



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, October 22, 2024 at 7:30 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Alberta South West Regional Alliance of September 4, 2024 and the October Bulletin
- 3.b Ryan and Billie-Jo Legroulx - Letter of Concern Regarding 15th Avenue Road Closure of September 16, 2024
- 3.c Chad Pawlowski - Letter of Concern Regarding 15th Avenue Road Closure of October 2, 2024
- 3.d Kathryn Graham - Letter of Concern Regarding 15th Avenue Road Closure of October 4, 2024
- 3.e Robert Frantz - Two Letters Concerning 15th Avenue Road Closure of October 8, 2024
- 3.f Anneret de Beer - Letter Concerning 15th Avenue Road Closure of October 8, 2024
- 3.g Mona Robotka - Letter Concerning 15th Avenue Road Closure of October 10, 2024
- 3.h Larry Robotka - Letter Concerning 15th Avenue Road Closure of October 10, 2024
- 3.i Richard Milford - Letter Concerning 15th Avenue Road Closure of October 13, 2024
- 3.j Darsey Milford - Letter Concerning 15th Avenue Road Closure of October 13, 2024
- 3.k 2024 10 08 - Oldman Watershed Council - Request for Donation

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of October 8, 2024

5. PUBLIC HEARINGS

6. DELEGATIONS

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

7. REQUESTS FOR DECISION

- 7.a Bylaw 1205, 2024 - To amend Bylaw 1159, 2023 - *First, Second and Third Reading*

- 7.b Bylaw 1206, 2024 - Land Use Bylaw Amendment - *First Reading*
- 7.c Service Areas Update
- 7.d UTAR/NUTAR Clarification and Transcripts
- 7.e MDM Community Centre - Building Condition Assessment Fee Proposal
- 7.f Mythbuster Page

8. COUNCIL MEMBER REPORTS

9. PUBLIC INPUT PERIOD

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

10. COUNCILOR INQUIRIES AND NOTICE OF MOTION

11. IN CAMERA

- 11.a Advice From Officials - AGS Update on Turtle Mountain - *FOIP Act Section 24*
- 11.b Economic Interests of the Public Body - Land Sales Application - *FOIP Act Section 25*
- 11.c Confidential Evaluations - CAO - *FOIP Act Section 19*
- 11.d Economic Interests of the Public Body - Golf Course Water Rate - *FOIP Act Section 25*

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 3.a

Subject: Minutes of the Alberta South West Regional Alliance of September 4, 2024 and the October Bulletin

Recommendation: That Council accept the Minutes of the Alberta South West Regional Alliance of September 4, 2024 and the October Bulletin as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Alberta South West Regional Alliance provides their minutes to keep member municipalities apprised of activities within the region.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 AlbertaSW Board Minutes 09-04 approved plus Exec Dir Report_.pdf](#)

Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday, September 4, 2024–Country Encounters, Crowsnest Pass



Board Representatives

Brad Schlossberger, Claresholm
 Barbara Burnett, Cowley
 Blair Painter, Crowsnest Pass
 Cam Francis, Cardston County
 Kevin Todd, Nanton
 Barbara Clay, Waterton
 Tim Court, Cardston

Guests and Resource Staff

Greg Long, LRSD
 Sacha Anderson, CF Crowsnest Pass
 Marie Everts, JET
 Brandie Lea, PrairiesCan
 Bev Thornton, AlbertaSW

- | | | |
|---|------------------------------|---|
| 1 | Call to Order/ | Vice-Chair Brad Schlossberger called the meeting to order. |
| 2 | Approval of Agenda | Moved by Blair Painter THAT the agenda be approved with addition of Blackfoot Signage Project update Carried. [2024-09-912] |
| 3 | Approval of Minutes | Moved by Cam Francis THAT the Minutes of July 31, 2024, be approved as presented. Carried. [2024-09-913] |
| 4 | Approval of Cheque Register | Moved by Kevin Todd THAT cheques #3438 to #3449 be approved as presented. Carried. [2024-09-914] |
| 5 | REDA letter to Premier Smith | Board reviewed letter and, further to motion 2024-07-909, will send letter with discussed revisions. |
| 6 | REDA Chairs/Managers meeting | A meeting to discuss possible next steps for REDAs is being scheduled for Tuesday, September 24, in Red Deer, prior to Alberta Municipalities Convention. Bev will share details as agenda is finalized. |
| 7 | AlbertaSW Operations Summary | Draft of project summary reviewed. Board prefers full summary, and in print form as well as digital to share with Councils. Bev will update the document and print copies for next meeting. |
| 8 | MECAP Speaker Series Plan | Phase 2 of Manufacturing, Energy, Construction, Ag Processing project will be an “Industry Leaders Forum” and speaker series on the following dates, 3rd Wednesday of each month from 12 noon to 2:00pm: Wednesday, September 18 Manufacturing (virtual) Wednesday, October 16 Workforce (in-person) Wednesday, November 20 Supply Chain (Virtual) Wednesday, December 18 Agri-value (Virtual) January TBD Energy |
| 9 | New NRED Guidelines | Board reviewed new guidelines and discussed project possibilities. Bev will begin a draft project description and circulate for added input. |

| | | |
|----|---------------------------|---|
| 10 | Blackfoot Signage Project | The pilot project, led by Community Futures Lethbridge Region is deemed a success, and funding will be secured for Phase 2. There is interest in expanding the opportunity and making it open to AlbertaSW businesses and communities. An important part of this will be to engage the Piikani Nation to assist with correctness of translation and interpretation and strengthen partnerships and relationships. It is an opportunity to further build upon the principles of the MOU in place with Blood Tribe. |
| 11 | Executive Director Report | Accepted as information. |
| 12 | Round table | Accepted as information. |
| 13 | Upcoming Board Meetings | <ul style="list-style-type: none"> ➤ Wednesday, October 2, 2024 location TBD; Parks Canada invited ➤ Wednesday, November 6, 2024 - TBD; date of RMA ➤ Wednesday, December 4, 2024-Organizational Meeting-Pincher Creek |
| 14 | Adjourn | Moved by Blair Painter THAT the meeting be adjourned. Carried. [2024-09-915] |

Approved October 2, 2024.....

Executive Director Report September 2024

MEETINGS and PRESENTATIONS

Sept 4: Blackfoot Signage project meeting

Sept 4: AlbertaSW Board Meeting, Crowsnest Pass

Sept 5: Meeting with GoGood Travel and Flying compass, Zoom

Sept 9: Meeting with Travel Alberta and SCR re: overview of TDZ consultations, Teams

Sept 9: Meeting with Aimee Benoit, Heritage Canada Funding programs, Teams

Sept 10: RINSA planning meeting, Lethbridge

Sept 10: Tourism Lethbridge Advisory Committee Meeting (regrets)

Sept 11: Planning meeting with Energy Futures Lab, Zoom

Sept 11: Meeting with MediaPlanet (National Post) re: regional promotion, Zoom

Sept 12: Highway3 Twinning Development Association meeting, Lethbridge

Sept 16: Consultation meeting with Travel Alberta, Pincher Creek

Sept 17: REDA Managers Meeting, Zoom

Sept 17: Energy Futures Lab convening team meetings, Zoom

Sept 17: present mapping project idea to University of Lethbridge Geography 3700 class, Zoom

Sept 18: Economic Development Lethbridge board meeting, Lethbridge

Sept 18: Session 1 of MECAP speaker series, Zoom (16 participants)

Sept 24: REDA Chairs and Managers in-person meeting cancelled (Red Deer)

Sept 24: NRED information webinar, Teams

Sept 25: Meeting with Geography 3700 student team, professor, and InnoVisions re: mapping project, Zoom

Sept 26: MECAP planning meeting conference call

Sept 26: IEDC-AEDO Accreditation Committee meeting, Zoom

PROJECT MANAGEMENT and REPORTING

- Presentation ideas for Energy Futures Lab (EFL) pilot project development
- Coordinate REDA stories for 2025 EDA Invest/Xperience magazine
- Compile RBL updates
- Continued tweaks to new website and on-line tools
- Scenario planning for Crown of the Continent Geotourism Council
- REDA managers plans and ideas for next steps
- Renew subscriptions and web domains
- Planning for Southern Economic Summit March 27, 2025 tentatively at Lethbridge Agri-Food Hub
- Planning for next phase of Blackfoot Signage Project

INVESTMENT ATTRACTION and REGIONAL PROMOTION

- Continued collaboration regarding options for future REDA operations
- Participate in Travel Alberta Tourism Development Zone consultations
- Provide data and support to University of Lethbridge Geography 3700 student mapping project
- Planning for upcoming Southern Economic Summit-March 27, Agrifood Hub
- Invited to be guest speaker at opening session of Energy Futures Lab pilot project

Alberta SouthWest Bulletin October 2024

Regional Economic Development Alliance (REDA) Update

❖ Check out Connect4Commerce...

This innovative on-line tool is licensed as a partnership of AlbertaSW, Community Futures Alberta Southwest, and Community Futures Crowsnest Pass. The tool is aligned with the real estate industry and automatically updates all MLS listings in the region every 24 hours.

A unique and useful feature: municipal assets can also be manually entered and listed.

All community listings are on the regional, and member communities can also arrange to have their listings branded and accessible on their own sites! <https://www.albertasouthwest.com/real-estate-tools>



❖ Municipal support for REDAs

On September 26 a resolution presented at Alberta Municipalities requested that the province continue to invest in operational support for Regional Economic Development Alliances in Alberta. The vote was 79.4% in favour.



❖ Waterton Lakes National Park visitation 2024

Christy Gustavison, Visitor Experience Manager, reported 500,000 visitors to the park as of September 30. Travel Alberta, South Canadian Rockies, our highway corridors and collaborative communities can play a role in creating positive visitor experiences. Further Parks Canada data analysis will be available in spring 2025.

❖ Manufacturing, Energy, Construction, Ag Processing (MECAP)

The first session of the speaker series was held on September 18... great presentations from

- David Munro, Manufacturing Consortium Manager, BC, AB, SK & MB Excellence in Manufacturing Consortium (EMC) <https://emccanada.org/>
- David Rist, Quality & Productivity Leader, Manufacturing Export Enhancement Cluster (MEEC) <https://www.meecluster.ca/>
- And joined by Joseph Henke Program Specialist ENBIX (Emissions-Neutral Building Information Exchange) <https://www.enbix.ca/>



~~ PROJECT EVENTS THIS MONTH! ~~

Join the next event in the AlbertaSW **MECAP Industry Leaders Forum Speaker Series !**

- Wednesday, October 16 12:00-2:00pm (In-person; lunch served)-Town Office, Claresholm
TO REGISTER... e-mail bev@albertasouthwest.com or NatalieGibson@shaw.caMore details to follow!

NOTE: Mark your calendar and register ahead of time for the other virtual events in the series!

- Wednesday, November 20 12:00-2:00pm **Supply Chain (Virtual)**
- Wednesday, December 18 12:00-2:00pm. **Agri-value (Virtual)**

❖ Energy Futures Lab (EFL) pilot project: SHAPING ENERGY FUTURE COMPETITIVENESS in Southern Alberta



Energy development leads to conversations about community prosperity, regulations, land use, and best practices. Join the conversation to address issues, strengthen leadership, ask the right questions, and create possible answers!

- Tuesday, October 8 11:00am to 1:00pm (Virtual) Orientation and introduction to the project (
- Wednesday, October 23 8:45am to 5:00pm (In-person; lunch served)-Heritage Inn, Pincher Creek
This is a two-day workshop condensed into one day. Details to follow!

TO REGISTER please email sspence@energyfutureslab.ca

Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0
403-627-0244 (cell)
bev@albertasouthwest.com
www.albertasouthwest.com





Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 3.b

Subject: Ryan and Billie-Jo Legroulx - Letter of Concern Regarding 15th Avenue Road Closure of September 16, 2024

Recommendation: That Council accept the Ryan and Billie-Jo Legroulx Letter of Concern Regarding 15th Avenue Road Closure of September 16, 2024 as information, give consideration to their letter, and send a reply letter.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 09 16 - Ryan and Billie-Jo Legroulx - Concern Regarding 15th Avenue Road Closure.pdf](#)

September 17, 2024

Mayor and Councillors of Crowsnest Pass,

Please accept this letter in follow-up to the decision to close the west-side hill on 15th avenue Blairmore.

We purchased this house in 2012 and several residents used this road to access their homes. There was no signage at the top or bottom. Years later a sign was placed at the top reading "Emergency Use Only." Most recently the road was deemed an uphill only.

The road has now been permanently closed, with cement barricades, and will have a locked gate at the top eventually. This decision was made after discussion with residents on 15th avenue between snake park and the hill. Reading the letters, the concerns were increased traffic, speeding, and loud trucks going up the hill/spinning their tires in the winter. The information from bylaw, however, said there was one speed recorded over the posted limit and no tickets handed out.

In our opinion, closing the hill is not a viable solution. We now have 2 roads to drive up the hill, and one down. You have increased the traffic on the main hill, making an already difficult hill in the winter much busier. We personally have gone down that road sideways and another resident we talked to also wound up in someone's hedge. Those loud trucks will also still have to access their homes, so I am eager to see what happens when residents on those streets complain about the noise and increased traffic.

Another issue this causes is we have lost an exit in the event of an emergency.

We would like the council to consider the following options, which echo almost every letter that was submitted to council in August.

- Posted reduced speed limit signs from the top of the hill to the park (30km/hr)
- The hill open as one way only – going down. This will give 2 roads up and 2 down, and will prevent spinning out of vehicles and loud trucks revving their engines

We would be happy to discuss this is-person, if able, should this decision be open for conversation.

Sincerely,

Ryan and Billie-Jo Legroulx



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 3.c

Subject: Chad Pawlowski - Letter of Concern Regarding 15th Avenue Road Closure of October 2, 2024

Recommendation: That Council accept the Chad Pawlowski Letter of Concern Regarding 15th Avenue Road Closure of October 2, 2024 as information, give consideration to this letter, and send a reply letter.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 10 02 - Chad Pawlowski - Letter Concerning 15th Avenue Road Closure.pdf](#)

Chad Pawlowski

13570 15 Ave.

Blairmore, Ab.

Personal Privacy - FOIP Act Section 17



October 2, 2024

Crowsnest Pass Town Council

Dear Members of the Town Council,

I am writing to formally express my concerns regarding the recent and abrupt closure of the one-way road leading up the hill to my neighbourhood, which now leaves only a single access point to our area. This decision was made without any consultation with residents and has caused several unintended consequences that negatively affect the safety and well-being of our community.

First and foremost, the closure of this road restricts the entire neighbourhood's access to a single route. This poses significant safety risks, particularly to children who walk along this road to access their school bus stop and other activities. The remaining open road has no sidewalks, and now with all traffic concentrated on this route, the potential for accidents has increased substantially. Children are walking up and down a road that is now busier, with no additional safeguards in place to protect them from the increased vehicle traffic.

Moreover, the closure has created concerns about emergency response times. In the event of simultaneous emergencies at both the top and bottom of the hill, it is unclear how emergency responders will efficiently navigate through the area. The ability for fire, ambulance, or police services to reach both ends of the neighbourhood is crucial, and I believe this closure puts our safety at risk.

It is also concerning that the town implemented this change without addressing the core issues that residents at the bottom of the hill were reportedly facing—namely, speeding, excessive traffic, and vehicles traveling the wrong way down the one-way road during winter conditions, sometimes resulting in accidents. During the winter months, it is particularly problematic that road cleaning and ice control measures were

inadequate, contributing to the danger. To our knowledge, no policing or alternative traffic management measures were put in place to address these concerns.

The only prior action from the town was the installation of a speed detection and display sign, which, while helpful, did not resolve the underlying issues. Importantly, those of us living at the top of the hill were not informed of any potential concerns or given the opportunity to participate in a dialogue about possible solutions before the road was closed.

This lack of communication is frustrating, as it feels like our voices have not been considered in decisions that directly affect our daily lives. Many residents in the area are now coming together, sharing similar concerns, and planning further action such as petitioning for change. While we understand that some areas with similar closures have implemented gates accessible by emergency services, this too raises concerns. Relying on a gate that requires a special key or mechanism for access could still lead to delays in critical response times. In urgent situations, every second counts, and there is no guarantee that such a system would function smoothly or without complications, particularly during inclement weather or equipment malfunctions. This further underscores the need for an immediate reassessment of the current closure.

The closure has also caused a concentration of traffic that has increased wear and tear on the only remaining access road. This, combined with heightened traffic noise and emissions in our area, is an unnecessary burden, particularly when no prior consultation or alternative measures were proposed.

We respectfully request that the town council revisit this decision and consider reopening the road or implementing an alternative that addresses the concerns of both the residents at the bottom and top of the hill. We are confident that solutions such as improved road maintenance, better traffic control measures, and open communication with residents would be far more effective in resolving the problems without endangering our community or limiting access to one route.

