



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, April 25, 2023 at 7:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

- 3.a Minutes of the Agriculture Service Board of January 11, 2023
- 3.b Alberta SW Board Minutes and April Bulletin
- 3.c Minutes of the ORRSC Executive Committee of January 12, 2023

**4. ADOPTION OF MINUTES**

- 4.a Minutes of the Council Meeting of April 18, 2023

**5. PUBLIC HEARINGS**

- 5.a Bylaw 1116, 2022 - Land Use Bylaw Amendment re. Minimum Floor Area for Single-family Dwelling in R-1 and GCR-1 - *Public Hearing*
- 5.b Bylaw 1132, 2022 - Land Use Bylaw Amendment: rezone a portion of Lot 1MR, Block 3, Plan 8311587 from Recreation & Open Space RO-1 to Grouped Country Residential GCR-1, and a portion of NW 21-7-3-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-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 BDO Presentation of 2022 Audited Financial Statements

**7. REQUESTS FOR DECISION**

- 7.a 2022 Audited Financial Statements
- 7.b Bylaw 1116, 2022 - Land Use Bylaw Amendment re. Minimum Floor Area for Single-family Dwelling in R-1 and GCR-1 - *Second and Third Readings*
- 7.c Bylaw 1132, 2022 - Land Use Bylaw Amendment: rezone a portion of Lot 1MR, Block 3, Plan 8311587 from Recreation & Open Space RO-1 to Grouped Country Residential GCR-1, and a portion of NW 21-7-3-W5M from Non-Urban Area NUA-1 to Grouped

Country Residential GCR-1 - *Second and Third Reading*

7.d Bylaw 1140, 2023 - Fees, Rates and Charges Bylaw - *Second and Third Reading*

7.e Wolfstone Subdivision Update

7.f Alberta SW - Regional NRCAN Energy Efficiency Grant Support

7.g Alberta SW - Regional Housing Development

**8. COUNCIL MEMBER REPORTS**

**9. PUBLIC INPUT PERIOD**

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

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

**11. IN CAMERA**

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

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

11.c Economic Interests of the Public Body - Application to Lease Municipal Lands - *FOIP Act Section 25*

**12. ADJOURNMENT**



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

**Meeting Date:** April 25, 2023

**Agenda #:** 3.a

**Subject:** Minutes of the Agriculture Service Board of January 11, 2023

**Recommendation:** That Council accept the Minutes of the Agriculture Service Board of January 11, 2023 as information.

**Executive Summary:**

Minutes of 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 Agriculture Service Board provides their minutes to Council to keep them apprised of board activities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2023 01 11 ASB Minutes Approved.pdf](#)

# ***Crowsnest Pass*** ***Agriculture & Environmental Services***



## AGRICULTURE SERVICE BOARD MEETING

January 11, 2023, 5:00 pm

Municipal Office – Council Chambers

8502 19 Avenue, Coleman Alberta

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### **ATTENDANCE:**

Kathy Wiebe	Chair
Dale Paton	Vice-Chair
Frank DeGroot	Board Member
Megan Evans	Board Member
Dave Filipuzzi	Councillor
Vicki Kubik	Councillor
Doreen Glavin	Councillor
Jesse Fox	Manager of Protective Services
Sasha Lassey	Recording Secretary

### **ABSENT:**

Melisa Atkinson	Board Member
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### **CALL TO ORDER**

Chair, Kathy Wiebe called the meeting to order at 5:01 pm.

### **ADOPTION OF AGENDA**

#### **Additions**

NEW BUSINESS: ASB Strategic Plan and 2023 Meeting Schedule

**ASB-01-2023-01-11** Motion made by Dale Paton to adopt the agenda as amended. Carried.

### **ADOPTION OF MINUTES**

Adoption of Agriculture Services Board Minutes from November 23, 2022.

**ASB-02-2023-01-11** Motion made by Megan Evans to adopt the minutes of November 23, 2022, as presented. Carried.



## **OLD BUSINESS**

### **IST (In-Service Training)**

- The board reviewed an In-Service Training Update from Grace O'Leary

**ASB-03-2023-01-11** Motion made by Megan Evans to accept the update on the In-Service Training as presented. Carried.

## **NEW BUSINESS**

### **Update from December 16, 2022, ASB Town Hall**

- Chair, Kathy Wiebe presented her notes from the December 16, 2022, ASB Town Hall Meeting virtual meeting for the board to review as information.
- Discussion regarding potential well-sites that may be impacted by invasive weeds; the board may contact Alberta Environment and Parks to see if there are any abandoned wells within the municipal boundaries

**ASB-04-2023-01-11** Motion made by Councillor Glavin to accept the notes provided on behalf of Kathy Wiebe from the December 16, 2022, ASB Town Hall as presented. Carried.

### **Appeal Committee Appointments**

- Discussion was held on whether there would be a requirement for the Municipality to have an independent appeal board pursuant to the Agricultural Pests Act and the Weed Control Act as there are concerns with potential bias as members of the board sitting on an appeal board
- Manager of Protective Services, Jesse Fox gave an update to the board that the current Agricultural Services Bylaw 1020, 2018 may already address appeal procedures adequately, however he will seek to confirm and verify these details with Doug Macaulay, Acting Director and Manager of Agriculture Services Boards.

**ASB-05-2023-01-11** Motion made by Councillor Filipuzzi to table this item for a future meeting until more information can be gathered by administration. Carried.

### **Letter of Recommendation**

- The board reviewed and discussed a draft letter as prepared for Council on behalf of the Agricultural Services Board regarding the employment status of the Agricultural Fieldman position

- Suggestions were made by members of the board to amend the verbiage of the sections of the draft letter before submitting

**ASB-06-2023-01-11** Motion made by Megan Evans for Chair, Kathy Wiebe and member, Megan Evans to review and make amendments to the draft letter as per the discussion to then be recirculated to the entire board for feedback before it is forwarded to Council. Carried.

#### **ASB Strategic Plan and 2023 Meeting Schedule**

- The board discussed plans to work on a strategic plan for the Agricultural Services Board over the next few months to be held as a workshop with informal roundtable discussion
- Manager of Protective Services, Jesse Fox will investigate providing a recording secretary to organize and document the discussion
- Discussion on the 2023 meeting schedule was held; resume regular ASB meetings in April once the Ag Fieldman is reinstated

**ASB-07-2023-01-11** Motion made by Councillor Filipuzzi to resume regular Agricultural Service Board meetings in April to be held on the third Wednesday of each month. Carried.


#### **NEXT MEETING**

Workshop for ASB Strategic Plan: TBD

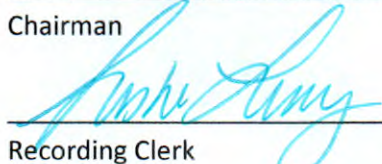
**ASB-08-2023-01-11** Motion made by Councillor Kubik to have the next Agricultural Services Board meeting on April 19, 2023, at 5:00pm. Carried.

#### **ADJOURNMENT**

**ASB-09-2023-01-11** Motion made by Dave Filipuzzi to adjourn the meeting at 6:18pm. Carried.

  
\_\_\_\_\_  
Chairman

Date: April 19, 2023

  
\_\_\_\_\_  
Recording Clerk

Date: April 19, 2023



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

**Meeting Date:** April 25, 2023

**Agenda #:** 3.b

**Subject:** Alberta SW Board Minutes and April Bulletin

**Recommendation:** That Council accept the Alberta SW Board Minutes and April Bulletin as information.

**Executive Summary:**

Minutes from External Boards and Committees are provided to Council for their information at the subsequent meeting.

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

1041, 2020 Procedure Bylaw

**Discussion:**

Alberta SW Board provides their minutes to member municipalities to advise of regional economic development opportunities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2023 AlbertaSW Board Minutes 03-01 approved plus Exec Dir Report & Bulletin.pdf](#)



**Alberta SouthWest Regional Alliance**  
**Minutes of the Board of Directors Meeting**  
Wednesday, March 1, 2023 - Claresholm



**Board Representatives**

Brad Schlossberger, Claresholm  
Barbara Burnett, Cowley  
Sahra Nodge, Pincher Creek  
Cam Francis, Cardston County  
Blair Painter, Crowsnest Pass  
John Van Driesten, MD Willow Creek  
Victor Czop, Nanton (alt)  
Rick Lemire, MD Pincher Creek  
Keith Robinson, Waterton

**Resource Staff and Guests**

MLA Roger Reid  
Lori Hodges, LRSD  
Robert Strauss, MD Ranchland  
Linda Erickson, PrairiesCan  
Tony Walker, CF Alberta Southwest  
Brady Schnell, Claresholm  
Bev Thornton, AlbertaSW

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|----|---|--|
| 1  | Call to Order/  | Vice-Chair Brad Schlossberger called the meeting to order.   |
| 2  | Approval of Agenda                                    | Moved by Blair Painter THAT the agenda be approved as presented.<br><b>Carried.</b> [2023-03-839]  |
| 3  | Approval of Minutes                                   | Moved by Cam Francis THAT the Minutes of February 1, 2023, be approved as presented.<br><b>Carried.</b> [2023-03-840]  |
| 4  | Approval of Cheque Register                           | Moved by Blair Painter THAT cheques #3173 to #3185 be approved as presented.<br><b>Carried.</b> [2023-03-841]  |
| 5  | Research and Communications                           | To date, three responses have been received from businesses in the region who wish to be added to a Resource List.   |
| 6  | READI Workshop, Fort Macleod                          | AlbertaSW businesses are participating in this Rural Development Network (RDN) Pilot Project on Rural Employer Awareness on Diversity and Inclusion (READI). The workshop will provide the first 2 modules of training.  |
| 7  | Southern Alberta Regional Solution for Housing Supply | AlbertaSW has been introduced to AND Villages a company that manages a collaborative strategy to attract housing projects to rural communities. Bev will follow-up and arrange calls and meetings to learn more details. |
| 8  | Connect4Commerce                                      | Connect4Commerce, an on-line tool for investment opportunities, is in the first steps of being implemented. CAOs and EDOs have designated individuals who will help shape the process to be most beneficial.             |
| 9  | Executive Director Report                             | Accepted as information.   |
| 10 | Round Table   | Accepted as information.<br>The Board expressed sincere appreciation to MLA Roger Reid for all his support and advocacy.   |
| 11 | Upcoming Board Meeting                                | ➤ Wednesday, April 7, 2023 – Crowsnest Pass (tentative)  |
| 12 | Adjourn   | Moved by John Van Driesten THAT the meeting be adjourned.<br><b>Carried.</b> [2023-03-842]   |



# Alberta SouthWest Bulletin April 2023

## Regional Economic Development Alliance (REDA) Update

### ❖ Energy Management

**Tristan Walker** presented an overview of his work as Energy Manager for the Town and MD of Pincher Creek and proposed a regional approach to extending that service to other interested communities.

\*\*A federal grant is available to support such work, and we will be gathering information about municipal infrastructure in the region to determine the scope of work that could happen over the next 2 years, and enlisting letters of support. Deadline for application is April 28, 2023. Thank you for the letters of support!



### ❖ Southern Alberta Regional Solution for Housing Supply



The issue of accessible housing is common to all our communities. Attracting new workers and residents is not possible if housing is not available.

