



**Municipality of Crowsnest Pass**  
**AGENDA**  
**Regular Council Meeting**  
**Council Chambers at the Municipal Office**  
**8502 - 19 Avenue, Crowsnest Pass, Alberta**  
**Tuesday, January 14, 2025 at 7:00 PM**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. CONSENT AGENDA**

- 3.a Minutes of the Crowsnest Pass Senior Housing Board of November 26, 2024
- 3.b Minutes of the Municipal Planning Commission of November 27, 2024
- 3.c Forest Management Plan Public Advisory Committee Meeting Notes of December 5, 2024.
- 3.d Chinook Arch Regional Library System - Board Report of December 5, 2024
- 3.e LRSD Board of Trustees Letter to Council of December 17, 2024.

**4. ADOPTION OF MINUTES**

- 4.a Minutes of the Council Meeting of December 17, 2024

**5. PUBLIC HEARINGS**

- 5.a Bylaw 1208, 2024 Road Closure Bylaw - Public Hearing

**6. DELEGATIONS**

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

**7. REQUESTS FOR DECISION**

- 7.a Bylaw 1212, 2024 - Land Use Bylaw Amendment - Redesignation of the lands legally described as Block S, Plan 6432FE from "Non-Urban Area NUA-1" to "Non-Urban Tourism Accommodation & Recreation – NUTAR" - *First Reading*
- 7.b Bylaw 1214, 2024 - Land Use Bylaw Amendment - Redesignation of the lands legally described as portion of the SE¼ 35-7-4-W5M, containing ±27.68 ha (68.35 acres), excluding approximately 1.88 ha (4.65 acres) in the northwest portion and excluding a strip of land minimum 6m wide along both banks of Lyons Creek for its entire length (area unknown until surveyed), from "Non-Urban Area NUA-1" to "Non-Urban Tourism Accommodation & Recreation – NUTAR" and from "Recreation & Open Space RO-1" to

“Non-Urban Tourism Accommodation & Recreation – NUTAR” - *First Reading*  
7.c Hillcrest Fish and Game - Category 3 Grant Request

**8. COUNCIL MEMBER REPORTS**

**9. PUBLIC INPUT PERIOD**

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

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

**11. IN CAMERA**

11.a Economic Interests of the Public Body - Land Sales Application - FOIP Act Section 25

11.b Economic Interests of the Public Body - Land Sales Application - FOIP Act Section 25

**12. ADJOURNMENT**



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** January 14, 2025

**Agenda #:** 3.a

**Subject:** Minutes of the Crowsnest Pass Senior Housing Board of November 26, 2024

**Recommendation:** That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of November 26, 2024 as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

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

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[11 - November 26 2024.pdf](#)



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

## BOARD MEETING MINUTES November 26, 2024

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, November 25, 2024, at 10:00 a.m. at Peaks to Pines in Coleman, Alberta.

### ATTENDEES:

Dean Ward: Municipal Councillor, Shelley Price: Chief Administrative Officer, Dave Filipuzzi: Municipal Councillor, Cathy Painter: Board Member, Diane Nummi: Board Member, Susan Demchuk: Vice Chair, Dee-Anna Strandquist: Finance Manager, Shannon Harker: HR

### ABSENT:

Deb Ruzek: Board Chairperson, Marlene Ancia: Board Member

Minutes recorded by Shannon Harker

### 1. CALL TO ORDER

- 1.1 Dave Filipuzzi called the meeting to order at 10:02 a.m. and it was determined that a quorum of directors was present.

### 2. ADDITIONS/CHANGES TO AGENDA

- 13.2 Table Policy 4.92
- 14.3 Addition to Camera – Personnel

### 3. APPROVAL OF AGENDA

- 3.1 Motion #126/24 to approve the agenda. — Dean Ward – cd.

### 4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion #127/24 to approve the minutes of the meeting held October 21, 2024, as presented. — Dianne Nummi – cd.

### 5. BUSINESS ARISING FROM THE MINUTES

None



6. **CORRESPONDENCE**

None

7. **MANAGEMENT REPORTS**

7.1 #128/24 Motion to approve the Report from Management as presented –Cathy Painter – cd.

8. **FINANCIAL REPORTS**

8.1 #129/24 Motion to approve the Financial Statement as presented – Dean Ward – cd.

There was a discussion regarding the upcoming financial audits, it was suggested to try to get quotes from BDO and Meyers Norris Penny

9. **BOARD CHAIRPERSON REPORT**

No Report

10. **OTHER BOARD REPORTS**

No Report

11. **OLD BUISNESS**

None

12. **DELEGATE**

None

13. **NEW BUSINESS**

13.1 #130/24 Motion to accept Board of Directors cheque signing rotation 2025 – Cathy Painter – cd

13.2 Policies

#131/24 Motion to accept Policy 3.12 – Occupational Exposure to Blood and Bodily Fluids – Dean Ward – cd.

#132/24 Motion to accept Policy 4.12 – Conduct and Ethics – Dianne Nummi – cd.

#133/24 Motion to accept Policy 4.40 – Casual Employee – Susan Demchuk – cd.

#134/24 Motion to accept Policy 4.50 – Geographic Information – Susan Demchuk – cd.

#135/24 Motion to accept Policy 4.51 – Corrective Action – Dean Ward -cd.

#136/24 Motion to accept Policy 4.52 – Reporting Outcome Data – Cathy Painter – cd.

#137/24 Motion to accept Policy 4.53 – Employment of Relatives – Dean Ward – cd.

#138/24 Motion to accept Policy 5.22 – Position Request – Dianne Nummi – cd.

Policies 4.92 – Resident Rental Rate Repayment, and 5.20 – Discipline tabled for next meeting.

13.3 Resident Christmas Party to be held December 19<sup>th</sup>, 5 p.m. Board members invited to help wherever needed

13.4 #139/24 Motion to change next Board Meeting to December 16, 2024 10:00am – Dean Ward – cd.

#### 14. IN CAMERA

14.1 #140/24 Motion to go into Camera 11:11am – Cathy Painter – cd.

14.2 #141/24 Motion to come out of Camera 11:25am – Dean Ward – cd.

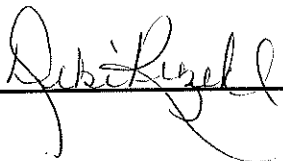
#### 15. ADJOURNMENT

15.1 #142/24 Motion to adjourn at 12:01pm – Cathy Painter – cd.

The next regular board meeting – December 16, 10:00 a.m.

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Debi Ruzek – Board Chairperson





## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** January 14, 2025

**Agenda #:** 3.b

**Subject:** Minutes of the Municipal Planning Commission of November 27, 2024

**Recommendation:** That Council accept the Minutes of the Municipal Planning Commission of November 27, 2024 as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

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

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[2024 11 27 MPC Meeting Minutes - Signed.pdf](#)



Municipality of Crowsnest Pass  
Municipal Planning Commission Minutes  
Wednesday, November 27, 2024, at 2:00 PM

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**PRESENT:** Dean Ward, Chair  
Gaston Aubin, Member  
Dave Filipuzzi, Member  
Doreen Johnson, Member

**ADMINISTRATIVE:** Katherine Mertz, Development Officer  
Johan Van Der Bank, Manager of Development & Trades  
Shay Sawatzky, Recording Secretary  
Ryan Dyck, ORRSC

**ABSENT:** Sam Silverstone, Vice Chair (Apology)  
Gus Kollee, Member (Apology)  
Don Montalbetti, Member (No Apology)

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**1. Call to Order**

The chair called the meeting to order at 2:02 pm.

(Audio recording commenced at 2:06 pm, during review of Item 6.2)

**1.1** Introduction of Members. Welcome new Member, Glenn Smith, who was in attendance as an observer (appointment date effective January 1, 2025, expiring December 31, 2025)

**2. Agenda**

**2.1 Additions / Deletions**

**MOTION** by Gaston Aubin to accept the agenda with the following amendments:

Deletion of Item 6.4, Development Permit Application DP2024-187, from the agenda. The Applicant requested more time to review. An extension was granted until January 31, 2025.

**CARRIED**

**3. Minutes**

**MOTION** by Dave Filipuzzi to adopt the minutes of October 23, 2024, as presented.

**CARRIED**

4. **Consent Agenda**

**MOTION** by Doreen Johnson to accept the Alberta Development Officer's Association (ADOA) "The Communicator" - Fall Issue for information.

**CARRIED**

5. **Requests for Decision - Subdivision Applications - NONE**

6. **Requests for Decision – Development Permit Applications**

6.1 **DP2024-069 - 23751 Passburg Dr., Bellevue (Lot N/A Block A Plan 9812234)**

**MOTION** by Doreen Johnson to approve DP2024-069 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

6.2 **DP2024-180 - 1813 116 Street, Blairmore (Lot 22 Block 1 Plan 8010276)**

**MOTION** by Dave Filipuzzi to approve DP2024-180 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

6.3 **DP2024-183 - 22810 9 Avenue, Hillcrest (Lot(s) 15 - 18 Block 27 Plan 5150S)**

**MOTION** by Gaston Aubin to approve DP2024-183 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

6.4 **DP2024-187 - 11229 21 Avenue, Blairmore (Lot 3 Block 21 Plan 7810563)**

**DELETED FROM AGENDA**

6.5 **DP2024-204 - 705 227 Street, Hillcrest (Lot 25 Block 34 Plan 0812225)**

**MOTION** by Doreen Johnson to approve DP2024-204 with conditions as identified by Alternative A in the MPC request for decision package, with a correction in the description from "...an 83% variance to the East side yard setback" to "...an 83% variance to the West side yard setback".

**CARRIED**



**6.6 DP2024-220 - 11754 21 Avenue, Blairmore (Lot(s) 34 & 35 Block 9 Plan 2347BS)**

**MOTION** by Dave Filipuzzi to approve DP2024-220 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**6.7 DP2024-324 - 2102 Passburg Ct., Bellevue (Lot 17 Block 19 Plan 1411336)**

**MOTION** by Gaston Aubin to approve DP2024-324 with conditions as identified by Alternative A in the MPC request for decision package.

**CARRIED**

**7. Land Use Bylaw Amendments - NONE**

**8. Appeals - NONE**

**9. Round Table Discussion - NONE**

**10. In Camera - NONE**

**11. Next Meeting**

**11.1** Next Meeting December 18, 2024, at 2:00 PM.


**12. Adjourn**

**MOTION** by Dave Filipuzzi to adjourn the meeting at 2:12 PM.

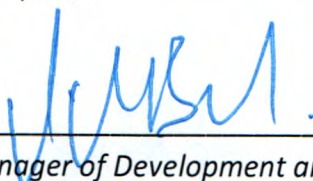
**CARRIED**

**13. Approval of Minutes**

*Approved By:*

  
\_\_\_\_\_  
Chairperson

2024-12-18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Manager of Development and Trades

December 18, 2024  
\_\_\_\_\_  
Date



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

**Meeting Date:** January 14, 2025

**Agenda #:** 3.c

**Subject:** Forest Management Plan Public Advisory Committee Meeting Notes of December 5, 2024.

**Recommendation:** That Council accept the Forest Management Plan Public Advisory Committee Meeting Notes of December 5, 2024 as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

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

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[C5 PAC Notes\\_20241205 .pdf](#)

**Crowsnest Forest Products  
Public Advisory Committee  
Kanata Inn (Blairmore)  
Dec 5<sup>th</sup>, 2024 Meeting Notes**

**Present:** Dianne Sawley, Alix Hennig, Brenda Davidson, Rick Cooke, Annett Mahieux-Bone, Vicki Kubik, Ron Davis, Bruce Mowat, Gary Clark, Brian Gallant, David Whitten, Tim Juhlin, Jim Lynch Staunton, Jason Mogilefsky (WF), Matt Denney (WF), Cade Nixdorf (WF), Mercer Bahrey (WF) and Taylor Andersen (GoA)

**Absent:** Kyle Rast, Larry Sears, Duncan Abercombie, Kate Hamilton

Meeting started at 10:00 a.m.

