

**TOWN OF GIBBONS
MUNICIPAL PLANNING COMMISSION
AGENDA
TO BE HELD SEPTEMBER 24, 2025, AT 6:30 PM
AT THE MUNICIPAL OFFICE**

- 1.0 CALL TO ORDER
- 2.0 ADOPTION OF THE AGENDA
- 3.0 ADOPTION OF THE MINUTES
 - 3.1 MPC Minutes September 16, 2025
- 4.0 OLD BUSINESS
- 5.0 NEW BUSINESS
 - 5.1 Legal Description: Lot 214, Block 18, Plan 062 4798
4733 – 39 Ave. Gibbons, AB
Land Use District: RS – Single Family Large Lot Residential
Proposed Development: Install Roof Top Solar System
Permit Number: 25-D0047
- 6.0 NEXT MPC MEETING – November 24, 2025 (tentatively)
- 7.0 ADJOURNMENT

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION OF THE TOWN OF GIBBONS HELD ON
WEDNESDAY, SEPTEMBER 16, 2025, AT 4807 – 50th AVENUE IN COUNCIL CHAMBERS**

Municipal Planning Commission: Chair Dale Yushchyshyn
Member Willis Kozak
Member Jay Millante

Members Absent

Staff Present: Eric Lowe – Interim CAO
Susan Gingell – Planning and Development
Chris Pinault – Secretary

As a quorum was present, Chair Yushchyshyn called the meeting to order at 4:00 pm.

2.0 ADOPTION OF THE AGENDA

Member Kozak moved to accept the agenda as presented.

MPC 25.019 MOTION CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 MINUTES OF THE MUNICIPAL PLANNING COMMISSION – AUGUST 12, 2025

Member Millante moved to adopt the minutes of the Municipal Planning Commission meeting held on August 12, 2025.

MPC 25.020 MOTION CARRIED

4.0 OLD BUSINESS

5.0 DEVELOPMENT PERMIT APPLICATIONS

5.1 PERMIT #25-D0042

LEGAL DESCRIPTION	Lot 10 & 11; Block 4; Plan 1130HW
CIVIC ADDRESS	5015-5019 50 Street, Gibbons, AB
LAND USE DISTRICT	R4 High Density Residential District

PROPOSED DEVELOPMENT	Ground Oriented Multiple Unit Dwellings
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Member Kozak moved that the Municipal Planning Commission approve the application for the construction of a Ground-Oriented Multiple Unit Dwellings with a front yard setback of 6.1 m, a rear yard setback of 6.41 m and a floor area per unit of 66.88 m², to be located at Lot 10 & 11, Block 4; Plan 1130HW – 5015-5019 50 Street, Gibbons, AB with the following conditions:

1. Development shall proceed in accordance with the attached plans.
2. Prior to occupancy of the development, the Registered Owner/Applicant shall obtain a post-construction Lot Grading Certificate, prepared by a registered Alberta Land Surveyor, and provide the Certificate to the Development Officer. The Lot Grading Certificate must demonstrate that the post-construction lot grades, drainage, and elevations are consistent with the approved Lot Grading and Drainage Plan, included in the attached plans.
3. The development shall utilize the existing municipal services for the lot. Should any new or expanded municipal services be required to service the development, the applicant will be required to enter into and abide by a Development Agreement with the Town of Gibbons, provide security, and install services, at the Developer's sole expense, in accordance with the Town of Gibbons Municipal Servicing Standards for Development.
4. The Developer shall arrange for the inspection, by the Town Operations Department, of the water and sewer line hookups prior to backfilling. The Town shall install the water meter and turn on the water once heat has been provided to the development if required (no risk of freezing). The Developer is not authorized to access the curb stop.
5. The Developer is responsible for ensuring that pre-construction and post construction site inspections are completed by Town Operations Department and that any concrete, lane ways or other municipal works damaged during construction by vehicles and equipment are restored to the original state at the Developer's sole expense, to the satisfaction of the Town Operations Department.
6. The Developer shall ensure that a visual screening fence of 6 ft in height, to the satisfaction of the Town of Gibbons, is placed on the eastern property line.
7. If the development authorized on this development permit is not commenced within twelve (12) months of the Date of Issuance, or the applicant has not obtained an approved Building Permit within twelve (12) months from the Date of Issuance, the Development Permit shall be deemed void.
8. The Applicant/Registered Owner shall ensure there is no damage to municipal property resulting from this permit. Costs for repairs of municipal property will be assessed by the Town of Gibbons and will be charged back to the applicant.

