

Village of Hussar & Wheatland County

Intermunicipal Development Plan

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



ACKNOWLEDGEMENTS



Table of Contents

1	INTRODUCTION	5
1.1	PURPOSE OF THE PLAN	5
1.2	LEGISLATIVE REQUIREMENTS.....	7
1.3	MUNICIPAL PROFILES	9
2	PLAN AREA.....	11
2.1	PLAN AREA CHARACTERISTICS	11
2.2	POPULATION ANALYSIS	17
2.3	VACANT LAND ANALYSIS	19
2.4	URBAN EXPANSION	19
3	INTERMUNICIPAL LAND USE POLICIES.....	21
3.1	GENERAL LAND USE POLICIES	21
3.2	URBAN EXPANSION	22
3.3	SERVICING & INFRASTRUCTURE.....	22
3.4	AGRICULTURE.....	23
3.5	RESOURCE EXTRACTION & ENERGY DEVELOPMENT	23
3.6	RENEWABLE ENERGY DEVELOPMENT	24
3.7	TRANSPORTATION.....	24
3.8	TELECOMMUNICATION TOWERS / UTILITIES	25
3.9	RECREATION & NATURAL ENVIRONMENT	26
3.10	INTERPRETATION	27
4	PLAN ADMINISTRATION AND IMPLEMENTATION	28
4.1	INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE	28
4.2	INTERMUNICIPAL REFERRAL POLICIES	30
4.3	PLAN VALIDITY	32
5	DISPUTE RESOLUTION	34
5.1	GENERAL DISPUTE PROCESS	34

APPENDIX A | DEFINITIONS

Table of Maps

MAP 1: IDP PLAN AREA.....	6
MAP 2: REGIONAL CONTEXT.....	10
MAP 3: SOIL CLASSIFICATION	12
MAP 4: ENVIRONMENTAL CONSIDERATIONS.....	14
MAP 5: ENERGY AND CONSTRAINTS	15
MAP 6: LAND USE DESIGNATIONS.....	16
MAP 7: VACANT LAND ANALYSIS & FUTURE GROWTH AREAS.....	20

Table of Figures

FIGURE 1: VILLAGE OF HUSSAR HISTORIC POPULATION	17
FIGURE 2: 2016 CENSUS HUSSAR POPULATION BY 5-YEAR COHORT	18
FIGURE 3: DISPUTE RESOLUTION FLOW CHART	36



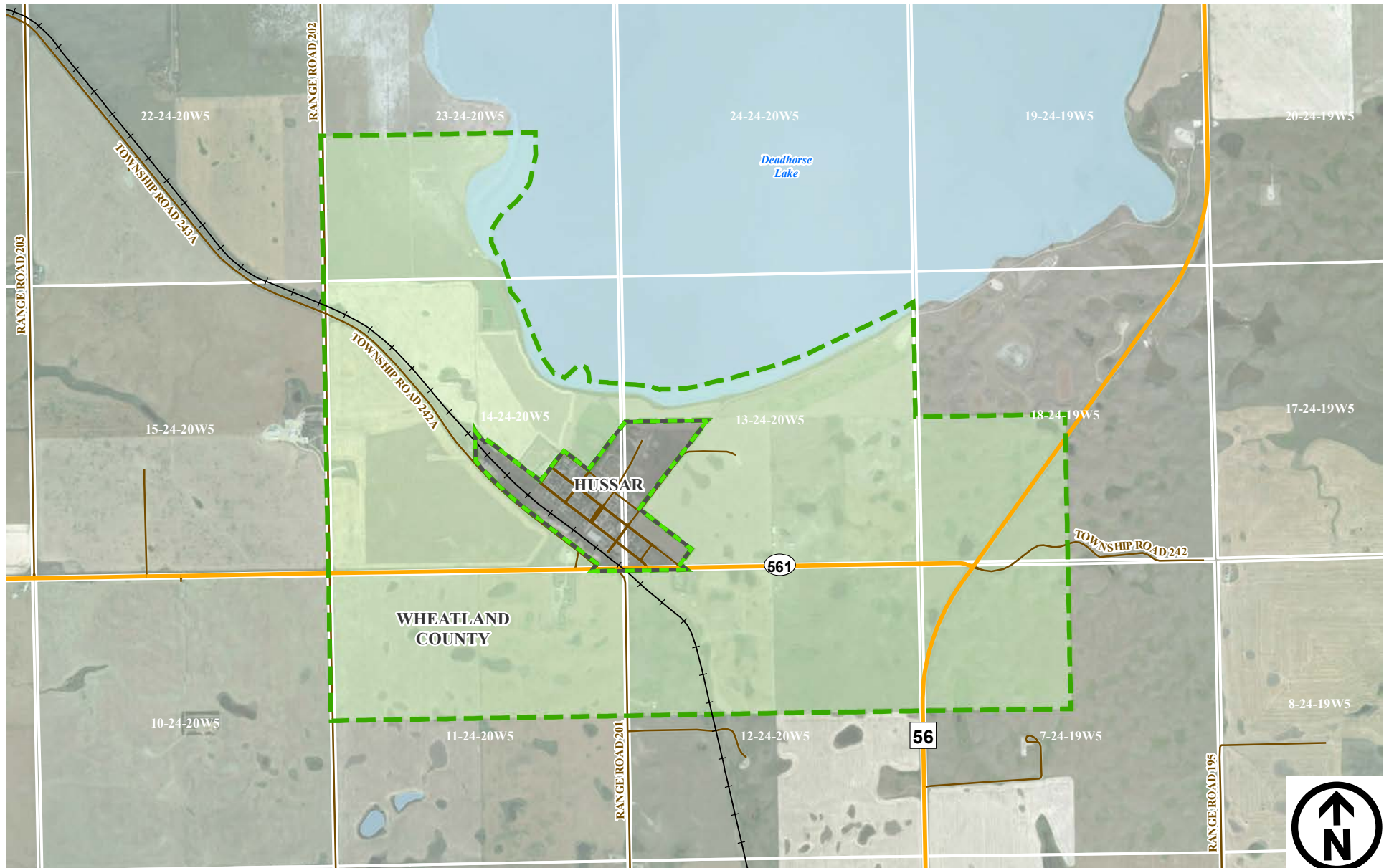
1 INTRODUCTION

1.1 PURPOSE OF THE PLAN

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

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

IDP BENEFITS	<ul style="list-style-type: none">• municipal cost-savings, as a result of infrastructure and service sharing, which also provides residents with a higher quality of life;
	<ul style="list-style-type: none">• reinforcing and protecting both municipalities' development philosophies and goals;
	<ul style="list-style-type: none">• mitigating the potential for future intermunicipal conflict; and
	<ul style="list-style-type: none">• 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.



