



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, January 16, 2024 at 1:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Municipal Planning Commission of November 22, 2023
- 3.b Alberta SW Regional Alliance Board Minutes of November 1, 2023 and December Bulletin
- 3.c Minister Rebecca Schulz - Notification of Drought Measures for Municipalities of December 20, 2023
- 3.d Forest Management Plan Public Advisory Committee Meeting Notes of November 30, 2023
- 3.e Town of Hinton - Copy of Letter of Request to Transition to a Wildfire Prevention Committees of December 11, 2023

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of December 12, 2023

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 Lime City Kilns Development Opportunity - Bruce Nimmo, Clearmore Corporation
- 6.b Assisted Transportation Project for Seniors - Rick Jeune and Pauline Desjardins of Peaks to Pines Residents Association

7. REQUESTS FOR DECISION

- 7.a Bylaw 1174, 2023 - Land Use Bylaw Amendment- Rezone the lands legally described as Lot 4, Block 1, Plan 0714095 and Lot 1, Block 4, Plan 0714095, within NW1/4 12-8-5-W5M, from respectively "Comprehensive Resort Village- CRV" and "Direct Control - DC-1" to "Non-Urban Commercial Recreation NUCR-1" - *First Reading*

- 7.b Bylaw 1176, 2023 - Land Use Bylaw Amendment- Rezone the lands legally described as Lot 1, Block 1, Plan 9910376 from Non-Urban Area NUA-1 to Non-Urban Commercial Recreation NUCR-1 - *First Reading*
- 7.c Bylaw No. 1178, 2024 – Fees, Rates and Charges Bylaw Amendment - Occupancy and Completion Certificate - *First Reading*
- 7.d Bylaw 1179, 2024 - Safety Codes Permit Bylaw Amendment re. Occupancy Authorization - *First Reading*
- 7.e Downtown Bellevue Revitalization Tender Results

8. COUNCIL MEMBER REPORTS

9. PUBLIC INPUT PERIOD

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

10. COUNCILOR INQUIRIES AND NOTICE OF MOTION

11. IN CAMERA

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 16, 2024

Agenda #: 3.a

Subject: Minutes of the Municipal Planning Commission of November 22, 2023

Recommendation: That Council accept the Minutes of the Municipal Planning Commission of November 22, 2023 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Municipal Planning Commission provides their minutes to keep Council apprised of exceptional development permits and subdivision applications heard by the commission.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 11 22 Municipal Planning Commission Meeting Minutes.pdf](#)



Municipality of Crowsnest Pass
Municipal Planning Commission Minutes
Wednesday, November 22, 2023, at 2:00 PM

PRESENT: Justin Ames, Chair
Gaston Aubin, Vice Chair
Dave Filipuzzi, Member
Sam Silverstone, Member
Dean Ward, Member

ADMINISTRATIVE: Katherine Mertz, Development Officer
Johan Van Der Bank, Manager of Development & Trades
Shay Sawatzky, Assistant Development Officer – Recording Secretary

ABSENT: Sasha Lassey, Assistant Development Officer
Don Montalbetti, Member (Apologies Sent)
Joanne Tulk, Member (Apologies Sent)
Ryan Dyck, ORRSC

1. **CALL TO ORDER**

Justin Ames called the meeting to order at 2:05 pm.

2. **ADOPT AGENDA**

Johan Van Der Bank pointed out that the Municipal Planning Commission Bylaw requires that at the first meeting after the Council Organizational Meeting the MPC must elect a chair and vice-chair, and that this should be added to the agenda of this meeting.

Katherine Mertz stated that revisions are proposed to Conditions in 6.1 - DP2022-148.

MOTION by Dean Ward to adopt the agenda, as amended.

CARRIED

3. **ELECTION OF CHAIR AND VICE CHAIR**

Johan van der Bank called for nominations for Chair. Dean Ward nominated Justin Aimes. Johan van der Bank called for further nominations for Chair. No further nominations were received. Justin Aimes was elected by acclamation.

MOTION by Dean Ward to defer the election of Vice Chair until the January 2024 meeting, where two new Members will be present.

CARRIED

4. **CONSENT AGENDA**

MOTION by Dean Ward to accept The Communicator Fall Issue – Alberta Development Officer’s Assoc. (ADOA) as information.

CARRIED

5. **ADOPTION OF MINUTES**

MOTION by Dave Fillipuzi to adopt the minutes of October 25, 2023, as presented.

CARRIED

6. **SUBDIVISION APPLICATIONS**

7. **DEVELOPMENT PERMIT APPLICATIONS**

6.1 **DP2022-148 – 11218 21 Avenue, Blairmore (Lot 2 Block 22 Plan 9312518)**

MOTION by Dean Ward to:

Approve DP2022-148, for an existing “Auto repair shop” (discretionary use), existing fascia sign, the existing placement of “Four Shipping Containers accessory to an approved use” (discretionary use), existing Outdoor Storage, existing Parking, and proposed Fencing and Landscaping, with conditions as identified by Alternative A in the MPC request for decision package and revise the conditions as shown in Attachment “A”.

CARRIED

6.2 **DP2023-142 – 1308 East Hillcrest Drive, Hillcrest (W5;3;7;17;NE)**

MOTION by Dave Filipuzzi to:

Approve with amendments, DP2023-142, for a “Single-Family Dwelling” (discretionary use) with conditions as identified by Alternative A in the MPC request for decision package and revise condition 3 to add the following:

“Notwithstanding any other provision(s) in this condition, and except if the landowner or applicant enters into a service connection agreement with the Municipality to install a second, separate service connection in 12 Avenue to service the subject property, this Development Permit shall not be issued and construction of the Single-family Dwelling shall not proceed until the landowner or applicant has obtained subdivision approval for and registration of a bare land condominium plan that includes Lot 8, Block 1, Plan 0210159 and the subject property (i.e. the NE-17-7-3-W5M).”

CARRIED

6.3 DP2023-168 – N/A, Coleman (Unit 16 Plan 0714028)

MOTION by Dean Ward to:

Approve DP2023-168, for a “Rowhouse” (4 units) (discretionary use), with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.4 DP2023-177 – 13405 21 Avenue, Blairmore (Lot 1-3 Block 10 Plan 3319I)

MOTION by Dave Filipuzzi to:

Approve DP2023-177, for an “Apartment building not exceeding three habitable floors or 10m in height” (conversion of an existing church building to contain 4 dwelling units) (permitted use) with variances to the yard setbacks (of the existing building) and a 14% variance to the minimum required parking stalls, with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

7. BYLAW AMENDMENTS

7.1 Bylaw 1168, 2023 – Municipal Reserve Disposal

MOTION by Gaston Aubin to accept the bylaw amendments as information.

CARRIED

8. APPEALS

9. ROUND TABLE DISCUSSION

9.1 The Committee discussed two ongoing developments of properties. One is the apparent ditching for a waterline along Hwy 3. This would not require a development permit, and the Development Office will investigate if the landowner made an application to the Municipality for a service connection. The other is the on-going enforcement regarding business parking along 20 Avenue and 21 Avenue.

10. NEXT MEETING

10.1 Next Meeting December 13, 2023

11. IN CAMERA

MOTION by Dean Ward to close the meeting to the public for Agenda Item 11.1 as per Section 197, Third Party Personal Privacy at 3:03 pm.

Those present: Justin Ames, Gaston Aubin, Dave Filipuzzi, Sam Silverston, Dean Ward, Johan Van Der Bank, Katherine Mertz, Shay Sawatzky

CARRIED

NO ONE EXITED THE MEETING.

The Committee discussed the requirement to appoint a representative to the Municipal Historic Resources Advisory Committee to replace the current representative whose MPC term expires on December 31, 2023.

Open the meeting to the public at 3:06 pm.

MOTION by Dean Ward to defer the appointment of a representative to the Municipal Historic Resources Advisory Committee to the next scheduled meeting when two new members will be present.

CARRIED

12. ADJOURN

MOTION by Gaston Aubin to adjourn the meeting at 3:07 pm.

CARRIED

APPROVAL OF MINUTES

Approved By:

Easton Hubin

Chairperson

Dec 13/2023

Date

J. M. B.

Manager of Development and Trades

Dec. 13, 2023

Date



Attachment "A"

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

Meeting Date November 22, 2023

Application No. DP2022-148

Roll No. 2097300

Civic Address 11218 21 Avenue, Blairmore

Legal Address Lot 2 Block 22 Plan 9312518

Land Use District Drive-In Commercial C-2

Proposed Development For an existing "Auto repair shop" (discretionary use), existing fascia sign, the existing placement of "Four Shipping Containers accessory to an approved use" (discretionary use), existing Outdoor Storage, existing Parking, and proposed Fencing and Landscaping.

Development Standards The current development permit application DP2022-148 proposes the following development standards, some of which require a variance:

Building	Standard	Proposed	Variance Requested
Front Yard Setback	9.1m	10.65m	N/A
East Side Yard Setback	6.1m	19.84m	N/A
West Side Yard Setback	6.1m	Complies	N/A
Rear Yard Setback	6.1m	4.17m	1.93m (32%)
Height	7.6m	8.8m	1.2m (16%)
Shipping Containers	Standard	Proposed	Variance Requested
Number of shipping containers	The Municipal Planning Commission may limit the number of shipping containers that may be allowed on a lot.	4	N/A
Front Yard Setback	Not allowed	Complies	N/A
East Side Yard Setback	1.2m	Placed on property line to form part of the fence.	N/A

West Side Yard Setback	1.2m	Complies	N/A
Rear Yard Setback	1.2m	Placed on property line to form part of the fence.	1.2m (100%)
Shipping Containers Stacked	2 high	0	N/A
Maximum Lot Coverage	40%	19%	N/A
Fence	Standard	Proposed	Variance Requested
Maximum Height	1.83m	2.8m	0.97m (53%)
Parking	Standard	Proposed	Variance Requested
Service stations and automobile or equipment repair (529.18m ²) 1 per 45.1m ²	12 stalls, includes 1 parking stall for persons with disabilities One off-street loading bay	On-site: 23 stalls (four of which do not meet the on-site access requirement) including one barrier-free stall 1 loading bay Off-site: 10 to 15 maximum employee stalls encroaching 15.5m into the 20 Avenue right-of-way	Four stalls in the NW corner to take direct access off of 21 Avenue instead of on-site access. A maximum of 15 employee stalls to be located in the 20 Ave ROW subject to a License of Occupation agreement with the Municipality.
Site Triangle			
Imaginary line starting at the point of intersection of property lines and extending from their point of intersection	6.1m	Complies and any object placed in the 20 Ave ROW pursuant to the LoC shall not obstruct visibility of traffic at the intersection of 21 Avenue with 20 Avenue	N/A

Background

- A development permit application in 2016 was approved by MPC for an addition to the building, revised fascia sign, fencing around the rear yard, and either three or four (uncertain) shipping containers (to form part of

the fence) for storage in the rear yard; with variances to the rear yard setback, the height of the building, and the height of the fence (DP2016-077). The approved site plan showed that all the proposed development would be located on the subject lands. The development was not completed as per the elevation drawings (it is possible that a revised development permit was later issued, but the building is not the point of contention), the conditions of the development permit, or the approved site plan, and some of the development (i.e. parking and shipping containers) was developed on Municipal Lands without approval (i.e. 20th and 21st Avenue road allowances).

- This application was first brought forward to MPC on August 24, 2022, where the applicant was requesting approval for an "Auto repair shop", the placement of "Four Shipping Containers" with a variance to the rear yard setback of 100% plus a 4.80m encroachment into public road right-of-way, for a "Freestanding Sign" (discretionary use) encroaching 2.82m into the road right-of-way, and for "Fences", "Parking" and "Landscaping" (permitted use) all of which encroach 15.50m into public road right-of-way.
- A decision could not be made because the proposed site plan that was submitted with the application identified shipping containers, parking, fencing, and landscaping outside of the site boundaries encroaching several metres into the road allowance of 20 Avenue, and customer parking encroaching into the road allowance of 21 Avenue. As such, the MPC, who does not have authority over the use of public road allowance for private use, could not decide on the application.
- MPC tabled the application because the proposed development would be located on Municipal Lands, and MPC wanted administration to seek Council's approval for the landowner to either purchase or lease the lands.
- Subsequent to the August 24, 2022 stay of decision, several options were considered and discussed with the Applicant. One was to close the road allowance portion where the encroachments are and sell that to the landowner. There is municipal infrastructure involved and the landowner would have to move the infrastructure to the south side of 20 Avenue at an exorbitant cost. The other option was to lease the closed portion of the road allowance to the landowner. The request to purchase or lease the lands was defeated by Council on October 25, as Council did not agree that a business should be operating on Municipal Lands.
- Council's refusal to lease the road portion to the applicant meant that the development permit application had to comply with the site boundaries and could not be approved with the encroachments as requested in the original application and accompanying site plan. As a result, in November 2022 the Development Office proposed a report to the Municipal Planning Commission whereby the application would be approved subject to the applicant providing a revised, compliant site plan that showed the existing

buildings, and all parking, shipping containers, and fencing to be contained within the property boundaries, except for the free standing sign – the Subdivision and Development Appeal Board approved the sign with its existing height and area in 2008 under an appeal of the refusal of DP07-D145. An encroachment agreement would have had to be entered into with the municipality, for the current location of the sign, which encroaches 2.82m into 20 Avenue right-of-way.

- A Notice of Decision for DP2022-148 to the extent described above was issued in November 2022. The Applicant did not appeal that decision.
- The Applicant failed to comply with the conditions of DP2022-148.
- A Stop Order was issued April 12, 2023, for failing to satisfy the conditions of DP2022-148. Subsequently an appeal was filed against the Stop Order, and a hearing was scheduled and adjourned several times.
- While the appeal hearing was adjourned, the landowner moved towards compliance through discussions with the CAO and Council regarding a License of Occupation agreement to use the road allowance, revisions to the site plan and conditions of the development permit.
- On November 03, 2023, the appeal and the Stop Order were withdrawn, subject to conditions that included a requirement that the Applicant make an application to revise the development permit.
- The applicant has since brought forward a revised site plan and conditions to revise the Notice of Decision issued November 28, 2022.
- The application is now being brought back to MPC for consideration, with the proposal to either approve the development with the conditions as agreed to in principle between the Applicant and the Municipality subject to consideration of a revised development permit application, or deny the application.
- The previous DP2016-077 was issued in 2018 but to date the landowner did not comply with the proposed development elevations, site plan and conditions in that development permit. As such, DP2016-077 is incomplete and will be revoked and substituted by the new DP2022-148. The landowner will have an opportunity to appeal that decision to the Subdivision and Development Appeal Board.

Notification

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

**Appeal
Jurisdiction**

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

Alternative

- A. Approve the development permit application for an existing "Auto repair shop" (discretionary use), existing fascia sign, the existing placement of "Four Shipping Containers accessory to an approved use" (discretionary use), existing Outdoor Storage, existing Parking, and proposed Fencing and Landscaping on Lot 2, Block 22, Plan 9312518, subject to the following conditions:
1. This development permit shall be of no effect, and construction / placement of the development shall not commence, until all "Prior to Issuance Conditions" have been met or fulfilled. For this purpose, this Notice of Decision shall remain effective for a period of six (6) months and shall then expire and be deemed null and void unless the person to whom the Notice of Decision was issued continues to collaborate with the Development Authority to satisfy or complete the "Prior to Issuance Conditions" and an extension is approved by the Development Authority
 2. All prior development permits including DP2016-077 shall be deemed to have been revoked upon the issuance of DP2022-148 revised November 22, 2023, and the \$3,000 security deposit collected in accordance with Development Permit DP2016-077 to ensure completion of the development in accordance with the conditions of that development permit, will be refunded shall be added to any security deposits collected by the Municipality in accordance with Development Permit DP2022-148. All security deposits collected in accordance with DP2022-148 shall be released in stages pursuant to and upon completion of the development permit conditions of this revised DP2022-148.