**Karin Finley and Eppo Van Weelerden** of AND Villages Ltd. Proposed an innovative approach to communities that are interested and ready to explore a collaborative approach to planning and development of accessible housing.

\*\* To explore the possibilities, communities are asked to first respond to 5 "self assessment" questions, which will help determine possible next steps. These questions will create a very high-level, regional view of 1) the need for affordable and/or entry-level market housing; 2) availability of serviced land for housing; 3) land use or zoning issues; 4) financing capacity and investment options; 5) possibilities for collaborating!

### ❖ Investment Opportunity Network (ION) Meetings

Alberta Agriculture and Irrigation (AAI) and Jobs, Economy, and Northern Development (JEND) will continue to join the regular AlbertaSW ION meetings, held the fourth Tuesday of each month. Geared to EDOs and CAOs, these on-line meetings, welcome attendance from chambers and community leaders. Next meeting: April 25, 9:30am

### ❖ Economic Developers Alberta (EDA) Conference

Another sold-out event with 400 in person attendees, plus about 150 on-line. All sessions were recorded, so will be able to share some picks and clicks and highlights when they are available!

Some very interesting insights into trends in agriculture, energy, transportation and logistics, and manufacturing and advantages and opportunities for Alberta!

### ❖ Connect4Commerce Update

AlbertaSW, in partnership with Community Futures, is implementing a business-to-business platform to list and promote investment opportunities in all our communities.

A series of training and orientation meetings with community contacts will serve to develop a system and collaborative process to compile and promote investment opportunities. More details to come!



### ❖ Summer flyer 2023

In the summers of 2017, 2018 and 2019 the communities of AlbertaSW compiled a list of summer events and experiences for the website. Thank you to all who are helping to update that information once again!

### Alberta SouthWest Regional Economic Development Alliance

International Economic Development Council (IEDC) Accredited Economic Development Organization (AEDO)

2018-2022 Green Destinations Top 100 Sustainable Global Destinations and 2020 Top 3 Best of the Americas

Box 1041 Pincher Creek AB T0K 1W0

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[www.albertasouthwest.com](http://www.albertasouthwest.com)





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

**Meeting Date:** April 25, 2023

**Agenda #:** 3.c

**Subject:** Minutes of the ORRSC Executive Committee of January 12, 2023

**Recommendation:** That Council accept the Minutes of the ORRSC Executive Committee of January 12, 2023 as information.

**Executive Summary:**

Minutes of external boards and committees are provided to Council for their information at the subsequent meeting.

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

1041, 2020 Procedure Bylaw

**Discussion:**

The Oldman River Regional Services Commission provides their Executive Committee minutes to all member municipalities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[January 12, 2023 Executive Committee Minutes - Approved.pdf](#)



OLDMAN RIVER REGIONAL SERVICES COMMISSION

## EXECUTIVE COMMITTEE MEETING MINUTES

January 12, 2023; 6:00 pm

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, January 12, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

### Attendance

#### Executive Committee:

Gordon Wolstenholme, Chair  
Don Anderberg, Vice Chair, Virtual  
David Cody  
Christopher Northcott (Arrived at 6:07 pm)  
Jesse Potrie  
Brad Schlossberger  
Neil Sieben

#### Staff:

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant

Chairman Wolstenholme called the meeting to order at 6:03 pm.

### 1. Approval of Agenda

**Moved by: David Cody**

THAT the Executive Committee adopts the January 12, 2023 Executive Committee Meeting Agenda, as presented.

**CARRIED**

### 2. Approval of Minutes

**Moved by: Neil Sieben**

THAT the Executive Committee approves the November 10, 2022 Executive Committee Meeting Minutes, as presented.

**CARRIED**

### 3. Business Arising from the Minutes

There was no business arising from the minutes.

**4. Official Business**

**a. ATB Financial Municipal Borrowing Bylaw Annual Endorsement**

**Moved by: Don Anderberg**

THAT the Executive Committee authorize the Chair and Director to endorse the 2023 Municipal Borrowing Bylaw (Revolving Line of Credit) for ATB Financial Signing Authority – ATB Financial.

**CARRIED**

**b. 2023 Schedule of Fees – Chinook Intermunicipal Subdivision and Development Appeal Board**

L. Kuiper stated that in accordance with the agreements for the Chinook Intermunicipal Subdivision and Development Appeal Board an annual schedule for fees must be set for 2023.

L. Kuiper stated that Administration has reviewed the fees and are not recommending changes to the remuneration fees, but is recommending to update the mileage rate in accordance with Canada Revenue, from \$0.61/kilometer to \$0.68/kilometer, as done in previous years.

**Moved by: Brad Schlossberger**

THAT the Executive Committee accepts the 2023 Schedule for Fees for the Chinook Intermunicipal Subdivision and Development Appeal Board, as presented.

**CARRIED**

**c. Staff Update**

L. Kuiper stated that Jack Shipton would be joining ORRSC in March 2023 to fulfill the role of Planner.

L. Kuiper discussed proposed changes to area assignments for later in 2023 to ensure workloads are distributed efficiently amongst planning staff.

**d. Subdivision Activity**

L. Kuiper presented the Subdivision Activity statistics as of December 31, 2022 for information.

**e. Community Planning Association of Alberta (CPAA) 2023 Conference**

L. Kuiper stated that the 2023 Community Planning Association of Alberta Conference would be held May 1-3, 2023 in Nisku, Alberta. He stated that in previous years a number of the Executive Committee would attend the conference and recommended advising Administration if they would like to attend.



**f. Brownlee LLP – Emerging Trends in Municipal Law**

L. Kuiper presented information on the two Emerging Trends in Municipal Law session that Brownlee LLP is hosting in virtually and in-person in February 2023.

**5. Accounts**

**a. Office Accounts**

L. Kuiper presented the Monthly Office Accounts for November 2022 and the Payments and Credits for October 2022 to the Committee.

**Moved by: Christopher Northcott**

THAT the Executive Committee approve the Monthly Office Account for November 2022 and the Payments and Credits for October 2022.

**CARRIED**

**b. Financial Statements**

L. Kuiper presented the Balance Sheet as of November 30, 2022, the Comparative Income Statement actual to November 30, 2022, and Details of Account as of November 3, 2022 to the Committee.

**Moved by: Don Anderberg**

THAT the Executive Committee approve the Balance Sheet as of November 30, 2022, the Comparative Income Statement actual to November 30, 2022, and Details of Account as of November 3, 2022

**CARRIED**

**6. New Business**

There was no new business for discussion.

**7. CAO's Report**

L. Kuiper presented his CAO Report to the Committee, highlighting the upcoming periodical and the Assessment Review Board hearing scheduled for March 2023.

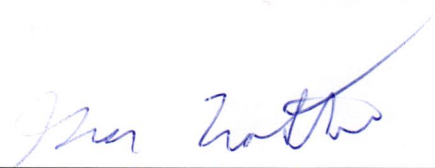
**8. Round Table Discussions**

Committee members reported on various projects and activities in their respective municipalities.

**9. Next Meeting – February 9, 2023**

**10. Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:19 pm.

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



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

**Meeting Date:** April 25, 2023

**Agenda #:** 4.a

**Subject:** Minutes of the Council Meeting of April 18, 2023

**Recommendation:** That Council adopt the Minutes of the Council Meeting of April 18, 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 18 Council Meeting Minutes.docx](#)



## **Municipality of Crowsnest Pass**

### **Council Meeting Minutes**

**Tuesday, April 18, 2023**

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A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, April 18, 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  
Brian McCulloch, Director of Finance  
Trent Smith, Manager of Community Services  
Katherine Mertz, Development Officer  
Bonnie Kawasaki, Recording Secretary

#### **CALL TO ORDER**

Mayor Painter called the meeting to order at 1:00 pm.

#### **ADOPTION OF AGENDA**

#### **Amendments:**

##### **Consent Agenda**

- g) Crowsnest Cando – Request for Letter of Support and Revive the Roxy Update – Move to Councillor Inquiries and Notice of Motion 10.a – Mayor Painter
- i) ARPA Awards Announcement - Move to Councillor Inquiries and Notice of Motion 10.b – Mayor Painter

#### **Additions:**

##### **In Camera**

- e) Businesses Interests of a Third Party – Pool Society – FOIP Act Section 16 - Councillor Glavin

**01-2023-04-18:** Councillor Glavin moved to adopt the agenda as amended.

Carried



**CONSENT AGENDA**

**02-2023-04-18:** Councillor Girhiny moved that Council approve the following Consent Agenda items as presented without debate:

**3.a**

**Minutes of the Municipal Planning Commission of December 21, 2022**

THAT Council accept the Minutes of the Municipal Planning Commission of December 21, 2022 as information.

**3.b**

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

THAT Council accept the Minutes of the Parks and Recreation Advisory Committee of January 23, 2023 as information.

**3.c**

**Minutes of the Municipal Planning Commission of January 25, 2023**

THAT Council accept the Minutes of the Municipal Planning Commission of January 25, 2023 as information.

**3.d**

**Minutes of the Municipal Planning Commission of February 22, 2023**

THAT Council accept the Minutes of the Municipal Planning Commission of February 22, 2023 as information.

**3.e**

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

THAT Council accept the Parks and Recreation Advisory Committee of February 27, 2023 as information.

**3.f**

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

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

**3.h**

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

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

**3.j**

**Agricultural and Environmental Appointment**

THAT Council appoint Grace O'Leary as Agricultural Fieldman and as a Weed Inspector; Soil Conservation Officer; and Agricultural Pests Inspector for the Municipality of Crowsnest Pass.

Carried

**ADOPTION OF MINUTES**

**Minutes of the Council Meeting of April 4, 2023**

**03-2023-04-18:** Councillor Filipuzzi moved to adopt the Minutes of the Council Meeting of April 4, 2023 as presented.

Carried

**PUBLIC HEARINGS**

**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**

Mayor Painter declared the Public Hearing opened at 1:02 pm for 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.

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 1144, 2023.

Mayor Painter noted there were no members of the public present to speak at the hearing and declared the public hearing closed at 1:03 pm.

**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**

Mayor Painter declared the Public Hearing opened at 1:04 pm for 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.

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 1145, 2023.

Mayor Painter noted there were no members of the public present to speak at the hearing and declared the public hearing closed at 1:05 pm.

## **DELEGATIONS**

### **Altalink Wildfire Mitigation Update - John Grove, Municipal and Community Affairs Manager**

John Grove, Altalink Municipal and Community Affairs Manager, and Chris Potter, Manager Altalink Control Centre Area, were both in attendance to provide Council with an Altalink Wildfire Mitigation Plan Update.

## **REQUESTS FOR DECISION**

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

**04-2023-04-18:** Councillor Girhiny moved second reading of 1144, 2023 - LUB Amendment Re-designation of Lot 9 Block 22 Plan 6808CU (8521 20 Avenue, Coleman) from Retail Commercial C-1 to Drive-In Commercial C-2.

Carried

**05-2023-04-18:** Councillor Ward moved third and final reading of Bylaw 1144, 2023 - Land Use Bylaw Amendment: rezone Lot 9, Block 22, Plan 6808CU (8521 20 Avenue, Coleman) from Retail Commercial C-1 to Drive-In Commercial C-2.

Carried

### **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**

**06-2023-04-18:** Councillor Filipuzzi moved second reading of 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.

Carried

**07-2023-04-18:** Councillor Ward moved third and final reading of 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.

