

AGENDA
CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION MEETING
September 22, 2020

The regular meeting of the Municipal Planning Commission for the Clear Hills County will be held on Tuesday, September 22, 2020, in the Council Chambers, 313 Alberta Avenue, Worsley Alberta, at 9:00 a.m.

- A) CALL TO ORDER**
- B) AGENDA**
 - A. REGULAR MEETING of September 22, 2020* 1
- C) ADOPTION OF THE PREVIOUS MINUTES**
 - A. REGULAR MEETING of September 8, 2020* 2
- D) BUSINESS ARISING OUT OF THE MINUTES**
- E) DELEGATION**
 - A. James Koyman – Subdivision proposal* 4
- F) BY-LAW**
- G) OLD BUSINESS**
- H) NEW BUSINESS**
 - A. SUBDIVISION APPLICATION – B & S Meashaw* 7
- I) CORRESPONDENCE AND INFORMATION**
- J) CONFIDENTIAL ITEMS**
- K) ADJOURNMENT**

Initials show support - Reviewed by: Development Officer:
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Manager:

**MINUTES OF CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION
COUNTY COUNCIL CHAMBERS
TUESDAY, SEPTEMBER 8, 2020**

PRESENT	Miron Croy Amber Bean Raymond Wetmore Peter Frixel David Janzen	Chair Member Member Deputy Chair Member
ATTENDING	Allan Rowe Audrey Bjorklund Bonnie Morgan	Chief Administrative Officer (CAO) Community Development Manager (CDM) Executive Assistant (EA)
ABSENT		
CALL TO ORDER	Chairperson Croy called the meeting to order at 9:00 a.m.	
<u>ACCEPTANCE OF AGENDA</u> M24-20(09/08/20)	RESOLUTION by Member Janzen to adopt the agenda governing the September 8, 2020, Municipal Planning Commission Meeting as presented. CARRIED.	
<u>APPROVAL OF MINUTES</u> Previous Regular Meeting Minutes M25-20(09/08/20)	RESOLUTION by Member Wetmore to adopt the minutes of the August 11, 2020 Municipal Planning Commission Meeting, as presented. CARRIED.	
<u>NEW BUSINESS</u> Development Permit Application – Anchor of Life Fellowship	Development Permit Application W29-20 was received from the Anchor of Life Fellowship for a church on SW 16-85-08-W6M.	
M26-20(09/08/20)	RESOLUTION by Member Janzen that the Municipal Planning Commission approved Development Permit Application W29-20 for a church on SW 16-85-08-W6M. <ol style="list-style-type: none"> 1. Developer to obtain a Roadside Development Permit from Alberta Transportation. 2. Prior to start of construction, any outstanding property taxes to be paid in full on the land(s) proposed for development. 3. Minimum setbacks from the property lines: <ol style="list-style-type: none"> a. Front yard, 40.8m (134 feet) b. Side yard, 15.2m (50 feet) c. Rear yard, 15.2m (50 feet) 	

4. All structures moved in and/or constructed on site shall conform to all building code standards as set by Human Resources and Alberta Safety Codes Council.
5. All sewage disposal systems must comply with the Alberta Private Sewage Treatment and Disposal Regulations.
6. All required Municipal Land Use Bylaw and Provincial/Federal Regulations to be adhered to. CARRIED.

ADJOURNMENT

Chairperson Croy adjourned the September 8, 2020 Municipal Planning Commission Meeting at 9:09 a.m.

DATE

CHAIRPERSON

DATE

CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

Meeting:	Municipal Planning Commission Meeting
Meeting Date:	September 22, 2020
Originated By:	Audrey Bjorklund
Title:	DELEGATION – JAMES KOYMAN – SUBDIVISION PROPOSAL
File:	61-02-02

DESCRIPTION:

James Koyman will be present at 9:00 a.m. to present a subdivision proposal to divide a quarter of agricultural land he and his brother have inherited, so each will have title to their own ½ of the quarter section. The quarter is SW 18-83-3-W6M.

BACKGROUND:

ATTACHMENTS:

1. Email from surveyor
2. Aerial photo of quarter section.

OPTIONS:

- A. Support in principle subdividing SW 18-83-3-W6M in half.
- B. Not support subdividing SW 18-83-3-W6M in half.

RECOMMENDED ACTION:

That the Municipal Planning Commission...

