

AGENDA
CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION MEETING
JUNE 27, 2023

The regular meeting of the Municipal Planning Commission for the Clear Hills County will be held on Tuesday, June 27, 2023, at 9:00 a.m. in the Council Chambers, 313 Alberta Avenue, Worsley Alberta.

- A) CALL TO ORDER**
- B) AGENDA**
 - A. REGULAR MEETING of June 27, 2023..... 1*
- C) ADOPTION OF THE PREVIOUS MINUTES**
 - A. REGULAR MEETING of June 13, 2023..... 2*
- D) BUSINESS ARISING OUT OF THE MINUTES**
- E) DELEGATION**
- F) BY-LAW**
- G) OLD BUSINESS**
- H) NEW BUSINESS**
 - A. DEVELOPMENT PERMIT- N & K SIZER 5*
- 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
COUNTY COUNCIL CHAMBERS
TUESDAY, JUNE 13, 2023**

PRESENT

David Janzen	Member
Danae Walmsley	Chairperson
Abram Giesbrecht	Deputy Chairperson
Nathan Stevenson	Member

ABSENT

Jason Ruecker	Member
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ATTENDING

Allan Rowe	Chief Administrative Officer (CAO)
Bonnie Morgan	Executive Assistant (EA)
Shelby Janzen	Corporate Services Clerk (CSC)

CALL TO ORDER

Chair Walmsley called the meeting to order at 9:07 a.m.

**ACCEPTANCE OF
AGENDA**

M22-23 (06-13-23)

RESOLUTION by Deputy Chair Giesbrecht to adopt the agenda governing the June 13, 2023, Municipal Planning Commission Meeting, as presented. CARRIED.

**APPROVAL OF
MINUTES**

Previous Regular
Meeting Minutes

M23-23 (06-13-23)

RESOLUTION by Chair Walmsley to adopt the minutes of the May 16, 2023, Municipal Planning Commission Meeting, as presented. CARRIED.

NEW BUSINESS

Subdivision Referral
H & S Giesbrecht

Subdivision referral 23MK013 was received from Mackenzie Municipal Services Agency regarding the application for a farmstead separation, first parcel out subdivision from Herman and Sarah Giesbrecht for SW-29-85-8-W6M (10.74 acres).

M24-23 (06-13-23)

RESOLUTION by Chair Walmsley that the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve the farmstead separation, first parcel out subdivision from Herman and Sarah Giesbrecht for SW 29-85-8-W6M (10.74 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.**

CARRIED.

Subdivision Referral
I, M, W, & N Peters

Subdivision referral 23MK015 was received from Mackenzie Municipal Services Agency regarding the application for a farmstead separation, first parcel out subdivision from Isaac, Martha, Wilhelm, and Nettie Peters for NW-18-84-5-W6M (17.89 acres).

Member Janzen entered the meeting at 9:14 a.m.

M25-23 (06-13-23)

RESOLUTION by Deputy Chair Giesbrecht that the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve the farmstead separation, first parcel out subdivision from Isaac, Martha, Wilhelm, and Nettie Peters for NW-18-84-5-W6M (17.89 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.**
- CARRIED.**

Development Permit
Application
M Gross

Development Permit Application W20-23 was received from Mike Gross (1577912 Alta Ltd) to build 2 new mobile homes on NW 3 85 5 W6.

