

INTERMUNICIPAL DEVELOPMENT PLAN

Adopting Bylaws

**County of Grande Prairie No. 1 Bylaw No. 3157
Town of Sexsmith Bylaw No. 1028**



May 2021



Bylaw # 3157
Town of Sexsmith / County of Grande Prairie No. 1
Inter-municipal Development Plan Bylaw

A Bylaw of the County of Grande Prairie No. 1, in the Province of Alberta for the purpose of adopting an Intermunicipal Development Plan between the County of Grande Prairie No. 1 and the Town of Sexsmith in accordance with provisions of the Municipal Government Act, R.S.A., 2000, Chapter M-26, and amendments thereto.

WHEREAS the Council of the County of Grande Prairie No. 1 has the authority pursuant to the Provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M26, and amendments thereto to adopt an Intermunicipal Development Plan and;

WHEREAS the Council of the County of Grande Prairie No. 1 has undertaken to prepare such a plan.

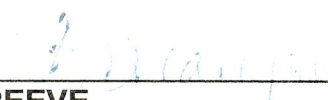
THEREFORE, be it resolved that the Council of the County of Grande Prairie No. 1 in the Province of Alberta, duly assembled hereby enacts as follows:

1. That the Town of Sexsmith / County of Grande Prairie Inter-municipal Development Plan and its attachments, shown as Schedule "A" are hereby adopted as a Bylaw.
2. That the provisions of this Bylaw apply to all lands within the area outlined with a red dashed line on the Intermunicipal Development Plan Figure 2, Future Predominant Land Use map.
3. This Bylaw comes into effect on the date of it finally being passed.

Read a FIRST time this 3rd Day of May 2021.

Read a SECOND time this 3rd Day of May 2021.

Read a THIRD and FINAL time this 31st Day of May 2021.



REEVE




CHIEF ADMINISTRATIVE OFFICER

ATTACHMENTS:

Schedule "A" – Town of Sexsmith / County of Grande Prairie Inter-municipal Development Plan

CERTIFIED A TRUE COPY

Joulia Whittleton

SIGNED 
DATE June 2, 2021

TOWN OF SEXSMITH

BYLAW NO. 1028

A Bylaw to adopt the Town of Sexsmith/County of Grande Prairie
Intermunicipal Development Plan.

WHEREAS the Municipal Government Act, RSA 2000, Chapter M-26 requires the Councils of one or more municipalities that share common boundaries to adopt an Intermunicipal Development Plan; and

WHEREAS the Municipal Councils of the Town of Sexsmith and the County of Grande Prairie No. 1 deem it desirable to adopt a Intermunicipal Development Plan;

NOW THEREFORE the Municipal Council of the Town of Sexsmith, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. THAT the Town of Sexsmith /County of Grande Prairie Intermunicipal Development Plan attached hereto as Schedule "A", be adopted.
2. This Bylaw shall come into effect upon the date of final passage thereof.

READ a first time this 15th day of March, 2021.

READ a second time this 3rd day of May, 2021.

READ a third time and finally passed this 17th day of May, 2021.



Kate Potter, Mayor



Rachel Wueschner
Chief Administrative Officer

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SECTION 1: INTRODUCTION

1.1 Purpose of Plan

The Municipal Government Act (MGA) requires all municipalities to adopt an Intermunicipal Development Plan (IDP) with each of its municipal neighbours. The IDP reflects mutual agreement on growth and development between two or more municipalities.

This IDP, adopted by Bylaw, identifies a 50 year development strategy between the County of Grande Prairie and the Town of Sexsmith. An IDP is a collaborative plan that is intended to address the long-term growth and development of lands that are of joint interest to the municipalities, in a coordinated fashion, and to promote regional partnerships. Matters of interest include land use, transportation, servicing, future growth, economic development, intermunicipal programs, and the funding of future growth.

1.2 Enabling Legislation

This IDP has been prepared in accordance with Section 631(2) of the MGA, which states that an IDP:

- must address:
 - 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, and
 - any other matter related to the physical, social or economic development of the area that the councils consider necessary; and
- must include:
 - 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.

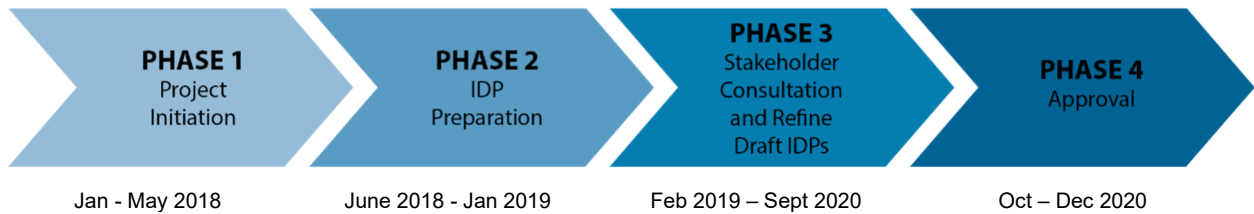
This IDP also meets the requirements of the Provincial Land Use Policies to encourage cooperative approaches to managing growth and development:

“To foster cooperation and coordination between neighbouring municipalities and between municipalities and provincial departments and other jurisdictions in addressing planning issues and in implementing plans and strategies”.

1.3 Plan Process

The IDP preparation process included four phases as shown in Figure 1.1 below.

Figure 1.1: Plan Process



Each phase included engagement with each municipality's Council and Administration. A Steering Committee consisting of two Councillors and CAO or designate from the County and Town was established to oversee preparation of the IDP, review and discuss issues, gather feedback, and make refinements.

Community engagement with residents and stakeholders occurred in Phase 1 and 3. The community engagement strategy included a combination of Community Open Houses, landowner follow-up, and online engagement.

