



# MPC AGENDA

Meeting: May 13, 6:00 p.m. – 6:30 p.m.

Location: <https://call.lifesizecloud.com/17945621> (virtual option only)

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**1. CALL TO ORDER**

**2. EXCUSED FROM MEETING**

**3. ADOPTION OF AGENDA**

**4. ADOPTION OF MINUTES**

4.1 July 10, 2023

**5. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**

Term expired on May 8, 2024

**6. DEVELOPMENT REPORT**

None

**7. DEVELOPMENT PERMITS/REQUESTS**

None

**8. SUBDIVISIONS**

8.1 2024 BUILD Bassano Development Project – Part 2 -5A Avenue Triangle – Subdivision  
2024-0-046

**9. INFORMATION PERIOD**

None

**10. QUESTION PERIOD**

**11. CLOSED SESSION**

None

**12. ADJOURNMENT**



**MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING OF  
THE TOWN OF BASSANO HELD IN THE COUNCIL CHAMBERS ON JULY  
10, 2023.**

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**MPC MEMBERS**

CHAIR

Dale Luchuck

BOARD MEMBERS

John Slomp  
Sydney Miller  
Kevin Jones  
Irv Morey

STAFF

Amanda Davis, Chief Administrative Officer

OTHER

Ken McGillivray, Applicant  
Patrick Blaire, Applicant  
Shelley Blaire, Applicant

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**1. CALL TO ORDER**

Chair Luchuck called the meeting to order at 6:00 p.m.

**2. EXCUSED FROM MEETING**

- Sydney Miller

**3. ADOPTION OF AGENDA**

**MPC09/23** Moved by **MEMBER MOREY** that the agenda is approved as presented.

**CARRIED**

**4. ADOPTION OF MINUTES**

- 4.1 Adoption of minutes from the Municipal Planning Commission meeting on June 12, 2023**

**MPC10/23** Moved by **MEMBER SLOMP** that the Municipal Planning Commission minutes of June 12, 2023 are approved as presented.

**CARRIED**

**5. DEVELOPMENT REPORT**

None

**6. DEVELOPMENT PERMITS/REQUEST**

**6.1 Plan 2016AB; Block 33 – TOB-D-13-23**

**MPC11/23** Moved by **MEMBER MOREY** that the Municipal Planning Commission rejects the development permit TOB-D-13-23 on Plan 2016AB; Block 33 for accessory structure setback variances as development shall remain consistent with the Land Use Bylaw 921/21 regulations.

**CARRIED**

**7. SUBDIVISIONS**

None

**8. INFORMATION ITEMS**

None

**9. QUESTION PERIOD**

None

**10. CLOSED SESSION**

None

**11. ADJOURNMENT**

**MPC12/23** Moved by **CHAIR LUCHUCK** to adjourn the regular Municipal Planning Commission meeting of July 10, 2023 at 6:17 p.m.

**CARRIED**

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Chairperson

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Chief Administrative Officer



# REQUEST FOR DECISION

Municipal Planning Commission

Meeting: May 13, 2024

Agenda Item: 8.1

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## SUBJECT: 2024 BUILD Bassano Development Projects - Part II - 5A Avenue Triangle - Subdivision 2024-0-046

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### BACKGROUND

As part of the Town's 2024 BUILD Bassano development initiatives, a subdivision application was submitted to create four residential lots on the 5A Avenue Triangle (702 - 5A Avenue). The subdivision creates three small lots that could accommodate homes <1,000 and one larger lot that could accommodate higher density.

Oldman River Regional Services Commission (ORRSC), the planning and development authority has completed the referral requirements to process the subdivision.

The purpose of this meeting is to formalize the subdivision, a requirement of the Municipal Planning Commission. Refer to the back-up documentation prepared by ORRSC. All actions and referrals requirements have been met. At the time this report was prepared no comments of opposition were received.



### DEVELOPMENT OFFICER COMMENTS

None, this is required to formalize the subdivision as planned and directed by council. After the subdivision is completed, the area will be surveyed, serviced, zoning updated, where applicable, and offered for sale.

