



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, May 27, 2025 at 1:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Family and Community Support Services Advisory Committee of March 24, 2025
- 3.b Minutes of the Crowsnest Pass Senior Housing Board of March 25, 2025
- 3.c Minutes of the Crowsnest Pass Senior Housing Board of March 31, 2025
- 3.d Crowsnest Pass Community Library Board Audit
- 3.e STARS Ally Impact Report 2024

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of May 6, 2025

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.

- 6.a Yellowstone to Yukon Conservation Initiative Update - Tim Johnson and Brynn McLellan
- 6.b Crowsnest Cando - Tim Juhlin, Cando President and Donald Budgen, Treasurer and Building Committee Chair

7. REQUESTS FOR DECISION

- 7.a Bylaw 1226, 2025 - Land Use Bylaw Amendment - *First Reading*
- 7.b Bylaw 1227, 2025 - Southmore Phase 2 ASP - *First Reading*
- 7.c Bylaw 1228, 2025 - LUB Amendment Southmore Phase 2 Rezoning - *First Reading*
- 7.d Service Areas Update
- 7.e 2024 Surplus Report
- 7.f Approval to Pursue Funding and Complete a Greenhouse Gases Reduction Pathway

8. COUNCIL MEMBER REPORTS

9. PUBLIC INPUT PERIOD

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

10. COUNCILOR INQUIRIES AND NOTICE OF MOTION

10.a OHV Bylaw Review - Councillor Sygutek

11. IN CAMERA

11.a Personal Privacy - Board Member Applications - FOIP Act Section 17

11.b Personal Privacy - Letter Received for Mayor and Council - FOIP Act Section 17

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 27, 2025

Agenda #: 3.a

Subject: Minutes of the Family and Community Support Services Advisory Committee of March 24, 2025

Recommendation: That Council accept the Minutes of the Family and Community Support Services Advisory Committee of March 24, 2025, as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Family and Community Support Services Advisory Committee provides their minutes to keep Council apprised of FCSSAC activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2025 MAR 24_FCSS MEETING MINUTES.pdf](#)

**Family and Community Support Services Advisory Committee Meeting Minutes**

Municipality of Crowsnest Pass
Monday, March 24, 2025 – 6:30 PM
MDM Community Centre- Community Service Office

Chairperson: Cathy Painter**Secretary:** Kim Lewis

Present: Cathy Painter – Chairperson
Margaret Thomas – Vice Chairperson
Barb Kelly – Member at Large
Mirjam Thielen – Member at large
Dean Ward – Council Representative
Lisa Sygutek – Council Representative
Kim Lewis – FCSS Programmer
Trent Smith – Manager of Community Services

Absent: Kate McNeil – Member at Large

1.0 Call to Order

C. Painter called the meeting to order at 6:35pm.

2.0 Adoption of Agenda

#11 - 25 MOVED BY: M. THIELEN

That the meeting agenda with the addition of 10b. FOIP Section 17.

CARRIED

3.0 Adoption of Minutes

3a) Adoption of Family and Community Support Services of January 27, 2025

#12 - 25 MOVED BY: D. WARD

That the meeting minutes of January 27, 2025 be adopted as read.

CARRIED

4.0 Correspondence**5.0 Public Input Period****6.0 Delegations****7.0 Business Arising out of Minutes****8.0 New Business****8a) Category 2 Funding Application – Crowsnest Community Market**

Crowsnest Community Market has applied for FCSS Category 2 Funding in the amount of \$1000 to go towards Kids Fest Activities

#13-25 MOVED BY: D. WARD

The Family Community Support Service Advisory Committee to allocate \$1000 from the FCSS Category 2 funding to Crowsnest Community Market – Kid Fest subject to confirmation of non-profit status.

CARRIED

7b) 2024 FCSS Funded Organization Final Reports

FCSS funded programs are required to submit a final report to the FCSS Advisory Committee for review.

#14-25 MOVED BY: D. WARD

The Family Community Support Service Advisory Committee accepts the 2024 FCSS Funded Program Annual Reports as information.

CARRIED

9.0 Administration Reports**9a) FCSS Programmer Update**

- 2025 Spring/Summer Community Handbook has been distributed
- Meals on wheels – customers were notified of free meals for the month of March
- Planning of 2025 events
 - Movies in the park – July 10 & August 14
 - Volunteer Appreciation – Order of the Crow and Youth Award nomination packages have been made available. Deadline for Submission is April 11. Volunteer Appreciation Night is May 1st.
 - Seniors' week – June 2-6
 - Youth Week - May 5-9
 - Spring BBQ – June 5th

- Fall BBQ – September 4th
- October Drive in Movie – October 16
- Big Bounce Event – August 16
- Seniors on the Go Newsletter - completed for March and working on April
- Tax Clinics – working with FRC to host 6 free income tax clinics.
- Assisting seniors' clubs.
- Crowsnest Cruisers Committee
- 2025 Funding 2nd Instalments have been submitted to AP
- Information & community referrals.

#15 - 25 MOVED BY: M. THIELEN

The Family Community Support Service Advisory Committee accepts the programmer report as information.

CARRIED

10.0 Committee Member Reports

N/A

11.0 In Camera

a) FOIP – Section 17- Resignation Letter

#16 – 25 MOVED BY: D. WARD

To go in camera at 7:35pm

CARRIED

b) FOIP – Section 17 Resignation Letter

#16 – 25 MOVED BY: M. THIELEN

To come out of camera at 7:43pm


CARRIED

12.0 Adjournment

#17 - 25 MOVED BY: B. KELLY

That the meeting be adjourned at 7:43pm.

CARRIED


Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 27, 2025

Agenda #: 3.b

Subject: Minutes of the Crowsnest Pass Senior Housing Board of March 25, 2025

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of March 25, 2025, as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

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

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[3_-_March_24__2025.pdf](#)



PO Box 580, Coleman, AB Tel: 403.562.2102 Fax: 403.562.2106

BOARD MEETING MINUTES

March 24, 2025

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, March 24, 2025, at 10:00 a.m. at Peaks to Pines in Coleman, Alberta.

ATTENDEES:

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

ABSENT:

None

Minutes recorded by Shannon Harker

1. CALL TO ORDER

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

2. ADDITIONS/CHANGES TO AGENDA

- 8.2 MWG Auditor Presentation
- 13.2 Next Board Meeting Date

3. APPROVAL OF AGENDA

- 3.1 Motion #043/25 to approve the agenda as presented — Dianne Nummi – cd.

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion #044/25 to approve the minutes of the meeting held February 18, 2025, as presented. – Cathy Painter – cd.

5. BUSINESS ARISING FROM THE MINUTES

None

6. CORRESPONDENCE

Alberta Seniors, Community and Social Services – Provincial Budget 2025 was announced, the organization's approved operating deficit budget is \$108,870. Allocation of funding pending.

7. MANAGEMENT REPORTS

7.1 #045/25 Motion to approve the Report from Management as presented – Marlene Anctil – cd.

There was a conversation regarding the organization's commitment to the Resident's Association for flowers. The topic was tabled pending more information from the Resident's Association.

8. FINANCIAL REPORTS

8.1 #046/25 Motion to approve the Financial Statement as presented – Cathy Painter – cd.

8.2 MWG issued a clean audit opinion for year 2024
#047/25 Motion to accept MWG audit report – Dean Ward – cd.

9. BOARD CHAIRPERSON REPORT

A Board Member encountered a negative Meals on Wheels volunteer who was criticizing the food, a report will be sent to the program coordinator.

10. OTHER BOARD REPORTS

No Report

11. OLD BUISNESS

None

12. DELEGATE

None

13. NEW BUSINESS

13.1 Policy Approval:

- 2.47 Program Supports to Residents– #048/25 Motion to approve – Cathy Painter – cd.
- 2.48 Ethical Practices - #049/25 Motion to approve – Dianne Nummi – cd.
- 2.49 Advocacy on behalf of a Resident - #050/25 Motion to approve – Cathy Painter – cd.
- 9.03 Resident Room Cleaning - #051/25 Motion to approve – Marlene Ancill – cd.

14. **IN CAMERA**

- 14.1 #052/25 Motion to go into Camera 1153– Marlene Ancill – cd.
- 14.2 #053/25 Motion to come out of Camera 1209 – Dianne Nummi – cd.

15. **ADJOURNMENT**

- 15.1 #054/25 Motion to adjourn at 1209 – Dave Filipuzzi – cd.

The next regular board meeting – April 21, 1200



Debi Ruzek – Board Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 27, 2025

Agenda #: 3.c

Subject: Minutes of the Crowsnest Pass Senior Housing Board of March 31, 2025

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of March 31, 2025, as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

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

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[4 - March 31, 2025.pdf](#)



PO Box 580, Coleman, AB Tel: 403.562.2102 Fax: 403.562.2106

BOARD MEETING MINUTES

March 31, 2025

A special meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, March 31, 2025, at 10:00 a.m. at Peaks to Pines in Coleman, Alberta.

ATTENDEES:

Deb Ruzek: Board Chairperson, Marlene Ancil: Vice Chair, Dean Ward: Municipal Councillor, Shelley Price: Chief Administrative Officer, Dave Filipuzzi: Municipal Councillor, Diane Nummi: Board Member, Shannon Harker: HR, Bonnie Castellarin: Board Member

ABSENT:

Cathy Painter: Board Member

Minutes recorded by Shannon Harker

1. CALL TO ORDER

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

2. ADDITIONS/CHANGES TO AGENDA

To be discussed in camera

3. APPROVAL OF AGENDA

- 3.1 Motion #055/25 to approve the agenda as presented — Dean Ward — cd.

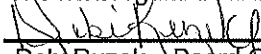
4. **IN CAMERA**

- 4.1 #056/25 Motion to go into Camera 1001— Dave Filipuzzi— cd.
- 4.2 #057/25 Motion to come out of Camera 1024 – Marlene Anctil – cd.
- 4.3 #058/25 Motion to approve rental accommodations as presented by management – Dean Ward - cd.
- 4.4 #059/25 Motion to accept changes to Manager On-Call process as presented by management – Bonnie Castellarin – cd.

5. **ADJOURNMENT**

- 5.1 #060/25 Motion to adjourn at 1025– Dave Filipuzzi – cd.

The next regular board meeting – April 21, 1200


Debi Ruzek – Board Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 27, 2025

Agenda #: 3.d

Subject: Crowsnest Pass Community Library Board Audit

Recommendation: That Council accept the Crowsnest Pass Community Library Board Audit, as information.

Executive Summary:

The Library Board has provided this update to provide information to Council that a motion was passed approving their 2024 Audit on April 25, 2025.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Signed Statement of cash receipts and disbursements 2024.pdf](#)



Return this completed form, or financial review, signed by your financial reviewer along with your budget and your signed grant application form by mail or email to:

**Alberta Municipal Affairs
Public Library Services Branch
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
libgrants@gov.ab.ca**

Financial reporting requirements are set out in Sections 6 and 12.2 of the *Libraries Act*:
<https://www.alberta.ca/provincial-public-library-legislation-and-policies.aspx>

2024 Statement of Receipts and Disbursements

Original or emailed copies are accepted

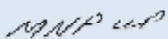
Financial Review

For the: Municipality of Crowsnest Pass Library Board
Legal name of library board*

*The name must match the legal library board name on the grant application form

To be completed by the person/firm approved by municipal council as financial reviewer (as per section 6 or 12.2 of the *Libraries Act*), not a library board member or staff member.

Print Name: MNP LLP

Signature: 

Date: April 29, 2025

To the Board of Directors of Municipality of Crowsnest Pass Library Board:

We have reviewed the statement of cash receipts and disbursements of the Municipality of Crowsnest Pass Library Board that comprise the balance sheet as at December 31, 2024, and a summary of significant accounting policies and other explanatory information. The statement of cash receipts and disbursements has been prepared by management on the cash basis of accounting.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the statement of cash receipts and disbursements in accordance with the cash basis of accounting, and for such internal control as management determines is necessary to enable the preparation of the statement of cash receipts and disbursements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the statement of cash receipts and disbursements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of the statement of cash receipts and disbursements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the statement of cash receipts and disbursements do not present fairly, in all material respects, the financial position of Municipality of Crowsnest Pass Library Board as at December 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with the cash basis of accounting. .

Lethbridge, Alberta

April 24, 2025

Chartered Professional Accountants

RECEIPTS FOR YEAR		Reporting Period 2024
Cash balance at beginning of year, January 1		
01	Cash on hand	\$150.00
02	Total in current bank accounts	(\$2,562.35)
03	Total in savings accounts	
04	Term deposits	\$20,000.00
05	Other committed funds (e.g. trust funds and bequests)	
06	TOTAL OPENING CASH ON HAND (add lines 01 to 05)	\$17,587.65
Government contributions		
07	Local appropriation (Cash transfer from your municipality for operations)	\$156,102.00
08	Provincial library operating grant (Do not combine with other provincial funding)	\$40,298.00
Other government contributions		
09	Cash transfer(s) from <u>neighbouring municipality(ies)</u>	
10	Cash transfer from <u>neighbouring municipality's library board</u>	
11	Cash transfer from <u>library system</u> (e.g. Library Services Grant)	
12	Cash transfer from improvement district/summer village	
13	Cash transfer from school board, FCSS	
14	Employment programs (e.g. Canada Summer Jobs)	
15	Other grants (e.g. recreation board, CFEP, CIP) please list	
15a		
15b		
15c		
Other revenue		
16	Fundraising and donations (e.g. book sales, bequests)	\$1,601.74
17	Friends group donations	
18	Fees and fines	
18a	Card fees (incl. non-resident fees)	
18b	Fines (incl. overdue, lost/damaged book reimbursements)	\$536.70
19	Program revenue	
20	Room rentals	\$550.00
21	Other service revenue (e.g. photocopying, faxing, contracts, exam proctoring)	\$2,624.15
22	GST refund	\$2,056.36
23	Interest and dividends	\$3,816.68
24	Transfers from reserve accounts	
25	Other income (please list)	
25a		
25b		
25c		
26	TOTAL CASH RECEIPTS (add lines 07 to 25)	\$207,585.63
27	TOTAL CASH TO BE ACCOUNTED FOR (add lines 06 and 26)	\$225,173.28

CASH DISBURSEMENTS FOR YEAR		Reporting Period 2024
Staff		
28	Salaries, wages and benefits (incl. WCB, etc.)	\$139,391.63
29	Honoraria (library volunteers)	
30	Staff professional development (incl. travel and hospitality)	\$1,024.07
31	TOTAL STAFF EXPENSE (add lines 28 to 30)	\$140,415.70
Library resources		
32	Physical materials (incl. periodicals and non-print materials; <u>do not</u> include money transferred to your library system for book purchases, that info goes on line 56)	
33	Digital resources (i.e., e-content)	
34	TOTAL LIBRARY RESOURCES (add lines 32 and 33)	
Administration		
35	Audit and/or annual financial review	
36	Board expenses (incl. honoraria, travel, course and conference fees)	\$3,436.17
37	Equipment rentals and maintenance	
38	Contracts and fees for services (e.g. bookkeeping, IT services, professional fees)	
39	Bank charges	\$41.00
40	Library and office supplies (incl. binding & repair, printing and copier supplies)	\$5,252.39
41	Association memberships (e.g. ALTA, LAA, AALT)	\$38.10
42	Postage and box rental	
43	Program expense (incl. publicity/advertising, equipment rental, artist fees)	\$1,444.54
44	Fundraising	
45	Telephone and internet	\$258.18
46	Software and licenses (e.g. QuickBooks, Office365 for staff, gate counter software)	
47	GST	\$2,573.76
48	Other expenses (please list)	
48a	Security System	\$1,217.03
48b		
49	TOTAL ADMINISTRATION EXPENSE (add lines 35 to 48)	\$14,261.17
Building costs		
50	Insurance	
51	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$19,816.84
52	Utilities	\$11,188.98
53	Occupancy costs (e.g. the board's share of utilities/janitorial in joint-use buildings)	
54	Rent	
55	TOTAL BUILDING EXPENSE (add lines 50 to 54)	\$31,005.82

CASH DISBURSEMENTS FOR YEAR (cont'd)		Reporting Period 2024
Transfer payments		
56	Transfer to other library boards (Please specify boards: may include transfers to other municipal/intermunicipal library boards or library system boards for the material allotment/levy and other library system charges)	
56a	Regional Library Membership - Chinook Arch	\$20,141.94
56b		
56c		
56d		
56e		
56f		
57	Contract payments to library societies (please list)	
57a		
57b		
57c		
57d		
58	TOTAL TRANSFER PAYMENTS (add lines 56 and 57)	\$20,141.94
59	TOTAL OPERATING EXPENDITURE (add lines 31, 34, 49, 55, 58)	\$205,824.63
60	Loan interest and payments	
61	Transfer to other accounts (e.g. capital, operating reserves)	
Capital expenditures		
62	Building repairs and renovations (e.g. roof, carpet, partitions)	
63	Furniture and equipment	\$481.21
64	Computer hardware (e.g. desktop computers, printers)	\$4,144.54
65	Other (please list)	
65a		
65b		
66	TOTAL CAPITAL EXPENDITURE (add lines 62 to 65)	\$4,625.75
67	TOTAL CASH DISBURSEMENTS (add lines 59, 60, 61, 66)	\$210,450.38

Cash balance at end of reporting year		
68	Cash on hand	\$150.00
69	Total in current bank accounts	\$14,572.90
70	Total in savings accounts	
71	Term deposits	
72	Other committed funds (e.g. trusts and bequests, reserves, capital)	
73	TOTAL CASH ON HAND (add lines 68 to 72)	\$14,722.90
74	TOTAL CASH ACCOUNTED FOR (add lines 67 and 73)	\$225,173.28

Summary of cash receipts and disbursements statement

For the year ended December 31, 2024

	Reporting Period 2024
Total cash receipts for the year (from line 26)	\$207,585.63
SUBTRACT Total cash disbursements for the year (from line 67)	\$210,450.38
Net cash increase or (decrease) from operations	(\$2,864.75)
ADD Total opening cash on hand and in bank (from line 6)	\$17,587.65
TOTAL CLOSING CASH ON HAND AND IN BANK (this should match line 73)	\$14,722.90

Please continue on to page 7 if your municipality made any payments on behalf of the library board.

Please have the Municipal Administrator fill out page 7.

Direct Payments - Receipts and Disbursements

Costs paid directly by the municipality *on behalf of the library board* are referred to as direct payments. If the municipality pays costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is paid on behalf of the library board. These figures may be subject to audit. Do not include in kind contributions. The funds in lines i. through xii. should not be included in the library board's financial review. **The amount of local appropriation (annual operating cash transfer from the municipality to the library board) is already recorded in the library board's financial review and should not be included on this form.**

OPERATING EXPENDITURES PAID BY MUNICIPALITY (DIRECT PAYMENTS)		Reporting Period 2024
i.	Library staff (e.g. salaries, wages and benefits. DO NOT include expenditures for municipal staff)	
ii.	Building maintenance (e.g. janitor, supplies, maintenance, repairs)	\$28,756.32
iii.	Insurance	\$8,429.58
iv.	Utilities	
v.	Audit/financial review	\$5,992.00
vi.	Rent (paid to private landlord, not to municipality)	
vii.	Telephone and internet	
viii.	Other (please list - DO NOT include the municipality's library system membership fee/levy)	
IX. TOTAL OPERATING EXPENDITURES PAID BY MUNICIPALITY (add lines i. to viii.)		\$ 43,177.90
Other expenditures paid by municipality		
x.	Municipal staff costs (i.e., if a municipal employee spends a portion of time on library business)	
xi.	Debenture interest and principal	
xii.	Capital or special grants (e.g. one-time grants. DO NOT include annual operating cash transfer)	
XIII. TOTAL OTHER EXPENDITURES PAID BY MUNICIPALITY (add lines x. to xii.)		\$ -

I, Brian McCulloch, Administrator of
(please print name)

Municipality of Crowsnest Pass

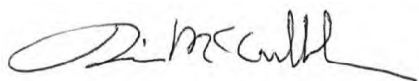
(name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality
in providing the indicated services on behalf of

Municipality of Crowsnest Pass Library Board

(legal name of library board)

Signature: _____



Date: April 30, 2025

THE MUNICIPALITY OF CROWSNEST PASS LIBRARY BOARD

NOTES TO STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

December 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES

The Municipality of Crowsnest Pass Library Board provides a library service to Crowsnest Pass. The accounting policies are not in accordance with Canadian public sector accounting standards.

a) Basis of Presentation

The library uses the cash basis of accounting, and accordingly, no recognition has been given to accounts receivable, prepaid expenses, accounts payable or deferred contributions of an income or expense nature.

b) Contributions-In-Kind

The library does not record non-cash contributions of goods or services.

c) Cash and Cash Equivalents

Cash and cash equivalents are defined as cash, balances with banks, bank overdrafts, and short term deposits with term maturity of three months or less from year-end.

2. INCOME TAXES

The library is exempt from income taxes because of its not-for-profit status under the Canadian Income Tax Act.



**Municipality of Crowsnest Pass
Request for Decision**

Meeting Date: May 27, 2025

Agenda #: 3.e

Subject: STARS Ally Impact Report 2024

Recommendation: That Council accept the STARS Ally Impact Report 2024, as information.

Executive Summary:

That Council accept the STARS Ally Impact Report 2024, as information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Municipality of Crowsnest Pass Ally Impact Report 2024.pdf](#)



ALLY IMPACT REPORT

MUNICIPALITY OF
CROWSNEST PASS



Thank you, Municipality of Crowsnest Pass

From the beginning, STARS has relied on our allies to help fulfill our mission of providing critical care, anywhere.

Allies like you make it possible for STARS to continue learning, growing and innovating to ensure we can be there for the next patient, and for more communities, wherever they are and in whatever way they need us.

You support essential education and training, necessary tools, and new and improved technology, allowing us to continue providing critical care when it's needed most.

You make it possible for us to save lives, every day.

From all of us at STARS, and on behalf of the patients we serve,

thank you.

BUILT BY THE COMMUNITY,
FOR THE COMMUNITY

730+

communities were
cared for last year



In 2024, the Municipality of Crowsnest Pass generously contributed \$8,000 to support STARS flight operations from the Calgary base that serves the southern region of Alberta - **Thank you!** We are sincerely grateful for your commitment to our fight for life.

With your support, we can surpass obstacles and extend beyond boundaries. Most importantly, you make an immediate response possible for people every day.

STARS was built by the community, for the community, and thanks to allies like you, we can continue to reach the communities within Western Canada and the patients within who need our help.

You allow STARS to use any transportation and tools necessary to reach patients and deliver the care that can save lives.

Because of you, patients like Willem van Lankvelt will have access to world-class, rapid critical care - no matter where they live, work, or play, for generations to come.

Our partnership with the Municipality of Crowsnest Pass is of great pride to STARS, and we are excited to show you the direct impact your gift makes in our communities.

You make critical care anywhere, possible.

Thank you.



MUNICIPALITY OF CROWSNEST PASS

15-YEAR MISSION OVERVIEW

MUNICIPALITY OF CROWSNEST PASS STARS 15-YEAR MISSION REPORT	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	TOTAL
BLAIRMORE HOSPITAL IFTs	6	5	13	16	10	9	18	9	11	6	8	13	13	19	7	163
NEAR BLAIRMORE SCENE + SAR*	2	1	1	2	1	6	4	1	1	1	1	1	2	3	1	28
NEAR BURMIS*															1	1
TOTAL	8	6	14	18	11	15	22	10	12	7	9	14	15	22	9	192

* Scene calls and search & rescue (SAR) coded to nearest community - Actual mission location used to identify each occurrence within Municipality of Crowsnest Pass boundaries



Over the past 15-years, (from 2010 up to and including December 31, 2024) because of your support, STARS was able to carry out 192 critical inter-facility, search and rescue and scene missions within the the Municipality of Crowsnest Pass and the hospital that serves your area. Thank you for helping to support the residents of the Municipality of Crowsnest Pass in the communities where they live, work and play.

STARS is more than transport. Whether by air, ground, or satellite link, the expert care delivered by our doctors, nurses, and paramedics comes in many forms. The STARS Emergency Link Centre also acts as a critical care logistics hub, connecting patients with help beyond STARS. Because of your support, we are wherever we need to be using any transportation and tools necessary to reach our patients and deliver the care that can save their lives. For some patients, a helicopter is the right method to respond. For others, our teams will go by airplane or ground ambulances. Often, our physicians can diagnose and provide care guidance directly through phone or video link. The STARS Emergency Link Centre specializes in bringing together all the healthcare and emergency response professionals who are working to help each patient survive.

Any one of us can experience a life-changing incident or medical complication whether or not we're close to care. That's why STARS exists. Your commitment makes an impact and helps deliver critical care anywhere for your residents, ensuring every one of them has access to care when they need it the most.

Built by the community, for the community.

ESSENTIAL SERVICES FOR ALL, RURAL

UNITED IN PARTNERSHIP

Building a robust health & safety network.

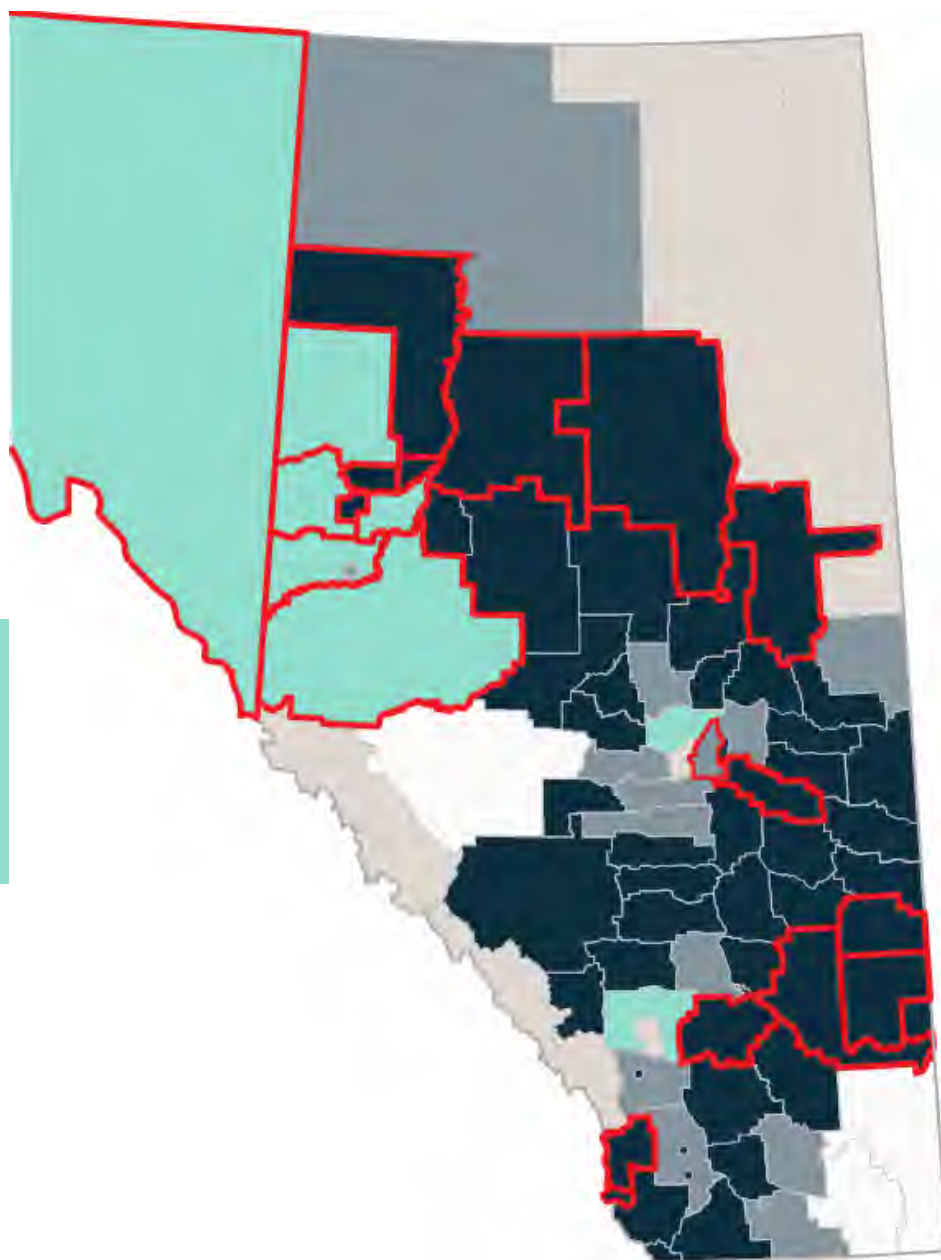
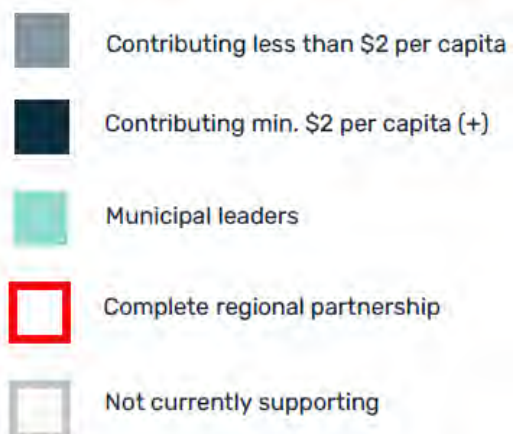
- 95% AB Municipalities in partnership
- Includes northeastern B.C.
- 75% Regional Leaders
- Requests pending

REGIONAL LEADERS

Building
partnerships within.
Based on minimum
\$2 per capita

(9) PROVINCIAL LEADERS

- Fixed rate of support
- Standing motion
- Included in protective services budget



YOU MAKE IT POSSIBLE TO SAVE PEOPLE LIKE WILLEM



During what Willem van Lankvelt thought was going to be a pleasant afternoon on his bike near his family's cabin, his ride took a life-threatening turn when he was struck by a truck.

The force of the impact caused significant head trauma and severe internal bleeding. With 16 years of experience as a paramedic, he knew this was his worst-case scenario. Fortunately with your help, STARS was on the way.

Upon STARS' arrival at the scene, the air medical crew had to work quickly to stabilize Willem.

Willem already had a deep appreciation for STARS before his accident. Through his work, he had seen firsthand the everyday difference STARS makes in the lives of critically ill and injured patients thanks to allies like you. Willem even knew the crew that provided care for him, making this one of the most difficult missions that STARS flight nurse, Melvin Yumang, had ever responded to.

"The extent of his injuries were such that neither myself nor my partner Ray recognized Willem at the time," said Melvin.

He had a skull fracture, traumatic brain injury, multiple fractures of his ribs, and bleeding around his lungs. His jaw muscles were clamped shut so access to his airway was basically impossible.

Call received.
STARS crew is
pre-alerted.

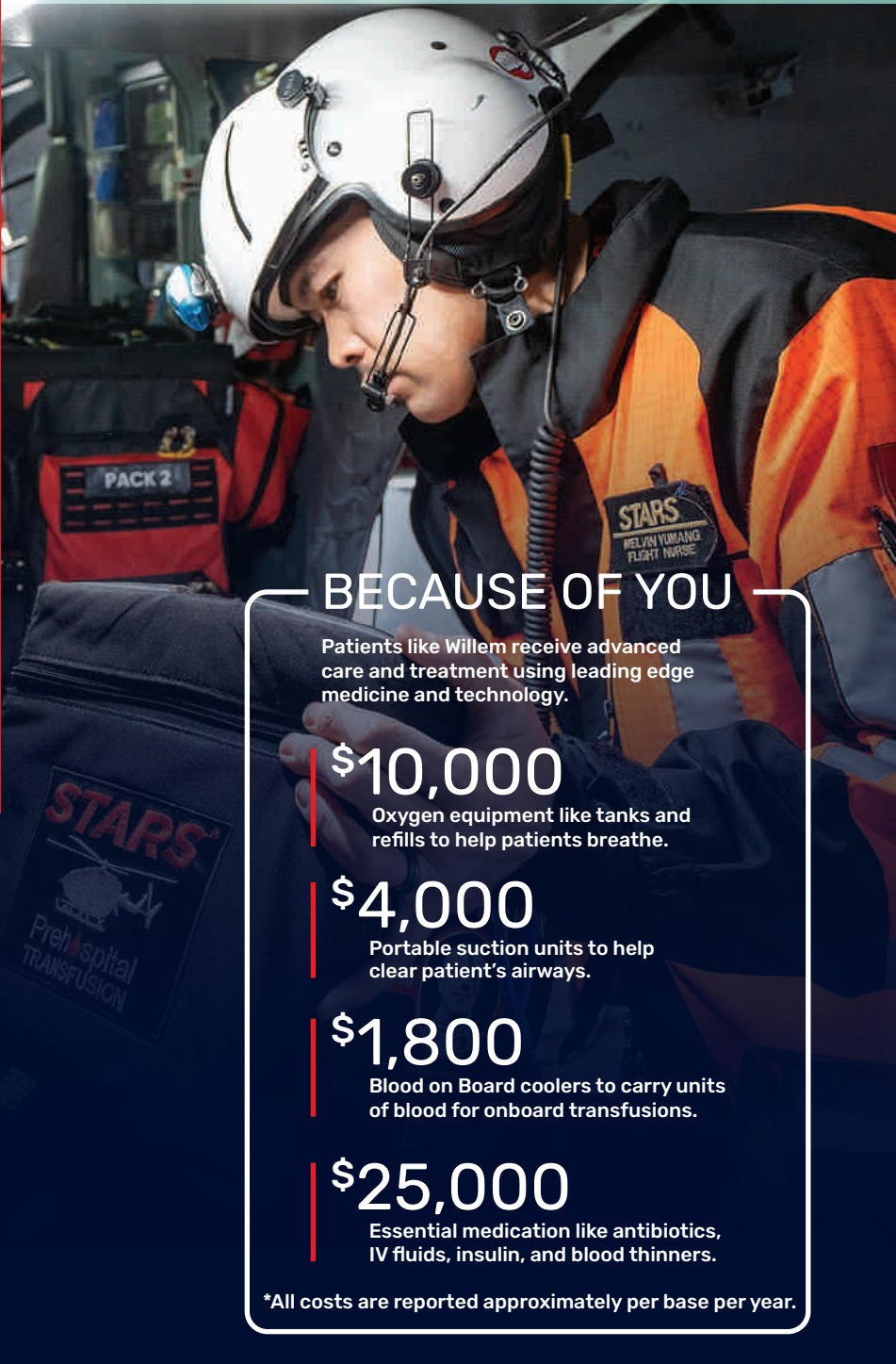
Helicopter dispatched.

Helicopter leaves
the STARS base.

In 2016, registered nurse Melvin Yumang began his journey with STARS. In addition to years of experience in ERs and pediatric ICUs across Canada, Yumang went on to complete the six-month STARS Critical Care and Transport Medicine Academy program – a highly specialized, donor-supported certificate program offered to experienced rural health care professionals and is a requirement for new STARS air medical crew. After this intense course, he was ready to put on the STARS signature blue flight suit and care for the most critical patients. As he reflects on his eight years as a STARS flight nurse, he credits the organization’s success to the expertise of his fellow crew members. Thanks to allies like you, professionals like Yumang have access to essential training needed on STARS’ aircraft and in rural or remote health care settings.

“It’s a privilege to be able to serve those in our community.”

MELVIN YUMANG, STARS FLIGHT NURSE



BECAUSE OF YOU

Patients like Willem receive advanced care and treatment using leading edge medicine and technology.

- \$10,000**
Oxygen equipment like tanks and refills to help patients breathe.
- \$4,000**
Portable suction units to help clear patient’s airways.
- \$1,800**
Blood on Board coolers to carry units of blood for onboard transfusions.
- \$25,000**
Essential medication like antibiotics, IV fluids, insulin, and blood thinners.

*All costs are reported approximately per base per year.

Crew arrives on scene.

Crew stabilizes and provides necessary medical intervention to patient.

Crew and patient depart scene.

STARS arrives at hospital, and transfers patient care.

“Will’s accident was quite traumatic,” says STARS flight paramedic Ray Rempel. “There’s two things that STARS can bring to patients. One is speed, the other is a higher level of critical care. Willem needed both on that night. We were able to give him blood, and decompress the chest to allow him to breathe a little bit better. We gave medication to access his airway and provided him with the oxygen he needed.”

Thanks to your support, STARS was able to provide the critical care needed in such a difficult and complex situation. Working alongside our allies – police, fire, and EMS – on the ground, Willem was rapidly transported to the trauma centre where he received definitive care and has been able to make a successful recovery.

Because of donors like you, Willem was able to recover and return to work as a paramedic. Your support helps save people like Willem, wherever they are, whenever they need critical care. Thank you for enabling us to be there when we’re needed most.



“To anybody who has supported STARS, I can’t put into words the impact your support has had on me and my family. Thank you.”

Willem van Lankvelt, STARS VERY IMPORTANT PATIENT



Scan the QR code
to hear Willem’s
story in his
own words.

YOU MAKE IT POSSIBLE FOR US TO IMPACT THOUSANDS OF LIVES

With your commitment to our fight for life, you ensure that everyone has access to critical, life-saving care, no matter where they live, work or play. In the air, on the ground, and virtually, we are wherever we need to be to give patients their best hope in a worst-case scenario.

BECAUSE OF YOU



3,927

MISSIONS WERE FLOWN IN THE LAST YEAR

1,720
AB/BC

1,025
SK

1,182*
MB/ON

11



AVERAGE DAILY MISSIONS

* includes fixed-wing and helicopter missions

Incident types



CARDIAC **18.05%**



ENVIRONMENTAL **0.30%**



NEUROLOGICAL **12.48%**



OBSTETRICAL **1.42%**



PULMONARY **12.64%**



VEHICLE INCIDENT **18.38%**



OTHER MEDICAL **19.20%**



OTHER TRAUMA **17.38%**

With support from allies like you, STARS is able to provide landing zone training for first responders and clinical training sessions for rural medical practitioners in our communities to ensure patients receive the best care possible in a worst-case scenario. This year:

121

outreach education sessions were fulfilled in our communities.

3,800+

participants attended landing zone and clinical education sessions.

YOU MAKE IT POSSIBLE TO CONNECT WITH PATIENTS, FASTER

The STARS Emergency Link Centre (ELC) is the critical care logistics hub. You support highly skilled emergency communications specialists connecting STARS to 911 and other emergency services, overseeing helicopter missions and coordinating transport and care for patients. With dedication from allies like you, the ELC is able to run 24/7/365 and allows us to be there for the next patient, whenever they need us.

Critical patients may now receive care quicker than ever before thanks to the launch of a virtual care trial by STARS in partnership with Saskatchewan Health Authority. STARS Virtual Care allows transport physicians to be connected to local providers during active missions via a secure video connection. The trial is underway across the province of Saskatchewan.

“This new tool is allowing us to provide care more precisely and timely, because when I am consulted I can see the problem directly rather than having someone describe it to me over the phone, especially when they can often be in the midst of dealing with a very critical situation,” said STARS base medical director for Regina and Saskatoon, Dr. Dallas Pearson.



49" Ultrawide monitor
\$3,000

BECAUSE OF YOU

37,365

emergency requests were handled
by the ELC, an average of **102/day**.

114

transport physicians on staff.

8,760

operational hours of logistics
coordination by the ELC.

Phone & Bluetooth headset
\$2,000

Embroidered uniform tops
\$35

Ergonomic dispatch chair
\$2,000

Air dispatch radio system
\$510,000

BECAUSE OF YOU
STARS has flown more than
60,000
total missions since 1985.



YOU MAKE IT POSSIBLE
TO PROVIDE

CRITICAL CARE, ANYWHERE

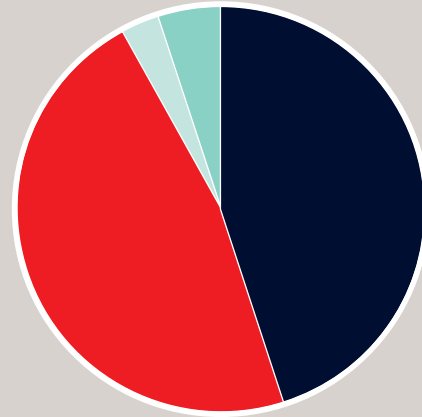
\$11.4M

approximate annual
cost per base

37,345

annual donors

STARS funding sources, fiscal-year 2023-24



- NET FUNDRAISING
- GOVERNMENT CONTRIBUTIONS*
- INDUSTRY SERVICES
- OTHER

* cash received in year

IT IS ONLY POSSIBLE WITH **YOU** BY OUR SIDE

As a charitable not-for-profit, we can only operate with the remarkable support of our community allies.

The unwavering commitment of allies like you makes it possible for us to continue providing life-saving care, wherever and whenever it's needed, and ensure we can serve Western Canadians well into the future.

**Thank you for making sure we can
be there for the next patient, no
matter how far.**

529
active volunteers



NEW MEDICATION HEMORRHAGE CONTROL

STARS has bolstered its medical toolkit with an innovative new blood product to help form blood clots and assist with hemorrhage control.

- Increase to 4 units of blood onboard
- Utilized in severe trauma cases
- New medication for patients requiring more than two units of blood
- Fibrinogen promotes blood clots to form

MUNICIPAL SUPPORTER



BENEFITS

- STARS provides physical response and virtual care consultation
- Assist local practitioners with critical care/procedural guidance
- Together we enhance rural healthcare
- Residents have access to STARS 24/7 across Western Canada
- No cost to the patient

THANK YOU



JACKIE SEELY

DONOR RELATIONS AND DEVELOPMENT OFFICER

403-793-1262

jseely@stars.ca



STAY IN TOUCH

Scan or click the QR code to stay up-to-date with our latest news.



1-888-797-8277 | info@stars.ca | stars.ca





Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 27, 2025

Agenda #: 4.a

Subject: Minutes of the Council Meeting of May 6, 2025

Recommendation: That Council adopt the Minutes of the Council Meeting of May 6, 2025 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:

[2025 05 06 - Council Meeting Minutes.docx](#)

Municipality of Crowsnest Pass
Council Meeting Minutes

Tuesday, May 6, 2025

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, May 6, 2025.

Council Present:

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

Administration Present:

Patrick Thomas, Chief Administrative Officer
Kristin Colucci, Deputy Chief Administrative Officer
Brian McCulloh, Director of Finance
Jeremy Wickson, Director of Development, Engineering & Operations
Laken McKee, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

Changes:

Move Item 3.f to Item 10.a)

- a. Letter from Jade Legroulx – Councillor Sygutek

Update on Skateboard Park 10.b)

- b. Update on skateboard park – Councillor Sygutek

Move Item 3.d to Item 10.c)

- c. Request for a Letter of Support for the Revive the Roxy Project - Mayor Painter

MPC Discussion 10.d)

- d. Discussion on MPC – Councillor Girhiny

Discussion on Garbage and Wildlife Interactions in Hillcrest 10.e)

- e. Discussion on garbage and wildlife interactions in Hillcrest – Councillor Kubik

01-2025-05-06: Councillor Sygutek moved to adopt the agenda as amended.
Carried

CONSENT AGENDA

02-2025-05-06: Councillor Girhiny moved that Council approve the following Consent Agenda items as amended.
Carried

3.a

Chinook Arch Regional Library System 2024 Impact Reports and Audited Financial Statements

THAT Council accept the Chinook Arch Regional Library System 2024 Impact Report and Audited Financial Statements, as information.

3.b

Chinook Arch Regional Library System – Board Report of April 3, 2025

That Council accept the Chinook Arch Regional Library System Board Report of April 3, 2025, as information.

3.c

Minutes of the Municipal Planning Commission of March 26, 2025

That Council accept the Minutes of the Municipal Planning Commission of March 26, 2025, as information.

3.d

Letter of Support to Premier Danielle Smith regarding Invasive Species and Boat Decontamination

THAT Council accept the letter of support and moves that Administration sends the letter to Premier Danielle Smith.

3.e

Letter Received from Trevor Miller, Superintendent of Fish and Wildlife Enforcement Services

THAT Council accept the letter received from Trevor Miller, Superintendent of Fish and Wildlife Enforcement Services, as information.

3.f

Category 3 Grant Request – Cartwright Cares

THAT Council decline the Category 3 Grant Request in the amount of \$1000 for Cartwright Cares.

3.g

Environmental Appointments

THAT Council appoint Taylor Keba and Grace Thomas as a: Weed Inspector, Soil Conservation Officer; and Agricultural Pests Inspector

ADOPTION OF MINUTES

03-2025-05-06: Councillor Ward moved to adopt the Minutes of the Council Meeting of April 15, 2025, as presented.
Carried

PUBLIC HEARINGS

None

DELEGATIONS

CNP Quad Squad

Crowsnest Pass Quad Squad President, Gary Clark and Gerry Kramer, Director of Crowsnest Pass Quad Squad were in attendance to provide Council with an update about work and projects in our area.

EVR Update on Fording River Extension Project

Rory O'Connor, Director of Indigenous & Government Affairs and Dan Myck, Director of FRX Project were in attendance on behalf of Elk Valley Resources to provide an update to Council on the Fording River Extension Project.

Recess

Mayor Painter called for a short recess at 7:45 pm

Reconvene

Mayor Painter reconvened the meeting at 7:48 pm

MNP Presentation of 2024 Audited Financial Statements

The auditing firm of MNP were in attendance to provide Council with the annual financial statements for the Municipality of Crowsnest Pass.

REQUESTS FOR DECISION

2024 Audited Financial Statements

04-2025-05-06: Councillor Ward moved that Council approve the 2024 audited financial statements as presented by the external auditors MNP.
Carried

Recess

Mayor Painter called for a short recess at 8:06 pm

Reconvene

Mayor Painter reconvened the meeting at 8:12 pm

BYLAW 1223, 2025 – South Bellevue Infrastructure Replacement Borrowing Bylaw

05-2025-05-06: Councillor Ward moved first reading of Bylaw 1223, 2025.
Carried

2025 Q1 Financial Report

06-2025-05-06: Councillor Girhiny moved that Council accept the 2025 Q1 Financial Report, as information.
Carried

Alberta SW Annual General Meeting – Confirmation of Attendance

07-2025-05-06: Councillor Sygutek moved that Councillor Ward, Councillor Sygutek, Councillor Glavin and Councillor Filipuzzi attend the Alberta SW 2025 AGM on June 4, 2025, at the Remington Carriage Museum in Cardston.
Carried

Parade Attendance

Council discussed attending as many parades across Southern Alberta as possible this summer.

COUNCIL MEMBER REPORTS

- Councillor Glavin attended the Volunteer Appreciation Supper and expressed her gratitude to the staff that went above and beyond to make the night wonderful.
 - Great entertainment

- Great turnout and an overall great time!
- Councillor Kubik attended the RhPAP meeting.
 - RhPAP is looking to present a Delegation to Council
 - Struggling to keep staff in our healthcare facilities which is a side effect of the housing crisis that the Crowsnest Pass is seeing.
 - We are at risk of losing our Healthcare Facilities due to a shortage of staff.
- Councillor Sygutiek attended the RhPAP meeting. RhPAP is coming to present to Council on June 24th, 2025.
 - RhPAP is struggling with staffing at Peaks to Pines, Long Term Care Facility, Acute Care and both Clinics are facing these challenges.
 - Looking into the possibility of per capita funding to help retain and recruit Healthcare workers
 - Spoke on how some Residents have phoned her expressing concern about the look of the Bellevue Campground and families living their full time. We are in a housing crisis and those people have nowhere else to go and it's incredibly important that they have somewhere to live. Everyone deserves to have a home.
- Councillor Girhiny attended the Volunteer Appreciation Supper.
 - Expressed how wonderful of an evening it was and that the entertainment was a huge hit!
 - Kudos to the Community Services Staff and all their hard work!
- Councillor Ward attended the Volunteer Appreciation Night.
 - Expressed his gratitude for Manager of Protective Services and Fire Chief, Jesse Fox and his staff on the fire department, they did a really great job to show appreciation to two senior members who each have served our community for 50 years each.
 - Spoke on the housing crisis that the Crowsnest Pass is facing.
 - Expressed that Senior Administration at Peaks to Pines have employees living in their basement due to not having anywhere else to live.
 - Expressed how crucial accommodation is and that everyone deserves a place to call home.
- Councillor Filipuzzi encouraged the community to come and listen to the RhPAP presentation that is being hosted by community members, volunteers, doctors, patients and neighbors on June 24th and hear firsthand the troubles our community is facing with housing and healthcare staff.

PUBLIC INPUT PERIOD

None

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

10.a 3.f Letter from Jade Legroulx – Councillor Sygutek

08-2025-04-15: Councillor Sygutek moved that Council send Jade Legroulx a letter back, thanking her for her letter and letting her know that the road closure is a public safety issue for the people living below.
Carried

10.b Update on Skateboard Park – Councillor Sygutek – Notice of Motion

Councillor Sygutek advised Administration that she would like an update on the Skateboard Park and would like to have a conversation in the future regarding the funding of money from the sale of the electrical department. The money that is currently sitting in there for future recreation and there is a lot of recreation that this Council would like to see in our community. Councillor Sygutek would like to discuss the use of the reserves that are dedicated to a field house and would like to see the money being used for activities and projects such as the Skateboard Park.

10.c 3.d Request for a Letter of Support for the Revive the Roxy Project - Mayor Painter

09-2025-04-15: Councillor Sygutek moved that Administration reach out to Crowsnest Cando to come present to Council on why they should support this request.
Carried

10.d 3.h Municipal Planning Commission Committee Discussion - Councillor Girhiny

Councillor Girhiny brought up that he has some concerns about a Councillor sitting as the Chairperson on the Municipal Planning Commission Committee. Councillor Girhiny asked Council if they would be interested in having a more in-depth conversation regarding fellow Council members thoughts on that.

10.e Notice of Motion - Discussion on Garbage and Wildlife Interactions in Hillcrest – Councillor Kubik

Councillor Kubik expressed that she has had some concerns brought to her attention from residents on Evergreen Drive in Hillcrest. Councillor Kubik has brought up the idea of community bins for those people that may be shift workers, short term rentals or visiting Bed & Breakfasts. Councillor Kubik expressed that the garbage is a problem and asked her fellow Councillors their thoughts on the issue.

IN CAMERA

10-2025-05-06: Councillor Glavin moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 9:25 pm:

- a. Economic Interests of the Public Body – Land Sales Application - FOIP Act Section 25
- b. Economic Interests of the Public Body – Land Sales Application - FOIP Act Section 25
- c. Economic Interests of the Public Body – Land Sales Application - FOIP Act Section 25
- d. Confidential Evaluations – CAO – FOIP Act Section 19

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 9:35 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

11-2025-05-06: Councillor Filipuzzi moved that Council come out of In Camera at 10:31 pm.
Carried

12-2025-05-06: Councillor Kubik moved that Council accept the offer for the NW junction of 18 Street and 69 Avenue in West Coleman at a rate of \$2.65 per ft². Subject to the following conditions:

- 1. The applicant is responsible for all costs relating to the required Road Closure registration and any re-designation of land use.
- 2. The applicant is responsible for all costs associated with the subdivision, consolidation, surveying and legal requirements, including the legal cost of the Municipality, if any, in respect to the land transaction.

3. That this transaction must be completed by December 30, 2025, with the possibility of an extension granted by the CAO, and subject to the conditions being commenced with reasonable diligence.

Carried

13-2025-05-06: Councillor Kubik moved that Council accept the offer to purchase a portion of the road allowance east of Lot 19, Block 13, Plan 4590AL at a rate of \$3.06 per ft². Subject to the following conditions:

1. The applicant is responsible for all costs relating to the required Road Closure registration and any re-designation of land use.
2. The applicant is responsible for all costs associated with the subdivision, consolidation, surveying and legal requirements, including the legal cost of the Municipality, if any, in respect to the land transaction.
3. That this transaction must be completed by December 30, 2025, with the possibility of an extension granted by the CAO, and subject to the conditions being commenced with reasonable diligence.

Carried

14-2025-05-06: Councillor Sygutek moved that Council accept the offer to purchase a portion of the road allowance between 6318-22 Avenue and 6402- 22 Avenue, Coleman at a rate of \$3.78 per ft². Subject to the following conditions:

1. The applicant is responsible for all costs associated with the closure of the subject road to public travel.
2. The applicant is responsible for all costs associated with redistricting the subject lands to a suitable land use district.
3. The applicant is responsible for all costs relating to connecting the subject lands to all available services to municipal standards.
4. The applicant is responsible for all subdivision and survey costs relating to this transaction.
5. The applicant is responsible for all legal costs including the legal costs of the Municipality, if any.
6. The Municipality's intention to sell the property for a price that is below market value shall be advertised pursuant to section 70 of the Municipal Government Act as an incentive for economic development.

Defeated

ADJOURNMENT

15-2025-05-06: Councillor Filipuzzi moved to adjourn the meeting at 10:33 pm.
Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 27, 2025

Agenda #: 6.a

Subject: Yellowstone to Yukon Conservation Initiative Update - Tim Johnson and Brynn McLellan

Recommendation: That Council accept the Yellowstone to Yukon Conservation Initiative Update as information.

Executive Summary:

Y2Y was asked to present to Council to provide an update on their work and initiatives

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Tim Johnson, Landscape Connectivity Specialist and Brynn McLellan, Research Associate, will provide a presentation to Council on Y2Y and their work in the area.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Y2Y_CrowsnestPassCouncil_May272025_final \(1\).pdf](#)

Connectivity & Coexistence in the Crowsnest Pass

Tim Johnson

Landscape Connectivity Specialist, Y2Y

Brynn McLellan

Research Associate, Y2Y



Agenda

- Introduction
- Y2Y Project Updates
 - Human-wildlife coexistence
 - Wildlife crossings and connectivity
 - Q & A
- What can we do to support and align with community needs and priorities?





Founded in 1993,
Yellowstone to Yukon Conservation Initiative
collaborates with hundreds of community
partners, including conservation groups,
local landowners, businesses, government
agencies, Indigenous Governments, Peoples
and Organizations, scientists and others to
protect and connect habitat along the spine
of the Rocky Mountains.

This incredible landscape of over 1.3M
square kilometers — represents the
**most intact large mountain region
in North America.**





Y2Y'S MISSION: connect and protect habitat from Yellowstone to Yukon so both PEOPLE and NATURE can thrive.



Y2Y projects in the area

Human-wildlife coexistence

Highway 3 Reconnecting the
Rockies Project

Y2Y and Parks Canada's National
Program for Ecological Corridors

Corridors to Coexistence

Importance of connectivity for humans and wildlife



CHALLENGES TO HUMAN-BEAR COEXISTENCE IN ELK VALLEY



SUB-ADULT GRIZZLY BEAR SURVIVAL IN ELK VALLEY, BC IS THE LOWEST IN NORTH AMERICA, BUT ADULT BEARS SURVIVE WELL ONCE THEY LEARN TO NAVIGATE THE AREA.

DUE TO HIGH MORTALITY RATES, THE POPULATION IS SUPPORTED BY IMMIGRATION OF BEARS INTO THE VALLEY FROM ADJACENT WILDER AREAS, WHICH HAS ALLOWED A HIGH AND FAIRLY STABLE DENSITY OF BEARS TO BE SUSTAINED IN THE VALLEY, BUT THESE DISPERSERS ARE YOUNG AND CONFLICT PRONE, ELEVATING CONFLICTS.

REDUCING ATTRACTANTS NEAR RESIDENCES AND DECREASING HIGHWAY / RAILWAY COLLISIONS WILL HELP CREATE A SELF-SUSTAINING POPULATION OF BEARS AND REDUCE CONFLICTS WITH PEOPLE.

HALF OF GRIZZLY BEAR MORTALITIES IN ELK VALLEY ARE CAUSED BY COLLISIONS WITH VEHICLES OR TRAINS, AND THE OTHER HALF RESULT FROM CONFLICTS WITH PEOPLE. ONLY 1 IN 3 HUMAN-CAUSED BEAR MORTALITIES ARE BEING RECORDED IN PROVINCIAL DATABASES.

THE ELK VALLEY HAS THE HIGHEST RATES OF HUMAN-BEAR CONFLICT IN THE PROVINCE AND ABOUT 1/3 OF ALL ROAD AND RAILWAY COLLISIONS WITH GRIZZLY BEARS OCCUR HERE DESPITE THE VALLEY MAKING UP ONLY 0.6% OF THE PROVINCIAL GRIZZLY RANGE.



Innovative Solutions from Neighboring Jurisdictions

Elk Valley Coexistence Coalition

Improved coexistence to reduce conflicts, safeguard livelihoods, and build a safer future for humans and wildlife

Financial support to make properties bear safe

- Fruit tree removal/replacement
- Electric fencing cost share program

Supporting community-led change

- Outreach and education
- Bear-smart policies and practices
- Understand community values towards bears and coexistence



Receive Financial Support to Reduce Bear Conflicts in the Elk Valley

The Elk Valley is home to both people and wildlife. Bears can be attracted a bit too close to our homes due to garbage, unpicked fruit trees, and livestock such as chickens, bees, or deadstock (deceased farm animals). We are offering a cost-share coexistence initiative to help make neighborhoods less attractive to bears and safer for people. **Residents can receive financial support to either remove, or replace their fruit trees, or for electric fencing to protect attractants from bears.**

Fruit tree removal or replacement:	Electric fence installation:
 Up to \$400 to remove or replace a fruit tree.	 50% cost share on materials up to \$1000.
 Free information on suitable tree replacement species.	 Free expert advice on design and installation.

Funds are limited and provided on a first-come-first-served basis to any residents of the Elk Valley. For more information and to apply, contact: eastkootenaycostshares@gmail.com

Our expert team has installed > 500 electric fences throughout the Kootenays, successfully deterring bears from even the most attractive sources — preventing property damage and helping landowners sleep better at night.



Elk Valley Coexistence Coalition

What contributed to success?

- Local leadership/ a community champion
- Financial support from local government, industry and non-profits in delivering actions
- Community-led



Receive Financial Support to Reduce Bear Conflicts in the Elk Valley

The Elk Valley is home to both people and wildlife. Bears can be attracted a bit too close to our homes due to garbage, unpicked fruit trees, and livestock such as chickens, bees, or deadstock (deceased farm animals). We are offering a cost-share coexistence initiative to help make neighborhoods less attractive to bears and safer for people. **Residents can receive financial support to either remove, or replace their fruit trees, or for electric fencing to protect attractants from bears.**

Fruit tree removal or replacement:	Electric fence installation:
 Up to \$400 to remove or replace a fruit tree.	 50% cost share on materials up to \$1000.
 Free information on suitable tree replacement species.	 Free expert advice on design and installation.

Funds are limited and provided on a first-come-first-served basis to any residents of the Elk Valley. For more information and to apply, contact: eastkootenaycostshares@gmail.com

Our expert team has installed > 500 electric fences throughout the Kootenays, successfully deterring bears from even the most attractive sources — preventing property damage and helping landowners sleep better at night.