Phase 1 Engagement

Phase 1 engagement consisted of a community open house conducted in Sexsmith on June 27, 2018, and an on-line survey. The open house was advertised via the Town and County websites and social media, and notice mailed to area landowners. A total of 35 residents and stakeholders attended. An online survey and mapping tool was also available from June 26 to July 22, 2018 and 15 participants used that opportunity to provide a response.

A high level summary of key themes heard is as follows:

- Concerns about where water is coming from for industrial development in Emerson Trail (Highway 672). Opportunity to serve with municipal water and sewer should be considered.
- Need to consider wetlands to the northeast and southeast of Town.
- Need to preserve prime agriculture lands, and protect it from being fragmented by other development.
- Additional amenities and services in Town including seniors housing, and commercial and retail opportunities are desired.
- Range Road 63 needs to be upgraded – questions respecting timing. Also concerns respecting Range Roads 62 and 51.
- Need to find a balance between the County and Town for revenue sharing, providing services and providing and maintaining infrastructure.
- Future plans for Highway 2 intersections.

Phase 3 Engagement

Phase 3 engagement consisted of two public meetings conducted back-to-back on November 18, 2020. The meetings were advertised via the Town and County's website and social media, and notice mailed to area landowners. Attendance at the sessions was capped at 12 for each session in accordance with COVID protocols, with 10 attending the first session and 8 at the second session.

The issues/discussion topics raised included the following:

- Concern about the size of the plan area – it was clarified that the larger area is a referral area only and that agricultural land use will continue unimpeded.
- Several attendees expressed concern with expansion of industrial growth to the east, and that it be more focussed on the Emerson Trail area as infrastructure is already in place; concern with industrial sprawl; spoils landscape and rural/agricultural lifestyle; removal of good farmland from production.
- Timing of/plans for upgrades of Range Roads 61 and 63.
- Identify Township Road 734 west of Sexsmith as a priority. Push traffic to RR 63 instead of RR 61.
- Range Road 55 is a dead end – doesn't make sense to encourage development in that direction.
- Concern with safety of Highway 2/Emerson Trail intersection – sight lines and visibility.
- Question of impact of plan on rural taxes.
- Concern with surface flooding/runoff in the County.

1.4 Plan Context

The IDP applies to all lands located within a 3.2 km radius of the Town, an area consisting of approximately 10,150 ha of land. Land uses within the IDP area are predominately agriculture with scattered country residential development primarily to the north and east of the Town. A substantial amount of industrial development is located immediately to the south of the Town adjacent to the Emerson Trail (Highway 672). The Town's sewage treatment facilities are located to the southeast. In addition, there are numerous wetlands located within the IDP area.

This IDP is based on a 50-year time horizon. Estimates of population growth and associated land requirements were generated to help inform the establishment of future growth areas for the Town. The detailed findings are contained in the Opportunities and Constraints Discussion Paper (ISL, 2018) prepared in support of this IDP, but a brief summary of the results is provided below for reference.

Population projections were prepared based on 2.0% (low), 2.5% (medium), and 3.0% (high) growth scenarios, presented in Table 1.1 below.

Table 1.1: Population Estimates

Year	Low (2%)	Medium (2.5%)	High (3%)
2018	2,726	2,753	2,780
2048	4,937	5,774	6,747
2068	7,337	9,461	12,185

Although three scenarios were generated for the purpose of comparison, the municipalities determined at its first Steering Committee meeting in June 2018 that the high growth scenario was the preferred approach.

Table 1.2 provides a summary of estimated land requirement projections that support the identification of future growth areas for the Town within the IDP area. Estimated land requirements for the Town beyond its current boundaries by core land use – residential, commercial, and industrial (institutional is embedded within residential) – were generated for the three population projection scenarios.

Table 1.2: 50-Year Land Requirements Beyond Boundary

Growth Scenario	Land Requirements Beyond Boundary*			
	Residential	Commercial	Industrial	Total
Low	305.6 ha surplus	24.8 ha surplus	185.5 ha surplus	0 ha required
Medium	216.0 ha surplus	4.8 ha surplus	133.6 ha surplus	0 ha required
High	102.2 ha surplus	20.6 ha required	67.6 ha surplus	20.6 ha required

*Gross surplus land areas before removing undevelopable lands such as wetlands, pipeline corridors, oil/gas wells and their setbacks, and contaminated lands.

1.5 Plan Consistency

The IDP is consistent with the County and Town Municipal Development Plans (MDP), which were amended to reflect the content of this IDP and existing Area Structure Plans. Should a conflict or inconsistency occur in relation to the development of the land identified within the IDP area and a MDP, Area Structure Plan or Area Redevelopment Plan, the IDP is the superseding Bylaw to the extent of the conflict or inconsistency.

1.6 Interpretation

The IDP policies contain “shall”, “must”, “will”, “should”, and “may” statements. All instances of the words “shall”, “must” or “will” in policy are mandatory requirements to implement this IDP and achieve a desired result. All instances of the word “should” is a directive term encouraging a strongly preferred action in a policy. “May” is a discretionary term indicating that interpretation is dependent on the particular circumstances where it is not practical or reasonable to apply the policy.

All words and expressions have the meanings as per the MGA, and the County’s MDP and LUB, unless otherwise defined in this IDP.

SECTION 2: POLICY FRAMEWORK

2.1 Plan Objectives

Based on a review of background and technical information and input from the IDP Steering Committee, County and Town Councils, Administrations, stakeholders and residents, objectives for the IDP were developed. The objectives are to:

- 1) Provide a collaborative framework for the planning and development of lands in the County in proximity to the Town.
- 2) Establish and protect future growth areas for the Town.
- 3) Promote new development that benefits both municipalities.
- 4) Provide for both urban growth and rural development opportunities in the IDP area.
- 5) Identify and protect environmentally sensitive areas, water resources and other naturally significant features.
- 6) Establish a collaborative approach to the planning and development of transportation and utility systems.
- 7) Formalize lines of communication between the County and Town on matters of mutual interest.
- 8) Provide an equitable and efficient dispute resolution process.
- 9) To further enhance regional partnerships and relationships between the County and Town.
- 10) To contribute to the long-term fiscal sustainability of both municipalities through the promotion of intermunicipal economic development initiatives and other partnerships.