**RECOMMENDATION**

**Town of Bassano Residential** subdivision of Lot 1, Block 51, Plan 151 0415 within NE1/4 17-21-18-W4M

THAT the Residential subdivision of Lot 1, Block 51, Plan 1510415 within NE1/4 17-21-18-W4M (Certificate of Title No. 211 003 759), to create 4 residential lots BE APPROVED subject to the following:

**CONDITIONS:**

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Town of Bassano.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with the Town of Bassano which shall be registered concurrently with the final plan against the title(s) being created.

**Prepared by:** Amanda Davis, CAO & Diane Horvath, ORRSC

**Attachments:**

1. Subdivision Correspondence – April 30, 2024

## DRAFT RESOLUTION

Our File: 2024-0-046

April 30, 2024

Amanda Davis  
Chief Administrative Officer  
Town of Bassano  
Box 299  
Bassano AB T0J 0B0

Dear Ms. Davis,

**RE: Lot 1, Block 51, Plan 1510415 within NE1/4 17-21-18-W4M / Town of Bassano**

With regard to the subdivision application noted above, please find attached a draft resolution for your Municipality's decision.

The Subdivision Authority should note that comments have not been received from the Christ the Redeemer School Division, Grasslands School Division No. 6, AltaLink, Eastern Irrigation District (EID), AB Environment & Protected Areas - J. Cayford, AER and Canada Post.

After the Subdivision Approval Authority's consideration of the application, **please forward the signed resolution to the Oldman River Regional Services Commission at your earliest convenience in order for our staff to promptly notify the applicant of the decision.**

Please contact this office if you require any further information.



Diane Horvath  
Senior Planner

DH/jm  
Attachment

# RESOLUTION

2024-0-046

**Town of Bassano**

**Residential** subdivision of Lot 1, Block 51, Plan 1510415 within NE1/4 17-21-18-W4M

THAT the Residential subdivision of Lot 1, Block 51, Plan 1510415 within NE1/4 17-21-18-W4M (Certificate of Title No. 211 003 759), to create 4 residential lots BE APPROVED subject to the following:

## CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Town of Bassano.
2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with the Town of Bassano which shall be registered concurrently with the final plan against the title(s) being created.

## REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan and complies with both the Municipal Development Plan and Land Use Bylaw.
2. The Subdivision Authority is satisfied that the proposed subdivision is suitable for the purpose for which the subdivision is intended pursuant to Section 9 of the Matters Related to Subdivision and Development Regulation.
3. Alberta Transportation and Economic Corridors has authorized the Subdivision Authority to vary the requirements of Section 19 of the Matters Relating to Subdivision and Development Regulation to accommodate the proposal.

## INFORMATIVE:

- (a) Since the proposed subdivision complies with Section 663(d) of the Municipal Government Act, Reserve is not required. It was previously dealt with in File 2014-0-023.
- (b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.
- (c) That a waiver of Sections 19 of the Matters Relating to Subdivision and Development Regulation is granted by the Subdivision Authority to accommodate the proposal.
- (d) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)
- (e) TELUS has no concerns.
- (f) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at [landserv@fortisalberta.com](mailto:landserv@fortisalberta.com) or by calling (403) 514-4783 for any questions.

(g) Pioneer Gas Co-op has no comments or concerns regarding the above-mentioned subdivision.

(h) Alberta Health Services – Wade Goin, Executive Officer/Public Health Inspector:

“In response to the request for comment on the above noted subdivision, we have reviewed the provided information and wish to provide the following comments:

- Alberta Health Services does not object to this subdivision provided all other pertinent bylaws, regulations and standards are complied with.”

(i) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 1

Transportation and Economic Corridors offers the following comments with respect to this application:

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.

The requirements of Section 19 of the Regulation are not met. There is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 7(6)(d) of the regulation, Transportation and Economic Corridors agrees to waive the referral distance for this particular subdivision application. As far as Transportation and Economic Corridors is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application

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

Please contact Transportation and Economic Corridors through the RPATH Portal if you have any questions, or require additional information.”