*Please note an approval of the Municipal Planning Commission is subject to an appeal period that ends on **OCTOBER 8, 2025.***

MPC 25.021 MOTION CARRIED

5.2 PERMIT #25-D0046

LEGAL DESCRIPTION	Lot 33; Block 36; Plan 072 6233
CIVIC ADDRESS	3630 – 47 Street, Gibbons, AB
LAND USE DISTRICT	R-S Single Family Large Lot District
PROPOSED DEVELOPMENT	Garden Suite – 14' X 44' Manufactured Home

Member Millante moved that the Municipal Planning Commission approve the application for a Garden Suite - 14' X 44' Manufactured Home to be located at 3630 47 Street, Lot 33, Block 36; Plan 072 6233, Gibbons, AB with the following conditions:

1. Development shall proceed in accordance with the attached plans.
2. The development shall utilize the existing municipal services for the lot. Should any new or expanded municipal services be required to service the development, the applicant will be required to enter into and abide by a Development Agreement with the Town of Gibbons, provide security, and install services, at the Developer's sole expense, in accordance with the Town of Gibbons Municipal Servicing Standards for Development.
3. The exterior finish on all accessory buildings shall be of permanent material and shall either be the same as the exterior finish on the principal building on the site in terms of material, texture, and colours, or otherwise be to the satisfaction of the Development Authority.
4. If the development authorized on this development permit is not commenced within twelve (12) months of the Date of Issuance, or the applicant has not obtained an approved Building Permit within twelve (12) months from the Date of Issuance, the Development Permit shall be deemed void.
5. The Applicant/Registered Owner shall ensure there is no damage to municipal property resulting from this permit. Costs for repairs of municipal property will be assessed by the Town of Gibbons and will be charged back to the applicant.

MPC 25.022 MOTION CARRIED

Please note an approval of the Municipal Planning Commission is subject to an appeal period that ends on OCTOBER 8, 2025.

6.0 NEXT MUNICIPAL PLANNING COMMISSION MEETING

Member Kozak moved to set the date of the next meeting as September 24, 2025, at 6:30 pm if required.

MPC 25.023 MOTION CARRIED

7.0 ADJOURNMENT

There being no further business Chair Yushchyshyn adjourned the meeting at 4:04 pm.

Chair Yushchyshyn

Interim CAO Eric Lowe

DRAFT - NOT APPROVED

MUNICIPAL PLANNING COMMISSION (MPC)
REQUEST FOR DECISION

Permit Number:	25-D0047
Proposed Development:	Install Roof Top Solar System
Project Location:	Lot 214, Block 18, Plan 062 4798 4733 39 Avenue, Gibbons, AB
Zoning:	Single Family Large Lot Residential (RS) District

Application Information

An application for the installation of a residential flush mount roof mounted solar panel system was received by the planning department and deemed complete on September 16, 2025. The proposed development is a discretionary use in the Single-Family Large Lot Residential (RS) District and as such has come to the MPC for a decision.

Section 2.21 of the Land Use Bylaw 8-06 requires that the roof mounted solar panels be located in a manner such that light reflection does not negatively impact adjacent properties.

Recommendation

That the Municipal Planning Commission approve the application for the installation of a residential flush mount roof mounted solar panel system to be located at Lot 214, Block 18, Plan 062 4798, 4733 39 Avenue, Gibbons, AB with the following conditions:

1. Development shall proceed in accordance with the attached plans.
2. The roof mounted solar panels shall be located in a manner such that light reflection does not negatively impact adjacent properties.
3. If the development authorized on this development permit is not commenced within twelve (12) months of the Date of Issuance, or the applicant has not obtained an approved Building Permit within twelve (12) months from the Date of Issuance, the Development Permit shall be deemed void.
4. The Applicant/Registered Owner shall ensure there is no damage to municipal property resulting from this permit. Costs for repairs of municipal property will be assessed by the Town of Gibbons and will be charged back to the applicant.

Notes:

1. If the development is found to be incorrectly placed, the applicant may be required to move or remove the development at the sole expense of the Applicant/Registered Owner. Any proposed change considered to be substantial or inconsistent with this approval, as determined by the Development Officer, may be subject to a separate development permit application/approval.
 2. An appeal can be made by filing a written notice of appeal along with payment to the Subdivision and Development Appeal Board (4807 50 Avenue, Box 68, Gibbons, AB, T0A 1N0) within 21 days from the date of the receipt of this decision. In the case of an appeal made by a person referred to in section 685(2) of the Municipal Government Act, within 21 days after the date on which the notice of the issuance of the permit was given.
 3. This is a Development Permit ONLY. Issuance of this Permit does not excuse the applicant from satisfying all other applicable municipal, provincial and/or federal requirements.
-

4. A person applying for, or in possession of a valid Development Permit is not relieved from full responsibility for ascertaining and complying with or carrying out development in accordance with the conditions of any covenant, caveat, easements, or other instrument effecting the building or the land

Submitted By:

A handwritten signature in black ink, appearing to be 'SG', with a long horizontal line extending to the right.

