

ADOPTED

Minutes of a  
**REGULAR MUNICIPAL PLANNING COMMISSION MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
M.D. Administration Building  
Valleyview, Alberta, on Tuesday, May 15, 2018

#1 CALL TO ORDER      Chair Dale Smith called the meeting to order at 9:05 a.m.

PRESENT

Chair	Dale Smith
Vice-Chair	Tom Burton
Member	Shawn Acton
Member	Dale Gervais
Member	Roxie Rutt
Member	Bill Smith (By phone)
Member	Les Urness

ATTENDING

Manager, Planning and Development	Sally Ann Rosson
Development Officer	Leona Dixon
Development Officer	Lindsey Lemieux
Development Officer	Price Leurebourg
Development Technician	Celine Soucy
Recording Secretary	Jenny Cornelsen

GUESTS

Richard Pankiw (S18-004 / S18-005 / S18-006 / S18-007)  
Chris Chiasson – Velocity Group (S18-004 / S18-005 / S18-006 / S18-007)  
Will Shadid – Velocity Group (S18-004 / S18-005 / S18-006 / S18-007)  
Vern and Susanne Tremblay (S18-004)  
Don and Marion James (S18-005 / S18-007)  
Bill Lewchuk (S18-004)  
Darcy and Caitlyn Lind (S18-007)  
Gloria Whiting (S18-004 / S18-006 / S18-007)  
Pete Tofteland and David Christie – Daylight Lease Maintenance Inc. (D18-082)  
Gwen Thetreat (D18-082)  
Abe and Norma Dyck (D18-082)  
Laura Matin (D18-099)  
Sandra Robinson (D18-118)

ABSENT

Member	Winston Delorme
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#2  
AGENDA

MOTION: 18.05.050. Moved by: MEMBER ROXIE RUTT  
That the May 15, 2018, agenda be adopted with the following changes:

- D18-111 / ANTHONY C FROESE & SHARON L FROESE / DWELLING UNIT, MANUFACTURED / NW-24-71-26-W5, PLAN 0226467, BLOCK 1, LOT 1 / CROOKED CREEK AREA – addition to agenda

- The agenda item number and order in which applications for delegations was reviewed and adjusted:
  - 4.1 – Subdivision applications S18-004 / S18-005 / S18-006 / S18-007
  - 4.2 – Development permit application D18-082
  - 4.3 – Development permit application D18-099
  - 4.4 – Development permit application D18-118

CARRIED

**#3.1  
REGULAR MUNICIPAL  
PLANNING COMMISSION  
MEETING MINUTES**

**MOTION: 18.05.051. Moved by: VICE-CHAIR TOM BURTON**  
That the minutes of the regular Municipal Planning Commission meeting held on April 17, 2018, be adopted as presented.

CARRIED

**#3.2  
BUSINESS ARISING  
FROM MINUTES**

**3.2 BUSINESS ARISING FROM MINUTES**

There was no business arising from the minutes of April 17, 2018.

**#4  
DELEGATIONS**

**4.0 DELEGATIONS**

With four subdivision applications on the agenda, Municipal Planning Commission decided that Development Officer Leurebourg would present each application and then the applicant would provide comments. Following the presentation and applicant’s comments regarding all four applications, comments from adjacent landowners would then be heard.

**4.1 S18-004 / RICHARD PANKIW / NE-34-70-19-W5 / FIRST PARCEL OUT / SUNSET HOUSE AREA**

Development Officer Leurebourg presented an overview of a proposed subdivision application for an 8.09 hectare (20 acre) ± lot within NE-34-70-19-W5. The property was zoned Agricultural One (A-1) District.

Development Officer Leurebourg presented additional information as follows:

- The subject site, which contained a residence, barn and shed, was located approximately 28 kilometres northwest of the Town of Valleyview and 1.5 kilometres from Snipe Lake. Surrounding properties were zoned Agricultural One (A-1) District.
- Notification letters had been circulated to nine adjacent landowners within an 800-metre radius of the parcel. Three letters were received, all of which had expressed opposition to the subdivision.
- According to provincial legislation, the existing sewage system would not meet the setback requirements. Municipal Affairs had commented that a variance for a reduction in the setback distance would not be granted.

Mr. Chris Chiasson (Velocity Group) and Mr. Richard Pankiw spoke as the applicants. The stated that the quarter had been bisected by the road, leading them to propose two lots: a first parcel out and a physically severed lot.

Municipal Planning Commission discussed the following:

- Members asked if the dugout was the main water source. Mr. Pankiw responded that there was a water well on the property, which had provided the main source of water.

**S18-005 / RICHARD PANKIW / NE-14-70-19-W5 / PHYSICAL SEVERANCE / SUNSET HOUSE AREA**

Development Officer Leurebourg presented an overview of a proposed subdivision application for a 4.05 hectare (10 acre) ± lot and a 20.25 hectare (50.03 acre) ± lot within NE-14-70-19-W5. The property was zoned Agricultural One (A-1) District and was currently vacant.

Development Officer Leurebourg presented additional information as follows:

- The subject site was vacant and was located approximately 28 kilometres northwest of the Town of Valleyview and 2 kilometres from Snipe Lake. Surrounding properties were zoned Agricultural One (A-1) District.
- Notification letters had been circulated to nine adjacent landowners within an 800-metre radius of the parcel. Two letters were received, both of which had expressed opposition to the subdivision.

Mr. Chris Chiasson (Velocity Group) and Mr. Richard Pankiw spoke as the Applicant. They stated that two lots had been proposed due to the fact that the quarter had been physically severed from the quarter.

