

**AGENDA**  
**CLEAR HILLS COUNTY**  
**MUNICIPAL PLANNING COMMISSION MEETING**

**June 8, 2021**

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The regular meeting of the Municipal Planning Commission for the Clear Hills County will be held on Tuesday, June 8, 2021, in the Council Chambers, 313 Alberta Avenue, Worsley Alberta, at 9:00 a.m.

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- A) CALL TO ORDER**
- B) AGENDA**
  - A. REGULAR MEETING of June 8, 2021 ..... 1*
- C) ADOPTION OF THE PREVIOUS MINUTES**
  - A. REGULAR MEETING of April 27, 2021 ..... 2*
- D) BUSINESS ARISING OUT OF THE MINUTES**
- E) DELEGATION**
- F) BY-LAW**
- G) OLD BUSINESS**
- H) NEW BUSINESS**
  - A. SUBDIVISION REFERRAL - B. Carreau; P. Fiorini ..... 4*
- I) CORRESPONDENCE AND INFORMATION**
- J) CONFIDENTIAL ITEMS**
- K) ADJOURNMENT**

<b>Initials show support - Reviewed by: Development Officer:</b> _____ <b>Manager:</b> _____
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**MINUTES OF CLEAR HILLS COUNTY  
MUNICIPAL PLANNING COMMISSION  
COUNTY COUNCIL CHAMBERS  
TUESDAY, APRIL 27, 2021**

**PRESENT**

Miron Croy	Chairperson
Abe Giesbrecht	Member
Peter Frixel	Member
Raymond Wetmore	Member
David Janzen	Member

**ABSENT**

**ATTENDING**

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

**CALL TO ORDER**

Chairperson Croy called the meeting to order at 9:00 a.m.

ACCEPTANCE OF  
AGENDA

**M13-21(04/27/21)**

**RESOLUTION by Deputy Chairperson Janzen to adopt the agenda governing the April 27, 2021, Municipal Planning Commission Meeting with the addition of:  
H.B. Development permit application - M. Janzen. CARRIED.**

APPROVAL OF  
MINUTES

Previous Regular  
Meeting Minutes  
**M14-21(04/27/21)**

**RESOLUTION by Member Wetmore to adopt the minutes of the April 13, 2021 Municipal Planning Commission Meeting, as presented. CARRIED.**

NEW BUSINESS

Development Permit  
Application - Worsley  
Clear Hills Ski Club

Development Permit Application W4-21 was received from the Worsley Clear Hills Ski Club to construct a 16 foot by 28 foot addition to the rental shop and storage wing of the ski chalet structure located at LSD 7, 5-88-9-W6M.

**M15-21(04/27/21)**

**RESOLUTION Member Frixel that the Municipal Planning Commission approves Development Permit Application W4-21 from the Worsley Clear Hills Ski Club to construct a Building on LSD 7, 5-88-9 W6M, subject to the following conditions:**

1. 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.
2. The addition will be finished and sided so appearance is compatible in condition and aesthetic appearance with the rest of the structure.
3. All required Provincial/Federal Regulations to be adhered to.

**CARRIED.**

Development Permit  
Application:  
M. Janzen

Development Permit Application W5-21 was received from Matthew Janzen to place a preconstructed accessory building (12 x 18 storage shed) on Plan 1444KS Block 4 Lot 7.

**M16-21(04/27/21)**

**RESOLUTION Deputy Chairperson Janzen that the Municipal Planning Commission approves Development Permit Application W5-12 from Matthew Janzen to place a preconstructed accessory building (12 x 18 storage shed) on Plan 1444KS Block 4 Lot 7, subject to the following conditions:**

1. **Prior to moving building in any outstanding property taxes to be paid in full on the lands proposed for development.**
2. **Minimum building setbacks from the property lines:**
  - a. **Front Yard – not to extend past the front of the dwelling.**
  - b. **Side Yard – south side, 1.5 m (5 feet)**
  - c. **Rear Yard – east side, 1.5 m (5 feet)**
3. **Minimum spacing from dwelling shall not be less than 4.5 m (15 feet). Any additions or attachments shall be regarded as part of the building for spacing purposes.**
4. **The accessory building will be finished or sided so appearance is compatible in condition and aesthetic appearance with the dwelling on the lot.**
5. **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.**
6. **All required Provincial/Federal Regulations to be adhered to.**

