b>Retail Commercial - C-1</b> <b>Drive-In Commercial - C-2</b> <b>Non-Urban Commercial Recreation - NUCR</b> <b>Non-Urban Area - NUA-1</b>	<b>Based on the number bedrooms and off-street parking requirements</b>

4. The number of rental units in and the maximum occupancy of the Short-Term Rental 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 or Tourist Home on a case-by-case basis.
5. A recreational vehicle shall not be used as accommodation for the landowner / operator, other residents of the property or for the Short-Term Rental or Tourist Home guests.
6. The off-street parking standards for a Short-Term Rental 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 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 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.
7. The Short-Term Rental 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 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 or Tourist Home operation.

8. The Short-Term Rental 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.
9. The landowner of the property on which a development permit for a Short-Term Rental or Tourist Home is issued shall be required as a condition of development permit approval to apply for a development permit to install one wall sign or freestanding sign not larger than 0.6m (2ft) by 1.2m (4ft).
10. The operation of a dwelling unit in a residential land use district as a Short-Term Rental 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.
11. A Tourist Home development permit shall only be valid as long as it coincides with an active Business Licence held by the same person or entity to whom the development permit was issued. If the Business Licence lapses, is revoked or transferred, the development permit will expire and a new application will be required to reinstate the development permit and subsequently the business licence. In the event that the property is transferred to a third party during the period that a development permit is valid, the development permit shall expire, and a new development permit application and business license would be required to continue the Tourist Home operation.
12. The Development Officer shall maintain an inventory by civic address and/or map of all Short-Term Rental 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.
15. 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 or Tourist Home.
16. 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].

17. The operator of a Short-Term Rental or a Tourist Home shall make available to their guests a copy of this schedule of the Land Use Bylaw, the Community Standards Bylaw, and the Fire and Rescue Services Bylaw
18. Contraventions/violations of this or any other municipal bylaw by the operator of a Short-Term Rental 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.

### Fees Rates and Charges Bylaw 1108, 2022

#### Summary of proposed changes

Business Licenses	
General - LocalBusiness	\$125.00 per annum
General - Local Business - Alberta Southwest Regional Alliance Addition	\$80.00
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 per annum
Tourist Home (Residential taxed properties only. Commercial properties as per the general fee)	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 <sup>st</sup> of each year. The fee payable for those Business License issued between the 1 <sup>st</sup> day of January and the 30 <sup>th</sup> day of September shall be the license fee for the full year and for those issued after September 30 <sup>th</sup> the Business License fee shall be one half (1/2) of the license fee for the full year.	



## Other Planning and Development Fees and Fines

<p>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).</p>	<ul style="list-style-type: none"> <li>• \$100 for the first citation.</li> <li>• \$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.</li> <li>• \$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.</li> <li>• <b>\$1000 per day for Advertising a "Tourist Home", "Short-Term Rental / Bed &amp; Breakfast" for greater occupancy than approved through the development permit.</b></li> <li>• Maximum fine - \$10,000 or imprisonment for not more than one year, or both.</li> </ul>
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## Business License Bylaw 1084, 2022 – Bylaw 1112, 2022

### Summary and proposed changes

#### 7. Appointment, Powers and Duties of Licensing Inspector

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

- a) The Licensing Inspector may suspend, refuse to grant, refuse to transfer, revoke, refuse to renew or impose conditions on a Business License under this Bylaw if, in the opinion of the Licensing Inspector, there are reasonable grounds to do so, including, without limitation, if the Licensing Inspector is of the opinion that:
- b) The Licensee or the Applicant is not bona fide;
- c) The licensee or the Applicant has contravened the provisions or requirements of this Bylaw or any other bylaw of the Municipality or any applicable Provincial or Federal licenses, permits, approvals clearances and/or insurances;
- d) The Business has changed to the extent that a new Application for a Business License would be refused;
- e) The Licensee or the Applicant is not worthy of public trust;
- f) The Licensee or the Applicant has withheld or concealed information from the Licensing Inspector or has provided false information on an Application for a Business License;
- g) The Licensee or the Applicant refused to admit the Licensing Inspector into the Business Premises, vehicle or apparatus from which the Business is carried out;

## **11. Penalty**

- 11.1 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.

## **14. Transfer of License**

- 14.1 An existing Business License issued under this Bylaw may be transferred upon application to and approval by the Licensing Inspector in the following circumstances:
- a) When the transfer is from one Licensee to another for the same Business in the same Business Premises; or
  - b) When the transfer is for a change of civic address from one business premises to another for the same Licensee and Business.
- 14.2 All Business License transfers must comply with the provisions of this Bylaw and the Land Use Bylaw and any other Bylaw of the Municipality.
- 14.3 A Licensee may not apply for a Business License transfer where only the assets of a Business were sold and transferred between Licensees.

## **17. Regulations Pertaining to Specific Licenses**

### **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) within a 30-minute contact time 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 owner shall post their business license number and the approved number of rental units and the maximum occupancy on all their advertisements of the rental property as a condition of business license approval.
- (d) The operator 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.

**BYLAW COMING INTO EFFECT**

Existing Short-Term Rentals/Bed & Breakfasts and Tourist Homes that operate legally with a Business License but without the benefit of a development permit on the date that this bylaw amendment takes effect will have a grace period until January 1, 2023, to bring their operation into compliance. The location of these Tourist Homes shall be recorded with the separation distance, and a development permit application must be submitted prior to the end of the grace period.

Tourist Homes and Short-Term Rentals / Bed & Breakfasts that presently operate illegally without a Business License will have a grace period until September 30, 2022, to obtain a business license to operate legally (without a development permit) for the remainder of the year.

Prior to receiving a 2023 Business License for a Tourist Home or Short-Term Rental / Bed & Breakfast a development permit shall be required.

Applications will be accepted at the time of the Bylaw coming into effect (2 weeks after third reading of this Bylaw) and not before, on a first come first serve basis. Applications prior to September 30, 2022 will only be received in person at the municipal office and time stamped.

For the period the Bylaw comes into effect until December 31, 2022, the Development Officer shall have the authority to issue development permits for Tourist Homes and Short-Term Rentals / Bed & Breakfasts listed as a discretionary use without the requirement of the Municipal Planning Commission as the Development Authority.