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

3. The applicant / landowner shall submit to the Development Officer an additional \$5,000 security deposit to warranty completion of the conditions of this revised DP2022-148, which shall be refunded upon completion pursuant to condition 15. *(the landowner completed this condition on October 31, 2023)*
4. The applicant / landowner shall submit the following items to the Development Officer's satisfaction by no later than **January 31, 2024**:
 - a) Coloured photographs of the existing development on the property, including all four building elevations (four separate letter sized photographs) and the freestanding sign. *(the landowner completed this condition on October 17 and October 27, 2023)*
 - b) A revised site plan to scale that shows the location of the existing building, the relocation of the maximum of four shipping containers to the property line as part of the fencing and entirely contained within the property boundaries, site access, outdoor storage in the fenced rear yard only, parking for staff and customers, loading bays, and a 2.8m high opaque

fence located around the rear storage yard on the subject lands at property line. *(the landowner completed this condition on October 31, 2023)*

- c) At no cost to the Municipality, an executed License of Occupation (Caretaker's Permit) agreement with the Municipality, with an annual lease fee in the amount of \$3,600 payable upon invoicing, for the use of municipal road allowance for the purposes of permitting, as identified on the revised site plan:
- (i) perpendicular parking on 21 Avenue eight (8) parking stalls, including one barrier-free stall; and
 - (ii) landscaping, including maintenance of it, and a maximum of 15 employee parking stalls on 20 Avenue that is accessible from within the subject property only;
- for an effective period of seven (7) years, renewable for another seven (7) years upon written request sixty (60) days prior to the expiration date and provided that the applicant / landowner is not in default of the agreement, including the annual lease fee, and is in good standing relative to the conditions of this development permit, and terminable by the Municipality on thirty (30) days written notice as described by section 13(1)(o) of the Traffic Safety Act.
- c.1) In the event that the Municipality does not enter into the proposed License of Occupation agreement, the applicant / landowner shall revise the site plan to the Development Officer's satisfaction, by no later than **February 28, 2024**, by removing the proposed landscaping and employee parking in the 20 Avenue right-of-way, and the proposed customer parking perpendicular to the property boundary at the intersection of 21 Avenue onto 20 Avenue, and the applicant / landowner shall refrain from using these areas for any parking or landscaping.

5. The applicant / landowner shall resolve the encroachment of the existing Free-standing Sign in the 20 Avenue road allowance. Options for such resolution are a) make an application to the Municipality to enter into an Encroachment Agreement for the sign or b) if (a) fails, remove the sign. *(the landowner completed this condition by submitting an application for an Encroachment Agreement which was deemed received by the Municipality on October 31, 2023)*
6. An appeal period of twenty-one (21) days from the date of notification of the Development Authority's decision applies, and if any appeals are submitted pursuant to s. 686 of the Municipal Government Act the development permit shall not be issued until such appeals are dealt with by the Subdivision and Development Appeal Board or the Land and Property Rights Tribunal, as may be applicable.

Time Specific Conditions After Issuance (deadline for enforcement)

7. The applicant / landowner shall install a post and chain barrier to control site egress at the large vehicle exit at the intersection of 21 Avenue and 20 Avenue for use only when required to exit large vehicles. The installation of the post and chain barrier shall be completed to the Development Officer's satisfaction by no later than **January 31, 2024**.
8. The applicant / landowner shall construct a 2.8 metre high opaque fence along the perimeter of the outdoor storage yard as identified in the revised site plan to screen all outdoor storage in the rear yard. The fence may include a maximum of four shipping containers placed within the

subject property up to the property boundary, and shall be constructed of either wood, metal, or PVC. The location, extent, material, ~~and~~ finishing (colours) of the fence shall be to the Development Officer's satisfaction. The fence shall be completed to the Development Officer's satisfaction by **September 30, 2024**.

9. The applicant / landowner shall install parking barrier curbs on all parking areas to delineate the front edge of all parking spaces and along the property boundary to control / limit ingress and egress locations into and from the property to those locations identified in the revised site plan, to be completed no later than **September 30, 2024**.
10. By no later than **September 30, 2024**, the applicant / landowner shall construct a new "Egress Only" exit onto 20th Avenue limited to large vehicles only, to specifications obtainable from the Municipality and to the satisfaction of the Development Officer.
11. By no later than **September 30, 2024**, the applicant / landowner shall complete the landscaping and employee parking area (maximum 15 parking stalls) in the road allowance of 20 Avenue, subject to the terms and conditions of the License of Occupation agreement referenced in condition 4. c). Please note: the Municipality will not be closing any portion of 20th Avenue to facilitate use of the road allowance pursuant to the License of Occupation.
12. By no later than **September 30, 2025**, the applicant / landowner shall pave the west parking area (outside of the fenced outdoor storage yard) with asphalt, and shall paint all parking spaces in accordance with the layout on the revised site plan (while maintaining the barrier curb stops described in condition 9 after paving is completed).
13. Development must be commenced or carried out with reasonable diligence, in the opinion of the Development Officer, within 12 months from the date of issuance of the development permit and / or within the specific timelines and by the specific deadlines stated in this development permit, otherwise the permit shall be deemed to be null and void.
14. When a development permit involves construction, the exterior work must be completed to the Development Officer's satisfaction within 36 months after the date of the issuance of the development permit and / or within the specific timelines and by the specific deadlines stated in this development permit, otherwise the applicant or landowner shall be deemed to be in contravention of the development permit conditions.
15. The total security deposit of \$8,000 held by the Municipality to secure performance of conditions contained herein shall ~~may~~ be released on the following terms and conditions:~~refunded as follows:~~
 - a) \$500 – Upon completion by January 31, 2024, of the post and chain barrier to control site egress at the large vehicle exit at the intersection of 21 Avenue and 20 Avenue.
 - b) \$3,500 - Upon completion by September 30, 2024, of the fence, the barrier curbs to control parking and site ingress/egress, the new "Egress Only" exit onto 20th Avenue, and the landscaping and employee parking in the road allowance of 20 Avenue.
 - c) \$4,000 – Upon completion by September 30, 2025, of parking lot paving and parking stall painting.

Failure to comply with these terms and conditions may result in the forfeiture of the associated security deposit monies to the Municipality.

Conditions of a Continuing Nature (Permanent Conditions)

16. In the event that the Municipality does not enter into the proposed License of Occupation agreement for parking and landscaping in the road allowances, the applicant / landowner shall refrain from using these areas for any parking or landscaping.
17. The applicant / landowner shall ensure ~~for the lifetime of this development permit~~ that the post and chain barrier to control site egress at the large vehicle exit at the intersection of 21 Avenue and 20 Avenue remains closed at all times, except when being used for egress only and only when required to exit large vehicles.
18. The applicant / landowner shall maintain ~~for the lifetime of this development permit~~ a 2.8 metre high opaque fence along the perimeter of the outdoor storage yard as identified in the revised site plan to screen all outdoor storage in the rear yard.
19. The applicant / landowner shall maintain ~~for the lifetime of this development permit~~ parking barrier curbs on all parking areas to delineate the front edge of all parking spaces and along the property boundary to control / limit ingress and egress locations into and from the property to those locations identified in the revised site plan.
20. Subject to a valid License of Occupation agreement in good standing with the Municipality, the applicant / landowner shall maintain ~~for the lifetime of this development permit~~ the landscaping and employee parking in the road allowance of 20 Avenue.
21. The applicant / landowner shall ensure that any object placed in the 20 Ave ROW pursuant to the License of Occupation shall not obstruct or reduce the visibility of traffic at the intersection of 21 Avenue with 20 Avenue.
22. The applicant / landowner shall ensure that there shall be no obstruction on the property that reduce the visibility of traffic on the adjacent public roadways, and that the visibility triangle within the property boundaries at the intersection of 20 Avenue and 21 Avenue is maintained at all times.
23. The applicant / landowner shall ensure that the employee parking spaces that are proposed in the 20 Avenue road allowance pursuant to a License of Occupation agreement shall obtain access from inside the property boundary only.
24. The applicant / landowner shall ensure at all times that there shall not be any items stored on top of the shipping containers that form part of the outdoor storage yard fence.
25. The shipping containers shall not display advertising, company logos, names, or other marketing without an approved sign permit.
26. Any deviation by the applicant / landowner from the conditions and specifications approved in this development permit shall require a new application.

27. The development shall comply with and be carried out and completed in accordance with the development standards and yard setbacks in the Drive-In Commercial (C-2) district, except as varied through the revised site plan as may be approved by the Development Officer.

Building	Standard	Proposed	Variance Approved
Front Yard Setback	9.1m	10.65m	N/A
East Side Yard Setback	6.1m	19.84m	N/A
West Side Yard Setback	6.1m	Complies	N/A
Rear Yard Setback	6.1m	4.17m	1.93m (32%)
Height	7.6m	8.8m	1.2m (16%)
Shipping Containers	Standard	Proposed	Variance Approved
Number of shipping containers	The Municipal Planning Commission may limit the number of shipping containers that may be allowed on a lot.	4	N/A
Front Yard Setback	Not allowed	Complies	N/A
East Side Yard Setback	1.2m	Placed on property line to form part of the fence.	N/A
West Side Yard Setback	1.2m	Complies	N/A
Rear Yard Setback	1.2m	Placed on property line to form part of the fence.	1.2m (100%)
Shipping Containers Stacked	2 high	0	N/A
Maximum Lot Coverage	40%	19%	N/A
Fence	Standard	Proposed	Variance Approved
Maximum Height	1.83m	2.8m	0.97m (53%)
Parking	Standard	Proposed	Variance Approved
Service stations and automobile or equipment repair (529.18m ²) 1 per 45.1m ²	12 stalls, includes 1 parking stall for persons with disabilities One off-street loading bay	On-site: 23 stalls (four of which do not meet the on-site access requirement) including one barrier-free stall 1 loading bay Off-site: 10 to 15 maximum employee stalls encroaching 15.5m	Four stalls in the NW corner to take direct access off of 21 Avenue instead of on-site access. A maximum of 15 employee stalls to be located in the 20 Ave ROW subject to a License of Occupation

		into the 20 Avenue right-of-way	agreement with the Municipality.
Site Triangle	Standard	Proposed	Variance Approved
Imaginary line starting at the point of intersection of property lines and extending from their point of intersection	6.1m	Complies and any object placed in the 20 Ave ROW pursuant to the LoC shall not obstruct visibility of traffic at the intersection of 21 Avenue with 20 Avenue	N/A

28. The Developer and/or the Landowner shall ensure that any changes to the lot grading maintains positive drainage directing the flow of all surface stormwater away from building foundations towards adjacent streets and lanes without adversely affecting (e.g. erosion, flooding) adjacent properties, roads, lanes, public property, or public infrastructure, including where applicable in such a manner that the post-development rate and volume of surface stormwater drainage from the subject property do not exceed the pre-development rate and volume of surface stormwater drainage. Should retaining walls be required as part of the stormwater drainage system, additional development permits are required, and construction shall be completed by the landowner at no cost to the municipality.
29. The Land Use Bylaw contains development standards and regulations that apply to this development permit and for which the landowner is responsible, at no cost to the Municipality of Crowsnest Pass. These regulations address matters relating to many aspects of the approved development or use e.g., access to the property, lines of sight, public safety setbacks, parking requirements, lot grading, maintaining positive drainage towards abutting roads and/or lanes, outdoor storage, etc. It is the Landowner's and/or Applicant's responsibility to ensure that they are fully aware of all the applicable development standards and regulations in the Land Use Bylaw that may apply to the proposed development or use by contacting the Municipality's Department of Development, Engineering & Operations.
30. When a development permit involves construction, the Development Officer may require that the landowner provide the stake-out, a survey and a survey drawing (or a Real Property Report) of the property and/or building footprint by either an Alberta Land Surveyor, professional engineer (see definition) or other certified agent at any time prior to the commencement and/or after the completion of a development, at no cost to the Municipality.
31. Failure to comply with any one or more of the conditions listed in this development permit either by a specified deadline or at any time throughout the lifetime of the development permit, as may be applicable, or implementation of the development contrary to the approved site plan and/or approved variances, shall result in enforcement through a Stop Order and corresponding possible fees, rates, charges, or fines ~~and penalties being imposed on the landowner / applicant~~ pursuant to the Municipality's Fees, Rates and Charges Bylaw in effect at the time of the non-compliance.

Important Information & Notes:

- a) The issuance of a Development Permit indicates only that the development to which the Development Permit relates is authorized in accordance with the provisions of the Municipality of Crowsnest Pass Land Use Bylaw and does not in any way

relieve or excuse the Landowner and/or the Development Permit holder from obtaining any other permit (including authorization to modify a wetland, safety codes permits e.g. building, electrical, gas, plumbing, etc.), license, or other authorization required by any Federal or Provincial Act or regulation, or under any Bylaw of the Municipality (e.g. a business license), or complying with the conditions of any easement, covenant, agreement, or other instrument affecting the building or land. The Landowner and/or the Applicant is responsible to ensure compliance with these matters.

- b) The Applicant/property owner is responsible for, as may be applicable
- (i) Determining the legal property boundaries and any applicable easements through a survey by an Alberta Land Surveyor.
 - (ii) Ensuring that any structures approved under this development permit are constructed such that they are correctly set back from the property boundaries in compliance with the front, rear, and side yard setbacks approved in this development permit.
 - (iii) Ensuring that the development approved under this development permit shall not disturb, affect, or alter conditions of all utilities and appurtenances, drainage rights-of-way, utility rights-of-way, access rights-of-way, and any easements as they may exist, over, under, or through the Lands;
 - (iv) Ensuring that the construction activity approved under this Development Permit is undertaken in a manner that does not cause a nuisance, disturbance, or damage to adjacent properties, roads, lanes, or other municipal infrastructure.
 - (v) Making suitable arrangements with utility companies for the provision of all services and/or necessary easements for utility rights-of-way.
 - (vi) Notifying Alberta 1st Call at 1-800-242-3447 to arrange for field locating prior to construction, should any excavations be required near utility lines.
 - (vii) Ensuring that permanent structures are located outside the 1:100-year flood plain of any body of water and that construction does not result in the modification of a wetland without provincial approval.
 - (viii) Ensuring that foundation & drainage systems are constructed under the supervision of a qualified engineer on any slope exceeding 15% to protect the bank from erosion and to ensure slope stability.
 - (ix) Ensuring that the property is graded in such a manner that positive drainage directing the flow of all surface stormwater away from building foundations towards adjacent streets and lanes is maintained without adversely affecting (e.g. erosion, flooding) adjacent properties, roads, lanes, public property, or public infrastructure, including where applicable in such a manner that the post-development rate and volume of surface stormwater drainage from the subject property do not exceed the pre-development rate and volume of surface stormwater drainage. Should retaining walls be required as part of the stormwater drainage system, additional development permits are required, and construction shall be completed by the landowner at no cost to the municipality. Where an approved storm water management plan exists, the property must be graded in accordance with the storm water management plan.
 - (x) Ensuring that construction on a property with an effective grade or slope of greater than 15% is undertaken in accordance with the recommendations in a slope stability assessment and/or a grading plan, as may be applicable, approved by a professional engineer licensed in the Province of Alberta.
 - (xi) Being aware of FireSmart Regulations including the Municipality's FireSmart Bylaw, if applicable.
 - (xii) As part of the development permit review process, the Development Officer reviewed the following items, and all applicable requirements are addressed in the conditions of the permit.

CNP Heritage Inventory	N/A	Flood Fringe	N/A
Provincial Historic Designation	HRV 3,4	Wildland Urban Interface- Fire Hazard	Non-Fuel
Historic Commercial Overlay / Historic Site	N/A	Area Structure Plan	N/A
High Pressure Gas Main	N/A	Gas Well	N/A
Parking	12	Land Use Bylaw No.: 868-2013 Schedules	2-C-2, 4, 6, 15
Alberta Transportation	N/A	Title Review / CAD / Utilities	R/W on East of property
Site Inspection	N/A	Landfill / Lagoon	N/A
Contours / Slope	Reviewed No Issues		

or

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

Recommendation

The Development Office recommends that the Municipal Planning Commission approves DP2022-148, subject to the conditions in Alternative A.

