



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, June 24, 2025 at 1:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Crowsnest Pass Senior Housing Board of April 21, 2025
- 3.b Minutes of the Crowsnest Pass Library Board of April 22, 2025
- 3.c ORRSC Board of Directors Meeting Minutes of March 6, 2025
- 3.d ORRSC Executive Committee Minutes of May 8, 2025
- 3.e Letter received from Honourable, Rebecca Schulz, Minister of Environment and Protected Areas.
- 3.f Request from Crowsnest Pass Senior Housing Board
- 3.g Letter received from Kim Miskulin, Blairmore Postmaster

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of June 10, 2025

5. PUBLIC HEARINGS

- 5.a Bylaw 1226, 2025 - Land Use Bylaw Amendment - *Public Hearing*
- 5.b Bylaw 1227, 2025 - Southmore Phase 2 ASP - *Public Hearing*
- 5.c Bylaw 1228, 2025 - Land Use Bylaw Amendment - Establishment of the Future Urban Development District and redesignation of Southmore Phase 2 - *Public Hearing*

6. DELEGATIONS

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

- 6.a RCMP Quarterly Update - Sergeant Mark Amatto
- 6.b RhPAP - Attraction and Retention Committee

7. REQUESTS FOR DECISION

- 7.a Bylaw 1226, 2025 - Land Use Bylaw Amendment - *Second and Third Readings*
- 7.b Bylaw 1227, 2025 - Southmore Phase 2 ASP - *Second & Third Reading*

- 7.c Bylaw 1228, 2025 - Land Use Bylaw Amendment - Establishment of the Future Urban Development District and redesignation of Southmore Phase 2 – *Second and Third Readings*
- 7.d Bylaw 1129, 2025 - Land Use Bylaw Amendment - Redesignate Lot 1, Block C, Plan 0611227 from "Drive-In Commercial - C-2" to "Medium Density Residential - R-2A" - *First Reading*
- 7.e Service Areas Update
- 7.f 2025 Property Tax Public Auction Date and Reserve Bids
- 7.g Peaks to Pines Residents Association - Category 3 Grant Request
- 7.h Request for a Letter 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

11. IN CAMERA

- 11.a Economic Interests of the Public Body - Land Sales Application - ATIA Section 30
- 11.b Economic Interests of the Public Body - Land Sales Application - ATIA Section 30
- 11.c Legal- Personnel- ATIA Section 32- Legal Privilege

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 3.a

Subject: Minutes of the Crowsnest Pass Senior Housing Board of April 21, 2025

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of April 21, 2025, as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

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

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2025 04 21 CPHS Board Meeting Minutes.pdf](#)



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

BOARD MEETING MINUTES

April 21, 2025

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, April 21, 2025, at 12:00 p.m. at Peaks to Pines in Coleman, Alberta.

ATTENDEES:

Deb Ruzek: Board Chairperson, Dean Ward: Municipal Councillor, Shelley Price: Chief Administrative Officer, Diane Nummi: Board Member, Dee-Anna Strandquist: Finance Manager, Cathy Painter: Board Member

ABSENT: Dave Filipuzzi: Municipal Councillor, Marlene Anctil: Vice Chair

None

Minutes recorded by Dee-Anna Strandquist

1. CALL TO ORDER

- 1.1 Deb Ruzek called the meeting to order at 12:01 p.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 15.2 Personnel – in camera

3. APPROVAL OF AGENDA

- 3.1 Motion #061/25 to approve the agenda as amended. — Cathy Painter – cd.

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion #062/25 to approve the minutes of the meeting held March 24, 2025, as presented. – Dave Filipuzzi – cd.
- 4.2 Motion #063/25 to approve the minutes of the special meeting held March 31, 2025, as presented – Diane Nummi – cd.

5. BUSINESS ARISING FROM THE MINUTES

None

6. CORRESPONDENCE

6.1 Alberta Housing Deferred Operating Reserve Funding

6.2 Motion #064/25 to accept as information – Dean Ward - cd

7. MANAGEMENT REPORTS

7.1 #065/25 Motion to approve the Report from Management as presented – Dean Ward – cd.

8. FINANCIAL REPORTS

8.1 #066/25 Motion to top up operating reserve to \$500,000 and capital reserve to \$450,000 – Dean Ward – cd.

Discussion held on current market rental rates for 1-bedroom apartments. The 2024 AB apartment vacancy and rental cost survey indicated an average in the CNP of \$753.

#067/25 Motion to increase SCU rent ceiling to \$760 effective Sept. 1, 2025. – Dean Ward – cd

#068/25 Motion to increase SCU vehicle parking to \$20 effective Sept. 1, 2025. - Dean Ward – df.

#069/25 Motion to increase SCU a/c to \$20 effective Sept. 1, 2025 and charge from installation date. – Dianne Nummi – cd.

#070/25 Motion to increase SCU suite transfer labour to \$70 per hour effective Sept. 1, 2025 – Cathy Painter – cd.

#071/25 Motion to Increase SCU scooter charging to \$20 effective Sept. 1, 2025 – Bonnie Castellarin – cd.

#072/25 Motion to approve the Financial Statement as presented – Dean Ward – cd.

9. BOARD CHAIRPERSON REPORT

No Report

10. OTHER BOARD REPORTS

No Report

11. OLD BUISNESS

None

12. DELEGATE

None

13. NEW BUSINESS

13.1 Utility Tender – Dee-Anna

Tabled until more information is available.

13.2 Policy Approval

#073/25 Motion to approve Policy 1.14 Infectious Diseases and Parasites – Debi Ruzek
cd.

#074/25 Motion to approve Policy 1.15 Monitoring and control of Infectious Disease and
Parasites – Cathy Painter – cd.

#075/25 Motion to approve Policy 2.26 Choking Prevention and Management – Bonnie
Castellari – cd.

#076/25 Motion to approve Policy 2.37 Restraints as a Last Resort – Dean Ward – cd.

#077/25 Motion to approve Policy 2.34 Pharmacy Services include attachment – Diane
Nummi – cd.

#078/25 Motion to approve Policy 2.44 Individualized Food Preparation– Debi Ruzek –
cd.

#079/25 Motion to approve Policy 2.50 Service Delivery Planning for Residents - Cathy
Painter – cd.

#080/25 Motion to approve Policy 2.51 Delivery Planning of a Resident– Bonnie
Castellari – cd.

#081/25 Motion to approve Policy 2.52 Support of Resident Relations – Dean Ward – cd.

#082/25 Motion to approve Policy 2.53 Diversity Practices for Residents – Diane Nummi
– cd.

Crowsnest Pass Senior Housing
Board Meeting Minutes

#083/25 Motion to approve Policy 2.54 Services Reflective of Residents— Debi Ruzek –
cd.

#084/25 Motion to approve Policy 2.55 Resident Cultural Connection— Cathy Painter –
cd.

#085/25 Motion to approve Policy 2.56 Resident Involvement with the Community—
Bonnie Castellarin – cd.

#086/25 Motion to approve Policy 2.57 Permitted Techniques or Strategies To influence
behavior – Debi Ruzek – cd.

#087/25 Motion to approve Policy 2.59 Specialized Service Delivery Plan— Diane Nummi
– cd.

#088/25 Motion to approve Policy 2.61 Conducting Resident Searches— Debi Ruzek – cd.

#089/25 Motion to approve Policy 2.63 Resident Right to Medical Exam— Cathy Painter –
cd.

#090/25 Motion to approve Policy 2.64 Barrier Free Principles – Bonnie Castellarin – cd.

#091/25 Motion to approve Policy 2.65 Medication Management – Dean Ward – cd.

#092/25 Motion to approve Policy 2.66 Self Administration of Medications— Diane Nummi
– cd.

#093/25 Motion to approve Policy 2.67 Medication Review – Debi Ruzek – cd.

#094/25 Motion to approve Policy 4.22 Official Records Destruction – Cathy Painter – cd.

#095/25 Motion to approve Policy 4.61 Vacant Suites and Mandatory Inspection – Bonnie
Castellarin – cd.

#096/25 Motion to approve Policy 4.62 Maintenance of Personal Suite— Dean Ward – cd.

#097/25 Motion to approve Policy 4.92 Resident rental rate payment and refunds – Diane
Nummi – cd.

#098/25 Motion to approve Policy 5.18 Statutory Holidays – Debi Ruzek – cd.

#099/25 Motion to approve Policy 5.27 Recruitment reflective of Residents – Cathy Painter – cd.

#100/25 Motion to approve Policy 9.02 Cleaning Frequencies– Bonnie Castellarin – cd.

13.3 #101/25 Motion to cancel August 2025 Board Meeting – Bonnie Castellarin – cd.

14. IN CAMERA

14.1 #102/25 Motion to go into Camera 1410 – Cathy Painter – cd.

14.2 #103/25 Motion to come out of Camera 1516 – Bonnie Castellarin – cd.

15. ADJOURNMENT

15.1 #104/25 Motion to adjourn at 1517– Cathy Painter – cd.

The next regular board meeting – May 26, 2025, 1000hr



Debi Ruzek – Board Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 3.b

Subject: Minutes of the Crowsnest Pass Library Board of April 22, 2025

Recommendation: That Council accept the Minutes of the Crowsnest Pass Library board of April 22, 2025, as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Crowsnest Pass Library Board provides their minutes to Council for information.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Library Minutes April 22, 2025 with attachments.pdf](#)



Municipality of Crowsnest Pass Library Board
Regular Board Meeting
Tuesday, April 22nd, 2025
1:30 pm

Crowsnest Community Library - Meeting room

Minutes

Attendance: Diane deLauw (Library Manager), Erin Matthews (Chair), Margaret Thomas (Vice Chair), Doreen Glavin (Council Rep), Lisa Sygutek (Council Rep), and Nicole Stafford (Secretary).

Absent: John Hucik and Gale Comin (Treasurer)

1. **Call to Order** - Erin called the meeting to order at 1:33pm.
2. **Adoption of Agenda - April 22nd, 2025**
Margaret made a motion to adopt the agenda with changes. Erin seconded. Motion carried.
3. **Adoption of Minutes - February 25th, 2025**
Doreen made a motion to adopt the minutes. Margaret seconded. Motion carried.
4. **Librarian's report** - Presented by Diane
Nicole made a motion to adopt the report. Erin seconded. Motion carried.
5. **Financial Report - April 2025** - presented by Diane.
Nicole motioned to adopt the Financial Report. Erin seconded. Motion carried.
Request to increase VISA limit
Erin motion to increase VISA limit from \$2,000 to \$5,000. Margaret seconded. Motion carried.
6. **Plan of Service**
PLSB has approved the submitted Plan of Service as 2025-2029.
Document has been updated with new dates.
7. **Policy Section 5**
Reviewed section 5 with no revisions made.
8. **In Camera**
Wage scale review - Tabled until next meeting.
9. **Meeting Adjournment** - Lisa made a motion to adjourn the meeting at 2:06pm.

Next Regular Meeting: May 27th, 2025 at 1:30 pm

Approved _____ Date _____

Librarians Report March/April 2025

Programming

- Spring Break at the Library – daily programs.
- Crafternoons new program in May.
- BRAT Pack – Tuesday mornings (until end of May)
- Movies with CNP 40 April 25 & 26 and May 30 & 31.
- “Artful Inspirations” (adult) on Wednesday afternoons.
- BYO Book Chat (ages 12-16) - First Tuesday of each month.
- After School Art – April 4 – First Friday of each month.
- Legomania – last Friday of each month.

Building update

- Taps were leaking and were replaced in main floor bathroom.
- Pilot light on hot water tank went out and Municipality relit.
- Main floor carpets cleaned.
- Switched from Epcor to AMSC for electricity billing.
- Building energy audit coming this summer, we will be submitting utility bills.
- Replaced outside garbage bin.

Friends of the Library

- Next meeting May 14th
- Inquired about next steps for elevator involvement.
 - Municipal staff will contact them.

Personnel

- Diane and Danielle attended SALC April 11th and 12th.
 - Learned about AI and new programming ideas.
- Diane attending Chinook Arch training April 28 (Reader’s advisory)
- Current student is staying on this summer.
- Not hiring second summer student this year.

Chinook Arch

- Programming Zoo offered May 13th (Diane & Danielle will attend)
- Manager Meet Up May 29th (Crowsnest Pass is hosting)
- Regular Managers Meeting being rebranded as Manager Circle
 - Next Circle May 5th.

12



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 3.c

Subject: ORRSC Board of Directors Meeting Minutes of March 6, 2025

Recommendation: That Council accept the ORRSC Board of Directors Meeting Minutes of March 6, 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 Board of Directors Meeting Minutes to keep member municipalities apprised of committee activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[March 6, 2025 ORRSC Board of Directors Meeting Minutes - Approved.pdf](#)



OLDMAN RIVER REGIONAL SERVICES COMMISSION

BOARD OF DIRECTORS' MEETING MINUTES

Thursday, March 6, 2025 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge) or ZOOM Virtual Meeting

BOARD OF DIRECTORS:

Colin Bexte (Absent)Village of Arrowwood
Shayla Anderson (Absent) Village of Barnwell
Dan Doell (In Person)..... Village of Barons
Mike Wetzstein (Absent) Town of Bassano
Ray Juska (Virtual) City of Brooks
Roger Houghton (In Person) Cardston County
Allan Burton (Absent) Town of Cardston
Sue Dahl (In Person) Village of Carmangay
James F. Smith (Absent) Village of Champion
Brad Schlossberger (Absent) Town of Claresholm
Deborah Florence (In Person)..... Town of Coalhurst
Tanya Smith (In Person)..... Village of Coutts
Dave Slingerland (Absent) Village of Cowley
Dave Filipuzzi (In Person)..... Mun. Crowsnest Pass
Dean Ward (In Person) Mun. Crowsnest Pass
Stephen Dortch (In Person) Village of Duchess
Gord Wolstenholme (In Person).. Town of Fort Macleod
Joan Hughson (Absent) County of Forty Mile
Mark Peterson (Absent) Village of Glenwood
Suzanne French (Absent)..... Village of Hill Spring
Morris Zeinstra (Absent)Lethbridge County

Brad Koch (Absent) Village of Lomond
Gerry Baril (Absent) Town of Magrath
Peggy Losey (In Person) Town of Milk River
Dean Melnyk (Virtual) Village of Milo
Victor Czop (In Person) Town of Nanton
Marinus de Leeuw (Absent)..... Town of Nobleford
Teresa Feist (Absent) Town of Picture Butte
Jim Welsch (Absent) M.D. of Pincher Creek
Don Anderberg (In Person) Town Pincher Creek
Ronald Davis (Absent)..... M.D. of Ranchland
Neil Sieben (In Person)..... Town of Raymond
Don Norby (In Person) Town of Stavely
Matthew Foss (Absent)..... Village of Stirling
John DeGroot (In Person) MD of Taber
Russell Norris (In Person)..... Town of Vauxhall
Christopher Northcott (In Person) Vulcan County
Richard DeBolt (In Person) Town of Vulcan
David Cody (In Person)..... County of Warner
Marty Kirby (In Person)..... Village of Warner
Evan Berger (In Person) M.D. Willow Creek

STAFF:

Bonnie Brunner Senior Planner
Steve Harty Senior Planner
Diane Horvath Senior Planner
Harsimran Kaur..... Assistant Planner
Raeanne Keer Executive Assistant
Lenze Kuiper Chief Administrative Officer
Jennifer Maxwell Subdivision Technician

Stephanie Sayer Accounting Clerk
Kattie Schlamp..... Planner
Rachel Schortinghuis Assistant Planner
Gavin Scott Senior Planner
Jaime ThomasGIS Analyst
Jiayi Wang..... Assistant Planner

Chair Christopher Northcott called the meeting to order at 7:00 pm.

1. APPROVAL OF AGENDA

Moved by: Richard DeBolt

THAT the Board adopts the Agenda for March 6, 2025, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Tanya Smith

THAT the Board approves the meeting minutes of December 5, 2024, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. REPORTS

a. Executive Committee Report

Chair Northcott presented the Executive Committee Report to the Board.

5. BUSINESS

a. Housing Needs Assessments

R. Schortinghuis, Assistant Planner, presented on Housing Needs Assessments to the Board.

b. GIS Update

J. Thomas, GIS Analyst, presented on various updates and projects from the GIS Department, including NextGen 911, Elections Alberta addressing, new ortho-photos for 22 participating municipalities, asset management, and the installation of a new view module.

c. Regional Assessment Review Board

L. Kuiper presented on the Regional Assessment Review Board to the Board.

d. Subdivision Activity – As of January 31, 2025

L. Kuiper presented the Subdivision Statistics as of January 31, 2025 to the Board.

e. ORRSC Periodical Spring 2025: Brownfield Sites

G. Scott, Senior Planner, presented the Spring 2025 ORRSC Periodical topic Brownfield Sites to the Board, and highlighted some of the topics that will be covered.

f. New Agreements – Status Update

Chair Northcott stated that the Executive and Administration are working on updating the ORRSC Service Agreements and noted that we hope to have more information for the June 2025 Meeting.

g. Bear Pit Session

L. Kuiper introduced the Bear Pit Session, and encouraged Board Members to ask any planning or GIS related questions they may have.

The Board asked various questions on recruitment strategies for more Planners, collaborative planning, additional visits by the CAO and Chair to municipal members, and the benefits of having long range plans in place.

7. ACCOUNTS

a. Balance Sheet and Comparative Income Statement

- As of January 31, 2025

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of January 31, 2025.

Moved by: Don Anderberg

THAT the Board approves Balance Sheet and Comparative Income State, as of January 31, 2025, as presented.

CARRIED

8. NEW BUSINESS

There was no new business.

9. NEXT MEETING – Thursday, June 5, 2025 (BBQ and Board Meeting)

10. ADJOURNMENT

Moved by: Gord Wolstenholme

THAT the Board hereby closes the meeting.

CARRIED AT 8:34 PM



Christopher Northcott, Chair



Lenze Kuiper, Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 3.d

Subject: ORRSC Executive Committee Minutes of May 8, 2025

Recommendation: That Council accept the ORRSC Executive Committee Minutes of May 8, 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:

[May 8, 2025 Executive Committee Minutes - Approved.pdf](#)

EXECUTIVE COMMITTEE MEETING MINUTES
May 8, 2025; 4:00 pm
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, May 8, 2025, at 4:00 pm, in the ORRSC Administration Building.

Attendance

Executive Committee

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

Staff

Bonnie Brunner, Senior Planner
Carlin Groves, CAD/GIS Technologist
Steve Harty, Senior Planner
Diane Horvath, Senior Planner
Raeanne Keer, Executive Assistant
Mladen Kristic, CAD/GIS Technologist
Jennifer Maxwell, Subdivision Technician
Kaylee Sailer, CAD/GIS Technologist
Stephanie Sayer, Accounting Clerk
Kattie Schlamp, Planner
Rachel Schortinghuis, Assistant Planner
Gavin Scott, Senior Planner
Jaime Thomas, GIS Analyst
Jordan Thomas, GIS Analyst

Chair Northcott called the meeting to order at 4:02 pm.

1. Approval of Agenda

Moved by: Brad Schlossberger

THAT the Executive Committee adopts the May 8, 2025 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Consent Agenda

- a. Minutes of April 17, 2025
- b. Recommendation of 2024 ORRSC Annual Report to Board of Directors
- c. Subdivision Activity – April 2025
- d. Office Accounts
 - (i) Monthly Office Accounts
 - March 2025
 - (ii) Payments and Credits
 - March 2025

- e. Financial Statements
 - (i) Balance Sheet
 - March 2025
 - (ii) Comparative Income Statement
 - March 2025
 - (iii) Details of Account:
 - As of March 31, 2025

Moved by: Don Anderberg

THAT the Executive Committee approves the consent Agendas as distributed.

CARRIED

3. New Business

a. Meeting with Staff (Dinner Break at 5:30 pm)

Chair Northcott welcomed and thanked everyone for taking the opportunity to participate in this meeting with the Executive Committee and ORRSC staff.

Chair Northcott provided details on the format for tonight's discussion including an All-Staff roundtable, breakout sessions with individual departments, and a dinner break.

(i) Roundtable Discussion - All Staff

The Executive Committee and staff discussed various topics regarding the organization and future Chief Administrative Officer.

(ii) Breakout Session with Administrative Staff

The Executive Committee and the Administrative staff discussed various topics regarding the organization and future Chief Administrative Officer.

(iii) Breakout Session with GIS Staff

The Executive Committee and the GIS staff discussed various topics regarding the organization and future Chief Administrative Officer.

(iv) Breakout Session with Planning Staff

The Executive Committee and the Planning staff discussed various topics regarding the organization and future Chief Administrative Officer.

Moved by: Evan Berger

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 9:24 PM

4. Closed Session

b. Follow-up to Meeting with Staff

Pursuant to section 197(6) of the *Municipal Government Act*, the following member of Administration were in attendance for Agenda Item 4.a – Follow-up to Meeting with Staff: R. Keer.

Moved by: Evan Berger

THAT the Executive Committee moves into Open Session

CARRIED AT 9:44 PM

- 5. Next Meeting** – Board of Directors & BBQ – June 5, 2025
Executive Committee – June 12, 2025

6. Adjournment

Moved by: Neil Sieben

THAT the Executive Committee hereby closes the meeting.

CARRIED AT 9:46 PM



CHAIR



CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 3.e

Subject: Letter received from Honourable, Rebecca Schulz, Minister of Environment and Protected Areas.

Recommendation: That Council accept the letter from Honourable, Rebecca Schulz, Minister of Environment and Protected Areas, as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[127467 - Mayor Blair Painter.pdf](#)



127467

ALBERTA
ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

June 3, 2025

His Worship Blair Painter, Mayor
c/o Laken McKee, Executive Assistant
Municipality of Crowsnest Pass
PO Box 600
Crowsnest Pass AB T0K 0E0
laken.mckee@crowsnestpass.com

Dear Mayor Painter:

Thank you for copying me on your letter to the Honourable Danielle Smith, Premier of Alberta, about implementing boat dip tank technology and aquatic invasive species (AIS) prevention. The Premier has asked I respond on behalf of the Government of Alberta.

I appreciate Crowsnest Pass' for recognizing Alberta's commitment to protecting our water bodies and waterways from AIS. Alberta continues to lead Canada's fight against AIS. We have some of the highest commitments to inspecting and decontaminating stations, training standards, and programing, as well as the highest non-compliance fines in Canada.

The 2025 open water season will see the largest array of watercraft inspectors and the most watercraft inspection stations in Alberta's history. These additional stations and inspectors strengthen our defences against invasive species at key entry points and travel thoroughfares across our province.

We are also carrying out the Provincial AIS Task Force's recommendations, which includes looking at a partnership to run the dip tank pilot program, we are working on this right now with the irrigation districts. The AIS program is important for protecting Alberta waters, and its success is made possible with the support of key partners like you and your council.

Sincerely,

Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Danielle Smith, Premier of Alberta
Honourable Devin Dreesen, Minister, Transportation and Economic Corridors
Honourable RJ Sigurdson, Minister, Agriculture and Irrigation



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 3.f

Subject: Request from Crowsnest Pass Senior Housing Board

Recommendation: That Council decline the request received from Crowsnest Pass Senior Housing Board asking Council to waive the rental fees for table and chairs for the BBQ that they hosted during Senior's Week on June 5, 2025.

Executive Summary:

A request was received from Crowsnest Pass Senior Housing Board asking Council to waive the rental fees for the table and chairs that the board rented off the Municipality for the event that was hosted on June 5, 2025.

The fees for tables and chairs costs are determined by the Fees, Rates and Charges Bylaw 1215, 2025 and Council doesn't have the ability to waive fees that are in a Bylaw.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A request was received from Crowsnest Pass Senior Housing Board asking Council to waive the rental fees for the table and chairs that the board rented off the Municipality for the event that was hosted on June 5, 2025.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Senior's Week.docx](#)



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

June 9, 2025

Municipality of the Crowsnest Pass

Coleman, Alberta

Dear Mayor Blair Painter and Councillors,

On June 5, 2025, Crowsnest Pass Senior Housing hosted a resident and family BBQ celebrating our seniors during Senior's Week. We were very appreciative to the Municipality in accommodating us with the additional tables and chairs for us to have this event.

In consideration of Senior's Week, Crowsnest Pass Senior Housing would like to request that the fees for this event in the amount of \$565.00 for the rental of chairs and tables be waived.

Thank you for your consideration.

Sincerely,

Shelley Price, CAO

Crowsnest Pass Senior Housing



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 3.g

Subject: Letter received from Kim Miskulin, Blairmore Postmaster

Recommendation: That Council accept the letter from Kim Miskulin, as information.

Executive Summary:

A letter was received from Kim Miskulin, Blairmore Postmaster on June 10, 2025. Kim's letter explains the challenges the Canadian Postmasters and Assistants Association (CPAA) are facing with employment equity, pay equity, various benefits and the fight against rural post office closures.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2025 06 10 - Letter from Kim Miskulin.pdf](#)

RECEIVED

JUN 10 2025

Canadian Postmasters
and
Assistants Association



L'Association canadienne
des maîtres
de poste et adjoints

Alberta, Northwest Territories and Nunavut Branch - Section de l'Alberta, Territoires du Nord-Ouest et Nunavut

Dear Sir or Madam

Mayor Painter & Councillors

Since 1902 the Canadian Postmasters and Assistants Association (CPAA) have fought for the rights of the rural post office employees and for the full access to postal services for all rural Canadians. Our struggles have focused on employment equity, pay equity, various benefits and the fight against rural post office closures.

With the release of the Kaplan inquiry and the recommendations for CPC to lift the moratorium against post office closures by the Industrial Inquiry Commission, All CPAA members are struck with great fear of our future.

I am a rural Postmaster in Northern Alberta. I can tell you with 100% accuracy that I love my job, my community, my customers, and would not choose any other career for myself.

The rural post office is the heartbeat of all communities, a gathering place, a place to find out what is going on, a place to meet your friends, have a catch up, solve the world's problems, government entity, condolences, congratulations, and sometimes the only person someone talks to all day.

More often than not, post offices in villages and hamlets have buildings supplied by their postmasters as part of their hire stipulation and CPC pays a nominal amount of rent for the use of the premises. (Between \$113.08 - \$535.83 a month) It is very common that these (group) offices end up taking monies from their pay to cover the overhead to provide the office for their communities. Lately we have been seeing their communities stepping up to help subsidize the cost of maintaining a building to keep a post office in their rural communities.

With the release of the Kaplan Inquiry, they are pushing for more CMBs (community mailboxes) in fact that is what CPC tells communities they can have if their postmaster retires! I want everyone to know that all rural communities have a voice and these voices must get loud and fight for a post office to remain open in their community. A customer living 3 kms north of town is just as important as a businessman in the middle of Red Deer.

There are 3075 post offices across Canada that are represented by CPAA and employ more than 8500 members. Our area is Alberta, Northwest Territories and Nunavut, we have 280 offices that employ 587 members currently. We are a board of 6 Postmasters from all over Alberta that have been elected into our positions. I am the President and I work from home and on the road. The other 5 members work in their offices as well as do CPAA when they are available. There are several unions within CPC, most people only hear about CUPW, which are the depot workers, letter carriers, RSMCs. They are the union that is fighting for their rights and demands and are on the verge of a strike for the second time in a year. CPAA does not strike, we have always had a No-Strike clause in our collective agreement. We continue to work the front lines and help rural Canada.

I am asking for members of Alberta to send a letter to your MPs and simply say WE WANT TO SAVE OUR POST OFFICE. Send a message to your RM/ Village/ Town office asking them to reach out to their Postmasters and let them know about Canada Posts offer of CMBs in your town, they will in turn reach out to us CPAA, and we can attend your community and present what your rural community can do to help.

No CMBs! we want to save (keep) our post offices.

We are only strong if we all help each other out!

Sincerely,

Alberta Northwest Territories and Nunavut CPAA

Kim Muskhini
Blairmore Postmaster

Xan Moffatt-Toews President Postmaster/ Fairview, Ab xan@abntnucpaa.com

Gerry Henry Vice President Postmaster/ Warner, Ab gerry@abntnucpaa.com

Kathy Simmons Sec. Trea. Postmaster/ Islay, Ab kathy@abntnucpaa.com

Arlene Baird Director Postmaster/ Nisku, AB arlene@abntnucpaa.com

Karen Luger Director Postmaster /Lamont, Ab karen@abntnucpaa.com

John Pelley Director Postmaster /Fort MacLeod, AB john@abntnucpaa.com



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 4.a

Subject: Minutes of the Council Meeting of June 10, 2025

Recommendation: That Council adopt the Minutes of the Council Meeting of June 10, 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 06 10 - Council Meeting Minutes.docx](#)

Municipality of Crowsnest Pass
Council Meeting Minutes

Tuesday, June 10, 2025

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, June 10, 2025.

Council Present:

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

Council Absent:

Mayor Blair Painter

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
Laken McKee, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

Additions:

Coal meeting in Fort Macleod- Councillor Sygutek 10.b)

Personal Privacy – FOIP Section 17- Councillor Sygutek 11.d)

01-2025-06-10: Councillor Sygutek moved to adopt the agenda as amended.
Carried

CONSENT AGENDA

02-2025-06-10: Councillor Girhiny moved that Council approve the following Consent Agenda items as presented.
Carried

3.a

Minutes of the Municipal Historic Resource Advisory Committee of March 24, 2025

That Council accepts the Minutes of the Municipal Historic Resource Advisory Committee of March 24, 2025, as information.

3.b

Minutes of the Municipal Planning Commission Committee of April 23, 2025

That Council accepts the Minutes of the Municipal Historic Resource Advisory Committee of March 24, 2025, as information.

3.c

ORRSC Executive Committee Minutes of April 17, 2025

That Council accepts the ORRSC Executive Committee Minutes of April 17, 2025, as information.

3.d

Library Board Financial Reviewer – MNP LLP

That Council approve MNP LLP as the Library Board new financial reviewer.

ADOPTION OF MINUTES

03-2025-06-10: Councillor Ward moved to adopt the Minutes of the Council Meeting of May 27, 2025, as presented.
Carried

PUBLIC HEARINGS

None

DELEGATIONS

Alberta Municipalities

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

REQUESTS FOR DECISION

Bylaw 1223, 2025 – South Bellevue Infrastructure Replacement Borrowing Bylaw

04-2025-06-10: Councillor Ward moved second reading of Bylaw 1223, 2025.
Carried

05-2025-06-10: Councillor Girhiny moved third and final reading of Bylaw 1223, 2025.
Carried

Bylaw 1225, 2025 – LUB Amendment Redesignate a portion of Lot 1, Block 3, Plan 1811416 from Non-Urban Area – NUA-1 to Residential -R-1

06-2025-06-10: Councillor Ward moved first reading of Bylaw 1225, 2025.
Carried

Request for two Letter of Support for the Revive the Roxy

07-2025-06-10: Councillor Ward moved that Council approve the request for the Letter of Support for the Revive the Roxy Project to Alberta Capital Fund 2026 Budgeting Process.
Carried

08-2025-06-10: Councillor Sygutek moved that Council defer the request for the Letter of Support to Elk Valley Resources for the Revive the Roxy Project.
Carried

09-2025-06-10: Councillor Sygutek moved that Administration to contact Rory O’Conner, Director, Indigenous & Government Relations of Elk Valley Resources to find out about funding opportunities for Gazebo Park in Blairmore.
Carried

COUNCIL MEMBER REPORTS

- Councillor Glavin worked at the Community BBQ on June 5th. They cooked 1000 Hamburgers and 600 hotdogs!
 - Great turn out and it was wonderful to see so many people out at the market and enjoying the beautiful weather.
- Attended the Alberta South West AGM meeting last Wednesday.
 - Council members had a tour of the Remington Carriage Museum in Cardston, AB.
 - Alberta South West always hosts their AGM in a different community and at different tourist attractions, Councillor Glavin expressed how great the Museum

was and encouraged the Public to utilize these facilities in our own corner of Southern Alberta.

- Attended the Ed Gregor Memorial Day.
 - It was encouraging that the volunteers didn't even pick up half a bag of garbage all the way around the pond, it's great to see people cleaning up after themselves.
 - It was discouraging that quads have been bypassing the barricades to ensure that quads don't go through the marsh and tear up the ground.
 - Councillor Glavin mentioned that Council has had residents requesting Council to review the current OHV Bylaw and until people can start respecting the signage and barricades, it makes it hard to want to open up the OHV Bylaw for review.
 - It was great to see all of the Community groups that took the time to go out and volunteer their time to better our back country. Each group had their own projects, some of which were weed pulling, garbage collection, trail maintenance, fixing the bridges and the Provincial Government should be proud of our little community and the pride we take in where we live.
- Councillor Girhiny attended the PPK Ski Society meeting and said that they are doing a great job and utilizing new equipment for the Ski School and are working hard with Kids Sport to make Skiing an option for any child.
- Attended the Senior Luncheon, what a great turnout!
- Councillor Girhiny also worked the Community BBQ on June 5th.
 - Great turn out and a lovely night!
- Councillor Sygutek attended the Seniors Luncheon and gave huge KUDOS to the entire Municipality for putting on such a great event for our seniors.
 - It was great to see the whole Administration team there putting on such a great event for our seniors.
 - It's great to see that the Seniors have somewhere to go and the excitement they all showed about the opportunity to win the beautiful center pieces.
- Councillor Sygutek expressed how beautiful main street Bellevue looks and how the flowers really pull it all together. The main street is so beautiful it truly does put a smile on your face!
- Explained that she has been receiving calls from residents wondering why the Municipality is not in a fire ban. Councillor Sygutek reached out to Jesse Fox, Fire Chief and Manager of Protective Services, for clarification.

- There will be a write up in next week's Pass Herald explaining the reasons for the Municipality being on fire advisory instead of a ban.
- The fire ban of the Forest Protection Area is not directly about the conditions in our area but the combination of the resources of G7, as well the resources to the North and a lack of resources for the South but not the conditions of the South.
 - It's a Fire Advisory for the Municipality as it's been a few days of hot weather but it's not due to forest conditions.
- Attended Chinook Regional Hospital in Lethbridge on behalf of Mayor Painter to celebrate the huge donation that the hospital received for the Cardiac Unit. Lethbridge will now have a world class Cardiac Unit, which is very exciting!
 - 10 critical beds, 20-30 patient beds for people who have heart conditions.
 - Lethbridge Hospital was thrilled that the Municipality of Crowsnest Pass came to show their support.
 - Councillor Sygutuk is going to try and get ahold of every Mayor in Southern Alberta and set up a time to meet all together and gather data on how many residents of our communities work at Elk Valley Resources and how many people are affected by heart issues and advocate to Elk Valley Resources for some funding to help the Cardiac Unit in Lethbridge which will benefit all of Southern Alberta.
- Councillor Sygutuk is looking forward to speaking at the Crowsnest Consolidated High School Graduation coming up in the next few weeks.
- Councillor Ward spoke on the housing crisis and affordability.
- Attended the Seniors Luncheon and spoke on how wonderful it was to see so many seniors out enjoying the afternoon.
- Worked at the Community BBQ.
 - Spoke on all the positive feedback he heard from residents and really enjoyed seeing everyone out enjoying the festivities.
- Gave a KUDOS out to the Municipal employees that were out planting flowers in the community. Great job!
 - Councillor Ward really enjoys that the Municipality takes time to plant flowers throughout our Municipality to brighten up the streets, it's a beautiful touch to our streets!
- Downtown Bellevue is complete and looks beautiful!
- Attended the Seniors BBQ, the Seniors up at Peaks to Pines had a great time!
- Southern Alberta is getting busy!
 - ORRSC is very busy!
 - Subdivision numbers are up, and development numbers are both up.

- ORRSC, CAO, is retiring at the end of the year and they are actively looking for a CAO.
- Attended the Crowsnest Pass Senior Housing Meeting on June 9th.
- Looking forward to parade season!
 - Coal Miner Days Parade this upcoming weekend in Sparwood, June 14th.
 - Great opportunity to represent the Municipality and Councillor Ward is looking forward to it!
- Councillor Filipuzzi attended the Community BBQ on June 5th.
- Attended the Seniors BBQ at Peaks to Pines.
- Expressed his gratitude to Administration.
 - Very grateful for all of the support that Council gets from Administration to put on the Seniors BBQ, the Community BBQ and extended his thank you to all employees that took part in making that happen.

PUBLIC INPUT PERIOD

Cody Pirozzi – Concerned resident

Bill Curtis – Concerned resident

Wanda Curtis – Concerned resident

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

10.a Request for a Letter of Support for Lethbridge Sport Council – Councillor Sygutek

Given the magnitude for what it takes for a Winter Game Application, Lethbridge City Council send out notification that they are looking at a 2030 bid now instead of 2028. This Letter of Support is no longer something for Council to consider at this time.

10. b Coal Meeting in Fort Macleod on June 11, 2025 - Councillor Sygutek

10-2025-06-10: Councillor Sygutek moved that available Council members attend the Coal Meeting in Fort Macleod on June 11th at 5-7pm, if they are available to attend.
Carried

IN CAMERA

11-2025-06-10: 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 and to take a short recess at 8:36 pm:

- a. Economic Interests of the Public Body – Board Member Applications - FOIP Act Section 25
- b. Economic Interests of the Public Body – Letter Received for Mayor and Council - FOIP Act Section 17
- c. Economic Interests of the Public Body – Letter Received for Mayor and Council - FOIP Act Section 17
- d. Economic Interests of the Public Body – Personal - FOIP Act Section 17

Carried

Reconvene

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

12-2025-06-10: Councillor Girhiny moved that Council come out of In Camera at 9:14 pm.
Carried

13-2025-06-10: Councillor Glavin moved that Council appoint Leslie Jerry to the Family and Community Support Services Advisory Committee for the remainder of the term.
Carried

14-2025-06-10: Councillor Glavin moved that Council accept the Letter Received for Mayor and Council, as Information and to send a response.
Carried

15-2025-06-10: Councillor Sygutek moved that Council accept the Letter Received for Mayor and Council, as Information and to send a response.
Carried

ADJOURNMENT

17-2025-06-10: Councillor Sygutek moved to adjourn the meeting at 9:18 pm.

Carried

Dave Filipuzzi
Deputy Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 5.a

Subject: Bylaw 1226, 2025 - Land Use Bylaw Amendment - Public Hearing

Recommendation: That Council hold a public hearing in respect of Bylaw 1226, 2025 and consider the input received.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

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

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1226 2025 - public hearing notification.docx](#)
[2025-06-15 Bylaw #1226 Crowsnest Conservation Society.pdf](#)

NOTICE OF PUBLIC HEARING

MUNICIPALITY OF CROWSNEST PASS IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1226, 2025

1:00PM, June 24th, 2025

Municipality of Crowsnest Pass Council Chambers

PURSUANT to sections 230, 606, 640, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1226, 2025, being a bylaw to amend Bylaw No. 1165, 2023, being the municipal land use bylaw.

The general purpose of Bylaw No. 1226, 2025 is to clarify certain provisions, land uses, development standards, and administrative definitions, regarding the provincial and federal mandate to protect wildlife, the environment, and historical resources, the incorporation of Municipal Development Plan policies regarding higher density infill development in a mature neighbourhood, and several housekeeping items including but not limited to lot grading certificate, parking provisions, provisions of the Areas of Potential Environmental Concern Overlay District, provisions in the Non-Urban Tourism Accommodation and Recreation District, and the standard practice of providing only one water service and one wastewater service connection to a parcel.

Details of the proposed amendment are identified in Schedule 'A' attached to and forming part of the bylaw.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1226, 2025 will be held in the Municipality of Crowsnest Pass Council Chambers at 1:00 PM on June 24th, 2025. Persons wishing to speak to the bylaw shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Laken Mckee, Executive Assistant to the CAO at publichearings@crownsnestpass.com with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on June 17th, 2025. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

Residents who wish to participate in the Public Hearing by electronic means must submit a request at least 10 days prior to the scheduled hearing. Requests can be submitted through the following link: <https://portal.laserfiche.ca/o8468/forms/publichearingelectronic>. You will be contacted by phone during the public hearing and will have up to 5 minutes to present your remarks. Please note that you will not be able to listen to the entire public hearing remotely.

The proposed bylaw may be inspected at the municipal office during normal business hours, and on the municipal website: <https://www.crownsnestpass.com/planning-development/stay-informed/public-hearings>.

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

DATED at the Municipality of Crowsnest Pass in the Province of Alberta, this 28th day of May 2025.



June 15, 2025

Mayor Blair Painter and Councillors
Box 600
Crowsnest Pass, AB TOK OE0

Dear Mr. Mayor and Councillors,

Re: Proposed Bylaw 1226-2025 (Amendments to the Land Use Bylaw 1165-2023)

The Crowsnest Conservation Society would like to commend you for many of the planned changes presented in Proposed Bylaw 1226-2025.

Section 8.1 (k). Development Permit Application

You have included a very important clause requiring the addition of wildlife, environmental, and historical information for the development permit application when areas are under provincial or federal jurisdiction. Wisely, this information is expected to include approvals or evidence of communication with those agencies towards compliance with requirements.

Section 19.2 (c) Conditions of Development Permit Approval – Additional conditions

The phrase “based on the advice of suitably qualified professionals” is important. The addition of “appropriate landscaping” is essential in high-slope areas. A new phrase “requiring that the applicant undertake relevant professional studies and incorporating the recommendations from those studies as conditions of development approval” is a welcome addition to this section.

Section 19.2 (h) Conditions of Development Permit Approval – Additional conditions

An excellent insertion is “to require a lot grading certificate [confirming the completion of rough grade with tolerances that allow for finished grade (i.e. landscaping) to be completed] prepared by an Alberta Land Surveyor where an overall grading plan or stormwater management plan has been approved;

Section 28.9 Land Use Bylaw Administration

Requiring the Development Officer to keep the Municipal Planning Commission apprised of Bylaw Amendments is essential for that committee to do its work effectively.