M26-23 (06-13-23)

RESOLUTION by Member Janzen that the Municipal Planning Commission approves Development Permit Application W20-23 from Mike Gross (1577912 Alta Ltd) to construct two mobile homes on NW 3 85 5 W6, subject to the following conditions:

- 1. Prior to start of construction, any outstanding property taxes to be paid in full on the land(s) proposed for development.**
- 2. Minimum setbacks from dwellings to the property lines:**
 - a) Front yard, 40.8m (134 feet)**
 - b) Side yard, 15.2m (50 feet)**
 - c) Rear yard, 15.2m (50 feet)**
- 3. Minimum spacing from existing dwellings shall be not less than 4.5 meters (15 feet). Any additions or attachments shall be regarded as part of the residence for spacing purposes.**
- 4. Water Supply Setbacks, Well:**

Minimum distance from dwelling 3.25 m (10.7 ft)
- 5. Sewage Setbacks, Septic Tank and Discharge:**
 - a) Minimum distance from dwelling 1.0 m (3.25 ft)**
 - b) Minimum distance between dugout and septic tank 9.14 m (30 ft).**
 - c) Minimum distance from discharge to any dwelling is 45.72 m (150 ft).**

- d) Minimum distance from discharge to dugout is 45.72 m (150 ft).
6. Sewage disposal system must comply with the Alberta Private Sewage Treatment and Disposal Regulations.
7. 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.
8. All required Municipal Land Use Bylaw and Provincial/Federal Regulations to be adhered to.
9. Developer to obtain a Roadside Development Permit from Alberta Transportation.
10. The under-covering of the manufactured home shall be completely screened from view by foundation or skirting and shall be compatible in condition and aesthetic appearance with the dwelling. **CARRIED.**

Development Permit
Application
Evolve Surface
Strategies Inc.

Development Permit Application W22-23 was received from Evolve Surface Strategies Inc. (for Rogers Communications Inc.) to construct a telecommunications tower and associated equipment shelter on Plan 4281KS Block A.

M27-23 (06-13-23)

RESOLUTION by Chair Walmsley that the Municipal Planning Commission approves Development Permit Application W22-23 from Evolve Surface Strategies Inc. (for Rogers Communications Inc.) to construct a telecommunications tower and equipment shelter on Plan 4281KS Block 1, subject to the following conditions:

1. Minimum setback from the property lines is the height of the tower plus 5 meters.
2. The base of the tower is to be fenced and signed for safety.
3. The site is to be kept weed free.
4. Fee to be paid prior to any development.
5. Site to be operated in compliance with Occupational Health and Safety Regulations.
6. All Provincial/Federal regulations to be adhered to. **CARRIED.**

ADJOURNMENT

Chair Walmsley adjourned the June 13, 2023, Municipal Planning Commission Meeting at 9:25 a.m.

DATE

CHAIRPERSON

DATE

CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

Meeting:	Municipal Planning Commission Meeting
Meeting Date:	June 27, 2023
Originated By:	Shelby Janzen
Title:	DEVELOPMENT PERMIT APPLICATION – NICK & KIMBERLY SIZER
File:	61-02-02

DESCRIPTION:

Development Permit Application W23-23 was received from Nick and Kimberly Sizer to set up a new ATB bank in Worsley (Plan 1444KS Block 4 Lot 4).

BACKGROUND:

- Zoning: Hamlet General
- The old post office building will be removed.
- The new office will be moved onto the lot from Sizer's property after the current building is moved.
- The land title is currently in the process of being changed from Teddy Baldry to Nick and Kimberly Sizer.

ATTACHMENTS:

1. Development Permit Application
2. Ariel of Lot
3. Letter confirming that Sizers are granted possession of property.

OPTIONS:

- A. Deny the application for the following reasons....
- B. Approve the application with the conditions recommended.
- C. Approve the application with different conditions.

RECOMMENDED ACTION:

That the Municipal Planning Commission approves Development Permit Application W23-23, received from Nick & Kimberly Sizer to set up a new ATB bank on Plan 1444KS Block 4 Lot 4, subject to the following conditions:

1. Prior to start of construction, any outstanding property taxes to be paid in full on the land(s) proposed for development.
2. Minimum setbacks from the property lines:
 - a) Front yard, 7.6m (25 feet)
 - b) Side yard, 10% of the width of site
 - c) Rear yard, 7.6m (25 feet)
3. 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.
4. All required Municipal Land Use Bylaw and Provincial/Federal Regulations to be adhered to.