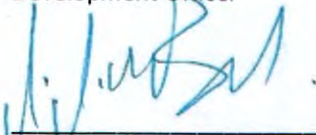
Attachments

1. Location Map
2. Site plan
3. Elevations
4. Free-standing Sign

Authorization



Katherine Mertz
Development Officer



Johan Van Der Bank, RPP, MCIP
Manager Development & Trades



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 16, 2024

Agenda #: 3.b

Subject: Alberta SW Regional Alliance Board Minutes of November 1, 2023 and December Bulletin

Recommendation: That Council accept the Alberta SW Regional Alliance Board Minutes of November 1, 2023 and December Bulletin as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Alberta SW Board provides their minutes to member municipalities to advise of regional economic development activities and opportunities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 AlbertaSW Board Minutes 11-01 approved plus Exec Dir Report.pdf](#)

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
 Wednesday, November 1, 2023 – Community Hall, Cowley



Board Representatives

Brent Feyter, Fort Macleod
 Brad Schlossberger, Claresholm
 David Green, Pincher Creek (alt)
 Barbara Burnett, Cowley
 Rick Lemire, MD Pincher Creek
 Victor Czop, Nanton (alt)
 Blair Painter, Crowsnest Pass
 Cam Francis, Cardston County
 Dale Gugala, Stavely
 John Van Driesten, MD Willow Creek

Monte Christensen, Hill Spring
 Barbara Clay, Waterton
 Tim Court, Cardston

Resource Staff and Guests

Paula Watson, Cowley
 Greg Long, LRSD
 Sacha Anderson, CF Crowsnest Pass
 Marie Everts, JET
 Tiare Dewart, Cowley
 Bev Thornton, AlbertaSW

- | | | |
|----|---------------------------------------|---|
| 1 | Call to Order | Chair Brent Feyter called the meeting to order. |
| 2 | Approval of Agenda | Moved by Blair Painter THAT the agenda be approved as presented.
Carried. [2023-11-863] |
| 3 | Approval of Minutes | Moved by Brad Schlossberger THAT the Minutes of October 4, 2023, be approved as presented.
Carried. [2023-11-864] |
| 4 | Approval of Cheque Register | Moved by Dale Gugala THAT cheques #3275 to #3287 be approved as presented.
Carried. [2023-11-865] |
| 5 | Office Rental Agreement | Moved by Tim Court THAT AlbertaSW proceed with the Alberta Infrastructure rental agreement for office space in the Pincher Creek provincial building.
Carried. [2023-11-866]
Bev will draft further correspondence to the Minister's office. |
| 7 | Regional Solutions for Housing Supply | Town of Nanton received a response from the office of the Minister of Seniors, Community and Social Services. The letter outlined the Affordable Housing Partnership Program (AHPP) which is not directly applicable to this project proposal, which is considering full range of housing supply. |
| 8 | Website rebuild | www.albertasouthwest.com is being rebuilt on a new platform; content updated to reflect community information relevant to supporting investment inquiries. |
| 9 | Blackfoot Signage Project | This pilot project is funded by SouthGrow, Community Futures Lethbridge, and Tourism Lethbridge, with Kainaiwa and AlbertaSW as resources. There will be additional marketing of the program in upcoming weeks. |
| 10 | Invest Alberta Community Profiles | Progress report from Garnering Results Consulting accepted as information. |
| 11 | Executive Director Report | Accepted as information. |
| 12 | Round Table | Received as information. |
| 13 | Upcoming Board Meetings | ➤ December 6, 2023-Pincher Creek - Organizational Meeting
➤ January 3, 2024 TBD |
| 14 | Adjourn | Moved by Rick Lemire THAT the meeting be adjourned.
Carried. [2023-11-867] |

Approved December 6, 2023

Executive Director Report November 2023

MEETINGS and PRESENTATIONS

Nov1: MECAP meeting,, Zoom; contact Bev for link to recording of presentations

Nov 1: AlbertaSW Board meeting, Cowley

Nov 2: Blackfoot Signage Steering Committee meeting, Teams

Nov 6: South Canadian Rockies AGM, Crowsnest Pass, (regrets)

Nov 7: RINSA meeting, Teconnect

Nov 7: Meeting with Great Falls Development Authority, Zoom

Nov 8: EDA Webinar, Zoom

Nov 9: Meeting with web development team, Zoom

Nov 9: IEDC-AEDO Accreditation Committee meeting, Zoom

Nov 9: REDA Managers meeting with JET re: industry relations and funding, Zoom

Nov 10: Meeting with MLA, Teconnect

Nov 10: BIPOC Awards Dinner, Lethbridge

Nov 14: Meeting with Alberta Infrastructure re: rental agreement, Teams

Nov 15: Economic Development Lethbridge Board meeting, Teconnect

Nov 15: Crown of the Continent Geotourism Council Executive meeting, Zoom

Nov 16: Meeting with Venture for Canada re: succession planning services, Zoom

Nov 20-25: "work deferral interlude" (vacation!); Nov 22: Highway 3 TDA meeting (regrets)

Nov 28: Travel Alberta/Destination Canada "Discovery Report" presentation, Zoom

Nov 28: Blackfoot Signage Steering Committee meeting, Zoom (regrets)

Nov 28: Meeting with PrairiesCan, Teams

Nov 28: Meeting with University of Lethbridge student project team, Zoom

Nov 29: Calls/e-mails to compile final reports for Regional Business License

Nov 30: Meeting with RINSA TDA and JET REDS, Pincher Creek

Nov 30: IEDC-AEDO Accreditation Committee meeting, Zoom

PROJECT MANAGEMENT and REPORTING

- MECAP agenda and meeting follow-up
- Continued discussion regarding details of rental agreement with GoA
- Continued input to Blackfoot Signage pilot project
- Final compilation of RBL for 2023; update poster, brochures, stickers and website information
- Send RBL invoices 2023 and membership invoices for 2023
- Planning with website rebuild team
- Review grant programs for potential projects

- Further research of resources re: housing initiatives
- Submit REDA editorial to EDA Invest/Xperience magazine 2024
- Prepare draft report for AEDO re-accreditation of organization in Arizona

INVESTMENT ATTRACTION and REGIONAL PROMOTION

- Submit ad layouts for Waterton Guide and VCTG
- Discussions of collaboration with Great Falls Development Authority
- Review of Invest Alberta Community Profiles (joint project of AlbertaSW and SouthGrow)
- Input to Destination Canada pilot project and to Travel Alberta Destination Development initiative
- Crown planning and ideas to deal with increased cost of map guide reprint and uncertain resources
- Provide feedback to uLeth student mapping project (GEOG 3700) utilizing Peaks to Prairies data
- Support Travel Alberta-Destination Canada consultation process
- Information-sharing with Tourism Lethbridge, EDL Director, Creative Industries
- Respond to regional inquiries and information requests

Thank you to the staff in our Municipal offices who assist with this Regional Business License Program.

Established in 2003, we will be entering the 22nd year of a unique and successful program to serve our local businesses.

SUMMARY OF REGIONAL BUSINESS LICENSE SALES

	2017	2018	2019	2020	2021	2022	2023
TOTAL # sold:	368	362	363	364	356	332	320
Cardston	4	4	4	2	3	2	3
Cardston County	46	46	43	45	39	42	35
Claresholm	49	50	43	45	38	37	26
Cowley	17	11	9	8	13	11	9
Crowsnest Pass	29	32	44	36	35	30	37
Fort Macleod	32	28	27	30	28	21	20
Glenwood	4	2	1	1	0	0	3
Granum	7	7	(MD WC)	n/a	n/a	n/a	n/a
Hill Spring	0	0	0	0	0	0	0
Nanton	4	5	7	8	9	17	9
Pincher Creek	92	98	108	108	102	90	93
Stavely	15	13	10	13	16	16	18
MD-Willow Creek	69	66	69	69	73	66	67
*MD-Pincher Creek	* do not have a business license program						
*MD-Ranchland							
**Waterton Park	** regulated by Parks Canada						

2024 Regional Business License

\$80.00

Save money on "out of town" business license fees!
The Regional Business License "add-on"
 authorizes you to conduct temporary business
 in Alberta SouthWest partner communities. Ideal for trades, sales, and service.

Alberta SouthWest Bulletin December 2023

Regional Economic Development Alliance (REDA) Update

❖ Executive Officers Re-elected for 2024!

- Chair: Mayor Brent Feyter, Fort Macleod
- Vice-Chair: Mayor Brad Schlossberger, Claresholm
- Secretary-Treasurer: Councillor Sahra Nodge, Pincher Creek
- Designated Signing Authority: Mayor Barbara Burnett, Cowley



❖ Small Community Opportunity Program

<https://www.alberta.ca/small-community-opportunity-program>

This new provincial program opened on November 10, 2023; application deadline: 11:59 pm (MST), January 10, 2024.

❖ NRED (Northern and Regional Economic Development) program

Application opened October 23, closing December 20, 2023.

\$9 million over the next three years is allocated to support projects that help deliver business supports, boost labour force attraction and retention, enhance Alberta's tourism development, and build capacity for economic growth.

<https://www.alberta.ca/northern-and-regional-economic-development-program>



❖ Community Profiles Project

AlbertaSW and SouthGrow have jointly engaged Garnering Results Consulting to interview our communities and gather information to be used by Invest Alberta to promote opportunities. **Thank you** to all the

municipal staff who are assisting! This project will wrap up by year end, and will serve as a reference for Invest Alberta, and can also be further customized by each community to respond to investment inquiries.

❖ Housing

Rural Development Network (RDN) has completed another report with communities from across the province to help define needs and steps forward to address full spectrum housing. Claresholm and Pincher Creek are included in this report. <https://www.housingredefined.ca/enabling-housing-choice-project>

❖ Movies, Money, and More! Film industry update

Brock Skretting is the new Director, Creative Industries for Lethbridge, and region. This position rests with Economic Development Lethbridge and is important for our region. Brock has worked with us on the "Film Friendly Southwest Alberta" project, in partnership with Community Futures and our Chambers of Commerce.

The Motion Picture Association (MPA) of Canada has provided figures related to *The Last of Us*, the largest series ever filmed in Canada, and much of it in AlbertaSW.

- Over \$141 M spent on production in Alberta;
- \$71M spent on local labour; 840 jobs created for cast and crew;
- \$70M spent on local Alberta goods and services; 1,000 businesses directly supported!



Best wishes for 2024!

Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

bev@albertasouthwest.com

www.albertasouthwest.com



ACCREDITED
ECONOMIC
DEVELOPMENT
ORGANIZATION
International Economic Development Council



ITB
BERLIN



Best of the Americas 2020





Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 16, 2024

Agenda #: 3.c

Subject: Minister Rebecca Schulz - Notification of Drought Measures for Municipalities of December 20, 2023

Recommendation: That Council accept the letter from Minister Rebecca Schulz - Notification of Drought Measures for Municipalities of December 20, 2023 as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Correspondence was received from the Honorable Rebecca Schulz, Minister of Environment and Protected Areas requesting that all municipalities in Alberta develop water conservation plans and water-sharing agreements. Specifically the Ministry is requesting that the following steps be undertaken by all Municipalities:

1. Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
2. Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
3. Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water license need to be triggered.
4. Develop a water shortage plan so your municipality is prepared to respond if water availability decreases

Analysis of Alternatives:

n/a

Financial Impacts:

Unknown

Attachments:

[2023 12 20 - Minister Rebecca Schulz - Notification of Drought Measures for Municipalities.pdf](#)



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 16, 2024

Agenda #: 3.d

Subject: Forest Management Plan Public Advisory Committee Meeting Notes of November 30, 2023

Recommendation: That Council accept the Forest Management Plan Public Advisory Committee Meeting Notes of November 30, 2023 as information.

Executive Summary:

Minutes from external boards and committees are provided to Council at the subsequent meeting for Council's information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Forest Management Plan Public Advisory Committee provides their meeting notes to keep all members and organizations apprised of their activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[C5 PAC Notes_20231130.docx](#)

**Crowsnest Forest Products
Public Advisory Committee
Kanata Inn (Blairmore)
November 30th, 2023 Meeting Notes**

Present: Alix Hennig, Brenda Davidson, Shannon Frank, Annett Mahieux-Bone, Wade Aebli, Dianne Sawley, Larry Sears, Duncan Abercombie, Gary Clark, Jason Mogilefsky (SLS), Errol Kutcher (SLS), Matt Denney (SLS)

Absent: Kyle Rast, Ron Davis, Dave Whitten, Kate Hamilton, Kelly McDonald, Brian Gallant, Vicki Kubik, Jim Lynch Staunton, Bruce Mowat

Meeting started at 11:00 a.m.

Welcome

- CFP provided an update on the change of ownership for the company, indicating that Spray Lake Sawmills/Crowsnest Forest Products is now owned by West Fraser. The Company is excited to be part of West Fraser and are not anticipating any changes to the committee or the FMP development timelines.
- There was a planning development team meeting last week and we are close to wrapping up the draft VOITs. As emailed to the PAC yesterday, the draft VOITs are just about completed and haven't changed much since our last review. The updates to the VOITs have been to align the wording with the SSRP and the LFMP.
- The plan for the meeting is to provide a brief FMP update, review timelines, and to focus the majority of the meeting on capturing draft VOIT input.
- Next steps are to review the PACs VOIT input and finalize the draft VOITs and begin developing the spatial harvest sequence. We will review the draft spatial harvest sequence at our next meeting, May of 2024.

Round Table introductions

- Participants engaged in a round table of introductions.

FMP Update

- CFP described the current efforts for the forest management plan (FMP). The company has submitted key building blocks for the plan. This includes the landbase (inventory) and yield curves (growth tables) to the GoA at the end of September. The company was hoping for feedback by Nov 15, but the GoA is still reviewing the items. The company is looking for agreement-in-principal to ensure the plan is on track. The next step is to start building the draft SHS scenarios finding the one that best balances the VOITs. The various SHS scenarios will have associated VOIT outputs that can be compared. The objective is finding the SHS that best balances sometimes competing objectives.

VOITS

- The VOITs are still in draft form and the Company is still looking for input and working with GoA to obtain agreement in principal. The latest draft version was provided to the group, but it is still not a public document.
- PAC – Discussion on grizzly bear and how historic range has significantly been reduced. Was 2000 kms now down to only 20 kms. Same is true for elk & wolves. Apex predators and indicator species should be studied. If the Apex species are present- all of the other species will be intact. There is a challenge of trade-offs when working with everything from; forestry, mining, recreation, ranching, hunting all share the same area. WWF study showed a historic 70% decline in most species compared to the pre-industrial condition. The point is that the activities on the Livingstone area should be well thought out as it is the last refuge for wildlife.
- PAC – Will the acquisition result in a change to harvesting practices, specifically stumpside processing
- CFP – It may, if a suitable alternative prescription can be generated. Stumpside processing helps retain moisture and protect seedlings from desiccating winds. North and east slopes probably don't need as much slash as moisture is less limiting on the spruce sites. In some places, there may be too much debris.
- PAC – Ranchers are supportive of alternative prescription to try and reduce some of the slash in the harvest areas and are in favor of not leaving slash on spruce sites.
- PAC – Support the creation of small mammal habitat by using within block brush piling to the extent that is it not a fire hazard. The piles make great hotels for small mammals.
- PAC- Cut to length gives more options rather than treating every sites the same.
- PAC-Do practices change because of drought conditions?
- CFP- Yes when conditions are very dry and fire hazard goes up we operate at night and at times there are forest closures.

Forest Encroachment

- CFP- Aspen encroachment is a problem and slash is a problem for grazing.
- CFP – The company's plan for addressing encroachment is to establish a baseline of grasslands, using the AVI info collected for the FMP and that the company will not be implementing afforestation on grasslands. The challenge really is the deciduous as there is so much of it out there that is dead and dying and no market to warrant commercial harvest.
- CFP – Weve heard from ranchers and biologist in terms of encroachment on our B12 plan and the biggest challenge was that aspen forests are not being renewed and as a result, there's habitat and range loss. If there was a biofuels or gasification plant or some other financial incentive to remove deciduous that would make it more feasible to manage deciduous.
- PAC – Concerned about the loss of grass in old stands and they are converted to regenerating stands. In some, the tree densities are too thick.
- PAC – Also concerned about deciduous encroachment. Some estimate this as high as 5% loss per year in grasslands when comparing todays landscape to the 1920 photos.

- PAC - B.C. land management handbook includes details on climate change. Will this be included in the FMP or how is it being managed on the landscape.
- CFP – there are a number of progeny sites that are assessing how trees grow and survival over time, but the data will not be used for the timber supply model. The growth data for the timber supply model comes from updated tree measurements across the forest.
- PAC- we did a prescribed burn project near Lyndon creek southwest of Claresholm that showed some promise but more burning was needed along with water and fencing for cattle. There needed to do a third burn. Need to have the area set up with water and fencing to have grazing pressure to keep the aspen young and browsed down.
- PAC-Aspen coming back in is then tender and breaks off in your hand and is good forage.
- PAC-Managing aspen encroachment overtime mechanically or with prescribed fire is too expensive. Spraying and grazing is likely the way to keep it managed.
- PAC – Not may controlled burns have happened as often when the conditions are right to burn, the crews are staged in case an uncontrolled fire starts somewhere else.
- PAC – is there potentially open funds available for FRIAA that could be use in a aspen ecosystem restoration project?
- CFP – Agreed there’s potential for sure, to look at a ecosystem restoration/agro forestry project focusing on aspen encroachment and moving that forest type towards an open conifer savanna forest type that would benefit grazing and wildlife.
- PAC – Agreed a pilot project dealing with how to manage for aspen encroachment on the landbase while taking into consideration environmental and ecological requirement the trees provide is a worthwhile joint project.
- PAC- Young aspen is preferred by Moose, would we leave some of the aspen?
- CFP – yes, wouldn’t want to try and do a total removal.

Invasive plants

- PAC- Any disturbance spreads weeds, out of province quads on trails and staging areas is where you see the worst of it.
- PAC-Not an easy issue when it comes to invasive weeds.
- PAC- what comes in first after logging?
- PAC- Fireweed, than natural forbes and shrubs, then grass and trees.
- PAC – recognized the current rules that are in place for the company such as washing equipment between moves to prevent spread of weeds.
- PAC – big problem seems to be with thistle & how with any disturbance, including mole hills, the plant establishes. Another problem unfortunately is timothy as it out compete native grasses, but has no nutrients as forage. If it can be grazed early in the season it can be knocked back a bit.
- PAC – scarification can lead to issues. Hawk weed, blue weed are issues. Birds and deer spread the plants. Purple bells are an issue, but not frequent in the forest reserve.
- PAC – Thistle can have a benefit to soil. Reduce compaction and may have a limited lifespan.
- CFP – we currently participate with Ranchland county (there was an industrial cooperative program) where we identify sites of noxious weeds and they chemically treat the weeds. Theres a meeting scheduled with the manager of the program next week to review our role in the program.
- PAC –Theres challenges with seed mixes & finding native seed mixes not having timothy or smooth brome. Seed mixes need to be weed free certified.

