



Bonnyville

TOWN OF BONNYVILLE  
SUBDIVISION APPROVING AUTHORITY MEETING  
AGENDA

August 27, 2024, 6:00 p.m.

Council Chambers

4917 49 Avenue

Bonnyville, Alberta

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|  | <b>Pages</b> |
|--|--------------|
| 1. Call to Order                         |              |
| 2. Adoption of Agenda                    |              |
| 3. Adoption of Minutes                   |              |
| 3.a Adoption of Minutes - June 25, 2024  | 2            |
| 4. Subdivision Application               |              |
| 4.a APPLICATION FOR SUBDIVISION SA24-001 | 5            |
| 5. Adjournment                           |              |

**MINUTES OF THE TOWN OF BONNYVILLE**  
**SUBDIVISION APPROVING AUTHORITY**  
**TOWN HALL**

**Tuesday, June 25, 2024**

**PRESENT:** Chair Elisa Brosseau, Member Brian McEvoy, Member Kayla Blanchette, Member David Sharun, Member Phil Kushnir, Member Byron Johnson, Member Neil Langridge

**STAFF PRESENT:** Bill Rogers, Chief Administrative Officer, Renee Stoyles, General Manager of Corporate Services, Joe Kopala - Acting GM of Planning and Community Services, Jeannine Chornohos, Finance Director, Tracy Ghostkeeper, Executive Assistant, Bryon Michelson - IT Technician, Mark Laver - Economic Development Officer, Dustin Appleby - Admin Support

**GUESTS:** Dan Heney - Regional Fire Chief

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**1. Call to Order**

Chair Elisa Brosseau called the meeting to order at 6:31 p.m.

**2. Adoption of Agenda**

**Moved by:** Member Byron Johnson

That the Subdivision Approving Authority Meeting Agenda for June 25, 2024 be adopted as presented.

**CARRIED**

**3. Adoption of Minutes**

**3.a Adoption of Minutes - April 4, 2024**

**Moved by:** Member Neil Langridge

That the Subdivision Approving Authority Meeting minutes of April 4, 2024 be adopted as presented.

**CARRIED**

#### 4. Subdivision Application

##### 4.a APPLICATION FOR SUBDIVISION SA24-002

APPLICATION FOR SUBDIVISION SA24-002

Legal Description: Lot: 5 Block: 1 Plan: 122 4913

Municipal Address: 5811 54 Avenue

Administration received an application for a subdivision that would subdivide the current lot into two lots which would give the applicant the ability to sell one of the lots if they so choose.

The properties are zoned as C3-Highway Commercial, and the newly created lots will be zoned with the same zoning.

Discussion ensued.

**Moved by:** Member Byron Johnson

That the Subdivision Authority approve the subdivision SA24-002 application subject to the following conditions:

1. The developer shall enter into a Development Agreement to address, but not be limited to, utility installation, road construction, security deposit, Off-Site Levy payables, Local Improvement Levy if applicable.
2. Offsite levies as noted per lot in the Development Agreement for this site shall be paid in full prior to development and building permits being issued as per the requirements of Bylaw No. 1311-07.
3. The developer shall provide utility easements and pay for installation/relocation as required for power, gas, telecommunications, water, sewer and storm sewer as required by the utility companies or Town standards.
4. That the subdivision shall be registered by plan of survey and an electronic CAD version of the registered plan be forwarded to the Town of Bonnyville.
5. The final As-Built Drawings shall be provided in a CAD format along with a hard copy, to the Town as per the requirement of the Development Agreement and prior to the issuance of the Final Acceptance Certificate.

**CARRIED**

**5. Adjournment**

**Moved by:** Member Neil Langridge

That the Subdivision Approving Authority meeting be adjourned at 6:33 p.m.

