



AGENDA
CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION MEETING
June 25, 2024

The regular meeting of the Municipal Planning Commission for the Clear Hills County will be held on Tuesday, June 25, 2024, 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 25, 2024*..... 1
- C) ADOPTION OF THE PREVIOUS MINUTES**
 - A. REGULAR MEETING of June 11, 2024*..... 2
- D) BUSINESS ARISING OUT OF THE MINUTES**
- E) DELEGATION**
- F) BY-LAW**
- G) OLD BUSINESS**
- H) NEW BUSINESS**
 - A. SUBDIVISION REFERRAL – M & T Visser*..... 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 11, 2024**

PRESENT

Susan Hansen	Member
Danae Walmsley	Deputy Chairperson
Abram Giesbrecht	Chairperson
David Janzen	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 Giesbrecht called the meeting to order at 9:00 a.m.

**ACCEPTANCE OF
AGENDA**

M25-24 (06-11-24)

RESOLUTION by Member Janzen to adopt the agenda governing the June 11, 2024, Municipal Planning Commission Meeting with the removal of Development Permit Application for S Zacharias, as amended. **CARRIED.**

**APPROVAL OF
MINUTES**

Previous Regular Meeting Minutes

M26-24 (06-11-24)

RESOLUTION by Deputy Chair Walmsley to adopt the minutes of the May 28, 2024, Municipal Planning Commission Meeting, as presented. **CARRIED.**

NEW BUSINESS

Development Permit Application
C & S Klassen

Development Permit Application W12-24 was received from Cornelius and Sarah Klassen to develop a 42x120 commercial shop on Plan 2420469 Block 1 Lot 1, which was recently subdivided off SW-28-84-9-W6M.

M27-24 (06-11-24)

RESOLUTION by Chair Giesbrecht that the Municipal Planning Commission approves Development Permit Application W12-24 received from Cornelius and Sarah Klassen to develop a 42x120' commercial shop on Plan 2420469 Block 1 Lot 1, subject to the following conditions:

1. Prior to construction, any outstanding property taxes to be paid in full on the land proposed to be developed.
2. Minimum setbacks from property lines:
 - a. Front yard, 40.8 m (134 ft)
 - b. Side yard, 15.2 m (50 ft)
 - c. Rear yard, 15.2 m (50 ft)
3. Water Supply Setbacks:
 - a. Dugout
 - i. Minimum distance from dwelling 45m (150 feet) or dugout fenced for safety.
 - ii. Minimum distance from road right-of-way (front yard) 40.8m (134 feet).
 - iii. Minimum distance from other property lines (side and rear yards) 15.24m (50 feet).
4. Sewage setbacks:
 - a. Septic tank
 - i. Minimum distance form dwelling 1 m (3.25 ft)
 - b. Effluent discharge
 - i. Minimum distance from property line 91.4 m (300 ft)
 - ii. Minimum distance from dwelling 45.72 m (150 ft)
 - iii. Minimum distance from a water source 45.72 m (150 ft)
5. All sewage disposal systems must comply with the Alberta Private Sewage Treatment and Disposal Regulations.
6. All structures moved in and/or constructed on site shall conform to all building and code standards as set by Human Resources and Alberta Safety Codes Council.
7. All required County Land Use Bylaw and Provincial/Federal Regulations be adhered to. CARRIED.

NEW BUSINESS

Development Permit
Application
C & L Young

Development Permit Application W13-24 was received from Colin and Lori Young to move a 12x36 lofted cabin onto SE-9-84-2-W6 for residential use.

M28-24 (06-11-24)

RESOLUTION by Deputy Chair Walmsley that the Municipal Planning Commission approves Development Permit Application W13-24 received from Colin and Lori Young to move a cabin onto SE-9-84-2-W6M for residential use, subject to the following conditions:

1. Prior to construction, any outstanding property taxes to be paid in full on the land proposed to be developed.
2. Minimum setbacks from property lines:
 - a. Front yard, 40.8 m (134 ft)
 - b. Side yard, 15.2 m (50 ft)
 - c. Rear yard, 15.2 m (50 ft)