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MOVER

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CHAIRMAN

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DATE





3105 - 16<sup>th</sup> Avenue North  
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344  
Toll-Free: 1-844-279-8760  
E-mail: [subdivision@orrsc.com](mailto:subdivision@orrsc.com)  
Website: [www.orrsc.com](http://www.orrsc.com)

## NOTICE OF APPLICATION FOR SUBDIVISION OF LAND

**DATE:** March 27, 2024

**Date of Receipt:**

March 14, 2024

**Date of Completeness:**

March 15, 2024

**TO: Landowner:** Town of Bassano

**Agent or Surveyor:** Cameron Christianson, A.L.S.

**Referral Agencies:** Town of Bassano, Christ the Redeemer School Division, Grasslands School Division No. 6, AltaLink, FortisAlberta, TELUS, Pioneer Gas Co-op Ltd., AB Health Services - South Zone, Eastern Irrigation District (EID), AB Environment & Protected Areas - J. Cayford, AB Transportation, AER, Canada Post

**Adjacent Landowners:** Alberta Health Services, Barbara Hutchings, Chris Pulfer, Gene & Evelyn Duplessis, Jarred C. Schertiger, Jasmeet Chahal, Kathleen M. Johnson, Louise Joyce, Newell Foundation, Raymond & Lynette Annett, Reuben Dupuis, Richard Sutherland Clyne, Ruth Ursula Mattheis

**Planning Advisor:** Diane Horvath 

The Oldman River Regional Services Commission (ORRSC) is in receipt of the following subdivision application which is being processed on behalf of the Town of Bassano. This letter serves as the formal notice that the submitted application has been determined to be complete for the purpose of processing.

In accordance with the Matters Related to Subdivision and Development Regulation, if you wish to make comments respecting the proposed subdivision, please submit them via email or mail no later than **April 15, 2024**. (Please quote our File No. **2024-0-046** in any correspondence with this office).

**File No:** 2024-0-046

**Legal Description:** Lot 1, Block 51, Plan 1510415 within NE1/4 17-21-18-W4M

**Municipality:** Town of Bassano

**Land Designation:** Residential Manufactured Home - RM  
(Zoning)

**Existing Use:** Residential

**Proposed Use:** Residential

**# of Lots Created:** 4

**Certificate of Title:** 211 003 759

**Proposal:** To create 4 residential lots, 2,850 ft<sup>2</sup> (260.6 m<sup>2</sup>), 3,284 ft<sup>2</sup> (305.1 m<sup>2</sup>), 3,768 ft<sup>2</sup> (350.0 m<sup>2</sup>), and 9,913 ft<sup>2</sup> (920.9 m<sup>2</sup>), in size respectively.

**Planner's Preliminary Comments:**

The purpose of this application is to subdivide a 0.24 ha (.60 acre) title legally known as Lot 1, Block 51, Plan 151 0415 within the NE ¼ 17-21-18 W4M within the Town of Bassano. The application proposes to create 4 residential lots, 2,850 ft<sup>2</sup> (260.6 m<sup>2</sup>), 3,284 ft<sup>2</sup> (305.1 m<sup>2</sup>), 3,768 ft<sup>2</sup> (350.0 m<sup>2</sup>), and 9,913 ft<sup>2</sup> (920.9 m<sup>2</sup>), in size respectively. All proposed residential lot sizes meet and exceed the lot length, width, and area requirements of Land Use Bylaw 921/21. Currently the land is vacant, and the municipal water and wastewater systems can be used to service the lots. Access to the lots is available from 5A Avenue and 7<sup>th</sup> Street, both of which are fully developed paved roads. There are currently no provincial wetlands or abandoned wells present on the subject lands. The subject land does not have a historical resource value.

Approval may be considered with the conditions of:

1. Any outstanding property taxes shall be paid to the Town of Bassano
2. The applicant or owner or both enter into a Development Agreement
3. Consideration of referral agencies' comments and any requirements.