Initials show support - Reviewed by: Development Officer:

Manager:



Audrey Bjorklund

From: Jason Coates <jwc.surveyor@gmail.com>
Sent: September 14, 2020 10:17 AM
To: Audrey Bjorklund
Cc: jpkoyman@telus.net
Subject: Koyman Subdivision SW 18-83-3-W6

Hi Audrey,

James and Don Koyman own a 1/4 together in Clear Hills County. This land was left to them by their father as joint tenants. Each of the brothers has children. The brothers do not get along. They would like to subdivide the land in order to identify their own portions and separate it for good. They have agreed who would get what portion. Right now they each own 50% of the whole quarter- not a specific 50% of the quarter. Changing the method of ownership (to tenants in common) or adding descendents to title doesn't solve this problem, it in fact complicates it with more owners. The only way to do this is to subdivide.

They are asking for a 50/50 split into a north half and south half of the quarter. Each half has road access. If either party dies in the present situation this could lead to court action whereby the courts order a subdivision, or one party is injured by 100% loss.

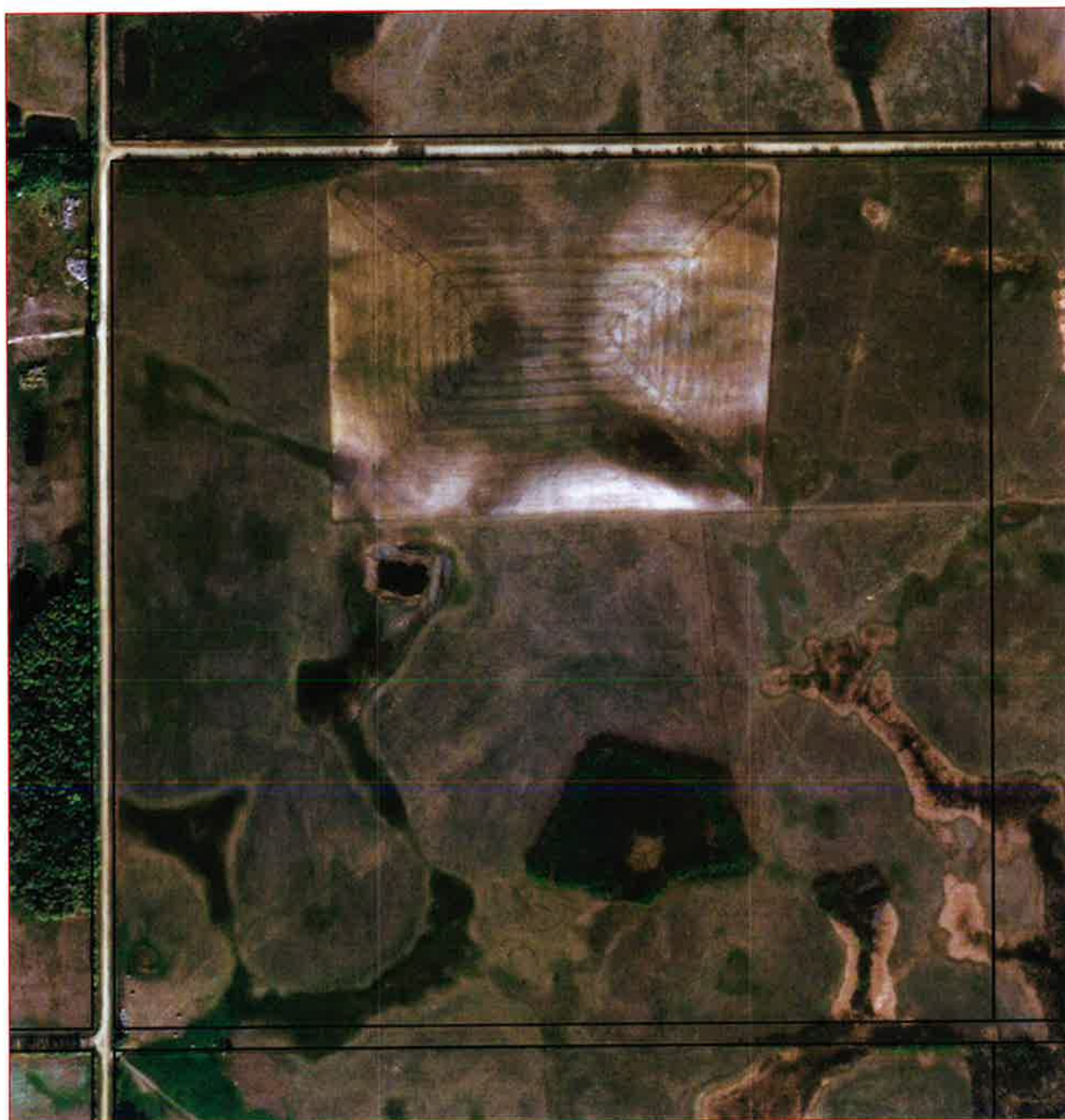
I am asking for an agreement in principle to split this quarter at the Sept 22 MPC meeting. James would like to present at the meeting.