Business License /Development Permit Applications Accepted	Enforcement related to operating with a Business License	Enforcement related to Development Permit conditions
<ul style="list-style-type: none"><li>• 2 weeks after Bylaw receives third reading.</li><li>• Applications accepted in person only</li><li>• (First come First Serve)</li></ul>	October 1, 2022	January 1, 2023



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

**Meeting Date:** June 21, 2022

**Agenda #:** 7.b

**Subject:** Bylaw 1112, 2022 - Amendment to the Business License Bylaw - First Reading

**Recommendation:** That Council gives first 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 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 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 first reading of Bylaw 1112, 2022, as proposed. It is not required that Council schedule a public hearing.
2. Council may defer first reading of Bylaw 1112, 2022 and request further information that may be required to determine a decision.

**Financial Impacts:**

N/A

**Attachments:**

[Bylaw 1112, 2022 - Amending the Business License Bylaw.docx](#)

[1084, 2021 - Business License Bylaw.pdf](#)

# 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 3.3m<sup>2</sup>, 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”** 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 during the operation of the Short-Term rental. Refer to the definition of Primary Residence in the Land Use Bylaw.

- 2.4 by deleting Section 2.1(hh) and replacing it with the following:

**“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 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 rTourist 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 number of rental units and the maximum occupancy on all their advertisements of the rental property as a condition of business license approval.
- (d) The operator/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 \_\_\_\_\_ day of \_\_\_\_\_ 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

## BYLAW NO. 1084, 2021

### BUSINESS LICENSE BYLAW

**BEING** a Bylaw of the Municipality of Crowsnest Pass in the Province of Alberta to provide for the Control, Regulation and Licensing of Businesses within the Municipality.

**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.

**NOW THEREFORE,** The Council of the Municipality of Crowsnest Pass duly assembled enacts as follows:

#### 1. Short Title

This Bylaw may be cited as the "BUSINESS LICENSE BYLAW" of the Municipality of Crowsnest Pass.

#### 2. Definitions

In this Bylaw:

- (a) **"Alberta SouthWest Regional Alliance-Regional Business License"** shall mean a license to operate in any participating Member Municipality with the condition that the Municipality of Crowsnest Pass maintains its membership to this program.
- (b) **"Applicant"** means a person who applies for a license or a renewal of a license required by this Bylaw.
- (c) **"Application"** shall mean a written application (on the appropriate application form) for a business license or a renewal or transfer of ownership of a business license as required by this bylaw.
- (d) **"Auctioneer"** means any person(s) selling or offering for sale by public auction any real or personal property.
- (e) **"Business"** shall mean any trade, profession, occupation, industry, employment or calling carried on for the purpose of profit or gain and invoicing for goods or services; and any activity providing goods and/or services whether or not for profit and however organized or formed, including a co-operative or association of persons.
- (f) **"Business Premises"** shall mean any store, office, warehouse, residence, yard, Motor Vehicle, booth, Mobile Vending Unit or other place occupied for the purpose of carrying on a business for which the "Carrying on of Business" is a permitted or discretionary use under the Municipality of Crowsnest Pass Land Use Bylaw.
- (g) **"Business License"** means a license issued pursuant to this Bylaw;
- (h) **"Business Registry"** means a list compiled by the Licensing Inspector of all licensed businesses operating with the Municipality".
- (i) **"Carry on business"** shall mean to conduct, operate, perform, keep, hold, occupy, deal in or use for gain whether as principal or agent.

- (j) **"Charitable or Non-Profit Organization"** shall mean any person, association, or body corporate engaged entirely in charitable activities, or engaged in the promotion of general social welfare within the Municipality, all the resources of which are devoted entirely to charitable activities and not for a profit or gain and which does not confer a monetary or other benefit on its members or directors. These may include:
  - i. Religious Societies or Organization
  - ii. Service Clubs
  - iii. Community, veteran, or youth organizations
  - iv. Social, sport, or fraternal organization or clubs
  - v. Museums, galleries, cultural organizations and educational institutions
- (k) **"Chief Administrative Officer"** shall mean the Chief Administrative Officer as appointed by bylaw of the Municipality of Crowsnest Pass.
- (l) **"Contractor"** means an individual or company who contracts on predetermined terms to provide labour and materials and to be responsible for the performance of a construction job in accordance with established specifications or plans.
- (m) **"Council"** means the municipal Council for the Municipality as duly elected;
- (n) **"Farmer's Market"** means the business of conducting a public open market at which various vendors lease and operate a stall from a person for the purpose of selling goods or services or both to the public at a location approved by the Municipality.
- (o) **"Fees and Charges Bylaw"** means the Municipality's Fees, Rates and Charges Bylaw.;
- (p) **"Hawker/Peddler"** means a person who moves about the Municipality selling or offering for sale, goods or services or both, on the streets or roads or elsewhere other than at a building that is a permanent place of business;
- (q) **"Licensee"** shall mean the holder of a valid business license issued pursuant to the provisions of this Bylaw.
- (r) **"Licensing Inspector"** shall mean the Chief Administrative Officer or a person designated by the Chief Administrative Officer;
- (s) **"Member Municipalities"** shall mean those municipalities who are members of Alberta SouthWest Regional Alliance and have agreed to participate in the Regional License Program (previously known as MMERI).
- (t) **"Mobile Vending Unit"** means a mobile motor vehicle, push-cart, trailer, or similar structure exceeding 3.3m<sup>2</sup>, designed for preparing or offering the sale of food or merchandise, which does not contain customer seating.
- (u) **"Mobile Vendor"** means a person who sells or offers the sale of food or other merchandise from a Mobile Vending Unit;
- (v) **"Motor Vehicle"** shall have the meaning set out in the Highway Traffic Act, R.S.A. 2000 and amendments thereto.
- (w) **"Municipal Tag"** means a ticket alleging an offence issued pursuant to the authority of a Bylaw of the Municipality;
- (x) **"Municipality"** means the Municipal Corporation of the Municipality of Crowsnest Pass.
- (y) **"Non-resident"** shall mean a person who is not a Resident;
- (z) **"Person"** means a natural person, firm, corporation, organization, association and includes a partnership.
- (aa) **"Peace Officer"** shall mean a peace officer as defined in the *Provincial Offences Procedure Act*; as amended from time to time;
- (bb) **"Regional Business License"** shall mean a license to operate in any Member Municipality.

