



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, April 18, 2023 at 1:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Municipal Planning Commission of December 21, 2022
- 3.b Minutes of the Parks and Recreation Advisory Committee of January 23, 2023
- 3.c Minutes of the Municipal Planning Commission of January 25, 2023
- 3.d Minutes of the Municipal Planning Commission of February 22, 2023
- 3.e Minutes of the Parks and Recreation Advisory Committee of February 27, 2023
- 3.f Minutes of the Crowsnest Pass Senior Housing Board of February 27, 2023
- 3.g Crowsnest Cando - Request for Updated Letter of Support and Revive The Roxy Project Update
- 3.h Town of Tofield - Letter of Support for Excluding Newspapers from the EPR Program of April 12, 2023
- 3.i ARPA Awards Announcement - April 12, 2023
- 3.j Agricultural and Environmental Appointment

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of April 4, 2023

5. PUBLIC HEARINGS

- 5.a Bylaw 1144, 2023 - LUB Amendment Re-designation of Lot 9 Block 22 Plan 6808C (8521 20 Avenue, Coleman) from Retail Commercial C-1 to Drive-In Commercial C-2 - *Public Hearing*
- 5.b Bylaw 1145, 2023 - LUB Amendment Re-designation of Lot 36 Block 1 Plan 2310213 (2722 27 Avenue, Bellevue) from Non-Urban Area NUA-1 to Residential R-1 - *Public Hearing*

6. DELEGATIONS

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

6.a Altalink Wildfire Mitigation Update - John Grove, Municipal and Community Affairs Manager

7. REQUESTS FOR DECISION

7.a Bylaw 1144, 2023 - LUB Amendment Re-designation of Lot 9 Block 22 Plan 6808C (8521 20 Avenue, Coleman) from Retail Commercial C-1 to Drive-In Commercial C-2 - *Second and Third Reading*

7.b Bylaw 1145, 2023 - LUB Amendment Re-designation of Lot 36 Block 1 Plan 2310213 (2722 27 Avenue, Bellevue) from Non-Urban Area NUA-1 to Residential R-1 - *Second and Third Reading*

7.c Service Areas Update

7.d Tourist Home and Short-Term Rental/Bed & Breakfast - Update to Council

8. COUNCIL MEMBER REPORTS

9. PUBLIC INPUT PERIOD

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

10. COUNCILOR INQUIRIES AND NOTICE OF MOTION

11. IN CAMERA

11.a Personal Privacy - Committee Member Recommendation - *FOIP Act Section 17*

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

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

11.d Economic Interests of the Public Body - Land Development - *FOIP Act Section 25*

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 3.a

Subject: Minutes of the Municipal Planning Commission of December 21, 2022

Recommendation: That Council accept the Minutes of the Municipal Planning Commission of December 21, 2022 as information.

Executive Summary:

Minutes from internal boards and committees are provided to Council at the subsequent meeting for Council's information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Municipal Planning Commission provides their minutes to keep Council apprised of exceptional development permits, subdivisions, recommended bylaw amendments, etc.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2022 12 21 MPC Minutes Approved.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, December 21, 2022

PRESENT: Justin Ames, Chair (Virtually via Teams Video)
Gaston Aubin, Vice Chair
Dave Filipuzzi, Member
Dean Ward, Member

ADMINISTRATIVE: Katherine Mertz, Development Officer
Kim Kozak, Development Officer
Johan Van Der Bank, Manager of Development & Trades
Sasha Lassey, Assistant Development Officer – Recording Secretary

ABSENT: Kevin Bergeron, Member
Don Montalbetti, Member

1. CALL TO ORDER & BOARD INTRODUCTIONS

Meeting called to order by Justin Ames at 2:18 p.m.

2. ADOPTION OF AGENDA

2.1 Additions/Deletions

Deletion – 6.2 DP2022-191 - 101 Southmore Drive, Blairmore (Lot 44 Block 1, Plan 0812254)

MOTION by Dave Filipuzzi to adopt the agenda of December 21, 2022, as amended.

CARRIED

3. CONSENT AGENDA

4. ADOPTION OF MINUTES

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, December 21, 2022

MOTION by Dean Ward to adopt the minutes of November 23, 2022, as presented.

CARRIED

5. SUBDIVISION APPLICATIONS

5.1 2022-0-166 – Lot 44, Block 1, Plan 081 2254 and part of Lot 51MR, Block 1, Plan 0812254 all within NE1/4 34-7-4-W5M / Municipality of Crowsnest Pass

MOTION by Dave Filipuzzi to:

Approve Subdivision file 2022-0-166 with the resolution provided. Let the record reflect that board Chair, Justin Ames, verbally delegated his signing authority for the meeting of December 21, 2022, to Vice-Chair, Gaston Aubin for the purpose of signing the subdivision application resolution 2022-0-166.

CARRIED

6. DEVELOPMENT PERMIT APPLICATIONS

6.1 DP2022-171 - 3605 18 Avenue, Coleman (Lot 1-3 Block 1 Plan 8210039)

MOTION by Dean Ward to:

Approve DP2022-171 for an "Alternative/renewable energy, commercial/industrial" (Rooftop Solar Panels) (Discretionary use) to be developed in three phases, with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.2 DP2022-194 - 11311 19 Avenue, Blairmore (Lot 28 Block 2 Plan 951 1777)

MOTION by Dave Filipuzzi to:

Approve DP2022-194, for a Secondary Suite (within the Single-Family dwelling) (Discretionary use) with a 134% variance of the maximum floor area, with conditions as identified by Alternative A in the MPC request for decision package.

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, December 21, 2022

CARRIED

7. BYLAW AMENDMENTS

8. APPEALS

8.1 Discussion/Feedback RE: Tourist Home Appeal Decisions

Development Officer, Katherine Mertz reported to the Municipal Planning Commission board members on the recent Tourist Home Appeals that were heard before the December 8, 2022, Subdivision and Development Appeal Board.

***MOTION** by Gaston Aubin to accept the report as information.*

CARRIED

9. ROUND TABLE DISCUSSIONS

9.1 ORRSC Periodical Winter 2022 – Wildfire Resilience

***MOTION** by Gaston Aubin to accept the correspondence from ORRSC as information.*

CARRIED

10. NEXT MEETING

10.1 Next Meeting, Wednesday, January 25, 2023, at 2:00 PM

Council Chambers, Municipal Office

10. IN CAMERA

11. ADJOURN

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, December 21, 2022

MOTION by Dave Filipuzzi to adjourn the meeting at 2:54 p.m.

CARRIED

Approved By:



Chairperson

22 FEB 23

Date



Manager of Development and Trades

March 22, 2023

Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 3.b

Subject: Minutes of the Parks and Recreation Advisory Committee of January 23, 2023

Recommendation: That Council accept the minutes of the Parks and Recreation Advisory Committee of January 23, 2023 as information.

Executive Summary:

Minutes of internal boards and committees are provided to Council for their information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Parks and Recreation Advisory Committee provides their minutes to keep Council apprised of committee activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Parks and Recreation Advisory Committee January 2023 Minutes.pdf](#)



Parks & Recreation Advisory Meeting Minutes

Municipality of Crowsnest Pass

Monday January 23, 2023 – 4:30 pm

Community Services Office – MDM Community Center

Chairperson: Heather Davis

Secretary: Tracey Linderman

Present: Heather Davis – Chairperson
Randi Lynn Rinaldi – Vice Chair
Larry Hennig – Member at Large
Ritch Braun – Member at Large
Glen Girhiny – Councillor
Lisa Sygetuk – Councillor
Trent Smith – Community Services Manager
Tracey Linderman – Community Services Programmer

Absent:

1.0 Call Meeting to Order

H. Davis called the meeting to order at 4:32 pm.

#23-01 MOVED BY: L. Hennig

Moved to nominate Heather Davis as the Chairperson for the Parks and Recreation Advisory Committee. Heather accepts the nomination.

CARRIED

#23-02 MOVED BY: L. Hennig

Moved to nominate Randi Lynn Rinaldi as the Vice Chairperson for the Parks and Recreation Advisory Committee. Randi Lynn accepts the nomination.

CARRIED

2.0 Adoption of Agenda**#23-03 MOVED BY: L. Sygetuk**

To accept the agenda of January 23, 2023.

CARRIED**3.0 Approval of Minutes****#23-04 MOVED BY: R.L. Rinaldi**

To approve the minutes dated November 28, 2023.

CARRIED**4.0 Correspondence****5.0 Delegations****6.0 Business Arising from Previous Minutes****6.a Gift Budget and Ideas**

Discussed honorarium for years of service of members of the Parks and Recreation Advisory board as a parting gift. Discussed \$10.00 per year of volunteerism.

#23-05 Moved by: L. Hennig

The Parks and Recreation Committee recommends to have Councillor Sygetuk discuss gift recognition of Boards and Committee members for years of volunteer services upon retirement.

CARRIED**6.b 2023 Project Plans**

The Parks and Recreation Committee discusses the Initiative for 2023 such as the Beautification Plan, Masterplan of the Gazebo Park area. Replacement of garbage cans throughout the Community and having the picture wrapped for appearance. Discussed the Frank Road garbage cans and walking trail in that area.

The initiatives were discussed for 2023 however not all were accepted as budget reflects. The items that were not accepted will be submitted in the 2-3 year budget plans.

The Trails Masterplan was not accepted in this years budget however will be included in the 2024 budget plans. Discussed and feel we still need a masterplan. The committee would like to meet with Christine Sweet from the Provincial Government who works

with community recreation and industry partnerships for ideas. The Lethbridge Community Foundation have funds to apply for, Teck Resources may also have grant funding available to fund the Masterplan.

Action Item: T. Smith will research grant funding from Teck Resources.

H. Davis will contact Travel Alberta for more information.

L. Hennig will contact Lethbridge Community Foundation for funding information to continue with Trails Masterplan.

This information will help with moving forward with the Trails Masterplan and how we can fund the project and move forward.

#23-06 Moved by: L. Sygetuk

Moves to have H. Davis invite Christine Sweet to upcoming Parks and Recreation Advisory Committee meeting to discuss potential collaboration with the trails masterplan.

CARRIED

#23-07 Moved by: H. Davis

To celebrate projects completed and upcoming by the Parks and Recreation Advisory Committee at the Community Barbeque. Committee members attend and share information.

7.0 New Business

7.a Updates- Skatepark, Dog Park, Frisbee Golf, Community Trails, Rec Programs

The skate park is still the planning stages and the Skaters Club is meeting monthly to plan the project. The dog park is completed with final installation of signage to be completed with weather permitting. Frisbee Golf will be installed in the Spring. Signage for the Trails has been ordered and received, it will be installed in the Spring.

Discussed programs such as Pickle Ball which is popular with Adults/Families and scheduled 10 hours per week. Community Services will be introducing a new program called Drums Alive for youth and adults.

Our gymnastics program is doing very well with our competitive athletes reaching the podium at their first competition in Lethbridge. The athletes have out grown the facility rented by the Municipality so it would be nice to consider a new facility that suits their needs with a higher ceiling. The public programming at the Ice Arena is well attended. Family events are planned for Family Day Feb. 20th at MDM Community Center and Crowsnest Complex.

#23-08 Moved by: L. Hennig

The Parks and Recreation Committee moves to accept as information.

CARRIED

8.0 New Business**8a) Community Pool**

The Community Pool is now under the operations of the Municipality. The Recreation Department is now working on the logistics and budget for the operation of the pool.

#23-09 Moved by: L. Hennig

The Parks and Recreation Committee moves to accept as information.

CARRIED**9.0 In Camera****9a) Board Vacancy Application****#23-10 – Moved by: L. Sygetuk**

To go into In Camera to discuss Committee Vacancy Application at 6:20pm.

CARRIED**#23-11 – Moved by: L. Sygetuk**

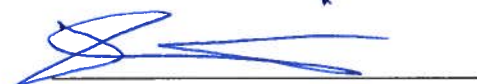
To go out of In Camera at 6:25pm.

CARRIED**#23-12 Moved by: R. Braun**

Moves to recommend to Council to accept the application of Kevin Bergeron on the Parks and Recreation Advisory Committee.

CARRIED**10.0 Adjournment****#23-13 Moved by: L. Hennig**

To adjourn the Parks and Recreation Advisory Board meeting at 6:27pm. The next schedule meeting is for February 27 at 4:30pm MDM.

CARRIED
Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 3.c

Subject: Minutes of the Municipal Planning Commission of January 25, 2023

Recommendation: That Council accept the Minutes of the Municipal Planning Commission of January 25, 2023 as information.

Executive Summary:

Minutes from internal boards and committees are provided to Council at the subsequent meeting for Council's information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Municipal Planning Commission provides their minutes to keep Council apprised of exceptional development permits, subdivisions, recommended bylaw amendments, etc.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 01 25 MPC Minutes Approved.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, JANUARY 25, 2023

PRESENT: Justin Ames, Chair
Doreen Glavin, Alternate Member
Sam Silverstone, Member
Dean Ward, Member

ADMINISTRATIVE: Katherine Mertz, Development Officer
Kim Kozak, Development Officer
Johan Van Der Bank, Manager of Development & Trades
Ryan Dyck, ORRSC
Sasha Lassey, Assistant Development Officer – Recording Secretary (Exit at 3:20pm)

ABSENT: Dave Filipuzzi, Member
Kevin Bergeron, Member
Don Montalbetti, Member
Gaston Aubin, Vice Chair

1. CALL TO ORDER & BOARD INTRODUCTIONS

Meeting called to order by Justin Ames at 2:05 p.m.

2. ADOPTION OF AGENDA

2.1 Additions/Deletions

MOTION by Dean Ward to adopt the agenda of January 25, 2023, as presented.

CARRIED

3. CONSENT AGENDA

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, JANUARY 25, 2023

4. ADOPTION OF MINUTES

***MOTION** by Dean Ward to adopt the minutes of December 21, 2022, as presented.*

CARRIED

5. SUBDIVISION APPLICATIONS

- 5.1 2022-0-184** - West 1/2 of Lot 5 and all of Lot 4, Block 25, Plan 820L within NW1/4 8-8-7-W5M / Municipality of Crowsnest Pass

***MOTION** by Dean Ward to:*

Approve Subdivision file 2022-0-184 with the resolution provided.

CARRIED

- 5.2 2022-0-191** - Lot 3, Block 1, Plan 2210225 and a portion of the SE1/4 2-8-4-W5M all within SE1/4 2-8-4-W5M / Municipality of Crowsnest Pass

***MOTION** by Doreen Glavin to:*

Approve Subdivision file 2022-0-191 with the resolution provided.

