



**County of St. Paul No 19  
Council Meeting  
AGENDA**

**Tuesday, January 8, 2019**

**10:00 AM**

**5015- 49 Avenue, St. Paul, AB T0A 3A4**

- 1. Call to Order**
- 2. Minutes**
- 3. Bank Reconciliation**
- 4. Additions to Agenda and Acceptance of Agenda**
- 5. Closed Session**
  - 5.1 Closed Session**
- 6. Business Arising from Minutes**
  - 6.1 Town of Elk Point Economic Development Committee**
- 7. Delegation**
  - 7.1 11:30 a.m. - Amil Shapka, Champions for Change**
- 8. New Business**
  - 8.1 Date for January Public Works Meeting**
  - 8.2 Date for Public Auction of Lands**
  - 8.3 FCM Conference**
  - 8.4 Bylaw 2019-01 - Intermunicipal Development Plan with Lac La Biche County**
  - 8.5 Bylaw 2019-02 - Intermunicipal Development Plan with the Municipal District of Bonnyville**
  - 8.6 Bylaw 2019-03 - Intermunicipal Development Plan with Vermilion River**
  - 8.7 Bylaw 2019-04 - Intermunicipal Development Plan with County of Two Hills**

8.8 Bylaw 2019-05 - Intermunicipal Development Plan with Smoky Lake County

8.9 Bylaw 2019-06 - Penalties Bylaw

8.10 2018 4th Quarter Strategic Plan

8.11 Street Lighting Report

8.12 CARES Report

8.13 Improvements to Communications: Branding and Website

8.14 Agreement with Lemalu Holdings O/A MCSNet for Tower at Lac Bellevue

8.15 Lease Agreement - Heinsburg Community Club

8.16 Request to Reconsider Encroachment Agreement on Lot 17, Block 1, Plan 7620518

8.17 Joint Lobby Efforts Regarding Bill C-69

8.18 Request for Funding St. Paul Chamber of Commerce

8.19 St. Paul Junior Curling

8.20 2018 Summary of Donations

9. Correspondence

10. Reports

10.1 CAO Report

CAO Report to be presented at the meeting.

11. Upcoming Meetings

11.1 January 11 @ 9:30 a.m. - Zone 5 Meeting

11.2 January 21 - 23, ASB Provincial Conference

12. Financial

12.1 Budget to Actual

A preliminary Budget to Actual as of December 31, 2018 will be presented for Council's review.

## **12.2 Listing of Accounts Payable**

A listing of Accounts Payable for the past month will be provided for Council's review.

## **12.3 Council Fees - None**

## **13. Adjournment**



## Request for Decision

Council Meeting: January 8, 2019

### Closed Session

#### Request

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Items to be discussed during the closed session will be presented at the meeting.

#### Alternatives

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#### Recommendation

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That pursuant to Section 197(2) of the MGA, County Council move into closed session and close the meeting to the public as per Section 17, Division 2, Part 1 of the FOIP Act.

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**Submitted by:** Phyllis Corbiere, Executive Assistant





## Request for Decision

Council Meeting: January 8, 2019

**11:30 a.m. – Amil Shapka, Champions for Change**

### Request

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Amil Shapka, on behalf of Champions for Change will present Council with information about a project to upgrade and develop the lot adjacent to the St. Paul Foundry. They want to develop a park area with umbrella seating areas, planters and a community orchard with a long-term vision which includes a stage and vending/food services. Champions for change will be developing the park in stages as funds become available. They will be requesting financial assistance from the County.

### Alternatives

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### Recommendation

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**Submitted by:** Phyllis Corbiere, Executive Assistant



December 1, 2018

Dear Community member,

In our ongoing efforts to make ours a more vibrant and attractive downtown, Champions For Change is embarking upon an ambitious project to upgrade and develop further the Porozni lot located adjacent to the Foundry. The "jewel of the crown" will be "We All Dance", a 12' by 18' metal sculpture by Herman Poulin, depicting French Canadian, Indigenous, Metis and Ukrainian dancers. Wanting it to be a multipurpose heart of down town park, we will be placing umbrellaed seating areas, planters and a community orchard. Our grander long term vision includes a stage and vending/food service booth. The park will be developed in stages as funds become available, and we are looking for community support. Donations of any amount will be gratefully accepted, and attached are specific sponsorship opportunities, ranging from \$15 for a square foot of paving stone to \$1500 for a precast concrete table with benches. All contributions will be recognized and a permanent donor board placed on site. If you have questions or would like to see our scale model project demo, we would love to show it to you. Please contact Amil Shapka at (780) 614-8852 or [docdoc1@hotmail.com](mailto:docdoc1@hotmail.com).

Building Community Together,

A handwritten signature in blue ink, appearing to read "Amil Shapka", is written over a large, stylized blue checkmark.

Amil Shapka

Champions For Change Downtown Revitalization Committee

#### SPECIFIC SPONSORSHIP OPPORTUNITIES

One square foot of paving stone	\$15
Fruit tree	\$35-70
One square yard of paving stone	\$125
Tree/flower planter	\$500
Commercial table umbrella	\$700
Concrete table with seating	\$1500



## Request for Decision

Council Meeting: January 8, 2019

### Date for January Public Works Meeting

#### Request

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The regularly scheduled date for the January Public Works Meeting conflicts with the 2019 ASB Conference.

Section 193 of the MGA allows a Council to change dates of a regularly scheduled meeting, at a meeting at which all the Councillors are present.

#### Alternatives

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#### Recommendation

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Motion to reschedule the January Public Works meeting to Friday, January 18 at 10:00 a.m. as per section 193 of the MGA.

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**Submitted by:** Phyllis Corbiere, Executive Assistant



## Request for Decision

Council Meeting: January 8, 2019

### Date for Public Auction of Lands

### Request

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Section 418 of the MGA requires that a municipality must offer for sale at a public Auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

Section 421(1)(a) of the MGA states that the properties must be advertised for sale in the Alberta Gazette not less than 40 days and not more than 90 days and in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 20 days prior to the date on which the public auction is to be held.

### Alternatives

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### Recommendation

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Administration is recommending to set the date for the Public Auction of Lands for May 14, 2019 at 11:00 a.m.

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**Submitted by:** Phyllis Corbiere, Executive Assistant



## Request for Decision

Council Meeting: January 8, 2019

### FCM Conference

#### Request

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The 2019 FCM Conference will be held May 30 to June 2 in Quebec City. Councillor Amyotte has expressed interest in attending this conference.

This conference is not included in Conference and Education Attendance Policy HR-8, therefore the request is being brought before Council.

The preliminary agenda can be viewed at: <https://fcm.ca/prebuilt/ac2019/AC-2019-Program-EN.pdf>.

#### Alternatives

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#### Recommendation

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Administration is recommending approving any Councillors who are available to attend the FCM Conference from May 30 to June 2 in Quebec City.

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**Submitted by:** Phyllis Corbiere, Executive Assistant



## Request for Decision

Council Meeting: January 8, 2019

### **Bylaw 2019-01 - Intermunicipal Development Plan with Lac La Biche County**

#### **Request**

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Recent changes to the MGA mean that all municipalities with common borders must complete and adopt Intermunicipal Development Plans, by April 1, 2020.

Through funding provided by an Alberta Community Partnership grant, the County of St. Paul, Lac La Biche County, Smoky Lake County, Municipal District of Bonnyville, County of Vermilion River and County of Two Hills have worked collaboratively to develop eight unique Intermunicipal Development Plans.

Public consultations for this plan were held February 13, 2018 and April 26, 2018. Online surveys also accompanied both engagement sessions for those who would not attend in person. A public hearing will also be held prior to second reading.

Lac La Biche County Council will be presented with this plan for first reading on January 8, 2019.

A copy of the draft bylaw and draft Intermunicipal Development Plan are attached for Council's review.

#### **Alternatives**

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Council may recommend changes to the Intermunicipal Development Plan.

Council may table the decision for first reading of the Intermunicipal Development Plan.

Council may defeat the motion for first reading of the Intermunicipal Development Plan.

#### **Recommendation**

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Administration is recommending giving first reading to Bylaw 2019-01.

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**Submitted by:** Krystle Fedoretz, Director of Planning and Development

## BYLAW 2019-01

### **A BYLAW OF THE COUNTY OF ST. PAUL NO. 19 IN THE PROVINCE OF ALBERTA TO ADOPT AN INTERMUNICIPAL DEVELOPMENT PLAN WITH LAC LA BICHE COUNTY**

**Whereas**, the Municipal Government Act, R.S.A. 2000, as amended authorizes two or more municipalities to adopt an Intermunicipal Development Plan; and

**And Whereas**, a new Intermunicipal Development Plan has been prepared in accordance with section 631(1) of the Municipal Government Act, R.S.A. 2000 under the direction of the Council of Lac La Biche County and the Council of the County of St. Paul No.19; and

**And Whereas**, a public hearing will be held in accordance with section 692(1) of the Municipal Government Act, R.S.A. 2000; and

**And Whereas** Lac La Biche County has passed a Bylaw to adopt this Intermunicipal Development Plan;

**Now Therefore**, the Council of the County of St. Paul No.19, duly assembled, enacts as follows:

1. THAT the County of St. Paul No.19 and Lac La Biche County Intermunicipal Development Plan is hereby adopted.

Read a first time in Council this 8<sup>th</sup> day of January, A.D. 2019.

Advertised the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019 and the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019 in the St. Paul Journal and Elk Point Review.

Read a second time in Council this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019.

Read a third time in Council and duly passed this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer



## Schedule "A"

Intermunicipal Development Plan With Lac La Biche County



*Lac La Biche County*  
welcoming by nature.

## County of St. Paul / Lac La Biche County Intermunicipal Development Plan



Cover Image Credits:

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Image no. 2: Lac La Biche County photo library

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# 1. Introduction

## 1.1. Background

To meet the requirements of the Municipal Government Act, that all municipalities must adopt Intermunicipal Development Plans (IDP) with their land-based neighbouring municipalities, the participating municipalities determined that a collaborative approach would bring the most value. The group of municipalities (“the partners”) involved in the Rural Multi-Jurisdictional Intermunicipal Development Plan Project includes the participation of:

- County of St. Paul
- County of Two Hills
- County of Vermilion River
- Lac La Biche County
- Municipal District of Bonnyville
- Smoky Lake County

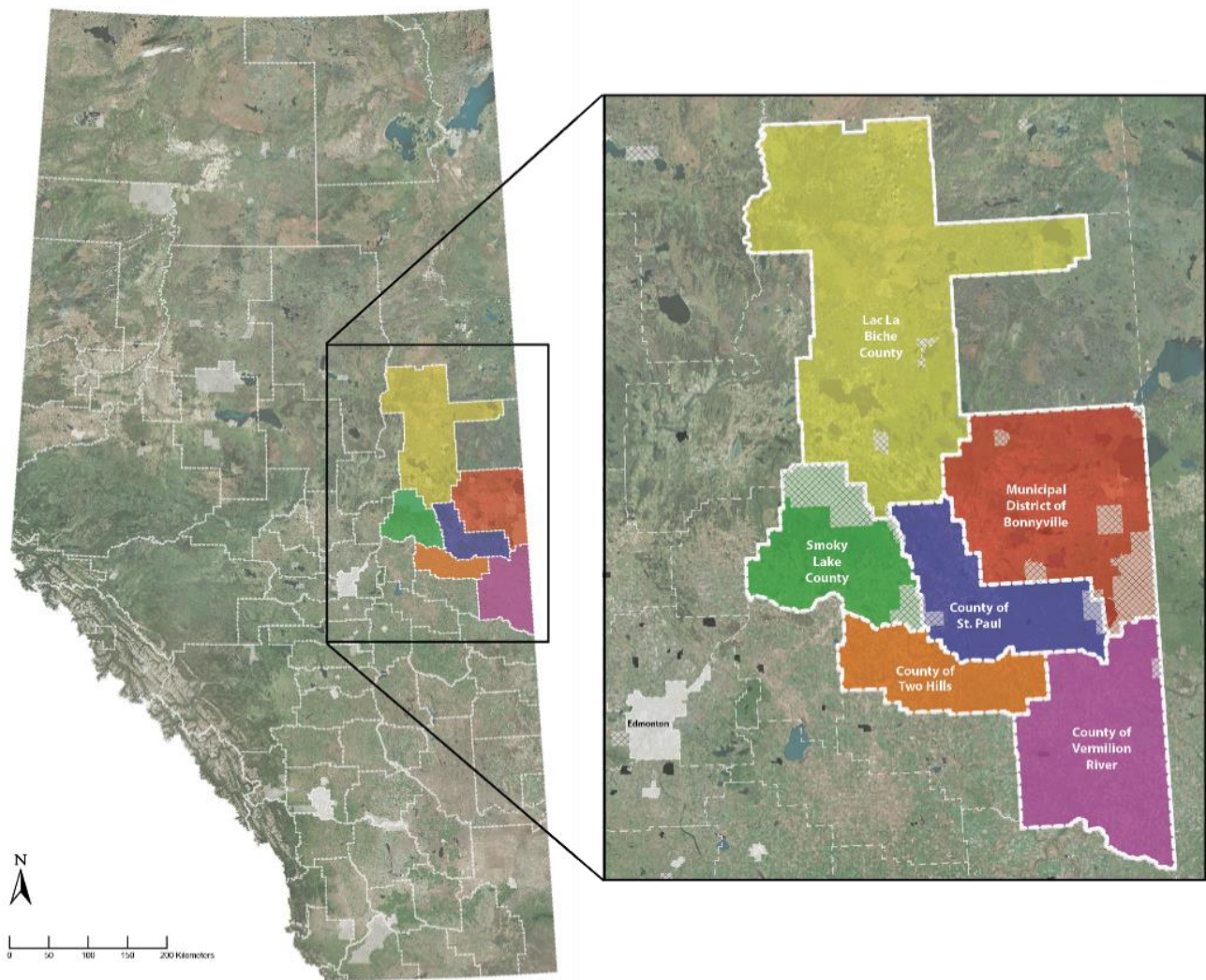


Figure 1: Regional Context Map

The eight rural-to-rural plans developed through this project are:

- **County of St. Paul and Smoky Lake County Intermunicipal Development Plan**
- **Lac La Biche County and County of St. Paul Intermunicipal Development Plan**
- **Lac La Biche County and Municipal District of Bonnyville Intermunicipal Development Plan**
- **County of St. Paul and Municipal District of Bonnyville Intermunicipal Development Plan**
- **County of St. Paul and County of Vermilion River Intermunicipal Development Plan**
- **County of Two Hills and County of Vermilion River Intermunicipal Development Plan**
- **County of St. Paul and County of Two Hills Intermunicipal Development Plan**
- **Smoky Lake County and County of Two Hills Intermunicipal Development Plan**

The partners' shared borders are expansive, yet have significant common features including being rural, largely agricultural in land use, and sharing ecological, utility and transportation features.

## **1.2. Vision, Shared Values and Goals**

### **1.2.1. Vision**

To fulfill the Municipal Government Act Section 631 requirements for IDPs while proactively building collaborative relationships. The purpose of an IDP is to foster an intermunicipal approach to planning issues on the lands that connect adjacent municipalities, and to establish an agreed upon development vision for the area.

### **1.2.2. Shared Values**

A set of shared values were developed to guide the development of this Plan, and are expected to be used as a framework for interpreting the IDP policies:

- (1) Strong, proactive communication and safe discussion;
- (2) More awareness of all our neighbours;
- (3) Respect for our neighbours;
- (4) Inclusivity; and
- (5) Equal partners.

### **1.2.3. Goals**

The goal is to meet the Municipal Government Act's requirements by:

- (1) Identifying future land uses for the Plan Area;

- (2) Facilitate intermunicipal communication and coordination of planning and development within the Plan Area based on the shared values and policies;
- (3) Address the transportation systems;
- (4) Collaborate on relevant intermunicipal programs relating to the physical, social and economic development of the Plan Area;
- (5) Address environmental matters through a focus on water bodies, watersheds and environmentally significant areas within the Plan Area;
- (6) Establish direction for joint collaboration on issues beyond the municipal jurisdiction; and
- (7) Provide administrative provisions for dispute resolution, amendments and repeals.

### 1.3. Statutory Framework

In addition to recently becoming a requirement for municipalities, as per section 631 of the Municipal Government Act, the IDP has also become the highest order of municipal statutory plan and requires all other statutory plans to align with its policies.

The Municipal Government Act also requires the IDPs to be consistent with any approved regional plans. Lac La Biche County falls within the Lower Athabasca Regional Plan (LARP). Approved in 2012 under the provincial Land-use Framework, LARP is Alberta's first regional statutory plan. It establishes a 50-year vision and a 10-year strategic direction for environmental management, growth, and economic development in the region. LARP uses a cumulative effects management approach to balance the region's approach to growth and set desired outcomes and objectives for the region through a series of strategies, actions, approaches and tools. As a regional plan, LARP is at the highest level in the order of statutory planning documents.

The County of St. Paul falls within the North Saskatchewan Regional Plan area. Although the creation of this regional plan is still in progress at the time this IDP is being developed, the Municipalities have taken steps to incorporate regional planning considerations in this IDP that are consistent with the Terms of Reference for Developing the North Saskatchewan Regional Plan.

### 1.4. Policy Interpretation

The IDP uses specific language to indicate the level of support required for each policy. The following words are to be interpreted as follows:

**Shall, require, must, or will:** explicitly apply to all situations without exception.

**Should:** always applies to the situation unless it can clearly be identified to the agreement of Council or the Approving Authority that in the given situation, the policy is not reasonable, practical or feasible.

**May:** acknowledges support in principle and indicates that Council or the Approving Authority has the discretion to determine the level of compliance that is required.



### 1.5. Mapping Interpretation

The maps contained within this IDP are intended to provide support and aid in the interpretation of the policies. Boundaries, areas shown, and locations denoted by symbols are approximate and are not intended to define exact locations except where they coincide with clearly recognizable physical features or fixed boundaries such as property line and roads. Since the maps are not absolute, and will be interpreted as such, the precise location of these boundaries will need to be determined by the relevant Approving Authority at the time of evaluating any proposed development application.

Map legends may include items not represented on the map. Mapping was undertaken as part of the inventory of current services, and lack of representation on the map indicates a service was inventoried, but no service exists in the area.

### 1.6. Public Engagement

This IDP was developed through a collaborative process that included a series of intermunicipal discussions in conjunction with community engagement that collected public input at several points in the process. Guided by an advisory committee consisting of elected officials and members of administration from each of the partner municipalities, the IDP endeavoured to include key stakeholders such as land owners, adjacent First Nations and Métis communities, industry representatives and recreation groups.

The process had two community engagement phases that ran concurrently with the development of the IDP prior to the public hearing and approval process:

#### **Engagement Phase 1 – Discover & Vision:**

A targeted stakeholder meeting was held at the Mallaig Legion in the County of St. Paul on February 13, 2018. This was to inform the stakeholders about the IDP, collect information about the Plan Area context, and to identify potential opportunities and issues. An online questionnaire was also available for stakeholders unable to attend, presenting and collecting the same information as the stakeholder meeting.

#### **Engagement Phase 2 – Preliminary Policy Direction:**

Using input collected in Engagement Phase 1, preliminary policy statements were developed and presented to the public at an open house on April 26, 2018 at the County of St. Paul offices and via an online survey. Feedback collected provided direction for the draft IDP.

### 1.7. Definitions

The Municipal Government Act, RSA 2000 shall define all terms included in the IDP unless defined below:

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

**“Aggregate operations”** means the activities, process and/or extract used to aggregate materials including gravel, rock and sand typically used in the construction of roads, buildings and other infrastructure.