- Round Table introductions-participants engaged in a round table of introductions.
- Opened meeting with discussion that the FMP is to be a balanced and sustainable approach to forest management. The technical process is driven by the SSRP and Livingstone-Porcupine Hills land Footprint Management Plan. Its as detailed and slow process to ensure the Forest Management Planning Standards are followed, and that specific regional and subregional plan requirements are incorporated into the analysis and reporting.
- CFP is looking for the PAC's opinion and to provide input to help with avoiding conflicts with other forest users. What does the PAC think of the latest draft of the VOITs and the SHS? We would like to hear back from the PAC in the next week with any comments to help with the roll out of the draft SHS and VOITs for public review and feel free to provide comments at any time throughout the process on any parts of the FMP.
- CFP provided an update on the project and how we intended to have a meeting in the fall, but were delayed with challenges related to:
  - Establishment of natural range of variability old growth targets
  - Forest encroachment SHS targets
  - Stand retention targets
- CFP emailed SHS maps, VOIT tables and VQ maps ahead of the meeting and provided printed spatial harvest sequence and visual quality maps for comments and copies of the latest VOITs at the meeting.
- CFP discussed status of the VOITs and how the targets have been populated based on the draft spatial harvest sequence provided. Discussed the visual quality inventory and associated rankings. This is a more refined inventory compared to the previous plan.
- PAC asked about ECA (equivalent clearcut area) and CFP explained that maintaining water quality and water yield have been identified as VOIT values. GoA has mapped



micro watersheds and the ECA analysis constrains the number of hectares harvested such that the risk of localized flooding has been addressed. As canopy coverage is removed from snow dominated watersheds less snow sublimates from the canopy (loss of canopy storage) and the snow accumulates on the ground. This can change the timing and intensity of snowmelt runoff potentially increasing water yield.

- CFP Highwood Bridge update, been working with DFO and will be replacing the existing bridge with a larger bridge. The company is working closely with DFO on all watercourse crossings to ensure compliance with DFO permitting process.
- CFP has hired a fish biologist which is helping the Division with DFO authorizations and crossing BMP's.
- CFP has updated it's watercourse crossing procedures.
- PAC asked about West Bragg Creek and the forestry proposal potentially impacting trail users. CFP indicated there has been ongoing work with the trail user groups and an updated plan is available on our website at <https://www.westfraser.com/sustainability/forest-management/public-involvement/west-fraser-cochrane>
- PAC encroachment has become a significant issue where big game animals are heading east to find more grass on private land.
- CFP Encroachment isn't just a grazing issue it's a biodiversity issue that's impacting native grassland species.
- PAC invasive plants are a big issue, we are seeing weeds come into the grasslands from public roads that are being graveled. In Pincher Creek there may be weed seed coming from rock pits that may not be certified. Certified pits are required for use in the MD of Pincher Creek and Ranchlands.
- CFP there's been some developments with respect to range management with an updated invasive plant VOIT that requires contractor equipment storage yards have weed control, additional MD support for managing weeds on the forest (inspections), incentives for contractors to report weeds and additional education as to identification of invasive plants like Blue Weed and a forest encroachment VOIT. Continued avoidance strategy of native grasslands.
- CFP met with a local rancher in jumpingpound to review and get feedback on new site preparation options including mounding, screefing, ripping and dragging. Hoping to attend the forest grazing association annual meeting to discuss silviculture strategies.
- PAC General discussion around the natural history of the region and the effects of approximately 100 years of fire suppression has had on the landscape. The PAC indicated Dr. Dave Sauchyn has done some excellent research using tree rings to understand historic drought cycles and that John Pomeroy has also completed some excellent research for the Bow River Basin and the risks associated with having the

majority of the headwaters within a protected area. If the Calgary Herald article discussing this specific research is available, it should be forwarded out to the PAC for reference.

- CFP Discussed the company's change in silviculture process by transitioning from stumpside to roadside processing. Slash will now be piled and burned as opposed to left in the blocks.
- PAC raised concerns about the condition of the first 2 km of the Atlas Road and the idea of moving the disposition to be a regularly maintained government of Alberta recreational road as it's a primary access route to a backcountry staging area. The Pass community is looking for government financial support to maintain the 2 kms of road as it's a popular recreation area and the provincial government is promoting tourism.
- This was followed by a general discussion around roads and access management and how for some users, leaving roads on the landscape is valuable. Other areas within the Pass that are near towns are being abused by the public and need closed and patrolled.
- PAC discussed the review process for the SSRP & how the plan can be too broad some time, describing what various users want to hear, but not identifying where this will happen.
- PAC completed a drive on the trunk road and many of the areas there's nothing coming back.
- PAC, CFP is doing too good of a job reforesting sites and there's too much regrowth.
- CFP Is not perfect and we are still learning on how best to regenerate the forest to get the best growth survival and growth possible. Now that we are West Fraser, we have additional support and knowledge to leverage from and are looking forward to increasing seedling survival and growth.
- PAC-Would like to see the current cutblocks on the map along with the planned SHS.
- Next steps, CFP will be compiling the draft FMP and will be sending a draft in the winter/spring 2025. At that point, there will be another meeting and an open house scheduled to review and discuss the draft FMP and to provide input.

Meeting adjourned around 1:00 p.m.



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

**Meeting Date:** January 14, 2025

**Agenda #:** 3.d

**Subject:** Chinook Arch Regional Library System - Board Report of December 5, 2024

**Recommendation:** That Council accept the Chinook Arch Regional Library System Board Report of December 5, 2024 as information.

**Executive Summary:**

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

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

1041, 2020 Procedure Bylaw

**Discussion:**

The Chinook Arch Regional Library System Board provides their board reports to all member municipalities for their consideration.

**Analysis of Alternatives:**

n/a

**Financial Impacts:**

n/a

**Attachments:**

[Board Report - December 5, 2024.pdf](#)

# BOARD REPORT



**CHINOOK**  
ARCH REGIONAL  
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - December 5, 2024

## Chinook Arch Library Board Elects New Executive for 2025

Congratulations to the board trustees that were elected to the following positions at the December Organizational Meeting:

- Chair: Darryl Christensen (Town of Magrath)
- Vice-Chair: Marie Logan (Village of Lomond)
- Treasurer: Jim Monteith (Town of Fort Macleod)
- Directors-at-Large:
  - Mark Barber (Town of Pincher Creek)
  - Dave Cox (MD of Pincher Creek)
  - Doreen Glavin (Municipality of Crowsnest Pass)
  - Melissa Jensen (Town of Nobleford)
  - Doug Logan (Vulcan County)
  - Vic Mensch (Ministerial Appointment)
  - Lyndsay Montina (Town of Coalhurst)

Special thanks to all outgoing board members, with a special acknowledgement of Vic Mensch's three years of steady leadership as the outgoing Chair of the Chinook Arch Library Board.



## 2025 Operating Budget Approved

The board reviewed and approved the 2025 Operating Budget. The budget is based on the most recent Municipal Affairs Population List, and factors in flat revenues from municipal and provincial partners. The budget allows for a 1.5% increase to the Chinook Arch salary grid.

# Board Members Present

Corry Walk – Village of Arrowwood  
Ron Gorzitza – Village of Barons  
LeGrande Bevans – Cardston County  
Terry Penney – Village of Champion  
Lyndsay Montina – Town of Coalhurst  
Stephen Pain – Village of Coutts  
Doreen Glavin – Municipality of Crowsnest Pass  
Sue French – Village of Hill Spring  
Marie Logan (Vice Chair) – Village of Lomond  
Darryl Christensen – Town of Magrath  
Anne Michaelis – Town of Milk River  
Amanda Bustard – Town of Nanton  
Melissa Jensen – Town of Nobleford  
Mark Barber – Town of Pincher Creek  
Dave Cox – Pincher Creek MD  
Kelly Jensen – Town of Raymond  
Monica McLean – Town of Taber  
Merrill Harris – Taber MD  
Lorraine Kirk – Town of Vulcan  
Doug Logan – Vulcan County  
Derek Baron – Village of Warner  
Morgan Rockenbach – County of Warner  
Lesley Little – ID #4 Waterton  
Maryanne Sandberg – Willow Creek MD  
Vic Mensch (Chair) – Ministerial Appointee

## Regrets

Marsha Jensen – Town of Cardston  
Blanche Anderson – Village of Carmangay  
Jordan Sailer – Town of Coaldale  
Jim Monteith (Treasurer) – Town of Fort Macleod  
Robin Harper – City of Lethbridge  
Tory Campbell – Lethbridge County  
Crystal Neels – Town of Picture Butte  
Justin Davis – Village of Stirling  
Marilyn Forchuk – Town of Vauxhall

## Not Present

Jane Johnson – Village of Barnwell  
Brad Schlossberger – Town of Claresholm  
Linda Allred – Village of Glenwood  
Christopher Northcott – Village of Milo  
Chelsey Hurt – Town of Stavely

# Policies Reviewed

The board reviewed and approved the following policies. All of the Board's policies are available on the Chinook Arch website at [www.chinookarch.ca/about-us](http://www.chinookarch.ca/about-us)

- Direct Loans
- Library Services to System Members with No Library Board
- Resource Sharing
- Purchasing Supplies and Services
- Holidays
- Hours of Work and Overtime
- Relocation Expenses for New Employees



## Contact Us

Chinook Arch Regional Library System  
2902 7th Avenue North  
Lethbridge, AB T1H 5C6 | 403-380-1500  
[www.chinookarch.ca](http://www.chinookarch.ca) | [arch@chinookarch.ca](mailto:arch@chinookarch.ca)



[facebook.com/  
chinook.arch7](https://facebook.com/chinook.arch7)



[@chinooklibs](https://@chinooklibs)



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** January 14, 2025

**Agenda #:** 3.e

**Subject:** LRSD Board of Trustees Letter to Council of December 17, 2024.

**Recommendation:** That Council accept the LRSD Board of Trustees Letter to Council of December 17, 2024 as information.

**Executive Summary:**

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

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

Bylaw 1041, 2020 Procedure Bylaw.

**Discussion:**

A letter was received from the chairperson of the LRSD Board of Trustees with information concerning the divisional budget and PEAKS Campus Funding and the proposed 4 day school week.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

N/A

**Attachments:**

[2024 12 17 - LRSD Board of Trustees Letter to Council.pdf](#)



**Livingstone Range**  
SCHOOL DIVISION

December 17, 2024

Municipality of Crowsnest Pass Mayor & Council

PO Box 600

Crowsnest Pass AB T0K 0E0

Delivered via email % Bonnie Kawasaki, Executive Assistant ([bonnie.kawasaki@crowstestpass.com](mailto:bonnie.kawasaki@crowstestpass.com))

Dear Mayor & Council,

This past year the Mayor has approached Trustees regarding Livingstone Range School Division issues. On behalf of the Board of Trustees, I would like to clarify information related to LRSD's budget, PEAKS Campus funding, and the exploration of a 4-day school week.

Division Budget

As shown in the Audited Financial Statements (AFS) for the 2023-2024 school year, Divisional costs were higher than Divisional revenues resulting in a deficit of \$188,224 which is lower than the anticipated deficit of \$454,500. A planned instructional deficit was reduced to almost zero due to the following:

- Higher interest was earned due to the higher interest rates
- Higher number of International Students attended LRSD schools through our International Program

We continue to experience a deficit in the maintenance of our facilities due to rising costs, and Divisional operating reserves were decreased mainly due to the maintenance deficit.

The 2023-2024 Audited Financial Statements are available on our website at <https://www.lrsd.ca/our-division/departments/finance>.

PEAKS Campus Funding

The Audited Financial Statements also clearly show the self-supporting financial position of PEAKS Campus. The funding we receive from our summer school programs cover the cost of the facility and programming. The surplus is reinvested to ensure PEAKS Campus remains self-sustaining into the future. Our financial statements and Finance Department reassure me that no instructional dollars (for staff or programming) are used to fund PEAKS Campus programs or staff. Students across Livingstone Range School Division are not disadvantaged in any way because of PEAKS Campus, and in fact have access to incredible place-based experiential learning opportunities there.

**Every student, every day.**

In addition, this summer more than 600 students participated in the FACES summer education program. Parents coming to drop off and pick up students, along with FACES staff, brought economic benefits to the Crowsnest Pass through overnight hotel stays, purchasing groceries and gas, and patronizing local restaurants.

#### 4-Day School Week

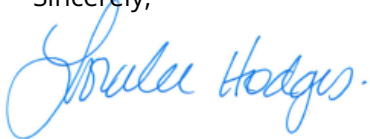
Since April 2024 the Board of Trustees has been exploring the idea of a 4-day school week, through stakeholder engagement, budget forecasting, and research. We have had excellent feedback from staff, parents, students, and our communities, which will help us determine if a 4-day school week is in the best interest of student success, budget efficiencies, and staff retention and recruitment.