2.2 Plan Area

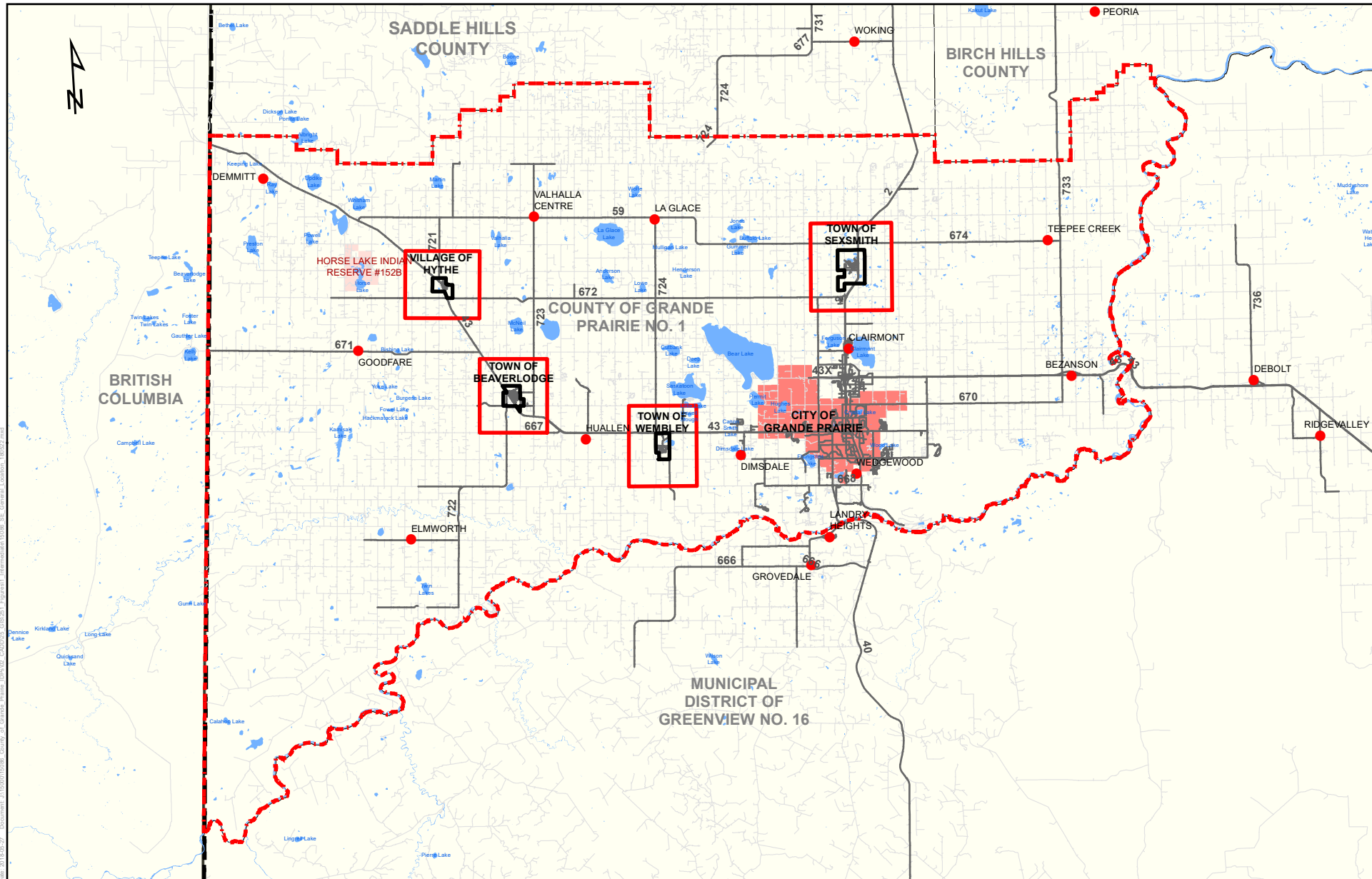
The IDP area incorporates a portion of County lands located within 3.2 km (2 miles) of the Town's municipal boundary as shown on Map 1.

As shown on Map 2, the IDP area consists of:

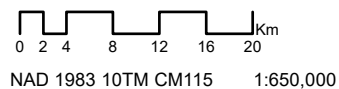
- (a) Future Growth Areas adjacent to the Town boundary that identify areas for future urban residential and industrial/commercial development; and
- (b) Rural development areas in which agricultural, rural industrial and country residential opportunities are provided.

2.3 General Development Policies

The County and Town agree that development of the IDP area is important to support future growth and development that is mutually beneficial to both municipalities. The

