



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, May 28, 2024 at 7:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Crowsnest Pass Senior Housing Board of February 20, 2024
- 3.b Minutes of the Crowsnest Pass Senior Housing Board of March 25, 2024
- 3.c Request for a Letter of Support for Cando Revive the Roxy Project for an Application for a Community Facility Enhancement Grant
- 3.d NWP Coal Canada Ltd. Invitation to Attend a tour of the Crown Mountain Coking Coal Project Area

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of May 7, 2024

5. PUBLIC HEARINGS

- 5.a Bylaw 1153, 2023 Road Closure Bylaw - *Public Hearing*
- 5.b Bylaw 1156, 2023 - Land Use Bylaw Amendment - Rezone Lots 1-4, Block 2, Plan 6099AQ, located at 2158 - 213 Street, Bellevue, from Retail Commercial C-1 to High Density Residential R-3 - *Public Hearing*
- 5.c Bylaw 1182, 2024 - Land Use Bylaw Amendment - Urban Tourism Accommodation & Recreation District and Non-Urban Tourism Accommodation & Recreation District - *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.

7. REQUESTS FOR DECISION

- 7.a Bylaw 1156, 2023 - Land Use Bylaw Amendment - Rezone Lots 1-4, Block 2, Plan 6099AQ, located at 2158 - 213 Street, Bellevue, from Retail Commercial C-1 to High Density Residential R-3 - *Second and Third Reading*

- 7.b Bylaw 1182, 2024 - Land Use Bylaw Amendment - Urban Tourism Accommodation & Recreation District and Non-Urban Tourism Accommodation & Recreation District - *Second and Third Readings*
- 7.c Bylaw 1187, 2024 - Procedure Bylaw Amendment - *Second and Third Reading*
- 7.d Bylaw 1189, 2024 - Records Retention Bylaw - *First Reading*
- 7.e Bylaw 1090, 2024 - General Repeal Bylaw
- 7.f Service Areas Update
- 7.g 2024 Q1 Financial Report
- 7.h Impact of Assessment Value Examples
- 7.i Additional funding required for the MDM new Dishwater.
- 7.j Option Pay Credit Card Surcharges

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

- 10.a Notice of Motion - Canadian Sustainable Standards Board (CSSB) Climate Disclosure Standards - Mayor Painter
- 10.b Bulk Water Fill Station Inquiry - Councillor Glavin

11. IN CAMERA

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

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 3.a

Subject: Minutes of the Crowsnest Pass Senior Housing Board of February 20, 2024

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of February 20, 2024 as information.

Executive Summary:

Minutes of Internal Boards and Committees are provided to Mayor and Council at the subsequent meeting for Council's information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

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

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2 - February 20 2024.pdf](#)



BOARD MEETING MINUTES February 20, 2024

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Tuesday, February 20, 2024, at 1:00 p.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

ATTENDEES: Deb Ruzek: Board Chairperson, Susan Demchuk: Vice-Chairperson, Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Marlene Anctil: Board Member, Diane Nummi: Board Member, Cathy Painter: Board Member, Shelley Price: Chief Administrative Officer, Shannon Harker: HR

ABSENT: None

Minutes recorded by Shannon Harker

1. CALL TO ORDER

1.1 Deb Ruzek called the meeting to order at 1:00p.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

None

3. APPROVAL OF AGENDA

3.1 Motion #008/24 to approve the agenda as presented. — Dean Ward – cd.

4. APPROVAL OF PRIOR MINUTES

4.1 Motion # 009/24 to approve the minutes of the meeting held January 22, 2024, as presented. — Marlene Anctil – cd.

5. BUSINESS ARISING FROM THE MINUTES

5.1 None

6. CORRESPONDENCE

6.1 No correspondence.

7. MANAGEMENT REPORTS

7.1 #010/24 Motion to approve the Report from Management as presented – Cathy Painter – cd.

8. FINANCIAL REPORTS

8.1 #011/24 Motion to approve the financial statement as presented – Dean Ward – cd.

There was a request for a comparison report to be done regarding the cost of contract health care workers.

9. **BOARD CHAIRPERSON REPORT**

9.1 Members of the Board will be present to help with a resident move later in the week.

10. **OTHER BOARD REPORTS**

10.1 No Report

11. **OLD BUSINESS**

11.1 No Report

12. **DELEGATE**

12.1 None

13. **NEW BUSINESS**

13.1 SCU – resident resolution policy – tabled.

13.2 CCHSS audit – complete.

13.3 Senior Housing Operational Review – complete.

13.4 YCL/Tecumseh – Set a meeting to explore options for affordable housing.

13.5 Resident relocation now successfully completed.

13.6 Meeting changed from March 18 to March 25

13.7 Board signors approved re: Banking – complete.

14. **IN CAMERA**

14.1 #012/24 Motion to go into Camera at 2:48pm – Dean Ward – cd.

14.2 #013/24 Motion to come out of Camera at 3:50pm– Dean Ward – cd.

15. **ADJOURNMENT**

15.1 Motion #014/24 to adjourn at 3:50pm– Dean Ward - cd.


Debi Ruzek – Board Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 3.b

Subject: Minutes of the Crowsnest Pass Senior Housing Board of March 25, 2024

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of March 25, 2024 as information.

Executive Summary:

Minutes of Internal Boards and Committees are provided to Mayor and Council at the subsequent meeting for Council's information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

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

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[3 - March 25 2024.pdf](#)



BOARD MEETING MINUTES March 25, 2024

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, March 25, 2024, at 10:00 a.m. at Peaks to Pines in Coleman, Alberta.

ATTENDEES:

Deb Ruzek: Board Chairperson, Susan Demchuk: Vice Chair, Dean Ward: Municipal Councillor, Shelley Price: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager, , Cathy Painter: Board Member, Dave Filipuzzi: Municipal Councillor, Shannon Harker: HR, Diane Nummi: Board Member

ABSENT:

Marlene Ancil: Board Member

Minutes recorded by Shannon Harker

1. CALL TO ORDER

- 1.1 Deb Ruzek called the meeting to order at 10:06 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Move KPMG Financial Audit Review earlier in the meeting.

3. APPROVAL OF AGENDA

- 3.1 Motion #015/24 to approve the agenda as amended. — Susan Demchuk – cd.

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion #016/24 to approve the minutes of the meeting held February 20, 2024, as presented. – Cathy Painter – cd.

5. BUSINESS ARISING FROM THE MINUTES

None

6. CORRESPONDENCE

- 6.1 Alberta Seniors, Community and Social Services – 2024 Budget Letter
Motion #017/24 to accept as information – Dave Filipuzzi – cd.

7. MANAGEMENT REPORTS

- 7.1 #018/24 Motion to approve the Report from Management as presented – Diane Nummi – cd.

8. FINANCIAL REPORTS

- 8.1 #019/24 Motion to approve the Financial Reports as presented – Cathy Painter – cd.

9. BOARD CHAIRPERSON REPORT

- 9.1 D. Ruzek reported the need to meet with Pauline regarding filling the planters outside.

10. OTHER BOARD REPORTS

- 10.1 D. Ruzek, D. Nummi and C. Painter reported on the resident move they helped with. They found it took longer than anticipated but was ultimately successful and the resident was happy.

11. OLD BUISNESS

- 11.1 No Report

12. DELEGATE

- 12.1 None

13. NEW BUSINESS

- 13.1 KPMG Audit was deemed clean.
#020/24 Motion to accept the KPMG Audit as presented – Dean Ward – cd.
- 13.2 There was to be a meeting regarding YCL/Tecumseh with Elena Nyhus @ 11:30 via TEAMS
The meeting was initiated but the host was not prepared and did not have any relevant information to share. The meeting will be rescheduled after April 1st so the Board can convene for a separate meeting to prepare.
- 13.3 To improve confidentiality and security in sending out Board Packages the organization will investigate costs for Board Members to have CPSH email addresses.
- 13.4 Policies:
- 4.02 Resident Request, Complaint and Concerns Resolution Policy
#021/24 Motion to approve Policy 4.02 as amended – Dave Filipuzzi – cd.
- 4.27 Tenant Request, Complaint and Concerns Resolution Policy
#022/24 Motion to approve Policy 4.27 as amended – Dean Ward – cd.
- 13.5 Employee Benefits Package Approval
- There were no changes made to the Benefits Package and a cost increase of 14%.
- #023/24 Motion to approve Employee Benefits Package – Dave Filipuzzi – cd.

14. IN CAMERA

- 14.1 Motion #024/24 to go into camera 12:57 p.m. – Susan Demchuk – cd.
- 14.2 Motion #025/24 to come out of camera 1:15 p.m. – Cathy Painter – cd.
- 14.3 Motion #026/24 to hire a Temporary administrative manager for 1 year – Dean Ward – cd.
- 14.4 Motion #027/24 to allocate \$75,000 to Capital Budget, \$75,000 to Reserves from One-time Funding – Dave Filipuzzi – cd.
- 14.5 Motion #028/24 to allocate \$24148 to wages from One-time funding – Diane Nummi – cd.

15. ADJOURNMENT

- 15.1 Motion #029/24 to adjourn at 1:19 p.m. – Dave Filipuzzi – cd.

The next regular board meeting – April 22, 2024, 10:00 a.m.

Debi Ruzek – Board Chairperson





Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 3.c

Subject: Request for a Letter of Support for Cando Revive the Roxy Project for an Application for a Community Facility Enhancement Grant

Recommendation: That Council approve providing a letter of support for Cando's application for a Community Facility Enhancement Grant.

Executive Summary:

A request was received from Cando for a letter of support to apply for a Community Facility Enhancement Grant.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A request was received from Tim Juhlin, President of Cando to request that Council authorize providing a letter of support for a CFEP grant for the Revive the Roxy project. The letter is attached for Council's consideration.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Request for support letter from CNP.docx](#)

To: Municipality of CNP Bonnie Kawasaki Executive Assistant May 10, 2024

From Crowsnest Cando Tim Juhlin

Subject: Request for a letter of support for the Revive the Roxy Project

i. Requestor name, identifying the group as a Non-Profit or Community Group;

Crowsnest Cultural and Recreation Society operating as Crowsnest Cando is a non profit Society registered in Alberta(#5016468992) since 2011.

Crowsnest Cando P.O. Box 105 Blairmore AB. T0K 0E0

Crowsnestcando.ca,

Crowsnestcando@gmail.com

ii. Purpose of request, identifying the proposed program, project or initiative

Crowsnest Cando is raising funds to Restore the Roxy theatre in historic downtown Coleman to create a performing arts center. The Street address is 7738 17th Ave Coleman.

Since the construction period for 2024 includes winter construction in 2025 the list of projects and Class C year costs are provided for 2024 and 2025 however this excludes administration, engineering, supervision and contingency funds.(This list is a living document and changes somewhat according to our progress and challenges.) The 2 year hard costs code and components are provided below and amount to \$1,771,502. Light yellow indicates year 2024:

01 Foundation	basement interior
01 Foundation	basement 6 inch waterline
03-Quonset roof	Membrane connection
03-Quonset roof	Galvanized corrugated steel paneling
04 Structural Reinforcement	Quonset
05- Masonry Facades	doors
05- Masonry Facades	Masonry
05- Masonry Facades	Marquee
05- Masonry Facades	aluminum cladding
05- Masonry Facades	neon Roxy sign
06 Base building systems	Mechanical fire alarm surge water completion

07 Occupancy Upgrades	Basement, replace slab, housekeeping pads, hazard abatement	
07 Occupancy Upgrades	fire rated stairs, remove existing stairs. Hazard abatement	
07 Occupancy Upgrades	stage exits changed to outside stairs	
08 theatre restoration	quonset metal doors and frames	2024 total
08 theatre restoration	Quonset Interior Finishes	\$719207
05- Masonry Facades	wood and vinyl windows	
06 Base building systems	Mechanical -HVAC	
06 Base building systems	Electrical throughout building	
07 Occupancy Upgrades	second level-new subfloor,replace gypsum	
08 theatre restoration	Lobby window, tickets, curtains, carpet and linoleum	
08 theatre restoration	quonset Floor	
09 Functional Upgrades	Water Closets- upgrade 2 install	
09 Functional Upgrades	tactile signage for entrance, seats and WC	2025 total
09 Functional Upgrades	exterior walkway	\$105229
		5

iii. Describe the program, project or initiative and identify how the program, project or initiative is beneficial to the community and its residents

The Roxy will become a performing arts center and it is desired that the Roxy be a positive contributor to the economic and cultural well-being of the entire community.

Finally, and most importantly, is the Roxy Theatre's impact on the community. We at Cando have been given a great opportunity and responsibility to ensure we provide our communities with a facility that meets the dreams and aspirations for now and the future. Our community is in a state of transition. The loss of the Orpheum theatre in Blairmore has resulted in no motion picture theatre in the Crowsnest Pass and the need for a high-quality multi-use facility

is not only timely, but necessary for the cultural maintenance and growth of our citizens. This facility will compliment the fine street and sidewalk upgrades completed by the Municipality and will act as an economic driver for the area.

iv. Specify whether the proposed program, project or initiative may require future financial contribution(s) from the Municipality;

It is the intent of Cando that the Roxy, when operating, is a sustainable break-even endeavor not depending on cash influxes from the Municipality of Crowsnest Pass, although contributions from the Municipality, if offered, would move the construction project forward. The Municipality of Crowsnest Pass can assist the project in a number of ways, that include but are not limited to, lot options to accommodate parking and storage needs, tax relief while the restoration project is underway and in providing letters of support as we conduct grant applications. Since the Community Facility Enhancement Program -large Stream is a significant grant request that requires matching funds Cando is thankful to the Municipality of Crowsnest Pass for their generous 2024 donation of funds. If additional matching funds were made available to Cando we would graciously accept them from the Municipality.

v. Identify contact information and address for the appropriate grant organization.

Cando will be applying for an Alberta Community Facility Enhancement Program large Stream grant estimated at \$1,000,000. The lead ministry is Alberta Arts Culture and status of Women located at:

Legislature Building Suite 224 - 10800 97 Avenue Edmonton, **Alberta** T5K 2B6

Community Grants office:

Lead is Brittany Walters and Kaelyn Saunders

Phone: 780-422-9598

Toll free: 1-800-642-3855

Email: communitygrants@gov.ab.ca

Vi Draft letter text

To Whom it May Concern:

The Municipality of Crowsnest Pass is delighted to support the efforts of Crowsnest Cando in securing funding through the Alberta Arts Culture and Status of Women, Community Facility Enhancement large stream Program.

For 2024 The Municipality of CNP has committed \$77,000 in matching funding toward the Revive the Roxy project for work associated with the “Front look” of the Roxy Theatre and we truly hope that approval of a grant to Crowsnest Cando for the Revive the Roxy Project is approved.

Sincerely

xxxvvvx



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 3.d

Subject: NWP Coal Canada Ltd. Invitation to Attend a tour of the Crown Mountain Coking Coal Project Area

Recommendation: That Council accept the NWP Coal Canada Ltd. Invitation to Attend a tour of the Crown Mountain Coking Coal Project Area as information and consider attending a tour of the site.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

An email was received from Dave Baines, Director of Project Development inviting Council to attend a tour of the NWP Coal Canada Ltd. Crown Mountain Coking Coal Project Area in July or August. Mr. Baines indicated that they would make arrangements for a separate tour if Council was not available on the scheduled dates.

The invitation is attached for Council's information.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:



NWP Coal Canada Ltd

A NEW ERA IN STEELMAKING COAL

NWP would like to invite you on a tour of our proposed Crown Mountain Coking Coal Project area. The Project is located near the town of Sparwood, BC and situated between the Elkview and Line Creek coal mines. When approved, the Project would produce around 2 million tons of steel-making coal per year for 15 years. The Project is undergoing an environmental assessment with both the BC and the Federal Government and has several years to go before we could start construction.

The tour will show you how the proposed Project would fit into the landscape in the West Alexander Creek valley. On the tour, NWP will describe efforts made to minimize potential Project impacts and how the footprint and plans have been adjusted based on feedback from the public, regulators, and Indigenous nations. Since the Project is still in the regulatory process, there is no mine or mining activity in the area yet. You will have to use the handouts, discussions, and your imagination to see how things fit together.

NWP is offering tours on July 17, August 7, and August 28, 2024. Tours will start at 8:30 AM at the Sparwood Chamber of Commerce with a short discussion about the Project and a safety briefing. We will aim to be back at the Chamber by noon. Tours need a minimum of 4 participants to proceed. Our typical maximum tour size is 9 participants.

Please contact the Sparwood Chamber of Commerce for more information about the Project, the tour, safety and logistics, or to request a different tour date or a larger tour.

Phone: 250-425-2423
administrator@sparwoodchamber.bc.ca



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 4.a

Subject: Minutes of the Council Meeting of May 7, 2024

Recommendation: That Council adopt the Minutes of the Council Meeting of May 7, 2024 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:

[2024 05 07 - Council Meeting Minutes.docx](#)

Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, May 7, 2024

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, May 7, 2024.

Council Present:

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

Administration Present:

Patrick Thomas, Chief Administrative Officer
Kristin Ivey, Deputy Chief Administrative Officer
Brian McCulloch, Director of Finance
Bryan Badura, Manager of Finance
Jesse Fox, Manager of Protective Services/Fire Chief
Craig Marshall, Deputy Fire Chief
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

Additions:

Councillor Inquiries and Notice of Motion

- b. Bellevue Main Street Revitalization Inquiry – Councillor Glavin
- c. Council Agenda Packages – Councillor Ward
- d. Municipal Communications – Councillor Ward
- e. Notice of Motion for May 28th – Discussion around CSSB (Canadian Sustainable Standards Board) – Mayor Painter

In Camera

- d. Business Interests of a Third Party - Councillor Ward

01-2024-05-07: Councillor Girhiny moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2024-05-07: Councillor Girhiny moved that Council approve the following Consent Agenda items as presented without debate:

3.a

Minutes of the ORRSC Executive Committee Meeting of March 14, 2024

THAT Council accept the Minutes of the ORRSC Executive Committee Meeting of March 14, 2024 as information.

3.b

Minutes of the Municipal Historic Resources Advisory Committee of March 25, 2024

THAT Council accept the Minutes of the Municipal Historic Resources Advisory Committee of March 25, 2024 as information.

3.c

Minutes of the Family and Community Support Services Advisory Committee of March 25, 2024

THAT Council accept the Minutes of the Family and Community Support Services Advisory Committee of March 25, 2024 as information.

3.d

Minutes of the Crowsnest Pass Community Library Board of March 26, 2024

THAT Council accept the Minutes of the Crowsnest Pass Community Library Board of March 26, 2024 as information.

3.e

Chinook Arch Regional Library System - Board Report of April 4, 2024

THAT Council accept the Chinook Arch Regional Library System Board Report of April 4, 2024 as information.

Carried

ADOPTION OF MINUTES

03-2024-05-07: Councillor Kubik moved to adopt the Minutes of the Council Meeting of April 23, 2024 as presented.

Carried

PUBLIC HEARINGS

None

DELEGATIONS

Benchmark Assessment Consultants - Christopher Snelgrove - Assessment Presentation

Christopher Snelgrove of Benchmark Assessment Consultants was in attendance to present Council with a recap of the 2023 Assessment and to highlight the 2024 game plan for the 2024 assessment cycle.

Jasmine McCue, Crowsnest Pantry - Request for Timed Parking Zone

Jasmine McCue, owner of the Crowsnest Pantry was in attendance to present Council with a request for Council to consider implementing timed parking zones on the areas surrounding her business. Letters were also received from other local businesses indicating the challenges they face with respect to parking and also form part of the Council package.

04-2024-05-07: Councillor Sygutek moved to direct Administration to come back to Council with a potential parking plan for the downtown core in each community at a future Council meeting.

Carried

REQUESTS FOR DECISION

Bylaw 1185, 2024 Road Closure Bylaw - First Reading

05-2024-05-07: Councillor Ward moved first reading of Bylaw 1185, 2024 Road Closure Bylaw.

Carried

Bylaw 1186, 2024 - Amendment to the Water Services Bylaw - Second and Third Reading

06-2024-05-07: Councillor Glavin moved second reading of Bylaw 1186, 2024 - Amendment to the Water Services Bylaw.

Carried

07-2024-05-07: Councillor Kubik moved third and final reading of Bylaw 1186, 2024 - Amendment to the Water Services Bylaw.

Carried

Bylaw 1187, 2024 - Procedure Bylaw Amendment - First Reading

08-2024-05-07: Councillor Glavin moved first reading of Bylaw 1187, 2024 Procedure Bylaw Amendment.

Carried

Subdivision Endorsement Extension Request 2022-0-191 (Russian River Holdings)

09-2024-05-07: Councillor Kubik moved that Council grants the subdivision endorsement extension request for Subdivision 2022-0-191 for a period of 6 months, to October 31, 2024.

Carried

Crowsnest Pass Fire Rescue Structural Fire Response Information

10-2024-05-07: Councillor Ward moved that Council accept the Crowsnest Pass Fire Rescue Structural Fire Response report as information.

Carried

COUNCIL MEMBER REPORTS

- Councillor Sygutek
 - Councillors Sygutek, Glavin and Kubik with Patrick Thomas, CAO
 - Met with representatives from Crowsnest Medical Clinic and will bring back a report on behalf of the group to Council
- Councillor Ward, and Mayor Painter
 - Attended the Safety Codes Presentation
 - Councillor Ward would like to see the presentation done annually
 - Mayor Painter would like to see the question period extended in future Safety Codes Presentations
- Councillor Glavin
 - Would like to see more Municipal presentations or workshops for the public and affected businesses.

PUBLIC INPUT PERIOD

- Diane Peterson
 - Attended Sinister 7 last year for the first time.
 - Requested that Council consider additional camping opportunities for the racers as some were sleeping in cars and would like to hear back in this regard.
 - Would like to see Council participate in more promotion of the community at these events, her hope is that if the community shows we care about these visitors coming to our community to race that they may come back in the future to visit
- Chaz Hill - Pincher Creek
 - Runs a small construction company - Iron Brothers contracting in Pincher Creek
 - Worked on the PPK deck and finished in November, was not paid. Requested that JA Building be bypassed so the subcontractors can get paid for their work on the deck.

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Request for Funding for Rhapsody Healthcare Heroes Team Award Celebration - Councillor Kubik

11-2024-05-07: Councillor Kubik moved that Council approve contributing to the funding for the Rhapsody Healthcare Heroes Team Award Celebration in the amount of \$2500 from the Millrate Stabilization Reserve.

Carried

Bellevue Main Street Revitalization Inquiry – Councillor Glavin

Councillor Glavin requested that Administration contact Teck to advise of the upcoming closure on Mainstreet Bellevue to possibly move the bus stop.

Council Agenda Packages – Councillor Ward

Councillor Ward inquired about possibly sending the public package out on Friday instead of Monday. Patrick Thomas, CAO clarified that there are two separate packages generated, which would require deadlines to be adjusted to accommodate the earlier date.

Municipal Communications – Councillor Ward

Councillor Ward indicated that he felt that there could be improvements to Municipal communications. A “Did you know” section was suggested on the website and Municipal Social Media.

Notice of Motion for May 28th – Canadian Sustainable Standards Board (CSSB) – Mayor Painter

Mayor Painter gave Notice of Motion to bring back for Council’s consideration to submit a comment on the CSSB climate disclosure standards (CSSB) at the May 28, 2024 Council Meeting.

IN CAMERA

12-2024-05-07: Councillor Sygutek moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 9:08 pm:

- a. Personal Privacy - Board Member Resignation - FOIP Act Section 17
- b. Personal Privacy - MPC - FOIP Act Section 17
- c. Personal Privacy - Pass Powderkeg Deck - FOIP Act Section 17
- d. Economic Interests of the Public Body – FOIP Act Section 25

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 9:14 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

13-2024-02-27: Councillor Glavin moved that Council come out of In Camera at 10:53 pm.

Carried

14-2024-02-27: Councillor Sygutek moved that Council accept the resignation from Justin Ames from the Municipal Planning Commission and the Community Marketing Advisory Committee, and direct Administration to write a letter of thank you for service and to advertise the vacancies.

Carried

ADJOURNMENT

15-2024-05-07: Councillor Sygutek moved to adjourn the meeting at 10:54 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 5.a

Subject: Bylaw 1153, 2023 Road Closure Bylaw - Public Hearing

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

Executive Summary:

Council gave first reading to Bylaw 1153, 2023 on April 16, 2024.

This bylaw proposes the closure of a portion of an Unnamed Lane, and for the consolidation of a portion of the closed lane with an adjacent property pursuant to an approved land sale (and potentially consolidating other portions of the closed lane with other adjacent properties, pending land purchase applications from those landowners and their approval).

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act
Motion 20-2022-07-12

Discussion:

Public Hearing.

Following the public hearing, the bylaw will be forwarded to the Minister of Transportation and Economic Corridors for review and approval, before it comes back to Council for consideration of second and third readings.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1153, 2023 public hearing notice.docx](#)

[Bylaw 1153, 2023 - Schedule A.pdf](#)

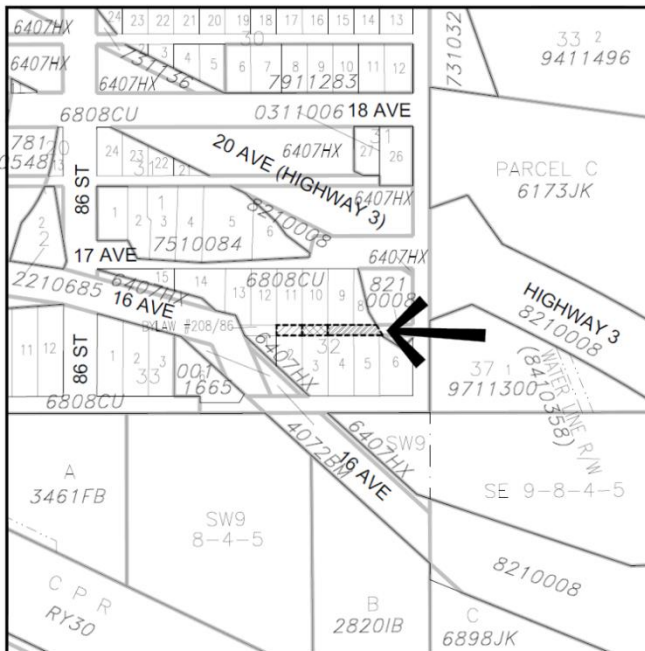
[Bylaw 1153, 2023 - Schedule A Aerial Photo.pdf](#)

NOTICE OF PUBLIC HEARING
MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA
PROPOSED BYLAW NO. 1153, 2022

7:00pm, May 28, 2024
Municipality of Crowsnest Pass Council Chambers
8502 – 19 Avenue, Coleman

PURSUANT to sections 22, 216.4, and 606 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, notice is hereby given that the Council of the Municipality of Crowsnest Pass in the Province of Alberta will consider a bylaw to close a portion of a roadway located in Coleman, as legally described and depicted in the sketch below.




THE PURPOSE of this bylaw is to close to public travel, create titles to and dispose of portions of a public roadway in accordance with section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.



THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1153, 2023 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00pm on May 28, 2024. Each person shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at bonnie.kawasaki@crowsnestpass.com with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on May 21, 2024. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

PROPOSED ROAD CLOSURE
SCHEDULE 'A'

-  PLAN _____, AREA 'A', CONTAINING 0.009±HECTARES (0.02±ACRES) EXCEPTING THEREOUT ALL MINES AND MINERALS
-  PLAN _____, AREA 'B', CONTAINING 0.009±HECTARES (0.02±ACRES) EXCEPTING THEREOUT ALL MINES AND MINERALS
-  PLAN _____, AREA 'C', CONTAINING 0.019±HECTARES (0.05±ACRES) EXCEPTING THEREOUT ALL MINES AND MINERALS

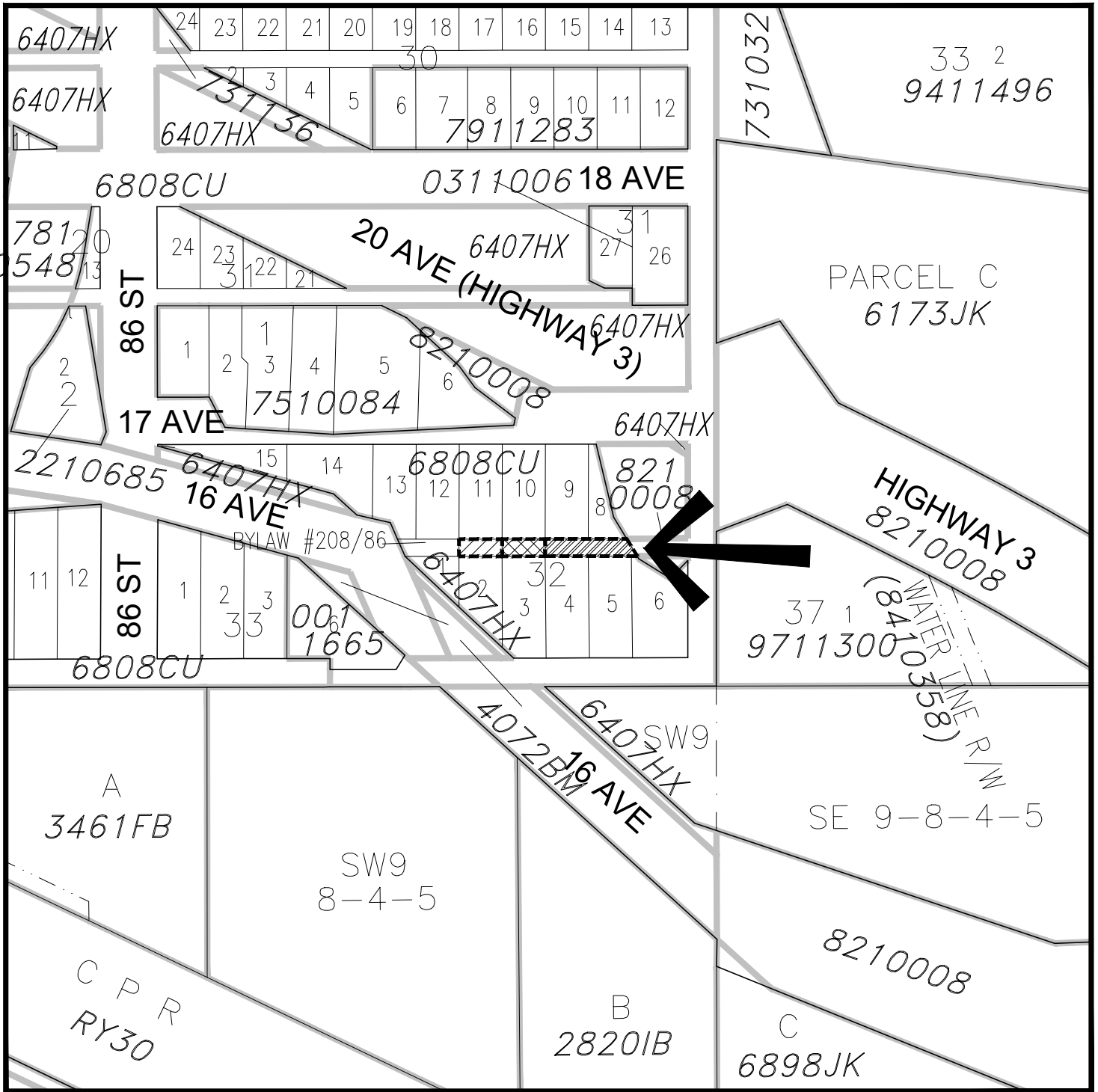
WITHIN NW 1/4 SEC 9, TWP 8, RGE 4, W 5 M

For questions regarding the proposed Bylaw Amendment please contact the

Development Officer by calling 403-562-8833 or emailing development@crowsnestpass.com.

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 17th day of April, 2024.



**PROPOSED ROAD CLOSURE
SCHEDULE 'A'**

Bylaw #: 1153, 2023

Date: _____



PLAN _____, AREA 'A', CONTAINING 0.009±HECTARES (0.02±ACRES)
EXCEPTING THEREOUT ALL MINES AND MINERALS



PLAN _____, AREA 'B', CONTAINING 0.009±HECTARES (0.02±ACRES)
EXCEPTING THEREOUT ALL MINES AND MINERALS



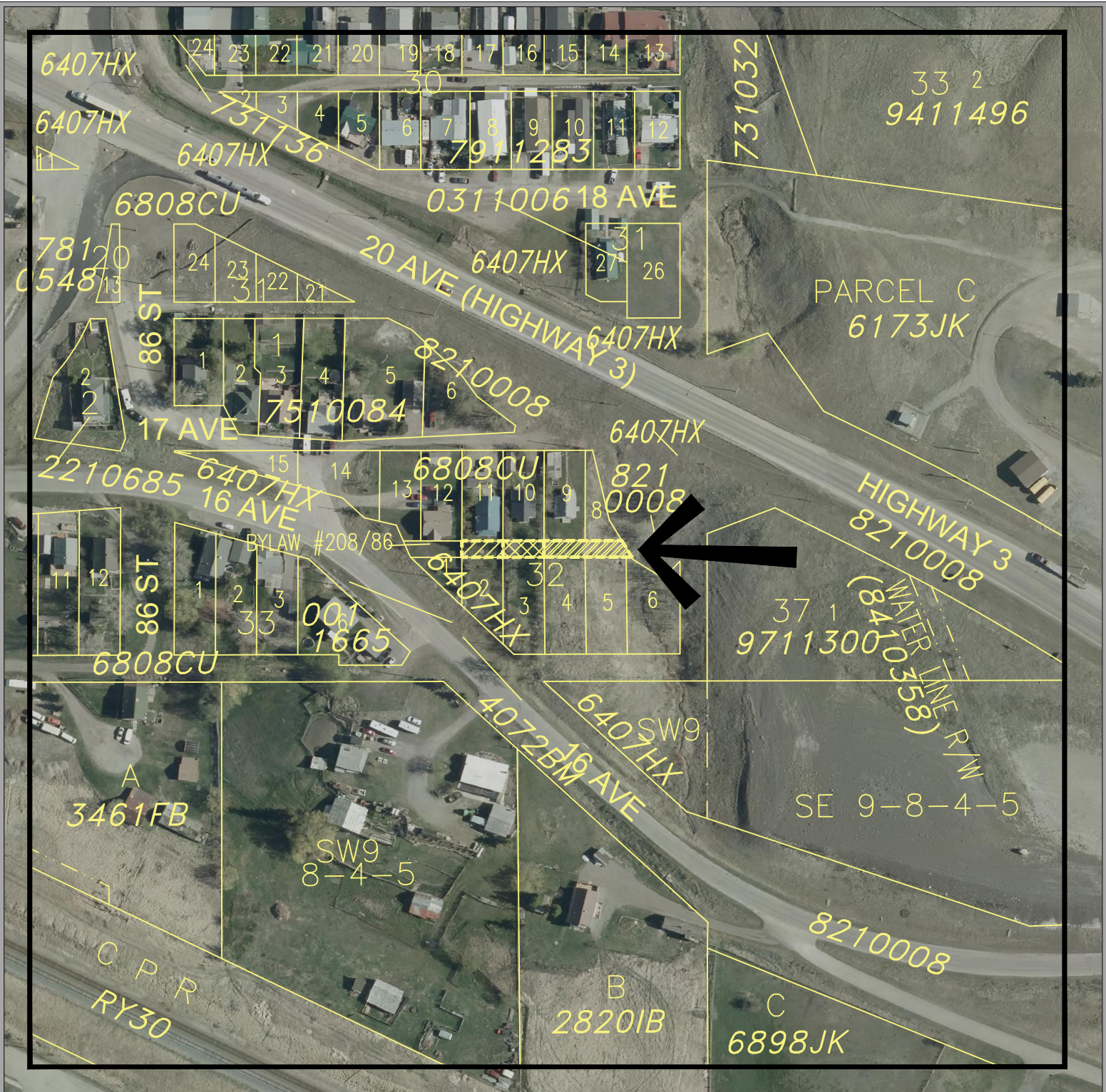
PLAN _____, AREA 'C', CONTAINING 0.019±HECTARES (0.05±ACRES)
EXCEPTING THEREOUT ALL MINES AND MINERALS

WITHIN NW 1/4 SEC 9, TWP 8, RGE 4, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: MARCH 13, 2024

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"



0 Metres 50 100 150
March 13, 2024 N:\C-N-P\CNP LUD & Land Use Redesignations\
Crowstest Pass - Bylaw 1153, 2023 - Road Closure, Plan 6808CU.dwg



**PROPOSED ROAD CLOSURE
SCHEDULE 'A'**

Bylaw #: 1153, 2023
Date: _____



PLAN _____, AREA 'A', CONTAINING 0.009±HECTARES (0.02±ACRES)
EXCEPTING THEREOUT ALL MINES AND MINERALS



PLAN _____, AREA 'B', CONTAINING 0.009±HECTARES (0.02±ACRES)
EXCEPTING THEREOUT ALL MINES AND MINERALS



PLAN _____, AREA 'C', CONTAINING 0.019±HECTARES (0.05±ACRES)
EXCEPTING THEREOUT ALL MINES AND MINERALS

WITHIN NW 1/4 SEC 9, TWP 8, RGE 4, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: MARCH 13, 2024

Aerial Photo Date: May 19, 2021

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"

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150

March 13, 2024 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Bylaw 1153, 2023 - Road Closure, Plan 6808CU.dwg

29



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 5.b

Subject: Bylaw 1156, 2023 - Land Use Bylaw Amendment - Rezone Lots 1-4, Block 2, Plan 6099AQ, located at 2158 - 213 Street, Bellevue, from Retail Commercial C-1 to High Density Residential R-3 - Public Hearing

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

Executive Summary:

Bylaw 1156, 2023 was given first reading on April 16, 2024 and a public hearing was scheduled for May 28, 2024.

Bylaw 1156, 2023 proposes to rezone a Retail Commercial C-1 property to High Density Residential R-3 for the purpose of converting an existing, vacant single-storey commercial building into four (4) residential units.