The stakeholder engagement phase has now ended, and the Trustees will receive a full report in January 2025. At that time we will evaluate all of the data - including perspectives from staff, parents, students, and community members - as well as cost-saving projections and professional insights into student impact. In February 2025 the Board of Trustees will make a decision if we will proceed with a 4-day school week or continue with the current 5-day schedule.

As you can imagine, this is a very complex and nuanced topic. The Trustees truly do seek to make this decision according to the three pillars of student success, budget efficiencies, and staff retention and recruitment. These criteria may be in conflict with each other, so this decision will not be made lightly. More information about a potential 4-day school week can be found at [www.lrsd.ca/4dayweek](http://www.lrsd.ca/4dayweek).

The Livingstone Range School Division Board of Trustees wishes to work together with you in the best interests of our students and communities. We value a positive working relationship with the Crowsnest Pass Mayor and Council; please contact me directly to clarify any questions or issues you may have going forward.

Sincerely,



Lori Hodges  
Chair, Board of Trustees





## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** January 14, 2025

**Agenda #:** 4.a

**Subject:** Minutes of the Council Meeting of December 17, 2024

**Recommendation:** That Council adopt the Minutes of the Council Meeting of December 17, 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 12 17 - Council Meeting Minutes.docx](#)



**Municipality of Crowsnest Pass**  
**Council Meeting Minutes**  
**Tuesday, December 17, 2024**

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A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, December 17, 2024.

**Council Present:**

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

**Council Absent:**

Vicki Kubik, and Lisa Sygutek

**Administration Present:**

Patrick Thomas, Chief Administrative Officer  
Kristin Colucci, Deputy Chief Administrative Officer  
Jeremy Wickson, Director of Engineering & Operations  
Jesse Fox, Manager of Protective Services/Fire Chief  
Johan van der Bank, Manager of Development & Trades  
Bonnie Kawasaki, Recording Secretary

**Cheque Presentation**

Jesse Fox, Manager of Protective Services and Fire Chief presented a cheque to Gabby Verdi representing the Crowsnest Pass Food Bank in the amount of \$ 8145.00 from funds collected by Emergency Services Personnel and also noted that 177 pounds of food was collected at the Charity Check Stop held on December 6th.

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

**01-2024-12-17:** Councillor Ward moved to adopt the agenda as presented.

Carried

**CONSENT AGENDA**

**02-2024-12-17:** Councillor Filipuzzi moved that Council approve the following Consent Agenda items as presented without debate:

**3.a**

**Minutes of the Crowsnest Pass Senior Housing Board of October 21, 2024**

THAT Council accept the Minutes of the Crowsnest Pass Senior Housing Board of October 21, 2024 as information.

Carried

**ADOPTION OF MINUTES**

**03-2024-12-17:** Councillor Girhiny moved to adopt the Minutes of the Council Meeting of December 10, 2024, as presented.

Carried

**PUBLIC HEARINGS**

**Bylaw 1203, 2024 Road Closure Bylaw Amendment - Public Hearing**

Mayor Painter declared the Public Hearing opened at 7:01 pm for Bylaw No. 1203, 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 called for members of the public to speak in favor or opposition to Bylaw 1203, 2024.

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

**Bylaw 1209, 2024 - Land Use Bylaw Amendment - Administrative Housekeeping Matters - Public Hearing**

Mayor Painter declared the Public Hearing opened at 7:03 pm for Bylaw No. 1209, 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 called for members of the public to speak in favor or opposition to Bylaw 1209, 2024.

Mayor Painter noted there were no members of the public present who wished to speak at the hearing and declared the public hearing closed at 7:04 pm.

**DELEGATIONS**

None

**REQUESTS FOR DECISION**

**Bylaw 1209, 2024 - Land Use Bylaw Amendment - Administrative Housekeeping Matters - Second and Third Reading**

**04-2024-12-17:** Councillor Girhiny moved second reading of Bylaw 1209, 2024 - Land Use Bylaw Amendment - Administrative Housekeeping Matters.

Carried

**05-2024-12-17:** Councillor Ward moved third and final reading of Bylaw 1209, 2024 - Land Use Bylaw Amendment - Administrative Housekeeping Matters.

Carried

**Recused**

Councillor Ward recused himself from the meeting at 7:10 pm due to a pecuniary interest as an employee of one of the applicants.

**Bylaw 1211, 2024 - Land Use Bylaw Amendment - Redesignation of the lands legally described as Lot 5, Plan 9611980 from "Grouped Country Residential - GCR-1" to "Non-Urban Tourism Accommodation & Recreation – NUTAR" - First Reading**

**06-2024-12-17:** Councillor Filipuzzi moved first reading of Bylaw 1211, 2024 - Land Use Bylaw Amendment - Redesignation of the lands legally described as Lot 5, Plan 9611980 from "Grouped Country Residential - GCR-1" to "Non-Urban Tourism Accommodation & Recreation – NUTAR"

Carried

**Return**

Councillor Ward returned to Council Chambers at 7:11 pm.

**Bylaw 1213, 2024 - Procedure Bylaw Amendment Third Reading**

**07-2024-12-17:** Councillor Filipuzzi moved third and final reading of Bylaw 1213, 2024 - Procedure Bylaw Amendment.

Carried

**Service Area Updates**

**08-2024-12-17:** Councillor Ward moved to accept the Service Area Updates for information.

Carried

**COUNCIL MEMBER REPORTS**

- Councillor Glavin
  - Attended the CMAC Meeting
    - Councillor Ward attended in place of Councillor Sygutek
    - Looking forward to getting measurable on our marketing campaigns
  - Attended the Senior’s Luncheon – excellent event, huge turnout
- Councillor Girhiny
  - Attended the PPK Society Meeting
    - They received a Provincial Grant from the “Every Kid Can Play” Program for \$21,000 which is affiliated with KidSport.
    - The Society plans to purchase some replacement equipment with the money.
    - Excellent group of volunteers
- Councillor Ward
  - Attended the Seniors’ Luncheon
    - Very successful event

**PUBLIC INPUT PERIOD**

None

**COUNCILLOR INQUIRIES AND NOTICE OF MOTION**

None

**IN CAMERA**

**09-2024-12-17:** Councillor Filipuzzi 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 at 7:32 pm:

- a. Economic Interests of the Public Body – Land Sales Application - FOIP Act Section 25
- b. Economic Interests of the Public Body – Land Sales Application - FOIP Act Section 25

Carried

**Reconvene**

Mayor Painter convened the In Camera meeting at 7:35 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

**10-2024-12-17:** Councillor Glavin moved that Council come out of In Camera at 8:12 pm.

Carried

**11-2024-12-17:** Councillor Ward moved that Council accept the two offers to purchase 1801 64 Street in Coleman and Lot 15, Block 7, Plan 1112697 , subject to the following conditions:

1. That the applicant is responsible for all costs relating to the redesignation to a suitable land use district of both parcels separately for each sale, and if these applications fail, the proposed sales shall be cancelled (independently from each other).
2. That the applicant is responsible for all environmental assessments / reports, geotechnical assessment, engineering assessment, easements, subdivision, and survey costs relating to these transactions.
3. That the Coleman development has easements registered to protect the water and wastewater mains.
4. That the applicant is responsible for all legal costs, including the legal costs of the Municipality, associated with these transactions.
5. That the Coleman transaction is completed by June 30, 2025.
6. That the Coleman development proposal is commenced by making application(s) for subdivision and/or development permit(s) by November 30, 2025 and construction started by June 30, 2026.
7. That the Bellevue site transaction is completed within six months of the start of construction on the Coleman site.
8. That the Bellevue development proposal is commenced by making application(s) for subdivision and/or development permit(s) by October 31, 2027, and construction started by June 30, 2028.
9. At the failure of meeting the timelines stated in par. 6, 7, 8, and 9, or obtaining time extensions as may be required, the Municipality shall be entitled to re-purchase the properties or one of the properties, as may be applicable, at 50% of the selling price, and this condition shall be registered on the certificate of land title as a right of first refusal in favor of the Municipality.

Carried

### **ADJOURNMENT**

**12-2024-12-17:** Councillor Filipuzzi moved to adjourn the meeting at 8:13 pm.

Carried

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Blair Painter  
Mayor

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Patrick Thomas  
Chief Administrative Officer



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** January 14, 2025

**Agenda #:** 5.a

**Subject:** Bylaw 1208, 2024 Road Closure Bylaw - Public Hearing

**Recommendation:** That Council holds a public hearing.

**Executive Summary:**

Bylaw 1208, 2024 proposes to close a portion of an Unnamed Road (lane), for the purpose of consolidating it with an adjacent property (Plan 708FF, Block B, Lot 3).

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

Section 22 of the Municipal Government Act  
Motion 16-2024-07-16

**Discussion:**

The purpose of the proposed road closure is to correct an existing fence and yard encroachment that has been in place for many years. The portion of the lane being closed is undeveloped, and would serve only the subject parcel and will not have a negative impact on the surrounding properties.

The encroachment of the fence and rear yard extends beyond the lane onto an adjacent Municipal property (Plan 4140JK, Block G, Lot: N/A). Council Motion 16-2024-07-16 to sell land to the applicant did not include this property, and the applicant / landowner is required to remove the fence and rear yard encroachment from the Municipal property (Plan 4140JK, Block G, Lot: N/A).

On November 27, 2024 notices were sent to adjacent landowners and utility companies to review the proposed lane closure and to notify them of the public hearing date. Once a public hearing has been held, the proposed bylaw will be forwarded to the Minister of Transportation and Economic Corridors for approval, before it comes back to Council for consideration of second and third readings. After the final closure of the road portion, a new certificate of title will be issued by the Land Titles Office, which will include the consolidation with the adjacent property.

**Analysis of Alternatives:**

N/A

**Financial Impacts:**

If the application proceeds the Municipality would receive approximately \$11,450 plus GST.

**Attachments:**

[FORMATTED Bylaw No. 1208, 2024 notice.docx](#)

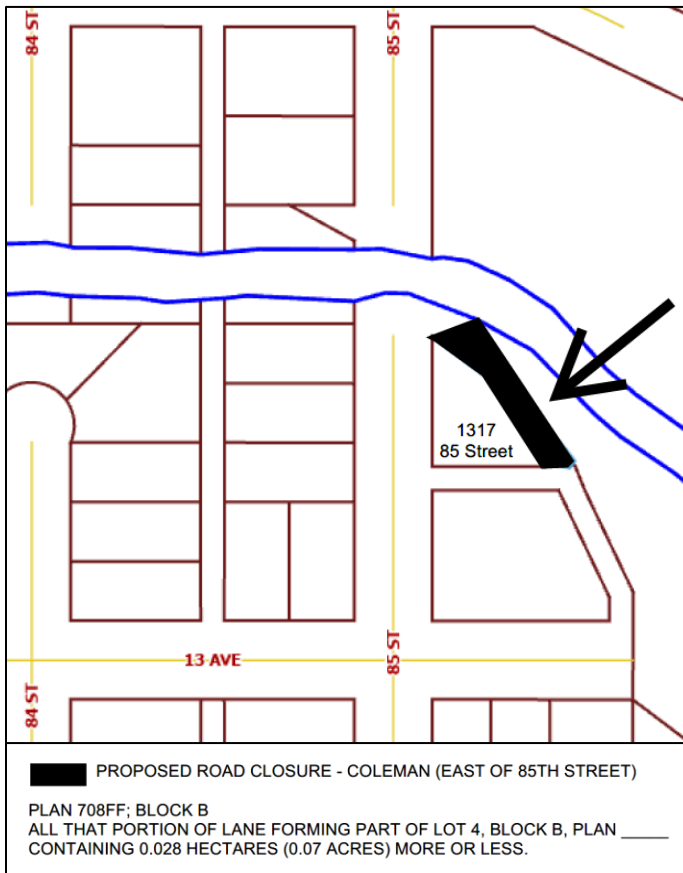
[Bylaw 1208, 2024 Schedule A.pdf](#)



**NOTICE OF PUBLIC HEARING**  
**MUNICIPALITY OF CROWSNEST PASS**  
**IN THE PROVINCE OF ALBERTA**  
**PROPOSED BYLAW NO. 1208, 2024**

**7:00pm, January 14, 2025**  
**Municipality of Crowsnest Pass Council Chambers**  
**8502 – 19 Avenue, Coleman**

**PURSUANT** to sections 22, 216.4, and 606 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, notice is hereby given that the Council of the Municipality of Crowsnest Pass in the Province of Alberta will consider a bylaw to close a portion of a roadway located in Coleman, as legally described and depicted in the sketch below.



