



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, July 15, 2025 at 1:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

4. ADOPTION OF MINUTES

4.a Minutes of the Council Meeting of July 8, 2025

5. PUBLIC HEARINGS

6. DELEGATIONS

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

6.a Northback - Mike Young, CEO

6.b South Canadian Rockies Tourism Association

7. REQUESTS FOR DECISION

7.a Bylaw 1191, 2024 Road Closure Bylaw - *First Reading*

7.b Bylaw 1192, 2024 Road Closure Bylaw - *First Reading*

7.c Bylaw 1204, 2024 Road Closure Bylaw - *Second & Third Reading*

7.d Bylaw 1224, 2025 - Borrowing Bylaw 30 Avenue Bellevue Infrastructure - *Second & Third Reading*

7.e Bylaw 1226, 2025 - Land Use Bylaw Amendment - *Second and Third Reading*

7.f Bylaw 1230, 2025 Road Closure Bylaw - *First Reading*

7.g Bylaw 1231, 2025 - Land Use Bylaw Amendment - Redesignate the lands legally described as Lot 5, Block 1, Plan 921 1271, containing ±2.02 ha (5.0 acres), from "Drive-In Commercial – C-2" to "Non-Urban Tourism Accommodation and Recreation – NUTAR" - *First Reading*

7.h Bylaw 1232, 2025 - Land Use Bylaw Amendment - Redesignate the lands legally described as Area 'B', Plan 2110634 containing ±0.57 ha (1.41 acres) from "Comprehensive Mixed Use – CM-1" to "High Density Residential – R-3" - *First Reading*

- 7.i Bylaw 1235, 2025 Road Closure Bylaw - *First Reading*
- 7.j Bylaw 1236, 2025 - Land Use Bylaw Amendment - Redesignate: A) Portions of NE¼ 17-7-3-W5M from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1”; and B) Portions of NE¼ 17-7-3-W5M from “Non-Urban Area – NUA-1” to “Recreation and Open Space – RO-1”; and C) Portion of Lot 8, Block 1, Plan 0210159 from “Grouped Country Residential – GCR-1” to “Non-Urban Area – NUA-1” - *First Reading*
- 7.k Bylaw 1238, 2025 Local Improvement Bylaw - 30 Avenue Bellevue Infrastructure - *Second & Third Reading*
- 7.l Service Areas Update
- 7.m Budget 2026 Calendar and Development Guidelines
- 7.n Policy Review: 1900-02 Municipal Password Policy
- 7.o Invitation to Council to visit Crown Mountain

8. COUNCIL MEMBER REPORTS

9. PUBLIC INPUT PERIOD

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

10. COUNCILOR INQUIRIES AND NOTICE OF MOTION

10.a RhPAP - ARCH Committee of Council - Councillor Sygutek

11. IN CAMERA

11.a Economic Interests of the Public Body - Land Sale Purchase - ATIA Section 30

11.b Economic Interests of the Public Body - Land Sales Application - ATIA Section 30

11.c Economic Interests of the Public Body - Land Sales Application - ATIA Section 30

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 4.a

Subject: Minutes of the Council Meeting of July 8, 2025

Recommendation: That Council adopt the Minutes of the Council Meeting of July 8, 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 07 08 - Council Meeting Minutes.docx](#)

Municipality of Crowsnest Pass
Council Meeting Minutes

Tuesday, July 8, 2025

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, July 8, 2025.

Council Present:

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

Council Absent: Lisa Sygutek

Administration Present:

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

CALL TO ORDER

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

ADOPTION OF AGENDA

Patrick Thomas, Chief Administrative Officer, advised that Item 7.d and Item 10.b would be deferred to July 15, 2025, Council meeting due to Councillor Sygutek being absent.

01-2025-07-08: Councillor Ward moved to adopt the agenda as amended.
Carried

CONSENT AGENDA

02-2025-07-08: Councillor Girhiny moved that Council approve the following Consent Agenda items as presented.
Carried

3.a

Minutes of the Crowsnest Pass Library Board of February 25, 2025

That Council accepts the Minutes of the Crowsnest Pass Library Board of February 25, 2025, as information.

3.b

Minutes of the Family and Community Support Services Advisory Committee of May 12, 2025

That Council accepts the Minutes of the Family and Community Support Services Advisory Committee of May 12, 2025, as information.

3.c

Minutes of the Park and Recreation Advisory Committee of May 26, 2025

That Council accepts the Minutes of the Parks and Recreation Advisory Committee of May 26, 2025, as information.

3.d

Minutes of the Municipal Planning Commission Committee of May 28, 2025

That Council accepts the Minutes of the Municipal Planning Commission Committee of May 28, 2025, as information.

ADOPTION OF MINUTES

03-2025-07-08: Councillor Glavin moved to adopt the Minutes of the Council Meeting of June 24, 2025, as presented.
Carried

PUBLIC HEARINGS

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"

Mayor Painter declared the Public Hearing opened at 7:02 pm for Bylaw No. 1225, 2025.

Patrick Thomas, Chief Administrative Officer, provided a brief overview of the bylaw and read into the record that there were no written submissions received prior to the due date.

Mayor Painter called for members of the public to speak in favor or opposition to Bylaw 1225, 2025.

Mayor Painter declared the public hearing closed at 7:03 pm.

DELEGATIONS

None

REQUESTS FOR DECISION

Bylaw 1212, 2025 LUB Amendment- Redesignate the lands legally described as Block S, Plan 6432FE from “Residential R-1” to “Non-Urban Tourism Accommodation & Recreation – NUTAR”

04-2025-07-08: Councillor Ward moved third and final reading of Bylaw 1212, 2025.
Carried

Bylaw 1224, 2025 – Borrowing Bylaw 30 Avenue Bellevue Infrastructure

05-2025-07-08: Councillor Filipuzzi moved first reading of Bylaw 1224, 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"

06-2025-07-08: Councillor Ward moved second reading of Bylaw 1225, 2025.
Carried

07-2025-07-08: Councillor Girhiny moved third and final reading of Bylaw 1225, 2025.
Carried

Bylaw 1237, 2025 LUB Amendment – Parking Standards for Apartment Buildings

08-2025-07-08: Councillor Filipuzzi moved first reading of Bylaw 1237, 2025.
Carried

Bylaw 1238, 2025 Local Improvement Bylaw 30 Avenue Bellevue Infrastructure

09-2025-07-08: Councillor Filipuzzi moved first reading of Bylaw 1238, 2025.
Carried

2026 Budget Survey Results

10-2025-07-08: Councillor Filipuzzi moved that Council accept the 2026 budget survey results, as information.
Carried

Targeted Incentive Policy Applications

11-2025-07-08: Councillor Glavin moved that Council accept the applications and tax incentives, as information.
Carried

Pass Powderkeg Ski Society – Category 3 Grant Request

12-2025-07-08: Councillor Ward moved that Council approve a grant request in the amount of \$1000.00 for the Pass Powderkeg Ski Society from The Community Cultural Project Reserves.
Carried

COUNCIL MEMBER REPORTS

- Councillor Ward attended the Canada Day Parade in Coleman.
 - Great turn out and KUDOS to the Society for all the planning and hard work!
- Councillor Glavin attended the Coleman Canada Day parade and the parade in Elkford.
 - Very good turnout at both parades.
 - Expressed that she really loves representing our community by attending these events in our community as well as our neighboring communities.
 - Gave appreciation to Councillor Filipuzzi and Councillor Ward for their hard work over the last few years with the parade float.
- Councillor Filipuzzi attended both parades and said that it was a great day with his fellow Councillors.
- Councillor Kubik has been busy working in Healthcare and expressed that the strain that nurses are feeling is very real.
- Mayor Painter was away for the majority of June but was able to attend the Canada Day parade in Coleman.

Recess

Mayor Painter called for a short recess at 7:57 pm

Reconvene

Mayor Painter reconvened the meeting at 8:10 pm

PUBLIC INPUT PERIOD

Mike Stringer – Tecumseh Road

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

10.a Electronic Access to Council Meetings – Councillor Filipuzzi

13-2025-07-08: Councillor Ward moved that Council accept the discussion on Electronic Access at Council Meetings, as information.
Carried

IN CAMERA

14-2025-07-08: Councillor Girhiny moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Access to Information Act and to take a short recess at 8:39 pm:

- a. Economic and Other Interests of the Public Body – ORRSC Membership – ATIA Section 30

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 8:41 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

15-2025-07-08: Councillor Filipuzzi moved that Council come out of In Camera at 9:32 pm.
Carried

ADJOURNMENT

16-2025-07-08: Councillor Filipuzzi moved to adjourn the meeting at 9:33 pm.
Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 6.a

Subject: Northback - Mike Young, CEO

Recommendation: That Council accept the presentation from Mike Young, CEO of Northback, as information.

Executive Summary:

During the Council meeting on May 6th, 2025, Council asked Administration to reach out to Northback about the possibility of coming to present a delegation to Council regarding the AER Hearing and what feedback they are receiving from residents and the Province.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Delegation - No Submission.pdf](#)

As of the time of Council package preparation, the delegation had not submitted a presentation.



CROWSNEST PASS
Naturally Rewarding.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 6.b

Subject: South Canadian Rockies Tourism Association

Recommendation: That Council accept the presentation from South Canadian Tourism Association, as information.

Executive Summary:

The South Canadian Tourism Association requested to come as a delegation as a follow up from the May meeting which several Council members attended.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[SCR_UpdateforCNPCouncil.pdf](#)



Follow-Up Update from the South Canadian Rockies Tourism Association (SCR)

Following the successful event held in May, which brought together municipal representatives to share insights into SCR's initiatives, we would like to provide an update on recent developments, new opportunities, and ongoing projects.

Since May 2025, SCR has achieved significant milestones:

- **Hired a full-time Tourism Development Specialist** to enhance advocacy, project development, and partnership engagement.
- **Brought on a part-time Marketing Coordinator** to bolster regional marketing efforts.
- Activated initiatives funded through the recent Rural Development Fund to support community-driven tourism growth.

These staffing additions substantially increase SCR's capacity to advocate for tourism, implement projects, and develop strategic partnerships. Additionally, the new funding enables SCR to expand support for local tourism operators and advance rural tourism initiatives aligned with the region's economic development goals.

- South Canadian Rockies was the recipient of the Travel Alberta's rural development fund in early 2025. This funding was specially allocated to support regional promotional strategies aimed at growing visitation and supporting local tourism businesses. Activities within the RDF projects relate directly to outcomes from the Tourism Development Zone work, which included major feedback from municipalities in the region.
- Through this funding, a series of key projects is aimed to support the tourism sector in CNP which include: Tourism Industry Workforce Ambassador Development, Itinerary Development and Promotion, and Building an Enabling Tourism Sector through Strategic Partnerships.
- Upcoming projects will include: Resident sentiment activities and communications campaigns, hands on work with operators to develop bookable experiences and itineraries that lead to longer visitation and increased revenue, collaboration with Waterton to maximize visitation to the region in a sustainable way, and destination development campaigns which provide opportunities for municipalities to partner with SCR, saving on planned investments for marketing and promotions.



As a result of the May gathering, council members expressed interest in participating in the Regional Tourism Advisory Committee (RTAC). This committee is proposed to work directly with SCR and Travel Alberta to ensure municipalities are integral to provincial tourism planning, advocacy, and messaging.

Furthermore, ongoing communication and collaboration among municipalities present opportunities to access additional funding for infrastructure enhancements—including road improvements, signage, seating, and investment in recreational facilities. A united regional partnership will strengthen the collective ability to attract funding, elevate our profile, and advocate effectively at the provincial and federal levels.

A brief description of RTAC is as follows:

The South Canadian Rockies Tourism Advisory Committee will serve as a collaborative platform for council members from the municipal districts of Crowsnest Pass, Pincher Creek, the Town of Pincher Creek, and representatives from Waterton Lakes National Park/ID4. Its primary purpose is to enhance communication, streamline advocacy efforts, coordinate project funding applications to access new or previously inaccessible funds, and jointly support community-level tourism initiatives.

RTAC is proposed to meet quarterly with an agenda jointly developed by SCR and participating communities. To date, all municipalities, including ID4, have expressed interest or commitment in participating in RTAC.

A formal request for council appointments will be submitted this fall.

SCR invites any council member or staff to reach out at any time for questions, suggestions, or conversations on potential collaboration.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 7.a

Subject: Bylaw 1191, 2024 Road Closure Bylaw - First Reading

Recommendation: That Council give first reading to bylaw 1191, 2024.

Executive Summary:

Bylaw 1191, 2024 proposes the closure of an Unnamed Road for consolidation with the adjacent Lot 2, Block 39, Plan 7911189 to accommodate a portion of the existing Coleman Union Cemetery that is outside of the Cemetery property lines.

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act

Discussion:

The Coleman Union Cemetery encroaches into the intersection of 28 Ave and Highway 40 (27 Ave) at the entrance to the Pineview subdivision. In order to protect the cemetery by correcting the existing boundaries, Administration is bringing forward Bylaw 1191, 2024 for a road closure and subsequent consolidation of the parcels.

Once a public hearing has been held, the proposed bylaw will be referred to third-parties and adjacent landowners and a public hearing will be held. The bylaw will then be forwarded to the Minister of Transportation and Economic Corridors for approval, before it comes back to Council for consideration of second and third readings. After the final closure of the road portion, a new certificate of title will be issued by the Land Titles Office, and the Municipality will complete a subdivision application to consolidate the new title into the Union Cemetery property.

Analysis of Alternatives:

1. Council should proceed with first reading of Bylaw 1191, 2024 to initiate the public consultation process.
2. Council may defer first reading of Bylaw 1191, 2024 and direct Administration to provide

additional information.

Financial Impacts:

N/A

Attachments:

[FORMATTED CNP Road Closure Bylaw No. 1191, 2024.docx](#)

[Road Closure - Bylaw 1191, 2024 - Schedule A.pdf](#)

[Bylaw 1191, 2024 - Aerial Photo.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW 1191, 2024
ROAD CLOSURE

BEING a bylaw of the Municipality of Crowsnest Pass for the purpose of closing to public travel and creating title to and disposing of portions of a public roadway for consolidation with adjacent land in accordance with section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

WHEREAS the lands hereafter described are no longer required for public travel,

AND WHEREAS application has been made to Council to have the roadway closed,

AND WHEREAS the Council of the Municipality of Crowsnest Pass deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same,

AND WHEREAS notice of intention of Council to pass a bylaw has been given in accordance with sections 216.4 and 606 of the Municipal Government Act,

AND WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE be it resolved that the Council of the Municipality of Crowsnest Pass in the Province of Alberta does hereby close to public travel and creating titles to and disposing of the following described roadway, subject to rights of access granted by other legislation:

**ALL THAT PORTION OF ROAD AND CUT-OFF ON PLAN 2960JK FORMING PART OF LOT 9, BLOCK 39,
PLAN _____, CONTAINING 0.138 HECTARES (0.34 ACRES) MORE OR LESS
AND ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE FORMING PART OF LOT 9, BLOCK 39,
PLAN _____, CONTAINING 0.267 HECTARES (0.66 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS**

As illustrated in Schedule 'A', attached to, and forming part of this bylaw.

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

Blair Painter, Mayor

Patrick Thomas, Chief Administrative Officer

PUBLIC HEARING scheduled for the _____ day of _____ 2025 and advertised in the Crowsnest Pass Herald on the _____ and _____ day of _____ 2025.

APPROVED this ____ day of _____, _____.

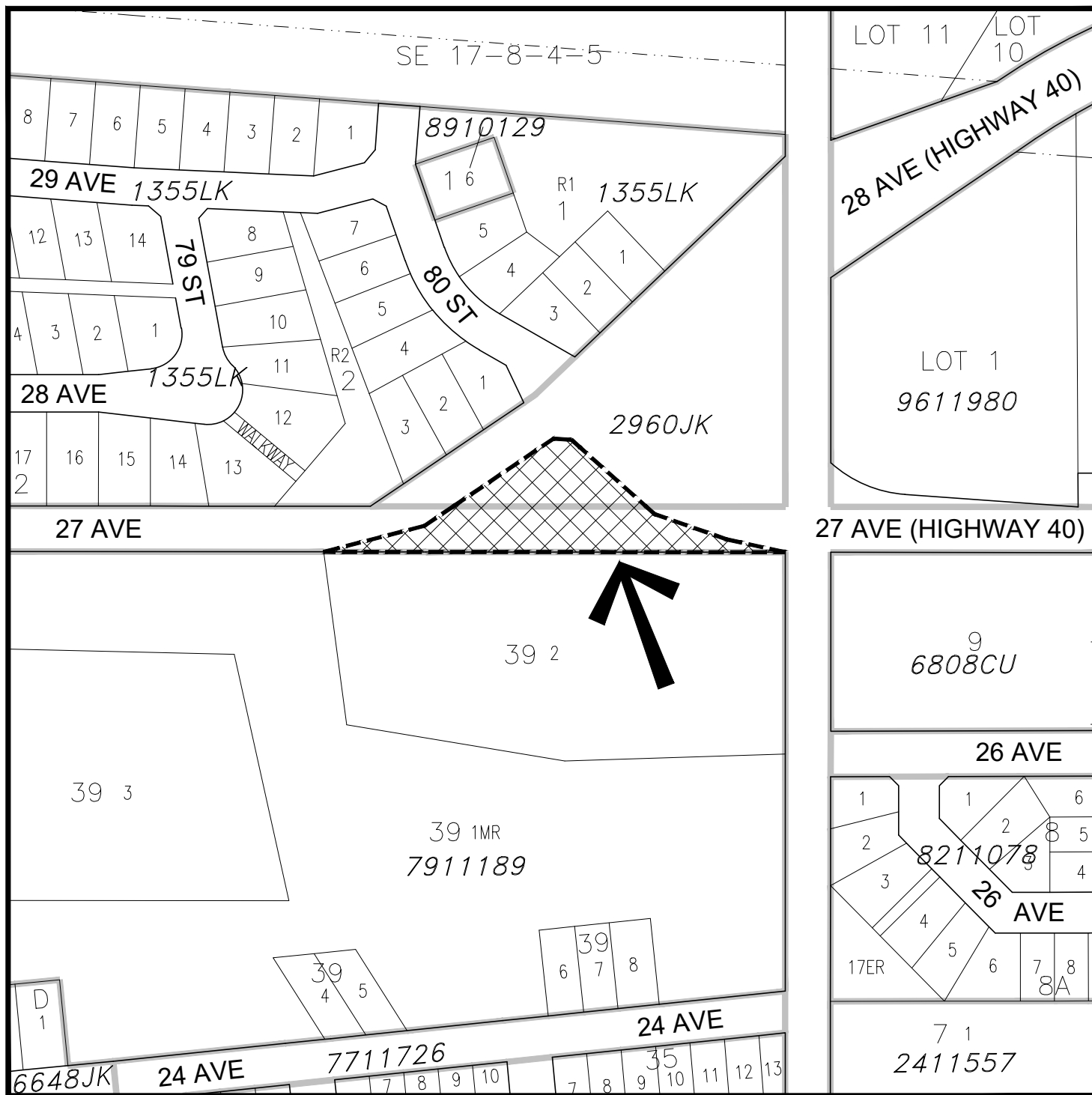
Minister of Transportation and Economic Corridors

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



**PROPOSED ROAD CLOSURE
SCHEDULE 'A'**

Bylaw #: 1191, 2024

Date: _____



ALL THAT PORTION OF ROAD AND CUT-OFF ON PLAN 2960JK FORMING PART OF LOT 9, BLOCK 39, PLAN _____, CONTAINING 0.138 HECTARES (0.34 ACRES) MORE OR LESS AND ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE FORMING PART OF LOT 9, BLOCK 39, PLAN _____, CONTAINING 0.267 HECTARES (0.66 ACRES) MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: JUNE 26, 2025





**PROPOSED ROAD CLOSURE
SCHEDULE 'A'**

Bylaw #: 1191, 2024

Date: _____



ALL THAT PORTION OF ROAD AND CUT-OFF ON PLAN 2960JK FORMING PART
OF LOT 9, BLOCK 39, PLAN _____, CONTAINING 0.138 HECTARES
(0.34 ACRES) MORE OR LESS AND ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE
FORMING PART OF LOT 9, BLOCK 39, PLAN _____, CONTAINING 0.267 HECTARES (0.66
ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: JUNE 26, 2025

Aerial Photo Date: May 19, 2021





Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 7.b

Subject: Bylaw 1192, 2024 Road Closure Bylaw - First Reading

Recommendation: That Council give first reading to bylaw 1192, 2024.

Executive Summary:

Bylaw 1192, 2024 proposes the closure of an Unnamed Road and its consolidation with the adjacent certificate of title number 84M100, which is a portion of the SE Quarter Section 2-8-4-W5M, to accommodate the existing Blairmore Old Union Cemetery.

