



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, April 23, 2024 at 7:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

3.a Environmental Appointments

3.b Crowsnest Cando - Revive The Roxy - Landscaping Request Letter of March 21, 2024

3.c United Irrigation District Request for Letter of Support for the Belly River Reservoir Proposal of April 8, 2024

3.d Diane Peterson - Letter of Request to Bolster Efforts to Welcome Racers to our Community of April 12, 2024

4. ADOPTION OF MINUTES

4.a Minutes of the Council Meeting of April 16, 2024

5. PUBLIC HEARINGS

6. DELEGATIONS

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

6.a BDO Presentation of 2023 Audited Financial Statements

7. REQUESTS FOR DECISION

7.a 2023 Audited Financial Statements

7.b Bylaw 1181, 2024 - Fees, Rates and Charges Bylaw - *Second and Third Reading*

7.c Bylaw 1182, 2024 - Land Use Bylaw Amendment - Urban Tourism Accommodation & Recreation District and Non-Urban Tourism Accommodation & Recreation District - *first reading*

7.d Bylaw 1186, 2024 - Amendment to the Water Services Bylaw - *First Reading*

7.e Policy 1304-01 - Flag Guidelines Policy

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 Drought Discussion - Mayor Painter

10.b Procedure Bylaw Discussion - Councillor Glavin

11. IN CAMERA

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 23, 2024

Agenda #: 3.a

Subject: Environmental Appointments

Recommendation: That Council appoint staff members; Grace Thomas and Natalie McGregor, for the duration of their employment contracts, as a:

Weed Inspector;
Soil Conservation Officer; and
Agricultural Pests Inspector.

Executive Summary:

The appointments are requirements under the Agricultural Pests Act, Soil Conservation Act, and Weed Control Act. These appointments will permit the employees to enforce the provisions of the applicable legislation while employed by the Municipality.

Relevant Council Direction, Policy or Bylaws:

- Weed Control Act
- Soil Conservation Act
- Agricultural Pests Act

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 23, 2024

Agenda #: 3.b

Subject: Crowsnest Cando - Revive The Roxy - Landscaping Request Letter of March 21, 2024

Recommendation: That Council accept the correspondence from Crowsnest Cando - Revive The Roxy - Landscaping Request Letter as information and consider the request regarding landscaping.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A letter was received from Crowsnest Cando for Council to consider removing two trees in front of the Roxy and the Pepsi mural and replace them with topiary potted shrubs in order to have an unobstructed view of the theater and the sign for picture taking purposes.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 03 21 - Cando Roxy Request for Landscaping Changes.docx](#)

To: Municipality of Crowsnest Pass- Patrick Thomas and Council March 21, 2024

From: Crownest Cando- Revive the Roxy -Tim Juhlin

Subject: Landscaping near Roxy

Thank you for your previous letter regarding the two trees in close proximity to the Roxy theatre. We understand that the Municipal council required replacement of the trees that were removed during our foundation inspection and upgrades and for the 6-inch surge water hookup yet to be addressed. We would appreciate it Patrick if you could move this letter and photos forward into the 'Consent Agenda' for Council during the first weeks of April.

Each of the three blocks of main street, that were recently paved, have been well treed. The street in front of the Roxy and the Legion each have 6 trees and the other four sides of the streets in down town Coleman have 4 trees each.

Recognizing and avoiding a potential problem saves everyone money. We who are working on the Revive the Roxy Project recognize that a potential visual conflict can be averted with some forethought as to alternatives for landscaping. Our concern is fueled by the recognition that the Roxy sign and the Pepsi sign are iconic attributes of beautiful downtown Coleman. As icons, the ability for picture taking is paramount. In addition, one sprawling tree will conflict with the Roxy sign and iconic look of the front Marquee of the Roxy. To avoid this and ensure a pleasant 'treed street appeal', there are a number of alternatives:

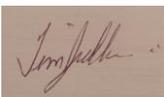
- a) Replace the tree closest to the Roxy sign with a topiary shrub with a height limit. or..
- b1&b2) Remove the tree closest to the Roxy sign and provide two topiary potted shrubs one on each side of the sidewalk that crosses over to the Grande Union. The Roxy would provide these shrubs and maintain them.
- c) The tree closest to the Post Office / Pepsi sign could remain with special branch maintenance to limit size and shape.

Acceptance of all three alternatives above would result in 5 trees and 3 topiary shrubs along the Roxy block ensuring a 'treed green street' appeal. We are also open to alternate options identified by the Municipality provided the tree closest to the Marquee is adjusted in some way.

Please find below some photos of the trees near the Roxy and the locations of alternatives a, b1, b2,& C.

Your approval of a redesign plan for landscaping around the Roxy would be appreciated.

Respectfully submitted



Tim Juhlin-Cando President
403-563-6753





Tree and marquee interference:



Here we can see the Pepsi tree (c), the problematic tree affecting the Roxy marquee (a), and the two Topiary locations (b1 & b2).



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 23, 2024

Agenda #: 3.c

Subject: United Irrigation District Request for Letter of Support for the Belly River Reservoir Proposal of April 8, 2024

Recommendation: That Council consider providing a letter of support for the Belly River Reservoir Proposal.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A letter was received from the United Irrigation District requesting that Council consider providing a letter of support for the Belly River Reservoir Proposal. While the project will not benefit our Municipality specifically it will help to support our agricultural based neighbors to the east.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Request for letter of support_20240408.pdf](#)

[Letter - Belly River Reservoir Support.pdf](#)

UNITED IRRIGATION DISTRICT

Box 1006
Glenwood, Alberta
T0K 2R0

Phone: (403) 626-3255
Fax: (403) 626-3967
E-mail: uid@xplornet.com

April 8, 2024

To Whom It May Concern,

RE: Request for the Letter of Support for the Belly River Reservoir Proposal

The United Irrigation District is proposing a Belly River Reservoir Project.

With global warming approaching, all of us need more and more water storage. We need to invest in these projects to meet the water supply challenges of today and the future, especially during drought like this year. Your municipalities and towns can benefit from the proposed water storage while also creating environmental benefits.

This proposed flood mitigation and storage reservoir will help with flood mitigation as well as with water storage, which can be used for irrigation and municipal projects. It would greatly reduce the chance of flooding in all areas along the Belly River.

The size of the proposed project will be around 55,000 acre-feet. The location we are considering is west of Hwy 800 and north of Hwy 5 close to the Mountain View area. We have done only a preliminary study of this area. I presented this proposal at the Reeves and Mayors meeting on April 5th, 2024 in Lethbridge.

I am writing you today to respectfully request a letter of support. If you can mention in the letter the necessity of water storage with climate change, benefits for other districts, etc. it would be great.

Should you have any questions or need more information do not hesitate to contact me at 403-626-3255 or via email.

Yours truly,
UNITED IRRIGATION DISTRICT



Fred W. Rice
District Manager



COUNTY OF WARNER NO. 5

PO BOX 90
300 COUNTY ROAD
WARNER, AB T0K 2L0

Phone: 403-642-3635
www.warnercounty.ca

April 10, 2024

United Irrigation District
PO Box 1006
Glenwood, AB T0K 2R0

Via email: uid@xplornet.com

To Whom It May Concern,

Re: Belly River Reservoir Proposal Letter of Support

We are writing this letter of support of the Belly River Reservoir Proposal as outlined in a presentation by the United Irrigation District in February 2024.

Water management is fundamental to providing and protecting a vital resource used for drinking, agriculture, and the environment. Improving water resource infrastructure will increase the overall resilience of the water storage system that will protect this resource against multi-year drought and other extreme weather events.

The proposed reservoir would improve water security for agriculture for up to seven Irrigation Districts, which minimizes crop losses during droughts and so fosters overall economic stability in the region. Improved upstream flow maintenance capacity would increase flood resiliency. Stabilized flows support a consistent aquatic ecosystem for fish in the Belly River.

We hope that this proposal is successful in obtaining approval and funding. We look forward to the action taken by the Province of Alberta, Irrigation Districts, other institutions, and municipalities to collaboratively address improving water resource management in the coming years.

Yours truly,

Randy Taylor
Reeve – County of Warner

cc: Honourable R.J. Sigurdson, Alberta Minister of Agriculture and Irrigation
Honourable R. Schultz, Alberta Minister of Environment and Protected Areas
Honourable G. Hunter, MLA Taber-Warner



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 23, 2024

Agenda #: 3.d

Subject: Diane Peterson - Letter of Request to Bolster Efforts to Welcome Racers to our Community of April 12, 2024

Recommendation: That Council accept the correspondence from Diane Peterson - Request to Bolster Efforts to Welcome Racers to our Community of April 12, 2024 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A letter was received from Diane Peterson requesting that Council consider how our community can welcome and enhance the experience of the race participants that come annually to our community. Diane would like to work with the Municipality to help promote our community.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 04 12 - Diane Peterson - Request to Welcome Visitors and Racers to Community.docx](#)

April 8, 2024

Municipality of Crowsnest Pass
PO Box 600
Coleman, Alberta
T0K 0M0

Council Members;

I am writing to champion and bolster support for our community with visitors coming for the outdoor running races held each year in our surrounding region.

We see thousands of visitors each year because of these events and I believe that we are not putting out our best to make them feel welcome. I attended the race for the first time last year, and I was shocked to discover that the racers and their supporters were not aware of the amenities we have in our community.

My concern is not the race itself, as that is the business of the organizers. I would like to discuss and help with any opportunities in which our community can welcome and enhance the experience of these visitors. Our community needs positive 'word of mouth' promotion in order to grow.

My goal is to ensure the visitors already coming to the Pass feel our community spirit and know we really cared they were here. If they cannot visit our hotels, stores, restaurants, and heritage sites during the race weekend, perhaps our enthusiasm will encourage them to return. This is an unbelievable marketing opportunity. Businesses pay to enter trade shows to encourage visitation that might not see as many people as what these races produce, and I would like to discuss how we can share our municipality positively and sustainably.

Doors Open Heritage Festival, Kananaskis Rodeo and all other events have organizers comprised of likeminded citizens that seeking success. Those events do not know how many visitors will be attending, whereas, in the case of the races, we don't need to encourage participation; we just need to make sure we make use of this opportunity to display our uniqueness while they are here.

I was particularly sad to discover that some of the runners needed to sleep in their cars, as there were not sufficient places for the participants and supporters to camp or lodge. With this in mind, I contacted Brian Gallant, organizer for a few of the races. He indicated his continued intention to turn over the camping arrangements to a volunteer organization as a fundraising opportunity, consequently, other camping venues will assist the group. Examples and efforts

like this are wonderful and bolster all parties involved. I would like to work with the Municipality to help support these sorts of efforts around the race.

It is my intention to also contact the Chamber of Commerce to ask what might be done to let patrons know of their member's existence. We don't need to create "If you build it – they will come..." we already have it built and they are already visiting so we just need to get the two together. What a wonderful situation.

As my elected officials, I would like to discuss what can be done from a community point of view. Perhaps there are municipal land that may lend itself to visitor camping – just for that weekend. The Hillcrest Ball Diamonds or the Dairy Road Playground may be other considerations. Also, I do not see anything on the Municipal website with respect to the races. I recently learned that Sinister Seven is the largest trail race in all of Canada, and Meet the Minotaur attracts visitors from all over the world. The Crowsnest Pass has been highlighted as the trail running capital of Canada in a recent publication! Surely these are events we can assist with.

I asked to appear before council to discuss this issue, and to better understand. Although I do not qualify to speak with council members personally, I will appreciate a response and look forward to advancing this discussion with you. My goal is to make a good situation great and make Crowsnest Pass a positive experience for all who visit.

Thank you.

Diane Peterson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 23, 2024

Agenda #: 4.a

Subject: Minutes of the Council Meeting of April 16, 2024

Recommendation: That Council adopt the Minutes of the Council Meeting of April 16, 2024 as presented.

Executive Summary:

Minutes of the previous Council meeting are provided to Council for review and adoption.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2024 04 16 Council Meeting Minutes.docx](#)



Municipality of Crowsnest Pass

Council Meeting Minutes

Tuesday, April 16, 2024

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, April 16, 2024.

Council Present:

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

Council Absent:

Councillor Dave Filipuzzi

Administration Present:

Patrick Thomas, Chief Administrative Officer
Brian McCulloch, Director of Finance
Bryan Badura, Manager of Finance
Trent Smith, Manager of Community Services
Johan van der Bank, Manager of Development & Trades
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

01-2024-04-16: Councillor Glavin moved to adopt the agenda as presented.

Carried

CONSENT AGENDA

02-2024-04-16: Councillor Kubik moved that Council approve the following Consent Agenda items as presented without debate:

3.a

Minutes of the Community Marketing Advisory Committee of September 13, 2023

THAT Council accept the Minutes of the Community Marketing Advisory Committee of September 13, 2023 as information.

3.b

Minutes of the Municipal Historic Resources Advisory Committee of November 20, 2023

THAT Council accept Minutes of the Municipal Historic Resources Advisory Committee of November 20, 2023 as information.

3.c

Minutes of the Crowsnest Pass Community Library Board of February 27, 2024

THAT Council accept the Minutes of the Crowsnest Pass Community Library Board of February 27, 2024 as information.

3.d

Honourable Todd Loewen, AB Forestry and Parks - Alberta's Wildfire Season Preparation of March 26, 2024

THAT Council accept the correspondence from Honourable Todd Loewen, AB Forestry and Parks - Alberta's Wildfire Season Preparation of March 26, 2024 as information.

Carried

ADOPTION OF MINUTES

Minutes of the Council Meeting of April 9, 2024

03-2024-04-16: Councillor Girhiny moved to adopt the Minutes of the Council Meeting of April 9, 2024 as presented.

Carried

PUBLIC HEARINGS

None

DELEGATIONS

None

REQUESTS FOR DECISION

Bylaw 1153, 2023 Road Closure Bylaw - First Reading

04-2024-04-16: Councillor Ward moved first reading of 1153, 2023 Road Closure Bylaw.

Carried

Bylaw 1156, 2023 - Land Use Bylaw Amendment - Rezone Lots 1-4, Block 2, Plan 6099AQ, located at 2158 - 213 Street, Bellevue, from Retail Commercial C-1 to High Density Residential R-3 - First Reading

05-2024-04-16: Councillor Kubik moved first reading of Bylaw 1156, 2023 - Land Use Bylaw Amendment - Rezone Lots 1-4, Block 2, Plan 6099AQ, located at 2158 - 213 Street, Bellevue, from Retail Commercial C-1 to High Density Residential R-3.

Carried

Bylaw 1180, 2024 - 2024 Property Tax Rates Bylaw - Second and Third Reading

06-2024-04-16: Councillor Ward moved second reading of 1180, 2024 - 2024 Property Tax Rates Bylaw.

Councillor Ward requested a recorded vote:

In favor: Councillors Kubik, Glavin, Girhiny, Sygutek, and Ward

Opposed: Mayor Painter

Carried

07-2024-04-16: Councillor Ward moved third reading of 1180, 2024 - 2024 Property Tax Rates Bylaw.

Councillor Ward requested a recorded vote:

In favor: Councillors Kubik, Glavin, Girhiny, Sygutek, and Ward

Opposed: Mayor Painter

Carried

08-2024-04-16: Councillor Ward moved that Administration bring back a report to Council showing three homes from 2020, one assessed at \$300,000, one at \$400,000 and one at \$500,000 to show the impact on those three homes over the last four years from 2020 to 2024 of the Municipal Mill Rate in order to compare the difference in the Municipal portion of their taxes; with a friendly amendment from Councillor Girhiny: to include two homes in each bracket, one unsold and one recently sold, to demonstrate the difference.

Carried

Bylaw 1184, 2024 - Non-Residential Sub-Class Bylaw – Second and Third Readings

09-2024-04-16: Councillor Girhiny moved second reading of 1184, 2024 Non-Residential Sub-Class Bylaw.

Carried

10-2024-04-16: Councillor Glavin moved third and final reading of 1184, 2024 Non-Residential Sub-Class Bylaw.
Carried

Service Areas Update

11-2024-04-16: Councillor Ward moved to accept the Service Areas Update as information.
Carried

2023 Q4 Preliminary Financial Report

12-2024-04-16: Councillor Sygutek moved to accept the 2023 Q4 Preliminary Financial Report as information.
Carried

Recused

Councillor Ward recused himself from the meeting at 2:57 pm due to a pecuniary interest as an employee of one of the applicants.

Subdivision Endorsement Extension Request 2022-0-013 (Tiegen - Mohawk Meadows)

13-2024-04-16: Councillor Sygutek moved that Council approves the subdivision endorsement extension request for Subdivision 2022-0-013 for a period of 12 months, to April 30, 2025.
Defeated

14-2024-04-16: Councillor Girhiny moved that Council approves the subdivision endorsement extension request for Subdivision 2022-0-013 for a period of 6 months.
Carried

Return

Councillor Ward returned to Council Chambers at 3:12 pm.

Policy 1715-01 - Asset Retirement Obligations Policy

15-2024-04-16: Councillor Ward moved that Council approves Policy 1715-01 - Asset Retirement Obligations Policy.
Carried

COUNCIL MEMBER REPORTS

None

PUBLIC INPUT PERIOD

- Ron Schulz
 - Concerned about the property tax increases over the last three years and the way it was communicated.

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

None

IN CAMERA

None

ADJOURNMENT

16-2024-04-16: Councillor Sygutek moved to adjourn the meeting at 3:20 pm.
Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 23, 2024

Agenda #: 6.a

Subject: BDO Presentation of 2023 Audited Financial Statements

Recommendation: That Council asks BDO any clarifying questions on the audit and once completed, to refer to item 7a - 2023 Municipal Audited Financial Statements, for a motion to approve the statements as presented by BDO.

Executive Summary:

The auditing firm of BDO will present and answer questions on the annual financial statements for the Municipality of Crowsnest Pass.

Relevant Council Direction, Policy or Bylaws:

This is an annual requirement of the MGA Section 281(1) "The auditor for the Municipality must report to the Council on the annual financial statements and financial information return of the Municipality."

Discussion:

Presentation and discussion by BDO on the 2023 annual financial statements. A final copy of the audit will be provided to Council.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 23, 2024

Agenda #: 7.a

Subject: 2023 Audited Financial Statements

Recommendation: That Council approve the 2023 audited financial statements as presented by the external auditors BDO.

Executive Summary:

Municipalities are required under the Municipal Government Act to appoint an external auditing firm. The auditor for the Municipality must report to Council on the annual financial statements and the financial information return of the Municipality. These reports are then required to be submitted to the Minister of Municipal Affairs.

Relevant Council Direction, Policy or Bylaws:

Requirements under the MGA with regards to appointing an auditor (MGA Section 280(1)), preparing annual financial statements (MGA Section 276(1)) and submitting returns and reports to the Minister (Section 278) by May 1, 2024.

Discussion:

The auditing firm of BDO has prepared the annual financial statements and financial information return for the Municipality of Crowsnest Pass and have presented the statements and their findings under the the delegation 6a to Council.

Analysis of Alternatives:

N/A

Financial Impacts:

Excess surplus will be transferred to the mill rate stabilization reserve.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 23, 2024

Agenda #: 7.b

Subject: Bylaw 1181, 2024 - Fees, Rates and Charges Bylaw - Second and Third Reading

Recommendation: That Council gives second and third reading of Bylaw 1181, 2024 as amended.

Executive Summary:

The Fees, Rates and Charges Bylaw is the Municipal document that identifies all general fees, rates and charges for the Municipality. The Bylaw is reviewed annually and presented to Council. It gives Administration the legal authority to levy charges on individuals or businesses affected by the different sections of the bylaw. Fees, Rates and Charges Bylaw 1181, 2024 was presented to Council on April 9, 2024 and received first reading.

Relevant Council Direction, Policy or Bylaws:

08-2024-04-09: Councillor Ward moved to change the commercial rates for recycling to \$7.36 per month under the proposed Bylaw 1181, 2024 – Fees, Rates and Charges.

07-2024-04-16: Councillor Ward moved third reading of 1180, 2024 - 2024 Property Tax Rates Bylaw. This changed the ratio for the tourist homes business license rate.

Discussion:

The attached bylaw includes the amendments made by Council at the April 9, 2024 Council meeting, to the Commercial Recycling rates (pages 26-28), as well as the increase in the Business License fee for Tourist Homes (Schedule A, page 6) in red print.

With the passing of the 2024 Property Tax Rates Bylaw (April 16, 2024), the difference between the residential tax rate and the commercial tax rate increased to 0.00646. There were 37 Tourist Homes licenses issued in 2024. The Tourist Homes 2024 assessments range from \$113,410 to \$761,910, which will equate to estimated business license fees of \$733 to \$4,922 for Tourist Homes in 2025. Total

Tourist Homes business license fees revenue in 2024 is \$58,649, 2025 Tourist Homes business license fees revenues is estimated to be ~\$78,300. Administration has received concerns from residents on the high cost of business license for tourist homes. With the reduction in residential tax rate for 2024 the difference between commercial and residential has increased from 0.0055 to 0.00646 a net change of 0.00096.

Analysis of Alternatives:

- Second reading be given to Fees, Rates and Charges Bylaw 1181, 2024.
- Second reading be given to Fees, Rates and Charges - Bylaw 1181, 2024, with any additional amendments Council may make.

Financial Impacts:

Any changes made to the fees, rates and charges Bylaw 1181,2024 will impact the revenue the Municipality will generate.

Attachments:

[1181, 2024 - Fees Rates and Charges Bylaw.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1181, 2024
Fees, Rates and Charges Bylaw

BEING a Bylaw of the Municipality of the Crownsnest Pass, in the Province of Alberta, to identify general fees, rates and charges for Administrative Fees, Planning and Development Fees, Safety Codes Permit Fees, Protective Services Fees, Utility Rates, Community Services Fees and Pass Powderkeg Fees.

WHEREAS the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000 and any amendments thereto, Council may pass bylaws for Municipal purposes respecting services provided by the Municipality;

AND WHEREAS the Act provides for the establishment of fees, rates, and charges for those services;

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

1. Short Title and General

- 1.1 This Bylaw may be cited as The Fees, Rates and Charges Bylaw. Where the terms of this Bylaw conflict with the provisions of any other Bylaw of the Municipality of Crownsnest Pass, this Bylaw shall prevail.
- 1.2 That the Fees, Rates and Charges as identified in the attached Schedule A, B, C, D, E, F, G and H represent the fees, rates, and charges applicable to general Municipal services provided by the Municipality of Crownsnest Pass.

2. Definitions

2.1 In this Bylaw:

- (a) "Officer" shall mean any member of the Royal Canadian Mounted Police, a Community Peace Officer or a Bylaw Enforcement Officer or appointed pursuant to Bylaw 1056, 2020 as appointed by the resolution of Council;
- (b) "Provincial Court" means the Provincial Court of Alberta;
- (c) "Provincial Offences Procedure Act" shall mean the Provincial Offences Procedure Act, being Chapter P-34 of the Statutes of Alberta, 2000 as amended;
- (d) "Violation Ticket" shall have the meaning ascribed to it in the Provincial Offences Procedure Act;
- (e) "Emergency" shall mean an unexpected, unplanned situation that requires immediate attention.

3. Enforcement and penalty provisions

- 3.1 The Officer shall keep an up-to-date record of all complaints, notices, and reports and a similar record of the disposition, therefore.
- 3.2 The Officer may issue a violation ticket to any person alleged to have committed a breach of this bylaw which shall state the complaint and the specified penalty as described within this bylaw and the date, time, and place at which the defendant is to appear to answer the summons.
- 3.3 Where there is a specified penalty, fee or fine listed for an offence in Schedules A, B, C, D, E, F, G or H, to this Bylaw, that amount is the specified for the offence.
- 3.4 Voluntary payment of the violation ticket in accordance with terms of the violation ticket shall be accepted by the Municipality of Crowsnest Pass as a plea of guilty in accordance with Section 25 of the Provincial Offences Procedure Act.
- 3.5 A bylaw tag shall be deemed to be sufficiently served in any prosecution:
 - (a) If served personally on the accused;
 - (b) If mailed by registered post to the last known address of the accused person;
 - (c) If left at the accused's usual place of abode or with another resident thereof who appears to be at least 16 years of age;
 - (d) Where the accused is an association, partnership, or corporation, if mailed by registered post to the last known office address or registered office address or if left with a person who appears to be at least 16 years of age and is employed by or is an officer of the association, partnership or corporation.
- 3.6 This section shall not prevent any Officer from issuing a violation ticket requiring the court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34, or from laying an information instead of issuing a violation ticket.
- 3.7 Nothing in Sections 3.5(c) and 3.5(d) of this bylaw shall prevent any person or owner from defending a charge of committing a breach of this bylaw.
- 3.8 Any person or owner who commits a breach of any of the provisions of this bylaw shall be liable to the fines as set forth within this bylaw.

4. Severability

- 4.1 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.

5. Effective date

- 5.1 That Bylaw No. 1181, 2024 comes into full force and effect upon the third and final reading thereof excluding the fees described in Schedule E.
- 5.2 That all fees described in Schedule E come into full force and effect on July 1, 2024.
- 5.3 That Bylaw No. 991, 2017, and Bylaw No. 1045, 2020 be amended to include Bylaw No. 1181, 2024 Schedule "D".
- 5.4 That Bylaw No. 560, 2001, Bylaw No. 561, 2001, Bylaw No. 863, 2013, be amended to include Bylaw No. 1181, 2024 Schedule "E".
- 5.5 That Bylaw No. 1082, 2021, and Bylaw No. 622, 2004 be amended to include Bylaw No. 1181, 2024 Schedule "F".
- 5.6 That Bylaw No. 1140, 2023 and amendments thereto be repealed.

READ a **first** time in council this 9th day of April 2024.

READ a **second** time in council this day of 2024.

READ a **third and final** time in council this day of 2024.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

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Schedule “A” – Administrative Fee Schedule

Business Licenses	
General – Local Business (including Tourist Home in a commercial property)	\$125.00 per annum
General – Local Business – Alberta Southwest Regional Alliance (as an addition to the General – Local Business fee)	\$80.00 per annum
General - Non-Resident Business	\$360.00 per annum
Home Occupation – Category 1	\$125.00 per annum
Home Occupation – Category 2	\$250.00 per annum
Short-Term Rental/Bed & Breakfast	\$500.00 per annum
<ul style="list-style-type: none"> Tourist Home in residential taxed property (for Tourist Home in commercial property – see General – Local Business). Residentially taxed property operating as a commercial business without residential occupancy. 	Current property assessment x 0.00646
Non-payment penalty after Jan 31	0%
Operating or advertising a business without a license - First offence	Double License fee
Operating or advertising a business without a license- Subsequent Offences	Double previous fine up to \$10,000
Transfer of License	\$25.00
Replacement of License Certificate	\$25.00
<p>The above Business License Fees are due and payable by January 31st of each year. The fee payable for those Business License issued between the 1st day of January and the 30th day of September shall be the license fee for the full year and for those issued after September 30th the Business License fee shall be one half (1/2) of the license fee for the full year.</p> <p>Special trades that are not available or represented by the community and hired by the Municipality as a contractor may be exempt from a business license for a one-time job</p>	
Day Rate (maximum 2 consecutive days) – Resident	\$50.00 per day
Day Rate (maximum 3 consecutive days) – Non-Resident	\$100.00 per day
Hawkers/Peddlers/Mobile Vendors/Pushcart Vendors – Resident	\$125.00
Hawkers/Peddlers/Mobile Vendors/Pushcart Vendors – Non-Resident	\$375.00
Craft Sales and Garage Sales (maximum of 4 per year with a duration of 2 consecutive days per event)	Exempt

Municipal Documentation and Clerical Services		
<i>Cash Receipting</i>		
Returned Cheque, AFT and EFT	\$35.00	
<i>Freedom of Information and Protection of Privacy (FOIP) Act</i>		
Freedom of Information and Protection of Privacy Fees & Charges	As per the current Freedom of Information and Protection of Privacy Act, AR 186/2008	
Electronic Recording of Council Meeting	\$25.00	
<i>Photocopying/Faxing</i>		
Photocopy/Printing (single sheet)	\$0.60	
Fax (minimum - cover sheet & 1st page)	\$2.50	
Fax (second and subsequent sheets)	\$0.60	
<i>Maps/Pins/Flags</i>		
Maps - Ownership	\$12.00	
Maps - Municipal Road Map	\$5.00	
Municipal Flag	\$140.00	
Alberta Flag	\$80.00	
Canada Flag	\$60.00	
Municipal Pin (Metal)	\$2.50	
<i>Community Handbook Advertising</i>		
	Not-For Profit	For-Profit
Back Cover	\$1,000.00	\$2,000.00
Full Page	\$400.00	\$800.00
½ page ad	\$200.00	\$400.00
¼ page ad	\$100.00	\$200.00
Business Card	\$75.00	\$150.00
Multiple Pages 6+	\$175.00/page	N/A

Taxation and Assessment	
Tax Certificates	\$30.00
Tax Searches	\$20.00
Assessment Appeal fee - properties with residential mill rates	\$50.00 - GST exempt
Assessment Appeal fee non-residential assessed value up to \$999,999	\$150.00 - GST exempt
Assessment Appeal fee non-residential assessed value over \$1,000,000	\$250.00 - GST exempt
Notifications - Land Titles	\$25.00 - GST exempt

Land Sales	
Land Sale Application Fee	\$250.00 (non-refundable)
Land Sale Price	Subject to individual lot sold
Administrative Surcharge and Service Contracts	
An administrative surcharge will be levied when the Municipality invoices for service performed by staff or a contractor. Excludes wage reimbursements from third parties such as WCB and Union.	15% of contract/invoice
Rental/Lease Rates for Municipal Lands	
Pasture Rates	\$1.00 per day per animal unit (minimum of 2) plus applicable taxes on land
Serviced Residential Lot Rental	\$200.00 per month per residential site plus applicable taxes on land

Schedule “B” – Planning and Development Fee Schedule
Development Permit Fees and Penalties

Fee Schedule (Note: some uses / developments may be exempted from the requirement to obtain a development permit – inquire with a Development Officer)	Fee
Base Fee – All Development Permits (per application)	\$75
Additional Fee for Permitted Buildings and Uses	
Accessory Buildings and Uses , including sign, shed, garage, shipping container, exploratory excavation / filling, private utility, stockpiling, and any other buildings and uses that the Development Officer determines to be a permitted “Accessory Building or Use” as defined in the Land Use Bylaw (Note: a secondary suite is not an accessory use, even though it may be located in an accessory building).	+\$25
All other permitted buildings and uses , including secondary suite, temporary development permit and demolition that is part of the new development proposed in the DP	+\$175
Variance for a permitted building and use Decision by the Development Officer	+\$100
Decision by the Municipal Planning Commission	+\$200
Additional Fee for Discretionary Buildings and Uses	
Accessory Buildings and Uses , including sign, shed, garage, shipping container, private utility, and any other buildings and uses that the Development Officer determines to be a discretionary “Accessory Building or Use” as defined in the Land Use Bylaw (Note: a secondary suite is not an accessory use, even though it may be located in an accessory building).	+\$200
All other discretionary buildings and uses , including Secondary Suite, Home Occupation Class 2, Tourist Home, Short-Term Rental/Bed & Breakfast, including secondary suite, temporary development permit and demolition that is part of the new development proposed in the DP	+\$375
Variance for a discretionary building and use	+\$0
Additional Fee for Demolition that is not part of a new construction project	+\$25
Revision of an Issued Development Permit for reasons other than clerical corrections	50% of the original regular fee provided that the revision is made prior to the expiry date of the original DP. A revision made after the expiry date shall require a new full application fee.
Extension of the Validity of an Issued Development Permit	35% of the original regular fee provided that the extension request is made prior to the expiry date. An extension request made after the expiry date shall require a new full application fee.

