

**MINUTES OF CLEAR HILLS COUNTY  
MUNICIPAL PLANNING COMMISSION  
COUNTY COUNCIL CHAMBERS  
TUESDAY, APRIL 22, 2025**

**PRESENT**

Jason Ruecker	Chairperson
Susan Hansen	Deputy Chairperson
Abram Giesbrecht	Member
Danae Walmsley	Member
David Janzen	Member

**ABSENT**

**ATTENDING**

Allan Rowe	Chief Administrative Officer (CAO)
Bonnie Morgan	Executive Assistant (EA)
Kelsey Lund	Development Officer (DO)
Terry Shewchuk	Public Works Manager (PWM)

**CALL TO ORDER**

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

**ACCEPTANCE OF  
AGENDA**

**M19-25 (04-22-25)**

**RESOLUTION by Member Janzen to adopt the agenda governing the April 22, 2025, Municipal Planning Commission Meeting, as presented. CARRIED.**

**APPROVAL OF  
MINUTES**

Previous Regular  
Meeting Minutes

**M20-25 (04-22-25)**

**RESOLUTION by Member Walmsley to adopt the minutes of the March 25, 2025, Municipal Planning Commission Meeting, as presented. CARRIED.**

**NEW BUSINESS**

Subdivision  
Application  
Re-Submission -  
Jolyn Consulting  
Services Ltd.

The previous approval (M15-25) of Subdivision Application S03-25 received from Jolyn Consulting Services (Rocky Rombs) to subdivide 48.2 acres (19.5 hectares) as a yard site separation on NW-23-83-3-W6 must be rescinded and the application re-submitted to include comment from Transportation per Section 7, Subsection 6 of the Subdivision and Development Regulations.

**M21-25 (04-22-25)**

**RESOLUTION** by Member Janzen that the Municipal Planning Commission rescinds their approval (M15-25) of Subdivision Application S03-25 received from Jolyn Consulting Services (Rocky Rombs) to subdivide 48.2 acres (19.5 hectares) as a yard site separation on NW-23-83-3-W6 and approve Subdivision Application S03-25 based on the re-submission of the application that includes comment/conditions from Transportation per Section 7, Subsection 6 of the Subdivision and Development Regulations, subject to the following conditions:

1. Any outstanding property taxes are to be paid on the land proposed to be subdivided or arrangements made which are satisfactory to the County.
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. Front Yard, 40.8 m (134 ft) from the road right-of-way or 70 m (229.6 ft) from the center line, whichever is the greater.
    - ii. Interior Side Yard, 15.24 m (50 ft) or as required by the Development Authority.
    - iii. Rear Yard, 15.24 m (50 ft) or as required by the Development Authority.
  - b. Cistern
    - i. Minimum distance from road right-of-way (front yard) 40.8m (134 feet).
    - ii. Minimum distance from other property lines (side and rear yards) 15.24m (50 feet).
4. Sewage setbacks:
  - a. Above ground/septic tank
    - i. Minimum distance from dwelling 1m (3.25ft)
    - ii. Minimum distance from property line 1 m (3.25 ft)
    - iii. Minimum distance from water source/course 9.14 m (30 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.
8. To satisfy Section 19 of the Subdivision and Development Regulation, dedication of a 30 metre service road right of way by caveat is required along the highway frontage of the proposed lot.

**CARRIED.**

**NEW BUSINESS**

Subdivision  
Application -  
Gordon & Maureen  
Bjornson/Jolyn  
Consulting Services

Subdivision Application S05-25 was received from Gordon and Maureen Bjornson/Jolyn Consulting Services for a boundary adjustment, adding 13.5 acres (5.45 hectares) to the existing subdivision on SE-26-83-3-W6.

**M22-25 (04-22-25)**

**RESOLUTION by Member Walmsley that the Municipal Planning Commission approves Subdivision Application S05-25 received from Gordon and Maureen Bjornson/Jolyn Consulting Services for a boundary adjustment, adding 13.5 acres (5.45 hectares) to the existing subdivision on SE-26-83-3-W6, subject to the following conditions:**

1. Any outstanding property taxes are to be paid on the land proposed to be subdivided or arrangements made which are satisfactory to the County.
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. Front Yard, 40.8 m (134 ft) from the road right-of-way or 70 m (229.6 ft) from the center line, whichever is the greater.
    - ii. Interior Side Yard, 15.24 m (50 ft) or as required by the Development Authority.
    - iii. Rear Yard, 15.24 m (50 ft) or as required by the Development Authority.
4. Sewage setbacks:
  - a. Above ground/septic tank
    - i. Minimum distance from dwelling 1m (3.25ft)
    - ii. Minimum distance from property line 1 m (3.25 ft)
    - iii. Minimum distance from water source/course 9.14 m (30 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.

8. To satisfy Section 19 of the Subdivision and Development Regulation, dedication of a 30 metre service road right of way by caveat is required along the highway frontage of the proposed lot. **CARRIED.**

**NEW BUSINESS**

Subdivision

Application – Hutterian  
Brethren Church of  
Bear Canyon &  
669778 Alberta Ltd.

Subdivision Application S04-25 was received from Hutterian Brethren Church of Bear Canyon & 669778 Alberta Ltd. to subdivide 19.64 acres (7.95 hectares) located on NW-18-84-11-W6 and SW-19-84-11-W6 for a boundary adjustment and farmyard separation.

**M23-25 (04-22-25)**

**RESOLUTION by Member Giesbrecht that the Municipal Planning Commission approves Subdivision Application S04-25 received from Hutterian Brethren Church of Bear Canyon & 669778 Alberta Ltd. to subdivide 19.64 acres (7.95 hectares) located on NW-18-84-11-W6 and SW-19-84-11-W6 for boundary adjustment and farmyard separation, subject to the following conditions:**

1. Any outstanding property taxes are to be paid on the land proposed to be subdivided or arrangements made which are satisfactory to the County.
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. Front Yard, 40.8 m (134 ft) from the road right-of-way or 70 m (229.6 ft) from the center line, whichever is the greater.
    - ii. Interior Side Yard, 15.24 m (50 ft) or as required by the Development Authority.
    - iii. Rear Yard, 15.24 m (50 ft) or as required by the Development Authority.
4. Sewage setbacks:
  - a. Above ground/septic tank
    - i. Minimum distance from dwelling 1m (3.25ft)
    - ii. Minimum distance from property line 1 m (3.25 ft)
    - iii. Minimum distance from water source/course 9.14 m (30 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 –  
Juan Wiebe

Development Permit Application W07-25 was received from Juan Wiebe to construct a Guest Cabin/Airbnb on SE-22-85-8-W6.

**M24-25 (04-22-25)**

**RESOLUTION** by Member Janzen that the Municipal Planning Commission approves Development Permit Application W07-25 received from Juan Wiebe to construct a Guest Cabin/Airbnb on SE-22-85-8-W6, 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) 40.8m (134 feet).
    - ii. Minimum distance from other property lines (side and rear yards) 15.24m (50 feet).
4. Sewage setbacks:
  - a. Septic tank
    - i. Minimum distance from dwelling 1m (3.25ft)
    - ii. Minimum distance from property line 1 m (3.25 ft)
    - iii. Minimum distance from water source/course 9.14 m (30 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.**

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ADJOURNMENT

Chairperson Ruecker adjourned the April 22, 2025, Municipal Planning Commission Meeting at 9:13a.m.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DATE

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CHIEF ADMINISTRATIVE OFFICER