Municipal Planning Commission discussed the following:

- With regard to the proposed 10-acre lot, members questioned if there would be a suitable building site. Mr. Pankiw stated that the parcel was well-drained and would be a suitable building site.
- It was clarified that construction of an approach was required but that it was possible it would be constructed in a different location than proposed.
- Members questioned why the remaining 50 acres was being proposed as a subdivision due to the fact that the severance created by the road would not inhibit farming on that parcel. Mr. Pankiw responded that the land would be continued to be used for agricultural purposes; however, he had preferred to make it a subdivision for future use.
- For the purpose of informing the applicant and guests in attendance, it was pointed out that both lots created by a physically severed parcel allowed for a first parcel out in accordance with Greenview's current Land Use Bylaw.

**S18-007 / RICHARD PANKIW / SE-23-70-19-W5 / PHYSICAL SEVERANCE / SUNSET HOUSE AREA**

Development Officer Leurebourg presented an overview of a proposed subdivision application for a 4.05 hectare (10 acre) ± lot and an 8.33 hectare (20.60 acre) ± lot within SE-23-70-19-W5. The property was zoned Agricultural One (A-1) District.

Development Officer Leurebourg presented additional information as follows:

- The subject site was vacant and was located approximately 28 kilometres northwest of the Town of Valleyview and 1.5 kilometres from Snipe Lake. Surrounding properties were zoned Agricultural One (A-1) District.
- Notification letters had been circulated to five adjacent landowners within an 800-metre radius of the parcel. Three letters were received, all of which had expressed opposition to the subdivision.

Mr. Chris Chiasson (Velocity Group) and Mr. Richard Pankiw spoke as the Applicant. Mr. Chiasson stated that the two proposed parcels had been a natural choice due to the physical severance of the road. He also stated that there was an existing approach to the parcels.

Municipal Planning Commission discussed the following:

- As the parcels were well-treed, members questioned whether there would be a usable building site. Mr. Pankiw stated that the natural building spot would be set within the treed area, as it had covered about three-quarters of the parcel.
- With regard to the creek that crossed the property, Mr. Pankiw stated that a previous landowner had redirected the creek in the past. He added that a draw had also existed on the north end of the quarter.
- Members asked if the area to the north would be accessible from the main approach; to which, Mr. Pankiw responded affirmatively.
- A concern was raised that the proposed subdivision would restrict access to adjacent quarters.

**S18-006 / PANKIW RICHARD / SW-23-70-19-W5 / FIRST PARCEL OUT / SUNSET HOUSE AREA**

Development Officer Leurebourg presented an overview of a proposed subdivision application for a 4.45 hectare (11 acre) ± lot within SW-23-70-19-W5. The property was zoned Agricultural One (A-1) District.

Development Officer Leurebourg presented additional information as follows:

- The subject site was vacant and was located approximately 28 kilometres northwest of the Town of Valleyview and 2 kilometres from Snipe Lake. Surrounding properties were zoned Agricultural One (A-1) District.
- Notification letters had been circulated to two adjacent landowners within an 800-metre radius of the parcel. One letter was received, which had expressed opposition to the subdivision.
- Greenview's Manager, Construction and Maintenance, had recommended that the approach to the balance be relocated from the proposed position shown on the tentative plan in order to align with Greenview's Development Guidelines and Municipal Servicing Standards.

Municipal Planning Commission discussed the following:

- Members raised concerns that a subdivided parcel would restrict access to the adjacent quarter to the west. Manager Rosson stated that though there had not been access to the adjacent quarter in the past, every proposed or existing parcel must always consider access. The applicant added that access issues to the adjacent quarter would exist with or without the proposed subdivision.
- Members noted that Greenview's Infrastructure and Planning department had raised concerns that the approach to the balance of the quarter had been proposed on the curve of Range Road 191A. Discussion ensued regarding potential approach locations, possible access easement and possible consolidation of the proposed parcel with the physically severed portion of SE-23-70-19-W5 to provide legal and physical access.

#### **ADJACENT LANDOWNER DELEGATIONS**

##### **S18-004**

Mr. Vern Tremblay raised concerns about the effects on the farming community with the creation of multiple subdivisions. He had also been concerned that a 20-acre first parcel out subdivision had been permitted. Members advised Mr. Tremblay that Greenview had passed the Land Use Bylaw on February 26, 2018, which had allowed for a 20-acre parcel. Further, a physically severed parcel was considered an un-subdivided parcel according to the Municipal Government Act. As such, a physical severance allowed for one first parcel out on each titled and physically severed parcel.

##### **S18-004 / S18-006 / S18-007**

Ms. Gloria Whiting expressed her concerns that the subdivisions would not be retained for agricultural use and affect generations of farming families. Members reminded Ms. Whiting that many landowners within Greenview had exercised the

right of first parcel out subdivisions. They further stated that Municipal Planning Commission, in accordance with provincial legislation, could not review applications based on personal opinions and concerns, but on planning considerations only.

#### **S18-005 / S18-007**

Mr. Don James and Ms. Marion James outlined numerous concerns regarding what they felt to be errors and discrepancies within Greenview's subdivision application package and its completion. She was also very concerned that the proposed subdivisions would not be consistent with the use of the land. Mr. James also expressed concern about drainage. To each concern, members provided a response in accordance with provincial legislation and Greenview's current Land Use Bylaw. Ms. James expressed her disappointment in the application and review process.

#### **S18-007**

Mr. Darcy Lind and Ms. Caitlyn Lind also raised concerns about the effect of the proposed subdivisions on the farming community. Though they had recognized the need for growth and development within Greenview, they felt that the needs of and impacts on both the existing rural groups and urban groups potentially created by these subdivisions should be considered.

Mr. Pankiw provided final comments. He stated that he had no plans for large-scale development and that he would like to see young families residing in the area.

Chair Dale Smith advised Mr. Chiasson and Mr. Pankiw that Municipal Planning Commission would render a decision later in the meeting.

