



# Clearwater County

## Municipal Planning Commission - 17 Jun 2026 Agenda

9:00 AM - Wednesday, June 17, 2026

Council Chambers, 4340 – 47 Avenue, Rocky Mountain House, AB

**Our Vision Statement:** Our communities are connected by our appreciation for, and stewardship of, our natural beauty, our economic prosperity, our quality living, and the diversity of our wonderful people.

**Our Purpose Statement:** Through proactive municipal leadership, we will invest innovatively to generate and support economic and population growth that position Clearwater County for a sustainable, prosperous future.

	Page
1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
2.1. Adoption of Agenda	
2.2. Next Meeting <b>July 15, 2026</b>	
3. ADOPTION OF MINUTES	
3.1. <a href="#">Municipal Planning Commission - May 20, 2026 - Minutes - Pdf</a>	3 - 10
4. OLD BUSINESS	
4.1. <a href="#">Tour @ 10:00 a.m. - Business Development Permit 58/26 for the Operation of an Automotive Storage Lot on Plan 842 0637, Block 11, Lot 17 (Pt. SE 14-36-06-W5M) - Pdf</a>	11 - 27
5. NEW BUSINESS	
5.1. <a href="#">Tour @ 9:35 a.m. - Recommendation to Council for Bylaw No. 26/096 to redesignate 2.42 acres from the CR District to the CA District - Plan 092 8187, Unit 15 - Pdf</a>	28 - 35
5.2. <a href="#">Tour @ 10:15 a.m. - In Office Appointment at 11:35 a.m. - Recommendation to Council Application No. 13/26 to amend the Land Use Bylaw - Pdf</a>	36 - 51
5.3. <a href="#">Tour @ 10:35 a.m. - Recommendation to Council for Bylaw No. 26/097 to redesignate 17.9 acres from</a>	52 - 76
5.4. <a href="#">Tour @ 10:50 a.m. - Recommendation to Council Application No. 12/26 to amend the Land Use Bylaw for the redesignation of all of Plan 072 1013 Block 1, Lot 1 (Pt. NW 01-39 - Pdf</a>	77 - 93
5.5. <a href="#">In Office Appointment @ 1:00 p.m.- Temporary Business Development Permit Application 106/26For the Operation of a Short-Term Rental Plan 111 1242 Block 1 Lot 1 (Pt. NE-32-34-04-W5M) - Pdf</a>	94 - 99
5.6. <a href="#">Virtual Appointment @ 1:15 p.m. - Development Permit 89/26For the Operation of a Short Term Rental Plan 972 0232 Block 1 Lot 1 - Pdf</a>	100 - 106
5.7. <a href="#">Virtual Appointment @ 1:30 p.m. - Temporary Business Development Permit Application 102/26For the Operation of a Short-Term Rental Plan 042 4693 Block 5 Lot 7 (Pt. SE 04-41-15-W5M) - Pdf</a>	107 - 114
5.8. <a href="#">In Office Appointment @ 1:45 p.m. - Subdivision Application No.</a>	115 - 130

[21/3806 for the creation of a fragmented parcel - SW 35-40-05-W5M - Pdf](#)

- |       |   |           |
|-------|---|-----------|
| 5.9.  | <a href="#">In Office Appointment @ 2:05 p.m. - Subdivision Application No. 21/3805 For the creation of an undeveloped 8.5-acre Ag parcel - Pdf</a>   | 131 - 147 |
| 5.10. | <a href="#">Temporary Business Development Permit Application 109/26 For the Operation of a Short-Term Rental Plan 042 4693 Block 5 Lot 7 (Pt. SE 04-41-15-W5M) - Pdf</a>                         | 148 - 156 |
| 5.11. | <a href="#">Temporary Business Development Permit No. 113/26 Operation of a Short-term Rental - Pdf</a>   | 157 - 167 |
| 5.12. | <a href="#">Application for Temporary Business Development Permit No. 115/26 for the Operation of a Short-Term Rental - Plan 772 2863, Block 2, Lot 5 (Pt. SW 16-3 - Pdf</a>                      | 168 - 174 |
| 5.13. | <a href="#">Application for Temporary Business Development Permit No. 104/26 for the Operation of a Short-Term Rental - Pdf</a>   | 175 - 180 |
| 5.14. | <a href="#">Application for Temporary Business Development Permit No. 103/26 for the Operation of a Short-Term Rental - Pdf</a>   | 181 - 186 |
| 5.15. | <a href="#">Recommendation to Council Application No. 16/26 to amend the Land Use Bylaw for the redesignation of 5.0 acres from (A) to (CA) and 4.6 acres from the - Pdf</a>                      | 187 - 206 |
| 6.    | CLOSED SESSION*   |           |
|       | * For discussions relating to and in accordance with: a) the <i>Municipal Government Act</i> , Section 197 (2) and b) the <i>Access to Information Act</i> and <i>Protection of Privacy Act</i> . |           |
| 7.    | ADJOURNMENT   |           |



**MINUTES**  
**Municipal Planning Commission**  
**9:00 AM - Wednesday, May 20, 2026**  
 Council Chambers, 4340 – 47 Avenue,  
 Rocky Mountain House, AB

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- MEMBERS** Chairperson Jordon Northcott
- PRESENT:** Member Breanne Powell  
 Member Lorne Humphrey  
 MPC Member at Large Amanda Thomson  
 MPC Member at Large Stewart Machan
- ADMINISTRATION** Kim Gilham, Acting Director
- PRESENT:** Dustin Bisson, Senior Planner  
 Adrian Clarke, Planner  
 Holly Bily, Senior Development Officer  
 Dawson Connelly, Development Officer/Secretary  
 Amber Williams, Development Officer  
 Chrissy Leeper, Development Officer  
 Tracy Haight, Legislative Services Coordinator
- OTHERS:** Bob Haagsma, High Country Surveys **(Items 4.1, 5.1, and 5.2)**  
 Peter and Kya Schmiemann **(Item 5.1)**  
 Steven and Britt Wachter **(Item 5.3)**  
 Jerry and Debbie Reglin **(Item 5.4)**  
 Ben Dore, Invistec Consulting Ltd. **(Item 5.4)**  
 Vic Maxwell **(Item 5.5)**  
 Scott Cragg **(Item 5.10)**

**1. CALL TO ORDER**

- 1.1. Chairperson Jordon Northcott called the meeting to order at 9:00 a.m.

**2. ADOPTION OF AGENDA**

- 2.1. Adoption of the Agenda

RES-45-2026 Motion by Councillor Lorne Humphrey that the May 20, 2026 Municipal Planning Meeting Agenda be adopted as presented.  
 CARRIED

**3. ADOPTION OF MINUTES**

- 3.1. Adoption of Minutes

RES-46-2026 Motion by MPC Member at Large Amanda Thomson that the Municipal Planning Commission adopt the April 15, 2026 meeting minutes as presented.

CARRIED

#### **4. OLD BUSINESS**

**4.1. Subdivision Report - File No. 21/3801**

SE 10-34-07-W5M

For the Creation of a Developed +/-13.58 acre Country Residential Agricultural (CRA) Parcel as the First Residential Parcel from the Quarter Section

RES-47-2026 Motion by Councillor Breanne Powell to table Subdivision Application No. 21/3801 for the Creation of a Developed +/-13.58 acre Country Residential Agricultural (CRA) Parcel as the First Residential Parcel from the Quarter Section, until more information can be brought back to the Municipal Planning Commission.

CARRIED

RES-48-2026 Motion by Councillor Lorne Humphrey to lift Subdivision Application No. 21/3801 For the Creation of a Developed +/-13.58 acre Country Residential Agricultural (CRA) Parcel as the First Residential Parcel from the Quarter Section, from the table.

CARRIED

RES-49-2026 Motion by MPC Member at Large Amanda Thomson that the Municipal Planning Commission approve Subdivision Application No. 21/3801 For the Creation of a Developed Country Residential Agricultural (CRA) Parcel as the First Residential Parcel from the Quarter Section, with an amended size of +/-7.07 acres with +/-1.32 acres of Environmental Reserve, with the recommended conditions.

CARRIED

#### **5. NEW BUSINESS**

**5.1. Subdivision Application No. 21/3782**

For a Boundary Adjustment Subdivision

Plan 241 2591, Block 1, Lot 1 and 2

RES-50-2026 Motion by Councillor Lorne Humphrey to table Subdivision Application No. 21/3782 for a boundary adjustment subdivision, until later in the meeting due to a previously scheduled delegation time.

CARRIED

RES-51-2026 Motion by Councillor Breanne Powell to lift Subdivision Application No. 21/3782, for a boundary adjustment subdivision, from the table.

CARRIED

RES-52-2026 Motion by Councillor Lorne Humphrey that the Municipal Planning Commission approve Subdivision Application No. 21/3782 for a boundary adjustment subdivision.

DEFEATED

The MPC provided the following reasons for refusal:

- Pursuant to Sections 654(1)(a)&(b) and 654(2)(b) of the MGA, the proposed subdivision is not suitable for the purpose for which the subdivision is intended nor does it conform to the County's Municipal Development Plan and Land Use Bylaw because:
  - Pursuant to Municipal Development Plan (2023) Policy 10.2.2 "Notwithstanding 10.2.1, Clearwater County may approve one additional subdivision in a quarter section for residential or non-residential use subject to the proposed parcel being redesignated to the designation applicable to the use under the Land Use Bylaw. The land use redesignation must be approved prior to the subdivision application being approved." The land has not been redesignated to an appropriate land use district for the use proposed. An additional parcel was previously created meaning that there is already a third title.
- Secondly, pursuant to Sections 654(1)(a)&(b) and 654(2)(b) of the MGA, the proposed subdivision does not conform to the Clearwater County's Subdivision of Lands not Requiring an Amendment to the Land Use Bylaw Policy section 2, which states:
  - Parcel boundary adjustments, for which, in the opinion of the Subdivision Approving Authority, there are sufficient reasons, and, the resultant adjustment **will not** result in a parcel size that lies outside of the parameters of the land use district to which the subject parcel, or the impacted adjacent lands, are districted.
- Lastly, the proposal does not conform with the Land Use Bylaw and the MDP (2023) as the parcel is presently undeveloped and the maximum allowable size is 5 acres, for an undeveloped site, or a larger parcel may be permitted should the proposal be developed and encompass a farmstead or existing services, as per MDP Policy 10.2.4.

**5.2.** Subdivision Application No. 21/3794  
For a Boundary Adjustment Subdivision  
SE 28-39-05-W5M

RES-53-2026 Motion by MPC Member at Large Amanda Thomson to table Subdivision Application No. 21/3794 for a boundary adjustment subdivision until later in the meeting, due to a previously scheduled delegation.

CARRIED

RES-54-2026 Motion by Councillor Breanne Powell to lift Subdivision Application No. 21/3794 for a boundary adjustment subdivision from the table.

CARRIED

RES-55-2026 Motion by Councillor Lorne Humphrey that the Municipal Planning Commission approve Subdivision Application No. 21/3794 for a boundary adjustment subdivision, as presented, with the recommended conditions.

CARRIED

- 5.3.** Development Permit Application No. 44/26  
For the Operation of 1908 Tree Farm and Nursery, with a Greenhouse - Public  
Pt. NW 09-39-04-W5M

RES-56-2026 Motion by Councillor Breanne Powell to table Development Permit Application No. 44/26 for the operation of 1908 Tree Farm and Nursery with a Greenhouse - Public, until later in the meeting, due to a previously scheduled delegation.

CARRIED

RES-57-2026 Motion by Councillor Breanne Powell to lift Development Permit Application No. 44/26 for the operation of 1908 Tree Farm and Nursery with a Greenhouse - Public from the table.

CARRIED

RES-58-2026 Motion by MPC Member at Large Amanda Thomson that the Municipal Planning Commission approve Development Permit Application No. 44/26 for the operation of 1908 Tree Farm and Nursery with a Greenhouse - Public, with the recommended conditions.

CARRIED

- 5.4.** Subdivision Application No. 21/3797  
For the creation of a partially developed 5.0 acre CRA parcel as the fifth title out of the quarter section.  
Plan 002 4448, Block 1, Lot 2 (Pt. SE 24-37-08-W5M)

RES-59-2026 Motion by Councillor Lorne Humphrey that the Municipal Planning Commission approve Subdivision Application No. 21/3797, with the recommended conditions.

CARRIED

- 5.5.** Subdivision Application No. 21/3802  
For the creation of a partially developed 4.5 acre CRA parcel as the second title out of a previously subdivided quarter section.  
SW 04-38-04-W5M

RES-60-2026 Motion by Councillor Lorne Humphrey to table Subdivision Application No. 21/3802 for the creation of a partially developed 4.5 acre CRA parcel as the second title out of a previously subdivided quarter section, until later in the meeting due to a previously scheduled delegation.

CARRIED

RES-61-2026 Motion by MPC Member at Large Amanda Thomson to lift Subdivision Application No. 21/3802 for the creation of a partially developed

4.5 acre CRA parcel as the second title out of a previously subdivided quarter section from the table.

CARRIED

RES-62-2026 Motion by Reeve Jordon Northcott that the Municipal Planning Commission approve Subdivision Application No. 21/3802 for the creation of a partially developed 4.5 acre CRA parcel as the second title out of a previously subdivided quarter section.

DEFEATED

The MPC provided the following reasons for refusal:

- Pursuant to Sections 654(1)(a)&(b) and 654(2)(b) of the MGA, the proposed subdivision is not suitable for the purpose for which the subdivision is intended nor does it conform to the County's Municipal Development Plan and Land Use Bylaw because:
  - Pursuant to Municipal Development Plan (2023) Policy 10.2.2 "Notwithstanding 10.2.1, Clearwater County may approve one additional subdivision in a quarter section for residential or non-residential use subject to the proposed parcel being redesignated to the designation applicable to the use under the Land Use Bylaw. The land use redesignation must be approved prior to the subdivision application being approved." The land has not been redesignated to an appropriate land use district for the use proposed. An additional parcel was previously created meaning that there is already a third title.

- 5.6.** Development Permit No. 78/26  
For the Construction of an Addition to an Existing Accessory Building  
Plan 062 1529 Block 1 Lot 1

RES-63-2026 Motion by Councillor Breanne Powell that the Municipal Planning Commission approve Development Permit Application No. 78/26 for the construction of an addition to an existing accessory building, with the recommended conditions.

CARRIED

Member Humphrey excused himself from the meeting at 12:43 p.m. as he declared a conflict of interest.

- 5.7.** Development Permit Application No. 77/26  
For the Construction of an Accessory Building  
Plan 032 2431, Block 1, Lot 1

RES-64-2026 Motion by Councillor Breanne Powell that the Municipal Planning Commission approve Development Permit Application No. 77/26 for the construction of an accessory building, with the recommended conditions.

CARRIED

Councillor Humphrey returned to the meeting at 12:45 p.m.

- 5.8.** Development Permit Application No. 71/26

For the Legalization of a Dwelling - Manufactured as the Principal Residence with a Variance and the Legalization of an accessory building and a sea can  
Plan 052 2023 Block 1 Lot 2

RES-65-2026 Motion by Councillor Lorne Humphrey that the Municipal Planning Commission Approve Development Permit Application No. 71/26 For the Legalization of a Dwelling - Manufactured as the Principal Residence with a Variance and the Legalization of an accessory building and a sea can, with the recommended conditions.

CARRIED

- 5.9.** Development Permit Application 80/26 for the Operation of a Temporary Work Camp with the Placement of Two Dwellings – Staff Housing and Three Recreation Vehicles for Temporary Living Accommodations.  
Plan 252 0435, Block 3, Lot 9 (Pt. N 16-40-15-W5M)

RES-66-2026 that the Municipal Planning Commission Approve Development Permit Application No. 80/26 for the Operation of a Temporary Work Camp with the Placement of Two Dwellings – Staff Housing and Three Recreation Vehicles for Temporary Living Accommodations, with the recommended conditions.

- 5.10.** Business Development Permit 58/26 for the Operation of an Automotive Storage Lot on Plan 842 0637, Block 11, Lot 17 (Pt. SE 14-36-06-W5M)

RES-67-2026 Motion by Reeve Jordon Northcott that the Municipal Planning Commission table Item 5.10 for Development Permit Application No. 58/26 for the operation of an automotive storage lot until the Municipal Planning Commission can tour the subject property.

CARRIED

- 5.11.** Development Permit Application 81/26  
Construction of an Accessory Building  
Plan 072 7859, Block 2, Lot 18 (Pt. SE-21-35-06-W5M)

RES-68-2026 Motion by Councillor Breanne Powell that the Municipal Planning Commission approve Development Permit Application No. 81/26 for the construction of an accessory building, with the recommended conditions.

CARRIED

- 5.12.** Development Permit Application 85/26  
Placement of Dwelling - Manufactured and Legalization of Two Accessory Buildings with a Variance to the Minimum Front, Side and Rear Yard Setback Distance Requirements  
Plan 782 3395, Lot 1 (Pt. NW 15-39-06-W5M)

RES-69-2026 Motion by MPC Member at Large Amanda Thomson that the Municipal Planning Commission approve Development Permit Application No. 85/26 for the placement of a dwelling - manufactured and legalization of two accessory buildings, with a variance to the minimum front, side and rear yard setback distance requirements, with the recommended conditions.

CARRIED

- 5.13.** Recommendation to Council  
Application No. 11/26 to amend the Land Use Bylaw for the redesignation of 39.5 acres from (A) to (R-Ma)  
Pt. NE 13-36-07-W5M

RES-70-2026 Motion by Reeve Jordon Northcott that the Municipal Planning Commission recommends that Council favourably consider granting Second and Third Readings to Bylaw No. 25/089 for Application No. 11/26 to amend the Land Use Bylaw.

CARRIED

The MPC provided the following reasons for their recommendation:

- Expansion of existing operations
- Current land use fits with the proposed redesignation
- Operation is not changing

- 5.14.** Development Permit No. 75/26 for the Placement of an Accessory Building with a Variance

RES-71-2026 Motion by Councillor Lorne Humphrey that the Municipal Planning Commission approve Development Permit Application No. 75/26, for the Placement of an Accessory Building with a variance, with the recommended conditions.

CARRIED

- 5.15.** Subdivision Application No. 21/3796, for the creation of an Industrial parcel, as the Third Title, within Pt. SW 14-39-07 W5M.

RES-72-2026 Motion by MPC Member at Large Amanda Thomson that the Municipal Planning Commission approve Subdivision Application No. 21/3796, with the recommended conditions.

CARRIED

RES-73-2026 Motion by Reeve Jordon Northcott that the Municipal Planning Commission recommends that Clearwater County Council request an IDP committee meeting to discuss the IDP at the earliest convenience

CARRIED

**6. CLOSED SESSION\***

\* For discussions relating to and in accordance with: a) the *Municipal Government Act*, Section 197 (2) and b) the *Access to Information Act* and *Protection of Privacy Act*.

**7. ADJOURNMENT**

- 7.1.** Meeting Adjourned at 2:00 p.m.

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Chairperson

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Secretary



## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Request for Decision					
<b>SUBJECT:</b>	Business Development Permit 58/26 for the Operation of an Automotive Storage Lot on Plan 842 0637, Block 11, Lot 17 (Pt. SE 14-36-06-W5M)					
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026					
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Amber Williams, Development Officer Kim Gilham, Acting Director					
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation					
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (MGA) <input type="checkbox"/> County Bylaw or Policy (LUB No. 25/050 and MDP (2023))					
<p><b>Council Values</b></p> <table border="0"> <tr> <td style="text-align: center;">   <b>Economic Prosperity</b>            Grow our population and economy by attracting people, investment, businesses, and industry.         </td> <td style="text-align: center;">   <b>Cooperative Alliances</b>            Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.         </td> <td style="text-align: center;">   <b>Environmental Stewardship</b>            Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.         </td> <td style="text-align: center;">   <b>Community Social Growth</b>            Ensure the health and well-being of our communities and its residents.         </td> <td style="text-align: center;">   <b>Financial Responsibility</b>            Reduce the fiscal burden of future Councils, as well as the community, for generations to come.         </td> </tr> </table>		 <b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.	 <b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 <b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 <b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.	 <b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.
 <b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.	 <b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 <b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 <b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.	 <b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.		
<p><b>ATTACHMENTS:</b></p> <p><a href="#">Development Permit Conditions</a></p> <p><a href="#">Location Map</a></p> <p><a href="#">Site Photos</a></p> <p><a href="#">Hamlet Commercial &amp; Mixed Use (HCM)</a></p> <p><a href="#">Appearance, Screening, Lighting - LUB</a></p>						

#### STAFF RECOMMENDATION:

Approve Business Development Permit Application 58/26 for the operation of an automotive storage lot.

## BACKGROUND:

The landowner, Scott Cragg, is applying to store vehicles on the subject property.

The MPC considered this application on May 20, 2026, and the motion was passed to postpone a decision until the MPC could tour the property.

### Property Information

- 5016 - 50 Ave (Main Street), Hamlet of Caroline
- Adjacent to Highway 54 (50th Ave)
- 5,880 square feet
- Hamlet Commercial & Mixed Use (HCM) Land Use District

### Proposed Scope of Operations

- Store assorted vehicles
- No sales
- No employees
- Up to 20 vehicles

### Policy Considerations

The purpose and intent of the HCM District is to accommodate a range of retail, residential, restaurant, service, tourism, and other diverse commercial and mixed-uses within the County's Hamlets.

Automotive and Equipment Services is listed as a discretionary use in the HCM District.

Landscaping, buffering and screening requirements may be considered for this use; however, Section 8.17.1 (a) of the Land Use Bylaw states that no fence within 7.5 metres (24.6 ft.) of the right-of-way of a public road, excluding lanes, shall be more than 1.0 metre (3.28 ft.) high. **Therefore, if the MPC wishes to require a fence for screening, taking into account that the front property boundary is adjacent to 50 Ave., the fence would either need to be 1.0 metre high along the property boundary, or setback 7.5 metres and then it could be as high as 1.83 metres. Please note, a 1.0 metre high fence would not adequately screen the vehicles on the property. However, the MPC may grant a variance to the maximum height allowance and/or the setback distance requirement.**

Section 8.17.3 states that screening in the form of fences, hedges, landscaped berms or other means shall be required along the property lines of all commercial and industrial lots where such lines are shared with a residential property line or are adjacent to lanes that abut a neighbouring residential property. Such screening shall be at least 1.83 m (6 ft) high. The extent of the screening shall be at the discretion of the Development Authority. **Therefore, the north property boundary, would require a 1.83 m high mechanism for screening, to be determined by the MPC.**

Referrals were not circulated. The appeal jurisdiction is the Subdivision and Development Appeal Board (SDAB).

58/26

**Development Permit Conditions:**

**This permit is to allow for operation of an automotive storage lot, which is a discretionary use, on the above referenced lands.**

**Pre-Condition Note**

In Alberta, the *Safety Codes Act* is the Provincial legislation governing codes for a range of safety disciplines that are required in order to keep the public safe. Any new structure is required to meet building codes and standards. In addition, any existing and new businesses are required to meet fire code for the business. Many existing buildings require upgrades when they are converted to a business use. It is your responsibility to apply for and obtain the necessary permits under the *Safety Codes Act* from an accredited agency for your business.

**1. Scope of Development**

Scott Cragg is herein approved for the operation an automotive storage lot from the subject property.

- There are no employees other than the owner associated with the operation,
- No customers will be present on the property,
- Year-round operations, however, hours are by appointment only with the landowner to place or remove vehicles,
- Up to 20 vehicles may be parked on the property.

The supplemental information prepared and submitted by the applicant as part of the development permit application will form part of this development permit. Any additional development or changes to the scope or intensity of this business will require separate development approval.

**2. Maximum Lot Coverage**

The lot coverage shall not exceed the 80% maximum lot coverage allowance with vehicles, buildings, structures or impervious surfaces.

**3. Screening and Landscaping**

- a. The property shall be fully screened, and the vehicles shall be concealed from view from adjacent residential properties and public roadways by landscaping, fencing or other suitable screening to the satisfaction of the Development Authority.
- b. A fence adjacent to 50<sup>th</sup> Avenue shall be 7.5 metres (24.6 ft.) setback from the road right-of-way and shall be 1.83 metres (6 ft.) high.
- c. The operator/landowner is responsible for maintaining all landscaping on the property, including, but not limited to, ensuring that the grass is kept mowed.

**4. Nuisance Factors**

The operator shall take measures to mitigate the effects of traffic, noise, dust, light pollution, and visual impact on adjacent properties. *It is recommended that the operator proactively mitigate nuisance factors. Should valid concerns be received, additional measures may be required.*

**5. Lighting and Illumination**

Lighting fixtures for exterior illumination, shall be installed with the light directed and/or deflected away from public roads and residences.

58/26

## 6. Other Approvals

The applicant and/or landowner shall be responsible for obtaining and complying with any required permits, approvals, or licensing from federal, provincial, or other regulatory bodies for the approved development, including but not limited to Alberta Health, National Building Codes (Alberta Edition) for building/occupancy, electrical, plumbing, sewage, gas, and fire permits, and a fire safety plan. The applicant and/or landowner may be requested to provide to Clearwater County verification of approval for any required permits, approvals, or licensing required from other regulatory bodies.

### **Notes to Applicant**

**Applicants need to be aware that provincial legislation, not enforceable by this municipality, exists and must be followed.**

#### **Alberta Safety Codes Authority**

For construction, renovation/alteration, move, demolition permits, and advice on codes and standards, please contact the **Alberta Safety Codes Authority, a division of the Safety Codes Council** at 1-888-413-0099 or email [askasca@safetycodes.ab.ca](mailto:askasca@safetycodes.ab.ca). An up-to-date list of accredited agencies that issue safety code permits is available at <https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/> on the Safety Codes Council website <https://www.safetycodes.ab.ca/municipalities-corporations-and-agencies/alberta-safety-codes-authority/>.

#### **Fire Department Response Time and Limiting Distance Requirements**

At this time, the Clearwater County Fire Department response time exceeds ten (10) minutes in all areas of the County. National Building Code Limiting Distance requirements between structures and from property boundaries are applicable to all construction on any property within Clearwater County. Construction standards will vary. Please contact an agency accredited by the Alberta Safety Codes Authority for further information.

#### **Access**

This development permit approval in no way approves access and/or approaches located off the property described above. **All proposed new, revised, or existing access/approaches to the property will be forwarded to the Director of Public Works, or his designate, at (403) 845-4444 for review and approval.** As per the Approach Construction Guidelines Policy, if a developer wishes to utilize an existing approach and the proposed development would alter or intensify its use, the approach must meet all applicable Municipal Standards. No work shall be undertaken on municipal road right-of-way until an approval is received through the application process. The applicant is responsible to cover the costs associated with new approach construction or upgrades to an existing approach.

#### **Alberta Transportation – Roadside Development Application**

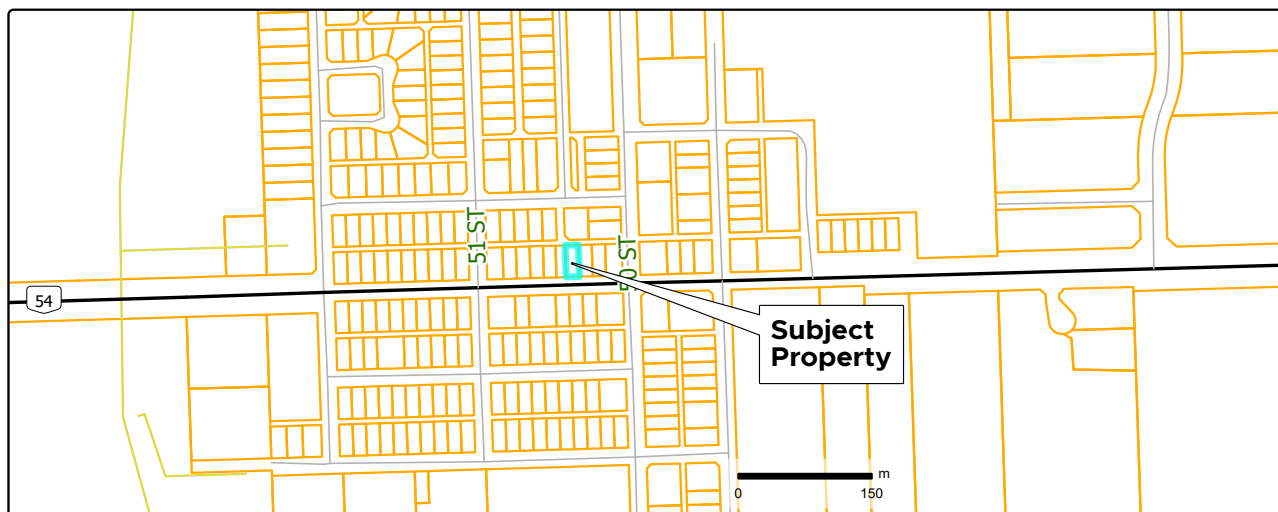
Application forms must be completed for all proposed developments, including change in use of existing development or access, within 300 metres of the highway right-of-way boundary or within 800 metres of the centre point of an intersection of the highway with another public road. The development may not proceed until a permit has been issued by Alberta Transportation subject to the provisions of the Public Highways Development Act, Chapter P28 RSA 1995 and

58/26

amendments thereto, and the Highway Development Control Regulations 242/96 and amendments thereto. A Roadside Development Permit must be obtained with a MyAlberta Digital ID through <https://roadsideplanning.alberta.ca/rpath>.

**Expiration**

If the development approved in this permit is not commenced within 12 months from the date of issue, or of a development approval order being granted by the appropriate Development Appeal Board (LPRT or SDAB), and thereafter completed within 24 months, the permit is deemed to be void, unless an extension beyond this period has been granted by a Development Officer. If you require an extension, please contact a development officer prior to expiry. In addition, the approved development shall be declared void if the use is discontinued for a period of 12 consecutive months or more.



DEVELOPMENT PERMIT 58/26  
PLAN 842 0637 BLOCK 11 LOT 17 (SE 14-36-06-W5M)  
5016 - 50 AVE (CAROLINE)  
CRAGG





### 11.10 Hamlet Commercial & Mixed-Use (HCM) District

#### Purpose and Intent

The purpose and intent of this District is to accommodate a range of retail, residential, restaurant, service, tourism and other diverse commercial and mixed-uses within the County's Hamlets.

#### Exempt, Permitted and Discretionary Uses

- a) The following uses shall be Exempt Uses, Permitted or Discretionary with or without conditions provided that the application complies with the regulations of this District and Bylaw:

<b>Exempt Uses (No Development Permit Required)</b>	
Note: "Exempt" means development that does not require a Development Permit if it meets all the provisions of the Bylaw. For additional guidance and other uses refer to Section 3.2: Development Permits Not Required	Private Greenhouse (less than 23.2 square metres (250 sq ft) as an accessory building)
Accessory building not exceeding 23.2 square metres (250 sq ft);	Propane/Fuel Tanks in compliance with Safety Codes legislation
Construction Trailer	Retaining Wall (provided the retaining wall is not located within 30 metres of an escarpment and is not more than 1.0 metres at the highest point)
Construction and maintenance of that part of a utility placed in or upon a public right-of-way or public utility easement;	Stripping & Grading (as part of approved development)
Deck/Patio (provided it complies with lot coverage and setback regulations)	Signs Exempt as Per Section 10.2
Demolition (in accordance with Section 3.2)	Solar Collector < 30 kW: attached to a wall or roof of a building
Direct Market Sales	Temporary Sea-Cans in accordance with regulations of Section 9.28
Dugouts, fishponds, driveways	Telecommunications Tower
Flagpoles, Towers or other poles that don't exceed 5.0m (16.4 ft.)	Temporary Use of Building for Emergency Purposes or Election Purposes
Landscaping that does not impact drainage	Temporary Living Accommodation in Personal Recreation Vehicle (in accordance with Section 9.20)
Personal Recreation Vehicle Storage (maximum of 1)	
Personal Use Agriculture	

<b>Permitted Uses</b>	<b>Discretionary Uses</b>
Accessory Building	Alcohol Production
Agricultural/Farm Building	Artisan Studio / Shop
Child Care Facility	Automotive and Equipment Services
Church	Cannabis Lounge
Cultural Facilities	Dwelling – Bed and Breakfast
Eating and Drinking Establishment	Dwelling – Mixed-Use
Educational Services	Dwelling – Single Detached
Essential Public Service	Dwelling – Security / Surveillance
Financial Institution / Services	Entertainment and Event Venue
Greenhouse – Public	Farmer’s Market
Health Care Services	Funeral Home
Home Occupation – Minor	Hostel
Office	Hotel
Parks – Minor	Industrial – Light
Personal Services	Micro-Brewery
Recreation Facility – Minor	Outfitters
Retail – Minor	Parks – Major
Solar Collector < 30kW: free-standing	Public Utility
Warehouse Storage	Recreation Facility – Major
	Restricted Substance Retail
	Retail – Major
	Sea-Can
	Service Station
	Social Care Facility - Minor
	Solar Collector > 30kW
	Stripping & Grading
	Tradesperson’s Business
	WECS-small
	Veterinary Clinic
	Warehouse Sales
	Warehouse Storage

### Site Regulations

b) The following regulations shall apply to all approved development within this District:

Minimum Parcel Size	At the discretion of the Development Authority
Maximum Lot Coverage	No buildings, structures or impervious surfaces shall cover more than 80% of the total lot coverage

Front Yard Setbacks	As approved by the Development Officer.
Side Yard Setbacks	As approved by the Development Officer when abutting an adjacent commercial use – Must be in compliance with the <i>Alberta Building Code</i>
	3.0 m (9.84 ft) when abutting an adjacent residential use (does not include mixed-use buildings)
Rear Yard Setbacks	6.0 m (19.7 ft) from the rear property line
Yard Setbacks from Existing and Proposed Highways and Service Roads	Discretion of Alberta Transportation and Economic Corridors
Maximum Building Height	Maximum 12.0 m (39.3 ft)

### Special Requirements

#### Consultation

- c) When Alcohol Production, Artisan Studio / Shop, Industrial – Light or Tradesperson’s Business are proposed in this district, the Development Authority may require a public open house or other form of consultation to solicit feedback from adjacent residences and businesses. Furthermore, additional information on nuisance mitigation may be required to the discretion of the Development Authority.

#### Dwellings

- d) For proposed Dwelling – Mixed-Use, residential must be on the second floor or higher with only commercial uses permissible on the main level. When commercial uses are proposed within a residential area and with adjacent residential properties, it must include public consultation and have no nuisance effects on adjacent parcels.
- e) Dwelling – Single Detached shall only be considered within existing single-detached dwellings built before the adoption of this Bylaw or within the Hamlet of Nordegg for tourist-related uses.

#### Retail and/or Eating & Drinking Establishment and related Uses

- f) Where appropriate at the discretion of the Development Authority, front patios, terraces or other public spaces are encouraged in the front of these buildings, particularly along main streets and other areas where these spaces would play a role in activating the street.

#### Landscaping

- g) Landscaping, screening, buffering and other site design elements related to the landscape shall be completed in accordance with the Landscape section in the General Use Regulations section of this Bylaw when Hamlet Commercial is directly abutting residential uses.

**Parking and Loading**

- h) Unless there are extenuating circumstances as determined by the Development Authority, parking and loading should be located in the rear of the building.
- i) Where parking is adjoining a paved road, an equivalent treatment shall be required as a condition of Development Permit approval.

**Hamlet of Nordegg (for applications within the Hamlet of Nordegg)**

- j) See Part 12: Hamlet of Nordegg Lot and Building Design Regulations for additional regulations that apply to lots with this designation within the Hamlet of Nordegg.

**8.15 Building Design, Character and Appearance**

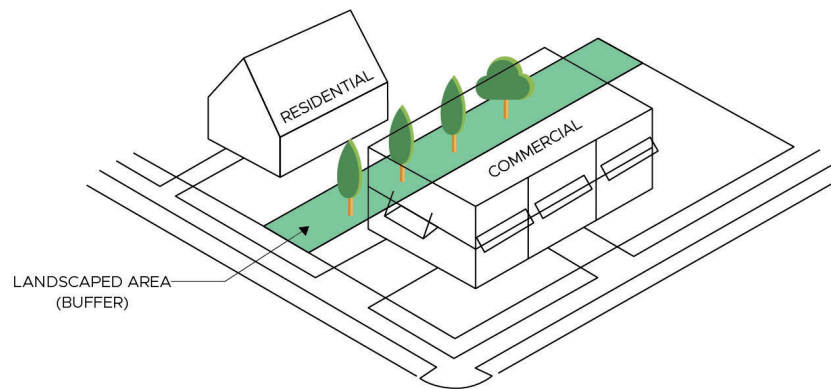
- 8.15.1. In all developments, the design, character and appearance of buildings, including but not limited to the use of exterior finishing materials and façade design, shall be to the satisfaction of the Development Authority.
- 8.15.2. The Development Authority may impose conditions to ensure that:
- a) the design, character and appearance of a building is compatible with other buildings in the vicinity, unless in the opinion of the Development Officer it is setting a new standard of design, character and appearance for a particular locality;
  - b) the finish and appearance of all the buildings on the lot, including accessory buildings, should complement the other structures located on the same lot;
  - c) the design, character and appearance of the building is consistent with the purpose of the land use district in which the building is located; and,
  - d) the development complies with any provision of a statutory plan, community plan or design standards otherwise adopted or approved by Council applicable to the site or land use district within which the development lies.
- 8.15.3. The exterior finishing materials of a development shall be those as shown on the approved plans for that development. Once constructed, the façade of the building or buildings shall be maintained to the standard and appearance as approved by the Development Officer such that any changes may be subject to the approval of the Development Officer if in the opinion of the Development Authority the changes warrant a Development Permit.
- 8.15.4. The Development Officer shall ensure, as far as is reasonably practical, that exterior materials will be used which will ensure that the standard of the building will be similar to or better than the standard of surrounding development. The Development Authority may require that the appearance of an exterior wall, which is exposed to public view from beyond the site, be improved where, in the opinion of the Development Officer, that the appearance of the wall is inconsistent or incompatible with the appearance and finishing standards of surrounding development.
- 8.15.5. Roof lines and building facades shall be articulated and varied to reduce the mass and linear appearance of large commercial, industrial or multi-residential buildings.
- 8.15.6. For Commercial, Industrial and Institutional development:

- a) exterior finish shall be wood, prefabricated materials, stone, brick, architecturally finished block or concrete, stucco or other more permanent and durable materials, to the satisfaction of the Development Authority;
- b) all sides of a building exposed to the view from a highway, road, or green space shall be treated as a principal façade and finished in a pleasing architectural manner that incorporates a variety of materials and changes in building articulation; and,
- c) mechanical equipment shall be screened or incorporated into the roof envelope.

### **8.16 Landscaping**

8.16.1. If a landscaping plan is required, no landscaping work shall be commenced until the landscaping plan is approved by the Development Authority; and shall include the following:

- a) boundaries and dimensions of the subject site;
- b) location and dimensions of all the buildings, parking areas, driveways and entrances;
- c) adjacent land uses;
- d) location of all exterior lights on the site and their projected light patterns in relation to adjacent public roadways and developments;
- e) location of any utilities or right-of-ways;
- f) location of existing plant materials to be maintained;
- g) location of new plant materials;
- h) grading and site contours;
- i) all other physical features existing or proposed, including berms, retaining walls, outdoor furniture, decorative paving, water features with to-scale measurements indicating proposed dimensions;
- j) all ground cover materials proposed for the landscaped area (mulch, sod, pavers, planting beds etc.);
- k) Site area proposed to be landscaped, and percentage of site coverage; and,
- l) an outline of the proposed alignment with FireSmart landscaping principles.



*Figure 13: Buffer between residential and commercial development*

8.16.2. The owner of the property, or his/her successor or assignees, shall be responsible for landscaping and its proper maintenance. As a condition of a development approval, the applicant shall enter into a Development Agreement with the County respecting the landscaping that will be required by the Development Authority. Under this agreement, the owner shall provide the County with a security deposit acceptable to the County of a value of 25% of the estimated cost of the work, as deemed acceptable to the County, to ensure that the landscaping is carried out with reasonable diligence. The conditions of the security deposit shall be that:

- a) if the landscaping is not completed in accordance with this Bylaw and the landscaping plan within one year from the date the Development Permit is issued, the County may use the security deposit to complete the approved landscape development;
- b) upon completion of the landscaping, the security deposit amount will be reduced to 25% of the value of the original security deposit provided and shall be held for a further two (2) full growing seasons during which time if the landscaping does not survive the owner must replace the planting with a similar type of species and with a similar calliper width or the County shall draw from the remaining security deposit to replace the necessary landscaping. The letter of credit shall be released

when the landscaping has been completed to the satisfaction of the Development Officer and the 2 full growing seasons has expired.

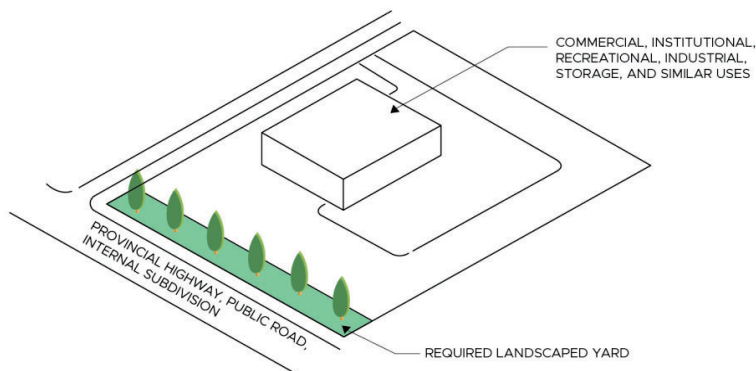


Figure 14: Buffer area to the road

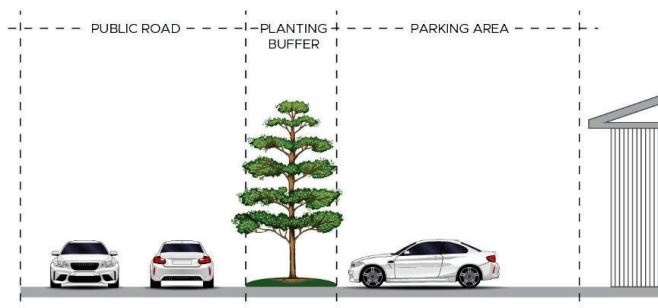


Figure 15: Buffer area to the road: cross section

### 8.17 Fences and Screening

8.17.1. In addition to the Corner Lots and Development Setbacks from Roads and Intersections restrictions of this Bylaw, **in hamlets**:

- a) no fence within 7.5 metres (24.6 feet) of the right-of-way of a public road, excluding lanes, shall be more than 1.0 metre (3.28 feet) high. An exception may be made by the Development Officer for the portion of the side and rear yard which abuts the flanking street of a corner parcel;
- b) at the intersection of lanes, a 3 metres (10 feet) sight triangle shall be maintained whereby no fence, any planting, growth or any object placed shall materially impede vision over a height of 1 metre (3 feet); and,

- c) no fence shall be higher than 1.83 metres (6 feet) unless approved by the Development Officer for safety, security, screening or other reason.
- 8.17.2. At the intersections of public roads, internal roads and primary highways, no fence, hedge, shelterbelt or other planting or growth shall unduly restrict the vision of approaching traffic in alignment with the Corner Lots section of this Bylaw.
- 8.17.3. Screening in the form of fences, hedges, landscaped berms or other means shall be required along the property lines of all commercial and industrial lots where such lines are shared with a residential property line or are adjacent to lanes that abut a neighbouring residential property. Such screening shall be at least 1.83 m (6 ft) high. The extent of the screening shall be at the discretion of the Development Authority
- 8.17.4. For bulk outdoor storage associated with industrial or commercial land uses, where because of materials stored, a screen planting would not be sufficient, a fence, earth berm or combination thereof to the satisfaction of the Development Authority, shall be required.
- 8.17.5. A higher fence or a fence with barbed or other security features for an industrial-related land use may be approved for public safety, security, and privacy or buffering purposes. Where barbed wire fences are proposed, they should not abut public open spaces and should incorporate landscaping to provide a degree of buffering.

#### **8.18 Lighting and Illumination**

- 8.18.1. Lighting fixtures for exterior illumination, which are not illuminating public uses, shall be installed with the light directed and/or deflected away from public roads and adjacent lots with consideration for dark sky lighting principles.
- 8.18.2. No flashing, strobe or revolving lights, which may impact the safety of motorists using adjacent public roadways, shall be installed on any property, with the exception of those regulated at either the provincial or federal level (such as for Telecommunications Towers).
- 8.18.3. Any development application that provides for access by the public must include a lighting plan which incorporates Crime Prevention Through Environmental Design (CPTED) to encourage safety and security through the development.
- 8.18.4. Stand-alone lighting fixtures in institutional, commercial and industrial areas shall not exceed 7.62m (25 ft.) in height.
- 8.18.5. Stand-alone lighting fixtures in residential areas shall not exceed 6.0m (19.6 ft.) in height.

- 8.18.6. A detailed lighting plan prepared by a Qualified Professional (lighting consultant) may be required for more comprehensive multi-residential, commercial, industrial or institutional developments at the discretion of the Development Officer.
- 8.18.7. Precautions must be taken to ensure that outside lighting does not interfere with adjoining uses or detract significantly from the natural features of the site and the surrounding area.

#### **8.19 Servicing Requirements**

- 8.19.1. All development shall meet the provision of water and wastewater services in accordance with the Municipal Development Plan, and in doing so meet provincial standards and regulations respecting the provision of water and wastewater services. No development will be approved if appropriate municipal servicing is not available or a suitable alternative provision is not provided by the applicant.
- 8.19.2. The developer/landowner(s) shall be responsible for ensuring that setback distances and separation between water sources and sewage disposal systems on their property meet all regulations in accordance with the *Alberta Private Sewage Systems Standard of Practice*.
- 8.19.3. The Developer shall enter into a Development Agreement for the construction, upgrading, contribution toward, or extension of existing County services as a condition of a Subdivision or Development Permit approval in accordance with Section 650 of the *MGA*.
- 8.19.4. The County may require that an approved subdivision application enter into a Deferred Services Agreement as a condition of approval. This condition would mean that if piped servicing becomes available to a particular subdivision, the landowner would be required to connect to the County's servicing system.
- 8.19.5. In hamlets, all new development for dwelling units, commercial, industrial or institutional uses shall be tied into municipal servicing. In exceptional cases where servicing is not immediately available, the Development Authority may consider registration of a Deferred Servicing Agreement on the lot subject to the development.