<p>Penalty Fee for Starting a Use or Development Without the Benefit of or Contrary to a Development Permit</p> <p>Where a development permit application review identifies that:</p> <ul style="list-style-type: none"> (a) a development or use (including a change of use) has commenced prior to a development permit being applied for, or (b) a development has been undertaken in contravention of or contrary to a site plan, including a variance to the established minimum standards, that was approved as part of a previous development permit or a condition of that development permit, and / or in contravention of or contrary to the development standards established in the Land Use Bylaw, <p>the penalty fee shall be five times (5x) the total amount listed in this schedule including all fees applicable, including the base fee, variance fee, or development type specific fee(s), and is a penalty fee in addition to the regular fee.</p>	<p>Penalty fee shall be five times the regular fee and shall be a penalty fee in addition to the regular fee (e.g. \$100 regular fee plus a 5x penalty fee of \$500 = \$600 total fee)</p>
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NOTES

- (a) Upon review of the application the Development Officer will determine the full application fee and advise the applicant of the same prior to the expiry of the 20-day review period pursuant to the Municipal Government Act. A development permit application shall be deemed to be incomplete and shall not be processed until the full application fee is paid or arrangements have been made with the Development Officer for payment prior to the issuance of the development permit.
- (b) Development Permit application fees are non-refundable.
- (c) Whenever an application is received for a building or use for which a fee is not listed in this schedule, the amount of the fee shall be determined by the Development Officer and shall be consistent with those fees listed herein for similar developments.
- (d) Pursuant to the Land Use Bylaw, the Development Officer may require an application for a Permitted Use be brought before the Municipal Planning Commission for reasons other than the issuance of a variance, in which case the application fee shall continue to be determined as a Permitted use.
- (e) Some developments and uses are exempt from the requirement to obtain a development permit as per the Land Use Bylaw – inquire with a Development Officer.

Other Planning and Development Fees

Description	Fee
Application for Area Structure Plan or Outline Plan (not including 3 rd party review)	\$3,000.00
Third-Party Professional Review (all technical studies submitted in support of an area structure plan, subdivision or major development will be reviewed by the municipality’s approved professional as applicable, e.g., engineer, biologist, lawyer, etc.)	Industry standard hourly rates + 10%

Internal professional review by municipal employees holding a professional designation, e.g., P.Eng. or RPP (Registered Professional Planner)	\$150 per hour per professional designation determined to be applicable (complex applications may be charged a flat rate as may be deemed applicable depending on the complexity of an application)
Application for Land Use Bylaw Amendment	
LUB Text Amendments/Re-zoning/Map amendment(s)	\$850
Application for Statutory Plan Amendment (MDP, ASP)	\$850
Compliance Letter	
New	\$100
Revision (within 6 months)	\$25
Occupancy and Completion Certificate relative to new construction, relocation, partial demolition, alteration, or a change in occupancy classification	
• Applied for prior to taking occupancy	No charge
• Applied for after having taken occupancy	\$500 penalty
Application for Encroachment Agreement (for preparation of the agreement and for Third Party Encroachment Applications prepared and registered by applicant's lawyer)	\$100
Encroachment Agreement Fee	
• When the agreement is registered to Land Titles by the applicant's lawyer	\$100
• When the agreement is registered to Land Titles by the Municipality	\$200
Encroachment Agreement Annual Lease Fee, the amount which shall be based on the nature, condition, extent and expected duration of the encroaching improvement, and in the sole discretion of the Chief Administrative Officer or their designate:	
• Minor encroachment (e.g. fence, fence post, moveable shed)	\$50 to \$300 annually
• Major encroachment established prior to December 31, 1990 (e.g. residence, garage, including eaves)	\$100 annually
• Major encroachment established after December 31, 1990 (e.g. residence, garage, including eaves)	\$300 to \$750 annually
Development Agreement	
• (not including 3rd party professional review)	\$1,500
Road Closure / Lane Closure / Municipal Reserve Closure (Does not include LUB amendment fee, or survey costs. Applicant is charged survey costs + 10% where municipality directly pays for survey)	\$1,000
Request to convene a special meeting of the Municipal Planning Commission	\$600
Appeal to Subdivision and Development Appeal Board	\$400

• Subdivision	Contact ORRSC
Certificate of Local Authority (Condominium) fee	\$40 per unit created
Historic Resource Designation	\$0
Discharge or Postponement of Caveat (each discharge whether partial or full)	\$75
Title or Registered Document (per document)	\$25
Mobile Vending Permit	\$200
Civic Addressing	\$0 per address
<p>Fines that may be issued by the Community Peace Officer / Bylaw Enforcement Officer upon request by the Development Officer for offences, including a contravention of the Land Use Bylaw, or for non-compliance with a Development Permit or the conditions of a Development Permit, a Stop Order, a decision by the SDAB or a decision by the Court of King’s bench (Penalties and Fines in the Land Use Bylaw and relevant sections of the Municipal Government Act).</p> <p>A person who is fined for a contravention or non-compliance may pay the fine to avoid prosecution.</p> <p>A fine that is not paid is an amount owing to the Municipality.</p>	<ul style="list-style-type: none"> • \$250 for contravening any provision of the Land Use Bylaw or a DP or a condition of a DP. • \$500 for the first citation of non-compliance with or contravention of a Stop Order deadline or SDAB decision deadline or Court of King’s bench decision deadline. • \$1,000 per second and subsequent citations for every week that the non-compliance or contravention continues after the expiry of a Stop Order deadline or SDAB decision deadline or a Court of King’s bench decision deadline... <p>Maximum fine for each offence - \$10,000 or imprisonment for not more than one year, or both.</p>
<p>Fines issued by the Community Peace Officer / Bylaw Enforcement Officer upon request by the Development Officer for contravening or not complying with an Order to Address an Emergency or an Order to Remedy Dangers or Unsightly Property.</p>	<ul style="list-style-type: none"> • Minimum fine - \$300 <p>Maximum fine - \$10,000 or imprisonment for not more than one year, or both.</p>

Performance Security Deposits

Deposit Required (refundable):

To cover for possible damage to municipal infrastructure in connection with construction activity, the relocation of a building or demolition; and / or

To encourage completion of development permit conditions and compliance with associated deadlines, the Development Authority shall add a condition for a performance security deposit for the types of development permits listed in the Table below, and the development permit shall not be issued (released) and shall be of no effect until the security deposit has been paid. The performance security deposit is refundable upon completion of the condition / compliance with a deadline to the Development Officer’s reasonable satisfaction.

Forfeiture of Security Deposit:

Under the circumstances described in the Table below, the performance security deposit shall be forfeited to the Municipality as a penalty for non-completion / non-compliance by the landowner / applicant, and unless stated below, the Municipality shall not have an obligation to apply the forfeited amount towards achieving completion / compliance.

Relocation of a building or other construction activity	\$5,000, which shall be forfeited and applied towards the actual cost of repairs in the event that there is damage to municipal infrastructure, the balance for which the landowner shall be invoiced.
Building Demolition or other construction activity (when related to the use of heavy equipment on residential streets)	Up to \$20,000 dependent on the scope of the project, which shall be forfeited and applied towards the actual cost of repairs in the event that there is damage to municipal infrastructure, the balance for which the landowner shall be invoiced.
Accessory Building prior to Principal Building	\$5,000, which shall be forfeited as a penalty if the Principal Building construction is not completed within three (3) years from the date of the Accessory Building Development Permit issuance.
Development Permit Conditions, Development Completion, Deadline Compliance, Temporary Development Permit, and "Other", at the discretion of the Development Authority	Up to \$50,000, which shall be forfeited as a penalty when conditions are not satisfied or development is not completed or deadlines are not met.

Schedule “C” – Safety Codes Permit Fees

Gas Permit Fees

PLEASE NOTE: A gas permit for Multi-Family Residential** and for Non-Residential work can only be applied for by a journeyman plumber.

** Multi-Family Residential starts at Duplex and Semi-detached Dwelling.

Single-Family Residential**, including Accessory Building, and Appliance Replacement		
Number of Outlets	Permit Fee	SCC Levy
1-5	\$ 190.00	\$ 7.60
6-10	\$250.00	\$10.00
11-15	\$310.00	\$12.40
16-20	\$375.00	\$15.00
21-25	\$410.00	\$16.40
Over 25 - \$410.00 + \$10 per additional Outlet over 25, plus SCC Levy		

Multi-Family Residential** and Non-Residential, including Accessory Building, and Appliance Replacement		
Number of BTUs	Permit Fee	SCC Levy
0 to 100,000	\$ 130.00	\$ 5.20
100,001 to 200,000	\$ 165.00	\$ 6.60
200,001 to 400,000	\$ 205.00	\$ 8.20
400,001 to 1,000,000	\$ 335.00	\$ 13.40
1,000,000 to 2,000,000	\$385.00	\$15.40
Over 2,000,000 - \$ 385.00 plus \$7.00 per additional 100,000 BTUs (or portion of), plus SCC Levy		

Miscellaneous Gas Fees		
Description	Permit Fee	SCC Levy
Temporary Service / Heat	\$ 160.00	\$ 6.40
Service Connection or Re-connection	\$ 160.00	\$ 6.40
Alteration of Gas Line	\$ 160.00	\$ 6.40
Air Test	\$ 160.00	\$ 6.40
Annual Permit – contractor or institution only	\$500.00	\$ 20.00
Propane cylinder refill center / station	\$ 285.00	\$ 11.40
Propane tank set (excluding connections to appliances)	\$ 160.00	\$ 6.40
Propane tank set (including connections to appliances)	\$ 160.00 plus \$ 15.00 per appliance connection	\$ 6.40 plus \$ 0.60 per appliance connection

The Safety Codes Council Levy shall be added to each permit based on 4% of the permit amount with a minimum SCC Levy of \$4.50 and a maximum SCC Levy of \$560.00.

Plumbing and Private Sewage Disposal Systems Permit Fee

PLEASE NOTE: A plumbing and PSDS permit for Multi-Family Residential** and for Non-Residential work can only be applied for by a journeyman plumber.

** Multi-Family Residential starts at Duplex and Semi-detached Dwelling.

Plumbing Permit Fees - All Building Types (all Residential, Non-Residential, and Accessory Buildings) Including Ready-to-Move (RTM), Modular Home, Moved-In Dwelling, or Moved-In Building on a Basement or Crawlspace (but not on blocks or piles)		
Number of Fixtures / Drops	Permit Fee	SCC Levy
1-5	\$ 165.00	\$ 6.60
6-10	\$ 215.00	\$ 8.60
11-20	\$ 290.00	\$ 11.60
Over 20 - \$ 290.00 plus \$5.00 per additional fixture plus SCC Levy		
Service Connection or Reconnection	\$165.00	\$6.60
Annual Permit (Institutions)	\$500.00	\$20.00

Plumbing Permit Fees – Ready-to-Move (RTM), Modular Home, Moved-In Dwelling or Moved-In Building on blocks or piles (but no Basement or Crawlspace)		
Description	Permit Fee	SCC Levy
Ready-to-Move (RTM), Modular Home, Moved-In Dwelling or Moved-In Building on blocks or piles	\$ 165.00	\$ 6.60

Private Sewage Disposal System Fees		
Description	Permit Fee	SCC Levy
Field Mound Open Discharge Treatment Plant Lagoon	\$500.00	\$20.00
Septic Tank / Holding Tank	\$ 300.00	\$ 12.00

The Safety Codes Council Levy shall be added to each permit based on 4% of the permit amount with a minimum SCC Levy of \$4.50 and a maximum SCC Levy of \$560.00.

Electrical Permit Fees

PLEASE NOTE: An electrical permit may only be issued to either a Master Electrician within their scope of certification or to an owner who resides or intends to reside in a single-family residential dwelling where the electrical system serves that dwelling.

**** Multi-Family Residential starts at Duplex and Semi-detached Dwelling.**

Homeowner’s Electrical Permit: A homeowner can only apply for a Homeowner’s Electrical Permit for the Single-Family Residence that they own and reside in or intend to reside in – i.e. they cannot apply for a permit for a property that they own but which is occupied by a tenant – an electrical contractor must apply for the permit. A homeowner who renovates properties for resale while not residing in that house, also cannot apply for a Homeowner’s Electrical Permit – it must be a contractor.

For permit fee calculation, use the table below first – if not applicable, use the second table below.

Electrical – Miscellaneous – All Residential and Non-Residential, including Addition, Renovation, Accessory Building, Minor Work, Basement		
Description	Permit Fee	SCC Levy
Service Connection or Reconnection [hot tub, A/C unit, Ready-to-Move Dwelling (RTM), Modular Home, Moved-In Dwelling, Moved-In Building]	\$ 160.00	\$ 6.40
Panel or Service Upgrade	\$ 160.00	\$. 6.40
Temporary Service / Power	\$ 160.00	\$ 6.40
Underground Power	\$ 160.00	\$ 6.40
Sign – Electrical Connection	\$ 160.00	\$ 6.40
Annual Permit (Contractor or Institution)	\$ 500.00	20.00
Alternative Energy Connection (roof mounted solar panel)	Up to 1,000 Watt - \$225.00	\$9.00
	Over 1,000 Watt - \$0.83 per 1,000 W	4% of permit fee

For permit fee calculation, use the previous table above first – if not applicable, use the second table below.

For a project valued at \$10,000 or more, plans are required for a complete application.

Project Cost for a Homeowner’s Electrical Permit - to determine the project cost / value for a Homeowner’s Electrical Permit, use this calculation formula: Project Value = Cost of Materials Estimated by Homeowner x 2.

** Multi-Family Residential starts at Duplex and Semi-detached Dwelling.

Value of Materials and Labour	Single-Family** Residential (including Addition and Accessory Building)	SCC Levy	Multi-Family Residential** and Non-Residential (including Addition and Accessory Building)	SCC Levy
0-1,000	\$140.00	\$5.60	\$175.00	\$7.00
1,001-2,500	\$170.00	\$6.80	\$215.00	\$8.60
2,501-5,000	\$225.00	\$9.00	\$285.00	\$11.40
5,001-10,000	\$310.00	\$12.40	\$390.00	\$15.60
10,001-15,000	\$385.00	\$15.40	\$485.00	\$19.40
15,001-20,000	\$455.00	\$18.20	\$570.00	\$22.80
20,001-30,000	\$580.00	\$23.20	\$725.00	\$29.00
30,001-40,000	\$715.00	\$28.60	\$895.00	\$35.80
40,001-50,000	\$845.00	\$33.80	\$1,060.00	\$42.40
50,001-75,000	\$1,000.00	\$40.00	\$1,250.00	\$50.00
75,001-100,000	\$1,155.00	\$46.20	\$1,445.00	\$57.80
100,001-125,000	\$1,290.00	\$51.60	\$1,615.00	\$64.60
125,001-150,000	\$1,425.00	\$57.00	\$1,785.00	\$71.40
150,001-200,000	\$1,700.00	\$68.00	\$2,125.00	\$85.00
200,001-250,000	\$1,835.00	\$73.40	\$2,295.00	\$91.80
250,001-300,000	\$1,995.00	\$79.80	\$2,495.00	\$99.80
300,001-400,000	\$2,315.00	\$92.60	\$2,895.00	\$115.80
400,001-500,000	\$2,610.00	\$104.40	\$3,266.00	\$130.64
Over 500,000	\$2,610.00 + \$5 / additional \$1,000 + SCC Levy		\$3,266.00 + \$6.25 / additional \$1,000 + SCC Levy	

The Safety Codes Council Levy shall be added to each permit based on 4% of the permit amount with a minimum SCC Levy of \$4.50 and a maximum SCC Levy of \$560.00.

Building Permit Fees

Residential and Non-Residential Buildings, including Accessory Building	
Description	Permit Fee plus SCC Levy
<p>Note Minimum Fee: when the fee calculation based on square footage or on construction value* is less than \$250, the minimum fee shall be \$250.</p>	
<p>Single-Family Residential (** “Multi-Family” starts at Duplex and Semi-detached Dwelling)</p> <ul style="list-style-type: none"> New Construction [excluding Ready-to-Move (RTM), Modular Home, Moved-in Dwelling, Moved-in Building] 	\$ 6.50 per \$ 1,000 of project value* plus SCC Levy
<p>Single-Family Residential (** “Multi-Family” starts at Duplex and Semi-detached Dwelling)</p> <ul style="list-style-type: none"> Ready-to-Move (RTM), Modular Home, Moved-In Dwelling, Moved-In Building - no basement or crawlspace – on pilings or blocks. 	\$ 0.40 per square foot plus SCC Levy
<p>Single-Family Residential (** “Multi-Family” starts at Duplex and Semi-detached Dwelling)</p> <ul style="list-style-type: none"> Ready-to-Move (RTM), Modular Home, Moved-In Dwelling, Moved-In Building – placed on a basement or crawlspace. 	\$ 0.45 per square foot plus SCC Levy
<p>Multi-Family Residential (** “Multi-Family” starts at Duplex and Semi-detached Dwelling)</p> <p>and</p> <p>Non-Residential:</p> <ul style="list-style-type: none"> Public Institution Commercial Industrial Change of Occupancy 	\$7.00 / \$1000 of project value* plus SCC Levy
<p>Accessory Building 108 ft² (10m²) or larger – Residential and Non-Residential (e.g. Shop, Garage, Storage Building)</p>	\$ 6.50 per \$ 1,000 of project value* plus SCC Levy
<p>Geothermal Heating</p>	\$ 8.50 per \$ 1,000 of project value* for the geothermal system only, plus SCC Levy

Addition – all building types Interior Alteration – all building types Interior Renovation – all building types Secondary Suite	\$ 0.40 per square foot plus SCC Levy
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Building Permit Fees – Miscellaneous - All Residential (including Accessory Building) and Non-Residential (including Accessory Building)	
Description	Permit Fee plus SCC Levy
Wood Burning Stove / Solid Fuel Appliance Hot Tub / Swimming Pool Demolition Temporary Structure	\$225.00 plus SCC Levy
Deck Retaining Wall	\$ 150.00 plus SCC Levy
Hydronic Heating	Residential: \$ 150.00 plus SCC Levy Non-Residential: \$ 250.00 plus SCC Levy
Fire Alarm/Sprinkler System/Fire Suppression System	\$ 350.00 plus SCC Levy
For Geothermal Heating installation, see the previous table.	

* Project Value / Construction Value shall be determined by the Alberta Safety Codes Authority’s “Value Calculator”.

** Multi-Family Residential starts at Duplex and Semi-detached Dwelling.

The Safety Codes Council Levy shall be added to each permit based on 4% of the permit amount with a minimum SCC Levy of \$4.50 and a maximum SCC Levy of \$560.00

Miscellaneous – All Safety Codes Discipline Permit Fees (except as specified below)		
Description	Discipline	Fee plus SCC Levy, or Penalty Amount
Penalty Fee for Work Commenced Prior to Permit Issuance	All	<p>First Offence – A penalty fee that is double the regular Permit Fee (or a minimum of \$250) for the work started without a permit, and further, double the regular Permit Fee for all additional permits required for the project. The penalty fee is in addition to the regular fee, but the SCC Levy is calculated only on the regular fee.</p> <p>Example: \$100 regular fee + \$4.00 SCC Levy + minimum penalty fee of \$250 = \$354.00.</p> <p>Example: \$600 regular fee plus \$24 SCC Levy + double penalty fee of \$1,200 = \$1,824.00.</p> <p>Subsequent Offences – Triple the regular permit fee as above, with the SCC Levy calculated on the regular fee only.</p> <p>The penalty fee is calculated on the regular Permit Fee EXCLUDING the SCC Levy.</p>
Extra Inspection (Requested / No Access / Work Not Ready)	All	\$125.00 per hour (minimum of 2 hours) plus SCC Levy
Penalty Fee for Occupying a building prior to a final inspection by a Safety Codes Officer	All	<p>First occurrence: \$400.00</p> <p>Second and each subsequent occurrence: \$1,000.00 (for the same owner, contractor or agent in the same calendar year)</p> <p>The SCC Levy is not charged on a penalty fee.</p>
Occupancy and Compliance Certificate – see Schedule B Other Planning & Development Fees		
Penalty Fee for Continuing to work after a stop work order notice is posted	All	<p>First occurrence: \$500.00</p> <p>Second and each subsequent occurrence: \$1,000.00 (for the same owner, contractor or agent in the same calendar year)</p> <p>The SCC Levy is not charged on a penalty fee.</p>
Renewal / Extension of Permit	Gas, Plumbing, Electrical, PSDS	<p>Renewal / Extension request received prior to the permit expiry date:</p> <ul style="list-style-type: none"> For each one-year extension, the fee is one quarter of the original permit fee, with a minimum of \$100.00, plus the SCC Levy.

<p>Renewal / Extension of Permit</p>	<p>Building Only</p>	<p>Renewal / Extension request received prior to the permit expiry date:</p> <ul style="list-style-type: none"> • BP fees (except Miscellaneous – see second bullet for Miscellaneous) - for each one-year extension, the fee is one quarter of the original permit fee, with a minimum of \$250.00, plus the SCC Levy. • Miscellaneous BP fees - for each one-year extension, the fee is the same as the original permit fee, plus the SCC Levy.
<p>Amended Plans Review or Scope Change / Document Re-Examination</p>	<p>All</p>	<p>Residential: \$125.00 per hour (minimum of 2 hours) plus the SCC Levy; Non-Residential: \$250.00 per hour (minimum of 2 hours) plus the SCC Levy</p>
<p>Refund of Permit Fee</p>	<p>All</p>	<p>As per the Safety Codes Permit Bylaw a Permit Issuer or Safety Codes Officer may authorize a refund of the permit fee minus 50% which shall be retained by the Municipality, subject to a minimum of \$100 and a maximum of \$1,000 being retained, and further subject to the permit being cancelled before work has started.</p> <p>The Safety Codes Council Levy portion of the fee is non-refundable.</p> <p>If the permit has been revoked, expired, work has commenced or an extension has been granted, no refund will be made.</p>
<p>Variance Application Review</p>	<p>All</p>	<p>\$125 per hour (minimum of two hours) plus the SCC Levy.</p>

Schedule “D” – Protective Services Fee Schedule

Animal Control Fee Schedule	
Description	Fee
Annual dog license (tag) - spayed or neutered	\$ 25.00
Annual dog license (tag) - not spayed or neutered	\$ 50.00
Three-year dog license (tag) - spayed or neutered	\$ 60.00
Three-year dog license (tag) - not spayed or neutered	\$ 120.00
Lifetime dog license (tag) - spayed or neutered	\$ 100.00
Lifetime dog license (tag) - not spayed or neutered	\$ 200.00
Lifetime cat license (tag)	\$ 25.00
Replacement Tag	\$ 5.00
Annual residential kennel license - 3 dogs	\$ 40.00
Annual vicious animal license	\$ 1,500.00
Vicious animal sign	\$ 10.00
Seeing Eye Dog or Working Dog owned for the purpose of assisting disabled person	Exempt
Impoundment Fee	\$ 15.00
Veterinarian Costs	As Incurred
Care and Sustenance per day	\$ 7.50 per day
Trap Deposit (possession, maximum of seven days)	\$ 100.00
Trap Rental (possession, maximum of seven days)	\$ 10.00 per trap
<i>Additional general penalties and costs as per the Animal Control Bylaw 991, 2017</i>	

Environmental Services Fee Schedule	
Description	Fee
Backpack Herbicide Sprayer Deposit (possession maximum 7 days)	\$ 100.00
Backpack Herbicide Sprayer Rental (no product, possession maximum 7 days)	\$ 10.00
Backpack Herbicide Sprayer Rental + 10L Mixed Dicamba, 2,4-D Product	\$ 20.00
Herbicide Refill of 10L Mixed Dicamba, 2,4-D Product	\$ 10.00

Community Standards Bylaw Fines and Penalties		
Description	Specified Penalty	2nd and Subsequent
Improper or inadequate addressing	\$ 150.00	\$ 300.00
Nuisance on property	\$ 300.00	\$ 600.00
Failure to keep property in a reasonable state of repair	\$ 300.00	\$ 600.00
Unauthorized disposal at charity collection site	\$ 250.00	\$ 500.00
Scavenging from a charity collection	\$ 100.00	\$ 200.00
Make prohibited noise	\$ 250.00	\$ 500.00
Prohibited water flow	\$ 250.00	\$ 500.00
Prohibited outdoor lighting	\$ 250.00	\$ 500.00
Distributing placards and posters improperly	\$ 100.00	\$ 200.00
Prohibited use of compost site	\$ 300.00	\$ 600.00
Improper placement of compost site	\$ 250.00	\$ 500.00
Improper outdoor storage of building materials	\$ 250.00	\$ 500.00
Improper recreational vehicle parking/storage	\$ 250.00	\$ 500.00
Graffiti	\$ 300.00	\$ 600.00
Failure to remove graffiti	\$ 250.00	\$ 500.00
Improper blocking of unoccupied building	\$ 1000.00	\$ 2,000.00
Failure to clear walks and driveway	\$ 250.00	\$ 500.00
Failure to properly secure appliances	\$ 500.00	\$ 1000.00
Improper storage of appliances	\$ 250.00	\$ 500.00
Litter	\$ 250.00	\$ 500.00
Failure to secure/reduce wildlife attractants	\$ 250.00	\$ 1,000.00
Panhandling	\$ 150.00	\$ 300.00
Fighting or public disturbance	\$ 250.00	\$ 500.00
Spitting/human waste	\$ 300.00	\$ 600.00
Refusing to allow lawful inspection of Peace Officer	\$ 500.00	\$ 1,000.00

Cannabis Consumption – Bylaw 1022, 2019		
<i>Municipal Tag</i>		
Offense	Section	Fine
Smoke or vape cannabis in public place	4	\$ 100.00
Owner/Operator permit a person to smoke or vape in public place	5	\$ 200.00
Failure to produce medical document	6.2	\$ 100.00
<i>Violation Ticket</i>		
Offense	Section	Fine
Smoke or vape cannabis in public place	4	\$ 250.00
Owner/Operator permit a person to smoke or vape in public place	5	\$ 350.00
Failure to produce medical document	6.2	\$ 250.00

Fire Extinguisher Services					
Size	<u>Annual</u>	<u>Recharge</u>	<u>6 Year Maintenance</u>	<u>Hydro Test</u>	<u>New</u>
2.5 lb.	\$ 13.30	\$ 26.60	\$ 30.60	\$ 50.50	\$ 59.90
5 lb.	\$ 13.30	\$ 38.60	\$ 42.60	\$ 69.20	\$ 86.50
10 lb.	\$ 13.30	\$ 54.50	\$ 59.90	\$ 86.50	\$ 126.40
20 lb.	\$ 18.60	\$ 90.40	\$ 99.80	\$ 126.40	\$ 199.50
30 lb.	\$ 18.60	\$ 113.00	\$ 126.40	\$ 166.30	N/A

	<u>Extinguisher Covers</u>	<u>Wall Mount Brackets</u>	<u>Vehicle Mount Brackets</u>	<u>Pull Pins</u>	<u>Gauges</u>
5 lb.	\$ 19.00	\$ 3.00	\$ 50.00	\$ 2.00 (all sizes)	\$ 15.00 (all sizes)
10 lb.	\$ 22.00	\$ 4.00	\$ 62.00		
20 lb.	\$ 25.00	\$ 6.00	\$ 135.00		

Fire Rescue Service Fees

Fire Prevention	
Annual Code Compliance Inspection	No Charge
1 st Non-Compliance Re-Inspection	No Charge
2 nd Non-Compliance Re-Inspection	\$ 150.00
3 rd Non-Compliance Re-Inspection	\$ 300.00
Home Safety Inspections/Smoke Alarms	No Charge
Occupancy Load Certificates	\$ 50.00
Fire Investigation (per hour OR part thereof plus expenses and third-party costs)	\$ 100.00/hour

Permits	
Fire Permit	No Charge
Fireworks Permit-Consumer	No Charge
Fireworks Permit-Display	\$ 150.00

Open Burning	
Residential Fire Pits – No Permit Required	No Charge

Public Education Training	
Fire Extinguisher Training – Per Person, Minimum Charge of \$150.00	\$ 25.00
Fire Drills	No Charge

False Alarms (Related to Malfunctioning Fire Safety Installation or Other Safety Device)	
1 st Response	No Charge
2 nd Response	No Charge
3 rd Response	\$ 150.00/calendar year
4 th and Subsequent Response	\$ 300.00/calendar year

Emergency Response	
Structure Fire (Insured Loss) – Per Hour to a Maximum of \$ 10,000 plus cost of materials and Third-Party Costs	1 st 2 Hours – No Charge After 2 Hours - \$ 630.00/hour
Motor Vehicle Collision Response (Insured Loss)	\$ 630.00/hour
Hazardous Material Incident Response (apparatus rates plus cost of materials and third-party costs)	See Fire Apparatus Rates
Response to Motor Vehicle Incidents or Fire Response on Provincial Highways	Current Alberta Transportation Rates

Fire Apparatus Rates	
Aerial Ladder/Platform Truck	\$ 700.00/hour
Type VI Wildland Brush Truck	\$ 420.00/hour
Fire Engine	\$ 630.00/hour
Water Tender	\$ 630.00/hour
Heavy Rescue Truck	\$ 630.00/hour
Light Rescue Truck	\$ 420.00/hour
Utility Truck	\$ 185.00/hour
Command Vehicle (per unit)	\$ 185.00/hour
Backcountry Rescue Resources (includes OHV's, sleds, trailers – does not include tow vehicle)	\$ 200.00/hour

*Note 1 – Rates are based on current Alberta Transportation and Alberta Agriculture, Forestry and Rural Economic Development rates where available

**Note 2 – Response to incidents outside municipal boundary are as per signed agreements

Fines for Contravening or Not Complying with the Land Use Bylaw, a Development Permit or condition of, a Stop Order, an Order to Address an Emergency or an Order to Remedy Dangers or Unsightly Property – see Schedule B – Other Planning and Development Fees and Fines

Schedule “E” – Utility Rate Schedule Water, Wastewater, Solid Waste and Recycling Tariffs

Tariffs, service charges, deposits, penalties and fines for water, wastewater, solid waste, and recycling contained in this schedule are to be charged to all persons who use, receive and/or require utility service connections to the Water and/or Wastewater systems and/or access to the Municipal Solid Waste and Recycling Programs of the Municipality of Crowsnest Pass. Utility services are charged as a package.