Schedule 1: Land Use Districts

The changes to these descriptions help to clarify between zoning categories and will be helpful to both developers and the public. The changes related to multi-unit Residential Buildings are particularly good.



Schedule 4: Standards of Development

3. Comprehensive Planning

It is wise to include “bareland condominium subdivisions” as a possible category for a Comprehensive site Development Plan. It supports transparency to mention that a public hearing is one way of encouraging public feedback to a proposal.

8.6. Environmental Protection and Wildlife

We support the changes included in this section, particularly the requirement that the landowner must comply with provincial and federal legislation related to both water, environmentally sensitive areas, and wildlife.

17.2. Maximum Grade: Slope Stability Assessment

We support the additional requirement that if a property’s grade is greater than 15%, a “slope stability assessment and/or foundation design and/or a grading plan” by a professional engineer shall be required to demonstrate “the viability and safety of the proposed development.”

The Crowsnest Conservation Society also has concerns regarding a few of the proposed changes.

Section 8.1 (j). Development Permit Application

The phrases “wetland assessment” and “environmental impact assessment” have been deleted as relevant additional information for the development permit application. If these areas are not under provincial or federal jurisdiction as mentioned in Section 8.1 (k), then the municipal government has a responsibility to future generations to require information that ensures the preservation of wetlands and the natural environment whenever possible.

Schedule 1: Land Use Districts.

Areas of Potential Environmental Concern Overlay District (APEC-OD)

Four Areas are identified; former nuisance grounds in Bushtown, Old Sartoris Staging Area, Hillcrest Ball Diamond Road, and Bellevue Old Highway 3. Properties near the Bushtown and Bellevue Highway areas cannot be exempted from regulations related to development permits for a single residence or its addition or a subdivision application. We support that ruling.

5. Development and Subdivision Regulations.

We support that development or subdivision permit may be granted for a dwelling with or without a basement or a property in this zoning if the owner provides a Phase II Environmental Site Assessment (ESA). We hope that a satisfactory, “safe” conclusion from that assessment is added to the bylaw as a requirement. It would ensure that future dwellings are built on land that are safe for the residents.

We are concerned, however, that if an owner “provides evidence of continuous monitoring of the site” there is no requirement for reporting. Who will do the reporting? How often? To whom shall reports be sent? What happens if the monitoring shows danger to the residents of the dwelling after the house is built and occupied? Are there restrictions on its sale? Should it be demolished?

Section 8: Mitigation Measures: Old Sartoris Staging Area or the Hillcrest Ball Diamond Road

8.8. “The nuisance ground properties should not be sold or transferred to another owner unless that person signed a full disclosure agreement as part of the land transfer wherein the person accepted full responsibility for the conditions prevalent on the nuisance ground property to the exoneration of the Municipality of Crowsnest Pass from any liability related to these matters, and at no cost to the Municipality of Crowsnest Pass. If the nuisance ground properties are leased, all conditions and mitigative measures listed above remain in place and must be followed by the lessee”.

It has come to our attention that the boundaries of the Old Sartoris Staging Area nuisance ground were not fully known until recently. We would ask that Council review this section of the proposed bylaw carefully to ensure the safety of future uses of that land, conformity with the distance restrictions, and how to ensure that the proposed development of this land by Charmed Resorts is safely completed for both residents and visitors.

The Crowsnest Conservation Society appreciates the careful work underlying these proposed changes to the Land Use Bylaw for the Municipality of the Crowsnest Pass. We commend the planners for their attention to policies that will be protective for watercourses and wetlands, wildlife, and the natural environment. We also hope that Council considers the concerns we have expressed, to make the Proposed Bylaw 1226-2025 even stronger.

Sincerely,

Brenda Davison, President,
Board of Directors



June 15, 2025

Mayor Blair Painter and Councillors
Box 600
Crowsnest Pass, AB TOK 0E0

Dear Mr. Mayor and Councillors,

Re: Proposed Bylaw 1226-2025 (Amendments to the Land Use Bylaw 1165-2023)

The Crowsnest Conservation Society recently adopted a 'sustainable community' goal in its 2025 Strategic Plan. This year several developers, both small and large businesses, are requesting to create new housing in our community. We are pleased that Council is requiring developers to include multi-unit options and rental versus own options. It is a first step for providing more options for both renters and owners. Nevertheless, affordable housing in our community is not a reality.

The Crowsnest Pass is a mountain community, reportedly the most affordable one in the Canadian Rockies. Unfortunately, we are already a community where local businesses are unable to hire staff because people cannot find affordable rental accommodation. to live here as a renter. Property ownership here is also unattainable for young couples. Our Society urges Council to explore options such as creating an entity such as Canmore Community Housing, a municipal wholly owned non-profit corporation that contributes to a more sustainable community.

Canmore Community Housing provides "a range of housing that is appropriate for the community's needs." They manage two streams of non-market housing, one for homeowners and one for renters. Eligibility criteria prioritize local people who are employed in and want to live in Canmore as their primary residence. The rental units are at below-market rates and prices are restricted. The ownership units are sold for a price that a fully employed person can afford and there are restrictions on future resale value. Source: <https://banffcanmorefoundation.org/5-questions-with-canmore-community-housing/>

Council's opening of the Land Use Bylaw for changes is also an opportunity to create more affordable living options for locals who want to stay in the community. When the Town of Canmore engages in conversations with developers, non-market housing is part of negotiation process. Using this approach, their municipal government has increased bargaining power to advocate for local people who want permanent housing in their home community.

The Crowsnest Conservation Society urges you, our Mayor and Councillors, to take immediate concrete steps to expand an affordable housing strategy for the Crowsnest Pass.

Sincerely,
Brenda Davison, President, Crowsnest Conservation Society

office@crowsnestconservation.ca

www.crowsnestconservation.ca

Valuing and connecting people and nature for a healthy future



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 5.b

Subject: Bylaw 1227, 2025 - Southmore Phase 2 ASP - Public Hearing

Recommendation: That Council hold a public hearing in respect of Bylaw 1227, 2025 and consider the input received.

Executive Summary:

Council gave first reading of Bylaw 1227, 2025 on May 27, 2025.

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

Relevant Council Direction, Policy or Bylaws:

Bylaw 1059, 2020 Municipal Development Plan

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[FORMATTED REVISED Bylaw 1227 & 1228, 2025 FUD Notice.pdf](#)

[TCE_R250530-002AB - TC Energy Response Letter.pdf](#)

[2025-06-15. Bylaw 1227, 2025 - Crowsnest Conservation Society.pdf](#)

[2025_06_16_-_Bylaw_1227__2025_and_1228__2025_-_Blast_Services.pdf](#)

NOTICE OF PUBLIC HEARING

MUNICIPALITY OF CROWSNEST PASS IN THE PROVINCE OF ALBERTA

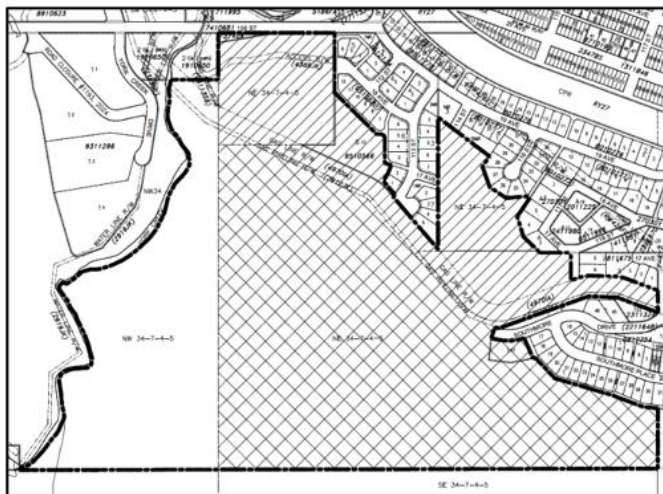
PROPOSED BYLAW NO. 1227, 2025 & 1228, 2025

1:00PM, June 24th, 2025




Municipality of Crowsnest Pass Council Chambers

PURSUANT to sections 216.4, 606, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1227, 2025, being a new area structure plan, and proposed bylaw 1228, 2025, being a bylaw to amend Bylaw No. 1165, 2023, being the municipal land use bylaw.

The purpose of Bylaw 1227, 2025 is for the adoption of an area structure plan for lands in south



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

-  FROM: Non-Urban Area NUA-1
TO: Future Urban Development FUD
PORTIONS OF NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M & LOT 13, BLOCK 6, PLAN 9510566
 -  FROM: Comprehensive Ski Village CSV
TO: Future Urban Development FUD
PORTION OF NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M & LOT 47, BLOCK 1, PLAN 0812254
 -  PROPOSED AREA STRUCTURE
PLAN BOUNDARY
- MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

Blairmore, as shown on Schedule 'A', for the purpose of providing a framework for subsequent subdivision and development.

The purpose of Bylaw 1228, 2025 is to establish a new land use district titled "Future Urban Development" and to redesignate the lands legally described as:

- portion of LSD 15, NE¼ 34-7-4-W5M (11110 18 Ave)
- Lot 13, Block 6, Plan 951 0566 (civic address not assigned)
- portion of LSD 16, NE¼ 34-7-4-W5M (civic address not assigned)
- portion of LSDs 9,10, NE¼ 34-7-4-W5M (1602 118 St)
- portion of LSDs 9,10,15, NE¼ 34-7-4-W5M (civic address not assigned)
- Lot 47, Block 1, Plan 081 2254 (140 Southmore Dr)

as shown on Schedule 'A', from various land use districts to "Future Urban Development – FUD," for the purpose of implementing the area structure plan by establishing a holding district to ensure that the lands are managed in a way that facilitates the outcomes in the area structure plan.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1227, 2025 & 1228, 2025, will be held in the Municipality of Crowsnest Pass Council Chambers at 1:00PM on June 24th, 2025. Each person shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: The Executive Assistant to the CAO at publichearings@crowsnestpass.com with the bylaw number and public hearing date clearly

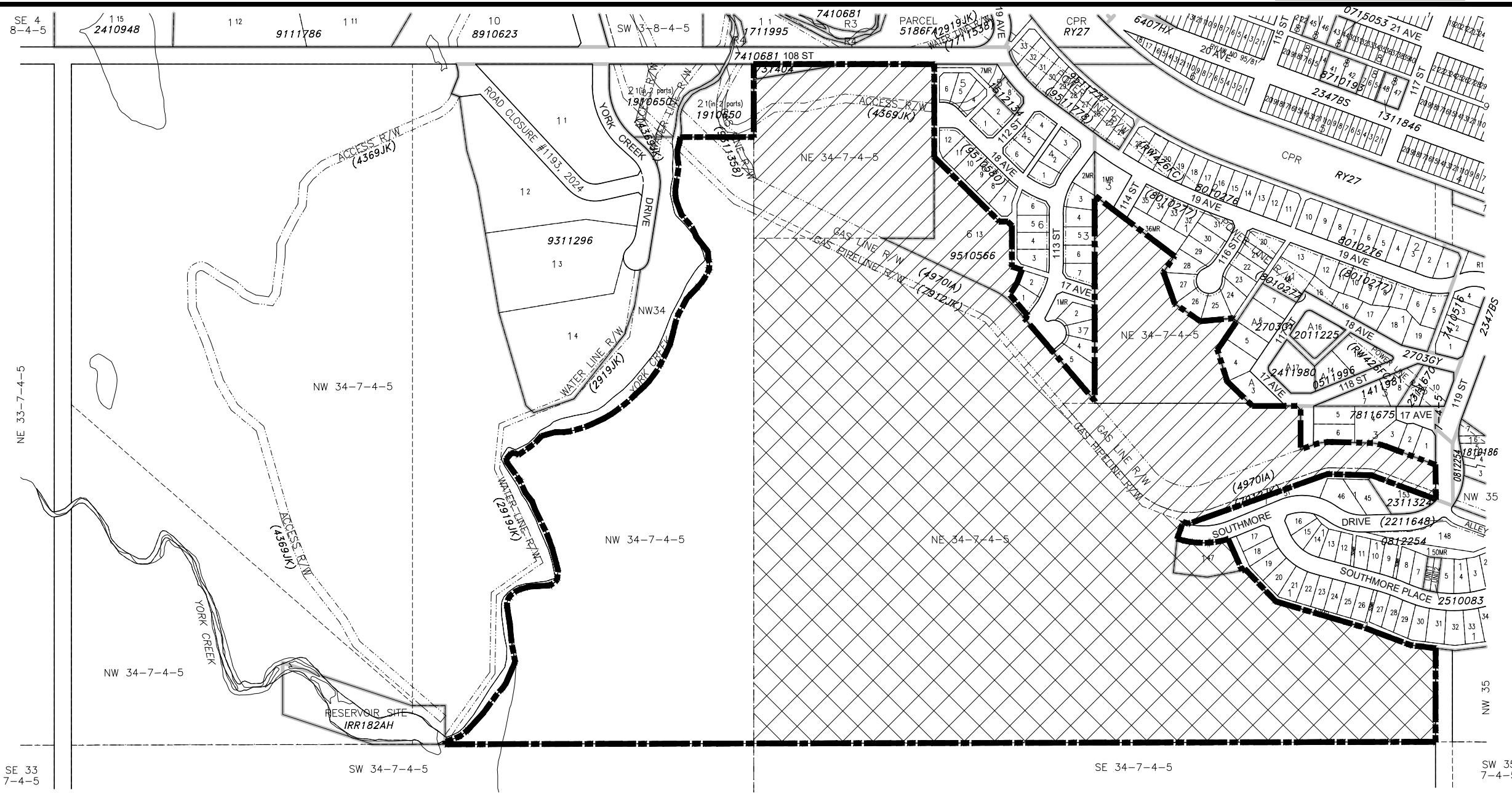
marked in the subject line no later than 12:00pm on June 16th, 2025. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

Residents who wish to participate in the upcoming Public Hearing by electronic means must submit a request at least 10 days prior to the scheduled hearing. Requests can be submitted through the following link: <https://portal.laserfiche.ca/o8468/forms/publichearingelectronic>. You will be contacted by phone during the public hearing and will have up to 5 minutes to present your remarks. Please note that you will not be able to listen to the entire public hearing remotely.

For questions regarding the proposed Bylaw Amendment please contact Ryan at The Oldman River Regional Service Commission by calling 403-329-1344 or emailing Ryandyck@orrscc.com.

A copy of the proposed bylaw may be inspected at the municipal office during normal business hours or on our website here <https://www.crowsnestpass.com/planning-development/stay-informed/public-hearings>.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 28th day of May, 2025.



FROM: Non-Urban Area NUA-1
TO: Future Urban Development FUD
PORTIONS OF NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M & LOT 13, BLOCK 6, PLAN 9510566
FROM: Comprehensive Ski Village CSV
TO: Future Urban Development FUD
PORTION OF NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M & LOT 47, BLOCK 1, PLAN 0812254

PROPOSED AREA STRUCTURE
PLAN BOUNDARY
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: MAY 20, 2025

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



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

June 11, 2025

Oldman River Regional Services Commission
3105 – 16 Ave N
Lethbridge, AB | T1H 5E8

Sent via email to: ryandyck@orrrsc.com

ATTN: Ryan Dyck, Planner

RE: Southmore Phase 2 Area Structure Plan (May 2025 Draft)

Your File #: 9A-196

Our Reference #: TCE_R250530-002AB

Thank you for sending B&A notice of this project on May 30, 2025. B&A is the land use planning consultant for TC Energy in Western Canada. On behalf of TC Energy, we work with municipalities and stakeholders regarding land use and development surrounding their pipeline infrastructure to ensure that it occurs in a safe and successful manner.

As per the requirements of the Canada Energy Regulator, development in proximity to TC Energy's pipelines with potential new residents, employees, structures, ground disturbance, and crossings could warrant pipeline remediation. Consultation between TC Energy and the applicant prior to development assists both parties in determining the best course of action to proceed with potential remediation and development. This is to help prevent pipeline damage, unwarranted crossings, and identify development within proximity to the pipeline that may trigger a pipeline Class upgrade.

Description of Proposed Area Structure Plan

We understand that the Municipality of Crowsnest Pass is now in the formal bylaw adoption stage for the Southmore Phase 2 Area Structure Plan (ASP), with Public Hearing scheduled for June 24, 2025. The Southmore Phase 2 ASP is to the west of the existing residential development in Southmore and encompasses a large future residential neighbourhood. We also understand that TC Energy and B&A previously reviewed this project at an earlier stage, and responded to it on June 26, 2024.

Please refer to **Attachment 01 Pipeline Assessment Area and Prescribed Area** for maps that show the proposal in relation to the TC Energy pipeline assessment area and prescribed area, which the following recommendations apply to.

Assessment of Proposed Area Structure Plan

The ASP was reviewed, and contains several maps and policy statements related to development in proximity to pipeline infrastructure, including:

- **Policy:** The **High-Pressure Gas Line** section on p. 33, with supporting policies 23-29 on the same page. This section thoroughly speaks to land holdings, regulatory requirements, and design costs, and its policy statements are a direct reflection of the request made in our previous correspondence.
- **Mapping:** *Figure 15* supports the aforementioned section by depicting the intersecting TC Energy pipeline corridor, while *Map 4* also depicts the pipeline corridor as one of the area's Development Constraints.

TC Energy has reviewed the Draft document, and believes these sufficiently address our previous requests. We are greatly appreciative the collaboration and coordination that it represents, and look forward to continued positive correspondence. We request that you please continue to send us notifications of future design and development phases for our awareness and input (ie. subdivision, development permit, etc.).

Conclusion

Please continue to keep us informed about this project and any future policy, land use, subdivision, and development activities in proximity to TC Energy's pipelines and facilities. Shapefile data of the pipeline assessment area and prescribed area for TC Energy's pipeline network within your municipal boundaries may be provided upon request and signing of a confidentiality agreement. Data requests, referrals and any questions regarding land use planning and development around pipelines should be sent to tcenergy@bastudios.ca.

Thanks again for providing us with the opportunity to provide comments on this project, and we look forward to working with you in the future.

Sincerely,

Kevin Bailey

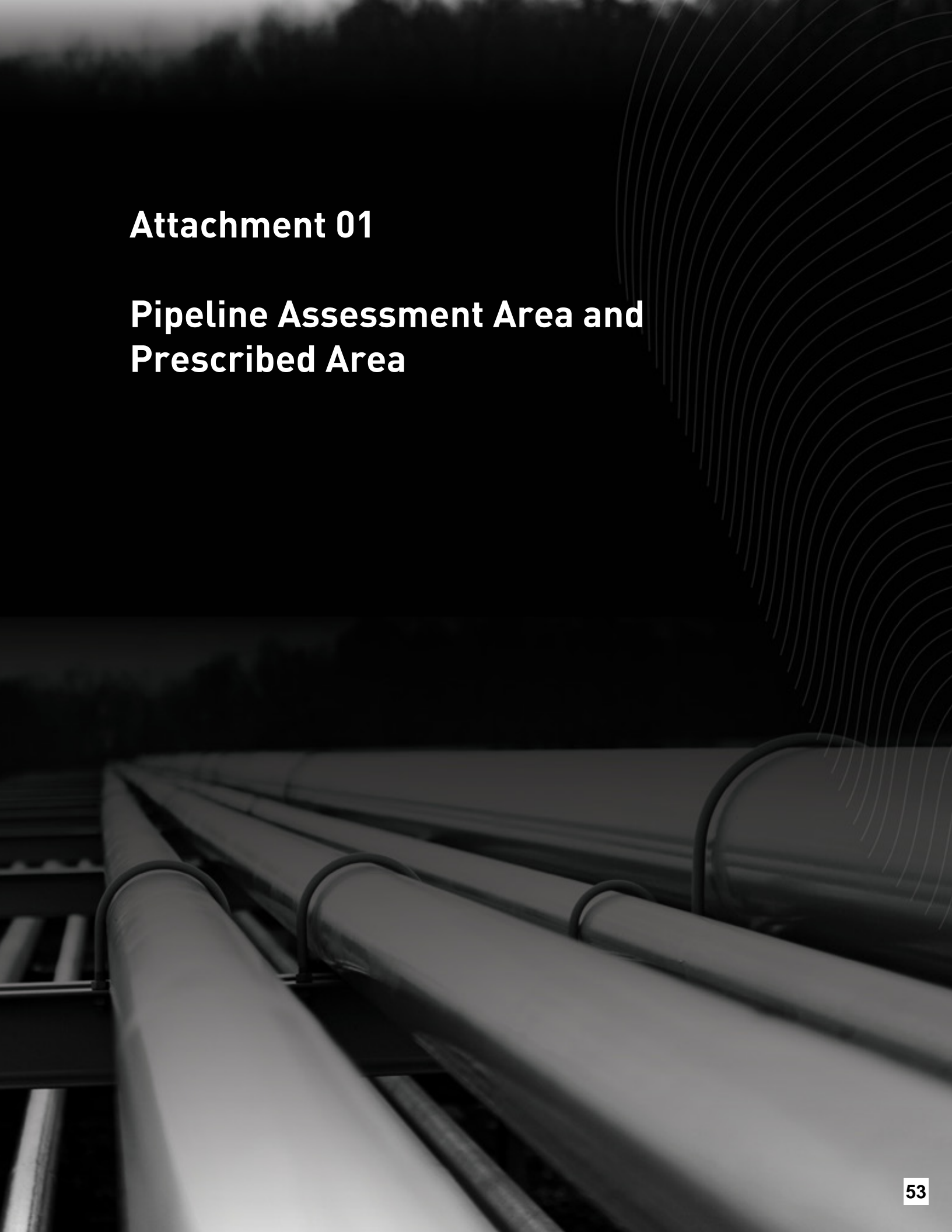
Community Planner II | BA, BEd MPlan

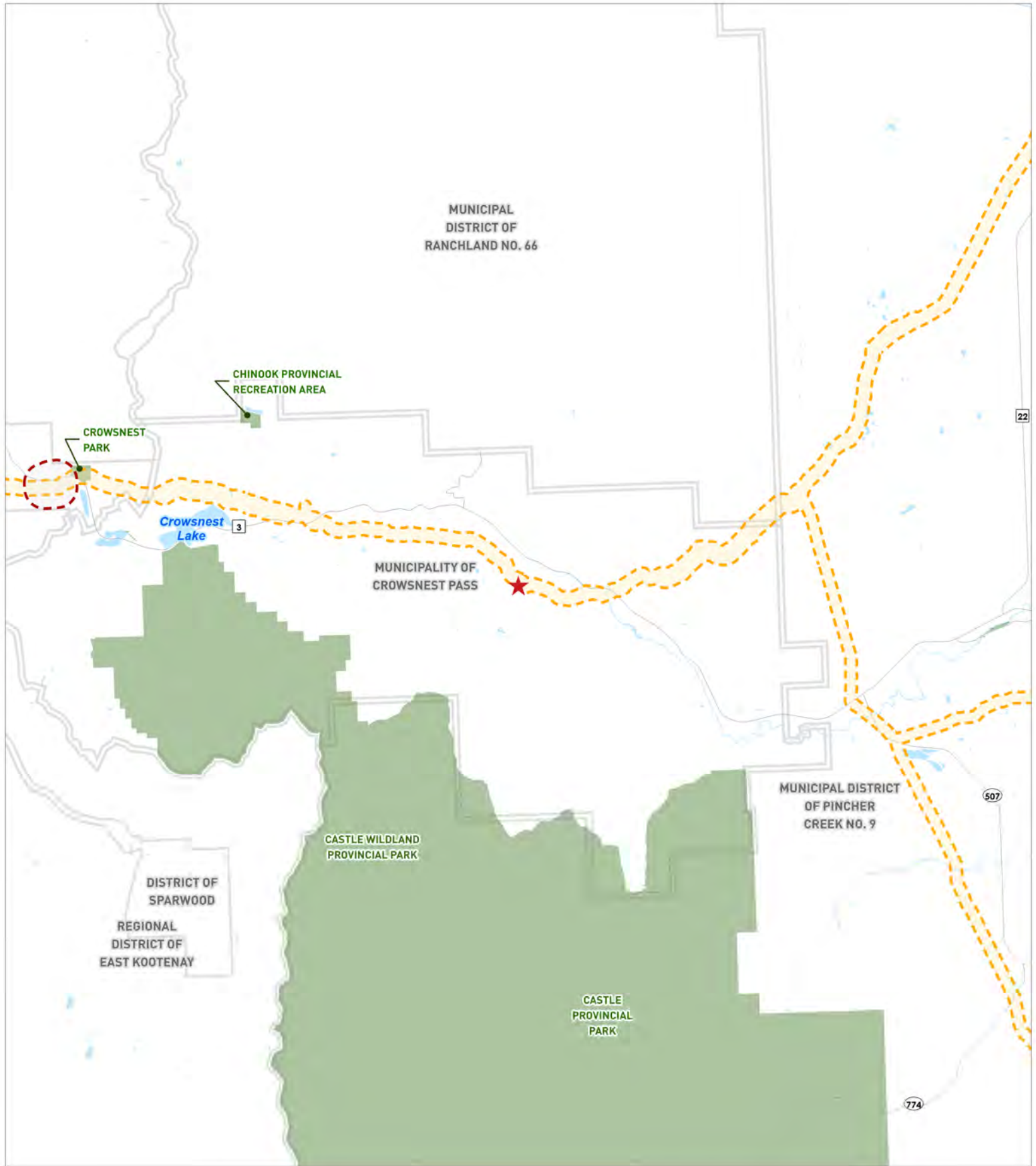
(403) 692 4535 | kbailey@bastudios.ca

B&A | 2700 – 605 5 Avenue SW | Calgary, AB T2P 3H5 | www.bastudios.ca

Attachment 01

Pipeline Assessment Area and Prescribed Area





Coordinate System: NAD 1983 UTM Zone 11N

Geographic Coordinates: -114.6614, 49.8070



1:200,000

- Subject Site
- Facility Assessment Area (800m)
- Pipeline Assessment Area (220m)
- First Nation/Métis Settlement
- Municipality - Rural
- Municipality - Urban
- Park/Protected Area
- Province
- Waterbody

0 1.5 3 4.5 6 kilometres

Plan/Contour: May 10, 2025

Regional Context

Municipal Plan

Municipality Of Crowsnest Pass
Referral ID: R250530-002AB

May 2025



TC Energy 54

Map and data are conceptual and for informational and planning purposes only.



PLEASE CONTACT YOUR LOCAL ONE CALL CENTRE (WWW.CLICKBEFOREYOU.DIG.COM) FOR ANY GROUND DISTURBANCE WITHIN THE PRESCRIBED AREA AS SHOWN ON THIS MAP.

Coordinate System: NAD 1983 UTM Zone 11N

Geographic Coordinates: -114.6614, 49.6070



1:6,000

- Subject Site
- Facility Assessment Area (800m)
- Facility Assessment Area (800m)
- Pipeline Assessment Area (220m)
- Pipeline Assessment Area (220m)
- Prescribed Area (30m)
- Prescribed Area (30m)
- Railway
- Road
- Municipality - Rural
- Quarter Section Grid

0 70 140 210 280 metres

Date Saved: May 30, 2025

Local Context

Municipal Plan

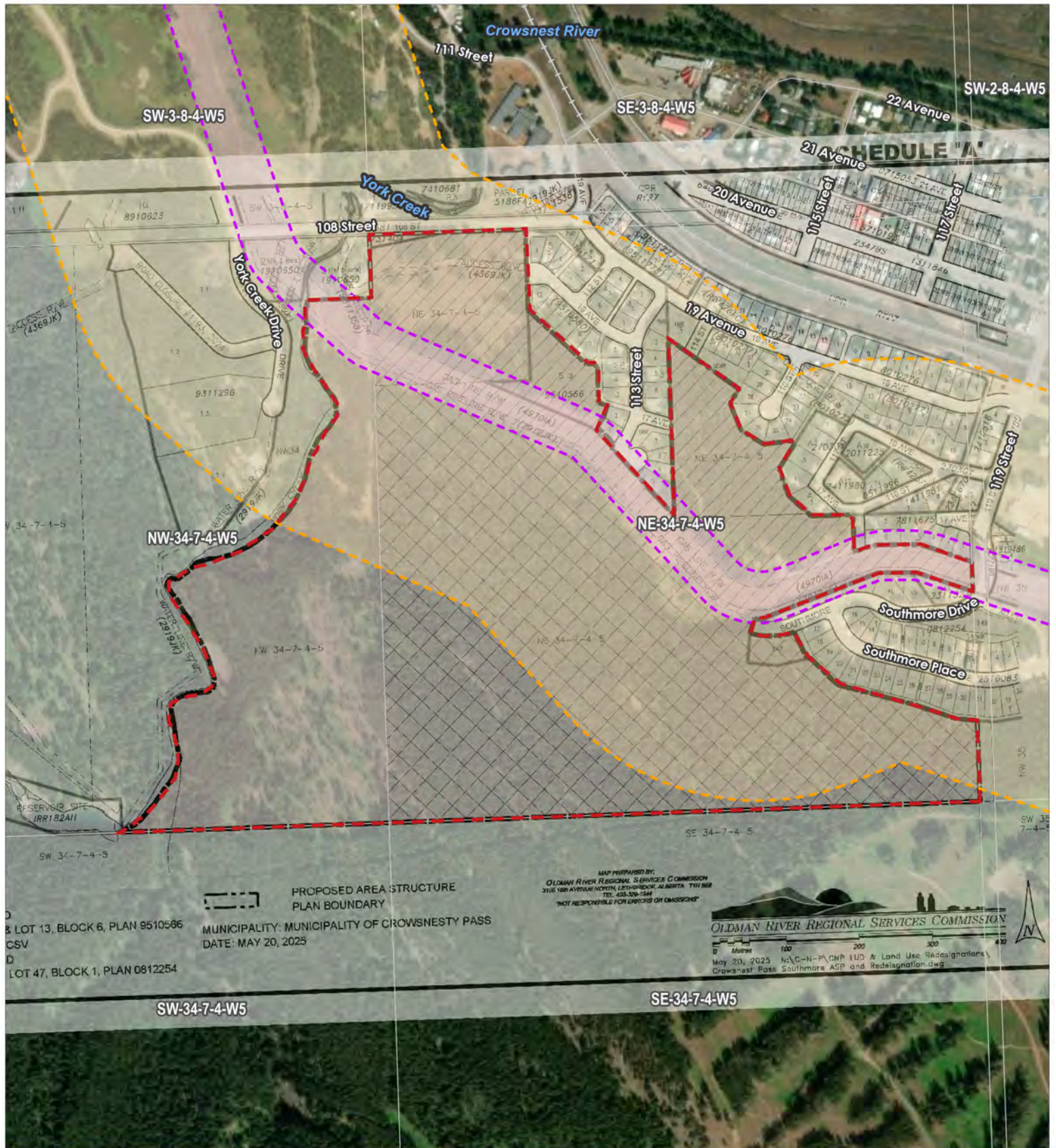
Municipality Of Crowsnest Pass

Referral ID: R250530-002AB

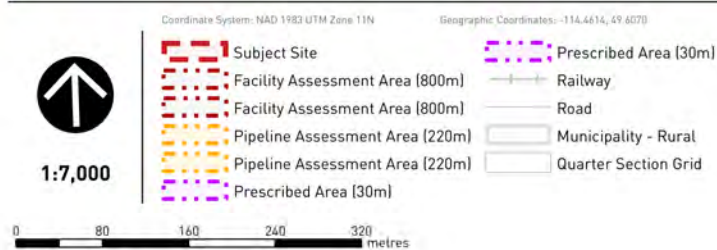
May 2025



Map and data are conceptual and for informational and planning purposes only.



PLEASE CONTACT YOUR LOCAL ONE CALL CENTRE (WWW.CLICKBEFOREYOU.DIG.COM) FOR ANY GROUND DISTURBANCE WITHIN THE PRESCRIBED AREA AS SHOWN ON THIS MAP.



Local Context Overlay

Municipal Plan

Municipality Of Crownsnest Pass

Referral ID: R250530-002AB

May 2025



TC Energy 56

Map and data are conceptual and for informational and planning purposes only.

Attachment 02

TC Energy Living and Working Near Pipelines.



Living and working near pipelines.

What you need to know - Natural gas

Please keep this brochure for future reference in case of an emergency.
To request additional copies for tenants, please contact us. See inside cover for details.



Why are you receiving this brochure?

This brochure contains important safety information for those who live and work near pipelines. This includes information about:

- What you can do to ensure safety around pipelines
- How to recognize a pipeline in your area
- Recognizing the signs of a pipeline leak
- What kind of activities are permitted on a pipeline right-of-way
- How TC Energy works to ensure the safety of pipelines

To help you understand the role you play in contributing to pipeline safety, we ask that you review the information provided. If you would like more information, have questions or to request additional copies of this brochure, please contact us at public_awareness@tcenergy.com or call 1-855-458-6715.

In the case of a pipeline emergency or to report suspicious activity along the right-of-way, please call 911 and local law enforcement, and then call TC Energy's emergency number at 1-888-982-7222. The emergency telephone number can also be found on the nearest pipeline marker, or on the back of this brochure.

TC Energy respects your privacy. To find out more about TC Energy's commitment to privacy and protecting your personal information, please see www.TCenergy.com/privacy.

The majority of TC Energy's pipelines are regulated by the Canada Energy Regulator in Canada, with some pipelines regulated provincially. This brochure is intended to provide safety information in compliance with regulatory requirements. For more information, visit www.cer-rec.gc.ca or www.tcenergy.com.

Purpose of pipelines and pipeline facilities

Pipelines are the safest and most efficient method to transport the energy that we need and use every day. Our pipelines and pipeline facilities are built using industry best practices, which include using the highest quality materials during construction and implementing a rigorous pipeline maintenance program. This includes the facilities required to safely operate the pipeline, like meter stations and compressor stations.

Meter stations measure the volume of natural gas transported through the pipeline, both at entry points (receipt station) and delivery points (sales station).

Compressor stations are necessary to maintain controlled and appropriate pressure levels along the length of the pipeline to ensure continuous and safe gas flow.

Prevent an incident, before it happens



Click or call before you dig—it's free

The best safety practices stop accidents before they happen. Just like you won't drill into a wall without knowing where the studs are, it makes sense to find out where the underground utilities are located. Unfortunately, digging without a locate is the leading cause of pipeline incidents.

Before conducting any excavation, either by hand or with machinery, contact your local One-Call Center at least 3 business days (5 in Ontario) in advance by visiting www.clickbeforeyoudig.com - Canada's source for provincial One-Call rules, regulations and contact information.

The One-Call Center will notify the facility owners in your area, who will send representatives to mark these facilities with flags, paint or other marks, helping you to avoid damaging them. Even with a locate, any excavation on a TC Energy right-of-way requires a TC Energy representative be present.

A notification to the One-Call Center is required by law in some areas, and not making a One-Call could result in fines or penalties. The service is free and could prevent accidents, injuries or deaths.

Learn more about the One-Call requirements in your province by visiting www.clickbeforeyoudig.com.

Know what utility markings mean

When you request a locate, coloured flags and/or paint are used to mark the location and type of underground utility.

Proposed excavation

Temporary survey markings

Electric power lines, cables, conduit and lighting cables

Gas, oil, steam, petroleum or gaseous materials

Communication, alarm or signal lines, cables or conduit

Potable water

Reclaimed water, irrigation and slurry lines

Sewers and drain lines

Recognizing a pipeline in your area

The general location of pipelines can be determined by two characteristics: a pipeline right-of-way (ROW) and pipeline markers.

Right-of-way

- A ROW can usually be recognized as a cleared strip of land in a linear or fairly straight line, cleared of structures and trees.
- The ROW contains the pipeline and the prescribed area that extends 30 metres on either side of the pipeline where certain activities require written consent from the pipeline operator to ensure the continued safety and integrity of the pipeline.
- The ROW must be kept clear of fences, buildings, trees or any other type of structure. The impact of a fence post, weight of a shed or the roots of a tree can cause either immediate or long-term damage to the pipeline.
- Structures or development could also impede access to the area for any required maintenance or emergency situations, resulting in safety risks and possible costly impacts to structures on the ROW.
- **The existence of the prescribed area does not necessarily mean development of the land cannot occur within the prescribed area, so contact TC Energy early to discuss your plans.**



Pipeline markers

- Found within line-of-sight on a ROW and at locations where the pipeline crosses streets, highways, waterways and railways.
- Markers only show the approximate location of the pipeline, and the depth of the line may vary. **You CANNOT use pipeline markers as a determination of where or where not to dig.**
- Pipeline markers display the pipeline operator, emergency number and the product transported in the pipeline.
- It is against the law to willfully deface, damage, remove or destroy any pipeline sign.
- Only a TC Energy representative can determine the location and depth of the pipeline. Pipelines may not follow a straight course between marker signs.



Warning sign



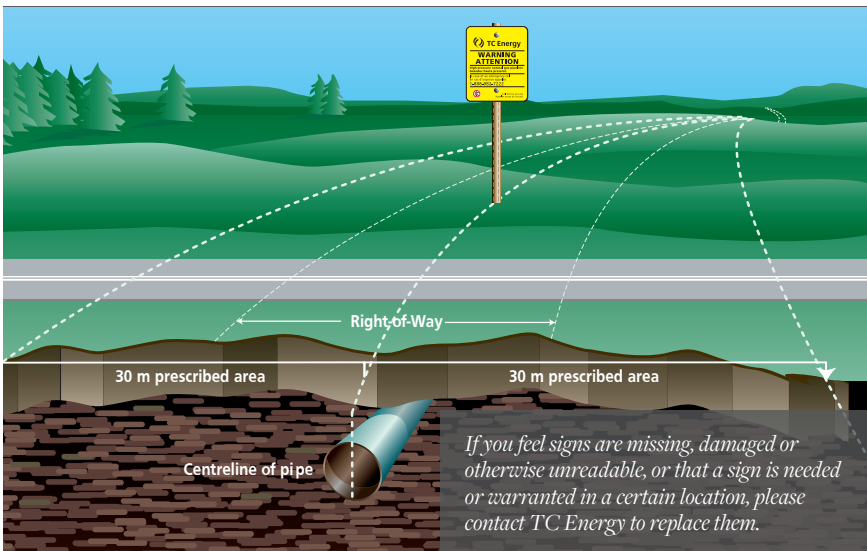
Line marker



Vent marker



Aerial marker



Recognizing a gas pipeline leak

Although a pipeline leak is rare, it is important to know how to recognize the signs. Use your senses of sight, smell and hearing to detect a potential pipeline leak.



You might see:

- Dead or dying vegetation on/near the right-of-way in an area that is usually green.
- Bubbles in a body of water.
- Dirt being blown into the air.
- Ground frosting in summer.
- Possible fire or flames above the ground, if the leak has been ignited.



You might smell:

- An odour similar to fuel, oil or propane.
- No odour. Natural gas transmission lines are not usually odourized, though smaller gas distribution lines often have an additive to give it a sulphur or “rotten egg” smell.



You might hear:

- A roaring, hissing or whistling noise.

Possible hazards of a gas pipeline leak or rupture

- Dizziness or suffocation if a leak occurs in a confined space or high concentration
- Ignition/fire if a spark or other ignition source is present
- Potential explosion if the natural gas is mixed with air
- Projectiles from site of leak or rupture propelled by the force of escaping gas

Responding to a leak or pipeline strike

A “strike” is any contact with a pipeline and can include mechanical equipment like a backhoe, or hand tools such as a shovel.

Any contact with a pipeline can affect the pipeline’s integrity or the protective corrosion coating, so it’s important to follow these steps so that a TC Energy representative can inspect the pipeline and its coating for any damage.



If you strike a pipeline or witness any of the typical signs of a leak, or any other unusual sights, sounds or smells near a pipeline location, it is important that you follow these steps:

1. Stop all excavation and construction. Shut off all machinery if safe to do so and move away from the area on foot – warn others to do the same.
2. Do not attempt to repair the pipe or operate any valves.
3. Call '911' as soon as you are in a safe location. Describe the situation and inform the operator of any injuries, leaking product or fire.
4. Call TC Energy’s emergency number at **1-888-982-7222** and explain the incident. This number is available on all pipeline marker signs.
5. Do not continue your project until authorized by a TC Energy representative.

If you cause or witness even minor damage to a pipeline or it’s coating, please notify TC Energy immediately. A gouge, scrape, dent or crease requires an inspection and possible repairs for the long-term safety of all parties and the surrounding area.

Do not cover a pipeline that has been disturbed, as it will make it more difficult to find the damaged area.

Consequences of unsafe digging

Unsafe excavations can have potential consequences for those individuals conducting the work, and negatively impact the greater community.



Risk of serious injuries and death.



Interrupted services such as electricity, gas and water.



Fines and repair costs to fix the underground utility line(s).

What if I need to use the right-of-way?

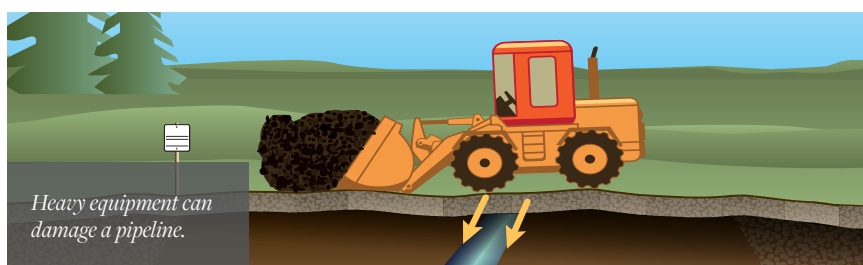
Depending on your plans or activity, it can still be possible for you to work on or use the ROW. Some activities are permitted under normal farming practices, while crossings and encroachments require approval and oversight from TC Energy.