- PAC - Rough fescue is the important plant that the community wants to see on the landscape. Often establishment is done with plugs.
- PAC – Castle Crown Wilderness coalition has hired students to action weed problems, both in the parks & the forest reserve that coordinate a weed pull. Maybe they can coordinate with ranchers.
- PAC- on lease land, it's the ranchers responsibility to complete weed control. There's about 15 years of grazing inventories and range health information on the grazing lands.
- Currently CFP is spending \$25k per year on chemical to control weeds with Ranchland County
- PAC – range health assessments could be used to identify where weed problems exist.

Recreation

- PAC- There was a RAG headed up by Jason Nixon, was on the committee, we never heard the outcome of that work.
- PAC- That's right there was the Livingstone Porcupine Hills Footprint Management Plan- to do with trail density, a rec management plan, and a PLUs plan.
- PAC – concern about the cross-country ski trails around the Chinook/Allison PRA that leave the PRA boundary.
- CFP- Current VOIT focus on trails identified through the trails act and the ministerial order that identify the trails.
- PAC- Nordic Club has worked hard on the trails we have and we want them left intact. The PRA is the campground and not all of the trails are in the PRA.
- CFP-Our maps show the Nordic ski trails are primarily within the PRA. Not planning to harvest within the PRA.
- PAC- Nordic club sent maps and information on the trails of concern. The trails are sanctioned and some are multi-purpose trails.
- CFP – We do have the spatial location of the trails in question and can see if any of the stands will be sequenced in the 10/20-year spatial harvest sequence and see if there will be any overlap.
- PAC – Concern about non mapped disposition holder trails that are for use when operating.
- PAC – Previous experience had been to work with the GoA and the company to identify these trails and protect them from harvesting operations. Normally happens through the GTA process or consultation ahead of harvesting.
- PAC- Sent a letter from the minister to CFP indicating other tenure holders need to have historical access kept on the landscape and not reclaimed.
- PAC- Sometimes cutlines are used by CFP and are used by tenure holders for access. These should not be reclaimed.
- PAC- What do you do with non-designated trails? Do you use those? Seems like there are recreational trails all over.
- CFP –There's a cap on how many roads can be kept open as per the LFMP.

Meeting adjourned around 2.20 p.m. Anticipate the next meeting will be some time in May of 2024.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 16, 2024

Agenda #: 3.e

Subject: Town of Hinton - Copy of Letter of Request to Transition to a Wildfire Prevention Committees of December 11, 2023

Recommendation: That Council accept the letter from the Town of Hinton to Minister Loewen Requesting to Transition from a Pine Beetle Control Committee to a Wildfire Prevention Committee as information.

Executive Summary:

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

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A copy of correspondence was received from the Town of Hinton that was written to the Honorable Todd Loewen, Minister of Forestry and Parks requesting that the ministry consider transitioning from the Mountain Pine Beetle Control Committee to a Wildfire Prevention Committee.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2023 12 11 - Town of Hinton - Copy of Request to Transition to a Wildfire Prevention Committee.pdf](#)



TOWN OF HINTON RECEIVED

DEC 11 2023

MUNICIPALITY OF
CROWSNEST PASS

December 4, 2023

The Honourable Todd Loewen
Minister of Forestry and Parks
Members of Executive Council
Executive Branch
323 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6
fp.minister@gov.ab.ca

Dear Minister Loewen,

I am writing on behalf of the Town of Hinton Mayor and Council. We commend the efforts and dedication of the Mountain Pine Beetle Control Committee in mitigating the impact of the beetle infestation in our forests. However, the rapid and severe escalation of wildfire risks demands an immediate shift in focus and strategy.

The increasing frequency and intensity of wildfires in our region present a clear and present danger to our communities, natural resources, and our way of life. We assert that transitioning from the Mountain Pine Beetle Control Committee to a Wildfire Prevention Committee is not just a prudent choice but an imperative one. We believe that by prioritizing fire prevention, we address the root cause of both the immediate and long-term threats to our beloved province.

The devastating consequences of wildfires cannot be overstated. Lives are at stake, as are the livelihoods of countless individuals and families who call this region home. The economic, ecological, and emotional toll of such disasters is immeasurable. The pine beetle infestation, though significant, pales in comparison to the potential devastation wrought by uncontrolled wildfires.

Considering recent data provided by the province showing the extent of wildfire impact across Alberta, it has become evident that communities like Fort McMurray, Edson, High Level, Banff, and Peace River, among others, are significantly affected. These communities, which fall within the top clusters of wildfire-affected areas, underscore the urgent need for a unified and collaborative approach to wildfire management and prevention.

Collaboration between high-risk communities is crucial. By sharing experiences, knowledge, and strategies, we can collectively enhance our preparedness and response to wildfires. Communities that have previously faced such disasters bring invaluable insights that can aid in developing more effective prevention and mitigation strategies. Learning from each other and supporting one another not only strengthens each community's ability to handle wildfires but also fosters a sense of solidarity and resilience across the province.

2nd Floor, 131 Civic Centre Road
Hinton, AB T7V 2E5
www.hinton.ca

p: 780.865.6005
e : mayor@hnton.ca

We firmly believe that the transition to a Wildfire Prevention Committee not only aligns with the broader objectives of the Alberta government but is a committed step towards safeguarding our communities and preserving the very essence of our province.

Furthermore, we implore you, as the Alberta Forest Ministry, to ensure that affected communities have a meaningful seat at the table in discussions and decisions pertaining to wildfire prevention and management. The collective expertise and experience of our communities should be valued as we work together to secure the future of Alberta's forests and the well-being of its residents.

We urgently request an opportunity to discuss this proposal further with you and your esteemed team. Your leadership in championing this crucial shift in focus would have a profound and lasting impact on the safety and prosperity of our region.

Thank you for your immediate attention to this matter. We look forward to your support in safeguarding the heart of our province.

Sincerely,



Nicholas Nissen
Mayor

cc. Fort McMurray
Fort Chipewyan
Edson
Whitecourt
High Level
Rainbow Lake
Banff
Canmore
Peace River
Manning
Grande Prairie
Beaverlodge
Slave Lake
Athabasca
High Prairie
Pincher Creek
Crowsnest Pass
Yellowhead County
Parkland County
Lac LeBish
Grande Cache
Greenview County



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 16, 2024

Agenda #: 4.a

Subject: Minutes of the Council Meeting of December 12, 2023

Recommendation: That Council adopt the Minutes of the Council Meeting of December 12, 2023 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:

[2023 12 12 Council Meeting Minutes.docx](#)

Municipality of Crowsnest Pass
Council Meeting Minutes
Tuesday, December 12, 2023

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, December 12, 2023.

Council Present:

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

Administration Present:

Patrick Thomas, Chief Administrative Officer
Brian McCulloch, Director of Finance
Jesse Fox, Manager of Protective Services
Ashley Pow, Recording Secretary

CALL TO ORDER

Mayor Painter called the meeting to order at 2:00 pm.

ADOPTION OF AGENDA

01-2023-12-12: Councillor Ward moved to adopt the agenda as presented.

Carried

CONSENT AGENDA

02-2023-12-12: Councillor Kubik moved that Council approve the following Consent Agenda items as presented without debate:

3.a

Minutes of the Crowsnest Pass Senior Housing Board of October 10, 2023

THAT Council accept the Minutes of the Crowsnest Pass Senior Housing Board of October 10, 2023 as information.

3.b

STARS Letter of Thank You and Donation Receipt

THAT Council accept the STARS Letter of Thank You and Donation Receipt as information.

Carried

ADOPTION OF MINUTES

03-2023-12-12: Councilor Girhiny moved to adopt the Minutes of the Council Meeting of December 5, 2023 as presented.

Carried

PUBLIC HEARINGS

Bylaw 1168, 2023 - Municipal Reserve Closure and Removal of Municipal Reserve Designation on Lot 51MR, Block 1, Plan 0812254 - Public Hearing

Mayor Painter declared the Public Hearing opened at 2:01pm for Bylaw 1168, 2023 - Municipal Reserve Closure and Removal of Municipal Reserve Designation on Lot 51MR, Block 1, Plan 0812254.

Patrick Thomas, Chief Administrative Officer provided a brief overview of the bylaw and read into the record the list of written submissions received prior to the due date.

1. Don & Marilyn Bigcharles
2. Joe Goodwin
3. Catherine Brazzoni
4. Doug & Virginia Young
5. Shar Cartwright
6. O'Brien Tarnasky
7. Sarah Lindemann
8. Randy Cartwright
9. Jesse & Lisa Fox
10. Donny Lloyd and Lauren Toews
11. Linda Trippel
12. Reg MacDonald
13. Chris Kopp
14. SOUTHMORE & AREA RESIDENTS Letter
 - Tracey Feyter
 - George Feyter
 - Linda Trippel
 - Reg MacDonald
 - Molly MacDonald
 - Lisa Fox
 - Laurie Huska
 - Jordan Huska
 - Lauren Toews
 - Danny Lloyd
 - Scott Trippel
 - Adam Mostad
 - Karyse Lee

- Derek Lee
- Mark Koury
- Ryan Miller
- Sonja Miller
- Andy Feller
- Mark Smith
- Michael Taje
- Kathy Wiebe
- Dorothy Hartt
- Jim Hartt
- Madeleine Perl
- Avril Perl
- Taylor Anderson
- Ashley Bertram

15. Avner & Madeleine Perl

16. Allyson Cruickshank

Patrick Thomas, Chief Administrative Officer also noted that there were three submissions received after the due date who were advised that their submissions would not be included in the meeting package, but that they were able to provide a verbal submission at the public hearing. Late submissions were received from Bruce and Rhonda Jackson, Jody Gilbert, and John James.

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1168, 2023 – Municipal Reserve Closure and Removal of Municipal Reserve Designation on Lot 51MR, Block 1, Plan 0812254.

- Avner Perl – 1602 118 Street - Opposed
- Marilyn Bigcharles – 1605 118 Street - Opposed
- Tracy Feyter – 206 Southmore Place - Opposed
- Josh Smith – 13338 17 Avenue - In Favor
- John James – 205 Southmore Place - Opposed
- Tanner Murphy – 2701 222 Street - In Favor
- Melisa Atkinson – 11814 17 Avenue - In Favor
- Brock Fulkerth – 101 Southmore Drive - In Favor
- Robin James – 205 Southmore Place - Opposed
- Don Bigcharles – 1605 118 Street - Opposed

Mayor Painter called for a second time for members of the public to speak in favor or opposition to Bylaw 1168, 2023 – Municipal Reserve Closure and Removal of Municipal Reserve Designation on Lot 51MR, Block 1, Plan 0812254.

Mayor Painter noted there were no other members of the public present to speak at the hearing and declared the public hearing closed at 2:39pm.

DELEGATIONS

RCMP Quarterly Update Corporal Mark Amatto

Corporal Amatto of the Crowsnest Pass RCMP detachment was in attendance to present Council with the 2nd quarter update from 2023.

Teck Resources 2023 Update - Rory O'Connor and Norm Fraser

Rory O'Connor, Manager, Social Responsibility, and Norm Fraser, Engagement Manager, of Teck Resources, were in attendance to present an update to Council on the Teck Resources 2023 Year in Review.

REQUESTS FOR DECISION

Bylaw 1168, 2023 - Bylaw 1168, 2023 - Municipal Reserve closure and removal of Municipal Reserve designation on Lot 51MR, Block 1, Plan 0812254 - Second and Third Reading

04-2023-12-12: Councillor Ward moved second reading of Bylaw 1168, 2023 - Bylaw 1168, 2023 - Municipal Reserve closure and removal of Municipal Reserve designation on Lot 51MR, Block 1, Plan 0812254.

Carried

05-2023-12-12: Councillor Filipuzzi moved third and final reading Bylaw 1168, 2023 - Bylaw 1168, 2023 - Municipal Reserve closure and removal of Municipal Reserve designation on Lot 51MR, Block 1, Plan 0812254.

Carried

Bylaw 1171, 2023 - Borrowing Bylaw for Bellevue Mainstreet Revitalization – First Reading

06-2023-12-12: Councillor Filipuzzi moved first reading of Bylaw 1171, 2023 - Borrowing Bylaw for Bellevue Mainstreet Revitalization.

Carried

Bylaw 1172, 2023 - Borrowing Bylaw for Borrowing Bylaw for Bellevue High Flow Pump and Main Upgrade – First Reading

07-2023-12-12: Councillor Ward moved first reading of Bylaw 1172, 2023 - Borrowing Bylaw for the Bellevue High Flow Pump and Main Upgrade.

Carried

Service Areas Update

08-2023-12-12: Councillor Filipuzzi moved that Council accepts the Service Areas Update for information.

Carried

COUNCIL MEMBER REPORTS

- Councillor Filipuzzi
 - Participated in the Provincial telephone town hall 2024 budget meeting
 - Asked about downloading of funding responsibilities to municipalities and if there was any funding in the 2024 budget for policing for small communities. Was advised that Minister McIver of Municipal Affairs would be making an announcement in the coming days.

PUBLIC INPUT PERIOD

- Peter Smith
 - Advised that he never received his property tax notice due to moving.
 - Inquired about a tax increase to his property and the appeal process

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Discussion of RV Dump Sites - Mayor Painter

09-2023-12-12: Mayor Painter moved that the Municipality leaves the current RV Dumping Stations in place and maintain them; and for Administration to come back to a future Council meeting with alternate locations for these two sites.

Carried

IN CAMERA

10-2023-12-12: Councillor Sygutek moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 5:31 pm:

- a) Economic Interests of the Public Body - PPK Lodge Deck - FOIP Act Section 25

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 5:36 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

11-2022-12-13: Councillor Glavin moved that Council come out of In Camera at 6:24 pm.

Carried

12-2022-12-13: Councillor Filipuzzi moved that Council approve additional budget dollars for the Pass Powderkeg Lodge Deck of \$50,000 from the Millrate Stabilization Reserve for the completion of the ramp for the JAB's contract.

Councillor Filipuzzi requested a recorded vote.

IN FAVOR: Councillors: Filipuzzi, Glavin, Sygutek, and Ward

OPPOSED: Councillors: Kubik, Girhiny, and Mayor Painter

Carried

ADJOURNMENT

13-2023-12-12: Councillor Filipuzzi moved to adjourn the meeting at 6:29pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 16, 2024

Agenda #: 6.a

Subject: Lime City Kilns Development Opportunity - Bruce Nimmo, Clearmore Corporation

Recommendation: That Council accept the Lime City Development Opportunity presentation from Bruce Nimmo of Clearmore Corporation and consider passing a motion outlining that Council supports the Municipality entering into preliminary non-binding discussions with Clearmore Corporation for the development of the area known as Lime City Kilns into a tourist destination.

Executive Summary:

A request was received from Bruce Nimmo of Clearmore Corporation to present information on exploring the potential of developing a tourist destination distillery in the area east of Frank known as the Lime City Kilns.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Mr. Nimmo requested the opportunity to present to Council to present information on developing a designated Provincial Historic Resource known as Lime City Kilns into a tourist destination distillery.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Request Preliminary Support Lime City Clearmore.docx](#)

November 15, 2023

Clearmore Corporation
1029 8 St SE
Calgary, Ab
T2G 2Z5

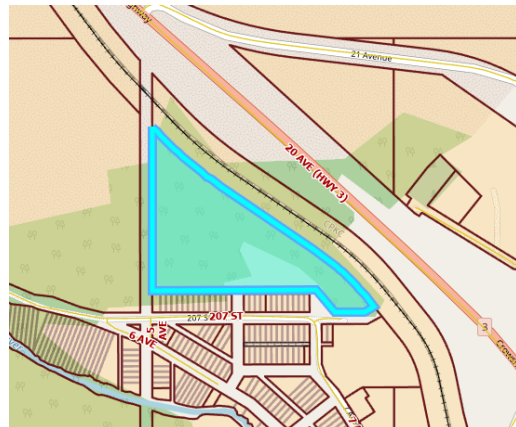
Crowsnest Pass Council
8502, 19 Ave Coleman, AB
T0K 0M0

RE: Lime City Development Opportunity

Crowsnest Council:

Clearmore Corporation in conjunction with Heritage Crowsnest is exploring the potential of developing a tourist destination distillery in the area east of Frank known as the Lime City Kilns.

Lime City Title: 131303741001; 5:3:7:29;SW; NUA-1; Designated: Provincial Historic Resource: Owner: Province



Central to this development will be significant tourism, historic presentation and interpretation, community building and economic benefits.