#### **8.20 Bareland Condominium**

- 8.20.1. Structures constructed on bare land condominium units shall comply with the general regulations of this Bylaw, including the regulations for the land use district in which the unit is located.
- 8.20.2. For the purposes of this Bylaw, a bare land condominium plan is treated as a plan of subdivision.



## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Presentation					
<b>SUBJECT:</b>	Recommendation to Council for Bylaw No. 26/096 to redesignate 2.42 acres from the CR District to the CA District - Plan 092 8187, Unit 15					
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026					
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Dawson Connelly, Development Officer Kim Gilham, Acting Director					
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation					
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input checked="" type="checkbox"/> County Bylaw or Policy (LUB No. 25/050 and MDP (2026))					
<p><b>Council Values</b></p> <table border="0"> <tr> <td style="text-align: center;">   <b>Economic Prosperity</b>            Grow our population and economy by attracting people, investment, businesses, and industry.         </td> <td style="text-align: center;">   <b>Cooperative Alliances</b>            Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.         </td> <td style="text-align: center;">   <b>Environmental Stewardship</b>            Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.         </td> <td style="text-align: center;">   <b>Community Social Growth</b>            Ensure the health and well-being of our communities and its residents.         </td> <td style="text-align: center;">   <b>Financial Responsibility</b>            Reduce the fiscal burden of future Councils, as well as the community, for generations to come.         </td> </tr> </table>		 <b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.	 <b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 <b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 <b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.	 <b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.
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<p><b>ATTACHMENTS:</b></p> <p><a href="#">Aerial</a></p> <p><a href="#">Location map</a></p> <p><a href="#">Bylaw 26-096</a></p>						

#### STAFF RECOMMENDATION:

That the Municipal Planning Commission make a recommendation to Council to consider whether or not they should grant Second and Third Readings to Bylaw No. 26/096 for Application No. 14/26 to amend the Land Use Bylaw.

#### BACKGROUND:

Sanctum Foundation Ltd. currently holds title to Plan 092 8187, Unit 15 (Pt. SW 16-36-06-W5M), containing 2.42 acres. The subject land is located within the Sanctum Retreat Subdivision. Kristoph Dobrowolski has made application on behalf of the company to redesignate all of Plan 092 8187, Unit 15 from the Country Residential (CR) District to the Community Amenity (CA) District.

The parcel is currently undeveloped, however, the owner/applicant intends to develop it to operate in conjunction with the existing retreat facility on the adjacent lot (Unit 17). Sanctum Retreat operates as a spiritual retreat facility.

The property subject to the application will be used to provide for staff accommodations.

The applicant has applied for a development permit for the construction of a staff housing unit on the subject property, however, Development Permit No. 79/26 will not be valid until Land Use Amendment No. 14/26 has been approved.

The applicant is present to speak to the proposal.

#### **PLANNING DIRECTION:**

#### **Municipal Government Act – Matters Related to Subdivision and Development Regulation**

##### **Section 9 states:**

In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, with respect to the land that is the subject of the application,

1. Its topography,
2. Its soil characteristics,
3. Storm water collection and disposal,
4. Any potential for the flooding, subsidence or erosion of the land,
5. Its accessibility to a road,
6. The availability and adequacy of a water supply, sewage disposal system and solid waste disposal,
7. In the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and building sites comply with the requirements of the Private Sewage Disposal Systems Regulation (AR 229/97) in respect of lot size and distances between property lines, buildings, water sources and private sewage disposal systems as identified in section 4(4)(b) and (c),
8. The use of the land in the vicinity of the land is the subject of the application, and
9. Any other matters that it considers necessary to determine whether lands that is the subject of the application is suitable for the purpose for which the subdivision is intended.

#### **Clearwater County's Land Use Bylaw No. 25/050**

##### **11.13 Community Amenity (CA) District**

##### **Purpose and Intent**

The purpose and intent of this District is to accommodate a range of cultural, recreational, institutional and public service type uses in both rural and hamlet areas of the County. This District should build on the idea of creating a strong quality of life and ensuring strong community social growth across the wide-ranging geography of the County. This District also includes Municipal Reserve (MR) spaces that meet the requirements of the MGA.

#### **Clearwater County Municipal Development Plan (2025)**

##### **MDP Policy 12.1.1**

Encourage the provision of health, education, recreation and social facilities and programs to effectively serve a growing and dispersed population.

#### **MDP Policy 14.2.4**

Clearwater County shall implement policies of the MDP when making designations on any proposed redesignations, subdivision, or development application and on any proposed statutory plan or outline plan.

#### **MDP Policy 14.2.6**

Clearwater County shall consider, where applicable, the following when evaluating an application to redesignate, subdivide or develop land:

- (a) impact on adjoining and nearby land uses;
- (b) impact on natural capital and agricultural land;
- (c) impact on the environment;
- (d) scale and density;
- (e) site suitability and capacity;
- (f) road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- (g) utility requirements and impacts;
- (h) open space needs;
- (i) availability of protective and emergency services;
- (j) FireSmart provisions;
- (k) BearSmart provisions;
- (l) impacts on school and health care systems;
- (m) measures to mitigate effects;
- (n) County responsibilities that may result from the development or subdivision; and
- (o) any other matters the County considers relevant.

#### **Policy Considerations**

The proposed redesignation is to allow for the expansion of Sanctum Retreat, which currently operates on the adjacent lot. The applicants intend to develop the subject property to operate in conjunction with the ongoing retreat operations. Staff housing for the retreat will be developed on this lot should the Land Use Amendment be approved.

#### **First Reading**

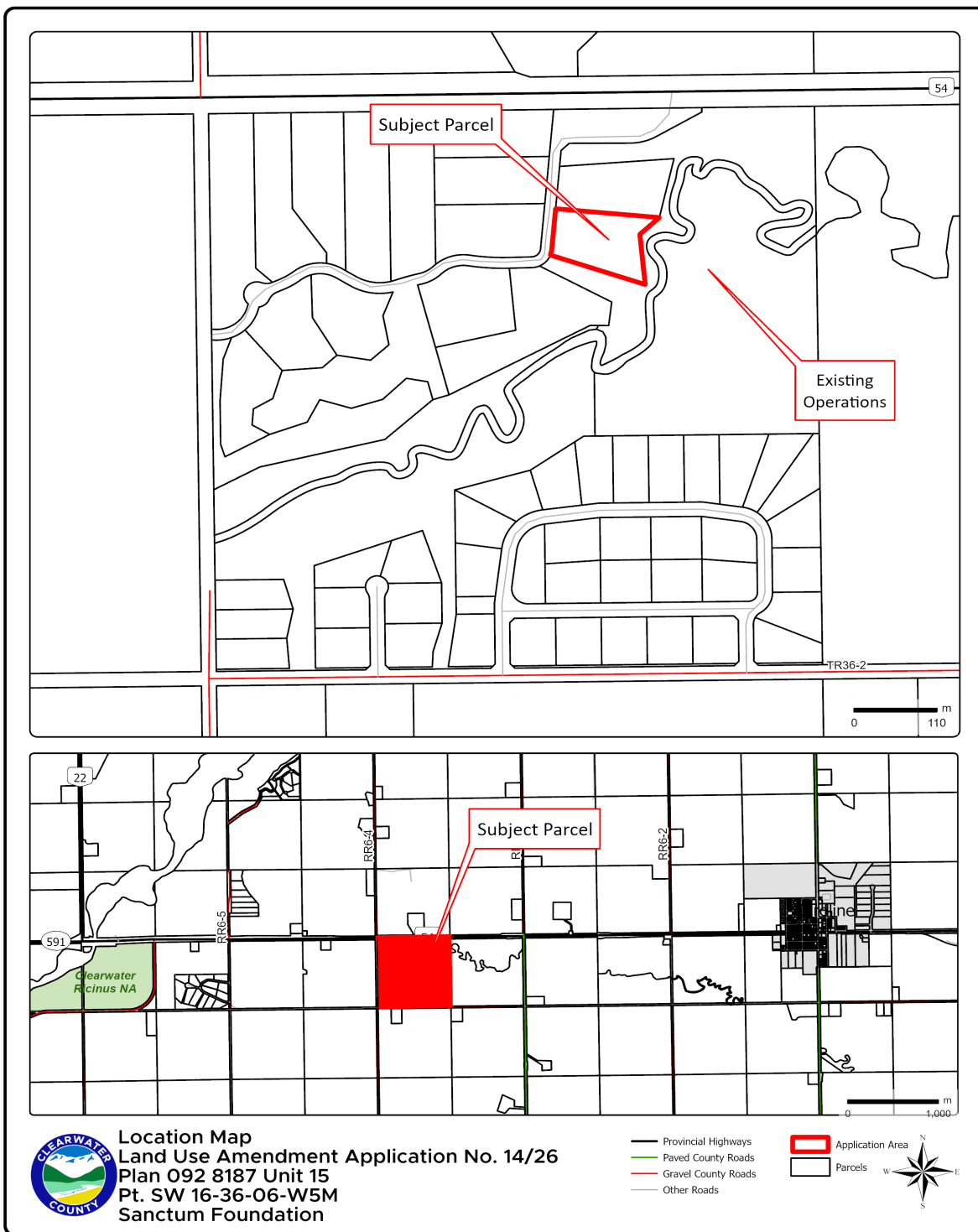
- First Reading of Bylaw No. 26/096 was held on May 26, 2026
- Public Hearing is Scheduled for June 23, 2026
  - upon considerations of the representation made at the Public Hearing, Council will consider whether or not to grant Second and Third Readings to this Bylaw.
- MPC acts as a referral agency to Council on applications to amend the Land Use Bylaw.



Aerial Photo  
Land Use Amendment Application No. 14/26  
Plan 092 8187 Unit 15  
Pt. SW 16-36-06-W5M  
Sanctum Foundation

-  Application Area
-  Parcels
-  Other Roads





**CLEARWATER COUNTY  
BYLAW NUMBER 26/096**

Being a bylaw of Clearwater County, in the Province of Alberta, for the purpose of amending the Land Use Bylaw, being Bylaw 25/050.

**PURSUANT**, to the Authority conferred upon it by the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, and;

**AND WHEREAS**, a Council is authorized to prepare, to adopt, and to amend a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality;

**AND WHEREAS**, the purpose and intent of this District is to accommodate a range of cultural, recreational, institutional and public service type uses in both rural and hamlet areas of the County. This District should build on the idea of creating a strong quality of life and ensuring strong community social growth across the wide-ranging geography of the County. This District also includes Municipal Reserve (MR) spaces that meet the requirements of the MGA.

**NOW THEREFORE**, the Council of Clearwater County in the Province of Alberta, enacts as follows:

***That all ±2.42 acres of Plan 092 8187, Unit 15 be redesignated from the Country Residential (CR) District to the Community Amenity (CA) District.***

***As outlined in red on the attached Schedule "A."***

**1 EFFECTIVE DATE**

1.1 This bylaw comes into force and effect upon third and final reading.

Read a first time on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

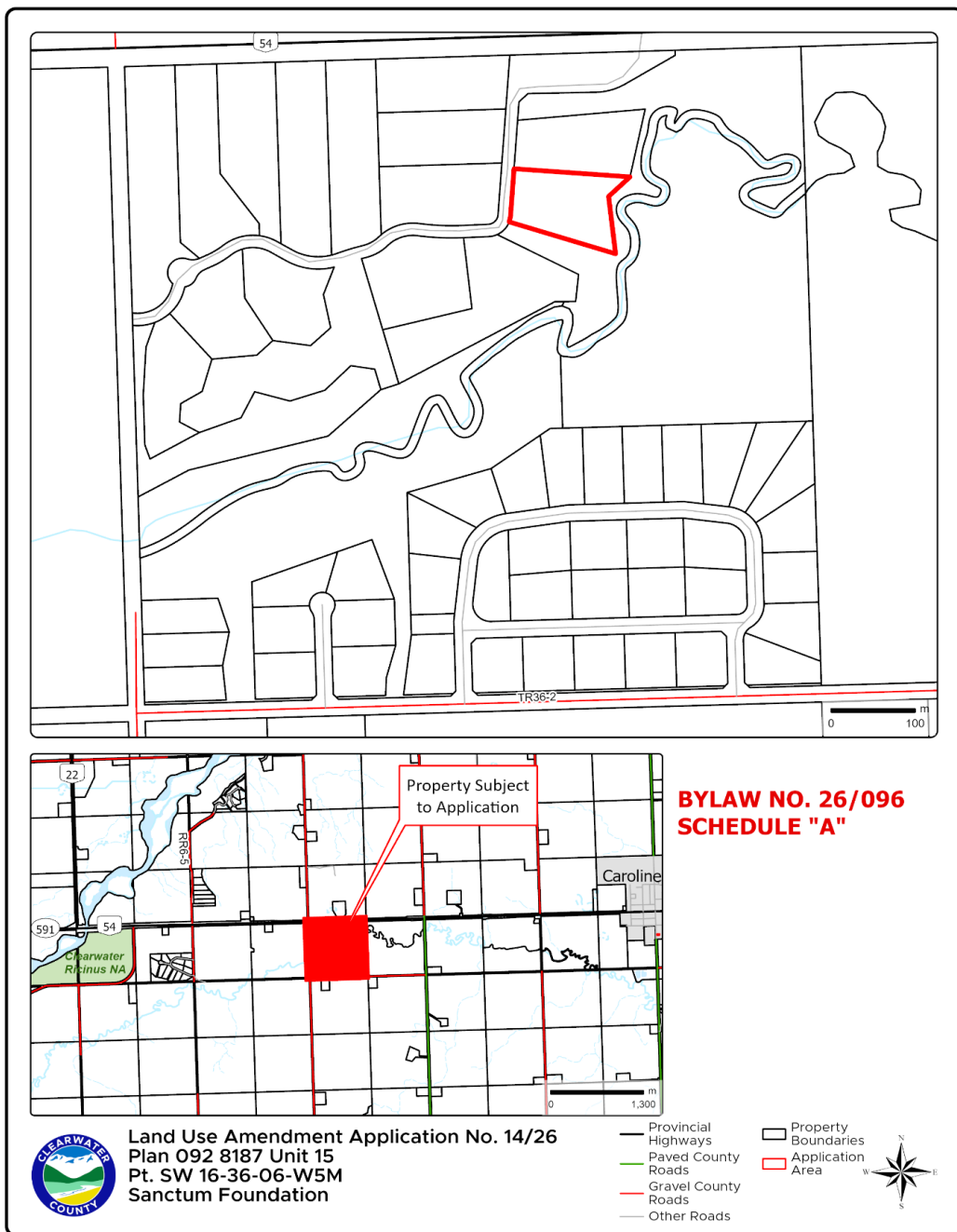
Public hearing held on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Read a second time on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Read a third and final time on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer





## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Presentation					
<b>SUBJECT:</b>	Recommendation to Council Application No. 13/26 to amend the Land Use Bylaw for the redesignation of all of Plan 3067ET, Block 1, Lot 5 from "HCM" to "HMD" Plan 3067ET, Block 1, Lot 5					
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026					
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Dustin Bisson, Senior Planner Kim Gilham, Acting Director					
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation					
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input checked="" type="checkbox"/> County Bylaw or Policy (LUB No. 25/050 and MDP (2023))					
<p><b>Council Values</b></p> <table border="0"> <tr> <td style="text-align: center;">   <b>Economic Prosperity</b>            Grow our population and economy by attracting people, investment, businesses, and industry.         </td> <td style="text-align: center;">   <b>Cooperative Alliances</b>            Work with our neighbours, our partners, and our communities to find ways to encourage economic growth.            enhance our quality of life, and celebrate what makes us amazing.         </td> <td style="text-align: center;">   <b>Environmental Stewardship</b>            Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.         </td> <td style="text-align: center;">   <b>Community Social Growth</b>            Ensure the health and well-being of our communities and its residents.         </td> <td style="text-align: center;">   <b>Financial Responsibility</b>            Reduce the fiscal burden of future Councils, as well as the community, for generations to come.         </td> </tr> </table>		 <b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.	 <b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 <b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 <b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.	 <b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.
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<p><b>ATTACHMENTS:</b></p> <p><a href="#">Bylaw 26/094</a></p> <p><a href="#">Site Inspection Photos</a></p> <p><a href="#">Aerial Photo</a></p> <p><a href="#">Surrounding Lands</a></p> <p><a href="#">MDP Future Land Use Concept</a></p> <p><a href="#">Hamlet Multi Dwelling (HMD)</a></p>						

**STAFF RECOMMENDATION:**

The Municipal Planning Commission make a recommendation to Council to consider whether or not they should grant second and third readings to Bylaw No. 26/094 for application no. 13/26 to amend the Land Use Bylaw.

## **BACKGROUND:**

1256237 Alberta Ltd. currently holds title to 3067ET, Block 1, Lot 5.

- Seth Schalk - Applicant
- Containing 8,500 square feet.
- Located at 4903, 50th Ave in the Village of Caroline.
- Currently designated Hamlet Commercial Mixed Use District "HCM".

### **Proposal**

- To redesignate the entire subject parcel from the Hamlet Commercial Mixed Use District "HCM" to the Hamlet Multiple Dwelling District "HMD".
  - If the redesignation is approved the applicant will proceed with the legalization of the dwelling multi-unit.

### **Subject Land**

- The parcel is developed with an 18 unit motel.
  - Applicants are proposing to legalize the motel as a dwelling multi unit.
    - To allow for long term rental for the units.
- Could provide for low-cost living in the Hamlet.
- Topography is flat with a paved parking lot between the structure and 50th street
- Municipal water and wastewater services exist.
- Access to the parcel will remain the same.
  - Front - 50th Ave, adjacent the east property boundary.
  - Rear - lane adjacent the north property boundary.

### **Surrounding Land Use/ Environmental Considerations**

- Surrounding land uses in the area:
  - Hamlet Commercial Mixed Use surrounding the property.

## **PLANNING DIRECTION:**

### **Municipal Government Act – Matters Related to Subdivision and Development Regulation**

#### **Section 9 states:**

In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, with respect to the land that is the subject of the application,

1. Its topography,
2. Its soil characteristics,
3. Storm water collection and disposal,
4. Any potential for the flooding, subsidence or erosion of the land,
5. Its accessibility to a road,
6. The availability and adequacy of a water supply, sewage disposal system and solid waste disposal,
7. In the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and building sites comply with the requirements of the Private Sewage Disposal Systems Regulation (AR 229/97) in respect

of lot size and distances between property lines, buildings, water sources and private sewage disposal systems as identified in section 4(4)(b) and (c),

8. The use of the land in the vicinity of the land is the subject of the application, and
9. Any other matters that it considers necessary to determine whether lands that is the subject of the application is suitable for the purpose for which the subdivision is intended.

## **Village of Caroline Municipal Development Plan**

### **MDP Policy 3 Growth Management**

#### Subsection 5.

In considering a proposal for a change in Land Use Bylaw designation, subdivision or development that allows for more intense subdivision or development than presently exists, the Village may require submission of an outline plan. In preparation of the outline plan the following matters should be considered where applicable:

- (a) the type and scale of the proposed use or uses;
- (b) the suitability of the site for the proposed use or uses;
- (c) site design with respect to natural topography, treed areas, landscape features, wetlands and steep slopes;
- (d) compatibility with surrounding existing and future land uses;
- (e) proposed access, intersection treatments and impacts on the road system;
- (f) availability of municipal utility services;
- (g) provision of open space in terms of public access and use;
- (h) adequacy of parcel sizes to support the intended use, design and appearance;
- (i) consistency with provisions contained in applicable statutory plans and the Land Use Bylaw;
- (j) proximity to oil and gas infrastructure, wastewater treatment facilities and solid waste handling facilities;
- (k) the need for the development and the benefits the development would bring to the community; and
- (l) any other matters deemed relevant by the Village.

#### Subsection 9.

Infill development and intensification within existing built areas shall be encouraged to take advantage of existing municipal utilities and roads.

#### Subsection 10.

The Village shall promote the development of a compact community and encourage development at efficient density levels to make maximum use of infrastructure, land supply, and public expenditures for maintenance and operating and reduce per unit development costs.

#### Subsection 13.

Caroline's growth and development should be monitored by the Village in relation to:

- (a) the rate of population growth and new housing construction;
- (b) the supply of serviced and non-serviced land for residential, commercial and industrial uses;
- (c) the capacity of the water, sanitary sewer and storm water systems;
- (d) road access, safety and internal traffic patterns;
- (e) adequacy of open space system and community services; and
- (f) any other matter deemed appropriate by Council.

## **MDP Policy 6 Housing and Neighbourhood Design**

### Subsection 1.

The Village shall direct residential development to the areas identified on Map 2: Land Use Concept.

### Subsection 2.

The Village shall encourage the provision of a variety of housing forms in terms of lot size, dwelling type, appearance, and affordability.

### Subsection 3.

In considering new statutory and non-statutory plans, subdivisions, and Land Use Bylaw designations the Village should ensure that the following mix of housing types is achieved across the community's overall residential area:

- (a) no less than 60 percent of the total potential dwelling units being single detached dwellings; and
- (b) no more than 40 percent of the total potential dwelling units being semi-detached, apartment, fourplex, town housing and manufactured home units.

This mix is to be achieved on a community-wide basis rather than on a site specific basis to allow for the creation of distinct residential neighbourhoods or sub-neighbourhoods.

### Subsection 4.

In locating sites for multi-family housing, the following criteria should be applied:

- (a) close proximity to a major collector or arterial road;
- (b) adjacent or nearby open space and path system;
- (c) compatibility with existing housing and uses; and
- (d) lot size sufficient to minimize traffic and parking congestion.

### Subsection 7.

Residential areas shall be adequately buffered from major arterial roads and industrial and commercial areas.

### Subsection 8.

The overall design density for existing and future residential areas of the Village, with the exception of the low density residential area and live/work residential area, should average between 10 and 12.5 dwelling units per gross developable hectare. This design density does not apply to individual sites. Variations may be permitted if accommodated in an adopted statutory or non-statutory plan.

### Subsection 11.

The Village shall work in partnership with community agencies, non-profit organizations, senior levels of government and the business community in pursuing affordable housing options including the provision of rental units, garden suites and secondary suites when opportunities or funding programs arise.

## **Clearwater County's Land Use Bylaw**

### **Section 10.1 Off-Street Parking and Loading Requirements**

Unless otherwise provided for in this Bylaw, the minimum number of off-street parking spaces that shall be provided is as follows with areas based on Gross Floor Area of buildings associated with the use and rounded to the largest number:

Dwelling – Duplex - 2 per dwelling unit

Dwelling – Multi-Unit - 1 per dwelling unit

### **Section 11.5 Hamlet Multiple-Dwelling "HMD" District**

The purpose and intent of this District is to accommodate a mix of medium and higher-density housing options within hamlets.

#### **Section 11.5 (a) Exempt, Permitted and Discretionary Uses**

Permitted Uses: Dwelling - Duplex

Discretionary Uses: Dwelling – Mixed-Use, Dwelling – Multi-Unit

#### **Section 11.5 (b) Site Regulations (Parcel Size)**

Minimum Parcel Size (Dwelling - Duplex) 230.0m<sup>2</sup> (2475.7 sq ft)

Maximum Lot Coverage (Dwelling - Duplex) - 65%

Minimum Lot Width (Dwelling - Duplex) - (24.6 ft)

Setbacks:

Front Yard Setbacks - 7.5m (24.6ft)

Side Yard Setbacks - 1.52m (4.99 ft)

Rear Yard Setbacks - 6.0m (19.7 ft) from the rear property line

Maximum Building Height:

8.0m (26.24 ft) for a dwelling unit

5.0m (16.4 ft) for an accessory building

### **POLICY CONSIDERATIONS**

- Proposal allows for the intensification of the Hamlets population.
- Promotes the development of a compact community.
  - Maximizes the efficiency of existing infrastructure.
- Allows for a variety of housing forms.
- Minimum and maximum housing type options would not be exceeded.
- Minimum off-street parking requirements can be met.
- Surrounding land uses are Hamlet Commercial Mixed Use.
- Legal and Physical access is available.

### **FIRST READING**

- First Reading of Bylaw 26/094 was held on May 12, 2026
- Public Hearing is scheduled for June 23, 2026
  - Upon consideration of the representation made at the Public Hearing, Council will consider whether or not to grant Second and Third readings to this Bylaw.
- MPC acts as a referral agency to Council on applications to amend the Land Use Bylaw
  - make a recommendation to Council as to whether or not they should consider approval of the land use amendment.

**CLEARWATER COUNTY  
BYLAW NUMBER 26/094**

Being a bylaw of Clearwater County, in the Province of Alberta, for the purpose of amending the Land Use Bylaw, being Bylaw 25/050.

**PURSUANT**, to the Authority conferred upon it by the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, and;

**AND WHEREAS**, a Council is authorized to prepare, to adopt, and to amend a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality;

**AND WHEREAS**, the purpose and intent of this District is to accommodate a mix of medium and higher-density housing options within hamlets.

**NOW THEREFORE**, the Council of Clearwater County in the Province of Alberta, enacts as follows:

***That all ±8,500 square feet of Plan 3067ET, Block 1, Lot 5 located within the Hamlet of Caroline be redesignated from the Hamlet Commercial Mixed Use District "HCM" to Hamlet Multiple Dwelling District "HMD."***

***As outlined in red on the attached Schedule "A."***

**1 EFFECTIVE DATE**

1.1 This bylaw comes into force and effect upon third and final reading.

Read a first time on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

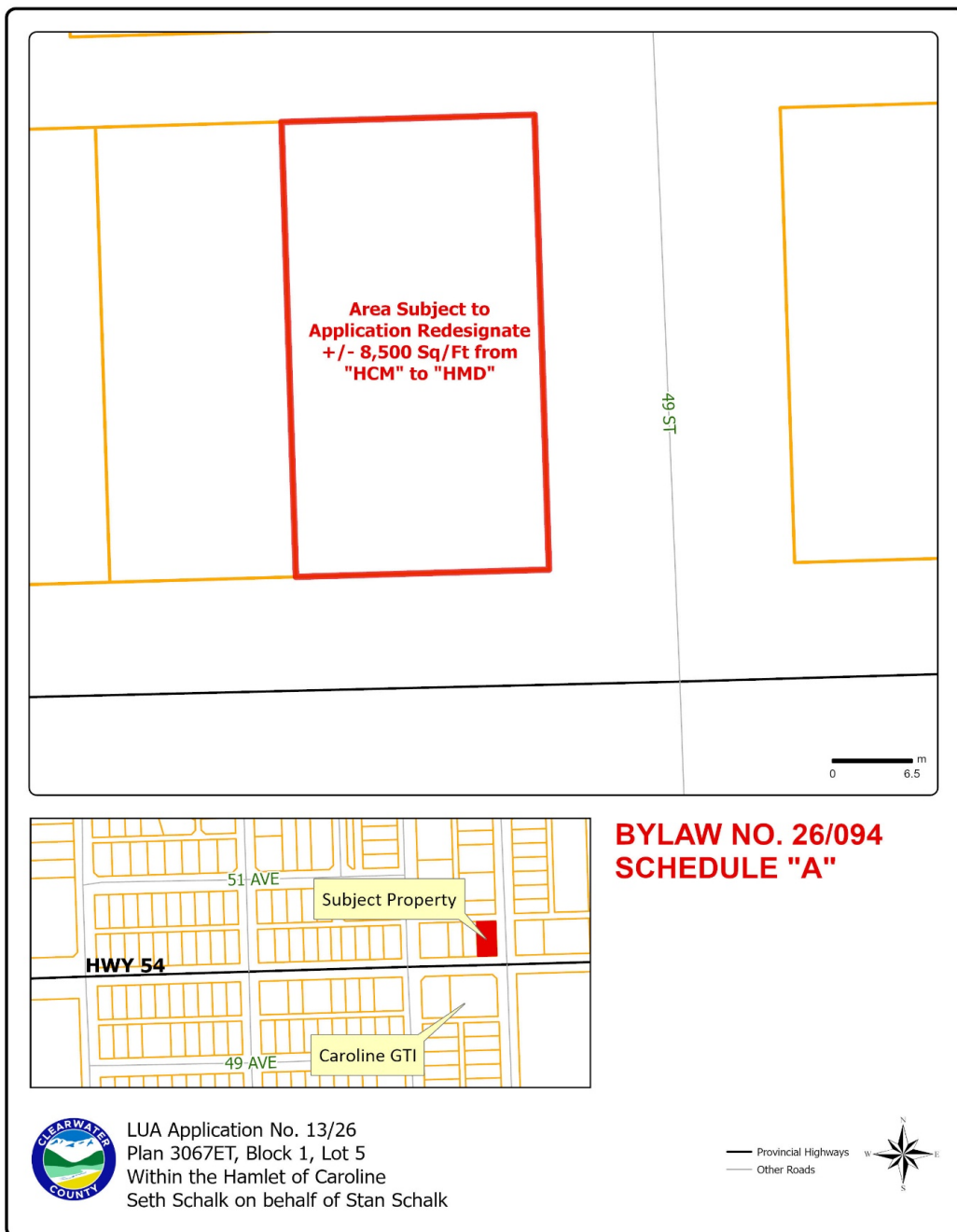
Public hearing held on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Read a second time on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Read a third and final time on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer



1256237 Alberta Ltd. - May 6, 2026  
Site Inspection for LUA 13/26  
Plan 3067ET, Block 1, Lot 5



From 49<sup>th</sup> street, at the front of the subject property looking west at the building.



From the back alley, at the northwest corner of the subject property looking southeast at the rear side of the building.



Aerial Photo  
LUA Application No. 13/26  
Plan 3067ET, Block 1, Lot 5  
Within the Hamlet of Caroline  
Seth Schalk on behalf of Stan Schalk

Provincial Highways —  
Other Roads —  
Rural Address 🏠



Surrounding Lands  
 LUA Application No. 13/26  
 Plan 3067ET, Block 1, Lot 5  
 Within the Hamlet of Caroline  
 Seth Schalk on behalf of Stan Schalk



- Campground
- Museum
- S** School
- SWMF** Storm Water Management Facility
- New Intersection - All Turns
- New Intersection - Right In/Right Out Turn
- Plan
- Village Boundary
- Future Road
- Future Trail
- Sewage Lagoon Setback (300 m)
- Recreational Vehicle and Oversized Vehicle Public Parking
- Sour Oil/Gas Pipeline Level 4 - 1.5km Setback

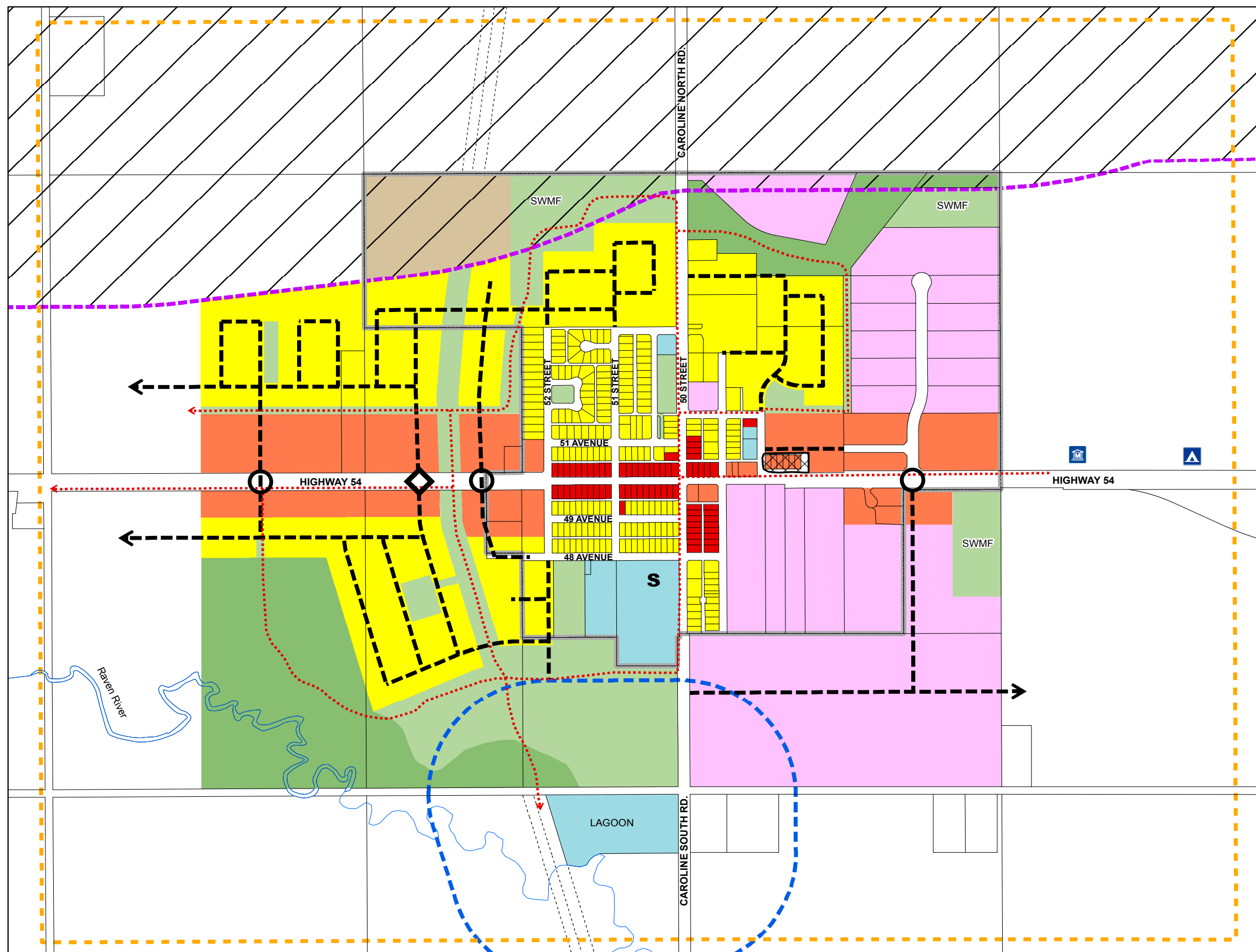
**Land Uses**

- Industrial
- Highway Commercial
- Commercial
- Institutional
- Residential
- Agriculture
- Environmental Reserve
- Municipal Reserve/ Storm Pond

1. This map shows generalized indications of land use and is not intended for scaling or detailed design.
2. The land use patterns must be interpreted with the text of this plan. Detailed land use and boundaries will be identified through area structure plans.
3. Village Boundary may have been shifted for visual purposes.
4. The land uses shown beyond the village boundary are intended as information only. The policies of this plan do not apply to lands outside the village boundary.

Scale: NTS

Date: May 2019



### 11.5 Hamlet Multiple-Dwelling (HMD) District

#### Purpose and Intent

The purpose and intent of this District is to accommodate a mix of medium and higher-density housing options within hamlets.

#### Exempt, Permitted and Discretionary Uses

- a) The following uses shall be Exempt Uses, Permitted or Discretionary with or without conditions provided that the application complies with the regulations of this District and Bylaw:

<b>Exempt Uses (No Development Permit Required)</b>	
Note: "Exempt" means development that does not require a Development Permit if it meets all the provisions of the Bylaw. For additional guidance and other uses refer to Section 3.2: Development Permits Not Required	Personal Recreation Vehicle Storage (maximum of 1)
Accessory Building: not exceeding 23.2 square metres (250 sq ft);	Private Greenhouse (less than 23.2 square metres (250 sq ft) as an accessory building)
Construction Trailer	Propane/Fuel Tanks in compliance with Safety Codes legislation
Construction and maintenance of that part of a utility placed in or upon a public right-of-way or public utility easement;	Retaining Wall (provided the retaining wall is not located within 30 metres of an escarpment and is not more than 1.0 metres at the highest point)
Day Home	Stripping & Grading (as part of approved development)
Deck/Patio (provided it complies with lot coverage and setback regulations)	Signs Exempt as Per Section 10.2
Demolition (in accordance with Section 3.2)	Solar Collector < 30 kW: attached to a wall or roof of a building
Direct Market Sales	Temporary Sea-Cans in accordance with regulations of Section 9.28
Dugouts, fishponds, driveways	Telecommunications Tower
Flagpoles, Towers or other poles that don't exceed 5.0m (16.4 ft.)	Temporary Use of Building for Emergency Purposes or Election Purposes
Personal Use Agriculture	Temporary Living Accommodation in Personal Recreation Vehicle (in accordance with Section 9.20)
Landscaping that does not impact drainage	

Permitted Uses	Discretionary Uses
One Accessory Building over 23.2 square metres (250 sq ft)	Additional Accessory Building(s) beyond those listed as Permitted Uses
Dwelling - Duplex	Dwelling – Bed and Breakfast
Dwelling - Secondary Suite	Dwelling – Boarding House
Home Occupation – Minor	Dwelling – Mixed-Use
Solar Collector < 30kW: free-standing	Dwelling – Relocated
	Dwelling – Multi-Unit
	Home Occupation - Major
	Home Sales Center
	Parks – Minor
	Public Utility
	Sea-Can
	Short Term Rental
	Show Home
	Stripping & Grading
	WECS-small

### Site Regulations

b) The following regulations shall apply to all approved development within this District:

Minimum Parcel Size (Dwelling - Duplex)	230.0m <sup>2</sup> (2475.7 sq ft)
Minimum Parcel Size (All Other Uses)	At the Discretion of the Development Authority
Maximum Lot Coverage (Dwelling - Duplex)	No buildings, structures or impervious surfaces shall cover more than 65% of the total lot coverage
Minimum Lot Width (Dwelling - Duplex)	7.5m (24.6 ft)
Maximum Lot Coverage (All Other Uses)	At the Discretion of the Development Authority
Minimum Lot Width (All Other Uses)	At the Discretion of the Development Authority
Front Yard Setbacks	7.5m (24.6ft)
Side Yard Setbacks	1.52m (4.99 ft) 3.0m (9.84 ft) for a side property line abutting a public road right-of-way (corner lots) 0.0m for duplex lots with a shared party wall
Rear Yard Setbacks	6.0m (19.7 ft) from the rear property line

Yard Setbacks from Existing and Proposed Highways and Service Roads	Discretion of Alberta Transportation and Economic Corridors
Maximum Building Height	8.0m (26.24 ft) for a dwelling unit
	5.0m (16.4 ft) for an accessory building

### **Special Requirements**

#### **Servicing**

- c) Any multi-residential housing options, including duplexes shall be required to be connected to a piped system.

#### **Subdivision**

- d) All new subdivisions within hamlet boundaries will be required to connect to municipal services, where available. If services are not currently available, a deferred services agreement will be registered on title.
















#### **Hamlet of Nordegg (for applications within the Hamlet of Nordegg)**

- e) See Part 12: Hamlet of Nordegg Lot and Building Design Regulations for additional regulations that apply to lots with this designation within the Hamlet of Nordegg.



## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Request for Decision					
<b>SUBJECT:</b>	Recommendation to Council for Bylaw No. 26/097 to redesignate 17.9 acres from "A" District to "I" District within the NW 12-38-05 W5M					
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026					
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Holly Bily, Senior Development Officer Kim Gilham, Manager of Planning					
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation					
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input checked="" type="checkbox"/> County Bylaw or Policy (LUB No. 25/050 and MDP (2023))					
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<p><b>ATTACHMENTS:</b></p> <p><a href="#">Bylaw 26-097</a></p> <p><a href="#">Development Supplementary Info</a></p> <p><a href="#">Applicants Site Plan</a></p> <p><a href="#">Aerial</a></p> <p><a href="#">Surrounding</a></p> <p><a href="#">Land Use Districts</a></p> <p><a href="#">Industrial (I)</a></p>						

#### STAFF RECOMMENDATION:

That MPC provide a recommendation to Council for the proposed redesignation request

## BACKGROUND:

### Purpose of Application

- To redesignate ±17.9 acres, of the NW 12-38-05 W5M, from the Agricultural (A) District to the Industrial (I) District.
  - If the redesignation is approved, the applicant will proceed with a development permit application for the construction and operation of an oilfield waste management facility. Therefore, this application is in conjunction with Development Permit No. 95/26.

### Proposed Location

- The subject land is located four miles south of Highway 11, adjacent to Secondary Highway 761 to the west and Township Road 38-2 to the north.
- The proposal will be constructed and operated in the east central portion of the quarter section.
  - Existing oilfield battery site, being a surveyed leasehold on the quarter section, identified as Plan 882 0155, Lot OT.
  - This location was chosen as existing infrastructure could be incorporated into the proposal to minimize new disturbance.

### Proposed Land Use

- The proposed Land Use Amendment (LUA) application will be considered by Council on July 14, 2026.
- The purpose and intent of the "I" District is to provide for a range of industrial uses that fit within the rural context as well as within hamlets.
- Paladin Services Group is a waste management company providing the energy industry an environmentally friendly waste management solution.
- The proposed site is a suspended and partially decommissioned oil and gas battery site.
- The remaining equipment onsite will be salvaged, with new processing and separation equipment to be constructed.
- The facilities daily activities include receiving industrial waste by-products via tanker and vac trucks. The waste composition is stored on pads or in tanks. Various equipment is used to separate oil, liquid, and solids. Oil is recycled. Liquids are deep well disposed underground utilizing two (2) pipelines and (2) disposal wells. Solids are taken offsite to an appropriate licensed landfill.
- There are six (6) to eight (8) employees associated with the facility.
- The facility's operating schedule is year-round, 24/7, including weekends and statutory holidays.
- The site will have a perimeter fence and be manned 24/7.
- Signage will be posted at the gate entrance to the site.
- Existing screening is in place, being a one (1) metre high berm surrounding the site.
- Access is via Secondary Highway 761 onto Township Road 38-2, adjacent to the north boundary of the quarter section, prior to entering a panhandle access and continuing into the northeast corner of the proposed redesignation area.
- The truck traffic schedule is year-round, generally between the hours of 7:00am to 10:00pm.
- The estimated truck traffic anticipated is 20-30 trucks/day, coming and going from the site.
- Truck traffic is dependent on the oil & gas drilling activities being conducted in the area.
- Dust will be minimized onsite, as needed, with the use of gravel and water suppression.
- A noise impact assessment has been completed and meets AER's noise control requirements for both day and night time activities.
- An odor management plan and emergency response plan have also been submitted to AER for their review.

- Following reclamation of the site, the land will be returned to grassland vegetation for agriculture purposes.
- Alberta Transportation has been consulted and issued an approval for the proposed use.

### **Surrounding Land Use/Environmental Considerations**

- Surrounding land uses in the area are agricultural with some residential.
- This development requires approval from Alberta Energy Regulators (AER) as it is considered a Class 1B: Waste Management Facility accepting H2S materials.
  - An application has been submitted to AER for their review and decision.

## **PLANNING DIRECTION**

### **Clearwater County Municipal Development Plan 2023**

#### *7.2.1, Economic Development*

Clearwater County encourages the retention and expansion of existing business and industry, and the attraction of new business and industry as a means to diversify the County's economic base.

#### *7.2.2, Commercial and Industrial*

Through the Land Use Bylaw Clearwater County shall provide for a variety of commercial and industrial land uses within the County, including a variety of locations for these uses.

#### *14.2.4, Redesignation, Subdivision, and Development*

Clearwater County shall implement the policies of the MDP when making decisions on any proposed redesignation, subdivision, or development application and on any proposed statutory plan or outline plan.

#### *14.2.5, Redesignation, Subdivision, and Development*

To provide information relevant to a proposed redesignation, subdivision or development of land, Clearwater County may require the applicant to have prepared and submitted by a qualified professional any or all of the following:

- (a) a geotechnical study;
- (b) a traffic impact study;
- (c) a water supply study addressing domestic use and fire supply;
- (d) a wastewater servicing study;
- (e) a stormwater management plan;
- (f) an environmental assessment; and
- (g) any other study or plan required by the County.

#### *14.2.6, Redesignation, Subdivision, and Development*

Clearwater County shall consider, where applicable, the following when evaluating an application to redesignate, subdivide or develop land:

- (a) impact on adjoining and nearby land uses;
- (b) impact on natural capital and agricultural land;
- (c) impact on the environment;
- (d) scale and density;
- (e) site suitability and capacity;
- (f) road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;

- (g) utility requirements and impacts;
- (h) open space needs;
- (i) availability of protective and emergency services;
- (j) FireSmart provisions;
- (k) BearSmart provisions;
- (l) impacts on school and health care systems;
- (m) measures to mitigate effects;
- (n) County responsibilities that may result from the development or subdivision; and
- (o) any other matters the County considers relevant.

### **Clearwater County Land Use Bylaw 25/050**

#### *Section 11.9, Industrial District "I"*

The purpose and intent of this District is to provide for a range of industrial uses that fit within the rural context as well as within hamlets.

a) Permitted Uses: Industrial - Medium  
Discretionary Uses: Industrial - Heavy

b) Minimum Parcel Size:  
0.4 ha (1.0 acres) for unserviced or partially serviced parcels; and  
0.2 ha (0.5 acres) for fully serviced parcels.

#### *Definitions:*

*Industrial Medium* - the use of land, buildings and/or structures for an industrial activity that creates adverse impacts beyond the boundaries of the site for which the associated activity takes place due to appearance, emission of contaminants, noise, traffic volume, odor, fire, explosive hazards or dangerous goods. Characteristics of Industrial, Medium may include:

- a) light to moderate open storage, but screened with fencing and/or landscaping
- b) may have a retail or wholesale component that is subordinate to the principal use
- c) moderate nuisance factors may extend past the boundaries of the site
- d) potential for a moderate degree of hazardous industry.

*Industrial Heavy* - the use of land, buildings and/or structures for an industrial activity that creates significant adverse impacts beyond the boundaries of the site for which the associated activity takes place due to appearance, emission of contaminants, noise, odor, traffic volume, fire, explosive hazards or dangerous goods. Characteristics of Industrial, Heavy may include:

- a) moderate to extensive open storage or stockpiling of raw materials, vehicles and machinery that maybe partly or wholly visible off the site maybe partly or wholly visible off the site
- b) significant noise in the general operations of the use
- c) potential exposure of the environment to chemicals and other forms of pollution from the general operations of the use
- d) Hazardous Industry.

### **POLICY CONSIDERATIONS**

The proposed waste management facility could provide industry an environmentally friendly waste management solution, as well as new economic development opportunities for Clearwater

County. The MDP encourages new business opportunities, in a variety of locations, for industrial operations such as this.

AER approval is required for the proposal which the applicants are actively working to receive. Approval from Alberta Transportation & Economic Corridor is also required and has been issued to the applicants.

**RECOMMENDATIONS**

MPC acts as a referral agency for Council. Any comments received will be include in the Public Hearing item going before Council on July 14, 2026. It would be appropriate for MPC to provide reasonings for their recommendation to Council.

