



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, June 10, 2025 at 7:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

- 3.a Minutes of the Municipal Historic Resources Advisory Committee of March 24, 2025
- 3.b Minutes of the Municipal Planning Commission Committee of April 23, 2025
- 3.c ORRSC Executive Committee Minutes of April 17, 2025
- 3.d Library Board Financial Reviewer - MNP LLP

**4. ADOPTION OF MINUTES**

- 4.a Minutes of the Council Meeting of May 27, 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 Alberta Municipalities

**7. REQUESTS FOR DECISION**

- 7.a Bylaw 1223,2025 - South Bellevue Infrastructure Replacement Borrowing Bylaw -  
*Second & Third Reading*
- 7.b Bylaw 1225, 2025 - Land Use Bylaw Amendment - Redesignate a portion of Lot 1, Block  
3, Plan 1811416 from "Non-Urban Area – NUA-1" to "Residential – R-1" - *First Reading*
- 7.c Request for two Letters of Support for the Revive the Roxy Project

**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 Request for a Letter of Support for Lethbridge Sport Council - 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

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

**12. ADJOURNMENT**



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

**Meeting Date:** June 10, 2025

**Agenda #:** 3.a

**Subject:** Minutes of the Municipal Historic Resources Advisory Committee of March 24, 2025

**Recommendation:** That Council accept the minutes of the Municipal Historic Resources 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 Municipal Historic Resources Advisory Committee provides their minutes to keep Council apprised of their activities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[Minutes from MHRAC March 24, 2025 meeting.pdf](#)



**MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE**  
**March 24, 2025, at 3:00 pm**  
**Council Chambers, Coleman Municipal Office**

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<b><u>PRESENT:</u></b>	Board Member	Fred Bradley (Chair)
	Board Member	Glen Girhiny
	Board Member	Dawn Rigby
	Board Member	Doreen Johnson
	Board Member	Howard Vandenhoeft
	Board Member	Myriah Sagrafena
	Board Member	Bruce Nimmo
	Municipal Representative	Katherine Mertz
	Municipal Representative	Johan van der Bank
	Municipal Representative	Iuliana Morar

**APOLOGIES:** Bryce Andreasen, Vicki Kubik

**1. CALL TO ORDER**

Fred Bradley called the meeting to order at 3:03 pm.

Election of Chairperson. Howard Vandenhoeft nominated Fred Bradley for the position of Chairperson. Fred accepted. No further nominations were received.

**MOTION** by Howard Vandenhoeft to elect Fred Bradley as Chairperson.

**CARRIED**

Election of Vice-Chairperson. Glen Girhiny nominated Bruce Nimmo for the position of Vice-Chairperson. Bruce accepted. No further nominations were received.

**MOTION** by Glen Girhiny to elect Bruce Nimmo as Vice-Chairperson.

**CARRIED**

**2. ADOPTION OF AGENDA**

**MOTION** by Howard Vandenhoeft to adopt the agenda with the addition of item 5.8 DP2025-022 Greenmore 7605 17 Ave Commercial Kitchen and item 6.5 Archaeological studies under the Historical Resources Act.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOTION** by Glen Girhiny to adopt the minutes of November 25, 2024.

**CARRIED**

**4. CONSENT AGENDA**

N/A



## MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE

March 24, 2025, at 3:00 pm

Council Chambers, Coleman Municipal Office

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### 5. REQUESTS FOR DECISION

- 5.1 DP2024-346 - 7619 - 17 Avenue, Coleman – Eagles Hall renovation for commercial space and dwelling units. The item was referred to the Advisory Committee by email in January 2025. Members expressed concern over the existing fence; that it should be removed. The advice was presented to the Municipal Planning Commission, who approved the development permit without requiring that the fence is removed. The applicant indicated verbally that they require the fence for yard privacy and would try to accommodate a mural on the fence.
- 5.2 2468 - 213 St Bellevue – Bellevue Bakery – canopy. The item was referred to the Advisory Committee by email in January 2025. There were no concerns.
- 5.3 22618 - 7 Ave. Hillcrest – Hillcrest United Church – windows. The item was referred to the Advisory Committee by email in January 2025. Members expressed concern over the triangular shape of the proposed windows in the building front elevation. The applicant agreed to use rectangular windows to match those in the side elevation.
- 5.4 DP2025-010 - 13343 - 20 Ave Blairmore – former Crowsnest Candy Store conversion to an auto detailing shop. There were no concerns.
- 5.5 12762 - 19 Avenue Blairmore - Pinkney Residence – residing. The item was referred to the Advisory Committee by email in February 2025. Members expressed concern over the loss of the red crosses but accepted that there is no mandate to require that the crosses are retained because the building is not a designated historic resource. Staff forwarded these concerns to the applicant.
- 5.6 DP2025-011 - 7826 17 Ave Coleman – new commercial building with five dwelling units. The item was referred to the Advisory Committee by email in February 2025. Members expressed concern over the lack of historical detail and the black colour scheme of the building frontage. The applicant revised the colour scheme to brown and black, recessed the front doors into the commercial spaces, and added historical architectural details. The Advisory Committee accepted the revisions.

**MOTION** by Howard Vandenhoeft to ratify the Advisory Committee advice provided in January 2025 and February 2025 by email regarding items 5.1 to 5.6.

**CARRIED**



## MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE

March 24, 2025, at 3:00 pm

Council Chambers, Coleman Municipal Office

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- 5.7 DP2024-341 - 1722 - 77 Street, Coleman – renovation for new commercial space and two dwelling units.

Dawn Rigby and Bruce Nimmo recused themselves from voting on this item due to a conflict of interest.

**MOTION** by Myriah Sagrafena that the Advisory Committee has no concerns with the proposed development but wishes to make the Municipal Planning Committee aware that they may want to pay attention to the following potential issues: parking, snow storage, and garbage collection area.

**CARRIED**

- 5.8 DP2025-022 - 7605 17 Ave – new commercial kitchen building as a second principal building behind the Italian Hall where a portion of the hall was demolished.

Bruce Nimmo recused himself from voting on this item due to a conflict of interest.

**MOTION** by Dawn Rigby that the Advisory Committee has no concerns.

**CARRIED**

## 6. ROUND TABLE DISCUSSION

- 6.1 Municipal Historic Plaques. Johan van der Bank updated the Advisory Committee that permission from the landowners of the Former Barbour Pharmacy, the Cosmopolitan Hotel, and the Peuchen Block to install the plaques on their buildings have been obtained. The plaque for the Blake-Brugman Residence will be installed on a post in the Municipal-owned boulevard. Staff are working to obtain permission from the owner of the Orpheum Theatre.
- 6.2 The owner of the Golden Bowl restaurant inquired how to proceed to be included in the in the Heritage Inventory Project and obtain a “plaque”. Fred Bradley mentioned that there are not historically significant / character defining elements to this building. As such, they may not qualify for inclusion in the inventory. Fred advised that the owner should contact him.
- 6.3 Grant Funding from Heritage Preservation Partnership Program re. RFP for Historic District Guidelines Review and discussion on 2025 workshops and community engagement. Fred Bradley provided an update to the grant funding application. A decision is expected in June.. In the meantime, the Sub-committee will work on a RFP for architectural services to review the design guidelines with the objective, pending a grant funding decision in June, to issue the RFP in late summer and award the project in early fall. Johan will provide a Municipal RFP template to the Sub-committee. The Sub-committee will also start working on ideas and format for public open houses regarding the overall objectives of the Heritage Management Plan and opportunities to have



**MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE**  
**March 24, 2025, at 3:00 pm**  
**Council Chambers, Coleman Municipal Office**

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buildings designated as Municipal Historic Resources, with the goal to report back on progress at the April meeting.

- 6.4 Community Updates. Fred Bradley reported on the 100<sup>th</sup> Anniversary of the Crowsnest Music Festival that was held last month.
- 6.5 Archaeological studies and clearance under the Historical Resources Act. Fred Bradley mentioned that a landowner asked him about how the process works. Katherine and Johan advised that the mandate lies with the provincial government and a private landowner under the Historical Resources Act. At the subdivision stage there is a legislated requirement to obtain clearance, but the legislation and relevant information provided on the provincial government website are vague regarding the development permit stage. An archaeology report is not required as part of a development permit or the DP process, because the Municipality does not have a mandate to enforce the Historical Resources Act. That is a provincial mandate, and every landowner in the province is required to comply with that law, whether you develop a building or a garden. The LUB and every DP that the Municipality issues state that it is the landowner / applicant's responsibility to comply with provincial and federal laws and regulations, that a DP is issued for municipal land use only, and that the issuance of a DP does not provide any other approvals required under provincial and federal laws. The provincial department has recently disclosed that they will not share previous archaeological reports from a previous study on the same site with a new developer for that site.

**7. NEXT MEETING DATE**

Tuesday April 22 (note that Monday April 21 is Easter Monday) at 3:00 pm in Council Chambers, Municipal Office.