Innovative Solutions from Neighboring Jurisdictions

Image credit: Blackfoot Challenge; Clayton Lamb, Sean O'Donovan. Elk Valley Coexistence Coalition. Project update report 2024

2016-07-06 10:14:43 M 1/5 10°C



BV 386 F&W 50 ABPARK



Responsible Recreation in Wildlife Habitats

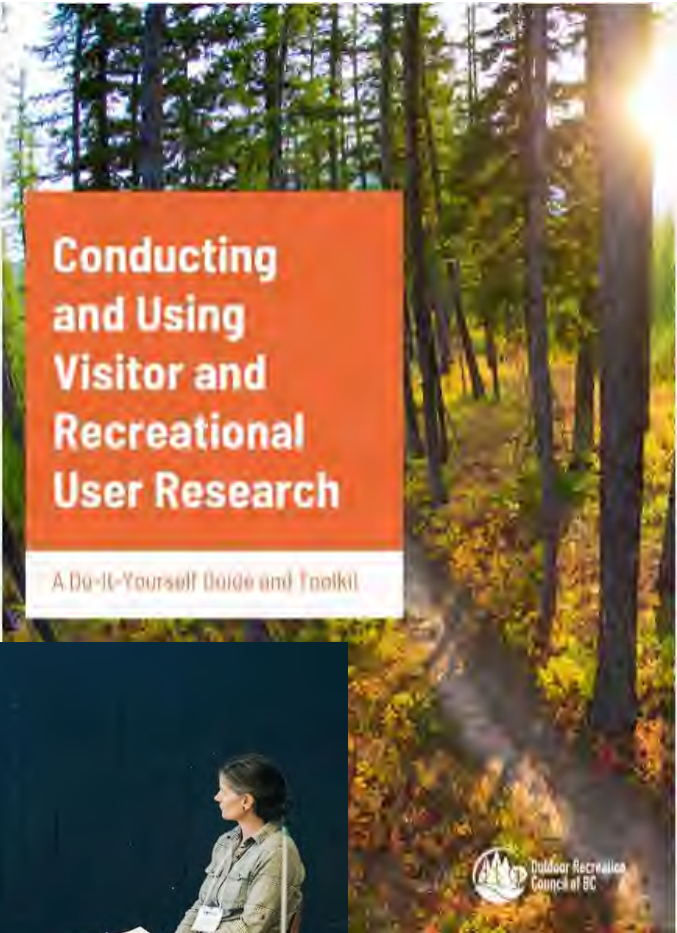
Y2Y recreation ecology project

- Where, when, how, and intensity of outdoor recreation, and impacts on sensitive wildlife
- Recreation data, resources and tools for decision-making, planning, and managing outdoor recreation

y2y.net/RecEcology



Responsible Recreation in Wildlife Habitats





Reconnecting the Rockies

Highway 3 project

Highway 3 Mitigation Sites

This map illustrates the locations of mitigation sites along Highway 3 in the Kootenai region, spanning the border between British Columbia and Alberta. The map highlights several key linkages and sites:

- Linkages:** Fernie to Sparwood, Sparwood to Michel, Michel to Alexander, Alexander to Crownsnest, and Crownsnest to Blairmore.
- Mitigation Sites:** Sparwood, Michel, Alexander, Crownsnest, and Blairmore.
- Land Ownership:**
 - BC Parks (Dark Green)
 - Federal Dominion Land (Yellow)
 - Settlement (Brown)
 - Public Forest Land (Light Green)
 - AB Grazing Land (Light Green)
 - Private Land (Tan)

The map also shows the Kootenai River and surrounding mountainous terrain. A legend in the bottom right corner provides details on land ownership and mortality data.



2010 report identified 31 sites for wildlife mitigations in the Crowsnest Pass & Elk Valley

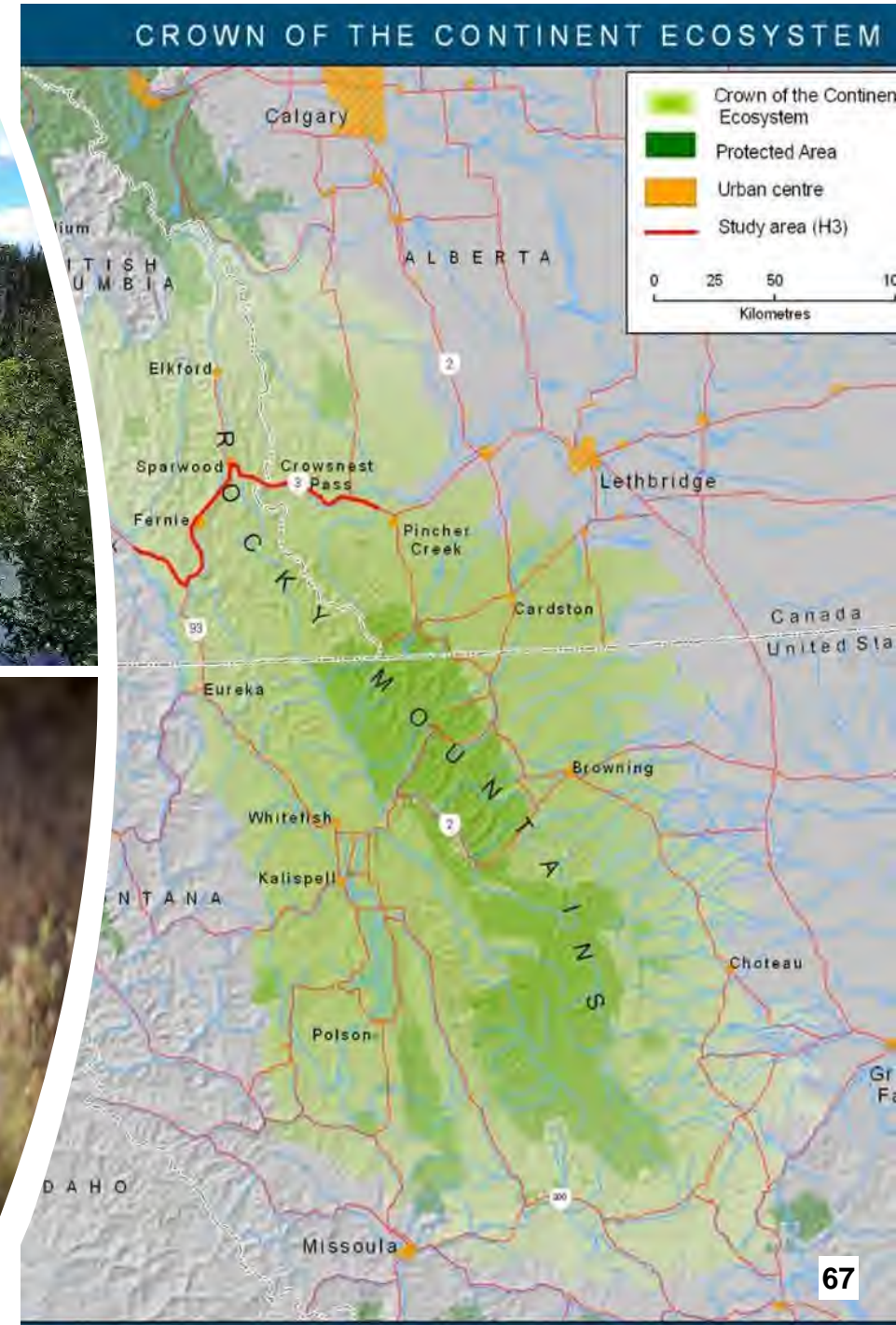
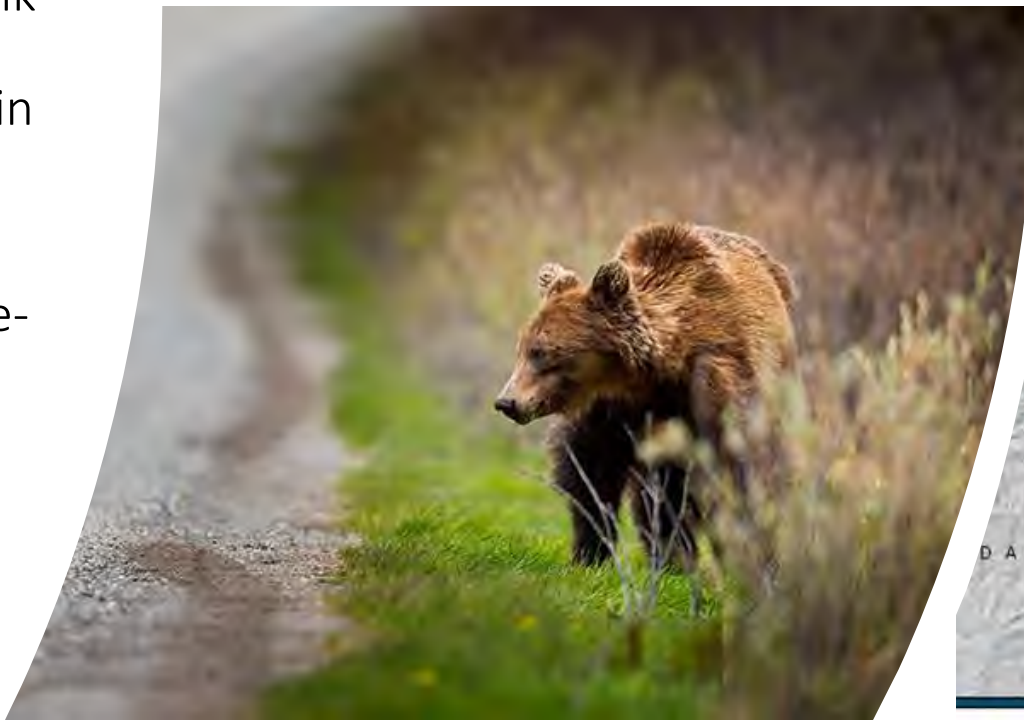
Collaborative working group of
researchers,
government, ENGO's,
Indigenous Nations

Transboundary project in a key connectivity landscape



Crown of the Continent

- One of the most ecologically intact landscapes in the Rockies
- Connectivity between Waterton-Glacier, Castle, Elk & Flathead Valleys and Kananaskis, Rocky Mountain National Parks
- Highway 3 impacts on wide-ranging & local species movement



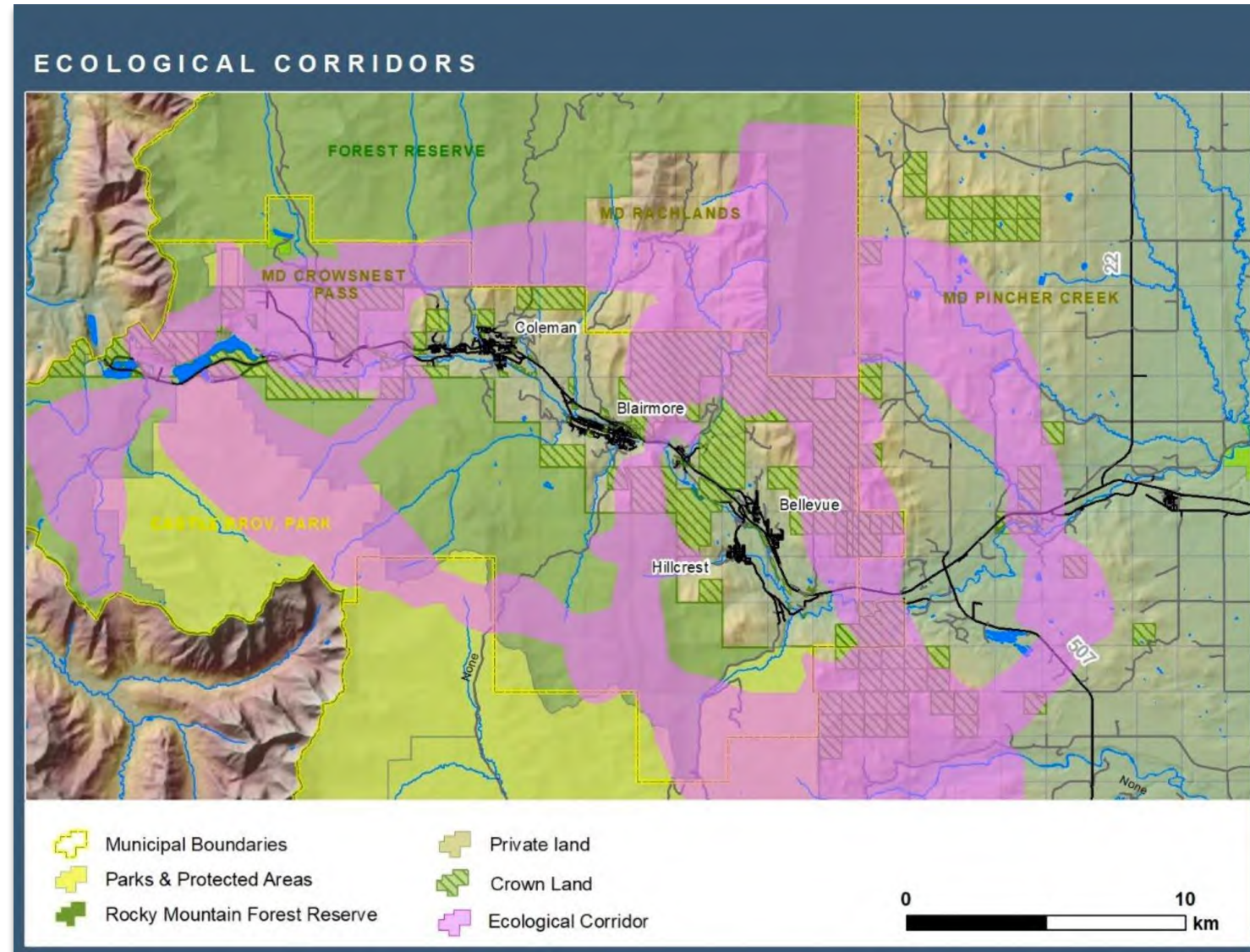
Local networks with continental-scale significance

Ecological Connectivity and Corridors

Ecological connectivity is the unimpeded movement of species and the flow of natural processes that sustain life on earth.

Ecological corridors are a clearly defined geographical space that is governed and managed over the long term to maintain or restore effective ecological connectivity (Hilty et al., 2020).

Delineated corridors in 2016 based on multi-stakeholder process, and using existing elk, grizzly bear, moose, wolverine, and bighorn sheep.





Parks Canada National Program for Ecological Corridors

- Highway 3 Wildlife Mitigation Project (2022-2024)**
- Advancing Ecological Connectivity, Corridors and Crossings in the Canadian Rockies of southwestern Alberta (2025-26)**

Funding for connectivity & monitoring research to help integrate ecological connectivity into government planning and policy, and to expand road ecology research to inform wildlife management and effectiveness of wildlife crossing projects on Highway 3.

- Where are wildlife moving, where are collisions, where are crossings needed?
- How does current data support the 2010 report recommendations for project sites?
- What are the data needs, policy gaps and ways to improve management and planning in corridors?

The Alberta Wildlife Watch Program

- The Program objective is to improve driver safety while minimizing the impacts our highways have on wildlife.
- AWW is comprised of three main components.
 - Smartphone Application
 - AVC Analytics Tool
 - Mitigation Planning Guidelines

Alberta Wildlife Watch 2025

Animal-Vehicle Collision Safety Program

CMA 26: Wildlife Collision Map Feb. 03, 2025



Guidelines for Planning Animal-Vehicle Collision Mitigations



Average cost* of wildlife-vehicle collisions

Deer: \$25,608 Elk: \$98,192 Moose: \$148,098



*Huijser et al. 2022

Visualization of 2016-2023 wildlife collision carcass record data for larger mammals on Hwy 3 between the Lundbreck and the BC border.

24 views

Published on January 9

SHARE

EDIT



2016-2023



Deer

Elk

Sheep, Bighorn

Moose

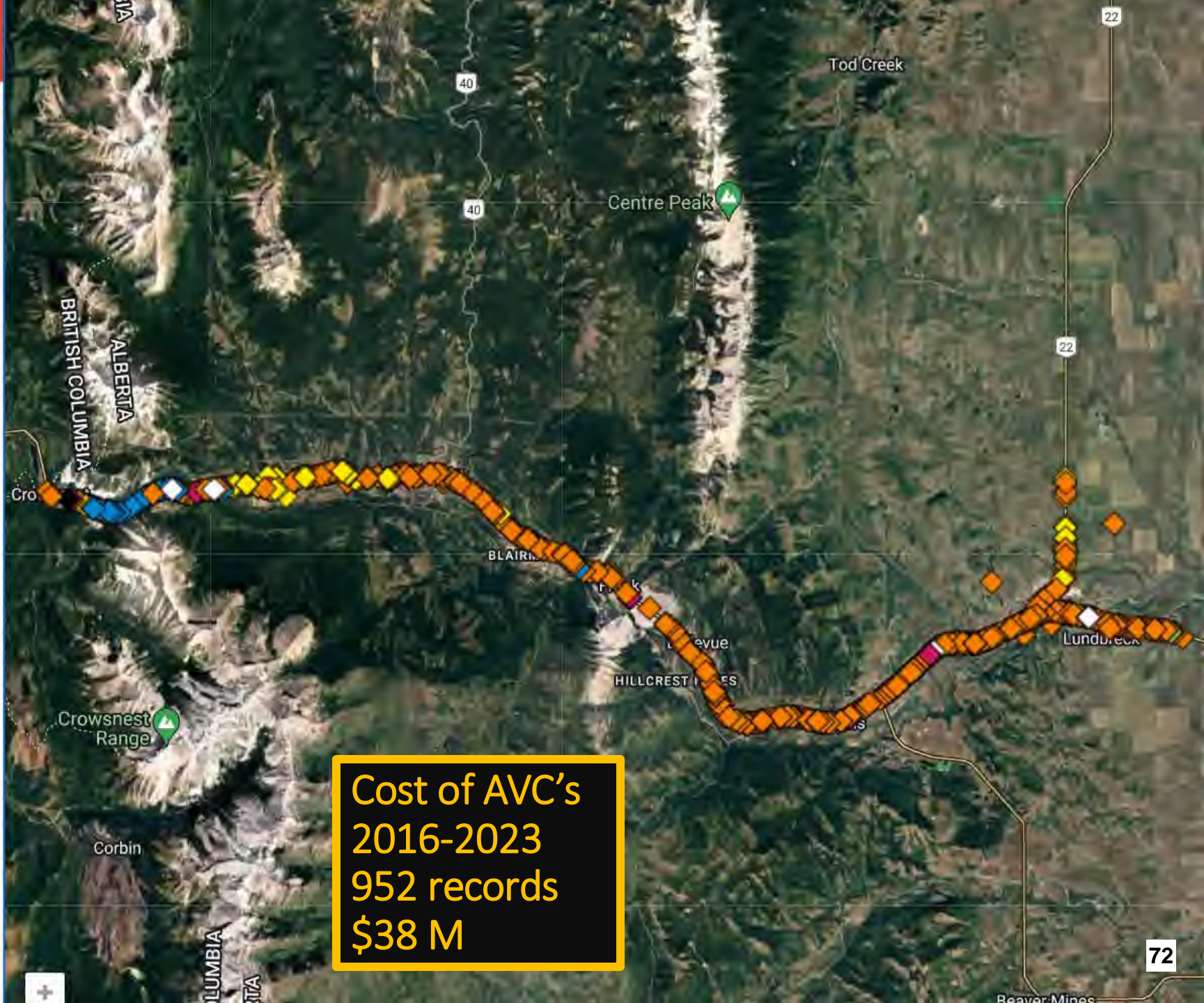
Bear, Black

Coyote

Fox, Red

Bear, Grizzly

Cougar



Cost of AVC's
2016-2023
952 records
\$38 M

Mitigation Projects

Wildlife Crossing Structure

Bridge Overpass Wildlife Crossing

In Operation

Bridge Underpass Wildlife Crossing

In Operation

Purpose Built Wildlife Bridge Crossing

Design/Construction

Wildlife Retrofit/Reuse (bridge modification)

Design/Construction

In Operation

Wildlife Exclusion Fence

Construction Phase

Design/Construction

In Operation

Animal Detection System (ADS) Trial

AVC Mitigation Strategies

1. Adapt and or retrofit existing road infrastructure
 - i.e. enhance existing crossings, by adding wildlife fencing
 - Lower cost mitigation



Purpose-built AVC Mitigation

Wildlife Overpass



Animal Detection System (ADS)

Wildlife Underpass

Rock Creek underpass & fencing project

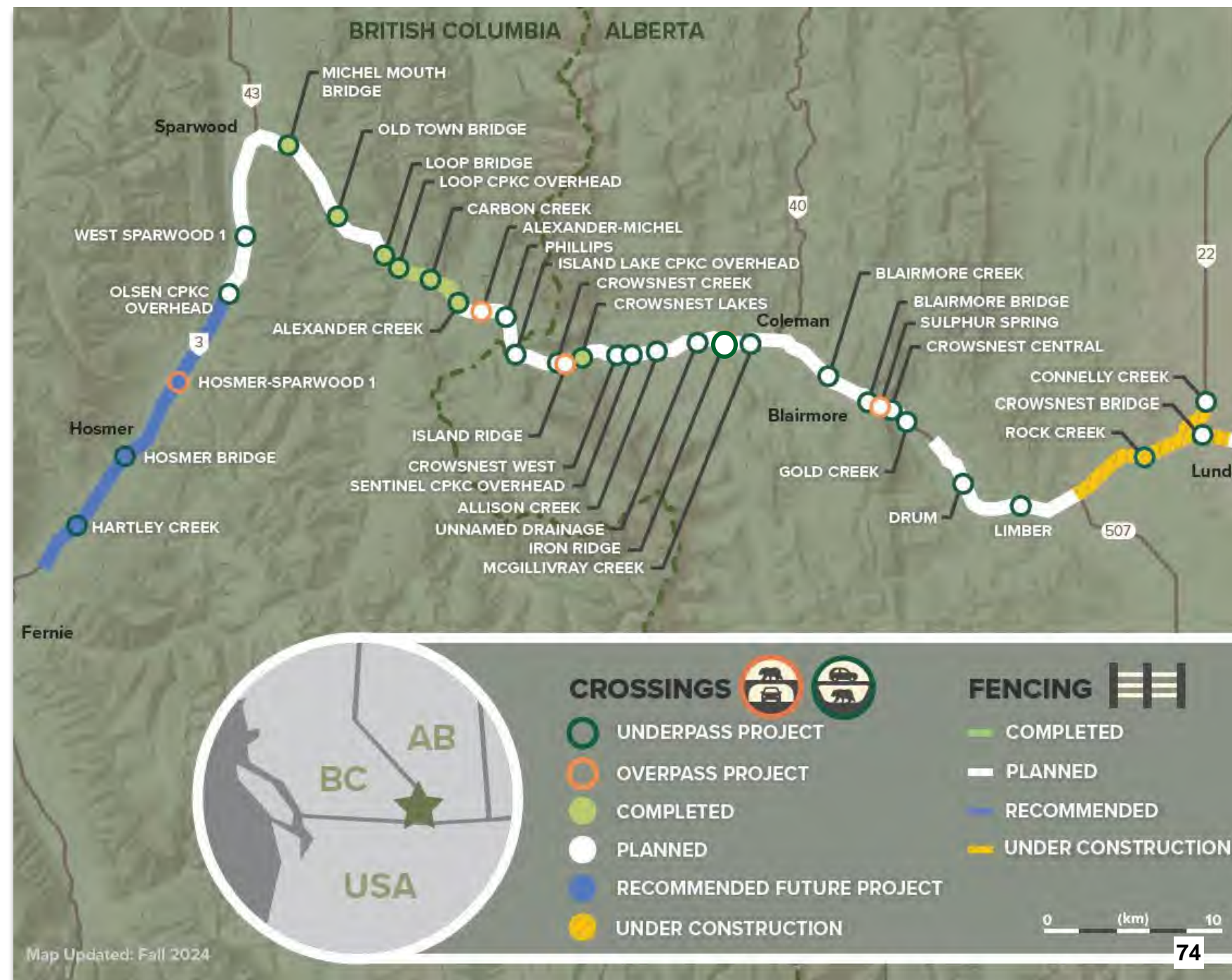
Mitigation Project List

- Rock Creek Hwy 22 Wildlife Exclusion Fencing
Highway 22
- Rock Creek Wildlife Underpass
Highway 3
- Lundbreck to Cowley Wildlife Exclusion Fencing
Highway 3
- Bow River to Banff Gate Wildlife Exclusion Fencing
Highway 1A
- Island Ridge Wildlife Overpass
Highway 3
- Iron Ridge Wildlife Overpass
Highway 3
- Sulphur Spring Wildlife Overpass
Highway 3
- Grotto Mountain Wildlife Underpass
Highway 1A
- Gap Lake Wildlife Overpass
Highway 1A
- Cochrane to Calgary Wildlife Underpass
Highway 1A
- Gap Lake Wildlife Overpass Hwy 1X
Highway 1X

Reconnecting the Rockies

AB & BC Projects

- Rock Creek Underpass in construction
- Design work started on 3 new crossings, 20 future crossing & fencing projects id'ed
- BC Phase 1 & 2 fencing & 6 crossings complete



"Getting everyone home safely"

SUCCESSSES

- BC Phase 2, AB Rock Creek
- New Alberta projects
- Parks Canada support

CHALLENGES

- Securing future funding
- Uncertainties of construction timelines
- Complexity of land ownership & cumulative impacts along highway 3 & surrounding lands

NEXT STEPS

- Raising community awareness and support for crossing projects
- Advocacy to Province to commit funding for construction
- Ongoing engagement with Ministries to ensure local perspectives are included⁷⁵

Looking to the future

What can we do to support a future where both people and nature can thrive and that supports and aligns with your community needs and priorities?





Tim Johnson – tim.johnson@y2y.net
Brynn McLellan – brynn@y2y.net



Yellowstone to Yukon
Conservation Initiative

y2y.net





Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 27, 2025

Agenda #: 6.b

Subject: Crowsnest Cando - Tim Juhlin, Cando President and Donald Budgen, Treasurer and Building Committee Chair

Recommendation: That Council accept the presentation from Tim Juhlin, Cando President and Donald Budgen, Treasurer and Building Committee Chair, as information.

Executive Summary:

Council made a motion at the May 6th Council meeting to invite the Crowsnest Cando to come present to Council and give them more information on why Council should support this initiative.

The letter of support will be brought back at the June 10 Council meeting for further consideration.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A request was received from Tim Juhlin, President of Cando to request that Council authorize providing a letter of support for the Revive the Roxy Project. Council made a motion at the May 6th Council meeting to invite the Crowsnest Cando to come present to Council and give them more information on why Council should support this initiative.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Request for a Letter of Support- Revive the Roxy Project.docx](#)

[Cando_presentation_Autosaved_Autosaved.pdf](#)

To Laken McKee Municipality of Crowsnest Pass
From Tim Juhlin President Crowsnest Cando

April 10, 2025

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

Dear Laken

In the past Bonnie set up a format for submission requests for support letters. I have followed that format below and we would appreciate a Support letter from the Municipal Council of Crowsnest Pass for inclusion in a grant request we are working on for presentation to Elk Valley Resources in May 2025. If we could receive a support letter by early May that would be appreciated.'

Respectfully Submitted

Tim Juhlin Cando President

403-563-6753

tajuhlin@gmail.com

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

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

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

Crowsnestcando.ca,

Crowsnestcando@gmail.com

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

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

Although we are still working on the proposed submission, we are considering requesting significant contribution in excess of 2 million dollars that would allow us to complete the work required on the Roxy theatre to transform it into a vibrant Performing Arts Center.

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

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

Finally, and most importantly, is the Roxy Theatre's impact on the community. We at Cando have been given a great opportunity and responsibility to ensure we provide our communities with a facility that meets the dreams and aspirations for now and the future. Our community is in a state of transition. The loss of the Orpheum theatre in Blairmore has resulted in no motion picture theatre in the Crowsnest Pass and the need for a high-quality multi-use facility is not only timely, but necessary for the cultural maintenance and growth of our citizens. This facility will complement the fine street and sidewalk upgrades completed by the Municipality and will act as an economic driver for the area.

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

It is the intent of Cando that the Roxy, when operating, is a sustainable break-even endeavor not depending on cash influxes from the Municipality of Crowsnest Pass, although contributions from the Municipality, if offered, would move the construction project forward. The Municipality of Crowsnest Pass can assist the project in a number of ways, that include but are not limited to, lot options to accommodate parking and storage needs, tax relief while the restoration project is underway and in providing letters of support as we conduct grant applications. Our Elk Valley Resources application does not require matching funding however it looks good if we have additional funding sources.

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

Cando will be applying for a support request for 2025/2026 in excess of \$2,000,000 from Elk Valley Resources

565 Michel Creek Rd, Sparwood, BC V0B 2G0

Elk Valley Resources Elkview Operations

Our Contact is : Tammy.Ogden@evr.com

See attached example from a past request. The first letter in the attachment is from the Municipality of CNP and can be used as a template.

Sincerely

Tim Juhlin President Crowsnest Cando.

403-563-6753



Roxy Theatre

One step at a time



Media and Fundraising

Great Canadian Save

1. National, international and local exposure
2. CBC, National Print , MSN, Global News and National radio programing,
3. We averaged 1200 votes per day
4. We came in 4th over all

The Magic Hour

1. Gala event
2. Available on CBC GEM
3. Appeared in film festivals
4. Award winning documentary

Violin Event

1. Gala Event
2. CBC Interview
3. Print Media
4. Social Media Campaign

Media and Fundraising

Redneck Christmas

Doors open

Halloween Event

Christmas
Violin Event

Travel Bloggers

Photographers

2024 Overview Operations



Project Fundamental Principles

Financial transparency and accountability are top priorities for us. We adhere to rigorous controls, and to timely reporting. Monthly financial statements are provided to the Board by the 6th of the following month. The year-end financials underwent a comprehensive review. These protocols provide the insight needed to keep the project moving forward as well as keeping a strong balance sheet.



Expense performance

- Based on the information, the overall expense budget was under budget expectations.
- Based on the expense data, the Crowsnest Cultural and Recreation Society significantly **under its budget** for the period of January to December 2024. Total expenses reached \$426,610.32, surpassing the budgeted amount of \$534,335.00 by \$107,724.68. This represents a **79.8%** of the budget. This was because of some construction projects were deferred to 2025



2024 Year End Financials

Revenue overview

1.Donations	\$ 77,000.00
2.Grants	\$350,000.00
3.Interest	\$ 5,000.00
4.Retail /Service	\$ 3,100.00
5.Events	\$ 31,200.00
6.Seat Assoc	\$ 26,600.00
7.Total Income	\$494,800.00



Expense overview

1. Advertising	\$ 4,200.00
2. Fundraising Events	\$ 5,800.00
3. RR Fundraising	\$ 4,400.00
4. Professional Fees	\$ 82,600.00
5. Insurance	\$ 3,300.00
6. IT Development	\$ 2,600.00
7. Roxy Building	\$ 4,600.00
8. Roxy Renovation	\$312,400.00
9. Total Expense	\$426,600.00
10. Net Income	\$ 68,187.00



“

Budget 2025 Highlights

”

Income

1.Donations	\$ 75,000.00
2.Grants	\$ 45,000.00
3.Interest	\$ 2,700.00
4.Retail / Services	\$ 3,500.00
5.Events	\$ 19,000.00
6.Seat Association	\$ 16,800.00
7.Total Income	\$164,000.00



Expense

1. Advertising	\$ 2,000.00
2. Fundraising	\$ 7,900.00
3. RR Fundraising	\$ 5,700.00
4. Insurance	\$ 3,400.00
5. Roxy Building	\$ 4,200.00
6. Roxy Renovation	\$291,200.00
7. Roxy West	\$ 14,400.00
8. Roxy West Overhead	\$ 3,600.00
9. Total Expense	\$352,884.00
10. Net Income	(\$188,824)



Building Expense Deferred

1. Quonset Repair	\$20,600.00
2. Prime and Paint	\$53,200.00
3. Rental EQ	\$ 6,000.00
4. Replace Membrane	\$11,650.00
5. 2 Metal Doors	\$11,650.00
6. Total Expense Deferred	\$91,430.00



2025 Construction Budget

1.Marquee and Roof Membrane	\$26,800.00
2.Repair Aluminum Cladding	\$27,600.00
3.Rental EQ	\$16,000.00
4.Doors	\$18,000.00
5.Lower Windows	\$ 3,100.00
6.Abatement	\$ 7,900.00
7.Basement Floor	\$23,200.00

2025 Construction Budget

1. Roxy Sign	\$ 32,600.00
2. Pepsi Sign	\$ 11,000.00
3. Rental EQ	\$ 2,000.00
4. 2025 Con Budget	\$168,200.00
5. Contingency	\$ 28,600.00
6. Total	\$288,300.00
7. Potential AB Grant	(\$ 98,400.00)
8. Cast To Cando	\$189,800.00



Projects 2026

- Structural

1. Basement floor replacement
2. Stairwell construction
3. Stabilized second floor
4. 5 trusses for Quonset

- Phase 1 Mechanical

1. Electrical
2. Plumbing
3. Fire Suppression

- Restoration

1. Lobby
2. Quonset restoration

Balance Sheet

1. Gift Cards	\$ 2,468.51
2. Fundraising Account	\$ 61,066.72
3. GIC	\$176,434.78
4. Service General 1	\$ 543.36
5. Service High Yield	\$ 81,105.58
6. Total Dec 31- 24	\$321,618.58



Summary

Cando met or exceeded 90% of targeted revenue streams, exceeding overall gross revenue projections by positive \$50k. Spending remained controlled and disciplined throughout 2024. A minor overspend of ~\$10k occurred in engineering, excluding deferred projects. We anticipate a strong financial position for Cando in 2025, sufficient to meet all obligations and maintain healthy reserves into 2026.

Thank you





Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 27, 2025

Agenda #: 7.a

Subject: Bylaw 1226, 2025 - Land Use Bylaw Amendment - First Reading

Recommendation: That Council give first reading to Bylaw 1226, 2025.

Executive Summary:

The need for the proposed amendments were identified from matters that the "Development Office" encounters in the process of reviewing various redesignation applications, development permits, and subdivisions. The majority of the amendments involve the incorporation of the 2021 Municipal Development Plan policies relative to higher density infill development in a mature neighbourhood.

Relevant Council Direction, Policy or Bylaws:

Municipal Government Act s. 692 Planning Bylaws.

Bylaw No. 1165, 2023, as amended.

Discussion:

The general purpose of Bylaw No. 1226, 2025 is to clarify certain provisions, land uses, development standards, and administrative definitions, regarding:

- the incorporation of existing Municipal Development Plan policies regarding higher density infill development in a mature neighbourhood;
- the Areas of Potential Environmental Concern Overlay District;
- the federal and provincial mandate for the protection of wildlife, the environment, and historical resources; and
- several housekeeping items regarding clarification of the permitted use Tourism Accommodation, Large in the NUTAR district, lot grading certificate, parking exemptions in the Historic Commercial Areas Overlay District, allow the driveways of specific land uses to be counted as off-street parking, and confirm the standard practice of providing only one water service and one wastewater service connection to a parcel.

The attached ***Purpose of Bylaw 1226, 2025*** provides further details.

The attached ***MDP Policies and LUB standards Relative to Infill Housing Compatibility*** provides additional context.

The proposed amendments are tracked in the attached ***Schedule 'A' to Bylaw 1226, 2025***. The amendment should be self-explanatory however, if Council has questions a more detailed explanation will be provided.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[The Purpose of Bylaw 1226, 2025 Amendments.pdf](#)

[Bylaw 1226, 2025.docx](#)

[Bylaw 1226, 2025 - Schedule 'A'.pdf](#)

[MDP policies and LUB standards relative to Infill Housing Compatibility.docx](#)

The purpose of the amendments in Bylaw 1226, 2025 is as follows:

1. **Incorporate the Municipal Development Plan Standards for Infill Development.**
Revise the land uses and development standards in the R-2, R-2A, and R-3 districts, the standards for infill development in Schedule 4 s. 12, and the development standards in Schedule 5 Standards for Apartment and Multi-unit Residential Buildings to clarify the existing standards by incorporating the relevant Municipal Development Plan policies (2.1.4, 2.2.1) regarding infill development in a mature neighbourhood.
2. **Areas of Potential Environmental Concern Overlay District.** clarify the provisions of the APEC-OD regarding the legal descriptions of the properties involved, the definition of “parks and recreation areas”, the exemptions, the mitigation measures, and full disclosure to prospective purchasers or lessees of APEC properties.
3. **Protection of wildlife, the environment, and historic resources.** Clarify that the protection of wildlife, the environment, and historic resources is a federal and provincial mandate, not municipal. While a municipality has a purpose under s. 3(a.1) of the Municipal Government Act to “... foster the well-being of the environment ...” and a mandate under s. 617 of the Municipal Government Act to “... maintain and improve the quality of the physical environment ...” when it considers a development permit or subdivision application, the responsibility to comply with the relevant federal and provincial legislation regarding wildlife, the environment, and historic resources lies with the landowner and/or the proponent of a development permit application or a subdivision application. This is not different than the separation that the provincial government maintains between land use in the Municipal Government Act versus building safety in the Safety Codes Act.
4. **Housekeeping Items:**
 - Clarify that the permitted use Tourism Accommodation, Large in the NUTAR district requires a development permit.
 - Clarify that the Development Authority may require a lot grading certificate where there are overland drainage concerns,
 - Clarify the parking exemptions in the Historic Commercial Areas Overlay District,
 - Clarify that the portion of a driveway that encroaches into a public street may be counted as part of the off-street parking requirements for specific land uses, and

- Clarify that the Municipality's standard practice is to provide only one water service and one wastewater service connection to a parcel, regardless of how many separate buildings are located on the parcel.

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1226, 2025
LAND USE BYLAW AMENDMENT

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

WHEREAS the Council of the Municipality of Crowsnest Pass determines it prudent to clarify certain provisions, land uses, development standards, and administrative definitions, regarding the protection of wildlife, the environment, and historical resources, the incorporation of Municipal Development Plan policies regarding higher density infill development in a mature neighbourhood, and several housekeeping items regarding lot grading certificate, parking exemptions in the Historic Commercial Areas Overlay District, provisions of the Areas of Potential Environmental Concern Overlay District, and the standard practice of providing only one water service and one wastewater service connection to a parcel, 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 Crowsnest 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 _____ 2025.

READ a **second** time in council this _____ day of _____ 2025.

READ a **third and final** time in council this _____ day of _____ 2025.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



**MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA**

LAND USE BYLAW NO. 1165, 2023

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

BEING A BYLAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, TO REGULATE THE USE AND DEVELOPMENT OF LAND AND BUILDINGS WITHIN THE MUNICIPAL BOUNDARIES AND TO ESTABLISH THE AUTHORITIES REQUIRED TO EXERCISE THE RELATED POWERS, FUNCTIONS AND DUTIES ON BEHALF OF THE MUNICIPALITY, PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000.

THIS BYLAW MAY BE CITED AS THE MUNICIPALITY OF CROWSNEST PASS LAND USE BYLAW.

1 INTERPRETATION

- 1.1 For Definitions, see Schedule 18.
- 1.2 Unless the context specifically implies otherwise, the land use definitions shall be interpreted to imply the requirement of the construction of a building as defined in this Bylaw.
- 1.3 If a regulation under a provincial act is repealed and a new regulation is substituted for it, any reference in this Bylaw to the repealed regulation shall be construed as a reference to the provisions of the new regulation relating to the same subject matter as the repealed regulation.

2 SCHEDULES AND MAPS

- 2.1 The Schedules and maps attached hereto form part of this Bylaw.

3 DEVELOPMENT AUTHORITY AND SUBDIVISION AUTHORITY

- 3.1 The office of "Development Authority" is established pursuant to the relevant provisions of the Act. It shall consist of the Development Officer, the Municipal Planning Commission and, in a Direct Control District, Council and, upon an appeal, the Subdivision and Development Appeal Board.
- 3.2 The incumbent(s) in the position(s) of Development Officer(s) and their direct supervisor, are hereby appointed as the "Development Officer" (or "Development Office") to fulfil that part of the Development Authority role assigned to the Development Officer in this Bylaw, with duties assigned by their supervisor in accordance with the applicable job description
- 3.3 Council shall, in accordance with the Municipal Planning Commission Bylaw, appoint the members of the Municipal Planning Commission (MPC).
- 3.4 The Development Officer, the Municipal Planning Commission, the Subdivision and Development Appeal Board and Council, as may be applicable, shall be the Development Authority for all purposes of the Act and shall exercise those powers, duties and functions assigned to them in this Bylaw and the Act.
- 3.5 Pursuant to the Municipal Planning Commission Bylaw, the MPC is the Subdivision Authority.

- 7.1 Development in the Municipality shall comply with the provisions, the land uses and land use districts, the regulations, and the development standards established in this bylaw, and with a development permit and the conditions imposed thereon; and further, failure to comply with this bylaw or a development permit will result in the development being considered illegal, with subsequent enforcement and/or the imposition of penalties and fines.
- 7.2 Development or Demolition requires a development permit as follows:
- (a) Except for those exemptions as provided in Schedule 3, no person shall commence a development or a demolition, unless they have applied for and been issued a development permit in respect of the development.
 - (b) An application for a development permit must be made by either the owner(s) of the land on which the development or demolition is proposed or by an agent of the owner, with written authorization from the owner.
 - (c) A person who has been issued a development permit, if one is required, to develop land or a building or to demolish a building in the municipality, shall comply with the regulations and standards of development specified in this Bylaw, the use or uses prescribed in the applicable land use district, the development permit, the approved site plan and any conditions attached to the development permit.
- 7.3 Specific Development or Demolition may not require a development permit as follows:
- (a) Development or demolition that does not require a development permit is specified in Schedule 3.

8 DEVELOPMENT PERMIT APPLICATIONS

- 8.1 An application for a development permit must be made to the Development Officer by submitting, at no cost to the municipality, the following information at the discretion and to the satisfaction of the Development Officer:
- (a) a completed application on the applicable form;
 - (b) proof of ownership or right to the land in question, including agent authorization where applicable.
 - (c) a current corporate search, where the applicant/landowner is a corporation/registered company;
 - (d) a copy of a certificate of title issued within 90 days prior to the date of the application;
 - (e) the prescribed fee including a penalty fee if applicable (the Development Officer may determine to proceed with the application review if they are satisfied that the fee will be paid or that the development permit will not be issued until the fee is paid);
 - (f) a site plan and such other plans acceptable to the Development Officer, if deemed necessary, including but not limited to:
 - (i) the location of all existing and proposed buildings and registered easements or rights-of-way, dimensioned to property lines and drawn to a satisfactory scale;
 - (ii) yard setbacks, building sizes, building heights;
 - (iii) existing and proposed accesses, parking and loading areas, driveways, abutting streets and intersections, traffic control devices, avenues and lanes, and surface drainage patterns;



- (iv) where applicable, the location of existing and proposed water wells, private sewage disposal systems, culverts, crossings and existing service connections to municipal water and wastewater mains;
 - (v) where applicable, a dimensioned floor plan and elevation plans of the existing and proposed buildings;
 - (vi) an application for a change of use of an existing building may require a site plan for the purpose of assessing off-street parking requirements;
 - (vii) the location of a building that is proposed to be demolished;
 - (viii) a Comprehensive Site Development Plan for the purpose of comprehensive planning, at no cost to the Municipality and to the Development Authority's satisfaction.
- (g) a copy of a roadside development permit issued by Alberta Transportation, if the subject property is within the provincial development control zone, i.e. 300 m from a provincial highway right-of-way or 800 m of the centerline of a provincial highway and public road intersection;
- (h) the abandoned well information from the Alberta Energy Regulator and/or Licensee (as required by the Subdivision and Development Regulation) for a building larger than 47 m² (506 ft²) or for an addition to an existing building that will, as a result of the addition, become larger than 47 m² (506 ft²), affecting land on which an abandoned oil or gas well may be present;
- (i) a copy of the written confirmation from the relevant provincial or federal government agency that the applicant is in communication with the agency regarding the work that is proposed for a property that is designated as a Provincial Historical Resource or is located within the Coleman National Historic Site of Canada.
- (j) additional information relevant to the proposed development, including but not limited to, servicing, grading, compaction, traffic impact assessment, ~~wetland assessment~~, geotechnical assessment, groundwater assessment, soil percolation tests, flood risk assessment, slope stability assessment, ~~environmental impact assessment~~ and/or a structural building plan. These studies shall be prepared by a qualified professional to demonstrate how any potential hazards can be mitigated. The Development Officer may impose conditions on the development permit to ensure that recommendations from these studies are followed in the development of the land;
- (k) as may be required under provincial or federal legislation relevant to matters such as, but not limited to, wildlife, the environment, and historical resources, written demonstration that the applicant is aware of the applicable requirements under such legislation, and either has approval from or is in communication with the relevant government agencies in an effort to comply with the requirements; and
- (l) such other information as may be required by the Development Officer to ensure that the development application conforms with the standards in this Bylaw.
- 8.2 The Development Authority may deal with an application without any of the information required in this section if, in its opinion, a decision can be properly made on the application without that information and an affected person can reasonably determine the possible effects of the proposed development.

18 ADDITIONAL APPROVALS REQUIRED

- 18.1 In addition to the requirements of this Bylaw, a landowner, an applicant or their agent, as part of commencing a development permit issued to any of them under this Bylaw, is required and responsible, at their sole risk and to the exoneration of the Municipality of Crowsnest Pass from any liability related to these matters and at no cost to the Municipality, to comply with the requirements of applicable municipal, provincial and federal legislation. This includes but is not limited to the *Safety Codes Act*.
- 18.2 The issuance of a development permit pursuant to this Bylaw does not preclude or absolve the landowner, the applicant and/or their agent from the responsibility to obtain any additional municipal, provincial or federal permits, authorizations, approvals or licenses that may be required before, during or after the development permitting process required in this Bylaw.
- 18.3 Every development permit shall include notes to make the landowner, applicant and their agent aware of their responsibility to comply with the requirements of applicable municipal, provincial and federal legislation.
- 18.4 Where a development requires the approval of an entity listed in Section 619 of the Municipal Government Act and which also requires a municipal approval (in accordance with the paramouncy established by the abovementioned provision), the provincial approval will normally be expected to be issued and received prior to the application for a development permit. This does not preclude the involvement of the municipality in making preliminary statements and/or recommendations, as the case may be.

19 CONDITIONS OF DEVELOPMENT PERMIT APPROVAL

- 19.1 The standards, regulations and other provisions established in this Bylaw are conditions that attach by default to any development permit as may be applicable without them being listed in a development permit. It shall be the responsibility of the Landowner and/or Applicant to ensure that they comply with those standards, regulations and other provisions.
- 19.2 In addition to the standards, regulations and other provisions established throughout this Bylaw the Development Authority may impose enforceable and reasonable conditions with a planning-related objective that do not exceed its jurisdiction or subdelegate its decision-making power on a development permit for a permitted use (regardless of whether or not a variance is involved) and on a development permit for a discretionary use, as may be specified below, and on a development permit for the demolition of a building, for the following purposes as may be applicable:
- (a) to ensure compliance with the relevant provisions of the Act and the Subdivision and Development Regulation;
 - (b) to ensure compliance with the uses, standards, regulations, use-specific conditions, and other provisions established in this Bylaw, the land use districts and other Schedules;
 - (c) to ensure that:
 - (i) in the case of a permitted use for which the development standards are being relaxed through a variance; or
 - (ii) in the case of any discretionary use; or
 - (iii) in the case of infill development in an existing mature neighbourhood or an historically significant area, whether the proposed development is a permitted or discretionary use;



appropriate mitigating measures are established and/or other measures imposed, based on the advice of suitably qualified professionals where applicable, such to the extent that the proposed development:

- would not affect public safety,
- would not result in environmental contamination,
- would not create a nuisance, or
- would not increase result in traffic safety issues~~volumes~~, and
- -that the proposed development is compatible with and would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land.

-Measures to this effect may include but are not limited to:

- restricting the hours of operation,
 - requiring dust control,
 - requiring an appropriate form of landscaping, fencing and/or screening,
 - requiring a standard of aesthetic appearance including but not limited to:
 - consideration for the impact of the proposed development on the historical significance of the subject or adjacent properties,
 - slope-adaptive building and site design,
 - the impact of proposed new or infill development on and its compatibility with existing development in mature neighbourhoods;
 - increasing the yard setbacks or other standards for a proposed development (e.g. in exchange for variances);
 - requiring that the applicant undertake relevant professional studies and incorporating the recommendations from those studies as conditions of development approval; and/or
 - other mitigating measures as may be deemed applicable~~to ensure land use compatibility;~~
- (d) to require that the landowner or applicant enters into an agreement with the municipality in accordance with the provisions of the Act regarding the construction, upgrading and connection to roads, walkways, public utilities, off-street parking and loading facilities, off-site levies and redevelopment levies, agreement securities and oversized improvements;
- (e) to require the preparation of and/or compliance with recommendations in relevant engineering reports and other professional studies;
- (f) to require the preparation of detailed plans and construction drawings illustrating, to the Development Officer's satisfaction, access, site layout, landscaping, parking, building elevations, slope-adaptive building and site design, signs, slope stability, lot grading, stormwater management and/or utility servicing;
- (g) to require the consolidation of parcels by plan of survey prepared by an Alberta Land Surveyor;

- (h) to require a lot grading certificate [confirming the completion of rough grade with tolerances that allow for finished grade (i.e. landscaping) to be completed] prepared by an Alberta Land Surveyor where an overall grading plan or stormwater management plan has been approved;
 - (i) to require the provision of a refundable security deposit to ensure that the conditions are complied with;
 - (j) to require the stake-out, a survey and a survey drawing of the property and/or building footprint area by either an Alberta Land Surveyor, professional engineer (see definition) or other certified agent prior to the commencement and/or after the completion of a development;
 - (k) to specify the temporary nature, maximum duration or other limitation on the time that a development permit remains in effect or a use may be exercised;
 - (l) to require, relative to a temporary development permit, the cessation and removal from the property of any improvements associated with the temporary development permit upon its expiry, the posting of a refundable security deposit to ensure its cessation and removal, and the implied consent and default agreement from the landowner or applicant upon accepting the issuance of a temporary development permit whereby the Municipality shall not be liable for any costs involved in the cessation or removal of any development at the expiration of the temporary development permit;
 - (m) to require that the landowner or applicant provide to the Development Officer copies of applications for, or copies of, permits issued under the Safety Codes Act to demonstrate that such applications or permits are consistent with the development permit issued for the proposed development;
 - (n) to specify the timing of the completion of any part of the proposed development.
- 19.3 Minor details of the conditions imposed upon a development permit may be revised, upon request from the applicant and landowner or upon the Development Officer's initiative as deemed necessary and applicable, pursuant to section 24 of the land use bylaw.

20 DECISION AND NOTIFICATION OF DEVELOPMENT PERMIT

- 20.1 The Development Authority shall decide on a development permit application within the timeline prescribed in the Act.
- 20.2 A decision on a development permit is deemed to have been made on the date that it is put into writing.
- 20.3 Notification of decisions on development permit applications are to be made in the following manner:
- (a) When the Development Officer has made a decision on a permitted use development permit application that conforms in all respects to the provisions of this Bylaw, the Development Officer **may notify** the public by publishing a notice in any manner that is deemed appropriate in accordance with an applicable Municipal policy or bylaw.
 - (b) When the Development Authority has made a decision on a permitted use development permit application in which the provisions of the Land Use Bylaw were relaxed or varied or where there is a possibility of the provisions having been misinterpreted, or has made a decision on a discretionary use development permit application, with or without a variance to a development standard, the Development Officer shall, on the same day the decision is made, notify, as may be applicable, the applicant, the landowner of the subject parcel (if not the same as the applicant), adjacent landowners and any other



- 26.3 A person who, without lawful excuse, fails to comply in part or in whole with any provision, condition or order identified in a Stop Order issued for the purpose of remedying an alleged contravention of this Bylaw, is guilty of an offence and is liable, upon summary conviction, to a fine pursuant to section 27 of this Bylaw.

27 PENALTIES AND FINES

- 27.1 Pursuant to the applicable provisions of the Municipal Government Act:

- (a) A person who, without lawful excuse, contravenes or fails to comply in part or in whole with any provision or any standard or condition of this Bylaw or of a development permit or of a Stop Order or of a subdivision approval or of a decision by an applicable appeal board, is guilty of an offence and is liable, upon summary conviction, to a fine in an amount not less than that established in the Fees, Rates, and Charges Bylaw, and not exceeding \$10,000.00, or to imprisonment for not more than one year, or to both a fine and imprisonment.
- (b) For the purposes of section 27.1 (a), it is not a lawful excuse to state that a development permit, a Stop Order, a subdivision approval, or a decision by an applicable appeal board, defectively states the substance of an alleged offence.
- (c) A Community Peace Officer or Bylaw Enforcement Officer, in collaboration with the Development Officer, may issue a Municipal Violation Tag for an offence under this Bylaw, a development permit, or a Stop Order in the amount established in the Fees, Rates and Charges Bylaw.
- (d) The penalty amounts for a second offence, third offence, or any subsequent offences, shall be in accordance with the provisions of the Fees, Rates and Charges Bylaw.
- (e) A person who is issued a Municipal Violation Tag may pay the fine amount to the Municipality on or before the required date, to avoid prosecution.
- (f) If a (provincial) Violation Ticket is issued in respect to an offence for which a Municipal Violation Tag has not been paid, the Community Peace Officer or Bylaw Enforcement Officer, in collaboration with the Development Officer:
 - (i) may specify the fine amount established in the Fees, Rates and Charges Bylaw, to be paid by the accused person for the offence; or
 - (ii) may require the accused person to appear in court without the alternative of making a voluntary payment.

28 LAND USE BYLAW ADMINISTRATION

Amendment Or Repeal Of Bylaw

- 28.1 The procedure and notification requirements for the amendment or repeal of this Bylaw, including a text amendment and / or a change to the land use district ~~redesignation~~ of a parcel of land, ~~is~~are prescribed under the relevant provisions of the Act.
- 28.2 An application to amend this Bylaw or to redesignate land from one district to another shall be made to the Development Officer.
- 28.3 The Development Officer may, in addition to the information provided on the amendment or land use designation application form, request such other information as the Development Officer ~~deems~~ necessary to properly evaluate the application.
- 28.4 A bylaw amendment to redesignate land is not required when the subject land is:

- (a) a portion of or the whole of a closed road or lane, or
- (b) a portion of or a whole parcel of a closed Municipal Reserve, ~~or at the discretion of the Development Officer having regard for the context of the situation, a portion or the whole of a parcel other than the above,~~

~~and in the case of (a) or (b) above,~~ in respect of which Council had previously notified the public and adjacent landowners, held a public hearing, and adopted a bylaw to close the road, lane or Municipal Reserve **and** ~~[including in the case of (c) above]~~ **provided** that the subject portion or parcel shall be consolidated with an adjacent designated parcel by means of a plan of subdivision; and further, the subject portion or parcel shall be deemed to assume the same district as the parcel to which it is consolidated and the land use district map shall be updated accordingly – *for clarity, if the subject portion or parcel is not to be consolidated with an adjacent designated parcel, then a bylaw amendment to redesignate the land is required.*

Deferring or Repealing of a Bylaw

- 28.5 Council may defer third reading of a land use redesignation bylaw, a Municipal Reserve closure bylaw, or a road closure bylaw, until after an associated subdivision has been registered at the Land Titles Office (to avoid the proliferation of parcels with multiple land uses), or until after the Notice of Decision for an associated development permit has been issued and it was not appealed, or until after the applicant has completed an associated subdivision application or an associated development permit application and has obtained approval (where Council required additional details, assessments, or studies to be completed prior to land use redesignation, Municipal Reserve closure or road closure).
- 28.6 Council, at its sole discretion, may rescind an amending bylaw which has redesignated certain lands within the municipality to accommodate a proposed subdivision and/or development. Council may rescind the said redesignation bylaw and redesignate the lands back to their original designation if:
 - (a) the proposed subdivision has not been applied for within twelve (12) months of the redesignation bylaw being given third and final reading; and/or
 - (b) the proposed development has not been applied for within twelve (12) months of the redesignation bylaw being given third and final reading.
- 28.7 The rescinding of a bylaw shall be undertaken in accordance with the provisions of the Act.

Notification To Adjacent Municipalities

- 28.8 A draft version of a proposed land use bylaw, amendment bylaw or redistricting bylaw shall be referred to an adjacent municipality in accordance with the provisions of an applicable intermunicipal development plan and regard shall be had to any comments received prior to amendment of this Bylaw.

Referral to Apprising the Municipal Planning Commission of Bylaw Amendments

- 28.9 The Development Officer may, ~~after first reading of and prior to a public hearing for a proposed land use bylaw, amendment bylaw or redistricting bylaw,~~ submit ~~an adopted~~ the proposed bylaw amendment to the Municipal Planning Commission to keep them apprised; alternatively, the Development Officer will provide the correct information about bylaw amendments in development permit reports to the Municipal Planning Commission, as required, who may provide a recommendation to Council.

Re-application for a Redesignation of Land Use

- 28.10 If an application for a land use redesignation is refused by Council, another application for a redesignation:



Schedule 1

LAND USE DISTRICTS

1. The municipality is divided into those districts shown on the Land Use District Maps which form part of this Schedule.
2. Each land use district shall be known by the following identifying letters and numbers:

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



RESTRICTED RESIDENTIAL – R-1A

PURPOSE: To provide for a residential environment with the development of predominantly Single-Detached Dwellings while providing opportunity for additional land uses, excluding Canvas Covered Structure, Manufactured Home, Moved-In Building, and Moved-In Dwelling.

1. PERMITTED USES

Accessory Building or Use up to 72.8 m² (784 ft²),
not in the front yard of the principal building
and/or not prior to the establishment of the
principal building or use
Day Home
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
Sign – Types:
Home Occupation
Subdivision Entrance
Subdivision or Development Marketing
Single-Detached Dwelling

DISCRETIONARY USES

Accessory Building or Use up to 72.8 m² (784 ft²) in the
front yard of the principal building and/or prior to the
establishment of the principal building or use
Accessory Building or Use over 72.8 m² (784 ft²)
~~Canvas Covered Structure~~
Day Care Facility
Home Occupation – Class 2
Private Utility – freestanding Solar Collector and
freestanding Small Wind Energy Conversion System
Secondary Suite, Detached
Short-Term Rental / Bed & Breakfast
Tourist Home

2. MINIMUM LOT SIZE – see Schedule 4 section 16

Use	Width		Length		Area	
	m	ft	m	ft	m ²	ft ²
Single-Detached Dwelling	13.7	45	30.5	100	418.1	4,500
All other uses	As approved by the Subdivision Authority					
Corner lots	See Schedule 4					

3. MINIMUM PRINCIPAL BUILDING YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft	m	ft	m	ft
All principal uses	6.1	20	1.5	5	7.6	25



DUPLEX OR SEMI-DETACHED RESIDENTIAL – R-2

PURPOSE: To accommodate predominantly two-unit dwellings while providing opportunity for additional land uses.

