

AGENDA
CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION MEETING
March 9, 2021

The regular meeting of the Municipal Planning Commission for the Clear Hills County will be held on Tuesday, March 9, 2021, in the Council Chambers, 313 Alberta Avenue, Worsley Alberta, at 9:00 a.m.

- A) CALL TO ORDER**
- B) AGENDA**
 - A. REGULAR MEETING of March 9, 2021 1*
- C) ADOPTION OF THE PREVIOUS MINUTES**
 - A. ORGANIZATIONAL MEETING of November 10, 2020..... 2*
 - B. REGULAR MEETING of November 10, 2020..... 4*
- D) BUSINESS ARISING OUT OF THE MINUTES**
- E) DELEGATION**
- F) BY-LAW**
- G) OLD BUSINESS**
- H) NEW BUSINESS**
 - A. SUBDIVISION PROPOSAL – Benjamin Isaac..... 6*
 - B. SUBDIVISION PROPOSAL – E, J & G Lund..... 10*
- I) CORRESPONDENCE AND INFORMATION**
- J) CONFIDENTIAL ITEMS**
- K) ADJOURNMENT**

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

**MINUTES OF CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION
ORGANIZATIONAL MEETING
COUNTY COUNCIL CHAMBERS**

PRESENT

Miron Croy	Member
Abe Giesbrecht	Member
Raymond Wetmore	Member
David Janzen	Member

ABSENT

Peter Frixel	Member
--------------	--------

ATTENDING

Allan Rowe	Chief Administrative Officer (CAO)
Audrey Bjorklund (CDM)	Community Development Manager
Bonnie Morgan	Executive Assistant (EA)

CALL TO ORDER

Chief Administrative Officer (CAO), Allan Rowe called the meeting to order at 9:00 a.m.

AGENDA

M31-20(10/11/20)

RESOLUTION by Member Croy to adopt the agenda governing the November 10, 2020 Municipal Planning Commission Organizational Meeting, as presented.CARRIED.

NEW BUSINESS

Voting Procedure

Members of the Municipal Planning Commission vote by show of hands during the Organizational Meeting.

**Election of
Chairperson**

As per Bylaw 66-03, the Members of the Municipal Planning Commission shall elect a Chairperson from amongst themselves.

CAO Allan Rowe called for nominations for Chairperson.
Member Wetmore nominated Member Croy
Member Croy accepted the nomination.

CAO Allan Rowe called nominations for Chairperson for a second time.

CAO Allan Rowe called nominations for Chairperson a third and

M32-20(10/11/20)

RESOLUTION by Member Janzen to end the nomination period for the election of Chairperson. CARRIED.

M33-20(10/11/20)

RESOLUTION by Member Wetmore to appoints Chairperson Croy for the Municipal Planning Commission by acclamation.

Member Croy took the Chair.

Chairperson called for nominations for Deputy Chair.
Member Giesbrecht nominated Member Janzen for Deputy Chairperson.
Member accepted the nomination

Chairperson called a second time for nominations for Deputy Chairperson.

Chairperson called a third and final time for nominations for Deputy Chairperson.

M34-20(10/11/20)

RESOLUTION by Member Janzen to end the nomination period for the election of Deputy Chairperson.CARRIED.

M35-20(10/11/20)

RESOLUTION by Chairperson Croy to appoint Deputy Chairperson Janzen by acclamation. CARRIED.

ADJOURNMENT

Chairperson Croy adjourned the Organizational Municipal Planning Commission Meeting on at 9:04 a.m.

DATE

CHAIRPERSON

DATE

CHIEF ADMINISTRATIVE OFFICER

**MINUTES OF CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION
COUNTY COUNCIL CHAMBERS
TUESDAY, November 10, 2020**

PRESENT

Miron Croy	Chairperson
David Janzen	Deputy Chairperson
Raymond Wetmore	Member
Abe Giesbrecht	Member

ABSENT

Peter Frixel	Member
--------------	--------

ATTENDING

Allan Rowe	Chief Administrative Officer (CAO)
Audrey Bjorklund	Community Development Manager (CDM)
Bonnie Morgan	Executive Assistant (EA)

ABSENT

CALL TO ORDER

Chairperson Croy called the meeting to order at 9:05 a.m.