Thank you for your attention to this matter. I look forward to your response and am hopeful that the town will work collaboratively with residents to find a solution that ensures the safety and accessibility of our neighbourhood.

Sincerely yours,

Chad Pawlowski



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 3.d

Subject: Kathryn Graham - Letter of Concern Regarding 15th Avenue Road Closure of October 4, 2024

Recommendation: That Council accept the Kathryn Graham Letter of Concern Regarding 15th Avenue Road Closure of October 4, 2024 as information, give consideration to her letter and send a reply letter.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 10 04 - Kathryn Graham - Letter Concerning 15th Avenue Road Closure.pdf](#)

Bonnie Kawasaki

From: Kathryn Graham Personal Privacy - FOIP Act Section 17
Sent: October 4, 2024 8:23 AM
To: Bonnie Kawasaki
Subject: Safety concerns re: Blairmore road closure

To Bonnie and the Town Council,

I am writing to express my concern regarding the closure of the road at the top of 15 Avenue in Blairmore.

This closure has meant that more traffic travels up and down the main road. There is a bus stop located at the bottom of the hill, on 18 Avenue, and many children (including my own) walk to and from this bus stop in the mornings and afternoons. The road has no sidewalks, and is winding, with many blind corners, making it a safety hazard for these kids and all other pedestrians. Now with the closure of the second access, more traffic uses this main road, making it even more dangerous.

The other problem with the closure of the second road, is that in the winter the main hill (which is incredibly steep), can be difficult for vehicles to drive up. Many drivers unsuccessfully attempt to drive up the hill when the road is snow covered or icy, and have thankfully had an alternate route available. This is no longer the case.

The residents living at the top of the hill were not consulted about the road closure, and it is a serious safety concern. Please consider reopening the second access so that all of us can get to and from home safely.

Thank you for your time,

Kathryn Graham

Personal Privacy - FOIP Act Section 17

13538 15 Avenue, Blairmore



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 3.e

Subject: Robert Frantz - Two Letters Concerning 15th Avenue Road Closure of October 8, 2024

Recommendation: That Council accept the Robert Frantz Letters of Concern Regarding 15th Avenue Road Closure of October 8, 2024 as information, give consideration to the letters, and send a reply letter.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 10 08 - Robert Frantz - Two Letters Concerning 15th Avenue Road Closure.pdf](#)

Robert H Frantz

13357 17Ave. Blairmore. AB

Personal Privacy - FOIP Act Section 17

October 1, 2024

Crowsnest Pass Municipal Council
Box 600, Crowsnest Pass, AB T0K 0E0

Dear Council Members,

I am writing in regards to the unexplained and perhaps inexplicable closure of the 134th St - 14th Ave access to the residences on the hill in East Blairmore. This leaves 60+ households on that hill with only one fully maintained access road.

I do not know if this was a council or an administrative decision. Either way it was a very bad decision. It was made and implemented without consulting those of us who live on that hill. That should never happen in a small community such as ours.

I do not know the reason behind the closure. At first we were told people were driving too fast. Almost impossible going south on 134th then up the hill. Down hill traffic has to slow for the hard right at the bottom of the hill and then makes a hard left, either half a block or a block and a half later. So excessive speed is also unlikely in that direction. As far as I know zero speeding tickets have been issued along this stretch. Moreover if council is going to be consistent they would also have to close central and west Bellevue, as drivers obeying the speed limits along those are the exception rather than the rule. Ditto for East or West Hillcrest.

When it was obvious that the speed boat wouldn't float another explanation popped up. This involves kids walking the hill before and after school. This is even more preposterous. The closure puts more traffic on the 135th St access. 135th St also has kids walking on the hill and no sidewalk. In this case there is an S-turn near the bottom and a long sweeping turn in the middle. So traffic going in one direction has their view of opposing traffic partially obscured and those kids are caught in the middle. The kids on the hill explanation goes beyond being unbelievable. You'll forgive me for labeling it bogus.

This leaves us hill folk with a single maintained access. When that's blocked, emergency vehicle access or evacuation become very dicey or even impossible. It's just single lane, uphill only, going from 134th St to 17th Ave. However if the blockage is on the upper portion of the main hill, then for most of the homes, there is no way in or out.

Not knowing the real reason for the closure, I am unable to offer any suggestions to mitigate whatever issue(s) caused the closure.

I call on this council to immediately reverse this closure. When you do clearly define the issue and come up with a solution, I strongly urge you to properly consult those of us on the hill before implementing that solution.

Sincerely,

Robert Frantz

Date: October 8, 2024 at 8:34:28 AM MDT

To: Blair Painter <blair.painter@crowstpass.com>

Subject: Addendum to previous letter to council

Dear Council Member,

I left a copy of the attached letter at city hall this past Tuesday, with the request that it be read at today's council meeting. I would like to add the following:

Over the past 17 years I have walked both hills hundreds of times. Traffic has never felt at all threatening on the 134th St back access. Whereas on 135th St I am always a bit tense. Moreover if speeding is an issue, given the road design that behaviour is clearly deliberate. Closing the back door does not modify that behavior it only sends those clowns elsewhere. To resolve that problem requires interacting with those few drivers directly.

I am told that because lower Bushtown has only one access, therefore a single access should also work for Snob Hill. The road into lower Bushtown is flat and straight and the visibility good. Maximum gradient is 2.5% on either side of the bridge. That in no way can be compared to 135th St where views are limited in several areas and the gradient going around the sweeping curve is at least 15%.

I am told it was not legally necessary to confer with the residents of the hill before closing and locking our back door. May not have been required but the optics of that failure are terrible. The message sent is that those at the foot of the hill are privileged, and that council has labeled us hill folk; 'Residents, Second Class'.

Finally I am told that some day there will be a locked gate. Come that snowy weekend when the main access is completely blocked by several stuck cars or God forbid a jack-knifed semi, all we have to do is call the fire department to open that gate. If you can get through and if they aren't out dealing with another call. Then of course someone will have to find a heavy equipment operator. Perhaps only to remove the blockade, perhaps to remove several weeks or months accumulation of snow and ice from the back door. The only guarantee is that temporarily re-opening that back door will not be a simple five minute formality.

Sincerely,
Resident, Second Class
Robert (Bob) Frantz



**Municipality of Crowsnest Pass
Request for Decision**

Meeting Date: October 22, 2024

Agenda #: 3.f

Subject: Anneret de Beer - Letter Concerning 15th Avenue Road Closure of October 8, 2024

Recommendation: That Council accept the Anneret de Beer Letter of Concern Regarding 15th Avenue Road Closure of October 8, 2024 as information, give consideration to her letter, and send a reply letter.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 10 08 - Anneret de Beer - Letter Concerning 15th Avenue Road Closure.pdf](#)

Bonnie Kawasaki

From: Anneret de Beer Personal Privacy - FOIP Act Section 17
Sent: October 8, 2024 1:13 PM
To: Bonnie Kawasaki
Subject: Letter to council regarding Road closure

To whom it may concern

Re: Road closure around 135 street, Blairmore

We are concerned about the road closure next to the cul de sac on 135th Street in Blairmore.

1. This is an important second exit when our other exit out of the area is blocked, when a fire occurs.....
2. There are a lot of little children who use the other road (now the only exit out of our area), traffic is now extremely busy going down the same road, putting the lives of kids at risk.
3. This is a high traffic area during summer with people wanting to start hikes/climb Turtle Mountain.
4. The barricades on the closed road are preventing people with strollers from walking in that direction because the strollers don't fit through.
5. This is not a decision that should be made without a vote, what about speed cameras? Surely this is something that should be discussed? It is very hard to believe that people successfully speed along the road that is now closed. I was told by the bylaw officer that the speed limit is 50k/ph. I feel that is impossible, unless speeding referred to, happened along Spider park which is long and straight.

Please consider all the pro's and con's before making a big decision like this.

Regards
Anneret and Schalk de Beer
1509-135 Street
Blairmore



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 3.g

Subject: Mona Robotka - Letter Concerning 15th Avenue Road Closure of October 10, 2024

Recommendation: That Council accept the Mona Robotka Letter of Concern Regarding 15th Avenue Road Closure of October 10, 2024 as information, give consideration to her letter, and send a reply letter.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 10 10 - Mona Robotka - Letter Concerning 15th Avenue Road Closure.pdf](#)

To Council of the Crowsnest Pass

Mayor Blair Painter

CAO Patrick Thomas

It has recently come to my attention the concerns of the residents who reside on 15th Avenue in Blairmore at the base of the hill. I have read the letters they have submitted to council in the minutes from August 27th, 2024 council meeting and I wish to offer my two cents on this matter, as I live on the hill and will be affected with your discussion. There has been no increase in the number of residents living, in the above subdivision for many years. However, we are advertised as the trail head for Turtle Mountain and I have met hikers as far away as Ontario. More delivery vehicles are in the neighborhood as a result of online shopping. Google maps gives 15th avenue as the shortest route when typed into your GPS system, which in turn increased the traffic. Closing the road does not solve the issues. If there is a problem with speeding, then tickets should be issued as they are everywhere in the Municipality.

This neighborhood is one of the first areas the Municipality crews sweep in the spring, making it less dusty than a lot of other neighborhoods. They receive the same priorities for snow removal in the winter. The hill is plowed and sanded regularly making the road conditions quite safe. Our children also walk along the road to and from the school bus stop. Let's face it, it is a lot busier than previous times, but this does not mean it is unsafe for these children. It still remains one of the quieter areas in the Crowsnest Pass despite the increase in traffic. This section of road provides another access for emergency vehicles as well as dividing some of the traffic on and off the hill. This area is well known for its bear activity and Bear Smart has utilized this section on 15th avenue for their needs to help with the bear situations. Closing it creates another concern. Closing it would only create more traffic the other way resulting in the same concerns from those residents.

I have lived here for forty-one years and have had to use an alternate route to get home. Many times, 135 Street has been ridden with spun out vehicles that could not make it up the hill due to road conditions. I sympathize with the residents who have these concerns and do not feel that closing the road to appease them will do anything other than create new issues. After reviewing everything I am confident an alternate solution can be reached.

Sincerely

Mona Robotka



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 3.h

Subject: Larry Robotka - Letter Concerning 15th Avenue Road Closure of October 10, 2024

Recommendation: That Council accept the Larry Robotka Letter of Concern Regarding 15th Avenue Road Closure of October 10, 2024 as information, give consideration to his letter, and send a reply letter.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 10 10 - Larry Robotka - Letter Concerning 15th Avenue Road Closure.pdf](#)

To Council of the Crowsnest Pass

Mayor Blair Painter

CAO Patrick Thomas

As a resident of the South East subdivision 1510, 135 Street, for over forty years, I have used the 15 Avenue, which is in area in question, from the time this hill was a gravel road to the paving of it.

As an emergency responder for thirty of these years, this road was sometimes the only access available due to 15 Avenue hill closed for various reasons, from gas leak, too slippery to use and vehicles either spun out or stuck on it. Not once was there an emergency call for a person being struck but a vehicle or a vehicle accident in 134 street 15 Ave area.

I have seen the traffic in our area grow, not from new construction, but since the promotion of the Turtle Mountain Trailhead. I have seen license plates on vehicle from across Canada. I have had people from out of town, come to my door asking to be pulled out along the pipe line as they were stuck trying to get to the Turtle Mountain or ask how to access Turtle Mountain Trailhead. When using Google maps, it directs the traffic up the back way to 134 street 15 Ave.

Both my children and their friends have walked and ridden their bikes down this street, as now my neighbor's children and my grandchildren as well.

Yes, the safety of our children and citizens of the Crowsnest pass are always on our minds, in this area as well as every street in the Municipality, in any town, city or on the Highway. If speeding is an issue, then it is up to the Municipality to patrol this area as it would any other street in the community.

As for the cement blocks installed, another safety issue has been created. There are no lights installed on them and anyone riding their bikes on the hill, the chance of injury had increased.

When someone new moves to an area or builds a new house and doesn't like the traffic, they should consider this first, before trying to close down streets. If the Municipality closes this street and hill for these reasons, then they are setting precedence for future roads to be closed. All you have to do is complain and set the wheels in motion.

Closing the road or access to the hill is not the answer. Lower the speed limits in these areas and patrolling for these offenders, as they would anywhere else in the community. I am optimistic that an alternate solution can be reached that will satisfy everyone.

Sincerely



Larry Robutka



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 3.i

Subject: Richard Milford - Letter Concerning 15th Avenue Road Closure of October 13, 2024

Recommendation: That Council accept the Richard Milford Letter of Concern Regarding 15th Avenue Road Closure of October 13, 2024 as information, give consideration to his letter, and send a reply letter.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 10 13 - Richard Milford - Letter Concerning 15th Avenue Road Closure.pdf](#)

Bonnie Kawasaki

From: Darsey and Richard Milford Personal Privacy - FOIP Act Section 17
Sent: October 13, 2024 9:11 AM
To: Bonnie Kawasaki
Subject: Blairmore road closure

Hello,

I am writing this email in regards to the closure of 15th ave between 134-135st in Blairmore.

It's my understanding that the road is closed due to alleged traffic violations, I believe this heavy-handed solution could/should be handled differently.

My family had to evacuate twice during the Lost Creek Fire of 2003 and last Halloween there was a major gas leak on 135st.

By eliminating a road way, there could be dire consequences for citizens and access issues for emergency personnel.

There has to be a better solution to this issue, eg Education, Signage, Enforcement, Speed Deterrents etc.

I have two questions for the decision makers,

Will more roadways in the Municipality be closed if there are more alleged traffic violations reported?

Are there any liability or insurance issues that could occur for the Municipality from closing roads?

Thank you for your time.

Regards,

Richard Milford
Blairmore, AB



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 3.j

Subject: Darsey Milford - Letter Concerning 15th Avenue Road Closure of October 13, 2024

Recommendation: That Council accept the Darsey Milford Letter of Concern Regarding 15th Avenue Road Closure of October 13, 2024 as information, give consideration to her letter, and send a reply letter.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 10 13 - Darsey Milford - Letter Concerning 15th Avenue Road Closure.pdf](#)

Bonnie Kawasaki

From: Darsey Milford Personal Privacy - FOIP Act Section 17
Sent: October 14, 2024 10:21 AM
To: Bonnie Kawasaki
Subject: Road closure

I'm writing you because I Am very concerned about the safety of the children that live on the hill on 15th avenue As you are aware all children must walk down the road to catch the bus to school Buses do not come up the hill The road they walk down has always been dangerous with blind spots and traffic entering and exiting from the top and halfway down the hill Crossing over with left and right turns, hidden yield signs and misunderstood traffic rules The new road closure on the west end of 15th has made the road up to 15th avenue busier and even more dangerous The age of most of these children is under 8 and such they need the municipality to step up for their safety The municipality has failed to provide a sidewalk for these children in Addition to no sidewalk the back road has been blocked. This will stop plowing and sanding on it. Making it unsafe for Anyone to walk on once the snow starts.

The current blockade does not allow bikes pulling children in carriages to pass due to the small corridors left between the blockades.

This further limits the options for young children to get up and down the back hill and adds even more traffic to the front hill as bikes pulling children in carriages are forced to use this hill as well further increasing the danger for the kids.

This small minority of citizens who don't have children using the roads down the hill does not warrant this road closure But should the municipality choose to keep the back closed Then it is the municipality's responsibility to put in a sidewalk and marked bike path down the front road for the safety of the children who live on the hill

Darsey Milford



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 3.k

Subject: 2024 10 08 - Oldman Watershed Council - Request for Donation

Recommendation: That Council accept the Oldman Watershed Council Request for Donation as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Oldman Watershed Council submits a request for donation on an annual basis from all Municipalities in the region.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 10 08 - Oldman Watershed Council - Request for Donation.pdf](#)



Oldman Watershed Council
PO Box 1892
Lethbridge, Alberta T1J 4K5
info@oldmanwatershed.ca
(403) 330-1346

His Worship Blair Painter
Municipality of Crowsnest Pass
PO Box 600
Crowsnest Pass AB T0K0E0

Dear Mayor Painter and Council,

October 2, 2024

Thank you for your on-going support of the Oldman Watershed Council (OWC). Your contributions are essential to our mission of safeguarding the health and sustainability of our watershed—a mission that directly influences the economic prosperity, environmental resilience, and quality of life in our region. As we look ahead, we're asking for your continued partnership to help us tackle the challenges and seize the opportunities before us.

Your municipality plays a critical role in our efforts. With 3 dedicated municipal seats on our 19-member Board, including 1 for Towns and Villages, 1 for Municipal Districts and Counties, and 1 for the City of Lethbridge, your voice is integral to the work we do. Together, we ensure that all perspectives within the watershed are considered, fostering a collaborative approach to watershed management.