Chair Dale Smith recessed the meeting at 11:00 a.m.

Chair Dale Smith reconvened the meeting at 11:11 a.m.  
Member Rutt was not present.

#### **4.2 D18-082 / PETE TOFTELAND / JEREMY SELLORS AND STEPHANIE SELLORS / MAJOR HOME OCCUPATION (DAYLIGHT LEASE MAINTENANCE INC.) / SW-05-70-06-W6 / GROVEDALE AREA**

Development Officer Lemieux presented an overview of a development permit application for a major home occupation (Daylight Lease Maintenance Inc.) within SW-05-70-06-W6. The parcel was zoned Agricultural Two (A-2) District and was 12.26 hectares (37.82 acres).

Development Officer Lemieux presented additional information as follows:

- The subject site was located approximately 0.9 kilometres west of the Hamlet of Grovedale, adjacent to Range Road 64A. Surrounding properties were zoned Country Residential One (CR-1) District and Agricultural One (A-1) District.
- Notification letters had been circulated to twenty adjacent landowners within a 1600-metre radius of the parcel. Three letters were received, both of which had expressed opposition to the development.

Mr. Dave Christie spoke on behalf of Mr. Tofteland as the applicant. The applicant provided three letters of reference from the Village of Hythe, Homestead Hall Association (Valhalla Centre) and a personal reference in favour of Daylight Lease Maintenance Inc.

Member Rutt re-entered the meeting at 11:14 a.m.

Mr. Christie explained the business as a seasonal operation that employed college students to spray and mow vegetation on oilfield leases. He added that expansion to Grovedale would support the community and eliminate commuting to Hythe. Daylight Lease Maintenance Inc. presently had an agreement with the landowner to purchase the property, pending approval of the development permit application.

Municipal Planning Commission discussed the following:

- Members asked about the type and quantity of vehicles utilized for the operation. Mr. Christie responded that there would be two gasoline-powered pickups and three mower tractors; however, the mowers would be situated at the lease for most of the time, which would eliminate excess traffic. Members were concerned that the trucks had been fitted with back-up beepers; however, Mr. Christie stated that the beepers could be disabled.
- Members raised concerns that some major home occupations had expanded beyond the approved use. Mr. Christie assured Municipal Planning Commission that although some growth was expected, it would remain within the guidelines of the approval.
- With regard to the number of employees, Development Officer Lemieux stated that a maximum of three employees would be permitted. At the time of future expansion, the applicant would be required to apply to employ up to five employees maximum.

Ms. Gwen Thetreat spoke on behalf of six adjacent landowners, who had been very concerned that Daylight Lease Maintenance Inc. was an oil and gas business operating on the property. Having experienced a previous development permit appeal for the same property with the same landowner, she added that the landowners were worried that the proposed business would operate outside its conditions.

Chair Dale Smith advised Mr. Christie and Mr. Tofteland that Municipal Planning Commission would render a decision later in the meeting.

**4.3 D18-099 / DWAYNE DARRELL BELLEROSE AND LAURA MATIN / CABIN / SW-31-71-26-W5, PLAN 1524146, BLOCK 1, LOT 1 / DEBOLT AREA**

Development Officer Dixon presented an overview of a development permit application for a single detached dwelling unit within SW-31-71-26-W5, Plan 1524146, Block 1, Lot 1. The parcel was zoned Agricultural One (A-1) District and was 5.01 hectares (12.38 acres).

Development Officer Dixon presented additional information as follows:

- The subject site was vacant and was located three kilometres south of Highway 43. Surrounding properties were zoned Agricultural One (A-1) District.
- The lot had been part of the DeBolt Golf Course Prior to subdivision in 2015 and was utilized by the applicant for personal use.
- The dwelling unit would replace the applicant's recreational vehicle unit and would require a variance from the east property boundary adjacent to Range Road 10.
- Road widening of 5.03 metres had been registered in this location; however, it had not been constructed.
- Greenview's Manager, Construction and Maintenance, would permit the variance provided the applicant would remove the structure at their expense, if for any reason, it would be required by Greenview.

Ms. Laura Matin spoke as the applicant. The applicant stated that they had had required a setback variance to replace a recreational vehicle with a cabin. Although they had asked for 2 metres (6.5 feet) setback, the applicants understood that a setback variance of 38 metres (124.7 feet) would be required.

Municipal Planning Commission discussed the following:

- Members explained the limitations of where the cabin could be located on the parcel, which resulted in the requirement of a setback variance.

Chair Dale Smith advised Ms. Matin that Municipal Planning Commission would render a decision later in the meeting.

**4.4 D18-118 / KEVEN ROBINSON AND SANDRA ROBINSON / NE-33-70-24-W5, PLAN 4790NY, BLOCK 1, LOT 13 / STURGEON LAKE AREA**

Development Officer Dixon presented an overview of a development permit application for a single detached dwelling unit with deck and detached garage

within NE-33-70-24-W5, Plan 4790NY, Block 1, Lot 13. The parcel was zoned Country Residential Three (CR-3) District and was 24.38 metres by 45.72 metres (79.98 feet by 150 feet).

Development Officer Dixon presented additional information as follows:

- The applicant had requested a variance for the proposed dwelling unit to allow it to replace the existing cabin at 1.5 metres (4.9 feet) from the south interior property line instead of the required 3.0 metres (9.8 feet). The new cabin would be wider than the previous cabin by this measurement.
- The adjacent landowner to the south had no concerns with a variance being granted.
- The subject site was 24.38 by 45.72 metres (79.98 by 150 feet) and was located within the Narrows subdivision. Surrounding properties were zoned Country Residential Three (CR-3) District.