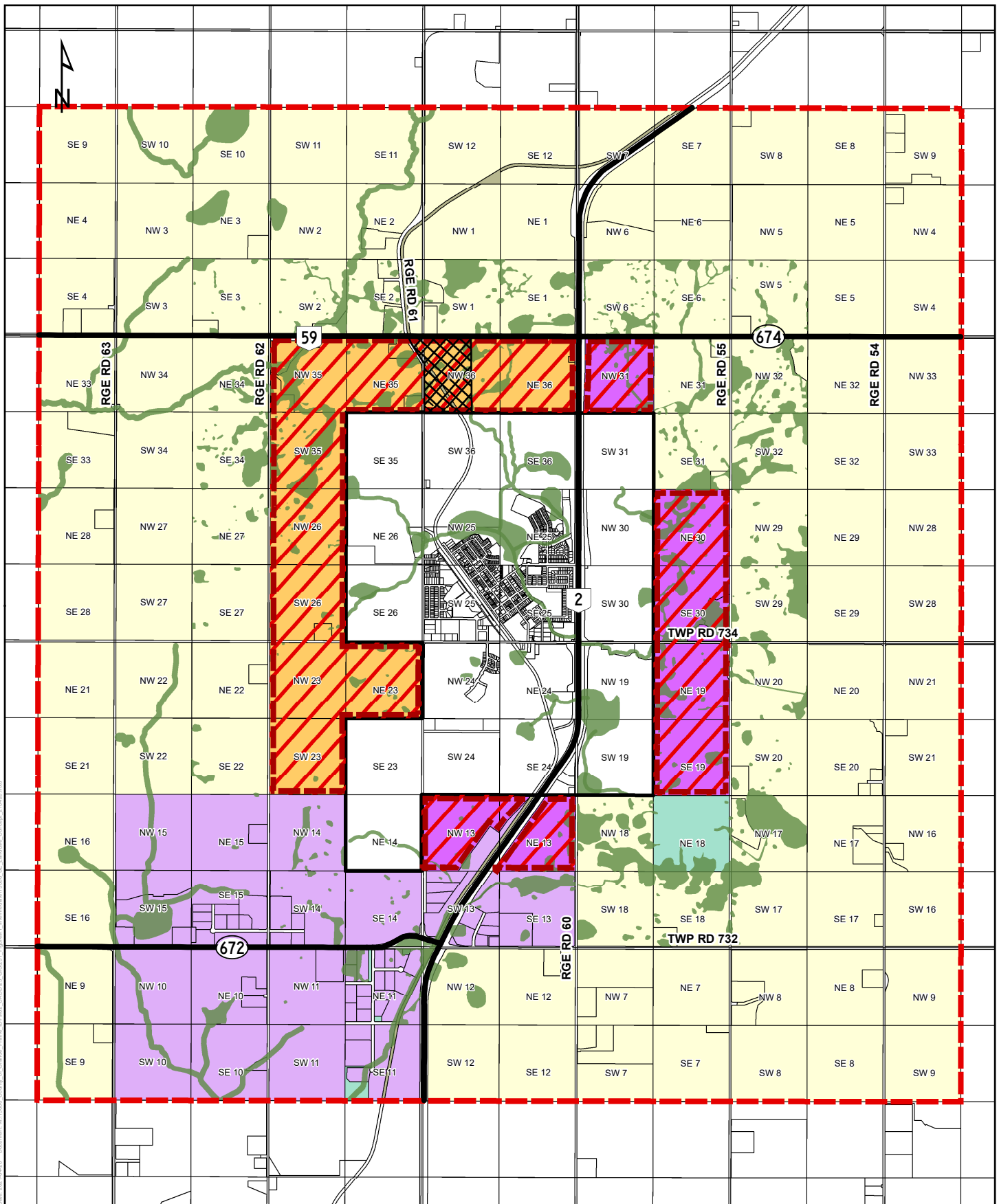


- Hamlet
- Major Roads
- Roads
- Town
- Village
- IDP Study Area (2 mile)
- City of Grande Prairie
- County of Grande Prairie
- First Nation Reserve



**TOWN OF SEXSMITH /
COUNTY OF GRANDE PRAIRIE
NO. 1 INTERMUNICIPAL
DEVELOPMENT PLAN**

**MAP 1:
LOCATION**



- Future Growth Area
- IDP Boundary
- Municipal Boundary
- Future Study Area (Railside Development Opportunity)
- Agriculture

- Urban Residential
- Urban Industrial
- Rural Industrial
- Public Utility
- Railway
- Environmentally Sensitive Lands

0 0.25 0.5 1 1.5 2 km

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**TOWN OF SEXSMITH /
COUNTY OF GRANDE PRAIRIE
NO. 1 INTERMUNICIPAL
DEVELOPMENT PLAN**

**MAP 2:
FUTURE PREDOMINANT
LAND USE**

policies direct the strategic coordination of land use, transportation and services over the next 50 years to meet the objectives of this IDP.

General policies applying across the IDP area are outlined below. Subsequent sections of this IDP address policy content related to specific land use areas.

- 1) All future land use, subdivision and development in the IDP area shall comply with Map 2 and the policies of this IDP.
- 2) All pre-existing development located in the IDP area shall be permitted to continue in accordance with the conditions of its original approval.
- 3) In cases where a particular matter is not addressed in this IDP, the provisions of the MDP of the municipality having jurisdiction and all applicable ASPs shall apply.

2.4 Future Growth Areas

Future Growth Areas have been identified for lands adjacent to the current municipal boundaries for the Town. These Future Growth Areas provide for a logical extension of future residential, commercial and industrial development and identifies where it is anticipated the Town will focus future growth and consider future annexation opportunities. In these areas, protecting the development of lands for future urban uses is a priority.

In identifying these Future Growth Areas, the following was taken into consideration:

- The agreed-upon high population growth scenario and associated land requirement forecast as outlined in Section 1.4;
- The intent to accommodate a minimum 50-year residential, commercial and industrial land supply; and
- The Future Growth Areas may also include lands that represent a logical extension of the Town beyond the 50 year requirement.