Initials show support - Reviewed by: Development Officer:

Manager:

**CLEAR HILLS COUNTY**

Box 240
Worsley AB T0H 3W0
Telephone: 780-685-3925
Fax: 780-685-3960
Email: info@clearhillscounty.ab.ca

FORM A

Page 1

**APPLICATION FOR
DEVELOPMENT PERMIT**

FOR ADMINISTRATIVE USE ONLY

APPLICATION NO.:	W23-23		
DATE RECEIVED:	June 21/23		
FEES PAID:	YES	NO	N/A

I/We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and forming part of this application.

I/We understand that this application will not be accepted without the following:

- (a) application fee;
- (b) site plan sketch that includes all relevant details for the proposed development (e.g.: proposed and existing structure, property lines, creeks/ravines, parking and vehicle access, building plans, etc.).

APPLICANT INFORMATION					COMPLETE IF DIFFERENT FROM APPLICANT				
NAME OF APPLICANT Nick and Kimberly Sizer.					NAME OF REGISTERED LAND OWNER M. Teddy Baldry.				
ADDRESS Box 54 Worsley, AB.					ADDRESS Grande Prairie				
POSTAL CODE T0H 3W0.		EMAIL kimberly.sizer@gmail			POSTAL CODE		EMAIL		
CONTACT NUMBERS Home 780-835-0448.					CONTACT NUMBERS Home				
Business					Business				
Cell					Cell				
LAND INFORMATION									
Legal description of proposed development site									
QTR./L.S.	SEC.	TWP.	RG.	M.	OR	REGISTERED PLAN NO.	BLOCK	LOT	
						1444KS.	4.	4	
Size of the proposed development site:									
LENGTH		m	WIDTH		m	NUMBER OF HECTARES		OR ACRES	
		ft			ft				
Lot type: INTERIOR CORNER THROUGH						LAND USE DISTRICT:			
Describe the existing use of the land: Old post office.									

APPLICATION FOR DEVELOPMENT PERMIT

FORM A

Page 2

DEVELOPMENT INFORMATION			
Describe the proposed use of the land: Set up the ATB Bank in Worsley. After removing Old Post office building.			
Check (✓) any proposed use(s) not identified above:			
Dwelling unit(s)	Accessory structure(s) / use(s)	Home Occupation(s)	
Sign(s)	✓ Commercial or industrial structure(s) / use(s)		
Other (specify)			
Indicate the proposed setback from the property line:			
FRONT YARD	m	REAR YARD	m
	ft		ft
SIDE YARD (1)		m	SIDE YARD (2)
		ft	
Off street parking:		Size of space	Number of spaces
Off street loading:		Size of space	Number of spaces
Accessory use:			
PERCENTAGE OF LOT OCCUPIED:	HEIGHT OF ACCESSORY BLDG:	SETBACK FROM SIDE LOT LINE:	SETBACK FROM REAR LOT LINE:
The land is adjacent to:			
PRIMARY HIGHWAY		SECONDARY HIGHWAY	RURAL ROAD
Estimate the Project:			
COMMENCEMENT DATE	COMPLETION DATE	CONSTRUCTION COSTS	
July 1/23.	—	\$20,000.00.	
Attached is			
(a) SITE PLAN		(b) FLOOR PLAN	
Yes	No	Yes	No
N/A	N/A	N/A	N/A
DECLARATION			
I/WE hereby declare that the above information is, to the best of my/our knowledge, factual and correct.			
DATE:	SIGNATURE OF APPLICANT:		
June 21/23.	[Signature]		
DATE:	SIGNATURE OF REGISTERED LAND OWNER:		