CARRIED

6. DEVELOPMENT PERMIT APPLICATIONS

- 6.1 DP2022-203** - 8521 20 Avenue, Coleman (Lot 9 Block 22 Plan 6808CU)

***MOTION** by Sam Silverstone to:*

Approve DP2022-203 for the replacement of the copy / facing on an existing Freestanding Sign (Type 14) (Discretionary use), with a variance of 11% to the minimum height of the sign above ground or sidewalk grade, with conditions as identified by Alternative A in the MPC request for decision package, and with the following addition within the Development Permit to reflect the following "Important Information and Notes":

- a) (iv) Ensuring that the development and/or any associated structures and/or the associated excavation and/or construction activity approved under this Development Permit is undertaken in a manner that does not cause or result in a public safety risk or concern...

CARRIED

6.2 DP2022-205 - 2509 21 Avenue, Coleman (Lot 3 Block 1 Plan 9111132)

MOTION by Dean Ward to:

Approve DP2022-205, for the existing "Accessory Building" (14m² shed) (Discretionary use) with an east side yard setback variance of 14.67m (96%), with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.3 DP2022-ST059 - 22614 8 Avenue, Hillcrest Mines (Lot 21-22 Block 42 Plan 5150S)

MOTION by Justin Ames to:

Approve DP2022-ST059 to operate a "Tourist Home" (Discretionary use) without approving the variance request to the maximum occupancy from six guests to ten guests, with conditions as identified by Alternative A in the MPC request for decision package.

REFUSED

MOTION by Dean Ward to:

Refuse DP2022-ST059 to operate a "Tourist Home" (Discretionary use) with a variance to the maximum occupancy from six guests to ten guests, with conditions as identified by Alternative A in the MPC request for decision package for the following reason:

The Municipal Planning Commission does not have the authority to grant a variance from 6 to 10 guests.

WITHDRAWN

MOTION by Dean Ward to:

Request a 45-day time extension from the applicants of DP2022-ST059 to allow for clarification.

CARRIED

6.4 DP2022-ST064 - 7702 18 Avenue, Coleman (Lot 11-12 Block 12 Plan 820L)

MOTION by Doreen Glavin to:

Approve DP2022-ST064 to operate a "Tourist Home" (two units) (Discretionary use), with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.5 DP2022-ST065 - 13321 21 Avenue, Blairmore (Lot 7 Block 11 Plan 3319I)

MOTION by Dean Ward to:

Refuse DP2022-ST065 to operate a "Tourist Home" (Discretionary use) with a variance to the minimum separation distance from 200 meters to 191 meters for the following reasons:

The proposed application does not meet the 200-meter separation distance for a Tourist Home in the R-1 to R-5 Districts and the land use bylaw stipulates that the Municipal Planning Commission shall not approve a variance of this measurable standard.

CARRIED

6.6 DP2022-ST066 - 2566 Tecumseh Road, Coleman (Lot 14 Block 5 Plan 1011120)

MOTION by Dean Ward to:

Approve DP2022-ST066 to operate a "Tourist Home" (Discretionary use), with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, JANUARY 25, 2023

7. BYLAW AMENDMENTS

7.1 Bylaw 1095, 2022 Schedule A

***MOTION** by Dean Ward to accept Bylaw 1095, 2022 as information:*

CARRIED

7.2 Bylaw 1106, 2021 Schedule A

***MOTION** by Dean Ward to accept Bylaw 1106, 2021 as information:*

CARRIED

7.3 Bylaw 1130, 2022 Schedule A

***MOTION** by Dean Ward to accept Bylaw 1130, 2022 as information:*

CARRIED

7.4 Bylaw 1136, 2022 Schedule A

***MOTION** by Dean Ward to accept Bylaw 1136, 2022 as information:*

CARRIED

7.5 Bylaw 1137, 2022 Schedule A

***MOTION** by Dean Ward to accept Bylaw 1137, 2022 as information:*

CARRIED

7.6 Bylaw 1138, 2022 Schedule A

***MOTION** by Dean Ward to accept Bylaw 1138, 2022 as information:*

CARRIED

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, JANUARY 25, 2023

8. APPEALS

9. ROUND TABLE DISCUSSIONS

10. NEXT MEETING

10.1 Next Meeting, Wednesday, February 22, 2023, at 2:00 PM

Council Chambers, Municipal Office

10. IN CAMERA

11. ADJOURN

MOTION by Doreen Glavin to adjourn the meeting at 3:37 p.m.

CARRIED

Approved By:



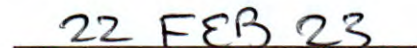
Recording Secretary



Date




Chairperson



Date



Manager of Development and Trades



Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 3.d

Subject: Minutes of the Municipal Planning Commission of February 22, 2023

Recommendation: That Council accept the Minutes of the Municipal Planning Commission of February 22, 2023 as information.

Executive Summary:

Minutes from internal boards and committees are provided to Council at the subsequent meeting for Council's information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Municipal Planning Commission provides their minutes to keep Council apprised of exceptional development permits, subdivisions, recommended bylaw amendments, etc.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 02 22 MPC Minutes Approved.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, FEBRUARY 22, 2023

PRESENT: Justin Ames, Chair
Dave Filipuzzi, Member
Kevin Bergeron, Member
Don Montalbetti, Member
Gaston Aubin, Vice Chair
Sam Silverstone, Member
Dean Ward, Member

ADMINISTRATIVE: Katherine Mertz, Development Officer
Kim Kozak, Development Officer
Johan Van Der Bank, Manager of Development & Trades
Deserie Mosby, Recording Secretary

ABSENT: None.

1. CALL TO ORDER & BOARD INTRODUCTIONS

Meeting called to order at 2:00 p.m. by Justin Ames.

2. ADOPTION OF AGENDA

Additions/Deletions

MOTION by Gaston Aubin to adopt the agenda of February 22, 2023, as presented.

CARRIED

3. CONSENT AGENDA

None.

4. ADOPTION OF MINUTES

With reference to item 6.1 in the Minutes, Sam Silverstone suggested that wording be added to the DP template that speaks to "no liability to the Municipality". Staff suggested that the DP template could be amended by adding the following wording to paragraph (b) under "Important Information and Notes": *"The Applicant/property owner is responsible for the following aspects as may be applicable to this development permit, at the sole risk and responsibility of the Applicant/property owner to the exoneration of the Municipality of Crowsnest Pass from any liability related to these matters, and at no cost to the Municipality of Crowsnest Pass:"*.

MOTION by Dean Ward to adopt the minutes of January 25, 2023, as amended relative to the above.

CARRIED

5. SUBDIVISION APPLICATIONS

None.

6. DEVELOPMENT PERMIT APPLICATIONS

6.1 DP2021-161 - 13509 20 Ave, Blairmore (Lots 7 & 8 Block 1 Plan 2897R)

MOTION by Gaston Aubin to:

Approve DP2021-161, for a 6-month extension of Development Permit 2021-161 to August 31, 2023, to allow the development of an Accessory Building with a Secondary Suite above the main floor, with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.2 DP2022-117 - 1308 East Hillcrest Dr, Hillcrest (NE-17-7-3-W5)

Justin Ames recused himself from voting on this application as he is an adjacent landowner (2:15 pm). Gaston Aubin took the chair.

MOTION by Don Montalbetti to:

Approve DP2022-117, to a Contractor General (discretionary) for outdoor storage and maintenance of heavy vehicles and equipment related to the forestry industry, with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

Justin Ames resumed Chair (2:18 pm).

6.3 DP2022-197 - SE8-8-7-W5M, Coleman (Lot 1 Block 40 Plan 9813593)

MOTION by Dean Wad to:

Approve DP2022-197, for a Temporary 6-Month Development Permit for "Resource Processing Activities" (discretionary use), with conditions as identified by Alternative A in the MPC request for decision package, and the added or amended conditions, 4 - 7 as follows:

4. This development permit shall be a temporary development permit pursuant to Administration s. 17 in the Land Use Bylaw, and the period for which it shall be valid and during which the use may be operated shall be six months from the date of issuance of the development permit or September 30, 2023 whichever comes first, during which period the development must be carried out and completed, failing which the development permit shall be deemed to be expired, null and void. Pursuant to the Fees, Rates and Charges Bylaw, the applicant shall provide, by no later than **March 31, 2023**, a \$5,000

security deposit to guarantee the completion of the activity authorized under this development permit at the expiry date of the temporary development permit, which security deposit will be refunded at the completion of this permit or shall be forfeited if the activity authorized under this development permit is not completed by the stated deadline. **This development permit will not be issued until this security deposit has been paid, and any work that proceeds without the benefit of a development permit may be at risk of the issuance of a Stop Order and possible fines and penalties being imposed on the landowner / applicant pursuant to the Fees, Rates and Charges Bylaw. Please note: Where activities approved under this development permit need to continue beyond the time period for which this development permit is valid, a new development permit application will be required to consider an extension of the timelines.**

5. Pursuant to Administration s. 17.3 of the Land Use Bylaw and the Fees, Rates and Charges Bylaw, the applicant shall provide, by no later than **March 31, 2023**, a \$5,000 security deposit to guarantee the cessation of the use at the expiry date of the temporary development permit, which security deposit will be refunded at the cessation of the activity authorized under this development permit or shall be forfeited if the activity authorized under this development permit is not ceased by the stated deadline, regardless of whether it is completed or not. (See condition #4) **This development permit will not be issued until this security deposit has been paid, and any work that proceeds without the benefit of a development permit may be at risk of the issuance of a Stop Order and possible fines and penalties being imposed on the landowner / applicant pursuant to the Fees, Rates and Charges Bylaw.**
6. Pursuant to the Fees, Rates and Charges Bylaw, the applicant shall provide, by no later than March 31, 2023, a \$5,000 security deposit to guarantee the construction of a berm pursuant to the attached approved site plan and the execution and registration on the certificates of land title of a Restrictive Covenant to protect the berm for the benefit of the adjacent property SW 8-7-4-W5 (Title 171275447), all to the satisfaction of the development office (see conditions #7 and #8), which security deposit will be refunded at the completion of the berm or shall be forfeited if the berm is not completed by the stated deadline. **This development permit will not be issued until this security deposit has been paid, and any work that proceeds without the benefit of a development permit may be at risk of the issuance of a Stop Order and possible fines and penalties being imposed on the landowner / applicant pursuant to the Fees, Rates and Charges Bylaw.**
7. The landowner shall construct a berm as part of the site plan to include a berm 6ft in height and approximately 200ft in length running north / south along the east side of the internal roadway, which also runs north south from the subject property into the campground on the adjacent property. The

berm construction shall be completed by the expiry date of this temporary development permit (see condition #4). Where the construction of the berm needs to continue beyond the time period for which this development permit is valid, a new development permit application will be required to consider an extension of the timelines. **Failure to comply with this condition the development permit condition shall be enforced through a stop order and possible fines and penalties being imposed on the landowner / applicant pursuant to the Fees, Rates and Charges Bylaw.**

CARRIED

6.4 DP2022-204 - 8402 15 Avenue, Coleman (Lot 8 Block 20 Plan 3387AE)

MOTION by Dave Filipuzzi to:

Approve DP2022-204, for an Accessory Building (Shed) up to 72.83m² (permitted use), with variances to the east side yard setback of 63% and the maximum lot coverage of 40%, with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.5 DP2023-004 - 2829 214 Street, Bellevue (Lot 28 Block 5 Plan 1211031)

MOTION by Dean Ward to:

Approve DP2023-004, for an Accessory Building (Garage) (permitted use) with a variance to the east and rear yard setbacks by 25% and height by 56%, with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.6 DP2023-007 - 13318 15 Avenue, Blairmore (Lots 4-6 Block 18 Plan 3380T)

MOTION by Dave Filipuzzi to:

Approve DP2023-007, for a Single-family dwelling and Accessory Buildings (permitted uses) with variances to setbacks, with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.7 DP2023-012 - 8341 20 Avenue, Coleman (Lot 25-26 Block 14 Plan 0411851)

MOTION by Kevin Bergeron to:

Approve DP2023-012, for a "Third Party Sign" (discretionary use) , with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.8 DP2023-021 - 8341 20 Avenue, Coleman (Lot 26 Block 14 Plan 0411851)

MOTION by Gaston Aubin to:

Approve DP2023-021, for a "Fascia Sign" (permitted use) with a variance to its location relative to the roofline / top of parapet, with conditions as identified by Alternative A in the MPC request for decision package, and the added condition as follows:

1. The applicant shall remove the existing lower sign currently not in use or make an application for the use of this sign. **Failure to do so by September 30, 2023 or within 6 months of the issuance of this development permit, whichever comes first, shall result in this condition being enforced through a stop order and possible fines and penalties being imposed on the landowner / applicant pursuant to the Fees Rates and Charges Bylaw.**

CARRIED

6.9 DP2023-TH001 - 7931 17 Avenue, Coleman (Lot 6 Block 14 Plan 820L)

MOTION by Kevin Bergeron to:

Approve DP2023-TH001, to operate a "Short-Term Rental / Bed & Breakfast" (discretionary use) with a variance to the parking standard, with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.10 DP2023-TH003 - 13551 15 Avenue, Blairmore (Lot 16 Block 5 Plan 7811218)

MOTION by Dean Ward to:

Approve DP2023-TH003, to operate a "Short-Term Rental / Bed & Breakfast" (discretionary use), with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

7. BYLAW AMENDMENTS

7.1 Bylaw 1139, 2022 Schedule A

7.2 Bylaw 1141, 2023 Schedule A

MOTION by Dave Filipuzzi to accept Bylaw 1139, 2022, and Bylaw 1141, 2023 as information:

CARRIED

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, FEBRUARY 22, 2023

8. APPEALS

8.1 STOP ORDER - SW8-8-4-W5, Coleman

8.2 DP2022-ST059 - 22614 8 Avenue, Hillcrest (Lot 21-22 Block 42 Plan 5150S)

8.3 DP202-ST065 - 13321 21 Avenue, Blairmore (Lot 7 Block 11 Plan 3319I)

MOTION by Dean Ward to accept appeals as information:

CARRIED

9. ROUND TABLE DISCUSSIONS

None.

10. NEXT MEETING

10.1 Next Meeting, Wednesday, March 22, 2023, at 2:00 PM

Council Chambers, Municipal Office


10. IN CAMERA

11. ADJOURN

MOTION by Don Montalbetti to adjourn the meeting at 3:35 p.m.