THE PURPOSE of this bylaw is to close to public travel, create titles to and dispose of portions of a public roadway in accordance with section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1208, 2024 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:00pm on January 14, 2025. Each person shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at [bonnie.kawasaki@crowstpass.com](mailto:bonnie.kawasaki@crowstpass.com) with the bylaw number and public hearing date clearly marked in the subject line no later than 12:00pm on December 31, 2024. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

*For questions regarding the proposed Bylaw Amendment please contact the Development Officer by calling 403-562-8833 or emailing [development@crowstpass.com](mailto:development@crowstpass.com).*

A copy of the proposed bylaw may be inspected at the municipal office during normal business hours.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 27th day of November 2024.

BYLAW 1208, 2024  
SCHEDULE 'A'





## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** January 14, 2025

**Agenda #:** 7.a

**Subject:** Bylaw 1212, 2024 - Land Use Bylaw Amendment - Redesignation of the lands legally described as Block S, Plan 6432FE from "Non-Urban Area NUA-1" to "Non-Urban Tourism Accommodation & Recreation – NUTAR" - First Reading

**Recommendation:** That Council give first reading to Bylaw 1212, 2024.

**Executive Summary:**

Bylaw 1212, 2024 proposes to redesignate Block S Plan 6432FE from "Non-Urban Area NUA-1" to "Non-Urban Tourism Accommodation & Recreation – NUTAR" for the purpose of allowing the landowner to apply for a development permit and Comprehensive Site Development Plan to develop a "Tourism Accommodation", consisting of a combination of cabins and outfitter tents.

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

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

Land Use Bylaw No. 1165, 2023

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

**Discussion:**

**The Context of the Subject Property** (see the attached supporting materials provided by the Applicant - "Conceptual Plan" and "Conceptual Site Plan")

The subject property:

- is located on the northwest edge of Bellevue;
- has steep grades running north/south, which naturally divide the property into two approximately equal parts; the lower part which is accessible from 23 Avenue (206 Street; a developed municipal road with a portion being an undeveloped municipal road), and the upper part which is accessible from 24 Avenue (which is a narrow gravel municipal road that is not

developed to municipal standards); and

- is within the Areas of Potential Environmental Concern Overlay District, owned by the Provincial Government, and for which environmental assessment has not been undertaken.

The combination of these factors pose some challenges for subdivision and servicing the parcel for traditional residential development. Most likely for these reasons, the parcel **is not** identified as an urban growth node in the 2020 Municipal Development Plan.

The landowner proposes an alternative development of low-key “Tourism Accommodation” (camping accommodation) based on the less challenging nature that can address the onerous conditions of this specific property. The proposed development is a combination of two small year-round cabins and four "glamping" ("glamorous camping") style outfitter tents, to establish a "low key" development that offers a unique opportunity for tourism, in a controlled comprehensive plan that recognizes the adjacent land uses and provides for responsible buffering of the development.

Access to the proposed development would be from 24 Ave for the four outfitter tents, and from 23 Ave (206 Street) for the two cabins.

The existing land uses of the subject property and surrounding area are illustrated on the attached Land Use Map.

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

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

associated land use definitions, and the establishment of development standards.

- The current (amended) land use bylaw provides for “Tourism Accommodation” to include “resort accommodation” (various types of dwelling units) and/or "camping accommodation" (tents, RVs, and cabins that may involve the use of camping equipment such as generators, except in an urban growth node). It establishes standards for “Tourism Accommodation” in a manner that provides site-specific flexibility, where the details of the development would be provided in a Comprehensive Site Development Plan that supplements a development permit application, and that will support decision making by the Development Authority on a case-by-case basis.
- Comparison – UTAR and NUTAR Districts - A table is attached that compares the features of the UTAR and NUTAR districts.
- Comparison – “Tourism Accommodation” – Small vs. Large - A table is attached that compares the features of the two types of “Tourism Accommodation” – small versus large. The applicant proposes a “Tourism Accommodation, Small”.
- This application to redesignate the subject property to the NUTAR district is the second application to implement the new provisions that Council adopted in the land use bylaw.

#### **Proposed Implementation of Redesignation Bylaw and Development Permit**

After a public hearing has been held and Council has had an opportunity to consider public input, if Council wanted to proceed with Bylaw 1212, 2024, it is recommended that the bylaw is paused after second reading (i.e. giving the bylaw "in-principle" approval), and that third reading of the bylaw is deferred until the applicant has applied for and obtained a development permit supported by a Comprehensive Site Development Plan. The intent of this deferral would be to give the applicant an opportunity to obtain a development permit. If a development permit was issued and not challenged, third reading of Bylaw 1212, 2024 would be a formality; if a development permit was not issued or issued and successfully appealed, Bylaw 1212, 2024 would not receive third reading, and would be defeated. This would prevent the unnecessary and premature redesignation of the property in the event that the development permit is unsuccessful.

#### **Analysis of Alternatives:**

1. Council should proceed with first reading of Bylaw 1212, 2024.
2. Council may defer first reading of Bylaw 1212, 2024 and outline what additional information they would like to see.

#### **Financial Impacts:**

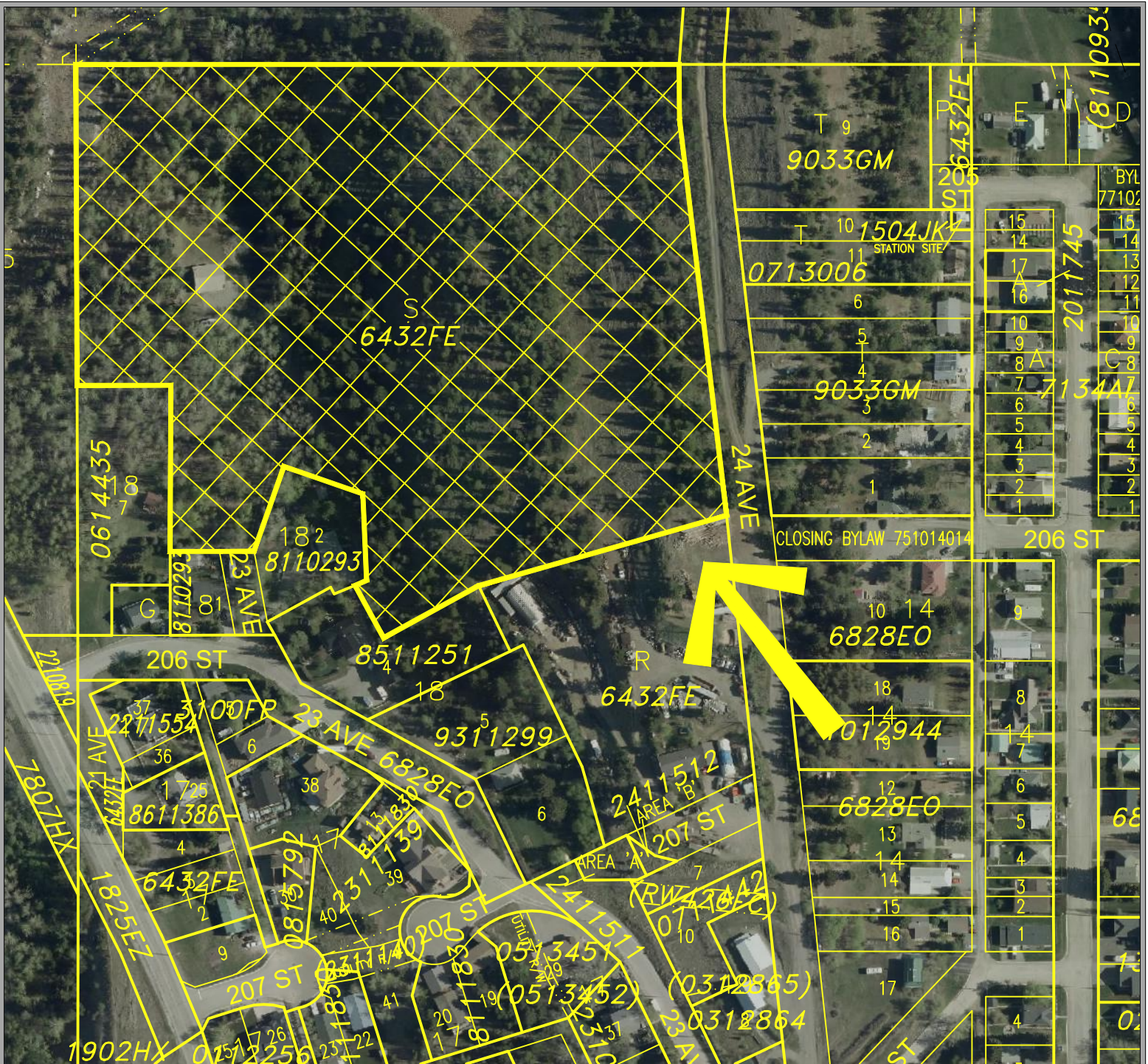
N/A

#### **Attachments:**

[Bylaw 1212, 2024 - Schedule A Aerial.pdf](#)  
[1212, 2024 - LUB Amendment.docx](#)  
[Bylaw 1212, 2024 - Schedule A.pdf](#)

CONCEPTUAL PLAN.docx  
Conceptual Site Plan.pdf  
Land Use Map.pdf  
Comparison - UTAR and NUTAR Districts.pdf  
Comparison - Tourism Accommodation - Small and Large.pdf





## LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: NON-URBAN AREA – NUA-1

TO: NON-URBAN TOURISM ACCOMMODATION & RECREATION – NUTAR

BLOCK S, PLAN 6432FE

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

MUNICIPALITY: CROWSNEST PASS

DATE: DECEMBER 9, 2024

Bylaw #: 1212, 2024

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



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

**MUNICIPALITY OF CROWNEST PASS**  
**BYLAW NO. 1212, 2024**  
**LAND USE BYLAW AMENDMENT – Redesignate Block S, Plan 6432FE**

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

**WHEREAS** the Council of the Municipality of Crownsnest Pass wishes to redesignate the lands legally described as Block S, Plan 6432FE within the SE¼ 29-7-3-W5M, containing ±5.81 ha (14.3 acres), from “Non-Urban Area – NUA-1” to “Non-Urban Tourism Accommodation and Recreation – NUTAR”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.

**AND WHEREAS** the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Non-Urban Tourism Accommodation and Recreation – NUTAR” land use district.