Data Sources: Altalis, Government of Canada
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0 150 300 450 600 metres 1:30,000



Legend

- Intermunicipal Development Plan Shared Boundary
- - - Intermunicipal Development Plan Area Boundary
- Municipal Boundary
- +— Former Railway
- Paved Highway
- Paved Road
- - - Unpaved Road

Map 1: IDP Plan Area

Wheatland County - Village of Hussar

Intermunicipal Development Plan

March 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 Hussar

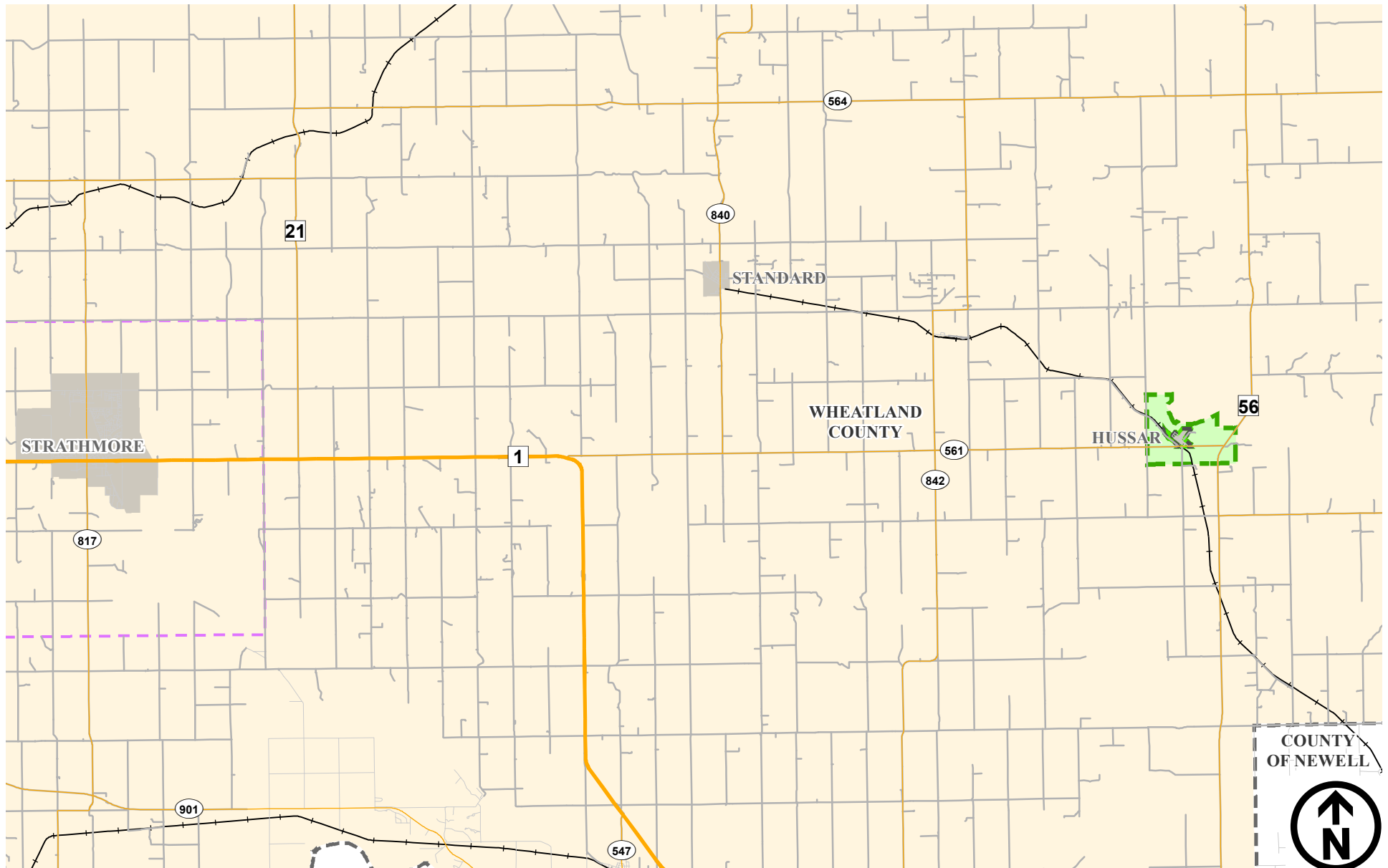


The Village of Hussar is located in south-central Alberta, within Wheatland County, situated east of Strathmore and south of Drumheller. According to the 2016 Canadian census the population of the Village was 190. The Village is located at the edge of Deadhorse Lake and near the junction of provincial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

Wheatland County



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



Data Sources: Altalis, Government of Canada
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0 1.5 3 4.5 6 Kilometers

1:250,000



Legend

- Intermunicipal Development Plan Shared Boundary
- - - Intermunicipal Development Plan Area
- - - CMRB Boundary
- Wheatland County
- Hamlet
- Municipal Boundary
- Village

Map 2: IDP Regional Context

Wheatland County - Village of Hussar

Intermunicipal Development Plan

March 2019

Map and data for informational and planning purposes only.



