

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

**PRESENT**

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

**ABSENT**

**ATTENDING**

Allan Rowe	Chief Administrative Officer (CAO)
Bonnie Morgan	Executive Assistant (EA)
Kelsey Lund	Development Officer (DO)

**CALL TO ORDER**

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

**ACCEPTANCE OF  
AGENDA**

**M34-25 (07-22-25)**

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

**APPROVAL OF  
MINUTES**

Previous Regular  
Meeting Minutes

**M35-25 (07-22-25)**

**RESOLUTION by Member Giesbrecht to adopt the minutes of the June 24, 2025, Municipal Planning Commission Meeting, as presented. CARRIED.**

**NEW BUSINESS**

Subdivision  
Application –  
Jake & Martha Fehr

Subdivision Application S07-25 was received from Jake & Martha Fehr for a Boundary Adjustment to include a total of 12.89 acres (5.22 hectares) on NW-24-85-9-W6.

**M36-25 (07-22-25)**

**RESOLUTION by Member Janzen that the Municipal Planning Commission approves Subdivision Application S07-25 received from Jake & Martha Fehr for a Boundary Adjustment to include a total of 12.89 acres (5.22 hectares) on NW-24-85-9-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 Municipal Planning Commission.
    - iii. Rear Yard, 15.24 m (50 ft) or as required by the Municipal Planning Commission.
4. Sewage setbacks:
  - a. Septic Tank
    - i. 1 m (3.25 ft) from a property line
    - ii. 1 m (3.25 ft) from a building
    - iii. 10 m (33 ft) from a water course
    - iv. 10 m (33 ft) from a water source or well
  - b. Effluent Discharge
    - i. 90 m (300 ft) from property line
    - ii. 45 m (150 ft) from a building
    - iii. 45 m (150 ft) from a water course
    - iv. 50 m (165 ft) from a water source or well
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. Proof of amalgamation is required within 12 months of subdivision completion date.

**CARRIED.**

**NEW BUSINESS**

Subdivision  
Application –  
David & Maria  
Zacharias

Subdivision Application S08-25 was received from David & Maria Zacharias for a Residential Separation of 10 acres (4.05 hectares) on SE-1-85-9-W6.

Deputy Chairperson Hansen entered the meeting at 9:04 a.m.

**M37-25 (07-22-25)**

**RESOLUTION** by Member Giesbrecht that the Municipal Planning Commission approves Subdivision Application S08-25 received from David & Maria Zacharias for a Residential Separation of 10 acres (4.05 hectares) on SE-1-85-9-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. Well
    - 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. Septic Tank
    - i. 1 m (3.25 ft) from a property line
    - ii. 1 m (3.25 ft) from a building
    - iii. 10 m (33 ft) from a water course
    - iv. 10 m (33 ft) from a water source or well
  - b. Effluent Discharge
    - i. 90 m (300 ft) from property line
    - ii. 45 m (150 ft) from a building
    - iii. 45 m (150 ft) from a water course
    - iv. 50 m (165 ft) from a water source or well
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

Subdivision  
Application –  
David & Maria  
Zacharias

Subdivision Application S09-25 was received from David & Maria Zacharias for a Residential Separation of 10 acres (4.05 hectares) on NE-6-85-10-W6.

**M38-25 (07-22-25)**

**RESOLUTION by Chair Ruecker that the Municipal Planning Commission approves Subdivision Application S09-25 received from David & Maria Zacharias for a Residential Separation of 10 acres (4.05 hectares) on NE-6-85-10-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. Well
    - 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. Septic Tank
    - i. 1 m (3.25 ft) from a property line
    - ii. 1 m (3.25 ft) from a building
    - iii. 10 m (33 ft) from a water course
    - iv. 10 m (33 ft) from a water source or well
  - b. Effluent Discharge
    - i. 90 m (300 ft) from property line
    - ii. 45 m (150 ft) from a building
    - iii. 45 m (150 ft) from a water course
    - iv. 50 m (165 ft) from a water source or well
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. Developer to obtain a Roadside Development Permit from Alberta Transportation.

**CARRIED.**

NEW BUSINESS

Subdivision  
Application –  
Ron Mason  
Contracting Ltd.

Subdivision Application S10-25 was received from Ron Mason Contracting Ltd. for a Farmyard Separation of 9.83 acres (3.98 hectares) on NE-14-86-5-W6.