**8. ADJOURNMENT**

**MOTION** by Howard Vandenhoeft to adjourn the meeting at 4:25 pm.

**CARRIED**

Approved by:

  
Fred Bradley, Chair

May 26, 2025  
Date



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

**Meeting Date:** June 10, 2025

**Agenda #:** 3.b

**Subject:** Minutes of the Municipal Planning Commission Committee of April 23, 2025

**Recommendation:** That Council accept the minutes of the Municipal Planning Commission Committee of April 23, 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 Municipal Planning Commission Committee provides their minutes to keep Council apprised of their activities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2025 04 23 MPC Signed Minutes.pdf](#)

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<b>PRESENT:</b>	Dean Ward, Chair Sam Silverstone, Vice Chair Gaston Aubin, Member Dave Filipuzzi, Member Doreen Johnson, Member Gus Kollee, Member
<b>ADMINISTRATIVE:</b>	Patrick Thomas, Chief Administrative Officer Johan Van Der Bank, Manager of Development & Trades Katherine Mertz, Development Officer Shay Sawatzky, Recording Secretary
<b>ABSENT:</b>	Glenn Smith, Member (No Apology)

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**1. Call to Order**

The chair called the meeting to order at 2:01 pm.

The Chair provided guidance to attendees, emphasizing that under the Municipal Government Act and paragraphs 12.7 and 12.8 of the Municipal Planning Commission Bylaw, the Municipal Planning Commission (MPC) is not obligated to receive public delegations or allow any public input during this meeting

**2. Agenda**

**MOTION** by Doreen Johnson to accept the agenda with the following amendments:

Removal of Items 6.3 and 6.4 from the agenda and postponement to the next Municipal Planning Commission meeting due to insufficient time for review.

**DEFEATED**

**MOTION** by Sam Silverstone to accept the agenda as presented.

**CARRIED**

**3. Minutes**

**MOTION** by Gaston Aubin to adopt the minutes of March 26, 2025, as presented.

**CARRIED**

4. **Consent Agenda**

**MOTION** by Sam Silverstone to accept ORRSC Periodical, Spring 2025 – Brownfield Properties for information.

**CARRIED**

5. **Requests for Decision - Subdivision Applications - NONE**

6. **Requests for Decision – Development Permit Applications**

6.1 **DP2025-011 – 7826 17 Avenue, Coleman – Lot(s) 5 & 6, Block 5, Plan 820L and Lot 19, Block 5, Plan 8411161**

**MOTION** by Dave Filipuzzi to approve DP2025-011 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

6.2 **DP2025-015 – N/A, Blairmore – Lot 51, Block 1, Plan 0812254**

**MOTION** by Gus Kollee to approve DP2025-015 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

6.3 **DP2025-016 – Unknown – SW of MDM Community Centre – Portion of 5;3;7;21; NW**

Administration made a correction to clarify that the application applies only to the West parcel of land and does not include the East parcel as initially stated.

Administration made a further correction relative to condition 8 in the MPC request for decision package, such that it is worded as follows: "Prior to start of construction the applicant / developer shall provide municipal water and wastewater services to the proposed development pursuant to s. 21 of the Land Use Bylaw, and, where public infrastructure needs to be extended to achieve this, and the MNCP requires a development agreement from the applicant / landowner, the applicant / landowners shall enter into and comply with the terms and conditions of a development agreement to the Municipality's satisfaction, pursuant to s. 650 of the Municipal Government Act."

**MOTION** by Gus Kollee, specifically on the question of the variance for the fence to a height of 8 feet, to approve DP2025-016, with conditions outlined in Alternative A of the MPC request for decision package, as revised, and that the fence be constructed of solid opaque material with a maximum height of 6 feet.

**CARRIED**

**MOTION** by Dave Filipuzzi, specifically on the question of the variance for parking, to approve DP2025-016, with conditions outlined in Alternative A of the MPC request for decision package, as revised, including the 13% parking variance.

**CARRIED**

**6.4 DP2025-027 – N/A – A Portion of the West ½ of the SE-35-7-4-5 (LSD 02 and LSD 07)**

Administration presented a revised Request for Decision to the Municipal Planning Commission. See Appendix A.

**MOTION** by Dave Filipuzzi to approve DP2025-027, with conditions outlined in Alternative A in the revised MPC request for decision package.

Vote Recorded at the request of Member D. Johnson.

**In Favour**

Dean Ward  
Sam Silverstone  
Gaston Aubin  
Dave Filipuzzi  
Gus Kollee

**Opposed**

Doreen Johnson

**CARRIED**

**6.5 DP2025-045 – 2010 26 Street, Coleman – Lot 1, Block 1, Plan 2311611**

**MOTION** by Sam Silverstone to approve DP2025-045 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.6 DP2025-050 – 13005 19 Avenue, Blairmore – Lot N/A, Block 1, Plan 8211159**

**MOTION** by Dave Filipuzzi to approve DP2025-050 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.7 DP2024-348 – 3063 Tecumseh Road, Coleman – Lot 8, Block 2, Plan 2411221  
REVISION**

**MOTION** by Gaston Aubin to approve revisions to DP2024-348 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**7. Land Use Bylaw Amendments - None**

8. **Appeals - None**

9. **Round Table Discussion**

9.1 The discussion focused on Municipal liability regarding the lands described in DP2025-027, including considerations of mines, floodplains, and transparency in development permit processes. It was emphasized to ensure all involved parties are informed about key details and responsibilities. Doreen Johnson shared online findings related to mines and floodplains. Administration presented to the MPC that an abandoned mine exists beneath portions of the subject parcel, and that upon inquiring with the Alberta Energy Regulator (AER), it was determined that the mine is not subject to an AER approval. Administration pointed out that the Notice of Decision and the development permit (if issued) contains "*Important Information & Notes*" and that paragraph (a) makes the landowner aware that the issuance of a Development Permit indicates only that the development to which the Development Permit relates is authorized in accordance with the provisions of the Municipality of Crowsnest Pass Land Use Bylaw and does not in any way relieve or excuse the Landowner and/or the Development Permit holder from obtaining any other permit or approval from federal and provincial government agencies.

10. **In Camera**

11. **Next Meeting**

Next meeting Wednesday, May 28, 2025, at 2:00 pm.

Gus Kollee excused himself from attendance at the upcoming meeting in May.

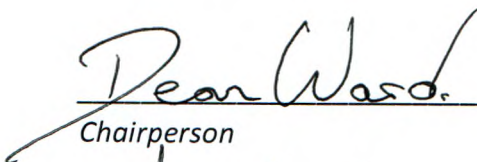
12. **Adjourn**

**MOTION** by Dave Filipuzzi to adjourn the meeting at 3:47 pm.

**CARRIED**

13. **Signing of Minutes**

Approved By:

  
\_\_\_\_\_  
Chairperson

2025-05-28  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Manager of Development and Trades

May 28, 2025  
\_\_\_\_\_  
Date



Appendix A

**Municipality of Crowsnest Pass  
Municipal Planning Commission  
Request for Decision**

<b>Meeting Date</b>	April 23, 2025
<b>Application No.</b>	DP2025-027
<b>Roll No.</b>	2095400 / 2095300
<b>Civic Address</b>	N/A
<b>Legal Description</b>	A Portion of the West ½ of the SE-35-7-4-5 (LSD 02 and LSD 07)
<b>Land Use District</b>	Non-Urban Tourism Accommodation and Recreation - NUTAR
<b>Overlay District</b>	Area of Potential Environmental Concern Overlay District - APEC-OD

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**Proposed Development**

- 1) Approve the Comprehensive Site Development Plan (CSDP dated March 31, 2025) on the W ½ - SE-35-7-4-5 (LSD 02 and LSD 07); and
- 2) Approve a Development Permit for “Tourism Accommodation, Large” (discretionary use) on the W ½ - SE-35-7-4-5 (LSD 02 and LSD 07) as follows:
  - (a) the development of Phase 1A and Phase 1B in the approved Comprehensive Site Development Plan consisting of Camping Accommodations in the form of 30 Cabin (Cottage) Sites and 31 Tent Sites (Tenting Campsites) for a total of 61 Camping Accommodation rental sites (prohibiting recreational vehicles), and
  - (b) the development of Phase 2 in the approved Comprehensive Site Development Plan consisting of a principal building (pool, spa, café, restaurant), and amenity / accessory buildings, including a laundry facility, staff accommodation / operator accommodation (a cabin), a wedding pavillion, a playground, a maintenance shop, and a bathroom facility, and
  - (c) The development of signage inside the resort, and
  - (d) The construction of a screening fence up to 2.44m (8ft) tall and other fencing as may be required within the resort.

**Background**

- On November 19<sup>th</sup>, 2024, Council approved a motion for the conditional sale of the subject lands.
- On February 11<sup>th</sup>, 2025, Council gave third reading to Bylaw 1214, 2025 to redesignate the lands from RO-1 and NUA-1 to NUTAR.
- As part of the land sale, the applicant is required to:

- subdivide out the existing mountain bike park in the NW portion, which is to remain under the ownership of the Municipality.
  - dedicate a 6m wide Environmental Reserve measured from the top of the bank of Lyons Creek. In addition to the 6m wide ER dedication, the ER shall include the Lyons Creek Trail where practical.
  - provide an access easement in the NE portion to accommodate public access in addition to access to Lot 15, Block 19, Plan 0413471 (private owner) and the Municipally-owned parcel registered as LINC 0021332275.
- As part of the land sale, the Municipality of Crowsnest Pass will provide full disclosure to the purchaser regarding the presence or absence of buried waste material along the east property boundary.