ACCEPTANCE OF
AGENDA

M36-20(11/10/20)

RESOLUTION by Deputy Chairperson Janzen to adopt the agenda governing the November 10, 2020, Municipal Planning Commission Meeting as presented. CARRIED.

APPROVAL OF
MINUTES

Previous Regular
Meeting Minutes
M37-20(11/10/20)

RESOLUTION by Member Wetmore to adopt the minutes of the September 22, 2020 Municipal Planning Commission Meeting, as presented. CARRIED.

NEW BUSINESS

Subdivision Referral
J&P Koyman and
D&S Koyman

Subdivision Referral S07-20 (20-1MK024) was received from the Mackenzie Municipal Services Agency regarding the application from James & Pamela Koyman and Don & Susen Koyman to subdivide quarter section SW 18-83-3-W6M into an 80 acre split for agricultural use.

M38-20(11/10/20)

RESOLUTION by Chairperson Croy that the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve the application from James & Pamela Koyman and Don & Susen Koyman to subdivide quarter section SW 18-83-3-W6M into an 80 acre split for agricultural use, 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.

Development Permit
Application
P. Giesbrecht

2. All required County, Provincial and Federal Regulations to be adhered to. CARRIED.

M39-20(11/10/20)

Development Permit Application W32-20 was received from Peter Giesbrecht for parking and storing a manufactured home dwelling on Plan 1124618 Block 1 Lot 1, a subdivision out of SW 36-84-11-W6M.

RESOLUTION by Member Wetmore that the Municipal Planning Commission approves Development Permit Application W32-20 from Peter Giesbrecht for parking and storing a manufactured home dwelling on Plan 1124618 Block 1 Lot 1, a subdivision out of SW 36-84-11-W6M.

1. The manufactured home must be stored on the property in a location that meets the following minimum setbacks from the property lines:
 - a. Front yard, 40.8m (134 feet)
 - b. Side yards, 15.2m (50 feet)
 - c. Rear yard, 15.2m (50 feet)
 - d. Top of the coulee,ravine,valley bank, 22.9 m (75 feet)
2. The manufactured home structure may not be used as a dwelling and will remain vacant of human habitation for the duration of the time it is stored on the property.
3. Manufactured home to be moved onto the subdivision (Plan 1124618 Block 1 Lot 1) by November 30, 2020.
4. Accessory buildings, structures and uses to be removed from the adjacent property (SW 36-84-11-W6M) by November 30, 2020.
5. Sewage system to be reclaimed on the adjacent property (SW 36-84-11-W6M) by November 30, 2020.
6. All required Municipal Land Use Bylaw and Provincial/Federal Regulations to be adhered to.CARRIED.

ADJOURNMENT

Chairperson Croy adjourned the November 10, 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:	March 9, 2021
Originated By:	Audrey Bjorklund
Title:	SUBDIVISION PROPOSAL - BENJAMIN ISAAC
File:	61-02-02

DESCRIPTION:

Benjamin Isaac is seeking support in principle for a 8.10 hectare (20 acre) country residential subdivision out of SE 20-85-7-W6M.

BACKGROUND:

- Zoning: Agricultural District 1 (AG1)
- There is no development on the proposed subdivision or the balance of the quarter, so this is considered a County Residential subdivision.
- Clear Hills County Land Use Bylaw Section 10.4 (3):
 - (a) Parcel Size:
 - (i) Residential uses:
 1. Farmstead Separation: 1.2 ha (3 ac) minimum, 4 ha (10 ac) maximum.
 2. Country Residential: 4.05 ha (10 ac) maximum.
 3. In the case of parcels larger than the permitted parcel size, the approval is at the discretion of the Development Authority, based on the need to accommodate related farm buildings, improvements, existing and proposed services and site characteristics.

ATTACHMENTS:

1. Email with tentative plan

OPTIONS:

- A. Support in principle
- B. Not support

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: March 1, 2021 10:37 AM
To: Audrey Bjorklund
Subject: Proposed Subdivision for Benjamin Isaac
Attachments: 210034T-CP2.pdf

This message's attachments contains at least one web link. This is often used for phishing attempts. Please only interact with this attachment if you know its source and that the content is safe. If in doubt, confirm the legitimacy with the sender by phone.

