



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, July 9, 2024 at 7:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

- 3.a Minutes of the ORRSC Board of Directors Meeting of December 7, 2023
- 3.b Minutes of the Municipal Historic Resources Advisory Committee of May 21, 2024
- 3.c Minutes of the Family and Community Support Services Advisory Committee of May 27, 2024
- 3.d Request for a Letter of Support for Cando Revive the Roxy Project

**4. ADOPTION OF MINUTES**

- 4.a Minutes of the Council Meeting of June 25, 2024

**5. PUBLIC HEARINGS**

**6. DELEGATIONS**

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

- 6.a Southwest Alberta Skateboard Society (SWASS) Update

**7. REQUESTS FOR DECISION**

- 7.a Bylaw 1124, 2022 - Road Closure Bylaw (a portion of 207th Street - Bellevue) - *Second and Third Readings*
- 7.b Bylaw 1161, 2023 - Road Closure (a portion of 207th Street - Bellevue) - *Second and Third Readings*
- 7.c Bylaw 1188, 2024 – Tax Instalment Payment Plan Bylaw – *Second and Third Readings*
- 7.d Bylaw 1197, 2024 - Land Use Bylaw Amendment - Rezone the lands legally described as Plan 0812254, Block 1, Lot 51MR from Recreation & Open Space RO-1 to Urban Tourism Accommodation and Recreation - UTAR - *First Reading*
- 7.e Bylaw 1200, 2024 - Amendment to Bylaw 1166, 2023 - *First Reading*
- 7.f Policy 1308-01 - Letter of Support for For-Profit and Commercial

7.g Fire Station Door Access

**8. COUNCIL MEMBER REPORTS**

**9. PUBLIC INPUT PERIOD**

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

**10. COUNCILOR INQUIRIES AND NOTICE OF MOTION**

**11. IN CAMERA**

11.a Personal Privacy - Committee Member Recommendations - *FOIP Act Section 17*

**12. ADJOURNMENT**



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** July 9, 2024

**Agenda #:** 3.a

**Subject:** Minutes of the ORRSC Board of Directors Meeting of December 7, 2023

**Recommendation:** That Council accept the Minutes of the ORRSC Board of Directors Meeting of December 7, 2023 as information.

**Executive Summary:**

Minutes of external boards and committees are provided to Council at the subsequent meeting for their information.

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

1041, 2020 Procedure Bylaw

**Discussion:**

The Oldman River Regional Services Commission provides their Board of Directors meeting minutes to member municipalities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[December 7, 2023 ORRSC Board of Directors Meeting Minutes - SIGNED.pdf](#)



OLDMAN RIVER REGIONAL SERVICES COMMISSION

**BOARD OF DIRECTORS' MEETING MINUTES**

**Thursday, December 7, 2023 – 7:00 p.m.**

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

**BOARD OF DIRECTORS:**

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

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

**STAFF:**

Mike Burla ..... Senior Planner  
 Ryan Dyck ..... Planner  
 Carlin Groves ..... GIS Technologist  
 Steve Harty ..... Senior Planner  
 Raeanne Keer ..... Executive Assistant  
 Lenze Kuiper ..... Chief Administrative Officer

Jennifer Maxwell ..... Subdivision Technician  
 Kattie Schlamp..... Planner  
 Gavin Scott ..... Senior Planner  
 Tristan Scholten.....Intern Planner  
 Jaime Thomas.....GIS Analyst

Being the Organizational Meeting, Chief Administrative Officer Lenze Kuiper called the meeting to order at 7:00 pm.

**1. APPROVAL OF AGENDA**

**Moved by: Richard DeBolt**

THAT the Board adopts the Agenda for December 7, 2023, as presented.

**CARRIED**

**2. ADOPTION OF LIST OF MEMBERS AND ALTERNATE MEMBERS FOR 2023-24**

**Moved by: Tanya Smith**

THAT the Board adopts the List of Members and Alternate Members for 2023-2024, as presented.

**CARRIED**

**3. ELECTION OF EXECUTIVE COMMITTEE FOR 2023-2024**

**a. Nomination Information**

L. Kuiper presented the Executive Committee Election process to the Board and presented the list of nominations received during the nomination period.

**b. Election of Chair**

L. Kuiper stated that Administration received 1 nomination for Chair, Gord Wolstenholme of the Town of Fort Macleod, and inquired if there were any nominations from the floor for the position of Chair, and there were none.

L. Kuiper asked a second and third time if there were any nominations from the floor for the position of Chair, and there were none.

Mr. Gord Wolstenholme of the Town of Fort Macleod was proclaimed Chair of the Oldman River Regional Services Commission Board of Directors.

**c. Election of Vice Chair**

L. Kuiper stated that Administration received 1 nomination for Vice Chair, Don Anderberg of the Town of Pincher Creek, and inquired if there were any nominations from the floor for the position of Vice Chair, and there were none.

L. Kuiper asked a second and third time if there were any nominations from the floor for the position of Vice Chair, and there were none.

Mr. Don Anderberg of the Town of Pincher Creek was proclaimed Vice Chair of the Oldman River Regional Services Commission Board of Directors.

**d. Election of Executive Committee.**

L. Kuiper stated that Administration received 5 nominations for Executive Committee members David Cody of the County of Warner, Christopher Northcott of Vulcan County, Brad Schlossberger of the Town of Claresholm, Neil Sieben of the Town of Raymond, and Scott Akkermans of the Town of Coalhurst, and inquired if there were any nominations from the floor for the Executive Committee, and there were none.

L. Kuiper asked a second and third time if there were any nominations from the floor for the Executive Committee, and there were none.

David Cody of the County of Warner, Christopher Northcott of Vulcan County, Brad Schlossberger of the Town of Claresholm, Neil Sieben of the Town of Raymond, and Scott Akkermans of the Town of Coalhurst were proclaimed members of the Executive Committee for the Oldman River Regional Services Commission Board of Directors.

**4. APPROVAL OF MINUTES**

**e. Minutes of September 7, 2023**

**Moved by: Gerry Baril**

THAT the Board adopts the minutes of September 7, 2023, as presented.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

**6. REPORTS**

**a. Executive Committee Report**

Chair Wolstenholme presented the Executive Committee Report to the Board.

**7. BUSINESS**

**a. Proposed 2024 Operating Budget & Proposed 5-year Capital Plan 2023-2027**

L. Kuiper presented the proposed 2024 Operating Budget and 5-Year Capital Plan to the Board, highlighting an increase to membership fees for both planning and GIS, and a decrease in projected revenue for Fee for Service and Subdivision.

**Moved by: Scott Akkermans**

THAT the Board approves the 2024 Budget and 5 Year Capital Plan, as presented.

**CARRIED**

**b. Subdivision Activity**  
- **As of October 31, 2023**

L. Kuiper presented the Subdivision Activity statistics as of October 31, 2023 to the Board.

**c. Assessment Appeal Activity**

L. Kuiper presented the 2023 Assessment Appeal Board Statistics to the Board for information purposes.

**d. Subdivision and Development Appeal Board Activity**  
- **As of November 23, 2023**

L. Kuiper presented the 2023 Subdivision and Development Appeal Board Statistics to the Board as of November 23, 2023.

**e. ORRSC Periodical – Slope Adaptive Development**

R. Dyck, Planner, presented information on the upcoming ORRSC Periodical topic, Slope Adaptive Development

**8. ACCOUNTS**

**a. Balance Sheet and Comparative Income Statement**  
- **As of October 31, 2023**

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of October 31, 2023.

**Moved by: Brad Schlossberger**

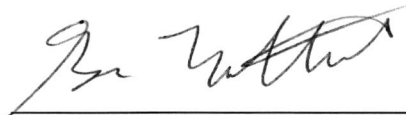
THAT the Board approves Balance Sheet and Comparative Income State, as of October 31, 2023, as presented.

**CARRIED**

**9. NEXT MEETING – March 7, 2024**

**10. ADJOURNMENT**

With no further questions and nothing further to discuss, L. Kuiper adjourned the meeting, the time being 8:10 pm.



---

Gordon Wolstenholme, Chair



---

Lenze Kuiper, Chief Administrative Officer





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

**Meeting Date:** July 9, 2024

**Agenda #:** 3.b

**Subject:** Minutes of the Municipal Historic Resources Advisory Committee of May 21, 2024

**Recommendation:** That Council accept the minutes of the Municipal Historic Resources Advisory Committee of May 21, 2024 as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

The Municipal Historic Resources Advisory Committee provides their minutes to keep Council apprised of their activities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2024 05 21\\_Municipal Historic Resources Approved Minutes.pdf](#)



**MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE**  
**May 21, 2024, at 3:00 pm**  
**Council Chambers, Coleman Municipal Office**

---

**PRESENT:** Board Member Fred Bradley (Chair)  
Board Member Glen Girhiny  
Board Member Bruce Nimmo  
Board Member Bryce Andreasen  
Board Member Dawn Rigby  
Municipal Representative Johan van der Bank

**ABSENT:** Myriah Sagrafena, Howard Vandenhoeft, Vicki Kubik (apologies)

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

**MOTION** by Dawn Rigby to adopt the agenda with the addition of “6.2 DP2024-151” and “6.3 DP2024-152” under Requests for Decision.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOTION** by Glen Girhiny to adopt the minutes of April 22, 2024.

**CARRIED**

**4. CONSENT AGENDA**

N/A

**5. DELEGATIONS**

N/A

**6. REQUEST FOR DECISIONS**

6.1 DP2024-130 Greenhill Hotel - residing with shades of green galvanized steel panels.

**MOTION** by Bryce Andreasen that the Advisory Committee appreciates the colour scheme and material as presented, and has no concerns.

**CARRIED**

6.2 DP2024-151 Italian Hall – demolition of rear residential portion and restoration and redevelopment of the front portion, with manufactured dwelling units in the rear.



**MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE**  
**May 21, 2024, at 3:00 pm**  
**Council Chambers, Coleman Municipal Office**

---

Bruce Nimmo (applicant) recused himself from the Advisory Committee to make a presentation.

The rear residential portion is not salvageable. The manufactured dwelling units will be sensitive to the historic building. The handshake motif on the front gable will be replicated and retained as far as possible. Other historic features such as windows, doors, and colour scheme will be restored and maintained.

**MOTION** by Dawn Rigby that the Advisory Committee accepts that the rear residential portion is not salvageable and will be demolished.

**CARRIED**

**MOTION** by Glen Girhiny that the Advisory Committee accepts the proposed redevelopment and has no concerns.

**CARRIED**

Bruce Nimmo rejoined the meeting.

- 6.3 DP2024-152 Merch-on-Main – renovation of front elevation (grey paint) and a new sign.

**MOTION** by Bryce Andreasen that the Advisory Committee has no concerns.

**CARRIED**

**7. ROUND TABLE DISCUSSION**

- 7.1 Earth moving activity on the former Coleman Collieries Plant property re. development permits / approvals issued. Katherine Mertz advised that the coal piles are being spread out and seeded, and a development permit was not required for the earth moving activity, which falls under an Alberta Energy Regulator (AER) approval. Katherine will circulate information to the Advisory Committee regarding considerations that the AER had with respect to the Coleman National Historic Site.
- 7.2 Heritage Designation Plaques – Council approved \$1,000 additional budget – Administration will proceed to have five plaques manufactured from the approved template and presented to the landowners. An appropriate plaque location on each building will be determined in consultation with the landowner. Heritage Crowsnest has a special tool and may be able to assist with affixing the plaques on the buildings.



**MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE**

**May 21, 2024, at 3:00 pm**

**Council Chambers, Coleman Municipal Office**

---

- 7.3 Sub-committee on prioritization of the recommendations in the Heritage Management Plan and development of an implementation strategy for presentation by a delegation to Municipal Council. The sub-committee summarized their meeting. The presentation will focus on the budget required to continue working on the items from the Heritage Management Plan that have not been started or are on-going, as well as demonstrate how allocating a budget for this could become an investment based on potential property value increases. Bruce offered to pay for the time required to work with Benchmark Assessments to determine the present property assessments of all the properties in the Heritage Management Plan Inventory. The Sub-committee will meet again on Monday June 10 at 5:00 PM to prepare a draft presentation to be discussed at the next Advisory Committee meeting (June 24), with the objective to make a presentation to the Municipal Council in July or August 2024 (prior to the budget cycle).
- 7.4 Alberta Heritage Awards 2024 – Fred Bradley provided background materials and a draft nomination letter for the Crowsnest Historical Society. The deadline for nominations is June 01, 2024. Glen Girhiny offered to bring this to the May 28, 2024 Council meeting for ratification and under whose name the nomination letter will be signed (Mayor, Councillor) and then Administration will get the letter signed and submitted before the deadline.
- 7.5 Regular meeting schedule – two members responded to an email survey. It was determined to leave the current regular schedule in place.
- 7.6 Community Updates - upcoming events - 110th Anniversary of Hillcrest Mine Disaster Commemorative Memorial Service - Sunday, June 23, 1:00 PM, Hillcrest Mine Disaster Memorial Monument.
- 7.7 With only five of the nine members in attendance, the election of a chair and vice chair was deferred to the next meeting.



**MINUTES - MUNICIPAL HISTORIC RESOURCES ADVISORY COMMITTEE**  
**May 21, 2024, at 3:00 pm**  
**Council Chambers, Coleman Municipal Office**

---

**8. NEXT MEETING DATE**

- Monday June 24 at 3:00 pm in Council Chambers, Municipal Office.

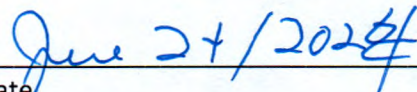
**9. ADJOURNMENT**

**MOTION** by Dawn Rigby to adjourn the meeting at 4:22 pm.

**CARRIED**

Approved by:

  
\_\_\_\_\_  
Fred Bradley, Chair

  
\_\_\_\_\_  
Date



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

**Meeting Date:** July 9, 2024

**Agenda #:** 3.c

**Subject:** Minutes of the Family and Community Support Services Advisory Committee of May 27, 2024

**Recommendation:** That Council accept the Minutes of the Family and Community Support Services Advisory Committee of May 27, 2024 as information.

**Executive Summary:**

Minutes of Internal Boards and Committees are provided to Council at the subsequent meeting.

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

1041, 2020 Procedure Bylaw

**Discussion:**

The Family and Community Support Services Advisory Committee provides their minutes to keep Council apprised of committee activities.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[fcss.pdf](#)



**Family and Community Support Services Advisory Committee Meeting Minutes**

**Municipality of Crowsnest Pass  
Monday, May 27, 2024 – 6:30 PM  
MDM Community Centre**

---

**Chairperson: K. McNeil**

**Secretary: Kim Lewis**

---

**Present:** Kate McNeil – Chairperson  
Barb Kelly– Member at Large  
Cathy Painter – Member at Large  
Mirjam Thielen – Member at Large  
Margaret Thomas – Vice Chairperson  
Dean Ward – Council Representative  
Lisa Sygutek – Council Representative  
Trent Smith – Manager of Community Services  
Kim Lewis – FCSS Programmer

**Absent:**

**1.0 Call to Order**

K. McNeil called the meeting to order at 6:34pm.

**2.0 Adoption of Agenda**

**#33 - 24 MOVED BY: D. WARD**

That the meeting agenda be adopted as presented

**CARRIED**

**3.0 Adoption of Minutes**

**3a) Adoption of Family and Community Support Services Advisory Committee  
Minutes of April 22, 2024**

**#34 - 24 MOVED BY: C. PAINTER**

That the meeting minutes of April 22, 2024 be adopted as presented.