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act

Discussion:

The Blairmore Old Union Cemetery encroaches into 25 Ave on the north side of Highway 3. In order to protect the cemetery by correcting the property boundaries, Administration is bringing forward Bylaw 1192, 2024 for a road closure and subsequent consolidation of the parcels.

Once a public hearing has been held, the proposed bylaw will be referred to third-parties and adjacent landowners and a public hearing will be held. The bylaw will then be forwarded to the Minister of Transportation and Economic Corridors for approval, before it comes back to Council for consideration of second and third readings. After the final closure of the road portion, a new certificate of title will be issued by the Land Titles Office, and the Municipality will make a subdivision application to consolidate it with the Cemetery property.

Analysis of Alternatives:

1. Council should proceed with first reading of Bylaw 1192, 2024 to initiate the public consultation process.
2. Council may defer first reading of Bylaw 1192, 2024 and direct Administration to provide additional information.

Financial Impacts:

N/A

Attachments:

[FORMATTED CNP Road Closure Bylaw No. 1192, 2024.docx](#)

[Bylaw 1192, 2024 -Schedule A.pdf](#)

[Bylaw 1192, 2024 - Aerial Photo.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW 1192, 2024
ROAD CLOSURE

BEING a bylaw of the Municipality of Crowsnest Pass for the purpose of closing to public travel and creating title to and disposing of portions of a public roadway for consolidation with adjacent land in accordance with section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

WHEREAS the lands hereafter described are no longer required for public travel,

AND WHEREAS application has been made to Council to have the roadway closed,

AND WHEREAS the Council of the Municipality of Crowsnest Pass deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same,

AND WHEREAS notice of intention of Council to pass a bylaw has been given in accordance with sections 216.4 and 606 of the Municipal Government Act,

AND WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE be it resolved that the Council of the Municipality of Crowsnest Pass in the Province of Alberta does hereby close to public travel and creating titles to and disposing of the following described roadway, subject to rights of access granted by other legislation:

**ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE FORMING
PART OF LOT 5, BLOCK 1, PLAN _____, CONTAINING 0.272
HECTARES (0.67 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS**

As illustrated in Schedule 'A', attached to, and forming part of this bylaw.

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

Blair Painter, Mayor

Patrick Thomas, Chief Administrative Officer

PUBLIC HEARING scheduled for the _____ day of _____ 2025 and advertised in the Crowsnest Pass Herald on the _____ and _____ day of _____ 2025.

APPROVED this ____ day of _____, _____.

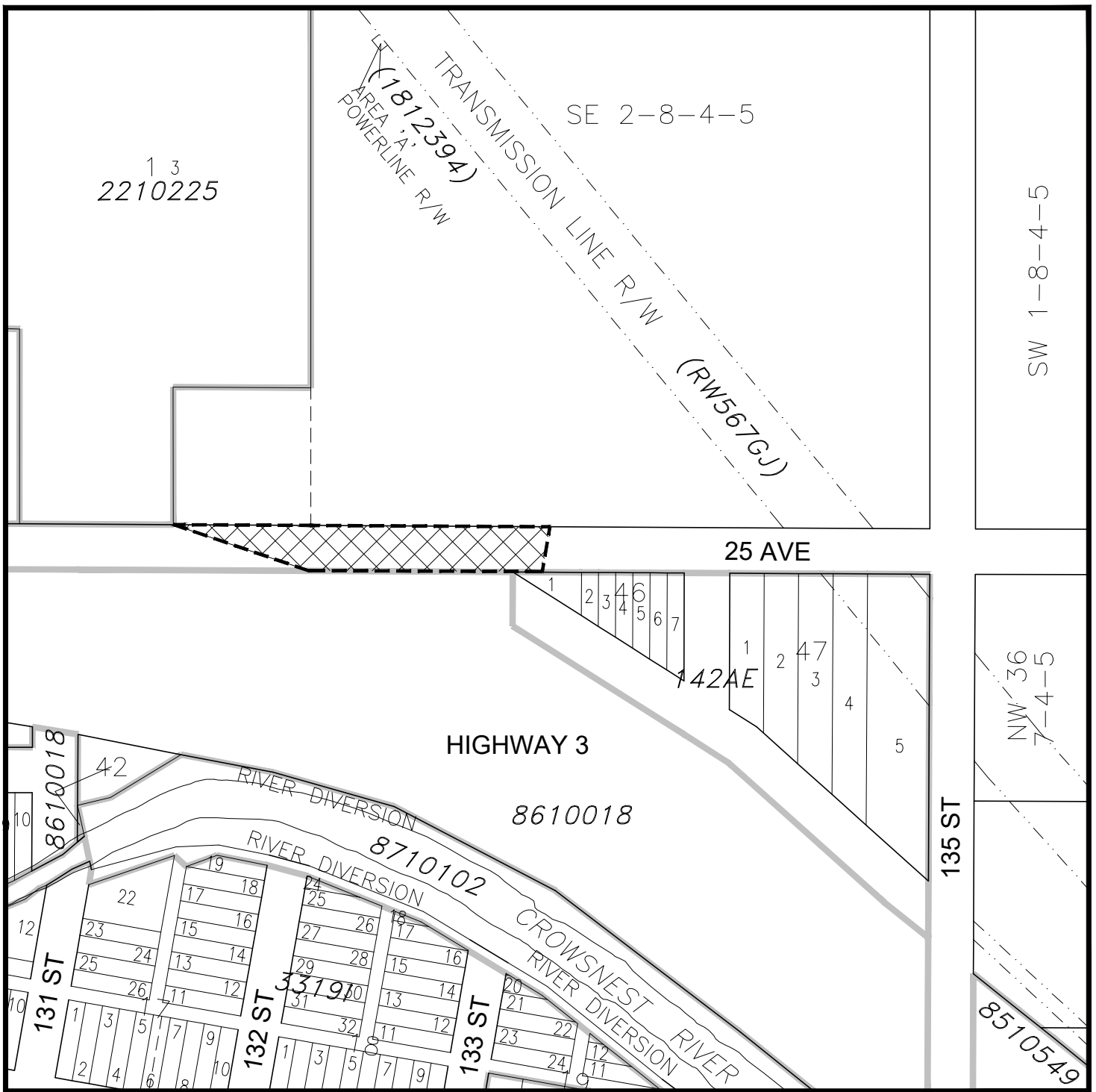
Minister of Transportation and Economic Corridors

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



PROPOSED ROAD CLOSURE SCHEDULE 'A'



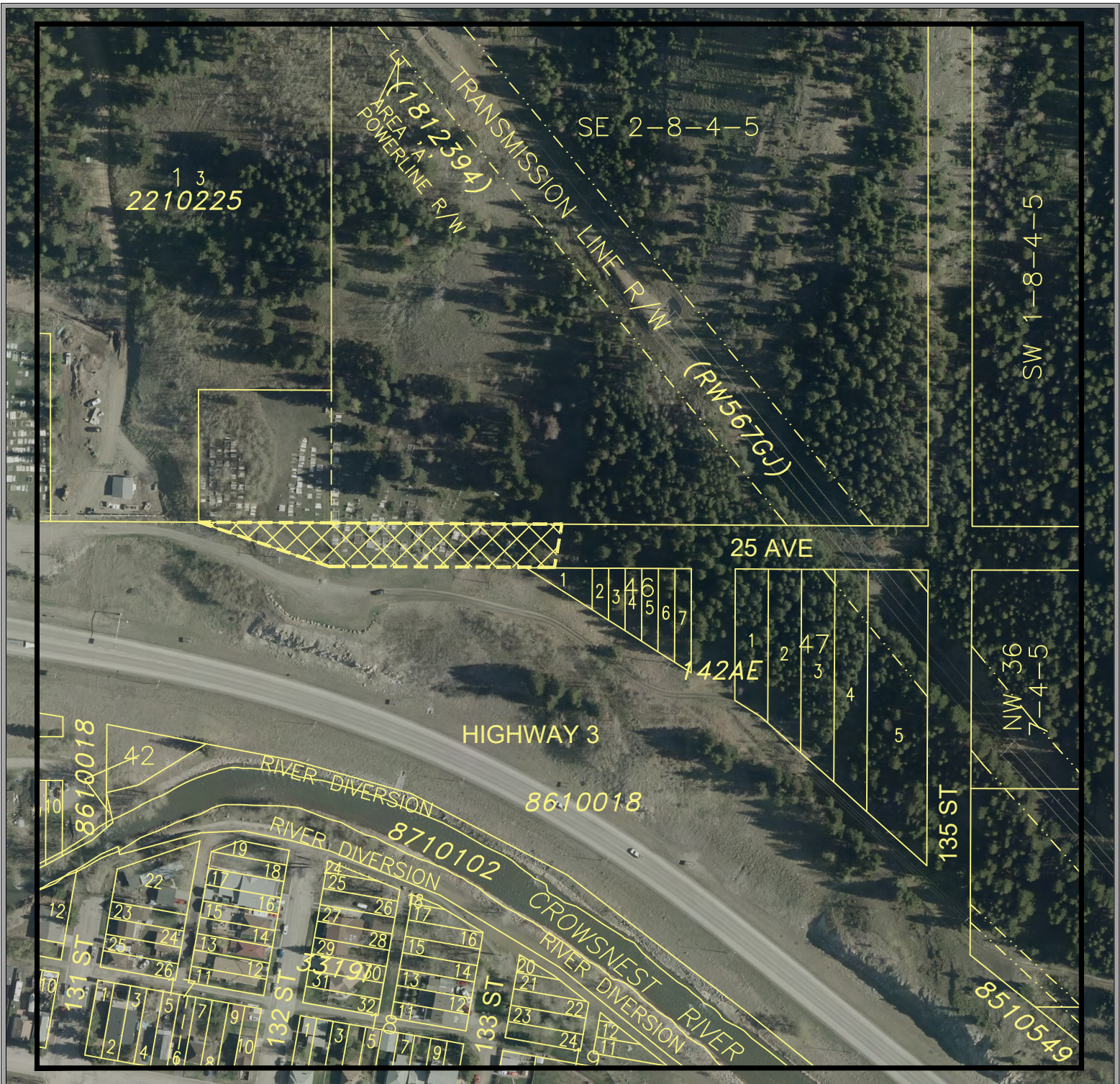
ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE FORMING
PART OF LOT 5, BLOCK 1, PLAN _____, CONTAINING 0.272
HECTARES (0.67 ACRES) MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: JUNE 27, 2025

Bylaw #: 1192, 2024
Date: _____



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



PROPOSED ROAD CLOSURE SCHEDULE 'A'

Aerial Photo Date: May 19, 2021



ALL THAT PORTION OF GOVERNMENT ROAD ALLOWANCE FORMING
PART OF LOT 5, BLOCK 1, PLAN _____, CONTAINING 0.272
HECTARES (0.67 ACRES) MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: JUNE 27, 2025

Bylaw #: 1192, 2024
Date: _____



0 Metres 50 100 150 200



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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 7.c

Subject: Bylaw 1204, 2024 Road Closure Bylaw - Second & Third Reading

Recommendation: That Council give second and third reading to Bylaw 1204, 2024.

Executive Summary:

Bylaw 1204, 2024 proposes the closure of an unused portion of 79 Street at 23 Avenue, Coleman, for the purpose of consolidating it with the adjacent property (Plan 820L, Block 37, Lot 10) as part of a land swap in order to increase the width of a portion of the rear lane, south of the subject property.

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act

Motion: 18-2024-08-20

Discussion:

79 Street is shown as Dunsmuir Avenue on the registered plan of subdivision.

The rear lane in this block is 3m wide (historically) as opposed to the municipal standard of 6m. With fences being constructed on property lines, this creates challenges for rear access into garages on properties adjacent to the sub-standard lane. The Municipality and an adjacent landowner have agreed to swap land from 79 Street to the rear lane to resolve the issue, by increasing the lane width. The road closure portion has a steep slope and is unlikely to be needed for road construction. The road closure portion will be consolidated to the existing vacant residential lots, in exchange for a portion of the vacant lots that will be added to the rear lane.

On June 2, 2025 the Minister of Transportation and Economic Corridors signed the bylaw and returned it to the Municipality, and Council can now consider second and third readings. After the final closure of the road portion, a new certificate of title will be issued by the Land Titles Office, which the applicant then has to consolidate with their property through a subdivision application. The landowner will dedicate to the Municipality road for the increased lane width.

Analysis of Alternatives:

1. Council may proceed with second and third readings of Bylaw 1204, 2024.
2. Council may defeat Bylaw 1204, 2024.

Financial Impacts:

If the application proceeds the proposal would cost the municipality an estimated amount of \$4,000 for land surveying fees.

Attachments:

[Bylaw 1204, 2024 signed by minister.pdf](#)

[Bylaw 1204, 2024 - Schedule A.pdf](#)

[Bylaw 1204, 2024 - Schedule A Aerial Photo.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1204, 2024
ROAD CLOSURE

BEING a bylaw of the Municipality of Crowsnest Pass for the purpose of closing to public travel and creating title to and disposing of portions of a public roadway in accordance with section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

WHEREAS the lands hereafter described are no longer required for public travel,

AND WHEREAS application has been made to Council to have the roadway closed,

AND WHEREAS the Council of the Municipality of Crowsnest Pass deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in this bylaw, situated in the said municipality and thereafter creating title to and disposing of same,

AND WHEREAS notice of intention of Council to pass a bylaw has been given in accordance with sections 216.4 and 606 of the Municipal Government Act,

AND WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE be it resolved that the Council of the Municipality of Crowsnest Pass in the Province of Alberta does hereby close to public travel and creating titles to and disposing of the following described roadway, subject to rights of access granted by other legislation:

PLAN 820L

ALL THAT PORTION OF DUNSMUIR AVENUE FORMING PART OF LOT 11, BLOCK 37, PLAN _____

Containing 0.006 Hectares (0.01 Acres) More or Less

EXCEPTING THEREOUT ALL MINES AND MINERALS

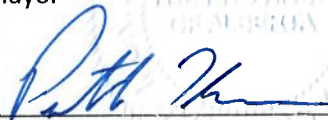
As illustrated in Schedule 'A', attached to, and forming part of this bylaw.

READ a **first** time in council this 4th day of March 2025.



Blair Painter

Mayor



Patrick Thomas

Chief Administrative Officer

PUBLIC HEARING scheduled for the 1st day of April 20 25 and advertised in the Crowsnest Pass Herald on the _____ and _____ day of _____ 20____.

APPROVED this 2 day of June, 20 25.

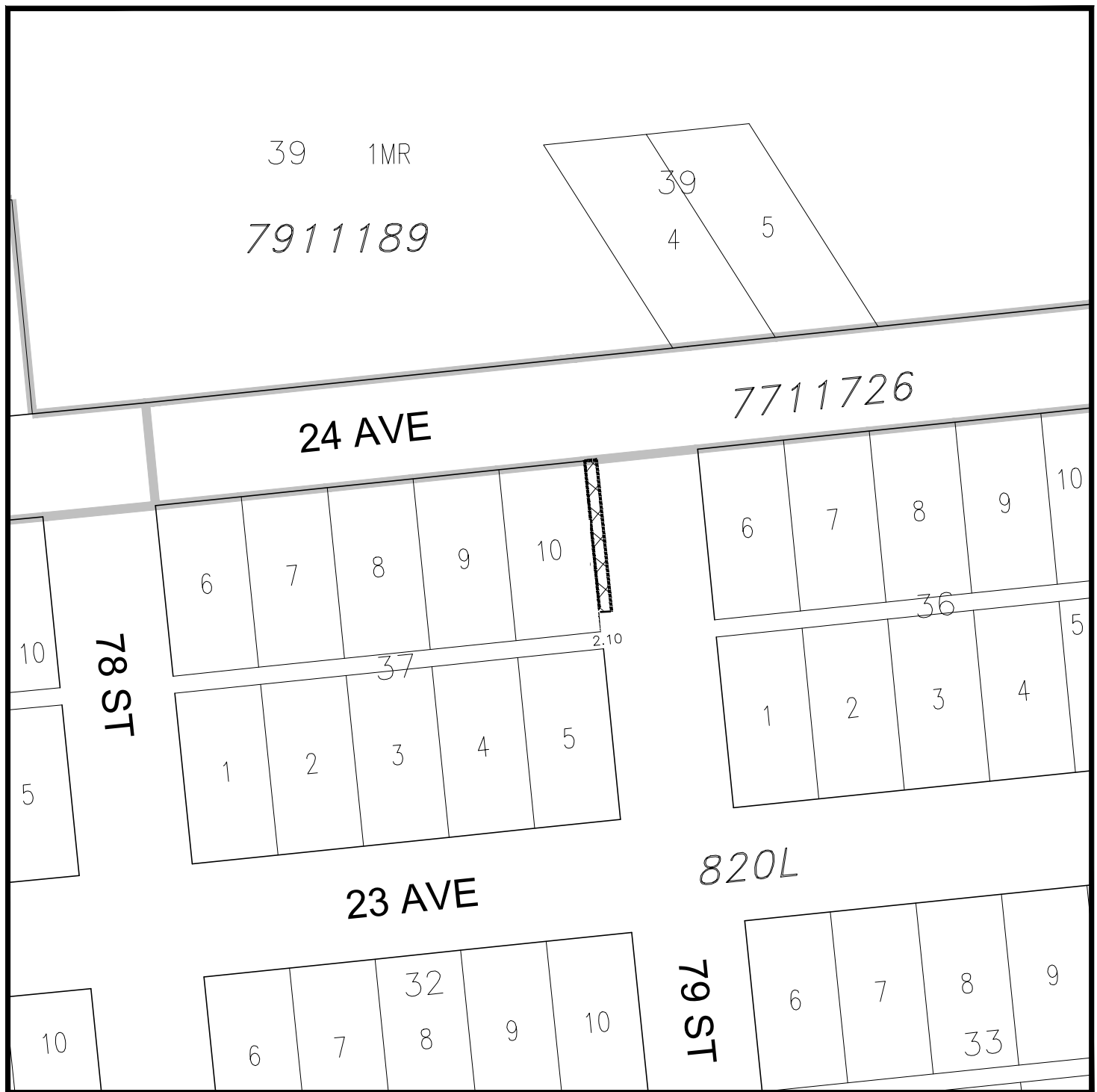

For Minister of Transportation and Economic Corridors

READ a **second** time in council this _____ day of _____ 20____.