**CARRIED**

Minutes read and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Chairperson, Municipal Planning  
Commission

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Secretary, Municipal Planning  
Commission

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**To:** Subdivision Authority

**Date:** August 15, 2024

**Submitted By:** Administration

**Target Decision Date:** August 27, 2024

**SUBJECT: APPLICATION FOR SUBDIVISION SA24-001**

**Reviewed By:** CAO

Legal Description: **Pt SE 17-61-5-W4M**

Municipal Address: **Eastgate Subdivision**

**BACKGROUND:**

The Town has received an application for subdivision for the purpose of creating one 2.02 hectare (5 acre) Environmental Reserve and Public Utility Lot parcel on the property noted above – see Location Map. The previous subdivision application SA22-001 was approved in 2022 but had never been finalized and registered. Therefore a new application was required so that we can have the parcel created and registered. The proposed development is within Eastgate Area Structure Plan Bylaw 1354-10.

The land is currently being redistricted from UR – Urban Reserve District within the current Land Use Bylaw 1447-16 to ERP – ENVIRONMENTAL RESERVE AND PUBLIC UTILITY LOT DISTRICT (Land Use Amending Bylaw No. 1354-10.)

The new lot is intended to be the location of the Town of Bonnyville Water Reservoir No. 3.

Offsite levies are required on the newly created parcel. The developable area of this proposed subdivision is approximately 2.02 hectares. The Off-Site Levy for the new parcels will be approximately \$157, 112.00 which is due in accordance with the Off-Site Levy Bylaw 1311-07 at the time of sale of the lot or at development/building permit stage. Once the final lot Plan of Survey is provided for endorsement, off-site levies can be verified.

Adjacent landowner notifications were sent out and as of the writing of this document we have not received any written response from the notified parties.

**EVALUATION:**

1. The application conforms to the Land Use Bylaw No. 1447-16 and amendments thereto. The redistricting is being done in conjunction with the subdivision application. The application is in accordance to the Eastgate Area Structure Plan Bylaw 1354-10.
2. The taxes on the parcels are current.
3. The developer shall provide the Operations and Engineering Department with full servicing and drainage/grading plans for review and approval prior to commencement of any work on the parcel. The Stormwater Management Plan for the area shall address but not be limited to the impacts of this subdivision on the existing storm pond capacity and any additional capacity requirements due to the subdivision.
4. There was one adjacent landowner objections received from referrals. One landowner was concerned about the tree lined road being disrupted and believes traffic will increase. There were no objections from agencies.

**REFERRALS:**

|                         |  |
|-------------------------|--|
| AltaGas Utilities Inc.  | <b>No Objection;</b>   |
| Alberta Health Services | <b>No Objection</b><br>The setback distances outlined in Section 15(1) and (2) the NGS Reg must be met, these include:<br>o No person shall locate a water well within:<br>a) <b>10 m</b> of a watertight septic tank, pump out tank or other water tight compartment of a sewage or waste water system, |

|                                    |   |
|------------------------------------|---|
|                                    | b) <b>15 m</b> of a weeping tile field, evaporation treatment mound, or outdoor pit privy,<br>c) <b>30 m</b> of a leaching cesspool,<br>d) <b>50 m</b> of sewage effluent on the ground surface,<br>e) <b>100 m</b> of a sewage lagoon,<br>f) Or <b>450 m</b> of any area where waste is or may be disposed of at a landfill within the meaning of the Waste Control Regulation (AR 192/96)<br>o Nor shall you locate any of the aforementioned items listed in points a-f within the stipulated distances of an existing well. |
| Alberta Transportation             | <b>No Objection</b>   |
| Accurate Assessment Group          | <b>No Objection</b>   |
| ATCO Electric                      | <b>No Objection; developer is responsible to provide any easements to service properties.</b>   |
| Canada Post                        | <b>No Objection</b>   |
| Telus                              | <b>No Objection</b>   |
| Bonnyville Regional Fire Authority | <b>No Objection</b>   |
| Public Works Department            | <b>No Objection</b>   |
| Eastlink                           | <b>No Objection</b>   |
| MD of Bonnyville No. 87            | <b>No Objection</b>   |

