



**MINUTES  
Municipal Planning Commission**

Lac Ste. Anne County held a Municipal Planning Commission on May 1, 2024, commencing at 9:32 a.m. in the Council Chambers of the County Administration Building in Sangudo, Alberta.

Board Members Present: Nick Gelych, Chair  
Ken Brunton, Vice Chair  
Jane Holman - Martin, MPC Member

Board Members Absent: George Vaughan, MPC Member  
Lloyd Giebelhaus, MPC Member

Administration Present: Matthew Ferris, GM of Growth & Compliance  
Lori Vanberg, Administrative Support Clerk

Also Present: No members of the public were in attendance.

**CALL TO ORDER**

Chair Nick Gelych called the meeting to order at 9:32 a.m.

**ADDITIONS TO AGENDA**

**ACCEPTANCE OF AGENDA**

**Acceptance of the Agenda**

MPC23-2024 MOVED BY MPC Board Member Jane Holman - Martin that the MPC Board approves the May 1, 2024, Municipal Planning Commission agenda as presented. Carried.

**ADOPTION OF MINUTES**

**March 6, 2024 - Municipal Planning Commission Meeting Minutes**

MPC24-2024 MOVED BY Vice Chair Ken Brunton that the Municipal Planning Commission Board approves the March 6, 2024, Municipal Planning Commission Meeting minutes as presented. Carried.

**DELEGATIONS & PRESENTATIONS**

**MUNICIPAL PLANNING COMMISSION**

**021SUB2023, SE 01-55-05 W5M, Lot Amalgamation of Lot 1, Plan 9020503 to add 4.0+/- to SE 01-55-05 W5M to increase parcel size to 157.59 acres and then to create three (3) 10.0 +/- acre parcels from a previously subdivided quarter section**

MPC25-2024 MOVED BY Vice Chair Ken Brunton 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 021SUB2023, Applicant/Owner: Charlie & Ziegrid Hebert, Lot Amalgamation of Lot 1, Plan 9020503 to add 4.0+/- to SE 01-55-05 W5M to increase parcel size to 157.59 acres and then to create three (3) 10.0 +/- acre parcels from a previously subdivided quarter

section within SE 01-55-05 W5M, Tax Roll #5505011001 (Div. 4), be approved subject to conditions and for the following reasons:

Adjacent Landowner Concerns: None

Topography: The quarter-section is mixed.

Soils: Class 4: Soils in this class have severe limitations that restrict the range of crops or require special conservation practices. The limitations are so severe that the soils are not capable of use for sustained production of annual field crops. The soils are capable of producing native or tame species of perennial forage plants, and may be improved by use of farm machinery. The improvement practices may include clearing of bush, cultivation, seeding, fertilizing, or water control.

Subclass T: adverse topography-either steepness or the pattern of slopes limits agricultural use.

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

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

Access: Access for Lot 1, Plan 9020503 is from HWY 765 and access for proposed parcels will be from TWP RD 550.

Water Supply: The existing acreage is currently serviced. Water may be obtained through cistern or well for the proposed parcels and the remainder of the quarter-section.

Private Sewage System: The existing parcel is serviced by Open Discharge. Conformance to new property lines and to plumbing code to be confirmed. A variety of private sewage disposal systems may be used on the proposed acreages and the remainder of the quarter-section.

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

Response To Landowner Comments: None

And based upon staff recommendations and the above reasoning, the Subdivision Approving Authority approves the proposed subdivision, subject to the following 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. 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.
4. 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 Land and Property Rights Tribunal {LPRT}), any new decision will be valid for a time specified by the appeal body as listed within a revised decision (SDAB decision or LPRT order).
5. Proposed subdivision to be re-designed as per amended drawing dated December 12, 2023.
6. 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: Location OK; Sightline OK; gravel to be added; direct flow of water to ditchline and away from roadway with adequate swale; tidy up ditchline clay/topsoil and seed disturbed areas; Build to County Policy/Standards
  - b. Approach #2: Location OK; Sightline OK; 10 metre Roadtop required; gravel to be added; tidy up ditchline clay and seed disturbed areas; Build to County Policy/Standards.
  - c. Approach #3: Location OK; Sightline OK; 10 metre Roadtop required; gravel to be added; tidy up ditchline clay and seed disturbed areas; Build to County Policy/Standards.
  - d. Approach #4: Location OK; Sightline OK; Gravel not of spec. (replace with proper road crush); Flares to be extended accordingly; Bevel culvert ends (duckbill); Employ Rip-Rap at culvert ends; buildup under culvert ends for proper drainage and prevent surface water from going under culvert; shape ditchline accordingly and seed.
  - e. Approach #5 (Homestead): Alberta Transportation Jurisdiction.