**“Council”** means the Council of County of St. Paul and the Council of Lac La Biche County in the Province of Alberta.

**“Discretionary Use”** means 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.

**“Plan Area (Intermunicipal Development Plan Area)”** means the extension of land identified by both municipalities that encompass areas of importance and/or concern to which the policies of this document pertain.

**“Intermunicipal Development Plan (IDP)”** means a statutory document between two or more municipalities, adopted by bylaw in accordance with section 631 of the Municipal Government Act, which is used by municipalities as a long-range planning tool to address joint planning matters.

**“Municipal Government Act (MGA)”** means the Municipal Government Act, RSA 2000 as amended.

**“Non-Statutory Plan”** means a municipal planning document or conceptual scheme or conceptual plan that is endorsed or approved by resolution of Council, typically to guide future land use development or subdivision of a specified area within a municipality, but does not include a municipal development plan, area structure plan, or area redevelopment plan adopted under the Municipal Government Act.

## 2. Plan Context

### 2.1. Defining the Intermunicipal Development Plan Area

The County of St. Paul and Lac La Biche County share a common geography, similar demographics, and economic base offered by their location northeast of Edmonton, Alberta's capital city and south of Alberta's oil sands. In order to determine the extent of the Plan Area, the partners reviewed the key features along the boundary and adjacent area including:

- current and future land uses;
- environmental considerations;
- transportation networks;
- utility and infrastructure servicing;
- community services infrastructure; and
- recreation and tourism assets.

### 2.2. Municipal Profiles

#### 2.2.1. County of St. Paul

The County of St. Paul has an area of 3,309 km<sup>2</sup> and a population of 6,036 people (2016 Statistics Canada Census). The County surrounds the towns of Elk Point and St. Paul and the Summer Village of Horseshoe Bay. Ten hamlets and several other unincorporated communities are located within its boundaries. The County is bordered by five rural municipalities and five First Nation Reserves. The local economy is primarily supported by the agriculture, forestry and resource extraction lands which generate a large portion of employment. More recently, oil and gas has provided economic growth to the region. The County also has an abundance of outdoor recreation opportunities which draws both local residents and tourists. Highways 41 and 28 are both high load highways that serve the County and provide connections to adjacent communities. Growth projections for the County as a whole are likely to be consistent with the trend of 5% increase over the last five years. Little of this population growth is expected to occur in the Plan Area. The County encourages future residential development to occur within existing hamlets and/or existing multi-lot country residential areas.

#### 2.2.2. Lac La Biche County

Lac La Biche County has an area of 12,572 km<sup>2</sup> and a population of 8,544 people (2016 Municipal Census). The shadow population incorporating short term workers is 9,531. The County was established in 2007 through the amalgamation of the Town of Lac La Biche with Lakeland County. There are no urban municipalities within the County; however, five hamlets and several other unincorporated communities are located within its boundaries. The County is bordered by seven rural municipalities and one First Nation Reserve and two Métis Settlements with another two First Nation Reserves within the County's boundaries. Lac La Biche County's primary industries include oil and gas, construction, agriculture, and transportation and warehousing. The County has a direct route to the South Athabasca Oil Sands and is an economic service centre for industrial activity in Northeastern Alberta via Highways 36, 55, 63 and 881. Lakes and trails provide both residents and visitors with many outdoor recreation opportunities. Since 2016, the population in Lac La Biche County has declined -0.82% year-over-year, and decreased a total of -4.02% in

the last five years. The County recommends that future development be directed towards existing built-up areas to optimise existing services and reduce pressures on rural areas.

## 3. Plan Policies

### 3.1. Plan Area

*Context – The IDP area covers an area of predominantly agricultural land and Crown land.*

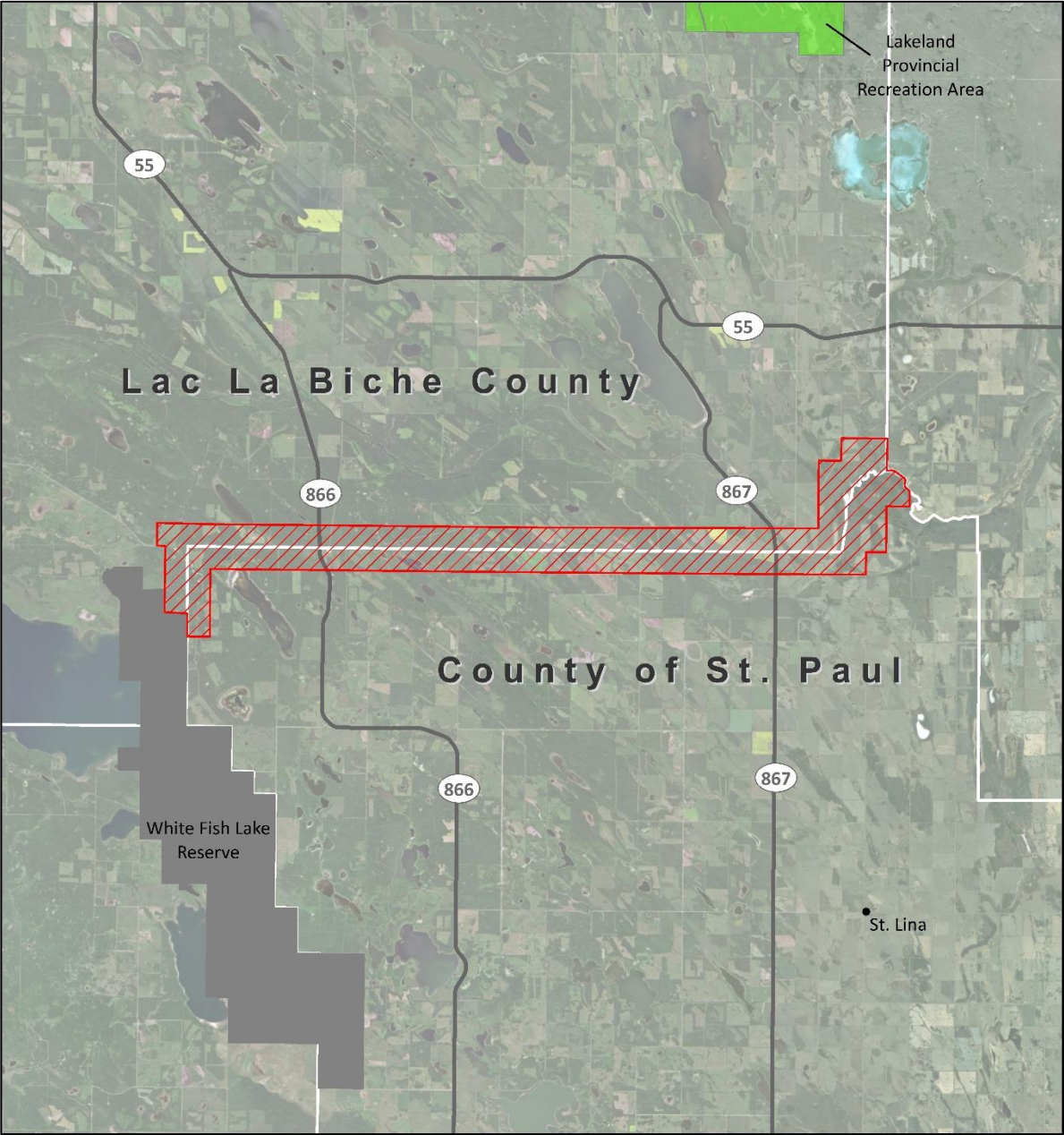
#### 3.1.1. Objective

- (1) To establish the Plan Area in which all IDP policies apply.

#### 3.1.2. Policy

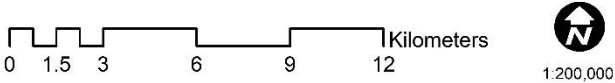
- (1) The County of St. Paul / Lac La Biche County IDP area encompasses all of the lands within 1 quarter section (0.5 miles) on both sides of the shared boundary as defined on Map 1. Lands within the adopted IDP area (known as the Plan Area) are subject to the IDP objectives and policies.

Map 1: Plan Area and Referral Area



Legend

- Plan Area
- Parks and Protected Areas
- White Fish Lake Reserve
- Arterial Roads
- Hamlets



### **3.2. Land Use**

*Context - Land uses within the Plan Area are largely not expected to change within the short- and medium-term planning horizon.*

#### **3.2.1. Objective**

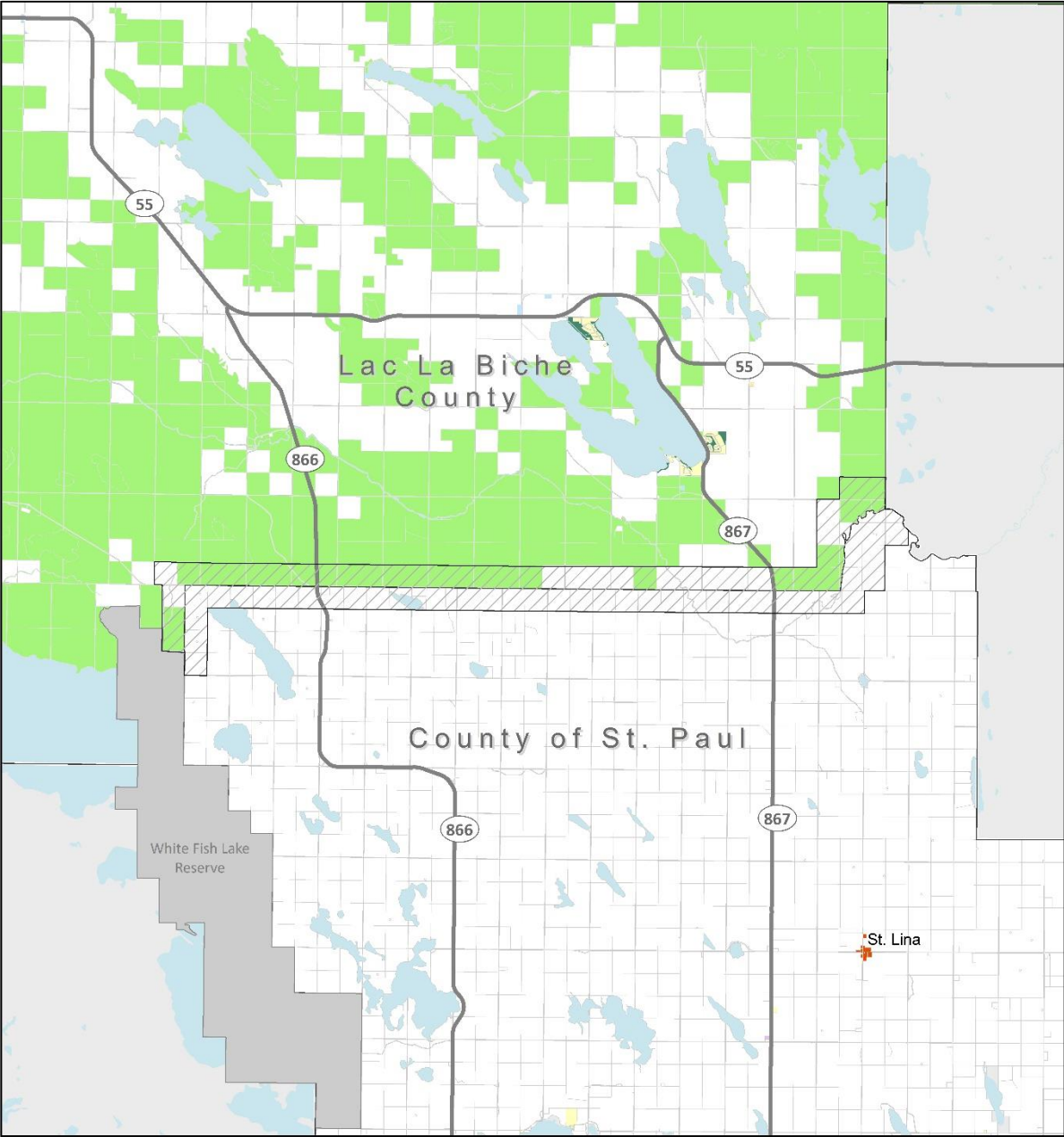
- (1) To respect the rural character of the Plan Area and to preserve both agricultural lands and significant natural environmental features.

#### **3.2.2. Policy**

- (1) The preservation of agricultural land uses shall be required.
- (2) All current land uses are deemed to be the future land uses (Map 2: Land Use), unless approved through the appropriate amendment processes.
- (3) Resource extraction, including aggregate operations, and energy projects in accordance with provincial regulation are acceptable in agricultural land use.
- (4) Historically significant sites will be identified, and policy will be developed to address these sites on an as-needed basis.
- (5) Municipalities are encouraged to discuss any proposed or forthcoming Statutory Plans, Land Use Bylaws or amendments that impact the Plan Area with one another.



Map 2: Land Use



Legend

- |   |  |
|---|--|
|  Plan Area           |  Open Space and Recreation                      |
|  Agricultural        |  Crown Land District                            |
|  Country Residential |  Urban Municipalities, Reserves and Settlements |
|  Other Residential   |  Arterial Roads                                 |
|  General Urban       |  |
|  Industrial          |  |

0 1.5 3 6 9 12 Kilometers



1:200,000

### 3.3. Environment

*Context - Both municipalities share environmentally sensitive and important natural features within the Plan Area (Map 3). The Plan Area includes water bodies such as portions of Cole Lake. Both municipalities recognize the importance of maintaining the health of natural systems to the quality of life in the region and the overall health of the watershed.*

#### 3.3.1. Objective

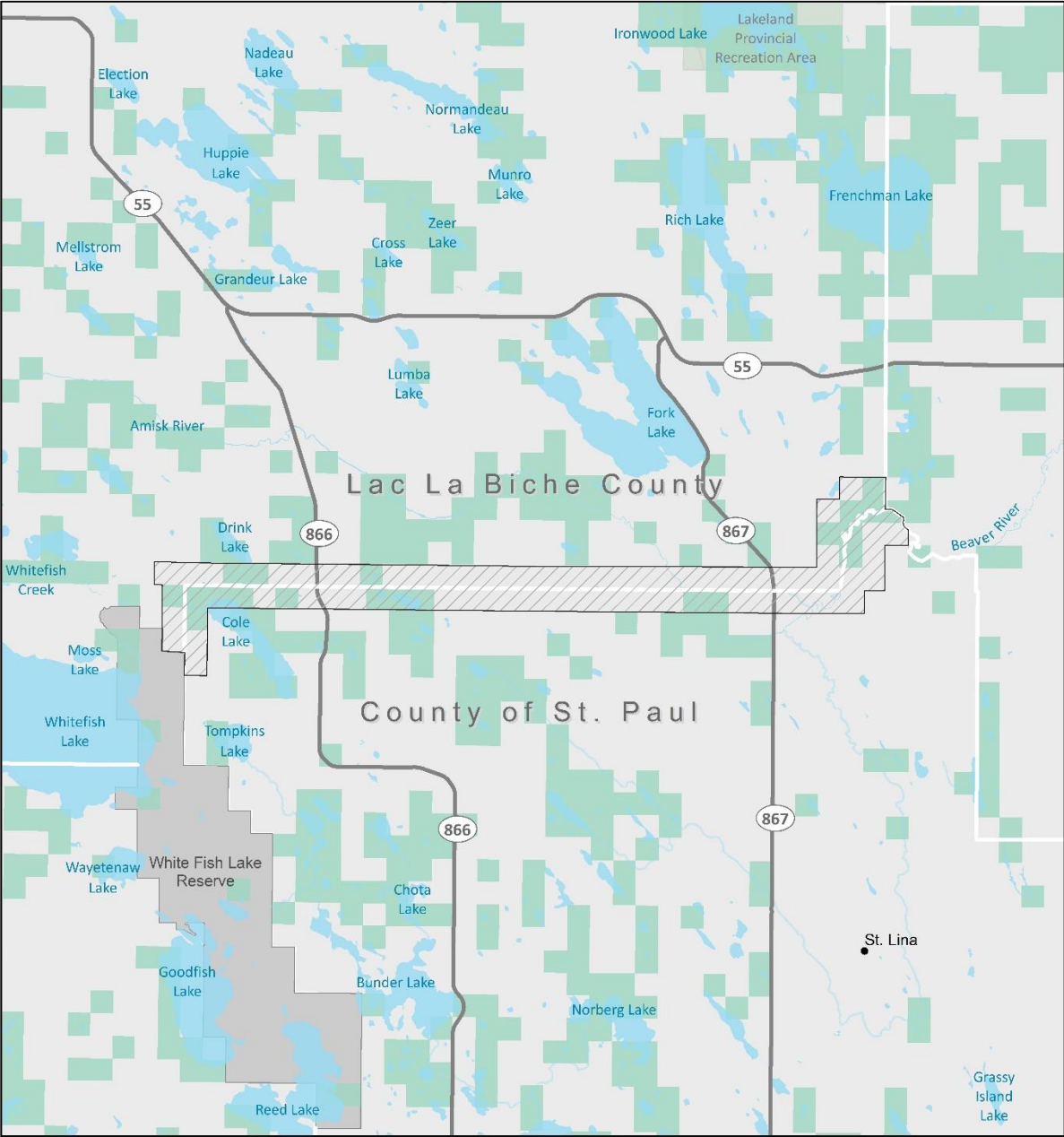
- (1) To promote environmental stewardship in the region.
- (2) To protect the long-term health of the watershed and water bodies.

#### 3.3.2. Policy

- (1) A set of public education materials regarding shoreline health; respectful use of recreation vehicles; protection of riparian vegetation and water quality should be pursued in collaboration with the appropriate Provincial and Federal agencies.
- (2) Collaboration with the existing regional watershed groups including, but not limited to the Lakeland Industry and Community Association, and participation in stewardship initiatives to support a healthy regional watershed will be encouraged.
- (3) Municipal Councillors should be appointed to the Lakeland Industry and Community Association to facilitate advancements in watershed health.
- (4) The environmental stewardship efforts of organizations such as subregional watershed groups, Cows and Fish, ALUS, and the Agricultural Service Boards will be encouraged to promote best practices for the relationship between agriculture and watersheds.
- (5) To protect sensitive riparian habitat and water quality, explore the creation of common development setbacks from water bodies.
- (6) Statutory and non-statutory plans for lake areas will be periodically amended to reflect advances in lake management best practices.
- (7) Development proposed in proximity to water bodies and tributaries should be carefully evaluated for impacts on water quality.
- (8) Existing agricultural operations and residential property owners will be encouraged to maintain a high water quality standard for wetlands, creeks, lakes and other water bodies through the application of best management practices to privately-owned riparian areas.
- (9) Development on flood prone lands is not permitted.
- (10) All provincial regulations with respect to potable water and sanitary services shall be adhered to.
- (11) Partnerships between the municipalities and the appropriate wetland mitigation agencies should be explored to promote the protection of the Plan Area sensitive habitats.
- (12) Grants to conduct regional inventories of environmentally significant features and to obtain related aerial photography should be pursued.



