# WHEATLAND COUNTY
# Regular Council Meeting Agenda

March 3, 2020, 9:00 a.m.

**Appointments**

9:00 a.m. - Public Hearings (see agenda items 2.1.1, 2.1.2, 2.1.3, & 2.1.4)

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| **1.** | **CALL TO ORDER AND RELATED BUSINESS** | |
| 1.1 | Call To Order<br>Note: meetings are recorded and may be posted on the official Wheatland County website and/or via social media. | |
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5. CORRESPONDENCE / INFORMATION

5.1 Correspondence & Information Items 283

6. CLOSED SESSION (IN CAMERA)

Land Matter (FOIP Act - Sec. 16) - Re: Former Public Works Yard (Strathmore)

Legal Matter (FOIP Act - Sec. 16) - Re: ASB Building Expansion

7. ADJOURNMENT

# WHEATLAND COUNTY

## Regular Council Meeting Minutes

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

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

Administration: B. Henderson, 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

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### 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). Members of County staff and the general public entered and left at various times during the meeting.]

1.2 Adoption of Agenda

**RESOLUTION CM-2020-02-43**
Moved by ARMSTRONG

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

Additions:

*Under Agenda Item 2.4 - New Business*
2.4.10 - Rockyford Lions Club - Re: 75th Anniversary

*Under Agenda Item 4 - Closed Session (In Camera)*
Legal Matter (FOIP - Sec. 16) - Re: Lakes of Muirfield
Labour Matter (FOIP - Sec. 16) - Re: Fire Services
Legal Matter (FOIP - Sec. 16) - Capital Funding (Wheatland Housing Management Body)

• Carried

1.3 Adoption of Minutes

1.3.1 Regular Council Meeting Minutes - February 4, 2020

**RESOLUTION CM-2020-02-44**
Moved by IKERT

APPROVAL of the February 4, 2020 Wheatland County Regular Council meeting minutes, as presented and amended to correct a clerical error: remove 'Interim' from the Chief Administrative Officer title.

• Carried

## 2. ITEMS FOR DISCUSSION AND RELATED BUSINESS

2.1 Bylaw Readings and Public Hearings

**RESOLUTION CM-2020-02-45**
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 2019-30 - Re: Public Hearing & Bylaw Readings

Land Redesignation Bylaw

***Public Hearing – Bylaw 2019-30 (LU2019-11)***

A Bylaw for the purpose of amending the Land Use Bylaw No. 2016-01 to redesignate +/- 2.43 acres from Agricultural General District to Direct Control District (DC-18) t**o** accommodate for an existing Automotive & Equipment Services Business. A copy of the requests for decisions and supporting documentation was included in the agenda information package for Council review.

**RESOLUTION CM-2020-02-46**
Moved by WILSON

SECOND READING of Bylaw 2019-30, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 2.43 acre within NW-29-24-24-W4M, from Agricultural General 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.

• Carried

**RESOLUTION CM-2020-02-47**
Moved by KLASSEN

THIRD AND FINAL READING of Bylaw 2019-30, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 2.43 acre within NW-29-24-24-W4M, from Agricultural General 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.

• Carried



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2.1.2 Bylaw 2020-05 - Re: Public Hearing & Bylaw Readings

Village of Hussar & Wheatland County Intermunicipal Development Plan (IDP)

***Public Hearing – Bylaw 2020-05 (Wheatland County / Village of Hussar IDP)***

A Bylaw for the purpose of adopting the Wheatland County & Village of Hussar Intermunicipal Development Plan (IDP). A copy of the requests for decisions and supporting documentation was included in the agenda information package for Council review.

**RESOLUTION CM-2020-02-48**
Moved by WILSON

FIRST READING of Bylaw 2020-05, 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

**RESOLUTION CM-2020-02-49**
Moved by BIGGAR

SECOND READING of Bylaw 2020-05, 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

**RESOLUTION CM-2020-02-50**
Moved by IKERT

THAT permission be granted to hold third and final reading of Bylaw 2020-05.

• Carried Unanimously

**RESOLUTION CM-2020-02-51**
Moved by ARMSTRONG

THIRD AND FINAL READING of Bylaw 2020-05, 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

2.1.3 Bylaw 2020-06 - Re: Public Hearing & Bylaw Readings

Village of Rockyford & Wheatland County Intermunicipal Development Plan (IDP)

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***Public Hearing – Bylaw 2020-06 (Wheatland County / Village of Rockyford IDP)***

A Bylaw for the purpose of adopting the Wheatland County & Village of Rockyford Intermunicipal Development Plan (IDP). A copy of the requests for decisions and supporting documentation was included in the agenda information package for Council review.

**RESOLUTION CM-2020-02-52**
Moved by WILSON

FIRST READING of Bylaw 2020-06, 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

**RESOLUTION CM-2020-02-53**
Moved by BIGGAR

SECOND READING of Bylaw 2020-06, 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

**RESOLUTION CM-2020-02-54**
Moved by KLASSEN

THAT permission be granted to hold third and final reading of Bylaw 2020-06.

• Carried Unanimously

**RESOLUTION CM-2020-02-55**
Moved by KOESTER

THIRD AND FINAL READING of Bylaw 2020-06, 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

2.1.4 Bylaw 2019-12 - Re: 1st Reading & Scheduling of Public Hearing

Land Redesignation Bylaw

[Note: M. Williams (Planner II) left the meeting following presentation and decision for Bylaw 2019-12]

**RESOLUTION CM-2020-02-56**
Moved by IKERT

FIRST READING of Bylaw 2019-12, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate



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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

**RESOLUTION CM-2020-02-57**
Moved by WILSON

THAT a Public Hearing for Bylaw 2019-12 be scheduled for March 24, 2020 at 9:00 A.M. in Wheatland County Council Chambers.

• Carried

2.1.5 Bylaw 2020-01 - Re: 1st Reading & Scheduling of Public Hearing

Land Redesignation Bylaw

[Note: G. Allison (Planner I) left the meeting following presentation and decision for Bylaw 2020-01]

**RESOLUTION CM-2020-02-58**
Moved by IKERT

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

• Carried

**RESOLUTION CM-2020-02-59**
Moved by KLASSEN

THAT a Public Hearing for Bylaw 2020-01 be scheduled for March 24, 2020 at 9:00 A.M. in Wheatland County Council Chambers.

• Carried

2.2 Presentations / Delegations

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

Note: Scheduled 11:00 A.M. Appointment with Town of Strathmore Representative(s)

On behalf of the Town of Strathmore, Mr. Mark Pretzlaff (Recreation & Cultural Manager) presented a power point presentation to Council on the Strathmore Motor Products Sports Centre '2019 Year End Report'. The report highlighted the following: programming re-cap; facility bookings; facility usage; Golden Hills School Division usage; membership revenue; membership sales; drop-in revenue; facility enhancements (2020). Note: a copy of the following documents was included in the agenda package: 2019 Year End Report, Partnership Report, Financial Report (Jan. - Nov. Budget vs. Actuals). A brief discussion ensued.

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**RESOLUTION CM-2020-02-75**
Moved by IKERT

TO ACCEPT the following as information, as presented/provided by the Town of Strathmore representative: Strathmore Motor Products Sports Centre 2019 Year End Report.

• Carried

2.2.2 MLA Representatives - Re: Meet & Greet

[Note: prior to the scheduled appointment, the Council meeting recessed at 11:19 A.M. and reconvened at 1:05 P.M. General Managers M. Ziehr and M. Boscariol were not present when the meeting reconvened.]

[Note: The following MLA's were present during the 1:00 P.M. appointment: MLA Angela Pitt (Airdrie - East); MLA Nathan Cooper (Olds - Didsury- Three Hills); Joseph Schow (Cardston - Siksika). MLA Leela Aheer (Chestermere - Strathmore) was unable to attend due to other commitments]

Reeve Link introduced MLA A. Pitt, MLA N. Cooper, & MLA J. Schow to Council. As information, Administration provided a map illustrating the provincial ridings within Wheatland County. Each of the MLAs addressed Council and welcomed the opportunity to build relations with Municipal Government. Members of Council presented the following topics; discussion ensued:

- Wheatland Housing Management Body - Re: proposed capital project
- Calgary Metropolitan Region Board - Re: concerns pertaining to membership, voting structure, appeal process, impact on economic development
- Composting Facility located within Wheatland County - Re: legal proceedings/litigation, effects on quality of life, need for updates to composting regulations
- Wheatland & Adjacent Districts Emergency Medical Services Association - Re: ambulance dispatch & services; concerns related to core flex scheduling
- Southern Alberta Energy from Waste Association - Re: site selection for Regional Waste Management Facility project.
- Orphaned / Inactive Wells
- Wheatland Regional Corporation - Re: Regional Waterline Project (Phase 3 - Rosebud)

Note: visit the County website for a full recording of the Council meeting minutes

2.3 Unfinished Business or Business Arising

Note: No items presented under agenda item 2.3.

2.4 New Business

2.4.1 Request to Extend Completion Date - Re: Rocky View County / Wheatland County Intermunicipal Development Plan



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**RESOLUTION CM-2020-02-60**
Moved by WILSON

APPROVAL that Wheatland County Council supports extension of the completion date for the Rocky View County / Wheatland County Intermunicipal Development Plan to April 1, 2021; based on the information provided in the request for decision.

• Carried

2.4.2 Intermunicipal Collaborative Framework - Re: Wheatland County & Newell County

**RESOLUTION CM-2020-02-61**
Moved by WILSON

APPROVAL of the Intermunicipal Collaboration Framework agreement between Wheatland County and The County of Newell, as presented in the request for decision.

• Carried

2.4.3 Member Appointment - Re: Economic Development Board

**RESOLUTION CM-2020-02-62**
Moved by KOESTER

APPROVAL of the appointment of Audra Reinhardt to the Wheatland County Economic Development Board for a term expiring October 31, 2021; based on the information provided in the request for decision.

• Carried

2.4.4 Member Appointment - Re: Economic Development Board

**RESOLUTION CM-2020-02-63**
Moved by BIGGAR

APPROVAL of the appointment of Christina Stender to the Wheatland County Economic Development Board for a term expiring October 31, 2021; based on the information provided in the request for decision.

• Carried

2.4.5 Holiday Train Event Report

**RESOLUTION CM-2020-02-64**
Moved by BIGGAR

APPROVAL that Wheatland County send a 'thank you' letter to Canadian Pacific regarding the 2019 CP Holiday Train Program and further to inform of the County's interest in participating in the program for potential future stops planned in the Gleichen and/or Carseland communities.

• Carried

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**RESOLUTION CM-2020-02-65**
Moved by WILSON

TO ACCEPT, as information, the 'CP Holiday Train Event' Report; as provided in the request for decision.

• Carried

2.4.6 Stop Sign Request - RR 245 & Twp. Rd. 244

**RESOLUTION CM-2020-02-66**
Moved by KLASSEN

APPROVAL that Wheatland County proceed with the installation of a stop sign controlling eastbound traffic at the intersection of Range Road 245 and Township Road 244; based on the information provided in the request for decision.

• Carried

2.4.7 Stop Sign Request - RR 253 & Twp. Rd. 262

**RESOLUTION CM-2020-02-67**
Moved by KLASSEN

APPROVAL that Wheatland County proceed with the installation of stop signs controlling northbound and southbound traffic at the intersection of Range Road 253 and Township Road 262; based on the information provided in the request for decision.

• Carried

**RESOLUTION CM-2020-02-68**
Moved by BIGGAR

APPROVAL that Wheatland County Administration present a request for decision at the March 3, 2020 Council meeting providing information regarding the following topic: Potential for overhead lighting at the intersection of Hwy. 901 and 817.

• Carried

2.4.8 Wheatland Regional Corporation - Re: Phase 3 Waterline in Road Rights of Way

**RESOLUTION CM-2020-02-69**
Moved by KOESTER

APPROVAL of the 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 provided in the request for decision.

• Carried

2.4.9 Fire Guardian Appointment

Note: As information, CAO B. Henderson informed Council that Wheatland County has an automated system for processing fire permits.



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**RESOLUTION CM-2020-02-70**
Moved by ARMSTRONG

APPROVAL to appoint the following individuals as Fire Guardians for Wheatland County for a term of February 18, 2020 to March 1, 2021; based on the information provided in the request for decision:

- 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, and Garry Tschetter - Cluny & Gleichen Fire Departments
- Art Hudson & Craig Nelson - Rosebud Fire Association
- Mike Jakubiszyn - Wheatland West Fire Department

• Carried

2.4.10 Rosebud Lions Club - Re: 75th Anniversary

In addition to the agenda, Council was provided with an invitation to the Rockyford Lions Club 75th Charter Night on March 28, 2020.

**RESOLUTION CM-2020-02-71**
Moved by KOESTER

APPROVAL that Wheatland County present a County Plaque to the Rockyford Lions Club in recognition of their 75th Charter Night.

• Carried

## 3. CORRESPONDENCE / INFORMATION

3.1 Correspondence & Information Items

**RESOLUTION CM-2020-02-72**
Moved by WILSON

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

- Alberta Municipal Affairs (Office of the Minister) Correspondence, dated Jan. 22/20 - Re: Calgary Metropolitan Region Board (CMRB)
- Strathmore & District Chamber of Commerce Correspondence - Re: Support of the Business Excellence Awards
- Strathmore & Wheatland County Christmas Hamper Society Correspondence - Re: 2019 Christmas Hamper Review
- Ovintiv Services Inc. Correspondence, dated Jan. 27/20 - Re: Encana Name Changes

• Carried

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## 4. CLOSED SESSION (IN CAMERA)

During the Regular Council Meeting, a closed session was held (note: the meeting recessed for a short break prior to the closed session - time 9:48 A.M. to 9:55 A.M.):

- 9:55 A.M. to 11:05 A.M. - Closed Session (in camera) took place in the Wheatland County Committee Room. The closed session included the following: Members of Council, Chief Administrative Officer, General Manager of Community & Development Services; General Manager of Transportation & Agriculture.
    - In follow-up to the closed session, there were two motions of Council put forward for consideration at a time later in the meeting.

**RESOLUTION CM-2020-02-73**
Moved by WILSON

THAT the meeting go into 'closed session' (in camera) - time 9:55 A.M., pertaining to the following:
Legal Matter (FOIP - Sec. 16) - Re: Lakes of Muirfield
Labour Matter (FOIP - Sec.16) - Re: Fire Services
Legal Matter (FOIP - Sec. 16) - Capital Funding (Wheatland Housing Management Body)

• Carried

**RESOLUTION CM-2020-02-74**
Moved by LINK

THAT the meeting come out of 'closed session' - time 11:05 A.M.

• Carried

**RESOLUTION CM-2020-02-76**
Moved by KLASSEN

APPROVAL that Wheatland County Administration review options regarding water services within the Lakes of Muirfield Development.

• Carried

**RESOLUTION CM-2020-02-77**
Moved by KLASSEN

APPROVAL that Wheatland County contribute to the Wheatland Housing Management Body 'Capital Project' as a cash value amount equivalent to the Town of Strathmore contribution to the project.

• Carried Unanimously

## 5. ADJOURNMENT

**RESOLUTION CM-2020-02-78**
Moved by WILSON

THAT the meeting adjourn - time 2:13 P.M.

• Carried

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_____

Reeve

_____

Chief Administrative Officer

_____

Recording Secretary

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**BYLAW 2019-32 – (LU2019-12)**
PUBLIC HEARING MINUTES – FEBRUARY 4, 2020

**A Public Hearing for Bylaw 2019-32 was held at the Wheatland County Administration Office on February 4, 2020.**

Present:
*Wheatland County Council:*
Amber Link (Reeve) – Councillor, Division 2
Donna Biggar – Councillor, Division 3
Tom Ikert – Councillor, Division 4
Scott Klassen (Deputy Reeve) – Councillor, Division 5
Glenn Koester – Councillor, Division 6
Ben Armstrong – Councillor, Division 7

*Wheatland County Staff:*
Brian Henderson – Chief Administrative Officer
Matthew Boscariol – General Manager of Community & Development Services
Michael Ziehr – General Manager of Transportation & Agriculture
Megan Williams – Planner II
G. Allison – Planner 1
Mackenzie Soltys – Communications Specialist
Margaret Desaulniers – Recording Secretary

Absent:
Jason Wilson – Wheatland County Councillor, Division 1

**Public Attendance**

There were two (2) members of the general public in attendance.

**9:04 am**
**Call to Order**

Call to Order by the Chair
**The Chair, Reeve Link** called the Public Hearing to order at 9:04 a.m.

**Intro/Notifications**

Note: all public notification requirements were met in accordance with the Municipal Government Act (MGA).

**Application**

A Bylaw of Wheatland County 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'.

**Presentation**

G. Allison (Planner I) presented the requests for decisions for Bylaw 2019-32; a bylaw to redesignate +/- 9.77 acres from Agricultural General District to Direct Control District (DC-18) to accommodate an existing RV storage business and Country Residential Development. Note: requests for decisions pertaining to the public hearing and consideration for further readings of the bylaw were provided for Council review prior to the public hearing.

**Comments**

No other comments were forthcoming.

**9:06 am**
**Close**

**Call to Close by the Chair**
**The Chair, Reeve Link, closed the Public Hearing – time 9:06 a.m.**
Note: these minutes are intended as a summary of the comments of the Public Hearing and not a verbatim recording of the discussion.

_____.
Chairperson – A. Link (Reeve)

_____.
Chief Administrative Officer – B. Henderson

_____.
Recording Secretary – M. Desaulniers

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**BYLAW 2019-37 – (LU2019-14)**
PUBLIC HEARING MINUTES – FEBRUARY 4, 2020

**A Public Hearing for Bylaw 2019-37 was held at the Wheatland County Administration Office on February 4, 2020.**

Present:
*Wheatland County Council:*
Amber Link (Reeve) – Councillor, Division 2
Donna Biggar – Councillor, Division 3
Tom Ikert – Councillor, Division 4
Scott Klassen (Deputy Reeve) – Councillor, Division 5
Glenn Koester – Councillor, Division 6
Ben Armstrong – Councillor, Division 7

*Wheatland County Staff:*
Brian Henderson – Chief Administrative Officer
Matthew Boscariol – General Manager of Community & Development Services
Michael Ziehr – General Manager of Transportation & Agriculture
Megan Williams – Planner II
G. Allison – Planner 1
Mackenzie Soltys – Communications Specialist
Margaret Desaulniers – Recording Secretary

Absent:
Jason Wilson – Wheatland County Councillor, Division 1

**Public Attendance**

There were two (2) members of the general public in attendance.

**9:06 am**
**Call to Order**

Call to Order by the Chair
**The Chair, Reeve Link** called the Public Hearing to order at 9:06 a.m.

**Intro/Notifications**

Note: all public notification requirements were met in accordance with the Municipal Government Act (MGA).

**Application**

A Bylaw of Wheatland County for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 40.00 acres within SE-14-27-22-W4M, from Agricultural General District to Public Utility District as shown on the attached Schedule 'A'.

**Presentation**

G. Allison (Planner I) presented the requests for decisions for Bylaw 2019-37; a bylaw to redesignate +/- 40.00 acres from Agricultural General District to Public Utility District to accommodate the construction of a municipal sewage lagoon and associated appurtenances for the Hamlet of Rosebud. Note: requests for decisions pertaining to the public hearing and consideration for further readings of the bylaw were provided for Council review prior to the public hearing. In addition to the presentation, staff provided hard copies of correspondence received from the following:

- Rosebud School of the Arts – in support of redesignation application
- Mr. R. Collins – concerns regarding proposed site for sewage lagoon.

**Comments**

Area residents/ratepayers, Mr. R. Collins and Mr. R. Harwood addressed Council regarding the proposed location for the municipal sewage lagoon; the following concerns were highlighted: odour, effects on area land values & future development, proximity to the proposed site, existing wetland. The landowners requested that Wheatland County consider locating the development in the SW corner of the SE-14-27-22-W4M. In response, Mr. M. Ziehr, General Manager of Transportation & Agriculture, informed Council that studies were performed in the initial planning and decision regarding site location. Mr. Ziehr informed that the proposed site on the NE corner of the SE-14-27-22-W4M is the preferred location; the SW corner would restrict future expansion. During the presentations, discussion took place regarding the following topics: topography of the land; location of wetlands and government road allowance; setbacks; effects on area property values and future development; discharge to the river. Upon discussion, Mr. Harwood requested that if the project proceeds at the proposed location, that

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Wheatland County include conditions on the development such as dust abatement, mature trees, burms, and security fencing. Discussion continued.

**9:50 am**
**Close**

**<u>Call to Close by the Chair</u>**
**The Chair, Reeve Link, closed the Public Hearing – time 9:50 a.m.**
Note: these minutes are intended as a summary of the comments of the Public Hearing and not a verbatim recording of the discussion.

_____.
Chairperson – A. Link (Reeve)

_____.
Chief Administrative Officer – B. Henderson

_____.
Recording Secretary – M. Desaulniers

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**BYLAW 2019-30 – (LU2019-11)**
PUBLIC HEARING MINUTES – FEBRUARY 18, 2020

**A Public Hearing for Bylaw 2019-30 was held at the Wheatland County Administration Office on February 18, 2020.**

Present:
*Wheatland County Council:*
Jason Wilson – Councillor, Division 1
Amber Link (Reeve) – Councillor, Division 2
Donna Biggar – Councillor, Division 3
Tom Ikert – Councillor, Division 4
Scott Klassen (Deputy Reeve) – Councillor, Division 5
Glenn Koester – Councillor, Division 6
Ben Armstrong – Councillor, Division 7

*Wheatland County Staff:*
Brian Henderson – Chief Administrative Officer
Matthew Boscariol – General Manager of Community & Development Services
Michael Ziehr – General Manager of Transportation & Agriculture
Megan Williams – Planner II
G. Allison – Planner 1
Mackenzie Soltys – Communications Specialist
Margaret Desaulniers – Recording Secretary

**Public Attendance**

There were two (2) members of the general public in attendance.

**9:04 am**
**Call to Order**

Call to Order by the Chair
**The Chair, Reeve Link** called the Public Hearing to order at 9:04 a.m.

**Intro/Notifications**

Note: all public notification requirements were met in accordance with the Municipal Government Act (MGA).

**Application**

A Bylaw of Wheatland County for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 2.43 acre within NW-29-24-24-W4M, from Agricultural General 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.

**Presentation**

M. Williams (Planner II) presented the requests for decisions for Bylaw 2019-30; a bylaw to redesignate +/- 2.43 acres from Agricultural General District to Direct Control District (DC-18) to accommodate for an existing Automotive & Equipment Services Business. Note: requests for decisions pertaining to the public hearing and consideration for further readings of the bylaw were provided for Council review prior to the public hearing.

**Comments**

As information, the landowner informed they have been paying commercial taxes on the existing business since its inception.

**9:08 am**
**Close**

**Call to Close by the Chair**
**The Chair, Reeve Link, closed the Public Hearing – time 9:08 a.m.**
Note: these minutes are intended as a summary of the comments of the Public Hearing and not a verbatim recording of the discussion.

_____.
Chairperson – A. Link (Reeve)

_____.
Chief Administrative Officer – B. Henderson

_____.
Recording Secretary – M. Desaulniers

Unapproved Copy

**BYLAW 2020-05 – (Wheatland County / Village of Hussar IDP)**
PUBLIC HEARING MINUTES – FEBRUARY 18, 2020

**A Public Hearing for Bylaw 2020-05 was held at the Wheatland County Administration Office on February 18, 2020.**

Present:
*Wheatland County Council:*
Jason Wilson – Councillor, Division 1
Amber Link (Reeve) – Councillor, Division 2
Donna Biggar – Councillor, Division 3
Tom Ikert – Councillor, Division 4
Scott Klassen (Deputy Reeve) – Councillor, Division 5
Glenn Koester – Councillor, Division 6
Ben Armstrong – Councillor, Division 7

*Wheatland County Staff:*
Brian Henderson – Chief Administrative Officer
Matthew Boscariol – General Manager of Community & Development Services
Michael Ziehr – General Manager of Transportation & Agriculture
Megan Williams – Planner II
G. Allison – Planner 1
Mackenzie Soltys – Communications Specialist
Margaret Desaulniers – Recording Secretary

**Public Attendance**

There were no members of the general public in attendance.

**9:09 am**
**Call to Order**

Call to Order by the Chair
**The Chair, Reeve Link** called the Public Hearing to order at 9:09 a.m.

**Intro/Notifications**

Note: all public notification requirements were met in accordance with the Municipal Government Act (MGA).

**Application**

A Bylaw of Wheatland County for the purpose of adopting the Wheatland County & Village of Hussar Intermunicipal Development Plan (IDP).

**Presentation**

M. Williams (Planner II) presented the requests for decisions for Bylaw 2020-05; a bylaw for the development of the Wheatland County / Village of Hussar Intermunicipal Development Plan (IDP). Note: requests for decisions pertaining to the public hearing and consideration for readings of the bylaw were provided for Council review prior to the public hearing.

**Comments**

No other comments were forthcoming.

**9:11 am**
**Close**

**Call to Close by the Chair**
**The Chair, Reeve Link, closed the Public Hearing – time 9:11 a.m.**
Note: these minutes are intended as a summary of the comments of the Public Hearing and not a verbatim recording of the discussion.

_____.
Chairperson – A. Link (Reeve)

_____.
Chief Administrative Officer – B. Henderson

_____.
Recording Secretary – M. Desaulniers

Unapproved Copy

**BYLAW 2020-06 – (Wheatland County/Village of Rockyford IDP)**
PUBLIC HEARING MINUTES – FEBRUARY 18, 2020

**A Public Hearing for Bylaw 2020-06 was held at the Wheatland County Administration Office on February 18, 2020.**

Present:
*Wheatland County Council:*
Jason Wilson – Councillor, Division 1
Amber Link (Reeve) – Councillor, Division 2
Donna Biggar – Councillor, Division 3
Tom Ikert – Councillor, Division 4
Scott Klassen (Deputy Reeve) – Councillor, Division 5
Glenn Koester – Councillor, Division 6
Ben Armstrong – Councillor, Division 7

*Wheatland County Staff:*
Brian Henderson – Chief Administrative Officer
Matthew Boscariol – General Manager of Community & Development Services
Michael Ziehr – General Manager of Transportation & Agriculture
Megan Williams – Planner II
G. Allison – Planner 1
Mackenzie Soltys – Communications Specialist
Margaret Desaulniers – Recording Secretary

**Public Attendance**

There were no members of the general public in attendance.

**9:14 am**
**Call to Order**

Call to Order by the Chair
**The Chair, Reeve Link** called the Public Hearing to order at 9:14 a.m.

**Intro/Notifications**

Note: all public notification requirements were met in accordance with the Municipal Government Act (MGA).

**Application**

A Bylaw of Wheatland County for the purpose of adopting the Wheatland County & Village of Rockyford Intermunicipal Development Plan (IDP).

**Presentation**

M. Williams (Planner II) presented the requests for decisions for Bylaw 2020-06; a bylaw for the development of the Wheatland County / Village of Rockyford Intermunicipal Development Plan (IDP). Note: requests for decisions pertaining to the public hearing and consideration for readings of the bylaw were provided for Council review prior to the public hearing.

**Comments**

No other comments were forthcoming.

**9:15 am**
**Close**

**Call to Close by the Chair**
**The Chair, Reeve Link, closed the Public Hearing – time 9:15 a.m.**
Note: these minutes are intended as a summary of the comments of the Public Hearing and not a verbatim recording of the discussion.

_____.
Chairperson – A. Link (Reeve)

_____.
Chief Administrative Officer – B. Henderson

_____.
Recording Secretary – M. Desaulniers

Unapproved Copy

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 7, 2020

**Subject**
Decision-making topic title

**Public Hearing for Bylaw 2019-35 –** to redesignate 0.17 acres of Block 3, Plan 6742BQ from Public Utility District to Parks & Recreation District

Location: Within the Hamlet of Rosebud on the corner of Comstock Street and Martin Ave.

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

**RECOMMENDATION: THAT Council undertake the Public Hearing for Bylaw 2019-35.**

**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

A gazebo was constructed by residents of Rosebud on a County owned parcel, adjacent to the subject parcel. Once completed, the structure was found to be encroaching onto the adjacent parcel owned by Telus. In order to resolve the encroachment issue, County Council approved the budget necessary to allow Administration to enter discussions with Telus to purchase the land. Negotiations to purchase 0.17 acres of the affected parcel concluded late 2019, which now enables the County to submit an application to redesignate 0.17 acres to Parks & Recreation District in order to accommodate a future subdivision and consolidation with the adjacent County parcel.

This application aligns with the objectives and policies of the South Saskatchewan Regional Plan, Regional Growth Management Strategy, and Municipal Development Plan. The existing development aligns with the Parks & Recreation District of the Land Use Bylaw.

There were no concerns raised by external agencies or internal departments. Letters were sent to adjacent landowners and at the time of writing this report, no concerns or comments were submitted.

**Relevant Policy / Practices / Legislation**

| **Strategic Relevance** |
| --- |
| SSRP Implementation Plan: Outdoor recreation and Historic Resources<br>RGMS 4.3,<br>MDP Policies 3.10<br>Rosebud ASP<br>Land Use Bylaw 2016-01 |

| **Response Options and Desired Outcome(s)** |
| --- |
| THAT Council undertake the Public Hearing for 2019-35. |

| **IMPLICATIONS OF RECOMMENDATION**<br>**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. |

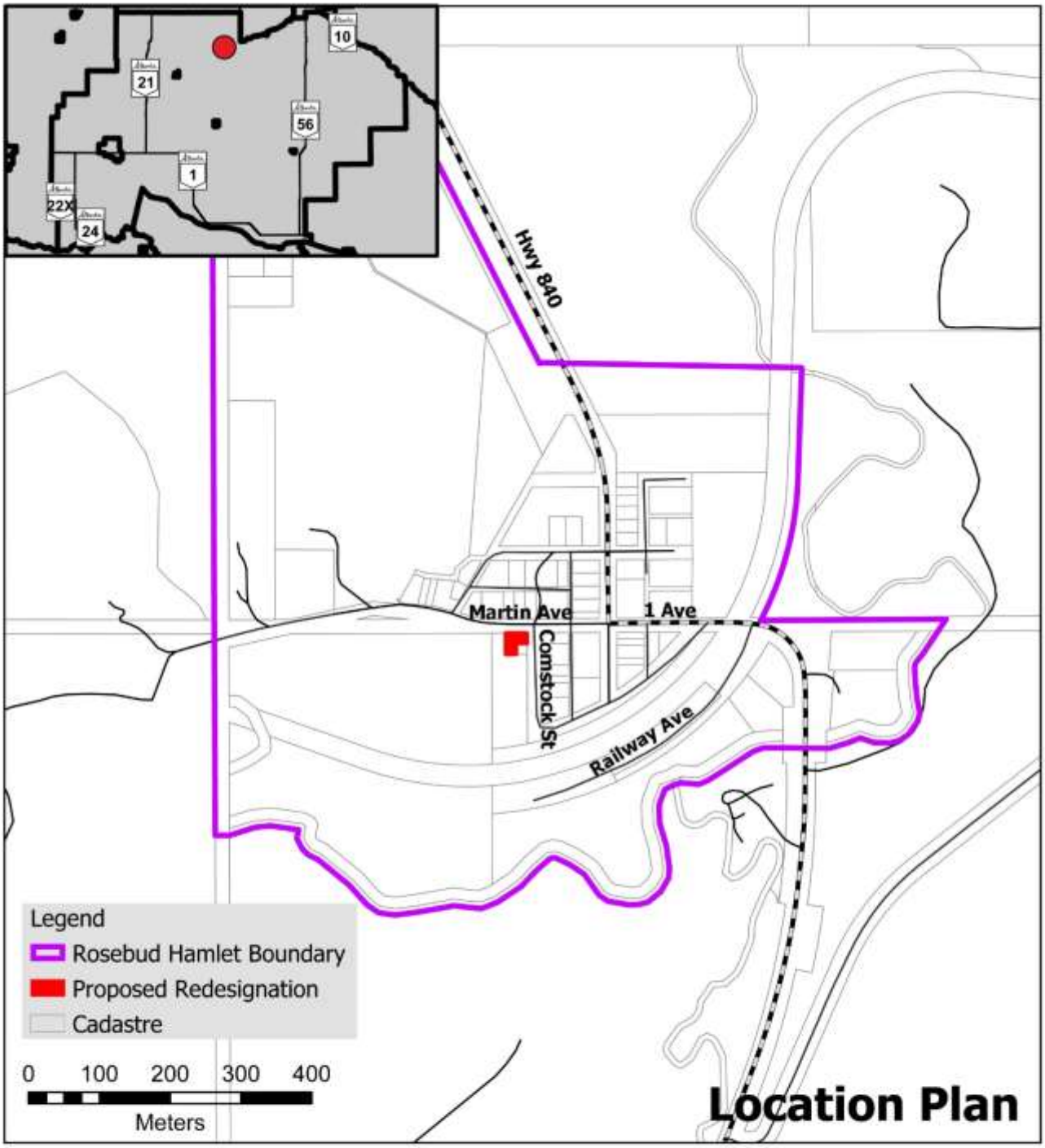
Submitted by:

Megan Williams, BCD
Planner II

Reviewed by:

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

Brian Henderson, CPA, CA
CAO




N

**Block 3, Plan 6742BQ**

Date: February 4, 2020

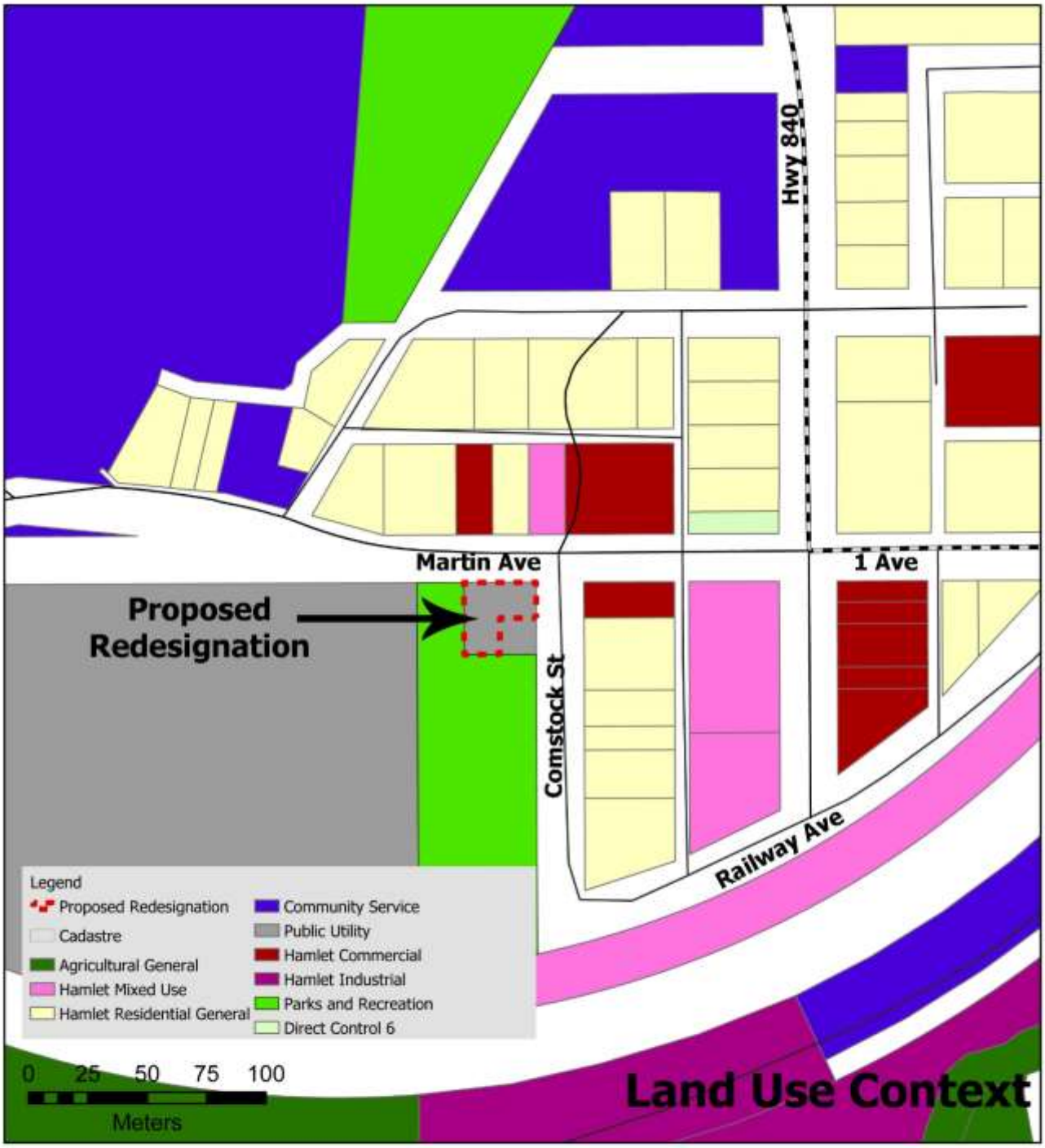
File: LU2019-13

N

**Block 3, Plan 6742BQ**

Date: February 4, 2020

File: LU2019-13




N

# Block 3, Plan 6742BQ

Date: February 4, 2020

File: LU2019-13

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 7, 2020

**Subject**
Decision-making topic title

**Bylaw 2019-35 – Second and Third Reading** – to redesignate 0.17 acres of Block 3, Plan 6742BQ from Public Utility District to Parks & Recreation District.

Location: Within the Hamlet of Rosebud on the corner of Comstock Street and Martin Ave.

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

**That Council choose Option #1 to approve Bylaw 2019-35.**

**Option #1: THAT Second and Third Reading of Bylaw 2019-35 be granted**

**Resolution 1: That Council move Second Reading 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'.**

**Resolution 2: That Council move Third Reading of Bylaw 2019-35 this 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'.**

**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

A gazebo was constructed by residents of Rosebud on a County owned parcel, adjacent to the subject parcel. Once completed, the structure was found to be encroaching onto the adjacent parcel owned by Telus. In order to resolve the encroachment issue, County Council approved the budget necessary to allow Administration to enter discussions with Telus to purchase the land. Negotiations to purchase 0.17 acres of the affected parcel concluded late 2019, which now enables the County to submit an

application to redesignate 0.17 acres to Parks & Recreation District in order to accommodate a future subdivision and consolidation with the adjacent County parcel.

This application aligns with the objectives and policies of the South Saskatchewan Regional Plan, Regional Growth Management Strategy, and Municipal Development Plan. The existing development aligns with the Parks & Recreation District of the Land Use Bylaw.

There were no concerns raised by external agencies or internal departments. Letters were sent to adjacent landowners and at the time of writing this report, no concerns or comments were submitted.

**Relevant Policy / Practices / Legislation**

**Strategic Relevance**

SSRP Implementation Plan: Outdoor Recreation and Historic Resources
RGMS 4.3,
MDP Policies 3.10
Land Use Bylaw 2016-01

**Response Options and Desired Outcome(s)**

Option #1: THAT Second and Third Reading of Bylaw 2019-35 be granted

Resolution 1: That Council move Second Reading 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'.

Resolution 2: That Council move Third Reading of Bylaw 2019-35 this 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'.

Option #2: THAT Bylaw 2019-35 be refused.

Resolution #1: That Council refuse 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'.

Option #3 THAT Council approve an alternate 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 proposed amendment aligns with the rules and regulations for the Parks & Recreation District.

**IMPLICATIONS OF RECOMMENDATION**
**General**

If given Second and Third Reading, staff will move forward with the subdivision & consolidation application

**Organizational**

N/A

| Financial |
| --- |
| N/A |

| Environmental, Staff and Public Safety |
| --- |
| N/A |

| Follow-up Action / Communications |
| --- |
| Staff will move forward with the subdivision application. |

Submitted by:

Megan Williams, BCD
Planner II

Reviewed by:

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

Brian Henderson, CPA, CA
CAO

# PLANNING REPORT

**2nd & 3rd Reading – COUNCIL**

**March 3, 2020**

| | |
|---|---|
| **BYLAW #:** 2019-35 | **File No:** LU2019-13 |
| **LEGAL DESCRIPTION:**<br>Plan 6742BQ, the North 100 feet of the East 100 feet of Block 3 | **TITLED AREA:**<br>0.23 Acres |
| **EXISTING LAND USE DISTRICT:**<br>Public Utility District | **PROPOSED LAND USE DISTRICT:**<br>Parks & Recreation District |
| The purpose of this application is to redesignate 0.17 acres from Public Utility District to Parks & Recreation District for the purposes of resolving an encroachment issue. | |

**LOCATION:**

Within the Hamlet of Rosebud at the corner of Martin Avenue and Comstock Street.

**BACKGROUND INFORMATION:**

A gazebo was constructed by residents of Rosebud on a County owned parcel, adjacent to the subject parcel. Once completed, the structure was found to be encroaching onto the adjacent parcel owned by Telus. In order to resolve the encroachment issue, County Council approved the budget necessary to allow Administration to enter discussions with Telus to purchase the land. Negotiations to purchase 0.17 acres of the affected parcel concluded late 2019, which now enables the County to submit an application to redesignate 0.17 acres to Parks & Recreation District in order to accommodate a future subdivision and consolidation with the adjacent County parcel.

**POLICY ANALYSIS:**

**Interim Regional Evaluation Framework (IREF):**

The Hamlet of Rosebud is outside of the Calgary Metropolitan Region Board area and therefore an application through the IREF is not necessary.

**South Saskatchewan Regional Plan (SSRP):**

The SSRP policies regarding outdoor recreation focus on Crown land. The strategic direction, however, does apply to municipal parks and recreation areas. The SSRP explains outdoor recreation areas are important for residents and visitors as they provide a space to visit, play and enjoy Alberta's natural beauty. It further states that by increasing recreational opportunities, quality of life and active living will also increase. Through redesignating and consolidating the 0.17 acres into an existing park area, this application supports this section of the SSRP.

**Regional Growth Management Strategy Plan (RGMS):**

The RGMS contains the following policy in regard to recreational uses:

> *An appropriate level of year round soft infrastructure shall exist in Hamlets designated as future growth nodes.*

The RGMS identifies Rosebud as a future growth node, increasing the amount of Parks & Recreation designated land in the hamlet supports this policy.

**Municipal Development Plan (MDP):**

The Parks and Recreation section in the MDP recognizes the importance of parks and green spaces in communities and hamlets. The policies focus on encouraging recreational opportunities of all types, on being cost effective with new recreational development, and on acquiring land for new parks and recreation facilities. This redesignation of the 0.17 acres to Parks & Recreation District supports the applicable MDP policies in the Parks and Recreation section.

**Land Use Bylaw:**

The purpose of the Parks & Recreation District in the land use bylaw is to provide for open spaces and recreational uses within the County. The existing uses on the parcel align with this district. The permitted and discretionary uses in the Parks & Recreation District are below.

| Permitted | Discretionary |
|---|---|
| Accessory Building / Structure | Campground (major) |
| Stripping and Grading[1] | Campground (minor) |
| Signs not requiring a Development Permit[1] | Community Building and Facility |
| Solar Panel, Structure Mount[1] | Community Recreational Facility |
| Solar Panel, Ground Mount[1] | Convenience Store |
| | Dwelling, Employee |
| | Farmers Market |
| | Golf Course |
| | Outdoor Café |
| | Parks & Playgrounds |
| | Recreational, Major |
| | Recreational, Minor |
| | Shooting Range, Major |
| | Signs requiring a Development Permit^ |

**CIRCULATION COMMENTS:**

| EXTERNAL AGENCIES | COMMENTS |
|---|---|
| AB Community Development | No concerns. |
| AB Culture and Tourism | No concerns. |
| AB Health Services | No concern with the information provided. |
| AB Transportation | No concerns or requirements with respect to this redesignation proposal. |
| Canadian Pacific Rail | No concerns. |
| Fortis | No concerns. |
| Rosebud Gas Co-op | No concerns. |
| Telus | No objections. |
| WID | The area is outside of the WID; therefore we have no comments. |

| INTERNAL DEPARTMENTS | |
|---|---|
| Agriculture & Environment | No concerns. |
| Development | No concerns. |
| Economic Development | No concerns. |
| Parks & Recreation | No concerns. |
| Protective Services | No concerns. |
| Public Works/Transportation | No concerns. |

**OPTIONS:**

Option #1: THAT Second and Third Reading of Bylaw 2019-35 be granted

Resolution 1: That Council move Second Reading 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'.

Resolution 2: That Council move Third Reading of Bylaw 2019-35 this 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'.

Option #2: THAT Bylaw 2019-35 be refused.

Resolution #1: That Council refuse 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'.

Option #3 THAT Council approve an alternate recommendation.

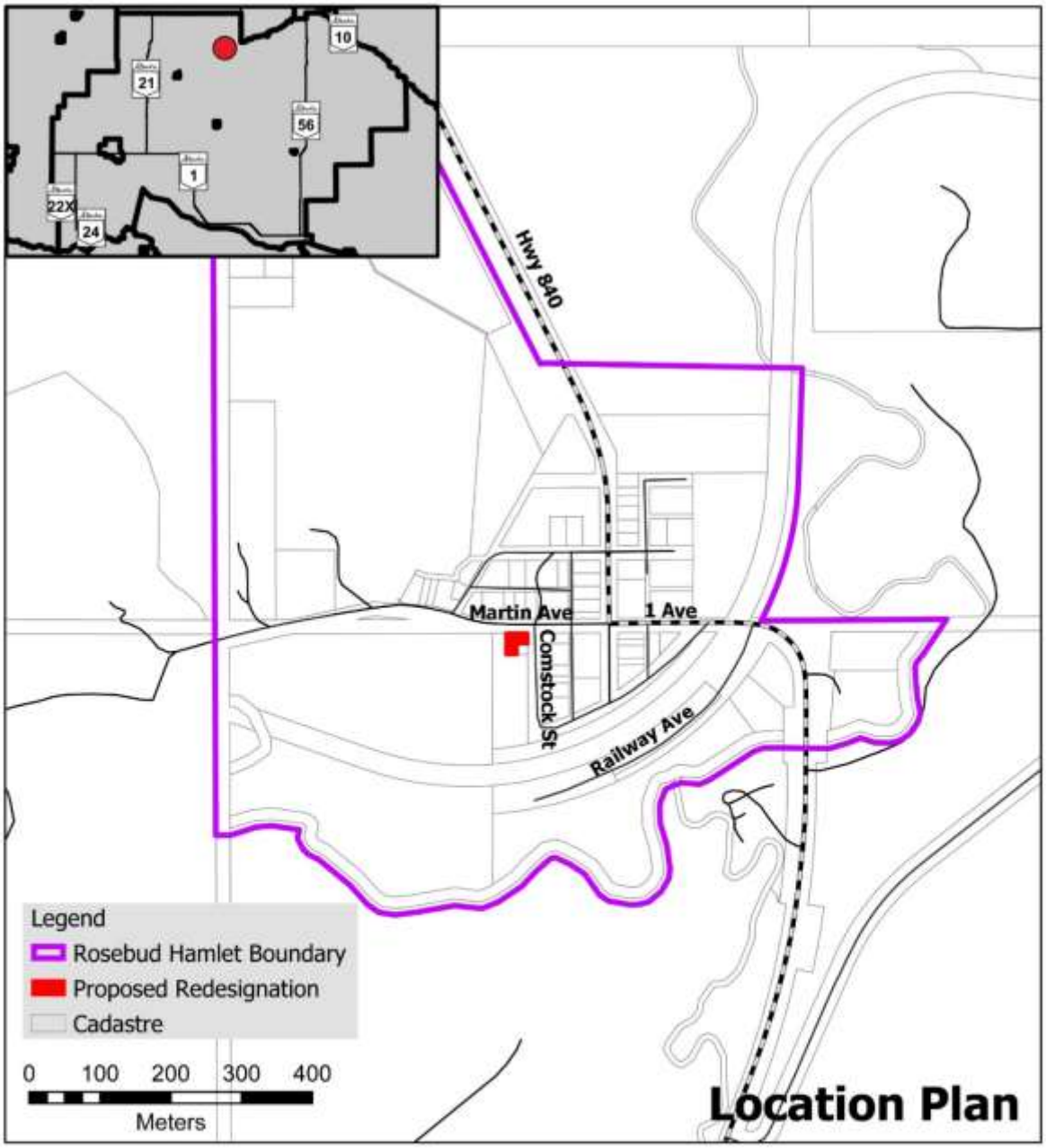
**RECOMMENDATION**

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

- The proposal aligns with the SSRP, RGMS and MDP in terms of what is proposed.
- The proposal aligns with the LUB Parks & Recreation District rules and regulations.

Respectfully submitted,

Megan Williams, BCD, Planner II
Planning and Development Department



**Block 3, Plan 6742BQ**

Date: February 4, 2020 File: LU2019-13

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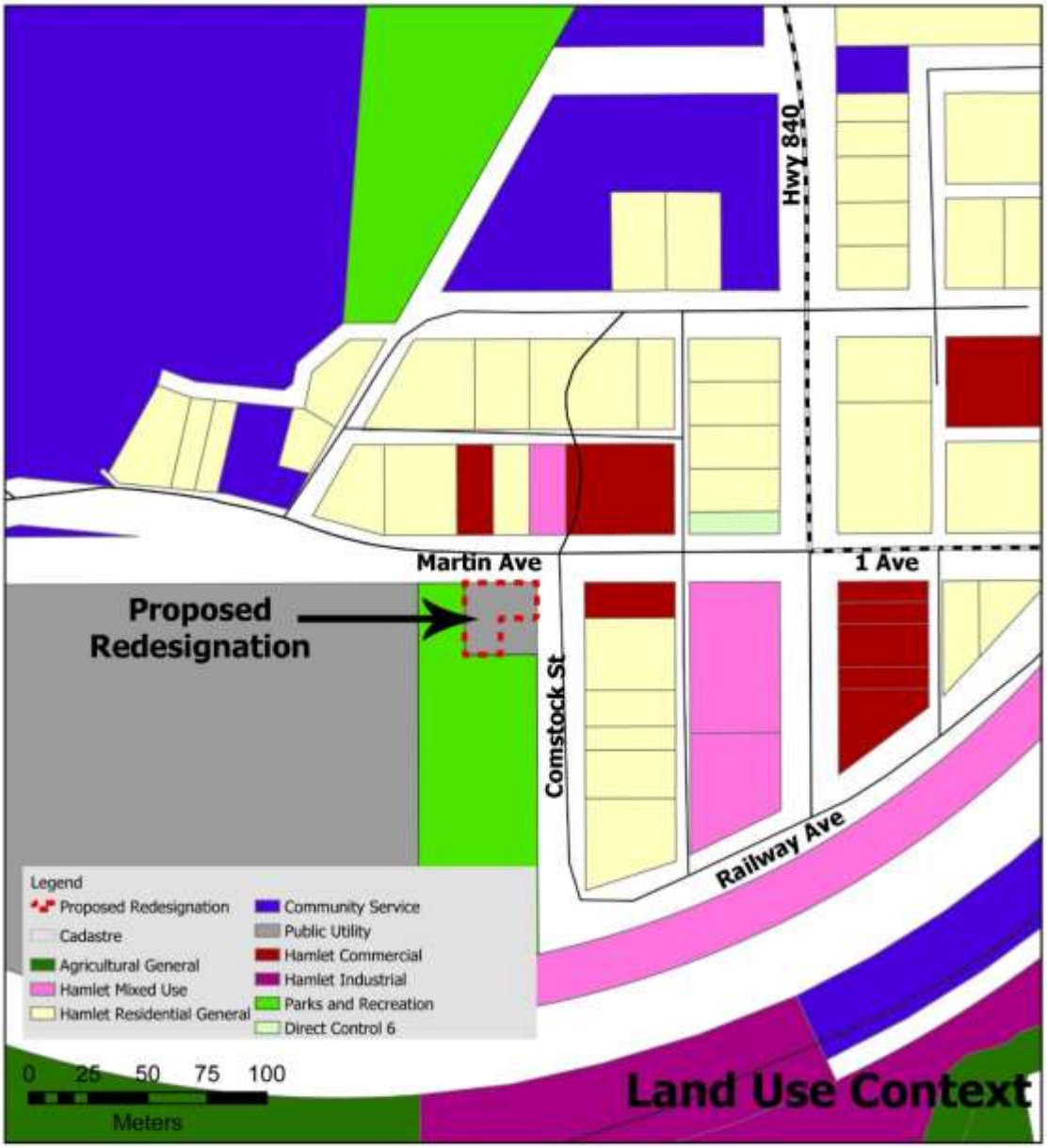
N

**Block 3, Plan 6742BQ**

Date: February 4, 2020 File: LU2019-13




N

**Block 3, Plan 6742BQ**

Date: February 4, 2020

File: LU2019-13

# BYLAW 2019-35

(LU2019-13)

**BEING A BYLAW OF WHEATLAND COUNTY TO AMEND LAND USE BYLAW NO. 2016-01 BY REDESIGNATING A PORTION OF PLAN 6742BQ, THE NORTH 100 FEET OF THE EAST 100 FEET OF BLOCK 3, FROM PUBLIC UTILITY DISTRICT TO PARKS AND RECREATION 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 a portion of Plan 6742BQ, the North 100 feet of the East 100 feet of Block 3, from Public Utility (PU) District to Parks and Recreation (PR) 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 2019-35 on _____ 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.

_____**MOVED** Second Reading of Bylaw 2019-35 on _____ and it was

Carried.

_____**MOVED** Third and Final Reading of Bylaw 2019-35 on _____ and it was

Carried.

_____

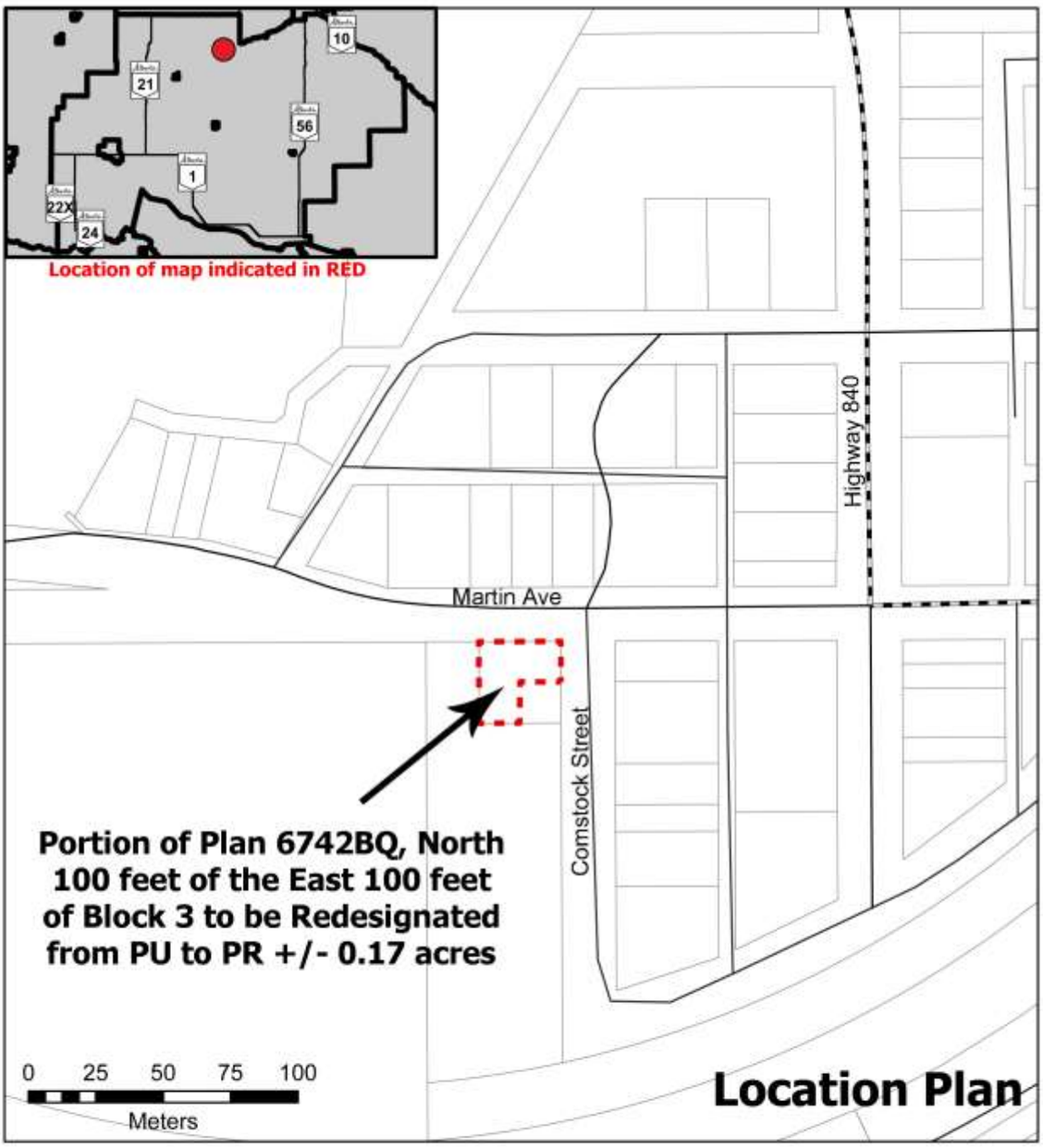
Amber Link – Reeve

_____

Brian Henderson – Chief Administrative Officer

# SCHEDULE 'A'

**Bylaw: 2019-35**




**NW-7-27-21-W4**

N

Date: February 4, 2020

File: LU2019-13

WHEATLAND COUNTY

**Legal Description:** Plan 6742BQ the North 100 feet of the East 100 feet of Block 3
**File No:** LU2019-13
**Division:** 6
**Title Area:** +/- 0.23 acre
**From:** Public Utility (PU) District
**To:** Parks and Recreation (PR) District

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 13, 2020

**Subject**
Decision-making topic title

**Public Hearing for Bylaw 2020-10** to redesignate 128.74 acres of Plan 081 3350, Block 1, Lot 1 from Industrial General District to Public Utility District.

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

**RECOMMENDATION: THAT Council undertake the Public Hearing for Bylaw 2020-10.**

**GM Comments**
Any additional comments regarding the reason for the recommendation

The redesignation supports County economic development and growth strategies because a Public Utility District permits essential services and uses that assist future growth and expansion.

**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 Southern Alberta Energy from Waste Association (SAEWA), a non-profit association, expressed interest in the subject site and short listed the County in hosting an energy for waste (EFW) facility. Based on high level information provided by SAEWA, Staff evaluated the subject site and the potential for hosting the SAEWA project and concluded that the best fit for an incinerator and power generating station would fall under the Public Utility District as a "Utility Services, Major Infrastructure" or "Waste Management Facility, Major".

On February 19th, 2020, SAEWA presented the short list evaluation results, where Wheatland County ranked as the least preferred site. Though Wheatland County has not been chosen for the EFW facility, staff is still bringing forward the bylaw to redesignate this parcel to Public Utility District. The redesignation to a Public Utility District still supports the County's economic development strategies by allowing essential services and uses that support growth and expansion of an existing community, as well as allowing the existing uses to continue on the subject site.

The comments received focused on the specifics of the SAEWA development. Staff responded that little information was available and that if the County was chosen, the development permit application would likely answer may of the questions residents were asking. The two letters received have been attached.

**Relevant Policy / Practices / Legislation**

| **Strategic Relevance** |
| --- |
| SSRP Implementation Plan: Community Development, Land-use Patterns<br>RGMS 4.3,<br>MDP Policies 3.11, 3.13<br>Land Use Bylaw 2016-01 |

| **Response Options and Desired Outcome(s)** |
| --- |
| THAT Council undertake the Public Hearing for 2020-10 |

| **IMPLICATIONS OF RECOMMENDATION**<br>**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. |

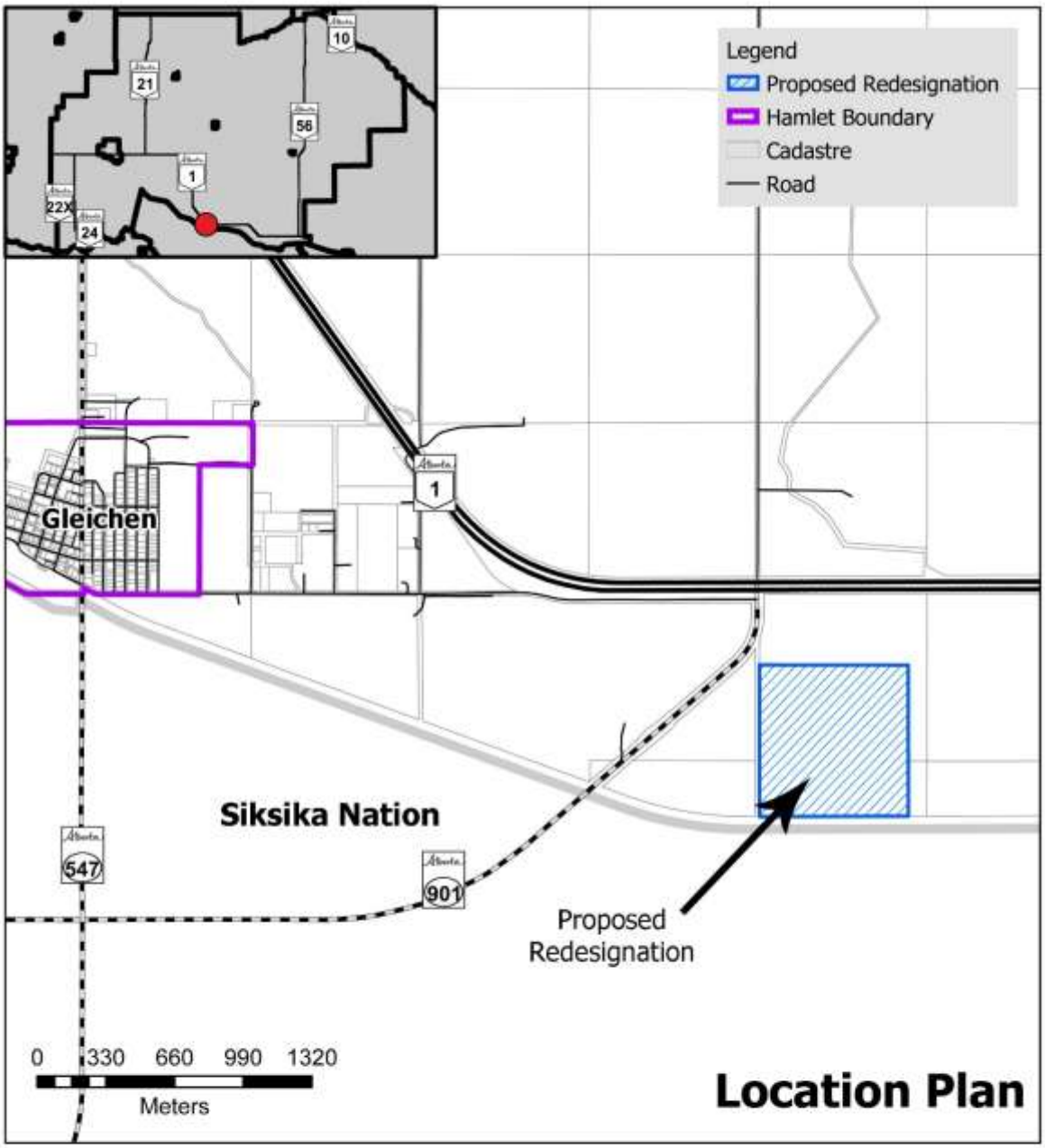
Submitted by:

Megan Williams, BCD
Planner II

Reviewed by:

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

Brian Henderson, CPA, CA
CAO

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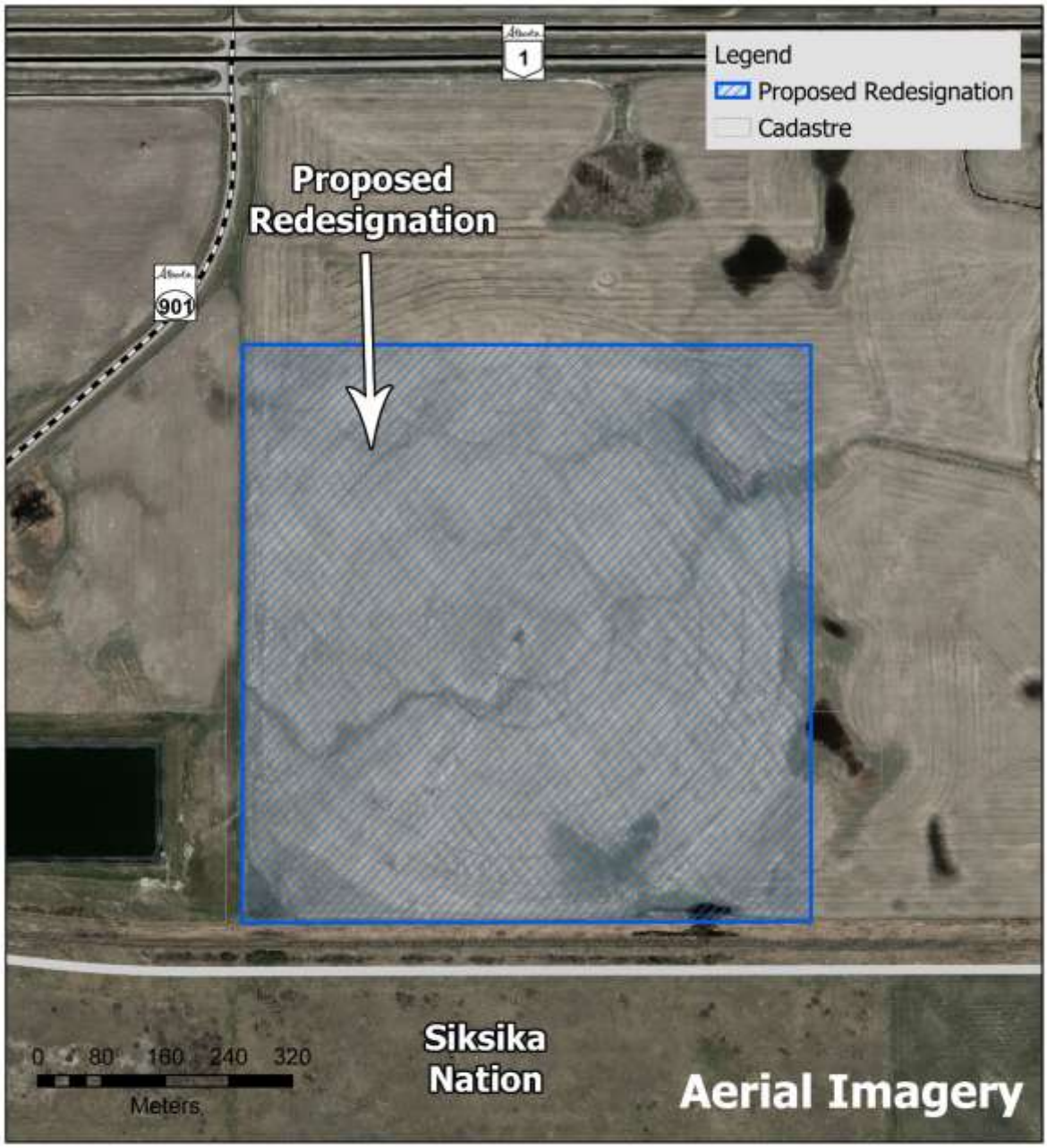
**Plan 081 3350, Block 1, Lot 1**

Date: March 3, 2020

Bylaw No. 2020-10

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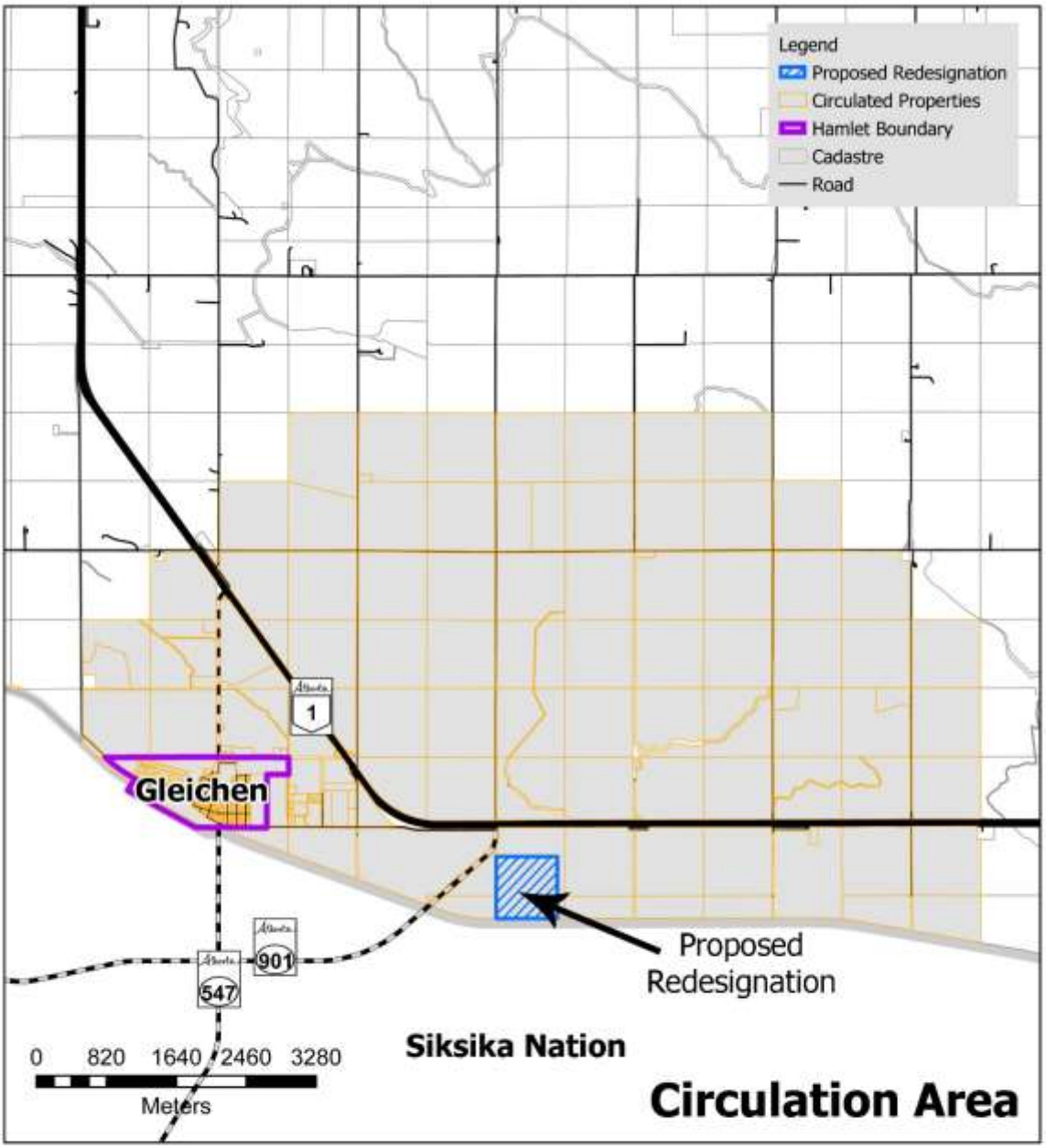
**Plan 081 3350, Block 1, Lot 1**

Date: March 3, 2020

Bylaw No. 2020-10




N

**Plan 081 3350, Block 1, Lot 1**

Date: March 3, 2020

Bylaw No. 2020-10

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 13, 2020

**Subject**
Decision-making topic title

**Bylaw 2020-10 – Second and Third Reading** to redesignate 128.74 acres of Plan 081 3350, Block 1, Lot 1 from Industrial General District to Public Utility District.

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

**That Council choose Option #1 to approve Bylaw 2020-10**

**Resolution 1: That Council move Second Reading of Bylaw 2020-10, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 128.74 ac within Plan 0813350, Block 1, Lot 1; from Industrial General District to Public Utility District as shown on the attached Schedule 'A'.**

**Resolution 2: That Council move Third Reading of Bylaw 2020-10 this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 128.74 ac within Plan 0813350, Block 1, Lot 1; from Industrial General District to Public Utility District as shown on the attached Schedule 'A'.**

**GM Comments**
Any additional comments regarding the reason for the recommendation

The redesignation supports County economic development and growth strategies because a Public Utility District permits essential services and uses that assist future growth and expansion.

**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 Southern Alberta Energy from Waste Association (SAEWA), a non-profit association, expressed interest in the subject site and short listed the County in hosting an energy for waste (EFW) facility. Based on high level information provided by SAEWA, Staff evaluated the subject site and the potential for hosting the SAEWA project and concluded that the best fit for an incinerator and power generating station would fall under the Public Utility District as a "Utility Services, Major Infrastructure" or "Waste Management Facility, Major".

On February 19th, 2020, SAEWA presented the short list evaluation results, where Wheatland County ranked as the least preferred site. Though Wheatland County has not been chosen for the EFW facility, staff is still bringing forward the bylaw to redesignate this parcel to Public Utility District. The redesignation to a Public Utility District still supports the County's economic development strategies

by allowing essential services and uses that support growth and expansion of an existing community, as well as allowing the existing uses to continue on the subject site.

The comments received focused on the specifics of the SAEWA development. Staff responded that little information was available and that if the County was chosen, the development permit application would likely answer may of the questions residents were asking. The two letters received have been attached.

**Relevant Policy / Practices / Legislation**

**Strategic Relevance**

SSRP Implementation Plan: Community Development, Land-use Patterns
RGMS 4.3,
MDP Policies 3.7, 3.11, 3.13
Land Use Bylaw 2016-01

**Response Options and Desired Outcome(s)**

Option #1: THAT Second and Third Reading of Bylaw 2020-10 be granted

Resolution 1: That Council move Second Reading of Bylaw 2020-10, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 128.74 ac within Plan 0813350, Block 1, Lot 1; from Industrial General District to Public Utility District as shown on the attached Schedule 'A'.

Resolution 2: That Council move Third Reading of Bylaw 2020-10 this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 128.74 ac within Plan 0813350, Block 1, Lot 1; from Industrial General District to Public Utility District as shown on the attached Schedule 'A'.

Option #2: THAT Bylaw 2020-10 be refused.

Resolution #1: That Council refuse Bylaw 2020-10, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 128.74 ac within Plan 0813350, Block 1, Lot 1; from Industrial General District to Public Utility District as shown on the attached Schedule 'A'.

Option #3: THAT Council approve an alternate recommendation.

**RECOMMENDATION**

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

- The current development and proposed land use align with the SSRP, RGMS, and MDP
- The current development and proposed land use align with the LUB Public Utility District rules and regulations.

**IMPLICATIONS OF RECOMMENDATION**

**General**

N/A

**Organizational**

N/A

**Financial**

N/A

| **Environmental, Staff and Public Safety** |
| --- |
| N/A |

| **Follow-up Action / Communications** |
| --- |
| N/A |

Submitted by:

Megan Williams, BCD
Planner II

Reviewed by:

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

Brian Henderson, CPA, CA
CAO

# PLANNING REPORT

**2nd & 3rd Reading – COUNCIL**

**March 3, 2020**

| | |
|---|---|
| **BYLAW #:** 2020-10 | **File No:** LU2020-04 |
| **LEGAL DESCRIPTION:** Plan 081 3350, Block 1, Lot 1 | **TITLED AREA:** 128.74 Acres |
| **EXISTING LAND USE DISTRICT:**<br>Industrial General District | **PROPOSED LAND USE DISTRICT:**<br>Public Utility District |
| The purpose of this application is to redesignate 128.74 acres of Plan 081 3350, Block 1, Lot 1 from Industrial General District to Public Utility District. | |

**LOCATION:**

The parcel being redesignated is Plan 081 3350, Block 1, Lot 1 and is 2.8km east of Gleichen, and has access from an undeveloped road allowance.

**BACKGROUND INFORMATION:**

In 2019, Staff initiated a pilot project that explored strategies for promoting economic development in the County. Staff explored a municipal planning approach to economic development as a tool to increase the County's competitiveness to attract business within the region. This tool was implemented by identifying County-owned parcels that could be pre-zoned to an appropriate land use to attract industrial or commercial development.

The criteria used for locating parcels included:

- Parcels in appropriate areas of the County that did not detract from areas already identified in approved area structure plans.
- Parcels that had access to a regional transportation network.
- Parcels that had access to servicing.
- Parcels over 80 acres.

Three parcels were initially identified for pre-zoning; however only the subject parcel was successfully redesignated. Based on the location of the subject parcel, Staff proposed the Industrial General Land Use District for the site as it accommodated not only the current uses but allowed for a variety of additional uses. Currently the site is used to discharge effluent from the sewage lagoon, it is also leased for cultivation purposes. This lease expires in October 2023, the Tenants have the ability to renew the lease for a further 5 years.

The Southern Alberta Energy from Waste Association (SAEWA), a non-profit association, expressed interest in the subject site and short listed the County in hosting an energy for waste (EFW) facility. Based on high level information provided by SAEWA, Staff evaluated the subject site and the potential for hosting the SAEWA project and concluded that the best fit for an incinerator and power generating station would fall under the Public Utility District as a "Utility Services, Major Infrastructure" or "Waste Management Facility, Major".

On February 19th, 2020, SAEWA presented the short list evaluation results, where Wheatland County ranked as the least preferred site. Though Wheatland County has not been chosen for the EFW facility, staff is still bringing forward the bylaw to redesignate the parcel to Public Utility District.

This proposal still supports the County's economic development strategies by allowing essential services and uses that support growth and expansion of an existing community, as well as allow the existing uses to continue on the subject site.

## POLICY ANALYSIS:

### Interim Regional Evaluation Framework (IREF):

The proposed redesignation is outside of the Calgary Metropolitan Regional Board plan area, so the application was not circulated to the Board.

### South Saskatchewan Regional Plan (SSRP):

Redesignating this parcel to Public Utility District does not impede the current uses on the site. The purpose of the Public Utility District is to provide land that accommodates the utilities required to service public and private facilities, businesses and residences within the County. This aligns with the Community Development section of the SSRP that speaks to establishing land use patterns that minimize potential conflict, appropriately locate public amenities, and provide an appropriate mix of uses. The different uses allowed in a Public Utility district directly support these policies.

### Regional Growth Management Strategy Plan (RGMS):

The uses allowed in the Public Utility District all support the policies, objectives and goals of the RGMS. It promotes sustainable community development, economic development and community development by increasing the land inventory for developments that aim to service public and private developments.

### Municipal Development Plan (MDP):

The objectives and policies within the MDP don't specifically speak to the different uses in the PU District, however they do direct new development to locate to areas that have existing municipal services. By redesignating this parcel to the PU District, it provides an opportunity for the County to expand its servicing infrastructure.

### Land Use Bylaw:

The redesignation would support the continued cropping of the land and use of the effluent pivot.

| Permitted | Discretionary |
|---|---|
| Accessory Building / Structure | Composting Facility |
| Essential Public Service | Outdoor Storage |
| Signs not requiring a Development Permit[1] | Private Amenity Space |
| Solar Panel, Ground Mount[1] | Recycling Facility |
| Solar Panel, Structure Mount[1] | Shipping Container |
| Stripping and Grading[1] | Signs requiring a Development Permit^ |
| Utility Building | Stockpile |
| WECS (micro)[1] | Tower |
| WECS (Category 1)[1] | Utility Services, Major Infrastructure |
| | Waste Management Facility, Major |
| | Waste Management Facility, Minor |

## CIRCULATION COMMENTS:

Comments from landowners focused on the specifics of the SAEWA development. Staff responded that little information was available at this time, and that if the County is chosen, the development permit

application would result in circulation and would likely answer many of the questions residents were asking. The two letters received have been attached.

| EXTERNAL AGENCIES | COMMENTS |
|---|---|
| AB Community and Development | No concerns. |
| AB Culture and Tourism | No concerns. |
| AB Health Services | No concerns. |
| AB Transportation | This will acknowledge receipt of your circulation regarding the above noted proposal. Future subdivision must meet the requirements of Sections 14 and 15 of the Subdivision and Development Regulation, due to the proximity of provincial highways. Future development activity must meet the requirements of the Highways Development and Protection Regulation.<br>Alberta Transportation has concerns about operational and safety impacts to the highway, should this application be approved. To mitigate these concerns, future subdivision and/or development at these locations will need to address the following:<br>1. Access shall be located from the lower classification roadway wherever possible. This may include a requirement for dedication and construction of a parallel service road to a suitable County standard, and be open to the public.<br>2. A Traffic Impact Assessment (TIA) shall be prepared by a qualified transportation professional, and reviewed by Alberta Transportation. The TIA must provide information regarding the traffic that could be generated by the proposed development, and will identify any necessary upgrades to the Highway intersection.<br>3. Any development within the highway right-of-way or within 300 metres beyond the limit of a controlled highway or within 800 metres from the center point of an intersection of the highway and another highway would require a permit from Alberta Transportation. This requirement is outlined in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009. The subject property is within the noted control lines and, as such, any development would require the said permit. To ensure that any future highway expansion plans are not unduly compromised, minimum setbacks would be identified and stipulated as a condition of approval such that an adequate buffer would be maintained alongside the highway and any other highway related issues could be appropriately addressed. The applicant could contact the department through the undersigned in this regard.<br>4. Peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.<br>5. Other matters that may arise once specific subdivision and/or development proposals have been made. |
| ATCO Gas | No objection. |
| ATCO Pipelines | No objection. |
| Canadian National Railway | No concerns. |
| Canadian Pacific Rail | No concerns. |

| | |
|---|---|
| Cenovus Energy | No concerns. |
| Encana | No concerns. |
| Fortis | No concerns. |
| Lynx Energy | No concerns. |
| Siksika Nation Administration | Requested more information on the development. County response attached. |
| Torxen | No concerns. |
| WID | No objections. |
| Wilson's Service Gleichen (1978) Ltd. | No concerns. |
| **INTERNAL DEPARTMENTS** | |
| Agriculture & Environment | No agricultural or environmental concerns at this time. The parcel's current primary use as an end location for treated effluent seemingly aligns with this intent. Future development plans may need to consider the existing pattern of drainage through the property. |
| Development | Specific details would need to be evaluated at Development Permit stage when more specific information would be able to be supplied. I do have a concern that a facility such as this may cause odor issues for nearby residents.<br><br>My only other comment at this time is that we do not know if Wheatland County will be the successful proponent for this proposal and once the land has been given the new designation, we would need to be open to the other uses on the PU District potentially being located on that site. |
| Economic Development | No concerns |
| Parks & Recreation | No concerns |
| Protective Services | No concerns |
| Public Works/ Transportation | The site is currently used as an effluent irrigation field. The proposed development will require the irrigation site to be moved to another location.<br>There are opportunities to fully service the site with water, wastewater, shallow utilities and transportation if needed. |

**OPTIONS:**

Option #1: THAT Second and Third Reading of Bylaw 2020-10 be granted

Resolution 1: That Council move Second Reading of Bylaw 2020-10, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 128.74 ac within Plan 0813350, Block 1, Lot 1; from Industrial General District to Public Utility District as shown on the attached Schedule 'A'.

Resolution 2: That Council move Third Reading of Bylaw 2020-10 this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 128.74 ac within Plan 0813350, Block 1, Lot 1; from Industrial General District to Public Utility District as shown on the attached Schedule 'A'.

Option #2: THAT Bylaw 2020-10 be refused.

Resolution #1: That Council refuse Bylaw 2020-10, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 128.74 ac within Plan 0813350, Block 1, Lot 1; from Industrial General District to Public Utility District as shown on the attached Schedule 'A'.

Option #3: THAT Council approve an alternate recommendation.

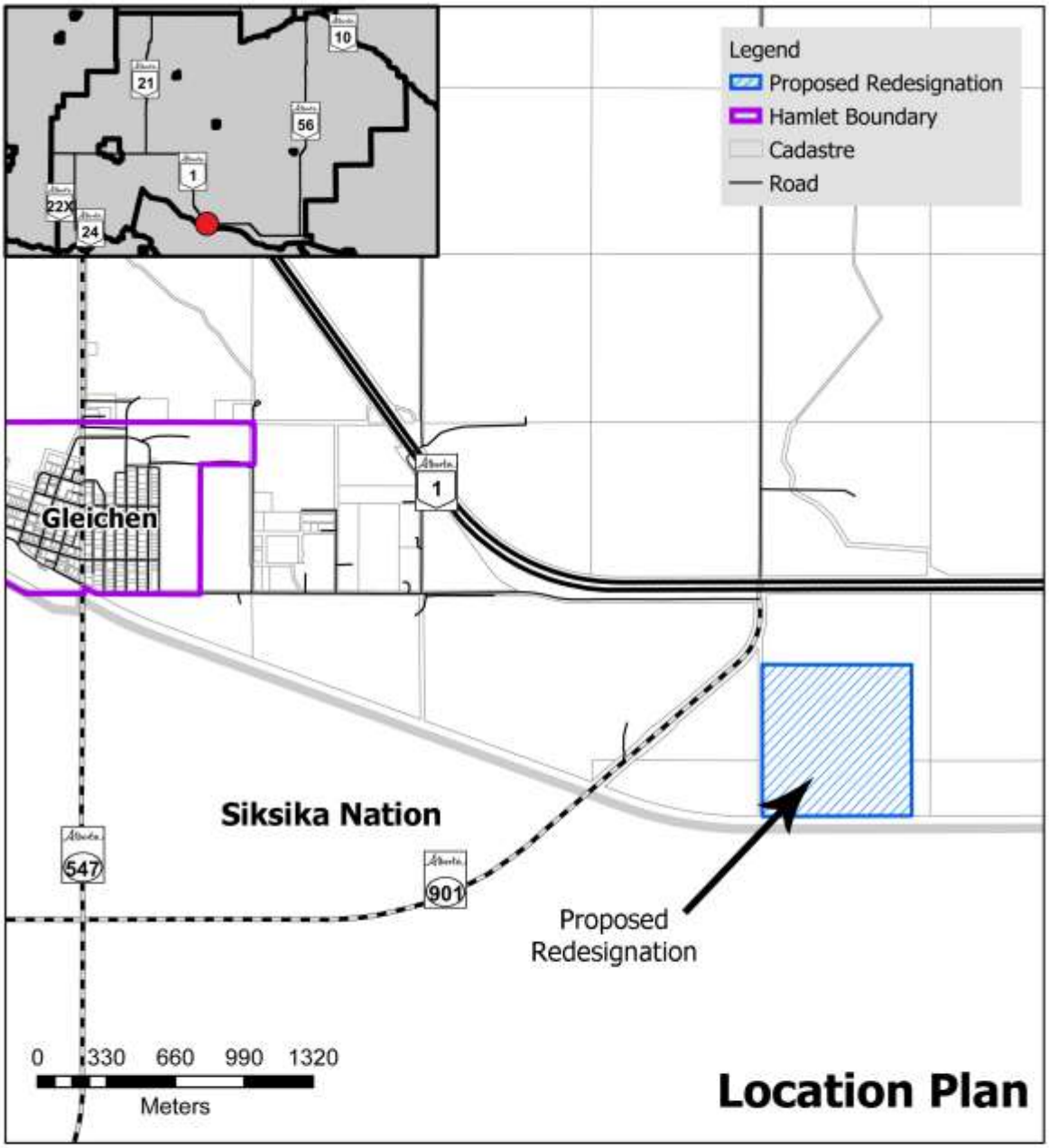
**RECOMMENDATION**

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

- The current development and proposed land use align with the SSRP, RGMS, and MDP
- The current development and proposed land use align with the LUB Public Utility District rules and regulations.

Respectfully submitted,

Megan Williams, BCD, Planner II
Planning and Development Department

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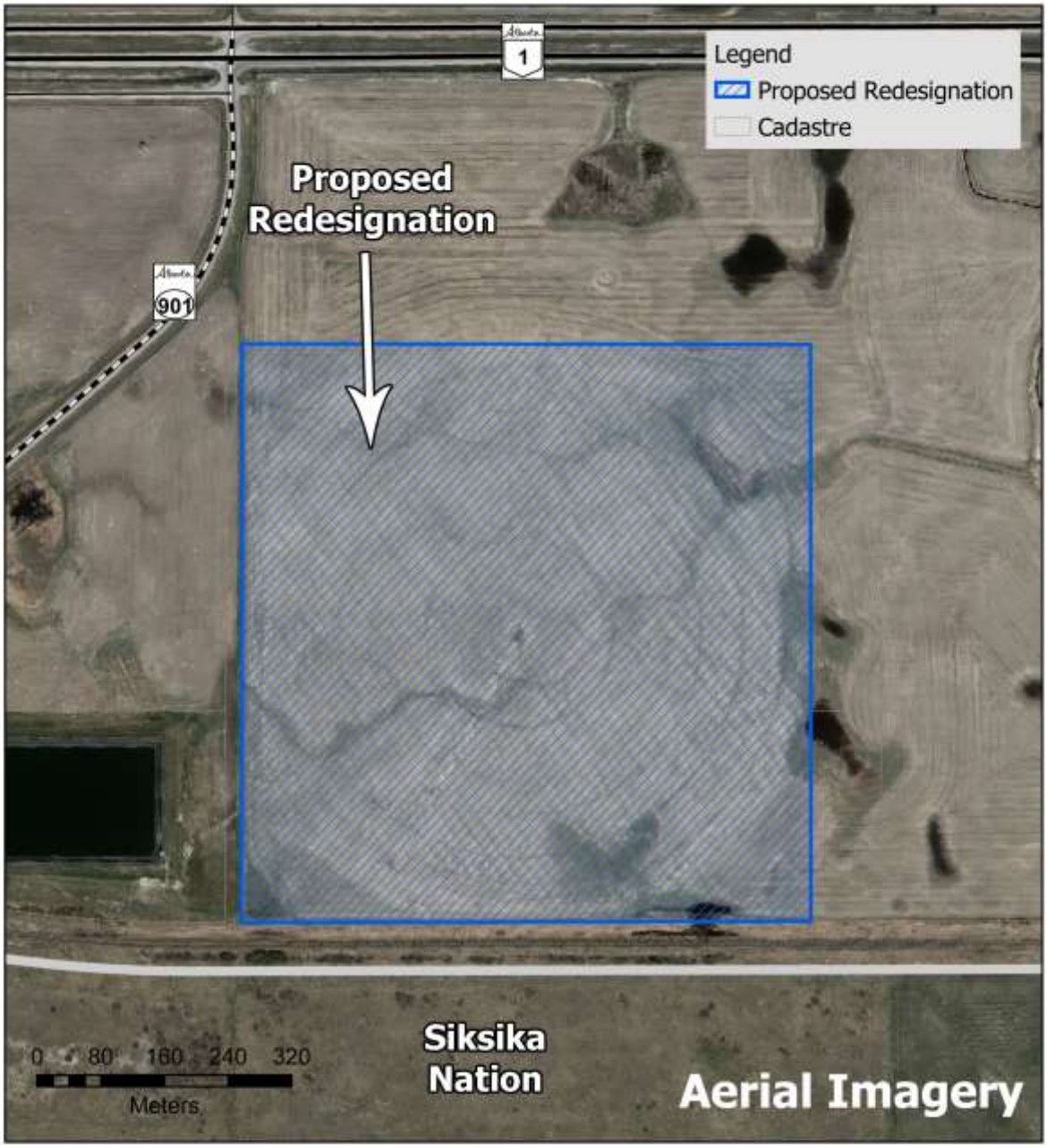
**Plan 081 3350, Block 1, Lot 1**

Date: March 3, 2020

Bylaw No. 2020-10

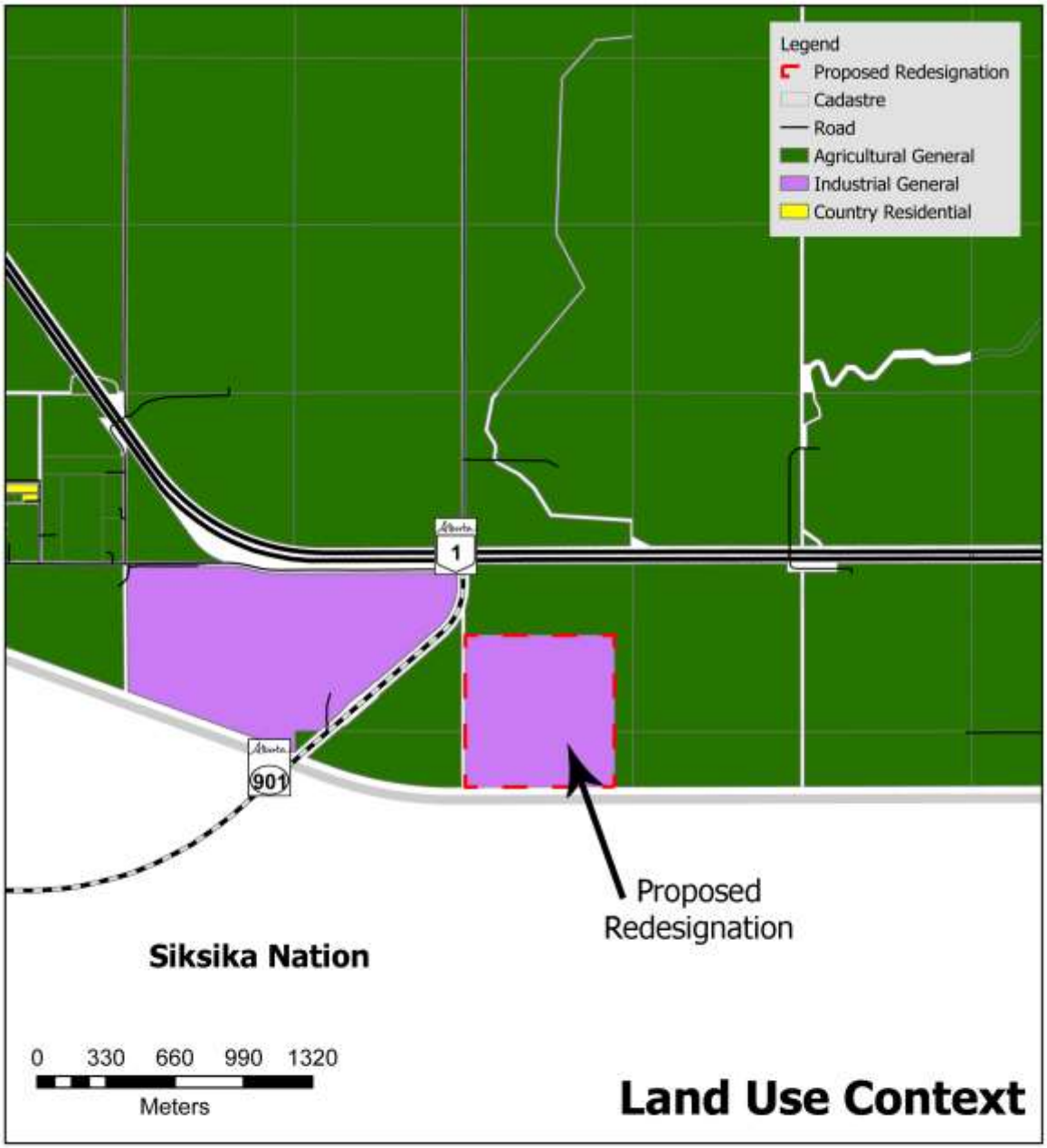



N

**Plan 081 3350, Block 1, Lot 1**

Date: March 3, 2020

Bylaw No. 2020-10

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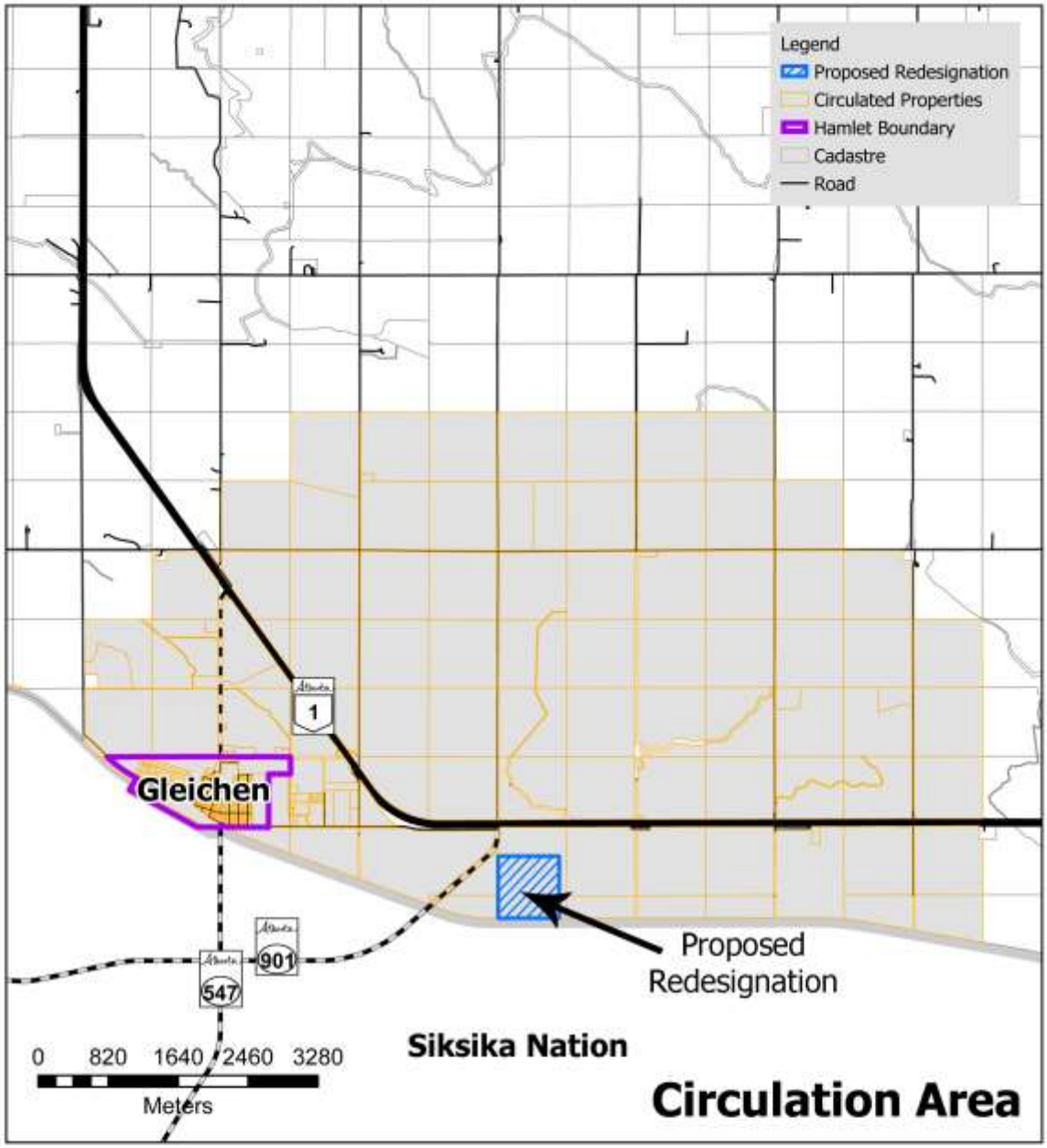
**Plan 081 3350, Block 1, Lot 1**

Date: March 3, 2020

Bylaw No. 2020-10




N

**Plan 081 3350, Block 1, Lot 1**

Date: March 3, 2020

Bylaw No. 2020-10

# BYLAW 2020-10

(LU2020-04)

**BEING A BYLAW OF WHEATLAND COUNTY TO AMEND LAND USE BYLAW NO. 2016-01 BY REDESIGNATING PLAN 0813350, BLOCK 1, LOT 1 FROM INDUSTRIAL GENERAL DISTRICT TO PUBLIC UTILITY 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 _____ 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 Plan 0813350, Block 1, Lot 1 from Industrial General District to Public Utility 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 2020-10 on _____, 2020 this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 128.74 ac within Plan 0813350, Block 1, Lot 1; from Industrial General District to Public Utility District as shown on the attached Schedule 'A'.

Carried.

**MOVED** Second Reading of Bylaw 2020-10 on _____, 2020 and it was

Carried.

**MOVED** Third and Final Reading of Bylaw 2020-10 on _____, 2020 and it was

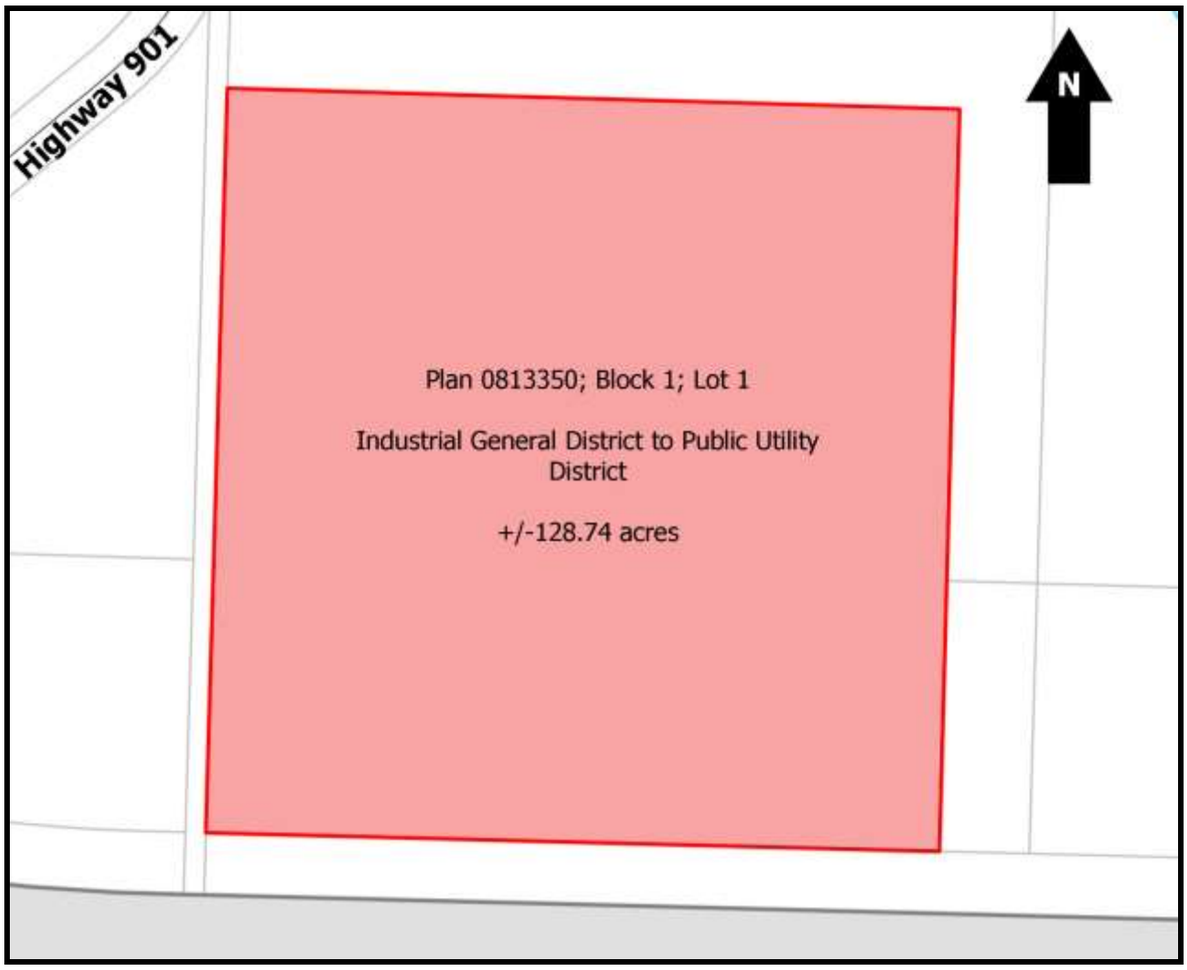
Carried.

_____
Reeve – Amber Link

_____
Chief Administrative Officer –
Brian Henderson

# SCHEDULE 'A'

## Bylaw: 2020-10




WHEATLAND COUNTY

**Legal Description:** Plan 0813350; Block 1; Lot 1

**File No:** LU2020-04

**Division:** 1

**Title Area:** +/- 128.74 ac

**From:** Industrial General (AG) District

**To:** Public Utility (PU) District

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 6, 2020

**Subject**
Decision-making topic title

**Public Hearing for Bylaw 2020-07 –** The Village of Standard and Wheatland County Intermunicipal Development Plan.

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

**THAT Council proceed with Public Hearing for Bylaw 2020-07, this being the Bylaw for the Village of Standard and Wheatland County Intermunicipal Development Plan.**

**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

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 Standard and Wheatland County did not previously have an IDP.

The plan area of the IDP encompasses approximately 2,155 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 2020-07.

**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

Brian Henderson, CPA, CA
CAO

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 6, 2020

**Subject**
Decision-making topic title

**Bylaw 2020-07 –** The Village of Standard and Wheatland County Intermunicipal Development Plan

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

**That Council choose Option #1, to Approve Bylaw 2020-07 this being the Bylaw for the**

**The Village of Standard and Wheatland County Intermunicipal Development Plan.**

**Resolution 1: That Council move First Reading of Bylaw 2020-07, this being a bylaw for the purpose of adopting the Wheatland County and the Village of Standard 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.**

**Resolution 2: That Council move Second Reading of Bylaw 2020-07, this being a bylaw for the purpose of adopting the Wheatland County and the Village of Standard 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.**

**Resolution 3: That Council move approval to proceed with Third and Final Reading of Bylaw 2020-07.**

**Resolution 4: That Council move Third and Final Reading of this being a bylaw for the purpose of adopting the Wheatland County and the Village of Standard 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.**

**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 Standard and Wheatland County did not previously have an IDP.

The plan area of the IDP encompasses approximately 2,155 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 <u>THAT Council Approve Bylaw 2020-07</u>

Resolution 1: That Council move <u>First Reading</u> of Bylaw 2020-07, this being a bylaw for the purpose of adopting the Wheatland County and the Village of Standard 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.

Resolution 2: That Council move <u>Second Reading</u> of Bylaw 2020-07, this being a bylaw for the purpose of adopting the Wheatland County and the Village of Standard 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.

Resolution 3: That Council move <u>approval to proceed with Third and Final Reading</u> of Bylaw 2020-07.

Resolution 4: That Council move <u>Third and Final Reading</u> of Bylaw 2020-07 this being a bylaw for the purpose of adopting the Wheatland County and the Village of Standard 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.

Option #2 THAT Bylaw 2020-07 be refused.

Resolution 1: That Council move to Refuse Bylaw 2020-07, this being a bylaw for the purpose of adopting the Wheatland County and the Village of Standard 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.

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 Standard 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

Brian Henderson, CPA, CA
CAO

# PLANNING REPORT

**Public Hearing, 1st 2nd, & 3rd Reading – COUNCIL**
**March 3, 2020**

| | |
|---|---|
| **BYLAW #:**<br>2020-07 | **File No:**<br>Standard / Wheatland Intermunicipal Development Plan |
| **LOCATION:**<br>Parcels within the Village boundary directly adjacent to the shared boundary | **AFFECTED AREA:**<br>872 hectares (2,155 acres) |
| **EXISTING DOCUMENT:**<br>N/A | **PROPOSED DOCUMENT:**<br>Village of Standard and Wheatland County Intermunicipal Development Plan (IDP) |

**LOCATION:**

The Intermunicipal Development Plan Area covers approximately 872 hectares (2,155 acres) in Wheatland County and includes the parcels within the Village of Standard that are directly adjacent to the intermunicipal boundary. The Village of Standard is centrally located in the ~~centre of the~~ County, approximately 9.6km northeast of Chancellor.

**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 Standard 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 Standard/ Wheatland IDP was accepted by IMC.

An open house was hosted in Standard on January 29th, 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 one be needed.

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 Standard/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 2020-07

Resolution 1: That Council move First Reading of Bylaw 2020-07, this being the Bylaw for the Village of Standard and Wheatland County Intermunicipal Development Plan.

Resolution 2: That Council move Second Reading of Bylaw 2020-07, this being the Bylaw for the Village of Standard and Wheatland County Intermunicipal Development Plan.

Resolution 3: That Council move approval to proceed with Third and Final Reading of Bylaw 2020-07.

Resolution 4: That Council move Third and Final Reading of Bylaw 2020-07, this being the Bylaw for the Village of Standard and Wheatland County Intermunicipal Development Plan.

Option #2 THAT Bylaw 2020-07 be refused.

Resolution 1: That Council move to Refuse Bylaw 2020-07, this being the Bylaw for the Village of Standard and Wheatland County Intermunicipal Development Plan.

Option #3 THAT Council approve an alternate recommendation.

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

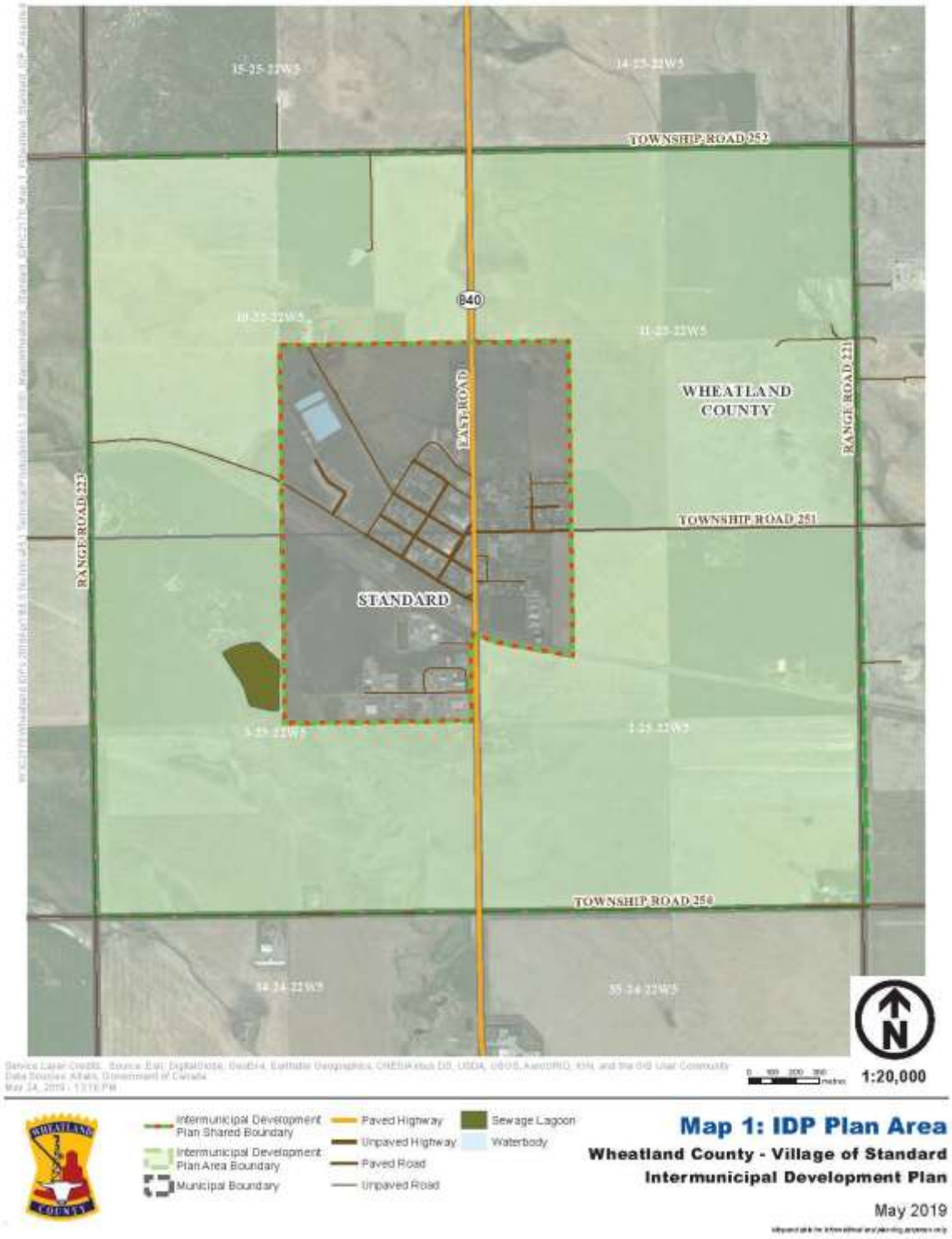
- The proposed IDP meets all the requirements of the *Municipal Government Act* (*MGA*);
- The proposed IDP meets all the objectives and goals of the SSRP.

Respectfully submitted,

Megan Williams, Planner II
Planning and Development Department

# LOCATION PLAN

# PLAN AREA


15-25-22W5
14-25-22W5
TOWNSHIP ROAD 252
B40
10-25-22W5
11-25-22W5
WHEATLAND COUNTY
EAST ROAD
RANGE ROAD 221
RANGE ROAD 223
TOWNSHIP ROAD 251
STANDARD
2-25-22W5
TOWNSHIP ROAD 250
34-24-22W5
35-24-22W5
N
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Intermunicipal Development Plan Shared Boundary
Intermunicipal Development Plan Area Boundary
Municipal Boundary
Paved Highway
Unpaved Highway
Paved Road
Unpaved Road
Sewage Lagoon
Waterbody
Map 1: IDP Plan Area
Wheatland County - Village of Standard
Intermunicipal Development Plan
May 2019

# BYLAW 2020-07

**BEING A BYLAW OF WHEATLAND COUNTY FOR THE PURPOSE OF ADOPTING THE WHEATLAND COUNTY AND VILLAGE OF STANDARD 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 Standard 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 Standard 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 Standard Intermunicipal Development Plan comes into force when Wheatland County and the Village of Standard give third readings to their respective bylaws.

_____ **MOVED** First Reading of Bylaw 2020-07 on _____, this being a bylaw for the purpose of adopting the Wheatland County and the Village of Standard 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 2020-07 on _____ and it was

Carried.

_____ **MOVED** that permission be granted to hold third and final reading of Bylaw 2020-07.

Carried Unanimously.

_____ **MOVED** Third and Final Reading of Bylaw 2020-07 on _____ and it was

Carried.

_____

Reeve – Amber Link

_____

Chief Administrative Officer –
Brian Henderson

# Village of Standard & Wheatland County

# Intermunicipal Development Plan

Bylaw No. xx &
Bylaw No. 2020-07

ACKNOWLEDGEMENTS

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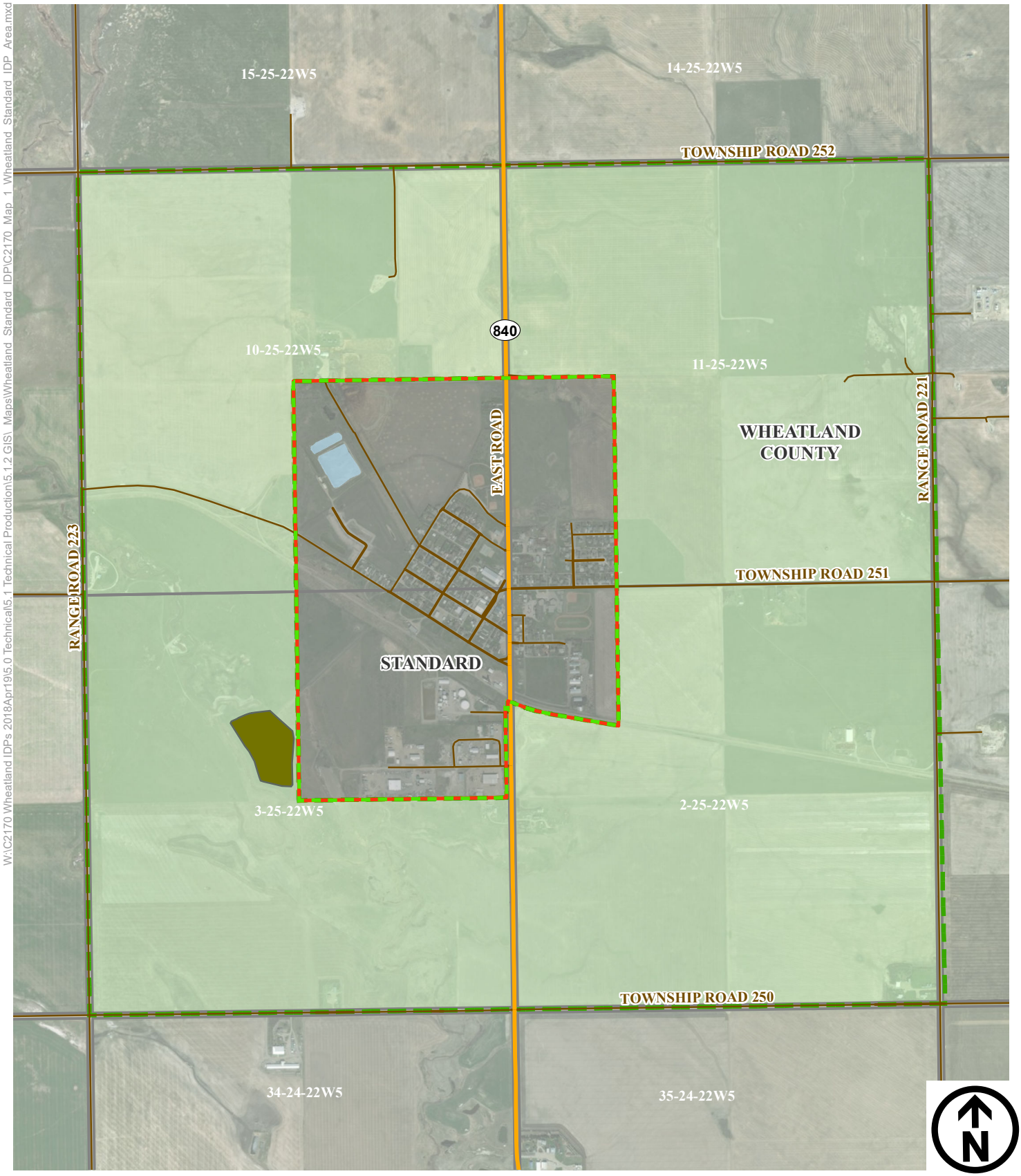
# 1 INTRODUCTION

## 1.1 PURPOSE OF THE PLAN

The Village of Standard 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). 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 |
| | • 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. |

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Service Layer Credits: Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community
Data Sources: Altalis, Government of Canada
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Intermunicipal Development Plan Shared Boundary
Intermunicipal Development Plan Area Boundary
Municipal Boundary
Paved Highway
Unpaved Highway
Paved Road
Unpaved Road
Sewage Lagoon
Waterbody

# Map 1: IDP Plan Area

**Wheatland County - Village of Standard Intermunicipal Development Plan**

May 2019

*Map and data for informational and planning purposes only.*

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.*

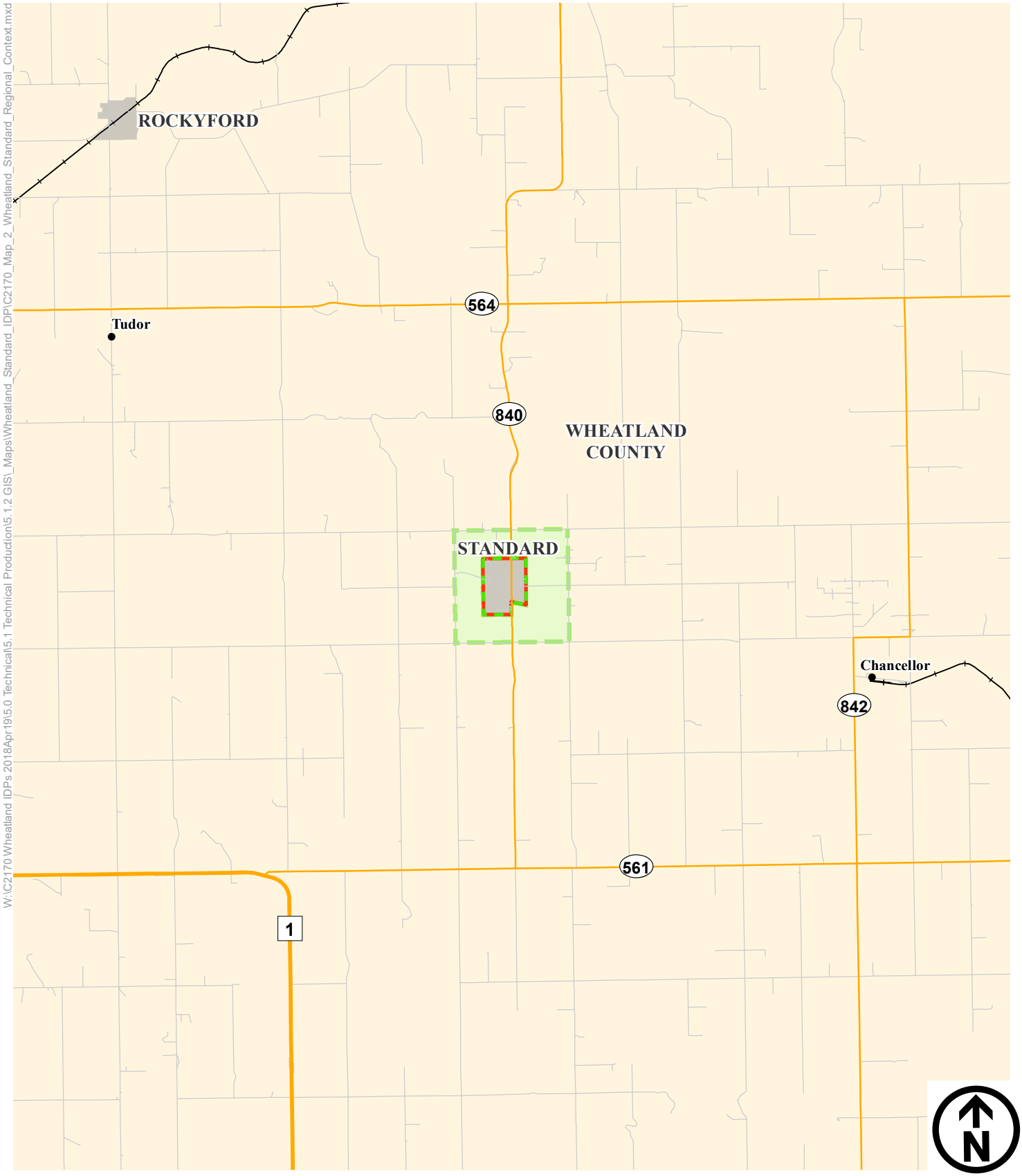
## 1.3 MUNICIPAL PROFILES

### *Village of Standard*

The Village of Standard is located in south-central Alberta, within Wheatland County, situated approximately 80 km east of the City of Calgary. According to the 2016 Canadian census the population of the Village was 316. The Village is located at the intersection of Highway 840 with Township Road 251 (see **Map 2: Regional Context**). The Village has a mixture of residential, commercial and industrial development with many businesses related to the agricultural and the oil and gas sectors. The Village has an adequate supply of vacant land for future development and a new water treatment plant which produces 756 cubic meters of water a day and is owned by the Wheatland Regional Corporation.

### *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 (see **Map 2: Regional Context**). A portion of Wheatland County around Strathmore is within the Calgary Metropolitan Region Board jurisdiction. 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.




Data Sources: Altalis, Government of Canada
May 24, 2019 - 13:16 PM

0 1 2 3 Kilometers

1:150,000

Intermunicipal Development Plan Shared Boundary

Intermunicipal Development Plan Area Boundary

Wheatland County

Hamlet

Village

# Map 2: Regional Context

**Wheatland County - Standard Intermunicipal Development Plan**

May 2019

*Map and data for informational and planning purposes only.*

# 2 PLAN AREA

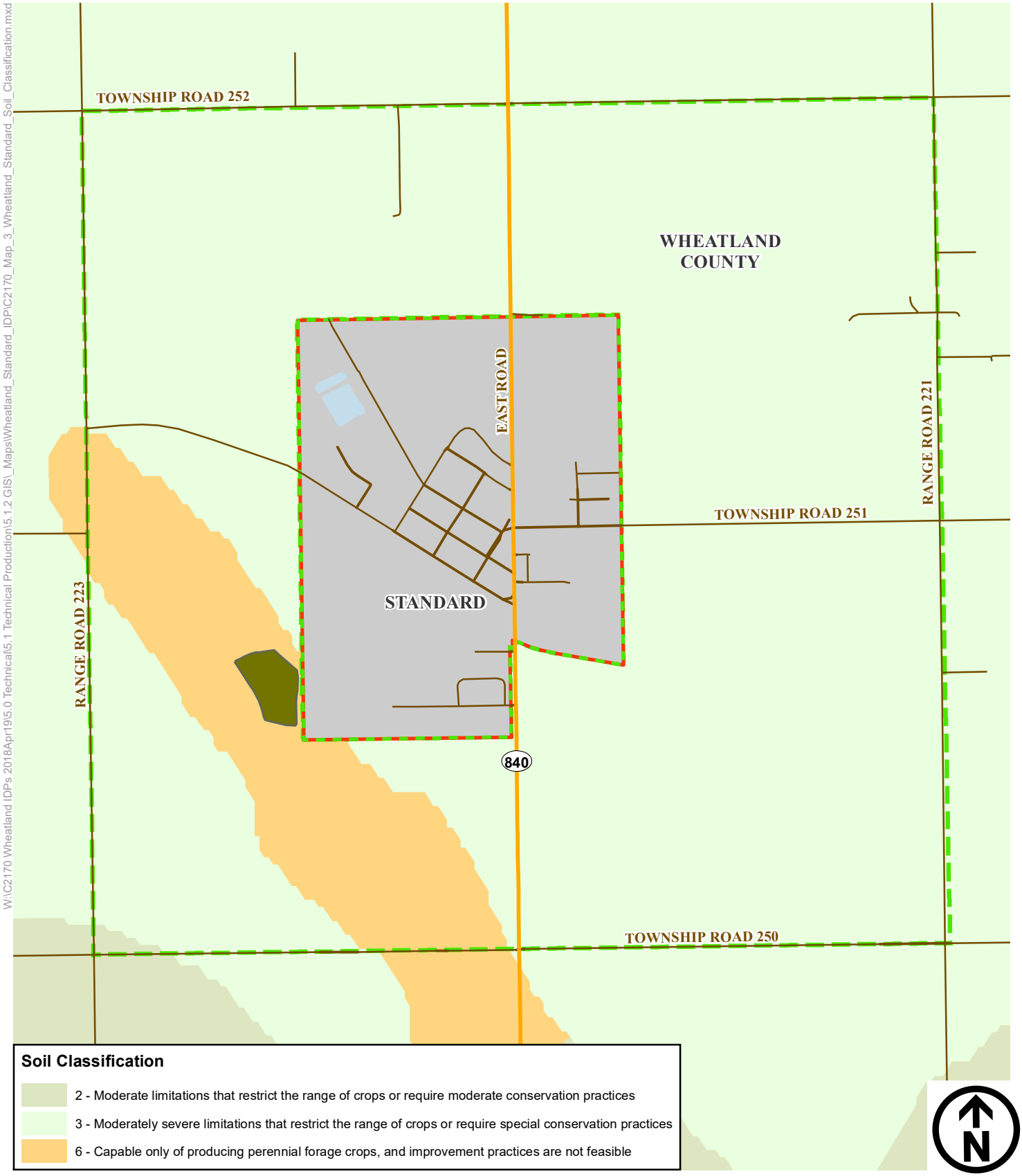
## 2.1 PLAN AREA CHARACTERISTICS

The Plan Area consists of an area approximately 872 hectares (2,155 acres) as illustrated on **Map 2: IDP Plan Area**. The Plan Area is generally characterized by large parcels of agricultural land and farmsteads, supported by natural systems and local and regional transportation networks. The following section further highlights key characteristics of the Plan Area.

| AGRICULTURE & SOIL CHARACTERISTICS | |
|---|---|
| | • Agriculture is the primary land use of the area.<br>• There is a mix of agricultural operations including grazing and crop farming in the area.<br>• Soils within the area are classified mainly as Class 3 soils, with Class 4 soils towards the southwest corner of the Plan Area as shown on **Map 3: Soil Classification**. |

| NATURAL LANDSCAPE | |
|---|---|
| | • A large portion of the Plan Area is used for agriculture with some areas remaining as natural wetlands and related ecological features.<br>• Environmental features are shown on **Map 4: Environmental Considerations**, as mostly consisting of small scattered wetlands. |

| TRANSPORTATION INFRASTRUCTURE | |
|---|---|
| | • Highway 840 is the main transportation corridor in the Plan Area. The major intersection is the junction of this range road with Township Road 541<br>• The Canadian Pacific Railway tracks formerly passed south of the Village; however the tracks have since been removed.<br>• Transportation Infrastructure is shown on **Map 5: Energy & Constraints.** |

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Data Sources: Altalis, Government of Canada
May 24, 2019 - 13:16 PM

0 150 300 450 Metres

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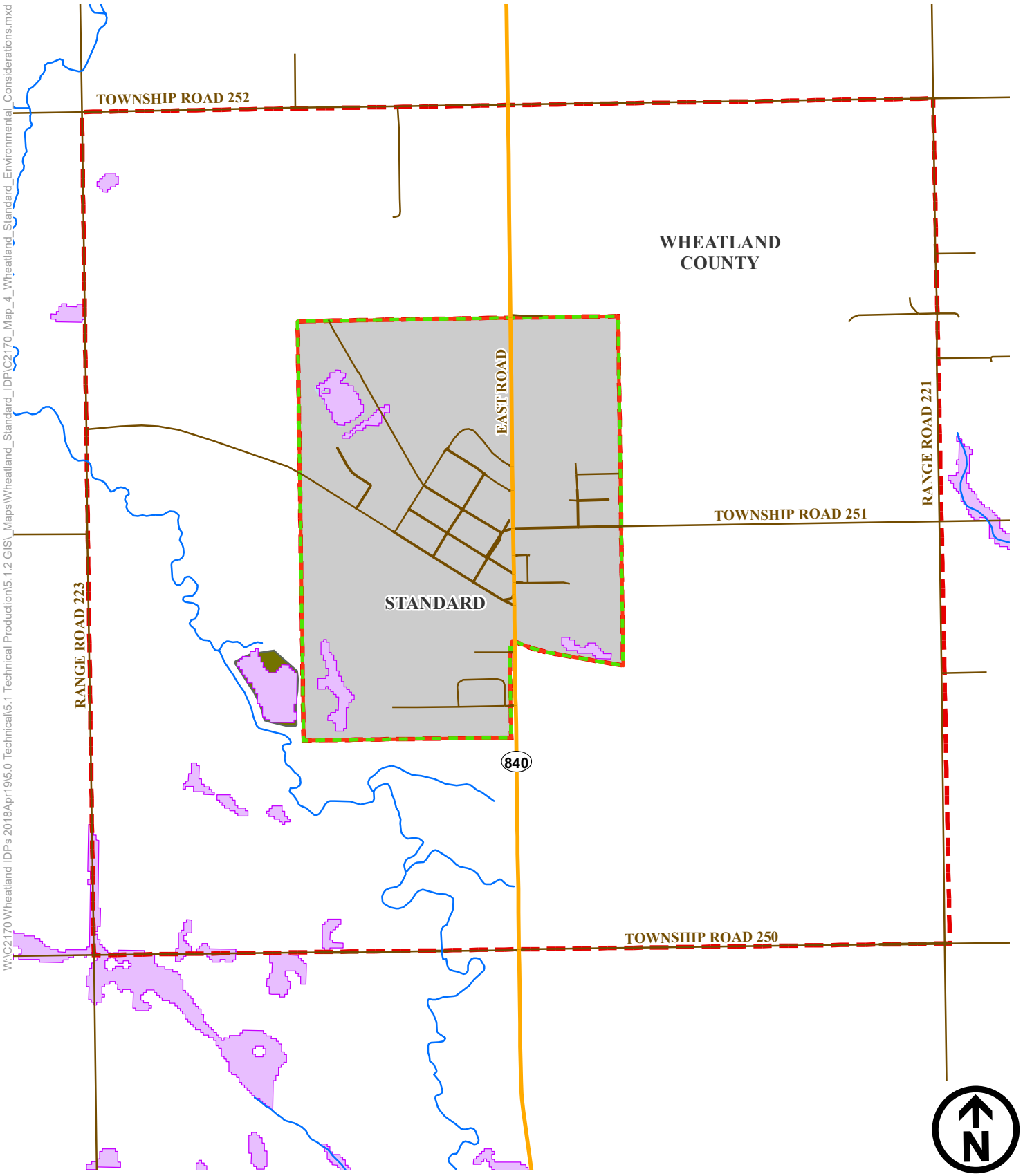
Intermunicipal Development Plan Shared Boundary
Intermunicipal Development Plan Area Boundary
Village
Sewage Lagoon
Waterbody

# Map 3: Soil Classification

**Wheatland County - Standard Intermunicipal Development Plan**

May 2019

*Map and data for informational and planning purposes only.*




Data Sources: Altalis, Government of Canada
May 24, 2019 - 13:16 PM

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Intermunicipal Development Plan Shared Boundary
Intermunicipal Development Plan Area Boundary
Watercourse
Alberta Wetland Inventory
Village
Sewage Lagoon
Waterbody

# Map 4: Environmental Considerations

**Wheatland County - Standard Intermunicipal Development Plan**

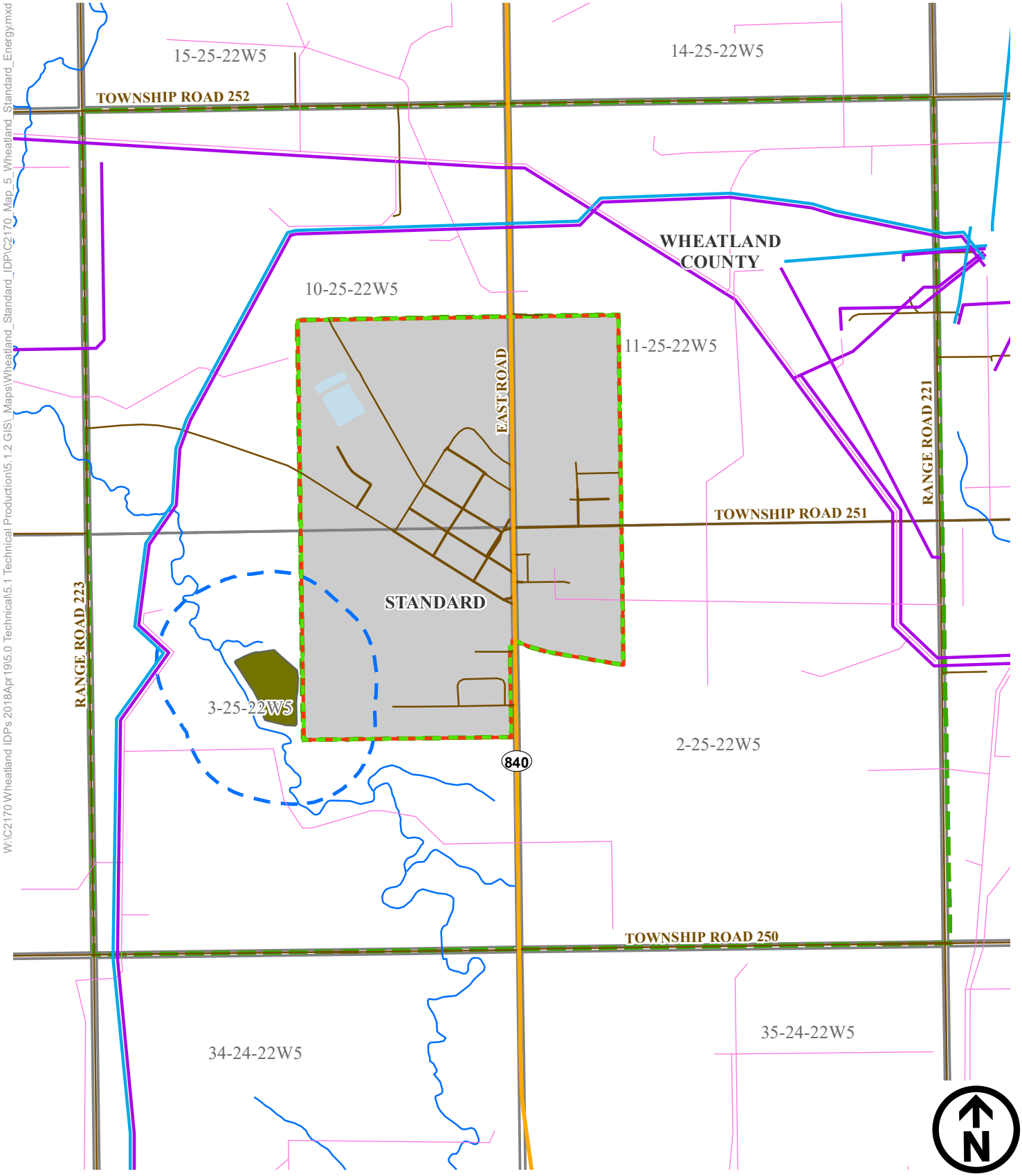
May 2019

*Map and data for informational and planning purposes only.*

| RESIDENTIAL DEVELOPMENT | |
|---|---|
| | • The Village has an established residential area with minimal new growth areas.<br>• 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 Standard 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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Data Sources: Altalis, Government of Canada
May 24, 2019 - 13:16 PM

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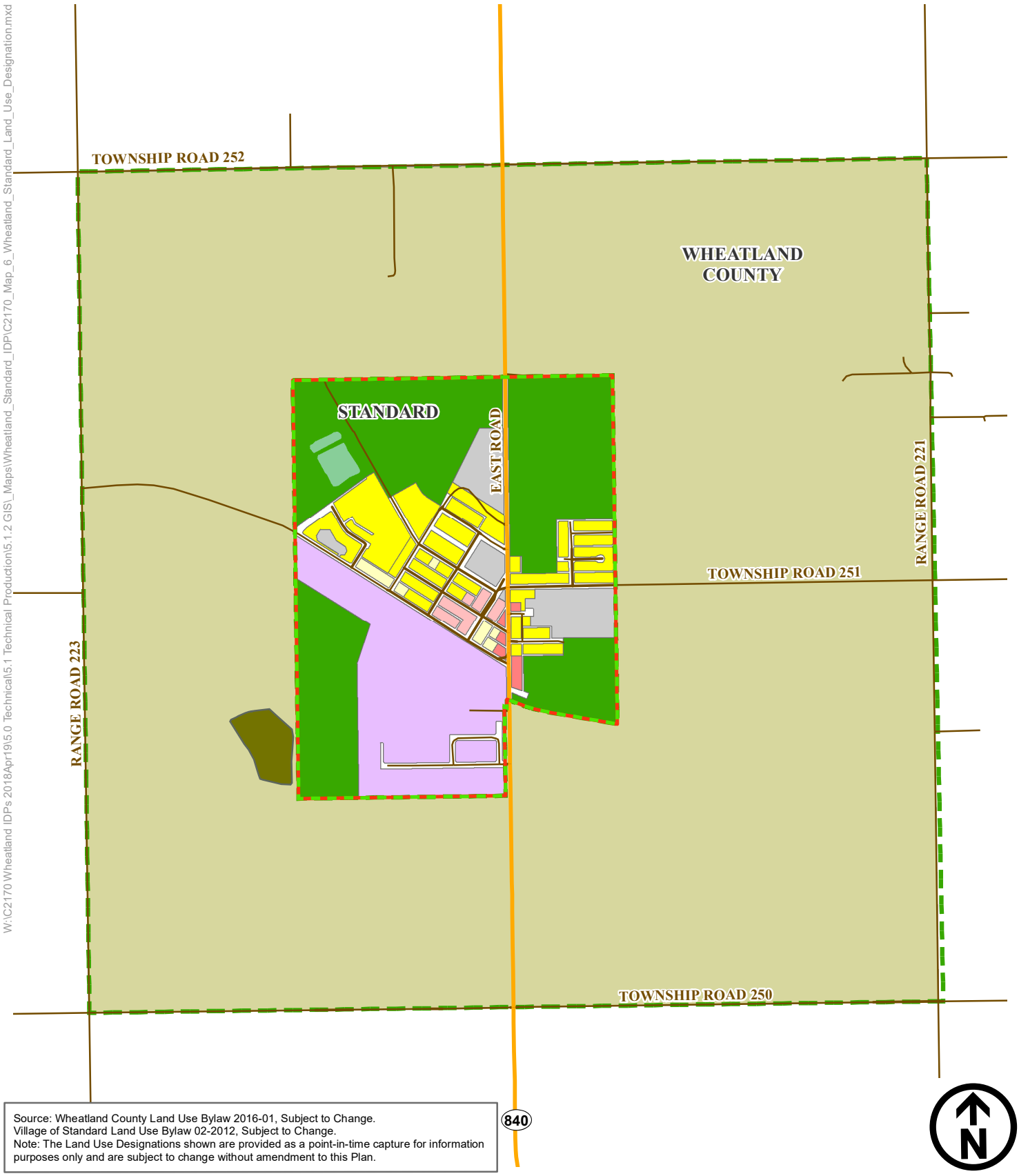
**Pipeline Type**
- Piped Water
- Natural Gas
- Oil Pipeline
- Intermunicipal Development Plan Shared Boundary
- Intermunicipal Development Plan Area Boundary
- Sewage Lagoon Buffer (300m)
- Sewage Lagoon
- Watercourse
- Village
- Waterbody

# Map 5: Energy and Constraints

**Wheatland County - Standard Intermunicipal Development Plan**

May 2019

*Map and data for informational and planning purposes only.*




Source: Wheatland County Land Use Bylaw 2016-01, Subject to Change.
Village of Standard Land Use Bylaw 02-2012, Subject to Change.
Note: The Land Use Designations shown are provided as a point-in-time capture for information purposes only and are subject to change without amendment to this Plan.

Data Sources: Altalis, Government of Canada
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**Land Use Designation**

- AG - Agricultural General
- CB - Central Commercial District
- HWY-C - Highway Commercial
- I - Industrial
- P-1 - Public Service District
- R-1 - Residential District
- RG - Residential General
- UR - Urban Reserve
- Intermunicipal Development Plan Shared Boundary
- Intermunicipal Development Plan Area Boundary
- Sewage Lagoon
- Waterbody

# Map 6: Land Use Designation

**Wheatland County - Standard Intermunicipal Development Plan**

May 2019

*Map and data for informational and planning purposes only.*



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## 2.2 POPULATION ANALYSIS

The Village of Standard has witnessed moderate population variation over the last 25 years, with a rise in population from 329 persons in 1991 to 379 persons in 2016 according to the 2016 Municipal Census and earlier Federal Census Data (see **Figure 1**).

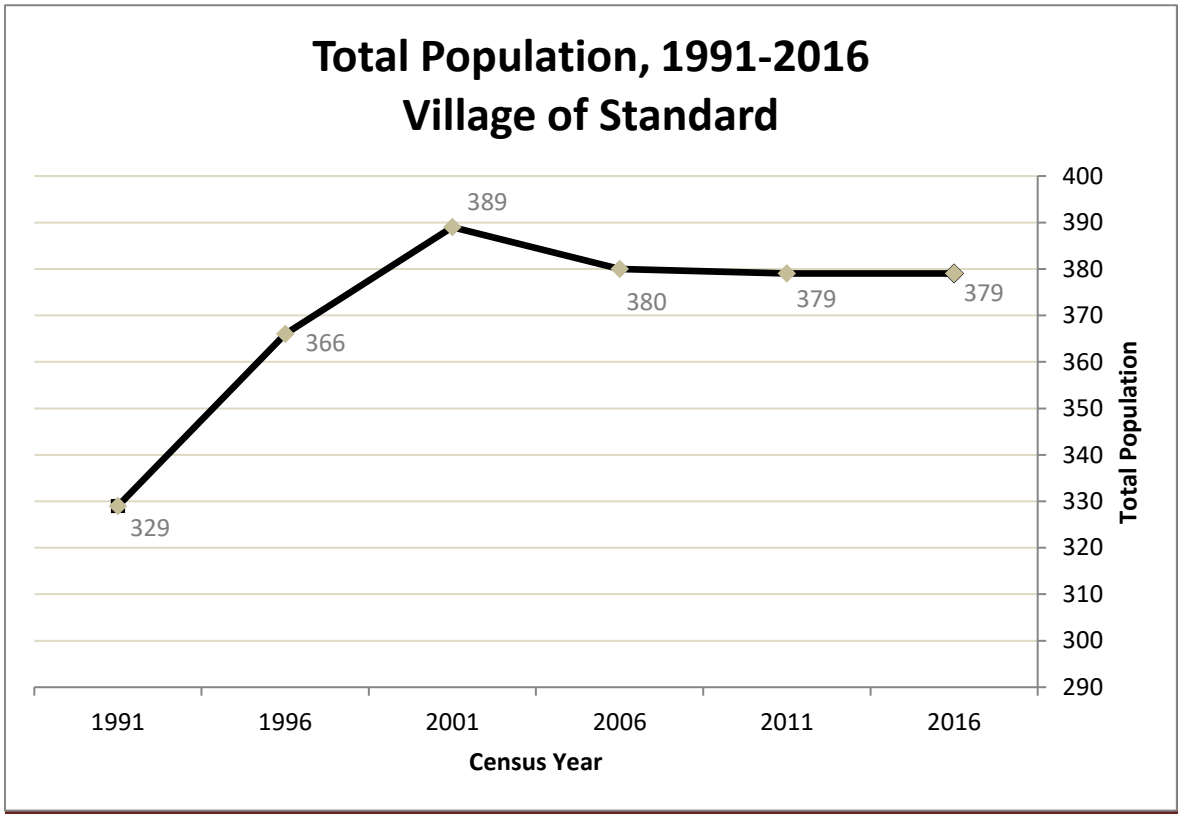



*Figure 1: Village of Standard Historic Population*

**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.

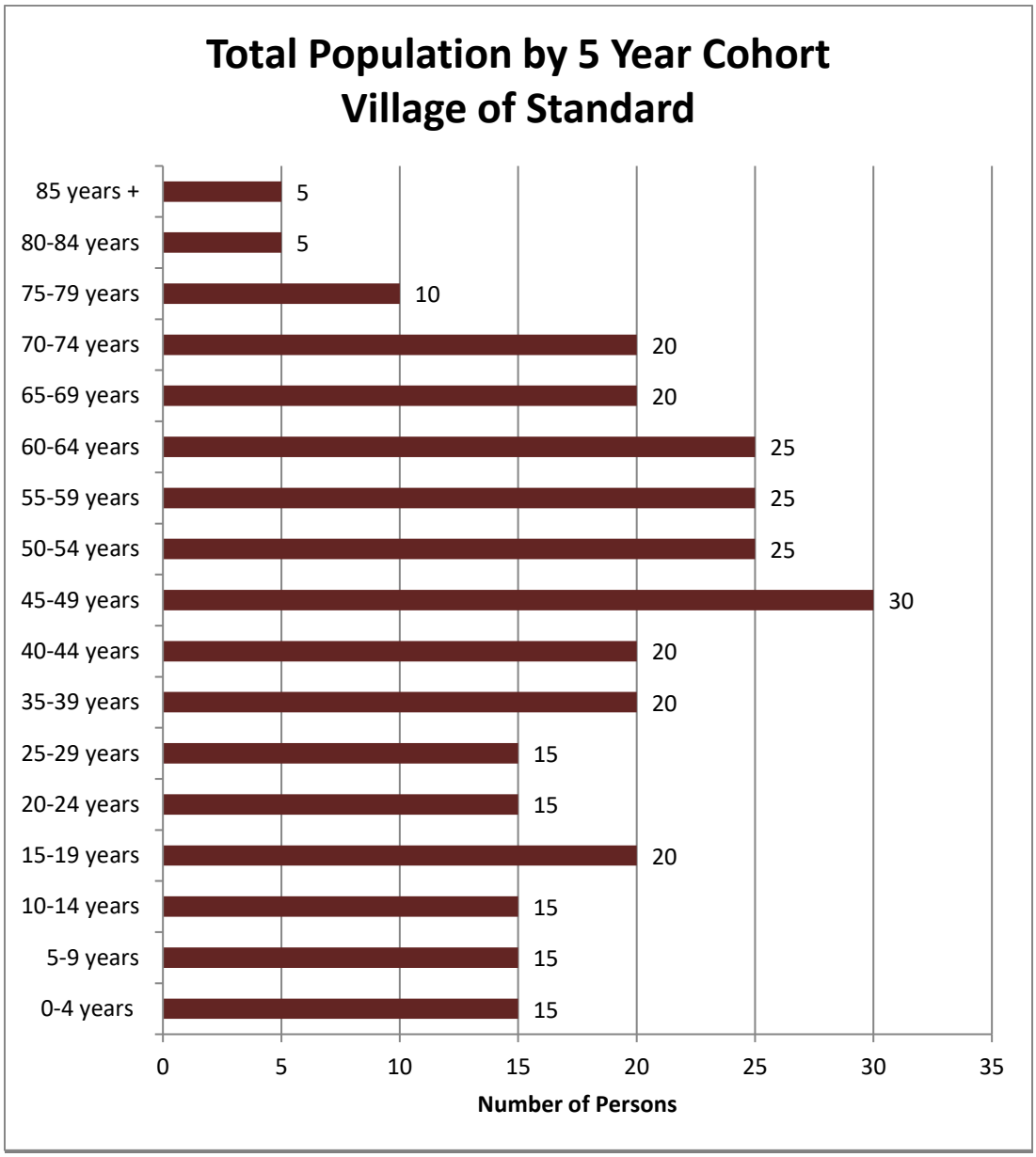
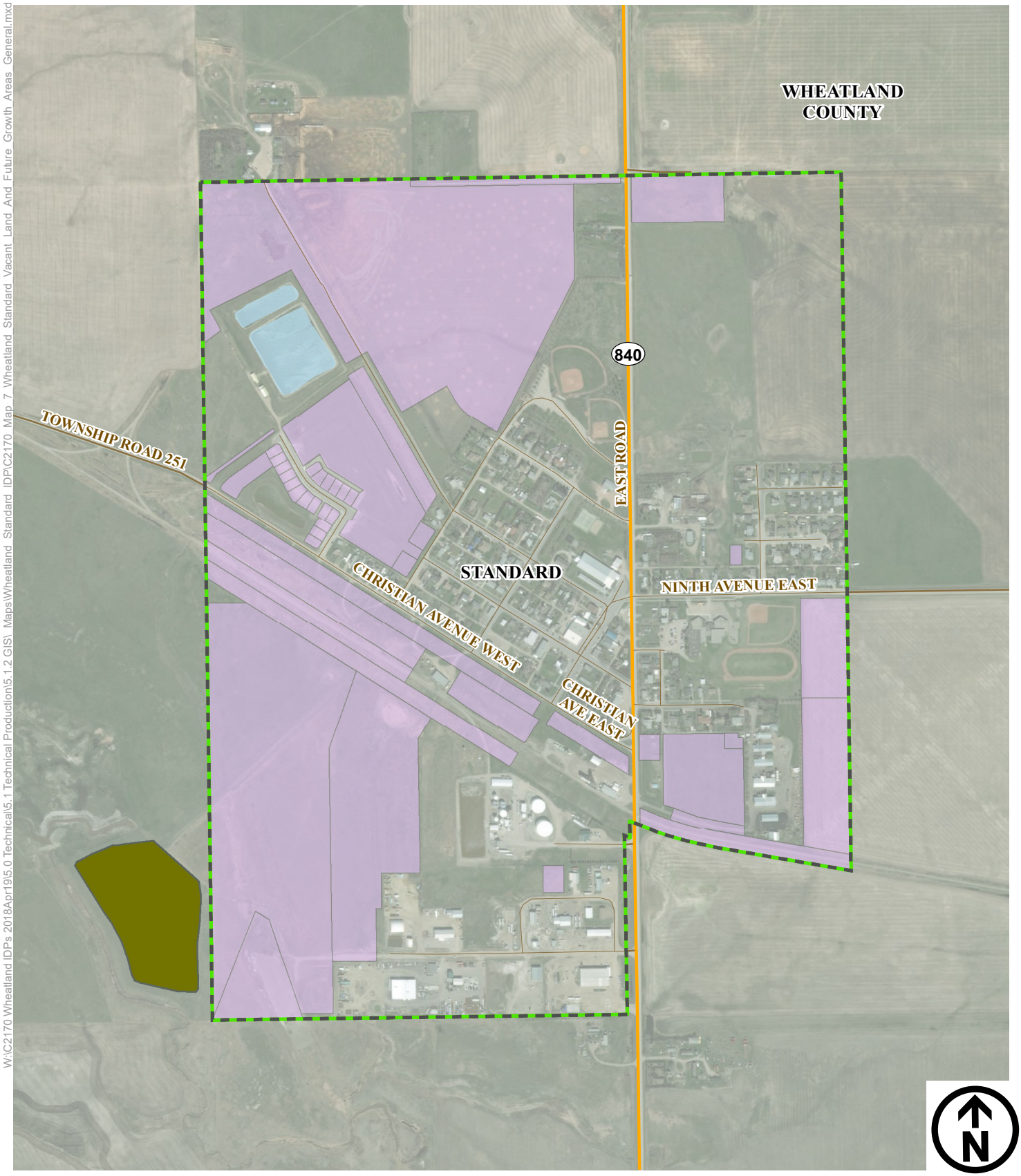



*Figure 2: 2016 Census Standard Population by 5-year Cohort*

## 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 Standard the population has increased slightly over the last 25 years as shown on **Figure 1**, but not enough to warrant a large increase in land for growth. Urban expansion is not deemed necessary at this time as there is sufficient vacant lands available within the Village. **Map 7: Vacant Land Analysis** identifies the known vacant lands in the Village. The determination of which vacant lands will be used for commercial, residential or industrial land uses will be decided at a future time either through the Village's Municipal Development Plan, Land Use Bylaw or through individual land use redesignation or development approvals. Suitable land is available for all three major types of land uses.

| VACANT LAND ANALYSIS | | |
|---|---|---|
| Total Vacant Land | 76.29 hectares | 188.47 acres |

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Service Layer Credits: Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community
Data Sources: Altalis, Government of Canada
May 24, 2019 - 13:18 PM

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Intermunicipal Development Plan Shared Boundary
Vacant Land
Sewage Lagoon
Waterbody

## Map 7: Vacant Land and Future Growth Areas

**Wheatland County - Village of Standard**
**Intermunicipal Development Plan**

May 2019

*Map and data for informational and planning purposes only.*

# 3 INTERMUNICIPAL LAND USE POLICIES

This Plan provides land use policies that direct the Village of Standard and Wheatland County administrations, subdivision and development authorities, and Councils to manage the future development of lands contained 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.

***POLICIES***

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.

***POLICIES***

3.2.1 When the Village of Standard 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 and 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.

***POLICIES***

3.3.1 The Village of Standard 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 is a key economic and cultural pillar for both the Village of Standard and Wheatland County. Agriculture will continue to be the primary land use in the Plan Area, and non-agricultural uses should only be considered in the County when they cannot be accommodated within the Village of Standard. 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 Plan Area. Where feasible and compatible non-agricultural development shall be directed to lands within the Village of Standard.

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.

### *POLICIES*

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 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 Standard 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 Standard 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 Standard 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.

### *POLICIES*

3.9.1 Both municipalities are encouraged to cooperate on 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 Policy – 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.

### *POLICIES*

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 Standard 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.

### *POLICIES*

4.1.1 For the purposes of administering and monitoring the IDP, the Village of Standard and Wheatland County establish the Intermunicipal Development Plan Committee (the Committee) comprised of an even number of members of Council from both Village of Standard 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 Standard 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;

g) 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

h) 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 Standard 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*

4.2.3 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.

4.2.4 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*

4.2.5 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.

4.2.6 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*

4.2.7 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.

4.2.8 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.

4.2.9 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*

4.2.10 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*

4.2.11 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.

4.2.12 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.

4.2.13 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*

4.2.14 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.

4.2.15 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 Councils of the Village of Standard 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 Standard or Wheatland County shall be accompanied by the following:

a) an application for amendment submitted to Village of Standard 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 5.5 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 Standard 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.

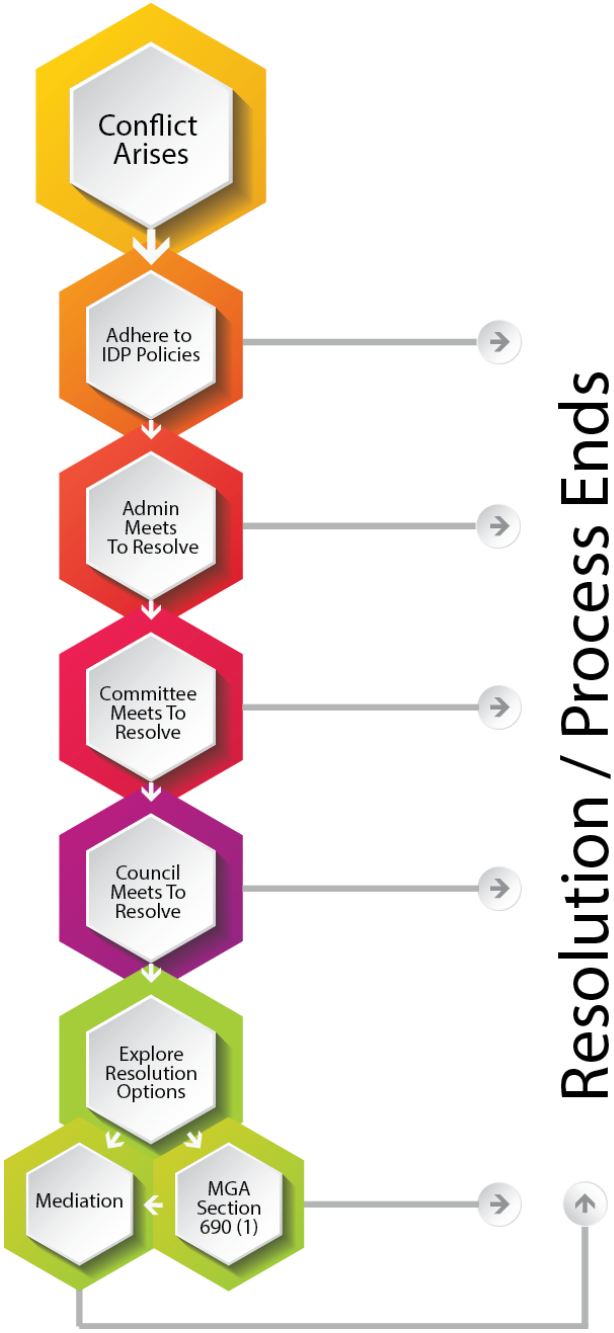



*Figure 3: Dispute Resolution Flow Chart*

# 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;
i) the application of fertilizers, insecticides, pesticides, fungicides, and herbicides, including application by ground and aerial spraying, for agricultural purposes;
j) 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 Standard 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;
b) 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;
c) 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
d) 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 Standard 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 Standard 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 Standard 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 Standard means Village of Standard Subdivision and Development Authority, and within the boundary of the Wheatland County means the Wheatland County Subdivision and Development Authority.

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 13, 2020

**Subject**
Decision-making topic title

**Public Hearing for Bylaw 2020-08 –** The Town of Drumheller and Wheatland County Intermunicipal Development Plan.

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

**THAT Council proceed with Public Hearing for Bylaw 2020-08, this being the Bylaw for the Town of Drumheller 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 Town of Drumheller and Wheatland County did not previously have an IDP.

The plan area of the IDP encompasses approximately 16,664 acres in total. The IDP's land use goals and objectives focus on retaining agriculture and grazing as primary land uses, and that non-agricultural development shall be permitted when appropriate. It also acknowledges the environmentally significant areas and high potential for historic resources. The IDP acknowledges Drumheller's Tourism Corridor Bylaw. It does not require Wheatland County residents to adhere to it, but encourages residents and landowners within the vicinity to maintain their properties to a high standard and to minimize unsightly properties that may deter tourism. 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 *MGA* required topics while allowing each municipality to retain control within their respective jurisdictions.

| **Relevant Policy / Practices / Legislation**<br>Cite existing policies, practices and/or legislation |
|---|
| Municipal Government Act – Section 631<br>South Saskatchewan Regional Plan (SSRP)<br>Regional Growth Management Strategy (RGMS)<br>Municipal Development Plan (MDP) |

| **Strategic Relevance**<br>Reference to goals or priorities of current work program |
|---|
| N/A |

| **Response Options and Desired Outcome(s)**<br>Main result, along with highlighted requisites and benefits |
|---|
| That Council proceed with the Public Hearing for Bylaw 2020-08 |

| **IMPLICATIONS OF RECOMMENDATION**<br>**General**<br>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**<br>Policy change or staff workload requirements |
|---|
| N/A |

| **Financial**<br>Current and/or future budget impact |
|---|
| N/A |

| **Environmental, Staff and Public Safety**<br>Consequences for the environment, consideration of effects on the safety of staff and the public |
|---|
| N/A |

| **Follow-up Action / Communications**<br>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

Brian Henderson, CPA, CA
CAO

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 13, 2020

**Subject**
Decision-making topic title

**Bylaw 2020-08 –** The Town of Drumheller and Wheatland County Intermunicipal Development Plan.

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

**That Council choose Option #1, to Approve Bylaw 2020-08, this being the Bylaw for the Town of Drumheller and Wheatland County Intermunicipal Development Plan.**

**Resolution 1:** **That Council move First Reading of Bylaw 2020-08, this being a bylaw for the purpose of adopting the Wheatland County and the Town of Drumheller 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.**

**Resolution 2:** **That Council move Second Reading of Bylaw 2020-08, this being a bylaw for the purpose of adopting the Wheatland County and the Town of Drumheller 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.**

**Resolution 3:** **That Council move approval to proceed with Third and Final Reading of Bylaw 2020-08.**

**Resolution 4:** **That Council move Third and Final Reading of Bylaw 2020-08, this being a bylaw for the purpose of adopting the Wheatland County and the Town of Drumheller 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.**

**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 Town of Drumheller and Wheatland County did not previously have an IDP.

The plan area of the IDP encompasses approximately 16,664 acres in total. The IDP's land use goals and objectives focus on retaining agriculture and grazing as primary land uses, and that non-agricultural development shall be permitted when appropriate. It also acknowledges the environmentally significant areas and high potential for historic resources. The IDP acknowledges Drumheller's Tourism Corridor Bylaw. It does not require Wheatland County residents to adhere to it, but encourages residents and landowners within the vicinity to maintain their properties to a high standard and to minimize unsightly properties that may deter tourism. 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 *MGA* required topics while allowing each municipality to retain control within their respective jurisdictions.

Staff is 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 2020-08.

Resolution 1: That Council move First Reading of Bylaw 2020-08, this being a bylaw for the purpose of adopting the Wheatland County and the Town of Drumheller 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.

Resolution 2: That Council move Second Reading of Bylaw 2020-08, this being a bylaw for the purpose of adopting the Wheatland County and the Town of Drumheller 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.

Resolution 3: That Council move approval to proceed with Third and Final Reading of Bylaw 2020-08.

Resolution 4: That Council move Third and Final Reading of Bylaw 2020-08, this being a bylaw for the purpose of adopting the Wheatland County and the Town of Drumheller 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.

Option #2 THAT Bylaw 2020-08 be refused.

Resolution 1: That Council move to Refuse Bylaw 2020-08, this being a bylaw for the purpose of adopting the Wheatland County and the Town of Drumheller 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.

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 Town of Drumheller 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

Brian Henderson, CPA, CA
CAO

# PLANNING REPORT

**Public Hearing, 1st 2nd, & 3rd Reading – COUNCIL**
**March 3, 2020**

| | |
|---|---|
| **BYLAW #:**<br>2020-08 | **File No:**<br>Drumheller / Wheatland IDP |
| **LOCATION:**<br>Parcels 1.6-2.0 kilometres on either side of the shared municipal border | **AFFECTED AREA:**<br>9,765 hectares (24,129 acres) |
| **EXISTING DOCUMENT:**<br>N/A | **PROPOSED DOCUMENT:**<br>Town of Drumheller and Wheatland County Intermunicipal Development Plan (IDP) |

**LOCATION:**

The Intermunicipal Development Plan Area covers approximately 6,747 hectares (16,664 acres) in total. The Town of Drumheller is located on the northeast border of the County. The closest community in the County is the Hamlet of Dalum, and is approximately 9.5 km to the southwest of the Plan Area. Within Drumheller there are four communities: Cambria, Lehigh, East Coulee, and Wayne

**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 Town of Drumheller 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 Drumheller / Wheatland IDP was accepted by IMC.

An open house was hosted in Drumheller on November 11, 2019. B&A presented to those who attended, and they explained the document was meant to solidify an existing positive relationship between the two municipalities and to supply a dispute resolution process should one be needed.

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, and that non-agricultural development shall be permitted when appropriate. It also acknowledges the environmentally significant areas and high potential for historic resources. The IDP acknowledges Drumheller's Tourism Corridor Bylaw. It does not require Wheatland County residents to adhere to it, but encourages residents and landowners within the vicinity to maintain their properties to a high standard and to minimize unsightly properties that may deter tourism. The Drumheller Flood Mitigation and Climate Adaptation System Plan is incomplete at this time, one of the IDP policies states a review of the IDP is to take place once the Plan has been completed.

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 (CMRB) 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:**

There were concerns raised during the Open House that the IDP would impact developers and application approval timelines, or that one municipality would be able to enforce their policies on the other. It was explained that policies in the IDP were high level, that each municipality would retain their own jurisdiction, and that the approval timelines were not likely to be impacted.

Staff circulated landowners within the Plan Area regarding the public hearing for the Drumheller /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 no concerns.

**OPTIONS:**

Option #1 THAT Council Approve Bylaw 2020-08.

Resolution 1: That Council move First Reading of Bylaw 2020-08, this being a bylaw for the purpose of adopting the Wheatland County and the Town of Drumheller 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.

Resolution 2: That Council move Second Reading of Bylaw 2020-08, this being a bylaw for the purpose of adopting the Wheatland County and the Town of Drumheller 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.

Resolution 3: That Council move approval to proceed with Third and Final Reading of Bylaw 2020-08.

Resolution 4: That Council move Third and Final Reading of Bylaw 2020-08, this being a bylaw for the purpose of adopting the Wheatland County and the Town of Drumheller 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.

Option #2 THAT Bylaw 2020-08 be refused.

Resolution 1: That Council move to Refuse Bylaw 2020-08, this being a bylaw for the purpose of adopting the Wheatland County and the Town of Drumheller 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.

Option #3 THAT Council approve an alternate recommendation.

**RECOMMENDATION**

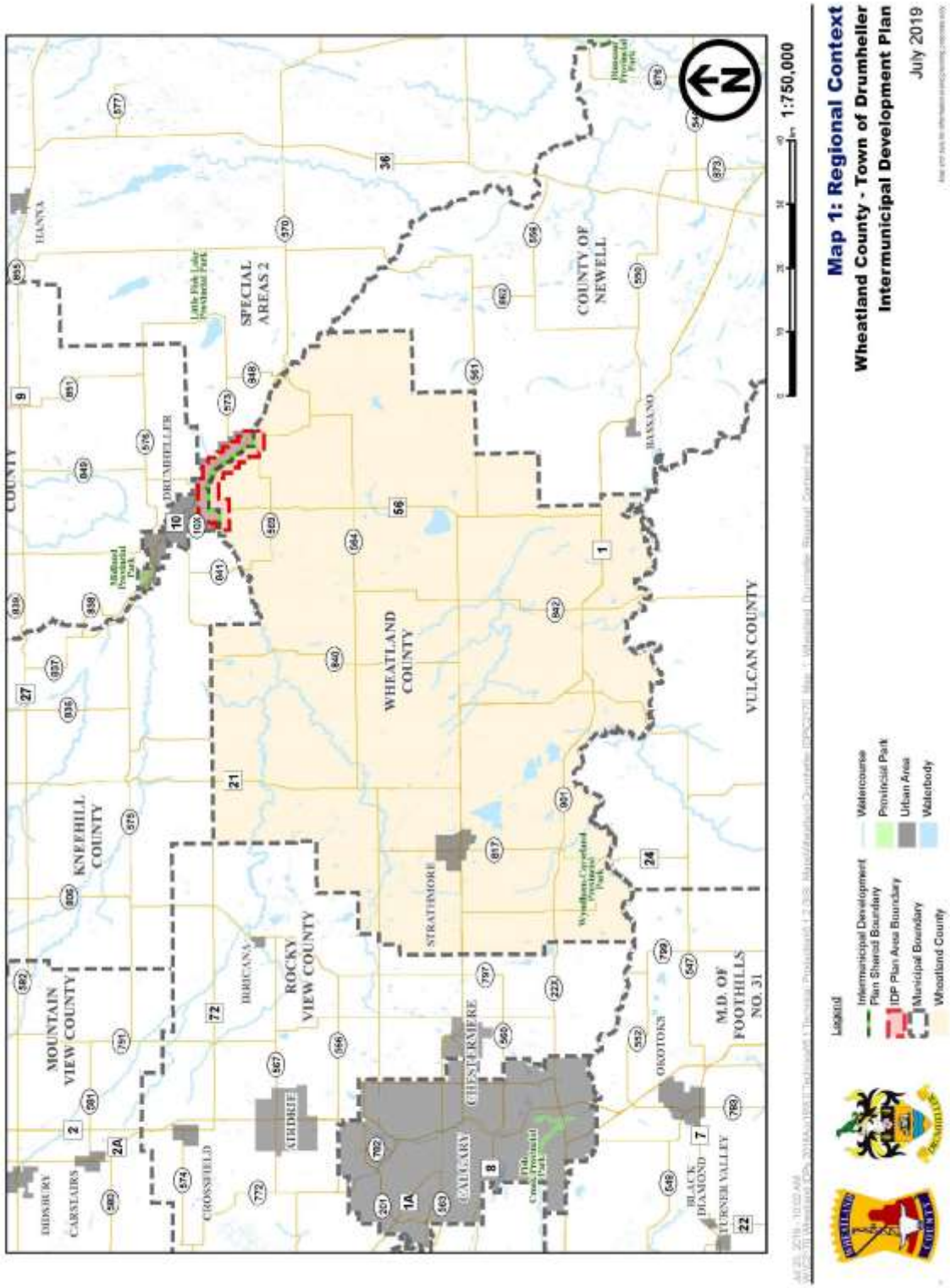
**Staff is recommending Option #1 - Approval for the following reasons:**

- 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.

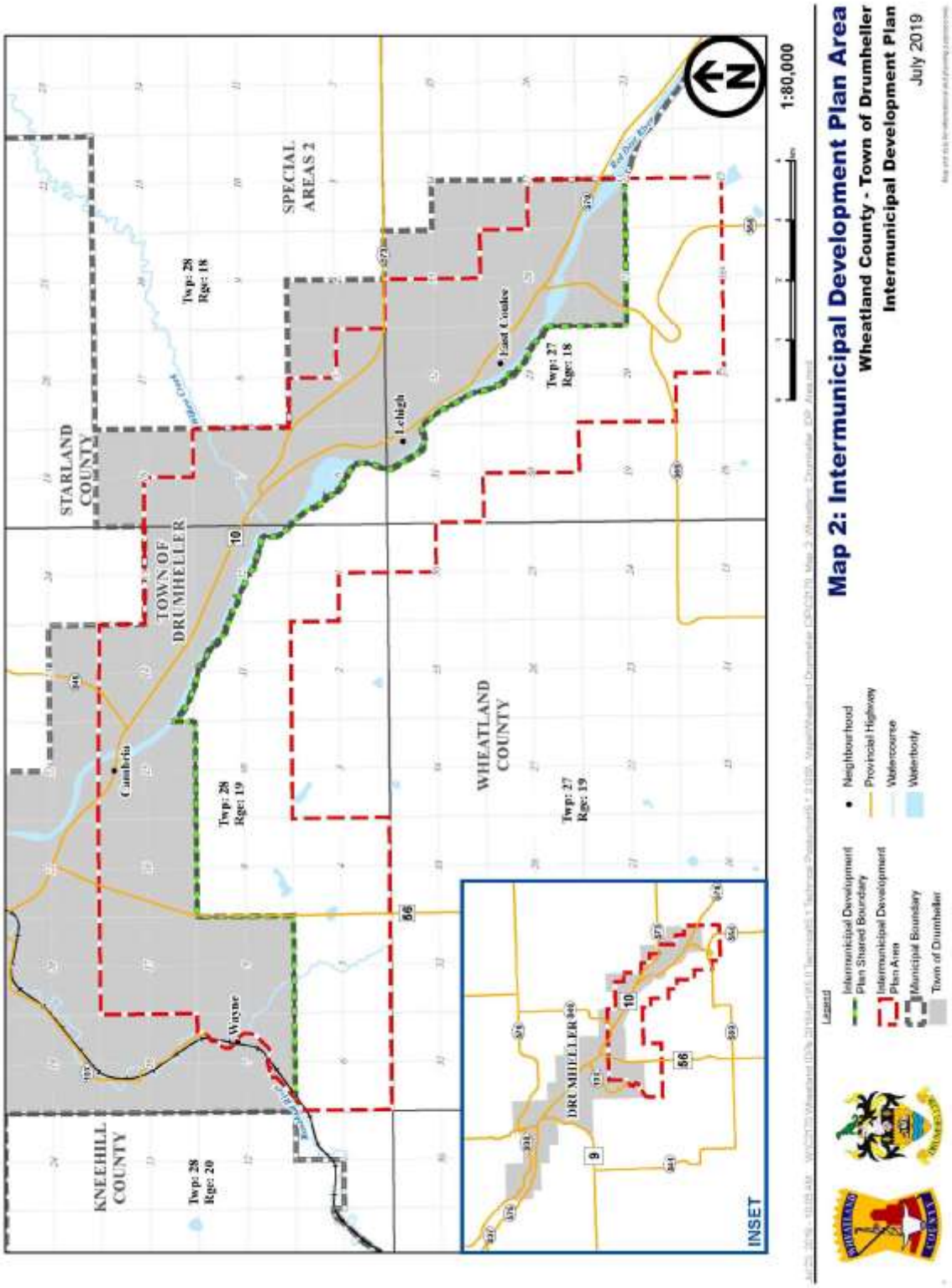
Respectfully submitted,

Megan Williams, Planner II
Planning and Development Department

## LOCATION MAP



## PLAN AREA


STARLAND COUNTY
KNEEHILL COUNTY
TOWN OF DRUMHELLER
SPECIAL AREAS 2
WHEATLAND COUNTY
Twp: 28 Rge: 20
Twp: 28 Rge: 19
Twp: 28 Rge: 18
Twp: 27 Rge: 19
Twp: 27 Rge: 18
Cambria
Wayne
Lehigh
East Coulee
10
56
9
INSET
1:80,000
Map 2: Intermunicipal Development Plan Area
Wheatland County - Town of Drumheller
Intermunicipal Development Plan
July 2019
Legend
Intermunicipal Development Plan Shared Boundary
Intermunicipal Development Plan Area
Municipal Boundary
Town of Drumheller
Neighbourhood
Provincial Highway
Watercourse
Waterbody

# BYLAW 2020-08

**BEING A BYLAW OF WHEATLAND COUNTY FOR THE PURPOSE OF ADOPTING THE WHEATLAND COUNTY AND TOWN OF DRUMHELLER 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 Town of Drumheller 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 Town of Drumheller 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 Town of Drumheller Intermunicipal Development Plan comes into force when Wheatland County and the Town of Drumheller give third readings to their respective bylaws.

_____ **MOVED** First Reading of Bylaw 2020-08 on _____, this being a bylaw for the purpose of adopting the Wheatland County and the Town of Drumheller 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 2020-08 on _____ and it was

Carried.

_____ **MOVED** that permission be granted to hold third and final reading of Bylaw 2020-08.

Carried Unanimously.

_____ **MOVED** Third and Final Reading of Bylaw 2020-08 on _____ and it was

Carried.

_____

Reeve – Amber Link

_____

Chief Administrative Officer –
Brian Henderson

# Town of Drumheller & Wheatland County

## Intermunicipal Development Plan

Bylaw No. xx
&
Bylaw No. 2020-08

Draft v4 - September, 2019

ACKNOWLEDGEMENTS

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# 1 INTRODUCTION

## 1.1 PURPOSE OF THE PLAN

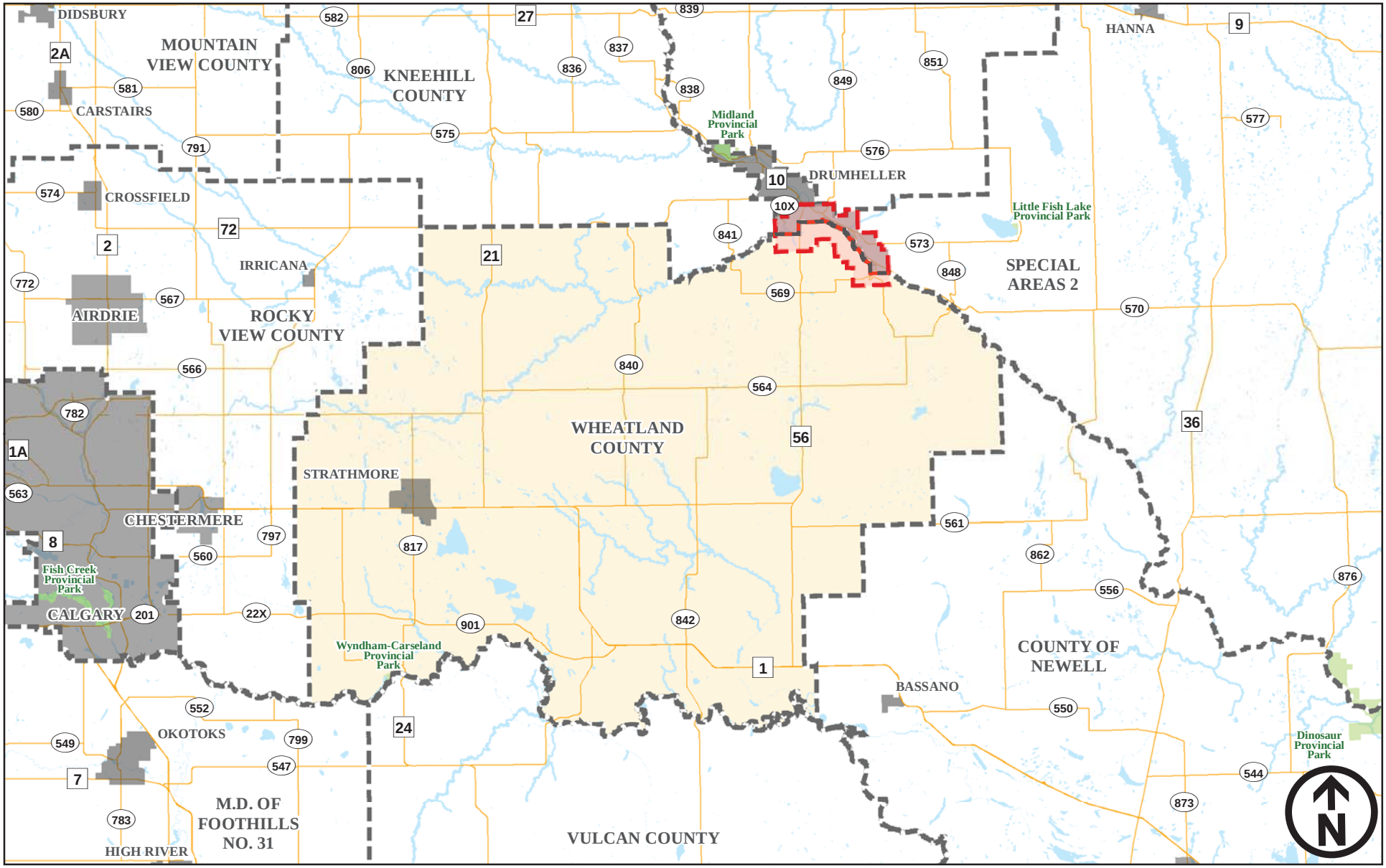
The purpose of the Town of Drumheller and Wheatland County Intermunicipal Development Plan (IDP) is to foster a collaborative planning approach for lands along the common border between the two municipalities (see **Map 1: Regional Context**). The Municipal Government Act (MGA) mandates municipalities that share common boundaries to develop an Intermunicipal Development Plan.

Municipalities are mandated to work together to adopt IDPs to:

- promote consultation, coordination and cooperation regarding planning matters of joint interest within a defined planning area;
- provide a framework for addressing land use concerns with regard to joint planning matters;
- establish procedure for dealing with development proposals within a defined planning area; and
- address any other matters relating to development considered necessary within a joint planning area.

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

- 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 while mitigating the potential for future intermunicipal conflict; and
- 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.

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Legend

- Intermunicipal Development Plan Shared Boundary
- IDP Plan Area
- Municipal Boundary
- Wheatland County
- Watercourse
- Provincial Park
- Urban
- Waterbody

# Map 1: Regional Context

Wheatland County - Town of Drumheller
Intermunicipal Development Plan

May 2019

*Map and data for informational and planning purposes only.*

The Plan contains policy that is to be used as a framework for working cooperatively, communicating and making decisions in each municipality. As such, the IDP must also provide for the following:

- Conflict Resolution Procedures;
- A process to amend or repeal the Plan; and
- Documentation for administration of the Plan.

These procedures will provide more clarity between the partnering municipalities to ensure the administrative functions required through the Plan are understood. Each municipality is ultimately responsible for making decisions within their own municipal jurisdiction.

## 1.2 MUNICIPAL PROFILES

### *Town of Drumheller*

The Town of Drumheller is located in the Red Deer River valley in south-central Alberta spanning an area of 10,803 hectares (26,694 acres), situated between Starland County to the north, Kneehill County to the west, Special Areas 2 to the east, and Wheatland County to the south. It is the largest urbanized centre between Calgary and Saskatchewan even though the majority of land is zoned for agricultural use, offering diversity of residential options, employment, and way of life for the Town's population of 7,982 (Statistics Canada, 2016 Census). The Town of Drumheller is greatly influenced by its unique landscape made up of rolling fields, steep, dry coulees, and the Red Deer River. The Town's goal is to preserve and enhance the natural environment while accommodating growth responsibly and strategically. The Town is well-known for its tourism industry and is the hub in east-central Alberta for medical care, serving a population in excess of 30,000 residents. In the heart of the Canadian Bandlands, Drumheller's unique scenery and fascinating dinosaur-oriented history attracts hundreds of thousands of people to the community each year.

*"IDPs promote consultation, coordination and cooperation regarding planning matters of joint interest within a defined planning area."*

### *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 several 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 one Siksika First Nation. A portion of Wheatland County around Strathmore is within the Calgary Metropolitan Region Board jurisdiction. 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.

## 1.3 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 has 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. Wheatland County's position within the Calgary Metropolitan Region Board provides for the extended timeframe for completion of any Wheatland County IDP.

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.*

### *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.

Regarding 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.*

# 2 PLAN AREA

## 2.1 PLAN AREA CHARACTERISTICS

The Plan Area consists of an area approximately 1.6 to 2.0 km (1.0 to 1.5 miles) on either side of the shared municipal border. The Plan Area consists of approximately 6,747 hectares (16,664 acres) and is illustrated on **Map 2**. The Town of Drumheller contains both urban and rural areas, with the central business and main urban residential area located north of the Plan Area. The shared border between Wheatland County and the Town of Drumheller is located within the Town's rural area.

Key characteristics of the Plan Area include the following:

| AGRICULTURE & SOIL CHARACTERISTICS | |
|---|---|
| | • Agriculture is the primary land use of the area.<br>• There is a mix of agricultural operations including grazing, irrigation, and crop farming in the area.<br>• The region contains a variety of soil characteristics that range from no capacity for arable culture (in particular, the steep Red Deer River valley that makes up much of the Plan Area) to soils with severe limitations restricting the range of crops that can be grown. For example, as shown on **Map 3** soil classes 2 through 7 are present, resulting in a diversity of agricultural capacity and associated agricultural activities. |

KNEEHILL COUNTY

STARLAND COUNTY

TOWN OF DRUMHELLER

WHEATLAND COUNTY

SPECIAL AREAS 2

Cambria

Wayne

Lehigh

East Coulee

Twp: 28
Rge: 20

Twp: 28
Rge: 19

Twp: 28
Rge: 18

Twp: 27
Rge: 19

Twp: 27
Rge: 18

Rosebud River

Willow Creek

Red Deer River

10X

849

10

56

573

570

569

564

INSET

DRUMHELLER

9

837

575

838

576

841

N

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Legend

- Intermunicipal Development Plan Shared Boundary
- Intermunicipal Development Plan Area
- Municipal Boundary
- Town of Drumheller
- Neighbourhood
- Provincial Highway
- Watercourse
- Waterbody

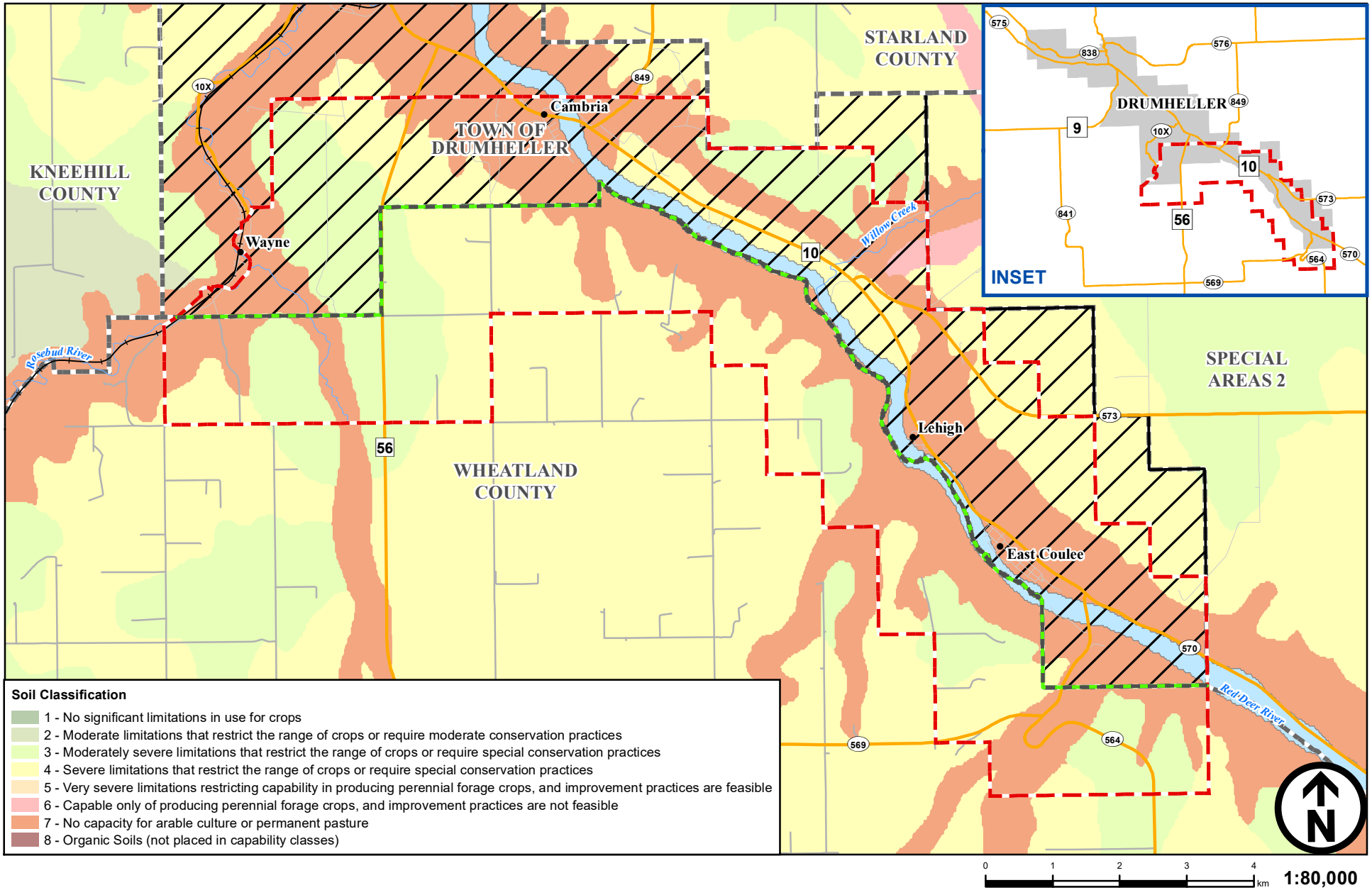
# Map 2: Intermunicipal Development Plan Area

**Wheatland County - Town of Drumheller**

**Intermunicipal Development Plan**

July 2019

*Map and data for informational and planning purposes only.*

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Legend

- Intermunicipal Development Plan Shared Boundary
- Intermunicipal Development Plan Area
- Municipal Boundary
- Neighbourhood
- Town of Drumheller
- Provincial Highway
- Railway
- Watercourse
- Waterbody

# Map 3: Soil Classification

**Wheatland County - Town of Drumheller Intermunicipal Development Plan**

July 2019

*Map and data for informational and planning purposes only.*

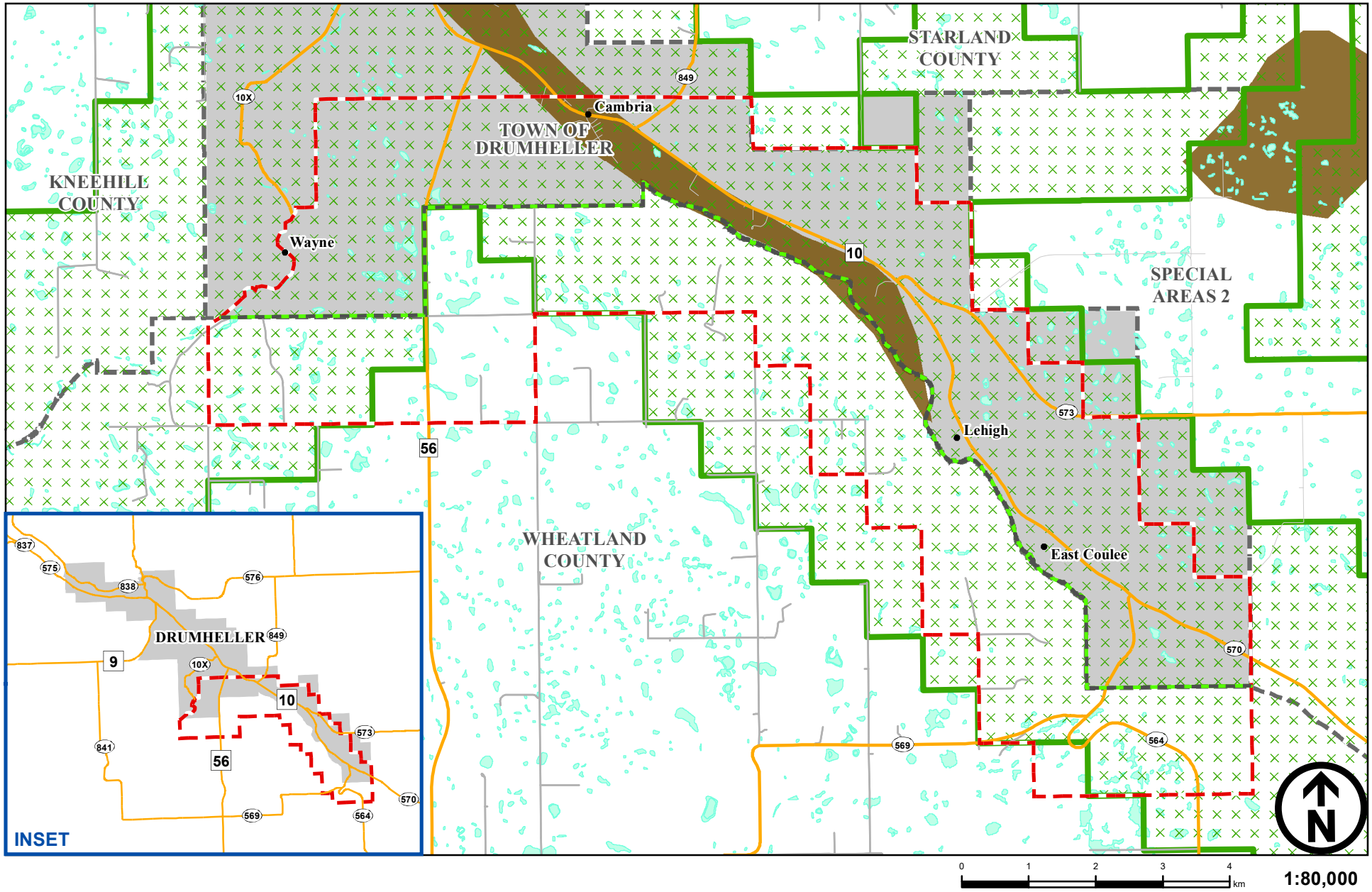
| NATURAL LANDSCAPE | |
|---|---|
| | • Much of the Plan Area is identified as being environmentally significant. This is reflective of the Rosebud River, the Red Deer River, and their respective river valleys.<br>• Environmental features are shown on **Map 4: Environmental Considerations.** |

| HERITAGE AND HISTORIC RESOURCES | |
|---|---|
| | • The Plan Area is defined by the high potential of much of the land to contain a historic resource.<br>• There are multiple provincial historic resources identified in the Plan Area, including the Hoodoos, natural landscape features of approximately ten (10) dark brown marine shale columns with white sandstone caprocks ranging in height from roughly 1 to 3 metres; the Atlas Coal Mine, a Provincial and National Historic Site that demonstrates the evolving technology of coal mining from as far back as the 1930s; and the East Coulee School, originally constructed in 1930 in part to support the opening of the Atlas Coal Mine.<br>• Provincial historic resources and heritage sites are shown on **Map 5: Historic Resources.** |

| TRANSPORTATION INFRASTRUCTURE | |
|---|---|
| | • Highway 10 is the main transportation corridor in the Plan Area. There are several regional intersections along Highway 10. The major intersection is Highway 10 and Highway 56, a major north-south corridor that runs parallel to Highway 2.<br>• The former CN Calgary-Drumheller rail right-of-way also defines a portion of the west side of the Plan Area. The Town is trying to secure the right-of-way for future use as a trail.<br>• In the west portion of the Plan Area Highway 10X is famous for its 11 bridges along a short 6 km stretch of highway connecting Drumheller to Wayne.<br>• Transportation infrastructure is shown on **Map 6: Hydrological and Road Network**. |

| RESIDENTIAL DEVELOPMENT | |
|---|---|
| | • The majority of residential development in the Plan Area is clustered within the Town of Drumheller in several communities along Highway 10 outside the town centre, including Wayne, Cambria, East Coulee, and Lehigh.<br>• There is minimal residential development within the rest of the Plan Area, and this is primarily farmsteads and acreages. |

| ENERGY | |
|---|---|
| | • There are numerous energy facilities within the Plan Area including wellsites and pipelines as shown on **Map 7: Energy**. |

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**Legend**

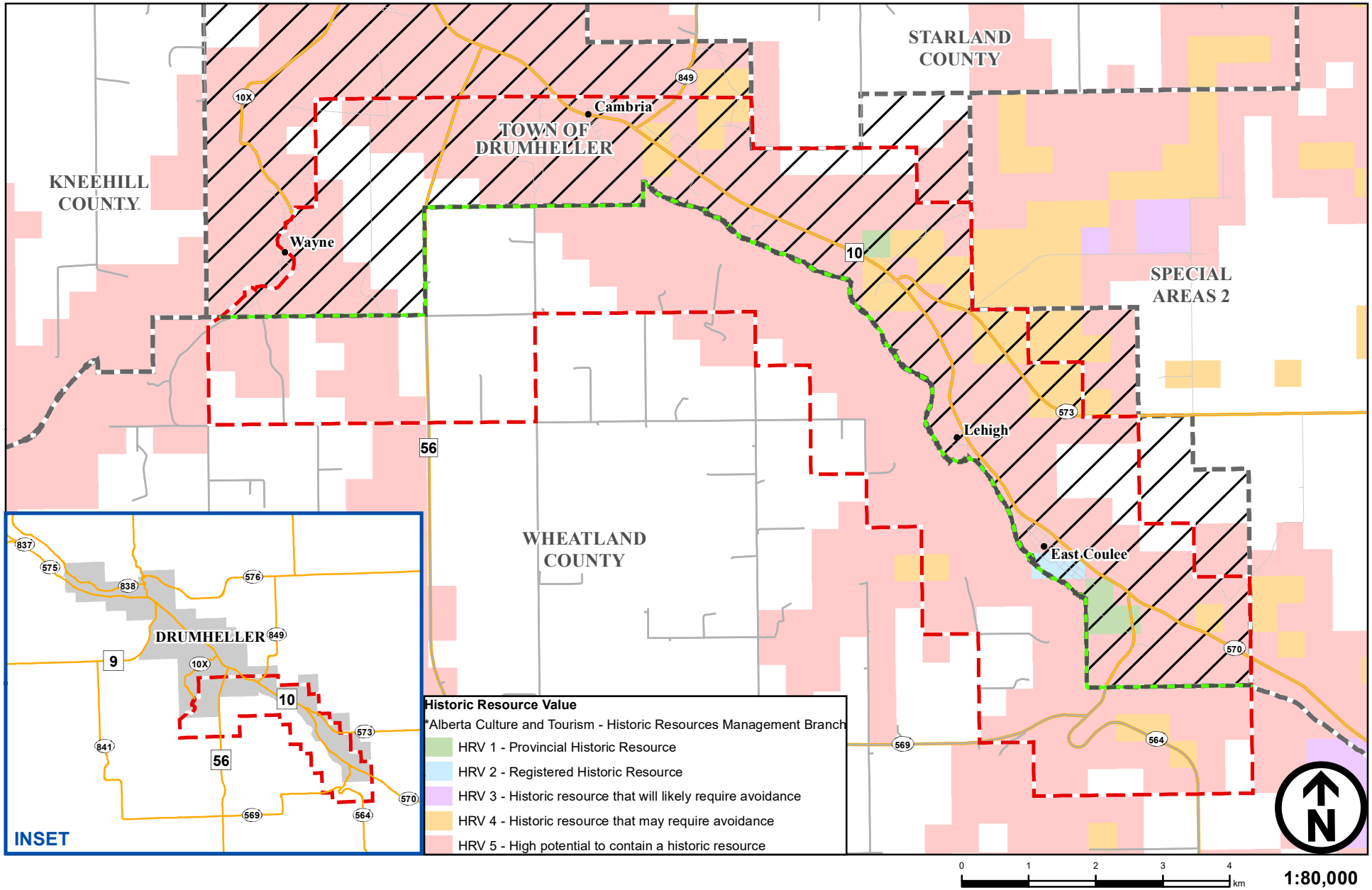
- Neighbourhood
- Railway
- Intermunicipal Development Plan Shared Boundary
- Intermunicipal Development Plan Area
- Environmentally Significant Area
- Alberta Wetland Inventory
- Sand And Gravel Deposit
- Provincial Highway
- Road
- Municipal Boundary
- Town of Drumheller

# Map 4: Environmental Considerations

## Wheatland County - Town of Drumheller Intermunicipal Development Plan

September 2019

*Map and data for informational and planning purposes only.*

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**Legend**

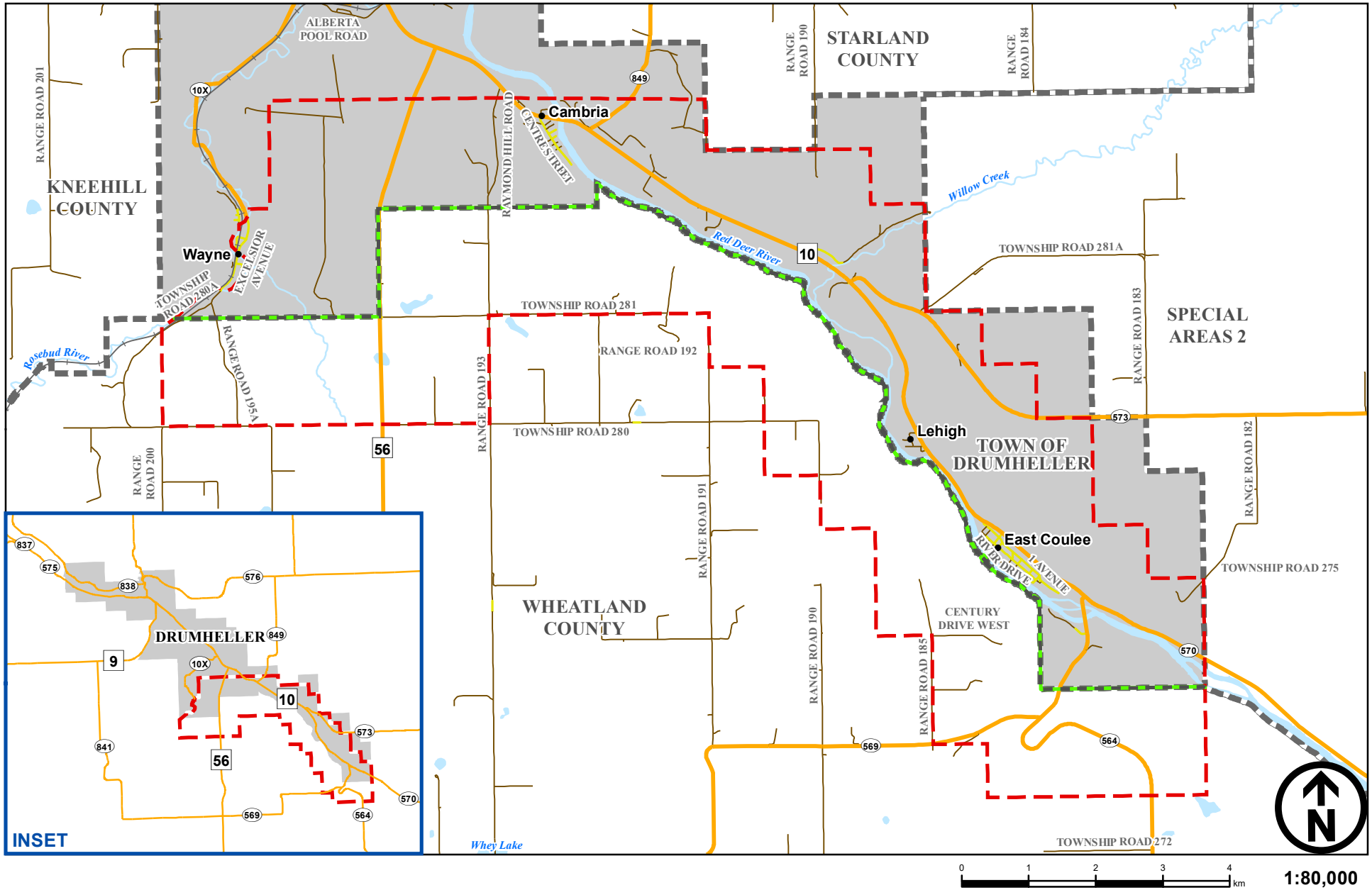
- Neighbourhood
- Railway
- Intermunicipal Development Plan Shared Boundary
- Intermunicipal Development Plan Area
- Provincial Highway
- Road
- Municipal Boundary
- Town of Drumheller

# Map 5: Historic Resources

## Wheatland County - Town of Drumheller Intermunicipal Development Plan

September 2019

*Map and data for informational and planning purposes only.*

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Legend

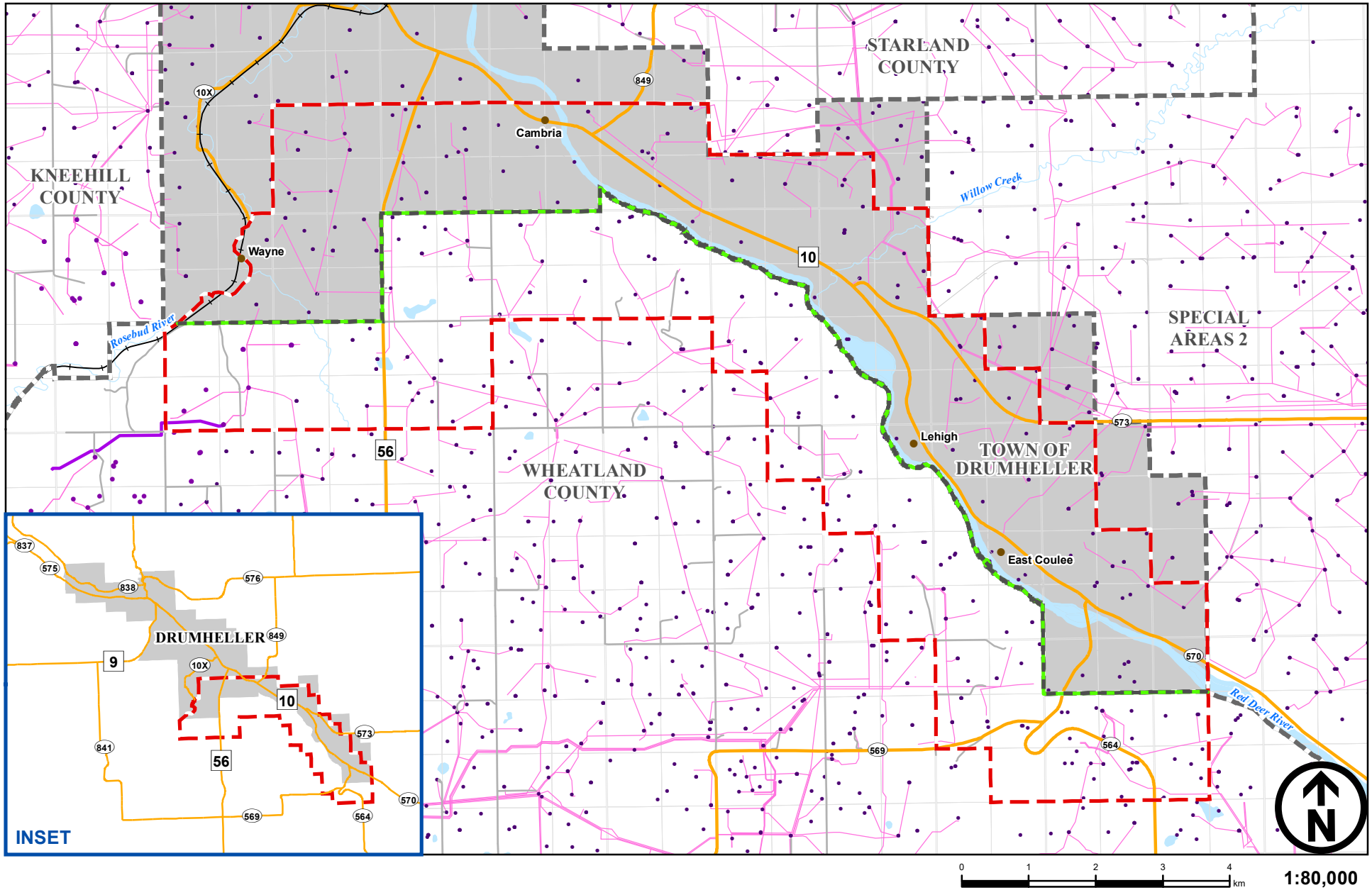
- Intermunicipal Development Plan Shared Boundary
- Intermunicipal Development Plan Area
- Municipal Boundary
- Town of Drumheller
- Neighbourhood
- Provincial Paved Highway
- Paved
- Unpaved
- Railway
- Watercourse
- Waterbody

# Map 6: Hydrological and Road Network

## Wheatland County - Town of Drumheller Intermunicipal Development Plan

July 2019

*Map and data for informational and planning purposes only.*

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Legend

- Intermunicipal Development Plan Shared Boundary
- Intermunicipal Development Plan Area
- Municipal Boundary
- Town of Drumheller
- Wellsite
- Pipline
  - Natural Gas
  - Oil
- Neighbourhood
- Provincial Highway
- Railway
- Road
- Watercourse
- Waterbody

# Map 7: Energy

## Wheatland County - Town of Drumheller Intermunicipal Development Plan

July 2019

*Map and data for informational and planning purposes only.*

## 2.2 LAND USE DESIGNATIONS

| LAND USE DESIGNATIONS | |
|---|---|
| | The existing land use designations are determined by each municipality's land use bylaw and are predominantly agricultural with the Agricultural General (AG) district in Wheatland County and the Agricultural (A) District in the Town of Drumheller, covering the area as shown on **Map 8: Land Use Designations**. The Land Use Designations shown on **Map 8** are provided as a point-in-time capture for information purposes only and are subject to change without amendment to this Plan. |

## 2.3 URBAN EXPANSION & POPULATION GROWTH

It is typical within an IDP involving an urban municipality to determine if future municipal expansion may be necessary or desirable in the foreseeable future. Historic land use and population growth patterns can provide a picture of whether this is likely or not to occur. Below is a simple population growth chart of the Town's population change since 1996.

In 1998 the Town of Drumheller amalgamated with the MD of Badlands No. 7 and absorbed a number of small hamlets and rural areas into its municipal boundaries. This provided the municipality with sufficient land base for anticipated growth. Between 2001 and 2011 the municipality grew in population from 7,833 to a high of 8,029 before dropping in 2016 to 7,982. This relatively flat growth and the presence of available developable land likely means the municipality has sufficient land for future growth. However, a more in-depth study would be needed to fully verify this assumption. Furthermore, since the municipality's core urban area is not in close proximity to the shared border with Wheatland County, any potential expansion plans are not likely to impact this Drumheller – Wheatland IDP.

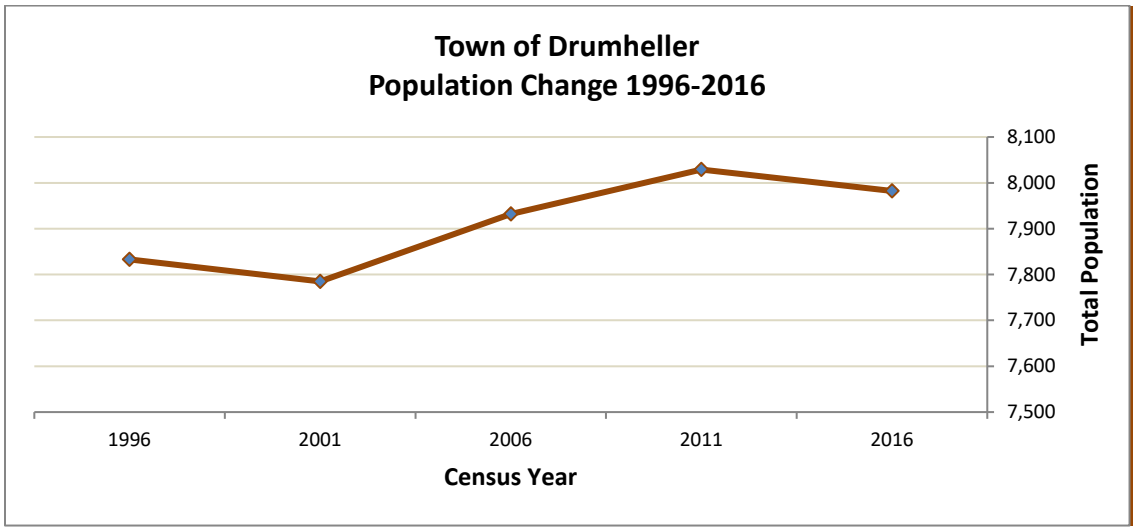
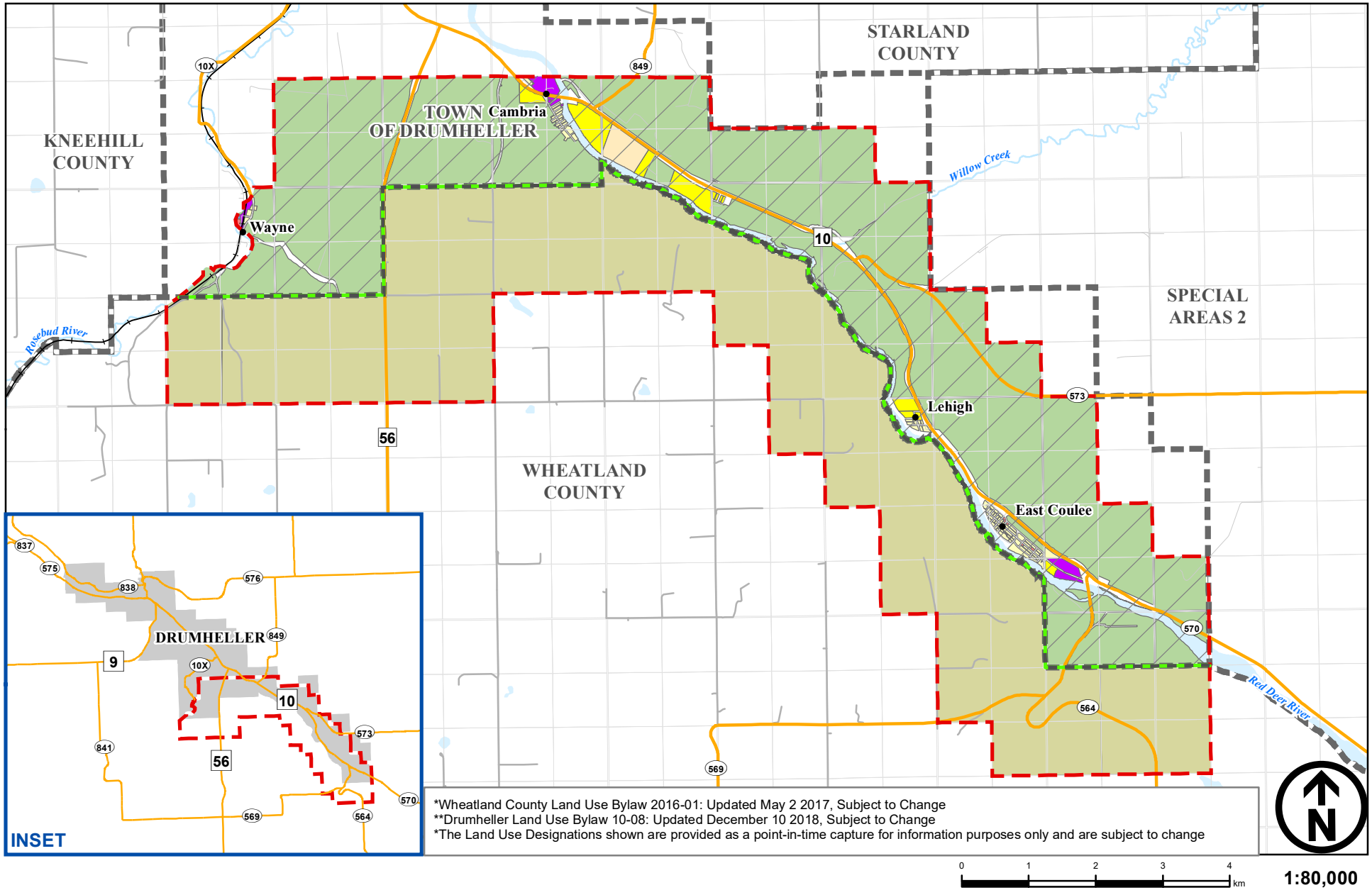



*Figure 1: Town of Drumheller Population Change*

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**Land Use Designation**

- A - Agricultural (D)
- AG - Agricultural (General) (WC)
- C-1 - Local Commerical District (D)
- CR - Country Residential District (D)
- CS - Community Service District (D)
- R-CH - Residential Cottage Housing District (D)
- SCR - Suburb Community Residential District (D)
- UT - Urban Transitional District (D)
- Intermunicipal Development Plan Shared Boundary
- Intermunicipal Development Plan Area
- Municipal Boundary
- Neighbourhood
- Town of Drumheller
- Watercourse
- Waterbody

# Map 8: Land Use Designation

## Wheatland County - Town of Drumheller Intermunicipal Development Plan

July 2019

*Map and data for informational and planning purposes only.*

# 3 INTERMUNICIPAL LAND USE POLICIES

The land use policies contained in this Plan are intended to provide direction to the Town of Drumheller and Wheatland County administrations, subdivision and development authorities and Councils to encourage and manage the future development of lands contained within the Plan Area.

## 3.1 GENERAL LAND USE POLICIES

***INTENT***

The general land use policies address matters that apply to the entire Plan Area and are intended to provide an overall guiding direction for the IDP. Agriculture is intended to remain as the primary land use in the area; however, potential growth centres identified in each municipality's statutory plans (e.g. MDP or ASPs) may identify potential areas for non-agricultural land uses that will be dependent upon market and land owner interest. Each municipality will ensure non-agricultural development is designed in a smart, sustainable, and advantageous form.

***POLICIES***

3.1.1 The primary land uses in the Plan Area are agriculture and grazing.

3.1.2 Both municipalities recognize and support the region's tourism industry through cooperative land use planning, economic development initiatives, and provision of appropriate servicing and infrastructure.

3.1.3 Non-agricultural development within the Plan Area shall be aligned with each municipality's Municipal Development Plan (MDP) and should be located along major highway corridors,

within existing urban areas, or within growth centres as identified in an MDP or other statutory plan (e.g. ASP).

3.1.4 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.

3.1.5 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.

3.1.6 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.

3.1.7 In any area where the plan area for this IDP overlaps with another IDP plan area, the policies from both IDPs will apply.

## 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 Town has not expressed any interest in annexation.

### *POLICIES*

3.2.1 The Town of Drumheller shall consult with Wheatland County and its residents prior to initiating any annexation application to the province.

## 3.3 AGRICULTURE

### *INTENT*

Agriculture and grazing will continue to be a predominant use on the landscape within the Plan Area. Non-agricultural uses should be considered in such areas where they will not negatively impact agriculture and grazing.

### *POLICIES*

3.3.1 Agricultural operations and development are the primary land use and development within the Plan Area. Where appropriate, non-agriculture development shall be permitted according to each municipality's statutory and guiding documents.

3.3.2 Both municipalities will strive to work cooperatively to encourage good neighbour farming practices, such as dust, weed, and insect control adjacent to developed areas through best management practices and Alberta Agriculture guidelines.

3.3.3 If disputes or complaints in either municipality 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.

## 3.4 TOURISM AND RECREATIONAL DEVELOPMENT

***INTENT***

To ensure tourism and recreational related development occurs in a harmonious and efficient manner with the natural landscape that surrounds it and minimizes negative impacts to the communities.

***POLICIES***

3.4.1 Both municipalities should consult with each other and other agencies and stakeholders to develop management plans which integrate tourism, economic development, land use, development and recreational activities.

3.4.2 Wheatland County acknowledges the Town of Drumheller's Tourism Corridor Bylaw and its linkage to a healthy tourism economy that benefits the entire region. While the bylaw does not affect lands in Wheatland County, the County will encourage its residents and landowners within the vicinity of the Tourism Corridor Bylaw to maintain their properties to a high standard and to minimize unsightly properties that may deter tourism.

3.4.3 Both municipalities recognize that authentic rural living and working landscapes along tourism corridors are supported and encouraged and that these activities may at times require operations and aesthetics not familiar to all tourists (e.g. manure spreading).

3.4.4 When making land use decisions either municipality may wish to consider the preservation of viewscapes / view corridors that are important to the tourism industry and have been recognized by either municipality.

## 3.5 NATURAL ENVIRONMENT

***INTENT***

The Red Deer River and the Rosebud River are both located within the Plan Area, which provides a multitude of ecological, tourism and aesthetic value and potential for both municipalities and their residents. Both municipalities recognize the connection between the natural environment and quality of life and strive to protect, preserve, and enhance natural systems and environmentally significant areas while promoting appropriate development and tourism.

### *POLICIES*

3.5.1 When making land use decisions, each municipality will:

a) utilize and incorporate measures which minimize possible impacts on the Red Deer River, Rosebud River, and any other important water resources;

b) determine appropriate land use patterns in the vicinity of significant water resources and other water features including wetlands;

c) establish appropriate setbacks to maintain water quality, flood water conveyance and storage, bank stability, and habitat.

3.5.2 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 municipality.

3.5.3 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 Alberta Culture and Tourism. The developer must comply with the Historical Resources Act and Alberta Culture and Tourism.

3.5.4 Both municipalities should consider the Alberta Wetland Policy and Stepping Back from the Water Policy when making land use decisions with the goal of sustaining the environment and economic benefits.

3.5.5 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 Municipal Development Plan policies or Land Use Bylaw regulations.

3.5.6 Development on slopes and in river valleys within natural areas is generally discouraged. However, where development is proposed on these natural features, it will proceed only in accordance with the respective municipality's statutory plans, applicable bylaws, and other municipal policies and regulations.

3.5.7 Subdivision and Development in or adjacent to river valleys shall take into consideration slope stability and soil characteristics in order to minimize negative environmental and developmental impacts.

3.5.8 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.

3.5.9 Either municipality shall refer to the other municipality any new or amended municipal bylaw or policy pertaining to environmental or biophysical matters within the Plan Area.

## 3.6 WATER QUALITY AND FLOOD PROTECTION

***INTENT***

Water is a precious resource used by agriculture, residential, commercial, industrial, and recreational developments. It is important that both the Town and County consider the impact of development on water quantity and quality as well as the broader watershed impacts. Furthermore, protective measures should be taken to ensure developments are not located within flood prone areas.

***POLICIES***

3.6.1 Where new development may affect water quality, appropriate water and wastewater treatment and collection systems shall be considered using best management practices in the Town and County.

3.6.2 Development in identified flood fringe and floodways as per provincial mapping (if completed) shall comply with provincial regulations and legislation. Where land use development is to occur in flood prone areas not identified on provincial maps as either flood fringe or floodway, appropriate regulations shall be implemented to ensure no negative impacts on the land and neighboring municipality.

## 3.7 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.

***POLICIES***

3.7.1 Upon receipt of a development application for a new or expanded natural resource extraction operation within the Plan Area, the municipality shall forward a copy to the other municipality.

3.7.2 Upon receipt of a notice of application from a provincial agency for a natural resource extraction operation within the Plan Area (e.g. Code of Practice application notice from Alberta Environment & Parks) the municipality shall forward a copy to the other municipality.

3.7.3 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.

3.7.4 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.

3.7.5 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.

3.7.6 If either the Town of Drumheller 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.

## 3.8 RENEWABLE ENERGY DEVELOPMENT

***INTENT***

The availability of wind, sun and other renewable natural resources in both municipalities 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***

3.8.1 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.

3.8.2 Either municipality shall refer to the other municipality any application, after it is deemed completed, for a renewable energy development within the Plan Area. 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.

## 3.9 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***

3.9.1 Each municipality shall be notified of any subdivision or 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.

3.9.2 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.

3.9.3 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.

3.9.4 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.

## 3.10 TELECOMMUNICATION TOWERS / UTILITIES

***INTENT***

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

***POLICIES***

3.10.1 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 the 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.

3.10.2 When providing a response letter or Letter of Concurrence for a new, expanded or retrofitted telecommunications tower, the Town of Drumheller and Wheatland County shall request telecommunications companies to co-locate within the Plan Area where technically feasible.

3.10.3 When providing comments to provincial and federal departments regarding utility development within the Plan Area, the Town of Drumheller and Wheatland County shall request that consideration be given to the establishment of utility corridors with multiple users.

## 3.11 INTERPRETATION

### *INTENT*

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

### *POLICIES*

3.11.1 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 applicable to the current relevant agency, body, or department.

3.11.2 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.

3.11.3 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 & IMPLEMENTATION

The administration and implementation of polices contained in this Plan are intended to assist the Town of Drumheller 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.

### *POLICIES*

4.1.1 For the purposes of administering and monitoring the IDP, the Town of Drumheller and Wheatland County shall establish an Intermunicipal Development Plan Committee ("the Committee") comprised of an even number of members of Council from both the Town of Drumheller and Wheatland County. Each municipality 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 should 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 The Town of Drumheller and Wheatland County agree 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 issues in relation to the implementation of Plan policies;

e) engage in resolving any conflicts or disputes which arise from this Plan;

f) 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 with no less than five (5) days notice of the meeting being given to all members of the Committee and support personnel stating the date, time, purpose, and 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 ten (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 should 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, each municipality agrees to provide the other municipality with the required landowner information for the circulation area.

4.2.2 Where a plan or bylaw (including amendments) or application requires notifications to be sent to a municipality that is external to this Plan, the referring municipality shall follow the referral requirements outlined in the Municipal Government Act (MGA), or where applicable, those contained in a relevant Intermunicipal Development Plan.

4.2.3 The Town of Drumheller and Wheatland County may wish to notify the other municipality of major municipal infrastructure or public works projects within the Plan Area (e.g. major road upgrades, bridge construction).

#### *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) 14 calendar days for all complete subdivision or development applications,
b) 14 calendar days for all complete redesignation applications, and
c) 14 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 pertaining to the Plan Area 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, 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 different provincial regional plans. The Town of Drumheller is within the Red Deer Regional Plan, which has not yet been completed. Wheatland County is within the South Saskatchewan Regional Plan (SSRP) which has been completed and came into effect September 1, 2014.

4.3.1 The municipalities agree that they will comply with any relevant adopted regional plan.

4.3.2 This Plan aligns with the strategies of the SSRP for lands lying within the boundary of Wheatland County.

#### *Addressing Municipal Amendments and Plan Validity*

4.3.3 This Plan comes into effect on the date it is adopted by both the Town of Drumheller 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 the Town of Drumheller or Wheatland County shall be accompanied by the following:

a) an application for amendment submitted to the Town of Drumheller 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, sixty (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 five (5) years from the date the IDP is adopted by both municipalities.

4.3.11 A formal review of the Plan shall occur when the Drumheller Flood Mitigation and Climate Adaptation System Plan is completed.

# 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 the Town of Drumheller 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 should 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 should 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 dissenting municipality is requested to bring a resolution of Council to the Committee. The resolution of Council should clearly outline the concern(s) and possible remedy requested from the other municipality.

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 thirty (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 1** 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.

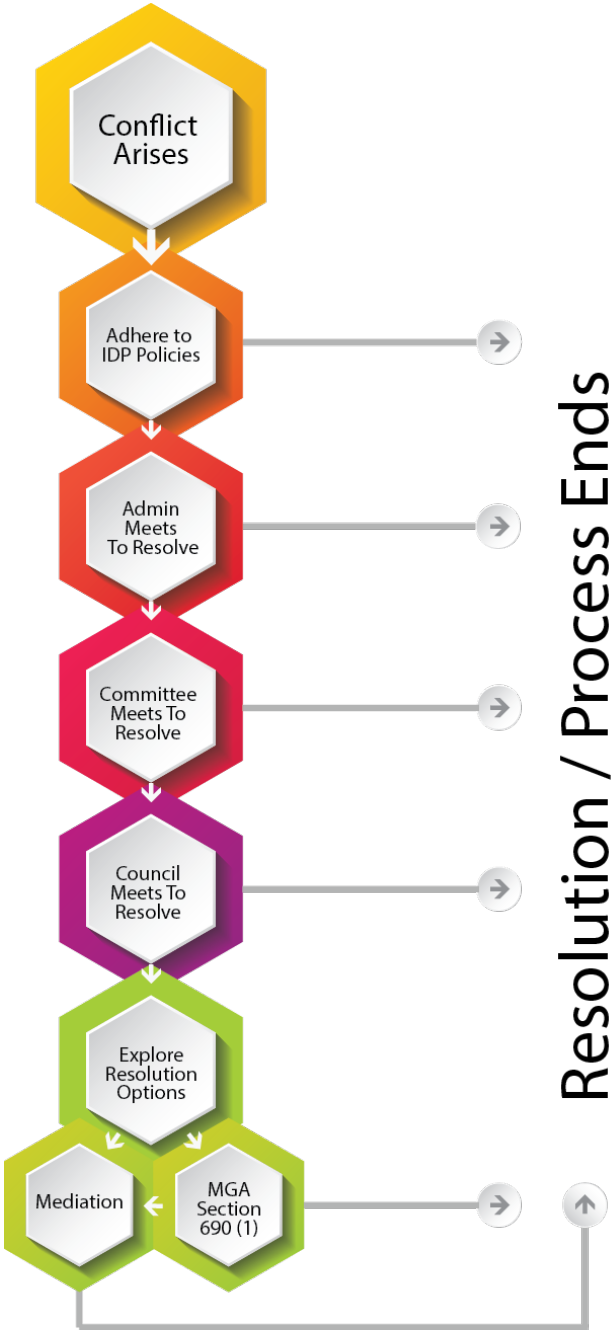


*Figure 1: Dispute Resolution Flow Chart*

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# APPENDIX A | DEFINITIONS

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**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 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;
i) the application of fertilizers, insecticides, pesticides, fungicides, and herbicides, including application by ground and aerial spraying, for agricultural purposes;
j) the collection, transportation, storage, application, use transfer and disposal of manure;
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.

**Biophysical Impact Assessment:** means the assessment of the biological and physical elements for the purpose of reducing the potential impacts of the proposed development on the natural environment. The report details specific components of the environment such as topography, geology, hydrology, soils, vegetation, wildlife, and biodiversity (terrestrial and aquatic) for a specific development area. Mitigation measures are suggested to minimize or eliminate potential environmental concerns.

**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 the Town of Drumheller and the Council of Wheatland County in the Province of Alberta.

**County:** The Municipality of Wheatland County.

**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;
b) 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;
c) 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
d) 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.

**Environmental Site Assessment (ESA – Phase I or II)**: An investigation in relation to land to determine the environmental condition of property. It includes a Phase 1 environmental site assessment, a Phase 2 environmental site assessment and confirmatory investigation.

**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 the Town of Drumheller 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 the Town of Drumheller 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 Town of Drumheller and Wheatland County Intermunicipal Development Plan.

**Plan Area:** The lands defined in this document on Map 2 noted as “Plan Area” (approximately 1 to 1.5 miles on either side of the shared border) 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.

**Red Deer Regional Plan:** The Regional Plan and regulations for the Red Deer Regional Plan area established by Order of the Lieutenant Governor in Council Pursuant to the Alberta Land Stewardship Act.

**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 the Town of Drumheller means the Town of Drumheller Subdivision and Development Authority, and within the boundary of the Wheatland County means the Wheatland County Subdivision and Development Authority.

**Town:** The Town of Drumheller.

# WHEATLAND COUNTY
# Reeve Monthly Report

Reeve: Amber Link | Division: 2

Reporting Period: February 2020 | Report Date: February 24, 2020

**February 3 Municipal Development Plan (MDP) update launch video**
Filmed an introduction video for our MDP update.

**February 4 Council Meeting**
Public Hearings were held and approval for final readings for 2 land redesignations, including one for a Direct Control District for an RV storage business and one for a Public Utility District to accommodate the construction of a municipal sewage lagoon to service the hamlet of Rosebud. First reading and public hearings were scheduled for a land use redesignation and a Land Use Bylaw amendment for Cannabis Stores. A new revised Nuisance and Unsightly Property Bylaw was approved.

Representatives from the RCMP Detachments (Strathmore, Bassano, Gleichen, and Drumheller) 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 (which increases visibility and can act as a deterrent to other crimes), application of crime reduction strategy; police presence/visibility, community engagement.

I'm pleased we approved direction to draft a Resolution - 'Alberta Farmland Trust' to submit to the Central Rural Municipalities of Alberta (RMA) - District 2 General Fall General Meeting for endorsement consideration for the Fall Rural Municipalities of Alberta Conference Resolution session and South Region Agricultural Service Board (ASB) Conference for endorsement consideration.

A Safety Administrative Directive was provided for information.

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.

A Development Permit was approved for a Dwelling, Employee in Muirfield – DC7 District.

Wheatland County Administration will submit a 2020/21 Alberta Community Partnership grant application as the Managing Partner in support of the CSMI Regional Stormwater Management Project.

Approval to sponsor the 2020 Canadian Badlands Tourism Development Conference in the amount of $5,000. (Silver Sponsorship).

Closed session included Land Matter (FOIP - Sec. 24) Appointment with Alberta Environment Representative, including a presentation on Composting Regulations, 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.

**February 4 Carseland Town Hall Meeting**
An excellent turnout of several hundred residents to discuss rural crime and the postal service.

**February 6 Community Futures Board Training**
Module 1: Community Economic Development from the Community Futures Leadership Institute

Community Futures plays a significant role in community economic development. Board members will:

- Understand what community economic development is;
- Discuss the objectives, principles and strategies of community economic development;
- Explain the importance of community engagement and accountability in community economic development;
- Distinguish how community economic development differs from other approaches to economic development and community development; and
- Describe the role Community Futures plays in community economic development.

**February 7 Rural Municipalities of Alberta District 2 Central Spring Meeting**
Gathered at Clearwater County near Rocky Mountain House.

No Resolutions to consider, Wheatland's Alberta First Resolution was not seconded by another municipality.

The FCM Terms of Reference were amended to include cost sharing the per diems associated with the appointed member in addition to already cost shared travel related expenses.

I was elected to have my name stand as Central Rural Municipalities of Alberta District 2 FCM Committee/Board candidate.

Updates from RMA, including federal advocacy, unpaid taxes, reserves and asset management work, assessment model review and its impact on municipal sustainability, rural health, resolution advocacy progress, police advisory board, and police costing.

Education session regarding Development of Environmentally Sensitive Areas, outlining municipal responsibilities surrounding Flood Hazard Areas, Unstable Lands, and Brownfield Development. Noted security funds are the hammer for enforcing development, Development Agreement doesn't run with land, though Development Permit does.

Update from Municipal Affairs representatives, Deputy Minister, Paul Wynnyk and Assistant Deputy Minister, Gary Sandberg - including red tape reduction progress, assessment modelling, and Intermunicipal Collaboration Frameworks (ICFs).

Paul McLauchlin, Reeve of Ponoka County and our RMA Director for District 2, shared a presentation he has created, Alberta Energy 101. Extremely informative and can be targeted to specific groups.

Financial report.

**February 8 Fair Deal Panel MLA Town Hall hosted by Minister Leela Aheer in Cheadle**
Spent some time listening at a Fair Deal Panel MLA Town Hall in Cheadle hosted by Honourable Leela Sharon Aheer, MLA Chestermere- Strathmore.

Alberta Fair Deal panelists Stephen Lougheed and Donna Kennedy Glans were in attendance and indicated considered remedies may be legal, constitutional or economic.

The Fair Deal Panel is listening to Albertans and their ideas for Alberta's future.

Specific areas being explored include:
* Establishing a provincial revenue agency to collect provincial taxes directly by ending the Canada-Alberta Tax Collection Agreement, while joining Quebec in seeking an agreement to collect federal taxes within the province.
* Creating an Alberta Pension Plan by withdrawing from the Canada Pension Plan.
* Establishing a provincial police force by ending the Alberta Police Service Agreement with the Government of Canada.
* Emulating Quebec's practice of playing a larger role in international relations, in part by seeking Alberta representation in treaty negotiations that effect Alberta's interests.
* Emulating Quebec's legal requirement that public bodies, including municipalities and school boards, obtain the approval of the provincial government before they can enter into agreements with the federal government.
* Using the existing provincial power to appoint the Chief Firearms Office for Alberta.
* Opting out of federal cost share programs with full compensation, such as the federal government's proposed pharmacare program.
* Seeking an exchange of tax points for federal cash transfers under the Canada Health and Social Transfers.
* Establishing a formalized provincial constitution.

If you were unable to attend and would like to have input to the panel please share your thoughts here:

https://www.alberta.ca/fair-deal-panel.aspx

**February 11 Municipal Planning Commission**
One development permit, for a dwelling accessory, was approved.

**February 11 Fire Training Debriefing in Rosebud**
Members of Council, administration, Fire Chiefs, and Firefighters met to debrief a fire training exercise from July 2018.

**February 13 Wheatland Housing Management Board SWOT Analysis and Board Meeting**
During SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis we discussed background and current situation, reviewed objectives, and held round table break out sessions identifying potential strengths, weaknesses, opportunities and threats. A report will be circulated.

Social Housing and Lodge Financial Reports, Maintenance Supervisor Report, Social Housing, Resident Manager, and CAO Report, reviewed options and chose a new logo. Update on bargaining request, policy approval, letter from Wheatland County, and Resident and Family Survey results.

Two Notice of Motions:

1. To set a Hospice requisition at the March 12th, 2020 board meeting. Pending ministerial approval of the Wheatland & Area Hospice Society (WAHS) to be added as a member of Wheatland Housing Management Body (WHMB) Board.
2. Notice of Motion: Requisition money would be turned over to the WAHS for hospice operating costs. A requirement for monthly reporting must be brought to the table.

**February 18 Council Meeting**
A Public Hearing and Bylaw readings for a redesignation of land to Direct Control for an Automotive & Equipment Services Business.

Public Hearings and Bylaw Readings for our Intermunicipal Development Plans (IDP) with the Villages of Hussar and Rockyford.

First Reading and scheduling of Public Hearing for 2 Land Redesignations, one for future industrial development and one for Industrial for a stair construction business.

Recreation Manager for the Town of Strathmore, Mark Pretzlaff, presented an update on the Strathmore Motor Products Sports Centre partnership, reviewing the first year of operations.

Approval of request to extend IDP timeline with Rocky View County.

Approval of Intermunicipal Collaboration Framework (ICF) with Newell County.

Approval of 2 new members to the Economic Development Board, Audra Reinhardt and Christina Stender.

Report on CP Holiday Train event and authorization to send thank you letter to Canadian Pacific.

Two new stop signs were approved.

Fire Guardians were appointed.

Council met with 3 MLAs who represent portions of Wheatland County:

Honourable Nathan Cooper, Speaker of the Legislature, MLA, Olds - Didsbury - Three Hills

Angela Pitt, Deputy Speaker and Chair of Committees, MLA, Airdrie East

Joseph Schow, Deputy Whip, MLA, Cardston - Siksika

Our MLAs updated on their activities and Council had an opportunity to share some of our most pressing issues and potential areas we would appreciate advocacy on our County's behalf.

**February 19 Southern Alberta Energy from Waste Association (SAEWA) Board Meeting**
Attended the Board Meeting to hear the siting report and site selection process results for a potential energy from waste facility. While Wheatland County had been short listed, the potential site in Wheatland was not identified as a preferred site. The siting evaluation process was a complex comparative analysis, comprised of detailed constraints-based analysis, including desktop studies, field reconnaissance and investigations, GIS data and analysis, consultation with utility companies, regulators/agencies, potential energy users, railways, and host municipalities.

Evaluation was based on multiple evaluation criteria including:

**Cost and Constructability**
Required infrastructure
Upgrades to existing infrastructure
Property ownership
Required permits, approvals, and agreements
Potential end users
Waste haulage

**Environmental**
Air Quality
Water bodies
Wetlands
Environmentally Sensitive Areas (ESAs)
Species at Risk

**Social and Cultural**
First Nation reserves
Parks and recreational areas
Rural residential and urban residential areas
Historic resources

Sensitive receptors

**Land Use**
Zoning
Land Uses
Airports and heliports

**Technical**
Design flexibility
Land surface gradient (topography)
Power plants and substations
Transmission lines
Natural gas pipelines
Water supply
Roads
Railways
Traffic

It was noted a Fairness Committee oversaw the engineering firm's work to provide oversight.

Next steps were reviewed.

**February 21 Calgary Metropolitan Region Board Governance Committee**
Attended in Councillor Koester's place as he was away.

Public Engagement Policy discussed and recommended for Board approval. Discussion regarding consolidating Land Use and Intermunicipal Servicing Committees, question regarding Vice Chair as there's currently two (idea to elect 1 after annual term expires). Committee Terms of Reference, brief discussion, invitation to provide feedback and will come back again. Discussed Performance evaluation process for Chair and Chief Officer. Continued discussion regarding an appeal/dispute resolution process (lack of which is one of the fundamental issues with the Board currently in my opinion), further research will be undertaken, perhaps checking with the Municipal Government Board (MGB) to see if separate tract could be established to address timeliness, lengthiness and cost of MGB recognized, however they are a body with planning experience, I asked for consideration of a two step process where reconsideration by the board would occur in the event of a process error or missed or new information as well as the possibility for an actual appeal to a third party such as the MGB, consensus was asking the Minister of Municipal Affairs to decide an appeal was not a preferred option. Discussion around Edmonton Region model. Letter to be sent to Municipal Affairs to follow up on September 2019 meeting with Minister Madu.

**February 21 Calgary Metropolitan Region Board**
City of Calgary Mayor Nenshi presented the city's Municipal Context Report.

Q4 actuals were reviewed, showing 20% under budget for 2019, expected to be closer to budget in subsequent years. Audited Financial Statements were reviewed with the auditor and approved, good clean audit.

Lengthy discussion regarding the Conflict of Interest Policy and Procedure, which included a clause regarding "Outside Activities", which concerned me due to the possibly interpretation of our work towards advocating for our own municipal best interests and autonomy. The clause read:

"Members must avoid participating in outside activities that conflict with the interests and work of the CMRB. Members will discuss any potential conflicts with the CMRB Chair and/or the Chief Officer."

This clause will be referred to the Governance committee for further review, the rest of the policy and procedure were approved.

The Regional Employment Analysis was approved, though the attached report indicated the errors contained in the analysis had been corrected, that was not evident in our 2018 base year employment numbers estimated on page 5 of the Final Report, our employment is estimated at 1549, it should be noted that number is close to double our estimated population in our portion of the County included in the Calgary Metropolitan Region.

Recreation Servicing Technical Advisory Group Options for Enhancing Regional Recreation framework was approved, with the important understanding that it is in no way binding, approval does not suggest agreement to act on the suggestions.

A Public Engagement Plan update was provided. CMRB Messaging Platform was approved. Special Study Areas overview was provided. Legal opinion on Municipal Development Plan alignment with the Growth Plan was provided. Growth and Servicing Plan update. Committee updates. Visioning work plan approved; another consultant will be hired to facilitate further visioning.

**February 24 Gleichen Community Association AGM**
Audited financial statement review, updated bylaw review, and review of year's activities.

**February 25 Province of Alberta Speech from the Throne**
It was my distinct honour to be invited by Honourable Nathan Cooper, MLA and Speaker of the Legislative Assembly of Alberta to the Speech from the Throne.

**February 26 Meeting with SAEWA Executive Delegation**
Review site selection process and outcomes.

**February 26 Wheatland Family and Community Support Services (WFCSS) Board Meeting**
Indirect program requests for funding, financial reports, CAO report, client rates, and outcome measures for indirect program applicants.

**February 27 Province of Alberta Budget Release**
It was my distinct honour to be invited by Honourable Leela Aheer, Minister of Culture, Multiculturalism and Status of Women, MLA, Chestermere – Strathmore to the Provincial Budget Day at the Legislative Assembly of Alberta.

# WHEATLAND COUNTY
# Councillor Monthly Report

Councillor: Scott Klassen

Division: 5

Reporting Period: February 2020

Report Date:

| Committees / Meetings / Events – Topics of Interest |
|---|
| Feb 4 2020 – Council meeting at county office (recorded on county website)<br><br>Feb 5 2020 – Rockyview/ Wheatland IDP/ICF meeting at county office, discussed future opportunities for the hwy 1 corridor and servicing the same area<br><br>Feb 6 2020 – CMRB servicing and land use committee meeting at mount royal<br><br>Feb 7 2020 – Rma central zone meeting in Rocky mountain house<br><br>Feb 7 2020 – WRC open house in Rosebud for new line installation about 20 residents attended.<br><br>Feb 11 2020 – MPC meeting at county office<br><br>Feb 11 2020 – Attended fire debriefing at Rosebud firehall<br><br>Feb 17 2020 – Council meeting at county office (recorded on county website)<br><br>Feb 18 2020 – WRC board meeting in Rockyford, discussed connections needed in Redland<br><br>Feb 21 2020 – Attended DSW meeting in Drumheller<br><br>Feb 26 2020 – Special council meeting about SAWEA |
| |
| |

Signature: _____

# WHEATLAND COUNTY

## Agricultural Service Board

## Organizational Meeting Minutes

January 15, 2020 9:00 a.m.

| | |
|---|---|
| Members Present: | J. Wilson<br>T. Ikert<br>A. Link<br>B. Van Laar<br>B. Armstrong<br>B. Walker<br>D. Biggar<br>G. Koester<br>S. Klassen |
| Members Absent: | R. Harwood |
| Administration: | R. Muenchrath, Manager of Agriculture and Environment<br>M. Soltys, Communications Specialist<br>G. Mowat, Recording Secretary |

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### 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.

The Manager of Agriculture and Environment R. Muenchrath called the 2020 Wheatland County Agricultural Service Board (ASB) Organizational Meeting to order at 9:00 A.M.

Note: Member Biggar was not present when the meeting was called to order. Member Biggar entered the meeting at 9:07 A.M. during item 2.21.3, 2022 Provincial Agricultural Service Board Summer Tour.

#### 1.2 Nominations (Chair & Vice Chair)

1.2.1 Nomination of Chair

Manager R. Muenchrath called for nominations for the position of Chair for the ensuing year.
Link nominated Wilson.
Manager R. Muenchrath called for further nominations; no further nominations were forthcoming.

Manager R. Muenchrath declared Wilson as Chair for the Agricultural Service Board (ASB) for the ensuing year.

1.2.2 Nomination of Vice Chair

Chair Wilson called for nominations for the position of Vice Chair for the ensuing year.
Armstrong nominated Koester.
Chair Wilson called for further nominations; no further nominations were forthcoming.

Chair Wilson declared Koester Vice Chair for the Agricultural Service Board (ASB) for the ensuing year.

### 1.3 Adoption of Agenda

**RESOLUTION ORG ASB-2020-01-01**
Moved by LINK

THAT the Organizational Meeting Agenda be adopted, as presented.

• Carried

## 2. ITEMS FOR DISCUSSION AND RELATED BUSINESS

### 2.1 Appointments to Committees

2.1.1 ASB Bursary and Environmental Stewardship Committee

**RESOLUTION ORG ASB-2020-01-02**
Moved by LINK

APPROVAL to re-appoint the following members to the Agricultural Service Board Bursary and Environmental Stewardship Awards Committee; based on the information provided in the request for decision: J. Wilson, T. Ikert, B. Van Laar, B. Armstrong (alternate).

• Carried

2.1.2 Alternative Land Use Services (ALUS) Partnership Advisory Committee (PAC)

Manager R. Muenchrath reviewed a request for decision regarding appointments to the Alternative Land Use Services Partnership Advisory Committee. [Note: The term for two (2) ASB members at large and one (1) ASB member and one alternate, previously appointed, will run with the term of the ASB membership of the appointee].

2.1.3 2022 Provincial Agricultural Service Board Summer Tour

**RESOLUTION ORG ASB-2020-01-03**
Moved by KLASSEN

APPROVAL to rely on the Agricultural Service Board in 2020 for early planning of the 2022 Provincial Agricultural Service Board Tour.

• Carried

### 2.2 ASB April 8, 2020 Change of Meeting Date

**RESOLUTION ORG ASB-2020-01-04**
Moved by ARMSTRONG

APPROVAL to change the April 8, 2020 scheduled Agricultural Service Board meeting date to April 1, 2020.

• Carried

## 3. INFORMATION ITEMS

No Information Items

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## 4. ADJOURNMENT

**RESOLUTION ORG ASB-2020-01-05**
Moved by KOESTER

THAT the Agricultural Service Board meeting adjourn at 9:09 A.M.

• Carried

_____

Chair

_____

Manager of Agriculture and Environment

_____

Recording Secretary

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# WHEATLAND COUNTY

## Agricultural Service Board Minutes

January 15, 2020, 9:15 a.m.

Members Present: Chair J. Wilson
Vice Chair G. Koester
A. Link
B. Van Laar
B. Armstrong
B. Walker
D. Biggar
T. Ikert
S. Klassen

Members Absent: R. Harwood

Administration: R. Muenchrath, Manager of Agriculture and Environment
M. Soltys, Communications Specialist
G. Mowat, Recording Secretary

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### 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.

Chair Wilson called the meeting to order - time 9:10 A.M.

[Note: several staff entered and left at various times during the meeting.]

#### 1.2 Adoption of Agenda

**RESOLUTION ASB-2020-01-01**
Moved by IKERT

THAT the agenda is approved, as presented, with the following additions:

Under Agenda Item 2.2 Unfinished Business or Business Arising

2.2.1 - Email from Mr. Rich Smith, Executive Director, Alberta Beef Producers, dated December 23, 2019, regarding 19-10-08 RE: Resolutions for RMA Conference

Under Agenda Item 2.3 New Business

2.3.5 - Ratification of a letter of support Re: Rural Opportunities Fund Project, signed by Chair Wilson

Under Agenda Item 4 - Correspondence & Information Items

4.1 - Correspondence from D. Macaulay, dated January 8, 2020, regarding a survey "Seeking Albertans' input on agriculture research"
- Correspondence from Farm Safety Centre, dated January 6, 2020
- Correspondence from Alberta Farm Animal Care
- Insect Survey Results - 2019 - Wheatland
- Southern Alberta Weed Coordinator 2019 Program Highlights
- Evaluation of Strychnine Baiting on Richardson's Ground Squirrel

• Carried

### 1.3 Adoption of Minutes

1.3.1 ASB Meeting Minutes - October 2, 2019

**RESOLUTION ASB-2020-01-02**
Moved by KOESTER

THAT the October 2, 2019 Wheatland County Agricultural Service Board (ASB) meeting minutes are approved, as presented.

• Carried

## 2. ITEMS FOR DISCUSSION AND RELATED BUSINESS

### 2.1 Presentations / Delegations

2.1.1 10:00 A.M. Presentation - Alberta Farmland Trust

Manager R. Muenchrath provided the following hard copies of information on the Alberta Farmland Trust:

- The Urgent Need for the Formation and Support of an Alberta Farmland Trust
- New Farmland Trust aims to preserve good soil

On behalf of Alberta Farmland Trust, Mr. S. Carscallen, provided a brief biography and a verbal presentation on the Alberta Farmland Trust; pursuing a project to develop a mechanism for the preservation of farmland. Discussion followed. The verbal presentation and discussion is included in the recording of the minutes and is posted on the County Website for public viewing.

**RESOLUTION ASB-2020-01-11**
Moved by IKERT

TO ACCEPT as information the Alberta Farmland Trust presentation, as presented.

• Carried

### 2.2 Unfinished Business or Business Arising

2.2.1 Email, Mr. R. Smith, Executive Director, Alberta Beef Producers, dated December 23, 2019

Manager R. Muenchrath reviewed email from Mr. R. Smith in regards to issues regarding on-farm protests and trespasses and municipal taxation. Discussion followed.

### 2.3 New Business

2.3.1 ASB Equipment Disposals

**RESOLUTION ASB-2020-01-03**
Moved by LINK

THAT the Board recommend the disposal of Unit #300 - Portable Livestock Scale, Rubber Mats and Radio-Frequency Identification (RFID) tag reader to the Rockyford, Cheadle and Hussar 4-H Beef Clubs for the sum of one dollar.

• Carried

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2.3.2 ASB Business Plan & Policy Review

**RESOLUTION ASB-2020-01-04**
Moved by IKERT

TO ACCEPT the updated 2020-2022 Agricultural Services Department Business Plan as presented/provided.

• Carried

2.3.3 Children's Book - "Dirt to Dinner"

**RESOLUTION ASB-2020-01-05**
Moved by BIGGAR

TO ACCEPT the correspondence received regarding the Children's Book "Dirt to Dinner" as information.

• Carried

2.3.4 2020 Provincial Agricultural Service Board Resolutions

**RESOLUTION ASB-2020-01-06**
Moved by IKERT

THAT the Agricultural Service Board approves to accept as information the 2020 Provincial Agricultural Service Board resolutions as presented.

• Carried

2.3.5 Ratification of Letter of Support RE: Rural Opportunities Fund Project - WC Mercantile

Manager R. Muenchrath reviewed letter addressed to Community Futures Network of Alberta, dated January 14, 2020, RE: Rural Opportunities Fund Project - WC Mercantile. The letter is in support for consideration of Community Futures Wild Rose providing funding support to the development of the WC Mercantile initiative by Wheatland County's Economic Development division.

**RESOLUTION ASB-2020-01-07**
Moved by LINK

APPROVAL to ratify the letter of support for consideration of Community Futures Wild Rose providing funding support to the development of the WC Mercantile initiative by Wheatland County's Economic Development division, as presented.

• Carried

## 3. REPORTS AND RELATED BUSINESS

### 3.1 Chair's Report

Chair Wilson presented the Chair's Report. The verbal report provided highlights of a meeting with the Minister of Agriculture. Discussed numerous issues including relationship with China. Working with federal government to allow more rail access at this time. Pleasure meeting with minister, important have those relationships. The verbal presentation and discussion is included in the recording of the minutes and is posted on the County Website for public viewing.



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**RESOLUTION ASB-2020-01-08**
Moved by WILSON

ACCEPTANCE of the ASB Chair Report, as presented.

• Carried

### 3.2 Manager of Agriculture and Environment Report

R. Muenchrath, presented the Manager of Agriculture & Environment Report (report included in ASB agenda information package).

**RESOLUTION ASB-2020-01-09**
Moved by KLASSEN

ACCEPTANCE of the Manager of Agriculture & Environment Report, as presented/provided.

• Carried

### 3.3 Alberta Agriculture and Forestry Key Contact Report

No Report.

## 4. CORRESPONDENCE / INFORMATION

### 4.1 Correspondence & Information Items

**RESOLUTION ASB-2020-01-10**
Moved by VAN LAAR

TO ACCEPT the following items as information, as provided:

- Yellowhead County letter from Alberta Agriculture and Forestry
- Yellowhead County letter received from the Canadian Food Inspection Agency
- The Association of Alberta Agricultural Fieldmen
- Foothills Forage and Grazing Association Newsletter
- Pest Insider Newsletter
- Safe Food for Canadians Regulations
- Correspondence from D. Macaulay, dated January 8, 2020, regarding a survey "Seeking Albertans' input on agriculture research"
- Correspondence from Farm Safety Centre, dated January 6, 2020
- Correspondence from Alberta Farm Animal Care
- Insect Survey Results - 2019 Wheatland
- Southern Alberta Weed Coordinator 2019 Program Highlights
- Evaluation of Strychnine Baiting on Richardson's Ground Squirrel.

• Carried

## 5. NEXT REGULAR MEETING

April 1, 2020

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## 6. ADJOURNMENT

**RESOLUTION ASB-2020-01-12**
Moved by KLASSEN

THAT the Agricultural Service Board meeting adjourn at 10:38 A.M.

• Carried

_____

Chair

_____

Manager of Agriculture and Environment

_____

Recording Secretary

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# WHEATLAND COUNTY
# Councillor Monthly Report

Councillor: Donna Biggar Division: 3

Reporting Period: February 2020 Report Date:

| Committees / Meetings / Events – Topics of Interest |
|---|
| 3rd - Strathmore Handi-Bus,<br><br>4th – Council, Minutes and video on the Wheatland County website.<br><br>4th – Townhall Meeting Carseland, Rural Crime / Post Office<br><br>18th – Council, Minutes and video on the Wheatland County website.<br><br>18th – Carseland Lions Club, Further info given on train whistle through town, Post Office, Fire Hall, and Wheatland County Property Crime Audits. Great presentation from Rocky Mountain GTL Manager (lives in Speargrass)<br><br>19th – Chamber of Commerce, Next years business awards night date and theme chosen. "Food for Thought" Series to start. Will be quarterly, first to start in May 2020 (Customer Service) there will be 2 festivals for 2020 "Meet Your Neighbor" and "Fun Runners Car Show"<br><br>19th – SAWEA, announcement of location, Newall County has been awarded.<br><br>20th – Canadian Badlands, Conference March 4th-6th. Strategic planning on Marketing and governance TBA at Conference.<br><br>24th – Economic Development, Discussion on County Workshops advertised in the paper.<br><br>25th – Carseland Focus Group, Organizational Meeting.<br><br>26th – SAWEA,<br><br>26th – Chamber of Commerce, "Meet Your Neighbor"<br><br>26th - WFCSS |
| Relevance to/Impact on Municipality **Council Action Required** |

Signature: _____

# WHEATLAND COUNTY
# Councillor Monthly Report

**Councillor:** **Tom Ikert** **Division:** **4**

**Reporting Period:** **February 2020** **Reporting Date: February 29**

**Committees / Meetings / Events – Topics of Interest**

February 4 Council Meeting (See County website for video )

February 5 Wheatland/Rockyview ICF

February 6 CMRB @ Mount Royal University

February 7 CRMA Rocky Mountain House, congratulations to the Reeve for being nominated to FCM committee

February 11 MPC. (See County website for video)

February 11 Fire Debriefing at Rosebud Firehall

February 13 Wheatland Housing

February 18 WRC Rockyford

February 19 SAEWA @ County Office

February 20 ASCHA High River

February 26 SAEWA Debriefing

. "The first generation starts it,
The second generation builds it,
The third generation drinks it."

**Signature:** _____

Ben Armstrong Division #7 February 2020 Report

Feb 4 - Council – see website

Feb 10 - Kneehill IDP meeting in Kneehill Chambers

Feb 14 - SAEWA Board Executive – Telephone conference

Feb 18 - Council – see website

Feb 18 - Hussar Annual Fire Association meeting and Board meeting

Feb 19 - SAEWA Board Meeting at Wheatland County office. Received HDR's report on site location of Waste to Energy Plant. Unanimous vote to accept location – West of Newell Solid Waste Landfill on property owned by Newell Solid Waste Association.

Executive: Project Lead, Chairman of SAEWA and myself to meet with short listed MD's week of the 24 – 28 (Wheatland, Vulcan and Newell). Next step is to begin public consultations.

Feb 21 – D&DSWA – Organizational and Board meeting. Executive to remain same:

Chairman – Ben Armstrong – Wheatland County

Secretary/Treasurer – Daryl Drohomerski – Drumheller CAO

Board members: Steve Wonstrum – Starland County, Debbie Penner – Kneehill County, Tim Frank – Village of Hussar

Feb 26 – SAEWA – meeting with Wheatland Council

Feb 27 – SAEWA – meeting with Vulcan Council

Feb 28 – SAEWA – meeting with Newell Council

Meetings to go in depth why engineers chose Newell County Landfill location for preferred site. If that site should fall through then the Vulcan site would become the next choice of location.

All four locations (2 in Vulcan) are more than capable of hosting an EFW plant. Next steps are public consultation, reviewing and moving business plan forward. Province working with SAEWA to move project forward.

***Everyone outgrows childhood however some never outgrow childish behavior.***

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 21, 2020

**Subject**
Decision-making topic title
Chief Administrative Officer Report

**Recommendation**
Clear resolution answering – what/who/how/when
**That Council accepts the Chief Administrative Officer Report as information.**

**RECOMMENDATION**

| **Report/Document:** | **Attached** | ☐ | **Available** | ☐ | **None** | X |
|---|---|---|---|---|---|---|

**Key Issue(s) / Concepts Defined**

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

**Administration**

- Facilitated and met with representatives from Canada Post in relation to Carseland Temporary Mailboxes and future site of the Carseland Post Office throughout the month of February. Installation of the mailboxes was to occur at the end of February.
- Council meeting and Carseland Town Hall meeting on February 4th.
- Conducted performance evaluations for staff in the month of February, including developing strategic department goals.
- Worked on year-end financial statement audit during the month of February.
- Developing a Financial and Corporate Services Strategic plan for Council approval.
- The position posting for the vacant General Manager of Corporate and Financial Services closed on February 21st. Screening of applicants and interviewing for the vacant position will occur in late February / early March and we project to have position filled by mid April 2020.
- Various discussions with Green for Life, Alberta Environment, and Parks regarding removal plan of the legacy materials located on the compost facility north of Strathmore.
- Held Senior leadership team meeting on February 24th to review capital projects, operating projects, and identify efficiencies throughout the organization.
- Attended a lunch meeting with our Benefit Consultant on February 20th to discuss plan options and market rates of benefit plans.
- Attended a Joint Health and Safety Committee meeting on February 27th.

- Staff have been working on implementing eSCRIBE, the new meeting management software, to automate various processes including report submission management, preparing agenda packages, and generating minutes by utilizing digital workflows and standardized templates.

**Fire Services**

- Assist and assigned workflow to Vern Elliott, Interim Fire Chief (contractor).
- Fire permits are now being issued electronically through web-based submissions. The web-based submission has automated a process which reduces approximately 300 hours of administrative work on an annual basis.
- Reviewed a report on current tower system within Wheatland County and AFFRCS technology.
- The vacant position of the Manager of Fire and Emergency Services was posted on February 12th and closes on March 23rd.
- Debriefing exercise was conducted for 2018 exercise on February 11th.
- Fire Chiefs meeting was held in Standard on February 27th.
- Moving forward with proposed Carseland Fire Hall construction in 2020. Request for quotations (RFQ) were sent out for fire hall building designs on February 19th. After the building design is awarded, the RFQ for a project manager for the building will be quoted.

Submitted by: Brian Henderson, CPA, CA

Position: Chief Administrative Officer

Reviewed by:

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 18, 2020

**Subject**
Decision-making topic title
Corporate and Financial Services Report

**Recommendation**
Clear resolution answering – what/who/how/when
**That Council accepts the Corporate and Financial Services Report as information.**

**RECOMMENDATION**

| **Report/Document:** | **Attached** | ☐ | **Available** | ☐ | **None** | X |
|---|---|---|---|---|---|---|

**Key Issue(s) / Concepts Defined**

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

**Corporate Services**

Assessment

- Completed duties of the Delegate Assessor, which involved keying the 2019 Designated Industrial Property (DIP) assessment changes into the CAMAlot database located on the Government of Alberta Municipal Affairs server. At the end of February 2020, the DIP assessment notices will be delivered to oil and gas property owners.
- On January 31, 2020, Wheatland County received the 2019 Linear Assessment with a net reduction of $152,674,710, which equates to a potential 2020 reduction of municipal property tax revenue by $1,316,224, based on applying the 2019 municipal mill rate of 8.6211.
- Finalizing the 2019 Assessment to be used for the 2020 property taxation.

Financial Services

- Accounting: Working papers for the year-end audit are complete. MNP LLP is scheduled to perform the 2019 year-end audit at the County from March 2, 2020 to March 13, 2020. The audited 2019 year-end financial statements will be presented to Council at the April 21, 2020 Council Meeting.
- Finance: Staff within the department will assist the auditors during their two weeks at the County. This will ensure that all requests for information are met in a timely fashion.

- Utilities: Staff processed February utility consumption and utility bills. Utility bills for February consumption were mailed in the first week of March.
- Taxes: Staff processed February TIPPS payments. Regular general ledger to sub-ledger balancing occurred, as well as answering various inquiries from the general public.

People Services

- Kick-off meetings for HR automation project.
- Recruitment and selection for GM of Corporate and Financial Services (closes February 21) and Manager of Emergency and Fire Services (closes March 23).
- Administrative Directives for Safety – 1st half complete and sent to staff; preparing 2nd half of Administrative Directives with a targeted completion date of March 1, 2020.
- 2019 Payroll Year End: LAPP, T4's, and WCB - completed.
- Communicated and revised email signatures for all staff.

Information Technology Services

- Meeting room upgrades for the Large and Small Committee rooms have been scheduled with AVI-SPL as the most flexible, cost-effective vendor.
- Konica Minolta will be replacing expired Ricoh printers on February 18th, which includes introducing the "PaperCut" print management system. This system will help both environmentally and security wise. Overall, it will save the County approximately 20-30% realized operational per-page print costs, reduce the need for costly individual printers, avoid significant capital expenses on new printers, while keeping a 5-year single rate 25% below competitors.
- Information Security Items:
    - SonicWall's "firewall as a service" has been installed, which will increase security posture.
    - Mobile Device Management and broad IT Directives using industry standards are still underway.
    - Visitor passes have been released for use, which will assist staff in recognizing the level of supervision required for visitors or easily identify unauthorized personnel.
    - Roadmap is being planned around infrastructure and end user computing such as cloud services, to ensure 2-5 year objectives in security, costs, and productivity are met.
    - Mandatory information security training sessions have been scheduled for all staff in early March to bring awareness of how breaches occur in organizations and how to prevent them.
- Laserfiche Business Process Automation Projects:
    - Fire Permits will be released as first workflow based (Laserfiche forms) project on February 18th.
    - HSE Incident Forms are in progress and expected to see joint application development sessions to start within a month.
    - The Vehicle & Equipment Inspection Forms project has been put on hold as Wheatland has been investigating MRF and other competitive vendors in AVL, which offers options for digital DVIR forms.
    - Accounts Payable and HR have begun project discovery phase.
- Records Management Projects:
    - The records organization and cleanup project roadmap has been planned and a contract assistant is being sourced to assist in executing the tasks required.

- Phase 2 of the scanning project covering June 2015 – 2019 Council Minutes, Municipal Planning, and Fire Services Minutes will begin in near future.

| | | | |
|---|---|---|---|
| Submitted by: | Vinod Jasra | Reviewed by: | |
| Position: | Manager of People Services | | CAO |

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 18, 2020

**Subject**
Decision-making topic title
Community and Development Services Department Report

**Recommendation**
Clear resolution answering – what/who/how/when
**RECOMMENDATION: That Council accepts the January report from the Community and Development Services Department.**

**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
N/A

**Relevant Policy / Practices / Legislation**
Cite existing policies, practices and/or legislation
N/A

**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

1. Approve the recommendation.
2. Not approve the recommendation.
3. Approve an alternate recommendation of Councils 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 |
| Staff continues work as assigned. |

Submitted by:

Diane Bodie
Administrative Assistant

Reviewed by:

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

Brian Henderson, CPA, CA
CAO

## COMMUNITY SERVICES

- Cheadle outdoor rink project of replacement cladding is complete.
- Assisted community groups with Community Enhancement Regional Board application questions.
- Continued working on community engagement strategy/plan on the Open Space, Recreation and Culture master plan.

## ECONOMIC DEVELOPMENT

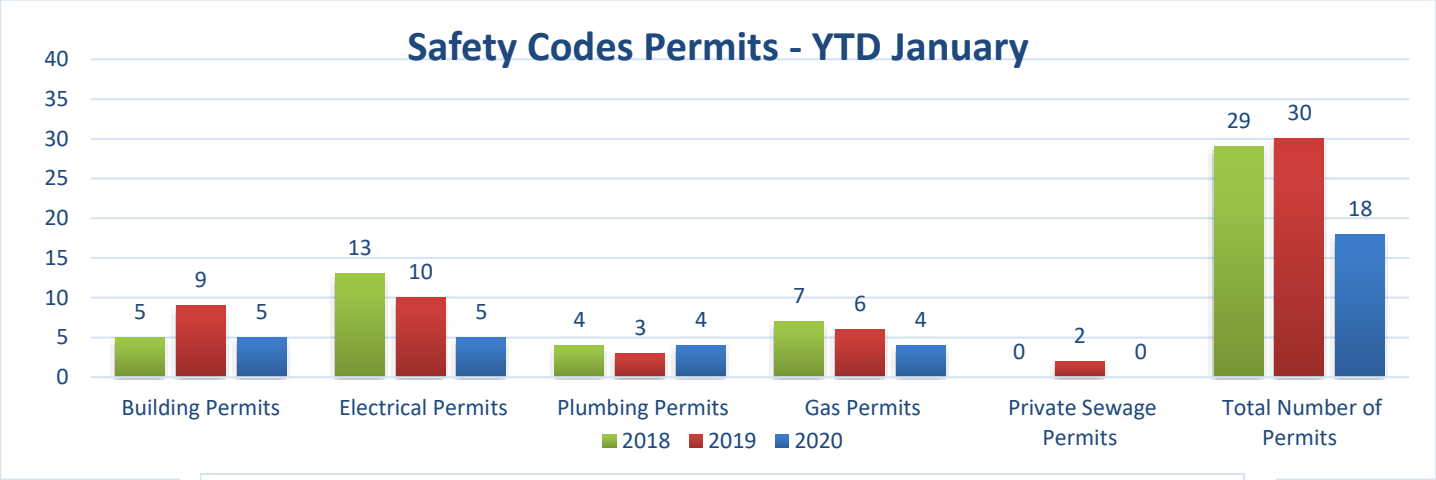
- Economic Development has been designing inquiry packages and developing an extensive Community Overview document.
- Strategy work is underway for the WC Mercantile. A tertiary brand of the WC focusing on the agriculture value-chain in the County and will be rolling out this quarter. Work on the WC Mercantile has also involved drafting a proposal for grant support to implement marketing aspects of the initiative.
- The division is working on policy drafts for in-kind services related to gravel.
- Ad campaign is underway for the next WC/Grow with Google workshop on March 11 for Spring Cleaning for Business.

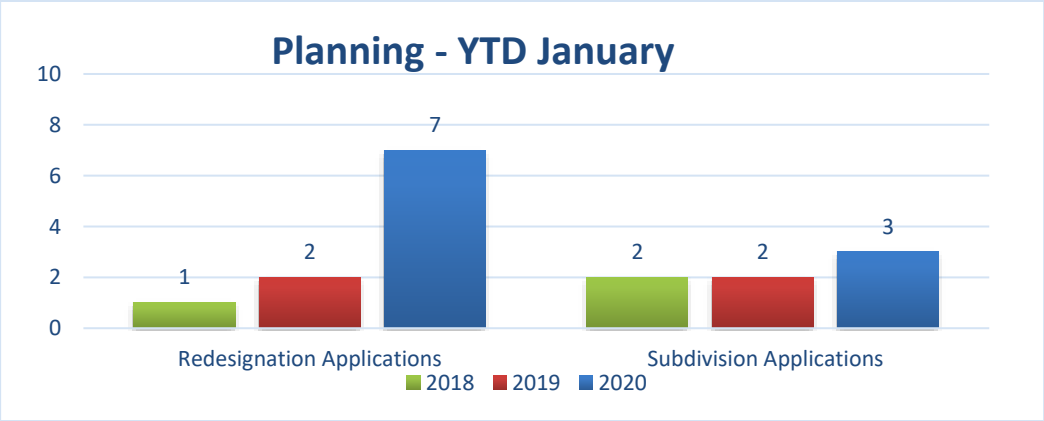
## GIS

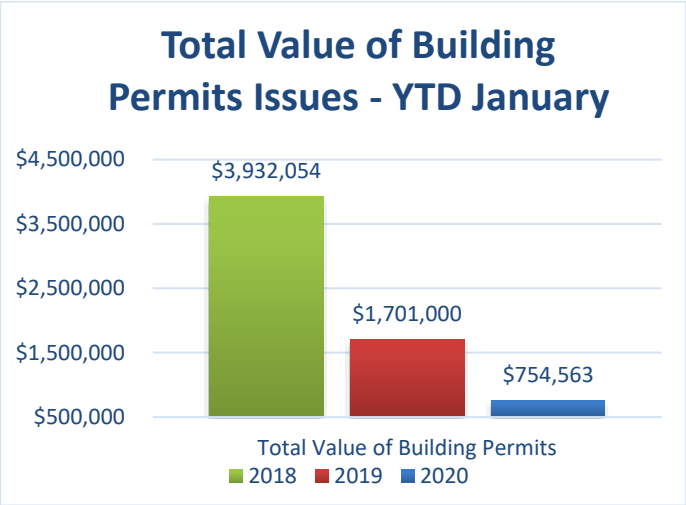
- Completing mapping requests as they come in. Please request any GIS work ahead of time and provide heads up about potential projects coming up that may involve GIS work.
- With the faded rural address sign replacements, we will not be offering pickup option for the residents due to the complexity in finding requested signs. The installation of these signs will start in spring.

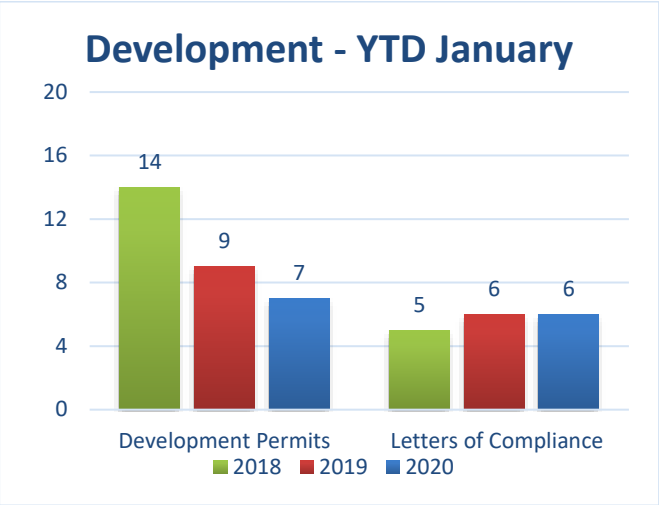
## PLANNING, DEVELOPMENT & SAFETY CODES

- Staff continue to work in Intermunicipal Development Plans and with surrounding municipalities.
- Work continues on various subdivision, redesignation and development files.
- A court authorized property clean-up took place from January 20-23 with coordinating efforts from Planning & Development, Peace Officers, and a contract company who facilitated removal of a large amount of debris and other items from a County Residential parcel.






| | Jan 2020 | 2020 YTD | 2019 YTD | 2018 YTD |
|---|---|---|---|---|
| | Deemed Complete | Deemed Complete | Deemed Complete | Deemed Complete |
| **Planning** | | | | |
| Redesignation Applications | 7 | 7 | 2 | 1 |
| Subdivision Applications | 3 | 3 | 2 | 2 |
| Area Structure Plans | 0 | 0 | 0 | 0 |
| Area Concept Plans/Other | 0 | 0 | 0 | 0 |
| | | | | |
| **Safety Codes** | | | | |
| **Building Permits** | | | | |
| Residential | 4 | 4 | 8 | 4 |
| Multi Family/Commercial/ Industrial/Other | 1 | 1 | 1 | 1 |
| Total Residential Value | $613,000 | $613,000 | $1,621,000 | $932,054 |
| Total Multi Family/ Industrial/Other Value | $141,563 | $141,563 | $80,000 | $3,000,000 |
| Total Combined Value | $754,563 | $754,563 | $1,701,000 | $3,932,054 |
| | | | | |
| **Total Building Permits** | 5 | 5 | 9 | 5 |
| **Electrical Permits** | 5 | 5 | 10 | 13 |
| **Plumbing Permits** | 4 | 4 | 3 | 4 |
| **Gas Permits** | 4 | 4 | 6 | 7 |
| **Private Sewage Permits** | 0 | 0 | 2 | 0 |
| | | | | |
| **Total Permits Processed** | 18 | 18 | 30 | 29 |

| | Jan 2020 | 2020 YTD | 2019 YTD | 2018 YTD |
|---|---|---|---|---|
| | Received & Reviewed | Received & Reviewed | Received & Reviewed | Received & Reviewed |
| **Development** | | | | |
| Development Permits | 7 | 7 | 9 | 14 |
| Certificates of Compliance | 6 | 6 | 6 | 5 |

## PROTECTIVE SERVICES

- January 2020, the Protective Services department adjusted the way that the officers are tracking events to accurately reflect the duties that they are performing around the County. The department dealt with 40 Case files. These are files that involve some sort of investigative action on the part of the officer. There were 49 Field Interview reports. These reports are filled out when an officer has a non-investigative file to deal with, such as a ratepayer enquiries, enforcement matter or recording the purchase of a dog license. There were 71 targeted patrols. These targeted patrols are made to specific locations due to multiple concerns or complaints coming from the area.
- Officers conducted 53 community patrols throughout the month. These are times spent patrolling a specific area looking for violations or other infractions. Some community patrols may result in a case report, or field interview report. Officers also recorded 171 general patrols. These are non-urban patrols where officers patrol the various divisions.
- January saw 21 violation tickets issued, mostly for speeding. There were also 26 recorded stops where the violator was released with a verbal educational warning.
- Noteworthy files include:
  - -Removal of an intoxicated person from a local establishment.
  - -One of our officers was also able to identify two suspicious persons within one of our hamlets who appeared to be scoping residences and provide this information to the RCMP.
  - -Recovery of a stolen vehicle from a rural area.

| Reports Completed - January 2020 | |
|---|---|
| **Type** | **#** |
| BOLO-Be On the Look Out | 5 |
| Case Report | 40 |
| Field Interview | 49 |
| Violation/Warning | 47 |
| Targeted Patrols | 71 |
| **Total** | **212** |

| Case Report Incident Type - January 2020 | |
|---|---|
| **Type** | **#** |
| Animal Control | 10 |
| Enforcement/Information | 7 |
| Security Alarms/Observations | 8 |
| Environmental Protection | 1 |
| Agency Assist-County/External | 13 |
| **Total** | **39** |

| Traffic Tickets - January 2020 | |
|---|---|
| **Type** | **#** |
| Commercial Vehicle Safety | 0 |
| Gaming and Liquor Act | 0 |
| TSA - Exceed Max Speed Limit | 20 |
| TSA - Other | 1 |
| Animal Control Bylaw/Other | 0 |
| Vehicle Equipment Regulations | 0 |
| **Total** | **21** |

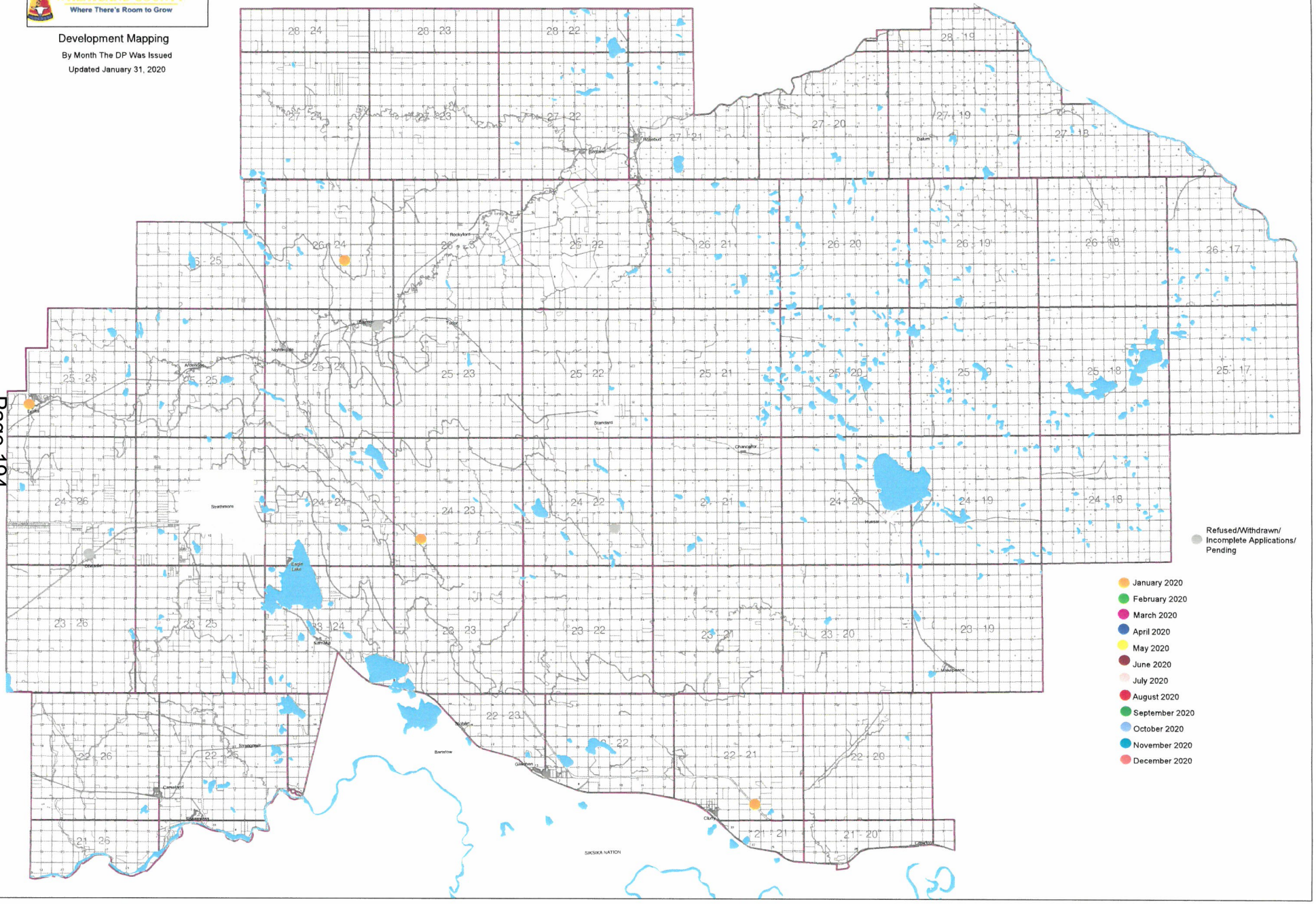
| Violation Tickets/Warnings | # |
|---|---|
| Violation Tickets | 21 |
| Traffic Warnings | 26 |
| Community Patrols | 53 |
| General Patrol | 171 |

WHEATLAND COUNTY
Where There's Room to Grow

## Development Mapping

By Month The DP Was Issued

Updated January 31, 2020

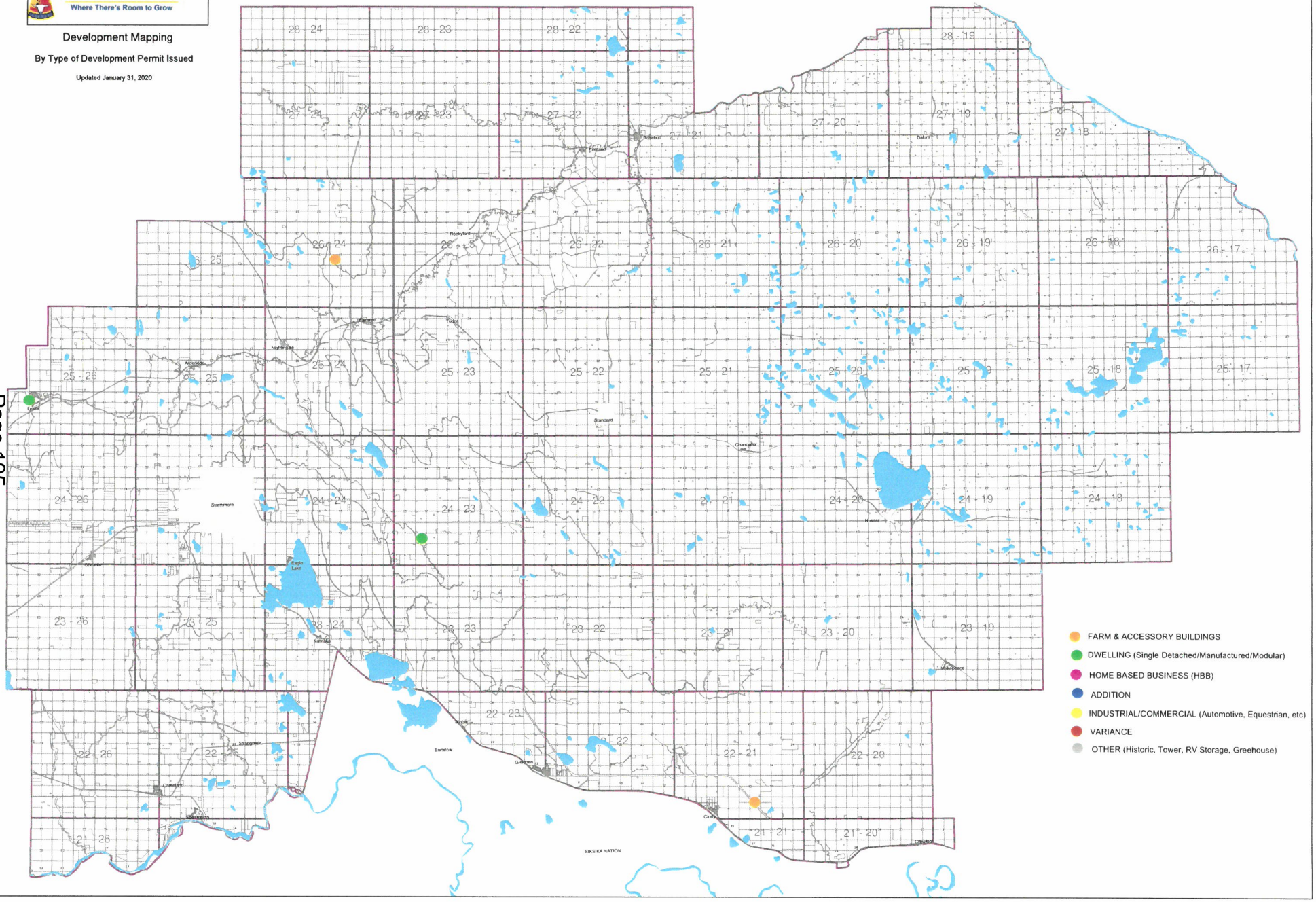


WHEATLAND COUNTY
Where There's Room to Grow

# Development Mapping

## By Type of Development Permit Issued

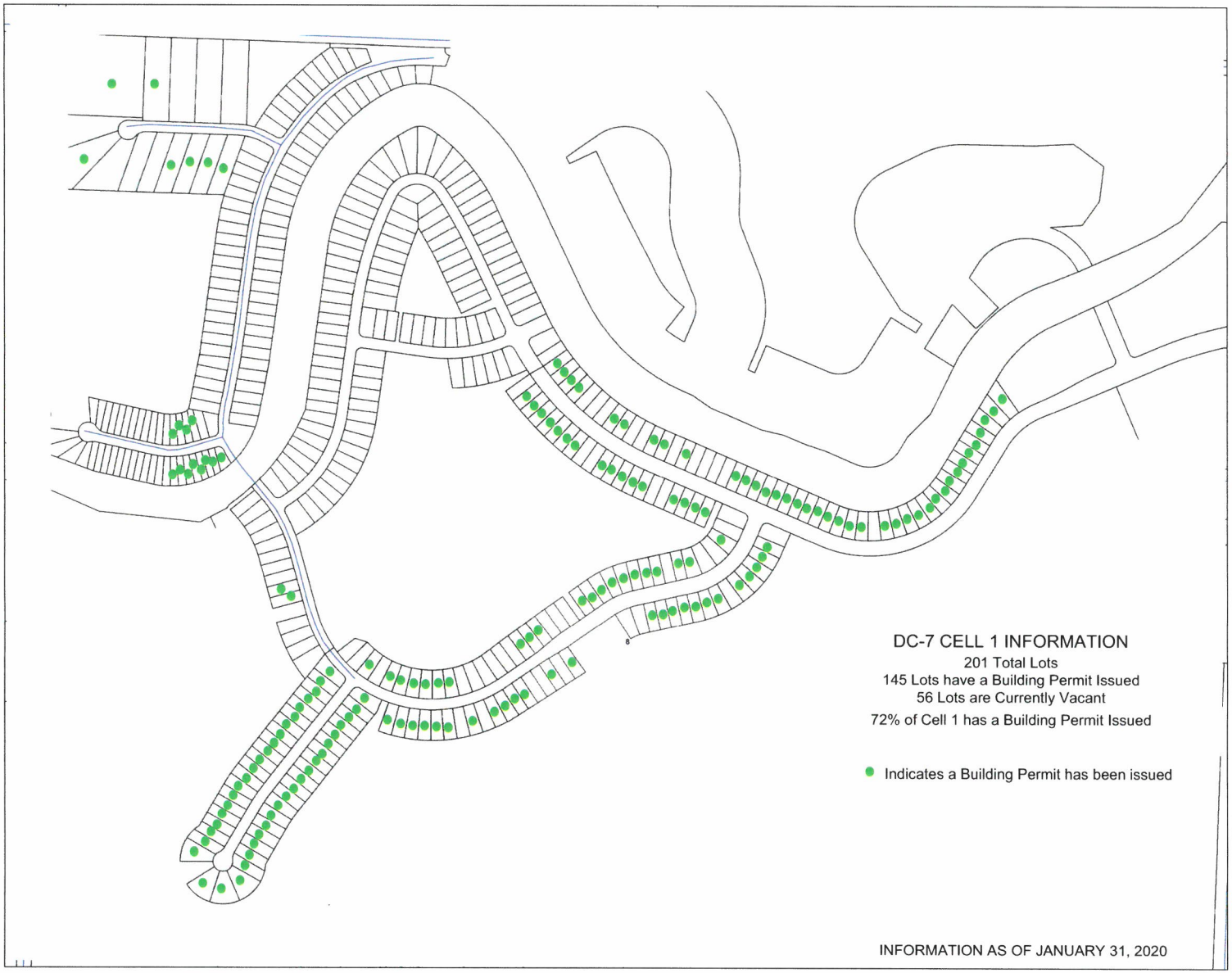
Updated January 31, 2020




- FARM & ACCESSORY BUILDINGS
- DWELLING (Single Detached/Manufactured/Modular)
- HOME BASED BUSINESS (HBB)
- ADDITION
- INDUSTRIAL/COMMERCIAL (Automotive, Equestrian, etc)
- VARIANCE
- OTHER (Historic, Tower, RV Storage, Greehouse)

WHEATLAND COUNTY
Where There's Room to Grow

Lakes of Muirfield - Development Progress Map



WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 14, 2020

**Subject**
Decision-making topic title
Intermunicipal Collaboration Framework (ICF): Wheatland County and Vulcan County

**Recommendation**
Clear resolution answering – what/who/how/when
**RECOMMENDATION: THAT Council approve the Intermunicipal Collaboration Framework Agreement between Wheatland County and Vulcan County, as presented.**

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

**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 Vulcan County. This document has been reviewed and refined by both Administrations and circulated to both County Council's for draft review.
The content of the ICF document will be similar to many of Wheatland County's ICF agreement with 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 municipalities 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 ICF's 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 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: THAT Council approve the Intermunicipal Collaboration Framework agreement between Wheatland County and Vulcan County.

Option #2: THAT Council approve an alternate recommendation.

**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

**Follow-up Action / Communications**
Timelines, decision-making milestones and key products
Communicate with Vulcan County that Council has approved, through resolution, the ICF.

Submitted by: /MB

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

Reviewed by:

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

Brian Henderson, CPA, CA
CAO

# Growing the Future

## Working Together to Enrich Our Region

**Vulcan County and Wheatland County**

INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT

# FOREWORD

Vulcan County and Wheatland County share a common history. Both have distinct and similar municipal characteristics, and both are rural municipalities based upon building and maintaining core services including roads and bridges, which are designed to service an agricultural and resource-based economy. Together these same individual characteristics link them into a healthy and viable region.

A large majority of the public understands increasing the level of collaboration has an ability to provide more efficient and improved service levels to citizens in the region. However, while some services can possibly be provided solely in a single municipality, the increased opportunity in working together is also recognized in increased economies of scale, sustainability of some services, quality of services and efficiency in delivery. By dovetailing the individual characteristics of the municipalities where feasible, creates expanded resources and advances quality of life opportunities to the people in the region. The image of "two municipalities – one purpose" describes the philosophy of the two Councils.

Vulcan County and Wheatland County are committed to identify current and future issues where joint benefits may be realized through more formalized and rigorous processes and cooperation. Examples are evident in servicing areas such as planning, economic development and creating a complete region that is attractive for people to live, work and play.

As the Provincial Government seeks to encourage regional thinking, Vulcan County and Wheatland County are well placed to lead proactively through the creation of this Intermunicipal Collaboration Framework (ICF) Agreement.

*Vulcan County and Wheatland County share a common history and foundation based largely upon agriculture*

## *Goals of the Intermunicipal Collaboration Framework Agreement*

The Intermunicipal Collaboration Framework has five main purposes:

1. Conform to 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 that the partners to this agreement can review service levels and decide if the service would benefit from being regionally operated and funded.
5. To consider appropriate fair funding mechanisms and deal with differences which may occur from time to time.

## *The ICF Agreement between Vulcan County and Wheatland County will:*

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

Strengthening the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for their citizens, but each agree that they will always consider the bigger regional municipality 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. By recognizing the requirement to consult, each municipality will include the other in their project circulations and both agree to meet and work through matters as they arise. Where notification has been provided that a meeting is required it shall be first handled by the respective Chief Administrative Officers 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 essence. The purpose of this consultation protocol is to ensure that the municipalities leverage opportunities and develop common solutions to any challenges that affect the region.

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. Cooperation, collaboration and commitment to consult are not meant to constrain or restrict the authority or the ability of individual Councils or to homogenize the unique culture and identity of each municipality. It is possible that there will be instances of differences in values, goals, beliefs, perspectives and decisions which are not common to both communities. In these instances, where differences remain, the commitment to communicate will enable the communities to develop proactive and positive solutions to issues that may arise.

## *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. As the public is at the center of any governance initiative their voice needs to be taken into account to ensure the impacts of services and actions taken in the region have the desired results and support the sustainability of the region. By signing onto the agreement each Council affirms the commitment to increased cooperation at both the Council and administration levels.

This agreement signals a shift towards maximizing regional benefit through collaborative decision making. Each Council member will demonstrate leadership to act strategically as they formulate plans for each of their organizations which will bring value to the citizens of both communities.

### *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. Administration brings continuity to the relationship between the municipalities and they each have the ability to initiate communication on an as needed basis to ensure that each municipality adheres to the principles of the agreement. The CAOs 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 at all levels will be responsible to ensure the principles of the agreement are carried out operationally. This means that 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.

# The Framework Protocols

### Development of an Intermunicipal Communication Protocol

Understanding that the success of this agreement is based upon respectful dialogue, both municipalities must be committed to ensuring the provision of information is handled in a transparent and honest manner. To foster the longevity and durability of this agreement both municipalities should jointly develop and abide by the principles of a communication protocol which should include the following principles:

1. The protocol should recognize that cooperative communication is the key to a successful relationship. At all times and through all levels of each organization the following principles should apply:
    a. Seek to understand
    b. Avoid personal attacks either privately or publicly
    c. Asking for clarification on policies adopted by the other municipality to ensure understanding
    d. Address issues as being of a joint nature meant to be resolved together
    e. Seek to maximize the benefits for both parties

2. The Protocol should seek to ingrain collaboration and cooperation in each municipal organization.
    a. Both organizations agree to ensure proper training takes place on intermunicipal collaboration following a municipal election
    b. Both organizations agree to provide additional training as required following any change in elected officials or senior administration

3. The protocol should ensure that each municipality provides to the other information pertaining to:
    a. Major capital projects which may impact the other municipality
    b. Lobby efforts to higher levels of government with respect to issues which may impact regional services
    c. Adopted strategic plans
    d. Funding, aid or support to other organizations within the other municipality when requested
    e. Ceremonies, celebrations, events of regional impact
    f. Promotion of collaborative successes

Conflict Resolution

The municipalities recognized that the development of this agreement is the start – not the end of the process. Recognizing that not all issues may be agreed upon 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 CAO will seek to address matters of conflict.
2. All matters of conflict should be attempted 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.

Process

If a municipality believes an obligation under the agreement has been breached the matter should be immediately brought to the attention of their CAO. The CAO will investigate and if it appears that a 'breach' of the agreement has occurred, the matter will be immediately brought to the attention of the other municipalities CAO. Once that has occurred an effort to resolve the matter through informal problem-solving discussions is to be initiated.

If differences occur outside of an outright 'breach' of an agreement, which may include divergent expectations in the delivery of a joint service, variance on how the committee wishes to proceed on an issue, or any circumstance which may impact or disrupt service delivery or relationships, an informal discussion between CAOs will be conducted.

If this does not resolve the issue, an Intermunicipal Dispute Committee shall be appointed by both Councils who will attempt to decide on, and negotiate an effective solution.

If the subcommittee negotiation process is unsuccessful, a mediated process will be initiated using the services of a jointly agreed upon mediator with costs shared equally between municipalities. The mediator will be solely responsible for the governance of the mediation process.

If the process cannot be resolved through mediation the municipalities will select an arbitrator, sharing all costs in doing so, and will have the matter resolved through the process defined by Section 708.35 of the Municipal Government Act. The arbitrator is governed by the principles of natural justice and procedural fairness.

**This Agreement encourages the municipalities to consult with each other and develop opportunities for collaboration for the benefit of both communities.**

# ICF Agreement – Statutory Provisions

Amendments to the Municipal Government Act have amended the purpose of municipalities. The new Act requires 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 related to transportation, solid waste, recreation, wastewater, water and emergency services. The discussion on the aforementioned topics is prescribed by the Act, however the outcomes are not.

## Transportation

No agreements exist or are currently required between Vulcan County and Wheatland County in the area of transportation. Coordination of construction of transportation corridors that connect the two municipalities will be undertaken at the administrative level to ensure that both municipalities' strategic transportation goals are in alignment. Opportunities to partner on capital road construction will continue to be brought forward as they have in the past. Boundary grading road maintenance activities will be reviewed to determine if efficiencies can be recognized.

## Solid Waste

No agreements exist or are currently required between Vulcan County and Wheatland County in the area of solid waste. Should opportunities to collaborate come forward, both municipalities will examine the regional and municipal benefit that an initiative of this nature would bring forward.

## Recreation

No agreements exist or are currently required between Vulcan County and Wheatland County in the area of recreation. Should opportunities to collaborate come forward, both municipalities will examine the regional and municipal benefit that an initiative of this nature would bring forward.

## Waste Water

No agreements exist or are currently required between Vulcan County and Wheatland County in the area of waste water. Should opportunities to collaborate come forward, both municipalities will examine the regional and municipal benefit that an initiative of this nature would bring forward.

## Water

No agreements exist or are currently required between Vulcan County and Wheatland County in the area of water systems. Should opportunities to collaborate come forward, both municipalities will examine the regional and municipal benefit that an initiative of this nature would bring forward.

## Emergency Services

Vulcan County and Wheatland County have a formalized agreement to provide Mutual Aid in respect to Fire Services. This agreement was executed March 13, 2019, and outlines roles, responsibilities, expectations and fee structure for when mutual aid is required between the two municipalities.

# Intermunicipal Development Plan

As a requirement under Sections 631 and 692 of the Municipal Government Act, RSA 2000, an Intermunicipal Development Plan was adopted by separate bylaws between Vulcan County and Wheatland County. Vulcan County and Wheatland County Intermunicipal Development Plan is a statutory planning document that fosters ongoing collaboration and cooperation between both municipalities regarding planning matters and clarifies land use expectations within the Plan area.

Vulcan County adopted Bylaw No. 2018-041 on February 27, 2019

Wheatland County adopted Bylaw No. XXXXX on xxxx, 2020.

# Attachments to this Agreement

Attached to this agreement is the current bylaw of Vulcan County and Wheatland County Intermunicipal Development Plan as well as the agreements aforementioned within this document.

# Commitment to Collaboration

Vulcan County 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 WHEATLAND COUNTY**

PER: _____

REEVE

PER: _____

CHIEF ADMINISTRATIVE OFFICER

**FOR VULCAN COUNTY**

PER: _____

REEVE

PER: _____

CHIEF ADMINISTRATIVE OFFICER

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 14, 2020

| **Subject**<br>Decision-making topic title |
|---|
| Intermunicipal Collaboration Framework (ICF): Wheatland County and Kneehill County |

| **Recommendation**<br>Clear resolution answering – what/who/how/when |
|---|
| **RECOMMENDATION: THAT Council approve the Intermunicipal Collaboration Framework Agreement between Wheatland County and Kneehill County, as presented.** |

| **GM Comments**<br>Any additional comments regarding the reason for the recommendation |
|---|
| The approval of the ICF ensures that the County is meeting its legislatively required deadline for approval of ICF's. As a County, we do have the ability for 1-2 (one to two) year time extensions for completing ICF's. |

**RECOMMENDATION**

**Report/Document:** **Attached** ☐ **Available** ☒ **None** ☐

| **Key Issue(s) / Concepts Defined**<br>Define the topic, reference background material and state question to be answered |
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working together on matters of mutual interest, and resolving conflicts if / when differences arise.

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Bill 25 amendments
*Red Tape Reduction 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: THAT Council approve the Intermunicipal Collaboration Framework agreement between Wheatland County and Kneehill County.

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**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
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**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
Communicate with Kneehill County that Council has approved, through resolution, the ICF.

Submitted by: /MB

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

Reviewed by:

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

Brian Henderson, CPA, CA
CAO

# Intermunicipal Collaboration Framework

## Between

## **Kneehill County**

(hereinafter referred to as "Kneehill")

## And

## **Wheatland County**

(hereinafter referred to "Wheatland")

DRAFT

WHEREAS Kneehill and Wheatland share a common border identified as follows: that area of Highway 9 (Township Road 28-2) from Range Road 25-0 to Range Road 21-3. The common border then follows Range Road 21-3 from Township Road 28-2 to the abandoned rail line south of Township Road 27-4. The abandoned rail line is the common border from Range Road 21-3 to Range Road 20-0.

AND WHEREAS Kneehill and Wheatland share common interests and desire working together to provide services to their ratepayers, where there are reasonable and logical opportunities to do so, at the sole discretion of the respective Municipalities;

AND WHEREAS, the *Municipal Government Act* stipulates that municipalities that have a common boundary must create a framework with each other to:

- provide for the integrated and strategic planning, delivery, and funding of intermunicipal services;
- steward scarce resources efficiently in providing local services; and
- ensure municipalities contribute funding to services that benefit their residents;

NOW THEREFORE, by mutual covenant of Kneehill and Wheatland, it is agreed to enter into the Intermunicipal Collaboration Framework as follows in Schedule A.

# Schedule "A"

## A. DEFINITIONS

l) Words in this Agreement have the same meaning as in the *Municipal Government Act* except for the following:

a. "Capital Costs" means new facilities, expansions to existing facilities, and intensification of use of existing facilities;

b. "County" means a municipal government form in rural areas of the province.

c. "CAO" means Chief Administrative Officer.

d. "Framework" means Intermunicipal Collaboration Framework.

e. "Intermunicipal Collaboration Framework" means the Intermunicipal Collaboration Framework between Kneehill County and Wheatland County, as required under Part 17.2 of the *Municipal Government Act*.

f. "Kneehill" means Kneehill County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.

g. *"Municipal Government Act*" means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time.

h. "Wheatland" means Wheatland County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.

i. "Services" means those services that both parties may address within the Framework, which are:

i. Transportation;
ii. Water and wastewater;
iii. Solid Waste;
iv. Emergency Services;
v. Recreation; or
vi. Any other services that might benefit residents in both municipalities.

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j. "Service Agreements" means those agreements between the Parties to provide for the delivery of services, whether on a joint, collaborative, or other basis, as described in Part D (2) of this Agreement and as amended from time to time.

   i. Municipal – no collaboration: No intermunicipal collaboration is used to delivery a service between the parties named in this agreement.
   ii. Intermunicipal collaboration: Service is delivered through the exchange of funds or resources between the the parties named in this agreement.
   iii. Third Party: A third party is employed to deliver a service that is of mutual benefit to the the parties named in this agreement.

k. "Year" means the calendar year beginning on January 1 and ending on December 31.

## B. TERM AND REVIEW

1) In accordance with the *Municipal Government Act*, this Agreement shall come into full force and effect on final passing of the resolutions by both Kneehill and Wheatland.

2) This Agreement may be amended by mutual consent of both parties unless specified otherwise in this Agreement through an amending resolution.

3) It is agreed by Kneehill and Wheatland that the Intermunicipal Committee shall meet at least once every four years to review the terms and conditions of the agreement.

4) The term of this agreement begins ___,____, 2020 and ends ___,____, 2024.

## C. INTERMUNICIPAL COOPERATION

1) Kneehill and Wheatland agree to create a body known as the Intermunicipal Committee (hereinafter referred to as "the Committee").

2) The Committee will work together in good faith to share information about business that is of mutual interest to each municipality.

3) The Committee will meet on an as-needed basis, and will share information and provide feedback on intermunicipal or multi-jurisdictional opportunities and

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issues. Topics may include planning policy, service delivery, or other matters that the Committee deems necessary.

4) The Committee shall consist of: two Councillors from Kneehill, two Councillors from Wheatland, and an alternate from each municipality.

5) The CAOs or designates of both municipalities will be advisory staff to the Committee and are responsible for developing agendas and recommendations on all matters and for forwarding all outcomes from the Committee to their respective Councils.

6) Meetings of the Committee can be called by either party whose Councillors or CAO are members of the Committee to this Agreement by requesting a meeting via electronic mail. The parties shall jointly determine a meeting date within thirty (30) days of the receipt of the request.

## D. MUNICIPAL SERVICES

l) Kneehill delivers delivers a range of services to its residents, including but not limited to:

- Agricultural Services;
- Bylaw Enforcement (municipal Peace Officers);
- Cemetery Services;
- Family and Community Support Services (through Kneehill Regional FCSS);
- Fire and Emergency Management Services;
- Library Services (through the Marigold Regional Library System);
- Planning and Development Services;
- Safety Codes;
- Recreation and Parks Services;
- Seniors' Housing (through the Kneehill Housing Corporation);
- Solid Waste and Recycling: (through the Drumheller and District Solid Waste Commission);
- Transportation Services;
- Water Services (through AQUA 7, the Town of Three Hills, the Town of Drumheller); and
- Wastewater Services.

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Wheatland delivers a range of services to its residents, including but not limited to:

- Agricultural Services;
- Bylaw Enforcement (municipal and RCMP);
- Building Permits;
- Cemetery Services;
- Family and Community Support Services;
- Fire and Emergency Management Services;
- Library Services (through the Marigold Regional Library System);
- Planning and Development Services;
- Safety Codes;
- Recreation Services;
- Transportation Services;
- Seniors' Housing (through the Wheatland Housing Seniors Foundation);
- Solid Waste and Recycling (through Wheatland County Waste Transfer Sites and the Drumheller & District Solid Waste Commission);various private third party partnerships; and
- Water and Wastewaster Services (through Wheatland County systems and a regional water line).

2) Kneehill and Wheatland have a history of working together to jointly provide the following municipal services to their residents, either directly, or indirectly:

| SERVICE AREA | DELIVERY METHOD | SERVICE SHARED | IMPLEMENTATION & TERM, FUNDING |
|---|---|---|---|
| Emergency Management | Intermunicipal Collaboration | Delivery of emergency management services in case of a disaster or major event. | Mutual Aid Agreement |
| Fire | Intermunicipal Collaboration | Delivery of fire services. | Mutual Aid Agreement |
| Planning and Development | Intermunicipal Collaboration | Consultative discussion on certain planning and development activities around shared boundary. | Intermunicipal Development Plan |
| Solid Waste and Recycling | Intermunicipal Collaboration | Solid Waste and Recycling | Both are members of Drumheller and District |

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| | | | |
|---|---|---|---|
| | | | Solid Waste Commission |
| Transportation | Municipal | | No implementation required. |
| Water and Waste Water | Municipal | | No implementation required. |
| Other: Agriculture | Intermunicipal Collaboration | Shared delivery on various Agricultural related training and education opportunities for residents. | Collaborate on weed control and agriculture related items around boundary. Deliver training and workshops in collaboration with neighbor agricultural services department. |

## E. FUTURE SERVICE & AGREEMENTS

l) Additions or changes to the services that the adjacent municipalities partner upon can be made prior to the end of the four year term.

2) Whether it is a new service, or elimination of an existing shared service, the municipality whose CAO is initiating the change shall, in writing, contact the CAO of their adjacent municipality.

3) Once the receiving municipality has received written notice of a new shared service or elimination of an existing service, an Intermunicipal Committee meeting date will be determined within thirty (30) days of receiving the notice, unless both Parties agree otherwise.

4) The Intermunicipal Committee will be the forum used to address and develop next steps to proceed with changes to the ICF. Committee members will inform the whole of their respective Councils of the outcome of this meeting.

5) The Committee recognizes that each respective Council has autonomy and decision making authority to enter into an intermunicipal service agreement.

6) If respective Councils agree to add a new service, or eliminate an existing service, both Councils must adopt an updated ICF through a matching updated resolution. Notwithstanding the foregoing, the parties may amend or update any of the Service Agreements by agreement from time to time without having to amend or replace this Agreement.

## F. DISPUTE RESOLUTION

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1) The Intermunicipal Committee will meet and attempt to resolve any disputes that may arise under this Framework.

2) In the event the Committee is unable to resolve a dispute, the parties will follow the process outlined in Schedule "B".

   a) Any new Service Agreement or an update to an existing service agreement will adopt and include the dispute resolution process referred to in F.2 as its dispute resolution clause.

## G. OTHER PROVISIONS

1) **Further Assurances.** The Municipalities covenant and agree to do such things and execute such further documents, agreements, and assurances as may be reasonably necessary or advisable from time to time to carry out the terms and conditions of this Framework in accordance with their true intent.

2) **Assignment of Framework.** Neither Municipality will assign its interest in this Framework.

3) **Notices.** Any notice required to be given hereunder by any Municipality will be deemed to have been well and sufficiently given if it is delivered personally or mailed by pre-paid registered mail to the address of the Municipality for whom it is intended. A notice or other document sent by registered mail will be deemed to be sent at the time when it was deposited in a post office or public letter box and will be deemed to have been received on the fourth business day after it was postmarked. A copy of the notice shall also be provided via email.

4) **Entire Framework.** This Framework and any applicable Service Agreements constitute the entire agreement between the Municipalities relating to the subject matter contained within them and supersedes all prior understandings, negotiations and discussions, whether oral or written, of the Municipalities in relation to that subject matter. There are no warranties, representations or other agreements among the Municipalities in connection with the subject matter of the Framework except as specifically set forth within them.

5) **Unenforceable Terms.** If any term, covenant, or condition of this Framework, or the application thereof to any Municipality or circumstance is invalid or unenforceable to any extent, the remainder of this Framework or the application of such term, covenant, or condition to a Municipality or circumstance other than those to which it is held invalid or unenforceable will not be affected thereby, and each

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remaining term, covenant, or condition of this Framework will be valid and enforceable to the fullest extent permitted by law.

6) **Amendments.** This Framework may only be altered or amended in any of its provisions when any such changes are put in writing and signed by all of the Municipalities (See also Section B of this Framework).

7) **Remedies Not Exclusive.** No remedy herein conferred upon any Municipality is intended to be exclusive of any other remedy available to that Municipality, but each remedy will be cumulative and will be in addition to every other remedy given hereunder either now, hereafter existing by law, in equity, or by statute.

8) **No Waiver.** No consent or waiver, express or implied, by any Municipality to or of any breach or default by any other Municipality in the performance by such other Municipality of their obligations hereunder will be deemed or construed to be a consent to or waiver of any other breach or default in the performance of obligations hereunder by such Municipality. Failure on the part of any Municipality to complain of any act or failure to act of another Municipality or to declare such Municipality in default, irrespective of how long such failure continues, will not constitute a waiver by such Municipality of its rights hereunder.

9) **Counterparts.** This Framework may be executed in several counterparts, each of which when so executed will be deemed to be an original. Such counterparts will constitute the one and same instrument as of their Effective Date.

10) **Governing Law.** This Framework will be exclusively governed by and construed in accordance with the laws of the Province of Alberta.

11) **Time.** Time will be of the essence for this Framework.

12) **Binding Nature.** This Framework will be binding upon the Municipalities and their respective successors and permitted assigns.

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## H. CORRESPONDENCE

l) Written notice under this Framework shall be addressed as follows:

a. In the case of the Kneehill County, to:

Kneehill County
c/o Chief Administrative Officer
1600 – 2nd Street, Box 400
Three Hills, Alberta, T0M 2A0

b. In the case of Wheatland County, to:

Wheatland County
c/o Chief Administrative Officer
242006 Rge Td 243, Hwy 1 RR 1
Strathmore, AB T1P 1J6

**IN WITNESS WHEREOF,** the Municipalities have hereunto executed this Framework under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this ____ day of _____, 2020 in _____, Alberta.

| **KNEEHILL COUNTY** | **WHEATLAND COUNTY** |
|---|---|
| Per: | Per: |
| Jerry Wittstock, Reeve | Amber Link, Reeve |
| Mike Haugen, CAO | Brian Henderson, CAO |

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# Schedule "B"

## Dispute Resolution Process

### A. Definitions

1) "initiating party" means a party who gives notice under section B of this Schedule;
2) "mediation" means a process involving a neutral person as a mediator who assists the parties to a matter and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interests of the parties;
3) "mediator" means the mutually-agreed upon person or persons appointed to facilitate by mediation the resolution of a dispute between the parties.

### B. Notice of dispute

1) When a party believes there is a dispute under a framework and wishes to engage in dispute resolution, the party must give written notice of the matters under dispute to the other parties.

### C. Negotiation

1) Within 14 days after the notice is given under section B of this Schedule, each party must appoint a representative to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.

### D. Mediation

1) If the dispute cannot be resolved through negotiations with 90 days of initial notice, the representatives must appoint a mediator to attempt to resolve the dispute by mediation.
2) The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.
3) The parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
4) The parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
5) All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.

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## E. Report

1) If the dispute has not been resolved within 6 months after the notice is given under section B of this Schedule, the initiating party must, within 21 days, prepare and provide to the other parties a report.
2) The report should contain a list of the matters agreed on and those on which there is no agreement between the parties.
3) Despite subsection (1), the initiating party may prepare a report before the 6 months have elapsed if
    i. the parties agree, or
    ii. the parties are not able to appoint a mediator under section D of this Schedule.

## F. Appointment of arbitrator

1) Within 14 days of a report being provided under section E of this Schedule, the representatives must appoint a mutually agreed-upon arbitrator and the initiating party must provide the arbitrator with a copy of the report.
2) If the representatives cannot agree on an arbitrator, the initiating party must forward a copy of the report referred to in section E of this Schedule to the Minister with a request to the Minister to appoint an arbitrator.

## G. Arbitration process

1) Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in Division 2 of Part 17.2 of the Municipal Government Act.
2) In addition to the arbitrator's powers under subsection (1), the arbitrator may do the following:
    i. require an amendment to a framework;
    ii. require a party to cease any activity that is inconsistent with the framework;
    iii. provide for how a party's resolutions or bylaws must be amended to be consistent with the framework;
    iv. award any costs, fees and disbursements incurred in respect of the dispute resolution process and who bears those costs.

## H. Deadline for resolving dispute

1) The arbitrator must resolve the dispute within one year from the date the notice of dispute is given under section B of this Schedule.

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2) If an arbitrator does not resolve the dispute within the time described in subsection (1), the Minister may grant an extension of time or appoint a replacement arbitrator.

**I. Arbitrator's order**

1) Unless the parties resolve the disputed issues during the arbitration, the arbitrator must make an order as soon as possible after the conclusion of the arbitration proceedings.

2) The arbitrator's order must:

   i. be in writing,
   ii. be signed and dated,
   iii. state the reasons on which it is based,
   iv. include the timelines for the implementation of the order, and
   v. specify all expenditures incurred in the arbitration process for payment under section 708.41 of the Act.

3) The arbitrator must provide a copy of the order to each party.

4) If an order of the arbitrator under sub-section (2) is silent as to costs, a party may apply to the arbitrator within 30 days of receiving the order for a separate order respecting costs.

**J. Costs of arbitrator**

1) Subject to an order of the arbitrator or an agreement by the parties, the costs of an arbitrator under this Schedule must be shared equally by the parties.

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WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 18, 2020

| **Subject**<br>Decision-making topic title |
|---|
| Intermunicipal Collaboration Framework (ICF): Wheatland County and Rocky View County |

| **Recommendation**<br>Clear resolution answering – what/who/how/when |
|---|
| **RECOMMENDATION: THAT Council approve the Intermunicipal Collaboration Framework Agreement between Wheatland County and Rocky View County, as presented.** |

| **GM Comments**<br>Any additional comments regarding the reason for the recommendation |
|---|
| The approval of the ICF ensures that the County is meeting its legislatively required deadline for approval of ICF's. As a County, we do have the ability for 1-2 (one to two) year time extensions for completing ICF's. |

| **RECOMMENDATION** | | | | | | |
|---|---|---|---|---|---|---|
| **Report/Document:** | **Attached** | X | **Available** | ☐ | **None** | ☐ |

| **Key Issue(s) / Concepts Defined**<br>Define the topic, reference background material and state question to be answered |
|---|
| Attached is the formal draft of the proposed ICF Agreement with Rocky View County. This document has been reviewed and refined by both Administrations and reviewed by both County's Intermunicipal Committee's.<br>The content of the ICF document will be similar to many of Wheatland County's ICF agreement with 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.*<br>Given the limited amount of direct interaction between both municipalities 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 ICF's 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 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: THAT Council approve the Intermunicipal Collaboration Framework agreement between Wheatland County and Rocky View County.

Option #2: THAT Council approve an alternate recommendation.

**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
N/A

**Follow-up Action / Communications**
Timelines, decision-making milestones and key products
Communicate with Rocky View County that Council has approved, through resolution, the ICF.

Submitted by: /MB

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

Reviewed by:

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

Brian Henderson, CPA, CA
CAO

# Intermunicipal Collaboration Framework

## Between

## **Wheatland County**

(hereinafter referred to as "Wheatland")

## And

## **Rocky View County**

(hereinafter referred to as "Rocky View")

WHEREAS Wheatland and Rocky View share a common border spanning Range Road 250 from Highway 9 to Township Road 264, Township Road 264 from Range Road 250 to Range Road 255, Range Road 255 from Township Road 264 to Township Road 260, Township Road 260 from Range Road 255 to Range Road 263, Range Road 263 from Township Road 260 to Township Road 254, Township Road 254 from Range Road 263 to Range Road 264, Range Road 264 from Township Road 254 to Township Road 252, Township Road 252 from Range Road 264 to Range Road 265, Range Road 265 from Township Road 252 to Township Road 230, Township Road 230 from Range Road 271 to Range Road 270, and Range Road 270 from Township Road 230 to the Bow River.

AND WHEREAS Wheatland and Rocky View share common interests and desire working together to provide services to their ratepayers, where there are reasonable and logical opportunities to do so;

AND WHEREAS, the *Municipal Government Act* stipulates that municipalities that have a common boundary must create a framework with each other to:

- provide for the integrated and strategic planning, delivery, and funding of intermunicipal services;
- steward scarce resources efficiently in providing local services; and
- ensure municipalities contribute funding to services that benefit their residents;

NOW THEREFORE, by mutual covenant of Wheatland and Rocky View, it is agreed to enter into the Intermunicipal Collaboration Framework as follows in Schedule A.

# Schedule "A"

## A. DEFINITIONS

l) Words in this Agreement have the same meaning as in the *Municipal Government Act* except for the following:

a. "Capital Costs" means new facilities, expansions to existing facilities, and intensification of use of existing facilities;

b. "CAO" means Chief Administrative Officer.

c. "Framework" means Intermunicipal Collaboration Framework.

d. "Intermunicipal Collaboration Framework" means the Intermunicipal Collaboration Framework between Wheatland County and Rocky View County, as required under Part 17.2 of the *Municipal Government Act*.

e. *"Municipal Government Act*" means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time.

f. "Rocky View County" means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.

g. "Services" means those services that both parties may address within the Framework, which are:

i. Transportation
ii. Water and wastewater
iii. Solid Waste
iv. Emergency Services

v. Recreation; and
vi. Any other services that might benefit residents in both municipalities.

h. "Service Agreements" means those agreements between the Parties to provide for the delivery of Services, whether on a joint, collaborative, or other basis, as described in Part D (2) of this Agreement and as amended from time to time. Services are shared in one or more of the following ways:

i. Municipal – no collaboration: No intermunicipal collaboration is used to deliver a service between the parties named in this agreement.
ii. Intermunicipal collaboration: Service is delivered through the exchange of funds or resources between the parties named in this agreement.
iii. Third Party: a third party is employed to deliver a service that is of mutual benefit to the parties named in this agreement.

i. "Wheatland" means Wheatland County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.

j. "Year" means the calendar year beginning on January 1 and ending on December 31.

## B. TERM AND REVIEW

1) In accordance with the Municipal Government Act, this Agreement shall come into full force and effect on passing of a resolution by both Wheatland County and Rocky View County.

2) This Agreement may be amended by mutual consent of both parties, through a new resolution.

3) It is agreed by Wheatland and Rocky View that the Intermunicipal Committee shall meet at least once every four years to review the terms and conditions of the agreement.

4) The term of this agreement begins ___,____, 2020 and ends ___,____, 2024.

## C. INTERMUNICIPAL COOPERATION

1) Wheatland and Rocky View agree to create a body known as the Intermunicipal Committee (hereinafter referred to as "the Committee").

2) The Committee will work together in good faith to share information about business that is of mutual interest to each municipality.

3) The Committee will meet as necessary, and will share information and provide feedback on intermunicipal or multi-jurisdictional opportunities and issues. Topics may include planning policy, service delivery, or other matters that the Committee deems necessary.

4) The Committee shall consist of four members: two Councillors from Wheatland and two Councillors from Rocky View.

5) Meetings of the Committee can be called by either party to this Agreement by requesting a meeting via electronic mail. The parties shall jointly determine a meeting date within thirty (30) days of the receipt of the request.

6) The CAOs or designates of both municipalities will be advisory staff to the Committee and are responsible for developing agendas and recommendations on all matters and for forwarding all outcomes from the Committee to their respective Councils.

## D. MUNICIPAL SERVICES

l) Wheatland provides a range of services to its residents, including but not limited to:

- Agricultural and Environment Services;
- Bylaw Enforcement (municipal and RCMP);
- Business Permitting;
- Cemetery Services;
- Family and Community Support Services;
- Fire and Emergency Management Services;
- Library Services (through the Marigold Regional Library System);
- Planning and Development Services;
- Recreation Services;
- Safety Codes Permits;
- Seniors' housing (through the Wheatland County Regional Housing Commission);
- Solid Waste and Recycling: (through Wheatland County Waste Transfer Sites and the Drumheller Solid Waste Commission);
- Transportation Services; and
- Water and Wastewater Services (through Wheatland County systems and a regional water line).

Rocky View provides a range of services to its residents, including but not limited to:

- Agricultural Services;
- Bylaw Enforcement (municipal and RCMP);
- Building Permits;
- Cemetery Services;
- Family and Community Support Services;
- Fire and Emergency Management Services;
- Library Services (through the Marigold Library System);
- Recreation Services;
- Seniors' Housing (through the Rocky View County Seniors Foundation);
- Solid Waste and Recycling through various private third party partnerships;
- Transportation Services; and
- Water and Wastewater Services (through individually owned, privately owned, municipal partners, or Rocky View County systems).

2) Wheatland and Rocky View have a history of working together to jointly provide the following municipal services, either directly, or indirectly, to their residents:

| SERVICE AREA | Delivery Method[1] | SERVICE SHARED | IMPLEMENTATION & FUNDING |
|---|---|---|---|
| Emergency Management | Intermunicipal Collaboration | Delivery of emergency management services in case of a disaster or major event. | Wheatland is a signatory and member of the Regional Emergency Management Agency with Rocky View. Both municipalities are signatories to the Alberta South Central Mutual Aid Agreement. |
| Fire | Intermunicipal Collaboration | Mutual aid for fire services. | Implemented through a mutual aid agreement for the delivery of Fire services. |
| Recreation | Municipal – No Intermunicipal Collaboration | N/A | No implementation required. |
| Solid Waste and Recycling | Municipal – No Intermunicipal Collaboration | N/A | No implementation required. |

[1] Delivery Methods include: Intermunicipal Collaboration, Municipal – No Intermunicipal Collaboration, Third Party Delivery, or Other to be Specified

| SERVICE AREA | Delivery Method[1] | SERVICE SHARED | IMPLEMENTATION & FUNDING |
|---|---|---|---|
| Transportation | Municipal – No Intermunicipal Collaboration | N/A | No implementation required. |
| Water and Waste Water | Municipal – No Intermunicipal Collaboration | N/A | The parties may explore potential servicing opportunities as appropriate. Agreements may result. |
| Other: Agriculture | Intermunicipal Collaboration | Delivery of agricultural services programming and collaboration on agriculture related items around boundary. | Collaborate on weed control and agriculture related items around boundary. Deliver trainings and workshops in collaboration with respective agricultural services departments. This is part of operational business and does not require a service agreement. |

## E. FUTURE PROJECTS & AGREEMENTS

l) Additions or changes to the services that the adjacent municipalities partner upon can be made prior to the end of the four year term.

2) Whether it is a new service, or elimination of an existing service, the municipality whose CAO is initiating the change shall, in writing, contact the CAO of the other municipality.

3) Once the receiving municipality has received written notice of a new project or elimination of an existing service, an Intermunicipal Committee meeting date will be determined within thirty (30) days of receiving the notice, unless both Parties agree otherwise.

4) The Intermunicipal Committee will be the forum used to address and develop next steps to proceed with changes to the ICF. Committee members will inform the whole of their respective Councils of the outcome of this meeting.

5) If respective Councils agree to add a new service, or eliminate an existing service, both Councils must adopt an updated ICF through new resolutions.

6) The parties may amend or update any existing Service Agreement from time to time without having to amend or replace this Agreement.

## F. DISPUTE RESOLUTION

l) The Intermunicipal Committee will meet and attempt to resolve any disputes that may arise under this Framework.

2) In the event the Committee is unable to resolve a dispute, the parties will follow the process outlined in "Schedule B - Dispute Resolution Process";

   a Any new Service Agreement or an update to an existing service agreement will include the Dispute Resolution Process, as referred to in F.2 as its dispute resolution clause.

## G. OTHER PROVISIONS

1) **Further Assurances.** The Municipalities covenant and agree to do such things and execute such further documents, agreements, and assurances as may be reasonably necessary or advisable from time to time to carry out the terms and conditions of this Framework in accordance with their true intent.

2) **Assignment of Framework.** Neither Municipality will assign its interest in this Framework.

3) **Notices.** Any notice required to be given hereunder by any Municipality will be deemed to have been well and sufficiently given if it is delivered personally or mailed by pre-paid registered mail to the address of the Municipality for whom it is intended. A notice or other document sent by registered mail will be deemed to be sent at the time when it was deposited in a post office or public letter box and will be deemed to have been received on the fourth business day after it was postmarked. A copy of the notice shall also be provided via email.

4) **Entire Framework.** This Framework and any applicable Service Agreements constitute the entire agreement between the Municipalities relating to the subject matter contained within them and supersedes all prior understandings, negotiations and discussions, whether oral or written, of the Municipalities in relation to that subject matter. There are no warranties, representations or other agreements among the Municipalities in connection with the subject matter of the Framework except as specifically set forth within them.

5) **Unenforceable Terms.** If any term, covenant, or condition of this Framework, or the application thereof to any Municipality or circumstance is invalid or unenforceable to any extent, the remainder of this Framework or the application of such term, covenant, or condition to a Municipality or circumstance other than those to which it

is held invalid or unenforceable will not be affected thereby, and each remaining term, covenant, or condition of this Framework will be valid and enforceable to the fullest extent permitted by law.

6) **Amendments.** This Framework may only be altered or amended in any of its provisions when any such changes are put in writing and signed by all of the Municipalities. (See also Section B of this Framework).

7) **Remedies Not Exclusive.** No remedy herein conferred upon any Municipality is intended to be exclusive of any other remedy available to that Municipality, but each remedy will be cumulative and will be in addition to every other remedy given hereunder either now, hereafter existing by law, in equity, or by statute.

8) **No Waiver.** No consent or waiver, express or implied, by any Municipality to or of any breach or default by any other Municipality in the performance by such other Municipality of their obligations hereunder will be deemed or construed to be a consent to or waiver of any other breach or default in the performance of obligations hereunder by such Municipality. Failure on the part of any Municipality to complain of any act or failure to act of another Municipality or to declare such Municipality in default, irrespective of how long such failure continues, will not constitute a waiver by such Municipality of its rights hereunder.

9) **Counterparts.** This Framework may be executed in several counterparts, each of which when so executed will be deemed to be an original. Such counterparts will constitute the one and same instrument as of their Effective Date.

10) **Governing Law.** This Framework will be exclusively governed by and construed in accordance with the laws of the Province of Alberta.

11) **Time.** Time will be of the essence for this Framework.

12) **Binding Nature.** This Framework will be binding upon the Municipalities and their respective successors and permitted assigns.

## H. CORRESPONDENCE

l) Written notice under this Framework shall be addressed as follows:

a. In the case of the Wheatland County, to:

Wheatland County
c/o Chief Administrative Officer
242006 Rge Rd 243, Hwy 1 RR 1
Strathmore, AB T1P 1J6

b. In the case of Rocky View County, to:

Rocky View County
c/o Chief Administrative Officer
262075 Rocky View County Point
Rocky View County, AB, T4A 0X2

**IN WITNESS WHEREOF,** the Municipalities have hereunto executed this Framework under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this ____ day of _____, 2020 in _____, Alberta.

| **WHEATLAND COUNTY** | **ROCKY VIEW COUNTY** |
|---|---|
| Per: | Per: |
| _____ | _____ |
| Amber Link, Reeve | Greg Boehlke, Reeve |
| _____ | _____ |
| Brian Henderson, C.A.O. | Al Hoggan, C.A.O. |

# Schedule "B"

## Dispute Resolution Process

### A. Definitions

1) "initiating party" means a party who gives notice under section B of this Schedule;
2) "mediation" means a process involving a neutral person as a mediator who assists the parties to a matter and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication, and identifying the issues and interests of the parties;
3) "mediator" means the mutually-agreed upon person or persons appointed to facilitate by mediation the resolution of a dispute between the parties.

### B. Notice of dispute

1) When a party believes there is a dispute under a framework and wishes to engage in dispute resolution, the party must give written notice of the matters under dispute to the other parties.

### C. Negotiation

1) Within 14 days after the notice is given under section B of this Schedule, each party must appoint a representative to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.

### D. Mediation

1) If the dispute cannot be resolved through negotiations with 90 days of initial notice, the representatives must appoint a mediator to attempt to resolve the dispute by mediation.
2) The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.
3) The parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
4) The parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
5) All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.

## E. Report

1) If the dispute has not been resolved within 6 months after the notice is given under section B of this Schedule, the initiating party must, within 21 days, prepare and provide to the other parties a report.
2) The report should contain a list of the matters agreed on and those on which there is no agreement between the parties.
3) Despite subsection (1), the initiating party may prepare a report before the 6 months have elapsed if
    i. the parties agree, or
    ii. the parties are not able to appoint a mediator under section D of this Schedule.

## F. Appointment of arbitrator

1) Within 14 days of a report being provided under section E of this Schedule, the representatives must appoint a mutually agreed-upon arbitrator and the initiating party must provide the arbitrator with a copy of the report.
2) If the representatives cannot agree on an arbitrator, the initiating party must forward a copy of the report referred to in section E of this Schedule to the Minister with a request to the Minister to appoint an arbitrator.

## G. Arbitration process

1) Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in Division 2 of Part 17.2 of the Municipal Government Act.
2) In addition to the arbitrator's powers under subsection (1), the arbitrator may do the following:
    i. require an amendment to a framework;
    ii. require a party to cease any activity that is inconsistent with the framework;
    iii. provide for how a party's resolutions or bylaws must be amended to be consistent with the framework;
    iv. award any costs, fees and disbursements incurred in respect of the dispute resolution process and who bears those costs.

## H. Deadline for resolving dispute

1) The arbitrator must resolve the dispute within one year from the date the notice of dispute is given under section B of this Schedule.

2) If an arbitrator does not resolve the dispute within the time described in subsection (1), the Minister may grant an extension of time or appoint a replacement arbitrator.

**I. Arbitrator's order**

1) Unless the parties resolve the disputed issues during the arbitration, the arbitrator must make an order as soon as possible after the conclusion of the arbitration proceedings.

2) The arbitrator's order must:

   i. be in writing,
   ii. be signed and dated,
   iii. state the reasons on which it is based,
   iv. include the timelines for the implementation of the order, and
   v. specify all expenditures incurred in the arbitration process for payment under section 708.41 of the Act.

3) The arbitrator must provide a copy of the order to each party.

4) If an order of the arbitrator under sub-section (2) is silent as to costs, a party may apply to the arbitrator within 30 days of receiving the order for a separate order respecting costs.

**J. Costs of arbitrator**

1) Subject to an order of the arbitrator or an agreement by the parties, the costs of an arbitrator under this Schedule must be shared equally by the parties.

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 18, 2020

| **Subject**<br>Decision-making topic title |
|---|
| Intermunicipal Collaboration Framework (ICF): Wheatland County and Foothills County |

| **Recommendation**<br>Clear resolution answering – what/who/how/when |
|---|
| **RECOMMENDATION: THAT Council approve the Intermunicipal Collaboration Framework Agreement between Wheatland County and Foothills County, as presented.** |

| **GM Comments**<br>Any additional comments regarding the reason for the recommendation |
|---|
| The approval of the ICF ensures that the County is meeting its legislatively required deadline for approval of ICF's. As a County, we do have the ability for 1-2 (one to two) year time extensions for completing ICF's. |

**RECOMMENDATION**

**Report/Document:** **Attached** [X] **Available** [ ] **None** [ ]

| **Key Issue(s) / Concepts Defined**<br>Define the topic, reference background material and state question to be answered |
|---|
| Attached is the formal draft of the proposed ICF Agreement with Foothills County. This document has been reviewed and refined by both Administrations and circulated to both County Council's for draft review.<br>The content of the ICF document will be similar to many of Wheatland County's ICF agreement with 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.*<br>Given the limited amount of direct interaction between both municipalities 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 ICF's 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 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: THAT Council approve the Intermunicipal Collaboration Framework agreement between Wheatland County and Foothills County.

Option #2: THAT Council approve an alternate recommendation.

**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
N/A

**Follow-up Action / Communications**
Timelines, decision-making milestones and key products
Communicate with Foothills County that Council has approved, through resolution, the ICF.

Submitted by: /MB

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

Reviewed by:

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

Brian Henderson, CPA, CA
CAO

# Growing the Future

## Working Together to Enrich Our Region

**Wheatland County and Foothills County**

INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT

# FOREWORD

Wheatland County and Foothills County share a common history. Both have distinct and similar municipal characteristics, and both are rural municipalities based upon building and maintaining core services including roads and bridges, which are designed to service an agricultural and resource-based economy. Together these same individual characteristics link them into a healthy and viable region.

A large majority of the public understands increasing the level of collaboration has an ability to provide more efficient and equitable service levels to citizens in the region. However, while some services can possibly be provided solely in a single municipality, the increased opportunity in working together is also recognized in increased economies of scale, sustainability of some services, quality of services and efficiency in delivery. Dovetailing the individual characteristics of the municipalities where feasible, creates expanded resources and advances quality of life opportunities to the people in the region. The image of "two municipalities – one purpose" describes the philosophy of the two communities.

Wheatland County and Foothills County are committed to identifying current and future issues where joint benefits may be realized through more formalized and rigorous processes and cooperation. Examples are evident in servicing areas such as planning, economic development, mutual aid and creating a complete region that is attractive for people to live, work and play.

As the Provincial Government seeks to encourage regional thinking, Wheatland County and Foothills County are well placed to lead proactively through the creation of this Intermunicipal Collaboration Framework (ICF) Agreement.

*Wheatland County and Foothills County share a common history and foundation based largely upon agriculture*

## *Goals of the Intermunicipal Collaboration Framework Agreement*

The Intermunicipal Collaboration Framework has five main purposes:

1. Conform to 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 that the partners to this agreement can utilize to review service levels and decide if the service would benefit from additional collaborative efforts.
5. To consider appropriate cost sharing mechanisms and deal with differences which may occur from time to time.

## *The ICF Agreement between Wheatland County and Foothills County will:*

Recognize and share the vision and priorities of the two municipalities toward providing effective and efficient service

levels to their citizens: Where feasible and practical – each municipality will work together to assess how commonly utilized services will be provided and funded for the benefit of citizens.

Strengthening the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for their citizens, but each agree that they will always consider the bigger regional municipality 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 rather than 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 potential for regional impact. By recognizing the requirement to consult, each municipality will include the other in their regional scale project circulations and both agree to meet and work through matters as they arise. Where notification has been provided that a discussion is required it shall be first handled by the respective Chief Administrative Officers 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 essence. The purpose of this consultation protocol is to ensure that the municipalities leverage opportunities to collaborate and develop common solutions to any challenges that affect the region.

It is understood that this agreement will encourage communication at all levels of both organizations to ensure opportunities are recognized, information is passed through the respective organizations, and decision makers are informed not just about their own municipality but about regional issues and concerns. Cooperation, collaboration and commitment to consult are not meant to constrain or restrict the authority or the ability of individual Councils, or to homogenize the unique culture and identity of each municipality. It is possible that there will be instances of differences in values, goals, beliefs, perspectives and decisions which are not common to both communities. In these instances, where differences remain, the commitment to communicate will enable the communities to develop proactive and positive solutions to issues that may arise.

## *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. As the public is at the center of any governance initiative, their voice needs to be considered to ensure the impacts of services and actions taken in the region have the desired results and support the prosperity of the region. By signing onto the agreement each Council affirms the commitment to increased cooperation at both the political and administrative levels.

This agreement signals a shift towards maximizing regional benefit through collaborative decision making. Each Council member will demonstrate leadership to act strategically as they formulate plans for each of their organizations which will bring value to the citizens of both communities.

### *The Role of the CAOs and Administration:*

The CAOs have been identified as the principals responsible for maintaining this ICF, its implementation, and dealing with intermunicipal issues that surface from time to time during the term of this agreement. Administration brings continuity to the relationship between the municipalities and they each have the ability to initiate communication on an as needed basis to ensure that each municipality observes the principles of the agreement. The CAOs will foster communication and facilitate the sharing of information, identify opportunities and prioritize municipal actions for consideration by each Council. Disputes or disagreements between CAOs will be dealt with in accordance with the Conflict Resolution section of this agreement.

### *The Role of Staff:*

Staff at all levels will be responsible to ensure the principles of this agreement are implemented. This means that staff will work cooperatively with their municipal counterparts to address issues that may 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 will be addressed in accordance with the Conflict Resolution section of this agreement.

# The Framework Protocols

### Development of an Intermunicipal Communication Protocol

Understanding that the success of this agreement is based upon respectful dialogue, the municipalities are committed to ensuring the provision of information is communicated in a transparent and honest manner. The agree to observe the following communication protocols:

1. The protocol should recognize that cooperative communication is the key to a successful relationship. At all times and through all levels of each organization, when dealing with one another, the following principles should apply:
    a. Seek to understand
    b. Avoid personal attacks either privately or publicly
    c. Asking for clarification on policies of interest adopted by the other municipality to ensure understanding
    d. Resolve common issues from a perspective of collaboration
    e. Seek to maximize the benefits for both parties

2. The Protocol should seek to establish collaboration and cooperation in each municipal organization.
    a. Both organizations agree to ensure proper training takes place with elected officials on intermunicipal collaboration following a municipal election
    b. Both organizations agree to provide additional training and adequate orientation with this agreement, as may be required, following any change in elected officials or senior administration

3. The protocol should ensure that each municipality provides to the other information pertaining to:
    a. Issues of a nature which may impact the other municipality

### Conflict Resolution

The municipalities recognized that the development of this agreement is the start – not the end of the process. Recognizing that not all issues may be agreed upon, 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 a problem is initiated, the CAOs will seek to address matters of conflict.
2. All matters of conflict should be attempted to be resolved swiftly, inexpensively and in an uncomplicated

way.

3. All matters of conflict should be resolved using a clear procedural pathway.
4. Respect and collaboration should be maintained on common issues, even though conflict may exist.

Process

If a municipality believes an obligation under the agreement has been breached, the matter should be immediately brought to the attention of the respective CAO. The CAO will investigate and if it appears that a 'breach' of the agreement has occurred, the matter will be immediately brought to the attention of the other municipality's CAO. Once notification has occurred, an effort to resolve the matter through informal problem-solving discussions is to be initiated.

If differences occur outside of an outright 'breach' of an agreement, which may include divergent expectations in the delivery of a joint service, variance on how the committee wishes to proceed on an issue, or any circumstance which may impact or disrupt service delivery or relationships, an informal discussion between CAOs will be conducted.

If this does not resolve the issue, an Intermunicipal Dispute Committee shall be appointed by both Councils who will attempt to decide on and negotiate an effective solution.

If the subcommittee negotiation process is unsuccessful, a mediated process will be initiated using the services of a jointly agreed upon mediator with costs shared equally between the municipalities. The mediator will be solely responsible for the governance of the mediation process.

If the process is not resolved through mediation, the municipalities will select an arbitrator, sharing all costs in doing so, and will have the matter resolved through the process defined in the Municipal Government Act. The arbitrator is governed by the principles of natural justice and procedural fairness.

**This Agreement encourages the municipalities to consult with each other and develop opportunities for collaboration for the benefit of both communities.**

# ICF Agreement – Statutory Provisions

Amendments to the Modernized Municipal Government Act have revised the purpose of municipalities. The new Act requires 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. The following services have been considered; transportation, solid waste, recreation, wastewater, water and emergency services.

## Transportation

No agreements exist or are currently required between Wheatland County and Foothills County in the area of transportation. Coordination of construction of transportation corridors that connect the two municipalities will be undertaken at the administrative level to ensure that both municipalities' strategic transportation goals are in alignment. Opportunities to partner on capital road construction will continue to be brought forward as they have in the past. Boundary grading road maintenance activities will be reviewed to determine if efficiencies can be recognized.

## Solid Waste

No agreements exist or are currently required between Wheatland County and Foothills County in the area of solid waste. Should opportunities to collaborate come forward, both municipalities will examine the regional and municipal benefit that an initiative of this nature would bring forward.

## Recreation

No agreements exist or are currently required between Wheatland County and Foothills County in the area of recreation. Should opportunities to collaborate come forward, both municipalities will examine the regional and municipal benefit that an initiative of this nature would bring forward.

## Waste Water

No agreements exist or are currently required between Wheatland County and Foothills County in the area of waste water. Should opportunities to collaborate come forward, both municipalities will examine the regional and municipal benefit that an initiative of this nature would bring forward.

## Water

No agreements exist or are currently required between Wheatland County and Foothills County in the area of water systems. Should opportunities to collaborate come forward, both municipalities will examine the regional and municipal benefit that an initiative of this nature would bring forward.

## Emergency Services

Wheatland County and Foothills County are both member municipalities of the Foothills Regional Emergency Services Commission, and as such, receive emergency service dispatching through this organization.

Wheatland County and Foothills County may also consider formalizing a Mutual Aid agreement in respect to Fire Services in the future.

## Intermunicipal Development Plan

An Intermunicipal Development Plan was adopted by separate bylaws between Wheatland County and the Foothills County. Wheatland County and the Foothills County Intermunicipal Development Plan is a statutory planning document that fosters ongoing collaboration and cooperation between both municipalities regarding planning matters and clarifies land use expectations within the Plan area.

Wheatland County adopted Bylaw No. 2019-19 on August 7, 2019.

Foothills County adopted Bylaw No. XXXXXX on XXXX XX, XXXX.

# Commitment to Collaboration

Wheatland County and Foothills 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 FOOTHILLS COUNTY**

PER: _____

REEVE

PER: _____

CHIEF ADMINISTRATIVE OFFICER

**FOR WHEATLAND COUNTY**

PER: _____

REEVE

PER: _____

CHIEF ADMINISTRATIVE OFFICER

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 21, 2020

**Subject**
Decision-making topic title

General Manager of Transportation and Agriculture Report for activities that occurred in February 2020.

