



**MINUTES
Municipal Planning Commission**

Lac Ste. Anne County held a Municipal Planning Commission meeting on August 6, 2025 commencing at 9:37 a.m. in the Council Chambers of the County Administration Building in Sangudo, Alberta.

MPC Board Members Present: Ken Brunton, Member at Large/Chair
Nick Gelych, Deputy Reeve/Vice-Chair
Lloyd Giebelhaus, Councillor
George Vaughan, Councillor

MPC Board Member Absent: Jane Holman-Martin, Member at Large

Staff Present: Tanya Vanderwell, Acting Manager of Planning & Development
Cindy Suter, Legislative & Support Services Supervisor
Lori Vanberg, Administrative Support Clerk

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

CALL TO ORDER

Chair Ken Brunton called the meeting to order at 9:37 a.m.

ADDITIONS TO AGENDA

ACCEPTANCE OF AGENDA

Acceptance of the Agenda

MPC27-2025 MOVED BY Deputy Reeve Nick Gelych that the Municipal Planning Commission Board accept the agenda as presented. Carried.

ADOPTION OF MINUTES

July 2, 2025, Municipal Planning Commission Meeting Minutes

MPC28-2025 MOVED BY Councillor George Vaughan that the Municipal Planning Commission approve the July 2, 2025, Municipal Planning Commission meeting minutes as presented. Carried.

DELEGATIONS & PRESENTATIONS

MUNICIPAL PLANNING COMMISSION

015SUB2025, NW 30-54-01 W5M, to create three (3) 39.757 +/- acre (16.11 Ha) parcels from an unsubdivided quarter-section

MPC29-2025

MOVED BY Councillor Lloyd Giebelhaus that subdivision application 015SUB2025, Applicant/Owner: Darrin Neely to create three (3) 39.757 +/- acre (16.11 Ha) parcels from an unsubdivided quarter-section within NW 30-54-01 W5M, Tax Roll #5401303001 (Div. 1), has been evaluated in terms of Section 654 of the *Municipal Government Act* and Section 7 of the *Subdivision and Development Regulation* and therefore is recommended that the application be approved for the following reasons:

Adjacent Landowner Concerns: None

Topography: The quarter has rolling topography.

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 M: moisture-a low moisture holding capacity, caused by adverse inherent soil characteristics, limits crop growth. (Not to be confused with climatic drought). Subclass T: adverse topography-either steepness or the pattern of slopes limits agricultural use.

Subclass M: moisture-a low moisture holding capacity, caused by adverse inherent soil characteristics, limits crop growth. (Not to be confused with climatic drought).

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 is to be provided through the local road system.

Water Supply: Property is currently unserved. Water may be obtained through cistern or well.

Private Sewage System: Property is currently unserved. A variety of private sewage disposal systems may be used.

Adjacent Land Uses: Adjacent land uses are agricultural.

Response To Landowner Comments: None

Further, in accordance with Sections 654 and 655 of *Municipal Government Act*, the application be approved subject to the following conditions:

STANDARD 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. 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

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provided by the Surveyor for road widening on Range Road(s) and Township Road(s).

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: Satisfactory Location; Sight lines are good; Approach width is satisfactory; Requires 12m culvert (culvert due to the flow of drainage coming from the south); Approach to be upgraded as per County Standard/Policy.
 - b. Approach #2: Satisfactory Location; Sight lines are good; Approach width is satisfactory; Culvert not required;
 - c. Approach #3: Satisfactory Location; Sight lines are good; Approach width is satisfactory; Requires 12m culvert (culvert due to the flow of drainage coming from the north); Approach to be upgraded as per County Standard/Policy.
 - d. Approach #4: Satisfactory Location; Sight lines are good; Approach width is satisfactory; Culvert not required; Vegetation needs to be removed; Approach to be upgraded as per County Standard/Policy.

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).

RESERVES:

8. Reserves will not be applicable if all lots are surveyed at 39.5 acres (16.0 ha) as per Section 667 of Municipal Government Act (MGA).
 - a. If any lot is under 39.5 acres/16.0 ha reserves will be applicable.
 - b. 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)).

Reserve Eligible:	If any lot is under 39.5 acres/16.0 ha reserves will be applicable	MR Eligible (HA) (total parcel):	Only under 39.5 acres/16.0
Value per hectare (HA):	\$10,534.42/ha	Land Subject to Reserves (10% of MR Eligible):	Dependent on parcel size

Amount Owning:	Shall be no more than \$10,534.42/ha
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ENVIRONMENTAL RESERVE AND/OR CONSERVATION EASEMENT CONDITIONS:

9. Environmental Reserve (ER) to be as per the attached sketch indicating the setbacks from the environmentally sensitive area identified as Fen and Swamp under the Alberta Merged Wetland Inventory. If the Developer and Lac Ste. Anne County agree an Environmental Reserve Easement (ERE) may replace the Environmental Reserve Lot requirement. Purpose of the ER/ERE will be to preserve wildlife habitat along the shorelands of the said environmentally sensitive areas. ER lot to be surveyed out and final sketch to be provided by Alberta Land Surveyor. Lac Ste. Anne County consents to an ERE.

MISC WATER/SEWER CONDITIONS:

10. Developer/Landowner to install an on-site sewage disposal system that conforms to Safety Codes Act (provincial) and municipal requirements. [Applies to the proposed lot 2, shop/residence under construction]

UTILITY RIGHT-OF-WAY AGREEMENTS:

11. 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.