READ a **third and final** time in council this _____ day of _____ 20____.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



PROPOSED ROAD CLOSURE SCHEDULE 'A'



PLAN 820L ALL THAT PORTION OF DUNSMUIR AVENUE
FORMING PART OF LOT 11, BLOCK 37, PLAN _____

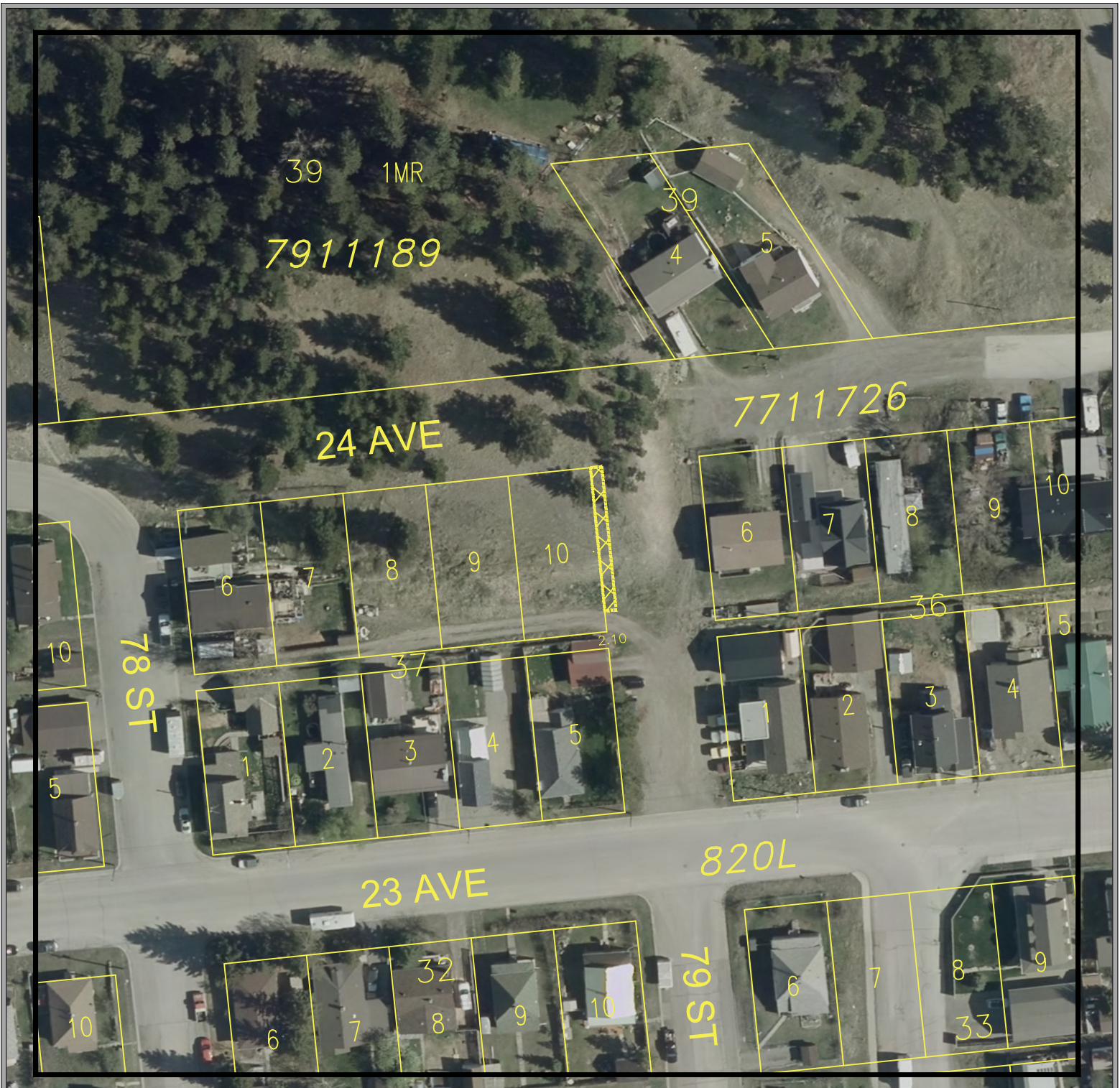
Containing 0.006 Hectares (0.01 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS
WITHIN NE 1/4 SEC 8, TWP 8, RGE 4, W5M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: JANUARY 29, 2025

Bylaw #: 1204, 2024

Date: _____

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





PROPOSED ROAD CLOSURE SCHEDULE 'A'

Aerial Photo Date: May 19, 2021



PLAN 820L ALL THAT PORTION OF DUNSMUIR AVENUE
FORMING PART OF LOT 11, BLOCK 37, PLAN _____

Containing 0.006 Hectares (0.01 Acres) More or Less
EXCEPTING THEREOUT ALL MINES AND MINERALS
WITHIN NE 1/4 SEC 8, TWP 8, RGE 4, W5M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: JANUARY 29, 2025

Bylaw #: 1204, 2024

Date: _____

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"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"





Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 7.d

Subject: Bylaw 1224, 2025 - Borrowing Bylaw 30 Avenue Bellevue Infrastructure - Second & Third Reading

Recommendation: That Council gives second and third reading of Bylaw 1224, 2025.

Executive Summary:

Council approved the upgrade of 30 Avenue Bellevue Infrastructure at the Council meeting on April 15, 2025, to be funded by debt and reserves. Council approved first reading at July 8, 2025. Creation of a borrowing bylaw is a requirement of the Municipal Government Act and final approval of the bylaw needs to occur before construction start.

A local improvement levy is proposed on the two adjacent properties to cover the proportionate servicing costs.

Relevant Council Direction, Policy or Bylaws:

- MGA section 251(1) states that "A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw."
- MGA section 263(2) states "The borrowing bylaw that authorizes the borrowing does not have to be advertised if the amount to be finance by the local improvement tax to pay for the local improvement is equal to or greater than the amount that the municipality will contribute to pay for the local improvement other than through the local improvement tax."
- MGA section 254 states that "No municipality may acquire, remove or start the construction or improvement of a capital property that is to be financed in whole or in part through a borrowing unless the borrowing bylaw that authorizes the borrowing is passed."

Discussion:

Bylaw 1224, 2025 has been created in accordance with section 251 and 258 of the Municipal Government Act. Creating a borrowing bylaw is one of the steps in the process to construct an asset approved in a capital budget to be funded by debt. Section 251 of the MGA outlines the requirements for a borrowing bylaw, including the amount to be borrowed, the purpose for which the money is to

be used, the maximum rate of interest, the term and the terms for repayment of the borrowing, the source or sources of money to be used to pay the principal and interest owing under the borrowing.

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

The Municipal debt as per the audited financial statements of December 31, 2024 is \$14,315,209.

Annual Principal Payments for 2025 to 2028 are \$826,815, \$789,095, \$750,229, and \$778,573. If the full \$1,000,000 is borrowed based on an interest rate of 4.34% with a 20-year term and semiannual payments, the principal payments will increase by approximately \$32,300 beginning in 2026.

Anticipated borrowing would occur late 2025 or early 2026, therefore no principal payments will be paid in 2025. Construction will begin in summer or fall 2025.

Analysis of Alternatives:

- Council can approve second reading of Bylaw 1224, 2025.
- Council can approve third reading of Bylaw 1224, 2025.
- Council could identify an alternate funding source.

Financial Impacts:

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

Attachments:

[1224, 2025 - Borrowing Bylaw 30 Avenue Bellevue Infrastructure.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BY-LAW NO. 1224, 2025
BORROWING BYLAW 30 AVENUE BELLEVUE INFRASTRUCTURE

This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount up to \$1,000,000 for the purpose to Upgrade 30 Avenue Bellevue Infrastructure.

WHEREAS the Council of the Municipality of Crowsnest Pass has decided to issue a bylaw pursuant to Section 251 and 258 of the *Municipal Government Act* to authorize the financing, the construction of 30 Avenue Bellevue Infrastructure.

Plans have been prepared and the total cost of the project is estimated to be \$1,320,132. and the Municipality estimates the following contributions will be applied to the project:

Reserves	\$ 320,132
Debentures	<u>\$1,000,000</u>
Total Costs	\$1,320,132

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

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

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

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

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

1. That for the purpose of the upgrade of 30 Avenue Bellevue Infrastructure, the sum of up to ONE MILLION DOLLARS (\$1,000,000) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which the full sum of up to ONE MILLION DOLLARS (\$1,000,000) is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the upgrade of 30 Avenue Bellevue Infrastructure.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual payments of combined principal and interest instalments not to exceed twenty (20) years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta or another authorized financial institution on the date of the borrowing, and not to exceed Eight (8) percent.

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

READ a **first** time in council this ____ 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 Request for Decision

Meeting Date: July 15, 2025

Agenda #: 7.e

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

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

Executive Summary:

On June 24, 2025 Council held a public hearing for Bylaw 1226, 2025, considered the input received, and the bylaw was presented to Council for second reading. Only four Councillors were present and only those four Councillors can vote on second and third reading. Council decided to defer the bylaw to July 08. On July 08 there was not a quorum of the four Councillors eligible to vote, and the bylaw was deferred to July 15.

The need for the proposed housekeeping amendments were identified from matters that the "Development Office" encounters in the process of reviewing various redesignation applications, development permits, and subdivisions. The amendments also 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 following additional changes were made since first reading of the bylaw:

- In Administration Section 9.2 (l) - 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".

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***.

Eckhardt's Tecumseh Mountain Resort

During the June 24, 2025 public hearing Council heard from various residents their opposition to the proposed changes to the NUTAR district regarding the existing Tecumseh Mountain Resort on Block B, Plan 7510370. Administration offers the following perspective on this matter:

1. The proposed change to the NUTAR district regarding the subject property is not actually a

change from the current land use bylaw or, for that matter, a change from the land use bylaws that existed from at least 1998 (Bylaw 481) to the present.

2. The existing ten cabins, eight RV stalls, and Lodge with restaurant and lounge in this resort have existed in some form since the 1940s. When the Town of Coleman adopted a land use bylaw in the early 1970s the existing development became "legal non-conforming", which means that the resort could continue operating indefinitely in its existing format but could not expand.
3. In 2003 and again in 2008 the landowner applied for and obtained development permits to add six cabins. Both development permits were appealed to the local Subdivision and Development Appeal Board, and both SDAB decisions were appealed to the provincial courts. In both cases the provincial court ruled that the existing resort is a permitted use and approved the development permits. In both cases the landowner failed to implement the development within the time periods placed on the approvals, and as a result those development permits expired.
4. In 2008 Council adopted a land use bylaw amendment to move "Ski Resort" from a permitted use to a discretionary use in the then NUCR-1 district. However, based on the 2008 provincial court decision that the existing resort is a permitted use in the NUCR-1 district, Council created a second district NUCR-2, in which "resort" was retained as a permitted use and the Tecumseh Mountain Resort property was designated into the new district. A situation was thus created where all other campgrounds and resorts in the community became discretionary uses, and ONLY the Tecumseh Mountain Resort continued to be a permitted use.
5. Further, the permitted use for Tecumseh Mountain Resort in the 2008 land use bylaw amendment was **unrestricted, indefinite, and cannot be refused**, meaning that the landowner could have applied for 70 cabins or 300 cabins any time in the future, and the Development Authority would have to issue the development permit (if there were no variances).
6. In 2024 when Council developed Bylaw 1182, 2024 the UTAR and NUTAR districts to promote tourism development, the NUCR-1 and NUCR-2 districts were consolidated into the new NUTAR district. The bylaw amendment proposed to bring all tourism related developments such as campgrounds and resorts into one new discretionary use "Tourism Accommodation, Large". Administration had to determine how to deal with the fact that the Tecumseh Mountain Resort had previously been deemed by the provincial courts (twice) and the Council in 2008 to be a permitted use - does the Municipality honor that pre-existing understanding / arrangement or not, and what would the implications be if the arrangement were to be dishonored?
7. Administration discussed the situation with the landowner. He was asked, why should his resort retain the right to a permitted use if he had not acted upon the previous development permits for six cabins in 2003 and 2008? What were his plans? His response was that in 2008 he submitted an application for 43 cabins, with six cabins to start as Phase 1, and that is still what he plans to do over the next several years (this was confirmed as a fact by reviewing the 2008 development permit application in the property Roll File). Administration took the position that the landowner must undertake some of the development within a certain time period to demonstrate the intent. A compromise was reached, whereby the landowner and Administration agreed that the Tecumseh Mountain Resort would be retained as a permitted use in the NUTAR district, just like it had been in the NUCR-1 district up to 2008 and then in the NUCR-2 district from 2008 to 2024, and as was confirmed by the provincial courts and Council in 2008, but there will be restrictions placed on the permitted use - 1) it will be restricted to 43 cabins based on his expressed plan, and 2) the landowner will have one year (to June 30, 2025) to obtain a development permit and commence the development - if he did not, the Tecumseh Mountain Resort will lose its permitted use right and revert to a discretionary use like all the other campgrounds and resorts.
8. The applicant applied for a development permit on May 28, 2025, supported by a

Comprehensive Site Development Plan. Development permit DP2025-097 was issued on June 19, 2025, with a supporting Comprehensive Site Development Plan. On June 27, 2025 the landowner submitted a building permit application, thus the requirements of the permitted use have been fulfilled and the development permit has been commenced, based on the Planning & Development department's practice over the past five years. The 43 approved cabins include the existing ten cabins and the renovation of the RV campground (eight RV stalls) into seven new cabins; essentially the "new portion" of the development in the resort will be 26 new cabins, for a total cabin count of 43, and there will not be RVs. The resort has a water license from Alberta Environment and Protected Areas that has more than sufficient capacity for 43 cabins. The resort has an approved private sewage disposal system for the existing development (17 units), and will implement a packaged sewage processing unit for each part of the expansion (26 new cabins) by obtaining the required Safety Codes permits. In 2005 the resort obtained Historical Resources Act clearance from the provincial government.

9. There are three options for Council to consider:

- Adopt Bylaw 1226, 2025 with the proposed changes to the NUTAR district. These changes do not introduce anything new, it is just clarification of the wording that Council adopted in Bylaw 1182, 2024, based on recent legal advice. Administration recommends this option.
- Adopt Bylaw 1226, 2025 by removing the proposed changes in the NUTAR district. This will retain the existing NUTAR district in the current land use bylaw - i.e. the Tecumseh Mountain Resort will still be a permitted use, restricted to 43 cabins, and required to obtain a development permit and commence the use by applying for a building permit before June 30, 2025 (completed). In practical terms, there is no difference between this option and the previous one.
- Re-establish the NUCR-2 district in the land use bylaw and redesignate the Tecumseh Mountain Resort into the NUCR-2 district like it had existed from 2008 to May 2024 before Council established the NUTAR district. The subject property will then again have the right to an **unrestricted** permitted use with **no time limitation**, and for which a development permit **must be issued if there are no variances**. Administration offers the opinion, endorsed by the landowner's acceptance and completion of the restrictions placed on their property in Bylaw 1182, 2024 and proposed to be clarified in Bylaw 1226, 2025, that this is the least preferred option.

The above options are actually irrelevant, because the bottom line is that DP2025-097 for the Tecumseh Mountain Resort for 43 cabins and a lodge was issued under the provisions of the current land use bylaw as it was on June 19, 2025, no appeal lies against the development permit (a permitted use that complies with the land use bylaw without any variances), and the development permit was commenced as required in the current land use bylaw, by the applicant having applied for a building permit. Any change that Council were to make to proposed Bylaw 1226, 2025 relative to the Tecumseh Mountain Resort property in the NUTAR district would have no effect on DP2025-097 - the development permit stands as issued on June 19, 2025, and it was commenced by applying for a building permit before June 30, 2025. The only effect that could possibly be had is to make the development that was approved under DP2025-097 a "legal non-conforming use", which means that the resort may continue to operate and expand as approved in DP2025-097, but it could not expand beyond that approval (i.e. it could not have more than 43 cabins).

The proposed definition for "Commence" in Bylaw 1226, 2025 is based on advice from legal counsel for the Municipality, who advised that the word "commence" is not defined in the Municipal Government Act, and therefore it is up to each Municipality to define what it means in their land use

bylaw. Section 683 in the Municipal Government Act states that a person may not "commence" a development unless the person has been issued a development permit. This statement implies that commencement does not mean actual construction or "breaking ground", because in order to start construction or "break ground" a person requires a building permit under the Safety Codes Act. As a result, the Municipality's Planning & Development department has practiced for several years now on the basis that when a development permit involves construction, the development permit is "commenced" by the owner applying for a building permit under the Safety Codes Act. The reason for this practice is that, depending on the nature of a development, a building permit is typically valid for 180 days up to two years after issuance of the building permit. After that, the permit expires and must be re-applied for. Many land use bylaws in Alberta, including the Municipality of Crowsnest Pass, state that a development permit must be commenced within 12 months. Due to the short construction period in the mountains and depending on the timing of the issuance of a development permit, it is often unrealistic that a development will actually "break ground" within twelve months of the issuance of a development permit. While there is provision to obtain an extension of a development permit, the practice of deeming an application for a building permit as the commencement of the development permit is a realistic approach, because when a person applies for a building permit it typically shows a commitment to the project by having hired a contractor, determined construction timelines, arranged for financing, and prepared blueprints, etc. It is prudent that Bylaw 1226, 2025 proposes a definition for "Commence" in Schedule 18B - not just for this instance but generally applicable to all development permits.

Did the applicant for DP2025-097 "commence" the development permit within the 21-day appeal period contrary to s. 22.1(a) in the Administration part of the land use bylaw? Municipal Government Act (MGA) section 685(3) states that *"... no appeal lies in respect of the issuance of a development permit for a permitted use" unless the development permit involves a variance to the land use bylaw development standards.* Therefore, Administration section 22.1 in the land use bylaw that prohibits a development to commence until after an appeal period has expired, does not apply to a development permit for a permitted use without a variance - this is why s. 22.1(a) includes the words *"... if applicable"* - this is an implicit reference to s. 685(3) of the MGA. In other words, a person who has been issued a development permit for a permitted use without variances is not prohibited to commence a development within the appeal period. This is the case with development permit DP2025-097 for the Tecumseh Mountain Resort.

Analysis of Alternatives:

1. Council may give second and third readings to Bylaw 1226, 2025 without changes.
2. Council may revise the amendments in the NUTAR district relative to the Tecumseh Mountain Resort, and then give second and third readings to Bylaw 1226, 2025.
3. Council may request additional changes to Bylaw 1226, 2025 prior to considering second and third readings.
4. Council may defeat Bylaw 1226, 2025.

Financial Impacts:

N/A

Attachments:

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

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

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

[Bylaw 1226, 2025.docx](#)

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

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 requirement – 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
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	<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 (42.7 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:

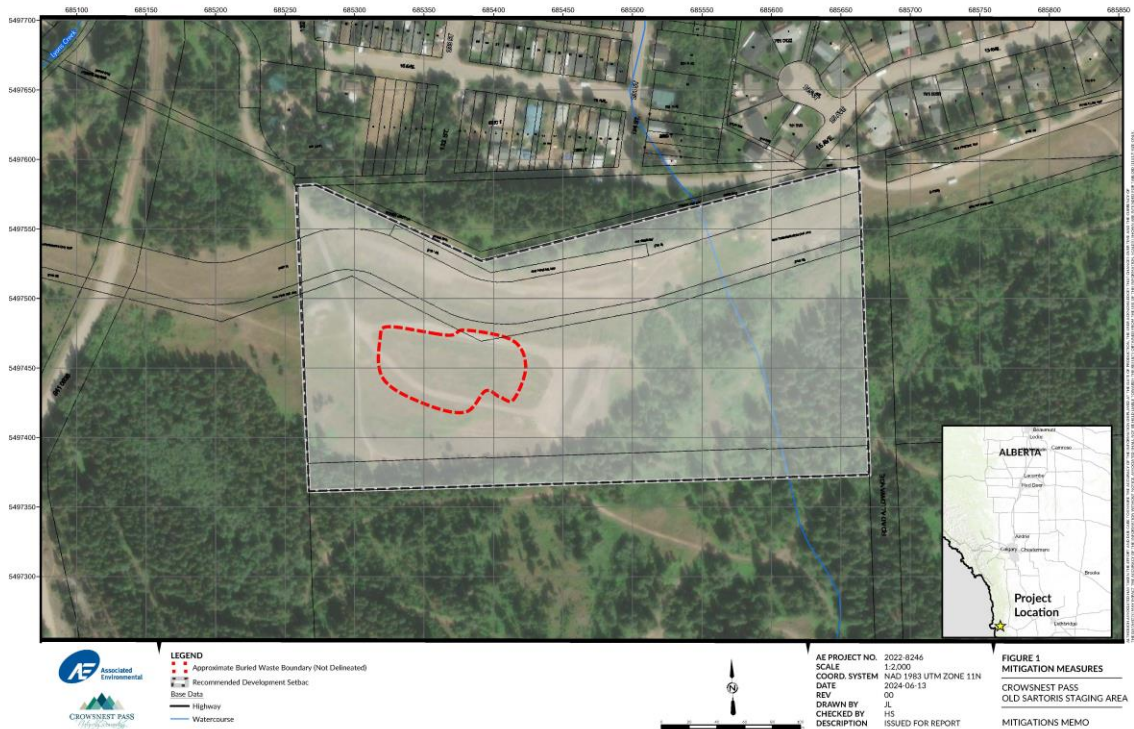
In June 2024, based on the available Preliminary Phase II ESA data for the Old Sartoris Staging Area APEC and the Hillcrest Ball Diamond Road APEC, Associated Environmental recommended that new subdivisions and developments may encroach into the 300 metres setback distance up to the greater distance 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.

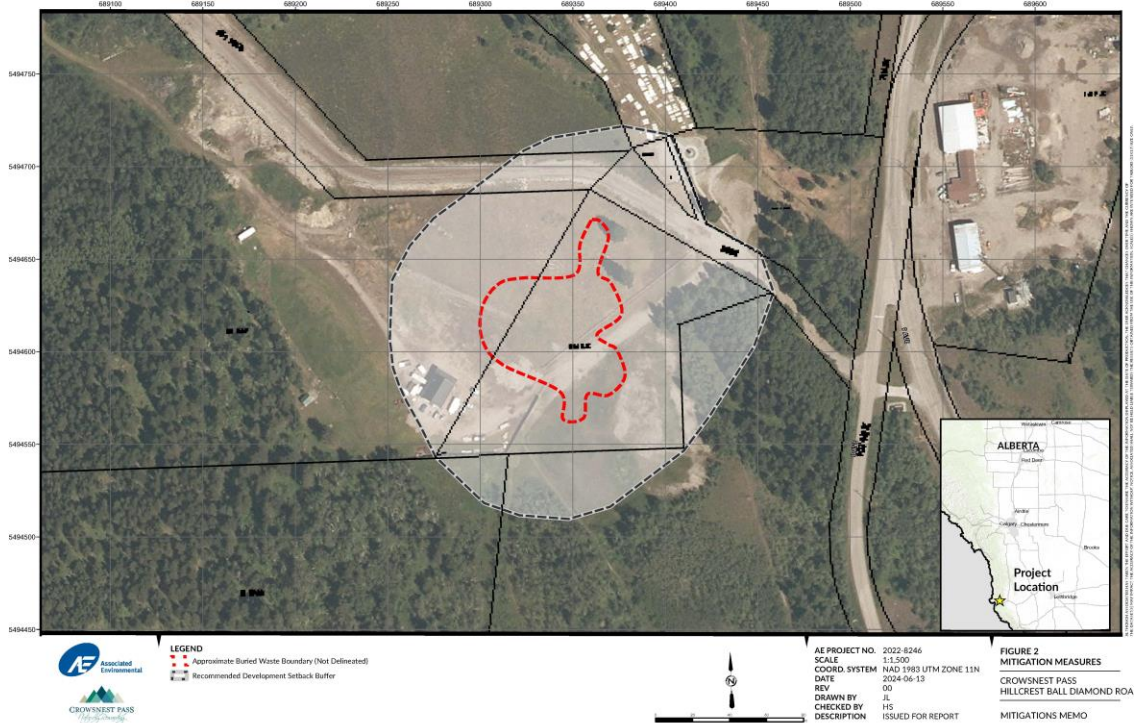
Attached in this Schedule are the two maps identifying the permitted encroachment distances subject to the stated conditions.