#### Discussion

- See the Comprehensive Site Development Plan attached.
- The Municipality in collaboration with the applicant have made an application under the Historic Resources Act through the Online Permitting and Clearance (OPaC) website. The development permit cannot be refused by reason of or issued with conditions relative to this provincial approval process.
- The development is adjacent to the “Old Sartoris Nuisance Grounds Property”. The proposed development is not subject to the minimum setback distance and related variance requirements established for a “residence” or for “residential use” in the *Matters Related to Subdivision and Development Regulation (AB Regulation 84/2022)*, because the Municipality’s land use bylaw defines the proposed development (cabins and camping accommodation) as “.... not a dwelling unit and is not typically intended for residential occupancy”. The proposed development is therefore exempt from the regulations prescribed in the Areas of Potential Environmental Concern Overlay District [see Section 4.1(a) in the APEC-OD].
- In consultation with the Municipality’s consultant (geoscientist) managing the APEC environmental investigation and monitoring project, it has been confirmed that the “estimated mixed waste boundary” that appear to encroach into the subject lands along its east boundary, is not expected to contain waste of any significance. If the developer does encounter any waste, they could haul it away without any additional studies. Further, as part of the proposed land sale the Municipality will investigate the sub-surface conditions in this area by digging several test pits to determine the presence or absence of “mixed waste”, and will provide full disclosure to the prospective land purchaser.
- Signage other than signage inside the resort requires a separate development permit application.
- The applicant / landowner proposes to provide municipal water and wastewater services to the proposed development, with a service connection being provided either at 16 Avenue or along the Sartoris Road, depending on details that must be resolved with the Municipality. Servicing of the proposed development shall be at no cost to the Municipality, and where public infrastructure needs to be extended, it shall be in accordance with the terms and conditions of a development agreement to the Municipality’s satisfaction. The Municipality’s Utilities Manager has reviewed the proposed servicing plan, has confirmed capacity for water and wastewater,

and is collaborating with the applicant to determine the final servicing plan (15<sup>th</sup> Avenue and 132<sup>nd</sup> Street vs. along Sartoris Road).

- The applicant prepared a Traffic Impact Assessment (TIA) for the proposed development. It assessed the proposed development of Phases 1 and 2 consisting of nine campsites (tents) and 36 cottages, a resort office, a retail shop, a spa and a café. The TIA demonstrates that traffic volumes from the full build-out of this scope of development would be expected to increase by a maximum of 5% over the present volumes. This would be equivalent to 17 additional houses being built in this area of Blairmore. The TIA proposes the addition of traffic signs in identified locations. The TIA would have to be updated to reflect the revised number (31) of camping sites (tents) proposed in Phase 1B, and would have to be updated again for the unknown scope of development in Phase 3. The Municipality's Transportation Manager has reviewed the TIA and is satisfied with the recommendations.
- Parking for the resort shall be accommodated on-site, and parking shall not be allowed to spill over onto the Sartoris Road.
- The applicant / landowner is aware of federal and provincial legislation regarding the environment and wildlife, and has committed in the CSDP to take the necessary steps to comply with the legislation prior to construction. Compliance with these matters is the responsibility of the landowner subject to the relevant legislation, and the development permit cannot be refused by reason of or issued with conditions relative to the associated federal and provincial approval processes.
- The applicant has prepared a fire safety plan and an emergency response plan as part of best practices in the resort industry. The Fire Chief has reviewed these plans, and will be kept apprised of any subsequent changes.

#### **Notification**

In accordance with Administration Section 20 of the LUB, notification to the Applicant and affected landowners will occur by regular mail and/or a newspaper advertisement after the MPC has decided upon the application. Affected parties will have 21 days from the date of the notification to appeal the decision.

#### **Appeal Jurisdiction**

The Subdivision and Development Appeal Board has jurisdiction to hear an appeal of the Development Authority's decision on this development permit.

#### **Alternatives**

- A. Approve the Comprehensive Site Development Plan dated March 31, 2025 and the development permit application DP2025-027 for "Tourism Accommodation, Large", subject to the following conditions:
  1. The Development Permit approved in this Notice of Decision shall not be issued and shall be of no effect, and construction / placement of the development shall not commence, until all "Prior to Issuance Conditions" stated in this Notice of Decision have been met or fulfilled.
  2. This Notice of Decision shall remain effective for a period of six (6) months and shall then expire and be deemed null and void unless the person to whom the Notice of Decision was issued

continues to collaborate with the Development Authority to satisfy or complete the "Prior to Issuance Conditions" and, if required, an extension is approved by the Development Authority.

**Prior to Issuance Conditions** (these conditions are to be satisfied prior to issuance of a development permit and will only form part of the Notice of Decision and not part of the formal development permit issued however, the development permit shall be of no effect until these conditions have been satisfied)

3. The applicant / landowner shall provide to the Development Officer a \$5,000.00 security deposit to warranty the completion of the buffering / screening / separation measures required in condition 7 below, which shall be refunded upon completion to the Development Officer's satisfaction by the date specified in condition 7.
4. An appeal period of twenty-one (21) days from the date of the Development Authority's Notice of Decision applies, and if any appeals are submitted the development permit shall not be issued until such appeals are dealt with by the Land and Property Rights Tribunal.
5. The developer shall update the Comprehensive Site Development Plan to incorporate;
  - a. The Fire Chief's comments in an email dated April 17, 2025 regarding the Fire Safety Plan and Emergency Response Plan.
  - b. The email dated April 22, 2025 from JCB Engineering, regarding updates to the Traffic Impact Assessment.
  - c. Revise the Traffic and Access Plan dated April 01, 2024 (sic 2025) on Page 109 of the MPC agenda package to remove the yield sign at the intersection of Sartoris Road and 16<sup>th</sup> Avenue.
  - d. Insert the correct legal descriptions in the Comprehensive Site Development Plan on page 107 of the MPC agenda package under Roadways and Parking #2 Access Easement. The correct legal descriptions are Lot 15, Block 19, Plan 0413471 and LDS 8 SE ¼ 35-7-4-W5M.
  - e. Revise all references to yard setbacks to a minimum of 6m from Sartoris Road and a minimum of 3m from all other property boundaries.
  - f. Revise the site plan map to show the fence on the west side of the access road. The purpose of the fence is to provide screening as described in condition 8.

**Time Specific Conditions After Issuance (deadline for enforcement or for the validity of the development permit)**

6. Prior to commencing the development of tent sites in Phase 1B beyond nine tent sites as was assessed in the Traffic Impact Assessment (TIA) prepared by JCB Engineering dated February 02, 2025, the applicant / landowner shall provide an updated Traffic Impact Assessment to assess the traffic impact of the additional tent sites.
7. Prior to commencing development in any Phase the developer shall provide to the Development Officer's satisfaction a slope stability assessment prepared by a qualified professional for any areas that exceed a slope of 15%, and shall comply with the findings and recommendations from that assessment.
8. The landowner shall provide a buffer and/or screening between the development and the adjacent Lot 15, Block 19, Plan 0413471 with an opaque fence and/or berm and/or landscaping, as identified on the approved Comprehensive Site Development Plan, to the Development Officer's satisfaction. The purpose of the buffer is to screen the campground from public view, and provide separation

between land uses pursuant to the Land Use Bylaw, Administration section 19. The separation buffer, berm, fence and/or landscaping shall be completed to the satisfaction of the Development Officer by **September 30, 2026**.

9. Development must be commenced or carried out with reasonable diligence, in the opinion of the Development Officer, within 12 months from the date of issuance of the development permit and / or within the specific timelines and by the specific deadlines stated in this development permit, otherwise the permit shall be deemed to be null and void.
10. The landowner or applicant shall confirm permitting requirements for the proposed buildings / structures, and shall provide to the Development Officer copies of Safety Codes permit applications (Building, Electrical, Gas, Plumbing) when the same are made or copies of Safety Codes permits issued immediately upon issuance to demonstrate that such applications or permits are consistent with the development permit issued for the proposed development.
11. The landowner shall ensure that the construction of the roads, rental sites, and amenity buildings are completed to the Development Officer's satisfaction within 36 months after the date of the issuance of the development permit and / or within the specific timelines and by the specific deadlines stated in this development permit, otherwise the applicant or landowner shall be deemed to be in contravention of the development permit conditions.
12. The applicant / landowner shall comply with the terms and conditions of any access easement that the MCNP negotiates with the applicant / landowner / adjacent landowners regarding the extension of the existing access easement (Instrument 041 3472) to provide public access to LSD 08, SE-35-07-04-W5M (the Old Sartoris Staging Area).

**Conditions of a Continuing Nature (Permanent Conditions)**

13. The development shall comply with and be carried out and completed in its entirety in accordance with the attached approved Comprehensive Site Development Plan and the development standards in the Non-Urban Tourism Accommodation & Recreation district in Land Use Bylaw 1165, 2023, as amended.