**CARRIED.**

ADJOURNMENT

Chairperson Croy adjourned the April 27, 2021 Municipal Planning Commission Meeting at 9:04 a.m.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Municipal Planning Commission Meeting
Meeting Date:	June 8, 2021
Originated By:	Audrey Bjorklund
Title:	<b>SUBDIVISION REFERRAL – B. Carreau; Paula Fiorini</b>
File:	61-02-02

### DESCRIPTION:

Subdivision referral 21MK015 was received from Mackenzie Municipal Services Agency regarding the application for a Farmstead Separation, first parcel out subdivision from Brian David Carreau and Paula Fiorini for SW 10-83-1-W6M (7.55 hectares – 18.65 acres).

### BACKGROUND:

- Zoning: Agricultural District 1 (AG1)
- The proposal is to subdivide an 18.65 acre farmstead separation from the quarter section..
- The parcel size is deemed appropriate for the intended use.
- The parcel size for a farmstead separation is a maximum of 10 acres. For parcels larger than permitted parcel size the approval is at the discretion of the development authority (Municipal Planning Commission)
- Access – the parcel is located along Hwy 735 and access will have to be determined for the balance of the quarter. The application is being referred to Alberta Transportation for comments.

### ATTACHMENTS:

- Subdivision application

### OPTIONS:

- A. Deny the request
- B. Recommend developer reduce the size of the request
- C. Approve the subdivision request with conditions listed, or other conditions

### RECOMMENDED ACTION:

RESOLUTION BY ...that the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve the Farmstead Separation, first parcel out subdivision Brian David Carreau and Paula Fiorini for SW 10-83-1-W6M (7.55 hectares – 18.65 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. Developer is responsible for providing access to the balance of the quarter.
3. All required County, Provincial and Federal Regulations to be adhered to.

<b>Initials show support - Reviewed by: Development Officer:</b> <i>ABj</i> <b>Manager:</b> <i>AL</i>
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RECEIVED

JUN 01 2021

**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: May 21, 2021

FILE NO.: 21MK015

MUNICIPALITY: Clear Hills County

LEGAL: SW 10.83.1.W6M

OWNER: Brian David Carreau; Paula Fiorini

PROPOSED LAND USE: Farmstead Separation

DEVELOPER/AGENT/SURVEYOR: Borderline Surveys Ltd.

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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.

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Area Planner: Jan Sotocinal

Telus: Grande Prairie

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

ATCO Pipeline: HP.Circulations.com

Alberta Transportation: Attn. Marlene Cobick, Peace River

Gas Co-op: North Peace Gas Co-op

Municipality: Clear Hills County

**FORM 1**  
**APPLICATION FOR SUBDIVISION**

FOR OFFICE USE ONLY  
Date of Receipt for Completed Form: May 21, 2021 File No.: 21MK 015 Fee Submitted: \$725

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER 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: BRIAN DAVID CARREAU, Paula FIORINI Address and phone number: PO Box 3, Whitelaw, AB T0H 3T0  
(Full Name in Block Capitals)

2. Name of agent (person authorized to act on behalf of registered owner), if any: Borderline Surveys Ltd./Jason Coates Address and phone number: Box 2661, Fairview, AB T0H 1L0 780-835-4618  
(Full Name in Block Capitals)

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:  
All/part of the S1/2 Sec 10 TWP 83 Range 1 West of 6 Meridian  
Being all/parts of Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan No. \_\_\_\_\_ C.O.T. No. 000 107 371  
Area of the above parcel of land to be subdivided 7.55 ha hectares 18.654c (acres).  
Municipal Address if applicable \_\_\_\_\_