Clearmore is looking to offer entrepreneurial experience, financial resources and the ability to draw upon the expertise of a long-term diverse consulting team including land use planners, architects and engineers.

Heritage Crowsnest is looking to offer strong community ties and experience which will enable this celebration of past rum running within a new community resource.

Clearmore's exploratory plan looks to:

Step 1- gain municipal and provincial support to enter into non-binding discussions in Q4 2023;

Step 2 - develop a conceptual business plan in Q1 2024;

Step 3 - through consultation and peer review finalize a business plan in Q2 & Q3 2024; and,

Step 4 - begin development in Q4 2024.

Accordingly, as part of Step 1, Council is requested to pass a motion outlining it supports the Municipality entering into preliminary non-binding discussions with Clearmore Corporation for the development of the area known as Lime City Kilns into a tourist destination.

A motion of this nature will enable discussions with the Province which are in the course of being scheduled.

I am always available to discuss this opportunity in both private and public venues.

Regards,

A handwritten signature in blue ink, appearing to read 'Bruce Nimmo', is placed over a light yellow rectangular background.

Bruce Nimmo MBA MEd, BCom, RI(BC)

Attachment: Heritage Crowsnest Email of Support

NB Delivered by email to the Mayor and each Councilor

RE: Clearmore Council Letter

From: "Chris Matthews" <ceo@heritagecrowsnest.com>
To: "Clearmore Corporation" [REDACTED]
Date: Nov 14, 2023 3:01:40 PM

Bruce.

I have read Clearmore's November 15 letter to Council.

In light of our recent and ongoing discussions I support you sending that letter to Council.

~Chris

Chris Matthews (he/him)

CEO

Heritage Crowsnest

P: 403-563-5434

E: ceo@heritagecrowsnest.com





Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 16, 2024

Agenda #: 6.b

Subject: Assisted Transportation Project for Seniors - Rick Jeune and Pauline Desjardins of Peaks to Pines Residents Association

Recommendation: That Council receive the Assisted Transportation Project for Seniors presentation as information.

Executive Summary:

A delegation request was received from Rick Jeune and Pauline Desjardins of the Peaks to Pines Residents Association to provide information to Council with respect to their Assisted Transportation Project for Seniors.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The primary objective of the presentation will be to inform Council about the Assisted Transportation Project for Seniors, the objectives of the project, and how the project can contribute to building a strong community.

Analysis of Alternatives:

n/a

Financial Impacts:

Unknown

Attachments:

[Crowsnest Cruisers Presentation Jan 16, 2024 - BandW.pdf](#)

Crowsnest Cruisers

Introduction

- ▶ Intro
- ▶ What is Crowsnest Cruisers?

Building the Project

- ▶ Funding and structure
- ▶ Timelines

Sustainability

- ▶ Supports
- ▶ Sustainability

Introduction

Who are we?

- ▶ Community members
- ▶ Our purpose today

What is Crowsnest Cruisers?

- ▶ Community-based project
- ▶ Provides assisted transportation and makes travel more accessible
- ▶ 1 bus and 1 van
- ▶ Primarily for older residents

Building the Project

Funding and organization

- ▶ Amount and source
- ▶ Project team
- ▶ Financial and assets oversight
- ▶ Program Evaluation

Timelines

- ▶ Current funding window
- ▶ Pre-launch and launch
- ▶ Transition to sustainable service

Sustainability

Supports

- ▶ Project network
- ▶ Community Development organizations
- ▶ Independent expertise in evaluating program

Sustainability

- ▶ Is not expected immediately
- ▶ Will likely require
 - ▶ future fund-raising
 - ▶ exploring new partnerships
 - ▶ adjusting the service model

Q & A

Example: Where can we find out more about the project?

▶ Website: www.crowsnestcruisers.com

▶ Email: support@crowsnestcruisers.com

Other questions ...



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 16, 2024

Agenda #: 7.a

Subject: Bylaw 1174, 2023 - Land Use Bylaw Amendment- Rezone the lands legally described as Lot 4, Block 1, Plan 0714095 and Lot 1, Block 4, Plan 0714095, within NW1/4 12-8-5-W5M, from respectively "Comprehensive Resort Village- CRV" and "Direct Control - DC-1" to "Non-Urban Commercial Recreation NUCR-1" - First Reading

Recommendation: That Council give first reading of Bylaw 1174, 2023.

Executive Summary:

Bylaw 1174, 2023 proposes to rezone the subject properties to facilitate bringing the existing campground development into compliance with the land use bylaw, and provide opportunity to develop an additional 75 RV stalls in accordance with the provisions of the "Non-Urban Commercial Recreation - NUCR-1" land use district.

The proposed rezoning will enable the landowner to transform the seasonal RV sites into an all-season recreation resort "Campground" with RV / Park Model sites through a Comprehensive Site Development Plan and condominium subdivision.

Relevant Council Direction, Policy or Bylaws:

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

Crowsnest Mountain Resort Area Structure Plan Bylaw 646, 2005 (to be repealed as part of this bylaw).

Land Use Bylaw No. 1165-2023

DP174-97

Discussion:

The existing development is not consistent with the development permit issued under DP174/97. The proposed rezoning and subsequent development permit (with a comprehensive site development

plan) for the property (existing and proposed) will bring the existing development into compliance and provide for the new development.

The development permit issued in 1997 was done so under the Non-Urban Commercial Recreation NUCR-1 land use district for tourist and guest facilities including a restaurant, retail space, wellness clinic, RV Park, guest cabins, an outdoor recreation area and private residence.

The Crowsnest Mountain Resort Area Structure Plan was adopted in 2005 which proposed Comprehensive Resort Village as as the land use district. In 2007 the parcel was subdivided and subsequently the DC-1 district created. The area structure plan and the DC-1 land use district are no longer required and are proposed to be repealed and deleted from the land use bylaw as part of Bylaw 1174, 2023.

The developer has prepared a Rezoning Proposal with additional information regarding their intent and objectives.

Analysis of Alternatives:

1. Council may proceed with first reading of Bylaw 1174, 2023 and schedule a public hearing.
2. Council may defer first reading of Bylaw 1174, 2023 and outline what additional information they would like to see with reconsideration.

Financial Impacts:

N/A

Attachments:

[Rezoning Proposal.pdf](#)

[FORMATTED Bylaw 1174, 2023.docx](#)

[Bylaw 1174, 2023 - Schedule A.pdf](#)

[Bylaw 1174, 2023 Schedule A Aerial.pdf](#)

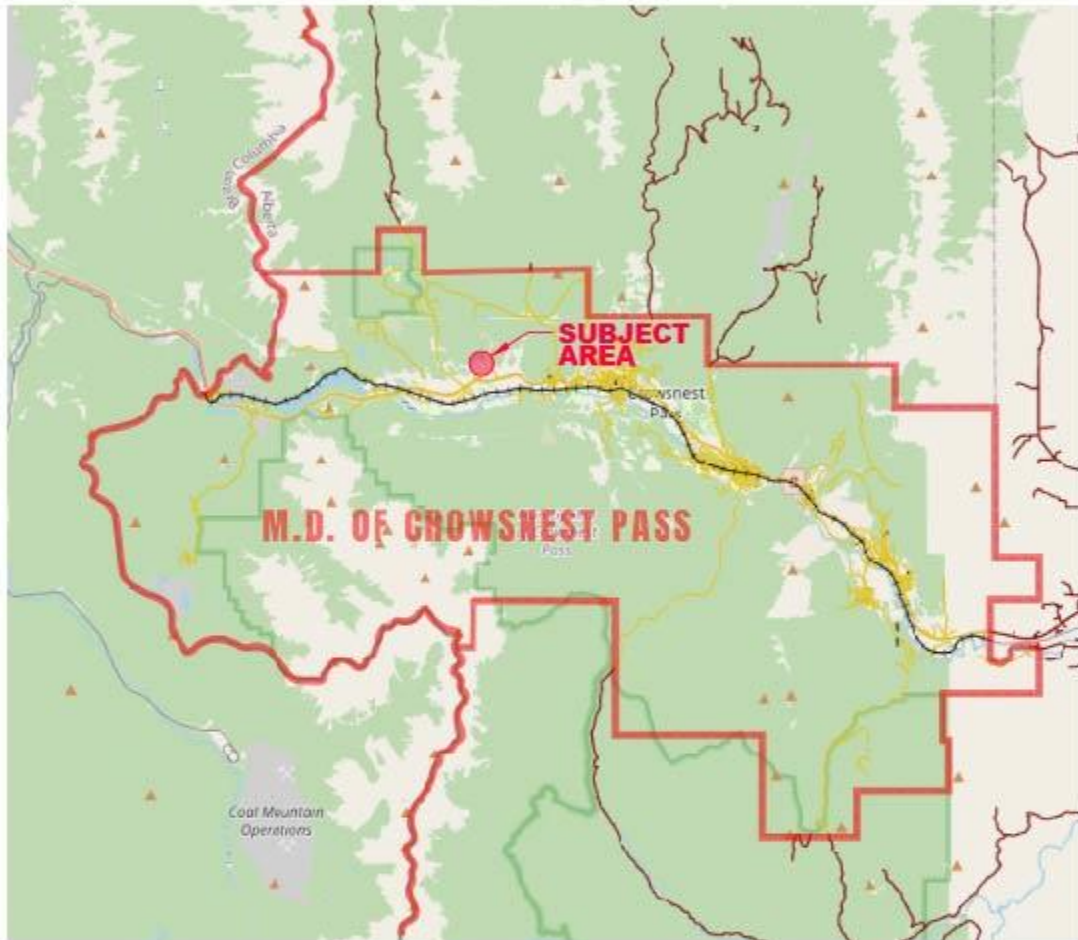
CROWSNEST MOUNTAIN RESORT

REDESIGNATION PROPOSAL

Prepared by:
Rick Stuckenberg BES, RPP, MCIP
iLand Services Inc.

JANUARY 2024





CROWSNEST MOUNTAIN RESORT
MUNICIPALITY OF CROWSNEST PASS

**Comprehensive Site
Development Plan**

Location Map



JAN 2024

Municipality of Crowsnest Pass
Box 600
Crowsnest Pass, AB
T0K 0E0

Mayor and Council,

RE: CROWSNEST MOUNTAIN RESORT

We are an Alberta based, family run business. We take a lot of pride in our RV Resorts for the outdoor recreation enthusiasts.

We have strategically selected the CROWSNEST MOUNTAIN RESORT for its world class location in the Rocky Mountains.

We plan to expand the existing RV sites into a major destination recreation resort offering serviced RV / Park Model sites for purchase.

With our integrated approach, we intend to provide a more complete, sustainable development.

We will re-brand the existing campground under the family of “Memories RV Resorts” to reflect the higher development standards that we envision for the proposed expansion.

We look forward to breaking ground and starting the first phase of our development.

Sincerely,

Doug Bender
1554039 Alberta Ltd.
O/a Crowsnest Mountain Resorts



1. INTRODUCTION

The main purpose of the redesignation proposal is to establish guidelines for the long-term development of the Crowsnest Mountain Resort. This will inform the reader of the intended land use, re-designation and higher standards for the proposed development.

1.1 Purpose

The proposed redesignation will enable the planned expansion of the Crowsnest Mountain Resort with serviced RV / Park Model sites. This document provides context for the land use, proposed development, review and consideration of the Comprehensive Site Development Plan by the Municipality of Crowsnest Pass.

The redesignation proposal provides a cohesive plan that will help inform the municipality of the potential benefits of the development, the positive impacts it will have on the surrounding areas, and how the proposed development can improve the overall planning of the area.

We believe our proposal exceeds the expectations of the Municipality of Crowsnest Pass. With this submission, the municipality will be comfortable with and confident in making development decisions for the subject lands.

1.2 Overview

In 2005, the Municipality of Crowsnest Pass enabled development of the Crowsnest Mountain Resort with the following:



- A. Crowsnest Mountain Resort, Area Structure Plan, Bylaw 646 – 2005 (to be repealed in conjunction with this redesignation proposal).
- B. DC-1 Direct Control District Land Use Designation - Lot 1, Block 4, Plan 071 4095.
- C. CR-V Comprehensive Resort Village Land Use Designation - Lot 4, Block 1, Plan 991 0341.
- D. The initial development extended Wolfstone Drive with 24 residential lots.¹

The municipality sets out expectations for a more detailed level of site planning prior to full build out. We propose the re-designation of the lands to NUCR-1 followed by a CSDP and development permit to establish the framework for the build out of the Crowsnest Mountain Resort with higher development standards. Development approval will be followed by a bareland condominium subdivision.

Section 2 of the Crowsnest Mountain Area Structure Plan entitled “Site Information” describes the existing site conditions. Much of that information is still relevant and therefore, will not be repeated. Our consulting team has evaluated the site conditions, constraints and relevant land use policies to optimize the development of the lands.

Presently, the Crowsnest Mountain Resort consists of 85 RV campsites, 6 cabins, a caretaker residence, water treatment plant, activity centre (previously a restaurant) and shower / laundry facilities. A prior development permit pre-dates the ownership of the resort by 1554039 Alberta Ltd. This notwithstanding, some of the existing uses may need to be brought into compliance with the Land Use Bylaw through a fresh development permit. We will do this.

¹ Plan 0612636 creating the “Wolfstone Subdivision” was registered in Land Titles on 01-AUG-2006.

The development will proceed in stages based on prevailing market conditions. Existing clients will have an option to buy or lease their site upon completion of a bareland condominium subdivision and were so advised of this at the Open House held on August 3, 2023.



CROWSNEST MOUNTAIN RESORT
Comprehensive Site Development Plan

MUNICIPALITY OF CROWSNEST PASS
 NW 1/4 SEC 12 TWP 08 RGE 05 W5M

Existing Uses

LEGEND
 - - - Subject Property

The owner² is proposing serviced RV / Park Model sites for purchase. As such, re-designation of the lands (as depicted above) to Non-Urban Commercial Recreation NUCR-1 is needed.

The remainder of the lands, mainly in the western portion of the site, are in an undeveloped state and will be governed by a new development permit and CSDP and NUCR-1 regulations.

² LAND OWNER: 1554039 Alberta Ltd; DEVELOPER: Enzo Developments Inc; PROPERTY MANAGER: Memories RV Resorts; may be used interchangeably as the context provides.



When the redesignation and development permit applications are approved, it will transform the existing RV campground into a major, destination recreation resort.

The CSDP will show how the land is expected to be developed and how the land use will change over time to create a destination recreation resort similar to other RV Memories Resorts. The CSDP is a “blue print” that will guide the build out of the Crowsnest Mountain Resort and will:

- A. Identify the future land uses within the development.
- B. Provide the end users, Council, and Community with assurance about the future development of the lands.
- C. Outline the project phasing, access, services, amenities and built form.
- D. Establish design standards that will be developer enforced for each site.
- E. Enable a development permit for the existing uses prior to or in conjunction with the approval of the CSDP.
- F. Establish guidelines for the expansion of the resort.

2. Vision and Rationale

As outdoor recreation adventure continues to increase more and more within people’s daily lives, many clients are purchasing RV and Park Model homes to pursue their love of the great outdoors. At the same time, many people do not have the time and/or resources to develop and service a high-quality recreation site with convenient access to world class amenities such as the Rocky Mountains. This is where Memories RV Resorts steps up to provide well managed, high-quality facilities so people can spend more of their time in the pursuit of outdoor recreation activities.



At Memories RV Resorts, we pride ourselves on our well-maintained resorts. We have developed an integrated plan with a range of amenities and a cost-effective servicing strategy that will provide long-term benefits to recreation enthusiasts, residents, and the Municipality of Crowsnest Pass.

Crowsnest Mountain Resort will have a site manager who will be the main point of contact for any issues that may arise within the development.

We will provide all-weather roads, gated secure access, serviced RV / Park Model sites, Dark Skies lighting, snow removal, professional site maintenance and higher development standards to enhance the outdoor recreation experience for the end users.

We propose to offer serviced RV / Park model sites for purchase, adding to the community.

We are excited to be working with the Municipality of Crowsnest Pass, Oldman River Regional Services Commission, Alberta Environment and Parks, Alberta Transportation, and Alberta Historic Resources. We appreciate all their time and effort throughout the planning and approval processes of this project.

We look forward to the ongoing partnership with the Municipality of Crowsnest Pass in creating a major, destination recreation resort nested in the Rocky Mountains of south-western Alberta.



3. DEVELOPMENT CONCEPT

The proposed design-build program will transform the seasonal RV sites into a major destination recreation resort. The proposed uses are similar to the other Memories RV Resorts in British Columbia and Alberta however, the tenure has changed to offer sites for purchase or lease. This is intended to accommodate both the existing and new end users.

3.1 Design Principles

The following table summarizes the particulars of each parcel.