**APPLICATION FOR
DEVELOPMENT PERMIT**

FORM A

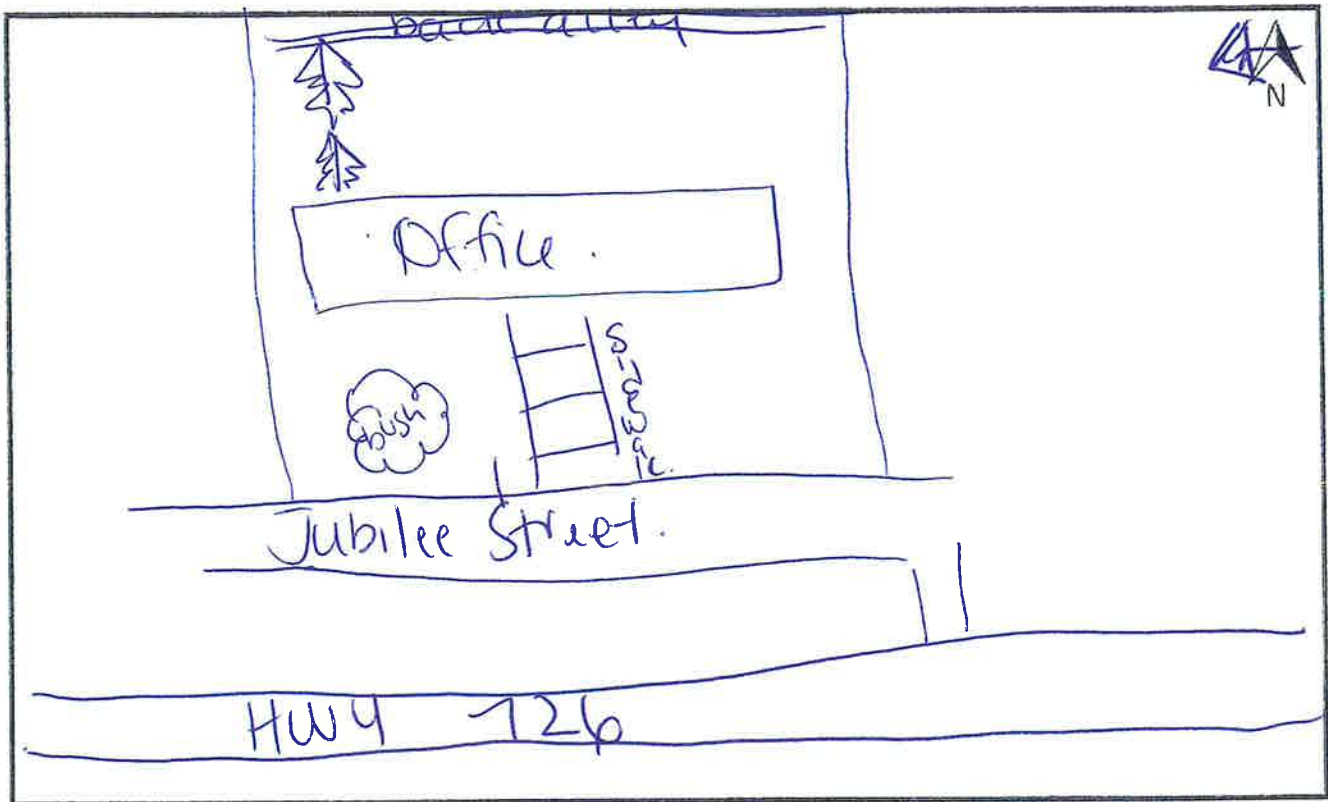
Page 3

SITE MAP

LEGAL LAND DESCRIPTION: _____

For industrial or commercial development, attach engineered drawings of proposed development.

For residential and agricultural development, draw a sketch plan of proposed development.