**CLEARWATER COUNTY  
BYLAW NUMBER 26/097**

Being a bylaw of Clearwater County, in the Province of Alberta, for the purpose of amending the Land Use Bylaw, being Bylaw 25/050.

**PURSUANT**, to the Authority conferred upon it by the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, and;

**AND WHEREAS**, a Council is authorized to prepare, to adopt, and to amend a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality;

**AND WHEREAS**, the general purpose of the Industrial (I) District is to provide for a range of industrial uses that fit within the rural context as well as hamlets.

**NOW THEREFORE**, the Council of Clearwater County in the Province of Alberta, enacts as follows:

***That +/- 17.9 acres of the NW 12-38-05-W5M be redesignated from the Agricultural (A) District to the Industrial (I) District.***

***As outlined in red on the attached Schedule "A."***

**1 EFFECTIVE DATE**

1.1 This bylaw comes into force and effect upon third and final reading.

Read a first time on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

Public hearing held on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Read a second time on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Read a third and final time on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer





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## Paladin Services Group Ltd.

# Supplemental Information in support of the Clearwater County Land Use Amendment and Development Permit Applications.

Prepared by: Mark Hampson

Date: May 28, 2026



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## Contents

Introduction .....	4
Land Use Amendment .....	4
Development Permit .....	4
Waste Management Facility Mapping .....	4
Transportation and Economic Corridors Permit.....	4
What is all involved in the daily operations and maintain for the operation?.....	4
How is contaminated waste materials disposed of?.....	4
Customers coming/going to site daily/weekly?.....	5
Operating days/hours? .....	5
Truck traffic days/hours if different then operating schedule? .....	5
Do operations take place on weekends and statutory holidays? .....	5
What is the estimated amount of truck traffic coming and going from the site daily/weekly? .....	5
Is there any other traffic associated with the operations? .....	5
What are the dimensions and height of the office building, and/or any other enclosed structures? .....	5
How tall is the flare tower?.....	5
Does anyone reside onsite (for security purposes)? .....	6
Is there signage proposed? .....	6
How is the site kept secure?.....	6
What are the nuisance factors associated with the operation (ex. Noise, dust, odor) and how are they mitigate?.....	6
Screening the site, is a berm, landscaping or trees proposed to make the site more visually appealing? .....	6
Is the existing lease site decommissioned? If not, what is involved and who is responsible? .....	6
Has AER issued approval?.....	6
What is the reclamation plan?.....	7
Have securities been requested by the AER? .....	7
Why this location, where other locations explored? .....	7
Additional safety and operational requirements of an AER Waste Management Facility .....	7
Attachment A: Land Use Amendment Application .....	10



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Attachment B: Development Permit application. ....11  
Attachment C: Mapping. ....12  
Attachment D: AB Transportation Permit .....13  
Attachment E: Pond Calculation. ....14



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## Introduction

Paladin Services Group Ltd. (Paladin) is proposing to construct and operate an Alberta Energy Regulator (AER) regulated Waste Management Facility (WM) within Clearwater County. The WM lands are in NW 12-038-05W5M on an existing AER licensed Facility site. The site is 17.905 ha in size and currently zoned as Agriculture. The Waste Management Facility will accept oilfield waste from third-party waste generators within Clearwater County. Paladin applied for a Land Use Amendment and Development Permit concurrently on May 11, 2026 to change the use from Agriculture to Industrial-Medium and develop the site. The Waste Management facility will be connected to two (2) existing disposal wells via two (2) new pipelines.

## Land Use Amendment

The Land Use Amendment Application is provided in Attachment A: Land Use Amendment Application.

## Development Permit

The Development Permit Application is provided in Attachment B: Development Permit application.

## Waste Management Facility Mapping

A Survey, AER participant involvement map, and plot plan for the Waste Management Facility is provided in Attachment C: Mapping.

## Transportation and Economic Corridors Permit

An Alberta Transportation use of existing access permit is provided in Attachment D: AB Transportation Permit.

## What is all involved in the daily operations and maintain for the operation?

Waste is received at the Waste Management Facility via tanker truck or vac truck. Depending on the waste composition it is either stored on a pad or tank. The pads, centrifuge/shaker, and tanks are used to separate oil, liquids, and solids. Oil is recycled, liquids are deep well disposed underground, and solids are taken to an appropriate licensed landfill. The proposed facility will have ~6 to 8 workers/day operating the facility. The proposed facility will have two (2) pipelines and two (2) disposal wells associated with it.

## How is contaminated waste materials disposed of?

Oil is recycled, liquids are deep well disposed underground via associated pipeline(s)/disposal well(s), and solids are taken offsite to an appropriate licensed landfill.



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### Customers coming/going to site daily/weekly?

Paladin estimates ~20-30 trucks/day coming and going from the Waste Management Facility. Truck traffic is dependant on the drilling in the area and can fluctuate during drilling periods.

### Operating days/hours?

The proposed Facility will operate 24 hours/day, 365 days a year.

### Truck traffic days/hours if different then operating schedule?

Truck traffic/ waste receipt is normally from 7am to 10 pm, evening operations are for processing and disposal of waste received during the day.

### Do operations take place on weekends and statutory holidays?

The Facility will operate on weekends and statutory holidays.

### What is the estimated amount of truck traffic coming and going from the site daily/weekly?

Paladin estimates ~20-30 trucks/ day and 140- 210 trucks/week coming and going from the Facility. Please note that truck traffic is dependant on the drilling in the area and can fluctuate during drilling periods.

### Is there any other traffic associated with the operations?

Most of the traffic associated with the Facility will be receiving tanker trucks/vac trucks. Transport trucks will be required as needed for landfill solids and oil recycling.

### What are the dimensions and height of the office building, and/or any other enclosed structures?

Office Building (ATCO trailer) – 12' W x 48' L x 11' H set on piles

Pump Building (S-6000) – 25' W x 25' L x 20' H

MCC Building (MCC-001) – 12' W x 40' L x 11' set on piles

Shaker Building (S-3000) - 18' W x 40' L x 30' H

Centrifuge Building (CF-9000) - 18' W x 60' L x 30" H

Slurry Pump Package (S-7000) – 25' W x 25' L x 20' H

### How tall is the flare tower?

The flare tower is 50ft.



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### Does anyone reside onsite (for security purposes)?

No one resides at site, but the Facility is manned twenty-four (24) hours a day, seven (7) days a week.

### Is there signage proposed?

Signage would be posed at the proposed Facility entrance/gate. Alberta Transportation road signage will be applied for as needed for the Facility.

### How is the site kept secure?

The proposed Facility is both fenced and manned twenty-four (24) hours a day, seven (7) days a week.

### What are the nuisance factors associated with the operation (ex. Noise, dust, odor) and how are they mitigate?

There is minimal nuisance factor's associated with the proposed Facility after mitigations. The AER requires an odour management plan be implemented prior to operations to manage odours offsite. The proposed Facility has completed a Noise Impact Assessment which meets the requirement of AER Directive 038: Noise Control for both daytime and nighttime permissible sound levels. Dust is minimized at the facility with the use of gravel and water suppression (as needed).

### Screening the site, is a berm, landscaping or trees proposed to make the site more visually appealing?

The proposed Facility has an existing 1 m high berm. No additional landscaping or trees are proposed.

### Is the existing lease site decommissioned? If not, what is involved and who is responsible?

The existing site is suspended and partially decommissioned. The remaining infrastructure will either be removed/or refurbished and used during construction. The responsibility of the existing site is Paladin's.

### Has AER issued approval?

It is Paladin's intention to apply to the AER for the Facility in May 2026. The Land use/development can be applied for prior to or concurrently with the AER applications.



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## What is the reclamation plan?

Paladin completed a site-specific liability assessment (SSLA) for the Facility. The SSLA details the reclamation plan and remediation and reclamation cost estimate for the Facility at the end of life (~25 years).

From SITE-SPECIFIC LIABILITY ASSESSMENT April 2026

### **3.1 Long-term end land use**

“The long-term end land-use for this site will correspond with the surrounding agricultural land-use which consists of grassland vegetation. The land capability ratings will be made equivalent to the land capability ratings of the pre-construction state; to accomplish this, the land capability onsite will be reclaimed to offsite adjoining soil and vegetation conditions. The ecosite phase will correspond with offsite and will be comparable to the pre-construction state. The implications to wildlife in the area will be minimal as the site will be reclaimed to the preconstruction state providing natural habitat for the surrounding wildlife. If the landowner has site specific reclamation requests, the site may be reclaimed to agreed upon improvements at the time of reclamation (ex. access road left in place and/or site reclaimed to tame pasture).”

## Have securities been requested by the AER?

Paladin’s SSLA for the Facility is currently under review by the AER. Once approved, Paladin is required to post financial security with the AER prior to receiving the Facility license.

## Why this location, where other locations explored?

This site was chosen because of its proximity to active oil and gas exploration and use of exist disturbance/infrastructure (Facility and both disposal wells).

## Additional safety and operational requirements of an AER Waste Management Facility

A Waste Management Facility has numerous safety and operational features listed below (but not limited to):

### **General**

- Oilfield waste management facilities must be designed, constructed, and closed by qualified persons.
- the duty holder must install a perimeter fence to prevent unauthorized access (e.g., public, wildlife, livestock, unauthorized dumping).
- the duty holder must have an up-to-date copy of the corporate emergency response plan (hard copy or electronic) developed as per Directive 071: Emergency Preparedness and Response.



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- the duty holder must incorporate a surface water run-off control system able to accommodate the volume of water from a 1-in-10-year, 24 hour rainfall event. See Attachment E: Pond Calculation.

#### **Emissions and Odours**

- The duty holder must document and implement an emissions and off-lease odour management plan to control odours (e.g., hydrogen sulphide [H<sub>2</sub>S], hydrocarbons) when receiving, processing, treating, and disposing of waste materials. Emissions from on-site truck loading and unloading, including emissions from transporting waste within facility boundaries, are considered part of facility operations and are subject to management.
- The duty holder must not accept DOW or hazardous waste or residual waste (e.g., flash point, leachable BTEX) onto the receiving pad or solids pad for the purpose of reducing the properties so the material becomes non-DOW or non-hazardous through volatilization (e.g., application of heat, retention time, turning waste over, etc.).
- If the oilfield waste management facility or oilfield waste management component is approved to handle sour fluids (i.e., contains H<sub>2</sub>S), the duty holder must have mechanisms in place to prevent any off-lease fugitive odours.

#### **Siting Criteria**

- At a minimum, the following siting requirements must be met at an oilfield waste management facility or oilfield waste management component:
  - a) The site must not be within 100 m of a domestic use water well or any water body as defined in Directive 056: Energy Development Applications and Schedules.
  - b) The site must avoid environmentally sensitive areas.

#### **Site Assessment**

- The duty holder must conduct and document a regional assessment and a site-specific assessment for an oilfield waste management facility.
- The site assessment must be planned, conducted, and certified by a qualified environmental professional as per the Alberta Environmental Site Assessment Standard.
- The site assessment report must be submitted with a Record of Site Condition to OneStop at the time of application.

#### **Groundwater monitoring and reporting**

- the duty holder must have a site-specific groundwater monitoring program
- The duty holder must use a qualified groundwater professional (i.e., qualified person) to design and implement the network of groundwater monitoring wells in accordance with best practices and industry standards.
- Before construction of the facility, at least four permanent monitoring wells must be installed to implement a groundwater monitoring program.
- At least three of the four permanent monitoring wells must be installed to determine the depth and direction of the lateral groundwater flow in the shallowest water-bearing zone, typically the permanent water table.
- One of these three monitoring wells must be placed hydraulically upgradient of the site to provide the background water chemistry conditions, and one must be placed hydraulically downgradient of the site.



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- A fourth monitoring well must be installed beside the downgradient well that is most likely to be affected, but at a deeper depth to measure the vertical hydraulic gradient.
- The duty holder must prepare and submit an annual groundwater monitoring report by March 31 of each year for the previous calendar year, and retain documentation (i.e., hard copy or electronic format) for the life of the approval.

**Liability Assessment**

- The duty holder of an oilfield waste management facility must complete a site-specific liability assessment, before applying for a new oilfield waste management approval or amending an existing oilfield waste management approval.

**End of Operations – Closure**

- The duty holder must ensure that an oilfield waste management facility is reclaimed to conditions suitable to achieve equivalent land capability for the next intended land use.
- The duty holder must complete a Phase 1 environmental site assessment and, if necessary (where areas of potential environmental concern are identified), complete a Phase 2 environmental site assessment to demonstrate that a waste management facility is in a condition where a change of status to closed is appropriate. Where contamination is identified, the duty holder must complete remediation to meet the Tier 1 guidelines or Alberta Tier 2 Soil and Groundwater Remediation Guidelines for equivalent land capability based on the next intended land use.
- The duty holder must work with qualified persons as per the Alberta Environmental Site Assessment Standard and the Professional Responsibilities in Completion and Assurance of Reclamation and Remediation Work in Alberta – Joint Practice Standard to complete the closure activities. If it becomes apparent that future remediation or reclamation work is necessary because of activities that occurred on the site during operations or while it was undergoing suspension or closure, the duty holder will continue to be liable for the site.

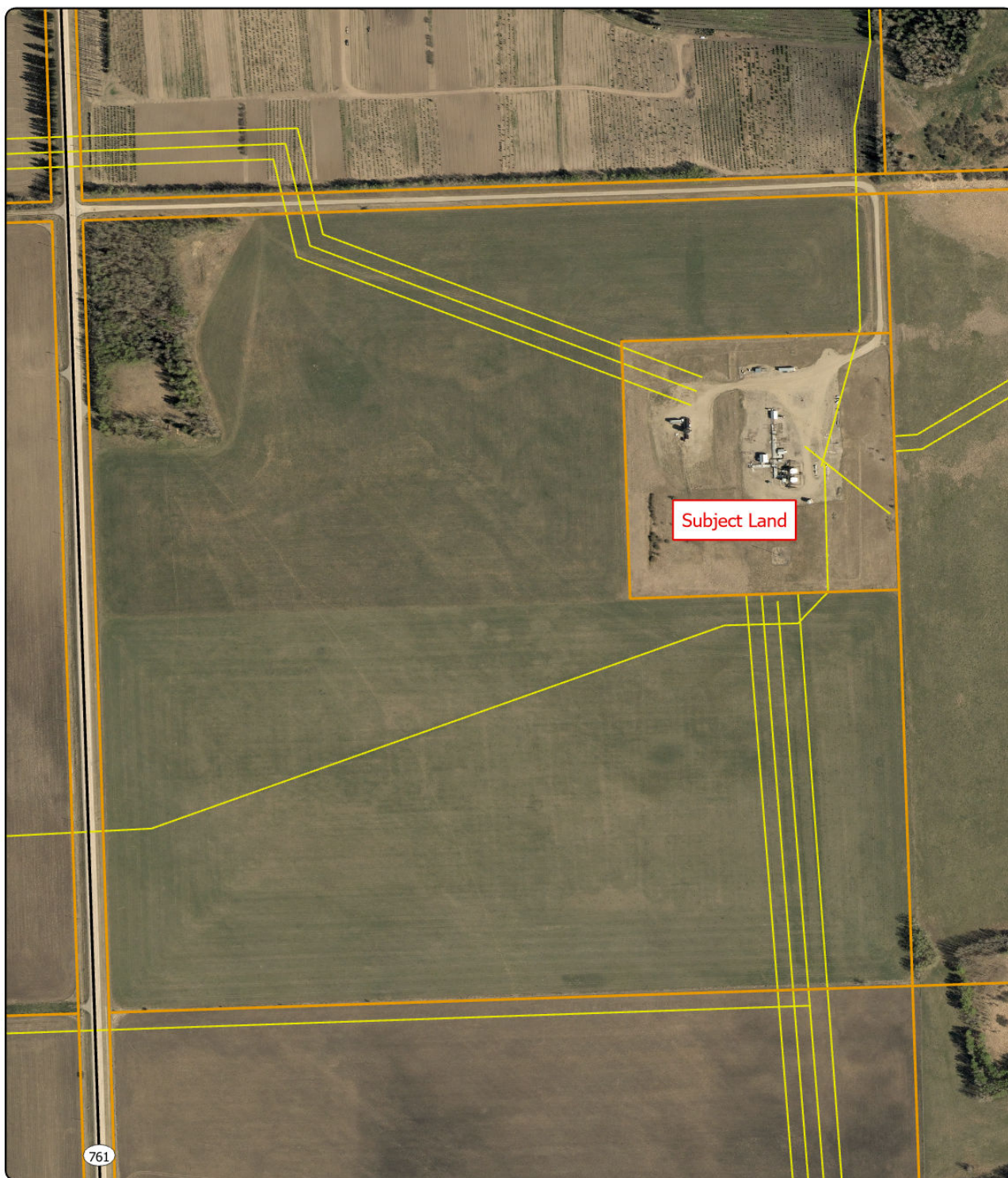
**Participant Involvement**

- the duty holder must meet the AER's consultation and notification requirements before submitting an oilfield waste management facility application.

**Noise Requirements**

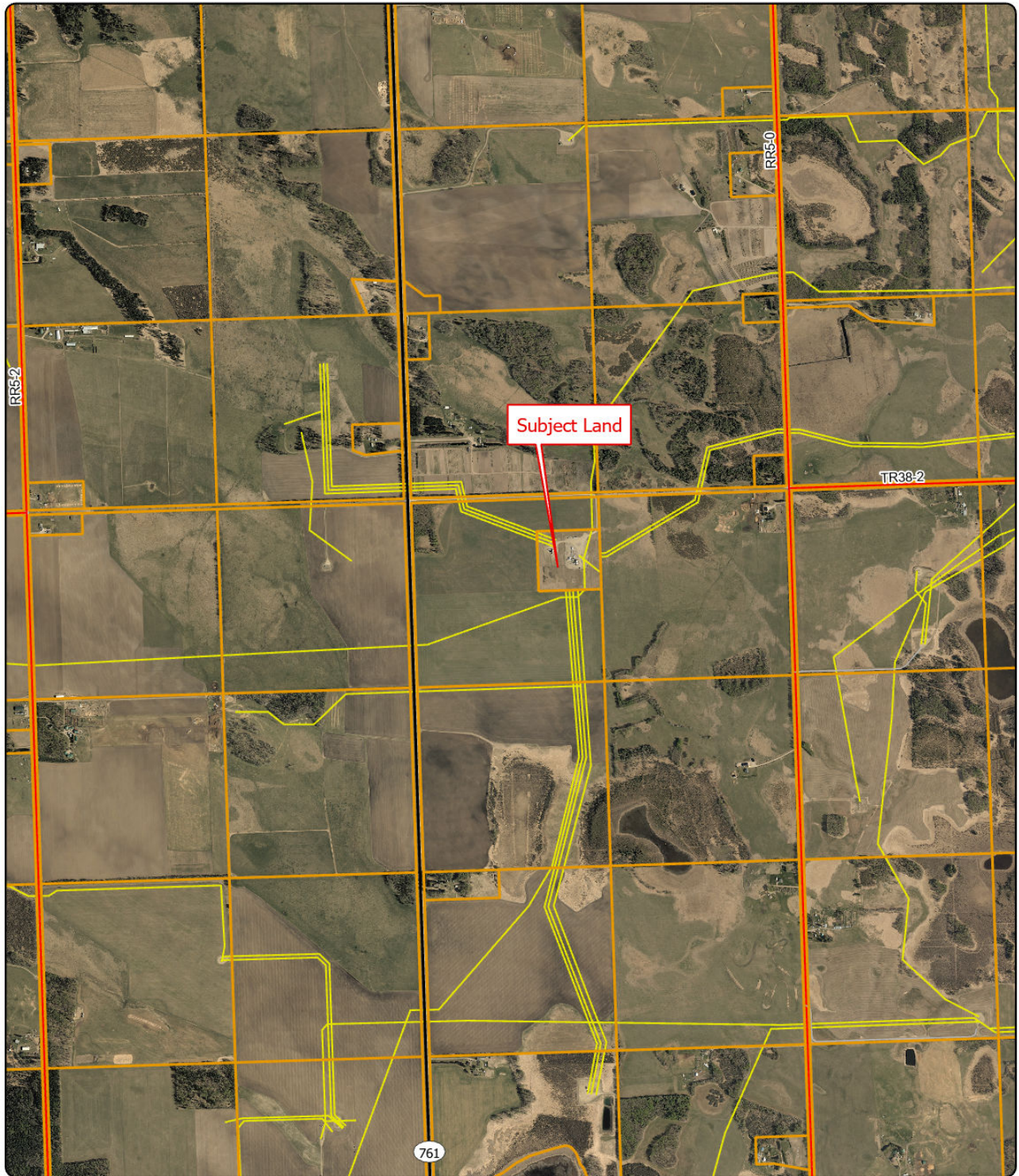
- The duty holder must complete a noise impact assessment meeting the requirements of Directive 038: Noise Control and section 5.6.12 of Directive 056 before submitting an oilfield waste management facility application for any new permanent facility or for modifications to existing permanent facilities if there is a reasonable expectation of a continuous or intermittent noise source.











AERIAL PHOTO  
LUA No. 15/26, Bylaw No. 26/097  
Redesignate 17.9 acres from "A" to "I"  
within NW 12-38-05  
Paladin Services Group Ltd.

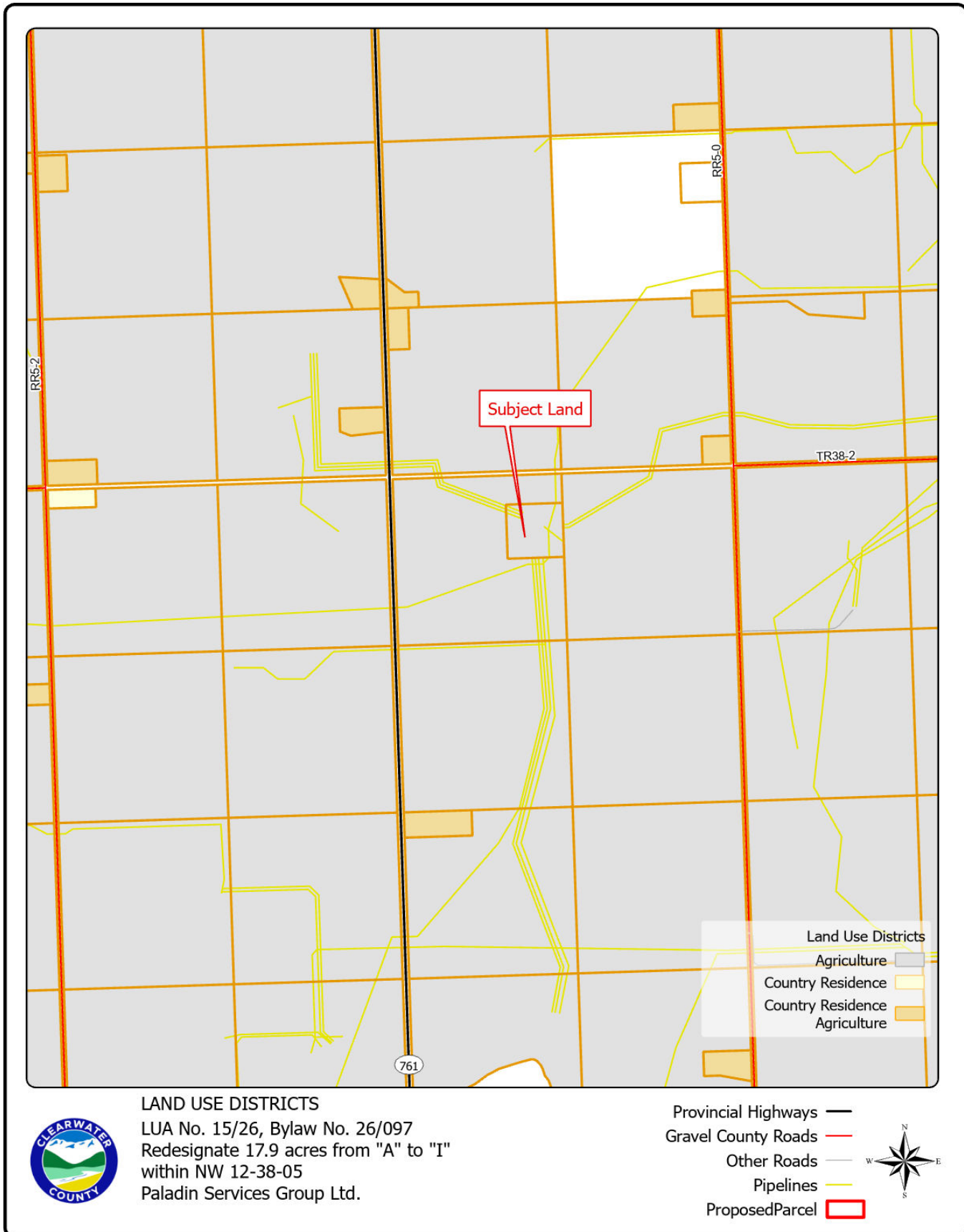
- Pipelines ———
  - Property Boundaries ———
  - Provincial Highways ———
  - Proposed Parcel ———
- 



AERIAL PHOTO  
LUA No. 15/26, Bylaw No. 26/097  
Redesignate 17.9 acres from "A" to "I"  
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Paladin Services Group Ltd.

- Pipelines 
- Property Boundaries 
- Provincial Highways 
- Gravel County Roads 
- Other Roads 
- Proposed Parcel 





**LAND USE DISTRICTS**  
 LUA No. 15/26, Bylaw No. 26/097  
 Redesignate 17.9 acres from "A" to "I"  
 within NW 12-38-05  
 Paladin Services Group Ltd.



- Provincial Highways —
- Gravel County Roads —
- Other Roads —
- Pipelines —
- Proposed Parcel



Flagpoles, Towers or other poles that don't Flag exceed 5.0m (16.4 ft.)	Temporary Use of Building for Emergency Temporary Purposes or Election Purposes
Landscaping that does not impact drainage	

Permitted Uses	Discretionary Uses
Accessory Building	Agricultural Processing
Agricultural Operation	Agriculture (Regulated)
Agricultural Processing	Alcohol Production
Agricultural Support Services	Alternative/Renewable Energy, Activity
Agricultural/Farm Building	Automotive Test Track
Automotive and Equipment Services	Cannabis Production Facility
Dwelling - Security / Surveillance	Casino
Farm Subsidiary Business	Composting Facility
Greenhouse	Construction Camp
Industrial Training Service	Data Processing Centre
Industrial - High Light	Dwelling - Staffing
Industrial - Medium	Eating and Drinking Establishment
Livestock Sales Yard	Essential Public Service
Office	Funeral Home
Recycling Depot	Industrial - Heavy
Retail - Minor	Micro-Brewery
Sawmill - Minor	Outdoor Storage
Sea-Can	Public Utility
Service Station	Recreation Facility - Major
Solar Collector < 30kW	Recreation Facility - Minor
Tradesperson's Business	Recreational Vehicle Storage
Warehouse Storage	Retail - Major
	Salvage Yard
	Sawmill - Major
	Solar Collector > 30kW
	Stripping & Grading
	Temporary Work Camp
	WECS - Small
	Veterinary Clinic
	Warehouse Sales
	WECS

**Site Regulations**

b) The following regulations shall apply to all approved development within this District: The following regu

Minimum Parcel Size Minimum Parcel Size	0.4 ha (1.0 ac) for unserviced or partially serviced parcels; and serviced parcels; and 0.2 ha (0.5 ac) for fully serviced parcels 0.2 ha (
Maximum Lot Coverage Maximum Lot Coverage	No buildings, structures or impervious surfaces shall cover more than 80% of the surface total lot coverage total lot coverage
Front Yard Setbacks Front Yard Setbacks	50 m (164 ft) from the centreline of a public road 15.0 m (49.2 ft) from the right-of-way of an internal subdivision road or within a Hamlet
Side Yard Setbacks Side Yard Setbacks	3.0 m (9.8 ft) from an adjacent property line, provided the adjacent use is industrial or commercial uses in nature. commercial uses in nature. 15.0 m (49.2 ft) from an adjacent property line if the adjacent use is not an industrial or commercial use. 15.0 m (49.2 ft) from the right-of-way of a public road (corner lots) 10.0 m (32.8 ft) from the right-of-way of an internal subdivision road (corner lots)
Rear Yard Setbacks Rear Yard Setbacks	7.5 m (24.6 ft) from an adjacent rear property line, provided the adjacent use is industrial or commercial uses in nature. industrial or commercial use. 15.0 m (49.2 ft) from an adjacent rear property line if the adjacent use is not an industrial or commercial use. industrial or commercial use.
Yard Setbacks from Existing and Proposed Highways and Service Roads Highways and Service Roads	Discretion of Alberta Transportation and Discretion of Economic Corridors or 700 m (2300 ft), or whichever is greater whichever is greater
Maximum Building Height Maximum Building Height	For all other Permitted and Discretionary Uses: Limited to such height as deemed suitable and appropriate for the intended use at the discretion of the Development Authority

### Special Requirements Special Requirements

#### Landscaping Landscaping

- c) Landscaping, screening, buffering and other site design elements related to the landscape shall be completed in accordance with the Landscape section in the General Use Regulations section of this Bylaw. Use Regulations section of this Bylaw.

**Outdoor Storage Outdoor Storage**

d) Outdoor Storage shall be fully screened and buffered within the site and concealed from Outdoor Storage view from adjacent residential properties or roadways by landscaping, fencing or other suitable screening. Screening shall be completed to the satisfaction of the Development Authority. Authority.

**Safety Requirements Safety Requirements**

e) Safety and risk assessment is an integral component and concern regarding industrial Safety and risk assessment. The Development Authority may require an Applicant to retain a Qualified Consultant to provide a concept plan inclusive of a risk assessment report on a proposed development. Additional conditions relating to emergency response planning and requirements for fire, rescue and ambulance care may also be required.

**Hamlet of Nordegg (for applications within the Hamlet of Nordegg) Hamlet of Nordegg (for applications with**

f) See Part 12: Hamlet of Nordegg Lot and Building Design Regulations for additional regulations that apply to lots with this designation within the Hamlet of Nordegg.



## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Request for Decision					
<b>SUBJECT:</b>	Recommendation to Council Application No. 12/26 to amend the Land Use Bylaw for the redesignation of all of Plan 072 1013 Block 1, Lot 1 (Pt. NW 01-39-05 W5M) from "CRA" to "I"					
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026					
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Dustin Bisson, Senior Planner Kim Gilham, Acting Director					
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation					
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input checked="" type="checkbox"/> County Bylaw or Policy (MDP 2023 & LUB 25/050)					
<p><b>Council Values</b></p> <table border="0"> <tr> <td style="text-align: center;">   <b>Economic Prosperity</b>            Grow our population and economy by attracting people, investment, businesses, and industry.         </td> <td style="text-align: center;">   <b>Cooperative Alliances</b>            Work with our neighbours, our partners, and our communities to find ways to encourage economic growth.            enhance our quality of life, and celebrate what makes us amazing.         </td> <td style="text-align: center;">   <b>Environmental Stewardship</b>            Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.         </td> <td style="text-align: center;">   <b>Community Social Growth</b>            Ensure the health and well-being of our communities and its residents.         </td> <td style="text-align: center;">   <b>Financial Responsibility</b>            Reduce the fiscal burden of future Councils, as well as the community, for generations to come.         </td> </tr> </table>		 <b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.	 <b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 <b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 <b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.	 <b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.
 <b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.	 <b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 <b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 <b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.	 <b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.		
<p><b>ATTACHMENTS:</b></p> <p><a href="#">Bylaw 26-093</a></p> <p><a href="#">Site Inspection Photos</a></p> <p><a href="#">Aerial Photo</a></p> <p><a href="#">Surrounding Lands</a></p> <p><a href="#">Industrial (I)</a></p>						

**STAFF RECOMMENDATION:**

The Municipal Planning Commission make a recommendation to Council to consider whether or not they should grant second and third readings to Bylaw No. 26/094 for application no. 13/26 to amend the Land Use Bylaw.

## **BACKGROUND:**

Dustin & Angela Leslie currently hold title to Plan 072 1013 Block 1, Lot 1 (Pt. NW 01-39-05 W5M).

- Containing 5.54 acres
- Currently designated Country Residential Agricultural District “CRA”.

## **Proposal**

- To redesignate the entire subject parcel from the Country Residential Agricultural District “CRA” to the Industrial District “I”.
  - This proposal is a result of the Development Permit conditionally approved for the construction of a shop associated with an approved tradesperson’s business.
    - The tradesperson’s business has operated from the site since 2013.
  - The Municipal Planning Commission noted that the scope of the business had begun to exceed the residential nature of the land.
    - A condition of the Development Permit approval for the construction of the shop is that the land must be redesignated within one year of the date of the permit being issued.
- The purpose and intent of the Industrial (I) District is to provide for a range of industrial uses that fit within the rural context as well as within hamlets.
- Pending a successful Land Use Amendment (LUA), the applicant plans continue with the current business operation.

## **Subject Land**

- Located approximately 5 kilometers (3 miles) south of the Hamlet of Leslieville.
- The parcel to be redesignated is located in the southwest corner of the quarter section.
  - The parcel was created in 2007.
  - Contains the following buildings:
    - Residence.
    - Two shops.
    - Two accessory buildings.
    - One granary.
  - D. Leslie Welding operates from the subject property.
    - Mobile welding and fabrication business.
    - Employs 5 people including the landowner.
    - 75% of the business occurs off site.
  - Access to the parcel exists off of Highway 761, adjacent to the west boundary of the subject lands.

## **Surrounding Land Use/ Environmental Considerations**

- Surrounding land uses in the area:
  - Predominantly agricultural.

## **PLANNING DIRECTION:**

**Municipal Government Act – Matters Related to Subdivision and Development Regulation**  
**Section 9 states:**

In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, with respect to the land that is the subject of the application,

1. Its topography,
2. Its soil characteristics,
3. Storm water collection and disposal,
4. Any potential for the flooding, subsidence or erosion of the land,
5. Its accessibility to a road,
6. The availability and adequacy of a water supply, sewage disposal system and solid waste disposal,
7. In the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and building sites comply with the requirements of the Private Sewage Disposal Systems Regulation (AR 229/97) in respect of lot size and distances between property lines, buildings, water sources and private sewage disposal systems as identified in section 4(4)(b) and (c),
8. The use of the land in the vicinity of the land is the subject of the application, and
9. Any other matters that it considers necessary to determine whether lands that is the subject of the application is suitable for the purpose for which the subdivision is intended.

### **Clearwater County's Municipal Development Plan (2023)**

#### **MDP Policy 5.2.4, Agricultural Operations**

In making decisions on proposed land redesignations, subdivisions or developments in areas of the County where agriculture is the primary use, Clearwater County should seek to limit infringements on agricultural operations except where otherwise provided for in the MDP.

#### **MDP Policy 7.2.1, Economic Development**

Clearwater County encourages the retention and expansion of existing business and industry, and the attraction of new business and industry as a means to diversify the County's economic base.

#### **MDP Policy 7.2.2, Commercial and Industrial**

Through the Land Use Bylaw Clearwater County shall provide for a variety of commercial and industrial land uses within the County, including a variety of locations for these uses.

#### **MDP Policy 11.2.7, Road Access Requirements**

In accordance with the Subdivision and Development Regulation, Clearwater County shall not allow the development of a discretionary use, the subdivision of lands, and/or the redesignation of lands where the subject lands do not have access to a Provincial Highways or a County maintained roadway.

#### **MDP Policy 14.2.4, Redesignation, Subdivision, and Development**

Clearwater County shall implement the policies of the MDP when making decisions on any proposed redesignation, subdivision, or development application and on any proposed statutory plan or outline plan.

#### **MDP Policy 14.2.5, Redesignation, Subdivision, and Development**

To provide information relevant to a proposed redesignation, subdivision or development of land, Clearwater County may require the applicant to have prepared and submitted by a qualified professional any or all of the following:

- a) a geotechnical study;
- b) a traffic impact study;
- c) a water supply study addressing domestic use and fire supply;

- d) a wastewater servicing study;
- e) a stormwater management plan;
- f) an environmental assessment; and
- g) any other study or plan required by the County.

#### **MDP Policy 14.2.6, Redesignation, Subdivision, and Development**

Clearwater County shall consider, where applicable, the following when evaluating an application to redesignate, subdivide or develop land:

- a) impact on adjoining and nearby land uses;
- b) impact on natural capital and agricultural land;
- c) impact on the environment;
- d) scale and density;
- e) site suitability and capacity;
- f) road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- g) utility requirements and impacts;
- h) open space needs;
- i) availability of protective and emergency services;
- j) FireSmart provisions;
- k) BearSmart provisions;
- l) impacts on school and health care systems;
- m) measures to mitigate effects;
- n) County responsibilities that may result from the development or subdivision; and
- o) any other matters the County considers relevant.

#### **Clearwater County's Land Use Bylaw No. 25/050**

##### **Section 11.9, Industrial District "I"**

The purpose and intent of this District is to provide for a range of industrial uses that fit within the rural context as well as within hamlets.

##### **Section 11.9 a) Exempt, Permitted and Discretionary Uses**

###### ***Permitted Uses:***

Accessory Building  
 Dwelling – Security / Surveillance  
 Industrial – Medium

###### **Discretionary Uses:**

Outdoor Storage

##### **Section 11.9 b) Site Regulations (Parcel Size)**

0.4 ha (1.0 acres) for unserviced or partially serviced parcels; and  
 0.2 ha (0.5 acres) for fully serviced parcels.

##### **Definitions:**

**Industrial Medium:**

The use of land, buildings and/or structures for an industrial activity that creates adverse impacts beyond the boundaries of the site for which the associated activity takes place due to appearance, emission of contaminants, noise, traffic volume, odour, fire, explosive hazards or dangerous goods.

Characteristics of Industrial, Medium may include:

- a) light to moderate open storage, but screened with fencing and/or landscaping
- b) may have a retail or wholesale component that is subordinate to the principal use
- c) moderate nuisance factors may extend past the boundaries of the site
- d) potential for a moderate degree of hazardous industry

### **POLICY CONSIDERATIONS**

- The proposal would allow an existing operation to continue and potentially expand the business within our community which aligns with the MDP.
- The location and size of the area to be redesignated does not impact any agricultural land
- The MDP outlines providing a variety of locations for industrial uses.
- Industrial operations and outdoor storage are listed as uses in the Industrial District.
- Legal and Physical access is available.
- The proposed Land Use Amendment would also allow the applicants to meet the conditions outlined in Development Permit application 105/25.

### **FIRST READING**

- First Reading of Bylaw 26/094 was held on May 12, 2026
- Public Hearing is scheduled for June 23, 2026
  - Upon consideration of the representation made at the Public Hearing, Council will consider whether or not to grant Second and Third readings to this Bylaw.
- MPC acts as a referral agency to Council on applications to amend the Land Use Bylaw
  - make a recommendation to Council as to whether or not they should consider approval of the land use amendment.

**CLEARWATER COUNTY  
BYLAW NUMBER 26/093**

Being a bylaw of Clearwater County, in the Province of Alberta, for the purpose of amending the Land Use Bylaw, being Bylaw 25/050.

**PURSUANT**, to the Authority conferred upon it by the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, and;

**AND WHEREAS**, a Council is authorized to prepare, to adopt, and to amend a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality;

**AND WHEREAS**, the purpose and intent of this District is to provide for a range of industrial uses that fit within the rural context as well as withing the hamlets.

**NOW THEREFORE**, the Council of Clearwater County in the Province of Alberta, enacts as follows:

***That all ±5.54 acres of Plan 072 1013, Block 1, Lot 1 be redesignated from Country Residential Agricultural District "CRA" to Industrial District "I"***

***As outlined in red on the attached Schedule "A."***

**1 EFFECTIVE DATE**

1.1 This bylaw comes into force and effect upon third and final reading.

Read a first time on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

Public hearing held on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Read a second time on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

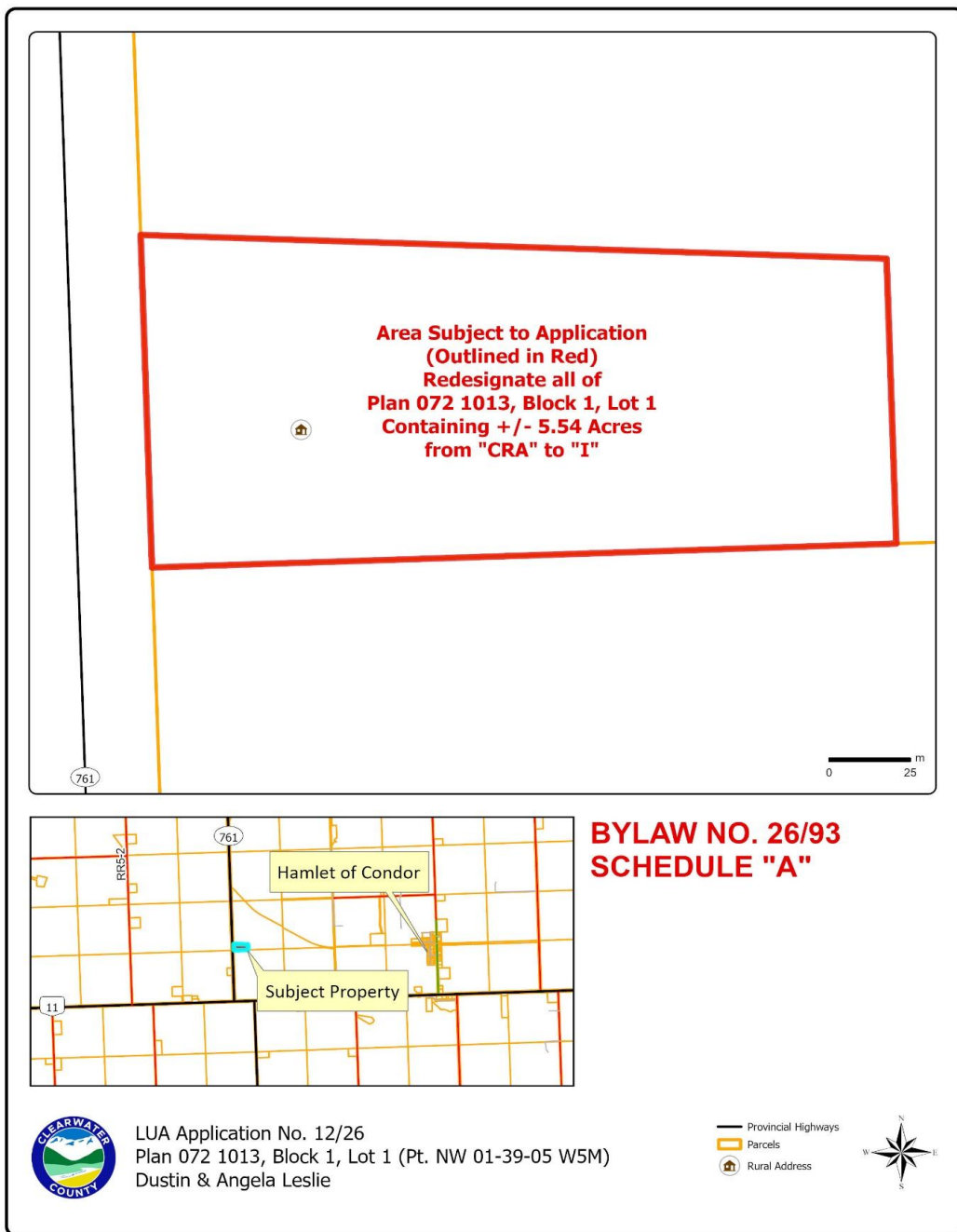
Read a third and final time on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

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Reeve

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Chief Administrative Officer



Dustin & Angela Leslie – May 6, 2026  
Site Inspection for LUA 12/26  
Plan 072 1013, Block 1, Lot 1



From the west central portion of the subject property looking north at a few existing buildings.



From the west central portion of the subject property looking east at a few existing accessory buildings.



From the west central portion of the subject property looking southwest at the existing residence.



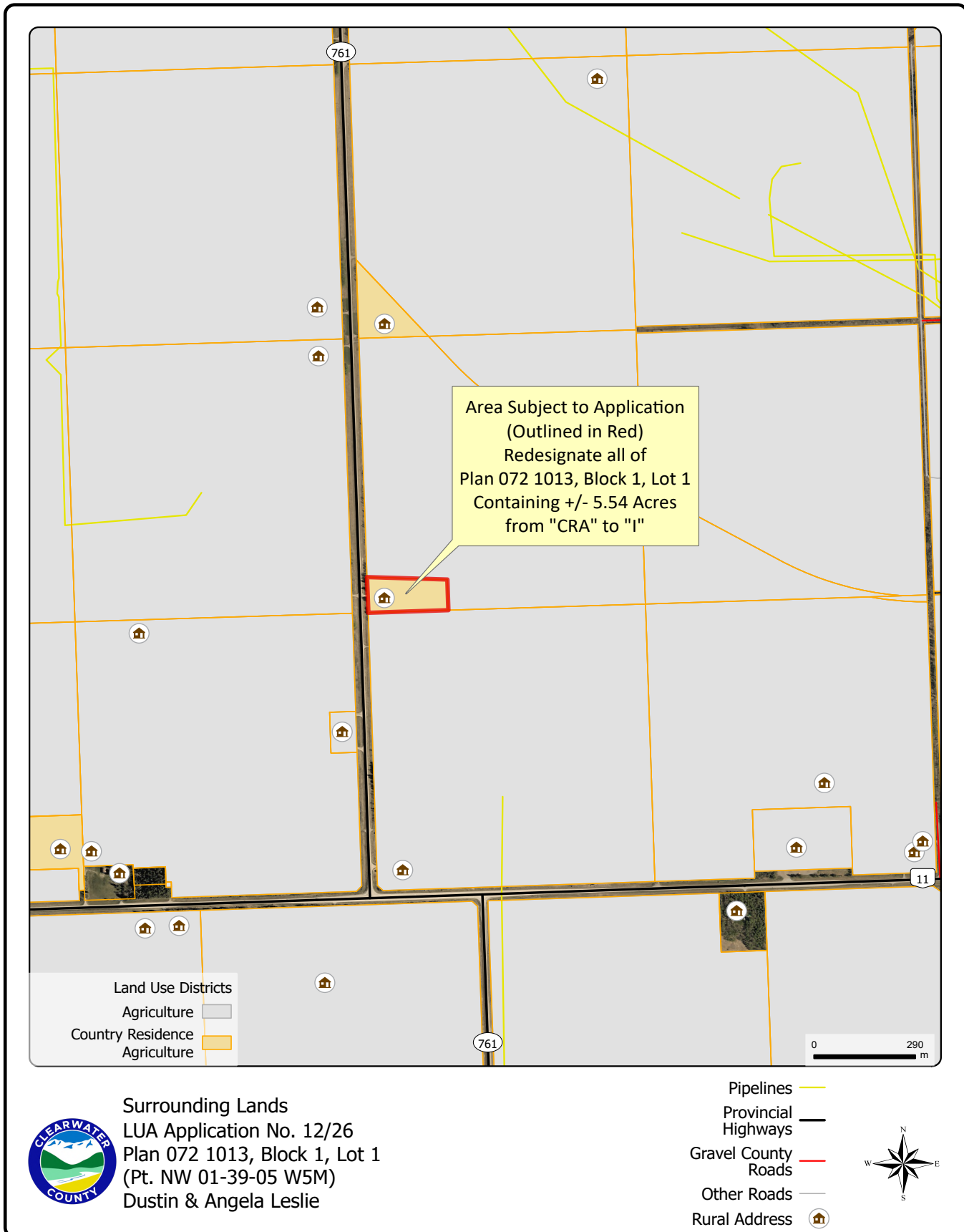
From the western portion of the subject property looking north at an existing accessory building.