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as Block S, Plan 6432FE within the SE¼ 29-7-3-W5M, containing ±5.81 ha (14.3 acres), from “Non-Urban Area – NUA-1” to “Non-Urban Tourism Accommodation and Recreation – NUTAR”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

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

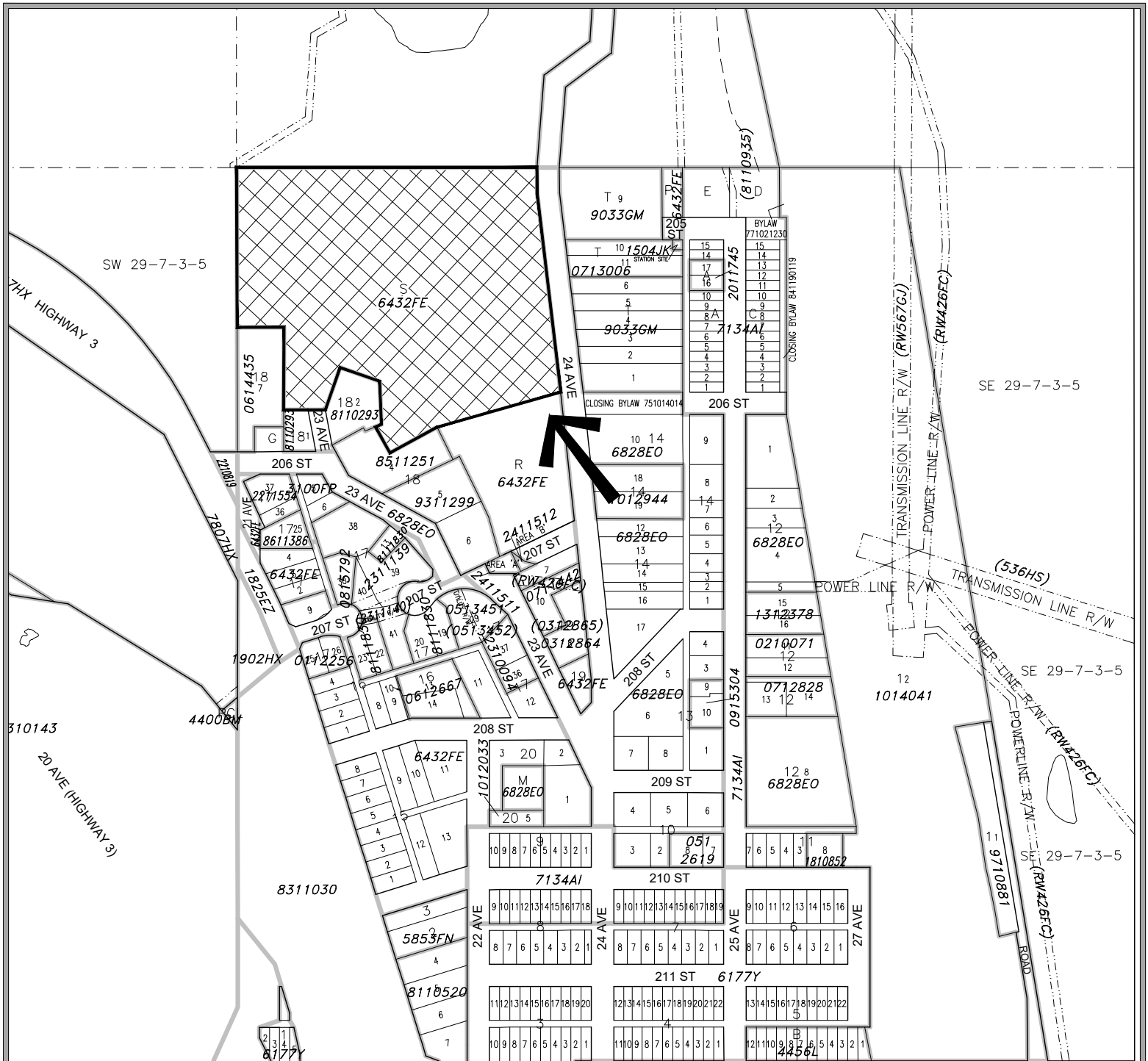
READ a **second** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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

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

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





# LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: NON-URBAN AREA – NUA-1

TO: NON-URBAN TOURISM ACCOMMODATION & RECREATION – NUTAR

BLOCK S, PLAN 6432FE  
 WITHIN SE 1/4 SEC 29, TWP 7, RGE 3, W 5 M  
 MUNICIPALITY: CROWSNEST PASS  
 DATE: DECEMBER 9, 2024

Bylaw #: 1212, 2024

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



**CONCEPTUAL PLAN**

**NOVEMBER 2024**

**RUSTIC RETREAT**

**20600 23rd Ave. Bellevue AB**

**(Plan 6432 F.E., Block S,)**

Dear Members of the Town Council,

I am writing to formally request a rezoning of our property located at 20600 23rd Avenue Bellevue from NUA-1 to NUTAR to accommodate the development of a recreational property under our company, **Rustic Retreat**. This proposal will include two small year-round cabins and four outfitter tent sites, offering a unique opportunity for tourism and local economic growth while keeping the development in line with the simple, rustic nature our company name implies.

Our property is situated on the northern edge of Bellevue, offering exceptional privacy due to its natural topography and distance from the main town center and neighbors. The west and north side of the property is bordered by a large underground water main and a boulder field from the Frank Slide. The entire east side is bordered by 24th Avenue, and the south side is adjacent to several neighbors with access to 23rd Avenue. Given the steep and rugged terrain, our property has two access points: one from 23rd Avenue (south side), which serves our existing barndominium, and another from 24th Avenue (east side), which will provide access to the outfitter tent sites.

We are proposing the following developments:

- **Four outfitter tent sites** on the 24th Avenue side (east side) of the property, to be rented seasonally from May through November. These sites will be located along a well-improved trail and offer beautiful views of nearby mountains and Turtle Mountain (also known as Frank Slide). The tent sites will be accessed by foot, and we will provide parking for vehicles on this side of the property. Given the solid rock terrain, the toilet facility for these sites will be contained and require no excavation.
- **Two small cabins on the 23rd Avenue side** of the property, where we currently have a barndominium and detached washroom. These cabins will be available for year-round rentals. This side is already serviced with a water cistern for drinking water, a septic tank for waste management, and solar panels for electricity. A propane tank provides heating and cooking capabilities to the existing barndominium. We also plan to build a detached double-car garage for personal and maintenance use, and we will upgrade the existing detached washroom to better serve our guests.

Given the unique features of the land, such as the rocky terrain, seasonal creek, and mature Douglas fir trees, the property is not conducive to municipal services. We are also in proximity to the old provincial dump, which has its own environmental factors that we do not want to disturb. The existing infrastructure, including water cisterns and septic systems, will continue to be used for the barndominium and cabins, and a contained toilet system will be installed for the outfitter tents. We are committed to ensuring that our development does not disturb the surrounding environment, the natural water flow, or the privacy of our neighbors. Only small trees and brush will be disturbed to accommodate parking and access on the 24th Avenue side.

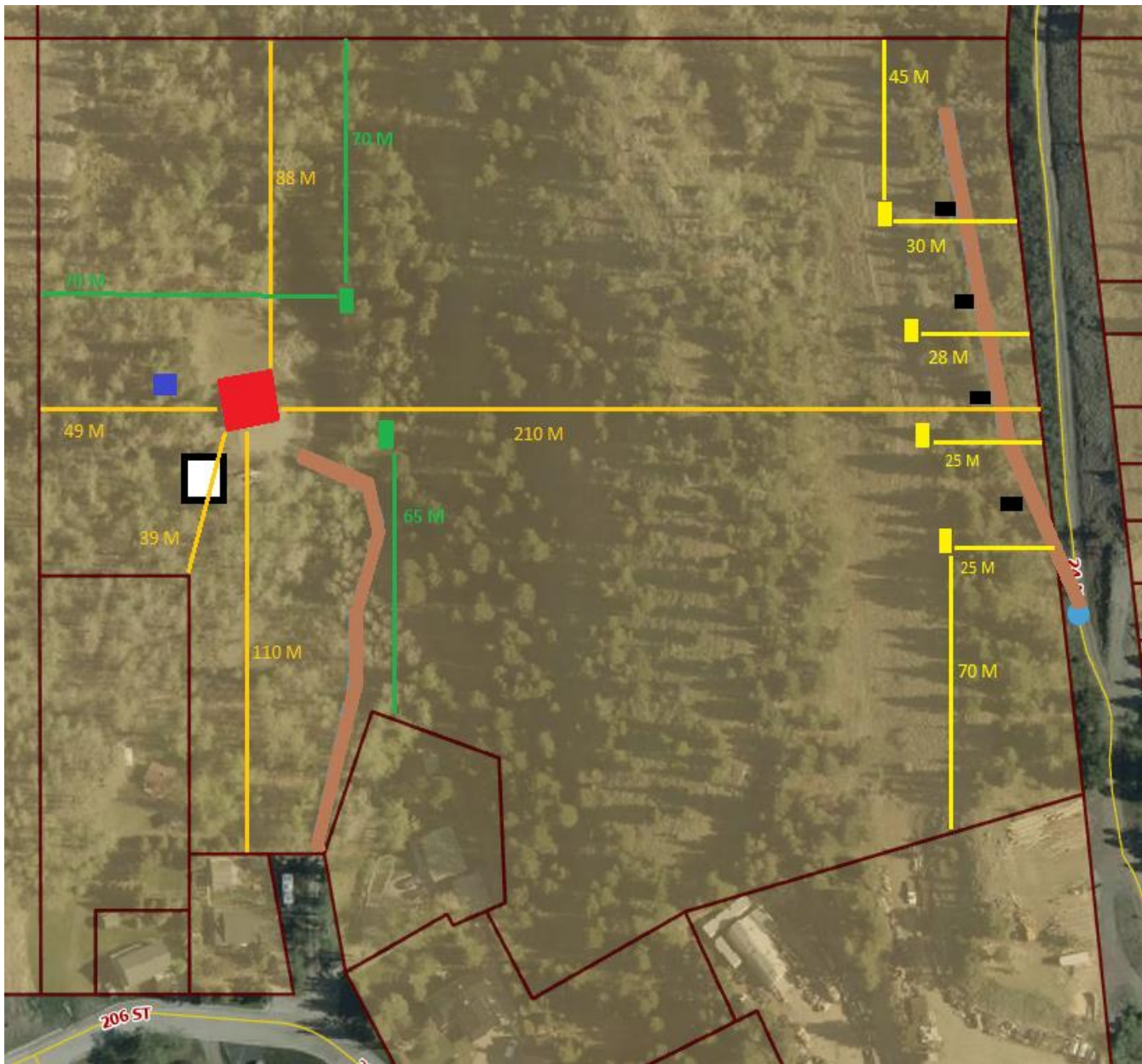
We intend to keep the design of the property in line with the simple, rustic nature of **Rustic Retreat**, embracing a low-impact development style that respects both the natural beauty of the land and the surrounding community. Our goal is to offer a serene and unpretentious experience for our guests while minimizing the footprint of the development.

The proposed development will be carried out over a 2-4 year timeline, with the outfitter tents and toilet facility being installed first, followed by the cabins and garage. We believe this project will bring increased tourism to the area, benefiting local businesses and creating jobs, both during the construction phase and for the long-term operation of the recreational property.

We are excited about the potential for this development to enhance the local economy and provide a unique recreational experience, and we are committed to working with the Town Council to ensure the proposal aligns with the community's goals and values.

Thank you for your time and consideration. I look forward to discussing this proposal further with you.

Sincerely,  
Mike & Sharla McRae  
Rustic Retreat



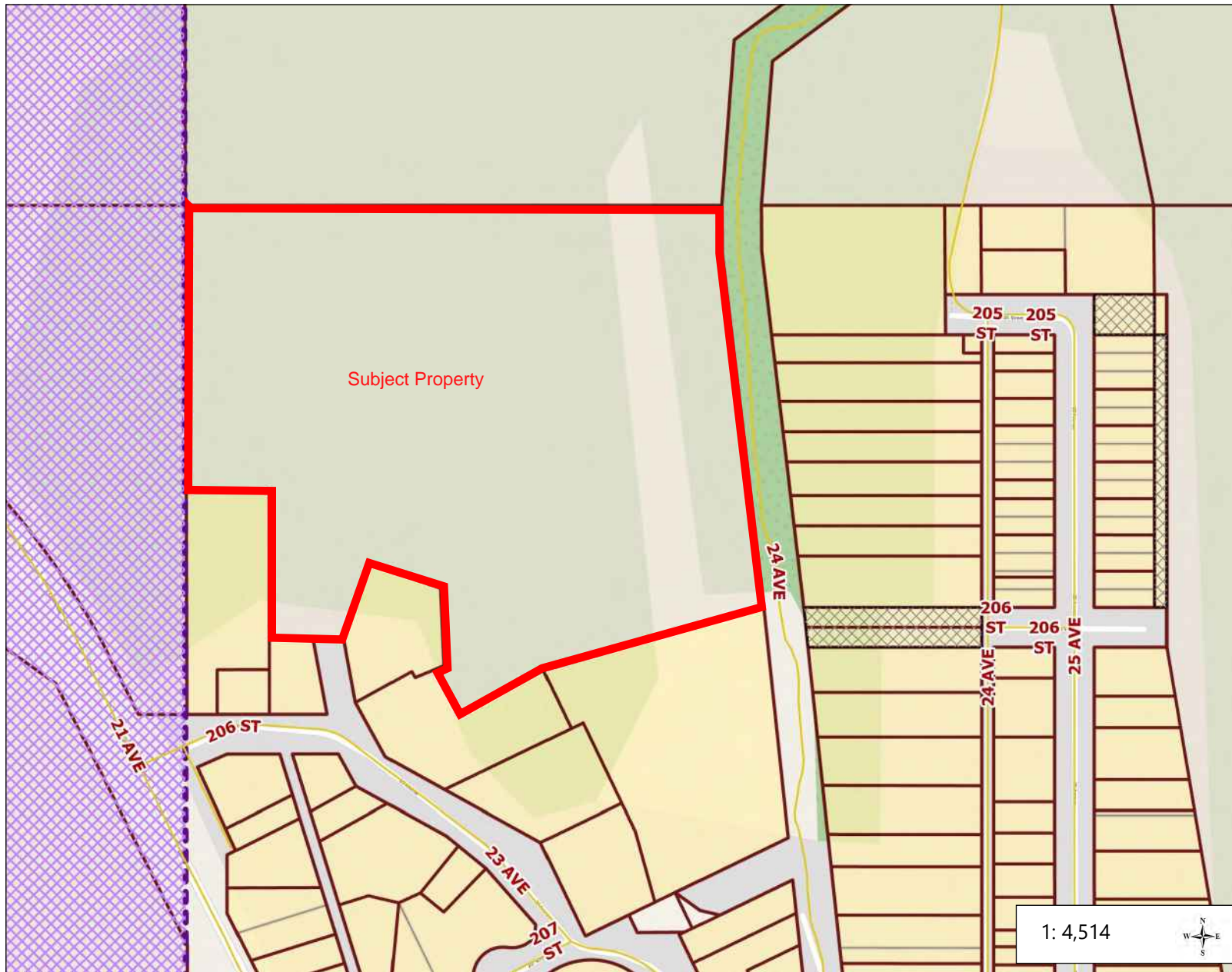
**Legend**

- 2 Proposed Cabins
- Existing Primary Residence
- Existing Roadways
- Proposed Outfitter Tent sites
- Proposed Parking Stalls
- Entrance into Existing roadway on 24th Ave
- Existing Washroom
- Proposed Double car garage