CARRIED

Approved By:



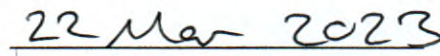
Recording Secretary



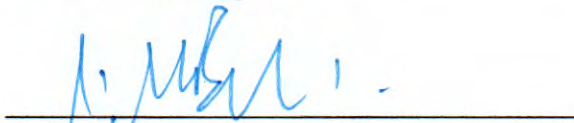
Date



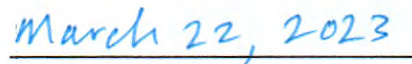
Chairperson



Date



Manager of Development and Trades



Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 3.e

Subject: Minutes of the Parks and Recreation Advisory Committee of February 27, 2023

Recommendation: That Council accept the minutes of the Parks and Recreation Advisory Committee of February 27, 2023 as information.

Executive Summary:

Minutes of internal boards and committees are provided to Council for their information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Parks and Recreation Advisory Committee provides their minutes to keep Council apprised of committee activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Parks_and_Recreation_Advisory_Committee_February_2023_Minutes.pdf](#)



Parks & Recreation Advisory Meeting Minutes

Municipality of Crowsnest Pass

Monday February 27, 2023 – 4:30 pm

Community Services Office – MDM Community Center

Chairperson: Heather Davis

Secretary: Kim Lewis

Present: Heather Davis – Chairperson
Randi Lynn Rinaldi – Vice Chair
Kevin Bergeron- Member at Large
Glen Girhiny – Councillor
Lisa Sygetuk – Councillor
Trent Smith – Community Services Manager
Tracey Linderman – Community Services Programmer

Absent: Larry Hennig – Member at Large
Ritch Braun – Member at Large

1.0 Call Meeting to Order

H. Davis called the meeting to order at 4:31 pm.

2.0 Adoption of Agenda

#23-14 MOVED BY: R.L. Rinaldi

To accept the agenda with the addition on 6i. Welcome Kevin Bergeron

CARRIED

3.0 Approval of Minutes

#23-15 MOVED BY: R.L. Rinaldi

To approve the minutes dated January 23, 2023.

CARRIED

4.0 Correspondence**5.0 Delegations****6.0 Business Arising from Previous Minutes****6.a Follow up to the pool changes**

Crowsnest Pass Pool was recently added to the Community Services Department under the Management of Manager T. Smith. Questions on what this means for the Advisory board were asked. At this time, more direction and clarification is needed and as of present this Advisory Committee will not have any extra work or advisory duties on the pool until clear direction is obtained.

#23-16 Moved by: G. Girhiny

The Parks and Recreation Committee moves to accept as information.

CARRIED**6.b Teck Grants**

There was an inquiry from the committee on possible grants that Teck has out right now. Nothing apparent fits Trails. During an investigation on possible grants from Teck this was found that Teck has focus areas including;

- programs and initiatives that improve the status of health and mental health in community.
- programs and initiatives designed to enhance social and economic resilience and access to educational and training opportunities, especially for marginalized groups.
- programs and initiatives designed to support ecosystem resilience and biodiversity.
- With this information, it appears that there maybe an opportunity to apply. All grants funding needs to go through the Municipal Grant Person who applies for grants on behalf of the Municipality. This item will be revisited.

Action: R.L. Rinaldi will explore options for applying for to Teck for 2024 and bring back to the committee.

#23-17 Moved by: L. Sygetuk

The Parks and Recreation Committee moves to accept as information.

CARRIED**6c. Funding from Provincial Government**

Heather was tasked with approaching Christine Sweet with Alberta Forestry, Parks, and Tourism to understand if there is any opportunity to find funding from the provincial government for a Trails Master Plan. Heather met with Christine Sweet and Laine Rogers. The discussions were positive and if the purpose of tourism development can be used to help with this plan, it is wise to use this terminology as this is a focus coming from high up

in government. Christine is currently on holidays and could not attend this meeting; however, she sent this request to Calgary.

Heather also met with Brad Jones who would like to further these discussions with the Municipality. Would like to discuss with Trent as to the best people to involve from the Municipality, and that Brad Jones will be in Crowsnest Pass on March 15th. Brad is looking into other regions to the north of the province where crown land and municipalities overlap to see how these regions have partnered together in the past.

What we will need to do is:

- Have a unified voice.
- Be clear on what outcomes we want to see.
- Who is the money going to? How will this partnership look?
- What does the Municipality want out of it?

Action: L. Sygutek will contact someone from Fernie Trails Alliance to come and speak to the committee. L. Sygutek will also take to Fernie mayor Re: Process & financial costs associated with Trail Master plan and will bring back information to the committee.

Action: T. Smith will meet with Brad Jones to discuss a possible trail master plan and synergies.

#23-18 Moved by: K. Bergeron

The Parks and Recreation Committee moves to accept as information.

CARRIED

6d. Funding from Travel Alberta

H. Davis was tasked with approaching Travel Alberta about funding a Trails Master Plan.

H. Davis met with Yvonne Chau with Travel Alberta and reviewed some grants. There is one grant that does apply, except that we are not eligible due to being part of a DMO (Destination Management Organization): The South Canadian Rockies (SCR).

H. Davis met with SCR. There is a contractor who is working on a report which is due to be completed by the end of March. The purpose of the research project is to identify areas to improve for tourism within the region. It is difficult to say right now if the DMO will be able to assist with funding, but it is on their radar and H. Davis will continue to request to fund plans such as this one.

#23-19 Moved by: G. Girhiny

The Parks and Recreation Committee moves to accept as information.

CARRIED

6e. Other Funding Opportunities

Discussion around other potential ways to find funding. T. Smith informed the group that funding applications with need to go through the Municipal Grant writer and fall in line with council priorities.

Action: T. Smith will explore TransCanada Grant.

#23-20 Moved by: G. Girhiny

The Parks and Recreation Committee moves to accept as information.

CARRIED

6f. Celebration Strategy

Discussion on ways that we can celebrate accomplishments.

That the Parks and Recreation Committee will celebrate Parks and Recreation accomplishments in the following ways:

1. Newspaper article once every 6 months
2. Develop a pamphlet/newsletter to distribute
3. Utilize social media and other formats of advertising available through the Municipality.

#23-21 Moved by: K. Bergeron

Action: On the meeting agendas Under the heading "Business arising out of the minutes"; "6a. Celebration of accomplishment" will be added as a permanent reminder to discuss accomplishments.

6g. Budget for the Committee

The Parks & Recreation Committee reviewed the Committee 2023 Budget.

#23-22 Moved by: L. Sygutek

The Parks and Recreation Committee moves to accept as information.

CARRIED

6h. Gymnastics Facility

At the previous meeting it was brought up that the gymnastics facility is not suitable for the participants anymore. It was unclear if the Committee should move forward with the discussion as it was a bigger discussion than there was time, so it was to be brought back to today's meeting for discussion. L. Sygutek explained that the roof would be too short in the Elk's Hall for the gymnasts to do bars on. There is also no current plans for a field house at this time.

#23-23 Moved by: L. Sygutek

That the history of the gymnastics program and the future of the gymnastics program to be carried forward to the next Parks & Recreation Committee meeting.

CARRIED**6i. Welcome new committee member- Kevin Bergeron**

The committee welcomed new committee member Kevin Bergeron with a round table introduction.

7.0 New Business**7b. 2023 Community Services Approved Initiatives Update**

Below is a list of Community Services Council approved 2022 Initiatives.

1. Beautification Project. \$20,000.00- This can be any project used towards beautification in our Municipality. This Board makes recommendations to council, this is a great project the board to be involved in. Items that come to mind may be stuff like, new flowerbeds, fixing flowerbeds. One project is a fence around the Hillcrest cement in the park. The kids and adults have requested this, both for ball hockey and pickle ball use. Would also help any group wanting outdoor skate area.
2. Dog park- 112,000.00- Last of the equipment arrived last week so final installation will begin in spring.
3. Walking Trail washrooms- Carried forward to 2024
4. NIT playground replacement – Carried forward to 2024 - This is a complete replacement of the NIT playground. (also, if this moves forward discussions on renaming should take place)
5. Garbage cans- 10,000 dollars allocated to replacement of the last 4 garbage cans. These cans are going to be wrapped in a picture from the community.
6. MDM curtain replacement- This is a replacement of our black curtains for big events. The last system is very labor intensive and wearing out due to design.
7. Self- water planters' continuation. \$6,000- this only replanting the ones

#23-24 Moved by: K. Bergeron

That the Parks and Recreation Committee accepts the report as information.

CARRIED**7b. Updates- Skatepark, Dog Park, Frisbee Golf, Community Trails, Rec Programs**

- Dog Park – Remaining parts are coming next week and then will be installed.
- Skateboard Park – the group is actively fundraising.
- Frisbee Golf – No update
- Community Trails- discussed in previous agenda topics.

#23-25 Moved by: R.L Rinaldi

That the Parks and Recreation Committee accepts these updates as information.

CARRIED

8.0 New Business**8a) Outdoor Skate Arena**

An inquiry has been made about building an outdoor skating rink and why the town does not build one. During the discussion T. Smith provided information on volunteer groups that tried without success in years prior. Community Services does not have heated storage or a truck to use for water, or staff to maintain an outdoor rink. Both Pincher Creek and Sparwood have these located outside their rink for proper equipment to maintain. The Municipality does offer free public skating 5 days a week:

Monday 3:45 – 5:15, Tuesdays 745pm-8:45, Thursdays 12pm-1pm, Friday 6:30pm - 7:45, Sundays 12:45- 1:45 pm

Shinny - Tuesdays and Thursdays

Parent and tots and Senior skate-Tuesday and Thursday 1pm to 2.

#23-26 Moved by: R.L. Rinaldi

That H. Davis will invite S. Kozak to the March Parks and Recreation Advisory Committee Meeting to discuss an Outdoor Skating Rink.


CARRIED

9.0 In Camera**10.0 Adjournment**

#23-27 Moved by: K. Bergeron

To adjourn the Parks and Recreation Advisory Committee meeting at 6:28pm

CARRIED


Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 3.f

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

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

Executive Summary:

Minutes from internal boards and committees are provided to Council at the subsequent meeting for Council's information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

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

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2- February 27, 2023.pdf](#)



BOARD MEETING MINUTES

February 27, 2022

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, February 27, 2023 at 10:00 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

ATTENDEES: Deb Ruzek: Board Chairperson, Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Susan Demchuk: Board Member, Shelley Price: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager, Shannon Harker: Office Manager

ABSENT: Donna Stelmachovich: Vice-Chairperson, Marlene Ancil: Board Member, Cathy Painter: Board Member

Minutes recorded by Shannon Harker

1. CALL TO ORDER

- 1.1 Debi Ruzek called the meeting to order at 10:00 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 No changes

3. APPROVAL OF AGENDA

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

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion # 24/23 to approve the minutes of the meeting held January 23, 2023, as presented. — Susan Demchuk – cd.

5. BUSINESS ARISING FROM THE MINUTES

There needs to be a policy regarding alcohol service created for resident functions.

6. CORRESPONDENCE

- 6.1 No correspondence

7. MANAGEMENT REPORTS

- 7.1 #25/23 motion to approve the Report from Management as presented – Dean Ward – cd.

8. FINANCIAL REPORTS

- 8.1 #26/23 Motion to approve the financial statement as presented – Dean Ward – cd.

9. BOARD CHAIRPERSON REPORT

9.1 No Report

10. OTHER BOARD REPORTS

10.1 No Report

11. OLD BUSINESS

11.1 Phone issues are almost resolved, focusing on better training for calls.

11.2 Warranty walk-thru rescheduled due to inclement weather.

12. NEW BUSINESS

12.1 Policy 4.94 Staff Meal Program

#27/23 motion to accept Policy 4.94 as presented – Dave Filipuzzi – cd.

12.2 Policy 4.92 – Tabled

#28/23 Motion to table Policy 4.92 until next meeting – Dave Filipuzzi - cd

12.3 Policy 1.10 contingency for extreme heat #29/23 motion to accept as presented – Dave Filipuzzi – cd.

12.4 Policy 1.11 Contingency for insufficient heat #30/23 motion to accept as presented – Susan Demchuck – cd.

12.5 Policy 7.01 Operating Reserve and Capital Reserve #31/23 motion to accept as presented - Dean Ward - cd.

12.6 Policy 6.02 Distribution of T4 slips - #32/23 motion to accept as presented – Susan Demchuck – cd.

12.7 Policy 3.08 Workplace Harassment and Violence – #33/23 motion to accept as presented – Dean Ward – cd.

12.8 Discussions and policies on Towels and Linens and Fee increases were tabled until the next meeting on March 20, 2023.

13. IN CAMERA

13.1 No Camera

14. ADJOURNMENT

14.2 Motion #34/23 to adjourn at 11:55am – Dave Filipuzzi - cd



Debi Ruzek – Board Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 3.g

Subject: Crowsnest Cando - Request for Updated Letter of Support and Revive The Roxy Project Update

Recommendation: That Council accept the Crowsnest Cando - Request for Updated Letter of Support and Revive The Roxy Project Update as information and direct Administration to provide an updated letter of support.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Crowsnest Cultural and Recreation Society has requested that the Municipality provide an updated letter of support to the Society for future grant applications and has also provided an update on the Revive the Roxy project.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 03 30 - Crowsnest Cando - Request for Letter of Support and Update on the Roxy Project.docx](#)

March 29, 2023

Dear Friends,

The Revive the Roxy grant application process is in full swing. If you are in support of the Revive the Roxy Project it would be appreciated if you could provide us with new support letters. The letters should be written in such a fashion that they can be used on a number of different, provincial, federal and corporate grant opportunities. We have developed a template that could be used and it is attached to this email. Modify your support letter as you would like and try to complete and send the submission by mid April if possible. Address the support letters to Crowsnestcando@gmail.com In the subject name your association and add support letter ex Jammers support letter, band on the Rox support letter .

Update: The design drawings are nearing completion. The seats have been removed from the floor and are sitting waiting for storage. A major cleanup of the interior will occur in late May. Some minor interior demolitions necessary for construction have begun. There will be work on the exterior of the Roxy this summer and depending on donations received, work on the foundation and interior envelope could occur this summer.

If you are aware of any other group that would provide a support letter please forward on this email with the draft letter.

Thanks in advance for taking the time to provide a support letter for the Revive the Roxy Project.

