

**Municipal District of Pincher Creek No. 9  
MUNICIPAL PLANNING COMMISSION**

**June 7, 2016**

**6:30 pm**

**Agenda**

- 1. Adoption of Agenda**
- 2. Minutes**
  - a. Minutes of May 3, 2016
- 3. In Camera**
- 4. Unfinished Business**
- 5. Development Permit Applications**
  - a. Development Permit Application No. 2016-23  
Fred White with Royal Canadian Legion  
Lot 1, Plan 8211225; NE 23-6-30 W4M; Bobby Burns Fish Pond  
Washroom Upgrades
- 6. Development Reports**
  - a. Development Officer's Report  
- Report for the month of May 2016
- 7. Correspondence**
- 8. New Business**
- 9. Next Regular Meeting – July 5, 2016; 6:30 pm**
- 10. Adjournment**

Meeting Minutes of the  
Municipal Planning Commission  
May 3, 2016, – 6:30 pm  
Municipal District of Pincher Creek No. 9 Administration Building

**ATTENDANCE**

Commission: Chairman Terry Yagos, Reeve Brian Hammond, Councillors Fred Schoening, Quentin Stevick, Garry Marchuk, and Members Dennis Olson and Bev Garbutt

Staff: Chief Administrative Officer Wendy Kay, Director of Development and Community Services Roland Milligan, Planning Advisor Gavin Scott, and Finance Manger Janene Felker

**COMMENCEMENT**

Chairman Terry Yagos called the meeting to order, the time being 6:30 pm.

1. **ADOPTION OF AGENDA**

Councillor Fred Schoening 16/037

Moved that the May 3, 2016 Municipal Planning Commission Agenda, be approved as presented.

Carried

2. **ADOPTION OF MINUTES**

Councillor Garry Marchuk 16/038

Moved that the Municipal Planning Commission Minutes of April 5, 2016, be approved as presented.

Carried

3. **IN CAMERA**

Member Bev Garbutt 16/039

Moved that MPC and staff move In-Camera, the time being 6:31pm.

Carried

Councillor Garry Marchuk 16/040

Moved that MPC and staff move out of In-Camera, the time being 7:16 pm.

Carried

4. UNFINISHED BUSINESS

Nil

5. DEVELOPMENT PERMIT APPLICATIONS

- a. Development Permit Application No. 2016-13  
Jim Larmour and Tina Adams  
Ptn. NW 12-6-30 W4M  
Cabin and Accessory Building – Shed

Councillor Quentin Stevick 16/041

Moved that the report from the Director of Development and Community Services, dated April 26, 2016, regarding Development Permit Application No. 2016-13, be received;

That Development Permit Application No. 2016-13 be denied, as it does not comply with the provisions of the Land Use Bylaw.

Councillor Quentin Stevick requested a recorded vote.

Councillor Quentin Stevick – In Favour  
Member Bev Garbutt – Opposed  
Councillor Garry Marchuk – Opposed  
Reeve Brian Hammond – In Favour  
Councillor Fred Schoening – In Favour  
Member Dennis Olson – Opposed  
Councillor Terry Yagos – Opposed  
Motion Defeated

Councillor Garry Marchuk 16/042

Moved that the report from the Director of Development and Community Services, dated April 26, 2016, regarding Development Permit Application No. 2016-13, be received;

And that Development Permit Application No. 2016-13, for the construction of the Cabin and Accessory Building - Shed, be approved subject to the following Condition(s) and Waiver(s):

**Condition(s):**

1. That this development meets the minimum provisions as required in Land Use Bylaw 1140-08.
2. That the applicant adhere to the terms and conditions of Alberta Transportation Roadside Development Permit No. 4788-16, attached to and forming part of this permit.

MINUTES  
Municipal Planning Commission (MPC)  
Municipal District of Pincher Creek No. 9  
May 3, 2016

**Waiver(s):**

1. That a 28m Setback Variance be granted, from the minimum 50 m Setback Distance from a MD Road, for a 22 m Front Yard Setback distance for the Cabin.
2. That an 11 m Setback Variance be granted, from the minimum 50 m Setback Distance from an MD Road, for a 39 m Front Yard Setback distance for the Accessory Building – Shed.

Councillor Quentin Stevick requested a recorded vote.

Councillor Quentin Stevick – Opposed  
Member Bev Garbutt – In Favour  
Councillor Garry Marchuk – In Favour  
Reeve Brian Hammond – Opposed  
Councillor Fred Schoening – Opposed  
Member Dennis Olson – In Favour  
Councillor Terry Yagos – In Favour  
Motion Carried

- b. Development Permit Application No. 2016-17  
Twin Butte Community Society  
SW 4-4-29 W4M  
Fascia Sign

Councillor Quentin Stevick

16/043

Moved that the report from the Director of Development and Community Services, dated April 26, 2016, regarding Development Permit Application No. 2016-17, be received;

And that Development Permit Application No. 2016-17 be denied, as it does not comply with the provisions of the Land Use Bylaw.

Councillor Quentin Stevick requested a recorded vote.

Councillor Quentin Stevick – In Favour  
Member Bev Garbutt – Opposed  
Councillor Garry Marchuk – Opposed  
Reeve Brian Hammond – Opposed  
Councillor Fred Schoening – In Favour  
Member Dennis Olson – Opposed  
Councillor Terry Yagos – Opposed  
Motion Defeated

Councillor Garry Marchuk

16/044

Moved that the report from the Director of Development and Community Services, dated April 26, 2016, regarding Development Permit Application No. 2016-17, be received;

And that Development Permit Application No. 2016-17, for the installation of a Fascia Sign, be approved subject to the following Condition(s):

**Condition(s):**

1. That this development meets the minimum provisions as required in Land Use Bylaw 1140-08.
2. That the applicant adhere to any conditions as outlined in the required Roadside Sign Permit issued by Alberta Transportation, a copy of which to be supplied and form part of this permit.