Relevant Council Direction, Policy or Bylaws:

Section 692, Planning Bylaws, Municipal Government Act, RSA 2000, Chapter M-26 (MGA)

Land Use Bylaw No. 1165-2023

Discussion:

Public Hearing.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1156, 2023 - notice.docx](#)

[Bylaw 1156, 2023 - Schedule A.pdf](#)

[Letter from applicant Rezoning Proposal.docx](#)

NOTICE OF PUBLIC HEARING

MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA

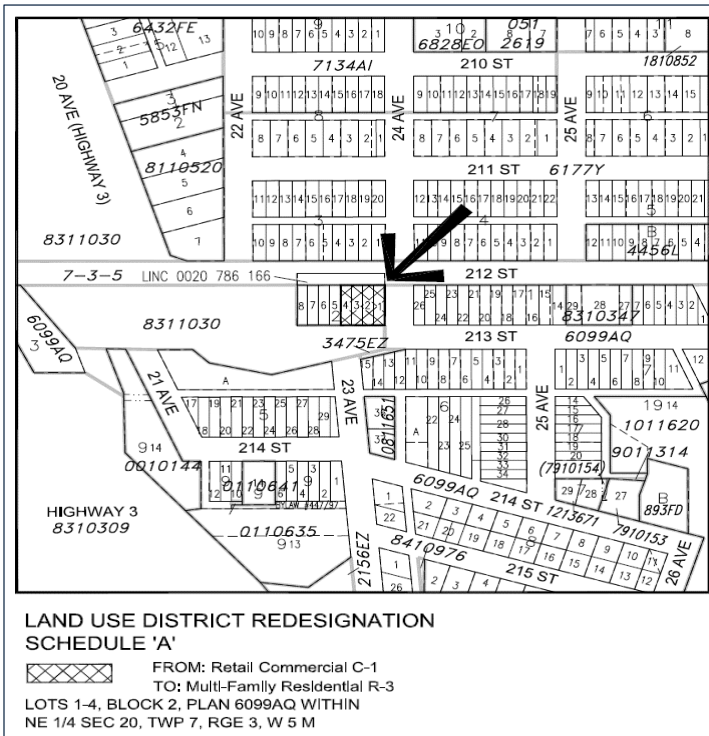
PROPOSED BYLAW NO. 1156, 2023

7:00pm, May 28, 2024

Municipality of Crowsnest Pass Council Chambers

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. 1156, 2023, being a bylaw to amend Bylaw No. 1165, 2023, being the municipal land use bylaw.

The purpose of Bylaw No. 1156, 2023 is to rezone the lands legally described as Lots 1-4, Block 2, Plan 6099AQ, within NE¼ 35-7-4-W5M, containing ±0.1 ha (0.25 acres), as shown on Schedule 'A', from "Retail Commercial – C-1" to "High Density Residential – R-3". The subject lands are locally known as 2158 213 Street 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 "High Density Residential – R-3" land use district.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1156, 2023 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00pm on May 28, 2024. Each person shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the

proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at bonnie.kawasaki@crowsnestpass.com with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on May 21, 2024. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

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

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 17th day of April, 2024.



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Retail Commercial C-1
TO: High Density Residential R-3

LOTS 1-4, BLOCK 2, PLAN 6099AQ WITHIN
NE 1/4 SEC 20, TWP 7, RGE 3, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: April 5, 2024

Bylaw #: 1156, 2023

Date: _____



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

Please consider the following reasons for requesting a zoning change at my Commercial Property.

1. I have become aware that there is not a market for Commercial Property Rentals in Bellevue, resulting in no return on my investment. As well as gas and electricity are charged at higher rate for Commercial compared to Residential.
2. I am aware that there is a shortage of long term reasonably priced accommodations in the Crowsnest Pass area. I wish to provide some for these individuals.
3. My insurance costs will be reduced because of Residential Tenants instead of Commercial.
4. Existing Bellevue Businesses stand to benefit by introducing more residential tenants within walking distance of Downtown.
5. I have existing land to provide off Street Parking.
6. By allowing a change of zoning to high-density the possibility exists of increasing its value. Therefore, increasing the tax base to the municipality.
7. High-density opens the future up to possibly have more suites and more individuals supporting Bellevue's Downtown existing and future Businesses.

Conclusion: It would be good for all parties involved to create more housing Downtown in the small community of Bellevue, thank you for your consideration.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 5.c

Subject: Bylaw 1182, 2024 - Land Use Bylaw Amendment - Urban Tourism Accommodation & Recreation District and Non-Urban Tourism Accommodation & Recreation District - Public Hearing

Recommendation: That Council consider input received at the public hearing.

Executive Summary:

Bylaw 1182, 2024 proposes to implement Growth Strategy policies from the 2021 Municipal Development Plan, relevant to the **promotion of tourism development**, by:

1. Combining and renaming the current Non-Urban Commercial Recreation NUCR-1 district and the Non-Urban Commercial Recreation NUCR-2 district to the Non-Urban Tourism Accommodation & Recreation (NUTAR) district.
2. All sixteen properties currently in the NUCR-1 and NUCR-2 districts will by default come into the NUTAR district and any existing developments on the sixteen properties will be able to continue without any changes.
3. Two existing developments on properties that are in the C-2 and NUA-1 districts are rezoned to the NUTAR district.
4. Establishing a new Urban Tourism Accommodation & Recreation (UTAR) district.
5. One existing development on a property that is in the C-2 district is rezoned to the UTAR district.
6. Combining the current land use definitions of "Campground", "Recreational Vehicle Park", and "Resort" into one new land use definition for "Tourism Accommodation" (small and large).
7. Establishing standards for "Tourism Accommodation" development.

Relevant Council Direction, Policy or Bylaws:

Motion 07-2024-04-23 - first reading.

Land Use Bylaw No. 1165-2023.

Municipal Development Plan Bylaw No. 1059, 2020.

Municipal Government Act s. 692 Planning Bylaws.

Discussion:

Public hearing.

Written submissions (attached) were received from:

1) Trilogy Real Estate Group.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Bylaw 1182, 2024 - public notice A.docx](#)

[Bylaw 1182, 2024 - public notice B.docx](#)

[Bylaw 1182, 2024 - public notice C.docx](#)

[Bylaw 1182, 2024 - public notice D.docx](#)

[2024 05 08 - Trilogy Real Estate Group - Public Hearing Submission.pdf](#)

NOTICE OF PUBLIC HEARING

MUNICIPALITY OF CROWSNEST PASS IN THE PROVINCE OF ALBERTA PROPOSED BYLAW NO. 1182, 2024

7:00pm , May 28 , 2024

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. 1182, 2024, being a bylaw to amend Bylaw No. 1165, 2023, being the municipal land use bylaw.

The purpose of the proposed amendments is to eliminate the duplication of the existing “Non-Urban Commercial Recreation – NUCR-1 District” and the “Non-Urban Commercial Recreation – NUCR-2 District” by combining them into one consolidated and renamed “Non-Urban Tourism Accommodation and Recreation – NUTAR District” (this is a renaming only), establish a new “Urban Tourism Accommodation and Recreation – UTAR District”, establish standards of development, parking regulations, land use definitions and administrative definitions, provide for the opportunity to continue to use existing tourism accommodations, a recreational facility, and an RV storage facility in accordance with the “Non-Urban Tourism Accommodation and Recreation – NUTAR District” (Island Lake Christian Retreat Centre, Hatchet Creek Campground, Eckardt’s Tecumseh Mountain Resort, Crowsnest River RV Park, Crowsnest Mountain Resort/The Nest, Green Mountain RV Park, Kenai Acres, Goat Mountain Getaway, Adanac Adventures, Crowsnest Pass RV Storage and the Crowsnest Pass Golf Course), rename the districts of three parcels that are developed with private residences (and which will be brought into compliance under a separate bylaw in the future), rename the districts of four undeveloped parcels (Northback and Crown Land properties), bring three parcels into conformance with the land use bylaw by rezoning them to the correct land use district, and provide the opportunity for the potential future development of new tourism accommodations in the “Urban Tourism Accommodation and Recreation – UTAR District” and the “Non-Urban Tourism Accommodation and Recreation – NUTAR District”.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1182, 2024 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00pm on May 28, 2024. A copy of the proposed bylaw may be inspected at the municipal office during normal business hours. Anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: bonnie.kawasaki@crowstownpass.com with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on May 14, 2024. 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.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 24th day of April, 2024.

NOTICE OF PUBLIC HEARING
MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA
PROPOSED BYLAW NO. 1182, 2024

7:00pm , May 28 , 2024

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. 1182, 2024, being a bylaw to amend Bylaw No. 1165, 2023, being the municipal land use bylaw.

The purpose of the proposed amendment is to bring Crowsnest Pass Campground at 23751 Passburg Drive into conformance with the land use bylaw by rezoning Plan 9812234, Block A within 5;3;7;16;SE, containing ±1.46 ha (3.6 acres), from “Drive-in Commercial – C-2” to “Non-Urban Tourism Accommodation and Recreation – NUTAR District”.



LAND USE DISTRICT REDESIGNATION
SCHEDULE 'B'

Bylaw #: 1182, 2024

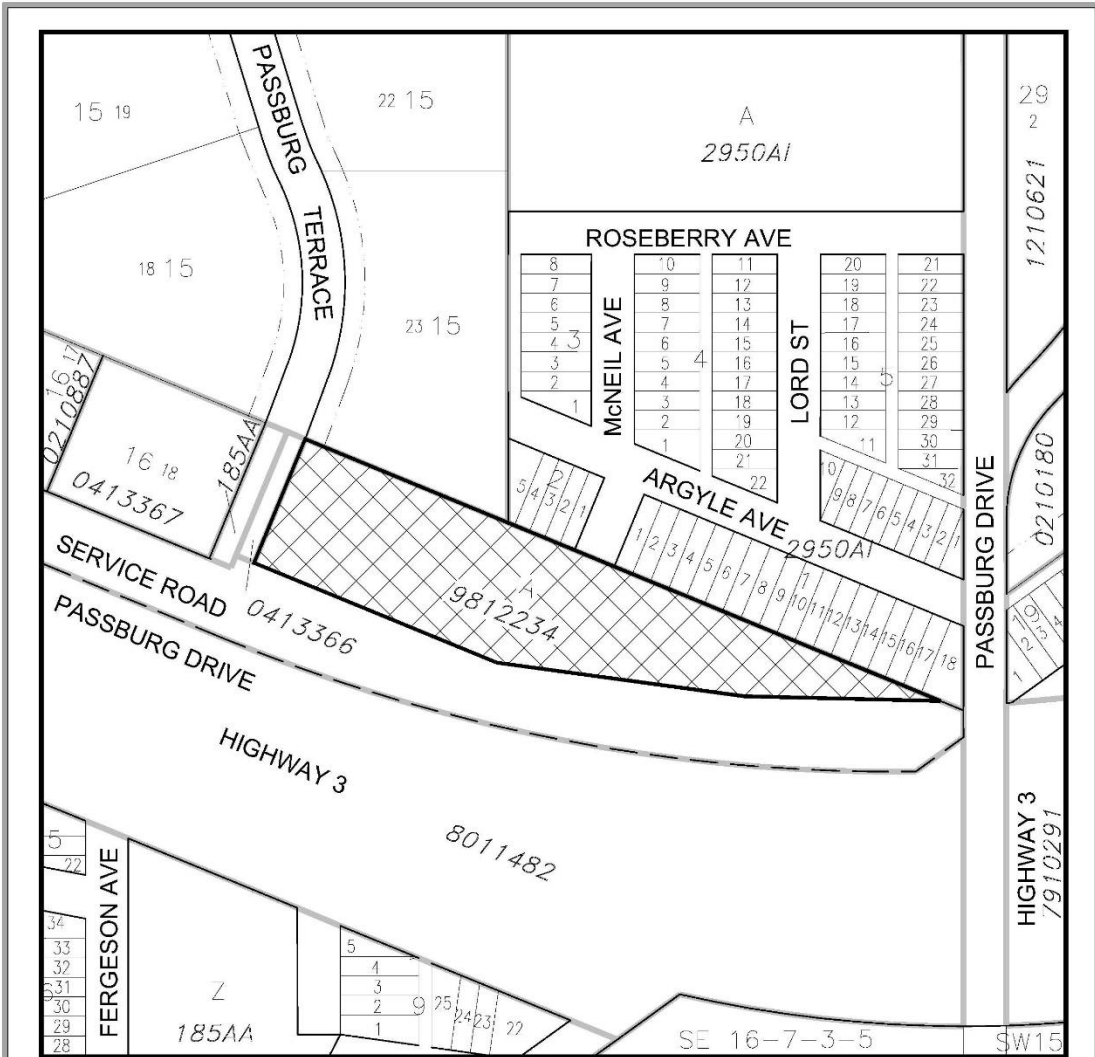
Date: _____

FROM: Drive-in Commercial C-2
TO: Non-Urban Tourism Accommodation and Recreation - NUTAR
BLOCK A, PLAN 9812234 WITHIN SE 1/4 SEC 16, TWP 7, RGE 3, W 5 M
CONTAINING 1.46±ha(3.60±ac)
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1182, 2024 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00pm on May 28, 2024. A copy of the proposed bylaw may be inspected at the municipal office during normal business hours. Anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: reception@crowsnestpass.com with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on May 14, 2024. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

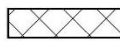
For questions regarding the proposed Bylaw Amendment please contact the Development Officer by calling 403-562-8833 or emailing development@crowsnestpass.com.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 24th day of April, 2024.



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'B'**

Bylaw #: 1182, 2024
Date: _____

 FROM: Drive-In Commercial C-2
 TO: Non-Urban Tourism Accommodation and Recreation - NUTAR
 BLOCK A, PLAN 9812234 WITHIN SE 1/4 SEC 16, TWP 7, RGE 3, W 5 M
 CONTAINING 1.46±ha(3.60±ac)
 MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
 DATE: APRIL 12, 2024



MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3105 18th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
 TEL: 403-329-1344
 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

April 12, 2024 N:\C-N-P\CNP_LUJ & Land Use Redesignations\Crowsnest Pass - Bylaw 1182, 2024 - Block A, Plan 9812234.dwg

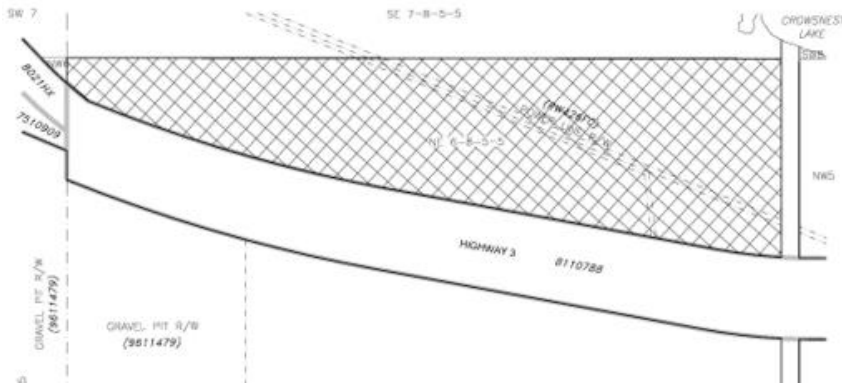
NOTICE OF PUBLIC HEARING
MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA
PROPOSED BYLAW NO. 1182, 2024

7:00pm , May 28 , 2024


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. 1182, 2024, being a bylaw to amend Bylaw No. 1165, 2023, being the municipal land use bylaw.

The purpose of the proposed amendment is to bring a Crowsnest Lake Bible Camp, no civic address into conformance with the land use bylaw by rezoning a portion of NE;6;8;5;W5 containing ±11.95 ha (29.5 acres) LINC 0021 597 183, from “Non-Urban Area – NUA-1 District” to “Non-Urban Tourism Accommodation and Recreation – NUTAR District”.



LAND USE DISTRICT REDESIGNATION
SCHEDULE 'C'

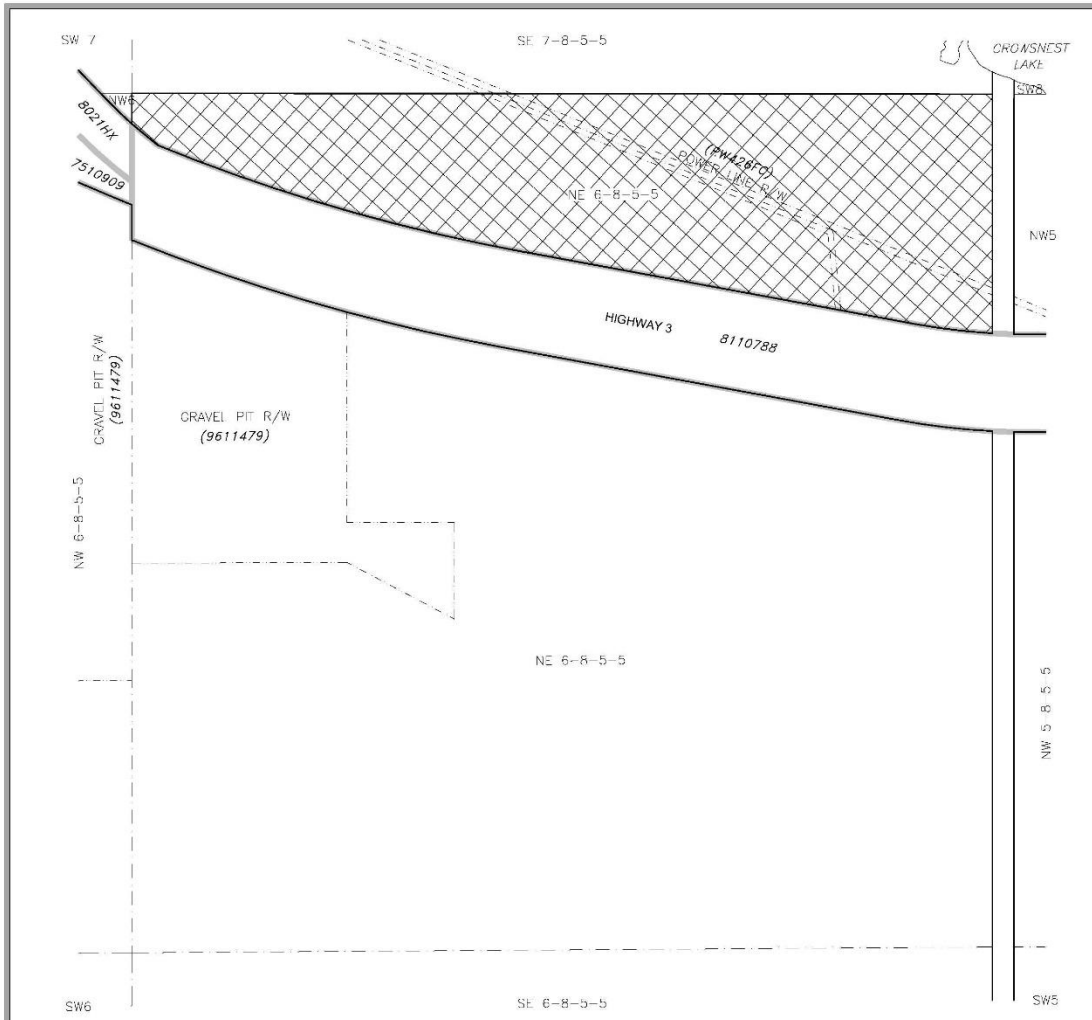
 FROM: NON-URBAN AREA NUA-1
TO: NON-URBAN TOURISM ACCOMMODATION AND RECREATION - NUTAR
PORTION OF NE 1/4 SEC 6, TWP 8, RGE 5, W 5 M
CONTAINING 11.95±ha (29.5±ac)
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: APRIL 15, 2024

Bylaw #: 1182, 2024
Date: _____

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1182, 2024 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00pm on May 28, 2024. A copy of the proposed bylaw may be inspected at the municipal office during normal business hours. Anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: reception@crowstownpass.com with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on May 14, 2024. 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.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 24th day of April, 2024.



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'C'**



FROM: NON-URBAN AREA NUA-1

TO: NON-URBAN TOURISM ACCOMMODATION AND RECREATION - NUTAR

PORTION OF NE 1/4 SEC 6, TWP 8, RGE 5, W 5 M

CONTAINING 11.95±ha (29.5±ac)

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: APRIL 15, 2024

Bylaw #: 1182, 2024

Date: _____



April 15, 2024 X:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Schedule C Bylaw 1182, 2024 - Portion of NE6-8-5-5.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"

NOTICE OF PUBLIC HEARING

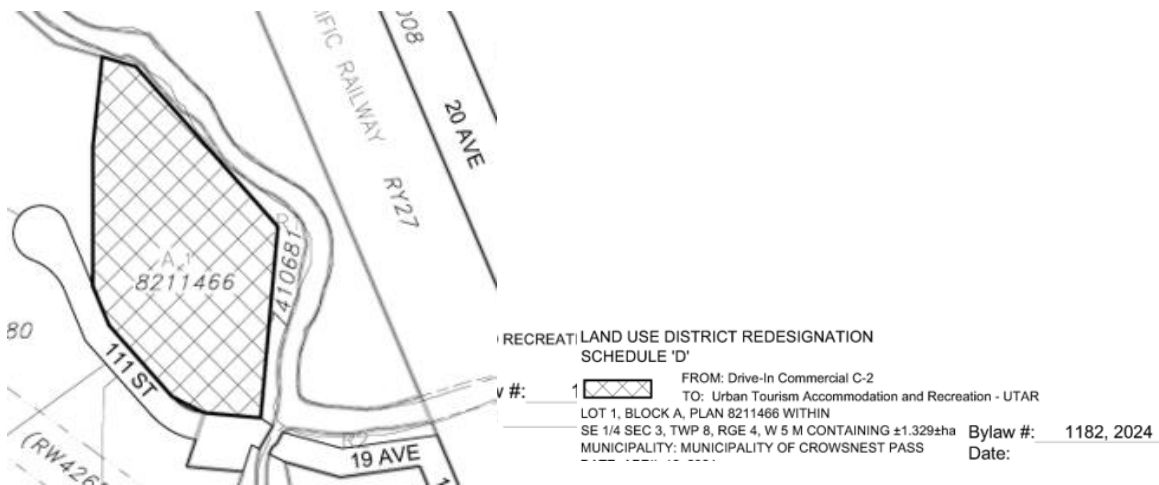
MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA
PROPOSED BYLAW NO. 1182, 2024

7:00pm , May 28 , 2024

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. 1182, 2024, being a bylaw to amend Bylaw No. 1165, 2023, being the municipal land use bylaw.

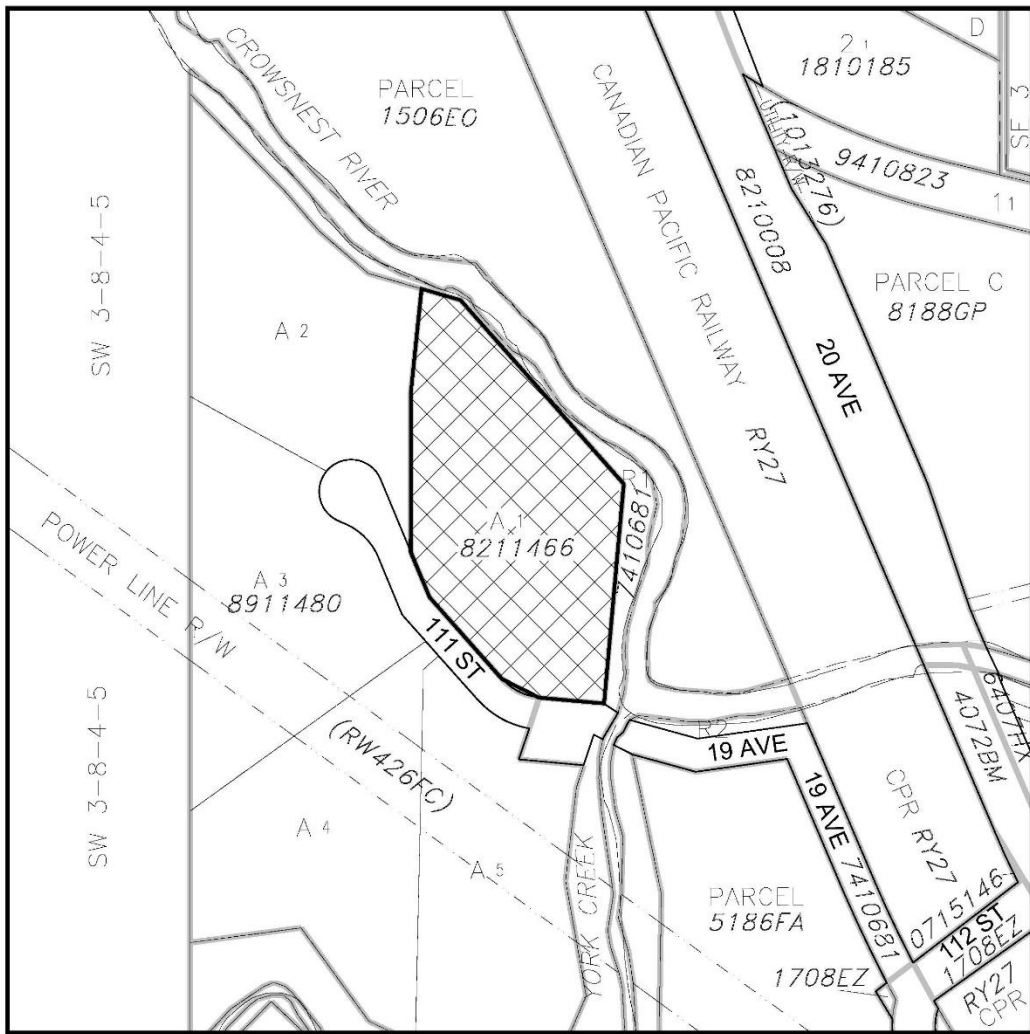
The purpose of the proposed amendment is to bring Lost Lemon Campground at 11001 19 Ave, Blairmore into conformance with the land use bylaw by rezoning Plan 8211466, Block A, Lot 1 within 5;4;8;3;SE, containing ±1.33 ha (3.29 acres) from “Drive-in Commercial – C-2” to “Urban Tourism Accommodation and Recreation – UTAR District”.



THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1182, 2024 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00pm on May 28, 2024. A copy of the proposed bylaw may be inspected at the municipal office during normal business hours. Anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: reception@crowsnestpass.com with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on May 14, 2024. 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.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 24th day of April, 2024.



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'D'**



FROM: Drive-In Commercial C-2
TO: Urban Tourism Accommodation and Recreation - UTAR

LOT 1, BLOCK A, PLAN 8211466 WITHIN
SE 1/4 SEC 3, TWP 8, RGE 4, W 5 M CONTAINING ±1.329±ha
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: APRIL 12, 2024

Bylaw #: 1182, 2024
Date: _____



OLDMAN RIVER REGIONAL SERVICES COMMISSION

April 12, 2024 N:\C-N-P\CNP LUD & Land Use Redesignators\Crowsnest Pass - Bylaw 1184, 2024 - Lot 1, Block A, Plan 8211466.dwg



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 18th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



Trilogy Real Estate Group
238 22 Street North
Lethbridge, AB, T1H 3R7

Mayor Blair Painter & Councilors
Municipality Of Crowsnest Pass
PO Box 600
Crowsnest Pass, Alberta, T0K 0E0

Dear Mayor & Council Members

Re: Bylaw 1182, 2024 - Land Use Bylaw Amendment Letter of Support

I am writing as a landowner and Developer within the Municipality of Crowsnest Pass to express our support for the proposed amendment to the Land Use Bylaw, which introduces two new land use districts focused on promoting the expansion of tourism development in both urban and non-urban areas of the municipality.

I believe that this amendment will not only enhance the attractiveness of the region to visitors but also stimulate economic growth and create job opportunities for the residents. The introduction of these new districts will provide a framework for attractive and sustainable tourism development that supports economic growth and progress for the community.

I am particularly pleased to see that the amendment takes into consideration both urban and non-urban areas, recognizing the unique characteristics and development potential of each. This balanced approach will ensure that all parts of the municipality can contribute to and benefit from the increased tourism.

Thank you for your consideration of our views on this matter.

Yours Truly



Brad Kirk, Trilogy Real Estate Group

Cc Johan Van Der Bank

Bud Hogeweide HMCI



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 7.a

Subject: Bylaw 1156, 2023 - Land Use Bylaw Amendment - Rezone Lots 1-4, Block 2, Plan 6099AQ, located at 2158 - 213 Street, Bellevue, from Retail Commercial C-1 to High Density Residential R-3 - Second and Third Reading

Recommendation: That Council gives second and third readings of Bylaw 1156, 2023.

Executive Summary:

Bylaw 1156, 2023 proposes to rezone a Retail Commercial C-1 property to High Density Residential R-3 for the purpose of converting an existing, vacant single-storey commercial building into four (4) residential units.

Relevant Council Direction, Policy or Bylaws:

Section 692, Planning Bylaws, Municipal Government Act, RSA 2000, Chapter M-26 (MGA)

Land Use Bylaw No. 1165-2023

Discussion:

The property is located in the block at the west end of Bellevue Mainstreet. The property is the former Crowsnest Medical Clinic and has been largely vacant over the last 5 years with minimal response to commercial rental opportunities.

The Municipal Development Plan (MDP) identifies the Mainstreet area as a destination for visitors and part of the downtown corridor. The MDP also identifies the need for a variety of housing options, including an increase in density.

The property is within the Historic Commercial Areas Overlay District (HCA-OD) however the building is not identified in the heritage inventory project as having any historical significance. It is located west of the historic downtown buildings that are in the inventory. The purpose of the HCA-OD is to

promote and protect the significance of historic commercial buildings and areas immediately adjacent thereto by ensuring development is designed and constructed in a manner that respects the sense of place evoked by these areas, reinforces the character of these areas, and ensures a high quality of development. If the rezoning was approved, these matters would be addressed as part of the development permit review.

The Retail Commercial C-1 land use district allows for mixed-use buildings, which includes a combination of residential uses with store front commercial spaces. Typically this would be the requirement for this building however, the majority of the existing commercial space has been vacant since the medical clinic relocated to Blairmore years ago, and therefore the landowner is looking to fill the need for affordable housing instead.

There are a couple of properties on Bellevue Main Street that are in the Residential R-1 district (single-family).

The applicant / landowner has provided the following comments (those comments that relate to planning considerations are identified by Administration):

"Please consider the following reasons for requesting a zoning change at my Commercial Property.

- 1. I have become aware that there is not a market for Commercial Property Rentals in Bellevue, resulting in no return on my investment. As well as gas and electricity are charged at higher rates for Commercial compared to Residential.*
- 2. I am aware that there is a shortage of long-term reasonably priced accommodations in the Crowsnest Pass area. I wish to provide some for these individuals. (planning related)*
- 3. My insurance costs will be reduced because of Residential Tenants instead of Commercial.*
- 4. Existing Bellevue Businesses stand to benefit by introducing more residential tenants within walking distance of Downtown. (planning related)*
- 5. I have existing land to provide off Street Parking. (planning related)*
- 6. By allowing a change of zoning to high-density the possibility exists of increasing its value. Therefore, increasing the tax base to the municipality.*
- 7. High-density opens the future up to possibly have more suites and more individuals supporting Bellevue's Downtown existing and future Businesses. (planning related)*

Conclusion: It would be good for all parties involved to create more housing Downtown in the small community of Bellevue (planning related), thank you for your consideration."

Analysis of Alternatives:

1. Following the Public Hearing, Council may give second and third reading of Bylaw 1156, 2023, as proposed.
2. If additional information is required by Council and/or amendments to the bylaw are proposed by Council prior to second reading, Council may postpone second reading of Bylaw 1156, 2023 and provide further direction to Administration. Substantial changes to the bylaw will require that Council hold a second public hearing prior to considering Bylaw 1156,2023 for second and third reading.
3. Council may defeat Bylaw 1156, 2023.

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1156, 2023.docx](#)

[Bylaw 1156, 2023 - Schedule A.pdf](#)

[Bylaw 1156, 2023 - Schedule A with 2021 Photo.pdf](#)

[Bylaw 1156 2023 surrounding zoning.pdf](#)

[HCA-OD.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1156, 2023**

LAND USE BYLAW AMENDMENT – Rezone Lots 1-4, Block 2, Plan 6099AQ

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 1165, 2023, being the municipal Land Use Bylaw.

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to rezone the lands legally described as Lots 1-4, Block 2, Plan 6099AQ, within NE¼ 20-7-3-W5M, containing ±0.1 ha (0.25 acres), from “Retail Commercial – C-1” to “High Density Residential – R-3”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “High Density Residential – R-3” 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 rezone the lands legally described as Lots 1-4, Block 2, Plan 6099AQ, within NE¼ 35-7-4-W5M, containing ±0.1 ha (0.25 acres), from “Retail Commercial – C-1” to “High Density Residential – R-3”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 1165- 2023, 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 _____ 2024.

READ a **second** time in council this _____ day of _____ 2024.

READ a **third and final** time in council this _____ day of _____ 2024.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Retail Commercial C-1
TO: High Density Residential R-3

LOTS 1-4, BLOCK 2, PLAN 6099AQ WITHIN
NE 1/4 SEC 20, TWP 7, RGE 3, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: April 5, 2024

Bylaw #: 1156, 2023

Date: _____



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



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'**

Aerial Photo Date: May 19, 2021

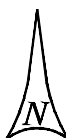


FROM: Retail Commercial C-1
TO: High Density Residential R-3

LOTS 1-4, BLOCK 2, PLAN 6099AQ WITHIN
NE 1/4 SEC 20, TWP 7, RGE 3, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: April 5, 2024

Bylaw #: 1156, 2023

Date: _____



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
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TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

Municipality of Crowsnest Pass



Bylaw 1156, 2023



Legend

- Land Use Districts -
- RESIDENTIAL R-1
 - HIGH DENSITY RESIDENTIAL R-3
 - RETAIL COMMERCIAL C-1
 - RECREATION AND OPEN SPACE RO-1
 - PUBLIC P-1
 - SUBJECT PROPERTY

1: 3,000



0.2 0 0.08 0.2 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Crowsnest Pass

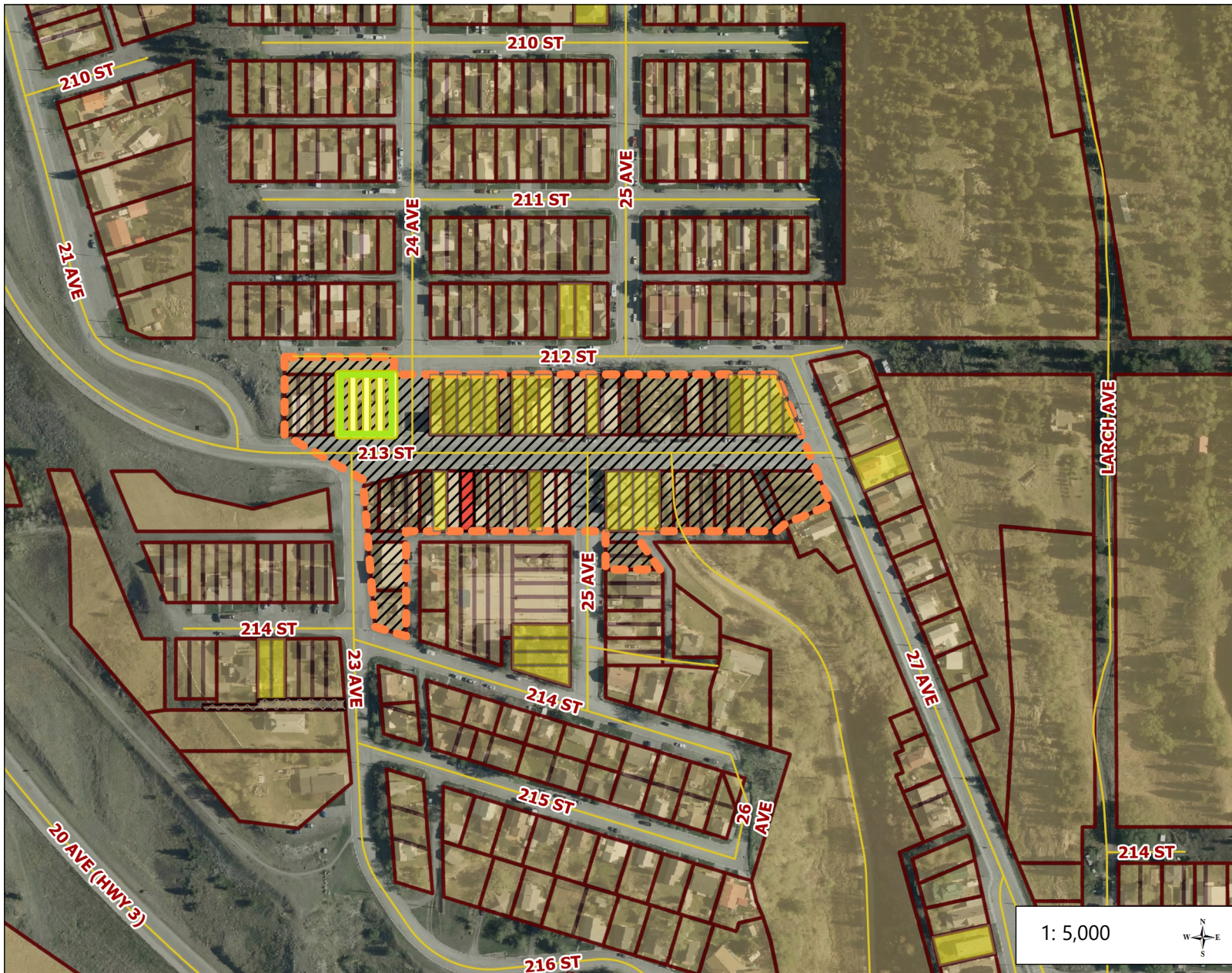
Municipality of Crowsnest Pass



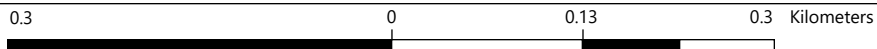
Bylaw 1156, 2023

Legend

- Heritage Inventory Project
 - Designated Bylaw
 - HMP Inv - Phase 3
- Historic Commercial Areas Overlay
- Subject Property



1: 5,000



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Notes

Crowsnest Pass



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 7.b

Subject: Bylaw 1182, 2024 - Land Use Bylaw Amendment - Urban Tourism Accommodation & Recreation District and Non-Urban Tourism Accommodation & Recreation District - Second and Third Readings

Recommendation: That Council gives second and third reading of Bylaw 1182, 2024.