Policies

- 1) Subject to the policies contained in Section 2.11, future expansion of the Town shall be in accordance with the Future Growth Areas as shown in Map 2.
- 2) In order that the development rights of landowners are not overly restricted, some development and subdivision of land may be permitted in a Future Growth Area in advance of annexation by the Town, in order to allow for future growth without impacting the ability of the Town to grow in the future. Development may be permitted for the following uses:
 - (a) Farmstead separation, vacant first parcel, or physical severance;
 - (b) Country residential subdivision in accordance with Policy 2.6.1;
 - (c) The expansion of existing industrial uses located within the NW 13-73-6-W6M and NE 13-73-6-W6M;
 - (d) A residence where permitted in the County's Land Use Bylaw;
 - (e) Home based businesses;
 - (f) Public uses and utilities;
 - (g) Recreational uses; and

- (h) Other uses, such as unforeseen development that is mutually beneficial to the County and Town. The application shall be reviewed on its individual merits.
- 3) All rezoning and permit applications shall be consistent with the municipalities' policy directions and both municipalities shall be in agreement.
- 4) When a subdivision application triggers the dedication of Municipal Reserve (MR), the balance of the MR shall be deferred, through the registration of a Deferred Reserve Caveat to ensure that the MR is available for use by the Town following annexation for future parks and open space development. Exceptions to this policy may be considered if MR is required for trail development pursuant to Policy 2.8(3), or buffering between incompatible land uses.
- 5) Landscaped or treed buffers, berming, and/or fencing, provided in accordance with the requirements of the LUB of the municipality having jurisdiction, shall be provided along the boundaries of residential developments or subdivisions that are located adjacent to industrial areas, rail lines or truck routes.

2.5 Agriculture

Protection of agricultural lands and encouragement of a diversity of agricultural activities is important for the County and Town. Prime agricultural land located within the IDP area should be protected where possible and premature development of existing agricultural land should be avoided until necessary.

Policies

- 1) Existing agricultural operations shall be allowed to continue unencumbered. Where the Town annexes agricultural lands, the Town will support the continuation of existing agricultural uses, until such time as the land is converted to an urban use.
- 2) Unless otherwise provided in this Plan, the County's MDP and LUB shall apply regarding the use and development of agricultural land.
- 3) Premature development of existing agricultural land within the IDP area should be avoided and land should continue to be used for agricultural purposes until the land is required for other purposes.
- 4) The development of new Confined Feeding Operations (CFOs) shall not be supported within the IDP area.

2.6 Country Residential Development

Country residential development in the IDP area consists of scattered subdivision to the north and east of the Town. These lands will remain as country residential in the long term. Although new country residential development areas are not identified in the Future Land Use Concept Map, the policies of this section would apply if new country residential development areas in the County are contemplated in the future.

Policies

- 1) Future country residential subdivision shall be dependent on the Rural Farmland Assessment (RFA) rating of the subject land in accordance with the maximum land consumption requirements for rural subdivision contained in the County's MDP in place at the time of adoption of this IDP as shown in Table 2.1:

Table 2.1: Subdivision Allowance by Rural Farmland Assessment (RFA)

< 40% RFA	40-59% RFA	> 60% RFA
16 ha per quarter section	4 ha per quarter section	2 ha per quarter section

- 2) All country residential subdivision applications shall meet the intent of the County's MDP and LUB, and provide assessments, such as groundwater supply, a geotechnical assessment indicating the suitability of the subject lands to accommodate sanitary systems, and a storm water management plan, if necessary.
- 3) Country residential development shall be serviced by on-site or communal water and sewer services. It shall not be served by municipal water or sewer systems except in instances as identified in Policy 2.9.2(3)(c).
- 4) Future country residential development is to be developed in cluster form to minimize fracturing of prime agricultural lands.
- 5) A landscaped or treed buffer and/or fencing shall be provided along the boundaries of country residential lots that are located adjacent to agricultural or other non-residential uses.

2.7 Rural Industrial Development

As populations and the economies of the IDP area and Town grow, the demands for industrial and commercial land may also increase. Both the County and Town recognize the important role industrial and commercial development have in supporting the local and regional economy. Future industrial and commercial development have been identified for the lands in the urban areas adjacent to or with easy access to major highways and the railway and represent a logical extension of existing industrial and commercial development.

Policies

- 1) Rural Industrial areas shown on Map 2 refers to those lands identified for future industrial use based on local site conditions or are identified for industrial use in the County's MDP and the Emerson Trail ASP.
- 2) All industrial subdivision and development permit applications shall meet the location and technical requirements of the County's MDP and LUB prior to being rezoned to the applicable Land Use District.
- 3) An Area Structure Plan or Outline Plan may be required for any new industrial subdivision or development proposed within the IDP area. Development to the south of Sexsmith shall be undertaken in accordance with the Emerson Trail ASP.

- 4) Rural industrial development may be serviced by on-site or communal water and sewer services. It may also be served by municipal water or sewer systems in accordance with Policy 2.9.2(2)(b).
- 5) All future development shall ensure that relevant LUB setbacks are maintained between industrial or commercial uses and agricultural or residential uses.
- 6) Industrial and commercial development shall maintain a high aesthetic standard in design and construction.
- 7) A landscaped or treed buffer and/or fencing shall be provided along the boundaries of industrial or commercial lots that are located adjacent to agricultural or residential uses.

2.8 Future Study Area

Due to its accessibility from Highway 59 and proximity to the CN Rail line, lands located to the north of the Town are identified as a Future Study Area in Map 2 for the purpose of exploring the feasibility for rail-side industrial development.

Policies

- 1) Subject to more detailed planning, the County and Town in collaboration with affected landowners may jointly explore opportunities to promote and develop lands in the Future Study Area for future rail-oriented industrial development.

2.9 Natural Environment and Open Space

The IDP area contains many environmentally significant areas, including several wetlands, forested areas, and may contain future parks and trails. These areas not only provide amenity areas and destinations for local residents and visitors, but are also wildlife corridors, provide a habitat to a diversity of plants and animal species, and serve a stormwater management function.

Policies

- 1) At the time of subdivision, the County and Town may acquire environmentally significant areas, critical natural linkages, wildlife corridors, and buffer zones in the IDP area through the application of Environmental Reserve or Conservation Reserve, in accordance with the MGA.
- 2) During the subdivision approval process, a strip of land dedicated as Environmental Reserve, not less than 6.0 m in width, shall be provided adjacent to the bed and shore of any wetlands.
- 3) The County and Town shall explore the development of trail networks in the IDP area that connect between the Town and external features and key points of interest (e.g. Clairmont Lake).
- 4) Municipal Reserve dedication shall be provided in accordance with the MGA. Lands dedicated as Municipal Reserve may be used for the development of future trail networks.