Respectfully

Tim Juhlin President Crowsnest Cando





Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 3.h

Subject: Town of Tofield - Letter of Support for Excluding Newspapers from the EPR Program of April 12, 2023

Recommendation: That Council accept the Town of Tofield Letter of Support for Excluding Newspapers from the EPR Program of April 12, 2023 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Town of Tofield has submitted a letter in support of the Town of Barrhead's submission to Honourable Sonya Savage, Minister of Environment and Protected Areas, requesting that newspapers be exempt from the Extended Producer Responsibility program.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 04 12 - Town of Tofield - LOS - Exemption of Newspaper from EPR.pdf](#)



PO Box 30 5407 50th Street
Tofield, Alberta T0B 4J0
P 780 662 3269
F 780 662 3929
E tofieldadmin@tofieldalberta.ca
W www.tofieldalberta.ca

April 12, 2023

Office of the Minister
Environment & Protected Areas
224 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

RE: Exemption of Newspaper from EPR Program Revisions

Dear Minister Savage,

Print media (newspapers) are essential to the lifeblood of Alberta. Newspapers provide a traditional sense, and source of information to our residents. In what has become ever consistent in social media and internet-based forms of news, newspapers rely on facts, sourcing their stories and identifying truths.

The past number of years have been challenging for both business and small business. The continued rise in costs, accompanied by the downturn in the economy has forced job loss and ultimately business closure. Looking to enforce further constraints on what is one of our oldest and most relied upon industries truly seems unfair.

The newspaper industry has already looked at ways to reduce costs and become both more efficient and compliant, such as reducing paper thickness, which has come at a cost. This cost is not only monetary, but also content based. The reduction in paper-based weight has also reduced the amount of content which can be provided to our residents, once again, affecting them.

By expecting newspapers to have the same level of compliance with the EPR Program as plastics, seem short-sighted and unrealistic. The Provincial Government needs to recognize the importance of newspapers to Albertans and stand to make the same move as the Ontario Government. Please exempt newspapers from the revised EPR Program.

Sincerely,

Debora L. Dueck

Debora Dueck
Mayor

C.C
Jackie Lovely, MLA Camrose
All Alberta Municipalities
Kerry Anderson, Tofield Mercury



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 3.i

Subject: ARPA Awards Announcement - April 12, 2023

Recommendation: That Council accept the letter from the Alberta Recreation and Parks Association awards announcement for information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 - Procedure Bylaw

Discussion:

Heather Cowie, President of the Alberta Recreation and Parks Association has provided a letter announcing that the association will be presenting several awards at their annual conference and has invited Council to submit nominations.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 04 12 - ARPA Awards Announcement.pdf](#)

April 12, 2023

His Worship Painter and Councillors
Municipality of Crowsnest Pass
PO Box 600, Crowsnest Pass, AB T0K0E0

Subject: Awards from the Alberta Recreation and Parks Association and the Government of Alberta honour outstanding work in your community

Dear His Worship Painter and all Members of Council,

We are delighted to announce that the Alberta Recreation and Parks Association (ARPA) will be presenting several awards to recognize leadership and excellence in the recreation and parks sector. We invite you to nominate deserving members of your community for these prestigious awards.

The award ceremony will take place during the President's Awards Banquet on Saturday, October 28, 2023, at the Fairmont Chateau Lake Louise, where 400 delegates will be in attendance as part of our annual Conference and Energize Workshop. We believe that recognizing outstanding work inspires Albertans to continue their efforts in making their communities better.

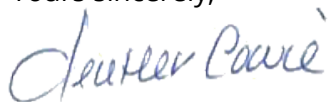
The awards include the Lieutenant Governor's Leadership for Active Communities Awards, which recognize the achievements of individuals and groups who are leading their communities to increase citizen participation in active living, recreation, and sport, resulting in healthier people and communities. This year, we have three categories: Elected Community Official Award, Group Spirit of Community Leadership Award, and Professional Leadership Award. We are planning to have the Lieutenant Governor with us at the President's Awards Banquet to present all three awards.

In addition to the Lieutenant Governor's Awards, ARPA will also be presenting multiple awards including the A.V. Pettigrew Award, which recognizes a community or organization that has made a significant impact on improving the quality of life of their citizens through recreation and parks. We will also be launching a new award focused on Inclusion as well as additional awards covering different aspects of the recreation and parks sector.

To view more details on each award and to complete our online nomination form, please visit the ARPA website at <https://arpaonline.ca/awards-scholarships/>.

We look forward to recognizing and celebrating the hard work and dedication of individuals and groups who are making a difference in their communities and improving the lives of Albertans.

Yours sincerely,

A handwritten signature in blue ink that reads "Heather Cowie". The signature is fluid and cursive, with the first name being more prominent.

Heather Cowie
President



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 3.j

Subject: Agricultural and Environmental Appointment

Recommendation: That Council appoint Grace O'Leary as Agricultural Fieldman and as a: Weed Inspector; Soil Conservation Officer; and Agricultural Pests Inspector.

Executive Summary:

An appointment is a requirements under the Agricultural Pests Act, Soil Conservation Act, and Weed Control Act. This appointment will permit the employee to enforce the provisions of the applicable legislation.

An appointment of Agricultural Fieldman is in accordance with Section 8(1) of the Agricultural Services Board Act.

Relevant Council Direction, Policy or Bylaws:

- Weed Control Act
- Soil Conservation Act
- Agricultural Pests Act
- Agricultural Services Board Act

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 4.a

Subject: Minutes of the Council Meeting of April 4, 2023

Recommendation: That Council adopt the Minutes of the Council Meeting of April 4, 2023 as presented.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 04 04 Council Meeting Minutes.docx](#)



Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, April 4, 2023

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, April 4, 2023.

Council Present:

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

Administration Present:

Patrick Thomas, Chief Administrative Officer
Kristin Ivey, Deputy Chief Administrative Officer
Brian McCulloch, Director of Finance
Trent Smith, Manager of Community Services
Jesse Fox, Manager of Protective Services/Fire Chief
Johan Van der Bank, Manager of Development and Trades
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

Amendments:

Consent Agenda

- a) 3.e CNP Tumblers Society Letter of Request for New Gymnastics Facility of March 22, 2023 move to 10.a Councillor Inquiries and Notice of Motion - Councillor Ward

Additions:

In Camera

- c) Personal Privacy – Personnel – Section 17 - Councillor Glavin

01-2023-04-04: Councillor Kubik moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2023-04-04: Councillor Girhiny moved that Council approve the following Consent Agenda items as presented without debate:

3.a

Minutes of the Crowsnest Pass Community Library Board of January 24, 2023

THAT Council accept the Minutes of the Crowsnest Pass Community Library Board of January 24, 2023 as information.

3.b

Minutes of the Crowsnest Pass Community Library Board of February 28, 2023

THAT Council accept the Minutes of the Crowsnest Pass Community Library Board of February 28, 2023 as information.

3.c

Policy 1205-02 Meals on Wheels

THAT Council approve Policy 1205-02 Meals on Wheels as presented.

3.d

RIDECrowsnest Bus

THAT Council approve to remove the RIDECrowsnest Bus from the fleet.

3.f

Town of Barrhead Letter of Support - Extended Producer Responsibility Exemption

THAT Council accept the Town of Barrhead Letter of Support - Extended Producer Responsibility Exemption as information.

Carried

ADOPTION OF MINUTES

03-2023-04-04: Councillor Filipuzzi moved to adopt the Minutes of the Council Meeting of March 28, 2023 as presented.

Carried

PUBLIC HEARINGS

Bylaw 1142, 2023 - Land Use Bylaw Amendment - Re-designate Lot 10, Block 25, Plan 820L from Residential R-1 to Retail Commercial C-1 - Public Hearing

Mayor Painter declared the Public Hearing opened at 7:02 pm for Bylaw 1142, 2023 - Land Use Bylaw Amendment - Re-designate Lot 10, Block 25, Plan 820L from Residential R-1 to Retail Commercial C-1.

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

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1142, 2023.

Mayor Painter noted there were no members of the public present to speak at the hearing and declared the public hearing closed at 7:03 pm.

Bylaw 1143, 2023 - LUB Amendment Re-designation of Lots 35-40, Block 12, Plan 2347BS (12366 21 Avenue, Blairmore) from Residential R-1 to Multi-Family R2-A - Public Hearing

Mayor Painter declared the Public Hearing opened at 7:04 pm for Bylaw 1143, 2023 - LUB Amendment Re-designation of Lots 35-40, Block 12, Plan 2347BS (12366 21 Avenue, Blairmore) from Residential R-1 to Multi-Family R2-A.

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

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1143, 2023.

Mayor Painter noted there were no members of the public present to speak at the hearing and declared the public hearing closed at 7:05 pm.

DELEGATIONS

None

REQUESTS FOR DECISION

Bylaw 1142, 2023 - Land Use Bylaw Amendment - Redesignate Lot 10, Block 25, Plan 820L from Residential R-1 to Retail Commercial C-1 - Second and Third Readings

04-2023-04-04: Councillor Girhiny moved second reading of Bylaw 1142, 2023 - Land Use Bylaw Amendment - Redesignate Lot 10, Block 25, Plan 820L from Residential R-1 to Retail Commercial C-1.

Carried

05-2023-04-04: Councillor Ward moved third and final reading of Bylaw 1142, 2023 - Land Use Bylaw Amendment - Redesignate Lot 10, Block 25, Plan 820L from Residential R-1 to Retail Commercial C-1.

Carried

Bylaw 1143, 2023 - LUB Amendment Re-designation of Lots 35-40, Block 12, Plan 2347 BS (12366 21 Avenue, Blairmore) from Residential R-1 to Multi-Family R2-A - Second and Third Reading

06-2023-04-04: Councillor Sygutek moved second reading of Bylaw 1143, 2023 - LUB Amendment Re-designation of Lots 35-40, Block 12, Plan 2347 BS (12366 21 Avenue, Blairmore) from Residential R-1 to Multi-Family R2-A.

Carried

07-2023-04-04: Councillor Ward moved third and final reading of Bylaw 1143, 2023 - LUB Amendment Re-designation of Lots 35-40, Block 12, Plan 2347 BS (12366 21 Avenue, Blairmore) from Residential R-1 to Multi-Family R2-A.

Carried

Bylaw 1147, 2023 - 2023 Property Tax Rates Bylaw - Second and Third Reading

08-2023-04-04: Councillor Filipuzzi moved second reading of Bylaw 1147, 2023 - 2023 Property Tax Rates Bylaw.

Carried

09-2023-04-04: Councillor Glavin moved third and final reading of Bylaw 1147, 2023 - 2023 Property Tax Rates Bylaw.

Carried

Policy 2001-03 - Encroachment Policy

10-2023-04-04: Councillor Girhiny moved that Council accept the Encroachment Policy report for information.

Carried

Crowsnest Lake Highway 3 Billboard Map Sign

11-2023-04-04: Councillor Filipuzzi moved that Council direct Administration to remove the existing Crowsnest Lake Highway 3 Billboard Map Sign, to redesign a new sign, and to find an appropriate location in the community for installation.

Carried

Library 2023 Special Budget Request

12-2023-04-04: Councillor Sygutek moved that Council include into the 2023 Budget the following expenses, and award the contracts as per the recommendation from Administration for the library concrete repair in the amount of \$43,820 and the library basement carpet replacement in the amount of \$20,850.

Carried

Municipal Planning Commission Administrative Report Update

13-2023-04-04: Councillor Ward moved that Council accept the Municipal Planning Commission Administrative Report Update as information and to direct Administration to move forward with Omnibus 3 in order to allow for efficiencies to be implemented and then a re-evaluation of the Municipal Planning Commission at that time.

Carried

Fire Extinguisher Program

14-2023-04-04: Councillor Filipuzzi moved that the Fire Extinguisher program be continued.

Carried

2023 New Initiative Discussion

15-2023-04-04: Councillor Ward moved that the Community Trail Master Plan initiative be approved in the amount of \$250,000.

Carried

16-2023-04-04: Councillor Ward moved to fund the Category 1 Operational Grant for the Crowsnest Cultural and Recreation Society (Crowsnest Cando) in the amount of \$22,000.

Carried

17-2023-04-04: Councillor Ward moved that the Road Repairs Pavement Patch initiative be approved in the amount of \$100,000.

Carried

18-2023-04-04: Councillor Sygutek moved that the Community Beautification initiative be approved in the amount of \$35,000.

Carried

19-2023-04-04: Councillor Glavin moved that the Road Repair Curb to Curb initiative be approved in the amount of \$100,000.

Carried

20-2023-04-04: Councillor Sygutek moved to transfer \$500,000 to the Mill Rate Stabilization Fund.

Carried

COUNCIL MEMBER REPORTS

Council reports since the March 28, 2023 meeting of Council:

- Councillor Ward
 - Commended the Emergency Services Department for the compassion, care and expertise in battling a recent house fire
- Councillor Sygutek
 - Attended the Turning Pointe Dance Studio An Evening with the Stars Gala
 - Noted that the recent investments made in MDM has provided for an excellent venue to hold events.

PUBLIC INPUT PERIOD

- Don Budgen
 - Representative of the Cando Society
 - Thanked Council for the commitment of funds to help fund expenses and operational costs
 - Noted that evening activities in the community should be considered for tourism development
 - Travel Alberta has been a great support of the Roxy Initiative
 - Crowsnest Cando Society intends to present to Council once they have received drawings for the Roxy project

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

CNP Tumblers Society Letter of Request for New Gymnastics Facility of March 22, 2023

21-2023-04-04: Councillor Ward moved to accept the CNP Tumblers Society Letter of Request for New Gymnastics Facility of March 22, 2023 as information.

Carried

IN CAMERA

22-2023-04-04: Councillor Sygutek moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 9:52 pm:

- a) Personal Privacy – Personnel – FOIP Act Section 17
- b) Economic Interests of the Public Body – Land Purchase - FOIP Act Section 25
- c) Personal Privacy – Personnel – Section 17

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 9:58 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

23-2023-04-04: Councillor Filipuzzi moved that Council come out of In Camera at 11:06 pm.

Carried

24-2023-04-04: Councillor Filipuzzi moved that Council approves to proceed with purchasing a property in Bellevue with funds coming from the Land Sale Reserve.

Carried

25-2023-04-04: Councillor Kubik moved that the Municipality will cease running the competitive gymnastics program at the end of June in 2023.

Carried

ADJOURNMENT

26-2023-04-04: Councillor Filipuzzi moved to adjourn the meeting at 11:18 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 5.a

Subject: Bylaw 1144, 2023 - LUB Amendment Re-designation of Lot 9 Block 22 Plan 6808C (8521 20 Avenue, Coleman) from Retail Commercial C-1 to Drive-In Commercial C-2 - Public Hearing

Recommendation: That Council holds a public hearing and consider inputs received.

Executive Summary:

Council gave first reading of Bylaw 1144, 2023 on March 14, 2023.

Relevant Council Direction, Policy or Bylaws:

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

Land Use Bylaw No. 868-2013

Discussion:

The proposed rezoning is the result of a condition of development permit DP2022-202 for a "Freestanding sign" as part of re-branding the former Husky gas station to a Co-op gas station.

An existing "Service Station" is located on Lots 6, 7, 8 and 9, Block 22, Plan 6808CU in the Drive-In Commercial C-1 land use district. Lot 9 contains the freestanding sign and accessory structures and storage area pertaining to the service station, while the fueling station and convenience store are located on Lots 6, 7 and 8.

Lots 6 to 8 are correctly zoned for a "Service Station" as Drive-In Commercial C-2, while Lot 9 is zoned C-1, and "Service Station" is not a use listed in the C-1 district. As part of the development permit application for the new sign, the zoning irregularity was discovered and the development permit condition requires the landowner to consolidate lots 6 to 9 into one Roll Number and make an application to rezone Lot 9 to the Drive-In Commercial C-2 land use district.

Refusal of the proposed rezoning would result in the sign, propane tank storage and other accessory structures requiring removal from the property.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1144 2023 - notice.docx](#)

[FORMATTED Bylaw 1144 2023.docx](#)

[Bylaw 1144, 2023-Schedule A.pdf](#)

NOTICE OF PUBLIC HEARING

MUNICIPALITY OF CROWSNEST PASS

IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1144, 2023

1:00pm, April 18, 2023

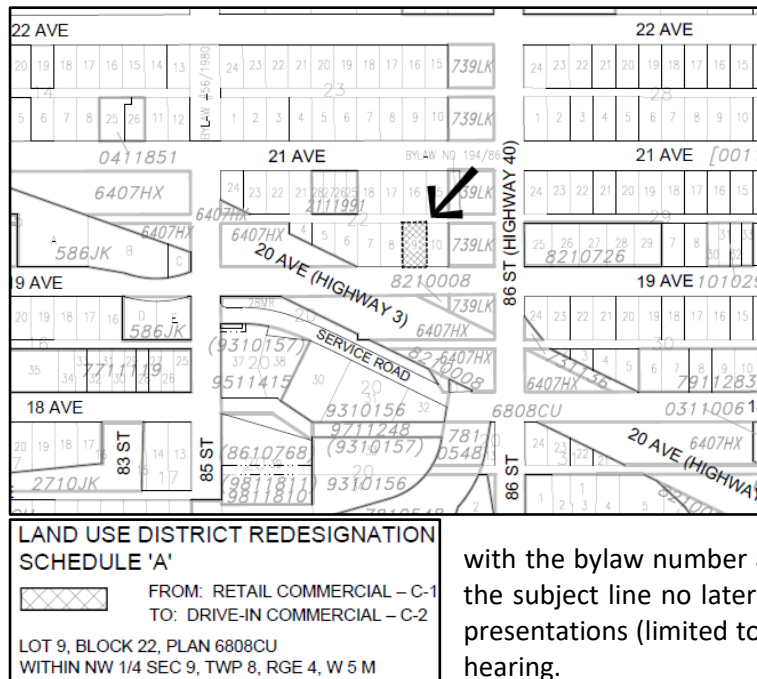
Municipality of Crowsnest Pass Council Chambers

8502 – 19 Avenue, Coleman

PURSUANT to sections 216.4, 606, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1144, 2023, being a bylaw to amend Bylaw No. 868, 2013, being the municipal land use bylaw.

The purpose of Bylaw No. 1144, 2023 is to redesignate the lands legally described as Lot 9, Block 22, Plan 6808CU, within NW¼ 9-8-4-W5M, containing ±0.044 ha (0.109 acres), as shown on Schedule 'A', from "Retail Commercial – C-1" to "Drive-In Commercial – C-2". The subject lands are locally known as 8521 20th Avenue and are located in Coleman.

The purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the "Drive-In Commercial – C-2" land use district.



THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1144, 2023 will be held in the Municipality of Crowsnest Pass Council Chambers at 1:00pm on April 18, 2023. Each person shall be allotted 5 minutes to present their position.

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

with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on April 11, 2023. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

For questions regarding the proposed Bylaw Amendment please contact the Development Officer by calling 403-562-8833 or emailing development@crowsnestpass.com.

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 15 day of March, 2023.

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1144, 2023

LAND USE BYLAW AMENDMENT – Redesignate Lot 9, Block 22, Plan 6808CU

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

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as Lot 9, Block 22, Plan 6808CU, within NW¼ 9-8-4-W5M, containing ±0.044 ha (0.109 acres) from “Retail Commercial – C-1” to “Drive-In Commercial – C-2”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Drive-In Commercial – C-2” land use district.

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as Lot 9, Block 22, Plan 6808CU, within NW¼ 9-8-4-W5M, containing ±0.044 ha (0.109 acres) from “Retail Commercial – C-1” to “Drive-In Commercial – C-2”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 868, 2013, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

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

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: RETAIL COMMERCIAL – C-1
TO: DRIVE-IN COMMERCIAL – C-2

LOT 9, BLOCK 22, PLAN 6808CU

WITHIN NW 1/4 SEC 9, TWP 8, RGE 4, W 5 M

MUNICIPALITY: CROWSNEST PASS (COLEMAN)

DATE: FEBRUARY 15, 2023

Bylaw #: 1144, 2023

Date: _____



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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 5.b

Subject: Bylaw 1145, 2023 - LUB Amendment Re-designation of Lot 36 Block 1 Plan 2310213 (2722 27 Avenue, Bellevue) from Non-Urban Area NUA-1 to Residential R-1 - Public Hearing

Recommendation: That Council holds a public hearing and consider inputs received.

Executive Summary:

The proposed bylaw involves the re-designation of a portion of Lot 36 Block 1 Plan 2310213 within SW 21-7-2-W5M, from Non-Urban Area NUA-1 to Residential R-1, for the purpose of bringing the existing Single Family Dwelling into compliance with the land use bylaw.

Relevant Council Direction, Policy or Bylaws:

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

Land Use Bylaw No. 868-2013

Discussion:

Council gave First Reading of Bylaw 1145, 2023 on March 7, 2023.

The proposed bylaw involves the rezoning of the lands from Non-Urban Area NUA-1 to Residential R-1 for the purpose of bringing the existing Single Family Dwelling into compliance with the land use bylaw. The zoning irregularity was discovered during a compliance certificate review. The existing Single Family Dwelling is located on three parcels, two of which are in the R-1 District and one in the NUA-1 Districts. This irregularity should be corrected as a housekeeping item to update Municipal records from a historic road closure, and allow for consistent development standards and uses for this Roll Number.

The re-designation follows the consolidation of the previous Plan 6632Y, Block OT with Lots 34 & 35 of Plan 6632Y, which was a requirement of development permit DP2022-070.

Until recently the three parcels (Lots 34 and 35, Block N/A, Plan 6632Y and Lot N/A, Block OT, Plan 6632Y), which are on the same Roll No. 3055500, were separate parcels as described. On January 02, 2023 the three lots were consolidated into Lot 36, Block 1, Plan 231 0213, without requiring approval from the Subdivision Authority. It is possible that the Registrar of Land Titles was able to accept the plan of subdivision (consolidation in this instance) under provisions in section 652 of the Municipal Government Act.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[FORMAT Bylaw 1145, 2023 - notice.docx](#)

[FORMATTED Bylaw 1145, 2023.docx](#)

[Bylaw 1145, 2023 Schedule A.pdf](#)

NOTICE OF PUBLIC HEARING

MUNICIPALITY OF CROWSNEST PASS

IN THE PROVINCE OF ALBERTA

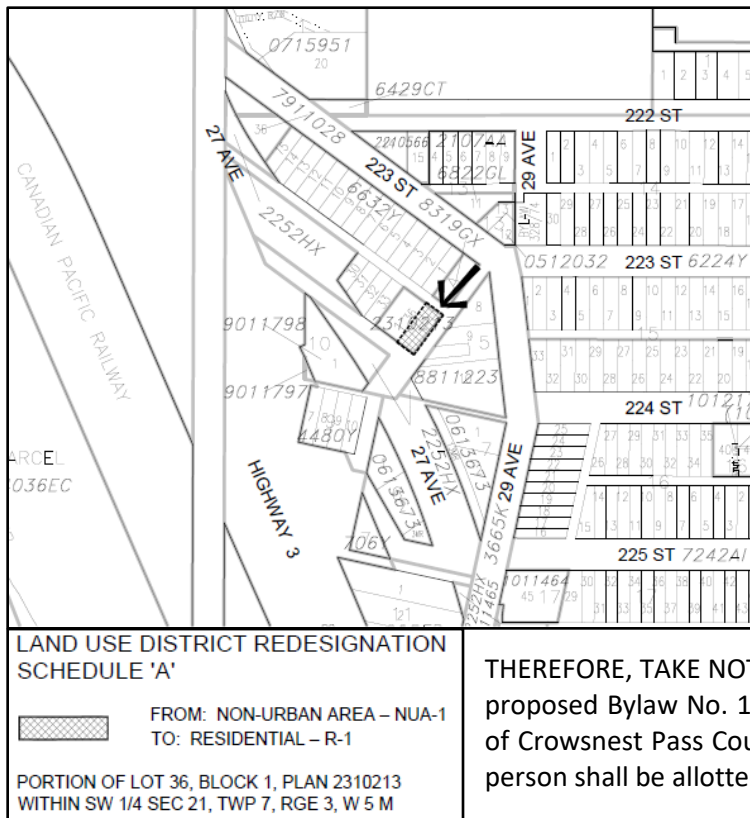
PROPOSED BYLAW NO. 1145, 2023

1:00pm, April 18, 2023

Municipality of Crowsnest Pass Council Chambers

8502 – 19 Avenue, Coleman

PURSUANT to sections 216.4, 606, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1145, 2023, being a bylaw to amend Bylaw No. 868, 2013, being the municipal land use bylaw.



The purpose of Bylaw No. 1145, 2023 is to redesignate the lands legally described as a portion of Lot 36, Block 1, Plan 231 0213, within SW¼ 21-7-3-W5M, containing ±0.037 ha (0.092 acres), as shown on Schedule 'A', from "Non-Urban Area – NUA-1" to "Residential – R-1". The subject lands are locally known as 2722 27 Avenue and are located in Bellevue.

The purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the "Residential – R-1" land use district.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1145, 2023 will be held in the Municipality of Crowsnest Pass Council Chambers at 1:00pm on, 2023. Each person shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at bonnie.kawasaki@crowsnestpass.com with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on April 11, 2023. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

For questions regarding the proposed Bylaw Amendment please contact the Development Officer by calling 403-562-8833 or emailing development@crowsnestpass.com.

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 8th day of March, 2023.

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1145, 2023

LAND USE BYLAW AMENDMENT – Redesignate portion of Lot 36, Block 1, Plan 231 0213

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

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as a portion of Lot 36, Block 1, Plan 231 0213, within SW¼ 21-7-3-W5M, containing ±0.037 ha (0.092 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "Non-Urban Area – NUA-1" to "Residential – R-1."

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the "Residential – R-1" land use district.

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as a portion of Lot 36, Block 1, Plan 231 0213, within SW¼ 21-7-3-W5M, containing ±0.037 ha (0.092 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "Non-Urban Area – NUA-1" to "Residential – R-1."
2. Bylaw No. 868, 2013, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

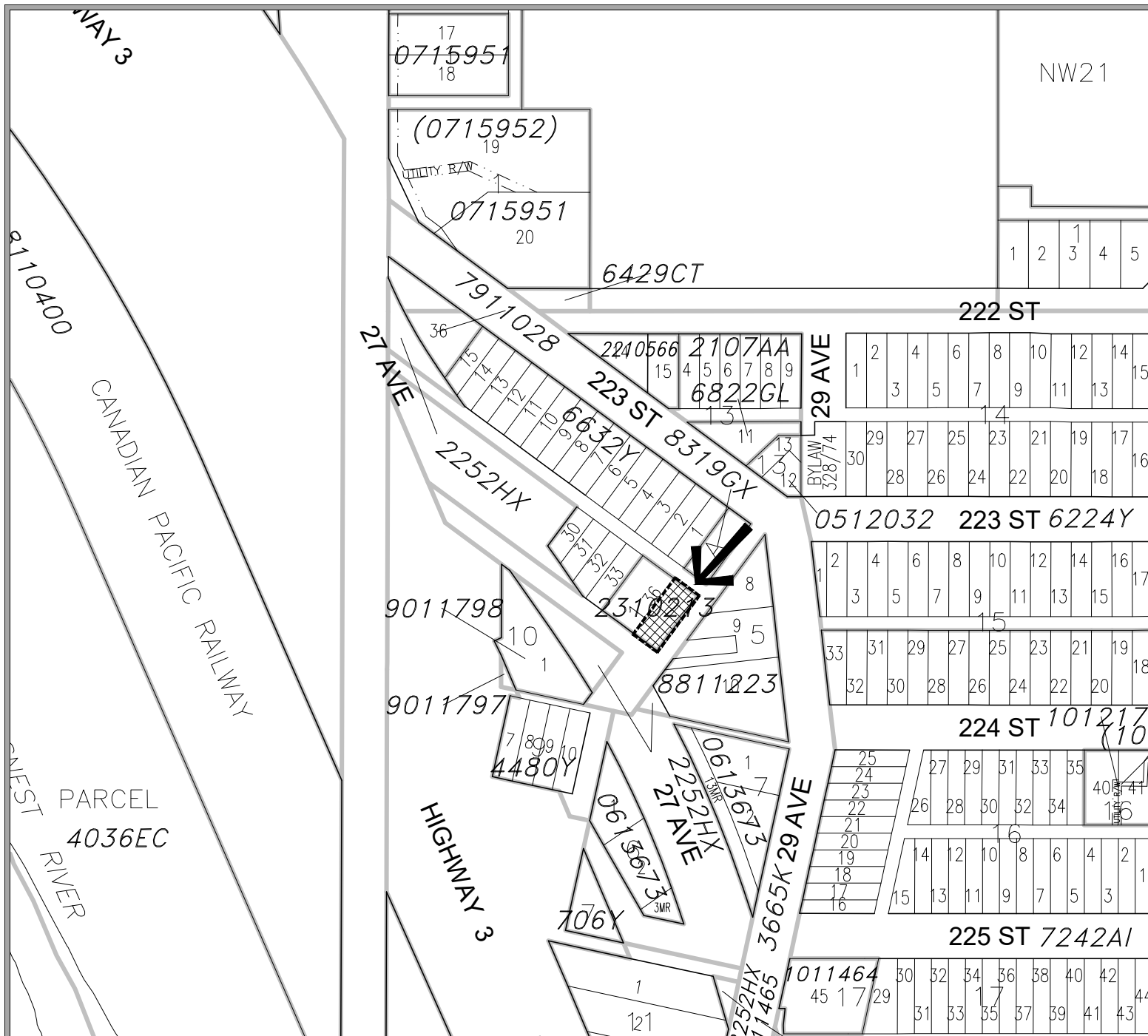
READ a **first** time in council this _____ day of _____ 2023.

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: NON-URBAN AREA – NUA-1
TO: RESIDENTIAL – R-1

PORTION OF LOT 36, BLOCK 1, PLAN 2310213
WITHIN SW 1/4 SEC 21, TWP 7, RGE 3, W 5 M

MUNICIPALITY: CROWSNEST PASS (BELLEVUE)
DATE: FEBRUARY 15, 2023

Bylaw #: 1145, 2022
Date: _____



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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 6.a

Subject: Altalink Wildfire Mitigation Update - John Grove, Municipal and Community Affairs Manager

Recommendation: That Council accept the Altalink Wildfire Mitigation Update as information.

Executive Summary:

John Grove, Municipal and Community Affairs Manager with Altalink requested to provide an update on their wildfire mitigation plan.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

No presentation was available at the time of production of the Council Package.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 7.a

Subject: Bylaw 1144, 2023 - LUB Amendment Re-designation of Lot 9 Block 22 Plan 6808C (8521 20 Avenue, Coleman) from Retail Commercial C-1 to Drive-In Commercial C-2 - Second and Third Reading

Recommendation: That Council gives second and third reading of Bylaw 1144, 2023.

Executive Summary:

The proposed bylaw involves the rezoning of Lot 9, Block 22, Plan 6808CU from Retail Commercial C-1 to Drive-In Commercial C-2, to correct a zoning irregularity that was discovered as part of processing a development permit application.

Relevant Council Direction, Policy or Bylaws:

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

Land Use Bylaw No. 868-2013

Discussion:

Council gave first reading of Bylaw 1144, 2023 on March 14, 2023.

The proposed rezoning is the result of a condition of development permit DP2022-202 for a "Freestanding sign" as part of re-branding the former Husky gas station to a Co-op gas station. An existing "Service Station" is located on Lots 6, 7, 8 and 9, Block 22, Plan 6808CU in the Drive-In Commercial C-1 land use district. Lot 9 contains the freestanding sign and accessory structures and storage area pertaining to the service station, while the fueling station and convenience store are located on Lots 6, 7 and 8.

Lots 6 to 8 are correctly zoned for a "Service Station" as Drive-In Commercial C-2, while Lot 9 is zoned C-1, and "Service Station" is not a use listed in the C-1 district. As part of the development permit application for the new sign, the zoning irregularity was discovered and the development permit condition requires the landowner to consolidate lots 6 to 9 into one Roll Number and make an application to rezone Lot 9 to the Drive-In Commercial C-2 land use district.

Refusal of the proposed rezoning would result in the sign, propane tank storage and other accessory structures requiring removal from the property.

Analysis of Alternatives:

1. Following the Public Hearing, Council may give Second and Third Reading of Bylaw 1144, 2023, as proposed.
2. If additional information is required by Council and/or amendments to the Bylaws are proposed by Council prior to Second Reading, Council may postpone Second Reading of Bylaw 1145, 2023 and provide further direction to Administration. Substantial changes to the Bylaw will require Council hold a second Public Hearing prior to considering the Bylaw 1145,2023 for Second and Third reading.
3. Council may defeat Bylaw 1144, 2023, as proposed.

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1144 2023.docx](#)

[Bylaw 1144, 2023-Schedule A.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1144, 2023

LAND USE BYLAW AMENDMENT – Redesignate Lot 9, Block 22, Plan 6808CU

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

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as Lot 9, Block 22, Plan 6808CU, within NW¼ 9-8-4-W5M, containing ±0.044 ha (0.109 acres) from “Retail Commercial – C-1” to “Drive-In Commercial – C-2”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Drive-In Commercial – C-2” land use district.

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as Lot 9, Block 22, Plan 6808CU, within NW¼ 9-8-4-W5M, containing ±0.044 ha (0.109 acres) from “Retail Commercial – C-1” to “Drive-In Commercial – C-2”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 868, 2013, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

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

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 7.b

Subject: Bylaw 1145, 2023 - LUB Amendment Re-designation of Lot 36 Block 1 Plan 2310213 (2722 27 Avenue, Bellevue) from Non-Urban Area NUA-1 to Residential R-1 - Second and Third Reading

Recommendation: That Council gives second and third reading of Bylaw 1145, 2023.

Executive Summary:

The proposed bylaw involves the rezoning of a portion of Lot 36 Block 1 Plan 2310213 within SW 21-7-2-W5M, from Non-Urban Area NUA-1 to Residential R-1, for the purpose of bringing the existing Single Family Dwelling into compliance with the land use bylaw.

Relevant Council Direction, Policy or Bylaws:

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

Land Use Bylaw No. 868-2013

Discussion:

Council gave First Reading of Bylaw 1145, 2023 on March 7, 2023.

The proposed bylaw involves the rezoning of the lands from Non-Urban Area NUA-1 to Residential R-1 for the purpose of bringing the existing Single Family Dwelling into compliance with the land use bylaw. The zoning irregularity was discovered during a compliance certificate review. The existing Single Family Dwelling is located on three parcels, two of which are in the R-1 District and one in the NUA-1 Districts. This irregularity should be corrected as a housekeeping item to update Municipal records from a historic road closure, and allow for consistent development standards and uses for this Roll Number.

The re-designation follows the consolidation of the previous Plan 6632Y, Block OT with Lots 34 & 35 of Plan 6632Y, which was a requirement of development permit DP2022-070.

Until recently the three parcels (Lots 34 and 35, Block N/A, Plan 6632Y and Lot N/A, Block OT, Plan

6632Y), which are on the same Roll No. 3055500, were separate parcels as described. On January 02, 2023 the three lots were consolidated into Lot 36, Block 1, Plan 231 0213, without requiring approval from the Subdivision Authority. It is possible that the Registrar of Land Titles was able to accept the plan of subdivision (consolidation in this instance) under provisions in section 652 of the Municipal Government Act.

Analysis of Alternatives:

1. Following the Public Hearing, Council may consider Second and Third Reading of Bylaw 1145, 2023, as proposed.
2. If additional information is required by Council and/or amendments to the Bylaws are proposed by Council prior to Second Reading, Council may postpone Second Reading of Bylaw 1145, 2023 and provide further direction to Administration. Substantial changes to the Bylaw will require Council hold a second Public Hearing prior to considering the Bylaw 1145,2023 for Second and Third reading.
3. Council may defeat Bylaw 1145, 2023, as proposed.

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1145, 2023.docx](#)

[Bylaw 1145, 2023 Schedule A.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1145, 2023

LAND USE BYLAW AMENDMENT – Redesignate portion of Lot 36, Block 1, Plan 231 0213

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

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as a portion of Lot 36, Block 1, Plan 231 0213, within SW¼ 21-7-3-W5M, containing ±0.037 ha (0.092 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "Non-Urban Area – NUA-1" to "Residential – R-1."

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the "Residential – R-1" land use district.

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as a portion of Lot 36, Block 1, Plan 231 0213, within SW¼ 21-7-3-W5M, containing ±0.037 ha (0.092 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "Non-Urban Area – NUA-1" to "Residential – R-1."
2. Bylaw No. 868, 2013, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

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

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 7.c

Subject: Service Areas Update

Recommendation: That Council receives the service areas update as information.

Executive Summary:

Each month the CAO provides Council with a summary of some of the highlights of work completed by the various departments over the last month.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Service Areas Update - April 14, 2023.pdf](#)

Service Areas Update – April 14, 2023

CAO Office

- Discussion with Alberta Jobs Economy and Northern Development on Rural Renewal Stream
- Attended RMA Convention including meetings with Ministers Loewen and Dreeshen
- Completed 2022 Safety Codes Internal Audit
- Attended Southern Alberta Tourism Development Zone Steering Committee update
- Participated in SZAHiMT Steering Committee meeting
- Attended CNP Ad Hoc Ec Dev Committee meeting
- Attended Mount Royal University student visit at CCHS
- Attended CMHC Housing Accelerator Fund Key Elements webinar
- Initiated Southmore ASP project
- Continuing Downtown Bellevue Revitalization project oversight
- Continuing Bellevue Forcemain Conceptual Design project oversight
- Continuing Blairmore & Coleman Water Plant MCC Upgrade project oversight
- Continuing Frank WWTP Upgrade project oversight
- Continuing Bellevue Fire Pump and Water Main project oversight
- Continuing West Coleman Storm project oversight
- Continuing Office Renovation project oversight
- Continuing PPK Lodge Deck project oversight

Finance

- Tax Desk received 34 requests for Tax Searches in March 2023 with a yearly total of 121 (compared to 50 in March 2022 Year to date 128 and 85 March 2021 year to date 199).
- Accounts Payable in March did three check runs, processed 693 invoices, and paid 302 vendors Year to date 1396 invoices and paid 704 vendors (March 2022 processed 387 invoices and paid 194 vendors with 2 check runs, 2022 Year to date paid 1024 invoices and paid 519 vendors).
- Staff responding to year end questions from BDO.
- Final Asset Management meeting/training was April 5; working to complete policy and terms of reference.
- Working in test system to load property tax rates, in preparation for printing tax notices.
- Amending 2023 Fees, Rates and Charges for changes identified after first reading. To be brought back April 28.
- Performed a payroll update to fix Federal Tax Table error in Microsoft Dynamics.

Corporate Services

- **Human Resources**

- The Municipality has 176 employees across the organization.
- The Municipality has 3 Open Postings (1 Fire Rescue General Recruitment, 1 Pool, 1 summer seasonal.)
- 27 Seasonal Positions have been filled.
- 5 internal promotions have been awarded (Equipment Operator III, Operations Lead Hand, Community Services Lead Hand, and 2 Community Services Operator I) and are all starting in April.
- Vacation approval process has been completed with Management and Union staff.
- Utilities/Taxation Clerk will be starting on April 17, 2023.
- Equipment Operator I started on April 3, 2023.
- We have centralized the training request process so that it flows through Corporate Services. We are processing the requests for 2023.

- **FOIP/Complaint Form Process**

- 3 FOIP requests has been received in 2023; all are completed.
- Received 1 Formal Complaint Forms in 2023; investigation has been completed.
- 3 Office of the Privacy Commissioner Reviews have been completed.

Development, Engineering & Operations

- **Utilities Department**

- Commissioning and training for new equipment installations at the Frank WWTP continues.
- Level 3 operator training for wastewater operations continues.
- Repaired two broken valves in Coleman.
- Clearing out Frank wood waste pit. Will reopen again April 24th.
- Completed repairs to a PRV in Coleman drinking water system.
- Completed repairs to chlorine pump in Blairmore water drinking system.
- Cleared frozen manhole/line causing a back up in Bellevue.
- Completed repairs to lagoon generator.
- Investigating issues with one of the lagoon sand filters.

- **Transportation Department**

- Sign maintenance and new one-way directional signage installations for Southmore, 15th Ave and 134th St.
- Checking on drainage areas and thawing storm drains for surface runoff-snow melt events.
- Training operators on various pieces of equipment such as grader, loader, and plow truck.
- Opening and closing graves for burials.

- Hauling gravel.
 - Metal scrap pile in Hillcrest Yard is 80% removed.
 - Pothole maintenance – 15 in Coleman.
 - Remove festive lights from trees in downtown Coleman.
 - Radio inventory for all handheld, equipment radios, and base stations.
- **Development and Trades**

Facility Maintenance:

- Maintenance as required.
- Develop multi-year annual overhead door service contract.
- Develop preventative maintenance work schedules, annual inspection programs, and facility / equipment life-cycle assessments.

Planning and Development:

- Municipal Planning Commission – one meeting in March (0 Subdivision; 17 DPs).
- To date a total of 76 DP applications for Tourist Homes and Short-Term Rental / B&B have been received (10 new in 2023) and either approved or refused. Enforcement is ongoing. There have been 10 appeals, some by the applicant who had been refused, and some by adjacent landowners against an approval.
- Municipal Historic Resources Advisory Committee – one meeting in March.
- SDAB – no hearing in March.
- Review of policies and standard operating procedures continues – Encroachment Policy and Development Agreement Securities Policy.

Key Performance Indicators (KPIs):

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
Facility Maintenance – Plumbing, Construction, Electrical		
Work Orders - issued / closed	30 / 23	108 / 87
Planning & Development		
Compliance Certificate requests processed	7	19
Development permit applications - received / issued	29 / 30	80 / 49
Business Licences reviewed	11	35
LUB enforcement complaints – new / active	15 / 57	25
Bylaws - LUB amendment, road/MR closure	0	6
Subdivision applications – new / active	0	1
Safety Codes		
New Housing Starts	1	5
Building permits - issued / inspections / closed	8 / 29 / 28	21 / 65 / 46
Electrical permits - issued / inspections / closed	8 / 8 / 4	23 / 43 / 34
Gas permits - issued / inspections / closed	7 / 23 / 14	28 / 46 / 29
Plumbing permits - issued / inspections / closed	7 / 16 / 4	18 / 28 / 13
PSDS permits - issued / inspections / closed	0 / 0 / 1	0 / 0 / 1

Protective Services

- **Fire**
 - Structure fire-Willow Drive
- **Peace Officer**
 - April enforcement focus:
 - Speed and aggressive driving
 - Wildlife Attractants
 - Worked with Development office for STR and Tourist Homes

Category	Month (Mar)	Year to Date
Number of Charges Laid	58	149
Cases Generated (Incident Count)	36	51
Cases: Requests for Service	14	45
Cases: Officer Observed	3	17
Cases: Received from outside Department/Agency (i.e. RCMP)	5	11
Vehicle Removal Notices	1	9
Vehicles Towed	1	1
Positive Ticketing	0	43
Projected Fine Revenue **	\$17,457	\$41,097

Note** Fine revenue is subject to change through court process

- **Agriculture and Environment**
 - Ag Fieldman has returned and beginning season preparations

Pass Powderkeg Community Resort

- Ski Season concluded March 26, 2023
- End of Season events (Dummy Downhill, Park Jam, Slush Pit) were a major success along with the PPK Ski Society BBQ at the slush pit.
- Winter operations wrap up has finished up earlier than normal thanks to the hard work of our staff. Initial reviews from the end of year survey are looking to be very positive.
- Efforts are now going to set up for summer operations at PPK as well as summer maintenance
- Trail crew starts May 15
- Summer agreement has been signed with Alpenland. Alpenland will be renting bikes, repairing bikes and offering summer retail out of the lower floor of the lodge starting June 9.
- Plans for food and beverage at the lodge for the summer are ongoing.
- Summer events are penciled in:
 - Alberta Orienteering events: June 14-17
 - Transrockies Mountain Bike Race: July 15-16
 - Crowsnest 100: August 4-6