LEGAL DESCRIPTION	LAND USE & DESIGNATION	AREA (HA.)
Lot 1, Block 4, Plan 071 4095	DIRECT CONTROL 1 existing uses in the eastern portion of the site	3.72
Lot 4, Block 1, Plan 991 0341	COMPREHENSIVE RESORT VILLAGE undeveloped lands in the western portion of the site	19.63

The goal is to create a sustainable development for the outdoor recreation enthusiasts. A significant consideration is the provision of private water, sanitary sewer, site services / utilities, internal roads and higher development standards. The proposed development will not require any service connections to the municipal infrastructure systems. This will reduce the project costs, mitigate potential OM&R costs for the municipality and increase the tax base year over year.

We understand that the municipality expects more specific planning for a proposed development. We developed a collaborative design process that includes stakeholder input to ensure that the design meets the needs of the end users, municipality and developer.



The owner will transform the legacy RV style campground into a major, destination recreation resort with serviced sites for purchase. A condominium subdivision is proposed for the subject lands. This will enable individual titled lots to be created for each RV / Park Model site. The long-term maintenance of the development will however, be transferred to the condominium association / corporation after completion of the development. This will reduce costs for the municipality and create a more sustainable development that provides for:

1. Compact, contiguous development.
2. Safe and efficient access to Highway 3.
3. A build out density limited by the capacity of the existing licensed water well.
4. Total lot yield estimated to be 160 serviced RV / Park Model sites.
5. Private water and sanitary sewer systems will be engineer designed in accordance with current, best practice, municipal standards and provincial regulations.
6. The type and tenure of accommodation will change to RV and Park Model sites³ for purchase. Title will be created through a condominium subdivision.
7. Phasing of the development will proceed in consonance with prevailing market conditions and is subject to change as the development occurs.
8. The design concept provides for open space, a drainage pond, Dark Skies lighting and Bear Smart design.
9. The owner will be seeking to pay cash-in-lieu of a municipal reserve dedication because public access will not be available through the condominium lands.
10. A Fire Smart Plan will be provided for each respective lot through the design guidelines.
11. Design guidelines will be established and enforced by the developer.
12. In the long-term, the condominium association will maintain the private infrastructure and roads on the subject lands.

³ Some sites may need a permit to bring the use into compliance with the Land Use Bylaw.



4. KEY DESIGN ELEMENTS

4.1 Land Use

The adjacent land uses are grouped country residential, utility, commercial and non-urban uses. Some RV parks have been recently developed in the vicinity of the subject lands.

Development along the Highway 3 corridor provides for the efficient movement of goods, services and people throughout the region. Allocating recreation land use for the proposed development optimizes use of the existing regional transportation infrastructure and enhances the connectivity and economic competitiveness of the municipality and region. A key component to achieving a more complete community is to transform the seasonal campground rentals into titled lots that will anchor residents in the municipality.

The existing development consist of 6 cabins, a caretaker residence, activity centre [previously a restaurant], water treatment plant, shower / laundry facilities, and 85 RV lots all of which are situated on Lot 1, Block 4, Plan 071 4095. The expansion proposes an additional 75 RV / Park Model sites on Lot 4, Block 1, Plan 991 0341 for a total of 160 RV / Park Model sites.

The existing development is not consistent with DP174 - 97. The proposed redesignation, and development permit with the CSDP for the whole campground (existing and proposed) bring the existing development into compliance and provide for the new development.

4.2 Built Form

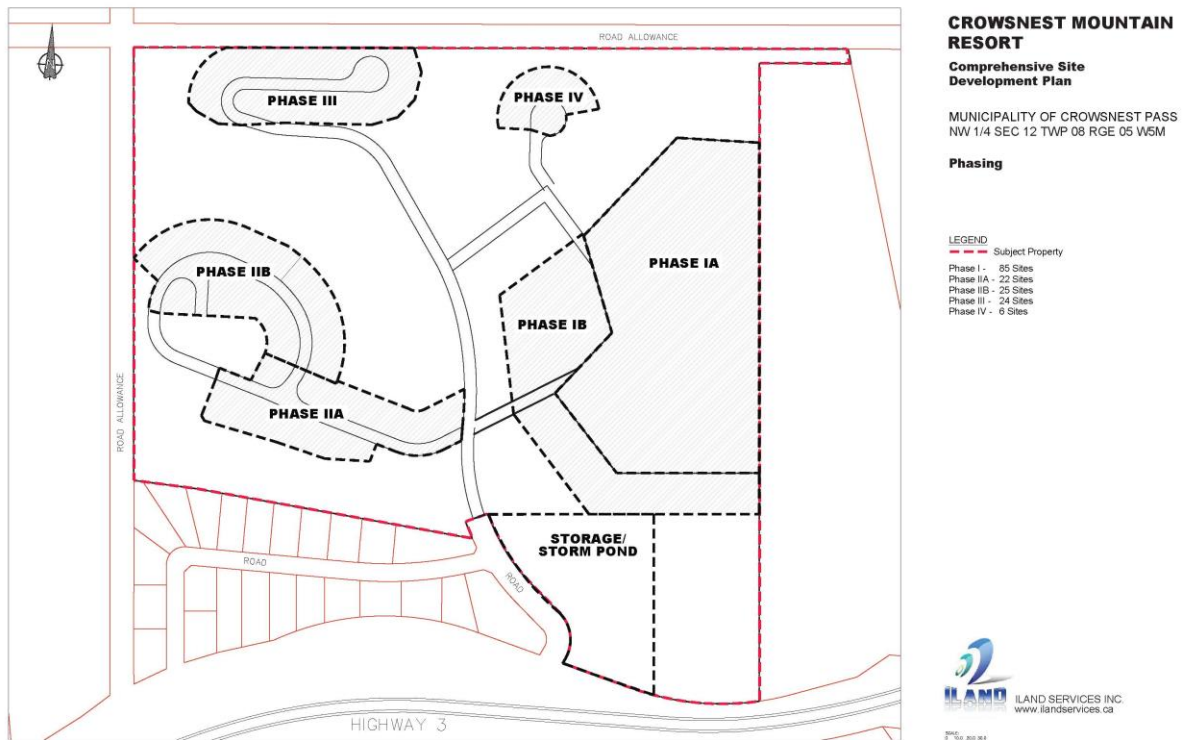
The photo gallery that follows illustrates various design features of some of the Memories RV Resorts in Alberta and British Columbia. This is intended to illustrate how the development will be implemented through the design guidelines.







4.3 Phasing Plan

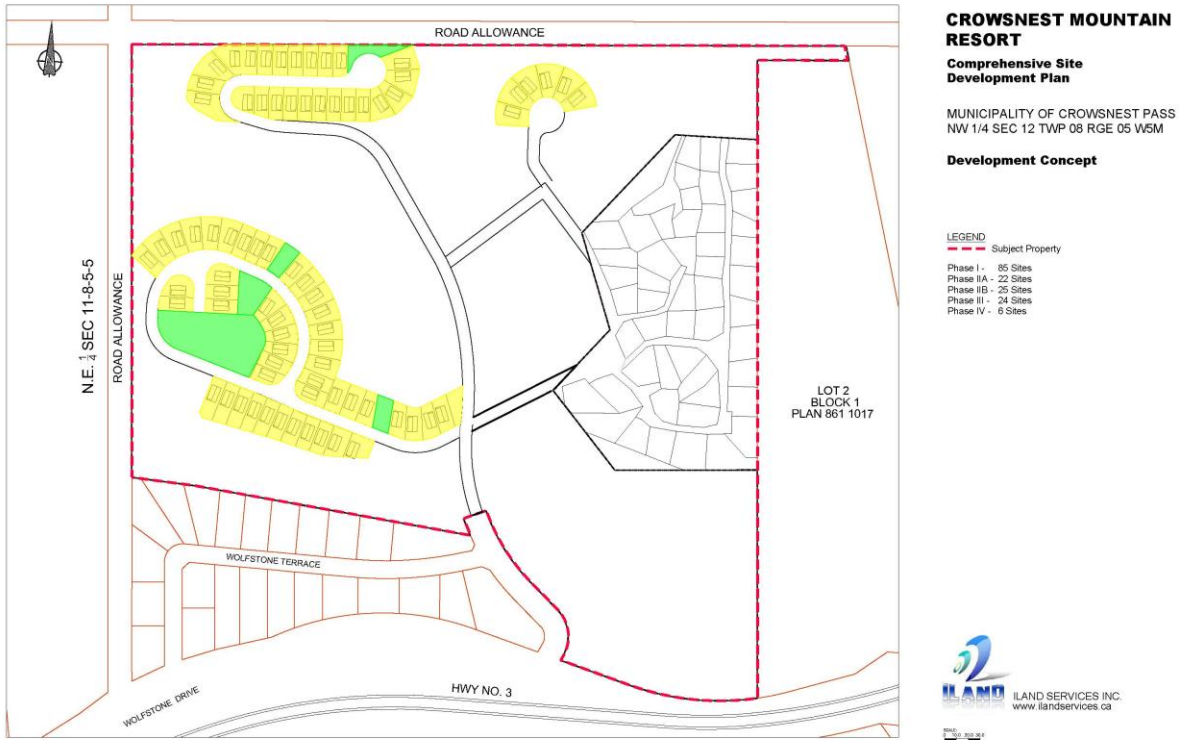


The total number of RV / Park Model sites is subject to change as development occurs. The phasing plan will be finalized when all the development approvals and costs are verified.

Any changes to the phasing plan and construction will take place based on engineering services feedback as well as decisions on what makes the most sense for optimizing the use of the developable land.

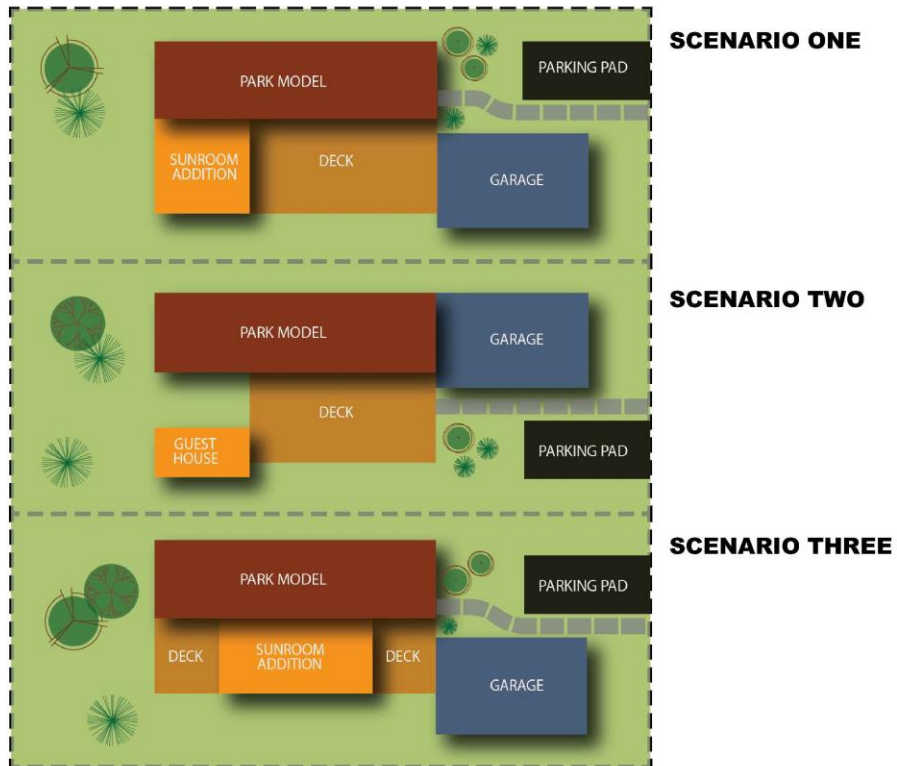
Additional / ancillary uses may include outdoor storage, parking, storm drainage facilities, internal roads, utilities, services, landscaping, signage and wayfinding.

5. Subdivision



The new sites are shown in yellow and the existing sites are identified in white. Additionally, there would be some common property, limited common property, internal access roads, utilities and services based on the final engineering design and phasing plan.

5.1 RV / Park Model – Concept Site Plans

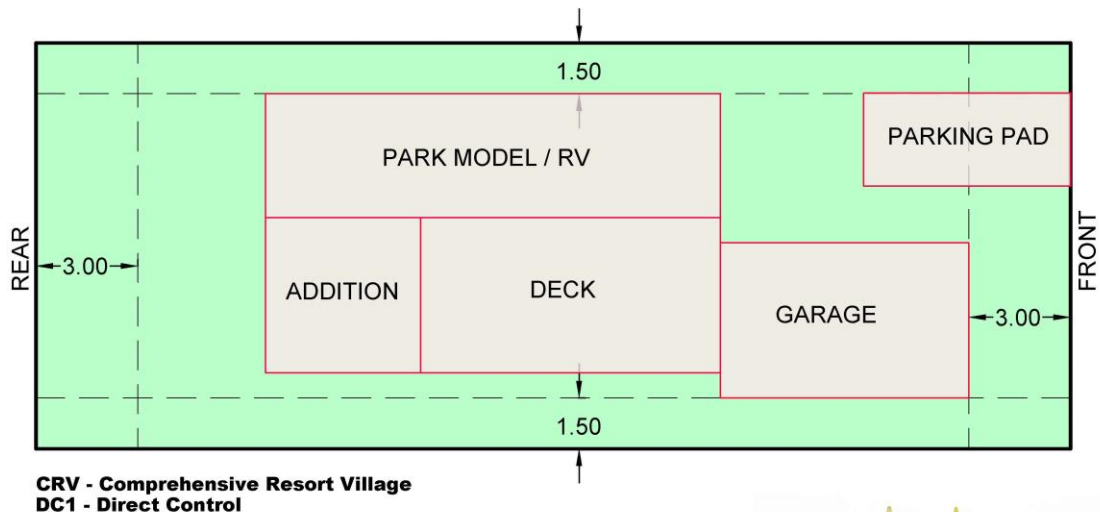


STANDARD LOT LAYOUT
NOT TO SCALE

To calibrate expectations for the proposed development, we have prepared conceptual site plans showing a typical building footprint. The typical lot design shows the lot boundaries, building envelope, setbacks, access, garage, parking, landscaping, fencing, decks and storage sheds.

It must be recognized that the individual lot shape, depth, width, dimensions, frontage, area and setbacks may vary considering such factors as the internal roads, servicing, amenities, natural vegetation and topography. Specifics of the minimum lot size will be provided in the CSDP and this will set the framework for a development permit.

The building envelope for each proposed lot would be finalized in consonance with the design principles and end user requirements. The developer will enforce consistent design standards.



LOT DIMENSIONS
NOT TO SCALE

The design standards are a private agreement, to be registered on title, and applicable only to the respective lot owners and developer.



6. PUBLIC CONSULTATIONS

A Public Consultation Plan was conducted by the owner. A report was sent to the municipality on 08 SEPT 2023 to confirm the public consultations plan was implemented. It states:

We held an Open House on August 3, 2023. Please see the Public Consultation Report that follows for particulars of the Open House event, slide presentation, public survey, dedicated project website and collection of website statistics. This concludes our public consultation program. We will accept input from stakeholders as we move ahead with the final stages of planning for the expansion of the Crowsnest Mountain Resort.

<https://crowsnestresort.com/open-house/>

Slide notes and handouts were given to attendees and available online via the website.

<https://crowsnestresort.com/wp-content/uploads/2023/08/Public-Open-House-slides.pdf>

SURVEY: A public survey was conducted in August 2023 to gather opinions and preferences regarding the proposed development. The survey was made available online and had 44 visits and 12 responses. The public survey summary, responses, and comments are **attached**.
<https://crowsnestresort.com/public-opinion-survey/>

WEBSITE: Dedicated project website pages were created to provide an overview of the expansion project, handouts from the Open House slide presentation, and a platform for feedback submission. Website analytics were tracked between June 2023 and the end of August 2023.

<https://crowsnestresort.com/expansion/>

<https://crowsnestresort.com/open-house/>

<https://crowsnestresort.com/proposed/>

<https://crowsnestresort.com/public-opinion-survey/>

The project website data is summarized as follows:

June 2023 Page Views:

- Expansion page: 215 views
- Proposed page: 40 views
- Public Opinion survey page: 8 views

July 2023 Page Views:

- Expansion page: 284 views
- Proposed page: 57 views



- Public Opinion survey page: 27 views

August 2023 Page Views:

- Expansion page: 185 views
- Proposed page: 33 views
- Public Opinion survey page: 52 views

Copies of the advertising, analysis of feedback and notification letters sent to the adjacent land owners is appended.

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1174, 2023

LAND USE BYLAW AMENDMENT – Redesignate Lot 4, Block 1, Plan 991 0341 & Lot 1, Block 4, Plan 071 4095

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

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as Lot 4, Block 1, Plan 991 0341 and Lot 1, Block 4, Plan 071 4095, within NW¼ 12-8-5-W5M, containing ±23.3 ha (57.7 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "Comprehensive Resort Village – CRV" and "Direct Control – DC-1", respectively, to "Non-Urban Commercial Recreation – NUCR-1".

