



**MINUTES**  
**County Council and Municipal Planning Commission**

Lac Ste. Anne County held a County Council and Municipal Planning Commission Meeting on August 1, 2018 commencing at 9:35 a.m. in the Council Chambers of the County Administration Building in Lac Ste. Anne County, Alberta.

Councillors Present: Reeve Joe Blakeman  
Deputy Reeve Nick Gelych  
Councillor Lloyd Giebelhaus  
Councillor George Vaughan  
Councillor Lorne Olsvik  
Councillor Steve Hoyda  
Councillor Ross Bohnet

Councillors Absent:

Administration Present: County Manager Mike Primeau  
GM of Infrastructure & Planning Joe Duplessie  
Planning & Development Manager Matthew Ferris  
Administrative Clerk Laura Fuller  
Recording Secretary Camille Fleming

Also Present: 2 members of the public were in attendance.  
1 member of the media was in attendance.

**1. CALL TO ORDER**

Reeve Blakeman called the meeting to order at 9:35 a.m.

**2. ADDITIONS TO AGENDA**

- 6.A.1. Lessard Lake Public Campground – Water Issues
- 6.C.1. Safety Code Permits
- 6.C.2. Confirmation of a date and time for the RV open house
- 6.C.3. Council and staff meeting dates to review LUB

451-18 **3. ACCEPTANCE OF AGENDA**

MOVED BY Councillor Vaughan that the Wednesday August 1, 2018 Municipal Planning Commission Meeting Agenda be approved as amended.

Carried.

452-18 **4. ADOPTION OF MINUTES**

MOVED BY Councillor Gelych that the minutes from the Wednesday, July 4, 2018 County Council and Municipal Planning Commission Meeting be approved as presented.

Carried.

**5. DELEGATIONS & PRESENTATIONS**

**6. INFRASTRUCTURE & PLANNING SERVICES**

**6.A. PUBLIC WORKS**

453-18 **6.A.1. Lessard Lake Public Campground – Water Issues**

MOVED BY Councillor Hoyda that Council direct Administration to refund a portion of the seasonal fees of Lessard Lake Public Campground's 2018 Seasonal Site Holders of sites 46, 47, 48, 49, and 51 due to water issues which started June 11, 2018 at a rate of \$50.00 per week for the duration of this inconvenience, to a maximum of \$500.00.

Carried.

**6.B. INFRASTRUCTURE**

**6.C. PLANNING AND DEVELOPMENT**

## 6.C.1 Safety Code Permits

454-18 MOVED BY Councillor Bohnet that County Council authorize Administration to issue safety code permits for septic tanks for the CRX district. Carried.

6.D. ENFORCEMENT SERVICES

6.E. IPS - OTHER ITEMS

455 -18 MOVED BY Councillor Hoyda that the County Council move into a Municipal Planning  
Into MPC Commission Meeting at 9:38 a.m. Carried.

## 7. MUNICIPAL PLANNING COMMISSION

7.1. 031SUB2018, SE 15-56-02 W5M, to create one (1) 15.135 +/- acre parcel from a previously subdivided quarter-section.

456-18 MOVED BY Councillor Gelych that County Council approve as presented;  
that based upon a review of the applicable bylaws and legislation as well as review of the land-use planning criteria as set forth in the Subdivision and Development Regulation, 2002, that subdivision application 031SUB2018, Applicant/Owner: Rosger, Tyrell & Bobbito create one (1) 15.135 +/- acre parcel from a previously subdivided quarter-section within SE 15-56-02 W5M, Tax Roll #5602151002 (Div. 2), be **APPROVED** subject to conditions for the following reasons:  
Application is for an approximately 15 acre parcel to be subdivided from an 80 acre split. The land is not currently used for extensive agriculture, and is heavily treed. The proposed 15 acre parcel will be used for residential, and the remainder will continue to be agricultural.

Topography: The land is fairly flat, with a large treed portion on the north half, with a cleared and low-lying portion on the south.

Soils:

CLASS 3. Soils in this class have moderately severe limitations that restrict the range of crops or require special conservation practices. The limitations are more severe than for Class 2 soils. They affect one or more of the following practices: timing and ease of tillage; planting and harvesting; choice of crops; and methods of conservation. Under good management they are fair to moderately high in productivity for a fair range of crops.