Carried

## **Service Areas Update**

**08-2023-04-18:** Councillor Glavin moved that Council accept the Service Areas Update for information.

Carried

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

**09-2023-04-18:** Councillor Kubik moved that Council accepts the Tourist Homes and Short-Term Rentals/Bed & Breakfasts update for information.

Carried

**COUNCIL MEMBER REPORTS**

- Mayor Painter
  - Attended the AGM for the Highway 3 Committee in Taber
    - Executive was re-elected for another year
    - Mayor Wilkes of Sparwood, (Chair of the BC Counterpart of the Highway 3 Organization) was in attendance and provided an update to the committee
      - They see the value of twinning the highway where possible from Sparwood west to Roosville and Kingsgate - USA port of entries
      - They are currently widening as many bridges as possible and putting in additional passing lanes
  - Attended the Mayors and Reeves Meeting
    - Grant Hunter was in attendance
      - His report indicated that the snowpack was average to lower than average, so flood risk should be low.

**PUBLIC INPUT PERIOD**

None

**COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

**Request for Letter of Support and Revive the Roxy Update**

**10-2023-04-18:** Councillor Sygutuk moved that Administration write a letter to the Cando Society indicating that Council's preference is for letters of support to be requested on a case by case basis and to provide ample time for the request to be brought to Council.

Carried

**ARPA Awards Announcement - April 12, 2023**

**11-2023-04-18:** Councillor Ward moved that Council refer the letter to the Parks and Recreation Advisory Committee for consideration of nomination for the ARPA Awards.

Carried



**IN CAMERA**

**12-2023-04-18:** 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 2:21 pm:

- a) Personal Privacy - Committee Member Recommendation – Section 17
- b) Economic Interests of the Public Body - Land Purchase Application - FOIP Act Section 25
- c) Economic Interests of the Public Body - Land Purchase Application - FOIP Act Section 25
- d) Economic Interests of the Public Body - Land Development - FOIP Act Section 25
- e) Businesses Interests of a Third Party – Pool Society – FOIP Act Section 16

Carried

**Reconvene**

Mayor Painter convened the In Camera meeting at 2:29 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

**13-2023-04-18:** Councillor Sygutek moved that Council come out of In Camera at 3:49 pm.

Carried

**14-2023-04-18:** Councillor Girhiny moved that Bryce Andreasen be appointed to serve as the Chamber of Commerce representative on the Municipal Historic Resources Advisory Committee for the remainder of a three-year term concluding on December 31, 2025.

Carried

**15-2023-04-18:** Councillor Kubik moved that Council accept the offer to purchase a portion of 65th Street and a portion of the lane as shown on SCHEDULE A subject to the following conditions:

1. That the applicant is responsible for all costs relating to the required road closure bylaw.
2. That the purchase price be \$4.00 per square foot.
3. That the applicant is responsible for all costs relating to the bylaw to amend the Land Use Bylaw to R-1 Residential.
4. That the applicant is responsible for all costs relating to the survey and subdivision and consolidation of the subject lands into the existing title for Lot 1, Block 22, Plan 232A1.
5. That the applicant is responsible for all legal costs associated with this transaction, including the legal costs of the Municipality, if any.
6. That this project be completed by April 1, 2024.

Defeated

- 16-2023-04-18:** Councillor Kubik moved that Council accept the offer to purchase a portion of the lane behind the residence at 7457-18 Avenue in Coleman subject to the following conditions:
1. That the applicant is responsible for all costs associated with the closure of the lane to public travel.
  2. That the applicant is responsible for all costs associated with amending the Land Use Bylaw for the portion to be closed to R-1 Residential.
  3. That the applicant is responsible for all costs associated with the land survey, subdivision, and consolidation of the closed portion of the lane with the title to lots 11 and 12, Block 11, Plan 820L.
  4. That the applicant is responsible for all legal costs associated with this transaction, including the legal costs of the Municipality, if any.
  5. That this project be completed by March 1, 2024.
  6. That the purchase price for the 500 square feet is \$3,000.

Defeated

- 17-2023-04-18:** Councillor Filipuzzi moved that the Council approves to purchase a lot in Blairmore with funds coming from the Land Sale Reserve.

Carried

- 18-2023-04-18:** Councillor Glavin moved that a letter is sent to the Pass Community Pool Society to inquire about what they see their role being moving forward.

Carried

#### **ADJOURNMENT**

- 19-2023-04-18:** Councillor Filipuzzi moved to adjourn the meeting at 3:56 pm.

Carried

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Blair Painter  
Mayor

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Patrick Thomas  
Chief Administrative Officer



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

**Meeting Date:** April 25, 2023

**Agenda #:** 5.a

**Subject:** Bylaw 1116, 2022 - Land Use Bylaw Amendment re. Minimum Floor Area for Single-family Dwelling in R-1 and GCR-1 - Public Hearing

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

### **Executive Summary:**

This item follows from Council Motion 13-2020-06-09 - R-1 Minimum Building Size. The bylaw proposes a reasonable minimum Single-family Dwelling size comparable to the typical size in different areas of the Crowsnest Pass, and in other Southern Alberta communities (see attached comparison), in order to recognize provincial trends in urban residential parcel sizes and construction practices, and the importance of continuing to ensure that affordable or attainable housing options can be readily provided and accessed in the Crowsnest Pass.

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

Motion 13-2020-06-09 - R-1 Minimum Building Size: "Councillor Filipuzzi moved to direct Administration to research a proposed amendment to establish a Minimum Floor Area in the R-1 Land Use District in the Land Use Bylaw".

On March 28, 2023 Council gave first reading of Bylaw 1116, 2022.

### **Discussion:**

Public hearing.

### **Analysis of Alternatives:**

Public hearing.

### **Financial Impacts:**

N/A

**Attachments:**

[FORMATTED Bylaw 1116, 2022 - public hearing notification.docx](#)

[Bylaw 1116, 2022.pdf](#)

[Bylaw 1116, 2022 Schedule A.pdf](#)

[Review of Other Municipalities.pdf](#)



**NOTICE OF PUBLIC HEARING**  
**MUNICIPALITY OF CROWSNEST PASS**  
**IN THE PROVINCE OF ALBERTA**  
**PROPOSED BYLAW NO. 1116, 2022**

**7:00PM, April 25, 2023**  
**Municipality of Crowsnest Pass Council Chambers**  
**8502 – 19 Avenue, Coleman**

PURSUANT to sections 230, 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. 1116, 2022, being a bylaw to amend Bylaw No. 868, 2013, being the municipal land use bylaw.

The general purpose of Bylaw No. 1116, 2022 is to establish a standard for the minimum footprint for a principal building (i.e. a Single-family Dwelling) in the Residential R-1 District and the Grouped Country Residential GCR-1 District. The proposed standard requires that any new Single-family Dwelling in these land use districts shall be of a minimum floor area size measured by the footprint of the main floor, excluding an attached garage. A deviation from the minimum standard shall require a variance application to the Development Authority.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1116, 2022 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00PM on April 25, 2023. Persons wishing to speak to the bylaw 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](mailto:bonnie.kawasaki@crowsnestpass.com) no later than 12:00PM on April 18, 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](mailto:development@crowsnestpass.com).*

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, March 29, 2023.

**MUNICIPALITY OF CROWSNEST PASS**  
**BYLAW NO. 1116, 2022**  
**LAND USE BYLAW AMENDMENT**

**BEING** a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 868-2013, being the municipal Land Use Bylaw, in accordance with section 692 of the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

**WHEREAS** the Council of the Municipality of Crowsnest Pass determines it prudent to establish a minimum principal building footprint for a Single Family Dwelling in the Residential R-1 District and in the Grouped Country Residential – GCR-1 District, it wishes to amend the Land Use Bylaw by introducing appropriate standards as shown in Schedule ‘A’ attached hereto and forming part of this bylaw.

**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. Insert the standards for minimum principal building footprint for a Single Family Dwelling in the Residential R-1 District and in the Grouped Country Residential – GCR-1 District into the Land Use Bylaw as identified in Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 868, 2013 is hereby amended.
3. This bylaw shall come 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

## RESIDENTIAL – R-1

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

### 1. PERMITTED USES

Alternative/renewable energy, individual –  
restricted to roof mounted solar panels only  
Day home  
Accessory Building or Use up to 72.83 m<sup>2</sup> (784 ft<sup>2</sup>)  
in area  
Home occupations - Class 1  
Sign - type 15 (Home Occupation)  
Single-family dwelling

### DISCRETIONARY USES

Alternative/renewable energy, individual – except roof  
mounted solar panels  
Canvas Covered Structure  
Day care facility  
Duplex  
Accessory Building or Use over 72.83 m<sup>2</sup> (784 ft<sup>2</sup>) in  
area  
Home occupations - Class 2  
Modular home  
Moved-in building  
Moved-in dwelling  
Private institutional uses  
Public institutional uses  
Secondary suite  
Semi-detached Dwelling  
Sign - types 22 (Subdivision Entrance) and 23  
(Subdivision Marketing)  
Short-Term Rental / Bed & Breakfast  
Tourist Home

### 2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m <sup>2</sup>	ft <sup>2</sup>
Single-family dwelling	13.7	45	30.5	100	418.1	4,500
Duplex and semi-detached dwelling (per building – i.e. for two units)	15.25	50	30.5	100	465.0	5,000
All other uses	As required by the Subdivision Authority					
Corner lots	See Schedule 4					

### 3. MINIMUM PRINCIPAL BUILDING YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All principal uses	6.1 to property line or 6.5 to back of existing or future public walkway or 7.5 to back of public curb	20 to property line or 21.33 to back of existing or future public walkway or 7.5 to back of public curb	1.5	5	7.6	25

#### 4. MINIMUM ACCESSORY BUILDING YARD SETBACKS

Front Yard	–	requires approval to be located in front yard
Side Yard	–	1.2 m (4 ft.)
Rear Yard	–	1.2 m (4 ft.)

#### 5. MAXIMUM LOT COVERAGE

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

#### 6. MAXIMUM BUILDING HEIGHT

Principal building, up to two-storey, no walkout basement	–	10.0 m (32.8 ft.)
Principal building, two-storey walk-out basement	–	13.0 m (42.7 ft)
Accessory buildings	–	4.5 m (14.8 ft.)

#### 7. MINIMUM PRINCIPAL BUILDING FOOTPRINT~~FLOOR AREA~~

As required by the Development Authority

Single-Family Dwelling = 18% of the parcel area, or 74.32 m<sup>2</sup> (800 ft<sup>2</sup>), whichever is larger  
[excluding attached garage]

8. STANDARDS OF DEVELOPMENT – See Schedule 4.

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

10. RELOCATION OF BUILDINGS – See Schedule 7.

11. CRITERIA FOR HOME OCCUPATIONS – See Schedule 8.

12. MODULAR HOME DEVELOPMENT STANDARDS – See Schedule 9.

13. STANDARDS FOR SECONDARY SUITES – See Schedule 15.

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

15. DEFINITIONS – See Schedule 19.

## GROUPED COUNTRY RESIDENTIAL – GCR-1

**PURPOSE:** To provide for a high-quality of clustered residential development in designated areas where conflicts with adjacent urban or non-urban uses are not expected, or can be mitigated.

