

AGENDA
MUNICIPAL PLANNING COMMISSION
COUNTY OF NORTHERN LIGHTS
TUESDAY, OCTOBER 24, 2023 AT 11:00 A.M.
COUNTY COUNCIL CHAMBERS, MANNING, ALBERTA
<https://us02web.zoom.us/j/86937889897?pwd=STd6MThEMkdUd3NGQTVDaExJbydBZz09>

01.0 CALL TO ORDER

02.0 ADOPTION OF THE AGENDA

03.0 ADOPTION OF THE MINUTES

A) Tuesday, September 26, 2023 Municipal Planning Commission Meeting Minutes

04.0 PLANNING AND DEVELOPMENT

A) Development Permits – Issued by the Development Officer

a. DP-23-23 – Aircraft Sales/Rentals

B) Development Permits – To Be Issued or Discussed by MPC

C) Miscellaneous

05.0 ADJOURNMENT

MINUTES
MUNICIPAL PLANNING COMMISSION
COUNTY OF NORTHERN LIGHTS
TUESDAY, SEPTEMBER 26, 2023 AT 11:00 A.M.
COUNTY COUNCIL CHAMBERS, MANNING, ALBERTA

<https://us02web.zoom.us/j/82059157285?pwd=am5zbXhoYTQvYTg5ZDR4ekxoVCtLZz09>

PRESENT:

Gary These	Ward One	Weberville/Stewart
Kayln Schug	Ward Two	Warrensville/Lac Cardinal
Brenda Yasinski	Ward Three	Dixonville/Chinook Valley
Brent Reese	Ward Four	Deadwood/Sunny Valley
Gloria Dechant	Ward Five	North Star/Breaking Point
Terry Ungarian	Ward Six	Hotchkiss/Hawk Hills
Linda Halabisky	Ward Seven	Keg River/Carcajou

IN ATTENDANCE:

Josh Hunter – Director of Finance/Acting Chief Administrative Officer
Charles Schwab – Director of Public Works
Teresa Tupper – Executive Assistant/ Recorder
Dan Archer – Mile Zero Banner Post Reporter
Natalie Tremblay – ISL Engineering Community Planner (virtually)

01.0 CALL TO ORDER

Chair Terry Ungarian called the Tuesday, September Municipal Planning Commission Meeting to order at 11:06 a.m.

02.0 ADOPTION OF THE AGENDA

044/26/09/23MPC **MOVED BY Councillor Schug to acknowledge receipt of the Tuesday, September 26, 2023 Municipal Planning Commission Meeting Agenda and accept it as presented.**
CARRIED

03.0 ADOPTION OF THE MINUTES

A) Tuesday, August 22, 2023 Municipal Planning Commission Meeting Minutes

045/26/09/23MPC **MOVED BY Councillor Reese to acknowledge receipt of the Tuesday, August 22, 2023 Municipal Planning Commission Meeting Minutes and adopt them as presented.**
CARRIED

04.0 PLANNING AND DEVELOPMENT

A) Development Permits – Issued by the Development Officer

a. DP-23-20 – Attached Garage Addition

046/26/09/23MPC MOVED BY Councillor Yasinski to acknowledge receipt of Development Permit DP-23-20, issued by the Development Officer and accept it for information.
CARRIED

B) Development Permits – To Be Issued or Discussed by MPC

a. DP-23-19 – Modular Dwelling & Home-Based Business, Major – Discretionary Use & Setback Variance Required

047/26/09/23MPC MOVED BY Councillor Halabisky to approve a variance of 15.2 m (50 ft) to the east side yard setback, a reduction of 100%, and 5.2 m (17 ft) to the north side yard setback, a reduction of 66% as per Section K1.2(c) for Development Permit DP-23-19.
CARRIED

048/26/09/23MPC MOVED BY Councillor Reese to approve Development Permit Application DP-23-19, subject to the following conditions:

1. The owner/developer must contact an accredited agency contracted by Municipal Affairs to obtain the following permits or approvals applicable:
- Home Warranty Coverage- Provincial Plumbing Permit- Gas Inspection Permit- Building Permit- Electrical Permit. A copy of the approved permits must be submitted to the County of Northern Lights for their files.
2. This permit approval is issued on the condition that all other approvals required by other regulatory jurisdictions be obtained and maintained throughout the course of this development and its operation.
3. That the development proceeds in accordance with the attached plans and site plan to reflect the proposed location within NW-12-89-23-W5M.
4. Additional development or construction is not allowed without an approved development permit from the County of Northern Lights.
5. That the applicant/owner shall screen from view any outdoor equipment storage associated with the Home-Based Business and preserve existing tree stands in accordance with Section I9 of the Land Use Bylaw.

