

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING OF BRAZEAU COUNTY, HELD IN THE COUNTY ADMINISTRATION BUILDING, COUNCIL CHAMBERS, IN DRAYTON VALLEY, ALBERTA ON JANUARY 18, 2011.**

**IN ATTENDANCE** Robert Kitching, Councillor  
Shirley Mahan, Councillor  
Dawn Konelsky, Councillor  
Robert Lind, Member at Large  
Heather Anderson, Member at Large  
Melissa Groening, Director of Planning and Development  
Jocelyn Beattie, Recording Secretary

**ABSENT** **NONE**

**PUBLIC ATTENDANCE** Marilyn Dalton, Gary Nelson, Cecil & Colleen Andersen, Trent Wirsig, Ken Belyea, Cathy Hatt

**CALL TO ORDER** Robert Kitching , Chairperson called the meeting to order at 9:05 am.

**ADDITIONS TO AGENDA** **NONE**

**ADOPTION OF AGENDA** **001-11** Moved by Shirley Mahan to approve the Agenda, as presented.

**CARRIED UNANIMOUSLY**

**ADOPTION OF THE MINUTES** **002-11** Moved by Shirley Mahan to adopt the minutes of the December 21, 2010 Municipal Planning Commission Meeting Minutes, as presented.

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING** **NONE**

**ADMINISTRATIVE MATTERS** Completion of the Attendance Claim Forms.

**SUBDIVISION APPLICATIONS**

**PROPOSAL:** To subdivide two (3) five (5) acre parcels and one (1) fifteen (15) acre parcel  
**LEGAL DESC:** NE 21-49-7 W5M  
**APPLICANT:** Nelson Vacuum Service Ltd.  
**OWNER:** Same  
**FILE:** 10S-049

**003-11** Moved by Dawn Konelsky to table the application until the February 1, 2011 meeting, so that administration could seek direction from Council.

**CARRIED UNANIMOUSLY**

**PROPOSAL:** To subdivide one (1) 13.07 acre parcel  
**LEGAL DESC.:** NW 25-48-4 W5M  
**APPLICANT:** Trent Wirsig  
**OWNER:** BINQ Industries Inc.  
**FILE:** 10S-051

**004-11** Moved by Robert Lind to approve the application according to the submitted Tentative Plan subject to the following conditions on pages 41 and 59 of the report:

1. Pursuant to Section 657 of the *Municipal Government Act*, the applicant must submit to Brazeau County (in digital and paper format), a plan for registration acceptable to the District Registrar of the Land Titles Office.
2. The applicant must obtain a Roadside Development Permit from Alberta Transportation in order to widen the existing approach on the proposed lot and create a mutual approach with the remainder.
3. The applicant must provide a mutual approach to the proposed lot and remainder to be constructed to Alberta Transportation Standards. Once complete, the applicant must provide Brazeau County with a letter of approval from Alberta Transportation that the approach has been approved by them.
4. The applicant must provide the respective easement to be registered on each title of the remainder and the proposed lot along with an attached schedule **or** separate Access Right of Way Plan drafted by the Alberta Land Surveyor showing the location of the mutual access. Brazeau County will prepare the easement and/or Caveat for the applicant for the cost of \$200.00 as per the Schedule of Fees but the schedule or Access Right of Way Plan showing the location of the mutual approach must be provided by the Alberta Land Surveyor.
5. The applicant must ensure that the location of the on-site sewage disposal system on the proposed lot complies with the requirements of the Alberta Private Sewage Disposal Regulations. The applicant must provide Brazeau County 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.

6. The Applicant must register a Utility Right of Way Plan and enter into a Utility Easement with Brazeau County in regard to future utilities that may need to be installed within the proposed lots and remainder. Such Utility Right of Way Plan and Utility Easement shall plan for gas and electrical power utilities and shall be registered on the titles of the proposed lots and remainder. The Applicant must obtain the anticipated locations and widths of the utilities from the applicable power and gas company. Please contact Fortis for power requirements. Brazeau County will prepare the easement according to the 2010 Schedule of Fees in the amount of \$200.00.
7. The applicant must dedicate a 30 meter wide service road Right-of-Way parallel to the highway along the proposed lot and on the remainder north to the quarter line by caveat. The applicant must submit three (3) executed copies of the Service Road Agreement and one (1) caveat to Alberta Transportation. To ensure that these documents meet the requirements of the Alberta Land Titles Office, it is recommended that these agreements be prepared by an Alberta Land Surveyor or a lawyer.
8. A Deferred Reserve Caveat for the balance of Municipal Reserve owing will be registered on the remainder concurrently with the subdivision registration. Brazeau County will prepare the caveat according to the 2010 Schedule of Fees in the amount of \$200.00.
9. The applicant is required to pay a final subdivision endorsement fee of \$200.00.
10. The applicant must pay all taxes owing to the Municipality, up to and including the year in which subdivision is to be registered, prior to the County signing the final subdivision approval documents pursuant to Section 654(1) of the *Municipal Government Act*.