Councillor Garry Marchuk requested a recorded vote.

Councillor Quentin Stevick – Opposed  
Member Bev Garbutt – In Favour  
Councillor Garry Marchuk – In Favour  
Reeve Brian Hammond – In Favour  
Councillor Fred Schoening – In Favour  
Member Dennis Olson – In Favour  
Councillor Terry Yagos – In Favour  
Motion Carried

- c. Development Permit Application No. 2016-18  
Twin Butte Community Society  
SW 4-4-29 W4M  
Addition to Community Hall

Councillor Quentin Stevick

16/045

Moved that the report from the Director of Development and Community Services, dated April 26, 2016, regarding Development Permit Application No. 2016-18, be received;

And that Development Permit Application No. 2016-18, for the construction of an addition, be approved subject to the following Condition(s):

**Condition(s):**

1. That this development meets the minimum provisions as required in Land Use Bylaw 1140-08.
2. That the applicant adhere to any conditions as outlined in the required Roadside Development Permit issued by Alberta Transportation, a copy of which to be supplied and form part of this permit.

MINUTES  
Municipal Planning Commission (MPC)  
Municipal District of Pincher Creek No. 9  
May 3, 2016

Councillor Quentin Stevick requested a recorded vote.

Councillor Quentin Stevick – In Favour  
Member Bev Garbutt – In Favour  
Councillor Garry Marchuk – In Favour  
Reeve Brian Hammond – In Favour  
Councillor Fred Schoening – In Favour  
Member Dennis Olson – In Favour  
Councillor Terry Yagos – In Favour  
Motion Carried

- d. Development Permit Application No. 2016-19  
1769677 AB Ltd. – Kristy Brewerton  
NE 31-6-2 W5M  
Accessory Building - Shop

Councillor Quentin Stevick

16/046

Moved that the report from the Director of Development and Community Services, dated April 26, 2016, regarding Development Permit Application No. 2016-19, be received;

And that Development Permit Application No. 2016-19 be denied, as it does not comply with the provisions of the Land Use Bylaw.

Councillor Quentin Stevick requested a recorded vote.

Councillor Quentin Stevick – In Favour  
Member Bev Garbutt – Opposed  
Councillor Garry Marchuk – Opposed  
Reeve Brian Hammond – Opposed  
Councillor Fred Schoening – In Favour  
Member Dennis Olson – Opposed  
Councillor Terry Yagos – Opposed  
Motion Defeated

Councillor Garry Marchuk

16/047

Moved that the report from the Director of Development and Community Services, dated April 26, 2016, regarding Development Permit Application No. 2016-19, be received;

And that Development Permit Application No. 2016-19, for the construction of an Accessory Building – Shop, be approved subject to the following Condition(s), Waiver(s) and Informative(s):

**Condition(s):**

1. That this development meets the minimum provisions as required in Land Use Bylaw 1140-08.

**Waiver(s):**

1. That a 6.58m Setback Variance be granted, from the minimum 50 m Setback Distance from a MD Road, for a 43.42 m Front Yard Setback distance from Township Road 7-0.
2. That 12.06 m Setback Variance be granted, from the minimum 50 m Setback Distance from an MD Road, for a 37.94 m Front Yard Setback distance from Range Road 2-5.

**Informative(s):**

1. That Development Permit 2016-12, issued March 30, 2016, is now voided.

Councillor Garry Marchuk requested a recorded vote.

Councillor Quentin Stevick – Opposed  
Member Bev Garbutt – In Favour  
Councillor Garry Marchuk – In Favour  
Reeve Brian Hammond – In Favour  
Councillor Fred Schoening – Opposed  
Member Dennis Olson – In Favour  
Councillor Terry Yagos – In Favour  
Motion Carried

**6. DEVELOPMENT REPORTS**

a) Development Officer's Report

Reeve Brian Hammond

16/048

Moved that the Development Officer's Report, for April 2016, be received as information.

Carried

**7. CORRESPONDENCE**

Nil

**8. NEW BUSINESS**

No New Business was added to the agenda.

**9. NEXT MEETING – June 7, 2016; 6:30 pm**

10. **ADJOURNMENT**

Councillor Garry Marchuk

16/049

Moved that the meeting adjourn, the time being 7:30 pm.

Carried

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Chairperson Terry Yagos  
Municipal Planning Commission

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Director of Development and Community  
Services Roland Milligan  
Municipal Planning Commission

DRAFT

**MD OF PINCHER CREEK**

June 1, 2016

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TO: Municipal Planning Commission  
FROM: Roland Milligan, Development Officer  
SUBJECT: Development Permit Application No. 2016-23

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**1. Application Information**

**Applicant:** Fred White with Royal Canadian Legion  
**Location** Bobby Burns Fish Pond – Lot 1, Plan 8211225; NE 23-6-30 W4M  
**Division:** 2  
**Size of Parcel:** 1.62 hectares (4 acres)  
**Zoning:** Parks and Open Spaces  
**Development:** Washroom Upgrades

**2. Background/Comment/Discussion**

- On May 2, 2016, the MD received Development Permit Application No. 2016-23 for approval to upgrade the washroom facilities at the Bobby Burns Fish Pond.
- This application is in front of the MPC because:
  - Within the Parks and Open Spaces Land Use District, Accessory Building and Uses are a discretionary use.
- The MD owns the Bobby Burns Fish Pond; however, the Royal Canadian Legion has an agreement with the MD to operate the facility and maintain the park.
- The application was circulated to the adjacent landowners. One letter was received from an adjacent landowner stating that they were in favour of the proposed development.
- As this is a Discretionary Use application located within the fringe boundary as established by the Intermunicipal Development Plan (Bylaw No. 1200-10), a referral to the IMDP Committee meeting is required.
- At the IMDP Committee meeting held on May 20, 2016, the IMDP Committee recommended that this application be approved as presented.
- As the proposed development is within 300 metres of a Provincial Highway, a Roadside Development application was submitted to Alberta Transportation. At the time of preparing this report no response from Alberta Transportation was received.
- All setback requirements within the land use district are at the discretion of the development authority.