The municipal reserve is not applicable as it was previously satisfied in accordance with MGA sec. 663 (d)) (File 2014-0-023)

**If you wish to make a presentation at the subdivision authority meeting, please notify the Town of Bassano Municipal Administrator as soon as possible.**

**Submissions received become part of the subdivision file which is available to the applicant and will be considered by the subdivision authority at a public meeting.**



FOR OFFICE USE ONLY	
Zoning (as classified under the Land Use Bylaw):	
Fee Submitted: <u>Inviced</u>	File No: <u>2024-0-046</u>
APPLICATION SUBMISSION	
Date of Receipt: <u>March 14, 2024</u>	Received By: 
Date Deemed Complete: <u>March 15, 2024</u>	Accepted By: 

## APPLICATION FOR SUBDIVISION URBAN MUNICIPALITY

### 1. CONTACT INFORMATION

**Name of Registered Owner of Land** to be Subdivided: Town of Bassano

Mailing Address: P.O. Box 299 City/Town: Bassano

Postal Code: T0J 0B0 Telephone: 403-641-3788 Cell: \_\_\_\_\_

Email: cao@bassano.ca Preferred Method of Correspondence: Email  Mail

**Name of Agent** (Person Authorized to act on behalf of Registered Owner): Same as above

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Method of Correspondence: Email  Mail

**Name of Surveyor:** Cam Christianson, A.L.S.

Mailing Address: P.O. Box 301 City/Town: Brooks

Postal Code: T1R 1B4 Telephone: \_\_\_\_\_ Cell: ~~XXXXXXXXXX~~

Email: ~~XXXXXXXXXX~~ Preferred Method of Correspondence: Email  Mail

### 2. LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED

- All/part of the \_\_\_\_\_ ¼ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ West of \_\_\_\_\_ Meridian (e.g. SE¼ 36-1-36-W4M)
- Being all/part of: Lot/Unit 1 Block 1 Plan 151 0415
- Total area of existing parcel of land (prior to subdivision) is: \_\_\_\_\_ hectares .60 acres
- Total number of lots to be created: 4 Size of Lot(s): 2,805; 3,284; 3768; 9,913 ft sq.
- Municipal/Civic Address (if applicable): 702 - 5A Avenue
- Certificate of Title No.(s): 211 00 759

### 3. LOCATION OF LAND TO BE SUBDIVIDED

- The land is located in the municipality of Bassano
- Is the land situated immediately adjacent to the municipal boundary? Yes  No   
If "yes", the adjoining municipality is \_\_\_\_\_
- Is the land situated within 1.6 kilometres (1 mile) of the right-of-way of a highway? Yes  No   
If "yes" the highway is No. TransCanada Highway 1
- Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water, or by a canal or drainage ditch? Yes  No   
If "yes", state its name \_\_\_\_\_
- Is the proposed parcel within 1.5 kilometres (0.93 miles) of a sour gas facility? Unknown  Yes  No

### 3. LOCATION OF LAND TO BE SUBDIVIDED (Continued)

- f. Is the land subject of the application, the subject of a licence, permit, approval, or other authorization granted by any of the provincial agencies or regulatory bodies listed below?

Yes  No

Provincial agencies and regulatory bodies:

- Alberta Energy and Utilities Board (AEUB)
- Alberta Energy Regulator (AER)
- Alberta Utilities Commission (AUC)
- Energy Resources Conservation Board (ERCB)
- Natural Resources Conservation Board (NRCB)

If 'yes', please describe: \_\_\_\_\_

- g. Is the land subject of the application, the subject of a licence, permit, approval, or other authorization granted by the Minister or granted under any Act the Minister is responsible for under section 16 of the Government Organization Act\*?