**CARRIED UNANIMOUSLY**

**PROPOSAL:** To subdivide one (1) 8.57 acre parcel  
**LEGAL DESC.:** NW 33-49-8 W5M  
**APPLICANT:** Roger and Darlene Vowk  
**OWNER:** Margaret Vowk  
**FILE:** 10S-048

**005-11** Moved by Shirley Mahan to approve the application according to the submitted Tentative Plan subject to the following amended conditions:

1. Pursuant to Section 657 of the Municipal Government Act, the applicant must submit to Brazeau County (in digital and paper format), a plan for registration acceptable to the District Registrar of the Land Titles Office.
2. The applicant must obtain a Roadside Development Permit from Alberta Transportation in order to widen the existing approach on the proposed lot and create a mutual approach with the remainder.
3. The applicant must provide a mutual approach to the proposed lot and remainder to be constructed to Alberta Transportations Standards. Once complete, the applicant must provide Brazeau County with a letter of approval from Alberta Transportation that the approach has been approved by them.
4. The applicant must provide the respective easement to be registered on each title of the remainder and the proposed lot along with an attached schedule or separate Access Right of Way Plan drafted by the Alberta Land Surveyor showing the location of the mutual access. Brazeau County will prepare the easement and/or Caveat for the applicant for the cost of \$200.00 as per the Schedule of Fees but the schedule or Access Right of Way Plan showing the location of the mutual approach must be provided by the Alberta Land Surveyor.
5. The applicant must ensure that the location of the on-site sewage disposal system on the proposed lot and remainder complies with the requirements of the Alberta Private Sewage Disposal Regulations. The applicant must provide Brazeau County 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.
6. The applicant must enter into a Road Purchase Agreement with the County, for the purchase of a 5.18 meter strip of land for future road widening along the western boundary of the remaining lands, which shall be registered by caveat concurrently with the subdivision registration. Brazeau County will prepare the caveat and agreement according to the 2010 Schedule of Fees in the amount of \$200.00.
7. The applicant must dedicate a 30 m service road Right-of-Way as shown on the Tentative Plan along the remainder by caveat. The applicant must submit three (3) executed copies of the Service Road Agreement and one (1) caveat to Alberta Transportation. To ensure that these documents meet the requirements of the Alberta

Land Titles Office, it is recommended that these agreements be prepared by an Alberta Land Surveyor or a lawyer.

8. The Applicant must register a Utility Right of Way Plan and enter into a Utility Easement with Brazeau County in regard to future utilities that may need to be installed within the proposed lots and remainder. Such Utility Right of Way Plan and Utility Easement shall plan for gas and electrical power utilities and shall be registered on the titles of the proposed lots and remainder. The Applicant must obtain the anticipated locations and widths of the utilities from the applicable power and gas Company. Please contact the Drayton Valley REA for power requirements. Brazeau County will prepare the easement according to the 2010 Schedule of Fees in the amount of \$200.00.
9. A Deferred Reserve Caveat for the balance of Municipal Reserve owing will be registered on the remainder concurrently with the subdivision registration. Brazeau County will prepare the caveat according to the 2010 Schedule of Fees in the amount of \$200.00.
10. The applicant must pay cash-in-lieu representing 10% of the area of the proposed subdivision. The final calculation of Municipal Reserve will be done upon receipt of the final plan.
11. The applicant is required to pay a final subdivision endorsement fee of \$200.00.
12. The applicant must pay all taxes owing to the Municipality, up to and including the year in which subdivision is to be registered, prior to the County signing the final subdivision approval documents pursuant to Section 654(1) of the *Municipal Government Act*.

**CARRIED UNANIMOUSLY**

**PROPOSAL:** To subdivide one (1) 80 acre parcel  
**LEGAL DESC.:** NE 8-48-7 W5M  
**APPLICANT:** 260513 Alberta Ltd.  
**OWNER:** 260513 Alberta Ltd.  
**FILE:** 10S-050

**006-11** Moved by Dawn Konelsky to table the application so that the applicant could discuss the application further with administration and Council.

**CARRIED UNANIMOUSLY**

**DEVELOPMENT PERMIT  
APPLICATIONS**

**PROPOSAL:** To have a Design & Drafting Business on a  
Country Residential Suburban Estate  
**LEGAL DESC.:** Lot 9, Block 4, Plan 012 2559 within  
SE 4-49-7 W5M  
**APPLICANT:** Ken Belyea  
**OWNER:** Same  
**FILE:** 10D-173

**007-11** Moved by Dawn Konelsky to approve the application subject to the following conditions:

1. The minor home occupation must not change the residential character of the dwelling.
2. The minor home occupation must not exhibit any exterior evidence of the secondary use, outdoor storage of equipment or materials.
3. The proposed development may not employ any non-residents.
4. On-street parking is not permitted.
5. The display or placement of an exterior sign on the premises is restricted to one (1) identification sign no larger than 1.5 m<sup>2</sup> (16 ft.<sup>2</sup>) in sign area.
6. If the use of the development changes, the owner must apply for a development permit.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT:**

**008-11** Moved by Robert Lind that the Municipal Planning Commission meeting of January 18, 2011 adjourn at 10:15 a.m.

**CARRIED UNANIMOUSLY**

---

Chair

---

Recording Secretary