**CARRIED**

**4.0 Correspondence - N/A****5.0 Public Input – N/A****6.0 Delegations****7.0 Business Arising from Previous Minutes****8.0 New Business****8a. Crowsnest Pass Pride Society – FCSS Category 2 Funding**

The Crowsnest Pass Pride Society applied for FCSS Category 2 Funding in the amount of \$1000 to go towards their Pride in the Pass event that is to be held on August 3, 2024. The FCSS Board granted the request. Correspondence from the society was received on May 9<sup>th</sup> explaining that the organizers have not been able to commit to creating the society and planning of the event, so it has been cancelled for this year. The group will not be accepting the Category 2 funding in the amount of \$1,000. \$1,000 allocated will remain in the 2024 Category 2 funding pot. Family and Community Services currently has \$5,000 in Category 2 funding available for 2024.

**#35 - 24      MOVED BY:      K. MCNEIL**

The Family Community Support Service Advisory Committee accepts the correspondence as information.

**CARRIED****8b. Electronic Participation in Meetings**

Administration wanted to let the FCSS Advisory Committee know that according to Bylaw NO. 1148, 2023, 12.1 No electronic participation shall be allowed in meetings. Attendance at FCSS meetings must be in person.

**#36 - 24      MOVED BY:      C. PAINTER**

The Family Community Support Service Advisory Committee accepts the report as information.

**CARRIED****8c. FCSS Funding for For-Profit Organizations**

In preparation for the 2025 FCSS Grant Applications, the question around whether or not FCSS funds for profit organizations came up. After reading thought eh Provincial FCSS regulations, a definitive answer was not found, however Section 4-5 states that “A municipality that receives funds from the Minister for a program shall (a) give priority to funding services under the program that are deliverable by volunteer non- profit organizations.



The FCSS programmer did further research to find out what the norms seems to be with other FCSS organizations. It appears that most FCSS groups we found stated that they only fund not for profit organizations. The programmer also queried the South region FCSS group, and their responses were that they also do not fund for profit organizations.

**#37 – 24      MOVED BY:                      D. WARD**

The Family and Community Support Services Advisory Committee will only recommend funding to not for profit and or charitable organizations,

**CARRIED**

#### **8d. Crowsnest Cruisers Update**

The Crowsnest Cruisers has been up and running since the beginning of May. The service is wheelchair accessible and operates on Monday, Wednesday & Friday- 8:30am – 2:00pm and on Tuesday – 11:30am-4:00pm. They currently have 30 individuals registered. The service is available to anyone over the age of 50 and people with permanent disabilities. The service is not income based.

Crowsnest Cruisers is accommodating two people to get to and from dialysis appointments Monday, Wednesday & Friday. They have made 2 out trips to Lethbridge and one to Calgary so far to assist people getting to medical appointments. This is an area the committee sees getting increased calls for as there is not a service in our area that provides out-of-town transportation for medical appointments.

The committee is now exploring the request to assist people with getting to and from the Food bank. This could require an increase in hours for the service is funding can be secured.

**#38 – 24      MOVED BY:                      M. THIELEN**

The Family Community Support Service Advisory Committee accepts the update as information.

**CARRIED**

#### **8e. 2024 Crowsnest Pass FCSS Funded Programs Mid Year Reports**

2024 FCSS funded programs mid year reports were submitted for review by the FCSS Advisory Committee. After reviewing the mid -year reports, the following motions were made.

**#39 – 24      MOVED BY:                      M. THOMAS**

To suspend funding for the Crowsnest Consolidated High School – Volunteer Crowsnest Program effective June 30, 2024 until it is determined by the FCSS Advisory Committee that the program is meeting the outcomes outlined in the 2024 Funding application.

**CARRIED**

**#40 – 24      MOVED BY:                      D. WARD**

That K. Lewis and K. McNeil will write a letter to the Crowsnest Consolidated High School – Volunteer Crowsnest Program a letter outlining the requirements that are needed to have funding reinstated.

**CARRIED**

**#41 – 24      MOVED BY:                      L. SYGUTEK**

To suspend funding for the Ranchland Victim Services Program effective June 30, 2024 until it is determined by the FCSS Advisory Committee that the program is meeting the outcomes outlined in the 2024 Funding application.

**CARRIED**

**#42 – 24      MOVED BY:                      M. THOMAS**

That K. Lewis and K. McNeil will write a letter to the Ranchland Victim Services Program outlining the requirements that are needed to have funding reinstated.

**CARRIED**

**#43 – 24      MOVED BY:                      C. PAINTER**

The Family Community Support Service Advisory Committee accepts the 2024 FCSS Funded Program Mid-Year Reports as information.

**CARRIED**

## **9. Administration Reports**

### **9a) FCSS Programmer Update**

- Youth week held – May 6-10
- Upcoming - Seniors Week – June 3-7. Luncheon scheduled for June 3<sup>rd</sup> | 11:30-1:00pm at MDM.
- Sitting on committee for Accessible transportation
- Upcoming - Spring BBQ – June 6<sup>th</sup> | 4-7 at Gazebo Park.
- Upcoming – Man Van- June 25 | 2pm-6pm at the Elk’s Hall
- Planning movies in the park for summer
- Meals on wheels – business as usual.
- Seniors on the Go Newsletter
- Assisting seniors’ clubs.
- Subsidized taxi program
- Information & community referrals.

**#44 - 24      MOVED BY:                      M. THOMAS**

That the update on the Programmer update be accepted as information

**CARRIED**

## **9.0 Committee Member Reports -N/A**

**10.0 In Camera**

**11. Adjournment**

**#45 - 24      MOVED BY:      K. MCNEIL**

That the meeting be adjourned at 7:54pm.



**CARRIED**

---

**Chairperson**



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** July 9, 2024

**Agenda #:** 3.d

**Subject:** Request for a Letter of Support for Cando Revive the Roxy Project

**Recommendation:** That Council approve providing two letters of support; one for Cando's application for a Government of Alberta "Other Initiatives Program" and a second letter of support to be supplied to Minister Tanya Fir's office for an Arts Culture and Status of Women (ACSW) Invitation to Submit a Capital Project estimated at \$2,000,000.

**Executive Summary:**

A request was received from Cando for two letters of support; one to apply for a Government of Alberta "Other Initiatives Program" and a second request for an Arts Culture and Status of Women (ACSW) Invitation to Submit a Capital Project estimated at \$2,000,000.

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

1041, 2020 Procedure Bylaw

**Discussion:**

A request was received from Tim Juhlin, President of Cando to request that Council authorize providing a letter of support for a Government of Alberta "Other Initiatives Program" for the Revive the Roxy project. The letter is attached for Council's consideration.

Mr. Juhlin explained in the letter that the Government of Alberta requested that Crowsnest Cando switch their application to this funding stream for consideration.

A second request was received on behalf of Minister Tanya Fir's office for an Arts Culture and Status of Women (ACSW) Invitation to Submit a Capital Project estimated at \$2,000,000.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2024 06 12 - Crowsnest Cando Request for Alternate Letter of Support.pdf](#)

[Request for support letter from CNP June 12 2024.pdf](#)

[Request for support letter from CNP other initiatives Program June 26 2024 \(1\).docx](#)

## Bonnie Kawasaki

---

**From:** Tim Juhlin Personal Privacy - FOIP Act Section 17  
**Sent:** June 12, 2024 8:34 AM  
**To:** Bonnie Kawasaki  
**Cc:** Fred Bradley; Donald Budgen  
**Subject:** Cando Request for a Support Letter  
**Attachments:** 2024 05 28 - Alberta CFEP - Letter of Support Crowsnest Cando Revive the Roxy.pdf

Morning Bonnie

Due to efforts by Fred Bradley we have received a request from the Government of Alberta to submit a request for funding through the "Other Initiatives Program". This is significant because the dollars requested can exceed \$1,000,000. It is our intention to ask for \$1,500,000. This would allow us to nearly complete the Roxy. There is a matching component but our spending to date plus some other initiatives we have ongoing should drive us to the finish line.

Crowsnest Cando would appreciate a support letter from the Municipality of CNP. We will be submitting a detailed project description and request to the Government of Alberta in the "Other Initiatives Program" for the Revive the Roxy Project. The grant is due for submission on July 19, 2024 so a support letter by July 15th would be appreciated.

A modification to the letter of support we received last month would work and I have placed that letter as an attachment for your easy access.

This is an exciting development for the Revive the Roxy Project.

Thank You

Tim Juhlin

Personal Privacy - FOIP Act Section 17

**To: Municipality of CNP Bonnie Kawasaki Executive Assistant June 12, 2024**

**From Crowsnest Cando Tim Juhlin**

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

**i. Requestor name, identifying the group as a Non-Profit or Community Group;**

Crowsnest Cultural and Recreation Society operating as Crowsnest Cando is a non profit Society registered in Alberta(#5016468992) since 2011.

Crowsnest Cando P.O. Box 105 Blairmore AB. T0K 0E0

Crowsnestcando.ca,

Crowsnestcando@gmail.com

**ii. Purpose of request, identifying the proposed program, project or initiative**

Crowsnest Cando is raising funds to Restore the Roxy theatre in historic downtown Coleman to create a performing arts center. The Street address is 7738 17<sup>th</sup> Ave Coleman.

The Other Initiatives Program would move us to occupancy and the following 3 year hard costs include our forecasted costs for 2024 to 2026. This list is a living document and changes somewhat according to our progress and challenges.) The 3 year hard costs code and components are provided below and amount to \$1,9281,059:

Code	Component	Hard costs \$	co year designation*	
o=02 structural reinforcement	basement interior	74,817	2024	
	basement 6 inch waterline and weeping tile drain	53,000	2024	
03-Quonset roof	Membrane connection	6023	2024	
	Galvanized corrugated steel paneling	68328 #	2024	
	Quonset	13360 #	2024	
05- Masonry Facades	doors	20,000	2024	
	Masonry	24120	2024	
	Marquee	20,000	2024	
	aluminum cladding	30139	2024	
	neon Roxy sign	40000	2024	
	east Façade Ghost Mural	20000 #	2024	
	Mechanical fire alarm surge water completion	140000	2024	
	Electrical Engineering diagrams Sound and Light	19300 #	2024	
07 Occupancy Upgrades	Basement, replace slab, housekeeping pads, hazard abatement	40000	2024	
	fire rated stairs, remove existing stairs. Hazard abatement	50000	2024	
	quonset metal doors and frames	33,000	2024	652,087
06 Base building systems	Mechanical - HVAC	503012	2025	
	Electrical- three phase to building	20000	2025	
	Electrical throughout building	40000	2025	
	Entrances to roxy west	20000	2025	
	Lobby window, tickets, curtains, carpet and linoleum	3500	2025	
	Quonset Interior Finishes	130,589	2025	
	Floor	10,000 #	2025	
09 Functional Upgrades	Water Closets- upgrade 2 install 7	6,763	2025	
	tactile signage for entrance, seats and WC	3,375	2025	
	exterior walkway	17,000	2025	754239
	second level-new subfloor,replace gypsum	15333	2026	
08 theatre restoration	Production-projector, screen, stage lights tech booths	250,000	2026	
	Theatre seats purchase 255 new seats	204,000	2026	
	Accessibility, stage lift and stairs to stage,assisted listening	52,400	2026	521733
		1,928,059		



iii. Describe the program, project or initiative and identify how the program, project or initiative is beneficial to the community and its residents

The Roxy will become a performing arts center and it is desired that the Roxy be a positive contributor to the economic and cultural well-being of the entire community.

Finally, and most importantly, is the Roxy Theatre's impact on the community. We at Cando have been given a great opportunity and responsibility to ensure we provide our communities with a facility that meets the dreams and aspirations for now and the future. Our community is in a state of transition. The loss of the Orpheum theatre in Blairmore has resulted in no motion picture theatre in the Crowsnest Pass and the need for a high-quality multi-use facility is not only timely, but necessary for the cultural maintenance and growth of our citizens. This facility will complement the fine street and sidewalk upgrades completed by the Municipality and will act as an economic driver for the area.

iv. Specify whether the proposed program, project or initiative may require future financial contribution(s) from the Municipality;

It is the intent of Cando that the Roxy, when operating, is a sustainable break-even endeavor not depending on cash influxes from the Municipality of Crowsnest Pass, although contributions from the Municipality, if offered, would move the construction project forward. The Municipality of Crowsnest Pass can assist the project in a number of ways, that include but are not limited to, lot options to accommodate parking and storage needs, tax relief while the restoration project is underway and in providing letters of support as we conduct grant applications. Since the Other Initiatives Program is a significant grant request that requires we demonstrate funding support from the Community Cando is thankful to the Municipality of Crowsnest Pass for their generous 2024 donation of funds. If additional matching funds were made available to Cando we would graciously accept them from the Municipality.

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

Cando will be applying for an Other Initiatives Program large estimated at \$1,500,000. The lead ministry is Alberta Arts Culture and Status of Women: We received a submission request from the Office of:

Honourable Tanya Fir  
Minister of Arts, Culture and Status of Women

Submission to be made to Kathleen Blake

Kathleen Blake in Arts, Culture and Status of Women Financial Services\

Phone Toll free: [1-800-642-3855](tel:1-800-642-3855)

Email: [kathleen.blake@gov.ab.ca](mailto:kathleen.blake@gov.ab.ca).

TJ/

To Whom it May Concern:

The Municipality of Crowsnest Pass is delighted to support the efforts of Crowsnest Cando in securing funding through the Alberta Arts Culture and Status of Women, Community Other Initiatives Program.

Sincerely

xxxvxx

**To: Municipality of CNP Bonnie Kawasaki Executive Assistant June 26 , 2024**

**From Crowsnest Cando Tim Juhlin**

**Subject: Urgent Request for a letter of support for the Revive the Roxy Project “Other Initiatives Program of The Ministry of Arts Culture and The Status of Women.**

**i. Requestor name, identifying the group as a Non-Profit or Community Group;**

Crowsnest Cultural and Recreation Society operating as Crowsnest Cando is a non profit Society registered in Alberta(#5016468992) since 2011.

Crowsnest Cando P.O. Box 105 Blairmore AB. T0K 0E0

Crowsnestcando.ca,

Crowsnestcando@gmail.com

**ii. Purpose of request, identifying the proposed program, project or initiative**

Crowsnest Cando is raising funds to Restore the Roxy theatre in historic downtown Coleman to create a performing arts center. The Street address is 7738 17<sup>th</sup> Ave Coleman.