2 PLAN AREA

2.1 PLAN AREA CHARACTERISTICS

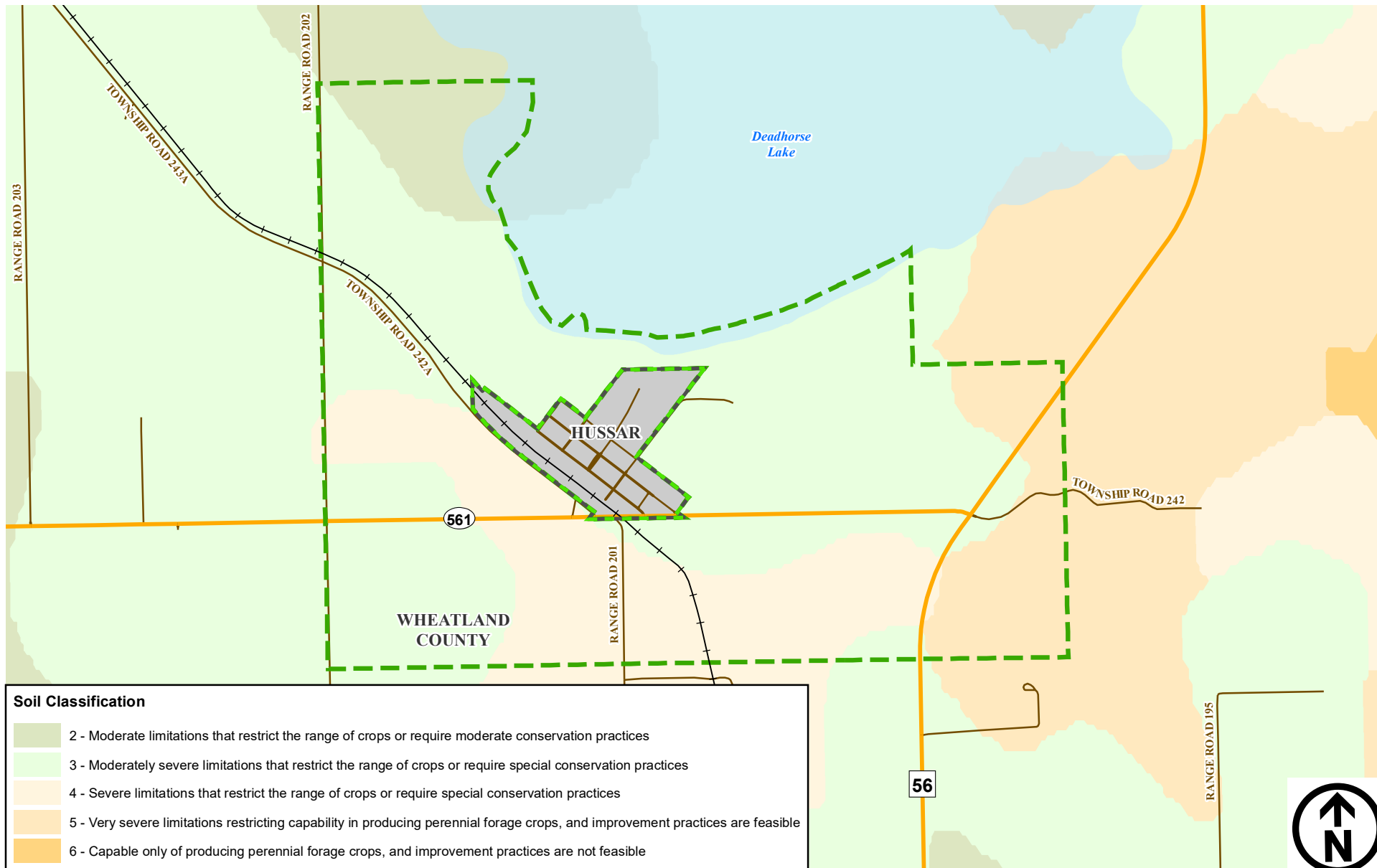
The Plan Area consists of an area approximately 721.44 hectares (1,782.72 acres) as illustrated on **Map 1: IDP Plan Area**.

Key characteristics of the Plan Area include the following:

AGRICULTURE & SOIL CHARACTERISTICS

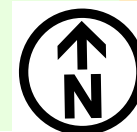


- Agriculture is the primary land use of the area.
- There is a mix of agricultural operations including grazing and crop farming in the area.
- The area contains a variety of soil characteristics that range of soil class 2 to class 4, as shown on **Map 3: Soil Classification**.



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Legend

- Intermunicipal Development Plan Shared Boundary
- Intermunicipal Development Plan Area Boundary
- Former Railway
- Paved Highway
- Paved Road
- Unpaved Road
- Village

Map 3: Soil Classification

Wheatland County - Village of Hussar

Intermunicipal Development Plan

March 2019

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NATURAL LANDSCAPE



- Deadhorse Lake is located north of the Village of Hussar and is a shallow depth large water body. There are minimal recreation amenities on the lake.
- A large portion of the Plan Area is used for agriculture with some areas remaining as natural wetlands and related ecological features.
- Environmental features are shown on **Map 4: Environmental Considerations**

TRANSPORTATION INFRASTRUCTURE



- Highway 561 and 56 are the main transportation corridors in the Plan Area. The major intersection is the junction of these two highways.
- A former CPR railway right-of-way also runs through the Village in a northwest – southeast direction but is no longer operating and is now owned by the Village.
- Transportation Infrastructure is shown on **Map 5: Energy & Constraints**

