

**AGENDA  
MUNICIPAL PLANNING COMMISSION  
COUNTY OF NORTHERN LIGHTS  
TUESDAY, JULY 09, 2024 at 11:00 A.M.**

<https://us02web.zoom.us/j/89818256618?pwd=LzutKESriGaPjRqPyGsdCHFNVERVJk.1>

**01.0 CALL TO ORDER**

**02.0 ADOPTION OF THE AGENDA**

**03.0 ADOPTION OF THE MINUTES**

A) Tuesday, June 25, 2024 Municipal Planning Commission Meeting Minutes

**04.0 PLANNING AND DEVELOPMENT**

A) Development Permits – Issued by the Development Officer

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

a) DP-24-14 UFA

C) Miscellaneous

**05.0 ADJOURNMENT**

**MINUTES  
MUNICIPAL PLANNING COMMISSION  
COUNTY OF NORTHERN LIGHTS  
TUESDAY, JUNE 25, 2024 at 3:00 P.M.**

<https://us02web.zoom.us/j/81689045940?pwd=YUw2WFg2Z3Z3VPN3poOGxiRStlUVJlUT09>

**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:**

Gerhard Stickling – Chief Administrative Officer  
Charles Schwab – Director of Public Works  
Josh Hunter – Director of Finance  
Teresa Tupper – Executive Assistant/ Recorder  
Dan Archer – Mile Zero Banner Post Reporter  
Natalie Tremblay - Community Planner, ISL Engineering and Land Services Ltd. (virtually)

**01.0 CALL TO ORDER**

Chair/Reeve Terry Ungarian called the Tuesday, June 25, 2024 Municipal Planning Commission Meeting to order at 3:04 p.m.

**02.0 ADOPTION OF THE AGENDA**

**026/25/006/24MPC MOVED BY Councillor Yasinski to acknowledge receipt of the Tuesday, June 25, 2024 Municipal Planning Commission Agenda and adopt it as presented.**

**CARRIED**

**03.0 ADOPTION OF THE MINUTES**

**A) Tuesday, June 11, 2024 Municipal Planning Commission Meeting Minutes**

**027/25/06/24MPC** **MOVED BY Councillor Reese to acknowledge receipt of the Tuesday, June 11, 2024 Municipal Planning Commission Meeting Minutes and adopt them as presented.**  
**CARRIED**

**04.0 PLANNING AND DEVELOPMENT**

**A) Development Permits – Issued by the Development Officer**

- 1) DP-24-12 (permitted use)**
- 2) DP-24-19 (permitted use)**
- 3) DP-24-21 (permitted use)**

**028/25/06/24MPC** **MOVED BY Councillor Dechant to acknowledge receipt of the Development Permits: DP-24-12, DP-24-19 and DP-24-21; as issued by the Development Officer and accept them for information.**  
**CARRIED**

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

- 1) DP-24-15 Kover (discretionary use)**

**029/25/06/24MPC** **MOVED BY Councillor Ungarian to acknowledge receipt of the Development Permit DP-24-15 and approve the application for an Industrial Camp on SW 15-92-23-W5M; subject to the following fifteen (15) conditions:**

- 1. The Industrial Camp shall proceed in accordance with the approved site plan and proposal details and comply with the development standards of the Agriculture General (A) District and Section 112 Industrial Camps of the Land Use Bylaw.**
- 2. That the applicant/owner obtain a Roadside Development Permit from Alberta Transportation as the development (and parcel) is adjacent to Hwy 35.**
- 3. No development shall occur on any wetland or wet area without prior approval. It is the applicant/owner's responsibility to obtain all necessary environmental approvals required for development. This may include but is not limited to a Water Act approval pursuant to Alberta Environment and Protection's Wetland Policy.**
- 4. The applicant/owner enter into a Road Use Agreement, if required.**
- 5. The applicant/owner may be required to enter into a development agreement with the County, not limited to upgrades to the existing access(es) and shall consult with County of Northern Lights Public Works Department when installing culverts to ensure the approaches are constructed in accordance with County standards.**