This submission would include all attributes of the Roxy and Roxy West building that would be required to move the Roxy to Occupancy status. The funding request is not finalized at this time but could exceed \$2,000,000. Components of the request are included in the following table however administration, contingencies and other costs are also under consideration to bring the Roxy to Occupancy.

	basement interior
	basement 6 inch waterline
03-Quonset roof	Membrane connection
	Galvanized corrugated steel paneling
	Quonset
05- Masonry Facades	doors
	Masonry
	Marquee
	aluminum cladding
	neon Roxy sign
	electrical sound and ligh eng. Design
07 Occupancy Upgrades	Basement, replace slab, housekeeping pads, hazard abatement
	fire rated stairs, remove existing stairs. Hazard abatement
	quonset metal doors and frames
	Quonset Interior Finishes
	Mechanical fire alarm surge water completion
	Electrical a - quonset first
	Electrical b- throughout rest of building
	second level-new subfloor,replace gypsum
	Accessibility, stage lift and stairs to stage,assisted listening devices
06 Base building systems	Mechanical -HVAC
	Electrical-transformer and three phase to building
	Entrances to roxy west
08 theatre restoration	Production-projector, screen, stage lights tech booths
	Lobby window, tickets, curtains, carpet and linoleum
	Theatre seats purchase 255 new seats
	quonset Floor
09 Functional Upgrades	Water Closets- upgrade 2, install 7
	tactile signage for entrance, seats and WC
	Roxy west lower lounge , kitchen area

iii. Describe the program, project or initiative and identify how the program, project or initiative is beneficial to the community and its residents

The Roxy will become a performing arts center and it is desired that the Roxy be a positive contributor to the economic and cultural well-being of the entire community.

Finally, and most importantly, is the Roxy Theatre's impact on the community. We at Cando have been given a great opportunity and responsibility to ensure we provide our communities with a facility that meets the dreams and aspirations for now and the future. Our community is in a state of transition. The loss of the Orpheum theatre in Blairmore has resulted in no motion picture theatre in the Crowsnest Pass and the need for a high-quality multi-use facility is not only timely, but necessary for the cultural maintenance and growth of our citizens. This facility will complement the fine street and sidewalk upgrades completed by the Municipality and will act as an economic driver for the area.

iv. Specify whether the proposed program, project or initiative may require future financial contribution(s) from the Municipality;

It is the intent of Cando that the Roxy, when operating, is a sustainable break-even endeavor not depending on cash influxes from the Municipality of Crowsnest Pass, although contributions from the Municipality, if offered, would move the construction project forward. The Municipality of Crowsnest Pass can assist the project in a number of ways, that include but are not limited to, lot options to accommodate parking and storage needs, tax relief while the restoration project is underway and in providing letters of support as we conduct grant applications. This "Other Initiatives Program" submission is a grant request that requires we demonstrate local contributions, which we are able to do using the Municipality of Crowsnest Pass commitment plus other donated sources. It should be noted that this particular submission could be for 2.0 Million dollars that would bring the Roxy to occupancy status.

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

Cando received a personal request from the Honorable Tanya Fir and will be applying to an Arts Culture and Status of Women (ACSW) Invitation to Submit a Capital Project estimated at \$2,000,000. The lead ministry is Alberta Arts Culture and status of Women:

Honorable Tanya Fir

Minister of Arts, Culture and Status of Women

Arts Culture and Status of Women (ACSW) Invitation to Submit a Capital Project.

Submit to:

Kathleen Blake in Arts, Culture and Status of Women Financial Services,  
at [kathleen.blake@gov.ab.ca](mailto:kathleen.blake@gov.ab.ca).

Vi Draft letter text

To Whom it May Concern:

The Municipality of Crowsnest Pass is delighted to support the efforts of Crowsnest Cando in securing funding through the Alberta Arts Culture and Status of Women, (ACSW) **Invitation to Submit a Capital Project.**

For 2024 The Municipality of CNP has committed \$77,000 in matching funding toward the Revive the Roxy project for work associated with the “Front look” of the Roxy Theatre and we truly hope that submission of a capital project by Crowsnest Cando for the Revive the Roxy Project is approved.

Sincerely

xxxvvvx



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** July 9, 2024

**Agenda #:** 4.a

**Subject:** Minutes of the Council Meeting of June 25, 2024

**Recommendation:** That Council adopt the Minutes of the Council Meeting of June 25, 2024 as presented.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

n/a

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2024 06 25 - Council Meeting Minutes.docx](#)

**Municipality of Crowsnest Pass**  
**Council Meeting Minutes**  
**Tuesday, June 25, 2024**

---

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, June 25, 2024.

**Council Present:**

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

**Council Absent:**

Councillor Dave Filipuzzi

**Administration Present:**

Patrick Thomas, Chief Administrative Officer  
Kristin Ivey, Deputy Chief Administrative Officer  
Brian McCulloch, Director of Finance  
Bonnie Kawasaki, Recording Secretary

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

**01-2024-06-25:** Councillor Ward moved to adopt the agenda as presented.

Carried

**CONSENT AGENDA**

**02-2024-06-25:** Councillor Glavin moved that Council approve the following Consent Agenda items as presented without debate:

**3.a**

**Minutes of the Crowsnest Pass Senior Housing Board of April 22, 2024**

THAT Council accept the Minutes of the Crowsnest Pass Senior Housing Board of April 22, 2024 as information.



**3.b**

**Thank You Letter from the RhaPsody Award Celebration Committee**

THAT Council accept Thank You Letter from the RhaPsody Award Celebration Committee as information.

Carried

**ADOPTION OF MINUTES**

**03-2024-06-25:** Councillor Girhiny moved to adopt the Minutes of the Council Meeting of June 11, 2024 as presented.

Carried

**PUBLIC HEARINGS**

**Bylaw 1185, 2024 Road Closure Bylaw - Public Hearing**

Mayor Painter declared the Public Hearing opened at 7:01 pm for Bylaw No. 1185, 2024.

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

Mayor Painter noted there were no members of the public present to speak at the hearing and declared the public hearing closed at 7:02 pm.

**DELEGATIONS**

**RCMP Quarterly Update Corporal Mark Amatto**

Constable Chris McKerracher of the Crowsnest Pass RCMP detachment was in attendance to present Council with the 4th quarter update from 2023.

**Patty Richards, Program Advisor - Yellowstone to Yukon Conservation Initiative Update**

Patty Richards, Program Advisor and Nicole Olivier, Manager of Landscape Protection of the Yellowstone to Yukon Conservation Initiative were in attendance to provide an update on the Yellowstone to Yukon Conservation Initiative in Southwest Alberta.

**REQUESTS FOR DECISION**

**Bylaw 1170, 2023 Road Closure - Second and Third Reading**

**04-2024-06-25:** Councillor Ward moved second reading of Bylaw 1170, 2023 Road Closure.

Carried

**05-2024-06-25:** Councillor Glavin moved third and final reading of Bylaw 1170, 2023 Road Closure.

Carried

**Bylaw 1194, 2024 - Land Use Bylaw Amendment - Rezone Lot 8, Block 19, Plan 3387AE from Residential R-1 to Medium Density Residential R-2A - First Reading**

**06-2024-06-25:** Councillor Ward moved first reading of Bylaw 1194, 2024 - Land Use Bylaw Amendment - Rezone Lot 8, Block 19, Plan 3387AE from Residential R-1 to Medium Density Residential R-2A.

Carried

**Bylaw 1196, 2024 - Land Use Bylaw Amendment - Rezone the lands legally described as a portion of NW¼ 24-7-4-W5M from Non-Urban Area- NUA-1 to Grouped Country Residential GCR-1 to resolve a multiple land use parcel - First Reading**

**07-2024-06-25:** Councillor Sygutek moved first reading of Bylaw 1196, 2024 - Land Use Bylaw Amendment - Rezone the lands legally described as a portion of NW¼ 24-7-4-W5M from Non-Urban Area- NUA-1 to Grouped Country Residential GCR-1 to resolve a multiple land use parcel.

Carried

**1199, 2024 - Borrowing Bylaw to Purchase a Snow Cat - First Reading**

**08-2024-06-25:** Councillor Sygutek moved first reading of 1199, 2024 - Borrowing Bylaw to Purchase a Snow Cat.

Carried

**Policy 1817-01 External Public Harassment Policy and Policy 1818-01 Internal Harassment Policy**

**09-2024-06-25:** Councillor Ward moved to adopt Policy 1817-01 External Public Harassment Policy and Policy 1818-01 Internal Harassment Policy.

Carried

**Service Areas Update**

**10-2024-06-25:** Councillor Girhiny moved to accept the Service Areas Update as information.

Carried

**Hillcrest Sewage Lagoon – Aeration Blower Replacement**

**11-2024-06-25:** Councillor Girhiny moved that Council approve the replacement of both of the Hillcrest aeration blowers for a budget of \$106,000 from the Wastewater Utility Reserve.

Carried

**Alberta Municipalities (AM) Convention Attendees**

**12-2024-06-25:** Councillor Sygutek moved that Council appoint the Chief Administrative Officer, the Mayor and Councillors Ward and Glavin to attend the AM Fall Convention on September 25-27, 2024 in Red Deer.

Carried

**Alternate Utility Servicing Request**

**13-2024-06-25:** Councillor Sygutek moved that Council will allow Miss Snow to put in an alternate option for water and sewer services.

Defeated

**COUNCIL MEMBER REPORTS**

- Councillor Sygutek
  - Attended the 110th Anniversary of the Hillcrest Mine Disaster
    - The ceremony was very moving
    - The RCMP and the Masons were in attendance
    - There was an honour guard of ex-miners
    - A member of the Petry family laid a wreath
- Councillor Ward
  - Councillors Ward and Filipuzzi attended the AGM at ORRSC
    - Noted that in 2023, out of 89 residential lots approved by the 43 member communities of ORRSC, 20 of those lots were in the Crowsnest Pass.

**PUBLIC INPUT PERIOD**

- Marco Bergeron
  - Had concerns regarding the change in inspection requirements when the Municipality moved to a new safety codes inspection company

**COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

**IN CAMERA**

**14-2024-06-25:** 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 10:11 pm:

- a. Personal Privacy - Board Member Resignation - FOIP Act Section 17
- b. Economic Interests of the Public Body - Land Purchase Application - *FOIP Act Section 25*

Carried

**Reconvene**

Mayor Painter convened the In Camera meeting at 10:30 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

**15-2024-06-25:** Councillor Glavin moved that Council come out of In Camera at 11:09 pm.

Carried

**16-2024-06-25:** Councillor Ward moved that Council accept the resignation from Joanne Tulk from the Municipal Planning Commission and direct Administration to send a Thank You letter for her service.

Carried

**17-2024-06-25:** Councillor Sygutek moved that Council accepts the request to purchase a 15 foot width of the adjacent municipal land, subject to the following conditions:

1. That the price is \$4.00 per square foot plus GST.
2. That the applicant is responsible for all costs relating to the re-districting the subject land to R-1 Residential.
3. The applicant is responsible for all survey fees.
4. That the applicant is responsible for all legal costs associated with the transaction, including the legal costs of the Municipality, if any.
5. This transaction is completed by December 31, 2024.

Carried

**ADJOURNMENT**

**18-2024-06-25:** Councillor Sygutek moved to adjourn the meeting at 11:12 pm.

Carried

---

Blair Painter  
Mayor

---

Patrick Thomas  
Chief Administrative Officer



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** July 9, 2024

**Agenda #:** 6.a

**Subject:** Southwest Alberta Skateboard Society (SWASS) Update

**Recommendation:** That Council receive the update from the Southwest Alberta Skateboard Society (SWASS) as information, and consider their funding request for the Coleman Skatepark Build for 2025 in the budget process.

**Executive Summary:**

A delegation request was received from Southwest Alberta Skateboard Society (SWASS) to present an update and budget breakdown on the project and to request funding for the project to commence construction in 2025.

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

1041, 2020 Procedure Bylaw

**Discussion:**

After the demolition of the Alberta Stella Memorial Arena, Council placed \$200,000 under capital projects to fund the potential replacement of the skateboard park.

The Southwest Alberta Skateboard Society (SWASS) has undertaken the planning and project coordination in conjunction with New Line Skateparks Inc. to create an outdoor skatepark.

The Southwest Alberta Skateboard Society (SWASS) has secured just over half of the funding required for the project through donations and grant applications to various organizations.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[Crowsnest Pass Presentation PP.pdf](#)

[Provisional Project Budget.pdf](#)

# CROWSNEST PASS SKATEPARK DEVELOPMENT



**NEWLINE**<sup>39</sup>  
SKATEPARKS  
BUILDING SKATEBOARDING

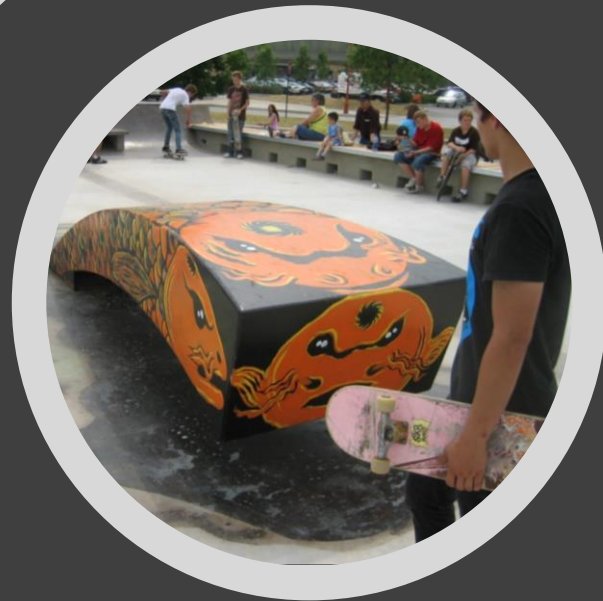
# TONIGHT'S WORKSHOP

- Welcome & Introductions
- Project Progress to date
- Design and Cost Estimate
- Discussion and Next Steps





# WHAT IS THIS PROJECT ALL ABOUT?



The Southwest Alberta Skateboard Society and Municipality of Crowsnest Pass are considering the development of a new skatepark in the Pass. This will include **creating a modern concrete all-wheel skatepark for the community.**

The new skatepark is intended to provide **positive socializing and casual recreation opportunities** for Crowsnest Pass youth, families and visitors from across the region.