Over the past year, despite the ongoing challenges of drought, we've achieved significant milestones with your support:

- **Drought Response:** We launched ABWater.ca and hosted a drought resilience workshop, enhancing drought management knowledge by 90% among 110 participants from 36 municipalities and one First Nation.
- **Restoration:** Nearly 5,000 willows were planted across 20 sites, improving water storage and quality. We worked closely with 16 landholders, including five new collaborators.
- **Economic Impact:** Our efforts from 2009 to 2022 contributed \$8.3 million to the region's GDP and created 167 job years, highlighting the economic benefits of our environmental work.
- **Community Engagement:** We engaged 3,656 residents, including 1,566 youth, through innovative programs such as virtual reality experiences. Ninety-three percent of participants left feeling more hopeful about the environment and their role in its protection.
- **Partnerships:** Our network grew to 122 partners across Southern Alberta, significantly amplifying our collective impact.

As we move forward, we are requesting your municipality's continued support for the fiscal year of April 2024 to March 2025. A contribution of 49¢ per resident—totaling \$2,791 for 5695 residents—will directly support our ongoing efforts to educate the public, restore vital habitats, and uphold our role as an impartial and trusted voice in watershed management.

We encourage you to review our 2023-24 annual report, which showcases the impact of your contributions through compelling stories, images, and project highlights. If you would like to arrange a presentation or discuss further collaboration opportunities, please reach out to our Executive Director, Shannon Frank, at shannon@oldmanwatershed.ca or 403-317-1328.

Your support truly makes a difference. Together, we can continue to protect and enhance the Oldman Watershed, ensuring a vibrant and sustainable future for all.

Warm regards,

Doug Kaupp, OWC Chair and Water and Wastewater Special Project Manager, City of Lethbridge



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 4.a

Subject: Minutes of the Council Meeting of October 8, 2024

Recommendation: That Council adopt the Minutes of the Council Meeting of October 8, 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 10 08 - Council Meeting Minutes.docx](#)



Municipality of Crowsnest Pass
Council Meeting Minutes
Tuesday, October 8, 2024

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, October 8, 2024.

Council Present:

Mayor Blair Painter, Councillors: Dave Filipuzzi, Doreen Glavin, Glen Girhiny, and Dean Ward

Council Absent:

Councillors: Vicki Kubik, and Lisa Sygutek

Administration Present:

Patrick Thomas, Chief Administrative Officer
Kristin Colucci, Deputy Chief Administrative Officer
Brian McCulloch, Director of Finance
Trent Smith, Manager of Community Services
Colby Delisle, Manager of Transportation
Johan van der Bank, Manager of Development & Trades
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

01-2024-10-08: Councillor Ward moved to adopt the agenda as presented.

Carried

CONSENT AGENDA

02-2024-10-08: Councillor Glavin moved that Council approve the following Consent Agenda items as amended without debate:

3.a

Minutes of the Family and Community Support Services Advisory Committee of June 24, 2024

THAT Council accept the Minutes of the Family and Community Support Services Advisory Committee of June 24, 2024 as information.

3.b

Minutes of the Crowsnest Pass Community Library Board of June 25, 2024

THAT Council accept the Minutes of the Crowsnest Pass Community Library Board of June 25, 2024 as information.

3.c

Minutes of the Family and Community Support Services Advisory Committee of September 9, 2024

THAT Council accept the Minutes of the Family and Community Support Services Advisory Committee of September 9, 2024 as information.

3.d

Minutes of the Municipal Historic Resources Advisory Committee of September 9, 2024

THAT Council accept the Municipal Historic Resources Advisory Committee of September 9, 2024 as information.

3.e

Heritage Crowsnest Letter to Council Regarding a Request from the Crowsnest Pride Society of September 10, 2024

THAT Council accept the Heritage Crowsnest Letter to Council Regarding a Request from the Crowsnest Pride Society of September 10, 2024 as information and consider the request.

3.f

Crowsnest Pass Allied Arts Association - Sale to Alberta Transportation of September 13, 2024

THAT Council accept the Crowsnest Pass Allied Arts Association - Sale to Alberta Transportation of September 13, 2024 as information.

3.g

Invitation for Remembrance Day Services of September 13, 2024

THAT Council accept the Invitation for Remembrance Day Services of September 13, 2024 as information and choose services to attend.

Carried

ADOPTION OF MINUTES

03-2024-10-08: Councillor Girhiny moved to adopt the Minutes of the Council Meeting of September 17, 2024 as presented.

Carried

PUBLIC HEARINGS

None

DELEGATIONS

Jackie Seely, Municipal Relations, Southern Alberta, STARS - Annual STARS Update

Jackie Seely, Municipal Relations, Southern Alberta, STARS was in attendance to provide the annual update for STARS including calls in our community and throughout the Province in addition to an update on their annual fundraising efforts. Mayor Painter presented Jackie with the Municipality's annual contribution.

Crowsnest Cruisers Update - Pauline Desjardins of Peaks to Pines Residents Association

Pauline Desjardins, Secretary and Rina Beech, Treasurer of the Peaks to Pines Residents Association were in attendance to present Council with an update on the Crowsnest Cruisers project and to discuss funding potential for 2026 and beyond.

REQUESTS FOR DECISION

Bylaw 1201, 2024 - Municipal Reserve closure and removal of Municipal Reserve designation on a portion of Lot 1MR, Block 3, Plan 8311587 - First Reading

04-2024-10-08: Councillor Filipuzzi moved first reading of Bylaw 1201, 2024 - Municipal Reserve closure and removal of Municipal Reserve designation on a portion of Lot 1MR, Block 3, Plan 8311587.

Carried

UTAR/NUTAR Clarification and Transcripts

05-2024-10-08: Councillor Ward moved to defer the UTAR/NUTAR clarification and transcripts to the meeting of October 22, 2024.

Carried

Regional District of East Kootenay/SW Alberta Elected Officials Meeting - October 23rd in Fernie, BC

06-2024-10-08: Councillor Ward moved that all of Council who are available will attend the Regional District of East Kootenay/SW Alberta Elected Officials Meeting on October 23rd in Fernie, BC.

Carried

Option Pay Credit Card Program Update and Expansion

07-2024-10-08: Councillor Ward moved that Council approve expanding the Option Pay Credit Card Program to include all types of Municipal transactions.

Carried

Fruit-Bearing Trees on Municipal Lands

08-2024-10-08: Councillor Filipuzzi moved that Council authorize the Community Services and Enforcement Departments to address fruit-bearing trees within the Municipality that are identified as "issue trees".

09-2024-10-08: Mayor Painter moved that an amendment be approved to Councillor Filipuzzi's motion to insert the words "on municipal property" after identified as "issue trees".

Carried

08-2024-10-08 (as amended): that Council authorize the Community Services and Enforcement Departments to address fruit-bearing trees within the Municipality that are identified as "issue trees" on municipal property.

Carried

COUNCIL MEMBER REPORTS

- Councillor Ward
 - Attended the AM Convention
 - Attended presentation by three CAO's who talked about Councillor Inquiries and how that relates to the Procedure Bylaw
 - Attended a session on Social Media, the consensus in the room was that most councils faced issues caused by social media and that we are not unique in that respect
 - Concerns were raised with respect to the Province's announced investment in education and building new schools and the resulting strain that will place on the construction industry
- Councillor Girhiny
 - Attended the Heritage Awards in Edmonton as the Municipal representative
 - Excellent ceremony
 - Kudos to the Crowsnest Pass Historical Society and Fred Bradley for his years of work in our community
- Councillor Glavin
 - Attended the Nature Conservancy of Canada tour along with Councillors Ward and Girhiny
 - Viewed two project sites, in particular Leitch Collieries – where a restoration on a hillside was being undertaken in conjunction with students from the high school
- Councillor Filipuzzi
 - Attended the Festival on the Field at Horace Allen School

- Noted the volunteer work in raising money for the project and that he felt the grant approved by Council was well worth the investment
- Mayor Painter
 - Attended the AM Convention
 - Attended the Mayors and Reeves meeting
 - Noted that we should be receiving a letter from Minister McIver regarding the impact of the carbon tax on municipalities
 - University of Lethbridge will be hosting a presentation meeting next month on the new medical program that will be offered there
 - Approached by the MD of Pincher Creek and the Town of Pincher Creek
 - Concerns were raised about stray and unwanted animals being redirected east to the Pincher Creek Humane Society

PUBLIC INPUT PERIOD

- Bob Franzen
 - Concerned about the bears in southeast Blairmore, noticed that people are putting garbage out on weekends
 - Suggested that the community consider bear proof bins in the community

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Procedure Bylaw Discussion – Councillor Ward

10-2024-10-08: Councillor Ward moved that the only items added to an agenda will be of an emergent nature and no resolution or motions will be made on any issue raised at a council meeting without the benefit of Administrative advice moving forward.
Rescinded

11-2024-10-08: Councillor Ward moved to direct Administration to draft a change to the Procedure Bylaw to put in a mechanism to prevent any new item raised at a Council meeting to then have a motion voted on within the same Council meeting.
Carried

IN CAMERA

12-2024-10-08: Councillor Filipuzzi moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 2:44 pm:

- a. Economic Interests of the Public Body – Golf Course Water Rate - FOIP Act Section 25

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 2:54 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

13-2024-10-08: Councillor Filipuzzi moved that Council come out of In Camera at 3:31 pm.

Carried

ADJOURNMENT

14-2024-10-08: Councillor Filipuzzi moved to adjourn the meeting at 3:32 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 7.a

Subject: Bylaw 1205, 2024 - To amend Bylaw 1159, 2023 - First, Second and Third Reading

Recommendation: That Council gives first, second and third reading of Bylaw 1205, 2024

Executive Summary:

Bylaw 1159, 2023 received third reading on May 14, 2024. The purpose of Bylaw 1159, 2023 is to close a portion of an unnamed lane in Coleman. Subsequent to third reading, land titles required an amendment to the legal description prior to registration. Bylaw 1205, 2024 is an amending bylaw to change the legal description and complete the registration of the original road closure.

Relevant Council Direction, Policy or Bylaws:

Section 22, Road Closure, Municipal Government Act, RSA 2000, c M-26.

Section 63(2)(i), Revising Bylaws, Municipal Government Act, RSA 2000, c M-26.

Discussion:

Bylaw 1159, 2023 is a road closure bylaw to close a portion of a lane in Coleman. The bylaw was signed by the Minister of Transportation and Economic Corridors and subsequently received third reading on May 14, 2024.

The plan of survey was rejected by the Land Titles office for the legal description assigned to the remnant parcel.

Bylaw 1205, 2024 is an amending bylaw to correct a technical error of the legal description in order to proceed with registration.

Once completed, the parcel of land may be considered for sale to adjacent landowners as it is currently of no use to the Municipality.

The Municipal Government Act provides that a Council may revise a bylaw to correct clerical, technical, grammatical or typographical errors in a bylaw. The title of the amending bylaw must include the words "revised bylaw" and, prior to the bylaw receiving first reading, the CAO must certify

in writing that the proposed amending bylaw was prepared in accordance with s. 63 of the MGA.

Analysis of Alternatives:

1. Council may consider first, second, and third readings of Bylaw 1205, 2024 [MGA s. 187(4)].
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 1205, 2024 and provide further direction to Administration.
3. Council may defeat Bylaw 1205, 2024.

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1205, 2024 Amending Bylaw 1159, 2023.docx](#)

[Crowsnest Pass - Road Closure - Portion of Lane, Block 22, Plan 820L.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
Bylaw 1205, 2024 (Revised Bylaw)

A BYLAW OF **THE MUNICIPALITY OF CROWSNEST PASS** TO AMEND BYLAW 1159,2023 BY CHANGING THE LEGAL DESCRIPTION OF THE ROAD CLOSURE.

WHEREAS, the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended and Section 63(2)(i) permits changes to the substance of the bylaw to bring out more clearly what is considered to be the meaning of Bylaw 1159,2023.

Bylaw 1159,2023 is hereby amended by deleting the present legal description and inserting in its place the following:

PLAN 820L

ALL THAT PORTION OF LANE WITHIN BLOCK 22 FORMING PART OF LOT 26, BLOCK 22, PLAN _____

Containing 0.005 Hectares (0.01 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS

PLAN 820L

ALL THAT PORTION OF LANE WITHIN BLOCK 22 FORMING PART OF AREA 'A', PLAN _____

Containing 0.030 Hectares (0.07 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS

This Bylaw shall come into full force and effect on the date it is passed.

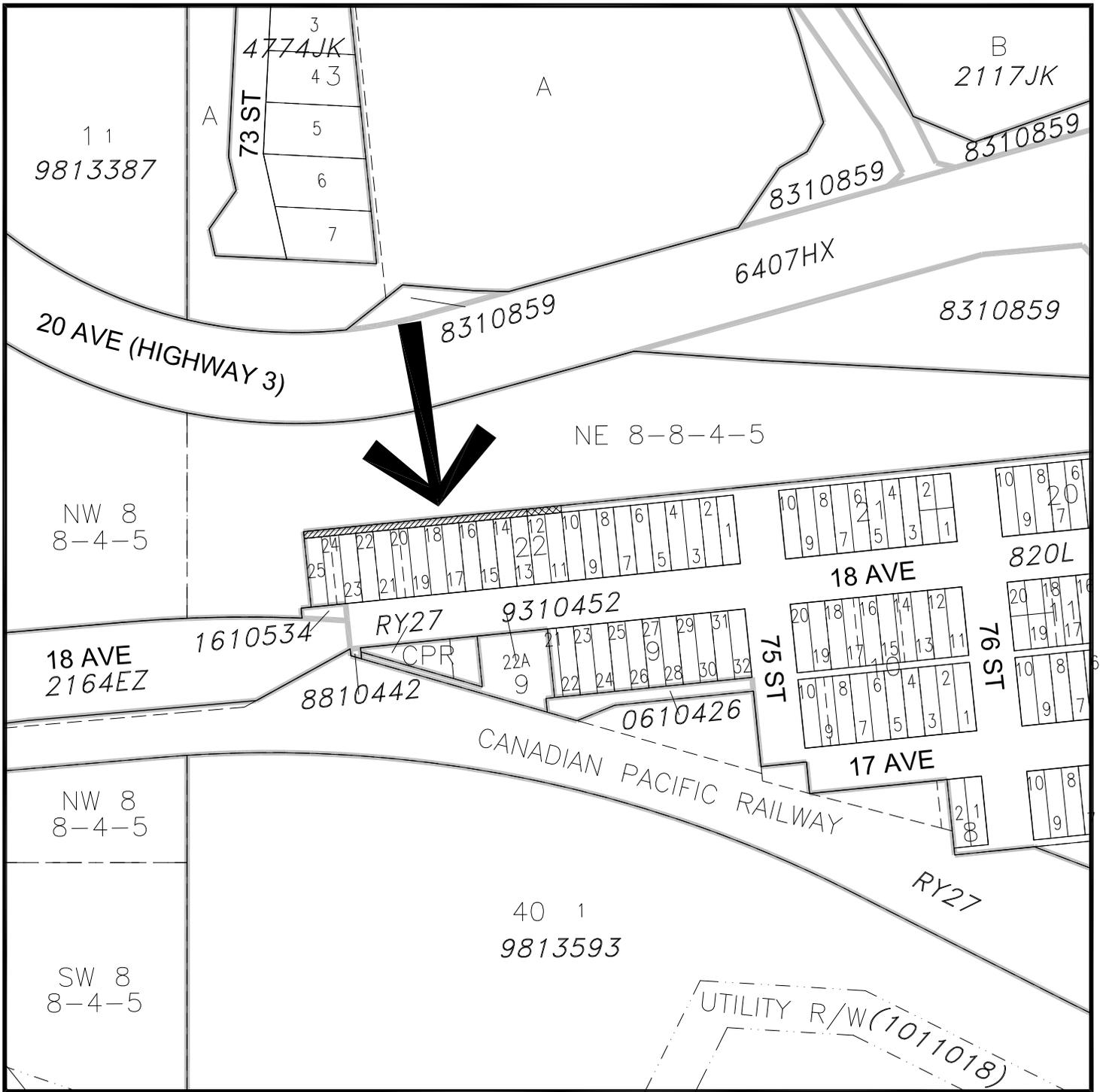
Received first reading this _____ day of _____, 20__.

Received second reading this _____ day of _____, 20__.

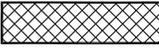
Received third reading and finally passed this _____ day of _____, 20__.

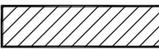
Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



**PROPOSED ROAD CLOSURE
SCHEDULE 'A'**

 **PLAN 820L**
ALL THAT PORTION OF LANE WITHIN BLOCK 22
FORMING PART OF LOT 26, BLOCK 22, PLAN _____
Containing 0.005 Hectares (0.01 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS

 **PLAN 820L**
ALL THAT PORTION OF LANE WITHIN BLOCK 22
FORMING PART OF LOT 22, BLOCK 22, PLAN _____
Containing 0.030 Hectares (0.07 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS
WITHIN NE 1/4 SEC 8, TWP 8, RGE 4, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: AUGUST 28, 2023

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"

Bylaw #: 1159, 2023

Date: _____





Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 7.b

Subject: Bylaw 1206, 2024 - Land Use Bylaw Amendment - First Reading

Recommendation: That Council gives first reading of Bylaw 1206, 2024.