SUBCLASS D: undesirable soil structure and/or low permeability-the soils are difficult to till, absorb water slowly or the depth of the rooting zone is restricted.

Storm Water: No storm water issues for the proposed parcel.

Flooding Risk: No flood issues are expected on the property.

Access: Access is to be provided through the local road system.

Water Supply: Property is currently unserved. Water may be obtained by cistern or well for both the proposed parcel and the remainder.

Private Sewage System: Property is currently unserved.

Adjacent Land Uses: Adjacent land uses are a mix of agricultural operations with residential usage.

Adjacent Landowner Concerns: See attached Adjacent Landowner Timar, Debra letter dated: July 17, 2018 Adjacent landowner expressed concern that the subdivision is a fragmentation of agricultural land which is contrary to the agricultural heritage of the area. In addition, the future use may have a negative impact on the Adjacent Landowner's enjoyment of their property.

Response To Landowner Comments: The proposed subdivision complies with the MDP maximum of 4 parcels per quarter section.

## CONDITIONS

1. All subdivision conditions must be fulfilled within twenty-four months of date of subdivision approval.
2. Pursuant to Section 654 of the Municipal Government Act, R.S.A. 2000, all outstanding property taxes be paid.  
Once the above-noted work has been completed on your approach(es), you MUST return your "Final Approach Inspection Form" to the Planning and Development Department to have your approach(es) inspected. The proposed survey (from your surveyor) must be submitted before Public Works can complete the inspection of the approach(es).
3. Pursuant to Section 655 of the Municipal Government Act, R.S.A. 2000, the Owner and/or Developer shall enter into and abide by the provisions of a development agreement with Lac Ste. Anne County to the County's satisfaction and at the Developer's expense. This agreement may include, but not necessarily be limited to:
  - a. installation and upgrades to approaches as per Public Works' Initial Approach Inspection, which includes but is not limited to
    - i. new approach to remainder located and built to County standard with ditching and rip rap;
    - ii. existing approach to be upgraded to County standard and culvert upgrade
4. Pursuant to Section 661 of the Municipal Government Act, R.S.A., 2000, 5.2 metres (17.1ft.) of road widening adjoining all municipal road allowances is required and may be registered.

- through caveat. Caveat to be provided by the Surveyor for road widening on Range Road(s) and Township Road(s)
5. This decision shall be valid for two (2) years from the date of issuance; if this decision is appealed (to Subdivision and Development Appeal Board (SDAB) or Municipal Government Board (MGB)), any new decision will be valid for two (2) years from the date of same (SDAB decision or MGB order).
  6. Applicant/Landowner is required to submit a survey drafted by an Alberta Land Surveyor. Any alterations to the subdivision design from the date of referral may require a new application and referral process.
  7. "Pursuant to section 666(1)(b) of the Municipal Government Act, the applicant shall provide money in place of municipal reserve in the amount of 10% of the appraised market value of the proposed parcel. For the parcel proposed to be subdivided, this amount shall be calculated by either:
    - a. The County's appraisal of land value of the proposed parcel. In this case, the amount of reserve owing is a maximum of \$4094.89; or
    - b. A market value appraisal of the proposed parcel, excluding any buildings or improvements, obtained from a licensed Alberta Appraiser and submitted to the County by the applicant. The amount of reserve owing would be a maximum of 10% of the market value appraisal of the proposed parcel.

<b>Reserve Eligible:</b>	Yes	<b>MR Eligible (HA) (total parcel):</b>
<b>Value per hectare (HA) :</b>	\$669 1	<b>Land Subject to Reserves (10% of MR Eligible):</b>
<b>Amount Owing:</b>		

Carried.

- 7.2. 193193-18-D0152, Lot 53, Block 1, Plan 8620850, WARWA ESTATES within SW 34-54-4 W5M, for Shed 15.0' x 24.0' (360.0 sq.ft.)