Executive Summary:

Bylaw 1182, 2024 proposes to implement Growth Strategy policies from the 2021 Municipal Development Plan, relevant to the **promotion of tourism development**, by:

1. Combining and renaming the current Non-Urban Commercial Recreation NUCR-1 district and the Non-Urban Commercial Recreation NUCR-2 district to the Non-Urban Tourism Accommodation & Recreation (NUTAR) district.
2. All sixteen properties currently in the NUCR-1 and NUCR-2 districts will by default come into the NUTAR district and any existing developments on the sixteen properties will be able to continue without any changes.
3. Two existing developments on properties that are in the C-2 and NUA-1 districts are rezoned to the NUTAR district.
4. Establishing a new Urban Tourism Accommodation & Recreation (UTAR) district.
5. One existing development on a property that is in the C-2 district is rezoned to the UTAR district.
6. Combining the current land use definitions of "Campground", "Recreational Vehicle Park", and "Resort" into one new land use definition for "Tourism Accommodation" (small and large).
7. Establishing standards for "Tourism Accommodation" development.

Relevant Council Direction, Policy or Bylaws:

Motion 07-2024-04-23 - first reading.

Bylaw No. 1059, 2020 - Municipal Development Plan - Growth Strategy p. 30 - Tourism " **Become a**

top tourism destination in the province".

Land Use Bylaw No. 1165-2023.
Municipal Government Act s. 692 Planning Bylaws.

Discussion:

Location Map of Affected Properties:

Council requested a map that identifies the location of all the properties that are affected by this bylaw. A map is attached that identifies the affected properties by their item numbers as listed in Bylaw 1182, 2024.

Administrative Items:

Please note that since first reading of Bylaw 1182, 2024, seven additional properties that were previously missed, were added to the bylaw to be included with those that are being renamed from NUCR-1 and NUCR-2 to the NUTAR district:

1. an acreage in the subdivision by Crowsnest Lake (presently developed for single-family residential purposes);
2. the "Red Barn" property in Hillcrest opposite the cemetery;
3. the golf course and several properties owned by Northback Holdings Corporation (formerly Benga Mining) and The Crown, that are part of and surrounding the gold course;
4. the RV storage property by Passburg;
5. an odd, unsubdivided, small portion in the centre of a quarter section along York Creek Drive (presently undeveloped - may be a data entry error in GIS).

The addition of the above properties was for the purpose of renaming them to the new NUTAR district, and Council's permission to amend the first reading bylaw version for this purpose was not required. The public notices and advertising for Bylaw 1182, 2024 included these administrative changes.

The zoning of the residential property at Crowsnest Lake and the undeveloped portion of a quarter section along York Creek Drive will be corrected through a future bylaw amendment as part of housekeeping.

Need to Update Provisions in the Land Use Bylaw for Tourism Accommodation

Few mountain communities in North America exist without a tourism sector, or in many cases a reliance on the tourism industry. The MCNP experiences tourism growth as a result of the Pass Powderkeg Ski Hill, Frank Slide Interpretive Centre, the Crowsnest Pass Golf Club, the heritage buildings and archeologic sites, the increasing popularity of mountain biking trails, and the provincial and national parks with their evolving hiking trails throughout the community and the surrounding region. Tourists have always been interested in the region for camping in the great outdoors but more and more it appears that a significant portion of tourists flock to the community's urban centres to experience the cultural and social aspects of what these have to offer.

Pro-actively, in the 2021 Municipal Development Plan (MDP) Council took a strong policy position to support tourism as a future growth sector for the Crowsnest Pass by stating in the Growth Strategy on p. 30 of the MDP as follows: **“Become a top tourism destination in the province** and capitalize on the economic spin-offs from tourism driven development”. On p. 33 of the MDP future growth nodes are described as accommodating “... residential neighbourhoods **as well as non-residential sector growth**”. On p. 42 of the MDP: “Growth nodes will be developed **based on market demand**”.

Council’s vision for the Crowsnest Pass to become one of the top tourist destinations in the province, supported by the expectation of tourism growth, requires that the MDP policy is implemented by an appropriate land use bylaw amendment, otherwise it remains just a policy that does not provide practical direction for development decision-making. Based on the observed trend, perceived or otherwise, of increased tourism interest in the urban centres, and the fact that the Municipality’s current land use bylaw only provides for tourism development in the non-urban areas, there appears to be a need to incorporate a land use district for urban tourism accommodation.

In addition to combining the two existing Non-Urban Commercial Recreation Districts (NUCR-1 and NUCR-2) into the renamed Non-Urban Tourism Accommodation District (NUTAR) and establishing a new Urban Tourism Accommodation District (UTAR), the proposed bylaw essentially deletes the land uses of “Campground”, “Recreational Vehicle Park”, and “Resort”, and combines them into a new all-encompassing land use of “Tourism Accommodation” that could include "resort accommodation" (various forms of dwelling units) and/or "camping accommodation" (tents, RVs, and cabins that may involve the use of camping equipment such as generators).

The proposed bylaw amendment establishes standards for Tourism Accommodation in a manner that provides site-specific flexibility, where the details of the development would be provided in a Comprehensive Site Development Plan that supplements a development permit application, and that will support decision making by the Development Authority on a case-by-case basis.

“Campgrounds” and “Resorts” in the Urban Growth Nodes

Policy 3.1.7 of the Municipal Development Plan discourages the location of campgrounds, parks with rental cabins, and golf courses in the urban growth nodes. While the direction to exclude “traditional” campgrounds from the growth nodes is generally a prudent approach, this MDP Policy 3.1.7 should be interpreted in the following context:

1. The policy appears to refer to “traditional” or “typical” campgrounds and recreational vehicle parks (that typically has gravel roads, individual, random, site design and fencing, a lack of landscaping, etc.).

2. It is possible to provide Tourism Accommodation that includes “camping accommodation” in a manner that enhances development standards and quality such that the development is not the same as what is traditionally thought of as a “campground” or a “recreational vehicle park”. This could include paved roads, uniform layout and design, high quality landscaping, full services (which would for example eliminate the use of camping equipment such as generators and wood stoves), etc. There appears to be a market demand to develop resorts with a range of accommodation types of various forms of dwelling units (rowhouses, apartments) and high-end cabins, but that also includes a portion of enhanced "camping accommodation".

3. The MDP policy direction on p. 33 of the MDP includes non-residential sector growth in the urban growth nodes (“... residential neighbourhoods **as well as non-residential sector growth** ”). This would typically include commercial recreational development, such as a “Resort” consisting of, for example, a conference facility with a hotel, apartment buildings, rowhouses, and cabins that are oriented towards tourism growth (an extreme example would be Radium Hot Springs).

4. The North Coleman ASP, which covers the largest growth node, noted that multi-family units, **rental units**, and **affordable housing** should be the priority housing types. The Coleman growth node contains large areas in the Nez Perce ASP and the Sawback Ridge ASP where country residential development is proposed, which does not address the current and future housing priority needs.

5. The MDP recognizes that growth nodes “... will be developed **based on market demand** and the readiness of property owners and developers” (p.42). The North Coleman ASP states that the Coleman growth node contains areas in the Nez Perce ASP and the Sawback Ridge ASP that are not readily serviceable for traditional, higher density residential development in accordance with the current and future housing priority needs (see item 4 above), **unless significant expenses are made to water and wastewater infrastructure** (e.g. a new higher located water reservoir and the looping of infrastructure). The cost associated with these infrastructure improvement requirements (expected to be multiple millions of dollars) may render these lands unfeasible for traditional, higher density residential development in accordance with the current and future housing priority needs, for many years to come, because it reduces the profit margins necessary to attract that type of development interest. Alternative development forms, such as upscaled, high quality Tourism Accommodation (“resort accommodation” and “camping accommodation” but particularly the latter - RVs and cabins) however could possibly be designed for development on these lands, and possibly without requiring the same cost for the identified infrastructure improvements to the same extent as it would for traditional, higher density priority housing needs*. Specifically, upscaled, high quality “camping accommodation” could be an interim land use for many years until these areas become readily serviceable, or until the housing demand increases to an extent that the required infrastructure improvements to accommodate traditional, higher density residential development may become justified.

* (see the attached extract from Alberta “Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems, Part 4 Wastewater Systems Guidelines”, which illustrates the variances in the design volume of wastewater, and by implication the design volume of drinking water, between various types of development. Note the significant variance between "campsites" and "recreational vehicle park" vs. other types of development.

6. Portions of some of the community’s growth nodes may not be feasible or practical for traditional residential development, specifically due to steep topography. Alternative development forms, such as upscaled, high quality Tourism Accommodation (“resort accommodation” and “camping accommodation”) could however be designed for development on these lands.

Based on the above considerations, Bylaw 1182, 2024 proposes to provide an exemption to a development that includes a significant upscaling to the standards, style, and quality of “camping accommodation” (cabins and RVs) and/or “resort accommodation” (cabins) to allow it to locate in an urban growth node. This would include paved roads, uniform design and layout, uniform fencing, high quality landscaping, municipal water and wastewater servicing, and several other site-specific considerations that would merit an approval.

Shifting Housing Trends and Innovative Affordable Housing Options

The current Land Use Bylaw provides for a portion of the accommodation units in a “campground” and a “recreational vehicle park” to be used for permanent residential occupancy. The proposed bylaw amendment retains this provision. In addition to the traditional housing stock and increasingly, continuously shifting housing trends, this could support existing residents and a growing population, all of whom have varying needs, by facilitating the development of a range of affordable, innovative residential options. Innovative housing is supported in Policy 2.3.3 of the MDP (p. 63), in which “... alternative housing forms should be incorporated into communities where appropriate, such as ***cluster housing, tiny homes*** and mixed-use buildings”.

Comparison - UTAR and NUTAR Districts

A table is attached that compares the features of the UTAR and NUTAR districts.

Comparison - Tourism Accommodation - Small and Large

A table is attached that compares the features of the land uses "Tourism Accommodation, Small" and "Tourism Accommodation, Large".

Eckardt's Tecumseh Mountain Resort

The 2003 Court Order relative to this property was time limited and required the construction of the

development allowed under the Court Order to be commenced by October 17, 2004 and be completed by April 17, 2005. The development was not commenced or completed as prescribed in the Court Order and therefore, the Court order expired and it is of no further relevance. In 2008 the landowner of the Eckardt's Tecumseh Mountain Resort obtained a development permit (DP60-2008) that allows 43 cabins and a lodge to be constructed in phases. Phase 1 of that development permit was commenced shortly after and is ongoing. Subsequent phases of the development have not been commenced however, as a result of uncertainty that existed between the landowner and the Municipality until the preparation of Bylaw 1182, 2024 regarding the status and implications of the 2003 Court Order and DP60-2008, the Development Authority and the landowner agreed, as part of the preparation of Bylaw 1182, 2024, that the Development Authority will honour the approval of DP60-2008 for a period of thirteen months from the adoption of Bylaw 1182, 2024 until June 30, 2025. This means that, in order to retain the right to ultimately develop a total of 43 cabins and a lodge on the property, the landowner agreed and is required to obtain a building permit and place at least one new cabin in Phase 2 of the resort by June 30, 2025.

Analysis of Alternatives:

If Council agreed with the underlying principles of the proposed Bylaw 1182, 2024 but did not agree with certainty of its provisions, it should be considered to defer second and third reading so that Administration can provide an amended bylaw that addressed Council's concerns, rather than defeating the bylaw.

1. Following the Public Hearing, Council may give second and third reading of Bylaw 1182, 2024, as proposed.
2. If additional information is required by Council and/or amendments to the bylaw are proposed by Council prior to second reading, Council may postpone second reading of Bylaw 1182, 2024 and provide further direction to Administration. Substantial changes to the bylaw will require that Council hold a second public hearing prior to considering Bylaw 1182,2024 for second and third reading.
3. Council may defeat Bylaw 1182, 2024.

Financial Impacts:

N/A

Attachments:

[Map for Bylaw Complete May 16 2024.pdf](#)

[FORMATTED Bylaw 1182 2024 - revised for Public Hearing and 2 & 3 Readings.pdf](#)

[Bylaw 1182, 2024 - Schedule A - revised for Public Hearing and 2 & 3 Readings.pdf](#)

[Bylaw 1182, 2024 - Schedule B - Aerial Photo.pdf](#)

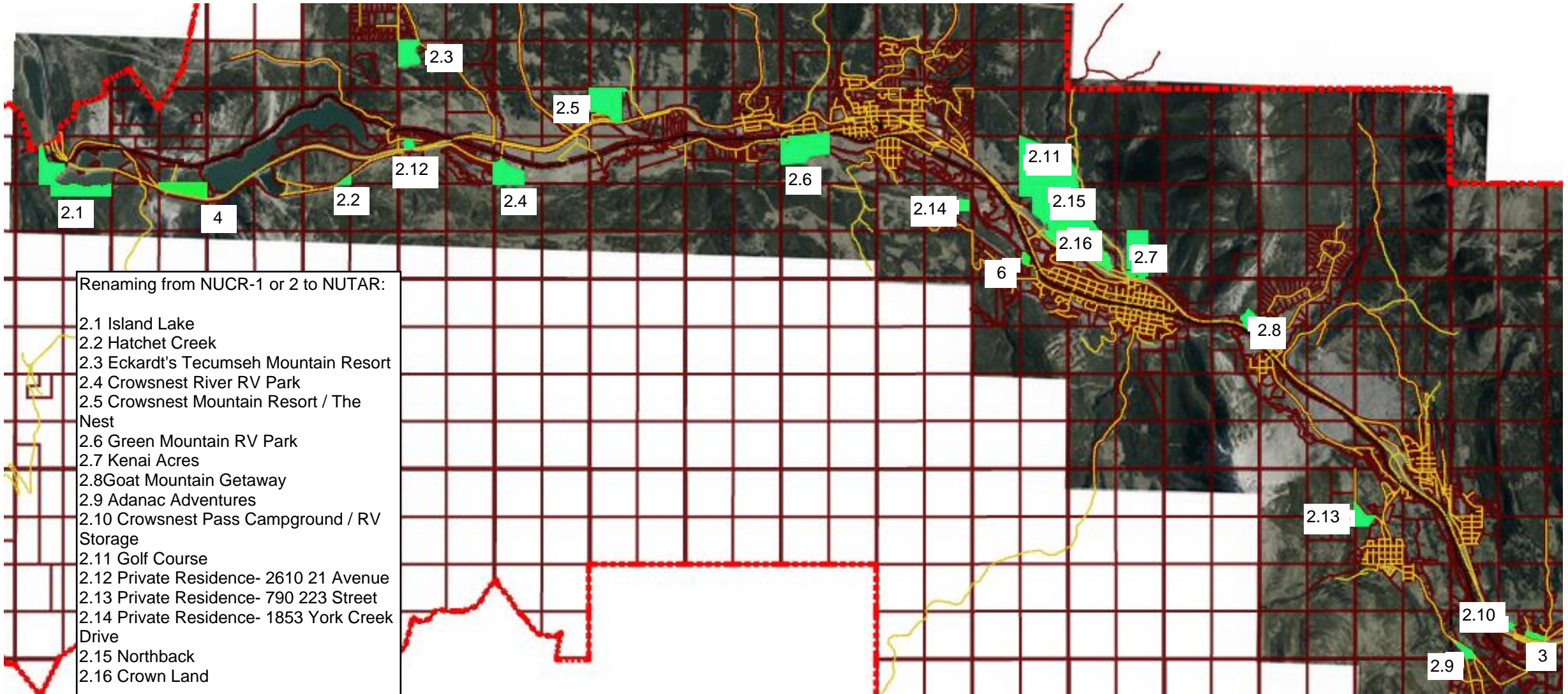
[Bylaw 1182, 2024 - Schedule B.pdf](#)

[Bylaw 1182, 2024 - Schedule C- Aerial Photo.pdf](#)

[Bylaw 1182, 2024- Schedule C.pdf](#)

[Bylaw 1182, 2024 - Schedule D - Aerial Photo.pdf](#)

[Bylaw 1182, 2024 - Schedule D.pdf](#)
[Comparison - UTAR and NUTAR Districts.pdf](#)
[Comparison - Tourism Accommodation - Small and Large.pdf](#)
[Design Volumes for Water and Wastewater.pdf](#)



Renaming from NUCR-1 or 2 to NUTAR:

- 2.1 Island Lake
- 2.2 Hatchet Creek
- 2.3 Eckardt's Tecumseh Mountain Resort
- 2.4 Crowsnest River RV Park
- 2.5 Crowsnest Mountain Resort / The Nest
- 2.6 Green Mountain RV Park
- 2.7 Kenai Acres
- 2.8 Goat Mountain Getaway
- 2.9 Adanac Adventures
- 2.10 Crowsnest Pass Campground / RV Storage
- 2.11 Golf Course
- 2.12 Private Residence- 2610 21 Avenue
- 2.13 Private Residence- 790 223 Street
- 2.14 Private Residence- 1853 York Creek Drive
- 2.15 Northback
- 2.16 Crown Land

Rezoning:

- 3. Crowsnest Pass Campground C-2 to NUTAR
- 4. Crowsnest Lake Bible Camp- NUA-1 to NUTAR
- 6. Lost Lemon Campground C-2 to UTAR

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1182, 2024

LAND USE BYLAW AMENDMENT

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 1165-2023, being the municipal Land Use Bylaw.

WHEREAS the Council of the Municipality of Crowsnest Pass deems it prudent to combine the “Non-Urban Commercial Recreation – NUCR-1 District” and the “Non-Urban Commercial Recreation – NUCR-2 District” into one consolidated and renamed “Non-Urban Tourism Accommodation and Recreation – NUTAR District”, with essentially the same permitted and discretionary land uses as before (i.e. this is a renaming only and it respects the judicial order that applies to Block B, Plan 7510370).

AND WHEREAS the Council of the Municipality of Crowsnest Pass deems it prudent to establish a new “Urban Tourism Accommodation and Recreation – UTAR District”.

AND WHEREAS the purpose of the proposed amendments is to eliminate the duplication in the existing districts, create a new district to distinguish between non-urban and urban tourism accommodations, establish standards of development, parking regulations, land use definitions and administrative definitions for tourism accommodations, provide for the opportunity to continue to use and develop existing tourism accommodations in accordance with the “Non-Urban Tourism Accommodation and Recreation – NUTAR District” and bring three of those parcels, which are presently in the C-2 and NUA-1 districts, into conformance with the land use bylaw, and provide the opportunity for the development of new urban tourism accommodations in the “Urban Tourism Accommodation and Recreation – UTAR 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, as shown in Schedules ‘A’, ‘B’, ‘C’ and ‘D’ attached hereto and forming part of this bylaw:

1. In Schedule 2 of the Land Use Bylaw, delete the existing “Non-Urban Commercial Recreation – NUCR-1 District” and the existing “Non-Urban Commercial Recreation – NUCR-2 District”, and combine these two former districts to establish a new, renamed “Non-Urban Tourism Accommodation and Recreation – NUTAR District” to replace the former two districts (shown in the attached Schedule ‘A’).
2. Amend the Land Use District Map to delete the land use district names “Non-Urban Commercial Recreation – NUCR-1 District” and “Non-Urban Commercial Recreation – NUCR-2 District” and replace it by one new land use district name “Non-Urban Tourism Accommodation and Recreation – NUTAR District”, in respect of the lands legally described as (not shown in a Schedule to this Bylaw):
 - 2.1 Lot N/A, Block 1, Plan 9610315, within a portion of SW;12;8;6;W5 and NW;1;8;6;W5 and NE;1;8;6;W5, containing ±17.06ha (42.16 acres), LINC 0026 649 533 (Island Lake Christian Retreat Centre); and

- 2.2 A portion of SW;9;8;5;W5 containing ±1.15 ha (2.85 acres), LINC 0021 393 863 (Hatchet Creek Campground); and
- 2.3 Lot N/A, Block B, Plan 7510370, within SW;15;8;5;W5, containing ±12.33 ha (30.47 acres), LINC 0018 024 406 (Eckardt's Tecumseh Mountain Resort); and
- 2.4 Lots 2&3, Block 1, Plan 0313303, within SW;11;8;5;W5, containing ±13.9 ha (34.35 acres), LINC 0030 219 414 and LINC 0030 219 422 (Crowsnest River RV Park); and
- 2.5 Lot 1, Block 4, Plan 0714095, containing ±3.719 ha (9.19 acres) LINC 0032 619 439 and Lot 4, Block 1, Plan 9910341, containing ± 19.627 ha (48.5 acres) LINC 0032 619 421 within NW;12;8;5;W5 (Crowsnest Mountain Resort / The Nest); and
- 2.6 A portion of SW;8;8;4;W5 containing ±29.52 ha (73.08 acres), LINC 0034 353 433. A portion of NW8;8;4;5 containing ±1.30 ha (3.21 acres), LINC 0013025508 (Green Mountain RV Park); and
- 2.7 Lot 3, Block 1, Plan 2210225, within SE;2;8;4;W5, containing ±24.02 ha (59.35 acres), LINC 0039 095 915 (Kenai Acres); and
- 2.8 A portion of SE;36;7;4;W5 and NE;36;7;4;W5, containing ±6.68 ha (16.51 acres), LINC 0017 207 911 and Block O; Plan 1503JK, containing ±0.03 acres, LINC 0020384 863(Goat Mountain Getaway); and
- 2.9 A portion of SW;16;7;3;W5, containing ±1.65 ha (4.88 acres), LINC 0021 264 049 (Adanac Adventures).
- 2.10 Lot 1-8, Block 15, Plan 185AA, within SE;16;7;3;W5, containing ±0.27 ha (0.66 acres), LINC 0029 179 298 (Crowsnest Pass Campground RV Storage)
- 2.11 Lot 7, Block 1, Plan 2110398, containing ± 94.488 ha (233.48 acres) LINC 0038 827 739 (Golf Course)
- 2.12 Lot 2, Block 2, Plan 8410844, within NW;10;8;5;5, containing ±1.43 ha (3.53 acres), LINC 0014 635 743 (Private Residence- 2610 21 Avenue)
- 2.13 Lot 2, Block 2, Plan 0610447, within W; 20;7;3;W5, containing ±5.41 ha (13.37 acres) (Private Residence- 790 223 Street)
- 2.14 A portion of NE;4;8;4;W5, containing ±4.77ha (117.99 acres). LINC 0028 300 424, (Private Residence- 1853 York Creek Drive)
- 2.15 Lot 5, Block 1 Plan 2011720, ± 44.748 ha (110.57 acres) LINC 0038 728 697 (Northback)
- 2.16 A portion of Lot 8, Block RW, Plan 8810387, containing ±7.89 ha (19.50 acres) LINC 0013 478 631 and Block 1 Plan 8711438, ±14.8 ha (36.57 acres) LINC 0013 025 508 and a portion of NE;3;8;4;W5, containing ±9.43 ha (23.34 acres) LINC 0021 332 663 (Crown Land)
3. Amend the Land Use District Map to rezone from "Drive-in Commercial – C-2" to "Non-Urban Tourism Accommodation and Recreation – NUTAR District" the lands legally described as Plan 9812234, Block A within 5;3;7;16;SE, containing ±1.46 ha (3.6 acres), as shown in the attached Schedule 'B' (Crowsnest Pass Campground).
4. Amend the Land Use District Map to rezone from "Non-Urban Area – NUA-1 District" to "Non-Urban Tourism Accommodation and Recreation – NUTAR District" the lands legally described as a portion

of NE;6;8;5;W5, containing ±11.95 ha (29.5 acres) LINC 0021 597 183, as shown in the attached Schedule 'C' (the Crowsnest Lake Bible Camp).

5. In Schedule 2 of the Land Use Bylaw, establish and add a new "Urban Tourism Accommodation and Recreation – UTAR District" (shown in the attached Schedule 'A').
6. Amend the Land Use District Map to rezone from "Drive-in Commercial – C-2" to "Urban Tourism Accommodation and Recreation – UTAR District" the lands legally described as Plan 8211466, Block A, Lot 1 within 5;4;8;3;SE, containing ±1.33 ha (3.29 acres), as shown in the attached Schedule 'D' (the Lost Lemon Campground).
7. Amend the applicable text in Schedule 1 Land Use District table of contents, Schedule 3 Development Not Requiring a Development Permit, Schedule 4 Standards of Development, Schedule 6 Off-street Parking and Loading Standards, and Schedules 18A Use Definitions and Schedule 18B Administrative Definitions (shown in the attached Schedule 'A').
8. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
9. This bylaw shall come into effect upon third and final reading hereof.

READ a **first** time in council this _____ day of _____ 2024.

READ a **second** time in council this _____ day of _____ 2024.

READ a **third and final** time in council this _____ day of _____ 2024.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

Schedule 1

LAND USE DISTRICTS

1. The municipality is divided into those districts shown on the Land Use District Maps which form part of this Schedule.

2. Each land use district shall be known by the following identifying letters and numbers:

RESIDENTIAL	–	R-1
RESIDENTIAL	–	R-1A
DUPLEX OR SEMI-DETACHED RESIDENTIAL	–	R-2
MEDIUM DENSITY RESIDENTIAL	–	R-2A
HIGH DENSITY RESIDENTIAL	–	R-3
MANUFACTURED HOME COMMUNITIES	–	R-4
NARROW LOT RESIDENTIAL	–	R-5
COMPREHENSIVE SKI VILLAGE	–	CSV
COMPREHENSIVE RESORT VILLAGE	–	CRV
GROUPED COUNTRY RESIDENTIAL	–	GCR-1
RETAIL COMMERCIAL	–	C-1
DRIVE-IN COMMERCIAL	–	C-2
COMPREHENSIVE COMMERCIAL	–	C-3
CANNABIS RETAIL COMMERCIAL	–	C-4
COMPREHENSIVE MIXED USE	–	CM-1
INDUSTRIAL	–	I-1
SENTINEL INDUSTRIAL PARK	–	SIP-1
RECREATION AND OPEN SPACE	–	RO-1
PUBLIC	–	P-1
NON-URBAN COMMERCIAL RECREATION	–	NUCR-1
NON-URBAN COMMERCIAL RECREATION	–	NUCR-2
URBAN TOURISM ACCOMMODATION & RECREATION DISTRICT	–	UTAR
NON-URBAN TOURISM ACCOMMODATION & RECREATION DISTRICT	–	NUTAR
NON-URBAN AREA	–	NUA-1
HISTORIC COMMERCIAL AREAS OVERLAY DISTRICT	–	HCA-OD
AREAS OF POTENTIAL ENVIRONMENTAL CONCERN OVERLAY DISTRICT	–	APEC-OD
DIRECT CONTROL (Crowsnest Mountain Resort)	–	DC-1
DIRECT CONTROL (Turtle Mountain Restricted Development Area)	–	DC-2

NON-URBAN COMMERCIAL RECREATION — NUCR-1

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

1. PERMITTED USES

Accessory Building or Use
 up to 18.6 m² (200 ft²)
 Exploratory Excavation
 Private Utility — except freestanding Solar Collector
 and freestanding Small Wind Energy
 Conversion System
 Recreation Facility, Indoor (Small)
 Sign — Types:
 A-board
 Fascia and Wall
 Freestanding
 Murals
 Portable
 Projecting
 Subdivision or Development Marketing
 Stockpiling
 Tree Felling, not within minimum yard setback

DISCRETIONARY USES

Accessory Building or Use
 over 18.6 m² (200 ft²)
 Campground
 Canvas Covered Structure
 Community Facility
 Cultural Establishment
 Drive-In Theatre
 Dwelling Unit, secondary to an approved use
 Hostel
 Private Utility — freestanding Solar Collector and
 freestanding Small Wind Energy Conversion System
 Recreation Facility, Indoor (Large)
 Recreation Facility, Outdoor
 Recreational Vehicle Park
 Recreational Vehicle Storage
 Resort
 Riding Arena
 Sign — Types:
 Roof
 Third-Party
 Surveillance Suite
 Tree Felling, within minimum yard setback

2. MINIMUM LOT SIZE

1.2 hectares (3 acres).

3. MINIMUM YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft	m	ft	m	ft
Tree Felling	15.2	50	15.2	50	15.2	50
All other uses	As approved by the Development Authority					

4. MAXIMUM BUILDING HEIGHT

As approved by the Development Authority.

5. MAXIMUM LOT COVERAGE RATIO

As approved by the Development Authority.



6. ~~STANDARDS OF DEVELOPMENT~~ — See Schedule 4.
7. ~~OFF-STREET PARKING AND LOADING~~ — See Schedule 6.
8. ~~RELOCATION OF BUILDINGS~~ — See Schedule 7.
9. ~~SIGN STANDARDS~~ — See Schedule 11.
10. ~~DEFINITIONS~~ — See Schedule 18.

NON-URBAN COMMERCIAL RECREATION — NUCR-2

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

1. PERMITTED USES

- Accessory Building or Use
up to 18.6 m² (200 ft²)
- Exploratory Excavation
- Private Utility — except freestanding Solar Collector
and freestanding Small Wind Energy
Conversion System
- Recreation Facility, Indoor (Small)
- Resort
- Sign — Types:
 - A-board
 - Fascia and Wall
 - Freestanding
 - Murals
 - Portable
 - Projecting
 - Subdivision or Development Marketing
- Stockpiling
- Tree Felling, not within minimum yard setback

DISCRETIONARY USES

- Accessory Building or Use
over 18.6 m² (200 ft²)
- Campground
- Canvas Covered Structure
- Community Facility
- Cultural Establishment
- Drive-In Theatre
- Dwelling Unit, secondary to an approved use
- Hostel
- Private Utility — freestanding Solar Collector and
freestanding Small Wind Energy Conversion System
- Recreation Facility, Indoor (Large)
- Recreation Facility, Outdoor
- Recreational Vehicle Park
- Recreational Vehicle Storage
- Riding Arena
- Sign — Types:
 - Roof
 - Third-Party
- Surveillance Suite
- Tree Felling, within minimum yard setback

2. MINIMUM LOT SIZE

1.2 hectares (3 acres)

3. MINIMUM YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft	m	ft	m	ft
Tree Felling	15.2	50	15.2	50	15.2	50
All other uses	As approved by the Development Authority					

4. MAXIMUM BUILDING HEIGHT

As approved by the Development Authority.



5. **MAXIMUM LOT COVERAGE RATIO**
As approved by the Development Authority.
6. **STANDARDS OF DEVELOPMENT** — See Schedule 4.
7. **OFF-STREET PARKING AND LOADING** — See Schedule 6.
8. **RELOCATION OF BUILDINGS** — See Schedule 7.
9. **SIGN STANDARDS** — See Schedule 11.
10. **DEFINITIONS** — See Schedule 18.

URBAN TOURISM ACCOMMODATION & RECREATION – UTAR

PURPOSE: *To provide for a variety of tourism accommodation and recreation experiences primarily within or on the edges of the urban areas of the community for tourists to experience the urban centres and local recreation opportunities, in comprehensively planned and designed destination areas by assigning the majority of uses as discretionary to address site-specific compatibility with the use and enjoyment of adjacent properties.*

1. PERMITTED USES

Accessory Building or Use
up to 18.6 m² (200 ft²)

Exploratory Excavation

Home Occupation – Class 1

Private Utility – except freestanding Solar Collector and freestanding Small Wind Energy Conversion System

Sign – Types:

- A-board
- Fascia and Wall
- Freestanding
- Murals
- Portable
- Projecting
- Subdivision or Development Marketing

Stockpiling

Tree Felling, not within minimum yard setback

DISCRETIONARY USES

Accessory Building or Use
over 18.6 m² (200 ft²)

Cultural Establishment

Entertainment Establishment

Food and Beverage Services

Hostel

Hotel

Mixed-use Building

Motel

Private Utility – freestanding Solar Collector and freestanding Small Wind Energy Conversion System

Recreation Facility, Indoor (Small)

Sign – Types:

- Roof
- Third-Party

Surveillance Suite

Tourism Accommodation, Small

Tree Felling, within minimum yard setback

2. LOT SIZE

- Minimum - this district does not establish a minimum lot size.
- Maximum – 1.21 ha (3.0 acres, which may be varied by the Development Authority having regard for site-specific circumstances.

3. MINIMUM YARD SETBACKS

<u>Use</u>	<u>Front Yard</u>		<u>Side Yard</u>		<u>Rear Yard</u>	
	<u>m</u>	<u>ft</u>	<u>m</u>	<u>ft</u>	<u>m</u>	<u>ft</u>
<u>All uses including Tree Felling</u>	<u>As approved by the Development Authority in a Comprehensive Site Development Plan</u>					

4. MAXIMUM LOT COVERAGE RATIO

As approved by the Development Authority in a Comprehensive Site Development Plan.

5. MAXIMUM BUILDING HEIGHT

As approved by the Development Authority in a Comprehensive Site Development Plan, having consideration for the typical building height in the neighbourhood.



6. MINIMUM HABITABLE FLOOR AREA OF PRINCIPAL BUILDING

This district does not establish a minimum habitable floor area.

7. STANDARDS OF DEVELOPMENT - See Schedule 4

- The applicant for a Tourism Accommodation shall prepare a Comprehensive Site Development Plan to the satisfaction of the Development Authority.
- Servicing: with the exceptions provided for in Schedule 4 subsection 18.6, a Tourism Accommodation, Small in the UTAR district shall be connected to a municipal service connection for water supply and wastewater disposal to provide either, or a combination of, collective servicing of units and/or communal washrooms and wastewater dumping stations, for either year-round and/or seasonal operation.

8. OFF-STREET PARKING AND LOADING – no parking is allowed on public roads - see Schedule 6.

9. RELOCATION OF BUILDINGS – See Schedule 7.

10. SIGN STANDARDS – See Schedule 11.

11. DEFINITIONS – See Schedule 18.

NON-URBAN TOURISM ACCOMMODATION & RECREATION – NUTAR

PURPOSE: *To provide for a variety of tourism accommodation and recreation experiences primarily outside or on the edges of the urban areas of the community for tourists to experience the broader community and regional outdoor recreation opportunities, in comprehensively planned and designed destination areas by assigning the majority of uses as discretionary to address site-specific compatibility with the use and enjoyment of adjacent properties.*

1. PERMITTED USES

Accessory Building or Use
up to 18.6 m² (200 ft²)

Exploratory Excavation

Home Occupation – Class 1

Private Utility – except freestanding Solar Collector and freestanding Small Wind Energy Conversion System

Recreation Facility, Indoor (Small)

Sign – Types:

- A-board
- Fascia and Wall
- Freestanding
- Murals
- Portable
- Projecting
- Subdivision or Development Marketing

Stockpiling

Tourism Accommodation, Large – applies only on Block B, Plan 7510370 and is restricted to resort accommodation as defined in this Bylaw (43 cabins and one lodge as approved under DP60/2008 to be commenced by no later than June 30, 2025).

Tree Felling, not within minimum yard setback

DISCRETIONARY USES

Accessory Building or Use
over 18.6 m² (200 ft²)

Cultural Establishment

Drive-in Theatre

Entertainment Establishment

Food and Beverage Services

Hostel

Hotel

Mixed-use Building

Motel

Private Utility – freestanding Solar Collector and freestanding Small Wind Energy Conversion System

Recreation Facility, Indoor (Large)

Recreation Facility, Outdoor

Recreational Vehicle Storage

Riding Arena

Sign – Types:

- Roof
- Third-Party

Surveillance Suite

Tourism Accommodation, Large

Tourism Accommodation, Small

Tree Felling, within minimum yard setback

2. LOT SIZE

This district does not establish a minimum or maximum lot size.

3. MINIMUM YARD SETBACKS

<u>Use</u>	<u>Front Yard</u>		<u>Side Yard</u>		<u>Rear Yard</u>	
	<u>m</u>	<u>ft</u>	<u>m</u>	<u>ft</u>	<u>m</u>	<u>ft</u>
<u>All uses including Tree Felling</u>	<u>As approved by the Development Authority in a Comprehensive Site Development Plan</u>					

4. MAXIMUM LOT COVERAGE RATIO

As approved by the Development Authority in a Comprehensive Site Development Plan.

5. MAXIMUM BUILDING HEIGHT

As approved by the Development Authority in a Comprehensive Site Development Plan, having consideration for the typical building height in the neighbourhood.

6. MINIMUM HABITABLE FLOOR AREA OF PRINCIPAL BUILDING

This district does not establish a minimum habitable floor area.

7. STANDARDS OF DEVELOPMENT - See Schedule 4

- The applicant for a Tourism Accommodation shall prepare a Comprehensive Site Development Plan to the satisfaction of the Development Authority.
- Notwithstanding anything to the contrary in this bylaw, when a Tourism Accommodation (Small or Large) that contains camping accommodation units is approved in an urban growth node described in Policy 3.1.7 of the Municipal Development Plan the camping accommodation units must be held under a form of ownership that encourages long-term occupancy or control of occupancy (versus random short-term rental).
- Servicing: A Tourism Accommodation (Small or Large) in the NUTAR district **may** be connected to a municipal service connection for water supply and wastewater disposal to provide either, or a combination of, collective servicing of units and/or communal washrooms and wastewater dumping stations, for either year-round and/or seasonal operation, except that a Tourism Accommodation in the NUTAR district that is approved in an urban growth node pursuant to subsection 32.3 in Schedule 4 **shall** be connected to a municipal service connection for water supply and wastewater disposal to provide collective servicing of units for year-round operation.