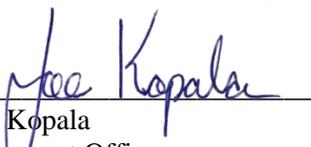
**OPTIONS:**

1. Approve the subdivision SA24-003 with conditions
2. Refuse the subdivision SA24-003 with reasons.

**RECOMMENDATION:** That the Subdivision Authority **APPROVE** the subdivision application subject to the provided conditions: 1. Offsite levies as noted per lot in the Development Agreement for this site shall be paid in full prior to development and building permits being issued as per the requirements of Bylaw No. 1311-07. 2. The developer shall provide utility easements and pay for installation/relocation as required for power, gas, telecommunications, water, sewer and storm sewer as required by the utility companies or Town standards. 3. That the subdivision shall be registered by plan of survey and an electronic CAD version of the registered plan be forwarded to the Town of Bonnyville.

**Enclosures:**

- ❖ Location Map
- ❖ Proposed tentative plan
- ❖ Application for Subdivision – SA24-003

  
 \_\_\_\_\_  
 Joseph Kopala  
 Development Officer

  
 \_\_\_\_\_  
 Bill Rogers  
 Chief Administrative Officer



Town of Bonnyville  
 Postal Bag 1006  
 4917 - 49 Avenue  
 Bonnyville, Alberta T9N 2J7

PH: (780) 826-3496 FAX: (780) 826-4806  
 World Wide Web: www.bonnyville.ca  
 E-Mail: kcurrie@town.bonnyville.ab.ca

|   |                                     |          |
|---|-------------------------------------|----------|
| <b>APPLICATION FOR SUBDIVISION APPROVAL</b><br><input type="checkbox"/> By plan of subdivision<br><br><input type="checkbox"/> By other instrument<br>Tick whichever applies. | <b>FOR OFFICIAL USE ONLY</b>        |          |
|   | DATE of receipt of Form as complete | FILE No. |
|   | Application Fees Submitted:         |          |

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THE SUBJECT OF THE APPLICATION OR BY AN AUTHORIZED PERSON ACTING ON HIS BEHALF.

1. **Name of register owner of land to be subdivided** **Full Address and Phone Number**  
 ENVISION VENTURES INC. P.O. BOX 7309 STN MAIN, BONNYVILLE AB T9N 2H6  
Name in block capitals  
 EMAIL ADDRESS: \_\_\_\_\_

2. **Authorized person acting on behalf of registered owner** **Full Address and Phone Number**  
 GARRY LAPOINTE P.O. BOX 7309 STN MAIN, BONNYVILLE AB T9N 2H6  
Name in block capitals  
 EMAIL ADDRESS: garry@keypointgroup.ca

3. **LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED**  
 All/part of the SE 1/4 Sec. 17 Twp. 61 Range 5 West of 4 Meridian  
 Being all/parts of Lot \_\_\_\_\_ Block \_\_\_\_\_ Reg. Plan No. \_\_\_\_\_ C.O.T. No. \_\_\_\_\_  
 Area of the above parcel of land to be subdivided 35.7052 hectares  
 Municipal address (if applicable) 5102 37 STREET

4. **LOCATION OF LAND TO BE SUBDIVIDED**

a. The land is situated in the municipality of BONNYVILLE

b. Is the land situated immediately adjacent to the municipal boundary? Yes  No \_\_\_\_\_  
 If yes, the adjoining municipality is MUNICIPAL DISTRICT OF BONNYVILLE NO. 87

c. Is the land situated within 0.8 kilometers of the right-of-way of a Highway? Yes  No \_\_\_\_\_  
 If yes, the Highway # HWY. 28, the Secondary Road # 659

d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, state its name \_\_\_\_\_

e. Is the proposed parcel within 1.5 km. of a sour gas facility? Yes \_\_\_\_\_ No

5. **EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED**  
 Describe:  
 a. Existing use of the land VACANT  
 b. Proposed use of the land FUTURE WATER RESERVOIR  
 c. The designated use of the land as classified under a Land Use Bylaw or a land use classification guide where applicable UR - URBAN RESERVE DISTRICT