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

**That Council accepts the General Manager of Transportation and Agriculture, February 2020 report.**

**RECOMMENDATION**

**Report/Document:** **Attached** ☐ **Available** ☐ **None** ☐

**Key Issue(s) / Concepts Defined**
Define the topic, reference background material and state question to be answered

**Public Works Crews**

- The Gravel Crew is currently hauling from Thurn's to Carbon corner stockpiling
- Surfacing Crew has been cutting trees and brush when not plowing and sanding roads.
- Grader Crew is clearing intersections and plowing snow as required.
- Culvert Crew is unloading the new culvert supply and plowing and cleaning parking lots as required.
- Construction Crew is reclaiming and stripping a new section at Fish Lake gravel pit.

**The Hamlet and Utilities / WTS**

- Street clearing, snow pile hauling is completed throughout hamlets the snow was also cleared at Carseland for the new mailbox installs, sanding is ongoing.
- Removed tires and burning barrel ash from several WTS, battery and lightbulb pick up. has been completed at all sites.
- Fortis has installed the yard light at the Rosebud WTS.
- Monthly outdoor rink inspections completed.
- Cody attended AWWOA Construction Inspection course.
- Trained with Gravel Crew for hauling with end dumps and Cody attended the construction inspection course.

**Facilities**

- Quarterly mechanical maintenance, annual fire extinguisher/first aid kits and AED inspections are ongoing, fire alarm inspection is complete.
- New LED lights installed in pole shed.
- Working on estimates for new fire pump, new a/c for Chambers and a new overhead door for Standard grader shop.
- Cleaning contract with Regency Cleaning Services has been signed and a start date of March 1, 2020.
- Gleichen Arena Upgrades project was awarded to Chandos Construction.

**Gravel / Roads**

- Received estimate budget from consultant for 2020 Gleichen 8th Ave Capital Works Project. Will be reviewing and issuing work order in the next week.
- Estimate that Crushing at Goldsmith for 90,000 tonnes by end of February.
- Reclamation at Wintering Hills Pit has started, will be ongoing work depending on crews availability.
- Ridgeland Pit is ready for crusher for 60,000 tonnes. Will have a dozer on site cleaning reject piles and overall cleaning of pit.
- Fish Lake Pit stripping has started and will take approximately 2 weeks to complete. Will be crushing 60,000 tonnes in the summer.
- Traffic Counters will be going on RR 254, west of Strathmore.
- Will be coordinating to move electronic speed sign to Rosebud Area north of town on HWY 841. Waiting on approval from Alberta Transportation.
- Five Year Report for Thurn Pit is due at end of February. Waiting on drawings from consultant.
- Working on Line Painting Tender, due to weather; a few areas remained to be inspected to determine if stop bars and pedestrian crosswalks will be required for 2020 tender.
- Will be working with GIS department to determine if we have the equipment available to obtain GPS Coordinates and update drawings.

**Land**

- RR 243 road widening acquisition plan is ready to be registered. Landowner payments will be issued after registration.
- Road closures – several files at various stages.
- Collecting and analyzing data in preparation of approaching private owners for land acquisitions for municipal purposes (not roads). Have approached some owners - awaiting responses.

- Land disturbance and crop loss payments in process for 2019 road construction - still waiting on crop data from a few owners.
- Land Sale Tender for portion of 36-23-22-4 has been placed in papers - closing March 12.
- Rosebud effluent land purchase has received re-designation - now at subdivision with Planning.
- Re-designation and subdivision applications for the purchase of land in Rosebud to accommodate gazebo are with Planning.

**Agriculture & Environment Report**

- 2020 Mowing/spraying schedule and the seeding map is done.
- 2020 forage seed pricing sent out to 6 vendors (BrettYoung Seeds Ltd/Sunshine Seeds/Nutrien, Core Ag/Richardson and UFA).
- Grain bags storing location moved to SE portion of yard so any rate payers who drop off bags don't have to enter main yard area.
- ASB seasonal staff all contacted and they are all planning on returning for 2020 season.
- CTV to do interview with Cleanfarms's Davin Johnson on Feb 19th on Plastic grain bag and bale twine recycling program in county yard. (59.5 grain bags rolled -24 farm visits since Jan 1st/20).
- Finding it a challenge to source parts from old equipment as most have been sent to recyclers, 2 out of 3 Ag equipment wreckers don't stock old equipment.
- Clubroot map on Google Earth (2019 samples).
- Two sessions left for the Livestock training for first responders, open house on Feb 25th for the Livestock Emergency Public and Resources Session. Attended the Calgary and Area Governmental Weed Committee Meeting and will be attending the Gardener Presentation about Weeds, also contacted Classroom Ag Program. Courses and training are continuing.
- Attendance at recent events: Ranching Opportunities (160), Jim Gerrish Workshop (48), Ladies Livestock Lessons (70)
- Received signed contract from AEP WRRP Program for funding riparian protection projects for the Rosebud River Watershed
- Water License received for Dalum Fire Hall Water Well on February 12, 2020.

Submitted By: Cindy Sweere
Administrative Assistant

Reviewed By: Mike Ziehr
General Manager of Transportation & Agriculture

Brian Henderson, CPA, CA

CAO

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020** **Resolution No. _____**

Date Prepared February 6, 2020

## Subject
Decision-making topic title

2019 Environmental Program Update Publication

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

**That Council accept the 2019 Environmental Program Update publication as information.**

## 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

In 2016 Wheatland County recognized the necessity of meeting increasing environmental challenges in a way that best suits Wheatland County ratepayers, responding with the development of its Environmental Program. This Environmental Program Update is an annual document intended to update the community and other stakeholders about Wheatland County's ongoing improvement to environmentally responsible services and beneficial programs. The purpose of this RFD is to provide the document as information to Council.

## Relevant Policy / Practices / Legislation
Cite existing policies, practices and/or legislation

Wheatland County General Policy 3.25, Environmental Policy (Res. 16.10.11)

## Strategic Relevance
Reference to goals or priorities of current work program

The Environmental Program Update is an annual report of environmental progress that occurred at Wheatland County during the previous calendar year. It describes programs, projects, and activities that support environmental stewardship in the municipality and is the primary communication and reporting tool for Wheatland County's Environmental Program.

**Response Options and Desired Outcome(s)**
Main result, along with highlighted requisites and benefits

1. Approve the recommendation of administration
2. Do not approve the recommendation of administration
3. Approve an alternate recommendation 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

Wheatland County's Environmental Program focuses on positive impacts for the environment.

**Follow-up Action / Communications**
Timelines, decision-making milestones and key products

The document will be added to the County website, displayed in the administration office, sent to stakeholders in environmental management at Wheatland County, and taken as public information to relevant County events throughout the year.

| | | |
|---|---|---|
| Submitted by: | Alyssa Robb<br>Environmental Coordinator | |
| Reviewed by: | Russel Muenchrath<br>Manager of Agriculture and Environment | |
| Reviewed by: | Mike Ziehr<br>General Manager of Transportation & Agriculture | |
| Reviewed by: | Brian Henderson<br>Chief Administrative Officer | |

# 2019 ENVIRONMENTAL PROGRAM UPDATE

WHEATLAND COUNTY

Where There's Room to Grow

# 2019 ENVIRONMENTAL PROGRAM UPDATE

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In 2016 Wheatland County recognized the necessity of meeting increasing environmental challenges in a way that best suits Wheatland County ratepayers, responding with the development of its Environmental Program. Wheatland County is pleased to present this 2019 Environmental Program Update as our third annual summary of environmentally-beneficial activities undertaken at the municipality since the program began. Taken together, these annual program updates paint a picture of Wheatland County's commitment to the environment.

01

# FIVE KEY FOCUS AREAS

OF WHEATLAND COUNTY'S ENVIRONMENTAL PROGRAM

Our Environmental Program focus areas guide administrative activity with a goal to continually improve county operations and promote environmental stewardship, in alignment with Wheatland County's Environmental Policy

## OPERATIONAL ENVIRONMENTAL COMPLIANCE

1

STRATEGY

Ensure that all aspects of county operations comply with, and exceed where possible, applicable environmental legislation.

ACTIVITY EXAMPLES

- Performing environmental audits
- Correcting audit findings
- Identifying risks and opportunities for improvement
- Applying for government authorizations

## ENVIRONMENTAL COMMUNICATIONS

STRATEGY

Incorporate environmental communications into general Wheatland County communications to raise awareness about environmental initiatives and current issues, topics, and events, and to promote achievements and programs.

ACTIVITY EXAMPLES

- Continual update of the County website
- Annual Environmental Program publication
- Contributions to local media
- Reporting to Council and the Agricultural Service Board
- Development and use of communications materials

2

## ENVIRONMENTAL EDUCATION

3

STRATEGY

Educate staff, council and the public on matters of local and regional environmental importance to increase community knowledge of relevant environmental topics and issues.

ACTIVITY EXAMPLES

- Coordination of extension opportunities (public workshops, internal training)
- Development of extension materials (publications, articles)
- Collaboration with external organizations for educational opportunities

## TECHNICAL SUPPORT

4

STRATEGY

Provide a source of local or internal information and support for staff and the public on matters related to the environment.

ACTIVITY EXAMPLES

- Respond to inquiries from staff and the public
- Act as a liaison for external environmental agencies
- Policy analysis and advocacy
- Maintenance of relationships with staff, external agencies, and residents

## ADVANCING ENVIRONMENTAL SUSTAINABILITY

5

STRATEGY

Support, maintain, improve and coordinate programs, activities and partnerships that act to advance environmental sustainability locally or regionally and benefit Wheatland County and its residents.

ACTIVITY EXAMPLES

- Explore opportunities for additional programming of benefit to Wheatland County
- Maintain partnerships with stewardship groups and contribute to initiatives where possible
- Pursue internal stewardship projects
- Maintain, monitor, and continually improve environmentally beneficial County programs

02

# TRANSPORTATION PROGRAMS: EROSION AND SEDIMENT CONTROL SHOWCASE

Soil management emerged as a topic of focus for Wheatland County in 2018 and 2019. The spring of 2018 brought significant runoff flooding to our region, highlighting areas of erosion risk. Wheatland County had completed several projects during the 2017 construction season that had not been protected to the extent necessary to endure the flooding experienced in the spring. This flooding incident and resulting damage motivated the County to improve. Our culvert, surfacing, and road construction teams all undertake activities involving erosion and sediment risk and take great care in their work, here's what they accomplished:

## EROSION AND SEDIMENT CONTROL EDUCATION

To increase internal capacity to identify and address erosion and sediment risks, nine staff members attended erosion and sediment control training in the spring of 2019. Training covered the regulations surrounding erosion and sediment control, causes of erosion, methods of preventing damage, and included hands-on field training in the installation of control materials. Training helped staff to better evaluate projects completed in 2019 and recommend control measures, properly install materials, analyze erosion and sediment control plans, and monitor and inspect erosion control efforts to ensure maximum effectiveness.

## EROSION AND SEDIMENT CONTROL PLANNING

Staff are collaborating with our engineering consultants to ensure that erosion and sediment controls are proactively planned and designed into our projects to ensure, especially where risks are the highest, that damage to our completed projects is avoided.

## INCREASED EROSION AND SEDIMENT CONTROL EFFORTS

Wheatland County increased the amount of erosion and sediment controls in 2019 to better protect against erosive damages to our construction projects. Erosion and sediment controls include: increased use of sediment fencing and erosion matting, strategic use of sediment curtains in open water, and seeding soon after project completion to quickly establish vegetative cover. Post-construction monitoring of sites increased, and significant impacts experienced during 2018 spring flooding were corrected. As an additional benefit, in 2019 Wheatland County began to use biodegradable erosion control products to further reduce our environmental impact.

## WHAT ARE EROSION AND SEDIMENT?

Construction results in modifications to the landscape that include the removal of soil-stabilizing vegetation. Where water moves, vegetation removal and soil disturbance contribute to undesirable impacts to environmental resources and damage to construction projects.

Erosion occurs when impacts of wind or water cause soil particles to detach and move to another location. Sediment describes the soil particles that are detached; they often end up accumulating on land or in water.

## WHY IS EROSION AND SEDIMENT CONTROL IMPORTANT?

Erosion and sediment accumulation can cause undesirable environmental impacts including:

- the disturbance of fisheries habitat and impairment of fish spawning, feeding, and movement
- the alteration of stream shape and degradation of water quality
- the contamination of water from increased nutrients or contaminants found in the soil
- changes to the type and quality of habitat available to wildlife

The Federal and Provincial governments both have legislation in place to protect against these types of impacts.

Other undesirable consequences of erosion and sediment include:

- cost of rehabilitating affected habitat or compensating for losses
- costs of site clean-up and mitigation for on and off-site areas impacted
- cost of repairs to the project when structures are damaged
- increase of site maintenance and repair costs during and after construction

Through erosion and sediment control activities, Wheatland County proactively prevents these costs from impacting our operations.

# 02 TRANSPORTATION PROGRAMS

## DID YOU KNOW?

**That bird and wildlife sweeps are required before we make vegetation-altering changes to the land?**

Ducks, hawks, songbirds, owls, grouse, fish, foxes and frogs are all wildlife that may utilize habitat found in areas that we must impact in order to replace bridges, install culverts, or rebuild roads. Legislation governs destructive impacts to certain wildlife species and their habitats.

Before moving vegetation that may be home to a protected species, we must ensure that protected habitat and animals will not be harmed. To do this we hire a biologist to perform a "sweep" of the area. If species are found, Wheatland County follows the advice of the biologist in order to meet our obligations under provincial and federal legislation.

## COORDINATING ENVIRONMENTAL REQUIREMENTS: NAVIGATING CHALLENGES

Navigating the environmental legislative requirements and changing federal and provincial regulatory processes in a way that supports intended construction timelines is an ongoing challenge. Environmental authorizations have the potential to cause substantial delays and impacts to our construction projects. Although unforeseen impacts will inevitably continue, Wheatland County has been working hard to streamline our project activities. Current requirements are incorporated into consistent timelines that work, so that projects have a maximum chance of being completed according to initial plans. Through collaborative efforts with our engineering consultants, we have entered some of our programs into project management software that has the ability to better track and manage all aspects of our complex projects. This software has allowed us to better see and identify aspects of our projects that hold higher risk of delay, so that we can find ways to improve. It has also allowed us to better recognize and address all areas of environmental impact associated with our projects.

<- Burrowing Owls are a small owl found on the prairies. They are protected as endangered species under the Alberta Wildlife Act and Federal Species at Risk Act.

Loggerhead Shrikes -> are a predatory bird found in Wheatland County.They are protected as endangered under the Federal Species at Risk Act.

# AGRI-ENVIRONMENTAL ADVANCEMENTS

03

## WHEATLAND ALUS PROGRAM ACCOMPLISHMENTS

Alternative Land Use Services (ALUS) Canada is a national charitable organization with a goal to create a healthy landscape that sustains agriculture, wildlife and natural spaces for all Canadians. The ALUS program helps farmers produce valuable ecological services on Canadian farmland by providing funding for beneficial management and environment-enhancing projects. 2019 was Wheatland County's first full year contributing to this cause as an ALUS community. Our involvement with the program allows us to work with our farmers to enhance lands in return for per-acre payments. This partnership with ALUS means that we can access national funding sources on behalf of our landowners.

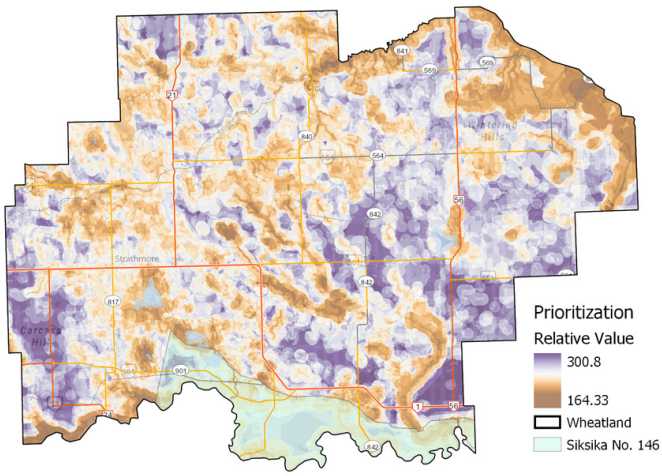
ALUS Canada

*A Weston Family Initiative*

- **2 Partnership Advisory Committee Meetings** held for funding decision making
- **4 Projects Approved** for revegetation and installation of offsite water systems and riparian fencing
- **108 Acres Enhanced** for provision of ecological services
- **$16,626 Secured** and distributed to help Wheatland County producers contribute to agri-environmental sustainability

### CONSERVATION PROGRAM PRIORITY MAPPING

Through the ALUS program Wheatland County and the ALUS Partnership Advisory Committee partnered with Alberta Agriculture and Forestry to create a project prioritization map. The map accounts for areas of environmental sensitivity in Wheatland County as well as other positive and negative project influences to offer a tool that can be used to prioritize projects based on their relative value for the provision of ecological services.



# 03 AGRI-ENVIRONMENTAL ADVANCEMENTS

## COUNTY WATER QUALITY FUNDING

In 2019 Wheatland County divided its Water Protection Initiative funding program into two separate programs: the Safe Water Well Action Program and the Wheatland Agricultural Stewardship Program. Each program has a committed $15,000 for distribution to landowners for projects that protect groundwater and surface water. Since surface water projects are eligible to also take part in the ALUS program, this divide helps ensure that funds remain dedicated to groundwater protection while demonstrating the County's commitment to funding establishment costs for ALUS-eligible projects.

### 2011 - 2019

- **85 Water Quality Projects Funded**
- **$188,775 extended to Wheatland County landowners to assist with the protection of water quality**

**Project Types**

- Well Abandonment
- Pitless Adaptor Conversion
- Riparian Fencing
- Offsite Watering Systems for Livestock

## CROWFOOT CREEK WATERSHED RESILIENCY AND RESTORATION PROGRAM

**In partnership with the Western Irrigation District, Wheatland County received $198,500 from Alberta Environment and Parks' Watershed Resiliency and Restoration Program (WRRP) for distribution in the Crowfoot Creek Watershed to producers to install off-site watering systems and riparian fencing. The program ran from 2018 to end in March 2020 with possibility of extension.**

- 9 Projects Completed
- 9 Offsite Watering Systems Installed
- 1895 m of Riparian Fence Installed
- 21,670 m of riparian lands protected
- 8250 m of canals fenced by WID
- 11 riparian health assessments completed

## ROSEBUD RIVER WATERSHED RESILIENCY AND RESTORATION PROGRAM

**Wheatland County, in partnership with Rocky View County, applied for funding from Alberta Environment and Parks' WRRP Program for distribution in the Rosebud River Watershed. We are pleased to report that we were successful in our application and received commitment from the Province for $186,400 to extend to landowners for the installation of off-site watering systems and riparian fencing. The project will commence in 2020 and continue until March 31, 2022.**

In 2019 Wheatland County helped 22 landowners to complete Environmental Farm Plans and 29 landowners to apply for Canadian Agriculture Partnership Funding.

## WORKSHOPS FOR LANDOWNERS AND PRODUCERS

Wheatland County hosted or partnered to host 6 workshops targeting a rural landowner or agricultural producer audience in 2019. These included:

- **Ladies Livestock Lessons**
- **Ranching Opportunities**
- **Solar and Agriculture**
- **Fencing & Grazing 101**
- **Get the Dirt on Soil Health**
- **Winter Feed and Water**
- **Farmer Pesticide Applicator**

## POLICY PROTECTION FOR AREAS OF SOIL RISK

The Agriculture and Environment department occasionally fields questions about soil movement within the County. It is suspected that as high rates of development occur west of our County, excess soil is being offered to landowners, who may receive payment for accepting soil on agricultural land. This movement of soil into Wheatland County poses an agricultural and environmental risk. In 2019 the department secured the Agricultural Service Board and Council's support to work towards oversight of soil movement using policy options. Some of our neighbouring municipalities have already implemented solutions for this issue, offering insight into feasible policy options. In 2020, this work will be pursued by Wheatland County's Planning and Development Department with support from Agriculture and Environment, due to possible changes required within Wheatland County's Land Use Bylaw. Stay tuned for opportunities for feedback and updates about this project.

### RISK AREAS

**Clubroot Management**

Clubroot has been discovered in four neighbouring municipalities. It is a soil-borne disease spread through the movement of soil infested with resting spores.

**Weed Control**

Infestations cause economic and invasive losses that affect our agricultural community. Depending on the weed brought in and severity of infestation, it can be very difficult to eradicate a problem.

**Soil Quality**

Contamination and degradation of topsoil quality can occur if a landowner unknowingly accepts poor quality material.

**Wetlands and Drainage**

Landowners often bring in fill material and/or topsoil to fill in low areas and improve land contours for agriculture. Since the goal is to reduce flooding of land, this can result in impacts to drainage patterns in areas and infilling of wetlands.

04

# ENVIRONMENTAL AUDIT: SUMMARY OF SUCCESSES

In 2018, a third-party auditor was hired to complete an Environmental Audit of Wheatland County operations. Wheatland County chose to undertake this initiative to proactively identify areas where improvements needed to be made, to be accountable for our impacts, and to recognize and mitigate environmental risks. A report was received in August 2018 outlining areas for improvement, and throughout 2019, Wheatland County staff endeavoured to address and correct the findings. Here are some of the successes resulting from the Environmental Audit:

- **Wheatland County has an internal employee trained as a Transportation of Dangerous Goods (TDG) Instructor in order to ensure that all necessary employees would receive up-to-date TDG training.**

- **Nest and habitat sweeps for prevention of wildlife impacts prior to construction activities, and better erosion and sediment control efforts, as described in a previous section of this publication, were both positive initiatives that came to life following the 2018 Audit Report.**

- **A dugout at our main operations centre was identified as having potentially negative groundwater interactions. Signs were purchased and installed around the dugout to remind staff to avoid activities that may impact water quality, and operations were modified to reduce activities occurring near the dugout. The water was tested to establish a benchmark for comparison and confirm that water had not already been contaminated.**

- A number of small reporting and administrative deficiencies were researched and corrected in the areas of municipal utilities and waste management.

- Steel containers with steel lids were purchased for all County facilities that generate oily rags and make use of absorbent spill materials for clean-up. These containers prevent spills, reduce the risk of fire, and meet our obligation to keep hazardous waste separate from regular waste.

- More spill kits were added in many operational areas, primarily near fuel tanks and in areas where chemicals are used, in order to ensure that spills of greater size could be effectively handled on sites. Mobile spill kits were added to all equipment hauling liquid materials that could cause environmental contamination.

**Quarterly Progress Reports were provided to Council in April, July, and October 2019, and a final report was delivered to Council at our January 14, 2020 Council meeting. If you are interested in learning more about our Environmental Audit, all reports are available by contacting Wheatland County's Agriculture and Environment Department.**

05

# PROMOTING TREE AND SHRUB PLANTING

### TREE POLICY AND PLANTING

At the end of 2018, Wheatland County adopted a Public Tree Policy. The Policy provides a framework for the management of trees on County property and in hamlet communities with the intent of planting new trees, monitor their condition, replace trees where necessary, and seek alternatives to the removal of trees that conflict with infrastructure and development projects. Wheatland County adopted this Policy with the understanding that a reduction in the number of trees within the County has impacts on environmental and aesthetic benefits, health and well-being of citizens, health and availability of habitat for birds and wildlife, and the aesthetic value of County properties.

**28 TREES + 70 SHRUBS** PLANTED IN GLEICHEN IN 2019 BY WHEATLAND COUNTY COMMUNITY SERVICES AND OUR HAMLET CREW

**NEW BENCHES** INSTALLED AT THE GLEICHEN CEMETERY ARE MADE FROM RECYCLABLE MATERIALS

### COMING IN 2020 – SHELTERBELT AND ECOBUFFER EDUCATION AND FUNDING

In 2019 Wheatland County developed a shelterbelt and ecobuffer seedling funding program to offer support for landowners to plant trees and shrubs throughout the municipality. This was done in recognition of the benefits of planting trees and shrubs, including their ability to:

- **increase energy efficiency** by buffering the impacts of weather on homes and farm buildings
- **add aesthetic value** to the community and beautification of the prairie landscape
- **provide habitat** for wildlife and pollinators
- **decrease soil erosion and crop damage** from extreme winds
- **reduce standing water** through plant root use
- **capture snow** to prevent drifting and improve moisture retention

A workshop in early 2020 will help landowners learn how to design effective shelterbelts and ecobuffers and properly plant and care for seedlings, funding will be available for landowners to assist with establishment of planting systems on a first-come first-serve basis while budget is available.

06

Our Agriculture and Environment department demonstrated grain-bag rolling at the 2019 AgSmart event in Olds

# WHEATLAND COUNTY RECYCLES

## GRAIN BAG PROGRAM

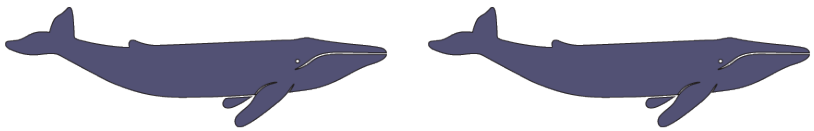
Wheatland County's Grain Bag Rolling Program has been in place since 2015. Department staff attend farms to clean, roll, and collect plastic grain bags to keep them from landfills and prevent them from being buried or burned. The plastic grain bags are taken to a local recycler who processes the material so that it can repurposed, to become items like garbage bags.

Unrolled and placed end-to-end, that's **100 KM** of plastic

**1600 GRAIN BAGS** WERE HAULED TO BE RECYCLED BETWEEN 2015 - 2019

The total weight of this recycled plastic is **310 tonnes**

That's equivalent to 2 blue whales!



ALBERTA AG-PLASTIC RECYCLE IT!

**In 2019 CleanFarms announced a new Alberta Ag Plastics: Recycle It! Pilot Program.** Cleanfarms received funding to pilot a grain bag recycling program in Alberta under which farmers would be able to drop grain bags off at select locations, and Cleanfarms would then pick bags up and organize the recycling component. The program was a natural fit for Wheatland County's existing grain bag program, so we agreed to become a collection site. As of 2019 we will not only be continuing to offer our collection service for ratepayers but will be able to receive recyclable grain bags from outside of the municipality as a contribution to the Alberta Ag Plastics: Recycle It! Pilot Program.

## BEVERAGE CONTAINER RECYCLING

In 2019, Wheatland County received an Alberta Beverage Container Recycling Corporation Grant to install recycling receptacles in Rosebud, Cheadle, Carseland, Speargrass, and at Severn Dam.

- **7** Outdoor Garbage and Recycling Bins were installed
- **700** Cans and Bottles were collected between July and October 2019

This project increases the amount of waste diverted from landfills. We look forward to reporting the long-term positive impacts of this project, and will be on the lookout for more locations that could use bins!

# ENVIRONMENTAL STEWARDSHIP AWARDS

**The Wheatland County Agricultural Service Board presents the Environmental Stewardship Award as a way to recognize and reward notable efforts within the community to practice and promote environmental stewardship and innovation. In 2019, we were honored to present two awards to outstanding members of our community.**

## YOUTH STEWARDSHIP AWARD

**The Youth Stewardship Award aims to recognize the importance of engaging youth in environmentally beneficial initiatives, as the youth of today represent future generations of the Wheatland County community. We are proud to acknowledge the achievements and involvement of our youngest community members, as they inspire us to lead by example and sustain the environment for their benefit.**

Carseland School's Garden and Outdoor Classroom and Nature Connection Program are creating a culture of wellness for the school and community while connecting students to the natural environment. A recent addition, the "Park Partnership Program" will see students visiting Wyndham-Carseland Provincial Park once a month to better connect with nature. Through its programs, Carseland School shows commitment to fostering learning about ecological stewardship, sustainability, and healthy living principles. They've offered students an opportunity to take part in building garden boxes, gaining community support for the program, caring for the garden, making use of the outdoor classroom space, and visiting the Bow River valley to learn about nature. This type of initiative is cultivating a generation of leaders in our community, and we look forward to watching the programs grow.

# J. LASLO LEGACY AWARD

The J. Laslo Legacy Award is named in honor of the retirement of long-term Wheatland County employee Jim Laslo. During his career, Jim was the Agricultural Fieldman, and then General Manager of Agriculture, Community, and Protective Services. Jim's passion for education and outreach about agricultural conservation initiatives, and dedication to harnessing the innovation of the agricultural community, lead to the uptake of sustainable agriculture practices throughout the municipality.

The J. Laslo Legacy Award is awarded to an agricultural producer in Wheatland County that has shown exemplary leadership in the implementation of beneficial management practices on their farm. The winner will have shown dedication to reducing the environmental impacts of their operation and has an interest in promoting lessons from their efforts to others in the industry.

**In Memory of Craig Kaiser, 1969 - 2019**

Kooter and Craig Kaiser manage a cow/calf operation north of Hussar. They were nominated for the award for their commitment to conserving environmentally sensitive areas on their land, and leadership in using conservation as a land management tool. In the words of their nomination, "Craig and Kooter understand the environmental benefits for their operation when conservation programs are used and have taken land stewardship to the next level, allowing them to be productive while running their operation in a positive way. It is clear that carefully managing the native and tame grasslands and wetlands that cover much of their land is a top priority." This is further demonstrated by their strong involvement in agricultural conservation programs offered through Wheatland County, as noted by our Agricultural Services staff who have had the pleasure of working with the pair on many occasions.

# 08 WHEATLAND'S ATTENTION TO WATER

## WATER DAY PROMOTION TO PUBLIC AND STAFF

In 2019, Wheatland County celebrated Canada Water Week (March 18-22) and World Water Day (March 22) by setting up an informational booth in the lobby of the administration office. Agriculture and Environment staff greeted and discussed water with visitors, handing out "swag" items and fun stickers as a reminder to care for Wheatland County's water sources!

The same booth was set up for staff to view at our annual safety day training event, and areas of our operations that use, influence, and care for water resources were highlighted.

The design of the sticker we handed out in honor of World Water Day

## WATER WELL TESTING PROMOTION

In the latter part of 2018 and throughout 2019, Wheatland County partnered with Alberta Health Services to encourage landowners to have their well water tested. Wheatland County promoted well water testing on social media alongside sampling instructions and had sampling bottles available for pick up at our administration office.

Bottles used for Well Water Testing

A booth showcasing Wheatland County's Environmental Program was set up at our 2019 Annual General Meeting

## DID YOU KNOW?

That licensing is required from Alberta Environment and Parks for use of water for commercial purposes, even if the use is temporary?

In 2019 Wheatland County applied for and received four temporary diversion licenses for the purpose of dust control on County gravel roads. These temporary licences allowed us to withdraw water from wetlands and ponds close to road rights-of-way in areas of the County that are far from other permanent, licensed water sources. By finding temporary sources close to work areas we are able to reduce travel back and forth with water trucks, saving fuel consumption and improving the efficiency of projects!

### WATER REBATE PROGRAM

Wheatland County continues to offer a rebate for residential homeowners who replace water fixtures with more efficient models. Ratepayers are eligible for up to $60 per fixture, to a maximum of $180 per household, for replacing old fixtures with: certified high-efficiency, low-flow toilets; certified low-flow faucets and shower heads; and Energy Star certified washing machines.

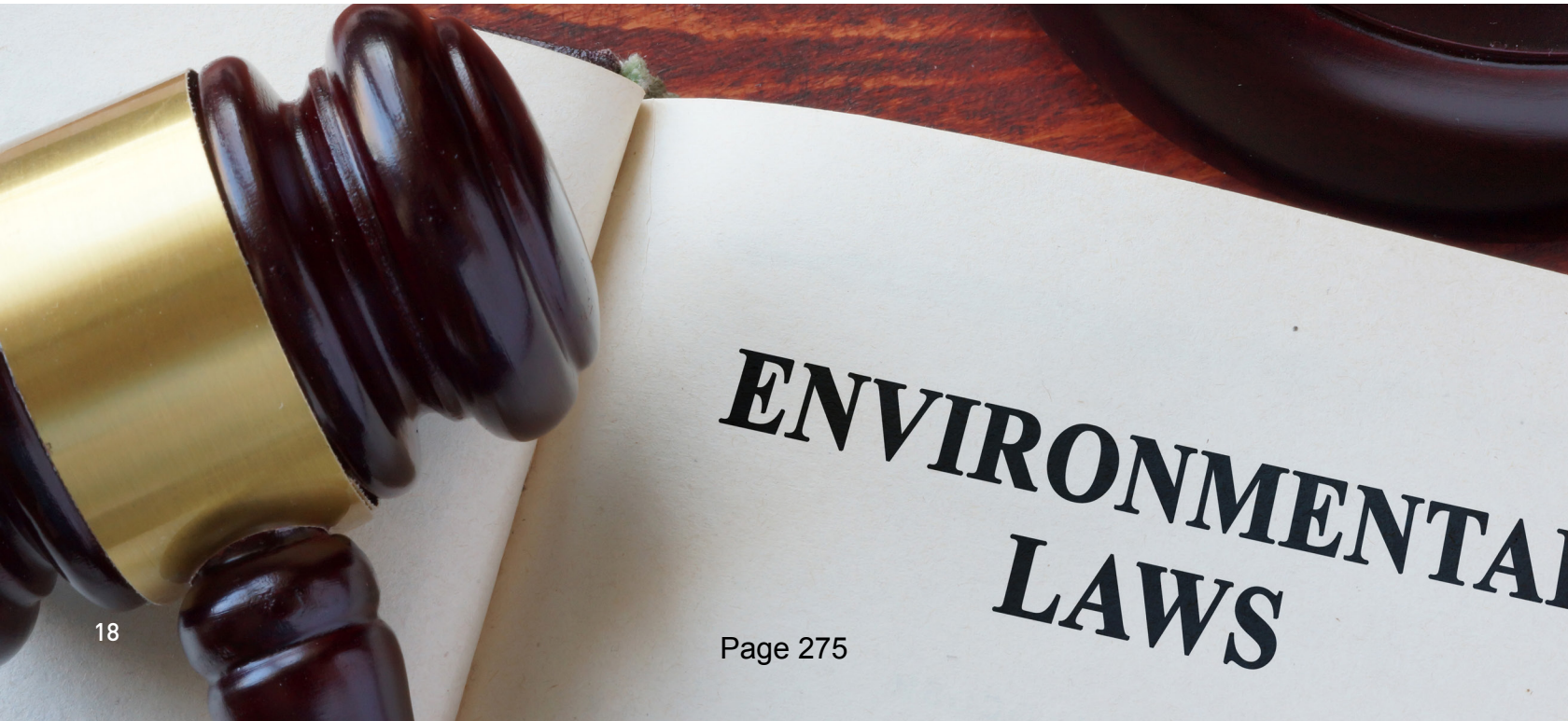
09

# ADVOCACY EFFORTS

Resolutions sent forward to Rural Municipalities of Alberta (RMA) Conferences are one way that municipalities like Wheatland County can advocate politically for change at the provincial and federal levels, on behalf of the needs and wishes of their communities. Following the success of our Wetland Policy resolution at the 2018 Fall RMA Conference, Wheatland County was successful in achieving RMA support for advocacy on two more environmental topics:

## 1 UPDATE OF THE PROVINCIAL CODE OF PRACTICE FOR COMPOST FACILITIES (SPRING CONFERENCE)

This resolution requested that the Government of Alberta update and improve the Province's Code of Practice for Compost Facilities. Wheatland County and its residents experienced a lack of options available to Alberta Environment and Parks for enforcement of environmentally-impactful side-effects of atypical composting methods. Part of the issue was determined to be the non-enforceability of the Standards for Composting Facilities in Alberta, which were developed to replace the Code of Practice but never formally adopted by the Province. To help to prevent similar impacts from occurring both within Wheatland County and throughout the province in the future, Wheatland County advocated for improvement of the enforceable Code of Practice.



## 2 PROVINCIAL EXTENDED PRODUCER RESPONSIBILITY REGULATIONS (FALL CONFERENCE)

With this resolution, Wheatland County requested that the Rural Municipalities of Alberta join the advocacy campaign to encourage the Government of Alberta to implement extended producer responsibility regulations. Extended producer responsibility is a current topic of importance in waste management and recycling. It is an environmental policy approach whereby the producer of a product that produces or becomes waste after being used becomes more responsible for the cost and logistics of what happens to the product once it becomes waste. The intent of extended producer responsibility is to shift the cost and responsibility for managing recycling systems from local governments to producers. This would increase availability and feasibility of recycling options to divert more material from landfills, and force producers of wasteful products to think more carefully about the amount and type of materials being used.

**Wheatland County's "Wheatland West" Waste Transfer Site. Collection bins are pictured, with plastic container recycling collection in the background. Extended Producer Responsibility has a focus on packaging. Shifting responsibility for this packaging would reduce recycling costs for municipalities.**

# CONTACT INFORMATION

**Any comments or questions regarding the content of this Environmental Program Update may be directed to Wheatland County's Agriculture and Environment Department.**

**Russel Muenchrath**
Manager of Agriculture and Environment
Email: russel.muenchrath@wheatlandcounty.ca
Phone: 403-361-2006

**Alyssa Robb**
Environmental Coordinator
Email: alyssa.robb@wheatlandcounty.ca
Phone: 403-361-2007

**Or call our front desk to be directed accordingly: 403-934-3321**

Hard copies of this document are available at the County Office: 242006 Range Road 243, HWY 1, RR 1, Strathmore, AB T1P 1J6. Approximately 7 km east of Strathmore on Highway 1.

Creative landscape photos used in this document represent Wheatland County's agricultural environment and are the work of Sarah Schumacher.

WHEATLAND COUNTY

Where There's Room to Grow

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3rd, 2020** **Resolution No. _____**

Date Prepared February 21st, 2020

**Subject**

Cost sharing request – Hwy 901/Hwy 817 lighting

**Recommendation**

Clear resolution answering – what/who/how/when

**That Wheatland County Council approve submitting a request to Alberta Transportation to cost share the installation of lighting at the intersection of Hwy 901 and Hwy 817.**

**Further, that this funding be cost shared at a 50/50 ratio between Wheatland County and Alberta Transportation.**

**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 concerns over the safety of the intersection of Hwy 901 and Hwy 817. This intersection averages approximately 2600 vehicles per day in each direction and is currently not illuminated. The roads also intersect at an askew angle which adds to the safety concerns due to reduced sightlines.

Alberta Transportation has delayed the reconstruction of this intersection past the 5 year time horizon. Wheatland County would prefer to have the intersection safety improved in a shorter timeframe.

**Relevant Policy / Practices / Legislation**

Cite existing policies, practices and/or legislation

**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.**
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

**Financial**
Current and/or future budget impact
The total cost of installing the lighting at this intersection is approximately $40,000.

**Environmental, Staff and Public Safety**
Consequences for the environment, consideration of effects on the safety of staff and the public
The installation of lighting 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<br>General Manager of Transportation & Agriculture | |
| Reviewed by: | Brian Henderson<br>CAO | |

Estimated costs

| PHASE | | | TASK | FEES PLUS EXPENSES | HOURS |
|---|---|---|---|---|---|
| 1 | PRELIMINARY ENGINEERING | 1.1 | Project initiation meeting - By conf call | $ 197.60 | 1 |
| | | 1.2 | Review of existing information | $ 494.00 | 4.5 |
| | | 1.3 | Warrant Analysis | $ 494.00 | 4.5 |
| | | 1.4 | Prepare preliminary design report for AT review | $ 1,159.60 | 12.5 |
| 2 | DETAILED DESIGN | 2.1 | Coordinate with utility, power source(s) as necessary | $ 452.40 | 4 |
| | | 2.2 | Prepare and submit detailed design package - AT Review | $ 1,118.00 | 11.5 |
| 3 | CONTRACT TENDERING | 3.1 | Tender Document Preparation, including IFT drawings and special provisions | $ 925.60 | 9 |
| 4 | Construction Services | 4.1 | Attend Pre-construction Meeting, Issue IFCs, Review Shop Drawings and respond to RFIs during construction | $ 1,320.80 | 13 |
| 5 | Post Construction Services | 5.1 | Undertake inspection for CCC | $ 1,188.00 | 9 |
| | | 5.2 | Prepare and submit record drawings | $ 1,315.60 | 13.5 |
| | | 5.3 | Warranty Inspection | $ 891.60 | 6.5 |
| | | | | $ - | 0 |
| | | | **TOTAL ESTIMATE** | **$ 9,557.20** | **89** |
| | | | | (Excluding Taxes) | |

**Construction Cost Estimate:**

Assuming that delineation lighting is provided using two luminaires, the estimated cost of construction is provided below:

| No | Line Item | Unit | Qty | Unit Price | Ext Price |
|---|---|---|---|---|---|
| 1 | Mobilization and demobilization | LS | 1 | $2,500 | $2,500 |
| 2 | Underground Conduit Install (HDD) | per m | 60 | $75 | $4,500 |
| 3 | Cable Install | LS | 1 | $1,200 | $1,200 |
| 4 | Precast Concrete Base Installation | each | 2 | $2,100 | $4,200 |
| 5 | Street Standard | each | 2 | $3,400 | $6,800 |
| 6 | Power Distribution enclosure | each | 1 | $8,600 | $8,600 |
| 7 | Trench and Backfill | per m | 25 | $30 | $750 |
| | | | | TOTAL (without contingency) | **$28,550** |

WHEATLAND COUNTY

Where There's Room to Grow

# Request for Decision

**March 3, 2020**

Date Prepared February 26, 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 Environment & Parks (Office of the Minister) – Re: Follow-up to the November RMA Meeting with Minister Nixon.**
- **'Draft' Agreement between Drumheller & District Solid Waste Management Association and Participating Municipalities**

**CAO Comments**
Any additional comments regarding the reason for the recommendation

**RECOMMENDATION**

| **Report/Document:** | **Attached** | X | **Available** | | **None** | |
|---|---|---|---|---|---|---|

**Follow-up Action / Communications**
Timelines, decision-making milestones and key products

Submitted by: Brian Henderson

Reviewed by:

Position: Chief Administrative Officer

ALBERTA
ENVIRONMENT AND PARKS

*Office of the Minister*
*Government House Leader*
*MLA, Rimbey-Rocky Mountain House-Sundre*

103289

FEB 13 2020

Reeve Amber Link
Brian Henderson, Interim Chief Administrative Officer
Wheatland County
242006 RR243, Highway 1 - RR 1
Strathmore AB T1P 1J6
amber.link@wheatlandcounty.ca
brian.henderson@wheatlandcounty.ca

Dear Reeve Link and Brian Henderson:

Thank you for our meeting during the Rural Municipalities of Alberta (RMA) Convention in November. I enjoyed my meetings with municipal leaders to discuss important issues affecting our province, including composting regulations.

I have asked Bev Yee, Deputy Minister, Environment and Parks, to provide Deputy Reeve Klassen with clarity on where the 100-tonne level of sulphur is found in the legislation, determining whether there are water wells underneath the Green For Life facility and ensuring any testing reports on the file are sent to Wheatland County.

If you have any additional questions regarding these matters, please contact James Jorgensen, Compliance Assurance Lead, Environmental Protection Officer, in our Calgary office, at 403-297-6035 (dial 310-0000 for a toll-free connection), or at james.jorgensen@gov.ab.ca.

Our government understands that strong partnerships between rural municipalities and the provincial government are key to meeting community priorities. I see our meeting at the RMA convention as essential to strengthening our partnership.



323 Legislature Building, 10800 97 Avenue, Edmonton, Alberta AB Canada Telephone 780-427-2391 Fax 780-422-6259

Thank you again for meeting with me, and I look forward to our continued work together.

Sincerely,

Jason Nixon
Minister

cc: Honourable Leela Aheer
MLA, Chestermere-Strathmore

Nathan Cooper
MLA, Olds-Didsbury-Three Hills

Joseph Schow
MLA, Cardston-Siksika

Bev Yee
Deputy Minister

James Jorgensen
Environment and Parks

DRAFT



**AGREEMENT ENTERED INTO BY AND BETWEEN:**

**Drumheller & District Waste Management Association**

(Hereinafter referred to as "DDSWMA")

and

**Village of Beiseker**

and

**Village of Acme**

and

**Village of Linden**

and

**Village of Standard**

and

**Village of Rockyford**

and

**Village of Carbon**

and

**Village of Hussar**

and

**Village of Munson**

and

**Town of Truchu**

and

**Kneehill County**

and

**Starland County**

and

**Wheatland County**

(Collectively hereinafter referred to as "the Participating Municipalities")

**WHEREAS,** DDSWMA is an association created to operate and maintain a regional solid waste management system for the benefit of all Participating Municipalities;

**AND WHEREAS** each Participating Municipality operates and maintains a transfer station and transfer containers located within its corporate boundaries;

**AND WHEREAS** all parties agree that the immediate replacement of six (6) transfer containers (TRANSTOR) located within the corporate boundaries of the Participating Municipalities;

**AND WHEREAS** the parties agreed that the Transtor located within the corporate boundaries of the Village of Carbon is to be refurbished and relocated

**AND WHEREAS** DDSWMA and the Participating Municipalities are entering into this agreement for purposes of detailing each parties financial contribution and payment obligations relating to the project;

**NOW THEREFORE** the parties agree as follows:

| | |
|---|---|
| 1. Cost of Transtor replacement and refurbishment | |
| 2. 6 Transtor's to be replaced at $113,885.00 per Transtor | $683,310.00 |
| 3. Carbon Transtor refurbishment and relocation cost | $68,500.00 |
| Total: | $751,810.00 (excluding GST) |
| DDSWMA contribution to project | $120,000.00 |
| Total amount to be repayed by Participating Municipalities | $631,810.00 |

## 2. REPAYMENT OPTIONS

Participating Municipalities will have the option to repay their respective contributions to DDSWMA in one lump sum or in quarterly installments over a ten-year term at a interest rate of 2.3% per annum.

Schedule 'A' hereto attached contains a breakdown of individual Participating Municipality liability.

## 3. PAYMENT ARRANGEMENTS

Participating municipalities shall undertake payment to DDSWMA in terms of the entirety of each Participating Municipality with DDSWMA and shall indicate to DDSWMA the repayment option elected and shall provide full detail of respective payment dates and will provide all information required by DDSWMA. DDSWMA shall indicate to the Participating Municipalities when the first quarterly payment is required to be made.

## 4. GENERAL

4.1 All parties agree that the capital expenditure made in relation to this agreement is necessary and that such expenditure is authorized by a special resolution in accordance with the Bylaw's of the Association.

4.2 Each Participating Municipality by its signature hereto agrees to abide by the terms and conditions of repayment set out herein and shall honor its terms of repayment to DDSWMA.

4.3 This agreement may be executed in any number of counterparts with the same effect as if the parties all signed the same document. All counterparts shall be construed together and shall constitute one instrument.

**This agreement is executed by the parties as of the day of , 2020**

**IN WITNESS WHEREOF;**

The participating municipalities hereto have caused their corporate seals to be affixed as witnessed by their duly authorized officers.

**DRUMHELLER & DISTRICT SOLID WASTE MANAGEMENT ASSOCIATATION**

PER:

_____

_____

**VILLAGE OF BEISEKER**

PER:

_____

_____

**VILLAGE OF ACME**

PER:

_____

_____

**VILLAGE OF LINDEN**

PER:

_____

_____

**VILLAGE OF STANDARD**

PER:

_____

_____

**VILLAGE OF ROCKYFORD**

PER:

_____

_____

**VILLAGE OF CARBON**

PER:

_____

_____

**VILLAGE OF HUSSAR**

PER:

_____

_____

**VILLAGE OF MUNSON**

PER:

_____

_____

**TOWN OF TROCHU**

PER:

_____

_____

**KNEEHILL COUNTY**

PER:

_____

_____

**STARLAND COUNTY**

PER:

_____

_____

**WHEATLAND COUNTY**

PER:

_____

_____

## SCHEDULE A

Participating municipality payment liability.

| | Capital Amount | Interest Paid | Total Paid |
|---|---|---|---|
| **Acme** | $ 19,869.26 | $ 2,391.43 | $ 22,260.69 |
| **Beiseker** | $ 24,920.26 | $ 2,999.36 | $ 27,919.62 |
| **Carbon** | $ 15,1213.83 | $ 1,831.11 | $ 17,044.94 |
| **Hussar** | $ 5,781.26 | $ 695.82 | $ 6,477.08 |
| **Kneehill County** | $ 152,168.74 | $ 18,314.77 | $ 170,483.51 |
| **Linden** | $ 25,194.11 | $ 3,032.32 | $ 28,226.43 |
| **Muson** | $ 5,842.11 | $ 703.15 | $ 6,545.26 |
| **Rockyford** | $ 9,615.14 | $ 1,157.26 | $ 10,772.40 |
| **Standard** | $ 10,740.97 | $ 1,292.76 | $ 12,033.73 |
| **Starland County** | $ 62,863.55 | $ 7,566.15 | $ 70,429.70 |
| **Trochu** | $ 32,192.47 | $ 3,874.63 | $ 36,067.10 |
| **Wheatland County** | $ 267,398.30 | $ 32,183.60 | $ 299,581.90 |