Cheers,

Jason Coates, A.L.S.
President

BORDERLINE SURVEYS Ltd.
11028-102nd Ave. T0H1L0 | Box 2661 Fairview, Alberta
cell 780.330.9939 | www.borderlinesurveys.ca

Koyman – SW 18-83-3-W6M



Clear Hills County

Request For Decision (RFD)

Meeting:	Municipal Planning Commission Meeting
Meeting Date:	September 22, 2020
Originated By:	Audrey Bjorklund, CLGM –Development Officer
Title:	SUBDIVISION REFERRAL – Bruce & Shirley Meashaw
File:	61-02-02

DESCRIPTION:

Subdivision referral S06-20 (20-1MK024) was received from Mackenzie Municipal Services Agency regarding the application for a Farmstead separation, from Bruce & Shirley Meashaw for NW 31-83-4-W6M (4.047 hectares – 10 acres).

BACKGROUND:

- Zoning: Agricultural (AG2)
- This is adjacent to the Village of Hines Creek and has been referred to them for comment as well, as per the Intermunicipal Development Plan.
- The proposal is to subdivide a 10 acre farmstead separation parcel from the quarter.
- The parcel size is in compliance with Section 10.4 Land Use Bylaw: AG 1 Farmstead Separation: 1.2 ha (3 ac) minimum, 4 ha (10 ac) maximum.
- There are two cemeteries subdivided out of this quarter section, these do not affect the density provision of the land use bylaw.
- This would be the first residential parcel out of the quarter.
- There is an existing approach to access the balance of the quarter.

ATTACHMENTS:

- Subdivision application

OPTIONS:

- A. Deny the request
- B. Approve the subdivision request with conditions listed, or other conditions

RECOMMENDED ACTION:

RESOLUTION BYthat the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve the Farmstead separation Farmstead separation, from Bruce & Shirley Meashaw for NW 31-83-4-W6M (4.047 hectares – 10 acres), subject to the following conditions:

1. Any outstanding property taxes to be paid in full on the land proposed to be subdivided or arrangements made which are satisfactory to the County.
2. All required County, Provincial and Federal Regulations to be adhered to.

Initials show support - Reviewed by: Development Officer:

Manager:

Abj



MACKENZIE MUNICIPAL SERVICES AGENCY

5109 - 51 Street P.O. Box 450

Berwyn, Alberta T0H 0E0

Phone: (780) 338.3862 Fax: (780) 338.3811

www.mmsa.ca

DATE: September 8, 2020

FILE NO.: 20-1MK024

MUNICIPALITY: Clear Hills County

LEGAL: NW 31.83.4.W6M

OWNER: Bruce & Shirley Meashaw

PROPOSED LAND USE: Farmstead Separation

DEVELOPER/AGENT/SURVEYOR: Borderline Surveys Ltd.

MAY WE HAVE YOUR COMMENTS ASAP IN AS FAR AS YOUR AGENCY IS CONCERNED.
PLEASE ATTACH ANY ADDITIONAL COMMENTS.

SIGNATURE: _____

Comments received may be deemed public information.

Area Planner: Jan Sotocinal

Telus: Grande Prairie

ATCO Electric: Attn. Rita Klasson, Land Administration, Edmonton

ATCO Pipeline: HP.Circulations.com

Gas Co-op: North Peace Gas Co-op

Municipality: Clear Hills County

Adjacent Municipality: Village of Hines Creek

Alberta Transportation PR: Attn. M Cobick

FORM 1
APPLICATION FOR SUBDIVISION

FOR OFFICE USE ONLY

Date of Receipt for Completed Form:

5/20 2/20

File No.:

20-1MK024

Fee Submitted:

\$725.00

THIS FORM IS TO BE COMPLETED IN FULL WHEREEVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNERS BEHALF.