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.

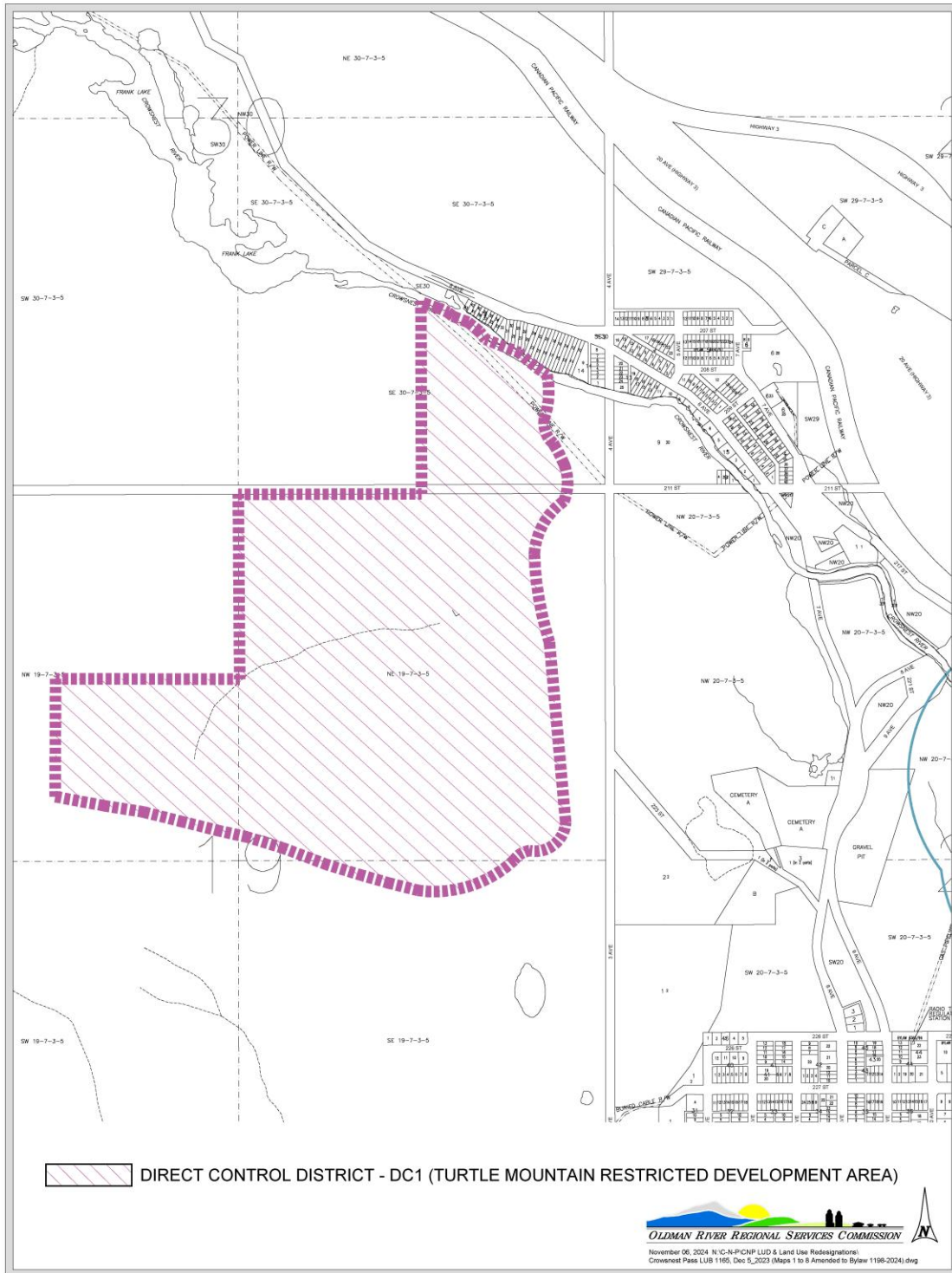
- 1.1 This Direct Control District does not include any permitted uses.
- 1.2 Any and all uses of land in this Direct Control District are discretionary.
- 1.3 New residential development shall not be allowed in the district.
- 1.4 Council may approve a development permit for any of the following uses:
 - (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
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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).

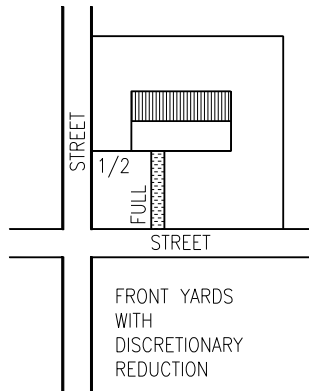


DIAGRAM 4

- 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 apply for 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.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 7.f

Subject: Bylaw 1230, 2025 Road Closure Bylaw - First Reading

Recommendation: That Council give first reading to Bylaw 1230, 2025.

Executive Summary:

Bylaw 1230, 2025 proposes the closure of a portion of an unnamed rear lane for the purpose of consolidating it with the adjacent parcel Lots 20-24, Block 13, Plan 4590AL.

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act
Motion 13-2025-05-06

Discussion:

The purpose of the proposed Bylaw 1230, 2025 is to provide for a boundary adjustment to Lots 20-24, Block 13, Plan 4590AL to correct accessory buildings and a water well that encroach into a municipal lane. The lane is unlikely to ever be required for public access as there is an existing road allowance to the west. The proposed road closure will allow the landowner to complete the conditions of an approved subdivision (2024-0-152) to split the parcel into two residential properties.

Once a public hearing has been held, the proposed bylaw will be forwarded to the Minister of Transportation and Economic Corridors for approval, before it comes back to Council for consideration of second and third readings. After the final closure of the road portion, a new certificate of title will be issued by the Land Titles Office, which will then be consolidated with the subject property as part of the completion of the conditions of approval for subdivision 2024-0-152.

Analysis of Alternatives:

1. Council should proceed with first reading of Bylaw 1230, 2025 to initiate the public consultation process.
2. Council may defer first reading of Bylaw 1230, 2025 and direct Administration to provide

additional information.

Financial Impacts:

If the application proceeds the Municipality would receive \$8,200.00

Attachments:

[FORMATTED Bylaw No. 1230, 2025.docx](#)

[Bylaw 1230, 2025 - Schedule A.pdf](#)

[Bylaw 1230, 2025 - Schedule A Aerial Photo.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW 1230, 2025
ROAD CLOSURE

BEING a bylaw of the Municipality of Crowsnest Pass for the purpose of closing to public travel and creating title to and disposing of portions of a public roadway for consolidation with adjacent land in accordance with section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

WHEREAS the lands hereafter described are no longer required for public travel,

AND WHEREAS application has been made to Council to have the roadway closed,

AND WHEREAS the Council of the Municipality of Crowsnest Pass deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same,

AND WHEREAS notice of intention of Council to pass a bylaw has been given in accordance with sections 216.4 and 606 of the Municipal Government Act,

AND WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE be it resolved that the Council of the Municipality of Crowsnest Pass in the Province of Alberta does hereby close to public travel and creating titles to and disposing of the following described roadway, subject to rights of access granted by other legislation:

**PLAN 4590 AL, THAT PORTION OF LANE IN BLOCK 13
CONTAINED WITHIN LOT 26, BLOCK 13, PLAN 251 ____
CONTAINING 0.025 HECTARES (0.062 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS**

As illustrated in Schedule 'A', attached to, and forming part of this bylaw.

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

Blair Painter, Mayor

Patrick Thomas, Chief Administrative Officer

PUBLIC HEARING scheduled for the _____ day of _____, 2025 and advertised in the Crowsnest Pass Herald on the _____ and _____ day of _____, 2025.

APPROVED this _____ day of _____, _____.

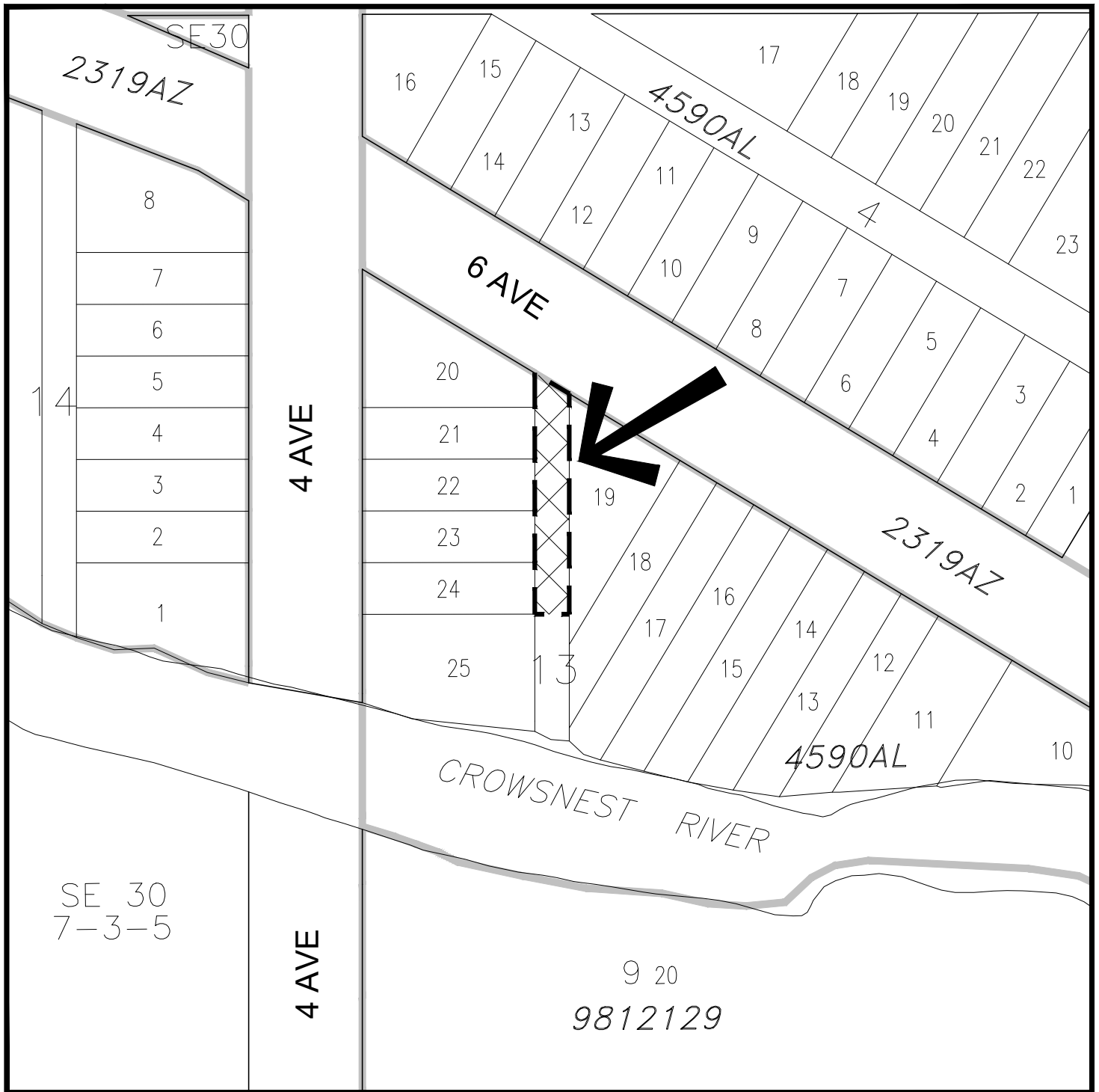
Minister of Transportation and Economic Corridors

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

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



PROPOSED ROAD CLOSURE SCHEDULE 'A'

Bylaw #: 1230, 2025

Date: _____



Plan 4590 AL, That portion of lane in Block 13 contained within
Lot 26, Block 13, Plan 251 _____. Containing 0.025 hectares
(0.062 acres) more or less excepting thereout all mines and minerals.

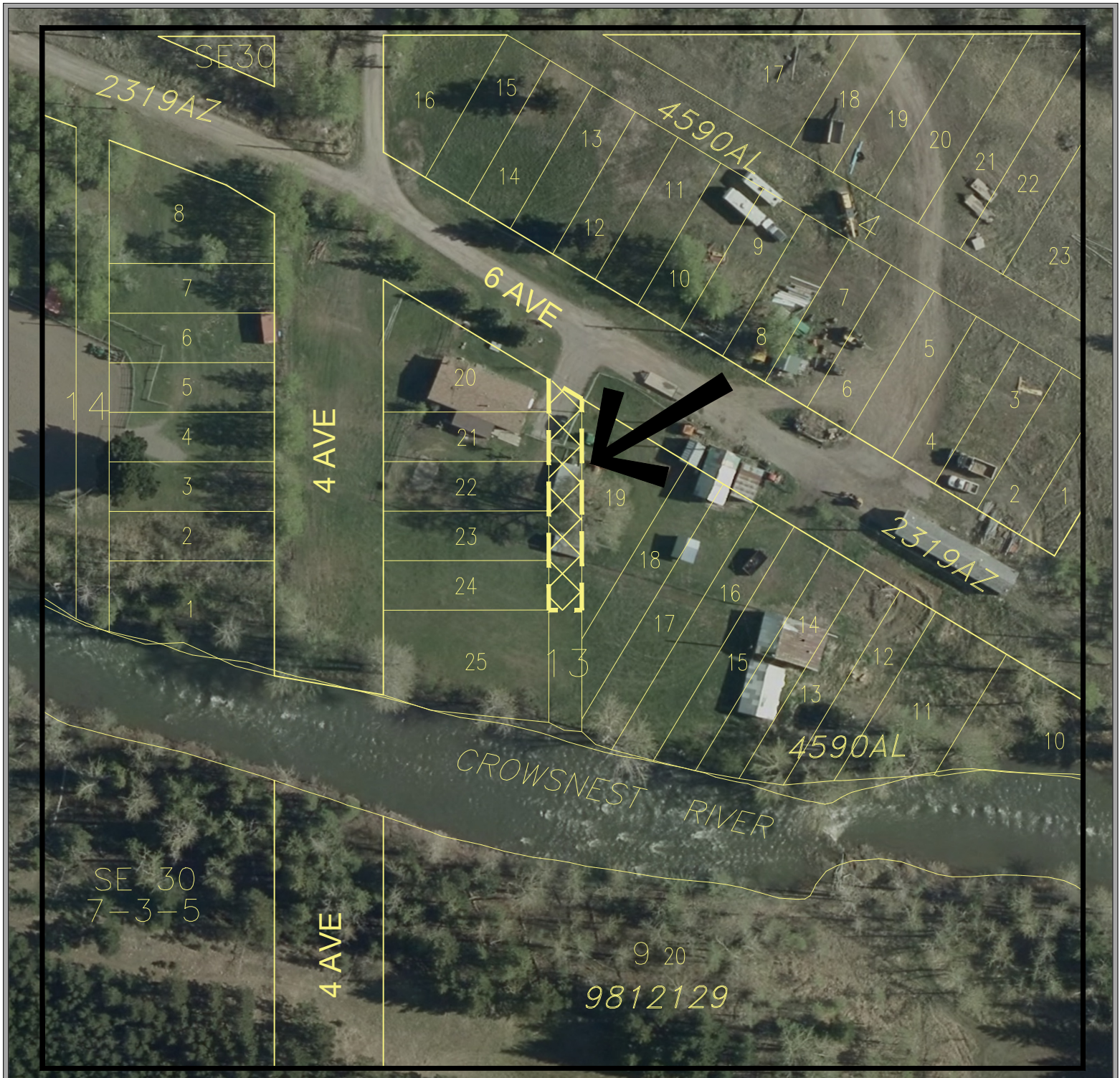
WITHIN SW 1/4 SEC 29, TWP 7, RGE 3, W 5 M

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: JUNE 12, 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"



PROPOSED ROAD CLOSURE SCHEDULE 'A'

Bylaw #: 1230, 2025

Date: _____



Plan 4590 AL, That portion of lane in Block 13 contained within Lot 26, Block 13, Plan 251 _____. Containing 0.025 hectares (0.062 acres) more or less excepting thereout all mines and minerals.

WITHIN SW 1/4 SEC 29, TWP 7, RGE 3, W 5 M

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: JUNE 12, 2025

Aerial Photo Date: May 19, 2021



MAP PREPARED BY:
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TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 7.g

Subject: Bylaw 1231, 2025 - Land Use Bylaw Amendment - Redesignate the lands legally described as Lot 5, Block 1, Plan 921 1271, containing ± 2.02 ha (5.0 acres), from "Drive-In Commercial – C-2" to "Non-Urban Tourism Accommodation and Recreation – NUTAR" - First Reading

Recommendation: That Council give first reading to Bylaw 1231, 2025.

Executive Summary:

Bylaw 1231, 2025 proposes to redesignate Lot 5, Block 1, Plan 921 1271 from "Drive-In Commercial – C-2" to "Non-Urban Tourism Accommodation and Recreation – NUTAR" for the purpose of allowing the landowner to apply for a development permit and Comprehensive Site Development Plan to develop a "Tourism Accommodation" (consisting of a small campground) to bring the existing non-conforming campground into compliance with the land use bylaw and add a small expansion.

Relevant Council Direction, Policy or Bylaws:

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

Land Use Bylaw No. 1165, 2023

Municipal Development Plan (Bylaw No. 1059, 2020) - Growth Strategy p. 30 - Tourism " Become a top tourism destination in the province".

Discussion:

The subject property operates as a Garden Centre and a Bed and Breakfast, and hosts Special Events (weddings, etc.) from time to time. The existing "Single-detached Dwelling" and "Garden Centre" are non-conforming uses from 1973 prior to a land use bylaw being adopted for Hillcrest in 1980. The existing Bed & Breakfast has the benefit of a development permit (DP2013-004 for Home Occupation - Class 2). The occasional Special Events are operated under the Business License Bylaw. The existing informal camping activity as part of the Special Events is not allowed in the property's present designation in the Drive-In Commercial C-2 land use district, which does not accommodate "Tourism Accommodation" as a use. The landowner wishes to bring the camping activity for the Special Events into compliance with the land use bylaw, and in addition the landowner wishes to obtain development approval to offer camping accommodations for 4-6 RV sites outside of any Special Event.

Bylaw 1231, 2025 proposes to rezone the subject property to NUTAR, which will allow the landowner to apply for a development permit for "Tourism Accommodation", which, if approved, will bring the existing occasional camping activities into compliance with the land use bylaw and allow for the expansion into a permanent campground of 4 to 6 stalls.

The existing "Single-detached Dwelling" and "Garden Centre" will continue to be non-conforming uses, which means these uses and buildings may not be expanded, and will lose their non-conforming status if they become vacant for six months (Municipal records show that the Single-detached Dwelling was expanded with a garage addition under DP48/2000, and the garden centre was expanded through several building permits in 1989, 1992 and 1995).

Properties in the surrounding area are designated as Non-Urban Area NUA-1, Grouped Country Residential GCR-1, and Non-Urban Tourism Accommodation and Recreation NUTAR (the latter being across East Hillcrest Drive).