6. This permit approval is valid for one (1) year, from June 25, 2024 to June 24, 2025, in accordance with Section I12.3 of the Land Use Bylaw. That the applicant/owner, if interested in a permit renewal to continue the Camp use, are advised to meet with the County in advance of re-application for a development permit. The County will evaluate the performance of the Camp against its conditions of approval, and any other performance measures that the Development Authority considers relevant. Permit renewal shall be required if the camp operation exceeds one (1) year,
7. The applicant/owner shall comply with the Alberta Private Sewage System Standard of Practice and conduct ongoing inspections of the sewage management system during the course of the development and upon remediation of the site in consultation with the County of Northern Lights Public Works. If any evidence of environmental impact is observed the applicant/owner must follow contamination discovery procedures. Environmental impacts could include stained or discoloured soil, odours, or sheens. If any impacts are noted, the County and Alberta Environment and Parks (AEP) must be notified immediately, and the AEP Reporting Spills and Releases procedures followed in combination with the Spill Response Procedures provided in the Health and Safety Manual from the applicant.
8. The applicant/owner shall provide adequate water supply for domestic and firefighting purposes to meet the Camp's domestic water supply demand and ensure adequate water supply for firefighting needs in accordance with provincial legislation or to the satisfaction of the office of the provincial fire commissioner.
9. The applicant/owner shall be responsible for the control of mud, snow, and other debris during the operation of the camp.
10. All waste generated by industrial developments shall be stored and disposed of in a manner that will not result in any contamination to groundwater supplies or create nuisances on adjacent lots.
11. The applicant/owner screen the camp from view of adjacent development in accordance with Section I9 of the LUB.
12. The applicant/owner install outdoor lighting in accordance with Section I115.1 of the LUB.
13. The applicant/owner obtain all other approvals required by other regulatory jurisdictions and maintain the approvals throughout the course of this development and its operation.
14. The applicant/owner shall contact an accredited agency contracted by Municipal Affairs to obtain the following applicable permits and inspections, as required:
  - a. Provincial Plumbing or PSDS Permit,
  - b. Gas Inspection Permit,
  - c. Building Permit,
  - d. Electrical Permit, and
  - e. Safety Codes Permits.
15. No further development or construction be allowed without an approved Development Permit.

CARRIED

**C) Miscellaneous**

**05.0 ADJOURNMENT**

Chair/Reeve Terry Ungarian adjourned the Tuesday, June 25, 2024 Council Meeting at 3:10 p.m.

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Chair, Terry Ungarian

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CAO, Gerhard Stickling

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Date Signed



To: **Reeve and Council – County of Northern Lights** Date: **July 9, 2024**  
Attention: **Mr. Gerhard Stickling, Chief Administrative Officer** Project No.: **16613**  
Cc: **David Schoor**  
Reference: **DP-24-14 UFA**  
From: **Natalie Tremblay**

### Application

The applicant proposes to upgrade an existing Bulk Fuel Depot, owned by UFA, by installing two new fuel pumps. The site is 1.82 hectares in size and located on Plan 9624363, Block 1, Lot 1 within NW34-91-23-W5M. The lot is regulated by Zone 2 of the Airport Protection (AP) District. Bulk Fuel Depot is listed as a Discretionary Use.

In addition to the new fuel pumps, the applicant has indicated that UFA will be performing maintenance and repair to their existing Bulk Fuel Depot. The maintenance and repair does not include a new building or any work to existing buildings on the property other than replacing old aprons and asphalt along the front of the building which have deteriorated over time. The project also does not include any change to existing or propose new signage, or fuel tanks. All maintenance and repair will be limited to the forecourt (front vehicle fueling area), a trench along the south side of the existing UFA office and the fuel tank area of the property. These works of maintenance and repair do not require a development permit, as per the exemptions listed in Section D2 of the the Land Use Bylaw (LUB).

### Site and Surrounding Lands

The site, Plan 9624363, Block 1, Lot 1, is next to the 3rd Street NE frontage road and Highway 35. The site is 330 m (1082 ft) north of Manning’s municipal boundary, 770 m (2526 ft) south of the Manning Airport.