A crossing or encroachment is a temporary or permanent structure across, on, along or under a facility or pipeline right-of-way. A crossing can also mean equipment or machinery crossing over the pipeline right-of-way or facility site. Both need an agreement so that the pipeline operator can understand the scope of work, the risk and what measures need to be taken to mitigate those risks.

You can learn more about permitted activities and crossing agreements at www.tcenergy.com/sustainability/safety/safe-digging. Often written consent for minor activities can be obtained directly from a regional TC Energy representative through a locate request.

We're here to help. If you think your activity might require a crossing agreement with TC Energy, you can use our online application form at writtenconsent.tcenergy.com or contact us by phone at **1-877-872-5177** or email at crossings@tcenergy.com. To better serve you and speed up your request, please provide the following information:

- Proposed activity – what are you planning to do?
- Location of proposed work (GPS coordinates are preferred)
- Make and model of any equipment that will cross/encroach the pipeline facilities
- Proposed activity date
- Axle load (weight)
- Your name and phone number
- Email address



What does TC Energy do to ensure pipeline safety?

TC Energy conducts a rigorous pipeline maintenance program to ensure the integrity and safety of our systems. This includes but is not limited to:

- 24/7 Monitoring of our facilities
- In-line inspections of pipelines that can identify the smallest of issues or defects for repair
- Regular patrols of the right-of-way
- Multiple shut-down valves to isolate and limit potential releases
- Cathodic protection to prevent corrosion
- Hydrostatic testing
- Investigative digs
- Ground surveys

In addition to this, TC Energy invests millions every year in research and development to improve and enhance the safety of our pipelines, from smart drone patrolling, fiber optic monitoring, greenhouse gas reduction and environmental sustainability. TC Energy's employees are trained to meet or exceed all regulated training in Canada.

In the interests of public safety, some segments along TC Energy's pipelines have been designated as High Consequence Areas (HCAs) where extra precautions are taken, known as Integrity Management Programs (IMPs). For information regarding these measures, contact TC Energy at public_awareness@tcenergy.com.



Pipeline Inspection Gauges, or “PIGs” travel through the pipeline to collect information that can then be analyzed to spot imperfection corrosion, dents or other signs that maintenance may be needed.

TC Energy's response to a pipeline incident

A pipeline incident could involve an uncontrolled or unplanned release of natural gas or oil from the pipeline system. TC Energy's state-of-the-art leak detection systems, elevated safety features and specially trained staff ensure that leaks will be quickly identified and addressed.

In the unlikely event an incident should occur, TC Energy's top priorities are to ensure the safety of the public and emergency responders, and to minimize effects on the environment and surrounding properties. TC Energy will immediately respond by:

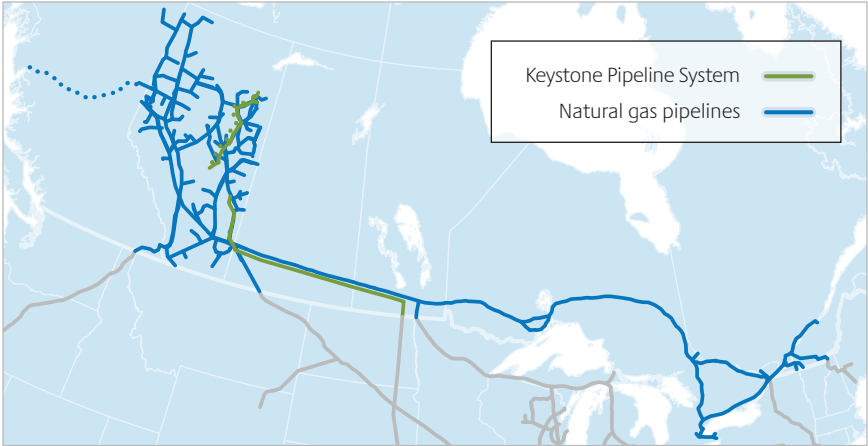
- Shutting down the affected pipeline if necessary
- Isolating the impacted section of the pipeline through either automatic valve shutoff or manual valve operation
- Dispatching emergency personnel to the location of the incident

Trained crews that are dispatched to the site will coordinate a response with local emergency services. TC Energy will not restart the pipeline until the issue has been addressed and it is safe to do so, with the approval of industry regulators.

TC Energy's policies and practices for emergency response planning go above and beyond the standard regulatory requirements for emergency response.



Emergency responders and TC Energy staff work together at an emergency exercise to ensure all are prepared in the rare event of an emergency.



Important contact information

Emergency 1-888-982-7222

Canadian One-Call centres

British Columbia 1-800-474-6886
 Alberta 1-800-242-3447
 Saskatchewan 1-866-828-4888
 Manitoba 1-800-940-3447
 Ontario 1-800-400-2255
 Quebec 1-800-663-9228
www.clickbeforeyoudig.com

Mobile phone apps

Saskatchewan Sask1st Call
 Quebec Info-Excavation

General inquiries

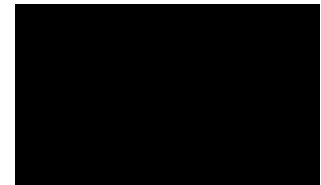
Phone 1-855-458-6715
 Email public_awareness@tcenergy.com

Applying for written consent

Online writtenconsent.tcenergy.com
 Phone 1-877-872-5177

Crossings inquiries

Email crossings@tcenergy.com
 Quebec Email quebec_crossings@tcenergy.com



June 15, 2025

Mayor Blair Painter and Councillors
Box 600
Crowsnest Pass, AB T0K 0E0

Dear Mr. Mayor and Councillors,

Re: Proposed Bylaw 1227-2025 (Area Structure Plan for Southmore Phase 2)

The Crowsnest Conservation Society would like to commend you for some of the decisions presented in the Proposed Area Structure Plan for Southmore Phase 2. We understand it will include 361 dwelling units; 179 detached, 76 semi-detached, and one apartment block with 30 units. We wish you to know that we:

- Recognize that the Municipal Development Plan calls for the development of lands within reach of water and sewer lines be prioritized for development.
- Recognize the shortage of housing in our community
- Recognize the Extreme Fuel Risk for Wildfire categorization of most of the forest in south Blairmore.
- Plans for a local park on Parcel A and potential naturalized areas, extensive in Parcel F south of existing development and smaller elsewhere.

The Board of the Crowsnest conservation Society is particularly pleased with many of the policies articulated in this planning document. They are described below:

Biophysical features.

p.31 "integration of wildlife-sensitive design features such as the contextual placement of buildings and fencing and outdoor lighting solutions that curb the extent of light trespass into the linkage zone."

15. Requirement for a biophysical impact assessment by a qualified professional.

16. Requirement for a wildlife-urban interface risk assessment to determine mitigation measures.

17. Timber harvesting activities to be done in "an environmentally responsible manner that minimizes potential adverse effects."

Areas of Potential Environmental Concern

19. ..."requirement for a mine site geotechnical investigation on Parcels D, F, G to ascertain effects of the abandoned coal mine and whether mitigation is required."



22. Further environmental assessment on Parcel A to determine presence of contaminants from previous sawmill and planer.

Density and Layout

61. A “slope-adaptive philosophy is to be used for all development, avoidance of clear-cutting and mass grading, integration of retaining features, with some tree retention, less terrain modification, control of erosion, revegetation with native plant species.”

Landscaping

73. Private yards shall be maintained in a natural slope condition.

74. Xeriscaping should be required in private yards.

77. Wildlife-wise gardening practices. Thank you for recognizing our brochure and recommendations.

Roads

83. Based on natural contours avoiding excessive grading

The Road plan avoids areas close to the York Creek.

Stormwater

Separation of stormwater and sewer lines preserves the integrity of the streams and watersheds in our community.

Use of bioswales that capture run-off, temporarily absorb some water, and send it more slowly towards downstream watercourses or storm sewer inlets.

The Crowsnest Conservation Society has reservations about one aspect of the Proposed Area Structure Plan for Southmore Phase 2. We appreciate the clear demarcation of the existing wildlife corridor in and around York Creek. It is unfortunate that the integrity of this wildlife area will be compromised by this development. We appreciate the use of the Miistakis Institute Connectivity Risk Assessment Tool for this development. It identified a high level of human activity (20 events/day) and a high ecological risk is likely. Considering approval of this proposal makes it imperative the eastern and western wildlife corridors identified in the Municipal Development Plan be fiercely protected.

In conclusion, the Crowsnest Conservation Society recognizes the need for development close to water and sewer infrastructure. Although we are concerned about the potential impact of this development on the central wildlife corridor along York Creek, this proposal presents admirable attempts to preserve the landscape and still provide housing in this community.

Sincerely,
Brenda Davison,
President, Board of Directors

Laken Mckee

From: [REDACTED]
Sent: June 16, 2025 12:00 PM
To: Public Hearings
Subject: PROPOSED BYLAW NO. 1227, 2025 & 1228, 2025 1:00PM , June 24th , 2025

To Whom it May Concern,

With regards to the Municipality of Crowsnest Pass adopting an area structure plan for lands in south Blairmore for the purpose of providing a framework for subsequent subdivision and development, we would like to submit our expression of concern and also our opposition for proposed development that is currently under consideration. As residents and taxpayers in our community, we believe it is crucial to voice our concerns. While we understand the importance of responsible urban planning we respectfully disagree with the demolition of this rural area which will be detrimental to our community and surrounding neighborhood.

First and foremost, the land in question is by far the most utilized green space property within the boundaries of Blairmore due to its amazing trail system. It hosts phenomenal walking, biking, running, hiking, sightseeing trails within the community with access for individuals native to the community, as well as, visitors. These trails are accessed by over 8000 individuals yearly and are used throughout all four seasons. In one of the statements to address concerns regarding these trails you say these trails will be saved? This is not even remotely possible with the footprint that has been set out for this area. This is the last green space with such access within our community and should be treated as such. Rezoning will lead to increased storm water which will impact the Transmountain Pipeline and also residences below the proposed areas, loss of natural habitat and negative impacts on the abundant wildlife and local ecosystem. In fact, it should be considered to be designated as a park or be offered for purchase to the nature conservancy who would steward this land with delicate measures to ensure it's pristine condition.

With regards to the exponential increase in traffic flow, most of it through existing residential areas there should be a huge red flag for safety reasons alone to pedestrians and residents, along with, increased pollution, road maintenance, increased noise, increased light pollution for residents with vehicle lights at night. The areas proposed are densely populated with homes and parking on the streets on both sides so it hardly seems like a viable solution for safe access.

Property values: The proposed various types of dwellings will negatively impact property values in the existing adjacent neighborhoods. Existing homeowners have invested in this area with the understanding that it is primarily residential, and introducing a large-scale apartment housing project along with multi family dwellings will have an adverse effect on tax payers investments.

Alternative solutions: The Municipality states this is the only property left in Blairmore. There is a more suitable location, such as, southeast of the ski hill which could be developed to increase residential lots and apartment style housing and would have greater usage as a Ski Village or how about North of Highway 3 where the golf course is. All services are also available on that side of town. Being that the property in question is a north facing slope and that most of the area is over the 30% allowable grade for building and roads it does not get any sun and will be an increase in municipal resources and cost to taxpayers to keep roads cleared and safe during 6 months of the year.

Cost to taxpayers: Interesting that this was not addressed by the Municipality as many citizens are concerned and asked this question at the open house as to who is going to pay for the \$25,000,000 project (this is without foreseeing additional costs). This should in no way impact existing tax payers.

Thank you for taking time to review our concerns. We hope the Municipality will carefully consider the implications of this proposed development on our community's well-being and listens to the hundreds of concerned residents and visitors to our community that are in opposition to this.

Kind regards,

Paying taxpaying citizens



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 5.c

Subject: Bylaw 1228, 2025 - Land Use Bylaw Amendment - Establishment of the Future Urban Development District and redesignation of Southmore Phase 2 - Public Hearing

Recommendation: That Council hold a public hearing in respect of Bylaw 1228, 2025 and consider the input received.

Executive Summary:

On May 27, 2025 Council gave first reading of Bylaw 1228, 2025 to commence public consultation.

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

As part of the process in adopting the ASP, it is prudent to establish a new "holding" land use district in the Land Use Bylaw, namely the Future Urban Development District (FUD), and to redesignate the ASP plan area into this district to preserve the ability to subdivide and develop the lands in accordance with the MDP and the ASP.

Relevant Council Direction, Policy or Bylaws:

Bylaw 1059, 2020 Municipal Development Plan.

Bylaw 1227, 2025 Southmore Phase 2 Area Structure Plan.

Municipal Government Act s. 692 Planning Bylaws.

Bylaw No. 1165, 2023, as amended.

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[FORMATTED REVISED Bylaw 1227 & 1228, 2025 FUD Notice.pdf](#)
[2025 06 16 Blast Services.pdf](#)

NOTICE OF PUBLIC HEARING

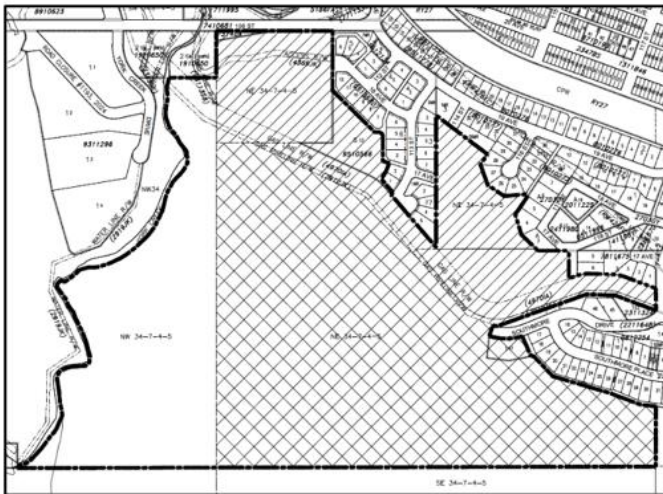
MUNICIPALITY OF CROWSNEST PASS IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 1227, 2025 & 1228, 2025

1:00PM, June 24th, 2025
Municipality of Crowsnest Pass Council Chambers

PURSUANT to sections 216.4, 606, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1227, 2025, being a new area structure plan, and proposed bylaw 1228, 2025, being a bylaw to amend Bylaw No. 1165, 2023, being the municipal land use bylaw.

The purpose of Bylaw 1227, 2025 is for the adoption of an area structure plan for lands in south



Blairmore, as shown on Schedule 'A', for the purpose of providing a framework for subsequent subdivision and development.

The purpose of Bylaw 1228, 2025 is to establish a new land use district titled "Future Urban Development" and to redesignate the lands legally described as:

- portion of LSD 15, NE¼ 34-7-4-W5M (11110 18 Ave)
- Lot 13, Block 6, Plan 951 0566 (civic address not assigned)
- portion of LSD 16, NE¼ 34-7-4-W5M (civic address not assigned)
- portion of LSDs 9,10, NE¼ 34-7-4-W5M (1602 118 St)
- portion of LSDs 9,10,15, NE¼ 34-7-4-W5M (civic address not assigned)
- Lot 47, Block 1, Plan 081 2254 (140 Southmore Dr)

as shown on Schedule 'A', from various land use districts to "Future Urban Development – FUD," for the purpose of implementing the area structure plan by establishing a holding district to ensure that the lands are managed in a way that facilitates the outcomes in the area structure plan.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1227, 2025 & 1228, 2025, will be held in the Municipality of Crowsnest Pass Council Chambers at 1:00PM on June 24th, 2025. Each person shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: The Executive Assistant to the CAO at publichearings@crownsnestpass.com with the bylaw number and public hearing date clearly

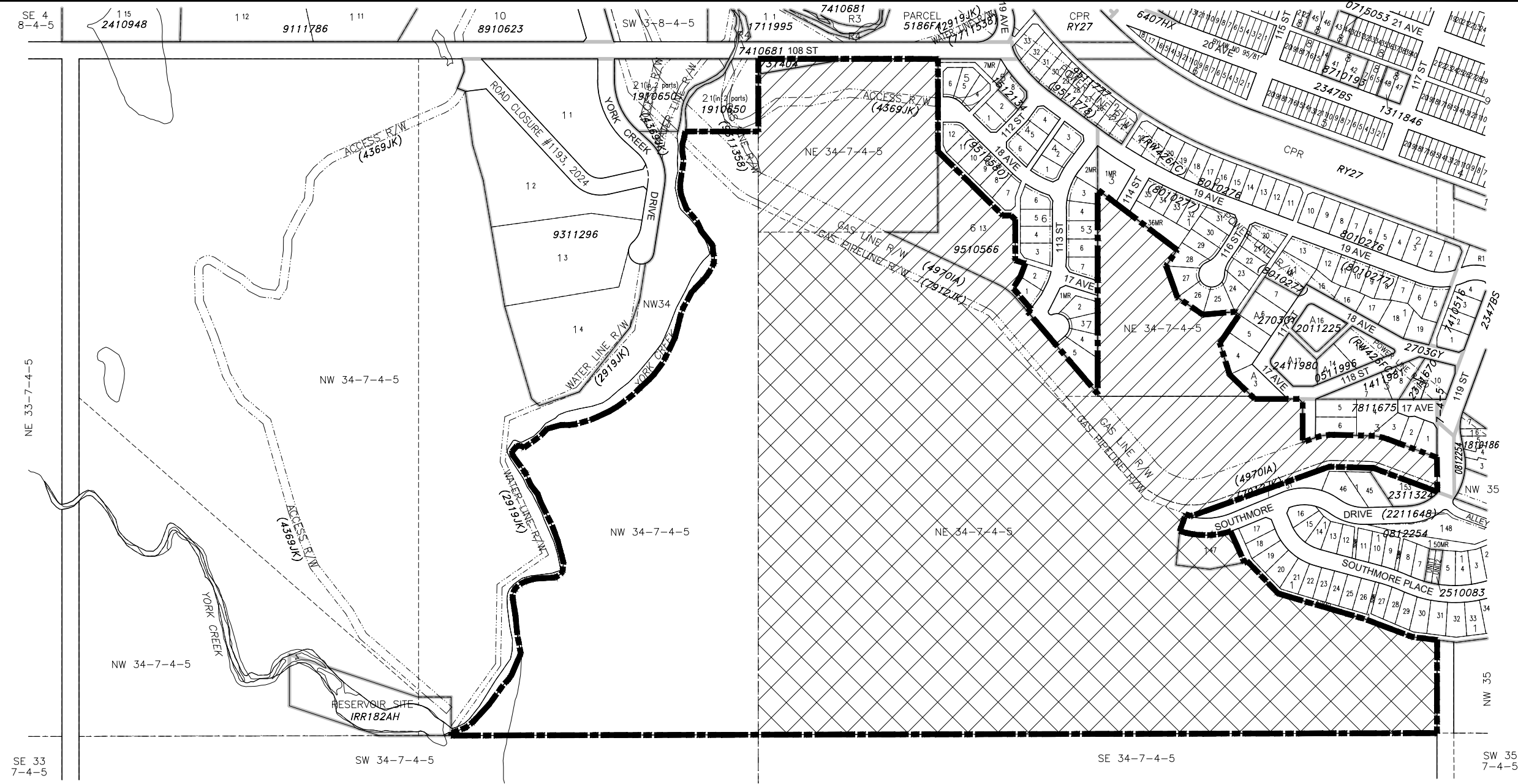
marked in the subject line no later than 12:00pm on June 16th, 2025. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

Residents who wish to participate in the upcoming Public Hearing by electronic means must submit a request at least 10 days prior to the scheduled hearing. Requests can be submitted through the following link: <https://portal.laserfiche.ca/o8468/forms/publichearingelectronic>. You will be contacted by phone during the public hearing and will have up to 5 minutes to present your remarks. Please note that you will not be able to listen to the entire public hearing remotely.


For questions regarding the proposed Bylaw Amendment please contact Ryan at The Oldman River Regional Service Commission by calling 403-329-1344 or emailing Ryandyck@orrscc.com.

A copy of the proposed bylaw may be inspected at the municipal office during normal business hours or on our website here <https://www.crowsnestpass.com/planning-development/stay-informed/public-hearings>.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 28th day of May, 2025.



 FROM: Non-Urban Area NUA-1
TO: Future Urban Development FUD
PORTIONS OF NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M & LOT 13, BLOCK 6, PLAN 9510566
 FROM: Comprehensive Ski Village CSV
TO: Future Urban Development FUD
PORTION OF NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M & LOT 47, BLOCK 1, PLAN 0812254

 PROPOSED AREA STRUCTURE
PLAN BOUNDARY
MUNICIPALITY: MUNICIPALITY OF CROWSNESTY PASS
DATE: MAY 20, 2025

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



OLDMAN RIVER REGIONAL SERVICES COMMISSION



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



Laken Mckee

From: [REDACTED]
Sent: June 16, 2025 12:00 PM
To: Public Hearings
Subject: PROPOSED BYLAW NO. 1227, 2025 & 1228, 2025 1:00PM , June 24th , 2025

To Whom it May Concern,

With regards to the Municipality of Crowsnest Pass adopting an area structure plan for lands in south Blairmore for the purpose of providing a framework for subsequent subdivision and development, we would like to submit our expression of concern and also our opposition for proposed development that is currently under consideration. As residents and taxpayers in our community, we believe it is crucial to voice our concerns. While we understand the importance of responsible urban planning we respectfully disagree with the demolition of this rural area which will be detrimental to our community and surrounding neighborhood.

First and foremost, the land in question is by far the most utilized green space property within the boundaries of Blairmore due to its amazing trail system. It hosts phenomenal walking, biking, running, hiking, sightseeing trails within the community with access for individuals native to the community, as well as, visitors. These trails are accessed by over 8000 individuals yearly and are used throughout all four seasons. In one of the statements to address concerns regarding these trails you say these trails will be saved? This is not even remotely possible with the footprint that has been set out for this area. This is the last green space with such access within our community and should be treated as such. Rezoning will lead to increased storm water which will impact the Transmountain Pipeline and also residences below the proposed areas, loss of natural habitat and negative impacts on the abundant wildlife and local ecosystem. In fact, it should be considered to be designated as a park or be offered for purchase to the nature conservancy who would steward this land with delicate measures to ensure it's pristine condition.

With regards to the exponential increase in traffic flow, most of it through existing residential areas there should be a huge red flag for safety reasons alone to pedestrians and residents, along with, increased pollution, road maintenance, increased noise, increased light pollution for residents with vehicle lights at night. The areas proposed are densely populated with homes and parking on the streets on both sides so it hardly seems like a viable solution for safe access.

Property values: The proposed various types of dwellings will negatively impact property values in the existing adjacent neighborhoods. Existing homeowners have invested in this area with the understanding that it is primarily residential, and introducing a large-scale apartment housing project along with multi family dwellings will have an adverse effect on tax payers investments.

Alternative solutions: The Municipality states this is the only property left in Blairmore. There is a more suitable location, such as, southeast of the ski hill which could be developed to increase residential lots and apartment style housing and would have greater usage as a Ski Village or how about North of Highway 3 where the golf course is. All services are also available on that side of town. Being that the property in question is a north facing slope and that most of the area is over the 30% allowable grade for building and roads it does not get any sun and will be an increase in municipal resources and cost to taxpayers to keep roads cleared and safe during 6 months of the year.

Cost to taxpayers: Interesting that this was not addressed by the Municipality as many citizens are concerned and asked this question at the open house as to who is going to pay for the \$25,000,000 project (this is without foreseeing additional costs). This should in no way impact existing tax payers.

Thank you for taking time to review our concerns. We hope the Municipality will carefully consider the implications of this proposed development on our community's well-being and listens to the hundreds of concerned residents and visitors to our community that are in opposition to this.

Kind regards,

Paying taxpaying citizens



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 6.a

Subject: RCMP Quarterly Update - Sergeant Mark Amatto

Recommendation: That Council accept the RCMP 2024 Q4 Update as information.

Executive Summary:

The RCMP provides a quarterly report to Council to keep them apprised of RCMP activities for the preceding quarter as stats become available and to determine community policing priorities. Q4 stats for 2024 will be presented.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Q4 2024-25 Community Letter - Municipality of the Crowsnest Pass.pdf](#)

[Q4 2024-25 Crowsnest Pass Provincial Community Report.pdf](#)

[Crowsnest Pass Q4 Provincial Crime Statistics.pdf](#)



May 8th, 2025

Blair Painter
Mayor
Municipality of the Crowsnest Pass, AB

Dear Mayor Painter,

Please find attached the quarterly Community Policing Report covering the period from January 1st to March 31th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Crowsnest Pass Detachment.

As we approach summer, I would like to highlight the preparations that the Alberta RCMP have made to address what may be another busy wildfire season. The wildfire seasons of 2023 and 2024 have provided our organization with many lessons on the best ways to handle the unpredictability of wildfires. In March, we began planning for the 2025 wildfire season and this included the early staffing of our Division Emergency Operations Center (DEOC). In the past two years, DEOC has been the cornerstone of the police response to the wildfires in Alberta. The members and staff in DEOC are able to process information from various sources to determine the most optimal way to deploy police resources in areas under threat of wildfires.

Depending on the severity of the fire season, it may be necessary to draw resources from your police service to ensure the safety of people and property in affected communities. I want to assure you that the Alberta RCMP will keep the needs of your community in mind and will work to deploy only the resources which will not adversely impact the security of our own community. The Alberta RCMP remains ready to respond to wildfires in coordination with other provincial resources to protect our citizens and communities.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Sergeant Mark Amatto
Detachment Commander
Crowsnest Pass Detachment





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Crowsnest Pass

Detachment Commander

Sgt Mark Amatto

Report Date

May 8, 2025

Fiscal Year

2024-25

Quarter

Q4 (January - March)

Community Priorities

Priority #1: Intelligence led policing - Prolific/Habitual offender management**Updates and Comments:**

Crowsnest Pass Detachment Members and the Integrated Offender Management Team have been successful in the implementation and follow through with the Integrated Offender Management Program. By maintaining a measured enforcement standard, repeat offenders who commit criminal activities in the Crowsnest Pass jurisdiction are routinely followed up with by police in regard to holding them accountable by enforcement means, as well as social work programs and supports to break the cycle of recidivism and ultimately provide opportunities for rehabilitation. This program remains in effect and offenders will be added or removed from the program, as new targets are selected. Regional meetings are held on a monthly basis with the RCMP and Provincial partners to review and consult on existing or new case loads.

Priority #2: Traffic Safety - Aggressive Driving**Updates and Comments:**

Crowsnest Pass Detachment Members ensured that aggressive driving was addressed by being visible during peak traffic, issuing written warnings as well as conducting enforcement by means of tickets. The Community Peace Officer program remains a valuable asset as an enforcement partner, contributing to cooperative traffic operations and bolstering safety on the highways. The presentation at the school was not able to take place in this reporting period due to prioritized criminal investigations, however proactive patrols of the High School and Members' openness and approachability have allowed for students and other users of the highway to ask questions, receive answers and otherwise raise awareness in regard to traffic safety.





Priority #3: Organized Crime - Drug Trafficking

Updates and Comments:

This reporting period saw Members patrolling the local bars as well as identified areas of concern. Members cultivated information regarding drug use and were able to refer appropriate individuals to applicable health care providers in regard to their respective addictions. This Quarter saw a partnered enforcement effort, with the assistance of ALERT, and an undercover operation that took place over the course of a month. While the operation was in effect, many rumours, beliefs and information were not corroborated. This, in addition to the continued efforts of the Crowsnest Pass Detachment, support the conclusion that, although drugs are present within the Crowsnest Pass, there is not a significant illicit drug problem. Successfully with the combined efforts it can be concluded that the Crowsnest Pass currently has a low volume of drug-dependent population and no significant amounts of drugs are being brought into the community.

Priority #4: Property - Theft from Auto

Updates and Comments:

Crowsnest Pass Members have been effective in reducing the thefts from motor vehicles this year. This is due to the combined efforts of the Detachment Members conducting enhanced patrols and community members being educated by police in regard to removing valuables from their vehicles, as well as locking and securing the vehicle itself. Efforts were completed to raise awareness of community members by the continued use of the Lock It or Lose It program, as well as the Operation Cold Start initiative. Targeted patrols were completed throughout the jurisdiction, with a concentrated effort being focused on residential and out-lying rural locations. Detachment Members ensured that fully marked police vehicles were utilized on those patrols, focusing on visibility, positive interactions with members of the public and crime deterrence / reduction.

Priority #5: Police / Community Relations - Police Visibility

Updates and Comments:

While this quarter saw a reduction in the volume of patrols completed in comparison to previous quarter, the quality of patrols was maintained. Members targeted high frequency areas as well as areas of higher population density. While patrols are maintained at an acceptable level this number does not account for driving to and from calls for service, or traffic enforcement in and along the roadways. These are targeted patrols of a particular areas of concern, allowing police to increase visibility and focusing on positive contact with members of the public.





Community Consultations

Consultation #1

Date	Meeting Type
January 22, 2025	Community Connection
Topics Discussed	
Information Sharing, Crime Reduction Initiatives, Education Session	
Notes/Comments:	
Citizens On Patrol and Bear Smart Integration meeting held at the Detachment. Crime Reduction Initiatives and formal operating procedures were discussed.	

Consultation #2

Date	Meeting Type
February 18, 2025	Meeting with Elected Officials
Topics Discussed	
Information Sharing, Education Session, Crime Reduction Initiatives	
Notes/Comments:	
Detachment met with the MD of Ranchland No. 66 Council at the Chambers to discuss Quarter 3 reporting.	



Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	9	7	0	2
Detachment Support	3	4	0	0

Notes:

1. Data extracted on March 31, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the nine established positions, seven officers are currently working with none on special leave. There are two hard vacancies at this time.

Detachment Support: Of the three established positions, four resources are currently working with none on special leave. There is one resource that is Surplus to Establishment. There is no hard vacancy at this time.

Crowsnest Pass Provincial Detachment

Crime Statistics (Actual)

January to March: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		2	0	0	0	0	-100%	N/A	-0.4
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		2	1	3	1	1	-50%	0%	-0.2
Other Sexual Offences		0	1	0	2	0	N/A	-100%	0.1
Assault		24	10	29	16	22	-8%	38%	0.2
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	1	N/A	N/A	0.2
Criminal Harassment		13	13	8	13	12	-8%	-8%	-0.2
Uttering Threats		8	4	9	10	3	-63%	-70%	-0.4
TOTAL PERSONS		49	29	49	42	39	-20%	-7%	-0.7
Break & Enter		3	8	7	10	1	-67%	-90%	-0.2
Theft of Motor Vehicle		4	4	0	3	6	50%	100%	0.3
Theft Over \$5,000		1	1	1	0	0	-100%	N/A	-0.3
Theft Under \$5,000		12	20	10	13	5	-58%	-62%	-2.1
Possn Stn Goods		5	0	1	2	1	-80%	-50%	-0.6
Fraud		13	8	8	10	8	-38%	-20%	-0.8
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		13	15	9	12	11	-15%	-8%	-0.7
Mischief - Other		3	14	12	9	18	500%	100%	2.5
TOTAL PROPERTY		54	70	48	59	50	-7%	-15%	-1.9
Offensive Weapons		3	2	2	0	3	0%	N/A	-0.2
Disturbing the peace		7	8	8	11	5	-29%	-55%	-0.1
Fail to Comply & Breaches		13	0	4	6	5	-62%	-17%	-1.0
OTHER CRIMINAL CODE		10	2	3	4	10	0%	150%	0.2
TOTAL OTHER CRIMINAL CODE		33	12	17	21	23	-30%	10%	-1.1
TOTAL CRIMINAL CODE		136	111	114	122	112	-18%	-8%	-3.7



**Crowsnest Pass Provincial Detachment
Crime Statistics (Actual)
January to March: 2021 - 2025**

All categories contain "Attempted" and/or "Completed"

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	1	1	1	2	-50%	100%	-0.4
Drug Enforcement - Trafficking		0	0	2	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		4	1	3	1	2	-50%	100%	-0.4
Cannabis Enforcement		0	0	1	0	0	N/A	N/A	0.0
Federal - General		3	0	0	1	2	-33%	100%	-0.1
TOTAL FEDERAL		7	1	4	2	4	-43%	100%	-0.5
Liquor Act		0	7	4	1	3	N/A	200%	0.0
Cannabis Act		0	1	0	0	0	N/A	N/A	-0.1
Mental Health Act		11	22	21	20	19	73%	-5%	1.4
Other Provincial Stats		26	15	16	13	17	-35%	31%	-2.0
Total Provincial Stats		37	45	41	34	39	5%	15%	-0.7
Municipal By-laws Traffic		1	1	0	0	0	-100%	N/A	-0.3
Municipal By-laws		8	6	2	2	11	38%	450%	0.2
Total Municipal		9	7	2	2	11	22%	450%	-0.1
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		2	7	6	8	6	200%	-25%	0.9
Property Damage MVC (Reportable)		33	48	67	36	28	-15%	-22%	-2.2
Property Damage MVC (Non Reportable)		14	13	9	14	6	-57%	-57%	-1.5
TOTAL MVC		49	68	82	58	40	-18%	-31%	-2.8
Roadside Suspension - Alcohol (Prov)		0	1	1	1	1	N/A	0%	0.2
Roadside Suspension - Drugs (Prov)		0	0	0	1	0	N/A	-100%	0.1
Total Provincial Traffic		449	146	242	123	179	-60%	46%	-56.3
Other Traffic		0	3	0	0	0	N/A	N/A	-0.3
Criminal Code Traffic		3	6	6	5	5	67%	0%	0.3
Common Police Activities									
False Alarms		9	8	5	9	8	-11%	-11%	-0.1
False/Abandoned 911 Call and 911 Act		1	16	8	5	6	500%	20%	-0.1
Suspicious Person/Vehicle/Property		15	40	21	20	15	0%	-25%	-2.0
Persons Reported Missing		5	0	3	4	2	-60%	-50%	-0.2
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		28	27	27	19	41	46%	116%	1.8
Form 10 (MHA) (Reported)		3	0	4	0	1	-67%	N/A	-0.4



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 6.b

Subject: RhPAP - Attraction and Retention Committee

Recommendation: That Council accept the Presentation from Monica Zyla, Barb Huseby, Sherri-May Hotchkiss and Dr. Kristie Penner on behalf of the RhPAP, Attraction and Retention Committee.

Executive Summary:

The local clinic, along with RhPap, are looking to present to Council on creating a new Committee of Council to address the attraction and retention of healthcare and Allied Professionals by championing, attracting and welcoming them to our home.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[1 what does this delegation want.docx](#)

[2 draft terms of reference.docx](#)

[3 clinic facts.docx](#)

[4 rhpap Presentation - Council pkg.pdf](#)

Presentation to Council Jun 24, 2025 13:00 hours

Establishment of Attraction n Retention Committee for Healthcare (ARCH) as a Committee of Council

WHY: We have reached a critical point in our community where we are unable to recruit not only healthcare professionals but allied services like mechanics to keep the hospital running. This Committee for Healthcare (ARCH) will champion, attract and welcome healthcare professionals and allied services to our community to ensure ongoing health services for our community. Our current team needs strong unified support from their community.

WHAT: Council to reconstitute the current RhPAP Committee to the Attraction and Retention Committee for Healthcare (ARCH). Our community must become aware of the critical need for healthcare professionals and allied services. They will be offered the opportunity to welcome these people and their families to live, work and play here.

HOW: Champion community involvement in inviting in and connecting with healthcare professionals, allied services and their families. Attracting them to want to live and practise here. Welcoming them and their families so they feel like they belong and are naturally rewarded by being here.

WHO: Community driven, government supported with stable annual funding via a per capita amount, redirect the recycling saving.

WHERE: Our community, the surrounding MDs, Sparwood, visitors and tourists.

WHEN: Our desire is to begin our work immediately. We will meet as needed to develop a plan of action and then execute as is necessary.

Attract N Retention Committee for Healthcare (ARCH)

Purpose: ARCH will attract and welcome healthcare professionals and allied services to our community to ensure ongoing health services for our community.

Objectives: To provide support for healthcare providers' and allied services attraction and retention by:

- Championing community involvement by inviting in and connecting with them and their families
- Attracting them to want to live and practise here
- Welcoming them and their families so they feel like they belong and want to stay

Outcomes: Measure success by:

- Health care providers and support services seek out our community to work and live and play
- The families are settled, engaged in and connected to the community.
- Actively welcome, appreciate and value, always

Membership: ARCH membership will consist of:

- a. AHS (or equivalent) Representative (1)
- b. Local Clinic(s)/Allied Health (1-2)
- c. Local Municipal Rep (1-2)
- d. Community Representatives (3-4)
- e. RhPAP (1)

ARCH will appoint from within its members, through consensus, the following positions: Chair, Vice Chair, Secretary, and Treasurer.

ARCH will establish working groups to focus on specific functions such as championing, attraction, and welcoming. Such working groups will be led by one member of ARCH and may include additional individuals from the larger community. All working groups will report back to ARCH on a regular basis.

2. **Decision Making:** ARCH will function on a collaborative/consensus committee process. All parties will participate equally, and decision making will aim to have full agreement on the course of action to be followed. Voting will occur only as a last option.
3. **Terms:** Members shall be appointed for 2-year terms, with appointments being staggered to allow for continuity and stability of ARCH. Members representing the

Municipality and Alberta Health Services (or equivalent) shall ensure that alternate members are appointed. These members are responsible to ensure alternates are advised of meetings if they are unable to attend.

4. **Meetings:**

- a. Meetings will be held as required for effective functioning of ARCH and at the call of the Chair.
- b. Meetings will follow an open and transparent process.
- c. An agenda will be developed and distributed one week prior to each meeting.
- d. A simple majority of members of ARCH will constitute a quorum.
- e. Minutes of each ARCH meeting will be circulated to members within two weeks following the meeting. They will not be made public until approved by ARCH at a subsequent meeting.
- f. Meetings will be held as required, at a minimum quarterly.

5. **Communication:** The Chair shall be the contact for ARCH, unless there is an alternate designate. The Chair or designate will ensure that approved messages and actions of ARCH are communicated to residents by way of newspaper, municipal websites, or other forms of communication.

DRAFT

Crowsnest Medical Clinic Facts

Year	2019	2020	2021	2022	2023	2024
# of doctors	10	8	8	8	8	9
# of full time staff	13	9	9	11	11	13
#of casual staff	8	6	8	6	6	6
# of registered patients	5264	5179	5298	5524	5565	5711

- Clinic is the medical home to over 5700 registered patients, 1879 patients without an assigned doctor.
- In addition to Crowsnest Pass residents, the clinic cares for patients who live in BC including, Fernie, Sparwood, Elkford, MD of Ranchlands, Pincher Creek and MD of Pincher Creek
- 10 doctors (2 currently on mat leave), working 60-70 hours per week or more
- Clinic employs 22 CNP residents
- Clinic Doctors cover Long Term Care, Peaks to Pine Lodge, hospital in patients and our Hospital Emergency Department 24 x 365 with occasional help from locums (fully qualified doctors who do not live in the community to cover local docs time off).
- Unlike most other rural Alberta communities, CNP has not closed its Emergency Room for lack of physician coverage in more than 6 years.
- The Clinic has developed into a training site of choice for medical learners from U of A and U of C and outside Alberta because we provide a high quality learning experience in a supportive, welcoming environment.
- Our physicians act as preceptors to 30-40 medical learners per year including medical students (still in medical school year 1 2 or 3 and not yet a doctor) and resident physicians (have completed medical school, are licensed MDs completing year one or two of their practical training under the supervision of a physician) who spend from 1 week to a full year with us.



Alberta's Rural Health
Professions Action Plan

Attraction and Retention Support to Rural Alberta Communities

Crowsnest Pass

June 24, 2025



Our Vision

Rural Albertan communities have the appropriate health workforce to effectively deliver the health services they need to thrive.

Our Mission

Support rural Alberta communities in their efforts to keep health care close to home.

Our Promise

RhPAP is committed to fostering and building relationships with rural communities, stakeholders, partners, learners, and each other to encourage better access to rural health care.

Learn more about RhPAP
Visit www.rhpap.ca

CD&E Team: Rural Community Consultants

- ✓ Rural definition: **Up to 15,000** population
- ✓ Supporting **62 A&R Committees** representing **171 rural communities**
- ✓ Work with **650+ volunteers** province-wide



South Zone committees:

- Brooks
- Bassano
- Quad Municipalities (Milk River & area)
- Vulcan
- Claresholm
- Nanton
- Picture Butte
- Pincher Creek (TBD)

Attraction, Retention & Recruitment – What’s the difference?



Attraction

- ✓ Focuses on *supporting* health professional recruitment efforts
- ✓ Help professionals become invested in the community
- ✓ Highlights and showcases the best parts of the local region

Retention

- ✓ Focuses on ongoing efforts
- ✓ Supported by formal and informal recognition of existing HCPs
- ✓ Considered a continuum rather than singular events

Recruitment

- ✓ Administrative process of filling an employment vacancy
- ✓ Conducted by AHS or Covenant Health who completes the job “start to finish”



Let's Go Rural!

High School “Grow Your Own”

- **Rural community High School Events**
- **How Do I Get There: Virtual sessions**

Post-Secondary “Discovering Rural”

- **Rural weekend Post-Secondary Experiences**
- **Welcoming students into a rural community**
- **Learner cohorts**



Amplifying the **Rural Voice**



RhPAP Communications Team

**Promotes RhPAP
sponsored programs,
activities, and events**

**Highlights
community best
practices in A&R**

Did you know?
RhPAP has six social media channels?