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

- Few mountain communities in North America exist without a tourism sector, or in many cases a reliance on the tourism industry. The MCNP experiences tourism growth as a result of the Pass Powderkeg Ski Hill, Frank Slide Interpretive Centre, the Crowsnest Pass Golf Club, the heritage buildings and archeologic sites, the increasing popularity of mountain biking trails, and the provincial and national parks with their evolving hiking trails throughout the community and the surrounding region. Tourists have always been interested in the region for camping in the great outdoors but more and more it appears that a significant portion of tourists flock to the community's urban centres to experience the cultural and social aspects of what these have to offer.
- There appears to be a market demand to develop a range of tourist accommodation types of various forms of dwelling units (row houses, apartments), high-end cabins, and lower-key "camping accommodation" (cabins, RVs, and tents).
- Pro-actively, in the 2020 Municipal Development Plan (MDP) Council took a strong policy position to support tourism as a future growth sector for the Crowsnest Pass by stating in the Growth Strategy on p. 30 of the MDP as follows: **"Become a top tourism destination in the province and capitalize on the economic spin-offs from tourism driven development"**.
- **Council's vision for the Crowsnest Pass to become one of the top tourist destinations in the province, supported by the expectation of tourism growth, required that the MDP policy was implemented by an appropriate land use bylaw amendment, otherwise it would remain just a policy that does not provide practical direction for development decision-making.** On 28 May 2024 Council adopted a comprehensive land use bylaw amendment that introduced the Urban Tourism Accommodation and Recreation District and the Non-Urban Tourism Accommodation District, with associated standards for "Tourism Accommodation" and revamping of all associated land use definitions, and the establishment of development standards.
- The current (amended) land use bylaw provides for "Tourism Accommodation" to include "resort accommodation" (various types of dwelling units) and/or "camping accommodation" (tents, RVs, and cabins that may involve the use of camping equipment such as generators, except in an urban growth node). It establishes standards for "Tourism Accommodation" in a manner that provides site-specific flexibility, where the details of the development would be provided in a Comprehensive Site Development Plan that supplements a development permit application, and that will support decision making by the Development Authority on a case-by-case basis.

- Comparison – UTAR and NUTAR Districts - A table is attached that compares the features of the UTAR and NUTAR districts.
- Comparison – “Tourism Accommodation” – Small vs. Large - A table is attached that compares the features of the two types of “Tourism Accommodation” – small versus large. The applicant proposes a “Tourism Accommodation, Small”.

Analysis of Alternatives:

1. Council should proceed with first reading of Bylaw 1231, 2025 to initiate the public consultation process.
2. Council may defer first reading of Bylaw 1231, 2025 and direct Administration to provide additional information.

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1231, 2025.docx](#)

[Bylaw 1231, 2025 - Schedule A.pdf](#)

[Bylaw 1231, 2025 - Schedule A Aerial Photo.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW 1231, 2025
LAND USE BYLAW AMENDMENT – Redesignate Lot 5, Block 1, Plan 921 1271

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 5, Block 1, Plan 921 1271, containing ±2.02 ha (5.0 acres), from “Drive-In Commercial – C-2” to “Non-Urban Tourism Accommodation and Recreation – NUTAR”, 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 “Non-Urban Tourism Accommodation and Recreation – NUTAR” land use district, while continuing to accommodate the existing non-conforming development on the subject property (the Spring Break Garden Centre).

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 5, Block 1, Plan 921 1271, containing ±2.02 ha (5.0 acres), from “Drive-In Commercial – C-2” to “Non-Urban Tourism Accommodation and Recreation – NUTAR”, 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.

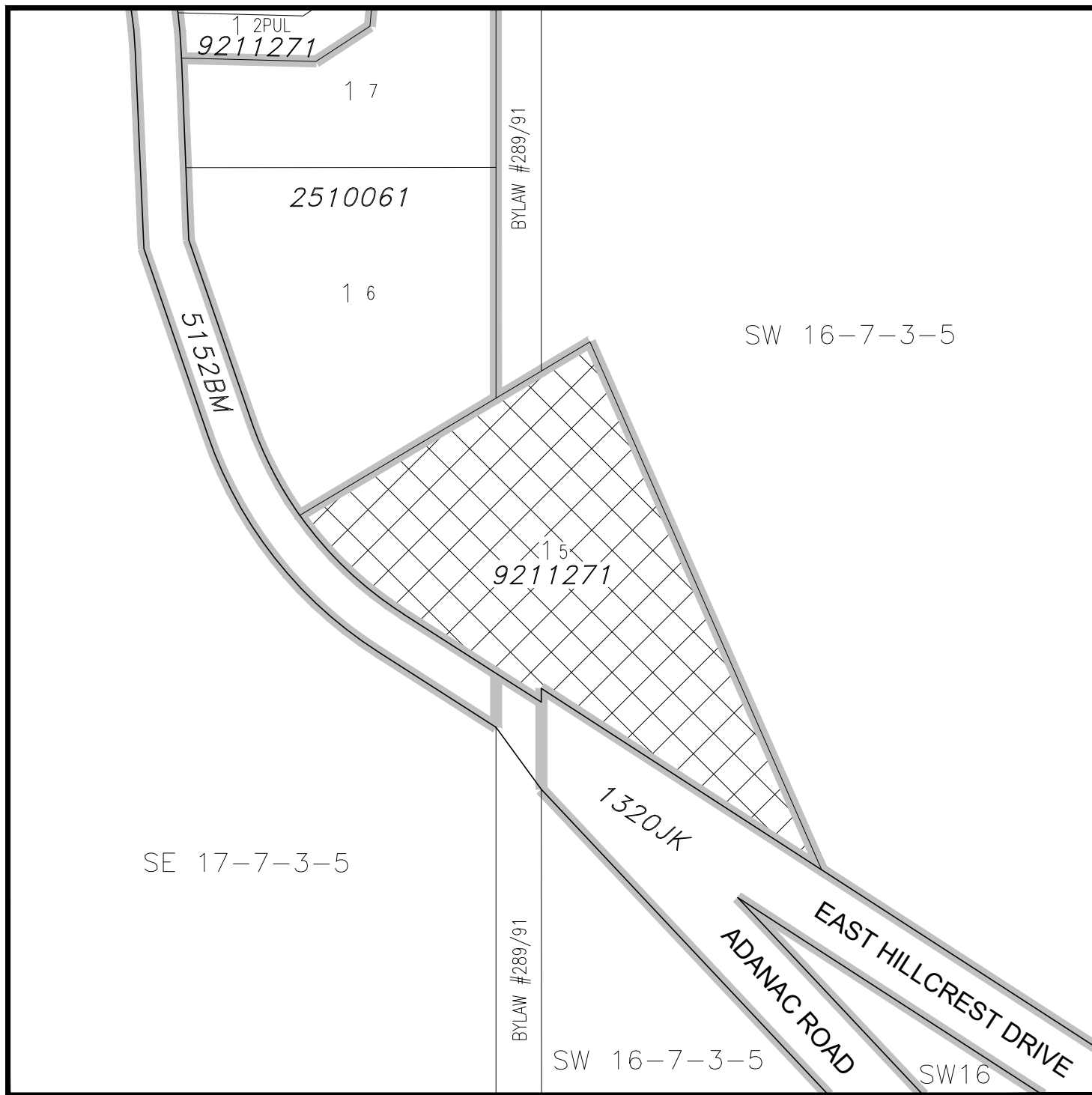
READ a **first** time in council this _____ day of _____ 2025.

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'



FROM: Drive-In Commercial C-2

TO: Non-Urban Tourism Accommodation and Recreation NUTAR

LOT 5, BLOCK 1, PLAN 9211271 WITHIN

SW 1/4 SEC 16 & SE 1/4 SEC 17, TWP 7, RGE 3, W 5 M

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: JUNE 19, 2025

Bylaw #: 1231, 2025

Date: _____



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



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Aerial Photo Date: May 19, 2021



FROM: Drive-In Commercial C-2

TO: Non-Urban Tourism Accommodation and Recreation NUTAR

LOT 5, BLOCK 1, PLAN 9211271 WITHIN
SW 1/4 SEC 16 & SE 1/4 SEC 17, TWP 7, RGE 3, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: JUNE 19, 2025

Bylaw #: 1231, 2025

Date: _____



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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 7.h

Subject: Bylaw 1232, 2025 - Land Use Bylaw Amendment - Redesignate the lands legally described as Area 'B', Plan 2110634 containing ± 0.57 ha (1.41 acres) from "Comprehensive Mixed Use – CM-1" to "High Density Residential – R-3" - First Reading

Recommendation: That Council give first reading to Bylaw 1232, 2025.

Executive Summary:

Bylaw 1232, 2025 proposes to redesignate the subject property to the R-3 district for the purpose of allowing the landowner to apply for a development permit for "Apartment Building not exceeding 3 storeys or 14.0m (45.9 ft)", which is a permitted use in the R-3 district.

Relevant Council Direction, Policy or Bylaws:

Section 692, Planning bylaws, Municipal Government Act, RSA 2000, c M-26. (MGA)
Land Use Bylaw No. 1165, 2023

Municipal Development Plan No. 1059, 2020

Discussion:

Bylaw 1129, 2022 was adopted on October 25, 2022 to redesignate the subject parcel from "No Land Use" to the Comprehensive Mixed Use - CM-1 district. The subject property is on the south side of 107 Street, adjacent to the Summit Home hardware store and the regional hospital. The Crowsnest Commons commercial centre on the north side of 107 Street is progressing to completion of the first phase of construction. Due to the housing constraints and vacancy rates for rental properties in the community, the landowner of the subject property and the Crowsnest Commons shopping centre has submitted a rezoning application to redesignate the land to High Density Residential R-3 (Bylaw 1232, 2025).

Summary of MDP Policies Relevant to Housing (Chapter 4 Goals and Policies, Section 2 Expanding Our Housing Options):

- "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".

- "The unique geography and dramatic topography of Crowsnest Pass offers tourism opportunities and lifestyle advantages to residents of the Municipality, but these factors also limit the available locations for future residential development. To protect wildland areas, and take advantage of natural connections to infrastructure, residential growth shall be directed to key nodes adjacent to existing urban sites. To accommodate increases in population without expanding into natural areas, the Municipality has set a target housing density and requires a mix of housing types for new residential development".
- "The approach to housing in the Municipality is closely aligned with the emphasis provided in the South Saskatchewan Regional Plan on making efficient use of existing infrastructure and providing a range of innovative housing designs and densities within communities. Focused, more intensive residential development in Crowsnest Pass provides choice to residents and supports increased population to bolster local economic growth and support a vibrant social life".

2.2 Multi-Unit Residential Design Standards

- Policy 2.2.3 Access to Outdoor Amenity Space - "... multi-unit residential developments shall ... where possible be located adjacent to or in close proximity to parks or open space ."
- Policy 2.2.5 Seniors Housing - "The Municipality recognizes the need for housing options that accommodate seniors, ... including multi-unit buildings that require less maintenance than single family homes ...".

2.3 Considerations for Residential Development

- Policy 2.3.1 Inclusionary Housing - "Findings from the Crowsnest Pass Health Data and Summary (2017) revealed a need to develop housing strategies geared toward low-income families the Municipality should seek to support inclusionary housing by requiring that developers of new housing development provide a certain percentage of units as affordable housing ...".
- Policy 2.3.3 Innovative Housing - "The Municipality recognizes that housing trends are continually shifting and that to provide an affordable range of housing options, innovative housing ideas should be considered and implemented where possible. Alternative housing forms should be incorporated into communities where appropriate, such as cluster housing, tiny homes, and mixed-use buildings".

Land Use Bylaw No. 1165, 2023 Land Use District High Density Residential R-3 Maximum Height Standards:

- An Apartment Building not exceeding 3 storeys is a permitted use with a maximum height of 14.0m (45.9ft).
- A Multi-Unit Residential Building (three or more attached dwelling units, each with its own exterior access) is a discretionary use with a maximum height of 12.0m (40ft) for a 3-story building or 10.0m (32.8ft) maximum height for a 2-story building (for comparison the latter is the same height standard as that for a Single-Detached Dwelling).

Land Use Bylaw Standards

By adopting a Land Use Bylaw with standards specifically applicable to multi-unit residential buildings

and apartment buildings, Council delegated to the Development Authority the mandate to review and either refuse or approve with conditions, these types of developments.

13. LANDSCAPING AND SCREENING

13.1 "The Development Authority 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."

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."

22.2 "Development shall comply with the following standards:

(b) The Development Authority may regulate the exterior finish of buildings or signs to improve the quality of any proposed development within any land use district."

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

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 (i.e. Multi-unit Residential Design Standards on page 62 in the MDP)."

Analysis of Alternatives:

1. Council should proceed with first reading of Bylaw 1232, 2025 to initiate the public consultation process.
2. Council may defer first reading of Bylaw 1232, 2025 and direct Administration to provide additional information.

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1232, 2025.docx](#)

[Bylaw 1232, 2025 - Scheulde A.pdf](#)
[Bylaw 1232, 2025 - Schedule A Aerial Photo.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW 1232, 2025
LAND USE BYLAW AMENDMENT – Redesignate Area 'B', Plan 221 0634

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 Area 'B', Plan 221 0634, containing ± 0.57 ha (1.41 acres) from “Comprehensive Mixed Use – CM-1” to “High Density Residential – R-3” as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “High Density Residential – R-3” land use district.

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as Area 'B', Plan 221 0634, containing ± 0.57 ha (1.41 acres) from “Comprehensive Mixed Use – CM-1” to “High Density Residential – R-3”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

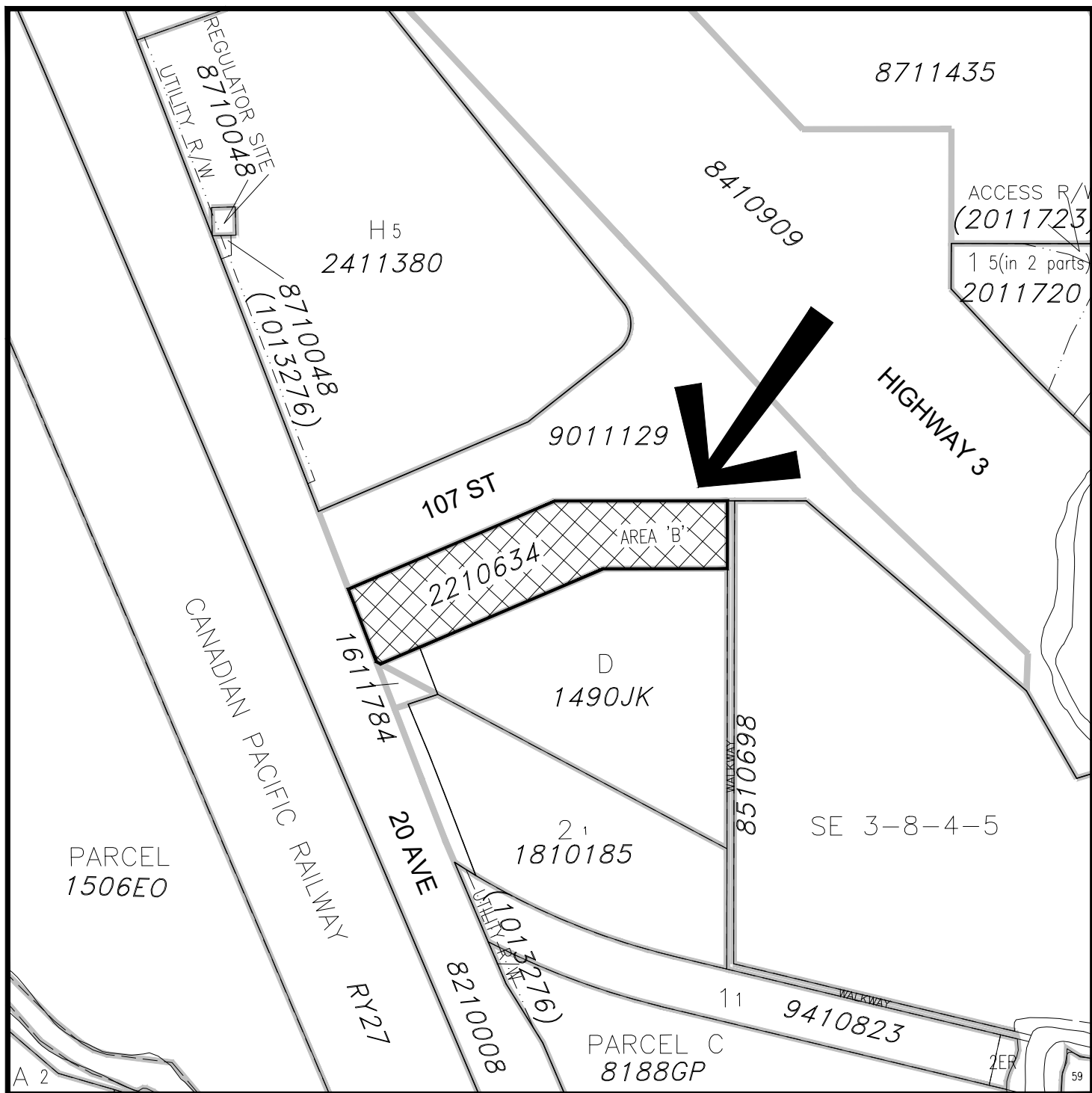
READ a **first** time in council this _____ day of _____ 2025.

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'



FROM: Comprehensive Mixed Use District CM-1

TO: High Density Residential R-3

AREA 'B', PLAN 2210634 WITHIN

SE 1/4 SEC 3, TWP 8, RGE 4, W 5 M

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: JUNE 19, 2025

Bylaw #: 1232, 2025

Date: _____



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200



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"

June 19, 2025 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Bylaw 1232, 2025 - Area B, Plan 2210634.dwg





Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 7.i

Subject: Bylaw 1235, 2025 Road Closure Bylaw - First Reading

Recommendation: That Council give first reading to Bylaw 1235, 2025.

Executive Summary:

Bylaw 1235, 2025 proposes to close a portion of an Unnamed Road and consolidate it with the adjacent Cameron School properties, to facilitate a developer making a development permit application for Single-Detached Dwelling and Apartment Building residential development.

Relevant Council Direction, Policy or Bylaws:

Section 22 of the Municipal Government Act

Motion 12-2025-05-06

Motion 14-2024-12-10

Discussion:

Bylaw No. 713, 2006 was adopted to close a triangular portion of road in the NW corner by the Cameron School property however, the road closure was never registered at land titles. Bylaw 1235, 2025 proposes to close this same portion of road allowance.

The proposed road closure is part of an accepted offer to purchase this triangular portion as well as a parcel of land running north / south in 69 Street on the west side of the Cameron School parcel. Once the road closure is completed and the two parcels consolidated with the Cameron School site, the landowner intends to re-subdivide and develop the Cameron School property for residential use.

Once a public hearing has been held, the proposed bylaw will be forwarded to the Minister of Alberta Transportation and Economic Corridors for approval, before it comes back to Council for consideration of second and third readings. After the final closure of the road portion, a new certificate of title will be issued by the Land Titles Office.

Analysis of Alternatives:

1. Council should proceed with first reading of Bylaw 1235, 2025 to initiate the public consultation process.
2. Council may defer first reading of Bylaw 1235, 2025 and direct Administration to provide additional information.

Financial Impacts:

N/A

Attachments:

[FORMATTED CNP Road Closure Bylaw No. 1235, 2025.docx](#)

[Bylaw 1235, 2025 - Schedule A.pdf](#)

[Bylaw 1235, 2025 - Schedule A Aerial Photo.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW 1235, 2025
ROAD CLOSURE

BEING a bylaw of the Municipality of Crowsnest Pass for the purpose of closing to public travel and creating title to and disposing of portions of a public roadway for consolidation with adjacent land in accordance with section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

WHEREAS the lands hereafter described are no longer required for public travel,

AND WHEREAS application has been made to Council to have the roadway closed,

AND WHEREAS a portion of the lands are subject to a road closure application that was approved by Bylaw No. 713/2006 but never registered at the Land Titles Office.

AND WHEREAS the Council of the Municipality of Crowsnest Pass deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same,

AND WHEREAS notice of intention of Council to pass a bylaw has been given in accordance with sections 216.4 and 606 of the Municipal Government Act,

AND WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE be it resolved that the Council of the Municipality of Crowsnest Pass in the Province of Alberta duly assembled does hereby enact the following:

1. Subject to rights of access granted by other legislation, the following described roadway is hereby closed to public travel for the purpose of creating titles to and disposing of the same:

**CLOSED ROAD (PLAN 2446AA) AND CLOSED ROAD (PLAN 6407HX)
AND CLOSED ROAD (PLAN 1451Q) AS SHOWN ON PLAN _____
SURVEYED BY RANDALL C. SMITH, ALS (SURVEYOR'S FILE NO. 25152GRE)
EXCEPTING THEREOUT ALL MINES AND MINERALS**

As illustrated in Schedule 'A', attached to and forming part of this bylaw.

2. Bylaw No. 713/2006 is hereby repealed and replaced.

3. This bylaw comes into effect upon third and final reading hereof.

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

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

PUBLIC HEARING scheduled for the _____ day of _____ 2025 and advertised in the
Crowsnest Pass Herald on the _____ and _____ day of _____ 2025.

APPROVED this ____ day of _____, 2025.