3. **Water supply setbacks:**
 - a. **Cistern**
 - i. **Minimum distance from road right-of-way (front yard) 40.8 m (134 ft)**
 - ii. **Minimum distance from other property lines (side and rear yards) 15.24 m (50 ft)**
4. **Sewage setbacks:**
 - a. **Septic tank**
 - i. **Minimum distance form dwelling 1 m (3.25 ft)**
 - b. **Effluent discharge**
 - i. **Minimum distance from property line 91.4 m (300 ft)**
 - ii. **Minimum distance from dwelling 45.72 m (150 ft)**
 - iii. **Minimum distance from a water source 45.72 m (150 ft)**
5. **All sewage disposal systems must comply with the Alberta Private Sewage Treatment and Disposal Regulations.**
6. **All structures moved in and/or constructed on site shall conform to all building and code standards as set by Human Resources and Alberta Safety Codes Council.**
7. **All required County Land Use Bylaw and Provincial/Federal Regulations be adhered to. CARRIED.**

ADJOURNMENT

Chair Giesbrecht adjourned the June 11, 2024, Municipal Planning Commission Meeting at 9:06 a.m.

DATE

CHAIRPERSON

DATE

CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

Meeting:	Municipal Planning Commission Meeting
Meeting Date:	June 25, 2024
Originated By:	Shelby Janzen, Corporate Services Clerk
Title:	SUBDIVISION REFERRAL – MARTIN & TERESA VISSER
File:	61-02-02

DESCRIPTION:

Subdivision referral 24MK022 was received from the Mackenzie Municipal Services Agency to subdivide 40 acres (16.2 ha) off unsubdivided SW-9-84-3-W6M as an agricultural subdivision for a future farmstead.

BACKGROUND:

- Zoning: Agricultural District 1 (AG1)
- Received approval in principle from daughter (Robin Taylor).
- The proposed subdivision has no improvements and is largely cultivated. There is an underground gas line running through the parcel.
- Road Access:
 - There is an existing approach to the balance of the quarter via RGE RD 34 that used to be well access, but there is no current approach to the proposed lot.
- Topography: Flat
- Servicing:
 - The proposed water source will be a cistern and hauling. The proposed sewage system will be a septic discharge and currently would meet the property line setbacks.
- Under normal circumstances, subdivisions with no development are considered country residential, but under this proposal, the subdivision is treated as an agricultural subdivision.
- Parcel Size: Proposed parcel size may be deemed appropriate for the intended use.

ATTACHMENTS:

- Aerials and survey photos of proposal.
- Subdivision application.
- Maps indicating location of the proposal.

OPTIONS:

- A. Deny the request.
- B. Approve the subdivision request with the conditions listed and/or the following conditions.

RECOMMENDED ACTION:

RESOLUTION BY ... that the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve the agricultural separation of SW-9-84-3-W6M (40 acres) for Martin & Teresa Visser, subject to the following conditions:

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





MACKENZIE MUNICIPAL SERVICES AGENCY

5109 – 51 Street P.O. Box 450
Berwyn, Alberta T0H 0E0
Phone: 780-338-3862
www.mmsa.ca

DATE: June 19, 2024
FILE NO.: 24MK022

MUNICIPALITY: Clear Hills County

LEGAL: SW.9.84.3.W6M

OWNER: Martin & Teresa Visser

PROPOSED LAND USE: Agriculture

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: William Badu
Telus: Peace River Region
ATCO Electric: Attn. Rita Klasson, Land Administration, Edmonton
ATCO Pipeline: HP.Circulations.com
Transportation and Economic Corridors
Gas Co-op: North Peace Gas Co-op Ltd.
Shell Canada Limited
Municipality: Clear Hills County

PLANNING TODAY FOR YOUR COMMUNITY'S TOMORROW

FORM 1
 APPLICATION FOR SUBDIVISION

FOR OFFICE USE ONLY Date of Receipt for Completed Form: <u>June 19, 2024</u>	File No.: <u>24MK022</u>	Fee Submitted: <u>\$725</u>
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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: Martin and Teresa Visser (Robin Taylor)
(Full Name in Block Capitals) Address and phone number: Box 1753, Fairview, T0H 1L0

2. Name of agent (person authorized to act on behalf of registered owner), if any: Jason Coates (Borderline Surveys Ltd)
(Full Name in Block Capitals) Address and phone number: Box 43, Clairmont, T8X 0T8

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:
 All/part of the SW $\frac{1}{4}$ Sec 9 TWP 84 Range 3 West of 6 Meridian
 Being all/parts of Lot _____ Block _____ Registered Plan No. _____ C.O.T. No. 122 053 808
 Area of the above parcel of land to be subdivided 16.2 hectares 40.0 (acres).
 Municipal Address if applicable: N/A

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 _____ No X
 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 X If "yes", state its name: _____
 e. Is the proposed parcel within 1.5 kilometres (0.932 miles) of a sour gas facility? Yes _____ No X (Abn'd Well)

