



MUNICIPAL PLANNING COMMISSION
MINUTES OF MEETING HELD MONDAY, SEPTEMBER 20, 2021
@ 5:30 P.M.
COUNCIL CHAMBERS

PRESENT: S. Torresan-Chykerda, J. Brandle (arrived at 5:36pm), S. Shah, T. Kelham, B. Ferguson, and R. King

ABSENT:

OTHERS: Samantha Dyck, Acting Director of Planning & Development

S. Torresan-Chykerda called the meeting to order at 5:32 p.m.

1. Adoption of the Agenda

MOVED BY R. King to accept the agenda as presented.

CARRIED

2. Minutes of Previous Meetings

MOVED T. Kelham to accept the minutes of August 30, 2021 meeting as presented.

CARRIED

3. Business Arising from the Minutes

4. Delegations

- a) **Moe Moullem**
6011.18/SUB01.21
Environment Reserve

-B. Ferguson declared a conflict and left at 5:39pm and returned to the meeting at 5:46pm

MOVED BY R. King that the Municipal Planning Commission approves the use of a 6.0 m ERE – Environmental Reserve Easement registered on title in place of the required subdivided ER – Environment Reserve.

CARRIED

5. Development Permit Applications

- a) **DP 76.08.21**
Apex Well Services Inc.
Discretionary Use
Relocatable Industrial Camp Facility

MOVED BY R. King that the Municipal Planning Commission approves Development Permit #76.08.21 and permits the placement of a Relocatable Industrial Camp Facility (Bunkhouse) and is a discretionary use in the M1 – Light Industrial District on Lot 3, Block 1, Plan 082 3419 located at 1401 Caribou Trail NW NE subject to the following conditions.

1. If in the progress of work on this development the landowner/applicant desires to change in any way from the terms and conditions of this development permit, he/she shall notify the Town in writing and submit amended drawings, and if necessary, shall apply for a new development permit.
2. The Town assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact, which arises from the information supplied by or on behalf of the landowner/applicant.

3. If the development authorized by this development permit is not commenced and completed within 18 months from the date of issuance of this development permit, the permit is deemed to be VOID unless an extension has been granted by the Development Authority or the Municipal Planning Commission. It is the landowner/applicant's responsibility to advise the Town if the development will not be completed within the 18-month time frame and request an extension.
4. The Development is to comply with all Municipal, Provincial and Federal Codes and Regulations. The landowner/applicant is to obtain all necessary permits (building, fire, electrical, plumbing gas and other disciplines) required under the authority of the Alberta Safety Codes Act from an accredited agency prior to proceeding with any construction. **A copy of the Building Permit shall be submitted to the Town.** The issuance of this development permit does not exempt the landowner/applicant from any additional requirements or approvals in any of the disciplines.

PERMIT COMPLIANCE

5. The Landowner shall comply with the Town's Development Standards and Procedures, the Town's Policies and Procedures, the Town's municipal bylaws, the Alberta Safety Codes Act, all applicable federal and provincial legislation and any conditions of caveat, covenant, easement, or other instrument registered on title to the lands.

SITE PLAN

6. **All structures on site must conform to the submitted and approved Site Plan and must also be in accordance with the requirements of Sections 100 and 99A of the Land Use Bylaw #22-2007; unless otherwise varied under the issuance of a development permit.**
7. The location of the Camp Facility in relation to any fuel storage facility or tank shall be in accordance with applicable Provincial Codes.

SITE SERVICING

8. **Site Servicing must conform to the submitted and approved Site Servicing Plans and the Town Development Standards and Procedures.**
9. Each individual parcel within Town boundaries **is required and permitted** to have only one (1) water and sanitary sewer service. As such, the Camp Facility shall be serviced from the existing on-site services.
10. Each Camp facility shall be separately serviced with water, sanitary sewer, power, and heat.

PARKING

11. The landowner/applicant is required to provide one on-site parking stall for every potential employee occupying the Camp Facility. **As such, the landowner/applicant is required to provide 28 on-site parking stalls.** Each parking stall shall be marked/signed to the satisfaction of the Development Officer.

AMENITY AREA

12. **The landowner/applicant is to provide an Outdoor Living and Amenity Area of a minimum of 89m² for the occupants of the Camp Facility.** The Outdoor Living and Amenity Area shall be developed in accordance with the submitted and approved site plan.
13. The Outdoor Living and Amenity Area shall provide passive living space or an area for recreation and shall be

landscaped in accordance with the Land Use Bylaw #22-2007.