- 5) The County and Town should collaborate and coordinate with partners, including landowners and stakeholders such as developers, provincial government departments and non-profit organizations to encourage the restoration or enhancement of natural areas.
- 6) Public access should be supported in areas where any potential negative impacts to environmentally sensitive areas are minimal.

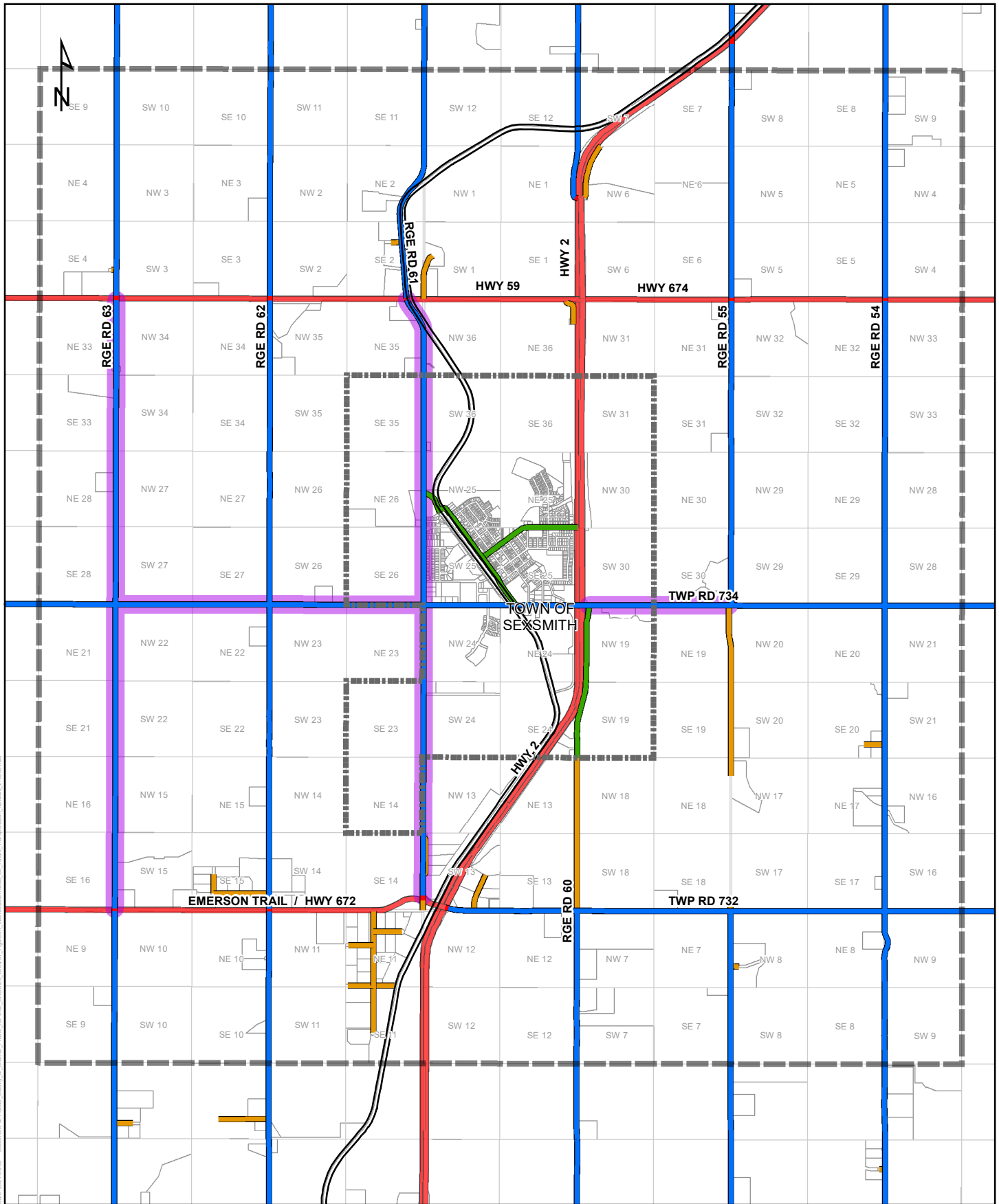
2.10 Infrastructure

2.10.1 Transportation Network

The development and maintenance of safe, efficient, and multi-modal road, walkway and trail networks is important to the future growth of the IDP area. It is critical that both municipalities work together to ensure road infrastructure and necessary upgrades are a coordinated effort between both the County and the Town. In addition, Alberta Transportation has prepared the Highway 2 Clairmont to Sexsmith Network Study that may impact future development in the IDP area.

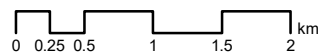
Policies

- 1) The IDP recognizes future plans to upgrade highways within the IDP area.
- 2) The municipalities shall provide each other with advance notice of proposed major transportation infrastructure projects or initiatives to facilitate collaboration and coordinated planning.
- 3) The County's Transportation Plan shall be revised to reflect IDP priorities, if required.
- 4) The County and Town shall cooperate in the design and upgrading of Priority Roadways as illustrated in Map 3. The County and Town shall also cooperate in the protection of right-of-way required for the future upgrading of these roadways with no obligation for financial contribution from one municipality to the other for their construction.
- 5) The County and Town should support the efficient use of transportation infrastructure by directing new development to locate or connect to existing roadways.
- 6) Future subdivision and development proposals adjacent to highways and other major roadways shall provide adequate setbacks for future road right-of-way for widening and/or upgrades, to the satisfaction of the Development Authority.
- 7) The County and Town shall coordinate their efforts to work with Alberta Transportation respecting the planning of future upgrades to Highways 2, 59 and 672 (Emerson Trail).