Connecting the pieces

Building on what is here...

Reinforcing partnerships...

Looking to the future.



Questions?

Alicia Fox

Interim South Zone

Rural Community Consultant

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Learn more about RhPAP
Visit www.rhpap.ca



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 7.a

Subject: Bylaw 1226, 2025 - Land Use Bylaw Amendment - Second and Third Readings

Recommendation: That Council gives second and third readings of Bylaw 1226, 2025.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

Municipal Government Act s. 692 Planning Bylaws.

Bylaw No. 1165, 2023, as amended.

Bylaw 1226, 2025 received first reading on May 27, 2025 and the public hearing was advertised.

Discussion:

At first reading of the bylaw Councillors asked questions, and those are answered in the attachment titled *Responses to Council Questions at First Reading*.

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

- the incorporation of existing Municipal Development Plan policies regarding higher density infill development in a mature neighbourhood;
- the Areas of Potential Environmental Concern Overlay District;
- the federal and provincial mandate for the protection of wildlife, the environment, and historical resources; and
- several housekeeping items regarding clarification of the permitted use Tourism Accommodation, Large in the NUTAR district, lot grading certificate, parking exemptions in the Historic Commercial Areas Overlay District, allow the driveways of specific land uses to be

counted as off-street parking, and confirm the standard practice of providing only one water service and one wastewater service connection to a parcel.

The attached ***Purpose of Bylaw 1226, 2025*** provides further details (updated in response to Councillor questions at first reading).

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

The proposed amendments are tracked in the attached ***Schedule 'A' to Bylaw 1226, 2025***.

Analysis of Alternatives:

The following additional changes were made since first reading of the bylaw:

- In Administration Section 9.2 (I) - clarified that this section relates only to a subdivision application, and not to a development permit application. Corrected the typo "council" to "could".
- In the GCR-1 and NUA-1 districts, clarified that the yard setbacks for Tree Felling is the same as those for Accessory Buildings.
- In Schedule 2, APEC-OD, section 4.2(c) - clarified that this exemption applies only to the APECs at Old Sartoris Staging Area and Hillcrest Ball Diamond Road.
- In Schedule 3, section 3.13 - removed "a Residential District" so that this exemption applies to all land use districts.
- In Schedule 4, section 3 heading added " *BARELAND CONDOMINIUM*" and in section 3.1(a)(iv) added "*bareland condominium subdivision application*" to clarify that this is the only type of subdivision application that may require a Comprehensive Site Development Plan and a public hearing, and that a public hearing is not required for a CSDP for a development permit (further clarification is provided in the attached *Responses to Council Questions at First Reading*).
- In Schedule 4, section 12 deleted "*privacy, access to sunlight, and*" to clarify that while these words appear in the Municipal Development Plan, these concepts are typically not considered in the review of a development permit application, because case law does not seem to support them.
- In Schedule 18A - Land Use Definitions - clarified that Tree Felling implies "clear cutting" and does not include thinning out trees as a management practice.
- In Schedule 18B - Administrative Definitions - in the definition of "Cabin" clarified that a cabin typically does not have a basement.
- In Schedule 18B - Administrative Definitions - added a new definition for "Compatible".

Financial Impacts:

N/A

Attachments:

[Bylaw 1226, 2025.docx](#)

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

[Responses to Council Questions at First Reading.pdf](#)

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

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

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

WHEREAS the Council of the Municipality of Crowsnest Pass determines it prudent to clarify certain provisions, land uses, development standards, and administrative definitions, regarding the protection of wildlife, the environment, and historical resources, the incorporation of Municipal Development Plan policies regarding higher density infill development in a mature neighbourhood, and several housekeeping items regarding lot grading certificate, parking provisions, provisions of the Areas of Potential Environmental Concern Overlay District, and the standard practice of providing only one water service and one wastewater service connection to a parcel, it wishes to amend the Land Use Bylaw as identified in Schedule 'A' attached hereto and forming part of this bylaw.

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

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

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

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

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

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

LAND USE BYLAW NO. 1165, 2023

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

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

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

1 INTERPRETATION

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

2 SCHEDULES AND MAPS

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

3 DEVELOPMENT AUTHORITY AND SUBDIVISION AUTHORITY

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

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

8 DEVELOPMENT PERMIT APPLICATIONS

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

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

9 COMPLETE DEVELOPMENT PERMIT APPLICATIONS AND SUBDIVISION APPLICATIONS

General

- 9.1 Within the timelines prescribed in the Municipal Government Act, including any written agreement with the Applicant to extend the timelines:
- (a) for a development permit application, the Development Officer; and
 - (b) for a subdivision application, the Development Officer and the Subdivision Authority's delegate pursuant to the Municipal Planning Commission Bylaw or the Subdivision Authority Bylaw,
- shall determine if the application is complete, i.e. that it provides sufficient information for the Development Authority or the Subdivision Authority, as applicable, to make an informed decision and to allow any person who may be notified of the Development Authority's decision or the subdivision referral or the Subdivision Authority's decision, to determine its possible effects.
- 9.2 The Development Officer may deem a development permit application or a subdivision application to be incomplete:
- (a) where pertinent information required to properly evaluate the application is incomplete; or
 - (b) where, in the Development Officer's opinion, the nature and/or the quality of the material supplied is inadequate to support the merits of the application; or
 - (c) where the land use designation of the subject parcel requires correction, remedy or reconciliation (refer to subsection 9.4); or
 - (d) where the nature of the proposed development or subdivision requires an agreement between the adjacent landowner and the Municipality, or the applicant landowner and an adjacent landowner (e.g. an encroachment agreement or an access easement); or
 - (e) where, in the Development Officer's option, a Comprehensive Site Development Plan, a Conceptual Scheme, or an Area Structure Plan (or other statutory plan or plan amendment) is required for the purpose of comprehensive and coordinated planning of land uses and infrastructure to properly evaluate and make an informed decision on a development permit application or a subdivision applicant; or
 - (f) where the subject property is located within an approved plan of subdivision that has not yet been registered in the Land Titles Office; or
 - (g) where municipal improvements that are required to be undertaken by the applicant or a Third-Party to service the subject property have not been accepted by the Municipality through a Construction Completion Certificate; or
 - (h) where the Subdivision and Development Regulation prohibits a Development Authority or Subdivision Authority from issuing a development permit or approving a subdivision application under certain circumstances or otherwise prescribes the conditions under which a development permit or subdivision application shall be processed (e.g. with respect to the provincial development control zone from a provincial highway right-of-way, sour gas facilities, oil and gas wells, abandoned oil and gas wells, setback distances from wastewater treatment plants, landfills, etc), and the approval from the applicable authority or pertinent information relevant to those circumstances is incomplete; or

- (i) where provincial or federal legislation, of which the Development Officer may be aware, requires provincial or federal approval or review of the proposed development or subdivision prior to municipal approval (e.g. the Highways Development and Protection Act); or
- (j) where this bylaw requires the applicant to provide certain assessments, studies, or other information (e.g. but not limited to, a traffic impact assessment, or an engineered design of water, wastewater, or stormwater systems, or an assessment of slope stability, or the suitability of a parcel for Private Sewage Disposal Systems; or
- (k) where the subject property is designated as a Provincial Historical Resource or is located within the Coleman National Historic Site of Canada and provincial or federal approval that may be required for the proposed work is outstanding, unless the application is accompanied by written confirmation from the relevant provincial or federal government agency that the applicant is in communication with the agency regarding the work that is proposed for the property; or
- (l) where the applicant for a subdivision is required to obtain Historic Resources (HR) clearance from the appropriate provincial government agency, unless the applicant ~~could be~~ required as a condition of subdivision approval to provide to ~~the Development Authority or~~ the Subdivision Authority a copy ~~in writing~~ of the Historical Resources Act clearance prior to ~~issuance of a development permit or~~ final endorsement of a subdivision application.

Notifying The Applicant Of An Incomplete Application

- 9.3 Within the timelines prescribed in the Act, including any written agreement with the Applicant to extend the timeline, the Development Officer shall notify the applicant in writing (by regular mail or email) whether or not the application is deemed complete and, when applicable, what additional information is required by a specified date in order to make the application complete.

Lands With Multiple Land Use Designations

- 9.4 The Development Officer shall not accept an application for development approval for lands that bear more than one land use designation until such a time that the issue has been corrected, remedied or reconciled.

10 PERMITTED USES AND VARIANCES

- 10.1 Upon receipt of a completed application for a development permit for a permitted use, the Development Officer shall, if the application otherwise conforms with this Bylaw, issue a development permit with or without conditions.
- 10.2 Upon receipt of a completed application for a development permit for a permitted use that seeks variance from one or more standards in this Bylaw that fall within the restrictions assigned to the Development Officer in this Bylaw, the Development Officer shall issue a development permit with or without conditions and may approve or refuse the variances sought.
- 10.3 The Development Officer may refer any application for a permitted use or a variance that is within their variance authority, to the Municipal Planning Commission for a decision.

18 ADDITIONAL APPROVALS REQUIRED

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

19 CONDITIONS OF DEVELOPMENT PERMIT APPROVAL

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

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

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

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

- restricting the hours of operation,
- requiring dust control,
- requiring an appropriate form of landscaping, fencing and/or screening,
- requiring a standard of aesthetic appearance including but not limited to:
 - consideration for the impact of the proposed development on the historical significance of the subject or adjacent properties,
 - slope-adaptive building and site design,
 - the impact of proposed new or infill development on and its compatibility with existing development in mature neighbourhoods;
- increasing the yard setbacks or other standards for a proposed development (e.g. in exchange for variances);
- requiring that the applicant undertake relevant professional studies and incorporating the recommendations from those studies as conditions of development approval; and/or
- other mitigating measures as may be deemed applicable ~~to ensure land use compatibility;~~

- (d) to require that the landowner or applicant enters into an agreement with the municipality in accordance with the provisions of the Act regarding the construction, upgrading and connection to roads, walkways, public utilities, off-street parking and loading facilities, off-site levies and redevelopment levies, agreement securities and oversized improvements;
- (e) to require the preparation of and/or compliance with recommendations in relevant engineering reports and other professional studies;
- (f) to require the preparation of detailed plans and construction drawings illustrating, to the Development Officer's satisfaction, access, site layout, landscaping, parking, building elevations, slope-adaptive building and site design, signs, slope stability, lot grading, stormwater management and/or utility servicing;
- (g) to require the consolidation of parcels by plan of survey prepared by an Alberta Land Surveyor;

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

20 DECISION AND NOTIFICATION OF DEVELOPMENT PERMIT

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

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

27 PENALTIES AND FINES

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

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

28 LAND USE BYLAW ADMINISTRATION

Amendment Or Repeal Of Bylaw

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

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

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

Deferring or Repealing of a Bylaw

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

Notification To Adjacent Municipalities

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

Referral to Apprising the Municipal Planning Commission of Bylaw Amendments

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

Re-application for a Redesignation of Land Use

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

LAND USE DISTRICTS

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

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

RESTRICTED RESIDENTIAL – R-1A

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

1. PERMITTED USES

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

DISCRETIONARY USES

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

2. MINIMUM LOT SIZE – see Schedule 4 section 16

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

3. MINIMUM PRINCIPAL BUILDING YARD SETBACKS

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

DUPLEX OR SEMI-DETACHED RESIDENTIAL – R-2

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

1. PERMITTED USES

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

DISCRETIONARY USES

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

2. MINIMUM LOT SIZE – see Schedule 4 section 16

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

3. MINIMUM PRINCIPAL BUILDING YARD SETBACKS

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

MEDIUM DENSITY RESIDENTIAL – R-2A

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

1. PERMITTED USES

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

DISCRETIONARY USES

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

2. MINIMUM LOT SIZE – see Schedule 4 section 16

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

3. MINIMUM PRINCIPAL BUILDING YARD SETBACKS

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

4. MINIMUM ACCESSORY BUILDING YARD SETBACKS

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

5. MAXIMUM LOT COVERAGE RATIO

Principal building	–	50%
Accessory buildings	–	15%

6. MAXIMUM BUILDING HEIGHT

Principal building, excluding Apartment Building and Multi-Unit Residential Building, up to 2-storey, no walkout basement	–	10.0 m (32.8 ft)
Principal building, excluding Apartment Building and Multi-Unit Residential Building, up to 2-storey walk-out basement	–	13.0 m (42.7 ft)
Apartment Building not exceeding 3 storeys	–	3 storeys or 14.0 m (45.9 ft)
<u>Multi-Unit Residential Building not exceeding 2 storeys</u>	–	<u>10.0 m (32.8 ft)</u>
Multi-Unit Residential Building <u>not exceeding 3 storeys</u>	–	3 storeys or <u>14.0</u> m (45.9 42.0 ft)
Accessory buildings	–	5.0 m (16.4 ft)

7. MINIMUM HABITABLE FLOOR AREA OF PRINCIPAL BUILDING

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

8. STANDARDS OF DEVELOPMENT – See Schedule 4.

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

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

11. RELOCATION OF BUILDINGS – See Schedule 7.

12. HOME OCCUPATIONS – See Schedule 8.

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

14. DEFINITIONS – See Schedule 18.

HIGH DENSITY RESIDENTIAL – R-3

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

1. PERMITTED USES

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

DISCRETIONARY USES

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

2. MINIMUM LOT SIZE – see Schedule 4 section 16

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

3. MINIMUM PRINCIPAL BUILDING YARD SETBACKS

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

4. MINIMUM ACCESSORY BUILDING YARD SETBACKS

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

5. MAXIMUM LOT COVERAGE RATIO

Principal building	–	50%
Accessory buildings	–	15%

6. MAXIMUM BUILDING HEIGHT

Principal building, excluding Apartment Building and Multi-Unit Residential Building, up to two-storey, no walkout basement	–	10.0 m (32.8 ft)
Principal building, excluding Apartment Building and Multi-Unit Residential Building, up to 2-storey walk-out basement	–	13.0 m (42.7 ft)
Apartment Building not exceeding 3 storeys	–	3 storeys or 14.0 m (45.9 ft)
Apartment Building exceeding 3 storeys	–	as approved by the Development Authority
Multi-Unit Residential Building <u>not exceeding 3 storeys</u>	–	3 storeys or 14.0 12.0 m (45.940-0 ft)
Accessory buildings	–	5.0 m (16.4 ft)

7. MINIMUM HABITABLE FLOOR AREA OF PRINCIPAL BUILDING

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

8. STANDARDS OF DEVELOPMENT – See Schedule 4.

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

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

11. RELOCATION OF BUILDINGS – See Schedule 7.

12. HOME OCCUPATIONS – See Schedule 8.

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

14. DEFINITIONS – See Schedule 18.

COMPREHENSIVE SKI VILLAGE – CSV

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

1. PERMITTED USES

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

DISCRETIONARY USES

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

2. MINIMUM LOT SIZE – see Schedule 4 section 16

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

3. MINIMUM PRINCIPAL BUILDING YARD SETBACKS

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

4. MINIMUM ACCESSORY BUILDING YARD SETBACKS

Front Yard	–	the actual front yard setback of the principal building
Side Yard, where building does not contain a Secondary Suite	–	0.6 m (2 ft)
Side Yard, where building contains a Secondary Suite	–	1.5 m (5 ft)
Rear Yard, where building does not contain a Secondary Suite,		
• laned or laneless	–	0.6 m (2 ft)
Rear Yard, where building contains a Secondary Suite,		
• laned	–	0.6 m (2 ft)
• laneless	–	1.5 m (5 ft)

5. MAXIMUM LOT COVERAGE RATIO

Principal building	–	40%
Accessory buildings	–	15%

6. SPECIFIED GRADING PLANS FOR LOTS IN SOUTHMORE

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

7. MAXIMUM BUILDING HEIGHT

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

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

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

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

10. STANDARDS OF DEVELOPMENT – See Schedule 4.

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

GROUPED COUNTRY RESIDENTIAL – GCR-1

PURPOSE: To provide for clustered residential development where conflicts with adjacent uses can be mitigated.

1. PERMITTED USES

Accessory Building or Use up to 95.2 m² (1024 ft²),
not prior to the establishment of the principal
building or use
Day Home
Exploratory Excavation / Grade Alteration /
Stockpiling
Home Occupation – Class 1
Private Utility – except freestanding Solar Collector
and freestanding Small Wind Energy
Conversion System
Secondary Suite, Attached
Short-Term Rental / Bed & Breakfast
Sign – Types:
Home Occupation
Subdivision Entrance
Subdivision or Development Marketing
Single-Detached Dwelling
Tree Felling, not within minimum yard setback

DISCRETIONARY USES

Accessory Building or Use up to 95.2 m² (1024 ft²) prior
to the establishment of the principal building or use
Accessory Building or Use over 95.2 m² (1024 ft²)
Canvas Covered Structure
Home Occupation – Class 2
Manufactured Home
Moved-In Building
Moved-In Dwelling
Private Utility – freestanding Solar Collector and
freestanding Small Wind Energy Conversion System
Secondary Suite, Detached
Tree Felling, within minimum yard setback
Tourist Home

2. LOT SIZE – see Schedule 4 section 16

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

3. MINIMUM YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft	m	ft	m	ft
Principal use	15.2	50	15.2	50	15.2	50
Accessory buildings	15.2	50	6.1	20	3.05	10
Tree Felling	The same as Accessory Buildings in accordance with the above					

4. MAXIMUM BUILDING HEIGHT

Principal building, up to two-storey, no walkout basement	– 10.0 m (32.8 ft)
Principal building, two-storey walk-out basement	– 13.0 m (42.7 ft)
Secondary Suite, Detached (above garage)	– 7.5 m (24.6 ft)
Secondary Suite, Detached (stand-alone structure)	– 5.0 m (16.4 ft)
Other accessory buildings	– 5.0 m (16.4 ft)

NON-URBAN TOURISM ACCOMMODATION & RECREATION – NUTAR

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

1. PERMITTED USES

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

DISCRETIONARY USES

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

2. LOT SIZE – see Schedule 4 section 16

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

3. MINIMUM YARD SETBACKS

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

4. MAXIMUM LOT COVERAGE RATIO

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

5. MAXIMUM BUILDING HEIGHT

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

6. MINIMUM HABITABLE FLOOR AREA OF PRINCIPAL BUILDING

This district does not establish a minimum habitable floor area.

7. STANDARDS OF DEVELOPMENT - See Schedule 4

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

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

9. RELOCATION OF BUILDINGS – See Schedule 7.

10. SIGN STANDARDS – See Schedule 11.

11. DEFINITIONS – See Schedule 18.

NON-URBAN AREA – NUA-1

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

1. PERMITTED USES

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

DISCRETIONARY USES

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

2. MINIMUM LOT SIZE – see Schedule 4 section 16

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

3. MINIMUM YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft	m	ft	m	ft
Principal use including principal structures under "Agriculture"	15.2	50	15.2	50	15.2	50
Accessory buildings	15.2	50	6.1	20	3.05	10
Tree Felling	<u>The same as Accessory Buildings</u> In accordance with the above					

4. MAXIMUM BUILDING HEIGHT

Principal building, up to two-storey, no walkout basement	–	10.0 m (32.8 ft)
Principal building, two-storey walk-out basement	–	13.0 m (42.6 ft)
Secondary Suite, Detached (above garage)	–	7.5 m (24.6 ft)
Secondary Suite, Detached (stand-alone structure)	–	6.1 m (20.0 ft)
Other accessory buildings	–	6.1 m (20.0 ft)
Principal Structures under "Agriculture"	–	No maximum

5. MINIMUM HABITABLE FLOOR AREA OF PRINCIPAL BUILDING

Single-Detached Dwelling	–	102 m ² (1,100 ft ²) habitable floor area
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6. STANDARDS OF DEVELOPMENT – See Schedule 4.

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

8. RELOCATION OF BUILDINGS – See Schedule 7.

9. CRITERIA FOR HOME OCCUPATIONS – See Schedule 8.

10. MANUFACTURED HOME DEVELOPMENT STANDARDS – See Schedule 9.

11. SIGN STANDARDS – See Schedule 11.

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

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

14. STANDARDS FOR SECONDARY SUITES – See Schedule 15.

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

16. DEFINITIONS – See Schedule 18.

HISTORIC COMMERCIAL AREAS OVERLAY DISTRICT (HCA-OD)

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

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

7. SPECIAL PARKING AND LOADING AREA PROVISIONS:

- 7.1 ~~Provided that a~~ change of use or ~~a change of~~ occupancy ~~proposal and the renovation or redevelopment of an existing building within the HCA-OD does not reduce the number of existing parking spaces and loading areas,~~ **it isare exempted from** the parking and loading area requirements in Schedule 6 Off-street Parking and Loading Area Standards of this Bylaw, **except when:**
- (a) ~~the change of use or change of occupancy increases the parking and loading demand, and/or~~
 - (b) ~~the change of use or change of occupancy reduces the number of existing parking spaces and loading areas, and/or~~
 - (c) the net floor area of the building is increased, and/or
 - (d) an additional dwelling unit is added;
- and further, **the above standards may be varied** at the discretion of the Development Authority specifically **for the purpose of encouraging residential use** in the Historic Commercial Areas Overlay District pursuant to the Municipal Development Plan. ~~For clarity, the development of an existing vacant property or the demolition of an existing building and the subsequent redevelopment of that property is not exempted from the parking and loading area requirements in Schedule 6 Off-street Parking and Loading Area Standards of this Bylaw.~~
- 7.2 For developments that are not exempted in section 7.1 from complying with the Schedule 6 parking and loading area requirements:
- (a) the location and design of off-street parking and loading areas, including an alternative parking and loading plan, shall be subject to the approval of the Development Authority in accordance with Schedule 6 Off-street Parking and Loading Area Standards; and
 - (b) the Development Authority may approve a modification of the parking and loading area layout standard and parking and loading requirements established in Schedule 6 Off-street Parking and Loading Area Standards, for all or a portion of a parking and loading area, provided that:
 - (i) in the opinion of the Development Authority the incidence of turnover of parking stall occupancy in the subject parking area and of on-street parking stalls and loading bays in the general area is such that a reduced standard is appropriate; and
 - (ii) an applicant applying for a modified parking and loading area layout must submit an accurate site plan based on a precise study of the area, to the satisfaction of the Development Authority.



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

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

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

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

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

Non-Applicable Clause

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

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

5. DEVELOPMENT AND SUBDIVISION REGULATIONS:

Development

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

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

OR

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

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

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

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

Subdivision

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

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

OR

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

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

- 5.5 The Subdivision Authority ~~shall~~may review and consider environmental assessment reports provided by the owner of the subject nuisance ground / APEC, environmental assessment reports provided by previous applicants relative to the subject APEC, previous application decisions, and/or an applicant's Phase II ESA, to make an informed decision whether to approve or refuse an application and/or to impose conditions of approval that require an

applicant to include additional mitigative measures (e.g. soil vapour barriers applied to the basement walls and under the foundation as part of new construction).

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

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

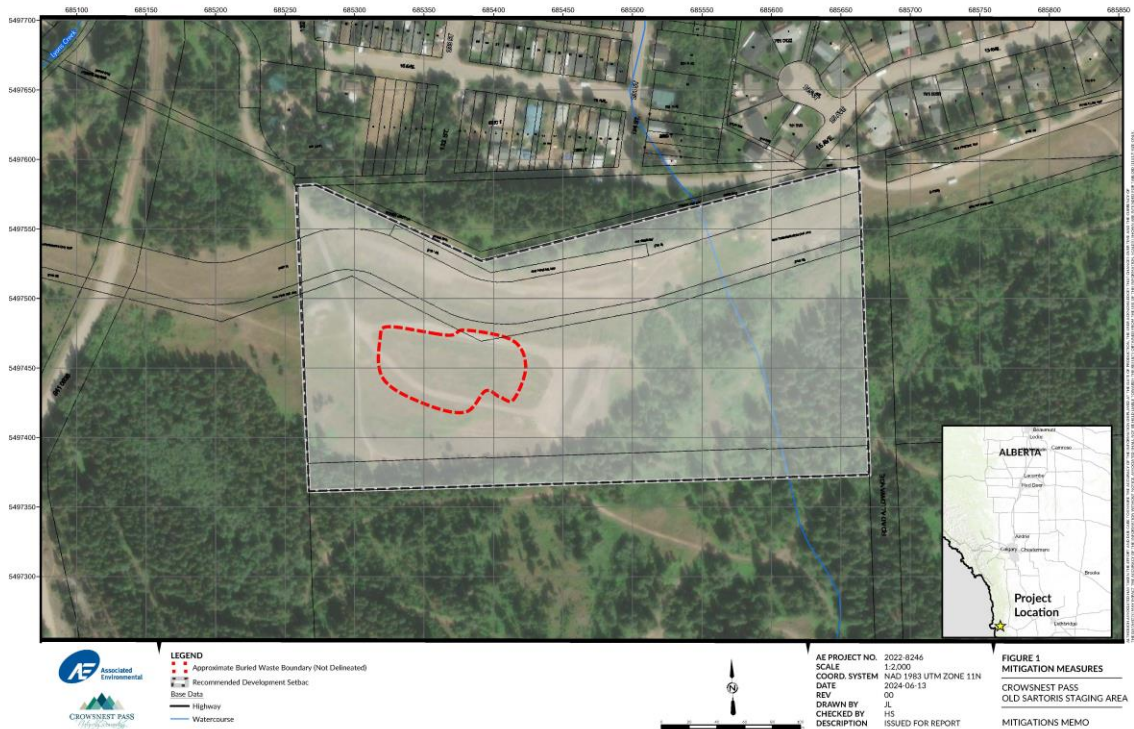
In June 2024, based on the available Preliminary Phase II ESA data for the Old Sartoris Staging Area APEC and the Hillcrest Ball Diamond Road APEC, Associated Environmental recommended that new subdivisions and developments may encroach into the 300 metres setback distance up to the greater distance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

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

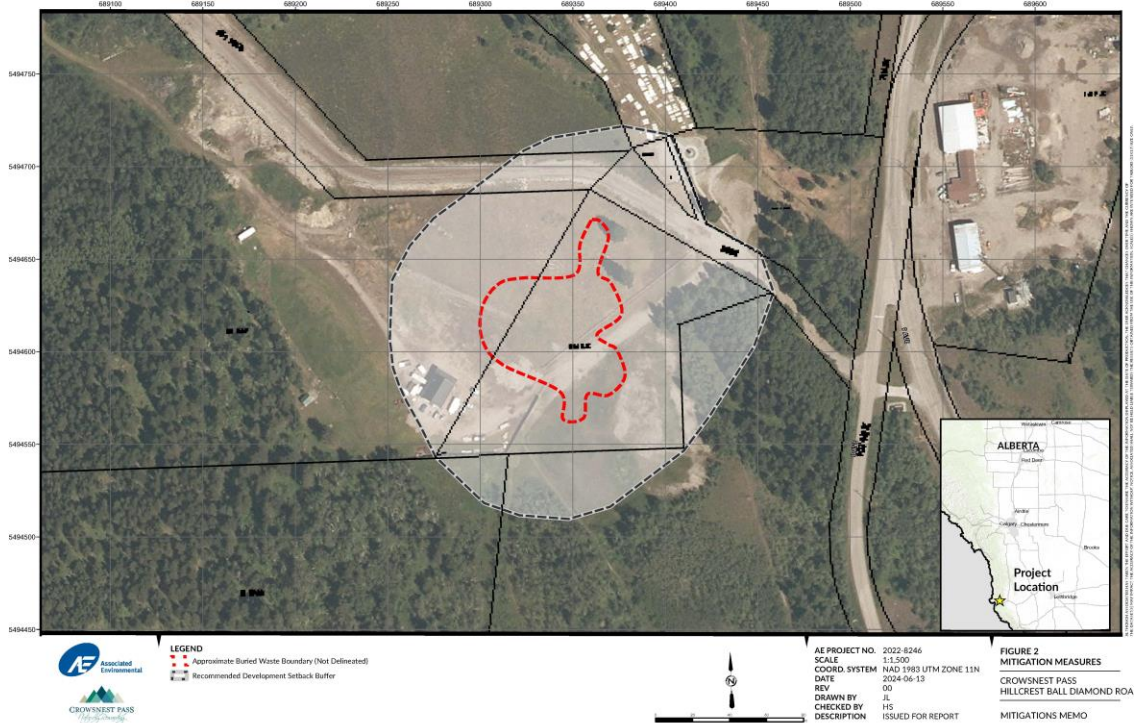
Attached in this Schedule are the two maps identifying the permitted encroachment distances subject to the stated conditions.

Table 1 in this Schedule demonstrates how the Environmental Overview Report and the data obtained through testing and monitoring during the Preliminary Phase II ESA reports, meet the “Guidelines for

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



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



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

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

1. PERMITTED AND DISCRETIONARY USES

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

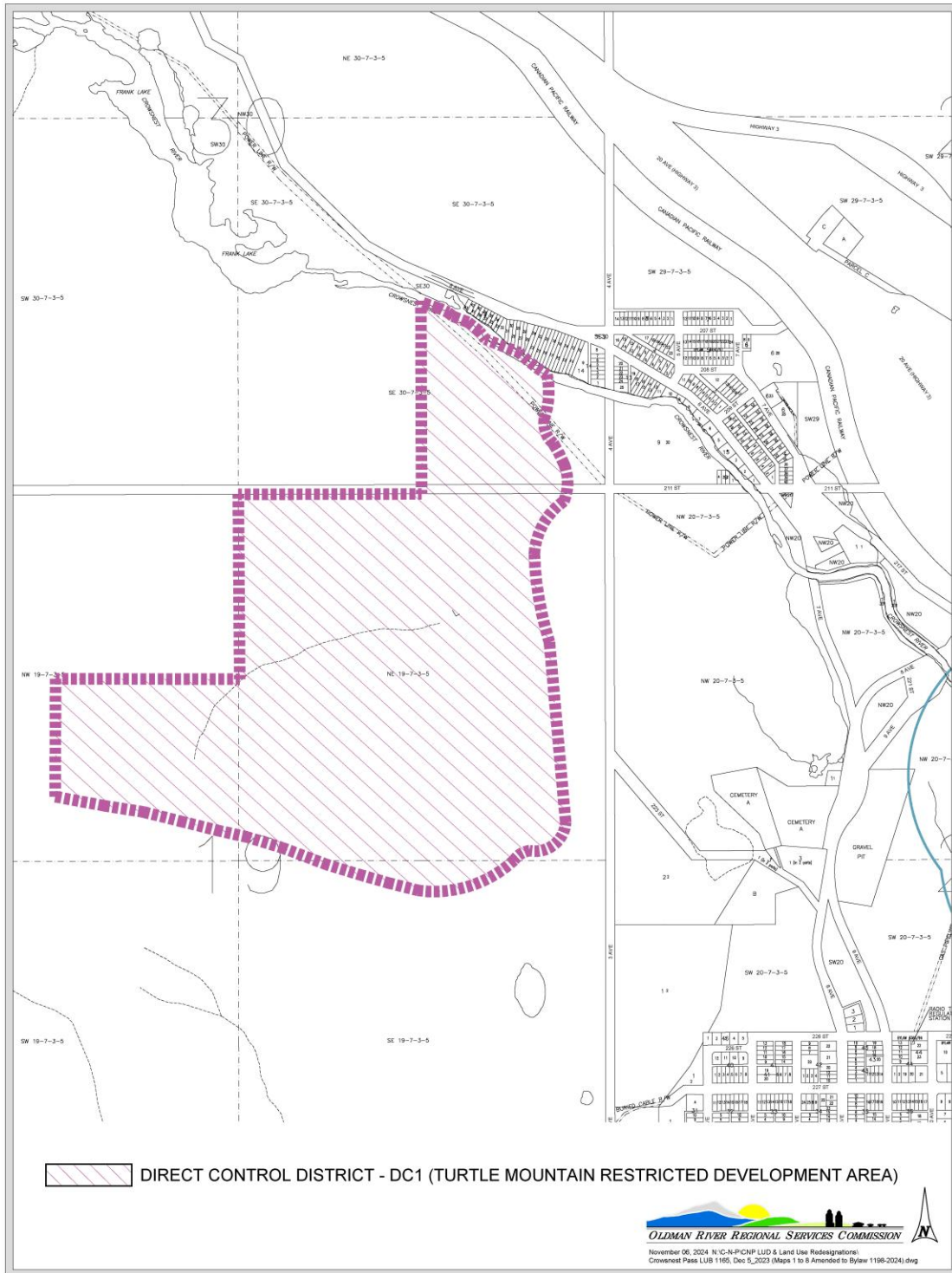
- 1.1 This Direct Control District does not include any permitted uses.
- 1.2 Any and all uses of land in this Direct Control District are discretionary.
- 1.3 New residential development shall not be allowed in the district.
- 1.4 Council may approve a development permit for any of the following uses: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

2. APPLICATION

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

3. GENERAL REGULATIONS

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



Schedule 3

DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

General Exemptions

1. A development permit is not required:
 - 1.1 for any development exempted under either the Act or an exemption regulation ordered by the Lieutenant Governor in Council pursuant to the Act; or
 - 1.2 for the completion of a construction lawfully commenced on or before the coming into effect of this Bylaw or an applicable amendment to it, provided that the construction is completed:
 - (a) in accordance with the terms of a development permit granted in respect of it, and
 - (b) within 12 months of the coming into effect of this Bylaw.

Matters to which the Specific Exemptions Do Not Apply

2. Any exemption to the requirement to obtain a development permit that is provided for in section 3 of this Schedule **DOES NOT APPLY** to:
 - 2.1 “Exploratory Excavation / Grade Alteration / Stockpiling”, except as provided for in section 3.5 of this Schedule, or
 - 2.2 proposed change of use or occupancy, renovation, alteration, new signage or a change to existing signage, maintenance, or improvement to a building that is located on a property in one of the categories that require referral to the Municipal Historic Resources Advisory Committee pursuant to this Bylaw, or
 - 2.3 the demolition of a building or structure of any size that is located on a property in one of the categories that require referral to the Municipal Historic Resources Advisory Committee pursuant to this Bylaw,

and thus, in the above circumstances a development permit or another form of approval is required and, with reference only to section 2 2.1 and 2.2 above, the Development Officer may determine that, based on the nature of the work a conditional approval from the Development Officer is required instead of a development permit.

Specific Exemptions

3. In addition to the General Exemptions provided for in section 1 of this Schedule, and subject to the relevant provisions of this Schedule, and in the sole discretion of the Development Officer, a development permit is not required for the following development, provided that the use is listed in the applicable land use district and that all district regulations, standards of development and other applicable provisions of this Bylaw that relate to the proposed development, including Schedule 4 section 20 Projections into Yards, are complied with:

Agriculture, Change of Occupancy, Renovations, Maintenance, and Demolition

- 3.1 **“Agriculture”** as defined in the land use bylaw;

- 3.8 **a communication antenna** or structure for non-commercial, private use that complies with the following requirements:
- (a) a communication antenna installed on or attached to a roof,
 - (b) a communication structure that is not located in a front yard or in a secondary front yard; and/or
 - (c) a communication antenna or structure that will not exceed the height of the principal building on the site;

At-grade Outdoor Improvements

- 3.9 subject to section 2 in this Schedule, an at grade outdoor improvement, provided that such improvement is not located within the minimum yard setbacks, except as provided for in Schedule 4 and section 20 Projection into Yard Setbacks, and complies with the relevant provisions of Schedule 4 section 15. This may include but is not limited to landscaping, a driveway (excluding a new access approach or a new dropped curb onto a municipal road), a patio, a sidewalk, a wheelchair ramp, etc.;

Accessory Buildings, Structures, and Uses

- 3.10 the construction or maintenance of **gates and fences** or other means of enclosure, subject to any limitations in height, obstruction of corner sightlines or other features detailed in Schedule 4 hereof;
- 3.11 **a retaining wall** that is either not greater than 1.2 m (4 ft) in height above grade and/or that is not critical to the support of building foundations (notwithstanding any other provision in this Bylaw, a retaining wall is deemed to be an accessory structure and may be constructed with a zero-lot line yard setback without requiring the approval of a variance);
- 3.12 subject to section 2 in this Schedule, **a ground level deck**, a pergola, an uncovered enclosure (i.e. a structure without a roof), a privacy screen, a landing for ground floor building access, a staircase or other similar structure (except a sign), and building features that are allowed as projections into yard setbacks pursuant to Schedule 4 section 20, provided that:
- (a) the improvement does not alter lot drainage; and
 - (b) the improvement complies with all other development standards and provisions of this Bylaw, including Projections into Yards (see Schedule 4 section 20);
- 3.13 an **accessory structure** in ~~a Residential District~~ any district, such as a flagpole, a mailbox, a garbage container, a collapsable/moveable packaged greenhouse [maximum 10m² (108ft²)], a yard light standard, and similar structures at the sole discretion of the Development Officer;
- 3.14 **one accessory building per parcel with an established principal building** which is smaller than 10 m² (108 ft²) in area, provided it meets all applicable setbacks and other development standards of this Bylaw – additional accessory buildings, or an accessory building that does not comply with the development standards prescribed in the applicable land use district, require a development permit regardless of their size;
- 3.15 the temporary placement of **one temporary Accessory Building** (including specifically for this purpose only, a shipping container / transport trailer or construction trailer but not including a work camp), for the sole purpose of and directly in connection with an active construction project for which a development permit and a building permit under the *Safety Codes Act* have been issued, for the duration of the project, provided that:
- (a) the said temporary building is not used or intended to be used as a residence; and

Schedule 4

STANDARDS OF DEVELOPMENT

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

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

Municipal, Environmental and Conservation Reserve, and Conservation Easement	8.4
Tree Felling	8.5
<u>Environmental Protection and Wildlife Wetlands, Watercourses, Riparian Areas, Regionally Sensitive Areas</u>	8.6
<u>Wildlife and</u> Wildland-Urban Interface	8.7
Exploratory Excavation / Grade Alteration / Stockpiling	Section 33
Exposed Foundations	Section 9
Historic Resources and Main Street Ground Floor	Section 10
Home Occupations	Section 34
Industrial and Commercial	Section 11
Infill Development in Mature Neighbourhoods	Section 12
Landscaping and Screening	Section 13
Lighting (Outdoor)	Section 14
Lot Grading, Drainage and Stormwater Management (Retaining Walls)	Section 15
Lot Sizes and Non-Standard Lots	Section 16
Manufactured Homes	Section 35
Manufactured Home Communities	Section 36
Maximum Grade	Section 17
Fully Developable Lots	17.1
Slope Stability Assessment	17.2
Urban Driveways	17.3
Number of Dwelling Units, Recreational Vehicles and Principal Buildings on a Parcel of Land or a Bare Land Condominium Unit	Section 18
Number of Dwelling Units and Cabins and/or Recreational Vehicles on a Parcel of Land or a Bare Land Condominium Unit	18.1
Number of Principal Buildings and Uses on a Parcel of Land or a Bare Land Condominium Unit	18.2
Provisions for Additions and Demolitions	18.3
Parking and Loading	Section 19
Private Utilities	Section 37
Water, Wastewater, Stormwater, Gas, Electricity, and Telecommunications	37.1
Electric Utility – Solar Collector	37.2
Electric Utility – Small Wind Energy Conversion System	37.3
Projections Into Yard Setbacks	Section 20
Public Utilities, Infrastructure Mains, and Service Connections	Section 21
Quality and Design of Development	Section 22
Recreational Vehicles – Outdoor Storage and Temporary Sleeping Accommodations	Section 23
Relocation of Buildings	Section 24
Renewable Energy Operations	Section 38
Secondary Suites	Section 39
Short-Term Rental / Bed & Breakfast and Tourist Homes	Section 40
Show Homes and Real Estate Sales Offices	Section 25
Slope-Adaptive Building and Site Design	Section 26

Temporary Auto Sales	Section 41
Tourism Accommodation	Section 42
Tree Felling	Section 43
Work Camps	Section 44
Yard Setbacks, Yard Setback Variances, Front Yard Location, and Secondary Front Yard	Section 27
<u>Zero Front Yard Setback in the CSV District.....</u>	27.12(b)

GENERAL DEVELOPMENT STANDARDS

2. APPLICABILITY OF THIS SCHEDULE

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

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

3.1 Comprehensive Site Development Plan

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

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

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

3.2 Conceptual Scheme or Area Structure Plan

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

4.2 Urban Locations

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

From a Street

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

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

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

Rear Lane Access

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

From a Standard Lane

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

for Environmental Reserve Easement in place of Environmental Reserve does not apply, at the sole discretion of the Municipality, to a portion(s) of the subject land adjacent to the Crowsnest River or another water body, where the Municipality may require that the land shall be dedicated pursuant to subsection 8.4(c)(i). Also see subsection 8.4(c)(iv) below.

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

Conservation Reserve

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

Conservation Easement and Other Tools

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

8.5 Tree Felling

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

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

Wetlands, Watercourses, Riparian Areas, and Environmentally Significant Areas

- (a) Development in the Municipality shall incorporate appropriate setbacks and other design considerations relative to its potential impact on the bed and shore of a watercourse or waterbody, riparian areas and/or ~~regionally sensitive environmentally significant areas~~, by incorporating best practices, for example those promoted in relevant publications such as “Stepping Back from the Water” and “Environmentally Significant Areas of Alberta”.
- (b) It is the responsibility of the landowner or applicant for a development permit to obtain clearance from provincial agencies for wetland assessment and compensation and from provincial and/or federal agencies for the use of or impacting upon the bed and shore of a waterbody or watercourse, and other approvals that may be required.
- (c) The landowner and/or the developer is responsible to comply with provincial and federal legislation relevant to the environment, e.g. the Environment and Protected Areas Act, the Public Lands Act, acts and regulations relevant to Fisheries and Oceans, the Impact Assessment Act and its associated regulations, etc.