Map 3: Environment and Water



**Legend**

- Plan Area
  - Environmentally Significant Areas
  - Rivers and Lakes
  - Urban Municipalities, Reserves and Settlements
  - Hamlet
  - Arterial Roads
  - Municipal Boundary
- 0 1.5 3 6 9 12 Kilometers



### 3.4. Recreation and Tourism

*Context – Exploration of enhancing recreation opportunities is encouraged (Map 4). The area is well served by Whitefish Lake, Fork Lake Recreation Area, and Lakeland Provincial Recreation Area outside of the Plan Area. Generally, there is no expectation of new trail development in the Plan Area.*

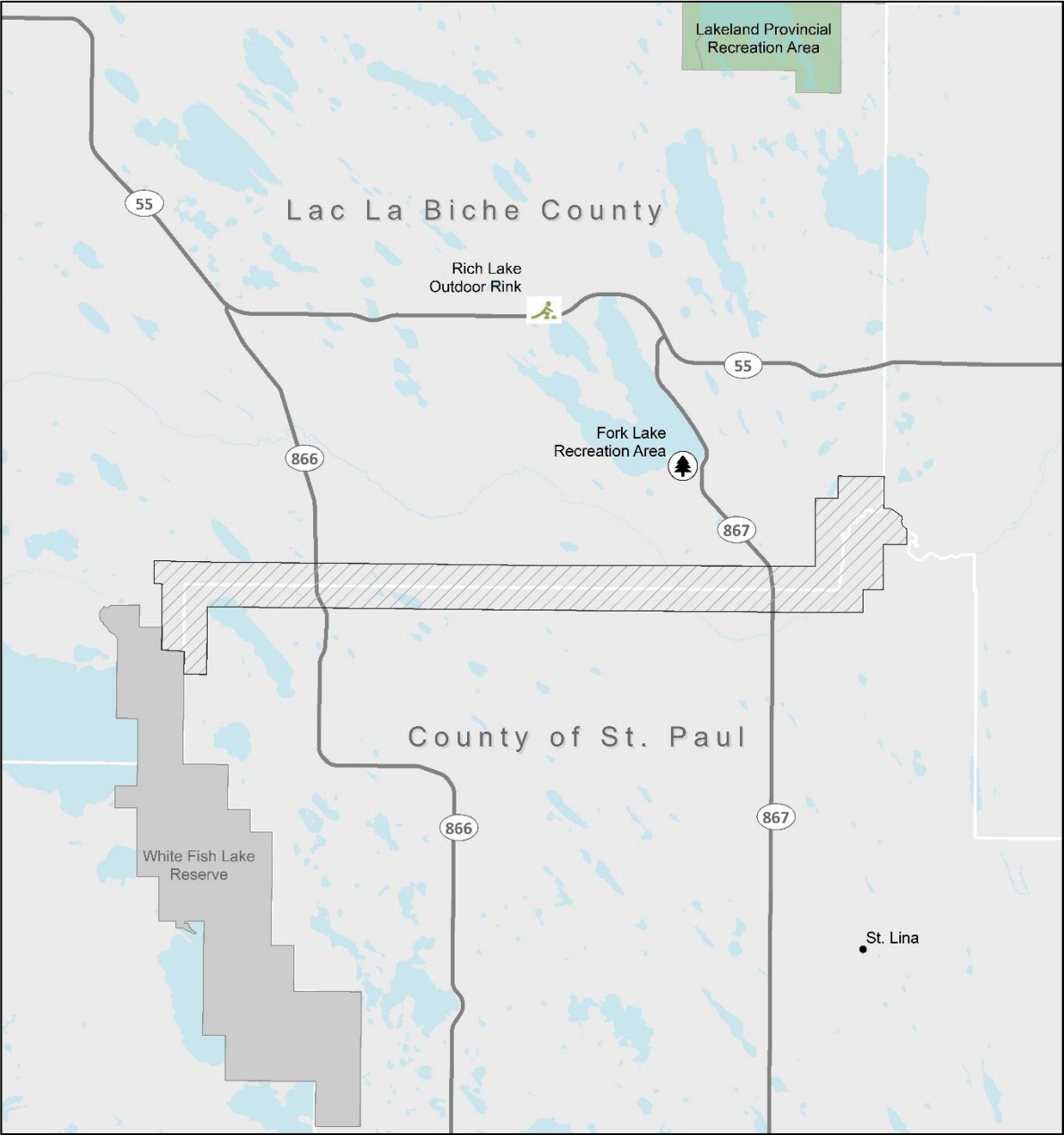
#### 3.4.1. Objective

- (1) To achieve greater economic and recreation opportunities for the region.

#### 3.4.2. Policy

- (1) Tourism and recreation opportunities in the region such as ecotourism, enhancements to existing trails, new trail development, staging areas and parks/campgrounds that respect agricultural land uses and environmentally sensitive lands, will be supported.
- (2) Collaboration with existing recreation and tourism groups to efficiently promote recreational tourism in the region will be encouraged.
- (3) Where appropriate, each municipality will endeavour to find efficiencies in bylaw enforcement through public education on recreational use near lakes and the exploration of shared bylaw services.
- (4) The means of providing access to educational material regarding safe and responsible trail use, water body health, Off-Highway Vehicle regulations, hunting regulations, and property ownership will be encouraged.
- (5) Public awareness of significant historic and cultural sites in the region will be promoted as part of heritage tourism efforts.
- (6) Both municipalities will work together to jointly advocate to the Province on issues related to tourism and recreation such as fishing to support tourism in the region.
- (7) Explore opportunities to work together on provincial and federal grant applications for recreation and tourism initiatives in the region.

Map 4: Service Hubs



Legend

- |                           |  |
|---------------------------|--|
| Plan Area                 | Hamlet   |
| Arena/Curling Rink        | Urban Municipalities, Reserves and Settlements |
| Recreation Area           | Municipal Boundary                             |
| Parks and Protected Areas |  |
| Arterial Roads            |  |
- 0 1.5 3 6 9 12 Kilometers



### 3.5. Transportation

*Context – While transportation infrastructure is limited in the Plan Area, maintaining an efficient road network provides vital links for residents, operations and businesses (Map 5). Provincial Highways 866 and 867 are the primary transportation connections through the Plan Area. There is no short-term expectation for road development in the Plan Area.*

#### 3.5.1. Objective

- (1) To enhance the transportation network's efficiency and service provision standards.

#### 3.5.2. Policy

- (1) Each municipality shall work together to ensure a safe, efficient and cost-effective transportation network is developed and maintained to service farm operations, residents and businesses within the Plan Area.
- (2) Future development applications shall consider proximity of local and topographic features to ensure no development is approved without both legal and physical access.
- (3) Information sharing regarding appropriate practices for road design, maintenance, classification, permitting and road bans is encouraged between municipalities to promote an efficient and cost-effective regional transportation network.
- (4) Collaborate to identify potential intermunicipal transportation projects to improve effectiveness and support one another in provincial grant applications for road improvements.
- (5) Coordination of asset management planning is encouraged.
- (6) Municipalities will collectively advocate to the Province to improve uniform implementation of highways standards across municipal boundaries.
- (7) Where practicable, municipal transportation professionals will be invited to participate in the Rural Intermunicipal Development Plan Committee discussions that pertain to the expansion and/or maintenance of the regional road network.
- (8) The submission of a subdivision or development proposal that may result in access being required from a roadway within the Plan Area, will necessitate issuance of an intermunicipal referral.
- (9) All right-of-way requirements will be secured for any subdivisions approved in the Plan Area to ensure long-term transportation and road plans can be implemented when required.

Map 5: Transportation



Legend

- Plan Area
- Arterial Roads
- Collector Roads
- Provincial Park and Protected Area
- Hamlet
- Urban Municipalities, Reserves and Settlements
- Municipal Boundary

0 1.5 3 6 9 12 Kilometers



### 3.6. Infrastructure & Community Services

*Context – To ensure efficient delivery of intermunicipal infrastructure and services, coordination between both municipalities is required. Existing infrastructure and community services that support the Plan Area are not expected to change in the foreseeable future based on the current inventory of service provision and land uses (Maps 4 and 6).*

#### 3.6.1. Objective

- (1) Where appropriate, to coordinate intermunicipal planning and provisions of infrastructure and community services.

#### 3.6.2. Policy





- (1) The provision of potable water and the treatment and disposal of wastewater on all parcels in the Plan Area shall be the responsibility of individual landowners or developers, in accordance with provincial standards.
- (2) Where changes to Plan authorized land uses are proposed, a collaborative approach to the planning and development of associated infrastructure shall be pursued.
- (3) Where potential opportunities to connect to regional services are identified, joint planning should be pursued.
- (4) A collaborative approach to the planning and protection of key utility corridors is required.
- (5) Telecommunication towers shall be sited in accordance with federal regulations.



Map 6: Infrastructure



Legend

- |  |  |
|--|--|
|  Plan Area        |  Landfill/Waste Disposal/Transfer Site          |
|  Gas Line         |  Arterial Roads                                 |
|  Waste Water Line |  Urban Municipalities, Reserves and Settlements |
|  Water Line       |  Municipal Boundary                             |
- 0 1.5 3 6 9 12 Kilometers



### **3.7. Collaboration, Plan Administration, & Implementation**

#### **3.7.1. Objectives**

- (1) To provide a framework for ongoing collaboration between the municipalities and clear process for when disagreements arise.

#### **3.7.2. Policies**

##### **3.7.2.1. Rural Intermunicipal Development Plan Committee**

- (1) A Rural Intermunicipal Development Plan Committee, a joint administrative committee for all six municipalities covering the eight IDPs, shall be created to coordinate all collaboration efforts including administrative plan review, infrastructure and planning coordination, and advocacy efforts.
- (2) The Rural Intermunicipal Development Plan Committee shall meet a minimum of once a year, and as required if issues/opportunities arise.
- (3) The Rural Intermunicipal Development Plan Committee membership will include one planning staff member from each municipality and other staff members as appropriate. The Terms of Reference for the Rural Intermunicipal Development Plan Committee will indicate that a flexible membership structure enabling responsiveness to new situations is encouraged.
- (4) Municipal staff members are encouraged to informally discuss intermunicipal matters and consult with each other on an as-needed basis regardless of the Rural Intermunicipal Development Plan Committee agenda or schedule.

##### **3.7.2.2. Referrals**

- (1) The IDP referral area is the same as the Plan Area and shall include all the lands within one quarter section (0.5 miles) from the shared boundary. Map 1 defines the Plan Area to which the policies within the IDP apply.
- (2) Referrals shall occur for intermunicipal review of all statutory plans and amendments affecting the Plan Area (i.e., ASPs); non-statutory development plans (i.e., concept plan, or outline plan); land use bylaw amendments; discretionary development permit applications; and subdivision applications within the Plan Area.
- (3) Excluded from referrals are subdivision of a first or second parcel out of a quarter section, accessory buildings, a secondary dwelling for agricultural purposes, minor home occupations and such other developments as the two municipalities may agree from time to time through a joint administrative protocol.



- (4) All statutory plans and amendments affecting the Plan Area (i.e., ASPs); non-statutory development plans (i.e., concept plan, or outline plan); land use bylaw amendments; discretionary development permit applications; and subdivision applications within the Plan Area shall be referred to the other municipality prior to a public hearing or a decision being rendered. Referral response timelines are as follows:
- |  |                  |
|--|------------------|
| a. Statutory and Non-statutory plans                 | 30 calendar days |
| b. Land Use Bylaw Amendments                         | 30 calendar days |
| c. Significant Discretionary Use Development Permits | 15 calendar days |
| d. Subdivision Applications                          | 20 calendar days |
- (5) In the spirit of collaboration and in alignment of the IDP values, proactive communication is encouraged, and referral responses are expected to be provided to continue to build two-way discussions. In the event that no response is received by the referral timeline, lack of response will be deemed no objection.
- (6) Comments from the responding municipality and received from a referral process will be taken into consideration prior to the decision being rendered.
- (7) Supporting technical documents forming part of the development application will be available upon request as part of the referral process.
- (8) Whenever possible, the municipalities are encouraged to share information as it becomes available about new or expanded confined feeding operations and energy projects within the Plan Area.

### **3.7.2.3. Plan Review and Amendment**

- (1) The IDP will be reviewed by the Rural Intermunicipal Development Plan Committee within 3 years of adoption, and will make recommendations to the formal IDP Review process that will occur within 4 years after adoption.
- (2) Should the North Saskatchewan Regional Plan be adopted prior to the IDP review period, the municipalities agree to review any potential impacts and discuss amendments necessary for compliance.
- (3) Either municipality may propose amendments to the IDP at any time, and third-party requests to amend the IDP will be considered.
- (4) Should circumstances arise that result in the repeal of this IDP, both municipalities shall repeal the IDP, and replace with a new IDP as required under the Municipal Government Act, RSA 2000, as amended.

#### **3.7.2.4. Dispute Resolution**

- (1) This IDP recognizes that there may be disagreements on the review of statutory and non-statutory plans and amendments, and land use bylaws and amendments within the Plan Area, and/or IDP interpretations, and provides a framework for the resolution of such disagreements (Figure 2: Dispute Resolution Framework). Key factors built into the Dispute Resolution Framework include a standard process with clear roles, communications, and timelines that result in a timely resolution.
- (2) Once a disagreement is identified through a written notice, no further action shall be taken on the application or matter in dispute until resolution of the disagreement has been determined.

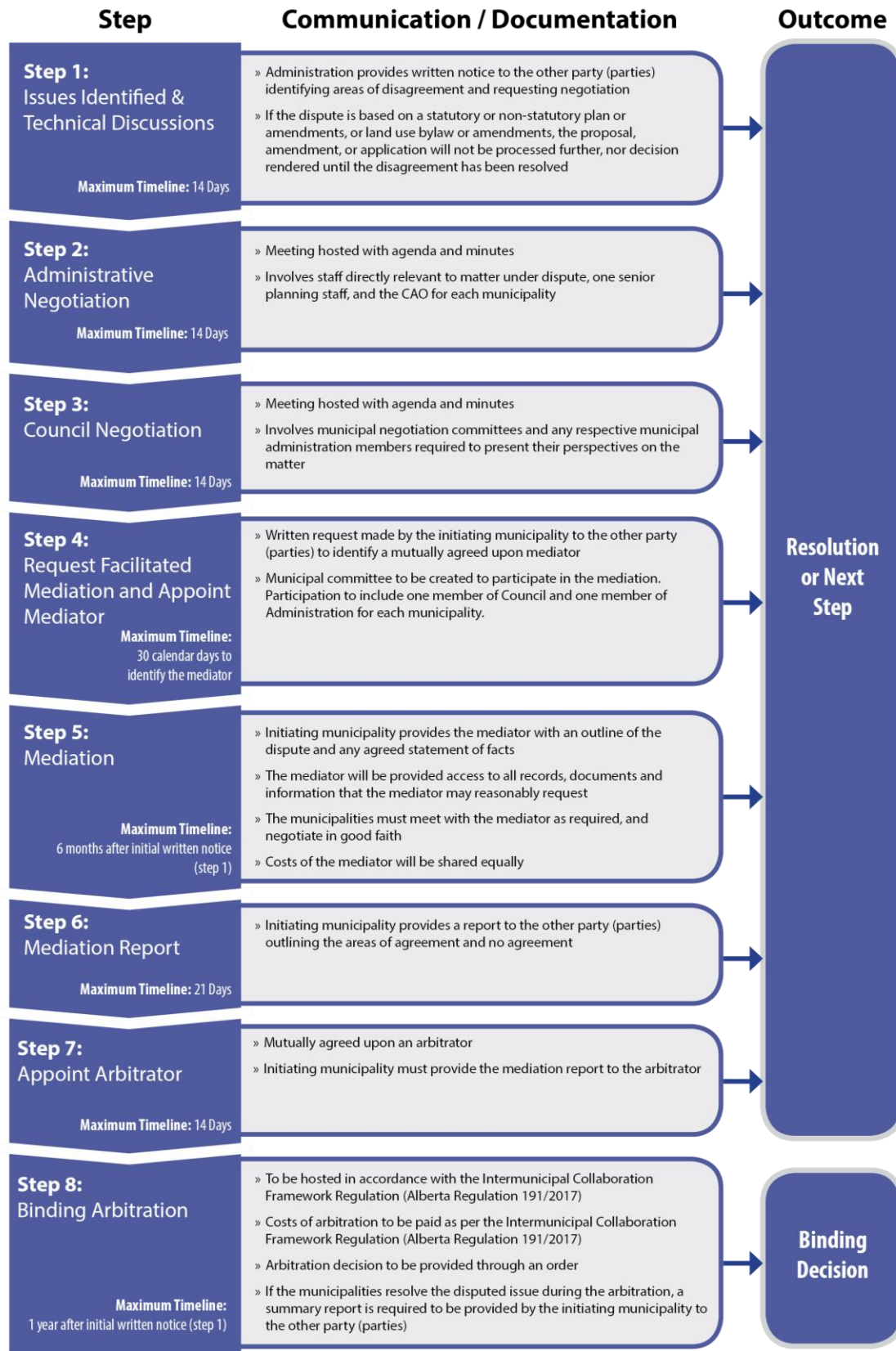


Figure 2: Dispute Resolution Framework



## Request for Decision

Council Meeting: January 8, 2019

### **Bylaw 2019-02 - Intermunicipal Development Plan with the Municipal District of Bonnyville**

#### **Request**

---

Recent changes to the MGA mean that all municipalities with common borders must complete and adopt Intermunicipal Development Plans, by April 1, 2020.

Through funding provided by an Alberta Community Partnership grant, the County of St. Paul, Lac La Biche County, Smoky Lake County, Municipal District of Bonnyville, County of Vermilion River and County of Two Hills have worked collaboratively to develop eight unique Intermunicipal Development Plans.

Public consultations for this plan were held February 13, 2018 and April 26, 2018. Online surveys also accompanied both engagement sessions for those who would not attend in person. A public hearing will also be held prior to second reading.

The Municipal District of Bonnyville has given the Intermunicipal Development Plan first reading and has held a public hearing.

A copy of the draft bylaw and draft Intermunicipal Development Plan are attached for Council's review.

#### **Alternatives**

---

Council may recommend changes to the Intermunicipal Development Plan.

Council may table the decision for first reading of the Intermunicipal Development Plan.

Council may defeat the motion for first reading of the Intermunicipal Development Plan.

#### **Recommendation**

---

Administration is recommending giving first reading to Bylaw 2019-02.

---

**Submitted by:** Krystle Fedoretz, Director of Planning and Development

## BYLAW 2019-02

### **A BYLAW OF THE COUNTY OF ST. PAUL NO. 19 IN THE PROVINCE OF ALBERTA TO ADOPT AN INTERMUNICIPAL DEVELOPMENT PLAN WITH THE MUNICIPAL DISTRICT OF BONNYVILLE**

**Whereas**, the Municipal Government Act, R.S.A. 2000, as amended authorizes two or more municipalities to adopt an Intermunicipal Development Plan; and

**And Whereas**, a new Intermunicipal Development Plan has been prepared in accordance with section 631(1) of the Municipal Government Act, R.S.A. 2000 under the direction of the Council of the Municipal District of Bonnyville and the Council of the County of St. Paul No.19; and

**And Whereas**, a public hearing will be held in accordance with section 692(1) of the Municipal Government Act, R.S.A. 2000; and

**And Whereas** the Municipal District of Bonnyville has passed a Bylaw to adopt this Intermunicipal Development Plan;

**Now Therefore**, the Council of the County of St. Paul No.19, duly assembled, enacts as follows:

1. THAT the County of St. Paul No.19 and the Municipal District of Bonnyville  
Intermunicipal Development Plan is hereby adopted.

Read a first time in Council this 8<sup>th</sup> day of January, A.D. 2019.

Advertised the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019 and the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019 in the St. Paul Journal and Elk Point Review.

Read a second time in Council this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019.