14. **Landscaping and grassing of the Outdoor Living and Amenity Area**, as shown on the submitted and approved Site Plan, **is to be completed by the end of the first full growing season following completion of construction.**
15. In accordance with the Town of Slave Lake's current and prevailing Boulevard Bylaw the boulevard area immediately adjacent to your property must be developed and maintained in a turf standard. Please be advised that no rocks, trees, plantings or structures of any kind are permitted in the boulevard area.
16. Garbage shall be stored in weatherproof and animal proof containers screened from the adjacent properties and public thoroughfares.
17. Fences and retaining walls must not be located on any adjacent Town lands.

LOT GRADING & DRAINAGE

18. Lot drainage and building elevation shall be in accordance with the requirements of the prevailing Land Use Bylaw. For confirmation of grades contact the Development Authority. Lots are to be graded in accordance with the approved Subdivision Lot Grading Plan and the Town of Slave Lake's Development Standard and Procedures.
19. The lot shall be drained so that water is not diverted onto adjacent properties. As such, all down spouts and sump pump discharge pipes shall be directed either into the front or rear yard of your property or into a side yard where a drainage swale is present.
20. All elevations re: grades, inverts, etc. should be field checked and taken into consideration when setting the building grades.

PUBLIC LANDS

21. The landowner/applicant is responsible for ensuring that all improvements on the lot, such as building, driveway, etc., do not interfere with fire hydrants, storm drains, light standards, or utility easements, etc., and landowner/applicant will be held responsible for damage he or his contractors may cause.
22. Prior to construction proceeding, any existing damage to sidewalks, roads or public utility services is to be reported to the Town or the landowner/applicant will be held responsible for damage.
23. Any existing public landscaped areas that are damaged during construction are to be repaired to their original condition by the landowner/applicant.

FIRE

24. The burning of building material and debris on construction site or within the boundaries of the Town is strictly prohibited. Violators will receive a fine.

GENERAL CONDITIONS

25. **Occupancy of the Camp Facility will not be permitted until the facility has been inspected and approved by all authorities and until all conditions of this Development Permit have been met with the exception of the Amenity Area.**
26. No Person shall keep or permit in the Camp Facility any object or chattel which, in the opinion of the Development

Authority is unsafe, unsightly, or adversely affects the amenities of the Camp Facility.

27. All Camp Facilities shall be subject to inspections by the Planning and Development Officer, Fire Chief, Health Inspector, and a Building Codes representative.
28. All Camp Facilities shall be subject to quarterly inspections by the Town of Slave Lake.
29. All Camp Facilities shall have a CSA (Canadian Standards Association) Label Number and the CSA number shall be provided to the Town of Slave Lake.
30. **The Camp Facility shall only be occupied by the employees of the business where the camp facility is approved to be located.**
31. The landowner/applicant shall provide to the Town of Slave Lake, upon request, verification of employment for those employees who occupy an approved Camp Facility.
32. The Town of Slave Lake reserves the right to monitor the occupancy of approved Camp Facilities and inspect these facilities as required.
33. The landowner/applicant shall ensure that the construction site remains in a tidy and orderly condition and that construction debris and materials are contained within the boundaries of the parcel and not permitted to scatter to neighbouring parcels.
34. The landowner/applicant and any other contractors working on this development are to be properly licensed by the Town and/or the Province.

ADDITIONAL NOTES: (not conditions of the Development Permit)

- If you require a time extension in order to complete your development, please contact the Planning Department at 780-849-8004.
- Please remember to CALL BEFORE YOU DIG by contacting Alberta 1st Call at 1-800-242-3447 or CLICK BEFORE YOU DIG at <http://albertaonecall.com>.
- Second accesses/driveways must be approved by the Municipal Planning Commission.

CARRIED

**b) DP #78.08.21
Karina Gramiak
Discretionary Use
HBB Type E**

MOVED BY S. Torresan-Chykerda that the Municipal Planning Commission approves Development Permit #78.08.21 (HBB #06.21) to permit the development of a **Type "E" Home-based Business**, Wild Rose Studios (i.e. photography studio) within the R1 – Standard Detached Residential District on Lot 4, Block 9, Plan 6342 HW at **313 - 3 Street NE**, subject to the following conditions.

1. If in the progress of work on this development the landowner/applicant desires to change in any way from the terms and conditions of this development permit, he/she shall notify the Town in writing and if necessary, shall apply for a new development permit.