Hi Audrey,

Please find attached a proposed 20 Acre subdivision. Ben is asking for 20 acres in the corner. He feels that the larger size is justified by the fact that some of the land contains muskeg, and the fact that the land is of lower agricultural potential in general.

I did advise him that if this is approved, he would likely not be granted further subdivision. And if not he would be asked to resize it lower before submitting a formal application.

We are looking for feedback or approval in principle based on the larger size.

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

Tentative Plan Showing

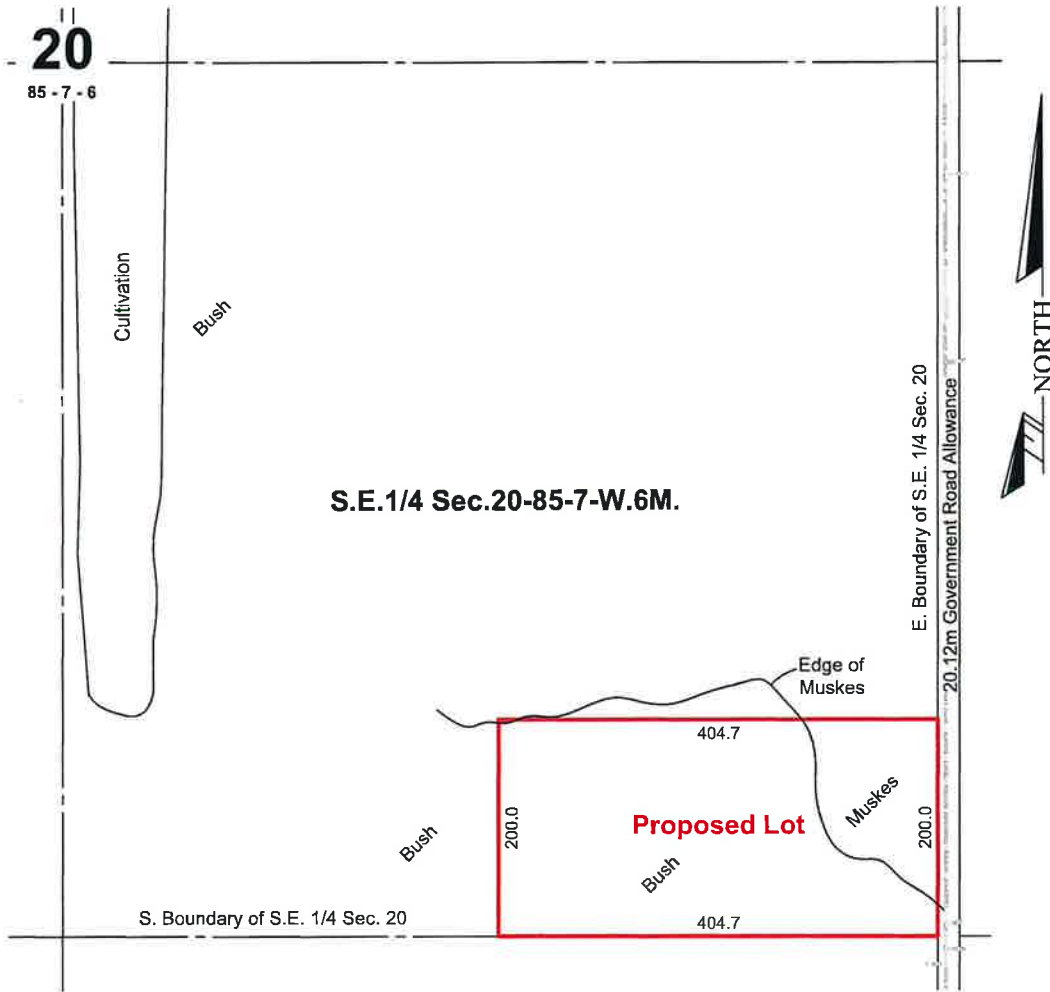
Proposed Subdivision of Part of

S.E. 1/4 Sec. 20,
Twp. 85, Rge. 7, W.6M.