RESIDENTIAL DEVELOPMENT



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

ENERGY

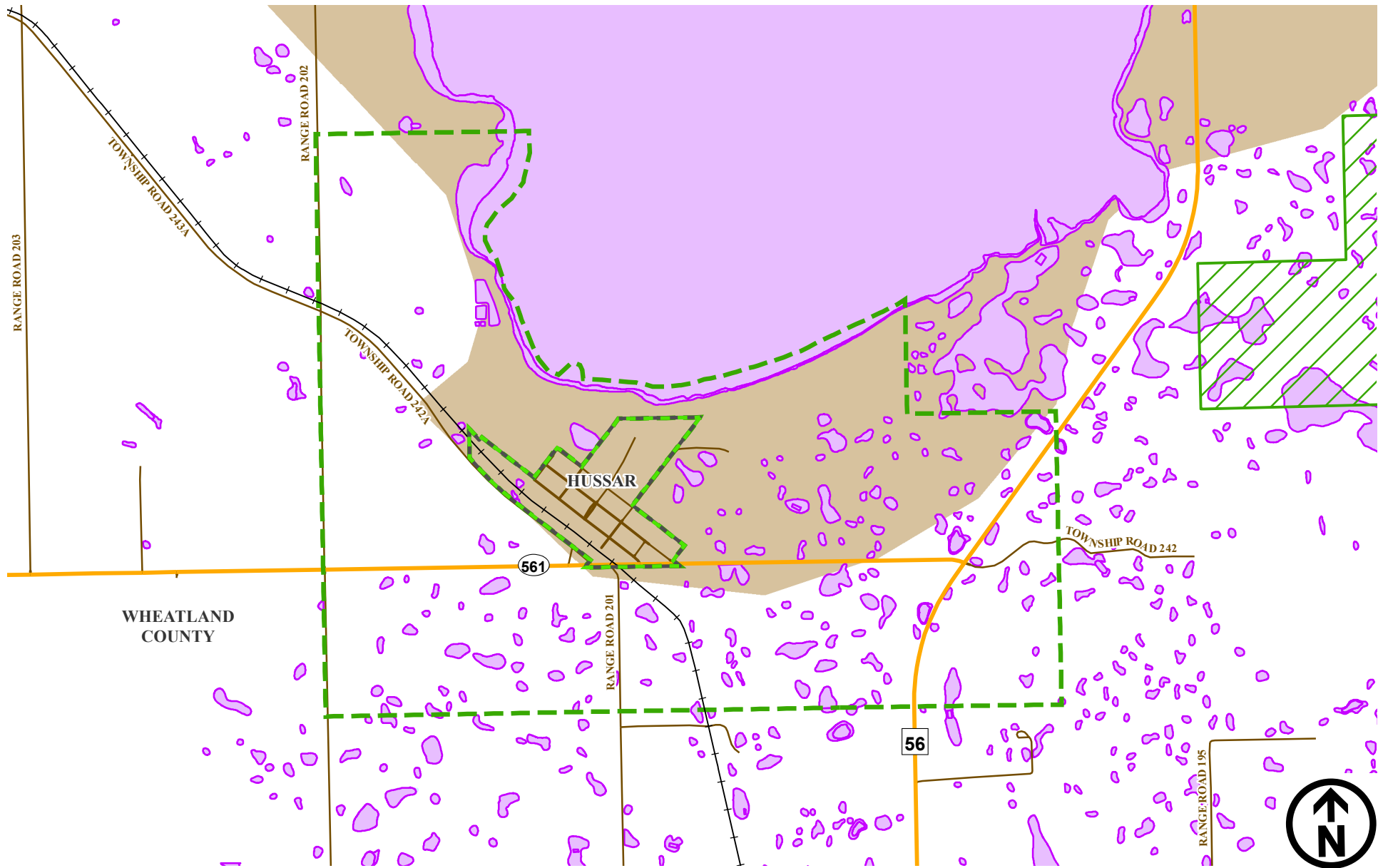


- There are energy facilities within the Plan Area including well sites and pipelines as shown on **Map 5: Energy & Constraints**. Minimizing risk to these facilities is important during the planning process.

LAND USE DESIGNATIONS



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



Data Sources: Altalis, Government of Canada
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Legend

- | | |
|---|----------------|
| Intermunicipal Development Plan Shared Boundary | Former Railway |
| Intermunicipal Development Plan Area Boundary | Paved Highway |
| Alberta Wetland Inventory | Paved Road |
| Environmentally Significant Area | Unpaved Road |
| Sand And Gravel Deposit | |

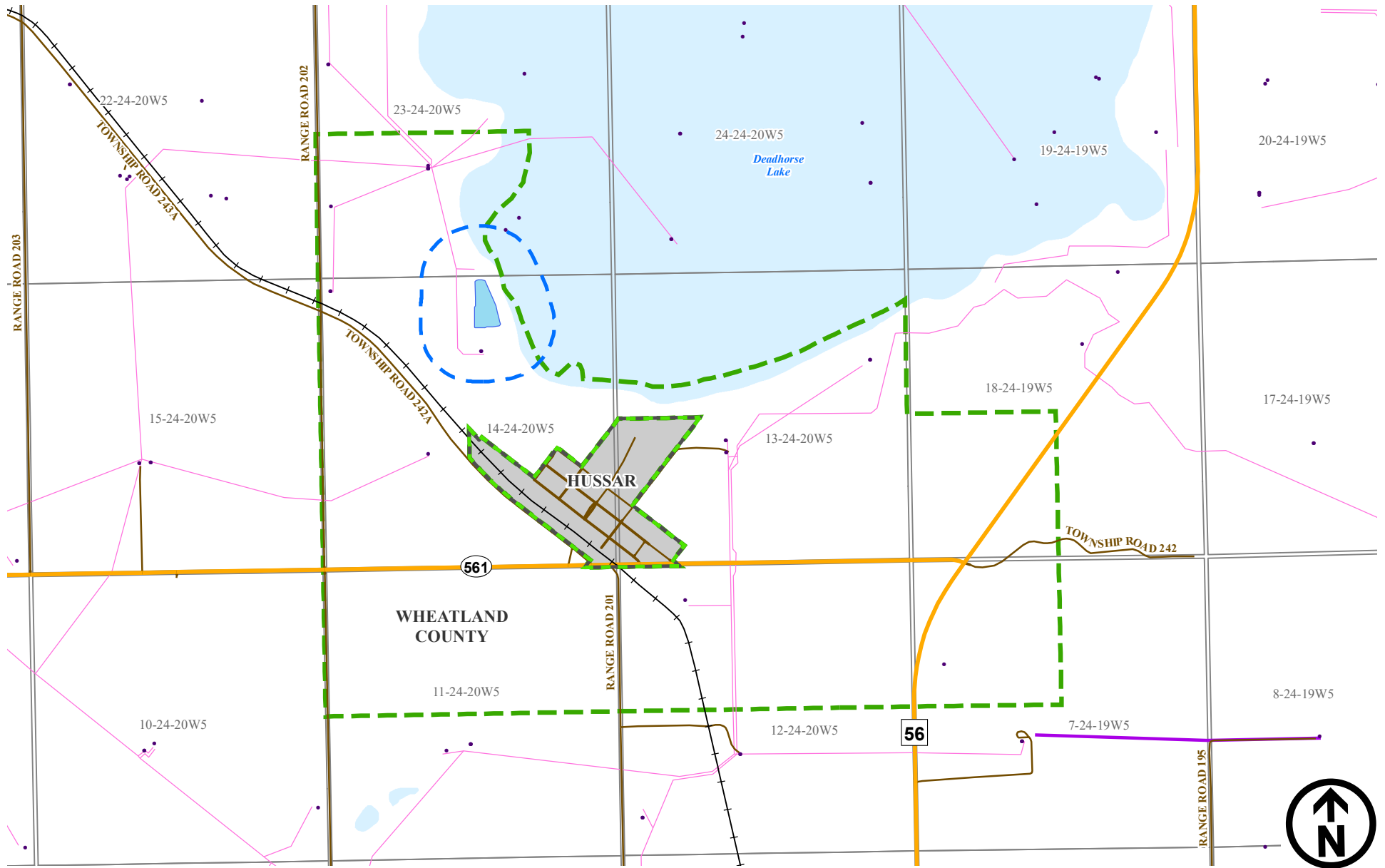
Map 4: Environmental Considerations

Wheatland County - Village of Hussar Intermunicipal Development Plan

March 2019

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0 150 300 450 600 metres **1:30,000**