# Municipality of Crowsnest Pass



## Legend

- Adjacent Roads
- + Railway
- Road Labels
- Road Centerline
- ▣ Closed Roads
- Restricted Development Areas
  - ▣ Restricted Development Area RDA
  - ▣ Turtle Mountain Restricted Develop
- Boundary
- Title Linework
- Land Use Districts - Bylaw 118
  - ▣ RESIDENTIAL R-1
  - ▣ RESIDENTIAL R-1A
  - ▣ DUPLEX OR SEMI-DETACHED R
  - ▣ MEDIUM DENSITY RESIDENTIAL
  - ▣ HIGH DENSITY RESIDENTIAL R-3
  - ▣ MANUFACTURED HOME COMM
  - ▣ NARROW LOT RESIDENTIAL R-5
  - ▣ COMPREHENSIVE SKI VILLAGE (
  - ▣ COMPREHENSIVE RESORT VILL
  - ▣ GROUPED COUNTRY RESIDENT
  - ▣ RETAIL COMMERCIAL C-1
  - ▣ DRIVE-IN COMMERCIAL C-2
  - ▣ COMPREHENSIVE COMMERCIAL
  - ▣ CANNABIS RETAIL COMMERCIAL
  - ▣ COMPREHENSIVE MIXED USE D

## Notes

Crowsnest Pass

0.2 0 0.11 0.2 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

1:4,514



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

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



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** January 14, 2025

**Agenda #:** 7.b

**Subject:** Bylaw 1214, 2024 - Land Use Bylaw Amendment - Redesignation of the lands legally described as portion of the SE¼ 35-7-4-W5M, containing ±27.68 ha (68.35 acres), excluding approximately 1.88 ha (4.65 acres) in the northwest portion and excluding a strip of land minimum 6m wide along both banks of Lyons Creek for its entire length (area unknown until surveyed), from “Non-Urban Area NUA-1” to “Non-Urban Tourism Accommodation & Recreation – NUTAR” and from “Recreation & Open Space RO-1” to “Non-Urban Tourism Accommodation & Recreation – NUTAR” - First Reading

**Recommendation:** That Council give first reading to Bylaw 1214, 2024.

**Executive Summary:**

Bylaw 1214, 2025 proposes to redesignate a portion of the SE¼ 35-7-4-W5M, containing ±27.68 ha (68.35 acres), excluding approximately 1.88 ha (4.65 acres) in the northwest portion and excluding a strip of land minimum 6m wide along both banks of Lyons Creek for its entire length (area unknown until surveyed), from “Non-Urban Area NUA-1” to “Non-Urban Tourism Accommodation & Recreation – NUTAR” and from “Recreation & Open Space RO-1” to “Non-Urban Tourism Accommodation & Recreation – NUTAR” for the purpose of allowing the landowner to apply for subdivision and a development permit supported by a Comprehensive Site Development Plan to develop a "Tourism Accommodation", consisting of cabins sites.

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

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

Land Use Bylaw No. 1165, 2023

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

**Discussion:**

**The Context of the Subject Property** (see the attached supporting materials provided by the Applicant



- "Conceptual Plan Jan. 4")

The proposed land use redesignation is intended to facilitate the development of the parcel for "Tourism Accommodation" in the form of a resort offering cabin rentals.

The subject property:

- is located on the south edge of Blairmore;
- has steep grades;
- is divided into two parts by Lyons Creek (which will have a 6m Environmental Reserve dedication at the time of subdivision);
- has Sartoris Road running north-south through the property; and
- has the TC Energy Pipeline running east-west through the property, creating a no development area.

Some of these factors present site conditions onerous to traditional urban development.

The subject property **is not** identified as an urban growth node in the 2020 Municipal Development Plan.

The applicant proposes to develop a high-end tourist resort consisting of themed cabins that will attract international tourists, in a controlled comprehensive plan that recognizes the adjacent land uses and provides for responsible buffering of the development.

Approximately 5 acres of land in the northwest portion of the property as well as a strip of land minimum 6m wide along both banks of Lyons Creek (area unknown until surveyed) will be subdivided out of the parcel and remain under the ownership of the Municipality, to accommodate the Bike Park, maintain a buffer to the residential parcels on the west side of the creek, and provide public access to the creek in the form of Environmental Reserve. These land portions are already designated into the Recreation and Open Space RO-1 district, therefore redesignation after subdivision will not be required.

An existing access road from Sartoris Road provides public access to Lot 15, Block 19, Plan 0413471 and the Old Sartoris Staging Area (owned by the Municipality). A portion of this road up to the lower driveway into Lot 15 is protected by an easement to the benefit of the Municipality however, the easement stops short from providing access to the upper portion of Lot 15 and the Old Sartoris Staging Area. The applicant will be required to extend the easement as a condition of subdivision / development permit approval, to provide public access to the upper portion of Lot 15, Block 19, Plan 0413471 as well as to the Old Sartoris Staging Area.

The existing land uses of the subject property and surrounding area are illustrated on the attached Land Use Map.

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

- Few mountain communities in North America exist without a tourism sector, or in many cases a reliance on the tourism industry. The MCNP experiences tourism growth as a result of the Pass Powderkeg Ski Hill, Frank Slide Interpretive Centre, the Crowsnest Pass Golf Club, the heritage buildings and archeologic sites, the increasing popularity of mountain biking trails, and the provincial and national parks with their evolving hiking trails throughout the community and the

surrounding region. Tourists have always been interested in the region for camping in the great outdoors but more and more it appears that a significant portion of tourists flock to the community's urban centres to experience the cultural and social aspects of what these have to offer.

- There appears to be a market demand to develop a range of tourist accommodation types of various forms of dwelling units (row houses, apartments), high-end cabins, and lower-key "camping accommodation" (cabins, RV's, tents).
- Pro-actively, in the 2020 Municipal Development Plan (MDP) Council took a strong policy position to support tourism as a future growth sector for the Crowsnest Pass by stating in the Growth Strategy on p. 30 of the MDP as follows: **"Become a top tourism destination in the province and capitalize on the economic spin-offs from tourism driven development"**.
- **Council's vision for the Crowsnest Pass to become one of the top tourist destinations in the province, supported by the expectation of tourism growth, required that the MDP policy was implemented by an appropriate land use bylaw amendment, otherwise it would remain just a policy that does not provide practical direction for development decision-making.** On 28 May 2024 Council adopted a comprehensive land use bylaw amendment that introduced the Urban Tourism Accommodation and Recreation District and the Non-Urban Tourism Accommodation District, with associated standards for "Tourism Accommodation" and revamping of all associated land use definitions, and the establishment of development standards.
- The current (amended) land use bylaw provides for "Tourism Accommodation" to include "resort accommodation" (various types of dwelling units) and/or "camping accommodation" (tents, RVs, and cabins that may involve the use of camping equipment such as generators, except in an urban growth node). It establishes standards for "Tourism Accommodation" in a manner that provides site-specific flexibility, where the details of the development would be provided in a Comprehensive Site Development Plan that supplements a development permit application, and that will support decision making by the Development Authority on a case-by-case basis.
- Comparison – UTAR and NUTAR Districts - A table is attached that compares the features of the UTAR and NUTAR districts.
- Comparison – "Tourism Accommodation" – Small vs. Large - A table is attached that compares the features of the two types of "Tourism Accommodation" – small versus large. The applicant proposes a "Tourism Accommodation, Small".
- This application to redesignate the subject property to the NUTAR district is the third application to implement the new provisions that Council adopted in the land use bylaw.

### **Proposed Implementation of Redesignation Bylaw and Development Permit**

After a public hearing has been held and Council has had an opportunity to consider public input, if Council wanted to proceed with Bylaw 1214, 2024, it is recommended that the bylaw is paused after second reading (i.e. giving the bylaw "in-principle" approval), and that third reading of the bylaw is deferred until the applicant has applied for and obtained a development permit supported by a Comprehensive Site Development Plan and any associated subdivision approval. The intent of this

deferral would be to give the applicant an opportunity to obtain development and subdivision approvals. If a development permit / subdivision approval was issued and not challenged, third reading of Bylaw 1214, 2024 would be a formality; if a development permit / subdivision approval was not issued or issued and successfully appealed, Bylaw 1214, 2024 would not receive third reading, and would be defeated. This would prevent multiple land uses on the property in the event that the subdivision application is unsuccessful, and would prevent the unnecessary and premature redesignation of the property in the event that the development permit is unsuccessful.

**Analysis of Alternatives:**

1. Council should proceed with first reading of Bylaw 1214, 2025.
2. Council may defer first reading of Bylaw 1214, 2025 and outline what additional information they would like to see.

**Financial Impacts:**

N/A

**Attachments:**

[FORMATTED Bylaw 1214, 2025.docx](#)

[Bylaw 1214, 2025 Schedule A.pdf](#)

[Bylaw 1214, 2025 Schedule A Aerial.pdf](#)

[CONCEPTUAL PLAN JAN 4.pdf](#)

[Land Use Map.pdf](#)

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

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

**MUNICIPALITY OF CROWSNEST PASS**  
**BYLAW NO. 1214, 2025**  
**LAND USE BYLAW AMENDMENT – Redesignate portion of SE¼ 35-7-4-W5M**

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

**WHEREAS** the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as a portion of the SE¼ 35-7-4-W5M, containing ±27.68 ha (68.35 acres), excluding approximately 1.88 ha (4.65 acres) in the northwest portion and excluding a strip of land minimum 6m wide along both banks of Lyons Creek for its entire length (area unknown until surveyed), from “Non-Urban Area – NUA-1” to “Non-Urban Tourism Accommodation and Recreation – NUTAR” and from “Recreation & Open Space – RO-1” to “Non-Urban Tourism Accommodation and Recreation – NUTAR”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.

**AND WHEREAS** the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Non-Urban Tourism Accommodation and Recreation – NUTAR” land use district.