(New Parcel)

within

Clear Hills County, Alberta



SCALE: 1:5,000

LANDOWNER(S):

S.E. 20-85-7-W6
Benjamin Isaac and
Barbara Isaac
C. of T. 202 005 342

REGISTERED TITLE ENCUMBERANCES

(Affecting Extent of Title)

C. of T. 202 005 342 (S.E. 20)
None



AREA:

New Lot: 8.10 ha (20.0 Ac.)

LEGEND

- Lands Dealt With
- Road / Driveway



11028 - 102 Avenue, Box 2651
Fairview, AB. T80 - 330 - 9939
www.borderlinesurveys.com

Page: 1 of 2

Date: February 23, 2021

Initials: JN / JC

Job Number: 210034

Tentative Plan Showing

Proposed Subdivision of Part of

S.E. 1/4 Sec. 20,
Twp. 85, Rge. 7, W.6M.

(New Parcel)

within

Clear Hills County, Alberta



1. No field inspection completed.
2. According to AER there are no Abandoned wells located within S.E. 1/4 20-85-7-W.6M.
3. Subject to revision by final survey.

Lot Photo Detail
Scale: 1:5,000
Photo : Google Earth
Aerial Imagery
Date: August 2017

**BORDERLINE
SURVEYS**

11028 - 102 Avenue, Box 2661
Fairview, AB, T80 - 330 - 9939
www.borderlinesurveys.com

Page: 2 of 2

Date: February 23, 2021

Initials: JN / JC

Job Number: 210034

Clear Hills County

Request For Decision (RFD)

Meeting:	Municipal Planning Commission Meeting
Meeting Date:	March 9, 2021
Originated By:	Audrey Bjorklund
Title:	SUBDIVISION PROPOSAL - E, J & G Lund
File:	61-02-02

DESCRIPTION:

Edwin, Jeanette & Geoff Lund are seeking support in principle for a 12.37 hectare (30.56 acre) country residential subdivision out of the N ½ 16-87-10-W6M.

BACKGROUND:

- Zoning: Agricultural District 1 (AG1)
- There is no development on the proposed subdivision or the balance of the two quarter sections, so this is considered a County Residential subdivision.
- If approved the plan is to place a dwelling (cabin) on the site.
- Clear Hills County Land Use Bylaw Section 10.4 (3):

(a) Parcel Size:

(i) Residential uses:

1. Farmstead Separation: 1.2 ha (3 ac) minimum, 4 ha (10 ac) maximum.
2. Country Residential: 4.05 ha (10 ac) maximum.
3. In the case of parcels larger than the permitted parcel size, the approval is at the discretion of the Development Authority, based on the need to accommodate related farm buildings, improvements, existing and proposed services and site characteristics.

ATTACHMENTS:

1. Email with revised plan
2. MMSA response to original plan

OPTIONS:

- A. Support in principle
- B. Not support

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: March 2, 2021 3:34 PM
To: Audrey Bjorklund
Cc: Karen.Diebert - MMSA
Subject: Lund Proposed subdivision
Attachments: 200153T.pdf

This message's attachments contains at least one web link. This is often used for phishing attempts. Please only interact with this attachment if you know its source and that the content is safe. If in doubt, confirm the legitimacy with the sender by phone.

Hi Audrey,

Please find attached a revised tentative subdivision to take to council. We have revised it to add roughly 30m more to the north boundary and another chunk more land in the NE corner of the lot.

This ensures that the septic moves another 30m further from each of the two intermittent creeks and still allows enough of a building envelope on flat land in the NE corner (with room to place the septic discharge 46m from the house).

As I mentioned Geoff is not concerned about the county clearing his driveway and would specify that in the developers agreement.

If you have any questions, do not hesitate to contact me.

