

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING OF BRAZEAU COUNTY, HELD IN THE COUNTY ADMINISTRATION BUILDING, COUNCIL CHAMBERS, IN BRAZEAU COUNTY, ALBERTA ON TUESDAY, JANUARY 12, 2021.**

**IN ATTENDANCE** Anthony Heinrich, Member, by telephone  
Kara Westerlund, Member  
Marc Gressler, Member  
Jason Kennedy, Member-at-Large, Chairperson  
Cody Brooks, Member-at-Large, by telephone  
Jocelyn Whaley, Manager, Planning & Development  
Chandra Dyck, Senior Planner  
Lynden Fischer, Director of Public Works  
Jenna Durkee, Recording Secretary

**PUBLIC ATTENDANCE** Bart Guyon, applicant

**CALL TO ORDER** J. Kennedy, Chairperson, called the meeting to order at 9:45 a.m.

**ADOPTION OF THE AGENDA**

**107/21-01-12** Moved by A. Heinrich to adopt the Agenda as amended.

**CARRIED UNANIMOUSLY**

**ADOPTION OF THE MINUTES**

**108/21-01-12** Moved by K. Westerlund to approve the minutes of the December 22, 2020 Municipal Planning Commission Meeting as amended.

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING**

**109/21-01-12** Moved by A. Heinrich to accept the 2020 Municipal Planning Commission Meeting Schedule up to the end of December 14, 2021, as presented.

**CARRIED UNANIMOUSLY**

**SUBDIVISION PERMIT  
APPLICATIONS**

**PROPOSAL:** To subdivide to create three (3) approx 5.5 ac (2.21 ha) parcels for residential and agricultural use

**LEGAL DESC.:** NW 2-48-7-W5M

**OWNER:** Bart Guyon

**APPLICANT:** Same

**FILE:** 20S-016

C. Dyck, Senior Planner, presented the above application with a recommendation to be approved subject to the conditions listed in Appendix H of the report.

The applicant had the following comments:

- The maps show a mutual approach, does the map need corrected?

Administrative responses to questions or comments from the Commission members.

- This map is tentative and does not need corrected.

**110/21-01-12**

Moved by K. Westerlund to approve the subdivision application 20S-016 with the conditions as presented.

M. Gressler offered a friendly amendment “with the conditions listed in appendix H”

K. Westerlund accepted the amendment.

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 have constructed single approaches to the proposed lots from Range Road 72. The applicant/owner shall either:
  - a. provide a payment to Brazeau County of \$8,100.00 for the construction of the approaches by the County; or
  - b. provide, as a deposit to Brazeau County, the sum of \$8,100.00, which shall be held as security. The applicant/owner shall have the approaches constructed to Brazeau County standards and specifications, after which Brazeau County Public Works and Infrastructure Department shall inspect the approach and, once confirmed to be consistent with Brazeau County standards and specifications, approve the approach. The security deposit shall be refunded following a one- year warranty period from the date of approval of the approach, subject to re- inspection and approval by the Public Works and Infrastructure Department at the expiry of the year. The applicant/owner must contact the Public Works and Infrastructure Department (780-542-7711) to arrange a final approach inspection.
  
3. Pursuant to Section 662(1) of the *Municipal Government Act*, the applicant/owner shall enter into a Land Acquisition agreement with Brazeau County for the dedication of 5.18 metres of road widening parallel to and extending along the western boundary of the proposed Lots 1, 2 and 3 adjacent to Range Road 72. The dedication shall be registered by Road Plan or Plan of Survey and shall be without compensation. Brazeau County will prepare and register the required documents according to the Brazeau County Schedule of Fees in effect at the time of endorsement.
  
3. Pursuant to Section 662(1) of the *Municipal Government Act*, the applicant/owner shall enter into a Land Purchase agreement with Brazeau County for the dedication of 5.18 metres of road widening parallel to and extending along the western boundary of the remnant parcel adjacent to Range Road 72 to be registered by Caveat (or Road Plan). The value of the lands shall be based on the assessed value determined by the County's Assessor. Brazeau County will prepare and register the required documents according to the Brazeau County Schedule of Fees in effect at the time of endorsement.