8. OFF-STREET PARKING AND LOADING – no parking is allowed on public roads - see Schedule 6.

9. RELOCATION OF BUILDINGS – See Schedule 7.

10. SIGN STANDARDS – See Schedule 11.

11. DEFINITIONS – See Schedule 18.

- 2.18 the **exploratory excavation** of utilities, building foundations and temporary accesses prior to obtaining a development permit for a use that is listed in the applicable land use district and does not affect storm water drainage to adjacent properties, temporary provided that the Developer has notified the Development Officer and the Development Officer has issued a conditional excavation approval, including a hold harmless condition as follows:
- (a) This temporary permit is issued for the purpose of excavating to gain temporary access to a parcel, remove trees, explore foundation options, locate existing utilities and confirm yard setbacks in preparation for intended construction relative to a development for which the developer has submitted a development permit application to the Municipality. The developer shall not proceed with construction activities beyond this scope (e.g. the developer shall not pour concrete foundations);
 - (b) The developer undertakes any and all work permitted under this temporary permit at their sole risk and assumes the full cost of associated expenses. This includes any remediation work and expenses, if required. By accepting and bringing into effect this temporary permit the developer indemnifies the Municipality from any liability and/or cost relative to the work permitted under this permit or any remediation work, if required;
 - (c) This temporary permit is valid from the date of issuance and until a development permit is issued for the construction of the proposed development on the subject property, or a date to be determined, whichever occurs first. If a development permit is not issued by the determined date, the developer may apply for an extension of the temporary permit. Failing the completion of this condition, the developer shall remediate the site to the Development Officer's satisfaction and at no cost to the Municipality;
 - (d) The issuance of this temporary permit does not provide any guarantees to the developer relative to the issuance of a development permit for any use;
- 2.19 earthworks and construction to service an approved subdivision for which engineering design has been approved by the Municipality and a development agreement has been executed; and
- 2.20 **Tree Felling** within the ~~Grouped Country Residential — GCR-1, UTAR, NUTAR, and Non-Urban Area — NUA-1, Non-Urban Commercial Recreation — NUCR-1 or Non-Urban Commercial Recreation — NUCR-2~~ land use districts, on the part of a parcel that is not within the minimum yard setback. The minimum yard setbacks specific to Tree Felling are prescribed in the applicable land use districts. A development permit is required to fell trees within the minimum yard setback in the districts listed above, except for the purposes specified in Schedule 4 of this Bylaw.
3. Subject to the provisions of this Schedule relative to exemptions for certain developments [e.g. a shed less than 10 m² (108 ft²)] and the exemptions provided for in the Municipality's Encroachment Policy and Procedure, a development permit for certain developments that encroach onto adjacent land may not be required. To qualify for such an exemption, the development must be an existing building, structure or other improvement that encroaches onto an adjacent street, lane, Municipal easement or Municipal property (other than Reserves), or onto adjacent private property. In all cases, it is required that an Encroachment Agreement must be executed pursuant to the Municipality's Encroachment Policy and Procedure. Where the Encroachment Agreement is between two private landowners it is a requirement that the Municipality shall be a third-party to the agreement.
 4. Any question as to whether a proposed development requires a development permit shall be referred to the Development Officer who may make a decision or may refer the question to the Municipal Planning Commission.
 5. Notwithstanding anything stated elsewhere in this Bylaw, including the exemptions provided for in this Schedule, any activity or construction or earthworks that involves or results in a change to the flow of overland stormwater drainage patterns, whether natural or man-made,

STANDARDS OF DEVELOPMENT

1. The following is an alphabetical list with section number references of the general and land use specific development standards established in this Schedule:

Applicability of this Schedule	Section 2
Accessory Buildings and Uses	Section 29
General Provisions	29.1
Accessory Building or Use Prior to Principal Use	29.2
Canvas Covered Structures	29.3
Communication Antennae and Structures	29.4
Decks	29.5
Fences in any Residential Land Use District, CRV and CSV	29.6
Outdoor Washroom Facilities	29.7
Refuse Storage for Commercial, Industrial and Multi-Unit Residential Development	29.8
Retaining Walls	29.9
Shipping Containers	29.10
Signs	29.11
Swimming Pools	29.12
Animal Care Service Facilities	Section 30
Apartment, Multi-Unit Residential and Mixed-Use Building Standards	Section 31
Campground and Recreational Vehicle Park Standards	Section 32
Cannabis Retail Sales	Section 32
Comprehensive Planning for Redesignation, Development Permit or Subdivision Applications	Section 3
Comprehensive Site Development Plan	3.1
Area Structure Plan	3.2
Corner Lot Sight Triangle	Section 4
Demolition, Removal or Replacement of Buildings.....	Section 5
Drive-in Commercial Use Standards	Section 34
Easements, Setback Distances and Public Safety	Section 6
Easements, Rights-Of-Way and Legislated Setback Distances	6.1
Future Highway 3X	6.2
Railway Lines	6.3
Setbacks Adjacent to Highway	6.4
TC Energy High Pressure Gas Pipeline	6.5
Wildland-Urban Interface	6.6
Environmental Considerations.....	Section 7
Areas of Potential Environmental Concern (APEC)	7.1
Flood-Risk Lands	7.2
Tree Felling	7.3
Wetlands, Watercourses, Riparian Areas, Regionally Sensitive Areas	7.4
Wildlife and Wildland-Urban Interface	7.5



Exposed Foundations.....	Section 8
Historic Commercial Areas (also see Municipal Historic Resources)	Section 9
Home Occupations	Section 35
Industrial and Commercial Use Standards	Section 10
Infill Development in Mature Neighbourhoods.....	Section 11
Landscaping and Screening Standards.....	Section 12
Lighting (Outdoor)	Section 13
Lot Grading, Drainage and Stormwater Management (Retaining Walls)	Section 14
Lot Sizes and Sub-Standard Lots.....	Section 15
Manufactured Homes	Section 36
Manufactured Home Communities	Section 37
Maximum Grade.....	Section 16
Fully Developable Lots	16.1
Slope Stability Assessment	16.2
Urban Driveways	16.3
Municipal Historic Resources (also see Historic Commercial Areas)	Section 17
Municipal Infrastructure, Utilities and Servicing.....	Section 18
Number of Dwelling Units, Recreational Vehicles and Principal Buildings on a Parcel of Land or Bare Land Condominium Unit.....	Section 19
Number of Dwelling Units and RVs on a Parcel of Land or a Bare Land Condominium Unit	19.1
Number of Principal Buildings on a Parcel of Land or a Bare Land Condominium Unit	19.2
Parking and Loading	Section 19
Private Utilities.....	Section 38
Projections Into Yard Setbacks	Section 21
Quality and Design of Development	Section 22
Recreational Vehicles – Outdoor Storage and Temporary Sleeping Accommodations.....	Section 39
Relocation of Buildings.....	Section 23
Renewable Energy Operations.....	Section 40
Road Access, Driveways and Parking Pads.....	Section 24
All Locations	24.1
Urban Locations	24.2
Rural Locations	24.3
Secondary Front Yard	Section 25
Secondary Suites	Section 41
Short-Term Rental / Bed & Breakfast and Tourist Homes.....	Section 42
Show Homes and Real Estate Sales Offices.....	Section 26
Slope-Adaptive Building and Site Design	Section 27
Temporary Auto Sales Standards	Section 43
<u>Tourism Accommodation Standards</u>	<u>Section 32</u>
Work Camps.....	Section 44

7.2 Flood-Risk Lands

- (a) Development of flood-risk lands shall comply with the following standards:
 - (i) Passive recreational land use may be allowed in a portion of the floodway as identified in the “Flood Risk Mapping Study of the Crowsnest River and its Tributaries” (AMEC, February 2007).
 - (ii) No building shall be allowed in the floodway. A fence, a retaining wall and other minor structures may be allowed in the floodway if the Development Authority is of the opinion that damage to the structure in the event of a flood is not likely to be significant.
 - (iii) No development in the floodway shall be allowed which may, in the Development Authority’s opinion, adversely alter the floodway hydraulics to the extent that flood frequency is increased.
 - (iv) No filling shall be allowed in the floodway.
 - (v) The Development Authority may require that a principal building in the flood fringe be flood proofed pursuant to the recommendations of a professional engineer (see definition), as a condition of issuing a development permit for the building. This requirement does not apply to accessory buildings.

7.3 Tree Felling

- (a) Tree Felling is regulated only in those districts where it is listed as a use.
- (b) Tree Felling ~~without the benefit of a development permit~~ within the ~~Grouped Country Residential — GCR-1, UTAR, NUTAR, and Non-Urban Area — NUA-1, Non-Urban Commercial Recreation — NUCR-1 or Non-Urban Commercial Recreation — NUCR-2~~ land use districts ~~without the benefit of a development permit~~ shall only be allowed on the part of a parcel that is not within the minimum yard setback. The minimum yard setbacks specific to Tree Felling are prescribed in the applicable land use districts.
- (c) Notwithstanding the prohibitions on Tree Felling prescribed above, Tree Felling within the minimum yard setback shall be allowed for the purposes of adhering to FireSmart Canada best practices, developing a driveway or a fence, and managing land subject to an easement or right-of-way in accordance with the underlying easement or right-of-way agreement.
- (d) Landowners shall refrain from felling trees within 30 m (98.4 ft) of the boundary of a water body or watercourse, in accordance with the guidelines promoted in the provincial policy document *Stepping Back from the Water*.

7.4 Wetlands, Watercourses, Riparian Areas and Regionally Sensitive Areas

- (a) Development in the Municipality shall incorporate appropriate setbacks and other design considerations relative to its potential impact on the bed and shore of a watercourse or waterbody, riparian areas and/or regionally sensitive areas, by incorporating best practices, for example those promoted in relevant publications such as “*Stepping Back from the Water*” and “*Environmentally Significant Areas of Alberta*”.
- (b) It is the responsibility of the landowner or applicant for a development permit to obtain clearance from provincial agencies for wetland assessment and compensation and from provincial and/or federal agencies for the use of or impacting upon the bed and shore of a waterbody or watercourse.

7.5 Wildlife and Wildland-Urban Interface

12. LANDSCAPING AND SCREENING STANDARDS

- 12.1 The Development Authority shall impose development permit conditions relative to aesthetic, landscaping and/or screening requirements for commercial, industrial, ~~campground~~ Tourism Accommodation, ~~and~~ multi-unit residential and apartment development, and bareland condominium development for a permitted or discretionary use if these would serve to improve the quality or compatibility of the proposed development or to comply with the standards set out in this Bylaw.

13. LIGHTING (OUTDOOR)

- 13.1 Where artificial outdoor lighting is provided to illuminate any parcel, building or site, the type, location, intensity and orientation of lighting shall:
- (a) avoid direct illumination of the neighbouring properties;
 - (b) not adversely affect the use, enjoyment and privacy of any dwelling; and
 - (c) not interfere with traffic safety on public roadways.
- 13.2 Outdoor lighting is to be mounted not more than 6.1 metres (20 ft) above ground, excepting outdoor lighting for public uses and lighting approved in conjunction with a development permit.
- 13.3 Site lighting may be required as a condition of development and any such lighting shall be located, oriented and shielded so as not to adversely affect neighbouring properties or traffic safety on public roadways.

14. LOT GRADING, DRAINAGE AND STORMWATER MANAGEMENT (RETAINING WALLS)

- 14.1 Notwithstanding any other provision in this Bylaw, including exemptions provided for in Schedule 3, a development (i.e. land use activity, construction or earthworks) that involves or would result in a change to the flow of overland stormwater drainage patterns, whether natural or man-made, or that results in a change to the existing grade of a property by more than 1.20 metres, or that results in a side slope ratio (metres) that exceeds 3:1 or a back slope ratio (metres) that exceeds 2:1, shall not be undertaken without first obtaining a development permit.
- 14.2 Development shall comply with the following standards:
- (a) In no circumstances shall any part of a building encroach into or cause runoff onto an adjoining property.
 - (b) The applicant shall provide to the Development Officer engineered grading and drainage plans for the development and a legal survey demonstrating that engineered grades have been met.
 - (c) Grading and other measures, as appropriate, to control surface drainage, reduce or eliminate grade difference between adjacent lots, and minimize erosion or slope instability.
 - (d) The construction of a retaining wall when, in the opinion of the Development Authority, significant grade differences exist or will exist after construction between the lot being developed and an adjacent lot, public land, a lane or a roadway. A retaining wall that is either greater than 1.2 m (4 ft) in height above grade and/or that is critical to the support of building foundations, shall be designed by a professional engineer (see definition). Should a retaining wall be required, that was not previously approved in a development permit, an additional development permit is required. Notwithstanding any other provision in this Bylaw, a retaining wall is deemed to be an accessory structure and may be constructed with a zero-lot line yard setback without requiring the approval of a variance.

- 18.4 Private Sewage Disposal Systems are prohibited in **urban areas**, which includes all areas designated R-1, R-1A, R-2, R-2A, R-3, R-4, R-5 and CSV, **except for the purpose** of complying with a Restrictive Covenant for a holding tank pursuant to clause (a) above.
- 18.5 In a block where infill development potential has been identified consistent with the Municipal Development Plan, a coordinated approach to provision of infrastructure is required, subject to the preparation of a Comprehensive Site Development Plan or an Area Structure Plan, as applicable, to the satisfaction of the Development Authority or the Subdivision Authority.
- 18.6 Development proposed for an unserviced parcel (i.e. water and wastewater connections to Municipal infrastructure have not been installed for the subject parcel) or in areas of the Municipality that are not serviced with water and wastewater infrastructure, must be connected to municipal water and wastewater infrastructure. Where municipal infrastructure is not available or it is unfeasible or impractical to connect to municipal infrastructure, development approval shall be subject to a condition requiring compliance with provincial standards for unserviced parcels.
- 18.7 A development permit application shall be refused where, in the opinion of the Development Authority, the proposed use will have a detrimental effect on an existing or planned:
- (a) transportation or communication system, including primary highways, secondary highways, railway, airport site or communication facility; or
 - (b) regionally significant service, public works or utilities, including pipelines and power transmission lines.
- 18.8 Building foundations and sub-grade pilings, and/or the utility connections to municipal infrastructure (e.g. curb stop water valves and sanitary sewer), respectively shall be set back from the front lot boundary a distance that allows safe excavation of municipal infrastructure for maintenance and repair.
- 19. NUMBER OF DWELLING UNITS, RECREATIONAL VEHICLES AND PRINCIPAL BUILDINGS ON A PARCEL OF LAND OR BARE LAND CONDOMINIUM UNIT**
- 19.1 **Number of Dwelling Units and Recreational Vehicles on a Parcel of Land or Bare Land Condominium Unit**
- (a) Where more than one dwelling unit type is listed (either as a permitted use or as a discretionary use) in a specific land use district, it does not imply that all such dwelling units may be approved to exist or to be placed or constructed on one parcel of land or bare land condominium unit at the same time, except as provided for in this section.
 - (b) No person shall construct or place or cause to be constructed or placed more than one dwelling unit or more than one cabin, one recreational vehicle, one Park Model Trailer CSA-Z240, or one Cottage Model CSA-Z241 on a parcel of land or bare land condominium unit except where:
 - (i) in the sole discretion and opinion of the Development Authority:
 - (A) the additional dwelling unit(s) is (are) contained in a building designed for two or more dwelling units, or is (are) located on a parcel of land or bare land condominium unit in a land use district that allows for two or more dwelling units on the parcel or the bare land condominium unit, but not necessarily in the same building;

and:

 - (B) the additional dwelling unit(s) is (are) located in a land use district that includes either a Secondary Suite, a Duplex / Semi-Detached Dwelling, a

Multi-unit Residential Building, an Apartment Building, a Mixed-use Building or Mixed-use Development, resort accommodation within a Tourist Accommodationa Resort, or a Manufactured Home in an unsubdivided Manufactured Home Community; or

- (C) the cabins and/or the recreational vehicles(s), Park Model Trailers CSA-Z240, or Cottage Models CSA-Z241 is(are) placed in a Tourist Accommodation, Resort, a Campground, or a Recreational Vehicle Park, or are stored on a parcel of land or a bare land condominium unit in an applicable land use district pursuant tofor the purposes of Section 39 of this Schedule and used as temporary sleeping accommodation;

and:

- (ii) where required, the Development Authority has issued a development permit for the use that accommodates the additional dwelling unit(s), cabin(s), or recreational vehicle(s), Park Model Trailers CSA-Z240, or Cottage Models CSA-Z241.

19.2 Number of Principal Buildings on a Parcel of Land or Bare Land Condominium Unit

- (a) Except for those types of buildings and recreational vehicles that are contemplated in this section, the Development Authority shall not approve one or more development permit applications for multiple principal buildings on either a parcel of land or on a bare land condominium unit, unless the Development Authority has approved a Comprehensive Site Development Plan that provides for two or more groups of principal buildings and addresses stormwater management, pedestrian and vehicle traffic movement and any other matters that the Development Authority deems necessary.
- (b) Where the applicable land use district does not provide for multiple dwelling units or multiple principal buildings on a parcel of land or bare land condominium unit, the Development Authority shall not approve a development permit application for a principal building if the same or a similar principal building already exists on the parcel of land or bare land condominium unit, except for the purpose of making an addition to the existing principal building or except when the removal of the existing principal building is made a condition of the development permit.

20. PARKING AND LOADING

- 20.1 Development shall comply with standards for off-street parking and loading area established in Schedule 6.

21. PROJECTIONS INTO YARD SETBACKS

- 21.1 A structure that projects into a yard setback shall not encroach into, or cause runoff onto, an adjacent property.
- 21.2 Subject to the relevant development standards in this Bylaw (e.g. corner sight triangles, fence height, etc.), the following accessory buildings and structural features may project into the minimum yard setbacks (front, rear and sides as specified below) established in this Bylaw **up to the specified property line**:
- (a) unenclosed steps or unenclosed fire escapes, up to the side property line;
- (b) a wheelchair ramp, excluding the housing of an elevator device;
- (c) a ground level deck attached to the front or rear elevation of a building may wrap around into the side yard of the property for a distance not exceeding two metres along the side wall of the building, and up to the side property line;
- (d) a fence to the property line;

31.1 Development shall comply with the standards for Apartment, Multi-Unit Residential and Mixed-Use Buildings established in Schedule 5.

CAMPGROUND AND RECREATIONAL VEHICLE PARK STANDARDS

~~When considering an approval for a development permit for a Campground or Recreational Vehicle Park, and the conditions that may be attached to a development permit, the Development Authority may have regard for the specifications established in the current Alberta Camping Association Standards Manual, as well as Policy 3.1.7 from the Municipal Development Plan, which discourages new campground development from locating within the boundaries of an urban growth node delineated on Maps 2–6 of the Municipal Development Plan. The Development Authority may require that the applicant prepare a Comprehensive Site Development Plan to its satisfaction, and may set development related conditions to ensure a minimum standard within the campground or recreational vehicle park and to ensure compatibility with adjacent land uses including, but not limited to: the siting, area, dimensions, surfacing, setbacks, landscaping, screening, density, servicing and delineation of campsites and RV stalls; parking areas, access and roadway design; measures to mitigate adverse effects and nuisances that may unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land. measures to mitigate the impact of a campground or recreational vehicle park on landscapes visible or viewed from adjacent and nearby public roadways. the maximum number or maximum percentage of RV units in a Recreational Vehicle Park that may be used for permanent residential occupancy, provided that the RV stalls on which the RV units so used are located, have year-round collective water and wastewater services connections available. the restrictions on the number, size, height, appearance, and use of an Accessory Building (e.g. deck, shed) that may be approved to be placed on an RV stall in a Campground or a Recreational Vehicle Park.~~

32. TOURISM ACCOMMODATION STANDARDS

~~32.1 The applicant for a Tourism Accommodation shall prepare a Comprehensive Site Development Plan (CSDP) to the satisfaction of the Development Authority and subject to the provisions of subsections 32.2 and 32.3.~~

~~32.2 The Development Authority, in its sole discretion (except as approved in DP60/2008 relative to Block B, Plan 7510370 – see the permitted use list in the NUTAR district) **may**, subject to Administration section 19 of this Bylaw, impose conditions on the approval of a development permit for a Tourism Accommodation, and in doing so it **shall** have regard for site-specific considerations that it deems relevant and that must be established in a CSDP to its satisfaction, including but not limited to the following:~~

- ~~(a) The subject property's locational context in relation to the Purpose Statement in the UTAR and NUTAR districts and its relation to the edge of an urban area as defined in this Bylaw).~~
- ~~(b) The types, combination, and maximum number of resort accommodation units and/or camping accommodation units (both as defined in this Bylaw) that are approved for a specific Tourism Accommodation, including:

 - ~~(i) the desirability of restricting the types, combination, and maximum number of resort accommodation units and/or camping accommodation units for the purpose of making a proposed development more compatible with natural features and existing and/or planned development or land uses in adjacent areas (refer to subsection 32.3 below);~~~~

- (ii) the maximum number or maximum percentage of resort accommodation units and/or camping accommodation units that, notwithstanding anything to the contrary in this Bylaw, may be used for residential occupancy (as defined in this Bylaw), provided that the units so used are connected to year-round collective water and wastewater services.
- and
- (iii) with reference to the considerations in subsection 32.3 below, the Development Authority may prohibit certain types of camping accommodation units;
- (c) Parking areas, road access, and internal private roadway design - specifically, all parking shall be accommodated on-site or on private roads within the Tourism Accommodation (without restricting emergency vehicle access), and parking shall not be allowed on public streets and lanes.
- (d) Access and egress for emergency response (i.e. a road with at least two separate ingress/egress points, with an all-weather surface for its entire length, and constructed along its entire length and termination points to accommodate all EMS vehicle types in terms of width, length, height, weight and turning radius), and measures to ensure that such access and egress remain unobstructed at all times.
- (e) Landscaping, amenity areas, and the preservation of natural features.
- (f) The maximum or minimum density in the Tourism Accommodation, either overall or broken down by accommodation type.
- (g) Measures to mitigate:
 - (i) adverse effects and nuisances that may unduly interfere with the amenities of the adjacent neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; and/or
 - (ii) the impact of a Tourism Accommodation on community landscapes that are visible or viewed from adjacent and nearby public roadways.
- (h) Servicing for water supply and wastewater disposal:
 - (i) With the exceptions provided for in Schedule 4 Section 18.6, a Tourism Accommodation in the UTAR district **shall** be connected to a municipal service connection for water supply and wastewater disposal to provide either or a combination of collective servicing of units and/or communal washrooms and wastewater dumping stations, for either year-round and/or seasonal operation.
 - (ii) Except as otherwise **required** in subsection 32.3(d), a Tourism Accommodation in the NUTAR district **may** be connected to a municipal service connection for water supply and wastewater disposal to provide either or a combination of collective servicing of units and/or communal washrooms and wastewater dumping stations, for either year-round and/or seasonal operation,.
- (i) For a Tourism Accommodation that includes **camping accommodation** (as defined in this Bylaw) **in any location**:
 - (i) The specifications established in the current Alberta Camping Association Standards Manual.
 - (ii) The siting, area, dimensions, surfacing, setbacks, screening, servicing and identification / delineation of camping accommodation units.
 - (iii) The maximum number or maximum percentage of camping accommodation units that, notwithstanding anything to the contrary in this Bylaw, may be used for residential occupancy (as defined in this Bylaw), provided that the units so used are connected to year-round collective water and wastewater services.

- (iv) Restrictions on the number, size, height, appearance, and use of an Accessory Building (e.g. deck, shed) that may be approved in a Tourism Accommodation that includes camping accommodation.

Tourism Accommodation in an Urban Growth Node

32.3 When deciding on a development permit application for a Tourism Accommodation on a parcel that is located in an **urban growth node**, and in exercising its discretion pursuant to subsection 32.2:

- (a) the Development Authority **shall** have regard for the intent of Policy 3.1.7 of the Municipal Development Plan (MDP), which discourages support for the development of traditional “campgrounds” and other private recreation facilities in an urban growth node;

and

- (b) the Development Authority **may**, notwithstanding Policy 3.1.7 of the MDP, approve in an urban growth node a development permit for a Tourism Accommodation that entirely or partially consists of resort accommodation and/or camping accommodation (as defined in this bylaw – cabins and recreational vehicles) if it is satisfied that the Tourism Accommodation is deemed not to be a traditional or typical “resort”, “campground” or “recreational vehicle park” as implied in Policy 3.1.7 of the MDP, by having regard for but not being limited to the following considerations, and by imposing relevant conditions as it deems necessary for this purpose:

- (i) site-specific and locational context of the subject parcel, e.g. the extent to which the subject parcel presents challenging terrain conditions that preclude or render highly unfeasible or impractical the development in the foreseeable future of the subject parcel or a substantial portion thereof for traditional type of higher density urban residential development that the MDP promotes for new neighbourhood development;

and/or

- (ii) the extent to which the Comprehensive Site Development Plan incorporates minimum standards for resort accommodation and camping accommodation to ensure a high quality and unique style of development, e.g.:

- (A) the presence / absence and/or an enhanced standard and quality of certain types of buildings and uses in the proposed development, and/or

- (B) paved internal roads, high quality landscaping, uniform design and development of resort accommodation units and camping accommodation units (or stalls), for example relative to stall layout and fencing, and/or

- (C) **specifically for camping accommodation**, a form of ownership of the camping accommodation units in a manner that encourages long-term occupancy or control of occupancy (versus random short-term rental), and/or

- (D) servicing of the development from municipal water and wastewater infrastructure, subject to subsection 32.3(d);

and

- (c) if the Development Authority determined pursuant to subsection 32.3(b) to approve in an urban growth node a Tourism Accommodation (Small or Large) in either the UTAR district or the NUTAR district **that includes camping accommodation**, it **shall** impose a development permit condition that requires the Developer, notwithstanding anything to the contrary in this Bylaw, to establish a form of ownership of the camping accommodation units through either leases or a bareland condominium plan, but not fee

simple subdivision (for greater clarity this requirement does not apply when a Tourist Accommodation in an urban growth node includes only resort accommodation);

and

(d) notwithstanding subsection 32.2(h)(ii), if the Development Authority determined pursuant to subsection 32.3(b) to approve in an urban growth node a Tourism Accommodation in the NUTAR district that includes **either resort accommodation or camping accommodation**, it shall impose a development permit condition that requires that the Tourism Accommodation shall be connected to a municipal service connection for water supply and wastewater disposal to provide collective servicing of all units for year-round operation.

33. CANNABIS RETAIL SALES

33.1 The Development Authority and the Subdivision and Development Appeal Board shall not issue a development permit for a use that is required to obtain a cannabis license under the Gaming, Liquor and Cannabis Act when the proposed use does not comply with the applicable requirements of regulations under that Act respecting the location of cannabis premises and distances between cannabis premises and other specified premises.

33.2 Cannabis retail sales uses shall be located on parcels such that the following separation distances are complied with:

- | (a) Separation Distance | Use |
|-------------------------|---------------------------------|
| (i) 100 m | Provincial Health Care Facility |
| (ii) 200 m | Schools; Child Care Facilities |
| (iii) 300 m | Cannabis Retail Sales |
- (b) Separation distances are established by measuring the shortest distance between the property lines of the parcels containing the uses to be separated.
- (c) Separation distances are reciprocal.

34. DRIVE-IN COMMERCIAL USE STANDARDS

34.1 Every drive-in commercial development shall:

- (a) provide at least 10 parking spaces subject to the standards in Schedule 6 of this Bylaw;
- (b) clearly identify on site plans accompanying the development application the areas proposed for parking and vehicle circulation, including appropriate signs;
- (c) provide hard surfacing and surface drainage to the satisfaction of the Development Officer, in consultation with appropriate municipal staff;
- (d) provide a waiting bay not less than 18.3 metres (60 ft) in length on the lot for every take-out service window;
- (e) provide adequate distance separation between all vehicle access points as well as between access points and streets or lanes to the satisfaction of the Development Authority;
- (f) ensure any vehicular access from Highway 3 is acceptable to Alberta Transportation;
- (g) screen parking and traffic circulation areas abutting side or rear lot boundaries with an opaque structure or fence, wall or landscaping or any combination thereof to the satisfaction of the Development Authority;
- (h) provide landscaping of a type and amount satisfactory to the Development Authority.

Table 2
MINIMUM OFF-STREET PARKING SPACES

PROPOSED USE	PARKING SPACES REQUIRED
Residential, except in the CM-1 District	
Apartment and Multi-Unit Residential Building	1.75 per dwelling unit containing 2 or more bedrooms 1.25 per dwelling unit containing no more than 1 bedroom
Seniors Supportive Housing Facility	0.5 per accommodation unit
Secondary Suite	1.0 per secondary suite
All Other Residential Uses	2 per dwelling unit
Commercial, except in the CM-1, <u>UTAR</u>, and <u>NUTAR</u> Districts	
Retail – Store, Small	1 per 45.1 m ² (485 ft ²) net floor area (NFA)*
Retail – Store, Large	To be determined by the recommendations of a traffic engineering review
Service Station and Automobile or Equipment Repair	1 per 45.1 m ² (485 ft ²) NFA; minimum 6 spaces per development
Office and Personal Service	1 per 60.0 m ² (645 ft ²) NFA
Food and/or Beverage Service	1 per 5 seats or 1 per 12.0 m ² (130 ft ²)NFA, whichever is greater, plus 1 space per 2 employees
Motel	1 per guest room
Hotel	1 per guest room
Drive-in Food Service	As for Food and/or beverage service , but with a minimum of 10 spaces per development
Auto Sales and Service	1 per 49.7 m ² (535 ft ²) of site area
Short-Term Rental / Bed & Breakfast	1 per 4 guests in addition to parking required for the principal use. Parking for all principal use and guest vehicles, including recreation vehicles, utility trailers and ATV trailers shall be accommodated on the subject property, and the parking of all principal use and guest vehicles, including recreation vehicles, utility trailers and ATV trailers shall not be allowed on the street, regardless of the provisions in other municipal bylaws (e.g. for landowner on-street parking or the recreational vehicle of the landowner). The Development Authority shall not approve a variance to the off-street parking standard for a Short- Term Rental / Bed & Breakfast in any District that is not within the Historic Commercial Areas Overlay District.
Tourist Home	1 per 4 guests. Parking for all vehicles, including recreation vehicles, utility trailers and ATV trailers shall be accommodated on the subject property, and the parking of all vehicles, including recreation vehicles, utility trailers and ATV trailers shall not be allowed on the street, regardless of the provisions in other municipal bylaws (e.g. for landowner on-street parking or the recreational vehicle of the landowner). The Development Authority shall not approve a variance to the off-street parking

	standard for a Tourist Home in any District that is not within the Historic Commercial Areas Overlay District.
All Other Commercial Uses	As approved by the Development Authority
Industrial and Storage	
Manufacturing or processing	1 per 65.0 m ² (700 ft ²)NFA; minimum of 5 spaces
Light Manufacturing, Warehousing and Storage Facility	1 per 65.0 m ² (700 ft ²)NFA; minimum of 5 spaces
Public Assembly, except in the CM-1 District	
Place of Worship	1 per 5 fixed seats
Community Facility(except school)	1 per 6 fixed seats OR 1 per 5.0 m ² (54 ft ²) NFA, whichever is greater
School, elementary and junior	2 per classroom
School, high and college	1 per 4 students
All other uses and all uses in the CM-1, <u>UTAR</u>, and <u>NUTAR</u> Districts	<ul style="list-style-type: none"> As approved by the Development Authority and/or specified in an approved Comprehensive Site Development Plan. <u>In the UTAR and NUTAR districts parking shall include additional guest parking, and parking shall not be allowed on public streets.</u>

* **NOTE:** NFA refers to net floor area

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

B

Bottling Plant means an industrial facility where beverages are put in bottles with caps and later transported to various markets for sale. This use does not include a brew pub, which is encompassed by “Food and/or beverage service.”

Building Supply Centre means a commercial retail store where building materials, landscaping, gardening, household accessories and other related goods are stored, offered, or kept for sale and typically includes outdoor storage.

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

Bulk Fuel Sales and Storage means a facility for the purpose of storing and/or selling oil and gas products. Such a facility may or may not include an office and convenience retail establishment.

C

~~**Campground** means an area with campsites or stalls for short term, temporary, seasonal occupancy in camping-related equipment (e.g. an RV or tent) or cabins. This use may include accessory buildings and uses such as an administrative office, washrooms, cooking and eating shelters, laundry facilities, recreational and entertainment facilities, a convenience retail operation, accommodation for the owner/operator, and a shed and a deck for each RV stall, subject to these items being identified in a Comprehensive Site Development Plan. If the campground included an area for group camping, accessory uses may include joint use facilities such as dormitories and kitchens. A campground may provide either seasonal and/or year-round collective water supply and sanitary wastewater disposal systems for serviced campsites or RV stalls, or it may provide communal washrooms and RV dumping stations. An RV in a campground may be parked on a designated camping stall year-round however, a “Campground” does not include and shall not be used as “Recreational Vehicle Storage” or a “Work Camp”. This use does not include “Recreational Vehicle Park” or “Resort” as defined in this Bylaw. The stalls in a campground may be held under rentals, leases or a bare land condominium.~~

Cannabis Production Facility means a building where federally approved cannabis plants, for either medical or recreational use, are grown, processed, packaged, tested, destroyed, stored or loaded for shipping, and that meets all applicable federal and provincial requirements.

Cannabis Retail Sales means a retail store licensed by the Province of Alberta where cannabis and cannabis accessories are sold to individuals who attend the premise and for which any sales are expressly authorized by Alberta Gaming, Liquor and Cannabis (AGLC). This use shall be a stand-alone use and not in conjunction with any other use.

Canvas Covered Structure means a framework structure covered by any fabric or any similar type of non-rigid sheathing and used to provide outdoor storage.

Car Wash means a building designed for the cleansing and vacuuming of motor or recreational vehicles.

Cemetery means an area for the entombment or commemoration of the deceased, and may include crematoria, cineraria, columbaria, mausolea and cenotaph.

Community Facility means a facility owned or operated by a government or quasi-government entity established primarily for the benefit and service of residents of the Municipality or the province. Typical examples of a Community Facility include a community centre, a library, a municipal government building, a post office, a public works yard or facility, a public utility and a school.

Contractor Services, Limited means a development used for the provision of electrical, plumbing, heating, painting, catering and similar contractor services and the accessory sales of goods normally associated with the contractor services where all materials are kept within an enclosed building, and there are no accessory manufacture activities or fleet storage of more than four vehicles.

Contractor Services, General means development used for industrial service support and construction. Typical uses include cleaning and maintenance contractors, building construction, landscaping, concrete, electrical, excavation, drilling, heating, plumbing, paving, road construction, wastewater systems or similar services of a construction or light manufacturing nature which require on-site storage space for materials, construction equipment or vehicles normally associated with the contractor service. Any sales, display, office or technical support service areas shall be accessory to the principal general contractor use.

Cultural Establishment means a development for the purpose of cultural activity and includes but is not limited to such uses as an art gallery, an auditorium, a private club, a youth centre, a museum, a convention centre, or a visitor information centre. ~~This use does not include "Resort."~~

D

Day Care Facility means the use of a building, or portion of a building, for the provision of care, instruction, maintenance, or supervision of 7 or more children under the age of 13 years, not including children under the age of 13 years who permanently reside in the home, for periods not exceeding 24 consecutive hours.

Day Home means a private dwelling unit where temporary care, development and supervision for periods not exceeding 24 consecutive hours is provided to a maximum of six (6) children under the age of 13 years, not including children under the age of 13 years who permanently reside in the home.

Drive-In Food Service means a food service facility operated in a manner that allows rapid customer service and includes one or more of the following features: interior or outdoor sit-down facility, car attendant services; drive-through food ordering and pickup services and parking primarily intended for the on-site consumption of food within a motor vehicle and for customers who choose to use the sit-down facility

Drive-In Theatre means a commercial facility on a parcel of land where movies are shown on an outdoor screen to customers who remain in their vehicle. Typically the facility will consist of a large outdoor screen, a projection booth, a concession stand, washroom facilities and a large parking/viewing area.

Duplex / Semi-Detached Dwelling means a residential building containing two attached dwelling units located either above and below or side by side, with separate access to each dwelling unit. The two dwelling units in a Duplex / Semi-Detached Dwelling are connected either by a common floor or

ceiling or by at least one common wall which extends from the foundation to the top of the first storey of both dwelling units.

Dwelling Unit, secondary to an approved use means a dwelling unit on property within a non-residential land use district, where a principal building or use has been legally established on the property prior to a development permit being issued in respect of the dwelling unit.

E

Emergency Service means fire protection, police, ambulance, rescue or similar services.

Entertainment Establishment means a facility where entertainment is provided ~~to the public~~, either exclusively or in combination with other activities and may, without restricting the generality of the foregoing, include a live theatre, ~~or a~~ cinema, or a convention centre, but does not include a drive-in theatre, a gambling establishment or an adult entertainment establishment. This use may include Food and/or Beverage Service as an accessory use.

Exploratory Excavation means excavation in preparation for intended construction to undertake a permitted or discretionary use in the applicable land use district, where a development permit application has been submitted but a decision has yet to be made by the Development Authority in respect of the application. Exploratory Excavation includes excavation for the purposes of gaining temporary access to a parcel, removing trees, confirming yard setbacks, locating existing utilities and exploring building foundation options, subject to the criteria specified in Schedule 3 of this Bylaw.

Extended Care Facility means a public or private health facility for the care or supervision of individuals, and containing overnight accommodation.

F

Farm Supplies and Service means the use of land or buildings for the sale, storage and distribution of grain (including grain elevators), livestock feed, fertilizer, chemicals and fuel used in agriculture.

Financial Institution means a development or use primarily for providing the service of banking or lending money, such as a bank, savings and loan institution, or credit union.

Food and/or Beverage Service means a facility where food and/or beverages are prepared and/or served on the premises and includes catering, a restaurant, a delicatessen, a bakery, a cafeteria, a brew pub and a licensed establishment serving alcoholic beverages, but excludes Drive-In Food Service.

Funeral Home means a development used for the arrangement of funerals, the preparation of the dead for burial or cremation, the holding of funeral services and the carrying out of cremations.

G

Gaming or Gambling Establishment means a building, or any portion thereof, which is used for the purpose of dealing, operating, maintaining or conducting any risk game played with cards, dice, or any mechanical device or machine, and may include the accessory sale of food and/or beverages.