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

**Tentative Plan Showing
Proposed Subdivision of Part of
N.E. 1/4 Sec. 16, Twp. 87, Rge. 10, W.6M. &
N.W. 1/4 Sec. 16, Twp. 87, Rge. 10, W.6M.
(Proposed New Lot)
within Clear Hills County, Alberta**



Lot Photo Detail
Scale: 1:5,000
Photo : Bing Imagery
Date: 2020



BORDERLINE SURVEYS Page: 2 of 2
Date: March 2, 2021
File: 200153
1025 - 102 Avenue, Box 261
Farms, AB T8C 0S1-0T8
www.borderlinesurveys.com
Drafted/Checked: RE-TB
Job No.: 200153

**Tentative Plan Showing
Proposed Subdivision of Part of**

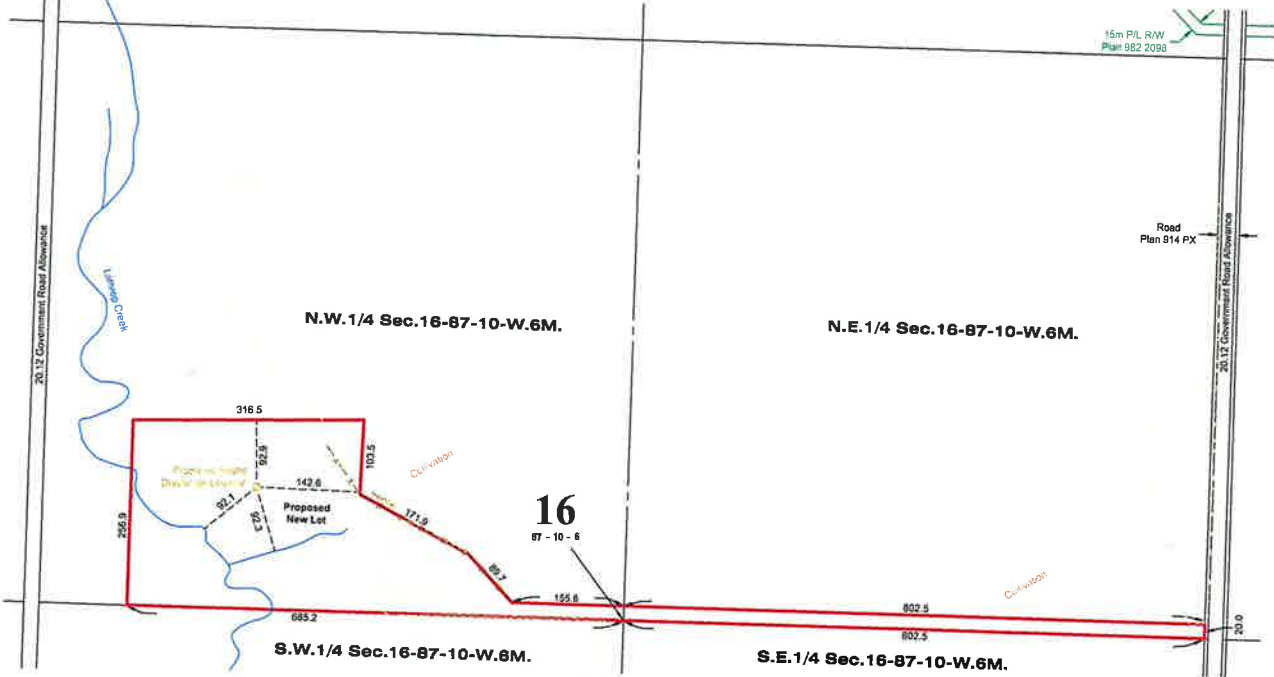
**N.E. 1/4 Sec. 16, Twp. 87, Rge. 10, W.6M. &
N.W. 1/4 Sec. 16, Twp. 87, Rge. 10, W.6M.**

**(Proposed New Lot)
within Clear Hills County, Alberta**

LANDOWNER(S):

N.E. 1/4 16-87-10-W6:
Edwin Lund
Jeannette Lund
Geoffery Brian Lund
All as Joint Tenants
C. of T. 172 235 285 +5

N.W. 1/4 16-87-10-W6:
Edwin Lund
Jeannette Lund
Geoffery Brian Lund
All as Joint Tenants
C. of T. 172 235 285 +6



LEGEND

- Lands Dealt With
- x-x- Fence
- ⊙ Septic Tank/Discharge

**REGISTERED TITLE
ENCUMBERANCES
(Affecting Extent of Title)**
None

SCALE: 1:5,000

PROPOSED LOT AREA:

N.W. 1/4: 10.76 ha (26.59 Ac.)
N.E. 1/4: 1.81 ha (3.97 Ac.)
Total: 12.37 ha (30.56 Ac.)