**Recommendation No. 1:**

That Development Permit Application No. 2016-23, for the washroom upgrades, be approved subject to the following Condition(s):

**Condition(s):**

1. That this development meets the minimum provisions as required in Land Use Bylaw 1140-08.
2. That the applicant adhere to any conditions as outlined in the required Roadside Sign Permit issued by Alberta Transportation, a copy of which to be supplied and form part of this permit.

**Recommendation No. 2:**

That Development Permit Application No. 2016-23 be approved subject to any conditions as determined by the Municipal Planning Commission.

**Recommendation No. 3:**

That Development Permit Application No. 2016-23 be denied as it does not comply with the provisions of the Land Use Bylaw.

**3. Enclosures**

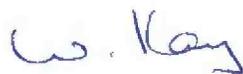
Supporting Documents:

Enclosure No. 1 Development Permit Application No. 2016-23 and supporting documents

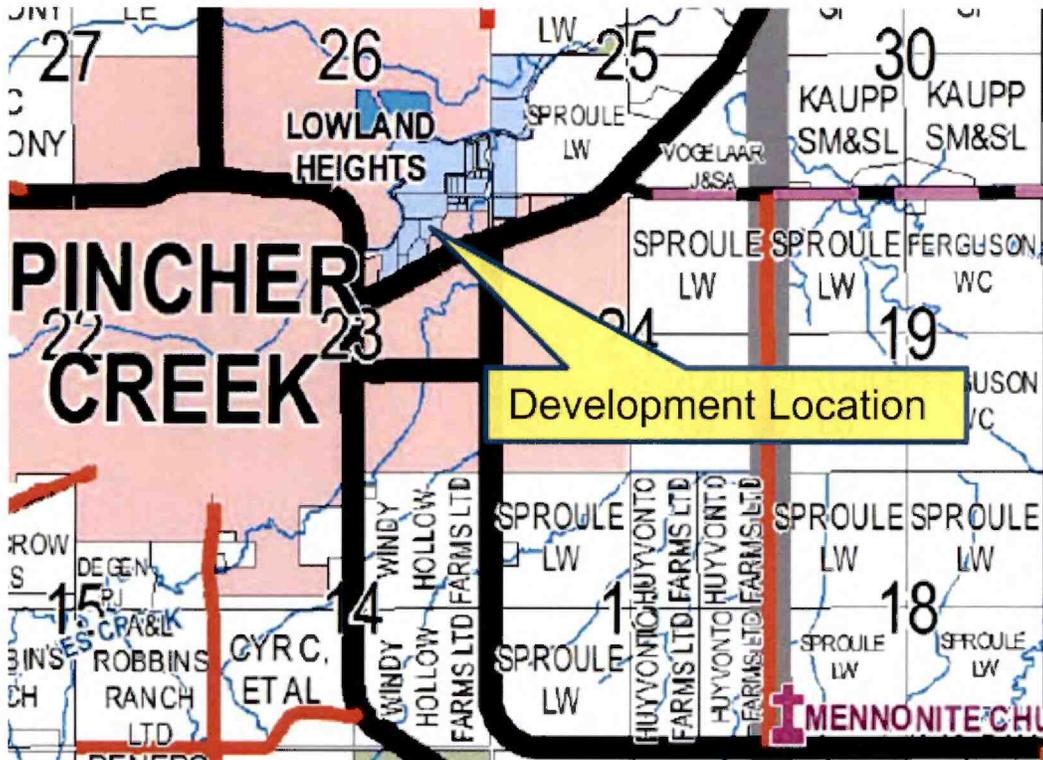
Respectfully Submitted,

  
 Roland Milligan

Reviewed by: Wendy Kay, CAO

 June 1, 2016

**Location of Proposed Development**  
Within Portion of Lot 1, Plan 8211225; NE 23-6-30 W4M



**PHOTO**



**West end of existing washroom facility**



**East end of existing washroom facility**



**Municipal District of Pincher Creek**  
 P.O. Box 279  
 Pincher Creek, AB T0K 1W0  
 Phone: 403.627.3130 • Fax: 403.627.5070

## DEVELOPMENT PERMIT APPLICATION

All grey areas will be completed by the Planning Authority

DEVELOPMENT PERMIT APPLICATION NO. 2016-23

Date Application Received 2016/05/02

PERMIT FEE N/A

Date Application Accepted 2016/05/09

RECEIPT NO. \_\_\_\_\_

Tax Roll # 2648.000

*IMPORTANT: This information may also be shared with appropriate government / other agencies and may also be kept on file by those agencies. This information may also be used by and for any or all municipal programs and services. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact the Municipal District of Pincher Creek No. 9*

### SECTION 1: GENERAL INFORMATION

Applicant: FRED WHITE RE: ROYAL CANADIAN LEGION

Address: Box 131 Pincher Creek, AB T0K 1W0

Telephone: 403-627-5656 Email: \_\_\_\_\_

Owner of Land (if different from above): M.D #9

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Interest of Applicant (if not the owner): Park Administration / Maintenance.

### SECTION 2: PROPOSED DEVELOPMENT

I/We hereby make application for a Development Permit under the provisions of Land Use Bylaw No. in accordance with the plans and supporting information submitted herewith and which forms part of this application.

A brief description of the proposed development is as follows:

UPGRADE BATHROOM FACILITIES - REPLACE OLD BUILDING @ NEW HANDICAP ACCESSIBLE BUILDING. REMOVE OLD PRESENT SITE.