6. The applicant/owner shall be responsible for dust control, mud, snow, and other debris control when heavy equipment and vehicles move to and from the site.
 7. The applicant/owner shall have proper spill containment measures for storage areas outside the existing shop associated with the Home-Based Business.
 8. That the applicant/owner shall have and maintain portable fire extinguishers containing dry chemical on site.
 9. The applicant/owner shall be required to enter into a development agreement with County if any installing and/or upgrading of the access is required, subject to separation distances between approaches on the same side of a local road, pursuant to Section 131.4 and shall consult County of Northern Lights Public Works when installing culverts for site access approaches to ensure the approaches are constructed in accordance with County standards.
 10. Additional lot accesses shall not be allowed without an approved development permit from the County of Northern Lights pursuant to section 131.4 of the Land Use Bylaw.
 11. The applicant/owner shall register a joint access easement agreement on title to share the existing driveway with Lot 1, Block 1, Plan 012 2604 – (NE-12-89-23-W5M).
 12. That the applicant/owner shall follow all requirements for waste storage and transportation in accordance with the Waste Control Regulations of the Alberta Environmental Protection and Enhancement Act.
 13. That business operations shall be conducted between 8 am and 5 pm, 7 days a week.
 14. No advertising signs shall be installed on site (see advisement #1).
- CARRIED

C) Miscellaneous

05.0 ADJOURNMENT

Chair Terry Ungarian adjourned the Tuesday, September 26, 2023 Municipal Planning Commission Meeting at 11:11 a.m.

Chair, Terry Ungarian

Acting CAO, Josh Hunter



COUNTY OF NORTHERN LIGHTS

#600, 7th Avenue NW Box 10, Manning, AB T0H 2M0
Ph (780) 836-3348 Fax (780) 836-3663 Toll Free 1-888-525-3481

DEVELOPMENT PERMIT NOTICE OF DECISION

APPLICATION NO.:

DP-23-23

ROLL NO.:

312620

DEVELOPMENT:

AIRCRAFT SALES/RENTALS; Helicopter operation including small aircraft charter and rentals, maintenance, equipment part sales, and site improvements (incl. concrete pads)

LAND USE DISTRICT:

Airport Protection (AP)

LEGAL DESCRIPTION (ATS Location):

SW-3-92-23-5

LEGAL DESCRIPTION (Lot, Blk, & Plan if relevant):

Lot 5, Block 1, Plan 0022905

NAME & ADDRESS OF APPLICANT(s):

**TRK Helicopters Ltd.
Hangar 9 5225, 216 St
Langley, AB V2Y 2N3**

NAME & ADDRESS OF LANDOWNER(s):

**SIDE ASSET MANAGEMENT LTD
206, 10625 WEST SIDE DR
GRANDE PRAIRIE, AB T8V 8E6**

DECISION OF THE DEVELOPMENT AUTHORITY IN RESPECT TO THE ISSUANCE OF THE DEVELOPMENT PERMIT:

☐ **APPROVED**

☒ **APPROVED** with the following conditions

☐ **REFUSED** for the following reason(s)

(See below conditions and appeal procedures)

APPROVAL GRANTED SUBJECT TO COMPLYING TO THE FOLLOWING CONDITIONS:

1. The owner/developer must contact an accredited agency contracted by Municipal Affairs to obtain the following permits or approvals applicable:- Warranty Coverage- Provincial Plumbing Permit- Gas Inspection Permit- Building Permit- Electrical Permit. A copy of the approved permits must be submitted to the County of Northern Lights for their files.
2. Additional development or construction is not allowed without an approved development permit from the County of Northern Lights (see advisement #1 & #2)
3. The development/construction shall comply with the approved plans and application.
4. That the proposed development must be situated on the lot in accordance with the approved site plan.
5. This permit approval is issued on the condition that all other regulatory approvals required by other regulatory jurisdictions be obtained and maintained throughout the course of this development and its operation.
6. The owner/developer enter into a development agreement with the County of Northern Lights to include, but not limit to, the upgrading of existing approaches, if required.
7. The development is subject to a roadside development permit approval from Alberta Transportation and Economic Corridors (ATEC).
8. The development is subject to NAV Canada approval, if required.