**M39-25 (07-22-25)**

**RESOLUTION** by Member Janzen that the Municipal Planning Commission approves Subdivision Application S10-25 received from Ron Mason Contracting Ltd. for a Farmyard Separation of 9.83 acres (3.98 hectares) on NE-14-86-5-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. Cistern
    - 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. Septic Tank
    - i. 1 m (3.25 ft) from a property line
    - ii. 1 m (3.25 ft) from a building
    - iii. 10 m (33 ft) from a water course
    - iv. 10 m (33 ft) from a water source or well
  - b. Effluent Discharge
    - i. 90 m (300 ft) from property line
    - ii. 45 m (150 ft) from a building
    - iii. 45 m (150 ft) from a water course
    - iv. 50 m (165 ft) from a water source or well
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 –  
Paul Wolfe

Development Permit Application W16-25 was received from Paul Wolfe to develop a Replacement Dwelling on SW-4-85-7-W6.

**M40-25 (07-22-25)**

**RESOLUTION by Member Walmsley that the Municipal Planning Commission approves Development Permit Application W16-25 received from Paul Wolfe to develop a Replacement Dwelling on SW-4-85-7-W6, subject to the following conditions:**

1. Prior to the start of 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. 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. Septic Tank
    - i. 1 m (3.25 ft.) from a property line
    - ii. 1 m (3.25 ft.) from a building
    - iii. 10 m (33 ft.) from a water course
    - iv. 10 m (33 ft.) from a water source or well
  - b. Effluent Discharge
    - i. 90 m (300 ft) from property line
    - ii. 45 m (150 ft) from a building
    - iii. 45 m (150 ft) from a water course
    - iv. 50 m (165 ft) from a water source or well
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 to be adhered to.

**CARRIED.**

NEW BUSINESS

Development Permit  
Application –  
William & Susanna  
Zacharias

Development Permit Application W17-25 was received from William & Susanna Zacharias to develop a Replacement Dwelling on SE-25-84-12-W6.

**M41-25 (07-22-25)**

**RESOLUTION by Member Janzen that the Municipal Planning Commission approves Development Permit Application W17-25 received from William & Susanna Zacharias to develop a Replacement Dwelling on SE-25-84-12-W6, subject to the following conditions:**

1. Prior to the start of 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. Well
    - 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. Septic Tank
    - i. 1 m (3.25 ft.) from a property line
    - ii. 1 m (3.25 ft.) from a building
    - iii. 10 m (33 ft.) from a water course
    - iv. 10 m (33 ft.) from a water source or well
  - a. Effluent Discharge
    - i. 90 m (300 ft) from property line
    - ii. 45 m (150 ft) from a building
    - iii. 45 m (150 ft) from a water course
    - iv. 50 m (165 ft) from a water source or well
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 to be adhered to.
8. Developer to obtain a Roadside Development Permit from Alberta Transportation.

**CARRIED.**

NEW BUSINESS

Development Permit  
Application –  
Jacob Fehr

Development Permit Application W19-25 was received from Jacob Fehr to develop a Second Residence on NE-15-85-8-W6.

**M42-25 (07-22-25)**

**RESOLUTION** by Member Janzen that the Municipal Planning Commission approves Development Permit Application W19-25 received from Jacob Fehr to develop a Second Residence on NE-15-85-8-W6, subject to the following conditions:

1. Prior to the start of 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. 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. Septic Tank
    - i. 1 m (3.25 ft.) from a property line
    - ii. 1 m (3.25 ft.) from a building
    - iii. 10 m (33 ft.) from a water course
    - iv. 10 m (33 ft.) from a water source or well
  - a. Effluent Discharge
    - i. 90 m (300 ft) from property line
    - ii. 45 m (150 ft) from a building
    - iii. 45 m (150 ft) from a water course
    - iv. 50 m (165 ft) from a water source or well
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 to be adhered to.

**CARRIED.**



NEW BUSINESS

Development Permit  
Application –  
Wilhelm & Jessica  
Fehr

Development Permit Application W20-25 was received from Wilhelm & Jessica Fehr to develop a Replacement Dwelling on NE-36-85-9-W6.

**M43-25 (07-22-25)**

**RESOLUTION by Member Janzen that the Municipal Planning Commission approves Development Permit Application W20-25 received from Wilhelm & Jessica Fehr to develop a Replacement Dwelling on NE-36-85-9-W6, subject to the following conditions:**

1. Prior to the start of 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. 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. Lagoon
    - i. 30 metres (100 ft.) from a property line
    - ii. 45 metres (150 ft.) from a building
    - iii. 90 metres (300 ft.) from a water course
    - iv. 100 metres (330 ft.) from a water source or well
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 to be adhered to.

**CARRIED.**

MUNICIPAL PLANNING COMMISSION  
TUESDAY, JULY 22, 2025

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ADJOURNMENT

Chairperson Ruecker adjourned the July 22, 2025, Municipal Planning Commission Meeting at 9:25 a.m.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DATE

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