

**AGENDA**  
**CLEAR HILLS COUNTY**  
**MUNICIPAL PLANNING COMMISSION MEETING**  
**June 10, 2025**

The regular meeting of the Municipal Planning Commission for the Clear Hills County will be held on Tuesday, June 10, 2025, 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 10, 2025..... 1*

**C) ADOPTION OF THE PREVIOUS MINUTES**

*A. REGULAR MEETING of April 22, 2025..... 2*

**D) BUSINESS ARISING OUT OF THE MINUTES**

**E) DELEGATION**

**F) BY-LAW**

**G) OLD BUSINESS**

**H) NEW BUSINESS**

*A. SUBDIVISION APPLICATION – Martin & Margareta Peters..... 8*

**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, APRIL 22, 2025**

PRESENT	Jason Ruecker Susan Hansen Abram Giesbrecht Danae Walmsley David Janzen	Chairperson Deputy Chairperson Member Member Member
ABSENT		
ATTENDING	Allan Rowe Bonnie Morgan Kelsey Lund Terry Shewchuk	Chief Administrative Officer (CAO) Executive Assistant (EA) Development Officer (DO) Public Works Manager (PWM)
CALL TO ORDER	Chairperson Ruecker called the meeting to order at 9:00 a.m.	
<u>ACCEPTANCE OF AGENDA</u> <b>M19-25 (04-22-25)</b>	<b>RESOLUTION by Member Janzen to adopt the agenda governing the April 22, 2025, Municipal Planning Commission Meeting, as presented. CARRIED.</b>	
<u>APPROVAL OF MINUTES</u> Previous Regular Meeting Minutes  <b>M20-25 (04-22-25)</b>	<b>RESOLUTION by Member Walmsley to adopt the minutes of the March 25, 2025, Municipal Planning Commission Meeting, as presented. CARRIED.</b>	
<u>NEW BUSINESS</u> 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Services (Rocky Rombs) to subdivide 48.2 acres (19.5 hectares) as a yard site separation on NW-23-83-3-W6 must be rescinded and the application re-submitted to include comment from Transportation per Section 7, Subsection 6 of the Subdivision and Development Regulations.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.**

MUNICIPAL PLANNING COMMISSION  
TUESDAY, APRIL 22, 2025

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ADJOURNMENT

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DATE

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

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Municipal Planning Commission Meeting
Meeting Date:	June 10, 2025
Originated By:	Kelsey Lund, Development Officer
Title:	<b>SUBDIVISION APPLICATION – MARTIN &amp; MARGARETA PETERS</b>
File:	61-02-02

### DESCRIPTION:

Subdivision Application S06-25 was received from Martin & Margareta Peters to subdivide 10.92 acres (4.42 hectares) as a yard site separation on SE-2-86-8-W6.

### BACKGROUND:

- Zoning: Agricultural District 1 (AG1)
- Proposed subdivision is located within 1.6 km (1 mile) of provincial highway 726.
- The proposed subdivision includes bare land.
- Road Access:
  - There is an existing driveway that accesses the proposed subdivision.
- Servicing:
  - Existing water supply is a dugout that encroaches onto neighboring parcel. This will be remedied through an encroachment agreement.
  - Proposed sewage disposal is a lagoon.
- Parcel Size: Proposed parcel size may be deemed appropriate for the intended use.

### ATTACHMENTS:

1. Subdivision Application.
2. Aerial of proposed subdivision.
3. Location of the proposed subdivision site with respect to the county.
4. Transportation and Economic Corridors Notification of Referral Decision

### 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:

RESOLUTION by... That the Municipal Planning Commission approves Subdivision Application S06-25 received from Martin & Margareta Peters to subdivide 10.92 acres (4.42 hectares) as a yard site separation on SE-2-86-8-W6, subject to the following conditions:

Initials show support - Reviewed by: Development Officer:

Manager: 



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 Municipal Planning Commission.
    - iii. Rear Yard, 15.24 m (50 ft) or as required by the Municipal Planning Commission.
4. Sewage setbacks:
  - a. Sewage Lagoon
    - i. Minimum distance from a building 45m (150ft)
    - ii. Minimum distance from property line 30 m (100 ft)
    - iii. Minimum distance from water course 90 m (300 ft)
    - iv. Minimum distance from water source 100 m (330 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.
9. The dugout encroachment is to be resolved through an endorsement agreement, which will be registered as a caveat on the property's title.