Recreation Facility, Outdoor means a park, playground, or recreation area, including but not limited to hiking, biking, snow sledding, snowboarding, skiing, all-terrain vehicle (ATV), boating facilities, horse-riding, and/or walking trail, picnic grounds, golfing, outdoor rink, sports field, rodeo grounds, historic or archaeological site, an organizational group camp, or any similar facility or use of land or buildings, and may include associated uses incidental to the principal recreational use such as ~~a designated area for stalls or a group area for tents, recreational vehicles and/or cabins, dormitories~~, dining or eating facilities and a concession booth.

~~**Recreational Vehicle Park** means the use of an area developed specifically and only for the occupancy of Recreational Vehicles (RVs) on stalls that are collectively serviced with potable water supply and wastewater disposal systems for either seasonal and/or year-round operation. An RV in a Recreational Vehicle Park may be parked on its designated stall year-round however, a “Recreational Vehicle Park” does not include and shall not be used as “Recreational Vehicle Storage” or “Work Camp” (see the definition for those land uses). A Recreational Vehicle Park may be developed in association with related recreational activities such as hiking, skiing or riding trails, picnic grounds, boating facilities and playgrounds. This use may include accessory buildings and uses such as an administrative office, washrooms, cooking and eating shelters, laundry facilities, recreational and entertainment facilities, a convenience retail operation, accommodation for the owner/operator, and a shed and a deck for each RV stall, subject to these items being identified in a Comprehensive Site Development Plan. An RV in a Recreational Vehicle Park may be parked on its designated stall year-round however, a “Recreational Vehicle Park” does not include and shall not be used as “Recreational Vehicle Storage” or “Work Camp”. The stalls in a Recreational Vehicle Park may be held under rentals, leases or a bare land condominium. Also see the definition of “Campground”. This use does not include “Campground” or “Resort” as defined in this Bylaw. The stalls in a Recreational Vehicle Park may be held under rentals, leases or a bare land condominium.~~

Recreational Vehicle and/or Manufactured Home Sales and Rentals means a facility for the retail sale or rental of new or used motorcycles, snowmobiles, tent trailers, boats, travel trailers, similar recreational vehicles, Manufactured Homes, bicycles, and skis and may include incidental maintenance services and sale of parts.

Recreational Vehicle Storage means a fenced compound used for the parking, wintering, or storing of trailers, motor homes, boats, quads, recreational vehicles and/or hauling structures licensed under the *Motor Vehicles Administration Act* for a specified fee paid to the owner or proprietor of the property. Sleeping accommodation (whether temporary, seasonal, long-term, or permanent) is not allowed in “Recreational Vehicle Storage”.

Recycling Facility means the use of land or buildings for the purchasing, receiving and/or temporary storage of discarded articles, provided that the use does not generate a detrimental effect or nuisance beyond the boundaries of the lot or site on which it is situated. A recycling facility may involve supplementary production of by-products or materials and includes bottle, can and paper recycling depots.

Renewable Energy Operation means a development that collects or produces energy (and in some cases marketable by-products, depending on the process utilized) from natural renewable resources or from waste, and transmits the energy off-site for distribution in the commercial marketplace. This may include energy collected or derived from the earth, the sun, flowing water, tides, the wind, or incineration of waste and various other materials.

~~**Resort** means a comprehensively planned and operated destination development held under a single certificate of title (i.e. unsubdivided) that offers recreational, educational, cultural, convention and/or conference facilities with or without resort visitor accommodation, in a location chosen for the unique qualities and attributes of its cultural or natural physical setting. Appropriate uses associated~~

~~with and that may be incorporated into a resort could include, but are neither required nor limited to resort accommodation as defined in this Bylaw, dwelling units in their various forms as defined in this Bylaw, golf course, ski hill, riding arena, tennis court, health spa, retail, personal service, and other uses suitable to the location and compatible with the land uses in the resort and adjacent land uses. This use shall not be interpreted to mean “Campground,” “Recreational Vehicle Park” or “Cultural Establishment” as defined in this Bylaw. The dwelling units in a resort may be held under timeshare, rental or lease, but shall not be subdivided.~~

Resource Extraction means those uses of land or buildings which are governed by the location of a natural resource, and which involve the extraction, storage and/or on-site processing of a natural resource, Resource extraction includes, but is not limited to, commercial logging and the extraction of surface materials.

Resource Processing means the use of land and/or buildings for the storage mixing, refining or other processing of natural resources including cement, gravel, sand and/or other surface minerals or timber that are transported to the subject site from the location where the resources were extracted.

Retail – Accessory means retail sales accessory to an approved principal use and shall not exceed 69.7 m² (750 ft²).

Retail – Store, Small means a singular retail premises up to 464.5 m² (5000 ft²) in size (not including those portions of the premises not used specifically for retail purposes) where goods, wares, merchandise, substances alcoholic beverages or articles are stored, offered or kept for sale at retail, and includes storage on or about the store premises of limited quantities of such goods, wares, merchandise, substances, articles or things sufficient only to service such a store. Typical examples of this use include but are not limited to a department store, a pharmacy, a business and office supply store and a retailer that primarily sells electronics, appliances, furniture, clothing or sporting goods. This use may include an accessory convenience food and/or beverage serving area. Where a retail store is engaged in the sale of alcoholic beverages, the retail store must be licensed by the Alberta Gaming, Liquor and Cannabis (AGLC). For uses involving the on-site consumption of alcoholic beverages, see “Food and/or beverage service.”

Retail – Store, Large means a singular retail premises exceeding 464.5 m² (5000 ft²) in size (not including those portions of the premises not used specifically for retail purposes) where goods, wares, merchandise, substances, alcoholic beverages or articles are stored, offered or kept for sale at retail, and includes storage on or about the store premises of limited quantities of such goods, wares, merchandise, substances, articles or things sufficient only to service such a store. Typical examples of this use include but are not limited to a department store, a pharmacy, a business and office supply store and a retailer that primarily sells electronics, appliances, furniture, clothing or sporting goods. This use may include an accessory convenience food and/or beverage serving area. Where a retail store is engaged in the sale of alcoholic beverages, the retail store must be licensed by the Alberta Gaming, Liquor and Cannabis (AGLC). For uses involving the on-site consumption of alcoholic beverages, see “Food and/or beverage service.”

Retail – Shopping Mall means a unified concentration of retail stores, offices and service establishments of the types listed as permitted or discretionary uses in the applicable land use district.

Riding Arena means a compound designed for the housing, bedding or confinement of four-legged animals used for riding purposes, but does not include the structures associated with the raising of livestock under Agriculture as defined in this Bylaw.



solely to accommodate a person or persons, whose function is to provide surveillance, maintenance and/or security for a development provided for in the land use district.

T

Temporary Auto Sales means the temporary use of land for the purpose of the sale of new or used motor vehicles, but does not include auto repairs.

Temporary Storage Yard means development used exclusively for temporary outdoor storage of goods, materials, vehicles or equipment where such storage does not involve the construction of a permanent building, the establishment of business operations on the same site as the temporary outdoor storage, or the material alteration of the existing state of the land. Typical uses include the temporary storage of construction vehicles, equipment and materials and/or a maximum of one recreational vehicle which shall not be occupied or otherwise used as temporary sleeping accommodation.

Tourism Accommodation, Small means a development that is comprehensively planned and designed, subject to the standards established in this Bylaw, for the recreational occupancy of a minimum of four units of resort accommodation and/or camping accommodation (both as defined in this Bylaw). Except to the extent that may be approved under provisions in Schedule 4 Standards of Development in this Bylaw, Tourism Accommodation, Small is not typically intended for residential occupancy (as defined in this Bylaw). The use shall not be interpreted to include "Recreational Vehicle Storage" or a "Work Camp" or any other use that is listed separately in the applicable land use district. The subject property shall be held in a single certificate of title and shall not be subdivided in any form (long-term leases are allowed if the Land Titles Office will register such an instrument on the certificate of title).

Tourism Accommodation, Large means a development that is comprehensively planned and designed, subject to the standards established in this Bylaw, for the recreational occupancy of a minimum of four units of resort accommodation and/or camping accommodation (both as defined in this Bylaw). Except to the extent that may be approved under provisions in Schedule 4 Standards of Development in this Bylaw, Tourism Accommodation, Large is not typically intended for residential occupancy (as defined in this Bylaw). The use shall not be interpreted to include "Recreational Vehicle Storage" or a "Work Camp" or any other use that is listed separately in the applicable land use district, but it may include a storage area for ATVs, snowmobiles, boats, and/or other recreational equipment for the sole purpose of storing equipment used by the occupants of the Tourism Accommodation and only if provision for such a storage area has been approved in the Comprehensive Site Development Plan. The subject property may be subdivided as a bareland condominium plan (which may be a requirement under certain provisions in Schedule 4 of this Bylaw), but it shall not be subdivided as fee simple lots (long-term leases are allowed if the Land Titles Office will register such an instrument on the certificate of title).

Tourist Home means the operation of short-term commercial accommodation within a dwelling unit where the entire property is rented to only one reservation at a time for a period not exceeding 30 days and the owner of the property is not required to occupy the dwelling unit as their primary residence. Refer to the definition of Primary Residence. Tourist Home does not include a hotel, hostel, motel, or Short-Term Rental / Bed & Breakfast.

Transportation Terminal means a centralized area for the parking, loading, unloading, storage or servicing of large commercial trucks engaged in the business of transporting goods and materials to specified destinations, and may typically include a Warehouse.

to be part of the building that it is attached to, and it is subject to the provisions for projections into yard setbacks. Also see “Deck”, “Patio” and “Porch.”

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

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

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

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

Brew pub means a licensed “Food and/or Beverage Service” establishment that includes the brewing of malt beverages (beer, ale, etc.) in compliance with applicable provincial laws, for on-site consumption and/or retail or wholesale distribution. The establishment may include live entertainment but does not include a Bottling Plant.

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

Building has the same meaning as it has in the *Municipal Government Act* and in addition includes a structure but does not include a recreational vehicle or other types of wheeled / mobile units.

Building footprint means the shape of the building where it sits on the parcel. If an outline of the building could be drawn on the ground along the exterior of the foundation wall where it sits and then the building is removed, the footprint is the shape that was drawn around the building. Changing the footprint of the building means adding to it or removing from it in such a way that this outline would be altered.

Building footprint area means the greatest above-grade horizontal roofed floor area of a building in plan view, measured from the outside surface of the exterior walls or the centreline of adjoining firewalls as may be applicable.

Building height means the vertical distance measured from the finished grade point(s) located at the base of the tallest exposed wall to the highest point of a building including the top of a pitched roof but excluding an elevator housing, a roof stairway entrance, HVAC equipment, a roof sign, a skylight, a steeple, a chimney, a smoke stack, a fire wall or a parapet wall and a flagpole or similar device not structurally essential to the building.

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

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

C

Cabin means an habitable shelter (including a yurt or similar type of structure) for recreational occupancy that is located in an approved “Tourism Accommodation” and, depending on the facilities and services provided in the “Tourism Accommodation”, either has its own cooking, laundry and

~~washroom facilities or has access to communal cooking, laundry and washroom facilities. A cabin is not a dwelling unit and is not typically intended for residential occupancy (as defined in this Bylaw). Cabin means a seasonal habitable dwelling unit of not more than 46.5 m² (500 ft²) complete with sleeping, cooking and washroom facilities that is located in a Campground, a Resort, a Recreation Facility or other similar use.~~

~~**Camping Accommodation** means an area within an approved “Tourism Accommodation” that is developed for the recreational occupancy of cabins (as defined in this Bylaw), dormitories, tenting campsites, and/or Recreational Vehicles (regular model, Park Model Trailer CSA-Z240, and Cottage Model CSA-Z241 as defined in this bylaw), and the associated use of camping-related equipment (e.g. power generators, wood stoves). Camping accommodation may include accessory buildings and uses such as an administrative office, communal washrooms, cooking shelters, laundry, recreation, entertainment and convenience retail facilities for the use of the occupants and day-users of the development, owner/operator accommodation, and sheds and decks. Camping accommodation is not a dwelling unit and is not typically intended for residential occupancy (as defined in this Bylaw).~~

Cantilever means a structure that projects into a yard, such as a beam that is supported at one end and carries a load at the other end or along its length.

Carpport means a structure enclosed on not more than three sides intended for the shelter of one or more motor vehicles.

Certificate of Compliance means a document signed by the Development Authority certifying that a development complies with this Bylaw with respect to yard requirements and insofar as represented on an Alberta Land Surveyor’s Real Property Report.

Certificate of title means the record of the title to land that is maintained by the Registrar of Titles at a Land Titles Office.

Common wall means a vertical separation completely dividing a portion of a building from the remainder of the building and creating in effect a building which, from its roof to its lowest level, is separate and complete unto itself for its intended purpose, such wall being owned by one party or both but jointly used by two parties, one or both of whom is entitled to such use by prior arrangement.

Communication structure means a structure designed to support one or more communication antennae.

Communication antenna means an antenna for the transmission and/or reception of television, radio or cellular phone signals/waves.

Comprehensive development means planned residential development having a high standard of design, a variety of accommodation, and adequate amenity provisions.

Comprehensive Site Development Plan means a plan, in a format to be determined for each case based on the requirements established in Schedule 4 of this Bylaw, that provides for the coordinated, comprehensive planning of multi-faceted or otherwise complex development, redevelopment, infill development or bare land condominium subdivision, which is of such a scale or complexity or is located in an area that, in the opinion of the Development Authority or the Subdivision Authority, the proposal requires a coordinated and comprehensive approach to the provision of infrastructure, the design and layout of land uses or buildings, the interrelation of the proposal with adjacent or neighbouring lands, and/or the impact of the proposal on adjacent or neighbouring property owners.

Conceptual scheme means a detailed site layout plan for piece of land which:

utilities and other services to be provided by the permit holder as a condition of development approval or subdivision approval, provided the agreement is in accordance with the relevant provisions of the *Municipal Government Act*, as amended.

Development Authority means the Development Officer and/or the Municipal Planning Commission and/or the Subdivision and Development Appeal Board and/or Council as provided for in this Bylaw.

Development permit means a document issued pursuant to this Bylaw authorizing a development.

Direct control means a land use designation attributed to a piece of land for exercising specific land use regulations and uses in accordance with the relevant provisions of the *Municipal Government Act*, as amended.

Discretionary use means the one or more uses of land or buildings that are described in Schedule 2 within the land use classifications that are required to be approved by the Municipal Planning Commission, or by the Development Officer for those discretionary uses as may be provided for in this Bylaw.

District means a district established under Schedule 1 of this Bylaw.

Domestic animal means an animal that is kept by a household for domestic purposes. A domestic animal may include the following: cat, dog, ferret, gerbil, guinea pig, hamster, rabbit, iguana or small non-poisonous amphibians, reptiles, caged birds, and other similar animals typically sold in pet stores and kept as pets. The Development Authority may include other animals as domestic animals on a case-by-case basis after due consideration of the potential impact on neighbouring property and residents.

Drive-in business means an establishment with facilities for on-site service to customers who remain in their motor vehicles.

Dwelling unit ~~means one or more self-contained rooms provided with sleeping, cooking and sanitary facilities intended to be inhabited by a household. No land use that involves a dwelling unit shall be interpreted to include a recreational vehicle, and the use of a recreational vehicle as a dwelling unit is restricted to those purposes provided for in Schedule 4, Section 39 of this Bylaw, and the placement of a recreational vehicle in a Campground or a Recreational Vehicle Park.~~ means a building or portion of a building consisting of one or more rooms that provide(s) a cohesive self-contained area with sleeping, cooking and sanitary facilities intended to be inhabited and used by a household for residential occupancy as opposed to recreational occupancy (both as defined in this Bylaw). Camping Accommodation such as a cabin, a recreational vehicle, and a recreational vehicle "Cottage Model" and some forms of Resort Accommodation are deemed to not be a dwelling unit.

E

Easement means a right held by one party in land owned by another, typically for access or to accommodate a public utility.

Eaveline means the overhanging portion of a roof beyond the exterior walls of a building.

Embankment means an earth bank constructed so that it is raised above the immediately surrounding land, with the specific purpose to redirect water or prevent flooding by a river, lake, canal, or other water body, or to carry a road, railway, or canal across a low-lying area.

Environmental audit means the process of determining the impact of proposed projects on the environment.

- (a) a local road,
- (b) a service road,
- (c) a street,
- (d) an avenue, or
- (e) a lane.

Public thoroughfare means any pathway, sidewalk, bridge, lane, service road, local street, collector street, arterial street, or highway.

Public utility means the municipally owned or franchise owned infrastructure, property and / or right-of-way or easement for one or more of the following:

- (a) water service;
- (b) wastewater service;
- (c) stormwater drainage and retention facility;
- (d) gas;
- (e) electricity;
- (f) telecommunication;
- (g) any other things prescribed by the Lieutenant Governor in Council by regulation, but does not include those systems or facilities referred to in subclauses (a) to (f) that are exempted by the Lieutenant Governor in Council by regulation.

Q

Quarter section means a titled area of approximately 64.8 hectares (160 acres).

Quarter section, unsubdivided means a titled area of 64.8 hectares (160 acres) more or less, but excluding road widening, previous subdivision for school sites and other public uses.

R

Ready-to-move (RTM) home means a factory-built dwelling unit other than a Manufactured Home.

Real property report (RPR) means a legal document that illustrates in detail the location of all relevant, visible public and private improvements relative to property boundaries.

Recreational occupancy – means the infrequent, temporary, short-term and/or seasonal occupancy of a dwelling unit, or a resort accommodation unit, or a camping accommodation unit.

Recreational vehicle means a vehicular unit, which is designed ~~for as a~~ temporary or seasonal ~~occupancy dwelling~~ for travel, recreational and vacation use, and which is either self-propelled, ~~or~~ mounted on, or pulled by another vehicle. Examples include but are not limited to a motorhome, a fifth-wheel, a travel trailer, a camping trailer, a truck camper, a motorhome, a fifth-wheel trailer, a van, a Recreational Vehicle that conforms to the CSA-Z240 Standard for Recreational Vehicles (i.e. a Recreational Vehicle - Park Model Trailer), a tent trailer, or a boat, but does not include any vehicle or trailer over 2.6 m (8 ft 6 in.) in transit mode width, a Manufactured Home, or a Recreational Vehicle – Park Model Recreational Unit (CSA-Z241). ~~A Recreational Vehicle is not a dwelling unit and is not typically intended for residential occupancy (as defined in this Bylaw).~~

Recreational Vehicle - Park Model Recreational Unit (“Cottage Model”) means a living unit, conforming to the CSA-Z241 standard, built on a single chassis mounted on wheels which may be

removed. The unit is designed to facilitate occasional relocation using a special tow vehicle and requiring a highway movement permit to tow the unit. It has living quarters for ~~a temporary~~ or seasonal occupancy~~residence or seasonal use~~. It is typically skirted once installed ~~in a location on the parcel~~. It is typically connected to those public or private utilities necessary for the operation of installed fixtures and appliances, with a maximum CSA approved 50 ~~Ampamp~~ interior electric panel. The transit mode width of this unit exceeds 2.6 m (8 ft 6 in). The maximum size of a Recreational Vehicle - Park Model Recreational Unit is 55 m² (600 ft²). A Recreational Vehicle – Park Model Recreational Unit is not allowed to be placed on a basement or other permanent foundation. This ~~definition and use~~ does not include a “Manufactured Home” or a “Recreational Vehicle”. A Recreational Vehicle - Park Model Recreational Unit (“Cottage Model”) is not a dwelling unit and is not typically intended for residential occupancy (as defined in this Bylaw).

Regionally sensitive area means lands within the municipality that are or may be environmentally sensitive including, but not limited to:

- (a) a swamp;
- (b) a gully, ravine or coulee;
- (c) an escarpment;
- (d) a natural drainage course;
- (e) riparian lands adjacent to the beds and shores of rivers, streams, creeks, water bodies, or natural drainage courses;
- (f) wetlands;
- (g) lands subject to flooding, including flood risk areas, floodways, and flood fringe;
- (h) unstable lands;
- (i) contaminated lands;
- (j) a public park;
- (k) a designated historic or archaeological site;
- (l) an environmentally significant area; or
- (m) a forest reserve.

Registered owner means:

- (a) in the case of land owned by the Crown in right of Alberta or the Crown in right of Canada, the Minister of the Crown having the administration of the land; or
- (b) in the case of any other land:
 - (i) the purchaser of the fee simple estate in the land under an agreement for sale that is the subject of a caveat registered against the certificate of title in the land, and any assignee of the purchaser’s interest that is the subject of a caveat registered against the certificate of title; or
 - (ii) in the absence of a person described in paragraph (i), the person registered under the *Land Titles Act* as the owner of the fee simple estate in the land.

Reserve land means environmental reserve, municipal reserve or school reserve or municipal and school reserve.

Residence – see “Dwelling Unit”.

Residential occupancy – means the regular, relatively permanent and/or long-term occupancy, control and management of a dwelling unit by a household under a form of ownership of the dwelling unit.

Resort accommodation ~~means buildings within an approved “Tourism Accommodation” for the recreational occupancy of cabins (as defined in this Bylaw), “Apartment Building”, “Duplex / Semi-Detached Dwelling”, “Hostel”, “Hotel”, “Motel”, “Multi-Unit Residential Building”, or “Single-Detached Dwelling”. Resort accommodation may include accessory buildings and uses such as an administrative office, communal washrooms, cooking shelters, laundry, recreation, entertainment and convenience retail facilities for the use of the occupants and day-users of the development, owner/operator accommodation, and sheds and decks. While some forms of Resort Accommodation may be deemed to be a dwelling unit it is not typically intended for residential occupancy (as defined in this Bylaw).~~ ~~means accommodation inside a “Resort”, as defined in this Bylaw, for visitors to the resort, which may be in the form of apartments, cabins, hotels, lodges, recreational vehicles (but not as a stand-alone “Campground” or “Recreational Vehicle Park” as defined in this Bylaw) or other dwelling units in their various forms as defined in this Bylaw.~~

Riparian area means land that is comprised of the vegetative and wildlife areas strongly influenced by water that occur adjacent to streams, shorelines and wetlands which are delineated by the existence of plant species normally found near fresh water.

Roofed or covered means that an area, or a space, or a building or a structure has an impermeable overhead covering. **Roofline** means the top edge of a roof or building parapet, whichever is higher, excluding any cupolas, pylons, chimneys, or minor similar projections.

S

Safety Codes Officer means a person certified and authorized to perform inspections and enforce the regulations established in the National Building Code – 2019 Alberta Edition pursuant to the *Safety Codes Act*, Chapter S-1, RSA 2000, as amended.

Screening means a fence, berm or landscaping, or any combination thereof, used to visually separate areas or functions which detract from the urban street or neighbouring land uses.

Seasonal means a use that coincides with weather-related or cultural times of the year.

Self-contained means a dwelling unit providing sleeping, cooking and washroom facilities.

Service connection means, in respect of a municipal water or wastewater utility, the portion of the public utility running from the main line to a building or other place on a lot for the purpose of providing utility service to the lot. Where the public utility is municipally owned, the responsibility for constructing, maintaining and repairing the portion of the service connection running from the main line to the lot boundary lies with the Municipality. By implication, the landowner is responsible for constructing, maintaining and repairing the portion of the service connection between the lot boundary and the building, including the associated cost. As a term of supplying utility service to a lot, the Municipality may make the owner of the lot bear the costs associated with constructing, maintaining and repairing the portion of the service connection running from the main line to the lot boundary.

Service road means a road located adjacent to a Provincial highway or local road, which is intended to provide access to one or more subdivided parcels.

Serviced, Collectively or Communally means a system of pipes designed, constructed, or installed as a collective or communal means of water supply or sewage disposal, where the water supply source or the final sewage disposal and treatment is either privately-owned on-site or publicly-owned off-site (municipal infrastructure), and to which two or more properties are connected.

Shall means that the action is mandatory.



Subdivision and Development Appeal Board means the tribunal established, by bylaw, to act as the municipal appeal body for subdivision and development pursuant to the relevant provisions of the Act.

Subdivision and Development Regulation means the *Matters Relating to Subdivision and Development Regulation (Alberta Regulation 84/2022)*, established and amended from time to time by order of the Lieutenant Governor in Council pursuant to the *Municipal Government Act*.

Subdivision approval means the approval of a subdivision by a subdivision approving authority.

Subdivision Authority means the person or body empowered by a bylaw of Council to approve a subdivision.

T

Tandem parking space means a parking space that is located behind another parking space and which, if used, prevents the other space from being accessed by a motor vehicle.

Telecommunication means infrastructure required for the distribution or reception of telephone, cable, and internet services, but excludes a Communication Structure and a Communication Antenna as defined in this Bylaw.

Temporary development means a development for which a development permit has been issued for a limited time period.

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

This Bylaw means the Municipality of Crowsnest Pass Land Use Bylaw No. 1165, 2023 as amended.

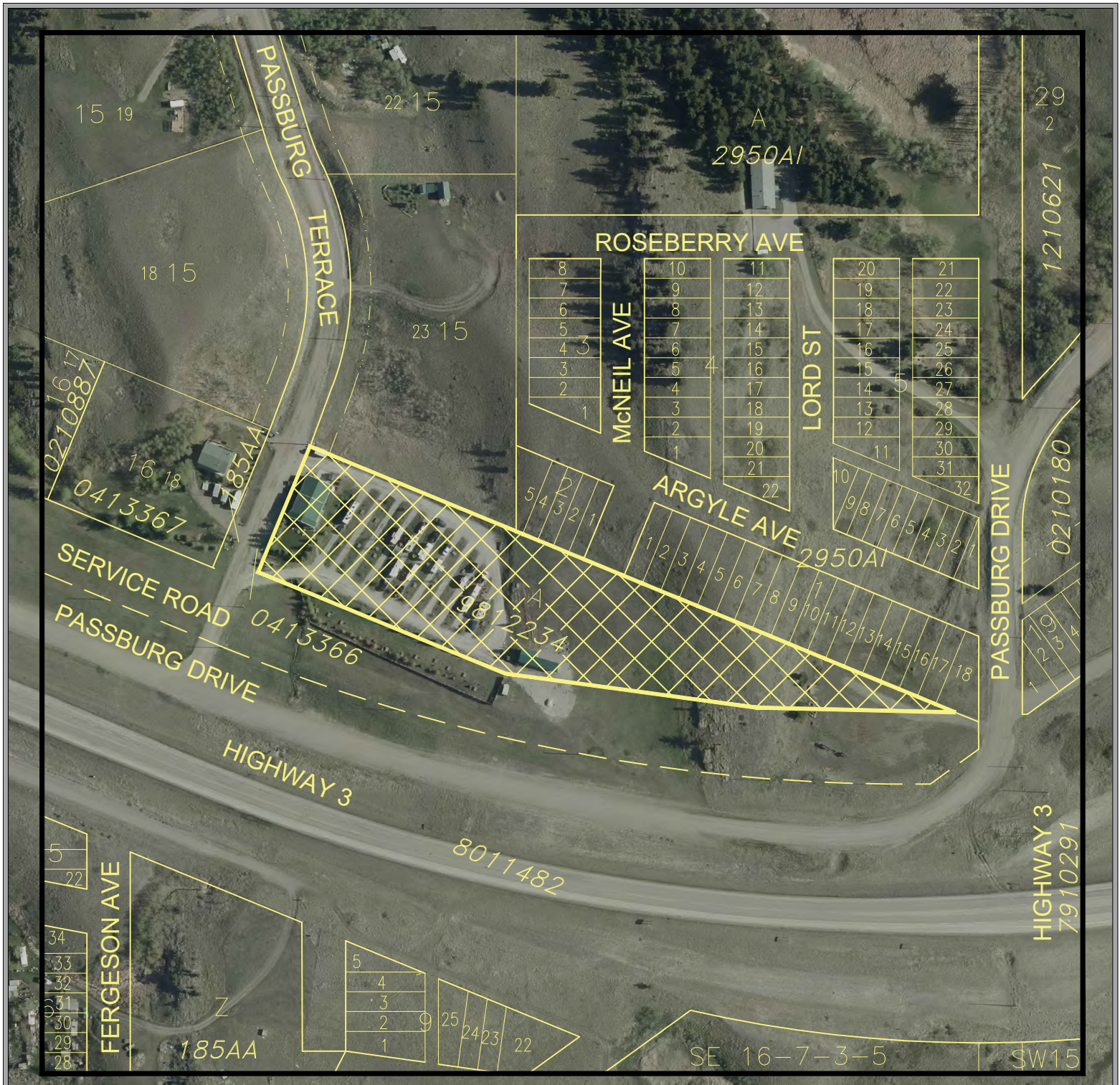
Tourist Home Rental Unit means the building or portion thereof and the entire premises contained in a certificate of title that are rented as a single reservation to a party who occupies either the entire building or a portion thereof and the entire premises for the rental period.

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

U

Unenclosed means an area, a space, a building or a structure that is permanently open on at least one side, while it may be roofed.

Urban Area means, regardless of the land use district in which a parcel is located, the communities of Hillcrest, Bellevue, Frank, Blairmore and Coleman where the Municipality in general terms provides, operates, and maintains either or both municipal water and municipal wastewater infrastructure that is either presently available for service connections or could be brought to a state of readiness and availability for service connections. The extent of an urban area generally corresponds with but is not restricted by the delineation of the “built-up areas” identified in the Municipal Development Plan.



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'B'**

Bylaw #: 1182, 2024
Date: _____



FROM: Drive-In Commercial C-2
TO: Non-Urban Tourism Accommodation and Recreation - NUTAR

BLOCK A, PLAN 9812234 WITHIN SE 1/4 SEC 16, TWP 7, RGE 3, W 5 M
CONTAINING 1.46±ha(3.60±ac)

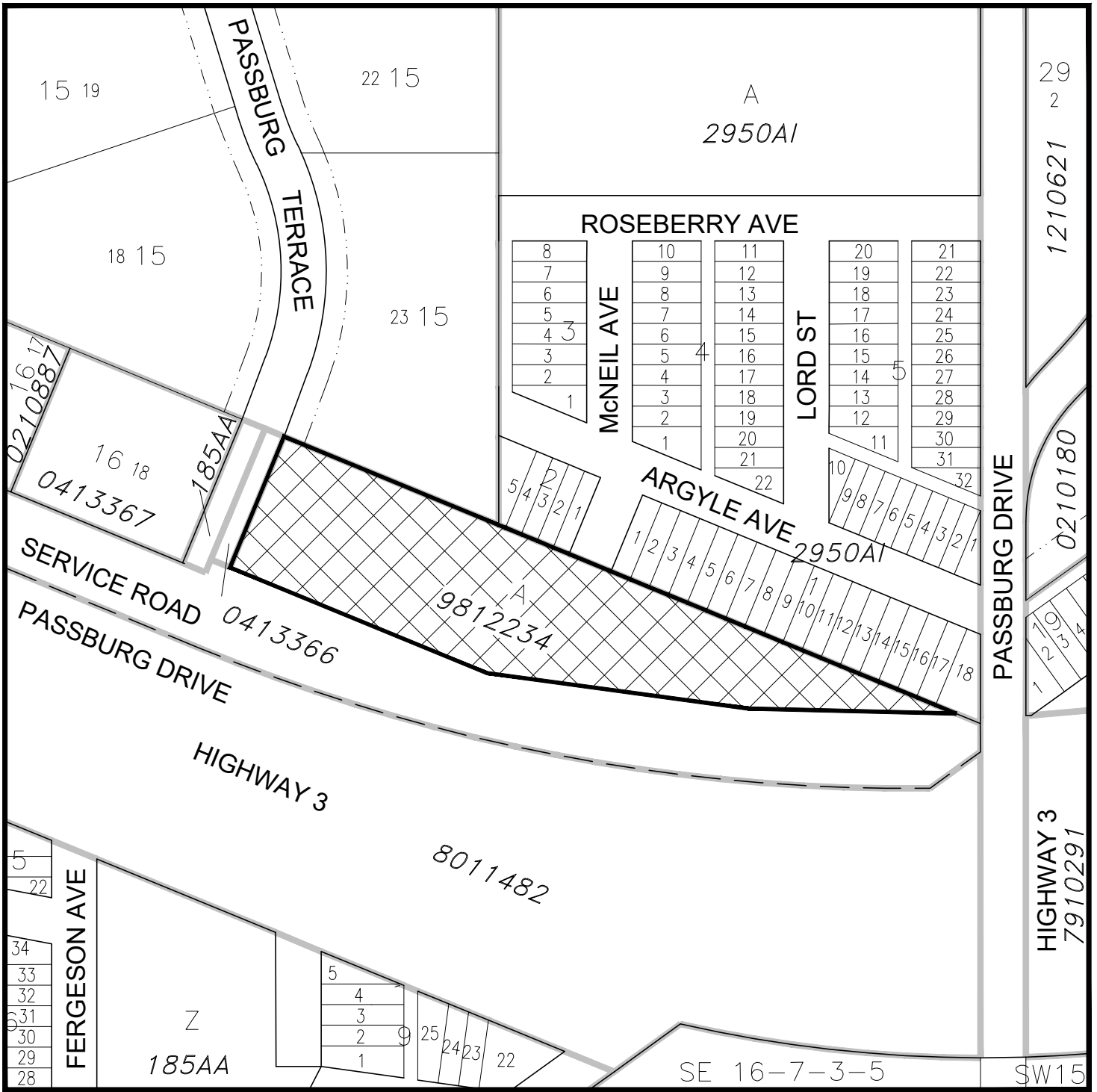
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: APRIL 12, 2024

Aerial Photo Date: May 19, 2021



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"



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'B'**

Bylaw #: 1182, 2024
Date: _____



FROM: Drive-In Commercial C-2

TO: Non-Urban Tourism Accommodation and Recreation - NUTAR

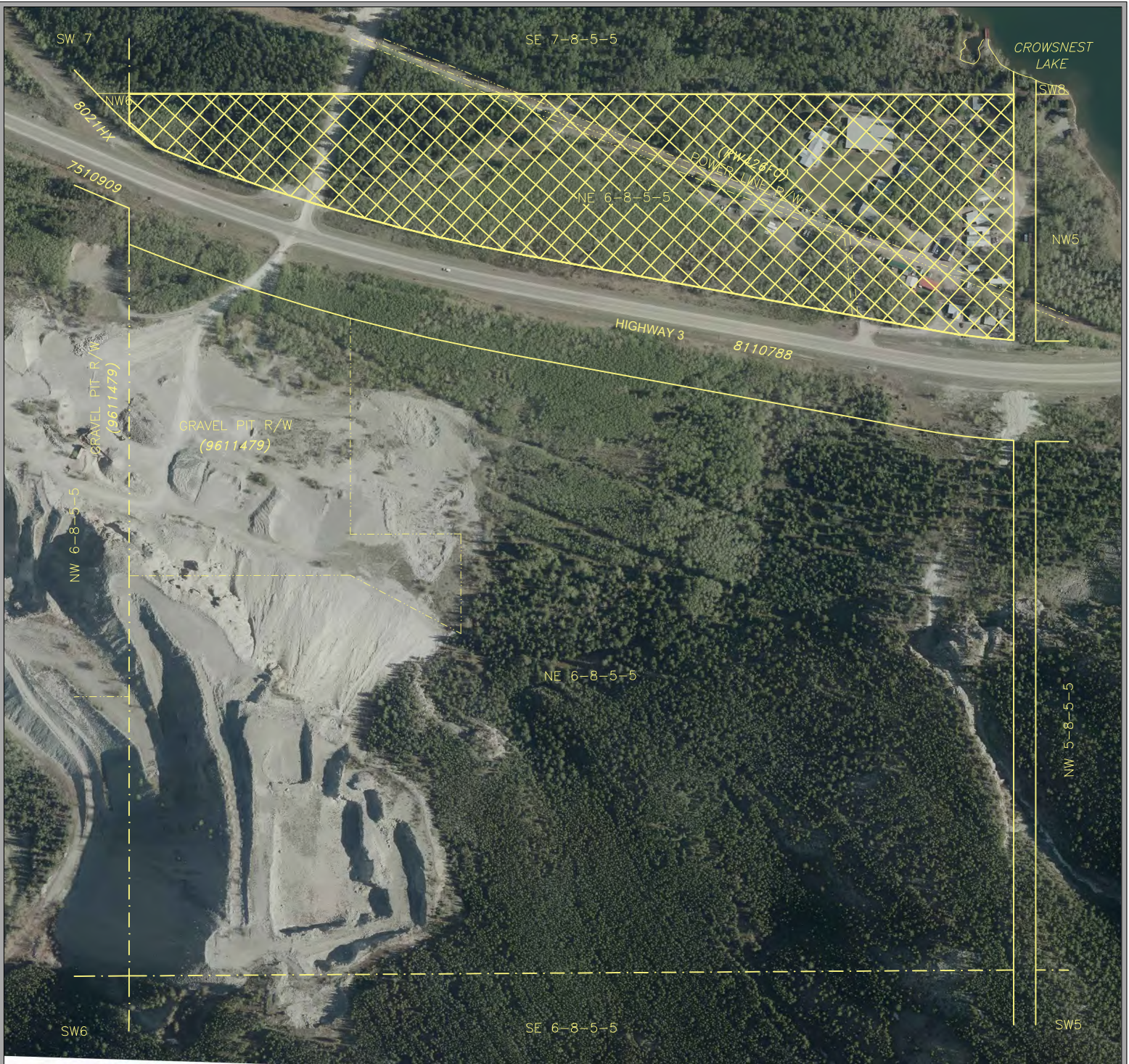
BLOCK A, PLAN 9812234 WITHIN SE 1/4 SEC 16, TWP 7, RGE 3, W 5 M
CONTAINING 1.46±ha(3.60±ac)

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: APRIL 12, 2024



MAP PREPARED BY:
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**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'C'**

Aerial Photo Date: May 19, 2021



FROM: NON-URBAN AREA NUA-1

TO: NON-URBAN TOURISM ACCOMMODATION AND RECREATION - NUTAR

PORTION OF NE 1/4 SEC 6, TWP 8, RGE 5, W 5 M

CONTAINING 11.95±ha (29.5±ac)