There are low pressure gas lines owned by North Peace Gas Co-op servicing each lot in the quarter section. The Co-op main line and a high pressure gas line, both owned by North Peace Gas Co-op, do not fall within the applicant’s the site.

There is a record of a spill within the quarter section, but not within the applicant’s lot. According to AbaData, the incident was recorded May 9, 2022 and was resolved May 26, 2023. The natural gas pipeline owned by North Peace Gas Co-op was reported to have a leak due to damage by others. No public or wildlife was affected.

The site has a soil classification of 100% Class 2 “Moderate limitations”, subclass C “Adverse Climate” which is considered Better Agricultural Land as per the definition in the Municipal Development Plan.

### Access and Servicing



The site is accessed via 3<sup>rd</sup> Street NE, which is located to the west of the property.

Domestic water is supplied through a cistern and hauling service, while sewage will be held in a sub-surface disposal/approved septic tank.

### **Compliance with Approved Plans and Land Use Compatibility**

The site falls within the Town of Manning Intermunicipal Development Plan (IDP) and the North Manning Area Structure Plan (ASP). The proposed Bulk Fuel Depot meets the policies of the IDP and ASP.

The proposed Bulk Fuel Depot was reviewed against the County's Municipal Development Plan (MDP) and LUB and relevant Provincial legislation. The Bulk Fuel Depot conforms to Policy 4.2.3 of the MDP, which allows agricultural industries on agricultural lands. The proposed Bulk Fuel Depot meets the regulations outlined in sections K12 Airport Protection (AP) District of the LUB.

### **Circulation Comments**

The Development Permit application was circulated to various affected agencies and adjacent landowners.

Alberta Transportation and Economic Corridors offers the following comments and observations with respect to the proposed development(s):

- Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.
- The proposed development falls within the Development Control zone, and a Roadside Development Permit from Transportation will be required.

A condition has been created to reflect these comments.

No concerns from any other referral comments we received.

### **Recommendation**

It is recommended that this application for a Bulk Fuel Depot, on Plan 9624363 Block 1 Lot 1 be **APPROVED** subject to the following conditions:

1. The Bulk Fuel Depot shall proceed in accordance with the approved site plan and proposal details and comply with the development standards of the Airport Protection (AP) District and of the Land Use Bylaw.



2. That the applicant/owner obtain a Roadside Development Permit from Alberta Transportation as the development (and parcel) is adjacent to Hwy 35.
3. The applicant/owner enter into a Road Use Agreement with the County, if required.
4. The applicant/owner may be required to enter into a development agreement with the County, not limited to upgrades to the existing access(es), and shall consult with County of Northern Lights Public Works Department when installing culverts to ensure the approaches are constructed in accordance with County standards.
5. The applicant/owner shall comply with the Alberta Private Sewage System Standard of Practice and conduct ongoing inspections of the sewage management system during the course of the development.
6. The owner/developer shall acquire all regulatory approvals required by affected agencies, including the provision of servicing in accordance with provincial standards of practice;
7. The applicant/owner shall contact an accredited agency contracted by Municipal Affairs to obtain the following applicable permits and inspections, as required:
  - a. Provincial Plumbing or PSDS Permit,
  - b. Gas Inspection Permit,
  - c. Building Permit,
  - d. Electrical Permit, and
  - e. Safety Codes Permits.
8. No further development or construction be allowed without an approved Development Permit.





# DEVELOPMENT PERMIT APPLICATION FORM A

"An Agriculture Based Community"

<b>FOR ADMINISTRATIVE USE</b>
APPLICATION NO. DP-24-14
DATE RECEIVED May 2nd, paid May 17th 2024
ROLL NO.

County of Northern Lights, # 600, 7<sup>th</sup> Ave. NW Box 10, Manning, AB, T0H 2M0

W: [www.countyofnorthernlights.com](http://www.countyofnorthernlights.com) | E: [development@countyofnorthernlights.com](mailto:development@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 John Chisholm	NAME OF REGISTERED OWNER Joel Kosa on behalf of United Farmers of Alberta Co-operative Limited.