1. Name of registered owner of land to be subdivided:

Bruce M Meashaw and Shirley M Meashaw
(Full Name in Block Capitals)

Address and phone number:

Box 61, Hines Creek, AB T0H 2A0 - 780-835-0459

2. Name of agent (person authorized to act on behalf of registered owner), if any:

Borderline Surveys Ltd./Jason Coates
(Full Name in Block Capitals)

Address and phone number:

Box 2661, Fairview, AB T0H 1L0 780-835-4618

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:

All/part of the NW $\frac{1}{4}$ Sec 31 TWP 83 Range 4 West of 6 Meridian

Being all/parts of Lot _____ Block _____ Registered Plan No _____ C.O.T. No. 192 000 038

Area of the above parcel of land to be subdivided 4.047 hectares 10.00 (acres)

Municipal Address if applicable #45047 Hwy 685

4. LOCATION OF LAND TO BE SUBDIVIDED:

a. The land is situated in the municipality of Clear Hills County

b. Is the land situated immediately adjacent to the municipal boundary? Yes _____ No X

If "yes", the adjoining municipality is _____

c. Is the land situated within 1.6 kilometres (1.0 miles) of the right-of-way of a highway? Yes X No _____

If "yes", the Highway is No Hwy 685 the Secondary Road is No. _____

d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal?

Yes _____ No X If "yes", state its name: _____

e. Is the proposed parcel within 1.5 kilometres (0.933 miles) of a sour gas facility? Yes _____ No X

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

a. Existing use of the land Agriculture

b. Proposed use of the land Residential

c. The designated use of the land as classified under a land use bylaw AG

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) Flat, low lying area (seasonally wet)

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc - sloughs, creeks, etc) Brush Trees, cultivated farmland

c. Describe the kind of soil on the land (sandy, loam, clay, etc) Clay

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved See tentative plan - none to be moved or demolished

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal.

Cistern in basement of house, Septic Tank to be installed

9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

Borderline Surveys Ltd./Jason Coates

hereby certify that

☐ I am the registered owner, or

☒ I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete as is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Address: Box 2661, Fairview, AB T0H 1L0

Signature

Jason Coates

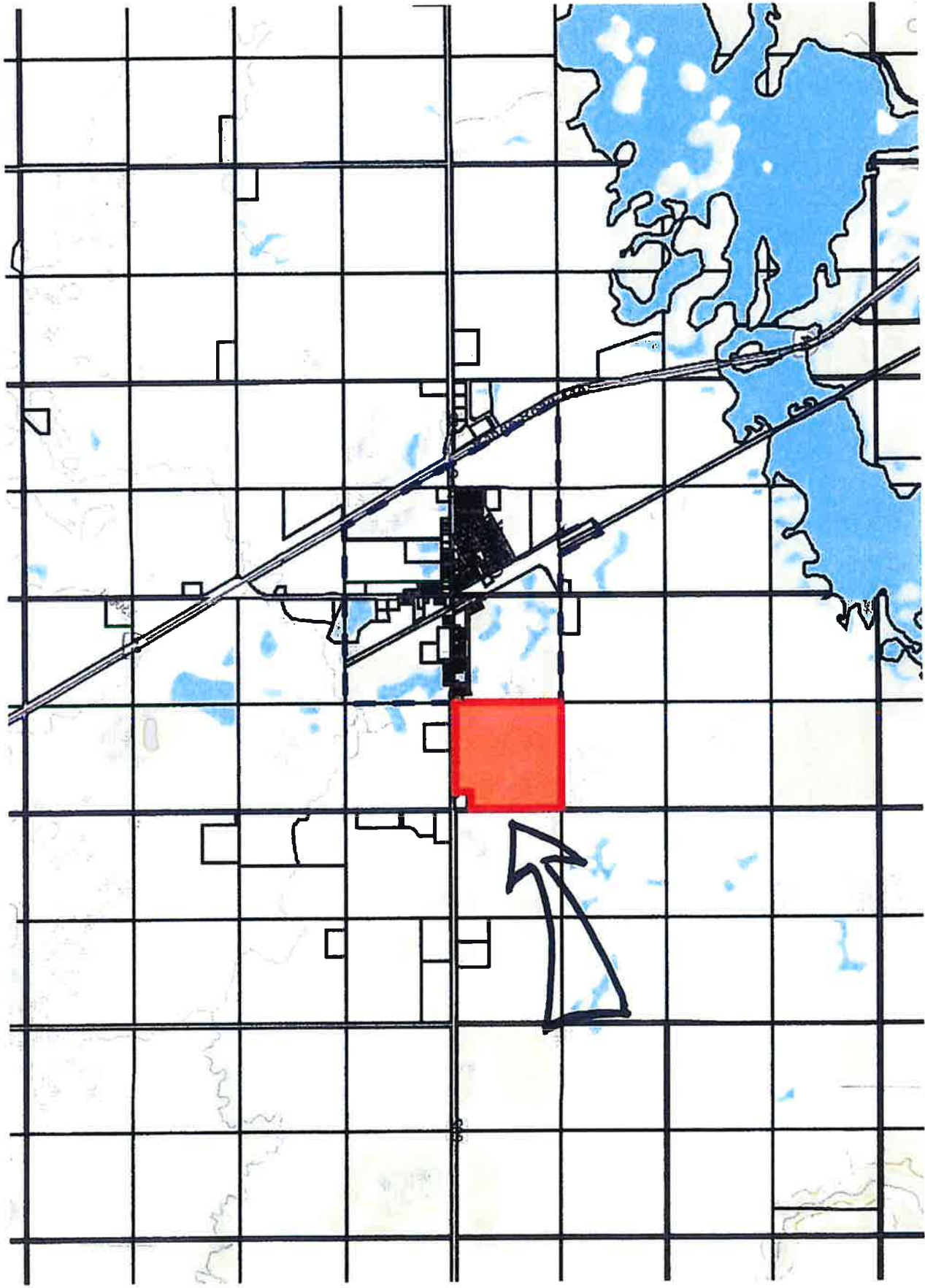
Phone No.: 780-835-4618/cell 780-330-9939

