

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING OF BRAZEAU COUNTY, HELD
IN THE COUNTY ADMINISTRATION BUILDING, COUNCIL CHAMBERS, IN DRAYTON VALLEY,
ALBERTA ON TUESDAY, AUGUST 27, 2019.**

IN ATTENDANCE

Anthony Heinrich, Councillor
Heidi Swan, Councillor
Donna Wiltse, Councillor
Shari MacPherson, Member-at-Large
Lori Clark, Member-at-Large
Jocelyn Whaley, CAO
Chandra Dyck, Senior Planner
Martine Martindale, Development Officer
Melody Reimer, Recording Secretary

ABSENT

None

PUBLIC ATTENDANCE

Ben Haluszka
Melissa Talbot
Rob Cream
Wendy Martin

CALL TO ORDER

A. Heinrich, Municipal Planning Commission Chairperson, called the meeting to order at 1:00 p.m.

**ADDITIONS TO
THE AGENDA**

J. Whaley, CAO added to item 8 Administrative Matters above the Land Use Bylaw Presentation, SDAB Training.

**ADOPTION OF THE
AGENDA**

080-19 Moved by H. Swan, Municipal Planning Commission Member, to approve the Agenda as amended.

CARRIED UNANIMOUSLY

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**ADOPTION OF THE
MINUTES**

On page 5 it should be "letting them know" and not "letting the know" and on page 7 "Since it addressed" should be "Since it is addressed".

081-19 Moved by D. Wiltse, Municipal Planning Commission Member, to approve the Minutes of the August 6, 2019 Municipal Planning Commission Meeting, as amended.

CARRIED UNANIMOUSLY

BUSINESS ARISING

082-19 Moved by D. Wiltse, Municipal Planning Commission Member, to approve the amended 2019 Meeting Schedule.

CARRIED UNANIMOUSLY

**SUBDIVISION
APPLICATIONS**

PROPOSAL: to create one (1) ±7.88 ha (±19.5 ac) parcel for residential and agricultural use
LEGAL DESC.: Pt. of NE 35-49-06-W5M
APPLICANT/OWNER: Glen & Wendy Martin
FILE: 19S-018

M. Martindale, Development Officer, presented the report for the above application proposing to create one (1) ±7.88 ha (±19.5 ac) parcel for residential and agricultural use, having been evaluated in terms of Section 654 of the *Municipal Government Act* and Section 7 of the *Subdivision and Development Regulations*, be approved subject to the conditions listed in Appendix H.

Members had no questions.

The applicant had no questions.



083-19 Moved by S. MacPherson, Municipal Planning Commission Member, to approve the tentative plan of subdivision application 19S-018 proposing to create one (1) ±7.88 ha (±19.5 ac) parcel for residential and agricultural use subject to the following conditions:

1. Pursuant to Section 657 of the *Municipal Government Act*, the applicant/owner shall submit to Brazeau County (in digital and paper format), a plan of survey suitable for registration with the Alberta Land Titles Office. Should road widening be required, the proposed parcel boundaries shall be located after the road widening has been accounted for. The size of the subdivided parcel(s) shall be as per the approved Tentative Plan. Please note that descriptive plans will not be accepted for road dedication.
2. Pursuant to Section 7(g) of the *Subdivision and Development Regulation*, the applicant/owner shall ensure the on-site sewage disposal systems on both the proposed Lot 2 and the remnant lot comply with requirements of the Alberta Private Sewage Disposal Regulations. The applicant/owner shall 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/owner.
3. Pursuant to Section 15 of the *Subdivision and Development Regulation*, the applicant/owner shall dedicate by caveat a 30 m service road parallel to Highway 759 along the entire frontage of the highway of the parent parcel and around the existing subdivided parcel to connect with Township Road 500. 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.

ah-

4. Pursuant to Section 669(1) of the *Municipal Government Act*, a Deferred Reserve Caveat for the Municipal Reserve owing will be registered on both the proposed Lot 2 and the remnant parcel concurrently with the subdivision registration. Brazeau County will prepare the caveat according to the Brazeau County Schedule of Fees in effect at the time of endorsement.
5. Pursuant to Section 662(1) of the *Municipal Government Act*, the applicant/owner shall dedicate 5.18 metres of road widening parallel to and extending along the northern boundary of the proposed Lot 2 adjacent to Township Road 500. The dedication shall be registered by Road Plan or Plan of Survey and shall be without compensation. The applicant/owner shall enter into a Land Acquisition Agreement with Brazeau County. Brazeau County will prepare the agreement according to the Brazeau County Schedule of Fees in effect at the time of endorsement.
6. Pursuant to Section 662(1) of the *Municipal Government Act*, the applicant/owner shall dedicate 5.18 metres of road widening parallel to and extending along the northern boundaries of the remnant parcel adjacent to Township Road 500 to be registered by Caveat. The applicant/owner shall enter into a Land Purchase Agreement for the purchase of the land. Brazeau County will prepare the agreement according to the Brazeau County Schedule of Fees in effect at the time of endorsement.
7. The applicant/owner shall pay a final subdivision endorsement fee, according to the Brazeau County Schedule of Fees in effect at the time of endorsement.
8. Pursuant to Section 654(1) of the *Municipal Government Act* the applicant/owner shall 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.