Rentable Camping Accommodation (cabins and tents but prohibiting RVs)	Standard in the CSDP
Yard Setbacks from perimeter property boundaries	<p>As approved by the Development Authority in the CSDP— where yard setback distances are not provided in the approved site plan, the Development Officer shall determine the setback distance based on contextual references in the site plan, e.g. the width of an access road or a setback distance that can be determined based on what is schematically shown in the site plan.</p> <p>As approved by the Development Authority in the Comprehensive Site Development Plan – a minimum of 6m from Sartoris Road and a minimum of 3m from all other property boundaries.</p>
Building Height (maximum)	Maximum height of cabins – 29ft / 8.8m

Principal Building and Amenity / Accessory Buildings	Standard in the CSDP
Yard Setbacks from perimeter property boundaries	<p>Ed by the Development Authority in the CSDP— where yard setback distances are not provided in the approved site plan, the Development Officer shall determine the setback distance based on contextual references in the site plan, e.g. the width of an access road or a setback distance that can be determined based on what is schematically shown in the site plan.</p> <p>As approved by the Development Authority in the Comprehensive Site Development Plan – a minimum of 6m from Sartoris Road and a minimum of 3m from all other property boundaries.</p>
Building Height (maximum)	<p>Maximum height of Principal Building – 16.74m Maximum Height of Accessory Buildings –10m</p>
All Resort Accommodation Development	Standard in the CSDP
Parking Requirements	<p>Parking for the entire resort [rentable units, the principal building (shop, café, restaurant, spa, pool, wellness facility, office), staff, and guests] shall be accommodated on-site and parking shall not be allowed to spill over onto the Sartoris Road.</p>

14. The Comprehensive Site Development Plan dated March 31, 2025 is approved in principle. Any deviations from the approved Comprehensive Site Development Plan or changes to the development from what is approved in the attached Comprehensive Site Development Plan and this development permit DP2025-027 shall require that the landowner submit a new development permit application.
15. All private on-site roads shall meet relevant Alberta Building Code, Alberta Fire Code, National Fire Protection Association and Transportation Association of Canada standards / guidelines to accommodate two-way traffic, including emergency vehicle requirements, or provide an alternative design for one-way traffic where two-way traffic cannot be accommodated. The Landowner shall construct and maintain roads as per the approved Comprehensive Site Development Plan.
16. The internal roads shall be maintained for the unobstructed passage of emergency vehicles at all times. No parking of vehicles shall be allowed within the driving aisles of the roads.
17. Signage other than signage inside the resort requires a separate development permit application.
18. A perimeter fence shall not exceed 2.44m (8ft).

19. The applicant / landowner shall provide municipal water and wastewater services to the proposed development at no cost to the Municipality pursuant to s. 21 of the Land Use Bylaw, and, where public infrastructure needs to be extended to achieve this, it shall be in accordance with the terms and conditions of a development agreement to the Municipality's satisfaction, pursuant to s. 650 of the Municipal Government Act.
20. The landowner shall not allow parking to spill over onto Sartoris Road.
21. The landowner shall not allow Recreational Vehicles as accommodation on the property.
22. Prior to commencing with the development of Phase 3 the applicant / landowner shall make a new development permit application for a revised Comprehensive Site Development Plan (including a revised site plan) with an update to the Traffic Impact Assessment prepared by JCB Engineering dated February 02, 2025 to assess the traffic impact of the additional development proposed in Phase 3.
23. The applicant / landowner is responsible to maintain a fire safety plan and an emergency response plan as part of best practices in the resort industry, and to keep the Fire Chief apprised of any amendments to these plans.
24. The Cabin / Tent sites shall be identified with a site number or other suitable identification system to the Development Officer's satisfaction with an overall map provided at the entrance to the development and a copy submitted to the Development Office prior to submitting safety code applications.
25. The developer / applicant / landowner shall comply with the requirements from TC Energy as expressed in the attached letter dated April 11, 2025.
26. 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) 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. Should retaining walls be required as part of the stormwater drainage system, additional development permits are required, and construction shall be completed by the landowner at no cost to the municipality.
27. The Land Use Bylaw 1165, 2023, as amended, contains development standards and regulations that apply to this development permit and for which the landowner is responsible, at no cost to the Municipality of Crowsnest Pass. These regulations address matters relating to many aspects of the approved development or use e.g., access to the property, lines of sight, public safety setbacks, parking requirements, lot grading, maintaining positive drainage towards abutting roads and/or lanes, outdoor storage, etc. It is the Landowner's and/or Applicant's responsibility to ensure that they are fully aware of all the applicable development standards and regulations in the Land Use Bylaw that may apply to the proposed development or use by contacting the Municipality's Department of Development, Engineering & Operations.
28. When construction is involved for a development approved under this development permit, the landowner and/or the applicant to whom this development permit was issued and their successors

in title, are responsible to, and shall ensure that the location of the building(s) relative to the subject property boundaries (i.e. approved yard setbacks, including variances if any), as approved in the attached site plan, and relative to easements on the subject property, is staked out by either an Alberta Land Surveyor, a professional engineer (see definition), or another certified agent, prior to the pouring of building foundations. At any time during or after construction, the Development Officer may require that the landowner of the subject property provide the stake-out, a survey and/or a survey drawing (or a Real Property Report) of the subject property and/or the building footprint relative to the subject property boundaries and easements, at no cost to the Municipality.

29. Failure to comply with any one or more of the conditions listed in this development permit either by a specified deadline or at any time throughout the lifetime of the development permit, as may be applicable, or implementation of the development contrary to the approved site plan and/or approved variances, shall result in enforcement through a Stop Order and corresponding fees, rates, charges, or fines pursuant to the Municipality's Fees, Rates and Charges Bylaw in effect at the time of the non-compliance.

**Important Information & Notes:**

- a) The issuance of a Development Permit indicates only that the development to which the Development Permit relates is authorized in accordance with the provisions of the Municipality of Crowsnest Pass Land Use Bylaw and does not in any way relieve or excuse the Landowner and/or the Development Permit holder from obtaining any other permit (including authorization to modify a wetland, safety codes permits e.g. building, electrical, gas, plumbing, Historical Resources Act approval, Highways Development and Protection Act, etc.), license, or other authorization required by any Federal or Provincial Act or regulation, or under any Bylaw of the Municipality (e.g. a business license), or complying with the conditions of any easement, covenant, agreement, or other instrument affecting the building or land. The Landowner and/or the Applicant is responsible to ensure compliance with these matters, at the sole risk and responsibility of the Applicant/property owner to the exoneration of the Municipality of Crowsnest Pass from any liability related to these matters, and at no cost to the Municipality of Crowsnest Pass. The applicable requirements may include the following:
- (i) An application under the Historical Resources Act 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 compliance with any requirements, terms, and conditions of such clearance.
  - (ii) **PLEASE NOTE:** Due to the presence of an Area of Potential Environmental Concern (APEC) within 300 metres of the subject property, as identified in an engineering study "*MCNP Nuisance Grounds - Environmental Overview*" dated January 2023, prepared by Associated Environmental, the Municipality of Crowsnest Pass hereby makes the landowner of the subject property in this development permit aware that, pending further investigation and monitoring of the APEC, the preferred method of construction of a residential dwelling would be without a basement and, instead, a slab on grade. Please discuss the details with your contractor and/or Safety Codes Inspector.
- These requirements do not apply to resort accommodation (cabins and tents) however it may be prudent if the developer / landowner considered this and other mitigating measures for the resort accommodation and the principal building.
- b) The Applicant/property owner is responsible for the following aspects as may be applicable to this development permit, at the sole risk and responsibility of the Applicant/property owner to the exoneration of the Municipality of Crowsnest Pass from any liability related to these matters, and at no cost to the Municipality of Crowsnest Pass:
- (i) Determining the legal property boundaries and any applicable easements through a survey by an Alberta Land Surveyor before foundations are excavated or poured and before construction proceeds above ground level.
  - (ii) Ensuring that any structures approved under this Development Permit are constructed such that they are correctly set back from the property boundaries in compliance with the front, rear, and side yard setbacks approved in this Development Permit. The landowner should consult an Alberta Land Surveyor for this purpose.
  - (iii) Ensuring that the development and the associated excavation and/or construction activity approved under this Development Permit shall not disturb, affect, or alter conditions of all utilities and appurtenances, drainage rights-of-way, utility rights-of-way, access rights-of-way, and any easements as they may exist, over, under, or through the