Wildlife

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

8.7 ~~Wildlife and~~ **Wildland-Urban Interface**

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

9. EXPOSED FOUNDATIONS

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

10. HISTORIC RESOURCES AND MAIN STREET GROUND FLOOR

Historic Resources

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

- a change of use or occupancy,
- renovation,
- alteration,
- new signage or a change to existing signage,
- maintenance, or
- improvement

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

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

Main Street Ground Floor

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

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

Historic Resource Values (Historical Resources Act)

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

11. INDUSTRIAL AND COMMERCIAL

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

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

- (c) and the Development Authority may impose relevant conditions on a development permit to ensure compliance with this standard.

12. INFILL DEVELOPMENT IN MATURE NEIGHBOURHOODS

12.1 An application for redevelopment or infill of a Multi-Unit Residential Building and/or an Apartment Building adjacent to existing lower density residential development in a mature neighbourhood shall be consistent with the relevant Municipal Development Plan policies (e.g. 2.1.4, 2.2.1, 2.2.2, 2.2.3, and others) and the standards established in this bylaw, including but not limited to the following aspects:

- (a) Infill development shall be designed to respect existing development in a mature neighbourhood by being compatible with existing development of a lower density.
- (b) Infill development shall be introduced into a mature neighbourhood thoughtfully and with high quality design to ensure compatibility with existing development of a lower density, by considering privacy, access to sunlight, and the transitioning of increased density, building height, building mass, yard setbacks, roof slopes, slope-adaptive building and site design considerations, and other standards as the Development Authority may deem applicable.
- (c) Where practical and possible, infill development shall be located adjacent to or in close proximity to parks or open space.

12.2 The Development Officer may require an applicant to prepare a Comprehensive Site Development Plan, ~~a Conceptual Scheme, or an Area Structure Plan, as applicable,~~ to complete a development permit application or a Conceptual Scheme or an Area Structure Plan to complete a subdivision application for infill development or subdivision within a mature neighbourhood. Typically, this would be required for the introduction of medium and higher density residential development adjacent to existing lower density residential development in a mature neighbourhood or for complex proposals where the proposed development or subdivision involves the coordination of infrastructure systems capacity and alignment – it is not likely required for simpler applications, such as a development permit for one or two additional dwelling units or to replace one or two existing dwelling units, or for a subdivision application for one or two additional parcels. ~~An application for redevelopment or infill in a mature neighbourhood shall be consistent with the Municipal Development Plan policies.~~

12.3 The Development Authority may impose development permit conditions to ensure that an infill development complies with the standards established in this bylaw.

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

13. LANDSCAPING AND SCREENING

13.1 The Development Authority ~~may~~shall impose development permit conditions for commercial, industrial, “Tourism Accommodation”, multi-unit residential and apartment development, and bareland condominium development for a permitted or discretionary use relative to improving the aesthetic appearance of a development, including by the requirement of landscaping (with a requirement to use xeriscaping and/or recommended drought-tolerant vegetation and/or drip-irrigation), screening and/or buffering, when such requirements could serve to improve the

quality and/or compatibility of the proposed development, reduce water consumption for yard care, and/or to bring the development into compliance with the standards set out in this Bylaw.

14. LIGHTING (OUTDOOR)

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

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

- 15.1 For Exploratory Excavation / Grade Alteration / Stockpiling, see section 33 of this Schedule.
- 15.2 Notwithstanding any other provision in this Bylaw, including exemptions provided for in Schedule 3, a development (i.e. land use activity, construction or earthworks) that involves or may result in:
- (a) a change to existing overland stormwater drainage patterns, whether natural or man-made, to an extent that may affect stormwater drainage to adjacent property, public road, or public lane, or
 - (b) a change to the existing grade of a property by more than 1.20 metres, or
 - (c) a deviation or variation in the finished grade elevation between the subject parcel and adjacent property, public road, or public lane, or
 - (d) a side slope ratio (metres) that exceeds 3:1 or a back slope ratio (metres) that exceeds 2:1,

shall not be undertaken without first obtaining a development permit, or a conditional approval as the case may be, that is supported by an engineered grading plan.

- 15.3 Development shall comply with the following standards:
- (a) In no circumstances shall any part of a building, including eaves, encroach into or cause runoff onto an adjoining property.
 - (b) The Developer and/or the Landowner shall ensure that any changes to the lot grading maintains positive drainage directing the flow of all surface stormwater away from building foundations towards adjacent streets and lanes without adversely affecting (e.g. erosion, flooding) the subject parcel, adjacent properties, roads, lanes, public property, or public infrastructure, including where applicable in such a manner that the post-development rate and volume of surface stormwater drainage from the subject property do not exceed the pre-development rate and volume of surface stormwater drainage.
 - (c) Roof and surface drainage shall be directed either:
 - (i) to the public roadway or lane adjacent to the property, or
 - (ii) to a rear or side property boundary pursuant to an approved engineered grading plan or stormwater management plan,

and it shall not drain from the subject parcel in any other manner, except as approved in an engineered grading plan or stormwater management plan.

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

16. LOT SIZES AND NON-STANDARD LOTS

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

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

17. MAXIMUM GRADE

17.1 Fully Developable Lots

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

17.2 Slope Stability Assessment

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

17.3 Urban Driveways

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

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

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

- (a) Where more than one dwelling unit type is listed as separate uses in a land use district, it does not imply that all such dwelling units may be approved to exist or to be placed or constructed at the same time on the same parcel of land or bare land condominium unit, except as provided for in this section.
- (b) No person shall construct or place or cause to be constructed or placed more than one dwelling unit or more than one cabin, one recreational vehicle, one Park Model Trailer CSA-Z240, or one Cottage Model CSA-Z241 on a parcel of land or a bare land condominium unit, except where:
 - (i) in the sole discretion of the Development Authority:
 - (A) the additional dwelling unit(s) is (are) contained in a building designed for two or more dwelling units, or is (are) located on a parcel of land or a bare land condominium unit in a land use district that expressly allows for two or more dwelling units on the parcel or the bare land condominium unit, but not necessarily in the same building;
 - and:
 - (B) the additional dwelling unit(s) is (are) located in a land use district that includes either a Secondary Suite, a Duplex / Semi-Detached Dwelling, a Multi-unit Residential Building, an Apartment Building, a Mixed-use Building or Mixed-use Development, resort accommodation within a Tourist Accommodation, or a Manufactured Home in an unsubdivided Manufactured Home Community; or
 - (C) the cabin(s) and/or the recreational vehicle(s), Park Model Trailer(s) CSA-Z240, or Cottage Model(s) CSA-Z241 is(are) placed in a Tourist Accommodation, or the various types of recreational vehicles are stored and used for temporary sleeping accommodations on a parcel of land or a bare land condominium unit in an applicable land use district pursuant to Section 23 of this Schedule;
 - and:
 - (ii) where required, the Development Authority has issued a development permit for the use that accommodates the additional dwelling unit(s), cabin(s), or recreational vehicle(s), Park Model Trailer(s) CSA-Z240, or Cottage Model(s) CSA-Z241.

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

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

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

Conditions Regarding Private Utilities, Public Utilities, and Franchise Utilities

- 21.3 The Subdivision Authority or the Development Authority may impose a subdivision condition or a development permit condition to require that:
- (a) the applicant or landowner shall make arrangements satisfactory to the Municipality for the supply of:
 - (i) private utilities when the parcel is located **outside of the urban area**, or
 - (ii) public utilities when the parcel is located **within the urban area** – refer to subsection 21.2 (except that in the urban area of Frank south of Highway 3 water connections are not required by wastewater connections are not available),
 and/or
 - (iii) franchised services or facilities,
 necessary to service the subdivision or development, at no cost to the Municipality;
 - and
 - (b) notwithstanding the prohibition of Private Sewage Disposal Systems in the **urban area** [see subsection 21.1 (b)], the landowner shall, where applicable and required, enter into a Restrictive Covenant with the Municipality regarding the provision of a Private Sewage Disposal System holding tank from where wastewater is pumped to the property line before it enters by gravity into the Municipal wastewater collection system.

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

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

Other Considerations

- 21.6 Building foundations and sub-grade pilings, and/or the service connections to municipal infrastructure mains (e.g. curb stop water valves and wastewater service), respectively shall be set back from the lot boundary of a parcel a distance that allows safe excavation for municipal maintenance and repair.
- 21.7 In a block where infill development potential has been identified consistent with the Municipal Development Plan, a coordinated approach to the provision of public utilities and infrastructure mains may be required, and for this purpose the Development Officer may require a development permit applicant or subdivision applicant to prepare a Comprehensive Site Development Plan, a Conceptual Scheme, or an Area Structure Plan, as applicable, to the satisfaction of the Development Officer (and subject to Council approval of an area structure

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

All Land Use Districts

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

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

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

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

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

24. RELOCATION OF BUILDINGS

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

25. SHOW HOMES AND REAL ESTATE SALES OFFICES

25.1 Show Home development shall comply with the following standards:

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

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

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

26. SLOPE-ADAPTIVE BUILDING AND SITE DESIGN

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

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

General Provisions

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

Special Yard Setbacks for Some Accessory Structures

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

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

Accessory Building in the Front Yard of a Principal Building

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

Secondary Front Yard

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

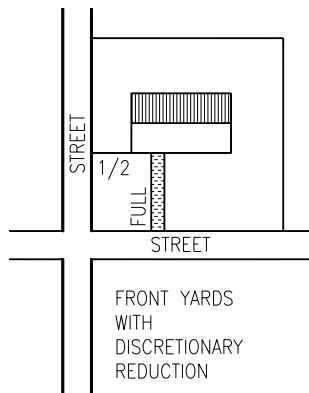


DIAGRAM 4

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

Duplex / Semi-detached Dwelling

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

Variances and Prevention of Encroachments

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

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

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

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

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

(b) Setback from / of Municipal Utilities:

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

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

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

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

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

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

LAND USE SPECIFIC DEVELOPMENT STANDARDS

28. ACCESSORY BUILDINGS AND USES

28.1 General Provisions

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

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

29. ANIMAL CARE SERVICE FACILITIES

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

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

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

31. CANNABIS RETAIL SALES

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

32. DRIVE-IN COMMERCIAL

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

Schedule 5

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

1. APPLICATION

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

2. BUILDING HEIGHT

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

3. MAXIMUM DENSITY

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

4. SEPARATION SPACE AND AMENITY AREAS

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

5. PARKING, DRAINAGE AND LANDSCAPING

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

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

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

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

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

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

OFF-STREET PARKING AND LOADING AREA STANDARDS

1. REQUIREMENTS FOR PARKING AND LOADING AREAS

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

Shared Parking Facilities

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

Schedule 14

SHIPPING CONTAINER / TRANSPORT TRAILER REGULATIONS

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

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

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

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

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

3. TEMPORARY SHIPPING CONTAINERS ON CONSTRUCTION SITES

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

and

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

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

1. DEFINITIONS

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

2. STANDARDS

2.1 General Standards

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

Schedule 18

USE AND ADMINISTRATIVE DEFINITIONS

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

SCHEDULE 18A - LAND USE DEFINITIONS

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

A

Accessory Building or Use means:

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

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

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

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

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

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

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

D

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

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

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

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

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

Travel Plaza means a development providing fuel-dispensing facilities and/or electric vehicle charging stations to motor vehicles large and small, along with a variety of vehicle-related services and amenities tailored to the travelling public. Travel plazas typically include an accompanying restaurant or cafe along with a convenience store. Car washes, sani-dumps, vehicle towing and car rentals are common ancillary services, while ancillary amenities include retail sales, personal services and visitor information services.

Tree Felling means a development or land use activity that results in the removal of ~~one or more~~ trees on a parcel of private land to the extent of clear cutting one or more portions of the parcel or the entire parcel. This use does not include the thinning out of tree stands, the trimming of branches, or other foliage management practices related to tree maintenance, and it does not include the removal of trees specifically for the construction of a road access, a driveway, or a fence, or for the purpose of fire safety measures or adhering to an easement agreement, provided that the result of tree felling for these purposes does not result in clear cutting.

W

Warehouse means a building used or intended to be used predominantly for the indoor storage of goods and merchandise with the associated loading and unloading of heavy vehicles, but is not a Transportation Terminal.

Warehouse Store means a facility for the wholesale or retail sale of a limited range of bulky goods from within an enclosed building where the warehouse or storage component occupies at least 50 percent of the gross floor area and retail uses occupy 50 percent or less of the gross floor area. Typical uses include furniture, carpet and appliance warehouses.

Work Camp means a temporary residential complex used to house workers for a contracting firm or project on a temporary basis up to four (4) years. The camp is usually made up of a number of modular units, clustered in such fashion as to provide sleeping, eating, recreation and other basic living facilities. A work camp may include an area dedicated for the parking of Recreational Vehicles to be used by occupants of the work camp for sleeping accommodations.

Workshop means a small establishment where manufacturing or craftwork is carried on, typically involving the use of power tools, and may include the sales of the associated products. This use does not include Arts and Crafts Studio..

SCHEDULE 18B – ADMINISTRATIVE DEFINITIONS

A

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C

Cabin means an habitable shelter (including a yurt or similar type of structure) for recreational occupancy that is located in an approved "Tourism Accommodation" or in a "Recreation Facility, Outdoor" and, depending on the facilities and services provided in the "Tourism Accommodation" or "Recreation Facility, Outdoor", either has its own cooking, laundry and washroom facilities or has access to communal cooking, laundry and washroom facilities. Typically a cabin does not have a regular basement and instead is placed or constructed on screw piles or a slab-on-grade. A cabin is not a dwelling unit and is not typically intended for residential occupancy (as defined in this Bylaw).

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

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

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

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

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

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

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

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

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

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

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

Compatible means, in relation to adjacent land uses and development, that a proposed land use or a proposed development incorporates mitigative measures to reduce the impact on an existing adjacent land use or development that is in a different land use district or is of a lesser density, lower building height, or smaller building mass than the proposed land use or development to the extent that the Development Authority is satisfied, in its sole opinion, that the proposed land use or proposed development will not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment, or value of adjacent parcels of land. “Compatible” does not mean that only land uses and developments in the same land use district or with the same density, height, and mass can exist adjacent to each other. A proposed land use or development can be made compatible with an adjacent land use or development that is in a different land use district or has a different density, height and mass by means of mitigative measures such as larger yard setbacks, more landscaping, more screening, the gradual stepping of building height, selective roof slopes, the considerate placement of windows, etc.

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

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

Conceptual scheme means a detailed plan that illustrates:

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

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

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

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

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

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

but does not include:

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

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

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

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

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

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

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

Registered owner means:

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

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

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

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

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

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

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

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

S

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

Responses to Council questions at first reading of Bylaw 1226, 2025:

1. What does the proposed amendment in Administration section 8.1(k) mean?

This amendment clarifies that an applicant for a development permit that involves approvals from provincial or federal government agencies may be required to demonstrate that they know about the provincial or federal requirements and either has those approvals or are in the process of obtaining those approvals. Please note that these are matters that the Development Authority cannot sub-delegate its authority to decide on a development permit to a provincial or federal agency. In other words, the Development Authority cannot withhold its decision until the applicant has complied with a provincial or federal requirement. The Development Authority cannot impose a condition on a development permit that requires the applicant to obtain provincial or federal approvals.

2. With reference to the proposed amendment in Schedule 4 section 12.1(a) and (b) regarding compatible infill development in a mature neighbourhood,

perhaps it is necessary to define the word “Compatible”. A new definition for “Compatible” has been included in Bylaw 1226, 2025 Schedule ‘A’. Compatible means, in relation to adjacent land uses and development, that a proposed land use or a proposed development incorporates mitigative measures to reduce the impact on an existing adjacent land use or development that is in a different land use district or is of a lesser density, lower building height, or smaller building mass than the proposed land use or development to the extent that the Development Authority is satisfied, in its sole opinion, that the proposed land use or proposed development will not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment, or value of adjacent parcels of land. “Compatible” does not mean that only land uses and developments in the same land use district or with the same density, height, and mass can exist adjacent to each other. A proposed land use or development can be made compatible with an adjacent land use or development that is in a different land use district or has a different density, height and mass by means of mitigative measures such as larger yard setbacks, more landscaping, more screening, the gradual stepping of building height, selective roof slopes, the considerate placement of windows, etc.

Please note that section 12.1(b) should be read with the key word being “considering” the matters that follow that word – it means that consideration must be given to those matters, but it does not imply to what extent those matters must be resolved. By implication, the Development Authority has the discretion to determine when those matters have been considered to its satisfaction.

Also note that the words “privacy” and “access to sunlight” have been deleted from section 12.1(b) because those terms imply property rights that the courts have not protected.

3. **Regarding the proposed amendments in the APEC Overlay District, are any new standards introduced?** The proposed amendments in the APEC-OD are entirely for the purpose of providing clarity where previous wording caused ambiguity. There is nothing new in these amendments. These amendments were prepared in conjunction with the environmental consultants who have been advising the Municipality on the APEC investigations and monitoring.

Please note that in section 4.2(c) the names of the two nuisance grounds owned by the Municipality were inserted to provide clarity on the exemptions intended in that paragraph.

4. **Why does Schedule 4 section 3.1(a)(iv) state that a public hearing may be required for a Comprehensive Site Development Plan?** This reference is specific in the case of a bareland condominium subdivision application, where the Municipal Government Act s. 653(4.1) provides that the subdivision authority is not required to notify adjacent landowners of an application when a conceptual scheme (or in this case a Comprehensive Site Development Plan) was prepared and a public hearing was held with respect to it. This provision is not a requirements – it is a “may” provision – and it does not apply to a Comprehensive Site Development Plan for a development permit. A CSDP for either a subdivision application or a development permit is not required to have a public hearing.
5. **With regard to Schedule 4 section 3.1(a), how does the “Development Officer” determine when a Comprehensive Site Development Plan is required?**
Paragraph (i) of this section 3.1 provides the circumstances with reference to Schedule 4 sections 12.1 (infill development), 18.2(a) [several principal buildings on one parcel], 21.7 (previously 21.6) [coordination of infrastructure], 27.14 (to approve blanket variances), and 42 (Tourism Accommodation), or Table 1 of Schedule 6 (for parking standards in the CM-1, UTAR and NUTAR Districts), or in section 4.4 of Schedule 16 (work camps). Notwithstanding these provisions, the intent is that a CSDP is required when an application is complex or when a development proposal involves the coordination of municipal water and wastewater infrastructure. In each case the “Development Office” (several staff) will determine if a CSDP is required. The preparation of a CSDP does not mean that the development permit review and decision process is any different than the usual process. Adjacent landowners are not notified prior to a decision being made, and after a decision has been made

adjacent landowner will be notified as required by the land use bylaw and they may appeal the decision pursuant to the land use bylaw.

6. **Why does Administration section 20.3(a) state that the Development Officer may notify the public – why may and not shall?** This provision read together with section 20.3(b) makes a distinction between permitted uses without any variances on the one hand versus permitted uses with variances and discretionary uses on the other hand. The section basically says that while the Municipal Government Act does not require that adjacent landowners must be notified of the approval of a permitted use development permit without any variances, the Development Officer may from time to time publish a list of such development permit approvals for public information. Please note that this section is not one of the amendments proposed in Bylaw 1226, 2025.

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

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

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

MDP policies and LUB standards relative to Infill Housing Compatibility

MDP

2.1 New Residential Development

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

2.2 Multi-Unit Residential Design Standards

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

2.3 Considerations for Residential Development

Land Use Bylaw Standards (delegated to the Development Authority)

Schedule 4 – Standards of Development

12. INFILL DEVELOPMENT IN MATURE NEIGHBOURHOODS

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

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

22. QUALITY AND DESIGN OF DEVELOPMENT

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

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

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

MAXIMUM DENSITY

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

LUB - Administrative Section 13

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

Consistency with Section 617 of the MGA

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

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

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

Considerations for Permitted Uses

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

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

Considerations for Discretionary Uses

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

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

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

Considerations for Variances

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

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

and

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

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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 7.b

Subject: Bylaw 1227, 2025 - Southmore Phase 2 ASP - Second & Third Reading

Recommendation: That Council gives second and third readings of Bylaw 1227, 2025.

Executive Summary:

On May 27, 2025 Council gave first reading of Bylaw 1227, 2025. A public hearing was scheduled for and held on June 24, 2025.

Relevant Council Direction, Policy or Bylaws:

Bylaw 1059, 2020 Municipal Development Plan

Discussion:

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

Analysis of Alternatives:

1. Council may give second and third readings to Bylaw 1227, 2025.
2. Council may defer second reading of Bylaw 1227, 2025 and identify what additional information they wish to see.

Financial Impacts:

N/A

Attachments:

[FORMATTED_Bylaw_1227_2025__1_.docx](#)

[Bylaw_1227__2025_Schedule__A_.pdf](#)

[Bylaw_1227__2025_Schedule__A___aerial_.pdf](#)

[Draft_Southmore_Phase_2_Area_Structure_Plan_May_2025.pdf](#)

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

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

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

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

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

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

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

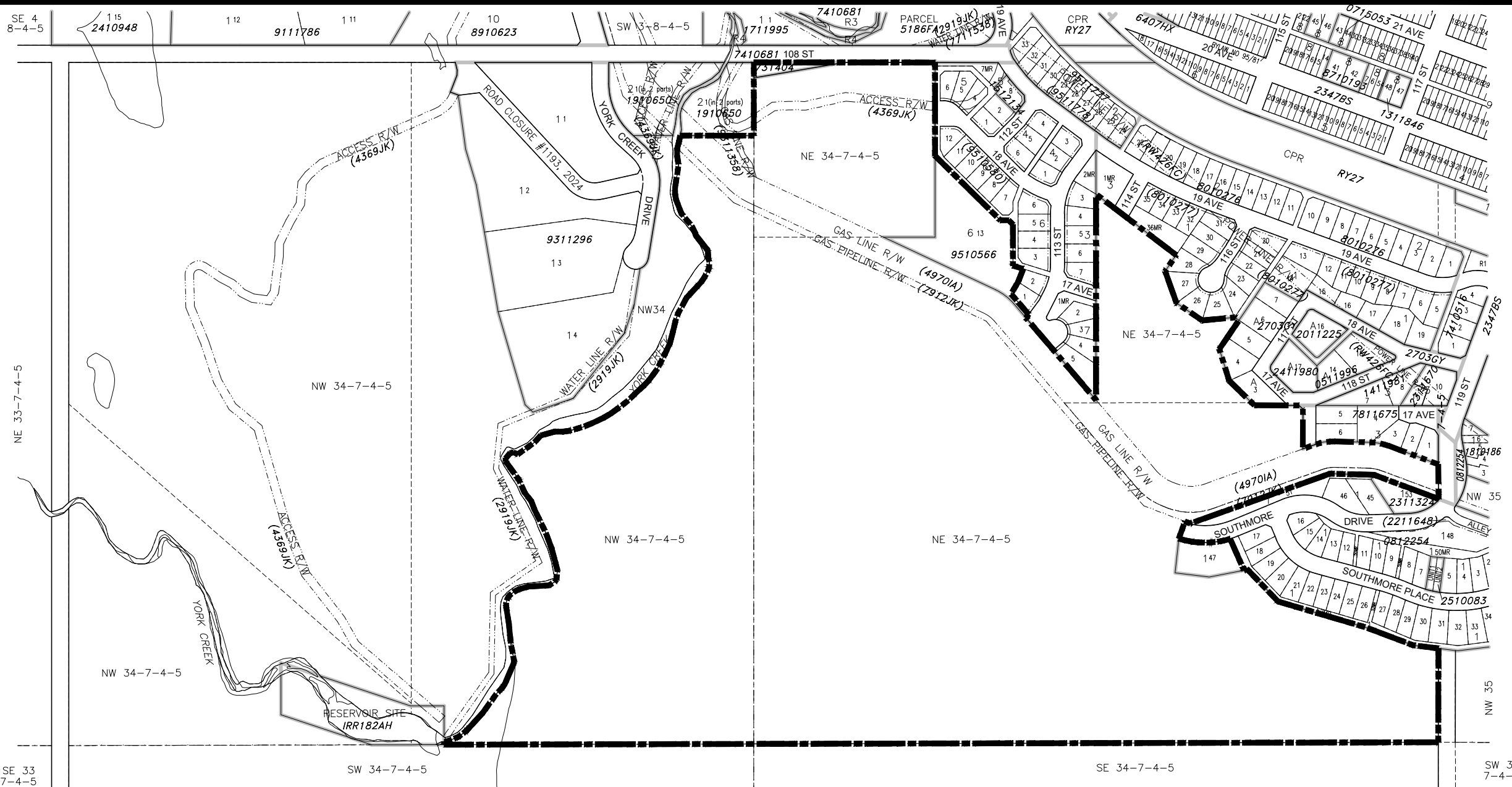
READ a **first** time in council this _____ day of _____, 2024.

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



SCHEDULE 'A'



PROPOSED AREA STRUCTURE
PLAN BOUNDARY

PORTIONS OF N 1/2 SEC 34, TWP 7, RGE 4, W 5 M & LOT 47, BLOCK 1, PLAN 0812254
& LOT 13, BLOCK 6, PLAN 9510566
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: MAY 20, 2025

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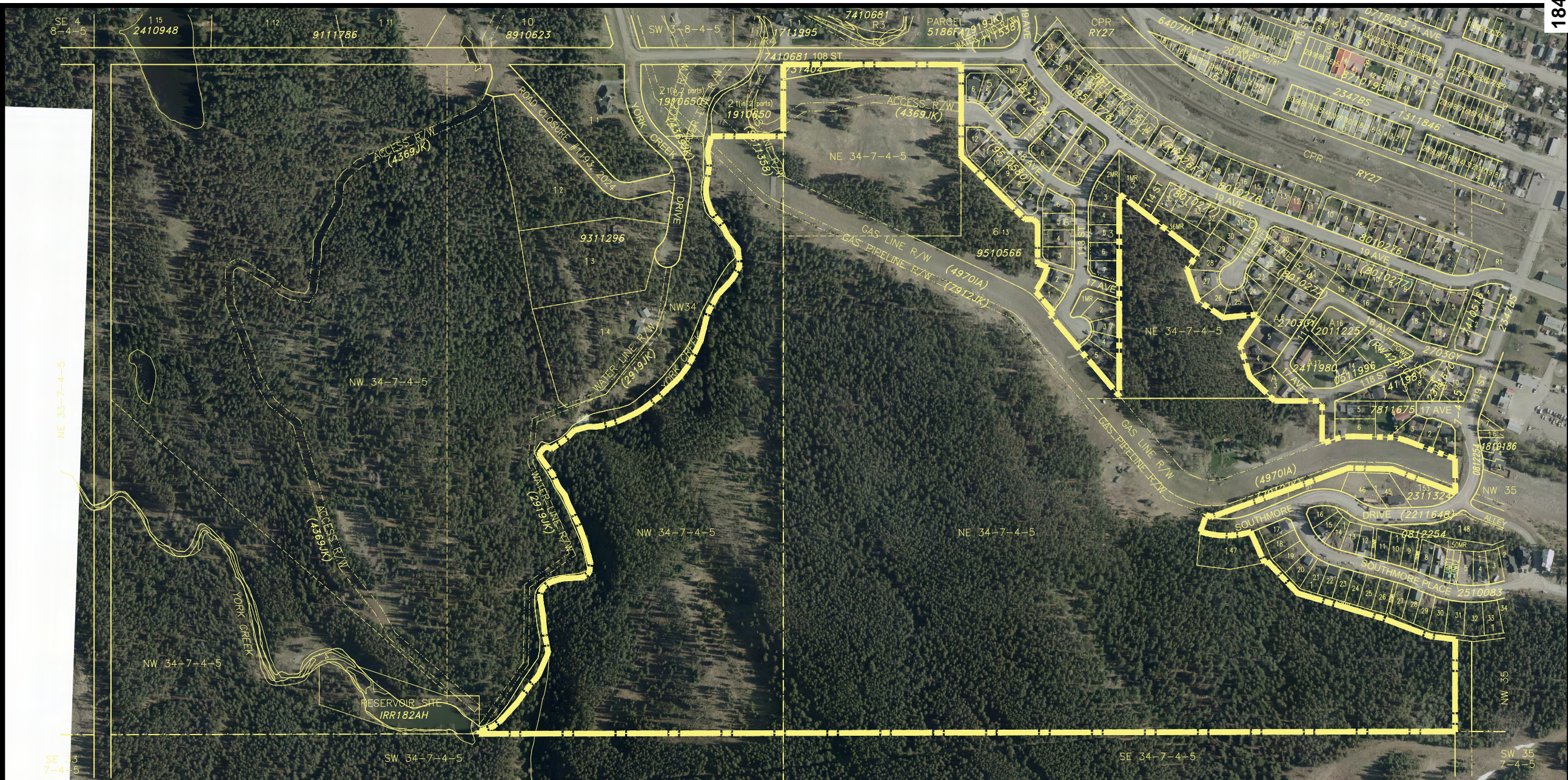
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Date: _____

OLDMAN RIVER REGIONAL SERVICES COMMISSION

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Crowsnest Pass Southmore ASP and Redeignation.dwg





SCHEDULE 'A'



PROPOSED AREA STRUCTURE
PLAN BOUNDARY

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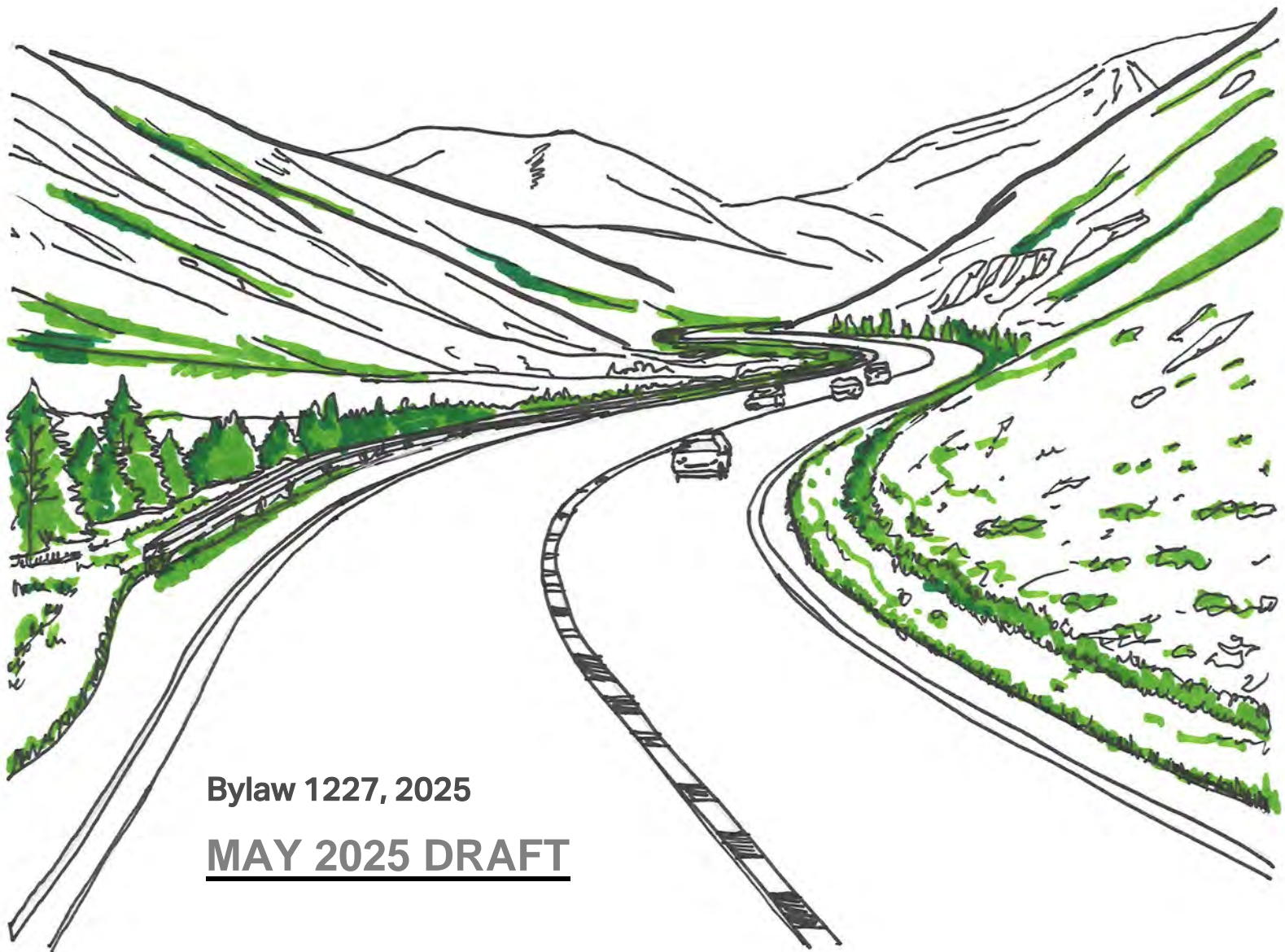
AERIAL PHOTO DATE: May 19, 2021

Bylaw #: 1227, 2025
Date: _____

OLDMAN RIVER REGIONAL SERVICES COMMISSION

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Bylaw 1227, 2025

MAY 2025 DRAFT

Southmore Phase 2

Area Structure Plan



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Prepared for the Municipality of Crowsnest Pass

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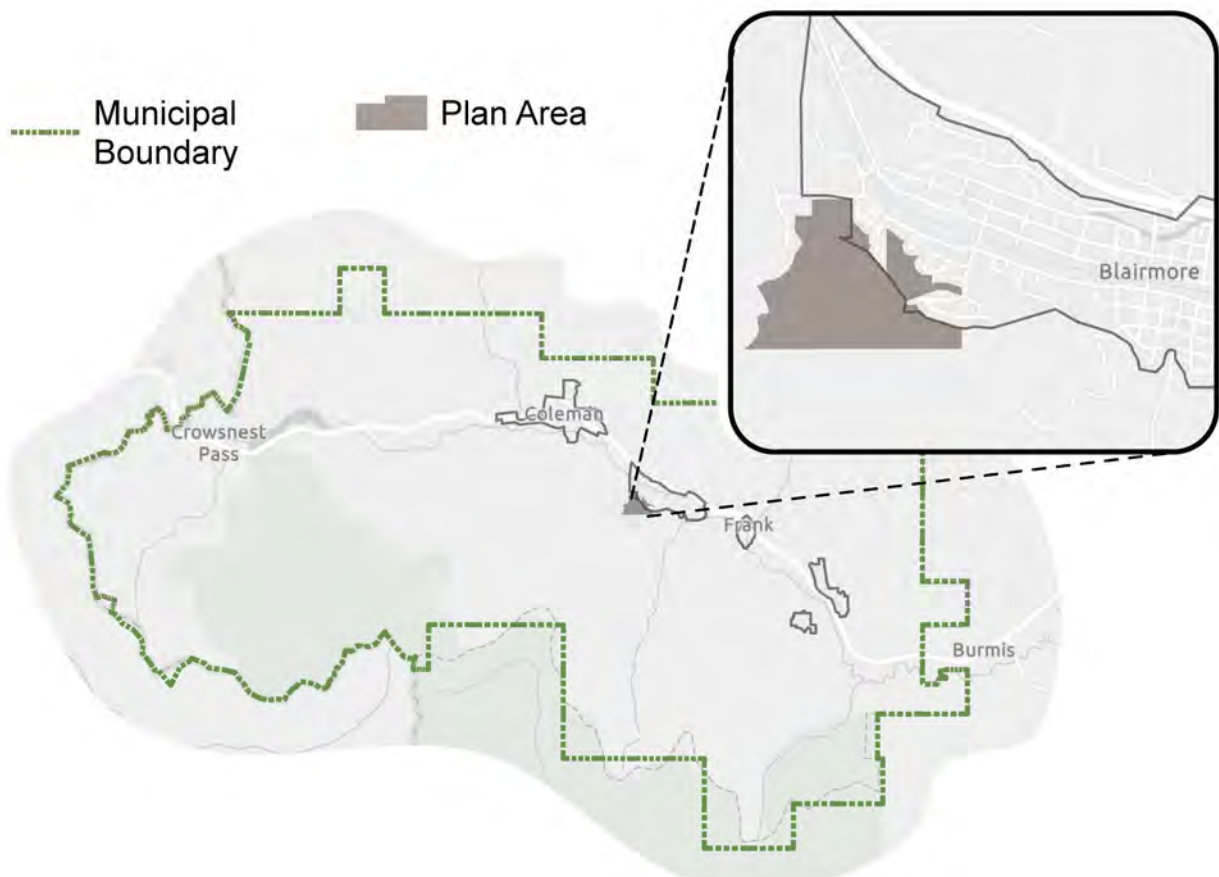


Figure 1 Locational Context

Executive Summary

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

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

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

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

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Part 1—ASP Context

Introduction

Purpose

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



Figure 2 Entrance to Crowsnest Pass (looking east)

Plan Area

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

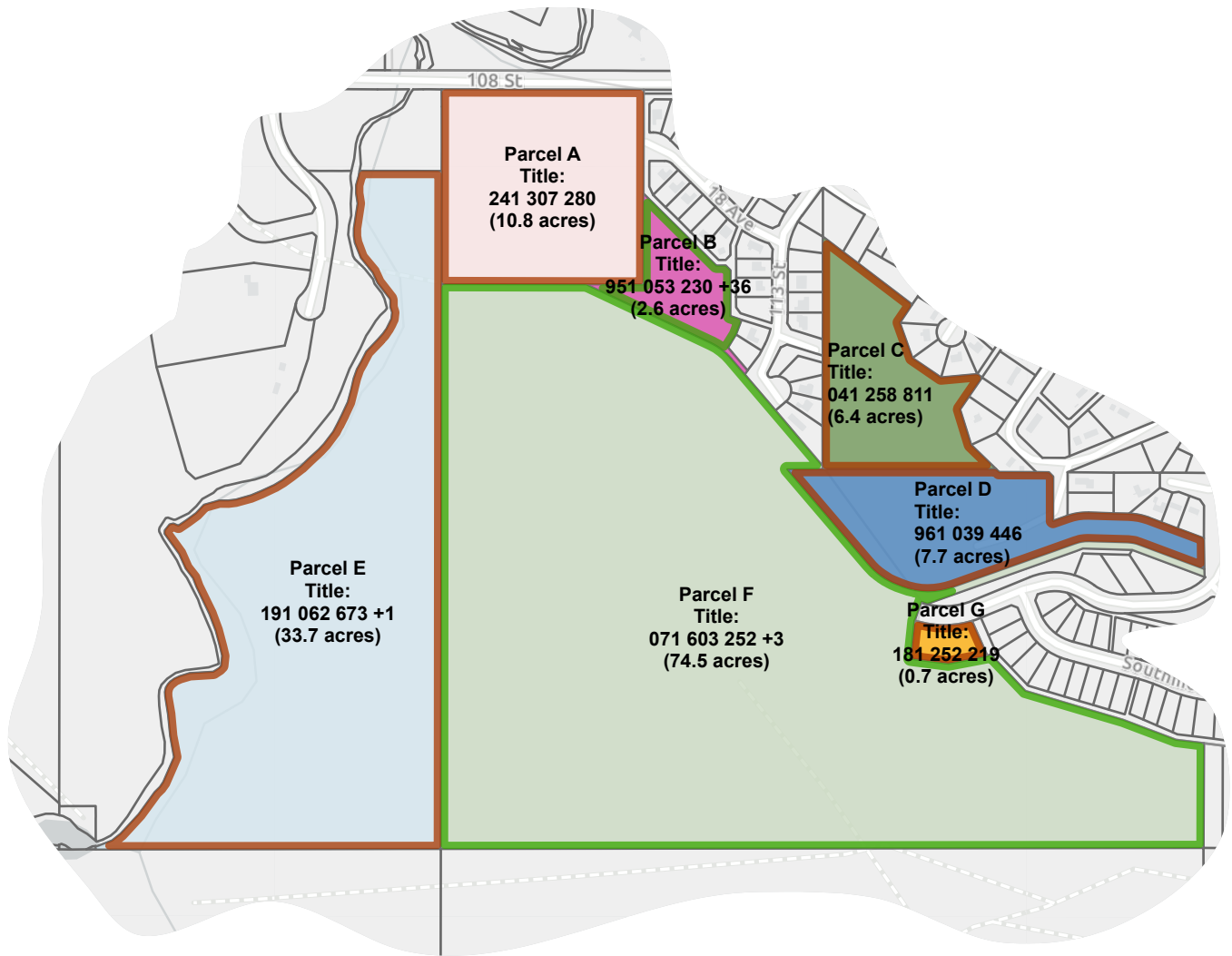
The Plan Area consists of seven parcels, four of which are north of the high-pressure gas line. Most of the existing development in the Plan Area is concentrated in this northern portion. Parcel A contains a registered access right-of-way and a compressor substation, along with remnants of a historical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