Aerial Photo  
LUA Application No. 12/26  
Plan 072 1013, Block 1, Lot 1  
(Pt. NW 01-39-05 W5M)  
Dustin & Angela Leslie

Provincial Highways —  
Parcels   
Rural Address 





**11.911 Industrial (I) District Industrial (I) District**

**Purpose and Intent Purpose and Intent**

The purpose and intent of this District is to provide for a fringe of industrial uses that fit within istrict is to provi the rural context as well as within hamlets. the rural context as well as within hamlets.

**Exempt, Permitted and Discretionary Uses Permitted and Discretionary Uses**

- a)The following uses shall be The following uses, Exempt, Permitted, Discretionary with or without Permitted or Discre conditions provided that the application complies with the regulations of this District conditions provide and Bylaw: and Bylaw:

<b>Exempt Uses (No Development Permit Required)</b>	<b>Exempt Uses (No Development Permit Requ</b>
Note: "Exempt" means development that Note does not require a Development Permit if it do meets all the provisions of the Bylaw. For meet additional guidance and other uses refer to add Section 3.2: Development Permits Not Section RequiredRequired	Personal Recreation Vehicle Storage Personal P (maximum of 1)(maximum of 1)
Accessory building not exceeding 46.45 Access square metres (500 sq ft) square metres (500 sq	Personal Use AgriculturePersonal Use Agricultu
Agricultural Operation Agricultural Operation	Private Greenhouse (less than 23.2 square metres (250 sq ft)metres (250 sq ft) building)as a
Construction Trailer Construction Trailer	Propane/Fuel Tanks in compliance with Propan Safety Codes legislation Safety Codes legislatio
Construction and maintenance of that part of C a utility placed in or upon a public right-of-way or public utility easement;way or public ut	Retaining Wall (Providing the Retaining wall is p not located within 30 metres of an not located escarpment and is not more than 1.0 metres es at the highest point)at the highest point)
Deck/Patio (provided it complies with lot Deck coverage and setback regulations) coverage an	Stripping & Grading (as part of approved Stripp development) development)
Demolition (in accordance with Section 3.2) De	Signs Exempt as Per Section 10.2 Signs Exempt
Direct Market SalesDirect Market Sales	Solar Collector < 30 kW: Solar Collector on a 30 kW roof of a buildingroof of a building
Dugouts, fishponds, driveways Dugouts, fishpo	Temporary Sea Temporary Sea Can in regulations of Section 9.28regulations of Sectio
Dwelling Dwelling manufactured located in an Manufa industrial or construction camp as defined in in the Public Health ActRegulations Regulations and Construction Camps, when in compliance a with a previously approved Development with PermitPermit	Telecommunications TowerTelecommunicatio

Flagpoles, Towers or other poles that don't Flag exceed 5.0m (16.4 ft.)	Temporary Use of Building for Emergency Temporary Purposes or Election Purposes
Landscaping that does not impact drainage	

Permitted Uses	Discretionary Uses
Accessory Building	Agricultural Processing
Agricultural Operation	Agriculture (Regulated)
Agricultural Processing	Alcohol Production
Agricultural Support Services	Alternative/Renewable Energy, Activity
Agricultural/Farm Building	Automotive Test Track
Automotive and Equipment Services	Cannabis Production Facility
Dwelling - Security / Surveillance	Casino
Farm Subsidiary Business	Composting Facility
Greenhouse	Construction Camp
Industrial Training Service	Data Processing Centre
Industrial - High Light	Dwelling - Staffing
Industrial - Medium	Eating and Drinking Establishment
Livestock Sales Yard	Essential Public Service
Office	Funeral Home
Recycling Depot	Industrial - Heavy
Retail - Minor	Microbrewery
Sawmill - Minor	Outdoor Storage
Sea Can	Public Utility
Service Station	Recreation Facility - Major
Solar Collector < 30kW	Recreation Facility - Minor
Tradesperson's Business	Recreational Vehicle Storage
Warehouse Storage	Retail - Major
	Salvage Yard
	Sawmill - Major
	Solar Collector > 30kW
	Stripping & Grading
	Temporary Work Camp
	WECS - Small
	Veterinary Clinic
	Warehouse Sales
	WECS

**Site Regulations**

b) The following regulations shall apply to all approved development within this District: The following regu

Minimum Parcel Size Minimum Parcel Size	0.4 ha (1.0 ac) for unserved or partially 0.4 ha served parcels; and serviced parcels; and 0.2 ha (0.5 ac) for fully serviced parcels 0.2 ha (
Maximum Lot Coverage Maximum Lot Coverage	No buildings, structures or impervious No build surfaces shall cover more than 80% of the surfa total lot coverage total lot coverage
Front Yard Setbacks Front Yard Setbacks	50 m (164 ft) from the centre 50 m (164 ft) from roadroad 15.0 m (49.2 ft) from the right 15.0 m (49.2 ft) of internal subdivision road or within a Hamletint
Side Yard Setbacks Side Yard Setbacks	3.0 m (9.8 ft) from an adjacent property line, ft provided the adjacent use is industrial or provi commercial uses in nature. commercial uses in 15.0 m (49.2 ft) from an adjacent property 15.0 line if the adjacent use is not an industrial or lin commercial use.commercial use. 15.0 m (49.2 ft) from the right 15.0 m (49.2 ft) of public road (corner lots)public road (corner lots 10.0 m (32.8 ft) from the right 10.0 m (32.8 ft) of internal subdivision road (corner lots) internal ;
Rear Yard Setbacks Rear Yard Setbacks	7.5 m (24.5 ft) from an adjacent rear ft) from a property line, provided the adjacent use is prop industrial or commercial uses in nature. indust 15.0 m (49.2 ft) from an adjacent rear 15.0 m (4 property line if the adjacent use is not an prop industrial or commercial use. industrial or com
Yard Setbacks from Existing and Proposed Yard Highways and Service Roads Highways and Ser	Discretion of Alberta Transportation and Discre Economic Corridors or 700 m (2296.5 ft), or whichever is greater whichever is greater
Maximum Building Height Maximum Building H	For all other Permitted and Discretionary For a Uses: Limited to such height as deemed Uses: L suitable and appropriate for the intended use s at the discretion of the Development at the dis Authority Authority

### Special Requirements Special Requirements

#### LandscapingLandscaping

- c)c)Landscaping, screening, buffering and other site design elements related to the Landscaping, screening,  
landscape shall be completed in accordance with the Landscape section in the General landscape shall be  
Use Regulations section of this Bylaw. Use Regulations section of this Bylaw.

**Outdoor Storage Outdoor Storage**

d) Outdoor Storage shall be fully screened and buffered within the site and concealed from Outdoor Storage view from adjacent residential properties or roadways by landscaping, fencing or other view from adjacent suitable screening. Screening shall be completed to the satisfaction of the Development Authority. Authority.

**Safety Requirements Safety Requirements**

e) Safety and risk assessment is an integral component and concern regarding industrial Safety and risk assessment. The Development Authority may require an Applicant to retain a Qualified Consultant to provide a concept plan inclusive of a risk assessment report on a proposed development. Additional conditions relating to emergency response planning proposed development and requirements for fire, rescue and ambulance care may also be required.

**Hamlet of Nordegg (for applications within the Hamlet of Nordegg) Hamlet of Nordegg (for applications with**

f) See Part 12: Hamlet of Nordegg Lot and Building Design Regulations for additional See Part 12: Hamlet of Nordegg regulations that apply to lots with this designation within the Hamlet of Nordegg. regulations that apply



## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Temporary Business Development Permit Application 106/26 For the Operation of a Short-Term Rental Plan 111 1242 Block 1 Lot 1 (Pt. NE 32-34-04-W5M)
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Chrissy Leeper, Development Officer Kim Gilham, Acting Director
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input type="checkbox"/> County Bylaw or Policy (LUB 25/050 and MDP 2026)
<b>Council Values</b>	
 <b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.	 <b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.
 <b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 <b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.
 <b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.	
<b>ATTACHMENTS:</b>	
<a href="#">Location Map</a>	

#### STAFF RECOMMENDATION:

Approve Development Permit Application No.106/26 for a temporary business development permit for the operation of a short-term rental with recommended conditions.

#### BACKGROUND:

##### Purpose of Application

For the operation of a short-term rental business

### **Proposed Scope of Operations**

- Short-term whole-home rental, 30 days or less
  - guests will have exclusive use of the dwelling and property
- Greeted guest check-in or secured self check-in.
- Check in is 3:00 p.m. onward
- Check out is no later than 11:00 a.m.
- Up to 24 guests may stay on the property per booking
- Parking is available in designated area, street parking is not permitted
- Pets will be allowed per specified rules
- Signage is proposed at the entrance
- Quiet time from 11:00 p.m. to 7:00 a.m.
- Local emergency contact
- Local contract cleaner, arriving after each check-out

### **Property Information**

- Located 19.6 km southeast of the Hamlet of Caroline and 6.9 km southeast of the intersection of Township Road 35-0 and Range Road 5-7
- 2.4 km north of Highway 587
- Plan 111 1242, Block 1, Lot 1 (Pt. NE 32-34-04-W5M)
- Lot size is 6.99 acres
- 345042 Range Road 4-4
- Country Residential Agricultural (CRA) District
- Dwelling – Single Detached
- 7 bedrooms, 4 bathrooms

### **Land Use Bylaw Considerations**

- Country Residential Agricultural (CRA) District
  - Discretionary Use
    - Short Term Rental
- Definitions
  - Short-Term Rental
    - the business of offering a dwelling unit, or portion of, for compensation to persons who are not residents of that dwelling unit for the stay of 30 days or less.

## **PLANNING CONSIDERATION**

Clearwater County's Land Use Bylaw  
Section 9.30 Short-Term Rentals

### **Section 9.30.1**

All Development Permits for short-term rentals will be approved as a temporary permit for a maximum of 1 year.

### **Section 9.30.2**

After three successful one-year renewals of a temporary development permit, the temporary permit may be granted for up to 5 years.

### Section 9.30.3

All short-term rental development permits are not transferable to a new owner. If ownership changes on title for a parcel with an approved Short-term rental development permit, the new owner must apply for a new development permit.

### Section 9.30.4

All short-term rentals must be in compliance with the Short-Term Rental Bylaw.

## Agency Referrals

### Clearwater Regional Fire Rescue Services

CRFRS and Fire SCOs have no concerns or comments after review of attached DP application for operation of short-term rental of an existing home.

Please notify CRFRS if application is approved so that fire department preplan information can be updated appropriately.

## Adjacent Landowner Referrals

No comments were received

Administration is recommending that the Municipal Planning Commission APPROVE Development Permit Application No. 106/26 for a temporary business development permit for the operation of a short-term rental with the following conditions:

### 1. Use of the Property

- a) Registered guests shall have exclusive use of the existing dwelling and the remainder of the property during their stay as a whole home rental;
- b) Accommodation shall be provided to guests on a temporary basis only, with no individual stay exceeding 30 consecutive days;
- c) Guests shall not occupy accessory buildings, recreation vehicles (RVs) or tents for overnight accommodation in relation to the short term rental; **the use of the property is herein approved.**

### 2. Number of Guests

- a) A maximum of twenty-four (24) guests may stay on the property per booking. The dwelling has a total of five (7) bedrooms and three (4) bathrooms.
- b) Only registered guests are permitted to stay overnight; **the number of guests is herein approved.**

### 3. Quiet Hours

The proposed quiet hours are between 11:00 p.m. and 7:00 a.m.; **the quiet hours are herein approved.**

### 4. Parking

Guest parking shall be contained within the yard site in the designated areas; **the parking is herein approved.**

### 5. Check-in and Check-out Procedure

- a) Greeted guest check-in or secured guest self-check in,

b) Guests can check in at 3:00 p.m. onward and must check out no later than 11:00 a.m. on the designated departure date unless other arrangements have been made with the host; **the check-in and check-out procedure is herein approved**

## 6. Employees

- a) The applicants shall be the only employees of the business,
- b) A contractor may attend the property as required after guest check-out to perform cleaning or maintenance; **the number of employees is herein approved.**

## 7. Solid Waste Management

Guests must store all waste inside the dwelling unless it can be disposed of in a manner that will prevent the attraction of wildlife, such as bear-proof bins or transporting waste to a designated waste transfer station.

## 8. Pets

Guests shall be permitted to bring pets into the home or onto the property, as per specified rules.

## 9. Emergency Contact

The landowners shall ensure that the local emergency contact is available when the dwelling has Short-Term rental guests.

## 10. Short-Term Rental Bylaw Compliance

- a) The operation of all Short-Term Rentals must be in compliance with Clearwater County's Short-Term Rental Bylaw at all times.
- b) The landowner shall obtain and maintain a valid Short-Term Rental Licence issued by Clearwater County for the duration of the Short-Term Rental operation.
- c) The Licence shall include and address additional requirements for Short-Term Rentals, including, but not limited to, fire and safety, solid waste management, signage, parking, local contact person, check-in and check-out procedure, nuisance and conduct, fire pits and outdoor use, and pets.

## 11. Term of Approval

- a) This FIRST Temporary Business Development Permit authorizes the use of the property as a Short-Term Rental for a period of **one (1) year** from the date of decision.
- b) A new Temporary Business Development Permit application and Short-Term Rental Licence application must be submitted to Clearwater County prior to **June 17, 2027**, should the applicants wish to continue operating beyond this date.
- c) Following three consecutive one-year renewals of a Temporary Business Development Permit in good standing, the Development Authority may consider issuing a Temporary Business Development Permit valid for a period of up to five (5) years.

## Note to Applicants

Applicants need to be aware that provincial legislation, not enforceable by this municipality, exists and must be followed.

## Alberta Safety Codes Authority

For construction, renovation/alteration, move, demolition permits, and advice on codes and standards, please contact the Alberta Safety Codes Authority, a division of the Safety Codes Council, at 1-888-413-0099 or email [askasca@safetycodes.ab.ca](mailto:askasca@safetycodes.ab.ca). An up-to-date list of accredited agencies

that issue safety code permits is available at <https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/> on the Safety Codes Council website <https://www.safetycodes.ab.ca/municipalities-corporations-and-agencies/alberta-safety-codes-authority/>.

### **Access**

This development permit approval in no way approves access and/or approaches located off the property described above. All proposed new, revised, or existing access/approaches to the property will be forwarded to the Director of Public Works, or his designate, at (403) 845-4444 for review and approval. As per the Approach Construction Guidelines Policy, if a developer wishes to utilize an existing approach and the proposed development would alter or intensify its use, the approach must meet all applicable Municipal Standards. No work shall be undertaken on municipal road right-of-way until an approval is received through the application process. The applicants are responsible to cover the costs associated with new approach construction or upgrades to an existing approach.

### **Fire Department Response Time and Limiting Distance Requirements**

At this time, the Clearwater County Fire Department response time exceeds ten (10) minutes in all areas of the County. National Building Code Limiting Distance requirements between structures and from property boundaries are applicable to all construction on any property within Clearwater County. Construction standards will vary. Please contact an agency accredited by the Alberta Safety Codes Authority for further information.

### **FireSmart Guidelines**

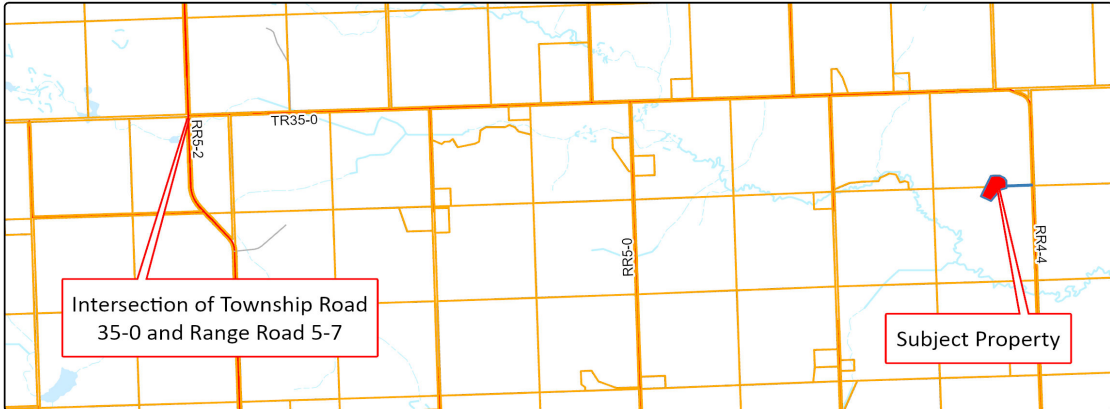
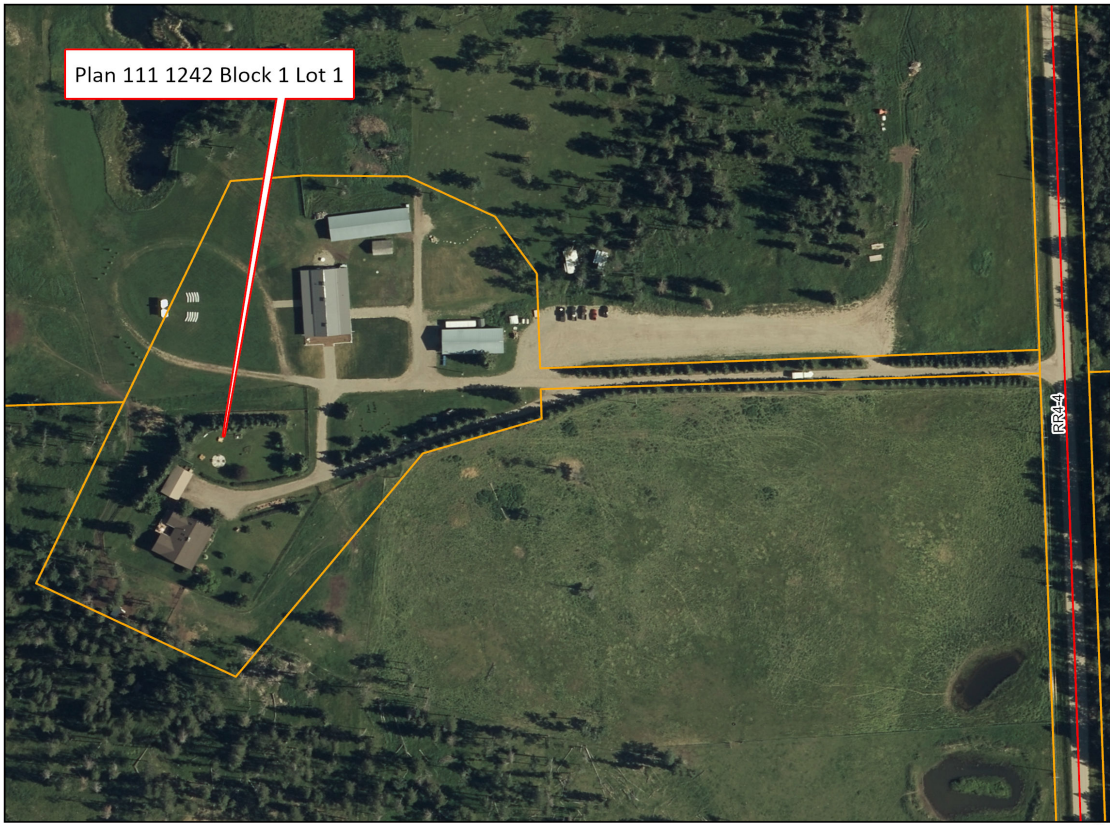
FireSmart principles shall be practised by lot owners by applying the following provisions:


- a) The creation and maintenance of a 10 metre cleared area around buildings, including the removal of coniferous understory, litter, dead vegetation and any other material that may be combustible;
- b) Clear the area 10 to 30 metres from buildings of any dead or downed materials, conifers should be thinned to have 3-6 metre spacing between crowns, and conifer tree branches should be pruned to 2 metres above ground;
- c) Roofs should be constructed of non-combustible or combustion-retardant materials;
- d) Exterior siding should be fire-retardant;
- e) The installation of spark arresters on chimneys and stovepipes;

Please be advised any materials used for the development shall comply with the applicable FireSmart Guidelines. The FireSmart Homeowner's Manual can be found online at <https://firesmartcanada.ca/homeowners/>

### **Expiration**

If the development approved in this permit is not commenced within 12 months from the date of issue, or of a development approval order being granted by the appropriate Development Appeal Board (LPRT or SDAB), and thereafter completed within 24 months, the permit is deemed to be void, unless an extension beyond this period has been granted by a Development Officer. If you require an extension, please contact a development officer prior to expiry. In addition, the approved development shall be declared void if the use is discontinued for a period of 12 consecutive months or more.




**Location Map**  
 Development Permit No. 106/26  
 Plan 111 1242 Block 1 Lot 1  
 Pt. E 32-34-04-W5M  
 Diamond in the Rough Wedding & Events Venue  
 Beverley and John (Murray) Jans

Application Area		
Gravel County Roads		
Other Roads		
Property Boundaries		
Waterbodies		
Seasoning & Intermittent		
Perennial		

0 Parcels 950 m  
 Polygon Notes  
 Polygon Notes<sub>w</sub>




## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Request for Decision					
<b>SUBJECT:</b>	Temporary Business Development Permit Application 89/26 For the Operation of a Short-Term Rental Plan 972 0232 Block 1 Lot 1 (Pt. SE 04-41-15-W5M)					
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026					
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Chrissy Leeper Kim Gilham, Acting Director					
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation					
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input type="checkbox"/> County Bylaw or Policy (LUB 25/050 and MDP 2026)					
<p><b>Council Values</b></p> <table border="0"> <tr> <td style="text-align: center;">   <b>Economic Prosperity</b>            Grow our population and economy by attracting people, investment, businesses, and industry.         </td> <td style="text-align: center;">   <b>Cooperative Alliances</b>            Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.         </td> <td style="text-align: center;">   <b>Environmental Stewardship</b>            Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.         </td> <td style="text-align: center;">   <b>Community Social Growth</b>            Ensure the health and well-being of our communities and its residents.         </td> <td style="text-align: center;">   <b>Financial Responsibility</b>            Reduce the fiscal burden of future Councils, as well as the community, for generations to come.         </td> </tr> </table>		 <b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.	 <b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 <b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 <b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.	 <b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.
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<p><b>ATTACHMENTS:</b></p> <p><a href="#">Location Map 2</a></p>						

#### STAFF RECOMMENDATION:

Approve Development Permit Application No. 89/26 for a temporary business development permit for the operation of a short-term rental.

#### BACKGROUND:

##### Purpose of Application

For the operation of a short-term rental business

### **Proposed Scope of Operations**

- Short-term whole-home rental, 30 days or less
  - guests will have exclusive use of the dwelling and property
- Self check-in.
- Check in is 4:00 p.m. onward
- Check out is no later than 11:00 a.m.
- Up to 10 guests may stay on the property per booking
- Parking is available in designated area, street parking is not permitted
- Pets will be allowed per specified rules
- No signage is proposed
- Quiet time from 10:00 p.m. to 8:00 a.m.
- Local emergency contact
- Local contract cleaner, arriving after each check-out
- Applicants have operated since June 2025, with no complaints on file

### **Property Information**

- Nordegg North Subdivision
- Plan 972 0232, Block 1, Lot 1 (Pt. SE 04-41-15-W5M)
- Lot size is 2.20 acres
- 500 Raven Rise
- Country Residential (CR) District
- Dwelling – Single Detached
  - 5 bedrooms, 3 bathrooms

### **Land Use Bylaw Considerations**

- Country Residential (CR) District
  - Discretionary Use
    - Short Term Rental
- Definitions
  - Short-Term Rental
    - the business of offering a dwelling unit, or portion of, for compensation to persons who are not residents of that dwelling unit for the stay of 30 days or less.

## **PLANNING CONSIDERATION**

### Clearwater County's Land Use Bylaw

#### Section 9.30 Short-Term Rentals

##### Section 9.30.1

All Development Permits for short-term rentals will be approved as a temporary permit for a maximum of 1 year.

##### Section 9.30.2

After three successful one-year renewals of a temporary development permit, the temporary permit may be granted for up to 5 years.

##### Section 9.30.3

All short-term rental development permits are not transferable to a new owner. If ownership changes on title for a parcel with an approved Short-term rental development permit, the new owner must apply for a new development permit.

#### Section 9.30.4

All short-term rentals must be in compliance with the Short-Term Rental Bylaw.

### **Agency Referrals**

#### **Clearwater Regional Fire Services**

CRFRS and Fire SCOs have no concerns or comments after review of attached DP application for operation of short-term rental of an existing home.

Please notify CRFRS if application is approved so that fire department preplan information can be updated appropriately.

### **Adjacent Landowner Referrals**

#### **One Email Received**

This is in regards to Applications No. 89/26

The County asked me to provide comments and below I list my concerns about the short term rentals in Nordegg, including the properties considered in the above mentioned applications.

1. Responsibility for adhering to fire regulations, and specifically not leaving bonfires unattended and not setting off fireworks. This should be communicated to guests by the property owner.
2. Respecting neighbors properties and awareness of the adjacent property boundaries. This should be communicated to guests in a form of a map outlining the short term rental property boundaries and requiring guests to respect and not to cross into neighbors' properties.
3. Uniform quiet time across all short term rental properties between 22:00 and 8:00 (10 PM to 8 AM). This should be communicated to guests by the property owner.
4. The emergency contact for each property of the short term rentals should be made public, at least to the neighbors. It can be added to the list "Approved Properties for Short Term Rental" on Clearwatercounty.ca website. Currently, in case of a complain or emergency there is no way of contacting a property owner, or the emergency contact person.

Best regards,

Pawel Stroemich

Administration is recommending that the Municipal Planning Commission APPROVE Development Permit Application No. 89/26 for a temporary business development permit for the operation of a short-term rental with the following conditions:

**1. Use of the Property**

- a) Registered guests shall have exclusive use of the existing dwelling and the remainder of the property during their stay as a whole home rental;
  - b) Accommodation shall be provided to guests on a temporary basis only, with no individual stay exceeding 30 consecutive days;
  - c) Guests shall not occupy accessory buildings, recreation vehicles (RVs) or tents for overnight accommodation;
- the use of the property is herein approved.

**2. Number of Guests**

- a) a maximum of ten (10) guests may stay on the property per booking. The dwelling has a total of five (5) bedrooms and three (3) bathrooms.
- b) Only registered guests are permitted to stay overnight;  
**the number of guests is herein approved.**

**3. Quiet Hours**

The proposed quiet hours are between 10:00 p.m. and 8:00 a.m.; **the quiet hours are herein approved.**

**4. Parking**

Guest parking shall be contained within the yard site in the designated areas for seven (7) vehicles; **the parking is herein approved.**

**5. Check-in and Check-out Procedure**

- a) Guests can self-check in and check out with keyless entry,
- b) Guests can check in at 4:00 p.m. onward and must check out no later than 11:00 a.m. on the designated departure date unless other arrangements have been made with the host; **the check-in and check-out procedure is herein approved**

**6. Employees**

The applicants shall be the only employees of the business,  
A contractor may attend the property as required after guest check-out to perform cleaning or maintenance; the number of employees is herein approved.

**7. Solid Waste Management**

Guests must store all waste inside the dwelling unless it can be disposed of in a manner that will prevent the attraction of wildlife, such as bear-proof bins or transporting waste to a designated waste transfer station.

**8. Pets**

Guests shall be permitted to bring pets into the home and onto the property, as specified in the welcome email and binder.

**9. Emergency Contact**

The landowners shall ensure that the local emergency contact is available when the dwelling has Short-Term rental guests.

## 10. Short-Term Rental Bylaw Compliance

- a) The operation of all Short-Term Rentals must be in compliance with Clearwater County's Short-Term Rental Bylaw at all times.
- b) The landowner shall obtain and maintain a valid Short-Term Rental Licence issued by Clearwater County for the duration of the Short-Term Rental operation.
- c) The Licence shall include and address additional requirements for Short-Term Rentals, including, but not limited to, fire and safety, solid waste management, signage, parking, local contact person, check-in and check-out procedure, nuisance and conduct, fire pits and outdoor use, and pets.

## 11. Term of Approval

- a) This FIRST Temporary Business Development Permit authorizes the use of the property as a Short-Term Rental for a period of one (1) year from the date of decision.
  - b) A new Temporary Business Development Permit application and Short-Term Rental
  - c) Licence application must be submitted to Clearwater County prior to **June 17, 2027**, should the applicants wish to continue operating beyond this date.
- Following three consecutive one-year renewals of a Temporary Business Development Permit in good standing, the Development Authority may consider issuing a Temporary Business Development Permit valid for a period of up to five (5) years.

### Note to Applicants

Applicants need to be aware that provincial legislation, not enforceable by this municipality, exists and must be followed.

### Alberta Safety Codes Authority

For construction, renovation/alteration, move, demolition permits, and advice on codes and standards, please contact the Alberta Safety Codes Authority, a division of the Safety Codes Council at 1-888-413-0099 or email

[askasca@safetycodes.ab.ca](mailto:askasca@safetycodes.ab.ca). An up-to-date list of accredited agencies that issue safety code permits is available at <https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/> on the Safety Codes Council website <https://www.safetycodes.ab.ca/municipalities-corporations-and-agencies/alberta-safety-codes-authority/>.

### Access

This development permit approval in no way approves access and/or approaches located off the property described above. All proposed new, revised, or existing access/approaches to the property will be forwarded to the Director of Public Works, or his designate, at (403) 845-4444 for review and approval. As per the Approach Construction Guidelines Policy, if a developer wishes to utilize an existing approach and the proposed development would alter or intensify its use, the approach must meet all applicable Municipal Standards. No work shall be undertaken on municipal road right-of-way until an approval is received through the application process. The applicants are responsible to cover the costs associated with new approach construction or upgrades to an existing approach.

### Fire Department Response Time and Limiting Distance Requirements

At this time, the Clearwater County Fire Department response time exceeds ten (10) minutes in all areas of the County. National Building Code Limiting Distance requirements between structures and from property boundaries are applicable to all construction on any property within Clearwater County. Construction standards will vary. Please contact an agency accredited by the Alberta Safety Codes Authority for further information.

### **FireSmart Guidelines**

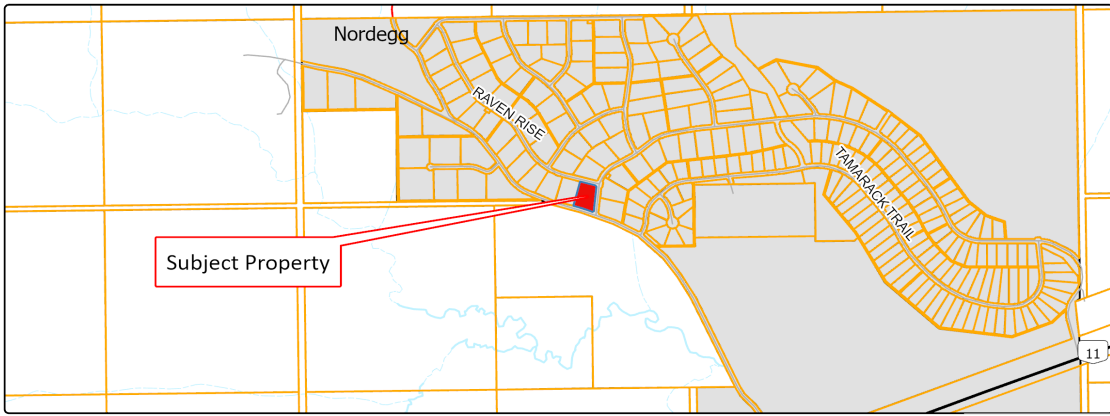
FireSmart principles shall be practised by lot owners by applying the following provisions:

- a) The creation and maintenance of a 10 metre cleared area around buildings, including the removal of coniferous understory, litter, dead vegetation and any other material that may be combustible;
- b) Clear the area 10 to 30 metres from buildings of any dead or downed materials, conifers should be thinned to have 3-6 metre spacing between crowns, and conifer tree branches should be pruned to 2 metres above ground;
- c) Roofs should be constructed of non-combustible or combustion-retardant materials;
- d) Exterior siding should be fire-retardant;
- e) The installation of spark arresters on chimneys and stovepipes;

Please be advised any materials used for the development shall comply with the applicable FireSmart Guidelines. The FireSmart Homeowner's Manual can be found online at <https://firesmartcanada.ca/homeowners/>

### **Expiration**

If the development approved in this permit is not commenced within 12 months from the date of issue, or of a development approval order being granted by the appropriate Development Appeal Board (LPRT or SDAB), and thereafter completed within 24 months, the permit is deemed to be void, unless an extension beyond this period has been granted by a Development Officer. If you require an extension, please contact a development officer prior to expiry. In addition, the approved development shall be declared void if the use is discontinued for a period of 12 consecutive months or more.



Location Map  
Development Permit No. 89/26  
Plan 972 0232 Block 1 Lot 1  
Pt. SE 04-41-15-W5M  
Nordegg Timber Estates Inc.  
Whitney and Justin Ferguson



- |                     |  |                          |  |
|---------------------|--|--------------------------|--|
| Application Area    |  | Waterbodies              |  |
| Provincial Highways |  | Recurring & Intermittent |  |
| Gravel County Roads |  | Perennial                |  |
| Other Roads         |  | Parcels                  |  |
| Property Boundaries |  |                          |  |





## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Request for Decision					
<b>SUBJECT:</b>	Temporary Business Development Permit Application 102/26 For the Operation of a Short-Term Rental Plan 042 4693 Block 5 Lot 7 (Pt. SE 04-41-15-W5M)					
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026					
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Chrissy Leeper Kim Gilham, Acting Director					
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation					
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input type="checkbox"/> County Bylaw or Policy (LUB 25/050 and MDP 2026)					
<p><b>Council Values</b></p> <table border="0"> <tr> <td style="text-align: center;">   <b>Economic Prosperity</b>            Grow our population and economy by attracting people, investment, businesses, and industry.         </td> <td style="text-align: center;">   <b>Cooperative Alliances</b>            Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.         </td> <td style="text-align: center;">   <b>Environmental Stewardship</b>            Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.         </td> <td style="text-align: center;">   <b>Community Social Growth</b>            Ensure the health and well-being of our communities and its residents.         </td> <td style="text-align: center;">   <b>Financial Responsibility</b>            Reduce the fiscal burden of future Councils, as well as the community, for generations to come.         </td> </tr> </table>		 <b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.	 <b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 <b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 <b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.	 <b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.
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<p><b>ATTACHMENTS:</b></p> <p><a href="#">Location Map</a></p> <p><a href="#">Redacted Letter</a></p>						

#### STAFF RECOMMENDATION:

Approve Development Permit Application No.102/26 for a temporary business development permit for the operation of a short-term rental.

#### BACKGROUND:

##### Purpose of Application

For the operation of a short-term rental business

### **Proposed Scope of Operations**

- Short-term whole-home rental, 30 days or less
  - guests will have exclusive use of the dwelling and property
- Self check-in.
- Check in is 3:00 p.m. onward
- Check out is no later than 12:00 p.m.
- Up to 6 guests may stay on the property per booking
- Parking is available in designated area, street parking is not permitted
- No Pets will be allowed
- No signage is proposed
- Quiet time from 11:00 p.m. to 7:00 a.m.
- Local emergency contact
- Local contract cleaner, arriving after each check-out
- Applicants have operated since April 2025, with no complaints on file

### **Property Information**

- Nordegg North Subdivision
- Plan 042 4693, Block 5, Lot 7 (Pt. SE 04-41-15-W5M)
- Lot size is 2.01 acres
- 406 Pine Martin Drive
- Country Residential (CR) District
- Dwelling – Single Detached
- 3 bedrooms, 2 bathrooms

### **Land Use Bylaw Considerations**

- Country Residential (CR) District
  - Discretionary Use
    - Short Term Rental
- Definitions
  - Short-Term Rental
    - the business of offering a dwelling unit, or portion of, for compensation to persons who are not residents of that dwelling unit for the stay of 30 days or less.

## **PLANNING CONSIDERATION**

Clearwater County's Land Use Bylaw  
Section 9.30 Short-Term Rentals

### Section 9.30.1

All Development Permits for short-term rentals will be approved as a temporary permit for a maximum of 1 year.

### Section 9.30.2

After three successful one-year renewals of a temporary development permit, the temporary permit may be granted for up to 5 years.

### Section 9.30.3

All short-term rental development permits are not transferable to a new owner. If ownership changes on title for a parcel with an approved Short-term rental development permit, the new owner must apply for a new development permit.

Section 9.30.4

All short-term rentals must be in compliance with the Short-Term Rental Bylaw.

**Agency Referrals**

**Clearwater Regional Fire Rescue Services**

CRFRS and Fire SCOs have no concerns or comments after review of attached DP application for operation of short-term rental of an existing home.

Please notify CRFRS if application is approved so that fire department preplan information can be updated appropriately.

**Adjacent Landowner Referrals**

**One email and one letter were received.**

Email received on June 8, 2026

This is in regards to Applications No. 102/26

The County asked me to provide comments and below I list my concerns about the short term rentals in Nordegg, including the properties considered in the above mentioned applications.

1. Responsibility for adhering to fire regulations, and specifically not leaving bonfires unattended and not setting off fireworks. This should be communicated to guests by the property owner.
2. Respecting neighbors properties and awareness of the adjacent property boundaries. This should be communicated to guests in a form of a map outlining the short term rental property boundaries and requiring guests to respect and not to cross into neighbors' properties.
3. Uniform quiet time across all short term rental properties between 22:00 and 8:00 (10 PM to 8 AM). This should be communicated to guests by the property owner.
4. The emergency contact for each property of the short term rentals should be made public, at least to the neighbors. It can be added to the list "Approved Properties for Short Term Rental" on [Clearwatercounty.ca](http://Clearwatercounty.ca) website. Currently, in case of a complain or emergency there is no way of contacting a property owner, or the emergency contact person.

Best regards,

Pawel Stroemich

Please see attached letter from Sonia Sobon.

Administration is recommending that the Municipal Planning Commission APPROVE Development Permit Application No. 102/26 for a temporary business development permit for the operation of a short-term rental with the following conditions:

### **1. Use of the Property**

- a) Registered guests shall have exclusive use of the existing dwelling and the remainder of the property during their stay as a whole home rental;
- b) Accommodation shall be provided to guests on a temporary basis only, with no individual stay exceeding 30 consecutive days;
- c) Guests shall not occupy accessory buildings, recreation vehicles (RVs) or tents for overnight accommodation; **the use of the property is herein approved.**

### **2. Number of Guests**

- a) A maximum of six (6) guests may stay on the property per booking. The dwelling has a total of three (3) bedrooms and two (2) bathrooms.
- b) Only registered guests are permitted to stay overnight; **the number of guests is herein approved.**

### **3. Quiet Hours**

The proposed quiet hours are between 11:00 p.m. and 7:00 a.m.; **the quiet hours are herein approved.**

### **4. Parking**

Guest parking shall be contained within the yard site in the designated areas for four (4) vehicles; **the parking is herein approved.**

### **5. Check-in and Check-out Procedure**

- a) Guests can self-check in and check out with keyless entry,
- b) Guests can check in at 3:00 p.m. onward and must check out no later than 12:00 p.m. on the designated departure date unless other arrangements have been made with the host; **the check-in and check-out procedure is herein approved**

### **6. Employees**

- a) The applicants shall be the only employees of the business,
- b) A contractor may attend the property as required after guest check-out to perform cleaning or maintenance; **the number of employees is herein approved.**

### **7. Solid Waste Management**

Guests must store all waste inside the dwelling unless it can be disposed of in a manner that will prevent the attraction of wildlife, such as bear-proof bins or transporting waste to a designated waste transfer station.

### **8. Pets**

Guests shall not be permitted to bring pets into the home or onto the property, as specified in the welcome email.

## 9. Emergency Contact

The landowners shall ensure that the local emergency contact is available when the dwelling has Short-Term rental guests.

## 10. Short-Term Rental Bylaw Compliance

- a) The operation of all Short-Term Rentals must be in compliance with Clearwater County's Short-Term Rental Bylaw at all times.
- b) The landowner shall obtain and maintain a valid Short-Term Rental Licence issued by Clearwater County for the duration of the Short-Term Rental operation.
- c) The Licence shall include and address additional requirements for Short-Term Rentals, including, but not limited to, fire and safety, solid waste management, signage, parking, local contact person, check-in and check-out procedure, nuisance and conduct, fire pits and outdoor use, and pets.

## 11. Term of Approval

- a) This FIRST Temporary Business Development Permit authorizes the use of the property as a Short-Term Rental for a period of **one (1) year** from the date of decision.
- b) A new Temporary Business Development Permit application and Short-Term Rental Licence application must be submitted to Clearwater County prior to **June 17, 2027**, should the applicants wish to continue operating beyond this date.
- c) Following three consecutive one-year renewals of a Temporary Business Development Permit in good standing, the Development Authority may consider issuing a Temporary Business Development Permit valid for a period of up to five (5) years.

## Note to Applicants

Applicants need to be aware that provincial legislation, not enforceable by this municipality, exists and must be followed.

## Alberta Safety Codes Authority

For construction, renovation/alteration, move, demolition permits, and advice on codes and standards, please contact the Alberta Safety Codes Authority, a division of the Safety Codes Council, at 1-888-413-0099 or email [askasca@safetycodes.ab.ca](mailto:askasca@safetycodes.ab.ca). An up-to-date list of accredited agencies that issue safety code permits is available at <https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/> on the Safety Codes Council website <https://www.safetycodes.ab.ca/municipalities-corporations-and-agencies/alberta-safety-codes-authority/>.

## Access

This development permit approval in no way approves access and/or approaches located off the property described above. All proposed new, revised, or existing access/approaches to the property will be forwarded to the Director of Public Works, or his designate, at (403) 845-4444 for review and approval. As per the Approach Construction Guidelines Policy, if a developer wishes to utilize an existing approach and the proposed development would alter or intensify its use, the approach must meet all applicable Municipal Standards. No work shall be undertaken on municipal road right-of-way until an approval is received through the application process. The applicants are responsible to cover the costs associated with new approach construction or upgrades to an existing approach.

## Fire Department Response Time and Limiting Distance Requirements

At this time, the Clearwater County Fire Department response time exceeds ten (10) minutes in all areas of the County. National Building Code Limiting Distance requirements between structures and

from property boundaries are applicable to all construction on any property within Clearwater County. Construction standards will vary. Please contact an agency accredited by the Alberta Safety Codes Authority for further information.

### **FireSmart Guidelines**

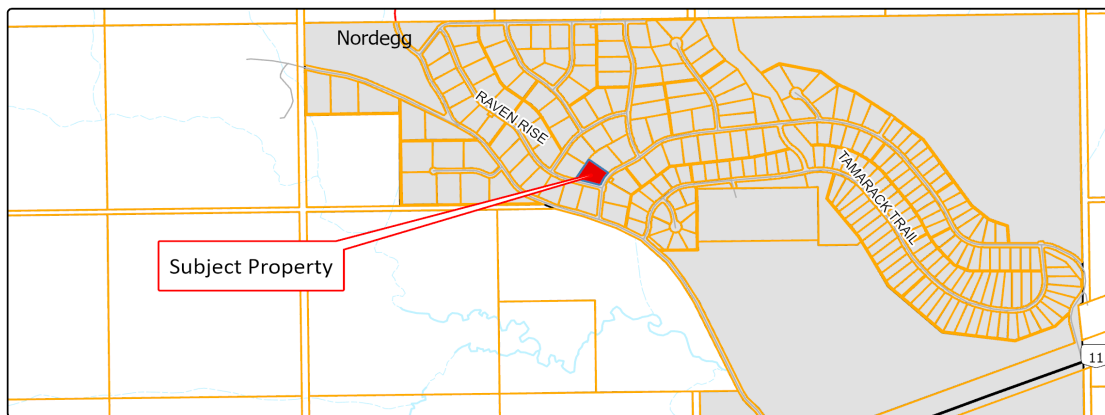
FireSmart principles shall be practised by lot owners by applying the following provisions:

- a)The creation and maintenance of a 10 metre cleared area around buildings, including the removal of coniferous understory, litter, dead vegetation and any other material that may be combustible;
- b)Clear the area 10 to 30 metres from buildings of any dead or downed materials, conifers should be thinned to have 3-6 metre spacing between crowns, and conifer tree branches should be pruned to 2 metres above ground;
- c)Roofs should be constructed of non-combustible or combustion-retardant materials;
- d)Exterior siding should be fire-retardant;
- e)The installation of spark arresters on chimneys and stovepipes;

Please be advised any materials used for the development shall comply with the applicable FireSmart Guidelines. The FireSmart Homeowner's Manual can be found online at <https://firesmartcanada.ca/homeowners/>

### **Expiration**

If the development approved in this permit is not commenced within 12 months from the date of issue, or of a development approval order being granted by the appropriate Development Appeal Board (LPRT or SDAB), and thereafter completed within 24 months, the permit is deemed to be void, unless an extension beyond this period has been granted by a Development Officer. If you require an extension, please contact a development officer prior to expiry. In addition, the approved development shall be declared void if the use is discontinued for a period of 12 consecutive months or more.