457-18

MOVED BY Councillor Hoyda that County Council approve as presented; that development permit application 193193-18-D0152, Applicant: Gordon Smud, Owner: SMUD, Gordon & Glenda, for Shed 15.0' x 24.0' (360.0 sq.ft.) on Lot 53, Block 1, Plan 8620850, WARWA ESTATES within SW 34-54-4 W5M, Tax Roll #5404342075 (Div. 5), be **APPROVED** subject to conditions:

1. Failure to conform to the conditions of a development permit will render the permit null and void.
2. Prior to construction or commencement of any development, the Owner/Applicant or contractor is responsible to obtain a building permit as required. No other safety codes permits (electrical, gas, plumbing, or private sewage) will be granted until a principal building is constructed on the parcel.
3. The Applicant shall be responsible for complying with the condition of any easement affecting the site.
4. The development that is the subject of the permit to be commenced within twelve months of the issue date of the development permit and be completed within twenty-four months.
5. All development shall be landscaped and graded in a manner that all surface run-off is either contained on-site, or public drainage system (i.e. a municipal ditch).
6. The Applicant shall remove all garbage and waste at his/her own expense and keep the site in a neat and orderly manner.
7. Any field work or construction undertaken prior to the effective date of the development permit is at the risk of the Owner(s)/Applicant(s).
8. The Applicant must obtain Public Works approval for all approaches required for the proposed development.
9. Any changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
10. The Applicant shall pay the annual Solid Waste Utility bill as per Solid Waste Utility Bylaw #03-2018.
11. The proposed development shall be sited and conform to all building setbacks as shown on the submitted drawing, shall not be moved or enlarged except where authorized and conform to all building setbacks as required as per the Land Use Bylaw requirements:  
Existing Country Residential (CRX)  
FRONT: 10.0 m (32.81 ft) from internal subdivision road  
REAR: 7.5 m (24.61 ft)  
SIDE: 6.0 m (19.69 ft)

Carried.

- 7.3. 025SUB2018, NE 08-56-06 W5M, lot line adjustment of Lot 1, Plan 992 4928 to increase size from 19.52 +/- acres to 37.0 +/- acres



458-18

MOVED BY Councillor Hoyda that County Council approve as presented;

that based upon a review of the applicable bylaws and legislation as well as review of the land-use planning criteria as set forth in the Subdivision and Development Regulation, 2002, that subdivision application **025SUB2018**, Applicant/Owner: Gatensby, Marcia & Jim, lot line adjustment of Lot 1, Plan 992 4928 to increase size from 19.52 +/- acres to 37.0 +/- acres within NE 08-56-06 W5M, Tax Roll #5606084002 (Div. ), be **APPROVED** subject to the following conditions for the following reasons:

**Topography:** The proposed parcel is slightly rolling and is covered with bush and trees. The remainder is slightly rolling and is partly treed and partly cultivated. Deep Creek runs through the quarter section and drains into Brock Lake just beyond the southeast corner of the quarter section.

**Soils: CLASS 3.** Soils in this class have moderately severe limitations that restrict the range of crops or require special conservation practices. The limitations are more severe than for Class 2 soils. They affect one or more of the following practices: timing and ease of tillage; planting and harvesting; choice of crops; and methods of conservation. Under good management they are fair to moderately high in productivity for a fair range of crops.

**SUBCLASS D:** undesirable soil structure and/or low permeability-the soils are difficult to till, absorb water slowly or the depth of the rooting zone is restricted.

**Storm Water:** No storm water issues for the proposed parcel.

**Flooding Risk:** Deep Creek runs through the quarter section along the boundary between the proposed parcel and the remainder; however, any flooding is not likely to impact development. Access: Access is to be provided through the local road system.

**Water Supply:** Both the proposed parcel and the remainder are currently serviced. Private Sewage System: Both the proposed parcel and the remainder are currently serviced.