Ms. Sandra Robinson spoke as the applicant. The applicant stated that the variance had been requested for the single family dwelling unit to allow for an eight-foot deck on the opposite side of the building and access to the proposed garage at the rear. She added that the existing garage in the front yard had been utilized as a storage shed so had proposed to construct a garage for their vehicle at the rear.

No comments or questions were noted from Municipal Planning Commission.

Chair Dale Smith advised Ms. Robinson that Municipal Planning Commission would render a decision later in the meeting.

#5  
SUBDIVISIONS

## **5.0 SUBDIVISION APPLICATIONS**

### **5.1 S18-004 / RICHARD PANKIW / NE-34-70-19-W5 / FIRST PARCEL OUT / SUNSET HOUSE AREA**

Development Officer Leurebourg had previously presented an overview of a proposed subdivision application for an 8.09 hectare (20 acre) ± lot within NE-34-70-19-W5. The property was zoned Agricultural One (A-1) District.

Municipal Planning Commission discussed the following:

- The north property line and north was within Big Lake County; as a result, members confirmed that the approaches would be required to be upgraded to Big Lake County's standards at the landowner's expense.

NE-34-70-19-W5

MOTION: 18.05.052. Moved by: MEMBER DALE GERVAIS

That Municipal Planning Commission (MPC) **APPROVE** subdivision application S18-004 for the creation of an 8.09 hectare (20 acre) ± lot within the parcel legally described as NE-34-70-19-W5, subject to the conditions listed below:

**Reasons:**

1. The proposed subdivision complies with the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulations.

**Conditions:**

1. The applicant shall submit to Greenview a Plan of Survey suitable for registration with the Alberta Land Titles Office. The size of the subdivided parcel shall be as per the approved Tentative Plan.
2. The applicant shall pay all taxes owing to Greenview, up to the year in which subdivision is to be registered, prior to the Greenview signing the final subdivision approval documents.
3. The applicant shall ensure the on-site sewage disposal systems on the proposed lot complies with requirements of the Alberta Private Sewage Disposal Regulations. The applicant shall provide Greenview with a Certificate of Compliance from an accredited agency reflecting that the proposed parcel boundaries have been taken into consideration when compliance was considered. The arrangements and costs are the responsibility of the applicant.
4. Access to the balance of the quarter to be constructed by the landowner. The access is to be built to the specifications and satisfaction of Big Lakes County.

CARRIED

**5.2 S18-005 / RICHARD PANKIW / NE-14-70-19-W5 / PHYSICAL SEVERANCE / SUNSET HOUSE AREA**

Development Officer Leurebourg had previously presented an overview of a proposed subdivision application for a 4.05 hectare (10 acre) ± lot and a 20.25 hectare (50.03 acre) ± lot within NE-14-70-19-W5. The property was zoned Agricultural One (A-1) District.

Municipal Planning Commission discussed the following:

- Members asked if there should have been a separate motion for each parcel. Manager Rosson explained that one motion was adequate as the parcels had been within one quarter.

- It was suggested that the proposed subdivision be relocated to the north end of the quarter.
- It was acknowledged that though the concerns of the landowners were legitimate, they were not a planning consideration according to the Municipal Government Act and Land Use Bylaw.

NE-14-70-19-W5

MOTION: 18.05.053. Moved by: MEMBER ROXIE RUTT

That Municipal Planning Commission (MPC) **APPROVE** subdivision application S18-005 for the creation of a 4.05 hectare (10 acre) ± lot and a 20.25 hectare (50.03 acre) ± lot within the parcel legally described as NE-14-70-19-W5, subject to the conditions listed below:

Reasons:

1. The proposed subdivision complies with the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulations.

**Conditions:**

1. The applicant shall submit to Greenview, a Plan of Survey suitable for registration with the Alberta Land Titles Office. The size of the subdivided parcels shall be as per the approved Tentative Plan.
2. The applicant shall pay all taxes owing to Greenview, up to the year in which subdivision is to be registered, prior to the Greenview signing the final subdivision approval documents.
3. Access to the proposed lots and balance of the quarter to be constructed and/or upgraded by Greenview. A non-refundable construction fee of \$2,000.00 per gravel approach / \$2,500.00 per approach relocation or upgrade must be paid to Greenview prior to endorsement of the Subdivision Authority Approval. Greenview reserves the right to determine the date of the construction and/or upgrade of the approaches.

CARRIED

### **5.3 S18-006 / PANKIW RICHARD / SW-23-70-19-W5 / FIRST PARCEL OUT / SUNSET HOUSE AREA**

Development Officer Leurebourg had previously presented an overview of a proposed subdivision application for a 4.45 hectare (11 acre) ± lot within SW-23-70-19-W5. The property was zoned Agricultural One (A-1) District.

Municipal Planning Commission discussed the following:

- Members discussed reconfiguration of the proposed subdivision due to the lack of access to the balance of the quarter. Member agreed to table the application to allow Administration to research suitable options to access the quarter.

SW-23-70-19-W5

MOTION: 18.05.054. Moved by: MEMBER DALE GERVAIS  
That Municipal Planning Commission (MPC) **TABLE** subdivision application S18-006 for the creation of a 4.45 hectare (11 acre) ± lot within the parcel legally described as SW-23-70-19-W5.

CARRIED

**5.4 S18-007 / RICHARD PANKIW / SE-23-70-19-W5 / PHYSICAL SEVERANCE / SUNSET HOUSE AREA**

Development Officer Leurebourg had previously presented an overview of a proposed subdivision application for a 4.05 hectare (10 acre) ± lot and an 8.33 hectare (20.60 acre) ± lot within SE-23-70-19-W5. The property was zoned Agricultural One (A-1) District.

Municipal Planning Commission discussed the following:

- It was recommended that the application be tabled as the parcel was in connection with application S18-006, which had been tabled due to location of access.