Legend

- Wellsite
- Intermunicipal Development Plan Shared Boundary
- Intermunicipal Development Plan Area Boundary

Pipeline Type

- Natural Gas
- Oil Pipeline
- Sewage Lagoon Setback (300m)
- Sewage Lagoon

- Former Railway
- Paved Highway
- Paved Road
- Unpaved Road
- Village

Map 5: Energy and Constraints

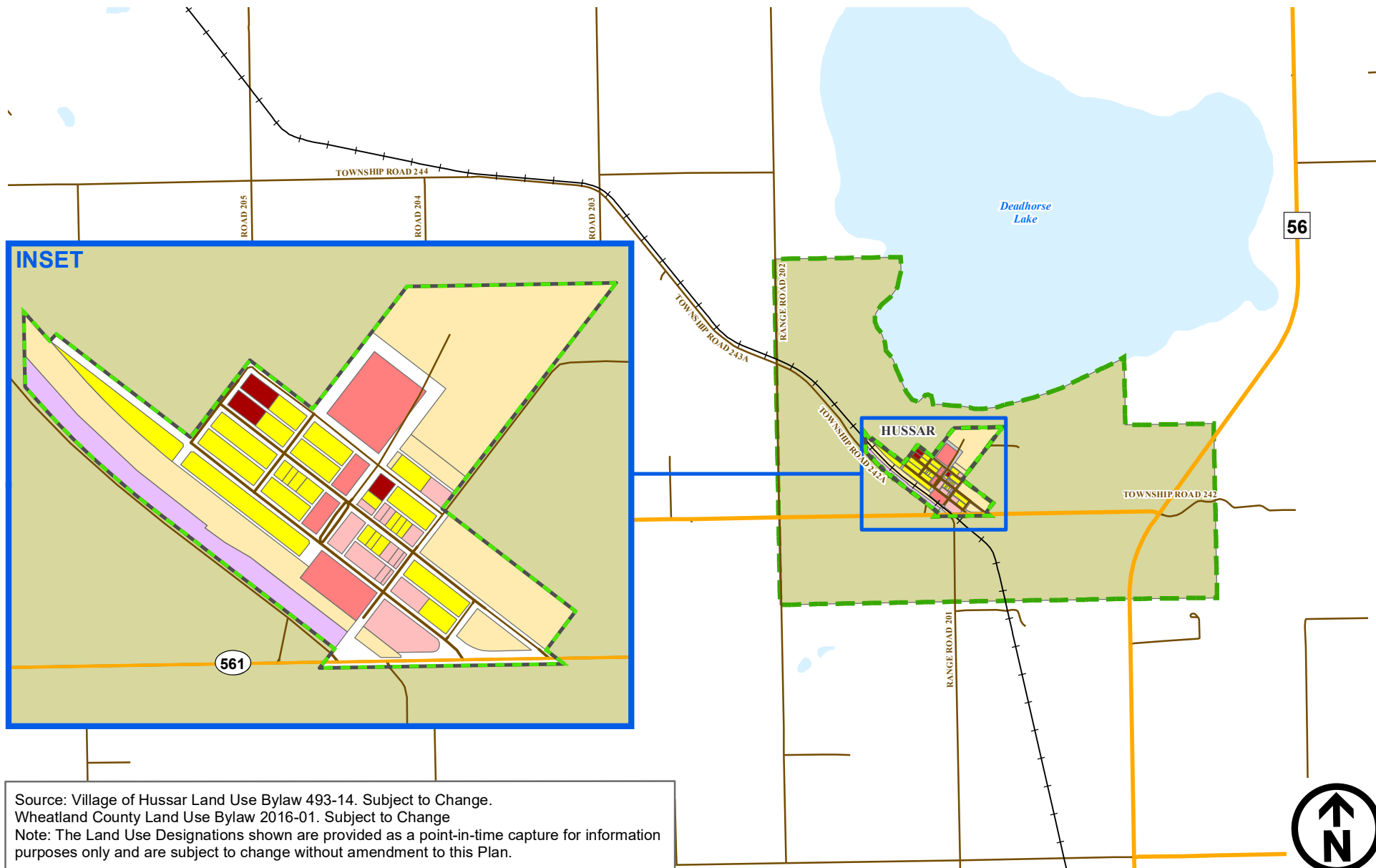
Wheatland County - Village of Hussar

Intermunicipal Development Plan

March 2019

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Legend

- Intermunicipal Development Plan Shared Boundary
- Intermunicipal Development Plan Area Boundary

- Former Railway
- Paved Highway
- Paved Road
- Unpaved Road
- Village

Land Use

- AG - Agricultural General District
- C - Commercial
- CS - Community Service District

- I - Industrial
- R - Residential
- R-MH - Residential Mobile Home
- UR - Urban Reserve

Map 6: Land Use Designation Wheatland County - Village of Hussar Intermunicipal Development Plan

May 2019

Map and data for informational and planning purposes only.