**Adjacent Land Uses:** Adjacent land uses are agricultural.

**CONDITIONS:**

1. All subdivision conditions must be fulfilled within twenty-four months of date of subdivision approval.
2. Pursuant to Section 654 of the Municipal Government Act, R.S.A. 2000, all outstanding property taxes be paid.
3. Once the above-noted work has been completed on your approach(es), you MUST return your "Final Approach Inspection Form" to the Planning and Development Department to have your approach(es) inspected. The proposed survey (from your surveyor) must be submitted before Public Works can complete the inspection of the approach(es).
4. Pursuant to Section 661 of the Municipal Government Act, R.S.A., 2000, 5.2 metres (17.1 ft.) of road widening adjoining all municipal road allowances is required and may be registered through caveat. Caveat to be provided by the Surveyor for road widening on Range Road(s) and Township Road(s).
5. Applicant/Landowner is required to submit a survey drafted by an Alberta Land Surveyor. Any alterations to the subdivision design from the date of referral may require a new application and referral process.
6. Developer/Landowner to provide professional verification that on-site sewage disposal system is functioning properly and within the requirements of the Safety Codes Act, or to confirm replacement/upgrade of existing system to one which conforms to provincial and municipal requirements. Cost of Inspection (\$235.00).
7. The developer is required to enter into an Environmental Conservation Easement (ECE) with Lac Ste. Anne County for 2 metres from the upper valley walls on both sides of the environmentally sensitive areas throughout the quarter-section. Purpose of the ECE will be to preserve wildlife habitat along the shorelands of the said environmentally sensitive areas. Final sketch to be provided by Alberta Land Surveyor.
8. This decision shall be valid for two (2) years from the date of issuance; if this decision is appealed (to Subdivision and Development Appeal Board {SDAB} or Municipal Government Board {MGB}), any new decision will be valid for two (2) years from the date of same (SDAB decision or MGB order).

Carried.

- 7.4. 026SUB2018, NE 04-55-02 W5M, to create one (1) 15.0 +/- acre parcel from a previously subdivided quarter-section, leaving a remainder parcel of 65.0 +/- acres.

459-18

MOVED BY Councillor Vaughan that County Council approve as presented;

that based upon a review of the applicable bylaws and legislation as well as review of the land-use planning criteria as set forth in the Subdivision and Development Regulation, 2002, that subdivision application 026SUB2018, Applicant/Owner: Campbell, Colin & Tandrup, Laurie to create one (1) 15.0 +/- acre parcel from a previously subdivided quarter-section, leaving a remainder parcel of 65.0 +/- acres within NE 04-55-02 W5M, Tax Roll #5502044001(Div. 3), be **APPROVED** subject to conditions for the following reasons:

**Topography:** The proposed acreage is flat with the remainder of the quarter rolling.

**Soils: CLASS 3.** Soils in this class have moderately severe limitations that restrict the range of crops or require special conservation practices. The limitations are more severe than for Class 2 soils. They affect one or more of the following practices: timing and ease of tillage; planting and harvesting; choice of crops; and methods of conservation. Under good management they are fair to moderately high in productivity for a fair range of crops.

Storm Water: No storm water issues for the proposed parcel.  
Flooding Risk: No flood issues are expected on the property.  
Access: Access is to be provided through the local road system.  
Water Supply: Property is currently serviced. Private Sewage System: Serviced by Open Discharge.  
Adjacent Land Uses: Adjacent land uses are a mix of acreages and agricultural operations.  
Response To Landowner Comments: None

**CONDITIONS:**

1. All subdivision conditions must be fulfilled within twenty-four months of date of subdivision approval.
2. Pursuant to Section 654 of the Municipal Government Act, R.S.A. 2000, all outstanding property taxes be paid.
3. Pursuant to Section 655 of the Municipal Government Act, R.S.A. 2000, the Owner and/or Developer shall enter into and abide by the provisions of a development agreement with Lac Ste. Anne County to the County's satisfaction and at the Developer's expense. This agreement may include, but not necessarily be limited to:
  - a. Approach #1 (RGE RD 23): Oilfield access. Requires gravel.
  - b. Approach #2 (RGE RD 23): Upgrade ditch for drainage, requires minimum 12m x 400mm culvert and gravel. Requires culvert.

Once the above-noted work has been completed on your approach(es), you MUST return your "Final Approach Inspection Form" to the Planning and Development Department to have your approach(es) inspected. The proposed survey (from your surveyor) must be submitted before Public Works can complete the inspection of the approach(es).
4. Pursuant to Section 661 of the Municipal Government Act, R.S.A., 2000, 5.18 metres (17.0 ft.) of road widening adjoining all municipal road allowances is required and may be registered through caveat. Caveat to be provided by the Surveyor for road widening on Range Road 23.
5. This decision shall be valid for two (2) years from the date of issuance; if this decision is appealed (to Subdivision and Development Appeal Board (SDAB) or Municipal Government Board (MGB)), any new decision will be valid for two (2) years from the date of same (SDAB decision or MGB order).
6. Applicant/Landowner is required to submit a survey drafted by an Alberta Land Surveyor. Any alterations to the subdivision design from the date of referral may require a new application and referral process.
7. The Applicant must provide a market value appraisal of the subject land, excluding any and all buildings or improvements, prior to subdivision. This appraisal is used to determine money-in-lieu of Reserves value as per Section 667 of the Municipal Government Act (MGA). A market value appraisal is to be obtained from a licensed Alberta Appraiser as a condition of this subdivision approval. For this application, the land subject to Reserves is 10% of the following: HA (proposed parcel(s)).