### 1. PERMITTED USES

Alternative/renewable energy, individual –  
restricted to roof mounted solar panels  
only  
Day home  
Accessory Building or Use up to 95.2 m<sup>2</sup>  
(1024 ft<sup>2</sup>) in area  
Home occupations - Class 1  
Sign - type 15 (Home Occupation)  
Single-family dwelling  
Short-Term Rental / Bed & Breakfast

### DISCRETIONARY USES

Alternative/renewable energy, individual – except  
roof mounted solar panels  
Accessory Building or Use over 95.2 m<sup>2</sup> (1024 ft<sup>2</sup>)  
in area  
Canvas Covered Structure  
Home occupations - Class 2  
Modular home  
Moved-in building  
Moved-in dwelling  
Secondary suite  
Sign - types 22 (Subdivision Entrance) and 23  
(Subdivision Marketing)  
Tourist Home  
Wind energy conversion systems (WECS) -  
Category 1

### 2. LOT SIZE

Unserviced (private water wells and PSDS)	–	minimum 1.2 hectares (3 acres) or existing titles
	–	maximum 2.02 hectares (5.0 acres) or existing titles
Serviced (municipal water and wastewater)	–	minimum 0.405 hectares (1.0 acre)
	–	maximum 1.2 hectares (3 acres)

### 3. MINIMUM YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
Principal use	15.2	50	15.2	50	15.2	50
Accessory buildings	15.2	50	6.1	20	3.05	10

### 4. MAXIMUM BUILDING HEIGHT

Principal building, up to two-storey, no walkout basement	–	10.0 m (32.8 ft.)
Principal building, two-storey walk-out basement	–	13.0 m (42.7 ft.)
Accessory buildings	–	6.7 m (22 ft.)

## **5. MINIMUM PRINCIPAL BUILDING FOOTPRINT**

### Single-Family Dwelling [excluding attached garage]

- Parcel size 1.2 ha (± 3.0 ac) and smaller – 168 m<sup>2</sup> (1,800 ft<sup>2</sup>)
- Parcel size larger than 1.2 ha up to 2.0 ha (± 5.0 ac) – 1.40% of the parcel area up to 280 m<sup>2</sup> (± 3,000 ft<sup>2</sup>)
- Parcel size larger than 2.0 ha (± 5.0 ac) – 280 m<sup>2</sup> (± 3,000 ft<sup>2</sup>)

## **65. ADDITIONAL INFORMATION**

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

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

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

**98. RELOCATION OF BUILDINGS** – See Schedule 7.

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

**1140. MODULAR HOME DEVELOPMENT STANDARDS** – See Schedule 9.

**1244. WIND ENERGY CONVERSION SYSTEMS** – See Schedule 12.

**1342. STANDARDS FOR SECONDARY SUITES** – See Schedule 15.

**1443. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME** – See Schedule 18.

**1544. DEFINITIONS** – See Schedule 19.



## COMPARISON OF MINIMUM BUILDING SIZE REQUIREMENTS FOR SINGLE-FAMILY DWELLINGS IN ALBERTA COMMUNITIES

Municipality	Minimum Floor Area for Single Family Detached Dwelling (excluding an attached garage)
Town of Coaldale	<ul style="list-style-type: none"> <li>• R 1 District – 74.32 m<sup>2</sup></li> <li>• Small Lot District – 69.68 m<sup>2</sup></li> </ul>
Town of Strathmore	<ul style="list-style-type: none"> <li>• R1 District – 102 m<sup>2</sup></li> <li>• Narrow Lot District – 84 m<sup>2</sup></li> <li>• Small Lot District – 70 m<sup>2</sup></li> </ul>
MD of Bighorn	<ul style="list-style-type: none"> <li>• Agriculture Conservation District – 55 m<sup>2</sup></li> <li>• Small Holding District – 55 m<sup>2</sup></li> <li>• Country Residential District – 92 m<sup>2</sup></li> <li>• Single Family District – 92 m<sup>2</sup></li> </ul>
Town of Canmore	<ul style="list-style-type: none"> <li>• Single Family District – no minimum</li> </ul>
City of Red Deer	<ul style="list-style-type: none"> <li>• Single Family District – Frontage x 6.0 m but not less than 72 m<sup>2</sup></li> <li>• Small Lot District – Frontage x 6.0 m but not less than 63 m<sup>2</sup></li> <li>• Estate District – 162.5 m<sup>2</sup></li> </ul>
Village Alberta Beach	<ul style="list-style-type: none"> <li>• Single Family District <ul style="list-style-type: none"> <li>- 400 m<sup>2</sup> lots or smaller – 74.3 m<sup>2</sup></li> <li>- Larger than 400 m<sup>2</sup> lot – 93 m<sup>2</sup></li> </ul> </li> </ul>
Town of Onoway	<ul style="list-style-type: none"> <li>• Single Family District – 93 m<sup>2</sup></li> <li>• Narrow Lot District – 93 m<sup>2</sup></li> <li>• Small Lot District – 75 m<sup>2</sup></li> </ul>
Athabasca County	<ul style="list-style-type: none"> <li>• Agricultural District – no minimum</li> <li>• Rural Use District – within ½ mile of a lake – 55.5 m<sup>2</sup></li> <li>• Rural Use District – all other – 74 m<sup>2</sup></li> <li>• Country Residential District – 82.5 m<sup>2</sup></li> <li>• Single Family District – 82.5 m<sup>2</sup></li> </ul>
City of Wetaskiwin	<ul style="list-style-type: none"> <li>• Single Family District – 93 m<sup>2</sup></li> <li>• Small Lot District – 83 m<sup>2</sup></li> <li>• Narrow Lot District – 83 m<sup>2</sup></li> <li>• Country Residential District – one storey 138 m<sup>2</sup></li> <li>• Country Residential District – two storey 167 m<sup>2</sup></li> </ul>
City of Cold Lake	<ul style="list-style-type: none"> <li>• Estate District – 108 m<sup>2</sup></li> <li>• Single Family District – 84 m<sup>2</sup></li> <li>• Small Lot District – 72 m<sup>2</sup></li> </ul>
Town of Devon	<ul style="list-style-type: none"> <li>• Single Family District – 90 m<sup>2</sup></li> </ul>

Village of Breton	• R1 District – 79 m <sup>2</sup>
Summer Village of Sunset Point	• R1 District – 93.9 m <sup>2</sup>
Town of Grimshaw	• R 1 District – 83.6 m <sup>2</sup>
Town of Killam	• Single Family District – 100 m <sup>2</sup>



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

**Meeting Date:** April 25, 2023

**Agenda #:** 5.b

**Subject:** Bylaw 1132, 2022 - Land Use Bylaw Amendment: rezone a portion of Lot 1MR, Block 3, Plan 8311587 from Recreation & Open Space RO-1 to Grouped Country Residential GCR-1, and a portion of NW 21-7-3-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1 - Public Hearing

**Recommendation:** That Council hold a public hearing and consider input received.

**Executive Summary:**

The proposed bylaw involves the rezoning of a portion of Lot 1MR, Block 3, Plan 8311587 from Recreation & Open Space RO-1 to Grouped Country Residential GCR-1, and a portion of NW 21-7-3-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1, to correct driveway encroachments onto adjacent lands.

**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

On March 14, 2023 Council gave first reading of Bylaw 1132, 2022.

**Discussion:**

Public hearing.

**Analysis of Alternatives:**

Public hearing.

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED Bylaw 1132, 2022 -Public notice.docx](#)

[FORMATTED Bylaw 1132, 2022.docx](#)

[Bylaw 1132, 2022 - Schedule A.pdf](#)

# NOTICE OF PUBLIC HEARING

MUNICIPALITY OF CROWSNEST PASS

IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1132, 2022

7:00pm, April 25, 2023

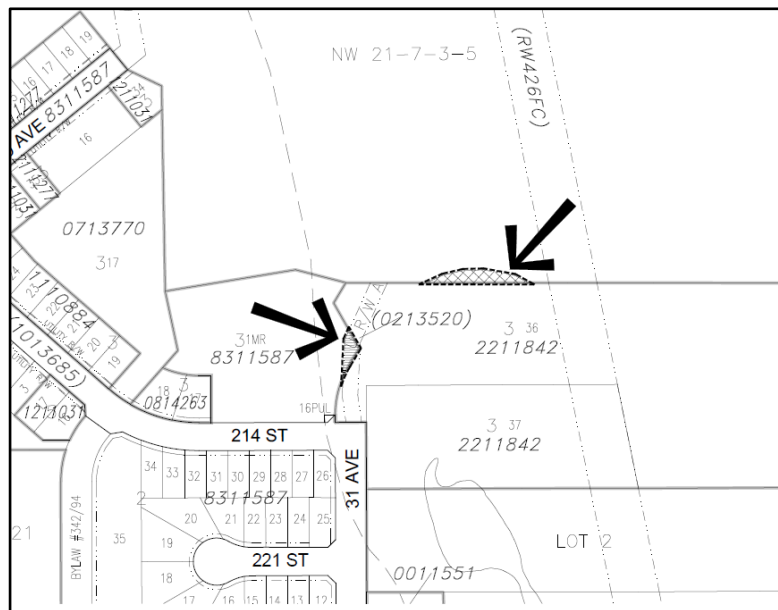
Municipality of Crowsnest Pass Council Chambers

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. 1132, 2023, being a bylaw to amend Bylaw No. 868, 2013, being the municipal land use bylaw.

The purpose of Bylaw No. 1132, 2023 is to redesignate the lands legally described as a portion of the NW¼ 21-7-3-W5M, containing ±0.037 ha (0.091 acres), from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1” and a portion of Lot 1MR, Block 3, Plan 831 1587, containing ±0.014 ha (0.036 acres), from “Recreation and Open Space – RO-1” to “Grouped Country Residential – GCR-1” as shown on Schedule ‘A’. The subject lands are locally known as 22103 31<sup>st</sup> 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 “Grouped Country Residential – GCR-1” land use district.



## LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

	FROM: RECREATION AND OPEN SPACE – RO-1 TO: GROUPED COUNTRY RESIDENTIAL – GCR-1
	FROM: NON-URBAN AREA – NUA-1 TO: GROUPED COUNTRY RESIDENTIAL – GCR-1

PORTION OF LOT 1MR, BLOCK 3, PLAN 8311587 & PORTION OF NW 1/4 SEC 21, TWP 7, RGE 3, W 5 M ALL WITHIN NW 1/4 SEC 21, TWP 7, RGE 3, W 5 M

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1132, 2023 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00pm on April 25, 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](mailto: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 18, 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@crowstownpass.com](mailto:development@crowstownpass.com).*

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

DATED at the Municipality of Crowstown Pass in the Province of Alberta this 14 day of March, 2023.



## MUNICIPALITY OF CROWSNEST PASS

### BYLAW NO. 1132, 2023

#### LAND USE BYLAW AMENDMENT – Redesignate a portion of NW¼ 21-7-3-W5M and a portion of Lot 1MR, Block 3, Plan 831 1587

**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 the NW¼ 21-7-3-W5M, containing ±0.037 ha (0.091 acres), from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1” and a portion of Lot 1MR, Block 3, Plan 831 1587, containing ±0.014 ha (0.036 acres, from “Recreation and Open Space – RO-1” to “Grouped Country Residential – GCR-1”, as shown on Schedule ‘A’ attached hereto and forming part of the bylaw.