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2. The Town assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact, which arises from the information supplied by or on behalf of the landowner/applicant.
3. If the development authorized by this development permit is not within eighteen (18) months from the date of issuance of this development permit, the permit is deemed to be VOID unless an extension has been granted by the Development Authority or the Municipal Planning Commission.
4. The Development is to comply with all Municipal, Provincial and Federal Codes and Regulations. The landowner/applicant is to obtain all necessary permits (building, fire, electrical, plumbing gas and other disciplines) required under the authority of the Alberta Safety Codes Act from an accredited agency prior to proceeding with any construction. **A copy of the Building Permit shall be submitted to the Town.** The issuance of this development permit does not exempt the landowner/applicant from any additional requirements or approvals in any of the disciplines.

PERMIT COMPLIANCE

5. The Landowner shall comply with the Town's Development Standards and Procedures, the Town's Policies and Procedures, the Town's municipal bylaws, the Alberta Safety Codes Act, all applicable federal and provincial legislation and any conditions of caveat, covenant, easement, or other instrument registered on title to the lands.

PARKING

6. Only one business vehicle shall be parked on-street or off-street as a result of the home-based business.

GENERAL

7. The business may be operated in the home and may be extended to an accessory residential building provided that the minimum on-site parking requirements are met. The number of non-resident employees working on-site shall not exceed two at any given time.
8. A home-based business shall be operated as a secondary use only to the residential use.
9. There should be no outside storage of materials, commodities or finished products associated with the business.
10. The area of the main building used for a home-based business shall not exceed 25%.
11. The area of an accessory building used for a Type "E" home-based business may be 100%, provided that the minimum off-street parking requirements are met.
12. The display or placement of signage on the premises of the home-based business will be evaluated on their merits by the Development Authority, provided that:
 - (i) the sign shall not be illuminated;
 - (ii) the sign shall be placed in a window or attached to the exterior of the residence on the street side of the residence, or at the discretion of the Municipal Planning Commission; and
 - (iii) the maximum area of the sign shall not exceed 1000 cm² - (155 in²).
13. The sign for the home-based business shall be developed in accordance with Part 9 of the Land Use Bylaw #22-2007.
14. A home-based business shall not create a nuisance factor which may be apparent outside an enclosed building and shall not create any objectionable or dangerous conditions on the parcel or adjacent parcels in terms of noise,

vibration, smoke, dust, odour, heat, noxious gas, glare, electrical radio, and television disturbance.

15. A home-based business shall not generate customer traffic greater than one visitor at a time. A visitor includes clients, client groups and sale people other than the resident, even if the client visits are for pickups and deliveries. (Client groups do not include a group of individuals for class instruction).
16. This development shall comply with or adhere to the quiet hours as set out in the Community Standards Bylaw #37-2007, Section 8(1) Quiet time within the Town of Slave Lake shall be between the hours of 10:00 pm and 0:700 am on weekdays and between the hours of 10:00 pm and 09:00 am on weekends and holidays.
17. Delivery of goods to the residence as a direct result of the home-based business by tandem trucks or semi-trailer units will not be permitted.
18. All Type "E" home-based business shall be subject to review by the Municipal Planning Commission following six (6) months from the date of issuance of the development permit.
19. All home-based business permits may be revoked by the Development Authority if the operation of the business is deemed to be violation of the Land Use Bylaw #22-2007.
20. The applicant is to be properly licensed by the Town in accordance with the Business License By-Law #19-2018.

ADDITIONAL NOTES: (not conditions of the Development Permit)

This development permit approves the Home-based Business located **313 – 3 Street NE**. Should the applicant/landowner move to another location; a new Home-based Business application must be submitted and approved prior to operating the business at the new location.

CARRIED

- c) **DP #84.09.21**
Liquor Store Limited Partnership
Discretionary Use
Retail – Liquor in C3

MOVED BY B. Ferguson that the Municipal Planning Commission approves development permit #84.09.21 for the construction of a Retail – Liquor (Commercial Renovation) for Liquor Stores Limited Partnership and is a discretionary use in the C3 – Highway Commercial District on Lot 5, Block 4, Plan 052 2448 located at #461, 1500 Main Street SW.

1. If in the progress of work on this development the landowner/applicant desires to change in any way from the terms and conditions of this development permit, he/she shall notify the Town in writing and submit amended drawings, and if necessary, shall apply for a new development permit.
2. The Town assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact, which arises from the information supplied by or on behalf of the landowner/applicant.
3. If the development authorized by this development permit is not commenced and completed within eighteen (18) months from the date of issuance of this development permit, the permit is deemed to be VOID unless an extension has been granted by the Development Authority or the Municipal Planning Commission. It is the landowner/applicant's responsibility to advise the Town if the development will not be completed within the 18-month time frame and request an extension.