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

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

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

Map 1 Plan Area



Parcels





Figure 3 Multi-Storey Home with Compact Footprint

Vision

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

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





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

Municipal Planning Context

Community Context

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

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

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

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

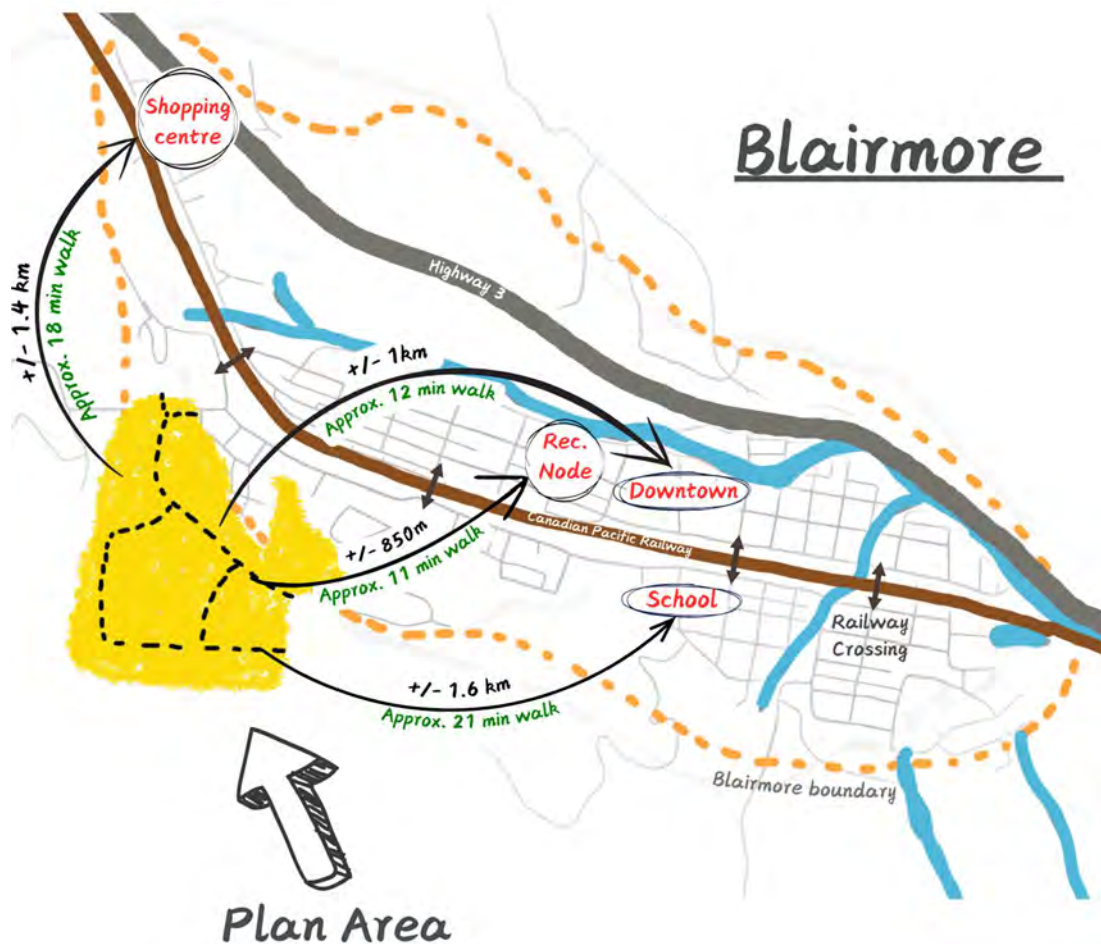


Figure 5 Community Context and Walking Distances

Municipal Development Plan

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

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

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

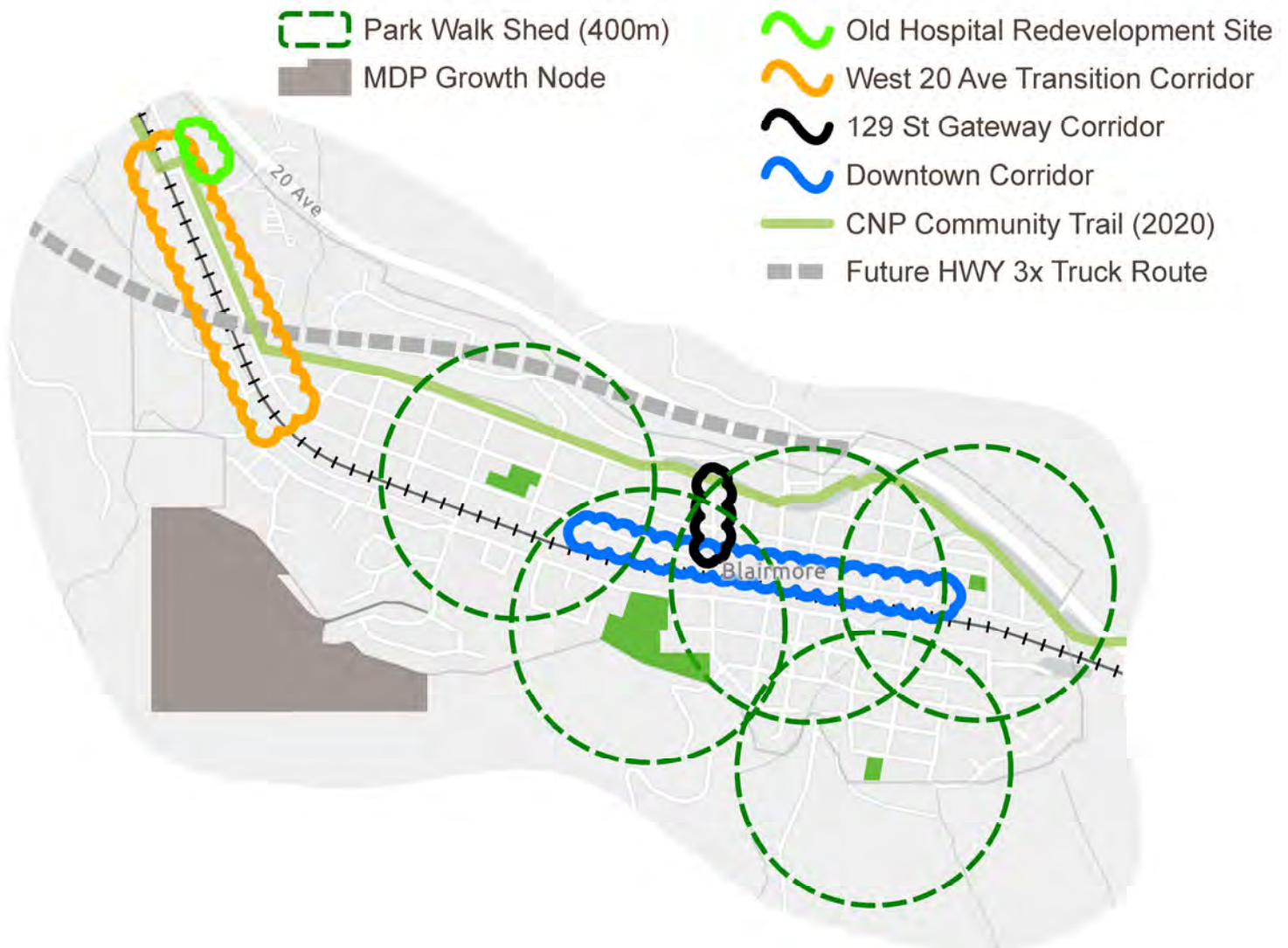


Figure 6 Municipal Development Plan Growth Node

Land Use Bylaw

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

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

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

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

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

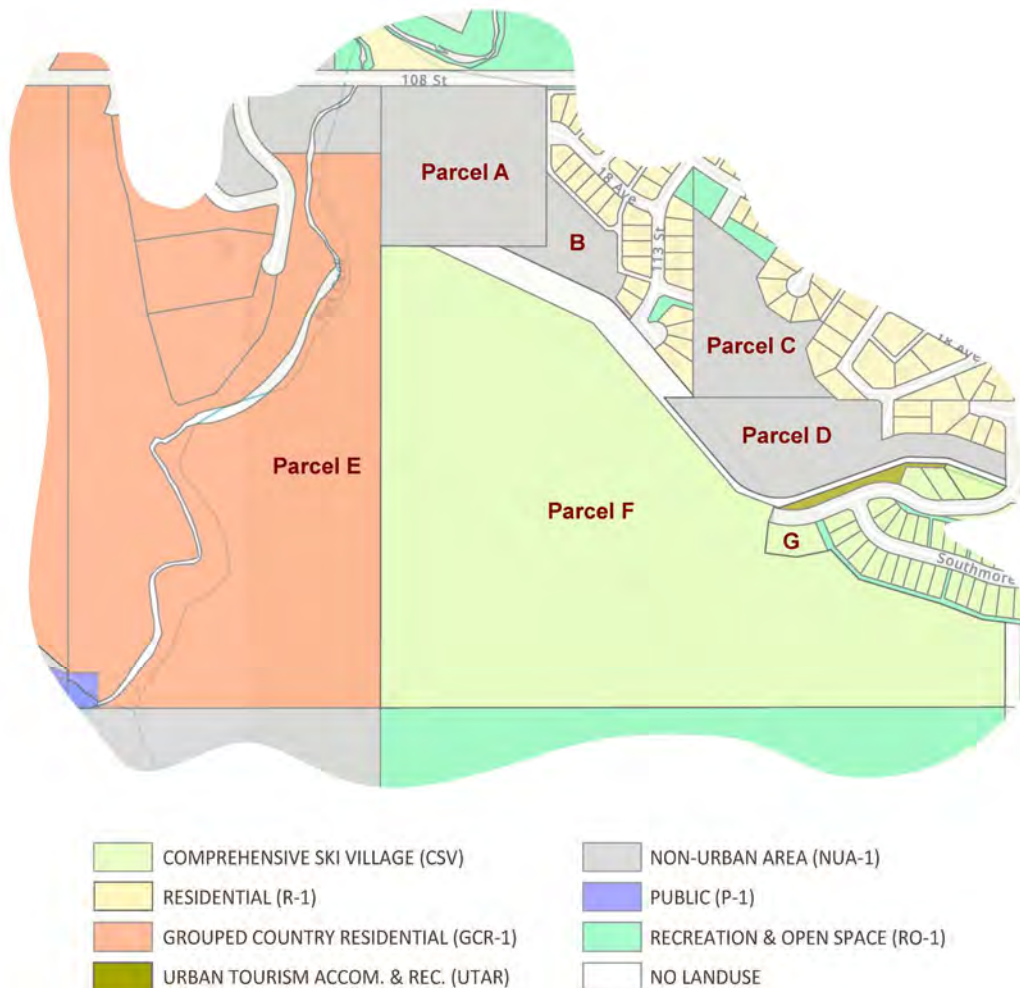


Figure 7 Existing Land Use Districting

Southmore (Phase 1)

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

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

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

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



Figure 8 Plan of Survey 0812254 (Southmore Phase 1)

Historical Land Use Concept

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

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

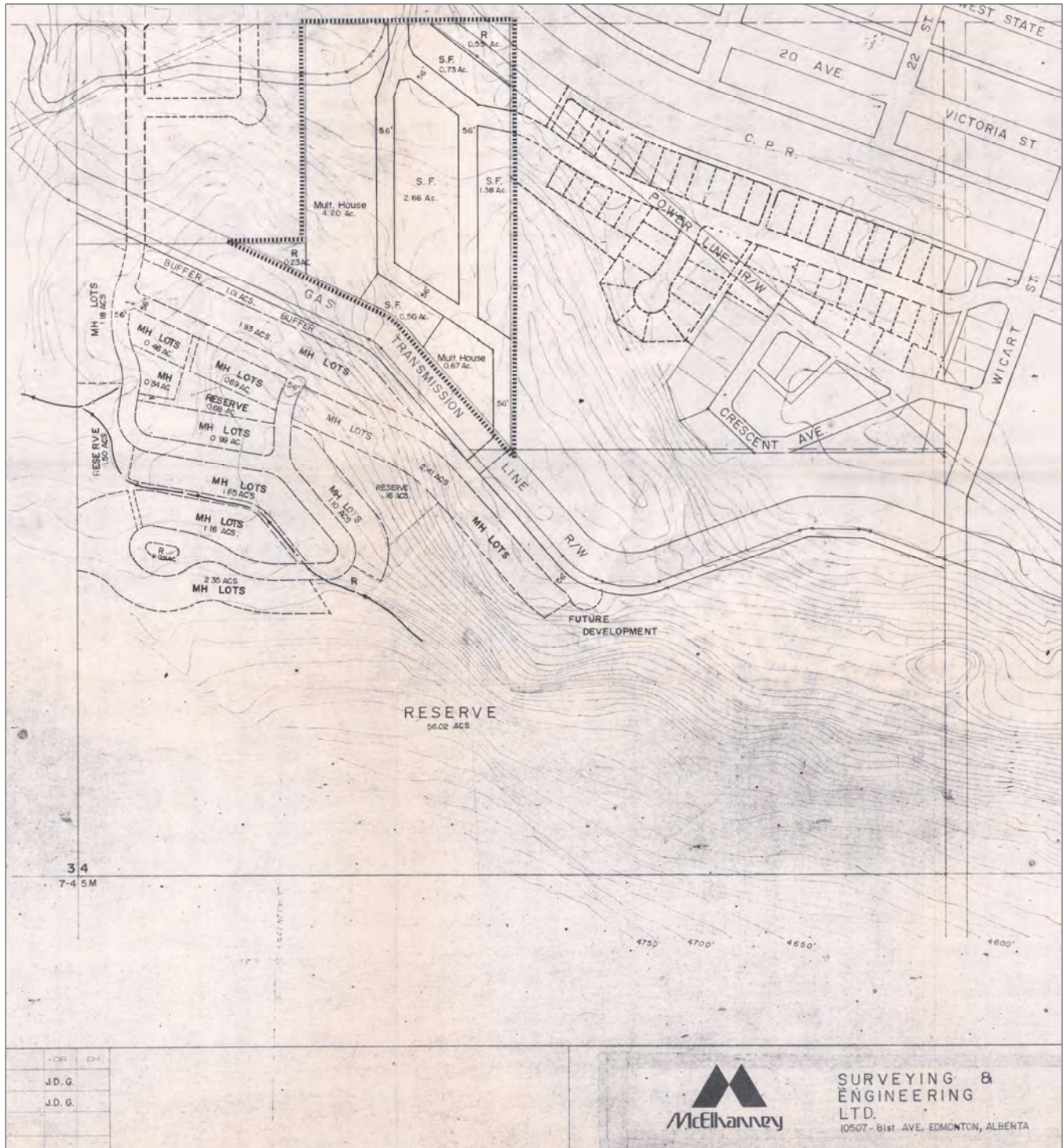


Figure 9 1977 Outline Plan

Site Development Assessment

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

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

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

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

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



Photo 1: 113th Street Looking North



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

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

Part 2—ASP Policy

Plan Interpretation

Policy Statements

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

Policy Statements (continued)

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

Plan Area Features

Biophysical Features

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

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

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

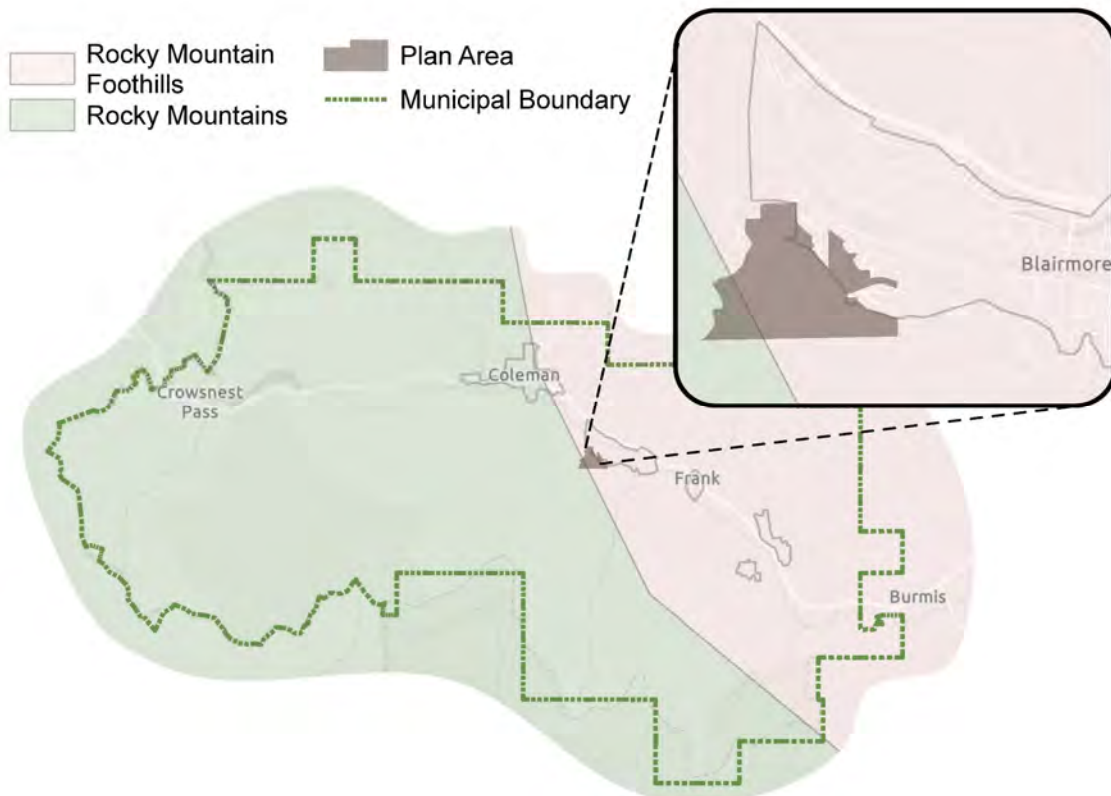


Figure 11 Physiographic Divisions

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

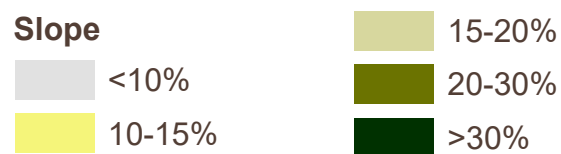
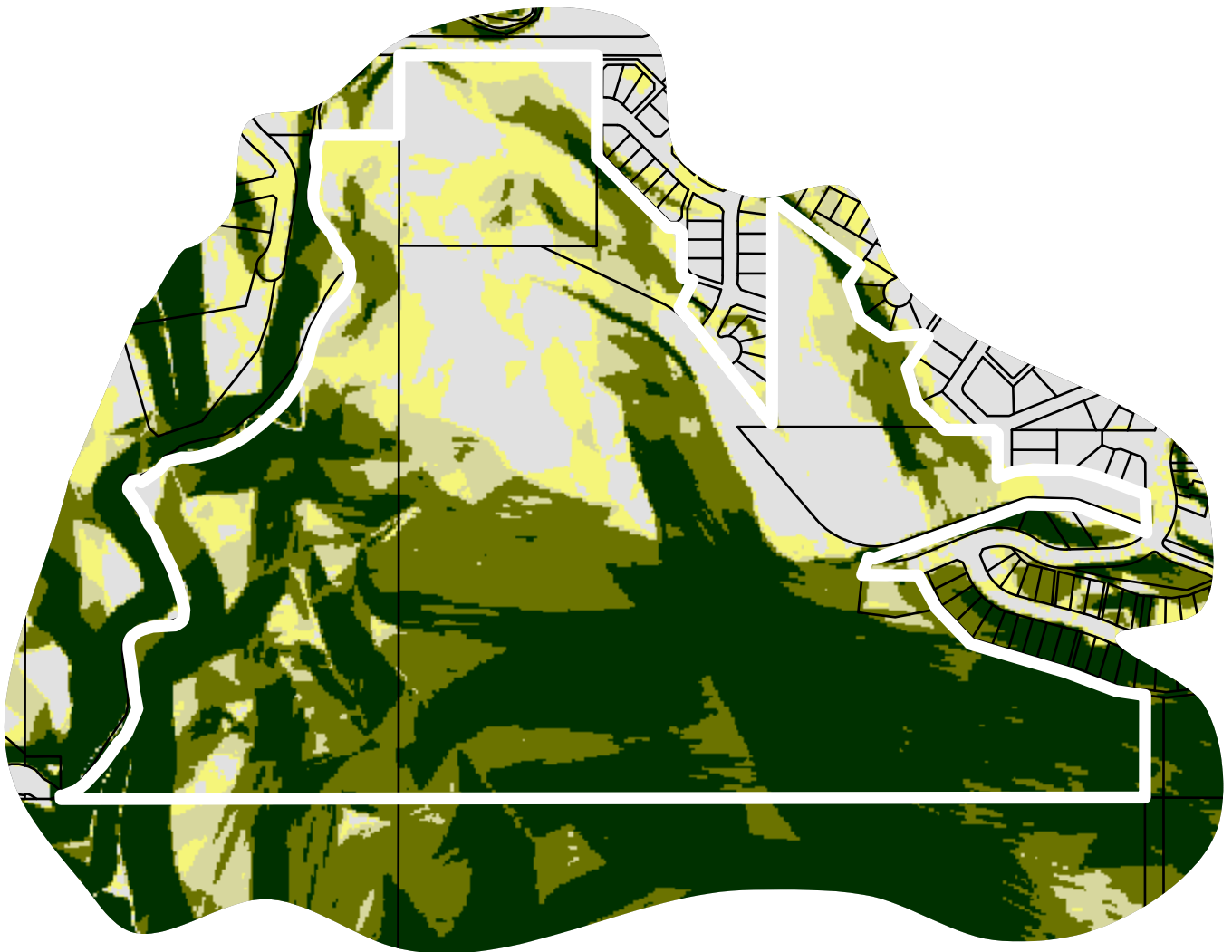
Table 2: Developability as a Function of Slope

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



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

Map 2 Existing Slope Percentage



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

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

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

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

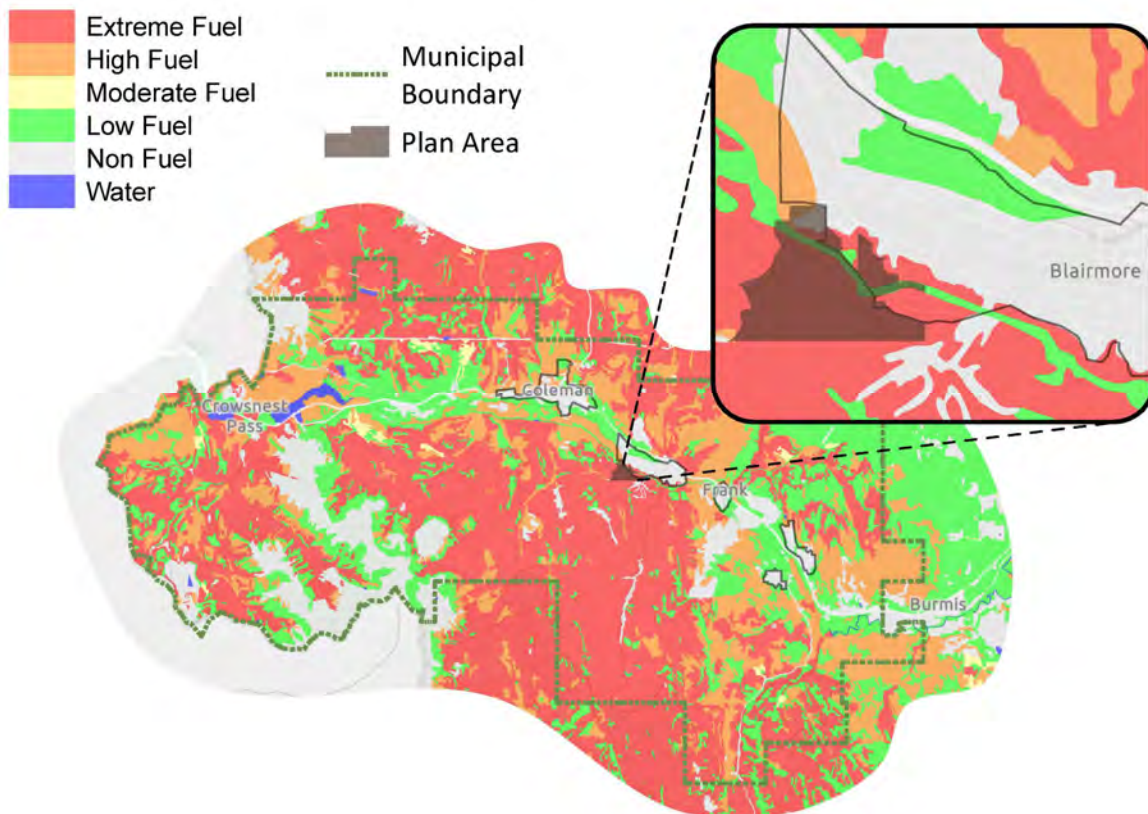


Figure 13 Wildfire Hazard

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

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

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

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

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

Policy Statements

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

Areas of Potential Environmental Concern

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

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

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



Figure 14 Abandoned Coal Mine

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

Policy Statements

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

High-Pressure Gas Line

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

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

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

Policy Statements

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

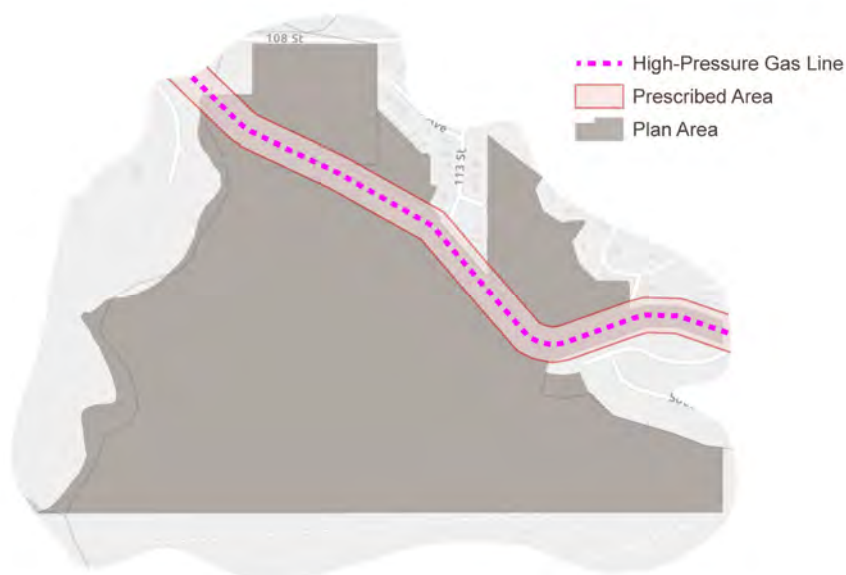


Figure 15 High-Pressure Gas Line

Mountain Biking Trails

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

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

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

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

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

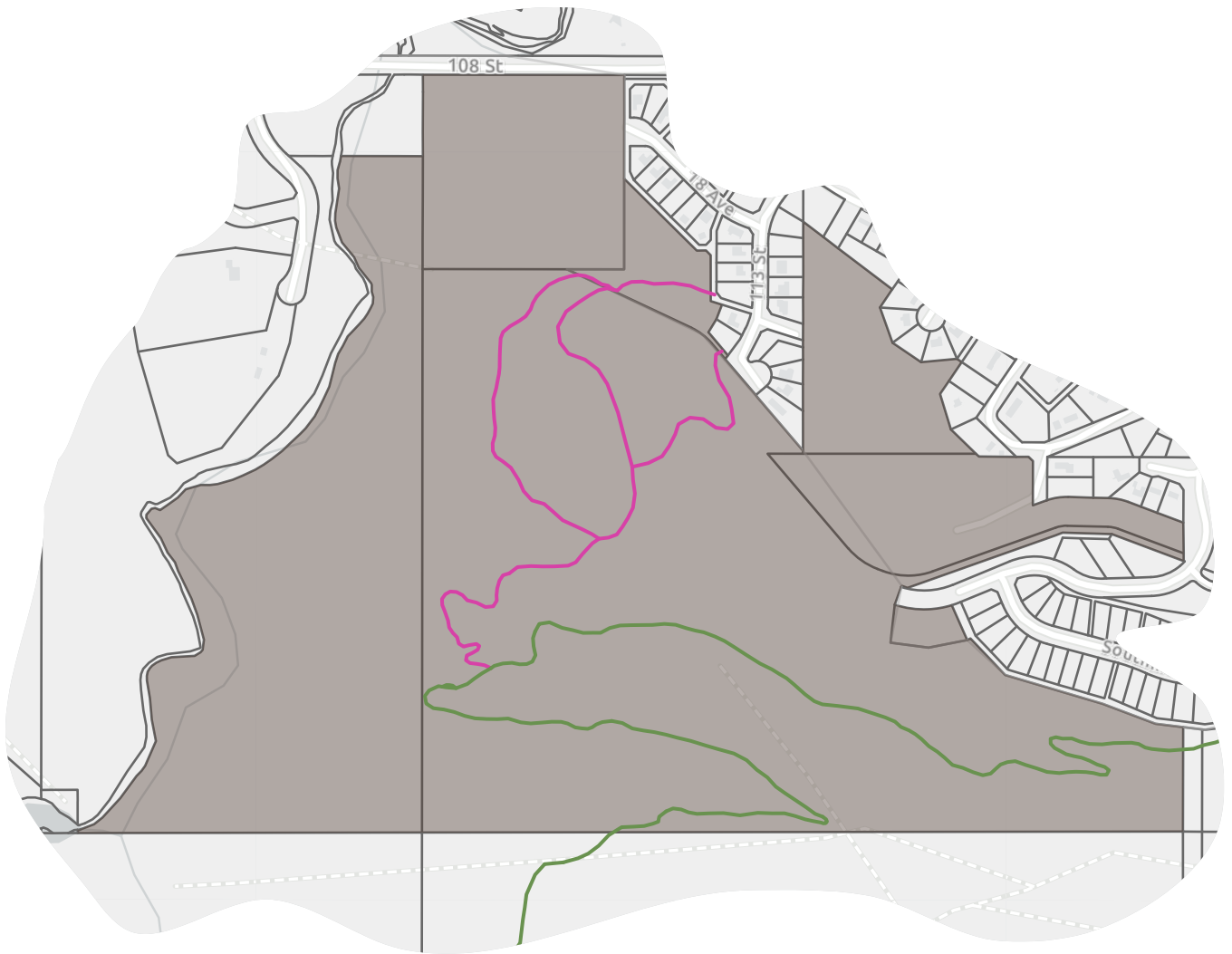
Policy Statements

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



Figure 16 Existing Trail at Terminus of 113 St.

Map 3 Existing Mountain Biking Trails



 Buck 50 Connector

 Buck 50

 Plan Area



Figure 17 Buck 50 Trail into the Public Land Use Zone

Historic Resources

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

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

Policy Statements

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

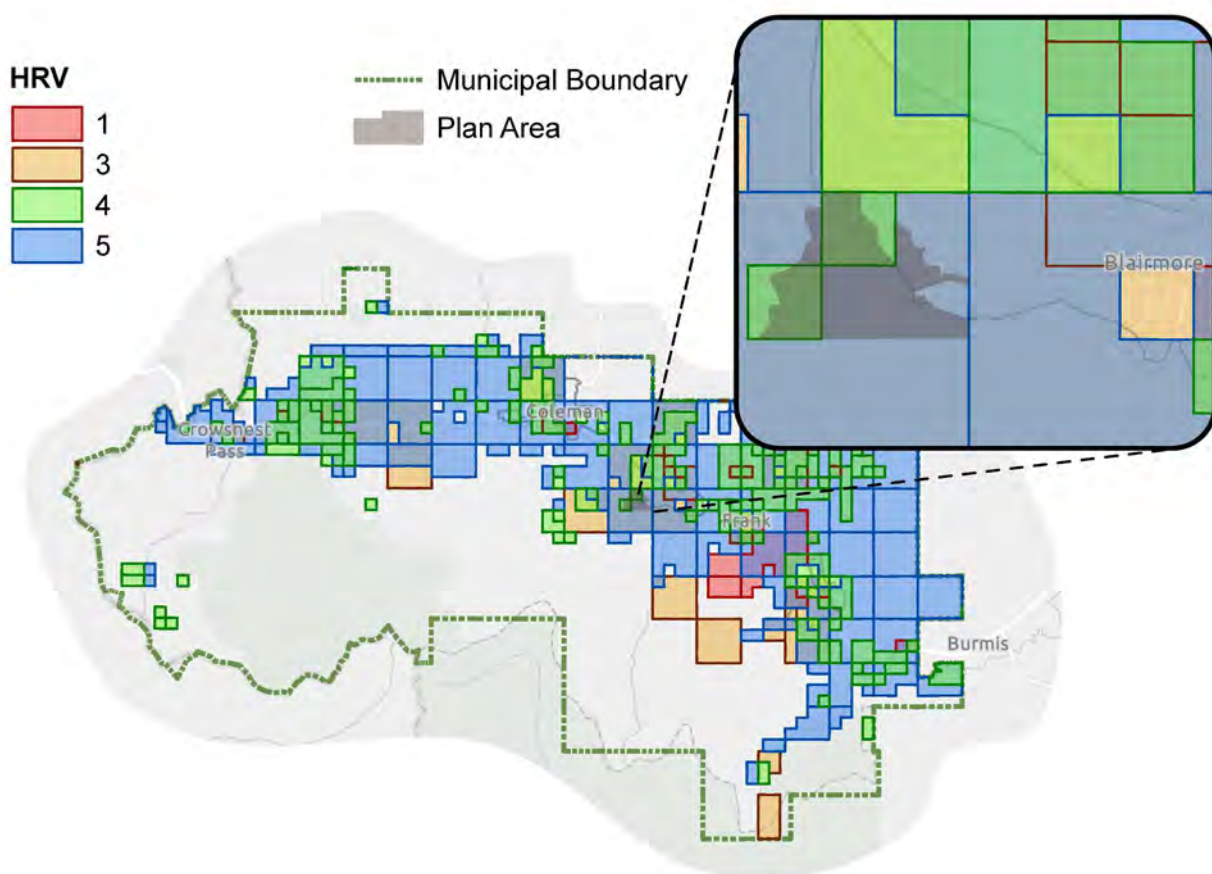
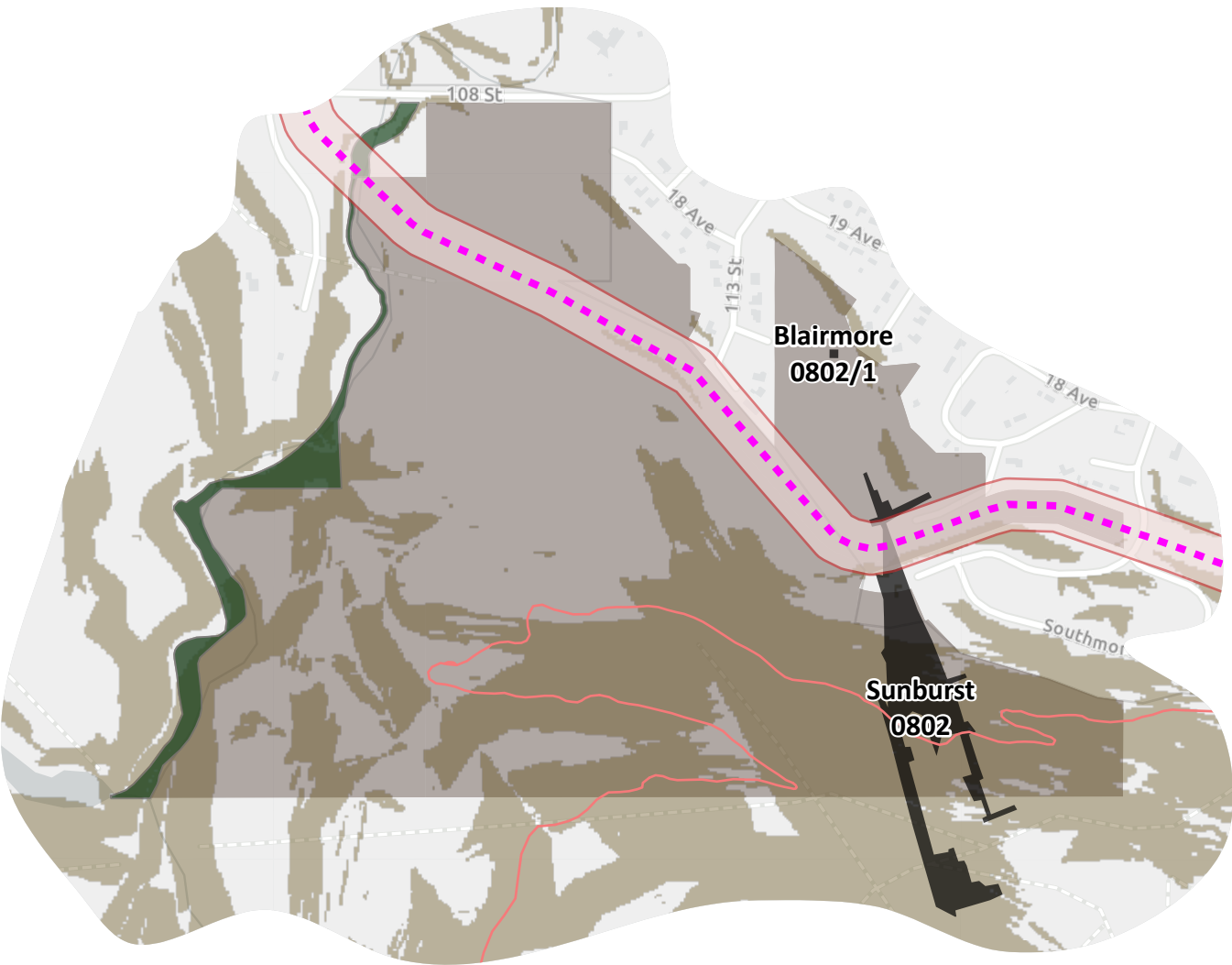


Figure 18 Historic Resource Values

Map 4 Development Constraints



- High-Pressure Gas Line
- Prescribed Area
- Abandoned Coal Mine
- Riparian Corridor

- Buck 50 Mountain Biking Trail
- Slopes Exceeding 30%

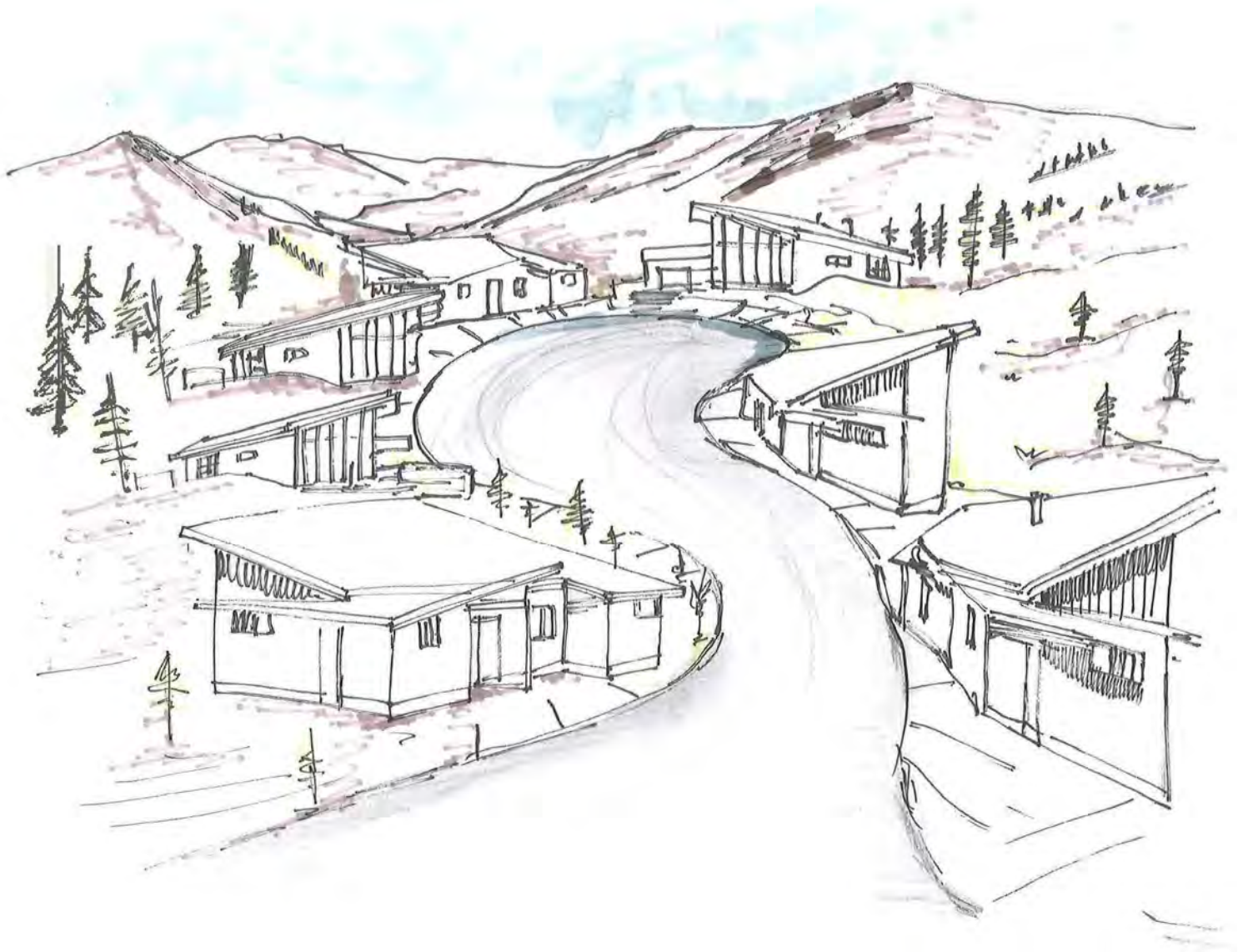


Figure 19 Conceptual Cul-De-Sac Layout

Land Use Concept

Open Space

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

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

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

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

Table 3: Land Use Statistics – Plan Area

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

Table 4: Land Use Statistics – Parcels (hectares)