Location Map  
Development Permit No. 102/26  
Plan 042 4693 Block 5 Lot 7  
Pt. SE 04-41-15-W5M  
Jason and Sherry-Lynn Maynard

- |                     |  |                          |  |
|---------------------|--|--------------------------|--|
| Application Area    |  | Waterbodies              |  |
| Provincial Highways |  | Recurring & Intermittent |  |
| Gravel County Roads |  | Perennial                |  |
| Other Roads         |  | Parcels                  |  |
| Property Boundaries |  |                          |  |
-

Sonia A.C. Sobon

Nordegg, Alberta

Attn: Chrissy Leeper - Development Officer  
Clearwater County  
4340 – 47 Avenue, Box 550  
Rocky Mountain House, Alberta  
T4T 1A4

June 7, 2026

Dear Chrissy Leeper,

This letter is in response to your May 25, 2026 Development Referral Letter regarding Application No.: 102/26. My property is adjacent to the property in the application and has an east/west shared boundary with 406 Pine Martin Drive.

I would be in agreement with the Proposed Scope of Operations of Application No.: 102/26 if the following are included:

- 406 Pine Martin Drive property boundaries are outlined on a map given to each renter who then agrees to respect boundaries of adjacent properties and not shortcut through them
- a property owner resides onsite or a designated contact person resides in Nordegg's North Division and provides written 24/7 contact information to adjacent property owners
- Quiet Time is from 10:00pm to 8:00am
- outdoor fires are contained and supervised at all times to prevent fire from spreading to adjacent properties and the community

I also want to bring to your attention my concern about approving too many short-term rental applications in Nordegg's North Division. This has the potential of reducing safety and livability for property owner residents. Increased vehicular traffic and noise detract from the quiet life style enjoyed by current property owners, and an excessive number of short-term renters has the potential of decreasing overall community safety. A small number of short-term rentals properties is acceptable. Restricting the number of short-term rental properties to a small percentage of the total number of properties in North Division would reflect a wise and balanced community planning approach that would help maintain community cohesiveness and increase community safety. Can you please provide the current percentage of short-term rental properties of all Nordegg's North Division properties and specifically within the older/original section, which my property and this application are located in, and the maximum number of short-term rental properties that will be allowed in all of North Division and specifically in the older/original area.






I look forward to hearing from you. Please do not hesitate to contact me at [REDACTED] or [REDACTED] if you have questions or want to discuss this further.

Yours truly,  
Sonia A.C. Sobon



## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Request for Decision			
<b>SUBJECT:</b>	Subdivision Application No. 21/3806 For the Creation of a +/- 25.36 acre Fragmented Parcel SW 35-40-05-W5M			
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026			
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Dawson Connelly, Development Officer Kim Gilham, Acting Director			
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation			
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input checked="" type="checkbox"/> County Bylaw or Policy (LUB No. 25/050 and MDP (2026))			
<b>Council Values</b>				
 <p><b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.</p>	 <p><b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.</p>	 <p><b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.</p>	 <p><b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.</p>	 <p><b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.</p>
<b>ATTACHMENTS:</b>				
<a href="#">Surrounding Land Use</a> <a href="#">Aerial</a> <a href="#">Contour Map</a> <a href="#">Location Map</a> <a href="#">LSRS</a> <a href="#">Adjacent Landowner Letter</a>				

#### STAFF RECOMMENDATION:

Administration is recommending refusal for Subdivision Application No. 21/3806.

**BACKGROUND:**

For a subdivision application to create title to a +/- 25.36 acre Agricultural (A) parcel that is fragmented from the balance of the quarter section by Highway 761.

The purpose of this application is to create separate title to a portion of fragmented land that is more conducive as its own parcel than if it were to remain on the balance of the title.

**Property Information**

- SW 35-40-05-W5M
- The subject lands are located approximately 11 kilometres north of the Hamlet of Leslieville, adjacent to Highway 761.
- The existing land is used for agricultural and residential purposes, however, Highway 761 fragments a portion of the land, and the ±25.36 acres is more conducive as its own title than as part of the quarter section.
- The proposed fragmented parcel contains a residence, accessory buildings for farm use, and water and wastewater services.
- Access to the proposal has been achieved by way of an approach off Highway 761, adjacent to the northeasterly property boundary, and off Range Road 5-2, adjacent to the west property boundary.
- The balance of the land will continue to be used for agricultural purposes.
- Access to the remaining lands, east of Highway 761, can be accessed by way of two accesses off Highway 761, adjacent to the westerly property boundary.

**PLANNING DIRECTION:****Municipal Government Act – Matters Related to Subdivision and Development Regulation****Section 9 states:**

In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, with respect to the land that is the subject of the application,

1. Its topography,
2. Its soil characteristics,
3. Storm water collection and disposal,
4. Any potential for the flooding, subsidence or erosion of the land,
5. Its accessibility to a road,
6. The availability and adequacy of a water supply, sewage disposal system and solid waste disposal,
7. In the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and building sites comply with the requirements of the *Private Sewage Disposal Systems Regulation* (AR 229/97) in respect of lot size and distances between property lines, buildings, water sources and private sewage disposal systems as identified in section 4(4)(b) and (c),
8. The use of the land in the vicinity of the land is the subject of the application, and
9. Any other matters that it considers necessary to determine whether lands that is the subject of the application is suitable for the purpose for which the subdivision is intended.

**Clearwater County's Municipal Development Plan (2023)****MDP Policy 5.2.3 Subdivision and Development on Agricultural Land**

Each subdivision or development application shall be assessed and decided upon on a case by case basis. In evaluating subdivision or development proposals that affect agricultural land, the agricultural

quality of the land is one of a number of factors that Clearwater County will consider. Additional items to be considered include the following:

- (a) the nature and extent of farming activities in the local area;
- (b) the nature and extent of non farming activities in the local area;
- (c) the Farmland Assessment Rating, or alternative documentation as prepared by a qualified professional and agreed to by the County, of the land within the title to be subdivided or developed and adjacent lands;
- (d) the proposed use of land;
- (e) the reasonable availability of alternative locations for the proposed subdivision or development; and
- (f) additional criteria as determined by the Development Authority.

#### **MDP Policy 5.2.4 Agricultural Operations**

In making decisions on proposed land redesignations, subdivisions or developments in areas of the County where agriculture is the primary use, Clearwater County should seek to limit infringements on agricultural operations except where otherwise provided for in the MDP.

#### **MDP Policy 6.2.1 General Residential Development Considerations**

Recognizing residential development will be required to accommodate future population growth and to help sustain community infrastructure, especially schools, Clearwater County views that residential development which is appropriately located and designed to the satisfaction of the County is compatible within the rural area, including adjoining and nearby agricultural operations and other residences.

#### **MDP Policy 6.2.2 General Residential Development Considerations**

When considering a proposed residential subdivision, Clearwater County will require that the proposed subdivision applicant demonstrate:

- (a) the site has attributes suitable for residential development;
- (b) is appropriately located and designed such that it effectively embraces, and conserves where appropriate, the visual and environmental qualities of the area, including topography, landscapes, water features, native habitat and biodiversity values;
- (c) mitigating strategies to minimize impacts on natural resources, including productive agricultural land, water, aggregate and energy resources; and
- (d) the proposal can be reasonably served by community and physical infrastructure.

#### **MDP Policy 6.2.3 General Residential Development Considerations**

Clearwater County shall require that each parcel to be approved for a residential development:

- (a) has legal access and year-round physical access developed to meet applicable standards and connected to a Provincial highway or County maintained roadway;
- (b) has a minimum 0.4 hectares (1 acre) developable area;
- (c) where a private septic system and a private water system are proposed, there is sufficient area necessary to provide the proposed private system(s);
- (d) has a water table at a depth of at least 2 metres (6.56 ft), unless a qualified professional can demonstrate to the satisfaction of the County that a water table closer to the surface will not unduly impact the development; and

(e) is serviced in accordance with provincial regulations and any applicable County standards or policy.

#### **MDP Policy 6.2.4 Buffering**

When approving any residential subdivision or residential development, Clearwater County may require provisions to buffer all or part of the subdivision or development from a road or other land use. A minimum 15 metre (50 feet) buffer is desirable and will be determined at the time of application. The County may require a buffer plan prepared by a qualified professional to be submitted that may include any or all of the following:

- (a) the location, spacing, types, size and quantity of existing and proposed trees and shrubs;
- (b) a buffer maintenance plan endorsed by a person recognized by the County as qualified to do so;
- (c) the provision of subdivision or building design elements that promote compatibility between land uses (i.e. road layout, building orientation, storm water management, etc.); and
- (d) any other matter deemed important by the County.

#### **MDP Policy 6.2.5 Buffering**

A buffer shall be on private land or provided by municipal reserve, environmental reserve or conservation easement.

#### **MDP Goal 10.1.1 Subdivision of Land**

Provide opportunities for a variety of parcel sizes to accommodate agricultural, residential, commercial, industrial and other uses in a fair and consistent manner.

#### **MDP Goal 10.1.2 Subdivision of Land**

Facilitate the creation of additional parcels to accommodate housing options to serve the diverse needs of a growing population.

#### **MDP Policy 10.2.1 Number of Permitted Parcels in Quarter Sections Designated Agriculture District**

In a quarter section designated Agriculture District as per the Land Use Bylaw the maximum number of titled parcels that are allowed to be created in a quarter section shall be two (2). This number includes one (1) additional parcel and the balance or remainder of the quarter section.

#### **MDP Policy 10.2.2 Number of Permitted Parcels in Quarter Sections Designated Agriculture District**

Council may consider a fragmentation subdivision on an unsubdivided quarter section where a parcel is physically or permanently severed from the balance of the quarter section by a registered public road, an active railway, or a permanent watercourse or waterbody identified on provincial mapping or subject to provincial regulation. Any such fragmentation shall be counted in accordance with MDP Policy 10.2.1.

#### **MDP Policy 10.2.3 Number of Permitted Parcels in Quarter Sections Designated Agriculture District**

Notwithstanding Section 10.2.1 and Section 10.2.2, under special circumstances, Council may consider an application for one additional parcel beyond the limit established in Section 10.2.1, where:

- a) The subject lands have been permanently fragmented by the construction or expansion of a public roadway, highway, or railway occurring after the adoption of this bylaw;

- b) The fragmentation has created a separate parcel that is impractical for its original use;
- c) The subdivision is limited to what is reasonably necessary to address the fragmentation; and
- d) The proposal meets all other applicable Land Use Bylaw requirements.

This provision applies only to fragmentation caused by public infrastructure after the adoption of this bylaw and shall not be interpreted as general support for subdivision beyond the two-parcel limit established in Section 10.2.1.

#### **MDP Policy 10.2.4 Number of Permitted Parcels in Quarter Sections Designated Agriculture District**

When evaluating the land use redesignation which may provide additional subdivision options Clearwater County shall take into consideration:

- (a) the impact on roadways, access and potential for additional traffic;
- (b) potential impacts on adjacent lands including existing uses, possible nuisances and land use incompatibilities; and
- (c) The applicable residential policies contained in Section 6 and 5.2.3 of this MDP.

#### **MDP Policy 10.2.5 Legal and Physical Access**

For a residential parcel in the Agricultural District of the Land Use Bylaw that includes all or part of an existing farmstead, the parcel size shall be no less than 1.01 hectares (2.25 acres) and no greater than 2.83 hectares (7 acres) unless a larger parcel size is deemed necessary by the Subdivision Authority to:

- (a) encompass existing residential amenities and facilities, such as shelter belts, wastewater and water services and driveways associated with the farmstead; or
- to accommodate a subdivision based on fragmentation.

#### **MDP Policy 10.2.6 Legal and Physical Access**

All new parcels created shall have safe and functional access to a Provincial highway or a County maintained roadway.

#### **MDP Policy 10.2.9 Location of Parcels**

Clearwater County shall require a proposed new parcel to be located to minimize impacts on natural capital and agricultural operations within the quarter section and on adjacent lands.

#### **MDP Policy 10.2.10 Location of Parcels**

The preferred location of new residential parcels shall be:

- (a) any portion of the quarter section that is separated from the balance of the quarter section by a fragmented feature;
- (b) the portion of the land that has the lowest agricultural capability within the quarter section based on the Provincial farmland assessment rating or alternative rating prepared by a qualified professional and acceptable to the County;
- (c) locations in the quarter section that use the least amount of cultivated land or land cleared for pasture as possible; and
- (d) locations abutting existing residential parcels or existing residences.

#### **MDP Policy 10.2.11 Location of Parcels**

The Subdivision Authority shall endeavour to ensure that each parcel has sufficient developable area to:

- (a) accommodate the intended means of servicing including provision of water and wastewater services; and
- (b) accommodate principal and accessory buildings to meet all applicable yard and setback requirements of the applicable Land Use Bylaw District.

**MDP Policy 11.2.12 Location of Parcels**

Through the subdivision and development approval processes, Clearwater County:

- (a) shall require the provision of road right-of-way, including road widening for adjacent public roads and area required for road embankments and cuts;
- (b) shall require the construction of roads and accesses to County standards, and where the development is private the cost is to be the responsibility of the developer;
- (c) shall limit the number and proximity of access points;
- (d) shall require adequate setbacks to protect roads from encroachment;
- (e) shall require adequate sight lines to be maintained at intersections of roads; and
- (f) may require the upgrading of County roads at the developers expense that provide access to the site being subdivided or developed.

**MDP Policy 11.2.17 Water and Wastewater Services**

Clearwater County shall require all development to meet provincial standards and regulations respecting the provision of water and wastewater services.

**MDP Policy 11.2.18 Water and Wastewater Services**

Clearwater County shall require all water and wastewater services for private developments to be at the cost of the developer, unless the County deems it in the greater community interest to provide or share in the provision of these services.

**MDP Policy 11.2.19 Water and Wastewater Services**

Unless otherwise required by the County, Clearwater County shall require the development of a parcel to be individually serviced by an on-site private water well or an alternate supply of potable water.

**MDP Policy 11.2.20 Water and Wastewater Services**

Unless otherwise required by the County, Clearwater County shall require the development of a parcel to be individually serviced by an on-site private wastewater system. In order, the County's preferences for individual on-site wastewater systems are: on-site treatment where the site is large enough; on-site septic tank and tile field system; on-site approved organic systems; and on-site holding tank. Notwithstanding the foregoing, Clearwater County may accept an engineered wastewater system that has been approved by the appropriate Provincial Government Department.

**MDP Policy 14.2.4 Redesignation, Subdivision, and Development**

Clearwater County shall implement the policies of the MDP when making decisions on any proposed redesignation, subdivision, or development application and on any proposed statutory plan or outline plan.

**MDP Policy 14.2.5 Redesignation, Subdivision, and Development**

To provide information relevant to a proposed redesignation, subdivision or development of land, Clearwater County may require the applicant to have prepared and submitted by a qualified professional any or all of the following:

- (a) a geotechnical study;
- (b) a traffic impact study;
- (c) a water supply study addressing domestic use and fire supply;
- (d) a wastewater servicing study;
- (e) a stormwater management plan;
- (f) an environmental assessment; and
- (g) any other study or plan required by the County.

#### **MDP Policy 14.2.6 Redesignation, Subdivision, and Development**

Clearwater County shall consider, where applicable, the following when evaluating an application to redesignate, subdivide or develop land:

- (a) impact on adjoining and nearby land uses;
- (b) impact on natural capital and agricultural land;
- (c) impact on the environment;
- (d) scale and density;
- (e) site suitability and capacity;
- (f) road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- (g) utility requirements and impacts;
- (h) open space needs;
- (i) availability of protective and emergency services;
- (j) FireSmart provisions;
- (k) BearSmart provisions;
- (l) impacts on school and health care systems;
- (m) measures to mitigate effects;
- (n) County responsibilities that may result from the development or subdivision; and
- (o) any other matters the County considers relevant.

#### **MDP Policy 14.2.10 Municipal Reserves**

As a condition of subdivision approval, Clearwater County shall require that the full 10 percent of developable lands be dedicated as municipal reserve as provided for in the MGA.

#### **MDP Policy 14.2.11 Municipal Reserves**

Municipal Reserves shall be taken as cash in lieu on every residential parcel being created within a previously subdivided quarter section.

#### **MDP Policy 14.2.14 Municipal Reserves**

Municipal Reserve cash-in-lieu values shall be determined based on current market value which shall be reviewed every two years.

#### **MDP Policy 14.2.16 Municipal Reserves**

Cash-in-lieu of land shall be retained by Clearwater County in the Municipal Reserve trust fund and shall be used in accordance with the provisions of the MGA.

### **Clearwater County's Land Use Bylaw**

#### **Section 11.1 Agricultural (A) District**

The purpose and intent of this District is to provide for a wide variety of agricultural operations. Non-agricultural uses may be considered within this District provided they complement agricultural uses and work to preserve the rural character of the County.

#### **11.1 (b) Minimum Parcel Size**

2.02 ha (5.0 ac)

### **AGENCY REFERRAL COMMENTS**

#### **Alberta Transportation**

**Transportation and Economic Corridors has no objections in principle and offers the following comments with respect to this application:**

1. The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.
2. The requirements of Section 19 of the Regulation are not met. There is sufficient local road access to the subdivision and adjacent lands, direct access to the highway may remain on a temporary basis. The requirement for a service road is waived at this time. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

**Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:**

1. 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, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act.
2. The existing access may remain on a temporary basis. All direct highway accesses are to be considered temporary. No compensation shall be payable to the landowner, or their assigns or successors when Transportation and Economic Corridors removes or relocates the access or if highway access is removed and access provided via a municipal road or service road.
3. Transportation and Economic Corridors accepts no responsibility for the noise impacts or other impacts of highway traffic upon any development or occupants thereof. The subdivision design should include adequate physical features to ensure that the proposed use of land is compatible with the adjacent provincial highway system. Some of these features might, for example, include landscaping and/or berming, to provide noise attenuation and visual screening from the highway. Implementation of these features is the responsibility of the owner/municipality.
4. The subject land is within the permit area of a highway as outlined in the Highways Development and Protection Regulation. Proposed development on the subject will require the benefit of a Roadside Development Permit from Transportation and Economic Corridors.

#### **Clearwater County Assessment**

If approved, the Assessment Department would like to advise the applicant that the subdivision will be assessed under the residential and farmland (if applicable) class.

Clearwater County Public Works – Infrastructure

No objections. An acquisition of land caveat was requested, however, it was done at the time of the first parcel out.

Clearwater County Public Works – Operations

No objections. Existing access meets County standards.

Clearwater County Planning and Emergency Services – Fire Services

CRFRS and Fire SCOs have no comments or concerns regarding the attached subdivision application.

**No comments received from:**

AltaLink Management Ltd.  
Alberta Health Services  
Clearwater County Agriculture and Community Services  
Red Deer Catholic School Division No. 39  
TELUS Communications  
TransAlta Utilities Corporation  
Wild Rose School Division No. 66

**Interests on Title**

Fortis Alberta Inc.

Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at [landserv@fortisalberta.com](mailto:landserv@fortisalberta.com) or by calling (403) 514-4783 for any questions.

Telus Communications

No comments received.

Entrada Resources

No comments received.

Rocky Gas Co-op

Rocky Gas Co-op Ltd. has no concerns or objections with this proposal create separate title to +/- 25.36 acres that is severed from the balance of the land, known as SW 35-40-05-W5M, by Highway 761. (File Number: 21/3806)

If this fragmentation subdivision is successful, may we please ask that the following be inserted in the Note to Applicant approval letter: **For information on the installation of natural gas services please contact ROCKY GAS CO-OP LTD., your non-profit member owned provider.**

If the creation of this parcel is presently served by a secondary service and it becomes its own entity, a new service contract will be required.

### **Adjacent Landowners**

One letter received. Attached.

### **PLANNING CONSIDERATIONS**

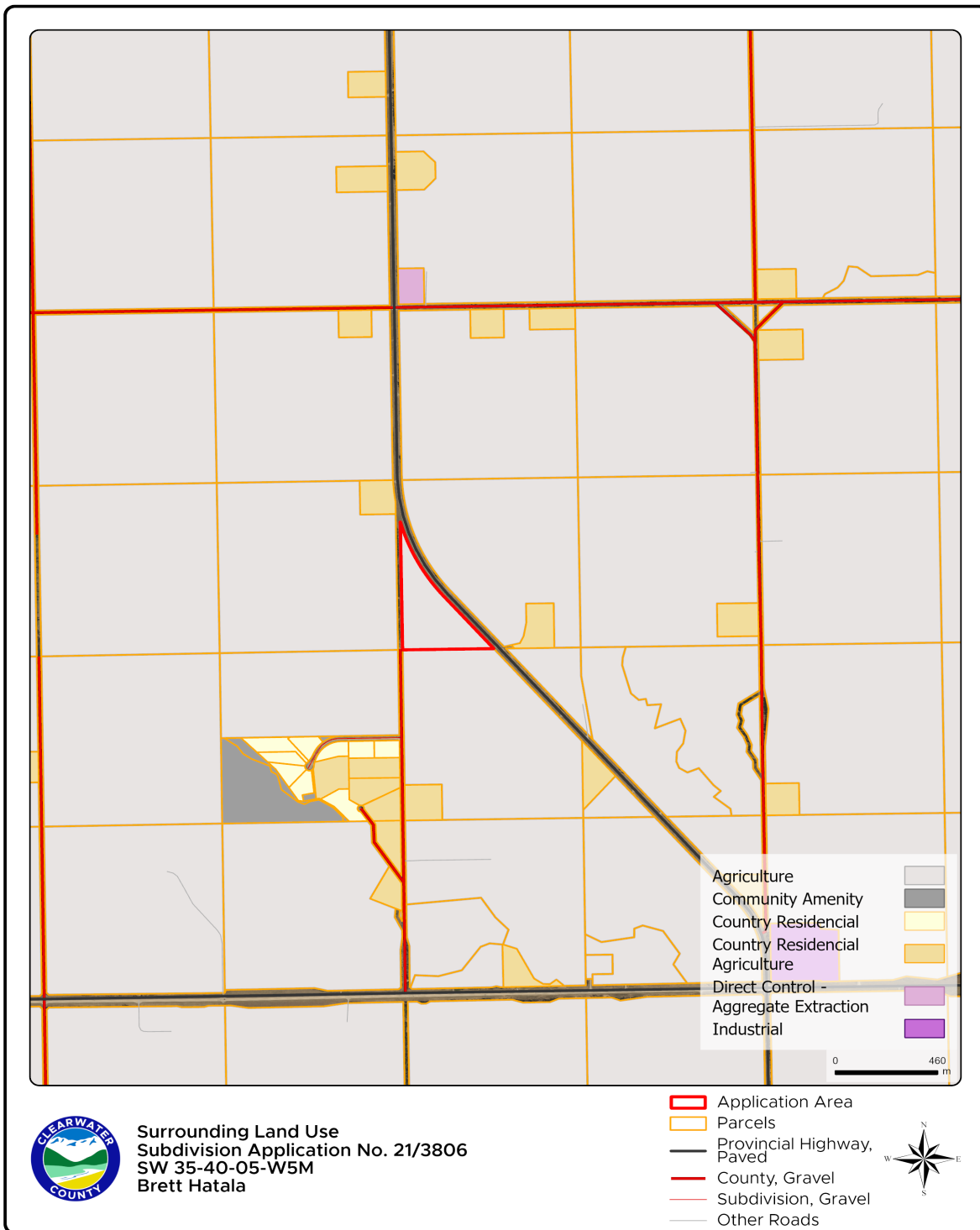
- The purpose of this application is to create separate title to a +/-25.36 acre Agricultural Parcel that is fragmented by Highway 761.
- When reviewing this proposal and the policies in place regarding the subdivision of land, Administration has determined that this proposal does not meet the requirements outlined in the Municipal Development Plan, specifically Policies 10.2.1, 10.2.2, and 10.2.3.

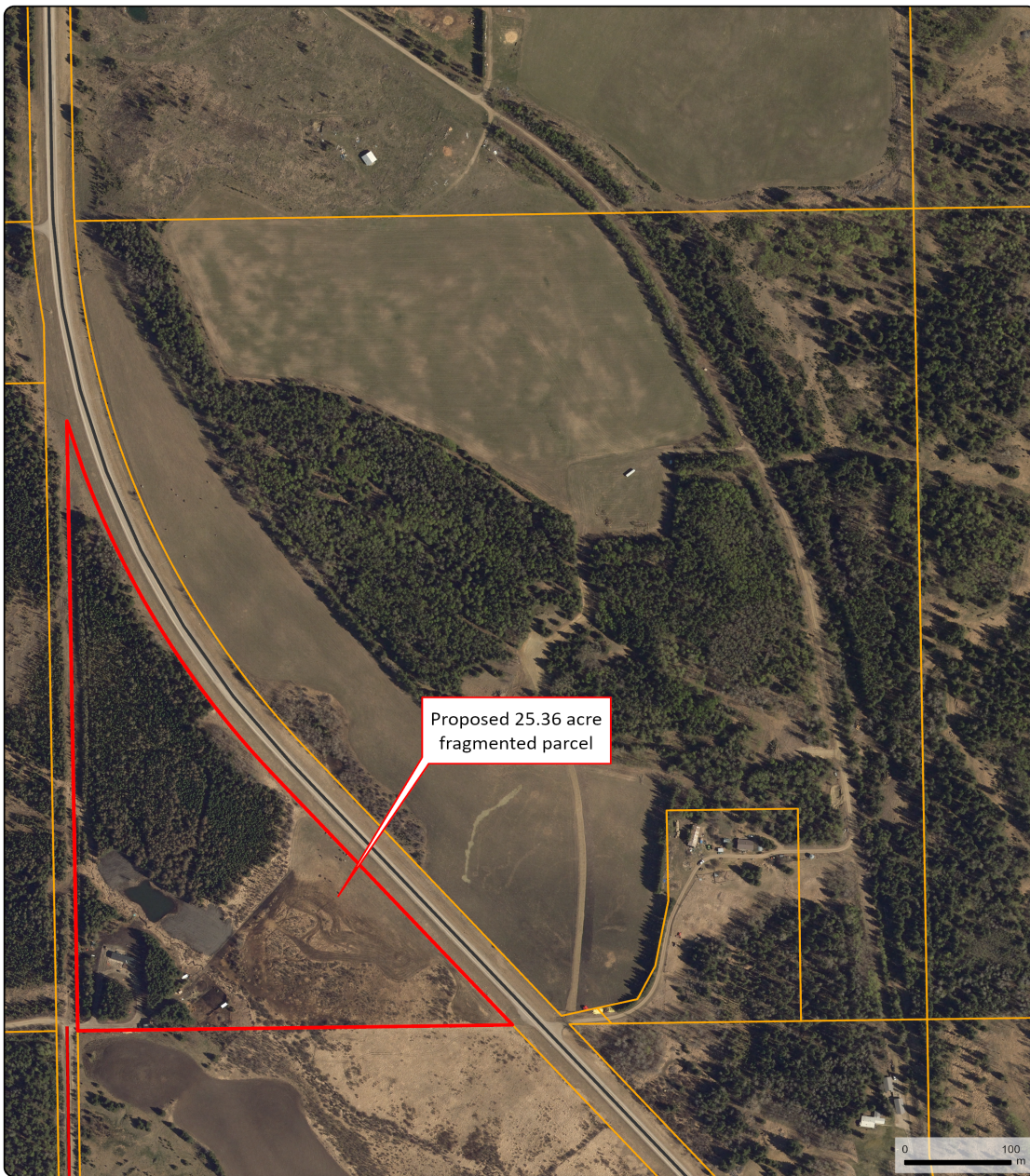
### **STAFF RECOMMENDATION**

We are recommending Refusal of the application for the following reasons:

- Pursuant to Sections 654(1)(a)&(b) and 654(2)(b) of the MGA, the proposed subdivision does not conform to the County's Municipal Development Plan and Land Use Bylaw because it does not meet the following policies:
  - Pursuant to Municipal Development Plan (2025) Policy 10.2.2 Council may consider a fragmentation subdivision on an unsubdivided quarter section where a parcel is physically or permanently severed from the balance of the quarter section by a registered public road, an active railway, or a permanent watercourse or waterbody identified on provincial mapping or subject to provincial regulation. Any such fragmentation shall be counted in accordance with MDP Policy 10.2.1.
  - Additionally, pursuant to Municipal Development Plan (2026) Policy 10.2.3, Notwithstanding Section 10.2.1 and Section 10.2.2, under special circumstances, Council may consider an application for one additional parcel beyond the limit established in Section 10.2.1, where:
    - a) The subject lands have been permanently fragmented by the construction or expansion of a public roadway, highway, or railway occurring after the adoption of this bylaw;
    - b) The fragmentation has created a separate parcel that is impractical for its original use;
    - c) The subdivision is limited to what is reasonably necessary to address the fragmentation; and
    - d) The proposal meets all other applicable Land Use Bylaw requirements.
 This provision applies only to fragmentation caused by public infrastructure after the adoption of this bylaw and shall not be interpreted as general support for subdivision beyond the two-parcel limit established in Section 10.2.1.

Pursuant to Section 678 of the Municipal Government Act, enclosed is a copy of Appendix "A", which outlines your right to appeal this decision to the Subdivision and Development Appeal Board (SDAB).

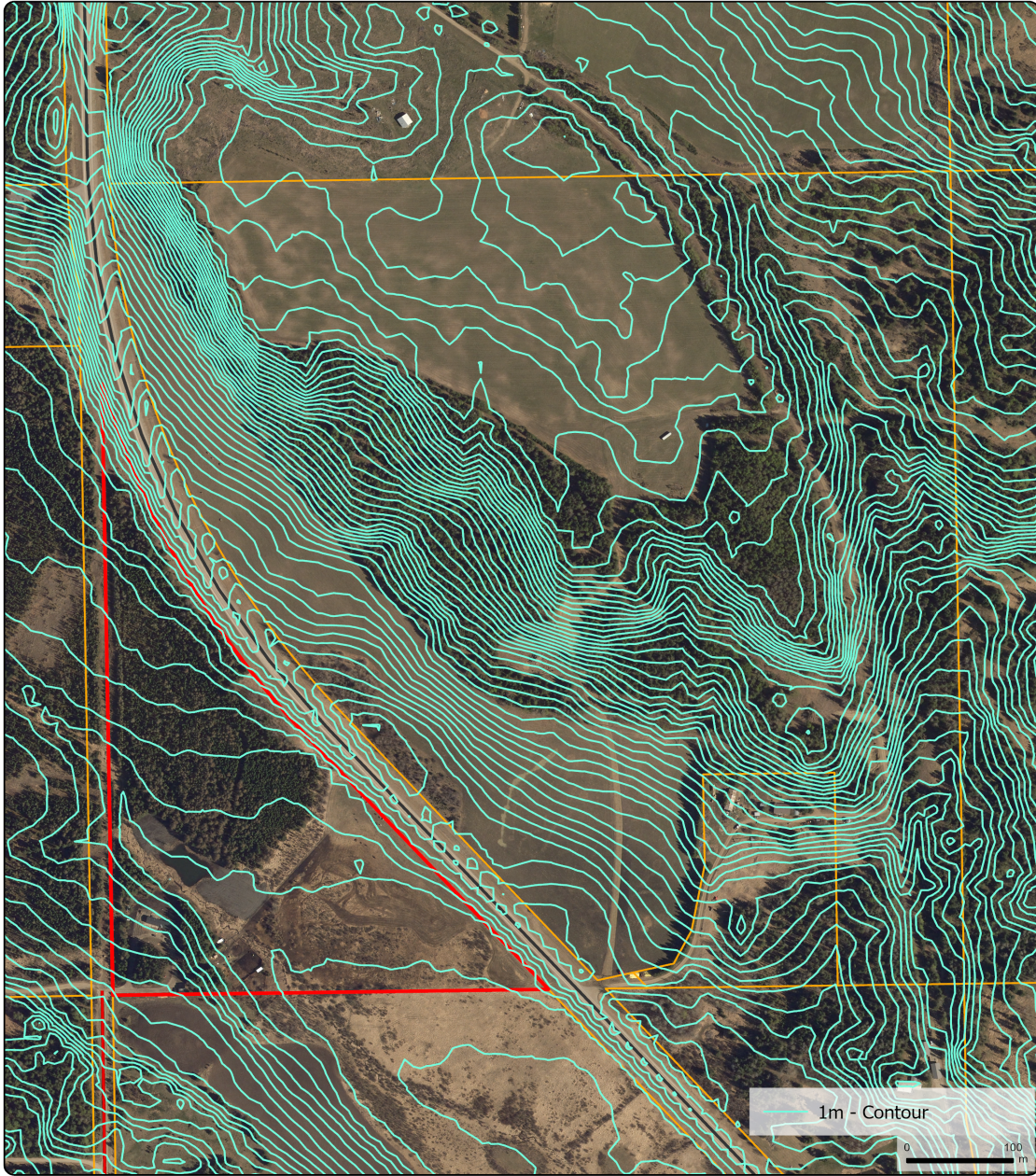









Aerial Photo  
Subdivision Application No. 21/3806  
SW 35-40-05-W5M  
Brett Hatala

-  Application Area
-  Parcels
-  Provincial Highway, Paved
-  County, Gravel

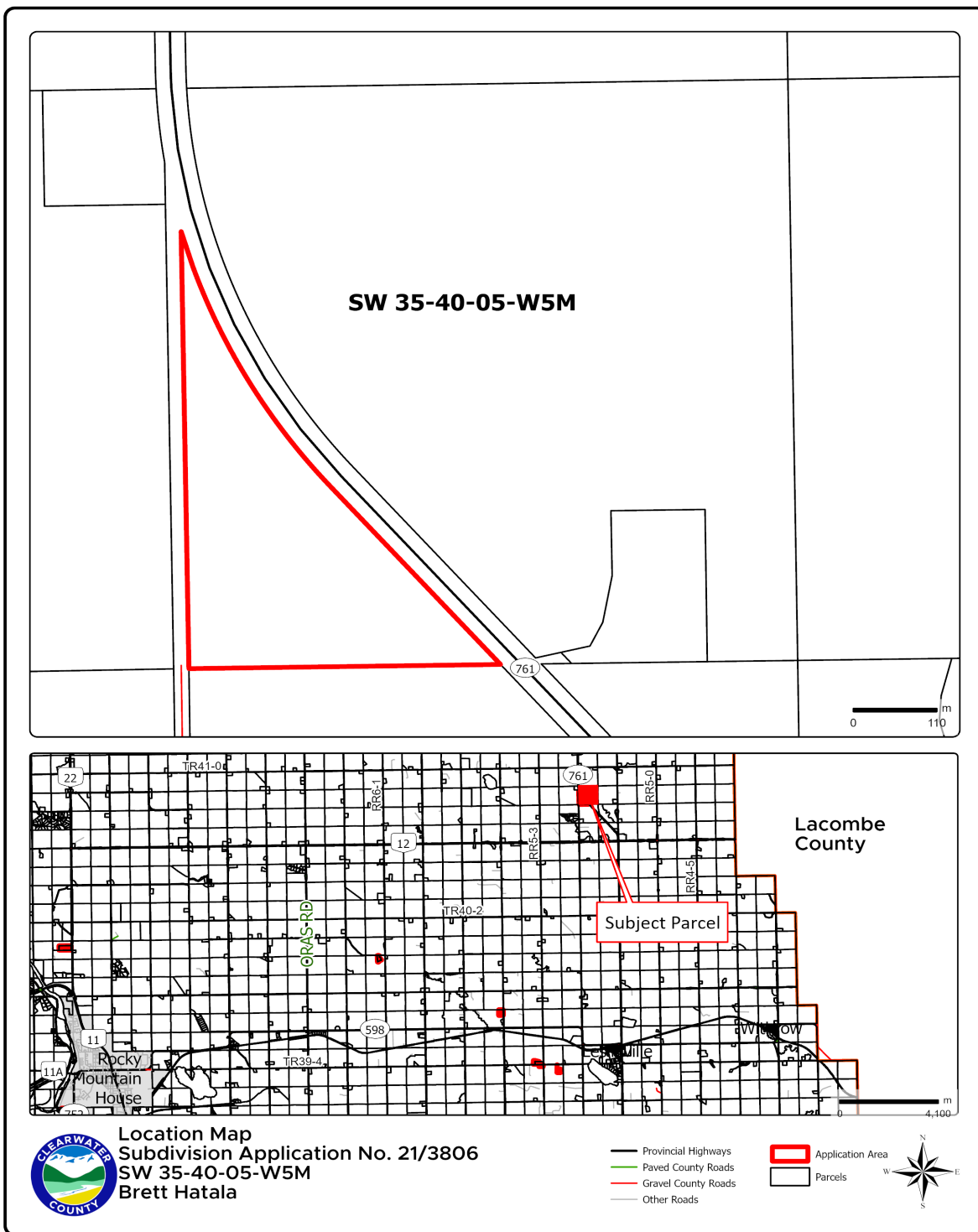


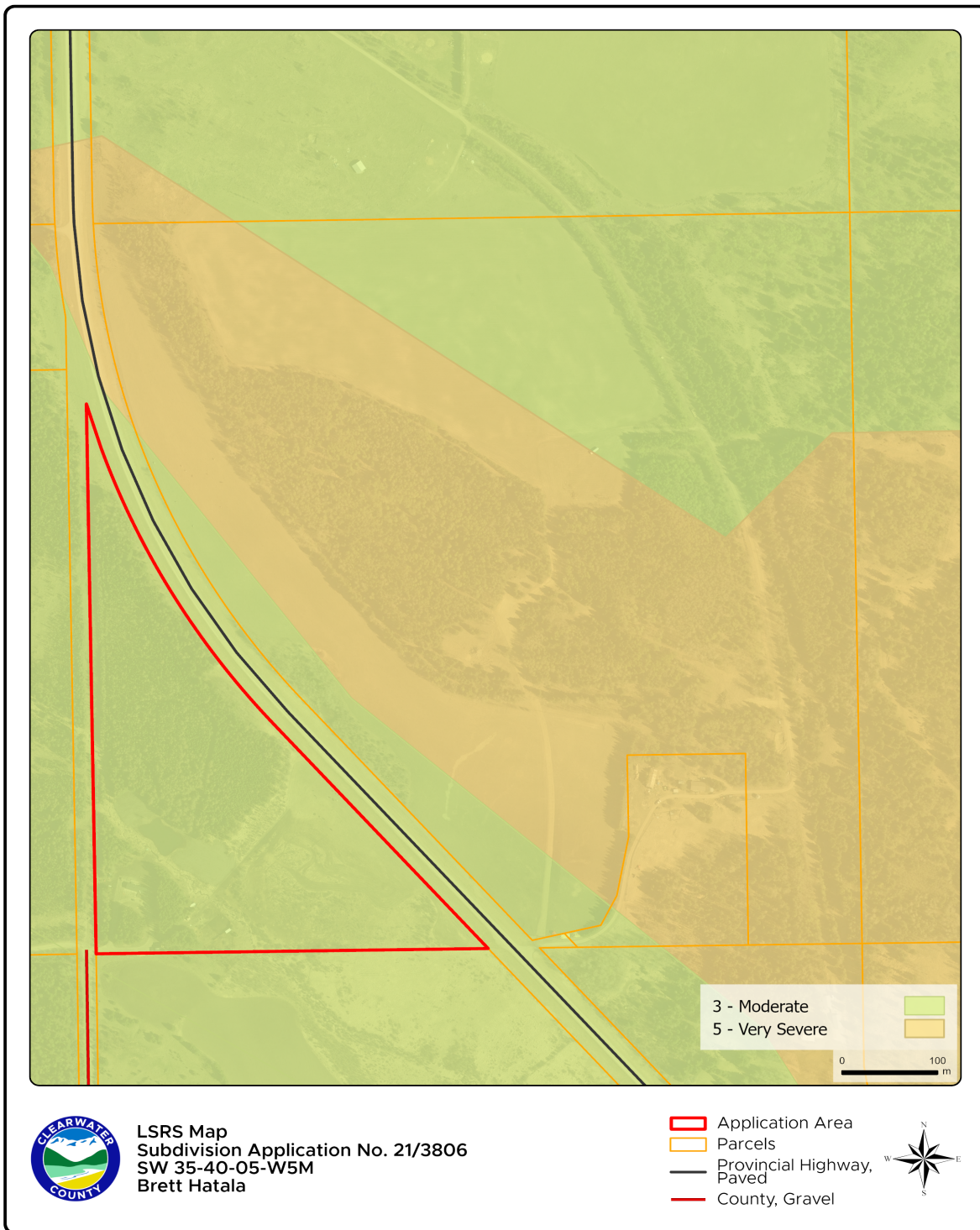


Contour Map  
Subdivision Application No. 21/3806  
SW 35-40-05-W5M  
Brett Hatala

-  Application Area
-  Parcels
-  Provincial Highway, Paved
-  County, Gravel
-  1m - Contour







May 20, 2026

To Whom It May Concern,

RE: SUBDIVISION APPLICATION within SW 35-40-05-W5M, FILE # 21/3806

We recieved and informative letter with regards to the fragmentation subdivision of 25+/- acre parcel of SW 35-40-05-W5M.

As the land owners of NW 35-40-W5M we would like to express our suport with regards to this subdivision and any other subdivision applications within this County.

We feel there has been an upward trend in subdivision application **denials** for reasons we are not privy to so can only surmise as to why.

With rising costs and short on taxable land base in Clearwater County, land taxes have now increased and the counsel will may be forced to continue to do so year after year. Is it not better to have a larger land tax base than continued land tax increases? Fill the schools & attract skilled workers?

And Counsel, please keep in mind this is personal property. **Emphases on personal**. Councils' personal feelings should not be the deciding factor on whats best for Clearwater County.

And Yes we too have a personal investment to see this subdivion receive approval. We also have 25+/- acres we would like to fragment off. It too is divided by a "road" and needs an owner to devlope it to it's full potential as we can not at this time.

All that is asked is for equally fair considiration be given to all subdivision applications and a little more economic progress and growth to be made.

In regards,

Lang's Enterprises Ltd.

Tom Lang

Sharon Lang

Cheryl Lang

cc: jason nixon; rimbey/rmh/sundre



## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Presentation					
<b>SUBJECT:</b>	Subdivision Application No. 21/3805 For the creation of an undeveloped 8.5-acre Ag parcel as the second title out of a previously subdivided quarter section NE 09-36-06-W5M					
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026					
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Adrian Clarke, Planner Kim Gilham, Acting Director					
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation					
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input checked="" type="checkbox"/> County Bylaw or Policy (LUB No. 25/050 and MDP (2023))					
<p><b>Council Values</b></p> <table border="0"> <tr> <td style="text-align: center;">   <b>Economic Prosperity</b>            Grow our population and economy by attracting people, investment, businesses, and industry.         </td> <td style="text-align: center;">   <b>Cooperative Alliances</b>            Work with our neighbours, our partners, and our communities to find ways to encourage economic growth.            enhance our quality of life, and celebrate what makes us amazing.         </td> <td style="text-align: center;">   <b>Environmental Stewardship</b>            Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.         </td> <td style="text-align: center;">   <b>Community Social Growth</b>            Ensure the health and well-being of our communities and its residents.         </td> <td style="text-align: center;">   <b>Financial Responsibility</b>            Reduce the fiscal burden of future Councils, as well as the community, for generations to come.         </td> </tr> </table>		 <b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.	 <b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 <b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 <b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.	 <b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.
 <b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.	 <b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 <b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 <b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.	 <b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.		
<p><b>ATTACHMENTS:</b></p> <p><a href="#">Aerial Photo</a></p> <p><a href="#">Land Location</a></p> <p><a href="#">Support Letter 2</a></p> <p><a href="#">Support Letter 1</a></p> <p><a href="#">Agricultural (A) District</a></p>						

#### STAFF RECOMMENDATION:

The Municipal Planning Commission refuse/approve Subdivision Application No. 21/3805.

## BACKGROUND:

James and Christina Evans currently hold title to NE 09-36-06-W5M, containing 154.96 acres. The proposed site is presently designated Agricultural "A" District. A Land Use Amendment was considered by Council on March 24, 2026, to redesignate the subject area to Country Residential Agricultural District (CRA), but was refused at second reading.

This application was received under MDP (2023) prior to the adoption of the amended MDP on April 28, 2026..

### Proposal

- Creation of an undeveloped +/-8.50 acre Agricultural parcel from the NE 09-36-06-W5M, which is presently designated Agricultural "A" District.
- The proposed site is located in the southeast corner of the quarter section.
- The subject land is located 3.19 km (1.98 miles) southwest of the Hamlet of Caroline.
- The proposed area is an undeveloped site.
  - A coulee meanders through the proposed parcel adjacent to the proposed north and west property boundaries, creating an undulating topography.
  - A pocket of mature trees is located in the central portion of the proposed parcel.
- The proposed area will be accessed from an approach off Range Road 6-3 (Burnstick Lake Road), adjacent to the east property boundary.

### Subject Land

- The balance of the quarter section is predominantly cleared farmland.
- In the northwest corner of the quarter section, a 5-acre first parcel residential subdivision was completed in 2011.
- Access to the remainder of the quarter section can also be obtained from an existing approach from Range Road 6-3 (Burnstick Lake Road), adjacent to the east property boundary.

### Surrounding Land Use/Environmental Considerations

- The surrounding lands are predominantly agricultural and residential parcels.
- No environmental impacts have been identified.

## PLANNING DIRECTION:

### Municipal Government Act - Matters Related to Subdivision and Development Regulation

#### Section 9 states:

In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, with respect to the land that is the subject of the application,

- a. Its topography,
- b. Its soil characteristics,
- c. Storm water collection and disposal,
- d. Any potential for the flooding, subsidence or erosion of the land,
- e. Its accessibility to a road as defined in section 616(aa) of the Act,
- f. The availability and adequacy of a water supply, a sewage disposal system and solid waste disposal,
- g. In the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and building sites comply with the requirements of the Private Sewage Disposal Systems Regulation (AR 229/97) in respect

of lot size and distances between property lines, buildings, water sources and private sewage disposal systems as identified in section 6(4)(b) and (c),

- h. The use of the land in the vicinity of the land is the subject of the application, and
- i. Any other matters that it considers necessary to determine whether the land that is the subject of the application is suitable for the purpose for which the subdivision is intended.

### **Clearwater County's Municipal Development Plan**

#### **Section 5.2.3 Subdivision and Development on Agricultural Land**

Each subdivision or development application shall be assessed and decided upon on a case by case basis. In evaluating subdivision or development proposals that affect agricultural land, the agricultural quality of the land is one of a number of factors that Clearwater County will consider. Additional items to be considered include the following:

- a. the nature and extent of farming activities in the local area;
- b. the nature and extent of non farming activities in the local area;
- c. the Farmland Assessment Rating, or alternative documentation as prepared by a qualified professional and agreed to by the County, of the land within the title to be subdivided or developed and adjacent lands;
- d. the proposed use of land;
- e. the reasonable availability of alternative locations for the proposed subdivision or development; and
- f. additional criteria as determined by the Development Authority

#### **Section 5.2.4 Agricultural Operations**

In making decisions on proposed land redesignations, subdivisions or developments in areas of the County where agriculture is the primary use, Clearwater County should seek to limit infringements on agricultural operations except where otherwise provided for in the MDP.