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   
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 \_\_\_\_\_ No   
If "yes", the Highway is No \_\_\_\_\_ 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  If "yes", state its name: \_\_\_\_\_  
e. Is the proposed parcel within 1.5 kilometres (0.932 miles) of a sour gas facility? Yes \_\_\_\_\_ No

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED  
Describe:  
a. Existing use of the land Farmland and Farmstead  
b. Proposed use of the land See Tentative Plan  
c. The designated use of the land as classified under a land use bylaw Ag

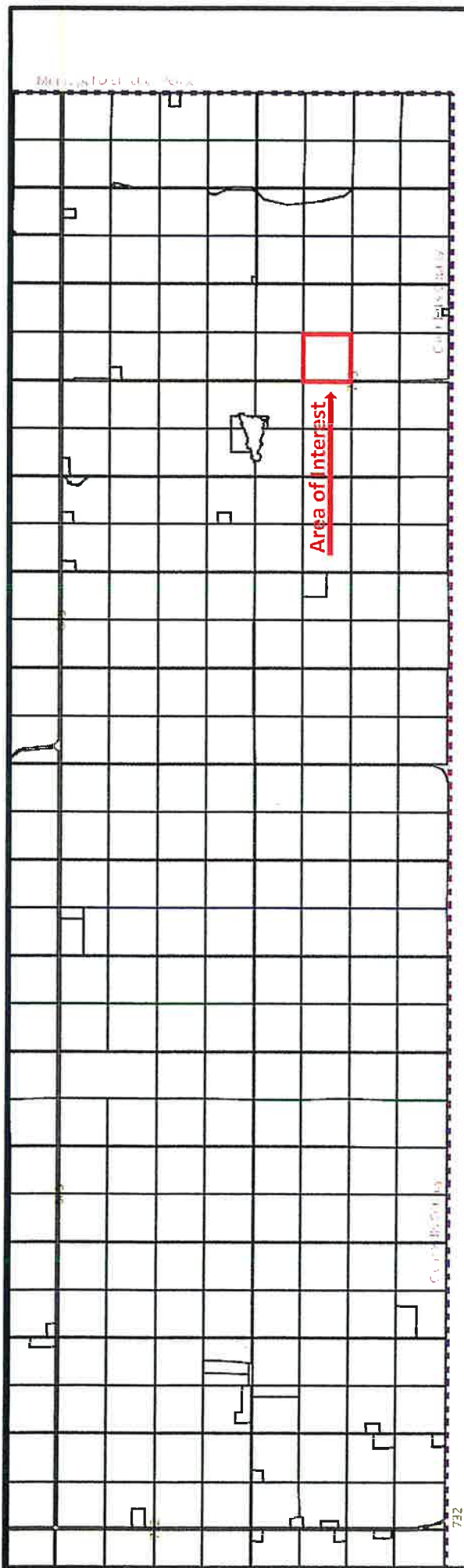
6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)  
a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) Flat  
b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc - sloughs, creeks, etc) Cultivated crop land.  
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 Wonders or more; Carport, house, outdoor riding arena

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.  
\_\_\_\_\_

9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF  
Borderline Surveys Ltd./Jason Coates (Full Name in Block Capitals) 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: \_\_\_\_\_



**FILE NUMBER:** 21MK015  
**LEGAL:** SW 10.83.1.W6M  
**MUNICIPALITY:** Clear Hills County  
**USE:** Farmstead Separation  
**OWNER:** Brian David Carreau & Paula Fiorini