- (cc) **"Resident"** shall mean a person who:
  - i. Is located or ordinarily resides within the boundaries of the Municipality; or
  - ii. Uses space and services including office space, telephone, facsimile, and/or computer from premises that are listed on the Municipality Tax Roll; or
  - iii. Has a development permit issued to that person under the Land Use Bylaw; or
  - iv. Satisfies the Licensing Inspector that he intends to carry on business within the Municipality for not less than six months.
- (dd) **"Special Event and Festivals"** means any music festival, dance festival, rock festival, rave or similar musical activity, sporting event, tradeshow, community not for profit organized event, or entertainment activity that is likely to attract 50 persons or more in any one 24 hour period which is held at any place within the Municipality and to which members of the public are invited or admitted at charge or free of cost. For greater clarity, a Special Event does not include a funeral ceremony, a birthday, wedding or other family celebration, or a similar family gathering or reunion.
- (ee) **"Street Performer"** includes every person who entertains the public or performs on the street music, dancing, singing, miming, pantomiming, puppetry, juggling, magic sleight of hand tricks, or other performing or exhibitions seeking money from the public.
- (ff) **"Sub-Contractor"** means the business of contracting to provide a special service in relation to a particular trade or the person or firm engaged in such business, as the context requires.
- (gg) **"Tourist Home"** means a commercial use wherein a dwelling unit or portion thereof is offered for rent to guests for a maximum of 28 consecutive days in a rental period, on the condition that the landowner / operator of the Tourist Home lived on the same property as their primary residence.
- (hh) **"Violation Ticket"** means a violation ticket as defined in the *Provincial Offences Procedure Act*, as amended from time to time.
- (ii) Terms not defined in this Bylaw will, where context permits, have the meanings assigned to them in the Municipality Land Use Bylaw. The above definitions shall apply to this Bylaw whether capitalized or not.

### 3. Delegation

Council hereby delegates the following functions and duties to the Chief Administrative Officer:

- (a) Administer and enforce the requirements of this Bylaw;
- (b) Invoice all Businesses;
- (c) Collect all fees and other amounts required by this Bylaw;
- (d) Provide reports and advice to Council on business licensing in such manner and at such times as Council may require;
- (e) Maintain the Business Registry and all Business License records.

The Chief Administrative Officer may delegate any authority to carry out the functions and duties as specified in this Bylaw.

Any Peace Officer may enforce the provisions of this Bylaw.



#### **4. License Requirements**

No person shall engage in or operate within or partly within the Municipality any Business described within this Bylaw or any Non-resident Business unless that person holds a Business License authorizing the engagement in or operation of that Business and having paid to the Municipality the fee as per the Fees and Charges Bylaw.

It is the responsibility of the Applicant to obtain and hold valid Provincial and Federal licenses, permits, approvals, clearances and/or insurances and produce copies of same to the Licensing Inspector upon request.

It is the responsibility of the Applicant to obtain and hold a valid development permit issued by the Development Authority under the Land Use Bylaw where necessary.

Where a Business operates at more than one Business Premises, each Business Premise requires a separate Business License.

Where more than one Business operates at one Business Premises, each Business requires a separate Business License.

A Business License:

- (a) shall not be issued if the Applicant failed to provide all the information required or requested under this Bylaw; and
- (b) when issued, does not exempt the applicant or holder from the responsibility to obtain any other relevant license or approval or to otherwise comply with any Federal, Provincial, or Municipal statute, regulation or bylaw in respect of the business operation licensed under the Business License.

A Business License is not valid until it has been signed by Licensing Inspector.

An Applicant or Licensee or person who the Licensing Inspector or Peace Officer reasonably believes is carrying on a Business requiring a Business License shall permit the License Inspector or Peace Officer to inspect the Business Premises to ensure compliance with this Bylaw.

No person shall attempt to prevent, obstruct or hinder the Licensing Inspector or Peace Officer from making an inspection authorized by this Bylaw.

#### **5. Application Process**

Every application shall be made in accordance with the appropriate forms and submitted to the Licensing Inspector;

- (a) To amend a Business License;
- (b) To transfer a Business License to another person; and
- (c) To renew a Business License;

An Applicant for a Business License shall make application to the Municipality in the form prescribed by the Municipality and supply such information the Licensing Inspector may require from time to time.

An Applicant shall not submit any information with respect to an Application which is false or misleading, or inaccurate.

A Licensee shall apply to the Licensing Inspector for an amendment to the License if there is a change in:

- (a) The Business Premises;
- (b) The owner of the Business;
- (c) The contact information of the Business;
- (d) The Business name;
- (e) The type of Business carried on;

Should a Business cease to carry on the business for which a Business License is granted, the Licensee shall immediately notify the Licensing Inspector.

#### **6. Regional Business License (Alberta Southwest Regional Alliance Previously Known As Mounties To Mountains Economic Regional Initiative-MMERI)**

As an option, for an additional fee and as determined annually by the Alberta SouthWest Regional Alliance as set forth in the Fees and Charges Bylaw, each Resident or Business, with a valid Business License will be issued an annual Regional Business License seal recognized by all Member Municipalities. The purchase of a Regional Business License does not preclude the Business's obligation to purchase a local business license in each Member Municipality in which it has a storefront or physical presence.

Each year Alberta SouthWest Regional Alliance will provide the regional seal to each Member Municipality to be affixed to each annual local Business License when the resident of a local business pays the additional fee.

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 License Fee will be forwarded on a bi-annual basis to Alberta SouthWest Regional Alliance Ltd.

If any Member Municipality revokes an annual local business license for a business that has also purchased an annual Regional Business License, that revocation shall also apply to the Regional Business License and the Municipality must, within three working days, notify all Member Municipalities.

If a Business that has also purchased a Regional Business License cancels its local business license, said cancellation shall also apply to the Regional Business License and the Municipality must, within three working days, notify all Member Municipalities of the cancellation.

Each Member Municipality retains the right to request proof that a business operating within its municipality, but residing in another Member Municipality, has purchased an annual Regional Business License. If said business does not possess a valid Regional Business License, the Municipality, at its discretion, may enforce the penalties pursuant to its own Business License Bylaw.