#### **Section 5.2.5 Agricultural Operations**

Clearwater County encourages the development of agri-business within the County where the following criteria are met to the satisfaction of the County:

- a. legal and year-round physical access is developed to meet the applicable road standards;
- b. the proposed subdivision or development can be serviced on-site in accordance with provincial regulation the proposed subdivision or development is located in a manner that minimizes any potential impacts on natural capital lands and agricultural operations; and
- c. all other applicable provisions of this MDP and applicable County policies.

#### **Goal 10.1.1 Subdivision of Land**

Provide opportunities for a variety of parcel sizes to accommodate agricultural, residential, commercial, industrial and other uses in a fair and consistent manner.

#### **Section 10.2.1 Number of Permitted Parcels in Quarter Sections Designated Agriculture District**

In a quarter section designated Agriculture District as per the Land Use Bylaw:

- a. the maximum number of titled parcels that are allowed to be created in a quarter section shall be two (2). This number includes one (1) additional parcel and the balance or remainder of the quarter section.

### **Section 10.2.2 Number of Permitted Parcels in Quarter Sections Designated Agriculture District**

Notwithstanding 10.2.1, Clearwater County may approve one additional subdivision in a quarter section for residential or non-residential use subject to the proposed parcel being redesignated to the designation applicable to the use under the Land Use Bylaw. The land use redesignation must be approved prior to the subdivision application being approved.

### **Section 10.2.3 Number of Permitted Parcels in Quarter Sections Designated Agriculture District**

When evaluating the land use redesignation, which may provide additional subdivision options, Clearwater County shall take into consideration:

- a. the impact on roadways, access and potential for additional traffic;
- b. potential impacts on adjacent lands, including existing uses, possible nuisances and land use incompatibilities; and
- c. The applicable residential policies contained in Section 6 and 5.2.3 of this MDP.

### **Section 10.2.5 Legal and Physical Access**

All new parcels created shall have safe and functional access to a Provincial highway or a County maintained roadway.

### **Section 10.2.9 Location of Parcels**

Clearwater County shall require a proposed new parcel to be located to minimize impacts on natural capital and agricultural operations within the quarter section and on adjacent lands.

### **Section 10.2.10 Location of Parcels**

The preferred location of new residential parcels shall be:

- a. any portion of the quarter section that is separated from the balance of the quarter section by a fragmented feature;
- b. the portion of the land that has the lowest agricultural capability within the quarter section based on the Provincial farmland assessment rating or alternative rating prepared by a qualified professional and acceptable to the County;
- c. locations in the quarter section that use the least amount of cultivated land or land cleared for pasture as possible; and
- d. locations abutting existing residential parcels or existing residences.

### **Section 10.2.11 Location of Parcels**

The Subdivision Authority shall endeavour to ensure that each parcel has sufficient developable area to:

- a. accommodate the intended means of servicing including provision of water and wastewater services; and
- b. accommodate principal and accessory buildings to meet all applicable yard and setback requirements of the applicable Land Use Bylaw District.

### **Section 11.2.12 Location of Parcels**

Through the subdivision and development approval processes, Clearwater County:

- a. shall require the provision of road right-of-way, including road widening for adjacent public roads and area required for road embankments and cuts;
- b. shall require the construction of roads and accesses to County standards, and where the development is private the cost is to be the responsibility of the developer;
- c. shall limit the number and proximity of access points;

- d. shall require adequate setbacks to protect roads from encroachment;
- e. shall require adequate sight lines to be maintained at intersections of roads; and
- f. may require the upgrading of County roads at the developers expense that provide access to the site being subdivided or developed.

#### **Section 11.2.17 Water and Wastewater Services**

Clearwater County shall require all development to meet provincial standards and regulations respecting the provision of water and wastewater services.

#### **Section 11.2.18 Water and Wastewater Services**

Clearwater County shall require all water and wastewater services for private developments to be at the cost of the developer, unless the County deems it in the greater community interest to provide or share in the provision of these services.

#### **Section 11.2.19 Water and Wastewater Services**

Unless otherwise required by the County, Clearwater County shall require the development of a parcel to be individually serviced by an on-site private water well or an alternate supply of potable water.

#### **Section 11.2.20 Water and Wastewater Services**

Unless otherwise required by the County, Clearwater County shall require the development of a parcel to be individually serviced by an on-site private wastewater system. In order, the County's preferences for individual on-site wastewater systems are: on-site treatment where the site is large enough; on-site septic tank and tile field system; on-site approved organic systems; and on-site holding tank. Notwithstanding the foregoing, Clearwater County may accept an engineered wastewater system that has been approved by the appropriate Provincial Government Department.

#### **Section 14.2.4 Redesignation, Subdivision, and Development**

Clearwater County shall implement the policies of the MDP when making decisions on any proposed redesignation, subdivision, or development application and on any proposed statutory plan or outline plan.

#### **Section 14.2.5 Redesignation, subdivision, and development:**

To provide information relevant to a proposed redesignation, subdivision or development of land, Clearwater County may require the applicant to have prepared and submitted by a qualified professional any or all of the following:

- a. a geotechnical study;
- b. a traffic impact study;
- c. a water supply study addressing domestic use and fire supply;
- d. a wastewater servicing study;
- e. a stormwater management plan;
- f. an environmental assessment; and
- g. any other study or plan required by the County.

#### **Section 14.2.6 Redesignation, subdivision, and development:**

Clearwater County shall consider, where applicable, the following when evaluating an application to redesignate, subdivide or develop land:

- a. impact on adjoining and nearby land uses;
- b. impact on natural capital and agricultural land;
- c. impact on the environment;

- d. scale and density;
- e. site suitability and capacity;
- f. road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- g. utility requirements and impacts;
- h. open space needs;
- i. availability of protective and emergency services;
- j. FireSmart provisions;
- k. BearSmart provisions;
- l. impacts on school and health care systems;
- m. measures to mitigate effects;
- n. County responsibilities that may result from the development or subdivision; and
- o. any other matters the County considers relevant.

#### **Section 14.2.10 Municipal Reserves**

As a condition of subdivision approval, Clearwater County shall require that the full 10 percent of developable lands be dedicated as municipal reserve as provided for in the MGA.

#### **Section 14.2.11 Municipal Reserves**

Municipal Reserves shall be taken as cash in lieu on every residential parcel being created within a previously subdivided quarter section.

#### **Section 14.2.14 Municipal Reserves**

Municipal Reserve cash-in-lieu values shall be determined based on current market value which shall be reviewed every two years.

#### **Section 14.2.16 Municipal Reserves**

Cash-in-lieu of land shall be retained by Clearwater County in the Municipal Reserve trust fund and shall be used in accordance with the provisions of the MGA.

### **Clearwater County's Land Use Bylaw**

#### **Section 11.1 Agricultural District (A)**

The purpose and intent of this District is to provide for a wide variety of agricultural operations. Non-agricultural uses may be considered within this District provided they complement agricultural uses and work to preserve the rural character of the County.

#### **Section 11.3 (b) Site Regulations**

Minimum Parcel Size: 2.02 ha (5.0 ac)

### **AGENCY REFERRALS**

#### **Alberta Energy Regulator**

No referral was sent. There is no sour gas within the Alberta Energy Regulator's referral area.

#### **Alberta Health Services**

The second parcel out application for an 8.50-acre undeveloped lot with no change in zoning has been received by our office. The referral package did not indicate the proposed means for drinking water or septic services.

Safe Healthy Environments (SHE) recommends consideration of the following items be made to ensure that the development of this property does not create a nuisance as defined in the Public Health Act: Nuisance and General Sanitation Regulation, NGS Reg, (AR 243/2003):

- The setback distances outlined in Section 15(1) and (2) the NGS Reg must be met, these include:
  - No person shall locate a water well within:
    - a) 10 m of a watertight septic tank, pump out tank or other watertight compartment of a sewage or wastewater system,
    - b) 15 m of a weeping tile field, evaporation treatment mound, or outdoor pit privy,
    - c) 30 m of a leaching cesspool,
    - d) 50 m of sewage effluent on the ground surface,
    - e) 100 m of a sewage lagoon,
    - f) Or 450 m of any area where waste is or may be disposed of at a landfill within the meaning of the Waste Control Regulation (AR 192/96)
- Nor shall you locate any of the aforementioned items in a-f within the stipulated distances of an existing well.

We have no objections to the approval of this application. If you have any questions or concerns regarding this application, please contact me.

#### Alberta Transportation and Economic Corridors

This will acknowledge receipt of your circulation regarding the above-noted proposal. The subsequent subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 54.

#### **Transportation and Economic Corridors has no objections in principle and offers the following comments with respect to this application:**

1. The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.
2. The requirements of Section 19 are met, therefore no variance is required.

#### **Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:**

1. 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, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act.
2. Transportation and Economic Corridors accepts no responsibility for the noise impacts or other impacts of highway traffic upon any development or occupants thereof. The subdivision design should include adequate physical features to ensure that the proposed use of land is compatible with the adjacent provincial highway system. Some of these features might, for example, include landscaping and/or berming, to provide noise attenuation and visual screening from the highway. Implementation of these features is the responsibility of the owner/municipality.

#### Telus Communications

Thank you for including TELUS in your circulation. At this time, TELUS has no concerns with the proposed activities.

Rocky Gas Co-op Ltd

Rocky Gas Co-op Ltd. has no concerns or objections with this application to subdivide +/-8.50 acre agricultural parcel from a previously subdivided quarter section as the third title (second parcel) from the NE 09-36-06-W5M.

If this subdivision is successful, may we please ask that the following be inserted in the Note to Applicant approval letter: For information on the installation of natural gas services, please contact ROCKY GAS CO-OP LTD., your non-profit member-owned provider.

If the creation of this parcel is presently served by a secondary service and it becomes its own entity, a new service contract will be required.

Fortis Alberta

We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Clearwater County Assessment

If approved, the Assessment Department would like to advise the applicant that the subdivision will be assessed under the residential class.

Clearwater County - Public Works Operations

Public Works Operations has reviewed the application for subdivision. Public Works indicated that the proposed parcel needs a new county standard approach.

Clearwater County - Public Works Infrastructure

Public Works Infrastructure has reviewed the proposed application. An approach will need to meet sightlines requirements. Road widening will be required.

Clearwater County – Regional Fire

CRFRS and Fire SCOs have no comments or concerns regarding the attached subdivision application.

**ADJACENT LANDOWNER REFERRALS**

Comments were received from adjacent landowners.

- Phillip and Jeanette Kurney
- Allister Kurney

**POLICY CONSIDERATIONS**

- This application was received under the 2023 Municipal Development Plan, prior to the adoption of the amended MDP.
- The subject site is an undeveloped ±8.5-acre agricultural parcel.
- Legal and physical access to the proposed area will be accessed from an approach off Range Road 6-3 (Burnstick Lake Road), adjacent to the east property boundary per MDP policy 10.2.5.

- Third title, Second parcel out of the quarter section.
- Municipal Development Plan (MDP) policy section 10.1.1 provides the opportunity for a variety of parcel sizes to accommodate agricultural, residential, commercial, industrial and other uses in a fair and consistent manner.
- The proposed subdivision application does not comply with MDP policy 10.2.2, as the proposed parcel was not redesignated by Council prior to the subdivision application.
  - The proposed parcel is currently designated as agricultural, redesignation to the applicable district is not required.
- The proposed parcel exceeds the minimum parcel size requirement of 5.0 acres as per Land Use Bylaw section 11.1(b).
- The proposed agricultural parcel may be used in agricultural operations to minimize the impact on existing agricultural operations on the remainder of the quarter section per MDP policies 5.2.4 and 5.2.5.
- There are currently no policies in place that would support an agricultural parcel similar to this proposal from being approved or refused.
- Appeal jurisdiction is the Land and Property Rights Tribunal (LPRT).

### **STAFF RECOMMENDATION**

If the application were refused, the Municipal Planning Commission can REFUSE the application for the following reasons:

- Pursuant to Sections 654(1)(a)&(b) and 654(2)(b) of the MGA, the proposed subdivision is not suitable for the purpose for which the subdivision is intended, nor does it conform to the County's Municipal Development Plan and Land Use Bylaw because:
  - a. Pursuant to Municipal Development Plan (2023) Policy 10.2.2 "Notwithstanding 10.2.1, Clearwater County may approve one additional subdivision in a quarter section for residential or non-residential use, subject to the proposed parcel being redesignated to the designation applicable to the use under the Land Use Bylaw. The land use redesignation must be approved prior to the subdivision application being approved." The land has not been redesignated to an appropriate land use district.
- Pursuant to Section 678 of the Municipal Government Act, the decision of this subdivision may be appealed to the Land and Property Rights Tribunal (LPRT). The notice of appeal form is available at <https://www.alberta.ca/land-and-property-rights-tribunal>

If the application were approved, the Municipal Planning Commission could APPROVE the application with the following conditions:

1. The applicant must submit to Clearwater County either a Plan of Subdivision or a Descriptive Plan acceptable to the Land Titles Office. An Alberta Land Surveyor must prepare said plan. Final configuration of the proposed parcel shall be to the satisfaction of Clearwater County. Prior to registration of the plan, it shall be submitted to Clearwater County for review.
2. Prior to registration of the aforementioned instrument, it shall be submitted to Clearwater County for review and endorsement. The applicant should note that an endorsement fee of \$300.00 is required, and that endorsement will be withheld pending the satisfactory completion of all conditions of subdivision.
3. The applicants shall be responsible, at their sole expense, to construct an approach into the proposed parcel, complete to Clearwater County's specifications as per the Approach Construction Guidelines.  
Please contact Clearwater County's Public Works Department prior to construction to ensure proper location and construction specifications. The applicants are herein advised that the Plan will not be endorsed by Clearwater County until such time that the Planning Department is advised that the work has been completed to County specifications, or, that alternate arrangements have been made.

4. The applicant shall pay a rural addressing signage fee in the amount of \$150.00 to Clearwater County. The proposed parcel will be assigned a rural address, and signage will be installed by Clearwater County.
5. Payment of all outstanding property taxes, if any, or satisfactory arrangements for payment to be made with Clearwater County.
6. The applicant shall enter into an agreement for the future acquisition of land for road widening to the satisfaction of the County. This agreement will serve to provide the legal basis for the County to acquire the most easterly 5.18 metres (17 ft.) throughout the proposed parcel and the remainder of the quarter section for road widening purposes, at such time that it is deemed necessary by the Council of Clearwater County. Said agreement shall be registered with Land Titles by caveat against the proposed parcel and the remainder of the land in the title.
7. Pursuant to Municipal Development Plan (2023) Policies 14.2.10, 14.2.11 and 14.2.16, municipal reserves owing on the proposed parcel being created are to be provided in the form of money-in-lieu of land payment.

The amount owing shall be calculated based on the registerable instrument provided by the Alberta Land Surveyor as follows:

***Total area of the land being registered x 10% = the number of acres owing for reserves x by \$22,500 per acre = Cash-in-Lieu of Reserve Owing (approximately \$19,125).***



Aerial Photo  
Subdivision Application 21/3805  
Second Parcel Out (Third Title)  
NE 09-36-06-W5M  
James and Christina Evans

Rural Address 

Parcels 

Paved County Roads 

Gravel County Roads 





Allister Kurney

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

June 4, 2026

Clearwater County  
4340-47 Avenue  
Box 550  
Rocky Mountain House, Alberta  
T4T 1A4

Attention: Kimberly Gilham, Manager, Planning & Development

RE: Subdivision Application within NE 09-06-W5M (File No. 21/3805)

This letter is to inform you that I fully support the ~8.50 acre proposed parcel for subdivision, knowing that it is currently within a previously subdivided quarter.

I am a nearby neighbor who purchased [REDACTED] in 1994, some 32 years ago. It is my opinion that the piece of land proposed is best suited for an acreage as it is topographically not useful crop land.

I drive by it twice every day and have always thought that piece of land should be an acreage.

Feel free to call me if you like.

[REDACTED]

Clearwater County Resident

## Subdivision Placement Submission

May 14, 2026

To Reeve and Members of Council,

We are Philip and Jeanette Kurney, owners of the existing acreage located on the northwest corner of the NE 9-36-6-W5M, which is the quarter section subject to the current subdivision application.

We wish to clearly state that we are not opposed to the creation of an additional acreage on this quarter section. Our concern relates solely to the placement of the proposed parcel.

Both the northwest and southeast corners offer similar access and utility servicing. An approach would need to be constructed in either location. There is no servicing or infrastructure advantage to placing the new acreage directly adjacent to our residence.

However, there is a significant land-use difference between the two locations. The land immediately adjacent to our property on the northwest corner is viable agricultural land. The southeast corner, due to its topography, is not farmable and represents a natural subdivision point within the quarter section.

From a planning and agricultural preservation standpoint, it is more consistent with responsible rural land-use principles to locate the new subdivision on land that is not suitable for farming, rather than fragmenting productive agricultural land.

Over the past 12 years, we have worked diligently to transform our acreage from hay land into the home and property it is today. We have invested significant time, resources, and care into building and improving this property with the understanding that it was surrounded by agricultural land. The proposed placement directly beside us would fundamentally alter that setting.

It is also important to note that both we and the quarter owner are in agreement that the southeast corner of the NE 9-36-6-W5M represents the most logical and appropriate location.

We respectfully request that Council consider preservation of productive agricultural land, avoidance of unnecessary fragmentation of viable farmland, compatibility with established residential use, and logical, orderly development within the quarter section.

When access and servicing are equal, and one corner contains viable farmland while the other is a natural, un-farmable break within the quarter, we believe the responsible choice is clear. We respectfully ask Council to exercise its discretion and approve the southeast corner as the location for the proposed subdivision.

Thank you for your time and consideration.

Sincerely,  
Philip and Jeanette Kurney  
Owners, NW Corner of NE 9-36-6-W5M

## PART 11: LAND USE DISTRICTS

### 11.1 Agricultural (A) District

#### Purpose and Intent

The purpose and intent of this District is to provide for a wide variety of agricultural operations. Non-agricultural uses may be considered within this District provided they complement agricultural uses and work to preserve the rural character of the County.

#### Exempt, Permitted and Discretionary Uses

- a) The following uses shall be Exempt Uses, Permitted or Discretionary with or without conditions provided that the application complies with the regulations of this District and Bylaw:

<b>Exempt Uses (No Development Permit Required)</b>	
<b>Note:</b> “Exempt” means development that does not require a Development Permit if it meets all the provisions of the Bylaw. For additional guidance and other uses refer to Section 3.2: Development Permits Not Required	Landscaping that does not impact drainage
Accessory Building: an accessory building not exceeding 46.45 square metres (500 sq ft)	Personal Recreation Vehicle Storage (maximum of 7)
Agricultural/Farm Building	Personal Use Agriculture & Keeping of Animals (as per Animal Control Bylaw)
Agricultural Operation	Private Greenhouse (less than 23.2 square metres (250 sq ft) as an accessory building)
Construction Trailer	Propane/Fuel Tanks in compliance with Safety Codes legislation
Construction and maintenance of that part of a utility placed in or upon a public right-of-way or public utility easement;	Retaining Wall (provided the retaining wall is not located within 30 metres of an escarpment and is not more than 1.0 metres at the highest point)
Confined Feeding Operation	Stripping & Grading (as part of approved development)
Day Home	Signs Exempt as Per Section 10.2
Deck/Patio (provided it complies with lot coverage and setback regulations)	Solar Collector < 30 kW: roof mount, wall mount, or free-standing solar cells
Demolition (in accordance with Section 3.2)	Sea-Cans in accordance with regulations of Section 9.28
Dugouts, fishponds, driveways	Telecommunications Tower

Dwelling – Manufactured located in an industrial or construction camp as defined in the <i>Public Health Act</i> Regulations – Industrial and Construction Camps, when in compliance with a previously approved Development Permit	Temporary Use of Building for Emergency Purposes or Election Purposes
Direct Market Sales	Temporary Work Camp (if part of previously approved DP and/or Outline Plan)
Fences in compliance with Section 3.2	Temporary Living Accommodation in Personal Recreation Vehicle (in accordance with Section 9.20)
Flagpoles, Towers or other poles that don't exceed 5.0m (16.4 ft.)	WECS-small
Grass Landing Strip (Personal Aircraft)	

<b>Permitted Uses</b>	<b>Discretionary Uses</b>
Accessory Building	Abattoir
Agricultural Processing – Minor	Agri-Tourism Business
Dwelling – Secondary Suite	Agricultural Processing – Major
Dwelling – Manufactured	Agricultural Support Services
Dwelling – Relocated	Agriculture (Regulated)
Dwelling – Single Detached	Airport
Greenhouse – Public	Campground - Minor
Dwelling – Guest House / Room	Communal Settlement Development
Farm Subsidiary Business	Construction Camp
Home Occupation – Minor	Dwelling - Bed and Breakfast
	Entertainment Venue
	Equestrian Facility
	Essential Public Service
	Farmer's Market
	Game Farm
	Home Occupation – Major
	Kennel
	Livestock Sales Yard
	Outdoor Storage
	Public Utility
	Recreation Facility - Minor
	Recreational Vehicle Storage
	Sawmill – Minor
	Short-Term Rental
	Solar Collector > 30kW
	Stripping & Grading

	Temporary Work Camp
	Tree Farm
	Veterinary Clinic
	WECS
	Zoo

### Site Regulations

b) The following regulations shall apply to all approved development within this District:

Minimum Parcel Size	2.02 ha (5.0 ac)
Maximum Lot Coverage	No buildings, structures or impervious surfaces shall cover more than 15% of the total lot coverage
Front Yard Setbacks	50.0 m (164 ft) from the centre-line of a public road
	15.0 m (49.2 ft) from the right-of-way of an internal subdivision road
Side Yard Setbacks	15.0 m (49.2 ft) from an adjacent property line
Rear Yard Setbacks	15.0 m (49.2 ft) from the rear property line
Yard Setbacks from Existing and Proposed Highways and Service Roads	Discretion of Alberta Transportation and Economic Corridors or 70.0m (229.66 ft), whichever is greater, from the centre-line of the highway right-of-way.
Maximum Building Height	At the discretion of the Development Authority



## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Temporary Business Development Permit No. 109/26 Operation of a Short-term Rental
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Amber Williams, Development Officer Kim Gilham, Acting Director
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input type="checkbox"/> County Bylaw or Policy (LUB 25/050 and MDP 2026)
<b>Council Values</b>	
 <b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.	 <b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.
 <b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 <b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.
 <b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.	
<b>ATTACHMENTS:</b>	
<a href="#">Floor Plans - Basement</a> <a href="#">Site photos (extracted from AirBnB June 3, 2026)</a> <a href="#">Binder of Insurance - Nordegg Property</a> <a href="#">Location Map</a>	

#### STAFF RECOMMENDATION:

That MPC consider approving Temporary Business Development Permit No. 109/26, on a one (1) year term, with the recommended conditions.

#### BACKGROUND:

## **PROPOSED SCOPE OF OPERATIONS**

- Short-term, partial-home rental (basement)
- Guests will share the use of the dwelling and property with the host
- Check in – after 4:00 p.m.
- Check out – before 11:00 a.m.
- Quiet hours – 10:00 p.m. to 7:00 a.m.
- Guests will be met by the host for check-in
- Up to 4 guests may stay on the property per booking
- On and off-street parking is available
- No pets will be allowed
- No signage is proposed

## **PROPERTY INFORMATION**

- Hamlet of Nordegg
- 344 Elizabeth Avenue
- Plan 132 3535, Block 3, Lot 8 (Pt. SW 27-40-15-W5M)
- 6,011 square feet, more or less
- Nordegg Urban Residential (NUR) District
- Dwelling – Single-detached
  - 2,100 sq. ft.
  - 2 bedrooms, 1 bathroom in the rental area (basement)

## **PLANNING CONSIDERATIONS**

### **Clearwater County's Land Use Bylaw**

#### **Section 9.30 Short-Term Rentals**

##### **Section 9.30.1**

All Development Permits for short-term rentals will be approved as a temporary permit for a maximum of 1 year.

##### **Section 9.30.2**

After three successful one-year renewals of a temporary development permit, the temporary permit may be granted for up to 5 years.

##### **Section 9.30.3**

All short-term rental development permits are not transferable to a new owner. If ownership changes on title for a parcel with an approved Short-term rental development permit, the new owner must apply for a new development permit.

##### **Section 9.30.4**

All short-term rentals must be in compliance with the Short-Term Rental Bylaw.

#### **Section 11.8 Nordegg Urban Residential (NUR) District**

- Discretionary Use
  - Short Term Rental

#### **Section - Definitions**

Short-Term Rental - the business of offering a dwelling unit, or portion of, for compensation to persons who are not residents of that dwelling unit for the stay of 30 days or less.

## REFERRALS

Referrals were circulated on May 28, 2026 to adjacent landowners and Clearwater Regional Fire Rescue Services (CRFRS).

- No comments were received from adjacent landowners.
- Regional Fire responded that CRFRS and Fire SCOs have no concerns or comments regarding the use of the existing home as a short term rental. Please notify CRFRS if approved so we may update our occupancy info appropriately.

## RECOMMENDATION

Administration is recommending that the Municipal Planning Commission APPROVE Development Permit Application No. 109/26 for a temporary business development permit for the operation of a short-term rental with the following conditions:

### 1. Use of the Property

- a) Registered guests shall have shared use of the existing dwelling and the remainder of the property during their stay as a partial-home rental;
- b) Accommodation shall be provided to guests on a temporary basis only, with no individual stay exceeding 30 consecutive days;
- c) Guests shall not occupy accessory buildings, recreation vehicles (RVs) or tents for overnight accommodation; **the use of the property is herein approved.**

### 2. Number of Guests

- a) A maximum of four (4) guests may stay on the property per booking. The rental area (basement) has a total of two (2) bedrooms and one (1) bathroom.
- b) Only registered guests are permitted to stay overnight; **the number of guests is herein approved.**

### 3. Quiet Hours

The proposed quiet hours are between 10:00 p.m. and 7:00 a.m.; **the quiet hours are herein approved.**

### 4. Parking

On-street parking is available, and guest parking may be in the designated areas on the property; **the parking is herein approved.**

### 5. Check-in and Check-out Procedure

- a) Guests can self-check in and check out with keyless entry, however, the landowners/occupants may greet the guests upon arrival,
- b) Guests can check in at 4:00 p.m. onward and must check out no later than 11:00 a.m. on the designated departure date unless other arrangements have been made with the host; **the check-in and check-out procedure is herein approved.**

### 6. Employees

- a) The applicants shall be the only employees of the business,
- b) A contractor may attend the property as required after guest check-out to perform cleaning or maintenance; **the number of employees is herein approved.**

## 7. Solid Waste Management

The landowner shall provide waste disposal bins. Guests must store all waste inside the dwelling unless it can be disposed of in a manner that will prevent the attraction of wildlife, such as bear-proof bins or transporting waste to a designated waste transfer station.

## 8. Pets

Guests shall not be permitted to bring pets into the home or onto the property, as specified in the short-term rental application.

## 9. Emergency Contact

The landowners shall ensure that the local emergency contact is available when the dwelling has Short-term rental guests.

## 10. Short-Term Rental Bylaw Compliance

- a) The operation of all Short-term rentals must be in compliance with Clearwater County's Short-Term Rental Bylaw at all times.
- b) The landowner shall obtain and maintain a valid Short-Term Rental Licence issued by Clearwater County for the duration of the Short-term rental operation.
- c) The Licence shall include and address additional requirements for Short-Term Rentals, including, but not limited to: liability insurance, fire and safety, solid waste management, signage, parking, local contact person, check-in and check-out procedure, nuisance and conduct, fire pits and outdoor use, and pets.

## 11. Term of Approval

- a) This FIRST Temporary Business Development Permit authorizes the use of the property as a Short-term rental for a period of **one (1) year** from the date of decision.
- b) A new Temporary Business Development Permit application and Short-Term Rental License application must be submitted to Clearwater County prior to **June 20, 2027**, should the applicants wish to continue operating beyond this date.
- c) Following three consecutive one-year renewals of a Temporary Business Development Permit in good standing, the Development Authority may consider issuing a Temporary Business Development Permit valid for a period of up to five (5) years.

## Note to Applicants

Applicants need to be aware that provincial legislation, not enforceable by this municipality, exists and must be followed.

## Alberta Safety Codes Authority

For construction, renovation/alteration, move, demolition permits, and advice on codes and standards, please contact the Alberta Safety Codes Authority, a division of the Safety Codes Council, at 1-888-413-0099 or email [askasca@safetycodes.ab.ca](mailto:askasca@safetycodes.ab.ca). An up-to-date list of accredited agencies that issue safety code permits is available at <https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/> on the Safety Codes Council website <https://www.safetycodes.ab.ca/municipalities-corporations-and-agencies/alberta-safety-codes-authority/>.

## Access

This development permit approval in no way approves access and/or approaches located off the property described above. All proposed new, revised, or existing access/approaches to the property will be forwarded to the Director of Public Works, or his designate, at (403) 845-4444 for review and approval. As per the Approach Construction Guidelines Policy, if a developer wishes to utilize an existing approach and the proposed development would alter or intensify its use, the approach must meet all applicable Municipal Standards. No work shall be undertaken on municipal road right-of-way until an approval is received through the application process. The applicants are responsible to cover the costs associated with new approach construction or upgrades to an existing approach.

### **Fire Department Response Time and Limiting Distance Requirements**

At this time, the Clearwater County Fire Department response time exceeds ten (10) minutes in all areas of the County. National Building Code Limiting Distance requirements between structures and from property boundaries are applicable to all construction on any property within Clearwater County. Construction standards will vary. Please contact an agency accredited by the Alberta Safety Codes Authority for further information.

### **FireSmart Guidelines**

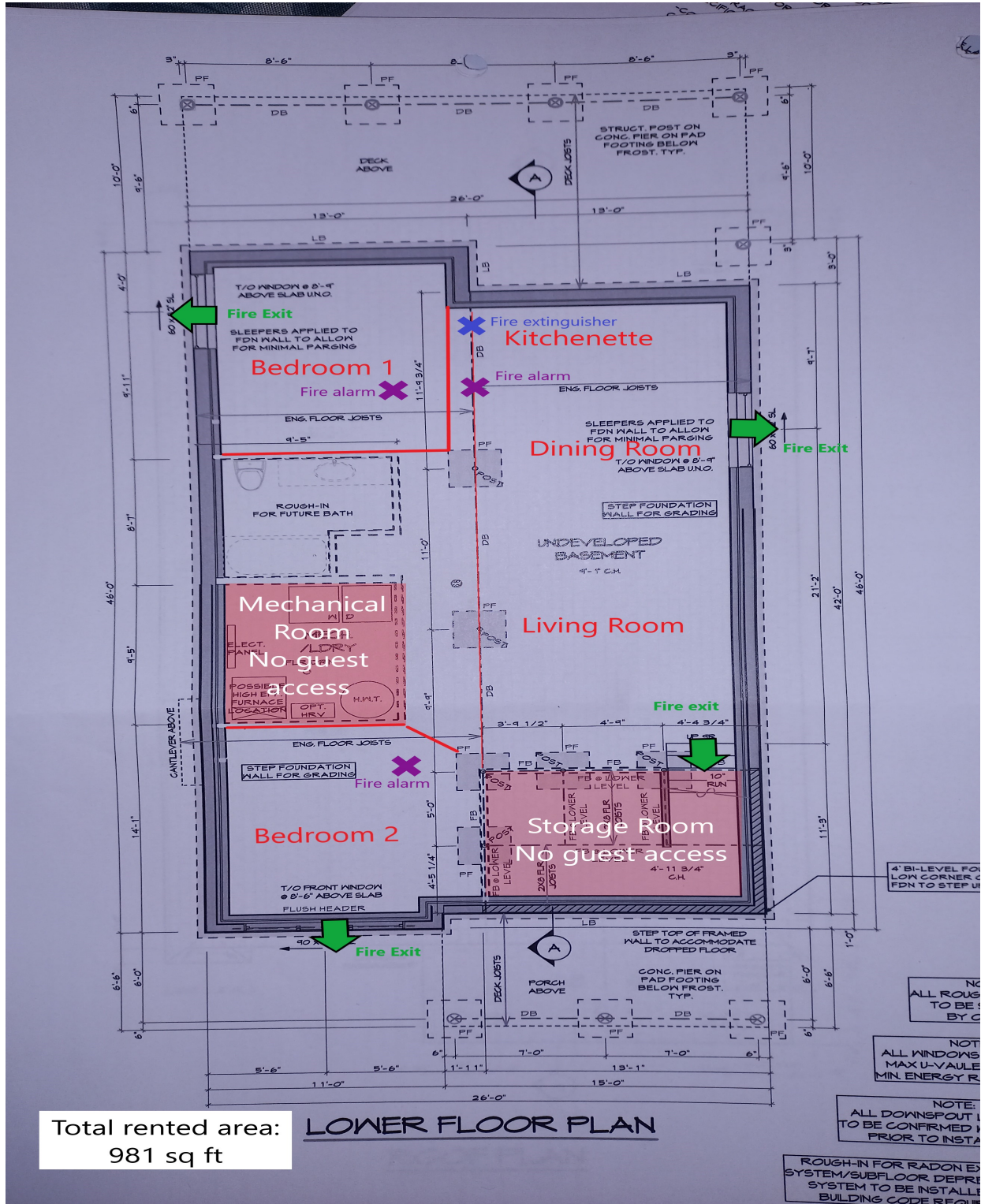
FireSmart principles shall be practised by lot owners by applying the following provisions:

- a) The creation and maintenance of a 10 metre cleared area around buildings, including the removal of coniferous understory, litter, dead vegetation and any other material that may be combustible;
- b) Clear the area 10 to 30 metres from buildings of any dead or downed materials, conifers should be thinned to have 3-6 metre spacing between crowns, and conifer tree branches should be pruned to 2 metres above ground;
- c) Roofs should be constructed of non-combustible or combustion-retardant materials;
- d) Exterior siding should be fire-retardant;
- e) The installation of spark arresters on chimneys and stovepipes;

Please be advised any materials used for the development shall comply with the applicable FireSmart Guidelines. The FireSmart Homeowner's Manual can be found online at <https://firesmartcanada.ca/homeowners/>

### **Expiration**

If the development approved in this permit is not commenced within 12 months from the date of issue, or of a development approval order being granted by the appropriate Development Appeal Board (LPRT or SDAB), and thereafter completed within 24 months, the permit is deemed to be void, unless an extension beyond this period has been granted by a Development Officer. If you require an extension, please contact a development officer prior to expiry. In addition, the approved development shall be declared void if the use is discontinued for a period of 12 consecutive months or more.







## CONFIRMATION OF INSURANCE

### BROKER NAME AND ADDRESS



Westland Insurance Group Ltd  
Edmonton  
100-17203 103rd Avenue NW  
Edmonton AB T5S 1J4

### CONTRACT DETAILS

<b>Policy #</b>	KZ86JD285
<b>Form Type</b>	<b>Comprehensive Homeowners Policy Form with Short Term Rental Extension</b>
<b>Effective Date</b>	30Mar2026
<b>Expiry Date</b>	30Mar2027 12:01 A.M. local time at the insured address shown

THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE

### NAMED INSURED AND MAILING ADDRESS

PAWLYK, Brett & OUNG, Annabelle

PO BOX 67  
NORDEGG Alberta T0M 2H0

### INSURED LOCATION DETAILS

344 ELIZABETH AV, NORDEGG, Alberta, T0M 2H0

### COVERAGE DETAILS

	LIMIT	DEDUCTIBLE
<b>SECTION I - PROPERTY INSURANCE</b>		\$1,000
A. Dwelling/Building <i>(Guaranteed Replacement Cost)</i>	\$626,000	
B. Detached Structures	\$62,600	
<b>SECTION II - PERSONAL LIABILITY</b>		
E. Personal Liability <b>Extension of coverage: It is hereby understood &amp; agreed that the short term rental of your residence is permitted</b>	\$2,000,000	

### MORTGAGEE DETAILS

ROCKY CREDIT UNION LIMITED 5035 49 ST, ROCKY MOUNTAIN HOUS, Alberta, T4T 1C1

**Subject to Standard Mortgage Clause**

### INSURER DETAILS

**Intact Insurance Company**

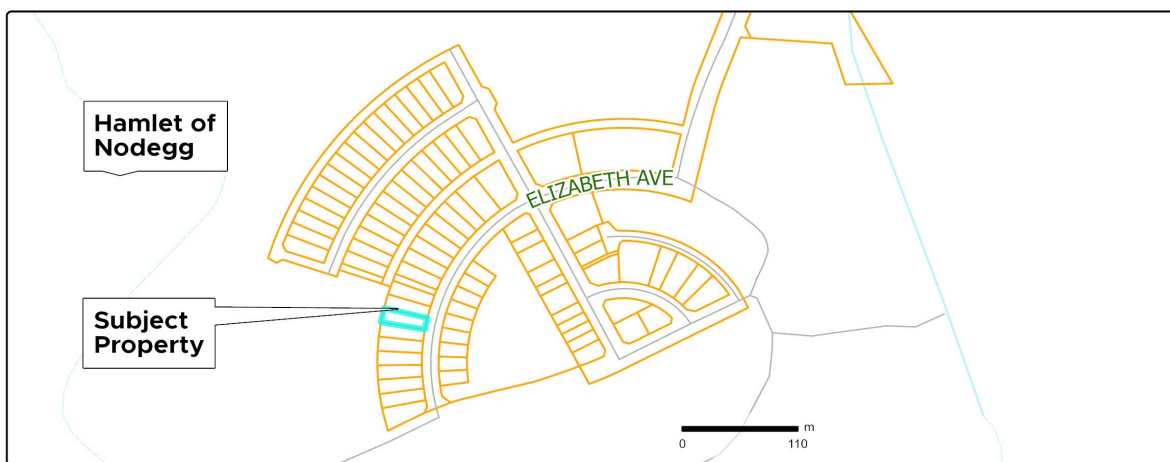
This insurance confirmation is subject to all the terms and conditions of the policy or policies to be issued

**E&EO**

08Jun2026

Authorized Representative

Date








**Business Development Permit Application No. 109/26**  
**Short-term Rental**  
**Plan 132 3535, Block 3, Lot 8 (SW 24-40-15-W5M)**





## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Request for Decision			
<b>SUBJECT:</b>	Temporary Business Development Permit No. 113/26 Operation of a Short-term Rental			
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026			
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Holly Bily, Senior Development Officer Kim Gilham, Manager of Planning			
<b>BUDGET CONSIDERATIONS:</b>	<input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation			
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input checked="" type="checkbox"/> County Bylaw or Policy (LUB No. 25/050 and MDP (2023))			
<b>Council Values</b>				
 <p><b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.</p>	 <p><b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.</p>	 <p><b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.</p>	 <p><b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.</p>	 <p><b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.</p>
<b>ATTACHMENTS:</b>				
<a href="#">Location</a> <a href="#">Aerial</a> <a href="#">Nordegg Urban Residential (NUR)</a>				

#### STAFF RECOMMENDATION:

That MPC consider Approval of the Temporary Business Development Permit No. 113/26, on a one (1) year term with the recommended conditions.

#### BACKGROUND:

##### PROPERTY INFORMATION:

- Plan 132 3535, Block 2, Lot 4 (Pt. SE 27-40-15 W5M)
- 351 Elizabeth Avenue within the Townsite of Nordegg

- Nordegg Urban Residential (NUR) District
- 3,964 square feet
- Nordegg Retreat (Braun Concrete Ltd.)

### **Proposed Scope of Operations**

- Continuing operations of a STR, no complaints noted on file.
- Initial approval, STR-24-008, issued on May 22, 2024.
- Renewal issued on June 2, 2025.
- Dwelling – Single Detached
- Utilizing the whole residence: three (3) bedrooms, three (3) bathrooms, and kitchen facilities.
- Up to six (6) guests per booking.
- Maximum stay of 30 days, or less, per booking.
- Guests are provided email instructions prior to arrival providing check in and check out procedures. This is also monitored via door keypad and doorbell camera.
- Parking available in the driveway (2 stalls) or directly in front of the house.
- Guest rules are in place to mitigate nuisance factors.
- No large groups or gatherings.
- No pets allowed.
- Local emergency contact personnel.
- No signage posted with the exception of the STR License in the front window.
- All waste is disposed of by the applicants following the guest departure.

### **POLICY CONSIDERATIONS:**

#### Clearwater County's Land Use Bylaw No. 25/050

#### **Section 9.30, Short-Term Rentals**

**9.30.1:** All Development Permits for short term rentals will be approved as a temporary permit for a maximum of 1 year.

**9.30.2:** After three successful one-year renewals of a temporary development permit, the temporary permit may be granted for up to 5 years.

**9.30.3:** All short-term rental development permits are not transferable to a new owner. If ownership changes on title for a parcel with an approved Short-term rental development permit, the new owner must apply for a new development permit.

**9.30.4:** All short-term rentals must be in compliance with the Short-Term Rental Bylaw.

#### **Section 11.8, Nordegg Urban Residential (NUR) District**

The purpose of this District is to accommodate and regulate the development of a mix of low-density residential uses and small-scale resort accommodations in buildings that resemble a single-detached dwelling in the historic town centre of Nordegg.

#### **Discretionary Use:**

Short-Term Rental

**Definition:**

Short Term Rental means the business of offering a dwelling unit, or portion of, for compensation to persons who are not residents of that dwelling unit for the stay of 30 days or less.

**ADJACENT LANDOWNER REFERRAL COMMENTS:**

None were received.

**RECOMMENDED CONDITIONS:****1. Use of the Property**

- a) Registered guests shall have exclusive use of the residence in its entirety, and the remainder of the property during their stay.
- b) Accommodation shall be provided to guests on a temporary basis only, with no individual stay exceeding 30 consecutive days;
- c) Guests shall not occupy accessory buildings, recreation vehicles (RVs) or tents for overnight accommodation; **the use of the property is herein approved.**

**2. Number of Guests**

- a) A maximum of six (6) guests may stay on the property per booking. The residence has three (3) bedrooms, three (3) bathrooms, kitchen facilities, and living space;
- b) Only registered guests are permitted to stay overnight; **the number of guests is herein approved.**

**3. Quiet Hours**

Quiet time commences at 10:00 p.m. until 7:00 a.m.; **the quiet hours are herein approved.**

**4. Parking**

On-street parking is available directly in front of 351 Elizabeth Avenue, as well as the driveway, where two (2) parking stalls are located; **the parking is herein approved.**

**5. Check-in and Check-out Procedure**

Check-in and Check-out procedures are in place. Guests contact the applicant(s) with their estimate time of arrival prior to their stay. The applicant(s) meet their guests onsite or provide an access code for entry upon arrival. Upon departure all lights/appliances are to be turned off and doors locked. The applicant(s) follow up after guests' departure; **the check-in and check-out procedure are herein approved.**

**6. Employees**

No employees are associated with the Short-Term Rental (STR). The applicant(s) do the cleaning and remove the waste from the property following guest(s) departure.

**7. Pets**

Pets are not permitted, as specified in the Short-term Rental application.

**8. Emergency Contact**

The landowners are responsible to have a local emergency contact that is readily available when the dwelling has Short-term rental guests.

## 9. Solid Waste Management

The landowner shall provide waste disposal bins. Guests must store all waste inside the dwelling unless it can be disposed of in a manner that will prevent the attraction of wildlife, such as bear-proof bins or transporting waste to a designated waste transfer station. The applicant does the cleaning and will remove any waste from the property, following the departure of guest or as needed for long stays.

## 10. Short-Term Rental Bylaw Compliance

The operation of all Short-Term Rentals (STR) must be in compliance with Clearwater County's Short-Term Rental Bylaw at all times.

- a. The landowners shall obtain and maintain a valid STR License issued by Clearwater County for the duration of the STR operation.
- b. The License shall include and address additional requirements for STR, including, but not limited to: liability insurance, fire and safety, solid waste management, parking, local contact person, check-in and check-out procedure, nuisance and conduct, fire pits and outdoor use, and pets. The applicant indicated no signage is associated with the STR.

## 11. Term of Approval

- a. This property has been obtained two (2) prior STR licenses, however with the changes to Clearwater County's Land Use Bylaw No. 25/050 this is considered the **FIRST** Temporary Business Development Permit and authorizes the use of the property as a Short-term rental for a period of **one (1) year** from the date of decision.
- b. A new Temporary Business Development Permit application and Short-term rental license application must be submitted to Clearwater County prior to **June 17, 2027**, should the applicants wish to continue operating beyond this date.
- c. Following three consecutive one-year renewals of a Temporary Business Development Permit in good standing, the Development Authority may consider issuing a Temporary Business Development Permit valid for a period of up to five (5) years.

## Notes to Applicant

**Applicants need to be aware that provincial legislation, not enforceable by this municipality, exists and must be followed.**

### Alberta Safety Codes Authority

For construction, renovation/alteration, move, demolition permits, and advice on codes and standards, please contact the **Alberta Safety Codes Authority, a division of the Safety Codes Council** at 1-888-413-0099 or email [askasca@safetycodes.ab.ca](mailto:askasca@safetycodes.ab.ca). An up-to-date list of accredited agencies that issue safety code permits is available at <https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/> on the Safety Codes Council website <https://www.safetycodes.ab.ca/municipalities-corporations-and-agencies/alberta-safety-codes-authority/>.

### Fire Department Response Time and Limiting Distance Requirements

At this time, the Clearwater County Fire Department response time exceeds ten (10) minutes in all areas of the County. National Building Code Limiting Distance requirements between structures and from property boundaries are applicable to all construction on any property within Clearwater County. Construction standards will vary. Please contact an agency accredited by the Alberta Safety Codes Authority for further information.