1. PERMITTED USES

Accessory Building or Use up to 72.8 m² (784 ft²),
not in the front yard of the principal building
and/or not prior to the establishment of the
principal building or use
Day Home
Duplex / Semi-Detached Dwelling
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
Sign – Types:
Home Occupation
Subdivision Entrance
Subdivision or Development Marketing

DISCRETIONARY USES

Accessory Building or Use up to 72.8 m² (784 ft²) in the
front yard of the principal building and/or prior to the
establishment of the principal building or use
Accessory Building or Use over 72.8 m² (784 ft²)
Canvas Covered Structure
Day Care Facility
Home Occupation – Class 2
Manufactured Home
Moved-In Building
Moved-In Dwelling
Multi-Unit Residential Building not exceeding 2 storeys
Private Utility – freestanding Solar Collector and
freestanding Small Wind Energy Conversion System
Secondary Suite, Detached
Short-Term Rental / Bed & Breakfast
Single-Detached Dwelling
Tourist Home

2. MINIMUM LOT SIZE – see Schedule 4 section 16

Use	Width		Length		Area	
	m	ft	m	ft	m ²	ft ²
Duplex / Semi-Detached Dwelling (per building – i.e. for two units)	18.3	60	30.5	100	650.3	6,000
Single-Detached Dwelling	15.2	50	30.5	100	464.5	5,000
All other uses	As approved by the Subdivision Authority					

3. MINIMUM PRINCIPAL BUILDING YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft	m	ft	m	ft
Duplex / Semi-Detached Dwelling	6.1	20	1.5	5	As approved by the Development Authority	
Corner lots	As approved by the Development Authority				As approved by the Development Authority	
All other uses	6.1	20	1.5	5	As approved by the Development Authority	



MEDIUM DENSITY RESIDENTIAL – R-2A

PURPOSE: To provide for medium density residential environments by accommodating the development of predominantly Multi-Unit Residential Buildings up to two (2) storeys in height ~~in accordance with Schedule 5~~, while providing opportunity for additional land uses, including Multi-Unit Residential Building up to three (3) storeys in height and Apartments Building up to three (3) storeys in height, ~~in accordance with Schedule 5~~.

1. PERMITTED USES

Accessory Building or Use up to 72.8 m² (784 ft²),
not in the front yard of the principal building
and/or not prior to the establishment of the
principal building or use
Day Home
Exploratory Excavation / Grade Alteration /
Stockpiling
Home Occupation – Class 1
Multi-Unit Residential Building not exceeding 2
storeys
Private Utility – except freestanding Solar Collector
and freestanding Small Wind Energy
Conversion System
Sign – Types:
Home Occupation
Subdivision Entrance
Subdivision or Development Marketing

DISCRETIONARY USES

Accessory Building or Use up to 72.8 m² (784 ft²) in the
front yard of the principal building and/or prior to the
establishment of the principal building or use
Accessory Building or Use over 72.8 m² (784 ft²)
Apartment Building not exceeding 3 storeys ~~or 14.0 m
(45.9 ft)~~
Boarding House
Canvas Covered Structure
Day Care Facility
Duplex / Semi-Detached Dwelling
Home Occupation – Class 2
Multi-Unit Residential Building not exceeding 3 storeys
Private Utility – freestanding Solar Collector and
freestanding Small Wind Energy Conversion System
Seniors Supportive Housing Facility
Short-Term Rental / Bed & Breakfast
Tourist Home

2. MINIMUM LOT SIZE – see Schedule 4 section 16

Use	Width		Length		Area	
	m	ft	m	ft	m ²	ft ²
Duplex / Semi-Detached Dwelling (per building)	18.3	60	30.5	100	557.4	6,000
Apartment Building	24.4	80	30.5	100	743.2	8,000
Multi-Unit Residential Building – per unit						
– interior unit	6.1	20	30.5	100	185.8	2,000
– end unit	9.1	30	30.5	100	278.7	3,000
All other uses	As approved by the Subdivision Authority					

3. MINIMUM PRINCIPAL BUILDING YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft	m	ft	m	ft
Duplex / Semi-Detached Dwelling	6.1	20	1.5	5	7.6	25
Multi-Unit Residential Building						
– interior unit	6.1	20	–	–	7.6	25
– end unit	6.1	20	3.0	10	7.6	25
All other uses	As approved by the Development Authority					



4. MINIMUM ACCESSORY BUILDING YARD SETBACKS

Front Yard	–	the actual front yard setback of the principal building
Side Yard	–	0.6 m (2 ft)
Rear Yard	–	0.6 m (2 ft)

5. MAXIMUM LOT COVERAGE RATIO

Principal building	–	50%
Accessory buildings	–	15%

6. MAXIMUM BUILDING HEIGHT

Principal building, excluding Apartment Building and Multi-Unit Residential Building, up to 2-storey, no walkout basement	–	10.0 m (32.8 ft)
Principal building, excluding Apartment Building and Multi-Unit Residential Building, up to 2-storey walk-out basement	–	13.0 m (42.7 ft)
Apartment Building not exceeding 3 storeys	–	3 storeys or 14.0 m (45.9 ft)
<u>Multi-Unit Residential Building not exceeding 2 storeys</u>	–	<u>10.0 m (32.8 ft)</u>
Multi-Unit Residential Building <u>not exceeding 3 storeys</u>	–	3 storeys or <u>14.0</u> m (45.9 ft)
Accessory buildings	–	5.0 m (16.4 ft)

7. MINIMUM HABITABLE FLOOR AREA OF PRINCIPAL BUILDING

This district does not prescribe a minimum habitable floor area for principal buildings.

8. STANDARDS OF DEVELOPMENT – See Schedule 4.

9. STANDARDS FOR APARTMENT, MULTI-UNIT RESIDENTIAL AND MIXED-USE BUILDINGS – See Schedule 5.

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

11. RELOCATION OF BUILDINGS – See Schedule 7.

12. HOME OCCUPATIONS – See Schedule 8.

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

14. DEFINITIONS – See Schedule 18.



HIGH DENSITY RESIDENTIAL – R-3

PURPOSE: To provide for high density residential environments by accommodating the development of predominantly Apartments Building and Multi-Unit Residential Buildings integrated into either existing or proposed residential neighbourhoods in accordance with Schedule 5.

1. PERMITTED USES

Accessory Building or Use up to 72.8 m² (784 ft²),
not in the front yard of the principal building
and/or not prior to the establishment of the
principal building or use
Apartment Building not exceeding 3 storeys ~~or~~
~~14.0m (45.9ft)~~
Boarding House
Exploratory Excavation / Grade Alteration /
Stockpiling
Home Occupation – Class 1
Multi-Unit Residential Building not exceeding 3
storeys
Private Utility – except freestanding Solar Collector
and freestanding Small Wind Energy
Conversion System
Sign – Types:
Home Occupation
Subdivision Entrance
Subdivision or Development Marketing

DISCRETIONARY USES

Accessory Building or Use up to 72.8 m² (784 ft²) in the
front yard of the principal building and/or prior to the
establishment of the principal building or use
Accessory Building or Use over 72.8 m² (784 ft²)
Apartment Building exceeding 3 storeys ~~or 14.0m~~
~~(45.9ft)~~
Canvas Covered Structure
Day Care Facility
Day Home
Extended Care Facility
Home Occupation – Class 2
Multi-Unit Residential Building
Private Utility – freestanding Solar Collector and
freestanding Small Wind Energy Conversion System
Seniors Supportive Housing Facility
Short-Term Rental / Bed & Breakfast
Tourist Home

2. MINIMUM LOT SIZE – see Schedule 4 section 16

Use	Width		Length		Area	
	m	ft	m	ft	m ²	ft ²
Apartments – per building	24.4	80	30.5	100	743.2	8,000
Multi-Unit Residential Building – per unit						
– interior unit	6.1	20	30.5	100	185.8	2,000
– end unit	9.1	30	30.5	100	278.7	3,000
All other uses	As approved by the Subdivision Authority					

3. MINIMUM PRINCIPAL BUILDING YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft	m	ft	m	ft
Apartment	6.1	20	As approved by the Development Authority		7.6	25
Multi-Unit Residential Building						
– interior unit	6.1	20	—	—	7.6	25
– end unit	6.1	20	3.0	10	7.6	25
All other uses	As approved by the Development Authority					
Corner lots	See Schedule 4					



4. MINIMUM ACCESSORY BUILDING YARD SETBACKS

Front Yard	–	the actual front yard setback of the principal building
Side Yard	–	0.6 m (2 ft)
Rear Yard	–	0.6 m (2 ft)

5. MAXIMUM LOT COVERAGE RATIO

Principal building	–	50%
Accessory buildings	–	15%

6. MAXIMUM BUILDING HEIGHT

Principal building, excluding Apartment Building and Multi-Unit Residential Building, up to two-storey, no walkout basement	–	10.0 m (32.8 ft)
Principal building, excluding Apartment Building and Multi-Unit Residential Building, up to 2-storey walk-out basement	–	13.0 m (42.7 ft)
Apartment Building not exceeding 3 storeys	–	3 storeys or 14.0 m (45.9 ft)
Apartment Building exceeding 3 storeys	–	as approved by the Development Authority
Multi-Unit Residential Building <u>not exceeding 3 storeys</u>	–	3 storeys or <u>14.0</u> 12.0 m (45.9 40.0 ft)
Accessory buildings	–	5.0 m (16.4 ft)

7. MINIMUM HABITABLE FLOOR AREA OF PRINCIPAL BUILDING

This district does not prescribe a minimum habitable floor area for principal buildings.

8. STANDARDS OF DEVELOPMENT – See Schedule 4.

9. STANDARDS FOR APARTMENT, MULTI-UNIT RESIDENTIAL AND MIXED-USE BUILDINGS – See Schedule 5.

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

11. RELOCATION OF BUILDINGS – See Schedule 7.

12. HOME OCCUPATIONS – See Schedule 8.

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

14. DEFINITIONS – See Schedule 18.



COMPREHENSIVE SKI VILLAGE – CSV

PURPOSE: To provide for the development of residential, recreational and tourist-oriented land uses in a ski village.

1. PERMITTED USES

Accessory Building or Use up to 72.8 m² (784 ft²),
not in the front yard of the principal building
and/or not prior to the establishment of the
principal building or use
Day Home
Duplex / Semi-Detached Dwelling
Exploratory Excavation / Grade Alteration /
Stockpiling
Home Occupation – Class 1
Multi-Unit Residential Building
Private Utility – except freestanding Solar Collector
and freestanding Small Wind Energy
Conversion System
Secondary Suite, Attached
Short-Term Rental / Bed & Breakfast
Single-Detached Dwelling
Sign – Types:
Home Occupation
Subdivision Entrance
Subdivision or Development Marketing

DISCRETIONARY USES

Accessory Building or Use up to 72.8 m² (784 ft²) in the
front yard of the principal building and/or prior to the
establishment of the principal building or use
Accessory Building or Use over 72.8 m² (784 ft²)
Canvas Covered Structure
Day Care Facility
Home Occupation – Class 2
Manufactured Home
Private Utility – freestanding Solar Collector and
freestanding Small Wind Energy Conversion System
Secondary Suite, Detached
Tourist Home

2. MINIMUM LOT SIZE – see Schedule 4 section 16

Use	Width		Length		Area	
	m	ft	m	ft	m ²	ft ²
Single-Detached Dwelling	9.1	30	30.5	100	278.7	3,000
Duplex / Semi-Detached Dwelling – per unit	9.1	30	30.5	100	278.7	3,000
Multi-Unit Residential Building – per unit						
– interior unit	6.1	20	30.5	100	185.8	2,000
– end unit	9.1	30	30.5	100	278.7	3,000
All other uses	As approved by the Subdivision Authority					

3. MINIMUM PRINCIPAL BUILDING YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft	m	ft	m	ft
Single-Detached Dwelling- (see section 9)	0	0	1.5	5	3.0	10
Duplex / Semi-Detached Dwelling	3.0	10	1.5	5	3.0	10
Multi-Unit Residential Building						
– interior unit	6.1	20	–	–	7.6	25
– end unit	6.1	20	3.0	10	7.6	25
All other uses	As approved by the Development Authority					



4. MINIMUM ACCESSORY BUILDING YARD SETBACKS

Front Yard	–	the actual front yard setback of the principal building
Side Yard, where building does not contain a Secondary Suite	–	0.6 m (2 ft)
Side Yard, where building contains a Secondary Suite	–	1.5 m (5 ft)
Rear Yard, where building does not contain a Secondary Suite, <ul style="list-style-type: none">• laned or laneless	–	0.6 m (2 ft)
Rear Yard, where building contains a Secondary Suite, <ul style="list-style-type: none">• laned• laneless	–	0.6 m (2 ft) 1.5 m (5 ft)

5. MAXIMUM LOT COVERAGE RATIO

Principal building	–	40%
Accessory buildings	–	15%

6. SPECIFIED GRADING PLANS FOR LOTS IN SOUTHMORE

In the Southmore subdivision a grading plan has been approved for each lot. A development permit issued in this subdivision shall include the approved grading plan for the subject property, and development on that property shall comply with the approved grading plan. Any deviation from the approved grading plan shall be prohibited, unless a revised grading plan has been designed and approved by a professional engineer (see definition) to the Development Officer's satisfaction.

7. MAXIMUM BUILDING HEIGHT

Principal building, no walkout basement (except Multi-Unit Residential Building)	–	10.0 m (32.8 ft)
Principal building, walk-out basement (except Multi-Unit Residential Building)	–	13.0 m (42.6 ft)
Multi-Unit Residential Building	–	12.0 m (39.4 ft)
Secondary Suite, Detached (above garage)	–	7.5 m (24.6 ft)
Secondary Suite, Detached (stand-alone structure)	–	5.0 m (16.4 ft)
Other accessory buildings	–	5.0 m (16.4 ft)

8. MINIMUM HABITABLE FLOOR AREA OF PRINCIPAL BUILDING (per dwelling unit)

Single-Detached Dwelling	–	102 m ² (1,100 ft ²) habitable floor area
Duplex / Semi-Detached Dwelling (per unit)	–	69.7 m ² (750 ft ²) habitable floor area
All other uses	–	As approved by the Development Authority

9. ZERO FRONT YARD SETBACK VARIANCE – See Schedule 4 [Variances and Prevention of Encroachments](#).

10. STANDARDS OF DEVELOPMENT – See Schedule 4.

11. STANDARDS FOR APARTMENT, MULTI-UNIT RESIDENTIAL AND MIXED-USE BUILDINGS – See Schedule 5.



NON-URBAN TOURISM ACCOMMODATION & RECREATION – NUTAR

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

1. PERMITTED USES

Accessory Building or Use up to 18.6 m² (200 ft²), not in the front yard of the principal building and/or not prior to the establishment of the principal building or use
Exploratory Excavation / Grade Alteration / Stockpiling
Home Occupation – Class 1
Private Utility – except freestanding Solar Collector and freestanding Small Wind Energy Conversion System
Recreation Facility, Indoor (Small)
Sign – Types:
A-board
Fascia or Wall
Freestanding
Murals
Portable
Projecting
Subdivision or Development Marketing
Tourism Accommodation, Large – applies only on Block B, Plan 7510370, and is restricted to resort accommodation only as defined in this Bylaw, (43 cabins and one lodge as approved under DP60/2008 and must be commenced by no later than June 30, 2025)
Tree Felling, not within minimum yard setback

DISCRETIONARY USES

Accessory Building or Use up to 18.6 m² (200 ft²) in the front yard of the principal building and/or prior to the establishment of the principal building or use
Accessory Building or Use over 18.6 m² (200 ft²)
Boarding House
Cultural Establishment
Drive-in Theatre
Entertainment Establishment
Food and Beverage Services
Home Occupation – Class 2, restricted to an established Security or Operator Dwelling Unit
Hostel
Hotel
Mixed-use Building
Motel
Private Utility – freestanding Solar Collector and freestanding Small Wind Energy Conversion System
Recreation Facility, Indoor (Large)
Recreation Facility, Outdoor
Recreational Vehicle Storage
Riding Arena / Rodeo Ground
Security or Operator Dwelling Unit
Sign – Types:
Roof
Third-Party
Tourism Accommodation, Large
Tourism Accommodation, Small
Tree Felling, within minimum yard setback

2. LOT SIZE – see Schedule 4 section 16

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

3. MINIMUM YARD SETBACKS

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



4. MAXIMUM LOT COVERAGE RATIO

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

5. MAXIMUM BUILDING HEIGHT

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

6. MINIMUM HABITABLE FLOOR AREA OF PRINCIPAL BUILDING

This district does not establish a minimum habitable floor area.

7. STANDARDS OF DEVELOPMENT - See Schedule 4

- The applicant for a Tourism Accommodation shall prepare a Comprehensive Site Development Plan to the satisfaction of the Development Authority.
- Notwithstanding anything to the contrary in this bylaw, when a Tourism Accommodation (Small or Large) that contains camping accommodation units is approved in an urban growth node described in Policy 3.1.7 of the Municipal Development Plan the camping accommodation units must be held under a form of ownership that encourages long-term occupancy or control of occupancy (versus random short-term rental).
- Servicing: A Tourism Accommodation (Small or Large) in the NUTAR district may be connected to a municipal service connection for water supply and wastewater disposal to provide either, or a combination of, collective servicing of units and/or communal washrooms and wastewater dumping stations, for either year-round and/or seasonal operation, except that a Tourism Accommodation in the NUTAR district that is approved in an urban growth node pursuant to subsection 42.3 in Schedule 4 shall be connected to a municipal service connection for water supply and wastewater disposal to provide collective servicing of units for year-round operation.
- The permitted use Tourism Accommodation, Large applies only to Block B, Plan 7510370, is restricted to 43 cabins and one lodge, requires a development permit supported by a Comprehensive Site Development Plan, and must be commenced by applying for a building permit for at least one cabin by no later than June 30, 2025.

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

9. RELOCATION OF BUILDINGS – See Schedule 7.

10. SIGN STANDARDS – See Schedule 11.

11. DEFINITIONS – See Schedule 18.



HISTORIC COMMERCIAL AREAS OVERLAY DISTRICT (HCA-OD)

PURPOSE: *To promote and preserve the significance of historic commercial areas by facilitating development that is designed and constructed in a manner that respects the sense of place evoked by these areas, reinforces the character of these areas, and promotes a high quality of development.*

1. **PERMITTED USES:** Those uses listed as permitted in the underlying land use district.
2. **DISCRETIONARY USES:** Those uses listed as discretionary in the underlying land use district.
3. **APPLICATION:**
 - 3.1 The extent of the Overlay District generally corresponds with the Main Streets and associated Downtown areas of Bellevue, Blairmore, and Coleman, as identified in the attached maps.
 - 3.2 The regulations in this District apply to:
 - demolition
 - new construction,
 - addition
 - a proposed change of use or occupancy,
 - renovation,
 - alteration,
 - new signage or a change to existing signage,
 - maintenance, or
 - improvementto a building on a property that is located in this Overlay District, of which the **current façade** and/or the inventoried character defining elements are likely to be affected or changed by the proposed work, in the sole discretion of the Development Officer.
 - 3.3 Applications for the type of work listed in section 3.2 shall be referred by the Development Officer to the Municipal Historic Resources Advisory Committee for review and comment.
 - 3.4 Where applicable the application must be accompanied by complete drawings to the satisfaction of the Development Officer. Complete drawings shall be to scale and shall consist of a site plan, full elevation drawings (including colours, materials etc.), floor plan, landscaping plan, and a statement from the developer as to how the application satisfies the purpose statement of this District.
 - 3.5 Based on the nature of the work (renovation, maintenance, improvement) the Development Officer may determine that an application is best suited to be processed as an approval instead of a development permit, provided that the application shall still be referred to the Municipal Historic Resources Advisory Committee as may be required.



7. SPECIAL PARKING AND LOADING AREA PROVISIONS:

7.1 ~~Provided that a~~ change of use or ~~a change of~~ occupancy ~~proposal and the renovation or redevelopment of an existing building within the HCA-OD does not reduce the number of existing parking spaces and loading areas,~~ **it isare exempted from** the parking and loading area requirements in Schedule 6 Off-street Parking and Loading Area Standards of this Bylaw, **except when:**

- (a) ~~the change of use or change of occupancy increases the parking and loading demand, and/or~~
- (b) ~~the change of use or change of occupancy reduces the number of existing parking spaces and loading areas, and/or~~
- (c) the net floor area of the building is increased, and/or
- (d) an additional dwelling unit is added;

and further, **the above standards may be varied** at the discretion of the Development Authority specifically **for the purpose of encouraging residential use** in the Historic Commercial Areas Overlay District pursuant to the Municipal Development Plan. ~~For clarity, the development of an existing vacant property or the demolition of an existing building and the subsequent redevelopment of that property is not exempted from the parking and loading area requirements in Schedule 6 Off-street Parking and Loading Area Standards of this Bylaw.~~

7.2 For developments that are not exempted in section 7.1 from complying with the Schedule 6 parking and loading area requirements:

- (a) the location and design of off-street parking and loading areas, including an alternative parking and loading plan, shall be subject to the approval of the Development Authority in accordance with Schedule 6 Off-street Parking and Loading Area Standards; and
- (b) the Development Authority may approve a modification of the parking and loading area layout standard and parking and loading requirements established in Schedule 6 Off-street Parking and Loading Area Standards, for all or a portion of a parking and loading area, provided that:
 - (i) in the opinion of the Development Authority the incidence of turnover of parking stall occupancy in the subject parking area and of on-street parking stalls and loading bays in the general area is such that a reduced standard is appropriate; and
 - (ii) an applicant applying for a modified parking and loading area layout must submit an accurate site plan based on a precise study of the area, to the satisfaction of the Development Authority.



AREAS OF POTENTIAL ENVIRONMENTAL CONCERN OVERLAY DISTRICT (APEC-OD)

PURPOSE: *To promote public and landowner awareness of the presence and location of existing closed nuisance grounds that constitute Areas of Potential Environmental Concern (APECs) in the Crowsnest Pass, and of the best practices and standards that are encouraged and, in some instances, required by legislation for the development of a residence, school or hospital, or for a subdivision for residential, school or hospital purposes, within proximity of these areas.*

1. **PERMITTED USES:** Those uses listed as permitted in the underlying land use district.
2. **DISCRETIONARY USES:** Those uses listed as discretionary in the underlying land use district.
3. **APPLICATION:**
 - 3.1 The extent of the Overlay District is the land area within the recommended 300 m setback distance from the Bushtown, Old Sartoris Staging Area, Hillcrest Ball Diamond Road, and Bellevue Old Highway 3 nuisance grounds / APECs, as identified in the attached maps- And the following legal descriptions:
 - (a) Bushtown: Lot N/A, Block B, Plan 3387AE and Lot 3, Block B, Plan 1311440
 - (b) Old Sartoris Staging Area: LSD 08; SE-35; 07; 04; W5M
 - (c) Hillcrest Ball Diamond Road: NW-29; 07; 03; W5M
 - (d) Bellevue Old Highway 3: Lot N/A, Block B, Plan 7046JK
 - 3.2 Except for the exemptions provided for herein, the regulations in this Overlay District apply to:
 - (a) a proposed subdivision for the purpose of residential, school or hospital development;
 - (b) the development of a residence and an addition to an existing residence or a school or hospital on an existing lot; and
 - (c) the development of parks and recreation areas (i.e. playgrounds and sportsfields); on property that is located within the distances from the APECs as determined in the Overlay District.
4. **EXEMPTION:**
 - 4.1 The following types of development and subdivision **are exempt** from the regulations prescribed in this Overlay District:
 - (a) a development permit application for a use or a building / structure that is deemed to not be a residence, school or hospital;
 - (b) an existing development or an existing parcel of land that existed on February 07, 2023, which may continue in its present form but shall not be added to or subdivided except as allowed as per the relevant provisions of this District; and
 - (c) a development permit application for an accessory structure associated with an existing or proposed residence, such as an outdoor space, an uncovered deck, a shed, or a garage.



4.2 **At the discretion** of the Development Authority or the Subdivision Authority, as may be applicable, ~~the following types of a~~ development permit application for a residence and/or a subdivision application for residential use **may be exempted** from the regulations prescribed in this Overlay District, **subject to the non-applicable clause in this section**:

- (a) a development permit application for a new residence or an addition to an existing residence that involves minimal soil disturbance, e.g. the development does not include a basement, or it involves a shallow foundation or walk-out basement and incorporates mitigative measures (i.e. soil disturbance of less than 1.0m in depth, the parcel is connected to municipal piped domestic water, and a soil vapour barrier is applied for that portion of the foundation or walk-out basement and its walls that are beneath the ground surface, as may be applicable); and
- (b) a subdivision application for a boundary line adjustment, a party wall subdivision, or a title separation; and
- (c) development or subdivision of those properties that encroach into the 300 metres setback distance up to the greater distance of either the current property boundary of the APEC site or 50 metres from the buried waste limits, subject to the conditions stated in section 6.

Non-Applicable Clause

4.3 The exemptions provided for in this section **do not apply to**:

- (a) Lot 2, Block 2, Plan 0610447 (i.e. the property adjacent to the west of the Hillcrest Ball Diamond Road APEC), and
- (b) Properties within 300m of the Bushtown and Bellevue Old Highway 3 nuisance grounds / APECs, as identified in the attached maps.

5. DEVELOPMENT AND SUBDIVISION REGULATIONS:

Development

5.1 Except as exempted ~~elsewhere in section 4.2~~ this Schedule, in order to support a setback distance variance request pursuant to the provincial Guideline for Setback Reviews (Waste Facility), a development permit application for a ~~development that is not exempted and that is proposed on lands~~ property located within the Overlay District shall demonstrate compliance with the standards and best practices established in this Overlay District, to the satisfaction of the Development Authority, as follows:

- (a) An application for an addition with or without a basement to an existing residence or for the development of a new residence with or without a basement, or for the development of a school or hospital, ~~shall be accompanied by~~ requires a current (produced within the last two years) Phase II Environmental Site Assessment (ESA) that complies to the standard CSA-Z769-00 (R2023, as amended). The Phase II ESA is required to verify the absence of contaminants in soil, groundwater, and soil vapour at the subject property;:-

OR

- (b) If a Phase II ESA is not provided ~~completed~~, the Development Authority may impose a condition on a development permit to require that the applicant must commit to implementing on-going monitoring, mitigative measures and/or preventative measures, including the requirement to provide "as-built" drawings and report on-going monitoring results of the mitigative, preventative and monitoring measures, as part of the proposed development to protect occupants of the property from exposure



to contaminants; ~~unless the owner of the subject APEC previously completed the environmental assessment(s), monitoring, remediation, or implemented a risk management plan for the subject APEC that achieves the stated objective.~~

UNLESS the owner of the subject APEC previously completed the environmental assessment(s), monitoring, or remediation, or implemented a risk management plan for the subject APEC, that achieves the stated objective.

- 5.2 The Development Authority ~~shall~~may review and consider environmental assessment reports provided by the owner of the subject nuisance ground / APEC, environmental assessment reports provided by previous applicants relative to the subject APEC, previous application decisions, and/or an applicant's Phase II ESA, to make an informed decision whether to approve or refuse an application and/or to impose conditions of approval that require an applicant to include additional mitigative measures (e.g. soil vapour barriers applied to the basement walls and under the foundation as part of the new construction).
- 5.3 The development of a park or other recreational use should be restricted until a human health and ecological risk assessment is completed, to ensure there are no adverse ~~effects~~affects from exposure to reported contaminants.

Subdivision

- 5.4 Except as exempted ~~elsewhere in section 4.2 of this Schedule~~, in order to support a setback distance variance request pursuant to the provincial Guideline for Setback Reviews (Waste Facility), a subdivision application for a ~~subdivision that is not exempted and that is proposed on lands property~~ located within the Overlay District shall demonstrate compliance with the standards and best practices established in this Overlay District, as follows:

- (a) A subdivision application that proposes new residential structures with or without basements, a school, or a hospital ~~shall be accompanied by~~requires a current (produced within the last two years) Phase II Environmental Site Assessment (ESA) that complies to the standard CSA-Z769-00 (R2023, as amended). The Phase II ESA is required to verify the absence of contaminants in soil, groundwater, and soil vapour at the subject property;:-

OR

- (b) If a Phase II ESA is not ~~provided~~completed, the Subdivision Authority may impose a condition on a subdivision approval to require that the applicant must commit to implementing on-going monitoring, mitigative measures and/or preventative measures, including the requirement to provide "as-built" drawings and report on-going monitoring results of the mitigative, preventative and monitoring measures, as part of the proposed subdivision to protect occupants of the property from exposure to contaminants, ~~unless the owner of the subject APEC previously completed the environmental assessment(s), monitoring, remediation, or implemented a risk management plan for the subject APEC that achieves the stated objective.~~

UNLESS the owner of the subject APEC previously completed the environmental assessment(s), monitoring, remediation, or implemented a risk management plan for the subject APEC that achieves the stated objective.

- 5.5 The Subdivision Authority ~~shall~~may review and consider environmental assessment reports provided by the owner of the subject nuisance ground / APEC, environmental assessment reports provided by previous applicants relative to the subject APEC, previous application decisions, and/or an applicant's Phase II ESA, to make an informed decision whether to approve or refuse an application and/or to impose conditions of approval that require an applicant to include additional mitigative measures (e.g. soil vapour barriers applied to the basement walls and under the foundation as part of new construction).



- 5.6 A subdivision application for the development of a park or other recreational use should be restricted until a human health and ecological risk assessment is completed, to ensure there are no adverse effects from exposure to reported contaminants.

6. MITIGATION MEASURES – Old Sartoris Staging Area and Hillcrest Ball Diamond Road APECs:

In June 2024, based on the available Preliminary Phase II ESA data for the Old Sartoris Staging Area APEC and the Hillcrest Ball Diamond Road APEC, Associated Environmental recommended that new subdivisions and developments may encroach into the 300 metres setback distance up to the greater distance of either the current property boundary of the APEC site or 50 metres from the buried waste limits, subject to the following conditions:

1. The Municipality gets the buried waste limits and soil impacts fully delineated, both laterally and vertically, and obtains additional groundwater data (vertical flow direction and hydraulic conductivity).
2. The Municipality follows provincial legislation, including responding to any requirements from Alberta Environment and Protected Areas.
3. The Municipality either remediates the sites or commits to a risk management plan, monitoring, and reporting to Alberta Environment and Protected Areas.
4. The Municipality maintains at least 1.0 metre of clay dominant soil cover, or places hardscape (i.e. asphalt or concrete), over the buried waste to mitigate exposure.
5. No school or hospital development should occur within 300 metres of the buried waste limits until the sites are either remediated or meet applicable environmental guidelines.
6. All new subdivisions and developments are connected to municipal-supplied water, and no private groundwater wells are permitted to be drilled or operated within 300 metres of then buried waste.
7. New residential developments between 50 to 300 metres from the buried waste limits that will have basements greater than 1.0 metre into the ground should have a vapour barrier and/or other ventilation systems installed under and around the entirety of the house foundation to mitigate potential soil vapour intrusion.
8. The nuisance ground properties should not be sold or transferred to another owner unless that person signed a full disclosure agreement as part of the land transfer wherein the person accepted full responsibility for the conditions prevalent on the nuisance ground property to the exoneration of the Municipality of Crowsnest Pass from any liability related to these matters, and at no cost to the Municipality of Crowsnest Pass. If the nuisance ground properties are leased, all conditions and mitigative measures listed above remain in place and must be followed by the lessee.
9. Specifically for the Hillcrest Ball Diamond Road site, no part-time or permanent residential occupancy occurs in the existing building that is within 50 metres of the buried waste limits until, based on sufficient data and reporting, a qualified professional confirms that there are no human health concerns for soil vapour gas migration or soil vapour intrusion into the building.

Attached in this Schedule are the two maps identifying the permitted encroachment distances subject to the stated conditions.

Table 1 in this Schedule demonstrates how the Environmental Overview Report and the data obtained through testing and monitoring during the Preliminary Phase II ESA reports, meet the “*Guidelines for Setback Reviews (Waste Facility)*” published in May 2022 by Alberta Environment and Protected Areas for use by for developers, subdivision authorities and development authorities to evaluate a subdivision

Conditional Encroachment into the Setback Distance – Old Sartoris Staging Area APEC



Conditional Encroachment into the Setback Distance – Hillcrest Ball Diamond Road APEC





DIRECT CONTROL – DC-1 (Turtle Mountain Restricted Development Area)

PURPOSE: *To provide land use regulations for, and Council's control over, development of land in close proximity to the Turtle Mountain Slide Area, in the interest of public safety.*

1. PERMITTED AND DISCRETIONARY USES

Note: On March 14, 2025 there is no existing development on the lands within this Direct Control District, except for the Hillcrest Ball Diamonds, and the majority of the land in the Direct Control District is owned by the Municipality of the Crown.

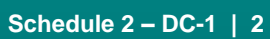
- 1.1 This Direct Control District does not include any permitted uses.
- 1.2 Any and all uses of land in this Direct Control District are discretionary.
- 1.3 New residential development shall not be allowed in the district.
- 1.4 Council may approve a development permit for any of the following uses:
 - (a) those residential buildings existing on November 01, 2007, shall be allowed to continue in use and may be repaired, maintained, altered or expanded on a discretionary use basis and only to the extent provided for in the Land Use Bylaw that applied to the subject property on November 1, 2007, but shall not be rebuilt; and
 - (b) non-residential buildings such as garages, garden sheds or other similar uses that existed on November 01, 2007 as well as the development of new non-residential buildings are allowed in the district as discretionary uses.

2. APPLICATION

- 2.1 The area that is the subject of this Direct Control – DC-1 district is shown on the map attached to this district.
- 2.2 A full extent version of the Direct Control District area is shown on Map 1 of this Bylaw.

3. GENERAL REGULATIONS

- 3.1 Council is the Development Authority for land that is subject to this Direct Control District.
- 3.2 The merits of a development permit application shall be evaluated on a case-by-case basis and having regard for site-specific circumstances.
- 3.3 Council shall determine the standards of development (e.g. maximum lot coverage, development setbacks) and other regulations for land that is subject to this Direct Control District, for each development permit application on a case-by-case basis and having regard for site-specific circumstances..
- 3.4 There are no appeals relative to Council's decision on a development permit application.
- 3.5 While the Municipal Planning Commission is the Subdivision Authority for this Direct Control District, the subdivision of existing certificates of title in this Direct Control District is discouraged.





Schedule 4

STANDARDS OF DEVELOPMENT

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

Applicability of this Schedule.....	Section 2
Accessory Buildings and Uses.....	Section 28
General Provisions.....	28.1
Accessory Building or Use Prior to Principal Building or Use.....	28.2
Accessory Building in the Front Yard of a Principal Building.....	28.3
Canvas Covered Structures.....	28.4
Communication Antennae and Structures	28.5
Decks.....	28.6
Fences in any Residential Land Use District, CRV and CSV	28.7
Outdoor Washroom Facilities.....	28.8
Refuse Storage for Commercial, Industrial and Multi-Unit Residential Development	28.9
Retaining Walls.....	28.10
Shipping Containers.....	28.11
Signs.....	28.12
Swimming Pools	28.13
Access to Roads, Driveways and Parking Pads	Section 4
All Locations	4.1
Urban Locations.....	4.2
Rural / Non-Urban Locations	4.3
Animal Care Service Facilities	Section 29
Apartment, Multi-Unit Residential and Mixed-Use Building.....	Section 30
Cannabis Retail Sales.....	Section 31
Comprehensive Planning for Redesignation, Development Permit or Subdivision Applications	Section 3
Comprehensive Site Development Plan	3.1
Area Structure Plan.....	3.2
Corner Lot Sight Triangle	Section 4
Demolition, Removal or Replacement of Buildings	Section 6
Drive-in Commercial.....	Section 32
Easements, Setback Distances and Public Safety.....	Section 7
Easements, Rights-Of-Way and Legislated Setback Distances.....	7.1
Future Highway 3X	7.2
Railway Lines.....	7.3
Setbacks Adjacent to Highway	7.4
TC Energy High Pressure Gas Pipeline.....	7.5
Wildland-Urban Interface	7.6
Environmental Considerations	Section 8
Areas of Potential Environmental Concern (APEC)	8.1
Flood-Risk Lands.....	8.2
Private Sewage Disposal Systems	8.3



Municipal, Environmental and Conservation Reserve, and Conservation Easement	8.4
Tree Felling	8.5
Environmental Protection and Wildlife Wetlands, Watercourses, Riparian Areas, Regionally Sensitive Areas	8.6
Wildlife and Wildland-Urban Interface	8.7
Exploratory Excavation / Grade Alteration / Stockpiling	Section 33
Exposed Foundations	Section 9
Historic Resources and Main Street Ground Floor	Section 10
Home Occupations	Section 34
Industrial and Commercial	Section 11
Infill Development in Mature Neighbourhoods	Section 12
Landscaping and Screening	Section 13
Lighting (Outdoor)	Section 14
Lot Grading, Drainage and Stormwater Management (Retaining Walls)	Section 15
Lot Sizes and Non-Standard Lots	Section 16
Manufactured Homes	Section 35
Manufactured Home Communities	Section 36
Maximum Grade	Section 17
Fully Developable Lots	17.1
Slope Stability Assessment	17.2
Urban Driveways	17.3
Number of Dwelling Units, Recreational Vehicles and Principal Buildings on a Parcel of Land or a Bare Land Condominium Unit	Section 18
Number of Dwelling Units and Cabins and/or Recreational Vehicles on a Parcel of Land or a Bare Land Condominium Unit	18.1
Number of Principal Buildings and Uses on a Parcel of Land or a Bare Land Condominium Unit	18.2
Provisions for Additions and Demolitions	18.3
Parking and Loading	Section 19
Private Utilities	Section 37
Water, Wastewater, Stormwater, Gas, Electricity, and Telecommunications	37.1
Electric Utility – Solar Collector	37.2
Electric Utility – Small Wind Energy Conversion System	37.3
Projections Into Yard Setbacks	Section 20
Public Utilities, Infrastructure Mains, and Service Connections	Section 21
Quality and Design of Development	Section 22
Recreational Vehicles – Outdoor Storage and Temporary Sleeping Accommodations	Section 23
Relocation of Buildings	Section 24
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<u>Zero Front Yard Setback in the CSV District.....</u>	<u>27.12(b)</u>

GENERAL DEVELOPMENT STANDARDS

2. APPLICABILITY OF THIS SCHEDULE

- 2.1 In addition to more specific or more restrictive standards as may be established within an individual land use district or in a discretionary use development permit, the following standards apply to all land uses in all land use districts.
- 2.2 All development shall comply with this Bylaw, the land uses, standards and regulations prescribed in the applicable district, the conditions attached to a development permit, the standards established in this Schedule, any other standards established by the Municipality of Crowsnest Pass in and enforced through other municipal bylaws and any federal and provincial regulations that may apply to a development, which is to be determined by an applicant or landowner or their agent and complied with by an applicant or landowner or their agent at their sole risk and responsibility and to the exoneration of the Municipality of Crowsnest Pass from any liability related to these matters and at no cost to the Municipality.

3. COMPREHENSIVE PLANNING FOR REDESIGNATION, DEVELOPMENT PERMIT OR SUBDIVISION APPLICATIONS

3.1 Comprehensive Site Development Plan

- (a) The Development Officer may require an applicant for a redesignation or a development permit or, where deemed applicable having consideration for the provisions in section 3.2, a bareland condominium subdivision, to prepare a comprehensive site development plan as follows:
- (i) As provided in sections 12.1, 18.2(a), 21.7~~21.6~~, 27.14, and 42 of this Schedule, or in Table 1 of Schedule 6, or in section 4.4 of Schedule 16.
 - (ii) When the Development Officer deems it necessary for the purpose of comprehensive and coordinated planning of land uses and infrastructure, the applicant for a redesignation or a development permit shall, at no cost to the Municipality and to the satisfaction of the Development Authority, prepare a Comprehensive Site Development Plan as part of the application for the redesignation or development permit.
 - (iii) A Comprehensive Site Development Plan must describe the following information:
 - (A) The layout of the proposed development, parcel boundaries and dimensions, land uses, density of population, location of buildings, parking and loading areas, landscaping, amenity spaces, property line yard setbacks and other relevant development standards to the Development Officer's satisfaction.
 - (B) The location and specifications of access and egress points into and from the parcel from and to public roadways, including vehicular and pedestrian



connections to adjacent properties, supported by a qualified transportation engineering review if required.

- (C) The location and capacity and upsizing requirements of existing or required municipal water, wastewater, and stormwater infrastructure and servicing connections at the property line, based on the designed volumes required and produced by the proposed development.
 - (D) The relation of the proposed development to future subdivision and development adjacent areas.
 - (E) The sequence of the proposed development.
 - (F) Any other information that the Development Officer deems relevant to making an informed decision on the development permit application.
- (iv) The Development Officer may require that a Comprehensive Site Development Plan is subject to satisfactory public consultation, including a public hearing pursuant to s. 653 (4.1) of the Act, prior to an application being deemed complete.
 - (v) The Development Authority may approve blanket variances to yard setbacks and building heights in a Comprehensive Site Development Plan.

3.2 Conceptual Scheme or Area Structure Plan

- (a) The Development Officer may require an applicant for subdivision to prepare a conceptual scheme or an area structure plan as follows:
 - (i) When the Development Officer deems it necessary for the purpose of comprehensive and coordinated planning of land uses and infrastructure, the applicant for a subdivision application shall, at no cost to the Municipality and to the Development Officer's prepare a conceptual scheme or an area structure plan in accordance with relevant Council policy as part of the application for subdivision.
 - (ii) A conceptual scheme must describe the following information to the Development Officer's satisfaction:
 - (A) The layout of the proposed subdivision, with parcel or block boundaries and dimensions.
 - (B) Municipal Reserve, Environmental Reserve, and Conservation Reserve.
 - (C) Land uses and density of population
 - (D) Public roadways.
 - (E) The location and capacity and upsizing requirements of existing or required on-site and off-site municipal water, wastewater, and stormwater infrastructure, based on the design volumes required and produced by the proposed subdivision.
 - (F) The relation of the proposed subdivision to future subdivision and development of adjacent areas.
 - (G) The sequence of the proposed subdivision.
 - (H) The additional information provided for in the Subdivision and Development Regulation, that the Development Officer may deem relevant to making an informed decision on the subdivision application.
 - (iii) The Development Officer may require that a conceptual scheme is subject to satisfactory public consultation, including a public hearing, pursuant to s. 653 (4.1) of the Act, prior to a subdivision application being deemed complete.



4.2 Urban Locations

- (a) Only one (1) driveway per parcel shall be provided for single-dwelling residential development unless otherwise approved in a development permit.
- (b) A driveway or other vehicular access into a subject parcel shall not be located less than:
 - (i) 6.1 metres (20 ft) from the intersection of any two streets, and
 - (ii) 3.0 metres (10 ft) from the intersection of two lanes or from the intersection of a lane with a street.
- (c) An urban driveway slope shall meet the requirements established in the municipal Engineering and Development Standards (12% maximum slope).
- (d) An urban driveway or parking pad shall be hard-surfaced as defined in this bylaw.
- (e) **Garage setback** distance from a street or a lane, and **parking pad / driveway length**:

From a Street

- (i) Notwithstanding any other front yard setback distance established in the land use districts or elsewhere in this bylaw, a garage wall with an overhead door facing a street shall be set back and a parking pad / driveway shall be a minimum length of either:
 - (A) 6.10m from the front property line;
 - or
 - (B) 6.5m from the back of an existing or future public walkway;
 - or
 - (C) 7.5m from the back of an existing or future public curb.

but not at a distance in-between these distances, to provide for a vehicle to be parked in the driveway in front of the garage door or on a parking pad by overhanging into the boulevard without overhanging over the curb or over a public walkway;

and further, for specific land uses and subject to conditions (see Schedule 6, section 1.4), such a driveway / parking pad may be shall counted as a valid parking space for the purposes of off-street parking requirements even though a portion of it encroaches into the boulevard.

Rear Lane Access

- (ii) “Rear lane access” requires a surveyed and registered public rear lane as defined in this bylaw. Informal access (i.e. not surveyed and not registered) across adjacent private land, Crown land, Municipal land or reserves, or other “public land”, or a surveyed and registered access that is less than 6.0m wide (sub-standard lane), is not legal access. A development permit shall not be approved for a building that is proposed to be accessed from land or a sub-standard lane that is not legal access as defined herein, except as provided in this section for a sub-standard rear lane (less than 6.0m wide) that existed in May 2024.

From a Standard Lane

- (iii) The garage wall with an overhead door facing a public lane as defined in this bylaw (**at least 6.0m wide**):
 - (A) Shall be set back from the property line adjacent to the lane at a distance of either 6.10m or 0.6m, but not at a distance in-between these distances



- (iv) The Subdivision Authority **shall not** negotiate on behalf of the Municipality with the applicant regarding an agreement pursuant to subsection 8.4(c)(iii) above, and **shall not** bind the Municipality into such an agreement either verbally or by imposing a condition of subdivision approval that provides for or implies that land that is to be taken as Environmental Reserve may instead be the subject of an Environmental Reserve Easement, or a Conservation Easement under the Land Stewardship Act or the Environmental Protection and Enhancement Act, or any strategy, partnership, program or other tool that may exist for the protection of wetlands pursuant to the Provincial Wetland Policy.

Conservation Reserve

- (d) The Subdivision Authority **shall not require** the dedication of Conservation Reserve pursuant to the Municipal Government Act:
 - (i) when the subject land is land that could be required to be provided as Environmental Reserve pursuant to the Municipal Government Act, and/or
 - (ii) unless the subject parcel or a portion(s) of it is identified for the purpose of Conservation Reserve in an approved area structure plan, and/or
 - (iii) unless the conservation of the subject land is recommended in a biophysical assessment to the Municipality's satisfaction.

Conservation Easement and Other Tools

- (e) The Subdivision Authority **shall not on behalf of the Municipality offer to, or accept from,** the applicant the option to grant a Conservation Easement under the Land Stewardship Act or the Environmental Protection and Enhancement Act, or any strategy, partnership, program or other tool that may exist for the protection of wetlands pursuant to the Provincial Wetland Policy, as a substitute for the dedication of Environmental Reserve, Environmental Reserve Easement, or Conservation Reserve as a condition of subdivision approval.

8.5 Tree Felling

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

8.6 ~~Environmental Protection and Wildlife~~Wetlands, Watercourses, Riparian Areas and Regionally Sensitive Areas

~~Wetlands, Watercourses, Riparian Areas, and Environmentally Significant Areas~~

- (a) Development in the Municipality shall incorporate appropriate setbacks and other design considerations relative to its potential impact on the bed and shore of a watercourse or waterbody, riparian areas and/or ~~regionally sensitive~~environmentally significant areas, by



incorporating best practices, for example those promoted in relevant publications such as “Stepping Back from the Water” and “Environmentally Significant Areas of Alberta”.

- (b) It is the responsibility of the landowner or applicant for a development permit to obtain clearance from provincial agencies for wetland assessment and compensation and from provincial and/or federal agencies for the use of or impacting upon the bed and shore of a waterbody or watercourse, and other approvals that may be required.
- (c) The landowner and/or the developer is responsible to comply with provincial and federal legislation relevant to the environment, e.g. the Environment and Protected Areas Act, the Public Lands Act, acts and regulations relevant to Fisheries and Oceans, the Impact Assessment Act and its associated regulations, etc.

Wildlife

- (d) Development in the Municipality shall incorporate awareness of the presence of wildlife in the community. The Development Authority shall strive to provide educational information and to enhance public awareness of applicable programs, such as BearSmart.
- (e) The landowner and/or the developer is responsible to comply with provincial and federal legislation relevant to wildlife, e.g. the Wildlife Act, Wildlife Regulation, Species At Risk Act, the Impact Assessment Act and associated regulations, etc.

8.7 ~~Wildlife and~~ Wildland-Urban Interface

- (a) Development in the Municipality shall incorporate awareness ~~of the presence of wildlife in the community and~~ of the risk of wildfires affecting development in the Wildland-Urban Interface. The Development Authority shall strive to provide educational information and to enhance public awareness of applicable programs, such as ~~BearSmart and FireSmart.~~
- (b) Landowners shall have regard to the development and planning related provisions in the FireSmart Bylaw.
- (c) In making a decision on a development permit, the Development Authority shall follow the development and planning related provisions in the FireSmart Bylaw and may impose development permit conditions for that purpose.

9. EXPOSED FOUNDATIONS

- 9.1 The maximum allowable height above the average finished grade of the surrounding ground of the exposed portion of a concrete or block foundation may be limited by the Development Authority.

10. HISTORIC RESOURCES AND MAIN STREET GROUND FLOOR

Historic Resources

- 10.1 Development shall comply with the standards and regulations established in the Historic Commercial Areas Overlay District (HCA-OD) of Schedule 2.
- 10.2 A development permit application that proposes, or a request for approval to undertake work that involves:
 - demolition,
 - new construction,
 - addition,
 - a change of use or occupancy,
 - renovation,
 - alteration,
 - new signage or a change to existing signage,



- maintenance, or
- improvement

to a building on a property in one of the following categories shall be reviewed in the context of any comments from the Municipal Historic Resources Advisory Committee and/or requirements from the federal or provincial government, as may be applicable, and the Development Authority may impose relevant conditions in a development permit or other approval:

- (a) A property located within the boundaries of the Historic Commercial Areas Overlay District.
- (b) Those properties that are designated by bylaw as a Municipal Historic Resource.
- (c) Those properties that are designated as a Provincial Historical Resource.
- (d) The properties, buildings and structures listed in the Heritage Management Plan Inventory as Historically Significant.
- (e) A property within the Coleman National Historic Site of Canada.

Main Street Ground Floor

10.3 Ground floor development on the historic commercial “Main Streets” in Coleman, Blairmore and Bellevue, as defined in the Historic Commercial Areas - Overlay District, shall:

- (a) predominantly consist of active commercial and/or retail uses that contribute to street-level pedestrian activity; and
- (b) provide a continuous street wall with activated spaces and transparency at the ground floor level (avoiding blank walls) that improves safety and surveillance while attracting interest; and
- (c) incorporate the requirements described in Schedule 5, section 6.

Historic Resource Values (Historical Resources Act)

10.4 A landowner or an applicant for a development permit or a subdivision shall be made aware of their responsibility to comply with the Historical Resources Act to make an application via the Online Permitting and Clearance (OPaC) process (<https://www.alberta.ca/online-permitting-clearance>) to the Historic Resources Management Branch of Alberta Arts, Culture, and Status of Women, and to comply with any requirements, terms, and conditions of such clearance.

11. INDUSTRIAL AND COMMERCIAL

11.1 Industrial and commercial development in the Municipality shall incorporate locational, design and operational considerations (including restricting its hours of operation) to reduce its impact on municipal infrastructure and improve its compatibility with nearby land uses by mitigating conflicts and adverse effects upon those uses, including but not limited to:

- (a) measures to control or mitigate noise, smoke, vibration, effluent, dust, ash, odour, electrical interference, glare, heat and/or industrial waste to a level below what is reasonably considered to be offensive, noxious or a nuisance to the character and purpose of the adjacent land use district;
- (b) design, exterior building finish, landscaping, siting, setbacks, hard-surfacing of parking areas, and other details, as appropriate and to the satisfaction of the Development Authority;
- (c) and the Development Authority may impose relevant conditions on a development permit to ensure compliance with this standard.



12. INFILL DEVELOPMENT IN MATURE NEIGHBOURHOODS

- 12.1 An application for redevelopment or infill of a Multi-Unit Residential Building and/or an Apartment Building adjacent to existing lower density residential development in a mature neighbourhood shall be consistent with the relevant Municipal Development Plan policies (e.g. 2.1.4, 2.2.1, 2.2.2, 2.2.3, and others) and the standards established in this bylaw, including but not limited to the following aspects:
- (a) Infill development shall be designed to respect existing development in a mature neighbourhood by being compatible to existing development of a lower density.
 - (b) Infill development shall be introduced into a mature neighbourhood thoughtfully and with high quality design to ensure compatibility with existing development of a lower density, by considering privacy, access to sunlight, and the transitioning of increased density, building height, building mass, yard setbacks, roof slopes, slope-adaptive building and site design considerations, and other standards as the Development Authority may deem applicable.
 - (c) Where practical and possible, infill development shall be located adjacent to or in close proximity to parks or open space.
- 12.2 The Development Officer may require an applicant to prepare a Comprehensive Site Development Plan, ~~a Conceptual Scheme, or an Area Structure Plan, as applicable,~~ to complete a development permit application or a Conceptual Scheme or an Area Structure Plan to complete a subdivision application for infill development or subdivision within a mature neighbourhood. Typically, this would be required for the introduction of medium and higher density residential development adjacent to existing lower density residential development in a mature neighbourhood or for complex proposals where the proposed development or subdivision involves the coordination of infrastructure systems capacity and alignment – it is not likely required for simpler applications, such as a development permit for one or two additional dwelling units or to replace one or two existing dwelling units, or for a subdivision application for one or two additional parcels. ~~An application for redevelopment or infill in a mature neighbourhood shall be consistent with the Municipal Development Plan policies.~~
- 12.3 The Development Authority may impose development permit conditions to ensure that an infill development complies with the standards established in this bylaw.

~~The Development Authority shall require that a development permit application for infill development in a mature neighbourhood or area of historic significance is compatible with existing mature development, with regard to building height, mass and style, yard setbacks, roof slopes, slope-adaptive building and site design considerations, density, and other standards as may be deemed applicable. The Development Authority may impose development permit conditions to ensure that an infill development complies with this standard.~~

13. LANDSCAPING AND SCREENING

- 13.1 The Development Authority ~~may~~shall impose development permit conditions for commercial, industrial, “Tourism Accommodation”, multi-unit residential and apartment development, and bareland condominium development for a permitted or discretionary use relative to improving the aesthetic appearance of a development, including by the requirement of landscaping (with a requirement to use xeriscaping and/or recommended drought-tolerant vegetation and/or drip-irrigation), screening and/or buffering, when such requirements could serve to improve the quality and/or compatibility of the proposed development, reduce water consumption for yard care, and/or to bring the development into compliance with the standards set out in this Bylaw.

14. LIGHTING (OUTDOOR)

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

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

- 15.1 For Exploratory Excavation / Grade Alteration / Stockpiling, see section 33 of this Schedule.
- 15.2 Notwithstanding any other provision in this Bylaw, including exemptions provided for in Schedule 3, a development (i.e. land use activity, construction or earthworks) that involves or may result in:
- (a) a change to existing overland stormwater drainage patterns, whether natural or man-made, to an extent that may affect stormwater drainage to adjacent property, public road, or public lane, or
 - (b) a change to the existing grade of a property by more than 1.20 metres, or
 - (c) a deviation or variation in the finished grade elevation between the subject parcel and adjacent property, public road, or public lane, or
 - (d) a side slope ratio (metres) that exceeds 3:1 or a back slope ratio (metres) that exceeds 2:1,
- shall not be undertaken** without first obtaining a development permit, or a conditional approval as the case may be, that is supported by an engineered grading plan.
- 15.3 Development shall comply with the following standards:
- (a) In no circumstances shall any part of a building, including eaves, encroach into or cause runoff onto an adjoining property.
 - (b) The Developer and/or the Landowner shall ensure that any changes to the lot grading maintains positive drainage directing the flow of all surface stormwater away from building foundations towards adjacent streets and lanes without adversely affecting (e.g. erosion, flooding) the subject parcel, adjacent properties, roads, lanes, public property, or public infrastructure, including where applicable in such a manner that the post-development rate and volume of surface stormwater drainage from the subject property do not exceed the pre-development rate and volume of surface stormwater drainage.
 - (c) Roof and surface drainage shall be directed either:
 - (i) to the public roadway or lane adjacent to the property, or
 - (ii) to a rear or side property boundary pursuant to an approved engineered grading plan or stormwater management plan,and it shall not drain from the subject parcel in any other manner, except as approved in an engineered grading plan or stormwater management plan.



- (d) A developer and/or the landowner shall ensure that a site on which a development is carried out is graded and construction of the development is completed in such a manner that surface stormwater runoff from the site complies with the standards in subsections (a), (b) and (c).
 - (e) A developer and/or the landowner shall undertake and complete the construction of an approved engineered grading plan or stormwater management plan at no cost to the Municipality.
 - (f) Should a retaining wall be required as part of the stormwater drainage system, and the retaining wall was not previously approved in a development permit, an additional development permit is required.
- 15.4 In order to deem a development permit application as complete the Development Authority, having consideration for site-specific field conditions including but not limited to slope, apparent drainage patterns, and an actual or potential deviation or variation in the finished grade elevation between the subject parcel and adjacent property, public road, or public lane, may require that an applicant provides to the Development Officer and/or includes into their site plan design, as may be applicable, any or all of the following:
- (a) an engineered grading plan and/or drainage plan and/or other measures deemed appropriate to control surface drainage, reduce, eliminate or resolve finished grade differences between the subject parcel and adjacent property, public road, or public lane, and minimize erosion or slope instability.
 - (b) the construction of a retaining wall when, in the opinion of the Development Authority, significant grade differences exist or will exist after construction between the subject parcel and adjacent property, public road, or public lane.
 - (i) A retaining wall that is either greater than 1.2 m (4 ft) in height above grade and/or that is critical to the support of building foundations, shall be designed by a professional engineer (see definition).
 - (ii) Should a retaining wall be required, and the retaining wall was not previously approved in a development permit, an additional development permit is required.
 - (iii) Notwithstanding any other provision in this Bylaw, a retaining wall is deemed to be an accessory structure and may be constructed with a zero-lot line yard setback without requiring the approval of a variance.
- 15.5 The Development Authority **may** impose conditions on a development permit for the purposes of subsections 15.3 and 15.4, including conditions to ensure that the applicant and/or landowner:
- (a) Is(are) responsible for ensuring adherence to and completion of construction in accordance with the approved engineered grading plan and/or drainage plan; and
 - (b) Provide(s) a survey or lot grading certificate stamped and permitted by an Alberta Land Surveyor or a professional engineer upon completion of the development to demonstrate that the approved engineered grades and drainage design have been implemented satisfactorily.

16. LOT SIZES AND NON-STANDARD LOTS

- 16.1 The Council may approve a bylaw to redesignate a parcel into a land use district when the subject parcel does not meet the minimum or maximum lot size or minimum lot dimensions established in the district, and such a parcel shall be considered a non-standard lot.
- 16.2 The Subdivision Authority may approve a subdivision application that will result in a parcel that does not meet the minimum or maximum lot size or minimum lot dimensions established in a



land use district, and such a parcel shall be considered a non-standard lot. The Subdivision Authority shall not approve a subdivision that will result in a non-standard lot when the required variance is otherwise expressly prohibited by this Bylaw or a provincial or federal statute or regulation.