LAND INFORMATION			
Municipal Address (if applicable): <u>35 Mackenzie Hwy, Wrigley, Manning, AB T0H 2M0</u>			
Legal description (if applicable): Registered Plan: <u>9624363</u> Block: <u>1</u> Lot (parcel): <u>1</u>			
QTR/LS: <u>Lot 1</u> Section: <u>Block 1</u> Township: <u>Plan</u> Range: <u>9624363</u> Meridian: _____			
Size of the Parcel to be developed <u>1.82</u> <input type="checkbox"/> Acres or <input checked="" type="checkbox"/> Hectares			
Description of the existing use of the land: <u>Existing Fueling station</u>			
Proposed Development: <u>Please see the project description attached to this application.</u>			
Circle any proposed uses(s):			
<input type="checkbox"/> SIGN(S)	<input type="checkbox"/> CULVERT(S)/ ROAD ACCESS POINT(S)	<input type="checkbox"/> PUBLIC USE(S)/ UTILITIES	
<input type="checkbox"/> DWELLING UNIT(S)	<input type="checkbox"/> ACCESSORY STRUCTURE(S)/ USE(S)	<input type="checkbox"/> SHED/GARAGE/BARN(S)	
<input type="checkbox"/> HOME BASED BUSINESS	<input type="checkbox"/> COMMERCIAL OR INDUSTRIAL STRUCTURE(S)/ USES(S)	<input type="checkbox"/> OTHER (SPECIFY)	
Estimated:	Date of Commencement: <u>4/15/24</u>	Date of Completion: <u>9/30/24</u>	Value of Construction: \$ <u>1,700,000</u>

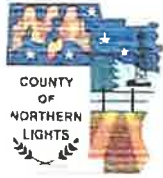
PROPOSAL INFORMATION			
DEVELOPMENT IS: <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING <input checked="" type="checkbox"/> ALTERATION TO EXISTING			
LAND IS ADJACENT TO: <input checked="" type="checkbox"/> PRIMARY HIGHWAY <input type="checkbox"/> LOCAL ROAD <input type="checkbox"/> INTERNAL SUBDIVISION ROAD <input type="checkbox"/> OTHER			
LOT AREA: <u>1.82 ha</u>	LOT WIDTH: <u>119.12</u>	LOT LENGTH: <u>152.96</u>	PERCENTAGE OF LOT OCCUPIED: <u>N/A</u> %
PRINCIPAL BUILDING SETBACK:	FRONT: <u>N/A</u>	REAR: <u>N/A</u>	SIDES: <u>N/A</u> / <u>N/A</u> HEIGHT <u>N/A</u>
ACCESSORY BUILDING SETBACK:	FRONT: <u>N/A</u>	REAR: <u>N/A</u>	SIDES: <u>N/A</u> / <u>N/A</u> HEIGHT <u>N/A</u>

ADDITIONAL INFORMATION INCLUDED	
<input checked="" type="checkbox"/> SITE PLAN <input type="checkbox"/> FLOOR PLAN <input checked="" type="checkbox"/> LAND TITLE <input type="checkbox"/> ABANDONED OIL WELL DECLARATION SIGNED <input type="checkbox"/> ALBERTA NEW HOME WARRANTY / OR PROOF OF EXEMPTION <input type="checkbox"/> DISTANCE TO ROAD / HIGHWAY _____	
ADDITIONAL INFORMATION AS REQUIRED:	
<input type="checkbox"/> ELEVATIONS <input type="checkbox"/> SOIL TESTS <input type="checkbox"/> HOURS OF OPERATION _____ <input type="checkbox"/> NUMBER OF DWELLING UNITS _____ <input type="checkbox"/> NUMBER OF EMPLOYEES _____ <input type="checkbox"/> PROPOSED BUSINESS ACTIVITIES <u>No Change to business activities</u> _____ <input type="checkbox"/> LANDOWNER LETTER OF AUTHORIZATION <input type="checkbox"/> 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	
NOTE: Signature of Registered Landowner required if different from Applicant	Date <u>4/15/2024</u> Date <u>4/15/2024</u> Date _____ SIGN _____ SIGNATURE OF REGISTERED LANDOWNER / LEASEHOLDER