Executive Summary:

Minor errors were discovered in the Minimum Yard Setbacks and the Maximum Building Height standards in the Non-Urban Area NUA-1 District. Further, it is necessary to clarify the definition of "Urban Area" regarding who decides that a property is inside or outside of the urban area because this determines whether a property is required to connect to municipal water and wastewater infrastructure, or not. It is also necessary to clarify that the urban area will expand over time as new urban subdivisions are extended, such as Southmore Phase 2. Further, in "Schedule 4, s. 21 Public Utilities, Infrastructure Mains, and Servicing Connections", it is necessary to exempt the urban area of Frank south of Highway 3 from the requirement to connect to the municipal wastewater system, because such a system in that area is not currently available.

Relevant Council Direction, Policy or Bylaws:

Municipal Government Act s. 692 Planning Bylaws.
Bylaw No. 1165, 2023, as amended.

Discussion:

The revisions clarify that:

1. Structures under "Agriculture", such as livestock barns, corrals, and hay sheds, are principal buildings because "Agriculture" is a principal use in the NUA-1 district, and therefore these building types, which may normally be considered as "Accessory Buildings", are subject to the minimum yard setbacks of a principal building.
2. In all other districts where "Secondary Suite, Detached (as a stand-alone structure)" is allowed, the maximum height standard is the same as the standard for other "Accessory Buildings". In the NUA-1 district the height standard for "Secondary Suite, Detached (as a stand-alone structure)" was

erroneously carried over from the other districts as 5.0m instead of being aligned with the height standard for other "Accessory Buildings" i.e. 6.1m.

3. The maximum height standard for principal structures under "Agriculture" was erroneously omitted.

4. The amendment to the definition of "Urban Area" gives to the Municipality, rather than the Subdivision Authority and the Development Authority, the sole discretion to determine that a property is located within or outside of the urban area. This decision will determine whether a property is required to connect to municipal water and wastewater infrastructure pursuant to "Schedule 4, s. 21 Public Utilities, Infrastructure Mains, and Servicing Connections".

5. In "Schedule 4, s. 21 Public Utilities, Infrastructure Mains, and Servicing Connections", it is necessary to exempt properties in the urban area of Frank south of Highway 3 from the requirement to connect to municipal wastewater infrastructure, and to allow those properties to install a Private Sewage Disposal System, because a municipal wastewater system is not currently available in that area of Frank.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Bylaw 1206, 2024.docx](#)

[Bylaw 1206, 2024 - Schedule A.pdf](#)

MUNICIPALITY OF CROWNEST PASS
BYLAW NO. 1206, 2024
LAND USE BYLAW AMENDMENT

BEING a bylaw of the Municipality of Crownsnest Pass in the Province of Alberta, to amend Bylaw No. 1165, 2023, being the municipal Land Use Bylaw, in accordance with section 692 of the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

WHEREAS the Council of the Municipality of Crownsnest Pass determines it prudent to clarify certain provisions, development standards and land use definitions, regarding minimum yard setbacks and maximum building height in the NUA-1 district, the definition of “Urban Area”, and provisions in “Schedule 4, section 21 Public Utilities, Infrastructure Mains, and Servicing Connections”, it wishes to amend the Land Use Bylaw as identified in Schedule ‘A’ attached hereto and forming part of this bylaw.

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

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

1. Replace the existing sections of the Land Use Bylaw with the revised sections of the Land Use Bylaw as identified in Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 1165, 2023 is hereby amended.
3. This bylaw shall come into effect upon third and final reading hereof.

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

NON-URBAN AREA – NUA-1

PURPOSE: *To ensure that these areas, typically on the periphery of existing development, allow only restricted uses and maintain parcels of large sizes to provide maximum flexibility for use and development if or when the land is used for urban development.*

1. PERMITTED USES

Accessory Building or Use up to 72.8 m² (784 ft²),
not prior to the establishment of the principal
building or use
Agriculture
Exploratory Excavation / Grade Alteration /
Stockpiling
Home Occupation – Class 1
Private Utility – except freestanding Solar Collector
and freestanding Small Wind Energy
Conversion System
Secondary Suite, Attached
Short-Term Rental / Bed & Breakfast, inside an
approved dwelling unit
Sign – Types:
Fascia or Wall
Freestanding
Murals
Portable
Projecting
Tree Felling, not within minimum yard setback

DISCRETIONARY USES

Accessory Building or Use up to 72.8 m² (784 ft²) prior to
the establishment of the principal building or use
Accessory Building or Use over 72.8 m² (784 ft²)
Animal Care Service Facility, Large
Animal Care Service Facility, Small
Auction Market
Auction Market, Livestock
Canvas Covered Structure
Contractor Services, Limited
Contractor Services, General
Drive-In Theatre
Home Occupation – Class 2
Intensive Horticultural Operation
Manufactured Home
Moved-In Building
Moved-In Dwelling
Private Utility – freestanding Solar Collector and
freestanding Small Wind Energy Conversion System
Recreational Vehicle Storage
Renewable Energy Operation
Resource Extraction
Resource Processing
Riding Arena / Rodeo Ground
Secondary Suite, Detached
Sign – Types:
Roof
Third-Party
Single-Detached Dwelling
Tourist Home, inside an approved dwelling unit
Tree Felling, within minimum yard setback
Work Camp

2. MINIMUM LOT SIZE – see Schedule 4 section 16

Contractor Services, General – 2.0 hectares (5 acres)
Other uses – 1.2 hectares (3 acres) or existing titles

3. MINIMUM YARD SETBACKS

| Use | Front Yard | | Side Yard | | Rear Yard | |
|---|------------------------------|----|-----------|----|-----------|----|
| | m | ft | m | ft | m | ft |
| Principal use and including principal structures under “Agriculture” | 15.2 | 50 | 15.2 | 50 | 15.2 | 50 |
| Accessory buildings | 15.2 | 50 | 6.1 | 20 | 3.05 | 10 |
| Tree Felling | In accordance with the above | | | | | |

4. MAXIMUM BUILDING HEIGHT

| | | |
|---|---|---|
| Principal building, up to two-storey, no walkout basement | – | 10.0 m (32.8 ft) |
| Principal building, two-storey walk-out basement | – | 13.0 m (42.6 ft) |
| Secondary Suite, Detached (above garage) | – | 7.5 m (24.6 ft) |
| Secondary Suite, Detached (stand-alone structure) | – | 6.15-9 m (20.046-4 ft) |
| Other accessory buildings | – | 6.1 m (20.0 ft) |
| <u>Principal</u> Structures under “Agriculture” | – | <u>No maximum</u> |

5. MINIMUM HABITABLE FLOOR AREA OF PRINCIPAL BUILDING

| | | |
|--------------------------|---|--|
| Single-Detached Dwelling | – | 102 m ² (1,100 ft ²) habitable floor area |
|--------------------------|---|--|

6. STANDARDS OF DEVELOPMENT – See Schedule 4.

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

8. RELOCATION OF BUILDINGS – See Schedule 7.

9. CRITERIA FOR HOME OCCUPATIONS – See Schedule 8.

10. MANUFACTURED HOME DEVELOPMENT STANDARDS – See Schedule 9.

11. SIGN STANDARDS – See Schedule 11.

12. STANDARDS FOR RENEWABLE ENERGY OPERATIONS – See Schedule 12.

13. ANIMAL CARE SERVICE FACILITY REGULATIONS – See Schedule 13.

14. STANDARDS FOR SECONDARY SUITES – See Schedule 15.

15. STANDARDS FOR SHORT-TERM RENTAL / BED & BREAKFAST AND TOURIST HOME – see Schedule 17.

16. DEFINITIONS – See Schedule 18.

- (j) a sign authorized by a development permit issued pursuant to Schedule 11 of this Bylaw, up to any property line.

20.3 Subject to the relevant development standards in this Bylaw (e.g. corner sight triangles, fence height, etc.), the following accessory buildings, uses, and structural features of any building may project into the minimum standard for yard setbacks (notwithstanding any approved variance) that are established in Schedule 2 of this Bylaw, **by the percentages and distances stated below**:

- (a) eaves or gutters, not more than 0.6 m (2 ft) into any yard; and further provided that eaves or gutters do not project over the property line and do not discharge stormwater run-off onto adjacent property.
- (b) a chimney, belt course, cornice, sill, cantilever, bay window, or other similar architectural or structural feature may project into any yard up to the lesser of 1.0m or 50% of the minimum yard setback standard;
- (c) a balcony or a porch may project 2.0 metres (6.6 ft) into the front yard setback standard, 3.0 metres (10 ft) into the rear yard setback standard, and 50% into the side yard setback standard.
- (d) Decks:
 - (i) a **ground level deck** attached to the front or rear elevation of a building may project 50% into the minimum front or rear yard setback standard and may project into the side yard up to the side property line; and
 - (ii) a **raised deck** may project 25% into the minimum front yard setback standard (i.e. projections into the rear yard setback and the side yard setback standards are not allowed)

21. PUBLIC UTILITIES, INFRASTRUCTURE MAINS, AND SERVICE CONNECTIONS

Prohibition on Water Diversion and Private Sewage Disposal

21.1 In the **urban area** of the Municipality as defined in this bylaw:

- (a) water diversion for household purposes is prohibited [pursuant and in addition to the prohibition of the same as established in the Water (Ministerial) Regulation - Alberta Regulation 205/1998], and/or
- (b) the installation of a Private Sewage Disposal System (PSDS) is prohibited, **except in the urban area of Frank south of Highway 3,**

and as a result:

- (c) **existing and new development in the urban area:**
 - (i) shall not divert water for household purposes **or for industrial, commercial or institutional use,** and
 - (ii) shall not install a private sewage disposal system **(except in the urban area of Frank south of Highway 3),** and instead
 - (iii) shall be connected to the municipal water supply system and the municipal wastewater collection system pursuant to subsection 21.2 **(except that in the urban area of Frank south of Highway 3 water connections are required but wastewater connections are not available).**

Existing and New Subdivision and Development Shall Connect to Municipal Water and Wastewater

21.2 When subdivision or development is approved **in the urban area** of the Municipality (as defined in this bylaw):

- (a) on an unserviced parcel where municipal water and wastewater infrastructure mains **are readily available** to the subject parcel but service connections to the parcel boundary have not been installed; or
- (b) on an unserviced parcel where municipal water and/or wastewater infrastructure mains **are not readily available** to the subject parcel,

then the Subdivision Authority or the Development Authority, as applicable, shall impose a condition on the subdivision approval or the development permit that requires the landowner to, respectively:

- (c) install service connections at no cost to the Municipality; or
- (d) bring municipal water and/or wastewater infrastructure mains to a location that makes them readily available to the subject parcel and install service connections for the subject parcel, at no cost to the Municipality (except that in the urban area of Frank south of Highway 3 water connections are required but wastewater connections are not available).

Conditions Regarding Private Utilities, Public Utilities, and Franchise Utilities

21.3 The Subdivision Authority or the Development Authority may impose a subdivision condition or a development permit condition to require that:

- (a) the applicant or landowner shall make arrangements satisfactory to the Municipality for the supply of:
 - (i) private utilities when the parcel is located **outside of the urban area**, or
 - (ii) public utilities when the parcel is located **within the urban area** – refer to subsection 21.2 (except that in the urban area of Frank south of Highway 3 water connections are required but wastewater connections are not available),

and/or

- (iii) franchised services or facilities,

necessary to service the subdivision or development, at no cost to the Municipality;

and

- (b) notwithstanding the prohibition of Private Sewage Disposal Systems in the **urban area** [see subsection 21.1 (b)], the landowner shall, where applicable and required, enter into a Restrictive Covenant with the Municipality regarding the provision of a Private Sewage Disposal System holding tank from where wastewater is pumped to the property line before it enters by gravity into the Municipal wastewater collection system.

Service Connections for Fee Simple Lots and Units in a Bareland Condominium Subdivision

21.4 The service connections from municipal water and wastewater mains to a lot shall be independent from the service connections to any other lot. For greater clarity, a unit in a bare land condominium subdivision is not a lot.

Other Considerations

21.5 Building foundations and sub-grade pilings, and/or the service connections to municipal infrastructure mains (e.g. curb stop water valves and wastewater service), respectively shall be set back from the lot boundary of a parcel a distance that allows safe excavation for municipal maintenance and repair.

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 reasonably and feasibly, in the sole discretion of the ~~Municipality Development Authority or the Subdivision Authority as may be applicable and subject to those Authorities~~ having regard for other applicable Municipal bylaws and policies, be brought to a state of readiness and availability for service connections, at no cost to the Municipality. 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 for the five communities, and it will expand as urban subdivisions are extended in growth nodes identified in the Municipal Development Plan or elsewhere adjacent to the five communities; and further, a determination of whether a parcel is located inside or outside of the urban area shall not be based on the fact that access to the parcel is through the urban area.

Use means the purposes for which land or a building is arranged or intended and/or the activity carried out on the land or in the building, or for which either land or a building is, or may be, occupied and maintained. Also refer to the definition of “building” and “structure”.

Use, approved means a use of land and/or building for which a development permit has been issued by the Development Authority.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 7.c

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 - October 18, 2024.docx](#)



Service Areas Update – October 18, 2024

CAO Office

- Meeting with Travel Alberta working groups – Strategy & Governance and Infrastructure & Accessibility
- Attended the Nature Conservancy of Canada field tour of some of their local project sites
- Attended the Alberta Municipalities Fall Convention
- Preparing for budget
- Continuing Downtown Bellevue Revitalization project oversight
- Continuing Bellevue High Flow Pump and Water Main project oversight
- Continuing Southmore Phase 2 ASP project oversight

Finance

- Tax Desk received 59 requests for Tax Searches in September 2024; YTD 385 (compared to 44 in September 2023 YTD 383, and 50 in September 2022 YTD 479. An additional 28 tax searches were received up to October 15, 2024.
- Accounts Payable in September did two check runs, processed 370 invoices, and paid 193 vendors; YTD processed 3,664 Invoices and paid 1,785 vendors. (September 2023 processed 580 invoices and paid 269 vendors with three check runs, YTD processed 4,123 Invoices and paid 1,997 vendors).
- The Municipality received 4 formal assessment complaints from Residents by July 8 (final day for complaints), with three now being withdrawn. The remaining complainant will be a virtual session held in Lethbridge as person has properties in other municipalities being addressed as well. Scheduled for October 22, 2024
- One Commercial assessment complaint (Servus Credit Union) was received, and hearing will be in November (virtual) as the hearing will be held in Lethbridge.
- Working on review of the following Bylaws and Policies:
 - Municipal Reserves Policy
 - Tangible Capital Assets Policy
- Budget 2025 has officially started. Next meeting is November 28 covering base budget and proposed initiatives.
- Finance Manager Position closed, scheduled interviews for October 17 and 18.
- The number of people who pay property taxes (TIPP) and Utilities (PAD) has increased over the last couple of years and Finance will be doing a push in late November early December to encourage people to sign up for taxes.

Corporate Services

- The Municipality has 103 employees across the organization. (57 Permanent, 28 Fire Rescue, 1 Students/Seasonal, 8 Casual, 1 Election Worker, 5 Instructors, 3 Seasonal Ski Hill)
- The Municipality has 9 open postings online (6 Pass Powderkeg, 3 Unionized positions- Communications, Community Peace Officer and Executive Assistant.)
- 13 FOIP requests have been received, 12 complete, 1 is outstanding.
- 13 Complaint Forms have been completed (6 smoke complaints, 7 other)
- Election hiring is completed, we will have a training session in early November.
- Election locations have been booked and advertising is ongoing.
- Special Ballots for voters who will be absent from the Municipality on either voting day, (November 19 for Advanced Poll and November 25 for Election Day) or who are incapacitated can apply for a Special Ballot at the Municipal Office. This process is underway.
- Communication Coordinator position is vacant, we are using help from various areas of the organization to get through the next period until the new person is in place.
- Hiring has been a major focus with the annual ski hill hiring that typically takes place, as well as some turnover that we are working on replacing. We continue to get healthy responses to our postings; however, housing availability does limit the ability for people to move to take positions, which is challenging when special skills are required like peace officer or finance manager.

Development, Engineering & Operations

- **Utilities Department**
 - Completed sewer flushing program
 - Hydrant testing and servicing ongoing
 - Storm system flushing and cleaning – trouble spots
 - Utility projects – 38 TOTAL to October 18
 - Curb stop repair (8)
 - Hydrant install (4)
 - New water (7) and sewer (9) installs
 - Valve repair (3)
 - Miscellaneous repair (10)
 - Completed contract sewer lining in Coleman & Carbondale
 - Sewer plant – warranty and service work ongoing
 - Sewer line camera inspections completed in August (1,000 metres)
 - Budget Initiative: Design finalization for River Bottom PRV (2024 Capital)
- **Transportation Department**
 - Asphalt road repairs ongoing into end of October
 - Concrete repairs ongoing (80% completed)
 - Grading 3rd round of roads ongoing, spot gravelling as required
 - Cemetery cleanup and new graves (September 1 site, YTD 11)
 - Spray patching completed in Blairmore
 - Sand supply for winter established with Volker Stevin (Coleman)

- Winter maintenance preparations beginning – graders, snowplows and loaders
- **Development & Trades Department**
 - **Facility Maintenance**
 - Regular maintenance activities.
 - Budget Initiatives 2024 status: Coleman Seniors Centre detailed woodwork painting completed, Library painting in progress; Blairmore Pump House #2 fencing in progress; Bellevue Reservoir Pumphouse fencing postponed to 2025; Fire Station No. 1 windows pending delivery.
 - Elks Hall roof warranty replacement in progress (new torch-on roof).
 - PPK Lodge new rubber stair treads and nosing installed.
 - **Planning, Development & Safety Codes**
 - Municipal Planning Commission – one meeting in September (1 Subdivision; 5 DPs).
 - Municipal Historic Resources Advisory Committee – one meeting in September.
 - Subdivision and Development Appeal Board – no hearing in September.

Key Performance Indicators (KPIs) - August 2024:

| Key Performance Indicator (KPI) | Activity Volume Previous Month | Activity Volume YTD |
|--|--------------------------------|---------------------|
| Facility Maintenance – Plumbing, Construction, Electrical | | |
| Work Orders – issued / closed | 36 / 29 | 337 / 310 |
| Planning & Development | | |
| Compliance Certificate requests - received / processed | 6 / 5 | 33 / 35 |
| Development permit applications - received / processed | 17 / 34 | 325 / 219 |
| Business Licences - received / processed | 3 / 3 | 53 / 46 |
| LUB Complaints – new / closed | 1 / 1 | 38 / 34 |
| LUB Complaints – Monthly Volume | 54 | 51.1 |
| Notice of Intent / Stop Orders - issued | 0 / 0 | 21 / 4 |
| Bylaws (MR / Road Closures, LUB) | 1 | 17 |
| Appeal Hearings | 0 | 2 |
| Subdivision applications | 2 | 15 |
| Safety Codes | | |
| New Housing Starts | 4 | 38 |
| Building permits - issued / inspected / closed | 15 / 21 / 24 | 110 / 253 / 188 |
| Electrical permits - issued / inspected / closed | 16 / 23 / 16 | 129 / 168 / 114 |
| Gas permits - issued / inspected / closed | 11 / 5 / 4 | 65 / 121 / 98 |
| Plumbing permits - issued / inspected / closed | 3 / 5 / 3 | 44 / 84 / 56 |
| PSDS permits - issued / inspected / closed | 0 / 0 / 0 | 3 / 6 / 5 |
| Orders Issued / closed | 1 / 1 | 1 / 1 |
| Variances Issued | 1 | 1 |
| Safety Codes Council Appeals | 1 | 1 |

Protective Services

- **Fire**

- Annual Guns and Hoses golf tournament
- Train fire-Sentinel Area
- Bear attack-STARS landing zone support
- 2 powerline incidents involving excavators
- Review of the Forestry/Municipality mutual aid agreement

| Category | Month (Sep) |
|-------------------------|-------------|
| Fires | 3 |
| Motor Vehicle Incidents | 2 |
| Medical Response | 1 |
| Smoke Investigation | 0 |
| Alarms | 5 |
| Rescues | 3 |
| Other | 2 |
| Total Responses | 16 |

- **Peace Officer**

- October enforcement focus:
 - RV removal
 - Wildlife attractants

| Category | Month (Sep) | Year to Date |
|--|-------------|--------------|
| Number of Charges Laid | 17 | 483 |
| Cases Generated (Incident Count) | 44 | 411 |
| Cases: Requests for Service | 34 | 337 |
| Cases: Officer Observed | 6 | 53 |
| Cases: Received from outside Department/Agency (i.e. RCMP) | 2 | 41 |
| Vehicle Removal Notices | 0 | 18 |
| Vehicles Towed | 2 | 13 |
| Positive Ticketing | 0 | 0 |
| Projected Fine Revenue ** | \$6,921 | \$129,639 |

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

- **Environmental Services**

- Notice of Vegetation program posted
- 2 outstanding Inspectors Notices
- Created weed identification videos for the public
- Active weed spraying with our contracted vegetation management

| Field Work | SEPTEMBER | TO DATE |
|-----------------------------------|------------------|----------------|
| Vegetation Inspections | 9 | 142 |
| Inspector's Notices | 2 | 21 |
| Inspector's Notices (Open/Closed) | 2/1 | 2/22 |
| # of bags pulled | 27 | 238 |
| Weight of destroyed weeds | 210 | 2316 kg |
| Acres Inspected | 117 | 2066 |
| | | |
| Soil Inspections | 9 | 142 |
| | | |
| Pest Inspections | 4 | 8 |
| Trap Rentals | 2 | 5 |
| # of burrows treated | 0 | 107 |
| | | |
| EDDMapS Entries | 4 | 178 |
| Revisits | 6 | 32 |
| EDRR | 0 | 8 |
| | | |
| Education and Awareness Events | 0 | 3 |
| Public Weed Pulls | 0 | 13 |

Pass Powderkeg Community Resort

- First month for new Manager has been great. Very busy meeting people and learning all the systems in place.
- Bookings Coordinator has started part-time and is organizing events. She has found sponsors for events already.
- Runs that are not too steep have had the grass cut.
- Snow making water was tested on the hill for leaks and pipe issues. The system is in good shape.
- Line checks on the lifts has been completed. Waiting to get lifts inspected by AERDARSA.
- Shamin School rented the day lodge for their semi-annual school gathering.
- Day lodge is being cleaned and set-up for the season.
- New SMI snow making fan guns arrived October 17. They will be a great improvement to snow making efforts.
- Seasonal staffing positions are being filled throughout October as resumes are received.

Crowsnest Pass Community Pool

- The Pool has been shut down for the winter.
- The building was cleaned and winterized.
- Chemicals have been stored in appropriate areas.
- Equipment shared with PPK has been moved to ski hill.

Community Services

- **Arena/Parks/ Events**
 - Elks Hall
 - October 3 Community Garage Sale
 - Complex
 - Ice install completed
 - Regular bookings commenced
 - Start of Crowsnest Crush season
 - Gazebo Park
 - Crowsnest Community Market – Thursdays 3:00 p.m. to 7:00 p.m. September
- **FCSS**
 - 2024/2025 Fall Winter Community Handbook has been distributed
 - Provided 4th quarter funding payments to FCSS funded organizations
 - Hosted Fall BBQ September 5
 - Meals on Wheels – business as usual
 - Seniors on the Go Newsletter
 - Subsidized taxi program
- **Programming**
 - Fall programs – Public Skate Schedule, Recreation Programs in MDM Gym, Kickboxing Fitness and Drums Alive Corner Hub, on going registration for Fall sessions.
 - Red Cross Babysitting Course
 - Clean up Centennial Bldg. – Storage of water Pop Up Park supplies for winter



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 7.d

Subject: UTAR/NUTAR Clarification and Transcripts

Recommendation: That Council accept the following report as information.

Executive Summary:

Councillor Ward passed a motion on September 10, 2024 requesting a full transcript on the UTAR and NUTAR from first reading up to and including passing the bylaw. These transcripts have been provided. The first reading of Bylaw 1182-2024 which is a Land Use Bylaw Amendment and Associated Rezoning to UTAR (Urban Tourism Accommodation and Recreation) and NUTAR (Non-Urban Tourism Accommodation and Recreation) took place on April 23, 2024 and second and third reading took place on May 28, 2024. Discussion on these presentations that occurred when the bylaw was passed was raised by Council when we had our first application to the new UTAR zoning on August 22, 2024.

Relevant Council Direction, Policy or Bylaws:

Bylaw 1182, 2024- Land Use Bylaw Amendment and Associated Re-zonings - UTAR and NUTAR districts

15-2024-09-10: Councillor Ward moved that Administration provide a full transcript of all presentations and discussion regarding UTAR and NUTAR from first reading up to and including passing the bylaw. Carried

05-2024-10-08: Councillor Ward moved to defer the UTAR/NUTAR clarification and transcripts to the meeting of October 22, 2024. Carried

Discussion:

The purpose of UTAR in Bylaw 1182, 2024 was to contemplate that the previous land use bylaw only allowed tourism development in non-urban areas and due to increased tourism interest, Administration identified that there may be a need going forward for urban tourism. This bylaw

would set out the standards for such development. The reason for introducing UTAR is being discussed on April 23rd on page 4 of the transcript where Councillor Sygutek asks if this was spurred on by developers saying they have issues or ..[coming from the Municipality], and Patrick explains its both, the Municipality was aware of developers that expressed interest in bringing something forward in urban areas, as well, the Municipality was aware there was no zoning that allowed it to be brought forward, nor was there standards.

NUTAR Non-Urban Tourism Accommodation and Recreation- Purpose Statement

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.

UTAR Urban Tourism Accommodation and Recreation- insert District Purpose Statement

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.

On May 28, 2024 Administration brought the report for second and third reading of Bylaw 1182, 2024. At that time there were 16 properties previously in NUCR-1 and 2 that would be rezoned to NUTAR and those businesses could continue to operate without any change. With regard to UTAR, only one property (Lost Lemon) would move to UTAR. At that time, it was discussed what the process would be for any new applications wishing to come through as UTAR, and as they would be discretionary, they would come through as a zoning application and come before Council, including having a public hearing, and three readings. Council then has complete ability to defeat any subsequent rezoning to UTAR, if they are not deemed to be desirable, but at least now there is a mechanism for them to be considered providing they meet the standards of the Land Use Bylaw.

On August 27, 2024 we had our first re-zoning application to UTAR, Administration had been aware of this proposal since 2022 when the applicant made a land purchase application, we are also aware of 2 other applicants that have made inquiries and may wish to pursue re-zoning to UTAR in the future. With regard to the application made on August 27 it fits the definition and the intent of the district (tourism accommodation within or on the edges or urban areas) and so Administration brought it forward.

Analysis of Alternatives:

No alternatives. For information Only.

Financial Impacts:

None.

Attachments:

[UTAR NUTAR Transcripts.docx](#)

Transcripts Regarding Bylaw 1182, 2024- Land Use Bylaw Amendment and Associated Rezoning- UTAR and NUTAR Districts

April 23, 2024- Council Meeting- First Reading of Bylaw 1182, 2024

Blair Painter- We are going to move on to 7c, which is bylaw 1182, 2024, Patrick.

Patrick Thomas- Ok, Bylaw 1182, 2024 is a land use bylaw amendment, around the provisions of urban tourism accommodation and non-urban tourism accommodation and recreation districts. So, this is a step in implementing the municipal strategic – municipal development plan growth strategy, specifically to become a top tourism destination in the province. And the bylaw proposed is to combine the existing non-urban commercial recreation districts, or NUCR 1 and 2, into one district that's renamed non non-urban tourism accommodation recreation, and to establish a new urban tourism accommodation recreation district within there's nuances of what, what's allowed (inaudible) the other, and what the standards would be, obviously um essentially a higher level of standard with for the urban one, with landscaping and ah pavement, most like they're not, and it doesn't mean just ah campgrounds as the term means, it can be a wide variety of what could be within that.

Lisa Sygutek: Could small homes fit in there Patrick?

Patrick: It could be like cabin-style could be within that realm, um, glamping-type accommodations, you know, Lost Lemon's right on the fringe of if its truly urban / non-urban, but it, you know, in the right area. It could really almost fall either one just because where its located, but its probably the closest, currently, to being something incorporated in the community, directly, but, it doesn't all mean that they are 200 unit. They could be 3 unit, and so its really looking at what is it, and where would it fit and **obviously it would need re-zoning , ah any, it's not, there's no current properties that would, as far as I'm aware, there's no current properties that fall under the urban area, so everything would require rezoning to get to that zone.**

Ah so with looking at this there essentially across North America most mountain communities have some form of tourism sector, and we're not alone in that, and our, as I said our MDP actually encourages that we're going to have that. We also have some high-class experiences that can continue to help grow that, you know, being our Pass Powderkeg, the Frank Slide Interpretive Centre, the golf course, our heritage sites, our increasing mountain biking, and then our proximity to both provincial and national parks so, not to mention both the provincial and federal designations of these this being an enhanced area, so its definitely something that we're going to continue to be faced with and so its looking at having provisions in place to to have those opportunities and experiences in the community and in places where they fit.

As I previously said, our MDP has listed us as becoming a top tourism destination in the province as well as a non-residential sector growth and ultimately it all comes down to

what market demand is pushing for and that's going to determine where where they possibly could be proposed, and what would be proposed. So, this is really setting out the standards of implementing that. It's also combining some of the – I guess I'll say quasi-debates or not in our land use bylaw and campground vs. recreational vehicle park vs. resort vs. tourism accommodation, it goes and pulls a lot of those definitions in and then it comes down to a comprehensive site development plan to **essentially explain out what your concept is, and then that concept is approved then it lets it go through the process so a little bit more of up-front of explaining your idea so that it can be based, it can be reviewed at that time.**

Ah so we've also included in the package obviously there's a lot of struck-out red and new text in red and as you remember from some of our omnibus by-laws its just the nature of the land use bylaws listed in so many place sometimes when you make a strike its repeated through the document, so we've just for completeness we've included all those so that council can see where it is and what it – and what's coming out, but as I said, ultimately its taken out of those two districts bringing in the two new districts, and then the respective definitions that go with them and then also adding in I believe it was some standards on, I'm just getting to the page here, but tourist accommodation standards on page 139 in your package, so then it just lists out those standards that would apply for this to help you with some governance there. And then we've also included in there is there's a few of the properties that are that would be re-designated within this district, or sorry within the districts that would, where they would apply so where they are currently operating outside some of those uses.

We also did give you a quick comparison just to kind of see the differences between the urban and non-urban and I guess with that we'll open up for questions.

Blair: Thank you, Patrick. I'll open this up for questions, and Councillor Kubik.

Vicki Kubik: I just wondered if the combining the information at all changes what is permitted and what is discretionary, so will it change those applications that come before council, or those that are just approved by the development authority?

Patrick: So, in that, for permitted and discretionary, none of those would come before council. The land-use bylaw, or the zoning, would come before council. Permitted discretionary, essentially the difference there is if its permitted and they meet all stipulations of the by-law, a permit must be issued. And then discretionary, depending on what it is and what's being, what's the variance or the use, could be done by the development officers or MPC. And so, I guess that would be just some clarification on those two terms. I have to do a quick comparison to see, individually, what shifts between the non-urban commercial recreation to one of the tourist accommodation zones, on if there's individuals. I believe the intent was they'd be similar, I think there's a little more onus on the urban one here. Most things fall into the discretionary category on the urban on the uses, whereas the non-urban has a little bit of leniency on what can go on the permitted side. Does that answer your question?

Vicki: Yeah.

Patrick: Okay.

Blair: Any other questions on this one? Councillor Ward.

Dean Ward: Just comment, I see that you're doing the public hearing on May the 28th?

Patrick: Yes.

Dean: Yeah, so, hopefully we get lots of public input, and I hope its in this room because, the public input out there in never-never land really doesn't mean anything so I hope lots of people come because this could be a contentious issue and let's put in your public input and get some advice. I have tons of questions with this, but I'm going to wait until the public has their turn to speak.

Blair: Patrick?

Patrick: I was also going to add that we also did some consultations with some of the current operators and proposed developers on just getting some of their feedback on helping to develop it, so that was a front end step that was just to try to see if it would meet some of the current needs and proposed needs to – from both going in, trying to have some regulation but also trying to be supportive to help them move forward.

Dean: Yep, I just want to see that public input, I really do.

Patrick: Absolutely, absolutely.

Blair: And Councillor Glavin?

Doreen Glavin: Patrick, can I just ask on the non-urban tourism and recreation use, 130, what block B plan 7510370, what area is that?

Patrick: Ah, I'm just trying to get it.

Johan van der Bank: That would be Tecumseh Resort.

Patrick: Tecumseh, yeah, it's the one that had the one non-urban commercial recreation was the only property that it applied to, out to Tecumseh Resort.

Doreen: Okay.

Patrick: So, its just specifically-

Doreen: So, it's the only permitted use in that –

Patrick: Yep.

Doreen: Okay, thank you.

Blair: Councillor Girhiny?

Glen Girhiny: Yeah, I'm sort of going to echo what councillor Ward said, there's some concerns, but obviously its moving forward. I just like the when the public hearing does take place, have some proper maps and stuff so people understand that this isn't every street in town that its affecting kind of thing, so it would be nice to zero in on the appropriate zones.

Patrick: So, the so page 158 to 163 those are where it would currently go into effect.

Glen: Right, right.

Patrick: So that are the only zones today –

Glen: Right, but how many people out there actually know where that is? Right?

Patrick: Yeah.

Glen: Right. So. Just – just, clarification, that's all. Just so they know exactly what piece of property we're talking about, or what areas we're talking about.

Blair: Councillor Ward, then Councillor Sygutek.

Dean: Just to follow up Councillor Girhiny's comment, there's comments out there already that were going to be putting campgrounds and multi-plex cabins in the middle of R1's next to an elementary school, ah, I just want to encourage people to come to council and express their concerns and give their input. Tell us what they'd like to see, or not see.

Blair: Councillor Sygutek.

Lisa: Well, if there's no more debate, I just think its important for the public to know that council has, its by law, have to give first reading to a public, to a motion, and then the motion goes to the public so the public then has input. So, whether we like it or not, that motion has to come forward into the floor and then two weeks from now, or on the 28th of May, then we'll have a public input. Um, I just had a really quick question Patrick, was this kind of forwarded by developers, did they come saying we have some issues, like I just want to know kind of where this generated from.

Patrick: So, it was a combination. There was some that we were trying to work with, there was also some that having some discussion, so when we went and looked at the bylaw 2 in the urban area, there was nowhere that spoke to it either.

And so, the only place that the uses were considered were the non-urban, so counter-intuitively it implied it should never be in the urban. And so, we said-

Lisa: Okay.

Patrick: - lets go and develop where it could be some of the times located within, and there's obviously different standards for when its not located within. And so, so little bit of a combination of both, got some feedback, but also kind of identifying there was a gap there. I will also point out one clarifying – on page 120-121 it lists a couple, I had a

couple other ones that operate of the lists, so there's, there's nine properties that are within the bylaw here so its Island Lake Christian Retreat, Hatchet Creek Campground, Eckerts Tecumseh Mountain Resort, Crowsnest River RV Park, Crowsnest Mountain Resort, Green Mountain RV Park, Kainai Acres, Goat Mountain Getaway, and Adanac Adventures are also, they're not, because it's the whole parcel, so they're not shown on the schedule (inaudible) Lost Lemon, trying to think, there's a couple of them. Lost Lemon for sure was on that one on the map so I just seen that text so I just wanted to point that out there was a couple there.

Blair: Okay.

Lisa: So, just to kind of follow up, so this doesn't mean if you live on an acreage that the person beside you, if we pass this, would be able to create a campground right beside you?

Patrick: So, what this means is, other than those handful of properties, it doesn't apply to any other properties –

Lisa: Thank you.

Patrick: So, in order for anyone else, they would have to come before council with a land use bylaw amendment, to request either the non urban or urban tourism recreation accommodation zoning, and once they get that zoned, then it allows them to look at those uses, so-

Lisa: But that can happen in the past before –

Patrick: In theory, any property-

Lisa: Exactly-

Patrick: can be rezoned, in theory, that is a power that lies with council, council sets zoning of a municipality. Sometimes its forward thinking. So, in instance-

Lisa: Well, just for instance would be just Hillcrest, just recently.

Patrick: Right by, well even actually, right by, I was going to say, First and Last, the Esso-

Lisa: Yeah.

Patrick: A couple of those houses right there, they're zoned commercial recreation. They can exist leaving non-conforming as a house, they can never rebuild as a house. That property zone is to be commercial space in the future. So, that's a forward-looking land use bylaw. Some can be driven also by owners, and that's what a lot of the ones we see here, owners coming in and saying I'd like to have this use, and then we go out and have same process, three readings with the public hearing, we hear the merits and then council makes a decision. So-

Lisa: Exactly.

Patrick: a zoning has to occur on every one of those properties, other than those ones listed in the bylaw, which are already operating with some form of one of the.. campgrounds, tourist resorts, trying to think of the other one that's in there, but one of those current ones. Those are the ones being rezoned to the two classes, then everything else would need to come before council.

Lisa: So, a good example would be recently when the group came to council about the parcel in Hillcrest.

Patrick: Yeah, they were looking for non-urban commercial recreation, and-

Lisa: So, even if this was passed, they would still have to come back to council and get approval to do something like that.

Patrick: They would be looking for –

Lisa: So, this would not affect that-

Patrick: A NUTAR-

Lisa: Exactly-

Patrick: Designation in that case.

Lisa: Yep.

Patrick: And then so, that would come, same process, they'd come here, there'd be debate, and then if its re-zoned, then they can move forward with that. If it's denied, then they can't bring that forward for a period of time.

Lisa: Thank you. I just think there needs to be clarity because I think people think, like Dean said, that we can re-zone anywhere with this. It is very specific locations, that have been deemed by developers and administration that are on the fringe of the community, would add value to the community, it doesn't mean that you can go in, if this was passed, and take an acreage and blanketly pass it.

Patrick: So, sorry, I'll clarify that statement. So, it doesn't mean that you could take, you can bring in the request for any property. This is only the ones that are within the bylaw are only dealing with the current ones that are already approved. So that would be the clarification. But in theory, anyone could bring this forward, I could bring it forward for my house, and then you know, have to give my merits, and how I'm going to develop it, and how I'm going to convert it from a house to a commercial opportunity and whatnot. So –

Lisa: Perfect.

Patrick: So, its in theory, you can bring anything, but it has to come with the plan to support it.

32:58 Lisa: Thank you. I actually don't think its that contentious. I think the contentious was made up on Facebook. I think that it's a well thought out plan, and of course the public can come and discuss it with us, but, I actually don't think its that contentious. I think it makes sense, and I'm not going to make a decision one way or the other until it comes forward, but I think that we'll do our first reading, and I will make that motion if there's no other questions. I'll make first motion that we pass um Land Use Bylaw Amendment Urban Tourism Accommodation and Recreation District and Non-Urban Tourism Accommodation and Recreation District first reading please.

Blair: Thank you. So, we have a motion on the floor. One last opportunity for clarification. See none. All in question all in favor. That will be carried. Going to move onto 7 D which is Bylaw 1186, 2024 amendments to the water service bylaw.

May 28, 2024- Council Meeting

21:18

Blair: Move onto 7B. This is Bylaw 1182, 2024. Patrick.

Patrick: Bylaw 1182, 2024 is Land Use Bylaw amendment for the implementation of the UTAR and NUTAR districts. This bylaw proposes to implement the growth strategy policies from the 2021 municipal development plan, relevant to the promotion of tourism development and ultimately help support becoming a top tourism destination in the province, as outlined within the MDP. This goes and provides the framework for when properties are looking to re-zone, what would be needed to be considered for both the urban and non-urban areas. It also consolidates, currently we have the two non-urban commercial districts and is consolidating them into the one non-urban district with a number of those properties that fall under that banner currently, will get the new designation.

There were a couple of properties that were missed in the outline at first reading that we just want to point out to council, that also fall within the banner of the non-urban tourist accommodation. Those are outlined on page 54 there.

So, without reading through the entire briefing for council, ultimately administration is looking to give a second and third, recommending to give second and third reading this evening.

Blair: Maybe Patrick we can actually read through this for the benefit of the audience. To clarify some misconceptions.

Patrick: Okay. To support the MDP the promotion of tourism and development, its looking to combine, as I said, to combine and rename the non-urban commercial and recreation district and non-urban commercial recreation district into the NUTAR district. All sixteen properties currently within those districts will come into the NUTAR district. Two existing developments that are in the C2 and NUA districts are zoned appropriately to the NUTAR district. It establishes the non-urban, or sorry, the urban tourism district. One existing development on a property in the C2 district becomes UTAR. It combines the current land use definitions campground, recreation vehicle park, and resort into one land use definition of tourism accommodation; and establishes standards for tourism accommodation development.

There's few mountain communities in North America exist without a tourism sector' or in many cases a reliance on the tourism industry entirely. The Municipality of the Crowsnest Pass experiences tourism growth as a result of the ski hill, Frank Slide Interpretive Centre, the golf course, the heritage buildings and archeologic sites' are increasing popular. The mountain biking trails' and the provincial and national parks within the area. Along with the evolving hiking trails throughout the community and the surrounding region. Tourists have 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 centre to experience the cultural and social aspects of what they have to offer.

Pro-actively' in the 2021 Municipal Development Plan, 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 into the renamed Non-Urban Tourism Accommodation District and establishing a new Urban Tourism Accommodation District' 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" which could be 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.

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:

The policy appears to refer to "traditional" or "typical" campgrounds and recreational vehicle parks (that typically have gravel roads' individual' random' site design and fencing' and a lack of landscaping. 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. 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".

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).

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 priority housing needs.

The MDP recognizes that growth nodes will be developed based on market demand and the readiness of property owners and developers. The North Coleman ASP states that the Coleman growth node contains areas that are not readily serviceable for traditional' higher density residential development in accordance with the current and future housing priority needs' unless significant expenses are made to water and wastewater infrastructure which could include 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, 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.

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 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" and/or "resort accommodation" 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.

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' in which "... alternative housing forms should be incorporated into communities where appropriate' such as cluster housing' tiny homes and mixed-use buildings".

We also provided just a table, a comparison between the districts for council's information, and a comparison on what is classified as small and large tourism accommodation. For information on the Eckard Tecumseh Mountain Resort, we also come with an interim solution to allow them to, if they decide, to continue with their existing development permit in, within the next year.

So, with all that, administration is recommending second and third reading this evening.

Blair: Thank you. So, we're going to open this up for discussion. Councilor Ward.

Dean: Can I ask a question about process first, Patrick? Tell me if I'm incorrect. The way I read the Municipal Government Act it requires us on a land use bylaw to do a first reading, advertise for a minimum of two weeks, then have a public hearing, then proceed to second and third-

Patrick: Correct.

Dean: Reading. Okay. I was just wondering because there were some words thrown around out there that we weren't following process.

Patrick: No, that is the legislated process of the MGA.

Dean: Okay. Good.

Patrick: I believe these were also advertised, this bylaw was also advertised for an additional week.

Dean: Yeah, I thought it was three weeks.

Patrick: Yeah.

Dean: Yeah. But minimum of two were required.

Patrick: Minimum of two weeks.

Dean: Okay. Good. Um, just a few comments and then I'll ask questions after. Tourism, whether you like it or not, is here. It affects everybody. It affects gas stations, hotels, restaurants, liquor stores, camp sites, grocery stores, it goes on and on and on, right? Both the federal and the provincial government made a point in the last year or two of pushing tourism to this area. We all understand what's going on in Banff, Jasper, Canmore, all those places. We're the only place left, so it's coming. So, to me, we can either welcome it, or we could try to push back on it, but even if we push back, it's – we're not going to beat the provincial and federal government, they're pushing it this way. That's the reality. I've heard concerns over the urban-tourism part of this, if we didn't allow urban tourism, that would take out Green Mountain, Lost Lemon, that's been here for, jeez, as long as I've lived here, right? You'd be amazed how many people those campgrounds bring into this community, how many dollars spent. The way I read this bylaw, nobody's going to just get to throw up a campsite or a bunch of tiny homes or whatever, without going through a comprehensive site development plan, correct?

Patrick: So, there'll be the listing of properties that are, will have their zoning essentially for what they're doing currently.

Dean: Mmhmm.

Patrick: Anyone else that would like to would have to apply for rezoning, so it would be the same process as this, for land use bylaw amendment, to get to step one, to get the zoning. Then they would have to go through the development process where they would need to submit their comprehensive site development plan as part of their development permit application. That would then be considered before approval or not. If they get that, then they can proceed with their development.

Dean: Okay. I look at what's happening with Charmed Resorts, there's a perfect example of what's possible, right, I drove up there this weekend, I can't believe it. There was vehicles parked behind all those places, they were just packed with people, and tell me what's wrong with those. They're a great addition to our community.

When we did the municipal development plan, we laid out what we saw as growth nodes for the future, right? Ah, those growth nodes are 20, 30, 40 years down the road in some cases, right? Ah, is it fair to the owners of those properties to sterilize those properties until they're ready for residential use? There's going to have to be millions upon tens of millions of dollars of servicing putting – to service all those growth nodes. I think its just a reasonable and sensible approach to see what other opportunities are

available. Ah, we're talking about higher standards within this bylaw. Nobody wants to see just a bunch of campsites lined up, this place is for that (? 37:20) we all know that. But ah, we're asking for better standards in this bylaw, which is sensible as well.

I look at the marketplace here, this marketplace has changed drastically in the last five years. For twenty years, there was nothing going on here. For twenty years, all I heard from people is, when are we going to open this place up for development? Right? All I hear now is, why are we letting so much development in town? It's – it's kind of crazy. I remember the lady that asked me a while back, why are you letting all these people in from Calgary? Well, I didn't know this was a country where people weren't allowed to move. And I asked her the question, so if somebody from Calgary offered you more money for your house than a local, you would turn it down? Well, I didn't get a response to that, but people are coming- I know –

Ah, over the last few years, we all recognize the housing crisis in Canada, what's going on. I hear the government, both federal and provincial, all the parties talking about communities need to allow multi-residential, they need to allow secondary suites, they need lofts, anything to find people accommodation, right? Well, two years ago we streamlined our land use bylaw to allow multi-residential, to allow secondary suites. Secondary suites are the only way some people can afford to buy a house, by renting out the basement, especially younger people in, where the market's going today.

We streamlined our bylaw, land use bylaw, in every which way to make it as simple as possible and I've had developers tell me that our land use bylaw is one of the easiest to work with, most efficient to work with, alright? We talked about encouraging people to build rental suites. The government's talking about that too, and last year we passed tax breaks for people to build rental units, right, hopefully people are going to take advantage of that. We have an incentive program for people to do both commercial and residential development. I hope people take advantage of that. That's all stuff that communities have been encouraged to do now that we've already done.

So going on to a few questions here. You talked about Eckard's Guest Ranch. Are they on board with that process?

Patrick: My understanding is yes.

Dean: Yes? Okay. Ah, on page 69 of our package – Sorry, just let me get to it – The purpose statement of UTAR. Comprehensively planned, designed destination areas by assigning the majority of uses as discretionary to address site-specific compatibility with the use and enjoyment of adjacent properties. To me, that covers a lot of concerns that I've heard in the last few weeks. Similar purpose statement on page 71, with the other zone.

Going to page 83. It talks here that one of the big concerns that's been raised with me is about parking on public streets. It seems to be that we're saying that's not going to be allowed in these zones. Am I following that correctly?

Patrick: So, um similar to any development, the bylaw stipulates what off street parking requirements are, depending on the development being proposed. So, so I guess the answer a little bit is there is the reality that public streets in general are open for parking by anyone in any area um with a 72 hour time limit. So, can a car be parked off – I mean, we had the same discussion with tourist homes. To 100% police that, they are never parked on the street, no. But do they have the necessary number offsite parking so that they - that's available? Yes. And so, in general we've seen with tourist homes that it hasn't been the widespread take-over of the neighborhood and you know, this would be a similar approach of that's part of the comprehensive plan that they propose is, how do you accommodate parking?

Dean: Page 91 of our package, could you give me a little bit more clarification on the difference between small and large tourism accommodation?

Patrick: Actually more appropriately the comparison on 106 –

Dean: 106?

Patrick: So, it's a breakdown table, there, so location wise, large can only occur in non-urban areas. Ah they can have similar types of of types of or combinations I guess between small and large. So, ah the primary is just going to be on the number of sites if I'm not mistaken, I'm just looking for the exact here ... sorry I'm just skimming forward here... Another difference would be there can be bare line condominium created with the large accommodations, and then there's also some additional standards there on that chart if you're within one of the growth nodes, how it would be interpreted.

Dean: Okay if we could just slide back to page 94 please um-

Patrick: Okay.

Dean: Cabin and tiny homes, how do they compare?

Patrick: 94...

Dean: It talks about a cabin not a dwelling area... Is not a dwelling unit, sorry. Ah, what's the difference between a cabin and a tiny home? Can a cabin not be defined as a tiny home?

Patrick: Just ... looking here to see if there is ... so, a cabin means a habitable shelter including a yurt or similar type structure for recreational accommodation that is located in an approved tourism accommodation and depending on the facilities and services provided in the tourism accommodation it either has its own cooking, laundry and washing facilities, or has access to communal cooking, laundry and washing facilities. A cabin is not a dwelling unit, is not typically intended for residential accommodation as defined in the bylaw. So that's the uh definition of the bottom of page 92 top of 93.

Dean: Mmhmm.

Patrick: So, its primarily so I guess what I'd read that so the cabin is a type of unit on a tourism accommodation, as opposed to a dwelling unit is meant to be a self-contained unit specifically for occupancy of for sleeping, cooking, sanitary facilities. So, while a cabin can be similar to a dwelling unit, or sorry, a dwelling unit can be similar to a cabin, a cabin is not necessarily a dwelling unit. A cabin is going to be a rental, a temporary housing typically for tourism accommodation.

Dean: So, just going to page 97, I'm almost done, I've only got two more. Page 97 resort accommodation, and under that definition includes apartment buildings, duplexes, semi-detached dwellings, hostels, motels, multi-unit residential buildings or single detached. And then it goes on further to say that it is now typically intended for residential occupancy, to me I just see stuff like single detached, multi-unit residential buildings –

Patrick: So, I believe the intent here is, those are all when they're all in brackets so they are listed those are ah very defined terms, so you could have a unit that would meet those terms within here, however its part of the resort accommodation, it would be, it typically wouldn't be for full-time residency. Even though it may look like it would be a full-time residence, the intent of that because its part of the larger resort accommodation, its intent is not, it's a rental, it's a short-term rental tourism property, not a, so its its given some flexibility, how the developers could have just about any type of structure in that sense it could look like something else, but the intent is not that its there as a permanent accommodation.

Dean: Okay. Actually, that's good, thank you.

Blair: Thank you. Any other comments? Councilor Girhiny.

48:00 Glen: Well, I think we're unfortunate – we're we have an extreme amount of interest in our valley. Affordability is first and foremost on a lot of people's minds. Most of us in this room are lucky enough to have been here a while so we're pretty established, but I wouldn't want – I couldn't see myself moving to this community and buying into the atmosphere here at today's prices. I think it's a little out of my reach and probably out of everybody else's reach. So, we have to do something and all our land isn't flat, all our land is not serviceable, all our land is is uh interesting, to put it mildly, that's what makes this place kinda special. This I think is a really good overview on trying to accommodate future residential use, as well as business opportunities for developers, so with anything new I think its ah a very good proposal going forward I'm sure there will be tweaks along the way as we get into it down the road, but I do like the wording on a lot of the – the structure of this, and to alleviate some concerns I do not see this applicable on residential country acreages, so that's a whole other zone ah so it would be a – I think it's a really good start going forward.

Blair: Thank you. Councilor Kubik.

Vicki: Thank you. Um, I think we really have to give strong consideration to like what Councilor Girhiny was saying, to the topography of our, of our valley, and the fact that we have a lot of land that is not given to the traditional bungalow-style development. I mean, we all like a nice bungalow and a big basement but ah, we've proven time and again that we just don't have room in our area for those kinds of developments. So, we've gone with smaller basements and two-story developments and not everybody's been happy with that. Not everybody's been happy with the tiny home developments, but we've seen examples of that in our area and you know, they're actually, you know, quite palatable. So I feel that, moving forward, we have to pay consideration to what we can do to accommodate not only the increased tourist traffic through our area, but how can we increase affordability for the people that, for instance our kids if they want to come back here, live here, I know my kids couldn't afford to buy a house here, not without support from their parents, and grandparents, and not everybody has the luxury of having parents or grandparents who can help their kids out.

You know, we look at the tourist industry as largely being service-oriented types of jobs, well those jobs are really little more than minimum wage and I would really hate to see what's happened in some of the areas to the north, where you have upwards of twenty plus people living in a 4-bedroom 3-bathroom home, which, you know, that kind of accommodation is ludicrous. We shouldn't expect people to have to live like that, or live in tents, or to live in accommodations like um, you know, the Bellevue campground comes to mind, you know, we've had trailers parked there all winter long, and what are you going to do? People need to work, they need to eat, they need to feed their kids, and, they simply can't afford to live here, so I get that people's main investment is generally their housing, their property, that's their, you know, for many people that's their retirement income. And ah, you know, we're lucky enough to live in an area where property values have increased exponentially over the past five or so years, and ah people have good investments. And they can look forward to, you know, going up to the – I call it the golden triangle, but I guess its Peaks to Pines, and I feel like, you know, people will have some cash in their pocket and be able to live out their retirement years with um, with a bit of income and that's a, that's a good thing. I think we need to protect people's investment, I think that we are not intending to make changes that are going to reduce property values, I think that goes counter to anything I would want for myself, or anybody here on council. I don't think that's our intent to do that.

I agree with Councilor Ward in that this is a process, ah this is sort of giving consideration to first reading, there will be public hearings, I look forward to more input because I think the public and the developers and landowners, everyone has a – something good to say, whether its you know, for or against, I think we all come with an open mind and are willing to hear what are the pros, what are the cons, how do we want to see the development of the Crowsnest Pass move forward. That to me is probably the most important process and we hold that sacred, because that is the time when everybody can have a say and bring to light those issues that we may not have considered. So, I appreciate that we have a process in place, I appreciate that people

are willing to come to council, willing to sit in that chair and be nervous, and state their opinions and whether or not we agree with them, we give credence to those opinions, we want to hear them, we want to respect that and respect the process.

So, the bylaw may not be perfect, it may be as time goes on, it will need some tweaks here and there, because we never really truly know the full consequences of the decisions we make, until we implement, and then we can say, well that is, you know, maybe that was great, or maybe that was not a great decision. But sometimes we can't foresee all the consequences that will occur as a result of passing a bylaw. So I'm looking forward to the process, I will support a motion to pass first reading tonight. Get that – get the process started and – sorry –

Blair: Second reading.

Dean: Second reading.

Vicki: We're already at second reading.

Blair: We've already done the first –

Vicki: Sorry! Sorry, that's right. So, I appreciate that, and, so I'm looking forward to seeing how we can implement this, I am in favor of it, um I do believe that there – its not perfect, I don't think any bylaw that we ever pass is perfect, and I appreciate the comments. So, that being said, I am in support. Thank you.

Blair: Councilor Glavin, I don't know if anything–

Doreen: I don't know if there's any more to add to that, but I do believe that, you know, we did a new municipal development plan, right, for proper planning for the future, and I think this fits into it. And I think its good to be ready and prepared for I think, like Councilor Ward said, what's – what's going to come. **I think there's concerns about the UTAR the new zone, but, it's a rezoning and it still has to come back to council**, so I think maybe that will alleviate some of the concerns from the public as well.

Blair: Thank you. So, if there's nothing else, councilor Girhiny?

Glen: **I would just like to state what councilor Glavin said, is that these are already existing zoned properties within the Crowsnest Pass. There's nothing new here, we're just rezoning what's here, and anything new going forward will have to follow the procedures of this bylaw. Which to me are pretty structured, and pretty, pretty ah demanding, in a way, for a developer. But it also gives the developer an option, which is something that we never had before.**

Blair: Thank you. Councilor Ward?

55:47 Dean: Yes, just to add further to that, the example that comes up a lot is country residential, right? Well, even if this pass – bylaw passes tonight, it will be no different than it is today, if somebody in a country residential wants to build three cabins, four

RV's, we just went through this a little while ago, they have to come to council and apply for a zoning, right? So even if this bylaw passes, they still have to come to council and apply for zoning. They can't just, tomorrow morning, throw in three cabins, four RV's, and get on with life. So, just echoing what councilor Girhiny said.

Blair: Yeah, exactly. There's a process to do that.

Dean: Yeah, there's a process.

Blair: The zoning process and yeah. So, we are looking for second and third reading on this this evening. Councilor Girhiny?

Glen: I'll move second reading, on I guess its Bylaw 1182, 2024.

Blair: Thank you. We do have second reading on the floor. Any other comments? Seeing none, all in question all in favor? That is carried. I'm looking for a third reading. Councilor Glavin?

Doreen: I'll move third reading of Bylaw 1182, 2024.

Blair: Thank you. Again, ah final opportunity for comments or clarification. Seeing none, we'll call all in question, all in favor? And that will be carried.

57:24



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 7.e

Subject: MDM Community Centre - Building Condition Assessment Fee Proposal

Recommendation: That Council accept the fee proposal of \$53,190 plus reimbursable expenses and GST for Ian Moxon Architect to undertake and coordinate a building condition assessment and cost estimate of required renovations of the structural, mechanical, and electrical components of the MDM Community Centre, as an extension of capital project 24 8104 MDM Windows, Doors, Fascia.

Executive Summary:

On August 20, 2024 a tender was presented to Council for the 2024 capital project 24 8104 MDM Windows, Doors, Fascia. The tender amount was significantly above the approved project budget. Council directed that Administration obtain a fee proposal for a building condition assessment to determine the probable life expectancy of the building, before making a decision on the tender.

Relevant Council Direction, Policy or Bylaws:

Motion 14-2024-08-20 - MDM Project - Defer 60 Days - "Councillor Girhiny moved to defer discussion on the MDM Community Centre Windows Replacement project for up to 60 days."

Discussion:

Since Ian Moxon Architect was the consultant on capital project 24 8104 MDM Windows, Doors, Fascia, and a time restriction was placed on obtaining the fee proposal for the building condition assessment, Administration opted to engage Ian Moxon Architect directly as an extension of the capital project.

The fee proposal from Ian Moxon Architect is attached.

Analysis of Alternatives:

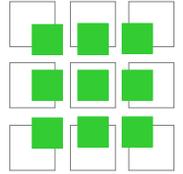
N/A

Financial Impacts:

The fee for the building condition assessment could be drawn from the \$650,000 that was approved in the 2024 budget for capital project 24 8104 MDM Windows, Doors, Fascia, or Council may make the funds available from another source.

Attachments:

[Building Condition Assessment - FEE PROPOSAL.pdf](#)



FFE PROPOSAL

PROJECT PHASE: PRE-DESIGN
DATE: 2024 10 15

Attn: Johan Van der Bank
Municipality of Crowsnest Pass
P.O. Box 600
Crowsnest Pass, AB T0K 0E0

MDM COMMUNITY CENTRE BUILDING CONDITION ASSESSMENT & LIFE EXPECTANCY
BELLEVUE, ALBERTA
ARCHITECTURAL CONSULTING AND PRIME COORDINATING SERVICES

Dear Johan,

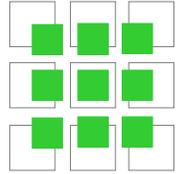
Thank you very much for the invitation to submit a proposal for architectural consulting and prime coordinating services for the building condition assessment and life expectancy report for the MDM Community Centre in Bellevue, Alberta

PROJECT DESCRIPTION

Prime coordinating and architectural services for building condition assessment and life expectancy report as listed below:

1. Conduct and complete a building condition assessment including a life expectancy report for the existing MDM Community Centre.
2. The Prime Coordinating Professional will be Ian Moxon Architect Inc. (IMA).
3. IMAI to engage Structural, Mechanical, Electrical, and Costing Consultant (Allowance Provided). All other required consultants and all additional required site information and investigations are to be provided by the client/owner.
4. The provision of professional schedules is not required by the National Building Code – 2023 Alberta Edition.





FFE PROPOSAL

PROJECT PHASE: PRE-DESIGN

DATE: 2024 10 15

SCOPE OF WORK

Pre-Design Phase:

- Three meetings with client and consultants (virtual meetings)
- Complete a building condition assessment on site with the client and consultants following the initial meeting.
- Prepare a draft building condition and life expectancy report for review by the client and consultants.
- Provide estimated costing information for recommended building upgrades.
- Prepare a final building condition and life expectancy report including costing and recommendations.

Schematic Design Phase:

- No services provided by the architectural consultant.

Design Development Phase:

- No services provided by the architectural consultant.

Construction Documents Phase:

- No services provided by the architectural consultant.

Bidding & Negotiating Phase:

- No services provided by the architectural consultant.

Contract Administration Phase:

- No services provided by the architectural consultant.

Post Construction:

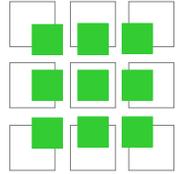
- No services provided by the architectural consultant.

WORK NOT INCLUDED/ADDITIONAL SERVICES

Supplemental services not covered under the Scope of Work will be performed as directed and invoiced at IMAI hourly rates, or as negotiated. No work will proceed under supplemental services without written approval. A delay in approval may impact the project schedule.

1. Photo-realistic or composite three-dimensional renderings.





FFC PROPOSAL

PROJECT PHASE: PRE-DESIGN

DATE: 2024 10 15

2. Large format printing costs will be charged as an expense in addition to the proposed fee.
3. All Permit Fees.
4. Any work not described in the scope of services.
5. If additional general field/ occupancy reviews are required additional charges will apply.
6. Client initiated changes to the design that require additional drafting or coordination.
7. Additional Issue for Construction drawings beyond what has been accounted for in the basic scope of services. (ex. Foundation IFC)
8. Coordination of barrier-free relaxations with Municipal Affairs.

STAFF ASSIGNED TO THIS PROJECT

| | | |
|-----------------|-----------------|----------------------------|
| Ian Moxon | Architect | Overall Responsibility |
| Matthew Koutsky | Project Manager | Support to Prime Contact |
| Angela Volk | Technologist | Support to Project Manager |

PROJECT FEES

ARCHITECTURAL SERVICES:

- Pre-Design: \$ 11,250.00
- Travel Time & Expenses (1 trip planned) \$ 800.00

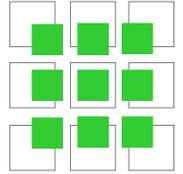
Total Architectural Services Fee: \$ 12,050.00

This fee includes local travel costs. Travel time and mileage outside Lethbridge/Comox Valley city limits are billable in addition to this fee. If any of the above information/assumptions are incorrect or have changed, we would be pleased to revise the proposal.

TRAVEL TIME & EXPENSES

Travel Time & Expense: \$ 800.00 per trip





FFC PROPOSAL

PROJECT PHASE: PRE-DESIGN

DATE: 2024 10 15

SUB-CONSULTANTS

Coordinating professional costs for the administration of engineering consultants:

| | | |
|-----------------------------|-----------------------|--------------|
| Sub-Consultant | | 10% |
| Structural | \$ 7,750.00 plus 10% | \$ 8,525.00 |
| Mechanical & Electrical | \$ 19,650.00 plus 10% | \$ 21,615.00 |
| Cost Consultant (Allowance) | \$ 10,000.00 plus 10% | \$ 11,000.00 |

Total including all consultants (ASMEC): \$ 53,190.00

HOURLY RATES FOR SUPPLEMENTAL SERVICES

ARCHITECTURAL

Applicable to December 31, 2024, hourly rates after this date are subject to change.

| | |
|-----------------------|---------------|
| Principal (Architect) | \$190.00/ hr |
| Project Manager | \$165.00 / hr |
| Drafting | \$120.00 / hr |
| Administration | \$ 95.00 / hr |

Additional services will be billed on an hourly basis or negotiated at the time. Additional services will only proceed after a signed agreement has been completed that confirms the fixed fee, hourly rates, and any required travel costs and expenses.

In the event that we are asked to complete a project ahead of the agreed project schedule, overtime rates may apply.

If in the event the project is suspended or placed on hold for more than 3 months, the Client accepts the consultant's right to evaluate and adjust the professional fees.

If we are named as a consultant in any contract between our client and another party (such as a building owner) we request that we are given notice beforehand stating the details of the contract and any responsibilities implied as this may affect this proposal.

TERMS

Ian Moxon Architect Inc.

Principal - Ian Moxon, Architect, AAA, AIBC, NWTAA, RAIC, RIBA, LEED® AP

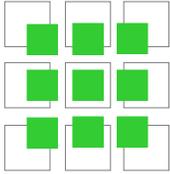
Head Office: Suite 300 410 Stafford Dr. S, Lethbridge AB T1J 2L2

p: (403) 929-8900

Comox: 19 – 2030 Wallace Avenue, Comox, BC V9M 1X3

e: info@ianmoxonarchitect.com





MUNICIPALITY OF CROWSNEST PASS
MDM COMMUNITY CENTRE WINDOW REPLACEMENT - BELLEVUE
PROJECT NUMBER: CD-24 126

FFE PROPOSAL

PROJECT PHASE: PRE-DESIGN
DATE: 2024 10 15

Fees and reimbursable expenses (if not included in the proposed fee) will be billed monthly for the work completed to date and are due upon presentation. Overdue accounts are subject to interest charges after 30 days from the invoice date in the amount of 2.0% per month (26.08% per annum) on the outstanding balance. The consultant reserves the right, without penalty, to discontinue services in the event of non-payment.

The above rates apply to work performed during regular business hours.
The proposal is valid for 30 days.

Upon acceptance of this proposal, the architectural consultant will intend to enter into a formal 'RAIC Document 6' contract which will define complete terms or agreements (attached for reference).

.....
Signature

.....
Date

Thank you again and we trust that the above information meets with your satisfaction. Please do not hesitate to contact me if you require any further information or clarification.

Respectfully yours,

.....
Matthew Koutsky, Project Manager, Assoc. AIA
Ian Moxon Architect Inc.





Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 22, 2024

Agenda #: 7.f

Subject: Mythbuster Page

Recommendation: That Council receives the update as information.

Executive Summary:

Following some misinformation and disinformation that has been shared around the community, the Municipality thought it prudent to create a Mythbuster Page on the Municipal website. The page's intent is to help provide context to items/issues for clarity or to simply set the record straight on others. The page will be updated as new items come up.

Currently the page has only been shared through a Facebook post and in the first day had 755 page views on the website.

<https://www.crowsnestpass.com/municipal-government/council/mythbusters>

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:
[Mythbusters.docx](#)

Mythbusters

Mythbusters is focused on addressing rumours and misinformation about Municipal Government in the Crowsnest Pass.

MILL RATE

Myth: Did you see an increase in your property taxes this year? Unfortunately, you can expect your taxes to continue to go up a rate greater than they did this year.

Fact: Council passed a minus 8.3% reduction on the mill rate in 2024. The Municipal tax rate decreased, the overall dollar amount may have either decreased or increased depending on the value of your assessment. The school tax mill rate also increased resulting in bigger totals.

It is inaccurate to say that people can expect taxes to continue to grow at a rate greater than this year because assessment is not completed until February of 2025 and the budget is still underway.

Myth: Your 2025 Property Taxes: 1.8% Mill Rate Increase + 9% Home Valuation Increase = 11% Increase in Property Taxes

Fact: The Millrate has not been set, discussion on this starts to occur during the budget process and is officially passed in the spring with the Mill Rate Bylaw, therefore, the 1.8% is not at all accurate. This number came from the 2025 projection in the 2024 Budget based on what known increases would be in 2025, and what shortfall there would be. This is refined each year during the budget process.

Further, the Assessment numbers are set in February of 2025, we have no idea until the assessor provides it to the Municipality. With saying that, the market assessment has continued to rise and so it is likely to see property values increase in 2025.

Myth: Residential property taxes collected increased by 35.9% between 2021 to 2024 even though the total number of residential properties only increased by 2.25%. This means that taxes raised 19.5% more than inflation and new properties combined.

Fact: The overall residential property taxes collected did increase by 35.9% however this is a combination of inflation and growth. While there may have only been 91 new properties created through subdivision, there have been significant new homes built that would have been previously taxed at the minimum rate due to being a vacant lot. In that same time period, 181 new home permits were issued, not to mention any additions or renovations to existing homes.

Furthermore, inflation is an average over all sectors. Some expenses, such as power or pipe materials have seen drastically higher increases beyond the 13.83% inflation.

Myth: The mill rate in Crowsnest Pass is higher than all other communities.

Fact: The Crowsnest Pass is by no means the highest or the lowest. Our nearest urban neighbour, Pincher Creek, has a mill rate that is 1.6 mills higher than Crowsnest Pass.

Furthermore, comparison can't be made to rural Alberta communities as their rates are often offset by significant linear assessments along with the fact that they do not typically provide the same services that an urban community does. In addition, comparisons cannot be made to BC communities, as they have an entirely different tax structure and government structure on funding with the Province of BC.

Myth: The mill rate has risen significantly every year.

Fact: Typically the Municipality aims for an overall mill rate increase of 2% to try to stay on par or less than inflation. Furthermore, the Municipal mill rate today is actually less than it was in 2018. Currently it is 7.1466 and was 7.235673 in 2018.

Myth: The Municipality wrongly took an additional \$1.1 million from taxpayers in 2023.

Fact: Budget 2023 was approved with an anticipated mill rate increase of 1.8%. In the spring when the mill rate was approved, the assessment had increased, from both growth and inflation, and this resulted in an additional \$1.1 million in taxes collected. Council made a decision to moved forward with some initiatives that were deferred during budget deliberations, such as:

- \$500,000 to reserves for future large expenditures
- \$250,000 towards a trails master plan, the number one priority recommended from the Parks and Recreation Advisory Committee
- \$200,000 towards pothole repairs, one of the biggest complaints during the summer
- \$70,000 towards the environmental monitoring of landfills, a responsibility the Municipality has, and a requirement to allow continued development in some areas of the community
- \$22,000 towards the Roxy, to help get a performing arts space in the community
- \$64,000 towards the library, to replace the deteriorating stairs and replace the worn carpet in the basement
- \$30,000 towards beautifying the community

TAXES

Myth: I pay all of these taxes and don't receive anything in return

Fact: The average home price in the Municipality for the 2024 taxation year was \$330,548. This resulted in a total tax of \$3,126.35. Of this, 24.4% goes directly to the Province for the Alberta School Foundation Fund (Education Property Tax) or \$764.06. Some other highlights of where taxes go are:

- \$34.25 to the Crowsnest Pass Pool

- \$111.82 to the Pass Powderkeg Ski Hill
- \$30.88 to the Crowsnest Library
- \$31.94 to the Peaks to Pines Lodge
- \$31.40 to various community groups as grants
- \$83.50 to Fire Rescue
- \$32.94 to the RCMP
- \$379.68 to road maintenance
- \$135.36 to reserves

DEBT

Myth: The Municipality is borrowing beyond it's means.

Fact: The Province sets limits that each Municipality is allowed to borrow. At the end of 2023, the Municipality could have a total debt limit of \$30,118,085 with a debt servicing limit of \$5,019,681. The actuals at the end of 2023 were \$9,381,822 in debt and \$888,787 in debt servicing. There has been an additional \$5,700,000 in debt approved in 2024 that will begin servicing in 2025 and \$1,400,000 that will be begin serving in 2027.

Myth: The Municipality will have over \$500,000 in interest and \$1,340,000 in minimum payments by the end of 2024.

Fact: The forecasted interest payment for 2024 is \$326,364 and principal payment is \$562,423. These payments are built into the total 2024 Budget.

Myth: The Municipality is not paying down debt.

Fact: The Municipality borrows from the Province and takes advantage of better borrowing terms, utilizing the market advantage that the Province receives. Part of the loan agreement includes fixed conditions for the entire loan. The payment amount and interest rates are fixed, and therefore additional payments cannot be made to accelerate repayment terms.

Myth: The Municipality is borrowing for projects that are unneeded and excessive.

Fact: The Municipality is completing projects that, had they not have been undertaken, would have significant reductions in services and/or increased operating costs.

- **Sports Complex Roof** - without repairs, water leaks would have lead to significant damage inside the building
- **MDM Roof** - without repairs, water leaks would have lead to significant damage inside the building
- **MDM Boiler** - without replacement, there would be no heating in the building
- **Pool Replacement** - without replacement of the pool, the facility would have had to be closed permanently

- **Frank Wastewater Treatment Plant** - the plant was in need of significant upgrades and renewals as it had not seen any improvements since it was built in the mid-1980's. If the plant would have failed or if the enhanced treatment was not added, there was significant risk that the communities of Coleman, Blairmore and Frank would no longer have had sewer.
- **Sports Complex Ice Plant** - the plant was at the end of its life and we could not risk a tragedy like what happened in Fernie. Without the replacement, there would no longer be ice surfaces in the community.
- **Fire Ladder Truck** - one of the fire engines was in need of replacement as it was beyond the allowable service life. Without the engine, one of the firehalls would have been closed. Additionally, the fire engine was upgraded to a ladder truck to allow for suppression of fires from above, a far more efficient method, and hence provided an enhancement to the community.
- **Fire Engine** - another of the fire engines was in need of replacement as it was beyond the allowable service life. Without the engine, one of the firehalls would have been closed.
- **Bellevue Mainstreet** - underground infrastructure was in need of replacement, in addition with the huge success of Downtown Coleman, the streetscaping was included to support the businesses and draw additional people into the area to revitalize the mainstreet. This was done in conjunction with consulting with leading economic development professionals on how to get people back into downtowns.
- **Bellevue Fire Pump and Main Upgrade** - the Municipality completed an Infrastructure Master Plan in 2023 that included all the water, wastewater and storm systems in the community. The number one priority is that the Bellevue water system had inadequate water flows for fire protection. By completing this project, the community of Bellevue will be within acceptable standards for fire flows.
- **Snow Cat** - the unit was at the end of the service life. Without replacing, the season opening would have significant delays, along with closures throughout the season when the other snow cat was down for maintenance.

Myth: The Municipality is borrowing for luxury items that depreciate over time.

Fact: The way the Municipality is required to report on its assets, they all depreciate over time and are either retired and replaced or renewed with investments. Additionally, one of the municipal indicators that Municipal Affairs utilizes is that a municipalities total assets have not depreciated more than 40% of their total value. The Municipality has fallen below this threshold a few times over the last 10 years and the only reason that it has come back above is some of the projects listed above.

Myth: The Municipality is unnecessarily and excessively replacing fleet.

Fact: The Municipal fleet had been neglected for decades with little replacement. Over the last 10 years, significant efforts have been made to improve the fleet into acceptable standards. An industry standard has been adopted that typically, light duty units are rotated on a 10 year lifecycle and heavy duty on a 20 year lifecycle, although there are some exceptions. The significant amount of investment in 2024 includes a fire engine (\$1,400,000) and a snow cat

(\$500,000). Also, most of the fleet replacement utilizes a Provincial grant except for large purchases such as the two aforementioned.

DEFICIT

Myth: The Municipality is running massive deficits each year.

Fact: Unlike the Provincial and Federal governments, the Municipality is not allowed to run deficits. In the event that a deficit was to occur, the MGA outlines exactly how this must be handled. With saying that though, the Municipality has continuously run at least some form of surplus each year. Any surpluses are then transferred to reserves each year.

Myth: The Municipality is grossly overbudget year after year.

Fact: The Municipality is required to pass two balanced budgets each year, an Operating and a Capital, and require funding source to be identified. The Municipality has continuously been under budget each year on Operating. Some capital projects have run over budget due to increasing costs, however these overruns are covered with additional funds being approved by Council.

GROWTH

Myth: The community isn't growing.

Fact: The Municipality has seen an influx of new residents. The population as of 2023 is now 6,007 permanent residents. It has been increasing since 2017 after a nearly 30 year decline and then a 10 year of nearly flatline population. Taking into account our shadow population (secondary residents) of 2,416 residents, the population based served is approximately **8,423 people**.

Furthermore, we are seeing that this is a highly attractive place to relocate. It has become quite desirable to live and this is one of the reasons we are seeing housing prices going up, as it is supply and demand, and the demand is high. There has been 1,122 land title changes between 2021 to 2023.

Myth: There are no homes being built here. Homes are being built everywhere else.

Fact: This is simply not true. The Municipality is leading across the region on new home permits.

| New Home (Units) Development Permits | | | | | | | 30-Jun |
|--------------------------------------|------|------|------|------|------|------|--------|
| Community | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | Total |

| | | | | | | | |
|----------------|----|----|----|----|----|----|-----|
| Crowsnest Pass | 16 | 25 | 82 | 37 | 36 | 26 | 222 |
| Fernie | 32 | 33 | 54 | 60 | 22 | 5 | 206 |
| Sparwood | 18 | 9 | 36 | 48 | 11 | 72 | 194 |
| Elkford | 18 | 16 | 17 | 14 | 15 | 33 | 113 |
| Fort Macleod | 6 | 1 | 7 | 3 | 35 | 55 | 107 |
| Claresholm | 2 | 15 | 26 | 15 | 16 | 17 | 91 |
| Cardston | 3 | 4 | 5 | 2 | 15 | 2 | 31 |
| Pincher Creek | 1 | 3 | 7 | 4 | 4 | 6 | 25 |
| Nanton | 2 | 0 | 5 | 5 | 6 | 3 | 21 |

SERVICES

Myth: I receive nothing for my tax dollars.

Fact: Each property contributes to services that are provided in the community. 43% of the budget is funded by property taxes. This goes towards snow clearing, fire, police, library, recreation, trails, playgrounds, community groups and so much more. While each resident may not use every service, they are available and what makes this such a great community to live.

Myth: The pool and ski hill cost too much to run.

Fact: Like most community services, they operate at a loss. They are run to provide recreational opportunities to all the residents, not only a select few that could afford the rates if it was a fully cost recoverable operation. These facilities, and many others, make this a community of choice, especially for families that are looking at recreational opportunities for their kids.

Furthermore, the major cost of these facilities are staffing and utilities. Staffing numbers are governed by requirements such as number of lifeguards on deck vs swimmers. Utilities can only be reduced if the facility is closed. Efforts are already made for more energy efficiency such as conversion of the ski hill lighting to LED.

Myth: Our recycling is crappy, especially compared to our neighbours.

Fact: The Municipality's recycling bins, along with the recycling in Cowley, Pincher Creek and the MD of Pincher Creek is handled by the Crowsnest Pass Pincher Creek Regional Landfill. The Landfill only has buyers for cardboard, plastics and tin cans. Glass and paper are not collected as they have not been able to secure buyers that would even cover the truck costs for these materials.

PUBLIC PARTICIPATION

Myth: The Municipality is not following the MGA or the Public Participation Policy.

Fact: The Municipality adheres to the MGA (Municipal Government Act) for all its legislative requirements on public participation and engagement. Furthermore, the Public Participation Policy is in place to enable Council to determine when they would like to hold enhanced citizen engagement on an issue when it is not legislatively required, it can not replace the legislative requirements of the MGA or other statutes.

Myth: The Municipality is censoring citizens by restricting how often they can speak on a topic at a Council meeting.

Fact: There is no legislative requirement to allow citizens to speak at a Council meeting outside of a public hearing, however, Council wants to hear from the citizens of Crowsnest Pass and has included an opportunity for Public Input at each Council meeting for residents to raise issues. This is not a typical allowance in other communities.

That being said, because meetings regularly exceed 3 hours, Council has determined that it is not productive to hear the same item at multiple meetings, as the information has already been communicated to Council and it is Council's discretion how they wish to move forward.

Council is required to pass a Procedural Bylaw under the MGA. The purpose of this bylaw is to pass rules to govern the how Council meetings are conducted, passing a Procedural Bylaw is not a violation of the Canadian Charter as has been alleged.

Myth: The Municipality can't set the protocol for Council meeting decorum.

Fact: While Council meetings are open to the public, it is Council's right to set the decorum that citizens must follow and this is outlined with the Procedure Bylaw. This includes cell phones being silenced, talking during the meeting, and no recording of the meetings. Anyone who causes a disturbance to the meeting will be asked to leave. The Municipality is also a workplace and must ensure we are adhering to Occupational Health and Safety requirements as it relates to harassment.

Myth: The Municipality didn't consult anyone about the Bellevue Mainstreet project and should have had more public participation.

Fact: The Municipality held an open house to present the conceptual design and received input from numerous people. The vast majority of those who took the time to attend overwhelmingly supported the concept. The major concern that was raised was the need for additional parking and as a result, the addition of a 60 car parking lot was included on the west end of Mainstreet.

Myth: The Municipality didn't ask me my position on that topic.

Fact: Council is elected to represent the citizens of the community. They constantly balance alternatives and look to make decisions that they feel are in the best interest of the community as

a whole. They do not have staff, budget nor time to have resident participation on all decisions, beyond what is legislatively required.

WAGES

Myth: The CAO makes more than the Prime Minister. It is over \$450,000.

Fact: The CAO salary for 2023 was \$205,984. This is actually below average from the Alberta Municipalities CAO salary survey of similar sized communities. The average is \$216,000 for 2024.

Myth: There was a 57% increase in CAO Staff Wages, Salaries and Benefits since 2022. They have increased to \$544,522 this year from \$347,327 in 2022.

Fact: These numbers are artificially inflated by taking 2022 actuals, where the department was under budget and comparing to the 2024 budget. This department was under budget because of an unfilled position. There are 3 full-time positions and one part-time position within this department.

The accurate number for the 2022 budget is \$476,533, so 14% over 3 years, 2022, 2023, and 2024, not 57%. 14% increase accounts for negotiated increases, new benefit plan and adding hours for a unionized staff person who helps host community events.

Myth: There was a 37% increase in Finance Staff Wages, Salaries, and Benefits since 2022. They have increased to \$704,335 this year from \$514,907 in 2022.

Fact: These numbers are artificially inflated by taking 2022 actuals, where we were under budget and comparing to the 2024 budget. This department was under budget due to an unfilled position. There are 6 full-time positions and one part-time position within this department.

The accurate number for the 2022 budget is \$635,588, so 10% over 3 years, 2022, 2023, and 2024, not 37%. 10% increase is attributed to negotiated increases, COLA, and a new benefit plan.

Myth: There has been no additional staff hired to these departments to account for these increases.

Fact: There were two positions added to the budget in 2022, however they were unfilled in the budget year and therefore the actuals showed significantly less than the budget.

Myth: There was a 64% increase to Council Wages, Salaries and Benefits since 2022. They have increased to \$299,749 this year from \$183,305 in 2022.

Fact: In 2023 Council wages were under budget (\$247,412) and are trending to be under budget for 2024 as well. Budgeting for Council requires estimating the number of meetings and how long the meetings will be, which can result in being under budget if less meetings are held.

Further, there was a wage adjustment in these years because salary surveys indicated the Municipality was significantly under market with Council remuneration, and that was brought more into meeting the market. Council also gets COLA which matches union negotiations and the same benefit plan.

Lastly, there was a dip in Council remuneration through Covid as less meetings were held and thus less remuneration paid.