SE-23-70-19-W5

MOTION: 18.05.055. Moved by: MEMBER SHAWN ACTON  
That Municipal Planning Commission (MPC) **TABLE** subdivision application S18-007 for the creation of a 4.05 hectare (10 acre) ± lot and an 8.33 hectare (20.60 acre) ± lot within the parcel legally described as SE-23-70-19-W5.

CARRIED

#6  
DEVELOPMENT PERMITS

**6.0 DEVELOPMENT PERMITS**

**6.1 D18-082 / TOFTELAND PETE / JEREMY SELLORS AND STEPHANIE SELLORS / HOME OCCUPATION, MAJOR (DAYLIGHT LEASE MAINTENANCE INC.) / SW-05-70-06-W6 / GROVEDALE AREA**

Development Officer Lemieux had previously presented an overview of a development permit application for a major home occupation (Daylight Lease Maintenance Inc.) within SW-05-70-06-W6. The parcel was zoned Agricultural Two (A-2) District and was 12.26 hectares (37.82 acres).

Municipal Planning Commission discussed the following:

- Members asked for clarification as to whom the development permit would be issued. Development Officer Lemieux responded that the development permit would be issued to the applicant, Daylight Lease Maintenance Inc.
- It was confirmed that the landowner was not connected to Daylight Lease Maintenance.

SW-05-70-06-W6

MOTION: 18.05.056. Moved by: MEMBER LES URNESS

That Municipal Planning Commission (MPC) **APPROVE** development permit application D18-082 for a major home occupation: Daylight Lease Maintenance Inc., on the parcel legally described as SW-5-70-6-W6, subject to the conditions listed below:

1. This permit indicates that only the development to which it relates is authorized pursuant to the provisions of the Land Use Bylaw. Compliance with the provisions of Land Use Bylaw 17-779 does not exempt the applicant from compliance with any provincial, federal or other municipal legislation.
2. All development must conform to the conditions of this development permit and the approved plans and any revisions as required pursuant to this Approval. Any subsequent changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
3. Issuance of this development permit is for the business as described in the submitted application, with a maximum of three (3) employees.
4. The major home occupation shall solely be operated within the principal dwelling unit and within one accessory building.
5. The major home occupation shall not occupy more than 1.0 hectares (2.5 acres) for outside storage. Any outdoor storage associated with the home occupation shall be adequately screened from neighbouring parcels and highway.
6. The major home occupation must not produce extensive noise between the hours of 10 p.m. and 7 a.m.
7. Any future expansion of the business, site area, or additional employees will require the applicant to apply for a new development permit and will require approval.
8. This development permit is valid upon the decision being advertised in a local paper and no appeal against said decision being successful.

CARRIED

**6.3 D18-099 / DWAYNE DARRELL BELLEROSE AND LAURA MATIN / CABIN / SW-31-71-26-W5, PLAN 1524146, BLOCK 1, LOT 1, / DEBOLT AREA**

Development Officer Dixon had previously presented an overview of a development permit application for a single detached dwelling unit within SW-31-71-26-W5, Plan

1524146, Block 1, Lot 1. The parcel was zoned Agricultural One (A-1) District and was 5.01 hectares (12.38 acres).

Municipal Planning Commission discussed the following:

- There were some concerns regarding the proximity of the proposed cabin to the road. Development Officer Dixon noted that road widening had previously been registered for the parcel.

SW-31-71-26-W5,  
PLAN 1524146,  
BLOCK 1, LOT 1

MOTION: 18.05.057. Moved by: VICE-CHAIR TOM BURTON

That Municipal Planning Commission (MPC) **APPROVE** development permit application D18-099 for a variance for single family dwelling unit (cabin) on the parcel legally described as SW-31-71-26-W5, Plan 1524146, Block 1, Lot 1, subject to the conditions listed below:

1. This permit indicates that only the development to which it relates is authorized pursuant to the provisions of the Land Use Bylaw. Compliance with the provisions of Land Use Bylaw 17-779 does not exempt the applicant from compliance with any provincial, federal or other municipal legislation.
2. All development must conform to the conditions of this development permit and the approved plans and any revisions as required pursuant to this Approval. Any subsequent changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
3. Prior to construction or commencement of any development, is the responsibility of the applicant/owner to ensure they obtain Building, Gas, Plumbing and Electrical Permits, if required, from Alberta Safety Codes Authority. Please be aware that these permits are required in accordance with the Safety Codes Act of Alberta. Copies of these permits must be forwarded to Greenview prior to construction commencement.
4. The applicant receives a setback variance of 38 metres (124.7 feet) from the east property line adjacent to Range Road 261 to accommodate the single family dwelling unit (cabin).
5. This development permit is valid upon the decision being advertised in a local paper and no appeal against said decision being successful.

CARRIED

**6.5 D18-118 / KEVEN ROBINSON AND SANDRA ROBINSON / RESIDENTIAL / NE-33-70-24-W5, PLAN 4790NY, BLOCK 1, LOT 13 / STURGEON LAKE AREA**

Development Officer Dixon had previously presented an overview of a development permit application for a single detached dwelling unit with deck and a detached garage within NE-33-70-24-W5, Plan 4790NY, Block 1, Lot 13. The parcel was zoned

Country Residential Three (CR-3) District and was 12,000 square feet and measures 24.38 metres by 45.72 metres (79.98 feet by 150 feet).

Municipal Planning Commission discussed the following:

- Members discussed the condition regarding vegetation; Development Officer Dixon stated it had been included to make the applicant aware of the regulations under the current Sturgeon Lake Area Structure Plan (SLASP). It was decided that it would be included as an advisory note on the notice of decision.