Date August 14, 2020

FURTHER INFORMATION MAY BE PROVIDED BY THE APPLICANT ON THE REVERSE SIDE OF THIS FORM

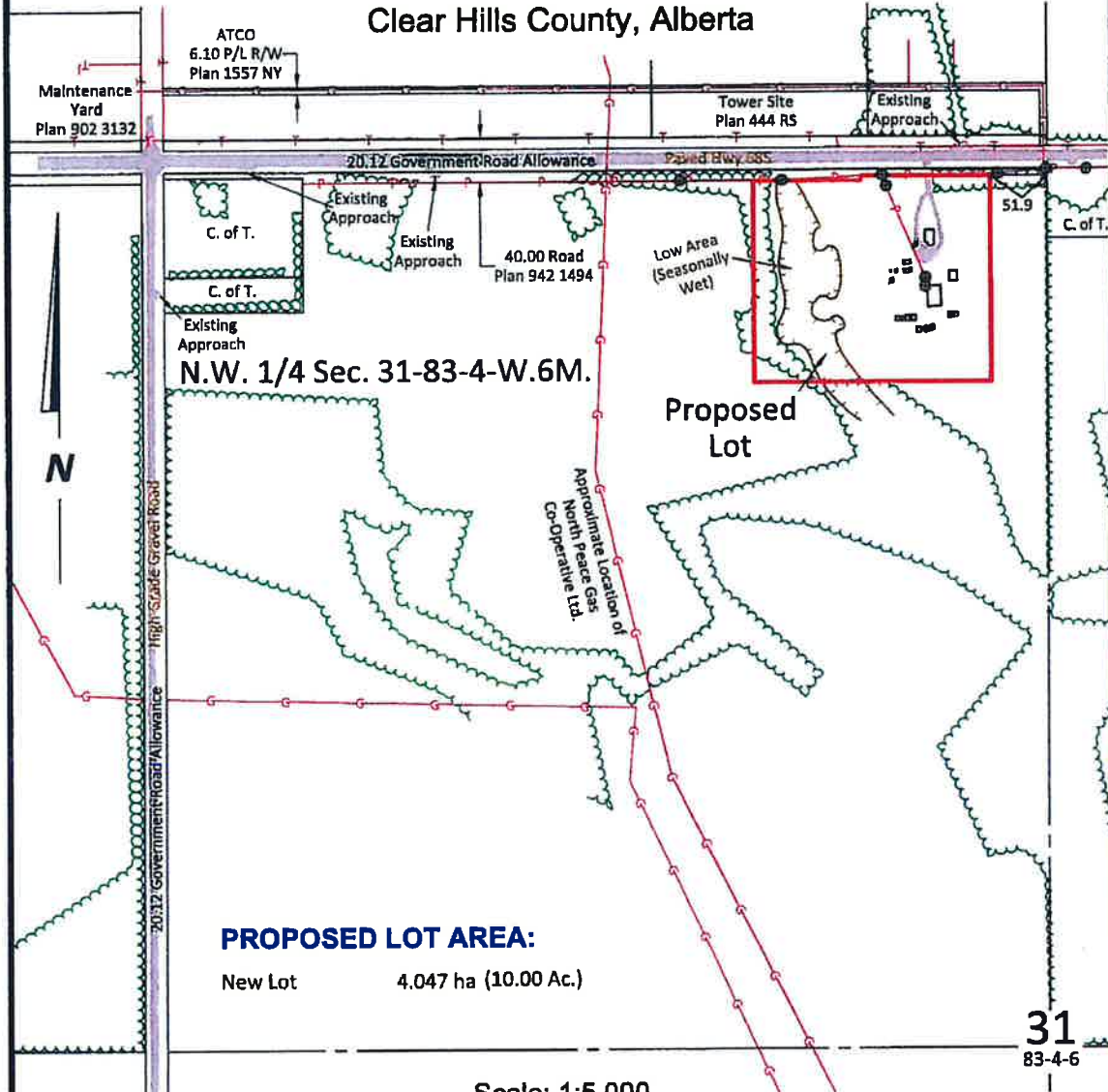
CLAREMONT COUNTY
FILE: 20-1MK024

"LOCATION PLAN"



PROPOSED SUBDIVISION: FARMSTEAD SEPARATION
LEGAL DESCRIPTION: NW 31. 93. 4W 6M

**Tentative Plan Showing
Subdivision of Part of
N.W. 1/4 Sec. 31,
Twp. 83, Rge. 4, W.6M.
(Farm Yard Separation)
Within
Clear Hills County, Alberta**



PROPOSED LOT AREA:

New Lot 4.047 ha (10.00 Ac.)

Scale: 1:5,000

LANDOWNER(S):

N.W. 31-83-4-W6:
Bruce M Meashaw
Shirley M Meashaw
As Joint tenants
C. of T. 192 000 038

**REGISTERED TITLE
ENCUMBRANCES
(Affecting Extent of Title)**

C. of T. 192 000 038 (N.W.31)

1. 74760X: U.R.W. Alberta Power Limited
2. 762 204 929: U.R.W. North Peace Gas Co-op Ltd.
3. 922 217 997: U.R.W. Alberta Power Limited
4. 002 275 620: U.R.W. ATCO Electric Ltd.
5. 132 405 690: U.R.W. ATCO Electric Ltd.
6. 132 422 338: U.R.W. ATCO Electric Ltd.

LEGEND

- Lands Dealt With Road
- Buried Telus
- Buried Gas Co-op
- Overhead Powerline
- Fence
- Power Pole
- Septic Discharge/Tank
- Water Well/Cistern