# SKATEPARK

## REDEVELOPMENT JOURNEY...

### Phase 1: Feasibility and Preliminary Concept Design

- Intro / design workshop 1
- Presentation of Preliminary Design Options
- Preferred Concept Design Direction and Budget

### Phase 2: Detailed Design

- Refine concept
- Budget planning
- Working drawings

### Phase 3: Construction

- Mobilize
- Build
- Certify

### Phase 4: Ride the park

- Ollie
- Grind
- Enjoy





The Miners' Path

Flumerfelt Park

Morace Allen School Coleman

24 Ave

76 St

76 St

76 St

22 Ave

23 Ave

77

5

# CROWSNEST PASS SKATEPARK

## FINAL CONCEPT DESIGN - CONTEXT & FEEDBACK

### Skatepark Context



### Site Constraints and Opportunities

#### OPPORTUNITIES

- Develop over the existing sand volleyball court and previous building footprint.
- Add to the existing tennis court & splash pad recreation activities and improve public access from the parking lot.
- Shade from mature trees and picnic tables are nearby
- Create a space that can be easily accessed by the local community to encourage beginner riders & skaters and promote development for all ability levels.

#### CONSTRAINTS

- Drainage around the skatepark from the steep hillside will need to be address in detailed design.
- Work with the trees to be protected on the site.
- Working with the site's existing grades and topography and drainage to the creek.
- Geotechnical assessment assumes the soils below the existing sand volleyball court are suitable to build on.
- No excavation as there is rubble below the skatepark footprint



### Feedback Summary for Final Concept

The Crow's Nest Pass Skatepark survey garnered enthusiastic participation, with a significant number of responses from the local community and adjacent areas. The majority of respondents are active skateboarders, with a substantial representation from the 21-40 age group, highlighting a young and vibrant skateboarding community.

#### Community Preferences

- A-Frame Choices: Preference for 'Half A-frame and Half Funbox', indicating a desire for multi-functional skate features.
- Bank to Feature Selection: 'Bank to Barrier' emerged as the top choice, showing a preference for challenging, street-style skateboarding features.
- Bowl Shape Preference: The community showed a preference for 'Bowl with an organic style end pocket', highlighting a desire for a more natural and flowing bowl design.

#### Unique Features for Crow's Nest Pass

- Local Character: Proposals included integrating elements that reflect the unique landscape and heritage of Crow's Nest Pass, such as mountain-themed art or mining-inspired designs.
- Community Engagement: Suggestions for incorporating community-sourced art, adding a personalized touch to the skatepark.

#### General Comments

In the Crow's Nest Pass area, the community is expressing strong interest in the construction of the new skatepark. The feedback received indicates that the park will serve not only as an excellent location for small wheeled action sports but also as a dynamic hub for community gathering. This enthusiasm underscores the community's desire to have a space that is both engaging and welcoming. In summary, the skatepark is set to become a significant addition for the local communities in the Pass, enhancing recreational amenities available to the youth and wheeled action sports enthusiasts.

# CROWSNEST PASS SKATEPARK

FINAL CONCEPT DESIGN - SITE PLAN



## Skatepark Features

- A Quarterpipe with Hip
- B Roll-In
- C Wedge-to-Wedge with A-Frame Ledge and Rail
- D Bank with Euro Gap
- E Bank to Barrier
- F Down Rail and Hubba
- G Flat Ledge and Rail
- H Terraced Manual Pad and Ledge in Bank
- I Bank Island Up-Gap
- J Bank Island Diving Board
- K Quarterpipe with brick texture
- L Ledge Wall
- M 4ft Enclosed Bowl with miniramp and organic style pocket end



CROWSNEST PASS, AB

NOVEMBER 2023

[WWW.NEWLINESKATEPARKS.COM](http://WWW.NEWLINESKATEPARKS.COM)

# CROWSNEST PASS SKATEPARK

FINAL CONCEPT DESIGN - OVERALL VIEWS



# CROWSNEST PASS SKATEPARK

FINAL CONCEPT DESIGN - FEATURES VIEWS



CROWSNEST PASS, AB

NOVEMBER 2023

[WWW.NEWLINESKATEPARKS.COM](http://WWW.NEWLINESKATEPARKS.COM)

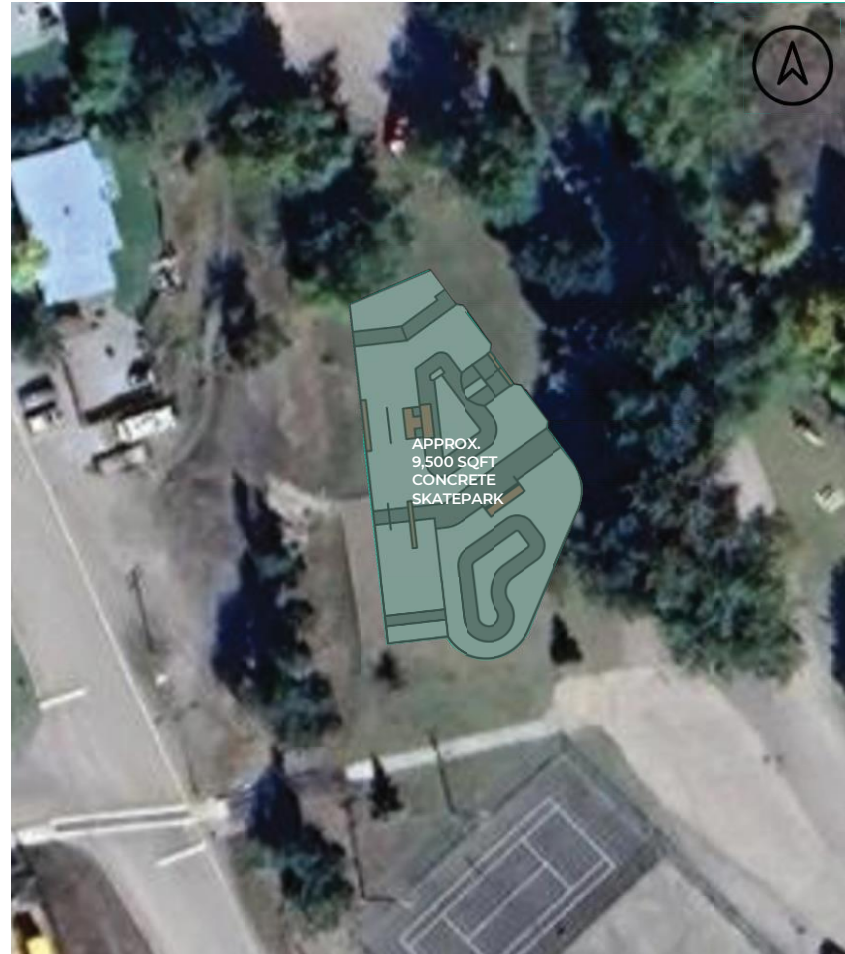
# CROWSNEST PASS SKATEPARK

## FINAL CONCEPT DESIGN - BUDGET



BUILDING SKATEBOARDING  
BUILDING COMMUNITY

Crowsnest Pass Skatepark	Project Opinion of Probable Cost	22-Nov-23 Budget
<b>Project Civil Works</b>		<b>\$112,300</b>
	Anticipated 0.16-0.25m depth of site stripping, removing non-structural volleyball court sand and organics layer to footprint of the new skatepark. Skatepark imported structural fill earthworks recommended to be gravel build up for raised sections. New concrete surfaces to be underlaid by a minimum of 200mm A-base granular fill over suitable existing sub-grade fill or gravel build-up. Skatepark drainage to direct majority of stormwater runoff to gravel trail. Swale to capture water from hillside west of skatepark and direct to new catch basin. Enclosed bowl to drain to new catch basin. Catch basin to direct stormwater to Nez Perce Creek. Earthworks compaction materials testing included.	
<b>Concrete Structure</b>		<b>\$444,600</b>
	Skatepark concrete rideable surface area at approx. 9,500sqft. Park terrain consisting of a mixture of authentic modern street zone, and bowl transition zone with an orientation towards beginner through advanced level users. Concrete materials testing included.	
<b>Landscape Remediation</b>		<b>\$66,600</b>
	Basic landscape remediation to a 3m perimeter around skatepark hardsurface. Seed remediation to disturbed areas. Allowance for gravel remediation to gravel trail disturbed by construction of stormwater drainage line to Creek.	
<b>General Conditions</b>		<b>\$187,200</b>
	Mobilization, accommodations and shipping. Project & Site Environmental management (tree protection and silt mitigation) Project Insurance and permits. Security and Fencing.	
<b>CONSTRUCTION TOTAL</b>		<b>\$810,700.00</b> plus GST
<b>Optional Aesthetics &amp; Signage</b>		<b>\$24,500</b>
	Select Integral Colour Concrete to shotcrete and select features. Parks Safety and Etiquette sign.	



### Limitations and Assumptions

- This is a Budget with data based on research from current market conditions. Final size of the Skatepark will be informed by community feedback, existing site conditions, geotechnical recommendations, and the extent of additional amenities included in the overall scope of work approved by the Municipality.
- Technical design and construction documentation is not included in the construction budget.
- Site furniture (benches, bins, picnic tables) are not included in the skatepark construction budget.
- Skatepark depicted at total of 9,500sqft rideable surface area assumes a single mobilisation for construction.
- Subgrade conditions under the skatepark development area are assumed to be suitable for construction with soils found generally suitable by the Geotechnical Engineer's investigation. Buried building foundation rubble was found below the development footprint. Budget does not factor in removal of large rubble and remediation with structural fill if unforeseen conditions are encountered.
- Design assumes ability to drain stormwater into Nez Perce Creek. Environment Alberta assessment not undertaken at this stage. Environmental management may have an impact on the construction budget.
- Cost inflation forecasting continues to be challenging, suppliers are advising anywhere between 5 - 15 % increases for projects in 2024. We recommend allowing an external contingency for a 1% increase month by month to the anticipated time of construction.



CROWSNEST PASS, AB

NOVEMBER 2023

[WWW.NEWLINESKATEPARKS.COM](http://WWW.NEWLINESKATEPARKS.COM)





# ***NEXT STEPS...***

- **A resolution from council for the commitment of land and funds from the Municipality. The success of this project hinges on council's support!**
- **SWASS will continue to apply for grants and fundraise to meet their goal!**
- **Build the park in spring 2025!**



## CNP Outdoor Skatepark - SWASS Provisional Budget

### Expenses:

100% Total Skatepark Construction Cost

10-15% Design Expense

Phase 1.0	\$7,000.00
Phase 1.1	\$10,000.00
	<u>\$17,000.00</u>

85-90% Construction Expense

Project Civil Works	\$112,300.00
Concrete Structure	\$444,600.00
Landscape Remediation	\$66,600.00
General Conditions	\$187,200.00
Operational Aesthetics & Signage	\$24,500.00
	<u>\$835,200.00</u>



**Total Project Cost:** \$852,200.00

### Revenues:

**Donations \$2500 plus:**

Comm Foundation Lethbridge	\$10,000.00
Blairmore Lions	\$10,000.00

Northback	\$39,404.00
Skate of Art	\$2,500.00
Davis Dodge	\$5,000.00

**Grant Funding:**

AB Blue Cross (up to 50K)	\$20,000.00
UFA (up to 100K)	\$40,000.00
CFEP Small (up to 125K matching)	\$50,000.00
CFEP Large (up to 1M matching)	\$265,000.00

**Miscellaneous:**

Misc. Income	\$10,600.00
--------------	-------------

Miscellaneous income from:

- Pass Beer (2K)
- Tee-Shirt/Hoodie Sales
- Sticker Sales
- Bottle Drive x2
- Landfill Cleanup
- Rodeo Security/bottles

**Government Funding:**

Municipality of Crowsnest Pass	\$400,000.00
--------------------------------	--------------

**Total Revenues:                    \$ 852,504.00**



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

**Meeting Date:** July 9, 2024

**Agenda #:** 7.a

**Subject:** Bylaw 1124, 2022 - Road Closure Bylaw (a portion of 207th Street - Bellevue) - Second and Third Readings

**Recommendation:** That Council gives second and third readings of Bylaw 1124, 2022.

**Councillors Glavin, Filipuzzi and Kubik are not eligible to vote on Bylaw 1124, 2022, as they were not present at the Public Hearing held October 4, 2022.**

### **Executive Summary:**

Council gave first reading of Bylaw 1124, 2022 on August 16, 2022, a public hearing was held October 4, 2022, and the Minister of Transportation and Economic Corridors signed Bylaw 1124, 2022 on June 11, 2024. The bylaw was partially delayed due to the addition of Bylaw 1161, 2023, also part of this agenda package requesting second and third reading.

Bylaw 1124, 2022 proposes the closure of a 410 m<sup>2</sup> portion of 207 Street in Bellevue to create a new residential parcel. Bylaw 1161, 2023 proposes the closure of a 121.5 m<sup>2</sup> portion to consolidate with the parcel created from Bylaw 1124, 2022, for a larger combined parcel. This will facilitate access to the adjacent Municipally-owned property that is proposed for sale and development (by the same applicant).

Councillors Glavin, Filipuzzi and Kubik are not eligible to vote on Bylaw 1124, 2022, as they were not present at the Public Hearing held October 4, 2022.

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

Section 22 of the Municipal Government Act

### **Discussion:**

This portion of 207 Street will not be developed as a public road because of the topography.

The applicant has applied to purchase the adjacent lot to the east, and while the applicant was conducting his due diligence review of the site to the east, it was discovered that access to the building site would be very steep, and that closing the portion of road to create a new developable lot, would at the same time facilitate access to both properties.

See attached sketch titled "Utilities". It has been identified through the referral process that a Telus service line, an ATCO Gas line, and private water and wastewater lines that serves an adjacent property run north-south through the proposed road closure. The right-of-way agreements with Telus, ATCO Gas, and the adjacent private landowner would prohibit without prior consent, any permanent structure within the rights-of way. The applicant is aware of these restrictions and therefore Bylaw 1161, 2023 is brought forward in combination with Bylaw 1124, 2022 to create a larger building site. The applicant is proposing a site plan to accommodate the Telus and ATCO Gas UROW and the private water and wastewater service lines (see attached "Proposed Site Plan").

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[Signed Bylaw 1124, 2024 Minister.pdf](#)

[1 - 1124 Schedule\\_A Resized.pdf](#)

[Utilities.pdf](#)

[sp-1 2.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS**

**BYLAW NO. 1124, 2022**

**ROAD CLOSURE BYLAW**

**BEING** a Bylaw of the Municipality of Crowsnest Pass for the purpose of closing to Public Travel and creating title to and disposing of portions of a Public Highway in accordance with Section 22 of the Municipal Government Act, chapter M-26, revised Statutes of Alberta 2000, as amended.

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

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

**WHEREAS** the Council of the MUNICIPALITY OF CROWSNEST PASS deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same, and

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

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

NOW THEREFORE BE IT RESOLVED that the Council of the MUNICIPALITY OF CROWSNEST PASS in the Province of Alberta does hereby close to Public Travel and creating title to and disposing of the following described highways, subject to rights of access granted by other legislation.