Yes  No

\*The Minister is responsible for the following Acts:

- Alberta Environmental Protection Act
- Alberta Land Stewardship Act
- Alberta Public Lands Act
- Alberta Surveys Act
- Alberta Water Act

If 'yes', please describe: \_\_\_\_\_

### 4. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

- a. Existing use of the land Vacant Residential Manufactured
- b. Proposed use of the land Residential development

### 5. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

- 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, sloughs, creeks, etc.)  
This is green space within the municipal boundary of the town. There are +/- 10 perimeter trees.
- c. Describe the kind of soil on the land (sandy, loam, clay, etc.) Sandy
- d. Is this a vacant parcel (*void of any buildings or structures*)? Yes  No   
If "no", describe all buildings and any structures on the land. Indicate whether any are to be demolished or moved.  
\_\_\_\_\_
- e. Are there any active oil or gas wells or pipelines on the land? Yes  No
- f. Are there any abandoned oil or gas wells or pipelines on the land? Yes  No

**6. WATER SERVICES**

- a. Existing source of water Municipal  Other   
 If other, describe existing source of potable water \_\_\_\_\_
- b. Proposed source of water Municipal  Other   
 If other, describe proposed source of potable water The town will be servicing the new parcels with municipal water.

**7. SEWER SERVICES**

- a. Existing sewage disposal Municipal  Other   
 If other, describe existing sewage disposal \_\_\_\_\_
- b. Proposed sewage disposal Municipal  Other   
 If other, describe proposed sewage disposal The town will be servicing the new parcels with municipal water.

**8. REGISTERED OWNER OR PERSON ACTING ON THEIR BEHALF**

I, Amanda Davis \_\_\_\_\_ hereby certify that

- I am the registered owner
- I am authorized to act on behalf of the register owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision approval.

Signed: Amanda Davis \_\_\_\_\_ Date: March 14, 2024 \_\_\_\_\_

**9. RIGHT OF ENTRY**

I, Amanda Davis \_\_\_\_\_ do  / do not  (please check one) authorize representatives of the Oldman River Regional Service Commission or the municipality to enter my land for the purpose of conducting a site inspection and evaluation in connection with my application for subdivision. This right is granted pursuant to Section 653(2) of the Municipal Government Act.

Amanda Davis \_\_\_\_\_  
Signature of Registered Owner(s)



LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0038 782 603            1510415;51;1                      211 003 759

LEGAL DESCRIPTION  
PLAN 1510415  
BLOCK 51  
LOT 1  
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE  
ATS REFERENCE: 4;18;21;17;NE

MUNICIPALITY: TOWN OF BASSANO

REFERENCE NUMBER: 151 050 116 +15

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REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
211 003 759	07/01/2021	RESERVE DESIGNATION CANCELLED		