ACCESS/ROAD CONDITIONS:

12. This proposal will require RGE RD 20 to be constructed to County standards from railway tracks at adjacent property (SW 31-54-01 W5M) southerly to proposed lot 4/approach location.
- Road to be constructed to County standards 6.0 metres in width approx. 740.0 metres in length to serve all 4 parcels and a bus turnaround - 3 point turn at end of road. All roads must be constructed, comply with municipal standards, endorsed and registered prior to registration of said lots.
 - The road gravelling application rate shall be determined by a geotechnical engineer based on the roadway use and soil conditions (shall be at minimum 500m tonnes per mile of D4-20).
 - A 50km speed sign will be required.

Once the above-noted work has been completed on road upgrade, you MUST return your "Final Approach Inspection Form-2" to the Planning and Development Department to have road inspected. The proposed survey (from your surveyor) must be submitted before Public Works can complete the inspection of the road.

Carried.

018SUB2025 - OT 54-03-05 W5M, to create one (1) 45.0 +/- acre parcel from a previously subdivided quarter-section

MPC30-2025

MOVED BY Deputy Reeve Nick Gelych that subdivision application 018SUB2025, Applicant/Owner: Prue, Derek o/a 2527524 Alberta Ltd. to create one (1) 45.0 +/- acre parcel from a previously subdivided quarter-section within OT-54-03 W5M, Tax Roll #5403520001 (Div. 5), has been evaluated in terms of Section 654 of the *Municipal Government Act* and Section 7 of the *Subdivision and Development Regulation* and therefore is recommended that the application be approved for the following reasons:

Adjacent Landowner Concerns: None

Topography: As per Wetland Assessment by Aquality Environmental Consulting Ltd. the topography is hummocky with drainage to the north towards Lac Ste. Anne by two watercourses 4284 and 42854 which, due to a number of factors, are now permanently ponded water. There are 15 wetlands identified within the property to a combined area of 29.3 ha. See provided Wetland Assessment for additional detail.

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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 is to be provided through the local road system. South parcel of land is through Range Road 31. Remaining North parcel is through an existing road right of way through Lakeview Place.

Water Supply: Property is currently unserved.

Private Sewage System: Property is currently unserved.

Adjacent Land Uses: Adjacent land uses consist of a multiparcel subdivision (Lakeview Place) to the north, the Trivillage Regional Lagoon to the east, residential acreages to the south and the Alberta Beach Golf Course Resort to the west.

Response To Landowner Comments: None

Further, in accordance with Sections 654 and 655 of *Municipal Government Act*, the application be approved subject to the following conditions:

STANDARD 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 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 (LPRT order).

ACCESS/ROAD CONDITIONS:

5. 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 (South Access): satisfactory location; sight line blocked by vegetation; requires 12m 400mm culvert, bevel culvert ends, requires rip rap, remove vegetation and add gravel, must be minimum 10 metres in width. Build to County Standard/Policy.
 - b. Approach #2 (North Access): New approach, shall be installed to County Standard/Policy once road access is completed to the satisfaction of Public Works.

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).

6. This proposal will require 54425 Ste. Anne Trail to be constructed to County standards from the subdivision intersection to the proposed north lot approach location.
 - a. Road to be constructed to County standards 8.0 metres in width approx. 68.0 metres in length to serve the north parcel. All roads must be constructed, comply with municipal standards prior to registration of said lots.
 - b. The road gravelling application rate shall be determined by a geotechnical engineer based on the roadway use and soil conditions (shall be at minimum 500m tonnes per mile of D4-20).

Once the above-noted work has been completed on road upgrade, you MUST return your "Final Approach Inspection Form-2" to the Planning and Development Department to have road inspected.

DEVELOPMENT AGREEMENTS:

7. The Applicant shall enter into a development agreement, in a form suitable to the Subdivision Authority, as referenced in Section 655(1)(a) of the Municipal Government Act. This development agreement may include, but is not limited to indicating that the new lots contain or are in close proximity to environmentally sensitive areas as identified by Aquality Environmental Consulting Ltd. Wetland Assessment and Riparian Setback Matrix Model Setback Determination dated August 15, 2024 and that the impacts on water, sewage disposal and access should be considered, along with the fact that some types of development may be restricted without further studies.

ENVIRONMENTAL RESERVE AND/OR CONSERVATION EASEMENT CONDITIONS:

8. Environmental Reserve (ER) to be as per the attached sketch indicating the setbacks from the environmentally sensitive area identified as two recurrent watercourses (Waterbody Identification 42854 and 42838) and swamp/open water under the Alberta Merged Wetland Inventory. If the Developer and Lac Ste. Anne County agree an Environmental Reserve Easement (ERE) may replace the Environmental Reserve Lot requirement. Purpose of the ER/ERE will be to preserve wildlife habitat along the shorelands of the said environmentally sensitive areas. ER lot to be surveyed out and final sketch to be provided by Alberta Land Surveyor. Lac Ste. Anne County consents to an ERE. Final sketch for ERE to be provided by Alberta Land Surveyor.

Carried.

ADMINISTRATION

COUNTY MANAGER

BYLAWS & POLICIES

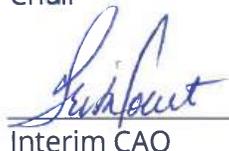
CLOSED SESSION

ADJOURNMENT

Chair Ken Brunton adjourned the meeting at 9:56 a.m.



Chair



Interim CAO