CARRIED UNANIMOUSLY

PROPOSAL: to create one ±6.44 ha (15.91 ac) parcel for agricultural use
LEGAL DESC.: Pt. of SE 23-47-5-W5M
APPLICANT/OWNER: Ben Haluszka
FILE: 19S-019

C. Dyck, Senior Planner, presented the report for the above application proposing to create one ±6.44 ha (15.91 ac) parcel for agricultural use, having been evaluated in terms of Section 654 of the *Municipal Government Act* and Section 7 of the *Subdivision and Development Regulations*, having considered submissions, be approved subject to the conditions listed in Appendix H.

The members had no questions.

The applicant asked if the approach had to be done right away or if it could be done at a later time. Administration explained the approach would have to be built within a year from approval in order for the subdivision to be endorsed.

084-19 Moved by L. Clark, Municipal Planning Commission Member, to approve the tentative plan of subdivision application 19S-019 proposing to create one ±6.44 ha (15.91 ac) parcel for agricultural use subject to the following conditions:

1. Pursuant to Section 657 of the *Municipal Government Act*, the applicant/owner shall submit to Brazeau County (in digital and paper format), a plan of survey suitable for registration with the Alberta Land Titles Office. Should road widening be required, the proposed parcel boundaries shall be located after the road widening has been accounted for. The size of the subdivided parcel(s) shall be as per the approved Tentative Plan. Please note that descriptive plans specific to roads will not be accepted.
2. Pursuant to Section 9 of the *Subdivision and Development Regulation*, the applicant/owner shall construct a single approach to the proposed Lot 3 from Range Road 51. The applicant/owner shall provide a payment to the County of \$3,200.00 for the construction of the approach and installation of the culvert by the County, alternatively the same amount can be provided as a deposit to the County to be held for one year from the date of initial inspection as security. The approaches shall meet current Brazeau County Specifications and are subject to final inspection by Brazeau County. The applicant must contact the Public Works and Infrastructure Department (780-542-7711) to arrange a final approach inspection.

3. Pursuant to Section 669(1) of the Municipal Government Act, a Deferred Reserve Caveat for the balance of Municipal Reserve owing will be registered on the proposed Lot 3, concurrently with the subdivision registration. Brazeau County will prepare the caveat according to the Brazeau County Schedule of Fees in effect at the time of endorsement.
4. Pursuant to Section 669(1) of the *Municipal Government Act*, the existing Deferred Reserve Caveat on Title will be discharged (Instrument #152 141 861) and a new 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 Brazeau County Schedule of Fees in effect at the time of endorsement.
5. The applicant/owner shall pay a final subdivision endorsement fee, according to the Brazeau County Schedule of Fees in effect at the time of endorsement.
6. Pursuant to Section 654(1) of the *Municipal Government Act* the applicant/owner shall 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.

CARRIED UNANIMOUSLY

**SUBDIVISION &
DEVELOPMENT APPEAL
BOARD DECISIONS**

There was nothing to report.

**ADMINISTRATIVE
MATTERS**

SDAB Training

Brazeau County is hosting Subdivision and Development Appeal Board training on September 12, 2019 from 9 – 3 pm. Municipal Planning Commission Members are invited to attend, but will not be paid their per diem. There is no cost for the training.

Presentation of Proposed New Land Use Bylaw

J. Whaley, CAO presented the new look of the Land Use Bylaw and has requested that Members let administration know their thoughts on the new look.

It will be presented to Council on September 3, 2019 for information and it will be brought forward for first reading on September 17, 2019 if Council directs it.

085-19 Moved by H. Swan to accept the invitation to attend the SDAB training for information.

CARRIED UNANIMOUSLY

086-19 Moved by H Swan to accept the new Land Use Bylaw for information.

CARRIED UNANIMOUSLY

ROUND TABLE

Nothing to Report.

ADJOURNMENT:

087-19 Moved by H. Swan, Municipal Planning Commission Member that the Municipal Planning Commission meeting of August 27, 2019 adjourn at 1:27 p.m.

CARRIED UNANIMOUSLY

FOIP: s.17 (4) (g) 

Chairperson 

FOIP: s.17 (4) (g)

Recording Secretary 