Legal Description: Lot(s) 1

Block \_\_\_\_\_

Plan 8211225

Quarter Section NE 23-6-30 W4

Estimated Commencement Date: June 1, 2016

Estimated Completion Date: Aug 30, 2016

**SECTION 3: SITE REQUIREMENTS**

Land Use District: Parks and Open Spaces - PAS Division: 2

Permitted Use  Discretionary Use

Is the proposed development site within 100 metres of a swamp, gully, ravine, coulee, natural drainage course or floodplain?

Yes  No

Is the proposed development below a licenced dam?

Yes  No

Is the proposed development site situated on a slope?

Yes  No

If yes, approximately how many degrees of slope? \_\_\_\_\_ degrees

Has the applicant or a previous registered owner undertaken a slope stability study or geotechnical evaluation of the proposed development site?

Yes  No  Don't know  Not required

Could the proposed development be impacted by a geographic feature or a waterbody?

Yes  No  Don't think so

<b>PRINCIPAL BUILDING</b> <i>EXISTING WASH ROOM LOCATION</i>	Proposed	By Law Requirements	Conforms
(1) Area of Site			
(2) Area of Building <i>≈ 27 m<sup>2</sup></i>			
(3) % Site Coverage by Building			
(4) Front Yard Setback Direction Facing: <i>SOUTH</i>	<i>230 m</i>	<i>AT THE DISCRETION</i>	
(5) Rear Yard Setback Direction Facing: <i>NORTH</i>	<i>20 m</i>	<i>OF THE</i>	
(6) Side Yard Setback: Direction Facing: <i>WEST</i>	<i>60 m</i>	<i>DEVELOPMENT AUTHORITY</i>	
(7) Side Yard Setback: Direction Facing: <i>EAST</i>	<i>120 m</i>		
(8) Height of Building			
(9) Number of Off Street Parking Spaces			

Other Supporting Material Attached (e.g. site plan, architectural drawing)

ATTACHED PROPOSAL PACKAGE

<b>ACCESSORY BUILDING</b>	<b>Proposed</b>	<b>By Law Requirements</b>	<b>Conforms</b>
(1) Area of Site			
(2) Area of Building			
(3) %Site Coverage by Building			
(4) Front Yard Setback Direction Facing:			
(5) Rear Yard Setback Direction Facing:			
(6) Side Yard Setback: Direction Facing:			
(7) Side Yard Setback: Direction Facing:			
(8) Height of Building			
(9) Number of Off Street Parking Spaces			

Other Supporting Material Attached (e.g. site plan, architectural drawing)

\_\_\_\_\_

\_\_\_\_\_

**SECTION 4: DEMOLITION**

Type of building being demolished : EXISTING BATHROOM FACILITY

Area of size: 8' x 12'

Type of demolition planned: TEAR DOWN & REMOVE TO LAND FILL.

**SECTION 5: SIGNATURES (both signatures required)**

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to this application for a Development Permit.