FOR ADMINISTRATIVE USE	
LAND USE DISTRICT: _____	
FEE ENCLOSED: YES <input type="checkbox"/> NO <input type="checkbox"/>	AMOUNT: \$ _____ RECEIPT NO.: _____
DEFINED USE: _____	
PERMITTED/DISCRETIONARY: _____	
VARIANCE: _____	



## County of Northern Lights

# 600 7th Avenue NW, Box 10, Manning, AB T0H  
2MO 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  
 CISTERN AND HAULING SERVICE  
 COMMUNITY WELL/MUNICIPAL SERVICE  
 OTHER (PLEASE SPECIFY)

#### TYPE OF DOMESTIC/COMMERCIAL SEWAGE DISPOSAL (PLEASE CHECK)

- OPEN DISCHARGE/APPROVED SEPTIC TANK  
 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





# DEVELOPMENT PERMIT APPLICATION

COUNTY OF NORTHERN LIGHTS

LEGAL: NE 34, Twp 91, Rge 23, W5M

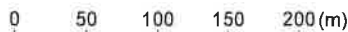
FILE No. DP-24-14



**LEGEND**

- Subject Lands
- Buildings/Structures
- Existing Access
- County Waterline
- Low Pressure Natural Gas Servicing
- High Pressure Natural Gas Servicing
- Powerpole