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

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

1. The Land Use District Map be amended to redesignate the lands legally described as a portion of the SE¼ 35-7-4-W5M, containing ±27.68 ha (68.35 acres), excluding approximately 1.88 ha (4.65 acres) in the northwest portion and excluding a strip of land minimum 6m wide along both banks of Lyons Creek for its entire length (area unknown until surveyed), from “Non-Urban Area – NUA-1” to “Non-Urban Tourism Accommodation and Recreation – NUTAR” and from “Recreation & Open Space – RO-1” to “Non-Urban Tourism Accommodation and Recreation – NUTAR”, as shown on Schedule ‘A’ attached hereto and forming part of this bylaw.
2. Bylaw No. 1165, 2023, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

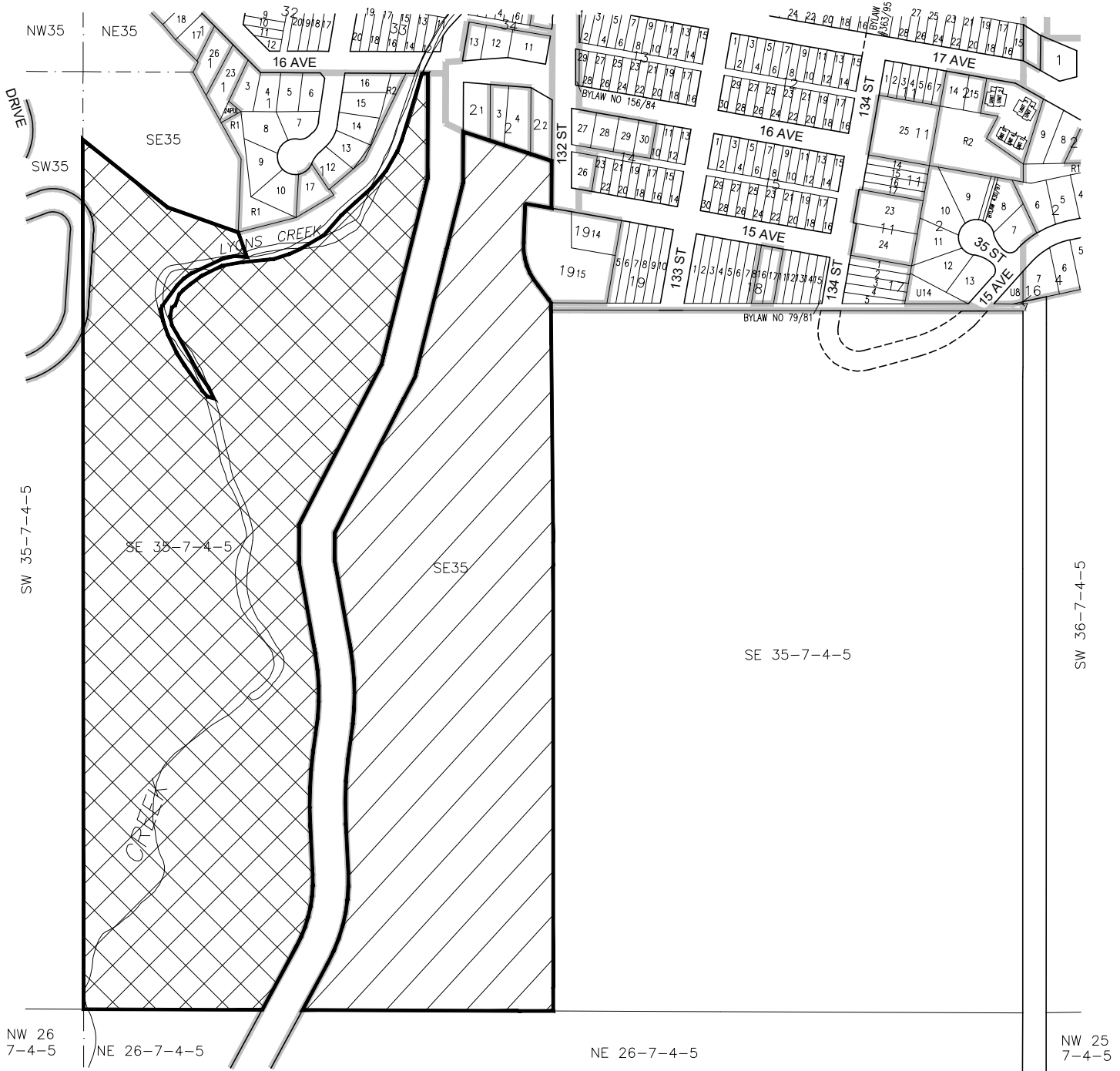
READ a **first** time in council this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

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

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

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

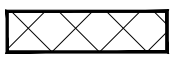
\_\_\_\_\_  
Patrick Thomas  
Chief Administrative Officer



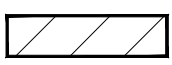
**LAND USE DISTRICT REDESIGNATION  
SCHEDULE 'A'**

Bylaw #: 1214, 2025

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



**FROM: Recreation & Open Space RO-1**  
**TO: Non-Urban Tourism Accommodation and Recreation NUTAR**  
 Containing 16.51±ha(40.8±ac)



**FROM: Non-Urban Area NUA-1**  
**TO: Non-Urban Tourism Accommodation and Recreation NUTAR**  
 Containing 11.15±ha(27.55±ac)

**PORTION OF SE 1/4 SEC 35, TWP 7, RGE 4, W 5 M**  
**MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS**  
**DATE: DECEMBER 20, 2024**

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

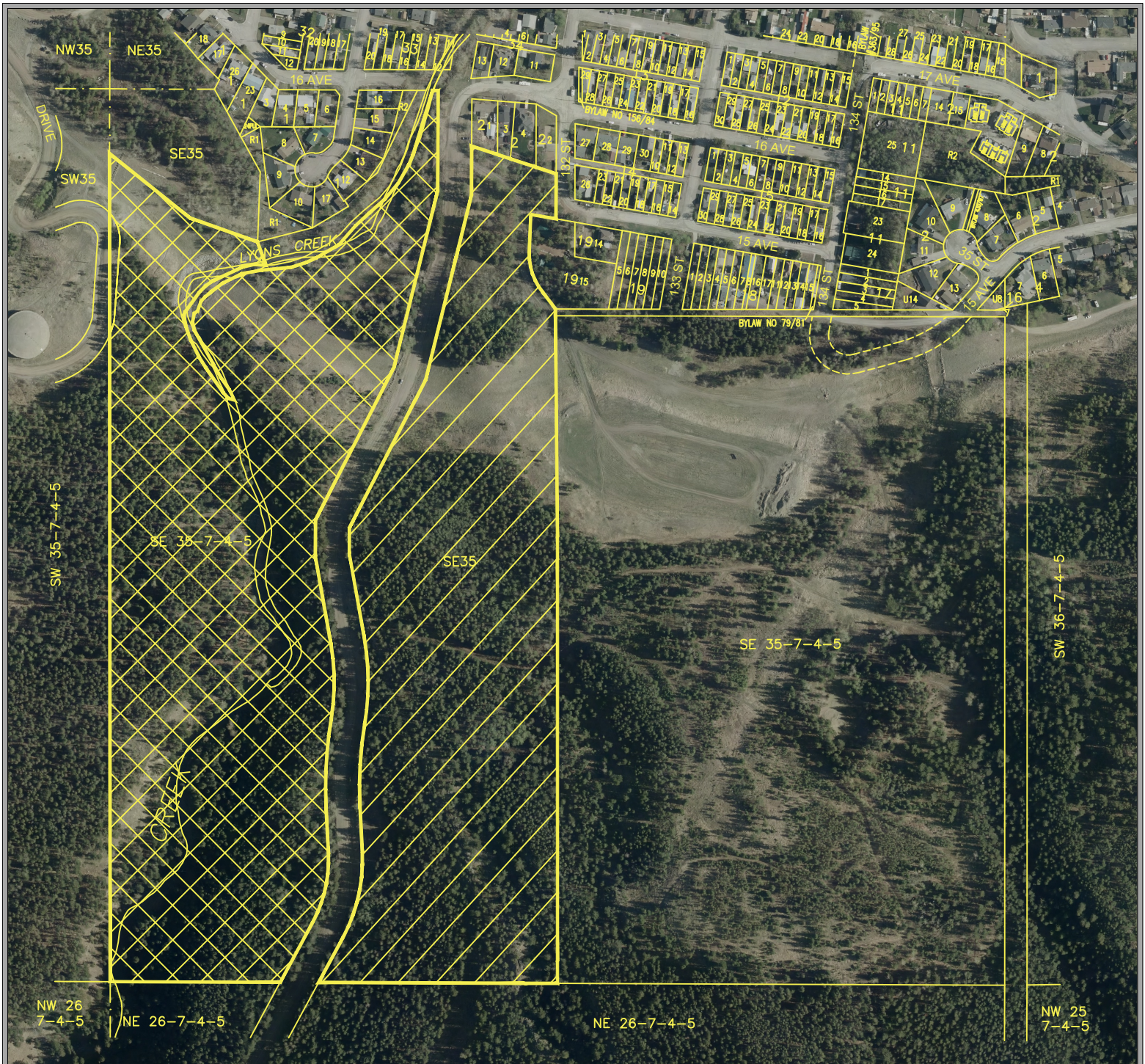
**OLDMAN RIVER REGIONAL SERVICES COMMISSION**

0 Metres 100 200 300 400

January 06, 2025 N:\C-N-P\CNP LUD & Land Use Redesignations\  
 Crowsnest Pass - Portion of SE35-7-4-5.dwg







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

Bylaw #: 1214, 2025

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



**FROM: Recreation & Open Space RO-1**  
**TO: Non-Urban Tourism Accommodation and Recreation NUTAR**  
 Containing 16.51±ha(40.8±ac)



**FROM: Non-Urban Area NUA-1**  
**TO: Non-Urban Tourism Accommodation and Recreation NUTAR**  
 Containing 11.15±ha(27.55±ac)

**PORTION OF SE 1/4 SEC 35, TWP 7, RGE 4, W 5 M**  
**MUNICIPALITY: MUNICIPALITY OF CROWSNEST PASS**  
**DATE: DECEMBER 20, 2024**

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

*Aerial Photo Date: May 19, 2021*



0 Metres 100 200 300 400  
 January 06, 2025 N:\C-N-P\CNP LUD & Land Use Redesignations\  
 Crowsnest Pass - Portion of SE35-7-4-5.dwg







CHARMED RESORTS



CROWSNEST PASS

## Conceptual Plan

### Charmed Resorts Crowsnest Pass Rezoning Proposal

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#### Introduction and Purpose

Charmed Resorts Crowsnest Pass is envisioned as a premier four-season destination, offering an enchanting escape into a world of fairytales and imagination. Nestled in the breathtaking landscapes of Crowsnest Pass, this unique resort is designed to attract guests from around the world with its immersive, storybook-inspired accommodations and unparalleled charm.

The resort caters to families, adventurers, and travelers seeking an extraordinary experience, combining modern comforts with whimsical design. Visitors will enjoy a range of activities year-round, from cozy winter retreats to vibrant summer adventures, making Charmed Resorts a magical destination in every season. The project prioritizes environmental stewardship, innovative land use, and world-class guest experiences, blending seamlessly with the surrounding natural beauty of the area.

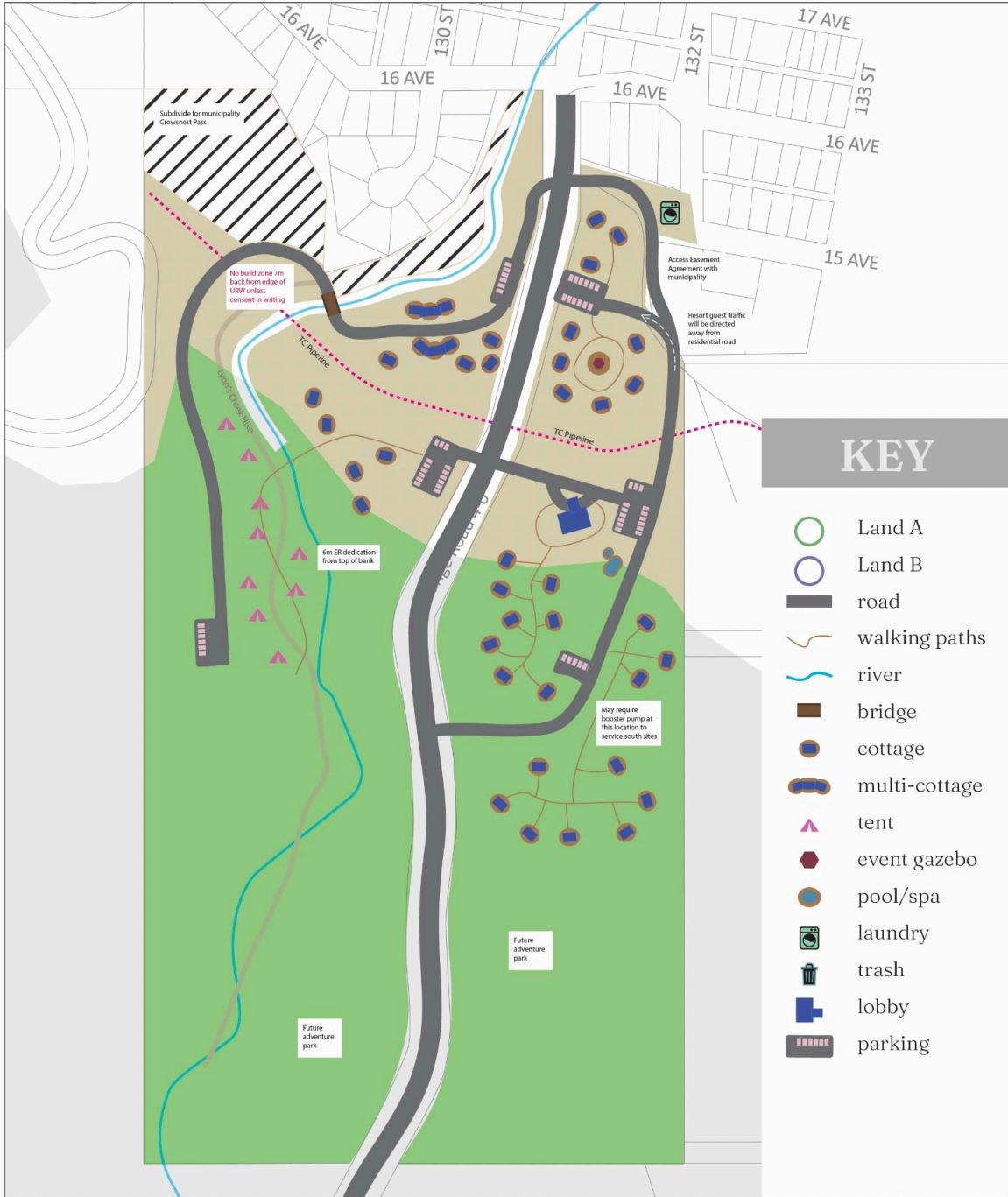
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Charmed Resort Crowsnest Pass