**BORDERLINE
SURVEYS**

10111 - 110th Street, Box 2661
Fairview, AB, T8B 0A1
www.borderlinesurveys.com

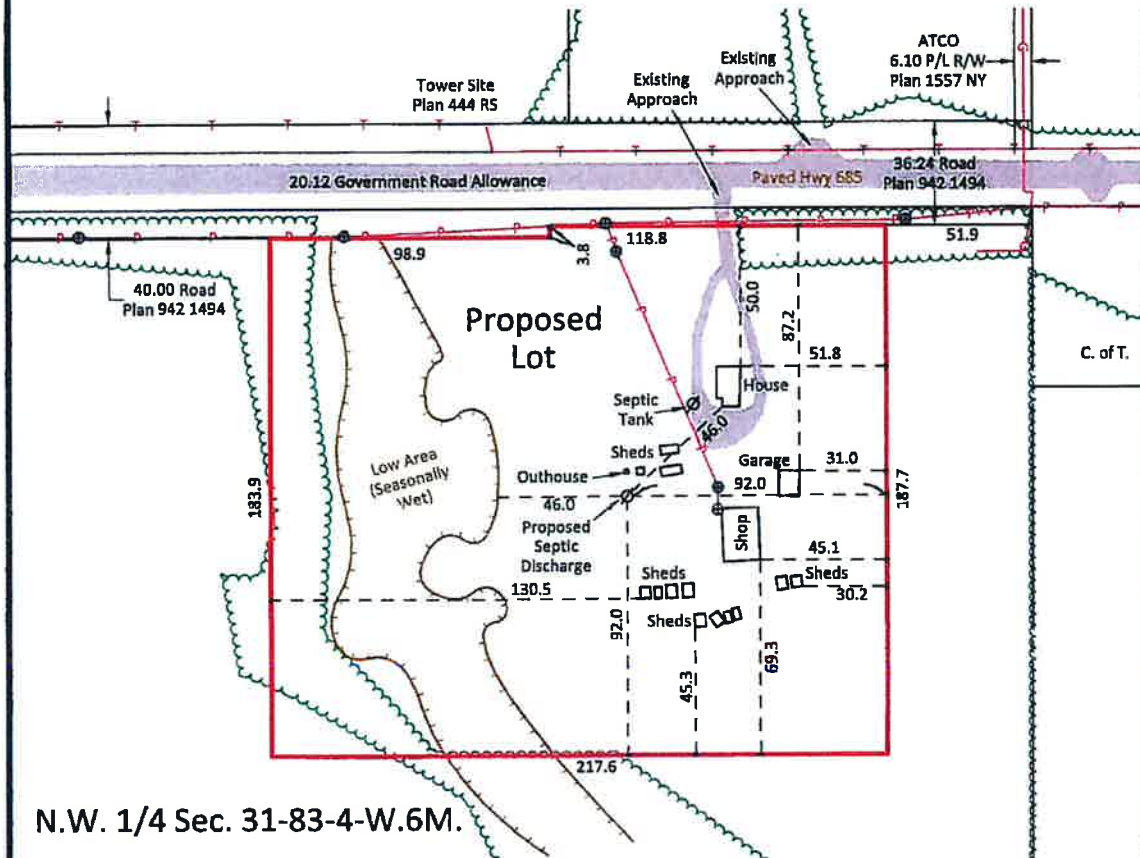
Page: 1 of 4

Date: Aug. 13, 2020

Drawn by: MAM

Job No.: 200084

**Tentative Plan Showing
Subdivision of Part of
N.W. 1/4 Sec. 31,
Twp. 83, Rge. 4, W.6M.
(Farm Yard Separation)
Within
Clear Hills County, Alberta**



N.W. 1/4 Sec. 31-83-4-W.6M.

Scale: 1:2,000

NOTE:

- 1- Cistern is in the basement of the House.
- 2- No Septic discharge exists. A new one is proposed.



LEGEND

- Lands Dealt With
- Road
- Buried Telus
- Buried Gas Co-op
- Overhead Powerline
- x Fence
- Power Pole
- Septic Discharge/Tank
- Water Well/Cistern