Blusky

735

Whitelaw

2

2

Blusky

Whitelaw

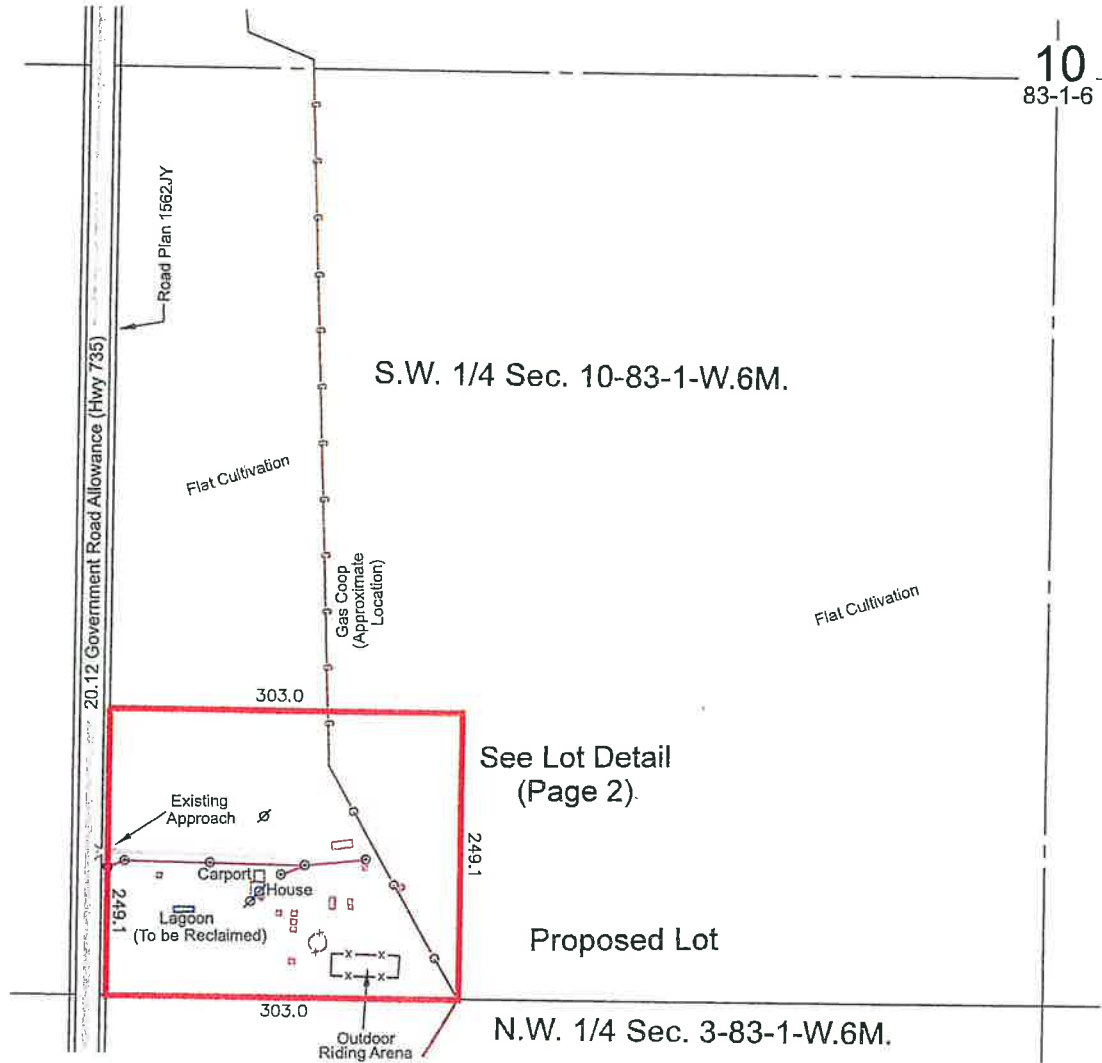
Whitelaw

Clear Hills County

Clear Hills County

732

**Tentative Plan Showing  
Proposed Subdivision of  
S.W. 1/4 Sec. 10, Twp. 83, Rge. 1, W.6M.  
(For Farmyard Separation)  
Within  
Clear Hills County, Alberta**



Scale: 1:5000

**LANDOWNER:**

S.W. 10-83-1-W6M :

Brian David Carreau  
Paula Fiorini  
C. of T. 002 107 371

**PROPOSED LOT AREA:**

SW 1/4 10: 7.55 ha (18.65 Ac.)