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to bring the existing development into compliance with the land use bylaw and to develop and use the lands in accordance with the provisions of the "Non-Urban Commercial Recreation – NUCR-1" land use district.

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as Lot 4, Block 1, Plan 991 0341 and Lot 1, Block 4, Plan 071 4095, within NW¼ 12-8-5-W5M, containing ±23.3 ha (57.7 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "Comprehensive Resort Village – CRV" and "Direct Control – DC-1", respectively, to "Non-Urban Commercial Recreation – NUCR-1".
2. That the "Direct Control District – DC-1 (Crowsnest Mountain Resort)" is deleted from the land use bylaw.
3. That "Direct Control District – DC-2 (Turtle Mountain Restricted Development Area)" is renamed to "Direct Control District – DC-1 (Turtle Mountain Restricted Development Area)".
4. Bylaw No. 1165-2023, being the Land Use Bylaw, is hereby amended accordingly with the above.
5. That the "Crowsnest Mountain Resort Area Structure Plan" Bylaw 646, 2005 is hereby repealed.
6. This bylaw comes into effect upon third and final reading hereof.

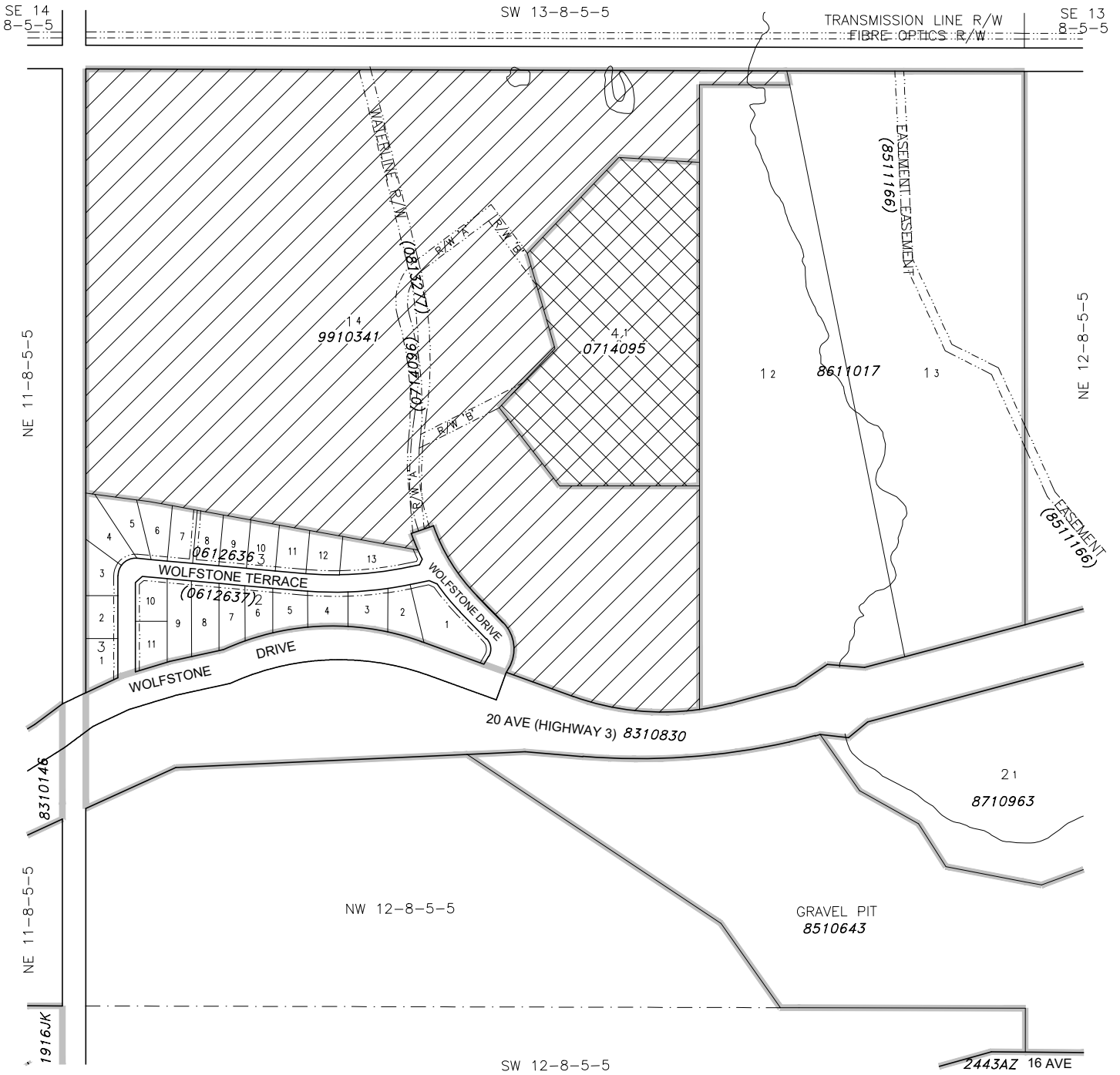
READ a **first** time in council this _____ day of _____ 2024.

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

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

Blair Painter
Mayor

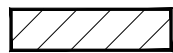
Patrick Thomas
Chief Administrative Officer




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

Bylaw #: 1174,2023
Date: _____

LOT 4, BLOCK 1, PLAN 9910341

 **FROM:** Comprehensive Resort Village CRV
TO: Non-Urban Commercial Recreation NUCR-1

LOT 1, BLOCK 4, PLAN 0714095

 **FROM:** Direct Control DC-1
TO: Non-Urban Commercial Recreation NUCR-1

**WITHIN NW SEC 12, TWP 8, RGE 5, W5M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: JANUARY 3, 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 'A'**

Bylaw #: 1174,2023
Date: _____

LOT 4, BLOCK 1, PLAN 9910341



FROM: Comprehensive Resort Village CRV
TO: Non-Urban Commercial Recreation NUCR-1

Aerial Photo Date: May 19, 2021

LOT 1, BLOCK 4, PLAN 0714095



FROM: Direct Control DC-1
TO: Non-Urban Commercial Recreation NUCR-1

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"

WITHIN NW SEC 12, TWP 8, RGE 5, W5M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: JANUARY 3, 2024





Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 16, 2024

Agenda #: 7.b

Subject: Bylaw 1176, 2023 - Land Use Bylaw Amendment- Rezone the lands legally described as Lot 1, Block 1, Plan 9910376 from Non-Urban Area NUA-1 to Non-Urban Commercial Recreation NUCR-1 - First Reading

Recommendation: That Council give first reading to Bylaw 1176, 2023.

Executive Summary:

Bylaw 1176, 2023 proposes to rezone an approximately 7 acre parcel from Non-Urban Area NUA-1 to Non-Urban Commercial Recreation NUCR-1 for the purpose of providing the opportunity to develop the lands as a resort (i.e. a discretionary use in the NUCR-1 district).

Relevant Council Direction, Policy or Bylaws:

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

Land Use Bylaw No. 1165-2023

Discussion:

The landowner is proposing a small scale, high-end resort for the purpose of retreats and vacations rentals. The concept is to provide 3 to 4 campsites, 2 to 3 mini cabins, a secondary suite, and a recreation area.

The property is bordered by East Hillcrest Drive to the south and the Crowsnest River to the North and East, sharing only the east property boundary with private property. Parcels in the surrounding area to the West and East are zoned in a mix of Non-Urban Area NUA-1 and Grouped Country Residential GCR-1 land use districts (see the attached Zoning Map).

A single family dwelling and detached garage were constructed on the subject property in 2021. If a development permit for the proposed resort were approved by the Development Authority, the Single Family Dwelling would remain in compliance, either as a "Dwelling unit, secondary to an approved use" or as resort accommodation which is part of "Resort".

Analysis of Alternatives:

1. Council should proceed with first reading of Bylaw 1176, 2023 and schedule a public hearing.
2. Council may defer first reading of Bylaw 1176, 2023 and outline what additional information they would like to see with reconsideration.

Financial Impacts:

N/A

Attachments:

[Bylaw 1176, 2023 - Bylaw.docx](#)

[Bylaw 1176, 2023 -Schedule A.pdf](#)

[Bylaw 1176, 2023 - Schedule A Aerial Photo.pdf](#)

[Zoning Map.pdf](#)

MUNICIPALITY OF CROWNEST PASS
BYLAW NO. 1176, 2023

LAND USE BYLAW AMENDMENT – Redesignate Lot 1, Block 1, Plan 991 0376

BEING a bylaw of the Municipality of Crownsnest 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 Crownsnest Pass wishes to redesignate the lands legally described as Lot 1, Block 1, Plan 991 0376, within the NE¼ 9-7-3-W5M, containing ±2.7 ha (6.7 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "Non-Urban Area – NUA-1" to "Non-Urban Commercial Recreation – NUCR-1".

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the "Non-Urban Commercial Recreation – NUCR-1" land use district.

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as Lot 1, Block 1, Plan 991 0376, within the NE¼ 9-7-3-W5M, containing ±2.7 ha (6.7 acres), as shown on Schedule 'A' attached hereto and forming part of this bylaw, from "Non-Urban Area – NUA-1" to "Non-Urban Commercial Recreation – NUCR-1".
2. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

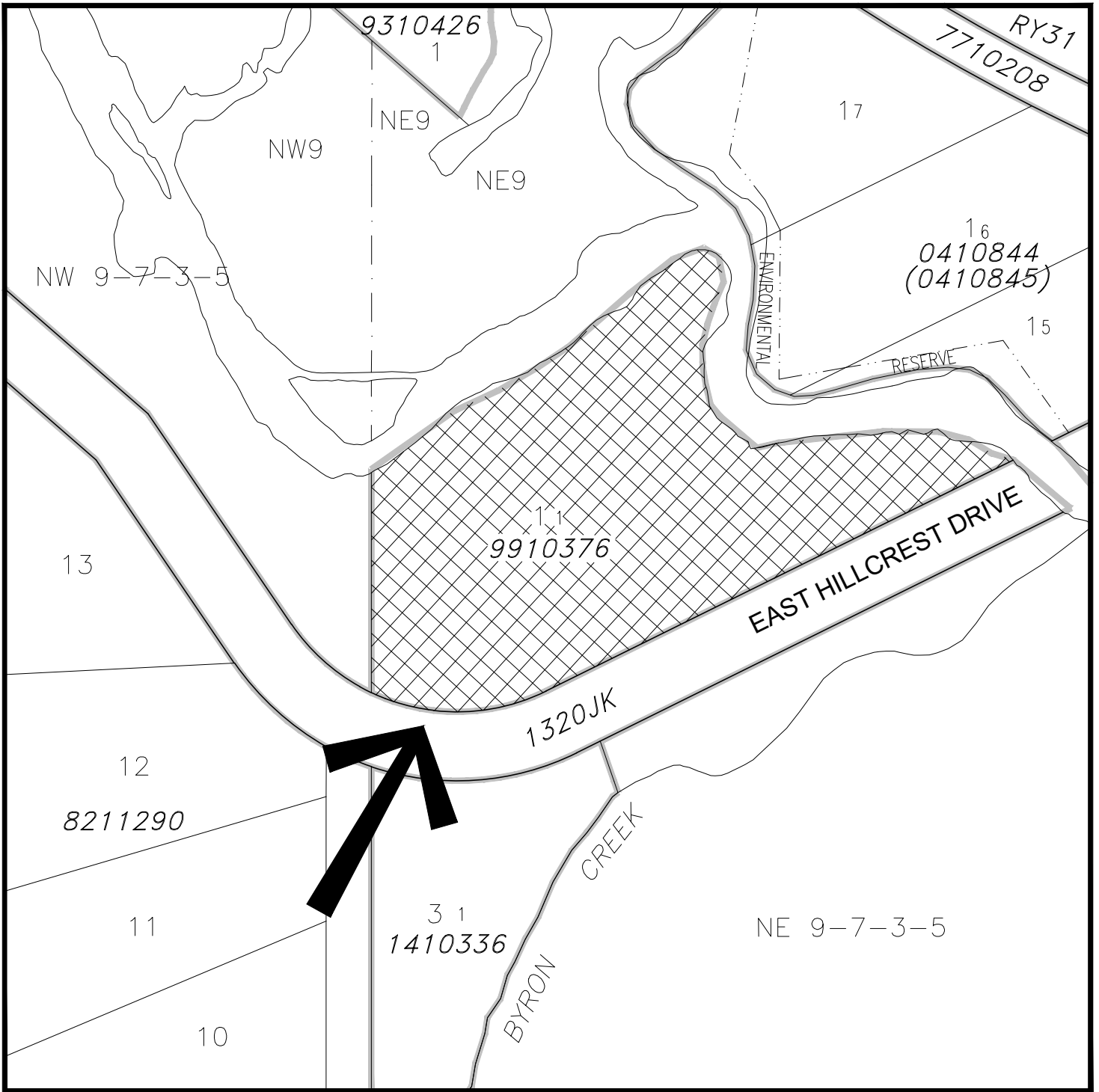
READ a **first** time in council this _____ day of _____ 2024.

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



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Non-Urban Area NUA-1

TO: Non-Urban Commercial Recreation NUCR-1

LOT 1, BLOCK 1, PLAN 9910376

WITHIN NE 1/4 SEC 9, TWP 7, RGE 3, W 5 M

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: JANUARY 3, 2024

Bylaw #: 1176, 2023

Date: _____





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

Aerial Photo Date: May 19, 2021

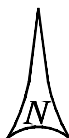


FROM: Non-Urban Area NUA-1
TO: Non-Urban Commercial Recreation NUCR-1

LOT 1, BLOCK 1, PLAN 9910376
WITHIN NE 1/4 SEC 9, TWP 7, RGE 3, W 5 M
MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS
DATE: JANUARY 3, 2024

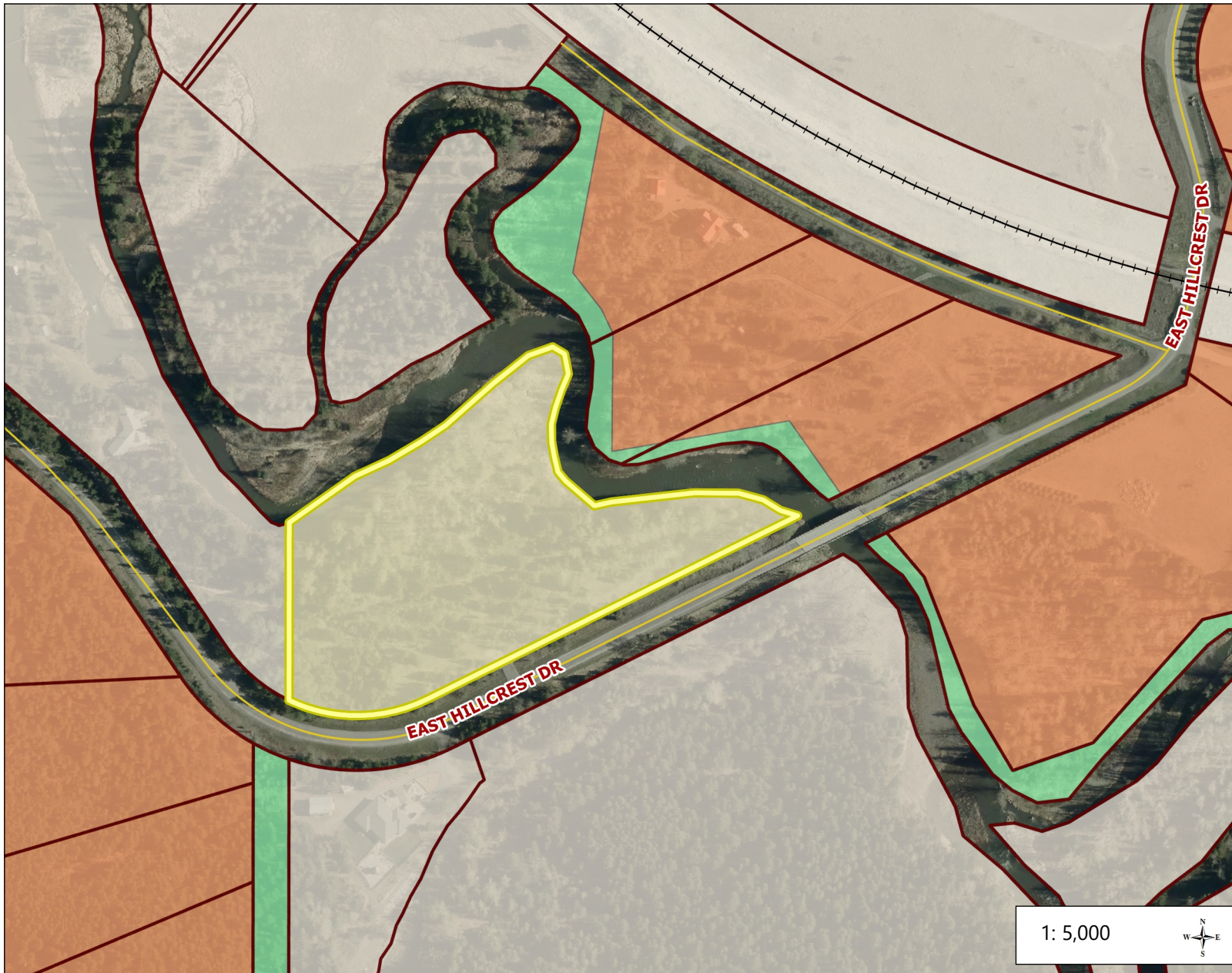
Bylaw #: 1176, 2023

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"

Bylaw 1176, 2023 NUA-1 to NUCR-1



Legend

- Adjacent Roads
- + Railway
- Road Labels
- Road Centerline
- ⊠ Closed Roads
- Restricted Development Areas
 - ⊠ Restricted Development Area RDA
 - ⊠ Turtle Mountain Restricted Develop
- Boundary
- Title Linework
- Land Use Districts - Amended 1163-2023
 - RESIDENTIAL R-1
 - RESIDENTIAL R-1A
 - DUPLEX OR SEMI-DETACHED RESIDENTIAL
 - MULTI-FAMILY RESIDENTIAL R-2
 - MULTI-FAMILY RESIDENTIAL R-3
 - MANUFACTURED / MODULAR HOUSING
 - NARROW LOT RESIDENTIAL R-5
 - GROUPED COUNTRY RESIDENTIAL
 - RETAIL COMMERCIAL C-1
 - DRIVE-IN COMMERCIAL C-2
 - COMPREHENSIVE COMMERCIAL
 - CANNABIS RETAIL COMMERCIAL
 - INDUSTRIAL I-1
 - SENTINEL INDUSTRIAL PARK SITE

1: 5,000



0.3 0 0.13 0.3 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
© OpenStreetMap contributors

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 16, 2024

Agenda #: 7.c

Subject: Bylaw No. 1178, 2024 – Fees, Rates and Charges Bylaw Amendment - Occupancy and Completion Certificate - First Reading

Recommendation: That Council gives first reading to Bylaw 1178, 2024.