I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

DATE: APR 27/16

  
Applicant

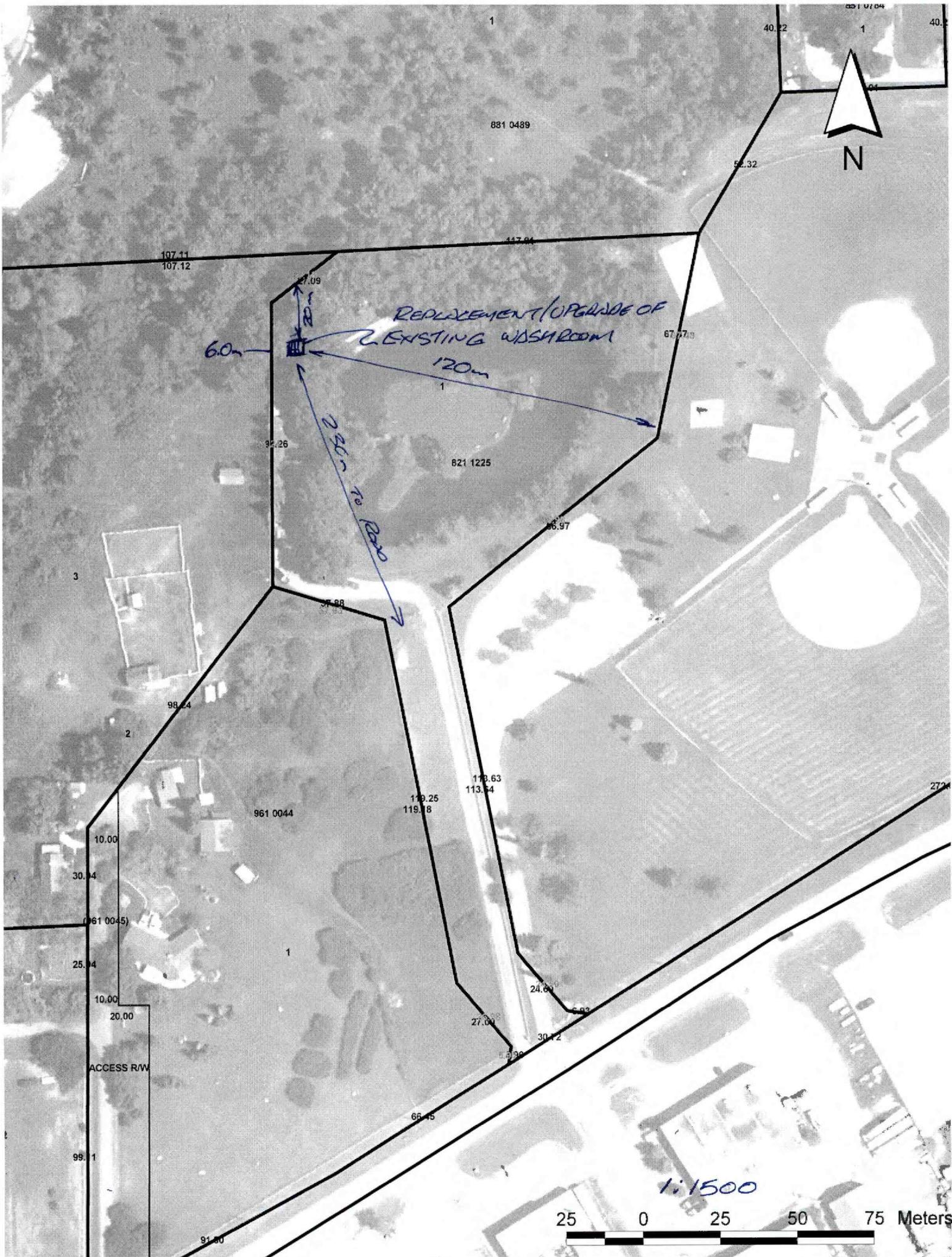
\_\_\_\_\_  
Registered Owner

Information on this application form will become part of a file which may be considered at a public meeting.

**IMPORTANT NOTES:**

1. In addition to completing this application form in its entirety, an application for a development permit shall be accompanied by the following information, where relevant:
  - (a) a lot plan at scale to the satisfaction of the Development Officer showing the size and shape of the lot, the front, rear and side yards, any provision for off-street loading and vehicle parking, access to the site, and the location of public utility lines, waterbodies and treed areas;
  - (b) a scaled floor plan and elevations where construction is proposed;
  - (c) at the discretion of the Development Officer, a Real Property Report as proof of location of existing development and a copy of the Duplicate Certificate of Title indicating ownership and encumbrances;
  - (d) if the applicant is not the registered owner, a written statement, signed by the registered owner consenting to the application and approving the applicant as the agent for the registered owner.
2. A non-refundable processing fee of an amount determined by Council shall accompany every application for a development permit.
3. Failure to complete the application form fully and supply the required information, plans and fee may cause delays in processing the application.
4. **THE DEVELOPMENT OFFICER MAY REFUSE TO ACCEPT AN APPLICATION FOR A DEVELOPMENT PERMIT WHERE THE INFORMATION REQUIRED HAS NOT BEEN SUPPLIED OR WHERE THE QUALITY OF SUCH INFORMATION IS INADEQUATE TO PROPERLY EVALUATE THE APPLICATION.**
5. All development permits shall contain the following informative:

*"ANY DEVELOPMENT CARRIED OUT PRIOR TO THE EFFECTIVE DATE OF THE APPROPRIATE DEVELOPMENT PERMIT IS DONE SOLELY AT THE RISK OF THE APPLICANT AND/OR LANDOWNER."*
6. In accordance with the Municipal Government Act, a decision on a completed application must be made within 40 days. After the 40-day period the applicant may deem the application refused and file an appeal within 14 days of the expiry of the decision date.
7. Every approach to a residence is entitled to an approach number sign supplied by the municipality. If your location does not already have a sign, please contact the MD Administration Office to make arrangements as soon as your approach has been constructed.