4. Pursuant to Section 666(1) of the *Municipal Government Act*, the applicant/owner shall pay cash-in-lieu of Municipal Reserve in the amount of \$2,197.80 (approx.), representing 10% of the assessed market value of the area of the proposed Lots. The final calculation of the MR amount will be done upon receipt of the final Plan of Survey.
5. Pursuant to Section 669(1) of the *Municipal Government Act*, a new Deferred Reserve Caveat for the balance of the Municipal Reserve owing will be registered on remnant parcel concurrently with the subdivision registration. Brazeau County will prepare and register the required documents according to the Brazeau County Schedule of Fees in effect at the time of endorsement.
6. 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.
7. Pursuant to Section 654(1) of the *Municipal Government Act* the applicant/owner shall pay all taxes owing to Brazeau County, up to and including the year in which subdivision is to be registered, prior to Brazeau County signing the final subdivision approval documents.

**CARRIED UNANIMOUSLY**

**PROPOSAL:** To subdivide to create to create one ±94.0 ac  
(±38.0 ha) parcel for agricultural use

**LEGAL DESC.:** Pt SE 20-48-4-W5M

**OWNER:** Robert & Marcia Ellis

**FILE:** 20S-021

M. Martindale, Development Officer, presented the above application with a recommendation to be approved subject to the conditions listed in Appendix H of the report.

Commission Members had the following comments or questions:

- Have we taken road widening alone RR 44?
- Can we take environmental reserves from parcels that have been subdivided previously and are not part of this application?

The applicant had the following comments or questions:

- The proposed lot has significant wetlands and we would only take the environmental reserve off the proposed lot, but we have not done so for the remnant parcel. This is the forth parcel out, it would have to be taken now to be dedicated as an environmental reserve.
- The road widening on RR 44 has already been taken.

**111/21-01-12**

Moved by A. Heinrich to amend Condition 4 in appendix H.

**IN FAVOUR**

A.Heinrich

C. Brooks

**OPPOSED**

J. Kennedy

K. Westerlund

M. Gressler

**DEFEATED**

**111/21-01-12**

Moved by M. Gressler to approve the subdivision application 20S-021 with the conditions as presented.

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 7(g) of the *Subdivision and Development Regulation*, the applicant/owner shall ensure the on-site sewage disposal system on the remnant parcel complies 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 expenses for obtaining the Certificate of Compliance are the responsibility of the applicant/owner.

3. Pursuant to Section 669(1) of the *Municipal Government Act*, the existing Deferred Reserve Caveat on title (Instrument #162 073 857) will be discharged and new Deferred Reserve Caveats for the balance of the Municipal Reserve owing will be registered on both the proposed Lot 3 and remnant parcel concurrently with the subdivision registration. Brazeau County will prepare and register the required documents according to the Brazeau County Schedule of Fees in effect at the time of endorsement.
4. Pursuant to Section 664(2) of the *Municipal Government Act*, the applicant/owner shall provide an Environmental Reserve Easement to be registered on title of the proposed Lot 3 along with an attached sketch identifying the seasonal water course and low lying/wetland area and top of bank located in the northern portion. Brazeau County will prepare the caveat and agreement according to the current Brazeau County Schedule of Fees. The sketch identifying the seasonal watercourse and low lying/wetland area and top of bank must be prepared by an Alberta Land Surveyor or qualified professional at the cost of the applicant.
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 Brazeau County, up to and including the year in which subdivision is to be registered, prior to Brazeau County signing the final subdivision approval documents.

**CARRIED UNANIMOUSLY**

**SUBDIVISION &  
DEVELOPMENT APPEAL  
BOARD DECISIONS**

No appeals

**ADMINISTRATIVE  
MATTERS**

Best Wishes from J. Whaley.

**ROUND TABLE**

Nothing to report

**ADJOURNMENT:**

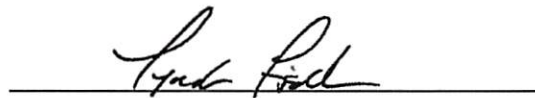
**112/21-01-12**

Moved by A. Heinrich that the Municipal Planning Commission meeting of January 12, 2021 adjourn at 10:05 A.M.

**CARRIED UNANIMOUSLY**



Chairman



Director of Public Works, Planning and Development