**RESERVES:** Yes

<b>Reserve Eligible:</b>	Yes	<b>MR Eligible (HA) (total parcel):</b>	6.15
<b>Value per hectare (HA) :</b>	\$8,226.28	<b>Land Subject to Reserves (10% of MR Eligible):</b>	0.615
<b>Amount Owning:</b>	Shall be no more than \$8,226.28/ha \$5,059.16		

8. Developer/Landowner to install a new on-site sewage disposal system that is functioning properly and which conforms to Safety Codes Act (provincial) and municipal requirements. [Applies to the proposed lot 1, which currently has an open discharge system]
9. Landowner to enter into a Utility Right-of-way agreement with (Gas)

Carried.

460-18

MOVED BY Councillor Bohnet that County Council close the Municipal Planning Commission Meeting to resume the County Council Meeting at 9:47 a.m.

Carried.

6.C.2. RV Open House

County Council directed the Planning and Development Department to set a date or possibly two for an Open House on RVs in Darwell after August 18, 2018.

6.C.3. Next Land Use Bylaw (LUB) review Date

County Council set August 17, 2018 at 9:00 a.m. as an all-day review session of the LUB.

**8. COMMUNITY & PROTECTIVE SERVICES**

8.A. COMMUNITY SERVICES

- 461-18 8.A.1. 2018 Inspiration Awards - Call for Nominations  
 MOVED BY Councillor Gelych that Council receive the Alberta Community and Social Services' 2018 Inspiration Awards Call for Nominations for information.  
 Carried.
- 462-18 8.A.2. Call for Resolutions for the 2018 FCSSAA AGM  
 MOVED BY Councillor Gelych that Council receive the Family and Community Support Services Association of Alberta's (FCSSAA's) call for resolutions for the 2018 Annual General Meeting for information.  
 Carried.
- 463-18 8.A.3. Early Childhood Development Block Funding Agreement  
 MOVED BY Councillor Giebelhaus that Council approve the April 1, 2018 to March 31, 2019 Contact Agreement #ACS235632 between the Minister of Children's Services and Lac Ste. Anne County and ratify the endorsement of same.  
 Carried.
- 464-18 8.A.4. Pembina Gateway Parent Link Network Inter-Municipal Partnership Agreement  
 MOVED BY Councillor Bohnet that County Council ratify the endorsement of the Pembina Gateway Parent Link Network Inter-Municipal Partnership Agreement with Lac Ste. Anne County, dated April 1, 2018, and ratify the endorsement of same.  
 Carried.
- 465-18 8.A.5. Invitation - Libraries  
 MOVED BY Councillor Gelych that County Council accept as information the invitation from the Lac Ste. Anne County Library Board inviting them to visit local libraries (Alberta Beach Municipal Library, Darwell Public Library, Mayerthorpe Public Library, Onoway Public Library, Rich Valley Public Library and Sangudo Public Library) to see what services they are providing in their communities, and further that Administration create a list of hours of operation of the libraries to be presented at the next County Council Meeting.  
 Carried.
- 8.B. FIRE SERVICES  
 8.C. AGRICULTURAL SERVICES  
 8.D. CPS - OTHER ITEMS
9. CORPORATE SERVICES  
 9.A. FINANCE  
 9.B. ASSESSMENT & TAXATION  
 9.C. ECONOMIC DEVELOPMENT  
 9.D. FOIP & RECORDS MANAGEMENT  
 9.E. IT INFORMATION  
 9.F. CS - OTHER ITEMS
10. ADMINISTRATION
- 466-18 10.1. Letter from Sturgeon County regarding intermunicipal relations  
 MOVED BY Councillor Giebelhaus that County Council receive the letter from Sturgeon County dated July 12, 2018, as information.  
 Carried.
- 467-18 10.2. ICF/IDP Committee - Representation  
 MOVED BY Councillor Vaughan that County Council appoint all Councillors to the ICF/IDP Committee whereby the number of each committee's membership will be reflective of each adjacent municipality's committee.  
 Carried.
- 468-18 10.3. Letter of Thanks from Rural Caucus of Alberta School Boards  
 MOVED BY Councillor Olsvik that County Council receive the letter of Thanks from Rural Caucus of Alberta School Board letter dated July 20, 2018 to Pembina River District No. 3, as information.  
 Carried.