REPLACEMENT/UPGRADE OF  
2 EXISTING WASHROOM  
120m

60m

240m to Road

1:1500

25 0 25 50 75 Meters

ACCESS RW

881 0489

52.32

107.11  
107.12

147.84

27.09

67.573

821 1225

56.97

3

98.44

2

961 0044

10.00

30.4

961 0045

25.4

10.00

20.00

98.1

27.88

27.52

119.25

119.18

119.63

113.54

24.80

5.93

27.00

30.12

66.45

91.90

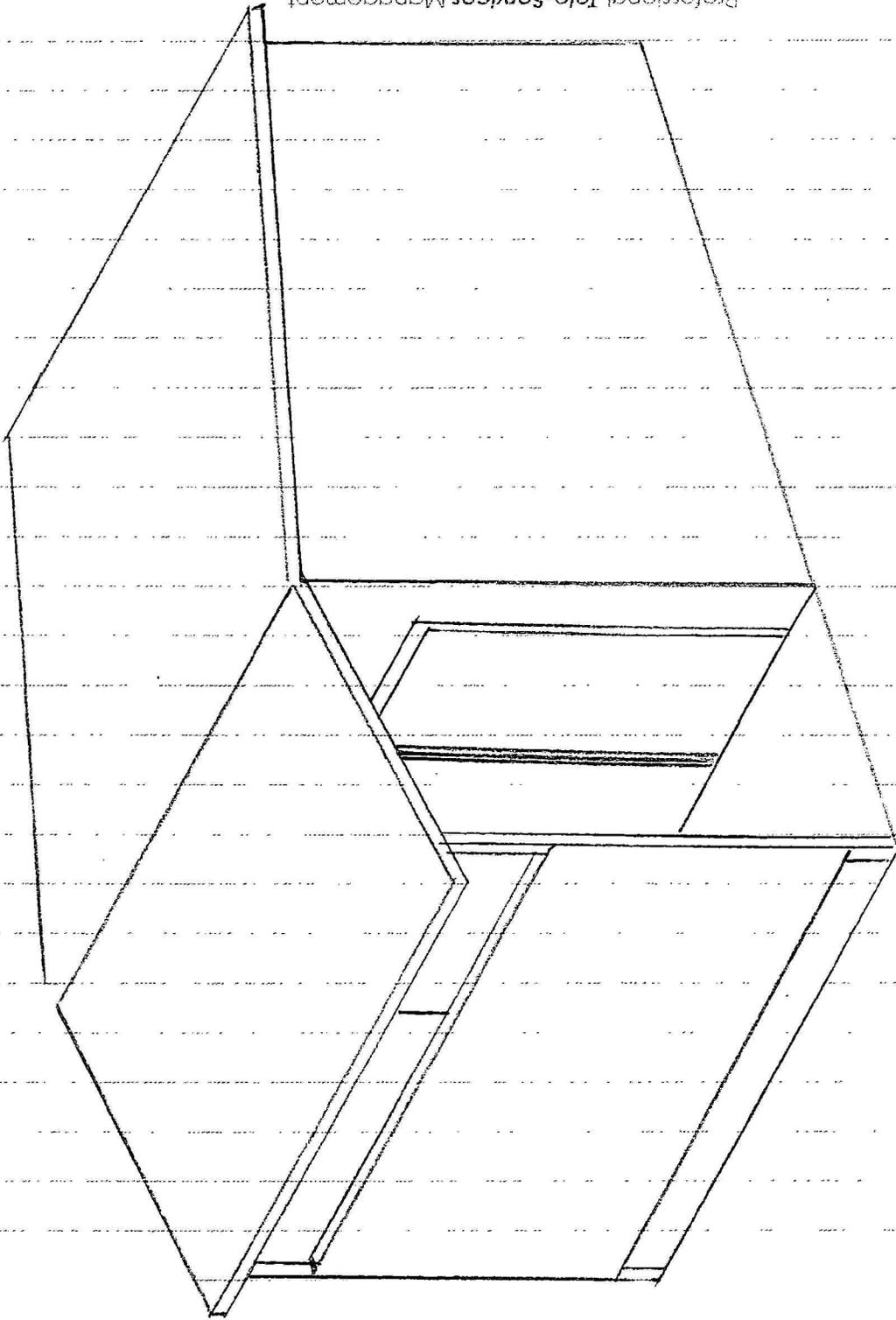
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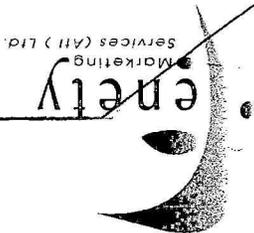
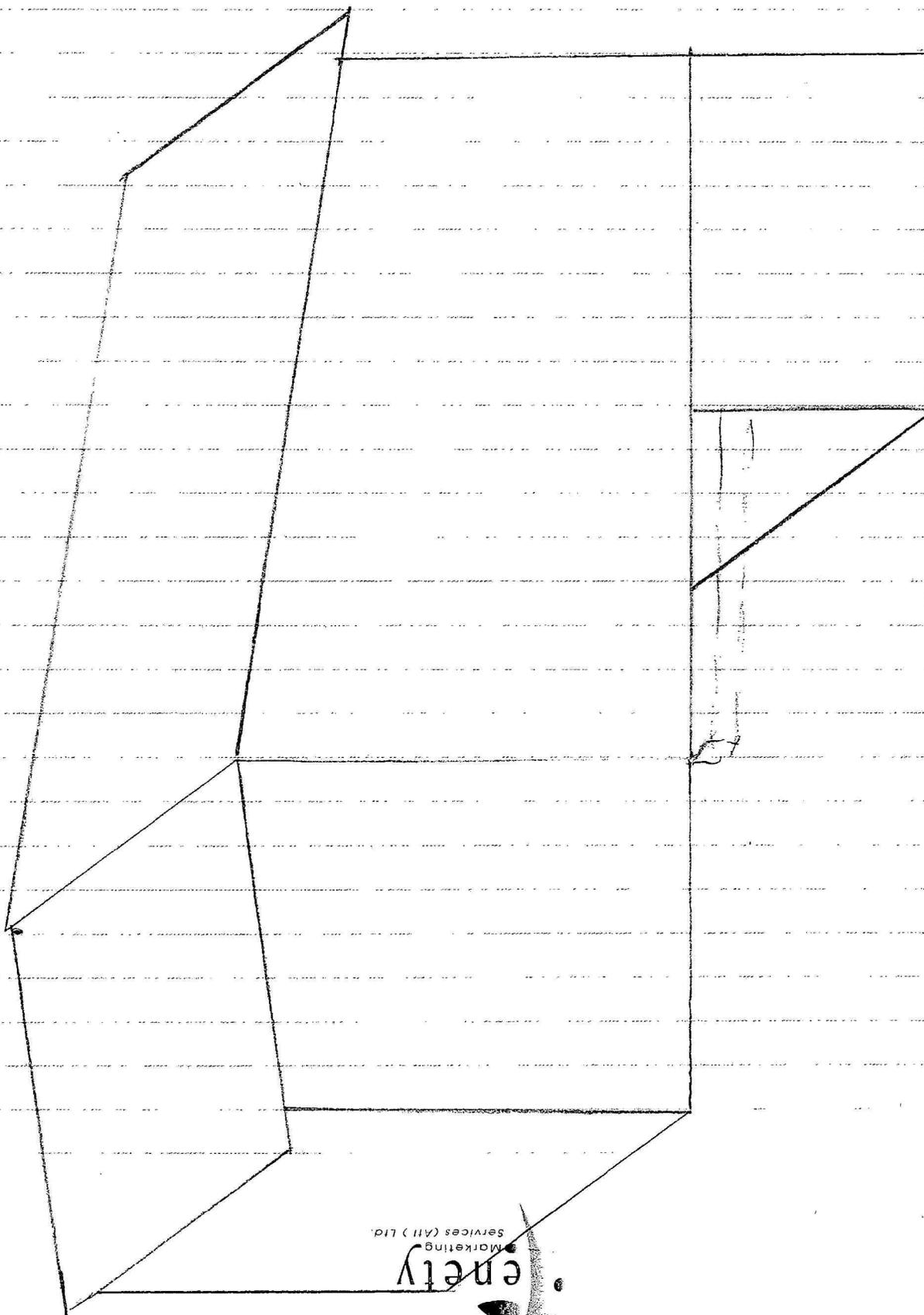
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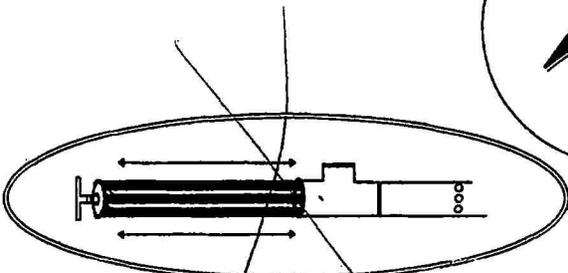
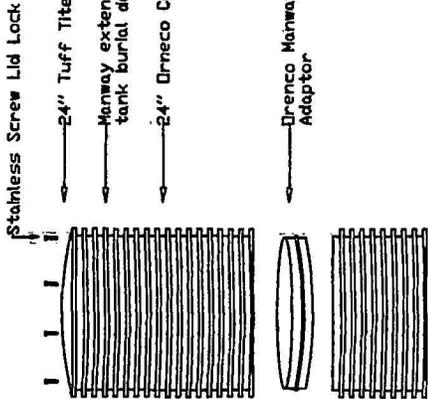