Advisement #1: Any additions or alterations to the existing building may require a separate development permit, not including minor site improvements as per section D2 of the Land Use Bylaw (LUB).

Advisement #2: If future alterations to the existing building are proposed a variance to the south side yard setback property line will be required, as it does not comply with minimum setbacks as per section K12.2(c) of the LUB.

Please Note:

This development permit lapses and is considered void if the development approved has not commenced within twelve (12) months from the date of issue of the notice.

2023-10-18
DATE OF DECISION

2023-10-18
DATE OF ISSUE OF NOTICE OF DECISION

Van Port
DEVELOPMENT OFFICER

COUNTY OF NORTHERN LIGHTS

#600, 7th Avenue NW Box 10, Manning, AB T0H 2M0 Ph (780) 836-3348 Fax (780) 836-3663 Toll Free 1-888-525-3481

IMPORTANT NOTICES

1. You may wish to appeal the decision of the subdivision and development authority to the Land and Property Rights Tribunal. Such an appeal shall be made in writing and shall be delivered either in person or by mail, or email so as to reach the Land and Property Rights Tribunal at the County office **NOT LATER THAN 21 DAYS AFTER THE DATE OF ISSUE OF NOTICE OF DECISION.**
2. The Land Use Bylaw provides that any person claiming to be affected by a decision of the development authority may appeal to the Secretary of the Subdivision and Development Appeal Board **WITHIN 21 DAYS AFTER THE NOTICE OF DECISION IS PUBLISHED IN THE LOCAL NEWSPAPER.**
3. A decision of the Land and Property Rights Tribunal is final and binding on all parties and persons subject only to an appeal upon or question of jurisdiction or law pursuant to Section 689 of Municipal Government Act. An application for leave to appeal to the Appellate Division of the Supreme Court of Alberta shall be made:
 - a) to a judge of the Appellate Division; and
 - b) within Thirty (30) days after the issue of the order, decision, permit or approval sought to be appealed.



DEVELOPMENT PERMIT APPLICATION FORM A

"An Agriculture Based Community"

FOR ADMINISTRATIVE USE

APPLICATION NO. DP-23-23
DATE RECEIVED October 6, 2023
ROLL NO. 312620

County of Northern Lights, # 600, 7th Ave. NW Box 10, Manning, AB, T0H 2M0
W: www.countyofnorthernlights.com | E: info@countyofnorthernlights.com | T: (780) 836-3348 | F: (780) 836-3663

I / We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and form part of this application. I / We understand that this application will not be accepted without the following:

- (a) application fee;
- (b) site plan sketch that includes all relevant detail to the proposed development (e.g.: proposed and existing structures, property lines, creeks/ravines, parking and vehicle access, building plans, etc.)

APPLICANT INFORMATION		COMPLETE IF DIFFERENT FROM APPLICANT	
NAME OF APPLICANT TRK Helicopters Ltd.		NAME OF REGISTERED OWNER Side Asset Management Ltd.	
ADDRESS Hangar 9, 5225 216 St		ADDRESS 206, 10625 West Side Drive	
Langley, British Columbia		Grande Prairie, Alberta	
POSTAL CODE V2Y 2N3		POSTAL CODE T8V 8E6	
EMAIL ADDRESS* rmarks@trkeng.com		EMAIL ADDRESS* rhonda.side@sidemanagement.ca	
*By supplying the County with an email address, you agree to receive correspondence by email.			
PHONE (CELL) 604-837-6432	PHONE (RES)	PHONE (BUS) 604-533-4150	PHONE (CELL) 780-518-5731
			PHONE (RES) 780-513-6095
			PHONE (BUS) 780-513-6095