NOTE:

1- No Field Inspection was performed,
measurements are based on Air Photo.



**BORDERLINE
SURVEYS**
11251 - 107 Avenue, Red Deer,
Alberta, AB, T9E 0T1 - 019
www.borderlinesurveys.com

Page: 1 of 2
Date: March 2, 2021
File: 200153
Drafted/Checked: RE - TB
Job No.: 200153



MACKENZIE MUNICIPAL SERVICES AGENCY

February 24, 2021

5109 - 51 Street P.O. Box 450
Berwyn, Alberta T0H 0E0
Phone: (780) 338.3862 Fax: (780) 338.3811
www.mmsa.ca

Edwin and Jeannette Lund
Box 153
Worsley, AB
T0H 3W0

Geoffery Brian Lund
Box 88
Worsley, AB
T0H 3W0

Dear Edwin & Jeanette Lund; Geoffery Lund:

RE: Subdivision Application – N 1/2-16-87-10-W6M, Clear Hills County

This is to confirm that we have received your application for a proposed subdivision for country residential use. Initial review of the application indicates that there may be some issues with the availability of an adequate building site which would include installation of on-site services.

Based on the location of the proposed subdivision in relation to the existence of two ravines and the required setbacks for development from the top of the banks, it is questionable if there is an adequate building site.

In order to proceed with the processing of your application, we will require that you have completed and submitted to this office a geotechnical study completed by a qualified engineer to substantiate the availability of a developable building site.

Also of concern, is the length of the proposed access road to access the subdivided area. Depending on the Clear Hills County review of this proposal, an agreement may be required to absolve the County of any required maintenance or winter grading.

If you want to discuss the subdivision proposal, please do not hesitate to contact us.

I am looking forward to your response.