**First: Plan 6432 F.E. That portion of Fifth Street contained within Area "A", Plan \_\_\_\_\_, containing 0.014 ha (0.035 acres) more or less, excepting thereout all mines and minerals**

**Second: Plan 6828 E.O. That portion of Ash Avenue contained within Area "A", Plan \_\_\_\_\_, containing 0.027 ha (0.067 acres) more or less, excepting thereout all mines and minerals**

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

READ a **first** time in council this 16th day of August 2022.



Blair Painter  
Mayor



Patrick Thomas  
Chief Administrative Officer

PUBLIC HEARING scheduled for the 4<sup>th</sup> day of October 2022 and advertised in the Crowsnest Pass Herald on the 21<sup>st</sup> and 28<sup>th</sup> day of September 2022.

APPROVED this 11 day of June, 2024



Minister of Transportation  
AND ECONOMIC CORRIDORS



READ a **second** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Blair Painter  
Mayor

\_\_\_\_\_  
Patrick Thomas  
Chief Administrative Officer

# Schedule "A"

REGISTRAR  
LAND TITLES OFFICE

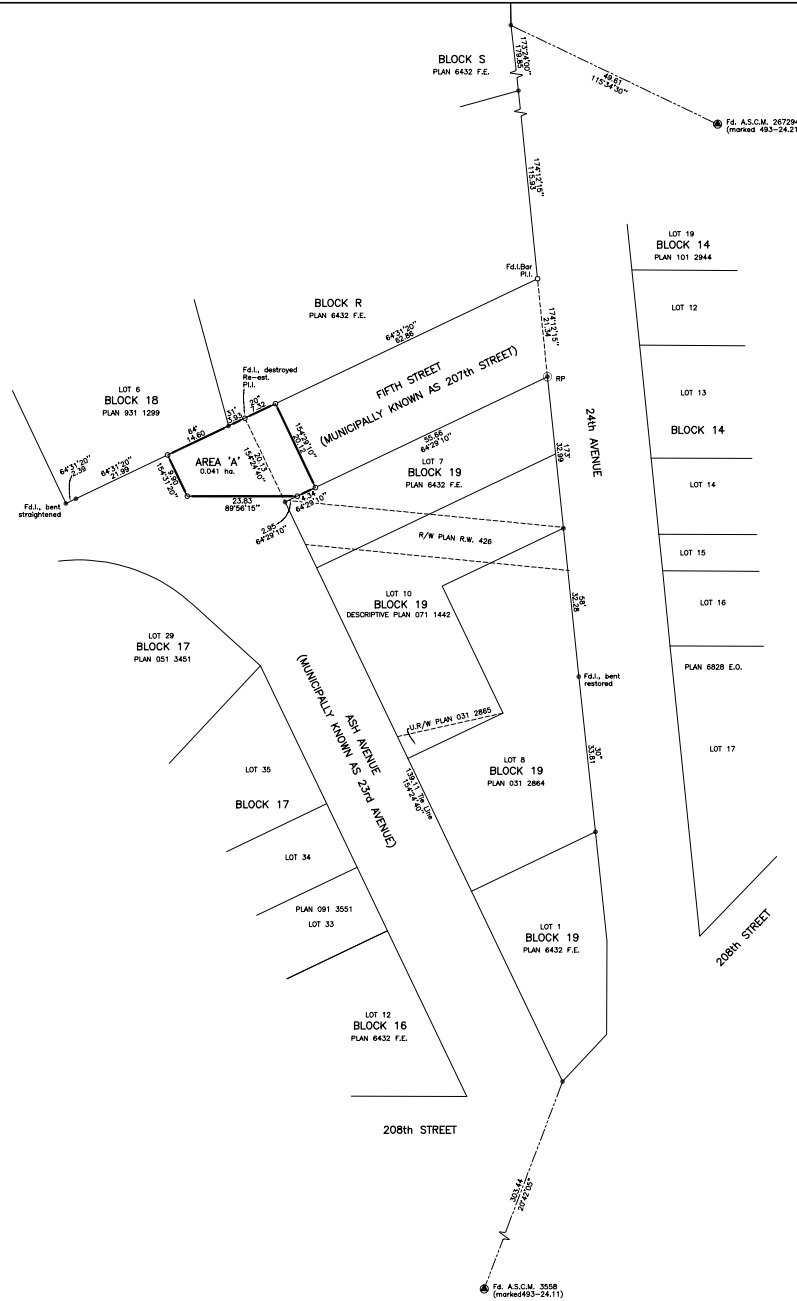
PLAN NO. \_\_\_\_\_

ENTERED AND REGISTERED

ON \_\_\_\_\_

INSTRUMENT NO. : \_\_\_\_\_

A.D. REGISTRAR



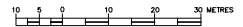
MUNICIPALITY OF CROWNSNEST PASS

PLAN SHOWING SURVEY FOR  
ROAD CLOSURE PURPOSES  
OF PART OF  
FIFTH STREET; PLAN 6432 F.E. AND  
ASH AVENUE; PLAN 6828 E.O.

ALL WITHIN  
S.E.1/4 SEC. 29; TWP. 7; RGE. 3; W.5 M.

BY: D. J. AMANTEA, A.L.S.

SCALE 1:500



A.S.C.M. - Alberta Survey Control Markers found shown thus .  
F.L. - Statutory Iron Posts found shown thus .  
F.L. - Statutory Iron Posts placed shown thus .  
Est. stands for established.  
F.N. No. stands for Found No Mark.  
Distances are shown in metres and decimal parts thereof.  
Bearings are GRID and are derived from GNSS observations.  
PROJECTION - 3TM  
DATUM - NAD83 (original)  
REFERENCE MERIDIAN - 114°  
COMBINED SCALE FACTOR = 0.999705  
RP - Geo-reference point shown thus .  
Coordinate value for Geo-reference point is N: 5494398.12 E: -26723.75  
Portion to be registered is bound in heavy black lines and contains 0.041 ha.

**TABLE OF AREAS**

AREA "A"  
within Ash Avenue, Plan 6828 E.O. = 0.027 ha.  
within Fifth Street, Plan 6432 F.E. = 0.014 ha.  
Total = 0.041 ha.

SURVEYOR  
NAME : D. J. AMANTEA, A.L.S.  
SURVEYED ON THE DATE OF MARCH 31st, 2022  
IN ACCORDANCE WITH THE PROVISIONS OF  
THE SURVEYS ACT.



REQUESTED BY:  
MUNICIPALITY OF CROWNSNEST PASS

DRAWING FILE : 22-15611.DWG  
CLIENT : HIGH STANDARD INSTALLATION  
FILE NO. : 22-15611 CJB (6.0 sq.ft.)



# Municipality of Crowsnest Pass



## Legend

- ATCO Distribution Pipes
- ATCO Service Pipes
- ATCO Transmission Pipes
  - Operating
  - - Abandoned
- Gas Points
- ⊗ Main Valve
- ⊕ Water Hydrant
- Water
- - - Waterline Location unknown
- Sanitary
- - - Sanitary Location unknown

## Notes

Crowsnest Pass

0.0 0 0.01 0.0 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



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** July 9, 2024

**Agenda #:** 7.b

**Subject:** Bylaw 1161, 2023 - Road Closure (a portion of 207th Street - Bellevue) - Second and Third Readings

**Recommendation:** That Council gives second and third readings of Bylaw 1161, 2024.

**Executive Summary:**

This bylaw proposes the closure of a portion of Fifth Street (Municipally known as 207th Street), creating a title to dispose of, as follows:

Plan 6432 F.E. - That portion of Fifth Street contained within Area "B", Plan \_\_\_\_\_, containing 0.012 ha (0.030 acres) more or less excepting thereout all mines and minerals.

This bylaw is in conjunction with Bylaw 1124, 2022 to create a larger residential lot.

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

Section 22 of the Municipal Government Act.

**Discussion:**

Council gave first reading to Bylaw 1161-2023 on October 17, 2023 and held a public hearing on November 14, 2023. Subsequently, Administration completed the road closure referral procedure and submitted a complete road closure package to Alberta Transportation.

On June 11, 2024 the Minister of Transportation signed the bylaw, returned it to the Municipality, and Council can now consider second and third readings. The completed bylaw will then be sent to the Registrar of Land Titles for registration and final closure of the road.

The road closure requires UROW agreements with Telus and ATCO Gas, and an easement agreement with the adjacent landowner of 2314 - 207th Street for private water and wastewater infrastructure that connects to municipal infrastructure mains located in 23 Avenue. The adjacent landowner of

2314 - 207 Street expressed concerns with the location of the services to his property and the proposed road closure. The applicant has confirmed that a building envelope can be provided in relation to the UROW and the easement (see attached "Proposed Site Plan").

This portion of Fifth Street (207 Street) will not be developed as a road because of the topography. The applicant has proceeded with the closure of Area 'A' under Bylaw 1124, 2022. Bylaw 1161, 2023 Schedule 'A' shows Area 'A' of Bylaw 1124, 2022 for illustration of the combined extent of the proposed road closure for both bylaws. The consolidation of the two road closure areas will allow for a residential parcel to accommodate the UROW and easement, meet minimum property line setbacks, and provide for a suitable building site.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

If the application proceeds the Municipality would receive the agreed upon purchase amount.

**Attachments:**

[Bylaw 1161 2023 Signed Minister.pdf](#)

[Schedule A of Bylaw 1161, 2023 showing Area 'A' of Bylaw 1124, 2022.pdf](#)

[Utilities.pdf](#)

[sp-1 2.pdf](#)

[2023 11 01 George Tuck - Bylaw 1161 - Public Hearing Submission.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS**  
**BYLAW NO. 1161, 2023**  
**ROAD CLOSURE**

**BEING** a bylaw of the Municipality of Crowsnest Pass for the purpose of closing to public travel and creating title to and disposing of portions of a public roadway in accordance with section 22 of the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, as amended.

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

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

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

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

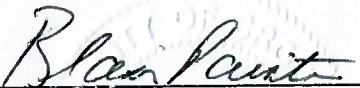
**AND WHEREAS** Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

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

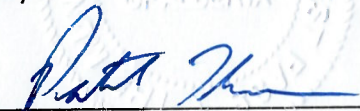
**Plan 6432 F.E. That portion of Fifth Street contained within Area "B", Plan \_\_\_\_\_,  
0.012 ha (0.030 acres) more or less, excepting thereout all mines and minerals**

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

READ a first time in council this 17th day of October 2023.



Blair Painter  
Mayor



Patrick Thomas  
Chief Administrative Officer

PUBLIC HEARING scheduled for the 14th day of November 2023 and advertised in the Crowsnest Pass Herald on the 25th day of October 2023 and 1st day of November 2023.

APPROVED this 11 day of June 2024.

  
Minister of Transportation and  
Economic Corridors



READ a **second** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Blair Painter  
Mayor

\_\_\_\_\_  
Patrick Thomas  
Chief Administrative Officer



**PROPOSED ROAD CLOSURE  
SCHEDULE 'A'**



PLAN 6432FE THAT PORTION OF 5 STREET CONTAINED  
WITHIN AREA "B", PLAN \_\_\_\_\_ CONTAINING

0.012±ha(0.03±ac) EXCEPTING THEREOUT ALL MINES AND MINERALS

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

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: SEPTEMBER 26, 2023

Bylaw #: 1161, 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"

0 Metres 50 100 150 200

# Municipality of Crowsnest Pass



### Legend

- ATCO Distribution Pipes
- ATCO Service Pipes
- ATCO Transmission Pipes
  - Operating
  - - - Abandoned
- Gas Points
- ⊗ Main Valve
- ⊕ Water Hydrant
- Water
- - - Waterline Location unknown
- Sanitary
- - - Sanitary Location unknown

### Notes

Crowsnest Pass

0.0 0 0.01 0.0 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

**From:** George Tuck <[Personal Privacy - FOIP Act Section 17](#)>  
**Sent:** November 1, 2023 2:54 PM  
**To:** development <[development@crowstpass.com](mailto:development@crowstpass.com)>  
**Subject:** Re: Proposed Bylaw No 1161,2023

Hi,

I would like to object to closing off this road as my gas line and water line are going through this part of the road and any further development above me in the future would cause a problem not to say these lines someday would need to be changed and I am not sure whether the town would be given access or a utility company. No one should be building on top of a road that was originally put in for a road that contains utilities that are active etc. I have discussed this with you many times and it has been noted unless your paper work is lost. The road in front of my place was active when I moved in 45 years ago and I see no reason to close this road. I built my home with the fact that there was a road in front of my home and that is the way I would like it to be in the future.

Thank-you  
George Tuck  
2314 207th St  
BELLEVUE, AB  
TOK 0C0

[Personal Privacy - FOIP Act Section 17](#)





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

**Meeting Date:** July 9, 2024

**Agenda #:** 7.c

**Subject:** Bylaw 1188, 2024 – Tax Instalment Payment Plan Bylaw – Second and Third Readings

**Recommendation:** That Council gives second and third reading of Bylaw 1188, 2024.

**Executive Summary:**

Council gave first reading to Bylaw 1188, 2024 - Tax Instalment Payment Plan Bylaw on June 11, 2024. A review of the existing Tax Instalment Payment Plan Bylaw No. 827,2011 was completed with updates to ensuring this bylaw meets current legislation and regulations allowing the Municipality to permit taxes to be paid by instalments, at the option of the taxpayer.

The bylaw also includes provision for the CAO to enter into an agreement with the owner of a parcel of land shown on the tax arrears list, providing for the payment of the tax arrears over a period not exceeding three years.

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

Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000; Section 340(1)  
Instalments  
Tax Instalment Payment Plan Bylaw No. 827, 2011

**Discussion:**

The Municipal Government Act under section 340(1) states "A council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer" Council has a bylaw in place for this purpose, and as part of the standard review process, Administration has reviewed and updated the bylaw.

To accommodate taxpayers, they may elect to pay their property taxes in 12 monthly or 24 semi-monthly instalments on the 15th and/or 30th day of each month by pre-authorized transfer of funds from their bank account and shall not be subject to any tax penalties or discounts unless the conditions stated in this Bylaw and Agreement are not fulfilled by the Taxpayer.

Instalments will be calculated by dividing the prior year's tax levy by remaining months or semi-

months in the calendar year, until the actual current years levy are applied to the tax roll. Once the current year's Tax Notices are mailed, the remaining monthly or semi-monthly instalment amounts will be calculated by taking the actual current years' tax levy, subtracting the prior monthly or semi-monthly instalments that have been received to date (if any), and dividing by remaining months or semi-month in the calendar year.

All previous years' taxes and penalties, if any, shall be paid in full prior to being eligible to entering the plan.

**Analysis of Alternatives:**

- Tax instalment Payment Plan, Bylaw No. 1188,2024 be approved.
- Tax Instalment Payment Plan Bylaw No. 1188, 2024 be given second reading, and any amendments are made prior to third reading.

**Financial Impacts:**

- Current taxes for property tax rolls that are part of the TIPP program are not subject to the penalties applied to current taxes outstanding (July 1st (7%), August 1st (6%) and September 1st (5%)).
- The more tax payers who chose the TIPP program will result in a more evening out of the cash flow for the year.