TENANT ACCOUNTS: Utility accounts and billing/payment arrangements will only be setup with the registered property owner(s) on title.

SEASONAL OPERATIONS: All Class 8 and 9 accounts will be accessed based on the total number of beds/units/rooms on the property regardless of if some are vacant at times. Consideration may be given to seasonal operations.

SUSPENSION OF SERVICES: When or if a contractor become unavailable to supply a service, the fee will be temporarily suspended until the service is resumed.

PENALTIES FOR OVERDUE ACCOUNTS: Utility balances remaining after the due date are subject to a 2% penalty.

MULTI-USE PROPERTIES: In cases where a property has only one shut off valve and is a multi-use, the property owner will be levied at the higher rate, or a combination of rate classes will be used to determine the rate schedule.

Utility rates will decrease 21% for water, and **increase 25.0% for Sewer, 2.0% for Garbage, 2% for Residential Recycling with Commercial Recycling being 2x the Residential rate effective July 1, 2024**, and are effective from **July 1, 2024, through June 30, 2025**, with the exception of the **Senior’s Rate Reduction which will reflect 2022 rates**. All rates are billed monthly, except where noted within the schedule.

Class 1 Residential

Single-Family Residence (includes Duplexes, Manufactured Homes and Secondary Suites)

*One shut-off valve on property

Water Tariff (W1)		Wastewater Tariff (S1)		Solid Waste Tariff (G1)		Recycling Tariff (R)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 36.99	\$ 29.22	\$ 36.99	\$ 46.24	\$ 25.82	\$ 26.34	\$ 3.61	\$ 3.68

Class S Senior’s Rate Reduction - Residential

Single-Family Residence (includes Duplexes, Manufactured Homes and Secondary Suites), Senior’s Rate Reduction Program, *One shut-off valve on property

Water Tariff (WS)		Wastewater Tariff (SS)		Solid Waste Tariff (GS)		Recycling Tariff (RS)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 34.54	\$ 27.26	\$ 34.54	\$ 43.18	\$ 24.81	\$ 25.31	\$3.14	\$3.20

Class 2 Commercial

Banks and Credit Unions, Garages, Clinics <5 Exam Rooms, Libraries, Confectionaries, Offices, Pharmacies, Places of Worship, Exercise Clubs/Fitness Centres, Service Stations, Small Retail Stores, Funeral Homes, Theatres, Lumber Yards, Legions & Meeting Places/Halls, Fast Food Services/Snack Bars, Restaurants (seating capacity <20) *One shut-off valve on property

Water Tariff (W2)		Wastewater Tariff (S2)		Solid Waste Tariff (G2)		Recycling Tariff (R2)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 36.99	\$ 29.22	\$ 36.99	\$ 46.24	N/A	N/A	\$ 3.61	\$ 7.36

Class 3 Commercial

Clinics >5 Exam Rooms, Warehouse, Fabrication, Manufacturing, Machining, Welding Shops, Large Retail Stores (>6,000 Sq. Ft.), Restaurants (seating capacity > 20 <50)

Water Tariff (W3) Commercial W2 Rate x2		Wastewater Tariff (S3) Commercial Rate S2 x2		Solid Waste Tariff (G3)		Recycling Tariff (R3)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 73.98	\$ 58.44	\$ 73.98	\$ 92.48	N/A	N/A	\$ 3.61	\$ 7.36

Class 4 Commercial

Places of Entertainment, Licensed Areas, Restaurants (seating capacity 50+)

Water Tariff (W4) Commercial W2 Rate x4		Wastewater Tariff (S4) Commercial Rate S2 x4		Solid Waste Tariff (G4)		Recycling Tariff (R4)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 147.96	\$ 116.88	\$ 147.96	\$ 184.96	N/A	N/A	\$ 3.61	\$ 7.36

Class 5 Commercial

Car Wash, Coin Laundry, Laundromat, Provincial Buildings, Schools, Forestry Office

Water Tariff (W5) Commercial W2 Rate x6		Wastewater Tariff (S5) Commercial Rate S2 x6		Solid Waste Tariff (G5)		Recycling Tariff (R5)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 221.94	\$ 175.32	\$ 221.94	\$ 277.44	N/A	N/A	\$ 3.61	\$ 7.36

Class 6 Commercial

Metered Properties

Water Tariff (WATCONS)		Wastewater Tariff (S6)		Solid Waste Tariff (G6)		Recycling Tariff (R6)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 0.76/m3	\$ 0.80/m3	N/A	N/A	N/A	N/A	\$ 3.61	\$ 7.36

Class 7 Commercial

Breweries

Water Tariff (W7) Commercial W2 Rate x4		Wastewater Tariff (S7) Commercial Rate S2 x2		Solid Waste Tariff (G7)		Recycling Tariff (R7)	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 147.96	\$ 116.88	\$ 73.98	\$ 92.48	N/A	N/A	\$ 3.61	\$ 7.36

Class 8 Commercial

Manufactured Home Parks, (Single Account for Trailer Park), Residential Apartment Buildings

**Rates are monthly per bed/unit/room, *One shut-off valve on property

Water Tariff (W8) 1/3x Commercial W2 Rate x Total Number of Beds/Units/Room		Wastewater Tariff (S8) 1/3x Commercial S2 Rate x Total Number of Beds/Units/Room		Solid Waste Tariff (G8) Available for multi- residential units that opt-in		Recycling Tariff (R8) Monthly per bed/unit/room	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 12.35	\$ 9.75	\$ 12.35	\$ 15.40	\$ 25.82	\$26.34	\$ 3.61	\$ 3.68

Class 9 Commercial

Campgrounds/Recreation Parks, Cabins/Lodges, Hospital, Motels/Hotels, Nursing Homes, Senior’s Lodges

Water Tariff (W9) 1/3x Commercial W2 Rate x Total Number of Beds/Units/Room		Wastewater Tariff(S9) 1/3x Commercial S2 Rate x Total Number of Beds/Units/Room		Solid Waste Tariff (G9)		Recycling Tariff (R9) Monthly per account	
FROM	TO	FROM	TO	FROM	TO	FROM	TO
\$ 12.35	\$ 9.75	\$ 12.35	\$ 15.40	N/A	N/A	\$ 3.61	\$ 7.36

Schedule “F” – Operations Fee Schedule

Ad Hoc Service Charges/Fees and Fines to be Invoiced as Incurred

Type of Service	Description	Service Fee	Notes
Bulk Wastewater Dumping	Septic and Wastewater Contractors		See Septage Disposal Facility Bylaw
Bulk Water	Bulk Water Customers	\$1.00 per m ³	
Use of Fire Hydrant and Water	Use of fire hydrant, consumption flow meter and hydrant water	Prohibited	
Overdue Account Penalty Warning System	Tagging, or sending notices for overdue accounts	\$60.00	
Water Service Disconnect	Disconnect for non-payment of account	\$60.00	During regular work hours
	During regular working hours	\$0	
	Outside of regular working hours	\$320.00	
	Emergency	\$0	Emergency is an unexpected, unplanned situation that requires immediate attention to prevent property damage.
Water Service Reconnect	Reconnect following disconnection for non-payment of account	\$60.00	During regular work hours
	During regular working hours	\$0	
	Outside of regular working hours	\$320.00	
	Emergency	\$0	Emergency is an unexpected, unplanned situation that requires immediate attention to prevent property damage.
Thawing Frozen Lines	As Requested	Cost Recovery	Includes truck, welder, and operator’s wages and benefits
Fridge & Freezer Freon Removal Charge		\$30.00 per unit	
Road Use Agreement	As Requested	\$400	Includes admin fee, as well as pre and post inspections. Additional inspections are \$100ea.
Excavation Permit	As Requested	\$250	Includes admin fee, as well as pre and post inspections;

Type of Service	Description	Service Fee	Notes
Sidewalk and Street Patio Permit	As Requested	\$50	Per storefront up to maximum of \$200

Cemetery Fees	
Cemetery Plot - Burial	
Adult/Child	\$700.00
Infant (5yrs and under)	\$250.00
Social Services	Current Provincial Rate
Cemetery Plot - Cremation	
Adult/Child	\$250.00
Infant (5yrs and under)	\$100.00
Plot - Opening and Closing	
Cemetery plot - opening and closing - adults/children	\$350.00
Cemetery plot - opening and closing - infants	\$200.00
Cemetery plot - opening and closing - cremation	\$250.00
Additional Fees	
Burials during weekend or statutory holidays	\$400.00
Burials prior to 7am or after 3pm on Monday to Friday	\$300.00
Cemetery work permit	\$30.00

Deposits		
Type of Service	Description	Amount
Use of Fire Hydrant and Water	Use of fire hydrant, consumption flow meter and hydrant water	\$120.00

Administrative Surcharge and Service Contracts	
Equipment Custom Work	Based on Current Alberta Road Builders & Heavy Construction Equipment Rental Rate Guide
Utility Service Installations	As per Utility Installation Contract Agreement

Transportation and Operations	
Passburg Pit Dumping Fees - Closed to Commercial until Further Notice	
Single Axle End Dump Truck (Up to 10 Tonnes)	\$150.00
Tandem Axle End Dump Truck (Up to 13 Tonnes)	\$200.00
Tridem Axle End Dump Truck (Up to 19 Tonnes)	\$300.00
Large End Dump Truck (Up to 25 Tonnes)	\$400.00
Tandem Truck and Tandem Pup (Up to 25 Tonnes)	\$400.00
Tandem Truck and Tridem Pup (Up to 31 Tonnes)	\$500.00
Tridem Truck and Tandem Pup (Up to 31 Tonnes)	\$500.00
Tridem Truck and Tridem Pup (Up to 37 Tonnes)	\$600.00
Tandem Truck and Large End Dump Trailer (Up to 40 Tonnes)	\$650.00
Tridem Truck and Large End Dump Trailer (Up to 43 Tonnes)	\$700.00
<p>*All weighted axle configurations may require overweight term permits as required by Ministry of Infrastructure Commercial Vehicle Weigh Scales Inspections at an additional cost to the contractor over and above the Municipality of Crowsnest Pass tipping fees rates and fees schedule. Other truck and axle configurations not noted above are subject to a pro-rated tipping fee as per the above rates and fees schedule.</p>	

Fines	
Type of Service	Amount
Non-conformance to Watering Regulations – 1 st Offence	\$ 75.00
Non-conformance to Watering Regulations – 2 nd Offence	\$ 150.00
Non-conformance to Watering Regulations – 3 rd Offence	\$ 225.00
Unauthorized Use of Fire Hydrants	\$ 500.00
Unauthorized Operation of Service Valves	\$ 150.00
Destruction, Obstruction or Covering of Service Valves	Cost Recovery (Includes equipment, and operator's wages and benefits)
Illegal Dumping or Disposal	\$ 500.00

Schedule “G” – Community Services Fee Schedule

Prices include G.S.T. Statutory Holidays are 150% of Adult Rate

Prime Time: Mon to Fri 5:00 p.m. on and Saturday & Sunday

Non-Prime Time: Mon to Fri up to 5:00 p.m.

Youth: 17 & Under / Adult: 18 & Over

SPORTS COMPLEX ICE ARENA	Oct 2024 to Mar 2025	Oct 2025 to Mar 2026
Youth Hourly Non-Prime Time	\$37.00	\$37.50
Youth Hourly Prime Time	\$74.00	\$75.00
Local Youth Daily Non-Prime Time	\$370.00	\$375.00
Local Youth Daily Prime Time	\$740.00	\$750.00
Adult Hourly Non-Prime Time	\$ 56.00	\$56.50
Adult Hourly Prime Time	\$112.00	\$113.00
Local Adult Daily Non-Prime Time	\$560.00	\$565.00
Local Adult Prime Time	\$1120.00	\$1130.00
Non-Resident Youth Hourly	\$112.00	\$112.50
Non-Resident Youth Daily	\$1120.00	\$1125.00
Non-Resident Adult Hourly	\$167.00	\$169.50
Non-Resident Adult Daily	\$1670.00	\$1695.00

COMPLEX DRY FLOOR & MDM GYM	2024 (COMPLEX – April to September	2025 Complex – April to September
Youth Hourly	\$33.50	\$33.75
Youth Daily	\$300.50	\$303.75
Adult Hourly	\$50.25	\$50.50
Adult Daily	\$450.75	\$454.50
Commercial Resident Hourly	\$62.75	\$63.25
Commercial Resident Daily	\$563.50	\$569.25
Non-Resident Youth Hourly	\$50.25	\$50.60
Non-Resident Youth Daily	\$450.75	\$455.50
Non-Resident Adult Hourly	\$75.25	\$75.75
Non-Resident Adult Daily	\$676.00	\$681.75
Non – Resident Commercial Hourly	\$94.00	\$94.60
Non-Resident Commercial Daily	\$845.00	\$852.25
AB Government Hourly	\$71.75	\$72.25
AB Government Daily	\$644.00	\$649.25
Special Events setup/ Teardown per hour	\$65.00	\$66.00
Recreation Pickle ball (drop in)	\$5.00	\$5.00
Recreation Volleyball (drop in)	\$5.00	\$5.00
Recreation basketball (drop in)	\$5.00	\$5.00
Arena Glass removal and reinstall	\$2240.00	\$2520.00

ELKS HALL & COMPLEX LOUNGE	2024	2025
Youth Hourly	\$24.75	\$25.00
Youth Daily	\$221.00	\$225.00
Adult Hourly	\$37.00	\$37.50
Adult Daily	\$331.50	\$337.50
Repetitive Daily (Minimum of 5 consecutive weekly bookings)	\$224.25	\$225.00
Commercial Resident Hourly	\$46.25	\$46.75
Commercial Resident Daily	\$414.25	\$421.75
Non-Resident Youth Hourly	\$37.00	\$37.50
Non-Resident Youth Daily	\$331.50	\$337.50
Non-Resident Adult Hourly	\$55.25	\$56.25
Non-Resident Adult Daily	\$497.00	\$506.25
Non – Resident Commercial Hourly	\$69.25	\$70.25
Non-Resident Commercial Daily	\$621.50	\$632.75
AB Government Hourly	\$53.00	\$53.50
AB Government Daily	\$473.50	\$482.25
MDM KITCHEN / COMPLEX KITCHEN	2024	2025
Non-Lease holder Hourly Rate	\$25.00	\$25.00
Lease Holder Hourly Rate (MDM)	\$15.00	\$15.25
MDM/COMPLEX MEETING ROOM #11 & STAGE	2024	2025
Youth Hourly	\$12.25	\$12.50
Youth Daily	\$110.25	\$112.50
Adult Hourly	\$18.50	\$18.75
Adult Daily	\$165.50	\$168.75
Local Commercial Hourly	\$23.00	\$23.50
Local Commercial Daily	\$206.75	\$211.50
Non-Resident Youth Hourly	\$18.50	\$18.75
Non-Resident Youth Daily	\$165.50	\$168.75
Non-Resident Adult Hourly	\$27.75	\$28.25
Non-Resident Adult Daily	\$248.25	\$254.25
Non – Resident Commercial Hourly	\$34.50	\$35.30
Non-Resident Commercial Daily	\$310.25	\$317.80
AB Government Hourly	\$26.25	\$27.00
AB Government Daily	\$236.25	\$242.25
Janitorial service for leased rooms/ per hour	\$49.25	\$49.90
Lease Rental Space(based on per square foot yearly)	\$6.96/SQ	\$7.05

COMPLEX CONCESSION IF NOT UNDER A LEASE AGREEMENT	2024	2025
Youth Daily Only – No hourly	\$107.75	\$109.50
Adult Daily Only – No hourly	\$107.75	\$164.25
Commercial & Non-Resident Daily	\$107.75	\$205.25
ADDITIONAL	2024	2025
FACILITY DAMAGE DEPOSIT Minimum \$500.00 or ½ of total	\$500.00	\$500.00
STAFF HOURLY LABOUR RATE per operator for set up/clean up	\$65.00	\$65.00

EQUIPMENT RENTAL /Per event	2024	2025
MDM Black Curtains	\$500.00	\$500.00
Chandelier	\$100.00	\$100.00
MDM/Elks Screen	\$25.00	\$25.00
Projector	\$50.00	\$50.00
Portable Sound System	\$75.00	\$75.00
Portable Stage 12 x 24	\$250.00	\$250.00
Tablecloths Per 1	\$3.00	\$3.00
Tables (each, if not included in a facility)	\$5.00	\$5.00
Chairs (each, if not included in a facility)	\$1.50	\$1.50
Ice machine (per bag)	\$2.00	\$2.00
Ice machine	\$20.00	\$20.00
ELECTRICAL (Gazebo Park/Complex/ Flumerfelt)	\$30.00	\$30.00

ADVERTISING	2024	2025
Arena Rink Board (4'x8')	\$500.00/year	\$500.00/year
Ice Logo	\$500.00/year	\$500.00/year
Ice Resurfacer (per side)	\$500.00/year	\$500.00/year

SOCCER FIELDS	2024	2025
Non-Resident Daily Tournament Rate	\$125.00	\$135.00
Local Daily Tournament Rate	\$85.00	\$85.00
Youth (Season Rate per player)	\$14.00	\$15.00
Adult (Season Rate per player)	\$30.00	\$30.00
Non- Resident hourly Rate	\$20.00	\$25.00

BALL DIAMONDS	2024	2025
Youth (Season Rate per player)	\$14.00	\$15.00
Adult (Season Rate per player)	\$30.00	\$30.00
Non- Resident (hourly rate)	\$20.00	\$25.00
Tournament (Non-Resident Daily Rate):	\$125.00	\$225.00
Tournament (local daily)	\$85.00	\$85.00
Special event use facility daily booking(local)	\$85.00	\$100.00
Special event use facility daily booking (non-resident)	\$125.00	\$225.00

Schedule “H” – Pass Powderkeg & Crowsnest Pass Community Pool Fee Schedule

Pass Powderkeg Ski Area

Day Tickets	Full Day	Half Day	Twilight
All Lift Access			
Adult (Ages 18-64)	\$54.99	\$34.99	\$22.50
Youth (Ages 7-17)	\$44.99	\$29.99	\$19.99
Senior (65-74)	\$44.99	\$29.99	\$19.99
Child (0-6)	\$19.99	\$14.99	\$9.99
Super Senior (75+)	\$19.99	\$14.99	\$9.99
Bunny Hill	Free	Free	Free
Single Lift Access (Early Season Rate)			
Adult (Ages 18-64)	\$33.99	\$23.99	\$17.99
Youth (Ages 7-17)	\$26.99	\$17.99	\$12.49
Senior (65-74)	\$26.99	\$17.99	\$12.49
Child (0-6)	\$9.99	\$4.99	\$4.99
Super Senior (75+)	\$9.99	\$4.99	\$4.99
Bunny Hill	Free	Free	Free
Promotional			
Chinook Arch Library Pass (All Ages)		Free	
Group Pricing (Group meaning over 12 people. Discount valid on lift tickets, rentals, and lessons. School groups are not included)		10% off	
Full Package (Skis/Board, Boots, Helmet)			
Adult (Ages 18-64)	\$36.99	\$26.99	\$16.99
Youth (Ages 7-17)	\$29.99	\$22.99	\$15.99
Child (0-6)	\$14.99	\$12.99	\$9.99
Senior (65-74)	\$29.99	\$22.99	\$15.99
Super Senior (75+)	\$14.99	\$12.99	\$9.99
Skis/Board Only			
Adult (Ages 18-64)	\$23.99	\$17.99	\$10.99
Youth (Ages 7-17)	\$19.99	\$13.99	\$9.99
Child (0-6)	\$9.99	\$7.99	\$4.99
Senior (65-74)	\$19.99	\$13.99	\$9.99
Super Senior (75+)	\$9.99	\$7.99	\$4.99
Poles Only			
All Ages	\$5.00	\$5.00	\$5.00
Rentals			
Helmet Only (All Ages)		\$7.50	\$7.50
Snowshoe Rental: (All Ages)			\$15.00

Seasonal Rental	2023/24	2024/25
Adult	\$209.99	\$214.99
Youth	\$199.99	\$204.99
Child	\$164.99	\$169.99
Senior	\$199.99	\$204.99
Super Senior	\$164.99	\$169.99

Snow School	2023/2024	2024/25
Learn to Turn Intro	\$79.99	\$79.99
Learn to Turn Full Package	\$274.99	\$274.99
Learn to Turn Progression Package	\$194.99	\$194.99
PPK Rippers Single Session	\$149.99	\$149.99
PPK Rippers Both Sessions	\$259.99	\$259.99
PPK Rippers Holiday Week	\$99.99	\$99.99
Weekend Youth Program	\$149.99	\$149.99
Little Cubs Single Session	\$79.99	\$79.99
Little Cubs Single Session 4 Pack	\$287.99	\$287.99
Little Cubs Single Session 6 Pack	\$407.99	\$407.99
Kinder Cubs Single Session	\$59.99	\$64.99
Kinder Cubs Single Session 4 Pack	N/A	\$233.99
Kinder Cubs Single Session 6 Pack	N/A	\$350.99
1.5-hour group	\$59.99	\$59.99
1 hr. private lesson (up to 2 people)	\$89.99	\$89.99
1.5 hr. private lesson (up to 2 people)	\$134.99	\$134.00
Senior's Program	\$10.00	\$10.00
4 pack of private lessons	10% off	10% off
6 pack of private lessons	15% off	15% off

Race Training (Per 2.5 Hour Block)	Per Athlete
7 or fewer athletes (block rate)	\$350.00
8-12 Athletes	\$50.00/Athlete
13-18 Athletes	\$47.00
19+ Athletes	\$45.00

Signage Sponsorship Opportunities	Regular Rate	Renewal Rate
Tower Signage	\$250.00	\$225.00
Saturday Night Skiing Sponsorship	\$800.00	N/A

Season Passes	Full Season	2024/25
Resident Rate		
Adult (Ages 18-64)	\$229.99	\$234.99
Youth (Ages 7-17)	\$183.99	\$189.99
Senior (65-74)	\$183.99	\$189.99
Child (0-6)	\$29.99	\$29.99
Super Senior (75+)	\$29.99	\$29.99
Family of 4+	\$724.99	\$729.99
Family of 3 (2 adults, 1 youth)	\$604.99	\$609.99
Non-Resident Regular Rate		
Adult (Ages 18-64)	\$329.99	\$334.99
Youth (Ages 7-17)	\$261.99	\$265.99
Senior (65-74)	\$261.99	\$265.99
Child (0-6)	\$29.99	\$29.99
Super Senior (75+)	\$29.99	\$29.99
Family of 4+ (Includes 2 adults and all dependents under the age of 18 within same household)	\$891.99	\$895.99
Family of 3 (2 adults, 1 youth)	\$734.99	\$739.99
Learn to Turn Graduate/Other Passholder Season Pass Discount		25% Off
Uphill Pass (All Ages)	\$25.00	\$25.00

Facility Rental	
Hourly	\$ 32.00
Daily	\$ 256.00
Washroom Trailer Rental (Per Weekend)	\$ 250.00
• Subsequent Days	\$ 125.00
Yurt Rental – Per Day	\$70.00
Yurt Rental – Hourly	\$20.00

School Rates				
Local's Rate	Lift, Lesson, Rental	Lift, Rental	Lift, Lesson	Lesson only
Full Day	\$46.50	\$36.50	\$36.50	\$22.00
2 hour or less visit	\$25.00	\$25.00	\$25.00	\$25.00
Regular Rate	Lift, Lesson, Rental	Lift, Rental	Lift, Lesson	Lesson only
Full Day	\$52.00	\$39.00	\$39.00	\$23.00
2 hour or less visit	\$28.00	\$28.00	\$28.00	\$28.00

Crowsnest Pass Pool

2024 Crowsnest Pass Pool Rates	
Daily Admission	
Family (Includes 2 adults and all dependents under the age of 18 within same household)	\$20.00
Adult (18-64 years old)	\$8.00
Senior (65 and over)	\$6.00
Youth (7 to 17 years old)	\$6.00
Child (3 to 6 years old)	\$5.00
Toddler (0-3 years old)	Free
5 Use Flex Pass Prices	
Family (Includes 2 adults and all dependents under the age of 18 within same household)	\$85.00
Adult (18-64 years old)	\$34.00
Senior (65+ years old)	\$25.50
Youth (7-17 years old)	\$25.50
Child (3-6 years old)	\$21.25
Toddler (0-3 years old)	Free
Seasons Pass	
Family (Includes 2 adults and all dependents under the age of 18 within same household)	\$240.00
Adult (18-64 years old)	\$99.00
Senior (65+ years old and over)	\$72.00
Youth (7-17 years old)	\$72.00
Child (3 to 6 years old)	\$60.00
Toddler (0-3 years old)	Free
Lessons	
Private per lesson (½ hour) *Up to 2 people per private lesson.	\$30.00
Private Lesson Discount	10% off for 4 lessons 15% off for 6 lessons
National Lifesaving Society Parent & Tot lessons	\$59.00
National Lifesaving Society Preschool lessons	\$59.00
National Lifesaving Society Swimmer lessons	\$59.00
National Lifesaving Society Adult Swimmer lessons	\$64.00
National Lifesaving Society Swim Patrol lessons	\$85.00
National Lifesaving Society Bronze Star	\$200.00
National Lifesaving Society Bronze Medallion	\$200.00
National Lifesaving Society Bronze Cross	\$200.00
National Lifesaving Certificate	\$380.00

Facility Rental	
1 Hour Private Pool Rental (Up to 75 people)	\$150.00
Sponsored Swim Rate	\$450.00
Pass Piranhas Pool Rental	\$55.00



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 23, 2024

Agenda #: 7.c

Subject: Bylaw 1182, 2024 - Land Use Bylaw Amendment - Urban Tourism Accommodation & Recreation District and Non-Urban Tourism Accommodation & Recreation District - first reading

Recommendation: That Council give first reading to Bylaw 1182, 2024 and schedule a public hearing for May 28, 2024.

Executive Summary:

As a step to implement the Municipal Development Plan Growth Strategy, Bylaw 1182, 2024 proposes to combine the existing Non-Urban Commercial Recreation Districts (NUCR-1 and NUCR-2) into one district renamed as Non-Urban Tourism Accommodation & Recreation (NUTAR), and to establish a new Urban Tourism Accommodation & Recreation (UTAR) District.

Relevant Council Direction, Policy or Bylaws:

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

Land Use Bylaw No. 1165-2023

Municipal Government Act s. 692 Planning Bylaws

Discussion:

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.

Pro-actively, in the 2021 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”. On p. 33 of the MDP future growth nodes are described as accommodating “... residential neighbourhoods **as well as non-residential sector growth**”. On p. 42 of the MDP: “Growth nodes will be developed **based on market demand**”.

Council’s vision for the Crowsnest Pass to become one of the top tourist destinations in the province, supported by the expectation of tourism growth, requires that the MDP policy is implemented by an appropriate land use bylaw amendment, otherwise it remains just a policy that does not provide practical direction for development decision-making. Based on the observed trend, perceived or otherwise, of increased tourism interest in the urban centres, and the fact that the Municipality’s current land use bylaw only provides for tourism development in the non-urban areas, there appears to be a need to incorporate a land use district for urban tourism accommodation.

In addition to combining the two existing Non-Urban Commercial Recreation Districts (NUCR-1 and NUCR-2) into the renamed Non-Urban Tourism Accommodation District (NUTAR) and establishing a new Urban Tourism Accommodation District (UTAR), the proposed bylaw essentially deletes the land uses of “Campground”, “Recreational Vehicle Park”, and “Resort”, and combines them into a new all-encompassing land use of “Tourism Accommodation” that could include "resort accommodation" (various forms of dwelling units) and/or "camping accommodation" (tents, RVs, and cabins that may involve the use of camping equipment such as generators).

The proposed bylaw amendment establishes standards for Tourism Accommodation in a manner that provides site-specific flexibility, where the details of the development would be provided in a Comprehensive Site Development Plan that supplements a development permit application, and that will support decision making by the Development Authority on a case-by-case basis.

“Campgrounds” and “Resorts” in the Urban Growth Nodes

Policy 3.1.7 of the Municipal Development Plan discourages the location of campgrounds, parks with rental cabins, and golf courses in the urban growth nodes. While the direction to exclude “traditional” campgrounds from the growth nodes is generally a prudent approach, this MDP Policy 3.1.7 should be interpreted in the following context:

1. The policy appears to refer to “traditional” or “typical” campgrounds and recreational vehicle parks (that typically has gravel roads, individual, random, site design and fencing, a lack of landscaping, etc.).
2. It is possible to provide Tourism Accommodation that includes “camping accommodation” in a manner that enhances development standards and quality such that the development is not the

same as what is traditionally thought of as a “campground” or a “recreational vehicle park”. This could include paved roads, uniform layout and design, high quality landscaping, full services (which would for example eliminate the use of camping equipment such as generators and wood stoves), etc. There appears to be a market demand to develop resorts with a range of accommodation types of various forms of dwelling units (rowhouses, apartments) and high-end cabins, but that also includes a portion of enhanced "camping accommodation".

3. The MDP policy direction on p. 33 of the MDP includes non-residential sector growth in the urban growth nodes (“... residential neighbourhoods **as well as non-residential sector growth**”). This would typically include commercial recreational development, such as a “Resort” consisting of, for example, a conference facility with a hotel, apartment buildings, rowhouses, and cabins that are oriented towards tourism growth (an extreme example would be Radium Hot Springs).
4. The North Coleman ASP, which covers the largest growth node, noted that multi-family units, **rental units**, and **affordable housing** should be the priority housing types. The Coleman growth node contains large areas in the Nez Perce ASP and the Sawback Ridge ASP where country residential development is proposed, which does not address the current and future housing priority needs.
5. The MDP recognizes that growth nodes “... will be developed **based on market demand** and the readiness of property owners and developers” (p.42). The North Coleman ASP states that the Coleman growth node contains areas in the Nez Perce ASP and the Sawback Ridge ASP that are not readily serviceable for traditional, higher density residential development in accordance with the current and future housing priority needs (see item 4 above), **unless significant expenses are made to water and wastewater infrastructure** (e.g. a new higher located water reservoir and the looping of infrastructure). The cost associated with these infrastructure improvement requirements (expected to be multiple millions of dollars) may render these lands unfeasible for traditional, higher density residential development in accordance with the current and future housing priority needs, for many years to come, because it reduces the profit margins necessary to attract that type of development interest. Alternative development forms, such as upscaled, high quality Tourism Accommodation (“resort accommodation” and “camping accommodation” but particularly the latter - RVs and cabins) however could possibly be designed for development on these lands, and possibly without requiring the same cost for the identified infrastructure improvements to the same extent as it would for traditional, higher density priority housing needs*. Specifically, upscaled, high quality “camping accommodation” could be an interim land use for many years until these areas become readily serviceable, or until the housing demand increases to an extent that the required infrastructure improvements to accommodate traditional, higher density residential development may become justified.
*(see the attached extract from Alberta “Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems, Part 4 Wastewater Systems Guidelines”, which illustrates the variances in the design volume of wastewater, and by implication the design volume of drinking water, between various types of development. Note the significant variance between "campsites" and "recreational vehicle park" vs. other types of development.
6. Portions of some of the community’s growth nodes may not be feasible or practical for traditional residential development, specifically due to steep topography. Alternative development forms, such as upscaled, high quality Tourism Accommodation (“resort accommodation” and “camping accommodation”) could however be designed for development on these lands.