Kind Regards,

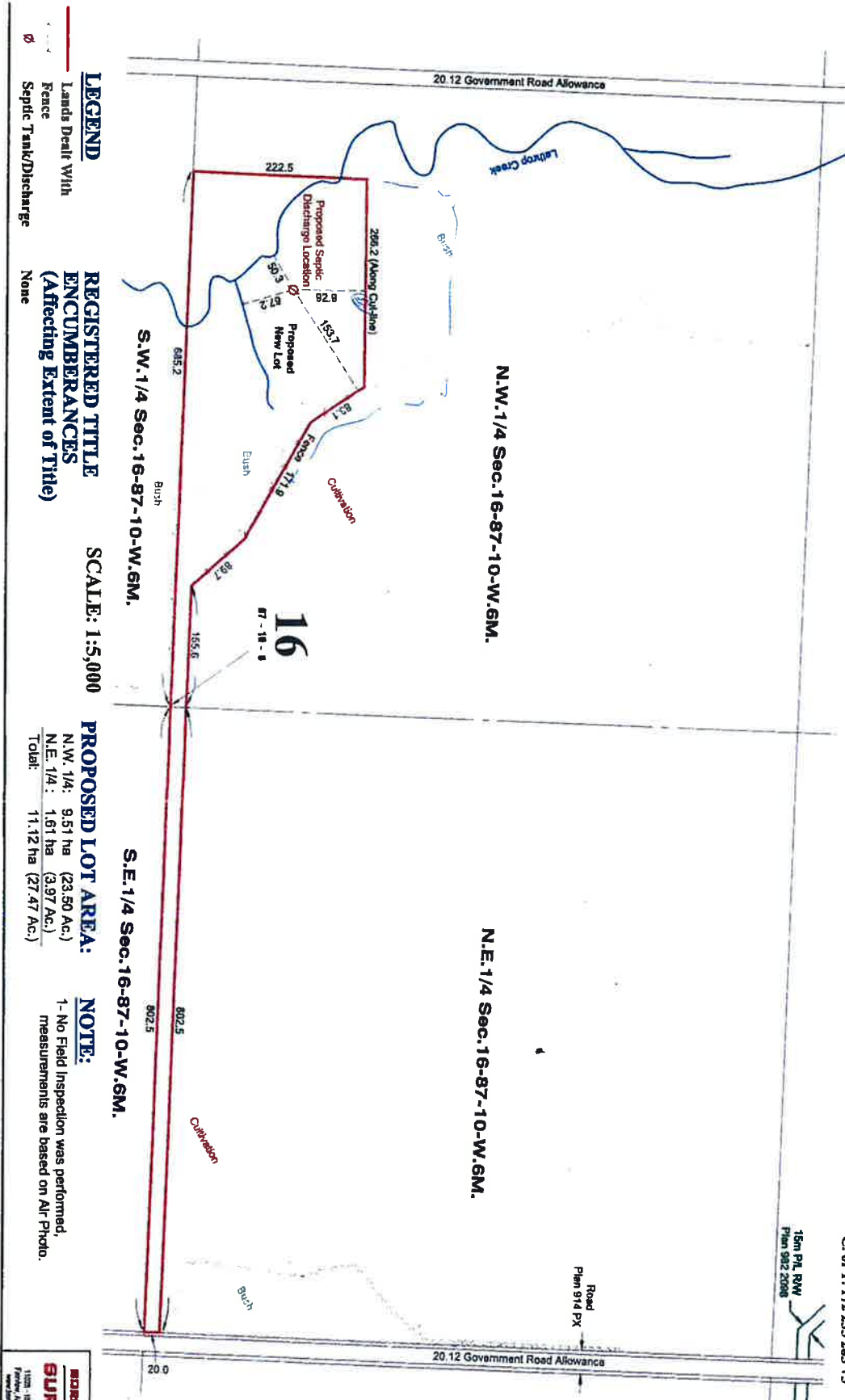

Jan Sotocinal
Municipal Planner

CC: Jason Coates, Borderline Surveys
Clear Hills County

Tentative Plan Showing
Proposed Subdivision of Part of
N.E. 1/4 Sec. 16, Twp. 87, Rge. 10, W.6M. &
N.W. 1/4 Sec. 16, Twp. 87, Rge. 10, W.6M.
(Proposed New Lot)
within Clear Hills County, Alberta

LANDOWNER(S):

N.E. 1/4 16-87-10-W6:	Edwin Lund
	Jeanette Lund
	Geoffery Brian Lund
	All as Joint Tenants
C. of T. 172 235 285 +5	
N.W. 1/4 16-87-10-W6:	Edwin Lund
	Jeanette Lund
	Geoffery Brian Lund
	All as Joint Tenants
C. of T. 172 235 285 +6	



LEGEND

- Lands Dealt With
- Fence
- Septic Tank/Discharge

REGISTERED TITLE
ENCUMBRANCES
(Affecting Extent of Title)

SCALE: 1:5,000

PROPOSED LOT AREA:

N.W. 1/4: 9.51 ha (23.50 Ac.)
 N.E. 1/4: 1.61 ha (3.97 Ac.)
 Total: 11.12 ha (27.47 Ac.)

NOTE:

1- No Field Inspection was performed, measurements are based on Air Photo.