Susan Gingell,

Development Officer

SITE PLAN

Client
 Ingrid / Douglas
 Horner

Project
 PV Installation

Address
 4733 39 Ave,
 Gibbons, AB
 T0A 1N0

Notes
 Modules: Longi Solar
 LR7-72HGD-610M
 Mod Qty: 18

House Age: 2008

Roof Material:
 Asphalt Shingles

Site ID:
 0040000513248

P0624798 L214 B18

FortisAlberta

Version
 1 2/20/04
 25/09/04

V1

Drawing Scale
 NTS

Drawn By
 SI

Designer
 JAA

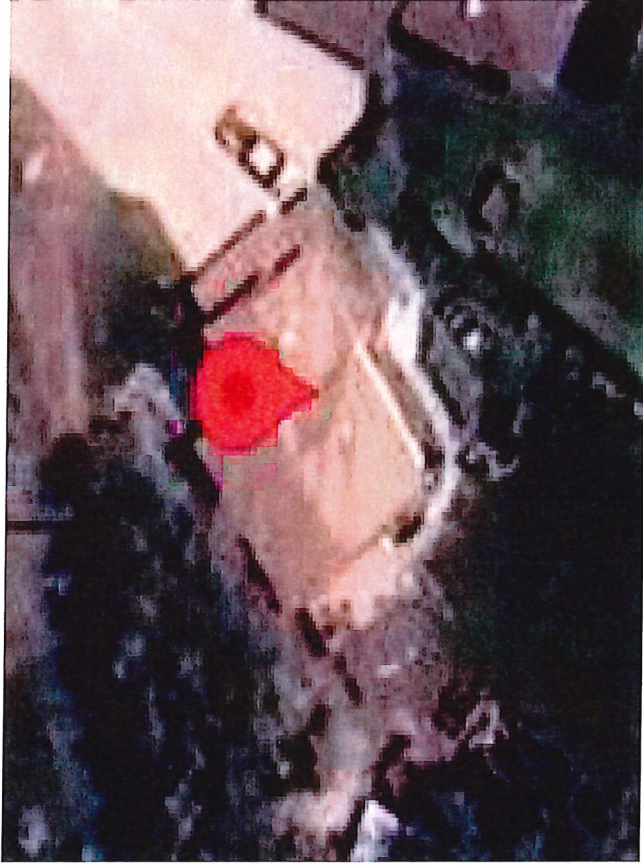


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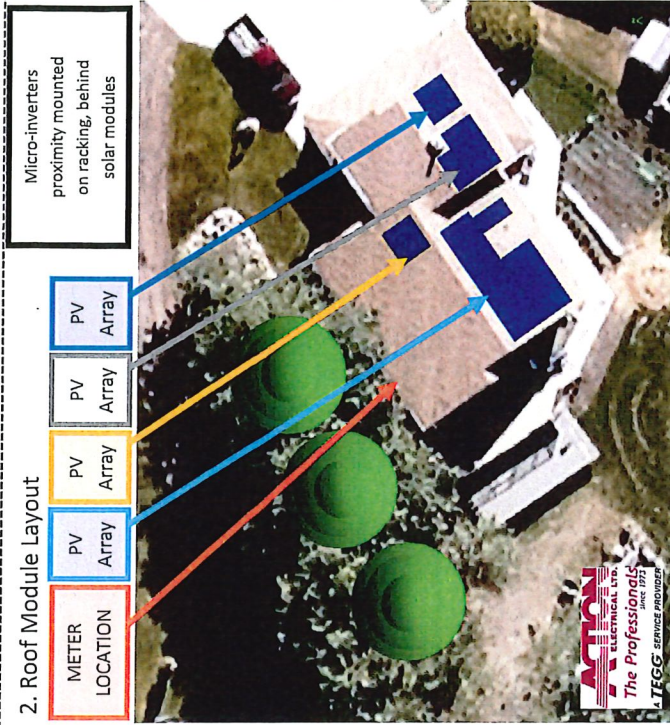
1. Area Overview