Please indicate the following if they apply to your proposed development:

- ☐ Location of water source & distance from property line and sewer system
- ☐ Location of sewer system & distance from water source and property line
- ☐ Access location(s)
- ☐ Location of existing or proposed buildings:
- ☐ Setbacks from the road allowance
- ☐ Location of roads in the area
- ☐ Location Shelterbelts
- ☐ Location of Treed Areas/ Sloughs/ Bush/ other vegetation
- ☐ Location of River/ Lakes/ other watercourses

APPLICATION FOR DEVELOPMENT PERMIT

FORM A

Page 4

ADDITIONAL INFORMATION REQUIRED

ABANDONED WELLS

If the building/addition is greater than 47m² (505.9 ft²) a map from the Alberta Energy Regulator (AER) identifying the locations of, or confirming the absence of, any abandoned oil or gas wells on or within 25m (82 ft) of the site boundary is to be included. Go to www.geodiscover.alberta.ca for abandoned well location and status information.

WATER AND SEWAGE

Indicate below the type of water supply and sewage disposal to be used by your development proposal and if it is existing or proposed.

Existing	Proposed	TYPE OF WATER SUPPLY
		DUGOUT
		WELL
		CISTERN & HAULING
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	COUNTY SERVICE
		OTHER (Please specify)

Existing	Proposed	TYPE OF SEWAGE DISPOSAL
		OPEN DISCHARGE/SEPTIC TANK
		SUB-SURFACE DISPOSAL/SEPTIC TANK
		ABOVE GROUND/SEPTIC TANK
		SEWAGE LAGOON
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OUTDOOR PRIVY
		COUNTY SERVICE
		OTHER (Please Specify)

FOR ADDITIONAL INFORMATION CONTACT ALBERTA MUNICIPAL AFFAIRS – CODES AND PERMITS AT 1-866-421-6929 (EMAIL safety.services@gov.ab.ca) OR A LICENSED PERMITTING AGENCY.

**APPLICATION FOR
DEVELOPMENT PERMIT**

FORM A

Page 6

RELOCATED BUILDINGS

If any of the buildings pertaining to the development permit are being moved-in (relocated) from another location please complete this form and return with the completed development permit and application fee.

a) Colour photographs of the building(s)

b) Canadian Safety Association Identification Number (CSA) _____

c) Present location of the building

Office is located in our yard at our house. (NE-26-85-7-W6M)

d) Proposed relocation route

To be moved to town lot to Lot 4 Block 4. Plan 1444KS.

Please note:

1. Any building to be moved-in (relocated) and placed on a parcel within any district established by this Bylaw, other than a farm building in an Agricultural District must be approved by the Municipal Planning Commission.
2. The moved-in (relocated) building shall conform to Alberta Safety Codes Act and Regulations and the current Alberta Building Code Regulation.

**APPLICATION FOR
DEVELOPMENT PERMIT**

FORM A

Page 7

RIGHT OF ENTRY FORM

As a site inspection of land that is the subject of a development permit application may be required, we request that you complete the following authorization and submit it with your application for Development Permit approval.

Section 653(2) of the Municipal Government Act indicates that if consent is given by this form, a notice of inspection is not required to be given under Section 542(1).

I, Kimberly Sizer, do grant consent for an authorized
(Name in block letters)

person of Clear Hills County to enter upon subject land for the purpose of a site inspection.

Legal Land Description: Lot 4 Block 4 Plan 1444KS

June 21/23
DATE:

[Signature]
SIGNATURE OF APPLICANT:

June 20, 2023

Clear Hills County
Box 240
Worsley, AB
T0H 2W0

Dear Sirs:

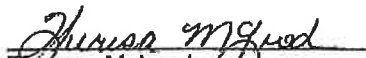
Re: Lot 4 Block 4 Plan 1444KS
453 Jubilee Street, Worsley, AB

We confirm that we will be granting the proposed buyers, Nick Sizer and Kimberly Sizer, possession of the above property prior to final registration of the Transfer to them in the Alberta Land Title Office.

Yours truly,

TEDDY BALDRY, by her Attorneys


Mabel Rainwater


Theresa McLeod

N



Plan 1444KS Block 4 Lot 4