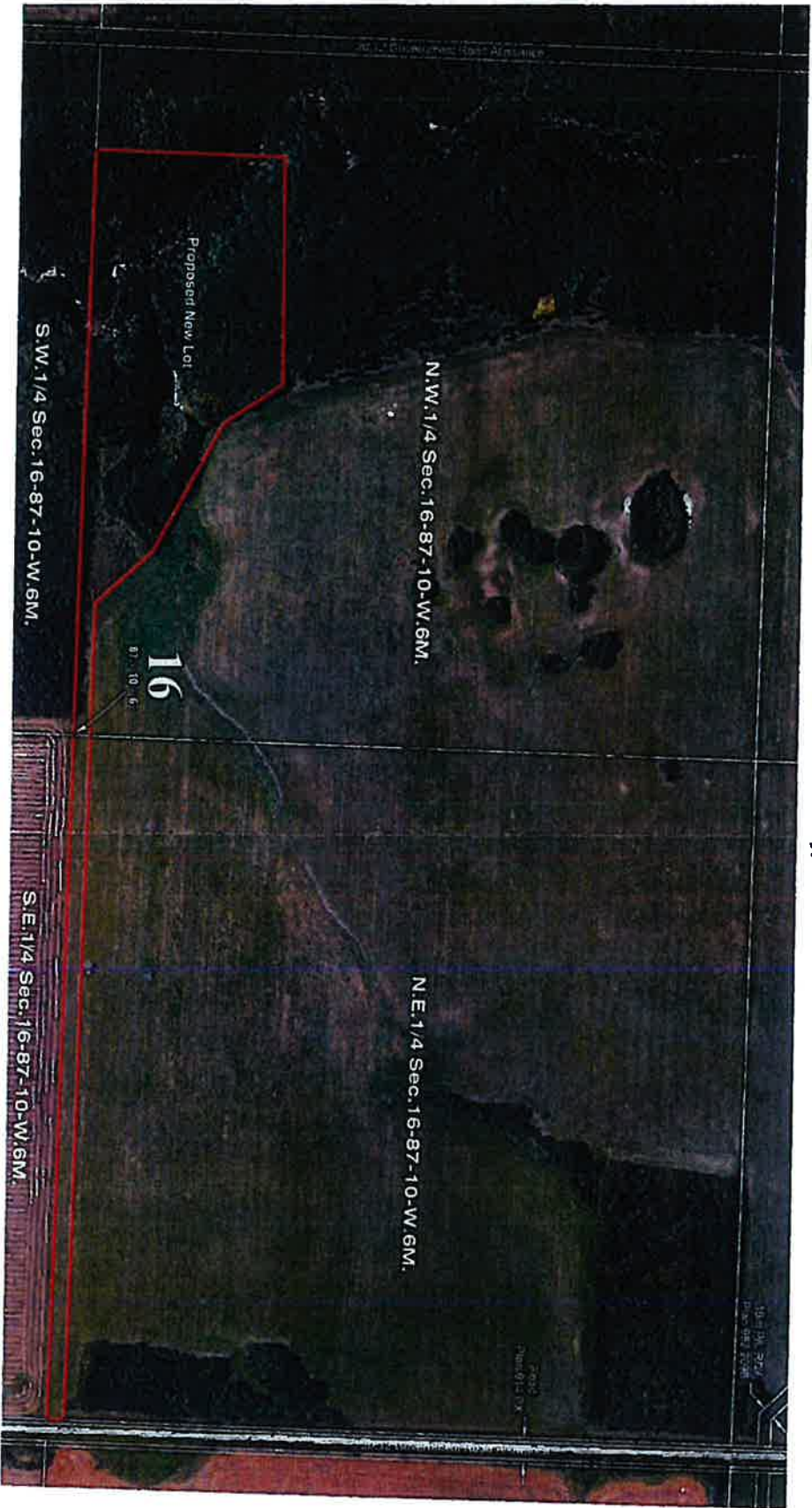
BORDERLINE SURVEYS

1120 - 10 Avenue, Ste. 201
 Calgary, AB, T2C 2S1-4E13
 www.borderlinesurveys.com

Page: 1 of 2
 Date: December 20, 2020
 File: 200153
 Drafted/Checked: RE - TB
 Job No.: 200153



Tentative Plan Showing
Proposed Subdivision of Part of
N.E. 1/4 Sec. 16, Twp. 87, Rge. 10, W.6M. &
N.W. 1/4 Sec. 16, Twp. 87, Rge. 10, W.6M.
(Proposed New Lot)
within Clear Hills County, Alberta



Lot Photo Detail
Scale: 1:5,000
Photo : Bing Imagery
Date: 2020

BORDERLINE SURVEYS
 1122 - 107 Avenue, Box 2681
 Medicine Hat, AB T2B 3S1-4T11
 www.borderlinesurveys.com

Page: 2 of 2
Date: December 29, 2020
Acad File: 200153
Drafted/Checked: RE - TB
Job No. : 200153