**LEGEND**

- Lands Dealt With
- Road
- Fence
- Overhead Power
- Gas Co-op Line
- Power Pole
- Septic Tank/Discharge
- Cistern

**BORDERLINE  
SURVEYS**

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

Page: 1 of 4

Date: Apr. 23rd, 2021

Drawn by: TB

Job No.: 210051



**Tentative Plan Showing**  
Proposed Subdivision of  
**S.W. 1/4 Sec. 10, Twp. 83, Rge. 1, W.6M.**  
(For Farmyard Separation)  
Within  
Clear Hills County, Alberta




Photo  
Scale: 1:5000



Photo Date: 2011-2016

**REGISTERED TITLE  
ENCUMBRANCES**

1. 752 111 449 URW - North Peace Gas Co-op Ltd.

	<b>Page: 3 of 4</b>
<small>11028 - 102nd Avenue, Box 2661  Fairview, AB. 780 - 330 - 9939  www.borderlinesurveys.com</small>	<small>Date: Apr. 23rd, 2021</small>
	<small>Drawn by: TB</small>
	<small>Job No.: 210051</small>

**Tentative Plan Showing**  
Proposed Subdivision of  
**S.W. 1/4 Sec. 10, Twp. 83, Rge. 1, W.6M.**  
(For Farmyard Separation)  
Within  
Clear Hills County, Alberta



Lot Photo Detail  
Scale: 1:2500



**NOTE:**

- Imagery used is best resolution modern imagery available.

<b>BORDERLINE</b> <b>SURVEYS</b> 11028 - 102nd Avenue, Box 2661 Fairview, AB. 780 - 330 - 9939 www.borderlinesurveys.com	Page: 4 of 4
	Date: Apr. 23rd, 2021
	Drawn by: TB
	Job No.: 210051

**MACKENZIE MUNICIPAL SERVICES AGENCY  
SUBDIVISION COMMENTS**

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MUNICIPALITY: <u>Clear Hills County</u>	DATE RECEIVED: <u>May 21, 2020</u>
FILE: <u>21MK015</u>	EXPIRY DATE: <u>July 20, 2021</u>
LEGAL: <u>SW 10.83.1.W6M</u>	TIME EXTENSION: _____
APPLICANT/AGENT: <u>Borderline Surveys Ltd.</u>	

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PROPOSAL: The proposal is to subdivide 18.65 ac to accommodate an existing farmstead.

ACREAGE IN TITLE: 160 ac

RESERVE REQUIREMENT: N/A

PROXIMITY TO URBAN MUNIC: Approximately 4.5 miles north of Whitelaw

PREVIOUS APPLICATIONS: None

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**SITE CHARACTERISTICS**

C.L.I.: 100% 4s

TOPOGRAPHY: The subject land is described to be flat.

EXISTING USE/DEVELOPMENT: There is an existing farmstead on site including a residence, carport, numerous sheds, a corral, outdoor riding arena, and a septic lagoon.

ROAD ACCESS: Access to the proposed lot is gained via Highway 735 to the west. Access would have to be determined for the balance of the quarter. Application will be referred to Alberta Transportation for comments.

SERVICING: The existing development uses a cistern for water supply and a septic lagoon for sewage disposal system. The proposal is to replace the current septic lagoon with a septic discharge in order to comply with the setback requirements. The existing lagoon will be reclaimed after it has been replaced.

PARCEL SIZE: The proposed parcel size may be deemed appropriate for the intended proposed use and is based on the location of existing development on site and the setback requirements.

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**LEGISLATION**

LAND USE BYLAW: Located in the Agricultural District – 1 (AG-1). The parcel size for a farmstead separation is a minimum of 3 ac and a maximum of 10 ac. For parcels larger than permitted parcel sizes, the approval is at the discretion of the Development Authority, based on the need to accommodate related farm buildings, improvements, and existing services.

MUNICIPAL DEVELOPMENT PLAN: May be allowed.

INTER MUNICIPAL DEV. PLAN: N/A

SUBDIVISION REGULATIONS: Sections 14 and 15 apply. Application will be referred to Alberta Transportation for comments as per section 5 (5)(d).

MUNICIPAL GOVERNMENT ACT: No conflicts.

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