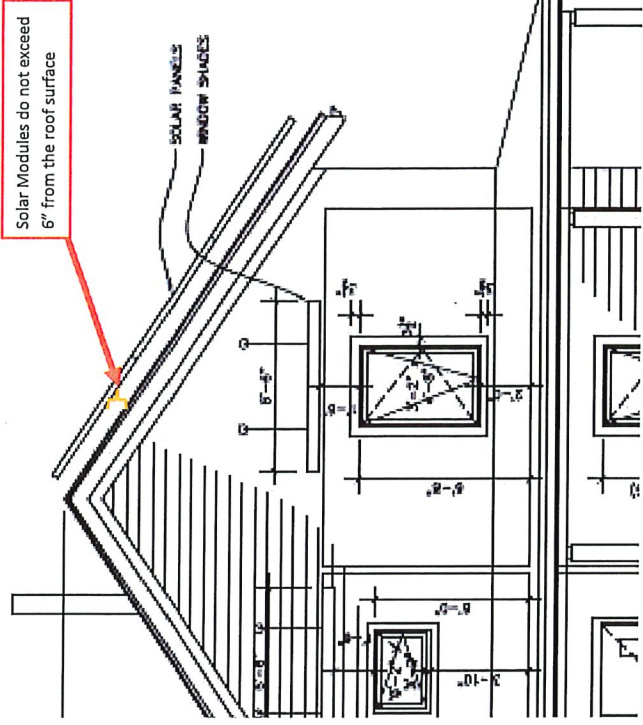
3. Property Plan



2. Roof Module Layout



4. Elevation



STRUCTURAL

Client
 Ingrid / Douglas
 Horner

Project
 PV Installation

Address
 4733 39 Ave,
 Gibbons, AB
 T0A 1N0

Notes
 Modules: Longi Solar
 LR7-72HGD-610M
 Mod Qty: 18
 House Age: 2008
 Roof Material:
 Asphalt Shingles
 Site ID:
 00400000513248
 P0624798 L214 B18
 FortisAlberta

Version
 1 25/09/04
 25/09/04 V1

Drawing Scale NTS
 Drawn By SI
 Designer JAA



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Proposed Installation Specifications:

- A. Photovoltaic modules are mounted with flush mount hardware and do not exceed 6" from the roof.
- B. Roof height does not exceed 30 feet.
- C. Photovoltaic modules are supported by 2 continuous rails along the length of the array.
- D. Roof Penetrations of the bottom rail will be staggered with the penetrations on the second rail.
- E. Second mount will be placed 24" on center from the first horizontal mount across the roof.
 Each subsequent mount will be placed 48" past the last roof mount.
- F. The rail will not cantilever more than 12" past the last roof mount.
- G. Only 3/8" x 2-1/4" hanger bolts fasteners are to be used to secure roof mounts.
- H. The roof has been determined to safely carry the distributed weight of the array.
- I. Roof Tech RT-Mini 2's shall be installed in accordance with manufacturer specifications.
- J. Solar rails shall be installed in accordance with manufacturer specifications.

Andrew Smith, P.Eng.
 11117 81 Ave, Edmonton, AB
 T6G 0S6 780-461-8538



26081
 September 7 2025



Hi-MO 7

LR7-72HGD 595~625M

- High-performance PV modules for utility power plants
- Advanced HPDC cell technology delivers superior module efficiency and power
- High bifaciality and excellent power temperature coefficient achieves high energy yield
- LONGi lifecycle quality ensures long-term performance

12

12-year Warranty for
Materials and Processing

30

30-year Warranty for Extra
Linear Power Output

Complete System and Product Certifications

IEC 61215, IEC 61730, UL 61730

ISO9001:2015: ISO Quality Management System

ISO14001: 2015: ISO Environment Management System

ISO45001: 2018: Occupational Health and Safety

IEC62941: Guideline for module design qualification and type approval

LONGi





Certificate of Compliance

Certificate: 80069963

Master Contract: 259077

Project: 80237263

Date Issued: 2024-12-31

Issued to: ALTENERGY POWER SYSTEM INC.
Building 2, No. 522, Yatai Road
Nanhu District, Jiaxing City, Zhejiang, 314050
CHINA

Attention: Kevin Lu

The products listed below are eligible to bear the CSA Mark shown with adjacent indicators 'C' and 'US' for Canada and US or with adjacent indicator 'US' for US only or without either indicator for Canada only



Issued by: *Levi Sun*
Levi Sun

PRODUCTS

CLASS - C531109 - POWER SUPPLIES - Distributed Generation Power Systems Equipment
CLASS - C531189 - POWER SUPPLIES - Distributed Generation-Power Systems Equipment - Certified to U.S. Standards

Grid Support Utility Interactive Microinverter, Models DS3-H, DS3, DS3-L and DS3-S, rack mounted.