Minister of Transportation and Economic Corridors

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



PROPOSED ROAD CLOSURE SCHEDULE 'A'

Aerial Photo Date: May 19, 2021

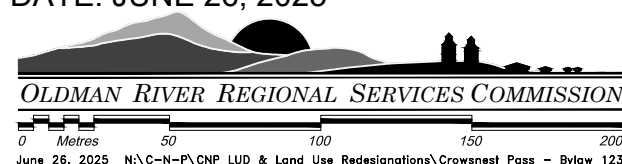


CLOSED ROAD (PLAN 2446AA) AND CLOSED ROAD (PLAN 6407HX)
AND CLOSED ROAD (PLAN 1451Q) AS SHOWN ON PLAN _____
SURVEYED BY RANDALL C. SMITH, ALS (SURVEYOR'S FILE NO. 25152GRE)

EXCEPTING THEREOUT ALL MINES AND MINERALS
MUNICIPALITY: MUNICIPALITY OF CROWNEST PASS
DATE: JUNE 26, 2025

Bylaw #: 1235, 2025

Date: _____



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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 7.j

Subject: Bylaw 1236, 2025 - Land Use Bylaw Amendment - Redesignate: A) Portions of NE¼ 17-7-3-W5M from "Non-Urban Area – NUA-1" to "Grouped Country Residential – GCR-1"; and B) Portions of NE¼ 17-7-3-W5M from "Non-Urban Area – NUA-1" to "Recreation and Open Space – RO-1"; and C) Portion of Lot 8, Block 1, Plan 0210159 from "Grouped Country Residential – GCR-1" to "Non-Urban Area – NUA-1" - First Reading

Recommendation: That Council give first reading to Bylaw 1236, 2025.

Executive Summary:

Bylaw 1225, 2025 proposes to redesignate the subject lands for the purpose of developing four new "Single-detached Dwellings" in a bareland condominium subdivision, with a total number of seven condo units [i.e. the four new dwelling units, a "farm unit" that will remain vacant, a small workshop unit, and an existing "Single-detached Dwelling" on Lot 8, Block 1, Plan 0210159 (i.e. proposed Unit 1 in the bareland condominium subdivision)]. As part of the subdivision application, Drum Creek and the associated wetland will be dedicated as Environmental Reserve.

Relevant Council Direction, Policy or Bylaws:

Section 692, Planning Bylaws, Municipal Government Act, RSA 2000, c M-26. (MGA)
Land Use Bylaw No. 1165-2023

Discussion:

- Subdivision application 2025-0-107 is currently being processed for a seven-unit bareland condominium plan with a total of five acreages (four new "Single-detached Dwellings" and one existing "Single-detached Dwelling") in the Grouped Country Residential GCR-1 district, a small unit with only a workshop, and a large "farm" unit - the latter two units will remain in the Non-Urban Area NUA-1 district where Single-detached Dwelling is a discretionary use.
- The banks beside the bed and shore of Drum Creek will be dedicated as Environmental Reserve and rezoned to the Recreation and Open Space RO-1 district.
- The landowner has collaborated with Administration over the past two years in this matter. The purpose of the bareland condominium subdivision is to allow the landowner to provide a

municipal water service from a single service connection that exists in 12 Avenue and was originally installed for Lot 8, Block 1, Plan 0210159, and which the landowner initially wished to use to provide water to one new "Single-detached Dwelling" (which expanded to four new "Single-detached Dwellings").

- The minimum lot size for a Grouped Country Residential parcel and Non-Urban Area parcel is 1.2 ha (3 acres). The purpose statement of the Grouped Country Residential District is suited to the proposed use - i.e. *"to provide for clustered residential development where conflicts with adjacent uses can be mitigated"*.
- The small workshop unit and the large farm unit should remain in the NUA-1 district where "Single-detached Dwelling" is a discretionary use. The small workshop unit is likely too small to accommodate a "Single-detached Dwelling" and the large farm unit is low lying and likely unsuitable for residential development.

Analysis of Alternatives:

1. Council should proceed with first reading of Bylaw 1236, 2025 to initiate the public consultation process.
2. Council may defer first reading of Bylaw 1236, 2025 and direct Administration to provide additional information.

Financial Impacts:

N/A

Attachments:

[Bylaw 1236, 2025.docx](#)

[Bylaw 1236, 2025 - Schedule A.pdf](#)

[Bylaw 1236, 2025 -Schedule A Aerial Photo.pdf](#)

[REVISED plan of subdivision June 2025 - 24-16538TA.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1236, 2025
LAND USE BYLAW AMENDMENT – Redesignate portions of NE¼ 17-7-3-W5M; &
portion of Lot 8, Block 1, Plan 0210159

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

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as:

- A. Portions of NE¼ 17-7-3-W5M from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
- B. Portions of NE¼ 17-7-3-W5M from “Non-Urban Area – NUA-1” to “Recreation and Open Space – RO-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
- C. Portion of Lot 8, Block 1, Plan 0210159 from “Grouped Country Residential – GCR-1” to “Non-Urban Area – NUA-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Grouped Country Residential – GCR-1”, “Recreation and Open Space – RO-1” and “Non-Urban Area – NUA-1” land use districts.

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 portions of NE¼ 17-7-3-W5M from “Non-Urban Area – NUA-1” to “Grouped Country Residential – GCR-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. The Land Use District Map be amended to redesignate the lands legally described as portions of NE¼ 17-7-3-W5M from “Non-Urban Area – NUA-1” to “Recreation and Open Space – RO-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
3. The Land Use District Map be amended to redesignate the lands legally described as portion of Lot 8, Block 1, Plan 0210159 from “Grouped Country Residential – GCR-1” to “Non-Urban Area – NUA-1”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
4. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
5. This bylaw comes into effect upon third and final reading hereof.

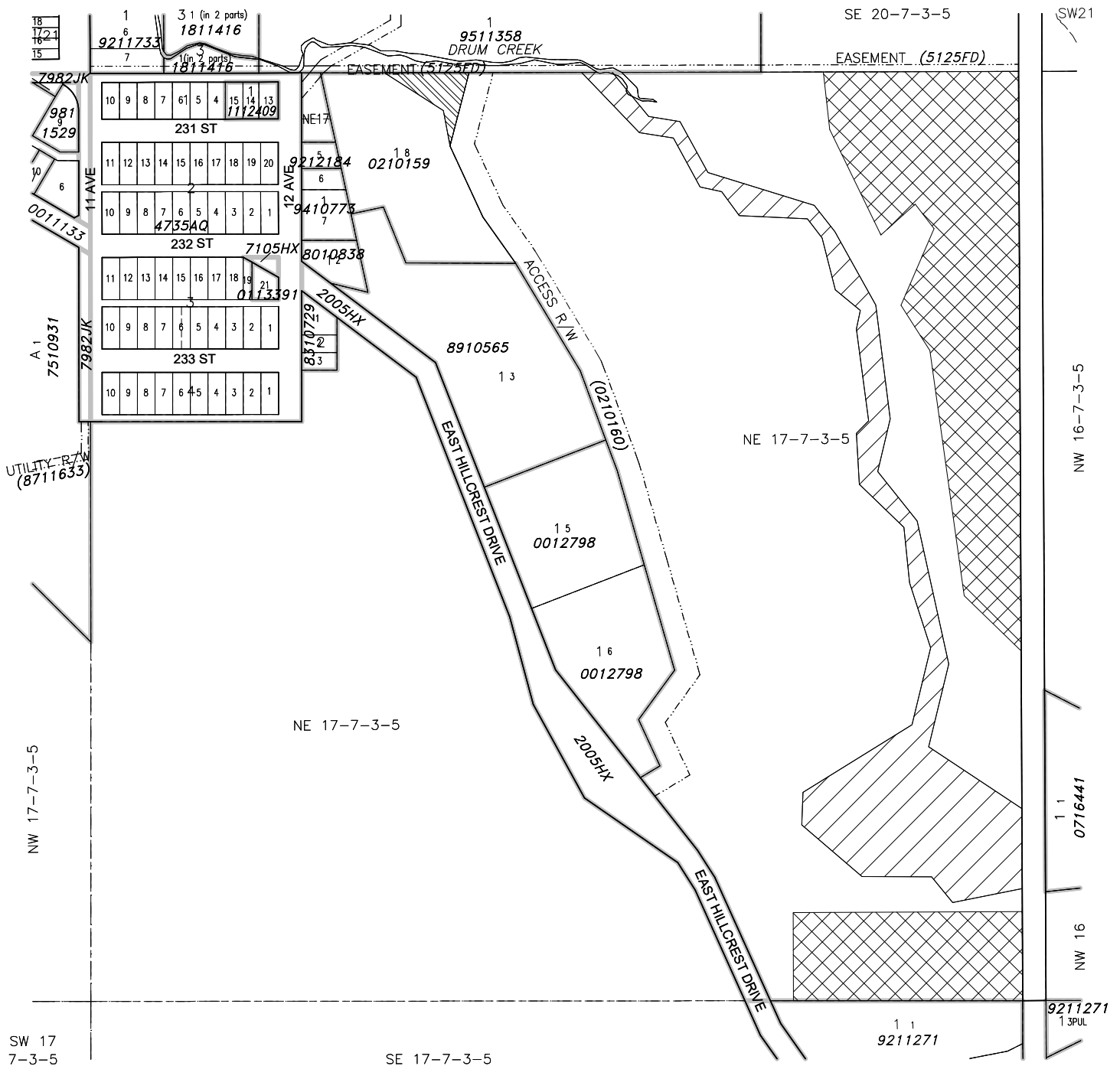
READ a **first** time in council this _____ day of _____ 2025.

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'



FROM: Non-Urban Area NUA-1
TO: Grouped Country Residential GCR-1



FROM: Non-Urban Area NUA-1
TO: Recreation & Open Space RO-1



FROM: Grouped Country Residential GCR-1
TO: Non-Urban Area NUA-1

PORTION OF LOT 8, BLOCK 1, PLAN 0210159 &
PORTIONS OF NE 1/4 SEC 17, TWP 7, RGE 3, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: JUNE 25, 2025

Bylaw #: 1236, 2025
Date:

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





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

Aerial Photo Date: May 19, 2021



FROM: Non-Urban Area NUA-1
TO: Grouped Country Residential GCR-1



FROM: Non-Urban Area NUA-1
TO: Recreation & Open Space RO-1



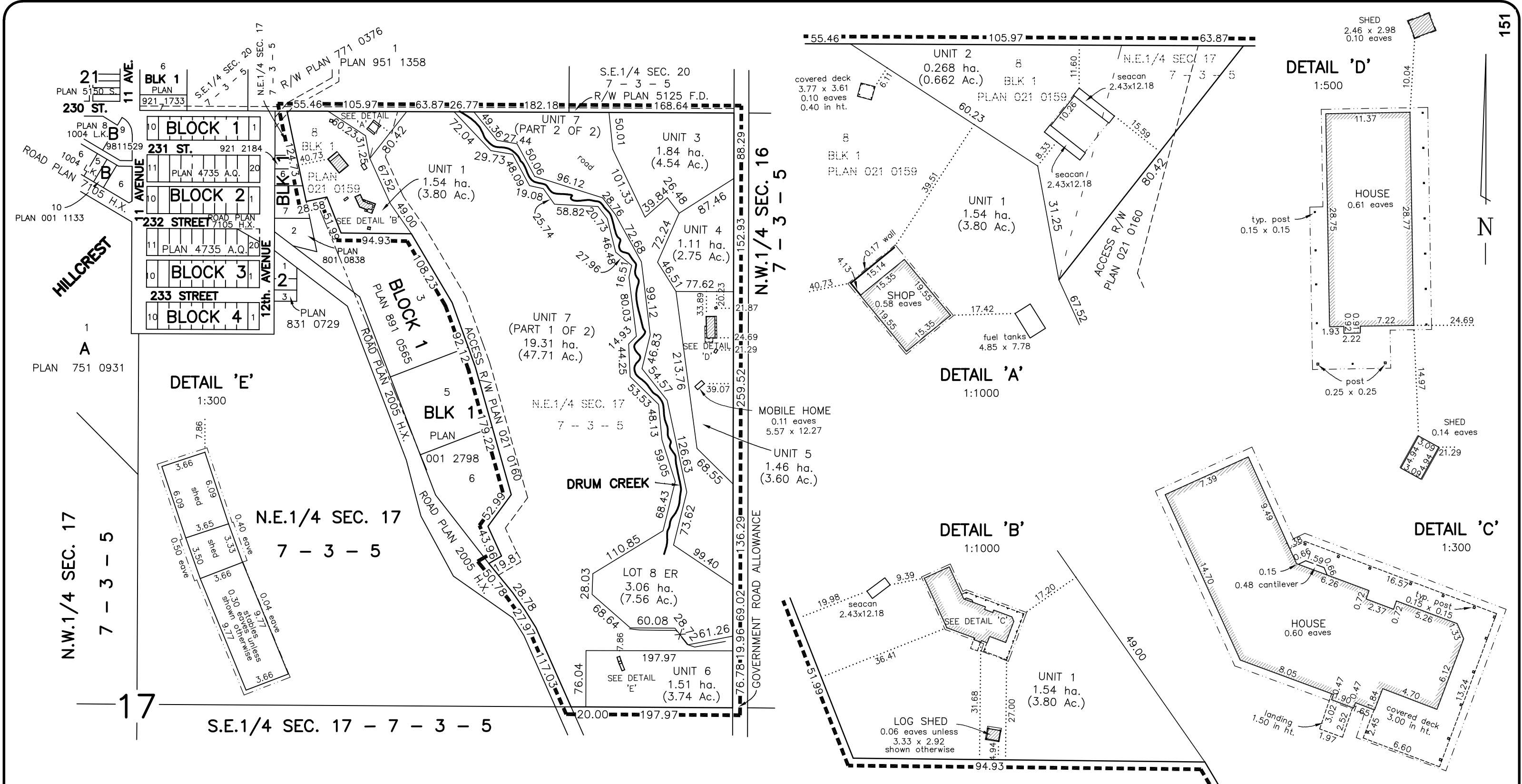
FROM: Grouped Country Residential GCR-1
TO: Non-Urban Area NUA-1

Bylaw #: 1236, 2025
Date: _____

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

PORTION OF LOT 8, BLOCK 1, PLAN 0210159 &
PORTIONS OF NE 1/4 SEC 17, TWP 7, RGE 3, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: JUNE 25, 2025






1	ADJUSTED LOT BOUNDARIES	MAY 30/25	MJ
NO.	REVISION	DATE	BY

NOTE : Portion to be approved is outlined thus ----- and contains approximately 30.09 ha.
Distances are in metres and decimal parts thereof.

Distances and areas are approximate and are subject to change upon final survey.

TENTATIVE PLAN SHOWING SUBDIVISION FOR BARELAND CONDOMINIUM
of all of
LOT 8, BLOCK 1, PLAN 021 0159
and part of
N.E.1/4 SEC. 17,
all within
N.E.1/4 SEC. 17, TWP. 7, RGE. 3, W.5 M.
Municipality of Crowsnest Pass



brown okamura & associates ltd.

Professional Surveyors

2830 – 12 Avenue North, Lethbridge, Alberta

APPROVED	DRAWN MJ	DATE SEPT 30/24
	CHECKED TCP	JOB 24-16538
	SCALE 1:5000	DRAWING 24-16538TA

T.C. Penner, A.L.S.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 7.k

Subject: Bylaw 1238, 2025 Local Improvement Bylaw - 30 Avenue Bellevue Infrastructure - Second & Third Reading

Recommendation: That Council gives second and third reading of Bylaw 1238, 2025.

Executive Summary:

Council approved the upgrade of South Bellevue Infrastructure at the Council meeting on April 15, 2025. Council approved first reading on July 8, 2025. Administration prepared a local improvement plan, in accordance with MGA section 395(1). Administration sent the local improvement plan notice to the persons who will be liable to pay the local improvement tax on June 6th, 2025. Creation of a local improvement bylaw is a requirement of the Municipal Government Act, affected owners must be notified, and final approval of the bylaw needs to occur before imposing the local improvement tax.

Relevant Council Direction, Policy or Bylaws:

- Motion 19-2025-04-15 states "Councillor Fillipuzzi moved that Council directs Administration to proceed with design and construction of 30 Ave (Mohawk Meadows) road & infrastructure, the 224 Street water & sanitary, and the Bellevue South discharge project in 2025; and that Council directs Administration to add the North Loop, Secondary Supply Main, and 30 Ave Water projects to the 2026 Capital Plan and proceed with engineering design in 2025 to be funded from the Debenture and Reserves. Carried."
- MGA section 395(1) describes the local improvement plan contents.
- MGA section 397(2) states "A local improvement tax bylaw authorizes the council to impose a local improvement tax in respect of all land in a particular area of the municipality to raise revenue to pay for the local improvement that benefits that area of the municipality."
- MGA section 398(1) describes the local improvement tax bylaw contents.

Discussion:

Administration prepared a local improvement plan, in accordance with MGA section 395(1). Administration sent the local improvement plan notice to the persons who will be liable to pay the local improvement tax on June 6th, 2025. The notice date is the day the petition period begins and

closed after 30 days on July 6th, 2025. At the time of writing, no sufficient petitions were received.

Council approved the upgrade of South Bellevue Infrastructure at the Council meeting on April 15, 2025, to be funded by debt and reserves. The local improvement will be on 30 Ave between 222 street and 214 street. The project will involve installation of water, wastewater, storm, curb & gutter, asphalt, sidewalk, streetlighting and shallow utilities. The total cost of the work is estimated to be \$1,320,132. The project costs will be funded through borrowing of \$1,000,000 (with an estimated interest rate of 4.81%, which results in interest payable of \$568,061.20, therefore principal and interest total borrowing of \$1,568,061.20).

The local improvement effects two properties and the tax is based on area of land of those two properties based on proportional benefits. The estimated lifetime of the local improvements has been established at a minimum of twenty (20) years, consistent with the period of repayment of the costs of the local improvements.

Analysis of Alternatives:

- Council can approve second reading of the bylaw.
- Council can approve third reading of the bylaw.
- Council can suggest changes to the bylaw.
- Council can defeat the bylaw.

Financial Impacts:

N/A

Attachments:

[1238, 2025 - Local Improvement Bylaw 30 Avenue Bellevue Infrastructure.pdf](#)
[Local Improvement Plan - Notice Redacted.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1238, 2025
LOCAL IMPROVEMENT TAX BYLAW 30 AVENUE BELLEVUE INFRASTRUCTURE

BEING a Bylaw of the Municipality of the Crowsnest Pass, in the Province of Alberta, to impose a local improvement tax against all the lands benefiting from the 30 Avenue Bellevue Infrastructure Improvement.

WHEREAS the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000 and any amendments thereto, Council must pass a local improvement tax bylaw to impose a local improvement tax against the lands that benefit from the local improvements to raise revenue to pay for the said local improvements;

AND WHEREAS plans, specifications and estimates for such local improvement work have been made by the Chief Administrative Officer, whereby the total cost of the said work is \$1,320,132;

AND WHEREAS the Municipality of the Crowsnest Pass has prepared a local improvement plan in accordance with the provisions of the Municipal Government Act;

AND WHEREAS in accordance with the Municipal Government Act, notice of the local improvement plan has been sent to the property owners who will be liable to pay the local improvement tax;

AND WHEREAS the construction of the local improvements will benefit two (2) parcels of land, as identified and illustrated on Schedule A attached hereto, containing a total area of the 1.14 hectares;

AND WHEREAS the estimated lifetime of the local improvements has been established at a minimum of twenty (20) years, consistent with the period of repayment of the costs of the said local improvements;

AND WHEREAS a sufficient petition, as outlined in the Municipal Government Act, objecting to the local improvements has not been filed with the Municipality of the Crowsnest Pass;

NOW THEREFORE the Council of the Municipality of Crowsnest Pass, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. Short Title and General

- 1.1 That the Municipality of the Crowsnest Pass is hereby empowered and authorized to enter into contracts for the purpose of constructing local improvements as outlined in Schedule A attached hereto.
- 1.2 That for the purpose of the aforesaid, a sum not to exceed \$1,320,132, being the total cost of the local improvement project, to be financed with a borrowing of \$1,000,000 with the remainder of the project costs to be funded by reserves.
- 1.3 That for the purpose of the aforesaid, \$1,568,061.20 will be collected by way of local improvement tax assessed against the properties listed in Schedule A attached hereto, with the remainder of the project costs to be funded by reserves held by the municipality.

1.4 There shall be levied each year against each benefiting property, a local improvement tax in accordance with the schedule outlined in Schedule A attached hereto until each benefiting property has made full payment of its share of the local improvement costs to the Municipality of Crowsnest Pass including the applied interest costs.

1.5 The said local improvement tax shall be in addition to all other taxes and rates.

2. Severability

2.1 Each Section of the Bylaw shall be read and construed as being separate and severable from each other Section. Furthermore, should any Section or Part of this Bylaw be found to have been improperly enacted for any reason, that such Section or Part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.