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).

7. 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 and agreement to be provided by the Surveyor for road widening on Range Road(s) and Township Road(s).
8. 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.
9. The requirements of Section 19 of the Regulation are not met. To ensure future access management requirements are met a service road is required. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors does not grant approval for the subdivision authority to vary the requirements of Section 19 of the Regulation, Transportation and Economic Corridors will accept service road dedication as described below:
10. 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 Matters Related to Subdivision and Development Regulation states that when the subdivision proposal does not meet the requirements of Section 18(3), the subdivision authority must require the developer to provide service road that is satisfactory to Transportation and Economic Corridors. Given the nature of this proposal, to meet the requirements of Section 19(2) of the regulation Transportation and Economic Corridors would be satisfied if the subdivision authority required the dedication of a 30.0 meter wide service road right-ofway adjacent to Highway 765 (Road Plan 822 2358) from the south Boundary of SE01-55-5-W5M to a point 15.0m north of the centerline of the existing direct highway access into the existing yard site. The centerpoint of this access is located approximately 485m north of the south boundary of this quarter section. This will require that the east boundary of the proposed easternmost residential lot be located a minimum of 30m west of the east boundary of this quarter section. The service road is to be provided at no cost to Transportation and Economic Corridors. In this instance Transportation and Economic Corridors is willing to accept the service road registration by caveat.
  3. Transportation and Economic Corridors requires that any appeal of this subdivision be referred to the Land and Property Rights Tribunal (Section 678(2) of the Municipal Government Act).
11. 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 the 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)).

Reserve Eligible:	Yes	MR Eligible (HA) (total parcel):	Parcel 1 4.05 Parcel 2 4.05 Parcel 3 4.05
Value per hectare (HA) :	\$15,468.80/ha per parcel \$46,406.40/ha (Parcels 1-3)	Land Subject to Reserves (10% of MR Eligible):	Parcel 1 0.405 Parcel 2 0.405 Parcel 3 0.405
Amount Owning:	Shall be no more than \$46,406.40/ha (Parcels 1 - 3) / \$6,264.86 each Total: \$18,794.58		

12. Environmental Reserve Easement (ERE) to be entered into between the landowner and the County for all lands on the balance of the quarter-section as follows: 40 metre

setback from watercourses. ERE easement to maintain natural state of affected land. Final sketch to be provided by Alberta Land Surveyor.

- 13. 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).
- 14. Lac Ste. Anne County will require a blanket drainage easement and restrictive covenant to the County's satisfaction be registered on the parcel within sixty days (60) of the date of this approval to ensure current and future drainage is accommodated to the satisfaction of the Municipality.

Carried.

**Subdivision Regulations in Similar Municipalities**

MPC26-2024

MOVED BY Vice Chair Ken Brunton that MPC requests County Council establish a working group consisting of the Municipal Planning Commission, an Agricultural Service Board member, a Development Office, and a Council representative to further investigate subdivision regulations within the County to ensure legislation properly preserves agricultural land.

Carried.

MPC27-2024

MOVED BY MPC Board Member Jane Holman - Martin that MPC requests County Council consider increasing subdivision application fees for subdivision applications as a mechanism to preserve agricultural land.

Carried.

**ADMINISTRATION**

**COUNTY MANAGER**

**BYLAWS & POLICIES**

**CLOSED SESSION**

**COUNCIL COMMITTEE REPORTS**

**ADJOURNMENT**

Chair Nick Gelych adjourned the meeting at 10:30 a.m.

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CAO

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Chair