NE-33-70-24-W5,  
PLAN 4790NY,  
BLOCK 1, LOT 13

MOTION: 18.05.058. Moved by: MEMBER ROXIE RUTT

That Municipal Planning Commission (MPC) **APPROVE** development permit application D18-118 for a variance for a single dwelling unit, with deck and detached garage on the parcel legally described as NE-33-70-24-W5, Plan 4790KS, Block 1, Lot 13, subject to the conditions listed below:

1. This permit indicates that only the development to which it relates is authorized pursuant to the provisions of the Land Use Bylaw. Compliance with the provisions of Land Use Bylaw 17-779 does not exempt the applicant from compliance with any provincial, federal or other municipal legislation.
2. All Development must conform to the conditions of this development permit and the approved Plans and any revisions as required pursuant to this Approval. Any subsequent changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
3. Prior to construction or commencement of any development, is the responsibility of the applicant/owner to ensure they obtain Building, Gas, Plumbing and Electrical Permits, if required, from Alberta Safety Codes Authority. Please be aware that these permits are required in accordance with the Safety Codes Act of Alberta. Copies of these permits must be forwarded to Greenview prior to construction commencement.
4. The use of the proposed and existing accessory buildings for business, industrial and residential purposes shall be used for personal use only.
5. The applicant is required to install a holding tank for the proposed development. The holding tank must meet the Alberta Private Sewage Systems Standards.
6. The applicant receives a setback variance of 1.5 metres (4.9 feet) from the south interior property line to accommodate the single family dwelling unit.
7. This development permit is valid upon the decision being advertised in a local paper and no appeal against said decision being successful.

CARRIED

Chair Dale Smith recessed the meeting at 12:25 p.m.

Vice-Chair Burton re-convened the meeting at 1:27 p.m.  
 Chair Dale Smith and Member Rutt were not present and did not return for the remainder of the meeting.  
 Member Bill Smith did not rejoin the meeting for the remainder of the meeting.  
 Manager Rosson was not present.

#5  
 SUBDIVISIONS

## 5.0 SUBDIVISION APPLICATIONS

### 5.5 S18-010 / JONATHON WHITE AND SARAH WHITE / SE-04-72-22-W5 / FIRST PARCEL OUT / NEW FISH CREEK AREA

Development Officer Dixon presented an overview of a proposed subdivision application for a 8.09 hectare (20 acre) ± lot within SE-04-72-22-W5. The property was zoned Agricultural One (A-1) District.

Development Officer Dixon presented additional information as follows:

- The subject site contained a dwelling unit, garage and barn and was located approximately 17 kilometres north of the Town of Valleyview and 6 kilometres west of Highway 49, adjacent to Township Road 720. Surrounding properties were zoned Agricultural One (A-1) District.
- Notification letters had been circulated to seven adjacent landowners within an 800-metre radius of the parcel; however, no responses were received.
- Road widening was not required on the undeveloped road allowance due to the necessity of crossing two watercourses.
- There were two existing approaches to the proposed subdivision; however, an approach constructed by Greenview was required to the balance of the quarter.

No comments or questions were noted from Municipal Planning Commission.

SE-04-72-22-W5

MOTION: 18.05.059. Moved by: MEMBER DALE GERVAIS

That Municipal Planning Commission (MPC) **APPROVE** subdivision application S18-010 for the creation of an 8.09 hectare (20 acre) ± lot within the parcel legally described as SE-04-72-22-W5, subject to the conditions listed below:

**Reasons:**

1. The proposed subdivision complies with the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulations.

**Subject to the following conditions:**

1. The applicant shall submit to Greenview, a plan of survey or descriptive plan suitable for registration with the Alberta Land Titles Office. The subdivided parcel(s) shall be approved as per the approved Tentative Plan subject to parcel reduction to a maximum of 20 acres.
2. The applicant shall pay all taxes owing to Greenview, up to the year in which subdivision is to be registered, prior to the Greenview signing the final subdivision approval documents.
3. The applicant shall ensure the on-site sewage disposal systems on the proposed lot complies with requirements of the Alberta Private Sewage Disposal Regulations. The applicant shall provide Greenview with a Certificate of Compliance from an accredited agency reflecting that the proposed parcel boundaries have been taken into consideration when compliance was considered. The arrangements and costs are the responsibility of the applicant.
4. Access to the balance of the quarter to be constructed and by Greenview. A non-refundable construction fee of \$2,000.00 per gravel approach must be paid to Greenview prior to endorsement of the Subdivision Authority Approval. Greenview reserves the right to determine the date of the construction and/or upgrade of the approach(es).
5. The applicant shall provide 5.03 metres for road widening along parcel frontage adjacent to Township Road 720, by dedication. Along the balance of the quarter, the applicant may:
  - a) Sell 5.03 metres for future road widening to Greenview in accordance with Greenview's Schedule of Fees; or
  - b) Enter into an Acquisition of Land Agreement with Greenview to allow the purchase of 5.03 metres for future road widening to be registered against the balance of the quarter by caveat.

A Road Plan for the widening shall be surveyed and registered by Greenview. The applicant shall not have the parcel boundaries of the proposed subdivision located until after the road widening has been accounted for.

CARRIED

#### **5.6 S18-011 / KEEGAN V JOHNSON AND ASHLEY ANGELINE JOHNSON / NE-05-71-24-W5 / FIRST PARCEL OUT / STURGEON HEIGHTS AREA**

Development Officer Dixon presented an overview of a proposed subdivision application for a 4.84 hectare (11.97 acre) ± lot within NE-05-71-24-W5. The property was zoned Agricultural One (A-1) District.

Development Officer Dixon presented additional information as follows:

- The subject site contained a dwelling unit and was located adjacent to Young's Point Road approximately 6 kilometres from Highway 43.

Surrounding properties were zoned Agricultural One (A-1) District and Country Residential One (CR-1) District.