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Page: 2 of 4

Date: Aug. 13, 2020

Drawn by: MAM

Job No.: 200084

**Tentative Plan Showing
Subdivision of Part of
N.W. 1/4 Sec. 31,
Twp. 83, Rge. 4, W.6M.
(Farm Yard Separation)
Within
Clear Hills County, Alberta**



Lot Photo Detail
Scale: 1:2,000
Photo : Bing Imagery

NOTE:

1- Bush has been removed since the date of the Photo to the West of the Yard Site.



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SURVEYS**

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Page: 3 of 4

Date: Aug. 13, 2020

Drawn by: MAM

Job No.: 200084

**Tentative Plan Showing
Subdivision of Part of
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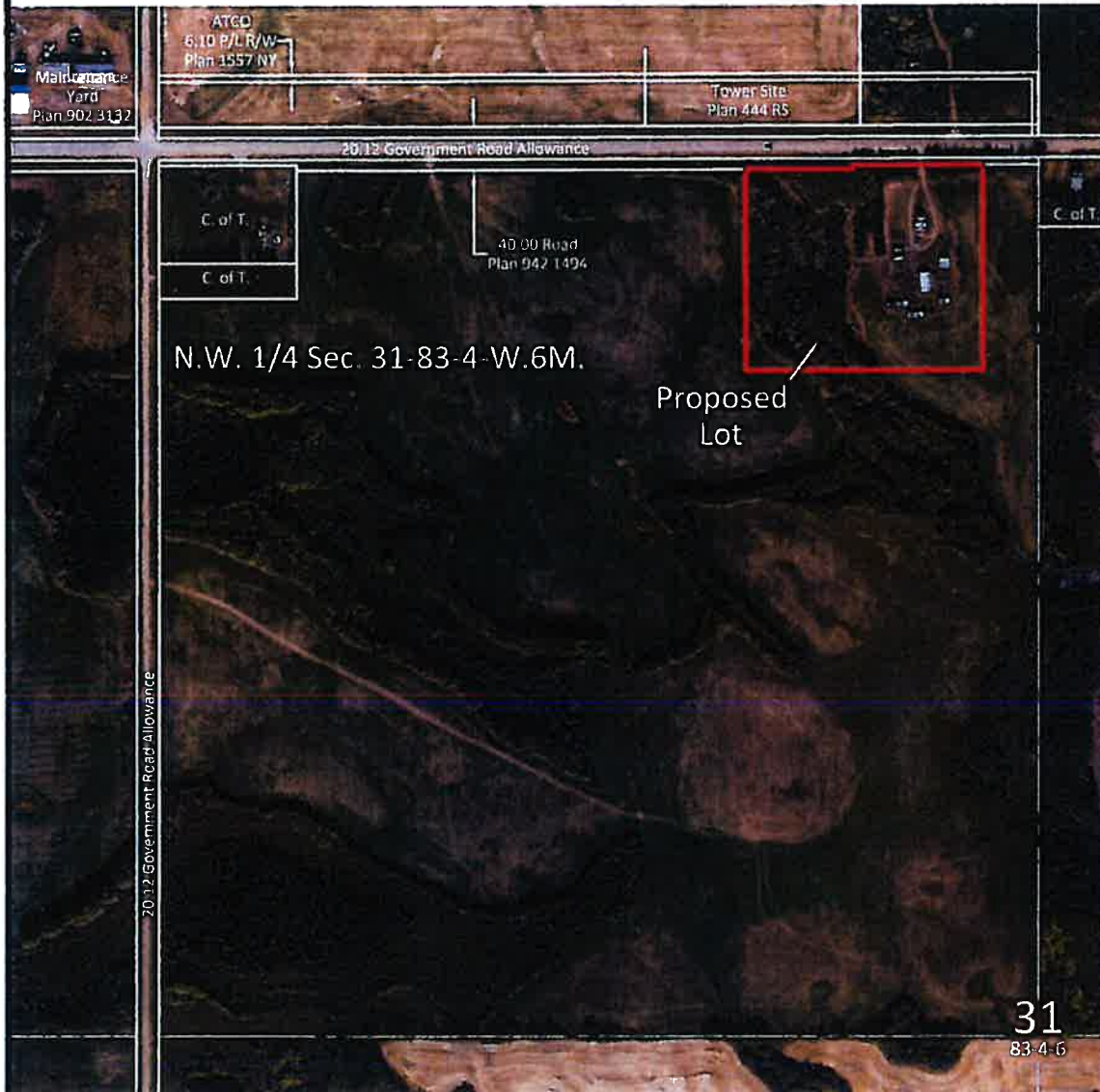