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: APRIL 15, 2024

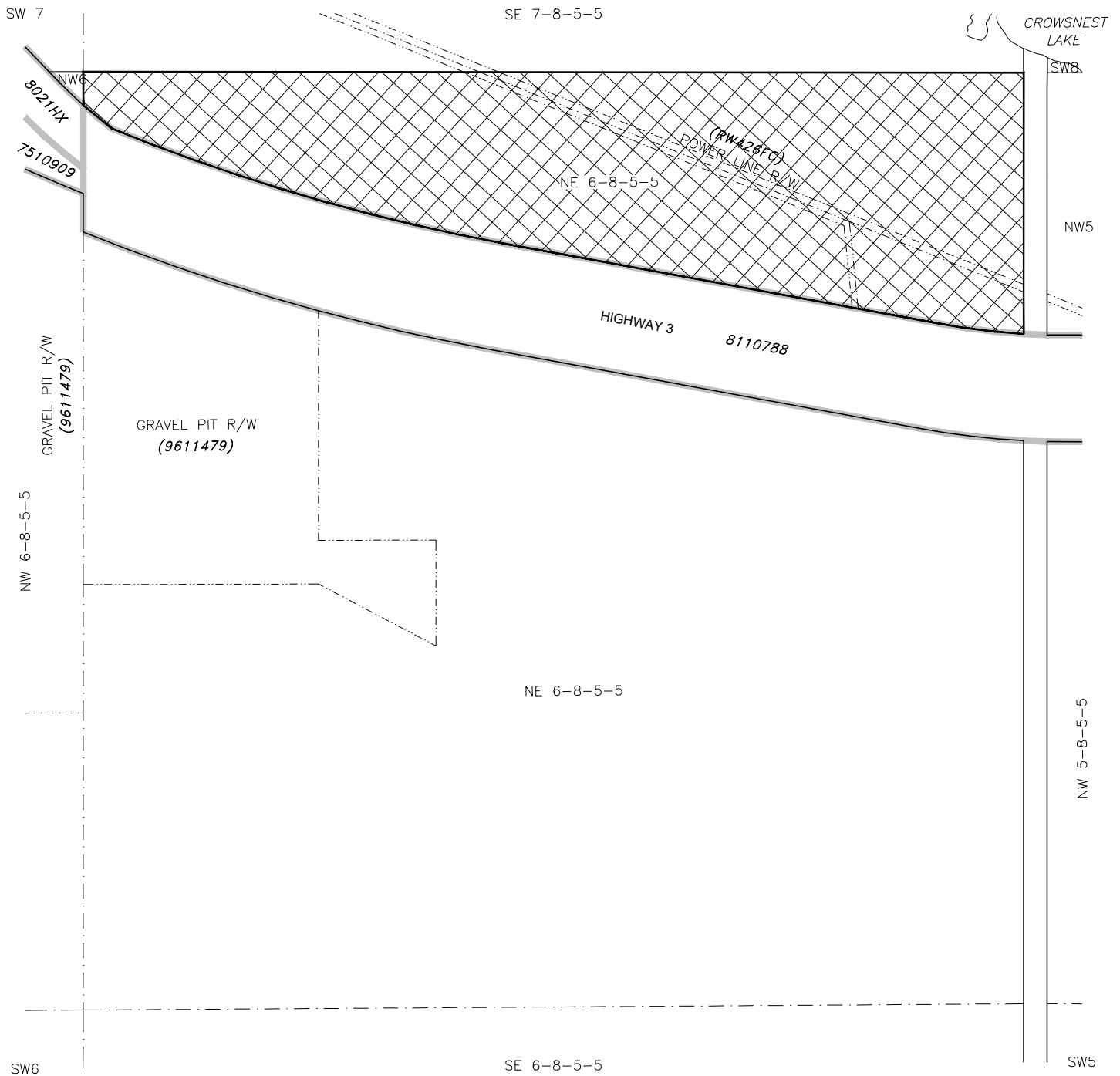
Bylaw #: 1182, 2024

Date: _____



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
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TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



LAND USE DISTRICT REDESIGNATION SCHEDULE 'C'



FROM: NON-URBAN AREA NUA-1

TO: NON-URBAN TOURISM ACCOMMODATION AND RECREATION - NUTAR

PORTION OF NE 1/4 SEC 6, TWP 8, RGE 5, W 5 M

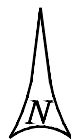
CONTAINING 11.95±ha (29.5±ac)

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: APRIL 15, 2024

Bylaw #: 1182, 2024

Date: _____



MAP PREPARED BY:
 OLDMAN RIVER REGIONAL SERVICES COMMISSION
 3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
 TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'D'**

Aerial Photo Date: May 19, 2021



FROM: Drive-In Commercial C-2

TO: Urban Tourism Accommodation and Recreation - UTAR

LOT 1, BLOCK A, PLAN 8211466 WITHIN

SE 1/4 SEC 3, TWP 8, RGE 4, W 5 M CONTAINING ±1.329±ha

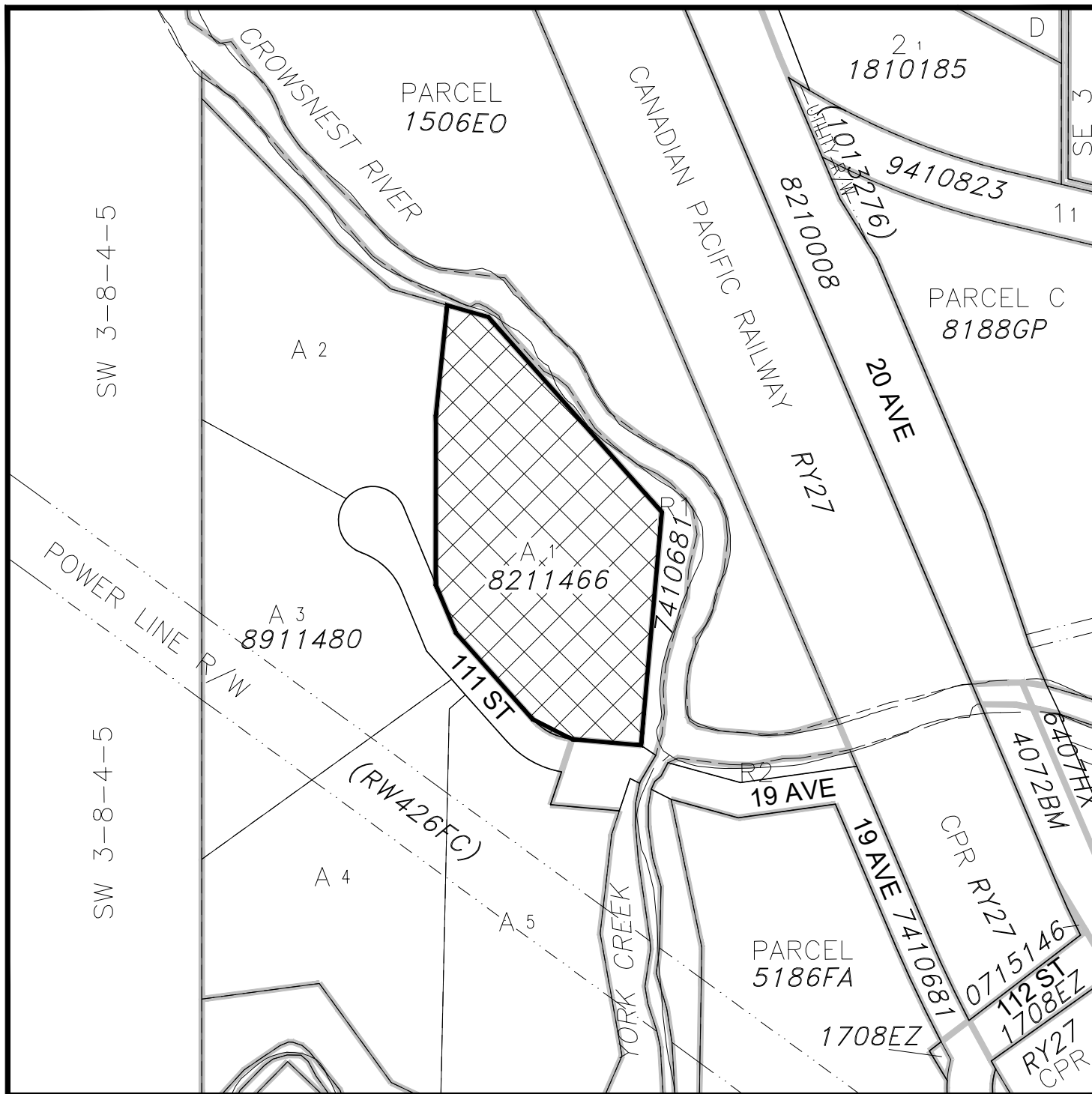
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: APRIL 12, 2024

Bylaw #: 1182, 2024

Date: _____





**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'D'**



FROM: Drive-In Commercial C-2

TO: Urban Tourism Accommodation and Recreation - UTAR

LOT 1, BLOCK A, PLAN 8211466 WITHIN

SE 1/4 SEC 3, TWP 8, RGE 4, W 5 M CONTAINING ±1.329±ha

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: APRIL 12, 2024

Bylaw #: 1182, 2024

Date: _____



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

	UTAR	NUTAR	GROWTH NODE Additional Standards
Location	Within or on the edge of the urban areas.	Outside or on the edge of the urban areas.	Depending on the growth node location, either inside or outside of the urban areas.
Uses	<ul style="list-style-type: none"> • Recreational Facility Indoor (Small) is a discretionary use 	In addition to the UTAR uses: <ul style="list-style-type: none"> • Drive-In Theatre, • Recreational Facility Indoor (Large), • Recreational Facility Indoor (Small) is a permitted use. • Recreation Facility, Outdoor • Recreational Vehicle Storage • Riding Arena • Tourism Accommodation (Large) 	Same
Lot Size	Minimum: None Maximum: 3 acres	No minimum or maximum	Same
Minimum Habitable Floor Area	None	None	None
Other Standards	As approved in a Comprehensive Site Development Plan (CSDP)	As approved in a Comprehensive Site Development Plan (CSDP)	<ul style="list-style-type: none"> • As approved in CSDP • For “camping accommodation” there is an expectation of increased standards and higher quality of development: paved internal roads, uniform development (stall layout, fencing, accessory structures, high quality landscaping), full services (i.e. “camping equipment” would be prohibited).
Parking	No parking on municipal streets	No parking on municipal streets	No parking on municipal streets
Servicing	<ul style="list-style-type: none"> • Shall connect to municipal services. • Collective or communal • Year-round or seasonal 	<ul style="list-style-type: none"> • May connect to municipal services. • Collective or communal • Year-round or seasonal 	<ul style="list-style-type: none"> • UTAR district is required to connect to municipal services even outside of urban growth node. • NUTAR district shall connect to municipal services when located in urban growth node. • Collective or communal • Year-round or seasonal

	Tourism Accommodation (Small)	Tourism Accommodation (Large)	GROWTH NODE Additional Standards
Location	<ul style="list-style-type: none"> • UTAR - within and on the edges of urban areas • NUTAR – outside and on the edges of urban areas 	NUTAR only – outside and on the edges of urban areas	Depending on the growth node location, either in UTAR or in NUTAR
Accommodation types	<ul style="list-style-type: none"> • Camping Accommodation – tents, RV’s, cabins, glamping. • Resort Accommodation – cabin, single detached, duplex, multi-unit, apartment. 	<ul style="list-style-type: none"> • Same 	<ul style="list-style-type: none"> • Same, but for “camping accommodation” there is an expectation of increased standards and higher quality of development: paved internal roads, uniform development (stall layout, fencing, accessory structures, high quality landscaping), full services (i.e. “camping equipment” would be prohibited).
Ownership	<ul style="list-style-type: none"> • The development must be held in a single certificate of title - not allowed to subdivide • Long-term lease is possible • A percentage of the units could be used for residential occupancy (i.e. more “permanent” than recreational occupancy – this is already in the current land use bylaw). 	<ul style="list-style-type: none"> • The development is allowed to subdivide but only as a bareland condominium • Long-term lease is possible • A percentage of the units could be used for residential occupancy (i.e. more “permanent” than recreational occupancy – this is already in the current land use bylaw). 	<ul style="list-style-type: none"> • Same • For “camping accommodation” a form of ownership is required (as opposed to random rental), such as bareland condominium subdivision or long-term leases.
Residential Occupancy vs. Recreational Occupancy	Primarily a recreational occupancy that is not typically intended for residential occupancy, but the Development Authority may allow residential occupancy in a Comprehensive Site Development Plan.		
Relative to Court Order - Block B Plan 7510370	Cabins as approved in the existing site plan are a permitted use. Additional accommodation types will be a discretionary use and may be refused, the same as any other property.		

Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems

Part 4 Wastewater Systems Guidelines for Design, Operating and Monitoring of a Total of 5 Parts

March 2013

**TABLE 4.1
EXPECTED VOLUME OF SEWAGE PER DAY***

Place	Estimated Sewage Flow Litres (gallons) Per Day
Assembly Halls	32 (7) per seat
Campsite	80 (18) per campsite
Churches	23 (5) per seat
with kitchen	32 (7) per seat
Construction Camps	225 (50) per person
Day Care Centre	113 (25) per child
Dwellings <i>all forms of dwellings</i>	675 (150) per bedroom
Golf Clubs	45 (10) per member
with bar and restaurant add	113 (25) per seat
Hospital	
(no resident personnel)	900 (200) per bed
Industrial and Commercial Buildings	
(does not include process water or cafeteria)	45 (10) per employee
(with showers)	90 (20) per employee
Institutions	
(resident)	450 (100) per resident
Laundries	
(coin operated)	1800 (400) per machine
Liquor Licence Establishments	113 (25) per seat
Mobile Home Parks	1350 (300) per space
Motels / Hotels	90 (20) per single bed
Nursing and Rest Homes	450 (100) per resident
Office Buildings	90 (20) per employee
Recreational Vehicle Park	180 (40) per space
Restaurants	
24-Hour	225 (50) per seat
Not 24-Hour	160 (35) per seat



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 7.c

Subject: Bylaw 1187, 2024 - Procedure Bylaw Amendment - Second and Third Reading

Recommendation: That Council moves second and third reading of Bylaw 1187, 2024.

Executive Summary:

Council held discussion at the April 23, 2024 Council meeting about amending the Procedure Bylaw to restrict people from speaking about the same issue at multiple Council meetings.

Council moved first reading at the May 7, 2024 Council meeting.

Relevant Council Direction, Policy or Bylaws:

Motion 13-2024-04-23: Councillor Glavin moved that Administration bring back the Procedure Bylaw for changes to Public Input.

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[1187 2024 Amending The Procedure Bylaw.docx](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1187,2024
Amending the Procedure Bylaw

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta for the purpose of amending the Procedure Bylaw No. 1041, 2020

WHEREAS the Municipality of Crowsnest Pass adopted Bylaw No. 1041, 2020, being the Procedure Bylaw, to regulate the proceedings of council and council committees;

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

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

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

1. This Bylaw may be cited as “Bylaw No 1187, 2024 amending the Procedure Bylaw.”
2. That this Bylaw shall amend the Procedure Bylaw as follows:
 - 2.1 By adding in Section 21.2 as follows:

“(e) not speak on a topic in which they have spoken about within the last 3 months during Public Input.”
3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
4. This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

READ a **first** time in council this _____ day of _____ 2024.

READ a **second** time in council this _____ day of _____ 2024.

READ a **third and final** time in council this _____ day of _____ 2024.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 7.d

Subject: Bylaw 1189, 2024 - Records Retention Bylaw - First Reading

Recommendation: That Council gives first reading of Bylaw 1189, 2024.

Executive Summary:

Our records management program is roughly 12 years old at this point, and we have moved to many digital processes over the years, and many records being created now are digital from the on-set, as well, key corporate records have since been digitized like historic minutes and bylaws. In 2017 Council passed the Records Retention Bylaw which allowed for most records to be retained in a digital format, which has allowed for us to purge a lot of paper. For this version of the bylaw, we looked deeper at the retention periods, to ensure that we are keep a record as long as it has value, and not any longer.

When determining value, we looked at the four reasons for retaining records; administrative value, legal value, fiscal value and research/historical value. We also looked at which records are important to the public in that they are routinely being requested through access requests. Finally, we looked at shifting records that are required to be kept permanently, to other periods of retention to ease the administrative burden of needing to care for them indefinitely. We are recommending some significant changes to move records along once they have outlived their usefulness.

Relevant Council Direction, Policy or Bylaws:

Bylaw 981, 2017- Records Retention Bylaw

Discussion:

In section 214 of the Municipal Government Act (MGA) there is a provision for a Council to pass a bylaw regarding the destruction of records and documents in the Municipality. Municipal Affairs has created a guideline for Municipalities called the Retention and Scheduling of Municipal Records. The document includes recommended retention periods for a variety of Municipal documents, we reviewed that document against our bylaw.

Our current bylaw 981, 2017 - Records Retention Bylaw takes a conservative approach to records

retention and has designated significantly more records as permanent than what is recommended by Municipal Affairs. When looking at administrative, legal, fiscal or historic purpose there is very little that we utilize or are required to keep on a long term basis, past 12 years. Designating a lot of records as permanent is a burden on Administration to ensure they are meeting their obligation to properly store them, and protect them from unauthorized access or security breaches. The more permanent records we are required to keep, the more costs over time because we have to pay to store (electronic costs, and physical), pay to scan, and pay people to find things when doing access requests or research.

Key Changes

1. Section 3(1)(b) of Limitations Act states that if a claimant does not seek a remedial order within 10 years after the claim arose, whichever period expires first, the defendant, on pleading this Act as a defense is entitled to immunity from liability in respect to the claim. You will see a lot of retention periods set at 12 years to cover the calendar year the incident occurs, plus 10 years, plus another year to ensure we have documentation if we face a legal challenge.
2. Moved many files from permanent to having specific time period retention periods even if they are long, to allow us to move documents out eventually. With so many permanent retention periods the amount of documents that we are accumulating increases year after year. The more we can move things along when they are past their usefulness, the better.
3. Council meeting minutes must be permanent to record the legal decisions. Municipal affairs template suggests keeping reports of Council for 7 years. There is a need for us to look back and to sometimes research old packages past 7 years, as well, recommendations to Council may be used in legal proceedings which might necessitate a minimum 12 years, so we set the retention period at 20 years. That will eliminate the need to scan old packages.

Analysis of Alternatives:

1. Any retention period can be made longer by Council. Administration would caution against moving them shorter, in most cases these are the minimums that we think we need them for. However, anything theoretically could be changed unless required by statute.

Financial Impacts:

It's a slow burn but there are long term cost savings as records move out and are digitized at the onset, decreasing need for storage rooms, file cabinets, folders, hanging folders, bankers boxes, digital storage increases etc.

Attachments:

[1189, 2024 - Records Retention Bylaw.docx](#)
[Schedule A- 2024 Revision.xlsx](#)

MUNICIPALITY OF CROWNEST PASS

BY-LAW NO. 1189, 2024

Records Retention Bylaw

BEING a bylaw of the Municipality of Crownsnest Pass, in the Province of Alberta, to regulate the retention and disposal of records and documents of the Municipality of Crownsnest Pass, in the Province of Alberta.

AND WHEREAS, Section 214 (1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, provides that a Council may authorize the destruction of the original bylaws and minutes of Council meetings if the originals have been recorded by a method that will enable copies of the original to be made;

AND WHEREAS Section 214 (2) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, provides that Council may pass a Bylaw respecting the destruction of other records and documents of the municipality;

AND WHEREAS the Council of the Municipality of Crownsnest Pass deems it necessary and appropriate to ensure that municipal records are retained and destroyed in a manner consistent with applicable statutes and regulations as well as legal and administrative requirements;

NOW THEREFORE the Council of the Municipality of Crownsnest Pass, duly assembled, enacts the following:

1. Citation

This bylaw may be cited as the “Records Retention Bylaw.”

2. Definitions

- a) “Record” means a record of information in any form and includes books, documents, maps, letters, papers, and any other information that is written, recorded, photographed, or stored in any manner including electronically. It does not include software or mechanisms that produce records.
- b) “Substantive Record” means a record that is judged to hold Administrative, Legal, Fiscal or Research/Historical value and will be held in accordance with the records retention schedule.
- c) “Transitory Records” means records that have only short-term, immediate, or no value to your organization that you will not need in the future. Transitory records can include drafts, print outs from databases, post-it notes, invitations, announcements, brochures, opened envelopes (unless being kept for postmark), memos, photocopies, notes, and messages of short term value (either paper, voice or electronic.)

3. Provisions

- a) All Substantive Records will be retained and destroyed in accordance with Schedule “A” of this bylaw.

- b) Substantive Records are those that hold value to the Municipality and may be utilized in the future. Each record in the retention schedule kept based on the following needs:

Administrative Value- Records have value to the Municipality if they assist in the performance of current or future activities. These records lose their value over time.

Legal Value- These documents are typically required by legislation. The value of these documents does not diminish over time.

Fiscal Value- These records relate to financial transactions and are required for auditing and financial purposes.

Research/ Historical Value- Records that contain information on persons, places, and events as they relate to major milestones, history or development of the Municipality and its citizens.

- c) The Chief Administrative Officer or delegate is authorized to retain Records longer than the period provided for in Schedule "A" if the Records are or may be required for Administrative, Legal, Financial or Historic reasons.
- d) The Chief Administrative Officer or delegate will ensure that, if an individual's personal information is used by the municipality to make a decision that directly affects that individual, the municipality will retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to gain access to it.
- e) Destruction of Records will require a written statement, attesting to which records were destroyed to be signed off by the Chief Administrative Officer or designate and the witness and retained on record as a permanent file.
- f) The Chief Administrative Officer or delegate may authorize the destruction of original documents in accordance with "Schedule A", including Council minutes or bylaws, providing the original has been recorded digitally on a system that will enable copies of the original to be made.
- g) The Chief Administrative Officer may authorize that pre-amalgamation records prior to January 1, 1979 be donated to the Provincial Archives of Alberta or another suitable public institution that will preserve and protect the records.

4. Exclusions

- a) Transitory Records are exempt from the provisions of this bylaw and may be confidentially discarded routinely. If there is any dispute as to whether a record is Substantive or Transitory the final decision shall be made by the Chief Administrative Officer or designate.
- b) Records that are produced from software and can be re-generated at any time can be discarded as transitory unless they have been produced as back up for another record or process, in which case they will maintain the retention period of that record.

5. Effective Date

- a) That Bylaw 1189, 2024 comes into full force and effect upon the third and final reading thereof.
- b) That Bylaw 981, 2017 and amendments thereto be repealed.

This Bylaw shall take effect and come into force as of the date of the Final reading thereof.

READ a **first** time in council this 28th day of May 2024.

READ a **second** time in council this th day of _____ 2024.

READ a **third and final** time in council this th day of _____ 2024.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

Bylaw 981, 2017 Schedule A

	Description of Record	Format	Retention	Final Disp	Value to the Organization
General	Advertising as per legislation	Digital	7 12 years	Destroy	Administrative, legal
	Advertising – general	Digital	2 years	Destroy	Administrative
	Agreements, Contracts or Leases	Digital and Paper	12 years unless superceded or obsolete	Destroy	Administrative, Legal, Fiscal
	Annexations and Amalgamation Order	Digital or Paper	Permanent	Archive	Administrative, Legal
	Board and Committee Minutes and Packages except MPC, SDAB	Digital or Paper	Permanent-12 years	Archive	Historical, Administrative
	Bylaws	Digital or Paper	Permanent	Archive	Historical, Administrative
	Council Meeting Minutes and Packages	Digital or Paper	Permanent	Archive	Historical, Administrative
	Council Meeting Packages	Digital or Paper	20 Years	Destroy	Administrative
	Audio recordings of Council, Boards or Committee Meetings	Digital or other technology	12 years unless superceded or obsolete	Destroy	Administrative, legal
	Complaints	Digital	12 Years	Destroy	Administrative, legal
	Departmental Meetings	Digital or Paper	2 years	Destroy	Administrative
	Destroyed Record Index	Digital	Permanent	Archive	Administrative
	Elections - Nominations/Ballet Box	Paper	As per the Local Authorities Elections Act	Destroy	Administrative, legal
	External Reviews/Studies	Paper or Digital	Permanent	Archive	Historical, Administrative
	FOIP Requests	Digital	10 years from completion date	Destroy	Administrative
	Enquiries from the public	Digital	3 years	Destroy	Admininstrative
	Governance and Priorities Meeting Minutes and Packages	Digital	Permanent	Archive	Historical, Administrative

Bylaw 981, 2017 Schedule A

	Legal Opinions, proceedings and writs	Digital	12 years unless superceded or obsolete	Destroy	Administrative, Legal
	Municipal Census Reports	Digital	Permanent 12 years	Archive	Historical, Administrative
	Petitions	Paper	10 Years	Destroy	Administrative
	Policies	Digital	10 5 years past superceded	Destroy	Administrative
	Public Input Surveys	Digital or Paper	7 years	Destroy	Historical
Finance	Description of Record	Format	Retention	Final Disp	Value to the Organization
	Accounts Payables Records	Digital or Paper	7 years	Destroy	Fiscal, Administrative
	Assets	Digital or Paper	Life of the asset + 1 year	Destroy	Fiscal, Administrative
	Billing Batch Documentation generated from Accounting Software	Digital	7 years	Destroy	Fiscal, Administrative
	Budget Meeting Minutes	Digital	Permanent	Archive	Fiscal, Administrative
	Budget Document and Backup	Digital	Permanent 7 years	Destroy	Administrative, historical
	Budget Working Papers	Digital	7 years	Destroy	Fiscal, Administrative
	Cash- Receipts Journal/Disbursements Journal/Duplicate Receipts	Digital or Paper	7 Years	Destroy	Fiscal, Administrative
	Cheques - Cancelled/Register/Stubs	Paper	7 Years	Destroy	Fiscal, Administrative
	Credit Card Applications	Paper or Digital	Current credit card holders only.	Destroy	Fiscal, Administrative
	Deposit Books, Reconciliation, Statements, Deposit Slips	Paper or Digital	7 Years	Destroy	Fiscal, Administrative
	Financial Statements- Final Year End	Digital	Permanent 12 years	Archive	Fiscal, Administrative
	Grants - To the Municipality	Digital	7 years	Archive	Fiscal, Administrative

Bylaw 981, 2017 Schedule A

Finance	Grants- From the Municipality	Digital	7 years	Archive	Fiscal, Administrative
	Insurance - Claims/Records After Expiration- Settled	Paper or Digital	11 12 years	Destroy	Fiscal, Administrative
	Receipts - Books/Duplicate Cash/Registration	Digital or Paper	7 Years	Destroy	Fiscal, Administrative
	Requisitions	Digital or Paper	7 Years	Destroy	Fiscal, Administrative
	Non Asset related Equipment Records	Digital or Paper	Life of Equipment	Destroy	Fiscal, Administrative
	Pre-Authorized Payment Plans (Taxes or Utilities)	Digital or Paper	Termination + 2 Years	Destroy	Fiscal, Administrative
	Tangible Capital Asset Files	Digital or Paper	As long as we retain the asset plus 7 years	Destroy	Fiscal, Administrative
	Tenders - Files/Quotes/Successful	Digital or Paper	11 years 12 years	Destroy	Fiscal, Administrative
	Tenders - Unsuccessful	Digital or Paper	2 years 12 years	Destroy	Fiscal, Administrative
	Trial Balances - Year End	Digital	7 Years	Destroy	Fiscal, Administrative
	Utility Account Forms	Digital or Paper	Until ownership changes	Destroy	Administrative
	Taxation	Encroachment Agreements	Paper and Digital	Permanent unless obsolete	Archive
Mortgage Journal Reports or Correspondence		Digital	7 years	Destroy	Fiscal, Administrative
Seniors Tax Rebate Application Forms		Digital or Paper	7 years	Destroy	Fiscal, Administrative
Tax Assessments		Digital or Paper	4 years Permanent	Destroy	Fiscal, Administrative
Tax Assessment Review Board Minutes and Packages		Digital	Permanent	Archive	Fiscal, Administrative
Tax Assessment Review Court Records		Digital or Paper	7 years	Destroy	Fiscal, Administrative
Tax Certificates and Search Request Letters		Digital	1 year	Destroy	Fiscal, Administrative

Bylaw 981, 2017 Schedule A

	Tax Roll	Digital or Paper	Permanent * Unless specific documents have other retention periods	Archive	Fiscal, Administrative
	Tax Roll- Appeals	Digital or Paper	3 12 years	Destroy	Fiscal, Administrative
	Tax Roll- Tax Recovery Records	Digital or Paper	Permanent	Archive	Fiscal, Administrative
	Taxes - Certificates of Title (Municipal Property)	Digital or Paper	Permanent	Archive	Fiscal, Administrative
	Taxes - Sale Deeds	Digital or Paper	Permanent	Archive	Fiscal, Administrative
Human Resources	Description of Record	Format	Retention	Final Disp	Value to the Organization
	Personnel Files- Councillors	Paper	7 3 years from end of term.	Destroy	Administrative, legal
	Personnel Files- Fire Rescue Members	Paper	7 3 years from separation of employment	Destroy	Administrative, legal
	Personnel Files- Permanent Employees	Paper	File is Permanent; * contents are permanent unless otherwise specified. 10 years from separation of employment unless terminated.	Archive	Administrative, legal
	Personnel Files- Temporary or Casual	Paper	File is Permanent; * contents are permanent unless otherwise specified. 10 years from separation of employment unless terminated.	Archive	Administrative, legal
	Personnel Files- Summer Students, STEP, Pool and Ski Hill seasonal temporary	Paper or Digital	7 3 years from separation of employment	Destroy	Administrative, legal

Bylaw 981, 2017 Schedule A

Resources Personnel Files	Personnel Files- Terminations	Paper or Digital	Permanent	Archive	Administrative, legal
	Personnel File Exceptions: Documents in Personnel Files with Different Retention Periods				
	Benefit and Pension enrollment forms	Paper	Permanent unless superceded – Until superceded	Archive	Administrative
	Benefit confirmation statements	Digital or paper	Most current only	Destroy	Administrative
	Benefit Overage Student Declarations	Digital or Paper	Until dependent remains ineligible for benefits	Destroy	Administrative
	Discipline	Paper	As per Collective Bargaining Agreement if applicable, otherwise 5 years without further incident	Destroy	Administrative
	Doctor's notes or certificates of illness not related to Long Term disability or WCB.	Digital or Paper	2 years	Destroy	Administrative
	Receipts for reimbursement paid through payroll (HWSA, tool, boot, clothing)	Digital or paper	7 years	Destroy	Administrative
	Records of Employment	Paper	7 years	Destroy	Administrative
	TD1s	Paper	Until superceded	Destroy	Administrative
	Training Certificates	Digital or paper	Until superceded or expired longer than 5-2 years	Destroy	Administrative
	Employment Competitions Applications (not hired)	Digital	2 years	Destroy	Administrative
	Employment Applications (hired)	Digital or Paer	Permanent in the Personnel File	Archive	Administrative
	Grievance correpondence (Employee specific)	Digital or Paper	10 years after grievance has been resolved	Destroy	Administrative
	Grievance correpondence (Policy)	Digital or Paper	10 years after grievance has been resolved	Destroy	Administrative
	Organizational Charts	Digital	Until superceded	Destroy	Administrative
	Seniority Lists	Digital	Until superceded	Destroy	Administrative

Bylaw 981, 2017 Schedule A

Human Resources	Investigation Files	Digital or Paper	Close + 12 years	Destroy	Administrative
	Job Descriptions	Digital	Until superceded	Destroy	Administrative
	Individual Earnings Records	Digital	Permanent 7 years	Archive	Administrative
	T4s	Digital	7 years	Destroy	Administrative
	Timesheets	Digital or Paper	Permanent	Archive	Administrative
	WCB Claims	Digital or Paper	7 years	Destroy	Administrative
	Garnishees (in personnel file)	Paper	7 3 years from completion	Destroy	Adminstrative
Community Services	Description of Record	Format	Retention	Final Disp	Organization
	Participant Waivers- Adult	Digital or Paper	11 years from the date of the activity 12 Years	Destroy	Administrative, legal
	Participant Waivers- Minor under 18 years old	Digital or Paper	Participant's 18th birthday+ 11 years	Destroy	Administrative, legal
	Class or Participant Registration Forms	Digital or Paper	11 years from the date of the activity 12 Years	Destroy	Administrative, legal
	Rental Agreements	Digital or Paper	11 years from expiry, when superceded or obsolete	Destroy	Administrative, legal
	Lease agreements	Digital or Paper	11 years from expiry, when superceded or obsolete	Destroy	Administrative, legal
	Special Events—Planning and Management	Digital or Paper	End + 3 Years	Destroy	Administrative, legal
	FCSS Funding Agreements or Grants to Community Organizations	Digital or Paper	7 years	Destroy	Administrative, Fiscal
Community Services	Description of Record	Format	Retention	Final Disp	Organization
	Participant Waivers- Adult	Digital or Paper	11 years from the date of the activity 12 Years	Destroy	Administrative, legal

Bylaw 981, 2017 Schedule A

SKI Hill & Pool	Class or Participant Registration Forms	Digital or Paper	11 years from the date of the activity 12 Years	Destroy	Administrative, legal
	Participant Waivers- Minor under 18 years old	Digital or Paper	Participant's 18th birthday+ 11 years	Destroy	Administrative, legal
	Season Pass Registration	Digital or Paper	11 12 years from the date of the activity	Destroy	Administrative, legal
	Rental Agreements	Digital or Paper	11 12 years from the date of the activity	Destroy	Administrative, legal
	Lift, Pool and Maintenance Logs	Digital or Paper	12 years	Destroy	Administrative, legal
	Lease agreements	Digital or Paper	11 years from expiry, when superceded or obsolete	Destroy	Administrative, legal
	Special Events—Planning and Management	Digital or Paper	End + 3 Years	Destroy	Administrative, legal
Health and Safety	Description of Record	Format	Retention	Final Disp	Value to the Organization
	Accident/Incident Reporting, Investigations and First Aid Reports- Employees and Members of the Public	Paper and Digital	11 years (Unless Minor is involved in which case retention period starts on 18 birthday)	Destroy	Administrative
	External Health & Safety Audits	Digital	Completion + 10 Years	Destroy	Administrative
	Employee Reporting- Tool Box Meetings, Field Level Hazard Assessments, New Concerns, Confined Space, Fall Protection Plans	Paper and Digital	7 years	Destroy	Administrative
	Hazard Assessments, identification and Control	Digital	7 years	Destroy	Administrative
	Health and Safety Manual	Digital	Until superceded	Destroy	Administrative
	MSDS Sheets	Digital	Until superceded	Destroy	Administrative
	Safe Work Procedures	Digital	Until superceded	Destroy	Administrative

Bylaw 981, 2017 Schedule A

	Description of Record	Format	Retention	Final Disp	Value to the Organization
	Safety Meeting Minutes	Digital	7 years	Destroy	Administrative
Peace Officer Program	Prosecutions, appeals, investigations, warnings, orders, violations, complaints including traffic under Municipal bylaws, provincial offenses including court appearance, reminders, notices of trial, violation tickets, issuance execution of warrants, conversation records, correspondence, complaint investigation reports, photos, officer notes notebooks, witness lists, statements, subpoenas, summonses, court briefs, decision appeals, bylaw clean up and weed control records.	Digital or Paper	12 years	Destroy	Administrative, legal Administrative, legal
Agricultural Services	Agriculture Services Programs and Service Records	Digital or Paper	11 years 12 years	Destroy	Administrative
	Violation tickets and enforcement	Digital or Paper	12 years	Destroy	Administrative
Fire Rescue	Member Training Records	Digital or Paper	Until superceded or expired + 5- 2 years	Destroy	Administrative
	Fire/Emergency Statistics and Data	Digital or Paper	Calendar Year + 10 12 Years	Destroy	Administrative
	Fire Investigations	Digital or Paper	Close + 12 Years	Destroy	Administrative
	Response Call Records	Digital or Paper	Calendar Year + 10 12 Years	Destroy	Administrative
	Emergency and Disaster Plans	Digital	Permanent until superceded	Archive	Administrative

Bylaw 981, 2017 Schedule A

	Emergency Event Documentation	Digital	Permanent 12 Years	Archive	Administrative
Develop- ment Services	Description of Record	Format	Retention	Final Disp	Organization
	Development Permit and supporting documents	Digital or Paper	Permanent	Archive	Administrative
	Environmental Requests	Digital or Paper	Permanent	Archive	Administrative
	Heritage Inventory	Digital or Paper	Permanent	Archive	Administrative
	Permit/Development Stop Orders and Warnings	Digital or Paper	Permanent	Archive	Administrative
	Large Format Plan Drawings for Non-Municipal Buildings (supporting documents for permits)	Digital or Paper	12 years	Destroy	Administrative
	Plans - Official/Amendments/Subdivision	Digital or Paper	Permanent	Archive	Administrative
	Site Plan Approval	Digital or Paper	Permanent	Archive	Administrative
	Subdivision (after final approval)	Digital or Paper	Permanent	Archive	Administrative
	Subdivision and Development Appeals	Digital or Paper	Permanent	Archive	Administrative
	Permits - Electrical/Plumbing/Gas/PSDS	Digital or Paper	Permanent	Archive	Administrative
	Municipal Planning Commission and Subdivison and Development Appeal Committee Minutes and Pacakges	Digital or Paper	Permanent	Archive	Administrative
	Municipal Development Plan Background-reports	Digital or Paper	Permanent	Archive	Administrative
	Heritage Management Plans and Background-reports	Digital or Paper	Permanent	Archive	Administrative
	Business License Applications & Supporting Documents	Digital or Paper	7 years	Destroy	Administrative

Bylaw 981, 2017 Schedule A

	Compliance Letters	Digital or Paper	Permanent	Archive	Administrative
Engineering and Operations	Cemetery Internments/ Promissary Notes	Digital or Paper	Permanent	Archive	Administrative, historic
	Cemetery Structures/Improvements	Digital or Paper	Calendar Year + 10-12 Years	Destroy	Administrative
	Communications Equipment - Maintenance, Repair, Installation	Digital or Paper	Life of the Asset + 1 year	Destroy	Administrative
	Engineering Drawings (Projects, Subdivisions etc.)	Digital or Paper	Permanent	Archive	Fiscal, Administrative
	Engineering Drawings Municipal Buildings	Digital or Paper	Permanent unless obsolete	Archive	Administrative
	Facilities - General Operating and Maintenance Records	Digital	Life of the Asset + 1 year	Destroy	Administrative
	Fleet - Non Asset Maintenance Records	Digital or Paper	Life of the Asset + 1 year	Destroy	Administrative
	Fleet- Vehicle Logs	Paper	3 years	Destroy	Administrative
	Local Improvement Records	Digital	Permanent	Archive	Administrative
	Plot records, plans, log books etc.	Digital and Paper	Permanent	Archive	Administrative
	Capital Project Files	Digital or Paper	7 Years	Destroy	Administrative
	Storm Water Management - Non asset related	Digital or Paper	7 years	Destroy	Administrative
	Street Sign Inventories	Digital or Paper	Permanent	Archive	Administrative
	Wastewater Management Records (non-asset)	Digital or Paper	7 years	Destroy	Administrative
	Water Treatment and Distribution Records (non-asset)	Digital or Paper	7 years	Destroy	Administrative



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 7.e

Subject: Bylaw 1090, 2024 - General Repeal Bylaw

Recommendation: That Council moves first reading of Bylaw 1090, 2024.