Town of Sexsmith
IDP Boundary
Railway
Priority Roadway

Highway
Collector
Local
Urban Connector Road



NAD 1983 10TM CM115 1:55,000

**TOWN OF SEXSMITH /
COUNTY OF GRANDE PRAIRIE
NO. 1 INTERMUNICIPAL
DEVELOPMENT PLAN**

**MAP 3:
FUTURE TRANSPORTATION
NETWORK**

2.10.2 Utilities

Utility servicing includes providing potable water, the conveyance of sewer, the management and conveyance of stormwater, and the provision of natural gas, power, and communications. A majority of the IDP area is unserved or serviced to rural standards, which consist of wells and private sewer systems. The Town is a partner in Aquatera Utilities Ltd., a regional utility corporation created in partnership with the City of Grande Prairie, County of Grande Prairie, and (as of 2019) the Town of Wembley.

Water and Sewer Policies

- 1) The municipalities should collaborate with Aquatera Utilities to develop a Regional Utilities Master Plan to coordinate the provision of regional water and sewer services.
- 2) The extension of urban municipal water and sewer services into the IDP area may be considered if the following criteria are met:
 - (a) Existing systems have the capacity to accommodate future demand; and
 - (b) The extension of services is required to serve existing multi-lot or industrial subdivision(s) as a means of ensuring long-term sustainability; or
 - (c) The extension of services is to serve a development opportunity that arises that has been determined to be of mutual benefit to both the County and Town.
- 3) All future development shall consider potential future utility corridors and associated right-of-way needs and may be required to provide adequate setbacks at the discretion of the municipalities.

Stormwater Management Policies

The Town has historically faced stormwater management and drainage problems. There is a desire to work collaboratively with the County to address issues of local flooding.

- 4) The County and Town should collaborate to undertake drainage and stormwater management studies for the IDP area, in order to ensure that future development does not further impact existing stormwater management issues within the Town.
- 5) The municipalities shall share information respecting relevant, known stormwater issues.
- 6) Best practices, such as low impact development should be considered for the implementation of stormwater management in all new development.
- 7) New development, including both urban and rural development, shall be designed so that adjacent lands are not negatively impacted by altered drainage patterns or stormwater run-off.

2.11 Annexation

The following policies are provided to help ensure that the process of annexing land from the County to the Town, when warranted to facilitate urban growth, proceed as smoothly as possible.

2.11.1 Preparation and Review of Annexation Proposals

The following policies address the content of applications, and the processes to be undertaken by the respective municipalities in advance of filing an annexation application.

Policies

- 1) The Town shall follow the annexation process as outlined in the MGA.
- 2) The Town shall share growth and development information with the County on a regular basis so that both municipalities are aware of the extent of any future annexation requirements, and the potential timing of an annexation application.
- 3) Annexation applications are to be based on the following criteria:
 - (a) Conformity with the IDP and Town MDP;
 - (b) Based on a growth study that contains demonstrated, justifiable and mutually agreed-upon land consumption rates and population growth;
 - (c) Consensus agreement from affected landowners subject to Policy 2.11.1(7);
 - (d) Logical extension of existing development and infrastructure; and
 - (e) The ability of the Town to absorb the costs of the lands proposed to be annexed. A financial analysis of the proposed annexation shall be undertaken in support of the application in order that the costs of the annexation are understood and is viable for both municipalities.
- 4) Prior to the notice being filed with the Municipal Government Board, the proposed annexation application shall be referred to the County for comment.
- 5) All annexation applications shall follow legal boundaries.
- 6) Following annexation, the IDP, County and Town MDPs and LUBs shall be amended as required to reflect:
 - (a) the change in municipal boundaries; and
 - (b) any applicable conditions contained in the annexation order.
- 7) The County and Town recognize that landowner consent to annexation is not required under the MGA, and that the County and Town will work to mitigate landowner concerns raised during the annexation process. The Town accepts that in cases where:
 - (a) County landowners are opposed to annexation; or
 - (b) landowners have concerns that have not been sufficiently addressed through negotiation, that the County will support those landowners in opposing the annexation of their lands.

2.11.2 Annexation Triggers

The purpose of this set of policies is to describe the circumstances under which annexation would be warranted.

Policies

- 1) Annexation by the Town may be supported in the following circumstances:

- (a) In order to accommodate the Town's need for land to facilitate future growth, in which case the following shall apply:
 - (i) Pursuant to Policy 2.11.1(2), the Town shall update the County regularly as to whether it has a surplus or deficiency in its residential, commercial and industrial land supply,
 - (ii) Subject to Policy 2.11.1(7), the County shall support the annexation of lands located within a Future Growth Area to allow the Town to maintain a maximum 50-year land supply for growth,
 - (iii) Subject to (ii), annexation may involve all or portion of a Future Growth Area, and
 - (iv) In order to provide ample lead time and ensure that land supply does not reach a critical level, an annexation application should be undertaken when the Town's residential, commercial or industrial land supply is demonstrated to be less than 15 years.
- (b) When annexation is initiated by a landowner/developer, which may be supported by the County and Town provided that the application is consistent with the policies of the IDP. If the land proposed for annexation is located outside a defined Future Growth Area, the proposed annexation shall not be considered unless the IDP is amended accordingly;
- (c) When annexation is desired in order to align an irregular boundary configuration;
- (d) In cases where new development is proposed within a Future Growth Area in excess of the allowances identified in Policy 2.4.1;
- (e) In cases where the subject land is owned by the Town;
- (f) When annexation is required to meet the strategic or locational needs of a specific development.

2.12 Intermunicipal Collaboration

The County and Town have a long history of municipal cooperation regarding the provision of services and programs. Although the details relating to the provision of services are addressed in the Intermunicipal Collaboration Framework (ICF) between the County and Town, this section addresses the sharing or division of services in general terms.

Policies

- 1) The County and Town support the continued use of the ICF and other intermunicipal agreements as means of delivering services in a co-operative manner to maximize available resources.
- 2) The County and Town may co-operate on any social, recreational or economic development activities that affect both municipalities.