Based on the above considerations, Bylaw 1182, 2024 proposes to provide an exemption to a development that includes a significant upscaling to the standards, style, and quality of “camping

accommodation” (cabins and RVs) and/or “resort accommodation” (cabins) to allow it to locate in an urban growth node. This would include paved roads, uniform design and layout, uniform fencing, high quality landscaping, municipal water and wastewater servicing, and several other site-specific considerations that would merit an approval.

Shifting Housing Trends and Innovative Affordable Housing Options

The current Land Use Bylaw provides for a portion of the accommodation units in a “campground” and a “recreational vehicle park” to be used for permanent residential occupancy. The proposed bylaw amendment retains this provision. In addition to the traditional housing stock and increasingly, continuously shifting housing trends, this could support existing residents and a growing population, all of whom have varying needs, by facilitating the development of a range of affordable, innovative residential options. Innovative housing is supported in Policy 2.3.3 of the MDP (p. 63), in which “... alternative housing forms should be incorporated into communities where appropriate, such as ***cluster housing, tiny homes*** and mixed-use buildings”.

Comparison - UTAR and NUTAR Districts

A table that compares the features of the UTAR and NUTAR districts is attached.

Comparison - Tourism Accommodation - Small and Large

A table that compares the features of the UTAR and NUTAR districts is attached.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Bylaw 1182, 2024.pdf](#)

[Bylaw 1182, 2024 - Schedule A.pdf](#)

[Bylaw 1182, 2024 - Schedule B - Aerial Photo.pdf](#)

[Bylaw 1182, 2024 - Schedule B.pdf](#)

[Bylaw 1182, 2024 - Schedule C- Aerial Photo.pdf](#)

[Bylaw 1182, 2024- Schedule C.pdf](#)

[Bylaw 1182, 2024 - Schedule D - Aerial Photo.pdf](#)

[Bylaw 1182, 2024 - Schedule D.pdf](#)

[Comparison - UTAR and NUTAR Districts.pdf](#)

[Comparison - Tourism Accommodation - Small and Large.pdf](#)

[Design Volumes for Water and Wastewater.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1182, 2024
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.

WHEREAS the Council of the Municipality of Crowsnest Pass deems it prudent to combine the “Non-Urban Commercial Recreation – NUCR-1 District” and the “Non-Urban Commercial Recreation – NUCR-2 District” into one consolidated and renamed “Non-Urban Tourism Accommodation and Recreation – NUTAR District”, with essentially the same permitted and discretionary land uses as before (i.e. this is a renaming only and it respects the judicial order that applies to Block B, Plan 7510370).

AND WHEREAS the Council of the Municipality of Crowsnest Pass deems it prudent to establish a new “Urban Tourism Accommodation and Recreation – UTAR District”.

AND WHEREAS the purpose of the proposed amendments is to eliminate the duplication in the existing districts, create a new district to distinguish between non-urban and urban tourism accommodations, establish standards of development, parking regulations, land use definitions and administrative definitions for tourism accommodations, provide for the opportunity to continue to use and develop existing tourism accommodations in accordance with the “Non-Urban Tourism Accommodation and Recreation – NUTAR District” and bring three of those parcels, which are presently in the C-2 and NUA-1 districts, into conformance with the land use bylaw, and provide the opportunity for the development of new urban tourism accommodations in the “Urban Tourism Accommodation and Recreation – UTAR 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, as shown in Schedules ‘A’, ‘B’, and ‘C’ attached hereto and forming part of this bylaw:

1. In Schedule 2 of the Land Use Bylaw, delete the existing “Non-Urban Commercial Recreation – NUCR-1 District” and the existing “Non-Urban Commercial Recreation – NUCR-2 District”, and combine these two former districts to establish a new, renamed “Non-Urban Tourism Accommodation and Recreation – NUTAR District” to replace the former two districts (shown in the attached Schedule ‘A’).
2. Amend the Land Use District Map to delete the land use district names “Non-Urban Commercial Recreation – NUCR-1 District” and “Non-Urban Commercial Recreation – NUCR-2 District” and replace it by one new land use district name “Non-Urban Tourism Accommodation and Recreation – NUTAR District”, in respect of the lands legally described as (not shown in a Schedule):
 - 2.1 Lot N/A, Block 1, Plan 9610315, within a portion of SW;12;8;6;W5 and NW;1;8;6;W5 and NE;1;8;6;W5, containing ±17.06ha (42.16 acres), LINC 0026 649 533 (Island Lake Christian Retreat Centre); and

- 2.2 A portion of SW;9;8;5;W5 containing ±1.15 ha (2.85 acres), LINC 0021 393 863 (Hatchet Creek Campground); and
 - 2.3 Lot N/A, Block B, Plan 7510370, within SW;15;8;5;W5, containing ±12.33 ha (30.47 acres), LINC 0018 024 406 (Eckardt's Tecumseh Mountain Resort); and
 - 2.4 Lots 2&3, Block 1, Plan 0313303, within SW;11;8;5;W5, containing ±13.9 ha (34.35 acres), LINC 0030 219 414 and LINC 0030 219 422 (Crowsnest River RV Park); and
 - 2.5 Lot 1, Block 4, Plan 0714095, within NW;12;8;5;W5, containing ±3.719 ha (9.19 acres), LINC 0032 619 439 (Crowsnest Mountain Resort / The Nest); and
 - 2.6 A portion of SW;8;8;4;W5 containing ±29.52 ha (73.08 acres), LINC 0034 353 433 (Green Mountain RV Park); and
 - 2.7 Lot 3, Block 1, Plan 2210225, within SE;2;8;4;W5, containing ±24.02 ha (59.35 acres), LINC 0039 095 915 (Kenai Acres); and
 - 2.8 A portion of SE;36;7;4;W5 and NE;36;7;4;W5, containing ±6.68 ha (16.51 acres), LINC 0017 207 911 (Goat Mountain Getaway); and
 - 2.9 A portion of SW;16;7;3;W5, containing ±1.65 ha (4.88 acres), LINC 0021 264 049 (Adanac Adventures).
3. Amend the Land Use District Map to rezone from "Drive-in Commercial – C-2" to "Non-Urban Tourism Accommodation and Recreation – NUTAR District" the lands legally described as Plan 9812234, Block A within 5;3;7;16;SE, containing ±1.46 ha (3.6 acres), as shown in the attached Schedule 'B' (Crowsnest Pass Campground).
 4. Amend the Land Use District Map to rezone from "Non-Urban Area – NUA-1 District" to "Non-Urban Tourism Accommodation and Recreation – NUTAR District" the lands legally described as a portion of NE;6;8;5;W5, containing ±11.95 ha (29.5 acres) LINC 0021 597 183, as shown in the attached Schedule 'C' (the Crowsnest Lake Bible Camp).
 5. In Schedule 2 of the Land Use Bylaw, establish and add a new "Urban Tourism Accommodation and Recreation – UTAR District" (shown in the attached Schedule 'A').
 6. Amend the Land Use District Map to rezone from "Drive-in Commercial – C-2" to "Urban Tourism Accommodation and Recreation – UTAR District" the lands legally described as Plan 8211466, Block A, Lot 1 within 5;4;8;3;SE, containing ±1.33 ha (3.29 acres), as shown in the attached Schedule 'D' (the Lost Lemon Campground).
 7. Amend the applicable text in Schedule 1 Land Use District table of contents, Schedule 3 Development Not Requiring a Development Permit, Schedule 4 Standards of Development, Schedule 6 Off-street Parking and Loading Standards, and Schedules 18A Use Definitions and Schedule 18B Administrative Definitions (shown in the attached Schedule 'A').
 8. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
 9. This bylaw shall come into effect upon third and final reading hereof.

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

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

READ a **third and final** time in council this _____ day of _____ 2024.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer

Schedule 1

LAND USE DISTRICTS

1. The municipality is divided into those districts shown on the Land Use District Maps which form part of this Schedule.

2. Each land use district shall be known by the following identifying letters and numbers:

RESIDENTIAL	–	R-1
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
NON-URBAN COMMERCIAL RECREATION	–	NUCR-1
NON-URBAN COMMERCIAL RECREATION	–	NUCR-2
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 (Crowsnest Mountain Resort)	–	DC-1
DIRECT CONTROL (Turtle Mountain Restricted Development Area)	–	DC-2

NON-URBAN COMMERCIAL RECREATION — NUCR-1

PURPOSE: — *To accommodate a variety of commercial recreation uses which are to be located primarily outside the built-up urban areas of the community.*

1. PERMITTED USES

~~Accessory Building or Use
up to 18.6 m² (200 ft²)
Exploratory Excavation
Private Utility — except freestanding Solar Collector
and freestanding Small Wind Energy
Conversion System
Recreation Facility, Indoor (Small)
Sign — Types:
 A-board
 Fascia and Wall
 Freestanding
 Murals
 Portable
 Projecting
 Subdivision or Development Marketing
Stockpiling
Tree Felling, not within minimum yard setback~~

DISCRETIONARY USES

~~Accessory Building or Use
over 18.6 m² (200 ft²)
Campground
Canvas Covered Structure
Community Facility
Cultural Establishment
Drive-In Theatre
Dwelling Unit, secondary to an approved use
Hostel
Private Utility — freestanding Solar Collector and
freestanding Small Wind Energy Conversion System
Recreation Facility, Indoor (Large)
Recreation Facility, Outdoor
Recreational Vehicle Park
Recreational Vehicle Storage
Resort
Riding Arena
Sign — Types:
 Roof
 Third-Party
Surveillance Suite
Tree Felling, within minimum yard setback~~

2. MINIMUM LOT SIZE

~~1.2 hectares (3 acres).~~

3. MINIMUM YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft	m	ft	m	ft
Tree Felling	15.2	50	15.2	50	15.2	50
All other uses	As approved by the Development Authority					

4. MAXIMUM BUILDING HEIGHT

~~As approved by the Development Authority.~~

5. MAXIMUM LOT COVERAGE RATIO

~~As approved by the Development Authority.~~



6. ~~STANDARDS OF DEVELOPMENT~~ — See Schedule 4.
7. ~~OFF-STREET PARKING AND LOADING~~ — See Schedule 6.
8. ~~RELOCATION OF BUILDINGS~~ — See Schedule 7.
9. ~~SIGN STANDARDS~~ — See Schedule 11.
10. ~~DEFINITIONS~~ — See Schedule 18.

NON-URBAN COMMERCIAL RECREATION — NUCR-2

PURPOSE: — *To accommodate a variety of commercial recreation uses which are to be located primarily outside the built-up urban areas of the community.*

1. PERMITTED USES

- Accessory Building or Use
up to 18.6 m² (200 ft²)
- Exploratory Excavation
- Private Utility — except freestanding Solar Collector
and freestanding Small Wind Energy
Conversion System
- Recreation Facility, Indoor (Small)
- Resort
- Sign — Types:
 - A-board
 - Fascia and Wall
 - Freestanding
 - Murals
 - Portable
 - Projecting
 - Subdivision or Development Marketing
- Stockpiling
- Tree Felling, not within minimum yard setback

DISCRETIONARY USES

- Accessory Building or Use
over 18.6 m² (200 ft²)
- Campground
- Canvas Covered Structure
- Community Facility
- Cultural Establishment
- Drive-In Theatre
- Dwelling Unit, secondary to an approved use
- Hostel
- Private Utility — freestanding Solar Collector and
freestanding Small Wind Energy Conversion System
- Recreation Facility, Indoor (Large)
- Recreation Facility, Outdoor
- Recreational Vehicle Park
- Recreational Vehicle Storage
- Riding Arena
- Sign — Types:
 - Roof
 - Third-Party
- Surveillance Suite
- Tree Felling, within minimum yard setback

2. MINIMUM LOT SIZE

1.2 hectares (3 acres)

3. MINIMUM YARD SETBACKS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft	m	ft	m	ft
Tree Felling	15.2	50	15.2	50	15.2	50
All other uses	As approved by the Development Authority					

4. MAXIMUM BUILDING HEIGHT

As approved by the Development Authority.



5. ~~MAXIMUM LOT COVERAGE RATIO~~
~~As approved by the Development Authority.~~
6. ~~STANDARDS OF DEVELOPMENT~~ — See Schedule 4.
7. ~~OFF-STREET PARKING AND LOADING~~ — See Schedule 6.
8. ~~RELOCATION OF BUILDINGS~~ — See Schedule 7.
9. ~~SIGN STANDARDS~~ — See Schedule 11.
10. ~~DEFINITIONS~~ — See Schedule 18.



URBAN TOURISM ACCOMMODATION & RECREATION – UTAR

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

1. PERMITTED USES

- Accessory Building or Use
up to 18.6 m² (200 ft²)
- Exploratory Excavation
- Home Occupation – Class 1
- Private Utility – except freestanding Solar Collector and freestanding Small Wind Energy Conversion System
- Sign – Types:
 - A-board
 - Fascia and Wall
 - Freestanding
 - Murals
 - Portable
 - Projecting
 - Subdivision or Development Marketing
- Stockpiling
- Tree Felling, not within minimum yard setback

DISCRETIONARY USES

- Accessory Building or Use
over 18.6 m² (200 ft²)
- Cultural Establishment
- Entertainment Establishment
- Food and Beverage Services
- Hostel
- Hotel
- Mixed-use Building
- Motel
- Private Utility – freestanding Solar Collector and freestanding Small Wind Energy Conversion System
- Recreation Facility, Indoor (Small)
- Sign – Types:
 - Roof
 - Third-Party
- Surveillance Suite
- Tourism Accommodation, Small
- Tree Felling, within minimum yard setback

2. LOT SIZE

- Minimum - this district does not establish a minimum lot size.
- Maximum – 1.21 ha (3.0 acres, which may be varied by the Development Authority having regard for site-specific circumstances.

3. MINIMUM YARD SETBACKS

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

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.
- Servicing: with the exceptions provided for in Schedule 4 subsection 18.6, a Tourism Accommodation, Small in the UTAR district shall 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.

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 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)
Exploratory Excavation
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 and Wall
Freestanding
Murals
Portable
Projecting
Subdivision or Development Marketing
Stockpiling
Tourism Accommodation, Large – applies only
on Block B, Plan 7510370 and is restricted to
resort accommodation as defined in this Bylaw
(2003 Court Order)
Tree Felling, not within minimum yard setback

DISCRETIONARY USES

Accessory Building or Use
over 18.6 m² (200 ft²)
Cultural Establishment
Drive-in Theatre
Entertainment Establishment
Food and Beverage Services
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
Sign – Types:
Roof
Third-Party
Surveillance Suite
Tourism Accommodation, Large
Tourism Accommodation, Small
Tree Felling, within minimum yard setback

2. LOT SIZE

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

3. MINIMUM YARD SETBACKS

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

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 32.3 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.

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.

- 2.18 the **exploratory excavation** of utilities, building foundations and temporary accesses prior to obtaining a development permit for a use that is listed in the applicable land use district and does not affect storm water drainage to adjacent properties, temporary provided that the Developer has notified the Development Officer and the Development Officer has issued a conditional excavation approval, including a hold harmless condition as follows:
- (a) This temporary permit is issued for the purpose of excavating to gain temporary access to a parcel, remove trees, explore foundation options, locate existing utilities and confirm yard setbacks in preparation for intended construction relative to a development for which the developer has submitted a development permit application to the Municipality. The developer shall not proceed with construction activities beyond this scope (e.g. the developer shall not pour concrete foundations);
 - (b) The developer undertakes any and all work permitted under this temporary permit at their sole risk and assumes the full cost of associated expenses. This includes any remediation work and expenses, if required. By accepting and bringing into effect this temporary permit the developer indemnifies the Municipality from any liability and/or cost relative to the work permitted under this permit or any remediation work, if required;
 - (c) This temporary permit is valid from the date of issuance and until a development permit is issued for the construction of the proposed development on the subject property, or a date to be determined, whichever occurs first. If a development permit is not issued by the determined date, the developer may apply for an extension of the temporary permit. Failing the completion of this condition, the developer shall remediate the site to the Development Officer's satisfaction and at no cost to the Municipality;
 - (d) The issuance of this temporary permit does not provide any guarantees to the developer relative to the issuance of a development permit for any use;
- 2.19 earthworks and construction to service an approved subdivision for which engineering design has been approved by the Municipality and a development agreement has been executed; and
- 2.20 **Tree Felling** within the ~~Grouped Country Residential — GCR-1, UTAR, NUTAR, and Non-Urban Area — NUA-1, Non-Urban Commercial Recreation — NUCR-1 or Non-Urban Commercial Recreation — NUCR-2~~ land use districts, 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. A development permit is required to fell trees within the minimum yard setback in the districts listed above, except for the purposes specified in Schedule 4 of this Bylaw.
3. Subject to the provisions of this Schedule relative to exemptions for certain developments [e.g. a shed less than 10 m² (108 ft²)] and the exemptions provided for in the Municipality's Encroachment Policy and Procedure, a development permit for certain developments that encroach onto adjacent land may not be required. To qualify for such an exemption, the development must be an existing building, structure or other improvement that encroaches onto an adjacent street, lane, Municipal easement or Municipal property (other than Reserves), or onto adjacent private property. In all cases, it is required that an Encroachment Agreement must be executed pursuant to the Municipality's Encroachment Policy and Procedure. Where the Encroachment Agreement is between two private landowners it is a requirement that the Municipality shall be a third-party to the agreement.
 4. Any question as to whether a proposed development requires a development permit shall be referred to the Development Officer who may make a decision or may refer the question to the Municipal Planning Commission.
 5. Notwithstanding anything stated elsewhere in this Bylaw, including the exemptions provided for in this Schedule, any activity or construction or earthworks that involves or results in a change to the flow of overland stormwater drainage patterns, whether natural or man-made,

STANDARDS OF DEVELOPMENT

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

Applicability of this Schedule	Section 2
Accessory Buildings and Uses	Section 29
General Provisions	29.1
Accessory Building or Use Prior to Principal Use	29.2
Canvas Covered Structures	29.3
Communication Antennae and Structures	29.4
Decks	29.5
Fences in any Residential Land Use District, CRV and CSV	29.6
Outdoor Washroom Facilities	29.7
Refuse Storage for Commercial, Industrial and Multi-Unit Residential Development	29.8
Retaining Walls	29.9
Shipping Containers	29.10
Signs	29.11
Swimming Pools	29.12
Animal Care Service Facilities	Section 30
Apartment, Multi-Unit Residential and Mixed-Use Building Standards	Section 31
Campground and Recreational Vehicle Park Standards	Section 32
Cannabis Retail Sales	Section 32
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 5
Drive-in Commercial Use Standards	Section 34
Easements, Setback Distances and Public Safety	Section 6
Easements, Rights-Of-Way and Legislated Setback Distances	6.1
Future Highway 3X	6.2
Railway Lines	6.3
Setbacks Adjacent to Highway	6.4
TC Energy High Pressure Gas Pipeline	6.5
Wildland-Urban Interface	6.6
Environmental Considerations	Section 7
Areas of Potential Environmental Concern (APEC)	7.1
Flood-Risk Lands	7.2
Tree Felling	7.3
Wetlands, Watercourses, Riparian Areas, Regionally Sensitive Areas	7.4
Wildlife and Wildland-Urban Interface	7.5



Exposed Foundations.....	Section 8
Historic Commercial Areas (also see Municipal Historic Resources)	Section 9
Home Occupations	Section 35
Industrial and Commercial Use Standards	Section 10
Infill Development in Mature Neighbourhoods.....	Section 11
Landscaping and Screening Standards.....	Section 12
Lighting (Outdoor)	Section 13
Lot Grading, Drainage and Stormwater Management (Retaining Walls)	Section 14
Lot Sizes and Sub-Standard Lots.....	Section 15
Manufactured Homes	Section 36
Manufactured Home Communities	Section 37
Maximum Grade.....	Section 16
Fully Developable Lots	16.1
Slope Stability Assessment	16.2
Urban Driveways	16.3
Municipal Historic Resources (also see Historic Commercial Areas)	Section 17
Municipal Infrastructure, Utilities and Servicing.....	Section 18
Number of Dwelling Units, Recreational Vehicles and Principal Buildings on a Parcel of Land or Bare Land Condominium Unit.....	Section 19
Number of Dwelling Units and RVs on a Parcel of Land or a Bare Land Condominium Unit	19.1
Number of Principal Buildings on a Parcel of Land or a Bare Land Condominium Unit	19.2
Parking and Loading	Section 19
Private Utilities.....	Section 38
Projections Into Yard Setbacks	Section 21
Quality and Design of Development	Section 22
Recreational Vehicles – Outdoor Storage and Temporary Sleeping Accommodations.....	Section 39
Relocation of Buildings.....	Section 23
Renewable Energy Operations.....	Section 40
Road Access, Driveways and Parking Pads.....	Section 24
All Locations	24.1
Urban Locations	24.2
Rural Locations	24.3
Secondary Front Yard	Section 25
Secondary Suites	Section 41
Short-Term Rental / Bed & Breakfast and Tourist Homes.....	Section 42
Show Homes and Real Estate Sales Offices.....	Section 26
Slope-Adaptive Building and Site Design	Section 27
Temporary Auto Sales Standards	Section 43
<u>Tourism Accommodation Standards</u>	<u>Section 32</u>
Work Camps.....	Section 44

7.2 Flood-Risk Lands

- (a) Development of flood-risk lands shall comply with the following standards:
 - (i) Passive recreational land use may be allowed in a portion of the floodway as identified in the “Flood Risk Mapping Study of the Crowsnest River and its Tributaries” (AMEC, February 2007).
 - (ii) No building shall be allowed in the floodway. A fence, a retaining wall and other minor structures may be allowed in the floodway if the Development Authority is of the opinion that damage to the structure in the event of a flood is not likely to be significant.
 - (iii) No development in the floodway shall be allowed which may, in the Development Authority’s opinion, adversely alter the floodway hydraulics to the extent that flood frequency is increased.
 - (iv) No filling shall be allowed in the floodway.
 - (v) The Development Authority may require that a principal building in the flood fringe be flood proofed pursuant to the recommendations of a professional engineer (see definition), as a condition of issuing a development permit for the building. This requirement does not apply to accessory buildings.

7.3 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 ~~Grouped Country Residential — GCR-1, UTAR, NUTAR, and Non-Urban Area — NUA-1, Non-Urban Commercial Recreation — NUCR-1 or Non-Urban Commercial Recreation — NUCR-2~~ land use districts ~~without the benefit of a development permit~~ 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*.

7.4 Wetlands, Watercourses, Riparian Areas and Regionally Sensitive 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 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.

7.5 Wildlife and Wildland-Urban Interface

12. LANDSCAPING AND SCREENING STANDARDS

- 12.1 The Development Authority shall impose development permit conditions relative to aesthetic, landscaping and/or screening requirements for commercial, industrial, ~~campground~~ Tourism Accommodation, ~~and~~ multi-unit residential and apartment development, and bareland condominium development for a permitted or discretionary use if these would serve to improve the quality or compatibility of the proposed development or to comply with the standards set out in this Bylaw.

13. LIGHTING (OUTDOOR)

- 13.1 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.
- 13.2 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.
- 13.3 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.

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

- 14.1 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 would result in a change to the flow of overland stormwater drainage patterns, whether natural or man-made, or that results in a change to the existing grade of a property by more than 1.20 metres, or that results in 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.
- 14.2 Development shall comply with the following standards:
- (a) In no circumstances shall any part of a building encroach into or cause runoff onto an adjoining property.
 - (b) The applicant shall provide to the Development Officer engineered grading and drainage plans for the development and a legal survey demonstrating that engineered grades have been met.
 - (c) Grading and other measures, as appropriate, to control surface drainage, reduce or eliminate grade difference between adjacent lots, and minimize erosion or slope instability.
 - (d) 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 lot being developed and an adjacent lot, public land, a lane or a roadway. 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). Should a retaining wall be required, that was not previously approved in a development permit, an additional development permit is required. 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.

- 18.4 Private Sewage Disposal Systems are prohibited in **urban areas**, which includes all areas designated R-1, R-1A, R-2, R-2A, R-3, R-4, R-5 and CSV, **except for the purpose** of complying with a Restrictive Covenant for a holding tank pursuant to clause (a) above.
- 18.5 In a block where infill development potential has been identified consistent with the Municipal Development Plan, a coordinated approach to provision of infrastructure is required, subject to the preparation of a Comprehensive Site Development Plan or an Area Structure Plan, as applicable, to the satisfaction of the Development Authority or the Subdivision Authority.
- 18.6 Development proposed for an unserviced parcel (i.e. water and wastewater connections to Municipal infrastructure have not been installed for the subject parcel) or in areas of the Municipality that are not serviced with water and wastewater infrastructure, must be connected to municipal water and wastewater infrastructure. Where municipal infrastructure is not available or it is unfeasible or impractical to connect to municipal infrastructure, development approval shall be subject to a condition requiring compliance with provincial standards for unserviced parcels.
- 18.7 A development permit application shall be refused where, in the opinion of the Development Authority, the proposed use will have a detrimental effect on an existing or planned:
- (a) transportation or communication system, including primary highways, secondary highways, railway, airport site or communication facility; or
 - (b) regionally significant service, public works or utilities, including pipelines and power transmission lines.
- 18.8 Building foundations and sub-grade pilings, and/or the utility connections to municipal infrastructure (e.g. curb stop water valves and sanitary sewer), respectively shall be set back from the front lot boundary a distance that allows safe excavation of municipal infrastructure for maintenance and repair.
- 19. NUMBER OF DWELLING UNITS, RECREATIONAL VEHICLES AND PRINCIPAL BUILDINGS ON A PARCEL OF LAND OR BARE LAND CONDOMINIUM UNIT**
- 19.1 **Number of Dwelling Units and Recreational Vehicles on a Parcel of Land or Bare Land Condominium Unit**
- (a) Where more than one dwelling unit type is listed (either as a permitted use or as a discretionary use) in a specific land use district, it does not imply that all such dwelling units may be approved to exist or to be placed or constructed on one parcel of land or bare land condominium unit at the same time, 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 bare land condominium unit except where:
 - (i) in the sole discretion and opinion 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 bare land condominium unit in a land use district that 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 Accommodationa Resort, or a Manufactured Home in an unsubdivided Manufactured Home Community; or

- (C) the cabins and/or the recreational vehicles(s), Park Model Trailers CSA-Z240, or Cottage Models CSA-Z241 is(are) placed in a Tourist Accommodation, Resort, a Campground, or a Recreational Vehicle Park, or are stored on a parcel of land or a bare land condominium unit in an applicable land use district pursuant tofor the purposes of Section 39 of this Schedule and used as temporary sleeping accommodation;

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 Trailers CSA-Z240, or Cottage Models CSA-Z241.

19.2 Number of Principal Buildings on a Parcel of Land or Bare Land Condominium Unit

- (a) Except for those types of buildings and recreational vehicles that are contemplated in this section, the Development Authority shall not approve one or more development permit applications for multiple principal buildings on either a parcel of land or on a bare land condominium unit, unless the Development Authority has approved a Comprehensive Site Development Plan that provides for two or more groups of principal buildings and addresses stormwater management, pedestrian and vehicle traffic movement and any other matters that the Development Authority deems necessary.
- (b) Where the applicable land use district does not provide for multiple dwelling units or multiple principal buildings on a parcel of land or bare land condominium unit, the Development Authority shall not approve a development permit application for a principal building if the same or a similar principal building already exists on the parcel of land or bare land condominium unit, except for the purpose of making an addition to the existing principal building or except when the removal of the existing principal building is made a condition of the development permit.

20. PARKING AND LOADING

- 20.1 Development shall comply with standards for off-street parking and loading area established in Schedule 6.

21. PROJECTIONS INTO YARD SETBACKS

- 21.1 A structure that projects into a yard setback shall not encroach into, or cause runoff onto, an adjacent property.
- 21.2 Subject to the relevant development standards in this Bylaw (e.g. corner sight triangles, fence height, etc.), the following accessory buildings and structural features may project into the minimum yard setbacks (front, rear and sides as specified below) established in this Bylaw **up to the specified property line**:
- (a) unenclosed steps or unenclosed fire escapes, up to the side property line;
- (b) a wheelchair ramp, excluding the housing of an elevator device;
- (c) a ground level deck attached to the front or rear elevation of a building may wrap around into the side yard of the property for a distance not exceeding two metres along the side wall of the building, and up to the side property line;
- (d) a fence to the property line;

31.1 Development shall comply with the standards for Apartment, Multi-Unit Residential and Mixed-Use Buildings established in Schedule 5.