## 10.A. COUNTY MANAGER

## 10.B. BYLAWS &amp; POLICIES

- 469-18 10.B.1 Bylaw 16-2018 Nakamun Oasis Area Structure Plan  
 MOVED BY Councillor Gelych that County Council give First Reading to Bylaw 16-2018 and that a Public Hearing for Bylaw 16-2018 be set for Sept 5, 2018 at 10:00 a.m.  
 Roy Jensen, developer of Nakamun Oasis Campground and RV Park was present for the meeting and answered questions from Council.  
 Carried.
- 470-18 10.B.2 Bylaw 24-2014-06-18 - Redistricting for Nakamun Oasis  
 MOVED BY Councillor Giebelhaus that County Council give First Reading to Bylaw 24-2014-06-18 and that a Public Hearing for Bylaw 24-2014-06-18 be scheduled for September 5, 2018 at 10:00 a.m.  
 Carried.
- 471-18 10.B.3. Land Use Bylaw Amendment - Cannabis-related uses  
 MOVED BY Councillor Bohnet that County Council give Bylaw 24-2014-05-18 First Reading and that a Public Hearing for Bylaw 24-2014-05-18 be set for October 3, 2018.  
 Carried.
- 472-18 10.B.4. Policy #03-050-005: Use of Electronic Signatures on Cheques  
 MOVED BY Councillor Hoyda that County Council approve Policy #03-050-005: Use of Electronic Signatures on Cheques as presented whereby;  
 1. Councillor Giebelhaus is added as a second alternative in the absence of the Reeve; and  
 2. The threshold of manual signatures is increased to \$150,00.00 for Council, and \$50,000.00 to the CAO; and  
 3. That Policy #207: Use of Electronic Signatures on Cheques is cancelled.  
 Carried.
- 473-18 10.B.5. Policy #03-050-006 - Travel Expenses Policy  
 MOVED BY Councillor Olsvik that County Council approve Policy #03-050-006 as presented and that Policy #03-050-004 - Travel Expenses Policy be cancelled.  
 Carried.
- 474-18 10.B.6. Bylaw 15-2018 Intermunicipal Collaboration Framework - Parkland County  
 MOVED BY Councillor Gelych that County Council provide Third and Final reading to Bylaw 15-2018 - Intermunicipal Collaboration Framework with Parkland County.  
 Carried.
- 475-18 10.B.7. Bylaw 18-2018 Code of Conduct for Elected Officials  
 MOVED BY Councillor Gelych that County Council give First Reading to Bylaw 18-2018 - Code of Conduct for Elected Officials, as presented.  
 Carried.
- 476-18 MOVED BY Councillor Vaughan that County Council give Second Reading to Bylaw 18-2018 - Code of Conduct for Elected Officials, as presented  
 Carried.
- 477-18 MOVED BY Councillor Olsvik that by Unanimous Consent of County Council, Bylaw 18-2018 - Code of Conduct for Elected Officials, be presented for Third and Final Reading.  
 Carried.
- 478-18 MOVED BY Councillor Giebelhaus that County Council give Third Reading to Bylaw 18-2018 - Code of Conduct for Elected Officials, as presented.  
 Carried.
- 479-18 10.B.8. Policy #01-002: Council Code of Conduct  
 MOVED BY Councillor Gelych that County Council cancel Policy 01-002 - Council Code of Conduct as presented.  
 Carried.

Adjournment of County Council Meeting 11:00 a.m.



---

CAO - Mike Primeau



---

Reeve - Joe Blakeman

Date approved September 5, 2018.