Executive Summary:

These bylaws are no longer relevant and therefore should be repealed. The MGA provides the provision that Council can repeal any bylaw in the same format as it was enacted.

Relevant Council Direction, Policy or Bylaws:

MGA Section 191

Discussion:

Bylaw 368, Time Extension Authority Bylaw

- Council does not have the authority to delegate a subdivision extension request.

Bylaw 1020, 2018, Agriculture Services Board Bylaw

- Council has directed that the Municipality will no longer participate in the Provincial ASB program

Bylaw 1021, 2019, Subdivision Development Appeal Board Bylaw

- The Municipality has joined the Chinook Intermunicipal Subdivision and Development Appeal Board

Analysis of Alternatives:

- Council can pass first reading of Bylaw 1190, 2024
- Council can defer first reading of Bylaw 1190, 2024
- Council can pass first, second and third reading of Bylaw 1190, 2024

Financial Impacts:

N/A

Attachments:

[1090, 2024 General Repeal Bylaw.docx](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1090, 2024
GENERAL REPEAL BYLAW

BEING a bylaw of the Municipality of Crowsnest Pass to repeal certain bylaws that are no longer in use or have otherwise become redundant.

WHEREAS, section 191 of the *Municipal Government Act*, RSA 2000, c M-26, as amended, provides a council with the authority to repeal a bylaw;

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

1. Repeal

1.1 The following bylaws are hereby repealed:

- (a) Bylaw No. 368, 1995, Time Extension Authority Bylaw;
- (b) Bylaw No. 1020, 2018, Agriculture Services Board Bylaw;
- (c) Bylaw No. 1021, 2019, Subdivision Development Appeal Board Bylaw;

2. Effective Date

2.1 This bylaw takes effect upon being passed.

READ a **first** time in council this _____ day of _____ 2024.

READ a **second** time in council this _____ day of _____ 2024.

READ a **third and final** time in council this _____ day of _____ 2024.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 7.f

Subject: Service Areas Update

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

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Service_Areas_Update_-_May_23__2024.docx](#)



Service Areas Update – May 23, 2024

CAO Office

- Meeting with SAR SAR about potential lease
- Participated in Physician Recruitment meeting
- Attended TIGI Meet & Greet
- Meeting with builder
- Attended SLGM Mountain Refresher conference
- Working on integrated trails plan concept
- Completed Blairmore & Coleman Water Plant MCC Upgrade project
- Continuing Downtown Bellevue Revitalization project oversight
- Continuing Frank WWTP Upgrade project oversight
- Continuing Bellevue Fire Pump and Water Main project oversight
- Continuing Southmore Phase 2 ASP project oversight

Finance

- Tax Desk received 32 requests for Tax Searches in April 2024; YTD 148 (compared to 28 in April 2023 YTD 149, and 38 in April 2022 YTD 166).
- Accounts Payable in April did two check runs, processed 192 invoices, and paid 164 vendors; YTD processed 1,141 Invoices and paid 626 vendors. (April 2023 processed 172 invoices and paid 172 vendors with two check runs, YTD processed 1,755 Invoices and paid 876 vendors).
- Working on review of the following Bylaws and Policies:
 - Tax Instalment Payment Plan Bylaw
 - Procurement of Goods and Services Policy
 - Municipal Reserves Policy
 - Charitable Donations Receipt Policy
 - Tangible Capital Assets Policy
- Auditors presented the Audited Financial statements to Council on April 23, 2024. Audited Financial Statements for the year ended December 31, 2023 have been posted to the municipal website.
- Tax clerk has processed 48 assessment adjustments to date submitted by our external assessor.
- A breakdown of the outstanding Business licenses as of May 23 (2) is as follows:

• Tourist Homes	0
• Short Term Rental	0
• Home Occupancy 1	1
• Commercial	1
• Food Truck	0

Corporate Services

- The Municipality has 129 employees across the organization. (60 Permanent, 17 Pool, 29 Fire Rescue, 5 Instructors, 9 Students/Seasonal, 9 Casual)
- The Municipality has 4 open Postings online.
- 4 FOIP requests have been received;
- 12 Complaint Forms have been received and processed.
- Onboarding summer positions including Pool, Operations, Community Services and Environmental Services.
- Held the Spring All Staff Meeting which included topics on de-escalation, policy review, 3 rights as a worker, and safety trivia.
- Prepping for parade season- the first parade of the year will be Bellecrest Days Parade on June 15, 2024.
- Municipality is attending LAND Day at Horrace Allen with a piece of heavy equipment and with Fire Rescue.

Development, Engineering & Operations

- **Utilities Department**
 - Completed Blairmore & Coleman MCC replacement project
 - Commenced repair of Blairmore water production pump, motor and stem
 - Reservoir inspections and cleaning of Bellevue reservoir
 - Commenced sewer flushing program
 - Curbstop repair, hydrant install, and new service install
 - Seniors Large Item Clean Up
- **Transportation Department**
 - Street sweeping underway – Coleman, Blairmore & Frank completed. Working through Bellevue.
 - Major storm drain repair on 210 and 211 Street
 - Ditching along East Hillcrest Drive
 - Pothole maintenance
 - Grader training and grading gravel roads
 - Cemetery cleanup and new graves
 - Guardrail repair
- **Development & Trades Department**
 - **Facility Maintenance**
 - Regular maintenance activities.
 - Develop preventative maintenance work schedules, annual inspection programs, and facility / equipment life-cycle assessments for 2024.
 - Initiated 2024 Budget Initiatives.

- **Planning, Development & Safety Codes**

- Municipal Planning Commission – one meeting in April (2 new Subdivisions; one subdivision revision; 7 DPs).
- Municipal Historic Resources Advisory Committee – one meeting in April.
- Subdivision and Development Appeal Board – no hearing in April.

Key Performance Indicators (KPIs):

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
Facility Maintenance – Plumbing, Construction, Electrical		
Work Orders – issued / closed / open	49 / 34 / 23	143 / 113 / 38
Planning & Development		
Compliance Certificate requests - received / processed	5 / 3	14 / 14
Development permit applications - received / processed	48 / 28	116 / 77
Business Licences - received / processed	8 / 6	28 / 22
LUB Complaints – new / closed	1 / 3	8 / 7
LUB Complaints – Monthly Volume	52	52
Notice of Intent / Stop Orders - issued	1 / 1	4 / 2
Bylaws (MR / Road Closures, LUB)	1	6
Appeal Hearings	0	2
Subdivision applications	1	6
Safety Codes		
New Housing Starts	2	9
Building permits - issued / inspections / closed	7 / 28 / 20	23 / 95 / 71
Electrical permits - issued / inspections / closed	17 / 12 / 8	47 / 71 / 49
Gas permits - issued / inspections / closed	6 / 17 / 16	26 / 92 / 73
Plumbing permits - issued / inspections / closed	11 / 12 / 5	16 / 59 / 36
PSDS permits - issued / inspections / closed	0 / 1 / 0	2 / 1 / 2

Protective Services

- **Fire**

- NFPA 1001 Level I training for new members
- NFPA 1002 Aerial Driver/Operator training underway
- Fire station 3 Clean Up
- Honours and awards presentation at Volunteer Appreciation Event
- Wildfire Community Preparedness Day-Grant funded

Category	Month (April)
Fires	1
Motor Vehicle Incidents	1
Medical Response	1
Stars Landing	0
Alarms	2
Gas Leak	0
Other	2
Total Responses	7

- **Peace Officer**

- May Enforcement Focus:
 - Animal Control related offences
 - Construction Zone and motorcycle safety
- Enhanced operations throughout rodeo weekend-No issues to report
- Heavy focus on speed related offences
- Only 4 business licences remain outstanding. All 4 have had tickets issued.

Category	Month (April)	Year to Date
Number of Charges Laid	73	276
Cases Generated (Incident Count)	54	168
Cases: Requests for Service	43	112
Cases: Officer Observed	4	30
Cases: Received from outside Department/Agency (i.e. RCMP)	7	27
Vehicle Removal Notices	3	9
Vehicles Towed	0	3
Positive Ticketing	0	0
Projected Fine Revenue **	\$23,583	\$69,301

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

- **Environmental Services**

- Seasonal staff member has started
- Pre-season startup meetings with external stakeholders-CPR, TC Energy, Forestry and Parks
- Social media and advertising have commenced
- Vegetation management contractor pre-season meeting
- Attended the Southwest Invasive Managers workshop

Pass Powderkeg Community Resort

- Spring maintenance has begun, including storage clean up and lift maintenance
- Trail crew position has started.
- Bermagrín re-work is 95% complete and is ready for riding
- New climb trail has been roughed in with a plan to open in mid-late June. This will take riders, runners and hikers from the water tower to the lodge.
- Summer planning is on-going with Alpenland and UROC.
- Summer Event Schedule:
 - June 8th: Volunteer Day
 - June 14th-15th: Alpenland Opening Day & Bike Swap
 - June 23rd: UROC Poker Ride
 - July 12th: Friday Night Race

- July 26th: Friday Night Race
- August 9th-11th: CNP 100
- August 16th: Friday Night Race
- August 30th: Friday Night Race
- Sept. 6th-8th: UROC Bee's Knees Enduro
- Sept. 14th: Volunteer Day

Crowsnest Pass Community Pool

- Crowsnest Pass Community Pool opened for the season May 22, delayed due to a leaking pipe which prevented our chemicals from balancing
- School bookings are filling up for the season.
- Lesson bookings are busy, many inquiries for July & August.
- Lifejacket project is nearly complete – awaiting install of the lifejacket station.
- Branding and website project is complete. New signage is up.
- New furniture is in and installed.
- Sponsored swims are slow to book but with opening, expected to fill up.
- New chemical system is in place.
- Pass Piranhas swim club starts May 22 for the season.

Community Services

- **Arena/Parks/ Events**
 - Bellecrest days June 14th - 16th
 - Minotaur June 22nd
 - Ball Diamond backstop Initiative starts May 21st
 - Bellecrest Playground removal set for July 4th.
- **FCSS**
 - Youth week- May 6-10- great participation
 - Home Alone Safe Program- March 22- 12 students participated.
 - 4 free income tax completion clinics were hosted this year.
 - Spring BBQ - June 6th
 - Seniors Week - June 3-7. Activities planned each day of the week for seniors to participate in.
 - Preparing 2025 FCSS Grant applications to be available June 1.
 - May Seniors on the go newsletter completed and distributed.
 - Order of the Crowsnest Pass and Volunteer Appreciation was held April 18th – 235 attended.
 - Working with Seniors groups for social inclusion activities
 - Meals on Wheels – Business as usual
 - Subsidized taxi program –Business as usual
 - Information & community referrals

- **Programming**
 - Warrior Fitness Spring registration
 - Rec Volleyball Sundays
 - Pickle Ball Programming
 - Youth week activity
 - Martial arts youth program
 - Drums Alive classes
 - Summer games planning
 - Summer Games Registration
 - Summer Games Regional Meetings
 - Soccer camp registrations
 - Baseball Camp hosted in May with Sidearmnation



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 7.g

Subject: 2024 Q1 Financial Report

Recommendation: That Council accepts the 2024 Q1 Financial Report as Information.

Executive Summary:

The first quarter financial statements, for the three months ending March 31, 2024, has been attached for Council's review.

Relevant Council Direction, Policy or Bylaws:

Administration brings forward financial information for Council's review.

Discussion:

This is the first quarterly report for the 2024 budget year. In general, the Municipality should be at 25 percent of revenues recognized and expenditures realized. Departments with seasonal operations, such as the Pass PowderKeg Ski Hill or the Pass Pool, will reflect either higher or lower budget usage. The Operating Report is broken down by Object Type, Department Summary, followed by each department breakdown. Some revenue and expenses occur at specific points in time. On the revenue side, Property Taxes are the largest source of revenue and will be recorded in April to June. From an expenditure side, there are several one time expenses that occur at specific points in time, Examples are: Insurance and Grants to Organizations, which are recorded in January, while Transfers to Reserves and Interdepartmental Transfers happen in December each year.

Revenue Variances

- Alberta School Foundation (ASFF) 2024 ASFF taxes levied in the month of April 2024, \$3,501,720.
- Conditional Grants Operating grants are received throughout the year. At year end capital project costs are finalized and the grant amount that had been applied for through capital grant funding is transferred from deferred revenues and recorded as Conditional Grant revenue in the financial statements.
- Donations are up in Community Services (green space donations \$21,257 and fit for life

donations \$8,352) and Finance is managing the Suncor donation for Teton School of Science place based education \$44,737.

- Inter-Department Revenues are eliminated at year end, in order that revenues and expenditures are not overstated.
- Investment Interest reflects current returns being realized on investing activities and working capital funds used for operations.
- Property Tax budget was based on the prior year with a 1.8% increase. With assessment growth the amount of taxes levied is based on the 2024 Property Tax Rate Bylaw. 2024 Municipal taxes levied in the month of April 2024, \$11,915,540.
- Transfer to Reserves - The majority of the transfer from reserve happens in the fourth quarter of the year as expenses incurred have been paid.

Expense Variance

- Grants to Organizations Majority are paid at the beginning of the year, the Senior Housing Grant of \$362,500 is rolled into Requisitions for year end reporting.
- Inter-Department Expenses are eliminated at year end, in order that revenues and expenditures are not overstated.
- Operations at or near 25 percent of expenditure budget.
- Rebates Amount of rebates will increase in future reporting quarters, as property tax notices have been mailed.
- Transfer to Reserves. The majority of the transfer to reserves happens in the fourth quarter of the year.

Analysis of Alternatives:

N/A

Financial Impacts:

As per the attached 2024 Q1 Financial Report.

Attachments:

[Income_Statement_March_2024.xlsx](#)

[Budget_VS_Actual_YTD_March_2024.xlsx](#)

[Budget_VS_Actual_YTD_March_2024_By_Department.xlsx](#)

Crowsnest Pass, Municipality of

Income Statement

3 months ending March 31st, 2024

	2024 Budget	2024 Actuals	\$ Variance	% Variance
CAO Office	-	-	-	-
Community Services	1,443,342	243,180	1,200,162	83.2
Corporate Services	-	3,215	(3,215)	100.0
Council	-	1,257	(1,257)	100.0
Culture	138,400	30,504	107,896	78.0
Development, Engineering & Operations	6,812,902	1,620,962	5,191,940	76.2
DNU-Main	-	-	-	-
Finance	706,900	345,015	361,885	51.2
General Government	16,365,468	162,710	16,202,758	99.0
Pass Pool	135,700	-	135,700	100.0
Pass Powder Keg Ski Hill	734,600	278,403	456,197	62.1
Protective Services	469,779	85,659	384,120	81.8
Total Revenues	26,807,091	2,770,905	24,036,186	89.7
CAO Office	976,401	216,902	759,499	77.8%
Community Services	3,045,870	489,176	2,556,694	83.9%
Corporate Services	820,312	194,752	625,560	76.3%
Council	348,022	66,060	281,962	81.0%
Culture	706,940	441,904	265,036	37.5%
Development, Engineering & Operations	11,133,087	1,895,450	9,237,637	83.0%
Finance	1,675,680	499,953	1,175,727	70.2%
General Government	3,826,646	1,157,420	2,669,226	69.8%
Pass Pool	388,726	11,941	376,785	96.9%
Pass Powder Keg Ski Hill	1,269,176	452,956	816,220	64.3%
Protective Services	2,005,528	428,072	1,577,456	78.7%
Total Expenses	26,196,389	5,854,587	20,341,802	77.7%
Net Income	610,702	(3,083,682)	3,694,384	83.7%
Principal Debt Repayment	610,702	170,981	439,721	72.0
Net Income After Debt	-	(3,254,663)	3,254,663	

Municipality of Crowsnest Pass

Actual vs Budget Year To Date

January 2024 To March 2024 (3 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- ASFF Taxes	3,160,000	-	(3,160,000)	-100.00%
- Conditional Grants	446,638	479,443	32,806	7.35%
- DIP Taxes	4,666	-	(4,666)	-100.00%
- Donations	15,200	77,627	62,427	410.70%
- Franchise Fees	1,360,000	151,187	(1,208,813)	-88.88%
- Gain/Loss on Disposal	-	-	-	0.00%
- Inter-Department Revenues	630,464	-	(630,464)	-100.00%
- Interest and Penalties	175,000	11,163	(163,837)	-93.62%
- Investments Interests	415,000	91,418	(323,582)	-77.97%
- Licenses and Fees	636,600	280,718	(355,882)	-55.90%
- Other Revenues and Cost Recoveries	234,000	128,101	(105,899)	-45.26%
- Property Taxes	11,565,802	-	(11,565,802)	-100.00%
- Rental Income	390,404	201,859	(188,545)	-48.29%
- Sale of Goods and Services	5,087,117	1,349,388	(3,737,729)	-73.47%
- Seniors Housing Taxes	-	-	-	0.00%
- Transfers from Reserves	2,686,200	-	(2,686,200)	-100.00%
Total Revenues	26,807,091	2,770,905	(24,036,186)	-89.66%
Expenses				
- Administration	677,307	140,619	(536,688)	-79.24%
- Contracted Services	5,188,155	792,817	(4,395,338)	-84.72%
- DIP Requisition	4,700	-	(4,700)	-100.00%
- Grants to Organizations	946,730	792,735	(153,995)	-16.27%
- Inter-Department Expenses	630,465	-	(630,465)	-100.00%
- Operations	5,000,715	990,033	(4,010,682)	-80.20%
- Rebates	54,000	6,404	(47,596)	-88.14%
- Repairs and Maintenance	315,200	55,207	(259,993)	-82.49%
- Requisitions	3,160,000	788,516	(2,371,484)	-75.05%
- Salaries, Wages and Benefits	8,053,358	2,185,995	(5,867,363)	-72.85%
- Service Charges and Interest	454,423	66,184	(388,239)	-72.86%
- Transfer to Reserves	1,536,336	-	(1,536,336)	-100.00%
- Waste Disposal	175,000	36,077	(138,923)	-79.38%
Total Expenses	26,196,389	5,854,587	(20,341,801)	-77.65%
Net Total	610,702	(3,083,682)	(3,694,385)	-83.70%
Principal Debt Repayment	610,702	170,981	(439,721)	-72.00
Net Income/(loss)	-	(3,254,663)	(3,254,664)	

Actual vs Budget Year To Date by Department

Department CAO Office

January 2024 To March 2024 (3 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	-	-	-	0.00%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	-	-	-	0.00%
Expenses				
- Administration	249,900	25,177	(224,723)	-89.92%
- Contracted Services	115,000	23,638	(91,362)	-79.45%
- Grants to Organizations	-	-	-	0.00%
- Operations	20,500	1,985	(18,515)	-90.31%
- Salaries, Wages and Benefits	544,522	166,101	(378,421)	-69.50%
- Transfer to Reserves	46,479	-	(46,479)	-100.00%
Total Expenses	976,401	216,902	(759,499)	-77.79%
Net Total	(976,401)	(216,902)	759,499	77.79%

Actual vs Budget Year To Date by Department

Department Community Services

January 2024 To March 2024 (3 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	205,138	51,284	(153,853)	-75.00%
- Donations	15,200	32,890	17,690	116.38%
- Gain/Loss on Disposal	-	-	-	0.00%
- Licenses and Fees	3,000	-	(3,000)	-100.00%
- Other Revenues and Cost Recoveries	11,000	234	(10,766)	-97.87%
- Rental Income	254,504	131,509	(122,995)	-48.33%
- Sale of Goods and Services	114,500	27,262	(87,238)	-76.19%
- Transfers from Reserves	840,000	-	(840,000)	-100.00%
Total Revenues	1,443,342	243,180	(1,200,162)	-83.15%
Expenses				
- Administration	32,680	4,303	(28,377)	-86.83%
- Contracted Services	1,076,400	59,482	(1,016,918)	-94.47%
- Grants to Organizations	91,000	21,615	(69,385)	-76.25%
- Inter-Department Expenses	-	-	-	0.00%
- Operations	659,600	125,991	(533,609)	-80.90%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	41,900	4,292	(37,608)	-89.76%
- Salaries, Wages and Benefits	1,024,015	256,541	(767,475)	-74.95%
- Service Charges and Interest	34,627	16,953	(17,674)	-51.04%
- Transfer to Reserves	85,648	-	(85,648)	-100.00%
Total Expenses	3,045,870	489,176	(2,556,694)	-83.94%
Net Total	(1,602,528)	(245,997)	1,356,531	83.54%

Actual vs Budget Year To Date by Department

Department Corporate Services

January 2024 To March 2024 (3 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Investments Interests	-	-	-	0.00%
- Other Revenues and Cost Recoveries	-	165	165	100.00%
- Sale of Goods and Services	-	3,050	3,050	100.00%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	-	3,215	3,215	100.00%
Expenses				
- Administration	68,927	17,816	(51,111)	-74.15%
- Contracted Services	6,500	3,932	(2,568)	-39.51%
- Operations	128,100	22,325	(105,775)	-82.57%
- Salaries, Wages and Benefits	567,247	150,680	(416,567)	-73.44%
- Transfer to Reserves	49,538	-	(49,538)	-100.00%
Total Expenses	820,312	194,752	(625,560)	-76.26%
Net Total	(820,312)	(191,537)	628,775	-76.65%

Actual vs Budget Year To Date by Department

Department Council

January 2024 To March 2024 (3 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Other Revenues and Cost Recoveries	-	1,257	1,257	100.00%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	-	1,257	1,257	100.00%
Expenses				
- Administration	29,700	4,228	(25,472)	-85.76%
- Contracted Services	-	-	-	0.00%
- Grants to Organizations	-	-	-	0.00%
- Operations	2,000	1,892	(108)	-5.38%
- Salaries, Wages and Benefits	299,749	59,939	(239,810)	-80.00%
- Transfer to Reserves	16,573	-	(16,573)	-100.00%
Total Expenses	348,022	66,060	(281,962)	-81.02%
Net Total	(348,022)	(64,803)	283,219	81.38%

Actual vs Budget Year To Date by Department

Department Culture

January 2024 To March 2024 (3 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	136,000	27,977	(108,023)	-79.43%
- Rental Income	2,400	2,527	127	5.30%
- Sale of Goods and Services	-	-	-	0.00%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	138,400	30,504	(107,896)	-77.96%
Expenses				
- Administration	51,000	-	(51,000)	-100.00%
- Contracted Services	136,000	-	(136,000)	-100.00%
- Grants to Organizations	493,230	408,620	(84,610)	-17.15%
- Operations	26,710	6,073	(20,637)	-77.26%
- Repairs and Maintenance	-	-	-	0.00%
- Salaries, Wages and Benefits	-	27,210	27,210	100.00%
- Transfer to Reserves	-	-	-	0.00%
Total Expenses	706,940	441,904	(265,036)	-37.49%
Net Total	(568,540)	(411,400)	157,140	27.64%

Actual vs Budget Year To Date by Department

Department Development, Engineering & Operations

January 2024 To March 2024 (3 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	-	395,969	395,969	100.00%
- Gain/Loss on Disposal	-	-	-	0.00%
- Inter-Department Revenues	630,464	-	(630,464)	-100.00%
- Licenses and Fees	306,700	92,354	(214,346)	-69.89%
- Other Revenues and Cost Recoveries	-	23,578	23,578	100.00%
- Rental Income	52,000	55,732	3,732	7.18%
- Sale of Goods and Services	4,375,738	1,053,328	(3,322,410)	-75.93%
- Transfers from Reserves	1,448,000	-	(1,448,000)	-100.00%
Total Revenues	6,812,902	1,620,962	(5,191,940)	-76.21%
Expenses				
- Administration	79,850	19,121	(60,729)	-76.05%
- Contracted Services	2,902,500	388,912	(2,513,588)	-86.60%
- Grants to Organizations	-	-	-	0.00%
- Inter-Department Expenses	573,728	-	(573,728)	-100.00%
- Operations	2,682,900	578,602	(2,104,298)	-78.43%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	238,000	45,449	(192,551)	-80.90%
- Salaries, Wages and Benefits	3,280,822	809,191	(2,471,631)	-75.34%
- Service Charges and Interest	322,082	18,097	(303,985)	-94.38%
- Transfer to Reserves	878,205	-	(878,205)	-100.00%
- Waste Disposal	175,000	36,077	(138,923)	-79.38%
Total Expenses	11,133,087	1,895,450	(9,237,637)	-82.97%
Net Total	(4,320,185)	(274,489)	4,045,696	93.65%

Actual vs Budget Year To Date by Department

Department Finance

January 2024 To March 2024 (3 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	240,000	-	(240,000)	-100.00%
- Donations	-	44,737	44,737	100.00%
- Gain/Loss on Disposal	-	-	-	0.00%
- Investments Interests	315,000	91,418	(223,582)	-70.98%
- Licenses and Fees	151,900	141,029	(10,871)	-7.16%
- Other Revenues and Cost Recoveries	-	67,807	67,807	100.00%
- Sale of Goods and Services	-	25	25	100.00%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	706,900	345,015	(361,885)	-51.19%
Expenses				
- Administration	131,650	64,458	(67,192)	-51.04%
- Contracted Services	307,200	176,622	(130,578)	-42.51%
- Grants to Organizations	-	-	-	0.00%
- Operations	426,700	55,420	(371,280)	-87.01%
- Rebates	-	-	-	0.00%
- Repairs and Maintenance	-	-	-	0.00%
- Salaries, Wages and Benefits	704,335	192,668	(511,667)	-72.65%
- Service Charges and Interest	26,000	10,786	(15,214)	-58.52%
- Transfer to Reserves	79,795	-	(79,795)	-100.00%
Total Expenses	1,675,680	499,953	(1,175,727)	-70.16%
Net Total	(968,780)	(154,938)	813,842	84.01%

Actual vs Budget Year To Date by Department

Department General Government

January 2024 To March 2024 (3 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- ASFF Taxes	3,160,000	-	(3,160,000)	-100.00%
- Conditional Grants	-	-	-	0.00%
- DIP Taxes	4,666	-	(4,666)	-100.00%
- Donations	-	-	-	0.00%
- Franchise Fees	1,360,000	151,187	(1,208,813)	-88.88%
- Gain/Loss on Disposal	-	-	-	0.00%
- Interest and Penalties	175,000	11,163	(163,837)	-93.62%
- Investments Interests	100,000	-	(100,000)	-100.00%
- Licenses and Fees	-	-	-	0.00%
- Other Revenues and Cost Recoveries	-	360	360	100.00%
- Property Taxes	11,565,802	-	(11,565,802)	-100.00%
- Seniors Housing Taxes	-	-	-	0.00%
- Transfers from Reserves	-	-	-	0.00%
Total Revenues	16,365,468	162,710	(16,202,758)	-99.01%
Expenses				
- DIP Requisition	4,700	-	(4,700)	-100.00%
- Grants to Organizations	362,500	362,500	-	0.00%
- Operations	-	-	-	0.00%
- Rebates	54,000	6,404	(47,596)	-88.14%
- Requisitions	3,160,000	788,516	(2,371,484)	-75.05%
- Salaries, Wages and Benefits	-	-	-	0.00%
- Service Charges and Interest	-	-	-	0.00%
- Transfer to Reserves	245,446	-	(245,446)	-100.00%
Total Expenses	3,826,646	1,157,420	(2,669,226)	-69.75%
Net Total	12,538,822	(994,710)	(13,533,532)	-107.93%

Actual vs Budget Year To Date by Department

Department Pass Pool

January 2024 To March 2024 (3 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Other Revenues and Cost Recoveries	2,500	-	(2,500)	-100.00%
- Rental Income	9,000	-	(9,000)	-100.00%
- Sale of Goods and Services	100,000	-	(100,000)	-100.00%
- Transfers from Reserves	24,200	-	(24,200)	-100.00%
Total Revenues	135,700	-	(135,700)	-100.00%
Expenses				
- Administration	5,700	105	(5,595)	-98.16%
- Contracted Services	15,260	90	(15,170)	-99.41%
- Operations	95,300	8,789	(86,511)	-90.78%
- Repairs and Maintenance	8,400	-	(8,400)	-100.00%
- Salaries, Wages and Benefits	218,911	-	(218,911)	-100.00%
- Service Charges and Interest	29,136	2,957	(26,179)	-89.85%
- Transfer to Reserves	16,019	-	(16,019)	-100.00%
Total Expenses	388,726	11,941	(376,785)	-96.93%
Net Total	(253,026)	(11,941)	241,085	95.28%

Actual vs Budget Year To Date by Department

Department Pass Powder Keg Ski Hill

January 2024 To March 2024 (3 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	-	-	-	0.00%
- Donations	-	-	-	0.00%
- Licenses and Fees	-	-	-	0.00%
- Other Revenues and Cost Recoveries	12,500	638	(11,862)	-94.89%
- Rental Income	72,500	12,081	(60,419)	-83.34%
- Sale of Goods and Services	490,600	265,684	(224,916)	-45.85%
- Transfers from Reserves	159,000	-	(159,000)	-100.00%
Total Revenues	734,600	278,403	(456,197)	-62.10%
Expenses				
- Administration	10,125	2,340	(7,785)	-76.88%
- Contracted Services	56,450	6,196	(50,254)	-89.02%
- Operations	480,705	130,738	(349,967)	-72.80%
- Repairs and Maintenance	25,600	5,466	(20,135)	-78.65%
- Salaries, Wages and Benefits	636,430	309,088	(327,342)	-51.43%
- Service Charges and Interest	7,000	(872)	(7,872)	-112.46%
- Transfer to Reserves	52,866	-	(52,866)	-100.00%
Total Expenses	1,269,176	452,956	(816,220)	-64.31%
Net Total	(534,576)	(174,553)	360,023	67.35%

Actual vs Budget Year To Date by Department

Department Protective Services

January 2024 To March 2024 (3 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues				
- Conditional Grants	1,500	32,190	30,690	2,046.00%
- Donations	-	-	-	0.00%
- Gain/Loss on Disposal	-	-	-	0.00%
- Licenses and Fees	175,000	47,335	(127,665)	-72.95%
- Other Revenues and Cost Recoveries	72,000	6,084	(65,916)	-91.55%
- Rental Income	-	10	10	100.00%
- Sale of Goods and Services	6,279	40	(6,239)	-99.36%
- Transfers from Reserves	215,000	-	(215,000)	-100.00%
Total Revenues	469,779	85,659	(384,120)	-81.77%
Expenses				
- Administration	17,775	3,070	(14,705)	-82.73%
- Contracted Services	572,845	133,945	(438,900)	-76.62%
- Grants to Organizations	-	-	-	0.00%
- Inter-Department Expenses	56,736	-	(56,736)	-100.00%
- Operations	478,200	58,217	(419,983)	-87.83%
- Repairs and Maintenance	1,300	-	(1,300)	-100.00%
- Salaries, Wages and Benefits	777,327	214,576	(562,751)	-72.40%
- Service Charges and Interest	35,578	18,263	(17,315)	-48.67%
- Transfer to Reserves	65,767	-	(65,767)	-100.00%
Total Expenses	2,005,528	428,072	(1,577,456)	-78.66%
Net Total	(1,535,749)	(342,413)	1,193,336	77.70%



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 7.h

Subject: Impact of Assessment Value Examples

Recommendation: That Council accept the report on impact of assessment value examples as information.

Executive Summary:

At the Council meeting on April 16, 2024, during discussions on the 2024 property tax bylaw, Councillor Ward made a motion for Administration to bring back a report on 3 properties and the impact on assessment for the last 4 years. Administration has provided the attached report from varying price ranges and areas of the Crowsnest Pass.

Relevant Council Direction, Policy or Bylaws:

Motion 08-2024-04-16: Councillor Ward moved that Administration bring back a report to Council showing three homes for 2020, one assessed at \$300,000, one at \$400,000 and one at \$500,000 to show the impact on those three homes over the last four years from 2020 to 2024 of the Municipal Mill Rate in order to compare the difference in the Municipal Portion of their taxes; with a friendly amendment for Councillor Girhiny: to include two homes in each bracket, one unsold and one recently sold, to demonstrate the difference.

Discussion:

When analyzing the data requested by Council, the scope was expanded from 4 years to 8 years as assessment values dropped from 2017 to 2020 and then began to increase starting in 2021.

The motion also, requested to bring back properties that recently sold. The second page of the analysis, shows properties that sold in 2021 or 2022 to show both the impact of the sale on the assessed value as well as the month sold and the sales price. The analysis shows if the sale happens in the first half of the year the impact is seen in the following years assessment. If the sale happens in the later half of the year, it can take 2 years for the assessment value to be seen.

The spreadsheet was provided to Benchmark Assessment for review and comment. Additional

columns were added to identify the year reinspection happened and comment on if any major upgrades happened over the 4 year period. As noted there was one property (Role number 2078700) that was adjusted in 2021 for a garage that was previously not accounted for.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Copy of 4 year assessment comparison assessor comments \(003\).xlsx](#)

Assessment	2017	2018	2019	2020	2021	2022	2023	2024	Reinspection Year	Comments
1003300 Land					50430	51490	66680	78930	2021	No new additions or structures.
Building					162750	188230	198110	217900		
Total	243350	242000	224000	225610	213180	239720	264790	296830		
2045500 Land					66280	76130	80490	91780	2020	No new additions or structures.
Building					365680	375590	409950	482970		
Total	405700	385000	368000	359590	431960	451720	490440	574750		
2062501 Land					73590	80330	87480	102120	2020	No new additions or structures.
Building					382560	408620	403800	417020		
Total	395090	398000	394000	349490	456150	488950	491280	519140		
3052711 Land					78940	111120	121110	135380	2023	No new additions or structures.
Building					404630	448040	492500	551860		
Total	516280	500000	487000	487420	483570	559160	613610	687240		
Sold				500000						

Sale of property in 2021 or 2022

1059700 Land					69040	72790	78670	91990	2021	No new additions or structures.
Building					267660	273170	286650	393200		
Total	365840	369000	336000	333620	336700	345960	365320	485190		
Sold Sep 2022						495000				
2078700 Land					62740	70290	75390	96170	2020	2021: found a pre 2013 garage & added from GIS.
Building					224270	315650	341090	349340		
Total	282290	279000	277000	275180	287010	385940	416480	445510		
Sold Feb 2022						355000				

Assessment	2017	2018	2019	2020	2021	2022	2023	2024	Reinspection Year	Comments
1156552 Land					172500	163170	170000	221390	2022	No new additions or structures.
Building					400050	578650	609000	662660		
Total	611090	603000	642000	581340	572550	741820	779000	884050		
Sold Feb 2022						845000				
1140035 Land					81750	87200	142470	137480	2021	No new additions or structures.
Building					108660	163280	159570	180520		
Total	211860	208000	161000	154330	190410	250480	302040	318000		
Sold Mar 2021					247000					
3007400 Land					57710	61900	67500	75450	2023	No new additions or structures.
Building					119390	191600	249540	332370		
Total	143040	180000	163000	178020	177100	253500	317040	407820		
Sold Jun 2022						400000				
2041900 Land					49430	47510	55950	52950	2020	No new additions or structures.
Building					109360	213500	211150	238370		
Total	173210	170000	156000	171170	158790	261010	267100	291320		
Sold Jun 2021					262000					



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 7.i

Subject: Additional funding required for the MDM new Dishwater.

Recommendation: That Council approve additional funding for water softener and additional installation costs for the MDM Dishwasher of \$2000 from the facilities reserve.

Executive Summary:

An initiative for the replacement of the commercial dishwasher at the MDM was approved by Council as part of the 2024 budget deliberations in the amount of \$15,000 to be funded from the Facilities Reserve.

Relevant Council Direction, Policy or Bylaws:

n/a

Discussion:

There are four options regarding the industrial grade dishwasher for the MDM.

- Option 1 would be to purchase the dishwasher only at \$12,500 and rely on the municipal plumber to install, this may result in additional cost if issues arise with the installation and the supplier is called to assist.
- Option 2 would be purchase the dishwasher and have the supplier install the unit at a cost of \$3,700 for a combined cost of \$16,200.
- Option 3 would be option 2 plus adding a water softener to the dishwasher unit at an additional cost of \$4,500 bringing the overall cost to \$20,700. The supplier is recommending adding the water softener as the MDM has hard water.
- Option 4, that facilities management is proposing is to go with Option 2 and adding a water softener system to the intake line at the hot water tank. This would allow all appliances currently using hot water to have soft water and reduce maintenance costs. The Municipality could either purchase the water softener unit out right for \$6,000 combined with option 2 for a total cost of \$22,200 or enter into a rental/lease agreement for a minimum of 2 years would require an operating budget increase of \$770 annually to the facility maintenance operating budget.