6. **PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)**

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) FLAT

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc. - sloughs, creeks, etc.) GRASS/TREES

c. Describe the kind of soil on the land (sandy, loam, clay, etc.) CLAY

7. **EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED**  
 Describe any buildings, historical or otherwise and any structures on the land and whether they are to be demolished or moved \_\_\_\_\_

8. **WATER AND SEWER SERVICES**  
 If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal. TOWN INFRASTRUCTURE WILL BE RUN TO THE SITE

9. **REGISTERED OWNER OR PERSON ACTING ON HIS BEHALF**  
 I, GARRY LAPOINTE hereby certify that  
(Full name in block capitals)  
 I am \_\_\_\_\_, And that the information given on this form is full and complete,  
(the registered owner/am authorized to act on behalf of the registered owner)  
 And is, to the best of my knowledge, a true statement of the facts relating to his application for subdivision approval.  
 Address \_\_\_\_\_ Signature [Signature]  
 Daytime Phone No. \_\_\_\_\_ Date MAY 30/24

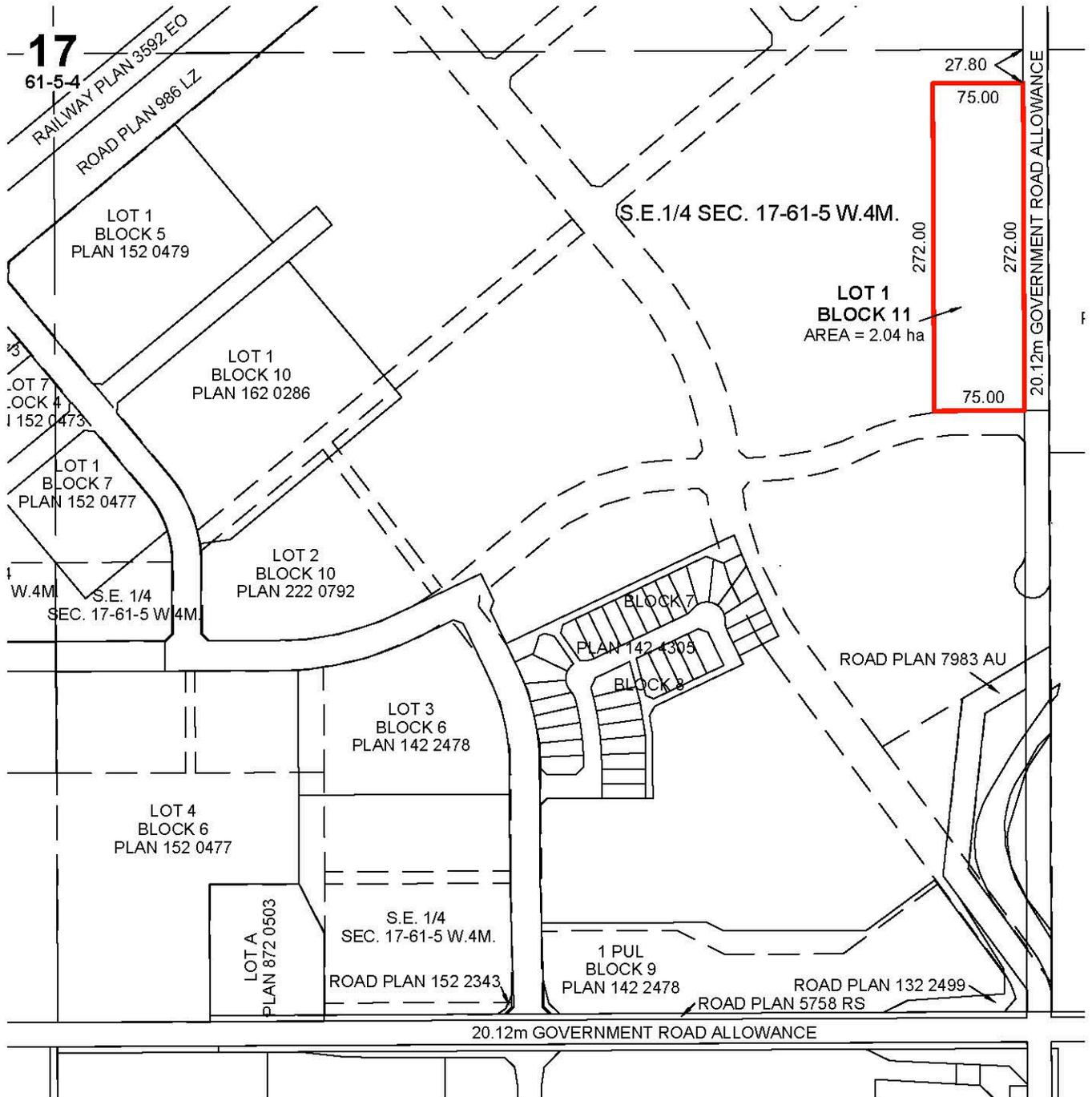
FURTHER INFORMATION MAY BE PROVIDED BY APPLICANT ON THE REVERSE OF THIS FORM.