4. The Development is to comply with all Municipal, Provincial and Federal Codes and Regulations. The landowner/applicant is to obtain all necessary permits (building, fire, electrical, plumbing, gas, and other disciplines) required under the authority of the Alberta Safety Codes Act from an accredited agency prior to proceeding with any construction. **A copy of the Building Permit shall be submitted to the Town.** The issuance of this development permit does not exempt the landowner/applicant from any additional requirements or approvals in any of the disciplines.
5. The landowner/applicant is to provide a development deposit in the name of the Town of Slave Lake in the amount of \$4,000.00 to guarantee the performance of all obligations under this permit. **This deposit will be refunded once all conditions of the development permit have been met. Please note that the development deposit will be returned to the individual or company who provided it to the Town.**

PERMIT COMPLIANCE

6. The Landowner shall comply with the Town's Development Standards and Procedures, the Town's Policies and Procedures, the Town's municipal bylaws, the Alberta Safety Codes Act, all applicable federal and provincial legislation and any conditions of caveat, covenant, easement, or other instrument registered on title to the lands.

SITE PLAN

7. All structures on site must conform to the submitted and approved Site Plan and Detailed Drawings and must also be in accordance with the requirements of **Section 89** of the Land Use Bylaw #22-2007; unless otherwise varied under the issuance of a development permit.

CIVIC ADDRESS

8. The civic address for this development is **#461, 1500 Main Street SW.**
9. The owner of the property shall maintain the Address Number in good condition and shall not allow the visibility of the address to be obscured.

PARKING

10. The landowner/applicant shall provide **nine (9)** on-site parking spaces and **one (1)** on-site loading spaces.
11. Parking areas shall be marked, painted, and signed to the satisfaction of the Development Officer.

PUBLIC LANDS

12. The landowner/applicant is responsible for ensuring that all improvements on the lot, such as building, driveway, etc., do not interfere with fire hydrants, storm drains, light standards, or utility easements, etc., and landowner/applicant will be held responsible for damage he or his contractors may cause.
13. Prior to construction proceeding, any existing damage to sidewalks, roads or public utility services is to be reported to the Town or the landowner/applicant will be held responsible for damage.
14. Any existing public landscaped areas that are damaged during construction are to be repaired to their original condition by the landowner/applicant.

15. FIRE

16. The burning of building material and debris on construction site or within the boundaries of the Town is strictly prohibited. Violators will receive a fine.
17. Where a building incorporates fire protection equipment, elevator controls or door accesses as outlined in the Alberta Fire Code, a key box shall be provided, keyed, and located in a manner acceptable to the Town of Slave Lake; and shall contain a set or set of keys or devices required to be used in an emergency. All such key boxes and keys shall be purchased from the Town of Slave, being available at the Town office.

18. GENERAL CONDITIONS

19. The landowner/applicant and any other contractors working on this development are to be properly licensed by the Town and/or the Province.
20. The landowner/applicant shall ensure that the construction site remains in a tidy and orderly condition and that construction debris and materials are contained within the boundaries of the parcel and not permitted to scatter to neighbouring parcels.

ADDITIONAL NOTES: (not conditions of the Development Permit)

- Development Deposits are refunded **once all of the conditions** of your development permit have been met and are refunded to the individual or company that provided the deposit to the Town.
- If you require a time extension in order to complete your development, please contact the Planning Department at 780-849-8004.
- Any signs for this development must be approved under a separate development permit. However, signs displayed within buildings, on door plates, door boards or kick plates, and sandwich board signs do not require a development permit but must comply with the regulations of the current and prevailing Land Use Bylaw.
- Sea Cans and Job Trailers are considered **temporary uses** and may only be utilized on a site where a **Commercial**, Institutional or High-Density Residential building is being constructed or undergoing major renovations and **only if a development permit has been issued prior to placement**.
- Job Trailers are considered **temporary uses** and may only be utilized on a site where a Commercial, Industrial, Institutional or High-Density Residential building is being constructed or undergoing major renovations and only if a development permit has been issued prior to placement.

CARRIED

6. Land Use Bylaw/Statutory Plan Amendments

- a) **Bylaw # 15-2021
Regulatory
Amend LUB
Add "Hotels" to UV**

MOVED BY R. King that the Municipal Planning Commission supports Bylaw #15-2021.

CARRIED

- 7. Proposed Subdivisions
- 8. Other Business
- 9. MPC Development Concerns
- 10. Meeting Review

Next regularly scheduled meeting is October 4, 2021.

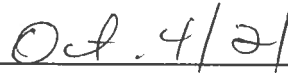
Adjournment: Meeting adjourned at 6:00 pm

Recorder: Samantha Dyck

Minutes Prepared by: Samantha Dyck



Chairperson



Date