Photo
Scale: 1:5,000
Photo : Bing Imagery



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Fairview, AB. T8O - 330 - 9939
www.borderlinesurveys.com

Page: 4 of 4

Date: Aug. 13, 2020

Drawn by: MAM

Job No.: 200084

**MACKENZIE MUNICIPAL SERVICES AGENCY
SUBDIVISION COMMENTS**

MUNICIPALITY:	<u>Clear Hills County</u>	DATE RECEIVED:	<u>September 2, 2020</u>
FILE:	<u>20-1MK024</u>	EXPIRY DATE:	<u>November 1, 2020</u>
LEGAL:	<u>NW 31.83.4.W6M</u>	TIME EXTENSION:	<u></u>
APPLICANT/AGENT:	<u>Bruce & Shirley Meashaw</u>		

PROPOSAL: The proposal is to subdivide from the quarter section, a 10 ac parcel to accommodate an existing farmstead. The 2 separate certificates of titles are for cemeteries and therefore to not affect the density provision of the LUB.

ACREAGE IN TITLE: 155.51 acres

RESERVE REQUIREMENT: Reserve may be required, however given the nature of the previous subdivisions, the County may wish to dispense with the need for reserve on this application.

PROXIMITY TO URBAN MUNIC: Adjacent to the Village of Hines Creek

PREVIOUS APPLICATIONS:

SITE CHARACTERISTICS

C.L.I.: 25% 4, 0; 75% 0

TOPOGRAPHY: The subject land is basically flat with some low lying areas which are seasonally wet.

EXISTING USE/DEVELOPMENT: There is an existing farmstead on site including a residence, garage, numerous sheds and associated servicing. The balance of the quarter is partially cultivated with some low lying, wet areas.

ROAD ACCESS: Access is gained via Hwy 685 to the north. There appears to be an approach to the balance from the Highway as well. Ab. Transportation will be asked to comment on highway requirements/concerns.

SERVICING: The existing development is serviced with cistern for water supply and currently does not have a sewage disposal system. The proposal is to install a new sewage system – a permit will be required for this to ensure that it is installed to code.

PARCEL SIZE: The proposed parcel size is deemed appropriate for the intended use.

LEGISLATION

LAND USE BYLAW: Located in the Agricultural District – 2 (AG-2). No conflicts. Parcel density allowed under Section 10.5(3)(b).

MUNICIPAL DEVELOPMENT PLAN: May be allowed

INTER MUNICIPAL DEV. PLAN: Circulated to the Village of Hines Creek as per plan.

SUBDIVISION REGULATIONS: Referred to Ab. Transportation as per Section 5(5)(d) of the Regulations

MUNICIPAL GOVERNMENT ACT: No conflicts

(These comments are subject to change based on additional information that may be received).