LAND INFORMATION	
Municipal Address (if applicable): <u>Highway 35, Manning Alberta</u>	
Legal description (if applicable): Registered Plan: <u>002-2905</u> Block: <u>1</u> Lot (parcel): <u>5</u>	
QTR/LS: <u>SW</u> Section: <u>3</u> Township: <u>92</u> Range: <u>23</u> Meridian: <u>5</u>	
Size of the Parcel to be developed <u>4.17</u> ☒ Acres or ☐ Hectares	
Description of the existing use of the land <u>Oil field supply warehouse in a 60' x 120' building.</u>	
Proposed Development: <u>A 150mm concrete pad will need to be installed at the rear</u> <u>of the building to facilitate aircraft parking.</u>	
Circle any proposed uses(s): ☐ SIGN(S) ☐ CULVERT(S)/ ROAD ACCESS POINT(S) ☐ PUBLIC USE(S)/ UTILITIES ☐ DWELLING UNIT(S) ☐ ACCESSORY STRUCTURE(S)/ USE(S) ☐ SHED/GARAGE/BARN(S) ☐ HOME BASED BUSINESS ☒ COMMERCIAL OR INDUSTRIAL STRUCTURE(S)/ USES(S) ☐ OTHER (SPECIFY)	
Estimated:	Date of Commencement: <u>11/6/23</u> Date of Completion <u>5/30/24</u> Value of Construction: \$ <u>\$40,000</u>

PROPOSAL INFORMATIONDEVELOPMENT IS: ☐ NEW☒ EXISTING☐ ALTERATION TO EXISTINGLAND IS ADJACENT TO: ☒ PRIMARY HIGHWAY ☐ LOCAL ROAD ☐ INTERNAL SUBDIVISION ROAD ☐ OTHERLOT AREA: 4.17 Acres LOT WIDTH: 119.54m LOT LENGTH: 141.34m PERCENTAGE OF LOT OCCUPIED: 3.9 %PRINCIPAL BUILDING SETBACK: FRONT: 47.01m REAR: 72.96m SIDES: 74.06 / 9.24m HEIGHT 9.1m

ACCESSORY BUILDING SETBACK: FRONT: _____ REAR: _____ SIDES: _____ / _____ HEIGHT _____

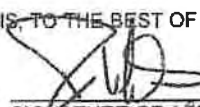
ADDITIONAL INFORMATION INCLUDED☒ SITE PLAN ☐ FLOOR PLAN ☐ LAND TITLE ☐ ABANDONED OIL WELL DECLARATION SIGNED☐ ALBERTA NEW HOME WARRANTY / OR PROOF OF EXEMPTION☐ DISTANCE TO ROAD / HIGHWAY _____**ADDITIONAL INFORMATION AS REQUIRED:**☐ ELEVATIONS☐ SOIL TESTS☒ HOURS OF OPERATION Daylight hours☐ NUMBER OF DWELLING UNITS _____☒ NUMBER OF EMPLOYEES 4 - 6☒ PROPOSED BUSINESS ACTIVITIES Aircraft Sales / Rentals☐ LANDOWNER LETTER OF AUTHORIZATION☐ ADJACENT LANDOWNER LETTERS OF SUPPORT**MANUFACTURED HOME (MOBILE HOME)**

SERIAL NUMBER: _____ YEAR BUILT: _____ SIZE: WIDTH _____ LENGTH _____

DECLARATION

I/WE HEREBY AUTHORIZE REPRESENTATIVES OF THE COUNTY TO ENTER MY/OUR LAND FOR THE PURPOSE OF CONDUCTING A SITE INSPECTION IN CONNECTION WITH THIS APPLICATION

I/WE HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT

10/6/2023Date
10/5/2023**NOTE:**Signature of Registered
Landowner required if different
from ApplicantSIGNATURE OF APPLICANT
SIGNATURE OF REGISTERED LANDOWNER / LEASEHOLDER
**FOR ADMINISTRATIVE USE**

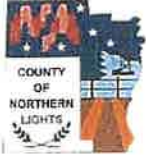
LAND USE DISTRICT: _____

FEE ENCLOSED: YES ☐ NO ☐ AMOUNT: \$ _____ RECEIPT NO.: _____

DEFINED USE: _____

PERMITTED/DISCRETIONARY: _____

VARIANCE: _____



County of Northern Lights

600 7th Avenue NW, Box 10, Manning, AB T0H

2M0 Phone: (780) 836-3348 Fax (780) 836-3663

ADDITIONAL DEVELOPMENT INFORMATION

PLEASE INDICATE BELOW THE METHOD OF SEWAGE DISPOSAL AND TYPE OF DOMESTIC WATER SUPPLY TO BE USED IN RELATION TO YOUR DEVELOPMENT APPLICATION. PLEASE INDICATE ON THE SITE PLAN THE PROPOSED LOCATION AND DISTANCES OF YOUR WATER SUPPLY AND SEWAGE DISPOSAL FROM ALL PROPERTY LINES AND RESIDENCE.