Read a third time in Council and duly passed this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

## Schedule "A"

Intermunicipal Development Plan With The Municipal District Of Bonnyville





## County of St. Paul / Municipal District of Bonnyville Intermunicipal Development Plan





Cover Image Credits:

Image no. 1: County of St Paul photo library

Image no. 2: Municipal District of Bonnyville photo library

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# 1. Introduction

## 1.1. Background

To meet the requirements of the Municipal Government Act, that all municipalities must adopt Intermunicipal Development Plans (IDP) with their land-based neighbouring municipalities, the participating municipalities determined that a collaborative approach would bring the most value. The group of municipalities (“the partners”) involved in the Rural Multi-Jurisdictional IDP Project includes the participation of:

- County of St. Paul
- County of Two Hills
- County of Vermilion River
- Lac La Biche County
- Municipal District of Bonnyville
- Smoky Lake County

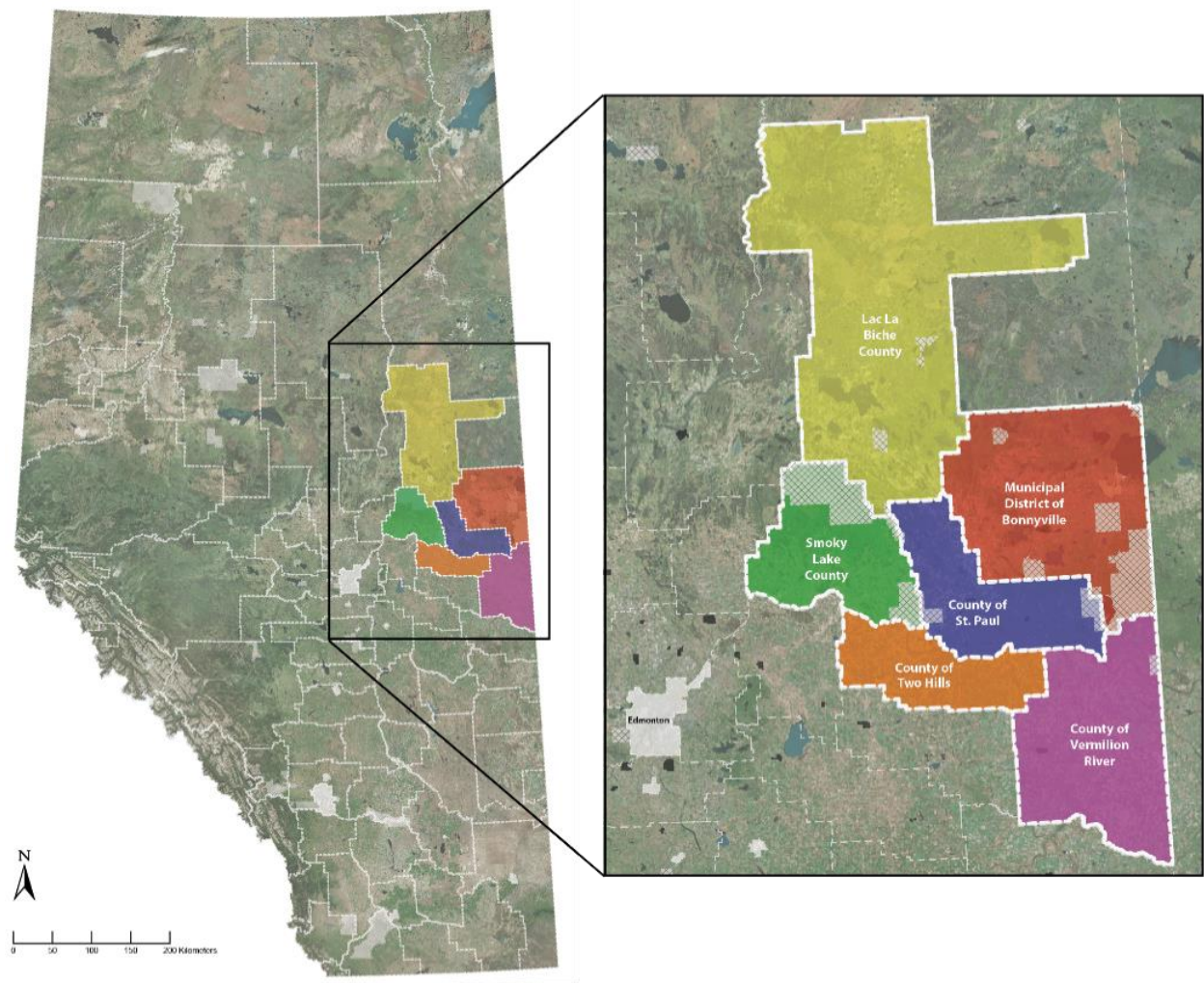


Figure 1: Regional Context Map

The eight rural-to-rural plans developed through this project are:

- **County of St. Paul and Smoky Lake County Intermunicipal Development Plan**
- **Lac La Biche County and County of St. Paul Intermunicipal Development Plan**
- **Lac La Biche County and Municipal District of Bonnyville Intermunicipal Development Plan**
- **County of St. Paul and Municipal District of Bonnyville Intermunicipal Development Plan**
- **County of St. Paul and County of Vermilion River Intermunicipal Development Plan**
- **County of Two Hills and County of Vermilion River Intermunicipal Development Plan**
- **County of St. Paul and County of Two Hills Intermunicipal Development Plan**
- **Smoky Lake County and County of Two Hills Intermunicipal Development Plan**

The partners' shared borders are expansive, yet have significant common features including being rural, largely agricultural in land use, and sharing ecological, utility and transportation features.

## **1.2. Vision, Shared Values and Goals**

### **1.2.1. Vision**

To fulfill the Municipal Government Act Section 631 requirements for IDPs while proactively building collaborative relationships. The purpose of an IDP is to foster an intermunicipal approach to planning issues on the lands that connect adjacent municipalities, and to establish an agreed upon development vision for the area.

### **1.2.2. Shared Values**

A set of shared values were developed to guide the development of this Plan, and are expected to be used as a framework for interpreting the IDP policies:

- (1) Strong, proactive communication and safe discussion;
- (2) More awareness of all our neighbours;
- (3) Respect for our neighbours;
- (4) Inclusivity; and
- (5) Equal partners.

### **1.2.3. Goals**

The goal is to meet the Municipal Government Act's requirements by:

- (1) Identifying future land uses for the Plan Area;

- (2) Facilitate intermunicipal communication and coordination of planning and development within the Plan Area based on the shared values and policies;
- (3) Address the transportation systems;
- (4) Collaborate on relevant intermunicipal programs relating to the physical, social and economic development of the Plan Area;
- (5) Address environmental matters through a focus on water bodies, watersheds and environmentally significant areas within the Plan Area;
- (6) Establish direction for joint collaboration on issues beyond the municipal jurisdiction; and
- (7) Provide administrative provisions for dispute resolution, amendments and repeals.

### 1.3. Statutory Framework

In addition to recently becoming a requirement for municipalities, as per section 631 of the Municipal Government Act, the IDP has also become the highest order of municipal statutory plan and requires all other statutory plans to align with its policies.

The Municipal Government Act also requires the IDPs to be consistent with any approved regional plans. The Municipal District (M.D.) of Bonnyville falls within the Lower Athabasca Regional Plan (LARP). Approved in 2012 under the provincial Land-use Framework, LARP is Alberta's first regional statutory plan. It establishes a 50-year vision and a 10 year strategic direction for environmental management, growth, and economic development in the region. LARP uses a cumulative effects management approach to balance the region's approach to growth and set desired outcomes and objectives for the region through a series of strategies, actions, approaches and tools. As a regional plan, LARP is at the highest level in the order of statutory planning documents.

The County of St. Paul falls within the North Saskatchewan Regional Plan area.

Although the creation of the regional plan is still in progress while this IDP is being developed, the Municipalities have taken steps to incorporate regional planning considerations in this IDP that are consistent with the Terms of Reference for Developing the North Saskatchewan Regional Plan.

### 1.4. Policy Interpretation

The IDP uses specific language to indicate the level of support required for each policy. The following words are to be interpreted as follows:

**Shall, require, must, or will:** explicitly apply to all situations without exception.

**Should:** always applies to the situation unless it can clearly be identified to the agreement of Council or the Approving Authority that in the given situation, the policy is not reasonable, practical or feasible.

**May:** acknowledges support in principle and indicates that Council or the Approving Authority has the discretion to determine the level of compliance that is required.

## 1.5. Mapping Interpretation

The maps contained within this IDP are intended to provide support and aid in the interpretation of the policies. Boundaries, areas shown, and locations denoted by symbols are approximate and are not intended to define exact locations except where they coincide with clearly recognizable physical features or fixed boundaries such as property lines and roads. Since the maps are not absolute, and will be interpreted as such, the precise location of these boundaries will need to be determined by the relevant Approving Authority at the time of evaluating any proposed development application.

Map legends may include items not represented on the map. Mapping was undertaken as part of the inventory of current services, and lack of representation on the map indicates a service was inventoried, but no service exists in the area.

## 1.6. Public Engagement

This IDP was developed through a collaborative process that included a series of intermunicipal discussions in conjunction with community engagement that collected public input at several points in the process. Guided by an advisory committee consisting of elected officials and members of administration from each of the partner municipalities, the IDP endeavoured to include key stakeholders such as land owners, adjacent First Nations and Métis communities, industry representatives and recreation groups.

The process had two community engagement phases that ran concurrently with the development of the IDP prior to the public hearing and approval process:

### **Engagement Phase 1 – Discover & Vision:**

A targeted stakeholder meeting was held at the Mallaig Legion in the County of St. Paul on February 13, 2018. This was to inform the stakeholders about the IDP, collect information about the Plan Area context, and to identify potential opportunities and issues. An online questionnaire was also available for stakeholders unable to attend, presenting and collecting the same information as the stakeholder meeting.

### **Engagement Phase 2 – Preliminary Policy Direction:**

Using input collected in Engagement Phase 1, preliminary policy statements were developed and presented to the public at an open house on April 26, 2018 at the County of St. Paul offices and via an online survey. Feedback collected provided direction for the draft IDP.

## 1.7. Definitions

The Municipal Government Act, RSA 2000 shall define all terms included in the IDP unless defined below:

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



**“Aggregate operations”** means the activities, process and/or extract used to aggregate materials including gravel, rock and sand typically used in the construction of roads, buildings and other infrastructure.

**“Council”** means the Council of County of St. Paul and the Council of the Municipal District of Bonnyville in the Province of Alberta.

**“Discretionary Use”** means 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.

**“Plan Area (Intermunicipal Development Plan Area)”** means the extension of land identified by both municipalities that encompass areas of importance and/or concern to which the policies of this document pertain.

**“Intermunicipal Development Plan (IDP)”** means a statutory document between two or more municipalities, adopted by bylaw in accordance with section 631 of the Municipal Government Act, which is used by municipalities as a long-range planning tool to address joint planning matters.

**“Municipal Government Act (MGA)”** means the Municipal Government Act, RSA 2000 as amended.

**“Non-Statutory Plan”** means a municipal planning document or conceptual scheme or conceptual plan that is endorsed or approved by resolution of Council, typically to guide future land use development or subdivision of a specified area within a municipality, but does not include a municipal development plan, area structure plan, or area redevelopment plan adopted under the Municipal Government Act.

## 2. Plan Context

### 2.1. Defining the Intermunicipal Development Plan Area

The County of St. Paul and Municipal District of Bonnyville share a common geography, similar demographics, and economic base offered by their location northeast of Edmonton, Alberta's capital city and south of Alberta's oil sands. In order to determine the extent of the Plan Area, the partners reviewed the key features along the boundary and adjacent area including:

- current and future land uses;
- environmental considerations;
- transportation networks;
- utility and infrastructure servicing;
- community services infrastructure; and
- recreation and tourism assets.

### 2.2. Municipal Profiles

#### 2.2.1. County of St. Paul

The County of St. Paul has an area of 3,309 km<sup>2</sup> and a population of 6,036 people (2016 Statistics Canada Census). The County surrounds the towns of Elk Point and St. Paul the Summer Village of Horseshoe Bay. Ten hamlets and several other unincorporated communities are located within its boundaries. The County is bordered by five rural municipalities and five First Nation Reserves. The local economy is primarily supported by the agriculture, forestry and resource extraction lands which generate a large portion of employment. More recently, oil and gas has provided economic growth to the region. The County also has an abundance of outdoor recreation opportunities which draws both local residents and tourists. Highways 41 and 28 are both high load highways that serve the County and provide connections to adjacent communities. Growth projections for the County as a whole are likely to be consistent with the trend of 5% increase over the last five years. Little of this population growth is expected to occur in the Plan Area. The County encourages future residential development to occur within existing hamlets and/or existing multi-lot country residential areas.

#### 2.2.2. Municipal District of Bonnyville

The Municipal District of Bonnyville has an area of 6,057 km<sup>2</sup> and a population of 13,575 people (2016 Statistics Canada Census). The Municipal District is bordered by three rural municipalities, four First Nation Reserves and two Métis Settlements within Alberta. The Province of Saskatchewan lies to the east. The Municipal District surrounds the City of Cold Lake, the Town of Bonnyville, the Village of Glendon, the Summer Villages of Bonnyville Beach and Pelican Narrows, and Cold Lake First Nations. Several hamlets and many unincorporated communities are located within the Municipal District. Oil and gas, agriculture, health care, and transportation are the greatest contributors to the local economy. The Municipal District also provides many outdoor recreation opportunities on lakes and trails including a portion of the Iron Horse Trail, which connects many communities throughout northeastern Alberta. Highways 28 and 41 connects the municipality to the greater region, Edmonton and south to the United States. Population in the Municipal District has steadily climbed year-over-year at over 3% and grown by 17% in the last five years.

## 3. Plan Policies

### 3.1. Plan Area

*Context – The IDP area covers an area of agricultural land.*

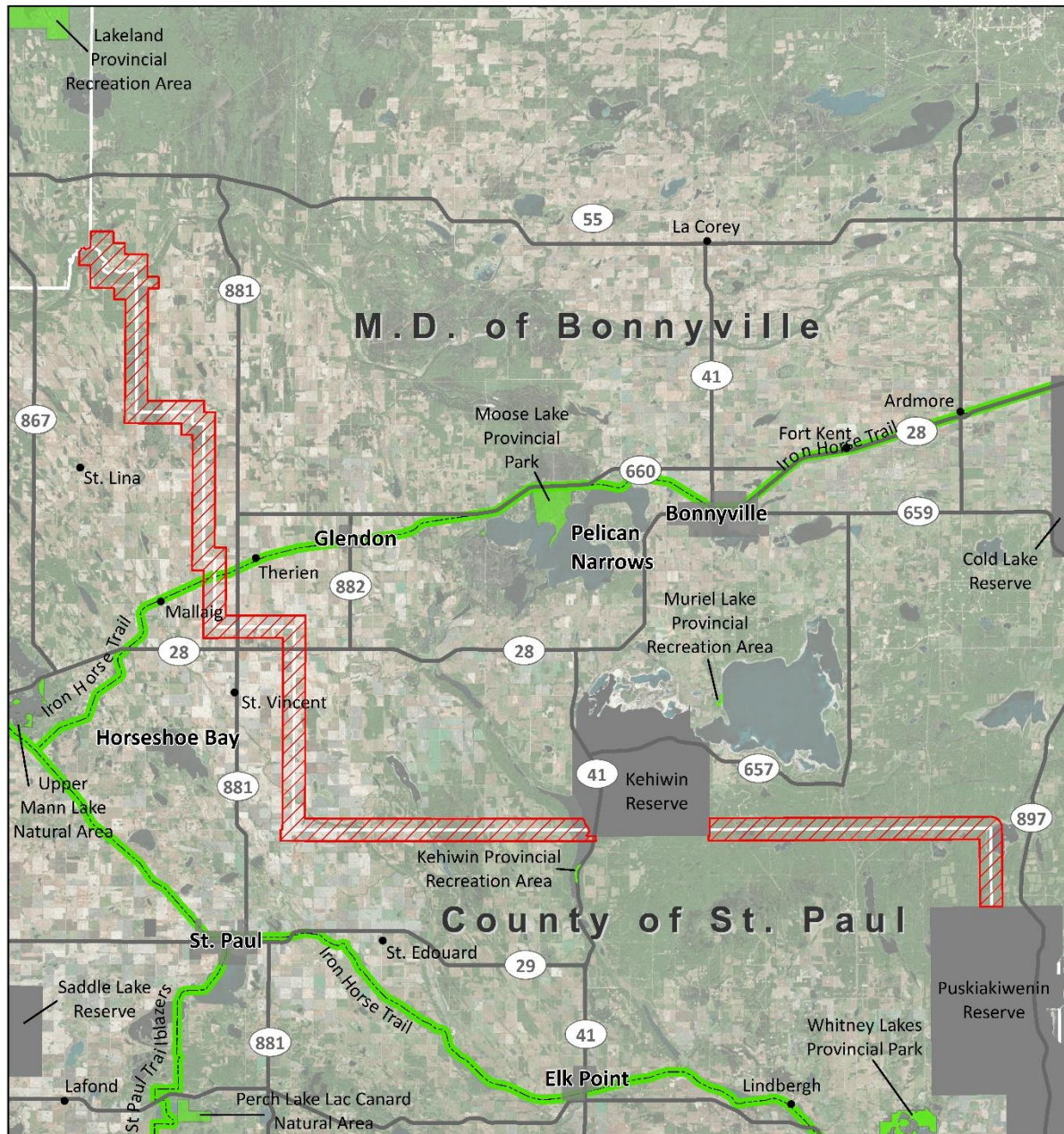
#### 3.1.1. Objective

- (1) To establish the Plan Area in which all IDP policies apply.

#### 3.1.2. Policy

- (1) The County of St. Paul / Municipal District of Bonnyville IDP area encompasses all of the lands within 1 quarter section (0.5 miles) on both sides of the shared boundary as defined on Map 1. Lands within the adopted IDP area (known as the Plan Area) are subject to the IDP objectives and policies.