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

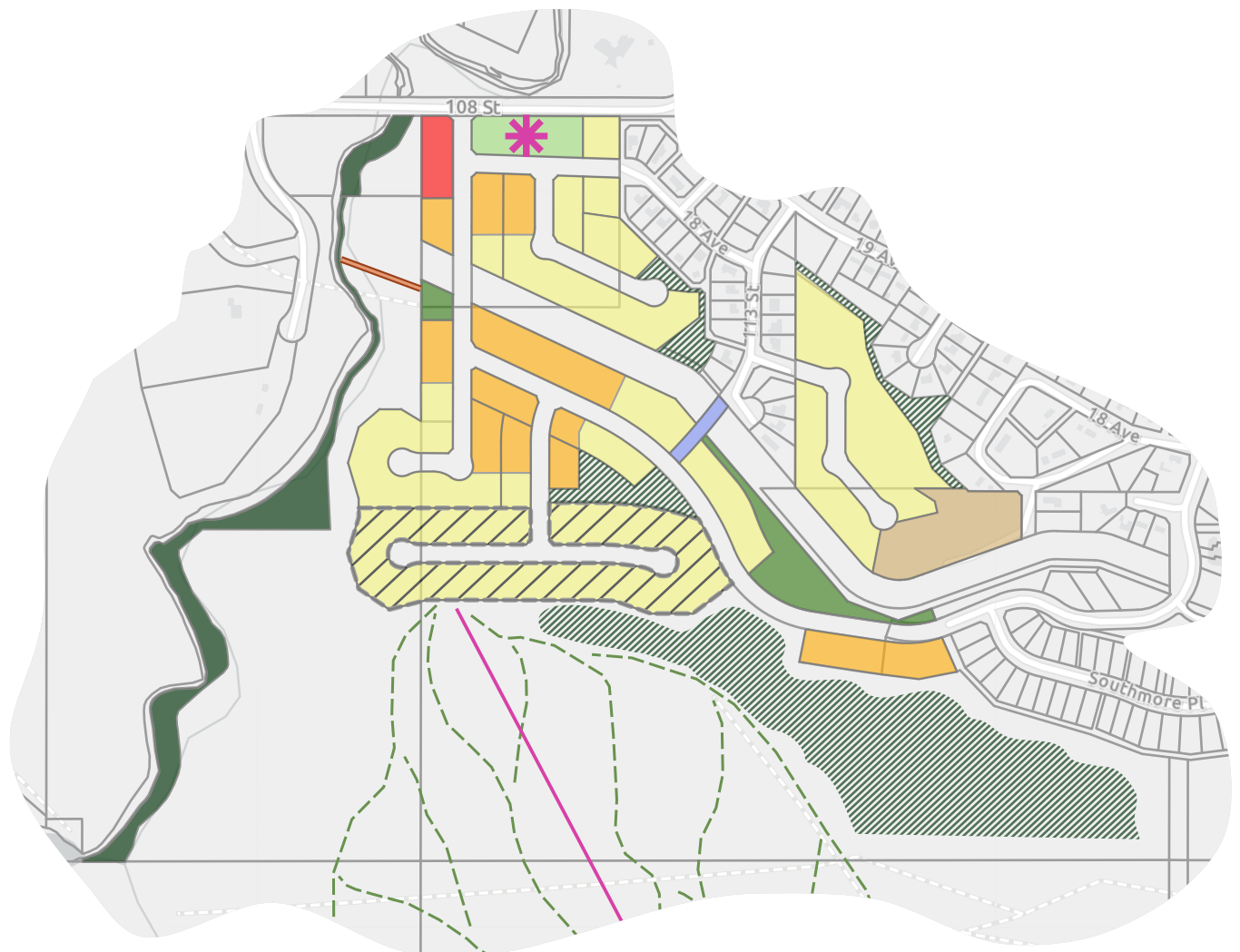
Table 5: Land Use Statistics – Parcels (acres)


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

Footnotes:

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

Map 5 Land Use Concept



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

Policy Statements

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

Density and Layout

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

Table 6: Development Density

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

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

** Assumes an average of 2.5 persons per unit.

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

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

Policy Statements

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

Policy Statements (continued)

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



Figure 20 Building Foundations Stepped into Hillside

Housing and Built Form

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

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

Table 7: Housing Type Distribution

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

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

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

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

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

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

Policy Statements

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

Policy Statements (continued)

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

Landscaping

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

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

Policy Statements

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



Figure 21 Multi-Storey Homes with Compact Footprints



Figure 22 Highway 3 and Landforms

Servicing Concept

Roads

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

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

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

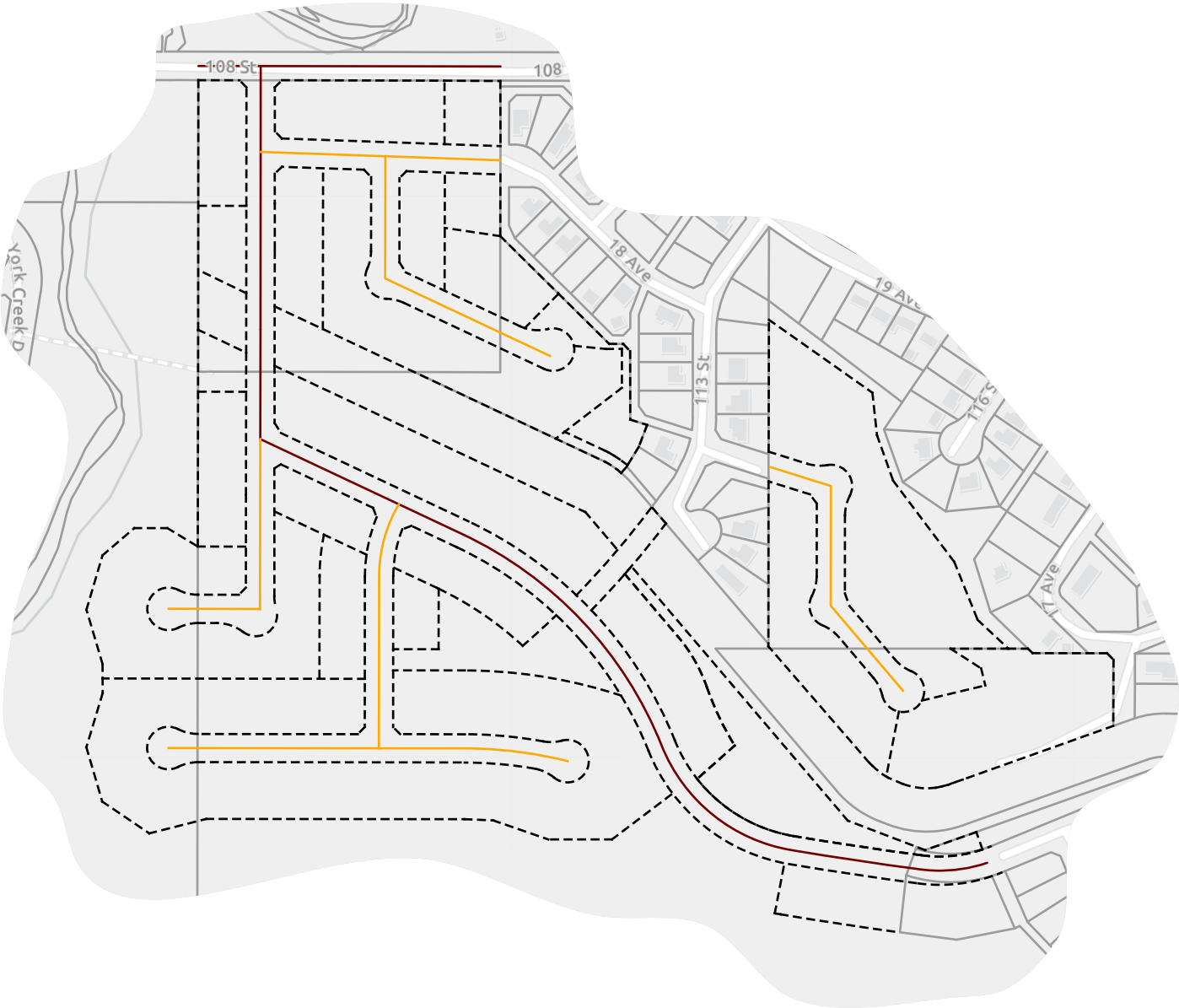
Other design standards impacting the layout of proposed road corridors are the maximum grade of 10 percent for urban local roads, the maximum grade of 10 percent for urban collector roads (at the minimum design speed of 50 km/h), the maximum grade at intersections of 2 percent, and the maximum grade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

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

Policy Statements

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

Map 6 Transportation Concept



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

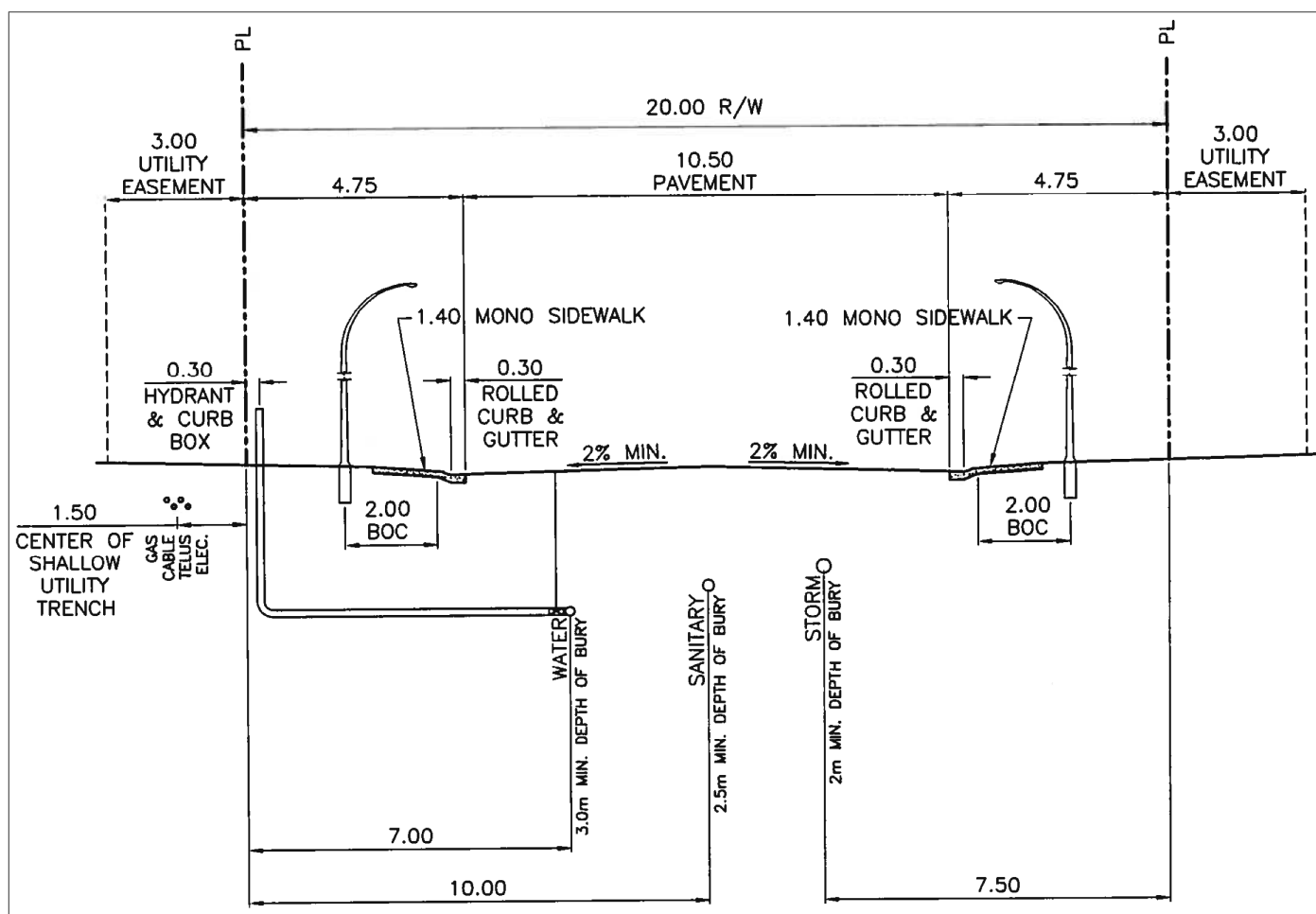


Figure 23 20m R/W Urban Local Street Cross Section
(Drawing No. ST-1 from the Engineering and Development Standards)

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

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

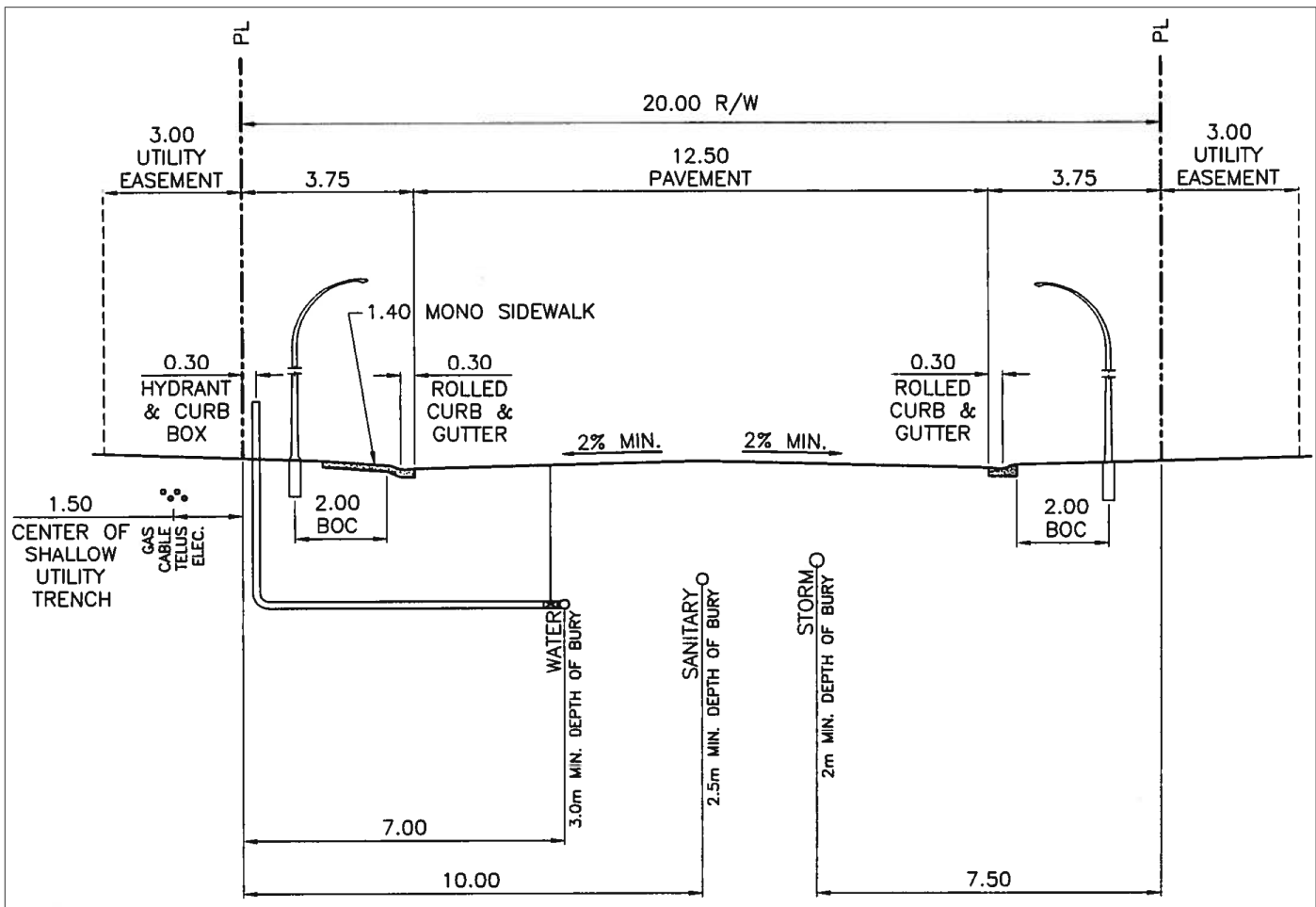


Figure 24 20m R/W Urban Collector Street Cross Section
(Drawing No. ST-2 from the Engineering and Development Standards)

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

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

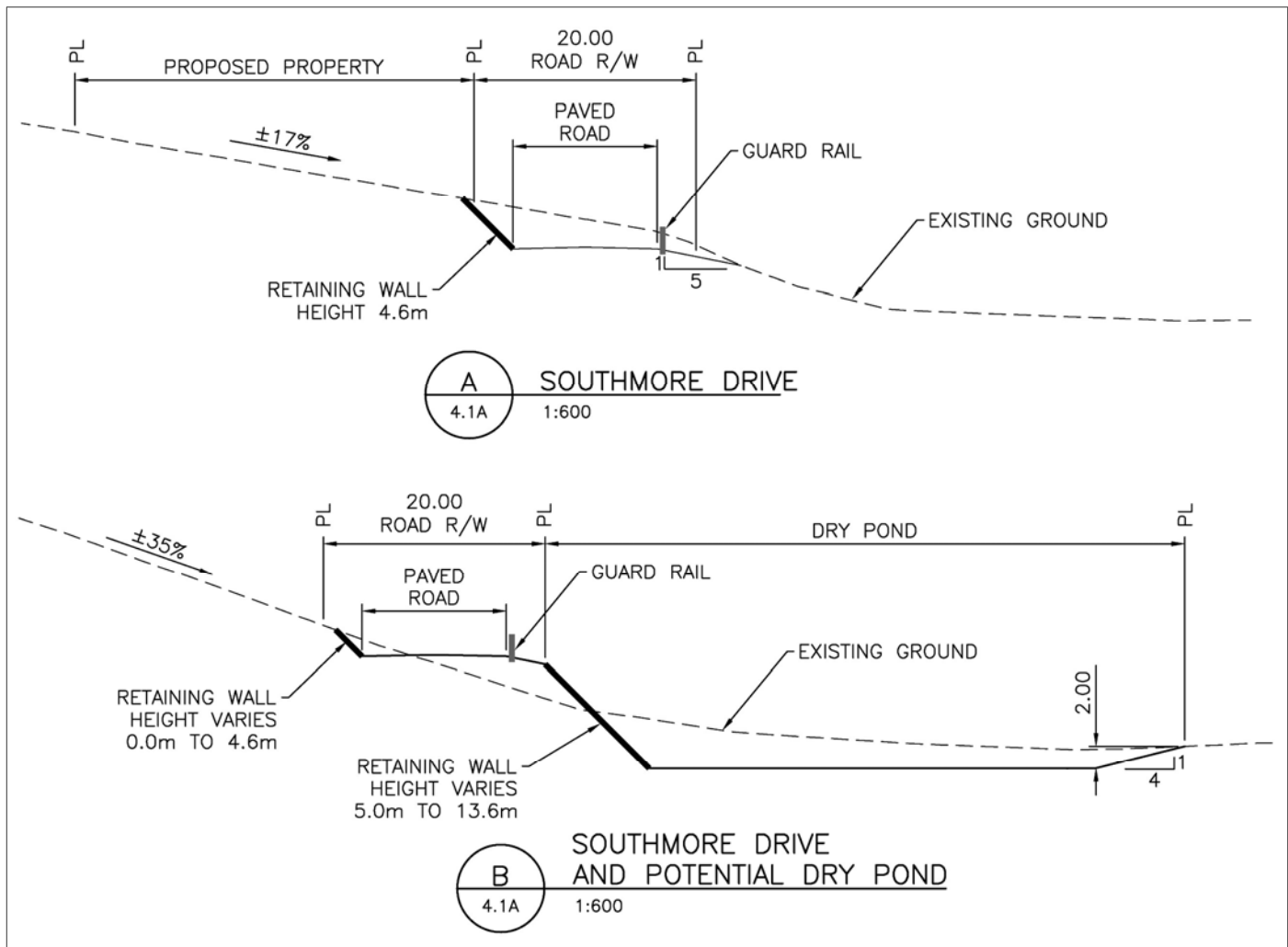


Figure 25 Conceptual Cross-Section: Southmore Drive
(Figure 4.3 from Site Development Assessment)

Stormwater

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

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

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

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

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

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

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

Policy Statements

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

Water

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

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

Table 10: Projected Water Consumption

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

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

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

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

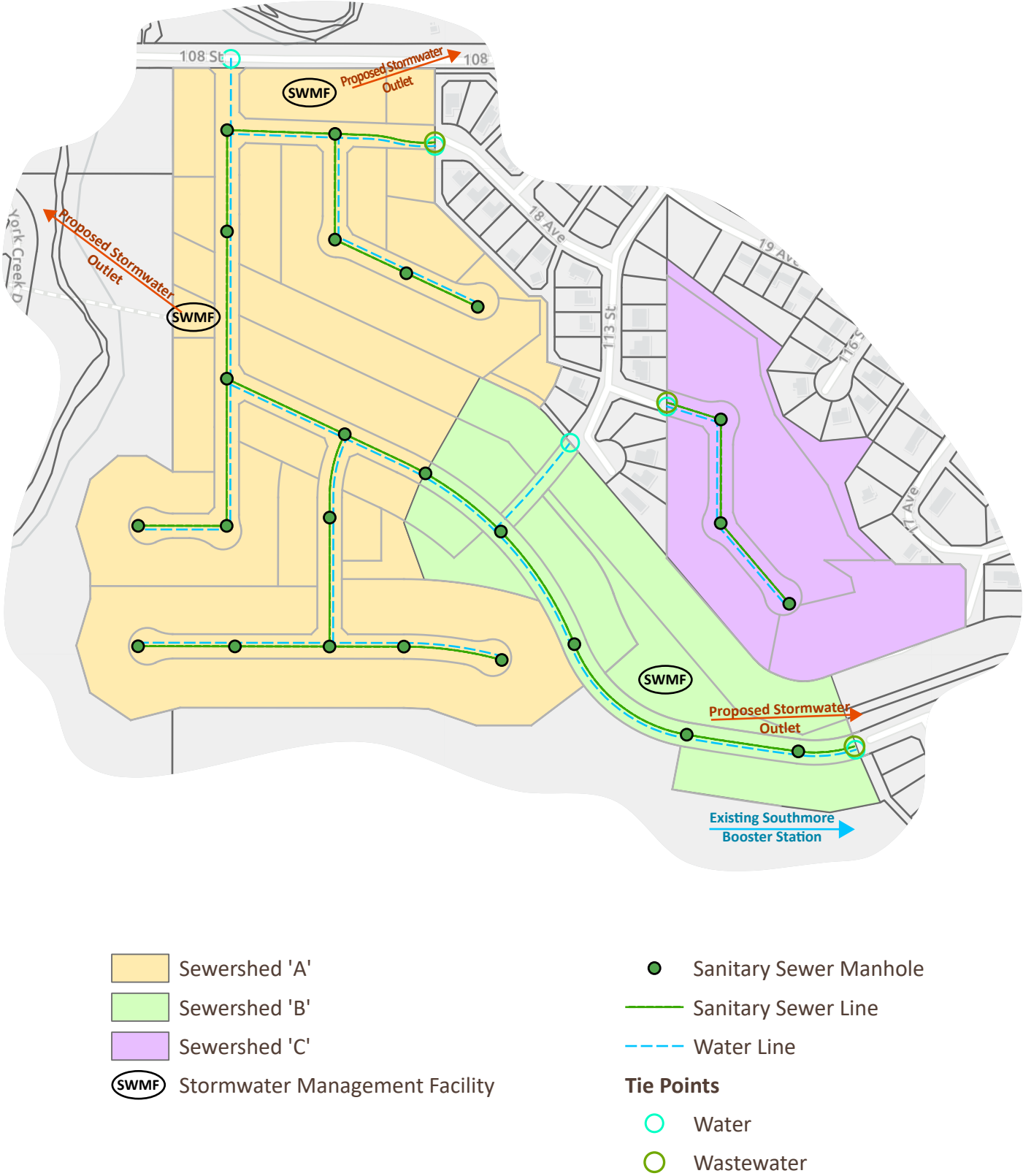
The water pressure challenges associated with providing municipal water service to a hillside neighbourhood will be alleviated—at least in part—by the existing Southmore Booster Station located near the Plan Area at the eastern margin of Phase 1. Much of Phase 2 can likely be serviced by this existing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

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

Policy Statements

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

Map 7 Wet Utilities Servicing Concept



Wastewater

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

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

Policy Statements

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

Shallow Utilities

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

Policy Statements

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

Plan Implementation

Plan Adoption and Amendment

Policy Statements

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

Districting of Land within the Plan Area

Policy Statements

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

Conceptual Schemes

Policy Statement

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

Comprehensive Site Development Plans

Policy Statement

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

Development Sequencing

Policy Statements

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

Development Agreements

Policy Statements

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

Glossary

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

Area structure plan means a statutory plan in accordance with the *Municipal Government Act* and the Municipal Development Plan for the purpose of providing a framework for subsequent subdivision and development of an area of land in the Municipality, that will include the construction of Municipal Improvements (i.e. public infrastructure constructed by a developer and owned and operated by the Municipality) and/or the dedication of municipal reserves or environmental reserves (or other forms of public open space). An area structure plan may contain any matters Council considers necessary; however, it must describe:

- (a) the sequence of development proposed for the area;
- (b) the land uses proposed for the area, either generally or with respect to specific parts of the area;
- (c) the density of population proposed for the area either generally or with respect to specific parts of the area; and
- (d) the general location of major transportation routes and public utilities.

Bioswale means a low impact development practice consisting of shallow, gently sloped vegetated channels designed to collect, store, filter and convey runoff.

Borehole means a hole advanced into the ground for the purpose of determining engineering or geological classification and properties for instrumentation purposes.

Castle Parks means the collective area encompassed by Castle Provincial Park and Castle Wildland Provincial Park.

Comprehensive Site Development Plan means a plan, in a format to be determined for each case based on the requirements established in Schedule 4 of the Land Use Bylaw, that provides for the coordinated, comprehensive planning of multi-faceted or otherwise complex development, redevelopment, infill development or bare land condominium subdivision,

which is of such a scale or complexity or is located in an area that, in the opinion of the Development Authority or the Subdivision Authority, the proposal requires a coordinated and comprehensive approach to the provision of infrastructure, the design and layout of land uses or buildings, the interrelation of the proposal with adjacent or neighbouring lands, and/or the impact of the proposal on adjacent or neighbouring property owners.

Concept map means one of the following maps, which are to be interpreted as policy statements with the caveat that they are conceptual in nature and that their boundaries are approximate and subject to refinement at the subdivision stage as a consequence of detailed engineering design:

- (a) Map 5: Land Use Concept;
- (b) Map 6: Transportation Concept; or
- (c) Map 7: Wet Utilities Servicing Concept.

Conceptual scheme means a detailed plan that illustrates:

- (a) the layout of a proposed subdivision, with parcel or block boundaries and dimensions;
- (b) municipal reserve, environmental reserve, and conservation reserve;
- (c) land uses and density of population;
- (d) public roadways;
- (e) the location and capacity and upsizing requirements of existing or required on-site and off-site municipal water, wastewater, and stormwater infrastructure, based on the design volumes required and produced by the proposed subdivision;
- (f) the relation of the proposed subdivision to future subdivision and development of adjacent areas;
- (g) the sequence of the proposed subdivision; and
- (h) the additional information provided for in the *Matters Related to Subdivision and Development Regulation*, that the Development Officer may deem relevant to making an informed decision on the subdivision application.

Density means the development density, expressed by the number of principal dwelling units within the net developable area.

Detention means a strategy used in stormwater management in which runoff is detained and later released at a prescribed rate.

Engineering and Development Standards means the Engineering and Development Standards for the Municipality of Crowsnest Pass.

Existing ASP means the Southmore Area Structure Plan adopted by the Municipality in 2005.

FireSmart means a nationwide program originally developed in Alberta to educate landowners who inhabit the wildland–urban interface on best practices that can be implemented to safeguard against the wildfire risk.

High-pressure gas line means the Nova Gas Transmission Line operated by TC Energy that runs east-west through the Plan Area.

Impervious cover means any hard surface material, such as asphalt or concrete, that limits stormwater infiltration and induces high runoff rates.

Infrastructure Master Plan means the Crowsnest Pass Infrastructure Master Plan encompassing water, wastewater and stormwater infrastructure.

Land Use Bylaw means the Municipality of Crowsnest Pass Land Use Bylaw.

Land Use Concept means the conceptual layout for residential development depicted in Map 5: Land Use Concept illustrating the distribution of open spaces, the primary road and utility corridors and the block configurations for Southmore Phase 2.

Low impact development means a comprehensive land development and engineering approach to managing the runoff from precipitation events that emphasizes conservation and the use of onsite natural features to protect water quality. Low impact development focuses on reducing the need for conventional stormwater conveyance and collection systems through the use of decentralized small-scale hydrologic controls to replicate pre-development runoff flows by collecting, storing, filtering, infiltrating and/or conveying runoff close to its surface. Low impact development includes tools, techniques and mechanisms including permeable pavements, vegetative roofs, rain gardens, bioswales and constructed wetlands.

Mitigation means any action, strategy or intervention intended to reduce or alleviate the adverse effects and potential risks that occur or may be associated with a specific purpose, activity, project or development.

Municipal Development Plan means the Municipality of Crowsnest Pass Municipal Development Plan.

Municipality means the Municipality of Crowsnest Pass.

Natural drainage pattern means the surface flow regime associated with the pre-disturbance hydrology.

Naturalized area means an area that is primarily preserved in its natural state but that may accommodate the development of trails, interpretive signage and other elements of passive recreation. A naturalized area may be dedicated as environmental reserve; however, the term also includes lands that do not carry the environmental reserve designation.

Net developable area means the area identified for future residential development in Map 5: Land Use Concept. The net developable area represents the portion of the Plan Area that remains upon subtracting the following areas:

- (a) the environmental reserve bordering York Creek;
- (b) the potential naturalized areas corresponding to areas with slopes exceeding 30 percent or that are otherwise unstable;
- (c) the area on Parcel F reserved for the development of future ski trails;
- (d) the area on Parcel D reserved for Existing NUA-1;
- (e) the area on Parcel E reserved for Existing GCR-1;
- (f) the area occupied by the high-pressure gas line right-of-way; and
- (g) the land dedications for municipal reserves, roads and public utilities required to service Southmore Phase 2.

Part 1 means the part of the Phase 2 ASP that does not provide any policy statements for the Plan Area.

Part 2 means the part of the Phase 2 ASP that provides the policy statements and glossary for the Plan Area.

Pass Powderkeg means a community-focused ski area with great snow and exciting terrain that provides access to a diverse alpine environment. The existing ski area for Pass Powderkeg is located east of the Plan Area while the future expansion area encompasses the southern portion of Parcel F.

Phase 2 ASP means the Southmore Phase 2 Area Structure Plan.

Plan Area means the total area encompassed by the Phase 2 ASP.

Prescribed area means, in the context of the high-pressure gas line operated by TC Energy, the area extending 30 metres (98 ft) in either direction from the centreline of the pipeline.

Public Land Use Zone means an area of land designated under the *Public Lands Administration Regulation* designed to accommodate a wide range of recreational uses that are compatible with mining, forestry, surface materials extraction and livestock grazing activities, while also affording protection to sensitive areas and maintaining key wildlife habitat. The Livingstone Public Land Use Zone abuts the Southmore Phase 2 Plan Area to the south.

Shallow utility means underground electricity, natural gas or telecommunications infrastructure.

Site Development Assessment means the preliminary evaluation of the physical constraints and engineering feasibility for residential development undertaken in respect of the Southmore Phase 2 Plan Area.

Ski-in ski-out means a term commonly used in the tourism industry to describe resort residential development located at the base of a mountain or along a mid-mountain slope that allows residents to ski or snowboard directly to and from the trails without the need for additional transportation.

Southmore Phase 2 Area Structure Plan means an area structure plan adopted by the Municipality of Crowsnest Pass dealing with future residential development adjacent to an existing neighbourhood in south Blairmore.

Sunburst Coal Mine means an abandoned underground coal mine in the Plan Area that operated between approximately 1919 and 1930.

Urban local road means an internal road proposed for Southmore Phase 2 that is not an urban minor collector road.

Urban minor collector road means Southmore Drive, 108 Street, or the proposed north–south road beginning at 108 Street that intersects the west terminus of Southmore Drive.

UROC means United Riders of Crowsnest Club, a non-profit organization that develops and maintains trails, promotes Crowsnest Pass as a mountain biking destination and encourages responsible mountain biking practices.

Wildlife linkage zone means an area of seasonal habitat where animals can find food, shelter, and security. Wildlife linkage zones maintain ecological connectivity adjacent to urban environments.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 7.c

Subject: Bylaw 1228, 2025 - Land Use Bylaw Amendment - Establishment of the Future Urban Development District and redesignation of Southmore Phase 2 – Second and Third Readings

Recommendation: That Council gives second and third readings of Bylaw 1228, 2025.

Executive Summary:

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

As part of the process in adopting the ASP, it is prudent to establish a new "holding" land use district in the Land Use Bylaw, namely the Future Urban Development District (FUD), and to redesignate the ASP plan area into this district to preserve the ability to subdivide and develop the lands in accordance with the MDP and the ASP.

On May 27, 2025 Council gave first reading of Bylaw 1228, 2025 .

Relevant Council Direction, Policy or Bylaws:

Bylaw 1059, 2020 Municipal Development Plan.

Bylaw 1227, 2025 Southmore Phase 2 Area Structure Plan.

Municipal Government Act s. 692 Planning Bylaws.

Bylaw No. 1165, 2023, as amended.

Discussion:

N/A

Analysis of Alternatives:

1. Council may give second and third readings of Bylaw 1228, 2025.
2. Council may defer second reading of Bylaw 1228, 2025 and identify what additional information they wish to see.

Financial Impacts:

N/A

Attachments:

[FORMATTED_Bylaw_1228__2025_-_CNP_LUB_1165__2023_FUD_district_and_multi-parcel_redesignation__May_2025_.docx](#)
[Bylaw_1228__2025_Schedule__A_.pdf](#)
[Bylaw_1228__2025_Schedule__B_.pdf](#)
[Bylaw_1228__2025_Schedule__B___aerial_.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

Bylaw 1228, 2025

LAND USE BYLAW AMENDMENT – Establish “Future Urban Development – FUD” land use district and redesignate Lot 13, Block 6, Plan 951 0566; Lot 47, Block 1, Plan 081 2254; & portions of LSDs 9, 10, 15, 16, NE¼ 34-7-4-W5M

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

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to establish the “Future Urban Development – FUD” land use district for the purpose of safeguarding against the premature or unorderly development of lands that are within the boundary of an approved area structure plan, as shown on Schedule ‘A’, attached hereto and forming part of this bylaw, and to redesignate the lands legally described as:

- A. Portion of LSD 15, NE¼ 34-7-4-W5M, containing ±4.4 ha (10.9 acres), from “Non-Urban Area – NUA-1” to “Future Urban Development – FUD”; as shown on Schedule ‘B’, attached hereto and forming part of this bylaw.
- B. Lot 13, Block 6, Plan 951 0566, containing ±1.1 ha (2.6 acres), from “Non-Urban Area – NUA-1” to “Future Urban Development – FUD”; as shown on Schedule ‘B’, attached hereto and forming part of this bylaw.
- C. Portion of LSD 16, NE¼ 34-7-4-W5M, containing ±2.6 ha (6.4 acres), from “Non-Urban Area – NUA-1” to “Future Urban Development – FUD”; as shown on Schedule ‘B’, attached hereto and forming part of this bylaw.
- D. Portion of LSDs 9,10, NE¼ 34-7-4-W5M, containing ±3.1 ha (7.7 acres), from “Non-Urban Area – NUA-1” to “Future Urban Development – FUD”; as shown on Schedule ‘B’, attached hereto and forming part of this bylaw.
- E. Portion of LSDs 9,10, 15, NE¼ 34-7-4-W5M, containing ±30.2 ha (74.6 acres), from “Comprehensive Ski Village – CSV” to “Future Urban Development – FUD”; as shown on Schedule ‘B’, attached hereto and forming part of this bylaw.
- F. Lot 47, Block 1, Plan 081 2254, containing ±0.3 ha (0.7 acres), from “Comprehensive Ski Village – CSV” to “Future Urban Development – FUD”; as shown on Schedule ‘B’, attached hereto and forming part of this bylaw.

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

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

1. That Schedule 1 and Schedule 2 of the Land Use Bylaw are amended by adding the “Future Urban Development – FUD” land use district, as shown on Schedule ‘A’, attached hereto and forming part of this bylaw.
2. That the Land Use District Map be amended to redesignate the lands legally described as Lot 13, Block 6, Plan 951 0566; Lot 47, Block 1, Plan 081 2254; & portions of LSDs 9, 10, 15, 16, NE¼ 34-7-4-

W5M to “Future Urban Development – FUD”, as shown on Schedule ‘B’, attached hereto and forming part of this bylaw.

3. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.

4. This bylaw comes into effect upon third and final reading hereof.

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

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

FUTURE URBAN DEVELOPMENT – FUD

PURPOSE: *To safeguard against the premature or unorderly development of lands that are within the boundary of an approved area structure plan through an interim designation until such time that the lands are ready to be developed in accordance with the area structure plan.*

1. PERMITTED USES

Accessory Building or Use up to 72.8 m² (784 ft²),
not prior to the establishment of the principal
building or use
Agriculture
Exploratory Excavation / Grade Alteration /
Stockpiling
Home Occupation – Class 1
Private Utility – except freestanding Solar Collector
and freestanding Small Wind Energy
Conversion System
Sign – Types:
Fascia or Wall
Freestanding
Murals
Portable
Projecting

DISCRETIONARY USES

Accessory Building or Use up to 72.8 m² (784 ft²) prior to
the establishment of the principal building or use
Accessory Building or Use over 72.8 m² (784 ft²)
Canvas Covered Structure
Home Occupation – Class 2
Manufactured Home
Moved-In Building
Moved-In Dwelling
Private Utility – freestanding Solar Collector and
freestanding Small Wind Energy Conversion System
Recreational Vehicle Storage
Resource Extraction
Secondary Suite, Attached
Sign – Types:
Roof
Third-Party
Single-Detached Dwelling

2. SUBDIVISION WITHIN THE FUD DISTRICT

Subdivision may be supported where the proposal furthers the outcomes of an approved area structure plan and the layout is consistent with the land use concept outlined in the area structure plan.

3. USE RESTRICTIONS FOR DISCRETIONARY USES

- (a) Where lands within this district are subject to a development permit application for a discretionary use, the Development Authority shall not approve the application if it is of the opinion that the use will become non-conforming when the subject lands are ultimately redesignated in accordance with the approved area structure plan that is in effect at the time the development permit application is being considered.
- (b) The Development Authority shall utilize a temporary approval under Administration section 17.1(b) where necessary to ensure that the lands are available for development as envisioned in the approved area structure plan.

4. DEVELOPMENT CONSIDERATIONS FOR DISCRETIONARY USES

- (a) Where lands within this district are subject to a development permit application for a discretionary use, the Development Authority shall not approve the application if it is of the opinion that the proposed development would:
 - (i) compromise the orderly subdivision or subsequent development of the subject lands;

- (ii) substantially conflict with the provisions of the land use district that will govern the subject lands in the future once the lands have been redesignated to align with the approved area structure plan that is in effect at the time the development permit application is being considered; or
- (iii) jeopardize in any way the implementation of the approved area structure plan that is in effect at the time the development permit application is being considered.

5. MINIMUM LOT SIZE – see Schedule 4 section 16

All uses – 1.2 hectares (3 acres) or existing titles

6. MINIMUM YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft	m	ft	m	ft
All Uses	Setbacks shall be at the discretion of the Development Authority having regard to the approved area structure plan.					

7. MAXIMUM BUILDING HEIGHT

Principal building	– 10.0 m (32.8 ft)
Accessory buildings	– 6.1 m (20.0 ft)
Principal Structures under “Agriculture”	– No maximum

8. MINIMUM HABITABLE FLOOR AREA OF PRINCIPAL BUILDING

Single-Detached Dwelling – 102 m² (1,100 ft²) habitable floor area

9. APPLICATION REQUIREMENTS

An application for development shall be accompanied by the documents necessary for the Development Authority to evaluate the consistency of the application with the approved area structure plan. For a permanent building (eg. accessory building, dwelling, etc.), these necessary documents shall include a professionally drafted site plan demonstrating that the building is within an acceptable building pocket and oriented in a manner consistent with the direction provided or implied in the land use concept of the approved area structure plan.