#### **7. Appointment, Powers and Duties Of Licensing Inspector**

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

The Licensing Inspector may suspend, refuse to grant, refuse to transfer, revoke, refuse to renew or impose conditions on a Business License under this Bylaw if, in the opinion of the Licensing Inspector, there are reasonable grounds to do so, including, without limitation, if the Licensing Inspector is of the opinion that:

- (a) The Licensee or the Applicant is not bona fide;
- (b) The licensee or the Applicant has contravened the provisions or requirements of this Bylaw or any other bylaw of the Municipality or any applicable Provincial or Federal licenses, permits, approvals clearances and/or insurances;
- (c) The Business has changed to the extent that a new Application for a Business License would be refused;
- (d) The Licensee or the Applicant is not worthy of public trust;



- (e) The Licensee or the Applicant has withheld or concealed information from the Licensing Inspector or has provided false information on an Application for a Business License;
- (f) The Licensee or the Applicant refused to admit the Licensing Inspector into the Business Premises, vehicle or apparatus from which the Business is carried out;

The Licensing Inspector shall specify the form of Applications and Business Licenses under this bylaw.

The Licensing Inspector or Peace Officer or both may periodically visit and inspect Business Premises to ensure compliance with this Bylaw.

## 8. Offence

The issuance of a Business License under this Bylaw does not authorize or permit the Licensee to carry on business contrary to the provision of the Land Use Bylaw.

No owner, manager of a Business or other property shall allow or permit any person to carry on any Business thereon without such person being in possession of a subsisting Business License as required under this Bylaw.

Any person who contravenes any provision of this Bylaw is guilty of an offence.

## 9. Municipal Tag

A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

A Municipal Tag may be issued to such person:

- (a) either personally or
- (b) By mailing a copy to such person at his last known post office address.

The Municipal Tag shall be in a form approved by the Licensing Inspector and shall state:

- (a) Name of the person; and
- (b) The nature of the offence; and
- (c) The penalty for the offence;
- (d) The time frame within which the penalty is due to be paid; and
- (e) Any other information as may be required by the Licensing Inspector.

Where a Municipal Tag is issued pursuant to this Bylaw, the person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the Municipality the penalty specified within the time period indicated on the Municipal Tag.

## 10. Violation Ticket

If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*;

Notwithstanding subsection 8.7, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act* to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw;

If a Violation Ticket is issued in respect of an offence, the Violation Ticket may;

- (a) specify the penalty amount established by this Bylaw for the offence; or

- (b) Require a person to appear in court without the alternative of making a voluntary payment.

A person who commits an offence may:

- (a) If a Violation Ticket is issued in respect of the offence; and
- (b) If the Violation Ticket specified the penalty amount established by this Bylaw for the offence;

Make a voluntary payment by submitting to a Clerk of the Provincial Court on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

A person who is guilty of an offence is liable to a penalty in an amount not less than \$250.00 and not more than \$10,000.00, and in default of payment of the fine and costs to imprisonment for a term not exceeding one (1) year.

Where a contravention of this bylaw is of a continuing nature, further Municipal Tags or Violation Tickets may be issued by the Peace Officer, provided that no more than one Municipal Tag or Violation Ticket may be issued for each 24 hour period that the contravention continues.

Nothing contained in the bylaw in any way prohibits or otherwise affects the Municipality's ability to utilize the enforcement provisions in the *Municipal Government Act* of Alberta and amendments thereto.

## **11. Penalty**

Any person who is guilty of an offense and is liable for the following penalties:

- (a) TWO HUNDRED and FIFTY (\$250.00) DOLLARS for a first offence; or
- (b) FIVE HUNDRED (\$500.00) DOLLARS for a second offence;

in addition to any license fee the person may be required to pay pursuant to this Bylaw

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 (a) hereof, direct the payment of the applicable license fee to the Municipality.

## **12. Termination of License**

Every Business License issued under this Bylaw, unless revoked or surrendered, shall terminate at midnight on the 31<sup>st</sup> day of December of the year in which the Business License was issued.

## **13. Posting of License**

Every Business License issued under this Bylaw will be made out and delivered or mailed to the Licensee who shall post same in a conspicuous place on the Business Premises or Mobile Vending Unit and whenever required to do so, by the Licensing Inspector, shall produce the Business License for inspection.

In the event that the Business Premises does not have public access, the Licensee shall provide any information requested by the Licensing Inspector to enable verification of same.



#### 14. Transfer of License

An existing Business License issued under this Bylaw may be transferred upon application to and approval by the Licensing Inspector in the following circumstances:

- (a) When the transfer is from one Licensee to another for the same Business in the same Business Premises; or
- (b) When the transfer is for a change of civic address from one business premises to another for the same Licensee and Business.
- (c) All Business License transfers must comply with the provisions of this Bylaw and the Land Use Bylaw and any other Bylaw of the Municipality.
- (d) A Licensee may not apply for a Business License transfer where only the assets of a Business were sold and transferred between Licensees.

#### 15. Renewal and Collection of Fees

On or about December 01 of the current calendar year, the Licensing Inspector shall issue an invoice to the Licensee of a Business License issued in the current year for the amount required to renew the Business License for another year.

The license fee is due and payable by the 31<sup>st</sup> of January and it is an offence not to pay same when due.

Any Invoices that remain outstanding after January 31<sup>st</sup> will accrue interest as set forth in the Fees, Rates and Charges Bylaw.

Upon expiry of 30 days from the date the invoice was due:

- (a) The Licensing Inspector may cause the uncollected invoice to be collected by a collection agency on behalf of the Municipality; or
- (b) A Peace Officer may issue a Municipal Tag or Violation Ticket.

A Business License is automatically revoked if payment of fees required by this Bylaw is made by cheque or other instrument which is not accepted by the financial institution on which it is issued.

Any Business which commences business in the Municipality part way through a calendar year shall pay the Business License fees as set forth in the Fees and Charges Bylaw.

#### 16. Exemptions

The following are exemptions from the requirement to obtain a Business License; such exemptions do not include an exemption of approvals by the Development Authority under the Land Use Bylaw or any other municipal bylaw:

- (a) Charitable or Non-Profit Organizations;
- (b) A business that is carried on or operated by the Government of Alberta, Canada or the Municipality;
- (c) Foster Homes as interpreted and administered under the *Child, Youth and Family Enhancement Act* of Alberta;
- (d) Day Home Care for Children;
- (e) Home Catalogue Representatives;
- (f) The Operator of a stall within a Farmers Market;
- (g) Any proprietor that is exempt under Provincial or Federal legislation;
- (h) An Auctioneer who:
  - i. Is acting for a sale by auction to which the *Seizures Act* of Alberta applies;

- ii. Is acting for the sale of the estate of a deceased person where the sale is made on the authority of an Executor of the estate;
  - iii. Is acting for the sale of goods and chattels taken in distress under the authority of a statute or recovery of a tax, rate or imposition made or levied pursuant to a statute; or
  - iv. Is acting for a charitable organization provided that the auctioneer is not receiving a fee or commission for carrying on the auction;
- (i) Craft Sales and Garage Sales that are held at any location a maximum four (4) times per year for a maximum of two (2) consecutive days.

## **17. Regulations Pertaining to Specific Licenses**

### **Daily Licenses**

Where a Non-Resident requires a Business License to operate a Business within the Municipality for a duration not to exceed one week (seven (7) days - whether consecutive or cumulative), the Applicant may make an Application and pay the fee for a daily license as set forth in the Fees and Charges Bylaw.

### **Street Performers**

- (a) A Street Performer may not perform anywhere within the Municipality unless he holds a Business License authorizing the Street Performer to perform at a specific location and/or by an approved Special Event Permit.
- (b) Only one Street Performer may perform at a given location at any one time except in the case of a Special Event with permission of the Licensing Inspector.
- (c) A Street Performer may not obtain more than eight (8) Business Licenses in a calendar year and the maximum number of consecutive days that a Street Performer may perform under one Business License at an authorized location is five (5).
- (d) The Municipality has the authority to determine the locations within the Municipality at which street performing shall be permitted considering, but not restricted to traffic, safety and noise issues and the Municipality may direct the Licensing Inspector to issue Business Licenses according to same.
- (e) While performing, a Street Performer shall accept and respond to direction from a Peace Officer and will provide evidence of satisfactory identification.
- (f) A Street Performer shall not, unless otherwise authorized by the Licensing Inspector:
  - 1. Use objects dangerous to onlookers;
  - 2. Use amplifiers, loudspeakers or public address systems; or
  - 3. Behave in a manner that unreasonably disturbs other persons or obstructs or interferes with pedestrian or vehicular traffic.

### **Farmers' Markets**

- (a) For the purposes of this Bylaw "Stall" shall mean a defined area within a Farmers' Market.



- (b) The Licensee of a Farmers Market shall, upon request, provide to the Licensing Inspector a current list of all stall operators.

#### Festivals and Special Events

- (a) Unless a Festival or Special Event is organized by the Municipality, a Business License is required by the persons hosting the event or festival and is required to be obtained a minimum of three weeks prior to the opening date.
- (b) Business License applications for Festivals and Special Events shall be forwarded to the Development Office for consideration and determination of a designated area/specific location to host the event.

#### Hawkers, Peddlers and Mobile Vendors

- (a) No person shall carry on business as a Mobile Vendor or Hawker/Peddler on private property or public property including parks, streets and sidewalks within the Municipality unless they possess a Business License and, for those operating from public property including parks, streets and sidewalks, a Mobile Vending Permit in accordance with the Mobile Vending Policy, except when the Mobile Vendor proposes to operate as a “stall” within and on the same property as an approved Farmers’ Market or an approved Festival or Special Event. For clarity, a Hawker, Peddler or Mobile Vendor proposing to operate from a location on public property adjacent to an approved Farmers’ Market or an approved Festival or Special Event is required to obtain a Business License and a Mobile Vending Permit.

#### Tourist Homes

- (a) The Licensee of a Tourist Home shall provide the Municipality with the name and phone number(s) of at least one local responsible 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 of any changes to this information.
- (b) A Tourist Home shall only be operated within the applicant’s Primary Residence. The applicant or an alternate responsible person given as an emergency contact to the Municipality shall occupy and be present as may be reasonable whenever the tourist home is in operation.
- (c) Tourist Homes are regulated through the Land Use Bylaw and all persons operating a Tourist Home must apply for and be issued all applicable development permits from the Development Authority prior to acquisition of a Business License. For greater clarity, if the Tourist Home is operated from a Secondary Suite, then the Secondary Suite must have a development permit.
- (d) The operator of a Tourist Home is responsible to obtain any provincial and federal permits, licenses and approvals, for example Safety Codes permits.

- (e) An operation or business where the landowner/operator may be absent from the property and the property is not their primary residence shall not be issued a Business License for a Tourist Home. Alternatively, an applicant may apply for a Development Permit for one of the following land uses and be issued a Business License for that land use, where such uses are listed in the land use district for their property, e.g. visitor accommodation, resort accommodation, rental accommodation, Bed & Breakfast, hostel, hotel, etc.

#### Contractors

- (a) The Licensing Inspector may revoke a Contractor's or Subcontractor's Business License issued to any Licensee who has not obtained the necessary permits prior to commencement of any development, or construction project.
- (b) The revocation of a "Contractors" or "Sub-contractors" License shall not exceed one calendar year from date of revocation.

### 18. Appeal

Before refusing to issue or renew a Business License, and before a Business License is suspended or cancelled or conditions are imposed, other than conditions imposed by this Bylaw, the Applicant or Licensee must be given notice of the proposed refusal, suspension, cancellation or the proposed conditions with reasons; and an opportunity to make written representations to the Licensing Inspector.

If a decision is made to refuse the issue or renewal of a Business License, to suspend or cancel a Business License or to impose conditions on a Business License, other than conditions imposed by this Bylaw, notice of the decision may be served on the Applicant or Licensee:

- (a) by delivery in person on the Applicant or Licensee or any of its officers or employees; or
- (b) by registered mail to the address in the Application or in the Business Registry.

Upon receipt of such notice, the Applicant or Licensee shall cease operating the Business immediately.

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 speak 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.



## 19. Severability

In the event that any provisions of this Bylaw are found to be unlawful or outside the jurisdiction of the Municipality, such provision or provisions, as the case may be, will be severed from the Bylaw and the remaining provisions will continue to be in force.

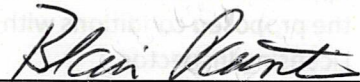
## 20. Effective Date/Delegation

Bylaw 1084, 2021 comes into full force and effect upon the final passing thereof.  
That Bylaw 1043, 2020 is repealed.

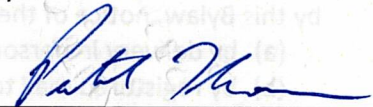
READ a **first** time in council this 14th day of December 2021.

READ a **second** time in council this 8th day of February 2022.

READ a **third and final** time in council this 8th day of February 2022.



Blair Painter  
Mayor



Patrick Thomas  
Chief Administrative Officer



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

**Meeting Date:** June 21, 2022

**Agenda #:** 7.c

**Subject:** Bylaw 1125, 2022 - Amendment to the Fees, Rates & Charges - First Reading

**Recommendation:** That Council gives first 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.

**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 first reading of Bylaw 1125, 2022, as proposed. It is not required that Council schedule a public hearing.
2. Council may defer first reading of Bylaw 1125, 2022 and request further information that may be required to determine a decision.

**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 Section A – Business Licenses table and replacing it with the following:

Business Licenses	
General – Local Business	\$125.00 per annum
General – Local Business – Alberta Southwest Regional Alliance Addition	\$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
Tourist Home (Residential taxed properties only. Commercial properties as per the general fee)	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<sup>st</sup> of each year. The fee payable for those Business License issued between the 1<sup>st</sup> day of January and the 30<sup>th</sup> day of September shall be the license fee for the full year and for those issued after September 30<sup>th</sup> the Business License fee shall be one half (1/2) of the license fee for the full year.

<b>Festivals and Events (deferred until special events bylaw is created)</b>	\$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

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 \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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

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

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Blair Painter  
Mayor

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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**

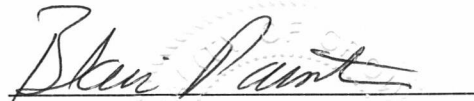
- 4.1 That Bylaw No. 1108, 2022 comes into full force and effect upon the third and final reading thereof excluding the fees described in Schedule E.
- 4.2 That all fees described in Schedule E come into full force and effect on July 1, 2022.
- 4.3 That Bylaw No. 991, 2017, and Bylaw No. 1045, 2020 be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

<b>Business Licenses</b>	
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 <sup>st</sup> of each year. The fee payable for those Business License issued between the 1 <sup>st</sup> day of January and the 30 <sup>th</sup> day of September shall be the license fee for the full year and for those issued after September 30 <sup>th</sup> the Business License fee shall be one half (1/2) of the license fee for the full year.	
<b>Festivals and Events (deferred until special events bylaw is created)</b>	\$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

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

Computer Programming	Actual cost to the Municipality up to \$20 per ¼ hour
<b><i>For producing a copy of a record by any process or in any medium not listed in the section above:</i></b>	
For shipping a record or a copy	Actual Cost as per FOIP Regulation 186/2008
<b><i>Bylaws</i></b>	
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
<b><i>Photocopying/Faxing</i></b>	
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

<b>Maps/Pins/Flags</b>	
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

<b>Community Handbook Advertising</b>		
	<b>Not-For Profit</b>	<b>For-Profit</b>
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

<b>Taxation and Assessment</b>	
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

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

<b>Administrative Surcharge and Service Contracts</b>	
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

<b>Rental/Lease Rates for Municipal Lands</b>	
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
<b>Base Fee – All Development Permits</b> (per application)	\$75
<b>Additional Fee for Permitted Buildings and Uses</b>	
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
<b>Additional Fee for Discretionary Buildings and Uses</b>	
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
<b>Additional Fee for Demolition</b>	+\$0
<b>Penalty Fee for Starting a Use or Development Without the Benefit of a Development Permit</b>	
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 <sup>rd</sup> 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 <sup>rd</sup> 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"> <li>• \$100 for the first citation.</li> <li>• \$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.</li> <li>• \$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.</li> <li>• Maximum fine - \$10,000 or imprisonment for not more than one year, or both.</li> </ul>
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"> <li>• Minimum fine - \$300</li> <li>• Maximum fine - \$10,000 or imprisonment for not more than one year, or both.</li> </ul>

### 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**

<b>Residential and Accessory Buildings other than Multi-Family and including Replacement of Appliance</b>		
<b>Number of Outlets</b>	<b>Permit Fee</b>	<b>SCC Fee</b>
1-5	\$ 225.00	\$ 9.00
Over 5 - \$ 250.00 plus \$10.00 per outlet over 5 plus SCC Fee		

<b>Miscellaneous Gas Fee Schedule - Homeowner</b>		
<b>Description</b>	<b>Permit Fee</b>	<b>SCC Fee</b>
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**

<b>Residential and Accessory Building other than Multi-Family and including Replacement of Appliance</b>		
<b>Number of Outlets or Appliances</b>	<b>Permit Fee</b>	<b>SCC Fee</b>
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		

<b>Multi-Family and Non-Residential including Accessory Buildings including Replacement of Existing Appliance</b>		
<b>Number of BTUs</b>	<b>Permit Fee</b>	<b>SCC Fee</b>
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		

<b>Propane Tank Sets (does not include connection to appliance)</b>		
<b>Description</b>	<b>Permit Fee</b>	<b>SCC Fee</b>
Tank Set	\$ 100.00	\$ 4.50
Propane Cylinder Refill Centre	\$ 175.00	\$ 7.00

<b>Miscellaneous Gas Fee Schedule - Contractor</b>		
<b>Description</b>	<b>Permit Fee</b>	<b>SCC Fee</b>
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"> <li>For the first six-months extension - \$0</li> <li>For each subsequent six-months extension - \$150 or one quarter of the original permit fee, whichever is less.</li> </ul>
Renewal/Extension of Permit	Building Only	Extension request received prior to the permit expiry date: <ul style="list-style-type: none"> <li>For the first six-months extension - \$0</li> <li>For each subsequent six-months extension - \$350 or one quarter of the original permit fee, whichever is less.</li> </ul>
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

<b>Animal Control Fee Schedule</b>	
<b>Description</b>	<b>Fee</b>
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>	

<b>Agricultural Services Fee Schedule</b>	
<b>Description</b>	<b>Fee</b>
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 <sup>st</sup> Non-Compliance Re-Inspection	No Charge
2 <sup>nd</sup> Non-Compliance Re-Inspection	\$ 150.00
3 <sup>rd</sup> 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 <sup>st</sup> Response	No Charge
2 <sup>nd</sup> Response	No Charge
3 <sup>rd</sup> Response	\$ 150.00/calendar year
4 <sup>th</sup> and Subsequent Response	\$ 300.00/calendar year

<b>Emergency Response</b>	
Structure Fire (Insured Loss) – Per Hour to a Maximum of \$ 10,000 plus cost of materials and Third-Party Costs	1 <sup>st</sup> 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

<b>Fire Apparatus Rates</b>	
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/m <sup>3</sup>	\$ 0.95/m <sup>3</sup>	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

<b>Water Tariff (W8)</b> 1/3x Commercial W2 Rate x Total Number of Beds/Units/Room		<b>Wastewater Tariff (S8)</b> 1/3x Commercial S2 Rate x Total Number of Beds/Units/Room		<b>Solid Waste Tariff</b> Available for multi- residential units that opt- in		<b>Recycling Tariff (R)</b> Monthly per bed/unit/room	
<b>FROM</b>	<b>TO</b>	<b>FROM</b>	<b>TO</b>	<b>FROM</b>	<b>TO</b>	<b>FROM</b>	<b>TO</b>
\$ 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

<b>Water Tariff (W8)</b> 1/3x Commercial W2 Rate x Total Number of Beds/Units/Room		<b>Wastewater Tariff(s8)</b> 1/3x Commercial S2 Rate x Total Number of Beds/Units/Room		<b>Solid Waste Tariff</b>		<b>Recycling Tariff (R)</b> Monthly per account	
<b>FROM</b>	<b>TO</b>	<b>FROM</b>	<b>TO</b>	<b>FROM</b>	<b>TO</b>	<b>FROM</b>	<b>TO</b>
\$ 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**

<b>Type of Service</b>	<b>Description</b>	<b>Service Fee</b>	<b>Notes</b>
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		
<b>Cemetery Plot - Burial</b>		
Adult/Child		\$700.00
Infant (5yrs and under)		\$250.00
Social Services		Current Provincial Rate
<b>Cemetery Plot - Cremation</b>		
Adult/Child		\$250.00
Infant (5yrs and under)		\$100.00
<b>Plot - Opening and Closing</b>		
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
<b>Additional Fees</b>		
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 <sup>st</sup> Offence	\$ 75.00
Non-conformance to Watering Regulations – 2 <sup>nd</sup> Offence	\$ 150.00
Non-conformance to Watering Regulations – 3 <sup>rd</sup> 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

<b>SPORTS COMPLEX ICE ARENA</b>	<b>Oct 2022 Mar 2023</b>	<b>Oct 2023 to Mar 2024</b>
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

<b>COMPLEX DRY FLOOR, ASMA &amp; MDM GYM</b>	<b>2022 (COMPLEX – Jan to Sept)</b>	<b>2023 (COMPLEX – Jan to Sept)</b>
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

<b>ELKS HALL &amp; COMPLEX LOUNGE</b>	<b>2022</b>	<b>2023</b>
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

<b>MDM KITCHEN / COMPLEX KITCHEN</b>	<b>2022</b>	<b>2023</b>
One Daily Rate Only	\$106.05	\$106.05

<b>MDM MEETING ROOM #11 &amp; STAGE</b>	<b>2022</b>	<b>-2023</b>
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

<b>COMPLEX CONCESSION IF NOT UNDER A LEASE AGREEMENT</b>	<b>2022</b>	<b>2023</b>
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

<b>EQUIPMENT RENTAL</b>	<b>2022</b>	<b>- 2023</b>
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

<b>SOCCER FIELDS</b>	<b>2022</b>	<b>2023</b>
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

<b>BALL DIAMONDS</b>	<b>2022</b>	<b>2023</b>
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

<b>ADVERTISING</b>	<b>2022</b>	<b>2023</b>
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

<b>CAMPGROUND FEES</b>	
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

<b>Rentals</b>	<b>Full Day</b>	<b>Half Day</b>	<b>Twilight</b>
<b>Helmet Only</b>			
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
<b>Snowshoe Rental: (All Ages)</b>		\$15.00	

<b>Seasonal Rental</b>	<b>2022/23</b>
Adult	\$209.99
Youth	\$199.99
Child	\$164.99
Senior	\$199.99
Super Senior	\$164.99

<b>Snow School</b>	<b>2022/23</b>
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

<b>Race Training (Per 2.5 Hour Block)</b>	<b>Per Athlete</b>
7 or fewer athletes (block rate)	\$350.00
8-12 Athletes	\$50.00/Athlete
13-18 Athletes	\$47.00
19+ Athletes	\$45.00

<b>Signage Sponsorship Opportunities</b>	<b>Regular Rate</b>	<b>Renewal Rate</b>
Tower Signage	\$250	\$225
Trail Map Sign Sponsorship*	\$3000	N/A

<b>Rent the Ski Hill Package:</b>	<b>Price:</b>
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

<b>Season Passes</b>	<b>Full Season</b>
<b>Resident Rate</b>	
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
<b>Non-Resident Regular Rate</b>	
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
<b>Learn to Turn Graduate/Other Passholder</b>	
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
<b>Uphill Pass (All Ages)</b>	\$25.00

<b>Lodge Rental</b>	
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:** June 21, 2022

**Agenda #:** 7.d

**Subject:** Bylaw 1126, 2022 - Urban Service Area Bylaw - First Reading

**Recommendation:** That Council gives first reading to Bylaw 1126, 2022 - Urban Service Area Bylaw.

### **Executive Summary:**

As part of the Order in Council O.C. 020/2022, the Municipality of Crowsnest Pass was allowed to pass a bylaw to establish the boundaries of the area of land with the municipality that would constitute the urban service area as defined with the *Forest and Prairie Protection Act*. The bylaw does need the written consent of the Minister of Agriculture, Forestry and Rural Economic Development in order to come into effect.

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

Order in Council O.C. 020/2022

### **Discussion:**

Administration has been working with Forestry staff for almost 2 years now to establish an urban service area that works for both the Municipality and the Ministry. Earlier in 2022, the Municipality was advised of the Order in Council that now a bylaw was needed to enact this change. The map in the attached bylaw now captures the growth that has occurred since 1979 when the previous boundary was established. Once enacted, the Municipality would have jurisdiction over fire response and permitting within the urban service area. The bylaw will not change the current mutual aid agreements between the Municipality and the Ministry.

### **Analysis of Alternatives:**

1. Council may pass first reading.
2. Council may ask for additional information prior to reconsidering first reading.

### **Financial Impacts:**

N/A

**Attachments:**

[Bylaw 1126, 2022 - Urban Service Area Bylaw.pdf](#)

## MUNICIPALITY OF CROWSNEST PASS

### BYLAW NO. 1126, 2022

#### Urban Service Area Bylaw

**BEING** a Bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, establishing the boundaries of land that constitutes the urban service area for purpose of the *Forest and Prairie Protection Act*.

**WHEREAS**, pursuant to Order in Council O.C. 020/2022 the Municipality of Crowsnest Pass may, by bylaw, with the prior written consent of the Minister, establish the boundaries of the area of land within the specialized municipality that constitutes the urban service area for the purposes of the *Forest and Prairie Protection Act*;

**AND WHEREAS**, pursuant to the *Forest and Prairie Protection Act*, an urban municipality includes an urban service area of a specialized municipality;

**AND WHEREAS**, the *Forest and Prairie Protection Act* does not apply to land within the boundaries of an urban municipality where there is no specific provision in the Act to the contrary;

**NOW THEREFORE**, the Council of the Municipality of Crowsnest Pass enacts as follows:

#### Urban Service Area:

1. The Municipality of Crowsnest Pass establishes the Urban Service Area as depicted in the map in **Schedule "A"** of this Bylaw.

#### Enactment:

2. Subject to approval being given by the Minister of Agriculture, Forestry and Rural Economic Development, this Bylaw shall take effect on the date it is passed.

READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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

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

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Blair Painter  
Mayor

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Patrick Thomas  
Chief Administrative Officer

APPROVED BY THE MINISTER OF AGRICULTURE, FORESTRY AND RURAL ECONOMIC DEVELOPMENT THIS  
\_\_\_\_ DAY OF \_\_\_\_\_ 2022

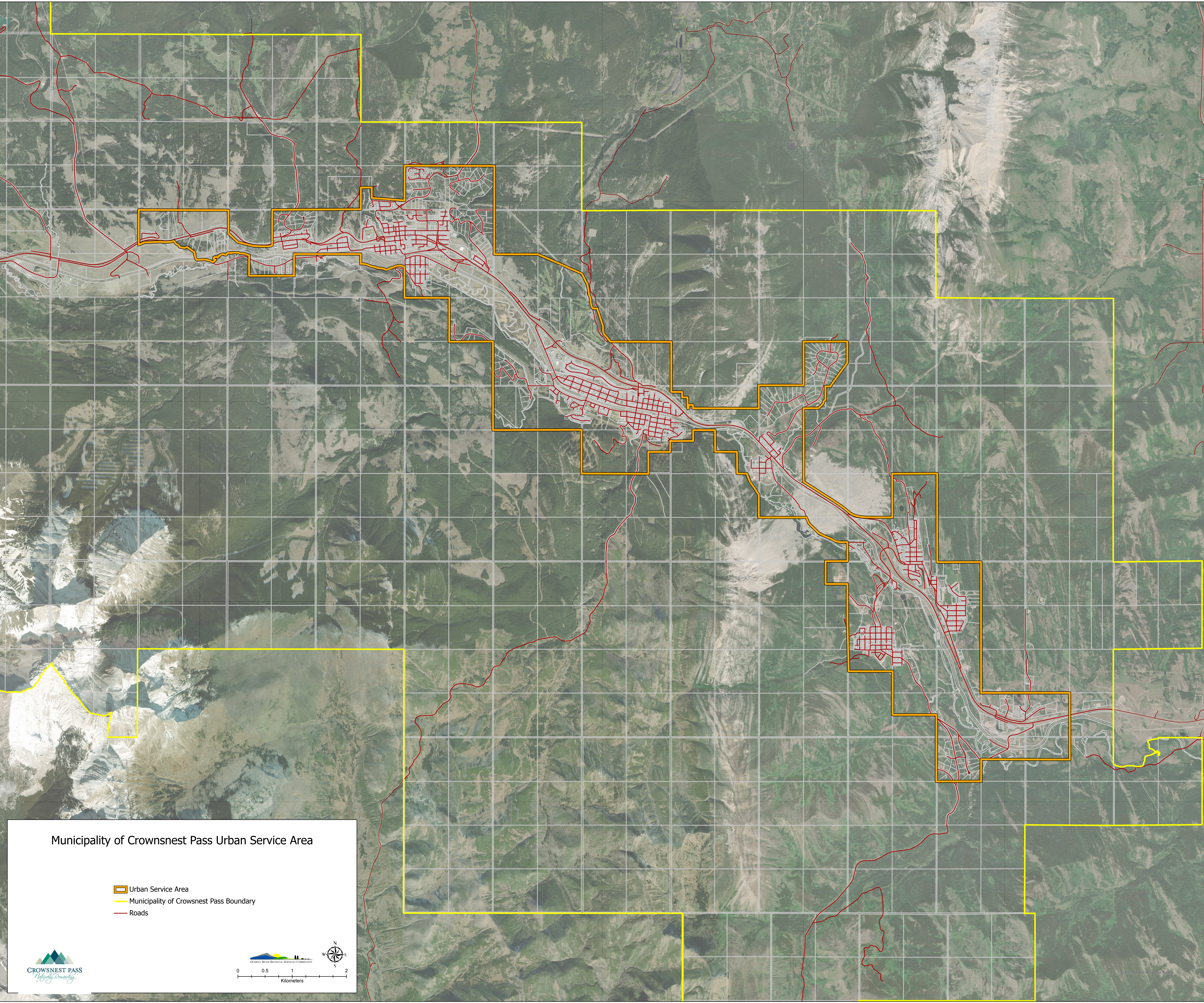
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**Nate Horner**

Minister of Agriculture, Forestry and Rural  
Economic Development

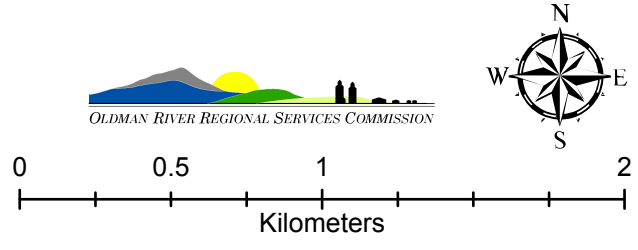
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Municipality of Crownsnest Pass Urban Service Area

- Urban Service Area
- Municipality of Crownsnest Pass Boundary
- Roads







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

**Meeting Date:** June 21, 2022

**Agenda #:** 7.e

**Subject:** Request for Coverage on Deputy Mayor Schedule in Mid-July

**Recommendation:** That Council appoint an interim Deputy Mayor from mid-July through the first week of August.

**Executive Summary:**

Councillor Kubik requested coverage for a planned absence during her allotted time as Deputy Mayor beginning in mid-July..

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

1041, 2020 Procedure Bylaw

**Discussion:**

During the Organizational Meeting the Deputy Mayor roster is scheduled for the next 12 months. Councillor Kubik has requested that an alternate Councillor be appointed to cover a portion of her schedule for a planned absence in mid-July.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**