**Attachments:**

[1188 2024 - Tax Instalment Payment Plan Bylaw updated.docx](#)  
[827, 2011 - Tax Installment Payment Plan Bylaw.pdf](#)  
[TIPP\\_FORM\\_NEW\\_2023.pdf](#)

**MUNICIPALITY OF CROWNEST PASS**  
**BYLAW NO. 1188, 2024**  
**TAX INSTALMENT PAYMENT PLAN BYLAW**

**BEING** a bylaw of the Municipality of Crowsnest Pass in the province of Alberta, to provide a tax instalment payment plan.

**WHEREAS** pursuant to section 340 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, a Council may enact a bylaw to provide for the payment of taxes by instalments;

**AND WHEREAS** pursuant to section 418(4) of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, the Municipality may enter into agreement with the taxpayer to permit tax arrears to be paid by instalments;

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

**1. Short Title**

1.1 This Bylaw shall be cited as the “Tax Instalment Payment Plan Bylaw”.

**2. Definitions**

2.1 In this Bylaw:

- (a) “**Act**” means the Municipal Government Act, RSA 2000, c. M-26 and regulations, as amended from time to time.
- (b) “**Chief Administrative Officer (CAO)**” means the person appointed as the Chief Administrative Officer of the Municipality of Crowsnest Pass and includes any person who holds the position of CAO in an acting capacity.
- (c) “**Council**” shall mean municipal Council for the Municipality of Crowsnest Pass in the Province of Alberta, as duly elected.
- (d) “**Current Taxes**” means all taxes which are imposed or levied in the current year in which they are imposed.
- (e) “**Municipality**” means the Municipality of Crowsnest Pass in the Province of Alberta.
- (f) “**Tax**” and “**Taxes**” includes all property taxes, local improvement taxes, and all other taxes, charges, fees or amounts lawfully imposed against a property by the Municipality of Crowsnest Pass pursuant to the *Municipal Government Act* or any other statute of the Province of Alberta.
- (g) “**Tax Arrears**” means taxes that remain unpaid after December 31<sup>st</sup> of the year in which they are imposed.
- (h) “**Tax Agreement**” means an agreement between a taxpayer and the Municipality of Crowsnest Pass to pay property taxes that are in arrears.

- (i) **“Tax Clerk”** means the Finance Clerk assigned to property taxes.
- (j) **“Tax Instalment Payment Plan” or “TIPP”** means the plan authorized by this Bylaw permitting Taxpayers to pay Taxes in monthly instalments.
- (k) **“Tax Year”** means the annual period in which Taxes are imposed, commencing with January 1<sup>st</sup> and ending with December 31<sup>st</sup>.
- (l) **“Taxpayer”** is the person liable to pay taxes.
- (m) **“TIPP”** Tax Instalment Payment Plan.

2.2 All other terms used in this Bylaw shall have the meaning as is assigned to them by the Act, to the extent that said meaning differs from the ordinary meaning of such terms.

### 3. Tax Instalment Payment Plan

- 3.1 All Taxpayers of the Municipality of Crowsnest Pass may apply to be included in the Tax Instalment Payment Plan (TIPP) to provide for the payment of property taxes and local improvement taxes in monthly or semi-monthly instalments from January to December in any year.
- 3.2 A TIPP authorization form must be completed by the taxpayer.
- 3.3 The TIPP shall commence in January of each year provided that all property taxes, local improvements taxes, tax arrears, and penalties are paid in full on or before December 31<sup>st</sup> of the preceding year.
  - (a) Payment in full on or before December 31<sup>st</sup> of the preceding year is not required when a Tax Agreement is in Place.
- 3.4 A Taxpayer who wishes to join TIPP after January of the current year must pay the total of any missed monthly or semi-monthly instalments, from January of the current year, at the time of application.
- 3.5 A Taxpayer may join TIPP up to the property tax due date, as per the current Property Tax Penalty Bylaw.
- 3.6 The monthly or semi-monthly instalments shall be determined on the basis of a tax estimate using the previous year’s total tax levy until the taxes are levied for the current year. Following the levy of the taxes for the current year, the remaining monthly instalments will be recalculated to ensure the property taxes are paid in full by December 31<sup>st</sup>.
- 3.7 The monthly or semi-monthly instalment payments described in the Bylaw, shall be paid by automatic bank withdrawal from an account at a financial institution designated by the taxpayer, and taxes shall be paid as follows:
  - (a) By twelve (12) monthly instalments calculated pursuant to subsections 3.4 and 3.6, and payable on the 15<sup>th</sup> or 30<sup>th</sup> day of each month of the year; or
  - (b) By twenty four (24) semi-monthly instalments calculated pursuant to subsections 3.4 and 3.6, and payable on the 15<sup>th</sup> and 30<sup>th</sup> day of each month of the year.

- 3.8 The current Property Tax Penalty Bylaw does not apply to instalments paid in accordance with TIPP. However, the Municipality may cancel the privilege of continuing in the TIPP if two payments have been dishonored and the unpaid balance of taxes, if any, become due and payable and shall be subject to the provisions of the current Property Tax Penalty Bylaw.
- (a) Dishonored payments and their returned payment charge as identified in the current Fees, Rates, and Charges Bylaw may be made up within fourteen (14) calendar days from the withdrawal date or authorized to be taken on the taxpayers next scheduled automatic payment and not count towards the two dishonored payments.
- 3.9 It is the Taxpayer's responsibility to notify the Municipality, in writing, if they sell the property, change banks or bank accounts, or make any other changes that would affect the TIPP. A Taxpayer may cancel the TIPP at any time upon fourteen (14) days written notice. All taxes shall then become due and payable.
- 3.10 If the Municipality receives notice from Alberta Land Titles that the property has been transferred, the Municipality shall cancel the TIPP. All unpaid taxes shall then become due and payable.

#### **4. Tax Agreements**

- 4.1 The Chief Administrative Officer, or designate, is authorized to enter into a Tax Agreement at their discretion, to provide for the payment of property tax arrears in monthly instalments.
- (a) The Tax Agreement may be for a period not exceeding 3 years;
- (b) The payments must be made as part of the TIPP;
- (c) The Tax Agreement must include future annual property taxes, as well as the total balance outstanding on the Property Tax Account;
- (d) The Tax Agreement will be voided if two payments have been dishonored;
- (e) All Tax Agreements will be void with the transfer of ownership of the property, the purchaser shall:
- i. Pay the remaining unpaid taxes in full on or before the date of purchase.
  - ii. If the purchaser fails to pay the unpaid balance of taxes, shall be subject to the provisions of the current Property Tax Penalty Bylaw.

#### **5. Severability**

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

#### **6. Enactment**

- 6.1 This Bylaw shall come into force and effect when it has received third reading and has been duly signed.
- 6.2 That Bylaw No. 827-2011 be repealed.

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

## BYLAW NO. 827, 2011

### **A BYLAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ALLOWING FOR PAYMENT OF TAXES BY INSTALMENTS.**

**WHEREAS** Pursuant to Section 340 the Municipal Government Act , R.S.A. 1994 Chapter M-26.1 being Chapter M-31 of the Revised Statutes of Alberta, 2000 and amendments thereto , authorizes a Council by Bylaw to provide for payment of taxes by installments;

**AND WHEREAS** Council desires to establish a pre-authorized tax installment plan;

**NOWTHEREFORE** The Council of the Municipality of Crowsnest Pass, in the Province of Alberta, duly assembled enacts as follows:

#### 1) NAME

- a) This Bylaw shall be referred to as the "Tax Installment Payment Plan Bylaw".

#### 2) DEFINITIONS

- a) **Council** – means the Council of the Municipality of Crowsnest Pass.
- b) **Municipality** – means the Municipality of Crowsnest Pass.
- c) **Plan** – means the Tax Installment Payment Plan.
- d) **Taxes** – shall mean and include all taxes which are levied by Council on all assessed land and improvements situated thereon shown on the assessment roll of the Municipality of Crowsnest Pass including street maintenance and local improvement taxes.
- e) **Taxpayer** – means a person required to pay taxes.
- f) **Year** – means calendar year.

#### 3) APPLICATION

- a) A taxpayer may apply to the Director of Finance and Systems prior to December 15 of any year to pay the taxes payable by the taxpayer for the following year, pursuant to the Plan.
- b) An application pursuant to subsection 4(i) (1) and (2) shall be approved by the Director of Finance and Systems provided the following conditions have been satisfied:
  - i) all outstanding taxes, tax arrears and penalties owed to the Municipality by the taxpayer have been paid;
  - ii) the taxpayer shall have completed an application form in form prescribed by the Director of Finance and Systems;
  - iii) the taxpayer shall have completed such form or forms provided by the Director of Finance and Systems as may be required to enable the Municipality to collect installment payments pursuant to the Plan by way of pre-authorized transfer of funds from an account of the taxpayer at a Bank, Treasury Branch, Trust Company or Credit Union.

#### **4) MONTHLY INSTALMENTS**

- i) For each year during which taxes are paid pursuant to the Plan, taxes shall be paid as follows:
  - (1) by twelve (12) monthly installments calculated pursuant to this section and payable on the first day of each month of the year; or
  - (2) by twenty-four (24) semi-monthly installments calculated pursuant to this section and payable on the 15th and 30th day of each month of the year.
- ii) The amount of monthly installments to be paid pursuant to subsection 4(1) 4(i) (1) and (2) shall be calculated as follows:
  - (1) subject to subsection 4(3) 4(iii), for the months of January to June the monthly balance shall be equal to one-twelfth (1/12) of the taxes payable by the taxpayer for the immediately preceding year; and
  - (2) for the months July to December the monthly balance shall be equal to one-twelfth (1/12) of the taxes payable by the taxpayer for the preceding year plus one-sixth (1/6) of the difference between the preceding and current years taxes.
- iii) In the event that the total amount of the monthly installments payable for the months of January to June exceed one-half (1/2) of the taxes payable for the current year, the Municipality shall prior to June 30 of the current year make a credit payment to the taxpayer equal to the difference between a total amount of the monthly installments paid for the months of January to June of the current year and one-half (1/2) of the taxes payable for the current year.

#### **5) PENALTIES**

- a) Provided that a taxpayer paying taxes under the Plan pays each monthly installment and makes each adjustment payment as provided for in Section 4, penalties shall not be applied to the taxes or any portion thereof.

#### **6) WITHDRAWAL FROM PLAN**

- a) A taxpayer paying taxes pursuant to the Plan may withdraw from the Plan at any time upon at least two (2) weeks written notice to the Director of Finance and Systems.
- b) In the event that a taxpayer withdraws from the Plan prior to the current year's due date:
  - i) the taxes for the current year paid to the date of withdrawal shall be retained by the Municipality and credited towards the balance of the taxes payable for the current year;
  - ii) The taxpayer shall be liable to pay penalties on all amounts of taxes remaining unpaid after the current year's due date;
- c) In the event that a taxpayer withdraws from the Plan after the current year's due date:
  - i) the taxes for the current year paid to the date of withdrawal shall be retained by the Municipality and credited towards the balance of taxes payable for the current year;



- ii) the balance of the taxes payable by the taxpayer for the current year shall immediately become due and payable;
- iii) and the taxpayer shall be liable to pay penalties on unpaid taxes accruing following withdrawal from the Plan.

## 7) **DEFAULT**

- a) If a monthly installment of taxes remains unpaid by the fourth day of the month for which it is payable pursuant to this By law, a penalty equal to 1.5% of the monthly installment shall be imposed on the amount of the monthly installment payable by the taxpayer.
- b) If an monthly installment remains unpaid on the first day of the following month participation in the Plan may be cancelled at the discretion of the Director of Finance & and Systems.
- c) Upon written request for revision of future monthly installments pursuant to clause 7(1) section 7 the Director of Finance and Systems shall revise the amounts of future monthly installments to provide for payment of the outstanding monthly installment together with all penalties imposed thereon in addition to the original monthly installments by the end of the year during which the outstanding monthly installment is payable.
- d) The participation of the taxpayer in the Plan shall be automatically cancelled in the event that:
  - i) an monthly installment remains unpaid as provided for in subsection 7(1) section 7 and the taxpayer responsible for payment of the monthly installment fails to either pay the monthly installment and penalties or make written request for revision of future monthly installments as provided for in subsection 7(3) 7 (c); or
  - ii) payment of any two monthly installments payable by a taxpayer during a year are not paid by the dates provided for in subsection 7(1) section 7.
- e) In the event that the participation of a taxpayer in the Plan is cancelled:
  - i) all taxes paid for the current year pursuant to the Plan shall be retained and credited towards the balance of the taxes payable by the taxpayer for the current year;
  - ii) subject to subsection 344 of the Municipal Government Act, the taxpayer shall be liable to pay all penalties;
    - (1) imposed on outstanding monthly installments pursuant to subsection 7(1) section 7 and By law 821, 2011-Property Tax Penalties By law; and
    - (2) accruing following from cancellation on the amount of taxes remaining unpaid.

## 8) **SALE OF LAND**

- a) A purchaser of property with respect to which payment of taxes is made pursuant to the Plan may apply to the Director of Finance and Systems to continue payment of taxes pursuant to the Plan.
- b) An application pursuant to subsection 8(1) 8(a) shall be approved by the Director of Finance and Systems provided the following conditions have been satisfied:

- i) all outstanding taxes, tax arrears, and penalties owed to the Municipality with respect to the property have been paid;
- ii) the purchaser shall have completed an application form in a form prescribed by the Director of Finance and Systems; and
- iii) the purchaser shall have completed such form or forms provided by the Director of Finance and Systems as may be required to enable the Municipality to collect installment payments pursuant to the Plan by way of pre-authorized transfer of funds from an account of the purchaser at a Bank, Treasury Branch, Trust Company or Credit Union.

**9) ADJUSTMENT OF MONTHLY INSTALMENTS**

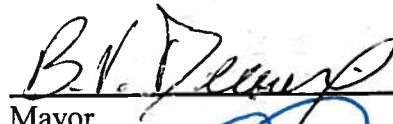
- a) The Director of Finance and Systems may revise the amounts of monthly installments payable under the Plan:
  - i) to reflect changes to the assessed value of property;
  - ii) to reflect the imposition or termination of local improvement charges; and
  - iii) to provide for payment pursuant to the Plan of amounts which in the event of non-payment are deemed at law to be taxes or to be recoverable as or in the same manner as taxes.

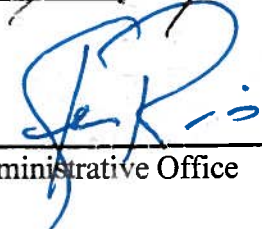
**10) EFFECTIVE DATE**

- a) This Bylaw shall come into force upon third reading and final passage.
- b) By Law 557, 2001 is repealed.