TYPE OF DOMESTIC WATER SUPPLY (PLEASE CHECK)

- ☐ DUGOUT
 - ☐ WELL
 - E ☐ CISTERN AND HAULING SERVICE
 - E ☐ COMMUNITY WELL/MUNICIPAL SERVICE
 - ☐ OTHER (PLEASE SPECIFY)
-

TYPE OF DOMESTIC/COMMERCIAL SEWAGE DISPOSAL (PLEASE CHECK)

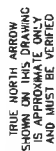
- ☐ OPEN DISCHARGE/APPROVED SEPTIC TANK
 - E ☐ SUB-SURFACE DISPOSAL/APPROVED SEPTIC TANK
 - ☐ ABOVE GROUND MOUND/APPROVED SEPTIC TANK
 - ☐ APPROVED SEWAGE LAGOON
 - ☐ OUTDOOR PRIVY
 - ☐ MUNICIPAL SERVICE
 - ☐ OTHER (PLEASE SPECIFY)
-

PLEASE INDICATE IF THE ABOVE INFORMATION IS:

- a) EXISTING
- b) PROPOSED

FOR ADDITIONAL INFORMATION CONTACT:

MUNICIPAL AFFAIRS AND HOUSING, Public Safety Department
PEACE RIVER, AB
PHONE: 1-866-421-6929



SITE PLAN INFORMATION OBTAINED FROM AN AERIAL IMAGE AND AN ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT DATED JANUARY 22, 2007. THIS DRAWING DOES NOT REPRESENT A SURVEY.

PER: Markort

REV	DESCRIPTION	BY	DATE
A	ISSUED FOR DP	HM	DEC 09/23

TRK
ENGINEERING

HANGER 9 5225 216 ST
LANGLEY BC V2Y 2N4
TEL (604) 574-8432
FAX (604) 574-8431
EMAIL marketing@trk.com
WEB www.trk.com

PROJECT

TRK HELICOPTERS LTD.
LOT 5, BLOCK 1
PLAN 002-2905

MANNING
ALBERTA

DRAWING TITLE:

SITE PLAN

SCALE:	AS NOTED	DRAWING NO.
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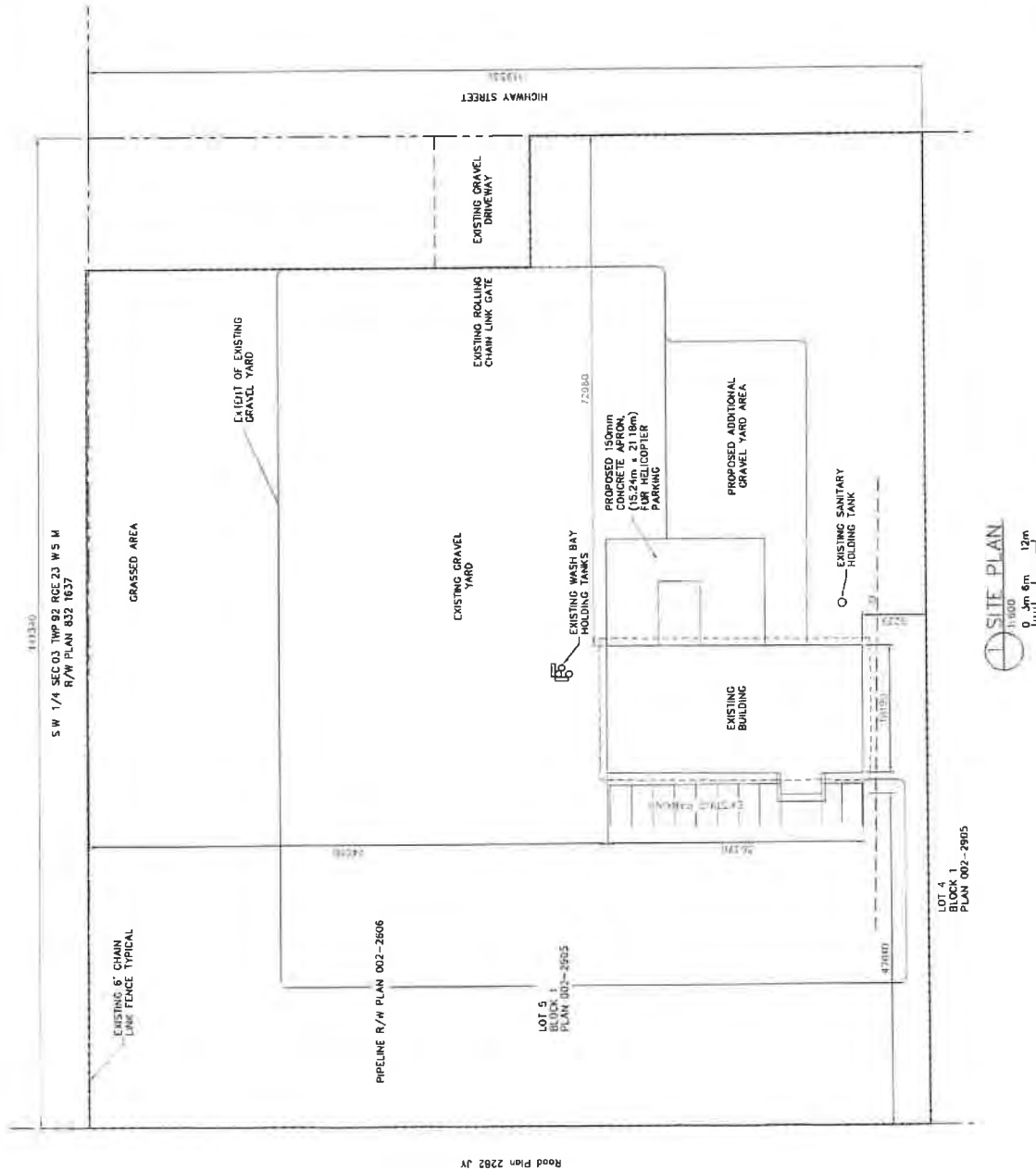
CHECK BY	R.M.
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DRAWN BY: T.M.

DATE: OCT 06/23

CAD FILE:

PRODUCT NUMBER:





TRUE NORTH ARROW
SHOWN ON THIS DRAWING
IS APPROXIMATE ONLY
AND MUST BE VERIFIED



04.0-A-a

A	ISSUED FOR DP	RM	OCT 06/23
REV.	DESCRIPTION	BY	DATE

TRK
ENGINEERING
HANGER 9 5225 216 ST.
LANGLEY, BC V2Y 2N3
TEL: (604) 574-6432
FAX: (604) 574-6431
EMAIL: info@trkeng.com
WEB: www.trkeng.com

PROJECT:

TRK HELICOPTERS LTD.
LOT 5, BLOCK 1
PLAN 002-2905

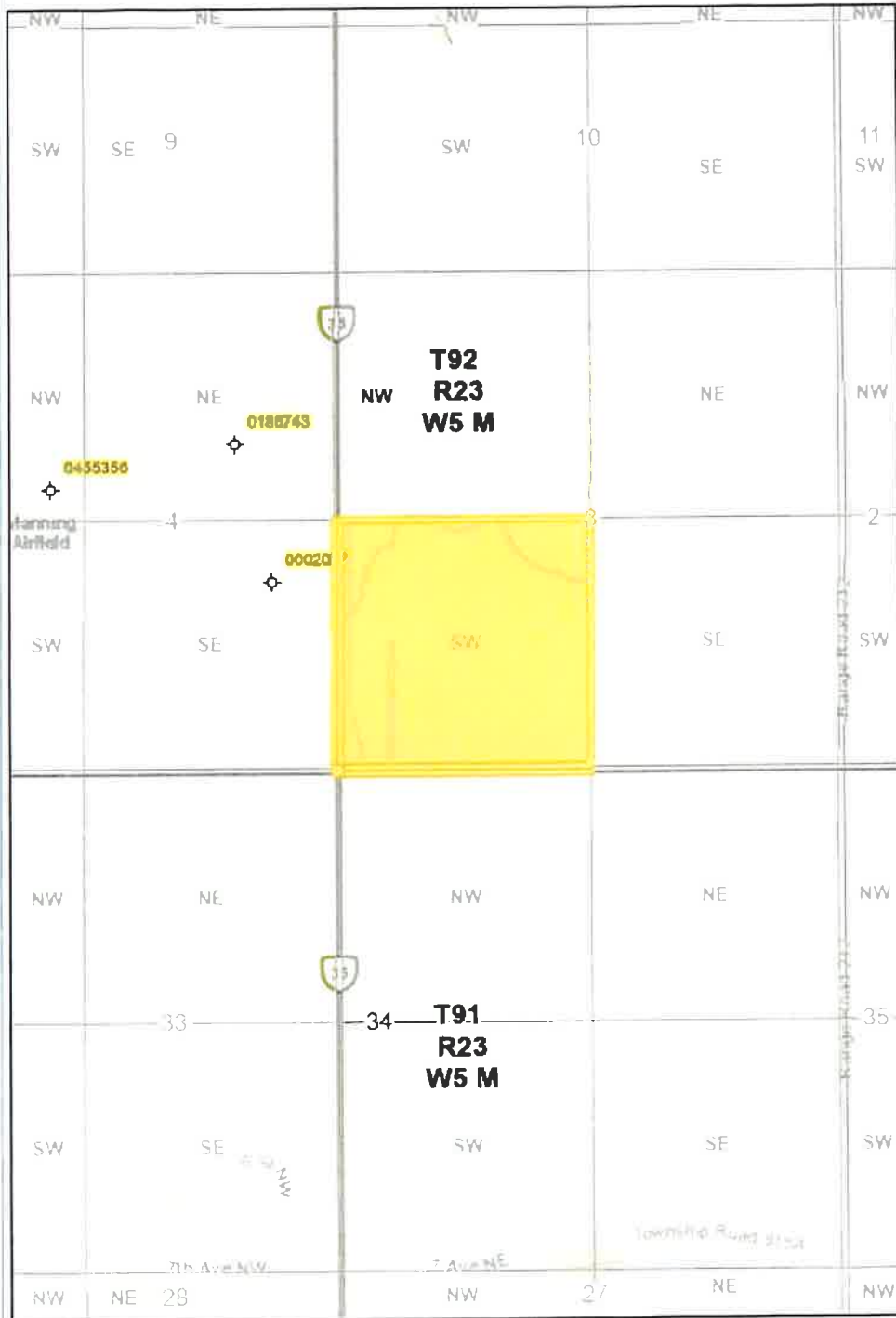
MANNING
DRAWING TITLE:
ALBERTA

SITE PLAN

SCALE:	AS NOTED	DRAWING NO.
CHECK BY:	R.M.	
DRAWN BY:	T.M.	
DATE:	OCT 06/23	
CAD FILE:	2023-001	
PROJECT NUMBER:	N/A	

SK-2

Abandoned Well Map



Legend

- ATS Township Index Label
- ATS Section with Road Allowance
- Hydro
- ATS Quarter Section with Road A Below Hydro
- ATS Township Index Outline 6
- ATS Section with Road Allowance
- ATS Quarter Section with Road A Outline
- Abandoned Wells (Large Scale)
- Abandoned_Well_Revised (Large)
- Abandoned_Well_Loc_Pointer
- ATS v4_1 Alberta Provincial Boundaries

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Wednesday, October 18, 2023 9:32:08 -06:00