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED
 Describe
 a. Existing use of the land Agriculture
 b. Proposed use of the land Agriculture
 c. The designated use of the land as classified under a land use bylaw _____

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) See Tentative Plan
 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

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.
Proposed cistern and discharge

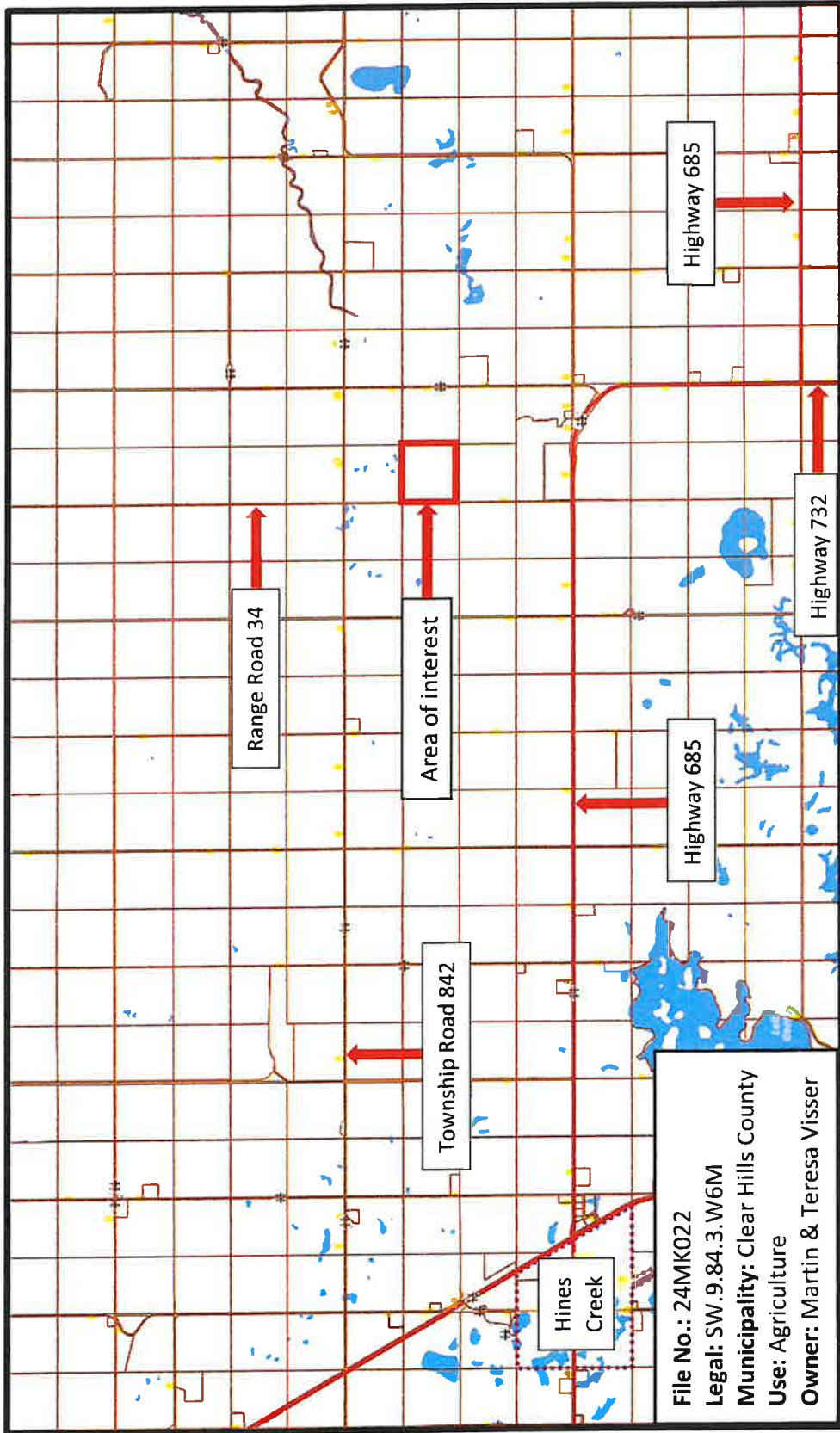
9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF
 I, Jason Coates (Borderline Surveys Ltd) hereby certify that
(Full Name in Block Capitals)
 I am the registered owner, or
 I am the agent authorized to act on behalf of the registered owner

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 43, Clairmont, T8X 0T8 Signature: Jason Coates
 Phone No.: 780-538-1955 Date: June 3-2024

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



LOCATION MAP



TENTATIVE PLAN SHOWING

PROPOSED SUBDIVISION OF

S.W. 1/4 Sec. 9, Twp. 84, Rge. 3, W. 6M.