Municipality of Crowsnest Pass  
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- Lands. The landowner should consult a professional engineer and/or an Alberta Land Surveyor and/or the relevant utility company / utility owner for this purpose.
- (iv) Ensuring that the development and/or any associated structures and/or the associated excavation and/or construction activity approved under this Development Permit is undertaken in a manner that does not cause or result in a public safety risk or concern, or a nuisance, disturbance, or damage to adjacent properties and/or roads, lanes, or other municipal infrastructure. The landowner should consult a legal professional, a professional engineer and/or an Alberta Land Surveyor for this purpose.
  - (v) Ensuring that all equipment, waste bins, portable toilets, building materials, and excavation stockpiles associated with construction activity approved under this development permit are placed within the subject property boundaries, and that where such items must encroach onto adjacent private property and/or adjacent boulevards, sidewalks, streets and /or lanes, that the adjacent landowner's consent has been obtained and/or that the Municipality has authorized such encroachment through a hoarding permit under the Traffic Bylaw (please contact the Manager of Transportation or a Community Peace Officer).
  - (vi) Making suitable arrangements with utility companies for the provision of all services and/or necessary easements for utility rights-of-way.
  - (vii) Notifying Alberta 1st Call at 1-800-242-3447 to arrange for field locating prior to construction, should any excavations be required near utility lines.
  - (viii) Ensuring that permanent structures are located outside the 1:100-year flood plain of any water body. The landowner should consult a wetland assessment practitioner and/or an Alberta Land Surveyor for this purpose.
  - (ix) Ensuring that construction activity approved under this Development Permit does not result in the modification of a wetland without provincial approval. The landowner should consult a wetland assessment practitioner for this purpose.
  - (x) Ensuring that foundation and drainage systems on a property with an effective grade / slope of greater than 15% are designed in accordance with the recommendations in a slope stability assessment and/or a grading plan / stormwater management plan, as may be applicable, prepared by a professional engineer, and that the same are constructed under the supervision of a professional engineer, to protect the bank from erosion and to ensure slope stability.
  - (xi) Ensuring that a 2-meter separation is provided between the water table and footings for the buildings. The landowner should consult a professional engineer for this purpose.
  - (xii) Ensuring that the property is graded in such a manner that positive drainage directing the flow of all surface stormwater away from building foundations towards adjacent streets and lanes is maintained without adversely affecting (e.g. erosion, flooding) 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. Should retaining walls be required as part of the stormwater drainage system, additional development permits are required, and construction shall be completed by the landowner at no cost to the municipality. Where an approved grading plan or stormwater management plan exists, the property must be graded (finished grade) in accordance with the grading plan or stormwater management plan. The landowner should consult a professional engineer and an Alberta Land Surveyor for this purpose.
  - (xiii) Being aware of FireSmart Regulations including the Municipality's FireSmart Bylaw and Safety Codes Permit Bylaw as may be applicable.
  - (xiv) This document does not provide permission to commence a use, start construction or occupy a building (as may be applicable). It is the owner's responsibility to ensure that all development permit conditions have been satisfied, and other applicable permits are applied for and issued before commencing construction, and that construction is inspected and permits closed, before occupancy. It is the responsibility of the owner or owner's agent to make an application to the Municipality for an Occupancy and Completion Certificate prior to taking occupancy.

Title – Owner / Application signed	<input type="checkbox"/>	Provincial Historic Resource Value (archaeology)	3p, 5a
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			OP aC Su bm itte d
Gas well	No Issues	Provincial Historic Designation	N/ A
Transportation & Economic Corridor (direct access or structure within 40 m of Hwy 3 / 40)	N/A	Historic Commercial Areas Overlay District	N/ A
Hydrography through parcel	Yes	Municipal Historic Resource Designation / MCNP Heritage Inventory	N/ A
High Pressure Gas Main	Yes	Historic Resource Designation by Bylaw	N/ A
Water Connection	N/A	Coleman National Historic Site	N/ A
If no: Proposed Municipal, Well, Cistern		Areas of Potential Environmental Concern Overlay District / Lagoon	✓
Sewer Connection	N/A	Wetlands	N/ A
If no: Proposed Municipal, PSDS		Parking Submitted	✓
Contours – Steep Grade	✓	3m/6m lane	N/ A
Area Structure Plan	No	Registered Documents	Yes
Cadastral – URW on parcel	✓	Land Use Bylaw No. 1165, 2023 as amended Schedules	2,4 ,
TH in Residential – Outside of Buffer	N/A	Lot (m <sup>2</sup> )	16 29 06. 66
		Standard lot size (Yes/ No)	No
Flood Hazard	Yes North (West of Sartois Road)	Aurora or Southmore	N/ A

- OR -

**B.** Deny the development permit application, stating the reason for this decision.

**Attachments**

1. Location Maps.
2. Comprehensive Site Development Plan with Appendices.
3. Slope assessment map.

4. Sewage Volumes.
5. Water demand.

**Recommendation**

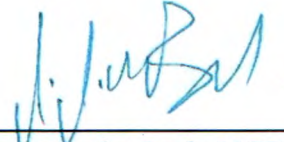
The Development Office recommends that the Municipal Planning Commission approves DP2025-027 subject to the conditions in Alternative A.

**Authorization**



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**Katherine Mertz B.SC**  
Development Officer



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**Johan van der Bank, M.TRP, RPP**  
Manager Development & Trades



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

**Meeting Date:** June 10, 2025

**Agenda #:** 3.c

**Subject:** ORRSC Executive Committee Minutes of April 17, 2025

**Recommendation:** That Council accept the ORRSC Executive Committee Minutes of April 17, 2025 as information.

**Executive Summary:**

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

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

1041, 1020 Procedure Bylaw

**Discussion:**

The Oldman River Regional Services Commission provides the Executive Committee Meeting Minutes to keep member municipalities apprised of committee activities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[April 17, 2025 Executive Committee Minutes - Approved.pdf](#)



## EXECUTIVE COMMITTEE MEETING MINUTES

**April 17, 2025; 6:00 pm**

**ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)**

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, April 17, 2025, at 6:00 pm, in the ORRSC Administration Building.

### **Attendance**

#### **Executive Committee**

Christopher Northcott, Chair  
Don Anderberg, Vice Chair  
Evan Berger  
David Cody  
Brad Schlossberger  
Gordon Wolstenholme

#### **Staff**

Lenze Kuiper, Chief Administrative Officer  
Raeanne Keer, Executive Assistant  
Stephanie Sayer, Accounting Clerk  
Gavin Scott, Senior Planner

#### **Absent**

Neil Sieben

Chairman Northcott called the meeting to order at 6:02 pm.

### **1. Approval of Agenda**

**Moved by: Evan Berger**

THAT the Executive Committee adopts the April 17, 2025 Executive Committee Meeting Agenda, as presented.

**CARRIED**

### **2. Approval of Minutes**

**Moved by: Don Anderberg**

THAT the Executive Committee approves the March 6, 2025 Executive Committee Meeting Minutes, as presented.

**CARRIED**

**3. Audit Presentation**

D. Taylor, of KPMG, presented the Financial Statements and Independent Auditor's Report for the Year ended December 31, 2024 to the Committee.

The Executive Committee discussed amortization, capital forecasting, and reserve contributions.

**Moved by: David Cody**

THAT the Executive Committee accepts the Auditor's Report and Financial Statements for the year ended December 31, 2024 prepared by KPMG LLP. as presented, subject to the approved changed; and,

That the documents be sent to Municipal Affairs.

**CARRIED**

**4. Business Arising from the Minutes**

**a. Recruitment Investigation**

**Virtual Presentation from Erica Thomas, Transitional Solutions Inc.**

E. Thomas, of Transitional Solutions Inc., presented their recruitment proposal, highlighting there investigation process and their experience with the municipal industry.

The Executive Committee inquired about the associated costs, the recruitment timeline, and mentorship opportunities.

**5. Official Business**

**a. ORRSC Service Agreement - Status Update**

G. Scott presented an update on the current status of the ORRSC Service Agreements. He highlighted that Administration is working to develop an agreement that will have the ability to grow with the organization if future services are offered.

G. Scott noted that due to the size of the review, Administration is working to have a draft ready for the Executive to review this summer, and for the Board to review in September.

The Executive Committee discussed the importance of the holistic review to ensure that the updates align with the organizational needs and long-term objectives, for both the Members and ORRSC. The Executive Committee further discussed the importance of having the Board to review the contract prior to it being released to Member municipalities to ensure a standardized contract is adopted.

**b. Subdivision Activity – As of March 31, 2025**

L. Kuiper presented the Subdivision Activity Report as of March 31, 2025 to the Executive Committee.

**6. Accounts**

**a. Office Accounts**

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits for February 2025 to the Executive.

**Moved by: Gord Wolstenholme**

THAT the Executive Committee approves the Monthly Office Accounts and the Payment and Credits for February 2025, as presented.

**CARRIED**

**b. Financial Statements**

L. Kuiper presented the Balance Sheets and Comparative Income Statements for February 2025 and the Details of Account for February 2025 to the Executive.

**Moved by: Brad Schlossberger**

THAT the Executive Committee approves the Balance Sheets and Comparative Income Statement for January 2025 and the Details of Account for January 2025, as presented.

**CARRIED**

**7. New Business**

There was no new business.

**Moved by: Brad Schlossberger**

THAT the Executive Committee moves into Closed Session in accordance with Section 24 of the *Freedom of Information and Protections of Privacy Act*.

**CARRIED AT 7:20 PM**

**8. Closed Session**

**a. Letter from Staff regarding CAO Recruitment**

Pursuant to section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance for Agenda Item 8.a – Letter from Staff regarding CAO Recruitment: L. Kuiper, R. Keer, S. Sayer and G. Scott.