Analysis of Alternatives:

- Option 1 Purchase the dishwasher only and have municipal staff install no additional funding required and may void warranties (not an authorized installer).
- Option 2 Purchase dishwasher and have supplier install unit (total cost dishwasher and installation \$16,200 or an additional \$1,200 in funding required).
- Option 3 Purchase the dishwasher have it installed and add a water softener to the dishwasher (total cost of dishwasher, installation and water softener is \$20,700 or an additional \$5,700 in funding required).
- Option 4 Purchase dishwasher and have it installed by supplier (\$16,200) and install a water softener system on the intake line to the hot water tank providing soft water to all appliances running on hot water. The municipality can either purchase the water softener unit outright for \$6,000 for a total cost of \$22,200 or rent/lease the unit for \$770 annually.

Financial Impacts:

Facility Reserve balance is approximately \$38,000.

Depends on the option chosen

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 7.j

Subject: Option Pay Credit Card Surcharges

Recommendation: That Council directs Administration to proceed with the Option Pay Merchant Agreement, in order to provide citizens the option to pay Property Taxes, Utilities, A/R, Fines, Licenses, Development and Building Permit Fees with a credit card, at the Municipal Office and online.

Executive Summary:

The Council of the Municipality of Crowsnest Pass has a broad mandate to provide good government, to develop and maintain a safe and viable community, and to provide viable services to the community.

The Municipality of Crowsnest Pass currently accepts credit cards as a form of payment for goods and services sold at the Municipal Office, Pass Powder Keg Ski Hill, Pass Pool and MDM facilities. When credit is used to pay for these services, the cost of credit card fees to the Municipality can exceed \$40,000 annually. The Municipal Office alone incurs anywhere from \$2,000 to \$4,000 monthly, in Visa and Mastercard fees when residents use their credit cards to pay for Development Permits, Licenses, Building Permits, Fines, Fees and other assorted invoices/bills.

Option Pay, a third-party payment processor, will provide citizens the option to pay their Property Taxes, Utilities, Receivables, Fines, Development and Building Permit Fees by credit card, without the Municipality incurring any credit card fees.

Relevant Council Direction, Policy or Bylaws:

Motion 06-2023-02-14 - Credit Card Surcharges

Councillor Ward moved that Administration compare the administrative costs to authorize the use of credit cards versus the Option Pay service and provide a report back to Council.

Discussion:

On May 2, 2024, Finance staff participated in a demo of the Option Pay system. This online and in office credit card system will accept payment by VISA, MasterCard Credit and Debit cards for

municipal bills and services.

Option Pay charges a nominal transaction fee to the Credit VISA/Mastercard and Debit VISA/Mastercard payments which is displayed to the payee before the transaction is finalized. Processing fee amounts are determined based on the value of the transaction. All processing fees charged by Option Pay are never charged to the Municipality.

Utilizing Option Pay will enable our Municipality to keep our payment acceptance processing fees down and provide residents the ability to utilize their credit/debit card for payment of municipal bills and services.

Payment for the following bill types for our Municipality are considered for Option Pay:

- Accounts Receivable (invoice)
- Development Permits
- Licenses
- Building Permits
- Property Taxes
- Utilities
- Fines
- Cemetery

If OptionPay is implemented, Administration intends to replace and remove the current Global Payments credit card system with OptionPay credit card system.

All payments through OptionPay will be received by the Municipality within 48 business hours.

Using OptionPay, credit card rewards are earned by the payee on entire purchase, including fees.

A sample of the fees charged for a payment through OptionPay has been attached. Their schedule currently goes up to \$30,000.

OptionPay is an Alberta based company. They are providing services to a number of municipalities in Alberta, British Columbia, and Saskatchewan. (A list of their current clients has been attached).

Analysis of Alternatives:

- Council can approve moving forward with OptionPay
- Council can decline moving forward with OptionPay and the existing service level will be maintained

Financial Impacts:

Annual reduction in credit card service fees of ~\$30,000, if Administration replaces the current Global Payments credit card system with OptionPay credit card system.

Attachments:

[Sample payment schedule.pdf](#)
[current clients of OptionPay.pdf](#)



OPTIONPAY TIERED RATE TABLE

Revised May 2019

Transaction Range Start	Transaction Range End	OptionPay Card Load Fee
\$0.01	\$30.00	\$2.00
\$30.01	\$60.00	\$2.00
\$60.01	\$90.00	\$2.65
\$90.01	\$120.00	\$3.74
\$120.01	\$150.00	\$5.15
\$150.01	\$180.00	\$6.08
\$180.01	\$210.00	\$7.01
\$210.01	\$240.00	\$7.94
\$240.01	\$270.00	\$8.87
\$270.01	\$300.00	\$9.80
\$300.01	\$330.00	\$10.73
\$330.01	\$360.00	\$11.66
\$360.01	\$390.00	\$12.59
\$390.01	\$420.00	\$13.52

Transaction Range Start	Transaction Range End	OptionPay Card Load Fee
\$420.01	\$450.00	\$14.45
\$450.01	\$480.00	\$15.38
\$480.01	\$510.00	\$16.31
\$510.01	\$540.00	\$17.24
\$540.01	\$570.00	\$18.17
\$570.01	\$600.00	\$19.10
\$600.01	\$630.00	\$20.03
\$630.01	\$660.00	\$20.96
\$660.01	\$690.00	\$21.89
\$690.01	\$720.00	\$22.82
\$720.01	\$750.00	\$23.75
\$750.01	\$780.00	\$24.68
\$780.01	\$810.00	\$25.61
\$810.01	\$840.00	\$26.54
\$840.01	\$870.00	\$27.47
\$870.01	\$900.00	\$28.40
\$900.01	\$930.00	\$29.33
\$930.01	\$960.00	\$30.26
\$960.01	\$1,000.00	\$31.50
\$1,000.01	\$1,250.00	\$39.25
\$1,250.01	\$1,500.00	\$47.00
\$1,500.01	\$1,750.00	\$54.75

For your reference, below are municipalities currently using OptionPay to process card payments for many bill types including (but not limited to) *Property Taxes, Utilities, Permits, Licenses, Fines, Campgrounds, Bulk Water, Landfill, Cemetery, Rec/fitness Centre, Arena Bookings, Donations/Fundraising, Parking, Marina/Boat Launch, Airport Fees and Accounts Receivable.*

·Birch Hills County, AB	·RM of District of Lakeland, SK	·Town of Milestone, SK
·Bruce County, ON	·RM of Dundurn, SK	·Town of Morris, MB
·Camrose County, AB	·RM of Enniskillen, SK	·Town of Mossbank, SK
·Cardston County, AB	·RM of Hanover, MB	·Town of Mundare, AB
·City of Brooks, AB	·RM of Hillsdale No. 440, SK	·Town of Nobleford, AB
·City of Castlegar, BC	·RM of Keys, SK	·Town of Onoway, AB
·City of Cold Lake, AB	·RM of La Broquerie, MB (EN/FR)	·Town of Osler, SK
·City of Courtenay, BC	·RM of Lac du Bonnet MB	·Town of Osoyoos, BC
·City of Fernie, BC	·RM of Lumsden, SK	·Town of Oyen, AB
·County of Forty Mile, AB	·RM of Macdonald, MB	·Town of Penhold, AB
·County of Minburn, AB	·RM of Manitou Lake, SK	·Town of Pense, SK
·County of Newell, AB	·RM of Morris, MB	·Town of Picture Butte, AB
·County of Paintearth, AB	·RM of Prince Albert SK	·Town of Pilot Butte, SK
·County of St. Paul, AB	·RM of Stanley, MB	·Town of Pincher Creek, AB
·County of Two Hills, AB	·RM of Ste. Anne, MB	·Town of Ponoka, AB
·County of Vermilion River, AB	·RM of Stuartburn, MB	·Town of Port McNeill, BC
·County of Warner, AB	·Smoky Lake County, AB	·Town of Radville, SK
·County of Wetaskiwin, AB	·Starland County, AB	·Town of Regina Beach, SK
·Cypress County, AB	·Stettler Waste Management Auth., AB	·Town of Shellbrook, SK
·District of Barriere, BC	·Summer Village of Rochon Sands, AB	·Town of Smoky Lake, AB
·District of Coldstream, BC	·Summer Village of White Sands, AB	·Town of Spirit River, AB
·District of Elkford, BC	·Sun Peaks Mountain Resort, BC	·Town of St. Paul, AB
·District of Lake Country, BC	·Thorhild County, AB	·Town of Ste. Anne, MB (EN/FR)
·District of Lantzville, BC	·Town of Aberdeen, SK	·Town of Sylvan Lake, AB
·District of Sechelt, BC	·Town of Assiniboia, SK	·Town of Taber, AB
·District of Sparwood, BC	·Town of Barrhead, AB	·Town of Teulon, MB
·District of Summerland, BC	·Town of Bashaw, AB	·Town of Tofield, AB
·Flagstaff County, AB	·Town of Birch Hills, SK	·Town of Two Hills, AB
·Lacombe County, AB	·Town of Bon Accord, AB	·Town of Vegreville, AB
·Lamont County, AB	·Town of Bow Island, AB	·Town of Wainwright, AB
·MD of Bighorn, AB	·Town of Cardston, AB	·Town of Waldheim, SK
·MD of Fairview, AB	·Town of Castor, AB	·Town of Westlock, AB
·MD of Peace, AB	·Town of Coronation, AB	·Town of White City, SK
·MD of Provost, AB	·Town of Creston, BC	·Town of Wynyard, SK
·MD of Spirit River, AB	·Town of Cudworth, SK	·Township of North Huron, ON
·MD of Taber, AB	·Town of Devon, AB	·Township of Plummer Additional. ON
·MD of Willow Creek, AB	·Town of Diamond Valley, AB	·Village of Anmore, BC
·Muni. of Killarney-Turtle Mtn, MB	·Town of Drayton Valley, AB	·Village of Bittern Lake, AB
·Muni. of Kincardine, ON	·Town of Drumheller, AB	·Village of Breton, AB
·Muni. of Shuniah, ON	·Town of Edson, AB	·Village of Chase, BC
·Prairie Trails Disposal, AB	·Town of Elk Point, AB	·Village of Christopher Lake, SK
·Ponoka County, AB	·Town of Gibsons, BC	·Village of Cumberland, BC
·Red Deer County, AB	·Town of Golden, BC	·Village of Daajing Giids, BC
·RD of Bulkley Nechako, BC	·Town of Hanna, AB	·Village of Delburne, AB
·RD of Columbia Shuswap, BC	·Town of Hay River, NT	·Village of Dunnottar, MB
·RD of North Coast, BC	·Town of High Prairie, AB	·Village of Gold River, BC
·RD of North Okanagan, BC	·Town of Hinton, AB	·Village of Kaslo, BC
·RM of Aberdeen, SK	·Town of Innisfail, AB	·Village of Myrnam, AB
·RM of Barrier Valley, SK	·Town of Ladysmith, BC	·Village of Nakusp, BC
·RM of Caledonia, SK	·Town of Lamont, AB	·Village of Pemberton, BC
·RM of Canwood, SK	·Town of Langham, SK	·Village of Port Alice, BC
·RM of Corman Park, SK	·Town of Lumsden, SK	·Village of St Pierre Jolys, MB (EN/FR)
·RM of De Salaberry, MB	·Town of Magrath, AB	·Woodlands County, AB



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 10.a

Subject: Notice of Motion - Canadian Sustainable Standards Board (CSSB) Climate Disclosure Standards - Mayor Painter

Recommendation: That Council have discussion regarding the CSSB and climate related financial disclosures.

Executive Summary:

Mayor Painter provided a Notice of Motion at the May 7, 2024 Council meeting for Council to have discussion on the CSSB Climate Disclosure Standards.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A summary sheet is provided regarding the Canadian Sustainability Standards Board (CSSB) Sustainability and Climate Related Financial Disclosures: Implications for Rural Municipalities with Agriculture, Energy, and other Industries and a sample letter of opposition are attached for Council's perusal.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[CSSB Summary Sheet May 8, 2024.docx](#)

regasUMMARY

Canadian Sustainability Standards Board (CSSB) Sustainability and Climate Related Financial Disclosures: Implications for Rural Municipalities with Agriculture, Energy, and other Industries

The CSSB issued the Canadian Sustainability Standards Disclosure for Sustainability (CSDS 1) and Climate (CSDS 2) in March 2024, and they are open for comment until **June 10, 2024**. The purported objective is to fight “greenwashing” by bringing sustainability and the UN Sustainable Development Goals into all accounting.

Although the standards will hit agriculture, livestock production, and oil and gas production the hardest, the standards are meant to apply to the *entire* economy and include between 68 and 77 different industries (depending on which set of Industry-Based Guidelines are applied).¹

- Once mandated and enforceable through the adoption by the Canadian Securities Administrators (including the Alberta Securities Commission),² the finances and operations of all publicly listed companies in Canada will have to comply, with the most profound implications for hydrocarbon companies and agricultural producers, particularly livestock growers. Although the standards are designed for publicly listed companies, those companies will be asking for this information from small producers and entities within their supply and value chains.
- It is unclear at this juncture what size of publicly listed entity will have to comply with these standards.
- Representatives of the Alberta Securities Commission have indicated that it will be extremely helpful to their future adjustment of these standards (likely in 2025) if there is strong and robust feedback from Alberta individuals, groups, and entities now: no comments are understood to be acceptance of the standards as they are.
- Of significant importance is that the United States is not undertaking disclosures that are as stringent as the CSDS. Currently, the Securities and Exchange Commission’s (SEC) Climate Disclosure rules have been indefinitely stayed until court cases have been resolved. Even if the SEC rules are implemented, they do not mandate water risk data disclosure, Scope 3 emissions accounting, or climate risk scenario analysis. This will put Canadian entities at a competitive disadvantage with Canada’s largest trading partner.

The key issues for rural municipalities that have livestock producers, hydrocarbon companies, agrifood companies, and other entities include mandating water risk data disclosure, Scope 3 emissions accounting, unequal treatment of industries, mandating reporting of operations on managed conservation land, potential liability for gaps or misstatements, and mandatory climate risk scenario analysis.

¹The CSSB has said that “CSDS 1 and 2 are meant to be applied by publicly listed enterprises, but they also have an industry-based approach embedded in them. They leverage the Sustainability Accounting Standards Board’s subset of sustainability issues that are relevant to the performance of 77 industries.”

<https://www.frascanada.ca/en/cssb/about/faqs>; However, within the CSDS 1 and 2, the *IFRS-ISSB Industry-based Guidance on Implementing Climate-related Disclosures* is the referenced document.

<https://www.ifrs.org/content/dam/ifrs/publications/pdf-standards-issb/english/2023/issued/part-b/ifrs-s2-ibg.pdf?bypass=on>

² <https://www.ahbl.ca/cssb-standards/>

1. **Mandating water risk data disclosure.** CSDS 2 (Climate) embeds and mandates the use of the Industry-based disclosure of either the SASB standards or the IFRS-ISSB S2 Industry-based guidance.³

- The Industry-based standards apply to 11 sectors and 68 or 77 industries depending on which industry-based guidance is used. If the IFRS-ISSB S2 Industry-based guidance is used, 29 of 68 industries require baseline water stress reporting [see industry list below on p.7].
- Almost all of the 29, from oil and gas to agricultural products to restaurants and hotels, require reporting of total *fresh water drawn and consumed, percentage in High or Extremely High baseline water stress areas* identified by the World Resources Institute (WRI).⁴
- Other industries, such as Homebuilders must report “*Number of (1) lots and (2) homes delivered in regions with High or Extremely High Baseline Water Stress.*”⁵
- Almost all western Canadian livestock producers are in regions of high or extremely high baseline water stress. [See Aqueduct map below on p.6] Almost all North American large fracking regions fall under this category. There are three problems with the water risk data:
 - i. **Binary data request:** For the Food and Beverage sector, which includes Agricultural Products, Alcoholic Beverages, Meat, Poultry, Dairy, Non-Alcoholic Beverages, and Processed Foods, the requirement for water data is a binary choice – asking whether or not an operation is taking place in or is sourcing ingredients or livestock from areas of high to extreme-high water stress.
 - ii. **WRI Aqueduct data is not designed for this use:** The WRI has issued a disclaimer about the Aqueduct program and its data explaining it was designed for larger scale prioritization not local or regional assessment and the results of their computer models have not been validated: “*Aqueduct remains primarily a prioritization tool and should be augmented by local and regional deep dives.*”⁶ The WRI also explains, “*Although the underlying models have been validated, the results are not. Water stress remains subjective and cannot be measured directly. The lack of direct validation makes it impossible to assess some of the parameters in our calculation...Finally, we should stress that Aqueduct is tailored to large-scale comparison of water-related risks. The indicators*

³ Canada Sustainability Disclosure Standard (CSDS 2) – Climate-related Disclosures, para 12, p10; para 23, p13; para 28-29, p14; para 32, p16; para 37, p17; para B65(d), p34; para B67, p34. <https://www.frscanada.ca/-/media/frscanada/sustainability/documents/cssb-ed-csds-2.pdf?rev=37dd7b66f4c049a5890502b5c852134d>

⁴ IFRS-ISSB Industry-based Guidance on implementing Climate-related Disclosures, June 2023; <https://www.ifrs.org/content/dam/ifrs/publications/pdf-standards-issb/english/2023/issued/part-b/ifrs-s2-ibg.pdf?bypass=on>

⁵ IFRS-ISSB Industry-based Guidance on implementing Climate-related Disclosures, June 2023, Vol. 35 Homebuilders, p283; <https://www.ifrs.org/content/dam/ifrs/publications/pdf-standards-issb/english/2023/issued/part-b/ifrs-s2-ibg.pdf?bypass=on>

⁶ <https://www.wri.org/data/aqueduct-global-maps-40-data>.

have limited added value on a local scale.”⁷ For this reason alone, this data requirement should not be mandated.

- iii. **Absolute water drawn:** This requirement does not differentiate between fresh water and recycled water. Although there is a subsequent metric for “produced” water, which is brackish water taken from a well, a clearer indication of responsible water use would identify and differentiate fresh water, produced water, and recycled water rather than have an absolute water metric.

Therefore, given the severe but little-known limitations of the Aqueduct program and its data, it would be helpful to make a **strong statement requesting that not only should the binary requirement of reporting baseline water stress data be removed from the standards but more importantly, the use of the data from the WRI Aqueduct program should not be mandated for Canada.**

⁷ https://files.wri.org/d8/s3fs-public/2023-08/aqueduct-40-technical-note.pdf?VersionId=G_TxTR2LAnlgXGzy7xtDUP_5lmkXJY7d

2. **Mandating disclosure of all gross Scope 3 emissions in addition to Scope 1 and Scope 2.** Scope 3 emissions reporting is difficult to quantify because it includes everything up and down the supply chain; emissions are counted several times over and are not an accurate representation of climate risk. The compliance costs are staggering. There are several problems with Scope 3 emissions accounting:
- i. **Double or Triple Counting:** there is no clear accepted means for preventing double- or triple-counting. An accounting standard should not include data that is unverifiable and out of the control of the entity reporting; Scope 3 emissions clearly fall in this category.
 - ii. **Mandated use of GHG Protocol:** Like the WRI Aqueduct program, the GHG Protocol was not designed for this type of accounting. It was created as a thought exercise for corporations to consider their broader impact on the environment through their supply or value chains. Given that there is no way to audit emissions accounting, this presents a litigation risk for entities.
 - iii. **Only absolute emissions required:** By only asking for absolute emissions expressed as CO₂ equivalent, there is no place for incorporating carbon removal such as carbon capture and storage or offsets or mitigation measures in a clear and demonstrable way as part of an entity's overall net emissions. This distorts what efforts a company or entity might be taking to operate in a sustainable manner.

Scope 3 emissions accounting should not be mandatory.

3. **Unequal treatment of different industries.** The CSDS standards and the Industry-based Guidance do not treat all industries fairly or equally.
- a. **Oil and Gas Reserves' Emissions.** For example, oil and gas companies must report not only the Scope 3 emissions from others using their products (that means the emissions from combustion of oil, gas, and coal), they also must report the gross potential emissions embedded in a company's hydrocarbon reserves. This will be counted against a company as part of its overall emissions. Reserves will now be considered a liability rather than an asset.
 - b. **Standards skewed in favour of wind.** Under "materials efficiency" wind developers must disclose the top five materials consumed in greatest amounts *excluding "materials consumed in production (for example waste), freight, storage and installation (for example, foundation)." The largest emissions footprint of a wind project is the foundation and transport of the wind turbines from manufacturer to installation. By excluding the foundation and transport, wind projects receive an unfair accounting of emissions that puts them at a competitive advantage over other forms of energy production. In addition, under materials optimization, a wind developer can get credit for designs that reduce materials consumed in the installation of wind turbines such as the foundation even though it does not have to account for the foundation in its top 5 materials. Where solar developers must account for the energy required in the production of the solar panels, there is no energy accounting requirement for wind turbine production.*

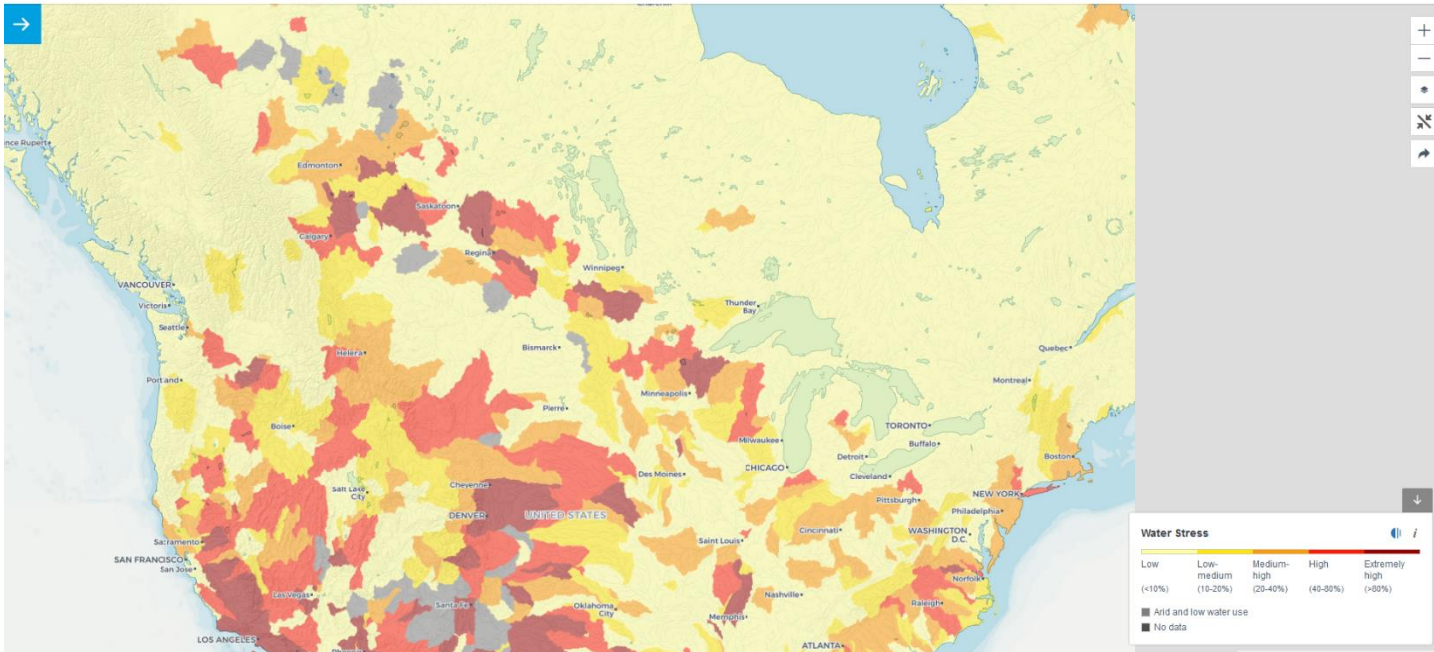
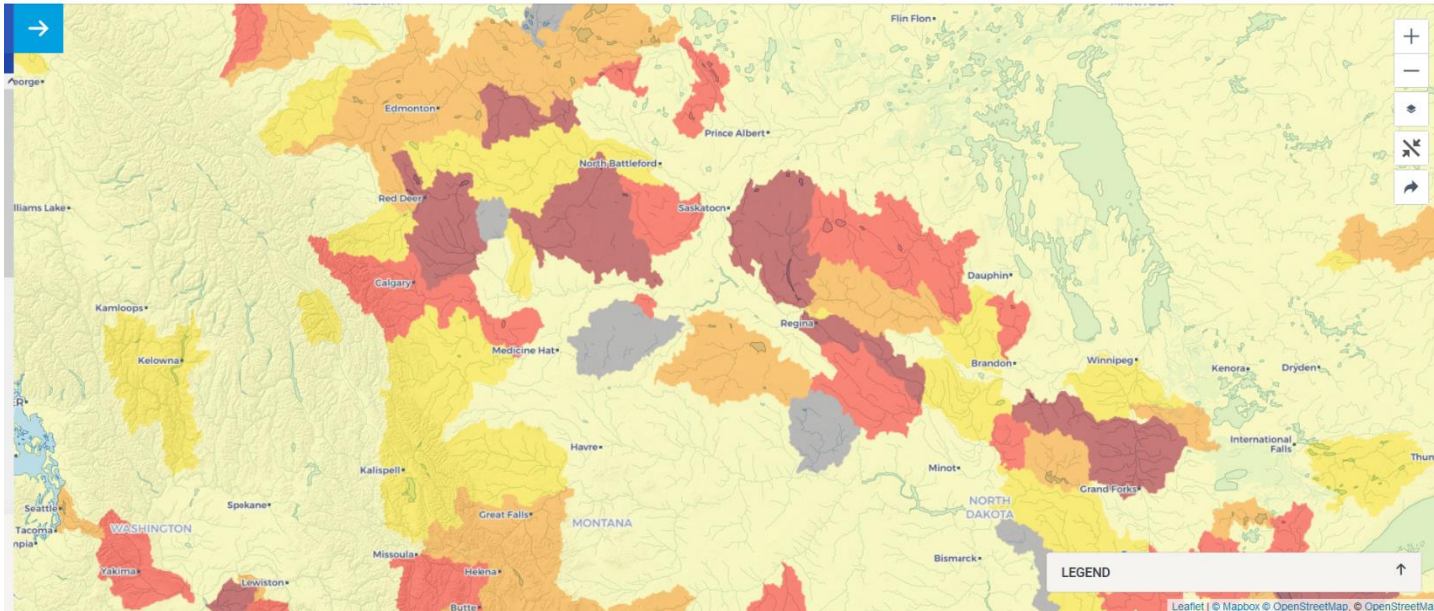
Since the standards are presented as a way to prevent “greenwashing”, skewing the standards in favour of wind projects is actually an exercise of greenwashing itself. This distortion and greenwashing needs to be addressed and ameliorated.

- 4. Mandating reporting of pasture and grazing land managed to conservation plan.** In the Industry-Based Guidance for the Meat, Poultry, Dairy industry, the requirement for reporting the “*Percentage of pasture and grazing land managed to conservation plan,*” applies to “*land from operations that the entity owns and operates, operations with which it contracts animal production (for example, independent producers) and operations that would otherwise supply animal protein to the entity (for example, for processing by the entity.)*” A conservation plan is defined as: “*jurisdictional standards or regulations intended to promote sustainable management of natural resources, which may include soil, water, air, and related plant and animal resources.*”⁸

If this reporting requirement remains, it would be helpful for the municipality or the provincial government to create (if there isn’t one already) a conservation land database including specific geographical location data to simplify the process and have verifiable data so that Alberta ranchers can benefit from jurisdictional stewardship.

- 5. Liability for material gaps or misstatements.** Since a great deal of the information being required is either forward looking/future casting or out of the direct control of entities (such as Scope 3 emissions accounting), entities could be made financially liable for any perceived misstatement on emissions, future scenarios, future global developments and future weather events, the behaviours and actions of those who use an entity’s products, and reputational damage from “controversies.” A statement on the need for some kind of “safe harbour” for reporting on subjective and forward-looking information would be helpful.
- 6. Mandating climate risk scenario analysis.** There are serious problems with mandating scenario analysis such as its evolving applicability to climate as well as compliance cost. This will be an issue for larger publicly traded companies. It is unclear whether or not this will be a requirement for small or medium-sized enterprises. Issuing a statement objecting to the use of climate risk scenario analysis will be helpful for the ASC in crafting subsequent standards in 2025.

⁸ IFRS-ISSB *Industry-based Guidance on implementing Climate-related Disclosures*, June 2023, Vol. 23 Meat, Poultry, Dairy, p192; <https://www.ifrs.org/content/dam/ifrs/publications/pdf-standards-issb/english/2023/issued/part-b/ifrs-s2-ibg.pdf?bypass=on>



LIST OF INDUSTRIES MANDATED TO REPORT OPERATIONS IN WATER STRESS AREAS

*Note Vol indicates number in IFRS-ISSB Industry-Based Guidance⁹

- Apparel (Vol 1)
- E-Commerce (Vol 4)
- Household Personal Products (Vol 5)
- Coal Operations (Vol 7)
- Construction Materials (Vol 8)
- Iron & Steel Producers (Vol 9)
- Metals & Mining (Vol 10)
- Oil and Gas – Exploration and Production (Vol 11)
- Oil and Gas – Refining and Marketing (Vol 13)
- Agricultural Products (Vol 20)
- Alcoholic Beverages (Vol 21)
- Meat, Poultry, Dairy (Vol 23)
- Non-Alcoholic Beverages (Vol 24)
- Processed Foods (Vol 25)
- Restaurants (Vol 26)
- Electric Utilities (Vol 32)
- Home Builders (Vol 35)
- Real Estate (Vol 36)
- Water Utilities and Services (Vol 39)
- Biofuels (Vol 40)
- Pulp & Paper (Vol 43)
- Solar Technology & Project Developers (Vol 44)
- Chemicals (Vol 47)
- Containers and Packaging (Vol 48)
- Hotels & Lodging (Vol 52)
- Electronic Manufacturing Services (Vol 54)
- Internet Media Services (Vol 56)
- Semi-Conductors (Vol 57)
- Software and IT Services (Vol 58)

Includes Binary question for Ingredient Sourcing: Is it from in an area of high to extreme high water stress.

Total water consumed in areas of high to extreme high water stress. For Homebuilders: Number of lots or homes built in areas of high to extreme high water stress.

⁹<https://www.ifrs.org/content/dam/ifrs/publications/pdf-standards-issb/english/2023/issued/part-b/ifrs-s2-ibg.pdf?bypass=on>

Chair, Charles-Antoine St-Jean
Canadian Sustainability Standards Board (CSSB)
277 Wellington St W
Toronto, Ontario
M5V 3H2
Submitted via FRAS Canada Internet Portal

[Your Name
Your Address
Your Town
Your Postcode]

[Date goes here]

Feedback on CSSB CSDS 1 (Sustainability) and CSDS 2 (Climate-related) Financial Disclosures

Dear Chair St-Jean,

Thank you for the opportunity to provide stakeholder comment on this proposed accounting standard. [or some other nicety]

We are a xxx organization operating in xxx. [introduce yourselves in a sentence or two]

We strongly disagree with the objective and entire rationale of the Canadian Sustainability Disclosure Standards – General Requirements for Disclosure of Sustainability-related Financial Information (CSDS 1) and Climate-related Disclosures (CSDS 2). This is another layer of expense that will be added throughout the value chain, down to small operations, with little gain for larger companies, investors, or consumers. Furthermore, as a matter of principle, these standards violate the core of a free enterprise and free-market system that Canada is supposed to embody because they skew the playing field and distort investor decision-making.

Scope 3 Emissions Accounting

The requirement of Scope 3 emissions in CSDS 2 will trickle down to non-publicly listed companies and operations. This is a costly and complicated undertaking to try to figure out all the emissions in all that a business does. We are concerned that Scope 3 emissions accounting will be filled with uncertainty. It requires further development and a more consistent methodology and process which is currently lacking because there will be multiple counting of the same emissions that will distort investors' perspectives. We ask that Scope 3 emissions accounting be optional.

Industry-based Guidance

In both CSDS 1 and CSDS 2 the SASB or ISSB Industry-based Guidance on Implementing Climate-related Disclosures is required. The Industry-based Guidance does not treat all industries equally, and it uses or relies on Aqueduct, the World Resources Institute (WRI) Water Risk Atlas Tool, which is inappropriate for this purpose.

Unfair Treatment

Wind developers receive preferential treatment in the Industry-based Guidance particularly when compared to solar panel production and the oil and gas industry. For example, under "materials efficiency" wind developers must disclose the top five materials consumed in greatest amounts *excluding* "materials consumed in production (for example waste), freight, storage and installation (for example, foundation)." The largest emissions footprint of a wind project is the foundation and transport of the wind turbines from manufacturer to installation. By excluding the foundation and transport, wind projects receive an unfair accounting of emissions that puts them at a competitive advantage over other forms of energy production. In addition, under materials optimization, a wind developer can get credit for designs that reduce materials consumed in the

installation of wind turbines such as the foundation even though it does not have to account for the foundation in its top 5 materials. Whereas solar developers must account for the energy required in the production of the solar panels, there is no energy accounting requirement for wind turbine production. Oil and gas exploration and production companies must report not only the Scope 3 emissions from others using their products, they also must report the gross potential emissions embedded in a company's hydrocarbon reserves. This will be counted against a company as part of its overall emissions. It is not right that reserves will now be considered a liability rather than an asset, while wind projects and developers get a pass on the most emissions intensive aspect of their production and operations.

Water Risk and Aqueduct Tool

The use of the WRI Aqueduct tool is a problem because it was never designed for this purpose. Investors will likely believe that the Aqueduct information has pulled together and analysed local and regional data to provide a reliable assessment. But the WRI offers a disclaimer on the tool and states itself that "Aqueduct remains primarily a prioritization tool and should be augmented by local and regional deep dives."¹ For the 29 industries that Aqueduct is used, it is a binary question asking whether or not an operation is taking place in or is sourcing ingredients or livestock from areas of high to extreme-high water stress. This binary choice does not provide adequate and decision useful information for investors and actually could undermine investor decision-making, meaning Albertan livestock – because of the Aqueduct tool – could very well be disqualified from purchase by large processors or purchasers that are publicly listed. One of the water metrics only asks for absolute water drawn and doesn't differentiate between fresh or brackish water. Given these severe but little-known limitations of the Aqueduct program and its data, and the unfair treatment between different industries within the SASB standards, we request that the Industry-based Guidance be optional.

Climate Scenario Analysis

There are serious problems with mandating climate scenario analysis such as its evolving applicability to climate as well as compliance cost. It has not yet been demonstrated that climate scenario analysis is actually helpful or beneficial to an entity and we are concerned that publicly listed companies may curtail operations in our region due to inaccurate predictions from climate scenario analysis. Although the standards provide a two-year relief from this requirement, there are significant costs for conducting climate scenario analysis that other competing jurisdictions are not mandating. We request that climate scenario analysis be voluntary.

Liability

There are many sections of the CSSB standards that expose companies, and those reporting to them like small or individual operations, to potential liability and litigation. There is a great deal of forward-looking or future-casting or reporting of information outside the direct control of a company, such as transition planning and Scope 3 emissions accounting. We notice that a safe harbour for uncertainties of statements, data, and projections is not included within CSDS 1 or CSDS 2 even though other jurisdictions like Australia and the US provide a safe harbour for statements concerning Scope 3 emissions, climate scenario analysis, and transition plans.

We request that a safe harbour for reporting on indirect data, subjective, and forward-looking information, such as Scope 3 emissions, climate scenario analysis, and transition plans is included in the standards.

Cost of Compliance

All of the above and more within the standards add up to significant costs of compliance. In researching these standards and trying to figure out how much all of this will cost to comply, we were pointed to the Australian government's cost impact analysis. Converted into Canadian dollars,

¹ <https://www.wri.org/data/aqueduct-global-maps-40-data>.

for publicly listed companies with at least 100 employees and \$50 million in annual turnover, the average initial transitional cost of compliance is about \$1.1 million with annual recurring costs of \$641,000.² That is money that could otherwise go to improving products and services or paying profits to investors. That money is lost from the company; it is not an investment in the company, but rather it goes towards climate consulting firms – all of whom, by the way, seem to be cheering the standards for obvious reasons. We request that the extent and breadth of requirements be reconsidered in order to lower the cost of compliance or Canadian companies will be at a competitive disadvantage with our biggest trading partners.

Competitive Disadvantage

As a member of the US-Canada-Mexico trading agreement (formerly NAFTA), Canada ought to be more in alignment with our USCMA trading partners than others in the international community with whom we conduct very little trade. These standards seem to align Canada with the European Union – only 8% of our export trade goes to the EU, whereas 78% of our export trade goes to the US. We understand that the US Securities and Exchange Commission (SEC) introduced a climate rule, but it is before the courts. However, even if the courts uphold the rule, the SEC rule does not require Scope 3 emissions accounting (it is optional); Climate scenario analysis is voluntary; there is no mandatory water risk assessment because industry-based guidelines are voluntary; transition plans are voluntary; and there are safe harbour provisions that will lower legal and liability costs. Our understanding is that Mexico is not considering any climate-related financial disclosures. Mexican manufacturers and food producers will not have this added financial or regulatory burden, which will put Canadian producers at a competitive disadvantage. The standards being considered in Canada at the moment are so significantly different from what the US and Mexico are doing, that once mandatory, Canadian companies will be put at a competitive disadvantage with our continental trading partners. We request that reporting requirements be in alignment with our main trading partners rather than the EU.

Please accept and seriously consider our above suggestions.

Sincerely,

xxx
xxx

² https://oia.pmc.gov.au/sites/default/files/posts/2024/01/Impact%20Analysis_0.pdf.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 28, 2024

Agenda #: 10.b

Subject: Bulk Water Fill Station Inquiry - Councillor Glavin

Recommendation: That Administration provide clarification on how the Bulk Water Fill Station works.

Executive Summary:

Councillor Glavin requested that Administration provide clarification on how the Bulk Water Fill Station works.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments: