

MUNICIPALITY OF CROWSNEST PASS  
MUNICIPAL PLANNING COMMISSION MINUTES  
WEDNESDAY, January 12, 2022  
SPECIAL MEETING

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**PRESENT:** Nathan Harrower, Acting Chair  
Don Montalbetti, Member  
Justin Ames, Member (Teams)  
Dave Filipuzzi, Councillor  
Dean Ward, Councillor

**ADMINISTRATIVE:** Stephen Burnell, Director of Development, Engineering & Operations (Teams)  
Johan Van Der Bank, Manager of Development & Trades  
Katherine Mertz, Development Officer  
Kim Kozak, Development Officer  
Ashley Pow, Admin. Assistant Development, Engineering, and Operations

**ABSENT:** Ryan Dyck, O.R.R.S.C  
Gaston Aubin, Vice Chair

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**1. CALL TO ORDER & BOARD INTRODUCTIONS**

Meeting called to order at 1:59 p.m.

Katherine Mertz stated that the Chairperson had retired, the Vice-Chairperson was unavailable for this meeting, and it was required that the Commission elect an acting Chairperson for this meeting. A call for nominations was made.

Dean Ward nominated Nathan Harrower as acting Chairperson for MPC Special Meeting January 12, 2022. No objections received. Nomination Accepted.

No other nominations were made. Nominations were closed.

**MOTION** by Dean Ward to elect Nathan Harrower as acting Chairperson for MPC Special Meeting January 12, 2022.

**CARRIED**

**2. ADOPTION OF AGENDA**

Additions/Deletions

**MOTION** by Dean Ward to adopt the agenda of January 12, 2022.

**CARRIED**

MUNICIPALITY OF CROWSNEST PASS  
MUNICIPAL PLANNING COMMISSION MINUTES  
WEDNESDAY, January 12, 2022  
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---

**3. CONSENT AGENDA**

**4. ADOPTION OF MINUTES**

**5. DELEGATIONS**

**6. REQUEST FOR DECISIONS**

6.1 Subdivision Applications

6.2 Development Permit Applications

**DP2021-0197, 6814 15 Avenue, Coleman**

***MOTION** by Dean Ward:*

Approve the expansion of the existing "Campground" from 186 RV sites by an additional 56 RV sites for a total of 242 RV sites (96 seasonal RV sites south of the river and 146 year-round RV sites north of the river) (discretionary use) with conditions as identified by Alternative A in the MPC request for decision package, with amendment to the following conditions:

Amendments proposed by the Development Office:

12. The landowner or applicant or the operator of the campground shall prohibit the construction or placement of any deck over 0.6m in height or accessory building (including canvas covered structures other than pop-up tents and RV awnings) within the campground or individual RV stalls. Existing illegal structures shall be removed or brought into compliance with the land use bylaw through a bylaw amendment and, if successful, subsequent development permit applications and a revision of the Comprehensive Site development Plan as may be required.
16. Each RV stall shall accommodate a minimum of two parking stalls for vehicles (automobiles). Where only one 1 vehicle can be accommodated per RV stall a second parking stall shall be provided in the visitor parking area and identified on the Comprehensive Site Development Plan.
23. Along the north bank of the Crowsnest River all development on the east end shall be set back 20 m from the top of the riverbank and all development on the west end shall be set back 5m from the top of the riverbank, as shown on the approved site plan, to protect the riparian area. Along the south bank of the Crowsnest River all new development shall be set back 5 m from the top of the riverbank, as shown on the site plan, to protect the riparian area. All development that does not currently meet this standard and is removed and replaced shall be replaced a minimum of 5 meters from the top of the riverbank.

Amendment motioned by Dean Ward:

21. The applicant is required to enter into a Pedestrian Trail Agreement satisfactory to both the Municipality of Crowsnest Pass and the applicant prior to March 31, 2022.

MUNICIPALITY OF CROWSNEST PASS  
MUNICIPAL PLANNING COMMISSION MINUTES  
WEDNESDAY, January 12, 2022  
SPECIAL MEETING

---

***MOTION*** by Don Montalbetti:

Friendly Amendment to the motion by Dean Ward to require a traffic survey or a traffic flow plan of affected residential areas.

***DEFEATED***

The original motion by Dean Ward was considered as presented.

***CARRIED***

**7. APPEALS**

**8. BYLAW AMENDMENTS**

**9. ROUND TABLE DISCUSSION**

***MOTION*** by Dean Ward:

Recess 3:20pm

***CARRIED***

***MOTION*** by Nathan Harrower:

Called back to order 3:25pm

***CARRIED***

Tourist Homes / Short term rentals discussion

- Bylaws 1084, 2021 Business License Bylaw and Bylaw 1103, 2021 Land Use Bylaw Amendment to Regulate Tourist Homes were circulated to MPC members in December 2021.
- Comments were received from former Chairperson Terry Hruday and member Don Montalbetti. These comments are attached to and form part of these Minutes. Administration will provide the Minutes to Council. A letter from MPC to Council will be prepared for the January 25, 2022 consent agenda so that it is available for Council prior to the public hearing of the bylaws. That letter will state that MPC discussed the bylaws and offer the two sets of comments received, for Council's consideration.
- The Public Hearing on January 25, 2022 is the first opportunity for Council to gather information from the public opinion.

MUNICIPALITY OF CROWSNEST PASS  
MUNICIPAL PLANNING COMMISSION MINUTES  
WEDNESDAY, January 12, 2022  
SPECIAL MEETING

---

- Council may determine to proceed with the bylaw, proceed with an amended bylaw or to defer the bylaw to Administration for further research and amendments.
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**10. NEXT MEETING**

8.1 Wednesday January 26, 2022 @2:00 p.m. Council Chambers.


**11. IN CAMERA**

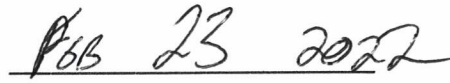
**12. ADJOURN**

***MOTION** by Dave Filipuzzi to adjourn the meeting at 4:03 p.m.:*

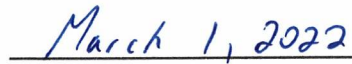
**CARRIED**

**Approved By:**

  
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Chairperson

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
CAO

  
\_\_\_\_\_  
Date