CAMPGROUND AND RECREATIONAL VEHICLE PARK STANDARDS

~~When considering an approval for a development permit for a Campground or Recreational Vehicle Park, and the conditions that may be attached to a development permit, the Development Authority may have regard for the specifications established in the current Alberta Camping Association Standards Manual, as well as Policy 3.1.7 from the Municipal Development Plan, which discourages new campground development from locating within the boundaries of an urban growth node delineated on Maps 2–6 of the Municipal Development Plan. The Development Authority may require that the applicant prepare a Comprehensive Site Development Plan to its satisfaction, and may set development related conditions to ensure a minimum standard within the campground or recreational vehicle park and to ensure compatibility with adjacent land uses including, but not limited to: the siting, area, dimensions, surfacing, setbacks, landscaping, screening, density, servicing and delineation of campsites and RV stalls; parking areas, access and roadway design; measures to mitigate adverse effects and nuisances that may 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 mitigate the impact of a campground or recreational vehicle park on landscapes visible or viewed from adjacent and nearby public roadways. the maximum number or maximum percentage of RV units in a Recreational Vehicle Park that may be used for permanent residential occupancy, provided that the RV stalls on which the RV units so used are located, have year-round collective water and wastewater services connections available. the restrictions on the number, size, height, appearance, and use of an Accessory Building (e.g. deck, shed) that may be approved to be placed on an RV stall in a Campground or a Recreational Vehicle Park.~~

32. TOURISM ACCOMMODATION STANDARDS

~~32.1 The applicant for a Tourism Accommodation shall prepare a Comprehensive Site Development Plan (CSDP) to the satisfaction of the Development Authority and subject to the provisions of subsections 32.2 and 32.3.~~

~~32.2 The Development Authority, in its sole discretion (except as restricted or enabled by the Court Order relative to Block B, Plan 7510370) **may**, subject to Administration section 19 of this Bylaw, impose conditions on the approval of a development permit for a Tourism Accommodation, and in doing so it **shall** have regard for site-specific considerations that it deems relevant and that must be established in a CSDP to its satisfaction, including but not limited to the following:~~

- ~~(a) The subject property's locational context in relation to the Purpose Statement in the UTAR and NUTAR districts and its relation to the edge of an urban area as defined in this Bylaw).~~
- ~~(b) The types, combination, and maximum number of resort accommodation units and/or camping accommodation units (both as defined in this Bylaw) that are approved for a specific Tourism Accommodation, including:

 - ~~(i) the desirability of restricting the types, combination, and maximum number of resort accommodation units and/or camping accommodation units for the purpose of making a proposed development more compatible with natural features and existing and/or planned development or land uses in adjacent areas (refer to subsection 32.3 below);~~~~

- (ii) the maximum number or maximum percentage of resort accommodation units and/or camping accommodation units that, notwithstanding anything to the contrary in this Bylaw, may be used for residential occupancy (as defined in this Bylaw), provided that the units so used are connected to year-round collective water and wastewater services.
- and
- (iii) with reference to the considerations in subsection 32.3 below, the Development Authority may prohibit certain types of camping accommodation units;
- (c) Parking areas, road access, and internal private roadway design - specifically, all parking shall be accommodated on-site or on private roads within the Tourism Accommodation (without restricting emergency vehicle access), and parking shall not be allowed on public streets and lanes.
- (d) Access and egress for emergency response (i.e. a road with at least two separate ingress/egress points, with an all-weather surface for its entire length, and constructed along its entire length and termination points to accommodate all EMS vehicle types in terms of width, length, height, weight and turning radius), and measures to ensure that such access and egress remain unobstructed at all times.
- (e) Landscaping, amenity areas, and the preservation of natural features.
- (f) The maximum or minimum density in the Tourism Accommodation, either overall or broken down by accommodation type.
- (g) Measures to mitigate:
 - (i) adverse effects and nuisances that may unduly interfere with the amenities of the adjacent neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; and/or
 - (ii) the impact of a Tourism Accommodation on community landscapes that are visible or viewed from adjacent and nearby public roadways.
- (h) Servicing for water supply and wastewater disposal:
 - (i) With the exceptions provided for in Schedule 4 Section 18.6, a Tourism Accommodation in the UTAR district **shall** 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.
 - (ii) Except as otherwise **required** in subsection 32.3(d), a Tourism Accommodation 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,.
- (i) For a Tourism Accommodation that includes **camping accommodation** (as defined in this Bylaw) **in any location**:
 - (i) The specifications established in the current Alberta Camping Association Standards Manual.
 - (ii) The siting, area, dimensions, surfacing, setbacks, screening, servicing and identification / delineation of camping accommodation units.
 - (iii) The maximum number or maximum percentage of camping accommodation units that, notwithstanding anything to the contrary in this Bylaw, may be used for residential occupancy (as defined in this Bylaw), provided that the units so used are connected to year-round collective water and wastewater services.

- (iv) Restrictions on the number, size, height, appearance, and use of an Accessory Building (e.g. deck, shed) that may be approved in a Tourism Accommodation that includes camping accommodation.

Tourism Accommodation in an Urban Growth Node

32.3 When deciding on a development permit application for a Tourism Accommodation on a parcel that is located in an **urban growth node**, and in exercising its discretion pursuant to subsection 32.2:

- (a) the Development Authority **shall** have regard for the intent of Policy 3.1.7 of the Municipal Development Plan (MDP), which discourages support for the development of traditional “campgrounds” and other private recreation facilities in an urban growth node;

and

- (b) the Development Authority **may**, notwithstanding Policy 3.1.7 of the MDP, approve in an urban growth node a development permit for a Tourism Accommodation that entirely or partially consists of resort accommodation and/or camping accommodation (as defined in this bylaw – cabins and recreational vehicles) if it is satisfied that the Tourism Accommodation is deemed not to be a traditional or typical “resort”, “campground” or “recreational vehicle park” as implied in Policy 3.1.7 of the MDP, by having regard for but not being limited to the following considerations, and by imposing relevant conditions as it deems necessary for this purpose:

- (i) site-specific and locational context of the subject parcel, e.g. the extent to which the subject parcel presents challenging terrain conditions that preclude or render highly unfeasible or impractical the development in the foreseeable future of the subject parcel or a substantial portion thereof for traditional type of higher density urban residential development that the MDP promotes for new neighbourhood development;

and/or

- (ii) the extent to which the Comprehensive Site Development Plan incorporates minimum standards for resort accommodation and camping accommodation to ensure a high quality and unique style of development, e.g.:

- (A) the presence / absence and/or an enhanced standard and quality of certain types of buildings and uses in the proposed development, and/or

- (B) paved internal roads, high quality landscaping, uniform design and development of resort accommodation units and camping accommodation units (or stalls), for example relative to stall layout and fencing, and/or

- (C) **specifically for camping accommodation**, a form of ownership of the camping accommodation units in a manner that encourages long-term occupancy or control of occupancy (versus random short-term rental), and/or

- (D) servicing of the development from municipal water and wastewater infrastructure, subject to subsection 32.3(d);

and

- (c) if the Development Authority determined pursuant to subsection 32.3(b) to approve in an urban growth node a Tourism Accommodation (Small or Large) in either the UTAR district or the NUTAR district **that includes camping accommodation**, it **shall** impose a development permit condition that requires the Developer, notwithstanding anything to the contrary in this Bylaw, to establish a form of ownership of the camping accommodation units through either leases or a bareland condominium plan, but not fee

simple subdivision (for greater clarity this requirement does not apply when a Tourist Accommodation in an urban growth node includes only resort accommodation);

and

(d) notwithstanding subsection 32.2(h)(ii), if the Development Authority determined pursuant to subsection 32.3(b) to approve in an urban growth node a Tourism Accommodation in the NUTAR district that includes **either resort accommodation or camping accommodation**, it shall impose a development permit condition that requires that the Tourism Accommodation shall be connected to a municipal service connection for water supply and wastewater disposal to provide collective servicing of all units for year-round operation.

33. CANNABIS RETAIL SALES

33.1 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.

33.2 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 property lines of the parcels containing the uses to be separated.
- (c) Separation distances are reciprocal.

34. DRIVE-IN COMMERCIAL USE STANDARDS

34.1 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;
- (f) ensure any vehicular access from Highway 3 is acceptable to Alberta Transportation;
- (g) screen parking and traffic circulation areas abutting side or rear lot boundaries with an opaque structure or fence, wall or landscaping or any combination thereof to the satisfaction of the Development Authority;
- (h) provide landscaping of a type and amount satisfactory to the Development Authority.

Table 2
MINIMUM OFF-STREET PARKING SPACES

PROPOSED USE	PARKING SPACES REQUIRED
Residential, except in the CM-1 District	
Apartment and Multi-Unit Residential Building	1.75 per dwelling unit containing 2 or more bedrooms 1.25 per dwelling unit containing no more than 1 bedroom
Seniors Supportive Housing Facility	0.5 per accommodation unit
Secondary Suite	1.0 per secondary suite
All Other Residential Uses	2 per dwelling unit
Commercial, except in the CM-1, <u>UTAR</u>, and <u>NUTAR</u> Districts	
Retail – Store, Small	1 per 45.1 m ² (485 ft ²) net floor area (NFA)*
Retail – Store, Large	To be determined by the recommendations of a traffic engineering review
Service Station and Automobile or Equipment Repair	1 per 45.1 m ² (485 ft ²) NFA; minimum 6 spaces per development
Office and Personal Service	1 per 60.0 m ² (645 ft ²) NFA
Food and/or Beverage Service	1 per 5 seats or 1 per 12.0 m ² (130 ft ²)NFA, whichever is greater, plus 1 space per 2 employees
Motel	1 per guest room
Hotel	1 per guest room
Drive-in Food Service	As for Food and/or beverage service , but with a minimum of 10 spaces per development
Auto Sales and Service	1 per 49.7 m ² (535 ft ²) of site area
Short-Term Rental / Bed & Breakfast	1 per 4 guests in addition to parking required for the principal use. Parking for all principal use and guest vehicles, including recreation vehicles, utility trailers and ATV trailers shall be accommodated on the subject property, and the parking of all principal use and guest vehicles, including recreation vehicles, utility trailers and ATV trailers shall not be allowed on the street, regardless of the provisions in other municipal bylaws (e.g. for landowner on-street parking or the recreational vehicle of the landowner). The Development Authority shall not approve a variance to the off-street parking standard for a Short- Term Rental / Bed & Breakfast in any District that is not within the Historic Commercial Areas Overlay District.
Tourist Home	1 per 4 guests. Parking for all vehicles, including recreation vehicles, utility trailers and ATV trailers shall be accommodated on the subject property, and the parking of all vehicles, including recreation vehicles, utility trailers and ATV trailers shall not be allowed on the street, regardless of the provisions in other municipal bylaws (e.g. for landowner on-street parking or the recreational vehicle of the landowner). The Development Authority shall not approve a variance to the off-street parking

	standard for a Tourist Home in any District that is not within the Historic Commercial Areas Overlay District.
All Other Commercial Uses	As approved by the Development Authority
Industrial and Storage	
Manufacturing or processing	1 per 65.0 m ² (700 ft ²)NFA; minimum of 5 spaces
Light Manufacturing, Warehousing and Storage Facility	1 per 65.0 m ² (700 ft ²)NFA; minimum of 5 spaces
Public Assembly, except in the CM-1 District	
Place of Worship	1 per 5 fixed seats
Community Facility(except school)	1 per 6 fixed seats OR 1 per 5.0 m ² (54 ft ²) NFA, whichever is greater
School, elementary and junior	2 per classroom
School, high and college	1 per 4 students
All other uses and all uses in the CM-1, <u>UTAR</u>, and <u>NUTAR</u> Districts	<ul style="list-style-type: none"> • <u>As approved by the Development Authority and/or specified in an approved Comprehensive Site Development Plan.</u> • <u>In the UTAR and NUTAR districts parking shall include additional guest parking, and parking shall not be allowed on public streets.</u>

* **NOTE:** NFA refers to net floor area

Auto Wreckage and Salvage means a facility for the dismantling of motor vehicles and sale of parts to the general public. Such a facility may include a central office and work area.

B

Bottling Plant means an industrial facility where beverages are put in bottles with caps and later transported to various markets for sale. This use does not include a brew pub, which is encompassed by “Food and/or beverage service.”

Building Supply Centre means a commercial retail store where building materials, landscaping, gardening, household accessories and other related goods are stored, offered, or kept for sale and typically includes outdoor storage.

Bulk Fertilizer Storage and Sales means a facility or storage containers used to house and sell fertilizer products to customers.

Bulk Fuel Sales and Storage means a facility for the purpose of storing and/or selling oil and gas products. Such a facility may or may not include an office and convenience retail establishment.

C

~~**Campground** means an area with campsites or stalls for short term, temporary, seasonal occupancy in camping-related equipment (e.g. an RV or tent) or cabins. This use may include accessory buildings and uses such as an administrative office, washrooms, cooking and eating shelters, laundry facilities, recreational and entertainment facilities, a convenience retail operation, accommodation for the owner/operator, and a shed and a deck for each RV stall, subject to these items being identified in a Comprehensive Site Development Plan. If the campground included an area for group camping, accessory uses may include joint use facilities such as dormitories and kitchens. A campground may provide either seasonal and/or year-round collective water supply and sanitary wastewater disposal systems for serviced campsites or RV stalls, or it may provide communal washrooms and RV dumping stations. An RV in a campground may be parked on a designated camping stall year-round however, a “Campground” does not include and shall not be used as “Recreational Vehicle Storage” or a “Work Camp”. This use does not include “Recreational Vehicle Park” or “Resort” as defined in this Bylaw. The stalls in a campground may be held under rentals, leases or a bare land condominium.~~

Cannabis Production Facility means a building where federally approved cannabis plants, for either medical or recreational use, are grown, processed, packaged, tested, destroyed, stored or loaded for shipping, and that meets all applicable federal and provincial requirements.

Cannabis Retail Sales means a retail store licensed by the Province of Alberta where cannabis and cannabis accessories are sold to individuals who attend the premise and for which any sales are expressly authorized by Alberta Gaming, Liquor and Cannabis (AGLC). This use shall be a stand-alone use and not in conjunction with any other use.

Canvas Covered Structure means a framework structure covered by any fabric or any similar type of non-rigid sheathing and used to provide outdoor storage.

Car Wash means a building designed for the cleansing and vacuuming of motor 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 are kept within an enclosed building, and there are no accessory manufacture activities or fleet storage of more than four vehicles.

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 storage space for materials, construction equipment or vehicles normally associated with the contractor service. Any sales, display, office or technical support service areas shall be accessory to the principal general contractor use.

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. ~~This use does not include "Resort."~~

D

Day Care Facility means the use of a building, or portion of a building, for the provision of care, instruction, maintenance, or supervision of 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 a private dwelling unit where temporary care, development and supervision for periods not exceeding 24 consecutive hours is provided to 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.

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

Drive-In Theatre means a commercial facility on a parcel of land where movies are shown on an outdoor screen to customers who remain in their vehicle. Typically the facility will consist of a large outdoor screen, a projection booth, a concession stand, washroom facilities and a large parking/viewing area.

Duplex / Semi-Detached Dwelling means a residential building containing two attached dwelling units located either above and below or side by side, with separate access to each dwelling unit. The two dwelling units in a Duplex / Semi-Detached Dwelling are connected either by a common floor or

ceiling or by at least one common wall which extends from the foundation to the top of the first storey of both dwelling units.

Dwelling Unit, secondary to an approved use means a dwelling unit on property within a non-residential land use district, where a principal building or use has been legally established on the property prior to a development permit being issued in respect of the dwelling unit.

E

Emergency Service means fire protection, police, ambulance, rescue or similar services.

Entertainment Establishment means a facility where entertainment is provided ~~to the public~~, either exclusively or in combination with other activities and may, without restricting the generality of the foregoing, include a live theatre, ~~or a~~ cinema, or a convention centre, but does not include a drive-in theatre, a gambling establishment or an adult entertainment establishment. This use may include Food and/or Beverage Service as an accessory use.

Exploratory Excavation means excavation in preparation for intended construction to undertake a permitted or discretionary use in the applicable land use district, where a development permit application has been submitted but a decision has yet to be made by the Development Authority in respect of the application. Exploratory Excavation includes excavation for the purposes of gaining temporary access to a parcel, removing trees, confirming yard setbacks, locating existing utilities and exploring building foundation options, subject to the criteria specified in Schedule 3 of this Bylaw.

Extended Care Facility means a public or private health facility for the care or supervision of individuals, and containing overnight accommodation.

F

Farm Supplies and Service means the use of land or buildings for the sale, storage and distribution of grain (including grain elevators), livestock feed, fertilizer, chemicals and fuel used in agriculture.

Financial Institution means a development or use primarily for providing the service of banking or lending money, such as a bank, savings and loan institution, or credit union.

Food and/or Beverage Service means a facility where food and/or beverages are prepared and/or served on the premises and includes catering, a restaurant, a delicatessen, a bakery, a cafeteria, a brew pub and a licensed establishment serving alcoholic beverages, but excludes Drive-In Food Service.

Funeral Home means a development used for the arrangement of funerals, the preparation of the dead for burial or cremation, the holding of funeral services and the carrying out of cremations.

G

Gaming or Gambling Establishment means a building, or any portion thereof, which is used for the purpose of dealing, operating, maintaining or conducting any risk game played with cards, dice, or any mechanical device or machine, and may include the accessory sale of food and/or beverages.

Recreation Facility, Outdoor means a park, playground, or recreation area, including but not limited to hiking, biking, snow sledding, snowboarding, skiing, all-terrain vehicle (ATV), boating facilities, horse-riding, and/or walking trail, picnic grounds, golfing, outdoor rink, sports field, rodeo grounds, historic or archaeological site, an organizational group camp, or any similar facility or use of land or buildings, and may include associated uses incidental to the principal recreational use such as ~~a designated area for stalls or a group area for tents, recreational vehicles and/or cabins, dormitories,~~ dining or eating facilities and a concession booth.

~~**Recreational Vehicle Park** means the use of an area developed specifically and only for the occupancy of Recreational Vehicles (RVs) on stalls that are collectively serviced with potable water supply and wastewater disposal systems for either seasonal and/or year-round operation. An RV in a Recreational Vehicle Park may be parked on its designated stall year-round however, a “Recreational Vehicle Park” does not include and shall not be used as “Recreational Vehicle Storage” or “Work Camp” (see the definition for those land uses). A Recreational Vehicle Park may be developed in association with related recreational activities such as hiking, skiing or riding trails, picnic grounds, boating facilities and playgrounds. This use may include accessory buildings and uses such as an administrative office, washrooms, cooking and eating shelters, laundry facilities, recreational and entertainment facilities, a convenience retail operation, accommodation for the owner/operator, and a shed and a deck for each RV stall, subject to these items being identified in a Comprehensive Site Development Plan. An RV in a Recreational Vehicle Park may be parked on its designated stall year-round however, a “Recreational Vehicle Park” does not include and shall not be used as “Recreational Vehicle Storage” or “Work Camp”. The stalls in a Recreational Vehicle Park may be held under rentals, leases or a bare land condominium. Also see the definition of “Campground”. This use does not include “Campground” or “Resort” as defined in this Bylaw. The stalls in a Recreational Vehicle Park may be held under rentals, leases or a bare land condominium.~~

Recreational Vehicle and/or Manufactured Home Sales and Rentals means a facility for the retail sale or rental of new or used motorcycles, snowmobiles, tent trailers, boats, travel trailers, similar recreational vehicles, Manufactured Homes, bicycles, and skis and may include incidental maintenance services and sale of parts.

Recreational Vehicle Storage means a fenced compound used for the parking, wintering, or storing of trailers, motor homes, boats, quads, recreational vehicles and/or hauling structures licensed under the *Motor Vehicles Administration Act* for a specified fee paid to the owner or proprietor of the property. Sleeping accommodation (whether temporary, seasonal, long-term, or permanent) is not allowed in “Recreational Vehicle Storage”.

Recycling Facility means the use of land or buildings for the purchasing, receiving and/or temporary storage of discarded articles, provided that the use does not generate a detrimental effect or nuisance beyond the boundaries of the lot or site on which it is situated. A recycling facility may involve supplementary production of by-products or materials and includes bottle, can and paper recycling depots.

Renewable Energy Operation means a development that collects or produces energy (and in some cases marketable by-products, depending on the process utilized) from natural renewable resources or from waste, and transmits the energy off-site for distribution in the commercial marketplace. This may include energy collected or derived from the earth, the sun, flowing water, tides, the wind, or incineration of waste and various other materials.

~~**Resort** means a comprehensively planned and operated destination development held under a single certificate of title (i.e. unsubdivided) that offers recreational, educational, cultural, convention and/or conference facilities with or without resort visitor accommodation, in a location chosen for the unique qualities and attributes of its cultural or natural physical setting. Appropriate uses associated~~

~~with and that may be incorporated into a resort could include, but are neither required nor limited to resort accommodation as defined in this Bylaw, dwelling units in their various forms as defined in this Bylaw, golf course, ski hill, riding arena, tennis court, health spa, retail, personal service, and other uses suitable to the location and compatible with the land uses in the resort and adjacent land uses. This use shall not be interpreted to mean “Campground,” “Recreational Vehicle Park” or “Cultural Establishment” as defined in this Bylaw. The dwelling units in a resort may be held under timeshare, rental or lease, but shall not be subdivided.~~

Resource Extraction means those uses of land or buildings which are governed by the location of a natural resource, and which involve the extraction, storage and/or on-site processing of a natural resource, Resource extraction includes, but is not limited to, commercial logging and the extraction of surface materials.

Resource Processing means the use of land and/or buildings for the storage mixing, refining or other processing of natural resources including cement, gravel, sand and/or other surface minerals or timber that are transported to the subject site from the location where the resources were extracted.

Retail – Accessory means retail sales accessory to an approved principal use and shall not exceed 69.7 m² (750 ft²).

Retail – Store, Small means a singular retail premises up to 464.5 m² (5000 ft²) in size (not including those portions of the premises not used specifically for retail purposes) where goods, wares, merchandise, substances alcoholic beverages or articles are stored, offered or kept for sale at retail, and includes storage on or about the store premises of limited quantities of such goods, wares, merchandise, substances, articles or things sufficient only to service such a store. Typical examples of this use include but are not limited to a department store, a pharmacy, a business and office supply store and a retailer that primarily sells electronics, appliances, furniture, clothing or sporting goods. This use may include an accessory convenience food and/or beverage serving area. Where a retail store is engaged in the sale of alcoholic beverages, the retail store must be licensed by the Alberta Gaming, Liquor and Cannabis (AGLC). For uses involving the on-site consumption of alcoholic beverages, see “Food and/or beverage service.”

Retail – Store, Large means a singular retail premises exceeding 464.5 m² (5000 ft²) in size (not including those portions of the premises not used specifically for retail purposes) where goods, wares, merchandise, substances, alcoholic beverages or articles are stored, offered or kept for sale at retail, and includes storage on or about the store premises of limited quantities of such goods, wares, merchandise, substances, articles or things sufficient only to service such a store. Typical examples of this use include but are not limited to a department store, a pharmacy, a business and office supply store and a retailer that primarily sells electronics, appliances, furniture, clothing or sporting goods. This use may include an accessory convenience food and/or beverage serving area. Where a retail store is engaged in the sale of alcoholic beverages, the retail store must be licensed by the Alberta Gaming, Liquor and Cannabis (AGLC). For uses involving the on-site consumption of alcoholic beverages, see “Food and/or beverage service.”

Retail – Shopping Mall means a unified concentration of retail stores, offices and service establishments of the types listed as permitted or discretionary uses in the applicable land use district.

Riding Arena means a compound designed for the housing, bedding or confinement of four-legged animals used for riding purposes, but does not include the structures associated with the raising of livestock under Agriculture as defined in this Bylaw.



solely to accommodate a person or persons, whose function is to provide surveillance, maintenance and/or security for a development provided for in the land use district.

T

Temporary Auto Sales means the temporary use of land for the purpose of the sale of new or used motor vehicles, but does not include auto repairs.

Temporary Storage Yard means development used exclusively for temporary outdoor storage of goods, materials, vehicles or equipment where such storage does not involve the construction of a permanent building, the establishment of business operations on the same site as the temporary outdoor storage, or the material alteration of the existing state of the land. Typical uses include the temporary storage of construction vehicles, equipment and materials and/or a maximum of one recreational vehicle which shall not be occupied or otherwise used as temporary sleeping accommodation.

Tourism Accommodation, Small means a development that is comprehensively planned and designed, subject to the standards established in this Bylaw, for the recreational occupancy of a minimum of four units of resort accommodation and/or camping accommodation (both as defined in this Bylaw). Except to the extent that may be approved under provisions in Schedule 4 Standards of Development in this Bylaw, Tourism Accommodation, Small is not typically intended for residential occupancy (as defined in this Bylaw). The use shall not be interpreted to include "Recreational Vehicle Storage" or a "Work Camp" or any other use that is listed separately in the applicable land use district. The subject property shall be held in a single certificate of title and shall not be subdivided in any form (long-term leases are allowed if the Land Titles Office will register such an instrument on the certificate of title).

Tourism Accommodation, Large means a development that is comprehensively planned and designed, subject to the standards established in this Bylaw, for the recreational occupancy of a minimum of four units of resort accommodation and/or camping accommodation (both as defined in this Bylaw). Except to the extent that may be approved under provisions in Schedule 4 Standards of Development in this Bylaw, Tourism Accommodation, Large is not typically intended for residential occupancy (as defined in this Bylaw). The use shall not be interpreted to include "Recreational Vehicle Storage" or a "Work Camp" or any other use that is listed separately in the applicable land use district, but it may include a storage area for ATVs, snowmobiles, boats, and/or other recreational equipment for the sole purpose of storing equipment used by the occupants of the Tourism Accommodation and only if provision for such a storage area has been approved in the Comprehensive Site Development Plan. The subject property may be subdivided as a bareland condominium plan (which may be a requirement under certain provisions in Schedule 4 of this Bylaw), but it shall not be subdivided as fee simple lots (long-term leases are allowed if the Land Titles Office will register such an instrument on the certificate of title).

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 hotel, hostel, motel, or Short-Term Rental / Bed & Breakfast.

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.

to be part of the building that it is attached to, and it is subject to the provisions for projections into yard setbacks. Also see “Deck”, “Patio” and “Porch.”

Basement means any storey of a building of which the ceiling level is less than 1.8 metres (6 ft) above the average finished surface level of the surrounding ground.

BearSmart means the Alberta BearSmart Program which provides information on how to reduce human-bear conflicts while achieving the goals of keeping people safe, helping bear populations survive and reducing property damage and costs.

Berm means a dyke-like earthen or rock form used to separate incompatible areas or functions, or constructed to protect the site or district from vehicular road or other noise.

Boulevard means that portion of a public roadway that lies between a curb and the boundary of a lot or parcel.

Brew pub means a licensed “Food and/or Beverage Service” establishment that includes the brewing of malt beverages (beer, ale, etc.) in compliance with applicable provincial laws, for on-site consumption and/or retail or wholesale distribution. The establishment may include live entertainment but does not include a Bottling Plant.

Buffer means a row of trees, hedges, shrubs or landscaped berm planted or constructed to provide visual screening and separation between uses, buildings, sites or districts.

Building has the same meaning as it has in the *Municipal Government Act* and in addition includes a structure but does not include a recreational vehicle or other types of wheeled / mobile units.

Building footprint means the shape of the building where it sits on the parcel. If an outline of the building could be drawn on the ground along the exterior of the foundation wall where it sits and then the building is removed, the footprint is the shape that was drawn around the building. Changing the footprint of the building means adding to it or removing from it in such a way that this outline would be altered.

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” and, depending on the facilities and services provided in the “Tourism Accommodation”, either has its own cooking, laundry and

~~washroom facilities or has access to communal cooking, laundry and washroom facilities. A cabin is not a dwelling unit and is not typically intended for residential occupancy (as defined in this Bylaw). Cabin means a seasonal habitable dwelling unit of not more than 46.5 m² (500 ft²) complete with sleeping, cooking and washroom facilities that is located in a Campground, a Resort, a Recreation Facility or other similar use.~~

~~**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.

Carpport 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.

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

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

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

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

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

Conceptual scheme means a detailed site layout plan for piece of land which:

utilities and other services to be provided by the permit holder as a condition of development approval or subdivision approval, provided the agreement is in accordance with the relevant provisions of the *Municipal Government Act*, as amended.

Development Authority means the Development Officer and/or the Municipal Planning Commission and/or the Subdivision and Development Appeal Board and/or Council as provided for in this Bylaw.

Development permit means a document issued pursuant to this Bylaw authorizing a development.

Direct control means a land use designation attributed to a piece of land for exercising specific land use regulations and uses in accordance with the relevant provisions of the *Municipal Government Act*, as amended.

Discretionary use means the one or more uses of land or buildings that are described in Schedule 2 within the land use classifications that are required to be approved by the Municipal Planning Commission, or by the Development Officer for those discretionary uses as may be provided for in this Bylaw.

District means a district established under Schedule 1 of this Bylaw.

Domestic animal means an animal that is kept by a household for domestic purposes. A domestic animal may include the following: cat, dog, ferret, gerbil, guinea pig, hamster, rabbit, iguana or small non-poisonous amphibians, reptiles, caged birds, and other similar animals typically sold in pet stores and kept as pets. The Development Authority may include other animals as domestic animals on a case-by-case basis after due consideration of the potential impact on neighbouring property and residents.

Drive-in business means an establishment with facilities for on-site service to customers who remain in their motor vehicles.

Dwelling unit ~~means one or more self-contained rooms provided with sleeping, cooking and sanitary facilities intended to be inhabited by a household. No land use that involves a dwelling unit shall be interpreted to include a recreational vehicle, and the use of a recreational vehicle as a dwelling unit is restricted to those purposes provided for in Schedule 4, Section 39 of this Bylaw, and the placement of a recreational vehicle in a Campground or a Recreational Vehicle Park.~~ means a building or portion of a building consisting of one or more rooms that provide(s) a cohesive self-contained area with sleeping, cooking and sanitary facilities intended to be inhabited and used by a household for residential occupancy as opposed to recreational occupancy (both as defined in this Bylaw). Camping Accommodation such as a cabin, a recreational vehicle, and a recreational vehicle "Cottage Model" and some forms of Resort Accommodation are deemed to not be a dwelling unit.

E

Easement means a right held by one party in land owned by another, typically for access or to accommodate a public utility.

Eaveline means the overhanging portion of a roof beyond the exterior walls of a building.

Embankment means an earth bank constructed so that it is raised above the immediately surrounding land, with the specific purpose to redirect water or prevent flooding by a river, lake, canal, or other water body, or to carry a road, railway, or canal across a low-lying area.

Environmental audit means the process of determining the impact of proposed projects on the environment.

- (a) a local road,
- (b) a service road,
- (c) a street,
- (d) an avenue, or
- (e) a lane.

Public thoroughfare means any pathway, sidewalk, bridge, lane, service road, local street, collector street, arterial street, or highway.

Public utility means the municipally owned or franchise owned infrastructure, property and / or right-of-way or easement for one or more of the following:

- (a) water service;
- (b) wastewater service;
- (c) stormwater drainage and retention facility;
- (d) gas;
- (e) electricity;
- (f) telecommunication;
- (g) any other things prescribed by the Lieutenant Governor in Council by regulation, but does not include those systems or facilities referred to in subclauses (a) to (f) that are exempted by the Lieutenant Governor in Council by regulation.

Q

Quarter section means a titled area of approximately 64.8 hectares (160 acres).

Quarter section, unsubdivided means a titled area of 64.8 hectares (160 acres) more or less, but excluding road widening, previous subdivision for school sites and other public uses.

R

Ready-to-move (RTM) home means a factory-built dwelling unit other than a Manufactured Home.

Real property report (RPR) means a legal document that illustrates in detail the location of all relevant, visible public and private improvements relative to property boundaries.

Recreational occupancy – means the infrequent, temporary, short-term and/or seasonal occupancy of a dwelling unit, or a resort accommodation unit, or a camping accommodation unit.

Recreational vehicle means a vehicular unit, which is designed ~~for as a~~ temporary or seasonal ~~occupancy dwelling~~ for travel, recreational and vacation use, and which is either self-propelled, ~~or~~ mounted on, or pulled by another vehicle. Examples include but are not limited to a motorhome, a fifth-wheel, a travel trailer, a camping trailer, a truck camper, a motorhome, a fifth-wheel trailer, a van, a Recreational Vehicle that conforms to the CSA-Z240 Standard for Recreational Vehicles (i.e. a Recreational Vehicle - Park Model Trailer), a tent trailer, or a boat, but does not include any vehicle or trailer over 2.6 m (8 ft 6 in.) in transit mode width, a Manufactured Home, or a Recreational Vehicle – Park Model Recreational Unit (CSA-Z241). ~~A Recreational Vehicle is not a dwelling unit and is not typically intended for residential occupancy (as defined in this Bylaw).~~

Recreational Vehicle - Park Model Recreational Unit (“Cottage Model”) means a living unit, conforming to the CSA-Z241 standard, built on a single chassis mounted on wheels which may be

removed. The unit is designed to facilitate occasional relocation using a special tow vehicle and requiring a highway movement permit to tow the unit. It has living quarters for ~~a temporary or seasonal occupancy~~residence or seasonal use. It is typically skirted once installed ~~in a location on the parcel~~. It is typically connected to those public or private utilities necessary for the operation of installed fixtures and appliances, with a maximum CSA approved 50 ~~Ampamp~~ interior electric panel. The transit mode width of this unit exceeds 2.6 m (8 ft 6 in). The maximum size of a Recreational Vehicle - Park Model Recreational Unit is 55 m² (600 ft²). A Recreational Vehicle – Park Model Recreational Unit is not allowed to be placed on a basement or other permanent foundation. This ~~definition and use~~ does not include a “Manufactured Home” or a “Recreational Vehicle”. A Recreational Vehicle - Park Model Recreational Unit (“Cottage Model”) is not a dwelling unit and is not typically intended for residential occupancy (as defined in this Bylaw).