2.2 POPULATION ANALYSIS

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

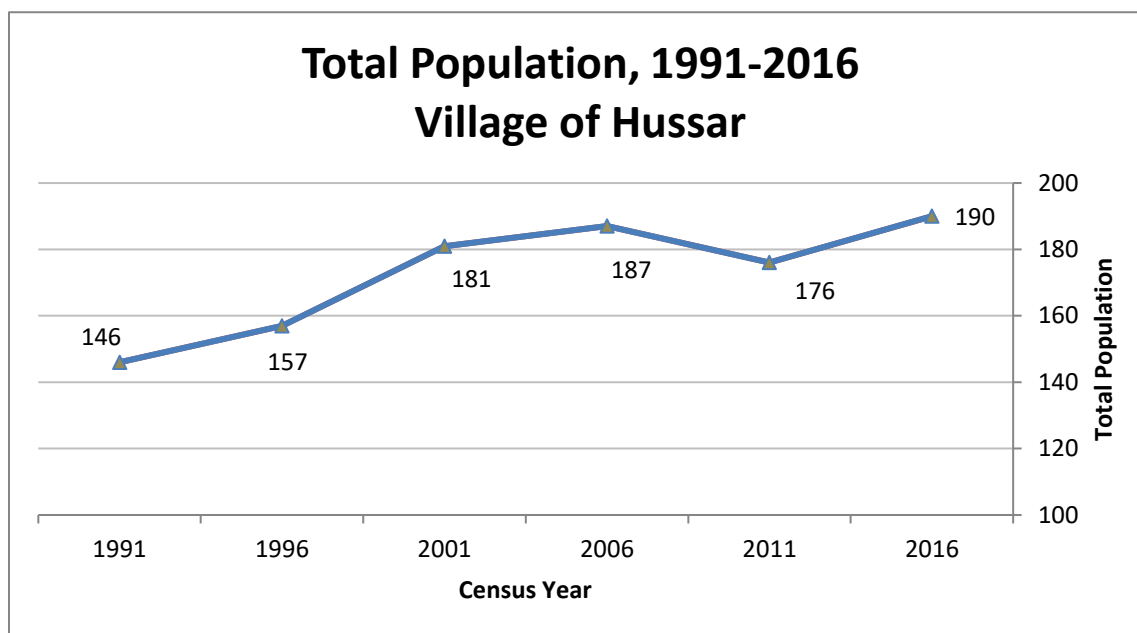


Figure 1: Village of Hussar Historic Population

Population Age Distribution

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

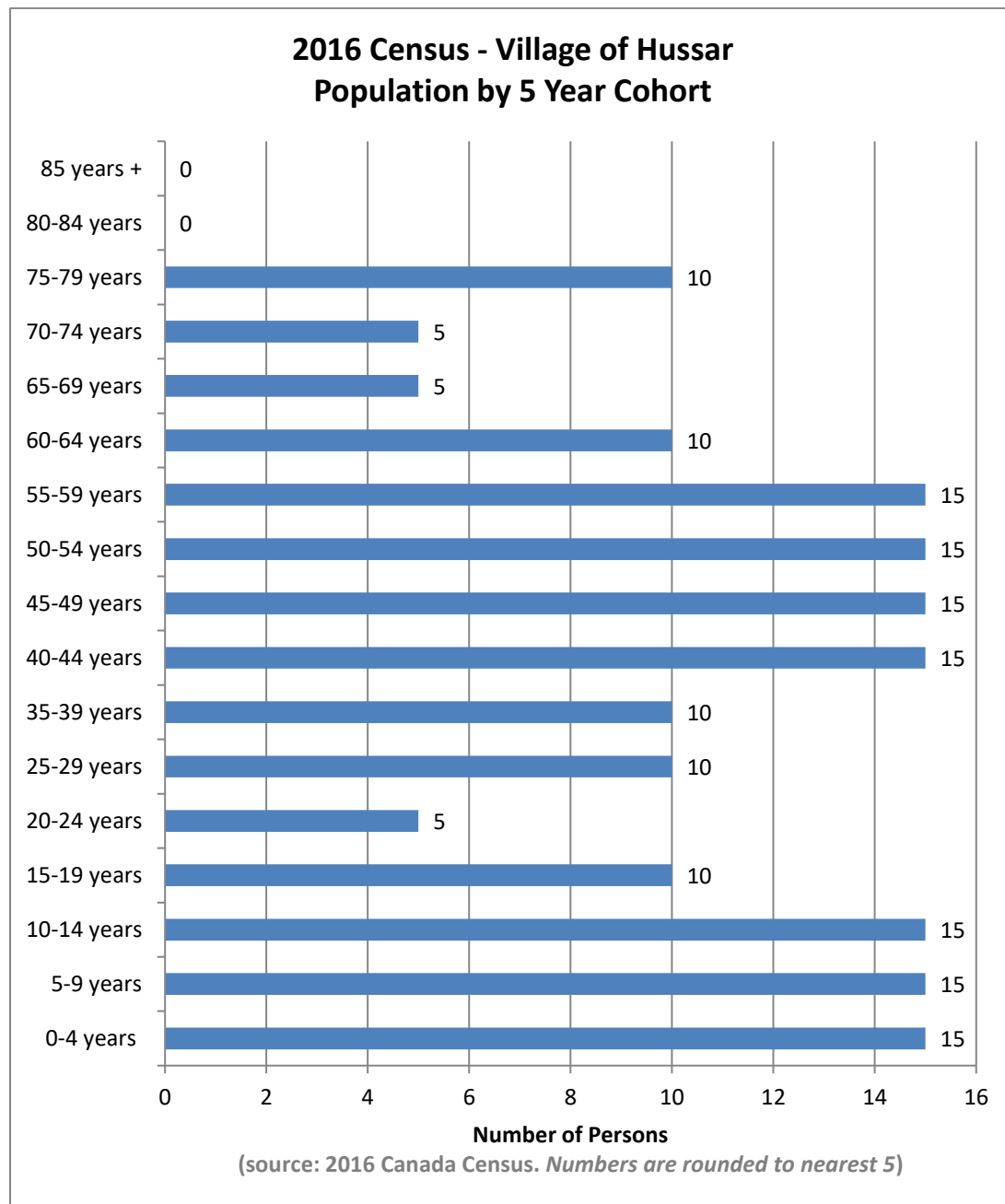



Figure 2: 2016 Census Hussar Population by 5-year Cohort

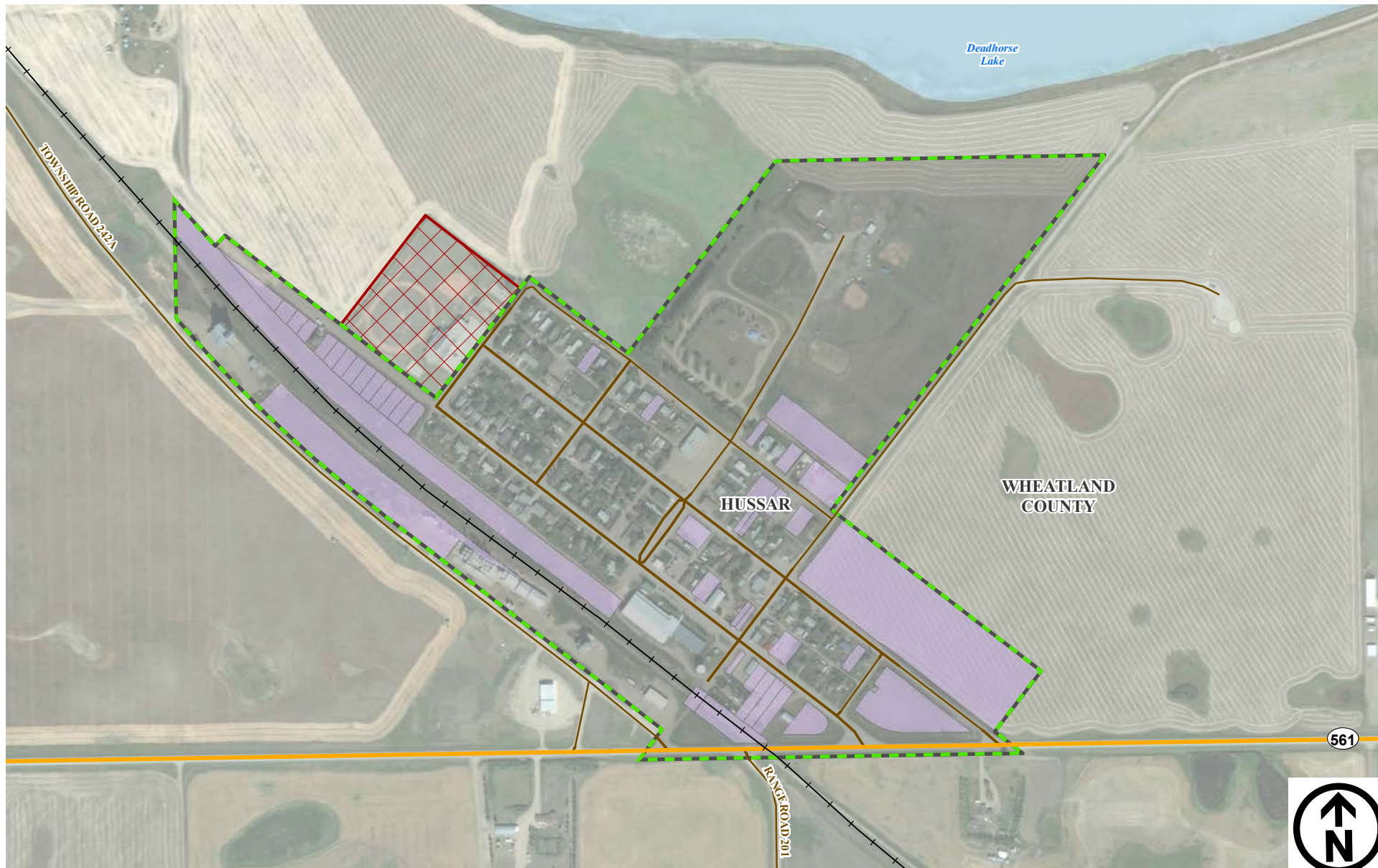
2.3 VACANT LAND ANALYSIS

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

VACANT LAND ANALYSIS		
		
Total Vacant Land	12.3 hectares	30.38 acres

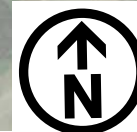
2.4 URBAN EXPANSION

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



Data Sources: Altalis, Government of Canada
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0 50 100 150 200 metres 1:7,500



Legend

- | | |
|---|----------------|
| Intermunicipal Development Plan Shared Boundary | Former Railway |
| Potential Future Village Expansion | Paved Highway |
| Vacant Land | Paved Road |
| | Unpaved Road |
| | Waterbody |



Map 7: Vacant Land Analysis

Wheatland County - Village of Hussar

Intermunicipal Development Plan

May 2019

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3 INTERMUNICIPAL LAND USE POLICIES

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

3.1 GENERAL LAND USE POLICIES

INTENT

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

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. The Village of Hussar has expressed a desire to include the former school lands identified on **Map 7: Vacant Land Analysis** within their municipal jurisdiction to assist in rationale planning of their municipality.

POLICIES

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

3.3 SERVICING & INFRASTRUCTURE

INTENT

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

POLICIES

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

3.4 AGRICULTURE

INTENT

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

POLICIES

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

3.5 RESOURCE EXTRACTION & ENERGY DEVELOPMENT

INTENT

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

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

3.6 RENEWABLE ENERGY DEVELOPMENT

INTENT

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

POLICIES

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

3.7 TRANSPORTATION

INTENT

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

POLICIES

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

3.8 TELECOMMUNICATION TOWERS / UTILITIES**INTENT**

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

POLICIES

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

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

3.9 RECREATION & NATURAL ENVIRONMENT

INTENT

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

POLICIES

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

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

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

3.10 INTERPRETATION

INTENT

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

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

4.1 INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE

INTENT

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

POLICIES

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

a regular Council meeting. The municipalities shall notify one another upon appointing members and alternate members to the Committee.