# TENTATIVE PLAN

## SHOWING PROPOSED SUBDIVISION WITHIN

### S.E. 1/4 Sec.17 Twp.61 Rge.5 W.4M.

#### TOWN OF BONNYVILLE



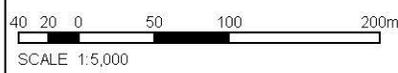
**PRELIMINARY**  
NOT TO BE USED FOR CONSTRUCTION

**LEGEND:**  
Proposed Parcel shown as:

Distances are in metres and decimals thereof.



Plan Prepared by:  
Explore Geomatics Inc.  
Edmonton, Alberta  
Toll Free 1-866-936-1805  
Fax No. 780-800-1927

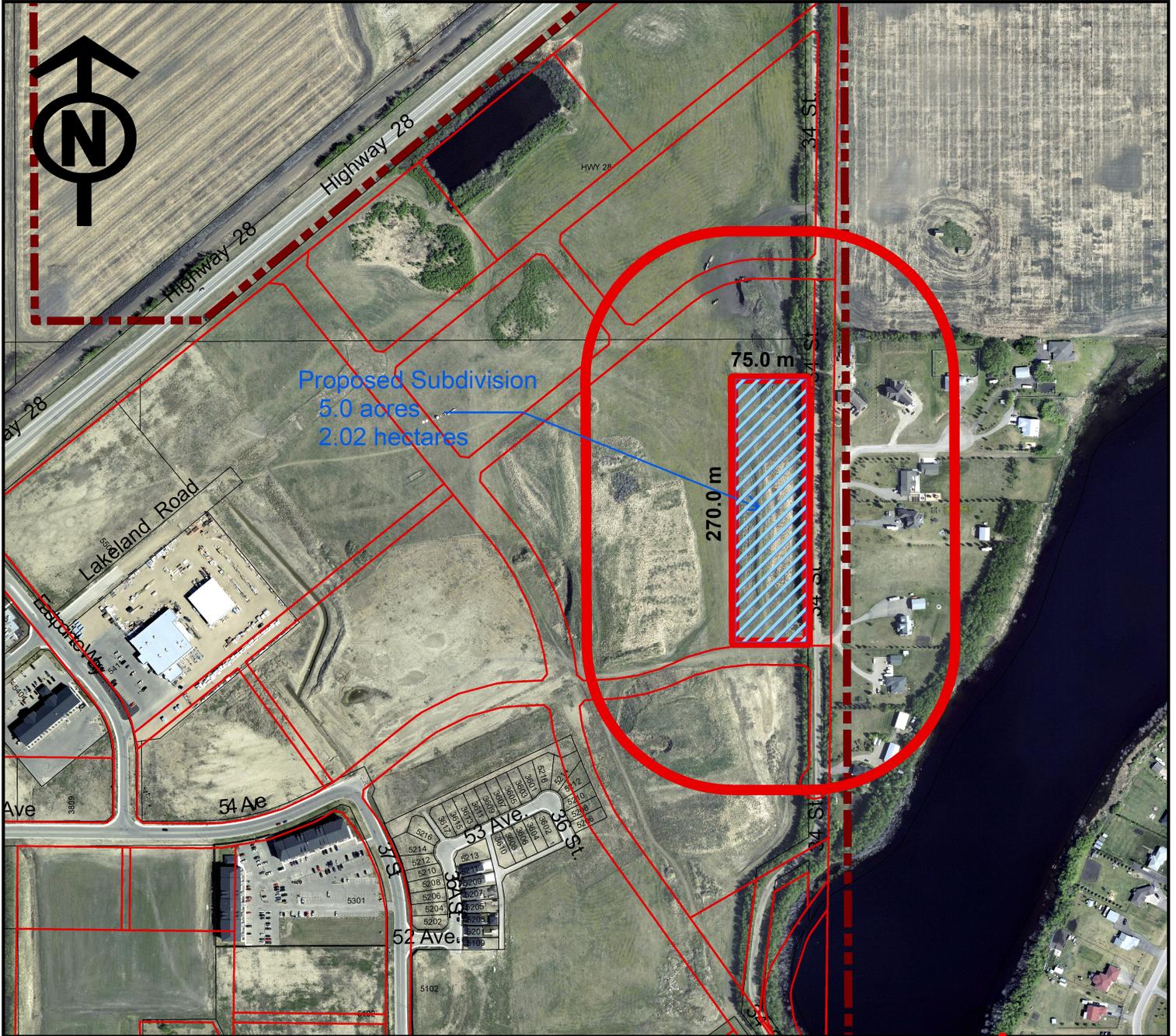


| REV. NO. | DESCRIPTION | DATE          |
|----------|-------------|---------------|
| 0        | PLAN ISSUED | AUG. 16, 2022 |

Job X081622 Rev. 0

SURVEYED BY: X.X. CALCD BY: G.S. DRAWN BY: M.S.

# Town of Bonnyville Subdivision



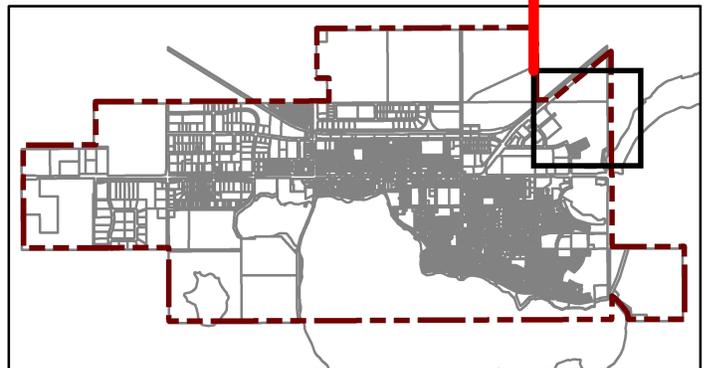
**Address: TBD**  
**Current Land Use District:**  
**UR - Urban Reserve**