### FireSmart Guidelines

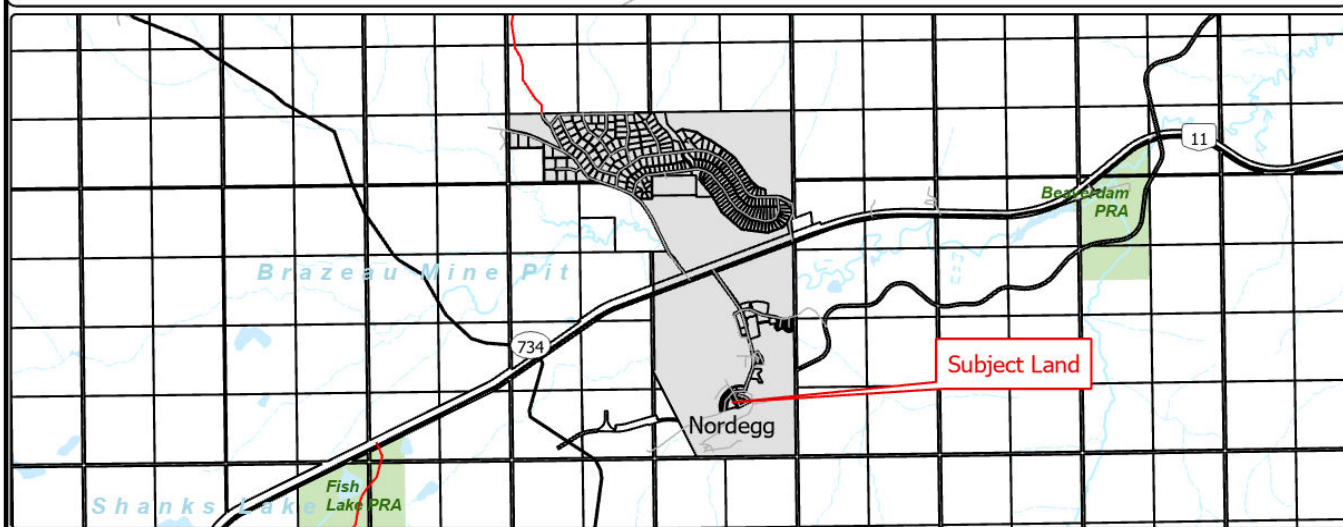
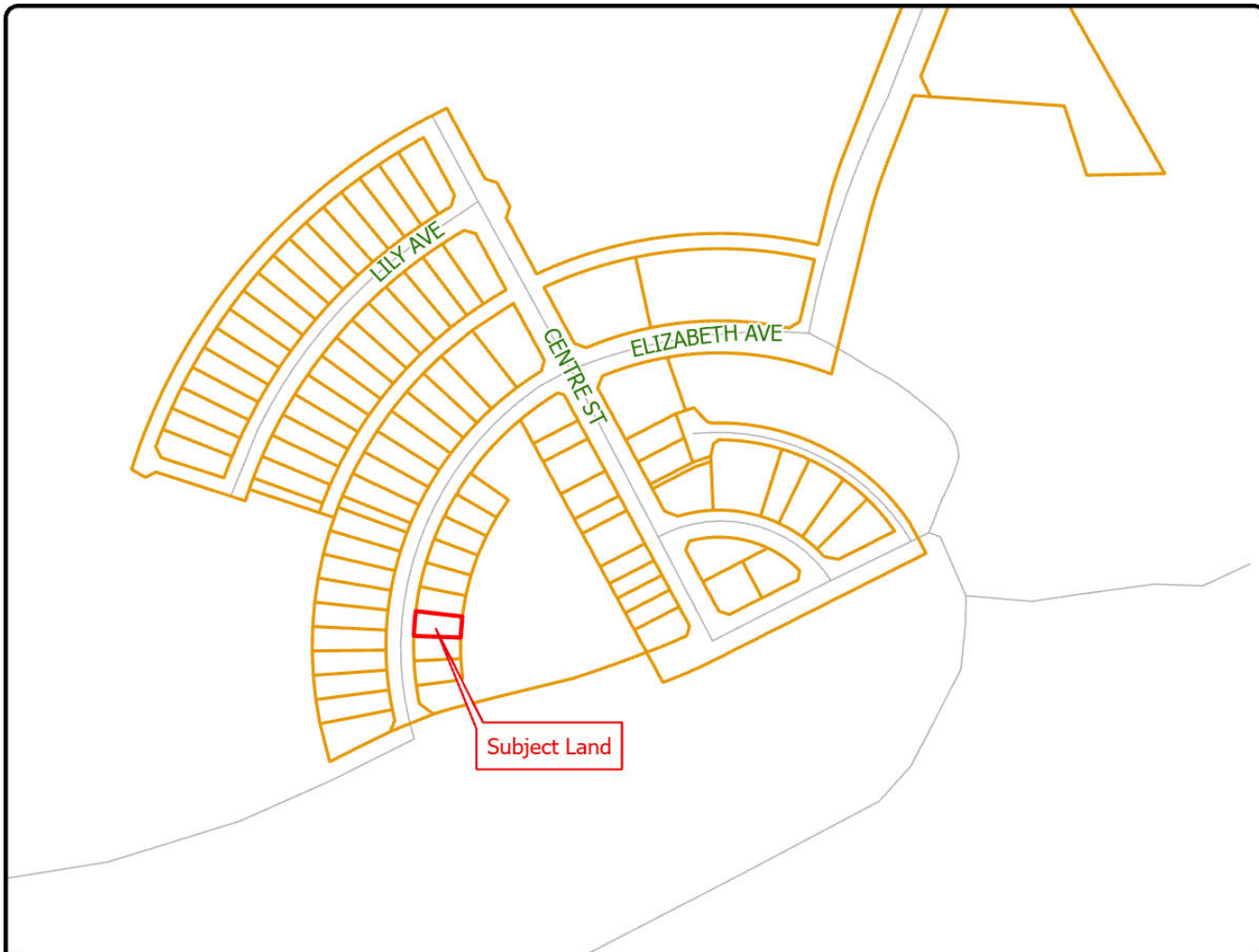
FireSmart principles shall be practised by lot owners by applying the following provisions:

1. The creation and maintenance of a 10 metre cleared area around buildings including the removal of coniferous understory, litter, dead vegetation and any other material that may be combustible;
2. Clear the area 10 to 30 metres from buildings of any dead or downed materials, conifers should be thinned to have 3-6 metre spacing between crowns and conifer tree branches should be pruned to 2 metres above ground;
3. Roofs should be constructed of non-combustible or combustion retardant materials;
4. Exterior siding should be fire retardant;
5. The installation of spark arresters on chimneys and stovepipes;

*Please be advised any materials used for the development shall comply with the applicable FireSmart Guidelines. The FireSmart Homeowner's Manual can be found online at <https://firesmartcanada.ca/homeowners/>.*

### **Expiration**

If the development approved in this permit is not commenced within 12 months from the date of issue, or of a development approval order being granted by the appropriate Development Appeal Board (LPRT or SDAB), and thereafter completed within 24 months, the permit is deemed to be void, unless an extension beyond this period has been granted by a Development Officer. If you require an extension, please contact a development officer prior to expiry. In addition, the approved development shall be declared void if the use is discontinued for a period of 12 consecutive months or more.



Development Permit No. 113/26  
Operation of a Short-term Rental  
351 Elizabeth Avenue - Nordegg  
Braun Concrete Ltd.

- Provincial Highways ———
- Gravel County Roads ———
- Other Roads ———
- Waterbodies ———
- Recurring & Intermittent Perennial ———





AERIAL PHOTO  
Development Permit No. 113/26  
Operation of a Short-term Rental  
351 Elizabeth Avenue - Nordegg  
Braun Concrete Ltd.



Other Roads —  
Proposed Parcel



### 11.8 Nordegg Urban Residential (NUR) District

#### Purpose and Intent

The purpose of this District is to accommodate and regulate the development of a mix of low-density residential uses and small-scale resort accommodations in buildings that resemble a single-detached dwelling in the historic town centre of Nordegg.

#### Exempt, Permitted and Discretionary Uses

- a) The following uses shall be Exempt Uses, Permitted or Discretionary with or without conditions provided that the application complies with the regulations of this District and Bylaw:

<b>Exempt Uses (No Development Permit Required)</b>	
Note: "Exempt" means development that does not require a Development Permit if it meets all the provisions of the Bylaw. For additional guidance and other uses refer to Section 3.2: Development Permits Not Required	Personal Recreation vehicle Storage (maximum of 1)
Accessory Building: not exceeding 23.2 square metres (250 sq ft);	Private Greenhouse (less than 23.2 square metres (250 sq ft) as an accessory building)
Construction Trailer	Propane/Fuel Tanks in compliance with Safety Codes legislation
Construction and maintenance of that part of a utility placed in or upon a public right-of-way or public utility easement;	Retaining Wall (provided the retaining wall is not located within 30 metres of an escarpment and is not more than 1.0 metres at the highest point)
Day Home	Stripping & Grading (as part of approved development)
Deck/Patio (provided it complies with lot coverage and setback regulations)	Signs Exempt as Per Section 10.2
Demolition (in accordance with Section 3.2)	Solar Collector < 30 kW: attached to a wall or roof of a building
Direct Market Sales	Temporary Sea-Cans in accordance with regulations of Section 9.28
Dugouts, fishponds, driveways	Telecommunications Tower
Flagpoles, Towers or other poles that don't exceed 5.0m (16.4 ft.)	Temporary Use of Building for Emergency Purposes or Election Purposes
Personal Use Agriculture (that aligns with Part 12)	Temporary Living Accommodation in Personal Recreation Vehicle (in accordance with Section 9.20)
Landscaping that does not impact drainage	

Permitted Uses	Discretionary Uses
One Accessory Building 18.6m <sup>2</sup> and under	Additional Accessory Building(s)
One Accessory Building over 18.6m <sup>2</sup>	Dwelling – Bed and Breakfast
Dwelling – Single Detached	Dwelling – Multi-Unit
Dwelling – Duplex	Dwelling – Guest House / Room
Home Occupation – Minor	Dwelling – Secondary Suite
Solar Collector < 30kW: free standing	Home Occupation - Major
	Parks – Minor
	Stripping & Grading
	Short Term Rental

### Site Regulations

b) The following regulations shall apply to all approved development within this District:

Front Yard Setbacks	A minimum of 5.0 metres (16.4 feet) and maximum of 6.0 metres (19.7 feet) for any dwelling-related use (not including Dwelling-Guest House / Room)
Side Yard Setbacks – Dwellings and Garage with Loft	From a side property line on an internal lot, the setback shall be a minimum of 1.2 metres (3.93 feet)
Side Yard Setbacks – Accessory Buildings and Garage with no Loft	A minimum of 0.6 metres (1.96 feet)
Side Yard Setbacks – All Structures	in the case of a corner lot, the side yard adjacent to a public road shall be a minimum of 3.0 metres (9.8 feet)
Rear Yard Setbacks - Dwellings	A minimum of 13.0 metres (42.6 feet)
Rear Yard Setbacks - Dwelling – Guest House / Room and Accessory Buildings (including garages)	A minimum of 6.0 metres (19.7 feet)
Minimum Lot Size (Laned Lots)	550m <sup>2</sup> (5, 920 sq ft)
Minimum Lot Size (No Lane Access)	330m <sup>2</sup> (3, 552 sq ft)
Minimum Total Floor Area (Dwellings)	75m <sup>2</sup> (807 ft <sup>2</sup> ), unless otherwise approved by the Development Authority
Maximum Total Floor Area (Accessory Buildings not including a Garage)	18.6 square metres (200 sq ft);
Maximum Lot Coverage	No buildings, structures or impervious surfaces shall cover more than 50% of the total lot coverage
Building Heights	Dwellings shall be a minimum of one-storey, with a maximum of 2.5 storeys with the

	<p>exception of dwellings on corner lots being less than 2 storeys.</p> <p>Minimum and maximum building heights shall be measured in number of storeys. Each storey shall not exceed 2.7m (8.8 ft) measured from floor to ceiling.</p> <p>Notwithstanding the above, the maximum overall height of a dwelling shall not exceed 9.5m (31 ft) from the lots average grade elevation.</p> <p>Accessory buildings shall be 2 storeys or less</p> <p>Covered walkways between garages and dwellings shall not exceed the height of the garage.</p>
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#### **Special Requirements**

#### **Permitted Encroachments**

- c) Porches are required in the front of a dwelling and shall not extend more than 2.4 metres (7.9 feet) into the front yard setback.
- d) Balconies, stoops, bay windows, covered walkways, stairs, handicapped ramps, and window wells are allowed:
  - i. a maximum of 2.4 metres (7.9 feet) from the front of a dwelling; and,
  - ii. on a corner lot, a maximum of 2.0 metres (6.6 feet) from the side of a dwelling.
- e) Landmark lighting, benches and trees shall be located within 3.5 metres (11.4 feet) from a boulevard.

#### **Servicing Connections**

- f) Connection to municipal water and wastewater is required on each lot. No private water wells are permitted. No private sewage treatment systems are permitted.

#### **Dwelling – Guest House / Room and Accessory Buildings**

- g) Unless otherwise approved by the Development Officer, only one Dwelling – Guest House / Room shall be located on a lot and shall be allowed only as a Discretionary Use. If allowed by the Development Officer, the following shall be adhered to:
  - i. a Dwelling – Guest House / Room shall not exceed 37.2 square metres (400 sq ft) on the main floor and may contain a loft;

- ii. a Dwelling – Guest House / Room and Accessory Buildings shall be located to the rear of the dwelling; and,
- iii. a Dwelling – Guest House / Room and Accessory Building shall be located a minimum of 3.05 metres (10 feet) from the rear wall of the dwelling;

#### **Private Garages – Laned Lots**

- h) Unless otherwise approved by the Development Officer, a maximum of one private garage shall be located on a lot. The following shall be adhered to:
  - i. maximum floor area of 60 square metres (645.8 sq ft) or 60% of the footprint of the dwelling, whichever is less;
  - ii. garages and parking will be from the rear;
  - iii. no side driveways or parking in front yards shall be allowed;
  - iv. attached garages are considered part of the principal building and shall comply with setback provisions of a single-family dwelling as stated above, except that:
    - a. attached garages shall be a minimum of 4.5 metres (14.7 feet) from the front of the dwelling;
  - v. a private garage may contain a secondary suite in a loft over the private garage; and,
  - vi. setback requirements for detached garages: shall be located a minimum of 6.0 metres (19.7 feet) from a dwelling;

#### **Private Garages – No Lane Access Lots**

- i) A maximum of one private garage shall be located on a lot. The following requirements shall be adhered to:
  - i. attached garages are considered part of the principal building and shall comply with setback provisions of a single-family dwelling as stated above, except that:
    - a. attached garages shall be a minimum of 4.5 metres (14.7 feet) from the front of the dwelling;
    - b. maximum floor area of 60 square metres (645.8 sq ft) or 60% of the footprint of the dwelling, whichever is less; and,
    - c. a private garage may contain a secondary suite in a loft over the private garage.

#### **Other Requirements**

- j) See Part 12: Hamlet of Nordegg Lot and Building Design Regulations for additional regulations that apply to lots with this designation within the Hamlet of Nordegg.
- k) All multi-unit residential buildings must be designed to resemble a single-detached dwelling in compliant with the Hamlet Architectural Guideline.



## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Request for Decision					
<b>SUBJECT:</b>	Application for Temporary Business Development Permit No. 115/26 for the Operation of a Short-Term Rental - Plan 772 2863, Block 2, Lot 5 (Pt. SW 16-36-06-W5M)					
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026					
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Dustin Bisson, Senior Planner Kim Gilham, Acting Director					
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation					
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input checked="" type="checkbox"/> County Bylaw or Policy (LUB No. 25/050 and MDP (2023) as amended)					
<p><b>Council Values</b></p> <table border="0"> <tr> <td style="text-align: center;">   <b>Economic Prosperity</b>            Grow our population and economy by attracting people, investment, businesses, and industry.         </td> <td style="text-align: center;">   <b>Cooperative Alliances</b>            Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.         </td> <td style="text-align: center;">   <b>Environmental Stewardship</b>            Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.         </td> <td style="text-align: center;">   <b>Community Social Growth</b>            Ensure the health and well-being of our communities and its residents.         </td> <td style="text-align: center;">   <b>Financial Responsibility</b>            Reduce the fiscal burden of future Councils, as well as the community, for generations to come.         </td> </tr> </table>		 <b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.	 <b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 <b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 <b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.	 <b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.
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<p><b>ATTACHMENTS:</b></p> <p><a href="#">Site Photos</a></p> <p><a href="#">Aerial &amp; Location</a></p>						

#### STAFF RECOMMENDATION:

Administration is recommending the Municipal Planning Commission approve Development Permit No. 115/26 for the operation of a short-term rental for one (1) year with the recommended conditions.

#### BACKGROUND:

##### Purpose of Application

- For the operation of a short-term rental business.

**Property Information**

- Eagle Ridge Subdivision
  - 124 Eagle Ridge Drive
- Plan 772 2863, Block 2, Lot 5 (Pt. SW 16-36-06-W5M)
- 1.06 acres, more or less
- Country Residential (CR) District
- Dwelling - Detached
  - 2 bedrooms, 2 bathrooms

**Proposed Scope of Operations**

- Short-term whole-home rental, 30 days or less
  - guests will have exclusive use of the dwelling and property
- Self Check in
  - Guests will have the applicants contact information if issues arise
- Check in is 3:00 p.m. onward
- Checkout is no later than 11:00 a.m.
- Up to 8 guests may stay on the property per booking
- Parking is available in designated spots in front of the rental home
- Pets will be allowed with notification
  - Rules provided to renter with check in message
- No signage is proposed
- Local emergency contact

**Policy Considerations****Land Use Bylaw 25/050****Section 9.30 Short-Term Rentals**

- 9.30.1 - All Development Permits for short term rentals will be approved as a temporary permit for a maximum of 1 year.
- 9.30.2 - After three successful one-year renewals of a temporary development permit, the temporary permit may be granted for up to 5 years.
- 9.30.3 - All Short-Term rental development permits are not transferable to a new owner. If ownership changes on title for a parcel with an approved Short Term rental development permit, the new owner must apply for a new development permit.
- 9.30.4 - All Short-Term rentals must be in compliance with the Short-Term Rental Bylaw.

**Section 11.2 Country Residential (CR) District**

The purpose and intent of this District is to provide for acreages and/or communally serviced rural residential lot development with no agricultural operations taking place on the parcel.

- Discretionary Use
  - Short Term Rental

**Definition:**

- Short-Term Rental
  - the business of offering a dwelling unit, or portion of, for compensation to persons who are not residents of that dwelling unit for the stay of 30 days or less.

**Adjacent Landowner Referrals**

No comments received.

Administration is recommending that the Municipal Planning Commission **APPROVE** Development Permit No. 115/26 for the Operation of a Short-Term Rental, with the following conditions:

**1. Use of the Property**

- a. Registered guests shall have exclusive use of the existing suite during their stay as a shared-home rental,
- b. Accommodation shall be provided to guests on a temporary basis only, with no individual stay exceeding 30 consecutive days,
- c. Guests shall not occupy accessory buildings, recreation vehicles (RVs) or tents for overnight accommodation;

**the use of the property is herein approved.**

**2. Number of Guests**

- a. A maximum of 8 guests may stay on the property per booking. The home has two bedrooms, two bathrooms, and a kitchen and living space;
- b. Only registered guests are permitted to stay overnight;

**the number of guests is herein approved.**

**3. Quiet Hours**

From 10:00 p.m. to 7:00 a.m.; **the quiet hours are herein approved.**

**4. Parking**

Guest parking shall be contained within the yard site in the designated areas; **the parking is herein approved.**

**5. Check-in and Check-out Procedure**

- a. Host(s) will provide the self check-in and check-out procedure ahead of time through the booking platform,
- b. guests are provided a unique access code that is specific to their booking,
- c. host(s) contact information is available, if required;

**the check-in and check-out procedure is herein approved.**

**6. Employees**

- a. The applicants shall be the only employees of the business,
- b. A contractor may attend the property as required after guest check-out to perform cleaning or maintenance;

**the number of employees is herein approved.**

**7. Solid Waste Management**

Guests must store all waste inside the provided waste bins.

**8. Pets**

Pets shall be permitted, however they are to remain supervised at all times.

**9. Emergency Contact**

The landowners shall ensure that the local emergency contact is available when the suite has Short-Term rental guests.

#### 10. **Short-Term Rental Bylaw Compliance**

The operation of all Short-Term Rentals must be in compliance with Clearwater County's Short-Term Rental Bylaw at all times.

- a. The landowner shall obtain and maintain a valid Short-Term Rental Licence issued by Clearwater County for the duration of the Short-Term Rental operation.
- b. The Licence shall include and address additional requirements for Short-Term Rentals, including, but not limited to: fire and safety, solid waste management, signage, parking, local contact person, check-in and check-out procedure, nuisance and conduct, fire pits and outdoor use, and pets.

#### 11. **Term of Approval**

- a. This **FIRST** Temporary Business Development Permit authorizes the use of the property as a Short-Term Rental for a period of **one (1) year** from the date of decision.
- b. A new Temporary Business Development Permit application and Short-Term Rental Licence application must be submitted to Clearwater County prior to **June 17, 2027**, should the applicants wish to continue operating beyond this date.
- c. Following three consecutive one-year renewals of a Temporary Business Development Permit in good standing, the Development Authority may consider issuing a Temporary Business Development Permit valid for a period of up to five (5) years.

#### **Notes to Applicant**

**Applicants need to be aware that provincial legislation, not enforceable by this municipality, exists and must be followed.**

#### **Alberta Safety Codes Authority**

For construction, renovation/alteration, move, demolition permits, and advice on codes and standards, please contact the **Alberta Safety Codes Authority, a division of the Safety Codes Council** at 1-888-413-0099 or email [askasca@safetycodes.ab.ca](mailto:askasca@safetycodes.ab.ca). An up-to-date list of accredited agencies that issue safety code permits is available at <https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/> on the Safety Codes Council website <https://www.safetycodes.ab.ca/municipalities-corporations-and-agencies/alberta-safety-codes-authority/>.

#### **Fire Department Response Time and Limiting Distance Requirements**

At this time, the Clearwater County Fire Department response time exceeds ten (10) minutes in all areas of the County. National Building Code Limiting Distance requirements between structures and from property boundaries are applicable to all construction on any property within Clearwater County. Construction standards will vary. Please contact an agency accredited by the Alberta Safety Codes Authority for further information.

#### **Access**

This development permit approval in no way approves access and/or approaches located off the property described above. **All proposed new, revised, or existing access/approaches to the property will be forwarded to the Director of Public Works, or his designate, at (403) 845-4444 for review and approval.** As per the Approach Construction Guidelines Policy, if a developer wishes to utilize an existing approach and the proposed development would alter or intensify its use, the approach must meet all applicable Municipal Standards. No work shall be undertaken on municipal road right-of-way until an approval is received through the application process. The applicants are responsible to cover the costs associated with new approach construction or upgrades to an existing approach.

#### **FireSmart Guidelines**

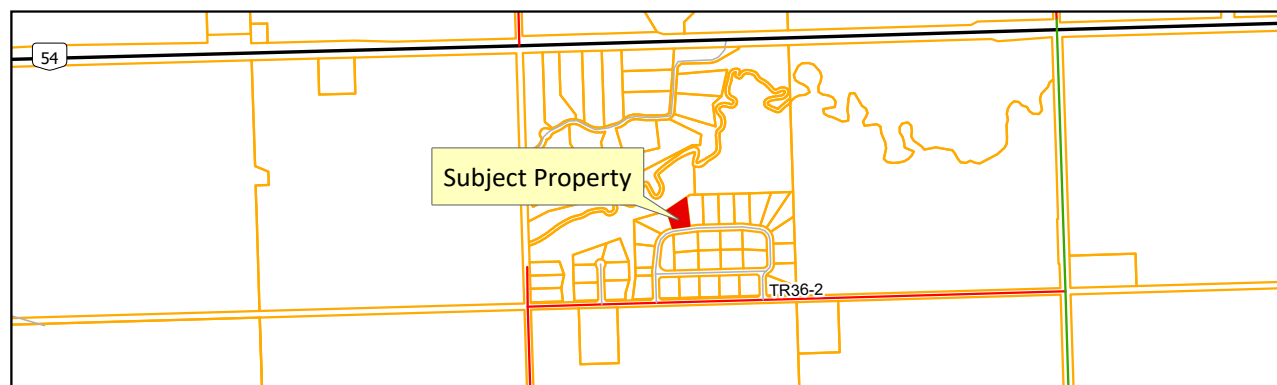
FireSmart principles shall be practiced by lot owners by applying the following provisions:

- a) The creation and maintenance of a 10 metre cleared area around buildings including the removal of coniferous understory, litter, dead vegetation and any other material that may be combustible;
- b) Clear the area 10 to 30 metres from buildings of any dead or downed materials, conifers should be thinned to have 3-6 metre spacing between crowns and conifer tree branches should be pruned to 2 metres above ground;
- c) Roofs should be constructed of non-combustible or combustion retardant materials;
- d) Exterior siding should be fire retardant;
- e) The installation of spark arresters on chimneys and stovepipes;

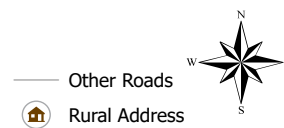
Please be advised any materials used for the development shall comply with the applicable FireSmart Guidelines. *The FireSmart Homeowner's Manual can be found online at <https://firesmartcanada.ca/homeowners/>*

Site Photos  
Plan 772 2863, Block 2, Lot 5  
Eagle Ridge Subdivision










Location Map  
Development Permit No. 115/26  
Plan 772 2863, Block 2, Lot 5  
Pt. SW 16-36-06 W5M  
Asnoraldo Jovani Cuero





## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Request for Decision			
<b>SUBJECT:</b>	Application for Temporary Business Development Permit No. 104/26 for the Operation of a Short-Term Rental			
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026			
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Dawson Connelly, Development Officer Kim Gilham, Acting Director			
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation			
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input checked="" type="checkbox"/> County Bylaw or Policy (LUB and MDP (2026))			
<b>Council Values</b>				
 <p><b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.</p>	 <p><b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.</p>	 <p><b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.</p>	 <p><b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.</p>	 <p><b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.</p>
<b>ATTACHMENTS:</b>				
<a href="#">Aerial</a>				

#### STAFF RECOMMENDATION:

Administration is recommending the Municipal Planning Commission approve Development Permit No. 104/26 for the operation of a short-term rental for one (1) year with the conditions outlined below.

#### BACKGROUND:

##### Property and Background Information

- Nordegg North Subdivision
- Plan 062 3817, Block 8, Lot 17 (Pt. SE 04-41-15-W5M)
- 2.00 acres
- 1030 Grizzly Close

- Country Residential (CR) District
- Dwelling - Single Detached
  - Private basement suite
- Short-term shared-home rental, 30 days or less
- Self check-in, however the owner will be onsite to assist guests.
- Check-in is 4:00 p.m. onward
- Check-out is no later than 11:00 a.m.
- Up to 2 guests may stay on the property per booking
- Parking is available in the designated areas, street parking is not permitted
- Pets are permitted
- No signage is proposed
- Local emergency contact

### **Policy Considerations**

#### **Land Use Bylaw 25/050**

##### Section 9.30 Short-Term Rentals

- 9.30.1 - All Development Permits for short term rentals will be approved as a temporary permit for a maximum of 1 year.
- 9.30.2 - After three successful one-year renewals of a temporary development permit, the temporary permit may be granted for up to 5 years.
- 9.30.3 - All Short-Term rental development permits are not transferable to a new owner. If ownership changes on title for a parcel with an approved Short Term rental development permit, the new owner must apply for a new development permit.
- 9.30.4 - All Short-Term rentals must be in compliance with the Short-Term Rental Bylaw.

##### Section 11.2 Country Residential (CR) District

The purpose and intent of this District is to provide for acreages and/or communally serviced rural residential lot development with no agricultural operations taking place on the parcel.

- Discretionary Use
  - Short Term Rental

##### Definition:

- Short-Term Rental
  - The business of offering a dwelling unit, or portion of, for compensation to persons who are not residents of that dwelling unit for the stay of 30 days or less.

### **Referrals**

#### **Clearwater County Assessment**

If approved, the Assessment Department would like to advise the applicant that the property will be assessed under the small business class.

#### **Clearwater County Regional Fire**

CRFRS and Fire SCOs have no concerns or comments regarding use of existing home (#1030 Grizzly Close) as short term rental. Please notify CRFRS if approved so we may update our occupancy info appropriately.

No comments received from adjacent landowners.

Administration is recommending that the Municipal Planning Commission APPROVE Development Permit No.104/26 for the Operation of a Short-Term Rental, with the following conditions:

1. **Use of the Property**

- a. Registered guests shall have exclusive use of the existing suite during their stay as a shared-home rental,
- b. Accommodation shall be provided to guests on a temporary basis only, with no individual stay exceeding 30 consecutive days,
- c. Guests shall not occupy accessory buildings, recreation vehicles (RVs) or tents for overnight accommodation;

**the use of the property is herein approved.**

2. **Number of Guests**

- a. A maximum of 2 guests may stay on the property per booking. The basement suite has one bedroom, bathroom, family room, and a kitchen;
- b. Only registered guests are permitted to stay overnight;

**the number of guests is herein approved.**

3. **Quiet Hours**

From 11:00 p.m. to 8:00 a.m.; **the quiet hours are herein approved.**

4. **Parking**

Guest parking shall be contained within the yard site in the designated areas; **the parking is herein approved.**

5. **Check-in and Check-out Procedure**

- a. Host(s) will provide the self check-in and check-out procedure ahead of time through the booking platform,
- b. host(s) are onsite for assistance, if required;

**the check-in and check-out procedure is herein approved.**

6. **Employees**

- a. The applicants shall be the only employees of the business,
- b. A contractor may attend the property as required after guest check-out to perform cleaning or maintenance;

**the number of employees is herein approved.**

7. **Solid Waste Management**

Property owner disposes of all waste.

8. **Pets**

Pets shall be permitted, however they are to remain supervised at all times.

9. **Emergency Contact**

The landowners shall ensure that the local emergency contact is available when the suite has Short-Term rental guests.

10. **Short-Term Rental Bylaw Compliance**

The operation of all Short-Term Rentals must be in compliance with Clearwater County's Short-Term Rental Bylaw at all times.

- a. The landowner shall obtain and maintain a valid Short-Term Rental Licence issued by Clearwater County for the duration of the Short-Term Rental operation.
- b. The Licence shall include and address additional requirements for Short-Term Rentals, including, but not limited to: fire and safety, solid waste management, signage, parking, local contact person, check-in and check-out procedure, nuisance and conduct, fire pits and outdoor use, and pets.

## 11. Term of Approval

- a. This **FIRST** Temporary Business Development Permit authorizes the use of the property as a Short-Term Rental for a period of **one (1) year** from the date of decision.
- b. A new Temporary Business Development Permit application and Short-Term Rental Licence application must be submitted to Clearwater County prior to **June 17, 2027**, should the applicants wish to continue operating beyond this date.
- c. Following three consecutive one-year renewals of a Temporary Business Development Permit in good standing, the Development Authority may consider issuing a Temporary Business Development Permit valid for a period of up to five (5) years.

### Notes to Applicant

**Applicants need to be aware that provincial legislation, not enforceable by this municipality, exists and must be followed.**

### **Alberta Safety Codes Authority**

For construction, renovation/alteration, move, demolition permits, and advice on codes and standards, please contact the **Alberta Safety Codes Authority, a division of the Safety Codes Council** at 1-888-413-0099 or email [askasca@safetycodes.ab.ca](mailto:askasca@safetycodes.ab.ca). An up-to-date list of accredited agencies that issue safety code permits is available at <https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/> on the Safety Codes Council website <https://www.safetycodes.ab.ca/municipalities-corporations-and-agencies/alberta-safety-codes-authority/>.

### **Fire Department Response Time and Limiting Distance Requirements**

At this time, the Clearwater County Fire Department response time exceeds ten (10) minutes in all areas of the County. National Building Code Limiting Distance requirements between structures and from property boundaries are applicable to all construction on any property within Clearwater County. Construction standards will vary. Please contact an agency accredited by the Alberta Safety Codes Authority for further information.

### **Access**

This development permit approval in no way approves access and/or approaches located off the property described above. **All proposed new, revised, or existing access/approaches to the property will be forwarded to the Director of Public Works, or his designate, at (403) 845-4444 for review and approval.** As per the Approach Construction Guidelines Policy, if a developer wishes to utilize an existing approach and the proposed development would alter or intensify its use, the approach must meet all applicable Municipal Standards. No work shall be undertaken on municipal road right-of-way until an approval is received through the application process. The applicants are responsible to cover the costs associated with new approach construction or upgrades to an existing approach.

### **FireSmart Guidelines**

FireSmart principles shall be practiced by lot owners by applying the following provisions:

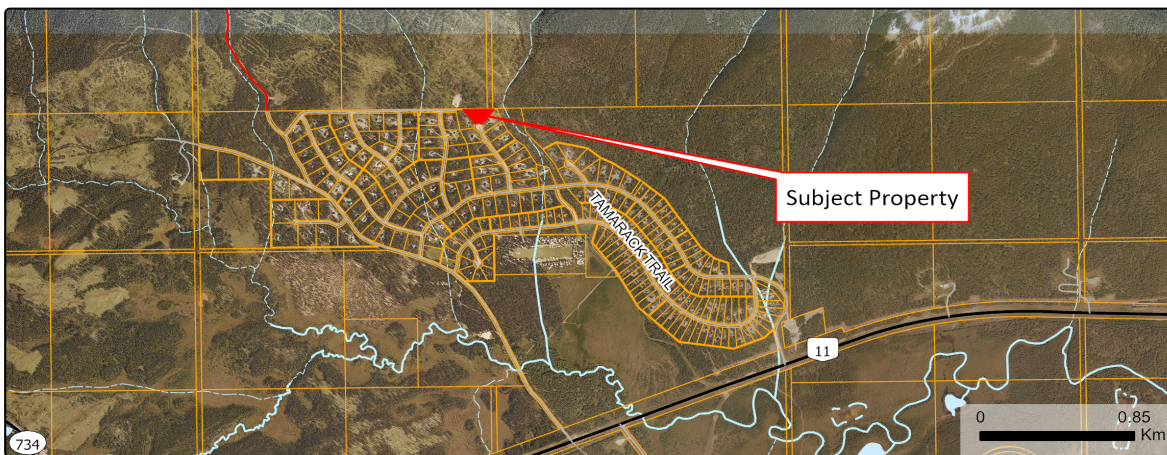
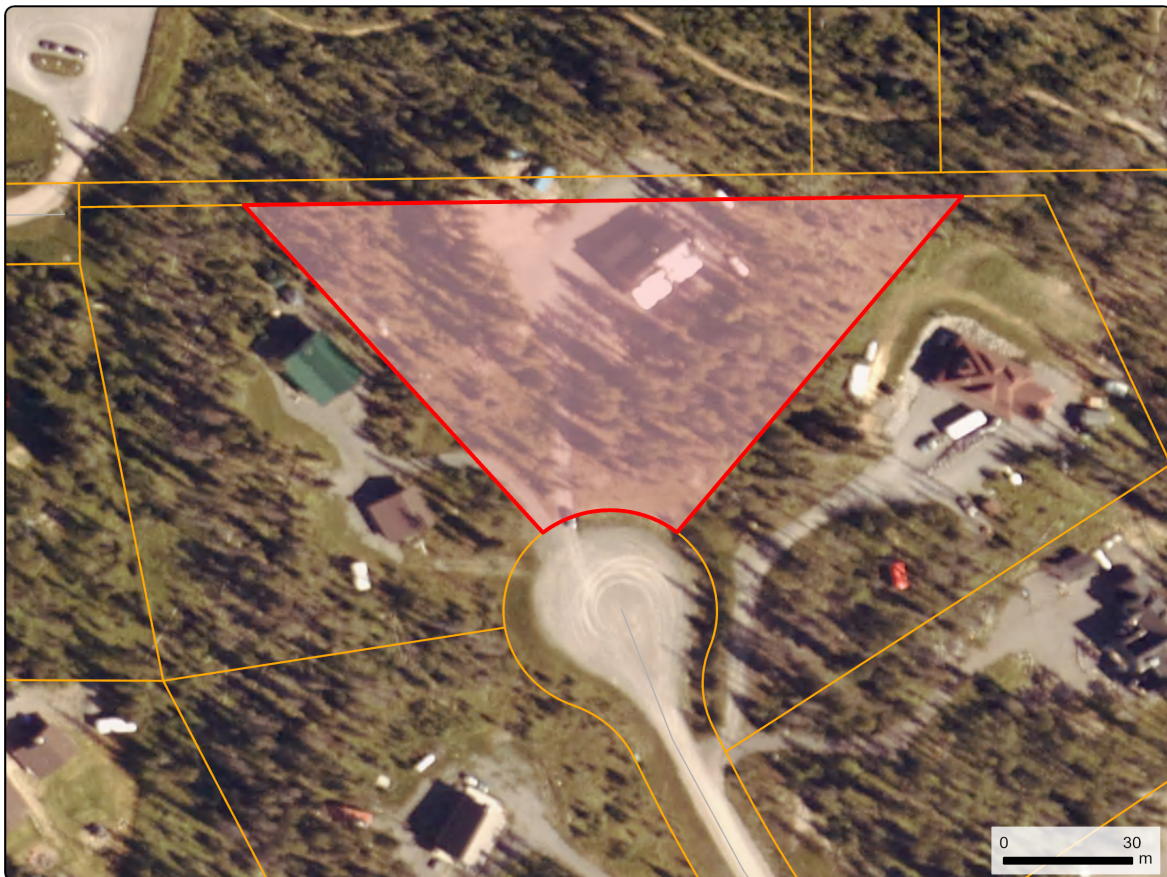
- a) The creation and maintenance of a 10 metre cleared area around buildings including the removal of coniferous understory, litter, dead vegetation and any other material that may be combustible;
- b) Clear the area 10 to 30 metres from buildings of any dead or downed materials, conifers should be thinned to have 3-6 metre spacing between crowns and conifer tree branches should be pruned to 2 metres above ground;

- c) Roofs should be constructed of non-combustible or combustion retardant materials;
- d) Exterior siding should be fire retardant;
- e) The installation of spark arresters on chimneys and stovepipes;

Please be advised any materials used for the development shall comply with the applicable FireSmart Guidelines. *The FireSmart Homeowner's Manual can be found online at <https://firesmartcanada.ca/homeowners/>*

**Expiration**

If the development approved in this permit is not commenced within 12 months from the date of issue, or of a development approval order being granted by the appropriate Development Appeal Board (LPRT or SDAB), and thereafter completed within 24 months, the permit is deemed to be void, unless an extension beyond this period has been granted by a Development Officer. If you require an extension, please contact a development officer prior to expiry. In addition, the approved development shall be declared void if the use is discontinued for a period of 12 consecutive months or more.



Development Permit Application No. 104/26  
Plan 062 3817, Block 8, Lot 17  
Pt. SE 04-41-15-W5M  
The Trailhead Suite  
Ken and Rebecca Saunders

- Property Boundaries 
  - Provincial Highways 
  - Paved County Roads 
  - Gravel County Roads 
  - Other Roads 
- 



## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Request for Decision
<b>SUBJECT:</b>	Application for Temporary Business Development Permit No. 103/26 for the Operation of a Short-Term Rental
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Dawson Connelly, Development Officer Kim Gilham, Acting Director
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input checked="" type="checkbox"/> County Bylaw or Policy (LUB and MDP (2026))
<b>Council Values</b>	
 <b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.	 <b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.
 <b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 <b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.
 <b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.	
<b>ATTACHMENTS:</b>	
<a href="#">Aerial Photo</a>	

#### STAFF RECOMMENDATION:

Administration is recommending the Municipal Planning Commission approve Development Permit No. 103/26 for the operation of a short-term rental for one (1) year with the conditions outlined below.

#### BACKGROUND:

##### Property and Background Information

- Nordegg North Subdivision
- Plan 062 3817, Block 10, Lot 26 (Pt. SW 03-41-15-W5M)
- 1.26 acres
- 451 Pine Martin Drive

- Leisure Residence (LR) District
- Dwelling - Single Detached
  - 3 bedrooms
  - 1 bathroom
- Short-term whole-home rental, 30 days or less
- Self check-in through the VRBO App
- Check-out is no later than 11:00 a.m.
- Up to 8 guests may stay on the property per booking
- Parking is available in the designated areas, street parking is not permitted
- Pets are permitted
- No signage is proposed
- Local emergency contact

### **Policy Considerations**

#### **Land Use Bylaw 25/050**

##### Section 9.30 Short-Term Rentals

- 9.30.1 - All Development Permits for short term rentals will be approved as a temporary permit for a maximum of 1 year.
- 9.30.2 - After three successful one-year renewals of a temporary development permit, the temporary permit may be granted for up to 5 years.
- 9.30.3 - All Short-Term rental development permits are not transferable to a new owner. If ownership changes on title for a parcel with an approved Short Term rental development permit, the new owner must apply for a new development permit.
- 9.30.4 - All Short-Term rentals must be in compliance with the Short-Term Rental Bylaw.

##### Section 11.6 Leisure Residence (LR) District

The purpose and intent of this District is to provide locations for smaller lot, recreational properties that are for both individual private landowners or resort-style developments throughout the County.

- Discretionary Use
  - Short Term Rental

##### Definition:

- Short-Term Rental
  - The business of offering a dwelling unit, or portion of, for compensation to persons who are not residents of that dwelling unit for the stay of 30 days or less.

### **Referrals**

#### **Clearwater County Assessment**

If approved, the Assessment Department would like to advise the applicant that the property will be assessed under the small business class.

#### **One comment received from an adjacent landowner.**

Application concerning short term rental.

I believe it's time for the community of nordegg to start to be stricter on short term rentals.

My biggest concern is that the host is usually not living in the community so there is no way of regulating how many people actually show up to the rental property or have any control over the noise level and hours. Residents of Nordegg and property owners own in Nordegg to get away to enjoy peace and quiet.

A lot of owners currently have to deal with the "Weekend Warriors" that have no regard for their neighbors since they don't live here and have chosen rentals to have rental properties. There are cumulative impacts with short term rentals including increased crime, noise, overflowing trash bins every weekend causing improper storage of garbage leads to bear and wildlife problems and no larger community value when the property owners are not truly invested in the community.

The closest services of hospital, fire, and police are an hour away and managing incidents with a remote property manager leads to problems. The focus should be on increasing commercial accommodation to manage, support and oversee rentals and patrons.

Regards,  
Richard Fries

Administration is recommending that the Municipal Planning Commission APPROVE Development Permit No. 103/26 for the Operation of a Short-Term Rental, with the following conditions:

**1. Use of the Property**

- a. Registered guests shall have exclusive use of the existing residence during their stay as a whole-home rental,
- b. Accommodation shall be provided to guests on a temporary basis only, with no individual stay exceeding 30 consecutive days,
- c. Guests shall not occupy accessory buildings, recreation vehicles (RVs) or tents for overnight accommodation;

**the use of the property is herein approved.**

**2. Number of Guests**

- a. A maximum of 8 guests may stay on the property per booking. the dwelling has 2 bedrooms, 1 bathroom, kitchen, family room, and a loft;
- b. Only registered guests are permitted to stay overnight;

**the number of guests is herein approved.**

**3. Quiet Hours**

From 10:00 p.m. to 8:00 a.m.; **the quiet hours are herein approved.**

**4. Parking**

Guest parking shall be contained within the yard site in the designated areas; **the parking is herein approved.**

**5. Check-in and Check-out Procedure**

- a. Host(s) will provide the self check-in and check-out procedure ahead of time through the booking platform;

**the check-in and check-out procedure is herein approved.**

**6. Employees**

- a. The applicants shall be the only employees of the business,
- b. A contractor may attend the property as required after guest check-out to perform cleaning or maintenance;

**the number of employees is herein approved.**

**7. Solid Waste Management**

Guests shall place all solid waste in the provided bear bins.

**8. Pets**

Pets shall be permitted, however they are to remain supervised at all times.

**9. Emergency Contact**

The landowners shall ensure that the local emergency contact is available when the suite has Short-Term rental guests.

**10. Short-Term Rental Bylaw Compliance**

The operation of all Short-Term Rentals must be in compliance with Clearwater County's Short-Term Rental Bylaw at all times.

- a. The landowner shall obtain and maintain a valid Short-Term Rental Licence issued by Clearwater County for the duration of the Short-Term Rental operation.
- b. The Licence shall include and address additional requirements for Short-Term Rentals, including, but not limited to: fire and safety, solid waste management, signage, parking, local contact person, check-in and check-out procedure, nuisance and conduct, fire pits and outdoor use, and pets.

**11. Term of Approval**

- a. This **FIRST** Temporary Business Development Permit authorizes the use of the property as a Short-Term Rental for a period of **one (1) year** from the date of decision.
- b. A new Temporary Business Development Permit application and Short-Term Rental Licence application must be submitted to Clearwater County prior to **June 17, 2027**, should the applicants wish to continue operating beyond this date.
- c. Following three consecutive one-year renewals of a Temporary Business Development Permit in good standing, the Development Authority may consider issuing a Temporary Business Development Permit valid for a period of up to five (5) years.

**Notes to Applicant**

**Applicants need to be aware that provincial legislation, not enforceable by this municipality, exists and must be followed.**

**Alberta Safety Codes Authority**

For construction, renovation/alteration, move, demolition permits, and advice on codes and standards, please contact the **Alberta Safety Codes Authority, a division of the Safety Codes Council** at 1-888-413-0099 or email [askasca@safetycodes.ab.ca](mailto:askasca@safetycodes.ab.ca). An up-to-date list of accredited agencies that issue safety code permits is available at <https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/> on the Safety Codes Council website <https://www.safetycodes.ab.ca/municipalities-corporations-and-agencies/alberta-safety-codes-authority/>.

**Fire Department Response Time and Limiting Distance Requirements**

At this time, the Clearwater County Fire Department response time exceeds ten (10) minutes in all areas of the County. National Building Code Limiting Distance requirements between structures and from property boundaries are applicable to all construction on any property within Clearwater County. Construction standards will vary. Please contact an agency accredited by the Alberta Safety Codes Authority for further information.

**Access**

This development permit approval in no way approves access and/or approaches located off the property described above. **All proposed new, revised, or existing access/approaches to the property will be forwarded to the Director of Public Works, or his designate, at (403) 845-4444**

**for review and approval.** As per the Approach Construction Guidelines Policy, if a developer wishes to utilize an existing approach and the proposed development would alter or intensify its use, the approach must meet all applicable Municipal Standards. No work shall be undertaken on municipal road right-of-way until an approval is received through the application process. The applicants are responsible to cover the costs associated with new approach construction or upgrades to an existing approach.