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

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

4.2 INTERMUNICIPAL REFERRAL POLICIES

INTENT

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

POLICIES

General

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

Response Timelines

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

Statutory Plans

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

Land Use Bylaws

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

Outline Plans, Area Concept Plans & Design Concepts

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

Subdivision and Development

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

Consideration of Responses

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

4.3 PLAN VALIDITY

INTENT

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

POLICIES

Addressing Provincial Regional Planning Requirements

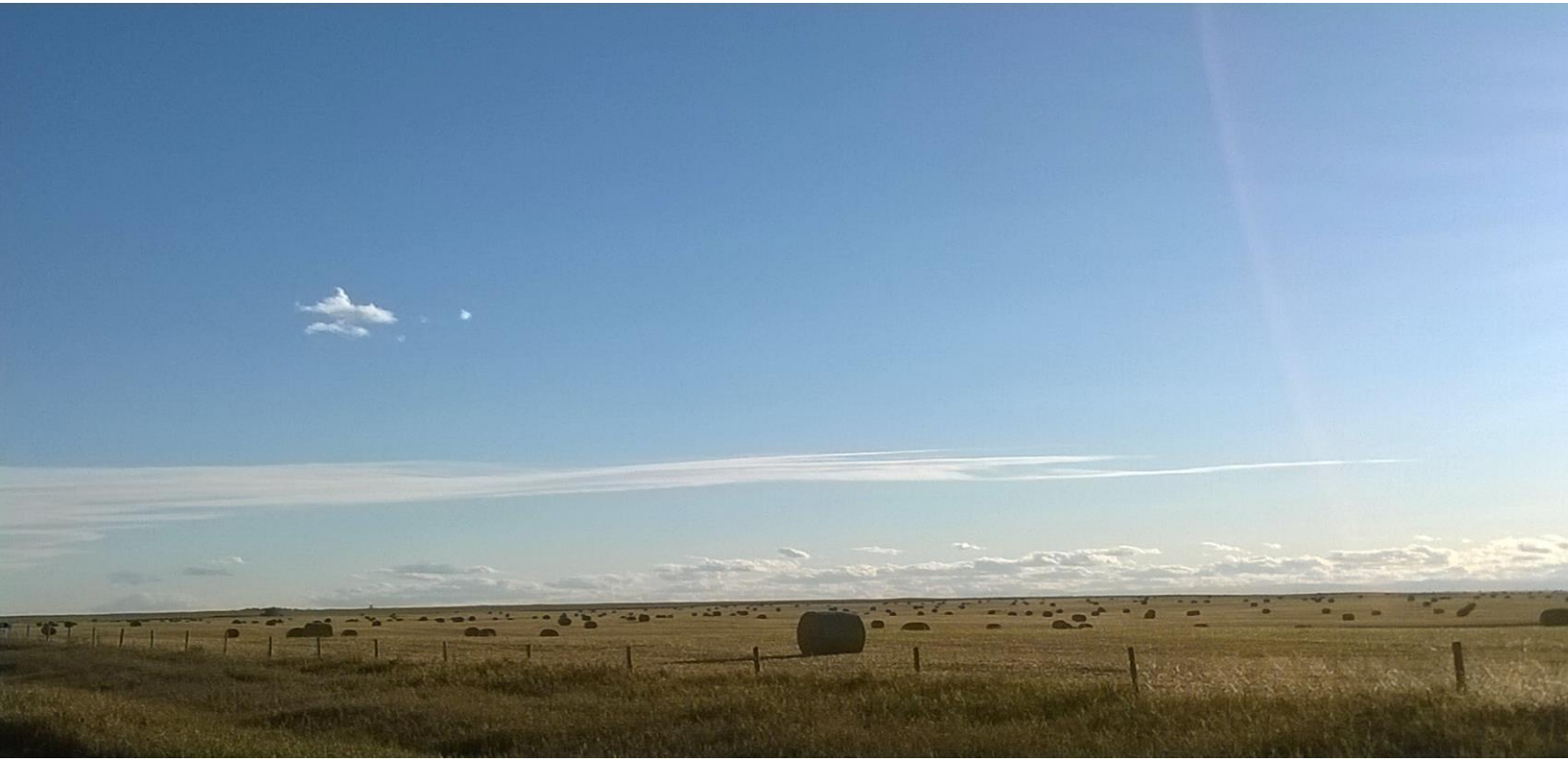
The two municipalities are located within the South Saskatchewan Regional Plan (SSRP) which has been completed and came into effect September 1, 2014.

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

Addressing Municipal Amendments and Plan Validity

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

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



5 DISPUTE RESOLUTION

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

5.1 GENERAL DISPUTE PROCESS

INTENT

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

POLICIES

General Agreement

The municipalities agree that:

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

Dispute Resolution

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

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

Filing an Intermunicipal Dispute under the Municipal Government Act

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

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

Dispute Resolution Flow Chart

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

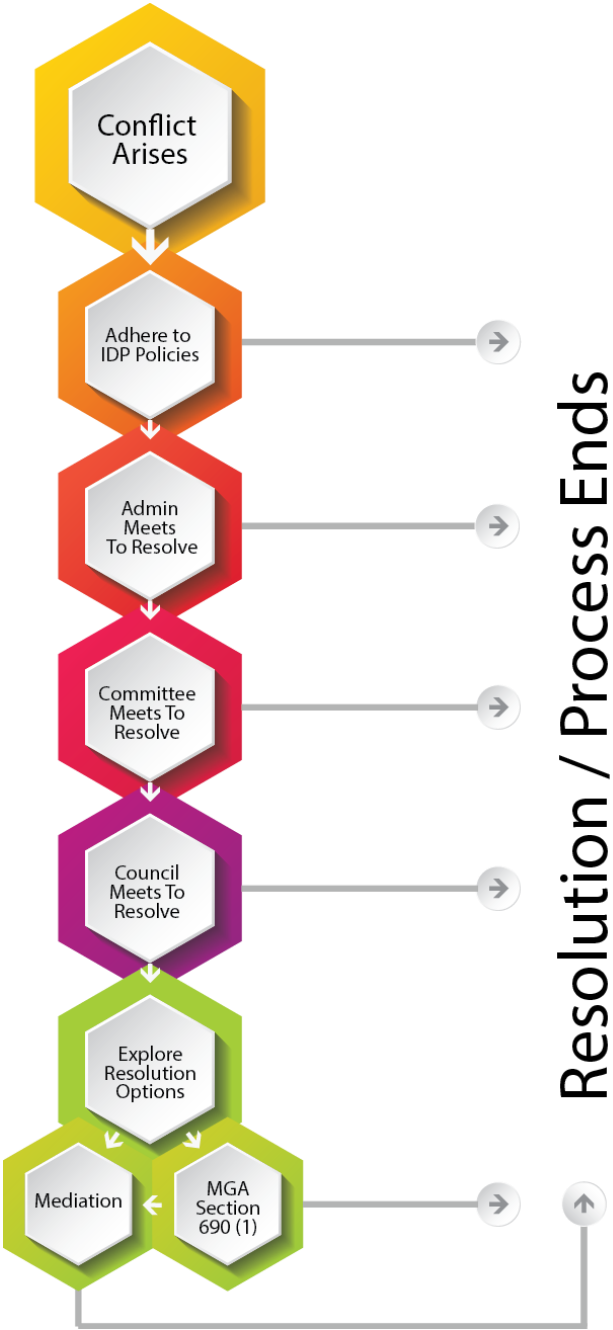


Figure 3: Dispute Resolution Flow Chart



APPENDIX A | DEFINITIONS

APPENDIX A | DEFINITIONS

Adjacent Land(s): Land that abuts or is contiguous to the parcel of land that is being described and includes land that would be contiguous if not for a highway, road, lane, walkway, watercourse, utility lot, pipeline right-of-way, power line, railway or similar feature and any other land identified in a land use bylaw as adjacent for the purpose of notifications under the *Municipal Government Act, Revised Statutes 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;
- k) the abandonment and reclamation of confined feeding operations and manure storage facilities.

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

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

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

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

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

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

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

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

- a) an excavation or stockpile and the creation of either of them;
- 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 Hussar and Wheatland County.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Class 1 – Soils in this class have no significant limitations in use for crops.

Class 2 – Soils in this class have moderate limitations that restrict the range of crops or require moderate conservation practices.

Class 3 – Soils in this class have moderately severe limitations that restrict the range of crops or require special conservation practices.

Class 4 – Soils in this class have severe limitations that restrict the range of crops or require special conservation practices.

Class 5 – Soils in this class have very severe limitations that restrict their capability in producing perennial forage crops, and improvement practices are feasible.

Class 6 – Soils in this class are capable only of producing perennial forage crops, and improvement practices are not feasible.

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

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

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

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

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