Map 1: Plan Area and Referral Area



### Legend

-  Plan Area
-  Parks and Protected Areas
-  Urban Municipalities, Reserves and Settlements
-  Trails
-  Hamlets
-  Arterial Roads

0 2.5 5 10 15 20 Kilometers



### 3.2. Land Use

*Context - Land uses with the Plan Area are largely not expected to change within the short- and medium-term planning horizon.*

#### 3.2.1. Objective

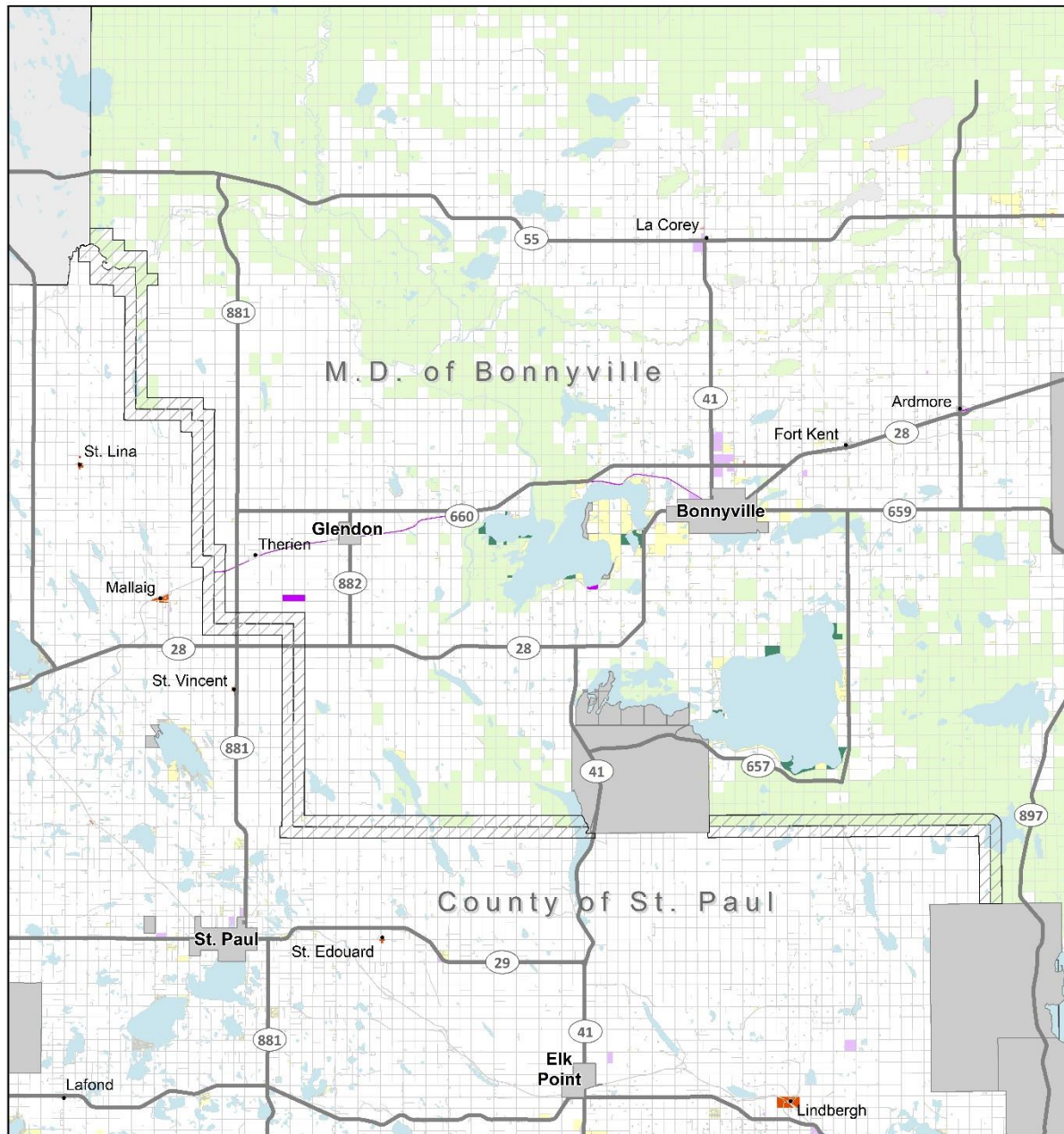
- (1) To respect the rural character of the Plan Area and to preserve both agricultural lands and significant natural environmental features.

#### 3.2.2. Policy

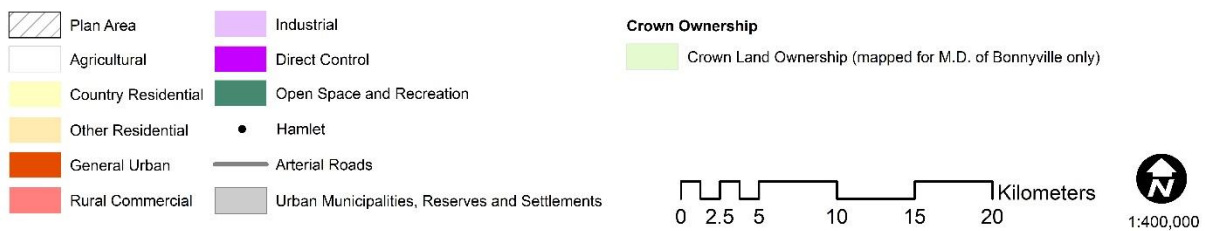
- (1) The preservation of agricultural land uses shall be required.
- (2) All current land uses are deemed to be the future land uses (Map 2: Land Use), unless approved through the appropriate amendment processes.
- (3) Resource extraction, including aggregate operations, and energy projects in accordance with provincial regulation are acceptable in agricultural land use.
- (4) Historically significant sites will be identified, and policy will be developed to address these sites on an as-needed basis.
- (5) Municipalities are encouraged to discuss any proposed or forthcoming Statutory Plans, Land Use Bylaws or amendments that impact the Plan Area with one another.



Map 2: Land Use



**Legend**



### 3.3. Environment

*Context - Both municipalities share environmentally sensitive and important natural features within the Plan Area (Map 3). The Plan Area includes water bodies such as sections of Kehiwin Lake and Cushing Lake. Both municipalities recognize the importance of maintaining the health of natural systems to the quality of life in the region and the overall health of the watershed.*

#### 3.3.1. Objective

- (1) To promote environmental stewardship in the region.
- (2) To protect the long-term health of the watershed and water bodies.

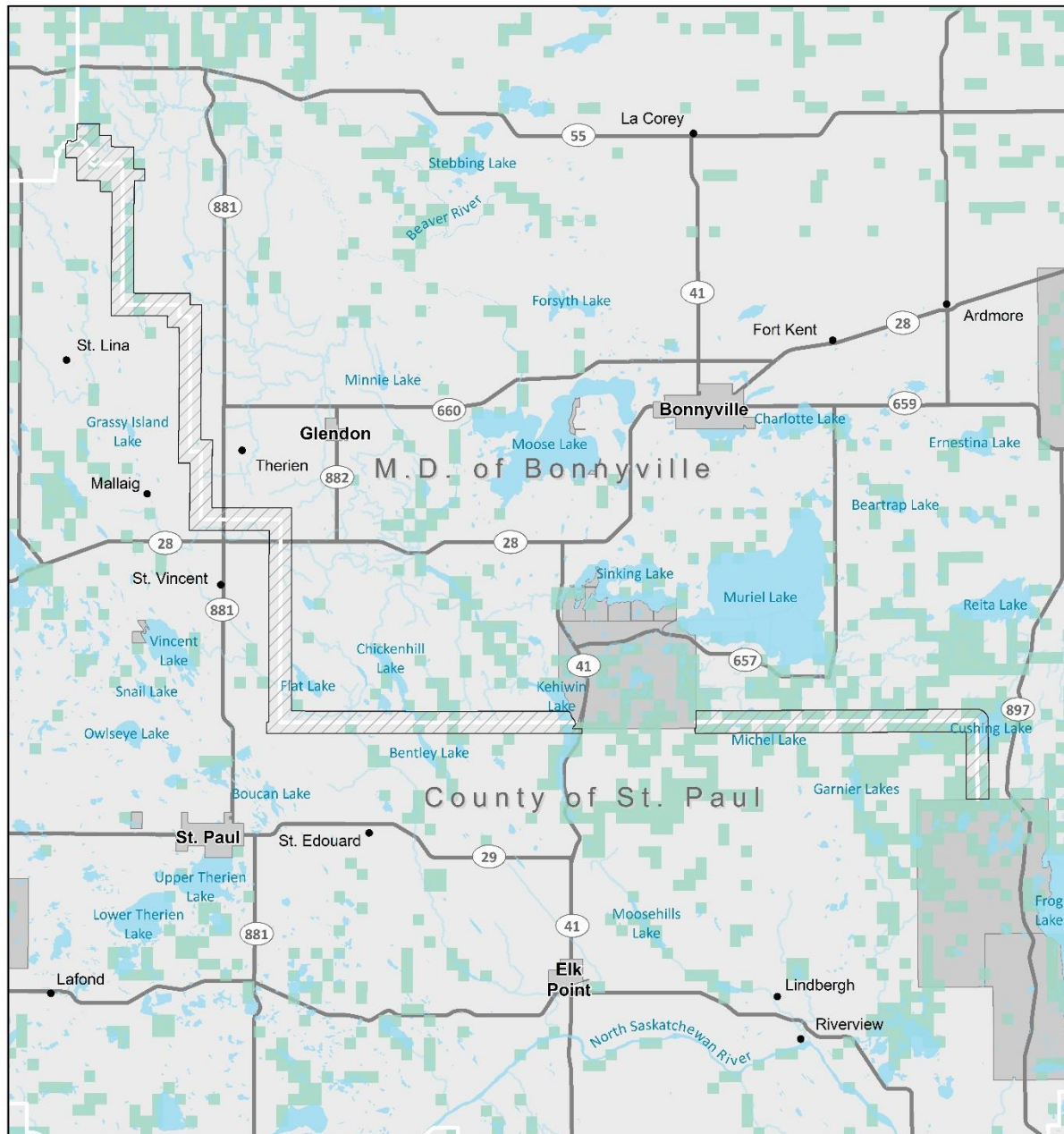
#### 3.3.2. Policy

- (1) A set of public education materials regarding shoreline health; respectful use of recreation vehicles; protection of riparian vegetation and water quality should be pursued in collaboration with the appropriate Provincial and Federal agencies.
- (2) Collaboration with existing regional watershed groups including, but not limited to the North Saskatchewan Watershed Alliance and Lakeland Industry and Community Association, and participation in stewardship initiatives to support a healthy regional watershed will be encouraged.
- (3) Municipal Councillors will be appointed to North Saskatchewan Watershed Alliance and should be appointed to Lakeland Industry and Community Association to facilitate advancements in watershed health.
- (4) The environmental stewardship efforts of organizations such as subregional watershed groups, Cows and Fish, ALUS, and the Agricultural Service Boards will be encouraged to promote best practices for the relationship between agriculture and watersheds.
- (5) To protect sensitive riparian habitat and water quality, explore the creation of common development setbacks from water bodies.
- (6) Statutory and non-statutory plans for lake areas will be periodically amended to reflect advances in lake management best practices.
- (7) Development proposed in proximity to water bodies and tributaries should be carefully evaluated for impacts on water quality.
- (8) Existing agricultural operations and residential property owners will be encouraged to maintain a high water quality standard for wetlands, creeks, lakes and other water bodies through the application of best management practices to privately-owned riparian areas.
- (9) Development on flood prone lands is not permitted.
- (10) All provincial regulations with respect to potable water and sanitary services shall be adhered to.
- (11) Partnerships between the municipalities and the appropriate wetland mitigation agencies should be explored to promote the protection of the Plan Area sensitive habitats.










- (12) Grants to conduct regional inventories of environmentally significant features and to obtain related aerial photography should be pursued.

Map 3: Environment and Water



## Legend

-  Plan Area
-  Rivers and Lakes
-  Environmentally Significant Areas
-  Urban Municipalities, Reserves and Settlements
-  Hamlet
-  Arterial Roads
-  Municipal Boundary

0 2.5 5 10 15 20 Kilometers



### 3.4. Recreation and Tourism

*Context – Exploration of recreation opportunities is encouraged. Recreation opportunities are largely located in the urban centres. Current availability of managed recreation is limited within the Plan Area (Map 4). The Iron Horse Trail is a major recreation and tourism asset that connects both municipalities across the municipal boundary (Map 5). Both municipalities are partners of Northeast Muni-Corr Ltd., through which the Iron Horse Trail was acquired and developed.*

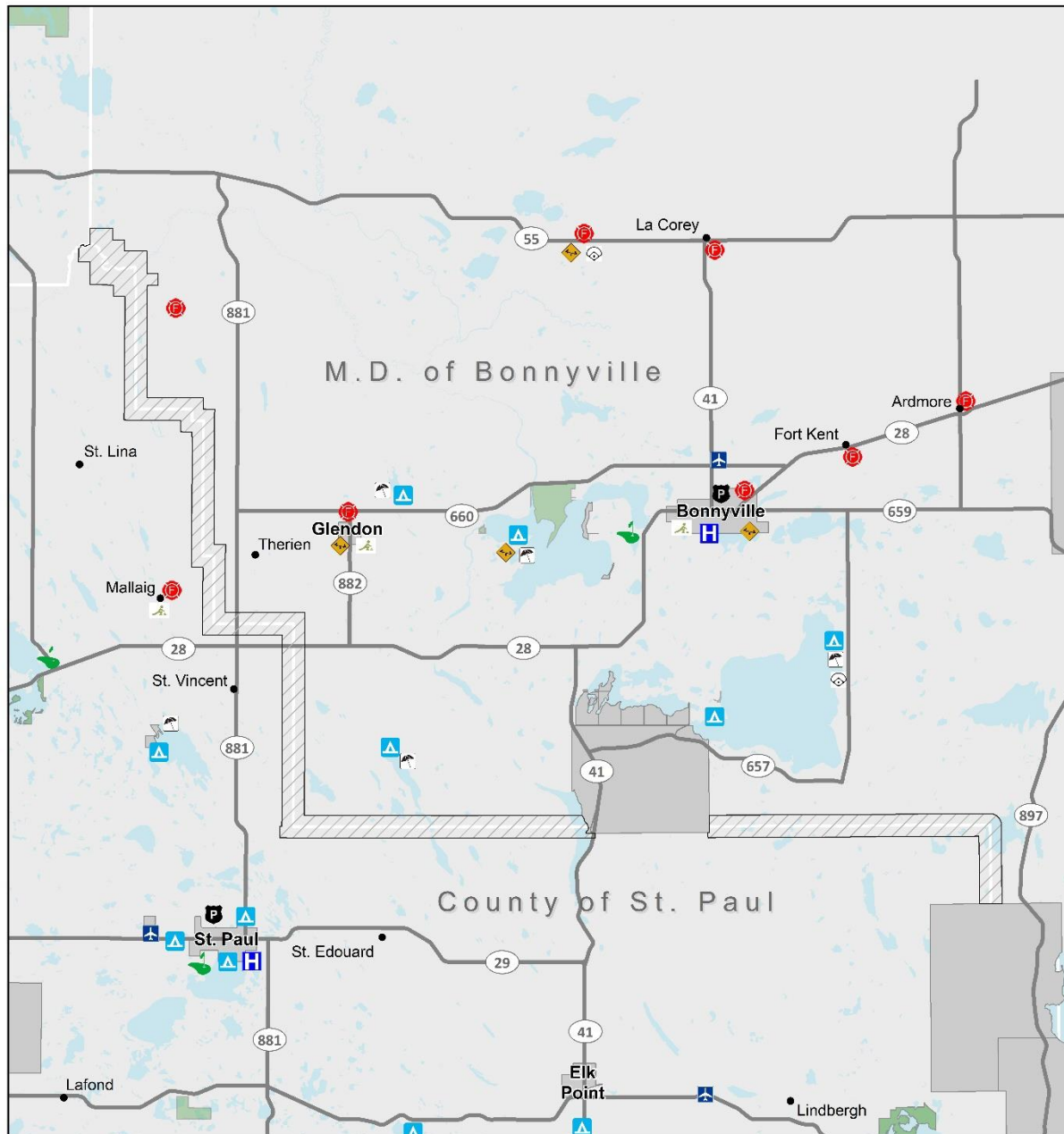
#### 3.4.1. Objective

- (1) To achieve greater economic and recreation opportunities for the region.
- (2) To maintain and enhance current trails including the Iron Horse Trail.

#### 3.4.2. Policy

- (1) Tourism and recreation opportunities in the region such as ecotourism, enhancements to existing trails, new trail development, staging areas and parks/campgrounds that respect agricultural land uses and environmentally sensitive lands, will be supported.
- (2) The municipalities will explore opportunities to increase operational efficiencies of the Iron Horse Trail.
- (3) Collaboration with existing recreation and tourism groups to efficiently promote recreational tourism in the region will be encouraged.
- (4) Where appropriate, each municipality will endeavour to find efficiencies in bylaw enforcement through public education on recreational use near lakes and the exploration of shared bylaw services.
- (5) The means of providing access to educational material regarding safe and responsible trail use, water body health, Off-Highway Vehicle regulations, hunting regulations, and property ownership will be encouraged.
- (6) Public awareness of significant historic and cultural sites in the region will be promoted as part of heritage tourism efforts.
- (7) Both municipalities will work together to jointly advocate to the Province on issues related to tourism and recreation such as fishing to support tourism in the region.
- (8) Explore opportunities to work together on provincial and federal grant applications for recreation and tourism initiatives in the region.

Map 4: Service Hubs



### Legend

- |                    |              |                           |  |
|--------------------|--------------|---------------------------|--|
| Plan Area          | Golf Course  | RCMP Station              | Urban Municipalities, Reserves and Settlements |
| Arena/Curling Rink | Playground   | Airport                   | Municipal Boundary                             |
| Ball Diamonds      | Riding Arena | Parks and Protected Areas |  |
| Beach/Campground   | Fire Hall    | Arterial Roads            |  |
| Campground         | Hospital     | Hamlet                    |  |

0 2.5 5 10 15 20 Kilometers



### 3.5. Transportation

*Context – While transportation infrastructure is limited in the Plan Area, maintaining an efficient road network provides vital links for residents, operations and businesses (Map 5). Provincial Highways 881, 41 and 28 are the primary transportation connections through the Plan Area.*

#### 3.5.1. Objective

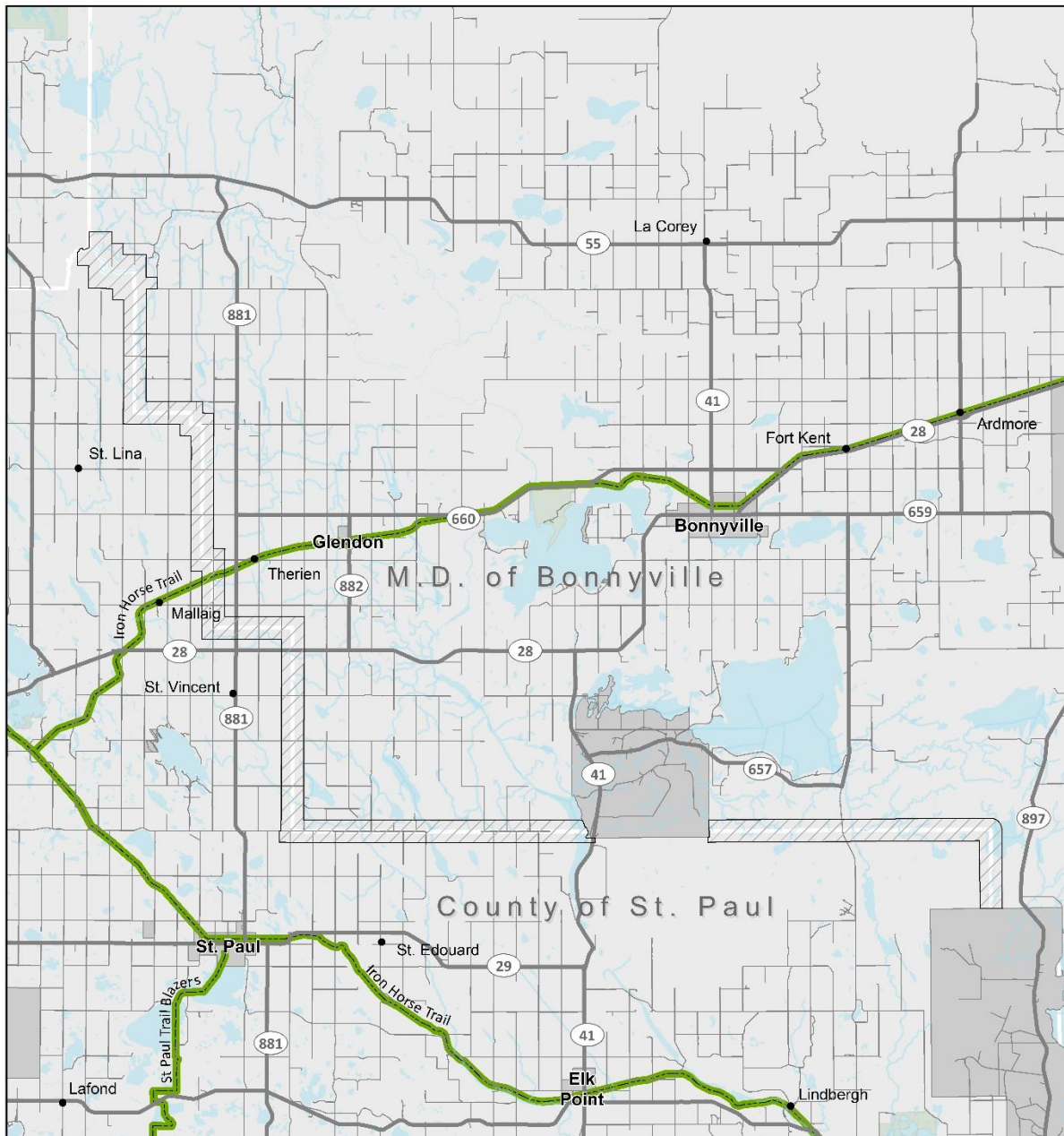
- (1) To enhance the transportation network's efficiency and service provision standards.

#### 3.5.2. Policy

- (1) Each municipality shall work together to ensure a safe, efficient and cost-effective transportation network is developed and maintained to service farm operations, residents and businesses within the Plan Area.
- (2) Future development applications shall consider proximity of local and topographic features to ensure no development is approved without both legal and physical access.
- (3) Information sharing regarding appropriate practices for road design, maintenance, classification, permitting and road bans is encouraged between municipalities to promote an efficient and cost-effective regional transportation network.
- (4) Collaborate to identify potential intermunicipal transportation projects to improve effectiveness and support one another in provincial grant applications for road improvements.
- (5) Coordination of asset management planning is encouraged.
- (6) Municipalities will collectively advocate to the Province to improve uniform implementation of highways standards across municipal boundaries.
- (7) Where practicable, municipal transportation professionals will be invited to participate in the Rural Intermunicipal Development Plan Committee discussions that pertain to the expansion and/or maintenance of the regional road network.
- (8) The submission of a subdivision or development proposal that may result in access being required from a roadway within the Plan Area, will necessitate issuance of an intermunicipal referral.
- (9) All right-of-way requirements will be secured for any subdivisions approved in the Plan Area to ensure long-term transportation and road plans can be implemented when required.



Map 5: Transportation



### Legend

- |   |  |
|---|--|
|  Plan Area       |  Trails   |
|  Hamlet          |  Urban Municipalities, Reserves and Settlements |
|  Arterial Roads  |  Municipal Boundary                             |
|  Collector Roads |  |

0 2.5 5 10 15 20 Kilometers



### 3.6. Infrastructure & Community Services

*Context – To ensure efficient delivery of intermunicipal infrastructure and services, coordination between both municipalities is required. Existing infrastructure and community services that support the Plan Area are not expected to change in the foreseeable future based on the current inventory of service provision and land uses (Map 4 and 6).*

#### 3.6.1. Objective

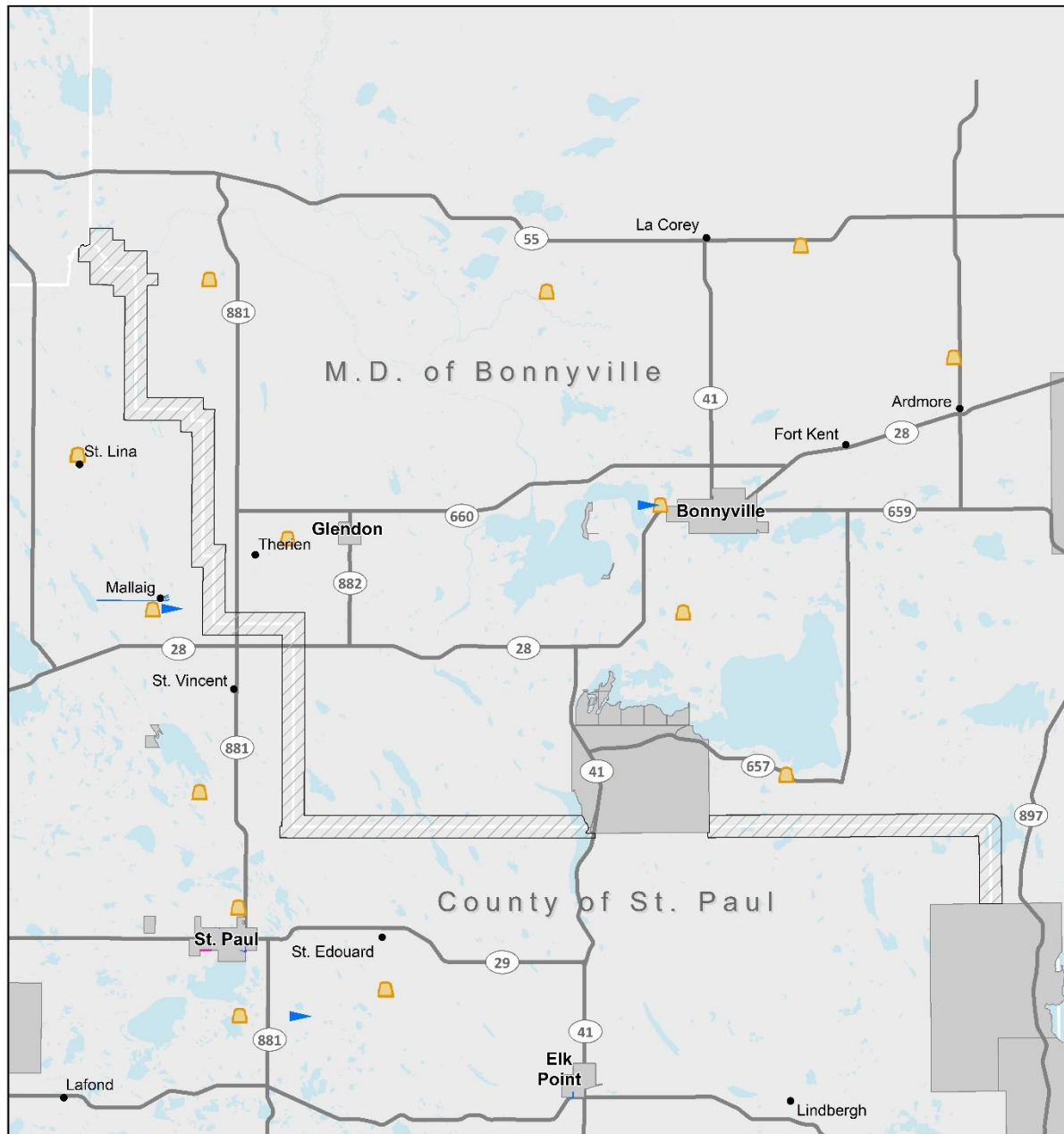
- (1) Where appropriate, to coordinate intermunicipal planning and provisions of infrastructure and community services.

#### 3.6.2. Policy

- (1) The provision of potable water and the treatment and disposal of wastewater on all parcels in the Plan Area shall be the responsibility of individual landowners or developers, in accordance with provincial standards.
- (2) Where changes to Plan authorized land uses are proposed, a collaborative approach to the planning and development of associated infrastructure shall be pursued.
- (3) Where potential opportunities to connect to regional services are identified, joint planning should be pursued.
- (4) A collaborative approach to the planning and protection of key utility corridors is required.
- (5) Telecommunication towers shall be sited in accordance with federal regulations.



Map 6: Infrastructure



### Legend

- |                  |  |                    |
|------------------|--|--------------------|
| Plan Area        | Landfill/Waste Disposal/Transfer Site          | Hamlet             |
| Gas Line         | Water Plant/Reservoir                          | Municipal Boundary |
| Water Line       | Arterial Roads                                 |                    |
| Waste Water Line | Urban Municipalities, Reserves and Settlements |                    |

0 2.5 5 10 15 20 Kilometers



\* Not depicted on map due to unavailable data: Water line running from Water Plant/Reservoir located south east of Town of St. Paul to Elk Point.

### **3.7. Collaboration, Plan Administration, & Implementation**

#### **3.7.1. Objectives**

- (1) To provide a framework for ongoing collaboration between the municipalities and clear process for when disagreements arise.

#### **3.7.2. Policies**

##### **3.7.2.1. Rural Intermunicipal Development Plan Committee**

- (1) A Rural Intermunicipal Development Plan Committee, a joint administrative committee for all six municipalities covering the eight IDPs, shall be created to coordinate all collaboration efforts including administrative plan review, infrastructure and planning coordination, and advocacy efforts.
- (2) The Rural Intermunicipal Development Plan Committee shall meet a minimum of once a year, and as required if issues/opportunities arise.
- (3) The Rural Intermunicipal Development Plan Committee membership will include one planning staff member from each municipality and other staff members as appropriate. The Terms of Reference for the Rural Intermunicipal Development Plan Committee will indicate that a flexible membership structure enabling responsiveness to new situations is encouraged.
- (4) Municipal staff members are encouraged to informally discuss intermunicipal matters and consult with each other on an as-needed basis regardless of the Rural Intermunicipal Development Plan Committee agenda or schedule.

##### **3.7.2.2. Referrals**

- (1) The IDP referral area is the same as the Plan Area and shall include all the lands within one quarter section (0.5 miles) from the shared boundary. Map 1 defines the Plan Area to which the policies within the IDP apply.
- (2) Referrals shall occur for intermunicipal review of all statutory plans and amendments affecting the Plan Area (i.e., ASPs); non-statutory development plans (i.e., concept plan, or outline plan); land use bylaw amendments; discretionary development permit applications; and subdivision applications within the Plan Area.
- (3) Excluded from referrals are subdivision of a first or second parcel out of a quarter section, accessory buildings, a secondary dwelling for agricultural purposes, minor home occupations and such other developments as the two municipalities may agree from time to time through a joint administrative protocol.

- (4) All statutory plans and amendments affecting the Plan Area (i.e., ASPs); non-statutory development plans (i.e., concept plan, or outline plan); land use bylaw amendments; discretionary development permit applications; and subdivision applications within the Plan Area shall be referred to the other municipality prior to a public hearing or a decision being rendered. Referral response timelines are as follows:
- |  |                  |
|--|------------------|
| a. Statutory and Non-statutory plans                 | 30 calendar days |
| b. Land Use Bylaw Amendments                         | 30 calendar days |
| c. Significant Discretionary Use Development Permits | 15 calendar days |
| d. Subdivision Applications                          | 20 calendar days |
- (5) In the spirit of collaboration and alignment of the IDP values, proactive communication is encouraged, and referral responses are expected to be provided to continue to build two-way discussions. In the event that no response is received by the referral timeline, lack of response will be deemed no objection.
- (6) Comments from the responding municipality and received from a referral process will be taken into consideration prior to the decision being rendered.
- (7) Supporting technical documents forming part of the development application will be available upon request as part of the referral process.
- (8) Whenever possible, the municipalities are encouraged to share information as it becomes available about new or expanded confined feeding operations and energy projects within the Plan Area.

### **3.7.2.3. Plan Review and Amendment**

- (1) The IDP will be reviewed by the Rural Intermunicipal Development Plan Committee within 3 years of adoption, and will make recommendations to the formal IDP Review process that will occur within 4 years after adoption.
- (2) Should the North Saskatchewan Regional Plan be adopted prior to the IDP review period, the municipalities agree to review any potential impacts and discuss amendments necessary for compliance.
- (3) Either municipality may propose amendments to the IDP at any time, and third-party requests to amend the IDP will be considered.
- (4) Should circumstances arise that result in the repeal of this IDP, both municipalities shall repeal the IDP, and replace with a new IDP as required under the Municipal Government Act, RSA 2000, as amended.

#### **3.7.2.4. Dispute Resolution**

- (1) This IDP recognizes that there may be disagreements on the review of statutory and non-statutory plans and amendments, and land use bylaws and amendments within the Plan Area, and/or IDP interpretations, and provides a framework for the resolution of such disagreements (Figure 2: Dispute Resolution Framework). Key factors built into the Dispute Resolution Framework include a standard process with clear roles, communications, and timelines that result in a timely resolution.
- (2) Once a disagreement is identified through a written notice, no further action shall be taken on the application or matter in dispute until resolution of the disagreement has been determined.

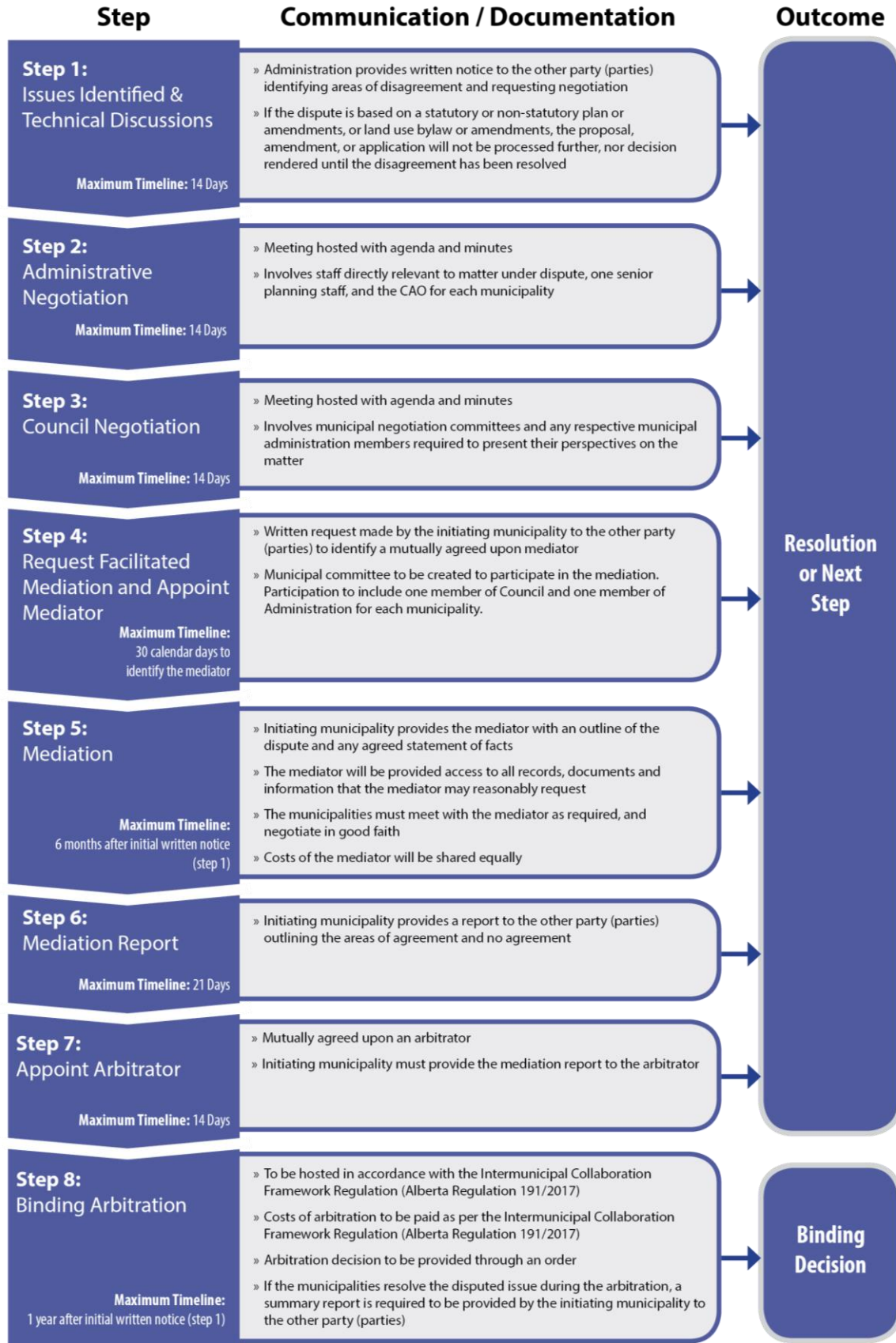


Figure 2: Dispute Resolution Framework



## Request for Decision

Council Meeting: January 8, 2019

### **Bylaw 2019-03 - Intermunicipal Development Plan with the County of Vermilion River**

#### **Request**

---

Recent changes to the MGA mean that all municipalities with common borders must complete and adopt Intermunicipal Development Plans, by April 1, 2020.

Through funding provided by an Alberta Community Partnership grant, the County of St. Paul, Lac La Biche County, Smoky Lake County, Municipal District of Bonnyville, County of Vermilion River and County of Two Hills have worked collaboratively to develop eight unique Intermunicipal Development Plans.

Public consultations for this plan were held February 14, 2018 and April 26, 2018. Online surveys also accompanied both engagement sessions for those who would not attend in person. A public hearing will also be held prior to second reading.

The County of Vermilion River has given the Intermunicipal Development Plan first reading and has held a public hearing.

A copy of the draft bylaw and draft Intermunicipal Development Plan are attached for Council's review.

#### **Alternatives**

---

Council may recommend changes to the Intermunicipal Development Plan.

Council may table the decision for first reading of the Intermunicipal Development Plan.

Council may defeat the motion for first reading of the Intermunicipal Development Plan.

#### **Recommendation**

---

Administration is recommending giving first reading to Bylaw 2019-03.

---

**Submitted by:** Krystle Fedoretz, Director of Planning and Development

## BYLAW 2019-03

### **A BYLAW OF THE COUNTY OF ST. PAUL NO. 19 IN THE PROVINCE OF ALBERTA TO ADOPT AN INTERMUNICIPAL DEVELOPMENT PLAN WITH THE COUNTY OF VERMILION RIVER**

**Whereas**, the Municipal Government Act, R.S.A. 2000, as amended authorizes two or more municipalities to adopt an Intermunicipal Development Plan; and

**And Whereas**, a new Intermunicipal Development Plan has been prepared in accordance with section 631(1) of the Municipal Government Act, R.S.A. 2000 under the direction of the Council of the County of Vermilion River and the Council of the County of St. Paul No.19; and

**And Whereas**, a public hearing will be held in accordance with section 692(1) of the Municipal Government Act, R.S.A. 2000; and

**And Whereas** the County of Vermilion River has passed a Bylaw to adopt this Intermunicipal Development Plan;

**Now Therefore**, the Council of the County of St. Paul No.19, duly assembled, enacts as follows:

1. THAT the County of St. Paul No.19 and the County of Vermilion River  
Intermunicipal Development Plan is hereby adopted.

Read a first time in Council this 8<sup>th</sup> day of January, A.D. 2019.

Advertised the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019 and the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019 in the St. Paul Journal and Elk Point Review.

Read a second time in Council this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019.