Executive Summary:

Bylaw 1178, 2024 proposes to establish an application fee for an "Occupancy and Completion Certificate" issued by the Municipality when a person wants to provide certainty that a new construction or a change of occupancy classification is complete in all respects, i.e. development permit conditions have been completed, Safety Codes Permits have been closed without deficiencies, civic addressing has been assigned and attached to the building, development agreement conditions have been completed, municipal and franchise utility accounts have been created, etc.

Relevant Council Direction, Policy or Bylaws:

Fees, Rates & Charges Bylaw No. 1140, 2023

Safety Codes Bylaw No. 946, 2016

Land Use Bylaw No. 1165, 2023

Safety Codes Act, Revised Statutes of Alberta 2000, Chapter S-1

Safety Codes Act Permit Regulation - Alberta Regulation 204/2007

Discussion:

The Municipality's Safety Codes Permit Bylaw No. 946, 2016 in s. 11 requires that an Owner or their contractor obtain an "Occupancy Permit or written authorization" from a Safety Codes Officer prior to taking occupancy of a building that is the subject of a permit for any one of the Safety Codes disciplines. It is relevant to note that, while there is provision for it under s. 22(a) of the Permit Regulation, Alberta Regulation 204/2007, there is not a requirement under provincial safety codes

legislation or regulation for an "Occupancy Permit". The Municipality and their Safety Codes agency have dealt with this bylaw requirement by relying on the Permit Service Report (PSR) that is issued when a Safety Codes Permit is closed, as being the "written authorization" - the PSR essentially states that the project has been completed satisfactorily from a safety perspective and meets the intent of the Safety Codes Act and the related Codes.

Pursuant to the Land Use Bylaw a development permit imposes certain conditions of a continuing nature onto the landowner, meaning that those conditions remain effective for the lifetime of the development permit. Those conditions place the responsibility on the landowner to comply with several aspects of the development, e.g. stormwater drainage, compliance with other Municipal Bylaws (e.g. Community Standards, Civic Addressing), and provincial and federal legislation. Because these conditions place a continuing responsibility on the landowner (and future owners of the property) to comply, the Municipality does not follow up to verify that these conditions have been completed, and in the event that it becomes necessary, the Municipality will rely on the fact that the landowner is responsible to comply with these conditions of a continuing nature.

Recently there have been situations where ratepayers felt that the Municipality allowed them to occupy a new building when, from their perspective, there were outstanding matters relative to Safety Codes and Land Use Bylaw regulations (e.g. caulking around protrusions in the siding, stormwater drainage). In most of those cases it was determined that the issues were related to quality control between the landowner and their contractor, rather than safety. However, those situations identified the need to establish a process whereby the matters that the Municipality controls can be verified in the form of an "Occupancy and Completion Certificate" that is available at the option and the onus of the landowner.

The "Occupancy and Completion Certificate" process will apply only to new construction (e.g. buildings in a new neighbourhood or a new building on an infill lot) and to changes in the occupancy classification (e.g. a new retail store in an existing building). The Development Permit and the Safety Codes Permit Service Report will include notes to make the landowner aware of their responsibility to obtain an "Occupancy and Completion Certificate".

For this purpose Bylaw 1178, 2024 in conjunction with Bylaw 1179, 2024 (Safety Codes Permit amending bylaw - which is also on this Council agenda) proposes to establish the required process and associated fees. The Municipality will not enforce this process onto landowners and it will be the landowner's responsibility and option to apply for the "Occupancy and Completion Certificate" by demonstrating that all aspects of the new construction or change in occupancy classification have been completed. The proposed process provides that if a landowner applies for the "Occupancy and Completion Certificate" prior to taking or allowing occupancy of the building there is no fee charged however, if the landowner applies for the certificate after having taken or allowed occupancy, then the proposed fee is \$500.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Bylaw 1178, 2024 - Fees Rates & Charges - occupancy and completion certificate.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1178, 2024
FEES, RATES AND CHARGES BYLAW AMENDMENT

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 1140, 2023, being the Fees, Rates and Charges Bylaw, in accordance with the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

WHEREAS the Council of the Municipality of Crowsnest Pass deems it necessary and appropriate to establish a fee in connection with an application for an occupancy and completion certificate, the Municipal Council wishes to amend the Fees, Rates and Charges Bylaw accordingly.

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 to Bylaw 1140, 2023 Fees, Rates and Charges:

1. In Schedule “B” – Planning and Development Fee Schedule, in the table containing **Other Planning and Development Fees**, in a new line before Application for Encroachment Agreement, add the following into the table:

Description	Fee
Occupancy and Completion Certificate relative to a Development Permit or a Safety Codes Permit for new construction or a change in occupancy classification:	
• Applied for prior to taking occupancy	No Charge
• Applied for after having taken occupancy	\$500

2. Bylaw No. 1140, 2023 is hereby amended.
3. This bylaw shall come into effect upon third and final reading hereof.

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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 16, 2024

Agenda #: 7.d

Subject: Bylaw 1179, 2024 - Safety Codes Permit Bylaw Amendment re. Occupancy Authorization - First Reading

Recommendation: That Council gives first reading to Bylaw 1179, 2024.

Executive Summary:

Bylaw 1179, 2024 proposes to establish a process for a landowner of a new construction or a change in occupancy classification to obtain an "Occupancy and Completion Certificate" issued by the Municipality when that person wants to provide certainty that a new construction or a change of occupancy classification is complete in all respects, i.e. development permit conditions have been completed, Safety Codes Permits have been closed without deficiencies, civic addressing has been assigned and attached to the building, development agreement conditions have been completed, municipal and franchise utility accounts have been created, etc.

Relevant Council Direction, Policy or Bylaws:

Fees, Rates & Charges Bylaw No. 1140, 2023

Safety Codes Bylaw No. 946, 2016

Land Use Bylaw No. 1165, 2023

Safety Codes Act, Revised Statutes of Alberta 2000, Chapter S-1

Safety Codes Act Permit Regulation - Alberta Regulation 204/2007

Discussion:

The Municipality's Safety Codes Permit Bylaw No. 946, 2016 in s. 11 requires that an Owner or their contractor obtain an "Occupancy Permit or written authorization" from a Safety Codes Officer prior to taking occupancy of a building that is the subject of a permit for any one of the Safety Codes disciplines. It is relevant to note that, while there is provision for it to be done by and at the discretion of a Permit Issuer under s. 22(a) of the Permit Regulation, Alberta Regulation 204/2007 and subject to relevant Municipal policy, there is not a requirement under provincial safety codes legislation or regulation for an "Occupancy Permit". The Municipality and their Safety Codes agency have dealt with this bylaw requirement by relying on the Permit Services Report (PSR) that is issued when a Safety Codes Permit is closed, as being the required "written authorization" - the PSR essentially states that the project has been completed satisfactorily from a safety perspective and meets the intent of the Safety Codes Act and the related Codes.

Pursuant to the Land Use Bylaw a development permit imposes certain conditions of a continuing nature onto the landowner, meaning that those conditions remain effective for the lifetime of the development permit. Those conditions place the responsibility on the landowner to comply with several aspects of the development, e.g. stormwater drainage, compliance with other Municipal Bylaws (e.g. Community Standards, Civic Addressing), and provincial and federal legislation. Because these conditions place a continuing responsibility on the landowner (and future owners of the property) to comply, the Municipality does not follow up to verify that these conditions have been completed, and in the event that it becomes necessary, the Municipality will rely on the fact that the landowner is responsible to comply with these conditions of a continuing nature.

Recently there have been situations where ratepayers felt that the Municipality allowed them to occupy a new building when, from their perspective, there were outstanding matters relative to Safety Codes and Land Use Bylaw regulations (e.g. caulking around protrusions in the siding, stormwater drainage). In most of those cases it was determined that the issues were related to quality control between the landowner and their contractor, rather than safety. However, those situations identified the need to establish a process whereby the matters that the Municipality controls can be verified in the form of an "Occupancy and Completion Certificate" that is available at the option and the onus of the landowner.

The "Occupancy and Completion Certificate" process will apply only to new construction (e.g. buildings in a new neighbourhood or a new building on an infill lot) and to changes in the occupancy classification (e.g. a new retail store in an existing building). The Development Permit and the Safety Codes Permit Services Report will include notes to make the landowner aware of their responsibility to obtain an "Occupancy and Completion Certificate".

For this purpose Bylaw 1179, 2024 in conjunction with Bylaw 1178, 2024 (Fees, Rates & Charges amending bylaw - which is also on this Council agenda) proposes to establish the required process and associated fees. The Municipality will not enforce this process onto landowners and it will be the landowner's responsibility and option to apply for the "Occupancy and Completion Certificate" by demonstrating that all aspects of the new construction or change in occupancy classification have been completed. The proposed process provides that if a landowner applies for the "Occupancy and Completion Certificate" prior to taking or allowing occupancy of the building there is no fee charged however, if the landowner applies for the certificate after having taken or allowed occupancy, then the proposed fee is \$500.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1179, 2024 - Amend Safety Codes Permit Bylaw - Occupancy.pdf](#)

MUNICIPALITY OF CROWNEST PASS
BYLAW NO. 1179, 2024
SAFETY CODES PERMIT BYLAW AMENDMENT – NUISANCE GROUNDS

BEING a bylaw of the Municipality of Crownsnest Pass in the Province of Alberta, to amend Bylaw No. 946, 2016, being the municipal Safety Codes Permit Bylaw, in accordance with and pursuant to the provisions of the Safety Codes Act of Alberta, as amended, relative to the bylaw making powers of a municipality to regulate the form, content and costs of permits for the use, occupancy, relocation, construction or demolition of buildings as well as for the cost of permits for electrical, gas, plumbing and private sewage disposal system installations.

WHEREAS the Legislature of the Province of Alberta has passed the Safety Codes Act, Chapter S-1, Revised Statutes of Alberta 2000, as amended;

AND WHEREAS the Municipality of the Crownsnest Pass is an accredited Municipality with the Safety Codes Council;

AND WHEREAS pursuant to section 66 of the Safety Codes Act, the Municipality of the Crownsnest Pass as an accredited municipality may make Bylaws:

- (a) respecting minimum maintenance standards for buildings and structures, and
- (b) respecting the carrying out of its powers and duties as an accredited municipality.

AND WHEREAS the Council of the Municipality of Crownsnest Pass determines it prudent to clarify the standards and requirements relative to the taking of occupancy of a new building and to establish a procedure for the issuance of an “Occupancy and Completion Certificate” based on best practices, it wishes to amend the Safety Codes Permit Bylaw accordingly.

NOW THEREFORE, under the authority of and/or subject and pursuant to the provisions of the Safety Codes Act, Chapter S-1 and the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended, the Council of the Municipality of Crownsnest Pass in the Province of Alberta duly assembled does hereby enact the following bylaw amendments:

1. Under “11 OCCUPANCY PERMISSION”, revise the Heading to read “OCCUPANCY AND COMPLETION CERTIFICATE” and substitute the following wording for the existing wording:
 “11.1 Pursuant to the provisions of section 22(a) of the Permit Regulation, Alberta Regulation 204/2007, a Permit Issuer shall, pursuant to this section of this Bylaw, impose terms and conditions on a permit for a new construction or for a change in occupancy classification of an existing building to make the Owner and/or their Contractor aware that the Municipality requires that no person shall occupy or permit the occupancy by any person of a newly constructed building or part thereof or of an existing building that is the subject of a change in occupancy classification, without that person first applying to the Municipality and paying the required fee under the Fees Rates and Charges Bylaw for, and being issued, an Occupancy and Completion Certificate by the Municipality; and further, the Permit Issuer shall notify the Owner and/or their contractor that it is their responsibility to comply in this regard, and to this end the Permit Issuer shall include an appropriate note on the Permit Services Report.”
2. Bylaw No. 946, 2016 is hereby amended.
3. Bylaw No. 1179, 2024 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



Municipality of Crowsnest Pass Request for Decision

Meeting Date: January 16, 2024

Agenda #: 7.e

Subject: Downtown Bellevue Revitalization Tender Results

Recommendation: That Council ratifies awarding the Downtown Bellevue Revitalization tender to East Butte Contracting and that Council moves to increase the project budget by an additional \$1,100,000.

Executive Summary:

The Bellevue Mainstreet Revitalization Project was put out to bid on APC from November 22, 2023 to December 20, 2023. There were five bidders in total as follows:

- East Butte Contracting - \$4,721,815.30
- PME Inc. - \$6,219,579.32
- McNally Contractors - \$6,266,227.84
- UG Excavating - \$7,592,019.16
- Tollestrup Construction - \$7,768,839.47

The total project budget was amended in Budget 2024 to \$4,000,000. This would also include engineering (\$346,618.88) and Fortis work (\$256,609.38). Overall, utilizing the low-bidder, the project is slated to be over budget by approximately \$1,100,000.

Relevant Council Direction, Policy or Bylaws:

Budget 2022, Budget 2023, and Budget 2024

Discussion:

Administration and Stantec have reviewed the project on elements that can be removed to bring the project within budget. There is no logical reduction in length of the overall project, so ultimately it would be removals of items within the project. The majority of these items are the add-ons that were going to enhance the project. These include:

- Removal of washroom facility and servicing - \$325,861.63
- Removal of west parking lot facility - \$321,630.61
- Removal of tree lighting - \$117,868.43
- Removal of irrigation, sod and landscape maintenance - \$66,148.65

- Removal of plaza by washroom facility (concrete, furniture, trees, etc.) - \$87,035.36

There was also a couple adjustments required to the bid table that will bring the overall bids down:

- Leancrete quantity was incorrect - \$140,000 decrease
- Water and sanitary services to vacant lots - \$18,000

With all these adjustments, the project would come in at approximately the \$4,000,000 budget.

Another area explored was possible alterations to some of the above items. These would reduce the budget as follows:

- Switching from a washroom facility to our current outhouse structures - \$105,000
- Changing to a constructed washroom facility instead of our prefabricated concrete structures - \$155,604.36 (possibly, have not had this quoted yet)
- Removal of the retaining wall and part of the parking structure near the laneway (18 stalls) - \$139,980.90

While these reductions would help, additional budget would still be required.

Analysis of Alternatives:

- Additional budget of \$1,100,000 can be allocated to the project from debenture
- Itemized list of scope can be removed to bring project within budget
- Partial removal of scope with allocation of more funding from debenture
- Project deferred to a future year, however unknown what costs increase/decrease could be

Financial Impacts:

Up to \$1,100,000 in additional borrowing. The cost to service the additional borrowing would be \$87,050.36 (principal and interest).

Also, with the slight decrease in interest rates since the fall, there would be approximately a \$12,000 decrease in annual servicing costs on the original \$2,000,000 debenture. In total, it will be approximately a \$75,000 increase in annual servicing costs to fund the project as designed and tendered.

Attachments: