

WHEATLAND COUNTY Regular Council Meeting Agenda

February 18, 2020, 9:00 a.m.

Appointments

9:00 a.m. - Public Hearings (see agenda item 2.1.1, 2.1.2, 2.1.3) 11:00 a.m. - Town of Strathmore Representatives (see agenda item 2.2.1) 1:00 p.m. - MLA Representatives (see agenda item 2.2.2)

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WHEATLAND COUNTY

Regular Council Meeting Minutes

February 4, 2020, 9:00 a.m.

Councillors Present:	Reeve A. Link, Division 2 Deputy Reeve S. Klassen, Division 5 D. Biggar, Division 3 T. Ikert, Division 4 G. Koester, Division 6 B. Armstrong, Division 7
Councillors Absent:	J. Wilson, Division 1

Administration: B. Henderson, Interim Chief Administrative Officer M. Boscariol, GM of Community and Development Services M. Ziehr, GM of Transportation and Agriculture M. Soltys, Communications Specialist

M. Desaulniers, Recording Secretary

1. CALL TO ORDER AND RELATED BUSINESS

1.1 Call To Order

Note: meetings are recorded and may be posted on the official Wheatland County website and/or via social media.

REEVE LINK called the meeting to order - time 9:00 A.M. [Note: the following Wheatland County staff were present when the meeting was called to order: M. Williams (Planner II) and G. Allison (Planner 1). Several members of staff and the general public entered and left at various times during the meeting.]

1.2 Adoption of Agenda

RESOLUTION CM-2020-02-01 Moved by ARMSTRONG

APPROVAL of the agenda, as presented, with the following:

Additions:

Under Agenda Item 5 - Correspondence / Information 5.2 - Municipal Affairs Correspondence - Re: Topic of Development Permit Applications & Appeals Under Agenda Item 4.1.1 - CAO Report - Division 6 Councillor comments to CAO Report Under Agenda Item 6 - Closed Session (In Camera) Land Matter (FOIP - Sec. 24) - Re: 10:00 A.M. Appointment with Alberta Environment Representative Legal Matter (FOIP - Sec. 16) - Re: Southern Alberta Energy from Waste Association Legal Matter (FOIP - Sec. 21) - Re: Spring RMA Meeting Request Labour Matter (FOIP - Sec. 16) - Re: Calgary Metropolitan Region Board Deletion:

Agenda Item 2.2.1 - Town of Strathmore Update - Re: Strathmore Motor Products Sports Centre

Carried

- 1.3 Adoption of Minutes
 - 1.3.1 Regular Council Meeting Minutes January 14, 2020

RESOLUTION CM-2020-02-02

Moved by IKERT

APPROVAL of the January 14, 2020 Wheatland County Regular Council meeting minutes, as presented.

Carried

1.3.2 Public Hearing Minutes (Jan. 14, 2020) - Re: Bylaw 2019-27

RESOLUTION CM-2020-02-03

Moved by KLASSEN

APPROVAL of the January 14, 2020 Wheatland County Public Hearing minutes, as presented, for Bylaw 2019-27.

Carried

2. ITEMS FOR DISCUSSION AND RELATED BUSINESS

2.1 Bylaw Readings and Public Hearings

RESOLUTION CM-2020-02-04 Moved by LINK

THAT the process for the Wheatland County Council meeting, as it pertains to the scheduled Public Hearing(s), will be as follows: Public Hearing; First Reading (if required); consideration for further readings of bylaw for those Public Hearings that have been closed. Further moved, that the above process will take place with the absence of resolutions to go into and out of Council before and after each public hearing.

Carried

2.1.1 Bylaw 2019-32 - Re: Public Hearing & Bylaw Readings

Land Redesignation Bylaw

Public Hearing – Bylaw 2019-32 (LU2019-12)

A Bylaw for the purpose of amending the Land Use Bylaw No. 2016-01 to redesignate +/- 9.77 acres from Agricultural General District to Direct Control District (DC-19) to accommodate an existing RV storage business and Country Residential development. A copy of the requests for decisions and supporting documentation was included in the agenda information package for Council review.

RESOLUTION CM-2020-02-05

Moved by KLASSEN

<u>SECOND READING</u> of Bylaw 2019-32, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 3.95 ha (9.77 ac) within NE-20-23-25-W4M, from Agricultural General District to Direct Control District 19 as shown on the attached Schedule 'A'.

Carried

RESOLUTION CM-2020-02-06

Moved by IKERT

THIRD AND FINAL READING of Bylaw 2019-32, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 3.95 ha (9.77 ac) within NE-20-23-25-W4M, from Agricultural General District to Direct Control District 19 as shown on the attached Schedule 'A'.

Carried

2.1.2 Bylaw 2019-37 - Re: Public Hearing & Bylaw Readings

Land Redesignation Bylaw

Public Hearing – Bylaw 2019-37 (LU2019-14)

A Bylaw for the purpose of amending the Land Use Bylaw No. 2016-01 to redesignate +/- 40 acres from Agricultural General District to Public Utility District to accommodate the construction of a municipal sewage lagoon and associated appurtenances. A copy of the requests for decisions and supporting documentation was included in the agenda information package for Council review.

[Note: G. Allison (Planner I) left the meeting following the public hearing and decision for Bylaw 2019-37 - time 9:50 A.M.]

RESOLUTION CM-2020-02-07 Moved by KOESTER

SECOND READING of Bylaw 2019-37, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 40.00 acre within SE-14-27-22-W4M, from Agricultural General District to Public Utility District as shown on the attached Schedule 'A'.

Carried

RESOLUTION CM-2020-02-08

Moved by **BIGGAR**

<u>THIRD AND FINAL READING</u> of Bylaw 2019-37, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 40.00 acre within SE-14-27-22-W4M, from Agricultural General District to Public Utility District as shown on the attached Schedule 'A'.

Carried

2.1.3 Bylaw 2019-35 - Re: 1st Reading & Scheduling of Public Hearing

Land Redesignation Bylaw

RESOLUTION CM-2020-02-09

Moved by KLASSEN

<u>FIRST READING</u> of Bylaw 2019-35, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 0.17 acres within Plan 6742BQ, the North 100 feet of the East 100 feet of Block 3, from Public Utility District to Parks and Recreation District as shown on the attached Schedule 'A'.

Carried

RESOLUTION CM-2020-02-10

Moved by ARMSTRONG

THAT a Public Hearing for Bylaw 2019-35 be scheduled for March 3, 2020 at 9:00 A.M. in Wheatland County Council Chambers.

Carried

2.1.4 Bylaw 2020-04 - Re: 1st Reading & Scheduling of Public Hearing

Amend Land Use Bylaw - Re: Cannabis Stores

Following the presentation, Councillor Biggar requested that the following be included as a topic of discussion at a Planning & Priorities Session: Land Use Bylaw - Re: Research options regarding other potential locations for Cannabis Production Facilities.

[Note: M. Williams (Planner II) left the meeting following presentation and decision for Bylaw 2020-04 - time 9:57 A.M.]

RESOLUTION CM-2020-02-11 Moved by ARMSTRONG

> <u>FIRST READING</u> of Bylaw 2020-04, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to update Highway Commercial, Hamlet Mixed Use, and Hamlet Commercial Land Use Disricts, Specific Use Regulations, and Definitions regarding Cannabis Stores as a use.

> > Carried

RESOLUTION CM-2020-02-12

Moved by BIGGAR

THAT a Public Hearing for Bylaw 2020-04 be scheduled for March 24, 2020 at 9:00 A.M. in Wheatland County Council Chambers.

Carried

4

2.1.5 Bylaw 2020-09 - Re: Bylaw Readings

Nuisance and Unsightly Property Bylaw

K. Permann (Senior Community Peace Officer) presented Bylaw 2020-09 – a bylaw cited as the 'Nuisance and Unsightly Property Bylaw'. Final passing of Bylaw 2020-09 would repeal Bylaw 2016-51. Note: the proposed bylaw includes the following: section that restricts the number of unregistered vehicles, section added under remedial orders granting authority to the CAO (or designate) to make amendments; changes to the violation ticket portion of the bylaw.

Note: following presentation and decision for Bylaw 2020-09, the meeting recessed for a lunch break - time 11:56 A.M. to 12:50 P.M.

RESOLUTION CM-2020-02-16

Moved by KLASSEN

<u>FIRST READING</u> of Bylaw 2020-09 (Nuisance and Unsightly Property Bylaw), this being a bylaw for the purpose of regulating, controlling and abating Nuisances and remedying Unsafe and Unsightly Property.

Carried

RESOLUTION CM-2020-02-17

Moved by KOESTER

<u>SECOND READING</u> of Bylaw 2020-09 (Nuisance and Unsightly Property Bylaw), this being a bylaw for the purpose of regulating, controlling and abating Nuisances and remedying Unsafe and Unsightly Property.

Carried

RESOLUTION CM-2020-02-18

Moved by ARMSTRONG

THAT permission be granted to hold third and final reading of Bylaw 2020-09.

• Carried Unanimously

RESOLUTION CM-2020-02-19 Moved by IKERT

THIRD AND FINAL READING of Bylaw 2020-09 (Nuisance and Unsightly Property Bylaw), this being a bylaw for the purpose of regulating, controlling and abating Nuisances and remedying Unsafe and Unsightly Property.

Carried

2.2 Presentations / Delegations

2.2.1 Town of Strathmore (Update) - Re: Strathmore Motor Products Sports Centre

Note: the Town of Strathmore Representatives were unable to attend the Council meeting at this time due to other commitments. This appointment will be rescheduled to a later date.

2.2.2 RCMP Detachments - Re: Discussion (Policing Priorities)

[Note: the following were present during the 1:30 P.M. appointment: RCMP Representatives (Strathmore, Bassano, Gleichen, & Drumheller Detachments); Municipal Representatives (Villages of Hussar, Standard, & Rockyford); Wheatland County Senior Community Peace Officer.] [Note: the Bassano RCMP representative was unable to attend due to other committments.]

Representatives from the RCMP Detachments (Strathmore, Bassano, Gleichen, Drumheller, & Beiseker) provided an overview to Council highlighting their detachment and policing priorities. The following topics were discussed: ongoing issues/concerns related to property crime; importance of consultation with municipal representatives and community engagement; police presence (rural areas); court system (prosecution of crimes); repeat offenders; value of 'watch clerk' positions; value of security systems and lighting to deter crimes; importance of public safety; follow-up to investigations; concerns related to rural crime. During the presentation, RCMP Representatives identified the following as policing priorities: reducing property crime, traffic law enforcement, application of crime reduction strategy; police presence/visibility, community engagement. The verbal presentations and discussions are included in the recording of the minutes and is posted on the County website for public viewing.

2.3 Unfinished Business or Business Arising

Note: No items presented under agenda item 2.3.

3. COUNCILLOR REPORTS AND RELATED BUSINESS

3.1 Reeve's Report

[Note: prior to the Reeve's Report, the meeting recess for a lunch break - time 11:56 A.M. to 12:50 P.M.]

Reeve Link presented the 'Reeves Report' for the month of January 2020 (note: a copy of the report is included in the agenda package); the report highlighted the events/meetings attended. In addition to the report, Reeve Link informed Council of the following: Chamber of Commerce Awards Event (Jan. 31st). Discussion followed regarding the following topics:

- Resolution - Alberta Farmland Trust

- Meetings with Developers regarding potential industrial developments - Re: process/protocol.

RESOLUTION CM-2020-02-20

Moved by LINK

APPROVAL that Wheatland County Administration draft a Resolution -'Alberta Farmland Trust' for Council review prior to submitting to the Central Rural Municipalities of Alberta (RMA) - District 2 General Fall General Meeting and South Region Agricultural Service Board (ASB) Conference for endorsement consideration.

Carried

RESOLUTION CM-2020-02-21

Moved by LINK

ACCEPTANCE of the Reeve's Report, as presented/provided.

Carried

3.2 Deputy Reeve's Report

Deputy Reeve Klassen presented the 'Deputy Reeve's Report' for the month of January 2020 (note: a copy of the report is included in the agenda package); the

report highlighted the events/meetings attended. In addition to the report, Deputy Reeve Klassen discussed the benefits of membership in the Compost Council of Canada and request to attend an upcoming workshop.

RESOLUTION CM-2020-02-22

Moved by KLASSEN

APPROVAL for the Division 5 Councillor to attend the 'Compost Matters in Alberta' Workshop on March 2nd and 3rd, 2020 in Calgary. Further that Wheatland County become a member of the 'Compost Council of Canada'.

Carried

RESOLUTION CM-2020-02-23 Moved by KLASSEN

ACCEPTANCE of the Deputy Reeve's Report, as presented/provided.

Carried

3.3 Division 1 Councillor Report

The 'Division 1 Councillor Report' for the month of January 2020 was not available in the agenda package. Councillor Wilson was not present due to other commitments.

3.4 Division 3 Councillor Report

Councillor Biggar informed Council that a copy of the 'Division 3 Councillor Report' for the month of January 2020 is included in the agenda package; the report highlighted the events/meetings attended.

RESOLUTION CM-2020-02-24

Moved by BIGGAR

ACCEPTANCE of the Division 3 Councillor Report, as presented/provided.

Carried

3.5 Division 4 Councillor Report

Councillor Ikert informed Council that a copy of the 'Division 4 Councillor Report' for the month of January 2020 is included in the agenda package; the report highlighted the events/meetings attended.

RESOLUTION CM-2020-02-25

Moved by IKERT

ACCEPTANCE of the Division 4 Councillor Report, as presented/provided.

Carried

3.6 Division 6 Councillor Report

Councillor Koester informed Council that a copy of the 'Division 6 Councillor Report' for the month of January 2020 is included in the agenda package; the report highlighted the events/meetings attended.

ACCEPTANCE of the Division 6 Councillor Report, as presented/provided.

Carried

3.7 Division 7 Councillor Report

Councillor Armstrong informed Council that a copy of the 'Division 7 Councillor Report' for the month of January 2020 is included in the agenda package; the report highlighted the events/meetings attended. In addition, Councillor Armstrong provided a brief update on the following: Drumheller & District Solid Waste Management Association; Southern Alberta Energy from Waste Association.

RESOLUTION CM-2020-02-27

Moved by ARMSTRONG

ACCEPTANCE of the Division 7 Councillor's Report, as presented/provided.

Carried

4. DEPARTMENT REPORTS AND RELATED BUSINESS

- 4.1 Chief Administrative Officer
 - 4.1.1 Chief Administrative Officer Report

B. Henderson presented the Chief Administrative Officer Report for the month of January 2020 (note: a copy of the report was included in the agenda information package for Council review). The report provided updates/highlights on the following departments: Administration and Fire Services. At the request of the Division 6 Councillor, discussion ensued regarding the Wheatland Housing Management Body requisition. CAO Henderson noted that an email was sent to all Councillors providing information regarding this topic.

RESOLUTION CM-2020-02-28

Moved by BIGGAR

ACCEPTANCE of the Chief Administrative Officer's Report, as presented based on the information provided in the request for decision.

Carried

4.2 Corporate and Financial Services

4.2.1 Corporate & Financial Services Report

On behalf of the Department, CAO B. Henderson presented the Corporate & Financial Services Report (note: a copy of the report was included in the agenda information package for Council review). The report provided updates/highlights on Corporate Services (Assessment, Financial Services, People Services, and Information Technology Services).

RESOLUTION CM-2020-02-29 Moved by KOESTER

ACCEPTANCE of the Corporate & Financial Services Report, as presented based on the information provided in the request for decision.

Carried

4.2.2 Accounts Receivable Credit Requests - Re: 2019 CVIP Inspections

RESOLUTION CM-2020-02-30

Moved by IKERT

APPROVAL that County Administration direct staff to issue Accounts Receivable Credits for the Commercial Vehicle Inspection Permit (CVIP) Inspections for Strathmore Handi-Bus Association, Dalum Fire Protection Association, and Hussar Rural Fire Association, in the amount of \$3,713.00 for 2019; based on the information provided in the request for decision. Further that this amount be recorded as in-kind contributions to the organizations.

Carried

4.2.3 Safety Administrative Directive Update

Note: the Request for Decision included the following Safety Administrative Directives for Council review: 10.1.1 - Organizational Commitment and Responsibilities; 10.1.2 - Assignment of Responsibility for Health and Safety; 10.2.1 - Formal Hazard Assessments; 10.2.2 - Field Level Hazard Assessments; 10.3.1 - Hazard Control; 10.3.2 - Personal Protective Equipment; 10.4.1 - Joint Work Site Health and Safety Committee; 10.5.1 - Orientations, Training and Qualifications.

RESOLUTION CM-2020-02-31 Moved by KLASSEN

ACCEPTANCE of the 'Safety Administrative Directive' Update as information, as presented with the request for decision.

Carried

4.3 Community and Development Services

4.3.1 Community & Development Services Report

General Manager M. Boscariol presented the Community and Development Services Report (note: a copy of the report was included in the agenda package for Council review). The report provided updates and stats on the following: Community Services; Economic Development; GIS; Planning, Development & Safety Codes; Protective Services.

RESOLUTION CM-2020-02-32 Moved by BIGGAR

ACCEPTANCE of the Community and Development Services Report, as presented based on the information provided in the request for decision.

Carried

4.3.2 Crime Prevention through Environmental Design (CPTED) Audit - Re: Carseland Fire Hall

As information, D. Young (Community Peace Officer I - Protective Services Division) presented the process for the Crime Prevention through Environmental Design (CPTED) Audit program and reviewed the CPTED audit conducted on the Carseland Fire Hall after a criminal break-in.

[Note: D. Young (Community Peace Officer I) left the meeting following the presentation.]

RESOLUTION CM-2020-02-33

Moved by KOESTER

ACCEPTANCE of the 'Crime Prevention through Environmental Design (CPTED) Audit' conducted by the Protective Services Division of Community and Development Services, as information; as provided in the request for decision.

Carried

4.3.3 Development Permit 2020-002 - Re: Dwelling, Employee (Muirfield - DC7 District)

S. Hayes (Development Officer) presented a Request for Decision and Development Permit Report for DP2020-002 regarding an application to allow for an employee dwelling to be located on the upper floor of the existing golf course clubhouse (note: the development is located within the Lakes of Muirfield - Direct Control District - DC-7).

[Note: S. Hayes (Development Officer) left the meeting following the decision for DP2020-002 - time 3:14 P.M.]

RESOLUTION CM-2020-02-34

Moved by KLASSEN

APPROVAL of DP 2020-002, application for a Dwelling, Employee, Plan 061 4100, Block 8, Lot 1 (Muirfield); subject to the following conditions (Appendix A):

- This development permit is issued solely for the purpose of an employee dwelling to be located above the existing golf course clubhouse Defined as a Dwelling, Employee.
- No variance have been granted.
- Development shall proceed according to Direct Control 7 District, Cell 4 (DC-7, Cell 4) District requirements and the applicant must comply with all applicable provisions of the Wheatland County Land Use Bylaw.
- No permanent development shall occur on or over any utility right of way or easement.

Notes -

- All construction shall conform to Alberta Safety Code Regulations
- Development shall meet all Provincial and Federal Legislation.
- Developer shall adhere to Lakes of Muirfield architechtural controls.

Carried

4.4 Transportation and Agriculture

4.4.1 Transportation & Agriculture Report

General Manager M. Ziehr presented the Transportation & Agriculture Report (note: a copy of the report was included in the agenda package for Council review). The report provided updates on the following topics: Public Works Crews; Hamlet and Utilities / Waste Transfer Sites; Capital Works Projects; Cooperative Stormwater Management Initiative; Land; Facilities; Gravel / Roads; Wheatland Regional Water; Agriculture & Environment Report. Discussion ensued.

RESOLUTION CM-2020-02-35

Moved by ARMSTRONG

ACCEPTANCE of the Transportation & Agriculture Report, as presented based on the information provided in the request for decision.

Carried

4.4.2 Alberta Community Partnership Grant Application

RESOLUTION CM-2020-02-36 Moved by ARMSTRONG

APPROVAL that Wheatland County Administration submit a 2020/21 Alberta Community Partnership grant application as the Managing Partner in support of the CSMI Regional Stormwater Management Project; based on the information provided in the request for decision.

Carried

5. CORRESPONDENCE / INFORMATION

5.1 Correspondence & Information Items

During review of the correspondence and information items under agenda 5.1, discussion ensued regarding the upcoming Canadian Badlands Tourism Development Conference.

RESOLUTION CM-2020-02-37 Moved by BIGGAR

APPROVAL that Wheatland County sponsor the 2020 Canadian Badlands Tourism Development Conference in the amount of \$5,000. (Silver Sponsorship).

Carried

RESOLUTION CM-2020-02-38

Moved by ARMSTRONG

TO ACCEPT the following items as information, as provided in the request for decision:

- Alberta Municipal Affairs (Office of the Minister) Correspondence, dated Jan.
 2/20 Re: Assessment Models
- Alberta Municipal Affairs (Office of the Minister) Correspondence, dated Jan. 10/20 Re: 2020 Integration of Designated Industrial Property Assessment

- Alberta Justice and Solicitor General (Office of the Minister) Correspondence, dated Jan. 20/20, addressed to the Rural Municipalities of Alberta - Re: Police Costing Model
- Village of Rockyford Correspondence, dated Jan. 16/20 Re: CRISP Grant Expenditures 2019
- Canadian Badlands Re: Sponsorship Opportunity (Canadian Badlands Tourism Development Conference)

Carried

5.2 Alberta Municipal Affairs (Office of the Minister) Correspondence

Addition to the agenda - a hard copy of the Alberta Municipal Affairs correspondence was provided to Council for their review.

RESOLUTION CM-2020-02-39

Moved by KLASSEN

TO ACCEPT the following item as information: Alberta Municipal Affairs (Office of the Minister) Correspondence, dated Jan. 15/20 - Re: Topic of Development Permit Applications and Appeals.

Carried

6. CLOSED SESSION (IN CAMERA)

During the Regular Council Meeting, two closed sessions were held:

- 9:58 A.M. to 11:52 A.M. Closed Session (in camera) took place in the Wheatland County Committee Room. The closed session included the following: Members of Council (except Wilson), Chief Administrative Officer, General Manager of Community & Development Services; General Manager of Transportation & Agriculture; Alberta Environment & Parks Representative (J. Jorgensen -Envvironmental Protection officer and Compliance Assurance Lead).
 - A Motion of Council followed the closed session.
- 3:30 P.M. 4:19 P.M. Closed Session (in camera) took place in the Wheatland County Committee Room. The closed session included the following: all Members of Council, Chief Administrative Officer; General Manager of Community & Development Services; General Manager of Transportation & Agriculture. [Note: Councillor Wilson joined Council at this time - 3:30 P.M.; Councillor Biggar left the
 - meeting during closed session 4:15 P.M.]
 - \circ $\,$ There were no motions arising from the closed session.

RESOLUTION CM-2020-02-13

Moved by LINK

THAT the meeting go into 'closed session' (in camera) - time 9:58 A.M., pertaining to the following: Land Matter [FOIP Act - Sec. 24] - Re: 10:00 A.M. Appointment with Alberta Environment & Parks Representative.

Carried

RESOLUTION CM-2020-02-14 Moved by LINK

THAT the meeting come out of 'closed session' - time 11:52 A.M.

Carried

RESOLUTION CM-2020-02-15

Moved by KLASSEN

TO ACCEPT, as information, the power point presentation entitled 'Compost Regulations', as presented during the closed (incamera) session by Mr. J. Jorgensen representing Alberta Environment & Parks.

Carried

RESOLUTION CM-2020-02-40

Moved by LINK

THAT the meeting go into 'closed session' (in camera) - time 3:30 P.M., pertaining to the following: Legal Matter (FOIP - Sec. 16) - Re: Green for Life Compost Facility; Legal Matter (FOIP - Sec. 16) - Re: Southern Alberta Energy from Waste Association; Legal Matter (FOIP - Sec. 21) - Re: Spring RMA Meeting Request; Labour Matter (FOIP - Sec. 16) - Re: Calgary Metropolitan Region Board

Carried

RESOLUTION CM-2020-02-41

Moved by IKERT

THAT the meeting come out of 'closed session' - time 4:19 P.M.

Carried

7. ADJOURNMENT

RESOLUTION CM-2020-02-42 Moved by IKERT

THAT the meeting adjourn - time 4:20 P.M.

Carried

Reeve

Chief Administrative Officer

Recording Secretary



Request for Decision

February 18, 2020

Resolution No.

Date Prepared January 23, 2020

Subject

Decision-making topic title

Public Hearing for Bylaw 2019-30 – to redesignate +/-2.43 acres of land from Agricultural General (AG) District to Direct Control District 18.

Location: Adjacent to Range Road 245, approximately 2.5km east of Strathmore.

Recommendation

Clear resolution answering – what/who/how/when

RECOMMENDATION: THAT Council undertake the Public Hearing for Bylaw 2019-30.

GM Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION				
Report/Document:	Attached	x	Available	None

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

The purpose of this application is to redesignate +/-2.43 acres of NW-29-24-24-W4 from Agricultural General (AG) District to a new Direct Control District (DC-18). If Council grants the redesignation, a development permit application will follow for the existing Automotive & Equipment Services Business. The business has been in operation for over a decade, and there have been no complaints. The County has no record that the existing business had ever applied or received a development permit. The landowners explained that they were told no development permit was necessary for their business; however, this information was incorrect. As staff was unable to find records or written confirmation, the business cannot be deemed 'Legal Non-Conforming' and a development permit is still required. The business does not fall under any of the permitted or discretionary uses within the Agricultural General (AG) District. After several discussions with the landowners to find a solution, it was determined a new Direct Control District would best meet their needs.

Staff has determined the proposed redesignation aligns with the South Saskatchewan Regional Plan, Regional Growth Management Strategy, and Municipal Development Plan. It supports the diversification of the agricultural economy, it isn't proposing to fragment productive agricultural land, it facilitates employment for the landowner within close proximity to their place of residence, and, as the business has been in operation for several years, has proven there are no land use conflicts.

The application is for a new direct control district. The current definitions for "Agricultural Support Services" and "Automotive and Equipment Services" have been included within the proposed district.

This has been done so if the Land Use Bylaw definitions for these uses changes, the definitions will remain the same within the proposed district. The term "Parcel" has been defined to mean the portion of the titled parcel that is proposed to be redesignated. This is being done to establish how setbacks will be measured for any future development permit applications.

At the time of writing this report, staff did not receive any comments from adjacent landowners.

Relevant Policy / Practices / Legislation

Strategic Relevance

SSRP Implementation Plan: Agriculture RGMS 4.3 MDP Policies 3.1, 3.7 Land Use Bylaw 2016-01

Response Options and Desired Outcome(s)

THAT Council undertake the Public Hearing for 2019-30.

IMPLICATIONS OF RECOMMENDATION General

Proceed with consideration of the above bylaw amendments by Council in a timely manner.

Organizational

N/A

Financial

N/A

Environmental, Staff and Public Safety

N/A

Follow-up Action / Communications

Administration will present the RFD for Second and Third Reading if Council approves.

Submitted by:

Reviewed

by:

Matthew Boscariol MES, MCIP, RPP General Manager of Community & Development Services

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Brian Henderson, CPA, CA CAO

Megan Williams, BCD Planner II

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Request for Decision

February 18th, 2020

Resolution No.

Date Prepared January 23rd, 2020

Subject

Decision-making topic title

Bylaw 2019-30 – Second and Third Reading to redesignate +/-2.43 acres of land from Agricultural General (AG) District to Direct Control District 18.

Location: Adjacent to Range Road 245, approximately 2.5km east of Strathmore.

Recommendation

Clear resolution answering - what/who/how/when

That Council choose Option #1, to approve Bylaw 2019-30.

Resolution 1: That Council move <u>Second Reading</u> of Bylaw 2019-30, this being the bylaw to redesignate +/- 2.43 acres of NW-29-24-24-W4 from Agricultural General District to Direct Control District 18.

Resolution 2: That Council move <u>Third Reading</u> of Bylaw 2019-30, this being the bylaw to redesignate +/- 2.43 acres of NW-29-24-24-W4 from Agricultural General District to Direct Control District 18.

GM Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION

Report/Document:

Attached

Available

None

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

The purpose of this application is to redesignate +/-2.43 acres of NW-29-24-24-W4 from Agricultural General (AG) District to a new Direct Control District (DC-18). If Council grants the redesignation, a development permit application will follow for the existing Automotive & Equipment Services Business. The business has been in operation for over a decade, and there have been no complaints. The County has no record that the existing business had ever applied or received a development permit. The landowners explained that they were told no development permit was necessary for their business; however, this information was incorrect. As staff was unable to find records or written confirmation, the business cannot be deemed 'Legal Non-Conforming' and a development permit is still required. The business does not fall under any of the permitted or discretionary uses within the

X

Agricultural General (AG) District. After several discussions with the landowners to find a solution, it was determined a new Direct Control District would best meet their needs.

Staff has determined the proposed redesignation aligns with the South Saskatchewan Regional Plan, Regional Growth Management Strategy, and Municipal Development Plan. It supports the diversification of the agricultural economy, it isn't proposing to fragment productive agricultural land, it facilitates employment for the landowner within close proximity to their place of residence, and, as the business has been in operation for several years, has proven there are no land use conflicts.

The application is for a new direct control district. The current definitions for "Agricultural Support Services" and "Automotive and Equipment Services" have been included within the proposed district. This has been done so if the Land Use Bylaw definitions for these uses changes, the definitions will remain the same within the proposed district. The term "Parcel" has been defined to mean the portion of the titled parcel that is proposed to be redesignated. This is being done to establish how setbacks will be measured for any future development permit applications.

At the time of writing this report, staff did not receive any comments from adjacent landowners.

Relevant Policy / Practices / Legislation

Strategic Relevance

SSRP Implementation Plan: Agriculture, Community Development RGMS 4.3 MDP Policies 3.1, 3.7 Land Use Bylaw 2016-01

Response	Options and Desired Outcome(s)			
Option #1:	THAT Second and Third Reading of Bylaw 2019-30 be granted.			
	Resolution 1: That Council move <u>Second Reading</u> of Bylaw 2019-30, this being the bylaw to redesignate +/- 2.43 acres of NW-29-24-24-W4 from Agricultural General District to Direct Control District 18.			
	Resolution 2: That Council move <u>Third Reading</u> of Bylaw 2019-30, this being the bylaw to redesignate +/- 2.43 acres of NW-29-24-24-W4 from Agricultural General District to Direct Control District 18.			
Option #2:	THAT Bylaw 2019-30 be refused.			
	Resolution 1: That Council <u>rescind</u> First Reading of Bylaw 2019-30, this being a bylaw to redesignate +/- 2.43 acres of NW-29-24-24-W4 from Agricultural General District to Direct Control District 18.			
Option #3	on #3 THAT Council approve an alternate recommendation.			
RECOMMENDATION				
Staff is rec	ommending Option #1 - Approval for the following reasons:			
 The proposal generally aligns with the SSRP, RGMS and MDP in terms of what is proposed. The proposal aligns with the LUB general rules and regulations. 				
IMPLICATIO	ONS OF RECOMMENDATION			

General

N/A

Organizational N/A

Financial

N/A

Environmental, Staff and Public Safety N/A

Follow-up Action / Communications

If granted Third Reading staff will inform the applicant and aid them through the process of obtaining a development permit for their business.

Submitted

by:

Megan Williams, BCD Planner II

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Reviewed by:

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Matthew Boscariol, MES, MCIP, RPP

General Manager of Community & Development Services

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Brian Henderson, CPA, CA CAO



PLANNING REPORT

2nd & 3rd Reading – COUNCIL February 18th, 2020

BYLAW #:	File No:			
2019-30	LU2019-11			
LEGAL DESCRIPTION:	TITLED AREA:			
NW-29-24-24-W4	51.87 Acres			
EXISTING LAND USE DISTRICT:	PROPOSED LAND USE DISTRICT:			
Agricultural General (AG) District	Direct Control (DC-18) District 18			
The surgess of this application is to redesignate $1/2.42$ across of land from Agricultural Constal (AC)				

The purpose of this application is to redesignate +/-2.43 acres of land from Agricultural General (AG) District to Direct Control District 18 (DC-18) for the purposes of an existing Automotive & Equipment Services Business.

LOCATION:

Access to the parcel is off of Range Road 245 and is approximately 2.5 km east of the Town of Strathmore.

BACKGROUND INFORMATION:

The purpose of this application is to redesignate +/-2.43 acres of NW-29-24-24-W4 from Agricultural General (AG) District to a new Direct Control District (DC-18). If Council grants the redesignation, a development permit application will follow for the existing Automotive & Equipment Services Business. The business has been in operation for over a decade, and there have been no complaints. The County has no record that the existing business had ever applied or received a development permit. The landowners explained that they were told no development permit was necessary for their business; however, this information was incorrect. As staff was unable to find records or written confirmation, the business cannot be deemed 'Legal Non-Conforming' and a development permit is still required. The business does not fall under any of the permitted or discretionary uses within the Agricultural General (AG) District. After several discussions with the landowners to find a solution, it was determined a new Direct Control District would best meet their needs.

POLICY ANALYSIS:

Interim Regional Evaluation Framework (IREF):

The application falls within the Calgary Metropolitan Regional Plan area. An application through the IREF is not required as the application is not amending or creating a statutory plan.

South Saskatchewan Regional Plan (SSRP):

The strategies within the Community Development section of the SSRP direct municipalities to establish an appropriate mix of land use patterns and provide a wide range of economic development opportunities. By creating a specific land use that will permit the business on a parcel with a residential development and agricultural operations supports these strategies. The SSRP speaks to limiting fragmentation of agricultural land and to supporting a diversification of the overall agricultural economy. As there is no subdivision intended, and the business supports agricultural operations, these strategies are supported by this application.

Regional Growth Management Strategy Plan (RGMS):

The RGMS's goals include the supply of industrial and commercial land, economic growth and diversification, avoiding conflict between land uses, and protection of agricultural land. The business contributes to economic growth and diversification in the area, there have been no conflicts between it and the surrounding residential dwellings and agricultural operations. Though the decision was to move forward with a Direct Control District

rather than redesignating to Industrial General, the uses within DC-18 are Industrial in nature. As the business has been in operation for several years, and does provide support to the agricultural industry, Staff has determined it is not fragmenting productive agricultural land.

Municipal Development Plan (MDP):

The MDP contains objectives and policies pertaining to agriculture and commercial and industrial development. The proposed redesignation aligns with the agricultural objectives and policies. The proposed redesignation is kept to the area currently used by the business, and so is not removing productive agricultural land. It diversifies the development on the parcel with a business that supports agricultural operations. It also aligns with the commercial and industrial development objectives and policies. The proposed redesignation facilitates employment for the landowner within close proximity to their place of residence, and it diversifies and expands the industrial and commercial land base within the County.

Land Use Bylaw:

The purpose of a Direct Control District is to provide specific regulations for development that are otherwise not found within existing Districts of the Land Use Bylaw. This proposed Direct Control District pares down the Industrial General District to the uses required to operate the business. They are all requested to be permitted uses as Staff has no concerns the business will have any negative impacts on the surrounding parcels. It would be the Development Officer's responsibility to issue development permits for all permitted uses, if there are requested variances 10% or greater, the development permit would need to be issued by Council.

The definitions for "Agricultural Support Services" and "Automotive and Equipment Services" have been included in the proposed DC-18. If the Land use Bylaw definitions for these uses change, the definitions will remain the same within this District. "Parcel" has also been defined to mean the portion of the titled parcel that is proposed to be redesignated to DC-18. Where there is no intention to subdivide, it is important to establish how the setbacks are to be measured.

CIRCULATION COMMENTS:

No comments were received from adjacent landowners at the time of writing this report.

EXTERNAL AGENCIES	COMMENTS
AB Community Development	No concerns.
AB Culture and Tourism	No concerns.
AHS	No concerns.
ATCO Gas	No objections.
Canadian Pacific Rail	No concerns as the restrictive covenant isn't being removed.
Fortis	No concerns.
WID	No objections.
INTERNAL DEPARTMENTS	
Agriculture and Environment	No agricultural or environmental concerns.
Development	Please ensure the applicant is aware that if the redesignation is approved, a Development Permit will be required for the business.

	Please ensure all existing structures meet the appropriate setbacks. Will they be measure from the "parcel" boundaries or the property lines?
	The applicant has been made aware a development permit application will be required if the proposed DC-18 District is approved.
	Staff defined "parcel" to the proposed redesignated area and measured the setbacks from the buildings and proposed lot lines. No variance will be required.
Enforcement	No concerns.
Fire	No concerns.
Parks and Recreation	No concerns.
Planning	No concerns.
Public Works	No concerns.

OPTIONS:

Option #1: THAT Second and Third Reading of Bylaw 2019-30 be granted.

- Resolution 1: That Council move <u>Second Reading</u> of Bylaw 2019-30, this being the bylaw to redesignate +/- 2.43 acres of NW-29-24-24-W4 from Agricultural General District to Direct Control District 18.
- Resolution 2: That Council move <u>Third Reading</u> of Bylaw 2019-30, this being the bylaw to redesignate +/- 2.43 acres of NW-29-24-24-W4 from Agricultural General District to Direct Control District 18.
- Option #2: THAT Bylaw 2019-30 be refused.
 - Resolution 1: That Council <u>rescind</u> First Reading of Bylaw 2019-30, this being a bylaw to redesignate +/- 2.43 acres of NW-29-24-24-W4 from Agricultural General District to Direct Control District 18.

Option #3 THAT Council approve an alternate recommendation.

RECOMMENDATION

Staff is recommending Option #1 - Approval for the following reasons:

- The proposal generally aligns with the SSRP, RGMS and MDP in terms of what is proposed.
- The proposal aligns with the LUB General rules and regulations.

Respectfully submitted,

Megan Williams, Planner II Planning and Development Department





Date: February 18, 2020

File: LU2019-11











BYLAW 2019-30

(LU2019-11)

BEING A BYLAW OF WHEATLAND COUNTY TO AMEND LAND USE BYLAW NO. 2016-01 BY REDESIGNATING A PORTION OF NW-29-24-24-W4M FROM AGRICULTURAL GENERAL DISTRICT TO DIRECT CONTROL DISTRICT 18.

WHEREAS the requirements for advertising this Bylaw, as per Section 606 of the *Municipal Government Act*, have been met prior to the public hearing date.

WHEREAS a Public Hearing was held on _____, 2020 at the Wheatland County office.

THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, as amended, the Council of Wheatland County enacts as follows:

- Bylaw No. 2016-01, being the Land Use Bylaw is hereby amended by redesignating a portion of NW-29-24-24-W4M from Agricultural General (AG) District to Direct Control District 18 (DC-18) as shown on the attached Schedule 'A' including any land use designation, or specific land uses and development guidelines contained in the said Schedule 'A' forming part of this Bylaw.
- 2. This Bylaw comes into force when it receives third reading and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

MOVED First Reading of Bylaw 2019-30 on	this being a bylaw for the purpose of
amending Land Use Bylaw No. 2016-01 to redesignate +/-2.43 acre w	ithin NW-29-24-24-W4M, from Agricultural General
District to Direct Control District 18 (DC-18) as shown on the attached	d Schedule 'A' including any land use designation, or
specific land uses and development guidelines contained in the said S	Schedule 'A' forming part of this Bylaw.

Carried.

_____MOVED Second Reading of Bylaw 2019-30 on _____ and it was

Carried.

___MOVED Third and Final Reading of Bylaw 2019-30 on ______ and it was

Carried.

Reeve – Amber Link

Chief Administrative Officer – Brian Henderson

9.39 Direct Control District (DC-18)



Purpose and Intent

The purpose and intent of this land use district is to allow direct control by Council over the development of land located within NW-29-24-24-W4M for the purposes of Automotive and Equipment Services.

Definitions

The Terms not defined in this District have the same meaning as defined in Land Use Bylaw 2016-01.

"Agricultural Support Services" – means development providing products or services directly related to the agricultural industry. This use would include the sale and storage of seed, saddlery, feed, fertilizer, chemical products, fuel, and agricultural machinery.

"Automotive and Equipment Services" – means development used for the rental, lease, sale, indoor and outdoor storage, service, restoration and/or mechanical repair of automobiles, farm equipment, trucks, trailers, motor-cycles, snowmobiles, tent trailers, boats or recreational vehicles. Uses and facilities would also include transmission ships, muffler shops, autobody paint and repair facilities and fleet services.

"Parcel" – means the portion of NW-29-24-24-W4M within the redesignated area as shown on Schedule 'A': DC-18.

Permitted and Discretionary Uses

a) The following uses shall be permitted or discretionary with or without conditions provided that the application complies with the regulations of this district and this Bylaw:

Permitted	Discretionary
Accessory Buildings / Structures	
Agricultural Support Services	
Automotive and Equipment Services	
Office	
Signs Requiring a Development Permit [^]	

Notes: ^ – See Signage Section for Signage that does not require a permit.

Site Regulations

a) The following regulations and policies shall apply to every development in this district:

Minimum Parcel Size	0.4 ha (1.0 ac)			
Maximum Parcel Area Coverage	No building or group of buildings including their accessory buildings and impervious surfaces shall cover more than 90% of the Parcel's area.			
Minimum Setbacks between Buildings / Structures	1.52 m (5.0 ft)			
Minimum Front, Side, and Rear Yard Setbacks	 22.86 m (75.0 ft) from the nearest limit (property line) of the public road right of way. 15.24 m (50.0 ft) from the right-of-way of an internal subdivision road. 3.05 m (10.0 ft) from the property line in all other cases. 			
Yard Setbacks from Existing and Proposed Highways and Service Roads	Discretion of Alberta Transportation			
Other Setbacks	See the <i>Special Setback Requirements</i> section of the Land Use Bylaw 2016-01 for additional setback requirements that may apply.			
Maximum Height Requirements	Limited to such height as deemed suitable and appropriate for the intended use.			

General Regulations

- b) The General Regulations contained in the Land Use Bylaw 2016-01 shall apply unless otherwise specified in this Bylaw.
- c) The Permitted Uses shall be referred to the Development Officer for a decision while Discretionary Uses shall be referred to Council for a Decision.
- d) Any Development Permit application for which a relaxation or variance of the bylaw is required will be submitted to Council for approval except for the following:

a. The Development Officer has the authority to render a decision on applications where the variance or relaxation of the Bylaw application where the variance is for site coverage, front, rear and/or side yard setbacks of up to 10% of the requirement.



NW-29-24-24-W4M

Schedule A Direct Control District 18

N



Request for Decision

February 18, 2020

Resolution No.

Date Prepared January 23, 2020

Subject

Decision-making topic title

Public Hearing for Bylaw 2020-05 – The Village of Hussar and Wheatland County Intermunicipal Development Plan.

Recommendation

Clear resolution answering – what/who/how/when

THAT Council proceed with Public Hearing for Bylaw 2020-05, this being the Bylaw for the Village of Hussar and Wheatland County Intermunicipal Development Plan.

GM Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION				
Report/Document:	Attached	X	Available	None

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

Municipalities that share a border were required to enter into an Intermunicipal Development Plan (IDP) as of the April 1st, 2018 amendments to the *Municipal Government Act (MGA)*. The Village of Hussar and Wheatland County did not previously have an IDP.

The plan area of the IDP encompasses approximately 2,090 acres of County land, and includes the parcels within the Village that are directly adjacent to the intermunicipal boundary. The IDP's land use goals and objectives focus on retaining agriculture and grazing as primary land uses in the County's portion of the plan area while directing non-agricultural uses in the Village' plan area. As there is little development pressure within the plan area, the IDP's policies are high-level, focusing on when to notify the other municipality of new developments and encouraging collaboration. There is a policy addressing urban expansion as well. Should the Village need to annex land from the County to accommodate growth, it requires consultation to occur prior to the initiation of an application to the province. The policies address all of the *MGA* required topics while allowing each municipality to retain

control within their respective jurisdictions. The Hussar IDP identifies the old school site as an area the Village may expand.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Municipal Government Act – Section 631 South Saskatchewan Regional Plan (SSRP) Regional Growth Management Strategy (RGMS) Municipal Development Plan (MDP)

Strategic Relevance

Reference to goals or priorities of current work program N/A

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

That Council proceed with the Public Hearing for Bylaw 2020-05.

IMPLICATIONS OF RECOMMENDATION

General

Consequences to community, overall organization and/or other agencies

The community has an opportunity to provide comment regarding the plan and have their concerns or comments addressed.

Organizational

Policy change or staff workload requirements N/A

Financial

Current and/or future budget impact N/A

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

N/A

Follow-up Action / Communications

Timelines, decision-making milestones and key products

That Council consider proceeding with 1st reading of the proposed document.

Submitted by:

Megan Williams Planner II Reviewed by:



Bur Fal _

Brian Henderson, CPA, CA CAO



Request for Decision

February 18th, 2020

Resolution No.

Date Prepared January 23rd, 2020

Subject

Decision-making topic title

Bylaw 2020-05 – The Village of Hussar and Wheatland County Intermunicipal Development Plan

Recommendation

Clear resolution answering – what/who/how/when

That Council choose Option #1, to Approve Bylaw 2020-05 this being the Bylaw for the The Village of Hussar and Wheatland County Intermunicipal Development Plan.

Resolution 1: That Council move <u>First Reading</u> of Bylaw 2020-05, this being the Bylaw for the Village of Hussar and Wheatland County Intermunicipal Development Plan.

- Resolution 2: That Council move <u>Second Reading</u> of Bylaw 2020-05, this being the Bylaw for the Village of Hussar and Wheatland County Intermunicipal Development Plan.
- Resolution 3: That Council move <u>approval to proceed with Third and Final Reading</u> of Bylaw 2020-05.
- Resolution 4: That Council move <u>Third and Final Reading</u> of Bylaw 2020-05, this being the Bylaw for the Village of Hussar and Wheatland County Intermunicipal Development Plan.

CAO Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION				
Report/Document:	Attached	X	Available	None
Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

Municipalities that share a border were required to enter into an Intermunicipal Development Plan (IDP) as of the April 1st, 2018 amendments to the *Municipal Government Act (MGA)*. The Village of Hussar and Wheatland County did not previously have an IDP.

The plan area of the IDP encompasses approximately 2090 acres of County land, and includes the parcels within the Village that are directly adjacent to the intermunicipal boundary. The IDP's land use goals and objectives focus on retaining agriculture and grazing as primary land uses in the County's portion of the plan area while directing non-agricultural uses to the Village. As there is little development pressure within the plan area, the IDP's policies are high-level, focusing on when to notify the other municipality of new developments and encouraging collaboration. There is a policy addressing urban expansion as well. Should the Village need to annex land from the County to accommodate growth, it requires consultation to occur prior to the initiation of an application to the province. The policies address all of the *MGA* required topics while allowing each municipality to retain control within their respective jurisdictions. The Hussar IDP identifies the old school site as an area the Village may expand.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Municipal Government Act – Section 631 South Saskatchewan Regional Plan (SSRP) Regional Growth Management Strategy (RGMS) Municipal Development Plan (MDP)

Strategic Relevance

Reference to goals or priorities of current work program N/A

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

Option #1 THAT Council Approve Bylaw 2020-05

- Resolution 1: That Council move <u>First Reading</u> of Bylaw 2020-05, this being the Bylaw for the Village of Hussar and Wheatland County Intermunicipal Development Plan.
- Resolution 2: That Council move <u>Second Reading</u> of Bylaw 2020-05, this being the Bylaw for the Village of Hussar and Wheatland County Intermunicipal Development Plan.
- Resolution 3: That Council move <u>approval to proceed with Third and Final Reading</u> of Bylaw 2020-05.
- Resolution 4: That Council move <u>Third and Final Reading</u> of Bylaw 2020-05, this being the Bylaw for the Village of Hussar and Wheatland County Intermunicipal Development Plan.

Option #2 THAT Bylaw 2020-05 be refused.

Resolution 1: That Council move to <u>Refuse</u> Bylaw 2020-05, this being the Bylaw for the Village of Hussar and Wheatland County Intermunicipal Development Plan.

Option #3 THAT Council approve an alternate recommendation.

IMPLICATIONS OF RECOMMENDATION General

Consequences to community, overall organization and/or other agencies

Approval of this document will solidify already positive relations between the Village of Hussar and Wheatland County.

Organizational

Policy change or staff workload requirements N/A

Financial

Current and/or future budget impact N/A

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

N/A

Follow-up Action / Communications

Timelines, decision-making milestones and key products

If approved for final reading, Staff will place final document on website for public access.

Submitted by:

Megan Williams

Planner II

Reviewed by:

Matthew Boscariol, MES, MCIP, RPP General Manager of Community & Development Services

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Brian Henderson, CPA, CA CAO



PLANNING REPORT

Public Hearing, 1st 2nd, & 3rd Reading – COUNCIL February 18, 2020

BYLAW #:	File No:
2020-05	Hussar / Wheatland IDP
LOCATION:	AFFECTED AREA:
Within and around the Village of Hussar	845 hectares (2,090 acres)
EXISTING DOCUMENT:	PROPOSED DOCUMENT:
N/A	Village of Hussar and Wheatland County Intermunicipal Development Plan (IDP)

LOCATION:

The Intermunicipal Development Plan Area covers approximately 845 hectares (2090 acres) in Wheatland County and includes the parcels within the Village that are directly adjacent to the intermunicipal boundary. The Village of Hussar is located in the central-east section of the County, approximately 21km south east of the Village of Standard.

BACKGROUND INFORMATION:

Municipalities that shared a border were required to enter into an Intermunicipal Development Plan (IDP) as per the April 1st, 2018 amendments to the *Municipal Government Act (MGA)*. The recently enacted Bill 25 allows for two municipalities to exempt themselves from an IDP if they both agree one isn't necessary. The purpose and intent of an IDP is to foster intermunicipal relations by addressing:

- The future land use within the area,
- The manner of and the proposals for future development in the area,
- The provision of transportation systems for the area, either generally or specifically,
- The co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,
- Environmental matters within the area, either generally or specifically,
- Any other matter related to the physical, social or economic development of the area that the councils consider necessary,
- A procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,
- A procedure to be used, by one or more municipalities, to amend or repeal the plan, and
- Provisions relating to the administration of the plan.

The Village of Hussar and Wheatland County currently do not have an IDP, so in order to meet the MGA requirements Wheatland County retained B&A Planning Group to assist in preparing the IDP. Both municipalities were provided an opportunity for input, review, and make changes throughout the process. Once a final draft was completed, the document was presented to the Intermunicipal Committee (IMC) for review and feedback. The draft Hussar / Wheatland IDP was accepted by IMC.

An open house was hosted in Hussar on January 13th, 2020, where residents from both municipalities attended and had an opportunity to ask questions about the document.

At this time Wheatland County Staff is proposing that the public hearing be opened, followed by 1st reading, with further motions if no major amendments or changes to the IDP document are requested.



Overview of the IDP:

The IDP's land use goals and objectives focus on retaining agriculture and grazing as primary land uses in the County's portion of the Plan area while directing non-agricultural uses in the Village's Plan area. As there is little development pressure within the Plan area, the IDP's policies are high-level, focusing on when to notify the other municipality of new developments and encouraging collaboration. The policies address all of the above noted topics while allowing each municipality to retain control within their respective jurisdictions.

The portion of Wheatland County that is within the Calgary Metropolitan Regional Board is not within the Plan area, and so the IDP does not contain policies referencing the CMRB.

As per the planning document hierarchy below, the IDP is required to comply with the *Alberta Land Stewardship Act*, the *Municipal Government Act*, the *Subdivision and Development Regulations*, and the *Provincial Land Use Policies*. The municipal statutory plans are required to comply with the IDP, and at this time they are aligned.

CIRCULATION AND OPEN HOUSE COMMENTS:

The residents who attended the open house were interested in learning about the purpose behind the document and whether it would impact them. It was explained the document was meant to solidify an existing positive relationship between the two municipalities and to supply a dispute resolution process should we need one. Some residents were interested in whether it spoke to annexation, specifically of the old school. Staff explained that the school was identified as a potential expansion area for the Village and that the only policies in the IDP pertaining to annexation required the Village to consult with Wheatland County and its residents prior to initiating an annexation application to the province.

Staff circulated landowners within the Plan area regarding the public hearing for the Village of Hussar /Wheatland IDP and received no written comments at the time of writing this report.

Circulation to agencies resulted in no concerns. Circulation to County departments resulted in a few amendments to the IDP to clarify the Plan Area and a few policies.

OPTIONS:

Option #1 THAT Council Approve Bylaw 2020-05

- Resolution 1: That Council move <u>First Reading</u> of Bylaw 2020-05, this being the Bylaw for the Village of Hussar and Wheatland County Intermunicipal Development Plan.
- Resolution 2: That Council move <u>Second Reading</u> of Bylaw 2020-05, this being the Bylaw for the Village of Hussar and Wheatland County Intermunicipal Development Plan.
- Resolution 3: That Council move <u>approval to proceed with Third and Final Reading</u> of Bylaw 2020-05.
- Resolution 4: That Council move <u>Third and Final Reading</u> of Bylaw 2020-05, this being the Bylaw for the Village of Hussar and Wheatland County Intermunicipal Development Plan.

Option #2 THAT Bylaw 2020-05 be refused.



Resolution 1: That Council move to <u>Refuse</u> Bylaw 2020-05, this being the Bylaw for the Village of Hussar and Wheatland County Intermunicipal Development Plan.

Option #3 <u>THAT Council approve an alternate recommendation.</u>

RECOMMENDATION

Staff is recommending Option #1 - Approval for the following reasons:

- The proposed IDP meets all the requirements of the Municipal Government Act (MGA);
- The proposed IDP meets all the objectives and goals of the SSRP.

Respectfully submitted,

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Megan Williams, Planner II Planning and Development Department



LOCATION PLAN



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PLAN AREA





Map 1: IDP Plan Area Wheatland County - Village of Hussar Intermunicipal Development Plan March 2019

BYLAW 2020-05

BEING A BYLAW OF WHEATLAND COUNTY FOR THE PURPOSE OF ADOPTING THE WHEATLAND COUNTY AND VILLAGE OF HUSSAR INTERMUNICIPAL DEVELOPMENT PLAN IN ACCORDANCE WITH SECTIONS 230, 606, 631 AND 692 OF THE MUNICIPAL GOVERNMENT ACT, REVISED STATUTES OF ALBERTA 2000, CHAPTER M-26, AS AMENDED.

WHEREAS Section 631(1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 requires that two or more Councils of municipalities that have common boundaries must, by each passing a Bylaw, adopt an intermunicipal development plan.

AND WHEREAS the Council of Wheatland County wishes to adopt an intermunicipal development plan in consultation with the Village of Hussar to be compliant with the recent amendments to the Municipal Government Act (MGA), Revised Statutes of Alberta 2000, Chapter M-26.

AND WHEREAS the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing.

AND WHEREAS a Public Hearing was held on ______ at the Wheatland County office.

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, as amended, the Council of Wheatland County enacts as follows:

- 1. Council shall adopt the Wheatland County and Village of Hussar Intermunicipal Development Plan, as attached and forming part of this bylaw.
- 2. This Bylaw comes into force when it receives third reading and is signed by the Reeve/Deputy Reeve and the CAO or Designate as per the *Municipal Government Act*.
- 3. The Wheatland County and Village of Hussar Intermunicipal Development Plan comes into force when Wheatland County and the Village of Hussar give third readings to their respective bylaws.

______ MOVED First Reading of Bylaw 2020-05 on ______, this being a bylaw for the purpose of adopting the Wheatland County and the Village of Hussar Intermunicipal Development Plan in accordance with Sections 230, 606, 631 and 692 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

Carried.

_____ MOVED Second Reading of Bylaw 2020-05 on ______ and it was

Carried.

_____ MOVED that permission be granted to hold third and final reading of Bylaw 2020-05.

Carried Unanimously.

_____ MOVED Third and Final Reading of Bylaw 2020-05 on ______ and it was

Carried.

Reeve – Amber Link

Chief Administrative Officer – Brian Henderson Village of Hussar & Wheatland County Intermunicipal Development Plan

> Bylaw No. 525-20 & Bylaw No. 2020-05



ACKNOWLEDGEMENTS





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1 INTRODUCTION

1.1 PURPOSE OF THE PLAN

The Village of Hussar and Wheatland County have a history of collaboration and cooperation. This Intermunicipal Development Plan (IDP) builds on this past collaboration and sets the groundwork for continued joint planning for lands around the Village as identified by the IDP Area (see **Map 1: IDP Plan Area**). The Municipal Government Act (MGA) mandates municipalities that share common boundaries to develop an Intermunicipal Development Plan to address: cooperation regarding planning matters of joint interest; addressing land use concerns; procedures for dealing with development proposals and any other matters related to development considered necessary (MGA s. 631).

Beyond the mandated requirements, an IDP is a planning tool that can provide numerous benefits to participating municipalities, which may include, but are not limited to the following:

IDP BENEFITS	•	municipal cost-savings, as a result of infrastructure and service sharing, which also provides residents with a higher quality of life;
	•	reinforcing and protecting both municipalities' development philosophies and goals;
	•	mitigating the potential for future intermunicipal conflict; and
	٠	ensuring development for both municipalities occurs in an orderly, economic, efficient and harmonious manner that is sustainable by considering existing development conditions and future municipal goals.



Paved Highway

Unpave age 50

Paved Road

Intermunicipal Development Plan Shared Boundary —— Former Railway

Intermunicipal Development Plan Area Boundary

Map 1: IDP Plan Area

Wheatland County - Village of Hussar Intermunicipal Development Plan

March 2019 Map and data for informational and planning purposes only.

Legend

ie Na

Municipal Boundary



The Plan contains policies that direct the cooperative administration and decision-making in each municipality for development within the Plan Area. A mandatory part of each IDP is the provision of policies for conflict resolution procedures; amending or repealing the Plan; and administration of the Plan. In compliance with the Plan each municipality is ultimately responsible for making decisions within their own municipal jurisdiction.

1.2 LEGISLATIVE REQUIREMENTS

Intermunicipal Development Plans (IDPs) are now mandatory for all municipalities to complete with their municipal neighbours. The latest amendments to the Municipal Government Act (MGA) mandate that municipalities must complete an IDP within two years, which mandates an April 2020 completion deadline. However, Ministerial Order No. MSL:047/18 granted an extension to April 1, 2021 for municipalities that are members of the same growth management board (GMB), and between a municipality that is a member of the GMB and a municipality that is not a member of the GMB, but is located within the boundaries of the member municipality.

Specifically, the MGA states:

- 631(1) Two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an Intermunicipal Development Plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.
 - (1.1) Despite subsection (1), the Minister may, or by order, exempt one or more councils from the requirement to adopt the Intermunicipal Development Plan, and the order may contain any terms and conditions that the Minister considers necessary.
 - (1.2) Two or more councils of municipalities that are not otherwise required to adopt an Intermunicipal Development Plan under subsection (1) may, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an Intermunicipal Development Plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.
 - 631(2) An Intermunicipal Development Plan
 - a) must address
 - *i. the future land use within the area,*
 - ii. the manner of and the proposals for future development in the area,
 - iii. the provision of transportation systems for the area, either generally or specifically,
 - *iv.* the co-ordination of Intermunicipal programs relating to the physical, social and economic development of the area,
 - v. environmental matters within the area, either generally or specifically,
 - vi. any other matter related to the physical, social or economic development of the area that the councils consider necessary,

and

b) must include

- *i.* a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,
- *ii.* a procedure to be used, by one or more municipalities, to amend or repeal the plan, and
- *iii.* provisions relating to the administration of the plan
- (3) The council of a municipality that is required under this section to adopt an Intermunicipal Development Plan must have an Intermunicipal Development Plan that provides for all of the matters referred to in subsection (2) within 2 years from the date this subsection comes into force.
- (4) Subject to the regulations, if municipalities that are required to create an Intermunicipal Development Plan are not able to agree on a plan, sections 708.33 to 708.43 apply as if the Intermunicipal Development Plan were an Intermunicipal Collaboration Framework.
- (5) In creating an intermunicipal development plan, the municipalities must negotiate in good faith.

Intermunicipal Collaboration Framework (ICF)

An Intermunicipal Collaboration Framework (ICF) is a mandatory requirement for all municipalities that are outside of a growth management area. An ICF formalizes collaboration between municipalities for managing growth, and coordinating service delivery and resources, thereby providing a forum for neighboring municipalities to work more closely together. An Intermunicipal Development Plan (IDP) is a mandatory component of every ICF.

With regard to an Intermunicipal Collaboration Framework, the MGA specifically states:

708.28 (1) Subject to subsection (4), municipalities that have common boundaries must, within 2 years from coming into force of this section, create a framework with each other.

708.30 (1) A framework is not complete for the purposes of section 708.29 unless the councils of the municipalities that are parties to the framework have also adopted an intermunicipal development plan under section 631 or an intermunicipal development plan is included as an appendix to the framework.

(2) Subsection (1) does not apply if the Minister has exempted one or more of the councils of the municipalities from the requirement to adopt an intermunicipal development plan pursuant to section 631(1.1).

(3) Despite section 631, to the extent that a matter is dealt with in a framework, the matter does not need to be included in an intermunicipal development plan.

1.3 MUNICIPAL PROFILES

Village of Hussar



The Village of Hussar is located in south-central Alberta, within Wheatland County, situated east of Strathmore and south of Drumheller. According to the 2016 Canadian census the population of the Village was 190. The Village is located at the edge of Deadhorse Lake and near the junction of provincial Highways 561 and 56. The Village has a mixture of residential, commercial and industrial development with many businesses related to the agricultural sector. The Village has an adequate supply of vacant land for future residential and non-residential development.

Wheatland County



Wheatland County covers an area of approximately 460,000 hectares (1.1 million acres), with a population of 8,788 (Statistics Canada, 2016 Census). Wheatland County surrounds four urban municipalities and contains a number of other hamlets and communities not officially designated as hamlets. The County is bordered by six rural municipalities, two towns (Drumheller & Strathmore), three villages (Rockyford, Standard & Hussar) and Siksika First Nation. A portion of Wheatland County around Strathmore is within the Calgary Metropolitan Region Board jurisdiction (see **Map 2: Regional Context**). The economy of Wheatland County is based on agriculture, including beef and grain production. In recent years, industry, manufacturing and oil and gas development have played key roles in the County's economic growth.



Wheatland County - Village of Hussar Intermunicipal Development Plan

Village Page 54

Hamlet

Municipal Boundary

e.

Intermunicipal Development Plan Shared Boundary

Intermunicipal Development Plan Area

CMRB Boundary

Wheatland County

WHEATLAND

COUNT



2 PLAN AREA

2.1 PLAN AREA CHARACTERISTICS

The Plan Area consists of an area approximately 721.44 hectares (1,782.72 acres) as illustrated on **Map 1: IDP Plan Area**.

Key characteristics of the Plan Area include the following:

AGRICULTURE & SOIL CHARACTERISTICS

 Agriculture is the primary land use of the area. There is a mix of agricultural operations including grazing and crop farming in the area.
• The area contains a variety of soil characteristics that range of soil class 2 to class 4, as shown on Map 3: Soil Classification.



Legend



Intermunicipal Development Plan Shared Boundary —— Former Railway Intermunicipal Development Plan Area Boundary Paved Highway

Paved Road

Unpave Boad 56

Village

Map 3: Soil Classification

Wheatland County - Village of Hussar Intermunicipal Development Plan

NATURAL LANDSCAPE Deadhorse Lake is located north of the Village of Hussar and is a shallow depth ۰ large water body. There are minimal recreation amenities on the lake. A large portion of the Plan Area is used for agriculture with some areas • remaining as natural wetlands and related ecological features. Environmental features are shown on Map 4: Environmental Considerations . TRANSPORTATION INFRASTRUCTURE Highway 561 and 56 are the main transportation corridors in the Plan Area. The

- major intersection is the junction of these two highways.
- A former CPR railway right-of-way also runs through the Village in a northwest southeast direction but is no longer operating and is now owned by the Village.
- Transportation Infrastructure is shown on Map 5: Energy & Constraints

RESIDENTIAL DEVELOPMENT



- The Village has an established residential area with minimal new growth areas. .
- Within the County portion of the Plan Area there is minimal acreage or country residential development as development is focused primarily on farmsteads.

ENERGY



There are energy facilities within the Plan Area including well sites and pipelines • as shown on Map 5: Energy & Constraints. Minimizing risk to these facilities is important during the planning process.

LAND USE DESIGNATIONS



The existing land use designations in the Plan Area and the Village are determined by each municipality's land use bylaw. Within the Plan Area the lands are designated as Agricultural General (AG) district. Land Use Designations within the Village of Hussar are varied and have been identified on Map 6: Land Use Designations. The Land Use Designations shown on Map 6 are provided as a point-in-time capture for information purposes only and are subject to change without amendment to this Plan.



Paved Road

Unpave Road 58

Alberta Wetland Inventory

Sand And Gravel Deposit

Environmentally Significant Area

OUN

Intermunicipal Development Plan

March 2019



Map 5: Energy and Constraints Wheatland County - Village of Hussar

Intermunicipal Development Plan

March 2019







Wheatland County - Village of Hussar

Intermunicipal Development Plan

May 2019

2.2 POPULATION ANALYSIS

The Village of Hussar has witnessed moderate population growth over the last 25 years, with a rise in population from 146 in 1991 to 190 in 2016 according to Census Canada (see **Figure 1**). The 2011 Census showed a downward trend in Village population in what is otherwise an upward trend line.



Figure 1: Village of Hussar Historic Population

Population Age Distribution

The population age distribution in the Village is largely divided into two categories, those under 20 years of age and those between 40-65 years old (see **Figure 2**). This is typical for villages of this size as amenities for those over 65 typically are not available and major employment or education opportunities for those 20-40 years old are also usually not abundant.



Figure 2: 2016 Census Hussar Population by 5-year Cohort

2.3 VACANT LAND ANALYSIS

A key component to the intermunicipal relationship between a Village and a County is understanding any future growth requirements of the urban municipality. In the case of the Village of Hussar there has been some recent population growth as shown on **Figure 1**. Despite this growth urban expansion is not deemed necessary at this time as there is sufficient vacant land available within the Village. **Map 7** identifies the known vacant lands in the Village totalling approximately 12.3 ha (30.38 acres). Future policies and planning approvals will determine the best land uses (e.g. commercial, residential, industrial) for the vacant lands in the Village.



2.4 URBAN EXPANSION

While the Village does not require additional land for residential, commercial or industrial growth, the Village has expressed an interest to incorporate the former school land into the Village's municipal boundaries. The former school property is located just across the municipal boundary and it seems logical to include it within the Village's boundaries at some time in the future (see **Map 7: Vacant Land Analysis**).



Page 64

Data Sources: Altalis, Government of Canada May 8, 2019 - 11:58 AM W:\C2170 Wheatland IDPs 2018Apr19\5.0 Technical\5.1 Technical Production\5.1.2 GIS_Maps\Wheatland_Hussar_IDP\C2170_Map_7_Wheatland_Hussar_Vacant_Land_And_Future_Growth_Areas_General.mxd

Legend



Map 7: Vacant Land Analysis

Wheatland County - Village of Hussar Intermunicipal Development Plan



3 INTERMUNICIPAL LAND USE POLICIES

This Plan provides land use policies that direct the Village of Hussar and Wheatland County administrations, subdivision and development authorities, and Councils to manage the future development of lands within the Plan Area in a harmonious and cooperative manner.

3.1 GENERAL LAND USE POLICIES

INTENT

The general land use policies apply to the entire Plan Area and provide an overall direction for the IDP.

- 3.1.1 The primary land use in the Plan Area shall be agriculture and grazing and non-agricultural uses should be aligned with the County's Municipal Development Plan and are encouraged to be located within the Village where the land use is compatible with an urban context. The land uses within the Village shall be aligned with the Village's Municipal Development Plan.
- 3.1.2 The municipalities, as per this Plan, shall strive to engage in effective dialogue when considering land use in the Plan Area, while still maintaining complete jurisdiction on lands within their own boundaries.
- 3.1.3 The municipalities may collaborate and investigate methods of giving support to projects that may mutually benefit or enhance the quality of life of residents from both municipalities. This could be in the form of in-kind donations, materials, municipal letters of support, unified government lobbying, application for grants, or other more permanent arrangements upon mutual agreement.

3.1.4 Both municipalities agree to jointly discuss ways to cooperate with provincial and federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.

3.2 URBAN EXPANSION

INTENT

From time to time urban municipalities require additional land within their jurisdiction to accommodate future population growth and/or to enable the municipality to plan rationally for the future. The Village of Hussar has expressed a desire to include the former school lands identified on **Map 7: Vacant Land Analysis** within their municipal jurisdiction to assist in rationale planning of their municipality.

POLICIES

- 3.2.1 The Village of Hussar may initiate a future boundary expansion to include the former school site identified on Map 7: Vacant Land Analysis.
- 3.2.2 The Village of Hussar shall consult with Wheatland County and its residents prior to initiating any annexation application to the province.

3.3 SERVICING & INFRASTRUCTURE

INTENT

Proper servicing (water, sewer & storm water) of development is critical for the continued health of the local ecosystem and the well-being and safety of local residents. The intensity of urban development necessitates municipal piped servicing while low intensity rural development often only requires individual site servicing. The provision of adequate servicing solutions to match the intensity of development is important for good long-term planning for the area.

- 3.3.1 The Village of Hussar shall require all developments within the Village to be serviced in accordance with the Village's Municipal Development Plan and Land Use Bylaw.
- 3.3.2 Wheatland County shall require all developments within the Plan Area to be serviced in accordance with the County's Municipal Development Plan.
- 3.3.3 Where stormwater from a proposed development has the potential to impact the other municipality the Village and County are strongly encouraged to work together to find a mutually agreeable stormwater solution.
- 3.3.4 Where necessary, the Village and County are encouraged to work together to implement cooperative stormwater servicing solutions in the Plan Area.

3.4 AGRICULTURE

INTENT

The agricultural sector supports the economies and residents of both the Village of Hussar and Wheatland County. Agriculture will continue to be the primary land use in the Plan Area, and non-agricultural uses should be considered only when they cannot be accommodated within the Village of Hussar and shall be located in such areas where they will not negatively impact the Village and nearby agricultural activities.

POLICIES

- 3.4.1 Agriculture and grazing shall be the primary use in the Plan Area. Where feasible and compatible, non-agricultural development shall be directed to lands within the Village of Hussar.
- 3.4.2 Wheatland County will encourage good neighbour farming practices, such as dust, weed and insect control, adjacent to developed areas through best management practices and Alberta Agriculture guidelines.
- 3.4.3 If disputes or complaints should arise between ratepayers and agricultural operators, the municipality receiving the complaint shall strive to direct the affected parties to the appropriate agency, government department or municipality for consultation or resolution wherever necessary.

3.5 RESOURCE EXTRACTION & ENERGY DEVELOPMENT

INTENT

Resource extraction is recognized as important to the local economy and to the maintenance of transportation routes and other infrastructure. However impacts from resource extraction operations may affect nearby lands and must be addressed through proper siting and operation practices.

- 3.5.1 Upon receipt of a development permit or redesignation application for a new or expanded natural resource extraction operation within the Plan Area or lands within the Village adjacent to the Plan Area, the municipality shall forward a copy to the other municipality.
- 3.5.2 Upon receipt of a notice of application from a provincial agency for a natural resource extraction operation within the Plan Area or lands within the Village adjacent to the Plan Area (e.g. Code of Practice application notice from Alberta Environment & Parks) the municipality shall forward a copy to the other municipality.
- 3.5.3 When evaluating an application for a new or expanded natural resources extraction development the approving municipality shall ensure the development provides evidence of how it will mitigate the potential negative impacts of dust, noise, traffic, air, and water pollution.

- 3.5.4 Each municipality must be notified of any natural resource extraction development proposal in the other municipality that will result in access being required from a road under its control or management. After the application is deemed complete the affected municipality must be notified of the application and give its comments in writing within the notification period. If comments are not received within the notification period it will be determined the municipality has no comments.
- 3.5.5 Either municipality may require an agreement regarding the construction, repair, and maintenance of any municipal roads which may be impacted by natural resource extraction development, when the development requires access to come from the other municipality's road.
- 3.5.6 If either the Village of Hussar or Wheatland County are in receipt of a notice for a new or expanded Alberta Transportation gravel pit or other natural resource extraction operation within the Plan Area, they shall forward a copy of the notice to the other municipality.

3.6 RENEWABLE ENERGY DEVELOPMENT

INTENT

The availability of wind, sun and other renewable natural resources in the Plan Area allows for the potential of large and small renewable energy developments. However, the appropriate siting of these types of developments is critical to minimizing the impacts to adjacent lands and local infrastructure.

POLICIES

- 3.6.1 The municipalities encourage the location of renewable energy developments within the Plan Area:
 - a) where compatible with existing land uses, and
 - b) in consideration of comments from the adjacent municipality.
- 3.6.2 Any application for renewable energy development within the Plan Area shall be referred to the other municipality after it is deemed completed. Small scale renewable energy developments that either do not require a development permit or are listed as a permitted use in the applicable Land Use Bylaw District do not require referral to the other municipality.

3.7 TRANSPORTATION

INTENT

It is important that each municipality take into consideration the impact of development on provincial highways and municipal roads located within the Plan Area that form the area's transportation infrastructure.

POLICIES

- 3.7.1 Each municipality shall be notified of any multi-lot subdivision or major development proposal in the other municipality that will result in access being required from a road under its control or management. The affected municipality may request to obtain any associated traffic studies and must give its comments in writing within the notification period. If comments are not received within the notification period it will be determined the municipality has no comments.
- 3.7.2 Each municipality shall be notified of any road closure or development of an undeveloped road that will result in access being increased, decreased or removed for a road under its control or management. The affected municipality may request to obtain any associated traffic studies and must give its comments in writing within the notification period. If comments are not received within the notification period it will be determined the municipality has no comments.
- 3.7.3 Either municipality may require a developer to enter into a road use agreement to control traffic, manage dust control or maintenance issues if access to the development is required from a road under its control or jurisdiction.
- 3.7.4 When required by Alberta Transportation, developers shall conduct traffic studies with respect to the impact and access onto provincial highways. Any upgrading identified by a traffic study conducted by a developer with respect to a highway shall be implemented by the developer at its sole cost and to the satisfaction of Alberta Transportation.

3.8 TELECOMMUNICATION TOWERS / UTILITIES

INTENT

Telecommunication towers and associated infrastructure is largely outside the jurisdiction of municipalities despite potential impacts to the local area. Municipalities have the opportunity to provide comments to applicants and approving authorities/agencies regarding applications within the Plan Area and municipality.

POLICIES

3.8.1 Where there is an application for a new, expanded or retrofitted telecommunications tower within the Plan Area, the municipality within which the application is located shall refer the application to other municipality for comment. If the municipality in which the application is located chooses to send a letter in response to an application for a telecommunications tower (sometimes referred to as a 'Letter of Concurrence') to the approving authority/agency the municipality shall include any comments received from the other municipality. If the municipality in which the application is located chooses not to send a letter it shall instruct the adjacent municipality to send their comments directly to the approving authority.

- 3.8.2 When providing a response letter or Letter of Concurrence for a new, expanded or retrofitted telecommunications tower, Village of Hussar and Wheatland County shall request telecommunications companies to co-locate within the Plan Area where technically feasible.
- 3.8.3 When providing comments to provincial and federal departments regarding utility development within the Plan Area, Village of Hussar and Wheatland County shall request that consideration be given to the establishment of utility corridors with multiple users.

3.9 RECREATION & NATURAL ENVIRONMENT

INTENT

To ensure recreation and development occurs in a cooperative and harmonious manner with the natural environment.

- 3.9.1 Both municipalities are encouraged to cooperate on recreational amenities, storm water management, flood mitigation and lake access associated with Deadhorse Lake.
- 3.9.2 When making land use decisions in and around Deadhorse Lake, each municipality will:
 - a) utilize and incorporate measures which minimize possible impacts on the lake and any other important nearby water resources;
 - b) seek opportunities to create recreational amenities beneficial to both the Village and the County; and
 - b) establish appropriate setbacks to maintain water quality, flood water conveyance and storage, bank stability and habitat.
- 3.9.3 For proposed development on lands within the Plan Area that may contain an environmentally significant site, an environmental/biophysical impact assessment (EIA/BIA) may be required to be completed by the developer to satisfaction of the development authority.
- 3.9.4 For proposed development on lands that may contain a historic resource, a Historical Resource Overview (HRO) or Historical Resource Impact Assessment (HRIA) may be required to be completed by the developer to the satisfaction of the municipality and Alberta Culture and Tourism. The developer must comply with the Historical Resources Act and Alberta Culture and Tourism.
- 3.9.5 Both municipalities should consider the provincial Wetland Policy and Stepping Back from the Water A Beneficial Management Practices Guide for new development when making land use decisions with the goal of sustaining the environment and economic benefits.
- 3.9.6 Areas identified as environmentally sensitive or environmentally significant through federal, provincial, or municipal reports, policies or plans or through supplemental professional studies should be protected through the use of Environmental Reserves, Environmental Reserve

Easements, Conservation Easements, or other appropriate methods as determined by the municipality and its applicable Land Use Bylaw regulations.

- 3.9.7 Subdivision and Development in or adjacent to water bodies, steep slopes or natural areas shall take into consideration flooding, slope stability and soil characteristics in order to minimize negative impacts.
- 3.9.8 Either municipality shall refer any new environmental or biophysical study or report in support of a planning or development application pertaining to lands within the Plan Area or land in the Village adjacent to the Village-County boundary to the other municipality.
- 3.9.9 The County shall refer to the Village any new or amended municipal bylaw or policy pertaining to environmental or biophysical matters within the Plan Area.
- 3.9.9 The Village shall refer to the County any new or amended municipal bylaw or policy pertaining to environmental or biophysical matters that affect land in the Village that is adjacent to the Village-County boundary.

3.10 INTERPRETATION

INTENT

To ensure the policies and language within this Plan are as clear and concise as possible.

- 3.10.1 All references to a specific agency, body, or department were accurate at the time of writing. All references throughout the Plan shall therefore be considered to be applicable to the current relevant agency, body or department.
- 3.10.2 Unless otherwise required by the context, words used in the present tense include the future tense; words used in the singular include the plural; and the word person includes a corporation as well as an individual. Unless otherwise stipulated, the *Interpretation Act, Chapter I-8, RSA 2000* as amended, shall be used in the interpretation of this bylaw. Words have the same meaning whether they are capitalized or not.
- 3.10.3 The relative boundaries or any variable presented on the maps contained in this Plan, with the exception of the boundaries of the Plan Area, shall be interpreted as an approximation and not a precise depiction of its actual or full extension.



4 PLAN ADMINISTRATION AND IMPLEMENTATION

The administration and implementation polices contained in this Plan are intended to assist the Village of Hussar and Wheatland County administrations, subdivision and development authorities and Councils with the initial and ongoing execution of this Plan over its lifespan and define the roles of each municipality in the Plan execution.

4.1 INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE

INTENT

The implementation of this Plan is intended to be an ongoing process to ensure it is maintained and remains applicable. A committee with joint representation will ensure continued dialogue and cooperation, as the purpose of this committee is to promote active cooperation and conflict resolution through a consensus-based approach.

- 4.1.1 For the purposes of administering and monitoring the IDP, the Village of Hussar and Wheatland County establish the Intermunicipal Development Plan Committee (the Committee) comprised of an even number of members of Council from both Village of Hussar and Wheatland County. Each municipality shall appoint a minimum of two members for the Committee and may appoint an alternate Committee member in the event a regular member cannot attend a scheduled meeting. Alternate Committee members shall have standing.
- 4.1.2 The term of appointment for Committee members shall be as determined by each municipality. Following each election, Members of the Committee shall be appointed by respective Councils at their Organizational Meeting. If a Council wishes to appoint a new member to the Committee (including the alternate), they must do so by motion of Council at
a regular Council meeting. The municipalities shall notify one another upon appointing members and alternate members to the Committee.

- 4.1.3 Village of Hussar and Wheatland County agree that the main functions of the Committee are to:
 - a) create a forum for dialogue on issues of common concern and interest;
 - b) address concerns regarding the policies of the Plan;
 - c) address proposed amendments to the Plan;
 - d) address redesignation applications, changes to land use bylaws, statutory plans or other policy or regulatory amendments affecting the Plan Area;
 - e) address issues in relation to the implementation of Plan policies;
 - f) provide comments related to subdivision and/or development proposals;
 - engage in resolving any conflicts or disputes which arise from this Plan—both municipalities will equally share costs associated with using outside assistance to resolve a dispute; and
 - g) address any other land use issues deemed appropriate, but which are not explicitly identified in the Plan.
- 4.1.4 Meetings of the Committee shall be held on an "as needed basis", or at the request of either municipality. Committee meetings should be held as soon as possible if any conflict arises, or if any matter is brought before it.
- 4.1.5 A municipality may call a meeting of the Committee at any time upon not less than five (5) days' notice of the meeting being given to all members of the Committee and support personnel, stating the date, the time, purpose and the place of the proposed meeting. The five (5) days' notice may be waived with three quarters of the Committee members' agreement noted.
- 4.1.6 The municipality that called the meeting of the Committee shall host and chair the meeting and is responsible for preparing and distributing agendas and minutes.
- 4.1.7 At least one (1) member of each municipality's administrative staff should attend each meeting in the capacity of technical, non-voting advisor.
- 4.1.8 Both Councils agree the Committee is not a decision making body and that the Committee shall issue a written response in the form of comments and/or recommendations to the appropriate and relevant decision making body within 10 business days from the Committee meeting date.
- 4.1.9 Any changes to the Committee format, composition, roles, responsibilities or any aspect of its existence or operation may be requested by either municipality.

4.1.10 Where a matter has been referred to the Committee and a resolution cannot be found, the Dispute Resolution process in Section 5 of this Plan shall be adhered to.

4.2 INTERMUNICIPAL REFERRAL POLICIES

INTENT

The purpose of this section of the Plan is to establish clear and consistent expectations and protocols pertaining to the referral process for applications within both municipalities.

POLICIES

General

- 4.2.1 Where an intermunicipal referral is required by policies contained in this Plan, both municipalities agree to provide the other municipality with the required landowner information for the circulation area.
- 4.2.2 Village of Hussar and Wheatland County should notify the other municipality of major municipal infrastructure or public works projects (e.g. major road upgrades, bridge construction) within the Plan Area or in the Village.

Response Timelines

- 4.2.4 The responding municipality shall, from the date of notification by either postal mail or electronic mail, have the following timelines to review and provide comment on intermunicipal referrals:
 - a) 21 calendar days for all subdivision or development applications,
 - b) 21 calendar days for all redesignation applications, and
 - c) 21 calendar days for all other intermunicipal referrals.
- 4.2.5 In the event that either municipality, the Committee, or any other referral does not reply within the response time for intermunicipal referrals stipulated in this Section, it is presumed the responding municipality and/or Committee has no comment or objection to the referred planning application or matter.

Statutory Plans

- 4.2.6 A newly proposed Municipal Development Plan or amendment by either municipality shall be referred to the other municipality for comment prior to a public hearing.
- 4.2.7 A newly proposed statutory plan or amendment pertaining to the Plan Area or land in the Village adjacent to the Village-County boundary shall be referred to the other municipality for comment prior to a public hearing.

Land Use Bylaws

- 4.2.8 All Land Use Bylaw amendments pertaining to the Plan Area or land in the Village adjacent to the Village-County boundary, shall be referred to the other municipality prior to a public hearing.
- 4.2.9 All redesignation applications within the Plan Area or land in the Village adjacent to the Village-County boundary shall be referred to the other prior to a public hearing.
- 4.2.10 A newly proposed Land Use Bylaw from either municipality shall be referred to the other prior to a public hearing.

Outline Plans, Area Concept Plans & Design Concepts

4.2.11 All outline plans, area concept plans, design concepts or similar non-statutory plans in support of a subdivision or development that are located within the Plan Area or land in the Village adjacent to the Village-County boundary shall be referred to the other municipality for comment prior to approval.

Subdivision and Development

- 4.2.12 All subdivision applications for lands within the Plan Area or land in the Village adjacent to the Village-County boundary shall be referred to the other municipality for comment prior to a decision being rendered.
- 4.2.13 All discretionary use applications within the Plan Area or land in the Village adjacent to the Village-County boundary shall be referred to the other municipality for comment prior to a decision being rendered.
- 4.2.14 Both municipalities are encouraged to share with the adjacent municipality, the results of all publicly available technical analyses required by a Subdivision and Development Authority as part of an application within the Plan Area or land in the Village adjacent to the Village-County boundary.

Consideration of Responses

- 4.2.15 Comments from the responding municipality and/or the Committee regarding proposed Municipal Development Plans, other statutory plans, and Land Use Bylaws, or amendments to any of those documents, shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered.
- 4.2.16 Comments from the responding municipality and/or the Committee regarding subdivision and development applications shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered on the application.

4.3 PLAN VALIDITY

INTENT

This Plan may require amendments from time to time to accommodate unforeseen situations, and to keep the Plan relevant. This Plan does not contain a "sunset" clause, but rather, a method of continuous updating.

POLICIES

Addressing Provincial Regional Planning Requirements

The two municipalities are located within the South Saskatchewan Regional Plan (SSRP) which has been completed and came into effect September 1, 2014.

- 4.3.1 The municipalities will comply with the adopted regional plan.
- 4.3.2 This Plan aligns with the strategies and policies of the SSRP and Alberta Land Stewardship Act (ALSA).

Addressing Municipal Amendments and Plan Validity

- 4.3.3 This Plan comes into effect on the date it is adopted by both the Village of Hussar and Wheatland County.
- 4.3.4 Amendments shall be adopted by both Councils using the procedures outlined in the Municipal Government Act (MGA). No amendment shall come into force until such time as both municipalities adopt the amending bylaw.
- 4.3.5 Proposed amendments to this Plan by parties other than Village of Hussar or Wheatland County shall be accompanied by the following:
 - a) an application for amendment submitted to Village of Hussar along with the applicable municipal fee for processing amendments to a statutory document; and
 - b) an application for amendment submitted to Wheatland County along with the applicable municipal fee for processing amendments to a statutory document.
- 4.3.6 The Plan shall only be repealed if mutually agreed upon by both municipalities and under the condition the Plan will be replaced with a new IDP that will be adopted by both municipalities at the time of the repeal.
- 4.3.7 In the case where only one municipality wishes to repeal the Plan, 60 days notice shall be given to the other municipality stating the intent and reasons for repealing the Plan. Both Councils shall pass the bylaw repealing the Plan and adopting a new IDP for the repeal to take effect.
- 4.3.8 Should only one municipality wish to repeal the Plan, the dispute resolution process in Section 5.0 shall be initiated.

- 4.3.9 Administrative staff should review the policies of the Plan annually and discuss land use matters, issues and concerns on an on-going basis. Administrative staff may make recommendations to their respective Councils for amendment to the Plan to ensure the policies remain relevant and continue to meet the needs of both municipalities.
- 4.3.10 A formal review of the Plan shall occur within 10 years from the date the IDP is adopted by both municipalities.



5 DISPUTE RESOLUTION

The MGA mandates that every IDP must have policies pertaining to dispute resolution.

5.1 GENERAL DISPUTE PROCESS

INTENT

The policies of this Plan are designed to be general in nature, ensuring that both Village of Hussar and Wheatland County maintain jurisdiction over the decisions made within their borders. It is anticipated that by following the process below, any disputes or conflicts that may arise can first be avoided, and where necessary, settled at the local level. Only in those circumstances where a resolution cannot be achieved locally would the dispute be referred to outside parties.

POLICIES

General Agreement

The municipalities agree that:

- 5.1.1 It is important to avoid dispute by ensuring the Plan is adhered to as adopted, including full circulation of any permit or application that may affect the municipality as required in the Plan and prompt enforcement of the Plan policies.
- 5.1.2 Prior to the meeting of the Committee, each municipality through its administration, will ensure the facts of the issue have been investigated and clarified, and information is made available to both parties. Staff meetings are encouraged to discuss possible solutions.
- 5.1.3 The Committee shall discuss the issue or dispute with the intent to seek a recommended solution by consensus.

Dispute Resolution

In the case of a dispute, the following process will be followed to arrive at a solution:

- 5.1.4 When a potential intermunicipal issue comes to the attention of either municipality relating to a technical or procedural matter, such as inadequate notification or prescribed timelines, misinterpretation of Plan policies, or a clerical error regarding the policies of this Plan, either municipality's Land Use Bylaw, or any other plan affecting lands in the Plan area, it will be directed to the administrators of each municipality. The administrators will review the technical or procedural matter and if both administrators are in agreement, take action to rectify the matter.
- 5.1.5 Should either municipality identify an issue related to this Plan that may result in a dispute that cannot be administratively resolved or any other issue that may result in a dispute, the municipality shall contact the other and request that a Committee meeting be scheduled to discuss the issue. The Committee will review the issue and attempt to resolve the matter by consensus.
- 5.1.6 The Committee shall be responsible for the keeping of records for all meetings held to resolve a dispute. The Committee shall appoint an individual to keep a record of each meeting and each municipality shall receive a copy of all records of meetings.
- 5.1.7 Should the Committee be unable to arrive at a consensus, the administration of each municipality will schedule a joint meeting of the two Councils to discuss possible solutions and attempt to reach consensus on the issue.
- 5.1.8 Should the Councils be unable to resolve the matter, a formal mediation process to facilitate resolution of the issue shall be initiated.

Filing an Intermunicipal Dispute under the Municipal Government Act

- 5.1.9 In the case of a dispute involving the adoption of a statutory plan, Land Use Bylaw or amendment to such, within 30 days of adoption, the municipality initiating the dispute may, without prejudice, file an appeal to the Municipal Government Board under section 690(1) of the Municipal Government Act (MGA) so that the provincial statutory right and timeframe to file an appeal is not lost.
- 5.1.10 The appeal may then be withdrawn, without prejudice, if a solution or agreement is reached between the two municipalities prior to the Municipal Government Board meeting. This is to acknowledge and respect that the time required to seek resolution or mediation may not be able to occur within the 30-day appeal filing process as outlined in the Municipal Government Act (MGA).

Note: Using section 690(1) of the Municipal Government Act (MGA) is the final stage of dispute settlement, where the municipalities request the Municipal Government Board to intercede and resolve the issue.

Dispute Resolution Flow Chart

The dispute resolution flow chart shown as **Figure 3** is for demonstration purposes only and shall not limit the ability of either municipality to explore other methods of resolution or to choose one method in place of another.



Figure 3: Dispute Resolution Flow Chart



APPENDIX A | DEFINITIONS

APPENDIX A | DEFINITIONS

Adjacent Land(s): Land that abuts or is contiguous to the parcel of land that is being described and includes land that would be contiguous if not for a highway, road, lane, walkway, watercourse, utility lot, pipeline right-of-way, power line, railway or similar feature and any other land identified in a land use bylaw as adjacent for the purpose of notifications under the *Municipal Government Act, Revised Statues of Alberta 2000, M-26* with amendments.

Agricultural Operation: If not defined in the municipality's Land Use Bylaw, it is an agricultural activity as defined in the Agricultural Operation Practices Act. These are agricultural activities conducted on agricultural land for gain or reward or in the hope or expectation of gain or reward, and can include, but is not limited to:

- a) the cultivation of land;
- b) the raising of livestock, including game-production animals within the meaning of the "*Livestock Industry Diversification Act*" and poultry;
- c) the raising of fur-bearing animals, pheasants or fish;
- d) the production of agricultural field crops;
- e) the production of fruit, vegetables, sod, trees, shrubs and other specialty horticultural crops;
- f) the production of eggs and milk;
- g) the production of honey (apiaries);
- h) the operation of agricultural machinery and equipment, including irrigation pumps on site;
- the application of fertilizers, insecticides, pesticides, fungicides, and herbicides, including application by ground and aerial spraying, for agricultural purposes;
- the collection, transportation, storage, application, use transfer and disposal of manure;
- the abandonment and reclamation of confined feeding operations and manure storage facilities.

Alberta Land Stewardship Act (ALSA): The Alberta Land Stewardship Act Statues of Alberta, 2009 Chapter A-26.8, as amended.

Area Structure Plan (ASP): A statutory plan in accordance with the Municipal Government Act (MGA) for the purpose of providing a framework for subsequent subdivision and development of an area of land in a municipality. The Plan typically provides a design that integrates land uses with the requirements for suitable parcel densities, transportation patterns (roads), stormwater drainage, fire protection and other utilities across the entire Plan Area.

Calgary Metropolitan Region Board (CMRB): The board established by the Calgary Metropolitan Region Board regulation (Alberta Regulation 190/2017).

Calgary Metropolitan Region: The lands lying within the boundaries of the participating municipalities of the Calgary Metropolitan Region Board.

Conservation Easement: A voluntary agreement between a landowner and a conservation organization or government agency. The intent of the Conservation Easement is to protect the ecological, scenic, and or agricultural values of the land. The agreement is placed on title, and the landowner continues using the land subject to the specific restrictions in the easement.

Conservation Reserve: As defined by the Municipal Government Act and used for the purpose of conserving environmentally significant features that cannot be required to be provided as environmental reserve.

Council(s): The Council of Village of Hussar and the Council of Wheatland County in the Province of Alberta.

Development: As defined by the *Municipal Government Act* in Part 17, section 616, means

- a) an excavation or stockpile and the creation of either of them;
- a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land;
- a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
- a change in the intensity of the land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.

Discretionary Use: The use of land or a building in a land use district for which a development permit may be approved at the discretion of the Development Authority with or without conditions.

Energy Industry or Energy Development: Industry that uses some form of alternative energy either as the source of its operation or the result of its operation, such as, but not limited to, wind farms, solar farms, hydroelectric dams among others.

Environmental Reserve: Regulated through the Municipal Government Act (MGA), it is the transference of land from the landowner to the municipality through the subdivision process. The lands can consist of water bodies, steep slopes, gullies, or drainage courses, and would be required to remain in its natural state.

Environmental Reserve Easement: Similar to an Environmental Reserve, the ERE however allows the title to remain under the landowner, instead of with the municipality. Similar restrictions apply with an easement, such that the land would be left in its natural state.

Environmentally Significant Area (ESA) means an area defined as an Environmentally Significant Area within the applicable land use bylaw of the approving municipality.

Extensive Agriculture: The general raising of crops and grazing of livestock in a nonintensive nature.

Extractives or Extractive Industry: Use of lands that are governed by the location of a natural resource such as, but not limited to, sand and gravel, oil and gas, or logging which involves the extraction or onsite processing and/or storage of a natural resource.

Historical Resource Value (HRV): Lands that contain or are believed to contain historic resources, including primarily archeological and paleontological sites, Aboriginal traditional use sites of a historic resource nature, and historic structures.

Intensive Agriculture: If not defined in the respective municipalities' Land Use Bylaw, it is any concentrated method used to raise crops or to rear or keep livestock, animals, poultry or their products for market including, but not limited to, such operations as horse riding stables, poultry farms, pastures, rabbitries, fur farms, greenhouses, tree farms, sod farms, apiaries, dairies, nurseries and similar specialty uses conducted as the principal use of a building or site.

Intermunicipal Border: The shared border between Village of Hussar and Wheatland County.

Intermunicipal Development Plan (IDP): A statutory document, adopted by bylaw in accordance with section 631 of the *Municipal Government Act*, which is used by municipalities as a long-range planning tool.

Intermunicipal Development Plan Committee (the Committee): The members assigned by each respective Council for the purposes of administering and monitoring the Intermunicipal Development Plan.

May: Is an operative word that means that there is a choice, with no particular direction or guidance intended.

Municipalities (the Municipalities): The municipalities of Village of Hussar and Wheatland County.

Municipal Government Act (MGA): The Municipal Government Act Revised Statues of Alberta 2000, Chapter M-26, as amended.

Municipal Development Plan (MDP): A statutory plan, adopted by bylaw in accordance with section 632 of the *Municipal Government Act* and used by municipalities as a long-range planning tool.

Permitted Use: The use of land or a building in a land use district for which a Development Authority shall issue a development permit with or without conditions providing all other provisions of the Bylaw are conformed with.

Plan: The Village of Hussar and Wheatland County Intermunicipal Development Plan.

Plan Area: The lands defined in this document on **Map 2: IDP Plan Area** noted as "Plan Area" and those properties within the Village adjacent to the IDP Plan Area boundary to which the policies of this document pertain.

Provincial Highway: A road development as such by Ministerial Order pursuant to the *Highway Development and Protection Act,* Alberta Regulation 326/2009.

Ratepayer: A land owner within the municipality who pays taxes to the respective municipality and is considered a stakeholder in public matter relating to the municipality.

Renewable Resource/Energy: A natural resource or form of energy that can replenish on its own with time.

Shall: Is an operative word that means the action is mandatory.

Should: Is an operative word that means that in order to achieve the Plan's objectives, it is strongly advised that the action be taken.

Soil Classifications: The classification of soils in accordance with the Canadian Land Inventory on the basis of soil survey information, and are based on intensity, rather than kind, of their limitations for agriculture.

Class 1 – Soils in this class have no significant limitations in use for crops.
Class 2 – Soils in this class have moderate limitations that restrict the range of crops or require moderate conservation practices.
Class 3 – Soils in this class have moderately severe limitations that restrict the range of crops or require special conservation practices.
Class 4 – Soils in this class have severe limitations that restrict the range of crops or require special conservation practices.
Class 5 – Soils in this class have very severe limitations that restrict their capability in producing perennial forage crops, and improvement practices are feasible.
Class 6 – Soils in this class are capable only of producing perennial forage crops, and improvement practices are not feasible.

Class 7 – Soils in this class have no capacity for arable culture or permanent pasture land.

South Saskatchewan Regional Plan (SSRP): The Regional Plan and regulations for the South Saskatchewan Regional Plan area established by Order of the Lieutenant Governor in Council Pursuant to the *Alberta Land Stewardship Act.*

Stakeholder: A person with an interest or concern in matters pertaining to this Plan.

Statutory Plan: As per Part 17 of the *Municipal Government Act*, is an intermunicipal development plan, a municipal development plan, an area structure plan, or an area redevelopment plan adopted by a municipality under Division 4 of the *Municipal Government Act*.

Subdivision and Development Authority: Within the boundary of Village of Hussar means Village of Hussar Subdivision and Development Authority, and within the boundary of the Wheatland County means the Wheatland County Subdivision and Development Authority.



Request for Decision

February 18, 2020

Resolution No.

Date Prepared January 16, 2020

Subject

Decision-making topic title

Public Hearing for Bylaw 2020-06 – The Village of Rockyford and Wheatland County Intermunicipal Development Plan.

Recommendation

Clear resolution answering – what/who/how/when

THAT Council proceed with Public Hearing for Bylaw 2020-06, this being the Bylaw for the Village of Rockyford and Wheatland County Intermunicipal Development Plan.

GM Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION				
Report/Document:	Attached	X	Available	None

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

Municipalities that share a border were required to enter into an Intermunicipal Development Plan (IDP) as of the April 1st, 2018 amendments to the Municipal Government Act (MGA). The Village of Rockyford and Wheatland County did not previously have an IDP.

The plan area of the IDP encompasses approximately 1650 acres of County land, and includes the parcels within the Village that are directly adjacent to the intermunicipal boundary. The IDP's land use goals and objectives focus on retaining agriculture and grazing as primary land uses in the County's portion of the plan area while directing non-agricultural uses in the Village's plan area. As there is little development pressure within the plan area, the IDP's policies are high-level, focusing on when to notify the other municipality of new developments and encouraging collaboration. There is a policy addressing urban expansion as well. Should the Village need to annex land from the County to accommodate growth, it requires consultation to occur prior to the initiation of an application to the province. The policies address all of the MGA required topics while allowing each municipality to retain control within their respective jurisdictions.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation Municipal Government Act – Section 631 South Saskatchewan Regional Plan (SSRP) Regional Growth Management Strategy (RGMS) Municipal Development Plan (MDP)

Strategic Relevance

Reference to goals or priorities of current work program N/A

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits That Council proceed with the Public Hearing for Bylaw 2020-06

IMPLICATIONS OF RECOMMENDATION General

Consequences to community, overall organization and/or other agencies

The community has an opportunity to provide comment regarding the plan and have their concerns or comments addressed.

Organizational

Policy change or staff workload requirements N/A

Financial

Current and/or future budget impact N/A

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

N/A

Follow-up Action / Communications

Timelines, decision-making milestones and key products

That Council consider proceeding with 1st reading of the proposed document.

Submitted by:



Megan Williams Planner II Reviewed by:



Matthew Boscariol, MES, MCIP, RPP General Manager of Community & Development Services

Apar Back

Brian Henderson, CPA, CA CAO



February 18th, 2020

Resolution No.

Date Prepared January 21st, 2020

Subject

Decision-making topic title

Bylaw 2020-06 – The Village of Rockyford and Wheatland County Intermunicipal Development Plan

Recommendation

Clear resolution answering - what/who/how/when

That Council choose Option #1, to Approve Bylaw 2020-06 this being the Bylaw for the

The Village of Rockyford and Wheatland County Intermunicipal Development Plan.

- Resolution 1: That Council move <u>First Reading</u> of Bylaw 2020-06, this being the Bylaw for the Village of Rockyford and Wheatland County Intermunicipal Development Plan.
- Resolution 2: That Council move <u>Second Reading</u> of Bylaw 2020-06, this being the Bylaw for the Village of Rockyford and Wheatland County Intermunicipal Development Plan.
- Resolution 3: That Council move <u>approval to proceed with Third and Final eading</u> of Bylaw 2020-06.
- Resolution 4: That Council move <u>Third and Final Reading</u> of Bylaw 2020-06, this being the Bylaw for the Village of Rockyford and Wheatland County Intermunicipal Development Plan.

CAO Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION				
Report/Document:	Attached	X	Available	None

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

Municipalities that share a border were required to enter into an Intermunicipal Development Plan (IDP) as of the April 1st, 2018 amendments to the *Municipal Government Act (MGA)*. The Village of Rockyford and Wheatland County did not previously have an IDP.

The plan area of the IDP encompasses approximately 1650 acres of County land, and includes the parcels within the Village that are directly adjacent to the intermunicipal boundary. The IDP's land use goals and objectives focus on retaining agriculture and grazing as primary land uses in the County's portion of the plan area while directing non-agricultural uses in the Village's plan area. As there is little development pressure within the plan area, the IDP's policies are high-level, focusing on when to notify the other municipality of new developments and encouraging collaboration. There is a policy addressing urban expansion as well. Should the Village need to annex land from the County to accommodate growth, it requires consultation to occur prior to the initiation of an application to the province. The policies address all of the *MGA* required topics while allowing each municipality to retain control within their respective jurisdictions.

Staff are recommending all three readings be considered if no further amendments or major changes are required following the public hearing and Council's review.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Municipal Government Act – Section 631 South Saskatchewan Regional Plan (SSRP) Regional Growth Management Strategy (RGMS) Municipal Development Plan (MDP)

Strategic Relevance

Reference to goals or priorities of current work program N/A

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

Option #1 THAT Council Approve Bylaw 2020-06

- Resolution 1: That Council move <u>First Reading</u> of Bylaw 2020-06, this being the Bylaw for the Village of Rockyford and Wheatland County Intermunicipal Development Plan.
- Resolution 2: That Council move <u>Second Reading</u> of Bylaw 2020-06, this being the Bylaw for the Village of Rockyford and Wheatland County Intermunicipal Development Plan.
- Resolution 3: That Council move <u>approval to proceed with Third and Final Reading</u> of Bylaw 2020-06.
- Resolution 4: That Council move <u>Third and Final Reading</u> of Bylaw 2020-06, this being the Bylaw for the Village of Rockyford and Wheatland County Intermunicipal Development Plan.

Option #2 THAT Bylaw 2020-06 be refused.

Resolution 1: That Council move to <u>Refuse</u> Bylaw 2020-06, this being the Bylaw for the Village of Rockyford and Wheatland County Intermunicipal Development Plan.

IMPLICATIONS OF RECOMMENDATION

General

Consequences to community, overall organization and/or other agencies

Approval of this document will solidify already positive relations between the Village of Rockyford and Wheatland County.

Organizational

Policy change or staff workload requirements N/A

Financial

Current and/or future budget impact N/A

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

N/A

Follow-up Action / Communications

Timelines, decision-making milestones and key products

If approved for final reading, Staff will place final document on website for public access.

Submitted by:

Reviewed by:

NOB-D

Matthew Boscariol, MES, MCIP, RPP General Manager of Community & Development Services

Ban Ja

Brian Henderson, CPA, CA CAO

Megan Williams Planner II



PLANNING REPORT

Public Hearing, 1st 2nd, & 3rd Reading – COUNCIL February 18, 2020

BYLAW #:	File No:
2020-06	Rockyford / Wheatland IDP
LOCATION:	AFFECTED AREA:
Parcels within the Village boundary directly adjacent to the shared boundary	667 hectares (1,650 acres)
EXISTING DOCUMENT:	PROPOSED DOCUMENT:
N/A	Village of Rockyford and Wheatland County Intermunicipal Development Plan (IDP)

LOCATION:

The Intermunicipal Development Plan Area covers approximately 667 hectares (1,650 acres) in Wheatland County and includes the parcels within the Village of Rockyford that are directly adjacent to the intermunicipal boundary. The Village of Rockyford is located in the northwest section of the County, approximately 14km northeast of Nightingale.

BACKGROUND INFORMATION:

Municipalities that shared a border were required to enter into an Intermunicipal Development Plan (IDP) as of the April 1st, 2018 amendments to the *Municipal Government Act (MGA)*. The purpose and intent of an IDP is to foster intermunicipal relations by addressing:

- The future land use within the area,
- The manner of and the proposals for future development in the area,
- The provision of transportation systems for the area, either generally or specifically,
- The co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,
- Environmental matters within the area, either generally or specifically,
- Any other matter related to the physical, social or economic development of the area that the councils consider necessary,
- A procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,
- A procedure to be used, by one or more municipalities, to amend or repeal the plan, and
- Provisions relating to the administration of the plan.

The Village of Rockyford and Wheatland County currently do not have an IDP, so in order to meet the MGA requirements, Wheatland County retained B&A Planning Group to assist in preparing the IDP. Both municipalities were provided an opportunity for input, review, and make changes throughout the process. Once a final draft was completed, the document was presented to the Intermunicipal Committee (IMC) for review and feedback. The draft Rockyford / Wheatland IDP was accepted by IMC.

An open house was hosted in Rockyford on January 15th, 2020, where residents from both municipalities attended and had an opportunity to ask questions about the document. The residents who attended the open house were interested in learning about the purpose behind the document and whether it would



impact them. It was explained the document was meant to solidify an existing positive relationship between the two municipalities and to supply a dispute resolution process should we need one.

At this time Wheatland County Staff is proposing that the public hearing be opened, followed by 1st reading, with further motions if no major amendments or changes to the IDP document are requested.

Overview of the IDP:

The IDP's land use goals and objectives focus on retaining agriculture and grazing as primary land uses in the County's portion of the Plan Area while directing non-agricultural uses in the Village's Plan Area. As there is little development pressure within the Plan Area, the IDP's policies are high-level, focusing on when to notify the other municipality of new developments and encouraging collaboration. The policies address all of the above noted topics while allowing each municipality to retain control within their respective jurisdictions.

The portion of Wheatland County that is within the Calgary Metropolitan Regional Board is not within the Plan area, and so the IDP does not contain policies referencing the CMRB.

As per the planning document hierarchy below, the IDP is required to comply with the Alberta Land Stewardship Act, the Municipal Government Act, the Subdivision and Development Regulations, and the Provincial Land Use Policies. The municipal statutory plans are required to comply with the IDP, and at this time they are aligned.

CIRCULATION COMMENTS:

Staff circulated landowners within the Plan Area regarding the public hearing for the Village of Rockyford /Wheatland IDP and received no written comments at the time of writing this report.

Circulation to agencies resulted in no concerns. Circulation to County departments resulted in a few amendments to the IDP to clarify the Plan Area and a few policies.

OPTIONS:

Option #1 THAT Council Approve Bylaw 2020-06

- Resolution 1: That Council move <u>First Reading</u> of Bylaw 2020-06, this being the Bylaw for the Village of Rockyford and Wheatland County Intermunicipal Development Plan.
- Resolution 2: That Council move <u>Second Reading</u> of Bylaw 2020-06, this being the Bylaw for the Village of Rockyford and Wheatland County Intermunicipal Development Plan.
- Resolution 3: That Council move <u>approval to proceed with Third and Final Reading</u> of Bylaw 2020-06.
- Resolution 4: That Council move <u>Third and Final Reading</u> of Bylaw 2020-06, this being the Bylaw for the Village of Rockyford and Wheatland County Intermunicipal Development Plan.

Option #2 THAT Bylaw 2020-06 be refused.

Resolution 1: That Council move to <u>Refuse</u> Bylaw 2020-06, this being the Bylaw for the Village of Rockyford and Wheatland County Intermunicipal Development Plan.



Option #3 THAT Council approve an alternate recommendation.

RECOMMENDATION

Staff is recommending Option #1 - Approval for the following reasons:

- The proposed IDP meets all the requirements of the Municipal Government Act (MGA);
- The proposed IDP meets all the objectives and goals of the SSRP.

Respectfully submitted,

2. NEARS

Megan Williams, Planner II Planning and Development Department



LOCATION PLAN



May 2019



PLAN AREA



January 2020

BYLAW 2020-06

BEING A BYLAW OF WHEATLAND COUNTY FOR THE PURPOSE OF ADOPTING THE WHEATLAND COUNTY AND VILLAGE OF ROCKYFORD INTERMUNICIPAL DEVELOPMENT PLAN IN ACCORDANCE WITH SECTIONS 230, 606, 631 AND 692 OF THE MUNICIPAL GOVERNMENT ACT, REVISED STATUTES OF ALBERTA 2000, CHAPTER M-26, AS AMENDED.

WHEREAS Section 631(1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 requires that two or more Councils of municipalities that have common boundaries must, by each passing a Bylaw, adopt an intermunicipal development plan.

AND WHEREAS the Council of Wheatland County wishes to adopt an intermunicipal development plan in consultation with the Village of Rockyford to be compliant with the recent amendments to the Municipal Government Act (MGA), Revised Statutes of Alberta 2000, Chapter M-26.

AND WHEREAS the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing.

AND WHEREAS a Public Hearing was held on ______ at the Wheatland County office.

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, as amended, the Council of Wheatland County enacts as follows:

- 1. Council shall adopt the Wheatland County and Village of Rockyford Intermunicipal Development Plan, as attached and forming part of this bylaw.
- 2. This Bylaw comes into force when it receives third reading and is signed by the Reeve/Deputy Reeve and the CAO or Designate as per the *Municipal Government Act.*
- 3. The Wheatland County and Village of Rockyford Intermunicipal Development Plan comes into force when Wheatland County and the Village of Rockyford give third readings to their respective bylaws.

______ MOVED First Reading of Bylaw 2020-06 on ______, this being a bylaw for the purpose of adopting the Wheatland County and the Village of Rockyford Intermunicipal Development Plan in accordance with Sections 230, 606, 631 and 692 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

Carried.

_____ MOVED Second Reading of Bylaw 2020-06 on ______ and it was

Carried.

_____ MOVED that permission be granted to hold third and final reading of Bylaw 2020-06.

Carried Unanimously.

_____ MOVED Third and Final Reading of Bylaw 2020-06 on ______ and it was

Carried.

Reeve – Amber Link

Chief Administrative Officer – Brian Henderson



Village of Rockyford & Wheatland County

Intermunicipal Development Plan

Bylaw No. xx & Bylaw No. 2020-06

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ACKNOWLEDGEMENTS





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1 INTRODUCTION

1.1 PURPOSE OF THE PLAN

Collaboration and cooperation are the keys to successful intermunicipal planning. The Village of Rockyford and Wheatland County would like to continue their history of collaboration through this Intermunicipal Development Plan (IDP). This IDP encourages joint planning for lands around the Village as identified by the IDP Area (see **Map 1: IDP Plan Area**). Recent changes to the Municipal Government Act (MGA) mandate that municipalities that share common boundaries must develop an Intermunicipal Development Plan to address: cooperation regarding planning matters of joint interest; addressing land use concerns; procedures for dealing with development proposals and any other matters related to the physical, social or economic development of the area considered necessary (MGA s. 631).

Beyond legislative requirements, municipalities stand to benefit from an IDP in a number of different ways as listed below.

	•	municipal cost-savings, as a result of infrastructure and service sharing, which also provides residents with a higher quality of life;
BENEFITS	•	reinforcing and protecting both municipalities' development philosophies and goals;
IDP BENI	•	mitigating the potential for future intermunicipal conflict; and
	٠	ensuring development for both municipalities occurs in an orderly, economic, efficient and harmonious manner that is sustainable by considering existing development conditions and future municipal goals.

The Plan contains policies that direct the cooperative administration and decision-making in each municipality for development within the Plan Area. A mandatory part of each IDP is the provision of policies for conflict resolution procedures; amending or repealing the Plan; and administration of the Plan. In compliance with the Plan each municipality is ultimately responsible for making decisions within their own municipal jurisdiction.



WHEATLAND

COUNTY

Map 1: IDP Plan Area

Wheatland County - Village of Rockyford Intermunicipal Development Plan

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Paved Road

Waterbody

Unpaved Road

----- Railway (Abandoned)

Intermunicipal Development

Intermunicipal Development

Plan Shared Boundary

Plan Area Boundary

Municipal Boundary

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January 2020 Map and data for informational and planning purposes only

1.2 LEGISLATIVE REQUIREMENTS

Recent amendments to the Municipal Government Act (MGA) mandate that municipalities must complete an IDP within two years, which mandates an April 2020 completion deadline. However, Ministerial Order No. MSL:047/18 granted an extension to April 1, 2021 for municipalities that are members of the same growth management board (GMB), and between a municipality that is a member of the GMB and a municipality that is not a member of the GMB, but is located within the boundaries of the member municipality. In this case the latter would apply and an April 1, 2021 deadline is required.

Specifically, the MGA states:

- 631(1) Two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an Intermunicipal Development Plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.
 - (1.1) Despite subsection (1), the Minister may, or by order, exempt one or more councils from the requirement to adopt the Intermunicipal Development Plan, and the order may contain any terms and conditions that the Minister considers necessary.
 - (1.2) Two or more councils of municipalities that are not otherwise required to adopt an Intermunicipal Development Plan under subsection (1) may, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an Intermunicipal Development Plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.
 - 631(2) An Intermunicipal Development Plan
 - a) must address
 - *i.* the future land use within the area,
 - *ii.* the manner of and the proposals for future development in the area,
 - iii. the provision of transportation systems for the area, either generally or specifically,
 - *iv.* the co-ordination of Intermunicipal programs relating to the physical, social and economic development of the area,
 - v. environmental matters within the area, either generally or specifically,
 - vi. any other matter related to the physical, social or economic development of the area that the councils consider necessary,

and

- b) must include
 - *i.* a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,
 - *ii.* a procedure to be used, by one or more municipalities, to amend or repeal the plan, and
 - *iii.* provisions relating to the administration of the plan

- (3) The council of a municipality that is required under this section to adopt an Intermunicipal Development Plan must have an Intermunicipal Development Plan that provides for all of the matters referred to in subsection (2) within 2 years from the date this subsection comes into force.
- (4) Subject to the regulations, if municipalities that are required to create an Intermunicipal Development Plan are not able to agree on a plan, sections 708.33 to 708.43 apply as if the Intermunicipal Development Plan were an Intermunicipal Collaboration Framework.
- (5) In creating an intermunicipal development plan, the municipalities must negotiate in good faith.

Intermunicipal Collaboration Framework (ICF)

An Intermunicipal Collaboration Framework (ICF) is a mandatory requirement for all municipalities that are outside of a growth management area. An ICF formalizes collaboration between municipalities for managing growth, and coordinating service delivery and resources, thereby providing a forum for neighboring municipalities to work more closely together. An Intermunicipal Development Plan (IDP) is a mandatory component of every ICF.

With regard to an Intermunicipal Collaboration Framework, the MGA specifically states:

708.28 (1) Subject to subsection (4), municipalities that have common boundaries must, within 2 years from coming into force of this section, create a framework with each other.

708.30 (1) A framework is not complete for the purposes of section 708.29 unless the councils of the municipalities that are parties to the framework have also adopted an intermunicipal development plan under section 631 or an intermunicipal development plan is included as an appendix to the framework.

(2) Subsection (1) does not apply if the Minister has exempted one or more of the councils of the municipalities from the requirement to adopt an intermunicipal development plan pursuant to section 631(1.1).

(3) Despite section 631, to the extent that a matter is dealt with in a framework, the matter does not need to be included in an intermunicipal development plan.

1.3 MUNICIPAL PROFILES

Village of Rockyford



The Village of Rockyford is located in south-central Alberta, within Wheatland County, situated 88 km east of the city of Calgary, and 56 km southwest of Drumheller (see **Map 2: Regional Context**). The Village celebrated its centennial in 2019. According to the 2016 Canadian census the population of the Village was 316 persons. The Village is located near the junction of Township Road 263A and Range Road 233. The Village has a mixture of residential, commercial and light industrial development with many businesses related to the agricultural sector.

Wheatland County



Wheatland County covers an area of approximately 460,000 hectares (1.1 million acres), with a population of 8,788 (Statistics Canada, 2016 Census). Wheatland County surrounds four urban municipalities and contains a number of other hamlets and communities not officially designated as hamlets. The County is bordered by six rural municipalities, two towns (Drumheller & Strathmore), three villages (Rockyford, Standard & Hussar) and Siksika First Nation. A portion of Wheatland County around Strathmore is within the Calgary Metropolitan Region Board jurisdiction (see **Map 2: Regional Context**). The economy of Wheatland County is based on agriculture, including beef and grain production. In recent years, industry, manufacturing and oil and gas development have played key roles in the County's economic growth.



Map 2: IDP Regional Context

Wheatland County - Village of Rockyford Intermunicipal Development Plan

Municipal Boundary

Village

ц.

Plan Shared Boundary

Wheatland County

Plan Area

Intermunicipal Development

WHEATLAND

COUNTY
2 PLAN AREA

2.1 PLAN AREA CHARACTERISTICS

The Plan Area is a mainly rural agricultural area that contains both local and regional infrastructure to support transportation systems, local residents and businesses, and the agricultural sector. The following section further highlights the key characteristics of the Plan Area.

AGRICULTURE & SOIL CHARACTERISTICS

 Agriculture is the primary land use of the Plan Area and there is a mix of agricultural operations including grazing and crop farming in the area.
• The area contains a variety of soil characteristics that range of soil class 2 to class 4,
as shown on Map 3: Soil Classification. The area contains mostly classes 2 and 3
soils, with class 4 soils located in the north east corner of the Plan Area.

NATURAL LANDSCAPE			
	 A large portion of the Plan Area is used for agriculture with some areas remaining as natural wetlands. Serviceberry Creek is located in the south and east portion of the Plan Area and contains associated riparian environmental features. Environmental features are shown on Map 4: Environmental Considerations 		

RESIDENTIAL DEVELOPMENT			
	The Village has an established residential area with minimal new growth areas. Within the County portion of the Plan Area there is minimal acreage or country residential development as development is focused primarily on farmsteads (see Map 1: IDP Plan Area).		



Map 3: Soil Classification

Wheatland County - Village of Rockyford Intermunicipal Development Plan

Watercourse

Waterbody

Village

Intermunicipal Development

Intermunicipal Development Area Boundary

Plan Shared Boundary

WHEATLAND

COUNT



Watercourse Map 4: Environmental Considerations

Wheatland County - Village of Rockyford Intermunicipal Development Plan

Waterbody

Village

Development Plan

Shared Boundary

Alberta Wetland

Inventory Intermunicipal Development Area

Boundary

E.

COUNT

TRANSPORTATION INFRASTRUCTURE

•

- Township Road 263A and Range Road 233 (Serviceberry Trail) are the main transportation corridors in the Plan Area. These roads connect with Highway 21 and 564 respectively. There is no longer a rail connection to the Village.
 - Transportation Infrastructure is shown on Map 5: Energy & Constraints

ENERGY



There are energy facilities within the Plan Area including well sites and pipelines as shown on **Map 5: Energy & Constraints**. Minimizing risk to these facilities is important during the planning process.

LAND USE DESIGNATIONS			
R	The existing land use designations in the Plan Area and the Village are determined by each municipality's land use bylaw. Within the Plan Area the lands are designated as Agricultural General (AG) district. Land Use Designations within the Village of Rockyford are varied and have been identified on Map 6: Land Use Designations . The Land Use Designations shown on Map 6 are provided as a point-in-time capture for information purposes only and are subject to change without amendment to this Plan.		



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Map and data for informational and planning purposes only.



RG - Residential General

Intermunicipal Development

Intermunicipal Development Area Boundary

UR - Urban Reserve

PPaged 1844dary

CB - Central Commercial

CR - Country Residential

IG - Industrial General

IR - Industrial Restricted

District

District

COUNT

Wheatland County - Village of Rockyford Intermunicipal Development Plan

May 2019

2.2 POPULATION ANALYSIS

The Village of Rockyford witnessed both growth and decline in population over the last 25 years, with a rise in population from 318 in 1991 to 375 in 2001, and then a decline since 2001 to 316 persons in 2016 according to Census Canada (see **Figure 1**).



Figure 1: Village of Rockyford Historic Population

Population Age Distribution

The population age distribution in the Village is largely divided into two categories, those under 20 years of age and those between 40-65 years old (see **Figure 2**). This is typical for villages of this size as amenities for those over 65 typically are not available and major employment or education opportunities for those 20-40 years old are also usually not abundant.



Figure 2: 2016 Census Rockyford Population by 5-year Cohort

2.3 VACANT LAND ANALYSIS

One typical component of intermunicipal planning is gaining an understanding of any future growth requirements of the urban municipality. In the case of the Village of Rockyford since there has been a recent decline in population growth, as shown on **Figure 1**, urban expansion is not deemed necessary at this time. A simple vacant land inventory was completed for the Village and shows sufficient lands are available within the Village. **Map 7** identifies the known vacant lands in the Village, which total approximately 165 ha (409 acres).

VACAN	NT LAND ANALYSIS	;
Total Vacant Land	165 hectares	409 acres



Intermunicipal Development Plan Shared Boundary Vacant Land Watercourse Waterbody

Map 7: Vacant Land and Future Growth Areas Wheatland County - Village of Rockyford Intermunicipal Development Plan



3 INTERMUNICIPAL LAND USE POLICIES

The following land use policies direct the Village of Rockyford and Wheatland County administrations, subdivision and development authorities, and Councils to manage the development of lands within the Plan Area in a collaborative way that achieves the goals of each municipality.

3.1 GENERAL LAND USE POLICIES

INTENT

The general land use policies apply to the entire Plan Area and provide an overall direction for the IDP.

- 3.1.1 The primary land use in the County's section of the Plan Area shall be agriculture and grazing and non-agricultural uses should be aligned with the County's Municipal Development Plan and are encouraged to be located within the Village where the land use is compatible with an urban context. The land uses within the Village shall be aligned with the Village's Municipal Development Plan.
- 3.1.2 The municipalities, as per this Plan, shall strive to engage in effective dialogue when considering land use in the Plan Area, while still maintaining complete jurisdiction on lands within their own boundaries.

- 3.1.3 The municipalities may collaborate and investigate methods of giving support to projects that may mutually benefit or enhance the quality of life of residents from both municipalities. This could be in the form of in-kind donations, materials, municipal letters of support, unified government lobbying, application for grants, or other more permanent arrangements upon mutual agreement.
- 3.1.4 Both municipalities agree to jointly discuss ways to cooperate with provincial and federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.

3.2 URBAN EXPANSION

INTENT

From time to time urban municipalities require additional land within their jurisdiction to accommodate future population growth and/or to enable the municipality to plan rationally for the future.

POLICIES

3.2.1 When the Village of Rockyford requires additional lands, consultation shall occur with Wheatland County and its residents prior to initiating any annexation application to the province.

3.3 SERVICING & INFRASTRUCTURE

INTENT

Proper servicing (water, sewer & storm water) of development is critical for the continued health and safety of local residents. The intensity of urban development necessitates municipal piped servicing while low intensity rural development often only requires individual site servicing.

- 3.3.1 The Village of Rockyford and Wheatland County shall require all developments within their respective jurisdictions to be serviced in accordance with each municipality's Municipal Development Plan and Land Use Bylaw.
- 3.3.2 Where stormwater from a proposed development has the potential to impact the other municipality the Village and County are strongly encouraged to work together to find a mutually agreeable stormwater solution.
- 3.3.3 Where necessary, the Village and County are encouraged to work together to implement cooperative stormwater servicing solutions in the Plan Area.

3.4 AGRICULTURE

INTENT

The agricultural sector is a key economic and cultural pillar for both the Village of Rockyford and Wheatland County. Agriculture will continue to be the primary land use in the County's section of the Plan Area, and non-agricultural uses should only be considered in the County when they cannot be accommodated within the Village of Rockyford. Non-agricultural uses within the Plan Area shall be located where the land is proven to be suitable, and the land use will not negatively impact the Village and nearby agricultural operations.

POLICIES

- 3.4.1 Agriculture and grazing shall be the primary use in the County's section of the Plan Area. Where feasible and compatible non-agricultural development shall be directed to lands within the Village of Rockyford.
- 3.4.2 Wheatland County will encourage good neighbour farming practices, such as dust, weed and insect control, adjacent to developed areas through best management practices and Alberta Agriculture guidelines.
- 3.4.3 If disputes or complaints should arise between ratepayers and agricultural operators, the municipality receiving the complaint shall strive to direct the affected parties to the appropriate agency, government department or municipality for consultation or resolution wherever necessary.

3.5 RESOURCE EXTRACTION & ENERGY DEVELOPMENT

INTENT

Resource extraction is recognized as important to the local economy and to the maintenance of transportation routes and other infrastructure. However impacts from resource extraction operations may affect nearby lands and must be addressed through proper siting and operation practices.

- 3.5.1 Upon receipt of a development permit or redesignation application for a new or expanding natural resource extraction operation within the Plan Area or lands within the Village adjacent to the Plan Area, the municipality shall forward a copy to the other municipality.
- 3.5.2 Upon receipt of a notice of application from a provincial agency for a natural resource extraction operation within the Plan Area or lands within the Village adjacent to the Plan Area (e.g. Code of Practice application notice from Alberta Environment & Parks) the municipality shall forward a copy to the other IDP member.

- 3.5.3 When evaluating an application for a new or expanding natural resources extraction development the approving municipality shall ensure the development provides evidence of how it will mitigate the potential negative impacts of dust, noise, traffic, air, and water pollution.
- 3.5.4 Each municipality must be notified of any natural resource extraction proposal in the other municipality that will result in access being required from a road under its control or management. After the application is deemed complete the affected municipality must be notified of the application and give its comments in writing within the notification period. If comments are not received within the notification period it will be determined the municipality has no comments.
- 3.5.5 Either municipality may require an agreement regarding the construction, repair, and maintenance of any municipal roads which may be impacted by natural resource extraction development, when the development requires access to come from the other municipality's road.
- 3.5.6 If either the Village of Rockyford or Wheatland County are in receipt of a notice for a new or expanding Alberta Transportation gravel pit or other natural resource extraction operation within the Plan Area, they shall forward a copy of the notice to the other municipality.

3.6 RENEWABLE ENERGY DEVELOPMENT

INTENT

The availability of wind, sun and other renewable natural resources in the Plan Area allows for the potential of large and small renewable energy developments. However, the appropriate siting of these types of developments is critical to minimizing the impacts to adjacent lands and local infrastructure.

- 3.6.1 The municipalities encourage the location of renewable energy developments within the Plan Area:
 - a) where compatible with existing land uses, and
 - b) in consideration of comments from the adjacent municipality.
- 3.6.2 Any application for renewable energy development within the Plan Area shall be referred to the other municipality after it is deemed complete. Small scale renewable energy developments that either do not require a development permit or are listed as a permitted use in the applicable Land Use Bylaw District do not require referral to the other municipality.

3.7 TRANSPORTATION

INTENT

It is important that each municipality take into consideration the impact of development on provincial highways and municipal roads located within the Plan Area that form the area's transportation infrastructure.

POLICIES

- 3.7.1 Each municipality shall be notified of any multi-lot subdivision or major development proposal in the other municipality that will result in access being required from a road under its control or management. The affected municipality may request to obtain any associated traffic studies and must give its comments in writing within the notification period. If comments are not received within the notification period it will be determined the municipality has no comments.
- 3.7.2 Each municipality shall be notified of any road closure or development of an undeveloped road that will result in access being increased, decreased or removed for a road under its control or management. The affected municipality may request to obtain any associated traffic studies and must give its comments in writing within the notification period. If comments are not received within the notification period it will be determined the municipality has no comments.
- 3.7.3 Either municipality may require a developer to enter into a road use agreement to control traffic, manage dust control or maintenance issues if access to the development is required from a road under its control or jurisdiction.
- 3.7.4 When required by Alberta Transportation, developers shall conduct traffic studies with respect to the impact and access onto provincial highways. Any upgrading identified by a traffic study conducted by a developer with respect to a highway shall be implemented by the developer at its sole cost and to the satisfaction of Alberta Transportation.

3.8 TELECOMMUNICATION TOWERS / UTILITIES

INTENT

Telecommunication towers and associated infrastructure is largely outside the jurisdiction of municipalities despite potential impacts to the local area. Municipalities have the opportunity to provide comments to applicants and approving authorities/agencies regarding applications within the Plan Area and municipality.

POLICIES

3.8.1 Where there is an application for a new, expanded or retrofitted telecommunication tower within the Plan Area, the municipality within which the application is located shall refer the application to other municipality for comment. If the municipality in which the application is

located chooses to send a letter in response to an application for a telecommunication tower (sometimes referred to as a 'Letter of Concurrence') to the approving authority/agency, the municipality shall include any comments received from the other municipality. If the municipality in which the application is located chooses not to send a letter it shall instruct the adjacent municipality to send their comments directly to the approving authority.

- 3.8.2 When providing a response letter or Letter of Concurrence for a new, expanded or retrofitted telecommunication tower, Village of Rockyford and Wheatland County shall request telecommunication companies to co-locate within the Plan Area where technically feasible.
- 3.8.3 When providing comments to provincial and federal departments regarding utility development within the Plan Area, Village of Rockyford and Wheatland County shall request that consideration be given to the establishment of utility corridors with multiple users.

3.9 RECREATION & NATURAL ENVIRONMENT

INTENT

To ensure recreation and development occurs in a cooperative and harmonious manner with the natural environment.

- 3.9.1 Both municipalities are encouraged to cooperate on the creation and maintenance of recreational amenities.
- 3.9.2 When making land use decisions, each municipality will:
 - a) utilize and incorporate measures which minimize possible impacts on important water resources;
 - b) establish appropriate setbacks to maintain water quality, flood water conveyance and storage, bank stability and habitat.
- 3.9.3 For proposed development on lands within the Plan Area that may contain an environmentally significant site, an environmental/biophysical impact assessment (EIA/BIA) may be required to be completed by the developer to satisfaction of the development authority.
- 3.9.4 For proposed development on lands that may contain a historic resource, a Historical Resource Overview (HRO) or Historical Resource Impact Assessment (HRIA) may be required to be completed by the developer to the satisfaction of the municipality and Alberta Culture and Tourism. The developer must comply with the Historical Resources Act and Alberta Culture and Tourism.

- 3.9.5 Both municipalities should consider the provincial *Wetland Policy* and *Stepping Back from the Water – A Beneficial Management Practices Guide for New Development* when making land use decisions with the goal of sustaining the environment and economic benefits.
- 3.9.6 Areas identified as environmentally sensitive or environmentally significant through federal, provincial, or municipal reports, policies or plans or through supplemental professional studies should be protected through the use of Environmental Reserves, Environmental Reserve Easements, Conservation Easements, or other appropriate methods as determined by the municipality and its applicable Land Use Bylaw regulations.
- 3.9.7 Subdivision and Development in or adjacent to water bodies, steep slopes or natural areas shall take into consideration flooding, slope stability and soil characteristics in order to minimize negative impacts.
- 3.9.8 Either municipality shall refer any new environmental or biophysical study or report in support of a planning or development application pertaining to lands within the Plan Area to the other municipality.
- 3.9.9 Either municipality shall refer any new or amended municipal bylaw or policy pertaining to environmental or biophysical matters within the Plan Area.

3.10 INTERPRETATION

INTENT

To ensure the policies and language within this Plan are as clear and concise as possible.

- 3.10.1 All references to a specific agency, body, or department were accurate at the time of writing. All references throughout the Plan shall therefore be considered to be applicable to the current relevant agency, body or department.
- 3.10.2 Unless otherwise required by the context, words used in the present tense include the future tense; words used in the singular include the plural; and the word person includes a corporation as well as an individual. Unless otherwise stipulated, the *Interpretation Act, Chapter I-8, RSA 2000* as amended, shall be used in the interpretation of this bylaw. Words have the same meaning whether they are capitalized or not.
- 3.10.3 The relative boundaries or any variable presented on the maps contained in this Plan, with the exception of the boundaries of the Plan Area, shall be interpreted as an approximation and not a precise depiction of its actual or full extension.



4 PLAN ADMINISTRATION AND IMPLEMENTATION

4.1 INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE

INTENT

The implementation of this Plan will be an ongoing process to ensure it is maintained and remains applicable. A committee with joint representation will ensure continued dialogue and cooperation, as the purpose of this committee is to promote active cooperation and conflict resolution through a consensus-based approach.

- 4.1.1 For the purposes of administering and monitoring the IDP, the Village of Rockyford and Wheatland County establish the Intermunicipal Development Plan Committee (the Committee) comprised of an even number of members of Council from both Village of Rockyford and Wheatland County. Each municipality shall appoint a minimum of two members for the Committee and may appoint an alternate Committee member in the event a regular member cannot attend a scheduled meeting. Alternate Committee members shall have standing.
- 4.1.2 The term of appointment for Committee members shall be as determined by each municipality. Following each election, Members of the Committee shall be appointed by respective Councils at their Organizational Meeting. If a Council wishes to appoint a new member to the Committee (including the alternate), they must do so by motion of Council at a regular Council meeting. The municipalities shall notify one another upon appointing members and alternate members to the Committee.
- 4.1.3 Village of Rockyford and Wheatland County agree that the main functions of the Committee are to:
 - a) create a forum for dialogue on issues of common concern and interest;
 - b) address concerns regarding the policies of the Plan;
 - c) address proposed amendments to the Plan;

- address redesignation applications, changes to land use bylaws, statutory plans or other policy or regulatory amendments affecting the Plan Area;
- e) address issues in relation to the implementation of Plan policies;
- engage in resolving any conflicts or disputes which arise from this Plan—both municipalities will equally share costs associated with using outside assistance to resolve a dispute; and
- g) address any other land use issues deemed appropriate, but which are not explicitly identified in the Plan.
- 4.1.4 Meetings of the Committee shall be held on an "as needed basis", or at the request of either municipality. Committee meetings should be held as soon as possible if any conflict arises, or if any matter is brought before it.
- 4.1.5 A municipality may call a meeting of the Committee at any time upon not less than five (5) days' notice of the meeting being given to all members of the Committee and support personnel, stating the date, the time, purpose and the place of the proposed meeting. The five (5) days' notice may be waived with three quarters of the Committee members' agreement noted.
- 4.1.6 The municipality that called the meeting of the Committee shall host and chair the meeting and is responsible for preparing and distributing agendas and minutes.
- 4.1.7 At least one (1) member of each municipality's administrative staff should attend each meeting in the capacity of technical, non-voting advisor.
- 4.1.8 Both Councils agree the Committee is not a decision making body and that the Committee shall issue a written response in the form of comments and/or recommendations to the appropriate and relevant decision making body within 10 business days from the Committee meeting date.
- 4.1.9 Any changes to the Committee format, composition, roles, responsibilities or any aspect of its existence or operation may be requested by either municipality.
- 4.1.10 Where a matter has been referred to the Committee and a resolution cannot be found, the Dispute Resolution process in Section 5 of this Plan shall be adhered to.

4.2 INTERMUNICIPAL REFERRAL POLICIES

INTENT

The purpose of this section of the Plan is to establish clear and consistent expectations and protocols pertaining to the referral process for applications within both municipalities.

POLICIES

General

- 4.2.1 Where an intermunicipal referral is required by policies contained in this Plan, both municipalities agree to provide the other municipality with the required landowner information for the circulation area.
- 4.2.2 Village of Rockyford and Wheatland County should notify the other municipality of major municipal infrastructure or public works projects (e.g. major road upgrades, bridge construction) within the Plan Area or in the Village.

Response Timelines

- 4.2.4 The responding municipality shall, from the date of notification by either postal mail or electronic mail, have the following timelines to review and provide comment on intermunicipal referrals:
 - a) 21 calendar days for all subdivision or development applications,
 - b) 21 calendar days for all redesignation applications, and
 - c) 21 calendar days for all other intermunicipal referrals.
- 4.2.5 In the event that either municipality, the Committee, or any other referral does not reply within the response time for intermunicipal referrals stipulated in this Section, it is presumed the responding municipality and/or Committee has no comment or objection to the referred planning application or matter.

Statutory Plans

- 4.2.6 A newly proposed Municipal Development Plan or amendment by either municipality shall be referred to the other municipality for comment prior to a public hearing.
- 4.2.7 A newly proposed statutory plan or amendment pertaining to the Plan Area shall be referred to the other municipality for comment prior to a public hearing.

Land Use Bylaws

- 4.2.8 All Land Use Bylaw amendments pertaining to the Plan Area shall be referred to the other municipality prior to a public hearing.
- 4.2.9 All redesignation applications within the Plan Area shall be referred to the other prior to a public hearing.
- 4.2.10 A newly proposed Land Use Bylaw from either municipality shall be referred to the other prior to a public hearing.

Outline Plans, Area Concept Plans & Design Concepts

4.2.11 All outline plans, area concept plans, design concepts or similar non-statutory plans in support of a subdivision or development that are located within the Plan Area shall be referred to the other municipality for comment prior to approval.

Subdivision and Development

- 4.2.12 All subdivision applications for lands within the Plan Area shall be referred to the other municipality for comment prior to a decision being rendered.
- 4.2.13 All discretionary use applications within the Plan Area shall be referred to the other municipality for comment prior to a decision being rendered.
- 4.2.14 Both municipalities are encouraged to share with the adjacent municipality, the results of all publicly available technical analyses required by a Subdivision and Development Authority as part of an application within the Plan Area.

Consideration of Responses

- 4.2.15 Comments from the responding municipality and/or the Committee regarding proposed Municipal Development Plans, other statutory plans, and Land Use Bylaws, or amendments to any of those documents, shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered.
- 4.2.16 Comments from the responding municipality and/or the Committee regarding subdivision and development applications shall be considered by the municipality in which the application is being proposed, prior to a decision being rendered on the application.

4.3 PLAN VALIDITY

INTENT

This Plan may require amendments from time to time to accommodate unforeseen situations, and to keep the Plan relevant. This Plan does not contain a "sunset" clause, but rather, a method of continuous updating.

POLICIES

Addressing Provincial Regional Planning Requirements

The two municipalities are located within the South Saskatchewan Regional Plan (SSRP) which has been completed and came into effect September 1, 2014.

- 4.3.1 The municipalities will comply with the adopted regional plan.
- 4.3.2 This Plan aligns with the strategies and policies of the SSRP and the Alberta Land Stewardship Act (ALSA).

Addressing Municipal Amendments and Plan Validity

- 4.3.3 This Plan comes into effect on the date it is adopted by both Councils of the Village of Rockyford and Wheatland County.
- 4.3.4 Amendments shall be adopted by both Councils using the procedures outlined in the Municipal Government Act (MGA). No amendment shall come into force until such time as both municipalities adopt the amending bylaw.
- 4.3.5 Proposed amendments to this Plan by parties other than Village of Rockyford or Wheatland County shall be accompanied by the following:
 - a) an application for amendment submitted to Village of Rockyford along with the applicable municipal fee for processing amendments to a statutory document; and
 - b) an application for amendment submitted to Wheatland County along with the applicable municipal fee for processing amendments to a statutory document.
- 4.3.6 The Plan shall only be repealed if mutually agreed upon by both municipalities and under the condition the Plan will be replaced with a new IDP that will be adopted by both municipalities at the time of the repeal.
- 4.3.7 In the case where only one municipality wishes to repeal the Plan, 60 days notice shall be given to the other municipality stating the intent and reasons for repealing the Plan. Both Councils shall pass the bylaw repealing the Plan and adopting a new IDP for the repeal to take effect.
- 4.3.8 Should only one municipality wish to repeal the Plan, the dispute resolution process in Section 5. shall be initiated.

- 4.3.9 Administrative staff should review the policies of the Plan annually and discuss land use matters, issues and concerns on an on-going basis. Administrative staff may make recommendations to their respective Councils for amendment to the Plan to ensure the policies remain relevant and continue to meet the needs of both municipalities.
- 4.3.10 A formal review of the Plan shall occur within 10 years from the date the IDP is adopted by both municipalities.



5 DISPUTE RESOLUTION

The MGA mandates that every IDP must have policies pertaining to dispute resolution.

5.1 GENERAL DISPUTE PROCESS

INTENT

The policies of this Plan are designed to be general in nature, ensuring that both Village of Rockyford and Wheatland County maintain jurisdiction over the decisions made within their borders. It is anticipated that by following the process below, any disputes or conflicts that may arise can first be avoided, and where necessary, settled at the local level. Only in those circumstances where a resolution cannot be achieved locally would the dispute be referred to outside parties.

POLICIES

General Agreement

The municipalities agree that:

- 5.1.1 It is important to avoid dispute by ensuring the Plan is adhered to as adopted, including full circulation of any permit or application that may affect the municipality as required in the Plan and prompt enforcement of the Plan policies.
- 5.1.2 Prior to the meeting of the Committee, each municipality through its administration, will ensure the facts of the issue have been investigated and clarified, and information is made available to both parties. Staff meetings are encouraged to discuss possible solutions.
- 5.1.3 The Committee shall discuss the issue or dispute with the intent to seek a recommended solution by consensus.

Dispute Resolution

In the case of a dispute, the following process will be followed to arrive at a solution:

- 5.1.4 When a potential intermunicipal issue comes to the attention of either municipality relating to a technical or procedural matter, such as inadequate notification or prescribed timelines, misinterpretation of Plan policies, or a clerical error regarding the policies of this Plan, either municipality's Land Use Bylaw, or any other plan affecting lands in the Plan area, it will be directed to the administrators of each municipality. The administrators will review the technical or procedural matter and if both administrators are in agreement, take action to rectify the matter.
- 5.1.5 Should either municipality identify an issue related to this Plan that may result in a dispute that cannot be administratively resolved or any other issue that may result in a dispute, the municipality shall contact the other and request that a Committee meeting be scheduled to discuss the issue. The Committee will review the issue and attempt to resolve the matter by consensus.
- 5.1.6 The Committee shall be responsible for the keeping of records for all meetings held to resolve a dispute. The Committee shall appoint an individual to keep a record of each meeting and each municipality shall receive a copy of all records of meetings.
- 5.1.6 Should the Committee be unable to arrive at a consensus, the administration of each municipality will schedule a joint meeting of the two Councils to discuss possible solutions and attempt to reach consensus on the issue.
- 5.1.7 Should the Councils be unable to resolve the matter, a formal mediation process to facilitate resolution of the issue shall be initiated.

Filing an Intermunicipal Dispute under the Municipal Government Act

- 5.1.8 In the case of a dispute involving the adoption of a statutory plan, Land Use Bylaw or amendment to such, within 30 days of adoption, the municipality initiating the dispute may, without prejudice, file an appeal to the Municipal Government Board under section 690(1) of the Municipal Government Act (MGA) so that the provincial statutory right and timeframe to file an appeal is not lost.
- 5.1.9 The appeal may then be withdrawn, without prejudice, if a solution or agreement is reached between the two municipalities prior to the Municipal Government Board meeting. This is to acknowledge and respect that the time required to seek resolution or mediation may not be able to occur within the 30-day appeal filing process as outlined in the Municipal Government Act (MGA).

Note: Using section 690(1) of the Municipal Government Act (MGA) is the final stage of dispute settlement, where the municipalities request the Municipal Government Board to intercede and resolve the issue.

Dispute Resolution Flow Chart

The dispute resolution flow chart shown as **Figure 3** is for demonstration purposes only and shall not limit the ability of either municipality to explore other methods of resolution or to choose one method in place of another.



Figure 3: Dispute Resolution Flow Chart



APPENDIX A | DEFINITIONS

APPENDIX A | DEFINITIONS

Adjacent Land(s): Land that abuts or is contiguous to the parcel of land that is being described and includes land that would be contiguous if not for a highway, road, lane, walkway, watercourse, utility lot, pipeline right-of-way, power line, railway or similar feature and any other land identified in a land use bylaw as adjacent for the purpose of notifications under the *Municipal Government Act, Revised Statues of Alberta 2000, M-26* with amendments.

Agricultural Operation: If not defined in the municipality's Land Use Bylaw, it is an agricultural activity as defined in the Agricultural Operation Practices Act. These are agricultural activities conducted on agricultural land for gain or reward or in the hope or expectation of gain or reward, and can include, but is not limited to:

- a) the cultivation of land;
- b) the raising of livestock, including game-production animals within the meaning of the "*Livestock Industry Diversification Act*" and poultry;
- c) the raising of fur-bearing animals, pheasants or fish;
- d) the production of agricultural field crops;
- e) the production of fruit, vegetables, sod, trees, shrubs and other specialty horticultural crops;
- f) the production of eggs and milk;
- g) the production of honey (apiaries);
- h) the operation of agricultural machinery and equipment, including irrigation pumps on site;
- the application of fertilizers, insecticides, pesticides, fungicides, and herbicides, including application by ground and aerial spraying, for agricultural purposes;
- the collection, transportation, storage, application, use transfer and disposal of manure; and
- k) the abandonment and reclamation of confined feeding operations and manure storage facilities.

Alberta Land Stewardship Act (ALSA): The Alberta Land Stewardship Act Statues of Alberta, 2009 Chapter A-26.8, as amended.

Area Structure Plan (ASP): A statutory plan in accordance with the Municipal Government Act (MGA) for the purpose of providing a framework for subsequent subdivision and development of an area of land in a municipality. The Plan typically provides a design that integrates land uses with the requirements for suitable parcel densities, transportation patterns (roads), stormwater drainage, fire protection and other utilities across the entire Plan Area.

Calgary Metropolitan Region Board (CMRB): The board established by the Calgary Metropolitan Region Board regulation (Alberta Regulation 190/2017).

Calgary Metropolitan Region: The lands lying within the boundaries of the participating municipalities of the Calgary Metropolitan Region Board.

Conservation Easement: A voluntary agreement between a landowner and a conservation organization or government agency. The intent of the Conservation Easement is to protect the ecological, scenic, and or agricultural values of the land. The agreement is placed on title, and the landowner continues using the land subject to the specific restrictions in the easement.

Conservation Reserve: As defined by the Municipal Government Act and used for the purpose of conserving environmentally significant features that cannot be required to be provided as environmental reserve.

Council(s): The Council of Village of Rockyford and the Council of Wheatland County in the Province of Alberta.

Development: As defined by the *Municipal Government Act* in Part 17, section 616, means

- a) an excavation or stockpile and the creation of either of them;
- a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land;
- a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
- a change in the intensity of the land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.

Discretionary Use: The use of land or a building in a land use district for which a development permit may be approved at the discretion of the Development Authority with or without conditions.

Energy Industry or Energy Development: Industry that uses some form of alternative energy either as the source of its operation or the result of its operation, such as, but not limited to, wind farms, solar farms, hydroelectric dams among others.

Environmental Reserve: Regulated through the Municipal Government Act (MGA), it is the transference of land from the landowner to the municipality through the subdivision process. The lands can consist of water bodies, steep slopes, gullies, or drainage courses, and would be required to remain in its natural state.

Environmental Reserve Easement: Similar to an Environmental Reserve, the ERE however allows the title to remain under the landowner, instead of with the municipality. Similar restrictions apply with an easement, such that the land would be left in its natural state.

Environmentally Significant Area (ESA) means an area defined as an Environmentally Significant Area within the applicable land use bylaw of the approving municipality.

Extensive Agriculture: The general raising of crops and grazing of livestock in a non-intensive nature.

Extractives or Extractive Industry: Use of lands that are governed by the location of a natural resource such as, but not limited to, sand and gravel, oil and gas, or logging which involves the extraction or onsite processing and/or storage of a natural resource.

Historical Resource Value (HRV): Lands that contain or are believed to contain historic resources, including primarily archeological and paleontological sites, Aboriginal traditional use sites of a historic resource nature, and historic structures.

Intensive Agriculture: If not defined in the respective municipalities' Land Use Bylaw, it is any concentrated method used to raise crops or to rear or keep livestock, animals, poultry or their products for market including, but not limited to, such operations as horse riding stables, poultry farms, pastures, rabbitries, fur farms, greenhouses, tree farms, sod farms, apiaries, dairies, nurseries and similar specialty uses conducted as the principal use of a building or site.

Intermunicipal Border: The shared border between Village of Rockyford and Wheatland County.

Intermunicipal Development Plan (IDP): A statutory document, adopted by bylaw in accordance with section 631 of the *Municipal Government Act*, which is used by municipalities as a long-range planning tool.

Intermunicipal Development Plan Committee (the Committee): The members

assigned by each respective Council for the purposes of administering and monitoring the Intermunicipal Development Plan.

May: Is an operative word that means that there is a choice, with no particular direction or guidance intended.

Municipalities (the Municipalities): The municipalities of Village of Rockyford and Wheatland County.

Municipal Government Act (MGA): The Municipal Government Act Revised Statues of Alberta 2000, Chapter M-26, as amended.

Municipal Development Plan (MDP): A statutory plan, adopted by bylaw in accordance with section 632 of the *Municipal Government Act* and used by municipalities as a long-range planning tool.

Permitted Use: The use of land or a building in a land use district for which a Development Authority shall issue a development permit with or without conditions providing all other provisions of the Bylaw are conformed with.

Plan: The Village of Rockyford and Wheatland County Intermunicipal Development Plan.

Plan Area: The lands defined in this document on **Map 1: IDP Plan Area** noted as "Plan Area" and those properties within the Village directly adjacent to the IDP Plan Area shared boundary.

Provincial Highway: A road development as such by Ministerial Order pursuant to the *Highway Development and Protection Act,* Alberta Regulation 326/2009.

Ratepayer: A land owner within the municipality who pays taxes to the respective municipality and is considered a stakeholder in public matter relating to the municipality.

Renewable Resource/Energy: A natural resource or form of energy that can replenish on its own with time.

Shall: Is an operative word that means the action is mandatory.

Should: Is an operative word that means that in order to achieve the Plan's objectives, it is strongly advised that the action be taken.

Soil Classifications: The classification of soils in accordance with the Canadian Land Inventory on the basis of soil survey information, and are based on intensity, rather than kind, of their limitations for agriculture.

Class 1 – Soils in this class have no significant limitations in use for crops.
Class 2 – Soils in this class have moderate limitations that restrict the range of crops or require moderate conservation practices.
Class 3 – Soils in this class have moderately severe limitations that restrict the range of crops or require special conservation practices.
Class 4 – Soils in this class have severe limitations that restrict the range of crops or require special conservation practices.
Class 5 – Soils in this class have very severe limitations that restrict their capability in producing perennial forage crops, and improvement practices are feasible.
Class 6 – Soils in this class are capable only of producing perennial forage crops, and improvement practices are not feasible.

Class 7 – Soils in this class have no capacity for arable culture or permanent pasture land.

South Saskatchewan Regional Plan (SSRP): The Regional Plan and regulations for the South Saskatchewan Regional Plan area established by Order of the Lieutenant Governor in Council Pursuant to the *Alberta Land Stewardship Act*.

Stakeholder: A person with an interest or concern in matters pertaining to this Plan.

Statutory Plan: As per Part 17 of the *Municipal Government Act*, is an intermunicipal development plan, a municipal development plan, an area structure plan, or an area redevelopment plan adopted by a municipality under Division 4 of the *Municipal Government Act*.

Subdivision and Development Authority: Within the boundary of Village of Rockyford means Village of Rockyford Subdivision and Development Authority, and within the boundary of the Wheatland County means the Wheatland County Subdivision and Development Authority.



Request for Decision

February 18, 2020

Resolution No.

Date Prepared January 23, 2020

Subject

Decision-making topic title

Bylaw 2019-12 – First Reading to redesignate 67.09 acres of Plan 041 1592, Block 1, Lot 2 land from Agricultural General (AG) District to Industrial General (IG) District.

Location: This parcel is adjacent to Range Road 261 and Township Road 241A and is approximately 2km north east of Cheadle.

Recommendation Clear resolution answering – what/who/how/when
That Council choose Option #1, to approve Bylaw 2019-12.
Resolution 1: That Council move <u>First Reading</u> of Bylaw 2019-12, this being the bylaw to redesignate 67.09 acres of Plan 041 1592, Block 1, Lot 2 from Agricultural General (AG) District to Industrial General (IG) District.
Resolution 2: That Council move that a <u>Public Hearing</u> for Bylaw 2020-12 be scheduled for March 24, 2020 at 9:00AM in Wheatland County Council Chambers.

|--|

Any additional comments regarding the reason for the recommendation

RECOMMENDATION				
Report/Document:	Attached	x	Available	None

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

The purpose of this application is to redesignate the parcel to Industrial General to prepare for future industrial development. The landowner had previously applied to subdivide the parcel in 2014 but due to complications with the wetlands and stormwater drainage, the subdivision application was withdrawn in favour of keeping the parcel together and redesignating it. When a development permit application is applied for, a biophysical impact assessment and stormwater master plan may be asked for to ensure the proposed development doesn't impact the wetlands nor cause significant storm water issues.

A preliminary review of the South Saskatchewan Regional Plan, Municipal Development Plan, and Regional Growth Management Strategy did not reveal any pressing concerns. There is a policy in the

West Highway 1 Area Structure Plan that says pre-zoning a parcel too far in advance of subdivision or development plans is discouraged. Staff does not have any concerns regarding the redesignation of this parcel ahead of development as it does fall within an industrial Area Structure Plan, and there are parcels within this quarter section that have already been redesignated to Industrial General.

Staff circulated the application to external agencies and internal departments. No significant concerns were raised, concerns and comments received will be addressed at the subdivision and development permit stage.

Relevant Policy / Practices / Legislation

Strategic Relevance

SSRP Implementation Plan: Agriculture and Community Development RGMS 4.3 MDP Policies 3.1 and 3.7 WH1ASP Land Use Bylaw 2016-01

Response Options and Desired Outcome(s)			
Option #1:	THAT First Reading of Bylaw 2019-12 be granted.		
	Resolution 1	That Council move <u>First Reading</u> of Bylaw 2019-12, this being the bylaw to redesignate 67.09 acres of Plan 041 1592, Block 1, Lot 2 from Agricultural General (AG) District to Industrial General (IG) District.	
	Resolution 2	That Council move that a <u>Public Hearing</u> for Bylaw 2019-12 be scheduled for March 24, 2020 at 9:00AM in Wheatland County Council Chambers.	
Option #2:	<u>THAT Bylaw 2019-</u>	12 be refused.	
	Resolution 1	That Council <u>refuse</u> Bylaw 2019-12, this being a bylaw to redesignate 67.09 acres of Plan 041 1592, Block 1, Lot 2 from Agricultural General (AG) District to Industrial General (IG) District.	
Option #3	THAT Council approve an alternate recommendation.		
RECOMMENDATION			

RECOMMENDATION

Staff is recommending Option #1 - Approval for the following reasons:

- The proposal generally aligns with the SSRP, RGMS and MDP in terms of what is proposed.
- The proposal aligns with the LUB general rules and regulations.

IMPLICATIONS OF RECOMMENDATION General

Proceed with preparation for Public Hearing on March 24, 2020.

Organizational

N/A

Financial

N/A

Follow-up Action / Communications

If given first reading, staff will schedule a public hearing for March 24, 2020, circulating adjacent landowners and advertising it for two consecutive weeks.

Submitted by:

Megro

Reviewed by:

Megan Williams, BCD Planner II Matthew Boscariol, MES, MCIP, RPP General Manager of Community & Development Services

Ban For

Brian Henderson, CPA, CA CAO








BYLAW 2019-12

(LU2019-03)

BEING A BYLAW OF WHEATLAND COUNTY TO AMEND LAND USE BYLAW NO. 2016-01 BY REDESIGNATING PLAN 041 1592, BLOCK 1, LOT 2 FROM AGRICULTURAL GENERAL DISTRICT TO INDUSTRIAL GENERAL DISTRICT.

WHEREAS the requirements for advertising this Bylaw, as per Section 606 of the *Municipal Government Act*, have been met prior to the public hearing date.

WHEREAS a Public Hearing was held on _____, 2020 at the Wheatland County office.

THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, as amended, the Council of Wheatland County enacts as follows:

- Bylaw No. 2016-01, being the Land Use Bylaw is hereby amended by redesignating Plan 041 1592, Block 1, Lot 2, from Agricultural General (AG) District to Industrial General (IG) District as shown on the attached Schedule 'A' forming part of this Bylaw.
- 2. This Bylaw comes into force when it receives third reading and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

_____ MOVED First Reading of Bylaw 2019-12 on ______ this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate 67.09 acres within Plan 041 1592, Block 1, Lot 2 from Agricultural General District to Industrial General District as shown on the attached Schedule 'A'.

Carried.

____MOVED Second Reading of Bylaw 2019-12 on ______ and it was

Carried.

__MOVED Third and Final Reading of Bylaw 2019-12 on ______ and it was

Carried.

Reeve – Amber Link

Chief Administrative Officer – Brian Henderson

SCHEDULE 'A'

Bylaw: 2019-12





Legal Description: Plan 041 1592, Block 1, Lot 2 within SW-12-24-26-W4M File No: LU2019-03 Division: 4 Title Area: 67.09 acres From: Agricultural General (AG) District To: Industrial General (IG) District



February 18th, 2020

Resolution No.

Date Prepared February 3rd, 2020

Subject

Decision-making topic title

First Reading Bylaw 2020-01 - to redesignate +/- 3.00 acres from Agricultural General (AG) District to Industrial General (I-G) District to accommodate the future subdivision of an existing stair construction business.

Recommendation

Clear resolution answering - what/who/how/when

Option #1: THAT First Reading of Bylaw 2020-01 be granted.

Resolution 1: That Council move <u>First Reading</u> of Bylaw 2020-01, this being a bylaw to redesignate +/- 3.00 acres of SW-11-24-26-W4M from Agricultural General District to Industrial General District.

Resolution 2: That Council move that a <u>Public Hearing</u> for Bylaw 2020-01 be scheduled for March 3rd, 2020 at 9:00 AM in Wheatland County Council Chambers.

GM Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION				
Report/Document:	Attached	X	Available	None X

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

The purpose of this application is to redesignate +/- 3.00 acres within SW-11-24-26-W4M from Agricultural General (A-G) District to Industrial General (I-G) District. The landowners operate a stair construction business on the parcel that has been permitted since 2005 and has received no complaints. This redesignation will facilitate a future subdivision so the owners can have separate titles for their residence and business.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Section 5.1 of the SSRP Section 4.3.10 of the RGMS Section 3.7 of the MDP WH1ASP Agricultural General (I-G) District of the LUB

Strategic Relevance

Reference to goals or priorities of current work program N/A

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

OPTIONS:

Option #1: THAT First Reading of Bylaw 2020-01 be granted.

- Resolution 1: That Council move <u>First Reading</u> of Bylaw 2020-01, this being a bylaw to redesignate +/- 3.00 acres of SW-11-24-26-W4M from Agricultural General District to Industrial General District.
- Resolution 2: That Council move that a <u>Public Hearing</u> for Bylaw 2020-01 be scheduled for March 3rd, 2020 at 9:00 AM in Wheatland County Council Chambers.
- Option #2: THAT Bylaw 2020-01 be refused.
 - Resolution 1: That Council <u>refuse</u> Bylaw 2020-01, this being a bylaw to redesignate +/- 3.00 acres of SW-11-24-26-W4M from Agricultural General District to Industrial General District.

Option #3 <u>THAT Council approve an alternate recommendation</u>.

RECOMMENDATION

Staff is recommending Option #1 – Approval for the following reasons:

- The proposal generally aligns with the SSRP, RGMS and MDP in terms of what is proposed.
- The proposal aligns with LUB Industrial General District goals, rules and regulations.

IMPLICATIONS OF RECOMMENDATION

General

Consequences to community, overall organization and/or other agencies N/A

Organizational

Policy change or staff workload requirements N/A

Financial

Current and/or future budget impact

N/A

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

N/A

Follow-up Action / Communications

Timelines, decision-making milestones and key products

If given first reading, staff will schedule a public hearing for March 3rd 2020 and advertise it in the paper for two consecutive weeks.

Submitted by:

Graham Allison

Planner 1

Reviewed



Matthew Boscariol, MES, MCIP, RPP General Manager of Community & **Development Services**

Ban Ba

Brian Henderson, CPA, CA CAO





BYLAW 2020-01

(LU2020-01)

BEING A BYLAW OF WHEATLAND COUNTY TO AMEND LAND USE BYLAW NO. 2016-01 BY REDESIGNATING +/-3.00 ACRES WITHIN SW-11-24-26-W4M FROM AGRICULTURAL GENERAL DISTRICT TO INDUSTRIAL GENERAL DISTRICT.

WHEREAS the requirements for advertising this Bylaw, as per Section 606 of the *Municipal Government Act*, have been met prior to the public hearing date.

WHEREAS a public Hearing was held on _____, 2020 at the Wheatland County office.

THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, as amended, the Council of Wheatland County enacts as follows:

- 1. Bylaw No. 2016-01, being the Land Use Bylaw is hereby amended by redesignating +/-3.00 acres within SW-11-24-26-W4M, from Agricultural General (AG) District to Industrial General (IG) District as shown on the attached Schedule 'A' forming part of this Bylaw.
- 2. This Bylaw comes into force when it receives third reading and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

MOVED First Reading of Bylaw 2020-01 on ______ this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/-3.00 acre within SW-11-24-26-W4M, from Agricultural General District to Industrial General District as shown on the attached Schedule 'A'.

Carried.

____MOVED Second Reading of Bylaw 2020-01 on ______ and it was

Carried.

___MOVED Third and Final Reading of Bylaw 2020-01 on ______ and it was

Carried.

Reeve – Amber Link

Chief Administrative Officer-Brian Henderson

SCHEDULE 'A'

Bylaw: <u>2020-01</u>





Legal Description: SW-11-24-26-W4M File No: LU2020-01 Division: 4 Title Area: +/- 38.06 acre From: Agricultural General (AG) District To: Industrial General (IG) District

PARTNERSHIP REPORT

TO:	WHEATLAND COUNTY COUNCIL
FROM:	TRACY SIMPSON DIRECTOR OF COMMUNITY & PROTECTIVE SERVICES TOWN OF STRATHMORE
SUBJECT:	2019 STRAHTMORE MOTOR PRODUCTS SPORTS CENTRE YEAR END REPORT
DATE:	FEBRUARY 13, 2020
CC:	TOWN OF STRATHMORE COUNCIL

The intention of this report is to provide Council with a brief review of first year of operation of the Strathmore Motor Products Sports Centre. The Strathmore Motor Products Sports Centre has been open to the public for a year. Administration is providing a report to Council on operations of the facility from January 2019 to December 2019.

The Strathmore Motor Products Sports Centre was scheduled to open in September 2018 but due to construction delays over the winter and the reallocation of resources, to ensure the opening of George Freeman school, the official opening of the Sports Centre was pushed into January 2019.

On January 28, 2019, the Sports Centre had a "soft" opening to the public, with limited hours (8:00am to 4:00pm). The facility opened with the Sobeys Indoor Walking Track, the George Freeman School Gymnasium and the Magnum Cementing Public Gymnasium. In mid-February the rental turf was installed for use on the large northern field while awaiting the new product to be delivered.

On February 23, 2019, the Town hosted a Grand Opening Ceremony that included sport demonstrations from local sport associations, tours of George Freeman school, and official ribbon cutting by the three facility partners. In April 2019, the rental turf was removed, and the installation of new artificial turf was completed.

There were several facility rentals during first quarter of 2019 but most user groups (soccer and lacrosse) made other arrangements due to the construction and turf installation delays. A portable board system was installed in May and allowed the facility to host a portion of Redneck Rumble lacrosse tournament over the May 31st to June 2nd weekend.

Beginning in May, Administration began coordinating with the user groups (George Freeman school, Chestermere United Football Club, and Strathmore Minor Soccer) on facility requests for the Fall/Winter. From May 1st to December 31st, over 2,000 hours were utilized by various school or external user groups; generating close to \$20,000 in revenue. New facility users for 2020 include the Calgary Redbirds (Baseball), Calgary Rage (Women's Tackle Football) and Chestermere Crushers (Baseball).

Administration strived to maximize the utilization of the facility by adding fitness programming such as kick boxing, Zumba and Seniorcise in 2019. These classes, and others, will continue into 2020. Facility memberships exceeded \$38,000 in sales for 2019 with an additional \$7,200 in drop in admission. Overall, the success of this facility has resulted in several requests from other municipalities for tours; the Town of Coaldale in November 2018 and the Town of Taber in October 2019.

For additional details please find attached a stats PowerPoint presentation and the January to November Financials for 2019.

Respectfully Submitted,

Tracy Simpson Director of Community and Protective Services

Supporting Documents

- 2019 Sports Centre Final Statistics PowerPoint
- January to November Budget vs. Actuals Financial Report

		Actuals to	Budget at		
		November 30 2019	December 31, 2019	% of Budget	Comments
Income					
1-72-20-410-00	SALE OF GOODS	2,376.19	-	-	
1-72-20-490-00	OTHER SALES	4,033.70	-		
1-72-20-560-00	RENTAL & LEASE REVENUE	8,231.04	160,000.00		
1-72-20-560-01	GENERAL ADMISSIONS	40,369.64	-		
1-72-20-561-00	PUBLIC GYMNASIUM RENTAL	7,196.24	-		
1-72-20-567-01	SPONSORSHIP CONTRACTS	40,441.49	60,000.00		
1-72-20-580-00	MEMBERSHIPS	24,629.93	-		
1-72-20-591-00	DONATIONS	6,235.00	-		
1-72-20-960-00	RECOVERY - COST SHARE	30,196.43	133,000.00		Recovery cost share -
Total Income		163,709.66	353,000.00	46%	is not fully updated for the year.
Fundada					
Expenses 2-72-20-112-00	HOURLY WAGES	145,816.97	201,559.00		
2-72-20-112-00	OVERTIME WAGES	4,861.45	201,333.00		
2-72-20-113-00	EMPLOYER CONTRIBUTIONS	24,825.98	42,876.00		
2-72-20-130-00	CONFERENCES - TRAVEL & SUB	1,502.02	42,070.00		
2-72-20-147-00	TRAINING - TRAVEL & SUB.	75.40	-		
2-72-20-148-00	BUSINESS EVENTS	155.78	-		
2-72-20-215-00		155.76	3,000.00		
2-72-20-215-00	FREIGHT, EXPRESS & COURIER FEES	2 200 15			
2-72-20-221-00	ADVERTISING, PROMOTION & P.R.	3,309.15 484.03	3,100.00		
	PRINTING & BINDING		2 500 00		
2-72-20-251-00	EQUIPMENT MAINTENANCE & REPAIRS	1,940.19	2,500.00		
2-72-20-252-00	BUILDING MAINTENANCE & REPAIRS	1,816.15	10,000.00		
2-72-20-256-00	JANITORIAL MAINTENANCE CONTRACTS	72,659.29	60,000.00		
2-72-20-263-00	RENTAL/LEASES OF EQUIPMENT & FURNISHIN				
2-72-20-274-00		10,336.22			
2-72-20-299-00	OTHER CONTRACTED SERVICES	33,441.91	3,200.00		
2-72-20-511-00	STATIONERY SUPPLIES	5,045.70	2,000.00		
2-72-20-512-00	SAFETY EQUIPMENT & FIRST AID MATERIALS	5,257.48	2,000.00		
2-72-20-513-00	JANITORIAL SUPPLIES	3.88	-		
2-72-20-514-00	CONSUMABLE & BULK FOODS	383.63	-		
2-72-20-516-00	EVENT SUPPLIES	986.87	-		
2-72-20-518-00	PROGRAMMING FEES	507.46	-		
2-72-20-519-00	OTHER PURCHASES	5,188.53	5,000.00		
2-72-20-525-00	SMALL EQUIPMENT PURCHASES	7,396.84	3,000.00		
2-72-20-542-00	Water	5,930.65	-		
2-72-20-543-00	GAS & PROPANE CHARGES	6,706.26	-		
2-72-20-544-00	ELECTRICITY CHARGES	22,903.18	78,152.00		
2-72-20-545-00	GARBAGE COLLECTION CHARGES	1,308.30	8,000.00		
2-72-20-831-00	DEBENTURE INTEREST PAYMENTS	43,065.51	51,657.00		
2-72-20-980-20	Depreciation Buildings	92,943.56	200,000.00		-
Total Expenses		499,507.39	684,044.00	73%	-
Net deficiency		- 335,797.73	- 331,044.00	101%	-
4-72-20-450-00	LOAN PRINCIPLE PAYMENTS	133,332.67	133,333.00		
TOTAL DEFICIENCY		- 469,130.40	- 464,377.00	101%	-
CAPITAL TRANSFERS					
1-72-20-920-00	CONTRIBUTE FROM OPERATING	- 165,166.00	-		Transfer from FSR for capital expenditur
2-72-20-762-00	TRANSFER TO CAPITAL PROJECTS	165,166.00	-		Transfer from FSR for capital expenditure
2-12-20-102-00	INANSFER TO CAPITAL PROJECTS	105,100.00	=		mansier from FSR for capital expenditur

TOTAL INCLUDING CA	PITAL RESERVES	-	504,130.40 -	506,377.00	100%	
						(Wheatland and GHSD have made their contributions)
2-72-20-762-00	CAPITAL MAINTENANCE CONTRIBUTION		35,000.00	42,000.00		Town's contribution to the common maintenance reserve
2-72-20-702-00	TRANSFER TO CAPITAL PROJECTS		105,100.00	-		Transfer from FSK for capital expenditures

Strathmore Motor Products Sports Centre

2019 Year End Report



Programming Re-cap

Adult Fitness Classes

- Kickboxing Class
 - Dates: Mondays & Wednesdays
 - Times: 7:00 8:00pm
 - Instructor: Katelyn Redekopp
 - Number of Sessions offered: 2
 - Cost:
 - \$9.30/class (Members)
 - \$10.30/class (Non-members)
 - \$12 drop-in
 - Average # of Registered Participants/ session: 8
 - Average # of Drop-in's/ session: 2

- Seniorcise Class
 - Dates: Mondays & Wednesdays
 - Times: 1:00 1:45pm
 - Instructor: Robyn Boucher
 - Number of Sessions offered: 2
 - Cost:
 - \$3.75/class (Members)
 - \$4.40/class (Non-members)
 - \$5 drop-in
 - Average # of Registered Participants/ session: 11
 - Average # of Drop-in's/ session: 2

- Mommy & Me Fitness
 - Dates: Tuesdays & Thursdays
 - Times: 10:00 11:00am
 - Instructor: Katelyn Redekopp
 - Number of Sessions offered: 1
 - Cost:
 - \$8.80/class (Members)
 - \$9.70/class (Non-members)
 - \$12 drop-in
 - Average # of Registered Participants/session: 5
 - Average # of Drop-in's/ session: 1-2

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Mommy & Me Fitness

Seniorcise Class



Mommy & Me Fitness

Facility Bookings (May 1 - Dec. 31, 2019)



Facility Bookings (May 1 - Dec. 31, 2019)

Activity	No. of Rentals	Hours Utilized	Total Revenue
Volleyball	37	98	\$2,259.00
Special Events	3	25.5	\$1,358.00
Soccer	47	182	\$4,541.00
Pickleball	2	4.5	\$121.00
Misc. Facility Rentals*	419	1,500.75	\$4,719.00
Lacrosse	3	22.5	\$1,580.00
Football	3	3.5	0
Fast Pitch	10	23	\$1,484.00
Basketball	21	34	\$389.00
Baseball	26	79.5	\$771.00
Badminton	9	39.5	\$328.00
School Use (not including GHSD)	17	34	\$1378.00
Totals	597	2,046.75	\$18,928

Note: "Misc. Facility Rentals" includes all rentals on the Concrete Pad and Flex Space including: Birthday Parties, Tae Kwon Do, Philess Classes...etc.

Facility Usage

- Regular User Group (Currently)
 - Chestermere Soccer 2 hrs. / week (Feb. Dec.)
 - Strathmore Soccer 8 hrs./week (Oct. Dec.)
 - Victory Martial Arts 1 hr. / week (Oct. Dec.)
 - Home Schooling 2 hr. / week (Sept. Dec.)
 - Girl Guides 1 hr. / week (Sept. Dec.)
 - Roller Derby (7 Saturdays in 2019 varied hrs.)
 - Fast Pitch 2.5/ week (Aug. Dec.)
 - Chaos Volleyball Club 8 hrs. / week (Aug. Dec.)
 - PALS 1.5 hrs./ week
 - Redekopp Fitness 3hrs. / week (Sept. Dec.)
 - Kaminsky Fitness 2 hrs. / week (Sept. Dec.)
 - Strathmore Minor Ball 1.5 hrs./ week (Nov. Dec.)
 - Holy Cross Collegiate 2 hrs./ week (Sept. Dec.)

- 2020 Potential New users
 - Strathmore Lacrosse
 - Calgary Redbirds (Baseball)
 - Calgary Rage (Women's Tackle Football)
 - Chestermere Crushers (Baseball)

Golden Hills School Division Usage

- GFS Tournament Usage
 - 240 hours
- GFS Academy Usage
 - Soccer (Oct. Dec.) 12 hrs./week
 - Baseball (Feb. Apr.) 12 hrs./week
 - Fastball (Feb. Apr.) 12 hrs./week
- GHSD (non-GFS) Usage (Both Gyms)
 - 212 hours

- Misc. GFS Booking
 - ***Including: Movie Nights, Christmas Concert, Remembrance Day Ceremonies...etc.)***
 - 16 hours

Membership Revenue

2019 Membership Sales



Track Membership Sales (Jan 1 - Dec. 31, 2019)

Membership Type	Age	# of Sales
10 Pass	Adult	298
	Senior	75
	Youth	5
	Family	7
1 Month Membership	Adult	223
	Senior	217
	Youth	8
	Family	23
3 Month Membership	Adult	39
	Senior	81
	Youth	1
	Family	6

Membership Type	Age	# of Sales
6 Month Membership	Adult	12
	Senior	8
	Youth	0
	Family	0
Annual Membership	Adult	10
	Senior	20
	Youth	0
	Family	1

Total 2019 Track Membership Sales - 1,063

General Membership Sales

(Jan 1 - Dec. 31, 2019) ***Includes Access to: Gymnasiums, Field, & Track***

Membership Type	Age	# of Sales
10 Pass	Adult	31
	Senior	5
	Youth	60
	Child	2
	Family	1
30 Pass	Adult	17
	Senior	3
	Youth	34
	Child	1
	Family	11
1 Month Membership	Adult	16
	Senior	1
	Youth	42
	Child	1
	Family	52

Membership Type	Age	# of Sales
3 Month Membership	Adult	3
	Senior	0
	Youth	11
	Child	0
	Family	16
6 Month Membership	Adult	1
	Senior	0
	Youth	2
	Child	0
	Family	7
Annual Membership	Adult	5
	Senior	0
	Youth	1
	Child	0
- 107	Family	22

Page 167

Total 2019 General Membership Sales - 345

Drop-in Revenue (May 1 - Dec. 31, 2019)

Drop-in Type	# Sold	Net Sales	% of Total Sales
Track Drop-in - (Youth)	20	\$40	0.55%
Track Drop-in - (Adult)	232	\$464	6.39%
Track Drop-in - (Senior)	20	\$40	0.55%
Track Drop-in - (Family)	3	\$14.00	0.20%
General Drop-in - (Child)	46	\$115	1.59%
General Drop-in - (Youth)	639	\$2876	39.77%
General Drop-in - (Adult)	452	\$2,951	40.55%
General Drop-in - (Senior)	1	\$5.00	0.06%
General Drop-in - (Family)	46	\$747	10.33%
Totals	1,481	\$7,251	100%

Facility Enhancements (2020)

- Boot Racks (Lobby)
- Donor Wall
- Turf Sweeper
- Turf Covering
- Lockers
- Continued Sponsorship Program
- Scoreboards
- New Programs
 - Youth Nights
 - Basketball Camp
 - Strong by Zumba fitness class



Request for Decision

February 18, 2020

Resolution No.

Date Prepared February 6, 2020

Subject

Decision-making topic title

To extend the completion date for the Rocky View County/Wheatland County Intermunicipal Development Plan.

Recommendation

Clear resolution answering - what/who/how/when

That Council choose Option #1, to support the extension.

Resolution 1: That Council supports extension of the completion date for the Rocky View County/Wheatland County Intermunicipal Development Plan to April 1, 2021.

GM Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION			
Report/Document:	Attached	Available	None X

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

The *Municipal Government Act* (MGA) mandates municipalities that share a border to develop an Intermunicipal Development Plan (IDP) by April 1, 2020. Ministerial Order MSL: 047/18 allows municipalities who are members of the same growth management board (GMB) a one year extension, to April 1, 2021, with the caveat that both parties agree to the extension by resolution and file supporting council resolutions with the Minister within 90 days of the date each resolution is passed.

Rocky View County and Wheatland County are both within the Calgary Metropolitan Region Board (CMRB) and thus have the option to extend the IDP completion date. At a recent Intermunicipal Committee meeting held on February 5th, 2020, with Rocky View County to discuss the draft IDP, it was recognized that the mandatory review of the Rocky View County and Wheatland County IDP by the CMRB would extend consideration of 3rd reading of the IDP beyond the April 1, 2020 deadline. Consequences of missing the April 1, 2020 deadline may include arbitration and the fees associated with this process. Therefore, the Intermunicipal Committee recommended taking resolutions to the respective Councils for consideration.

Relevant Policy / Practices / Legislation

MSL: 047/18 *Municipal Government Act* Section 631 CMRB IREF, IGP

Strategic Relevance

Response Options and Desired Outcome(s)

Option #1: THAT Council supports the extension.

Resolution 1 That Council supports the extension of the completion date for the Rocky View County/Wheatland County Intermunicipal Development Plan to April 1, 2021.

Option #2 THAT Council approve an alternate recommendation.

RECOMMENDATION Staff is recommending Option #1 - Approval for the following reasons:

- The proposal aligns with what is permitted through Ministerial Order MSL: 047/18
- The proposal will grant Staff enough time to complete the CMRB approval process.

IMPLICATIONS OF RECOMMENDATION General

N/A

Organizational

N/A

Financial

N/A

Environmental, Staff and Public Safety

N/A

Follow-up Action / Communications

If a resolution in support of the extension is made by Wheatland County Council, Staff will notify Rocky View County Staff and wait for their Council to deliberate on the resolution. If a resolution in support of the extension is made by both Councils, Staff will draft a letter to be submitted to the Minister of Municipal Affairs.

Submitted by:

Reviewed bv:

Matthew Boscariol, MES, MCIP, RPP General Manager of Community & Development Services

Bu da

Brian Henderson, CPA, CA CAO

Megan Williams, BCD Planner II

Page 171



February 18, 2020

Resolution No.

Date Prepared February 11, 2020

Subject

Decision-making topic title Intermunicipal Collaboration Framework (ICF): Wheatland County and The County of Newell

Recommendation

Clear resolution answering – what/who/how/when

RECOMMENDATION: THAT Council approve the Intermunicipal Collaboration Framework agreement between Wheatland County and The County of Newell as presented.

GM Comments

Any additional comments regarding the reason for the recommendation The approval of the ICF ensures that the County's are meeting their legislatively required deadline for approval of ICFs. As a County, we do have the ability for 1-2 (one to two) year time extensions for completing our ICFs.

RECOMMENDATION				
Report/Document:	Attached	X	Available	None

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered Attached is the formal draft of the proposed ICF Agreement with the County of Newell. This document has been reviewed and refined by both Administrations. Council's of both County's also reviewed the drafts.

The content of the ICF document will be similar to many of Wheatland County's ICF agreements with its neighbouring municipalities. The content of these streamlined ICF Agreements meet the basic legislated requirements that the province requests through the modernized *Municipal Government Act*, and recent amendments with Bill 25 and the *Red Tape Reduction Implementation Act*.

Given the limited amount of direct interaction between both organizations when it comes to providing services for residents that reside within each jurisdiction, there is limited need to reference any matters beyond the basic requirements that the ICFs contain mechanisms for

working together on matters of mutual interest, and resolving conflicts if / when differences arise.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation Bill 25 amendments Red Tape Reduction Implementation Act Municipal Government Act

Strategic Relevance

Reference to goals or priorities of current work program Complete ICF documents with adjacent municipalities

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

Option #1: <u>THAT Council approve the Intermunicipal Collaboration Framework agreement</u> between Wheatland County and The County of Newell.

Option #2: <u>THAT Council approve an alternate recommendation.</u>

IMPLICATIONS OF RECOMMENDATION

General

Consequences to community, overall organization and/or other agencies Intermunicipal collaboration.

Organizational

Policy change or staff workload requirements N/A

Financial

Current and/or future budget impact

Once in place, it will not be necessary to dedicate specific financial or staff resources to meeting the ongoing obligations that will follow the adoption of the ICF.

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

The approval of this agreement will not have a direct impact on residents or property owners within the County.

Follow-up Action / Communications

Timelines, decision-making milestones and key products

Communicate with The County of Newell that Council has approved, through resolution, the ICF.

Submitted /MB by:

Matthew Boscariol

Reviewed by:

didB.e

Matthew Boscariol, MES, MCIP, RPP General Manager of Community & Development Services

An Fal

Brian Henderson, CPA, CA CAO





"DRAFT" County of Newell and Wheatland County

INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT

Moving Forward in Providing Services and

Opportunities for the Future

FORWARD

The County of Newell and Wheatland County have distinct and similar municipal characteristics. Both are rural municipalities based upon building and maintaining core services including roads, bridges and emergency services which are designed to service an agricultural and resource-based economy.

Collaboration between the two municipalities, where desired, allows for the ability to provide more efficient and better service levels to municipal ratepayers in the region. While some services can be provided solely in a single municipality, working together can improve economies of scale, sustainability of some services, quality of services, and efficiency in delivery.

The two municipalities are committed to identifying current and future issues where joint benefits may be realized through more formalized and rigorous processes, cooperation, and agreements.

Recognizing that it is a legislative requirement of the Provincial Government for municipalities to collaborate, the County of Newell and Wheatland County have agreed upon this Intermunicipal Collaboration Framework Agreement.

Goals of the Intermunicipal Collaboration Framework Agreement

The Intermunicipal Collaboration Framework has five main purposes:

- 1. To meet the requirements of provincial legislation.
- 2. To promote the principles of collaboration between neighboring municipalities with a common border.
- 3. To ensure municipalities consult and communicate on intermunicipal matters.
- 4. To clearly lay out a process where the partners to this agreement can review service levels and decide if the service would benefit from being regionally operated & funded.
- 5. To consider appropriate fair funding mechanisms and deal with differences which may occur from time to time.

The ICF Agreement Between The County of Newell and Wheatland County Will

Recognize and share the vision and priorities of the two municipalities toward providing effective and efficient service levels to their ratepayers: Where feasible and practical – each municipality will work together to assess how commonly utilized services will be provided and funded for the benefit of ratepayers.

Strengthening the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for their ratepayers, but each agree that they will always consider regional service delivery where feasible in the decision-making process.

Promote networks and linkages: Developing positive joint approaches where practical to create efficiencies by sharing opportunities, connections, goals, knowledge and experience to promote the greater good between both municipalities.

Embrace differences in respective municipalities: The distinct characteristics of the individual municipalities is advantageous in providing choice and diversity.

Cooperation not Competition: Although each municipality is responsible to its citizens there is recognition that the citizens and businesses of the region share similar needs and interests and as such each Council will emphasize cooperation and therefore not direct competition with respect to setting municipal policy.

Foster an environment of openness and trust: Cooperation and collaboration requires communication that in turn encourages understanding and better results in reaching common goals.

Commitment to Consultation and Cooperation – Consultation Protocol

The fundamental basis of this agreement is communication and consultation and as such the two municipalities agree to consult on projects which have a regional impact, and both agree to meet and work through matters as they arise. As issues arise, they will first be handled by the respective CAO's or their designate and if that does not resolve the concerns at hand it shall be dealt with by a committee from each council recognizing time may be of the essence.

It is understood that this agreement will encourage communication at all levels of the organization to ensure opportunities are recognized, information is passed through the respective organization and decision makers are informed not just about their own municipality but about regional issues and concerns.

Roles in Managing the Intermunicipal Collaboration Framework Agreement

The Role of both Councils

Each Council retains the ability and responsibility to make decisions on behalf of their residents. By signing onto the agreement, each Council affirms the commitment to increased cooperation at both the council and administration levels.

The Role of the CAOs and Administration

The CAOs have been identified as the principals responsible for maintaining the agreement, its delivery and dealing with intermunicipal issues that surface from time to time during the term of this agreement. The CAO's will foster increased communication and will act as conduits for facilitating the sharing of information, identifying opportunities and prioritizing municipal actions for the consideration of each Council. Disputes or disagreements between CAOs will be dealt with by a dispute resolution committee set up with members from each council.

The Role of Staff

Staff will be responsible to ensure the principles of the agreement are carried out operationally. Staff will work cooperatively with their municipal counterparts to address issues that arise within the scope of their authority and mandate. Staff will also bring to the attention of their respective CAO any issues that arise which require their attention with respect to meeting the commitment and intent of this agreement. Disputes among staff or municipal contractors between the municipalities will be dealt with by the CAOs.

Conflict Resolution

The municipalities recognize the need to establish a conflict resolution process based upon the following principles:

- 1. At the earliest opportunity and at the point closest to where the problems initiated the Chief Administrative Officers and/or Chief Elected Officials will seek to address matters of conflict.
- 2. All matters of conflict should be sought to be resolved swiftly, inexpensively and in an uncomplicated way.
- 3. All matters of conflict should be resolved using a clear procedural pathway.

- 4. Maintain at all times, the essence of collaboration on the majority of issues even though conflict may exist on some issues.
- 5. If a conflict or dispute cannot be resolved between the Chief Administrative Officers and/or Chief Elected Officials, then both municipalities will follow the Arbitration Act.

ICF Agreement – Statutory Provisions

Amendments to the Municipal Government Act require municipalities to work collaboratively with neighboring municipalities to plan, deliver and fund intermunicipal services. The Act requires municipalities with common borders to develop an Intermunicipal Collaborative Framework Agreement. This agreement must address services that benefit residents in more than one municipality and are to identify which municipality is responsible for the services being provided and how the service will be delivered and funded.

Emergency Services

The County of Newell and Wheatland County have jointly entered into a Mutual Aid Agreement, on July 17th, 2000, specific to providing mutual fire protection services. Both municipalities agree to assist each other, where practical, in the event of large scale disasters.

Other Services

No agreements exist or are currently required between County of Newell and Wheatland County for other areas of service. Other services can be made available on a "cost basis" where service capacity exists.

Funding Contributions

There will not be any cost shared funding applicable or required as a result of this agreement. However, in the future, for those service areas where both municipalities deem it prudent to provide shared services, then the two municipalities will work collaboratively towards funding the service in a manner that is fair and equitable to both jurisdictions. A formula may be derived where each municipality pays their proportional share.

Commitment to Collaboration

The County of Newell and Wheatland County acknowledge and affirm that they will seek to fulfill both the intent and the spirit of this agreement by seeking opportunities to collaborate where practical as well as to honor all applicable legislation with respect to intermunicipal collaboration within the Province of Alberta.

IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the _____ day of _____, 2020.

FOR CC	DUNTY OF NEWELL	FOR WHEATLAND COUNTY
PER:		PER:
	Reeve	Reeve
PER:		PER:
	Chief Administrative Officer	Chief Administrative Officer
STIENILAND	WHEATLAND COUNTY	
------------	----------------------------	
	Where There's Room to Grow	
COUNTY	Deguest for Desision	

February 18, 2020

Resolution No.

Date Prepared

January 27, 2020

Subject

Decision-making topic title

Wheatland County Economic Development Board - Member Appointment

Recommendation

Clear resolution answering - what/who/how/when **RECOMMENDATION:** That Council approve the appointment of Audra Reinhardt to the Wheatland County Economic Development Board for a term expiring October 31, 2021.

GM Comments

Any additional comments regarding the reason for the recommendation Additional members will broaden the Board composition and expertise with the intent of improving the feedback and our Economic Development program.

RECOMMENDATION				
Report/Document:	Attached	Available	X	None

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered In 2019, a revised Terms of Reference was approved by Council. In this revision, application matrix templates were developed and completed by current board members to provide additional insight into applications for Council's consideration for Economic Development Board appointments. Completed applications and matrixes are available if they need to review for consideration.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation Economic Development Board Terms of Reference

Strategic Relevance

Reference to goals or priorities of current work program

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

Option 1 – To approve recommendation as proposed.

IMPLICATIONS OF RECOMMENDATION

General

Consequences to community, overall organization and/or other agencies Assist with and promote Economic Development initiatives within the County and region.

Organizational

Policy change or staff workload requirements Work with Economic Development Officer

Financial

Current and/or future budget impact

Pay a per diem per meeting based on terms of reference and approved rates.

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

N/A

Follow-up Action / Communications

Patrick Earl

Timelines, decision-making milestones and key products Advise those appointed of Council's decision.

Submitted by:

Economic Development Officer

Reviewed by:



Matthew Boscariol, MES, MCIP, RPP General Manager of Community & Development Services

Ban to

Brian Henderson, CPA, CA CAO

WHEATLAND	
Ve	WHEATLAND COUNTY
	Where There's Room to Grow
COUNTY	Request for Decision

 February 18, 2020
 Resolution No.

 Date Prepared
 February 3, 2020

 Subject
 February 18, 2020

 Decision-making topic title
 Wheatland County Economic Development Board – Member Appointment

 Recommendation
 Clear resolution answering – what/who/how/when

 RECOMMENDATION: That Council approve the appointment of Christina Stender to the Wheatland County Economic Development Board for a term expiring October 31, 2021.

GM Comments

Any additional comments regarding the reason for the recommendation Additional members will broaden the Board composition and expertise with the intent of improving the feedback and our Economic Development program.

RECOMMENDATION				
Report/Document:	Attached	Available	X	None

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered In 2019, a revised Terms of Reference was approved by Council. In this revision, application matrix templates were developed and completed by current board members to provide additional insight into applications for Council's consideration for Economic Development Board appointments. Completed applications and matrixes are available if they need to review for consideration.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation Economic Development Board Terms of Reference

Strategic Relevance

Reference to goals or priorities of current work program

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

Option 1 – To approve recommendation as proposed.

IMPLICATIONS OF RECOMMENDATION

General

Consequences to community, overall organization and/or other agencies Assist with and promote Economic Development initiatives within the County and region.

Organizational

Policy change or staff workload requirements Work with Economic Development Officer

Financial

Current and/or future budget impact

Pay a per diem per meeting based on terms of reference and approved rates.

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

N/A

Follow-up Action / Communications

Timelines, decision-making milestones and key products Advise those appointed of Council's decision.

Submitted by:

Patrick Earl

Economic Development Officer

Reviewed by:

Matthew Boscariol, MES, MCIP, RPP General Manager of Community & Development Services

Ban to

Brian Henderson, CPA, CA CAO



February 18, 2020

Resolution No. _____

Date Prepared January

January 31, 2020

Subject Decision-making topic title Holiday Train Event Report

Recommendation

Clear resolution answering – what/who/how/when **RECOMMENDATION: THAT Council accept report as information.**

GM Comments

Any additional comments regarding the reason for the recommendation

Significant staff time was allocated to organizing this event. Wheatland County supports community events, gatherings, and functions as they are significant cultural pillars throughout the County. This report provides information, including budgeting dollars that the County spent, for a community group to budget accordingly if there is no dollar(s) contribution (or a dollar value contribution less than what was previously committed) for future Holiday Train functions.

The report further highlights the focus of staff efforts (patrols, social media, committee meetings, coordination with other organizations and businesses, investment in online media campaign "distribution", and effort in designing media material). It is important to note that the additional staff time put toward organizing was split between operational and non-operational hours.

RECOMMENDATION				
Report/Document:	Attached	X	Available	None

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered Council committed up to \$5,000 for this community event and requested a report on the CP Holiday Train event held December 18, 2019 in Gleichen.

The ad hoc organizing committee had members or representatives from the following organizations:

- Gleichen & District Community Association
- Siksika Nation (Health Services and Community Wellness, Fire and Rescue, Parks & Recreation, Public Works, SN7 (Youth Group), Justice and Family Services)
- Gleichen RCMP
- Wheatland County Food Bank
- Community Futures Wild Rose

- Wheatland County (Reeve Link, Community Services, Economic Development and Communications)
- Volunteers

The event ran from 17:00 to 21:00. There were activities both outside, and inside the Community Centre. In addition to a vendor market inside the Community Centre, entertainment included: Calgary Stampede and First Nations Royalty, live performances from local bands, indigenous dancers, drummers, DJs, horse drawn wagon rides, and one food truck. Hot dogs and hamburgers were served all evening. Peace Officers four (4) from Wheatland County, two (2) officers each from Siksika and the Town of Strathmore, and numerous RCMP members were present and patrolling the site during the event. Fire and emergency medical services were also on site.

The Wheatland County hamlet crew assisted with set up and site preparation, tear down logistics, and barricading roads for the event. Siksika Public Works supplied several large garbage dumpsters.

Last year, food for the event was flagged as an area for improvement. This year, the Gleichen Lions, Siksika Fire Department, Wheatland County Councilors, and staff volunteers prepared food for the event. One local food truck was also serving food.

The event attracted an estimated 1500 people, which raised a total of \$9211.00 and 435 pounds of food. Siksika Support Centre Meal Program and the Wheatland County Food Bank shared these proceeds.

2019 Budget for the event:

- Total Expenses: \$7,000*
- In-kind donations: \$19,000

*Not all the expense information has been reported so these costs are approximate numbers.

Wheatland County's net expenses were \$4653.70, which included: Christmas lights, light tower rental, food supplies, horse drawn wagon, and site security (after the event until morning). Expenses were within the budgeted amount of \$5000.00.

Paid marketing efforts of the event included local print advertising (Communications) and "WC" online advertising. The "WC" online advertising reach was 9,374 people with 60 link and photo clicks and 32 shares, which was shared through the Wheatland County social media channels. It also introduced new follows to WC content post-event.

A wrap-up meeting was held on January 30, 2020 some highlights and lessons learned:

- Pole lighting and activities were more engaging this year, yet improvements can still be made.
- The invitation and attendance of the Stampede Princesses were a good addition and well received.
- Participation by the Gleichen Lions was also a good addition to the event. More local service club and not-for-profits aids in sustainability and community involvement.
- The market in the Community Hall had many vendors and having Rosebud Theatre involved aids in hamlet to hamlet working together.
- Tight up the site, a little spread out.
- Traffic Control/parking needs to be improved and closing streets earlier to improve safety.
- Too much food this time need to strike a balance here.
- Sustainability/Structure of the committee moving forward needs to be addressed.

Cite existing policies, practices and/or legislation

Strategic Relevance

Reference to goals or priorities of current work program N/A

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits Option 1: Approve the recommendation of Administration. Option 2: Not approve the recommendation of Administration. Option 3: Approve an alternate of Council's choosing.

IMPLICATIONS OF RECOMMENDATION

General

Consequences to community, overall organization and/or other agencies N/A

Organizational

Policy change or staff workload requirements N/A

Financial

Current and/or future budget impact N/A

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

N/A

Follow-up Action / Communications

Timelines, decision-making milestones and key products

Submitted by:

Reviewed by:

Dave Rimes Community Services Coordinator

Matthew Boscariol, MES, MCIP, RPP General Manager of Community & Development Services

Ban Bal

Brian Henderson, CPA, CA CAO

DETEXTLAND	WHEATLAND COUNTY
COUNTN	Where There's Room to Grow

February 18th, 2020

Resolution No.

Date Prepared F

February 5th, 2020

Subject

Stop sign request – RR 245 & Twp. Rd. 244

Recommendation

Clear resolution answering – what/who/how/when

That Wheatland County Council approve the installation of a stop sign controlling eastbound traffic at the intersection of Range Road 245 and Township Road 244.

CAO Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION				
Report/Document:	Attached	Χ	Available	None

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

Wheatland County has received a request to install a stop sign at the intersection of Range Road 245 and Township Road 244. This intersection currently has traffic control devices consisting of a stop sign controlling the westbound traffic and a yield sign controlling the eastbound traffic.

The intersection has poor sightlines due to a large grove of trees on the North East corner of the intersection and has been subject to many near misses in the past.

The installation of a stop sign controlling the eastbound traffic will help mitigate some of these concerns.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

The past practice has been to bring all revisions to legislative sign, including speed limits and traffic control devices, to Council for approval.

Reference to goals or priorities of current work program

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

- 1. Approve recommendation.
- 2. Not approve recommendation.
- 3. Approve an alternate recommendation of Council's choice.

IMPLICATIONS OF RECOMMENDATION General

Consequences to community, overall organization and/or other agencies

Organizational

Policy change or staff workload requirements The replacement of the sign can be completed under regular operations.

Financial

Current and/or future budget impact The cost of installing a stop sign is approximately \$200.

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public The installation of a stop sign in this location will enhance safety at the intersection.

Follow-up Action / Communications

Timelines, decision-making milestones and key products n/a

Submitted by:	Mike Ziehr General Manager of Transportation & Agriculture	m
Reviewed by:	Brian Henderson CAO	April Fal



Eastbound lane – Twp. Rd 244



CALL CONTENTS	WHEATLAND COUNTY
	Where There's Room to Grow
COUNTY	Degweet fer Desision

February 18th, 2020

Resolution No. _____

Date Prepared F

February 7th, 2020

Subject

Stop sign request – RR 253 & Twp. Rd. 262

Recommendation

Clear resolution answering – what/who/how/when

That Wheatland County Council approve the installation of stop signs controlling northbound and southbound traffic at the intersection of Range Road 253 and Township Road 262.

CAO Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION				
Report/Document:	Attached	X	Available	None

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

Wheatland County has received a request to install stop signs at the intersection of Range Road 253 and Township Road 262. This intersection currently has traffic control devices consisting of yield signs controlling the north and southbound traffic and the east and westbound traffic travel through the intersection unimpeded.

To compensate for a large waterbody west of the intersection, the roads intersect at an askew angle and are not perpendicular to each other. The resulting conditions are not ideal and lead to poor sightlines for drivers approaching the intersection.

The installation of stop signs controlling the north and southbound traffic will help mitigate some of these concerns.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

The past practice has been to bring all revisions to legislative sign, including speed limits and traffic control devices, to Council for approval.

Reference to goals or priorities of current work program

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

- 1. Approve recommendation.
- 2. Not approve recommendation.
- 3. Approve an alternate recommendation of Council's choice.

IMPLICATIONS OF RECOMMENDATION

General

Consequences to community, overall organization and/or other agencies

Organizational

Policy change or staff workload requirements The replacement of the signs can be completed under regular operations.

Financial

Current and/or future budget impact

The cost of installing a stop sign is approximately \$200.

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public The installation of stop signs at this location will enhance safety at the intersection.

Follow-up Action / Communications

Timelines, decision-making milestones and key products n/a

Submitted by:	Mike Ziehr General Manager of Transportation & Agriculture	Lue
Reviewed by:	Brian Henderson CAO	April Bal



Northbound lane – Range Rd. 253





February 18th, 2020

Resolution No.

Date Prepared February 10, 2020

Subject

Decision-making topic title

WRC Phase 3 Waterline in Road rights of way

Recommendation

Clear resolution answering - what/who/how/when

THAT Council approve a request from Wheatland Regional Corporation for the placement of the Phase 3 waterline for the conveyance of potable water to Rosebud, within the municipal road rights of way and County owned lands, based on the information as presented in this RFD.

CAO Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION

Report/Document:

Attached

Available

None

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

The Road Right of Way Access Agreement signed in July 2016 for the placement of the Wheatland Regional Corporation potable water pipelines in the County road rights of way anticipated supplying Rosebud. However, at that time the routing of this leg, Phase 3, was not known. The route has now been determined, with portions being primarily within the road rights of way, and in order to add proceed with construction and inclusion of the routing to the Agreement, Council approval is required.

X

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Placement of infrastructure within County road allowances must receive approvals

Strategic Relevance

Reference to goals or priorities of current work program

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

- 1. Approve recommendation.
- Not approve recommendation.
 Approve an alternate recommendation of Council's choice.

IMPLICATIONS OF RECOMMENDATION General

Consequences to community, overall organization and/or other agencies

Approval of the alignment permits the project to proceed, providing Rosebud with a viable long term potable water solution.

Organizational

Policy change or staff workload requirements None

Financial

Current and/or future budget impact none

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public Approval of the routing permits the project to proceed once WRC has acquired all other approvals and agreements.

Follow-up Action / Communications Timelines, decision-making milestones and key products						
WRC will be	advised of the a	pproval.				
Prepared by:	Robin Glasier		Reviewed by:	Mike Ziehr m		
	Land Agent	alasier"		GM Transportation & Agriculture		
Reviewed by:	Bryce Mackan		Reviewed by:	Brian Henderson		
	Manager Utilities			CAO Ban Bal		





February 18, 2020

Resolution No. _____

Date Prepared February 11, 2020

Subject

Decision-making topic title Appointment of Fire Guardians

Recommendation

Clear resolution answering – what/who/how/when

THAT Council appoint the following individuals as Fire Guardians for Wheatland County for a term of February 18, 2020 to March 1, 2021:

- Dean Young, Jordan Maier, Michelle Van Haarlem, Diane Bodie, Kris Permann, Matthew Curwin, and Vern Elliott – Wheatland County Staff
- Albert Jensen Dalum Fire Protection Association
- Ryan Hauswirth Carseland Fire Department
- Mark Duguay & Malcolm McKinnon Standard Rural Fire Association
- Ron Welcher & Brad Williamson & Garry Tschetter Cluny & Gleichen Fire Departments
- Art Hudson & Craig Nelson Rosebud Fire Association
- Mike Jakubiszyn Wheatland West Fire Department

CAO Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION			
Report/Document:	Attached	Available	None X

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered Council is to accept and appoint the list of Fire Guardians who will in turn operate the Fire Permit program which provides County residents with the ability to burn acceptable materials in a safe manner for legitimate reasons.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Fire Services Bylaw 2019-06 - Section 8.1 - 'Each year before the first of March, the Council shall appoint a sufficient number of Fire Guardians to enforce the provisions of the Forest and Prairie Protection Act and this Bylaw within the boundaries of the County.'

Strategic Relevance

Reference to goals or priorities of current work program Wheatland County Values - Transparent, accountable and open

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

With the appointment of the named individuals as Fire Guardians, Wheatland County will have enough numbers to enforce the provisions of the Forest and Prairie Protection Act and this Bylaw within the boundaries of the County.

IMPLICATIONS OF RECOMMENDATION

General

Consequences to community, overall organization and/or other agencies Permitting system requires Fire Guardians to review permits to ensure safety and security of the community at large is maintained.

Organizational

Policy change or staff workload requirements N/A

Financial

Current and/or future budget impact N/A

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

Fire Guardians provide a checkpoint for fire permits which provide a safe, efficient and effective means of monitoring burning of appropriate materials by the community.

Follow-up Action / Communications

Timelines, decision-making milestones and key products N/A

Submitted by:

by:

Reviewed And

Vern Elliott

Brian Henderson, CPA, CA CAO



February 18, 2020

Date Prepared February 12, 2020

Subject
Decision-making topic title
Correspondence / Information

Recommendation

Clear resolution answering – what/who/how/when

That Council accepts as information correspondence received from the following:

- Alberta Municipal Affairs (Office of the Minister) Re: Calgary Metropolitan Region Board (CMRB)
- Strathmore & District Chamber of Commerce Re: Support of the Business Excellence Awards
- Strathmore & Wheatland County Christmas Hamper Society Re: 2019 Christmas Hamper Review
- Ovintiv Services Inc. Re: Encana Name Changes

CAO Comments

Any additional comments regarding the reason for the recommendation

RECOMMEI Report/Docum		Attached	X	Available		None	
	Action / Commun ion-making milestones a						
Submitted by:	Brian Henderson		Re	viewed by:	- Norm	- An	
Position:	Chief Administrative	e Officer					



Office of the Minister MLA, Edmonton - South West WHEATLAND COUNTY FEB - 4 2020 RECEIVED

AR99803

.../2

JAN 2 2 2020

Reeve Greg Boehlke Rocky View County 262075 Rocky View Point Rocky View County AB T4A 0X2 Reeve Suzanne Oel Foothills County PO Box 5605 High River AB T1V 1M7

Reeve Amber Link Wheatland County Hwy 1 RR 1 Strathmore AB T1P 1J6

Dear Reeve Boehlke, Reeve Oel, and Reeve Link,

Thank you for your letter of January 9, 2020, regarding your concerns with the Calgary Metropolitan Region Board (CMRB).

The CMRB was established with a mandate to develop a consensus vision for future growth in the region. It was also intended as a forum to quickly and effectively address disputes, which have often imposed unacceptable delays and additional costs on development within the region.

I continue to believe in the need for strong intermunicipal collaboration in the Calgary metropolitan region and a mechanism to support that collaboration; however, significant concerns conveyed to me regarding the CMRB must be addressed.

While my schedule unfortunately does not permit me to meet at this time, I am considering options to address these concerns that still ensure an appropriate level of collaboration and coordination in the region. In the coming weeks, I will communicate further with the CMRB and its member municipalities regarding these matters.

Thank you again for writing

Yours very truly,

Kaycee Madu

Minister

cc: Honourable Nathan Cooper, MLA, Olds-Didsbury-Three Hills Honourable Leela Sharon Aheer, MLA, Chestermere-Strathmore Pete Guthrie, MLA, Airdrie-Cochrane Miranda Rosin, MLA, Banff-Kananaskis Angela Pitt, MLA, Airdrie-East Joseph Schow, MLA, Cardston-Siksika R.J. Sigurdson, MLA, Highwood Roger Reid, MLA, Livingstone-Macleod Foothills County Council Wheatland County Council Rocky View County Council Al Hoggan, Chief Administrative Officer, Rocky View County



Writing a THANKYOU to The Business Excellence Awards sponsors and your business is just one way that we wanted to share how much your SUPPORT meant to the Strathmore Wheatland Chamber of Commerce.

The Business Excellence Awards were a ROARING Success.

We SOLD OUT, and everyone there celebrated the terrific Businesses in our Community. We all enjoyed an "Evening in Venice" as the Civic centre was transformed into something special.

Our PLATINUM sponsors were:

Wheatland County and Town of Strathmore

The beautiful Facility- the Strathmore Civic Centre was Sponsored by the Town of Strathmore.

Our Event was Sponsored by Wheatland County, one large reason that were able to have many special touches and effects

Everything from the decor on the tables to an Artist Painting a portrait, fresh flowers and props throughout the room, to strolling musicians and special effects from a projectionist.

Our GOLD sponsors were:

G&S Airport Conveyors, Renaissance Bakery and Remax KEY. This allowed everyone to enjoy a beautiful 4 course Italian themed meal served by Italian waiters. Yummmm

Our Silver Sponsors were:

The Strathmore Times, Scotia Bank, GoldKey Registries and Insurance, The Cooperators, Newsy Neighbor Magazine, Chinook Financial, Phoenix Signs, and 104.5 More Country.

We were able to have large coverage through Print newspaper and magazine media, tons of coverage on the radio, Website and Social Media coverage,12 beautiful engraved trophies for the winners, a special Italian Dessert presented to each table and a glass of chilled bubbly presented to each guest as they arrived to the event.

-OUR VISION-

o be the leading support of growth of our business community.

Page 202_{Based} volunteer business organization that supports the growth Of the business community through member benefits, advocacy



Our Bronze Sponsors were:

Assist Business Centre, ATB financial, Chinook Financial, Strathmore Florist, and Denise Geremia Photography.

The stunning nomination certificates, the Red Carpet entrance and the photo booth complete with a 8ft Gondola, a strolling photographer and our Emcee Natalie Johnstone all were possible because of the bronze sponsors.

We also want to extend a thank you to the Friends of the Chamber: The 1st Strathmore Scouts, Cody Holdaway, Kallie Odonnell, Strathmore Lions Club, CIBC, Real Canadian Liquor Store, Bow Valley College, Rona and ScrewzLoose Tattoos.

Hayley Poirier Chair Strathmore Wheatland Chamber of Commerce

-OUR VISION-

-OUR MISSION STATEMENT

e the leading support of growth of our business community. The Strathmore District Chamber of Commerce is a community Page 203 Based volunteer business organization that supports the growth Of the business community through member benefits, advocacy



MORE & WHEATLAND COUNTY CHRISTMAS HAMPER SOCIETY

c/o Strathmore FCSS 680 Westchester Road Strathmore, AB T1P 1J1 Phone: 403-934-9090 Charity No. 890699549RR0001

To: Wheatland County Members of Council

Re: 2019 Christmas Hamper Review

The Strathmore and Wheatland County Christmas Hamper Society would like to give a warm heartfelt thank you to our community. With support from Strathmore and Wheatland council, residents of the County and Town, Groups, Clubs, Teams, Schools and Businesses have provided incredible donations of food, toys, clothing, money and volunteer time. The outpouring of support to the Christmas Hamper Society program has enabled us to provide a substantial package to all individuals, families and children.

This year we were able to provide 252 hampers (a record amount) and 314 child gift bags to deserving families within our community. Of the 252 families; 130 were single (1-2), 103 double (3-5), 19 triple (6+). 191 were from Strathmore, 30 from Gleichen, 8 from the County of Wheatland, 7 from Rockyford, 6 from Carseland, 5 from Hussar, 3 from Standard, 1 from Redlands, and 1 from Cheadle. Each family received a variety of canned and boxed items, as well as fresh fruit, vegetables, eggs, cheese, milk, hamburger, and either a turkey or ham. We feel that our hampers provided a generous amount of groceries that helped feed families during the holidays. The value was approximately \$250, \$350 and \$450 depending on the size of family. This year the society introduced a \$10 coupon program. Each family size was given a certain amount of coupons that were available to redeem through the month of January. This allowed families to pick up fresh produce and milk through the month. In addition to the food, there was also a gift bag given to every child, with a value of \$140. The content and value of the hampers and gift bags will change year to year depending on the volume of donations that are received.

Our campaign began November 12th, and ran until the last of the tables were packed away just 3 days before Christmas. We had many volunteers offer over 2500 hours of their time; picking up, sorting and organizing food and toys. Our executive consists of 7 volunteers that gave approximately 800 hours of their time, throughout the year. There is also staff at the WFCSS and SFCSS offices that offer numerous "gift in kind" hours that are not included in our volunteer time totals. Without the dedication of all of these community members, the Christmas Hamper Society could not function.

Currently, we are planning for the 2020 campaign and once our campaign dates are set we will update our website at christmashampersociety.com

We wish to thank everyone who donated food, toys, money, gift cards and their precious time during the holiday season. The generosity of this community is outstanding and truly valued.

Yours Respectively Craig Stone -Chairperson



Ovintiv Services Inc. 500 Centre Street SE, PO Box 2850 Calgary AB, Canada T2P 2S5 T 403 645 2000

> WHEATLAND COUNTY JAN 3 1 2020 RECEIVED

January 27, 2020

Re: ENCANA NAME CHANGES

On January 24, 2020, Encana changed its legal entity names as follows:

Old Legal Name	New Legal Name		
Encana Corporation	Ovintiv Canada ULC		
Encana Services Company Ltd.	Ovintiv Services Inc.		

The name changes will have no impact on our commercial relations with you. *Ovintiv Canada ULC* will remain based in Calgary, Alberta, Canada, continue to have field offices in Alberta, British Columbia and Nova Scotia and continue to own and operate its existing portfolio of Canadian crude oil, natural gas liquids, condensate and natural gas properties and related assets.

Due to these name changes, agreements with Encana Corporation are now agreements with *Ovintiv Canada ULC* and agreements with Encana Services Company Ltd. are now agreements with *Ovintiv Services Inc.* The new Ovintiv legal names should be used for the purposes of providing correspondence, invoices and notices pursuant to such agreements.

We would be grateful if you could please update your records and systems with our new names.

Additionally, if you maintain any insurance policy in which Encana Corporation is named as an additional insured, upon renewal of the insurance policy, please arrange to have *Ovintiv Canada ULC* named as an additional insured in place of Encana Corporation and provide us with an updated certificate of insurance.

Yours truly,

OVINTIV CANADA ULC, by its authorized agent Ovintiv Services Inc.

Ovintiv Services Inc. provides operational, corporate, administrative and advisory services to Ovintiv Inc. and its subsidiaries.

Number: C1238305



CERTIFICATE OF CONTINUATION

BUSINESS CORPORATIONS ACT

I Hereby Certify that ENCANA CORPORATION, has continued into British Columbia from the Jurisdiction of CANADA, under the Business Corporations Act, with the name OVINTIV CANADA INC. on January 24, 2020 at 07:30 AM Pacific Time.



ELECTRONIC CERTIFICATE

Issued under my hand at Victoria, British Columbia On January 24, 2020

Inext

CAROL PREST Registrar of Companies Province of British Columbia Canada

Number: C1238305



CERTIFICATE OF CHANGE OF NAME

BUSINESS CORPORATIONS ACT

I Hereby Certify that OVINTIV CANADA INC. changed its name to OVINTIV CANADA ULC on January 24, 2020 at 08:28 AM Pacific Time.



ELECTRONIC CERTIFICATE

Issued under my hand at Victoria, British Columbia On January 24, 2020

Inext

CAROL PREST Registrar of Companies Province of British Columbia Canada

Certified Copy

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Name Change Extra-Provincial - Registration Statement

Alberta Amendment Date: 2020/01/28

Service Request Number:	32409203
Corporate Access Number:	2112195082
Legal Entity Name:	OVINTIV CANADA INC.
French Equivalent Name:	
Assumed Name:	
Legal Entity Status:	Active
Canadian Home Jurisdiction:	BRITISH COLUMBIA
Foreign Home Jurisdiction:	
Home Jurisdiction CAN:	C1238305
Date Name Change Filed in Home Jurisdiction	: 2020/01/28
New Legal Entity Name:	OVINTIV CANADA ULC
New French Equivalent Name:	
New Assumed Name:	
Nuans Number:	120863184
Nuans Date:	2019/12/09
French Nuans Number:	
French Nuans Date:	
Assumed Nuans Number:	
Assumed Nuans Date:	
Assumed Name Letter:	
Amendment Date:	2020/01/28

Annual Return

File Year	Date Filed
2020	2019/12/19
2019	2019/02/20
2018	2018/01/04

Attachment

Attachment Type	Microfilm Bar Code	Date Recorded
Correspondence	10000905101244292	2006/05/03

Registration Authorized By: NWPTA BATCH AGENT OF CORPORATION

The Registrar of Corporations certifies that the information contained in this statement is an accurate reproduction of the data contained in the specified service request in the official public records of Corporate Registry.