Read a third time in Council and duly passed this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer



## Schedule "A"

Intermunicipal Development Plan With The County Of Vermilion River



## County of St. Paul / County of Vermilion River Intermunicipal Development Plan



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# 1. Introduction

## 1.1. Background

To meet the requirements of the Municipal Government Act, that all municipalities must adopt Intermunicipal Development Plans (IDP) with their land-based neighbouring municipalities, the participating municipalities (“the partners”) involved in the Rural Multi-Jurisdictional IDP Project includes the participation of:

- County of St. Paul
- County of Two Hills
- County of Vermilion River
- Lac La Biche County
- Municipal District of Bonnyville
- Smoky Lake County

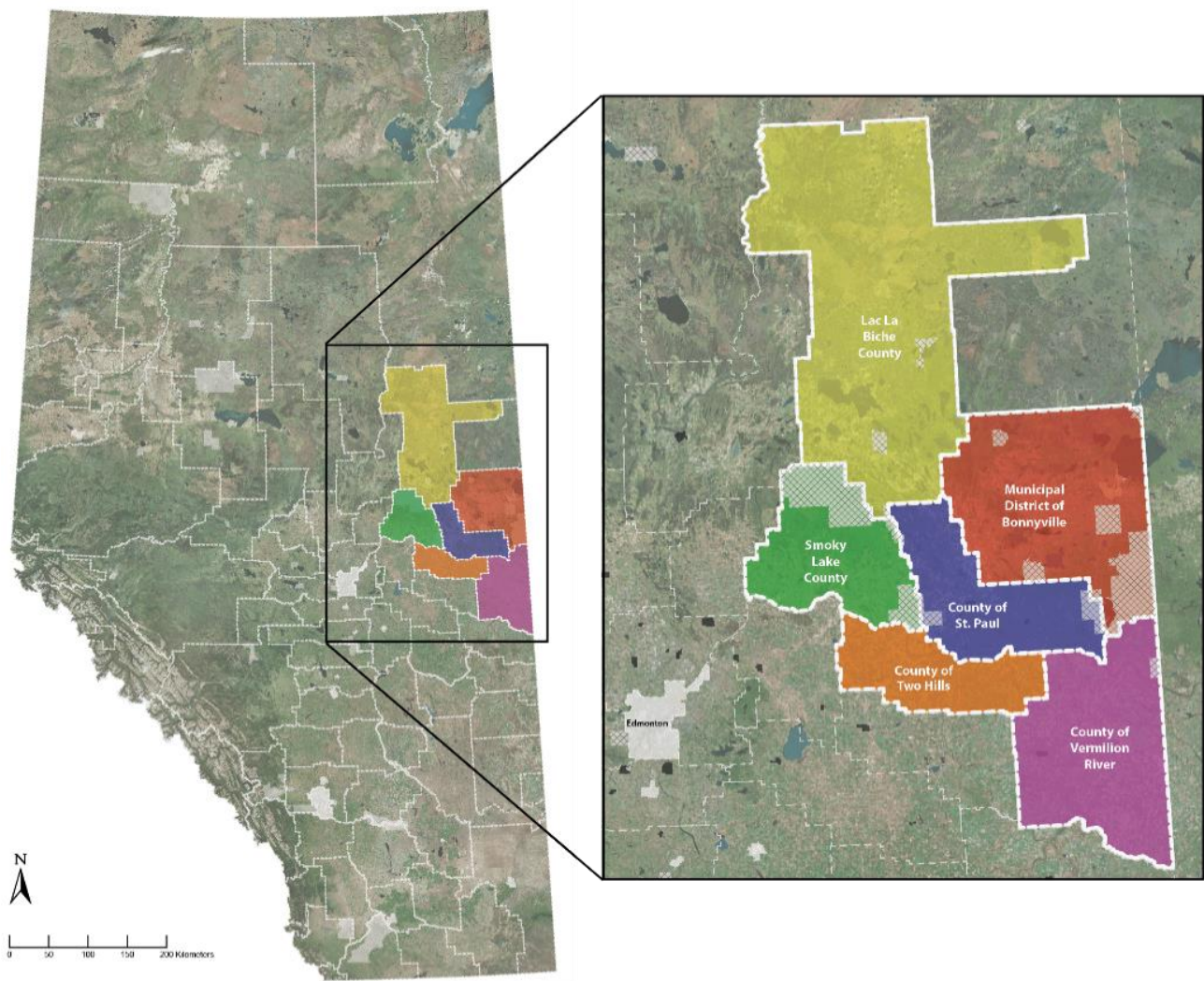


Figure 1: Regional Context Map

The eight rural-to-rural plans developed through this project are:

- **County of St. Paul and Smoky Lake County Intermunicipal Development Plan**
- **Lac La Biche County and County of St. Paul Intermunicipal Development Plan**
- **Lac La Biche County and Municipal District of Bonnyville Intermunicipal Development Plan**
- **County of St. Paul and Municipal District of Bonnyville Intermunicipal Development Plan**
- **County of St. Paul and County of Vermilion River Intermunicipal Development Plan**
- **County of Two Hills and County of Vermilion River Intermunicipal Development Plan**
- **County of St. Paul and County of Two Hills Intermunicipal Development Plan**
- **Smoky Lake County and County of Two Hills Intermunicipal Development Plan**

The partners' shared borders are expansive, yet have significant common features including being rural, largely agricultural in land use, and sharing ecological, utility and transportation features.

## **1.2. Vision, Shared Values and Goals**

### **1.2.1. Vision**

To fulfill the Municipal Government Act Section 631 requirements for IDPs while proactively building collaborative relationships. The purpose of an IDP is to foster an intermunicipal approach to planning issues on the lands that connect adjacent municipalities, and to establish an agreed upon development vision for the area.

### **1.2.2. Shared Values**

A set of shared values were developed to guide the development of this Plan, and are expected to be used as a framework for interpreting the IDP policies:

- (1) Strong, proactive communication and safe discussion;
- (2) More awareness of all our neighbours;
- (3) Respect for our neighbours;
- (4) Inclusivity; and
- (5) Equal partners.

### **1.2.3. Goals**

The goal is to meet the Municipal Government Act's requirements by:

- (1) Identifying future land uses for the Plan Area;



- (2) Facilitate intermunicipal communication and coordination of planning and development within the Plan Area based on the shared values and policies;
- (3) Address the transportation systems;
- (4) Collaborate on relevant intermunicipal programs relating to the physical, social and economic development of the Plan Area;
- (5) Address environmental matters through a focus on water bodies, watersheds and environmentally significant areas within the Plan Area;
- (6) Establish direction for joint collaboration on issues beyond the municipal jurisdiction; and
- (7) Provide administrative provisions for dispute resolution, amendments and repeals.

### 1.3. Statutory Framework

In addition to recently becoming a requirement for municipalities, as per section 631 of the Municipal Government Act, the IDP has also become the highest order of municipal statutory plan and requires all other statutory plans to align with its policies.

The Municipal Government Act also requires the IDPs to be consistent with any approved regional plans. The County of St. Paul and County of Vermilion River fall within the North Saskatchewan Regional Plan area. Although the creation of the regional plan is still in progress while this IDP is being developed, the Municipalities have taken steps to incorporate regional planning considerations in this IDP that are consistent with the Terms of Reference for Developing the North Saskatchewan Regional Plan.

### 1.4. Policy Interpretation

The IDP uses specific language to indicate the level of support required for each policy. The following words are to be interpreted as follows:

**Shall, require, must, or will:** explicitly apply to all situations without exception.

**Should:** always applies to the situation unless it can clearly be identified to the agreement of Council or the Approving Authority that in the given situation, the policy is not reasonable, practical or feasible.

**May:** acknowledges support in principle and indicates that Council or the Approving Authority has the discretion to determine the level of compliance that is required.

### 1.5. Mapping Interpretation

The maps contained within this IDP are intended to provide support and aid in the interpretation of the policies. Boundaries, areas shown, and locations denoted by symbols are approximate and are not intended to define exact locations except where they coincide with clearly recognizable physical features or fixed boundaries such as property line and roads. Since the maps are not absolute, and will be interpreted as such, the precise location of these boundaries will need to be determined by the relevant Approving Authority at the time of evaluating any proposed development application.

Map legends may include items not represented on the map. Mapping was undertaken as part of the inventory of current services, and lack of representation on the map indicates a service was inventoried, but no service exists in the area.

## 1.6. Public Engagement

This IDP was developed through a collaborative process that included a series of intermunicipal discussions in conjunction with community engagement that collected public input at several points in the process. Guided by an advisory committee consisting of elected officials and members of administration from each of the partner municipalities, the IDP endeavoured to include key stakeholders such as land owners, adjacent First Nations and Métis communities, industry representatives and recreation groups.

The process had two community engagement phases that ran concurrently with the development of the IDP prior to the public hearing and approval process:

### **Engagement Phase 1 – Discover & Vision:**

A targeted stakeholder meeting was held at the St. Paul Seniors Citizen Centre in St. Paul on February 14, 2018. This was to inform the stakeholders about the IDP, collect information about the Plan Area context, and to identify potential opportunities and issues. An online questionnaire was also available for stakeholders unable to attend, presenting and collecting the same information as the stakeholder meeting.

### **Engagement Phase 2 – Preliminary Policy Direction:**

Using input collected in Engagement Phase 1, preliminary policy statements were developed and presented to the public at an open house on April 26, 2018 at the County of St. Paul offices and via an online survey. Feedback collected provided direction for the draft IDP.

## 1.7. Definitions

The Municipal Government Act, RSA 2000 shall define all terms included in the IDP unless defined below:

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

**“Aggregate operations”** means the activities, process and/or extract used to aggregate materials including gravel, rock and sand typically used in the construction of roads, buildings and other infrastructure.

**“Council”** means the Council of County of St. Paul and the Council of the County of Vermilion River in the Province of Alberta.

**“Discretionary Use”** means 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.

**“Plan Area (Intermunicipal Development Plan Area)”** means the extension of land identified by both municipalities that encompass areas of importance and/or concern to which the policies of this document pertain.

**“Intermunicipal Development Plan (IDP)”** means a statutory document between two or more municipalities, adopted by bylaw in accordance with section 631 of the Municipal Government Act, which is used by municipalities as a long-range planning tool to address joint planning matters.

**“Municipal Government Act (MGA)”** means the Municipal Government Act, RSA 2000 as amended.

**“Non-Statutory Plan”** means a municipal planning document or conceptual scheme or conceptual plan or site development plan that is endorsed or approved by resolution of Council, typically to guide future land use development or subdivision of a specified area within a municipality, but does not include a municipal development plan, area structure plan, or area redevelopment plan adopted under the Municipal Government Act.

## 2. Plan Context

### 2.1. Defining the Intermunicipal Development Plan Area

The County of St. Paul and County of Vermilion River share a common geography, similar demographics, and economic base offered by their location northeast of Edmonton, Alberta's capital city, and south of Alberta's oil sands. In order to determine the extent of the Plan Area, the partners reviewed the key features along the boundary and adjacent area including:

- current and future land uses;
- environmental considerations;
- transportation networks;
- utility and infrastructure servicing;
- community services infrastructure; and
- recreation and tourism assets.

### 2.2. Municipal Profiles

#### 2.2.1. County of St. Paul

The County of St. Paul has an area of 3,309 km<sup>2</sup> and a population of 6,036 people (2016 Statistics Canada Census). The County surrounds the towns of Elk Point and St. Paul and the Summer Village of Horseshoe Bay. Ten hamlets and several other unincorporated communities are located within its boundaries. The County is bordered by five rural municipalities and five First Nation Reserves. The local economy is primarily supported by the agriculture, forestry and resource extraction lands which generate a large portion of employment. More recently, oil and gas has provided economic growth to the region. The County also has an abundance of outdoor recreation opportunities which draws both local residents and tourists. Highways 41 and 28 are both high load highways that serve the County and provide connections to adjacent communities. Growth projections for the County as a whole are likely to be consistent with the trend of 5% increase over the last five years. Little of this population growth is expected to occur in the Plan Area. The County encourages future residential development to occur within existing hamlets and/or existing multi-lot country residential areas.

#### 2.2.2. County of Vermilion River

The County of Vermilion River has an area of 5,519 km<sup>2</sup> and a population of 8,267 people (2016 Statistics Canada Census). The County surrounds the Alberta portion of the City of Lloydminster, the Town of Vermilion, and the Villages of Dewberry, Kitscoty, Marwayne, and Paradise Valley. It is bordered by the Province of Saskatchewan to the east, four rural municipalities, a First Nation Reserve and a Métis community. Oil and gas, agriculture, green energy, manufacturing and tourism contribute to the local economy. The County also provides many outdoor recreation opportunities through several regional and provincial parks. Highways 631, 41, and 45 connects the municipality to the greater region. Population in the County has increased 0.26% year-over-year, and 1.29% in the last five years. The County of Vermilion River strongly encourages directing future development within hamlets and existing multi-lot areas.

## 3. Plan Policies

### 3.1. Plan Area

*Context – The IDP area covers an area of predominantly agricultural land, with a small extent of residential and the Hamlet of Heinsburg.*

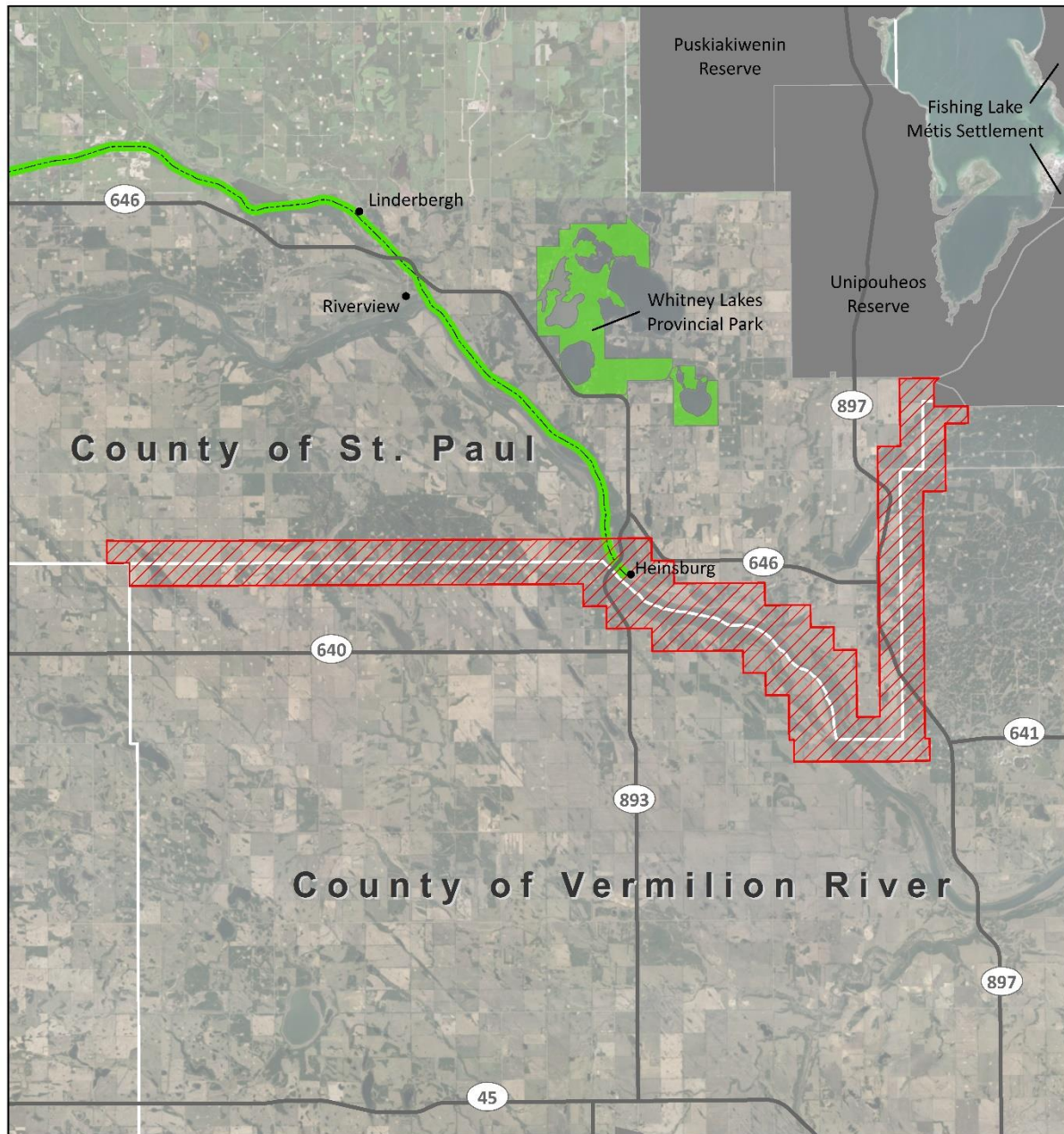
#### 3.1.1. Objective

- (1) To establish the Plan Area in which all IDP policies apply.

#### 3.1.2. Policy

- (1) The County of St. Paul / County of Vermilion River IDP area encompasses all of the lands within 1 quarter section (0.5 miles) on both sides of the shared boundary as defined on Map 1. Lands within the adopted IDP area (known as the Plan Area) are subject to the IDP objectives and policies.

Map 1: Plan Area and Referral Area



### Legend

-  Plan Area
-  Parks and Protected Areas
-  Urban Municipalities, Reserves and Settlements
-  Iron Horse Trail
-  Hamlets
-  Arterial Roads

0 1.25 2.5 5 7.5 10 Kilometers





## 3.2. Land Use

*Context - Land uses within the Plan Area are largely not expected to change within the short- and medium-term planning horizon.*

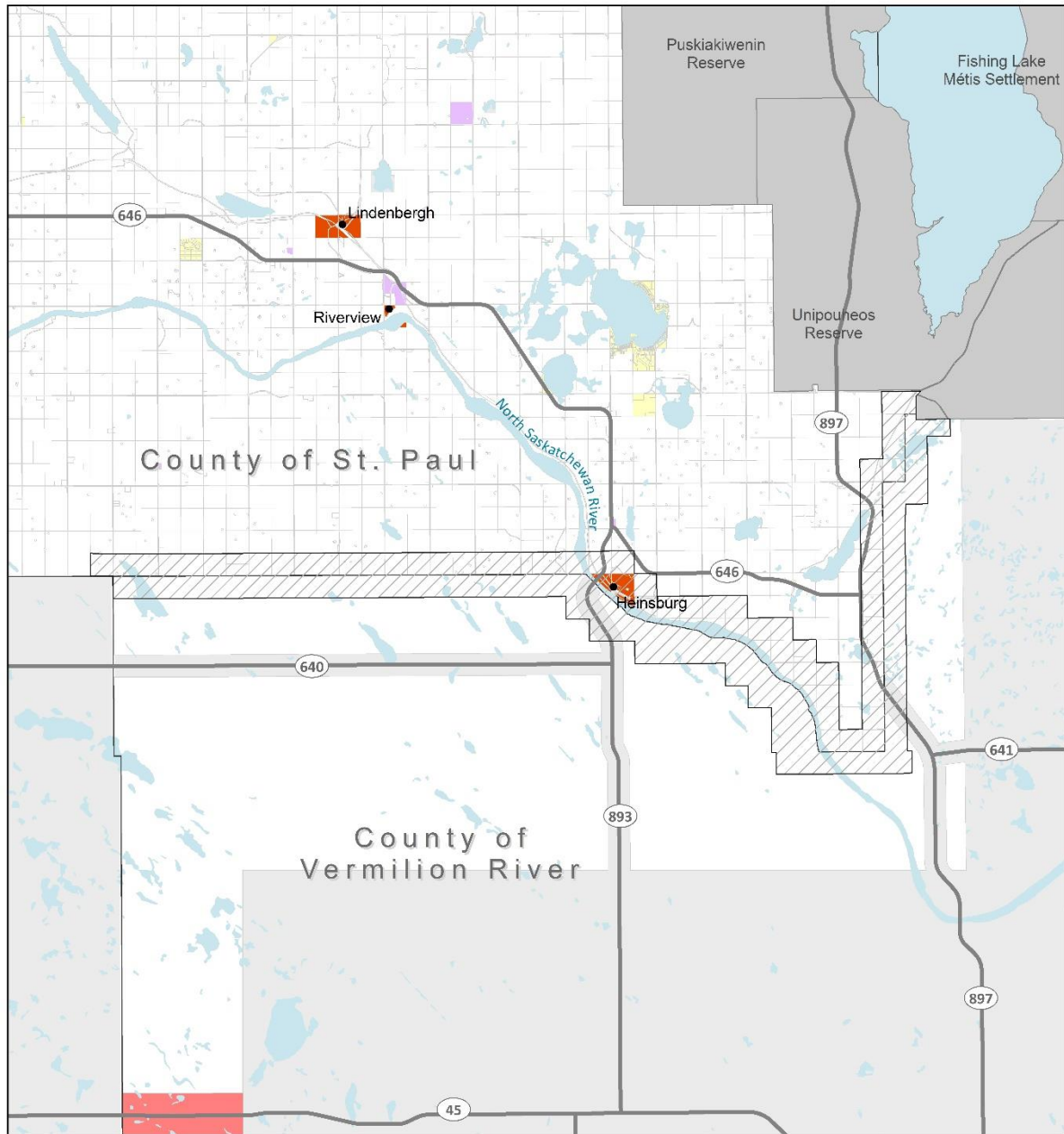
### 3.2.1. Objective

- (1) To respect the rural character of the Plan Area and to preserve both agricultural lands and significant natural environmental features.