**AND WHEREAS** the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Grouped Country Residential – GCR-1” 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 the NW¼ 21-7-3-W5M, containing ±0.037 ha (0.091 acres), from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1” and a portion of Lot 1MR, Block 3, Plan 831 1587, containing ±0.014 ha (0.036 acres, from “Recreation and Open Space – RO-1” to “Grouped Country Residential – GCR-1”, as shown on Schedule ‘A’ attached hereto and forming part of the 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.

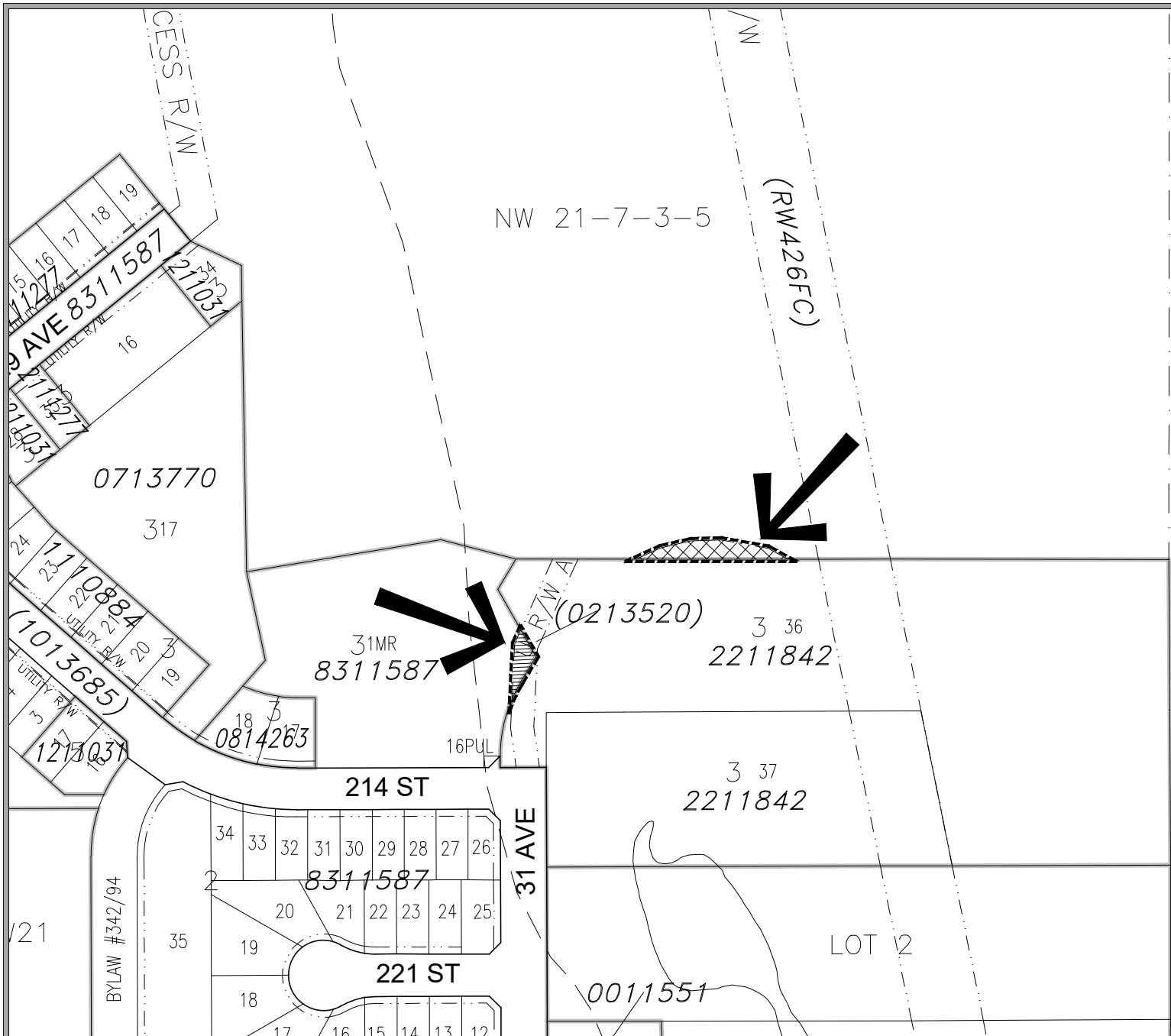
READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

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'

Bylaw #: 1132, 2022

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



FROM: RECREATION AND OPEN SPACE – RO-1  
TO: GROUPED COUNTRY RESIDENTIAL – GCR-1



FROM: NON-URBAN AREA – NUA-1  
TO: GROUPED COUNTRY RESIDENTIAL – GCR-1

PORTION OF LOT 1MR, BLOCK 3, PLAN 8311587 & PORTION OF NW 1/4 SEC 21, TWP 7,  
RGE 3, W 5 M ALL WITHIN NW 1/4 SEC 21, TWP 7, RGE 3, W 5 M

MUNICIPALITY: CROWSNEST PASS (BELLEVUE)

DATE: FEBRUARY 2, 2023



February 02, 2023 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Bylaw 1132, 2022 - Plan 8311587 & NW 21-7-3-W5M.dwg



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 25, 2023

**Agenda #:** 6.a

**Subject:** BDO Presentation of 2022 Audited Financial Statements

**Recommendation:** That Council asks BDO any clarifying questions on the audit and once completed, to refer to item 7a - 2022 Municipal Audited Financial Statements, for a motion to approve the statements as presented by BDO.

**Executive Summary:**

The auditing firm of BDO will present and answer questions on the annual financial statements for the Municipality of Crowsnest Pass.

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

This is an annual requirement of the MGA Section 281(1) "The auditor for the Municipality must report to the Council on the annual financial statements and financial information return of the Municipality."

**Discussion:**

Presentation and discussion by BDO on the 2022 annual financial statements. A final copy of the audit will be provided to Council.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**



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

**Meeting Date:** April 25, 2023

**Agenda #:** 7.a

**Subject:** 2022 Audited Financial Statements

**Recommendation:** That Council approve the 2022 audited financial statements as presented by the external auditors BDO.

**Executive Summary:**

Municipalities are required under the Municipal Government Act to appoint an external auditing firm. The auditor for the Municipality must report to Council on the annual financial statements and the financial information return of the Municipality. These reports are then required to be submitted to the Minister of Municipal Affairs.

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

Requirements under the MGA with regards to appointing an auditor (MGA Section 280(1)), preparing annual financial statements (MGA Section 276(1)) and submitting returns and reports to the Minister (Section 278) by May 1, 2023.

**Discussion:**

The auditing firm of BDO has prepared the annual financial statements and financial information return for the Municipality of Crowsnest Pass and have presented the statements and their findings under the the delegation 6a to Council.

A report on the 2022 surplus will be brought forward to Council for the April 16 Council meeting.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**



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

**Meeting Date:** April 25, 2023

**Agenda #:** 7.b

**Subject:** Bylaw 1116, 2022 - Land Use Bylaw Amendment re. Minimum Floor Area for Single-family Dwelling in R-1 and GCR-1 - Second and Third Readings

**Recommendation:** That Council gives second and third readings of Bylaw 1116, 2022.

### **Executive Summary:**

This item follows from Council Motion 13-2020-06-09 - R-1 Minimum Building Size. The bylaw proposes a reasonable minimum Single-family Dwelling size comparable to the typical size in different areas of the Crowsnest Pass, and in other Southern Alberta communities (see attached comparison), in order to recognize provincial trends in urban residential parcel sizes and construction practices, and the importance of continuing to ensure that affordable or attainable housing options can be readily provided and accessed in the Crowsnest Pass.

Please note that subsequent to first reading, the wording in Schedule 'A' of the bylaw in the GCR-1 District was revised for simplification / clarification, but the numbers and percentages remain unchanged.

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

Motion 13-2020-06-09 - R-1 Minimum Building Size: "Councillor Filipuzzi moved to direct Administration to research a proposed amendment to establish a Minimum Floor Area in the R-1 Land Use District in the Land Use Bylaw".

On March 28, 2023 Council gave first reading of Bylaw 1116, 2022. A public hearing was scheduled for April 25, 2023.

### **Discussion:**

The minimum building size in the GCR-1 district was added by Administration to supplement the Council Motion.



It was assumed that the intent of the Council Motion was directed at Single-family Dwellings only.

It was not clear if the intent of the Council Motion was directed at the building footprint of the main floor including an attached garage, the building footprint of the main floor excluding an attached garage, or the total Gross Floor Area of the building including the basement, an attached garage, and the second storey (and additional storeys in some cases). Knowing what was intended could make a significant difference in how the Council Motion should be approached. Because not all Single-family Dwelling developments include an attached garage, although many do, in order to establish a consistently fair standard, an attached garage was excluded. It was also noted that the definition of "Floor Area" in the land use bylaw excludes the basement and an attached garage, and therefore the approach was taken that "floor area" should mean "building footprint of the main floor".

It should also be considered that current trends in residential development appear to keep on moving towards smaller urban parcels and, as a result, typically more compact building envelopes / footprints extending over two or even three-storeys. The typical "bungalow style" single family dwelling of previous eras has become rather uncommon, even for more expensive developments.

Please note that the current Land Use Bylaw does establish a standard for building size in the R-1 district by stating that the minimum floor area shall be "As required by the Development Authority". This standard appears somewhat arbitrary and open to potentially unfair implementation. It is assumed that this flaw was the reason why Council adopted the Motion to investigate minimum building size.

It should also be recognized that due to the long history of development in the Crowsnest Pass the various parts of the community are not homogenous when it comes to single family dwelling sizes, or even housing styles generally. It is not uncommon to find a more recent single family dwelling adjacent to or across the street from a small mining cabin on one side and a single-wide modular home on the other side (or "manufactured home" or "mobile home" as they were called in the past). This existing mix of housing styles in the established parts of the community should be expected to continue for a long time as neighbourhood renewal through infill development and demolition / new construction typically takes place incrementally.

There are different approaches to establishing a minimum floor area / building footprint standard. The simplest approach would be to establish a specific floor area / building footprint number, e.g. 1,050 ft<sup>2</sup>. However, a 1,050 ft<sup>2</sup> building footprint (excluding upper floors and an attached garage) may appear to be a large building on a typically sized urban R-1 residential parcel, while that same building may comparatively appear to be a relatively small building if it was located on a rural acreage in the GCR-1 district. Even in the R-1 district urban parcels vary significantly in size, depending on when the parcel was subdivided. In the older parts of the community that were subdivided many decades ago, parcel sizes can be relatively large compared to lot sizes in other urban parts of the community that were subdivided in more recent eras, when the typical parcel size started to reduce over time. This trend in smaller urban parcel sizes appear to continue today. For this reason it was determined to use a percentage of the parcel size to establish the minimum floor area / building footprint standard, in combination with an absolute minimum number.

The bylaw proposes the following minimum building footprint for Single Family Dwelling, excluding an attached garage:

In the R-1 District

- 18% of the parcel area, or 74.32 m<sup>2</sup> (800 ft<sup>2</sup>), whichever is larger.