Pass Community Pool

- Preparing for startup procedures
- Reviewing necessary policies and procedures
- Staff hiring is going well, with the majority of interviews completed
- Ordering for supplies and start up chemical has been nearly finished up
- Schedule is in the process of being set, with eyes on a May Long Weekend opening, barring mechanical and start up issues

Community Services

- Completed sport field user organization meeting
- Completed signage design on partnership with Nature Conservancy
- Staff hiring
- **Arena/Parks**
 - March 27 – Hockey Ice removal begins
 - March 31 – CNP Music Festival at the MDM
 - April 6-9 – Bunny Bonspiel
 - April 7 – Easter Fun Run
 - April 10 – curling ice removal begins
 - April 20 – Community Market at Elks Hall
 - April 28-30 – KRA Pro Rodeo
 - Pool chemical policy writing/ ordering
- **FCSS**
 - Planning Youth Week Activities
 - Planning Senior's week Activities
 - Planning for an Applied Suicide Intervention Certificate program for April 15 & 16. This workshop is being hosted in partnership with Darcy's Nature Walk for Mental Wellness.
 - Working with the Coleman Seniors and Bellecrest Seniors to set up activities to engage seniors in the community.
 - Volunteer Appreciation event will be held on Friday April 21.
 - Coordinating meals on wheels and subsidized taxi program
- **Programming**
 - Gymnastics Spring schedule and registration
 - Gymnastics Spring Summer Membership (Alberta Gymnastics Federation)
 - Memorial Bench Program – Ordered and planning the plaques
 - Summer/Fall Programming
 - Summer Camps Planning – Soccer and Gymnastics
 - Pickle Ball Training Camp for all levels



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 18, 2023

Agenda #: 7.d

Subject: Tourist Home and Short-Term Rental/Bed & Breakfast - Update to Council

Recommendation: That Council reviews and receives for information the current status of Tourist Homes and Short-Term Rentals/Bed & Breakfasts in Crowsnest Pass.

Executive Summary:

The attached document Tourist Home and Short-Term Rental/Bed & Breakfast Statistics highlights the number of applications per category received since the adoption of the relevant bylaws, the current number of business licenses issued, the number of Tourist Home applications refused and the current status of bylaw enforcement.

The attached maps provide a visual of the Tourist Homes and Short-Term Rentals/Bed & Breakfasts that currently have a development permit. Please note: Not all Tourist Homes and Short-Term Rentals/Bed & Breakfasts that have a development permit are currently operating.

Relevant Council Direction, Policy or Bylaws:

Land Use Bylaw 868-2013

Business License Bylaw 1084, 2021

Fees Rates and Charges Bylaw 1108, 2022

Fees Rates and Charges Proposed Bylaw 1140, 2023

Discussion:

The attached document Tourist Home and Short-Term Rental/Bed & Breakfast Statistics highlights the number of applications per category received since the adoption of the relevant bylaws, the current number of business licenses issued, the number of Tourist Home applications refused and the current status of bylaw enforcement.

The attached maps provide a visual of the properties with a development permit to operate Tourist Homes and Short-Term Rentals/Bed & Breakfasts.

Concerns raised by applicants or administration include:

Business License Fees:

Development staff have heard from tourist home operators a concern about the business license fee structure. A larger home with a higher assessment is charged more for a business license however, it is restricted to the same maximum number of six guests as those lower assessed properties. For example:

A \$500,000 home has a business license fee of \$2,750 per year. If the property is within the Residential R-1 district the maximum occupancy is six guests, even if the home has sufficient space to accommodate more guests. A \$200,000 home has a business license fee of \$1,100 per year, and that home can also accommodate a maximum number of six guests if it has sufficient bedrooms and parking spaces.

A possible solution to this could be to amend the Fees, Rates and Charges Bylaw to base the business license fee on the maximum occupancy number (of guests) approved in a development permit, rather than on the assessed value of a home. For example, both the \$500,000 home and the \$200,000 home, both with the same maximum occupancy of six guests, would both pay \$320 per occupancy number (the average between the business license fees based on assessed value).

Enforcement and fines:

Evaluation of enforcement action – the Stop Order process is lengthy and does not deliver immediate results. As a result the bylaw was developed to include the ability to issue fines. Currently the provincial courts system does not have the ability nor the course of action to pursue amounts owing on fine revenue for charges issued pursuant to bylaw offences.

A possible solution to address this challenge Development staff recommends that unpaid tickets will result in a BL for the following year being refused until the tickets are paid, similar to speeding fines and driver's license renewal. It may be necessary to amend the Business License Bylaw to provide for this.

Analysis of Alternatives:

Review the information received and, if necessary, provide direction to Administration.

Financial Impacts:

N/A

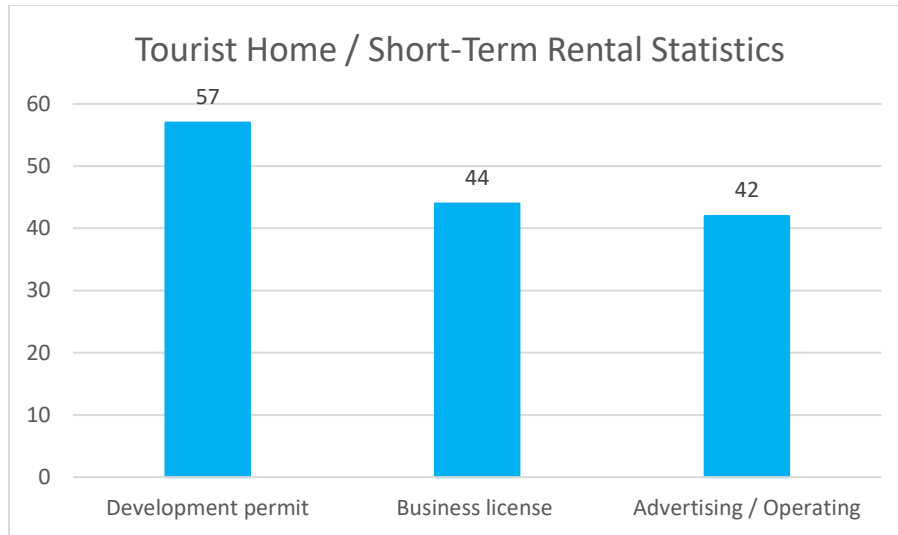
Attachments:

[Tourist_Home_and_STR-B_B_Statistics_Apri_18_2023_.docx](#)
[Tourist Home and STR-B&B location maps.docx](#)

TOURIST HOMES AND SHORT-TERM RENTAL/BED & BREAKFASTS STATISTICS

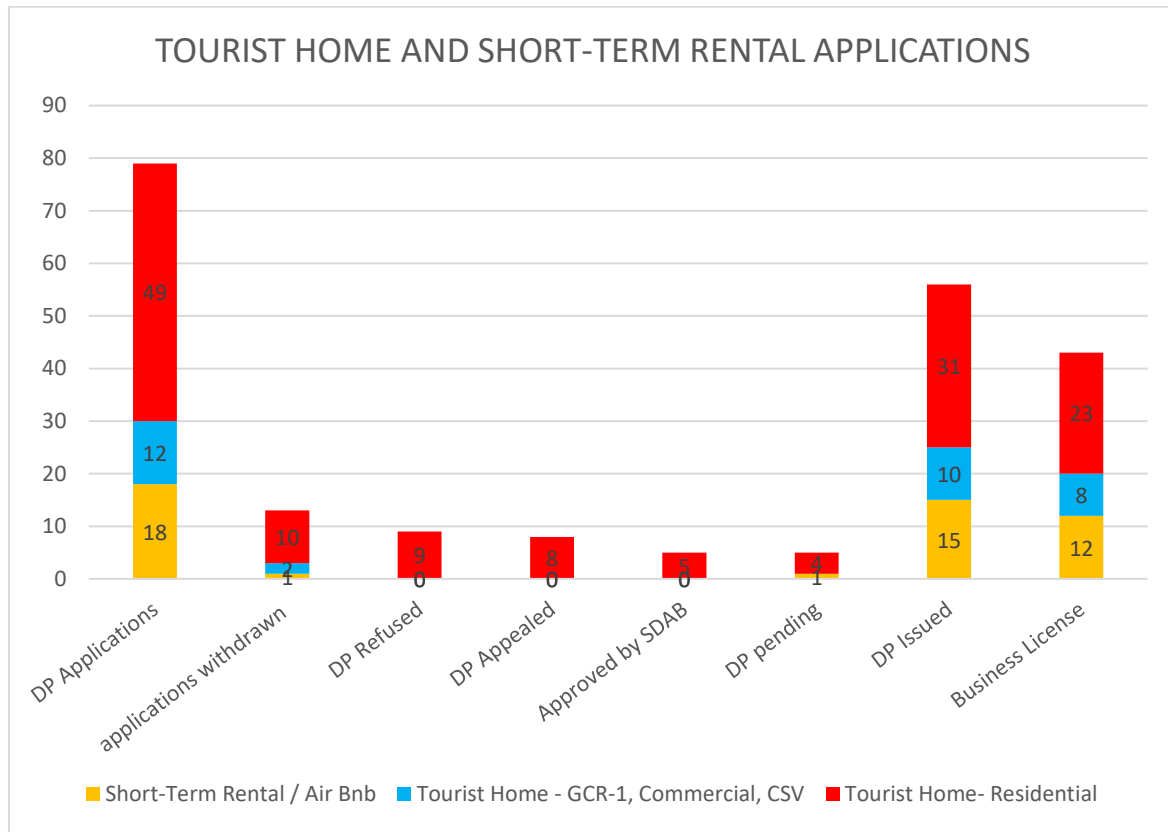
Tourist Homes and Short-Term Rentals / B&Bs – All Land Use Districts

As of April 10, 2023 there are 57 Tourist Homes and Short-Term Rentals / B&Bs with a development permit, 44 with a business license and 42 that are actively advertising in all land use districts and all communities in the Municipality.



- 79 Development Permit Applications received – (this includes 5 that were approved prior to the Tourist Home bylaw under similar uses).
- 13 applications withdrawn.
- 5 applications pending.
- 9 applications refused by the Development Authority.
- 8 applications were appealed to the SDAB after receiving a notice of refusal by the Development Authority. The SDAB:
 - approved 3 with less than a 20% variance to the minimum separation distance.
 - approved 1 for a variance to the number of parking stalls as a 1-year temporary permit allowing time to arrange alternate parking arrangements.
 - approved 1 with a variance to the maximum occupancy from 6 guests to 10 guests.

- upheld the refusal of 3 appeals based on not meeting the minimum separation distance and requesting a variance greater than 20% to another Tourist Home.
- 2 applications approved by the Development Authority were appealed by adjacent landowners. The SDAB:
 - Upheld both approvals, and the Tourist Home development permits were issued.



Short-Term Rental / Bed & Breakfast – All Land Use Districts

- 18 DP applications received. (this includes 3 that were approved prior to the Tourist Home bylaw under similar uses).
- 1 application withdrawn.
- 1 development permit pending.
- Refused – 0
- 16 development permits issued.
- 12 business licenses issued – the other 3 are not currently operating due to various reasons.

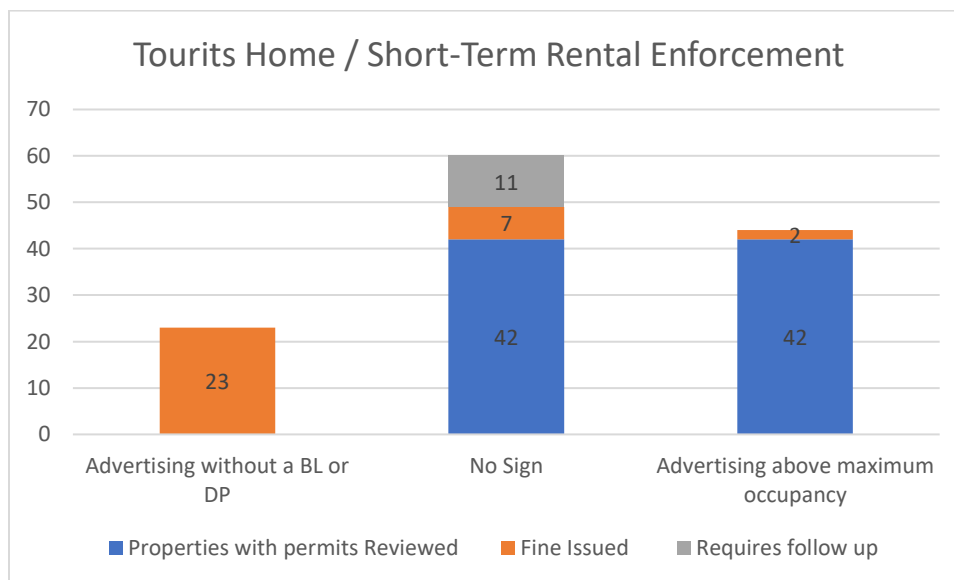
Tourist Homes – GCR /CSV / Commercial / NUA-1 Districts

- 12 DP applications received (this includes 2 that were approved prior to the Tourist Home bylaw under similar uses).
- 2 applications withdrawn.
- Pending – 0
- Refused – 0
- 10 development permits issued in total.
- 8 business licenses issued – the other 2 are not currently operating for various reasons.

Tourist Homes – Residential R-1 to R-5 Districts

- 49 DP applications received.
- 10 applications withdrawn.
- 4 development permits pending.
- Refused – 4 (based on decision following SDAB if an appeal was made)
- 31 development permits issued.
- 23 business licenses issued – the other 8 are not currently operating due to various reasons.

Bylaw Enforcement - Tourist Homes and Short-Term Rental/Bed & Breakfast



The current approach to the enforcement of Tourist Homes and Short-Term Rentals is as follows:

1. **Operating / advertising without a DP or BL:** The Development Office checks on a regular basis to confirm that AirBnB and VRBO advertisements for properties have a development permit and business license. A Stop Order is issued, and the landowners must remove their advertisement or appeal the Stop Order. Failure to comply with these measures initiates the Peace Officers issuing fines as per the fees rates and charges bylaw.

23 landowners have been issued Stop Orders and/or fines based on the Development Authority identifying Tourist Homes and Short-Term Rentals advertising without a Business License or Development Permit.