- 16.3 The approval of a non-standard lot either through redesignation or subdivision shall not be a guarantee that the Development Authority will approve a variance to a standard in this Bylaw to accommodate the subsequent development on a non-standard lot.
- 16.4 The Development Authority may approve a development permit on a non-standard lot with any variances that may be required to accommodate a proposed development, if in its opinion the proposed variances would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring parcels.
- 16.5 The Subdivision Authority may approve a subdivision application for a lot that contains an existing development that, after allowing for the variances provided for in this Bylaw and after the plan of subdivision is registered, will not meet the minimum measurable standards of this Bylaw:
- (a) only if the purpose of the subdivision is to accommodate a development that existed on the date of the initial adoption of this Bylaw (i.e. December 05, 2023), and
 - (b) only up to the variance authority that is assigned in this Bylaw to the Municipal Planning Commission,
- and such approval shall not be granted if the variance is otherwise expressly prohibited by this Bylaw or a provincial or federal statute or regulation.
- 16.6 The Subdivision Authority and the Development Authority may, at their discretion, omit from the calculation of minimum or maximum standards for lot area or from minimum standards for lot dimensions any part of a lot which, because of rock, steep slopes or other physical features cannot be reasonably developed for the proposed use, including access, parking and buildings.
- 16.7 The minimum lot size standards established in the land use districts do not apply in a bare land condominium subdivision.

17. MAXIMUM GRADE

17.1 Fully Developable Lots

- (a) A lot with an effective grade of 15% or less is considered fully developable.

17.2 Slope Stability Assessment

- (a) When a lot has an effective grade of greater than 15% a subdivision or development permit application for that lot shall be accompanied by, or a condition of approval shall be imposed to require, a slope stability assessment and/or foundation design and/or a grading plan, as may be applicable, approved stamped and permitted by a professional engineer (see definition) demonstrating the viability and safety of the proposed development.

17.3 Urban Driveways

- (a) An urban driveway slope shall meet the requirements established in the municipal Engineering and Development Standards (12% maximum slope).



18. NUMBER OF DWELLING UNITS, RECREATIONAL VEHICLES AND PRINCIPAL BUILDINGS ON A PARCEL OF LAND OR A BARE LAND CONDOMINIUM UNIT

18.1 Number of Dwelling Units and Cabins and/or Recreational Vehicles on a Parcel of Land or a Bare Land Condominium Unit

- (a) Where more than one dwelling unit type is listed as separate uses in a land use district, it does not imply that all such dwelling units may be approved to exist or to be placed or constructed at the same time on the same parcel of land or bare land condominium unit, except as provided for in this section.
- (b) No person shall construct or place or cause to be constructed or placed more than one dwelling unit or more than one cabin, one recreational vehicle, one Park Model Trailer CSA-Z240, or one Cottage Model CSA-Z241 on a parcel of land or a bare land condominium unit, except where:

(i) in the sole discretion of the Development Authority:

- (A) the additional dwelling unit(s) is (are) contained in a building designed for two or more dwelling units, or is (are) located on a parcel of land or a bare land condominium unit in a land use district that expressly allows for two or more dwelling units on the parcel or the bare land condominium unit, but not necessarily in the same building;

and:

- (B) the additional dwelling unit(s) is (are) located in a land use district that includes either a Secondary Suite, a Duplex / Semi-Detached Dwelling, a Multi-unit Residential Building, an Apartment Building, a Mixed-use Building or Mixed-use Development, resort accommodation within a Tourist Accommodation, or a Manufactured Home in an unsubdivided Manufactured Home Community; or

- (C) the cabin(s) and/or the recreational vehicle(s), Park Model Trailer(s) CSA-Z240, or Cottage Model(s) CSA-Z241 is(are) placed in a Tourist Accommodation, or the various types of recreational vehicles are stored and used for temporary sleeping accommodations on a parcel of land or a bare land condominium unit in an applicable land use district pursuant to Section 23 of this Schedule;

and:

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

18.2 Number of Principal Buildings and Uses on a Parcel of Land or a Bare Land Condominium Unit

- (a) Where a land use district or a land use definition in this Bylaw provides for one or more principal uses to be developed in more than one separate principal buildings (e.g. Multi-unit Residential Building, Apartment, Retail – Shopping Mall, Mixed-use Development) or in one or more lease-bay building(s) on a parcel of land or a bare land condominium unit the Development Officer, depending on the complexity of the proposed development in their sole discretion, may require that the development permit application ~~is shall be~~ accompanied by a Comprehensive Site Development Plan that addresses site layout, site access, stormwater management, pedestrian and vehicle traffic movement and any other matters that the Development Authority deems necessary.



- (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 by water 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 not required by 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 ~~parcel~~^{lot} shall be independent from the service connections to any other ~~parcel~~^{lot}. For greater clarity, a unit in a bare land condominium subdivision is not a ~~parcel~~^{lot} but it is part of the parcel that constitutes the bareland condominium plan of subdivision.
- 21.5 Only one municipal service connection (for each of water and wastewater) per lot shall be provided. For clarity, an individual lot with multiple separate buildings shall not be provided with multiple water and wastewater service connections; the municipality will provide only one service connection at the property boundary, and the landowner may provide private water and wastewater distribution and collection lines to and from the multiple buildings from and to the single municipal service connection.

Other Considerations

- 21.6 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.
- 21.7 In a block where infill development potential has been identified consistent with the Municipal Development Plan, a coordinated approach to the provision of public utilities and infrastructure mains may be required, and for this purpose the Development Officer may require a development permit applicant or subdivision applicant to prepare a Comprehensive Site Development Plan, a Conceptual Scheme, or an Area Structure Plan, as applicable, to the satisfaction of the Development Officer (and subject to Council approval of an area structure



recreational vehicle or any part of it shall not be stored on a municipal road allowance or lane and that the recreational vehicle does not exceed 15 percent of the parcel area.

All Land Use Districts

23.5 In the land use districts listed in sub-sections 23.3 and 23.4:

- (a) A recreational vehicle that is stored outdoors shall not be used as the principal dwelling or principal use for living accommodations on a parcel, except as provided for in this Schedule.
- (b) A recreational vehicle shall not be connected to a private sewage disposal system, a private water well, a municipal water system, or a municipal wastewater system, but it may be connected to electric power that complies with the provincial Safety Codes Act.
- (c) Wastewater from a recreational vehicle shall not be dumped into a municipal wastewater system.
- (d) A recreational vehicle shall not be attached to an accessory building (i.e. a shed or a deck) or an addition, and these buildings or structures shall not be developed explicitly for the use of a recreational vehicle for the purposes of this Section.

23.6 Where the provisions of sub-sections 23.3 and 23.4 do not specifically address the outdoor storage and/or use for temporary sleeping accommodations of a recreational vehicle in any other land use district than those listed in said sub-sections, the outdoor storage and/or use for temporary sleeping accommodation of a recreational vehicle is prohibited. For greater clarity, the outdoor storage of a recreational vehicle and/or its occasional use as temporary sleeping accommodation in, for example, the Drive-in Commercial C-2 district is prohibited, because "Tourism Accommodation" is not listed as a use in the C-2 district. Further, in any district a development permit for the commercial storage (indoors or outdoors) of one or more recreational vehicles may be issued only when "Recreational Vehicle Storage" or "Temporary Storage Yard" is a listed use in the particular district however, temporary sleeping accommodation is not allowed in "Recreational Vehicle Storage" or "Temporary Storage Yard".

23.7 Provided that all the requirements in sub-sections 23.3 and 23.4 are met, the storage of a recreational vehicle (for non-commercial purposes) and/or its use for occasional and temporary sleeping accommodations are exempted from the requirement to obtain a development permit (see Schedule 3).

23.8 For greater clarity, while a development permit is not required to store (outdoors) or use a recreational vehicle in accordance with the provisions of sub-sections 23.3 and 23.4, there is no implied right to store (outdoors) a recreational vehicle and/or to use it for occasional and temporary sleeping accommodations on any property in any land use district out of scope with the provisions in this Schedule, and a development permit cannot be applied for and shall not be issued for such use. The provisions of this Schedule do not apply to the **indoor** storage of a recreational vehicle for personal and private purposes on any property in any land use district.

24. RELOCATION OF BUILDINGS

24.1 Development shall comply with standards for the relocation of buildings established in Schedule 7.

25. SHOW HOMES AND REAL ESTATE SALES OFFICES

25.1 Show Home development shall comply with the following standards:

- (a) The construction of or use of a new, unoccupied dwelling unit for the purpose of a show home and real estate agent office for the sale or marketing of other dwelling units by a



builder or developer within a subdivision or development may be approved as a temporary use in all residential land use districts and the C-1 and C-2~~general~~ commercial land use districts.

- (b) A dwelling occupied as a residence shall not be used permanently as a show home, sales office or as a facility to demonstrate a builder's construction quality or methods.
- (c) The show home shall not be open to the public for viewing until the road accessing the show home is developed to municipal standards, where practical.
- (d) There shall be a sign posted at the show home identifying it as such.
- (e) The advertised hours that the show home is open to the public shall not be earlier than 9:00 a.m. or later than 9:00 p.m.
- (f) Conditions of the temporary permit do not limit the private showing by appointment of the show home at any time.
- (g) For the purposes of this section and Administration s. 17, a Show Home and Real Estate Office shall be deemed to be the same land use as the building in which it is located.

26. SLOPE-ADAPTIVE BUILDING AND SITE DESIGN

- 26.1 As part of the information to determine that a development permit application is complete, the Development Officer may require that an application incorporates slope-adaptive building methods and site design principles, including methods and principles that minimize the impact of site development on the natural environment, ensures slope stability, and responds positively to the aesthetic opportunities presented by construction on sloping lands. Techniques to achieve this include the design of rooflines and building massing to reflect the angles and shapes of the surrounding landscape, the breaking up of the building mass to conform to the slope, and the use of indigenous materials, compatible colours and landscaping.

27. YARD SETBACKS, YARD SETBACK VARIANCES, FRONT YARD LOCATION, AND SECONDARY FRONT YARD

General Provisions

- 27.1 Development shall not partially or entirely encroach onto adjacent Municipal Lands or Municipal Reserve (both as defined in this bylaw) or onto adjacent private property, and development shall comply with the yard setbacks established in each land use district as well as this Schedule, including the provisions for projections into yard setbacks pursuant to section 20.
- 27.2 Yard setbacks are measured at a right-angle from the property line to the nearest part of a building exterior wall or post, the edge of an excavation or the extent of a use.
- 27.3 The yard setbacks established in the land use districts do not apply to units in a bare land condominium subdivision, except to those units that are adjacent to the perimeter lot line.

Special Yard Setbacks for Some Accessory Structures

- 27.4 Notwithstanding the minimum yard setbacks for accessory structures prescribed in each land use district and/or in this section, **such setbacks shall not apply** to those accessory structures that are ordinarily located on or in close proximity to property boundaries (i.e. fences, flagpoles, signs, garbage holding enclosures, mailboxes, parking spaces, decks, etc.) or to those architectural and structural features or equipment attached to a building, for which this Schedule allows projections into yard setbacks. The following setbacks apply to the these accessory structures:
- (a) Decks – refer to subsections 28.6 and 20.3(d); and

- (b) All other accessory structures described in this subsection – refer to section 20.

Accessory Building in the Front Yard of a Principal Building

- 27.5 In all land use districts except GCR-1, NUA-1, and CM-1, an Accessory Building or Use that is a shipping container, a detached Secondary Suite, a detached garage, or a shed, that is proposed to be located in a front yard of a principal building (excluding a secondary front yard) is a discretionary use.

Secondary Front Yard

- 27.6 **In the R-1 to R-5, CSV, and CRV land use districts,** where a lot has more than one front yard (e.g. a corner lot), the Development Authority may allow for the principal building a reduction of up to one-half of the minimum front yard setback for one of the front yards; however, the full setback shall apply to the other front yard without any variance. The reduced front yard is termed the “Secondary Front Yard”.
- 27.7 For the purpose of determining the “front property boundary”, “lot frontage” and “front yard” of, and the fencing standards for a corner lot, the secondary front yard shall be deemed to be a side yard with an increased setback standard as required in this section of this Bylaw (see Diagram 4).

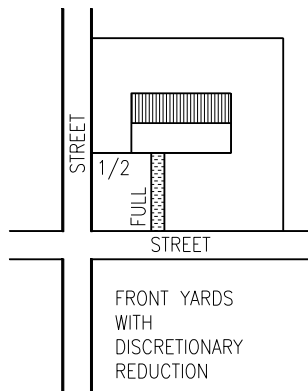


DIAGRAM 4

- 27.8 Where the front yard setback is zero, the minimum side yard setback shall apply to the secondary front yard.
- 27.9 The secondary front yard provisions do not apply to an Accessory Building, including an Accessory Building that includes a Secondary Suite – for clarity, an Accessory Building in the secondary front yard may follow the regular side yard setback standard for an Accessory Building.

Duplex / Semi-detached Dwelling

- 27.10 The side yard setback requirement applies only to one side of a Duplex / Semi-Detached Dwelling and only to the end units of a Multi-Unit Residential Building.

Variances and Prevention of Encroachments

- 27.11 The Development Authority shall not approve a variance for yard setback to the extent that roof eaves or gutters will overhang beyond the property line. In cases where the alternatives to approving such a variance are not practical, the Development Authority may approve such a variance and shall add conditions to the development permit to require the installation of



eavestroughs to prevent water run-off from the roof directly onto the adjacent property, street or lane, and the registration on the certificate of title of an encroachment agreement, subject therefore that the Development Authority cannot impose a condition of approval that binds the Municipality or an adjacent private landowner into an encroachment agreement with the applicant.

27.12 When approving a front yard setback variance, the Development Authority shall ensure, at its sole discretion and to its satisfaction, and where necessary by imposing conditions on a development permit:

(a) Setback of a principal building from Curb and Sidewalk:

- (i) in the R-1 District, that there is a minimum distance of 6.5 m (21.33 ft) between the front of the building and the back of an existing curb in the adjacent public roadway or the back of an existing sidewalk in the adjacent public roadway, or
- (ii) in the R-1 District, when a sidewalk does not exist in the adjacent public roadway and there is the possibility of a future sidewalk, that there is a minimum distance of 7.5 m (24.6 ft) between the front of the building and the back of an existing curb in the adjacent public roadway, or
- (iii) in the R-1 District, when the setback distances in subsections (i) and (ii) cannot be achieved for a dwelling unit without ana front attached garage, that there is rear lane access to the property or there is side yard access to the rear yard of the parcel.

(b) Setback from / of Municipal Utilities:

- (i) that the building foundation and sub-grade pilings, and/or the service connections to municipal utility infrastructure (e.g. curb stop water valves and sanitary sewer), are respectively set back from the front lot boundary a distance that allows safe excavation of municipal infrastructure for maintenance and repair.

(c) Typical Setbacks on Existing Developed Properties in the Neighbourhood:

- (i) that the proposed setback would not be out of character with the typical average setback in the same land use district in the neighbourhood, including mature neighbourhoods and historically significant areas.

27.13 The Development Authority may waive, vary or increase any yard setback requirement wherever doing so would:

- (a) either enhance, or avoid conflict with, the general condition of adjacent properties;
- (b) facilitate a potential or proposed boundary adjustment scheme;
- (c) protect buildings proposed within or adjacent to the Wildland-Urban Interface.

27.14 The Development Authority may approve blanket variances to yard setbacks in a Comprehensive Site Development Plan.

LAND USE SPECIFIC DEVELOPMENT STANDARDS

28. ACCESSORY BUILDINGS AND USES

28.1 General Provisions

- (a) For standards relative to Accessory Building and Uses, and accessory structures, refer to the standards provided below and to the definition of "Accessory Building or Use", and to the standards for specific accessory structures established in Schedule 2, and in this Schedule and other relevant Schedules, including but not limited to canvas covered structure, communication antenna and structure, deck, fence, outdoor washroom facility,



- (B) a swimming pool is subject to the setback requirements for an Accessory Building in the applicable land use district; and
- (C) a swimming pool is subject to the maximum lot coverage ratio for an accessory building in the applicable land use district.

29. ANIMAL CARE SERVICE FACILITIES

- 29.1 Development shall comply with standards for Animal Care Service Facilities established in Schedule 13.

30. APARTMENT, MULTI-UNIT RESIDENTIAL AND MIXED-USE BUILDING

- 30.1 Development shall comply with the standards for Apartment, Multi-Unit Residential and Mixed-Use Buildings established in Schedule 5.
- 30.2 Infill development of Multi-Unit Residential Building and Apartment Building adjacent to existing development of a lower density in a mature neighbourhood shall comply with the provisions of section 12 in this Schedule of the bylaw.

31. CANNABIS RETAIL SALES

- 31.1 The Development Authority and the Subdivision and Development Appeal Board shall not issue a development permit for a use that is required to obtain a cannabis license under the Gaming, Liquor and Cannabis Act when the proposed use does not comply with the applicable requirements of regulations under that Act respecting the location of cannabis premises and distances between cannabis premises and other specified premises.
- 31.2 Cannabis retail sales uses shall be located on parcels such that the following separation distances are complied with:
- | (a) Separation Distance | Use |
|-------------------------|---------------------------------|
| (i) 100 m | Provincial Health Care Facility |
| (ii) 200 m | Schools; Child Care Facilities |
| (iii) 300 m | Cannabis Retail Sales |
- (b) Separation distances are established by measuring the shortest distance between the exterior wall of a cannabis premises and the property lines of the parcels containing the uses to be separated from it.
- (c) Separation distances are reciprocal.

32. DRIVE-IN COMMERCIAL

- 32.1 Every drive-in commercial development shall:
- (a) provide at least 10 parking spaces subject to the standards in Schedule 6 of this Bylaw;
 - (b) clearly identify on site plans accompanying the development application the areas proposed for parking and vehicle circulation, including appropriate signs;
 - (c) provide hard-surfacing and surface drainage to the satisfaction of the Development Officer, in consultation with appropriate municipal staff;
 - (d) provide a waiting bay not less than 18.3 metres (60 ft) in length on the lot for every take-out service window;
 - (e) provide adequate distance separation between all vehicle access points as well as between access points and streets or lanes to the satisfaction of the Development Authority;



Schedule 5

STANDARDS FOR APARTMENT, MULTI-UNIT RESIDENTIAL AND MIXED-USE BUILDINGS

1. APPLICATION

- 1.1 This Schedule applies to all Apartment, Multi-Unit Residential and Mixed-Use Buildings containing three (3) or more dwelling units.

2. BUILDING HEIGHT

- 2.1 Where a proposed Apartment Building or Mixed-Use Building is proposed to exceed 3 storeys, or 4 storeys in the CM-1 land use district, the development permit application shall, to the satisfaction of the Development Authority, address the criteria in Administrative Section 13, adequacy of firefighting resources, as well as demonstrate thoughtful siting, massing and landscaping that mitigate the impact on neighbouring properties with respect to privacy and access to sunlight as per the policies in Section 2.2 of the Municipal Development Plan [\(also refer to section 6 in this Schedule of the bylaw\)](#).

3. MAXIMUM DENSITY

- 3.1 The maximum density for Apartments, Multi-Unit Residential and Mixed-Use Buildings contemplated in this Schedule shall be determined by the Development Authority on a case by case basis with regard for the criteria in Administrative Section 13, the slope-adaptive building and site design considerations in Schedule 4, and the impact on adjacent development, parking requirements, the provision of outdoor amenity space, architectural interest at the pedestrian scale and access to existing and planned trails as per the policies in Section 2.2 of the Municipal Development Plan [\(also refer to section 6 in this Schedule of the bylaw\)](#).

4. SEPARATION SPACE AND AMENITY AREAS

- 4.1 As a condition of approval, the Development Authority shall establish the minimum distance separating the development from adjacent buildings.
- 4.2 Wherever 20 or more dwelling units are proposed for a single lot or in a single condominium-style development, one or more communal amenity space(s) shall be provided in addition to the private amenity space, at a rate of 4.6 m² (50 ft²) per unit.
- 4.3 Amenity space as specified above:
- (a) may be located indoors, outdoors or both;
 - (b) shall not be located within a minimum front yard setback; and
 - (c) may be subject to screening, landscaping, fencing or other reasonable conditions as approved by the Development Authority having regard to compatibility of the proposed development with the surrounding area.

5. PARKING, DRAINAGE AND LANDSCAPING

- 5.1 An Apartment Building, a Multi-Unit Residential Building or a Mixed-Use Building shall comply with the following standards as conditions of approval:



- (a) all off-street parking shall be hard-surfaced, and surface drainage provided to the satisfaction of the Development Authority;
- (b) a comprehensive landscaping plan shall be provided; and
- (c) the site plan shall identify on-site areas dedicated to snow storage.

6. ADDITIONAL REQUIREMENTS - INFILL DEVELOPMENT OF MULTI-UNIT RESIDENTIAL BUILDING OR APARTMENT BUILDING IN A MATURE NEIGHBOURHOOD

- 6.1 An application for redevelopment or infill of a Multi-Unit Residential Building and/or an Apartment Building adjacent to existing lower density residential development in a mature neighbourhood shall comply with the provisions in Schedule 4 section 12.

7. ADDITIONAL REQUIREMENTS - ~~FOR~~ BUILDINGS IN THE HISTORIC COMMERCIAL AREAS OVERLAY DISTRICT AND ~~THE~~ CM-1 DISTRICT

- 7.1 In addition to the considerations listed in this Schedule, an Apartment Building, a Multi-Unit Residential Building or a Mixed-Use Building located, as the case may be, in the Historic Commercial Areas Overlay District or the CM-1 district should be designed with regard for the following "*Downtown Design Requirements*" as per Policy 1.3.5 of the Municipal Development Plan:
- (a) provide a continuous street wall with activated spaces and transparency at the ground floor level (avoiding blank walls) that improves safety and surveillance while attracting interest;
 - (b) encourage a theme articulated by a comprehensive design approach that is historic or a theme complementary to existing buildings in the downtown area;
 - (c) promote active pedestrian activities such as sidewalk and street patios, and canopies;
 - (d) locate automobile-oriented elements such as parking lots, driveways, and garages away from the pedestrian realm and to the rear of building;
 - (e) promote development with minimal to zero setbacks;
 - (f) explore streetscaping opportunities to create a visually pleasing, pedestrian oriented experience with permanent street furniture;
 - (g) promote barrier free design (universal accessibility);
 - (h) support a mix of uses including residential developments above the street level; and
 - (i) require a high degree of focus on architectural design of building façade and front setback areas.
- 7.2 A Mixed-Use Building located in the Historic Commercial Areas Overlay District or the CM-1 district shall consist predominantly of commercial and/or office uses on the ground floor.
- 7.3 A proposal for an Apartment Building, a Multi-Unit Residential Building or a Mixed-Use Building located in the Historic Commercial Areas Overlay district and the CM-1 district shall be evaluated more rigorously by the Development Authority with respect to the architectural quality of building facades and the extent to which the proposals complement both the existing buildings in the area as well as the pedestrian realm.



Schedule 6

OFF-STREET PARKING AND LOADING AREA STANDARDS

1. REQUIREMENTS FOR PARKING AND LOADING AREAS

- 1.1 Off-street parking and loading facilities shall be accessible and shall be:
- (a) designed to eliminate tandem parking (which is the stacking of vehicles in parking spaces without providing a driving aisle to enter or exit the parking spaces).
 - (b) constructed so as to facilitate drainage, snow removal and maintenance;
 - (c) provided with a hard-surfaced, all-weather finish layer;
 - (d) designed so as to not interfere with either parking or traffic and pedestrian safety.
- 1.2 All developments except “Single-Detached Dwelling” and “Duplex / Semi-Detached Dwelling” shall be designed so that parking movements necessary to access and exit a driveway, a parking stall, a parking lot, a loading bay, or a drive-through establishment, from and onto a public street (except a lane), can safely be carried out wholly on the subject parcel of land.
- 1.3 Access from a public road or lane into and internal to each parking area and each loading area shall meet the applicable turning radius guidelines in “*Design Vehicle Dimensions for Use in Geometric Design*” (Transportation Association of Canada, 1997, as amended) or in “*Chapter D – At-grade Intersections – Highway Geometric Design Guide*” (Alberta Infrastructure, August 1999, as amended).
- 1.4 Notwithstanding the definition of “Off-street parking space” in Schedule 18B or any other provision in this bylaw, only for Single-detached Dwelling, Duplex / Semi-detached Dwelling, Secondary Suite, Tourist Home, Short-term Rental / Bed & Breakfast, Manufactured Home, and Multi-unit Residential Building, as well as cabin (resort accommodation) that is part of a Tourism Accommodation, Small in the Urban Tourism Accommodation and Recreation (UTAR) district, the Development Authority may, on a case-by-case basis considering the site-specific conditions, interpret the meaning of “off-street parking” to include that portion of a private driveway that is wholly or partially located on / encroaching within the public boulevard portion of an urban street (excluding a lane), on the condition that a vehicle parked in such a driveway shall not overhang a public street curb, shall not overhang any portion of the driving surface of a public street, and shall not obstruct (wholly or partially) a public sidewalk, pedestrian walkway, or bicycle path.

Shared Parking Facilities

- 1.5 A required parking or loading facility shall be located on the same lot as the development for which it is required unless, in the opinion of the Development Authority, it is impractical to provide all of the required facilities on the same lot. In such a situation the Development Authority may:
- (a) allow all or some of the required parking spaces on an alternate lot located within 50 metres (164 ft) walking distance of the development, provided a parking agreement or other suitable instrument registrable onto a certificate of title, to which the Municipality is a Third-Party, is registered against the alternate lot concerned; or
 - (b) allow limited sharing of parking spaces between two uses where the *normal* hours of operation will not conflict, e.g. a church and a commercial use.

Schedule 14

SHIPPING CONTAINER / TRANSPORT TRAILER REGULATIONS

1. SHIPPING CONTAINER ACCESSORY TO AN ESTABLISHED PRINCIPAL USE ON THE SUBJECT PARCEL- APPLICABLE LAND USE DISTRICTS

- 1.1 A shipping container and/or transport trailer may be allowed to locate in those land use districts where it is listed as “Shipping container accessory to an established principal use on the subject parcel” if a development permit for this discretionary use is approved by the Development Authority, subject to the standards and conditions established in this Schedule.

2. SHIPPING CONTAINER ACCESSORY TO AN ESTABLISHED PRINCIPAL USE ON THE SUBJECT PARCEL- CONDITIONS OF APPROVAL

- 2.1 A shipping container / transport trailer that is not masked by painting, exterior framing, siding and, if applicable, a pitched roof to resemble the appearance of a typical accessory building in the immediate neighbourhood, to the Development Authority’s satisfaction, shall not be used as an “Accessory Building”.
- 2.2 The Development Authority may limit the number of shipping containers and/or transport trailers that may be allowed on a lot.
- 2.3 Shipping containers for the purpose of an Accessory Building may be stacked no more than two containers high.
- 2.4 The building footprint area of the shipping containers and/or transport trailers when added to the building footprint area of principal and accessory buildings on the property shall not exceed the maximum lot coverage ratio in an applicable land use district.
- 2.5 A shipping container or transport trailer located in the C-1 or C-2 district shall normally be required to be improved (i.e. painted, augmented with landscaping etc.) to the satisfaction of the Development Authority, so as to improve its appearance and compatibility with the land use district. The Development Authority may waive this requirement where it is satisfied that the proposed shipping container or transport trailer will be compatible with existing development on the site and adjacent to the site (i.e. the proposed development does not require painting or is not readily in public view).
- 2.6 A shipping container or transport trailer located in the I-1 or I-2 district may be required to be improved (i.e. painted, augmented with landscaping etc.) to the satisfaction of the Development Authority, so as to improve its appearance and compatibility with the land use district. The Development Authority may waive this requirement where it is satisfied that the proposed shipping container or transport trailer will be compatible with existing development on the site and adjacent to the site (i.e. the proposed development does not require painting or is not readily in public view).
- 2.7 The placement of any shipping container and/or transport trailer shall comply with the yard setbacks established for an Accessory Building within an applicable land use district, and the Development Authority may specify the location of a shipping container on a lot or may refuse to approve a shipping container in the location on the lot proposed by the applicant if the Development Authority is of the opinion that the proposed location unduly interferes with the amenities of the neighbourhood or materially interferes with or affects the use, enjoyment or value of neighbouring parcels of land.



- 2.8 The Development Authority may limit the time for which a development permit issued for a “Shipping container, accessory to an established principal use on the subject parcel” in an applicable land use district is valid.
- 2.9 An application for a development permit for a shipping container and/or transport trailer must be completed and submitted to the Development Officer along with the applicable development fee. At least two recent colour photographs of the shipping container and/or transport trailer (one end view and one side view) shall be required to accompany each application. The application must be authorized by the registered owners of the property.
- 2.10 The Development Authority may attach any additional reasonable conditions to an application that are not specifically outlined in this schedule.
- 2.11 Shipping containers and transport trailers shall not display advertising, company logos, names or other marketing without an approved sign development permit.

3. TEMPORARY SHIPPING CONTAINERS ON CONSTRUCTION SITES

- 3.1 One temporary shipping container / transport trailer shall be allowed to be placed as a temporary building in conjunction with an active construction site. Pursuant to Schedule 3 a development permit is not required for one temporary construction site shipping container in connection with:
 - (a) a development for which a development permit and a building permit has been issued, or
 - (b) a project for which a development permit or a building permit is not required,for the period that is required to complete the project, provided that:
 - (i) the said temporary building is not used or intended to be used as a residence; and
 - (ii) the construction site is active (i.e. construction has commenced and is on-going or is about to commence within one week); placement of a temporary building on an inactive construction site is prohibited;
 - (iii) the temporary building shall be removed from the site immediately when construction has been suspended for a period of 60 days or more;
 - (iv) the temporary building shall be placed entirely within the boundaries of the property on which construction is undertaken and shall not obstruct required sight triangles (placement of the temporary building within a road right-of-way, including a boulevard or lane, may require a hoarding permit or temporary closure permit pursuant to the Traffic Bylaw); and
 - (v) the temporary building must be removed immediately upon completion of construction.
- 3.2 A temporary development permit pursuant to Administration, section 17 is required to use a shipping container as an Accessory Building or Use on a construction site in a manner that is inconsistent with one or more of the provisions in section 3.1 above.
- 3.3 The masking requirement in Schedule 4, section 28.11(b) to use a shipping container as an Accessory Building does not apply to shipping container that is lawfully used for the purposes stated in sections 3.1 and 3.2 above.
- 3.4 In all land use districts except GCR-1, NUA-1, and CM-1, an Accessory Building or Use that is a shipping container, a detached Secondary Suite, a detached garage, or a shed, that is proposed to be located in a front yard of a principal building (excluding a secondary front yard) is a discretionary use.

and



- 3.5 In all land use districts, an Accessory Building or Use that is proposed to be constructed or established prior to the establishment of the principal building or use is a discretionary use.

STANDARDS FOR SHORT-TERM RENTAL / BED & BREAKFAST AND TOURIST HOME

1. DEFINITIONS

- 1.1 **Short-Term Rental / Bed & Breakfast** means the operation of short-term commercial accommodation within a dwelling unit, including a Secondary Suite or a room(s) in or a portion of a dwelling unit for a period not exceeding 30 days, and the owner of the property is required to occupy the dwelling unit as their primary residence and be present on the premises during the operation of the Short-Term Rental / Bed & Breakfast. Refer to the definition of Primary Residence. Short-Term Rental / Bed & Breakfast does not include a boarding house, hotel, hostel, motel, or Tourist Home.
- 1.2 **Tourist Home** means the operation of short-term commercial accommodation within a dwelling unit where the entire property is rented to only one reservation at a time for a period not exceeding 30 days and the owner of the property is not required to occupy the dwelling unit as their primary residence. Refer to the definition of Primary Residence. Tourist Home does not include a boarding house, hotel, hostel, motel, or Short-Term Rental / Bed & Breakfast.
- 1.3 **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.
- 1.4 **Primary Residence** means the residence where a person normally resides and has control and management of the property by a form of ownership.

2. STANDARDS

2.1 General Standards

- (a) A Short-Term Rental / Bed & Breakfast and a Tourist Home may be allowed only in a land use district where Short-Term Rental / Bed & Breakfast and/or Tourist Home are specifically listed as uses – no other uses in any district shall be interpreted to be “similar uses”.
- (b) The Development Officer shall maintain an inventory by civic address and/or map of all Short-Term Rental / Bed & Breakfast and Tourist Home operations that have been issued a development permit and a business license. This inventory shall inform the Development Authority’s decision in the case of discretionary use applications.
- (c) The Development Officer shall notify the owners of all adjacent properties, and, only in the R1 to R-5 land use districts, also as well as those properties within 100 metres (328 ft) of the subject property, on both sides of the street in which the subject property is located of the Development Authority’s decision to approve a discretionary use Short-Term Rental / Bed & Breakfast or Tourist Home.
- (d) The operator of a Short-Term Rental or Tourist Home shall be made aware through the issuance of a development permit of their responsibility to comply with federal and provincial legislation (e.g. Alberta Health, the Safety Codes Act, and Fire Code regulations) and other municipal bylaws [e.g. the Community Standards Bylaw regarding the control of wildlife attractants (e.g. by providing a bear proof garbage receptacle), restrictions on noise, loud music or other disturbances, fire bans, and the requirement to obtain a business license under the Business License Bylaw).

Schedule 18

USE AND ADMINISTRATIVE DEFINITIONS

Terms used in this Bylaw that are not defined in this Schedule shall have the meaning ascribed to them by the Act or, if not defined there, the meaning commonly understood or as determined in an official dictionary.

SCHEDULE 18A - LAND USE DEFINITIONS

Unless the context specifically implies otherwise, the land use definitions shall be interpreted to imply the requirement of the construction of a building as defined in this Bylaw.

A

Accessory Building or Use means:

- (a) In the case of a building, any building that is detached from an established principal building on the lot on which both are located and the use of which the Development Officer decides is normally subordinate, ancillary, incidental and directly related to that of the established principal building;
or
- (b) In the case of a use, any use that the Development Officer decides is normally subordinate, ancillary, incidental and directly related to the established principal use of the lot on which both are located (for example, accessory retail sales within a fitness centre);
and
- (a) In the case of both a building and a use, any building or use that does not substantially add to the patronage, volume of traffic, or intensity of activity on the property;
and
- (b) An Accessory Building or Use shall not precede the development of the principal building or use unless it is conditionally approved through a development permit;
and
- (c) An Accessory Building includes but is not limited to a deck, a mailbox, a garbage container, a greenhouse, a yard light standard a flagpole, a communication antenna and structure, an outdoor washroom facility, a retaining wall, a shipping container (subject to conditions, e.g. masked as an accessory building), a sign, a fence, a privacy screen, a swimming pool, a carport (even when attached to the principal building), a patio, landing, pergola or similar structure, an uncovered enclosure, a detached garage, a garden shed, and similar structures, but does not include a "Canvas Covered Structure" or "Shipping Container" (when it is not masked as an accessory building);
and
- (d) Notwithstanding the above:
 - (i) subject to provisions in Schedule 4, one Accessory Building or Use per parcel may be conditionally approved prior to the establishment of the principal use; and



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

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

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

Contractor Services, Limited means a development used for the provision of electrical, plumbing, heating, painting, catering and similar contractor services and the accessory sales of goods normally associated with the contractor services where all materials and equipment are kept within an enclosed building or in a storage yard enclosed with an opaque fence (i.e. no outside storage is allowed except the parking of vehicles), and there are no primary manufacturing (except accessory manufacture) or fleet storage in excess of what the Development Authority deems appropriate in the context of the surrounding area.

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

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

D

Day Care Facility, commercial means the use of a commercial building, or portion of a commercial building, for the provision of care, instruction, and/or supervision of seven (7) or more children under the age of 13 years, for periods not exceeding 24 consecutive hours.

Day Care Facility means the use of a private dwelling unit, or portion of a private dwelling unit, for the provision of care, instruction, and/or supervision of seven (7) or more children under the age of 13 years, not including children under the age of 13 years who permanently reside in the home, for periods not exceeding 24 consecutive hours.

Day Home means the use of a private dwelling unit, or a portion of a private dwelling unit, for the provision of care, instruction, and/or supervision of a maximum of six (6) children under the age of 13 years, not including children under the age of 13 years who permanently reside in the home, for periods not exceeding 24 consecutive hours.

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

SCHEDULE 18B – ADMINISTRATIVE DEFINITIONS

A

Access, legal, public means an access from a public road or public lane that is shown in a registered plan of subdivision.

Access, legal, private means an access that is surveyed and registered as an easement plan and agreement on the certificates of title of the dominant and servient parcels. Legal private access may be obtained either on foot or by means of a vehicle.

Access, physical means either 1) legal public access as defined in this bylaw that is constructed to the Municipality's "*Engineering and Development Standards*" (March 2005), or alternatively is accepted by the Municipality at a reduced standard, and that is maintained by the Municipality, or 2) legal private access as defined in this bylaw that is constructed to an alternative standard and that is maintained by one or more private landowners.

Access, primary means the location and manner of the principal means of vehicular access and egress from a site or building.

Act or the Act – see *Municipal Government Act*.

Addition means adding onto an existing building, provided that there are no structural changes to the existing building, no removal of the roof structure, and no removal of the exterior walls, other than that required to provide an opening for access from, and integration of, the existing building to the portion added thereto and there is a common structural connection from the existing building to the addition that includes a foundation, constructed to the minimum standards outlined in the National Building Code – Alberta Edition, and a roof.

Adjacent means land that abuts a site and land that would abut if not for a road, lane, walkway, watercourse, utility lot, pipeline right-of-way, power line, railway, or similar feature.

Alberta Environment means Alberta Environment and Protected Areas: a provincial Ministry tasked with ensuring Alberta's natural environment and resources are cared for and managed responsibly and sustainably.

Alberta Gaming, Liquor and Cannabis (AGLC) means the Crown commercial enterprise and agency responsible for overseeing the gaming, liquor and cannabis industries in Alberta.

Alberta Transportation means Alberta Transportation and Economic Corridors: a provincial Ministry tasked with providing a safe and efficient transportation system to support Alberta's economic, social and environmental vitality.

All-weather surfacing – see "**Hard-surfacing**".

Alteration means any structural change to a building that results in an increase or decrease in the area or the volume of the building; any change in the area frontage, depth, or width of a lot that affects the required yard, landscaped open space, or parking requirements of this Bylaw; structural change to a sign; and to discontinue or change the principal use of the site or building with a use defined as being distinct from the discontinued use.

Amenity area means an area or areas within the boundaries of a parcel intended for recreational purposes by the occupants of the parcel. These may include a landscaped area, a patio, a pergola, a gazebo, a swimming pool and similar uses.



Change of occupancy means that a premises is vacated by the current occupant who occupied the premises as a non-conforming use or as a use that was approved in a development permit, and the premises is being occupied by a new occupant who falls under the same land use that is listed in the district, either within six months of the premises being vacated by a non-conforming use or within twelve months of the premises being vacated by a use that was approved in a development permit and was not a non-conforming use at the time of vacating the premises.

Change of use means that a premises is vacated by the current occupant who occupied the premises as a non-conforming use or as a use that was approved in a development permit, and the premises is being occupied by a new occupant who falls under a different land use that is listed in the district.

Commence means, where construction is involved, to obtain a building permit under the Safety Codes Act, and, where a building permit is not required or where construction is not involved, the meaning of “commence” is at the discretion of the Development Officer. Refer to the definition of “Building Permit” in Schedule 18B and section 22.4 in the Administration part of this bylaw.

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

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

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

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

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

Conceptual scheme means a detailed plan that illustrates:

- (a) The layout of a proposed subdivision, with parcel or block boundaries and dimensions.
- (b) Municipal Reserve, Environmental Reserve, and Conservation Reserve.
- (c) Land uses and density of population.
- (d) Public roadways.
- (e) The location and capacity and upsizing requirements of existing or required on-site and off-site municipal water, wastewater, and stormwater infrastructure, based on the design volumes required and produced by the proposed subdivision.
- (f) The relation of the proposed subdivision to future subdivision and development of adjacent areas.
- (g) The sequence of the proposed subdivision.



land", or that is otherwise surveyed and registered public or private access with a width less than 6.0m, is not considered a public lane.

Lease Bay Building means a building designed to accommodate multiple businesses each occupying one or more bays in a condominium or leasehold tenure arrangement. Once a development permit has been issued for a lease bay building, the occupant of each lease bay must apply for an individual development permit to allow their intended use pursuant to the permitted and discretionary uses listed in the applicable land use district.

Loading space means a portion of a lot or parcel that is designated or used by a vehicle while loading or unloading goods or materials to a building or use on that parcel or lot.

Loft means the floor space above the eave line and within the pitch of the roof of a building.

Lot or Parcel means, for the purposes of this Bylaw, :

- (a) a quarter section;
- (b) a river lot shown on an official plan referred to in the *Surveys Act* that is filed or lodged in a land titles office;
- (c) a settlement lot shown on an official plan referred to in the *Surveys Act* that is filed or lodged in a land titles office;
- (d) a part of a parcel where the boundaries of the parcel are separately described in a certificate of title other than by reference to a legal subdivision; or
- (e) a part of a parcel where the boundaries of the parcel are described in a certificate of title by reference to a plan of subdivision;

but does not include:

- (a) a condominium unit as described in the *Condominium Property Act*, unless the context provides otherwise (instead, a condominium unit is part of the parcel that constitutes the bareland condominium plan of subdivision); or
- (b) an area of land that is less than the area of a lot and is the subject of a lease or rental agreement.

Lot area means the area contained within the lot lines of a lot as shown on a plan of subdivision or described in a certificate of title.

Lot coverage ratio means the percentage of lot area covered by the roofed building footprint area as defined in this Bylaw.

Lot frontage means the lineal distance measured along the front legal lot line as shown in Figure 1.

Lot length means the horizontal distance between the shortest or principal front property boundary and the opposite property boundary, measured along the median between the side property boundaries as shown in Figure 2.

Lot line means the property lines bounding the lot or the recorded boundary of a plot of land.

Lot line, front yard means the front property boundary as shown in Figure 1.



Registered owner means:

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

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

Residence – see “Dwelling Unit” [\(also see Residential Occupancy and Residential Use\)](#).

Residential occupancy – means the regular, relatively permanent and/or long-term occupancy, control and management of a dwelling unit by a household under a form of ownership of the dwelling unit [\(also see Residence and Residential Use\)](#).

Residential use – [for the purpose of determining separation distances from and to a residence in the Subdivision and Development Regulation, and for any other purpose, means the use of land for Residential Occupancy. For a parcel up to 1.5 acres in area the entire Lot Area shall be deemed to constitute the Residential Use. For a parcel larger than 1.5 acres in area, an area of approximately 1.5 acres surrounding the Principal Building that may include the yard site, the access and laneway, the water well or water source point, the Private Sewage Disposal System, and the Accessory Buildings that are directly relevant to the use of the Principal Building, shall be deemed to constitute the Residential Use \(also see Residence and Residential Occupancy\).](#)

Resort accommodation means buildings within an approved “Tourism Accommodation” for the recreational occupancy of “Apartment Building”, “Boarding House”, cabins (as defined in this Bylaw), “Duplex / Semi-Detached Dwelling”, “Hostel”, “Hotel”, “Motel”, “Multi-Unit Residential Building”, or “Single-Detached Dwelling”. Resort accommodation may include accessory buildings and uses such as an administrative office, communal washrooms, cooking shelters, laundry, recreation, entertainment and convenience retail facilities for the use of the occupants and day-users of the development, owner/operator accommodation, and sheds and decks. While some forms of Resort Accommodation may be deemed to be a dwelling unit it is not typically intended for residential occupancy (as defined in this Bylaw).

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

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

S

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

MDP policies and LUB standards relative to Infill Housing Compatibility

MDP

2.1 New Residential Development

- Policy 2.1.4 Infill development - "Residential infill development shall be promoted throughout the community". "Infill development shall be designed to respect mature neighbourhoods by being compatible ... to existing dwellings in the neighbourhood, while bearing in mind modern day housing trends."

2.2 Multi-Unit Residential Design Standards

- Policy 2.2.1 Impact on Adjacent Development - "Multi-unit residential buildings shall be introduced into neighbourhoods thoughtfully and with high quality design to ensure compatibility with existing development. Buildings and sites shall be designed in a manner that ensures adjacent residential development has privacy and access to sunlight, which could include thoughtful window placement, articulation of the facade, and stepping down the height of a building that is adjacent to lower density residential development."

2.3 Considerations for Residential Development

Land Use Bylaw Standards (delegated to the Development Authority)

Schedule 4 – Standards of Development

12. INFILL DEVELOPMENT IN MATURE NEIGHBOURHOODS

12.1 An application for redevelopment or infill in a mature neighbourhood shall be consistent with the Municipal Development Plan policies.

12.2 The Development Authority shall require that a development permit application for infill development in a mature neighbourhood or area of historic significance is compatible with existing mature development, with regard to building height, mass and style, yard setbacks, roof slopes, slope-adaptive building and site design considerations, density, and other standards as may be deemed applicable. The Development Authority may impose development permit conditions to ensure that an infill development complies with this standard.

22. QUALITY AND DESIGN OF DEVELOPMENT

22.1 In addition to the standards established in this Bylaw, the Development Authority may require additional standards as a condition of a development permit, in order to improve the quality of any proposed development such as, but not limited to,

hard-surfaced parking areas, exterior finishes to buildings, landscaping, yard setbacks, slope-adaptive building and site design considerations, and the impact on existing development in mature neighbourhoods or areas of historic significance.

Schedule 5 - STANDARDS FOR APARTMENT, MULTI-UNIT RESIDENTIAL AND MIXED-USE BUILDINGS

MAXIMUM DENSITY

3.1 The maximum density for Apartments, Multi-Unit Residential and Mixed-Use Buildings contemplated in this Schedule shall be determined by the Development Authority on a case by case basis with regard for the criteria in Administrative Section 13, the slope-adaptive building and site design considerations in Schedule 4, and the impact on adjacent development, parking requirements, the provision of outdoor amenity space, architectural interest at the pedestrian scale and access to existing and planned trails as per the policies in Section 2.2 of the Municipal Development Plan (i.e. Multi-unit Residential Design Standards on page 62 in the MDP).

LUB - Administrative Section 13

13 CONSIDERATIONS WHEN DECIDING ON AN APPLICATION FOR A DEVELOPMENT PERMIT, SUBDIVISION OR LAND USE REDESIGNATION

Consistency with Section 617 of the MGA

13.1 When evaluating and deciding on an application for a development permit, subdivision or land use redesignation, the Development Authority, the Subdivision Authority or Council (whatever the case may be) shall fulfil the purpose of Part 17 of the MGA in that these decisions must strive:

- (a) to achieve the orderly, economical and beneficial development, use of land and patterns of human settlement in the Municipality; and
- (b) to maintain and improve the quality of the physical environment within which patterns of human settlement are situated in the Municipality,

without infringing on the rights of individuals for any public interest except to the extent that is necessary for the overall greater public interest.

Considerations for Permitted Uses

13.2 When making a decision on a development permit for a permitted use the Development Officer shall take into account, but not be limited to:

- (a) access, transportation and servicing requirements;
- (b) the Subdivision and Development Regulation;
- (c) stormwater management and site grading;
- (d) the land use definitions, the purpose statement of the applicable land use district, the development standards of the applicable land use district and the applicable Schedules in this Bylaw.

Considerations for Discretionary Uses

13.3 When making a decision on a development permit for a discretionary use, the Development Authority shall seek to achieve the orderly, compatible, economical and beneficial use of land, development,

and patterns of settlement, and to maintain and improve the quality of the physical environment, within the following context, but not limited to it:

- (a) the decision must be in accordance with the South Saskatchewan Regional Plan;
- (b) the decision must have regard to applicable statutory plans and comply with the same however, where discrepancy exist between an applicable statutory plan and this Bylaw, the Land Use Bylaw takes precedence over a statutory plan;
- (c) the decision must have regard to the provisions of applicable non-statutory plans or studies affecting the parcel or type of development;
- (d) the appropriateness of the location and the suitability of the parcel for the proposed development;
- (e) the compatibility and impact of the proposed development with respect to existing and future adjacent development and the neighbourhood;
- (f) the merits of the proposed development;
- (g) access, transportation and servicing requirements;
- (h) the Subdivision and Development Regulation;
- (i) stormwater management and site grading;
- (j) the land use definitions, the purpose statement of the applicable land use district, the development standards of the applicable land use district and the applicable Schedules in this Bylaw.

Considerations for Variances

- 13.4 The Municipal Planning Commission or the Development Officer, subject to the restrictions established under Variance and Encroachment Authority in this Bylaw, and the Subdivision and Development Appeal Board, as may be applicable, may approve an application for, or an appeal of, a development permit even though the proposed development does not comply with the standards in this Bylaw if, in the opinion of the Municipal Planning Commission, the Development Officer or the Subdivision and Development Appeal Board:

- (a) the proposed development would not unduly interfere with the amenities of the neighbourhood, or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land;

and

- (b) the proposed development conforms with the use prescribed for the subject land or building in Schedule 2.

- 13.5 The Development Authority shall not approve a variance for a yard setback unless the relevant provisions and standards for yard setback variances in Schedule 4 are complied with.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 27, 2025

Agenda #: 7.b

Subject: Bylaw 1227, 2025 - Southmore Phase 2 ASP - First Reading

Recommendation: That Council move first reading of Bylaw 1227, 2025.

Executive Summary:

The Municipality has been working for the past two years on developing an ASP for the area identified as Southmore Phase 2 in the SW corner of Blairmore. This is the only identified growth node for Blairmore in the MDP and the Municipality is the majority land owner for the area, therefore undertook to have the ASP completed. The ASP process included two inputs from the public, an initial concept circulation in the Summer of 2024 and then a draft ASP open house in the Spring of 2025.

Relevant Council Direction, Policy or Bylaws:

MDP

Discussion:

N/A

Analysis of Alternatives:

1. Council can pass first reading of Bylaw 1227, 2025.
2. Council can defer first reading of Bylaw 1227, 2025 and identify what additional information they wish to see.

Financial Impacts:

N/A

Attachments:

FORMATTED_Bylaw_1227_2025 (1).docx
Bylaw 1227, 2025 Schedule 'A'.pdf
Bylaw 1227, 2025 Schedule 'A' (aerial).pdf
Draft Southmore Phase 2 Area Structure Plan May 2025.pdf

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1227, 2025
Southmore Phase 2 ASP

BEING a bylaw of the Municipality of Crowsnest Pass, in the Province of Alberta, to adopt the Southmore Phase 2 Area Structure Plan, a new area structure plan for lands within the north half of 34-7-4-W5M in south Blairmore.

WHEREAS section 633 of the Municipal Government Act empowers a municipal Council to adopt, by bylaw, an area structure plan;

AND WHEREAS the Council of the Municipality of Crowsnest Pass has requested the preparation of the Southmore Phase 2 Area Structure Plan for adoption under section 633 of the Municipal Government Act;

AND WHEREAS the purpose of the Southmore Phase 2 Area Structure Plan is to provide a framework for subsequent subdivision and development;

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

1. This plan attached as Schedule A, upon adoption, shall be known as the Southmore Phase 2 Area Structure Plan.
2. Bylaw 1227, 2025, being the Southmore Phase 2 Area Structure Plan is hereby adopted.
3. This bylaw comes into effect upon third and final reading hereof.

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

READ a **second** time in council this _____ day of _____, 2025.

READ a **third and final** time in council this _____ day of _____, 2025

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

SE 4
8-4-5

115
2410948

112

9111786

111

8910623

SW 3-8-4-5

111
7111995

7410681
R3

PARCEL
5186FA2919JK
WALA 7711538

CPR
RY27

6407HX

0715053

21 AVE

2347BS

1311846

RY27

ACCESS R/W
(4369JK)

ROAD CLOSURE #1193-2024

YORK CREEK DRIVE

210 (6.2 ports)
1910650

210 (6.2 ports)
1910650

ACCESS R/W
(4369JK)

NE 34-7-4-5

ACCESS R/W
(4369JK)

6 13

9510566

GAS LINE R/W (4970IA)

GAS PIPELINE R/W (2912JK)

NE 34-7-4-5

113 ST

17 AVE

119 ST

NW 34-7-4-5

WATER LINE R/W (2919JK)

NW 34-7-4-5

WATER LINE R/W (2919JK)

NW 34-7-4-5

NE 34-7-4-5

NE 34-7-4-5

GAS LINE R/W (4970IA)

GAS PIPELINE R/W (2912JK)

NE 34-7-4-5

113 ST

17 AVE

119 ST

RESERVOIR SITE
IRR182AH

SW 34-7-4-5

SE 34-7-4-5

SW 35
7-4-5

SCHEDULE 'A'



PROPOSED AREA STRUCTURE
PLAN BOUNDARY

PORTIONS OF N 1/2 SEC 34, TWP 7, RGE 4, W 5 M & LOT 47, BLOCK 1, PLAN 0812254
& LOT 13, BLOCK 6, PLAN 9510566

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: MAY 20, 2025

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 #: 1227, 2025

Date: _____



PROPOSED AREA STRUCTURE
PLAN BOUNDARY

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: MAY 20, 2025

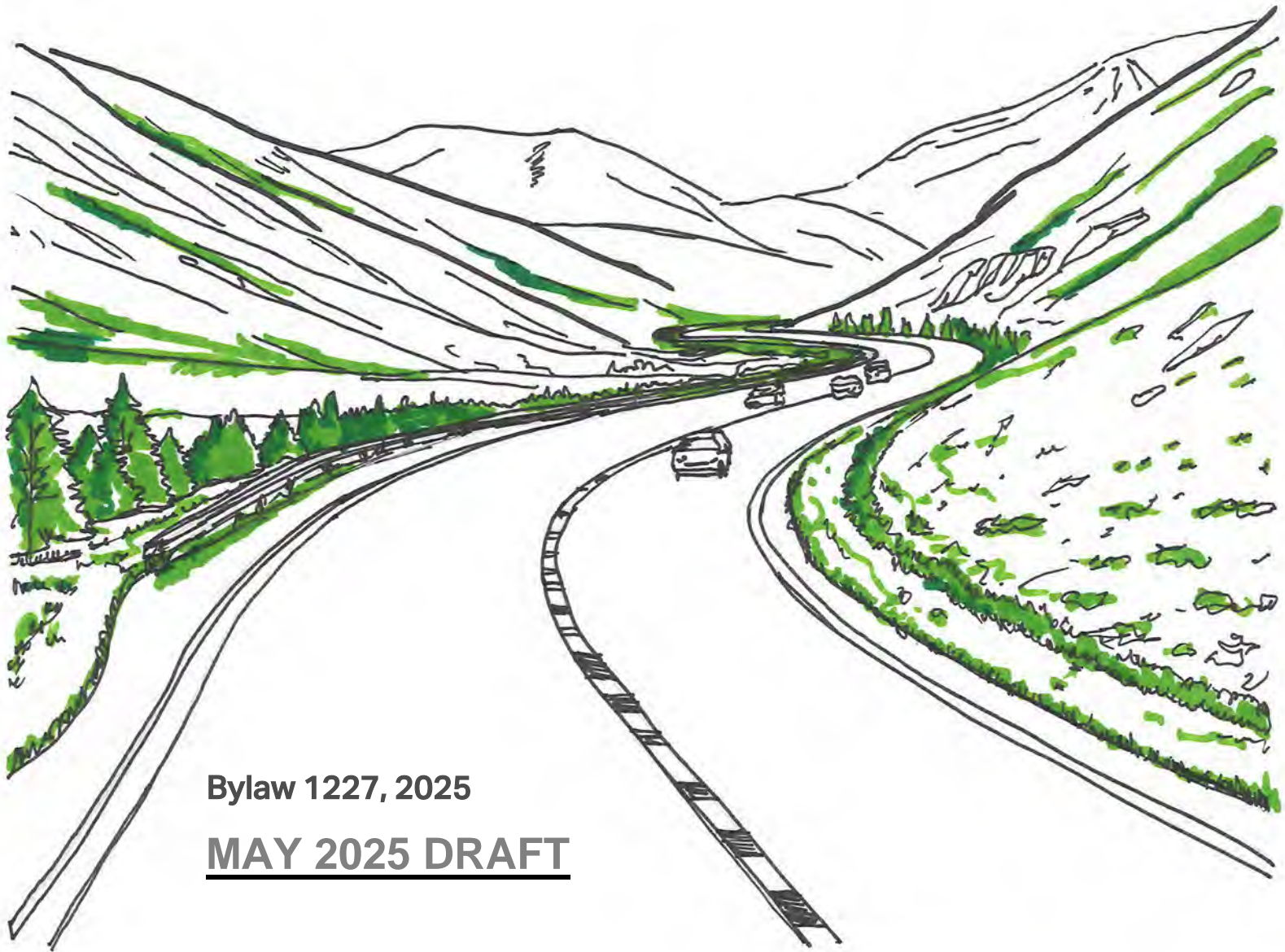
AERIAL PHOTO DATE: May 19, 2021




OLDMAN RIVER REGIONAL SERVICES COMMISSION

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May 20, 2025 N:\C-N-P\CNP LUD & Land Use Redesignations\
 Crownest Pass Southmore ASP and Redesign.dwg



Bylaw 1227, 2025

MAY 2025 DRAFT

Southmore Phase 2

Area Structure Plan



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Prepared for the Municipality of Crowsnest Pass

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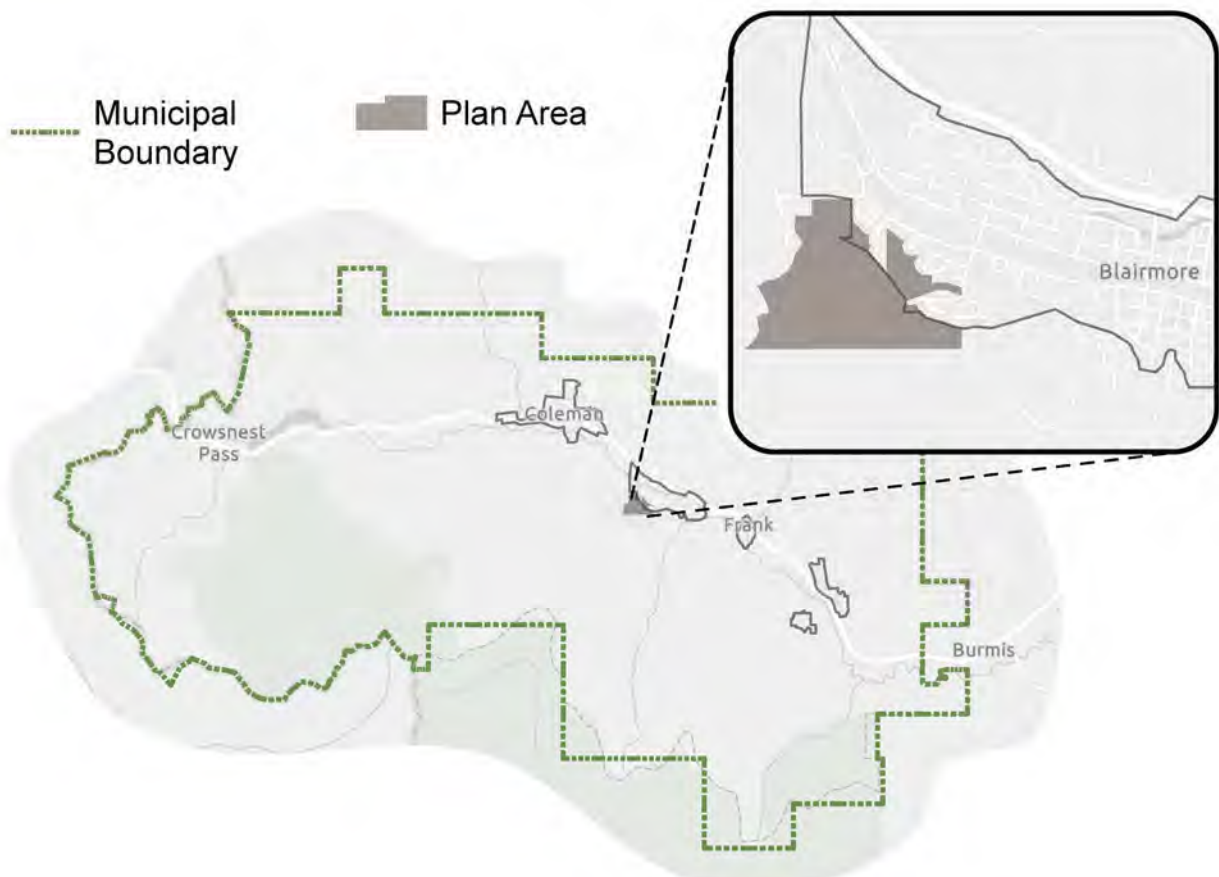


Figure 1 Locational Context

Executive Summary

The Southmore Phase 2 Area Structure Plan (“Phase 2 ASP”) presents a policy framework for the future land use, subdivision and development of approximately 55 hectares (137 acres) of land on a north-facing slope in south Blairmore. The Plan Area is within the north half of 34–7–4–W5, west of the existing Southmore neighbourhood. It is projected to house more than 900 residents at full build-out.