In the GCR-1 District:

- Parcel size 1.2 ha (± 3.0 ac) and smaller – 168 m<sup>2</sup> (1,800 ft<sup>2</sup>)
- Parcel size larger than 1.2 ha up to 2.0 ha (± 5.0 ac) – 1.40% of the parcel area up to 280 m<sup>2</sup> (± 3,000 ft<sup>2</sup>)
- Parcel size larger than 2.0 ha (± 5.0 ac) – 280 m<sup>2</sup> (± 3,000 ft<sup>2</sup>)

### **Analysis of Alternatives:**

Establishing a minimum floor area or building footprint standard for single family development should be considered in the context of current (and potentially continuing in the future) supply challenges of affordable / attainable housing that are experienced nationwide, because if the minimum standard is set too high, it will affect housing affordability / attainability (all other variables excluded, a larger house is typically more expensive than a smaller house).

It should also be considered against the relevant policies in the Municipal Development Plan (which was adopted in January 2021, after the date of the Council Motion which was adopted on June 9, 2020). The Municipal Development Plan encourages increased density, which implies smaller parcel sizes, resulting in smaller building footprint (but not always smaller floor area), with a more compact and taller housing style. This approach is based on the consideration that a mountain valley community such as the Crowsnest Pass has a confined space within which to grow sustainably into the future. Higher density, smaller parcels, smaller building footprint and taller houses should be the expected future trend, as a result of the MDP policies.

The above considerations essentially bring into question the rationale for, or the purpose of, establishing a minimum building size for single family development. If the minimum building footprint has to be set low enough to accommodate modern residential development practices and trends, while considering the impact on attainable housing, and the MDP policies of higher density, then perhaps the purpose of such a standard is defeated. Could the current established standard in the R-1 District (i.e. "As required by the Development Authority") suffice, considering that the average building size will be determined by market factors from one part of the community to the next, and the one or two outliers that may come into the mix would not necessarily be out of character with the older parts of the community where housing styles and sizes vary significantly. The Development Authority could approve those and adjacent landowners could appeal the approval.

### **Financial Impacts:**

N/A

### **Attachments:**

[Bylaw 1116, 2022.pdf](#)

[Bylaw 1116, 2022 Schedule A.pdf](#)

[Review of Other Municipalities.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS**  
**BYLAW NO. 1116, 2022**  
**LAND USE BYLAW AMENDMENT**

**BEING** a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 868-2013, being the municipal Land Use Bylaw, in accordance with section 692 of the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

**WHEREAS** the Council of the Municipality of Crowsnest Pass determines it prudent to establish a minimum principal building footprint for a Single Family Dwelling in the Residential R-1 District and in the Grouped Country Residential – GCR-1 District, it wishes to amend the Land Use Bylaw by introducing appropriate standards as shown in Schedule ‘A’ attached hereto and forming part of this bylaw.

**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. Insert the standards for minimum principal building footprint for a Single Family Dwelling in the Residential R-1 District and in the Grouped Country Residential – GCR-1 District into the Land Use Bylaw as identified in Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 868, 2013 is hereby amended.
3. This bylaw shall come 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

## RESIDENTIAL – R-1

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

### 1. PERMITTED USES

Alternative/renewable energy, individual –  
restricted to roof mounted solar panels only  
Day home  
Accessory Building or Use up to 72.83 m<sup>2</sup> (784 ft<sup>2</sup>)  
in area  
Home occupations - Class 1  
Sign - type 15 (Home Occupation)  
Single-family dwelling

### DISCRETIONARY USES

Alternative/renewable energy, individual – except roof  
mounted solar panels  
Canvas Covered Structure  
Day care facility  
Duplex  
Accessory Building or Use over 72.83 m<sup>2</sup> (784 ft<sup>2</sup>) in  
area  
Home occupations - Class 2  
Modular home  
Moved-in building  
Moved-in dwelling  
Private institutional uses  
Public institutional uses  
Secondary suite  
Semi-detached Dwelling  
Sign - types 22 (Subdivision Entrance) and 23  
(Subdivision Marketing)  
Short-Term Rental / Bed & Breakfast  
Tourist Home

### 2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m <sup>2</sup>	ft <sup>2</sup>
Single-family dwelling	13.7	45	30.5	100	418.1	4,500
Duplex and semi-detached dwelling (per building – i.e. for two units)	15.25	50	30.5	100	465.0	5,000
All other uses	As required by the Subdivision Authority					
Corner lots	See Schedule 4					

### 3. MINIMUM PRINCIPAL BUILDING YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All principal uses	6.1 to property line or 6.5 to back of existing or future public walkway or 7.5 to back of public curb	20 to property line or 21.33 to back of existing or future public walkway or 7.5 to back of public curb	1.5	5	7.6	25

#### 4. MINIMUM ACCESSORY BUILDING YARD SETBACKS

Front Yard	–	requires approval to be located in front yard
Side Yard	–	1.2 m (4 ft.)
Rear Yard	–	1.2 m (4 ft.)

#### 5. MAXIMUM LOT COVERAGE

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

#### 6. MAXIMUM BUILDING HEIGHT

Principal building, up to two-storey, no walkout basement	–	10.0 m (32.8 ft.)
Principal building, two-storey walk-out basement	–	13.0 m (42.7 ft)
Accessory buildings	–	4.5 m (14.8 ft.)

#### 7. MINIMUM PRINCIPAL BUILDING FOOTPRINT~~FLOOR AREA~~

~~As required by the Development Authority~~

Single-Family Dwelling = 18% of the parcel area, or 74.32 m<sup>2</sup> (800 ft<sup>2</sup>), whichever is larger  
[excluding attached garage]

#### 8. STANDARDS OF DEVELOPMENT – See Schedule 4.

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

#### 10. RELOCATION OF BUILDINGS – See Schedule 7.

#### 11. CRITERIA FOR HOME OCCUPATIONS – See Schedule 8.

#### 12. MODULAR HOME DEVELOPMENT STANDARDS – See Schedule 9.

#### 13. STANDARDS FOR SECONDARY SUITES – See Schedule 15.

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

#### 15. DEFINITIONS – See Schedule 19.

## GROUPED COUNTRY RESIDENTIAL – GCR-1

**PURPOSE:** To provide for a high-quality of clustered residential development in designated areas where conflicts with adjacent urban or non-urban uses are not expected, or can be mitigated.

### 1. PERMITTED USES

Alternative/renewable energy, individual –  
restricted to roof mounted solar panels  
only  
Day home  
Accessory Building or Use up to 95.2 m<sup>2</sup>  
(1024 ft<sup>2</sup>) in area  
Home occupations - Class 1  
Sign - type 15 (Home Occupation)  
Single-family dwelling  
Short-Term Rental / Bed & Breakfast

### DISCRETIONARY USES

Alternative/renewable energy, individual – except  
roof mounted solar panels  
Accessory Building or Use over 95.2 m<sup>2</sup> (1024 ft<sup>2</sup>)  
in area  
Canvas Covered Structure  
Home occupations - Class 2  
Modular home  
Moved-in building  
Moved-in dwelling  
Secondary suite  
Sign - types 22 (Subdivision Entrance) and 23  
(Subdivision Marketing)  
Tourist Home  
Wind energy conversion systems (WECS) -  
Category 1

### 2. LOT SIZE

Unserviced (private water wells and PSDS)	–	minimum 1.2 hectares (3 acres) or existing titles
	–	maximum 2.02 hectares (5.0 acres) or existing titles
Serviced (municipal water and wastewater)	–	minimum 0.405 hectares (1.0 acre)
	–	maximum 1.2 hectares (3 acres)

### 3. MINIMUM YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
Principal use	15.2	50	15.2	50	15.2	50
Accessory buildings	15.2	50	6.1	20	3.05	10

### 4. MAXIMUM BUILDING HEIGHT

Principal building, up to two-storey, no walkout basement	–	10.0 m (32.8 ft.)
Principal building, two-storey walk-out basement	–	13.0 m (42.7 ft.)
Accessory buildings	–	6.7 m (22 ft.)



## **5. MINIMUM PRINCIPAL BUILDING FOOTPRINT**

### Single-Family Dwelling [excluding attached garage]

- Parcel size 1.2 ha (± 3.0 ac) and smaller – 168 m<sup>2</sup> (1,800 ft<sup>2</sup>)
- Parcel size larger than 1.2 ha up to 2.0 ha (± 5.0 ac) – 1.40% of the parcel area up to 280 m<sup>2</sup> (± 3,000 ft<sup>2</sup>)
- Parcel size larger than 2.0 ha (± 5.0 ac) – 280 m<sup>2</sup> (± 3,000 ft<sup>2</sup>)

## **65. ADDITIONAL INFORMATION**

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

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

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

**98. RELOCATION OF BUILDINGS** – See Schedule 7.

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

**1140. MODULAR HOME DEVELOPMENT STANDARDS** – See Schedule 9.

**1244. WIND ENERGY CONVERSION SYSTEMS** – See Schedule 12.

**1342. STANDARDS FOR SECONDARY SUITES** – See Schedule 15.

**1443. STANDARDS FOR SHORT-TERM RENTAL/BED & BREAKFAST AND TOURIST HOME** – See Schedule 18.

**1544. DEFINITIONS** – See Schedule 19.

## COMPARISON OF MINIMUM BUILDING SIZE REQUIREMENTS FOR SINGLE-FAMILY DWELLINGS IN ALBERTA COMMUNITIES

Municipality	Minimum Floor Area for Single Family Detached Dwelling (excluding an attached garage)
Town of Coaldale	<ul style="list-style-type: none"> <li>• R 1 District – 74.32 m<sup>2</sup></li> <li>• Small Lot District – 69.68 m<sup>2</sup></li> </ul>
Town of Strathmore	<ul style="list-style-type: none"> <li>• R1 District – 102 m<sup>2</sup></li> <li>• Narrow Lot District – 84 m<sup>2</sup></li> <li>• Small Lot District – 70 m<sup>2</sup></li> </ul>
MD of Bighorn	<ul style="list-style-type: none"> <li>• Agriculture Conservation District – 55 m<sup>2</sup></li> <li>• Small Holding District – 55 m<sup>2</sup></li> <li>• Country Residential District – 92 m<sup>2</sup></li> <li>• Single Family District – 92 m<sup>2</sup></li> </ul>
Town of Canmore	<ul style="list-style-type: none"> <li>• Single Family District – no minimum</li> </ul>
City of Red Deer	<ul style="list-style-type: none"> <li>• Single Family District – Frontage x 6.0 m but not less than 72 m<sup>2</sup></li> <li>• Small Lot District – Frontage x 6.0 m but not less than 63 m<sup>2</sup></li> <li>• Estate District – 162.5 m<sup>2</sup></li> </ul>
Village Alberta Beach	<ul style="list-style-type: none"> <li>• Single Family District <ul style="list-style-type: none"> <li>- 400 m<sup>2</sup> lots or smaller – 74.3 m<sup>2</sup></li> <li>- Larger than 400 m<sup>2</sup> lot – 93 m<sup>2</sup></li> </ul> </li> </ul>
Town of Onoway	<ul style="list-style-type: none"> <li>• Single Family District – 93 m<sup>2</sup></li> <li>• Narrow Lot District – 93 m<sup>2</sup></li> <li>• Small Lot District – 75 m<sup>2</sup></li> </ul>
Athabasca County	<ul style="list-style-type: none"> <li>• Agricultural District – no minimum</li> <li>• Rural Use District – within ½ mile of a lake – 55.5 m<sup>2</sup></li> <li>• Rural Use District – all other – 74 m<sup>2</sup></li> <li>• Country Residential District – 82.5 m<sup>2</sup></li> <li>• Single Family District – 82.5 m<sup>2</sup></li> </ul>
City of Wetaskiwin	<ul style="list-style-type: none"> <li>• Single Family District – 93 m<sup>2</sup></li> <li>• Small Lot District – 83 m<sup>2</sup></li> <li>• Narrow Lot District – 83 m<sup>2</sup></li> <li>• Country Residential District – one storey 138 m<sup>2</sup></li> <li>• Country Residential District – two storey 167 m<sup>2</sup></li> </ul>
City of Cold Lake	<ul style="list-style-type: none"> <li>• Estate District – 108 m<sup>2</sup></li> <li>• Single Family District – 84 m<sup>2</sup></li> <li>• Small Lot District – 72 m<sup>2</sup></li> </ul>
Town of Devon	<ul style="list-style-type: none"> <li>• Single Family District – 90 m<sup>2</sup></li> </ul>