Regionally sensitive area means lands within the municipality that are or may be environmentally sensitive including, but not limited to:

- (a) a swamp;
- (b) a gully, ravine or coulee;
- (c) an escarpment;
- (d) a natural drainage course;
- (e) riparian lands adjacent to the beds and shores of rivers, streams, creeks, water bodies, or natural drainage courses;
- (f) wetlands;
- (g) lands subject to flooding, including flood risk areas, floodways, and flood fringe;
- (h) unstable lands;
- (i) contaminated lands;
- (j) a public park;
- (k) a designated historic or archaeological site;
- (l) an environmentally significant area; or
- (m) a forest reserve.

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”.

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.

Resort accommodation ~~means buildings within an approved “Tourism Accommodation” for the recreational occupancy of cabins (as defined in this Bylaw), “Apartment Building”, “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).~~ ~~means accommodation inside a “Resort”, as defined in this Bylaw, for visitors to the resort, which may be in the form of apartments, cabins, hotels, lodges, recreational vehicles (but not as a stand-alone “Campground” or “Recreational Vehicle Park” as defined in this Bylaw) or other dwelling units in their various forms 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 – 2019 Alberta Edition pursuant to the *Safety Codes Act*, Chapter S-1, RSA 2000, as amended.

Screening means a fence, berm or landscaping, or any combination thereof, used to visually separate areas or functions which detract from the urban street or neighbouring land uses.

Seasonal means a use that coincides with weather-related or cultural times of the year.

Self-contained means a dwelling unit providing sleeping, cooking and washroom facilities.

Service connection means, in respect of a municipal water or wastewater utility, the portion of the public utility running from the main line to a building or other place on a lot for the purpose of providing utility service to the lot. Where the public utility is municipally owned, the responsibility for constructing, maintaining and repairing the portion of the service connection running from the main line to the lot boundary lies with the Municipality. By implication, the landowner is responsible for constructing, maintaining and repairing the portion of the service connection between the lot boundary and the building, including the associated cost. As a term of supplying utility service to a lot, the Municipality may make the owner of the lot bear the costs associated with constructing, maintaining and repairing the portion of the service connection running from the main line to the lot boundary.

Service road means a road located adjacent to a Provincial highway or local road, which is intended to provide access to one or more subdivided parcels.

Serviced, Collectively or Communally means a system of pipes designed, constructed, or installed as a collective or communal means of water supply or sewage disposal, where the water supply source or the final sewage disposal and treatment is either privately-owned on-site or publicly-owned off-site (municipal infrastructure), and to which two or more properties are connected.

Shall means that the action is mandatory.



Subdivision and Development Appeal Board means the tribunal established, by bylaw, to act as the municipal appeal body for subdivision and development pursuant to the relevant provisions of the Act.

Subdivision and Development Regulation means the *Matters Relating to Subdivision and Development Regulation (Alberta Regulation 84/2022)*, established and amended from time to time by order of the Lieutenant Governor in Council pursuant to the *Municipal Government Act*.

Subdivision approval means the approval of a subdivision by a subdivision approving authority.

Subdivision Authority means the person or body empowered by a bylaw of Council to approve a subdivision.

T

Tandem parking space means a parking space that is located behind another parking space and which, if used, prevents the other space from being accessed by a motor vehicle.

Telecommunication means infrastructure required for the distribution or reception of telephone, cable, and internet services, but excludes a Communication Structure and a Communication Antenna as defined in this Bylaw.

Temporary development means a development for which a development permit has been issued for a limited time period.

Tenant means a person who rents, leases or sub-leases, through either a written or oral agreement, real property from another individual or entity.

This Bylaw means the Municipality of Crowsnest Pass Land Use Bylaw No. 1165, 2023 as amended.

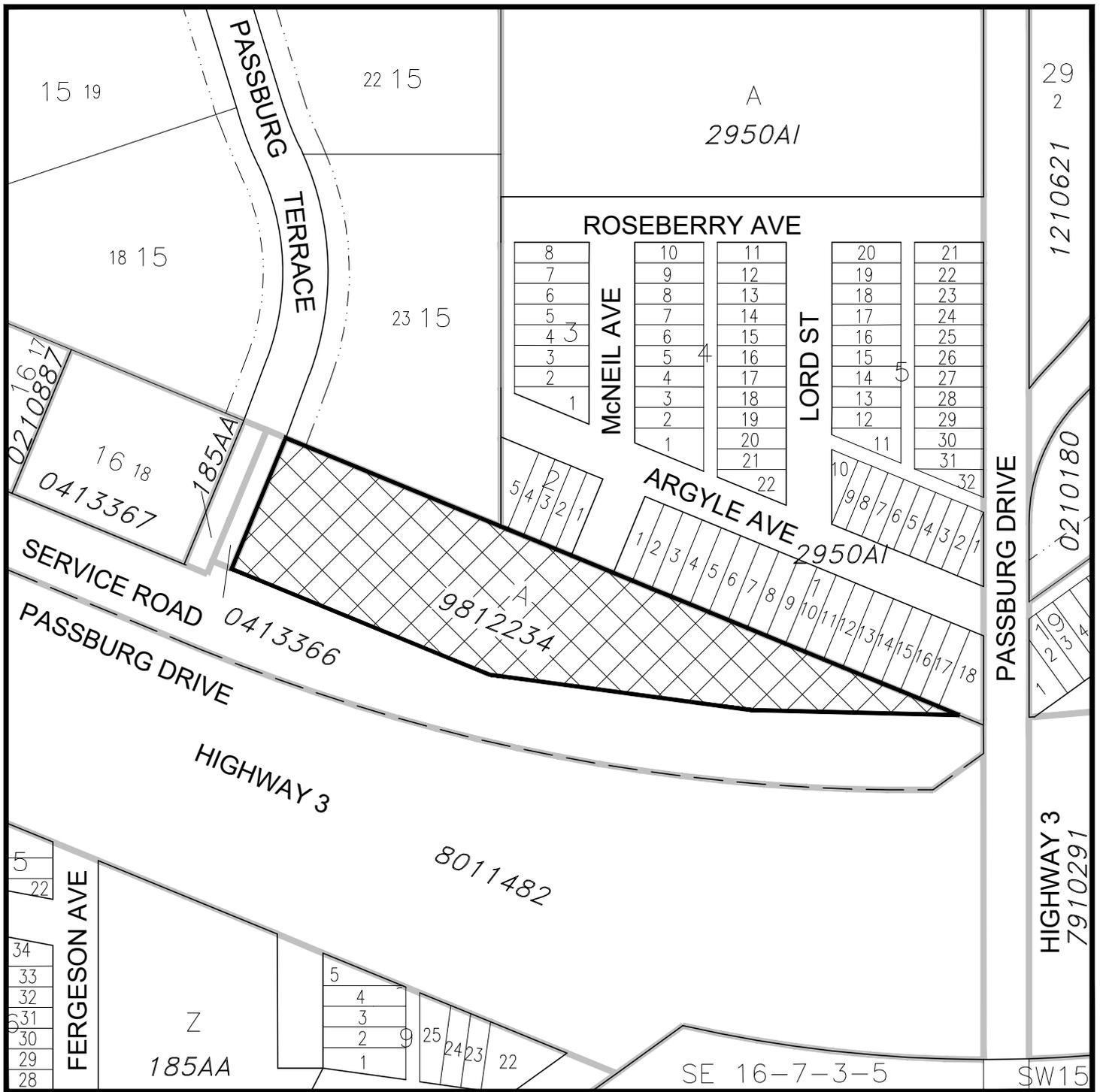
Tourist Home Rental Unit means the building or portion thereof and the entire premises contained in a certificate of title that are rented as a single reservation to a party who occupies either the entire building or a portion thereof and the entire premises for the rental period.

Transport trailer means a rectangular steel structure mounted on a series of axles and wheels used to haul merchandise while being towed by a transport truck licensed under the *Motor Vehicles Administration Act* or subsequent provincial legislation.

U

Unenclosed means an area, a space, a building or a structure that is permanently open on at least one side, while it may be roofed.

Urban Area means, regardless of the land use district in which a parcel is located, the communities of Hillcrest, Bellevue, Frank, Blairmore and Coleman where the Municipality in general terms provides, operates, and maintains either or both municipal water and municipal wastewater infrastructure that is either presently available for service connections or could be brought to a state of readiness and availability for service connections. The extent of an urban area generally corresponds with but is not restricted by the delineation of the “built-up areas” identified in the Municipal Development Plan.



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'B'**

Bylaw #: 1182, 2024
Date: _____



FROM: Drive-In Commercial C-2

TO: Non-Urban Tourism Accommodation and Recreation - NUTAR

BLOCK A, PLAN 9812234 WITHIN SE 1/4 SEC 16, TWP 7, RGE 3, W 5 M

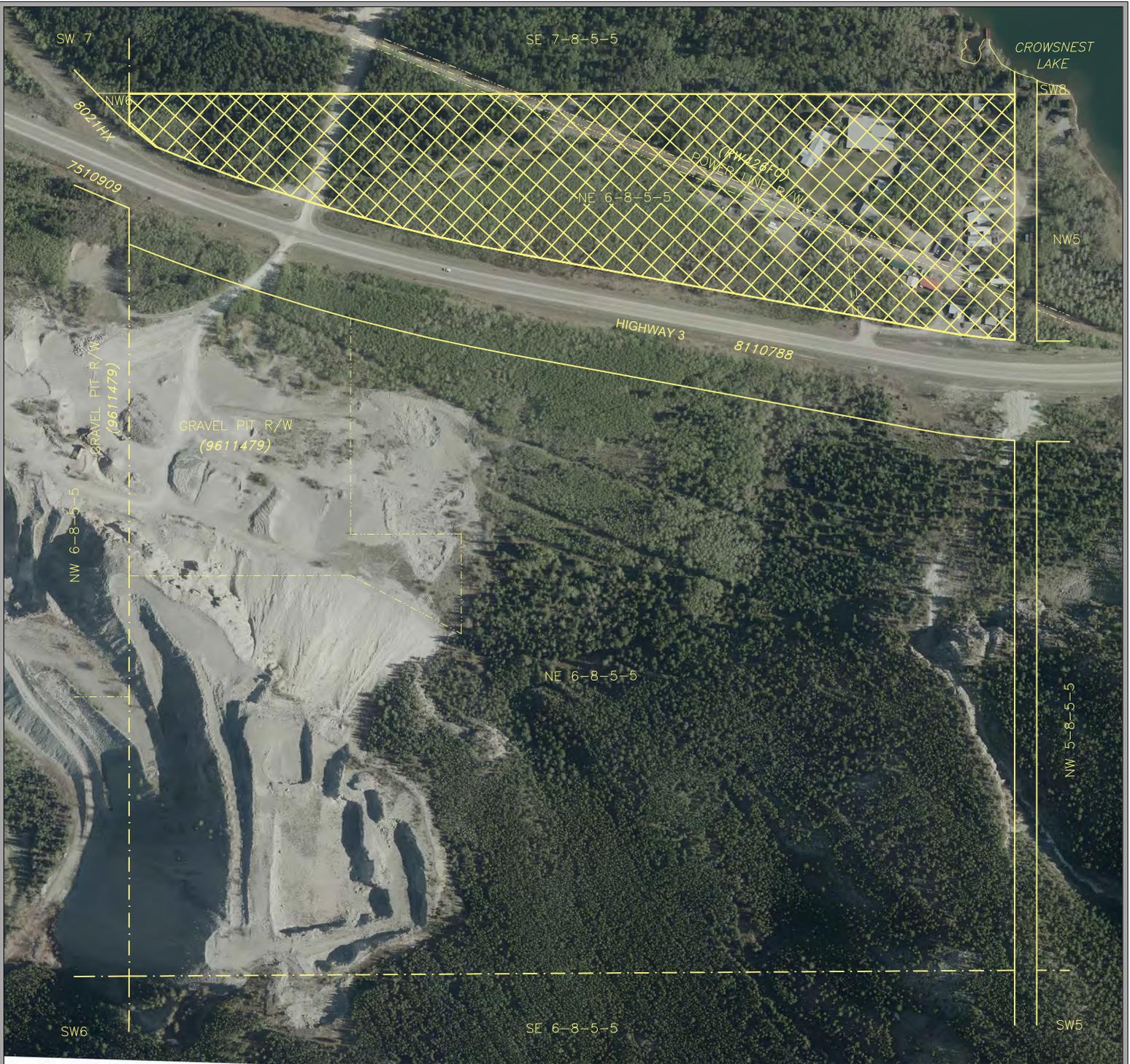
CONTAINING 1.46±ha(3.60±ac)

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: APRIL 12, 2024



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 'C'**

Aerial Photo Date: May 19, 2021



FROM: NON-URBAN AREA NUA-1

TO: NON-URBAN TOURISM ACCOMMODATION AND RECREATION - NUTAR

PORTION OF NE 1/4 SEC 6, TWP 8, RGE 5, W 5 M

CONTAINING 11.95±ha (29.5±ac)

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: APRIL 15, 2024

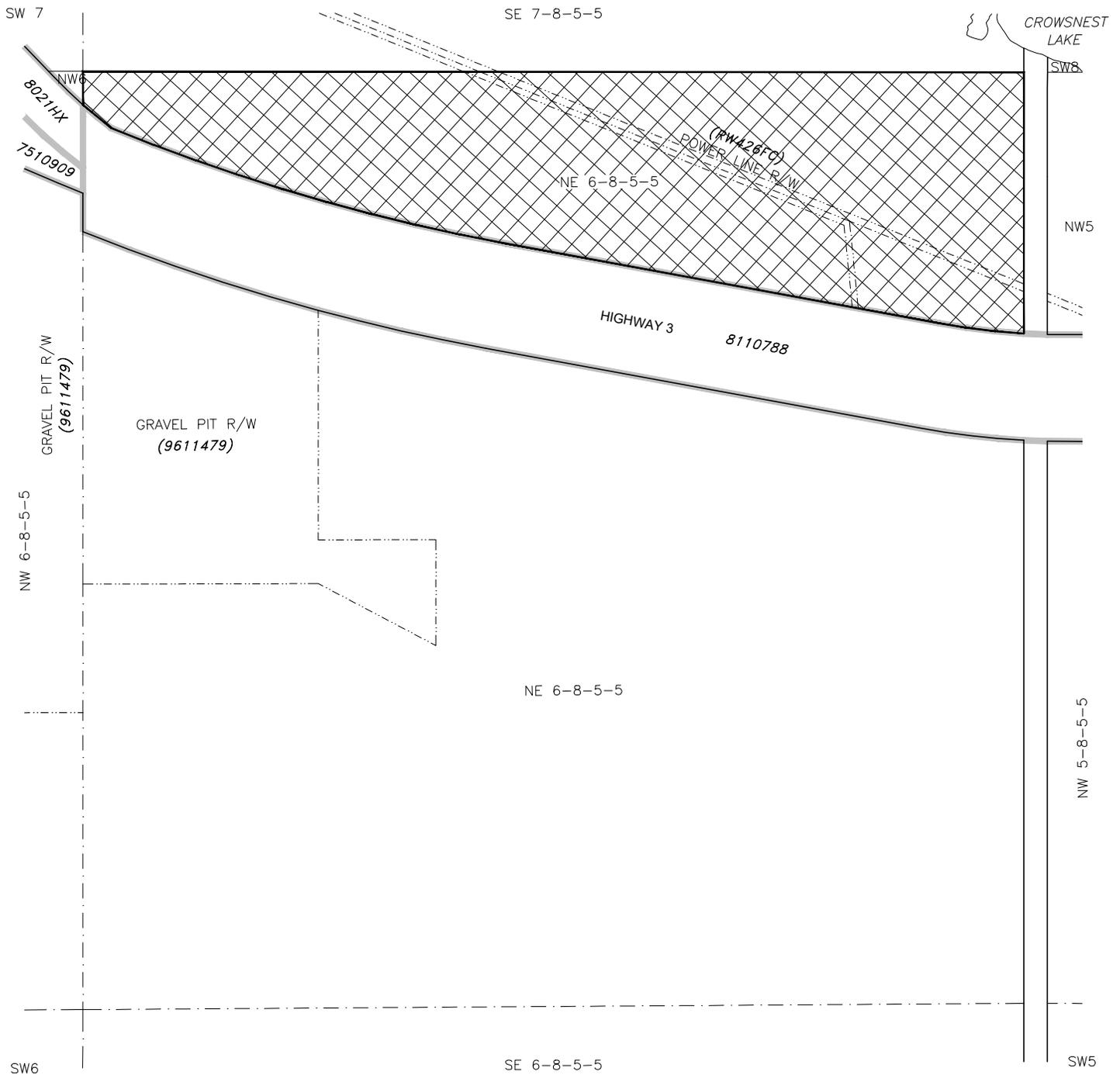
Bylaw #: 1182, 2024

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"



LAND USE DISTRICT REDESIGNATION SCHEDULE 'C'



FROM: NON-URBAN AREA NUA-1
TO: NON-URBAN TOURISM ACCOMMODATION AND RECREATION - NUTAR

PORTION OF NE 1/4 SEC 6, TWP 8, RGE 5, W 5 M

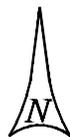
CONTAINING 11.95±ha (29.5±ac)

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: APRIL 15, 2024

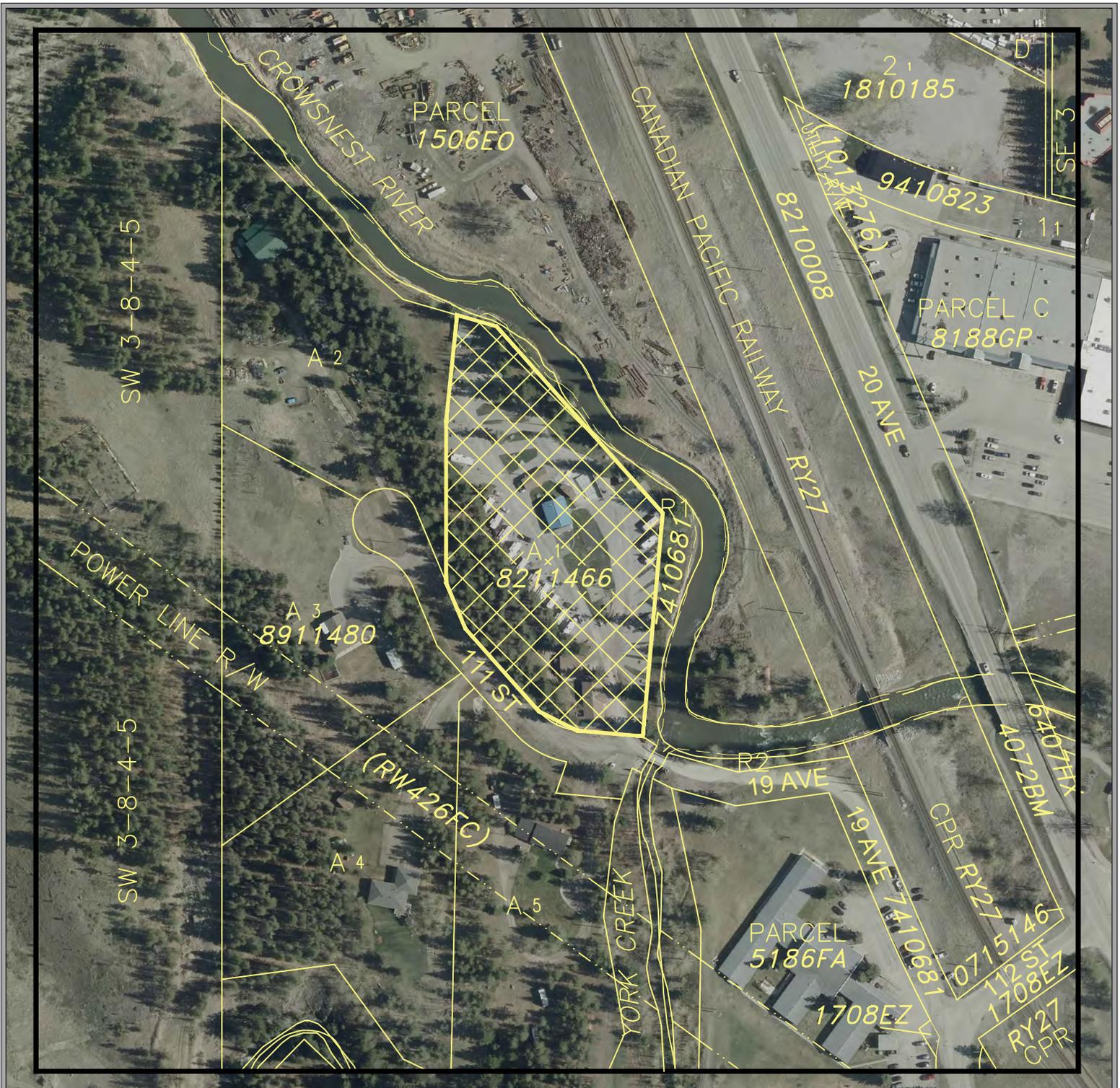
Bylaw #: 1182, 2024

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"



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'D'**

Aerial Photo Date: May 19, 2021



FROM: Drive-In Commercial C-2

TO: Urban Tourism Accommodation and Recreation - UTAR

LOT 1, BLOCK A, PLAN 8211466 WITHIN

SE 1/4 SEC 3, TWP 8, RGE 4, W 5 M CONTAINING ±1.329±ha

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: APRIL 12, 2024

Bylaw #: 1182, 2024

Date: _____

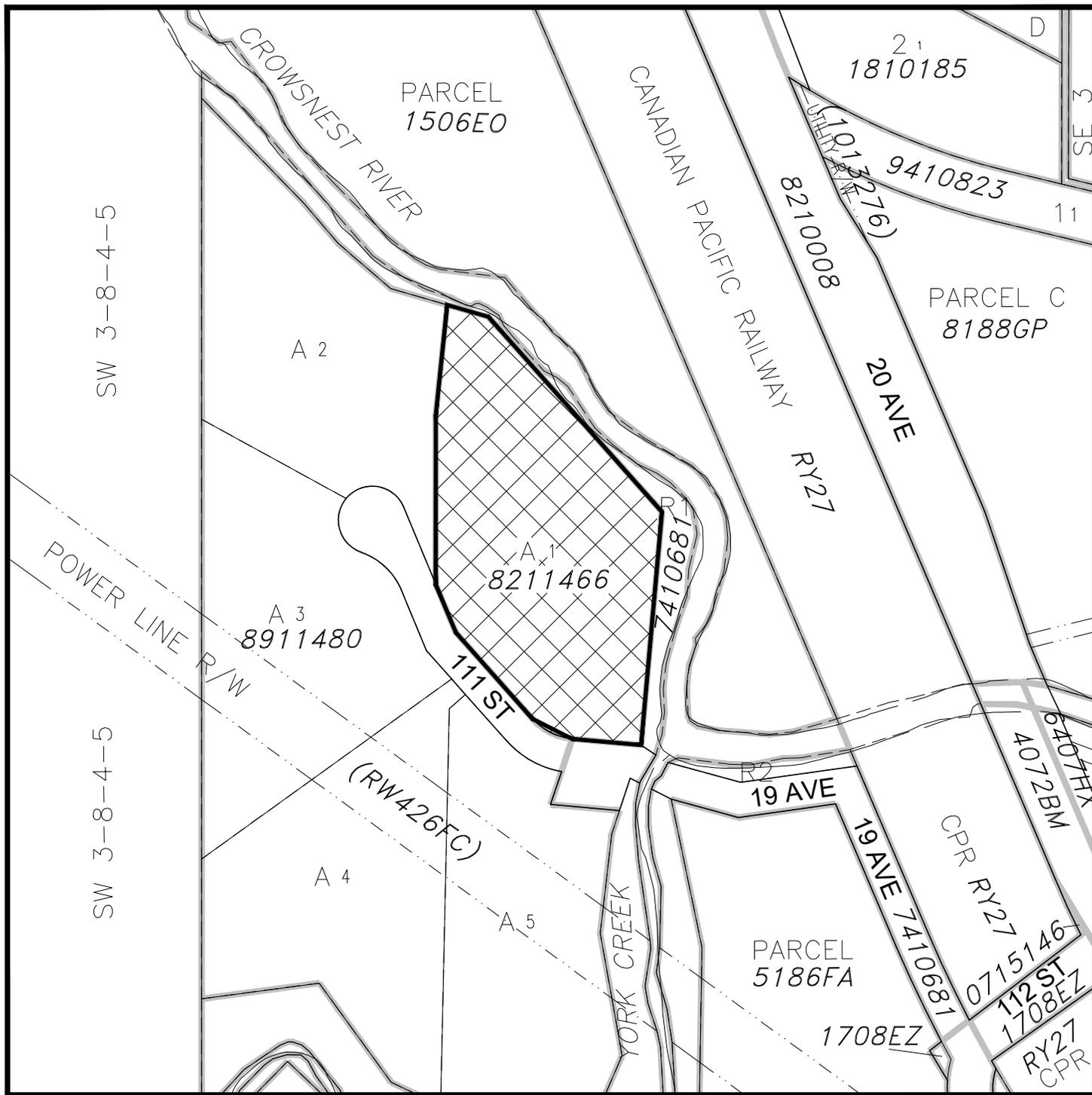


OLDMAN RIVER REGIONAL SERVICES COMMISSION

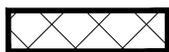
0 Metres 50 100 150 200



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"



**LAND USE DISTRICT REDESIGNATION
SCHEDULE 'D'**



FROM: Drive-In Commercial C-2

TO: Urban Tourism Accommodation and Recreation - UTAR

LOT 1, BLOCK A, PLAN 8211466 WITHIN

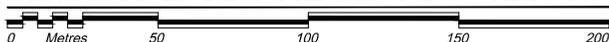
SE 1/4 SEC 3, TWP 8, RGE 4, W 5 M CONTAINING ±1.329±ha

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: APRIL 12, 2024

Bylaw #: 1182, 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"

	UTAR	NUTAR	GROWTH NODE Additional Standards
Location	Within or on the edge of the urban areas.	Outside or on the edge of the urban areas.	Depending on the growth node location, either inside or outside of the urban areas.
Uses	<ul style="list-style-type: none"> • Recreational Facility Indoor (Small) is a discretionary use 	In addition to the UTAR uses: <ul style="list-style-type: none"> • Drive-In Theatre, • Recreational Facility Indoor (Large), • Recreational Facility Indoor (Small) is a permitted use. • Recreation Facility, Outdoor • Recreational Vehicle Storage • Riding Arena • Tourism Accommodation (Large) 	Same
Lot Size	Minimum: None Maximum: 3 acres	No minimum or maximum	Same
Minimum Habitable Floor Area	None	None	None
Other Standards	As approved in a Comprehensive Site Development Plan (CSDP)	As approved in a Comprehensive Site Development Plan (CSDP)	<ul style="list-style-type: none"> • As approved in CSDP • For “camping accommodation” there is an expectation of increased standards and higher quality of development: paved internal roads, uniform development (stall layout, fencing, accessory structures, high quality landscaping), full services (i.e. “camping equipment” would be prohibited).
Parking	No parking on municipal streets	No parking on municipal streets	No parking on municipal streets
Servicing	<ul style="list-style-type: none"> • Shall connect to municipal services. • Collective or communal • Year-round or seasonal 	<ul style="list-style-type: none"> • May connect to municipal services. • Collective or communal • Year-round or seasonal 	<ul style="list-style-type: none"> • UTAR district is required to connect to municipal services even outside of urban growth node. • NUTAR district shall connect to municipal services when located in urban growth node. • Collective or communal • Year-round or seasonal

	Tourism Accommodation (Small)	Tourism Accommodation (Large)	GROWTH NODE Additional Standards
Location	<ul style="list-style-type: none"> • UTAR - within and on the edges of urban areas • NUTAR – outside and on the edges of urban areas 	NUTAR only – outside and on the edges of urban areas	Depending on the growth node location, either in UTAR or in NUTAR
Accommodation types	<ul style="list-style-type: none"> • Camping Accommodation – tents, RV’s, cabins, glamping. • Resort Accommodation – cabin, single detached, duplex, multi-unit, apartment. 	<ul style="list-style-type: none"> • Same 	<ul style="list-style-type: none"> • Same, but for “camping accommodation” there is an expectation of increased standards and higher quality of development: paved internal roads, uniform development (stall layout, fencing, accessory structures, high quality landscaping), full services (i.e. “camping equipment” would be prohibited).
Ownership	<ul style="list-style-type: none"> • The development must be held in a single certificate of title - not allowed to subdivide • Long-term lease is possible • A percentage of the units could be used for residential occupancy (i.e. more “permanent” than recreational occupancy – this is already in the current land use bylaw). 	<ul style="list-style-type: none"> • The development is allowed to subdivide but only as a bareland condominium • Long-term lease is possible • A percentage of the units could be used for residential occupancy (i.e. more “permanent” than recreational occupancy – this is already in the current land use bylaw). 	<ul style="list-style-type: none"> • Same • For “camping accommodation” a form of ownership is required (as opposed to random rental), such as bareland condominium subdivision or long-term leases.
Residential Occupancy vs. Recreational Occupancy	Primarily a recreational occupancy that is not typically intended for residential occupancy, but the Development Authority may allow residential occupancy in a Comprehensive Site Development Plan.		
Relative to Court Order - Block B Plan 7510370	Cabins as approved in the existing site plan are a permitted use. Additional accommodation types will be a discretionary use and may be refused, the same as any other property.		

Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems

Part 4 Wastewater Systems Guidelines for Design, Operating and Monitoring of a Total of 5 Parts

March 2013

**TABLE 4.1
EXPECTED VOLUME OF SEWAGE PER DAY***

Place	Estimated Sewage Flow Litres (gallons) Per Day
Assembly Halls	32 (7) per seat
Campsite	80 (18) per campsite
Churches	23 (5) per seat
with kitchen	32 (7) per seat
Construction Camps	225 (50) per person
Day Care Centre	113 (25) per child
Dwellings <i>all forms of dwellings</i>	675 (150) per bedroom
Golf Clubs	45 (10) per member
with bar and restaurant add	113 (25) per seat
Hospital	
(no resident personnel)	900 (200) per bed
Industrial and Commercial Buildings	
(does not include process water or cafeteria)	45 (10) per employee
(with showers)	90 (20) per employee
Institutions	
(resident)	450 (100) per resident
Laundries	
(coin operated)	1800 (400) per machine
Liquor Licence Establishments	113 (25) per seat
Mobile Home Parks	1350 (300) per space
Motels / Hotels	90 (20) per single bed
Nursing and Rest Homes	450 (100) per resident
Office Buildings	90 (20) per employee
Recreational Vehicle Park	180 (40) per space
Restaurants	
24-Hour	225 (50) per seat
Not 24-Hour	160 (35) per seat



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 23, 2024

Agenda #: 7.d

Subject: Bylaw 1186, 2024 - Amendment to the Water Services Bylaw - First Reading

Recommendation: That Council gives first reading of Bylaw 1186, 2024.

Executive Summary:

Administration is bringing forth an amendment to the lawn and garden watering time. Research shows that the best time to water is from sunrise to mid-morning (approximately 6am - 10am), as the cooler air and calmer breezes allow water droplets to reach the roots before evaporating. The second best time is in the late afternoon (approximately 4pm - 6pm), where evaporation is not as much of a concern, however there is still some sunlight remaining to allow the foliage to dry out. It is not recommended to water in the later evening or overnight as this can cause the moisture to rest in the soil at the roots and on top of the foliage, and can encourage it to rot or develop fungus. Watering during the day is not recommended as much of the moisture is lost to evaporation before it is able to be absorbed into the soil.

Relevant Council Direction, Policy or Bylaws:

Bylaw 560, 2001 - consolidated

Discussion:

The amendments are allowing for watering to start at 4am, primarily to allow those with timed sprinkler systems to start watering their lawns in the earlier morning hours if they wish. While not necessarily optimal for plant health, there are no concerns from an evaporation perspective.

While the amendments are allowing for an earlier start in the evening, it did not alter the end time of 11:00 pm, which residents may be accustomed to. Here again, while not necessarily optimal for plant health, there are no concerns from an evaporation perspective.

Overnight watering will still be restricted, as it is more likely to cause excessive watering occurring as sprinklers could be forgotten and left on when people are sleeping. Also there is no plant health benefit to overnight watering.

A provision is included to minimize watering during rain events, and to minimize runoff into the roadway from overwatering. These provisions are to encourage responsible watering and only to apply water as needed by plant materials.

Analysis of Alternatives:

- Council can give first reading to Bylaw 1186, 2024.
- Council can request amendments to Bylaw 1186, 2024.
- Council can move first, second and third reading of Bylaw 1186, 2024.

Financial Impacts:

N/A

Attachments:

[1186, 2024, Amending The Water Bylaw.docx](#)

[560, 2001 - Regulation of Water System and Rates - CONSOLIDATED to 1140, 2023.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1186,2024
Amending the Water Services Bylaw

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta for the purpose of amending the Water Services Bylaw No. 560, 2001

WHEREAS the Municipality of Crowsnest Pass adopted Bylaw No. 560, 2001, being the Water Services Bylaw, to make provisions for the management and control of the water work system of the Municipality of Crowsnest Pass;

AND WHEREAS the Municipality of Crowsnest Pass deems it advisable to amend the Water Services Bylaw;

AND WHEREAS pursuant to section 191 of the *Municipal Government Act* a council is authorized to amend a bylaw;

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

1. This Bylaw may be cited as “Bylaw No 1186, 2024 amending the Water Services Bylaw.”
2. That this Bylaw shall amend the Water Services Bylaw as follows:

2.1 Within Schedule “C”, the watering times shall be deleted and replaced with the following:

During the months of May through September inclusive, outside sprinkler water will be allowed on the following basis:

*Residents with **EVEN** house numbers may water on Tuesdays, Thursdays and Saturdays between the hours of 4:00 AM to 10:00 AM and 4:00 PM to 11:00 PM*

*Residents with **ODD** house numbers may water on Wednesdays, Fridays and Sundays between the hours of 4:00 AM to 10:00 AM and 4:00 PM to 11:00 PM*

*There shall be **NO** outside water between the hours of 10:00 AM and 4:00 PM nor between the hours of 11:00 PM and 4:00 AM*

Effort shall be made to minimize watering during rain events and to minimize runoff into the roadway from overwatering.

*There shall be **NO** watering on Mondays*

*Special 21 Day permits will be made available, **ONCE PER YEAR**, at the municipal office at **NO CHARGE**, for exceptions to this policy for newly seeded or newly sodded lawns or other extraordinary circumstances which would allow them to water outside the restricted hours.*

3. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
4. This Bylaw shall come into force and effect as of third reading of this bylaw.

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

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

READ a **third and final** time in council this _____ day of _____ 2024.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Date of Consolidation: June 19, 2023

Consolidation of Bylaw No. 560, 2001

Municipality of Crowsnest Pass

REGULATION OF THE WATER SYSTEM AND TO ESTABLISH A TARIFF FOR WATER RATES

Adoption June 5, 2001

As Amended By:

Bylaw No. 622, 2004 adopted March 23, 2004

Bylaw No. 1140, 2023 adopted April 25, 2023

MUNICIPALITY OF CROWSNEST PASS

BY-LAW NO. 560, 2001

A BYLAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ABERTA TO PROVIDE FOR THE REGULATION OF THE WATER SYSTEM AND TO ESTABLISH A TARIFF FOR WATER RATES

WHEREAS, it is expedient to make provisions for the management and control of the water works system of the Municipality of Crowsnest Pass and to provide rules and regulations for the laying of house sewer and water lines and to establish a tariff of water rates and charges:

NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, pursuant to the Municipal Government Act, R.S.A. 1994, Chapter M-26.1 with amendments thereto, ENACTS AS FOLLOWS:

1. This by-Law may be cited as the, "Water Service By-Law" of the Municipality of Crowsnest Pass. Where the terms of this By-Law conflict with the provisions of any other Bylaw of the Municipality of Crowsnest Pass, this By-Law shall prevail.

DEFINITIONS:

2. In this By-law unless the context otherwise requires;
 - (a) "C.A.O." means the Chief Administrative Officer of the Municipality of Crowsnest Pass as appointed by Municipal Council and includes any person authorized by him or the Municipality to act for or carry out the duties of the Chief Administrative Officer to the extent that authorization is given.
 - (b) "Plumbing Inspector" means the Plumbing Inspector appointed by Council of the Municipality of Crowsnest Pass.
 - (c) "Public Works Superintendent" means the Public Works Superintendent for the Municipality of Crowsnest Pass or person authorized by him or by the Municipality to act for or carry out the duties of the Public Works Superintendent.
 - (d) "Service Connection" means the portion of water or sewer service between the main and the outer limit of the public right-of-way.
 - (e) "Director of Finance" means the Director of Finance and Systems of the Municipality of Crowsnest Pass.
 - (f) "Water Works System" means the system of water works owned and operated by the Municipality of Crowsnest Pass and all accessories and appurtenances thereto.

This Consolidation is not an Official Bylaw. It is prepared by the Chief Administrator's Office for assistance only.
Copies of the Official Bylaw(s) may be purchased from the Municipal Office.
This Consolidated Bylaw was authorized pursuant to Bylaw 1009, 2018 CAO Bylaw.

ADMINISTRATION:

3. The Public Works Superintendent, subject to the control of the C.A.O. shall have charge of all the various properties and works required for the supply of the Municipality and its inhabitants with water, and of the inspection and rating of all buildings and premises supplied with water.
4. No extension of mains shall be constructed except as may be authorized from time to time by the Municipal Council.
5. The Public Works Superintendent may order that the water be shut off from any consumer or consumers without notice for such length of time as may be necessary to permit the construction or repairs or the connection of services to the system

RESTRICTIONS AND PROHIBITIONS

6. (a) The C.A.O. may at any time make orders restricting the use of water-either by all consumers or by any particular class of consumers and either throughout the Municipality or in any particular area of the Municipality. The order may specify that such restricted use of water shall apply during such hours of any day of the week as may be specified in the order.
 - (b) No person shall use any water from the water works system in contravention of the terms of any order made by the C.A.O. under this section.
 - (c) The Administrator shall take such steps as he deems necessary to publicize the terms of an order made pursuant to this and the preceding section.
7. (a) (i) All sanitary receptacles that receive body wastes shall be connected to the sanitary sewerage system unless otherwise approved by the Plumbing Inspector.
 - (ii) Any storm water service connections that are not covered by the Alberta Plumbing Regulations shall meet with the approval of the Plumbing Inspector.
- (b) If a developer is found guilty of a violation of the Alberta Plumbing and Drainage Regulations or Alberta Building Regulations, then the Municipality may enter upon the land and building, erection or structure concerned and make such connection and charge the cost thereof against the land, building, erection or structure concerned in the same manner as taxes and with the same priority as to lien and to payment thereof as in the case of ordinary municipal taxes.

8. (a) No person except members of the Fire Department shall open, close or interfere with any hydrant, gate or valve connected with the water works system without the permission of the Public Works Superintendent.
- (b) The Public Works Superintendent may permit water to be taken from a hydrant during construction or otherwise, provided that:
 - (i) A deposit in an amount as set out in Schedule "A" is left with the Public Works Superintendent which deposit may be applied by the Public Works Superintendent against the cost of any damage caused during the use of the said hydrant. **Amended – Bylaw 1140, 2023, Adopted April 25, 2023.**
 - (ii) Water taken from the hydrant shall be charged for at the rates set forth in this By-Law. **Amended – Bylaw 1140, 2023, Adopted April 25, 2023.**
 - (iii) Minimum charge for the use of a fire hydrant shall be as set out in Schedule "A". **Amended – Bylaw 1140, 2023, Adopted April 25, 2023.**
9. No person shall place or deposit any injurious, noxious or offensive matter in the vicinity of the intake to the water works system, shore, or bank or the water source, at any point within the Municipality above such intake, or in the vicinity of the reservoir nor shall any such matter be brought into the Municipality for the purpose of being thrown into the streams, or be placed on the ice on the river or streams, nor shall any person bathe or wash clothes or do any other thing which may pollute the water above the intake of the said water works system in the Municipality.
10. No person being an occupant, tenant or inmate of any house, building or other places supplied with water from the water works system shall lend, sell or dispose of the water thereof, or give away or permit the same to be taken or carried away or used or apply it to the use or benefit of others than his, her or their own use and benefit or shall increase the supply of water beyond that agreed for with the Municipality or wrongfully, negligently or improperly waste any water supplied from the water works system.

DAMAGES

11. In all cases where any pressure vessel or equipment is supplied with water from the water works system, the Municipality shall not be responsible for damage to such vessel or equipment, person or premises when the water supply is shut off or when there is failure of the water supply due to any cause whatsoever, even where no notice is given. No deduction from the water bills shall be made in consequence thereof.
12. The Municipality is not liable for damages:

- (a) caused by the breaking of any water service main, water service pipe or attachment, or any sewer main; or
- (b) caused by the interference with the supply of any water service or sewer necessary in connection with the repair or proper maintenance of the water service or sewers, or
- (c) generally for any accident due to the operation of the water works system or sewage disposal system of the Municipality unless such accident is shown to be directly due to the negligence of the Municipality, its employees or agents.

SERVICE CONNECTIONS

- 13. (a) Any person requiring water and/or sewer services from the water and/or sanitary sewer system shall apply to the Public Works Superintendent and request that his premises be connected to the said system or systems. The owner or his authorized agent shall state the size and services required and shall sign the application form provided for that purpose.
 - (b) The owner or his authorized agent shall provide the Plumbing Inspector with a site plan on which the size and location of the required services are shown. This applies to row housing, each four-suite or larger apartment building and every commercial and industrial building.
 - (c) The expense of installing any service connection to a sub-divided lot or a parcel of land, or portions of same, shall be borne by the applicant.
 - (d) A separate water service pipe to be used only for fire purposes may be constructed at the cost of the owner or occupier of property from the water main to his premises. Valves on said water service pipes may be sealed, as instructed by the Plumbing Inspector. The said seal shall not be broken except in case of an emergency. The Plumbing Inspector shall be notified within 24 hours if a seal is broken. Should said water service pipe not be maintained as required, the same may be disconnected by order of the Plumbing Inspector.
14. The Municipality shall be responsible for the maintenance of the water and sewer mains and all the connections from the main to the property line with the exception of those connections used for lawn services and fire services and with the exception of those limitations contained in paragraph 16.
15. The water service pipe from the main to the property line shall be of copper, cast iron, or other material approved by the Plumbing Inspector and connected by fittings and materials approved by the Plumbing Inspector, and such water service pipe shall be laid at least eight feet below the surface of the ground.

16. The Municipality will place on each water service pipe a brass stop cock or valve at or near the property line, for the purpose of turning on the water supply or shutting it off. Over the stop cock or valve there shall be placed by the Municipality a metallic street stop cock box or valve box of approved pattern. The downstream edge of the stop cock so placed shall be the limit of Municipality responsibility with respect to the installation, maintenance and repair of the water services, regardless of whether the stop cock is situated on the property line, within the street right-of-way or on private property.
17. The stopcock or stop and waste valve shall be located immediately inside the building.
18. The Plumbing Inspector may have the water shut off the premises of any owner or consumer infringing any of the rules and regulations or amendments thereto made by the Municipality.
19. No person shall in any way interfere with any stop cock, pipe or other water works appliance outside his own premises. No person except a person authorized by the Plumbing Inspector, shall tap or make any connection whatsoever with any public water pipes or mains, either in the streets, or in the lanes.

UTILITY CONTRACTS

20. Upon the request of an owner or occupant or other person in charge of a building for the provision of a utility service, the Council considers it advisable to enter into a utilities contract with only the owner or purchaser of a building, or lot or part of a lot.
21. Tenant Accounts: Utility accounts and billing/payment arrangements will only be set up with the registered property owner(s) on title. ***Amended – 1140, 2023, Adopted April 25, 2023.***
22. A penalty of two percent (2%) shall be added to all amounts not paid by the due date stated on the utilities invoice.
23. Whereas the Owner or purchaser of a building or lot or part of a lot shall contract with the Municipality with respect to a utility service then the sum payable by him for the public utility supplied by the Municipality to him and all rates, costs or charges imposed are a preferential lien and charge on the building or lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes are recoverable.

PAYMENT OF ACCOUNTS

24. All charges and rates payable under this By-law shall be paid to the office of the

Director of Finance and the collection of all disbursements connected with the operation of the water system and supervision of books of accounts shall be under the immediate control and direction of the Director of Finance. The Director of Finance shall be promptly notified of all connections made or permits granted or of any discontinuance of water service so that the proper charges or allowances may be made against or to any person or persons liable to pay for the water consumed or who is entitled to a refund where the supply of water is discontinued.

25. A consumer wishing to discontinue a water service shall advise the Director of Finance's Office.
26. Any consumer requesting a temporary disconnect for water shall pay a service charge for such disconnection and a further service charge for the reconnection, both in the amount set out in Schedule "A". **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**

WATER RATES

27. Charges for water service shall be made in accordance with the provisions of the Schedules which are attached to this By-Law and any amendments and additions thereto. The charges as set out in the Schedules are subject to change by Council without notice. **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**
28. Subject to the other provisions of this By-Law a person occupying premises connected to the water supply system of the Municipality shall pay to the Municipality a water service charge as follows:
 - (a) In the case of domestic consumers a charge computed at the rate specified in Schedule "B" hereto. **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**
 - (b) In the case of persons other than domestic consumers a charge computed at the rate specified in Schedule "B" hereto. **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**
 - (c) Where a contract for the supply of water service is in existence the owner or occupier of the property shall be liable to pay the monthly rate as specified in the Schedule hereto, whether or not any water is in fact consumed during the billing period. **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**
 - (d) In this By-Law the term "Domestic Consumer" shall mean the owner or occupier of a one or two family residence or a two suite apartment where the property is connected to the water works system of the Municipality of Crowsnest Pass by a single water service line.

- (d) Where conditions exist which could require the application of a different rate, such rate will apply from the date that written notification is received by the Municipality from the consumer.
29. If a dwelling-house or apartment is in a building a portion of which is occupied by a store, shop, office or other business and the water from the street main has been introduced into any part of the building, the owner or occupier of the building shall be charged for water at the rate specified in Schedule "B". **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**
30. (a) Accounts for water service shall be forwarded monthly to the owner or occupier of property connected to the water works system, and shall be payable at the office of the Director of Finance and such other places as may be designated by him. **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**
- (b) Accounts shall be deemed to be sufficiently forwarded if they are left on the property or if they are mailed by ordinary mail to the owner or occupier at the municipal address of the property.

TURN ON OR TURN OFF

31. Other than an emergency as determined by the Plumbing Inspector, turn on or turn off shall be conducted only between the hours of 7:00 A.M. – 3:30 P.M. Monday to Friday unless person(s) request such service shall be responsible to pay all overtime charges incurred.

PENALTIES

32. The Public Works Superintendent and persons duly authorized by him may enter the premises of any water user at any reasonable time to examine the pipes, fixtures to ascertain the quantity of water used and the manner of its use, and in the case of fraudulent representation on the part of any water user or of unnecessary waste of water, the supply may be cut off.
33. (1) The payment of any rates, charges, tolls, fares, or rents as provided by this By-Law may be enforced by all or any of the following methods, namely:
- (a) By action in any court of competent jurisdiction,
- (b) By shutting off the water service.
- (2) When at any time the water supply is disconnected for non-payment of accounts a fee as set out in Schedule "A" be charged when the water service is reconnected. **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**

34. (1) Where the occupant is the owner or purchaser of a house, tenement, lot or part of a lot, the sum payable by him for the water service supplied by the Municipality to him or for his use, and all rates, costs and charges imposed under this By-Law are preferential lien and charge on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes are recoverable.
- (2) Where the occupant to whom the water service has been supplied is a person other than the owner or purchaser of the house, tenement, lot or part of a lot, the sum payable by the occupant is a debt due by him and shall be a preferential lien and charge on his personal property and may be levied and collected with costs by distress.
35. Any person committing a breach of any of the provisions of this By-Law shall be guilty of an offence and liable on summary conviction to a fines as set out in Schedule "A". ~~not exceeding One Hundred (\$100.00) Dollars exclusive of costs.~~ **Amended – Bylaw, 1140, 2023, Adopted April 25, 2023.**
36. It is the intention of the Municipal Council that each separate provision of this by-law shall be deemed independent of all other provisions herein and it is further the intention of the Municipal Council that if any provisions of this by-law be declared invalid, all other provisions thereof shall remain valid and enforceable.

Bylaw NO. 58, 1980 and amendments thereto are hereby repealed.

Read a first time this 5th day of June, 2001.

CARRIED UNANIMOUSLY

Read a second time this 5th day of June, 2001.

CARRIED UNANIMOUSLY

Read a third and final time, this 5th day of June, 2001.

CARRIED UNANIMOUSLY

JOHN IRWIN

Mayor

ORIGINAL SIGNED

BEVIN KEITH

Chief Administrative Officer

BY-LAW NO.560, 2001

SCHEDULE "A" FEES

<u>DESCRIPTION</u>	<u>FEE</u>
Deposit for use of fire hydrant, consumption flow meter and hydrant water	\$120.00
Use of Fire hydrant and water	\$ 60.00/week + Water Consumption at \$0.95 per m3
Disconnect for non-payment of account (during regular work hours)	\$ 60.00
Water Service Disconnect (during regular work hours)	\$ 0.00
Water Service Disconnect (outside regular work hours)	\$320.00
Emergency	\$ 0.00
Reconnect following disconnection for non-payment of account (during regular work hours)	\$ 60.00
Water Service Reconnect (during regular work hours)	\$ 0.00
Water Service Reconnect (outside regular work hours)	\$320.00
Emergency	\$ 0.00

Amended – Bylaw, 1140, 2023, Adopted April 25, 2023

SCHEDULE "A" FINES

<u>DESCRIPTION</u>	<u>FEE</u>
Unauthorized Use of Fire Hydrants	\$500.00
Unauthorized Operation of Service Valves	\$ 150.00
Destruction, Obstruction or Covering of Service Valves	Cost Recovery (Includes equipment, and operator's wages and benefits)

Amended – Bylaw, 1140, 2023, Adopted April 25, 2023

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BY-LAW NO. 560, 2001

SCHEDULE "B"

CHARGES FOR WATER SERVICES

W1 RESIDENTIAL

Minimum Water Rate: \$36.99 Monthly

Single Family Residence
(includes Duplexes, Manufactured Homes and Secondary Suites)
*One shut-off valve on property

WS RESIDENTIAL

Minimum Water Rate: \$34.54 Monthly

Single Family Residence – Senior’s Rate Reduction Program
(includes Duplexes, Manufactured Homes and Secondary Suites)
*One shut-off valve on property

W2 COMMERCIAL

Minimum Water Rate: \$36.99 Monthly

Banks and Credit Unions	Service Stations
Garages	Small Retail Store
Clinics <5 Exam Rooms	Funeral Homes
Libraries	Theaters
Confectionaries	Lumber Yards
Offices	Legions & Meeting Places/Halls
Pharmacies	Fast Food Services/Snack Bars
Places of Worship	Restaurants (seating capacity <20)
Exercise Clubs/Fitness Centres	

W3 COMMERCIAL

Water Rate (Commercial W2 Rate X2): \$73.98 Monthly

Clinics >5 Exam Rooms
Warehouse
Fabrication, Manufacturing, Machining and Welding Shops
Large Retail Stores (> 6,000 Sq. Ft.)
Nippon Institute
Restaurants (seating capacity >20 <50)

W4 COMMERCIAL Water Rate (Commercial W2 Rate X 4): \$147.96 Monthly

Places of Entertainment
Licensed Areas
Restaurants (seating capacity 50+)

W5 COMMERCIAL Water Rate (Commercial W2 Rate X 6): \$221.94 Monthly

Car Wash
Coin Laundry Laundromat
Provincial Buildings
Schools
Forestry Office

W6 COMMERCIAL Water Rate \$.076/m³ Monthly

Metered Properties

W7 COMMERCIAL Water Rate (Commercial W2 Rate X 4): \$147.96 Monthly

Breweries

W8 COMMERCIAL Water Rate (1/3 x Commercial W2 Rate X Total Number of Beds/Units/Rooms): \$12.35 Monthly per bed/unit/room

Manufactured Home Parks (Single Account for Trailer Park)
Residential Apartment Buildings
**Rates are monthly per bed/unit/room, *One shut-off valve on property

W9 COMMERCIAL Water Rate (1/3 x Commercial W2 Rate X Total Number of Beds/Units/Rooms): \$12.35 Monthly per bed/unit/room

Campgrounds/Recreation Parks
Cabins/Lodges
Hospital
Motels/Hotels
Nursing Home
Seniors Lodge

Amended – Bylaw, 1140, 2023, Adopted April 25, 2023

BY-LAW NO. 560, 2001

SCHEDULE "C"
LAWN AND GARDEN WATERING

During the months of May through September inclusive, outside watering will be allowed on the following basis:

Residents with **EVEN** house numbers may water on Tuesdays, Thursdays and Saturdays between the hours of 6:00 AM and 9:00 AM and 7:00 PM to 11:00 PM

Residents with **ODD** house numbers may water on Wednesdays, Fridays and Sundays between the hours of 6:00 AM and 9:00 AM and 7:00 PM to 11:00 PM

There shall be NO outside watering between the hours of 9:00 AM and 7:00 PM nor between the hours of 11:00 PM and 6:00 AM.

There shall be NO outside watering on Monday.

Special 21 Day permits will be made available at the municipal office at NO CHARGE - ONE (1) TIME PER YEAR ONLY, for exceptions to this policy for newly seeded or newly sodded lawns or other extraordinary circumstances which would allow them to water outside the restricted hours.

EXEMPTIONS AND SPECIAL CASES

1. The provisions of this schedule shall not apply to the following water users which rely upon the steady supply and use of water:

Nurseries, parks, playing fields and public gardens, where failure to water would result in a permanent loss of plant material.

2. A person may:
 - a. Water flowers/shrubs/trees/vegetables at any time, provided that watering is done by hand using a hose with a spring-loaded shut-off nozzle or a hand-held container.
 - b. Water new trees and shrubs during installation and for the following 24 hours using hose connected or automatic in-ground sprinklers. Afterwards, watering must comply with Day and Time restrictions.

3. Federal and Provincial agencies, the Municipality of Crowsnest Pass, schools and other public institutions may water boulevards and playing fields outside restricted hours. However, where possible, watering should be in accordance with the applicable restricted hours.
4. Golf course operators using the municipal potable water supply will make efforts to ensure watering is done within the restricted hours, and to reduce the frequency and duration of their irrigation cycles if the need arises.

A schedule of fines for non-conformance with this schedule shall be as follows:

First Offence	Fine	\$ 75.00
Second Offence	Fine	\$150.00
Third & Further Offences	Fine	\$225.00

The Superintendent of Public Works shall advertise the above Lawn and Garden Watering Regulations beginning in April each year.

Amended – Bylaw 622, 2004, Adopted March 23, 2004



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 23, 2024

Agenda #: 7.e

Subject: Policy 1304-01 - Flag Guidelines Policy

Recommendation: That Council approves Policy 1304-01.

Executive Summary:

Administration has drafted a policy to ensure that all the flags at Municipal facilities are flown and displayed in a consistent and appropriate manner.

Relevant Council Direction, Policy or Bylaws:

Motion 14-2024-01-23: Councillor Ward moved that Administration review the policy on lowering of the flag.

Discussion:

N/A

Analysis of Alternatives:

- Council can approve Policy 1304-01.
- Council can request changes to Policy 1304-01.
- Council can choose to not have a policy governing flags.

Financial Impacts:

N/A

Attachments:

[1304-01- _Flag_Guidelines_Policy \(1\).docx](#)

	<h2>Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:</p>	<p>1304-01 Flag Guidelines Policy N/A Corporate Governance</p>

1.0 POLICY PURPOSE

The purpose of the policy is to ensure that all flags at the Municipal Office and other Municipality of Crowsnest Pass operated facilities are flown and displayed in a consistent and appropriate manner. This policy does not cover facilities that are operated by third parties.

2.0 DEFINITIONS

"CAO" means the Chief Administrative Officer for the Municipality of Crowsnest Pass, and his/her duly authorized designee(s).

"Flag" means the National Flag of Canada, the Provincial Flag of Alberta or the Municipality of Crowsnest Pass Flag and doesn't include light pole banners, pennants, or other decorative types of flags.

"Funeral" means any service recognizing a death(s) of a person/people or animal(s).

"Good Condition" means without tears, rips, frays, or tatters.

"Half-Mast" means below the summit of the flagpole, about half the height of the flagpole.

"Management" refers to a group of positions that are managerial in nature and are out of scope and includes the Chief Administrative Officer, Directors, and Managers.

"Municipality" or "Municipal" means the corporation of the Municipality of Crowsnest Pass located in the Province of Alberta.

"Municipal Employee" or "Employee" means any person employed by the Municipality on any basis including full time, part time, casual, or temporary.

3.0 POLICY STATEMENTS

3.1 Displaying of Flags

- a) All Flags are to be flown on separate poles.
- b) All Flags are to be flown at the same height, including times of half-masting.
- c) All Flags flown in a group are to be the same size.
- d) Flags will be flown according to the federal government's precedence of flags. The Municipality of Crowsnest Pass flag takes precedence over all community flags.
- e) All Flags must be good condition.
- f) Flags should never touch the ground when being raised, lowered, or removed.

3.2 Disposing of Flags

- a) The old flags shall be placed in a separate garbage bag and disposed of.

3.3 Municipal Office Flags

- a) There are three flag poles in front of the Municipal Office. The Municipality of Crowsnest Pass permanently displays the Canadian flag on the center pole.
- b) The pole on the left when facing the Municipal Office permanently flies the provincial flag.
- c) The pole on the right when facing the Municipal Office permanently flies the Municipality of Crowsnest Pass flag.
- d) All flags at the Municipal Office and other Municipality of Crowsnest Pass operated municipal facilities are flown throughout the day and evening.
- e) When there are requests for the flags of visiting dignitaries, the flagpole used to fly the Municipality of Crowsnest Pass flag is used to accommodate approved requests. The Municipality of Crowsnest Pass flag is moved over to the provincial flagpole and the provincial flag is retired for 24 hours or until the visiting dignitary's flag is retired.
- f) Other than visiting dignitaries, no other flags will be flown.

3.4 Half Masting Flags

- a) Flags are flown at half-mast as a sign of mourning. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast.
- b) Flags may be half-masted, at the direction of the CAO and/or, from time of notification of death until the next business day following the funeral OR only from the last business day preceding the day of the funeral to the next business day following the funeral.
- c) If there is no funeral, the flags will be flown for 3 business days.
- d) If the Federal or Provincial governments decide to fly flags at half-mast, the CAO or designate may decide to follow suit at their discretion.
- e) When one flag is flown at half-mast, all flags flown together should also be at half-mast.

See Appendix A for appropriate half-masting occasions.

3.5 Half-Mast Notification

Upon the occurrence of an event provided for in Appendix A, the Corporate Services Department will send a notice to all relevant staff instructing them to half-mast flags. The notice will stipulate the reason, geographical extent, and duration of the half-masting.

MUNICIPALITY OF CROWSNEST PASS

Mayor

Date

Chief Administrative Officer

Date

Appendix "A"

Half-Masting Occasions

The following are mandatory occasions for half-masting of flags at the Municipality of Crowsnest Pass facilities (municipal flags may be half-masted in cases of lives lost while at work, or other tragic events, as per Municipal Policy. When one flag is half-masted, all flags flown together must also be half masted.):

Occasion	Municipal Office	Additional Locations
FEDERAL		
Immediate member of the Royal Family; current Governor General or current Prime Minister	Half-masting will occur	All identified civic locations with capability to half-mast.
Current Crowsnest Pass member of federal government	Half-masting will occur	All identified civic locations with capability to half-mast.
Current Senator residing in Crowsnest Pass	Half-masting will occur	All identified civic locations with capability to half-mast.
Canadian Forces member residing in or from Crowsnest Pass (in the line of duty)	Half-masting will occur	All identified civic locations with capability to half-mast.
RCMP member residing in or from Crowsnest Pass (in the line of duty)	Half-masting will occur	All identified civic locations with capability to half-mast.
PROVINCIAL		
Current Premier	Half-masting will occur	All identified civic locations with capability to half-mast.
Current Crowsnest Pass member of provincial government	Half-masting will occur	All identified civic locations with capability to half-mast.
Workers' Mourning Day (Apr 28)	Half-masting will occur	Half masting will not occur
Remembrance Day (Nov. 11)	Half-masting will occur	All identified civic locations with capability to half-mast.
MUNICIPAL		
Mayor (In office & former)	Half-masting may occur*	All identified civic locations with capability to half-mast.
Councillor (in office & former)	Half-masting may occur*	All identified civic locations with capability to half-mast.
Municipality of Crowsnest Pass Employee (current)	Half-masting will occur	All identified civic locations with capability to half-mast.