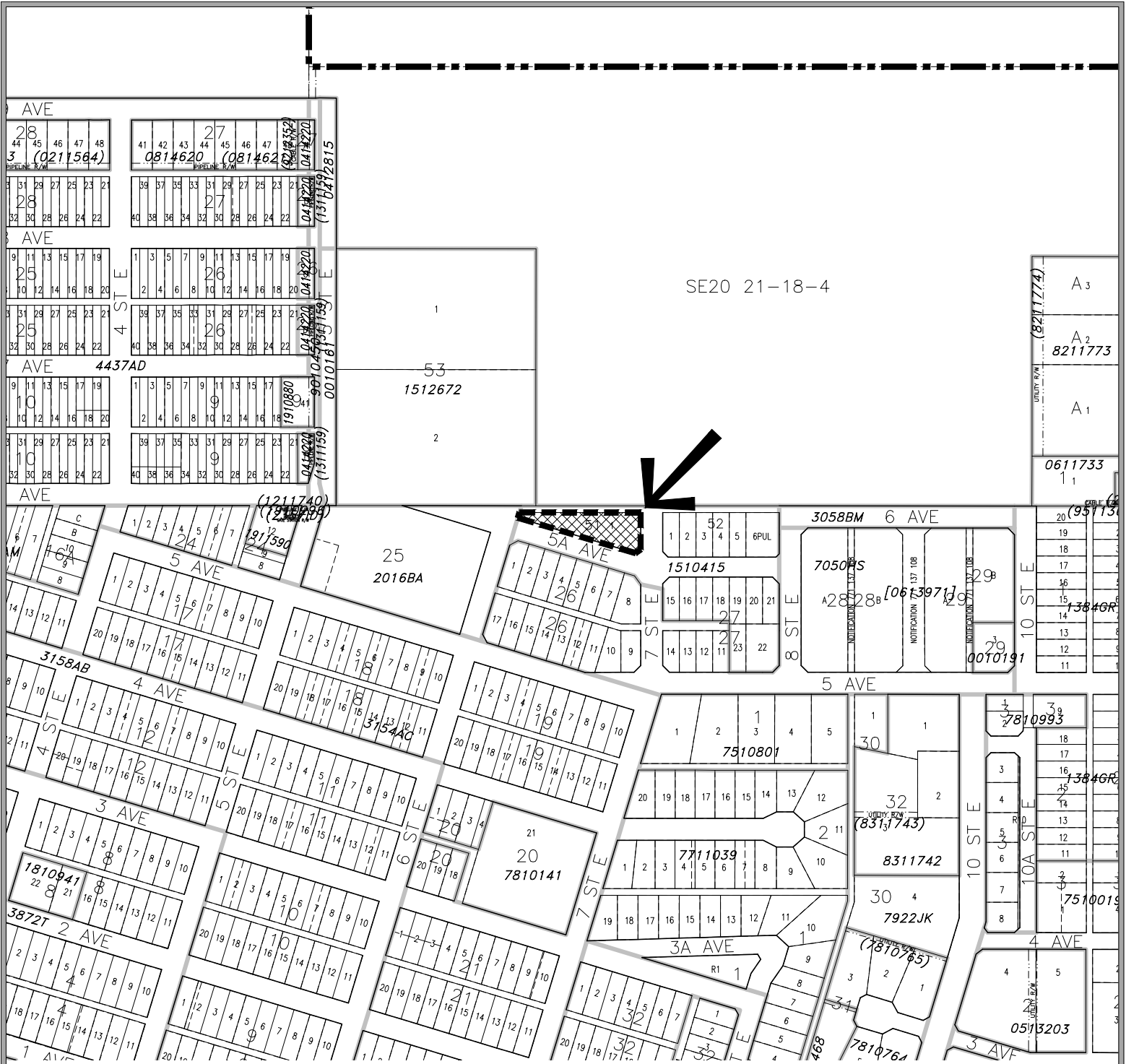
OWNERS

THE TOWN OF BASSANO.  
OF BOX 299  
BASSANO  
ALBERTA T0J 0B0

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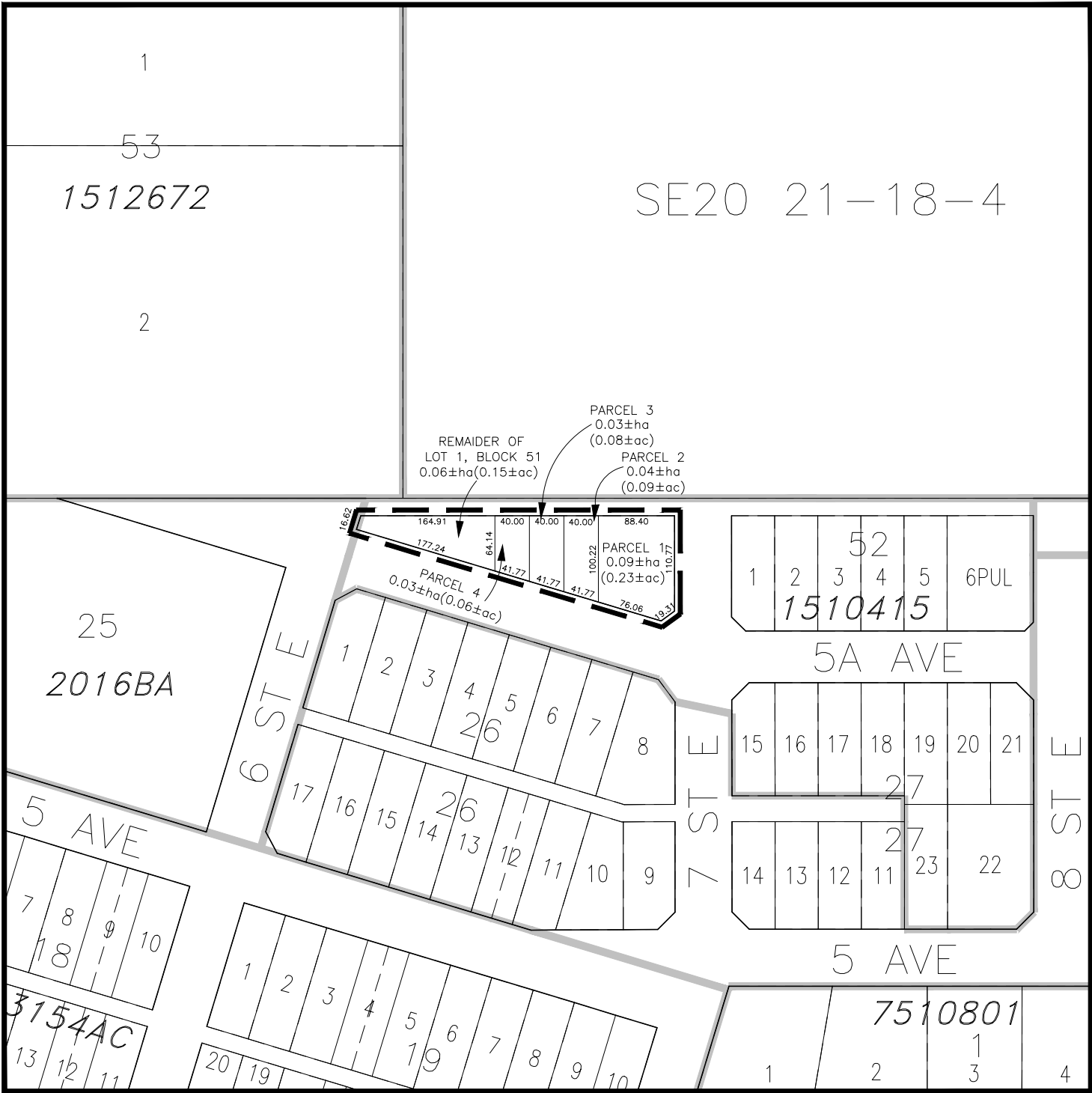
ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
741 100 000	29/10/1974	IRRIGATION ORDER/NOTICE THIS PROPERTY IS INCLUDED IN THE EASTERN IRRIGATION DISTRICT
151 049 899	19/02/2015	UTILITY RIGHT OF WAY GRANTEE - TELUS COMMUNICATIONS INC. AREAS A THROUGH E INCLUSIVE ON PLAN 1011458





**SUBDIVISION LOCATION SKETCH**  
**LOT 1, BLOCK 51, PLAN 1510415 WITHIN**  
**WITHIN NE 1/4 SEC 17, TWP 21, RGE 18, W 4 M**  
**MUNICIPALITY: TOWN OF BASSANO**  
**DATE: MARCH 15, 2024**  
**FILE: 2024-0-046**





**SUBDIVISION SKETCH**

**LOT 1, BLOCK 51, PLAN 1510415 WITHIN  
WITHIN NE 1/4 SEC 17, TWP 21, RGE 18, W 4 M**

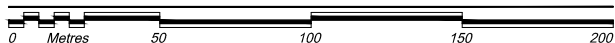
**MUNICIPALITY: TOWN OF BASSANO**

**DATE: MARCH 15, 2024**

**FILE: 2024-0-046**



OLDMAN RIVER REGIONAL SERVICES COMMISSION



March 15, 2024 N:\Subdivision\2024\2024-0-046.dwg





**SUBDIVISION SKETCH**  
**LOT 1, BLOCK 51, PLAN 1510415 WITHIN**  
**WITHIN NE 1/4 SEC 17, TWP 21, RGE 18, W 4 M**  
**MUNICIPALITY: TOWN OF BASSANO**  
**DATE: MARCH 15, 2024**  
**FILE: 2024-0-046**