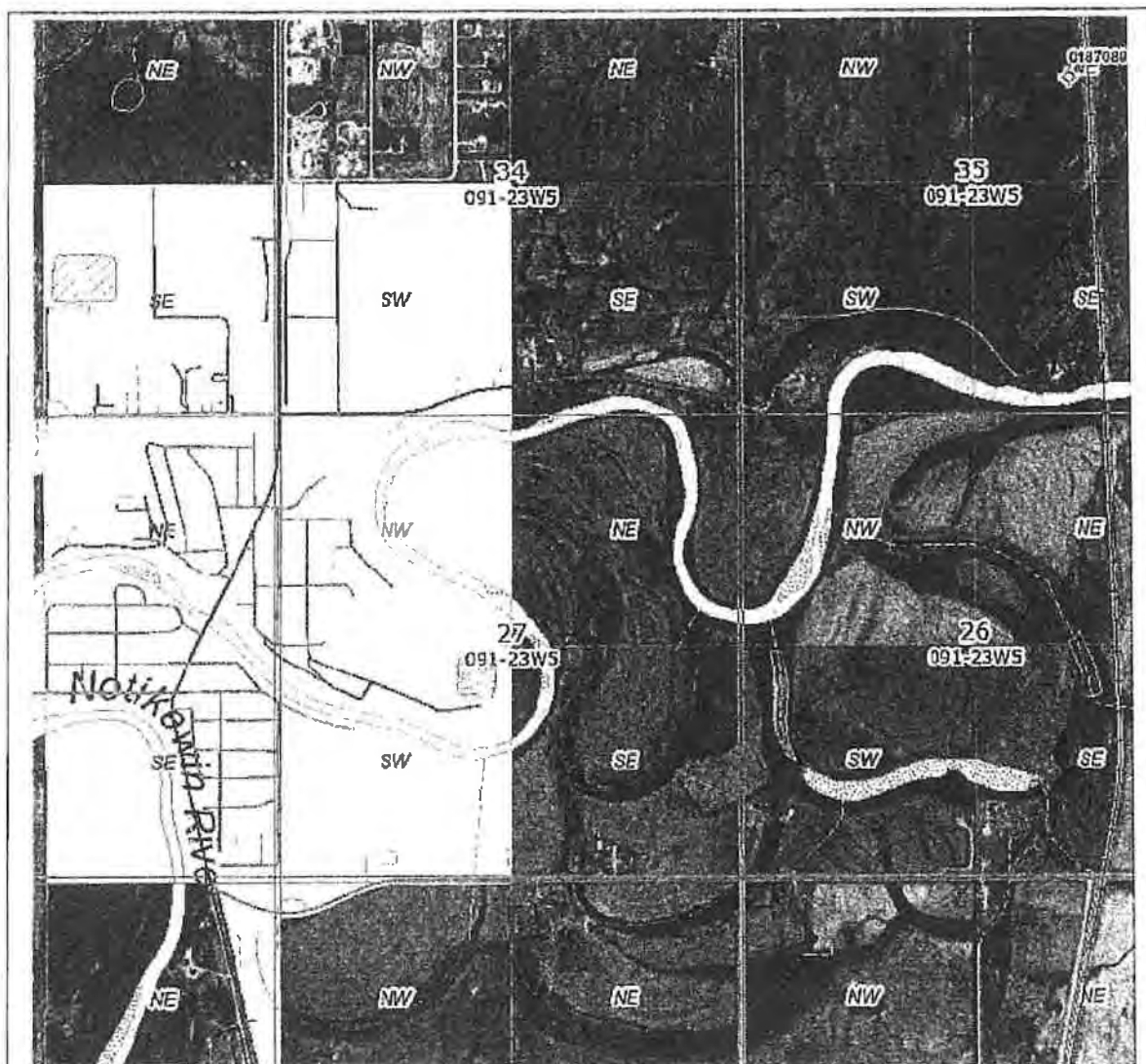


Map Scale: 1: 36,112



Alberta

Government
GeoDiscover Alberta



Abandoned Well Map

Base Data provided by: Government of Alberta

Legend

- ◇ Abandoned Well (Large Scale)
- Revised Well Location (Large Scale)
- Revised Location Pointer
- Paved Road (20K)
 - Primary Divided
 - Primary Undivided 4L
 - Primary Undivided 2L
 - Primary Undivided 1L
 - Interchange Ramp
 - Secondary Divided
 - Secondary Undivided 4L

Author: XXX

Printing Date: 10/5/2023

Data Date (if applicable)

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Scale: 35:1 (1:1)

0.66 Kilometres

Projection and Datum:

WGS84 Web Mercator Auxiliary Sphere



Alberta
Energy
Regulator