**Moved by: Don Anderberg**

THAT the Executive Committee moves into Open Session

**CARRIED AT 7:52 PM**

**Moved by: Don Anderberg**

THAT the Executive Committee directs the Chair to responded to the letter received from staff; and,

That the Executive Committee will host and invite staff to a roundtable discussion, set for Thursday, May 8, 2025 at 4:00 pm.

**CARRIED**

**9. CAO's Report**

L. Kuiper presented CAO Report to the Committee.

**10. Round Table Discussions**

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

**11. Next Meeting – May 8, 2025**

**12. Adjournment**

**Moved by: Gord Wolstenholme**

THAT the Executive Committee hereby closes the meeting.

**CARRIED AT 8:14 PM**



CHAIR



CHIEF ADMINISTRATIVE OFFICER



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

**Meeting Date:** June 10, 2025

**Agenda #:** 3.d

**Subject:** Library Board Financial Reviewer - MNP LLP

**Recommendation:** That Council approve MNP LLP as the library boards new financial reviewer.

**Executive Summary:**

The Crowsnest Pass Library has requested that Council make a motion to approve MNP LLP as the new financial reviewer for the Library Board, as per the Libraries Act.

It is suggested that Council not include the years in the motion to prevent having to do it annually. If the motion is open ended by not specifying the date it will only need to be done if there is a change in the financial reviewer.

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

Libraries Act.

**Discussion:**

N/A

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**



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

**Meeting Date:** June 10, 2025

**Agenda #:** 4.a

**Subject:** Minutes of the Council Meeting of May 27, 2025

**Recommendation:** That Council adopt the Minutes of the Council Meeting of May 27, 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 27 - Council Meeting Minutes.docx](#)

**Municipality of Crowsnest Pass**  
**Council Meeting Minutes**

**Tuesday, May 27, 2025**

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A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, May 27, 2025.

**Council Present:**

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

**Council Absent:** Vicki Kubik

**Administration Present:**

Patrick Thomas, Chief Administrative Officer  
Kristin Colucci, Deputy Chief Administrative Officer  
Brian McCulloh, Director of Finance  
Sally Turner, Manager of Finance  
Jeremy Wickson, Director of Development, Engineering & Operations  
Johan Van Der Bank, Manager of Development and Trades  
Trent Smith, Manager of Community Services  
Laken McKee, Recording Secretary

**CALL TO ORDER**

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

**IN CAMERA**

**01-2025-05-27:** Councillor Ward 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 at 1:01 pm.

**Reconvene**

Mayor Painter convened the In Camera meeting at 1:02 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

**02-2025-05-27:** Councillor Ward moved that Council come out of In Camera at 1:13 pm  
Carried

**Reconvene**

Mayor Painter reconvened meeting at 1:14 pm

**ADOPTION OF AGENDA**

**Additions:**

**Dedicated Reserves – Councillor Sygutek 10.b)**

**Discussion on Trail Master Plan – Councillor Sygutek 10.c)**

**Move Item 3.b to Item 10.d)**

- a. Minutes of the Crowsnest Pass Senior Housing Board of March 25, 2025 – Councillor Glavin

**Personal Privacy - Remuneration- FOIP Act Section 17 – Councillor Sygutek 11.c)**

**03-2025-05-27:** Councillor Sygutek moved to adopt the agenda as amended.  
Carried

**CONSENT AGENDA**

**04-2025-05-27:** Councillor Glavin moved that Council approve the following Consent Agenda items as amended.  
Carried

**3.a**

**Minutes of the Family and Community Support Services Advisory Committee of March 24, 2025.**

THAT Council accept the minutes of the Family and Community Services Advisory Committee of March 24, 2025, as information.

**3.c**

**Minutes of the Crowsnest Pass Senior Housing Board of March 31, 2025.**

THAT Council accept the minutes of the Crowsnest Pass Senior Housing Board of March 25, 2025, as information.

**3.d**

**Crowsnest Pass Community Library Board Audit.**

THAT Council accept the Crowsnest Pass Community Library Board Audit, as information.

**3.e**

**STARS Ally Impact Report 2024.**

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

**ADOPTION OF MINUTES**

**05-2025-05-27:** Councillor Ward moved to adopt the Minutes of the Council Meeting of May 6, 2025 as presented.

Carried

**PUBLIC HEARINGS**

None

**DELEGATIONS**

**Yellowstone to Yukon Conservation Initiative Update – Tim Johnson and Brynn McLellan**

Tim Johnson, Landscape Connectivity Specialist and Brynn McLellan with Y2Y was in attendance to provide Council with an update on work in our area.

**Crowsnest Cando – Donald Budgen, Treasurer and Building Committee Chair.**

Donald Budgen, Treasurer and Building Committee Chair was in attendance on behalf of Crowsnest Cando to give Council a detailed presentation on why Council should support the Letter of Support Request that was received from the Society at the beginning of May.

**Recess**

Mayor Painter called for a short recess at 2:33 pm

**Reconvene**

Mayor Painter reconvened the meeting at 2:38 pm

**REQUESTS FOR DECISION**

**Bylaw 1226, 2025 – LUB Amendment**

**06-2025-05-27:** Councillor Girhiny moved first reading of Bylaw 1226, 2025.

Carried

**Bylaw 1227, 2025 – Southmore Phase 2 ASP**

**07-2025-05-27:** Councillor Ward moved first reading of Bylaw 1227, 2025.  
Carried

**Bylaw 1228, 2025 – LUB Amendment Southmore Phase 2 Rezoning**

**08-2025-05-27:** Councillor Filipuzzi moved first reading of Bylaw 1228, 2025.  
Carried

**Service Areas Update**

**09-2025-05-27:** Councillor Sygutek moved to accept the Service Areas Update, as presented.  
Carried

**Recess**

Mayor Painter called for a short recess at 3:58 pm

**Reconvene**

Mayor Painter reconvened the meeting at 4:06 pm

**2024 Surplus Report**

**10-2025-05-27:** Councillor Girhiny moved to accept the 2024 Surplus Report, as presented.  
Carried

**Approval to Pursue Funding and Complete a Greenhouse Gases Reduction Pathway Feasibility Assessment of 15 Municipal Facilities**

**11-2025-05-27:** Councillor Ward moved that Council approves 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.

1. Council approves pursuing the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF) grant to support a GHG Reduction Pathway Feasibility Study.
2. Council approves proceeding with the completion of the study, including engaging qualified consultants if funding is secured.

Carried

### **COUNCIL MEMBER REPORTS**

Councillor Sygutek attended the Municipal Historic Resource Board meeting on behalf of Councillor Kubik and found the meeting very insightful.

- Councillor Sygutek mentioned that there is a Star Creek Grand Opening. It is a trail walk, members of PRAC have been invited to attend and extended the invitation out to her fellow councillors. They have done phenomenal work up there and said that if anyone is available to go and support the Grand Opening it will be a great event.

Councillor Glavin attended the Interagency meeting for FCSS out at the PEAKS Campus with Councillor Sygutek and Councillor Filipuzzi.

- PEAKS has received a grant and plans to build on and add accommodation. Councillor Glavin said the work that they have done out there is amazing.
- Councillor Glavin expressed that it would be great if the province would invest into providing municipal infrastructure out at the campus.
- Attended the South Canadian Rockies Tourism night at the Old Man Brewing.
  - Discussed challenges that each Municipality is having with lack of infrastructure or providing infrastructure and lack of funding for tourism.
- Attended the South Canadian Rockies Tourism Operators Presentation out at the Heritage Museum.
  - There was a presentation on all-season resorts and the legislation that came in for all season resorts.
  - This is aiming towards existing resorts, but they are looking at new crown land for new resorts and how that will affect tourism operators.
    - BC has all season resorts that are further advanced than we are in Southern Alberta.
    - Recommended that Council keep this on their radar to make sure that these all-season resorts don't affect our tourism operators and don't stagnate their operations.
- Attended the West Fraser Open-House (Previously known as Spray Lakes)
  - West Fraser brought up that they are Hazardous Fuel Reduction Program and it will be centered around the Crowsnest Pass, Bragg Creek and One Hill.
    - This program will be brought in to reduce fuel reduction around the communities.

Councillor Filipuzzi attended the Peaks to Pines, Senior Housing meeting on Thursday and is happy to report that things are going well over there.

- Councillor Filipuzzi explained that the Peaks to Pines Facility and the Senior Housing Board are working well together and it's a great thing to see.
- Expressed that the facility is starting to fill up and running well.

Councillor Ward attended the Interagency meeting at the PEAKS Campus and is amazed at all the hard work that has been put into that facility to make it what it is today.

- PEAKS have received a large grant from the Province. PEAKS is certified as a college, so PEAKS has college status now which has opened the door to a lot more funding and grant opportunities.
  - They have big plans out at PEAKS and the team there is excited for what's going to come in the future.
- Attended the South Canadian Rockies Tourism night at the Old Man Brewing.
  - They spoke a lot on how tourism is going to take off this summer with how many Canadians are traveling within Alberta because of everything that is going on down south of the border.
  - Speaking to a few of the tourist operators, the biggest challenge they face is housing for their staff.