3. Effective date

3.1 This Bylaw comes into force and effect when it has received third reading and has been duly signed.

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

Bylaw 1238, 2025 - Schedule A
30 Avenue Bellevue Infrastructure Local Improvement Plan

Local improvement description and location

The location of construction will be on 30 Ave between 222 Street and 214 Street. The project will involve installation of water, wastewater, storm, curb & gutter, asphalt, sidewalk, streetlighting and shallow utilities.

Identify i) parcels of land ii) person liable for improvement tax

The affected properties include:

A portion of NW¼ 21-7-3-W5M, containing ±0.76 ha (1.9 acres), and
Lot 35, Block 2, Plan 831 1587, containing ±0.38 ha (0.9 acres)

The owners of the following properties will be responsible for the local improvement tax:

Title 941262400

Title 941275867

Tax rate is based on area of land

West: Area ±0.76 ha (1.9 acres) – 68%

East: Area ±0.38 ha (0.9 acres) – 32%

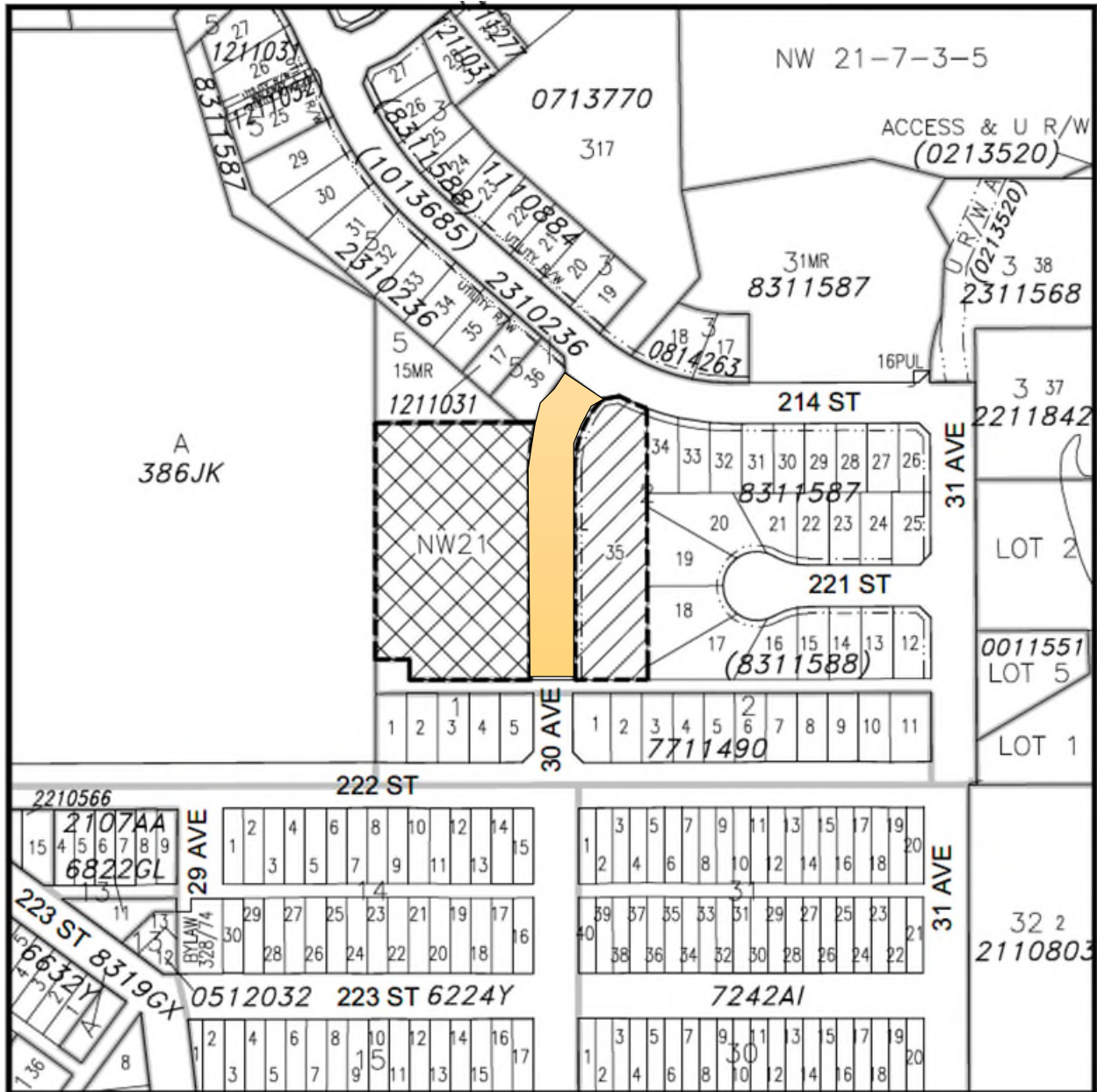
Estimated cost

Total costs of the project are estimated to be \$1,320,132.00 to be financed with a borrowing of \$1,000,000.00. The remaining \$320,132.00 of project costs will be funded by reserves held by the municipality.

The borrowing amount is estimated to have an interest rate of 4.81%, which results in interest payable of \$568,061.20. The local improvement tax will include the principal and interest, totaling \$1,568,061.20. The local improvement tax will be applied from 2026 to 2045.

Parcel	Title Number	Roll Number	Area	Total Cost / Year
NW¼ 21-7-3-W5M	941262400	3059002	±0.76 ha (1.9 acres)	\$53,314.08
Lot 35, Block 2, Plan 8311587	941274867	3040824	±0.38 ha (0.9 acres)	\$25,088.98

Illustration of affected area and parcels





June 6, 2025

To: [REDACTED]

Notice of Intention - Local Improvement Plan

This notice is to inform affected residents of the proposed local improvement plan. See the attached Local Improvement Plan – South Bellevue Infrastructure.

As the owner of property: a portion of NW¼ 21-7-3-W5M, containing ±0.76 ha (1.9 acres), the total local improvement levy will be \$1,066,281.62. However, there is the option to pay the local improvement levy annually, for 20 years, including principal and interest (4.81%), with the property taxes in the amount of \$53,314.08 per year.

As per MGA 396(3), any taxpayers who object to the local improvement can file a petition with the chief administrative officer within 30 days from this notice being sent.

If there are questions or concerns, please contact the Municipal office.

Brian McCulloch
Director of Finance
403-562-8833



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 7.I

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 - July 11, 2025.docx](#)

Service Areas Update – July 11, 2025

CAO Office

- Meeting with South Canadian Rockies Tourism Association
- Participated in AEMA Local Authority Information Session
- Participated in Fire Commissioner Level of Service Engagement
- Participated in Municipal Affairs School Ownership Session
- Meeting with developers on potential projects
- Meeting with Travel Alberta manager
- Meeting with AT regarding Hwy 3 Iron Ridge Wildlife Underpass
- Continuing South Bellevue Infrastructure Replacement project
- Continuing 30th Avenue Design project oversight
- Continuing Downtown Bellevue Revitalization project oversight

Finance

- Tax Desk received 77 requests for Tax Searches in June 2025; YTD 345 (compared to 42 in June 2024 YTD 225 and 52 in June 2023 YTD 237. Up to July 10, 2025, there were an additional 12 tax searches.
- From June 1 to June 30, a total of 24 Assessment Adjustments (aka 305's) have been completed, totalling assessment changes of -\$816,760.00 with a total levy decrease of \$7,232.27. Between July 1 to 7, an additional 4 were completed, with assessment changes of -\$150,110.00 with a total levy decrease of \$950.13. YTD total assessment change of -\$1,830,250.00 with a total levy decrease of \$21,612.50. The deadline for Assessment Adjustments (aka 305's) ended on July 7th. The total levy decrease was within the expected range.
- There are 3 assessment appeals in 2025. Which is a result of the owner and the tax assessor not coming to an agreement on the assessment amount before the July 7th assessment deadline. Two are commercial and one residential. This will be resolved through a formal appeal process, which will be scheduled in October or November. Depending on the outcome of the appeals, there may be a change in the assessment or levy amounts for 2025.
- Accounts Payable in June did two check runs, processed 267 invoices, and paid 152 vendors; YTD processed 1917 Invoices and paid 992 vendors. June 2024 processed 460 invoices and paid 205 vendors with two check runs, YTD processed 2272 Invoices and paid 1065 vendors.
- Working on review of the following Bylaws and Policies:
 - Tangible Capital Assets Policy & Procedures
 - Password Policy
- The number of people who pay property taxes (TIPP) and Utilities (PAD) has increased over the last couple of years. For June the number of customers on TIPP is 1,638 and PAD is 1,439.

- Utility bills are either mailed out or sent by email. In June, for residential customers, 1,692 were mailed out and 1,668 were emailed. For commercial customers 85 were mailed out and 132 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 delivered and will be handed out. There are only a handful of people left to set up the app.

Corporate Services

- The Municipality has 138 employees across the organization. (56 Permanent, 33 Fire Rescue, 1 Election Worker, 18 Casual/Temporary, 24 Pool, 4 Instructors, 2 Ski Hill)
- The Municipality has one open job competition for Municipal Election Workers.
- Working to back fill one Operations Labourer position and targeting a start date of July 21
- COR Audit planned near the end of October- We will be audited by the Town of Didsbury and we will send our auditor to Flagstaff County
- Safety Advisor has an Internal challenge for field level hazard assessments having great success.
- 3 trades employees completed asbestos awareness training
- Working to coordinate a Swim Instructor trainer to host a course at the Pass Pool at end of summer.
- Communications Coordinator has updated various sections for the municipal website including- Public Safety and Emergency Services, municipal land sales info and search functions through the website.
- 19 FOIP Requests received in 2025. 18 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. Three candidates have filed papers to date. Hiring of election workers has started.

Development, Engineering & Operations

Utilities Department

- Utility projects
 - New service installations – 5 completed, 10+ others scheduled
 - 2 residential, 3 commercials YTD
 - Sanitary Service repairs – 8 completed, 2 others scheduled
 - Water Service repairs – 5 completed
 - Sanitary Mains repairs – 4 completed, 3 others scheduled
 - Water Main repairs – 3 completed (Carbondale, Sentinel, Coleman), 3 others scheduled (Bellevue)
 - Hydrant replacements – 3 completed, 4 others scheduled
 - Inspections and testing - June to October

- Sanitary mains – annual flushing program May- September
- EnviroTrace completed leak detection in Bellevue of all ductile and cast iron water lines from July 4-7, 5 locations are scheduled for repair
- Ski Hill - Cistern and water line repairs
- PRV pressure verifications for water modelling
- Utility Locate requests – YTD 306 (June-88, May-91, April-70, March-29, Feb-12, Jan-16)
- Water On/Off requests – YTD 20
- Budget Initiative:
 - CIPP program
 - 500 meters completed for Bellevue on 25th Ave (5 sections)
 - 500 meters scheduled for Bellevue/Coleman in September
 - Design finalized for River Bottom PRV (2025 Capital)
 - Contractor tentative for September 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 - completed in July
- Sign replacements and repairs
- Line painting – May to July
- Manhole repairs
- Concrete and ACP repair ongoing (currently in Blairmore)
- Cemetery sites (June YTD 17 sites – cremation and burials)
- Columbarium installation end of July
- GIS, locates, fall protection and hydrant training

Fleet Department

- Commercial vehicle inspections – 6/20 YTD
- Equipment servicing
- 2025 Capital Equipment Purchasing
 - Capital delivered and in operation 12/15 YTD
 - Equipment ordered for 2025 not delivered:
 - SUV – CPO (August)
 - Single axle plow (delivery TBD)

Development & Trades Department

- **Facility Maintenance**
 - Regular maintenance activities.
 - Budget Initiatives – completed new furnace and 2 unit heaters in Hillcrest SAR/SAR building, and directional drilling to restore power to Sportsplex parking lot yard lights. On track – MDM building condition assessment, Sportsplex Curling Club carpet, Blairmore Grader Shop wall repair, PW Shops overhead door openers, and facility fencing.
 - Completed painting of all pump houses in Municipal colours.
- **Planning, Development & Safety Codes**
 - APEC monitoring on track.
 - Provincial Government approved \$21,428 grant funding for the review of the Historic District Design Guidelines – the MHRAC will now call for proposals from architects. In the 2025 budget Council agreed to match the provincial grant amount.
 - Municipal Planning Commission – one meeting in June (4 DPs; 2 Subdivisions).
 - Municipal Historic Resources Advisory Committee – no meeting in June.

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
Facility Maintenance – Plumbing, Construction, Electrical		
Work Orders – issued / closed	28 / 20	182 / 122
Planning & Development		
Compliance Certificate requests - received / processed	2 / 3	23 / 19
Development permit applications - received / processed	16 / 16	116 / 81
Business Licences - received / processed	5 / 1	47 / 41
LUB Complaints – new / closed	1 / 0	1 / 1
LUB Complaints – Monthly Volume	49	48
Notice of Intent / Stop Orders - issued	0 / 1	0 / 1
Bylaws (MR / Road Closures, LUB)	5	14
Land Purchase Applications – received / processed (decision by Council)	3 / 0	17 / 15
Appeal Hearings	3	3
Subdivision applications	1	8
Safety Codes		
New Housing Starts	8	41
Building permits - issued / inspected / closed	23 / 37 / 15	109 / 192 / 85
Electrical permits - issued / inspected / closed	41 / 19 / 13	97 / 111 / 67
Gas permits - issued / inspected / closed	5 / 17 / 10	64 / 110 / 73
Plumbing permits - issued / inspected / closed	11 / 16 / 7	51 / 100 / 51
PSDS permits - issued / inspected / closed	1 / 0 / 0	6 / 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
- We participated in the Coleman Seniors Domestic and Elders Abuse Presentation.

June 2025	Calls
MVI	3
Alarms	6
Backcountry Rescue	4
Fire	6
Medical	4
Total	23

Peace Officer

- June's Enforcement Focus was OHV, yard care
- July's Enforcement Focus is unsightly premises, education on burning bylaw and fireworks, and traffic focus on construction zones

Statistical Reporting – June 2025

<u>Statistic:</u>	<u>June 2025</u>	<u>Year to Date:</u>
Number of Charges Laid	12	269
Combined Incident Statistics (re: reports submitted by a Peace Officer)	104	673
Cases: Requests for Service	91	361
Cases: Officer Observed (does not include tickets issued roadside)	10	28
Cases: Received from outside Department/Agency (i.e., RCMP)	0	14
Vehicle Removal Notices	5	10
Vehicles Towed	0	7
Positive Tickets Issued	0	0
Monthly Projected Fine Revenue Issued	\$2,847.00	\$63,438.00

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

Environmental Services

- Community Market
- Creeping Bellflower identification video complete and scheduled for August
- Weed pulls (every second Wednesday)
- PA Certification

Field Work	JUNE	TO DATE
Vegetation Inspections	31	46
Inspector's Notices	7	8
Inspector's Notices (Open/Closed)	6/8	6/8
# of bags pulled	19.5	24
Compliance Letters	16	44
Kg of Destroyed Weeds	TBD	TBD
Soil Inspections	2	5
Pest Inspections	2	17
Trap Rentals	0	0
# of burrows treated	29	443
EDDMapS Entries	2	10
Revisits	2	10
EDRR	2	4
Education and Awareness Events	1	2
Public Weed Pulls	2	3
Publics Complaints (Open/Resolved)	1/5	4/5

Pass Powderkeg Community Resort

- Things are lush and green on the ski hill. Have been doing some great work trimming, pruning and making the runs better for next winter. Trimmed all branches that were close to powerlines for night skiing lights so that system should not be compromised by trees in a wind storm.
- There was a weed pull on the ski hill as a project during Ed Gregor Stewardship Day.
- The haul rope for the lower T-Bar will be shortened on July 14 & 15. This rope is a couple of years old and needs about 10 feet removed as new ropes stretch when they are first installed.
- NDT (Non-Destructive Testing) is complete on grips and towers as per AEDARSA requirements. We NDTed 50% of our grips which above and beyond the 20% requirement. All tests came back good.
- Food and Beverage opened for weekends on June 27. It has been a slow start but should pick up as July progresses. There is a wedding of 100 people on July 12 and events start to happen on many weekends so sales will pick up.
- Alpenland opened their store at PPK on June 14. Rentals have been modest but they are hoping that they pick up in July.
- UROC has been working hard at maintaining all mountain bike trails. Their storage shed is in place by cold the storage building. It will make them more productive and efficient. It is situated by cold storage so it does not affect any operations of PPK.

CNP Community Pool

- The pool has been very busy with the warm temperatures in late June and early July.
- School groups are wrapped up and public lessons are under way with good attendance.
- The Pass Piranha's Swim Club has had a busy season of training. Their annual swim meet is July 18 & 19 which is early this year.
- The new chemical system will be installed July 15 & 16. It has been determined that using a hot tap to access the main return water pipe will eliminate the need to drain or shut down the pool. The new system will be much safer for use of chemicals to maintain water quality in the pool and hot tub.
- The Hot tub was repainted a second time and re-opened once the paint was dry. We are draining and deep cleaning the hot tub every week and a half to reduce that chance of water contamination. The Hot Tub is much more likely to have water issues than the main pool so the water maintenance is more aggressive.

Community Services

Facilities and Events

- Crowsnest Community Hall
 - Weekly Cadets Bookings
 - Private booking – July 5
 - FrancoSud year end wind up
- Complex
 - Sinister 7 – July 11, 12, 13
- MDM
 - Birthday Party Gym Rentals
 - Community Services/Brighter Futures Open Gym
 - Kids Kollege Gym Bookings twice a month
 - 3 Monarch Youth Volleyball Bookings and Camps
- Parks
 - Crowsnest Community Market – Gazebo Park – Every Thursday – Starts June 5 and ends September 4
 - Coleman Community Society Canada Day Celebration – July 1st
 - Sinister 7 Ultra July 12th - 13th
 - Crowfest July 18th- 19th
 - Sole Survivor July 19th
 - Crowsnest Community Market Kidsfest – July 31st
 - CNP Adult Slo Pitch – Tuesdays and Thursdays June 19 to August 17

FCSS

- Working on 2025/26 Fall Winter Community Handbook
- Pop up summer fun days – Pete's Park – Wednesdays in July
- 2026 Funding Application out to the public June 2nd. Deadline for applications July 31.
- Movies in the park – July 24 & August 14. July 10th movie in the park has been rescheduled to July 24th due to weather
- Fall BBQ – September 4th
- October Drive in Movie – October 16

- Big Bounce Event – August 16
- Seniors on the Go Newsletter - completed for summer of 2025
- Information & community referrals.

Recreation Programming

- Southern Alberta Summer Games – Regional Director for CNP
- Kickboxing Fitness Summer Registration
- Walking Trails – Update Signage
- 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: July 15, 2025

Agenda #: 7.m

Subject: Budget 2026 Calendar and Development Guidelines

Recommendation: That Council approve the Budget 2026 Calendar and the Budget 2026 Development Guidelines.

Executive Summary:

Budget 2026, along with a forecast for 2027 and 2028, will provide a foundation for the Municipality to meet public service and infrastructure needs of the residents. In addition, the budget guidelines will provide information to residents and other interested parties in learning about Council's thought process in developing the Municipality's annual budget.

It is also the time for Council to start thinking about new initiatives they would like brought forward as part of the draft budget. These initiatives could be a change in an existing service level, staffing, or something completely new. By Council identifying these initiatives upfront, it gives Administration time to explore costing and implementation prior to presenting the draft budget.

Relevant Council Direction, Policy or Bylaws:

- Council accepted the Budget Survey results at the July 8th, 2025 council meeting.
- Municipal Government Act Section 242(1) states "Each council must adopt an operating budget for each calendar year by January 1 of that calendar year."
- Municipal Government Act Section 245 states "Each council must adopt a capital budget for each calendar year by January 1 of that calendar year."
- Municipal Government Act Section 283.1(2) states "Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years."
- Municipal Government Act Section 283.1(3) states "Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years."

Discussion:

To ensure budgets are completed in a consistent and timely basis, best practice is to establish a written process to ensure coordination of the budget process. The first step in the process is the development and communication of the guidelines to be used in the preparation of the budgets. Each year Administration prepares the Guidelines and Calendar with key dates for Council's review and approval (documents attached). Once the Guidelines and Calendar are approved, Administration will begin building the budgets and notifying the various groups of the timelines for presentations.

There are a few changes included in the Guidelines document for 2026. Guideline 1 - there have been wide swings in the Alberta Consumer Price Index (CPI) over the last few years (2022 average 6.5%, 2023 average 3.3%, 2024 average 2.9%, and 2025 is 2.4% at the end of April). The banking and investment industry is projecting CPI will be down to 2.3% by the start of 2026. Bank of Canada's target for CPI is 2% resulting in Administration recommending using 2.30% for 2026 and 2% for 2026 and 2027.