(For New Parcel)

Within

Clear Hills County, Alberta



Photo is Bing Imagery dated 15 May 2012 - 09 May 2016



SCALE 1:5000

BORDERLINE SURVEYS

#103-2, 8301 99 Street
 Clairmont, Alberta T8X 5B1
 Phone: (780) 538-1955
 E-mail: jwc.surveyor@gmail.com



PREPARED BY
 Jason Coates, A.L.S.

Revision Table		Drawn	Chkd	Surveyed	Date
No.	Revision Type	KLM	LB	JC	Mar. 12, 2024
0	Original				
Client File No. N/A		Job No. 240045T		Sheet: 2 of 2	
File No. 240045T		Job No. 240045		Revision: 0	

**MACKENZIE MUNICIPAL SERVICES AGENCY
SUBDIVISION COMMENTS**

MUNICIPALITY: <u>Clear Hills County</u>	DATE RECEIVED: <u>June 4, 2024</u>
FILE: <u>24MK022</u>	DEEMED COMPLETE ON: <u>June 19, 2024</u>
LEGAL: <u>SW.9.84.3.W6M</u>	EXPIRY DATE: <u>August 18, 2024</u>
APPLICANT/AGENT: <u>Borderline Surveys Ltd.</u>	

PROPOSAL: The proposal is to subdivide 40 acres from an unsubdivided quarter section for agriculture (including a future farmstead).

ACREAGE IN TITLE: 161 acres

RESERVE REQUIREMENT: N/A

PROXIMITY TO URBAN MUNIC: Approximately 6.80 miles northeast of Hines Creek.

PREVIOUS APPLICATIONS: N/A

SITE CHARACTERISTICS

C.L.I.: 90% 3c, 5% 4s, 4% 0, 1% 5w

TOPOGRAPHY: The existing topography is described as flat.

EXISTING USE/DEVELOPMENT: The proposed lot has no improvements onsite and is largely cultivated, with an underground gas line running through it. The balance of the quarter section is fully cultivated and contains three dugouts along its western boundary. There is also an abandoned oil well site located on the balance, north of the proposed lot. The quarter section is subject to several registered instruments, including a utility right of way.

ROAD ACCESS: Legal access to the proposed lot and the balance of the quarter section could be gained via Range Road 34 to the west. However, a separate approach that meets the standards of the County is required to provide physical access to the subdivision. There is an existing access to balance, which appears to be originally intended for the well site, but may now used for the balance, subject to any agreement or regulations.

SERVICING: The proposed lot is proposed to be serviced with cistern and hauling for water supply and an open discharge septic system for sewage disposal. The tentative plan indicates that the location of the proposed sewer system will meet current Provincial setback regulations at the time of development.

PARCEL SIZE: The proposed parcel size of 40 acres may be deemed appropriate for the intended use.

LEGISLATION

LAND USE BYLAW: The proposed subdivision is located within the Agriculture District-1 (AG-1). The parcel size for non-residential uses in the AG-1 District is at the discretion of the Development Authority. The proposed parcel size of 40 acres could be approved as an agricultural subdivision, which would enable the combination of farming and residence on the proposed lot, as intended. Future development on the land must comply with the Land Use Bylaw.

MUNICIPAL DEVELOPMENT PLAN: May be allowed.

INTER MUNICIPAL DEV. PLAN: N/A

MATTERS RELATED TO SUBDIVISION AND DEVELOPMENT REGULATION: Section 7(6)(c), (d) and (h) apply. Application will be referred to the appropriate agencies, including Transportation and Economic Corridors, for comments.

MUNICIPAL GOVERNMENT ACT: No conflicts.

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



Clear Hills County Ownership

TWP 84 - RGE 03

- Titled Land
- Small Holding
- Crown Land
- Village
- First Nation Reserve
- Township Boundary
- Provincial Road
- Municipal Road (paved)
- Municipal Road (Gravel)
- Residential Location
- Gravel Pit
- Waste Transfer Facility
- Municipal Water Facility
- Waterbody
- Electoral District



Mackenzie Municipal Services Agency
 5109 - 51 St., Box 450, Banff, AB T0N 0E0
 Phone: 780-338-3862 Fax: 780-338-3811
 www.mmsa.ca | email: info@mmsa.ca

December 2023

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