- Notification letters had been circulated to ten adjacent landowners within an 800-metre radius of the parcel; however, no responses were received.
- A satisfactory paved approach existed to the proposed lot as well as to the balance of the quarter.

No comments or questions were noted from Municipal Planning Commission.

NE-05-71-24-W5

MOTION: 18.05.060. Moved by: MEMBER ROXIE RUTT

That Municipal Planning Commission (MPC) **APPROVE** subdivision application S18-011 for the creation of a 4.84 hectare (11.97 acre) ± lot within the parcel legally described as NE-05-71-24-W5, subject to the conditions listed below:

**Reasons:**

1. The proposed subdivision complies with the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 7 of the Subdivision and Development Regulations.

**Conditions:**

1. The applicant shall submit to Greenview, a plan of survey or descriptive plan suitable for registration with the Alberta Land Titles Office. The size of the subdivided parcels shall be as per the approved Tentative Plan.
2. The applicant shall pay all taxes owing to Greenview, up to the year in which subdivision is to be registered, prior to the Greenview signing the final subdivision approval documents.
3. The applicant shall ensure the on-site sewage disposal systems on the proposed lot complies with requirements of the Alberta Private Sewage Disposal Regulations. The applicant shall provide Greenview with a Certificate of Compliance from an accredited agency reflecting that the proposed parcel boundaries have been taken into consideration when compliance was considered. The arrangements and costs are the responsibility of the applicant.

CARRIED

#6  
DEVELOPMENT PERMITS

**6.0 DEVELOPMENT PERMITS**

**6.2 D18-084 / RIGHT CHOICE CAMPS & CATERING LTD. / DONALD GEORGE RYAN AND CHERYL FAY RYAN / 532 PERSON WORK CAMP / SE-31-68-08-W6 / GROVEDALE AREA**

Development Officer Lemieux presented an overview of a development permit application for a 532 person project-oriented work camp within SE-31-68-08-W6. The parcel was zoned Agricultural One (A-1) District and was 64.7 hectares (160acres).

Development Officer Lemieux presented additional information as follows:

- The subject site was located approximately 25 kilometres southwest of the Hamlet of Grovedale, adjacent to Two Lakes Road and would be utilized to support the development of the Pembina gas plant located approximately 10 kilometres southeast of the campsite.
- Surrounding properties were zoned Country Residential One (CR-1) District, Agricultural One (A-1) District and Crown Land (CL) District.
- Notifications had been circulated to four adjacent landowners within a 1600-metre radius of the parcel; however, no comments were received.

No comments or questions were noted from Municipal Planning Commission.

SE-31-68-08-W6

MOTION: 18.05.061. Moved by: MEMBER SHAWN ACTON

That Municipal Planning Commission (MPC) **APPROVE** development permit application D18-084 for a 532 person project-oriented work camp on the parcel legally described as SE-31-68-08-W6, subject to the conditions listed below:

1. This permit indicates that only the development to which it relates is authorized pursuant to the provisions of the Land Use Bylaw. Compliance with the provisions of Land Use Bylaw 17-779 does not exempt the applicant from compliance with any provincial, federal or other municipal legislation.
2. All Development must conform to the conditions of this development permit and the approved plans and any revisions as required pursuant to this Approval. Any subsequent changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
3. Prior to construction or commencement of any development, is the responsibility of the applicant to ensure they obtain Building, Gas, Plumbing and Electrical Permits, if required, from an accredited agency for Alberta Safety Codes Authority. Please be aware that these permits are required in accordance with the Safety Codes Act of Alberta.
4. The applicant must obtain approval from Alberta Health Services prior to construction or commencement of any development.
5. Reclamation of work camp sites must be to a standard satisfactory to the Greenview. The following standards shall apply to the reclamation of work camp sites:
  - a) All garbage, building materials and equipment must be removed from the site;

- b) The site must be adequately leveled and re-contoured;
  - c) All disturbed areas must be seeded with a minimum of Certified #1 seed. Applicants are required to submit a Purity Analysis to the Agricultural Fieldman for Greenview. Contact Greenview's Agricultural Fieldman at 780.524.7602 for further information.
6. The work camp shall not be used as third-party rental accommodations and can only be occupied by employees, staff or personnel directly related to or employed by the project for which the work camp was constructed.
  7. This permit is issued for a period of one (1) year. On or before the expiry of this permit, the applicant shall apply for a new development permit and will need to be granted approval in order for the work camp to continue operation.
  8. This development permit is valid upon the decision being advertised in a local paper and no appeal against said decision being successful.

CARRIED

Manager Rosson re-entered the meeting at 1:30 p.m.

#### **6.4 D18-101 / LOW IMPACT INC. / TROY GORDON / 20 PERSON WORK CAMP RENEWAL / NE-17-70-22-W5 / VALLEYVIEW AREA**

Development Officer Leurebourg presented an overview of a development permit application for renewal of a 20 person work camp within NE-17-70-22-W5. The parcel was zoned Light Industrial (M-1) District and was 13.00 hectares (32.12 acres).

Development Officer Leurebourg presented additional information as follows:

- Setback variances had previously been granted to 39 metres (127 feet) from 41 metres (134 feet) from a provincial highway as well as 20 metres (66 feet) from 41 metres (134 feet) from the right-of-way of a district road under development permit applications D17-114, D16-100 and D15-052.
- Following the adoption of the new Land Use Bylaw, work camps were no longer listed as “permitted uses” or “discretionary uses” in this district. As a result of the work camp’s pre-existence, staff was of the opinion that the development was compatible with the existing surrounding developments and uses.
- The subject site was located approximately 800 metres east of the Town of Valleyview, adjacent to Highway 43. Surrounding properties were zoned Light Industrial (M-1) District, Agricultural One (A-1) District and Rural Commercial (RC) District.