Adopted by bylaw, the Phase 2 ASP is a statutory document deriving legal authority from the *Municipal Government Act*. Development of the Phase 2 ASP was preceded by a preliminary assessment of the engineering feasibility for the planning project.

The Phase 2 ASP policies are informed by the findings of that assessment and are articulated through the lens of the Municipal Development Plan. These policies include written statements as well as conceptual layouts for land use, transportation, stormwater management, water distribution and wastewater collection. The policies have been further shaped by engagements with landowners, local community groups, municipal departments, provincial ministries, and the public.

The Phase 2 ASP is separated into two parts, which are intended to be read together. Part 1 articulates context relevant to the Plan Area, while Part 2 provides policy statements accompanied by supplementary context.

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Appendix C – TC Energy: Development Near Pipelines	
Appendix D – Historical Resources Clearance	
Appendix E – Approval from Alberta Transportation.....	

Part 1—ASP Context

Introduction

Purpose

The purpose of the Phase 2 ASP is to provide a framework for the subdivision and development of the lands within the Plan Area by establishing the future land uses, population density, transportation routes, utility corridors, sequence of development and other matters through a comprehensive planning process. The Phase 2 ASP will ultimately increase the supply of residential lots in Crowsnest Pass while providing a level of certainty to residents and developers regarding the long-range vision for the Plan Area.



Figure 2 Entrance to Crowsnest Pass (looking east)

Plan Area

The Plan Area for Southmore Phase 2 consists of 55 hectares (137 acres) of land within the north half of 34–7–4–W5. It is bound by existing urban neighbourhoods to the north, Pass Powderkeg ski area to the southeast, the existing Southmore neighbourhood (“Southmore Phase 1”) to the east, the Livingstone Public Land Use Zone to the west and southwest, and York Creek to the west. The Plan Area is bisected from east to west by the Nova Gas Transmission Line, hereafter referred to as the high-pressure gas line.

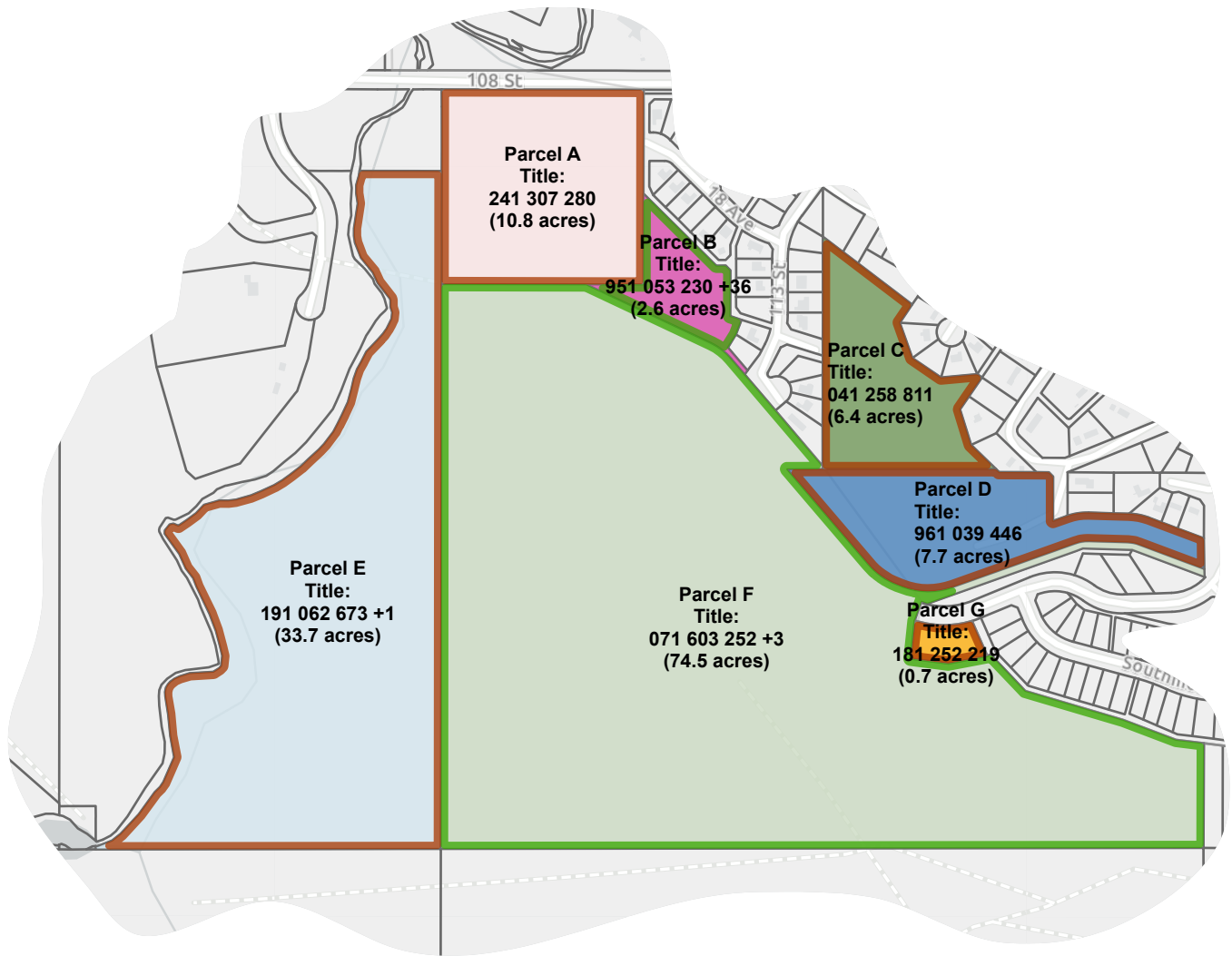
The Plan Area consists of seven parcels, four of which are north of the high-pressure gas line. Most of the existing development in the Plan Area is concentrated in this northern portion. Parcel A contains a registered access right-of-way and a compressor substation, along with remnants of a historical use including stick-up pipes, a concrete pad indicative of a building foundation, and metal and wood debris. At the public open house held on April 24, 2025, it was learned that a sawmill and planer operated on the site between 1946 and 1964—originally as Bodio and Sartoris Lumber Company and subsequently as Bodio Lumber Company when the former was dissolved in 1955.

A mountain biking trail traverses Parcel B. Parcel C is vacant and has the steepest slopes in the northern portion of the Plan Area. Parcel D contains an existing residential use in the form of a developed residence, detached garage, workshop, horse stables and corrals.

The portion of the Plan Area to the south of the high-pressure gas line is largely vacant. In February 2025, a subdivision application was approved on Parcel E, which, upon registration, will create two country residential parcels on the east side of York Creek. The majority of Parcel E is thus excluded from the Land Use Concept articulated in the Phase 2 ASP. The rationale for its inclusion in the Plan Area is twofold: its role in accommodating the conveyance of stormwater from Parcel F to York Creek, and the significance of the watercourse to the local biophysical context. Parcel F contains an abandoned barn, mountain biking trails and, most significantly, the main underground working area of the former Sunburst Coal Mine. Parcel G was created as part of Southmore Phase 1, but its location at the western margin of the existing neighbourhood, coupled with its larger area relative to the other Phase 1 lots, justifies its inclusion in the Plan Area.

Table 1: Plan Area Parcels			
Parcel	Area	Ownership	Title Number
A	4.4 ha (10.9 ac)	Private	241307280
B	1.1 ha (2.6 ac)	Municipal	951053230036
C	2.6 ha (6.4 ac)	Private	041258811
D	3.1 ha (7.7 ac)	Private	961039446
E	13.7 ha (33.8 ac)	Private	191062673001
F	30.2 ha (74.6 ac)	Municipal	071603252003
G	0.3 ha (0.7 ac)	Private	181252219

Map 1 Plan Area



Parcels





Figure 3 Multi-Storey Home with Compact Footprint

Vision

Southmore Phase 2 will blend the amenities of urban living with the allure of backcountry access. Boasting panoramic views spanning much of the Crowsnest Valley, this forested hillside in Blairmore will feature development that embodies a slope adaptive philosophy. The neighbourhood will showcase a commitment to tasteful design and minimal environmental impact, with an overall aesthetic guided by the natural topography. Phase 2 will build on the high standards of the existing Southmore neighbourhood to

diversify the local housing supply, adding an estimated 361 new dwelling units tailored to the needs of working-age families, young professionals and older adults. As envisioned in the Pass Powderkeg Master Plan Concept, select units will offer the prospect of skiing or snowboarding directly to the trails. The phenomenal geographic setting of Southmore Phase 2 will also create ongoing opportunities for mountain bikers, hikers and trail runners to engage with the outdoors. Ultimately, this next chapter in the development of Southmore will further reinforce the reputation of Crowsnest Pass as a premier destination in the Canadian Rockies.





Figure 4 Built-up Area of Blairmore (119 St. and Southmore Drive shown in pink)

Municipal Planning Context

Community Context

From a resident-attraction perspective, unparalleled location and access to outdoor recreation gives Crowsnest Pass a significant advantage relative to municipalities of comparable size. According to the 2021 Census of Population, the Municipality was home to an estimated 5,695 residents—a 1.9 percent increase from 2016. More recently, provincial population statistics for 2023 published by Municipal Affairs put the local population at 6,007, which is a 5.5 percent increase relative to the federal census numbers.

More than one quarter ($\pm 27\%$) of Crowsnest Pass residents live in Blairmore, the principal service and retail sector hub. Blairmore features a blend of historical charm and modern amenities, all within a dense urban footprint that accommodates 746 persons per square

kilometre according to federal census data. Despite being located at the periphery of Blairmore's built-up area, Southmore Phase 2 benefits from convenient access to essential services within the community. Health care and recreational facilities, grocery stores, pharmacies, banks and the downtown retail shops are all within a ± 20 -minute walk, as is the nearest elementary school.

Running east–west through this urban community is the Crowsnest Community Trail, the backbone of non-motorized connectivity linking Blairmore to the neighbouring urban communities of Coleman and Frank. In relation to the Plan Area, the trail's nearest segment is located approximately 275 metres (900 ft) north of the Plan Area's northwest corner.

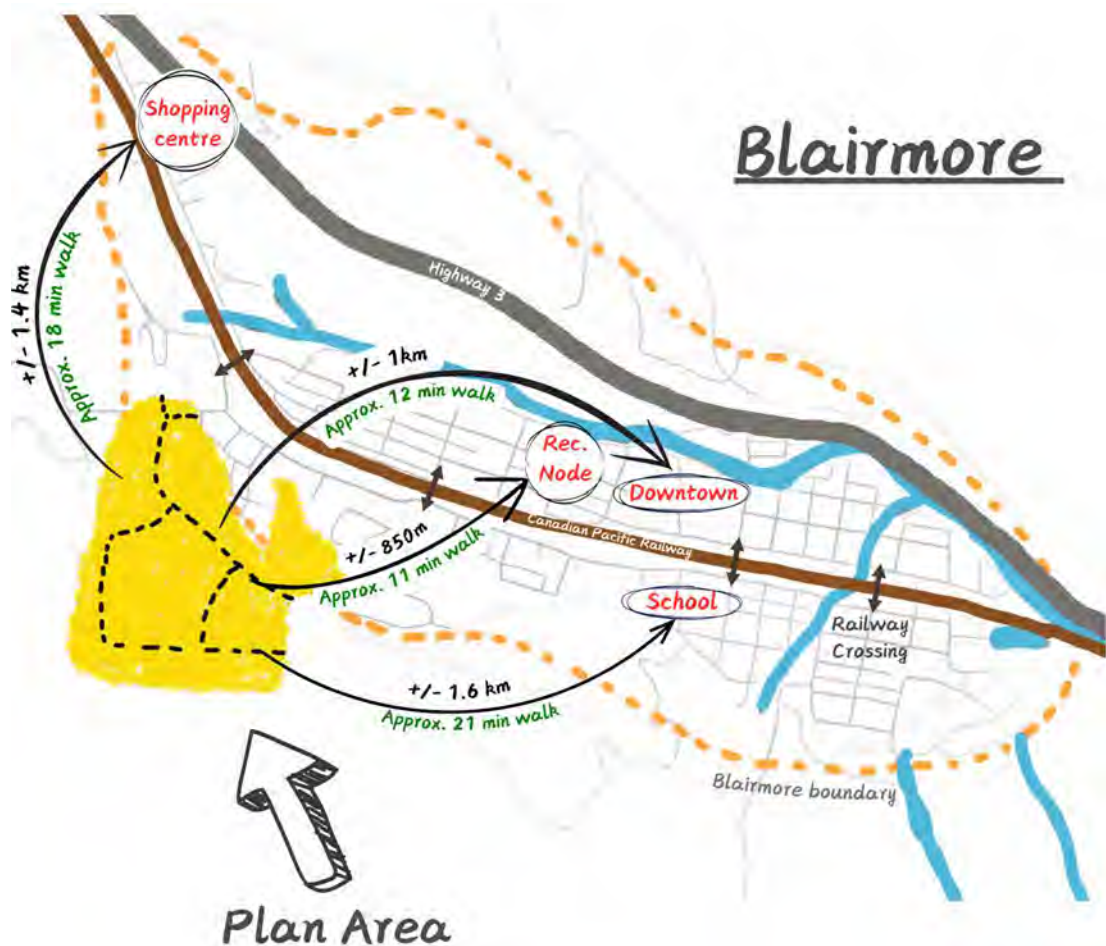


Figure 5 Community Context and Walking Distances

Municipal Development Plan

As a means of accommodating future development in a linear municipality where the supply of developable land is scarce, the Municipal Development Plan (2021) identifies several future urban growth nodes. These areas are to be preserved for future urban development pursuant to Policy Section 1.1 of the Municipal Development Plan. In Blairmore, the single growth node roughly corresponds to the Plan Area for the Phase 2 ASP—which has been expanded to include adjacent

parcels. The Municipal Development Plan notes that the growth node could accommodate up to 900 residents.

Figure 6 is a replica from the Municipal Development Plan. The area identified as “Old Hospital Redevelopment Site” has been repositioned as Crowsnest Commons, a 7-acre commercial development with excellent access off Highway 3 that will bring highly sought retail and services premises.

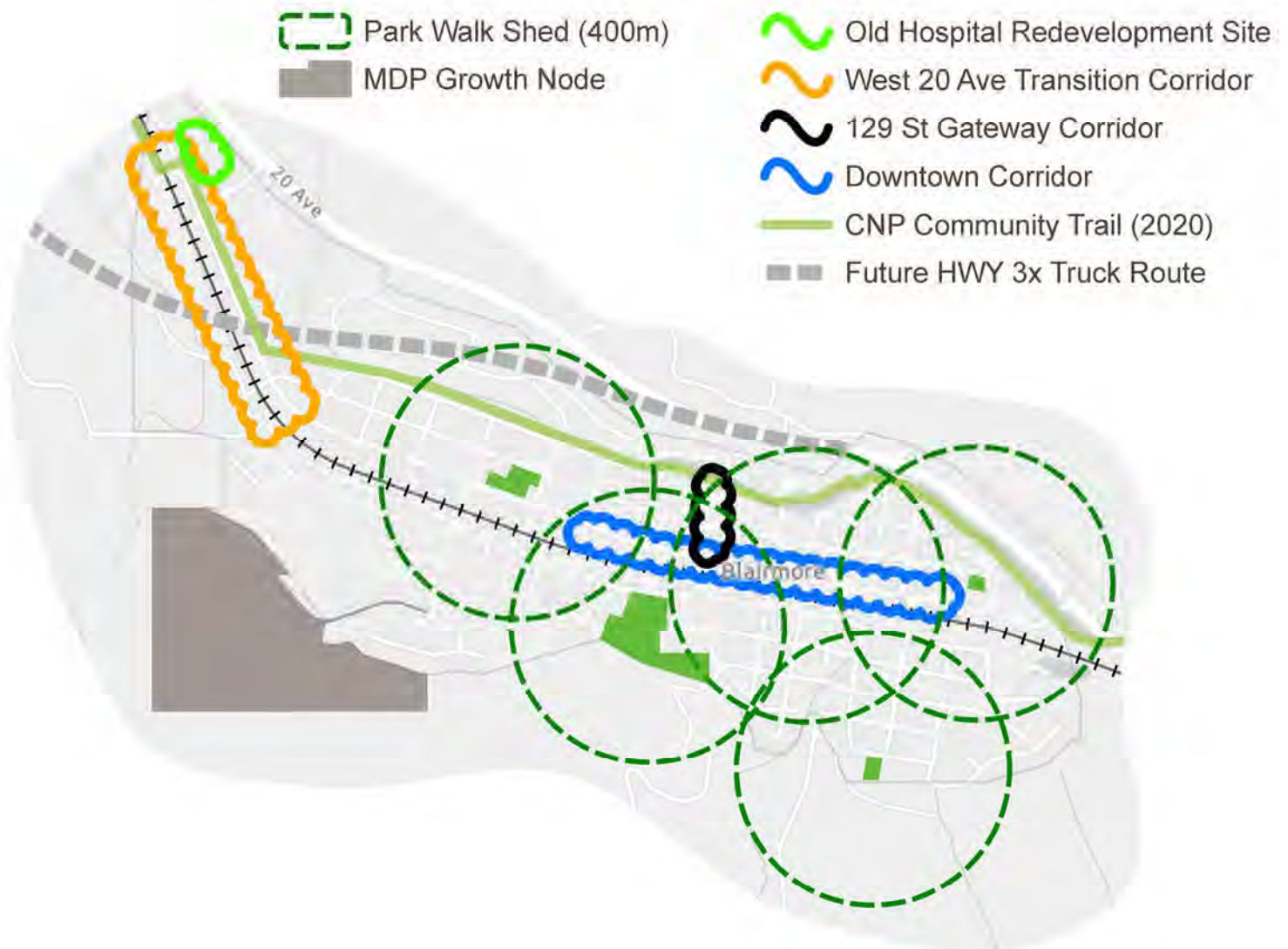


Figure 6 Municipal Development Plan Growth Node

Land Use Bylaw

Under the Municipality's Land Use Bylaw, the existing land use districting for Parcels A through D is Non-Urban Area (NUA-1). South of the high-pressure gas line, Parcel E is designated as Grouped Country Residential (GCR-1) while Parcels F and G are designated as Comprehensive Ski Village (CSV).

The Phase 2 ASP envisions flexible residential districting for the future residential areas on Parcels A through D. However, there is a site on Parcel A that will be best suited to High Density Residential (R-3). Also, the NUA-1 districting could potentially be retained on the portion of Parcel D that encompasses the existing residential use.

Comprehensive Ski Village (CSV) district is the preferred future designation for future residential areas located south of the high-pressure gas line. Regarding the portions of Parcel E that do not contribute to the Land Use Concept, it is anticipated that the existing GCR-1 districting will be retained.

Parks, trails and other green spaces within the Plan Area will be best suited to either the Recreation and Open Space (RO-1) district or the Public (P-1) district.

The desired districting for Southmore Phase 2 is reiterated through policy statements in the Plan Implementation section of Part 2.

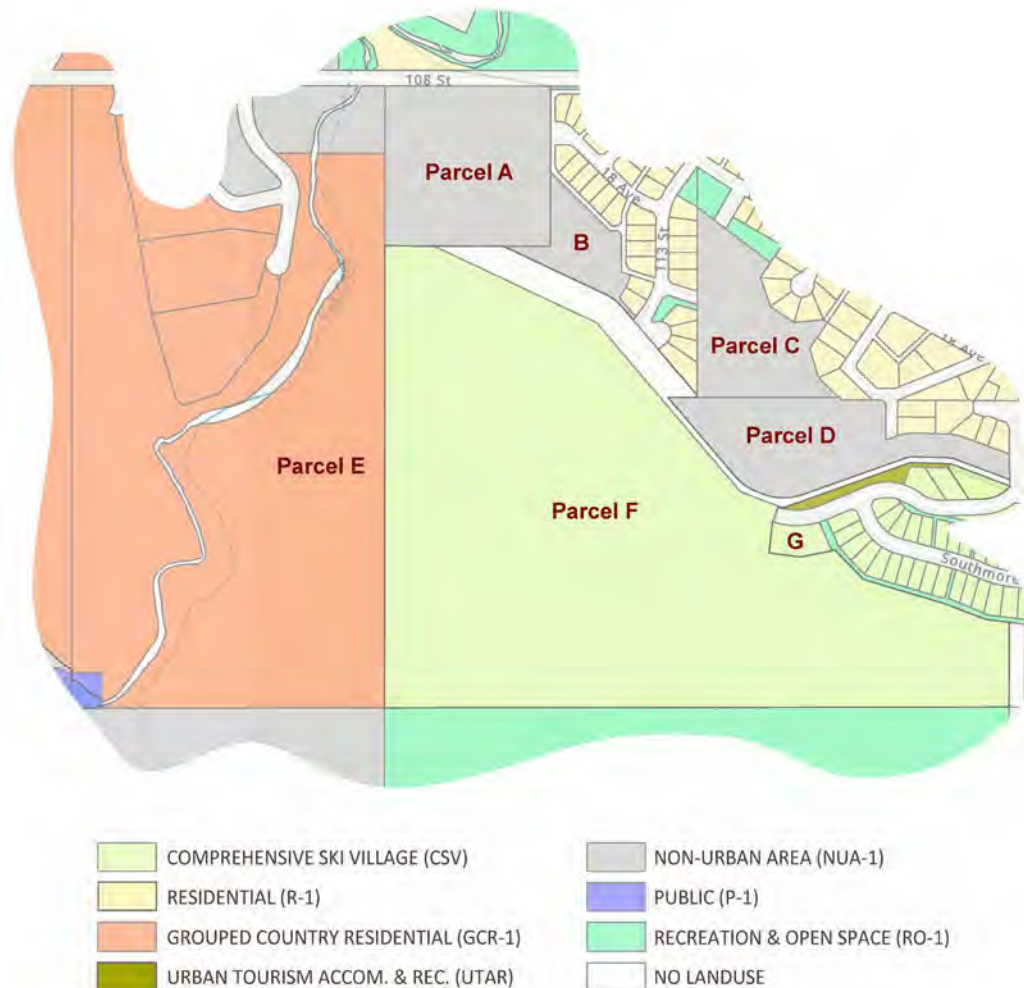


Figure 7 Existing Land Use Districting

Southmore (Phase 1)

The existing Southmore neighbourhood was developed in accordance with the Southmore Area Structure Plan (“existing ASP”), which was adopted by the Municipality in 2005. The existing ASP encompasses roughly 40 hectares (100 acres) within the NE 34–7–4–W5 and NW 35–7–4–W5.

The existing ASP is sparse in detail but rooted in a sound planning philosophy. It honours the local environmental context by advocating for development that is responsive to the mountainous terrain, emphasizing how this helps secure a prized view from each building site. The plan also stresses the necessity for considerable land reserve dedications due to the prevalence of strong slopes coupled with the desire for pedestrian connectivity to Pass Powderkeg and downtown Blairmore. The retention of extensive coniferous tree cover throughout the public areas is cited as pivotal to cultivating the aesthetic of a resort

community, with the caveat that this goal should be balanced with the implementation of FireSmart best practices. The existing ASP also highlights the need for geotechnical investigation as the neighbourhood develops, with a specific focus on identifying historical coal mining activities.

Southmore Phase 1 was put in effect by Plan 0812254, which subdivided 48 residential lots from a 7-hectare (17-acre) parent parcel. The developer has sold all the lots, and the neighbourhood has developed substantially over the past few years. Phase 1 left a 30-hectare (75-acre) parcel in the NE 34–7–4–W5 as a candidate for future development. Owned by the Municipality, this parcel is a key component of the Plan Area for the Phase 2 ASP. Lot 47 from Subdivision Plan 0812254 is also included in the Plan Area for Phase 2 as Parcel G; however, none of the other parcels in the Plan Area for Phase 2 are dealt with in the existing ASP.



Figure 8 Plan of Survey 0812254 (Southmore Phase 1)

Historical Land Use Concept

Conceptual proposals for residential development within the Plan Area for Southmore Phase 2 date back nearly a half-century at least. In 1977, an outline plan envisioned 156 mobile homes on the northern half of Parcel F.

The area to the north of the high-pressure gas line with the bolded boundary has since been developed as Crowsnest Estates, though the layout of the approved subdivision plan differs from the original concept sketched by McElhanney.

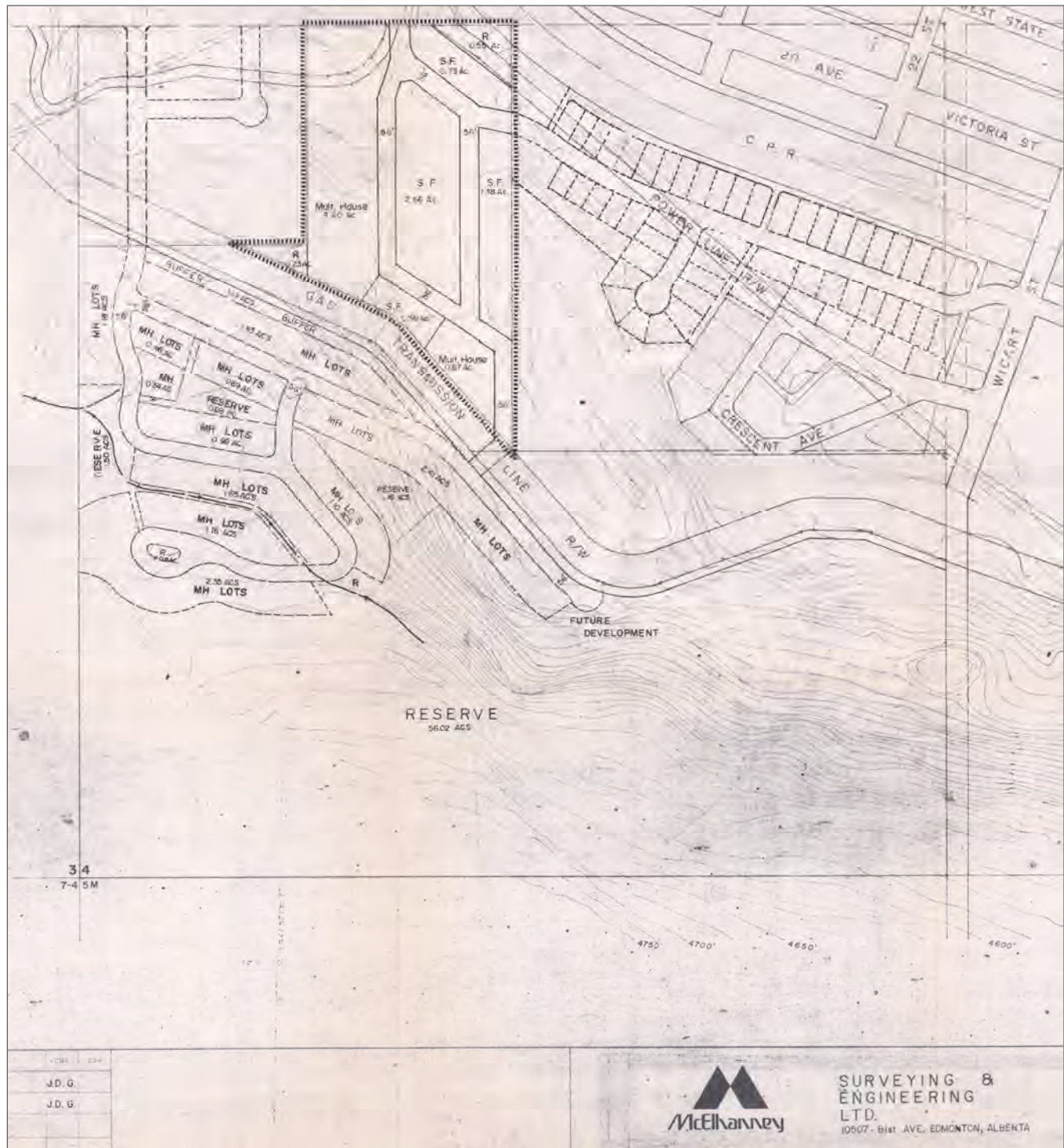


Figure 9 1977 Outline Plan

Site Development Assessment

In 2024, a high-level assessment was completed to evaluate the physical constraints and engineering feasibility of the Plan Area for future residential development. The outcome of this evaluation was a report (“Site Development Assessment”), which is attached as Appendix B.

The Site Development Assessment was developed through a desktop review of environmental considerations, followed by a site visit to further identify development constraints affecting the Plan Area. Three major constraints were identified: strong slopes, the high-pressure gas line, and an abandoned coal mine.

The Site Development Assessment was undertaken with regard to the minimum density target specified in the Municipal Development Plan for new urban residential neighbourhoods, which is 30 dwelling units per net hectare (12 dwelling units per net acre). Of the two conceptual layouts that were presented, Option 2 forms the basis of the Land Use Concept for the Phase 2 ASP. A comparison of the two layouts, along with first-order cost estimates for Option 2, is provided in Appendix B. At 30 dwelling units per net hectare (12 dwelling units per net acre), the development density associated with the Option 2 layout meets the Municipality’s density target. However, this layout had

to be modified slightly during preparation of the Phase 2 ASP to ensure that the provision of green spaces will not exceed the statutory limits permitted under the *Municipal Government Act*. The end result was a slightly lower projected density of 27 units per net hectare (11 units per net acre). This density decrease is attributed to the proportional increase in net developable area relative to the total lot frontage on which the density is calculated. Despite falling just short of the density target, the modified layout achieves a respectable density in view of the challenging terrain and should be regarded as compliant with the Municipal Development Plan policy. The reality for residential development in a hillside setting is that higher densities are not always practical. In the Site Development Assessment, only areas with slopes of less than 10 percent were deemed suitable for densification due to the significant engineering challenges and cost premiums associated with stronger slopes.

Besides the Municipal Development Plan, other municipal documents that were examined as part of the Site Development Assessment include the Infrastructure Master Plan (2022) and the Engineering and Development Standards (2005). The findings of the Site Development Assessment have informed the development of the Phase 2 ASP.



Photo 1: 113th Street Looking North



Photo 2: 113th Street looking SW across TC Energy R/W

Figure 10 Junction of 113 St. & High-Pressure Gas Line
(Photographs from site visit undertaken for Site Development Assessment)

Part 2—ASP Policy

Plan Interpretation

Policy Statements

1. The Phase 2 ASP is to be used alongside the Land Use Bylaw and may be used to inform amendment of the Land Use Bylaw.
2. The Municipality shall amend the Land Use Bylaw as required to incorporate the policy statements of the Phase 2 ASP.
3. Planning policy is articulated throughout Part 2 under headings titled “Policy Statements.” The preambles to these policy statements are not intended as statements of planning policy. Similarly, the preceding content in Part 1 is not to be interpreted as policy; however, Parts 1 and 2 are intended to be read together as the former provides context relevant to the Plan Area. The supplementary information provided in the appendices is not to be interpreted as policy and furthermore does not form part of the Phase 2 ASP.
4. The following provisions describe how to interpret policy statements in the Phase 2 ASP with respect to their binding effect:
 - (a) The term “shall” indicates a mandatory directive that must be followed.
 - (b) The term “should” indicates a statement that is intended to be followed; however, deviations are allowed provided that they do not undermine the overall intent of the statement.
 - (c) The term “may” indicates a suggested action that is encouraged.
5. The following maps are concept maps for the purpose of the Phase 2 ASP:
 - (a) Map 5: Land Use Concept;
 - (b) Map 6: Transportation Concept; and
 - (c) Map 7: Wet Utilities Servicing Concept.
6. The concept maps are policy statements with the caveat that they are conceptual in nature and that their boundaries are approximate and subject to refinement at the subdivision stage as a consequence of detailed engineering design, based on any of the following factors:
 - (a) the findings of geotechnical investigation;
 - (b) the feasibility of proposed road alignments and block configurations arising from significant slope-induced challenges;
 - (c) the allocation of any reserve lands;
 - (d) the location and size of stormwater management facilities; and
 - (e) any subdivision layout consideration that the Subdivision Authority deems relevant.
7. Broader flexibility is authorized for the area in Map 5: Land Use Concept encompassing the southernmost road and its abutting lots—identified in Map 5 as “Adaptable to Future Ski Hill Expansion”—regarding the integration of limited commercial and/or other compatible uses, as well as alternate spatial configurations that typify a resort residential community, with ski-in ski-out access being a key feature.

Policy Statements (continued)

8. A proposed subdivision involving a deviation from one or more of the concept maps may be considered without an amendment to the Phase 2 ASP where the Subdivision Authority is satisfied that the proposed deviation is consistent with the overall intent of the Phase 2 ASP.
9. Where the Subdivision Authority is unsure whether a proposed deviation is consistent with the overall intent of the Phase 2 ASP, the Subdivision Authority may refer the matter to Council for a decision.
10. Where development density is referenced in a policy statement, the development density shall be calculated having regard only to principal dwellings (omitting secondary suites).
11. The concept maps should not be relied upon to make any assumptions regarding the developability of land. The developability of land is site-specific and shall be determined at the subdivision stage based on geotechnical investigation.
12. The costs associated with developing land in accordance with Map 5: Land Use Concept shall be borne by the developer. This includes the hard costs of construction along with engineering costs and other soft costs associated with development design or pre-development due diligence.
13. As a condition of subdivision approval, the proportionate share of planning costs for the preparation of the Phase 2 ASP may be recuperated by the Municipality for each parcel within the Plan Area where the land is to be developed in accordance with the Phase 2 ASP.

Plan Area Features

Biophysical Features

The Plan Area is located along a north-facing slope at the western margin of the Rocky Mountain Foothills, one of two physiographic divisions of the Rocky Mountain Area within Alberta. The boundary of the other physiographic division—the Rocky Mountains themselves—encroaches slightly into the Plan Area.

A ridge bisects the Plan Area in a southeasterly direction, draining the land toward York Creek, a tributary of the Crowsnest River, on the one side, and to the built-up area of Blairmore on the other. Flowing from the south, York Creek forms the western boundary of the Plan Area, then continues north for roughly 275 metres (875 ft) before draining into the Crowsnest.

Natural Regions & Subregions of Alberta: A Framework for Alberta's Parks is the provincial land classification system that interprets natural landscapes in a geographic context according to biophysical features. Under this classification system, the natural region corresponding to the Plan Area is “Rocky Mountain” and the natural subregion is “Montane.” As is typical in Montane areas, strong slopes are prevalent throughout the Plan Area. Elevations range from 1310 metres (4298 ft) at the northern boundary of Parcel A along 108 Street to 1455 metres (4774 ft) at the southern boundary of Parcel F. Elevations in the future residential area range from 1310 metres (4298 ft) to 1365 metres (4478 ft).

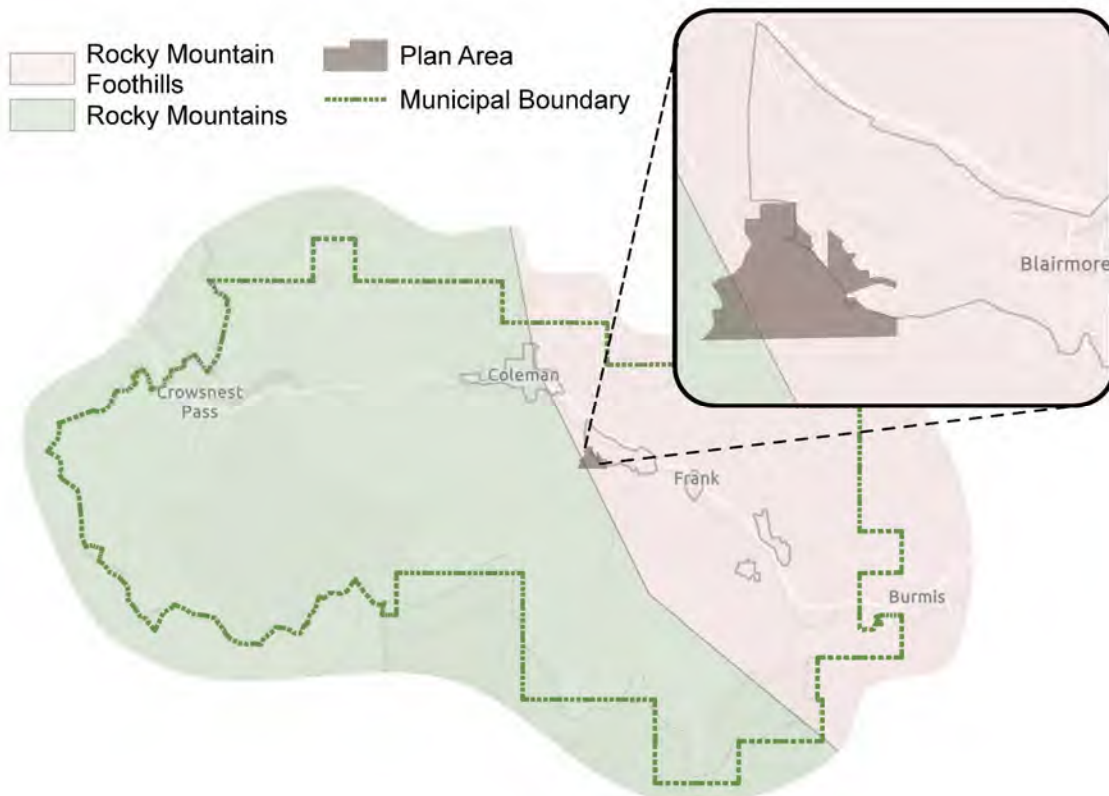


Figure 11 Physiographic Divisions

The residential development contemplated in the Phase 2 ASP is generally confined to areas with slopes of 30 percent or less, though the southernmost portion of the Land Use Concept does contain some slightly steeper areas that have been integrated into the proposed cul-de-sac configurations. The slope values are based on a 1.5-metre digital elevation model derived from contours. Assumptions about the developability of land as a function of slope are carried forward from the Site Development Assessment. These assumptions are summarized in Table 2 and provide a general framework; however, site-specific geotechnical investigations will ultimately be the basis for determining the physical suitability of land within the Plan Area. These investigations will reveal information about the geomaterials, which is crucial to overcoming the engineering challenges associated with developing land in a hillside area. Such knowledge will ultimately inform the subdivision layouts and engineering designs for Southmore Phase 2.

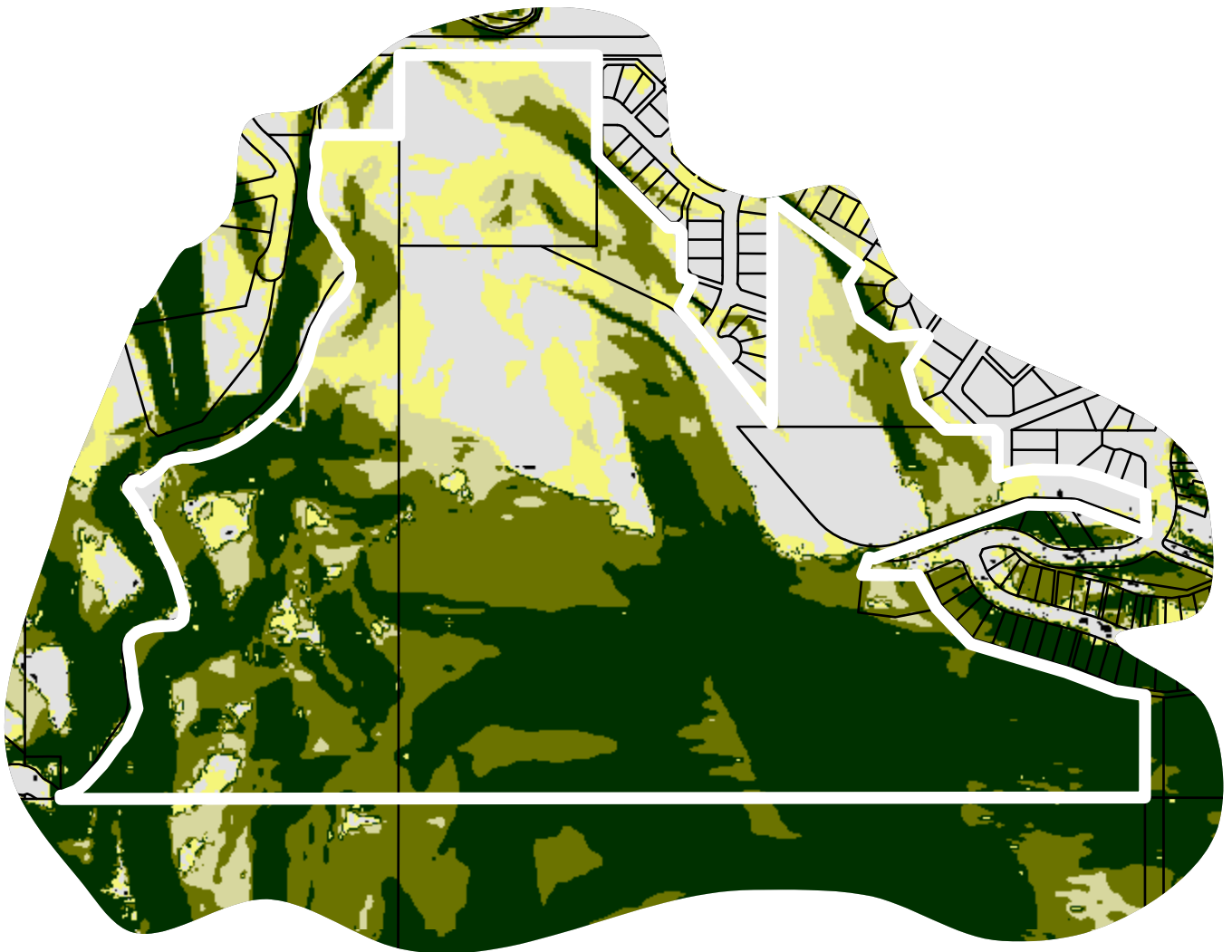
Table 2: Developability as a Function of Slope

Slope	Developability
0–10%	Presents the most opportunity for densification. 10% is the maximum grade that will allow for a standard building foundation and reasonable costs for municipal roads and utilities.
10–20%	Developability is contingent upon the careful selection of transportation routes and lot orientation. The Land Use Bylaw threshold triggering the preparation of a slope stability assessment is 15%.
20–30%	Targeted development of large lots requiring significant on-site investment for foundations and retaining walls.
>30%	Generally regarded as undevelopable except where shown in the residential area of the Land Use Concept.



Figure 12 Forested hillside of Southmore Phase 2
(Looking east, with the railway and high-pressure gas line corridors shown in pink)

Map 2 Existing Slope Percentage



Soil types and plant communities in Montane areas can vary dramatically over short distances due to the combined forces of terrain and climate. While the dominant soils in Montane areas throughout southwest Alberta are Orthic Dark Gray Chernozems, occurrences of Gray Luvisols become more frequent on north-facing slopes. This is because north-facing slopes receive little direct sunlight and are somewhat shielded from the prevailing westerly winds, leading to moister conditions than those experienced on south and west-facing slopes. The increased water content and permeability of such soils can impact the design of stormwater management facilities and roadway subgrades. North-facing slopes also tend to experience greater snow accumulation compared to other slope aspects. This is a factor that should be considered in subdivision designs within the Plan Area.

Land cover in the Plan Area is largely coniferous forest, with mature white spruce dominating the poorly drained areas and mature lodgepole pine thriving on drier sites. The dense tree cover is supported by a vigorous woody understory of shrub along with broad-leaved, non-woody plants. Prevalent species include common

juniper, prickly rose, bearberry, buffaloberry, bunchberry and various mosses. This dense vegetation helps stabilize the soil and provides habitat to a variety of species.

Despite the moister conditions of its north-facing slope, the heavy forest cover is indicative of an elevated wildfire risk. The Municipality's "Wildland–Urban Interface Fire Hazard Map" (reproduced below as Figure 13) assigns a rating of extreme fuel to the Plan Area. While the removal of mature and overmature timber stands that will be carried out in preparation for future development will help mitigate the wildfire risk, wildland–urban interface risk assessments at the subdivision stage and mandatory landscaping standards at the development stage may nonetheless be necessary. In addition to these prescriptive requirements, the Municipality supports the implementation of voluntary best practices that reduce vulnerability to wildfire through its FireSmart Bylaw. Several of the non-compulsory provisions from the FireSmart Bylaw have been incorporated into the Phase 2 ASP to highlight the importance of wildfire-resilient planning within the wildland–urban interface.

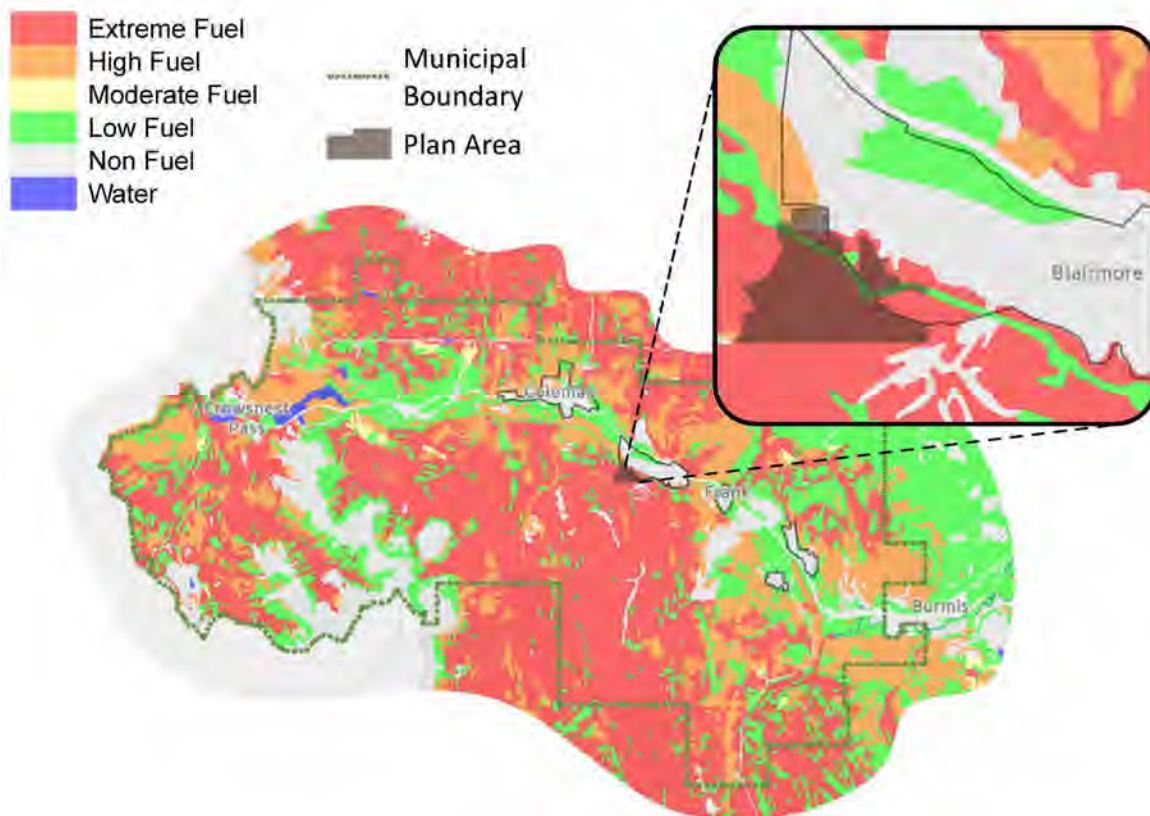


Figure 13 Wildfire Hazard

The riparian corridor bordering York Creek will be sensitive to the impacts of future development, including the harvesting of timber undertaken to prepare the development sites. Removing trees in proximity to the banks of a watercourse can impact riparian and aquatic environments in a multitude of ways. For instance, logging activities can change light levels, nutrient availability, sediment input and bank stability, and may result in the influx of large woody debris into the watercourse. Rigorous erosion control will be necessary to protect the existing patterns of streamflow and water quality in York Creek.

The York Creek riparian corridor is situated at the periphery of a broader wildlife linkage zone between Blairmore and Coleman, referred to in the Municipal Development Plan as the central linkage zone. The linear nature of the York Creek riparian corridor makes it crucial to habitat connectivity and gives it some potential for trail development; however, the steep gradient abutting the bed and shore may frustrate the feasibility of this latter objective.

A desktop evaluation of the risk impact to ecological connectivity associated with Southmore Phase 2 was undertaken through the Connectivity Risk Assessment Tool developed by the Miistakis Institute. Inputting the extent of the Plan Area and the anticipated development density into the web application, the resulting report indicated high-risk conditions across the board. It is worth noting that this finding is inevitable for practically any land use proposal at the scale of an area structure plan. This is because the tool categorizes a use that will result in more than 20 human events per day as a high level of human activity—and consequently a high level of ecological risk. Recognizing the compromised nature of the central wildlife linkage zone, Municipal Development Plan policy identifies the Southmore Phase 2 Plan Area as a key growth node and directs environmental protection efforts to the east linkage zone and west linkage zone at the expense of the central linkage zone. The higher-level policy provided in the Municipal Development Plan is underpinned by an understanding that the supply of developable land in Crowsnest Pass is limited due to challenging topographic conditions. As such, the recommended mitigation of avoiding development in the Plan Area altogether is simply not a viable option.

The Municipal Development Plan also stipulates policy for development in proximity to wildlife linkage zones, chiefly by promoting the integration of wildlife-sensitive design features such as the contextual placement of buildings and fencing and outdoor lighting solutions that curb the extent of light trespass into the linkage zone.

The Phase 2 ASP seeks to implement the Municipal Development Plan by outlining a policy framework that plans with, rather than against, the existing biophysical features. The Phase 2 ASP framework could benefit from a biophysical impact assessment that predicts the extent of potential impacts on the baseline environmental conditions and recommends additional mitigation measures beyond those outlined in the Municipal Development Plan. Ultimately, the next chapter of Southmore has the capacity to support local biodiversity while providing a desirable urban residential setting.

Policy Statements

14. Site-specific geotechnical investigations, including the drilling of boreholes, should be undertaken throughout the Plan Area as part of subdivision applications to the extent necessary to determine the suitability of the subject lands for the proposed subdivision.
15. An application to subdivide land within the Plan Area may be required, at the request of the Municipality, to be accompanied by the submission of a biophysical impact assessment to evaluate the potential effects of a proposed subdivision on the physical and biological aspects of the environment. Where a biophysical impact assessment is required, it shall be prepared by a qualified professional.
16. A subdivision applicant may be required to commission a wildland–urban interface risk assessment to determine necessary mitigative measures as part of the subdivision approval process.
17. Timber harvesting, woodlot management and associated logging activities undertaken on private land within the Plan Area shall be conducted in an environmentally responsible manner that minimizes potential adverse effects. Logging debris shall be disposed of to prevent contributing excess combustible fuel loads to the Plan Area as well as to prevent this debris from entering York Creek.
18. The submission of an erosion and sediment control report may be required in respect of any proposed subdivision or development within the Plan Area.

Areas of Potential Environmental Concern

According to ST45: Coal Mine Atlas, an Alberta Energy Regulator publication, the Sunburst Coal Mine operated from 1919–1930, producing 19,000 tonnes of coal at a depth of 63 metres (207 ft). This abandoned coal mine is in the eastern portion of the Plan Area. Its approximate extent, as depicted in the Alberta Energy Regulator database, begins north of the high-pressure gas line. It stretches to the southeast, through the proposed west extension of Southmore Drive into Parcel G, and into Parcel F. Historical documents allege the location of the main underground working area to be beneath Parcel F. Ownership of the mine was transferred a handful of times throughout its 11-year operating history. Blairmore Coal Co. Ltd. owned the mine the longest, and Cartwright and Thomason owned the mine at the time it was shut down in 1930.

No surface features relating to the Sunburst Coal Mine were documented during the Phase 1 Environmental Site Assessment that was undertaken as part of the Site Development Assessment. As a result, areas used for coal storage, mine spoil storage and drainage discharge remain unknown. Adding to the uncertainty is the length of time that has elapsed since the mine ceased operations. Naturally, any reclamation that was undertaken 95 years ago would fall well short of current regulatory standards set by the Alberta Energy Regulator. Given that the abandoned mine will impact the proposed Land Use Concept for Southmore Phase 2—in particular, the west extension of Southmore Drive and the residential development south of this road—a mine site geotechnical investigation is warranted to better understand the scope of these impacts.

The Phase 1 Environmental Site Assessment also identified a potential environmental concern on Parcel A based on a collection of visual evidence—abandoned metal and wood materials, stick-up pipes and a concrete pad indicative of a former building foundation. An environmental records search did not yield any information about the property's historical context. However, at the public open house held in April 2025, it was learned that a sawmill and planer had operated on the site from 1946–1964. This revelation, which was substantiated through a search of the Lethbridge Herald archives, explains the type of debris that was observed on Parcel A during the site visit. While the provincial database for lumber-related operations had been queried for approvals pertaining to the manufacturing of wood products, this database was only maintained from



Figure 14 Abandoned Coal Mine

1993–2012. It therefore would not have captured the approvals, if any, that would have been issued while the businesses were active. The extensive use of creosote, PCP and other preservatives associated with sawmills makes the underlying soils and groundwater prone to methane contamination from wood residue. Also, due to the vulnerability of the logging industry to macroeconomic and geopolitical factors, sawmills may cease operations abruptly and be abandoned without proper site remediation. In view of this, further environmental assessment of the site is warranted.

Policy Statements

19. The developer shall commission a mine site geotechnical investigation encompassing Parcels D, F and G to ascertain the impacts of the abandoned coal mine on the developability of those parcels and to determine whether mitigative measures will be necessary.
20. Where a mine site geotechnical investigation is undertaken in support of a proposed subdivision and the findings of the investigation reveal any portion of the subject land to be undevelopable or require mitigative measures, these findings shall be adhered to including, where necessary, modifying the layout of the proposed subdivision to the satisfaction of the Subdivision Authority.
21. Areas that are prone to subsidence or other physical hazards based on the findings of a mine site geotechnical investigation shall be preserved in their natural state or otherwise mitigated, in accordance with the recommendations outlined in the mine site geotechnical investigation and to the satisfaction of the Subdivision Authority.
22. The Municipality should require the developer to commission further environmental assessment on Parcel A to determine the property's environmental condition, including the presence, nature and extent of any contaminants stemming from its historical use as a sawmill and planer.

High-Pressure Gas Line

TC Energy operates a high-pressure gas line that bisects the Plan Area from east to west. The pipeline corridor is protected by two registered rights-of-way—Plan 4970IA and Plan 7912JK—which abut each other and have a collective width of 41 metres (134 ft). The prescribed area extends 30 metres (98 ft) in either direction from the centreline of the pipeline and is governed under the *Canadian Energy Regulator Act*. An informational brochure published by the pipeline operator is attached as Appendix C. TC Energy issues authorizations for crossings of the right-of-way for the purposes of utilities, roads and, from time to time, trails.

The pipeline operator also provides input on land use decisions outside the right-of-way. Pursuant to *CSA Z663: Land Use Planning in the Vicinity of Pipeline Systems*, TC Energy is entitled to a referral of any application within 200 metres (656 ft) of the pipeline.

The pipeline operator was engaged to discuss road and utility crossings as part of the planning process for the Phase 2 ASP. During these discussions, costs for a full road right-of-way crossing (including utilities) were estimated at \$250,000 for preliminary engineering design and \$1,000,000 for detailed engineering design.

Policy Statements

23. Subdivision and development applications within 200 metres (656 ft) of the high-pressure gas line shall be referred to TC Energy prior to a decision being rendered.
24. A geotechnical investigation shall be completed at the location of the proposed road and utility crossings of the high-pressure gas line to support the engineering designs for the crossings.
25. Written consent from TC Energy shall be required for ground disturbance within the prescribed area.
26. Written consent from TC Energy shall be required to construct a facility across, on, along or under the high-pressure gas line right-of-way.
27. Overland drainage across the high-pressure gas line right-of-way shall be prohibited, except where TC Energy authorizes such drainage as part of a crossing agreement or otherwise provides written consent allowing the drainage.
28. Permanent structures, driveways and parking areas shall be located a minimum of 7 metres (23 ft) from the edge of the high-pressure gas line right-of-way.
29. Temporary structures without a foundation and not anchored to the ground shall be located a minimum of 3 metres (10 ft) from the edge of the high-pressure gas line right-of-way.