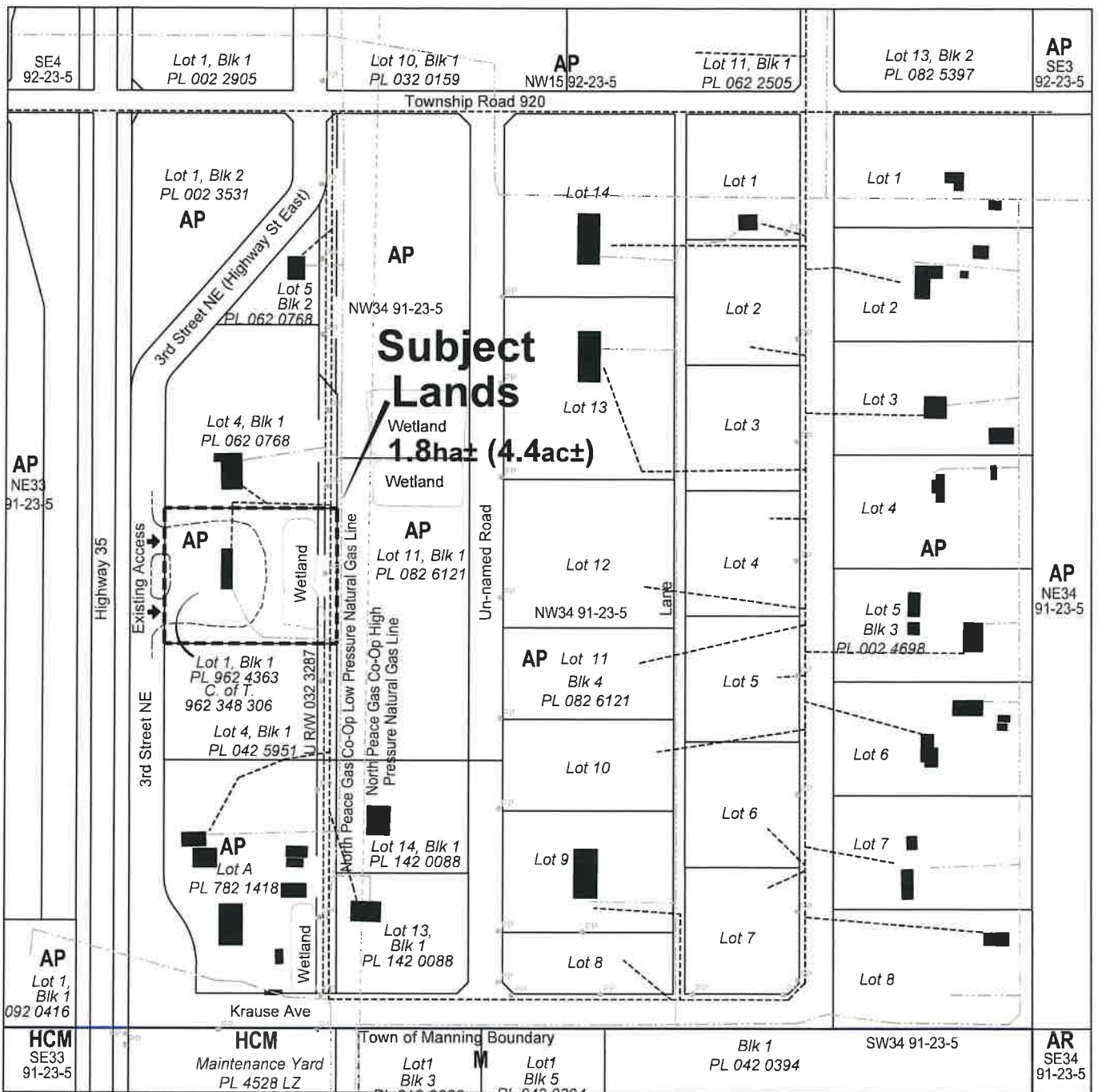
SCALE 1 : 5,000



NOTE: Improvements located as per data supplied by owner and Abadata measurements.



June 3, 2024



# DEVELOPMENT PERMIT APPLICATION

COUNTY OF NORTHERN LIGHTS

LEGAL: NE 34, Twp 91, Rge 23, W5M

FILE No. DP-24-14



**LEGEND**

- Subject Lands
- Buildings/Structures
- Existing Access
- County Waterline
- Low Pressure Natural Gas Servicing
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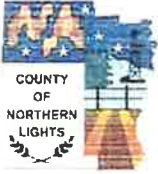
SCALE 1 : 5,000



NOTE: Improvements located as per data supplied by owner and Abadata measurements.



June 3, 2024



County of Northern Lights  
# 600 7th Avenue NW, Box 10, Manning, AB T0H 2M0  
Phone: (780) 836-3348 Fax (780) 836-3663

**RIGHT OF ENTRY BY AN AUTHORIZED PERSON FROM THE COUNTY OF NORTHERN LIGHTS FOR THE PURPOSES OF A SITE INSPECTION OF THE LAND AFFECTED BY A PROPOSED DEVELOPMENT APPLICATION.**

*The County Government Act, 1995, Section 542 (1) states the following:*

*A designated officer of the county may "enter such land or structure at any reasonable time, and carry out the inspection, enforcement or action authorized or required by the enactment or bylaw,"*

**IN ACCORDANCE WITH SECTION 542 (1) a OF THE COUNTY GOVERNMENT ACT, PLEASE COMPLETE THE FOLLOWING RIGHT OF ENTRY FORM AND SUBMIT WITH YOUR DEVELOPMENT APPLICATION.**

I do  or do not  give consent for an authorized person of the County of Northern Lights to enter the land subject to a development application for the purpose of making a site inspection in order to evaluate the proposed development application.

LEGAL DESCRIPTION OF THE LAND Lot 1 Block 1 Plan 9624363

NAME (Please Print) John Chisholm Joel Kosa

SIGNED 

DATE 4/15/24

\*\*\*\*\*RIGHT OF ENTRY\*\*\*\*\*



## APPLICANT STATEMENT REGARDING ABANDONED WELLS

In accordance with the Municipal Government Act Subdivision and Development Regulation

I, John Chisholm                      Joel Kosa, registered owner (or  
(Please Print)

their agent) of Lot 1    Block 1    Plan    9624363, have consulted the Energy  
(Legal Land Description)

Resources Conservation Board (ERCB) Abandoned Well Map Viewer, and verified that **there are no abandoned wells** located the property subject to this application. A copy of the ERCB map showing the subject property is attached.