For details related to rating, size, configuration, etc., reference should be made to the CSA Certification Record, Certificate of Compliance, Annex A, or the Descriptive Report.

APPLICABLE REQUIREMENTS

CSA-C22.2 No.107.1-16	-	Power Conversion Equipment
*UL Std No. 1741-Third Edition	-	Inverters, Converters, Controllers and Interconnection System Equipment for Use With Distributed Energy Resources (Third Edition, Dated May 19, 2023)

*Note: Conformity to UL 1741(Third Edition, Dated May 19, 2023) includes compliance with applicable requirements of IEEE 1547-2003 (R2008), IEEE 1547.1-2005(R2011), IEEE 1547-2018, IEEE1547.1-2020,



Certificate: 80069963

Master Contract: 259077

Project: 80237263

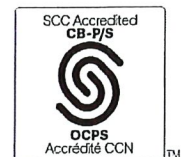
Date Issued: 2024-12-31

IEEE 1547a-2020. Grid support function is verified according to UL 1741 Supplement SA8-SA18 with the SRDs of California Electric Rule 21, and also verified according to UL 1741 Supplement SB and IEEE 1547.1-2020 with the SRDs of IEEE 1547-2018, IEEE 1547a-2020 and Hawaiian Electric Co. SRD-V2.0. While the grid support function evaluated according to IEEE 1547.1-2020, the interoperability is verified with IEEE 2030.5-2018 communication protocol.

*Note: This product is PV Rapid Shut Down Equipment and conforms with NEC-2014, NEC-2017 and NEC-2020 and NEC-2023 Article 690.12 and CEC-2018, CEC-2021, CEC 2024 Sec 64-218 Rapid Shutdown of PV Systems, for AC and DC conductors, when installed according to manufacturer's instructions.

Notes:

Products certified under Class C531109 have been certified under CSA's ISO/IEC 17065 accreditation with the Standards Council of Canada (SCC). www.scc.ca





May 17, 2024

Mr. Milton P. Nogueira Jr.
Roof Tech Inc.
10620 Treena St. Suite 230
San Diego, CA 92131

Dear Mr. Nogueira,

Re: Roof Tech RT Mini II – Structural Review - for - Alberta, Canada – NBC 2023 Alberta Edition
Project No: 24011-T4

Thank you for retaining our office to carry out the structural review of the Roof Tech RT Mini II for use with the Rail Option to install Photovoltaic (PV) panels.

The purpose of the review was to assess the spacing requirement for the Roof Tech RT Mini II photovoltaic (PV) panel roof mount system used with the Rail Option. Our determination is that the system can be safely connected to roof structures in ALBERTA according to National Building Code 2023 Alberta Edition (NBC-2023 AE) requirements for various site conditions and arrangements as detailed in the attached tables.

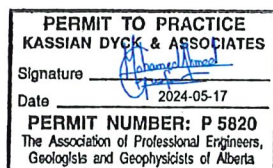
The review consisted of calculating the factored connection resistance of the Roof Tech RT Mini II for shear, downward force and tension based on load test results. These resistances were compared to the factored loading on the connection for various roof substrates, orientations of PV panel on a roof using the Rail Option, for various wind roof zones, terrains, and roof slopes. The maximum corresponding wind and snow environmental site parameters were then determined and the spacings of the mounts determined from an analysis of the capacities observed in load tests.

The analyses presumes that all connections and associated hardware are installed according to Roof RT Mini II Installation Manual and accepted standards of practice for construction. All materials used shall be free of defects and wood substrates shall be according to the minimum thicknesses and grades specified in this report. The installation contractor is responsible for verifying the strength of the roof framing, the structural strength of the PV panels and the capacities of all materials supplied by others as a pre-condition for determining the suitability of use of these tables. Refer to Exhibit A for connection and panel mount orientation as prepared by Starling Madison Lofquist, Inc., for SML project report 471-13.

Kassian Dyck & Associates will not be liable for the failure of any manufactured product or any manufactured or factory assembled system of components to perform in accordance with the manufacturer's specifications, product literature or written documentation. This report was prepared by Kassian Dyck & Associates for Roof Tech Inc. The material in it reflects Kassian Dyck & Associates' best judgement in light of the information available to it at the time of preparation. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Kassian Dyck & Associates accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

If you require any further information please contact the undersigned.

Reviewed by:
Mohamed Gaafar, Msc, P.Eng



4733 – 39 Ave

Lot 214; Block 18; Plan 0624798