**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: [development@clearhillscounty.ab.ca](mailto:development@clearhillscounty.ab.ca)

**FORM A**

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**APPLICATION FOR  
SUBDIVISION**

FOR ADMINISTRATIVE USE ONLY

APPLICATION NO.:	506-25
DATE RECEIVED:	05/21/25

THIS FORM MUST BE COMPLETED IN FULL WHEREEVER 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 OWNER'S BEHALF.

<b>APPLICANT INFORMATION</b>								
FULL NAME OF REGISTERED OWNER OF LAND TO BE SUBDIVIDED: Martin Peters and Margareta Peters								
ADDRESS: Box 126, Cleardale								
POSTAL CODE: T0H 3Y0				EMAIL: mmpeters126@gmail.com				
PHONE NUMBER: 780-835-0500								
FULL NAME OF AGENT (person authorized to act on behalf of registered owner), if any: Jason Coates (Borderline Surveys Ltd.)								
ADDRESS: Box 43, Clairmont, Alberta, T8X 0T8								
PHONE: 780-538-1955				EMAIL: Borderlineoffice5@gmail.com				
<b>LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED</b>								
Legal description of proposed subdivision site:								
QTR/L.S. SE	SEC. 2	TWP. 86	RG. 8	M. 6	OR	REGISTERED PLAN NO.	BLOCK	LOT
Size of the proposed subdivision site:								
NUMBER OF HECTARES 4.42		ACRES 10.92						
Lot type (only complete if subdivision is located within Hamlet): INTERIOR CORNER THROUGH						LAND USE DISTRICT:		
Describe the <u>existing</u> use of the land: Agriculture								

**LOCATION OF LAND TO BE SUBDIVIDED**Describe the proposed use of the land:Agriculture

1. Is the land situated immediately adjacent to the municipal boundary? ☐ Yes ☒ No  
If yes, the adjoining municipality is \_\_\_\_\_
2. Is the land situated within 1.6 kilometers (1.0 miles) of the right of way of a highway? ☒ Yes ☐ No  
If "yes", the Highway number is \_\_\_\_\_ the Secondary Road number is  
Hwy 726
3. 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 it's name: \_\_\_\_\_
4. Is the proposed parcel within 1.5 kilometers (0.932 miles) of a sour gas facility? ☐ Yes ☒ No

**PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)**

1. Describe the nature of the topography of the land (flat, rolling, steep, mixed):  
See tentative plan
2. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc. – sloughs, creeks, etc.):  
See tentative plan
3. Describe the kind of soil on the land (sandy, loam, clay, etc.):  
Clay

**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**WATER AND SEWER SERVICES**

If the proposed subdivision is to be served by anything other than a water distribution system and a wastewater collection system, describe the way of providing water and sewage disposal:

Water source will be dugout (Mutual easement to cover existing dugout encroachment) Proposed Lagoon**DECLARATION**I/WE, Jason Coates (Borderline Surveys), the registered owner(s) or person acting on the registered owner's behalf, 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 as is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

DATE: May 7-2025SIGNATURE OF APPLICANT: Jason CoatesDATE: May 8 / 25SIGNATURE OF REGISTERED LANDOWNER: [Signature]

CLEAR HILLS COUNTY

Box 240 Worsley, AB T0H 3W0 - Phone: 780-685-3925 Fax 780-685-3960 Email: [development@clearhillscounty.ab.ca](mailto:development@clearhillscounty.ab.ca)

"Clearly an Area of Opportunity"

## ADDITIONAL INFORMATION REQUIRED

### WATER AND SEWAGE

Indicate the type of water supply and sewage disposal to be used by your subdivision proposal and whether it exists or is proposed.

Existing	Proposed	TYPE OF WATER SUPPLY
	X	DUGOUT
		WELL
		CISTERN & HAULING
		COUNTY SERVICE
		OTHER (Please specify)

Existing	Proposed	TYPE OF SEWAGE DISPOSAL
		OPEN DISCHARGE/SEPTIC TANK
		SUB-SURFACE DISPOSAL/SEPTIC TANK
		ABOVE GROUND/SEPTIC TANK
	X	SEWAGE LAGOON
		OUTDOOR PRIVY
		COUNTY SERVICE
		OTHER (Please Specify)

For additional information, contact **ALBERTA MUNICIPAL AFFAIRS – CODES AND PERMITS** at:

**Phone:** 1-866-421-6929

**Email:** [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca)  
or a licensed permitting agency.

CLEAR HILLS COUNTY

Box 240 Worsley, AB T0H 3W0 - Phone: 780-685-3925 Fax 780-685-3960 Email: [development@clearhillscounty.ab.ca](mailto:development@clearhillscounty.ab.ca)

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