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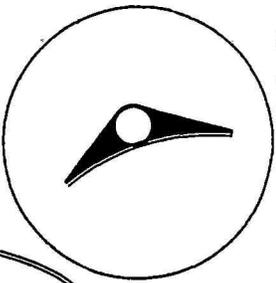
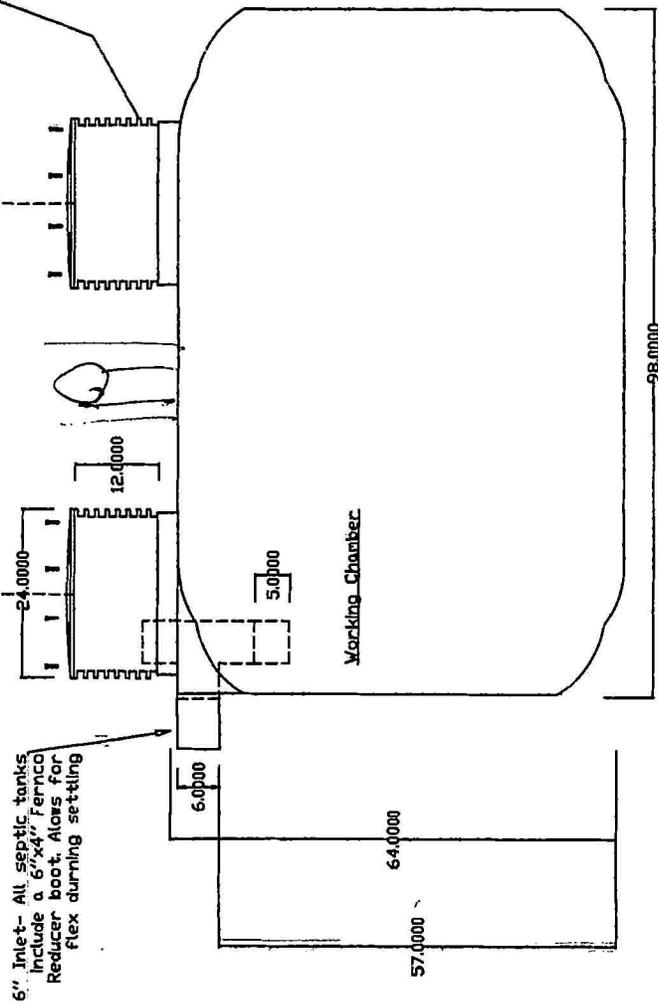
1420 12<sup>th</sup> ST.  
COAL DALE



**4' Blo-Tube Effluent Filter**



Specifications	
Tank Model	1050 Pump-out
Total Length	98"
Total Height	64"
Total Weight	650lbs
Outlet Height	N/A
Inlet Height	57"
Inlet Size:	6" SDR
Outlet Size	N/A
Working Capacity	N/A
Effluent Capacity	
Manway Extensions	24" Drenco Ultra Rib



X4 Hoisting/Tie Down Handles

Heavy ribbing encapsulated in fiberglass

**1050H**

67.0000

98.0000

57.0000

64.0000

Working Chamber

6" Inlet- All septic tanks include a 6"x4" Fernco Reducer boot. Allows for flex during settling