Guideline 2 - items deferred from 2025 to 2026 have been listed for Council's information. As per the Budget Calendar, these initiatives with the original documentation will be brought back to the August 21, 2025 budget meeting for Council's review.

Guideline 7 - Administration is recommending to continue increasing the transfer to reserves budget by 1% per year, 7% for 2026, 8% for 2027, 9% for 2028, and 10% for 2029. Administration is also recommending increasing the transfer to the Utility Reserve from 20.0% as previously approved under the 2025 budget guidelines to 22.5% for 2026, 25% for 2027, 27.5% for 2028, and 30% for 2029.

Once approved, the proposed budget development guidelines and calendar will help to ensure the budget is prepared in a manner that is consistent with Council's direction. The guidelines are necessary to ensure everyone involved in developing the budget, especially Administration, knows what is expected, thereby minimizing misunderstanding and extra work. The goal is to have Budget 2026 along with 2027 and 2028 projections approved on December 4, 2025.

The Council Initiative form will be available for Council by July 15, 2025. The key fields to be completed are Initiative Name and Initiative Details/Description. Please provide enough detail to enable Administration to flush out the initiative and provide a cost estimate. An optional field has been provided if Council wishes to set a maximum amount to be spent for the year (eg \$20,000 to do additional pot hole repair). If there are no initiatives identified by Council impacting service levels, Administration will proceed with preparing Budget 2026 assuming the existing service levels of 2025 will be maintained.

Administration issued a Budget Survey to the public to be used as feedback for Council. Administration received 439 responses (368 completed electronically and 71 were paper copies entered by Administration). The results were presented to Council at the July 8th, 2025 meeting.

Analysis of Alternatives:

N/A

Financial Impacts:

Approval of the 2026 Operating and Capital Budgets.

Attachments:

[2026 Budget Timetable.docx](#)

[2026 Budget Development Guidelines.docx](#)

2026 BUDGET DELIBERATION CALENDAR

March 4, 2025 – 7 PM	○ 2026 Budget Survey questions approved by Council
July 8, 2025 – 7 PM	○ Summary of 2026 Budget Survey results presented
July 15, 2025 – 1 PM <i>Regular Council Meeting</i>	<ul style="list-style-type: none"> ○ 2026 Budget Calendar Approval ○ 2026 Budget Development Guidelines Approval ○ Council Initiative Process Review
August 5, 2025	○ Council to submit Initiatives to Finance
August 21, 2025 – 1 PM <i>Special Budget Meeting</i>	<ul style="list-style-type: none"> ○ Review list of Council Initiatives for 2026 Budget ○ Review 2025 Initiatives Deferred to 2026 Budget
October 16, 2025 – 9 AM <i>Special Budget Meeting</i>	<ul style="list-style-type: none"> ○ Council Committee & Board Budget Presentations: <ul style="list-style-type: none"> ● Senior's Housing Authority (9:00 am) ● Municipal Library Board (10:00 am) ● Municipal Historic Resources Advisory Committee (11:00 am) ○ Review & Approve Category 1 & 2 Grant Applications ○ 2026 New Initiatives Presentation by Operating Departments <ul style="list-style-type: none"> ● Protective Services ● Community Services ● Corporate Services ● Development & Trades ● Operations / Public Works ● Finance ● Pass Powderkeg Ski Hill ● Pass Pool
December 4, 2025 – 9 AM <i>Special Budget Meeting</i>	○ Draft Budget Presentation
December 11, 2025 – 9 AM <i>Special Budget Meeting</i>	○ Additional Deliberation if Required
March 2026– TBA <i>Regular Council Meeting</i>	<ul style="list-style-type: none"> ○ Fees, Rates & Charges – First Reading ○ Tax Rate Bylaw - First reading
April 2026 – TBA <i>Regular Council Meeting</i>	<ul style="list-style-type: none"> ○ Fees, Rates & Charges – Second & Third Reading ○ Tax Rate Bylaw – Second & Third Reading



Budget 2026 Development Guidelines

The purpose of setting guidelines for Budget 2026 with 2027 and 2028 forecast is to formalize Council expectations and to provide a framework within which the budget can be developed and ultimately approved.

Guideline 1 – Inflation

THAT increases in operating expenses and projection for project costs be based on CPI (Canada and Alberta).

- 2025 – 2.4%
- 2026 – 2.3%
- 2027 – 2.0%
- 2028 – 2.0%
- 2029 – 2.0%

Administration may deviate from these percentages where evidence indicates that historical numbers are inaccurate. The general inflation rate does not include contracted services as those will be budgeted using actual budget amounts.

Guideline 2 – Strategic Priorities

THAT each Municipal department be required to align its programs with the Strategic Priorities determined by Council and be required to directly identify how each program supports the stated priorities.

THAT Council discuss if the items deferred from Budget 2025 be included in the Budget 2026:

- Community Electronic Signage
- Paving 22 Ave Blairmore
- Potholes/Curbs/Sidewalks
- Multi Use Facility
- Walking Path Between Bellevue and Frank
- NIT Play Structure
- Fire Fighting Training Structure
- Transportation Master Plan (Roads)
- Facility Master Plan

Guideline 3 – Capital Project Priorities

THAT Management work within the current 10 Year Capital Plan

THAT Council approves the 2026 Capital Plan

THAT any additions to the capital plan be brought to Council for approval.

Guideline 4 – Service Levels

THAT Budget 2026 be developed based on existing service levels, unless specific areas are identified by Council for review.

Guideline 5 - Efficiencies

THAT Each Municipal department investigates and reports on cost containment and efficiency strategies.

Guideline 6 – New Services

THAT all requests for funding of new ongoing program items for Budget 2026 be separately presented for consideration by Council as “New Initiatives” and to be funded only if monies are available after basic service provision objectives have been met.

Guideline 7 – Reserves

THAT Budget 2026 reflect an ongoing commitment to the funding of reserves to support long-term planning and required infrastructure maintenance and replacement.

THAT the Municipality budget for reserves at the following rate: 7%, 8%, 9%, and 10% in years 2026, 2027, 2028, and 2029 respectively.

THAT the Municipality budget Utilities Reserves at the following rates of 22.5%, 25%, 27.5%, and 30% in years 2026, 2027, 2028, and 2029, respectively on all eligible expenditures.

Guideline 8 – Debt

THAT the Municipality enter Long-Term Borrowing as outlined in the 10-year capital plan

Guideline 9 – Transparency

THAT Budget 2026 meetings be publicly advertised and open to the public.

Guideline 10 – External Committees & Boards

THAT External Committees develop a program for 2026 that is supported with a budget that is presented to council.

- Senior Housing Board
- Crowsnest Community Library
- Municipal Historic Resources Advisory Committee



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 7.n

Subject: Policy Review: 1900-02 Municipal Password Policy

Recommendation: That Council approves Policy 1900-02 Municipal Password Policy.

Executive Summary:

The active 1900-01 Municipal Password Policy was approved at Council on March 4, 2019. The active 1900-01 Municipal Password Policy has been revised to update the content to current best practices. The policy has been updated to include details related to the multi-factor authentication security. This update is part of an increased focus on cyber security as advised from our I.T. contractors. Policies are expected to be reviewed every 3 - 5 years.

Relevant Council Direction, Policy or Bylaws:

1900-01 Municipal Password Policy

Discussion:

The revised 1900-02 Municipal Password Policy is attached for consideration.

Analysis of Alternatives:

Council can approve the policy.

Council can deny the policy.


Council can suggest other amendments.

Financial Impacts:

N/A

Attachments:

[1900-02 Municipal Password Policy.docx](#)

	<h2 style="text-align: center;">Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:</p>	<p>1900-02 Municipal Password Policy March 4, 2019 July 15, 2025 Information Technology</p>

1.0 POLICY PURPOSE

To protect municipal resources on the network by requiring strong passwords along with protection of these passwords and establishing a minimum time between changes to passwords. Strong password and login security will help protect the Municipality of Crowsnest Pass from legal liability and help reduce the risk of damage, loss, or theft of Municipal Information Technology resources.

2.0 DEFINITIONS

“Authenticator Application” refers to the Microsoft Authenticator Application. One of two options for enabling multifactor authentication.

“Encrypt” convert into a cipher or code, to prevent unauthorized access.

“Multifactor Authentication” a security measure that requires multiple forms of verification.

“Passphrase” a sequence of words required for access to a system, similar to a password in usage, but used for added security.

“Password” a string of characters required for access to a system.

“Password vault” an encrypted space used for securely storing data, such as passwords and login credentials. Also known as a password manager, keeper or locker.

“Token” refers to a physical fob-style device. One of two options for enabling multifactor authentication.

3.0 POLICY STATEMENTS

3.1 Password Protections

- a. Never send a password through email.
- b. Passwords may not be shared with anyone, including administrative assistants, managers, and members of IT Services. If someone is insistent on obtaining your password for any reason, refer them to a member of the IT Services management team.
- c. Never reveal your password over the telephone.
- d. Never hint at the format of your password.
- e. Never reveal or hint at your password on a form on the internet.
- f. Passwords are to be treated as sensitive and confidential municipal information.
- g. Report any suspicion of your password being broken to the IT department.
- h. Don't use common acronyms as part of your password.
- i. Don't use common words or reverse spelling of words in part of your password.
- j. Don't use names of people or places as part of your password.
- k. Don't use part of your login name in your password.
- l. Don't use parts of numbers easily remembered such as phone numbers, social insurance numbers or street addresses.
- m. Don't use the same password for multiple logins.
- n. Do use a password vault that is supported with encryption.

3.2 Password Requirements

- a. Minimum length – 12 characters recommended
- b. Maximum length – No maximum length
- c. Minimum complexity – no dictionary words included. Passwords should use three of four of the following four types of characters:
 - i. Lowercase

- ii. Uppercase
- iii. Numbers
- iv. Special characters such as: !@#\$%^&*(){}[]
- d. Recommended complexity – passphrase comprised of minimum 2 random words.
- e. Passwords are case sensitive, and the username or login ID is not case sensitive.
- f. Password history – require a number of unique passwords before an old password may be reused. This number should be no less than 5.
- g. Maximum password age – 90 days.
- h. Account lockout threshold – 5 failed login attempts.
- i. Account lockout duration – the account lockout is 30 minutes.
- j. Password protected screen savers should be enabled and should protect the computer within 5 minutes of user inactivity.
- k. Computers should not be unattended with the user logged on and no password protected screen saver active.
- l. Users can press the CTRL-ALT-DEL keys and select “Lock Computer”

3.3 Multifactor Authentication

- a. Employees must choose which multifactor authentication method to use. Option 1 is the phone authenticator application and Option 2 is a token.
- b. The token will be ordered and set up by the Director of Finance.
- c. The token will be issued at the beginning of employment and must be returned at the end.
- d. If a token is issued, a form acknowledging issuance will be kept in the personnel file.
- e. Employees with a work phone will use the authenticator application.

3.4 Application

- a. This policy applies to passwords for any account on any municipal owned device including employees, Councillors, contractors or vendors, and systems administrators who manage systems that require passwords for authentication.
- b. This policy applies to multifactor authentication for permanent employees.
- c. This policy applies to all users that access the data on the network, as it is everyone's responsibility to protect data.
- d. Any employee found to have violated this policy will have their access disabled until the password policy is reviewed with them, and they understand where the violation occurred.
- e. Any contractor or vendor found to have violated this policy will have their access revoked until the vendor implements actions and policy changes acceptable to IT Services, that ensure the risk of further violations is mitigated to the extent possible.
- f. This policy also applies to authorized suppliers, consultants, business partners and other individuals who access the Participant's data.

3.5 Administration and Responsibilities


- a. Municipal Council to:
 - i. Approve by resolution this policy and any amendments.
 - ii. Consider the allocation of resources for successful implementation of this policy in the annual budget process.
 - iii. Authorize purchases that exceed the delegated authority of the Chief Administrative Officer.
- b. Chief Administrative Officer to:
 - i. Implement this policy and approve procedures.
 - ii. Ensure policy and procedure reviews occur and verify the implementation of policies and procedures
 - iii. Act as chief purchasing agent of the CNP in accordance with the CAO Bylaw.

- c. Director of Finance to:
- i. Ensure implementation of this policy and procedure.
 - ii. Ensure that this policy and procedure is reviewed every three years.
 - iii. Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
 - iv. Ensure municipal password policy is readily accessible to CNP employees and general public.
 - v. Provide appropriate orientation, training and tools to employees.
 - vi. Advocate compliance with this policy.

MUNICIPALITY OF CROWSNEST PASS

Mayor

Chief Administrative Officer

	Municipality of Crowsnest Pass Policy
Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:	1900-01 Municipal Password Policy Information Technology

1.0 POLICY PURPOSE

To protect municipal resources on the network by requiring strong passwords along with protection of these passwords and establishing a minimum time between changes to passwords.

2.0 POLICY STATEMENTS

To protect the Municipality of Crowsnest Pass from legal liability and to reduce the risk of damage, loss, or theft of Municipal Information Technology Resources.

3.0 SCOPE

This policy applies to any and all personnel and Councillors, including contractors and service providers who have any form of computer account requiring a password on the municipal network including but not limited to a domain account and email account and financial systems.

4.0 PASSWORD PROTECTION

- 4.1 Never send a password through email.
- 4.2 Passwords may not be shared with anyone, including administrative assistants, managers, and members of IT Services. If someone is insistent on obtaining your password for any reason, refer them to a member of the IT Services management team.
- 4.3 Never reveal your password over the telephone.
- 4.4 Never hint at the format of your password.
- 4.5 Never reveal or hint at your password on a form on the internet.
- 4.6 Passwords are to be treated as sensitive and confidential municipal information

- 4.7 Report any suspicion of your password being broken to the IT department.
- 4.8 If anyone asks for your password, refer them to IT department.
- 4.9 Don't use common acronyms as part of your password.
- 4.10 Don't use common words or reverse spelling of words in part of your password.
- 4.11 Don't use names of people or places as part of your password.
- 4.12 Don't use part of your login name in your password.
- 4.13 Don't use parts of numbers easily remembered such as phone numbers, social insurance numbers, or street addresses.

5.0 Password Requirements

The following password requirements will be set by the IT Department:

- 5.1 Minimum Length – 8 characters recommended
- 5.2 Maximum Length – 14 characters
- 5.3 Minimum complexity – No dictionary words included. Passwords should use three of four of the following four types of characters:
 - a. Lowercase
 - b. Uppercase
 - c. Numbers
 - d. Special characters such as: !@#\$%^&*(){}[]
- 5.4 Passwords are case sensitive, and the user name or login ID is not case sensitive.
- 5.5 Password history – Require a number of unique passwords before an old password may be reused. This number should be no less than 5.
- 5.6 Maximum password age – 90 days
- 5.7 Account lockout threshold – 5 failed login attempts
- 5.8 Account lockout duration – The account lockout should be between 30 minutes and 2 hours.
- 5.9 Password protected screen savers should be enabled and should protect the computer within 5 minutes of user inactivity.
- 5.10 Computers should not be unattended with the user logged on and no password protected screen saver active.
- 5.11 Users can press the CTRL-ALT-DEL keys and select "Lock Computer".

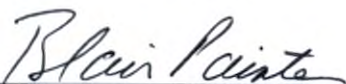
6.0 Application

- 6.1 This policy applies to passwords for any account on any municipal owned device including employees, Councillors, contractors or vendors, and systems administrators who manage systems that require passwords for authentication.
- 6.2 This policy applies to all users that access the data on the network, as it is everyone's responsibility to protect data.
- 6.3 Any employee found to have violated this policy will have their access disabled until the password policy is reviewed with them, and they understand where the violation occurred.
- 6.4 Any contractor or vendor found to have violated this policy will have their access revoked until the vendor implements actions and policy changes acceptable to IT Services, that ensure the risk of further violations is mitigated to the extent possible.
- 6.5 This policy also applies to authorized suppliers, consultants, business partners and other individuals who access the Participant's data.

7.0 Policy Review

This policy is subject to annual review or whenever it is deemed necessary by the Municipality, to ensure that it is aligned to prevailing resolutions, regulations and market conditions.


MUNICIPALITY OF CROWSNEST PASS




Mayor



Date



Chief Administrative Officer



Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 7.o

Subject: Invitation to Council to visit Crown Mountain

Recommendation: That Council choose a date to visit Crown Mountain Site with Dave Baines, NWP Coal.

Executive Summary:

Dave Baines with NWP Coal has invited Council to visit Crown Mountain and attached a schedule with dates available.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Crown Mountain Schedule.png](#)

Crown Mountain Site Visit Opportunities								Legend	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
July	6	7	8	9	10	11	12	July	
	13	14	15	16	17	18	19		Weekend
	20	21	22	23	24	25	26		Unavailable
Aug	27	28	29	30	31	1	2	Aug	
	3	4	5	6	7	8	9		
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
Sept	31	1	2	3	4	5	6	Sept	
	7	8	9	10	11	12	13		
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
Oct	28	29	30	1	2	3	4	Oct	
	5	6	7	8	9	10	11		
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		



Municipality of Crowsnest Pass Request for Decision

Meeting Date: July 15, 2025

Agenda #: 10.a

Subject: RhPAP - ARCH Committee of Council - Councillor Sygutek

Recommendation: That Council have discussion and explore the logistics of creating a Attraction N Retention Committee for Healthcare (ARCH) as a Committee of Council.

Executive Summary:

RhPAP attended the June 24, 2025 Council meeting as a Delegation to provide Council with an update on some of the challenges they are facing with attracting and retaining both healthcare professionals and support services to our community healthcare system. RhPAP asked Council to reconstitute their proposed Attraction N Retention Committee for Healthcare as a Committee of Council.

Relevant Council Direction, Policy or Bylaws:

Councillor Sygutek requested the item be brought back for the July 8, 2025 Council meeting.

Discussion:

Discussion at the June 24, 2025 Council Meeting occurred on funding opportunities for this initiative through the changes occurring with recycling. The recycling program will be shifting to producer funded model through the EPR Program (Extended Producer Responsibility Program), and the Municipality will no longer be incurring expenses for providing a recycling program, however, we will also no longer be collecting a recycling fee on the Municipal utility bill. It is an in and an out, there are no budget funds being freed up. There is an ability for Municipalities to charge user fees for services like recycling, but we can't charge fees for services that are not being provided municipally and allocate the funds elsewhere.

With the proposal of it becoming a Committee of Council, the funding would remain all under the control of the Municipality. All purchases/expenses would be managed by Administration.

Analysis of Alternatives:

1. Create a Committee of Council

2. Have the group create an informal working group
3. Have individuals create a society (similar to Friends of Library)

Financial Impacts:

Unknown

Attachments:

[Terms of Reference ARCH.docx](#)

Attract & Retention Committee for Healthcare (ARCH)

Terms of Reference

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: championing, attraction, and welcoming n stay. Such working groups will be led by one member of ARCH and will include additional individuals from the larger community. All working groups will report back to ARCH on a regular basis. See appendix 1, 2 and 3.

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 for the purpose of record keeping.
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.

Appendix 1:

Terms of Reference for **Championing** Working Group

Purpose: To get the word out in the community need to have housing and daycare (for healthcare shifts), for our healthcare and allied professionals community. Assist in finding solutions for their housing and child care needs.

Scope of Responsibility: with the direction of the Board work on the action items. Any decisions will be referred back to the Board via Board member representation on the Committee

Membership: minimum 1 ARCH Board Member, 1 Municipal rep, 1 real estate specialist, 1 Peaks to Pines rep, 1 RhPAP rep, 1 Quality Care Council rep.

Terms: a two year commitment initially to really get the work underway.

Meetings: as needed. In initial stages much work will need to be initiated so a reasonable expectation for significant time commitment.

Communication: all through the Board.

Appendix 2:

Terms of Reference for **Attracting** Working Group

Purpose: To invite, entice, attract healthcare professionals and allied professionals to choose the Pass as their place to practice.

Scope of Responsibility: With the direction of the Board work on the action items. Any decisions will be referred back to the Board via Board member representation on the Committee

Membership: minimum: 1 ARCH Board Member, 1 allied professional, 1 small business owner.

Terms: a two year commitment initially to really get the work underway.

Meetings: as needed. In initial stages much work will need to be initiated so a reasonable expectation for significant time commitment.

Communication: all through the Board.

Appendix 3:

Terms of Reference for **Welcoming n Stay** Working Group

Purpose: To welcome all new recruits in the healthcare ecosystem. To invite them into our community and appreciate them with the goal of keeping them here.

Scope of Responsibility: With the direction of the Board work on the action items. Any decisions will be referred back to the Board via Board member representation on the Committee

Membership: minimum: 1 ARCH Board Member, 1 AHS rep, 1 clinic rep, 1 community group rep

Terms: a two year commitment initially to really get the work underway.

Meetings: as needed. In initial stages much work will need to be initiated so a reasonable expectation for significant time commitment.

Communication: all through the Board.