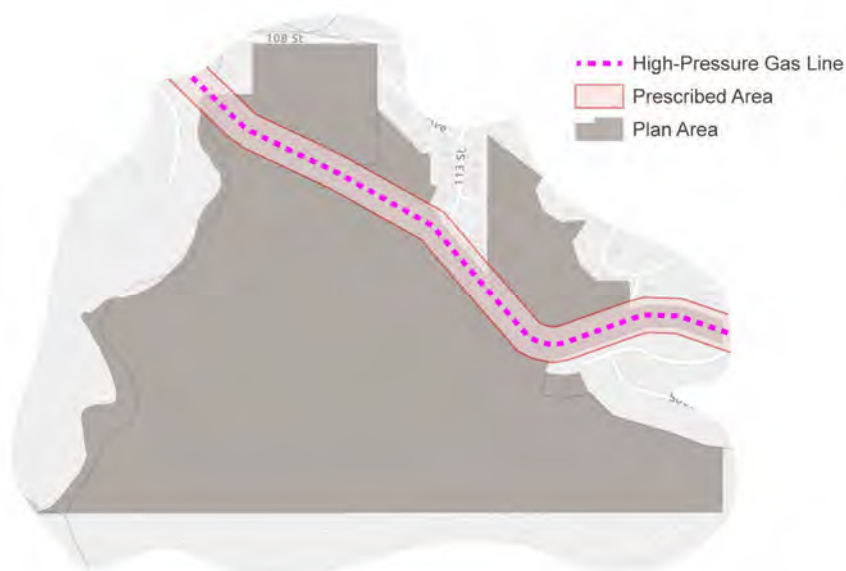


Figure 15 High-Pressure Gas Line

Mountain Biking Trails

The Plan Area falls within an expansive network of mountain biking trails. This network encompasses a diversity of recreation settings, from easily accessible trailheads to challenging, high-elevation backcountry routes.

More than 50 km of trails south of Blairmore are maintained by the United Riders of Crowsnest Club (UROC), a registered society seeking to establish Crowsnest Pass as Alberta's premier mountain biking destination. The Municipality is at a distinct advantage compared to larger urban centres in that its trails are readily accessible from most visitor accommodations, negating the need for secondary transportation to trailheads.

UROC maintains trails at Pass Powderkeg under an agreement with the Municipality. In 2016, UROC secured permission from TC Energy to construct and maintain a segment of trail within the high-pressure gas line right-of-way. The organization also maintains trails in the Livingstone Public Land Use Zone south of the Plan Area through temporary field authorizations issued by Alberta Forestry and Parks. The Livingstone-Porcupine Hills Recreation Management Plan commits the province to explore trail development options in the Public Land Use Zone. This includes potential collaborations with local trail groups to develop an "epic ride" as defined by the International Mountain Biking Association (IMBA)—a trail that would give riders in Crowsnest pass direct backdoor access to the Castle Parks. Notably, an IMBA designation is recognized in the Municipal Development Plan as a pursuit that could bring positive economic impacts to Crowsnest Pass.

The United Riders of Crowsnest Club Trail Management Plan (2023) is the product of joint recreation planning between UROC and the province. The document catalogues existing disturbance trails in the Public Land

Use Zone and lays the groundwork for future provincial trail designations. Feedback from the public engagement process for Southmore Phase 2 highlights a strong affection among residents toward sustaining a connected non-motorized trail network. Most relevant to the Plan Area is the Buck 50, a fast and flowy intermediate-level downhill trail that connects to various parts of the network. One crucial connection is the Powderkeg-York Connector, which runs east–west from Blairmore to Coleman. While certain trails within the network are reserved exclusively for mountain bikers, the Buck 50 is available for use by other non-motorized users, including hikers and trail runners. A total of 8500 counts were recorded on the Buck 50 during the summer 2024 season. Although the main access to the Buck 50 is provided at Pass Powderkeg, an alternate access traverses the Plan Area from the southern terminus of 113 Street. The Buck 50 and its connector are both depicted in Map 3. While the connector trail will likely be compromised by future development in the Plan Area, the Phase 2 ASP recognizes the importance of retaining access to the broader network of mountain biking trails located south of the future built-up area.

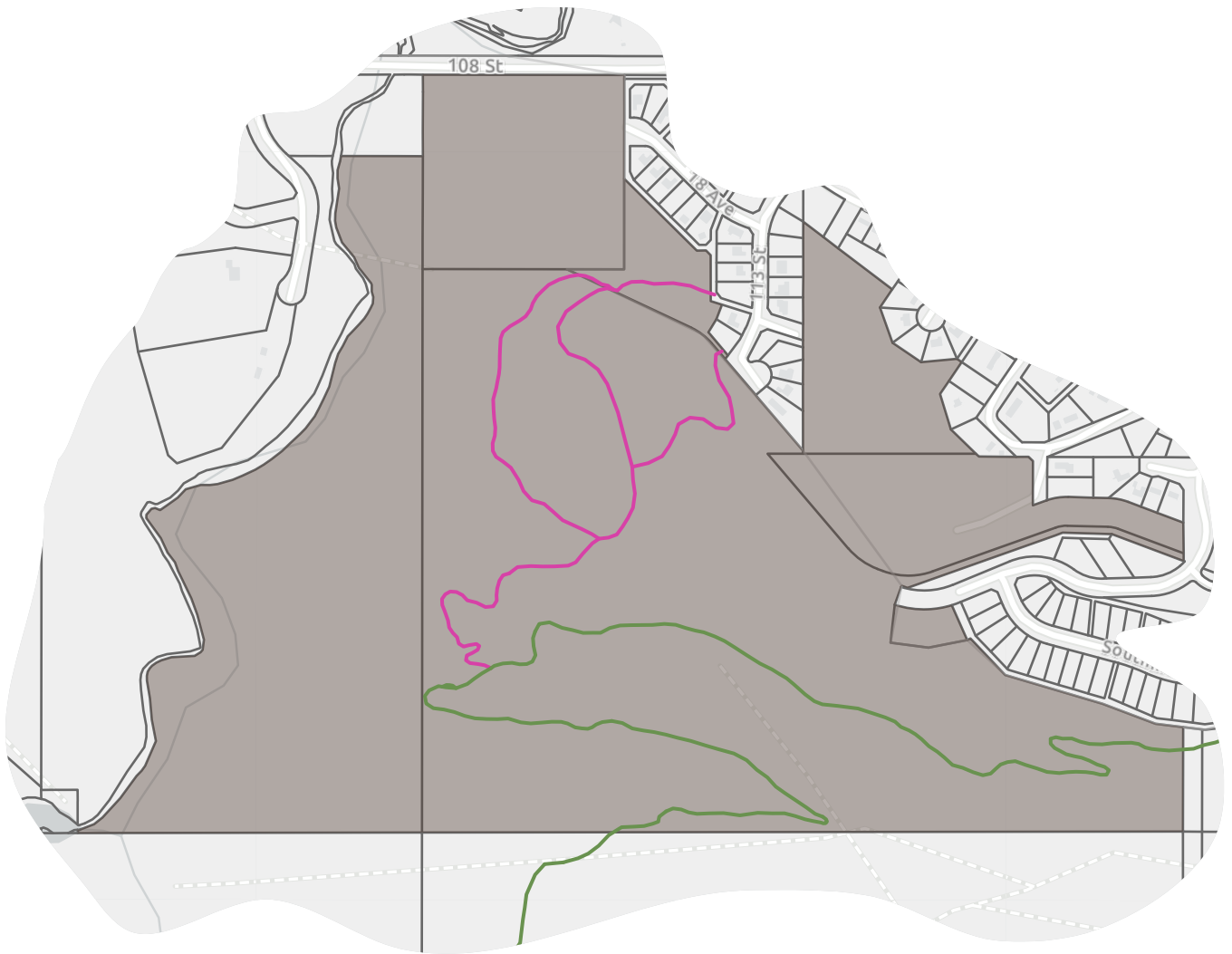
Policy Statements

30. Public access to the remainder of the Buck 50 mountain biking trail outside the Plan Area shall be preserved via designation of a public utility lot or reserve land, or through other appropriate means. This designated area may include an area for public parking.
31. Wayfinding elements indicating trail access points shall be integrated into approved subdivisions within the Plan Area.



Figure 16 Existing Trail at Terminus of 113 St.

Map 3 Existing Mountain Biking Trails



 Buck 50 Connector

 Buck 50

 Plan Area

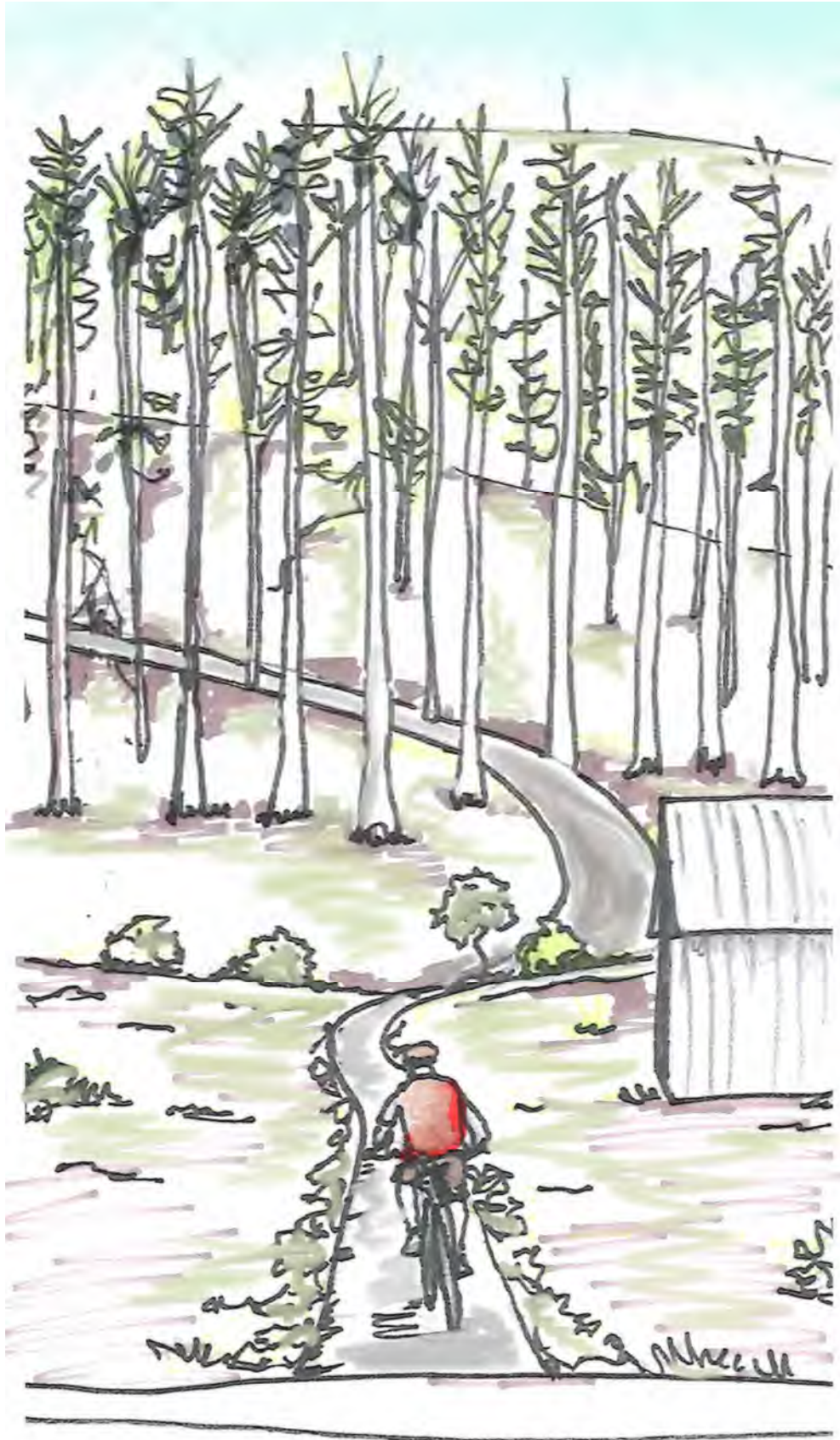


Figure 17 Buck 50 Trail into the Public Land Use Zone

Historic Resources

The Plan Area is identified in the provincial Listing of Historic Resources as having the potential to include level 3 historic resource value of a palaeontological nature as well as levels 4 and 5 historic resource value of an archaeological nature.

Alberta Arts, Culture and Status of Women is the provincial ministry responsible for administering the *Historical Resources Act*. Should the Ministry issue an approval authorizing the development contemplated in the Phase 2 ASP to proceed without the completion of a historical resources impact assessment, then the Listing of Historic Resources will need to be reviewed at the time of future subdivision applications to ensure the historic resource values impacting the Plan Area have not changed in the time that has elapsed since the draft Phase 2 ASP was circulated to the province.

Policy Statements

32. Except as provided for in the ensuing policies, a historical resources impact assessment shall be submitted at the subdivision stage where the historic resource values impacting the Plan Area at the time of subdivision differ from the historic resource values that were known at the time the Phase 2 ASP was circulated to Alberta Arts, Culture and Status of Women (Ministry).
33. The Subdivision Authority may make approval from the Ministry a condition of subdivision approval.
34. A historical resources impact assessment shall not be required where the subdivision applicant has obtained clearance from the Ministry that the assessment is not required.
35. Where historic resources are discovered during development, the developer shall report the discovery to the Ministry and adhere to the protocols outlined in the *Historical Resources Act*.

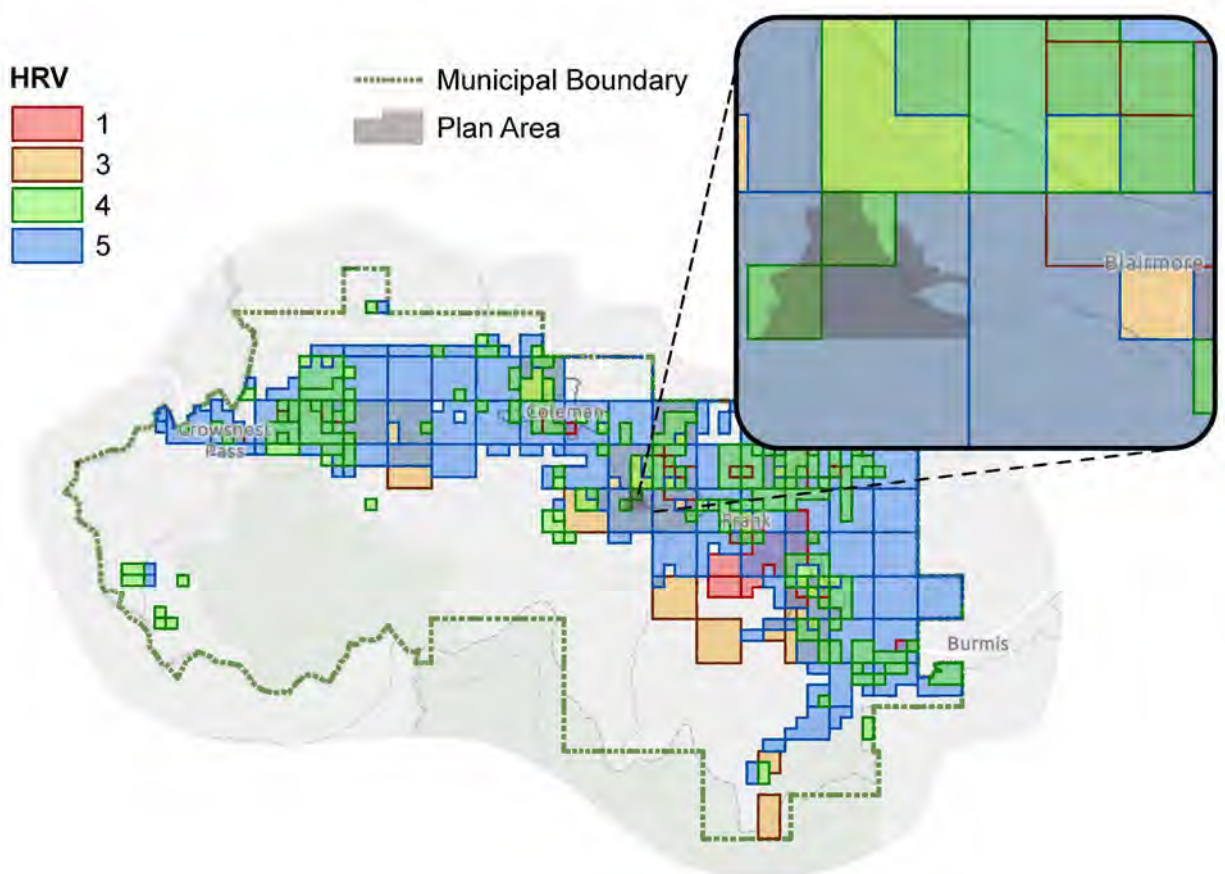
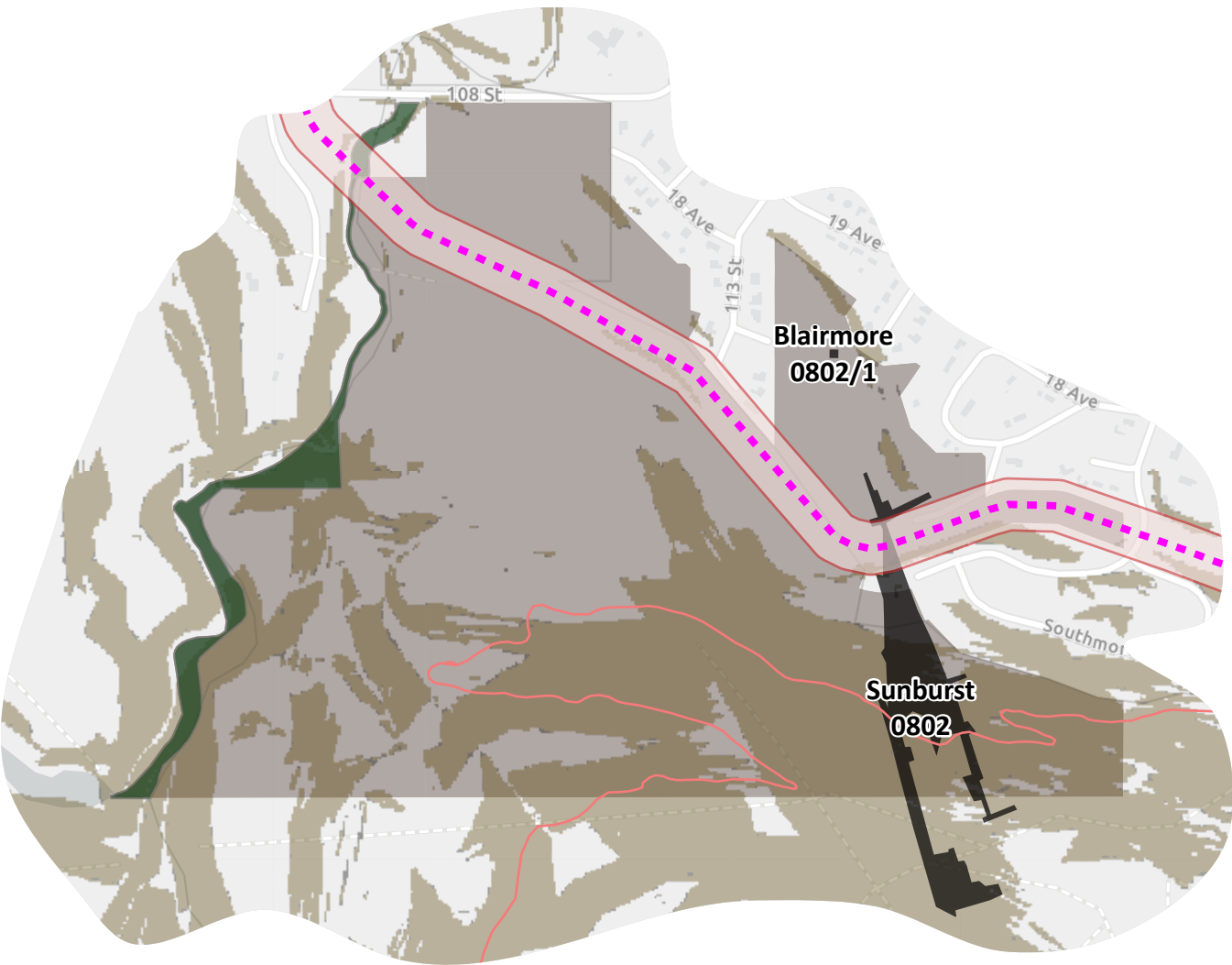


Figure 18 Historic Resource Values

Map 4 Development Constraints



- High-Pressure Gas Line
- Prescribed Area
- Abandoned Coal Mine
- Riparian Corridor
- Buck 50 Mountain Biking Trail
- Slopes Exceeding 30%



Figure 19 Conceptual Cul-De-Sac Layout

Land Use Concept

Open Space

The conceptual layout for future residential development in Southmore Phase 2 is primarily restricted to the portion of the Plan Area where slopes do not exceed 30 percent. The topographical constraints of other lands within the Plan Area make them well suitable as naturalized areas.

The environmental reserve designation could be appropriate for these potential naturalized areas with severe slope constraints, with two notable exceptions. Firstly, as the subdivision of Parcel E for grouped country residential development involved the dedication of a riparian corridor bordering York Creek as environmental reserve, lands on Parcel E are not eligible for further environmental reserve dedication. The second exception pertains to the portion of the 10.1-hectare (25.0-acre) area abutting the southern margin of the Land Use Concept in Map 5, which is identified in the Pass Powderkeg Master Plan Concept as a future expansion area for the ski hill. Unlike low-impact trail types that fall within the realm of passive recreational infrastructure that can be suitably accommodated on environmental reserves, ski trails involve a more significant linear disturbance that would

undermine the intent of the reserve land designation. Due to these exceptions, it is anticipated that any environmental reserves within the Plan Area will be concentrated in the southeast corner on Parcel F. East of the future expansion area for Pass Powderkeg, this steep hillside encompasses what is alleged to be the historical working area of the Sunburst Coal Mine. Naturally, should the findings of site-specific geotechnical investigations reveal any land that is unstable, then the environmental reserve designation could encompass these areas as well.

The naturalized areas are a key ingredient to the outdoors-focused vision underpinning Southmore Phase 2. Retaining abundant tree cover throughout the Plan Area will support the growth of native species and contribute to local biodiversity in the neighbourhood, setting the stage for future development to occur in harmony with the environmental context. The naturalized areas also have the capacity to secure crucial links within the municipal trail network and enhance multi-modal connectivity to surrounding areas in Crowsnest Pass.

Table 3: Land Use Statistics – Plan Area

Component	Hectares	Acres	% of PA	% of GA
Plan Area (PA)	55.3	136.7	100.0%	—
Existing Environmental Reserve	1.6	3.9	2.9%	—
Potential Naturalized Areas	9.2	22.7	16.6%	—
Gross Area (GA)	44.6	110.1	80.6%	100.0%
Future Ski Trails (Pass Powderkeg)	10.1	25.0	—	22.7%
Existing GCR-1	10.6	26.3	—	23.9%
Existing NUA-1	1.0	2.6	—	2.3%
High-Pressure Gas Line	3.6	8.9	—	8.1%
Gross Developable Area (GDA)	19.2	47.3	—	43.0%
Roads	4.4	10.9	—	9.9%
Public Utilities	1.2	2.9	—	2.6%
Municipal Reserve (Land Dedication Only)	0.4	1.1	—	1.0%
Net Developable Area (Residential)	13.1	32.5	—	29.5%

Table 4: Land Use Statistics – Parcels (hectares)

Parcel	Parcel Area	Existing ER	PNA ¹	Required MR (Type)	Required MR	FST ²	Existing GCR-1	Existing NUA-1	NGTL ³	Roads	Public Utilities	NDA (Res.)
A	4.4	0.0	0.0	Land	0.4	0.0	0.0	0.0	0.5	1.0	0.2	2.3
B	1.1	0.0	0.3	Cash-in-lieu	0.1	0.0	0.0	0.0	0.0	0.1	0.0	0.6
C	2.6	0.0	0.4	Cash-in-lieu	0.2	0.0	0.0	0.0	0.0	0.4	0.0	1.8
D	3.1	0.0	0.0	Cash-in-lieu	0.3	0.0	0.0	1.0	1.5	0.1	0.0	0.5
E	13.7	1.6	0.0	N/A	0.0	0.0	10.6	0.0	0.0	0.2	0.0	1.3
F	30.2	0.0	8.5	Cash-in-lieu	2.2	10.1	0.0	0.0	1.7	2.6	1.0	6.3
G	0.3	0.0	0.0	N/A	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.3
Totals	55.3	1.6	9.2	—	4.5	10.1	10.6	1.0	3.6	4.4	1.2	13.1

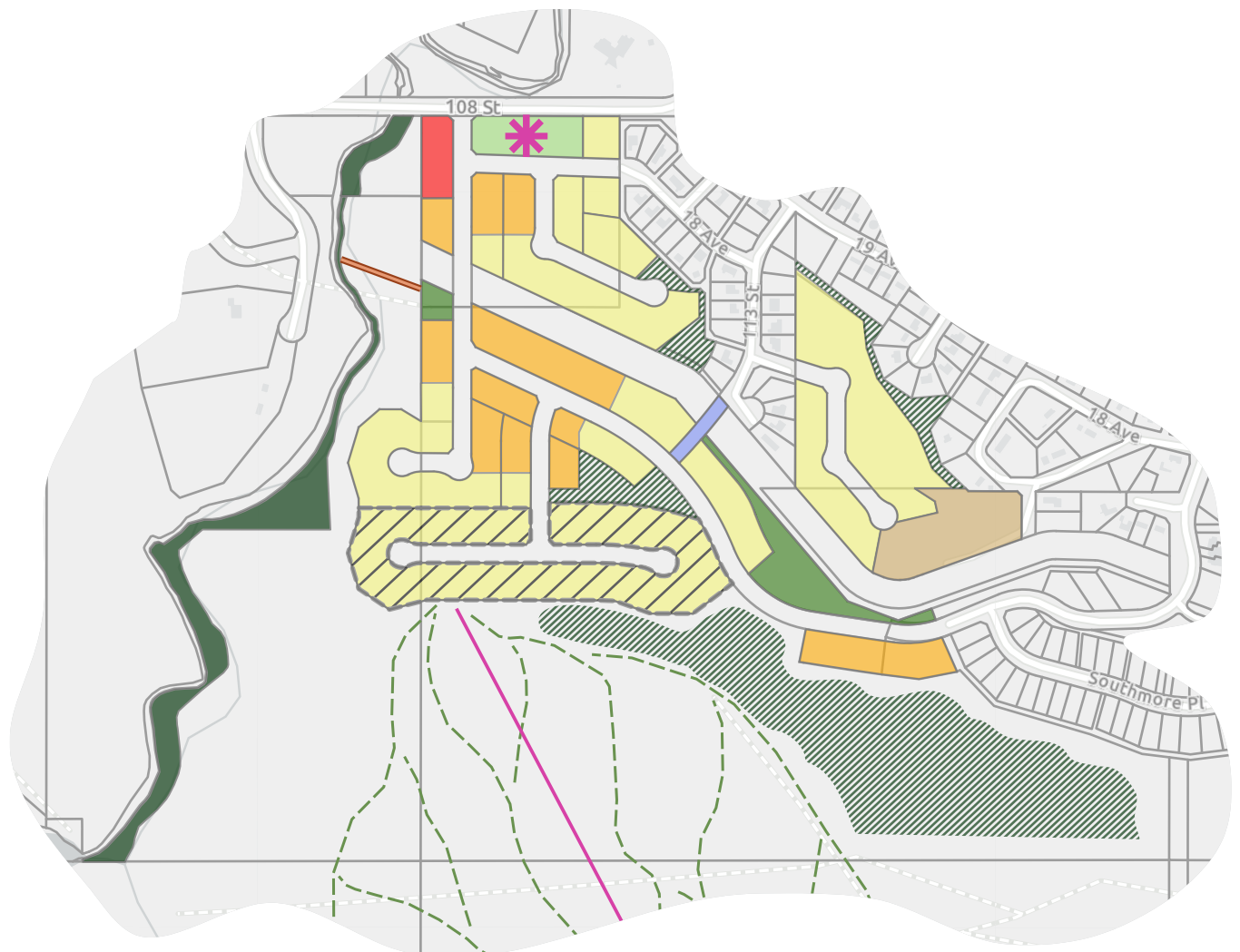
Table 5: Land Use Statistics – Parcels (acres)




Parcel	Parcel Area	Existing ER	PNA ¹	Required MR (Type)	Required MR	FST ²	Existing GCR-1	Existing NUA-1	NGTL ³	Roads	Public Utilities	NDA (Res.)
A	10.8	0.0	0.0	Land	1.1	0.0	0.0	0.0	1.1	2.5	0.4	5.8
B	2.6	0.0	0.8	Cash-in-lieu	0.2	0.0	0.0	0.0	0.0	0.3	0.0	1.5
C	6.4	0.0	0.9	Cash-in-lieu	0.5	0.0	0.0	0.0	0.0	0.9	0.0	4.6
D	7.7	0.0	0.0	Cash-in-lieu	0.8	0.0	0.0	2.6	3.6	0.3	0.0	1.3
E	33.8	3.9	0.0	N/A	0.0	0.0	26.3	0.0	0.0	0.4	0.0	3.2
F	74.6	0.0	20.9	Cash-in-lieu	5.4	25.0	0.0	0.0	4.2	6.5	2.5	15.5
G	0.7	0.0	0.0	N/A	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.7
Totals	136.7	3.9	22.7	—	11.0	25.0	26.3	2.6	8.9	10.9	2.9	32.5

Footnotes:

- 1 Potential Naturalized Area
- 2 Future Ski Trails
- 3 Nova Gas Transmission Line

Map 5 Land Use Concept



- | | |
|---|---|
|  Semi-Detached Residential (or equivalent density) |  Future Ski Trails |
|  Apartment Building(s) Site |  Future Ski Lift 'F' |
|  Potential Pedestrian Corridor |  Environmental Reserve |
|  Potential Public Utility Lot |  Potential Naturalized Area |
|  Potential Municipal Reserve |  Candidate Area for Park |
|  Single-Detached Residential |  Utility Right of Way (5.0m, Stormwater) |
|  Existing NUA-1 | |
|  Adaptable to Future Ski Hill Expansion | |

Policy Statements

36. Except as provided for in Policies 6–8, the distribution of open spaces throughout the Plan Area shall align with Map 5: Land Use Concept.
37. The development of Southmore Phase 2 shall retain access to the remainder of the Buck 50 trail outside the Plan Area.
38. The developer may use a combination of reserve land designations to the Subdivision Authority's satisfaction to actualize the open space network illustrated in Map 5: Land Use Concept.
39. The Subdivision Authority may require, as a condition of subdivision approval, the dedication of land as environmental reserve in the form of a titled parcel(s) of land in the ownership of the Municipality.
40. Areas identified in Map 5: Land Use Concept as Potential Naturalized Area may be required to be dedicated as environmental reserve at the subdivision stage.
41. The following areas may be required to be dedicated as environmental reserve at the subdivision stage:
 - (a) areas that are unstable based on the findings of site-specific geotechnical investigation; and
 - (b) areas that are prone to subsidence or other hazards based on the findings of a mine site geotechnical investigation of the Sunburst Coal Mine.
42. Areas containing slopes exceeding 30 percent that are outside of a road corridor or a residential block in Map 5: Land Use Concept may be required to be dedicated as environmental reserve at the subdivision stage, with the exception of:
 - (a) any area identified in Map 5: Land Use Concept as "Future Ski Trails";
 - (b) any area on Parcel E; and
 - (c) any area on Parcel G.
43. Where land is dedicated as environmental reserve, this dedication may be deemed by the Municipality to constitute an agreement respecting environmental reserve pursuant to section 664.1 of the *Municipal Government Act*.
44. Lands dedicated as environmental reserve shall remain in their natural state, except that they may, subject to approval by the Municipality, accommodate low-impact trails, related passive recreational infrastructure and/or roads.
45. Vegetation management practices undertaken to mitigate the wildfire risk shall be allowed on naturalized areas (including environmental reserves) and the developer of a new subdivision may be required to fuel-modify naturalized areas (including environmental reserves) and municipal reserves through the terms and conditions of a development agreement.
46. Land required to be dedicated as municipal reserve shall not predominantly contain slopes exceeding 15 percent.
47. Land should be designated as municipal reserve at the candidate location indicated in Map 5: Land Use Concept for the purpose of co-locating a public park and stormwater management facility.
48. Land within the Plan Area should be designated as a public utility lot for snow dumping purposes. Where land is designated for snow dumping, its multi-use potential should be explored with respect to accommodating public parking for trail users.
49. Land dedicated as environmental reserve, as municipal reserve or as a public utility lot shall be designated into the Recreation and Open Space (RO-1) land use district or the Public (P-1) land use district, as may be applicable.
50. The Municipality should engage TC Energy for a follow-up discussion regarding the opportunity to utilize the high-pressure gas line right-of-way within the Municipality's broader trail network by formalizing the passive recreational use of this linear infrastructure.

Density and Layout

The Land Use Concept articulates future residential development for Southmore Phase 2 at the block scale within the net developable area of 13 hectares (32 acres). This conceptual layout envisions a development density equal to 27 dwelling units per net hectare (11 dwelling units per net acre). Despite secondary suites being an allowable use within the pertinent land use districts, development density is calculated having regard only to principal dwellings. The development density statistics are provided in Table 6.

Table 6: Development Density

Parameter	Value
Total Units *	361
Net Developable Area	13 ha (33 ac)
Unit Density	27 / net ha (11 / net ac)
Population Density **	69 / net ha (28 / net ac)
Total Persons	903

* Based on total lot frontage and 12-metre-wide (39-ft-wide) lots.

** Assumes an average of 2.5 persons per unit.

The layout of proposed subdivisions within Southmore Phase 2 will be determined by the topographical blueprint, where existing grades are indicative of an established equilibrium for post-development conditions to emulate. With this in mind, the flexible development standards prescribed in the Comprehensive Ski Village (CSV) district are best able to accommodate layouts favourable to the steeper terrain south of the high-pressure gas line. This applies both at the subdivision scale as well as for individual site plans. The narrow minimum lot width of 9.1 metres (30 ft) allows for a higher lot yield to offset servicing cost premiums. At the same time, it encourages smaller building footprints to offset landowners' foundation costs. Also benefitting landowners is the zero lot line setback applicable to the front yard, a standard that precludes long driveways requiring massive volumes of cut and fill.

Additionally, with the future expansion area for Pass Powderkeg abutting the southern margin of the Land Use Concept, the potential exists for resort residential type uses as contemplated in the purpose statement underlying the district. The Pass Powderkeg Master Plan Concept observes that direct access to and from the trails—ski-in ski-out—has become a staple amenity of contemporary mountain resort communities.

Policy Statements

51. The development density for any proposal guided by the Phase 2 ASP shall be calculated by dividing the number of principal dwelling units that will be generated by the proposal by the net developable area of the subject lands.
52. A proposed subdivision shall have a density that generally conforms to the density envisioned for the subject lands in Map 5: Land Use Concept. Low-density proposals that could undermine realizing an overall density for the neighbourhood of 27 dwelling units per net hectare (11 dwelling units per net acre) should be rejected.
53. A proposed subdivision involving a density that is higher than the density envisioned in Map 5: Land Use Concept may be considered on a case-by-case basis. Relevant factors that the Subdivision Authority may consider when deciding whether to approve a higher-density proposal include but are not limited to:
 - (a) the physical suitability of the subject lands to accommodate a higher density;
 - (b) the servicing capacity of the subject lands;
 - (c) the integration of a slope adaptive philosophy; and
 - (d) the projected impacts on neighbouring properties.
54. A proposed subdivision involving deviations to Map 5: Land Use Concept shall be considered where such deviations are related to the findings of geotechnical investigation regarding slope stability, impacts of the Sunburst Coal Mine or any other pertinent features.
55. A proposed subdivision involving deviations to Map 5: Land Use Concept shall be considered where such deviations relate specifically to the area in Map 5: Land Use Concept encompassing the southernmost road and its abutting lots—identified in Map 5 as “Adaptable to Future Ski Hill Expansion”—regarding the integration of limited commercial and/or other compatible uses, as well as alternate spatial configurations that typify a resort residential community, with ski-in ski-out access being a key feature.

Policy Statements (continued)

56. Proposed subdivisions shall adhere to the minimum lot size standards prescribed in the Land Use Bylaw, unless those standards are waived by the Subdivision Authority.
57. The minimum lot width for semi-detached dwellings in the CSV district should be amended from the existing standard of 9.1 metres (30 ft) per unit to 7.6 metres (25 ft) per unit to facilitate a higher development density for semi-detached dwellings than for single-detached dwellings.
58. The CSV district should be amended so that the zero lot line setback applicable to the front yard of a single-detached dwelling likewise applies to the front yard of a semi-detached dwelling.
59. Other amendments to the CSV district may be explored where the amendments would better align the district regulations with the policy statements in the Phase 2 ASP, including but not limited to amendments aimed at better facilitating opportunities for ski-in ski-out varieties of resort residential development as contemplated in the Pass Powderkeg Master Plan Concept.
60. Subdivision layout and design shall consider, and incorporate as may be deemed prudent and appropriate, relevant FireSmart best practices.
61. Subdivision layout and design shall integrate a slope adaptive philosophy that embodies a sensitivity to the hillside context. A slope adaptive philosophy integrates the following elements relating to subdivision layout and design:
 - (a) the avoidance of clear-cutting and mass grading;
 - (b) the integration of retaining features, legally secured via easements where necessary, in lieu of engineered slopes to avoid disturbing trees, outcrops and other natural features;
 - (c) the terracing of retaining features to break up large expanses of mass and provide opportunity for unique landscaping features;
 - (d) variations in lot sizes where this would result in less extensive terrain modification, enhanced tree retention and/or a more optimal selection of building sites;
 - (e) the control of erosion and sedimentation during construction; and
 - (f) revegetation post-construction using native plant species to safeguard against erosion and prevent the spread of noxious weeds.
62. Detailed engineering design for an approved subdivision shall include a subdivision grading plan, along with a grading plan for each lot specifying the design elevations. Development of any lot for which a lot grading plan has been specified shall adhere to the design elevations provided in said lot grading plan as a condition of development permit approval. Any deviation from a specified lot grading plan shall require approval by the Development Authority and must be designed by a professional engineer.



Figure 20 Building Foundations Stepped into Hillside

Housing and Built Form

The balanced distribution of housing types in the Land Use Concept reflects an aspiration to create an inclusive residential environment that caters to different household sizes, age groups and income levels. It is a strategic response to an uptick in demand for housing in a mountain community that will bring to market a substantial inventory of new homes. The diverse housing type mix is also an implementation of Municipal Development Plan policy requiring greenfield development to provide no more than 70 percent of proposed dwelling units as single-detached dwellings. However, severe slope constraints in certain portions of the Plan Area make it impractical to deliver this housing type ratio at the block scale as envisioned in the Municipal Development Plan. This reality is echoed in the Site Development Assessment, which finds that steeper slopes with larger grades differentials are better suited to walk outs and larger lots. Accordingly, the natural features of the land warrant application of the threshold for single-detached dwellings at the neighbourhood scale—encompassing the Plan Area as a whole—rather than at the block scale.

A modest 50 percent (179 units) of the proposed distribution are single-detached dwellings, supplemented by a generous 42 percent (152 units) semi-detached. On the 0.30-hectare (0.74-acre) site earmarked for high-density residential development, the remaining 8 percent (30 units) of the total dwelling units are apartments. The housing type distribution achieves dense residential land use, to the extent that this is practical on such challenging terrain.

Table 7: Housing Type Distribution

Housing Type	Lots	Units	Percent of Units
Single-Detached	179	179	50%
Semi-Detached	76	152	42%
Apartment	1	30	8%
Total *	256	361	100%

* The distribution does not include the secondary suites that are anticipated to be developed on some of the single-detached lots.

The higher-density site is strategically located on land with slopes of less than 10 percent. The site offers convenient access to community amenities, including downtown Blairmore and the municipal trail network.

Development of the apartment building site may be eligible to receive a five-year reduction in municipal property taxes pursuant to the Municipality's Targeted Multi-Family Incentive Program.

Aesthetically, the new homes will remain true to the nature-based ethos that was foundational to the success of Southmore Phase 1. Forms, materials and palettes that respond to the natural characteristics of the site and its broader Montane context are preferred. With respect to form, a principal aim is to reduce the apparent bulk of structures. While this can be challenging on lots in hillside neighbourhoods where the topography dictates small foundations and multi-storey floor plans, one design method that can be used to overcome the perception of bulk is to step the foundation into the hillside. Roof design is another contributing factor as to whether a building embodies a slope adaptive philosophy. The roof is a more visually prominent architectural feature on a lot with strong slopes than it is on a lot with gentle slopes. Variations in roof height and plane can therefore determine the extent to which a residence is able to blend into its hillside context with minimal visual impact.

The integration of stone, timber and other natural building materials indigenous to the natural subregion will be pivotal to articulating a cohesive design aesthetic that reflects the fusion of urban and mountain architecture underpinning Southmore Phase 2. Where synthetic building materials are used, a preference for earth tones will complement the indigenous materials and further contribute to this sense of cohesion.

Policy Statements

63. For the purpose of implementing Municipal Development Plan Policy 2.1.2: Housing Ratio in New Residential Neighbourhoods, the 70-percent-maximum percentage of single-detached dwellings shall be delivered at the neighbourhood scale for the Plan Area as a whole rather than at the block scale.
64. A select number of micro-units in the 37–74 m² (400–800 ft²) range should be provided in any apartment building to provide entry-level housing that is attainable for a broad range of income groups.

Policy Statements (continued)

65. The development of secondary suites on single-detached lots shall be encouraged as per the provisions of the Land Use Bylaw.
66. Accessory buildings developed on a single-detached lot should be located near the principal dwelling to minimize non-essential terrain modification.
67. The CSV district may be amended to decrease the maximum building height of a principal dwelling where the principal dwelling is located on the downslope side of a double-fronted road.
68. The Development Authority should encourage the design of buildings to adhere to a slope adaptive philosophy that embodies a sensitivity to the hillside context and reduces visual impact. A slope adaptive philosophy integrates the following elements relating to building design:
 - (a) the stepping of building foundations into the hillside to avoid excessively massive forms;
 - (b) the breaking up of building mass to conform to the slope and avoid large, unbroken expanses of wall, thereby reducing the apparent bulk of the building;
 - (c) the design of rooflines to reflect the angles and shapes of the surrounding landscape;
 - (d) the use of indigenous materials and compatible colours with a preference for earth tones; and
 - (e) the treatment of tall walls with variation in siding materials and accent bands.
69. Apartment building development shall integrate the following site design strategies:
 - (a) parking shall be located at the rear or side of the building and shall include the minimum number of parking spaces for use by persons with physical disabilities in accordance with the Land Use Bylaw;
 - (b) bicycle racks should be provided in the common area;
 - (c) common areas shall meet or exceed universal design principles;
 - (d) programmed areas of shared amenity spaces—landscape lighting, seating and other outdoor furniture, barbecue areas, community gardens, etc.—should be illustrated on a site plan submitted in conjunction with a development permit application;
 - (e) bioswales, rain gardens and related permeable areas should be integrated into the landscaping design to accommodate stormwater and snowmelt; and
 - (f) solar access should be provided for amenity spaces.
70. Developers may implement architectural controls to further secure a high quality of development and/or to mandate the use of fire-resistant building materials. Where a subdivision is governed by architectural controls, the architectural controls may be registered against the title to each lot in the subdivision by way of restrictive covenant.
71. Enforcement of architectural controls shall be the responsibility of the developer or, where a homeowners association or condominium corporation has been established, the homeowners association or condominium corporation. The Municipality shall not be responsible for enforcing architectural controls.

Landscaping

Southmore Phase 2 is in the wildland–urban interface, where the built environment abuts and intermingles with wildland vegetation. The extensive tree cover throughout the Plan Area will give the neighbourhood its distinctive mountain resort community aesthetic; however, this will come at the expense of an increased fuel load. As a result, responsible landscaping decisions will be necessary to safeguard against the wildfire risk.

Landowners can take precautionary measures by seeking guidance from FireSmart. Most relevant to landscaping are the Home Ignition Zone guidelines, which are designed to limit the presence of combustible vegetation in proximity to structures. FireSmart also administers a Neighbourhood Recognition Program, which encourages landowners to join forces and commit to reducing the ignition risk to their properties.

Policy Statements

72. Lots shall be well maintained until development commences to manage vegetative fuels and avoid unsightly conditions.
73. Private yards shall be maintained in a natural slope condition. Landscaping involving significant, non-essential volumes of cut and fill shall not be allowed.
74. Xeriscaping should be required in private yards as an alternative to lawns.
75. Landowners should consult the FireSmart Guide to Landscaping to select plant species that are fire-resistant.
76. Where a homeowners association or condominium corporation is formed as part of a subdivision in Southmore Phase 2, the organization is encouraged to participate in the FireSmart Neighbourhood Recognition Program by preparing a FireSmart Neighbourhood Plan.
77. Landowners should have regard to the Wildlife-Wise Gardening practices promoted by the Crowsnest Conservation Society.
78. Landowners should integrate paving areas, screening, signage and related site accent features that integrate natural tones like wood cladding, and soft textures complementary to the overall site design to create visual interest.
79. Outdoor lighting in private yards should be purposeful, targeted, low level and warm coloured to maximize stargazing potential. Downward-directed fixtures that reduce glare and light trespass are preferred.



Figure 21 Multi-Storey Homes with Compact Footprints



Figure 22 Highway 3 and Landforms

Servicing Concept

Roads

The conceptual roadway network for Southmore Phase 2 is illustrated in Map 6. It envisions a continuous connection between Southmore Drive and 108 Street that, at full build-out, will include a crossing agreement for the roadway to cross the high-pressure gas line. However, the west extension of Southmore Drive into the Plan Area was flagged in the Site Development Assessment as requiring further investigation to determine its engineering feasibility. Significant retaining features may be needed to support this primary road corridor, and/or it may be necessary to encroach up the hillside to develop the road depending on whether the standard 20-metre (66-ft) width is sufficient for the right-of-way. The ultimate roadway alignment will be established at the subdivision stage as part of detailed engineering design.

Access to the portion of the Plan Area located north of the high-pressure gas line will be from 108 Street, 17 Avenue and 18 Avenue. The existing access roads are currently developed to an urban asphalt standard except for 108 Street, which is developed to a rural road cross-section and will require upgrading to an urban minor collector road with a minimum finished surface width of 12.5 metres (41 ft). Southmore Drive and the north-south road linking it to 108 Street will likewise function as urban minor collectors, while the remaining internal roadways will be developed to an urban local

road standard with a finished surface width of 10.5 metres (34 ft), also within a 20-metre (66-ft) right-of-way. These minimum design standards derive from “Table 2.2.2 – General Design Guidelines” of the Engineering and Development Standards.

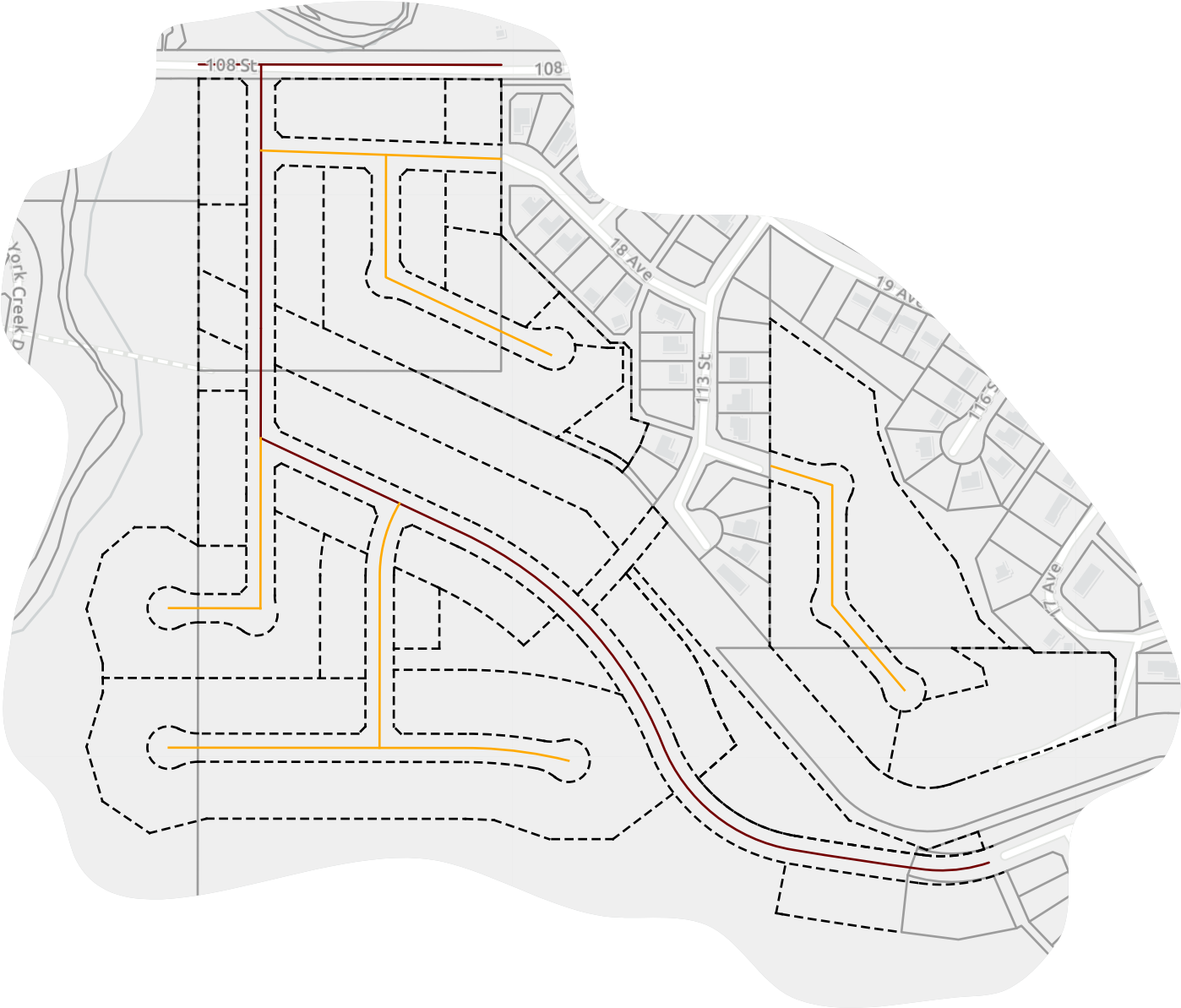
Other design standards impacting the layout of proposed road corridors are the maximum grade of 10 percent for urban local roads, the maximum grade of 10 percent for urban collector roads (at the minimum design speed of 50 km/h), the maximum grade at intersections of 2 percent, and the maximum grade of 12 percent for driveways. Although the maximum grade for urban collector roads decreases as the design speed increases, speed limits above the minimum design speed of 50 km/h are likely not practical in the context of the Phase 2 ASP due to the terrain and the prevalence of residential frontage along these minor collector roads.

The high-level evaluation of the traffic impacts undertaken as part of the Site Development Assessment estimates that the Land Use Concept will generate approximately 3000 vehicles per day, with 270 vehicles in the PM peak hour. The additional traffic is not expected to significantly impact the existing road network; however, this finding will be subject to more detailed analysis at the subdivision stage.

Policy Statements

80. Except as provided for in Policies 6–8, the layout of roads shall align with Map 6: Transportation Concept, subject to refinements during detailed engineering design.
81. A detailed assessment of projected traffic impacts shall be undertaken by a professional transportation engineer at the subdivision stage. This detailed assessment shall include:
 - (a) assessment of the existing traffic control at the intersection of 20 Avenue and 112 Street;
 - (b) assessment of road structure geometrics along 108 Street with respect to accommodating regular two-way traffic flows;
 - (c) identification of off-site road infrastructure improvements; and
 - (d) projection of cumulative impacts on the road network.
82. The detailed assessment of projected traffic impacts should be submitted to Alberta Transportation and Economic Corridors, who may request a more formal traffic impact assessment.
83. The conceptual design of roads shall be refined into detailed engineering design at the subdivision stage. Detailed design shall include the following:
 - (a) a road layout based on the natural contours that avoids excessive grading, without compromising the provision of adequate emergency access;
 - (b) additional road cross-sections;
 - (c) a possible road realignment depending on the engineering feasibility of constructing the Southmore Drive extension as proposed in Map 6: Transportation Concept;
 - (d) provision for stormwater runoff, erosion control, emergency vehicles, household waste removal vehicles and school buses; and
 - (e) traffic calming measures to reduce the prevalence of speeding.
84. A developer may be required to contribute toward upgrades, or future upgrades, for off-site roads as identified in a traffic impact assessment and in accordance with an off-site levy bylaw (if applicable). The Municipality shall not be required to bear any portion of these costs or any other costs required to service the subdivision.
85. The layout of sidewalks may integrate additional curvature beyond that of the roadway where necessary to accommodate the physical limitations of pedestrians by reducing the sidewalk slope. Such curvy sidewalk layouts may result in physical separation from the road right-of-way over short distances.
86. The minimum road design standards specified in the Municipality's Engineering and Development Standards do not apply to a private road in a condominium development.
87. On a case-by-case basis and subject to approval by Council and verification from the Municipality's Protective Services department that the provision of emergency access will not be compromised, the minimum road width specified in "Table 2.2.2 – General Design Guidelines" of the Engineering and Development Standards may be varied in respect of a one-way road creating a looped road network that provides a secondary access.
88. On a case-by-case basis and subject to approval by Council, the maximum road grade specified in "Table 2.2.2 – General Design Guidelines" of the Engineering and Development Standards may be varied to allow a road grade of up to 12 percent over short, straight distances.
89. Except for the potential relaxations to requirements of "Table 2.2.2 – General Design Guidelines" provided for in the preceding policy statements, the design of roads shall conform to or exceed the minimum design standards specified in the Municipality's Engineering and Development Standards, subject to any provisions of a signed development agreement between the developer and the Municipality.

Map 6 Transportation Concept



- Urban Minor Collector Road
- Urban Local Road
- Proposed Block Linework

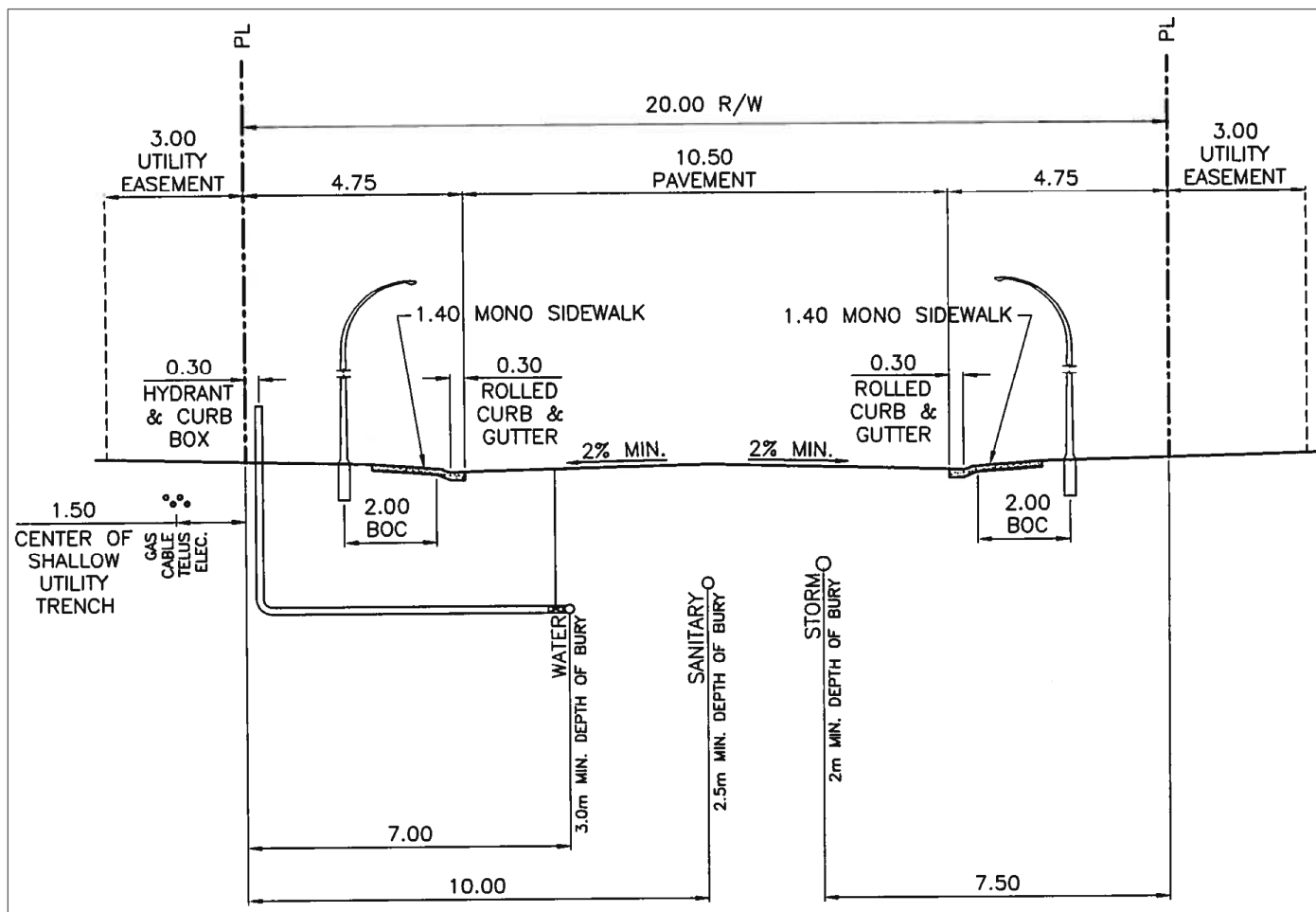


Figure 23 20m R/W Urban Local Street Cross Section
(Drawing No. ST-1 from the Engineering and Development Standards)

Table 8: Urban Local Road Design Standards *	
Parameter	Value
Minimum Right-of-Way Width	20 m
Minimum Surface Width	10.5 m
Maximum Allowable Gradient	—
At Minimum Design Speed	10%
At Maximum Design Speed	10%
Design Speeds	—
Minimum Design Speed	30 km / h
Maximum Design Speed	50 km / h

* Additional design standards for this roadway classification are specified in "Table 2.2.2 – General Design Guidelines" of the Engineering and Development Standards.