Village of Breton	• R1 District – 79 m <sup>2</sup>
Summer Village of Sunset Point	• R1 District – 93.9 m <sup>2</sup>
Town of Grimshaw	• R 1 District – 83.6 m <sup>2</sup>
Town of Killam	• Single Family District – 100 m <sup>2</sup>



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

**Meeting Date:** April 25, 2023

**Agenda #:** 7.c

**Subject:** Bylaw 1132, 2022 - Land Use Bylaw Amendment: rezone a portion of Lot 1MR, Block 3, Plan 8311587 from Recreation & Open Space RO-1 to Grouped Country Residential GCR-1, and a portion of NW 21-7-3-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1 - Second and Third Reading

**Recommendation:** That Council gives second and third readings of Bylaw 1132, 2022.

### **Executive Summary:**

The proposed bylaw involves the rezoning of a portion of Lot 1MR, Block 3, Plan 8311587 from Recreation & Open Space RO-1 to Grouped Country Residential GCR-1, and a portion of NW 21-7-3-W5M from Non-Urban Area NUA-1 to Grouped Country Residential GCR-1, to correct driveway encroachments onto adjacent lands.

### **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

On March 14, 2023 Council gave first reading to Bylaw 1132, 2022. A public hearing was scheduled for April 25, 2023.

Bylaw 1138, 2022 - MR closure.

### **Discussion:**

The bylaw is required to complete a condition of land sale. The land sale was initiated for a boundary adjustment to correct the driveway of Lot 36, Block 3, Plan 221842 from encroaching into the said Municipal Reserve. The MR closure and disposal was approved on January 24, 2023 under Bylaw 1138, 2022.

The bylaw also proposes to rezone a portion of NW 21-7-3-W5M from Non-Urban Area NUA-1 to

Grouped Country Residential GCR-1, to complete the requirements of subdivision 2022-0-136. The owner of Lot 36 Block 3 Plan 2211842 purchased a portion of land from the adjacent property to the north, to correct an encroachment of the driveway.

Both of the encroachments require subdivision approval, resulting in a consolidation and rezoning to the Grouped Country Residential GCR-1 land use district.

**Analysis of Alternatives:**

1. Following the Public Hearing, Council may give second and third reading of Bylaw 1132, 2022, 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 1132, 2022 and provide further direction to Administration. Substantial changes to the Bylaw will require Council hold a second Public Hearing prior to considering the Bylaw 1132,2022 for Second and Third reading.
3. Council may defeat Bylaw 1132 2022, as proposed.

**Financial Impacts:**

The sale of the Municipal Reserve will generate \$5,380 plus GST.

**Attachments:**

[FORMATTED Bylaw 1132, 2022.docx](#)

[Bylaw 1132, 2022 - Schedule A.pdf](#)

## MUNICIPALITY OF CROWSNEST PASS

### BYLAW NO. 1132, 2023

#### LAND USE BYLAW AMENDMENT – Redesignate a portion of NW¼ 21-7-3-W5M and a portion of Lot 1MR, Block 3, Plan 831 1587

**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 the NW¼ 21-7-3-W5M, containing ±0.037 ha (0.091 acres), from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1” and a portion of Lot 1MR, Block 3, Plan 831 1587, containing ±0.014 ha (0.036 acres), from “Recreation and Open Space – RO-1” to “Grouped Country Residential – GCR-1”, as shown on Schedule ‘A’ attached hereto and forming part of the bylaw.

**AND WHEREAS** the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Grouped Country Residential – GCR-1” 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 the NW¼ 21-7-3-W5M, containing ±0.037 ha (0.091 acres), from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1” and a portion of Lot 1MR, Block 3, Plan 831 1587, containing ±0.014 ha (0.036 acres), from “Recreation and Open Space – RO-1” to “Grouped Country Residential – GCR-1”, as shown on Schedule ‘A’ attached hereto and forming part of the 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.

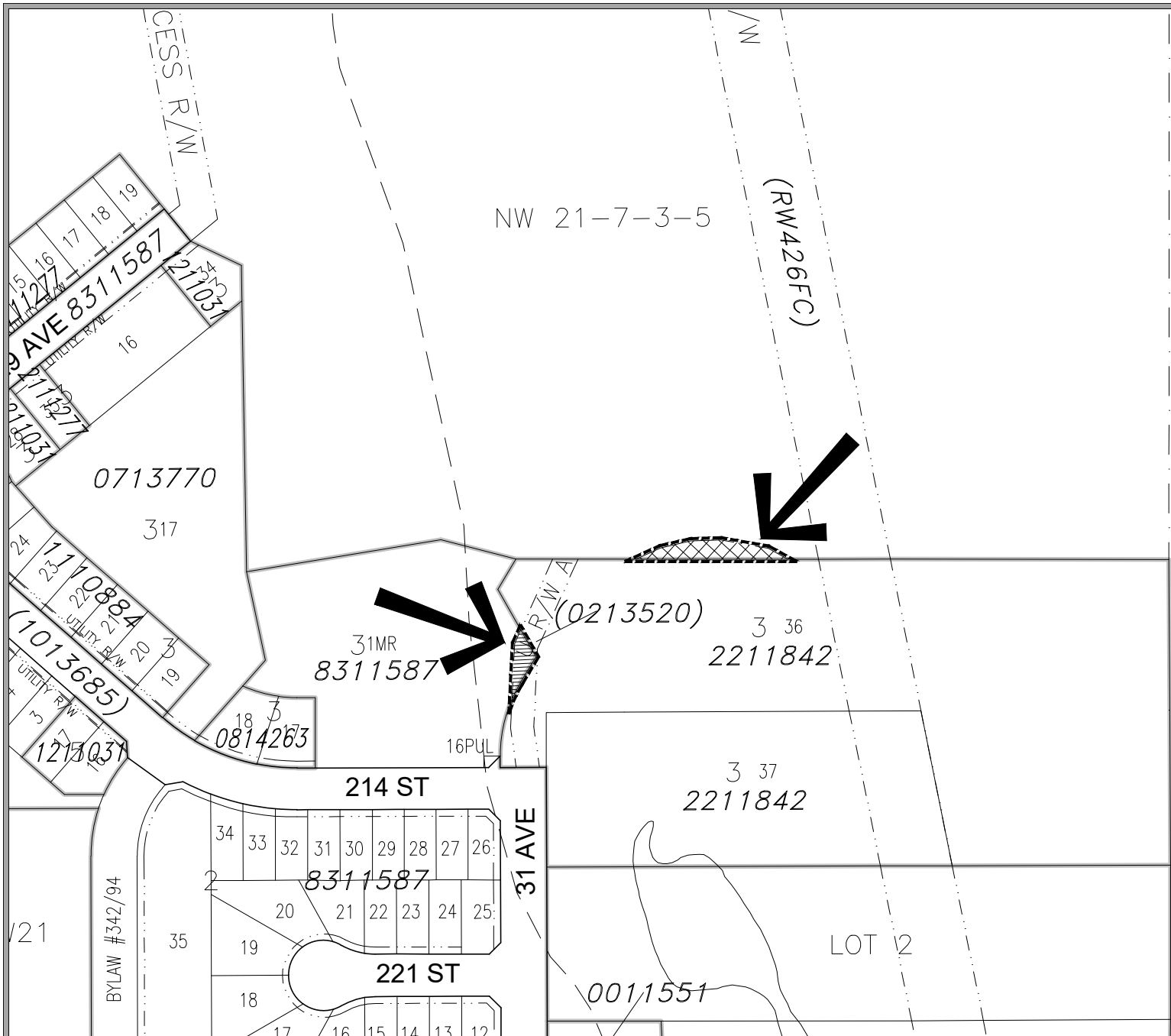
READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

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'

Bylaw #: 1132, 2022

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



FROM: RECREATION AND OPEN SPACE – RO-1  
TO: GROUPED COUNTRY RESIDENTIAL – GCR-1



FROM: NON-URBAN AREA – NUA-1  
TO: GROUPED COUNTRY RESIDENTIAL – GCR-1

PORTION OF LOT 1MR, BLOCK 3, PLAN 8311587 & PORTION OF NW 1/4 SEC 21, TWP 7,  
RGE 3, W 5 M ALL WITHIN NW 1/4 SEC 21, TWP 7, RGE 3, W 5 M

MUNICIPALITY: CROWSNEST PASS (BELLEVUE)

DATE: FEBRUARY 2, 2023



February 02, 2023 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Bylaw 1132, 2022 - Plan 8311587 & NW 21-7-3-W5M.dwg



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 25, 2023

**Agenda #:** 7.d

**Subject:** Bylaw 1140, 2023 - Fees, Rates and Charges Bylaw - Second and Third Reading

**Recommendation:** That Council gives second and third reading of Bylaw 1140, 2023.

### **Executive Summary:**

The Fees, Rates and Charges Bylaw is the Municipal document that identifies all general fees, rates and charges for the Municipality. The bylaw is reviewed annually and presented to Council. It gives Administration the legal authority to levy charges on individuals or businesses affected by the different sections of the bylaw.

Fees, Rates and Charges Bylaw 1140, 2023 was presented to Council on March 28, 2023 and received first reading.

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

The Fees, Rates and Charges bylaw is to be reviewed annually.

Bylaw 1140, 2023 was presented to Council on March 28, 2023 and received first reading.

### **Discussion:**

The Fees, Rates and Charges Bylaw is reviewed annually by Administration and presented to Council. Once approved it gives Administration the legal authority to levy charges on individuals or businesses affected by the different sections of the bylaw.

Administration has updated the Bylaw for the changes originally presented and made the changes Council requested at first reading. Any changes that were made show in the bylaw in red ink. These changes include:

- Page 5 Business License "Special trades are not available locally..." was discussed but no decision was made. Further follow up with Development and Trades was the case where a person was hired to repoint the chimney at the Coleman Seniors Complex (this was a 2 day job) and was from out of town and did not have a business license.



- Page 11 Building Demolition - Council requested the word changing printed in red.
- Page 11 Development Permit Conditions - The wording struck through was presented to Council for first reading. The new wording printed in red was changed by the Manager of Development and Trades after first reading.
- Page 22 Fire Extinguishers table has not been changed. A report was brought forward to Council on April 4, 2023 regarding the fire extinguisher program. Council's decision was to continue the program. In order to break even, the rates would need to be increased substantially. Per the report presented to Council based on 205 customers at the current rates would result in \$3,646. A 25% increase to the rates would increase revenue by approximately \$900 which is equivalent to the short fall amount from each of the last 2 years.
- Page 25 Utilities Class 6 Commercial Metered Properties - The rate was reduced by 20% from \$0.95 to \$0.76 per cubic metre, as per Council's direction.