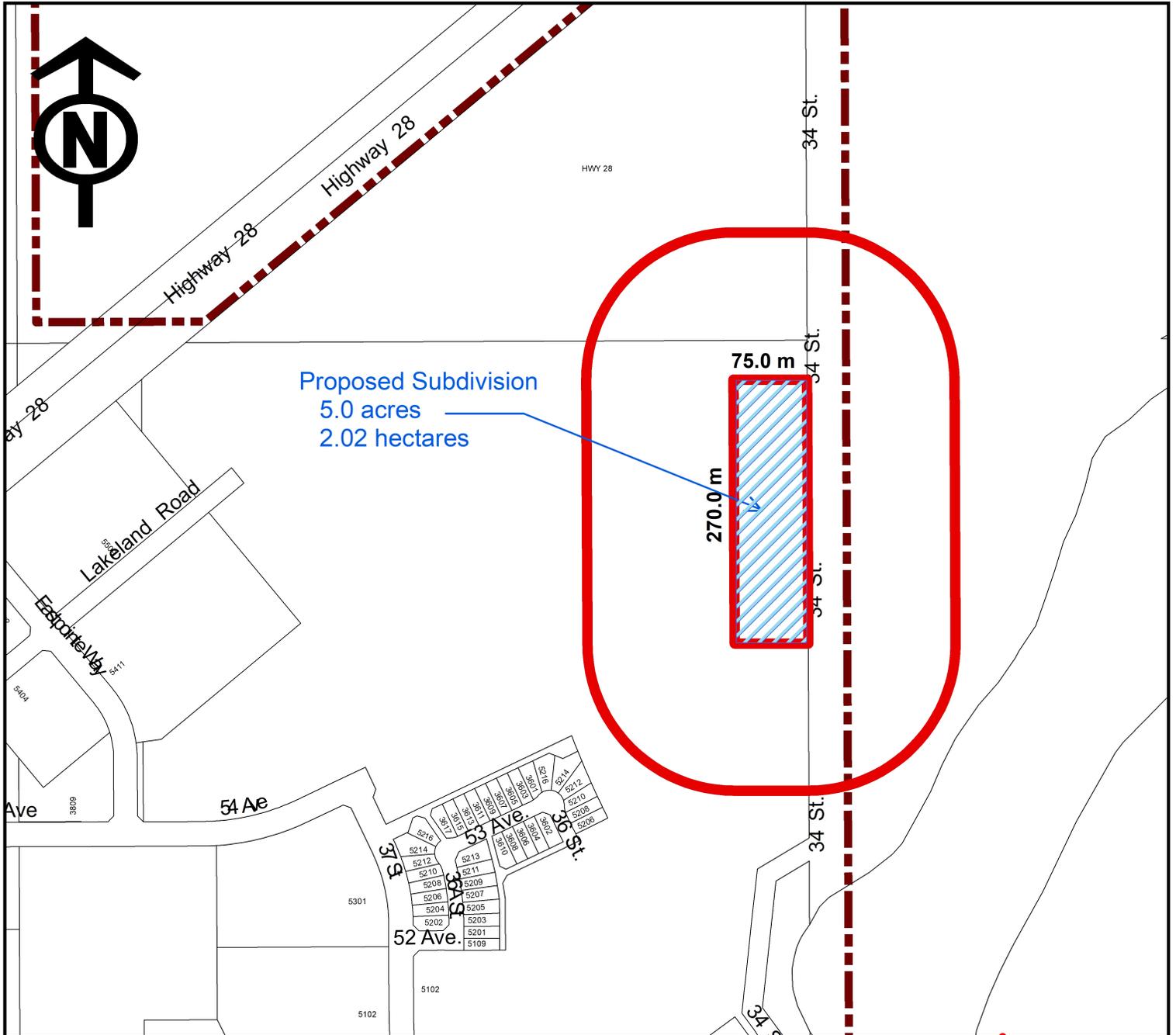
Town of Bonnyville  
*"It's Multi-Natural"*

**Date: August 08, 2022**  
**Air Photo: 2019**

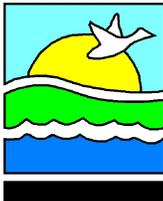
Town of Bonnyville, 4917 - 49 Avenue  
 Bag 1006 Bonnyville, Alberta T9N 2J7  
 email: [plgtech@town.bonnyville.ab.ca](mailto:plgtech@town.bonnyville.ab.ca)  
 Ph: 1-866-826-3496 Fax: (780) 826-4806



# Town of Bonnyville Subdivision



**Address: TBD**  
**Current Land Use District:**  
**UR - Urban Reserve**



Town of Bonnyville  
"It's Multi-Natural"

**Date: August 08, 2022**  
**Air Photo: 2019**

Town of Bonnyville, 4917 - 49 Avenue  
 Bag 1006 Bonnyville, Alberta T9N 2J7  
 email: [plgtech@town.bonnyville.ab.ca](mailto:plgtech@town.bonnyville.ab.ca)  
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