***In the case of former Mayor or Councillors we will half-mast the flags providing we receive notification of the death by obituary or another form. If the Municipality isn't aware of the funeral or death and the time period has lapsed, flags will not be half-masted retroactively.**

Municipal Flag Inventory

Location	Number	Flag(s)	Half-Mast
Municipal Office	Three	Canadian, Provincial and Municipal	Yes
Fire Station 1	One	Canadian	No
Fire Station 2	One	Canadian	No
Fire Station 3	One	Canadian	No
Fire Station 4	One	Canadian	No
Elk's Hall	One	Canadian	No
Gazebo Park	One	Canadian	No
Blairmore War Memorial	Three	Canadian, Provincial and Municipal	Yes



**Municipality of Crowsnest Pass
Request for Decision**

Meeting Date: April 23, 2024

Agenda #: 10.a

Subject: Drought Discussion - Mayor Painter

Recommendation: That Council has discussion about potential impacts of a drought this summer.

Executive Summary:

Mayor Painter requested that Council have additional discussions regarding potential impacts of a drought this summer on the Municipality.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: April 23, 2024

Agenda #: 10.b

Subject: Procedure Bylaw Discussion - Councillor Glavin

Recommendation: That Council has discussion about potential changes to the procedure bylaw.

Executive Summary:

Councillor Glavin requested that Council have discussion about the Procedure Bylaw regarding the Public Input Period and whether a provision should be added on how often an individual can bring up the same topic.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[1041, 2020 - Procedure Bylaw - CONSOLIDATED to Bylaw 1148, 2023.pdf](#)



Date of Consolidation: May 4, 2023

Consolidation of Bylaw No. 1041, 2020

Municipality of Crowsnest Pass

Procedure Bylaw

Adoption January 21, 2020

As Amended By:

Bylaw No. 1049, 2020 adopted April 21, 2020

Bylaw No. 1133, 2022 adopted October 18, 2022

Bylaw No. 1148, 2023 Adopted March 28, 2023

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1041, 2020

PROCEDURE BYLAW

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta to regulate the proceedings of council and council committees

WHEREAS section 145 of the *Municipal Government Act* provides that a council may pass bylaws in relation to the procedure and conduct of council and council committees;

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

PART 1

INTERPRETATION AND APPLICATION

1. Short Title

1.1 This Bylaw may be cited as the "Procedure Bylaw".

2. Definitions

2.1 In this Bylaw, any word or expression used in the Act has its statutory meaning unless otherwise specified in this section, and:

- (a) "**Act**" means the *Municipal Government Act*, RSA 2000, c M-26 and its regulations;
- (b) "**Administration**" means the Chief Administrative Officer and any other person who exercises a power, function or duty of the Municipality whether under delegation from the CAO or by any other authority or agreement;
- (c) "**Agenda Review Committee**" means the committee that reviews the draft agenda for the upcoming Council Meeting and is made up of the Mayor, Deputy Mayor and CAO.
Amended – Bylaw 1133, 2022, Adopted October 18, 2022.
- (d) "**Chair**" means the person who presides over a Council meeting or council committee meeting;
- (e) "**Chief Administrative Officer**" or "**CAO**" means the person appointed by Council as chief administrative officer within the meaning of the Act, or a person to whom the appointed CAO has delegated any CAO power, function or duty;
- (f) "**Council**" means the duly elected Council of the Municipality;

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- (g) **“Delegation”** means any person other than Administration, who addresses Council at a Council meeting, but does not include a person who speaks at a Public Hearing;
- (h) **“Deputy Mayor”** means a Councillor who is appointed under subsection 152(1) of the Act;
- (i) **“In Camera”** means a meeting or portion of a meeting that is closed to the public in accordance with section 197 of the Act;
- (j) **“Mayor”** means the chief elected official of the Municipality;
- (k) **“Motion”** means a formal proposition put forward by a Councillor in attendance at a meeting with the intention that it be put to a vote;
- (l) **“Municipality”** means the municipal corporation of the Municipality of Crowsnest Pass;
- (m) **“Notice of Motion”** means the informing of councillors, in writing, of the intent to put a new Motion forward at a subsequent Council meeting;
- (n) **“Notice of Public Hearing”** means a formal notice issued by the Chief Administrative Officer to announce the date, place, time and purpose of a Public Hearing;
- (o) **“Point of Order”** means the raising of a question by a Councillor to call attention to any deviation from a provision of this Bylaw or any other bylaw, statute or regulation, or to any procedural matter that according to this Bylaw must be raised by way of Point of Order;
- (p) **“Point of Privilege”** means a matter affecting the rights and privileges of Council collectively or of individual councillors;
- (q) **“Public Hearing”** means a meeting of Council, or a dedicated portion of a meeting, for the purpose of complying with section 230 of the Act; and
- (r) **“Resolution”** means a motion which has been voted on and carried by Council.

3. Rules of Interpretation

- 3.1 The headings in this Bylaw are for guidance purposes and convenience only.
- 3.2 Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 3.3 In this Bylaw, a citation of or reference to any enactment of the Province of Alberta or of Canada, or of any other bylaw of the Municipality, is a citation of or reference to that enactment or bylaw as amended, whether amended before or after the commencement of the enactment or bylaw in which the citation or reference occurs.

4. Application

- 4.1 This Bylaw shall govern the proceedings of Council.

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- 4.2 This Bylaw shall govern the proceedings of council committees, subject to the following:
- (a) a reference in this Bylaw to a “Councillor” is, in the context of a council committee meeting, deemed to include a member of the public who is appointed by Council as a member of that council committee;
 - (b) a rule or procedure established by this Bylaw that is specifically stated to apply to council committees, or to a specific council committee, shall prevail over a rule or procedure of more general application contained in this Bylaw; and
 - (c) a specific rule or procedure set out in a council committee’s governing bylaw shall, in the event of a conflict, prevail over a rule or procedure of more general application contained in this Bylaw.
- 4.3 When any matter relating to the proceedings of Council or council committees is not addressed in the Act or in this Bylaw, the provisions of the most recent version of Robert’s Rules of Order Newly Revised will govern the matter.
- 4.4 In the event of conflict between the provisions of this Bylaw and Robert’s Rules of Order Newly Revised, the provisions of this Bylaw shall prevail.

PART 2
COUNCIL AND COUNCIL COMMITTEE MEETINGS

5. Organizational Meeting of Council

- 5.1 An organizational meeting of Council must be held annually within two weeks after the third Monday in October at a date and time set by Council, except in the year of a general election when the Chief Administrative Officer shall determine the date and time for the organizational meeting.
- 5.2 At or before the first organizational meeting of a Council term, all councillors must take the official oath prescribed by the *Oaths of Office Act* before dealing with any Council business.
- 5.3 At the organizational meeting, Council must by Resolution:
- (a) establish a Deputy Mayor roster for the following year whereby each councillor shall serve a 2 month term as Deputy Mayor on a rotational basis;
 - (b) make appointments to council committees and other agencies and boards to which a liaison is appointed, subject to any bylaw that provides for an alternate date for the making of appointments to a specific body; and
 - (c) deal with any other business described in the notice of the meeting.
- 5.4 Seating in the Council chambers shall be re-assigned immediately prior to each organizational meeting, with seat selection to occur via random draw conducted by the Chief Administrative Officer.

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6. Regular Meetings

- 6.1 Regular meetings of Council will be held in the Council chambers at the municipal office on the first and third Tuesday of each month commencing at 7:00 pm, and on the second Tuesday of each month commencing at 1:00pm, unless cancelled by Resolution of Council. **Amended – Bylaw 1049, 2020, Adopted April 21, 2020.**
- 6.2 The schedule of regular meetings of Council will be posted on the municipal website and the date, time and location of special meetings of Council will be posted on the municipal website as soon as practicable after that information is available.
- 6.3 Council or the Chief Administrative Officer may reschedule a regular meeting of Council. **Amended – Bylaw 1049, 2020, Adopted April 21, 2020.**
- 6.4 The Agenda Review Committee has the authority to cancel an upcoming Council meeting if there are no emergent items or a limited number of agenda items. **Amended – Bylaw 1133, 2022, Adopted October 18, 2022.**
- 6.5 If there are changes to the date, time or place of a regular meeting, including cancellation, the Chief Administrative Officer must give at least 24 hours' notice of the change to all councillors and post the notice on the municipal website. **Amended – Bylaw 1049, 2020, Adopted April 21, 2020.**

7. Special Meetings

- 7.1 The Chair may call a special meeting of Council at any time in accordance with section 194 of the Act. Where the Mayor receives a written request for a special meeting, stating its purpose, from a majority of the councillors, such meeting shall be scheduled within 7 days of receiving the request.
- 7.2 The date, time and location of a special meeting of Council will be posted on the municipal website as soon as practicable after that information is available.
- 7.3 If there are changes to the date, time or place of a special meeting, including cancellation, the Chief Administrative Officer must give at least 24 hours' notice of the change to all councillors and post the notice on the municipal website.

8. Council Committee Meetings

- 8.1 Council committee meetings will be held at the call of the Chair of each respective council committee at the date, time and place set out in the public notice of the council committee meeting.

9. Chair

- 9.1 The Mayor is the Chair of Council meetings. If the Mayor is absent the Deputy Mayor shall take the Chair. In the absence of the Mayor and the Deputy Mayor, the CAO shall begin the meeting by calling for a motion for the appointment of a Chair from among the councillors present.

- 9.2 The Chair of a council committee meeting is the person appointed as Chair in accordance with the provisions of the bylaw establishing the council committee. If the Chair is absent, and an acting Chair has not been appointed, then the meeting shall begin with a call for a motion for the appointment of a Chair from among the members present.

10. Quorum

- 10.1 As soon as there is a quorum after the time fixed for a meeting, the Chair shall call the meeting to order.
- 10.2 If there is no quorum within 15 minutes after the time set for the meeting, the names of the councillors present shall be recorded and no meeting will take place on that date.
- 10.3 If at any time during a meeting quorum is lost, the Chair shall call a recess and if quorum is not achieved again within 15 minutes, the meeting will be adjourned.
- 10.4 The agenda for an adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called before the next regular meeting to deal with the business of the adjourned meeting.

11. Attendance

- 11.1 If a councillor is unable to attend all or part of a meeting, including arriving after the start of a meeting or leaving before the meeting is adjourned, the councillor:
- (a) must notify the Chief Administrative Officer and the Chair at least 24 hours in advance, or if exigent circumstances exist as soon as reasonably possible;
 - (b) must provide the general reason for the absence; and
 - (c) may request that the Chair announce the reason and expected duration of their absence during the meeting.

12. Electronic Participation at Meetings

- 12.1 No electronic participation shall be allowed in meetings. ***Amended – Bylaw 1148, 2023, Adopted March 28, 2023.***

13. Electronic Recordings and Devices

- 13.1 No member of the public may electronically record any portion of a Council or council committee meeting, unless a request is made prior to the commencement of the meeting and the Chair determines that electronic recording of the meeting by the public will be permitted.
- 13.2 All electronic devices must be in silent mode or turned off while a meeting is in progress.

**PART 3
AGENDAS AND MINUTES**

14. Agendas

- 14.1 The agenda for each Council meeting shall be prepared by the Chief Administrative Officer in consultation with the Mayor and Deputy Mayor.
- 14.2 Any councillor may submit an item for consideration of placement on a future Council meeting agenda. A councillor who submits an item for consideration that is not placed on a Council meeting agenda retains the right to present the item at the next council meeting and have it added to the agenda if a majority of council agrees or serve a Notice of Motion to compel debate and voting on the matter at a future meeting.
- 14.3 The agenda for all regular meetings of Council shall contain the following matters in the order in which they are listed below:
- (a) Call to Order
 - (b) Adoption of Agenda
 - (c) Consent Agenda
 - (d) Adoption of Minutes
 - (e) Public Hearings
 - (f) Delegations
 - (g) Requests for Decision
 - (h) Council Member Reports
 - (i) Public Input Period
 - (j) Councillor Inquiries and Notice of Motions
 - (k) In Camera
 - (l) Adjournment
- 14.4 Once a meeting agenda has been published on the municipal website, it may only be modified by a Resolution when adopting the agenda at the meeting to which it applies.
- 14.5 The Chief Administrative Officer shall cause the regular meeting agenda and all associated reports, bylaws or other supporting documents to be provided first to all councillors and then posted on the municipal website, subject to any exceptions to public disclosure under the *Freedom of Information and Protection of Privacy Act*, on the Friday immediately preceding the

meeting to which the agenda relates. Supporting documentation that is received too late to be included with the agenda will be made available as soon as practicable thereafter.

15. Consent Agenda

- 15.1 The consent agenda portion of a meeting shall be reserved for non-controversial or routine items that may be moved and voted on without debate as one item, regardless of the number of reports included, to adopt all of the recommendations contained in the respective reports.
- 15.2 A councillor may request for any item to be removed from the consent agenda and placed on to the agenda for debate. Such request must be made before voting occurs on the consent agenda.

16. Minutes of Meetings

- 16.1 The Chief Administrative Officer shall, in accordance with section 208 of the Act, prepare or cause to be prepared minutes of each Council meeting and council committee meeting that include:
- (a) the type of meeting that was held, whether regular, special, or organizational;
 - (b) the date, hour and place of the meeting;
 - (c) the names of the councillors present at and absent from the meeting;
 - (d) the name of the Chair;
 - (e) the names of each member of Administration present at the meeting, including each person's title;
 - (f) an item that corresponds with every item on the agenda for that meeting;
 - (g) a Motion for each item on the agenda, as applicable;
 - (h) the names of members of the public who speak to an item;
 - (i) any abstentions made under the Act by any councillor and the reason for the abstention;
 - (j) the time of departure and return to the meeting of any councillor for any reason;
 - (k) the time the meeting is adjourned; and
 - (l) the signatures of the Chair and the Chief Administrative Officer.
- 16.2 At every regular meeting, the minutes of the previous regular meeting and any special meeting held more than 48 hours prior to the current meeting shall be considered for adoption.

**PART 4
PUBLIC PARTICIPATION**

17. Meetings in Public

- 17.1 Subject to section 47, all Council and council committee meetings shall be open to the public and no person may be excluded except for improper conduct as determined by the Chair.
- 17.2 Only councillors, the CAO and persons authorized by the Chair are permitted to come within the enclosure formed by the councillor's chairs during a Council meeting.
- 17.3 Only councillors or other persons recognized by the Chair or by a majority vote of the councillors present shall be allowed to address Council during a meeting.

18. Meetings Closed to the Public

- 18.1 Council and council committees may, in accordance with section 197 of the Act, close all or part of a meeting to the public if a matter to be discussed falls within one of the exceptions to disclosure as set out in the *Freedom of Information and Protection of Privacy Act*.

19. Conduct of the Public at Meetings

- 19.1 During a meeting, members of the public must conduct themselves with proper decorum. The Chair may order any member of the public who disturbs the proceedings by words or actions or in any other manner to be expelled from the meeting.
- 19.2 The Chair may request the assistance of a peace officer if a person ordered expelled by the Chair does not leave the meeting voluntarily.

20. Delegations

- 20.1 A person may request to appear as a Delegation and make a presentation to Council, either on the person's own behalf or as a representative of a group or organization. The request must:
 - (a) be made in writing;
 - (b) include the name and contact information of the individual, and if applicable the group or organization, requesting to appear as a Delegation;
 - (c) clearly identify the reason or purpose of the request and provide a brief explanation of the subject to be addressed in the presentation; and
 - (d) be received by the Chief Administrative Officer.
- 20.2 Delegation requests will be reviewed by the Chief Administrative Officer, the Mayor and Deputy Mayor in preparing the agenda and the CAO shall notify the person requesting to appear as a Delegation whether the request has been:
 - (a) approved, and added to the meeting agenda;

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- (b) approved, but deferred to a subsequent meeting agenda;
- (c) referred to Administration, if the matter is considered to be operational in nature; or
- (d) refused, if the matter is not considered to fall within the jurisdiction of Council or is otherwise deemed improper, and the CAO shall so advise Council why the request was refused.

- 20.3 Council must not permit a Delegation to address a meeting of Council regarding a proposed bylaw in respect of which a Public Hearing has been or will be held, where the Public Hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- 20.4 The use of presentation slide decks, maps, videos and other similar materials is permitted in a Delegation presentation, provided that the materials are forwarded to the Chief Administrative Officer in advance of the meeting, and these materials become the property of the Municipality as part of the record of the proceedings.
- 20.5 Each presentation by a Delegation shall be limited to 15 minutes unless a longer period is agreed to by a vote of the councillors present at the meeting.
- 20.6 Upon being recognized by the Chair, a councillor may pose questions for clarification to a Delegation or the Chief Administrative Officer. Debate is not permitted at the Delegation stage.
- 20.7 Any question posed to Council by a Delegation may be referred to the Chief Administrative Officer and it is not required that Council provide a response at that time.

21. Public Input Period

- 21.1 Public Input Period provides an opportunity for members of the public to make submissions to Council regarding municipal issues and for Council to receive submissions from members of the public for information or, where appropriate, for a subsequent response by either Council or Administration, as applicable. Members of Council shall limit their remarks to questions of clarification only recognizing that Public Input Period is reserved for members of the public to make submissions to Council. Debate of any kind is prohibited and shall be strictly enforced.
- 21.2 A person who makes submissions to Council during the Public Input Period must:
- (a) state their name and address for the record;
 - (b) confine their submissions to matters within the jurisdiction of Council;
 - (c) maintain proper decorum throughout their submissions; and
 - (d) speak for no more than 5 minutes.
- 21.3 No written materials may be submitted, and no presentation slide decks, maps, videos or other similar materials may be used, during the Public Input Period.

- 21.4 Council must not permit a member of the public to address a meeting of Council during the Public Input Period regarding a proposed bylaw in respect of which a Public Hearing has been or will be held, where the Public Hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

22. Communications from the Public

- 22.1 Written submissions from the public in response to an advertised Public Hearing must be received by the Chief Administrative Officer no later than 12:00 pm one week prior to the Public Hearing in order to be included in the Council agenda package and form part of the record of the Public Hearing. Written submissions must clearly identify the writer, including the writer's address, and must not be libelous, offensive or improper. Written submissions that are received after the deadline or that otherwise do not comply with this section will not be accepted.
- 22.2 Any written communication intended for Council that is not being submitted in response to an advertised Public Hearing shall be forwarded to the Chief Administrative Officer and must:
- (a) identify the writer and the writer's contact information; and
 - (b) not be libelous, offensive or improper.

23. Responsibilities of the Chief Administrative Officer

- 23.1 If the standards set out in section 61 are met and the Chief Administrative Officer determines the communication is within the governance authority of Council, the Chief Administrative Officer shall deliver a copy of the correspondence to all councillors within a reasonable time by one or more of the following means:
- (a) personally;
 - (b) by leaving a hard copy in the councillor's mail slot at the municipal office;
 - (c) via email;
 - (d) including a copy of the correspondence in the agenda package for an upcoming Council meeting, subject to the *Freedom of Information and Protection of Privacy Act*.
- 23.2 If the standards set out in section 61 are met and the Chief Administrative Officer determines the communication is not within the governance authority of Council, the Chief Administrative Officer shall:
- (a) refer the communication to Administration for a response to the writer and provide a copy of the original correspondence and the referral to the councillors; and
 - (b) take any other appropriate action on the communication.
- 23.3 If the standards set out in section 61 are not met, the Chief Administrative Officer may file the communication, without any action being taken, after advising Council of the CAO's

determination and providing a brief explanation as to why the correspondence did not meet the standards.

24. Public Hearings

24.1 The procedure for conducting a Public Hearing is as follows:

- (a) the Chair will declare the Public Hearing open and advise of the process to be followed;
- (b) Administration will be called upon to introduce the item and provide a brief overview;
- (c) members of the public who wish to speak to the item may present;
- (d) after each speaker has spoken, any councillor may ask the speaker questions;
- (e) once all speakers have spoken any councillor may ask Administration questions; and
- (f) once all questions have been addressed, the Chair will declare the Public Hearing closed or may adjourn the Public Hearing so that it may be resumed at a future date.

24.2 A Public Hearing must be closed prior to second reading of a bylaw.

24.3 All speakers are required to provide their name, address and a brief explanation of the nature of their interest in the matter, after which they will be allocated a maximum of 5 minutes to present their position.

24.4 At the discretion of the Chair, or a vote of the majority of the members of council present, the time limits for speaking may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views.

24.5 No written submissions from the public will be accepted at the Public Hearing, but a member of the public will be given the opportunity to make a verbal presentation by reading their written submission.

24.6 The use of presentation slide decks, maps, videos and other similar materials is permitted in a Public Hearing, provide that the materials are forwarded to the Chief Administrative Officer in advance of the Public Hearing, and these materials become the property of the Municipality as part of the record of the hearing.

PART 5 COUNCIL PROCEEDINGS

25. Role of the Chair

25.1 The Chair will preserve order and decorum and decide all questions relating to the orderly procedure of the meeting, subject to an immediate appeal by a councillor from any ruling.

25.2 If a ruling of the Chair is appealed, the Chair will give concise reasons for the ruling and the councillor will be provided an opportunity to give concise reasons for the appeal, and Council

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will, without debate, determine by a show of hands whether to uphold or overturn the ruling. The Chair shall comply with the decision of the Council.

- 25.3 If the Chair wishes to leave the chair for any reason, the Chair must call on the Deputy Mayor, or in the Deputy Mayor's absence, the Acting Mayor, to preside.

26. Councillor Conduct

- 26.1 During a meeting, a councillor must:

- (a) only speak after being recognized by the Chair;
- (b) address the Chair when speaking;
- (c) refrain from using crude, vulgar, profane or offensive language, or disturbing the orderly business of the meeting in any way;
- (d) respect and follow all applicable procedural rules;
- (e) respect and obey all rulings of the Chair except in the case of an appeal of a Chair's decision that is upheld by Council;
- (f) refrain from leaving their seat or making any noise while a vote is being taken or the result declared;
- (g) refrain from re-entering the meeting while the vote is being taken, if absent from the meeting due to pecuniary interest;
- (h) refrain from interrupting other speakers, except to raise a Point of Order or a Point of Privilege;
- (i) reflect upon any vote, except for the purpose of moving that the vote be reconsidered; and
- (j) refrain from using any electronic device, except to access the meeting's agenda package electronically.

- 26.2 Councillors must make every attempt to remain in the Council chambers at all times during a meeting. If a Councillor must leave the Council chambers for a short time for personal reasons, the Councillor shall so indicate by a signal to the Chair which may be non-verbal, and upon acknowledgement by the Chair the councillor may leave the Council chambers while proceedings continue. In such case, the Chair shall avoid calling for a vote while the councillor is not present in the Council chambers and shall afford the councillor a reasonable time to return before any vote is taken.

- 26.3 If a councillor has temporarily left the meeting, other than for declaring a pecuniary interest, and a vote is about to be taken, the Chair shall recess the meeting for up to 10 minutes to allow the councillor to return to the meeting to participate in the vote. If the councillor has not

returned after 10 minutes, the Chair shall call the meeting back to order and the vote shall proceed.

27. Points of Order

- 27.1 When a Point of Order is called, the councillor calling the Point of Order must identify the procedural deviation.
- 27.2 The Chair may call to order any councillor who is out of order.
- 27.3 When a councillor persists in a breach of order, after having been called to order by the Chair, the Chair may declare the breach and name the offending councillor.
- 27.4 Unless the councillor who has been named by the Chair immediately apologizes for the breach and withdraws any objectionable statements, the Chair shall direct that the notation of the declaration of the breach and naming of the councillor be noted in the minutes.

28. Motions

- 28.1 A Motion relating to a matter not within the jurisdiction of Council is not in order.
- 28.2 A recommendation in a report does not constitute a Motion until a councillor has formally moved it.
- 28.3 A Motion does not require a seconder.
- 28.4 Once a Motion has been moved and accepted by the Chair, it may only be withdrawn with the consent of the majority of councillors present at the meeting.
- 28.5 The mover of the Motion may speak and vote for or against the Motion and once all councillors present have had the opportunity to speak to the motion the mover is entitled to speak in closing on the motion immediately prior to the vote.
- 28.6 Unless otherwise specified in this Bylaw, a Motion is passed when a majority of councillors participating in the meeting and entitled to vote have voted in favour of the Motion. A Motion put to a vote and not passed is defeated and does not result in a Resolution.
- 28.7 A matter not amounting to a Motion that is put to a vote of the Council in the same manner as a Motion, such as an appeal of a ruling of the Chair on a Point of Order, becomes an act of the Council if a majority of councillors present indicate support for it.
- 28.8 The Chair may participate in debate and vote on matters before Council, without relinquishing the Chair.
- 28.9 All councillors must be provided with an opportunity to speak to a Motion before any councillor is permitted to speak to the Motion a second or subsequent time.

28.10 Any councillor may require a Motion under debate to be re-read at any time during the debate if the Motion is not electronically displayed in the Council chambers but must not interrupt a speaker to do so.

28.11 When a Motion is under debate, no other Motion shall be made except to:

- (a) table, which means to cease discussion on the current topic to address another matter that the Councillor considers to be of greater urgency. A Motion to table is not debatable. If a Motion to table is passed, the Motion under debate is no longer debatable and a Motion to “lift from the table” is required to resume consideration of the matter. If not lifted from the table during the same Meeting, a tabled Motion expires at the end of that Meeting;
- (b) call for the question, which means to close debate and ask that a vote be taken on the Motion under debate. A Motion to call for the question is not debatable but is only in order if all councillors have had an opportunity to speak to the Motion under debate. If a Motion to call for the question is in order and passes, the Chair must put the Motion under debate to an immediate vote;
- (c) refer, which means to redirect a matter under consideration to another party, such as Administration or a Council committee. A Motion to refer must include instructions to the referral body and is debatable;
- (d) defer, which means to temporarily set aside a Motion under debate to a future Meeting. A Motion to defer must identify a timeline for the matter to be brought back to Council and is debatable;
- (e) amend, which means to modify the wording of a motion. An amending motion is debatable;
- (f) move In Camera; or
- (g) reconvene in public.

29. Amending Motions

29.1 A councillor may only amend the councillor’s own Motion for the purpose of clarifying the Motion’s intent without affecting the substance of the Motion. The Chair may accept such a “friendly amendment” upon putting a request to that effect to the meeting and if no other councillor objects. A councillor may also propose such a “friendly amendment” to another councillor’s Motion, which may be accepted by the Chair if the other councillor agrees and no councillor objects.

29.2 A proposed amendment to a Motion under debate that changes the Motion under debate in any substantive way must take the form of a Motion to amend and is debatable. A Motion to amend must be relevant to the subject matter of the Motion under debate and must not propose a direct negative of the Motion under debate.

- 29.3 Only one amendment to the main Motion under debate may be before the meeting at any time, but a Motion to amend the proposed amendment may be before the meeting at the same time.
- 29.4 When a Motion to amend is on the floor, councillors may debate only the proposed amendment, not the main Motion under debate to which the amendment pertains.
- 29.5 An amendment to an amendment, if any, shall be voted upon before the Motion to amend. If no other amendment to the Motion to amend is proposed, the Motion to amend shall then be voted upon. Only after all Motions to amend have been put to a vote shall the main Motion under debate be put to a vote.

30. Splitting Motions

- 30.1 When a Motion under debate contains distinct propositions, at the request of any councillor on a Point of Order, the Chair shall call for separate votes on each proposition.

31. Voting Procedures

- 31.1 Votes on all Motions must be taken as follows:

- (a) the Chair will ensure that the Motion to be voted upon is clear by either:

- i. confirming that the Motion is viewable by councillors, either in hard copy or electronically; or
- ii. by restating the Motion verbatim immediately prior to the vote.

- (b) councillors must:

- i. vote by show of hands; or
- ii. vote verbally by stating “yes” or “no” to the Motion if participating via teleconference or other electronic means.

- (c) The Chair will announce the result of the vote.

- 31.2 Once a vote has been called, no councillor will be given an opportunity to speak to the matter.

- 31.3 After the Chair declares the result of a vote, councillors may not change their votes.

32. Reconsideration

- 32.1 After a Motion has been voted upon, but before the meeting is adjourned, any councillor who voted with the prevailing side may move for reconsideration of a previous Motion.
- 32.2 Debate on a Motion for reconsideration of a previous Motion must be confined to reasons for or against reconsideration of the previous Motion.
- 32.3 If a motion to reconsider a previous Motion is passed, such reconsideration shall become the next order of business despite the agenda for the meeting.

- 32.4 A councillor who voted with the prevailing side on a Motion may serve notice of intention to bring a Motion for reconsideration at a subsequent Council meeting; however, a motion for reconsideration is out of order if the original Motion has already been acted upon irrevocably.

33. Councillor Inquiries

- 33.1 At the designated time during a Council meeting, a councillor may request information from the Chief Administrative Officer about the operation or administration of the Municipality:
- (a) verbally, if the councillor does not require a written response; or
 - (b) in writing, if the councillor requires a written response.
- 33.2 If the Chief Administrative Officer is unable to answer the request for information at the meeting, the CAO will endeavour to provide a response at the next regular meeting unless additional time is required to compile the requested information.
- 33.3 If the information requested by a councillor is not readily available and additional financial or other resources will be required in order to respond to a councillor's request for information then a Resolution of Council is required to approve such allocation of resources.

34. Notice of Motion

- 34.1 During each regular meeting of Council, the Chair will ask all councillors present if they wish to provide notice of a Motion to be made at a subsequent meeting.
- 34.2 A Notice of Motion must:
- (a) be given at a regular Council meeting held at least 7 calendar days prior to the Council meeting at which the councillor intends to make the Motion introducing the new matter;
 - (b) be given in writing to all councillors present and to the Chief Administrative Officer;
 - (c) include the complete, precise text of the Motion to be considered; and
 - (d) state the date of the Council meeting at which the Motion will be made.
- 34.3 The giving of a Notice of Motion is not debatable and the Motion, precisely as stated in the Notice of Motion, will then appear on the applicable Council agenda.
- 34.4 A Notice of Motion can be withdrawn at any time in writing to all councillors. A copy of the withdrawal shall also be given to the Chief Administrative Officer.

35. Adjournment

35.1 A Motion to adjourn the Meeting is always in order except:

- (a) when another councillor has the floor;
- (b) when a vote on a Motion has been called for but not yet taken; or
- (c) when a vote on a Motion is in progress or has been completed but the Chair has not yet declared the results of the vote.

35.2 A Motion to adjourn the Meeting shall be put without comment or debate.

36. Repeal

36.1 Bylaw No. 923, 2015 and all amendments thereto are repealed.

37. Coming into Force

37.1 This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

READ a **first** time in council this 07 day of January 2020.

READ a **second** time in council this 21 day of January 2020.

READ a **third and final** time in council this 21 day of January 2020.

Original Signed

Blair Painter
Mayor

Original Signed

Patrick Thomas
Chief Administrative Officer