Site Map  
12/19/2024

CONCEPT ONLY





**Charmed Resorts**  
CONCEPT ONLY



**Charmed Resorts**  
CONCEPT ONLY

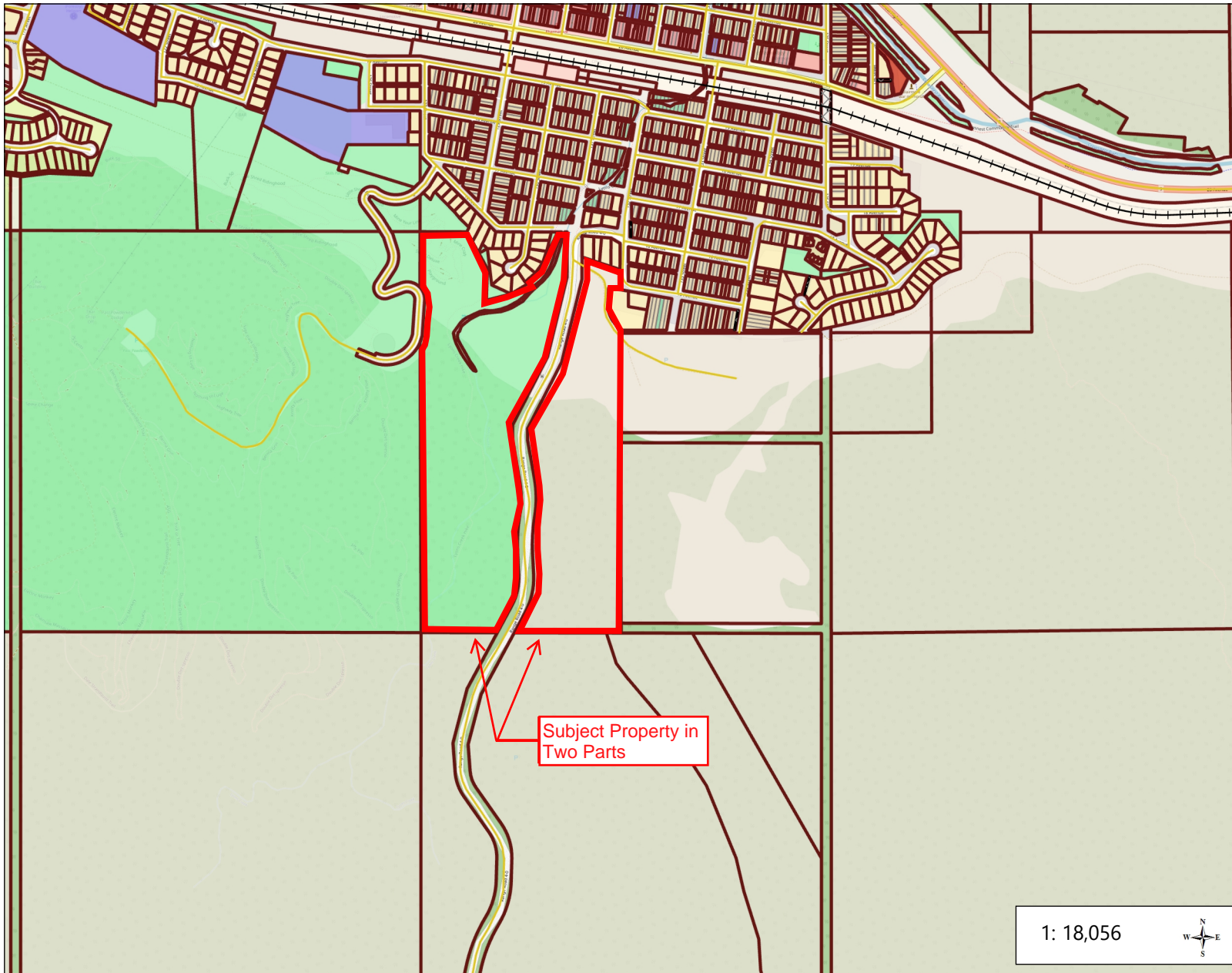




Charmed Resorts  
CONCEPT ONLY



# Municipality of Crowsnest Pass



## Legend

### Land Use Districts -

- RESIDENTIAL R-1
- NON-URBAN AREA NUA-1
- RECREATION & OPEN SPACE RO-1

Subject Property in Two Parts

1: 18,056



0.9 0 0.46 0.9 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© OpenStreetMap contributors

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes

Crowsnest Pass

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

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



## Municipality of Crowsnest Pass Request for Decision

**Meeting Date:** January 14, 2025

**Agenda #:** 7.c

**Subject:** Hillcrest Fish and Game - Category 3 Grant Request

**Recommendation:** That Council consider approval of a Category 3 grant request in the amount of \$1,000 for Hillcrest Fish and Game Protective Association Centennial Celebration on March 22, 2025.

**Executive Summary:**

Administration received a Category 3 grant request from Maria Voeller Program Chair for Hillcrest Fish and Game Protective Association requesting \$1,000 funding for their Centennial Celebration to be held March 22, 2025.

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

N/A

**Discussion:**

The Hillcrest Fish and Game Protective Association will be celebrating their 100th anniversary in 2025. The event will be open to all members of the community and is scheduled for March 22, 2025. This is a fundraiser event to enable Hillcrest Fish and Game to continue to sponsor and hold events for the youth of our community. They are requesting a Category 3 grant in the amount of \$1,000 to support their centennial celebration.

**Analysis of Alternatives:**

- Council can approve the grant for \$1000.
- Council can deny the grant request.
- Council can approve a different amount.

**Financial Impacts:**

Administration annually sets aside \$4,000 in the budget for Category 3 grant requests. To date Council has approved two grant applications totaling \$2,000.

**Attachments:**

[2024\\_CATEGORY\\_3\\_GRANT\\_FUNDING\\_APPLICATION.pdf](#)

[Category 3 Funding Application.docx](#)





**2024 CATEGORY 3 GRANT FUNDING APPLICATION**

Funding Period: January 1, 2024 – December 31, 2024

**Please be advised all information provided will be considered public information**

**NAME OF ORGANIZATION:** Hillcrest Fish and Game Protective Association

**MAILING ADDRESS:** Box 1126 Blairmore, Alberta

**CONTACT NAME & TITLE:** Maria Voeller- Programs Chair

**PHONE NUMBER:** 403-563-7622

**E-MAIL:** admin@hfgpa.org

**WEBSITE:** -

**NAME & DATE OF EVENT:** Hillcrest Fish and Game Protective Association Centennial Celebration

**2024 FUNDING REQUEST:** \$ 1000.00

**ACTIVITY TYPE (Please check one):**

- Hosting a Charitable Event or Community Event/Celebration
- Travel to a Provincial, National or International Event representing the Crowsnest Pass
- Other initiatives, projections and activities deemed eligible by Council (Please explain)

**CATEGORY 3 REQUESTS** will be considered on a “**first come, first served**” basis. Any funding and support approved is done so on a one-time basis. Any additional funding and support requests after 2024 will be considered under a Category 1 or Category 2 request. On-going annual support should not be assumed and will not be guaranteed. Funding and support will be limited to one application per calendar year for each cause, group, organization, or individual. If applicable, the current rates for use of Municipal Facilities, equipment and labour/services must be included and detailed in the application. Each award of funding and support will not exceed \$1,000.00 in total value (funding and in-kind support), or 50% of the total applicable costs to a maximum of \$1,000.00 – WHICHEVER AMOUNT IS LESS. In determining the amount of funding and support to grant, Council shall consider total budgeted expenditures for activities outlined in the application; fundraising and external funding commitments garnered by the applicant; the applicant’s contribution to the initiative or event (i.e. financial, in-kind and volunteerism); youth and family events and organizations will receive preference; the impact on the Municipality, which can be measured by economic impact, number of attendees, length of the event, or overall value/significance to the community; the marketing value and opportunities being offered to the Municipality in exchange for any funding; the profitability of the event; other municipal grant funding provided to the applicant; any other factor that Council feels is warranted.

**Please attach a description of your initiative, including the following information:**

1. Any marketing value or opportunities offered to the Municipality.
2. The impact of the initiative and its value to the community (e.g. volunteer contributions, anticipated attendance and why it is important to the community)
3. Clearly indicate if the event/activity is for youth, family or adults (youth and family events and organizations will receive preference over adult ones)
4. Total budgeted revenue, including a breakdown of funding sources (i.e. fundraising/donations, applicant contribution, grants, user fees or participant fees, etc.)
5. Total budgeted expenditures, including a breakdown of costs (i.e. transportation, accommodation, facility and equipment rental, food, entertainment, marketing/advertising, etc.)
6. Clearly identify the municipal facilities, equipment and labour costs associated with the request, as per the attached Fee Schedule.

**PLEASE NOTE: Grant recipients are required to provide a follow-up report, including an accounting of expenditures to the Director of Finance within 30 days of the applicant's funded/support activity/event. Grant recipients that do not provide adequate reporting will not be eligible to access future grant funding until the requirements have been fulfilled.**

*Maria Voeller*

\_\_\_\_\_  
APPLICANT SIGNATURE

August 9, 2024

\_\_\_\_\_  
DATE

**Submit applications to: Brian McCulloch, Director of Finance**

**E-mail: [brian.mcculloch@crowstpass.com](mailto:brian.mcculloch@crowstpass.com)**

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council Grant. The information is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and may become public information. Questions regarding the collection of this information can be directed to the Municipal FOIP Coordinator at 403-562-8833.

## Category 3 Funding Application

### Event: The Hillcrest Fish and Game Protective Association Centennial Celebration

Date: March 22, 2025

Here is an overview of the requested information:



- This event will be open to all members our community and will be advertised throughout the Municipality on the Community advertising boards, posters at local businesses, shared on social media and in local newspapers. We will also be presenting a slide show throughout the evening showcasing all of our sponsors. This will provide the Municipality with marketing opportunities.
- The Hillcrest Fish and Game Protective Association will be celebrating our 100th Anniversary in 2025. We promote the responsible use of habitat, fish, and wildlife resources in our area. As we continue to sponsor and hold events for the youth of our community and promote the responsible use of our resources, it is crucial that we keep fundraising to ensure we can monetarily support these activities such as the youth mentored hunt, the Ed Gregor Stewardship Day and registrations for the Narrow Lake Youth Camp.
- The event will be held at the MDM Community Centre. We will rent the tables, chairs, curtains and podium from the Municipality of the Crowsnest Pass.

Please see the attached expense/revenue spreadsheet.

The Rates for the venue, tables, chairs, curtains and podium may increase when the 2025 Fees, rates and charges bylaw is passed.