Read a First Time this 5<sup>th</sup> day of June, 2011

CARRIED UNANIMOUSLY

  
 \_\_\_\_\_  
 Mayor


  
 \_\_\_\_\_  
 Chief Administrative Office

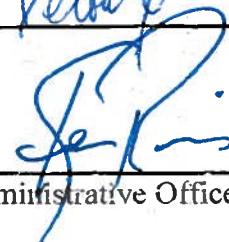
Read a Second Time this 19<sup>th</sup> day of July, 2011

CARRIED UNANIMOUSLY

Read a Third Time and Finally passed this 19<sup>th</sup> day of July, 2011

CARRIED UNANIMOUSLY

  
 \_\_\_\_\_  
 Mayor

  
 \_\_\_\_\_  
 Chief Administrative Office





## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** July 9, 2024

**Agenda #:** 7.d

**Subject:** Bylaw 1197, 2024 - Land Use Bylaw Amendment - Rezone the lands legally described as Plan 0812254, Block 1, Lot 51MR from Recreation & Open Space RO-1 to Urban Tourism Accommodation and Recreation - UTAR - First Reading

**Recommendation:** That Council give first reading to Bylaw 1197, 2024.

**Executive Summary:**

Bylaw 1197, 2024 proposes to rezone Lot 51MR, Block 1, Plan 081 2254 from Recreation & Open Space – RO-1” to “Urban Tourism Accommodation and Recreation – UTAR for the purpose of developing "Tourism Accommodation".

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

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

Land Use Bylaw No. 868-2013

**Discussion:**

The proposed rezoning will facilitate the development of the parcel for "Tourism Accommodation", in the form of Resort Accommodation (i.e. recreational vehicles are not allowed), and includes 6 and possibly 9 cabins or "mini-homes", for a unique high-end overnight experience.

The applicant has provided an attachment stating the reasons for the Land Use Bylaw Amendment.

A geotechnical investigation is currently underway for the proposed development and will be completed to support a development permit application at a later stage. The evaluation will provide information related to soil and groundwater conditions for the proposed development, as well as geotechnical recommendations for foundations and slope setback requirements.

The attached conceptual site plan demonstrates a parking arrangement that includes communal and individual parking stalls in accordance with the requirements of the Tourism Accommodation standards in Schedule 4, Section 35 of the Land Use Bylaw, and it shows that sufficient off-street

parking can be provided. The applicant has started discussions and proposals with the Municipality regarding the feasibility of providing municipal water and wastewater services to the proposed development.

Bylaw 1168, 2023 to close the municipal reserve designation and dispose of Lot 51MR received third reading on December 12, 2023.

**Analysis of Alternatives:**

1. Council should proceed with first reading of Bylaw 1197, 2024, and schedule a public hearing.
2. Council may defer first reading of Bylaw 1197, 2024 and outline what additional information they would like to see with reconsideration.

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED Bylaw 1197, 2024 - \(June 2024\).docx](#)

[Bylaw 1197, 2024 Schedule A.pdf](#)

[Bylaw 1197, 2024 Shcedule A with Photo.pdf](#)

[Fulkerth Southmore Site Plan.pdf](#)

[Reasons for Land Use Amendment - UTAR - The Village of Southmore.pdf](#)

# MUNICIPALITY OF CROWSNEST PASS

## BYLAW NO. 1197, 2024

### LAND USE BYLAW AMENDMENT – Rezone Lot 51MR, Block 1, Plan 081 2254

**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 has previously closed the municipal reserve designation of Lot 51MR (Bylaw 1168, 2023) and wishes to rezone the lands legally described as Lot 51MR, Block 1, Plan 081 2254, containing  $\pm 0.23$  ha (0.57 acres), from “Recreation & Open Space – RO-1” to “Urban Tourism Accommodation and Recreation – UTAR”, as shown on Schedule ‘A attached hereto and forming part of this bylaw.

**AND WHEREAS** the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Urban Tourism Accommodation and Recreation – UTAR” 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 rezone the lands legally described as Lot 51MR, Block 1, Plan 081 2254, containing  $\pm 0.23$  ha (0.57 acres), from “Recreation & Open Space – RO-1” to “Urban Tourism Accommodation and Recreation – UTAR”, as shown on Schedule ‘A attached hereto and forming part of this bylaw.
2. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof, subject to the completion of Form A at the Land Titles Office to remove the municipal reserve designation from Lot 51MR (Bylaw 1168, 2023).

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

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

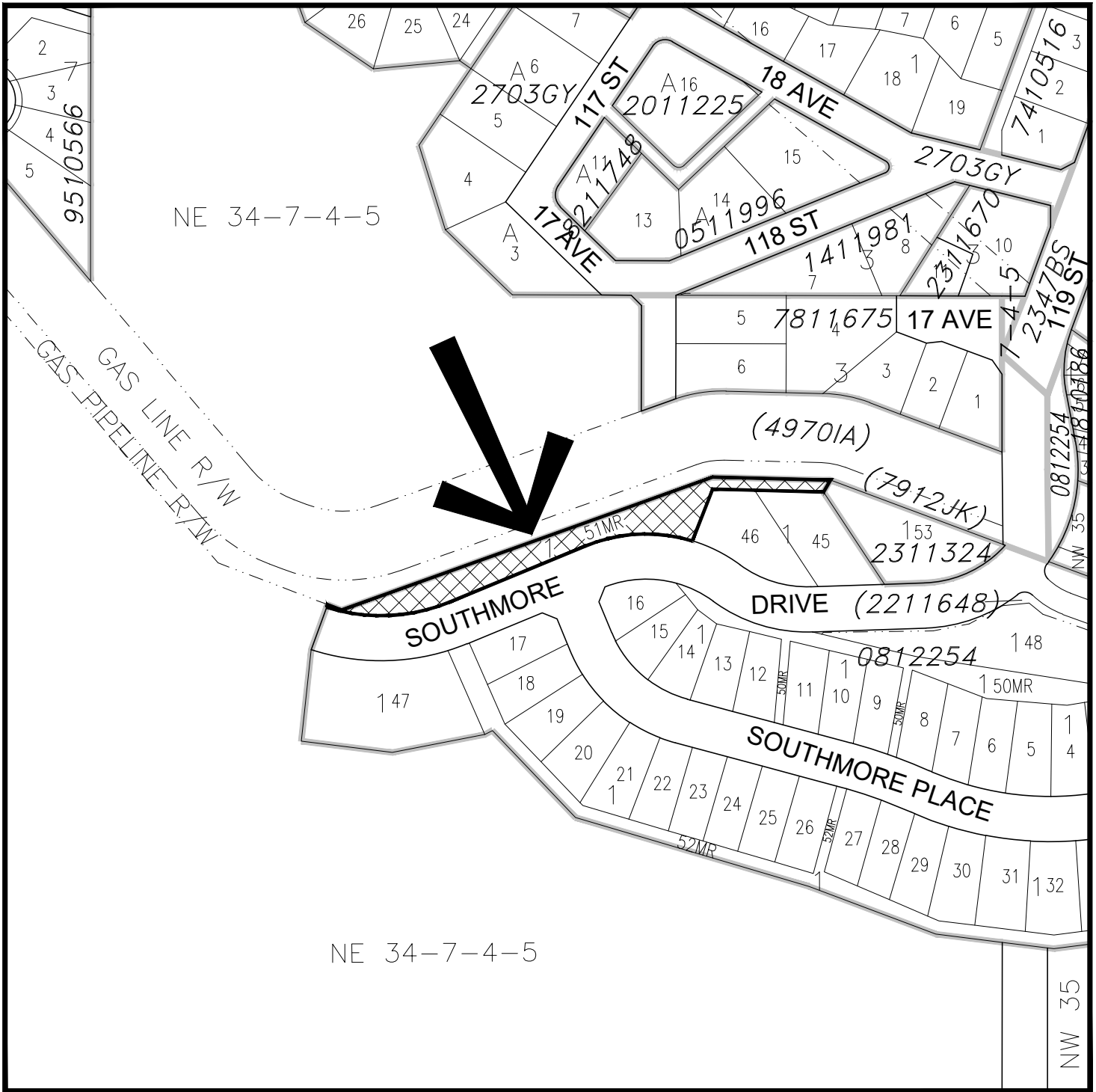
READ a **third and final** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

---

Blair Painter  
Mayor

---

Patrick Thomas  
Chief Administrative Officer



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

Bylaw #: 1197, 2024

Date: \_\_\_\_\_



FROM: Recreation & Open Space RO-1

TO: Urban Tourism Accommodation and Recreation UTAR

LOT 51MR, BLOCK 1, PLAN 0812254 CONTAINING 0.23±ha(0.57±ac)

WITHIN NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M

MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS

DATE: JUNE 10, 2024



OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200



MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



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

Bylaw #: 1197, 2024  
Date: \_\_\_\_\_



FROM: Recreation & Open Space RO-1

TO: Urban Tourism Accommodation and Recreation UTAR

LOT 51MR, BLOCK 1, PLAN 0812254 CONTAINING 0.23±ha(0.57±ac)

WITHIN NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M

MUNICIPALITY: MUNICIPALITY OF CROWNSNEST PASS

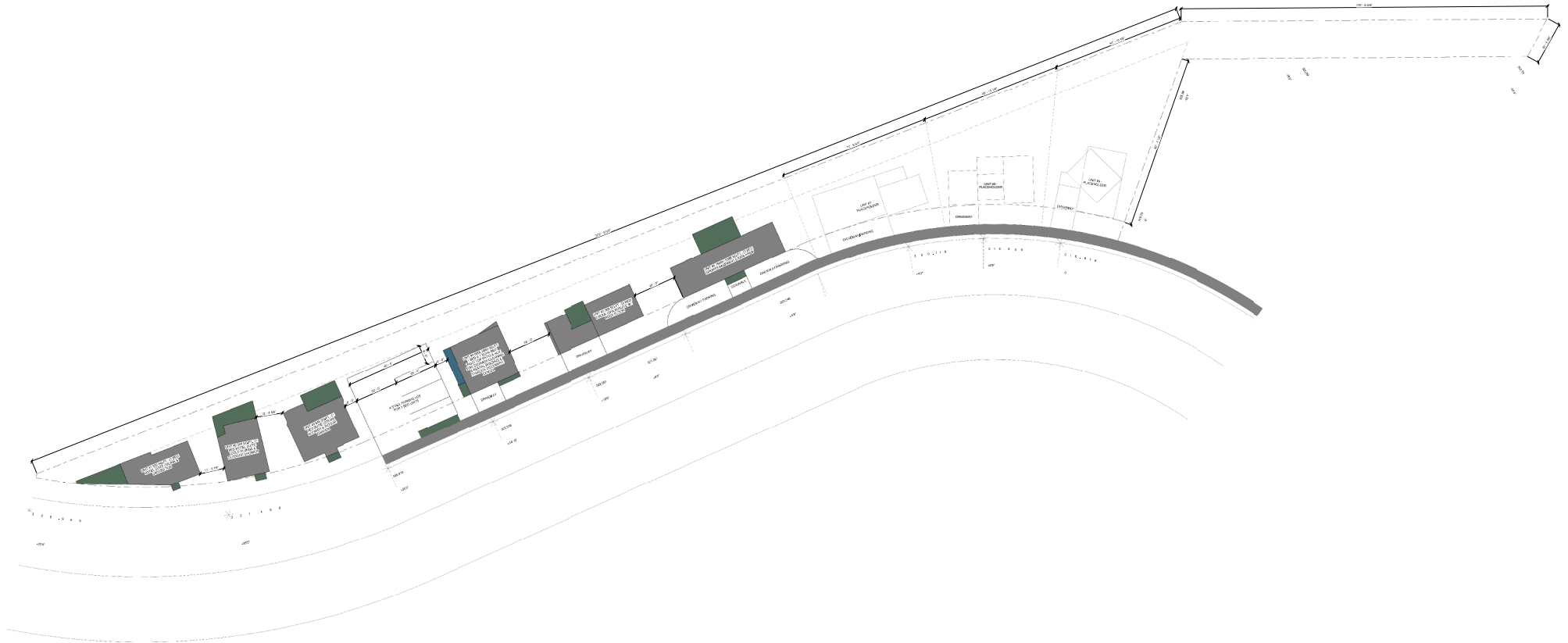
DATE: JUNE 10, 2024

Aerial Photo Date: April 19, 2021



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"





## Reasons for Land Use Amendment

### Applicant Information:

- **Original MR Purchase Proposal submitted by:** Brock Fulkerth
- **Development Company:** Tanrock Homes Ltd.
- **Owners:** Tanner Murphy, Partner & Construction Manager; Brock Fulkerth, Partner & Drafting Technologist.
- **Location:** Blairmore, Alberta, Canada (Crowsnest Pass, Alberta)

### Project Overview:

Tanrock Homes seeks to rezone a parcel of land in the Southmore development of Blairmore from Municipal Reserve (MR) to Urban Tourism Accommodation and Recreation (UTAR). This MR land was recently approved for purchase by a vote within the council of the Crowsnest Pass, following a request by Brock Fulkerth. The proposed development is a mini home resort consisting of six intricately designed mini homes, ranging from 500 to 1,000 sq ft. This project aligns with our vision of providing high-end, custom-built mountain homes that offer unique and luxurious amenities to visitors and guests of the Crowsnest Pass.

The resort will offer four-season, villa-style properties, built by, managed by, and operated by Tanrock Homes. Each unit will be part of a shared parcel, with land maintenance collectively managed across all six units.

### Justification for Rezoning to UTAR:

#### Promoting Tourism and Economic Growth:

**Affordable Tourism Destination:** The Crowsnest Pass is emerging as the last affordable mountain community in the region. As surrounding mountain communities become increasingly expensive, the Crowsnest Pass offers an attractive alternative for tourists and residents.

**Economic Benefits:** Rezoning to UTAR will stimulate the local economy by attracting tourists, creating job opportunities, and increasing revenue through tourism-related activities. This aligns with the broader goal of enhancing the Crowsnest Pass's appeal as a tourist destination.

**Enhancing Popularity:** Offering this type of unique, high-end overnight experience will significantly increase the popularity of the Crowsnest Pass. Currently, the area lacks upscale accommodation options, as existing hotels are generally both expensive, outdated and often full; accommodating mostly crew workers. Our resort will fill this gap, attracting a higher-end clientele and boosting the area's reputation as a premium destination.

#### Alignment with Municipal Vision and Bylaws:

**Support for Recreational Units:** Southmore is the only area in the Crowsnest Pass with bylaws that accept recreational units such as Airbnbs in this manner that also align with the

UTAR zoning. Our project conforms with these regulations, promoting consistency and adherence to local bylaws.

**Sustainable Development:** The UTAR district is designed to support sustainable tourism accommodation and recreation. Our mini home resort will incorporate eco-friendly practices and designs including rain barrels, solar panels, and eco-friendly finishings inside and out contributing to the municipality's sustainability goals.