### **FireSmart Guidelines**

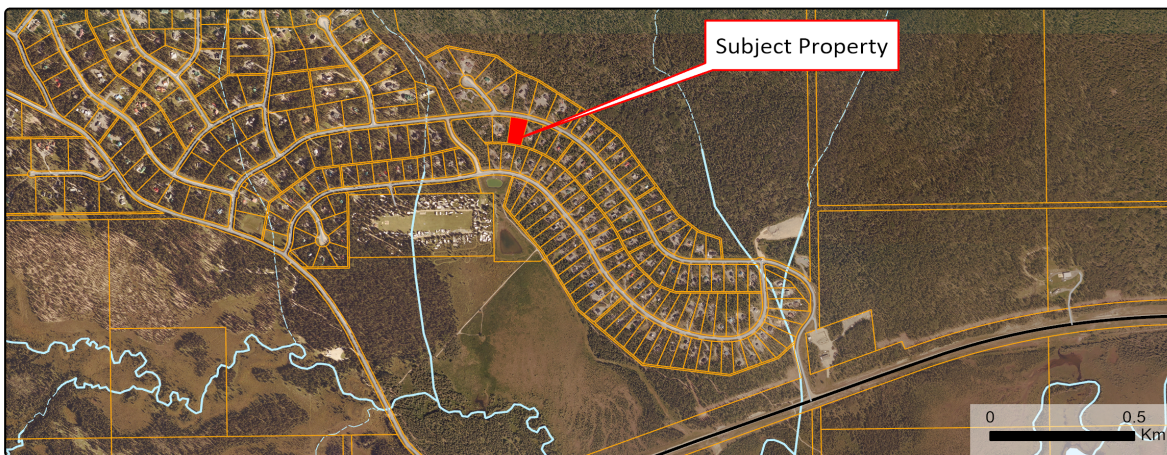
FireSmart principles shall be practiced by lot owners by applying the following provisions:

- a) The creation and maintenance of a 10 metre cleared area around buildings including the removal of coniferous understory, litter, dead vegetation and any other material that may be combustible;
- b) Clear the area 10 to 30 metres from buildings of any dead or downed materials, conifers should be thinned to have 3-6 metre spacing between crowns and conifer tree branches should be pruned to 2 metres above ground;
- c) Roofs should be constructed of non-combustible or combustion retardant materials;
- d) Exterior siding should be fire retardant;
- e) The installation of spark arresters on chimneys and stovepipes;

Please be advised any materials used for the development shall comply with the applicable FireSmart Guidelines. *The FireSmart Homeowner's Manual can be found online at <https://firesmartcanada.ca/homeowners/>*

### **Expiration**

If the development approved in this permit is not commenced within 12 months from the date of issue, or of a development approval order being granted by the appropriate Development Appeal Board (LPRT or SDAB), and thereafter completed within 24 months, the permit is deemed to be void, unless an extension beyond this period has been granted by a Development Officer. If you require an extension, please contact a development officer prior to expiry. In addition, the approved development shall be declared void if the use is discontinued for a period of 12 consecutive months or more.



Development Permit Application No. 103/26  
Plan 062 3817, Block 10, Lot 26  
Pt. SW 04-41-15-W5M  
Darcy O'Brien Consulting Ltd.

- Property Boundaries 
  - Provincial Highways 
  - Paved County Roads 
  - Gravel County Roads 
  - Other Roads 
- 



## Agenda Item Report

### Municipal Planning Commission

<b>AIR Type:</b>	Presentation					
<b>SUBJECT:</b>	Recommendation to Council Application No. 16/26 to amend the Land Use Bylaw for the redesignation of 5.0 acres from (A) to (CA) and 4.6 acres from the (A) to (CRA) NE-24-39-05-W5M					
<b>PRESENTATION DATE:</b>	Wednesday, June 17, 2026					
<b>DEPARTMENT:</b> <b>WRITTEN BY:</b> <b>REVIEWED BY:</b>	Planning & Development Kim Gilham, Acting Director Holly Bily, Senior Development Officer					
<b>BUDGET CONSIDERATIONS:</b>	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation					
<b>LEGISLATIVE DIRECTION:</b>	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (MGA) <input checked="" type="checkbox"/> County Bylaw or Policy (LUB No. 25/050 and MDP (2023) as amended)					
<p><b>Council Values</b></p> <table border="0"> <tr> <td style="text-align: center;">   <b>Economic Prosperity</b>            Grow our population and economy by attracting people, investment, businesses, and industry.         </td> <td style="text-align: center;">   <b>Cooperative Alliances</b>            Work with our neighbours, our partners, and our communities to find ways to encourage economic growth.            enhance our quality of life, and celebrate what makes us amazing.         </td> <td style="text-align: center;">   <b>Environmental Stewardship</b>            Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.         </td> <td style="text-align: center;">   <b>Community Social Growth</b>            Ensure the health and well-being of our communities and its residents.         </td> <td style="text-align: center;">   <b>Financial Responsibility</b>            Reduce the fiscal burden of future Councils, as well as the community, for generations to come.         </td> </tr> </table>		 <b>Economic Prosperity</b> Grow our population and economy by attracting people, investment, businesses, and industry.	 <b>Cooperative Alliances</b> Work with our neighbours, our partners, and our communities to find ways to encourage economic growth. enhance our quality of life, and celebrate what makes us amazing.	 <b>Environmental Stewardship</b> Responsibly maintain the physical spaces, on and below ground, within and surrounding County limits.	 <b>Community Social Growth</b> Ensure the health and well-being of our communities and its residents.	 <b>Financial Responsibility</b> Reduce the fiscal burden of future Councils, as well as the community, for generations to come.
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<p><b>ATTACHMENTS:</b></p> <p><a href="#">Bylaw 26-098</a></p> <p><a href="#">Bylaw 26-099</a></p> <p><a href="#">Aerial NE-24-39-05-W5M</a></p> <p><a href="#">Aerial for Leslieville Cemetery</a></p> <p><a href="#">Aerial - CRA Parcel</a></p> <p><a href="#">Contours Map</a></p> <p><a href="#">Surrounding Land Use</a></p>						

[LSRS Map](#)

### STAFF RECOMMENDATION:

That the Municipal Planning Commission make a recommendation to Council to consider whether or not they should:

1. Grant second and third readings to Bylaw No. 26/098; and
  2. Grant second and third readings to Bylaw No. 26/099
- for application no. 16/26.

### BACKGROUND:

Karen Tolonen and Lorne Schroderus currently hold title to the NE-24-39-05-W5M.

- Containing +/- 154.65 acres.
- The subject land is located 0.8 km (0.5 miles) directly east of the Hamlet of Leslieville.

### Purpose of Application

- To redesignate +/- 5.0 acres from Agricultural (A) to the Community Amenity (CA) District.
  - Pending the successful adoption of the Land Use Amendment, Clearwater County will proceed with an application for subdivision to create separate title to the Community Amenity parcel to be consolidated with the other two existing cemetery parcels to create one title for the entire cemetery.
- To redesignate +/- 4.6 acres from Agricultural (A) to the Country Residential Agricultural (CRA) District.
  - Pending the successful adoption of the Land Use Amendment, the landowners will proceed with an application for subdivision to create separate title to one CRA parcel as a traditional residential subdivision.

### Background

- The quarter section contains the Leslieville Cemetery currently in two parts.
  - One owned by the Bethel Union Church that was created in 1916 that is 2.0 acres.
  - One owned by Clearwater County when the cemetery was last expanded in 1984 that is 3.0 acres.
  - Located in the northwest corner of the quarter section.
- Clearwater County has an agreement with the landowner to purchase an additional 5.0 acres of land for another expansion of the cemetery, to ensure many more years of space.
- The cemetery is accessed via Township Road 39-4 adjacent to the north property boundary.
- The landowners are also requesting a residential parcel.
  - To subdivide out the developed farm yard.
  - Located in the southeast corner of the quarter section.
  - This parcel would be the first residential parcel from the quarter section.
  - However, due to the cemetery being taken out of the quarter section, this parcel would be considered the third title within the quarter section, as the cemetery, once consolidated into one, would be the second title from the quarter section.
- The proposed CRA parcel has existing access from Range Road 5-5, adjacent to the east property boundary.

### Surrounding Land Use/ Environmental Considerations

- Surrounding land uses in the area:
  - mainly agricultural and some residential.

- Lobstick Creek runs diagonally through the quarter section from the northwest to the southeast.
  - Both proposed subdivisions are set back from the creek at the top of the embankment.

## **PLANNING DIRECTION:**

### **Municipal Government Act – Matters Related to Subdivision and Development Regulation**

#### **Section 9 states:**

In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, with respect to the land that is the subject of the application,

1. Its topography,
2. Its soil characteristics,
3. Storm water collection and disposal,
4. Any potential for the flooding, subsidence or erosion of the land,
5. Its accessibility to a road,
6. The availability and adequacy of a water supply, sewage disposal system and solid waste disposal,
7. In the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and building sites comply with the requirements of the Private Sewage Disposal Systems Regulation (AR 229/97) in respect of lot size and distances between property lines, buildings, water sources and private sewage disposal systems as identified in section 4(4)(b) and (c),
8. The use of the land in the vicinity of the land is the subject of the application, and
9. Any other matters that it considers necessary to determine whether lands that is the subject of the application is suitable for the purpose for which the subdivision is intended.

### **Clearwater County's Municipal Development Plan (2023)**

#### **MDP Policy 5.2.3 Subdivision and Development on Agricultural Land**

Each subdivision or development application shall be assessed and decided upon on a case by case basis. In evaluating subdivision or development proposals that affect agricultural land, the agricultural quality of the land is one of a number of factors that Clearwater County will consider. Additional items to be considered include the following:

- (a) the nature and extent of farming activities in the local area;
- (b) the nature and extent of non farming activities in the local area;
- (c) the Farmland Assessment Rating, or alternative documentation as prepared by a qualified professional and agreed to by the County, of the land within the title to be subdivided or developed and adjacent lands;
- (d) the proposed use of land;
- (e) the reasonable availability of alternative locations for the proposed subdivision or development; and
- (f) additional criteria as determined by the Development Authority.

#### **MDP Policy 5.2.4 Agricultural Operations**

In making decisions on proposed land redesignations, subdivisions or developments in areas of the County where agriculture is the primary use, Clearwater County should seek to limit infringements on agricultural operations except where otherwise provided for in the MDP.

#### **MDP Policy 6.2.1 General Residential Development Considerations**

Recognizing residential development will be required to accommodate future population growth and to help sustain community infrastructure, especially schools, Clearwater County views that residential development which is appropriately located and designed to the satisfaction of the County is compatible within the rural area, including adjoining and nearby agricultural operations and other residences.

#### **MDP Policy 6.2.2 General Residential Development Considerations**

When considering a proposed residential subdivision, Clearwater County will require that the proposed subdivision applicant demonstrate:

- (a) the site has attributes suitable for residential development;
- (b) is appropriately located and designed such that it effectively embraces, and conserves where appropriate, the visual and environmental qualities of the area, including topography, landscapes, water features, native habitat and biodiversity values;
- (c) mitigating strategies to minimize impacts on natural resources, including productive agricultural land, water, aggregate and energy resources; and
- (d) the proposal can be reasonably served by community and physical infrastructure.

#### **MDP Policy 6.2.3 General Residential Development Considerations**

Clearwater County shall require that each parcel to be approved for a residential development:

- (a) has legal access and year-round physical access developed to meet applicable standards and connected to a Provincial highway or County maintained roadway;
- (b) has a minimum 0.4 hectares (1 acre) developable area;
- (c) where a private septic system and a private water system are proposed, there is sufficient area necessary to provide the proposed private system(s);
- (d) has a water table at a depth of at least 2 metres (6.56 ft), unless a qualified professional can demonstrate to the satisfaction of the County that a water table closer to the surface will not unduly impact the development; and
- (e) is serviced in accordance with provincial regulations and any applicable County standards or policy.

#### **MDP Policy 10.2.1 Number of Permitted Parcels**

In a quarter section designated Agricultural District as per the Land Use Bylaw the maximum number of titled parcels that are allowed to be created in a quarter section shall be two (2). This number includes one (1) additional parcel and the balance or remainder of the quarter section.

#### **MDP Policy 10.2.4 Number of Permitted Parcels**

When evaluating the land use redesignation which may provide additional subdivision options Clearwater County shall take into consideration:

- (a) the impact on roadways, access and potential for additional traffic;
- (b) potential impacts on adjacent lands including existing uses, possible nuisances and land use incompatibilities; and
- (c) The applicable residential policies contained In Section 6 and 5.2.3 of this MDP.

#### **MDP Policy 10.2.5 Number of Permitted Parcels**

For a residential parcel in the Agriculture District of the Land Use Bylaw that includes all or part of an existing farmstead, the parcel size shall be no less than 1.01 hectares (2.25 acres) and no greater than 2.83 hectares (7 acres) unless a larger parcel size is deemed necessary by the Subdivision Authority to:

- (a) encompass existing residential amenities and facilities, such as shelter belts, wastewater and water services and driveways associated with the farmstead; or
- (b) to accommodate a subdivision based on fragmentation.

**MDP Policy 10.2.6 Legal and Physical Access**

All new parcels created shall have safe and functional access to a Provincial highway or a County maintained roadway.

**MDP Policy 10.2.9 Location of Parcels**

Clearwater County shall require a proposed new parcel to be located to minimize impacts on natural capital and agricultural operations within the quarter section and on adjacent lands.

**MDP Policy 10.2.10 Location of Parcels**

The preferred location of new residential parcels shall be:

- (a) any portion of the quarter section that is separated from the balance of the quarter section by a fragmented feature;
- (b) the portion of the land that has the lowest agricultural capability within the quarter section based on the Provincial farmland assessment rating or alternative rating prepared by a qualified professional and acceptable to the County;
- (c) locations in the quarter section that use the least amount of cultivated land or land cleared for pasture as possible; and
- (d) locations abutting existing residential parcels or existing residences.

**MDP Policy 10.2.11 Location of Parcels**

The Subdivision Authority shall endeavour to ensure that each parcel has sufficient developable area to:

- (a) accommodate the intended means of servicing including provision of water and wastewater services; and
- (b) accommodate principal and accessory buildings to meet all applicable yard and setback requirements of the applicable Land Use Bylaw District.

**MDP Policy 11.2.17 Water and Wastewater Services**

Clearwater County shall require all development to meet provincial standards and regulations respecting the provision of water and wastewater services.

**MDP Policy 11.2.18 Water and Wastewater Services**

Clearwater County shall require all water and wastewater services for private developments to be at the cost of the developer, unless the County deems it in the greater community interest to provide or share in the provision of these services.

**MDP Policy 11.2.19 Water and Wastewater Services**

Unless otherwise required by the County, Clearwater County shall require the development of a parcel to be individually serviced by an on-site private water well or an alternate supply of potable water.

**MDP Policy 11.2.20 Water and Wastewater Services**

Unless otherwise required by the County, Clearwater County shall require the development of a parcel to be individually serviced by an on-site private wastewater system. In order, the County's

preferences for individual on-site wastewater systems are: on-site treatment where the site is large enough; on-site septic tank and tile field system; on-site approved organic systems; and on-site holding tank. Notwithstanding the foregoing, Clearwater County may accept an engineered wastewater system that has been approved by the appropriate Provincial Government Department.

**MDP Policy 12.1.1**

Encourage the provision of health, education, recreation and social facilities and programs to effectively serve a growing and dispersed population.

**MDP Policy 14.2.4 Redesignation, Subdivision, and Development**

Clearwater County shall implement the policies of the MDP when making decisions on any proposed redesignation, subdivision, or development application and on any proposed statutory plan or outline plan.

**MDP Policy 14.2.5 Redesignation, Subdivision, and Development**

To provide information relevant to a proposed redesignation, subdivision or development of land, Clearwater County may require the applicant to have prepared and submitted by a qualified professional any or all of the following:

- (a) a geotechnical study;
- (b) a traffic impact study;
- (c) a water supply study addressing domestic use and fire supply;
- (d) a wastewater servicing study;
- (e) a stormwater management plan;
- (f) an environmental assessment; and
- (g) any other study or plan required by the County.

**MDP Policy 14.2.6 Redesignation, Subdivision, and Development**

Clearwater County shall consider, where applicable, the following when evaluating an application to redesignate, subdivide or develop land:

- (a) impact on adjoining and nearby land uses;
- (b) impact on natural capital and agricultural land;
- (c) impact on the environment;
- (d) scale and density;
- (e) site suitability and capacity;
- (f) road requirements and traffic impacts, including access and egress considerations, including Subdivision and Development Regulations related to land in the vicinity of a highway;
- (g) utility requirements and impacts;
- (h) open space needs;
- (i) availability of protective and emergency services;
- (j) FireSmart provisions;
- (k) BearSmart provisions;
- (l) impacts on school and health care systems;
- (m) measures to mitigate effects;
- (n) County responsibilities that may result from the development or subdivision; and
- (o) any other matters the County considers relevant.

**MDP Policy 14.2.10 Municipal Reserves**

As a condition of subdivision approval, Clearwater County shall require that the full 10 percent of developable lands be dedicated as municipal reserve as provided for in the MGA.

#### **MDP Policy 14.2.11 Municipal Reserves**

Municipal Reserves shall be taken as cash in lieu on every residential parcel being created within a previously subdivided quarter section.

#### **MDP Policy 14.2.14 Municipal Reserves**

Municipal Reserve cash-in-lieu values shall be determined based on current market value which shall be reviewed every two years.

#### **MDP Policy 14.2.16 Municipal Reserves**

Cash-in-lieu of land shall be retained by Clearwater County in the Municipal Reserve trust fund and shall be used in accordance with the provisions of the MGA.

### **Clearwater County's Land Use Bylaw**

#### **11.13 Community Amenity (CA) District**

The purpose and intent of this District is to accommodate a range of cultural, recreational, institutional and public service type uses in both rural and hamlet areas of the County. This District should build on the idea of creating a strong quality of life and ensuring strong community social growth across the wide-ranging geography of the County. This District also includes Municipal Reserve (MR) spaces that meet the requirements of the MGA.

#### **Discretionary Uses**

Cemetery

#### **Section 11.3 Country Residential Agricultural District "CRA"**

The purpose and intent of this District is to provide for acreages and/or communally serviced rural residential lot development with limited agricultural pursuits that do not negatively impact adjacent residences.

#### **Section 11.3 (b) Site Regulations (Parcel Size)**

A minimum of 1.41 ha (3.5 ac) and no greater than 2.02 ha (5.0 ac) for an undeveloped site and 2.83 ha (7.0 ac) for a developed site unless part of an applicable statutory plan or Outline Plan, in which case, the minimum outlined in this plan would apply.

#### **Policy Considerations**

- The proposed +/- 5.0 acre Community Amenity redesignation is to allow for the expansion of Leslieville Cemetery.
  - Currently uses the adjacent lots located in the northwest corner of the quarter section.
  - Clearwater County intends to consolidate the cemetery lots into one title.
  - The County will be the owner but the Bethel Union Church will continue to manage the clearing, maintenance and cemetery operations.
  - Legal and physical access exists to the cemetery off of Township Road 39-4, located adjacent to the north property boundary.
  - The expanded area is heavily treed and not currently being farmed.
- The proposed +/- 4.6 acre CRA redesignation is to allow for the landowners to subdivide the existing farm site from the remainder of the quarter section.

- The proposed parcel is located in the southeast corner of the quarter, adjacent to other residential parcels as per policy 10.2.10(d).
- The parcel is under the maximum 7.0 acres for a developed site.
- The parcel would be considered the third title out of the quarter section, once the cemetery consolidation is complete, going against policy 10.2.1.

### **First Readings**

First Readings of Bylaw 26/098 and Bylaw 26/099 were held on June 9, 2026.

The Public Hearing is scheduled for July 14, 2026.

- Upon consideration of the representation made at the Public Hearing, Council will consider whether or not to grant Second and Third readings to this Bylaw.

MPC acts as a referral agency to Council on applications to amend the Land Use Bylaw

- MPC to make a recommendation to Council as to whether or not they should consider approval of the land use amendment applications.

**CLEARWATER COUNTY  
BYLAW NUMBER 26/098**

Being a bylaw of Clearwater County, in the Province of Alberta, for the purpose of amending the Land Use Bylaw, being Bylaw 25/050.

**PURSUANT**, to the Authority conferred upon it by the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, and;

**AND WHEREAS**, a Council is authorized to prepare, to adopt, and to amend a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality;

**AND WHEREAS**, the purpose and intent of this District is to accommodate a range of cultural, recreational, institutional and public service type uses in both rural and hamlet areas of the County. This District should build on the idea of creating a strong quality of life and ensuring strong community social growth across the wide-ranging geography of the County. This District also includes Municipal Reserve (MR) spaces that meet the requirements of the MGA.

**NOW THEREFORE**, the Council of Clearwater County in the Province of Alberta, enacts as follows:

***That ± 5.0 acres of the NE 24-39-05-W5M be redesignated from the Agricultural (A) District to the Community Amenity (CA) District.***

***As outlined in red on the attached Schedule "A."***

**1 EFFECTIVE DATE**

1.1 This bylaw comes into force and effect upon third and final reading.

Read a first time on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

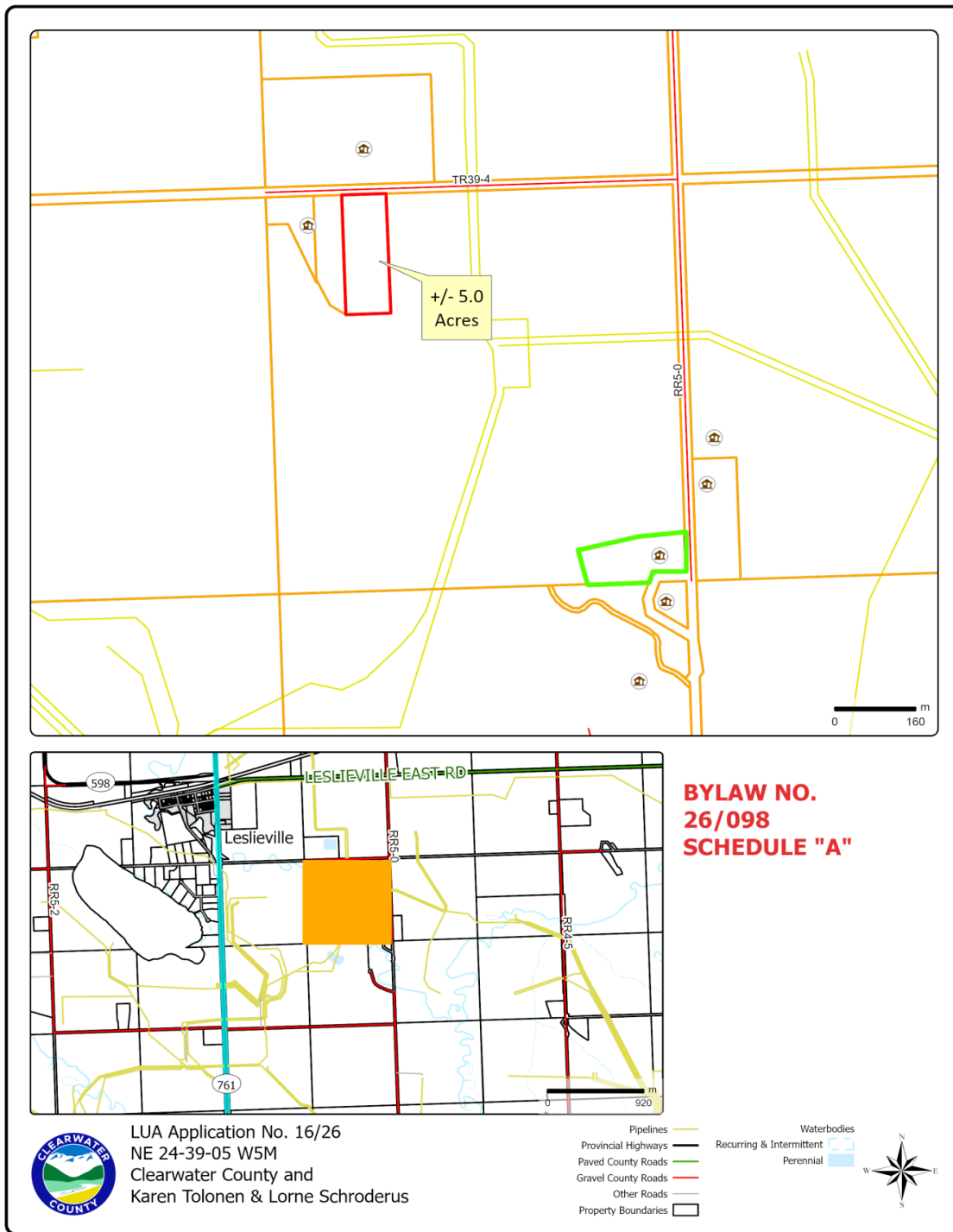
Public hearing held on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Read a second time on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Read a third and final time on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer



**CLEARWATER COUNTY  
BYLAW NUMBER 26/099**

Being a bylaw of Clearwater County, in the Province of Alberta, for the purpose of amending the Land Use Bylaw, being Bylaw 25/050.

**PURSUANT**, to the Authority conferred upon it by the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, and;

**AND WHEREAS**, a Council is authorized to prepare, to adopt, and to amend a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality;

**AND WHEREAS**, the general purpose of the Country Residential Agricultural (CRA) District is to provide for acreages and/or communally serviced rural residential lot development with limited agricultural pursuits that do not negatively impact adjacent residences.

**NOW THEREFORE**, the Council of Clearwater County in the Province of Alberta, enacts as follows:

***That ± 4.6 acres of the NE 24-39-05-W5M be redesignated from the Agricultural (A) District to Country Residential Agricultural (CRA) District.***

***As outlined in red on the attached Schedule "A."***

**1 EFFECTIVE DATE**

1.1 This bylaw comes into force and effect upon third and final reading.

Read a first time on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

Public hearing held on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Read a second time on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

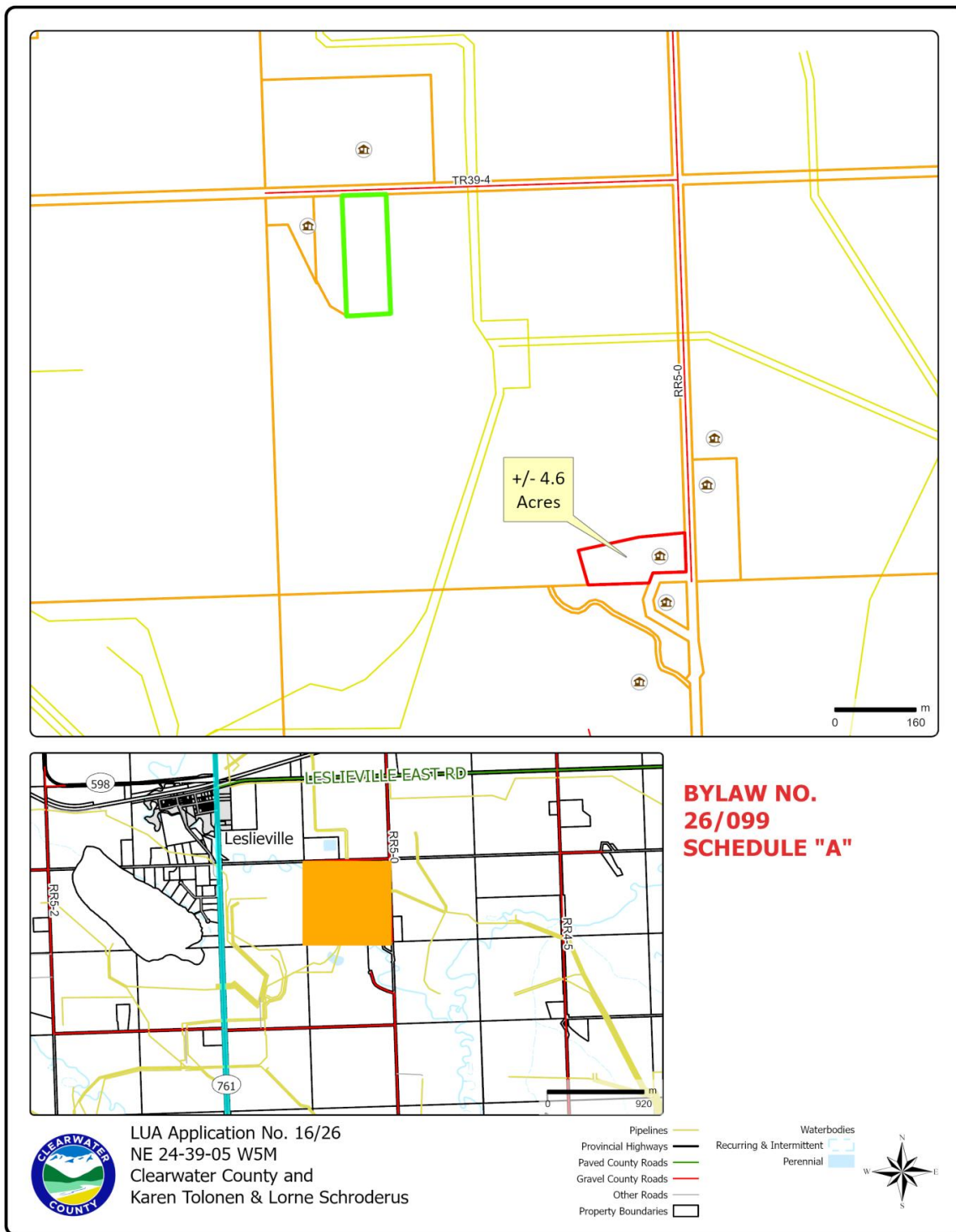
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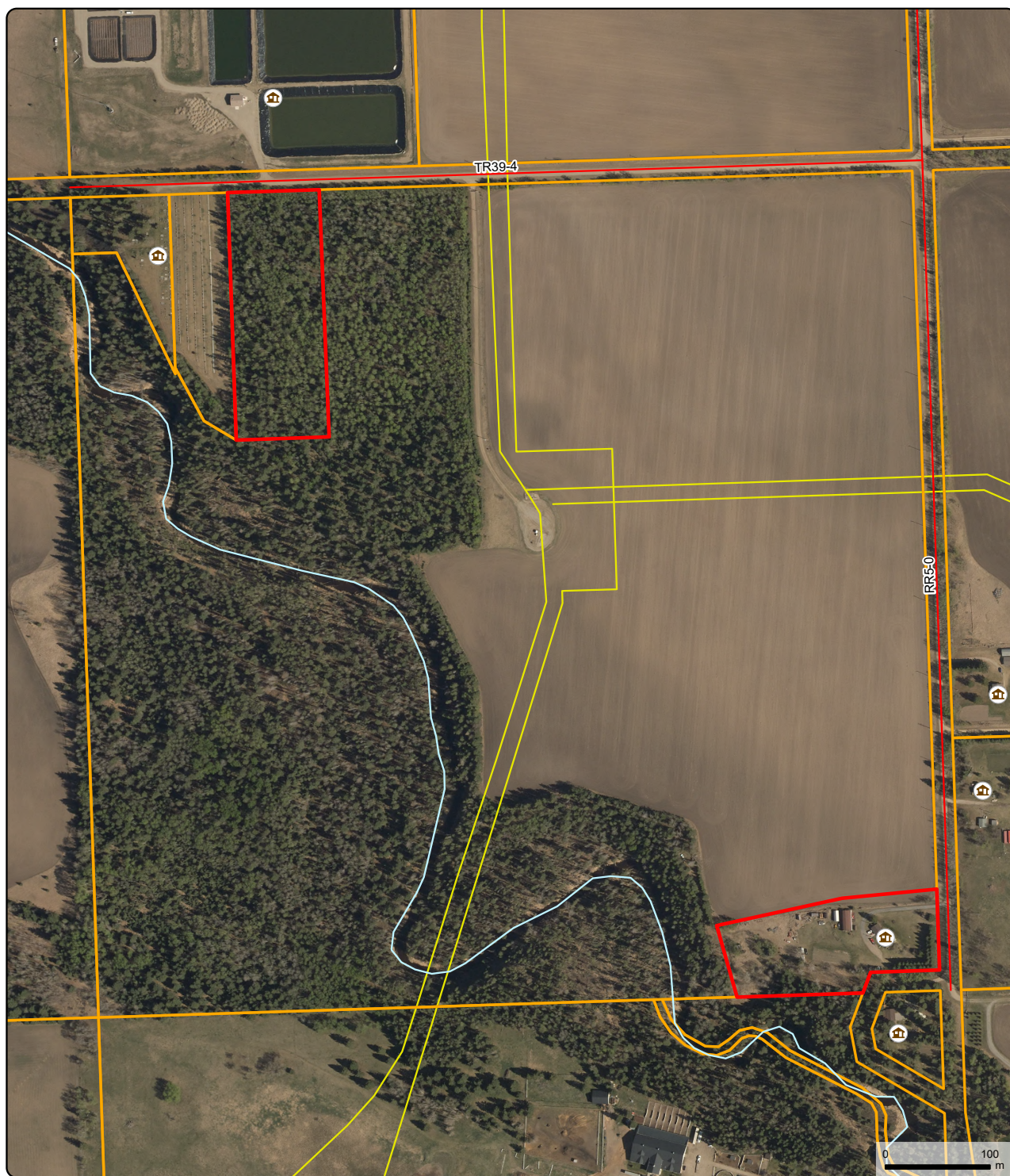
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Reeve

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Chief Administrative Officer









AERIAL PHOTO  
Land Use Amendment No. 16/26  
Proposed CRA and CA Parcels  
NE-24-39-05-W5M  
Clearwater County and  
Karen Tolonen & Lorne Schroderus

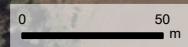
- Pipelines —
- Property Boundaries —
- Gravel County Roads —
- Subject Parcel —
- Rural Address —

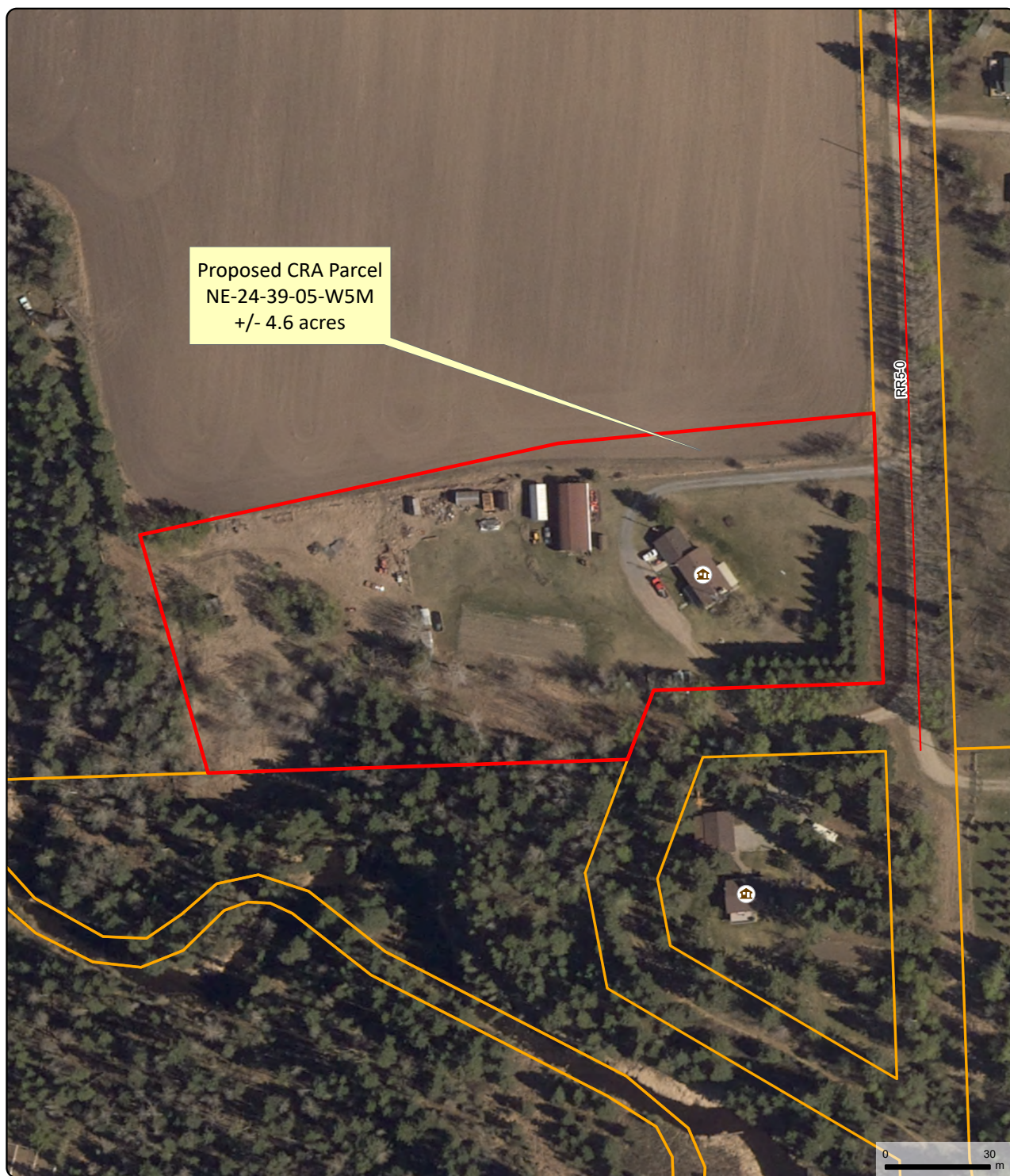




AERIAL PHOTO  
Land Use Amendment No. 16/26  
Community Amenity Parcel  
Consolidation with Leslieville Cemetery Properties  
NE-24-39-05-W5M  
Clearwater County

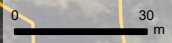
- Property Boundaries 
- Gravel County Roads 
- Subject Parcel 
- Rural Address 









Proposed CRA Parcel  
NE-24-39-05-W5M  
+/- 4.6 acres

RR350



AERIAL PHOTO  
Land Use Amendment No. 16/26  
Country Residential Agricultural Parcel  
NE-24-39-05-W5M  
Lorne Schroderus & Karen Tolonen

- Property Boundaries 
- Gravel County Roads 
- Subject Parcel 
- Rural Address 

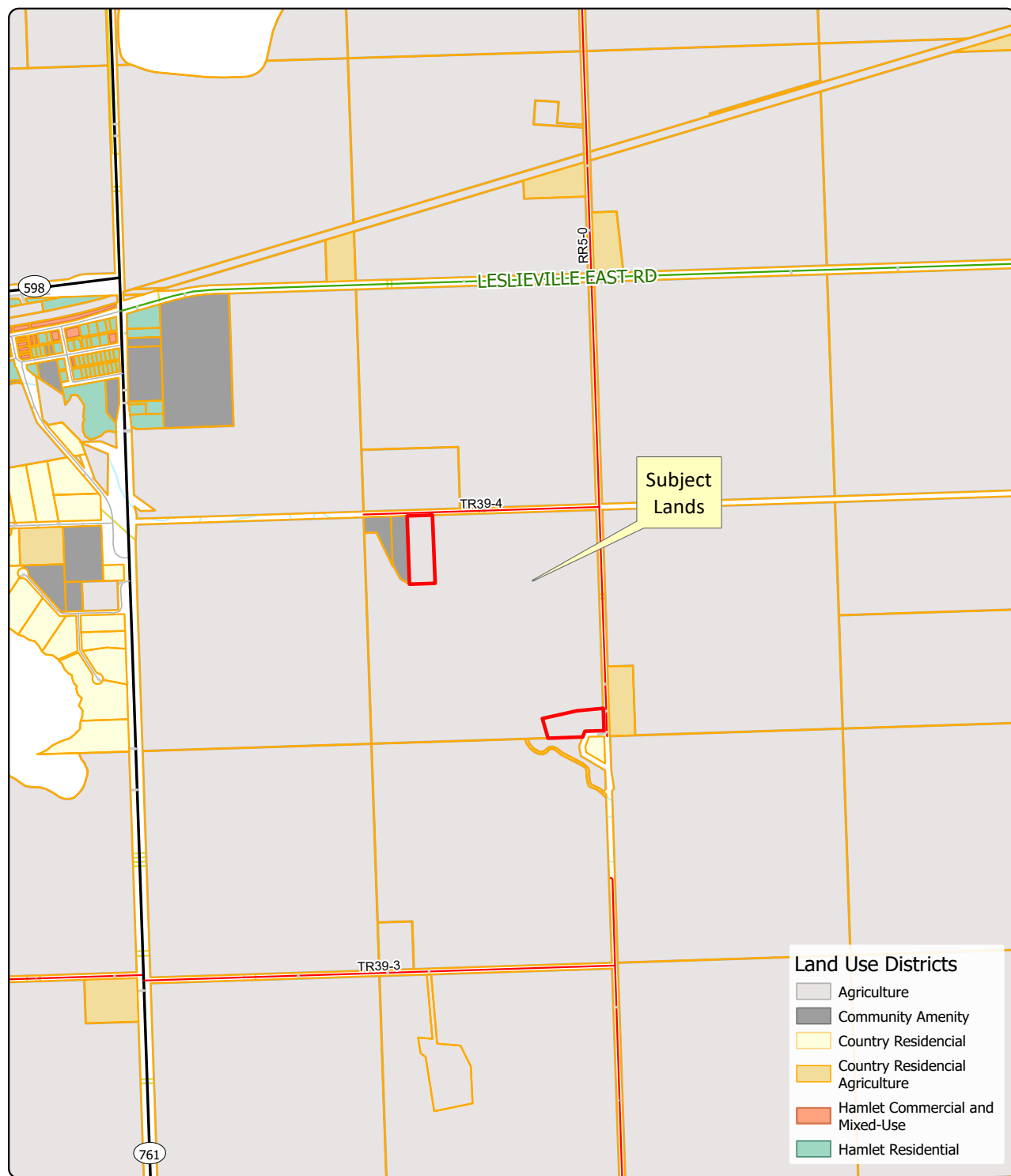




AERIAL PHOTO  
CONTOURS  
Land Use Amendment No. 16/26  
NE-24-39-05-W5M  
Clearwater County and  
Karen Tolonen & Lorne Schroderus

- Pipelines ———
- Property Boundaries ———
- Gravel County Roads ———
- Subject Parcel ———
- Rural Address ———
- 39-5 Contours 5m ———





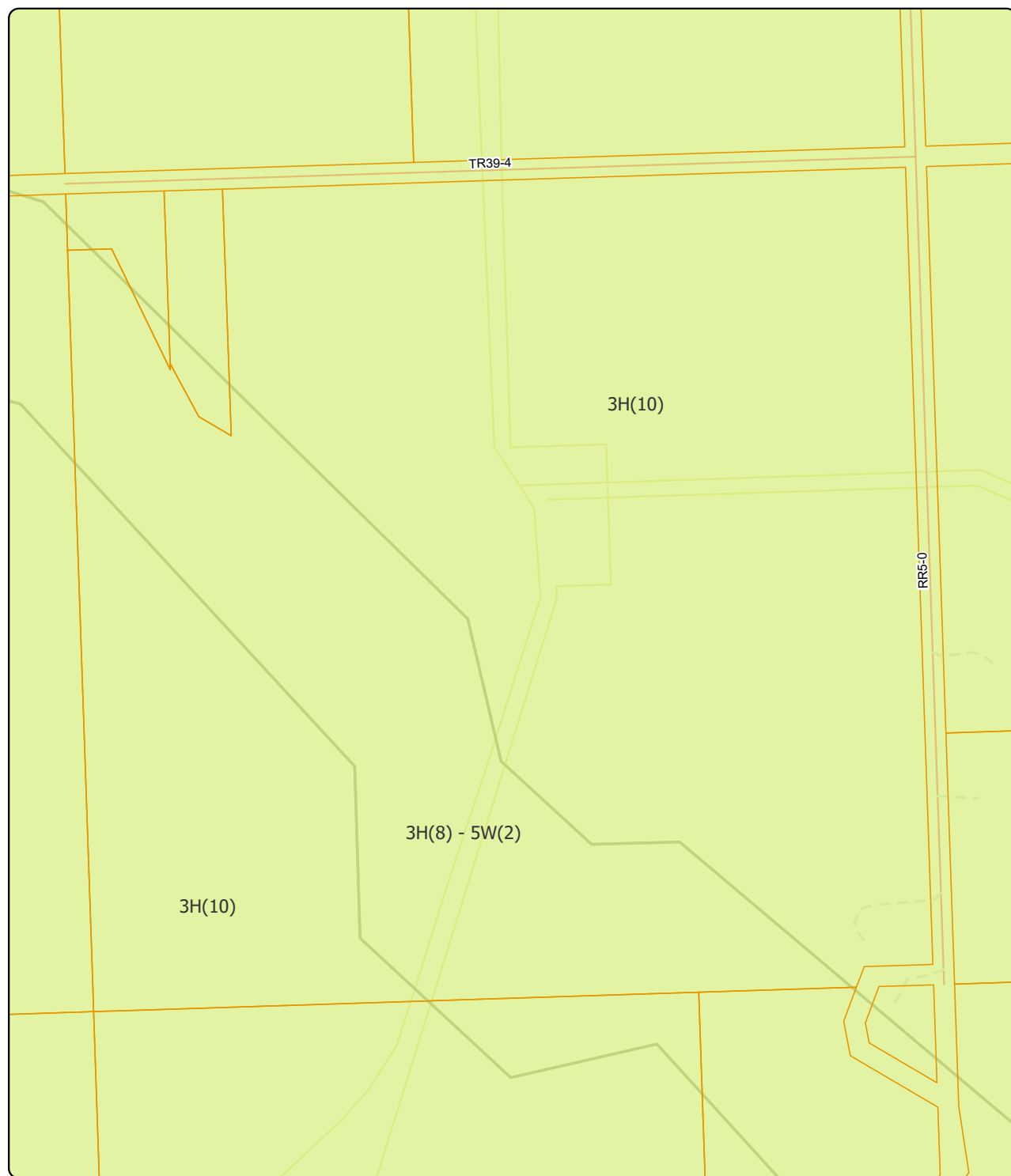
**SURROUNDING LANDS**  
 LUA Application No. 16/26  
 NE 24-39-05 W5M  
 Clearwater County and  
 Karen Tolonen & Lorne Schroderus

Property Access — — —  
 Pipelines — — —  
 Provincial Highways — — —  
 Paved County Roads — — —

Gravel County Roads — — —  
 Other Roads — — —

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LAND SUITABILITY RATING SYSTEM  
LUA Application No. 16/26  
NE 24-39-05-W5M  
Clearwater County and  
Karen Tolonen & Lorne Schroderus

LSRS Rating (Spring Grains)  
3 - Moderate