10. STANDARDS OF DEVELOPMENT – See Schedule 4.

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

12. RELOCATION OF BUILDINGS – See Schedule 7.

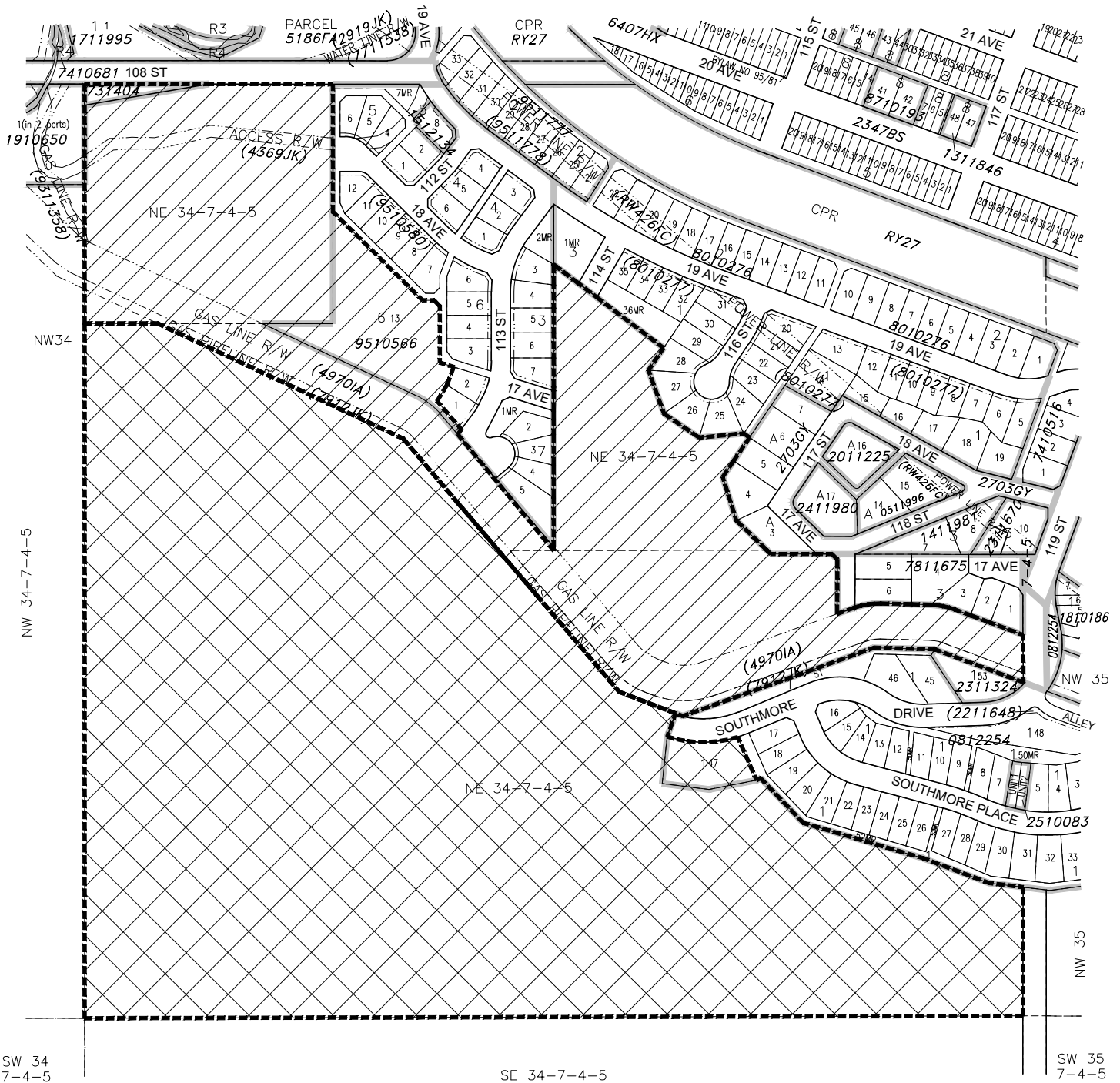
13. CRITERIA FOR HOME OCCUPATIONS – See Schedule 8.

14. MANUFACTURED HOME DEVELOPMENT STANDARDS – See Schedule 9.

15. SIGN STANDARDS – See Schedule 11.

SCHEDULE 'A'

- 16. STANDARDS FOR RENEWABLE ENERGY OPERATIONS** – See Schedule 12.
- 17. ANIMAL CARE SERVICE FACILITY REGULATIONS** – See Schedule 13.
- 18. STANDARDS FOR SECONDARY SUITES** – See Schedule 15.
- 19. STANDARDS FOR SHORT-TERM RENTAL / BED & BREAKFAST AND TOURIST HOME** – see Schedule 17.
- 20. DEFINITIONS** – See Schedule 18.



LAND USE DISTRICT REDESIGNATION SCHEDULE 'B'



FROM: Non-Urban Area NUA-1
TO: Future Urban Development FUD

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



FROM: Comprehensive Ski Village CSV
TO: Future Urban Development FUD

PORTION OF NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M & LOT 47, BLOCK 1, PLAN 0812254

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: MAY 20, 2025

Bylaw #: 1228, 2025
Date: _____



OLDMAN RIVER REGIONAL SERVICES COMMISSION

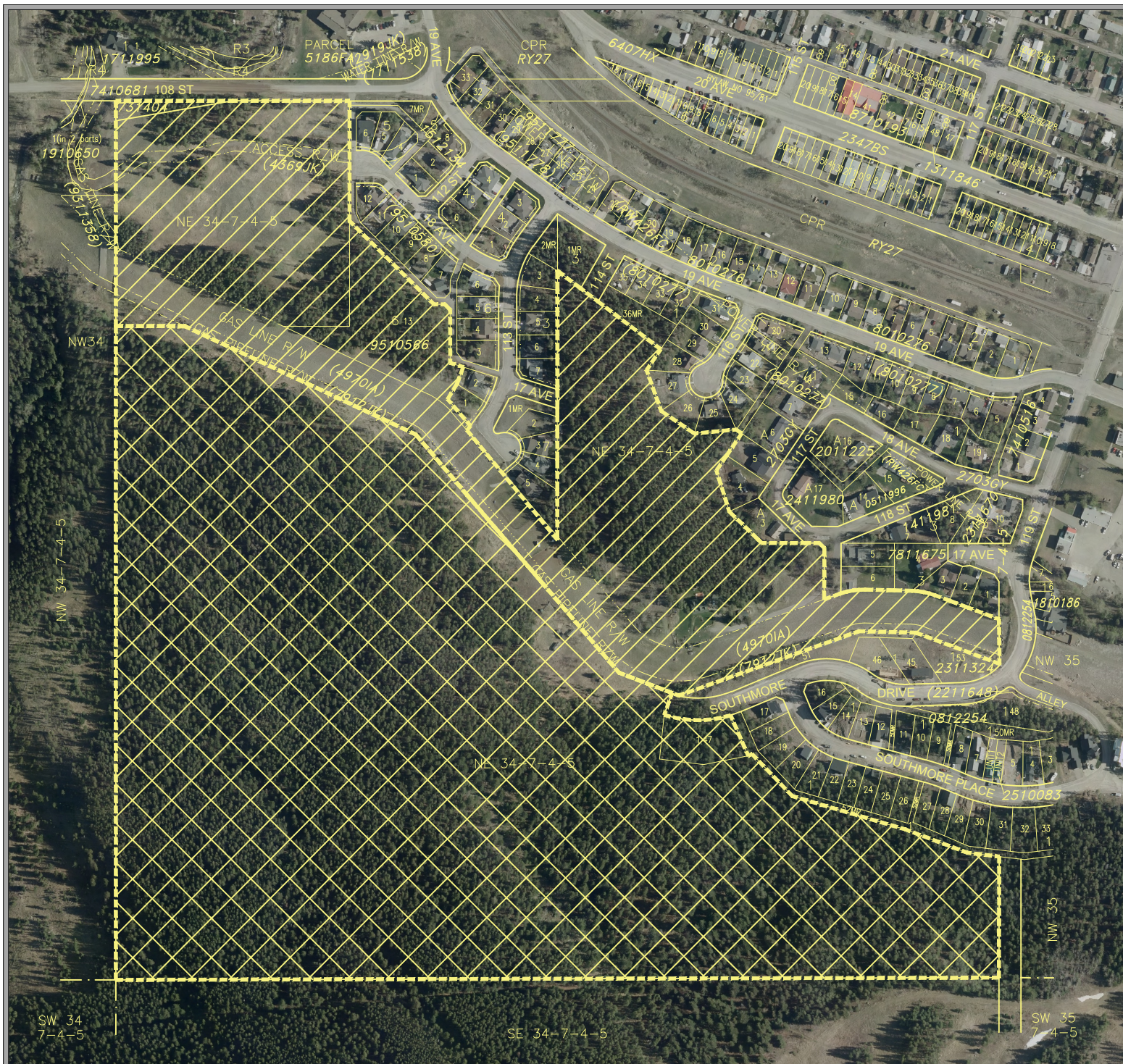
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MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344

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

Aerial Photo Date: May 19, 2021

-  FROM: Non-Urban Area NUA-1
TO: Future Urban Development FUD
- PORTIONS OF NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M & LOT 13, BLOCK 6, PLAN 9510566
-  FROM: Comprehensive Ski Village CSV
TO: Future Urban Development FUD
- PORTION OF NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M & LOT 47, BLOCK 1, PLAN 0812254
- MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
- DATE: MAY 20, 2025

Bylaw #: 1228, 2025
Date: _____



OLDMAN RIVER REGIONAL SERVICES COMMISSION

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Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 7.d

Subject: Bylaw 1129, 2025 - Land Use Bylaw Amendment - Redesignate Lot 1, Block C, Plan 0611227 from "Drive-In Commercial - C-2" to "Medium Density Residential - R-2A" - First Reading

Recommendation: That Council moves first reading to Bylaw 1229, 2025.

Executive Summary:

Bylaw 1229, 2025 proposes the redesignation of the subject property for the purpose of providing the landowner the opportunity to make a development permit application for the development of a Multi-Unit Residential Building, which is a permitted use in the R-2A district, with a non-market / attainable housing component.

Relevant Council Direction, Policy or Bylaws:

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

Municipal Development Plan Bylaw No. 1059, 2020

Land Use Bylaw No. 1165-2023

Discussion:

- The subject parcel [± 0.55 ha (1.37 acres)] is adjacent to two Retail Commercial C-1 parcels to the east (Servus Credit Union and a vacant parcel owned by the Municipality), a developed Medium Density Residential R-2A parcel to the north, a developed bareland condominium property in the R-2A district to the west (the Ironstone Lookout townhouses), several developed and undeveloped Grouped Country Residential GCR-1 parcels in the Wood Haven subdivision to the north, and Highway 3 to the south, with Non-Urban Area NUA-1 lands south of the Highway.
- The subject parcel has access from Ironstone Drive.
- The purpose of the redesignation is to facilitate Multi-Unit Residential Buildings for approximately 28 townhouse units, with 15-25% of the units designated for the non-market / attainable housing category for 10-years. The mechanism for ensuring this segment of the development is unknown.

- A concept plan is attached for illustration purposes only.

The Municipal Development Plan Chapter 4 Goals and Policies, Section 2:

"The Municipality of Crowsnest Pass is home to a diverse population and with economic changes on the horizon the municipality is poised to attract new residents. Historically, housing within Crowsnest Pass was made up of modest, smaller homes accommodating mining families. Today the majority of housing in the municipality is still single detached dwellings. To support existing residents and a growing population, the future of housing in the Municipality will include a range of affordable, innovative residential choices".

Analysis of Alternatives:

1. Council should proceed with first reading of Bylaw 1229, 2025 to commence the public consultation process.
2. Council may defer first reading of Bylaw 1229, 2025 and outline what additional information they would like to see.

Financial Impacts:

N/A

Attachments:

[Bylaw 1229, 2025.docx](#)

[Bylaw 1229, 2025 - Schedule A Aerial Photo.pdf](#)

[Bylaw 1229 2025 - Schedule A.pdf](#)

[Concept Plan.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1229, 2025

LAND USE BYLAW AMENDMENT – Redesignate Lot 1, Block C, Plan 061 1227

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 Lot 1, Block C, Plan 061 1227; containing ± 0.633 ha (1.56 acres), from “Drive-In Commercial – C-2” to “Medium Density Residential – R-2A” 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 “Medium Density Residential – R-2A” 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 Lot 1, Block C, Plan 061 1227; containing ± 0.633 ha (1.56 acres), from “Drive-In Commercial – C-2” to “Medium Density Residential – R-2A” 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



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Aerial Photo Date: May 19, 2021



FROM: Drive-In Commercial C2
TO: Medium Density Residential R-2A

LOT 1, BLOCK C, PLAN 0611227 WITHIN
SE 1/4 SEC 9, TWP 8, RGE 4, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: MAY 28, 2025

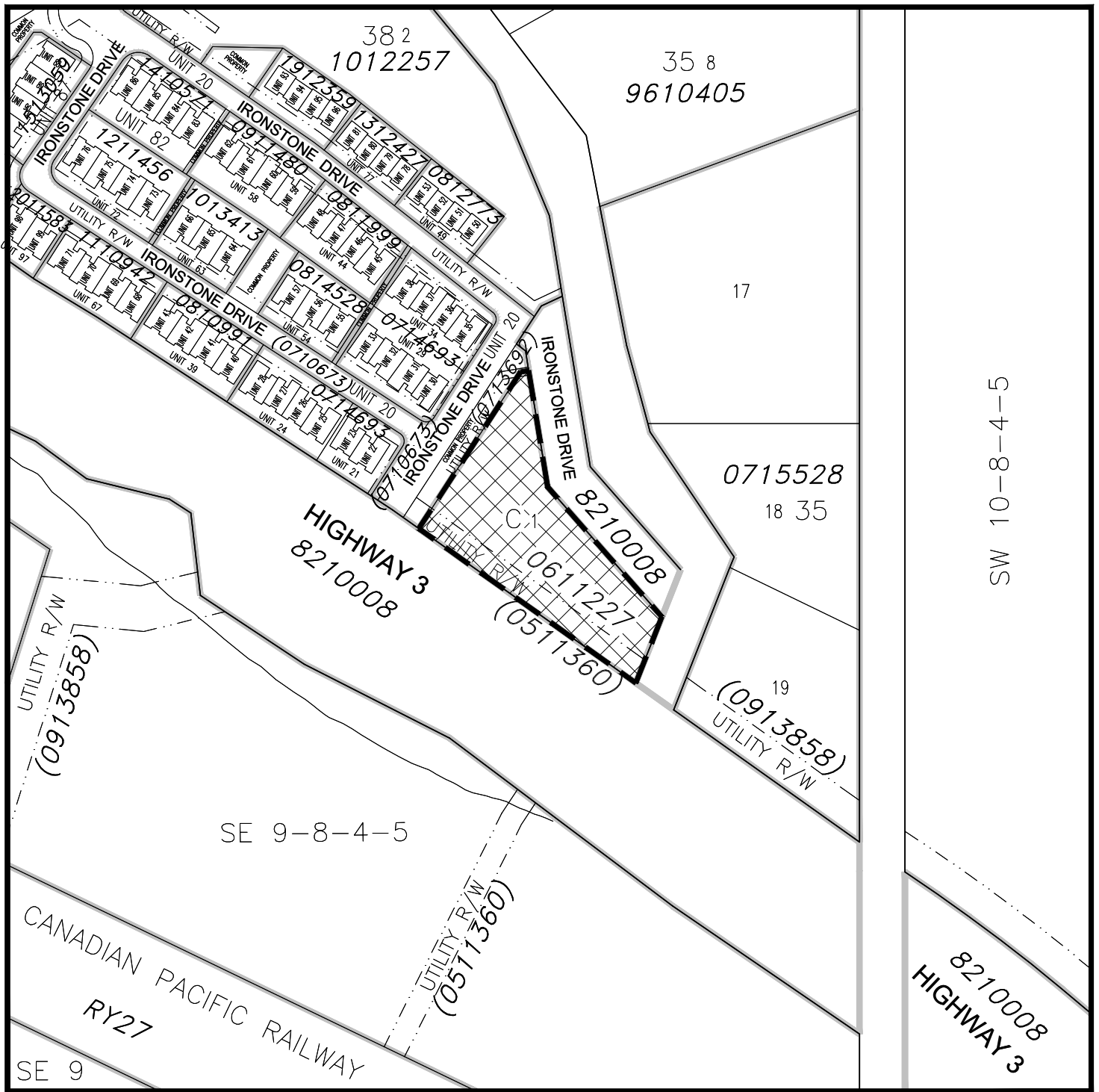
Bylaw #: 1229, 2025
Date: _____



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LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Drive-In Commercial C2
TO: Medium Density Residential R-2A

LOT 1, BLOCK C, PLAN 0611227 WITHIN
SE 1/4 SEC 9, TWP 8, RGE 4, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: MAY 28, 2025

Bylaw #: 1229, 2025
Date: _____



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Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 7.e

Subject: Service Areas Update

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

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Service Areas Update - June 20, 2025.docx](#)

Service Areas Update – June 20, 2025

CAO Office

- Attended Seniors Week luncheon
- Meeting with developers on potential projects
- Participated in SZAHiMT steering committee meeting
- Initiated South Bellevue Infrastructure Replacement project
- Continuing 30th Avenue Design project oversight
- Continuing Downtown Bellevue Revitalization project oversight
- Continuing Southmore Phase 2 ASP project oversight –Draft Finalization

Finance

- Tax Desk received 74 requests for Tax Searches in May 2025; YTD 268 (compared to 40 in May 2024 YTD 183 and 36 in May 2024 YTD 185 To June 18 52 searches have been received.
- From May 1 to May 31, a total of 10 Assessment Adjustments (aka 305's) have been completed, totalling assessment changes of –\$863,380 with a total levy decrease of \$13,430.10. Between June 1 to 15, an additional 13 were completed, with assessment changes of -\$656,600 with a total levy decrease of \$5,812.33. Resulting in a total levy decrease of \$19,242.43.
- Accounts Payable in May did two check runs, processed 250 invoices, and paid 123 vendors; YTD processed 1650 Invoices and paid 840 vendors. May 2024 processed 242 invoices and paid 104 vendors with two check runs, YTD processed 1812 Invoices and paid 860 vendors.
- Working on review of the following Bylaws and Policies:
 - Tangible Capital Assets Policy
 - Password Policy
- The number of people who pay property taxes (TIPP) and Utilities (PAD) has increased over the last couple of years. For May the number of customers on TIPP is 1,632 and PAD is 1,422.
- Utility bills are either mailed out or sent by email. In May, for residential customers, 1,703 were mailed out and 1,653 were emailed. For commercial customers 85 were mailed out and 135 were emailed.
- Outdoor washroom for Coleman has been ordered with an expected delivery mid to late August.
- Step 1 of the Multi-Factor Authentication process is completed. Everyone has chosen the app or token. Step 2 is underway. The tokens have been ordered and there are only a handful of people left to set up the app.

Corporate Services

- The Municipality has 140 employees across the organization. (57 Permanent, 33 Fire Rescue, 1 Election Worker, 19 Casual/Temporary, 24 Pool, 4 Instructors, 2 Ski Hill)
- The Municipality has three open job competitions; Permanent Reception (0.86 FTE), Municipal Election Workers and looking for additional Swim Instructors or Lifeguards.
- SAIT Water and Wastewater practicum student onboard until September 19.
- Working through 1 year term Utility Operator II competition, CPO Sergeant and Accounting III competitions.
- All staff safety meeting held June 3, we had a bunch of different speakers from across the organization. Some of the topics including a live exercise of calling 911, OHS worker rights and policy review, air quality, wildlife encounters and harassment and incivility.
- 3 operations employees attended Hydrant Maintenance and Flow Testing course in Calgary.
- Fit testing competed for 50+ staff, including Paid on Call Fire Rescue, Pool and Municipal.
- 18 FOIP Requests received in 2025. 17 are completed, 1 is outstanding.
- FOIP legislation has now been repealed as of June 11, 2025, and replaced with the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA). Any new access requests will be made under the authority of the newly proclaimed Access to Information Act (ATIA) and will henceforth be referred to as an ATIA Request.
- Returning Officer is working very part time during this part of the election cycle, mainly just available for candidate questions. Hiring will commence on election workers in July.

Development, Engineering & Operations

Utilities Department

- Utility projects
 - New service installations – 3 completed, 10+ others scheduled
 - 1 residential, 2 commercials YTD
 - Sanitary Service repairs – 6 completed, 2 others scheduled, 2 pending inspections
 - Water Service repairs – 4 completed
 - Sanitary Mains repairs – 4 completed, 3 others scheduled
 - Water Main repairs – 3 completed (Carbondale, Sentinel, Coleman)
 - Hydrant replacements – 3 completed, 4 others scheduled
 - Inspections and testing - June to October
 - Sanitary mains – annual flushing program May- September
 - Bellevue Valve Exercising and Leak detection
 - Ski Hill - Cistern and water line repairs
- Utility Locate requests – YTD 218 (May-91, April-70, March-29, Feb-12, Jan-16)
- Water On/Off requests – YTD 15
- Budget Initiative:
 - CIPP program – 500 meters scheduled for Bellevue on 25th Ave for June 23-27 (1,000+ metres annual target)
 - Design finalized for River Bottom PRV (2025 Capital) - installation Fall 2025
 - Coleman PRV's – initial analysis and design w/ Stantec

- Sentinel Reservoir – initial analysis and review w/ Stantec
- Annual reservoir cleaning (Hillcrest) and inspections w/ Aquatech
- Sludge survey of Hillcrest lagoons – completed with favourable results, will evaluate next steps for further sludge reduction and vegetation management

Transportation Department

- Street sweeping completed – touch up of downtown areas
- Gravel road grading and gravelling program – ongoing maintenance
- Drainage work – road shoulders, material cleaning, erosion prevention
- Road stabilization – week of June 23 (6 residential applications)
- Bridge repair Willow Drive - contract awarded to VS, start date TBD
- Sign replacements and repairs
- Line painting – May to July
- Manhole repairs
- Concrete and ACP repair begins June 23
- Cemetery sites (May YTD 13 sites – cremation and burials)
- Columbarium installation end of July
- GIS, locates, fall protection and hydrant training

Fleet Department

- Commerical vehicle inspections – 4/20 YTD
- Equipment servicing
- 2025 Capital Equipment Purchasing
 - Capital delivered and in operation 12/15 YTD
 - Equipment ordered for 2025 not delivered:
 - SUV – CPO (TBD)
 - Single axle plow (delivery TBD)

Development & Trades Department

- **Facility Maintenance**
 - Regular maintenance activities.
 - Budget Initiatives – on track.
- **Planning, Development & Safety Codes**
 - Municipal Planning Commission – one meeting in May (4 DPs; 0 Subdivisions).
 - Municipal Historic Resources Advisory Committee – one meeting in May.
 - Appeals – no hearing in May.

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
Facility Maintenance – Plumbing, Construction, Electrical		
Work Orders – issued / closed	35 / 27	154 / 102
Planning & Development		
Compliance Certificate requests - received / processed	5 / 2	21 / 15
Development permit applications - received / processed	28 / 16	100 / 65

Business Licences - received / processed	6 / 7	42 / 40
LUB Complaints – new / closed	0 / 0	0 / 1
LUB Complaints – Monthly Volume	48	48
Notice of Intent / Stop Orders - issued	0 / 0	0 / 0
Bylaws (MR / Road Closures, LUB)	3	9
Land Purchase Applications – received / processed (decision by Council)	3 / 3	14 / 15
Appeal Hearings	0	0
Subdivision applications	2	7
Safety Codes		
New Housing Starts	8	37
Building permits - issued / inspected / closed	22 / 19 / 9	86 / 155 / 70
Electrical permits - issued / inspected / closed	7 / 8 / 8	56 / 92 / 54
Gas permits - issued / inspected / closed	9 / 15 / 12	59 / 93 / 63
Plumbing permits - issued / inspected / closed	4 / 18 / 17	40 / 84 / 44
PSDS permits - issued / inspected / closed	1 / 1 / 0	5 / 10 / 8
Orders Issued / closed	0 / 0	0 / 0
Safety Codes Council Appeals	0	0
Variances Issued	0	0

Protective Services

Fire

- Kids Kollege attended a visit to Station 3
- Fire Inspections: 2
- In conjunction with Alberta Forestry, CNPFR hosted NFPA 1140 Wildland Firefighter Course with 8 members of CNPFR as Proboard Certified Wildland Firefighters.
- We had 2 members participating in Alberta Vehicle Extrication Association Symposium

June 1 to June 19	Calls
MVI	1
Alarms	4
Backcountry Rescue	2
Fire	5
Medical	2
Total	14

Peace Officer

- May's Enforcement Focus was Construction Zones and Wildlife Attractants
- June's Enforcement Focus is OHV and Yard Care (Long Grass etc..)

Category	This Month	Year to Date
Number of Charges Laid	8	207
Combined Incident Statistics	29	515
Cases: Requests for Service	21	184

Cases: Officer Observed	2	25
Cases: Received from outside Department/Agency (i.e. RCMP)	0	14
Vehicle Removal Notices	0	10
Vehicles Towed	1	7
Positive Ticketing	0	0
Projected Fine Revenue **	\$1,786.00	\$64,987.00

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

Environmental Services

- Inspections & Compliance
 - Property inspections completed: 22
 - Letters of compliance issued: 12
 - Inspector's notices issued: 5
- Invasive Plant Management
 - Treatment confirmations received from CP Rail and Alberta Transportation
 - PPK Ed Gregor weed pull presentation delivered to the board
- Weed Warriors Events
 - Drum Creek: 5 bags removed
 - Gold Creek: 4.5 bags removed
 - Species pulled: Dames Rocket, Western Goat's Beard, Common Mullein, Common Tansy, Blueweed, Oxeye Daisy, and Spotted Knapweed
 - Blairmore Alleyway treatment (17th to 18th Ave): 6 bags removed
- Outreach & Collaboration
 - Collaborating with Sasha on quick fact sheets for public distribution
 - Attended first market (June 5 – Community BBQ)
 - Meeting with Ag Fieldman from MD of Ranchland regarding cross-border weed sites
- Education
 - PAC exam completed; awaiting results
 - 1st graders planted tree seedlings in Flummerfelt Park
- Pest Management
 - Columbian ground squirrel treatment at Horace Allen School (June 20)
 - Skunk successfully trapped and released

Pass Powderkeg Community Resort

- Maintenance is working on their summer projects for general maintenance of the lifts and the hill.
- Food and Beverage at the PPK day lodge is planned to open Friday June 27. It is planned to operate Fridays 3:00-8:00, Saturdays 1:00-8:00 and Sundays 1:00-6:00 with a small menu that will satisfy the bikers and hikers using the trails in the area. The hours and menu will be monitored closely so that the needs of the people using the area are being met while we manage the costs and profitability of the food services.
- Alpenland is planning to open their store at PPK on June 14.

CNP Community Pool

- Hot tub has been repainted and plan to reopen on Saturday.
- The Pass Piranha's Swim Club season is underway.
- School groups are wrapping up this week.
- Lessons are underway in weekly sets.
- The schedule for the pool use is on the website, on social media and on the new display unit in the pool entrance.
- We have hit our budget target for season passes sold as of May 31, 2025. It is shaping up to be a successful summer!

Community Services

Facilities and Events

- Crowsnest Community Hall
 - EVR Training June 18-19th
- Complex
 - Graduation June 16-20th
 - Kids Kollage Graduation June 18th.
 - Adult Badminton Programming.
 - Adult Volleyball Programming
- MDM
 - Senior Luncheon- June 2nd
 - Volleyball camp July 12th -13th
- Parks
 - MCNP Community BBQ setup- June 5
 - Minotaur June 20- 21st
 - CN Markets start every Thursday night.
 - Movie night June 5th
 - Outdoor BBQ June 5th
 - Ed Gregor Day June 7th
 - CNP wildfire BBQ in Gazebo Park May 10th
 - Conservation Wildflower Walk June 14th
 - Firemans Park Funfest June 15th
 - Bellecrest days June 20th
 - Sinister 7 Ultra July 12th - 13th
 - Crowfest July 18th- 19th
 - Sole Survivor July 19th

FCSS

- Volunteer Appreciation Night – 225 people attended.
- Completed 2024 Annual Report for the Province
- Preparing 2026 Funding Applications. They will go public June 2nd. Deadline for applications July 31.
- Planning of 2025 events
- Movies in the park – July 10 & August 14
- Seniors' week – June 2-6

- Youth Week - May 5-9
- Spring BBQ – June 5th
- Fall BBQ – September 4th
- October Drive in Movie – October 16
- Big Bounce Event – August 16
- Seniors on the Go Newsletter - completed for April & May
- Tax Clinics – worked with FRC to host 6 free income tax clinics. – 120 new people had their taxes completed
- Assisting seniors' clubs.
- Crowsnest Cruisers Committee
- Meals on wheels -still looking for a permanent Thursday Driver
- Information & community referrals.

Recreation Programming

- Wrapping up Recreation Programs in MDM Gym
- Southern Alberta games registration, meetings and schedules
- Kickboxing Fitness Spring Registration
- Walking trails replacing damaged signs
- Memorial Bench program – bench placement Blairmore, Bellevue
- Program Calendar update for July and August
- Community Guide Information for Fall Programming
- Planning for Soccer Camp, and Aqua Yoga



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 7.f

Subject: 2025 Property Tax Public Auction Date and Reserve Bids

Recommendation: That Council approve the 2025 Tax Sale date of October 9, 2025 at 10:00 a.m. at the Municipal Office and that Council set the reserve bids for the two (2) properties to be offered for sale at the 2025 Tax Sale (Schedule A) along with the conditions of sale to be applied (Schedule B).

Executive Summary:

The Municipal Government Act (MGA) provides specific procedures for the recovery of taxes related to land. Each year, when a Municipality determines a tax sale is required to recover taxes, one of the steps prior to the tax sale, requires Council to set a public auction date, time, reserve bid for each property identified, and the conditions of sale as determined under the provisions of the MGA. Administration is recommending the 2025 Public Auction be held on Thursday, October 9, 2025 at 10:00 a.m. in Council Chambers.

Relevant Council Direction, Policy or Bylaws:

Division 8 of the MGA provides for the recovery of taxes relating to land.

Section 418 of the MGA requires that each municipality must offer for sale at a public auction any parcel of land shown on its arrears list if the tax arrears are not paid.

Section 419 of the MGA states: The council must set

- a. for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- b. any conditions that apply to the sale.

Discussion:

There are two (2) properties slated for public auction at the 2025 tax sale. The list must be published in the Alberta Gazette (advertisement is attached), for information for Council as required under section 421(1)(a) of the MGA. The terms and conditions of each sale will also be published in the Alberta Gazette. The value assigned for the reserve bid was determined by Chris Snelgrove, Land Administration Consultant to the Municipality. The property owner on the list can avoid the public sale of their property if they are able to pay the full outstanding taxes prior to the sale date.

Schedule A contains the description of the designated properties as well as the reserve bids for each property for consideration by Council.

Schedule B contains the terms and conditions that apply to the tax sale.

Analysis of Alternatives:

1. Council can approve the date for the tax sale along with the reserve bid and conditions of sale.
2. Council may choose a different date for the auction in 2025, however the date must not be any earlier than September 10, 2025, due to time and advertising constraints.
3. Council can change the reserve bid and conditions of sale.
4. Council could cancel the tax auction.

Financial Impacts:

If the properties are sold at the public auction, the outstanding taxes and penalties would be paid in the amount of \$8,028.85, plus future interest incurred as per bylaw 995, 2018 Property Tax Penalty Bylaw.

Attachments:

[Schedule A - 2025 Gazette and Newspaper Tax Recovery Ad.docx](#)

[Schedule B - Terms and Conditions of Sale.docx](#)



MUNICIPALITY OF CROWSNEST PASS

Notice is hereby given that, under the provisions of the Municipal Government Act, the Municipality of Crowsnest Pass will offer for sale by public auction, in the Municipal Office, 8502 – 19 Avenue, Coleman, Alberta

October 9, 2025, 10:00 AM

TITLE	LINC #	PLAN	BLOCK	LOT	CIVIC ADDRESS	SIZE	RESERVE BID
171149859	0019819572	3380T	9	13-14	13450 18 AVENUE	5,450 SQ FT	\$156,690.00
021117520	0017498882	5150S	35	4	22725 8 AVENUE	3,600 SQ ST	\$31,000.00

Each parcel will be offered for sale subject to a reserve bid, and to the reservations and conditions contained in the existing certificate of title.

The parcels of land are being offered for sale on an “as is, where is” basis and the Municipality of Crowsnest Pass makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, absence of presence of environmental contamination, or the develop ability of the subject parcels of land for any intended use by the purchaser. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions of sale will be considered other than those specified by the Municipality of Crowsnest Pass.

Terms:

10% non-refundable deposit to be paid by certified cheque payable to the Municipality of Crowsnest Pass prior to 4:00 p.m. on October 9, 2025, with the balance to be paid within 14 days (4:00 p.m., October 23, 2025) by certified cheque.

The notice is hereby given that under the provisions of the Municipal Government Act, the Municipality of Crowsnest Pass may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.

Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale. This is dated at the Municipality of Crowsnest Pass, June 24, 2025.

SCHEDULE “B”

Terms and Conditions for Public Auction Sale

Conditions:

1. It is recommended that the Buyer review the Land Title and be aware of the liens, caveats, mortgages, and other instruments registered on each title.
2. Each parcel will be offered for sale subject to a reserve bid, and to the reservations and conditions contained in the existing certificate of title.
3. The parcels of land are being offered for sale on an “as is, where is” basis and the Municipality of Crowsnest Pass makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, absence of presence of environmental contamination, or the develop ability of the subject parcels of land for any intended used by the purchaser.
4. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel.
5. No terms and conditions of sale will be considered other than those specified by the Municipality of Crowsnest Pass.

Terms:

1. 10% non-refundable deposit to be paid by certified cheque payable to the Municipality of Crowsnest Pass prior to 4:00 pm. on October 9, 2025, with the balance to be paid within 14 days (4:00 pm., October 23, 2025) by certified cheque.
2. The notice is hereby given that under the provisions of the Municipal Government Act, the Municipality of Crowsnest Pass may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
3. Redemption may be affected by payment of all arrears of taxes and costs at any time prior to the sale.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 7.g

Subject: Peaks to Pines Residents Association - Category 3 Grant Request

Recommendation: That Council denies the Category 3 grant request in the amount of \$1,000 for Peaks to Pines Residents Association to build a greenhouse.

Executive Summary:

Administration received a Category 3 grant request from Pauline Desjardins, Secretary for Peaks to Pines Residents Association requesting \$1,000 funding to build a greenhouse.

Projects don't qualify for Category 3 grants as they are meant to support new events within the community.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

Peaks to Pines Residents Association is building a greenhouse this summer with an anticipated completion date of September 30, 2025. This is the first time Peaks to Pines Residents Association has submitted a Category 3 funding request. They are requesting a Category 3 grant in the amount of \$1,000 to support building and buying the greenhouse. The total cost of the project is expected to be \$12,000, including \$9,000 for the greenhouse. With the Category 3 grant revenue, there will also be fundraising/donations and applicant contributions used to fund the project. The produce grown in the garden will be donated to the food bank. There are many benefits of gardening for seniors.

If Council wants to support the project, the Community Cultural Project Reserve could be utilized.

Analysis of Alternatives:

- Council can approve the grant for \$1000.
- Council can deny the grant request.

- Council can approve a different amount.

Financial Impacts:

Administration annually sets aside \$4,000 in the budget for Category 3 grant requests. To date Council has approved two grant applications totaling \$2,000.

The Community Cultural Project Reserve has a balance of \$115,200.

Attachments:

[Category 3 Funding Application.pdf](#)

Category 3 Funding Application



Introduction

Introduction

1. Please read carefully all of the information in this form prior to your submission.
2. Category 3 requests will be considered on a "first come, first served" basis. Any funding and support approved is done so on a one-time basis. Any additional funding and support requests after the first year may only be considered under a Category 1 or Category 2 request.

Eligibility Information

1. On-going annual support should not be assumed and will not be guaranteed.
2. Funding and support will be limited to one application per calendar year for each cause, group, organization, or individual.
3. If applicable, the current rates for use of Municipal Facilities, equipment and labour/services must be included and detailed in the application.
4. Each award of funding and support will not exceed \$1,000.00 in total value (funding and in-kind support), or 50% of the total applicable costs to a maximum of \$1,000.00 – WHICHEVER AMOUNT IS LESS.

In determining the amount of funding and support to grant, Council shall consider total budgeted expenditures for activities outlined in the application including:

- fundraising and external funding commitments garnered by the applicant;
- the applicant's contribution to the initiative or event (i.e. financial, in-kind and volunteerism);
- youth and family events and organizations will receive preference;
- the impact on the Municipality, which can be measured by economic impact, number of attendees, length of the event, or overall value/significance to the community;
- the marketing value and opportunities being offered to the Municipality in exchange for any funding;
- the profitability of the event;
- other municipal grant funding provided to the applicant;
- any other factor that Council feels is warranted.

Conditions of Funding

1. All funds must be spent by December 31 of the year the grant was awarded.
2. Grant recipients are required to provide a follow-up report, including an accounting of expenditures to the Director of Finance within 30 days of the applicant's funded/support activity/event. **Grant recipients that do not provide adequate reporting will not be eligible to access future grant funding until the requirements have been fulfilled.**

Organization & Initiative Information

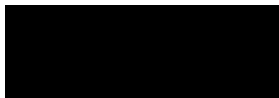
Funding Period: January 1 – December 31, 2025

Please be advised that all information hereto provided will be considered public information.

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council Grant. The information is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and **may become public information**. Questions regarding the collection of this information can be directed to the Municipal FOIP Coordinator at 403-562-8833.

Name of Organization * Peaks to Pines Residents Association

Organization Mailing Address



Contact Name *

Pauline Desjardins

Contact Title *

Secretary

Email Address *



Phone Number *



Website

www.p2pra.ca

Facebook

INFORMATION ABOUT THE EVENT/PROGRAM TO BE FUNDED

Name of Event/Initiative

*

Greenhouse

Start Date *

2025-05-01

Completion Date *

2025-09-30

Event/Initiative Type *



Hosting a Charitable Event



Community Event or Celebration



Travel to a Provincial, National or International Event representing the Crowsnest Pass



Other Initiative, programs or activity

Event/Initiative Description

*

Please describe what the event is and why you feel it is important

A greenhouse will be built, so residents of the Seniors Lodge can grow vegetables. Produce grown in the greenhouse will be donated to the Food Bank.

The benefits of gardening for seniors, include impacting their physical, mental, and social well-being. It provides gentle exercise, improves cognitive function, and offers opportunities for social interaction. Physically, gardening activities can improve mobility, flexibility, eye-hand coordination, and dexterity. Engaging in gardening tasks can help seniors build and maintain strength.

Mentally, gardening encourages active thinking, problem-solving, and memory recall, potentially reducing the risk of dementia and Alzheimer's. Research and personal experience tells us that gardening can be therapeutic, lowering stress and improving mood. Many of the residents are happy and look forward to working outside.

Taking care of a garden can give our seniors a sense of accomplishment and self-worth. It can also provide a sense of purpose and belonging, helping them feel useful and connected.

Please keep your answers brief & concise.

Description of Initiative

Initiative Impacts

Marketing Value *

Please provide information about any marketing value or opportunities offered to the Municipality as a result of the initiative.

The Municipality will be recognized on social media, the Municipal Newsletter and Residents Association Newsletter. We will also mount a name plate for the Municipality of Crowsnest Pass on the greenhouse.

Anticipated # of
Volunteer Contributions 40

Who is Served?

Target group (indicate percentage) (if more than 1 target group, indicate the % of each group e.g. Youth 60%, Families 40%.)

	Adults *	Families *	Children/Youth *
Percent	100% seniors	0	0

Funding & Budget Information

Total Budgeted Revenue

	\$ Amount (Monetary and In-Kind) *	"Other" Description
Category 3 Grant Funding Requested	\$1,000	
Fundraising/Donations	\$10,115	
Applicant Contribution	\$885	
Grants from other organizations	0	
User/Participant Fees	0	
Sale of Goods /Services	0	
Other (please explain)	0	
Total Projected Revenue	\$12,000	

Total Budgeted Expenditures

For In-Kind requests, clearly identify the municipal facilities, equipment and labour costs associated with the request in the "Other" field

Expense Type	Cost *	Category 3 Grant Funds Requested (In-Kind or Monetary) *	Actual TOTAL Program Expenses Funded (include ALL sources of funding) *	"Other" Description
Transportation	0	0	0	
Accommodations	0	0	0	
Marketing/Advertising	0	0	0	
Equipment	\$9,000	\$300	0	
Facility Rentals	0	0	0	

Expense Type	Cost *	Category 3 Grant Funds Requested (In-Kind or Monetary) *	Actual TOTAL Program Expenses Funded (include ALL sources of funding) *	"Other" Description
Labour Costs	0	0	0	
Insurance	0	0	0	
Food	0	0	0	
Entertainment	0	0	0	
Program Materials/Supplies	\$2,600	\$700	0	
Volunteer Recruitment	0	0	0	
Other (please explain)	\$400	0	0	Permits
Other (please explain) (1)	0	0	0	
Total Expenses	\$12,000	0	0	

Financial Outlook

If your funding request is not approved, or only partially approved, will you be able to continue with the program? What would the effect be if funding is not approved or only partially approved?

We will source other revenues for remaining amounts needed, so we can offer this valuable activity for our seniors.
Thank you for your consideration!

Applicant Declaration

Declaration

I declare that all the information in this application is accurate and complete and that the application is made on behalf of the organization named in the "Organization Information" section above with its full knowledge and consents and complies **with the requirements and conditions set out in the "Introduction" section.**

Name of Authorized Signatory * Pauline Desjardins

Date * 2025-06-12

Signature * I acknowledge that, should this application be approved, I will be required to enter into a funding agreement which will outline the terms and conditions.

Pauline Desjardins



Municipality of Crowsnest Pass Request for Decision

Meeting Date: June 24, 2025

Agenda #: 7.h

Subject: Request for a Letter of Support for the Revive the Roxy Project

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

Executive Summary:

A request was received from Cando for a letter 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 a Letter 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. It was then brought back to Council at the June 10th Council Meeting where Council asked Administration to have a discussion with EVR.

EVR communicated that if they give support to one application, it doesn't necessarily take away from other projects other than if all funds are given out in a given year. They look at each project individually and evaluate it on the merits of the application.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Request for a Letter of Support- Revive the Roxy Project.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

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 17th Ave Coleman.

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

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

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

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

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

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

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

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

[REDACTED]
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.