fenety

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2nd floor  
↓

HANDicap  
Toilets

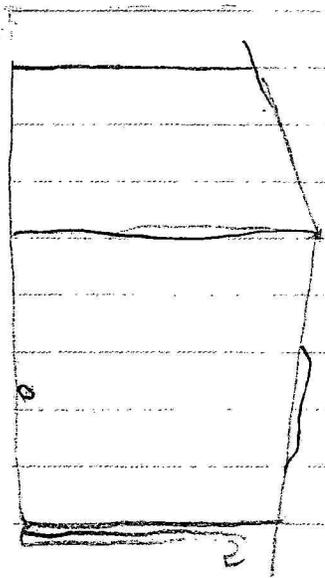
CLEAN  
OUT

SEPTIC  
TANK

ROOF  
VENT

INTERIOR  
WALL

TOP OF DECK  
SINK LIGHTS

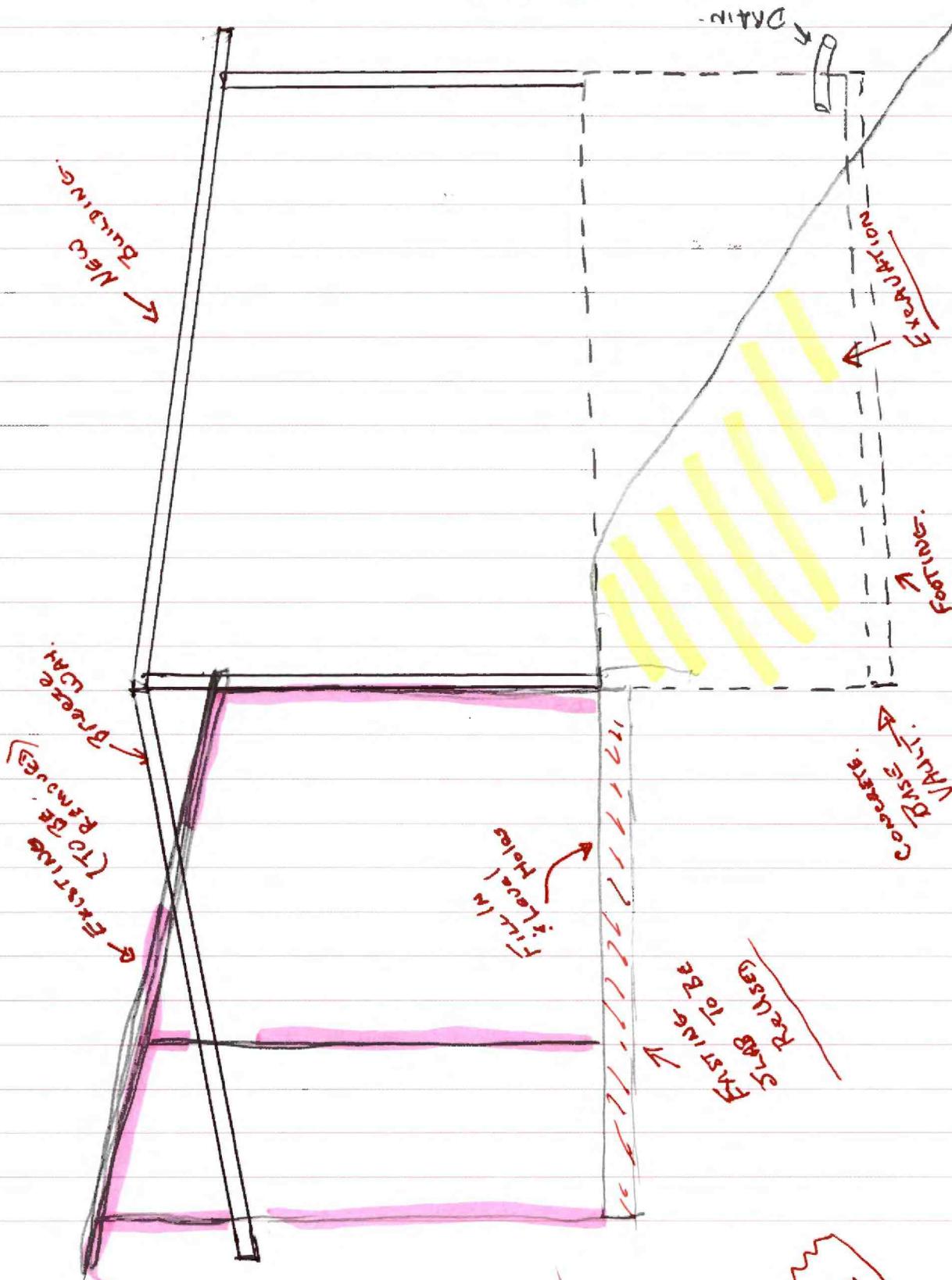


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Not to Scale

**DIRECTOR OF DEVELOPMENT AND COMMUNITY SERVICES REPORT  
May 2016**

**Development / Community Services Activities includes:**

- May 3           Municipal Planning Commission
- May 10        Policy and Plans Meeting
- May 10        Council Meeting
- May 11        Joint Health and Safety Meeting
- May 11        Castle Mountain Resort Meeting
- May 12        Staff Meeting
- May 12        IMDP Meeting – Town
- May 16-19    ICS Training and Table Top Exercises
- May 20        IMDP Meeting – MD
- May 24        Policy and Plans Meeting
- May 24        Council Meeting
- May 26        Recreation Management Workshop

**PLANNING DEPARTMENT STATISTICS**

**Development Permits Issued by the Director for May 2016**

No.	Applicant	Division	Legal Address	Development
2016-22	Norman Cervo	4	Lot 1, Plan 9610261; SW 31-7-29 W4M	Manufactured Home
2016-24	Janine McClelland	3	NE 8-6-2 W5M	Single Detached Residence
2016-35	Alberta Soaring Council	4	NE 8-8-1 W5M	Accessory Building – Quonset
2016-27	Jan and Neila Horejsi	5	SW 29-10-2 W5M	Single Detached Residence

**Development Permits Issued by Municipal Planning Commission for May 2016**

No.	Applicant	Division	Legal Address	Development
2016-13	Jim Larmour	1	Ptn. NW 12-5-30 W4M	Single Detached Residence and Shop
2016-17	Twin Butte Community Hall	1	SW 4-4-29 W4M	Fascia Sign on Community Hall
2016-18	Twin Butte Community Hall	1	SW 4-4-29 W4M	Addition to Hall
2016-19	Kristy Brewerton	5	NE 31-6-2 W5M	Accessory Building - Shop

**Development Statistics to Date**

<b>DESCRIPTION</b>	<b>May 2016</b>	<b>2016 to Date</b>	<b>May 2015</b>	<b>2015</b>	<b>2014</b>
Dev Permits Issued	8 4-DO /4-MPC	24 16-DO /8-MPC	6 4-DO / 2-MPC	70 54-DO /16-MPC	68 47 - DO /21- MPC
Dev Applications Accepted	6	28	4	78	73
Utility Permits Issued	1	3	2	31	23
Subdivision Applications Approved	0	5	1	12	8
Rezoning Applications Approved	0	0	0	1	2
Seismic / Oil / Gas	1	6	2	19	0
Compliance Cert	1	8	0	21	28

**RECOMMENDATION:**

That the report for the period ending May 31, 2016, be received as information.

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Prepared by: Roland Milligan, Director of Development and   
Community Services

Reviewed by: Wendy Kay, CAO 

Submitted to: Municipal Planning Commission

Date: May 31, 2016

Date: *June 1, 2016*

Date: June 7, 2016