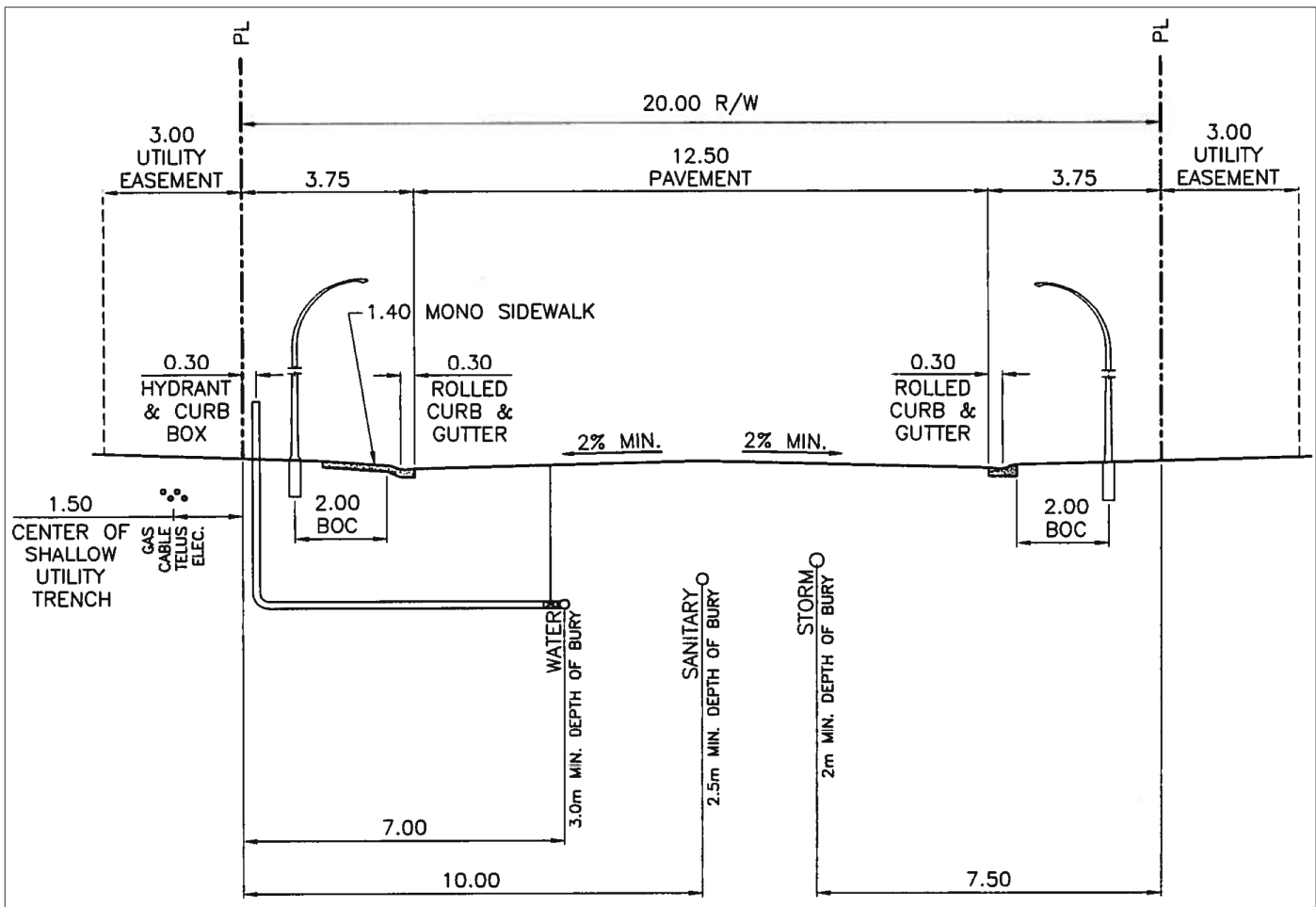


Figure 24 20m R/W Urban Collector Street Cross Section
(Drawing No. ST-2 from the Engineering and Development Standards)

Table 9: Urban Collector Road Design Standards *	
Parameter	Value
Minimum Right-of-Way Width	20 m
Minimum Surface Width	12.5 m
Maximum Allowable Gradient	—
At Minimum Design Speed	10%
At Maximum Design Speed	6%
Design Speeds	—
Minimum Design Speed	50 km / h
Maximum Design Speed	70 km / h

* Additional design standards for this roadway classification are specified in "Table 2.2.2 – General Design Guidelines" of the Engineering and Development Standards .

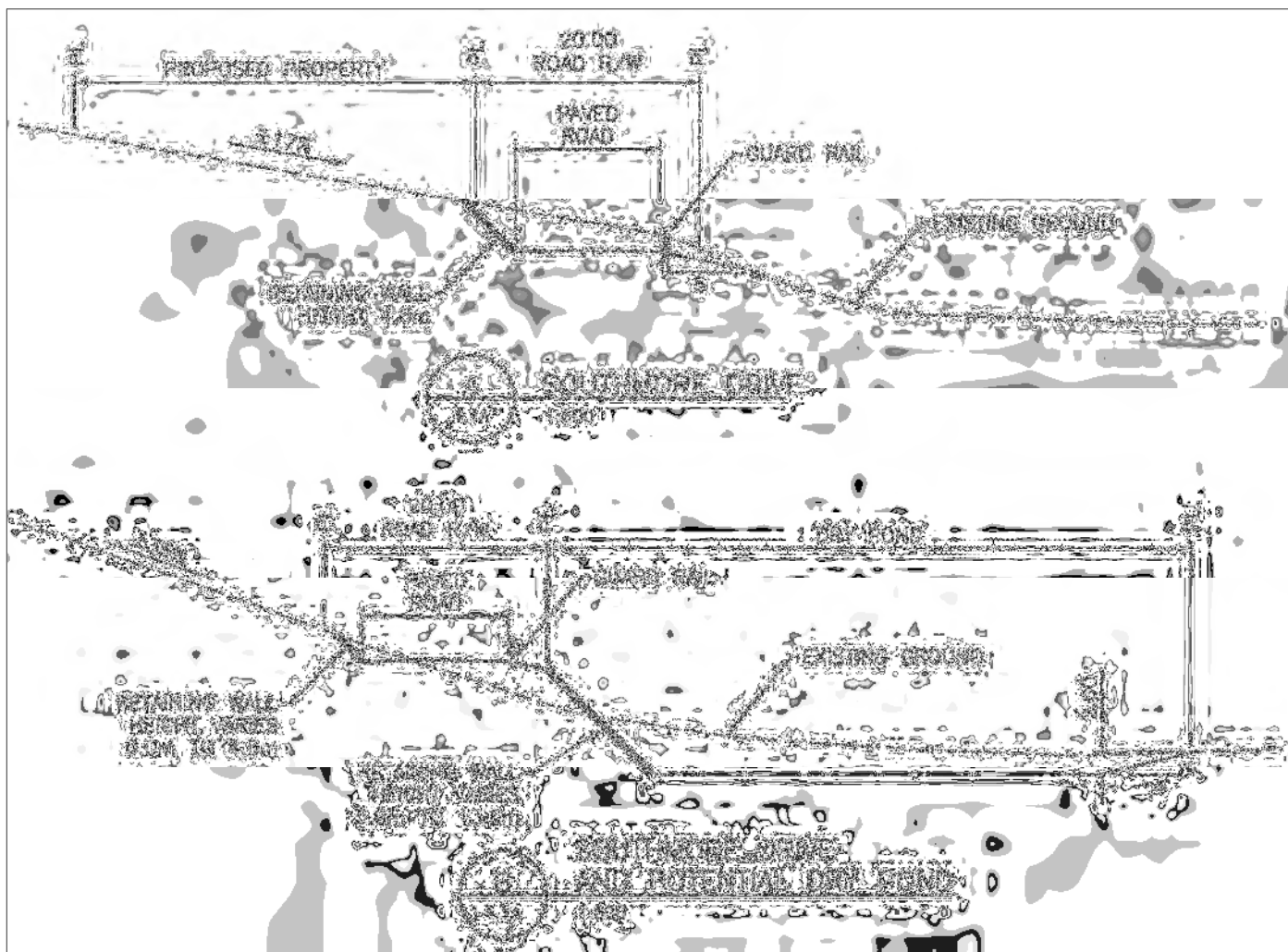


Figure 25 Conceptual Cross-Section: Southmore Drive
(Figure 4.3 from Site Development Assessment)

Stormwater

Effectively managing stormwater in Southmore Phase 2 will require the construction of stormwater management facilities on dedicated public utility lots. These facilities will be designed to detain runoff and prevent off-site drainage impacts.

The Site Development Assessment identified three stormwater management facilities; however, Parcel E is likely no longer a viable option for the westerly facility in view of the recent approval of grouped country residential lots at that location. Instead, an alternate location on Parcel F is proposed. Through a utility right-of-way across Parcel E, runoff from the westerly detention pond could be discharged into York Creek as per the original servicing concept. Should the logistics associated with this strategy prove to be too cumbersome, another option would be to obtain written consent from TC Energy for a piped connection across

the high-pressure gas line and through Parcel A to an existing outfall structure north of the Plan Area.

The northerly stormwater management facility will abut 108 Street, across the road from the apartment building(s) site. The third proposed facility is at the southeast periphery of the Plan Area. This location is supported by storm sewer inverts along Southmore Drive that indicate the possibility for a gravity connection. Subject to a review of residual system capacities, the outlets for these latter two facilities can be connected to existing downstream infrastructure. The three stormwater management facilities are depicted in Map 7.

Subdivision layouts that are rooted in a slope adaptive philosophy achieve drainage patterns that align more closely with pre-development conditions compared to layouts that have little regard for a site's topography.

Still, even minor terrain modifications can significantly impact surface water flows. The challenging terrain thus calls for the integration of low impact development practices to attenuate peak flows and reduce the required size of dedicated stormwater management facilities to help offset the land consumptive nature of the conventional storm sewer infrastructure. Low impact development practices also improve water quality, thereby enhancing the site's natural features.

One low impact development practice well suited to supplement conventional storm sewer infrastructure in a hillside context is the use of bioswales. These gently sloped vegetated channels capture runoff from impervious surfaces and convey it at a reduced velocity to downstream watercourses or storm sewer inlets. Bioswales are usually positioned alongside roads and other linear hardscapes, either running parallel or meandering in accordance with the terrain. During conveyance, vegetation and soil within the bioswale filter out silt and pollutants, improving surface water quality compared to standard curb and gutter systems. Some of the runoff infiltrates into the ground, which helps alleviate the burden on other storm sewer infrastructure during peak flow events. The subsurface infiltration rate is therefore a key aspect of bioswale design, along with the density, topography, layout and the ratio of gross area to impervious area. Even with the integration of bioswales, responsible erosion and sediment control practices are needed to mitigate sediment deposition and safeguard water quality in York Creek and other downstream water bodies.

Policy Statements

90. Except as provided for in Policies 6–8, the location of stormwater management facilities shall align with Map 7: Wet Utilities Servicing Concept, subject to refinements during detailed engineering design.
91. Drainage of the westerly stormwater management outlet shall be through Parcel E to York Creek courtesy of the registered 5-metre (16-ft) utility right-of-way or, with written consent from TC Energy, via a piped connection across the high-pressure gas line and through Parcel A to the existing outfall north of 108 Street.
92. Drainage of the northerly and easterly stormwater management outlets shall be to existing downstream infrastructure, subject to a review of residual system capacities.
93. The conceptual design of stormwater management facilities shall be refined into detailed engineering design at the subdivision stage. Detailed design shall include the following:
 - (a) sizing of stormwater management facilities based on footprints/volumes provided in “Table 5.9” of the Infrastructure Master Plan for a range of runoff coefficients;
 - (b) a review of residual system capacities for existing downstream infrastructure;
 - (c) the feasibility of a future regional storm outfall line discharging into Lyons Creek in the vicinity of 132 Street, as identified in the Infrastructure Master Plan;
 - (d) consideration of low impact development practices that provide infiltration and reduce runoff volumes and velocities; and
 - (e) submission of a stormwater management plan indicating the final location and sizing of stormwater management facilities to the satisfaction of Alberta Environment and Protected Areas.
94. Bioswales should be integrated into subdivision layouts to align overland drainage with natural contours as part of the broader stormwater management strategy. Bioswales shall:
 - (a) be designed by a professional engineer;
 - (b) have depth and flow meeting the criteria of Alberta Environment and Protected Areas (if applicable); and
 - (c) respect any minimum distances to property boundaries and building foundations specified by the engineer responsible for the design.
95. The allocation of additional land for stormwater management purposes beyond that which is specified in Map 7: Wet Utilities Servicing Concept shall be required where the findings of detailed design reveal the need for this additional land.
96. The utility rights-of-way, utility easements, public utility lots and restrictive covenants necessary to service an approved subdivision shall be secured prior to subdivision endorsement.
97. Where a stormwater management plan involves a bioswale that will cross a stormwater utility trench, impervious material shall be installed in the stormwater utility trench to prevent the infiltration of stormwater into the trench.
98. The design of storm sewer infrastructure shall conform to or exceed the minimum design standards specified in the Municipality's Engineering and Development Standards, subject to any provisions of a signed development agreement between the developer and the Municipality.

Water

The Infrastructure Master Plan indicates ample water licensing and storage capacity in the Blairmore reservoir to service Southmore Phase 2, including for fire flows. In the event of an emergency, additional fire flows are contributed by a separate distribution main from Coleman, which remains shut under normal conditions.

Comprehensive planning of the water distribution system involves sizing the municipal service according to the projected development density. The objective is to ensure cost-effective service delivery by avoiding arbitrary expansions to the infrastructure due to insufficient system capacity. Projected water consumption statistics are provided in Table 10. Average Day Demand is based on a per capita consumption rate of 400 litres per day as specified in the Infrastructure Master Plan with respect to future residential development.

Table 10: Projected Water Consumption

Parameter	Value
Average Day Demand	361 m ³ / day
Maximum Day Demand *	722 m ³ / day
Peak Hour Demand **	17 L / s
Fire Flow ***	76 L / s
Maximum Day Demand + Fire Flow	84 L / s

* Peaking factor of 2 specified in the Infrastructure Master Plan.

** Peaking factor of 4 specified in the Infrastructure Master Plan.

*** Fire Flow specified in the Infrastructure Master Plan.

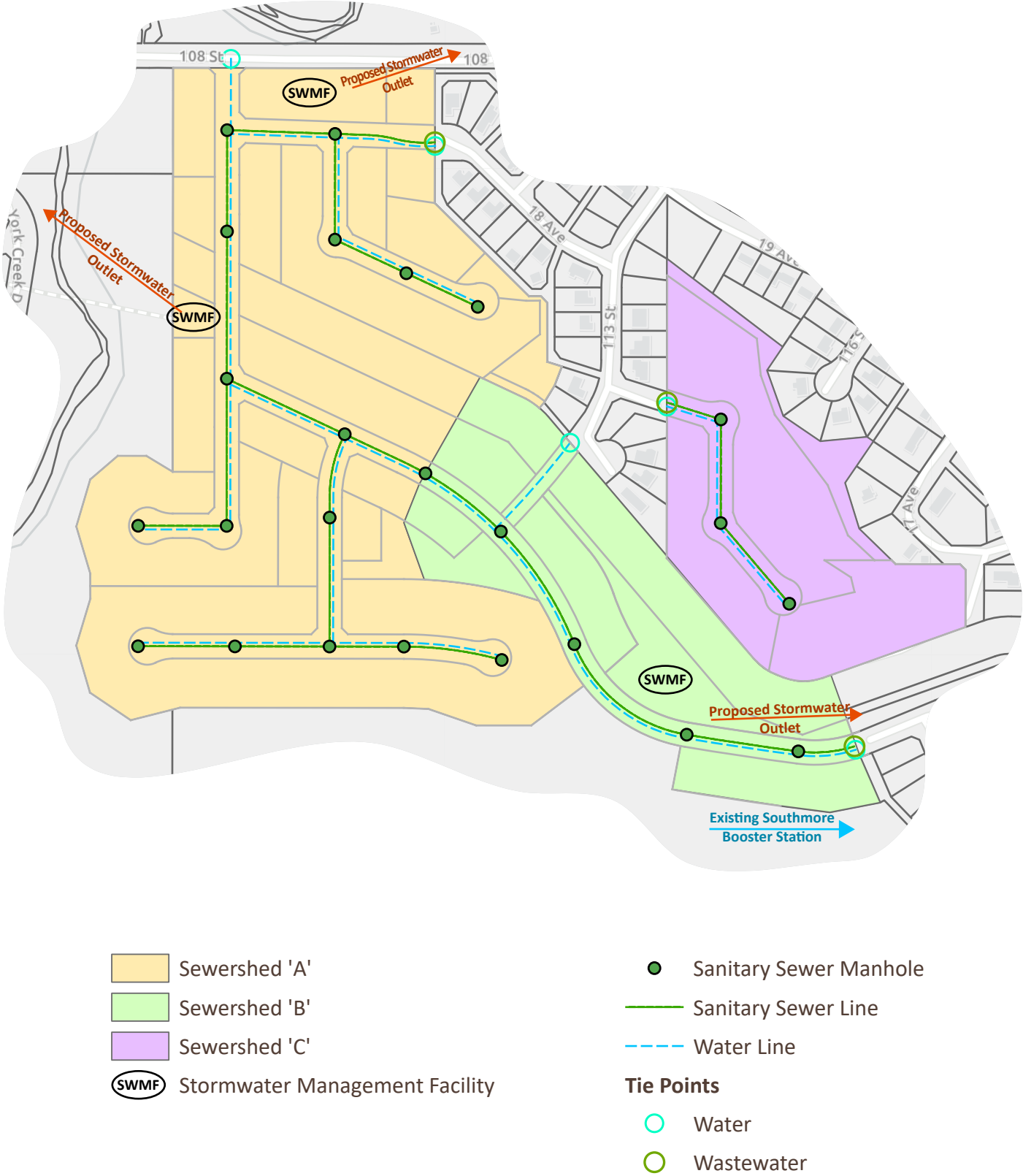
The water pressure challenges associated with providing municipal water service to a hillside neighbourhood will be alleviated—at least in part—by the existing Southmore Booster Station located near the Plan Area at the eastern margin of Phase 1. Much of Phase 2 can likely be serviced by this existing booster station; however, the pumping capacity of its high-pressure line was not verified as part of the Infrastructure Master Plan. As such, water distribution system modelling will be necessary to establish whether the pumping capacity is sufficient to service the higher-elevation residential areas within the Land Use Concept.

Water distribution system modelling will also need to evaluate the potential for looping of the water network, with the ultimate intent of connecting the water main originating at Southmore Drive to the main located at the southern terminus of 113 Street. This will require a utility crossing across the high-pressure gas line.

Policy Statements

99. Except as provided for in Policies 6–8, the location of water servicing infrastructure shall be in accordance with Map 7: Wet Utilities Servicing Concept.
100. Where possible, water distribution infrastructure shall be aligned and looped to avoid dead-end mains.
101. Water distribution system modelling shall be undertaken at the subdivision stage during detailed engineering design. The system modelling should include the following:
 - (a) integration of a required fire flow equal to 76 L/s for non-sprinklered residential development;
 - (b) assessment of the pumping capacity of the high-pressure line in the existing Southmore Booster Station regarding its sufficiency to service Southmore Phase 2; and
 - (c) evaluation of the potential for water looping to interconnect the mains at Southmore Drive and 113 Street.
102. All development in the Plan Area shall connect to the installed municipal water service.
103. The utility rights-of-way, utility easements and public utility lots necessary to service an approved subdivision shall be secured prior to subdivision endorsement.
104. Where a stormwater management plan involves a bioswale that will cross a water utility trench, impervious material shall be installed in the water utility trench to prevent the infiltration of stormwater into the trench.
105. The design of water distribution infrastructure shall conform to or exceed the minimum design standards specified in the Municipality's Engineering and Development Standards, subject to any provisions of a signed development agreement between the developer and the Municipality.

Map 7 Wet Utilities Servicing Concept



Wastewater

The build-out of Southmore Phase 2 will be accommodated by extending the Municipality's existing wastewater collection system into the Plan Area. Sanitary flows will be conveyed to the Frank Wastewater Treatment Plant.

The proposed wastewater collection system has been segmented into sewer sheds based on the topography, with the understanding that future roadways will be designed to align with existing grades wherever possible. The Site Development Assessment proposes three sanitary sewer connections: Southmore Drive (at the terminus of the existing roadway adjacent to Parcel G), 17 Avenue (at the boundary of Parcel C), and 18 Avenue (at the boundary of Parcel A). Operational depths of the existing sanitary mains at these locations are sufficient for gravity wastewater servicing, and the peak wet weather flows associated with the proposed connections are within the residual conveyance system capacities identified in the Infrastructure Master Plan. However, the capacity of the downstream sanitary sewers will require a more thorough evaluation at the subdivision stage during detailed engineering design.

Policy Statements

106. Except as provided for in Policies 6–8, the location of wastewater servicing infrastructure shall be in accordance with Map 7: Wet Utilities Servicing Concept.
107. Wastewater collection system modelling shall be undertaken at the subdivision stage during detailed engineering design.
108. All development in the Plan Area shall connect to the installed municipal wastewater service.
109. The utility rights-of-way, utility easements and public utility lots necessary to service an approved subdivision shall be secured prior to subdivision endorsement.
110. Where a stormwater management plan involves a bioswale that will cross a wastewater utility trench, impervious material shall be installed in the wastewater utility trench to prevent the infiltration of stormwater into the trench.
111. The design of wastewater collection infrastructure shall conform to or exceed the minimum design standards specified in the Municipality's Engineering and Development Standards, subject to any provisions of a signed development agreement between the developer and the Municipality.

Shallow Utilities

The following policy statements pertaining to shallow utility infrastructure are subject to confirmation by the utility service provider at the subdivision stage.

Policy Statements

112. The developer shall be responsible for coordinating the design and installation of shallow utility services at the subdivision stage.
113. The utility rights-of-way and utility easements necessary to service an approved subdivision shall be secured prior to subdivision endorsement.
114. Shallow utility services shall be designed and installed in accordance with the service provider's standards.
115. Shallow utility services shall be installed underground to reduce the wildfire risk and enhance the aesthetic appeal of the neighbourhood.
116. The existing overhead powerline along 108 Street shall be relocated underground at the time that 108 Street is upgraded to an urban standard.
117. Where a stormwater management plan involves a bioswale that will cross a shallow utility trench, impervious material shall be installed in the shallow utility trench to prevent the infiltration of stormwater into the trench.

Plan Implementation

Plan Adoption and Amendment

Policy Statements

118. The process for adopting the Phase 2 ASP shall proceed in accordance with the *Municipal Government Act*, with Council being the decision-making body.
119. Adoption of the Phase 2 ASP shall be preceded by a public engagement process.
120. A proposed redesignation that does not align with the Phase 2 ASP shall require an amendment to the Phase 2 ASP prior to being considered unless the deviation is provided for in consideration of the relevant policies set forth in Part 2.
121. A proposed amendment to the Phase 2 ASP shall proceed in accordance with the *Municipal Government Act*, with Council being the decision-making body.
122. A proposed amendment to the Phase 2 ASP shall be accompanied by any supporting information requested by Council, the Subdivision Authority or the Development Authority.
123. An amendment to the Phase 2 ASP shall be preceded by a public engagement process.
124. The Phase 2 ASP should be reviewed at a minimum of once every ten years or until full build-out to ensure its policy statements continue to represent the Municipality's vision for the Plan Area.

Districting of Land within the Plan Area

Policy Statements

125. Notwithstanding that an area of land is identified in Map 5: Land Use Concept as an area for future residential development, this does not negate the requirement to redesignate the land prior to undertaking subdivision or development. Where a proposed subdivision aligns with the Phase 2 ASP but the subject lands have not been redesignated to the required land use district, the subdivision application shall be preceded by an application to redesignate the subject lands.
126. The following areas, depicted in Map 5: Land Use Concept, shall be redesignated as follows prior to being considered for subdivision and/or development:
- (a) The 0.30-hectare (0.74-acre) portion of Parcel A identified as an apartment building(s) site shall be redesignated to High Density Residential (R-3).
 - (b) All other lands to the north of the high-pressure gas line that are identified as future residential areas shall be redesignated to the appropriate residential district.
 - (c) Lands to the south of the high-pressure gas line that are identified as future residential areas shall be redesignated to Comprehensive Ski Village (CSV).
 - (d) Lands shown as a park or green space shall be redesignated to Recreation and Open Space (RO-1).

Conceptual Schemes

Policy Statement

127. An application to subdivide land within the Plan Area may be required, at the request of the Municipality, to be accompanied by the submission of a conceptual scheme, prepared by the applicant or on behalf of the applicant at the applicant's expense.

Comprehensive Site Development Plans

Policy Statement

128. Where a redesignation application articulates a concept for residential development that aligns with the Phase 2 ASP and the proposal does not contemplate any subdivision of the subject lands, the application may be required, at the request of the Municipality, to be accompanied by the submission of a Comprehensive Site Development Plan, prepared by the applicant or on behalf of the applicant at the applicant's expense.

Development Sequencing

Policy Statements

129. The sequence of development for Southmore Phase 2 should generally occur such that the existing road and utility infrastructure are logically extended to avoid leapfrog development.
130. The build-out of Southmore Phase 2 may occur in any number of subphases, according to landowner preferences and market conditions.

Development Agreements

Policy Statements

131. A development agreement shall be established at the subdivision stage outlining the responsibilities of the developer regarding the construction, maintenance and turnover to the Municipality of public infrastructure to service the subject lands.
132. Where, pursuant to a development agreement, a developer is required to provide public infrastructure that will benefit subsequent development within the Plan Area, the development agreement may include Endeavour to Assist provisions.

Glossary

Area of potential environmental concern means any area on, in or under land where one or more contaminants of potential concern may be present, as identified through a Phase 1 Environmental Site Assessment or other assessment, and that has not been ruled out through a subsequent Phase 2 Environmental Site Assessment.

Area structure plan means a statutory plan in accordance with the *Municipal Government Act* and the Municipal Development Plan for the purpose of providing a framework for subsequent subdivision and development of an area of land in the Municipality, that will include the construction of Municipal Improvements (i.e. public infrastructure constructed by a developer and owned and operated by the Municipality) and/or the dedication of municipal reserves or environmental reserves (or other forms of public open space). An area structure plan may contain any matters Council considers necessary; however, it must describe:

- (a) the sequence of development proposed for the area;
- (b) the land uses proposed for the area, either generally or with respect to specific parts of the area;
- (c) the density of population proposed for the area either generally or with respect to specific parts of the area; and
- (d) the general location of major transportation routes and public utilities.

Bioswale means a low impact development practice consisting of shallow, gently sloped vegetated channels designed to collect, store, filter and convey runoff.

Borehole means a hole advanced into the ground for the purpose of determining engineering or geological classification and properties for instrumentation purposes.

Castle Parks means the collective area encompassed by Castle Provincial Park and Castle Wildland Provincial Park.

Comprehensive Site Development Plan means a plan, in a format to be determined for each case based on the requirements established in Schedule 4 of the Land Use Bylaw, that provides for the coordinated, comprehensive planning of multi-faceted or otherwise complex development, redevelopment, infill development or bare land condominium subdivision,

which is of such a scale or complexity or is located in an area that, in the opinion of the Development Authority or the Subdivision Authority, the proposal requires a coordinated and comprehensive approach to the provision of infrastructure, the design and layout of land uses or buildings, the interrelation of the proposal with adjacent or neighbouring lands, and/or the impact of the proposal on adjacent or neighbouring property owners.

Concept map means one of the following maps, which are to be interpreted as policy statements with the caveat that they are conceptual in nature and that their boundaries are approximate and subject to refinement at the subdivision stage as a consequence of detailed engineering design:

- (a) Map 5: Land Use Concept;
- (b) Map 6: Transportation Concept; or
- (c) Map 7: Wet Utilities Servicing Concept.

Conceptual scheme means a detailed plan that illustrates:

- (a) the layout of a proposed subdivision, with parcel or block boundaries and dimensions;
- (b) municipal reserve, environmental reserve, and conservation reserve;
- (c) land uses and density of population;
- (d) public roadways;
- (e) the location and capacity and upsizing requirements of existing or required on-site and off-site municipal water, wastewater, and stormwater infrastructure, based on the design volumes required and produced by the proposed subdivision;
- (f) the relation of the proposed subdivision to future subdivision and development of adjacent areas;
- (g) the sequence of the proposed subdivision; and
- (h) the additional information provided for in the *Matters Related to Subdivision and Development Regulation*, that the Development Officer may deem relevant to making an informed decision on the subdivision application.

Density means the development density, expressed by the number of principal dwelling units within the net developable area.

Detention means a strategy used in stormwater management in which runoff is detained and later released at a prescribed rate.

Engineering and Development Standards means the Engineering and Development Standards for the Municipality of Crowsnest Pass.

Existing ASP means the Southmore Area Structure Plan adopted by the Municipality in 2005.

FireSmart means a nationwide program originally developed in Alberta to educate landowners who inhabit the wildland–urban interface on best practices that can be implemented to safeguard against the wildfire risk.

High-pressure gas line means the Nova Gas Transmission Line operated by TC Energy that runs east-west through the Plan Area.

Impervious cover means any hard surface material, such as asphalt or concrete, that limits stormwater infiltration and induces high runoff rates.

Infrastructure Master Plan means the Crowsnest Pass Infrastructure Master Plan encompassing water, wastewater and stormwater infrastructure.

Land Use Bylaw means the Municipality of Crowsnest Pass Land Use Bylaw.

Land Use Concept means the conceptual layout for residential development depicted in Map 5: Land Use Concept illustrating the distribution of open spaces, the primary road and utility corridors and the block configurations for Southmore Phase 2.

Low impact development means a comprehensive land development and engineering approach to managing the runoff from precipitation events that emphasizes conservation and the use of onsite natural features to protect water quality. Low impact development focuses on reducing the need for conventional stormwater conveyance and collection systems through the use of decentralized small-scale hydrologic controls to replicate pre-development runoff flows by collecting, storing, filtering, infiltrating and/or conveying runoff close to its surface. Low impact development includes tools, techniques and mechanisms including permeable pavements, vegetative roofs, rain gardens, bioswales and constructed wetlands.

Mitigation means any action, strategy or intervention intended to reduce or alleviate the adverse effects and potential risks that occur or may be associated with a specific purpose, activity, project or development.

Municipal Development Plan means the Municipality of Crowsnest Pass Municipal Development Plan.

Municipality means the Municipality of Crowsnest Pass.

Natural drainage pattern means the surface flow regime associated with the pre-disturbance hydrology.

Naturalized area means an area that is primarily preserved in its natural state but that may accommodate the development of trails, interpretive signage and other elements of passive recreation. A naturalized area may be dedicated as environmental reserve; however, the term also includes lands that do not carry the environmental reserve designation.

Net developable area means the area identified for future residential development in Map 5: Land Use Concept. The net developable area represents the portion of the Plan Area that remains upon subtracting the following areas:

- (a) the environmental reserve bordering York Creek;
- (b) the potential naturalized areas corresponding to areas with slopes exceeding 30 percent or that are otherwise unstable;
- (c) the area on Parcel F reserved for the development of future ski trails;
- (d) the area on Parcel D reserved for Existing NUA-1;
- (e) the area on Parcel E reserved for Existing GCR-1;
- (f) the area occupied by the high-pressure gas line right-of-way; and
- (g) the land dedications for municipal reserves, roads and public utilities required to service Southmore Phase 2.

Part 1 means the part of the Phase 2 ASP that does not provide any policy statements for the Plan Area.

Part 2 means the part of the Phase 2 ASP that provides the policy statements and glossary for the Plan Area.

Pass Powderkeg means a community-focused ski area with great snow and exciting terrain that provides access to a diverse alpine environment. The existing ski area for Pass Powderkeg is located east of the Plan Area while the future expansion area encompasses the southern portion of Parcel F.

Phase 2 ASP means the Southmore Phase 2 Area Structure Plan.

Plan Area means the total area encompassed by the Phase 2 ASP.

Prescribed area means, in the context of the high-pressure gas line operated by TC Energy, the area extending 30 metres (98 ft) in either direction from the centreline of the pipeline.

Public Land Use Zone means an area of land designated under the *Public Lands Administration Regulation* designed to accommodate a wide range of recreational uses that are compatible with mining, forestry, surface materials extraction and livestock grazing activities, while also affording protection to sensitive areas and maintaining key wildlife habitat. The Livingstone Public Land Use Zone abuts the Southmore Phase 2 Plan Area to the south.

Shallow utility means underground electricity, natural gas or telecommunications infrastructure.

Site Development Assessment means the preliminary evaluation of the physical constraints and engineering feasibility for residential development undertaken in respect of the Southmore Phase 2 Plan Area.

Ski-in ski-out means a term commonly used in the tourism industry to describe resort residential development located at the base of a mountain or along a mid-mountain slope that allows residents to ski or snowboard directly to and from the trails without the need for additional transportation.

Southmore Phase 2 Area Structure Plan means an area structure plan adopted by the Municipality of Crowsnest Pass dealing with future residential development adjacent to an existing neighbourhood in south Blairmore.

Sunburst Coal Mine means an abandoned underground coal mine in the Plan Area that operated between approximately 1919 and 1930.

Urban local road means an internal road proposed for Southmore Phase 2 that is not an urban minor collector road.

Urban minor collector road means Southmore Drive, 108 Street, or the proposed north–south road beginning at 108 Street that intersects the west terminus of Southmore Drive.

UROC means United Riders of Crowsnest Club, a non-profit organization that develops and maintains trails, promotes Crowsnest Pass as a mountain biking destination and encourages responsible mountain biking practices.

Wildlife linkage zone means an area of seasonal habitat where animals can find food, shelter, and security. Wildlife linkage zones maintain ecological connectivity adjacent to urban environments.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 27, 2025

Agenda #: 7.c

Subject: Bylaw 1228, 2025 - LUB Amendment Southmore Phase 2 Rezoning - First Reading

Recommendation: That Council move first reading of Bylaw 1228, 2025.

Executive Summary:

The Municipality has been working for the past two years on developing an ASP for the area identified as Southmore Phase 2 in the SW corner of Blairmore. This is the only identified growth node for Blairmore in the MDP and the Municipality is the majority land owner for the area, therefore undertook to have the ASP completed. The ASP process included two inputs from the public, an initial concept circulation in the Summer of 2024 and then a draft ASP open house in the Spring of 2025.

As part of the process in adopting the ASP, it is prudent to rezone the lands into a holding district to preserve the ability to subdivide and develop the lands in line with the MDP and ASP.

Relevant Council Direction, Policy or Bylaws:

MDP

Southmore Phase 2 ASP

Discussion:

N/A

Analysis of Alternatives:

1. Council can pass first reading of Bylaw 1228, 2025.
2. Council can defer first reading of Bylaw 1228, 2025 and identify what additional information they wish to see.

Financial Impacts:

Attachments:

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parcel_redesignation__May_2025_.docx

Bylaw 1228, 2025 Schedule 'A'.pdf

Bylaw 1228, 2025 Schedule 'B'.pdf

Bylaw 1228, 2025 Schedule 'B' (aerial).pdf

MUNICIPALITY OF CROWSNEST PASS

Bylaw 1228, 2025

LAND USE BYLAW AMENDMENT – Establish “Future Urban Development – FUD” land use district and redesignate Lot 13, Block 6, Plan 951 0566; Lot 47, Block 1, Plan 081 2254; & portions of LSDs 9, 10, 15, 16, NE¼ 34-7-4-W5M

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

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to establish the “Future Urban Development – FUD” land use district for the purpose of safeguarding against the premature or unorderly development of lands that are within the boundary of an approved area structure plan, as shown on Schedule ‘A’, attached hereto and forming part of this bylaw, and to redesignate the lands legally described as:

- A. Portion of LSD 15, NE¼ 34-7-4-W5M, containing ±4.4 ha (10.9 acres), from “Non-Urban Area – NUA-1” to “Future Urban Development – FUD”; as shown on Schedule ‘B’, attached hereto and forming part of this bylaw.
- B. Lot 13, Block 6, Plan 951 0566, containing ±1.1 ha (2.6 acres), from “Non-Urban Area – NUA-1” to “Future Urban Development – FUD”; as shown on Schedule ‘B’, attached hereto and forming part of this bylaw.
- C. Portion of LSD 16, NE¼ 34-7-4-W5M, containing ±2.6 ha (6.4 acres), from “Non-Urban Area – NUA-1” to “Future Urban Development – FUD”; as shown on Schedule ‘B’, attached hereto and forming part of this bylaw.
- D. Portion of LSDs 9,10, NE¼ 34-7-4-W5M, containing ±3.1 ha (7.7 acres), from “Non-Urban Area – NUA-1” to “Future Urban Development – FUD”; as shown on Schedule ‘B’, attached hereto and forming part of this bylaw.
- E. Portion of LSDs 9,10, 15, NE¼ 34-7-4-W5M, containing ±30.2 ha (74.6 acres), from “Comprehensive Ski Village – CSV” to “Future Urban Development – FUD”; as shown on Schedule ‘B’, attached hereto and forming part of this bylaw.
- F. Lot 47, Block 1, Plan 081 2254, containing ±0.3 ha (0.7 acres), from “Comprehensive Ski Village – CSV” to “Future Urban Development – FUD”; as shown on Schedule ‘B’, attached hereto and forming part of this bylaw.

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

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

1. That Schedule 1 and Schedule 2 of the Land Use Bylaw are amended by adding the “Future Urban Development – FUD” land use district, as shown on Schedule ‘A’, attached hereto and forming part of this bylaw.
2. That the Land Use District Map be amended to redesignate the lands legally described as Lot 13, Block 6, Plan 951 0566; Lot 47, Block 1, Plan 081 2254; & portions of LSDs 9, 10, 15, 16, NE¼ 34-7-4-W5M to “Future Urban Development – FUD”, as shown on Schedule ‘B’, attached hereto and forming part of this bylaw.

3. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.

4. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time in council this _____ day of _____ 2025.

READ a **second** time in council this _____ day of _____ 2025.

READ a **third and final** time in council this _____ day of _____ 2025.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

FUTURE URBAN DEVELOPMENT – FUD

PURPOSE: *To safeguard against the premature or unorderly development of lands that are within the boundary of an approved area structure plan through an interim designation until such time that the lands are ready to be developed in accordance with the area structure plan.*

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
Sign – Types:
Fascia or Wall
Freestanding
Murals
Portable
Projecting

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)
Canvas Covered Structure
Home Occupation – Class 2
Manufactured Home
Moved-In Building
Moved-In Dwelling
Private Utility – freestanding Solar Collector and
freestanding Small Wind Energy Conversion System
Recreational Vehicle Storage
Resource Extraction
Secondary Suite, Attached
Sign – Types:
Roof
Third-Party
Single-Detached Dwelling

1. SUBDIVISION WITHIN THE FUD DISTRICT

Subdivision may be supported where the proposal furthers the outcomes of an approved area structure plan and the layout is consistent with the land use concept outlined in the area structure plan.

2. USE RESTRICTIONS FOR DISCRETIONARY USES

- (a) Where lands within this district are subject to a development permit application for a discretionary use, the Development Authority shall not approve the application if it is of the opinion that the use will become non-conforming when the subject lands are ultimately redesignated in accordance with the approved area structure plan that is in effect at the time the development permit application is being considered.
- (b) The Development Authority shall utilize a temporary approval under Administration section 17.1(b) where necessary to ensure that the lands are available for development as envisioned in the approved area structure plan.

3. DEVELOPMENT CONSIDERATIONS FOR DISCRETIONARY USES

- (a) Where lands within this district are subject to a development permit application for a discretionary use, the Development Authority shall not approve the application if it is of the opinion that the proposed development would:
 - (i) compromise the orderly subdivision or subsequent development of the subject lands;

MAY 2025 DRAFT

- (ii) substantially conflict with the provisions of the land use district that will govern the subject lands in the future once the lands have been redesignated to align with the approved area structure plan that is in effect at the time the development permit application is being considered; or
- (iii) jeopardize in any way the implementation of the approved area structure plan that is in effect at the time the development permit application is being considered.

4. MINIMUM LOT SIZE – see Schedule 4 section 16

All uses – 1.2 hectares (3 acres) or existing titles

5. MINIMUM YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft	m	ft	m	ft
All Uses	Setbacks shall be at the discretion of the Development Authority having regard to the approved area structure plan.					

6. MAXIMUM BUILDING HEIGHT

Principal building	– 10.0 m (32.8 ft)
Accessory buildings	– 6.1 m (20.0 ft)
Principal Structures under “Agriculture”	– No maximum

7. MINIMUM HABITABLE FLOOR AREA OF PRINCIPAL BUILDING

Single-Detached Dwelling – 102 m² (1,100 ft²) habitable floor area

8. APPLICATION REQUIREMENTS

An application for development shall be accompanied by the documents necessary for the Development Authority to evaluate the consistency of the application with the approved area structure plan. For a permanent building (eg. accessory building, dwelling, etc.), these necessary documents shall include a professionally drafted site plan demonstrating that the building is within an acceptable building pocket and oriented in a manner consistent with the direction provided or implied in the land use concept of the approved area structure plan.

9. STANDARDS OF DEVELOPMENT – See Schedule 4.

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

11. RELOCATION OF BUILDINGS – See Schedule 7.

12. CRITERIA FOR HOME OCCUPATIONS – See Schedule 8.

13. MANUFACTURED HOME DEVELOPMENT STANDARDS – See Schedule 9.

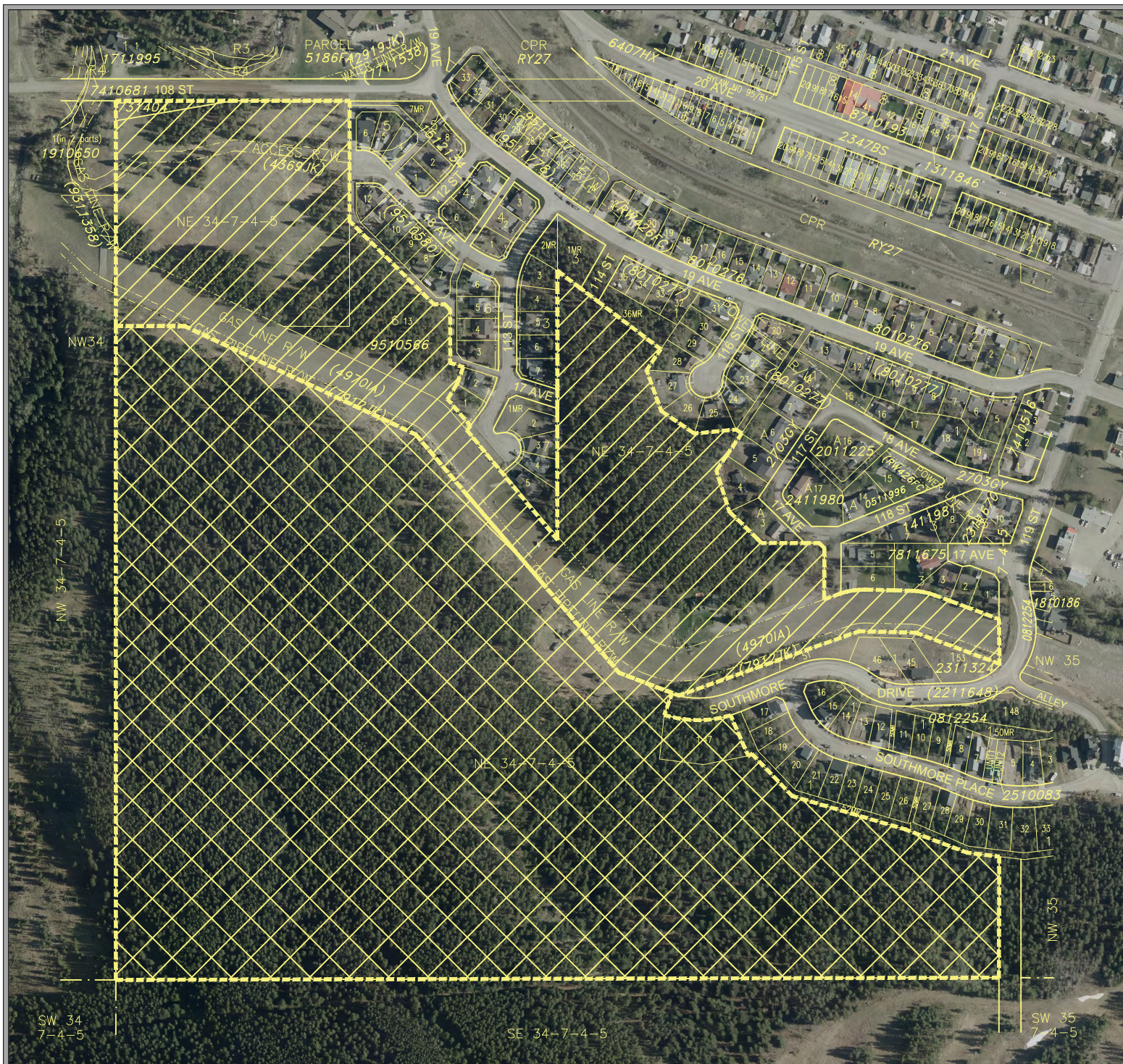
14. SIGN STANDARDS – See Schedule 11.

MAY 2025 DRAFT

SCHEDULE 'A'

- 15. STANDARDS FOR RENEWABLE ENERGY OPERATIONS** – See Schedule 12.
- 16. ANIMAL CARE SERVICE FACILITY REGULATIONS** – See Schedule 13.
- 17. STANDARDS FOR SECONDARY SUITES** – See Schedule 15.
- 18. STANDARDS FOR SHORT-TERM RENTAL / BED & BREAKFAST AND TOURIST HOME** – see Schedule 17.
- 19. DEFINITIONS** – See Schedule 18.

MAY 2025 DRAFT



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

Aerial Photo Date: May 19, 2021



FROM: Non-Urban Area NUA-1

TO: Future Urban Development FUD

PORTIONS OF NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M & LOT 13, BLOCK 6, PLAN 9510566



FROM: Comprehensive Ski Village CSV

TO: Future Urban Development FUD

PORTION OF NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M & LOT 47, BLOCK 1, PLAN 0812254

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: MAY 20, 2025

Bylaw #: 1228, 2025

Date:



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 100 200 300 400



May 20, 2025 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass Southmore Redeisgnation.dwg

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

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 27, 2025

Agenda #: 7.d

Subject: Service Areas Update

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

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Service Areas Update - May 23, 2025.docx](#)

Service Areas Update – May 27, 2025

CAO Office

- Attended Crowsnest Heritage Initiative meeting
- Attended ABMunis Analysis of Bill 50
- Meeting with Alberta Forestry & Parks Recreation Management Specialist on some of their upcoming projects in the area
- Attended SLGM Mountain Refresher conference
- Participated in Circular Materials meeting on recycling changes
- Participated in SZAHiMT steering committee meeting
- Initiated 30th Avenue Design project
- Continuing Downtown Bellevue Revitalization project oversight
- Continuing Southmore Phase 2 ASP project oversight – Public Open House and Draft Finalization

Finance

- Tax Desk received 49 requests for Tax Searches in April 2025; YTD 194 (compared to 44 in April 2024 YTD 143 and 28 in April 2023 YTD 149. An additional 20 tax searches were received up to May 15, 2025.
- From May 1 to May 15, a total of 10 Assessment Adjustments (aka 305's) have been completed, totalling assessment changes of –\$863,380 with a total levy decrease of \$13,430.10.
- Accounts Payable in April did two check runs, processed 348 invoices, and paid 171 vendors; YTD processed 1533 Invoices and paid 788 vendors. April 2024 processed 437 invoices and paid 203 vendors with two check runs, YTD processed 1570 Invoices and paid 756 vendors.
- Working on review of the following Bylaws and Policies:
 - Tangible Capital Assets Policy
- The number of people who pay property taxes (TIPP) and Utilities (PAD) has increased over the last couple of years. For April the number of customers on TIPP is 1,469 and PAD is 1,422.
- Utility bills are either mailed out or sent by email. In April, for residential customers, 1,697 were mailed out and 1,642 were emailed. For commercial customers 85 were mailed out and 133 were emailed.
- Tax Notices were sent on April 30, 2025. Mailed 4,041 and emailed 2,248.
- Auditors presented the Audited Financial statements to Council on May 6, 2025. Audited Financial Statements for the year ended December 31, 2024 have been posted to the municipal website.
- Outdoor washroom for Coleman has been ordered with an expected delivery mid to late August.
- Step 1 of the Multi-Factor Authentication process is completed. Everyone has chosen the app or token. Next step is to order tokens and ensure everyone is set up correctly.

Corporate Services

- The Municipality has 134 employees across the organization. (60 Permanent, 33 Fire Rescue, 1 Election Worker, 17 Casual/Temporary, 16 Pool, 5 Instructors, 2 Ski Hill)
- The Municipality has three open job competitions; CPO Sergeant, Part-time Accountant III and looking for additional Swim Instructors or Lifeguards.
- SAIT Water and Wastewater student starting 4 months of practicum on June 2.
- Working through 1 year term Utility Operator II competition.
- 17 FOIP Requests received so far in 2025. 14 are completed, 3 are outstanding.
- Summer hiring is complete with the last Student in Community Service starting on May 26.
- Returning Officer is working very part time during this part of the election cycle, mainly just available for candidate questions.

Development, Engineering & Operations

- **Utilities Department**
 - Utility projects
 - New service installations – 3 completed, 10+ others scheduled
 - 1 residential, 2 commercials
 - Sanitary Service repairs – 4 completed, 3 others scheduled, 2 pending inspections
 - Water Service repairs – 3 completed
 - Sanitary Mains repairs – 2 completed, 2 others scheduled
 - Water Main repairs – 3 completed (Carbondale, Sentinel, Coleman)
 - Hydrant replacements – 2 completed, 5 others scheduled
 - Inspections and testing - June to October
 - Sanitary mains – annual flushing program May- September
 - Bellevue Valve Exercising and Leak detection
 - Ski Hill - Cistern and water line repairs
 - Utility Locate requests – YTD 70
 - Water On/Off requests – YTD 10
 - Budget Initiative:
 - Sewer lining program – project awarded to McGills (Lethbridge) camera inspections preparation (1,000+ metres annual target)
 - Design finalization for River Bottom PRV (2025 Capital)
 - Coleman PRV's – initial analysis and design w/ Stantec
 - Sentinel Reservoir – initial analysis and review w/ Stantec
 - Annual reservoir cleaning (Hillcrest) and inspections w/ Aquatech
 - Sludge survey of Hillcrest lagoons – completed with favourable results, will evaluate next steps for further sludge reduction and vegetation management
- **Transportation Department**
 - Street sweeping ongoing – end of June completion
 - Gravel road grading and gravelling program – initial maintenance
 - Bridge repair Willow Drive - contract awarded to VS, start date TBD
 - Sign replacements and repairs
 - Line painting – May to July
 - Manhole repairs
 - Concrete and ACP repair schedule to begin June

- Cemetery sites (March YTD 8 sites – cremation and burials)
- GIS, locates, fall protection and hydrant training
- **Fleet Department**
 - Commerical vehicle inspections – 2/20 YTD
 - Equipment servicing
 - 2025 Capital Equipment Purchasing
 - Capital delivered and in operation 12/15 YTD
 - Equipment ordered for 2025 not delivered:
 - Trucks/SUV – CPO (TBD) and work trucks (delivered in May)
 - Single axle plow (delivery TBD)
- **Development & Trades Department**
 - **Facility Maintenance**
 - Regular maintenance activities.
 - Unbudgeted pool expenses – pressure test for leak and replace both furnaces.
 - Budget Initiatives – on track.
 - **Planning, Development & Safety Codes**
 - Municipal Planning Commission – one meeting in April (7 DPs; 0 Subdivisions).
 - Municipal Historic Resources Advisory Committee – no meeting in April.
 - Appeals – no hearing in April.
 -

Key Performance Indicators (KPIs)

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD (2024)
Facility Maintenance – Plumbing, Construction, Electrical		
Work Orders – issued / closed	25 / 15	119 / 75
Planning & Development		
Compliance Certificate requests - received / processed	5 / 5	16 / 13
Development permit applications - received / processed	27 / 18	72 / 49
Business Licences - received / processed	7 / 5	36 / 33
LUB Complaints – new / closed	0 / 0	0 / 1
LUB Complaints – Monthly Volume	48	48
Notice of Intent / Stop Orders - issued	0 / 0	0 / 0
Bylaws (MR / Road Closures, LUB)	1	6
Land Purchase Applications – received / processed (decision by Council)	1 / 5	11 / 12
Appeal Hearings	0	0
Subdivision applications	1	5
Safety Codes		
New Housing Starts	5	29
Building permits - issued / inspected / closed	18 / 38 / 15	64 / 136 / 61
Electrical permits - issued / inspected / closed	18 / 27 / 11	49 / 84 / 46
Gas permits - issued / inspected / closed	19 / 16 / 6	50 / 78 / 51
Plumbing permits - issued / inspected / closed	14 / 23 / 10	36 / 66 / 27
PSDS permits - issued / inspected / closed	1 / 1 / 1	4 / 9 / 8
Orders Issued / closed	0 / 0	0 / 0
Safety Codes Council Appeals	0	0

Variances Issued	0	0
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Protective Services

- Fire**

- Wildfire Community Preparedness Day
- Fire Permits: 2
- Fire Inspections: 3
- Fire extinguisher training (community services and public works)

Call Response	
Category	Month (Apr)
Gas Leak	1
Fire	4
Alarms	1
Motor Vehicle Incident	2
Total	8

- Peace Officer**

- April focus on speed related offences
- Notable Traffic Stops:
 - Peace Officers also issued two drive at unreasonable speed charges after observing vehicles driving at extremely high rates of speed.
 - Peace Officers conducted two separate traffic stops that resulted in charges for driving while unauthorized. Both drivers were issued court appearances and will appear in Fort MacLeod Provincial Court.
- April enforcement focus:
 - Motorcycle Safety
 - Animal Control and Responsible Pet Ownership

Category	Month (Apr)	Year to Date
Number of Charges Laid	51	236
Cases Generated (Incident Count)	89	403
Cases: Requests for Service	27	119
Cases: Officer Observed	2	10
Cases: Received from outside Department/Agency (i.e. RCMP)	4	12
Vehicle Removal Notices	4	9
Vehicles Towed	1	6
Positive Ticketing	0	0
Projected Fine Revenue **	\$20,178	\$61,310

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

- **Environmental Services**

- All Columbian ground squirrel sites inspected for pests (10 inspections, 414 total burrows!)
 - Treated cemeteries and high priority areas (dog park, bike park, fireman's park, behind ISS)
- Inspection of CP Rail through the municipality completed (21 inspections) AG2025-0002
 - Notice and treatment plan issued to Jeffrey Simpson (Vegetation specialist)
- EDRR site of Garlic Mustard (*Alliaria petiolate*) treated (hand pulled ½ bag)
- Ed Gregor day at ski hill (weed pull) presentation completed and event on June 7
- Inspection completed at Pierson property (Forestry grazing lease GRL33666) Roll #1169000
 - Notice issued for compliance with treatment of extensive spotted knapweed (*Centaurea stoebe*) AG2025-0015
- Celebration walk scheduled May 30, Star Creek Falls
- Lonsbury starting treatment

Pass Powderkeg Community Resort

- The ski hill has been put to bed for the summer. T-Boxes have been removed, safety features and signs are stored for the summer and the cats have been detracked.
- Maintenance is working on their summer projects for general maintenance of the lifts and the hill.
- T-Boxes and grips have been cleaned and prepped for NDT (Non-Destructive Testing) in early June. The haul ropes do not need NDT testing this year but the newer haul rope on the lower T-Bar will need to be shortened after the usual stretching that happens with a new wire rope. That is scheduled for July 14.
- Andrew and Curtis attended the CWSAA (Canada West Ski Areas) Spring Conference in Penticton. There was excellent information shared and great networking at the conference.
- UROC is well underway with their summer trail maintenance. The trails have dried up nicely and have been used quite frequently.
- There are 2 weddings, 2 sessions of the School of Shamans, and a number of events that are planned for this summer. Planning for all of these is well underway.
- Food and Beverage at the PPK daylodge is planned to open Friday June 20. It is planned to operate Fridays 3:00-8:00, Saturdays 1:00-8:00 and Sundays 1:00-6:00 with a small menu that will satisfy the bikers and hikers using the trails in the area. The hours and menu will be monitored closely so that the needs of the people using the area are being met while we manage the costs and profitability of the food services.
- Alpenland will start to move their displays, merchandise and rental bikes into the lower level of the day lodge on the week of May 26. They plan to open their store at PPK on June 14.
- The stairs and a retaining wall for the deck are being installed over the next couple of weeks. Excavating for the retaining wall started Thursday May 22. PPK is communicating with the contractor to ensure that access to the daylodge is maintained and that they are aware of the timeline for opening the Alpenland Store and our food services.

CNP Community Pool

- The pool opened on Saturday May 17. It was one day late but that was mostly due to the temperature of the pool being too cold. Opening day was cool but sunny and at one point there was 50 people in the pool having fun.
- Temperatures have been a little cool for guests to come out in large numbers but there has been a steady flow considering these cooler temperatures.
- Staffing is complete and there is a great team of young people ready to keep the pool safe and fun throughout the spring and summer.
- Western Rec pressure tested all the pipes and repaired the liner so the pool is in good shape.
- The Pass Piranha's Swim Club has started their training on week nights.
- The first couple of school visits saw many happy but chilly students in the pool this past week.
- The schedule for the pool use is on the website, on social media and on the new display unit in the pool entrance.
- Warmer temperature on the week of May 26 should see an increase of guests in the pool.

Community Services

- **Facilities and Events**
 - Crowsnest Community Hall
 - Mother's Day Market May 10th.
 - Urock Movie night May 3rd
 - Complex
 - Rodeo May 2nd -4th
 - Volleyball May 28th
 - MDM
 - Volunteer Appreciation set up for May 1st
 - Volleyball camp July 12th -13th
 - Parks
 - Sportfield rentals Begin May 1st
 - Soccer Monday and Wednesdays.
 - Sidearm National Baseball clinic May 10th.
 - Baseball Clinic May 10th .
 - CN Markets start every Thursday night.
 - Movie night June 5th
 - Outdoor BBQ June 5th
 - Ed Gregor Day June 7th
 - CNP wildfire BBQ in Gazebo Park May 10th
 - Conservation Wildflower Walk June 14th
 - Firemans Park Funfest June 15th
 - Bellecrest days June 20th
 - Minotaur June 21st
 - Sinister 7 Ultra July 12th - 13th
 - Crowfest July 18th- 19th
 - Sole Survivor July 19th

- **FCSS**

- Volunteer Appreciation Night – 225 people attended.
- Completed 2024 Annual Report for the Province
- Preparing 2026 Funding Applications. They will go public June 2nd. Deadline for applications July 31.
- Planning of 2025 events
- Movies in the park – July 10 & August 14
- Seniors' week – June 2-6
- Youth Week - May 5-9
- Spring BBQ – June 5th
- Fall BBQ – September 4th
- October Drive in Movie – October 16
- Big Bounce Event – August 16
- Seniors on the Go Newsletter - completed for April & May
- Tax Clinics – worked with FRC to host 6 free income tax clinics. – 120 new people had their taxes completed
- Assisting seniors' clubs.
- Crowsnest Cruisers Committee
- Meals on wheels -still looking for a permanent Thursday Driver
- Information & community referrals.