Councillor Girhiny attended the book launch for the Museum for the Gushul.

- Book launch was well attended by locals and a few Universities also attended.
- The book is interesting and well produced. Councillor Girhiny recommends anyone interested in reading it, does.

#### **PUBLIC INPUT PERIOD**

- Mindy Pawluck – Nuisance land in Blairmore.
- Brent Koinberg – Tourism in Crowsnest Pass and in Alberta

#### **COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

##### **10.a OHV Bylaw Review – Councillor Sygutek**

Councillor Sygutek brought up that she was approached by Brent Koinberg, Owner of Crowsnest Adventures about the possibility of reviewing the OHV Bylaw in the future.

- 12-2025-05-27:** Councillor Sygutek moved that Council accept the letter received from Brent Koinberg, as information.  
Carried

**10. b Dedicated reserves – Councillor Sygutek**

Councillor Sygutek brought up that she would like to have a discussion in the next few months about the Dedicated Reserves that is supposed to be for a field house and recreation. Councillor Sygutek doesn't see the Municipality being able to own a field house in the near future, but we do have recreation projects that will have an impact on this community, that we could use out of that funding model. The old Albert Stella had an indoor skate park and would like to look at the possibility of using the funds from the dedicated reserves to help fund a project like a new skateboard park and completion of the ball/ soccer complex in Hillcrest.

Councillor Sygutek would like to open that Reserved Funding and would like to dedicate a portion of that funding to finishing the ball/ soccer complex in Hillcrest and finishing the Skateboard Park. Council asked Administration to please come back with some numbers and where the best bang for their buck would be on those different projects.

**10.c – Trail master plan – Councillor Sygutek**

Councillor Sygutek asked for an update on the Trail Master Plan. Administration is currently working on the Trail Master Plan and working with the Province to complete it.

**10.d – 3b moved Minutes of the Crowsnest Pass Senior Housing Board of March 25, 2025 – Councillor Glavin**

**13-2025-05-27:** Councillor Sygutek moved that Council accept the minutes from the Crowsnest Pass Senior Housing Board, as information.  
Carried

**IN CAMERA**

**14-2025-05-27:** Councillor Sygutek moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 5:01 pm:

- a. Personal Privacy - Board Member Applications – FOIP Act Section 17
- b. Personal Privacy – Letter Received for Mayor and Council – FOIP Act Section 17
- c. Personal Privacy – Remuneration- FOIP Act Section 17

Carried

**Reconvene**

Mayor Painter convened the In Camera meeting at 5:05 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

**15-2025-05-27:** Councillor Sygutek moved that Council come out of In Camera at 5:15 pm.  
Carried

**16-2025-05-27:** Councillor Sygutek moved that Council appoint Iradele Plante as a member of the Parks and Recreation Advisory Committee for the remainder of the term.  
Carried

**17-2025-05-27:** Councillor Sygutek moved that Council accept the letter received for Mayor and Council, as information.  
Carried

**ADJOURNMENT**

**18-2025-05-27:** Councillor Filipuzzi moved to adjourn the meeting at 5:17 pm.  
  
Carried

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Dave Filipuzzi  
Deputy Mayor

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Patrick Thomas  
Chief Administrative Officer



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

**Meeting Date:** June 10, 2025

**Agenda #:** 6.a

**Subject:** Alberta Municipalities

**Recommendation:** That Council accept the presentation from Alberta Municipalities, as information.

**Executive Summary:**

Tyler Gandam, President of AB Municipalities, Deborah Reid - Mickler, Vice President and Dylan Bressey, Vice President of Alberta Municipalities is coming to present to Council an update on AB Munis and member engagement.

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

1041, 2020 Procedure Bylaw

**Discussion:**

n/a

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**



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

**Meeting Date:** June 10, 2025

**Agenda #:** 7.a

**Subject:** Bylaw 1223,2025 - South Bellevue Infrastructure Replacement Borrowing Bylaw - Second & Third Reading

**Recommendation:** That Council approve second and third reading of Borrowing Bylaw 1223,2025.

That Council allocated the 2024 Surplus of \$462,193 towards this project.

### **Executive Summary:**

Council approved the upgrade of South Bellevue Infrastructure at the Council meeting on April 15, 2025, to be funded by debt. Creation of a borrowing bylaw is a requirement of the Municipal Government Act, it must be advertised, and final approval of the bylaw needs to occur before construction start. Council approved first reading on May 6th, 2025, Administration has completed the advertising in the newspaper on May 14th and May 21st, 2025, allowing for a 15-day petition period, and no sufficient petition was received.

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

MGA section 251(1) states that "A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw."

MGA section 251(3) states that "A borrowing bylaw must be advertised."

MGA section 254 states that "No municipality may acquire, remove or start the construction or improvement of a capital property that is to be financed in whole or in part through a borrowing unless the borrowing bylaw that authorizes the borrowing is passed."

### **Discussion:**

Bylaw 1223, 2025 has been created in accordance with section 251 and 258 of the Municipal Government Act. Creating a borrowing bylaw is one of the steps in the process to construct an asset approved in a capital budget to be funded by debt. Section 251 of the MGA outlines the requirements for a borrowing bylaw, including the amount to be borrowed, the purpose for which the money is to be used, the maximum rate of interest, the term and the terms for repayment of the borrowing, the

source or sources of money to be used to pay the principal and interest owing under the borrowing. It also states a borrowing bylaw must be advertised.

Section 258 refers to financing of capital property with repayment terms greater than 5 years, must be included in a budget. The term of the borrowing can not exceed the life of the asset. Section 254 refers to "No Municipality may acquire, remove or start the construction or improvement of a capital property that is to be financed in whole or in part through a borrowing unless the borrowing bylaw that authorizes the borrowing is passed".

Section 606(2) of the Municipal Government Act states the requirements for advertising as notice of the bylaw "must be published at least once a week for two (2) consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw relates". A notice of proposed bylaw must be advertised under section (2) before second reading can occur. Section 231(3) Petition "for vote on advertised bylaws and resolutions sets a time limit for filing a petition with the Chief Administrative officer within 15 days after the last date on which the proposed bylaw was advertised". For a petition to be valid, at least 10% of the elector population of the municipality must be received.

The Municipal debt as per the audited financial statements of December 31, 2024 is \$14,315,209. Annual Principal Payments for 2025 to 2028 are \$778,215, \$738,295, \$697,229, and \$723,273. If the full \$1,500,000 is borrowed based on an interest rate of 4.29% with a 20-year term and semiannual payments, the principal payments will increase by approximately \$48,600. Anticipated borrowing would occur mid to late 2025 as construction would begin in the summer.

To help reduce the total borrowing required, Administration recommends allocating the 2024 Surplus of \$462,193 towards the project. Bylaw 1223, 2025 will not be amended to reduce the total, as it is worded that only borrowing needed will be taken against the borrowing bylaw, however given that the project has not yet been tendered, it allows flexibility based on construction cost fluctuations. It also allows if other funding is identified prior to borrowing funds, the amount could be further reduced.

#### **Analysis of Alternatives:**

- Council can approve second reading of Bylaw 1223,2025.
- Council can approve third reading of Bylaw 1223,2025.
- Council could identify an alternate funding source.
- Council could select a different term to borrow for.

#### **Financial Impacts:**

When borrowing occurs, additional costs (repayment of Principal and Interest) will need to be included in future budgets. The funding source to repay principal and interest would come from the tax levy. This project was not approved as part of the budget. Therefore, the additional principal and interest payments will be additional costs to the 2025 budget and 2026 and 2027 projections. The borrowing interest rate is based on an estimated rate and would be adjusted to actual at the time of borrowing.

**Attachments:**

[1223\\_2025\\_-\\_Borrowing\\_Bylaw\\_South Bellevue\\_Infrastructure.docx](#)

## MUNICIPALITY OF CROWSNEST PASS

### BY-LAW NO. 1223, 2025

#### BORROWING BYLAW

**This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount up to \$1,500,000 for the purpose to Upgrade South Bellevue Infrastructure.**

**WHEREAS** the Council of the Municipality of Crowsnest Pass has decided to issue a bylaw pursuant to Section 251 and 258 of the *Municipal Government Act* to authorize the financing, the construction of South Bellevue Infrastructure.

Plans have been prepared and the total cost of the project is estimated to be \$1,500,000. and the Municipality estimates the following contributions will be applied to the project:

Debentures	<u>\$1,500,000</u>
Total Costs	\$1,500,000

In order to complete the project, it will be necessary for the Municipality to borrow the sum of up to \$1,500,000 for a period not to exceed twenty (20) years, from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of twenty (20) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2024 is \$14,315,209 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

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

1. That for the purpose of the upgrade of South Bellevue Infrastructure, the sum of up to ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which the full sum of up to ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the upgrade of South Bellevue Infrastructure.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual payments of combined principal and interest instalments not to exceed twenty (20) years calculated at a rate not exceeding the interest rate fixed by the Province of

Alberta or another authorized financial institution on the date of the borrowing, and not to exceed Eight (8) percent.

4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ a **first** time in council this 6th day of May 2025.