2. **Property Signs:** Once a property operates with the benefit of a DP and a BL, a sign is required to be placed on the property identifying the property as a Tourist Home or Short-Term Rental. The Development Office has completed site inspections and identified the properties that were not in compliance. The offences are being submitted to the Peace Officers to issue fines as per the Fees Rates and Charges Bylaw. Because a Stop Order is a lengthy process, the bylaw provides fines for this type of offense to encourage compliance.

The majority of Tourist Homes and Short-Term Rentals have been inspected for a sign.

- 42 properties have been reviewed.
- 24 properties have a sign installed.
- 7 landowners have been issued a fine for not having a sign as per their development permit.
- 11 properties require a site inspection, have been granted a time extension to install their sign or permits did not originally require a sign. The properties in Southmore that received development permits for “Rental Accommodation” prior to the bylaw coming into effect did not require a sign. The landowners will be contacted, and a sign required prior to their business license being issued in 2024.

3. **Maximum Occupancy:** A development permit identifies the maximum occupancy a landowner can list as part of their advertisement. The Development Office regularly reviews online advertisements on AirBnB and VRBO and checks that the maximum occupancy matches what was approved in the development permit. A property advertisement that exceeds the maximum occupancy is submitted to the Peace Officers for fines to be issued. Because a Stop Order is a lengthy process, the bylaw provides fines for this type of offense to encourage compliance.

- 42 Advertisements have been checked by the Development Officer for the maximum occupancy listed.
- 3 landowners have advertised a maximum occupancy greater than what their development permit allows. The offence has been submitted to the Peace officers to issue fines.

Evaluation of enforcement action – the Stop Order process is lengthy and does not deliver immediate results. As a result the bylaw was developed to include the ability to issue fines. Currently the provincial courts system does not have the ability nor the course of action to pursue amounts owing on fine revenue for charges issued pursuant to bylaw offences. To address this challenge Development staff recommends that unpaid tickets should result in a BL for the following year being refused until the tickets are paid, similar to speeding fines and driver’s license renewal. It may be necessary to amend the Business License Bylaw to provide for this.

Fees and Fines

Development Permit Fees

	Existing	Bylaw 1140, 2023- Proposed
Short-Term Rental	\$275	\$450
Tourist Home	\$450	\$450

Business License Fees

	Existing	Bylaw 1140, 2023- Proposed
Short-Term Rental	\$500	\$500
Tourist Home	Assessment x 0.0055	Property Assessment x 0.0055

Operating Without a Business License

	Existing	Bylaw 1140, 2023- Proposed
All Businesses	Double license fee	Double license fee

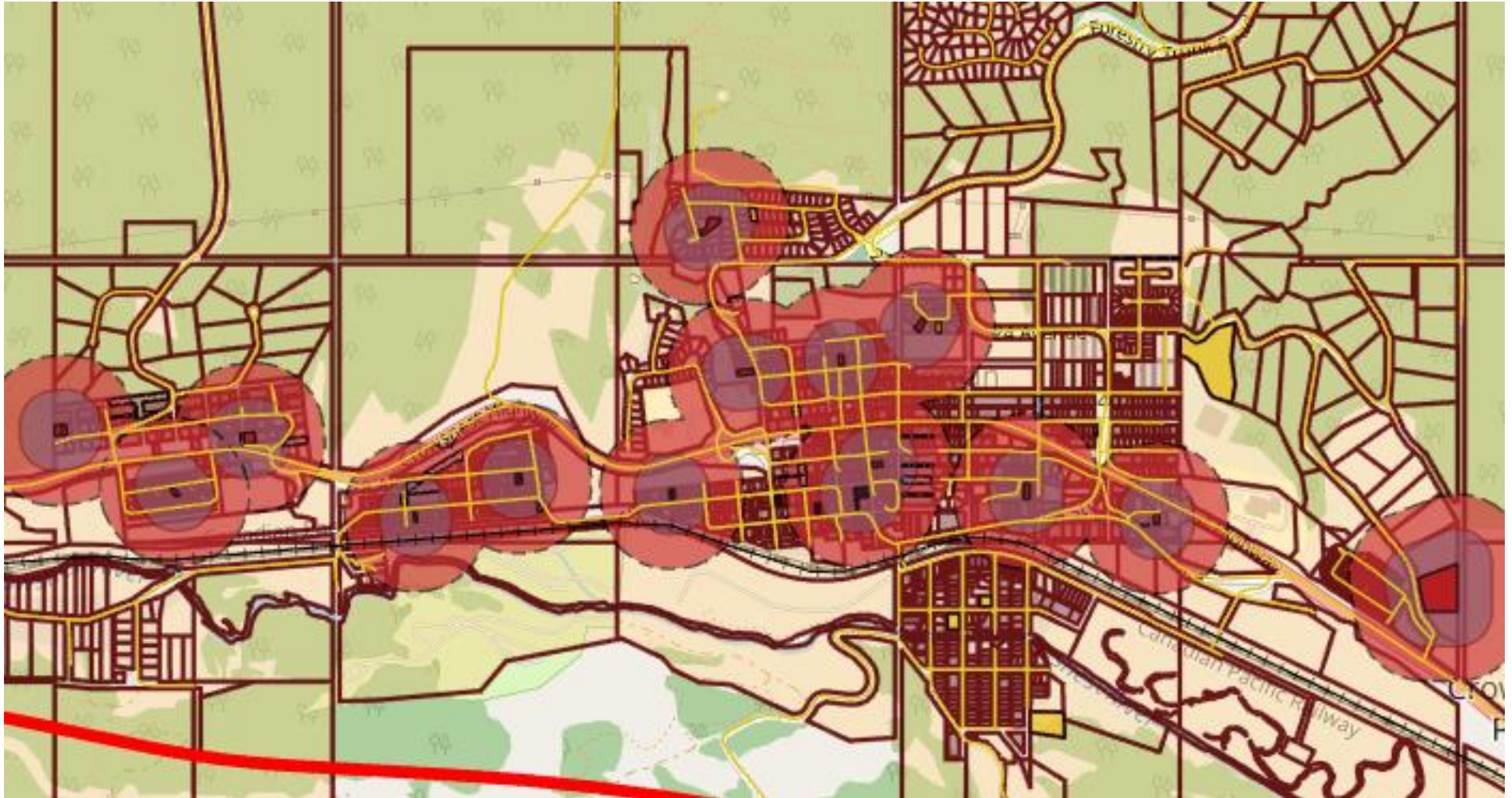
Contravening Development Permit

	Existing	Bylaw 1140, 2023- Proposed
Sign, maximum occupancy etc.	\$100 for the first citation	\$250 for the first citation
	\$200 following week	\$500 for every week contravention continues
	\$500 every week that the contravention continues.	

Coleman – **Red squares – 15** Tourist Home approved in R-1 to R-5 - 200m separation distance (each circle has a radius of 100m and 200m measured from property line).

Blue squares – 2 Tourists Home approved in the Commerical Land Use District.

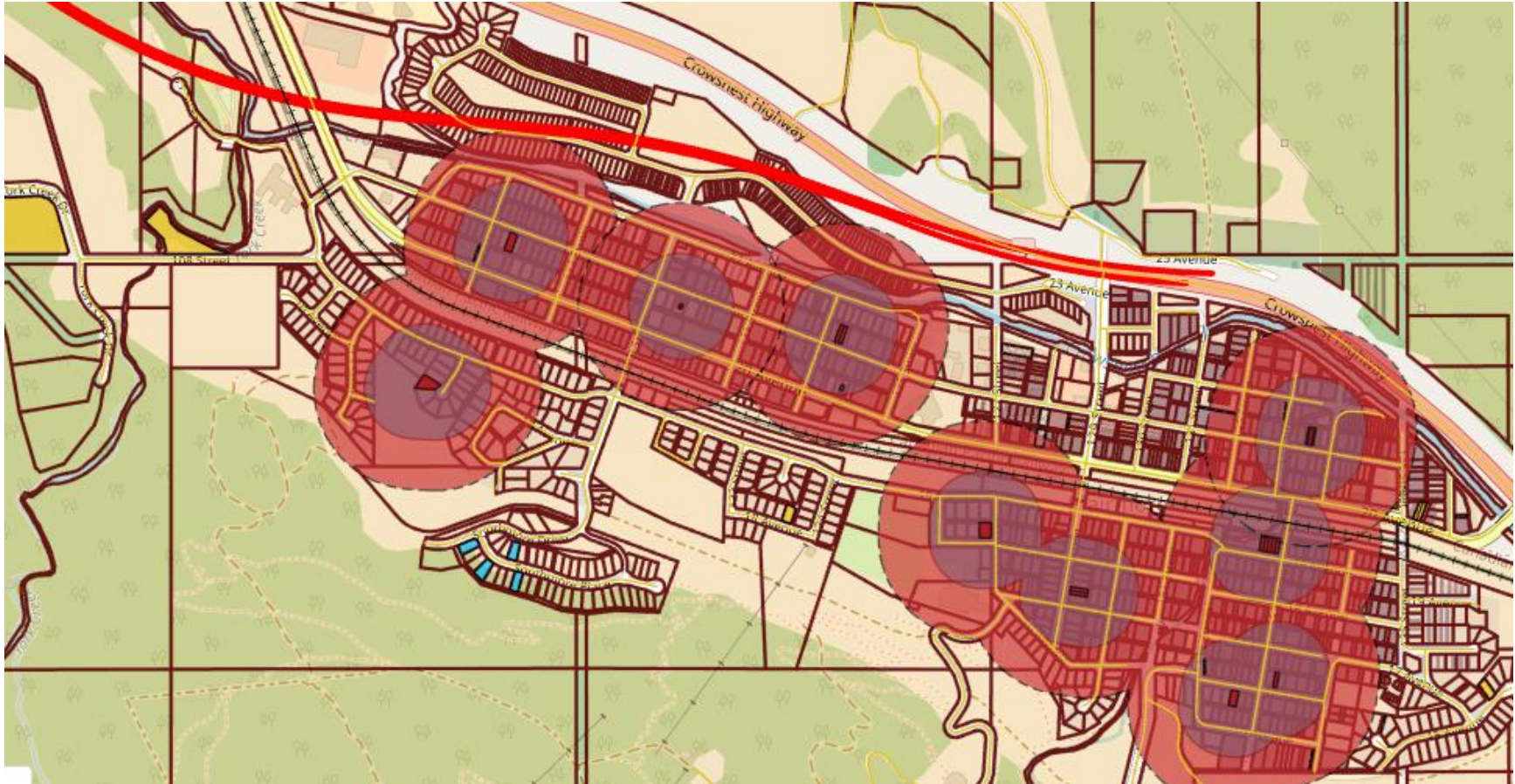
Gold Squares- 8 Short -Term Rental / Bed & Breakfast



Blairmore- **Red squares – 10** Tourist Home approved in R-1 to R-5 - 200m separation distance (each circle has a radius of 100m and 200m measured from property line).

Blue squares – 5 Tourists Home approved in the Commerical Land Use District.

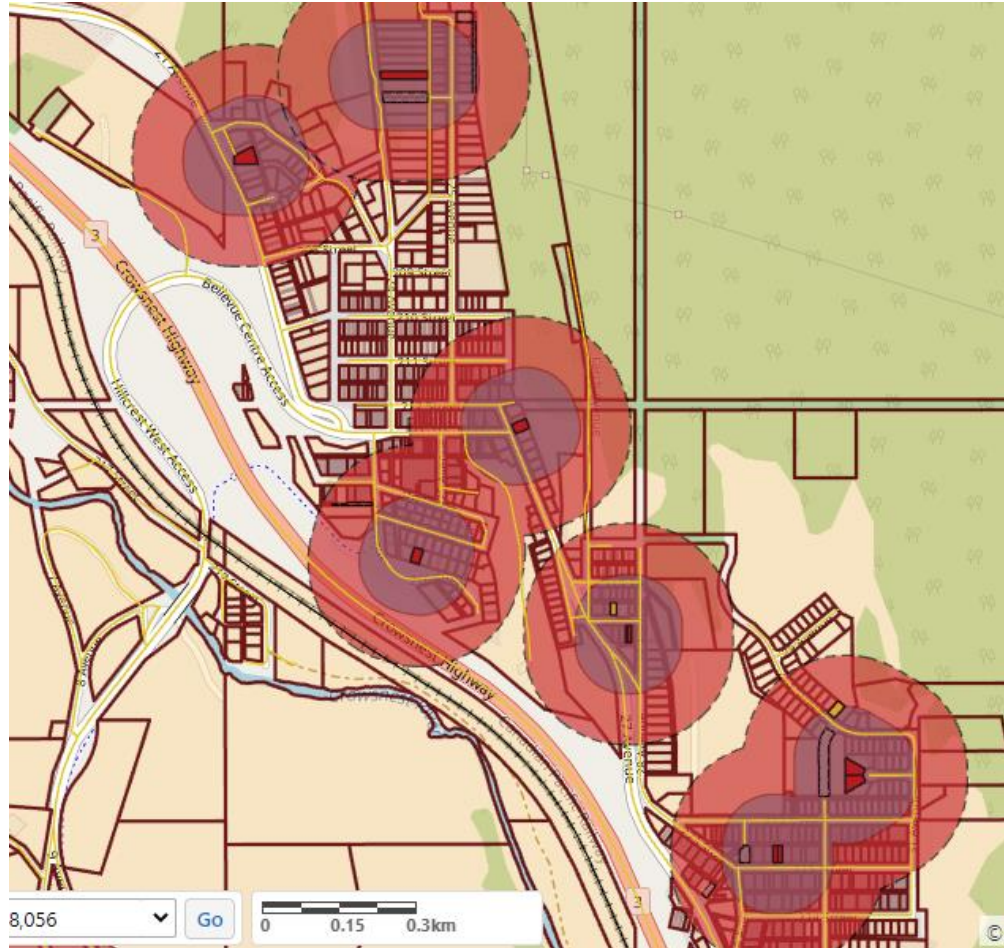
Gold Squares- 5 Short -Term Rental / Bed & Breakfast



Bellevue- **Red squares – 7** Tourist Home approved in R-1 to R-5 - 200m separation distance (each circle has a radius of 100m and 200m measured from property line).

Blue squares – 0 Tourists Home approved in the Commerical Land Use District.

Gold Squares- 2 Short -Term Rental / Bed & Breakfast



Hillcrest- **Red squares – 4** Tourist Home approved in R-1 to R-5 - 200m separation distance (each circle has a radius of 100m and 200m measured from property line).

Blue squares – 1 Tourists Home approved in the Commerical Land Use District.

Gold Squares- 0 Short -Term Rental / Bed & Breakfast