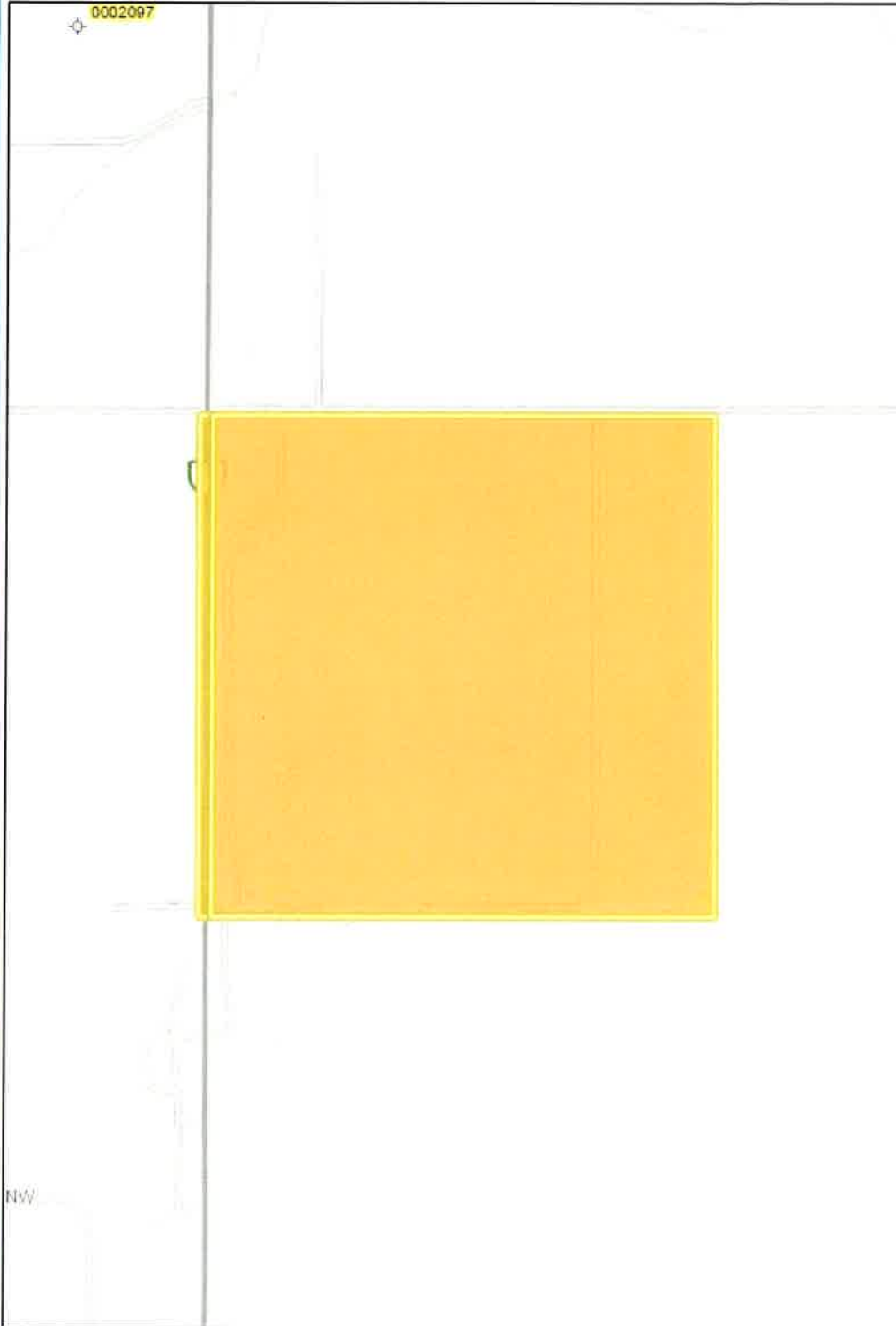
 agent)

9/30/24

Date



# DP-24-14 UFA



## Legend

- ◇ Abandoned Wells (Large Scale)
- Abandoned\_Well\_Revised (Large Scale)
- Abandoned\_Well\_Loc\_Pointer
- ATS v4\_1 Alberta Provincial Boundaries

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Wednesday, June 05, 2024 16:28:25 -06:00



Map Scale: 1: 18,056