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

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

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Blair Painter  
Mayor

---

Patrick Thomas  
Chief Administrative Officer



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

**Meeting Date:** June 10, 2025

**Agenda #:** 7.b

**Subject:** Bylaw 1225, 2025 - Land Use Bylaw Amendment - Redesignate a portion of Lot 1, Block 3, Plan 1811416 from "Non-Urban Area – NUA-1" to "Residential – R-1" - First Reading

**Recommendation:** That Council moves first reading to Bylaw 1225, 2025.

**Executive Summary:**

Bylaw 1225, 2025 proposes the redesignation of the subject lands for the purpose of subdividing four (4) Residential R-1 parcels in Hillcrest.

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

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

Land Use Bylaw No. 1165-2023

**Discussion:**

- The subject parcel [ $\pm 16.3$  ha (40 acres)] was subdivided in 2018 from the quarter section SE-20-7-3-W5.
- The purpose of the redesignation is to facilitate the subdivision of four (4) R-1 residential lots that access and will be serviced off of 11th Avenue in Hillcrest.
- The area south and west of the subject property is developed as a Residential R-1 neighbourhood.
- The 300m sanitary lagoon setback distance encroaches into the subject parcel however, the subdivision area is outside of the 300m setback distance and the legislated setback distance therefore does not apply.
- The subject property is identified as an urban growth node in the 2021 Municipal Development Plan (MDP) Bylaw 1059, 2020.

**Analysis of Alternatives:**

1. Council may proceed with first reading of Bylaw 1225, 2025.

2. Council may defer first reading of Bylaw 1225, 2025 and outline what additional information they would like to see.

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED Bylaw 1225, 2025 - CNP LUB 1165, 2023 Lot 1, Block 3, Plan 181 1416 \(May 2025 - updated\).docx](#)

[Schedule A.pdf](#)

[Schedule A Aerial.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS**  
**BYLAW NO. 1225, 2024**  
**LAND USE BYLAW AMENDMENT – Redesignate Lot 1, Block 3, Plan 181 1416**

**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 redesignate the lands legally described as a portion of Lot 1, Block 3, Plan 181 1416; containing  $\pm 0.3$  ha (0.75 acres), from “Non-Urban Area – NUA-1” to “Residential – R-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.

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

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as a portion of Lot 1, Block 3, Plan 181 1416; containing  $\pm 0.3$  ha (0.75 acres) from “Non-Urban Area – NUA-1” to “Residential – R-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

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





Aerial Photo Date: May 19, 2021

## LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Non-Urban Area NUA-1  
TO: Residential R-1

PORTION OF LOT 1, BLOCK 3, PLAN 1811416 CONTAINING  
0.30±ha(0.75±ac) WITHIN SE 1/4 SEC 20, TWP 7, RGE 3, W 5 M  
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS  
DATE: MAY 13, 2025

Bylaw #: 1225, 2025  
Date: \_\_\_\_\_



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 100 200 300 400



May 28, 2025 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Bylaw 1225, 2025 - Lot 1, Block 3, Plan 1811416.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:** June 10, 2025

**Agenda #:** 7.c

**Subject:** Request for two Letters of Support for the Revive the Roxy Project

**Recommendation:** That Council considers the two request for a letter of support for the Revive the Roxy Project.

**Executive Summary:**

A request was received from Cando for two letters of support for the Revive the Roxy Project

**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 two Letters of Support for the Revive the Roxy Project.

The original request was brought forward at the May 6th Council meeting. Council invited the Crowsnest Cando Association to come and present a Delegation to Council at the May 27th Council meeting.

We are looking for a decision from Council on whether Council supports providing two Letters of Support.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

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

[CNP support letter request May 21 2025 from Cando.docx](#)

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

**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,

**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 17<sup>th</sup> 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

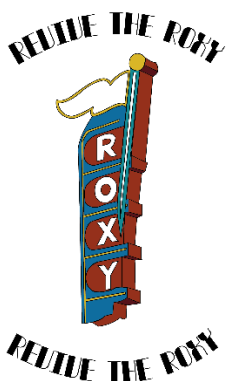
Elk Valley Resources Elkview Operations

Our Contact is [REDACTED]

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.



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

May 21, 2025

**Subject: Request for second letter of support for the Revive the Roxy Project**

Dear Laken

In addition to our April 10<sup>th</sup> request Cando would appreciate a support letter from the Municipal Council of Crowsnest Pass for inclusion in a grant request we are working on for submission to Alberta Provincial Capital Planning for 2026. If we could receive a support letter by mid-June or earlier that would be appreciated.'

Respectfully Submitted

Tim Juhlin Cando President



**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,



**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 17<sup>th</sup> Ave Coleman.

Although we are still working on the proposed submission, we are considering requesting significant contribution in excess of 1 million dollars that would allow us to fast track the work required on the Roxy theatre to help 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. The Municipality of Crowsnest Pass can assist the construction 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. The Provincial Capital 2026 application generally requires matching funding, and if some capital funding is available from the Municipality of Crowsnest Pass it would be gratefully accepted and would help move the restoration forward..

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

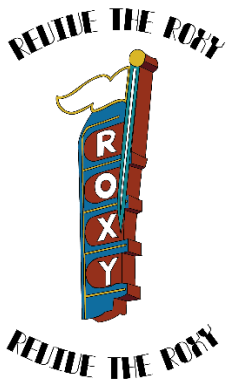
Cando will be applying for a support request for 2026 in excess of \$1,000,000. Through the Alberta Capital Fund 2026 budgeting process. We were asked to submit the request by:

Kathleen Blake, Director, Corporate Supports, Financial Services, Arts, Culture and Status of Women, at [REDACTED]

I trust that this second request can be considered as part of the Cando May 27<sup>th</sup> 2025 delegation presentation.

Sincerely

Tim Juhlin President Crowsnest Cando.





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

**Meeting Date:** June 10, 2025

**Agenda #:** 10.a

**Subject:** Request for a Letter of Support for Lethbridge Sport Council - Councillor Sygutek

**Recommendation:** That Council considers the request for a letter of support for Lethbridge Sport Council.

**Executive Summary:**

A request was received from Lethbridge Sport Council for a Letter of Support. Lethbridge Sport Council is exploring the interest in a potential Lethbridge bid to host the 2028 Alberta Winter Games.

As part of our proposal, two sports—cross country skiing and biathlon—may be hosted in the Crowsnest Pass region.

Administration has reached out to the Lethbridge Sports Council to determine what is the requirements for hosting the events.

**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 28 - Lethbridge Sport Council - Mayor and Council.docx](#)

[2025 05 - Lethbridge Sport Council- Mayor and Council.docx](#)

Hello,

The Lethbridge Sport Council, on behalf of the Sport Tourism Advisory Committee, is exploring the opportunity to submit a bid to host the 2028 Alberta Winter Games, and we're reaching out to gauge your organization's interest and level of commitment.

To move forward, we need confirmation from local and regional sport organizations that you are interested in seeing Lethbridge host this event. The identified sports are: alpine skiing, archery, artistic gymnastics, artistic swimming, badminton, biathlon, cross country skiing, curling, fencing, figure skating, freestyle skiing, female- and male hockey, judo, ringette, speed skating, volleyball, and wrestling.

If your organization is supportive, we would also ask for your help in identifying:

- An individual(s) who would be available to provide input and guidance on the bid content **this summer** between June and August.
- An individual who would be interested in serving as the **Sport Chair** for your discipline should Lethbridge be selected as host.
- Recommendations for potential candidates to serve as the **overall Games Chair**, a key leadership volunteer for the organizing committee.

**Key deadlines:**

- **Letters of Intent** to bid are due by June 30, 2025
- **Completed Bid Packages** must be submitted by August 29, 2025

Please let me know by May 25th if your organization is interested in supporting the bid and if you are able to assist in identifying the necessary leadership volunteers. Your involvement would be vital to the success of a potential bid.

Please feel free to reach out to me with any questions or comments.

Thank you in advance for your time.

Susan

Susan Eymann (she/her) M.Ed.  
Executive Director | [REDACTED]  
Lethbridge Sport Council



I Support Inclusion | I Stand Against Racism

**From:** Susan Eymann [REDACTED]  
**Date:** May 27, 2025 at 12:58:07 PM MDT  
**To:** Tracey Linderman , Blair Painter  
**Subject:** Fwd: Opportunity to support a Lethbridge bid for the 2028 Alberta Winter Games

Hello Blair,

I'm reaching out to explore your interest in supporting a potential Lethbridge bid to host the 2028 Alberta Winter Games.

As part of our proposal, two sports—cross country skiing and biathlon—may be hosted in the Crowsnest Pass region.

Would Crowsnest Pass be open to supporting the bid and hosting these components of the Games?

The 4-day Games typically take place in the second week of February, but occasionally align with the Family Day long weekend.

Participants would:

- Arrive the afternoon of Day 1 for the evening opening ceremony,
- Compete on Days 2 to 4,
- Depart by 3 PM on Day 4.

Thank you for considering this request. More information can be found below.

I look forward to hearing from you.

Susan

Susan Eymann (she/her) M.Ed.

Executive Director | [REDACTED]

Lethbridge Sport Council