### **High-Quality, Intricate Design:**

**Aesthetic and Functional Excellence:** Our mini homes are far from standard, clunky units; they are meticulously designed with high-quality earth-tone finishes, ensuring a clean and sophisticated appearance. Each home will feature an attractive design on all four elevations, enhancing visual appeal from every angle. Unique amenities such as saunas, cold plunges, outdoor showers, rooftop hot tubs, and more will provide a holistic and luxurious experience for guests. This will offer visitors to the Crowsnest Pass more than just a pleasant overnight stay; it will provide a comprehensive, immersive experience of the mountains and its surroundings.

**Privacy and Integration:** The design of our mini homes ensures privacy between units and integrates seamlessly into the natural landscape, preserving the visual and environmental integrity of the area; while also meticulously designed to have a gradual build in size of home as you move down the street to the already existing homes to avoid an unpleasant transition from mini homes to a standard sized residence next door.

### **Community, Municipal and Environmental Considerations:**

**Addressing Community Concerns:** We understand the initial opposition from neighbors due to misconceptions about the project. Our mini homes will be designed to enhance, not detract from, the community's aesthetic appeal. The development will include sufficient off-street parking to mitigate traffic concerns.

**Preserving Green Space:** While the land was originally designated as Municipal Reserve, its use for a mini home resort will still prioritize green space and natural beauty, maintaining a balance between development and environmental preservation.

**Utility Services:** Services such as gas, water/sewer, electricity, and data will be shared among the resort each having their own individual servicing. Adequate off-street parking will be provided for each unit, ensuring convenience and minimizing impact on the surrounding community. All utilities will be appropriately connected to municipal services in the fashion of a 5-party trench, coordinated in collaboration with the Municipality of Crowsnest Pass and other utility providers, including ATCO Gas and FORTIS Power.

#### **Utility servicing proposal will be a 5- party trench described as:**

**1. Water:** Municipal Water is currently stubbed off at the end of Southmore Dr. "The Village" water will be serviced from the west end of the southmore dr. roadway, beyond where the asphalt ends. This is to minimize damage to existing roadway and sidewalk as this portion of Southmore Dr. is not yet developed and a gravel roadway as it sits.

**2 / 3. Sewer/Sanitary:** Sewer/Sanitary is currently in the roadway of Southmore Dr. and will be brought in at a right angle at the lowest portion of “The Village” parcel, in the lot adjoining 117 Southmore Dr.

**4. Gas:** ATCO Gas currently has a stub off in the boulevard of “The Village” parcel at the end of Southmore Pl. - we will incorporate this stub off directly into the 5-party trench and T it off in both directions

**5. Power:** The closest power transformer is located between lots 117 and 109 Southmore Dr. We will work with FORTIS Power to tie into this transformer and service “The Village” parcel at the lower portion tying it into the 5 party trench alongside sewer/sanitary to service all of the mini homes.

### **Enhancing Local Infrastructure:**

**Supporting Local Amenities:** The resort will enhance local infrastructure by attracting tourists who will utilize and support existing amenities and services in the Crowsnest Pass, further contributing to the community’s vibrancy and sustainability.

**Utilizing Existing Ski Hill:** The proximity to the small 27-run ski hill serviced by a T-bar lift makes the location ideal for a tourism-focused development, leveraging existing recreational infrastructure to attract visitors year-round. Furthermore for summer activities such as hiking, biking, camping, and weekend holidays.

### **Providing Year-Round Tourist Accommodation:**

**Four-Season Attraction:** By offering four-season, villa-style properties, the resort will attract visitors throughout the year, providing a steady influx of tourism and economic activity regardless of the season.

**Comprehensive Amenities:** Each unit’s unique amenities, such as saunas, cold plunges, outdoor showers, and rooftop hot tubs, and much more, will cater to tourists seeking a high-quality, holistic experience, differentiating our resort from other accommodation options in the area.

### **Conclusion:**

Rezoning the land to UTAR will allow Tanrock Homes to develop a mini home resort that aligns with the municipality’s tourism and economic development goals. Our project will bring high-quality, sustainable, and aesthetically pleasing accommodations to the Crowsnest Pass, enhancing its reputation as an affordable and attractive mountain community for tourists and residents alike.

We respectfully request the Municipality of Crowsnest Pass to approve this land use amendment to support the growth and development of the Crowsnest Pass as a premier tourism destination.



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** July 9, 2024

**Agenda #:** 7.e

**Subject:** Bylaw 1200, 2024 - Amendment to Bylaw 1166, 2023 - First Reading

**Recommendation:** That Council give first reading to Bylaw 1200, 2024.

**Executive Summary:**

Administration noticed a typo in the borrowing bylaw 1166, 2023, where in one place it references a ladder truck. For correctness, an amending bylaw was drafted to replace the wording with fire engine truck.

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

Bylaw 1166, 2023  
MGA

**Discussion:**

N/A

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[1200, 2024 - Amending Borrowing Bylaw 1166, 2023.docx](#)

**MUNICIPALITY OF CROWSNEST PASS**  
**BYLAW NO. 1190,2024**  
**Amending the Procedure Bylaw**

**BEING** a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta to authorize the revision of Bylaw No. 1166, 2023 and adopt revised bylaw No. 1166, 2023.

**WHEREAS** the *Municipal Government Act* contains provisions that authorize a council to revise a bylaw in order to make changes without materially affecting the bylaw in principle or substance to correct clerical, grammatical or typographical errors;

**AND WHEREAS** Bylaw No 1166, 2023 contains a clerical error;

**AND WHEREAS** the *Municipal Government Act* contains provisions providing that a revised bylaw is deemed to have been made in accordance with all the other requirements of the *Municipal Government Act* respecting the passing an approval of the original bylaw, including any requirements for advertising or public hearings;

**AND WHEREAS** the provisions of a revised bylaw, when they have the same effect, operate retrospectively as well as prospectively and are deemed to come into force on the days on which the corresponding original bylaw came into force;

**AND WHEREAS** the *Municipal Government Act* contains provisions providing that a revised bylaw does not come into effect until a bylaw adopting the proposed revised bylaw is passed;

**AND WHEREAS** Council proposes to pass Bylaw No. 1200, 2024 in order to make revisions to Bylaw No. 1166, 2023;

**AND WHEREAS** the Chief Administrative Officer of the Municipality of Crowsnest Pass has certified that the proposed revised Bylaw No. 1166, 2023 attached to this Bylaw as Appendix "A" has been revised in accordance with this Bylaw;

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

1. Bylaw No 1166, 2023 will be revised by replacing the first paragraph of the preamble:

“**WHEREAS** the Council of the Municipality of Crowsnest Pass has decided to issue a bylaw pursuant to Section 251 and 258 of the *Municipal Government Act* to authorize the financing, the purchase of a Ladder Truck for the Fire Department.”

with the following first paragraph of the preamble:

“**WHEREAS** the Council of the Municipality of Crowsnest Pass has decided to issue a bylaw pursuant to Section 251 and 258 of the *Municipal Government Act* to authorize the financing, the purchase of a fire engine truck for the Fire Department.”

2. Revised Bylaw No 1166, 2023 being Appendix “A” to this Bylaw is adopted.
3. Revised Bylaw No 1166, 2023 will come into effect on November 28, 2023, the same date as the original Bylaw 1166, 2023 came into effect.

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

APPENDIX "A"

**MUNICIPALITY OF CROWSNEST PASS**

**BYLAW NO. 1166, 2023**

**BORROWING BYLAW**

**This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount up to \$1,500,000 for the purpose to purchase a Fire Engine Truck for the Fire Department.**

**WHEREAS** the Council of the Municipality of Crowsnest Pass has decided to issue a bylaw pursuant to Section 251 and 258 of the *Municipal Government Act* to authorize the financing, the purchase of a fire engine truck for the Fire Department.

Plans have been prepared and the total cost of the project is estimated to be \$1,500,000 and the Municipality solely by debt.

In order to complete the project, it will be necessary for the Municipality to borrow the sum of up to \$1,500,000 for a period not to exceed ten (10) years, from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of fifteen (15) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2022 is \$9,931,756 and no part of the principal or interest is in arrears.

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

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

1. That for the purpose of the purchase of a fire engine Truck for the Fire Department, the sum of up to ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which the full sum of up to ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the purchase of a fire engine truck for the Fire Department.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual payments of combined principal and interest instalments not to exceed ten (10) years calculated at a rate not exceeding the interest rate fixed by the Province of



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

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

READ a **first** time in council this 24th day of October 2023.

READ a **second** time in council this 28th day of November 2023.

READ a **third and final** time in council this 28th day of November 2023.

---

Blair Painter  
Mayor

---

Patrick Thomas  
Chief Administrative Officer



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

**Meeting Date:** July 9, 2024

**Agenda #:** 7.f

**Subject:** Policy 1308-01 - Letter of Support for For-Profit and Commercial

**Recommendation:** That Council approves Policy 1308-01- Letter of Support for For-Profit or Commercial

**Executive Summary:**

Council passed Policy 1307-01- Letter of Support Policy for Community Groups or Non-Profit Organizations on June 11, 2024. Discussion occurred at the meeting about instances where Council has been approached by For-Profit entities and have wanted to support them being they are doing a project that has value for the community. These letters of support are often used for grants or other processes to demonstrate that there is local buy-in from the local government. These requests need to go to Council to ensure that they have Council support. We have had issues with these types of requests coming in too late to meet the grant deadlines or not providing sufficient information to evaluate the request. This policy formalizes the Letter of Support request process, and provides criteria for Crowsnest Pass Council to evaluate and either approve or decline requests for Letters of Support.

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

Motion 13-2019-01-08 - Third Party Grant Support Policy

Councillor Sygutek moved to direct administration to draft a policy on municipal support for third party grant applications.

Policy 1307-01- Letters of Support for Community Groups or Non-Profit Organizations

**Discussion:**

This policy provides clear, consistent and appropriate direction when requesting Letters of Support from the Municipality of Crowsnest Pass. This policy is substantially similar to the policy for Non-Profits, of particular importance is the timeline requirements to allow us sufficient time to check in with Council on the project. These letters will be provided only at Council's unfettered discretion, if there isn't support through the making of a motion, the Municipality will not provide a letter.

**Analysis of Alternatives:**


- Council can adopt the policy as presented
- Council can opt to funnel some types of letters of support that meet certain criteria through Administration to be signed by the Mayor without the need to go to Council.

**Financial Impacts:**

N/A

**Attachments:**

[1308-01\\_Letter of Support- For-Profit.docx](#)

	<h2>Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Supersedes Policy: Department:</p>	<p>1308-01 Letter of Support for For-Profit or Commercial July 9, 2024 None Corporate Services</p>

### 1.0 POLICY PURPOSE

Organizations often seek Municipal support through a letter of support, either because it is the requirement of a grant application or another process that requires demonstrated buy-in by the local government. The vast majority of these requests come from Community Groups or Non-Profits, however, Council has been approached by For-Profit entities in the past. The purpose of this policy is to establish a consistent approach for responding to Letters of Supports from For-Profit or Commercial business for projects that Council determines have value to the community.

### 2.0 DEFINITIONS

**“In-Kind”** means utilizing Municipal services or staffing.

**“For-Profit or Commercial”** means a business entity that is established, maintained or operates for the purpose of making a profit.

**“Letter of Support”** means a written request for the Municipality’s support of a project or initiative that may be utilized for the purposes of requesting financial assistance, goods, or services.

**“Municipality”** means the Municipality of Crowsnest Pass having jurisdiction under the Municipal Government Act and other applicable legislation.

**“Non-Profit or Community Group”** means an organization or group created and operated for charitable or socially benefit purpose rather than to make profit, including but not limited to school, sports, youth, parks, and seniors’ groups.

**“Requestors”** means the person or organization requesting the Letter of Support.

### 3.0 POLICY STATEMENTS

#### 3.1 Timelines

- a. The requests must be in writing and received at least ten (10) business days prior to the applicable Council Meeting at which the request will go forward.
- b. If the request is approved by Council, the Municipality will provide the letter within five (5) business days following the Council Meeting.
- c. The process for requesting a letter of support will generally take 3-4 weeks, however, requestors should note that Council Meetings are not held every week, and further to that, there are breaks in the schedule for convention, summer and Christmas and Requestors should plan accordingly to get the requests in early.

### **3.2 Request Requirements**

- a. Requests for Letter of Support coming from a Non-Profit or Community Group shall use the process in Policy 1307-01.
- b. Requests for Letter of Support from For-Profit should include the following information:
  - i. Company Name and Requestor name;
  - ii. Purpose of request, identifying the proposed program, project or initiative;
  - iii. Describe the program, project or initiative and identify how the program, project or initiative is beneficial to the community and its residents;
  - iv. Specify whether the proposed program, project or initiative may require future financial contribution(s) or In-Kind from the Municipality; and
  - v. Identify contact information and address for the appropriate grant organization or entity that requires the Letter of Support
  - vi. Draft letter of support if there are particular requirements that the letter must contain.
- c. Requests for Letter of Support will be reviewed by Corporate Services for completeness and compliance with this policy and forwarded to the Office of the CAO for inclusion at the next available Regular Council Meeting for Council Consideration.
- d. A request for Letter of Support does not obligate or bind the Municipality in any way to financial support or assistance at any time.

### **3.3 Exclusions**

- a. The following requests for Letter of Support will be declined:
  - i. Requests that are incomplete under Section 3.2 (b) or do not meet the timelines under Section 3.1 (a).
  - ii. Any other Request that Council declines to support at their unfettered discretion.

\_\_\_\_\_

Mayor

\_\_\_\_\_

Date

\_\_\_\_\_

Chief Administrative Officer

\_\_\_\_\_

Date



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** July 9, 2024

**Agenda #:** 7.g

**Subject:** Fire Station Door Access

**Recommendation:** That Council considers approving \$14,000 in funding from the Facilities Reserve for upgrading the Fire Station doors to fob access.

**Executive Summary:**

Currently the exterior doors of Fire Stations 1, 2 & 3 utilize a five digit pin that is shared amongst members. Station 1 also has a few of the interior doors that utilizes an older card reader door access system, however it is outdated and is in need of replacement. Administration investigated what it would take to replace the existing system, along with adding the system to the other two stations, thereby improving the security of the facilities and the ease of access.

The fob system will be integrated within the fob system at the PW shops.

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

N/A

**Discussion:**

Recently, an event occurred where a past member gained access to a station. They had no ill intent and had stopped by for a visit, however it highlighted how it is currently labour intensive to update the door combinations routinely and redistribute the codes.

The existing system at Station 1 will cost approximately \$3,500 to upgrade. It will be approximately another \$2,500 to get the front door connected to bring the entire site onto fob access.

Station 2 will cost approximately \$3,000 and Station 3 will cost approximately \$4,500 to add fobs access.

**Analysis of Alternatives:**

- Install fobs access at Station 1, 2 & 3
- Upgrade the fob access at Station 1 only
- Remove the fob system from Station 1

**Financial Impacts:**

\$14,000 from the Facilities Reserve. (Current balance of \$65,000)

**Attachments:**