Recreation Programming

- Recreation Programs in MDM Gym
- Southern Alberta games registration for the Event in July at Taber.
- Kickboxing Fitness Spring Registration
- Drums Alive Spring Program
- Memorial Bench program – bench replacement Coleman and Bellevue
- Program Calendar update for March
- Community Guide Information for Spring Summer Programming
- Planning for Soccer Camp, Kickboxing Camp, and Baseball Camp
- Spring Summer Registration Night MDM
- Spring Summer Sport Fields user group meeting



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 27, 2025

Agenda #: 7.e

Subject: 2024 Surplus Report

Recommendation: That Council accepts the 2024 surplus report as information.

Executive Summary:

Each year the external auditors prepare audited financial statements for the Municipality. Once the statements are completed, Administration examines the results to determine the annual surplus for the year.

Relevant Council Direction, Policy or Bylaws:

n/a

Discussion:

The audited financial statements for 2024 were presented to Council by MNP. The annual activity is broken down into three components; Operations, Reserves (internally restricted) and Capital. For Operations, the auditors only include external revenues and expenses (excludes transfers to and from reserves and transfers between departments). In analyzing the audited financial statements, specifically the Consolidated Statement of operations (page 5 of the audited financial statements) there are several items that need to be removed from the revenue or expenses (see Schedule A attached). Specifically, adding back depreciation as this is a non cash transaction and relates to Capital. Transfers to and from reserves are considered internal and not reflected in external statements, as well as the pay down of principal portion of debt. With the adjustment to the financial statement, as listed in schedule A, the net surplus is \$462,193.

Analysis of Alternatives:

N/A

Financial Impacts:

\$462,193 is available for transfer to the Millrate Stabilization Reserve.

Attachments:

[Surplus Reconciliation 2024.docx](#)

Reconciliation of Net Surplus for 2024

Schedule A

Audited Financial Statement (page 5) Annual Surplus	2,617,278
Transfer to Reserve (Budget Initiatives and Council Resolutions)	(1,715,693)
Transfer from Reserve (Budget Initiatives and Council Resolutions)	877,989
Current Year Funding for Capital (Grants and Operating)	(10,797,002)
Disposal of Capital Assets (loss on disposal - gain + proceeds)	621,275
Amortization	4,578,006
ARO (Asset Retirement Obligation) Future cost	21,358
Employee Benefit Obligations	(16,887)
Tax Arrears Receivable (GL 0000-0000-3212)	(657,517)
Debt Charges (Principal Portion) paid in 2024	<u>4,933,386</u>
Net Surplus for 2024	<u>462,193</u>



Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 27, 2025

Agenda #: 7.f

Subject: Approval to Pursue Funding and Complete a Greenhouse Gases Reduction Pathway Feasibility Assessment of 15 Municipal Facilities.

Recommendation: That Council support the Greenhouse Gases Reduction Pathway Feasibility Assessment of 15 Municipal Facilities by the Sustainable Projects Group, proposed to be fully funded by a combination of grants from the Federation of Canadian Municipalities and the Alberta Ecotrust":

WHEREAS the Municipality of Crowsnest Pass recognizes the importance of identifying opportunities to reduce greenhouse gas (GHG) emissions; and

WHEREAS funding is available to support the completion of a GHG Reduction Pathway Feasibility Study;

THEREFORE BE IT RESOLVED THAT:

1. Council approves pursuing the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF) grant to support a GHG Reduction Pathway Feasibility Study; and
2. Council approves proceeding with the completion of the study, including engaging qualified consultants if funding is secured.

Executive Summary:

In the fall of 2024, Budget 2025 initiative was proposed to retain The Sustainable Projects Group (SPG) to undertake a Greenhouse Gases Reduction Pathways Assessment of all Municipal Facilities for a cost of \$650,000 with a \$200,000 grant from the Federation of Canadian Municipalities (FCM). Council eliminated the proposed initiative based on the \$450,000 remaining cost to the Municipality.

SPG then proposed a revised scope (fifteen buildings) where the full cost of the project would be

funded by a combination of an FCM grant and an additional grant from the Alberta Ecotrust.

On May 16, 2025 the FCM approved the first stage of the grant application, and now requires a resolution from Council that it supports the proposed assessment, in order to move the grant application to the next stage.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

The project proposal from SPG with the revised scope. The application to the FCM is to cover approximately \$200,000 of this project.

The Alberta Ecotrust has previously approved a grant to cover the \$77,000 shortfall on the project cost. The Alberta Ecotrust will also provide a benchmarking assessment of an additional 7 buildings at no cost to the Municipality.

Analysis of Alternatives:

N/A

Financial Impacts:

The Municipality will receive grants in the amount of approximately \$277,000 from the Federation of Canadian Municipalities and the Alberta Ecotrust to undertake a Greenhouse Gases Reduction Pathways Assessment of 15 Municipal Facilities, and will receive a benchmarking assessment of an additional 7 facilities fully funded by the Alberta Ecotrust (no cost to the Municipality).

Attachments:

[Benchmarking 101 Explainer V1.0.pdf](#)

[Alberta Ecotrust ProgramGuide_CondensedVersion.pdf](#)

[Community Energy Conservation Program.pdf](#)



Benchmarking 101

Intro to Emissions-Neutral
Buildings Series:
Deep Retrofits

What is benchmarking?

Benchmarking is an approach to tracking and recording a building's energy and water use to uncover opportunities for improving efficiency, conserving resources, and reducing greenhouse gas (GHG) emissions. This best practice enables building owners to compare their building's current performance with its historical data or with similar buildings, whether within their own portfolio or from external sources. Benchmarking equips building owners with valuable insights, helping them make informed decisions to optimize energy, water, and GHG management. It is the critical first stage in a building utility management strategy.

Steps of benchmarking:

1 Collect utility data

Begin by gathering complete utility data for all energy and water meters at your building. This may simply involve collecting your utility bills. For buildings with multiple meters, you may need to request aggregated data from your utility provider. Some providers may charge for this service, especially in multi-meter or multi-tenant buildings. If utility accounts are under tenant names, you may need their authorization to access the data.

2 Input utility data into a benchmarking tool

Next, enter the utility data into a benchmarking tool such as [ENERGY STAR® Portfolio Manager®](#) (ESPM). ESPM is a free, secure online tool administered by Natural Resources Canada that helps track and assess a building's energy and water use. Many Canadian municipalities with established building energy and emissions reporting bylaws ask building owners to submit their utility data through ESPM. For help getting started with ESPM, see the Portfolio Manager® Quick Start Guide [here](#).

3 Track and evaluate performance

After you input your utility data, ESPM calculates various key performance indicators that are useful for evaluating your building's performance. These indicators include your building's:

- [annual energy use intensity or EUI](#) (energy usage/sqm),
- [annual GHG intensity](#) (GHG/sqm),
- [annual water use intensity](#) (water usage/sqm),
- [ENERGY STAR score](#), and
- national comparison for similar buildings ([national median site EUI](#))

Benefits of benchmarking:

Compare performance: Benchmarking allows you to compare your building's energy performance with its performance in previous years and with similar buildings in Canada. For example, consider the two multi-unit residential buildings (MURBs) shown below, each with a different energy consumption, gross floor area, and energy use intensity (EUI).



In this example, the smaller building uses less energy overall, but has a higher EUI. Understanding your building's EUI can help you compare its performance with buildings of similar age, function, and size.

Identify opportunities for improvement: Benchmarking enables portfolio managers to identify buildings whose energy and water use intensities are higher than average or are increasing rapidly. These buildings often present the greatest opportunities for efficiency improvements.

Establish a performance baseline: By starting to benchmark before implementing building upgrades, you can establish your building's baseline building performance and measure the effectiveness of energy efficiency, water efficiency, and GHG reduction initiatives. Over time, this helps manage utility usage more effectively, which can lead to financial savings, reduced environmental impact, and improved market positioning.

Learn more:

You can find more information and training resources on benchmarking and ESPM at [this link](#).



Retrofit accelerator

Program Guide | Condensed Version



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Definitions

Program Coach/Program Coaches/Coach/Coaches – An employee of **Alberta Ecotrust Foundation**, the Coach provides guidance, day-to-day assistance, and as needed, energy management coaching through the entire retrofit planning, design, implementation, measurement and verification process. The Coach is the face of the Alberta Ecotrust Retrofit Accelerator program. The Coach does not provide technical or financial advice. However, they may help present options for the Program Participant to consider.

Program Participant/Participant – A building owner, manager, operator or tenant who takes part in the program. Participants can be individuals, boards or organizations.

Service Provider – An external organization contracted by Alberta Ecotrust to deliver one or more components of the program.

Financing Provider/Funding Provider/Grantor – An external organization that provides all or partial financing, funding, or grants for retrofit studies, design, implementation, and measurement and verification work being completed by the Program Participant.

Program summary

Commercial and residential buildings are a major source of carbon emissions across Canada, accounting for 40 and 60 per cent of emissions in Edmonton and Calgary alone. The **Alberta Ecotrust Retrofit Accelerator** program aims to reduce emissions from existing buildings in Alberta by offering free coaching services to building owners and managers, guiding them through the process of making comprehensive, sustainable upgrades to their buildings, known as “deep retrofits”. The program will also work to expand the province’s sustainable retrofit network and help drive the local retrofit economy.

Deep retrofits and benefits

The Alberta Ecotrust Retrofit Accelerator program defines a deep retrofit as a whole-building approach that looks at all systems and components in a building and involves upgrading all or some of them to optimize energy performance and achieve meaningful carbon emissions reductions. This can be achieved either through an all-at-once bundled retrofit or a series of retrofit improvements made over a longer period of time through a phased approach that aligns with the building’s asset renewal plan. Deep retrofits focus on achieving emissions neutrality by 2050.

Deep retrofits have the potential to minimize the overall impact of buildings on the environment, and in many cases, can reduce the costs associated with their operations. Installing or upgrading to energy-efficient equipment, waste heat recovery, electrification and on-site energy generation (eg., solar) are a few strategies for deep retrofitting buildings. A few potential benefits of deep retrofits are:

- **Environmental** Reductions in energy use and the greenhouse gas emissions associated with the building.
- **Economic**
 - Reductions in operational and maintenance costs, such as utility bill savings, equipment maintenance costs, etc.
 - Extension of the useful life, asset value and marketability of the building.
- **Social** Enhancements to the health and well-being of occupants through improved indoor air quality, natural lighting and thermal comfort.
- **Political** Building owners can get ahead of any future legislation or policy changes that might compel energy and/or greenhouse gas reductions (e.g., building energy data disclosure, codes or bylaws).



Program overview

The Alberta Ecotrust Retrofit Accelerator program offers free coaching services to building owners and managers, supporting them through deep retrofit project planning and management. The program will also work to expand the province's sustainable retrofit network and help drive the local retrofit economy.

- **Free coaching services:** We are committed to making deep retrofits more attainable for building owners. We recognize that many building owners and managers face challenges when it comes to prioritizing sustainable building upgrades. Our program will provide free coaching to help overcome these barriers and guide participants through the entire retrofit process from initial interest to project completion.
- **Alberta retrofit market development and capacity building:** The program will also support the development of Alberta's sustainable retrofit industry to help reduce emissions from existing buildings on a larger scale.
 - The program will support the continued expansion of Alberta Ecotrust's Emissions-Neutral Building Information Exchange (**ENBIX**) to include findings and information about deep retrofits. This will be done through events, training, market assessments and research on deep retrofit topics.
 - A "Trade Ally Network" will be established to engage product and service providers (trade allies) in the retrofits industry. This will help build industry capacity to deliver the scale and depth of retrofits needed to reach net zero commitments. The capacity and relationships created through this network will serve as a valuable resource for future retrofit acceleration efforts in the province.

Free Coaching¹

The Program Coaches provide hands-on assistance to Participants that includes project planning, management and information and options to support participant decision making helping them make informed choices. The Coaches also assist in identifying third-party financing and grant options and navigating the application processes.

Partially Funded Studies

Access to partially funded studies, including energy assessments and deep retrofit studies (covering 50 per cent of the associated costs²), necessary to identify the best pathway for a deep retrofit for a building. The studies can help to align the deep retrofit plan with the building's existing asset renewal plans or reserve fund studies.

Consultant Identification

Assistance in finding qualified consultants to complete technical and financing work, such as desktop assessments, energy audits, deep retrofit plans, financing and grant opportunities, and measurement and verification services. This helps Participants save time by quickly connecting with consultants who have hands-on industry expertise in deep retrofits.



¹ Alberta Ecotrust Retrofit Accelerator Coaches do not provide specific advice for any single step of the process. Instead, they assist Participants in navigating the entire process, ensuring they understand each step and ask the right questions of any Service Provider.

² In exceptional cases, if a Participant meets criteria relating to social equity or strategic alignment with the objectives of the Program, Alberta Ecotrust may increase their paid portion. Funding may not be provided by the program if it is already being covered in part or full by other organizations funded by Natural Resources Canada's Deep Retrofit Accelerator Initiative (DRAI).



How the program supports building owners

The Program Coaches will work with Participants interested in retrofit projects from initial interest to project completion, or the program end date, whichever is sooner. Acting as “external” energy managers on an “as-needed” basis, Coaches help advance retrofit studies, help identify potential retrofit opportunities aligned with the goals of Participants, identify potential funding sources, support application processes for industry funding, and present options to support the decision-making processes. Coaching services will include:

- Day-to-day assistance throughout retrofit planning (includes project co-ordination and facilitation)
- Supporting Participants and Service Providers to develop deep retrofit plans tailored to Participants’ unique needs, barriers, and budgets
- Supporting Participants to identify ways to integrate retrofits into their building’s regular upkeep schedule (i.e., asset renewal plans or reserve fund studies)
- Helping Participants uncover the benefits and potential cost-savings associated with retrofits
- Exploring various funding, financing, and grant options
- Providing partial funding for retrofit studies such as energy assessments and deep retrofit studies

NOTE: The scope of coaching services delivered through the program is limited to project co-ordination and facilitation. Coaches do not provide any formal technical or financial advice and will not make decisions for program Participants. However, they can present information and options for the Participant to consider in their decision-making.

Building eligibility

Participants will be accepted based on eligibility and available funding. Priority will be given to those from equity-deserving or equity-denied groups, or those with higher needs (e.g., not-for-profit housing, affordable housing, Indigenous communities). To be eligible for the program, a building must meet the following requirements:

1. Be located in Alberta
2. Be an existing building that has been fully operational for at least two years
3. Be one of the following building types - commercial, institutional, multi-unit residential (market rentals, condos, non-market rentals such as low-income housing, senior care buildings), and the above building types in Indigenous communities
 - Multi-unit residential buildings should meet the following criteria
 - i. contain two or more units sharing a common building entrance and interior hallways; and
 - ii. are four or more storeys above ground or have a horizontal footprint greater than 600 m² measured within the exterior walls and firewalls.

Buildings that do not meet the above criteria might still be considered eligible but at the sole discretion of Alberta Ecotrust. Please note that industrial buildings, manufacturing facilities, single-family or detached homes, duplexes, fourplexes, row houses and townhouses are not eligible.

Participant requirements

1. **Sign the following documents:**
 - **Participant Consent and Acknowledgement Agreement:** To be signed at the beginning of program participation, confirming that Participants:
 - Are authorized to act on behalf of their organization or group.
 - Agree to share data with Alberta Ecotrust and its Service Providers.
 - **Study Funding Agreement:** To be signed by the building owner or an authorized representative, Alberta Ecotrust Foundation and the Service or Financing Provider. This agreement outlines the acceptable scope of work that will be funded, and who will be responsible for payment of the work.
 - **Project Charter:** A project charter will be co-developed with the Participant outlining the scope of work; project benefits and deliverables; timelines; budget; sources of funding; assumptions and constraints; project team and the responsibilities of each team member; risks and mitigation strategies. This will be signed off by the building owner or an authorized representative, authorizing the program and the Service Providers to implement the scope of work.
2. **Develop a deep retrofit plan:** The Participant must complete a deep retrofit plan aimed at reducing on-site greenhouse gas emissions by at least 50 per cent and at achieving a 100 per cent reduction in overall emissions by 2050 through offsetting or off-site green electricity procurement.

How the program works

Interested building owners can indicate their interest through the online [contact form](#). Following submission of the contact form, a Coach will be assigned and will reach out to book a discovery call. During this meeting, the Coach will walk the Participant through the program, understand their goals, and determine if they are eligible. Once eligibility is confirmed, the Participant is onboarded into the program, and information about their building(s) is gathered. Each participating building typically goes through a seven-step process as outlined below. However, the steps need not happen in the same order since each building's retrofit journey is unique. The program will provide coaching to building owners and/or their representatives from the interest stage through to project completion irrespective of which stage in the deep retrofit journey they are in.

	Available Funding	Step Overview
1 Step 1: Intake screening & onboarding	N/A	Your building's eligibility for participation in the program is determined and your goals and requirements are gathered. The Participant Consent and Acknowledgement Agreement is signed.
2 Step 2: Benchmarking & desktop assessment	100%	Your whole-building utility data is collected, analyzed and benchmarked against its past performance and similar buildings. A desktop assessment identifies buildings in your portfolio that are potential candidates for deep retrofit projects. A summary report or a high-level deep retrofit plan identifying potential projects, savings, and costs is delivered free of charge to you.
3 Step 3: Identification of capital financing & funding options	0%	Your financial requirements and constraints are discussed and a package of third-party financing and funding options is presented. Coaching support is available to help you navigate the financing products and funding applications. Financing and Funding Providers will require you to set up separate agreements with them.
4 Step 4: Assessments & deep retrofit planning	50% ³	The Study Funding Agreement is set up and either an ASHRAE [®] Level 2/Level 3 energy audit or a deep retrofit study is carried out by a Service Provider. Your buildings get a detailed deep retrofit plan tailored to your goals and needs. The Coach works with you to provide partial program funding for the audit/study and the plan. Projects to be pursued for implementation are chosen based on inputs from you. The Project Charter will also be developed by the Coach at this stage and signed by you.
5 Step 5: Design	0%	All necessary documentation to support implementation of the deep retrofit projects, and monitoring of equipment or building performance afterward will be created by the Service Provider. Documentation includes project schedule, design package, measurement and verification (M&V) plans, commissioning/recommissioning plans, etc.
6 Step 6: Implementation	0% ⁴	Service Providers work with you to tender the work, manage the work, and verify the completed work. A few activities they will be supporting you with include construction tendering, evaluation of submissions, construction management, commissioning/recommissioning, and M&V equipment installation.
7 Step 7: Measurement & Verification (M&V)	0% ⁵	M&V is necessary to ensure the energy savings modeled are being achieved. It may be carried out as per the M&V plan developed during the design phase. Requirements around M&V may differ based on funding and financing options being used.

Please note that the program does not offer grants or rebates for capital costs related to purchasing and installing equipment, engineering work, electrical work (including panel upgrades), removal of existing equipment, permit fees, etc. We will assist with identifying third-party financing products and grants, and help you navigate application processes.

³ In exceptional cases, if a Participant meets criteria relating to social equity or strategic alignment with the objectives of the program, Alberta Ecotrust may increase their paid portion. Funding may not be provided by the Alberta Ecotrust Retrofit Accelerator program if it is already being covered in part or full by other organizations funded by Natural Resources Canada's Deep Retrofit Accelerator Initiative (DRAI).

⁴ No capital cost grants are available through the program but the coaching support helps building owners identify industry financing & grant solutions.

⁵ For projects facing barriers to measurement and verification, Alberta Ecotrust may provide some funding if there is no third-party financing available.

⁶ The American Society of Heating, Refrigerating and Air-Conditioning Engineers



Acknowledgment

The **Alberta Ecotrust Retrofit Accelerator** program is an initiative of Alberta Ecotrust Foundation and is funded by Natural Resources Canada under the Deep Retrofit Accelerator Initiative (DRAI). This program is also made possible by funding from RBC Foundation's Tech for Nature program.

Canada 



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a thriving and
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Community Energy Conservation Program

Funding Programs

The Community Energy Conservation (CEC) program will provide financial rebates to municipalities to help identify energy-saving opportunities and implement retrofit projects in municipally-owned facilities. Building on the success of the Recreation Energy Conservation (REC) program, this program will help facilities improve productivity, save energy, and save money.

FREQUENTLY ASKED QUESTIONS

When will the Community Energy Conservation Program open to applications?

The program is expected to launch in 2024. [Please subscribe to the MCCAC newsletter](#) to stay informed about when the program formally opens to applications. Please submit an Expression of Interest to share preliminary details about your potential project and be added to a mailing list to receive direct notice when the program is opened to applications.

What types of municipal facilities will be eligible for funding?

Funding will be available on a first-come, first-served basis for municipally-owned facilities including recreation centres, community centres, libraries, town offices, shops, fire halls and more.

What types of projects are expected to be eligible?

Eligible projects could include HVAC upgrades, domestic hot water systems, lighting retrofits, motor and pump replacements, automation and control systems, and more. Municipalities will also have access to funding for energy audits to identify the best energy-saving opportunities before applying for retrofit funding. All projects are assessed on a case-by-case basis and must meet program criteria.

Is funding available retroactively?

Funding will not be available retroactively. Projects in which construction work has started or equipment has been ordered will not be eligible.

Does submitting an Expression of Interest reserve funding or access to funding?

Submitting an Expression of Interest is non-committal and **does not reserve access to any funding or form a queue for access**. Municipalities must review program documentation, apply, receive approval, and sign a funding agreement before funding is reserved. By submitting an Expression of Interest, you will provide preliminary information regarding your project and we will follow up when more details about the application process are available.



Have questions?

We are here for you and your community

[CONTACT US](#)

The Municipal Climate Change Action Centre helps municipalities across Alberta lower energy costs, reduce greenhouse gas emissions and improve community resilience. Improve your community's overall energy efficiency and save money for years to come.

Municipal Climate Change Action Centre

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Municipality of Crowsnest Pass Request for Decision

Meeting Date: May 27, 2025

Agenda #: 10.a

Subject: OHV Bylaw Review - Councillor Sygutek

Recommendation: That Council considers the motion that Council Sygutek has brought forward.

Executive Summary:

On March 11th we received a letter from Brent Koinberg, Owner of Crowsnest Adventures asking Council to review the OHV Bylaw. Councillor Sygutek requested that this gets added to a May Council Meeting Agenda for discussion.

Relevant Council Direction, Policy or Bylaws:

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[2025_03_01_-_Letter_Received_from_Brent_Koinberg__Crowsnest_Adventures_Ltd.\(1\).docx](#)
[983,_2017_-_Off-Highway_Vehicle_Control_Bylaw.pdf](#)

To Council,

My name is Brent Koinberg and I own and Operate Crowsnest Adventures Ltd. A company that was started 3 years ago out of my passion for sharing the beauty of where I grew up.

Crowsnest Adventures started out as an interpretive guided hike down history lane for how our little peace of heaven got started to overnight backpacking trips. Every trip out explains how my ancestors (Plains Cree) would trade with the many different tribes in the area and continue their trek to the Seattle area and continue north through B.C. into Alberta returning to Frog Lake. As well as how my other heritage side emigrated here over a 100 years ago and worked the many mines, highways and forestry in the area.

After 3 seasons, I have given over 130 hikes to roughly 400 people from out of town. Support local groups like the Crowsnest Consolidated Academic and Athletic Society, 40 Development Assets CNP, and the Livingston School division international student program.

This year I am bringing on 4 new experiences for guests to try. The one I am most excited for is our new Indigenous camping experience. I am currently working on leasing some land just outside of the CNP that would offer guests to sleep in one of seven tipis and learn about how the early indigenous peoples lived. Learning about plant and animals, hear stories by a campfire, eat food prepared by a Native chef. The second thing I am bringing to the municipality and where I am hoping to see a change in one of the current bylaws of not using Off Highway Vehicles on Municipality roads is Guided ATV tours. I'd like to bring more awareness to our beautiful and underutilized lodge at PPK by staging daily Guided tours from the lodge on one of our 4 plus Side by sides and guide used Quads. I'd like to take the road down from the lodge (17th ave.) and turn left on 129th street, Right on 19th ave, right again after the Lyons Creek bridge on to 132nd street and then right again on to the Satoris road (131st street). I am originally asking as a company to be able to bring forward positive change to OHV use on our residential streets again. I am fully aware that I can use the Satoris staging area, but then, my guests and the potential of the Lodge lose out on the possibility for growth and experiences. I would love to open all the Municipality for OHV use as a few more communities in our great province are doing like Coaldale, Lacombe, Linden are examples. Even though the trail is for golf carts, for those that live close to golf courses, many of our residents are fairly close to a trail head to explore our beautiful backcountry. In the event that we start out with Company access from PPK, all of my machines will be highly visible as Crowsnest Adventures tours. We are in the process of creating wraps that will also have supporting/partner companies' logos on them for added exposure for our community.

The ATV tours will also be 4 seasons, Meaning, we will track up in the winter and offer a different kind of winter experience from the ski hill. The route I have chosen for the first year goes back into the Lynx Creek area which was the hunting and seasonal grounds used by the Crow, Cree, and the Blackfoot tribes before Europeans discovered coal in the area. From there, we will be using the mapped trails to go into South York and North York Creek to the Plane crash and then return through Star Creek and over to Blairmore on another OHV trail returning to the Lodge for a meal and socializing.

I believe that if you can allow us to be a great example of how OHV use can be done safely on our streets, that we can open it up to the public with some very basic, but strict rules. I would be happy to help the public follow the new rules. I'd suggest that we stay at 30km/hr on all roads, no use of main street, must follow all rules of the roads with use of hand signals, have front light and rear tail/brake lights, no loud exhausts, licence plates must be visible at all times with insurance and registration, yearly \$10 fee for a Municipality registration sticker on all machines, fines that escalate for repeat offenders and have a 3 strike rule. We don't want the bad seeds to ruin it for everyone again. The local Quad Squad is also in favor of this.

If my company is allowed to use the streets for these tours, I will post on all the Facebook groups, pull ads in the local paper and talk to anyone concerned as to why we are the only ones allowed at this time. It would be great to see everyone eventually be allowed to ride their summer or winter machine to the trail heads.

Thank you for taking the time to read my letter and hopefully vote for a small change that may bring something great back to our very loved community. I am available for any questions or concerns you may have.

Thank you,

Brent Koinberg

Crowsnest Adventures Ltd.



MUNICIPALITY OF CROWSNEST PASS

BYLAW No. 983, 2017

OFF-HIGHWAY VEHICLE CONTROL BYLAW

BEING A BYLAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, TO REGULATE THE OPERATION OF OFF-HIGHWAY VEHICLES IN THE MUNICIPALITY OF CROWSNEST PASS

WHEREAS pursuant to the *Traffic Safety Act*, Council may, by bylaw, authorize the use of Off-Highway Vehicles on Highways under its direction, control and management; and

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Council may pass bylaws for municipal purposes respecting the following matters:

- a) the safety, health and welfare of people and the protection of people and property;
- b) people, activities and things in, on or near a public place or place that is open to the public; and
- c) the enforcement of bylaws;

WHEREAS it is the desire of the Council of the Municipality of Crowsnest Pass to regulate the use of Off-Highway Vehicles within the Municipality of Crowsnest Pass;

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

PART 1 - SHORT TITLE

- 1. This Bylaw may be cited as the "Off-Highway Vehicle Control Bylaw".

PART 2 - INTERPRETATION AND APPLICATION

DEFINITIONS

- 2. In this Bylaw, unless the context otherwise requires;
 - (a) "**Chief Administrative Officer**" means the Chief Administrative Officer of the Municipality of Crowsnest Pass or his delegate;
 - (b) "**Council**" means the Council of the Municipality of Crowsnest Pass;

- (c) **"Highway"** means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes
- (i) a sidewalk, including a boulevard adjacent to the sidewalk,
 - (ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - (iii) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be,
- but does not include a place declared by regulation not to be a highway;
- (d) **"Municipality"** means the municipal corporation of the Municipality of Crowsnest Pass and includes the geographical area within the boundaries of the Municipality of Crowsnest Pass where the context so requires;
- (e) **"Municipal Tag"** means a tag or similar document issued by the Municipality under the *Municipal Government Act* that alleges a bylaw offence and provides a Person with the opportunity to pay an amount to the Municipality in lieu of prosecution for the offence;
- (f) **"Municipal Property"** means any lands owned by the Municipality, or under the direction, control and management of the Municipality, to which members of the public have access by express or implied invitation, but does not include Highways;
- (g) **"Off-Highway Vehicle" or "OHV"** means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel,
- (i) 4-wheel drive vehicles,
 - (ii) low pressure tire vehicles,
 - (iii) motor cycles and related 2-wheel vehicles,
 - (iv) amphibious machines,
 - (v) all-terrain vehicles,
 - (vi) snow vehicles,

- (vii) any other means of transportation that is propelled by any power other than muscular power or wind,

but does not include

- (viii) motor boats,
 - (ix) miniature vehicles, including but not limited to go carts, golf carts, pocket bikes, riding lawn mowers, scooters, and mopeds that cannot be registered pursuant to the *Operator Licensing and Vehicle Control Regulation*, or
 - (x) any other vehicle exempted from being an Off-Highway Vehicle by regulation;
- (h) **"Off-Highway Vehicle Exclusion Zones"** means those areas shown in bold on the maps attached as Schedule "A" hereto;
 - (i) **"Operate"** or **"Operating"** means to drive, or be in actual physical control of an Off-Highway Vehicle;
 - (j) **"Operator's Licence"** means an operator's licence issued pursuant to the *Traffic Safety Act* and includes a licence or permit issued in another jurisdiction that permits a Person to operate a motor vehicle of the same class;
 - (k) **"Owner"** means the Person named as the registered owner of the Off-Highway Vehicle, or any Person renting an Off-Highway Vehicle, or any Person having the exclusive use of an Off-Highway Vehicle under a lease, or any Person otherwise having the exclusive use of an Off-Highway Vehicle for a period of more than thirty (30) days;
 - (l) **"Peace Officer"** means:
 - (i) a Bylaw Enforcement Officer appointed pursuant by the *Municipal Government Act*; or
 - (ii) a police officer appointed pursuant to the *Police Act*; or
 - (iii) a peace officer appointed pursuant to the *Peace Officer Act* whose appointment includes enforcement of the Municipality's bylaws;
 - (m) **"Person"** means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative;
 - (n) **"Roadway"** means that part of a Highway intended for use by vehicular traffic;

- (o) **"Special Event"** means any race, derby, rally or other organized social or sporting event in which the operation of Off-Highway Vehicles on a Highway is the predominate purpose of the event, or such other event where the operation of Off-Highway Vehicles on a Highway may be required to support the event;
- (p) **"Safety Helmet"** means a safety helmet intended for use by an operator or passenger of an Off-Highway Vehicle that
 - (i) meets one or more of the standards for motor cycle safety helmets adopted in the *Vehicle Equipment Regulation*, and
 - (ii) has the mark or label CSA, DOT, BSI or the Snell Memorial Foundation indicating that the safety helmet met one or more of the specifications required on the date on which it was manufactured;
- (q) **"Violation Ticket"** means a violation ticket issued pursuant the *Provincial Offences Procedures Act*.

RULES OF INTERPRETATION

- 3. Any heading, sub-headings, or tables of contents in this Bylaw are included for guidance purposes and convenience only, and shall not form part of this Bylaw.
- 4. Any reference to a statute is a statute of the Province of Alberta unless otherwise stated and includes reference to any regulations enacted thereunder.
- 5. Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes reference to any Act, bylaw, regulation or agency that may be substituted therefore.
- 6. This Bylaw is gender-neutral and, accordingly, any reference to one gender includes another.
- 7. Every provision of this Bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

APPLICATION

- 8. This Bylaw applies to Highways under the direction, control and management of the Municipality and nothing in this Bylaw authorizes, or in any way affects, the Operation of an Off-Highway Vehicle on any Provincial Highway.
- 9. Nothing in this Bylaw relieves any Person from complying with any provision of any federal or provincial legislation affecting Off-Highway Vehicles, including without restriction, the *Traffic Safety Act* and all applicable regulations thereunder.

PART 3 - OPERATING OFF-HIGHWAY VEHICLES

10. A Person may only Operate an Off-Highway Vehicle in the Municipality:
 - (a) in the parking lane of the Roadway; or
 - (b) where the Roadway does not include a parking lane or where the parking lane is obstructed, in the rightmost lane of the Roadway; and
 - (c) at a maximum speed not to exceed twenty (20) kilometres per hour, or where a lower speed limit has been prescribed, in excess of the prescribed limit; and
 - (d) on lands outside the Off-Highway Vehicle Exclusion Zones, being those areas shown in bold on the maps attached as "Schedule A".
11. For greater certainty, and without in any way restricting section 10, a Person may Operate an Off-Highway Vehicle on a Highway provided that at all times the Person shall:
 - (a) travel in the same direction as vehicles travelling upon the Roadway; and
 - (b) travel in single file with any other Off-Highway Vehicles.

PART 4 - OPERATIONAL RESTRICTIONS

12. Without restricting the generality of section 9, no Person shall Operate an Off-Highway Vehicle in the Municipality unless:
 - (a) the Off-Highway Vehicle is duly:
 - (i) registered;
 - (ii) insured; and
 - (iii) displays a valid licence plate,
 pursuant to the *Traffic Safety Act*; and
 - (b) the Off-Highway Vehicle is equipped with headlamps, tail lamps, an exhaust muffler and such other equipment as required by the *Off-Highway Vehicle Regulation*; and
 - (c) the Person Operating the Off-Highway Vehicle has a valid Operator's Licence.
13. Section 12 above does not apply to the Operation of an Off-Highway Vehicle on land:
 - (d) owned by the Person Operating the Off-Highway Vehicle; or

- (e) on land owned by some other Person if that other Person has expressly or impliedly consented to the Operation of that Off-Highway Vehicle on that land.
- 14. No Person shall Operate an Off-Highway Vehicle on Municipal Property.
- 15. No Person shall Operate an Off-Highway Vehicle on a Highway, except in accordance with this Bylaw or as otherwise permitted under the *Traffic Safety Act*.
- 16. Notwithstanding sections 14 and 15, a Person may load or unload an Off-Highway Vehicle onto or from a motor vehicle or trailer from a Highway or Municipal Property if at an approved staging area.
- 17. No Person shall Operate an Off-Highway Vehicle in the Municipality unless the Person is at least 14 years of age.
- 18. No Person shall Operate an Off-Highway Vehicle on a Highway between the hours of 8:00pm and 8:00am.
- 19. No Person shall Operate or ride as a passenger on an Off-Highway Vehicle unless that Person is wearing a Safety Helmet securely attached on the Person's head.
- 20. No Person shall Operate or ride as a passenger on an Off-Highway Vehicle where the number of Persons on the Off-Highway Vehicle exceeds the number of Persons that the Off-Highway Vehicle is designed to carry.
- 21. No Person shall Operate an Off-Highway Vehicle on any Highway where the Municipality has placed a sign or signs prohibiting such operation.
- 22. No Person shall operate an Off-Highway Vehicle within the Municipality in a manner that constitutes a nuisance as reasonably determined by a Peace Officer in his sole discretion.

PART 5 - AUTHORIZED SPECIAL EVENTS

- 23. No Person shall organize, conduct or take part in a Special Event unless a permit has been issued by the Chief Administrative Officer.
- 24. No Person shall organize, conduct or take part in a Special Event contrary to the terms and conditions imposed by a permit issued by the Chief Administrative Officer.
- 25. An application for a permit for a Special Event shall be made in writing to the Municipality no less than 14 days prior to the Special Event commencing and include:
 - (a) a description of the proposed event and its purpose;
 - (b) the name of the Person or organization responsible for sponsoring and organizing the proposed event;

- (c) the date and times of the proposed event;
- (d) the type of Off-Highway Vehicles to be used and the approximate number of Off-Highway Vehicles that will be participating at the event; and
- (e) details of the proposed route including a map with the proposed route indicated.

PART 6 - PERMITS

- 26. Notwithstanding Part 5, the Chief Administrative Officer may issue permits in relation to activities governed by this Bylaw on such terms and conditions as the Chief Administrative Officer deems appropriate.
- 27. A Person to whom a permit has been issued pursuant to this Bylaw and any Person carrying out an activity otherwise regulated, restricted or prohibited by this Bylaw pursuant to such permit, shall comply with any terms or conditions forming part of the permit and shall produce the permit to a Peace Officer upon request.
- 28. A Person shall not make any false or misleading statement or provide any false or misleading information to obtain a permit pursuant to this Bylaw.
- 29. If any term or condition of a permit issued pursuant to this Bylaw is contravened or if a false or misleading statement or false or misleading information was provided to obtain the permit, in addition to any other remedy available to the Municipality, the Chief Administrative Officer or a Peace Officer may immediately cancel the permit.
- 30. The onus of proving a permit has been issued in relation to any activity otherwise regulated, restricted or prohibited by this Bylaw is on the Person alleging the existence of such a permit, on a balance of probabilities.

PART 7 - EXEMPTIONS

- 31. The provisions of this Bylaw shall not apply so as to restrict in any way the operation of an OHV by a Peace Officer or firefighter while in the performance of their official duties.
- 32. Notwithstanding section 31, and subject to Parts 3 and 4, an OHV may operate on:
 - (a) Municipal Property where the Person, while in the performance of their official duties, is:
 - (i) an employee or volunteer of the Municipality;
 - (ii) an agent or contractor acting on behalf of the Municipality; or
 - (b) lands within the Off-Highway Vehicle Exclusion Zones where the Person is engaged in snow clearing, weed spraying or fence repair only.

PART 8 - AUTHORITY OF PEACE OFFICERS

MUNICIPAL TAGS

33. A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
34. A Municipal Tag may be served:
 - (a) Personally to the accused;
 - (b) mailed to the address of the registered owner of the OHV concerned, or the operator of the OHV if not there registered owner; or
 - (c) Attached to or left upon the OHV with respect of which the offence is alleged to have been committed.
35. The Municipal Tag shall be in a form approved by the Chief Administrative Officer and shall state:
 - (a) the name of the Person to whom the Municipal Tag is issued, if known;
 - (b) a description of the offence and the applicable Bylaw section;
 - (c) the appropriate penalty for the offence as specified in Schedule "B" of this Bylaw;
 - (d) that the penalty shall be paid within fourteen (14) days of the issuance of the Municipal Tag in order to avoid prosecution; and
 - (e) any other information as may be required by the Chief Administrative Officer.
36. Where a contravention of this Bylaw is of a continuing nature, further Municipal Tags may be issued by a Peace Officer, provided that no more than one Municipal Tag shall be issued for each day that the contravention continues.
37. A Person to whom a Municipal Tag has been issued may pay the penalty specified on the Municipal Tag and if the amount is paid on or before the required date, the Person will not be prosecuted for the offence.
38. Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket.

VIOLATION TICKETS

39. Where a Municipal Tag has been issued and the penalty specified on the Municipal Tag is not paid within the prescribed time, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket.

40. Notwithstanding section 39, a Peace Officer may immediately issue a Violation Ticket to any Person whom the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
41. A Violation Ticket issued with respect to a contravention of this Bylaw shall be served upon the Person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.
42. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
 - (a) specify the fine amount established by this Bylaw for the offence in Schedule "B"; or
 - (b) require a Person to appear in court without the alternative of making a voluntary payment.
43. A Person who commits an offence may:
 - (a) if a Violation Ticket is issued in respect of the offence; and
 - (b) if a Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment equal to the specified fine.
44. When a clerk records in the court records the receipt of a voluntary payment pursuant to this Bylaw and the *Provincial Offences Procedure Act*, the act of recording receipt of that payment constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

PART 9 - PENALTIES

OFFENCE

45. A Person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine in an amount not less than that established in this Part and not exceeding \$10,000.00.

SPECIFIED PENALTIES

46. Without restricting the generality of section 45, the fine amounts established for use on Municipal Tags and Violation Tickets if a voluntary payment option is offered are as set out in Schedule "B".

OWNER LIABLE

47. If an Off-Highway Vehicle is involved in an offence under this Bylaw, the Owner is guilty of an offence.

48. Section 47 does not apply if the Owner satisfies the court that, at the time that the Off-Highway Vehicle was involved in the offence:

- (a) the Owner of the Off-Highway Vehicle was not driving the Off-Highway Vehicle; and
- (b) the Person operating or otherwise in control of the OHV was operating or in control of the OHV without the Owner's expressed or implied consent.

PART 10 - GENERAL

BYLAW SCHEDULES

49. Schedules "A", "B", and "C" attached hereto shall form part of this Bylaw.

REPEAL

50. Bylaw 722, 2007 is repealed.

EFFECTIVE DATE

51. This Bylaw shall come into force and effect upon receiving third and final reading and being duly signed

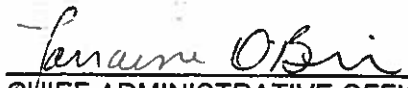
Read a first time this 4th day of April, 2017.

Carried

Read a second time this 6th day of June, 2017.











Read a third and final time this 20th day of June, 2017.


MAYOR


CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"
OFF-HIGHWAY VEHICLE EXCLUSION ZONES

CROWSNEST PASS
OFF ROAD VEHICLE BYLAW
LOCATION OVERVIEW

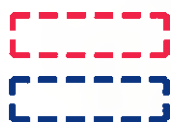
-  SCHEDULE A(1): CARBONDALE
-  SCHEDULE A(2): COLEMAN - WEST
-  SCHEDULE A(3): BUSHTOWN
-  SCHEDULE A(4): COLEMAN - EAST
-  SCHEDULE A(5): BLAIRMORE - WEST
-  SCHEDULE A(6): BLAIRMORE - EAST
-  SCHEDULE A(7): FRANK
-  SCHEDULE A(8): BELLEVUE - NORTH
-  SCHEDULE A(9): BELLEVUE - SOUTH
-  SCHEDULE A(10): HILLCREST

Bylaw 2016-0012 OHV Control Schedule A





OFF ROAD VEHICLE BYLAW SCHEDULE 'A'(1)



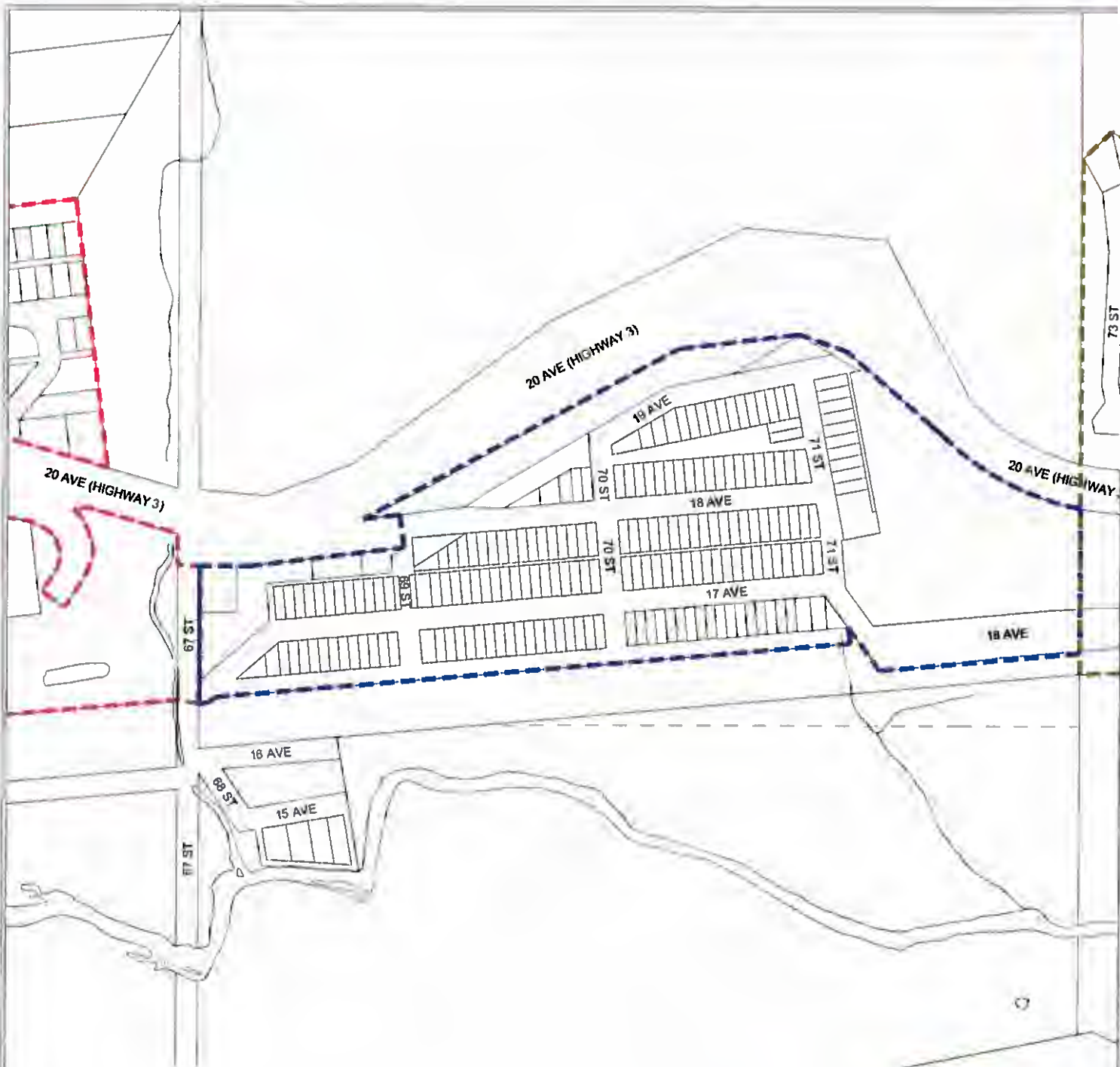
CARBONDALE
COLEMAN - WEST






Bylaw #: 983, 2017 - OHV Control Bylaw
Date: June 20, 2017



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"



OFF ROAD VEHICLE BYLAW SCHEDULE 'A'(2)

-  COLEMAN - WEST
-  CARBONDALE
-  COLEMAN - EAST





Bylaw #: 983, 2017 - OHV Control Bylaw
Date: June 20, 2017





OFF ROAD VEHICLE BYLAW SCHEDULE 'A'(3)

-  BUSHTOWN
-  COLEMAN - EAST



Bylaw #: 983, 2017 - OHV Control Bylaw
Date: June 20, 2017



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OFF ROAD VEHICLE BYLAW SCHEDULE 'A'(4)



COLEMAN - EAST

BUSHTOWN



Bylaw #: 983, 2017 - OHV Control Bylaw

Date: June 20, 2017



Bylaw 983, 2017 - OHV Control Schedule A
November 30, 2016 M.V.C-M-P, CNP PROJECTS, C-N-P OHV bylaw.dwg

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OFF ROAD VEHICLE BYLAW SCHEDULE 'A'(5)



BLAIRMORE - WEST

BLAIRMORE - EAST



STAGING AREA



Bylaw #: 983, 2017 - OHV Control Bylaw

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"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

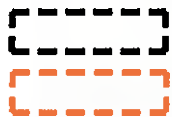


Bylaw 983, 2017 - OHV Control Schedule A
November 30, 2016 N:\C-N-P\CHP PROJECTS\C-N-P-CHP Bylaw.dwg



★ - Winter Only

OFF ROAD VEHICLE BYLAW SCHEDULE 'A'(6)



BLAIRMORE - EAST
BLAIRMORE - WEST
★ STAGING AREA



Bylaw #: 983, 2017 - OHV Control Bylaw
Date: June 20, 2017



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OFF ROAD VEHICLE BYLAW SCHEDULE 'A'(7)

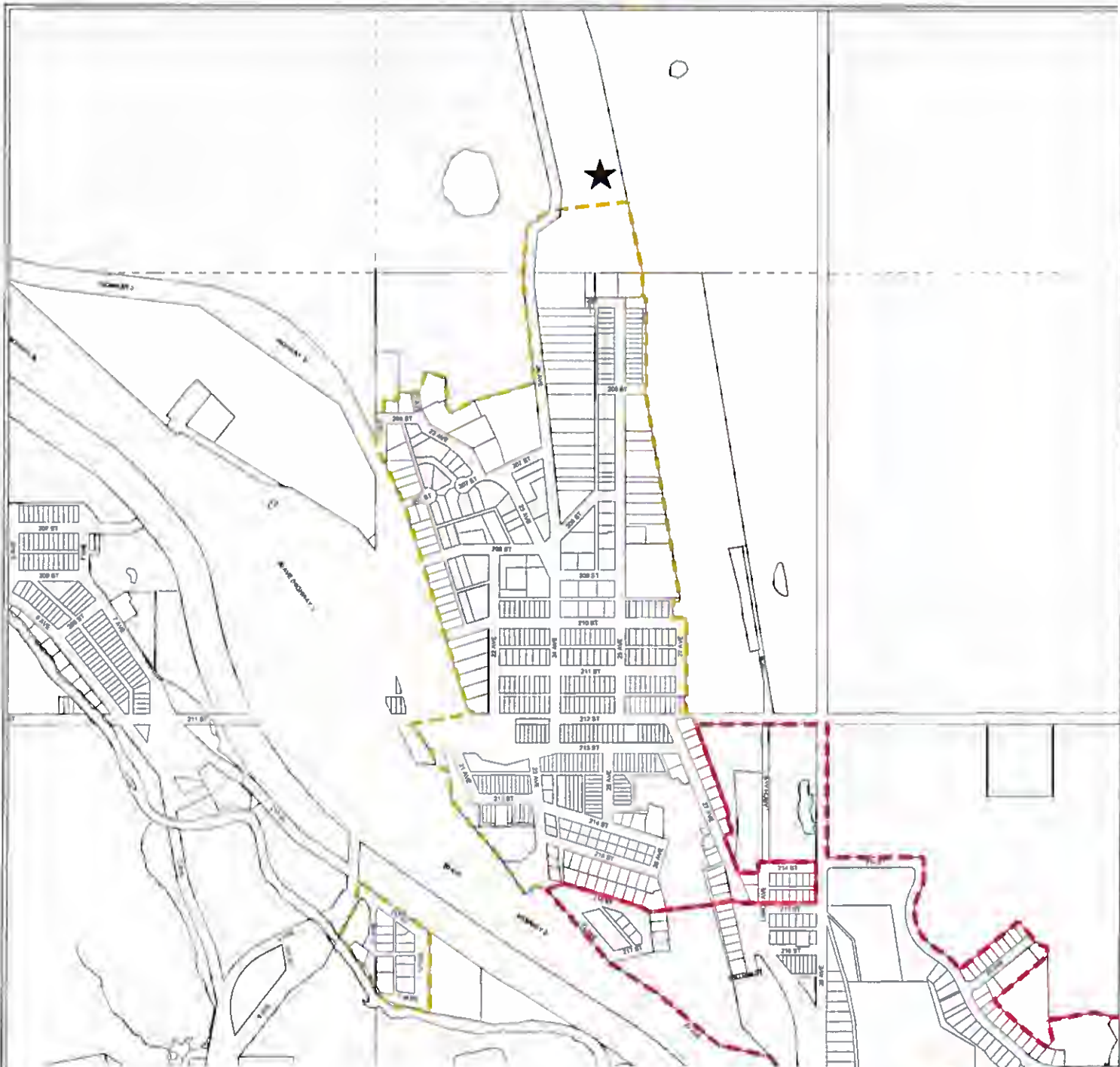
 FRANK



Bylaw #: 983, 2017 - OHV Control Bylaw
Date: June 20, 2017



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OFF ROAD VEHICLE BYLAW SCHEDULE 'A'(8)

- BELLEVUE - NORTH
- BELLEVUE - SOUTH
- ★ STAGING AREA



OLDMAN RIVER REGIONAL SERVICES COMMISSION

Bylaw 983, 2017 - OHV Control Schedule A

February 01, 2017 N:\C-N-P\PROJECTS\C-N-P_OHV_Bylaw.dwg



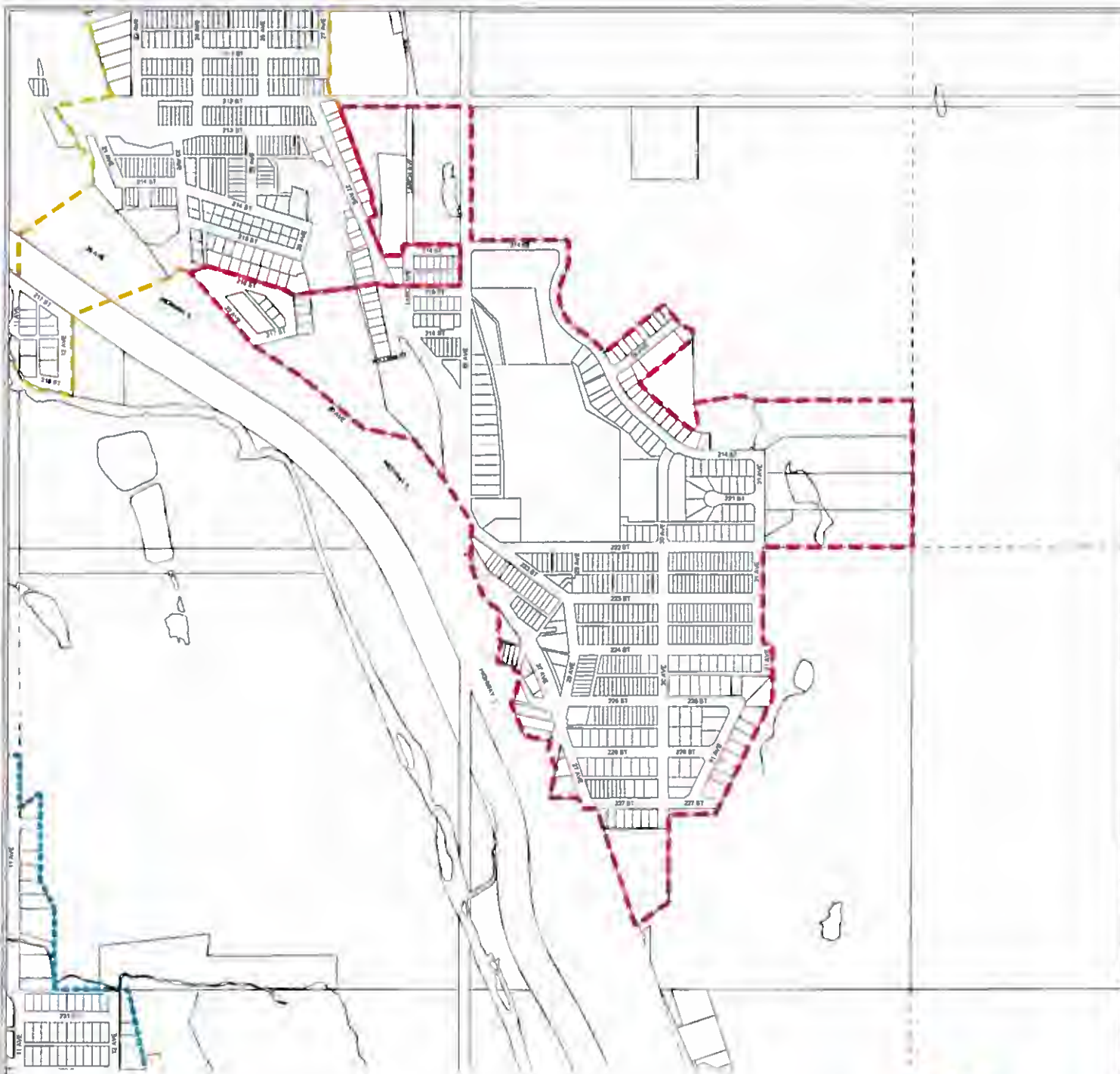
CROWSNEST PASS

Naturally Rewarding

Bylaw #: 983, 2017 - OHV Control Bylaw

Date: June 20, 2017

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



OFF ROAD VEHICLE BYLAW SCHEDULE 'A'(9)

- BELLEVUE - SOUTH
- BELLEVUE - NORTH
- HILLCREST



Bylaw #: 983, 2017 - OHV Control Bylaw

Date: June 20, 2017



OLDMAN RIVER REGIONAL SERVICES COMMISSION

Bylaw 983, 2017 - OHV Control Schedule A
November 30, 2016 N:\C-N-P\CHP PROJECTS\C-N-P OHV Bylaw.dwg



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OFF ROAD VEHICLE BYLAW SCHEDULE 'A'(10)



HILLCREST



OLDMAN RIVER REGIONAL SERVICES COMMISSION

Bylaw 983, 2017 - OHV Control Schedule A
November 30, 2018 N:\C-N-F\CHP PROJECTS\C-N-P OHV Bylaw.dwg



Bylaw #: 983, 2017 - OHV Control Bylaw

Date: June 20, 2017

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3106 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

SCHEDULE "B"
SPECIFIED PENALTIES

Section No.	Description	Specified Penalty
10(a)	Fail Operate OHV in parking lane	\$500.00
10(b)	Fail to Operate OHV in rightmost lane	\$500.00
10(d)	Operate OHV in excess of posted speed limit or 20 km/hr	Refer to Schedule "C"
10(e)	Operate OHV within Off-Highway Vehicle Exclusion Zone	\$2,500.00
11(a)	Operate OHV in opposite direction of Roadway traffic	\$750.00
11(b)	Fail to Travel in Single-File	\$1,000.00
12(a)(i)	Unregistered OHV	\$270.00
12(a)(ii)	Uninsured OHV	\$2,500.00
12(a)(iii)	Fail to display licence plate on OHV	\$500.00
12(b)	OHV not properly equipped	\$500.00
12(c)	Unlicensed Operator	\$270.00
14	Operate OHV on Municipal Property without Permit	\$2,500.00
17	Underage Operator	\$1,500.00
18	Operate OHV between 8:00pm and 10:00am	\$2,500.00
20	Passenger(s) in Excess of Designed Capacity for OHV	\$1,000.00
21	Operate OHV Contrary to Posted Sign	\$2,500.00
22	Operation of OHV causing a nuisance	\$500.00
23	Unauthorized Special Event	\$2,500.00
27	Fail to comply with permit	\$2,500.00
28	False/Misleading Statement on Permit Application	\$2,500.00
47	Owner of OHV involved in contravention of Bylaw	Specified penalty shall be equal to underlying bylaw provision contravened

SCHEDULE "C"

FINES FOR SPEEDING OFFENCES IN CONTRAVENTION OF SECTION 10(d)

Kilometres Over Limit	Specified Penalty	Kilometres Over Limit	Specified Penalty
1	\$68	26	\$184
2	\$70	27	\$189
3	\$73	28	\$196
4	\$76	29	\$203
5	\$78	30	\$208
6	\$81	31	\$220
7	\$84	32	\$228
8	\$86	33	\$239
9	\$89	34	\$248
10	\$92	35	\$258
11	\$95	36	\$269
12	\$97	37	\$278
13	\$100	38	\$290
14	\$103	39	\$300
15	\$105	40	\$311
16	\$122	41	\$321
17	\$130	42	\$331
18	\$134	43	\$342
19	\$142	44	\$351
20	\$146	45	\$360
21	\$153	46	\$371
22	\$161	47	\$382
23	\$165	48	\$392
24	\$173	49	\$402
25	\$177	50	\$413