Once Council approves the bylaw with the changes identified, Administration will update and finish formatting the bylaw.

**Analysis of Alternatives:**

- Council can approve the bylaw with the changes identified.
- Council can recommend additional changes.

**Financial Impacts:**

The rate changes cannot go into effect until approved.

**Attachments:**



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

**Meeting Date:** April 25, 2023

**Agenda #:** 7.e

**Subject:** Wolfstone Subdivision Update

**Recommendation:** That Council accept the Wolfstone Subdivision update for information.

**Executive Summary:**

Administration has had an opportunity to review the assessment report of the Wolfstone subdivision and what is required to complete the deficiencies. In total it is approximately \$1.3M (Feb 2022) to complete the onsite work.

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

Councillor Filipuzzi moved that Administration investigates the condition of the existing infrastructure at the Wolfstone subdivision.

**Discussion:**

A summary of the work that is required:

- Sanitary
  - Remove and replace both holding tanks
  - Flush entire sanitary system
  - Install a frame and cover on one manhole.
- Storm
  - Obtain a right of way with the adjacent landowner for the storm outfall location or relocate the outfall.
  - Flush entire storm system
  - Install appropriate bar screens on culverts/outfalls
- Water
  - Raise all hydrants above ground
  - Hydrovac to find missing valves on east end of development (3 missing)
  - Pressure test entire system
  - Relocate curb stop for Lot 5
- Shallow Utilities

- ATCO installed
- Fortis installed overhead at this time
- Shaw is not installed
- Telus is not installed
- Road Surface
  - Excavate, grade and re-install the roadway in proper location
  - Install curb and gutter
  - Install asphalt

There also remains offsite water and sewer mains to be resolved.

**Analysis of Alternatives:**

- Council can accept the report as information and do nothing at this time
- Council can move forward with deficiencies

**Financial Impacts:**

The Municipality has \$300,000 security deposit to put towards completing the necessary deficiencies.

**Attachments:**



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

**Meeting Date:** April 25, 2023

**Agenda #:** 7.f

**Subject:** Alberta SW - Regional NRCAN Energy Efficiency Grant Support

**Recommendation:** That Council has discussion on whether they wish to have the Municipality participate in a regional NRCAN Energy Efficiency Grant application.

**Executive Summary:**

At the April Alberta SW meeting, a presentation was made by the Municipal Energy Project Lead from Pincher Creek on the possibility of doing a regional NRCAN Energy Efficiency Grant application.

They requested a decision to be made by April 26, 2023 in order to compile and submit the application.

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

N/A

**Discussion:**

N/A

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[Regional Energy Management.pdf](#)

[NRCAN Deep Retrofit Accelerator Letter of Support points.docx](#)

# REGIONAL ENERGY MANAGEMENT



ENGAGEMENT



IMPLEMENTATION



PLANNING

## SERVICES

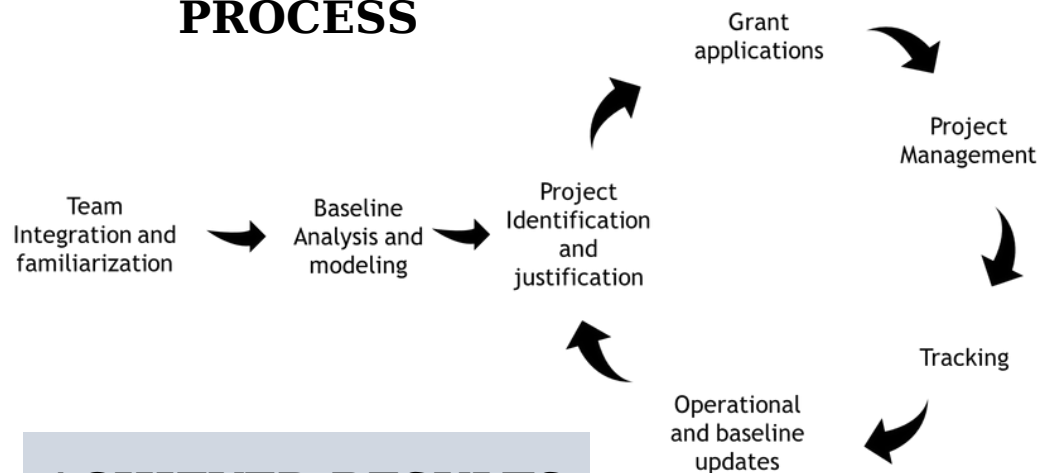
- Community outreach
- Lunch and Learns
- Operational Strategy
- Newsletter creation
- Presentations to Council
- Energy Baseline Analysis
- Emissions Inventory
- Energy audits
- Energy modelling
- Cost saving identification
- Project identification
- Grant identification
- Grant applications
- Project Management
- Tracking
- Capacity Building
- Procurement plans
- Policy development
- Climate Adaptation
- Energy goals and plans



20-YEAR SAVINGS

**\$2.8M**

## PROCESS



## ACHIEVED RESULTS



QUOTED COSTS:  
\$540,000  
\$160,000  
WITH REBATES



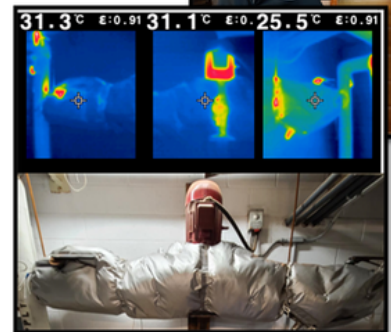
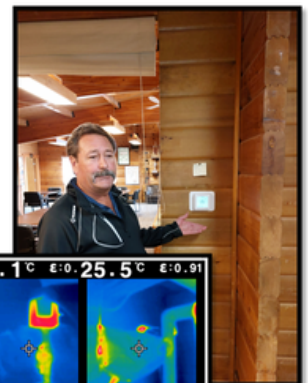
SIMPLE PAYBACK WITH  
FUNDING:  
2.7 YRS



ENERGY COST  
SAVINGS:  
\$59,000+/YEAR



GREEN HOUSE GAS  
EMISSIONS  
REDUCTION:  
288 TONNES/YEAR  
\$17K CARBON TAX  
\$48K BY 2030



## Why does it matter?

Carbon Pricing:

- \$20/ton CO2 in 2019
- Increasing annually (Currently \$65/ton)
- \$170/ton by 2030
- 2022 Estimated Tax: ~\$190,000
- 2030 Estimated Tax: ~\$680,000+

## NRCAN DEEP RETROFIT ACCELERATOR

- April 11th, 2023 - Determine interested parties
- April 14th, 2023 - Receive written commitment and support
- April 17th-21st 2023 - Meet with representatives and gather data
- April 24th, 2023 - Build application with Alberta Southwest
- April 28th 2023 - Submit application

### **NRCAN Deep Retrofit Accelerator Letter of Support**

- Indication of support for Alberta Southwest to apply for the NRCAN deep retrofit accelerator grant to develop a regional energy management program to support the communities of Southwest Alberta
- Desire of the community to develop pathways and plans to implement deep retrofits and increase the energy efficiency of their infrastructure
- Desire to set an example for community members and share knowledge/lessons learned to support all members of the community in implementing energy efficiency upgrades
- Importance of energy conservation to your community and the impact saving energy will have (i.e., save money that can be used to improve service levels, increase independence, increase the resilience and lifetime of infrastructure, add flexibility to budgeting, etc.)
- Demographics served in your community (i.e., youth, elderly, low income, ranchers, farmers, Newcomers to Canada, First Nations)
- Explain how a regional energy specialist would assist in adding capacity to conduct energy management activities like energy baselines, audits, grant applications, project management, energy tracking, etc. that the municipality would not have the capacity for otherwise
- Mention of working together regionally to have a larger impact, to learn from other communities, and support cohesive progress
- Commitment to supporting the development of the plans/pathways and commitment to putting money towards energy projects identified within those plans.

On letterhead and signed please



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

**Meeting Date:** April 25, 2023

**Agenda #:** 7.g

**Subject:** Alberta SW - Regional Housing Development

**Recommendation:** That Council has discussion on the regional housing development presentation.

### **Executive Summary:**

At the April Alberta SW meeting, a presentation was made by AND Villages on the possibility of doing a regional housing development whereby the communities utilize a similar design and timeline to cost share. As a first step, communities have been asked to answer five questions to gauge their readiness to proceed with this project.

They requested a decision to be made by April 30, 2023 in order to compile and discuss at the next Alberta SW meeting.

The five questions are attached for reference.

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

N/A

### **Discussion:**

The five questions are listed below along with Administration's opinion on the answers:

1. *Do you need affordable and/or entry-level market housing?*
  - Yes, there does appear to be a need.
2. *Does the municipality have services land for housing?*
  - No, no lands that would be considered shovel ready.
3. *Does the land use zoning allow for 12 units per acre?*
  - Yes and no. The MDP lists this as the minimum density for new developments however unknown what the zoning of project parcel currently is.
4. *Do you have the financial capacity to invest in housing?*
  - Possibly, however will put considerable strain in the short-term on an additional \$3.5M debenture.

5. *Are you ready to collaborate to build?*

- Likely, however will need to see the nuances of the partnership agreements.

**Analysis of Alternatives:**

1. Council can choose to partner
2. Council can choose not to partner and choose to explore alternative means for housing development.

**Financial Impacts:**

Possibly \$3.3M along with the cost of the lands and offsite services.

**Attachments:**

[AND-23-01-PPT-001\\_Rev\\_0 - 5Questions\\_SouthWest\\_RegionalAlliance.pdf](#)





# 5 Municipal Questions

*Questions to gauge readiness and focus attention on areas that need it*

1

Do you need affordable and/or entry-level market housing?

- The goal is to add a form of housing within the municipality that is in short supply and will accommodate identified needs, including seniors' housing.
- Multi-family is the envisioned form which includes, row, townhouse, condo and apartment styles.

2

Does the municipality have serviced land for housing?

- Approximately 1-acre size is envisioned for the parcel & services within the adjacent road allowance.
- Services include "Deep utilities", usually at a depth >2.5m below surface grade, including water, storm water and sanitary sewer utilities; and "shallow utilities" like power, gas, cable television and communication utilities.
- To service multi-family, deeps and shallows should be in nearby road allowance and/or ROW.

3

Does the land use zoning allow for 12 units per acre?

- Aiming to identify the necessary process steps (MDP, County plan, concept plan, ASP, DP, etc.)

4

Do you have the financial capacity to invest in housing? Options may include:

- Traditional financing (estimated \$1.2M cash + \$2.3M financed)
- Cash (or borrowing bylaw, although we understand there are limits) or partners with cash or grants
- Community Revitalization Levies (CRL) with support from the province
- Other funding & grants supported by the province
- Federal grants like the rapid-housing grants through CMHC

5

Are you ready to collaborate to build?

- The collaborative process will need agreement between participating municipalities
- The collective goal is to achieve more together than can be done individually



# 5 Municipal Questions

*Questions to gauge readiness and focus attention on areas that need it*

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