No comments or questions were noted from Municipal Planning Commission.

NE-17-20-22-W5

MOTION: 18.05.062. Moved by: MEMBER DALE GERVAIS

That Municipal Planning Commission (MPC) **APPROVE** development permit application D18-101 for a 20 person work camp renewal and setback variances on the parcel legally described as NE-17-70-22-W5, subject to the conditions listed below:

1. All Development must conform to the conditions of this development permit and the approved plans and any revisions as required pursuant to this Approval. Any subsequent changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
2. This development permit is valid upon the decision being advertised in a local paper and no appeal against said decision being successful.
3. This permit indicates that only the development to which it relates is authorized pursuant to the provisions of the Land Use Bylaw. Compliance with the provisions of Land Use Bylaw 17-779 does not exempt the applicant from compliance with any provincial, federal or other municipal legislation.
4. The owner/developer must meet the minimum setback requirement of:
  - a) A variance is hereby granted to 39 metres (127 feet) from 41 metres (134 feet) from a provincial highway.;
  - b) A variance is hereby granted to 20 metres (66 feet) from 41 metres (134 feet) from the right-of-way of a district road; and
  - c) 15 metres (50 feet) from any other property line.
5. The applicant must obtain approval from Alberta Environment and Parks and Alberta Health Services prior to construction or commencement of any development.
6. Reclamation of work camp sites must be to a standard satisfactory to the Greenview. The following standards shall apply to the reclamation of work camp sites:
  - a) All garbage, building materials and equipment must be removed from the site;
  - b) The site must be adequately leveled and re-contoured;
  - c) All disturbed areas must be seeded with a minimum of Certified #1 seed. Applicants are required to submit a Purity Analysis to the Agricultural Fieldman for Greenview. Contact Greenview's Agricultural Fieldman at 780.524.7602 for further information.
7. Deleterious materials must not be allowed to enter any watercourse.
8. This permit is issued for a period of one (1) year. On or before the expiry of this permit, the applicant shall apply for a new development permit and will need to be granted approval in order for the work camp to continue operation.

CARRIED

**6.6 D18-111 / ANTHONY C FROESE & SHARON L FROESE / DWELLING UNIT, MANUFACTURED / NW-24-71-26-W5, PLAN 0226467, BLOCK 1, LOT 1 / CROOKED CREEK AREA**

Development Officer Dixon presented an overview of a development permit application for a manufactured home within NW-24-71-26-W5, Plan 0226467, Block 1, Lot 1. The parcel was zoned Agricultural One (A-1) District and was 6.83 hectares (16.87 acres).

Development Officer Dixon presented additional information as follows:

- The subject site contained a yard site and was located approximately 500 metres south of Highway 43. Surrounding properties were zoned Agricultural One (A-1) District.
- The applicant had requested to utilize the existing yard site and services and had been concerned about drainage; therefore, a variance was required to 30.48 metres (100 feet) from the west property boundary adjacent to Range Road 261. The applicant intended to demolish the existing dwelling located in closer proximity to the property line. The manufactured home would have the maximum setback possible, approximately 13 metres further than the existing residence.
- Road widening of 5.03 metres had been registered in this location, although the widening had not yet been constructed.

No comments or questions were noted from Municipal Planning Commission.

NW-24-71-26-W5,  
PLAN 0226467,  
BLOCK 1, LOT 1

MOTION: 18.05.063. Moved by: MEMBER ROXIE RUTT

That Municipal Planning Commission (MPC) **APPROVE** development permit application D18-111 for a variance for a manufactured home on the parcel legally described as NW-24-71-26-W5, Plan 0226467, Block 1, Lot 1, subject to the conditions listed below:

1. This permit indicates that only the development to which it relates is authorized pursuant to the provisions of the Land Use Bylaw. Compliance with the provisions of Land Use Bylaw 17-779 does not exempt the applicant from compliance with any provincial, federal or other municipal legislation.
2. All development must conform to the conditions of this development permit and Option 2 on the approved Plan and any revisions thereto as required pursuant to this Approval. Any subsequent changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
3. Prior to construction or commencement of any development, is the responsibility of the applicant/owner to ensure they obtain Building, Gas,

Plumbing and Electrical Permits, if required, from Alberta Safety Codes Authority. Please be aware that these permits are required in accordance with the Safety Codes Act of Alberta. Copies of these permits must be forwarded to Greenview prior to construction commencement.

4. The exterior of the manufactured home shall be finished within one (1) year of placement. All finish material shall either be factory fabricated or of equivalent quality so that the design and construction complement the dwelling.
5. Skirting must be installed within ninety (90) days from the date which the manufactured home is placed on the foundation.
6. The manufactured home shall be placed on an engineer approved foundation, basement, or other method of securing the home which satisfies the requirements of the Alberta Safety Codes.
7. The towing hitch and wheels must be removed within thirty (30) days from the date that the manufactured home is placed on the foundation.
8. The applicant shall obtain a Roadside Development Permit from Alberta Transportation for development in proximity to a Highway prior to commencing development.
9. The applicant receives a setback variance of 9.52 metres (31.2 feet) from the west property line adjacent to Range Road 261 to accommodate the manufactured home.
10. This development permit is valid upon the decision being advertised in a local paper and no appeal against said decision being successful.

CARRIED

#7  
DATE OF NEXT MEETING

**7.0 DATE OF NEXT MEETING**

Tuesday, June 12 , 2018

#8  
ADJOURNMENT

**8.0 ADJOURNMENT**

MOTION: 18.05.064. Moved by: MEMBER DALE GERVAIS  
That this meeting adjourn at 1:40 p,m.

CARRIED

CHAIR

MANAGER, PLANNING AND DEVELOPMENT