SECTION 3: PLAN ADMINISTRATION

3.1 Plan Adoption, Amendment, Review and Repeal

3.1.1 Plan Adoption

- 1) This IDP shall be adopted by bylaw by the County and Town following a joint public hearing conducted in accordance with the MGA.
- 2) The adopting bylaws shall state that the respective municipalities only have jurisdiction over lands within their own boundaries.
- 3) The municipalities shall undertake concurrent amendments to their MDPs and applicable ASPs if necessary to comply with this IDP.

3.1.2 Plan Amendments

- 1) An amendment to this IDP may be initiated by the municipality or a landowner/developer.
- 2) Any amendment proposed by a landowner/developer shall be made to the municipality in which the subject land is located.
- 3) An amendment is in effect only if approved by bylaw by both municipalities following a joint public hearing.

3.1.3 Plan Review

- 1) A formal review of this IDP shall be undertaken every 5 years in accordance with the MGA. If circumstances warrant, the County or the Town may provide notice to the other of a desire to initiate a review sooner.
- 2) Annual monitoring (e.g. review of subdivision/permit activity, approval history, appeals, referral responses) shall be undertaken by the municipalities to ensure that the IDP is working as intended.

3.1.4 Repealing the Plan

- 1) Repeal of the IDP may be initiated by either the County or the Town but shall only be allowed only if it is to be replaced by a new IDP that is agreeable to both municipalities.

3.2 Administrative Roles and Responsibilities

3.2.1 Subdivision and Development Permit Applications

- 1) Development permit and subdivision applications are to be processed and decided on by the Approving Authority of the municipality within which the application is located.

3.2.2 Subdivision and Development Permit Appeals

- 1) Development permit and subdivision appeals shall be heard by the Intermunicipal Subdivision and Development Appeal Board (or of the municipality having jurisdiction if the ISDAB is disbanded), with the exception of subdivision appeals under MGB jurisdiction (e.g. proximity to a highway).

3.2.3 Statutory Plan and Land Use Bylaw Adoption and Amendments

- 1) The adoption of, or amendments to, a statutory plan (MDP, ASP, ARP) or LUB shall be processed and decided upon by the Approving Authority of the municipality in which the plan or bylaw is located.

3.3 Referrals and Communications

Open communication between the County and the Town will be critical to the success of the IDP. To this end, this section addresses matters associated with the exchange of development applications and the sharing of information between the municipalities.

3.3.1 The County shall refer the following applications located within the IDP area to the Town for review and comment:

- 1) Statutory plans (including drafts) and amendments;
- 2) LUBs (including drafts) and amendments;
- 3) Subdivision applications (excluding farmstead separations, physical severances and boundary adjustments).
- 4) Non-residential development permits (excluding accessory buildings).

3.3.2 The Town shall refer the following applications to the County for review and comment:

- 1) Statutory plans (including drafts) and amendments;
- 2) LUBs (including drafts) and amendments;
- 3) Subdivision applications (excluding farmstead separations, physical severances and boundary adjustments) if the application affects land that abuts the municipal boundary.
- 4) Non-residential development permits (excluding accessory buildings) if the application affects land that abuts the municipal boundary.

3.3.3 The municipalities shall circulate all non-statutory master plans (e.g. transportation, recreation, stormwater management and utilities) applicable in the IDP area for information and comment. Such referrals are not subject to the dispute resolution provisions in Section 3.4.

3.3.4 The municipalities shall establish a process for landowner circulation across municipal boundaries (i.e. applications that require adjacent landowner notification) in cases where the subject land abuts a municipal boundary.

3.3.5 When circulating an application in accordance with Policies 3.3.1, 3.3.2 or 3.3.3, the responding municipality shall provide comments within 14 days for development permits and 30 days for other applications.

3.3.6 The municipalities shall circulate all commercial or industrial development applications exceeding \$10,000,000 in building value to each other for information.

- 3.3.7 The County and Town agree that the two Councils shall meet semi-annually to discuss emergent issues of mutual concern and interest, joint projects that could be undertaken by the municipalities.

3.4 Dispute Resolution

- 3.4.1 The dispute resolution process may be initiated by either municipality.
- 3.4.2 A dispute may be triggered in the following circumstances:
- 1) Lack of agreement on an IDP amendment, or
 - 2) An unresolved objection to the proposed adoption or amendment of a statutory plan or LUB that has been given First Reading but believed to be inconsistent with the IDP.
- 3.4.3 The dispute resolution process does not apply to matters that fall under the jurisdiction of the ISDAB or MGB, nor does it allow a municipality to appeal a subdivision approval.
- 3.4.4 As shown in Figure 3.1, the dispute resolution process shall follow the following steps:
- 1) The municipality responsible for the approval is advised of the concern in writing within 21 days of notification of the decision.
 - 2) The Chief Administrative Officers (CAO) or designates shall meet within 14 days of the receipt of objection to discuss and attempt resolution.
 - 3) If the CAOs or designates are unable to resolve the objection, the matter is referred to a joint meeting of the Councils for discussion with the intent to find resolution. If the Councils are unable to resolve the issue, it may go to mediation.
 - 4) If the Councils agree to go to mediation, agreement on the appointment of a mediator is required, and the costs would be shared equally between the municipalities. Each Council shall appoint members to participate in the mediation process.
 - 5) If Council agreement is reached or mediation is successful (i.e. the Councils agree with the mediated settlement), the municipality responsible for approval shall take the appropriate actions to implement the decision (e.g. revise the bylaw or defeat at Third Reading).
 - 6) If Council agreement is not reached, and mediation is not pursued or not successful if pursued, the municipality responsible for the approval may give the subject bylaw Third Reading. The objecting municipality may then file an appeal to the MGB in accordance with Section 690 of the MGA.

Figure 3.1: Dispute Resolution Process