### 3.2.2. Policy

- (1) The preservation of agricultural land uses shall be required.
- (2) All current land uses are deemed to be the future land uses (Map 2: Land Use), unless approved through the appropriate amendment processes.
- (3) Resource extraction, including aggregate operations, and energy projects in accordance with provincial regulation are acceptable in agricultural land use.
- (4) Historically significant sites will be identified, and policy will be developed to address these sites on an as-needed basis.
- (5) Municipalities are encouraged to discuss any proposed or forthcoming Statutory Plans, Land Use Bylaws or amendments that impact the Plan Area with one another.

Map 2: Land Use



**Legend**

- |                              |                           |  |
|------------------------------|---------------------------|--|
| Plan Area                    | Industrial                | Urban Municipalities, Reserves and Settlements |
| Agricultural                 | Open Space and Recreation | Hamlet   |
| Country Residential          | Land Uses not mapped      | Arterial Roads                                 |
| General Urban                |                           |  |
| Highway Development District |                           |  |

0 1.25 2.5 5 7.5 10 Kilometers



### 3.3. Environment

*Context - Both municipalities share environmentally sensitive and important natural features within the Plan Area (Map 3). The Plan Area includes significant water bodies including the North Saskatchewan River and sections of Wasagamu Lake and Alma Lake. Both municipalities recognize the importance of maintaining the health of natural systems to the quality of life in the region and the overall health of the watershed.*

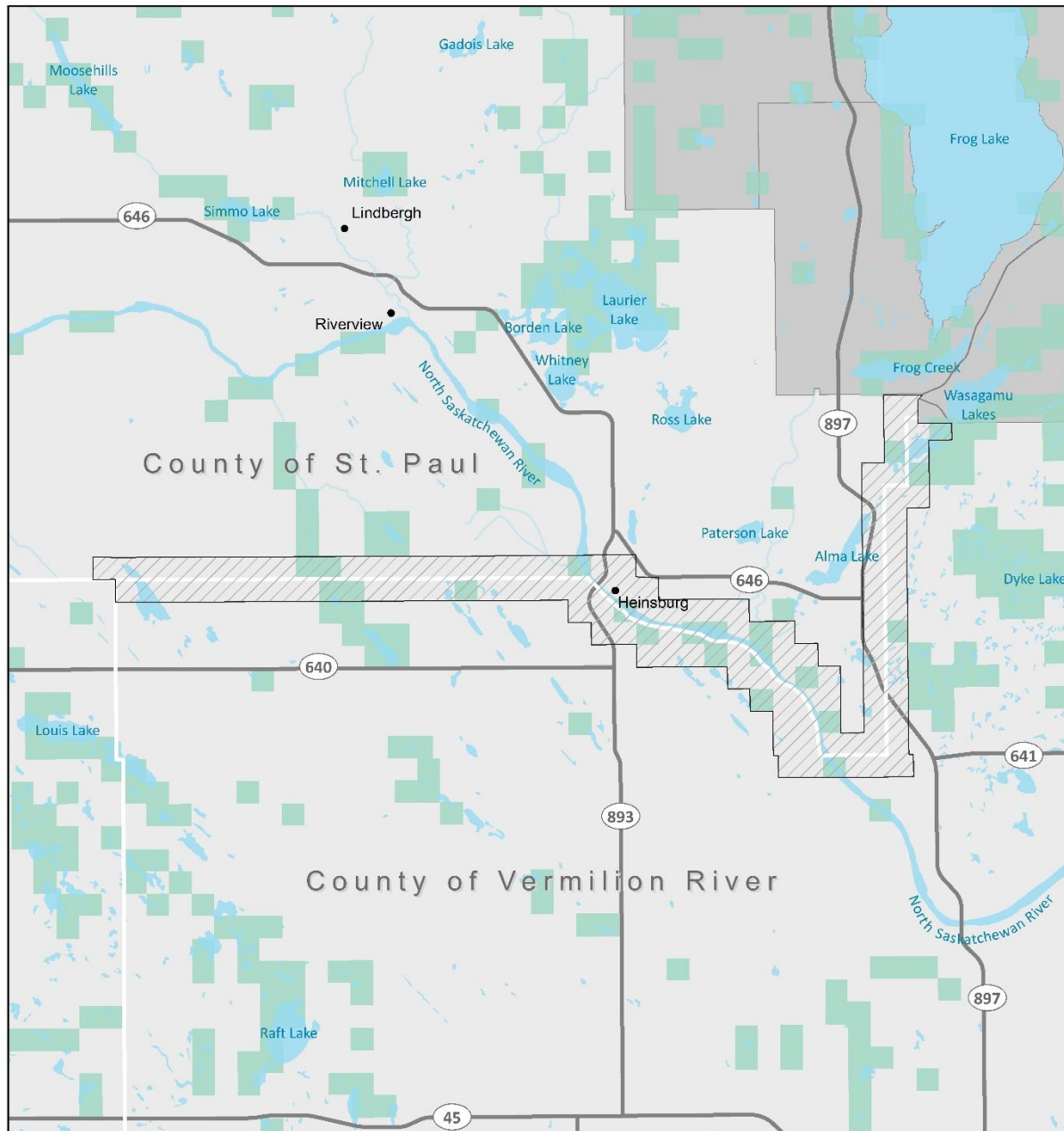
#### 3.3.1. Objective

- (1) To promote environmental stewardship in the region.
- (2) To protect the long-term health of the watershed and water bodies.

#### 3.3.2. Policy

- (1) A set of public education materials regarding shoreline health; respectful use of recreation vehicles; protection of riparian vegetation and water quality should be pursued in collaboration with the appropriate Provincial and Federal agencies.
- (2) Collaboration with existing regional watershed groups including, but not limited to the North Saskatchewan Watershed Alliance, and participation in stewardship initiatives to support a healthy regional watershed will be encouraged.
- (3) Municipal Councillors will be appointed to North Saskatchewan Watershed Alliance to facilitate advancements in watershed health.
- (4) The environmental stewardship efforts of organizations such as subregional watershed groups, Cows and Fish, ALUS, and the Agricultural Service Boards will be encouraged to promote best practices for the relationship between agriculture and watersheds.
- (5) To protect sensitive riparian habitat and water quality, explore the creation of common development setbacks from water bodies.
- (6) Statutory and non-statutory plans for lake areas will be periodically amended to reflect advances in lake management best practices.
- (7) Development proposed in proximity to water bodies and tributaries should be carefully evaluated for impacts on water quality.
- (8) Existing agricultural operations and residential property owners will be encouraged to maintain a high water quality standard for wetlands, creeks, lakes and other water bodies through the application of best management practices to privately-owned riparian areas.
- (9) Development on flood prone lands is not permitted.
- (10) All provincial regulations with respect to potable water and sanitary services shall be adhered to.
- (11) Partnerships between the municipalities and the appropriate wetland mitigation agencies should be explored to promote the protection of the Plan Area sensitive habitats.
- (12) Grants to conduct regional inventories of environmentally significant features and to obtain related aerial photography should be pursued.

Map 3: Environment and Water



### Legend



### 3.4. Recreation and Tourism

*Context – Exploration of recreation opportunities is encouraged because current availability of managed recreation is limited within the Plan Area (Map 4). The area is well served by the Iron Horse Trail, a major recreation and tourism asset that starts within the Plan Area, Primula Natural Area within the Plan Area, and Whitney Lakes Provincial Park outside of the Plan Area (Map 5).*

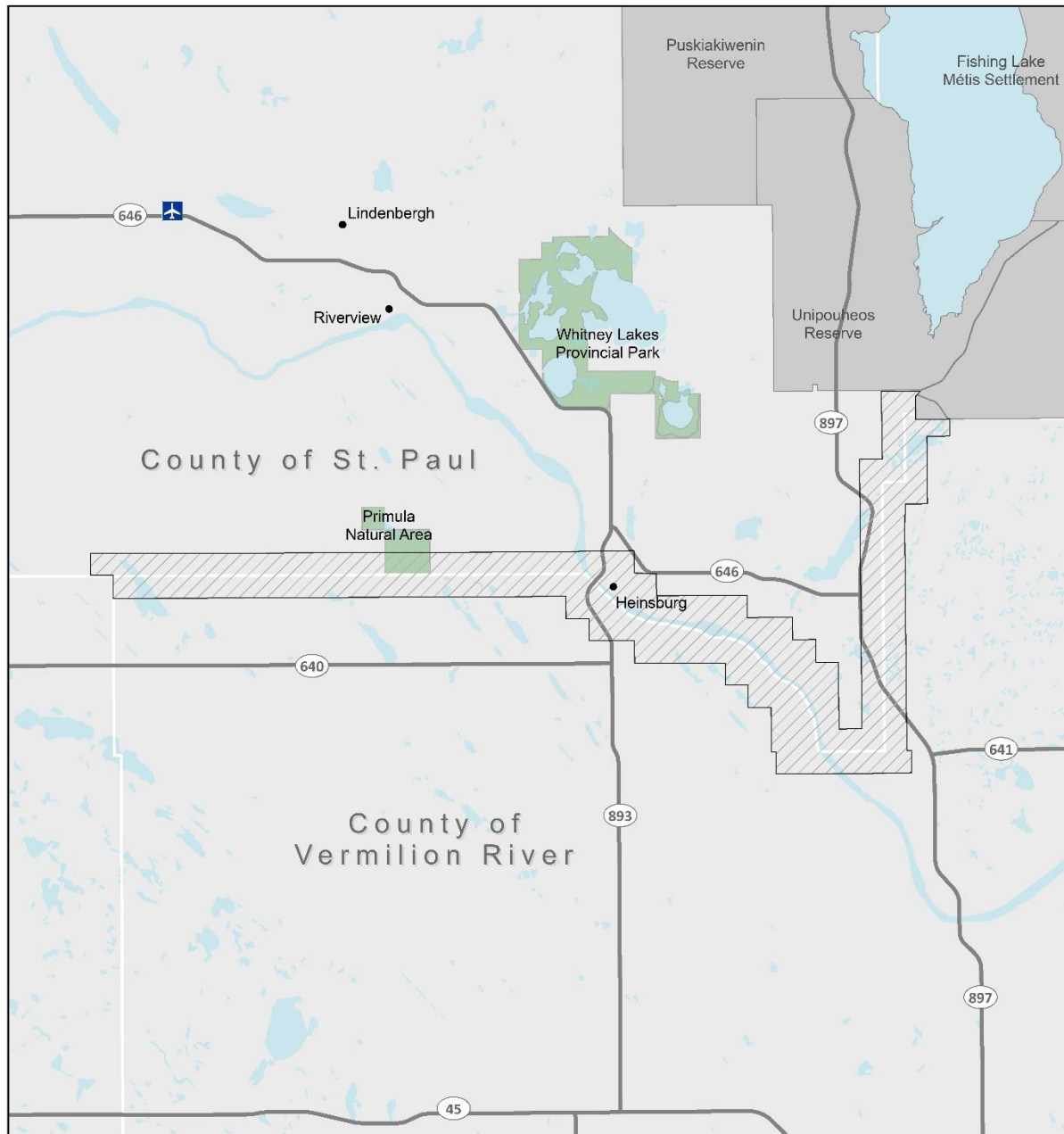
#### 3.4.1. Objective

- (1) To achieve greater economic and recreation opportunities for the region.
- (2) To maintain and enhance current trails including the Iron Horse Trail.








#### 3.4.2. Policy

- (1) Tourism and recreation opportunities in the region such as ecotourism, enhancements to existing trails, new trail development, staging areas and parks/campgrounds that respect agricultural land uses and environmentally sensitive lands, will be supported.
- (2) The municipalities will explore opportunities to increase operational efficiencies of the Iron Horse Trail.
- (3) Collaboration with existing recreation and tourism groups to efficiently promote recreational tourism in the region will be encouraged.
- (4) Where appropriate, each municipality will endeavour to find efficiencies in bylaw enforcement through public education on recreational use near lakes and the exploration of shared bylaw services.
- (5) The means of providing access to educational material regarding safe and responsible trail use, water body health, Off-Highway Vehicle regulations, hunting regulations, and property ownership will be encouraged.
- (6) Public awareness of significant historic and cultural sites in the region will be promoted as part of heritage tourism efforts.
- (7) Both municipalities will work together to jointly advocate to the Province on issues related to tourism and recreation such as fishing to support tourism in the region.
- (8) Explore opportunities to work together on provincial and federal grant applications for recreation and tourism initiatives in the region.

Map 4: Service Hubs



### Legend

-  Plan Area
-  Airport
-  Parks and Protected Areas
-  Arterial Roads
-  Hamlet
-  Urban Municipalities, Reserves and Settlements
-  Municipal Boundary

0 1.25 2.5 5 7.5 10 Kilometers





### 3.5. Transportation

*Context – While transportation infrastructure is limited in the Plan Area, maintaining an efficient road network provides vital links for residents, operations and businesses (Map 5). Provincial Highways 893, 646 and 897 are the primary transportation connections through the Plan Area. Township 555A is a resource road and collaboration between the two municipalities up to Heinsburg may be beneficial.*

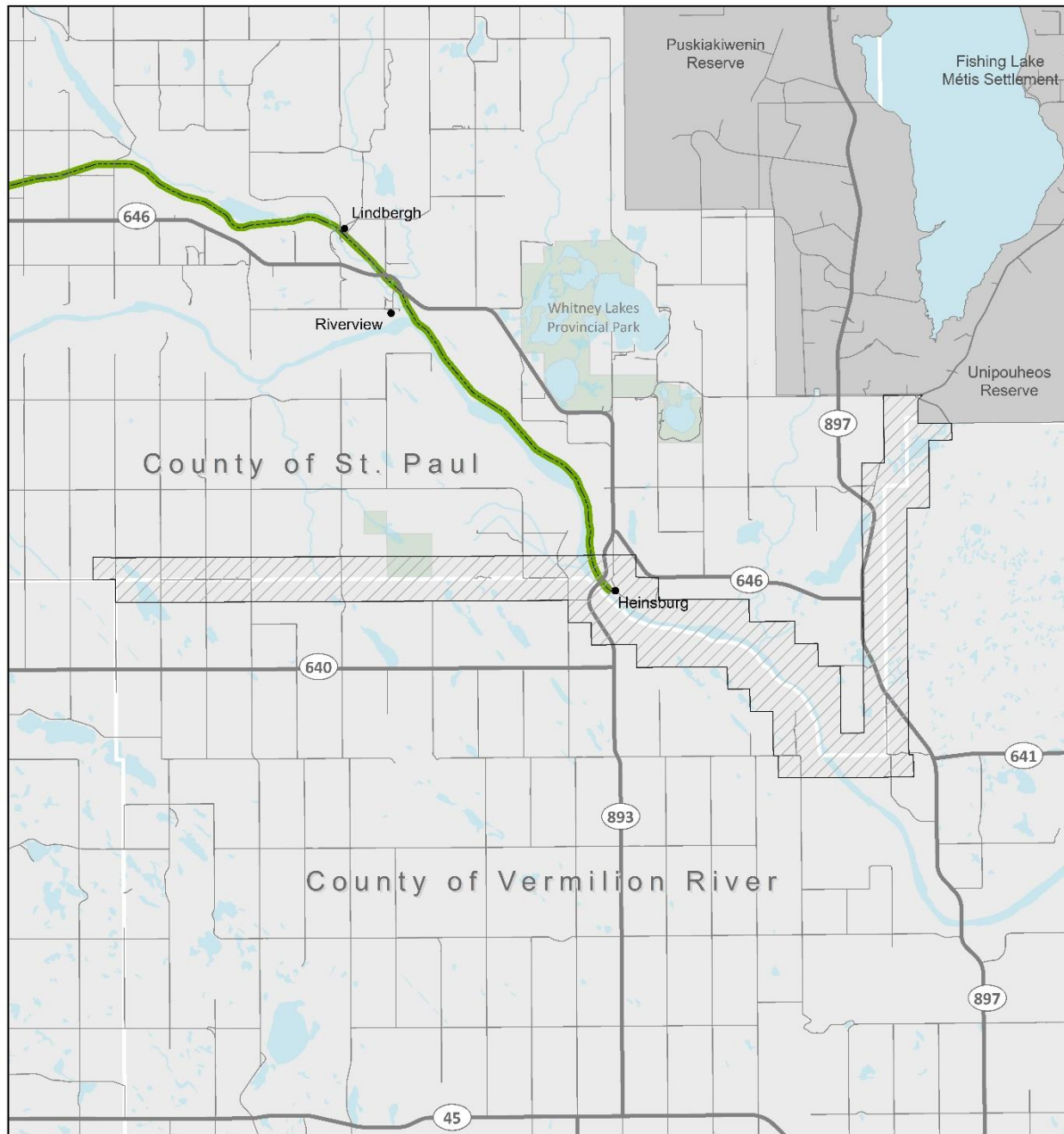
#### 3.5.1. Objective

- (1) To enhance the transportation network's efficiency and service provision standards.

#### 3.5.2. Policy

- (1) Each municipality shall work together to ensure a safe, efficient and cost-effective transportation network is developed and maintained to service farm operations, residents and businesses within the Plan Area.
- (2) Future development applications shall consider proximity of local and topographic features to ensure no development is approved without both legal and physical access.
- (3) Information sharing regarding appropriate practices for road design, maintenance, classification, permitting and road bans is encouraged between municipalities to promote an efficient and cost effective regional transportation network.
- (4) Collaborate to identify potential intermunicipal transportation projects to improve effectiveness and support one another in provincial grant applications for road improvements.
- (5) Coordination of asset management planning is encouraged.
- (6) Municipalities will collectively advocate to the Province to improve uniform implementation of highways standards across municipal boundaries.
- (7) Where practicable, municipal transportation professionals will be invited to participate in the Rural Intermunicipal Development Plan Committee discussions that pertain to the expansion and/or maintenance of the regional road network.
- (8) The submission of a subdivision or development proposal that may result in access being required from a roadway within the Plan Area, will necessitate issuance of an intermunicipal referral.
- (9) All right-of-way requirements will be secured for any subdivisions approved in the Plan Area to ensure long-term transportation and road plans can be implemented when required.

Map 5: Transportation



### Legend

- |  |                  |  |  |
|--|------------------|--|--|
|  | Plan Area        |  | Parks and Protected Areas                      |
|  | Arterial Roads   |  | Hamlet   |
|  | Collector Roads  |  | Urban Municipalities, Reserves and Settlements |
|  | Iron Horse Trail |  | Municipal Boundary                             |

0 1.25 2.5 5 7.5 10 Kilometers



### 3.6. Infrastructure & Community Services

*Context – To ensure efficient delivery of intermunicipal infrastructure and services, coordination between both municipalities is required. Existing infrastructure and community services that support the Plan Area are not expected to change in the foreseeable future based on the current inventory of service provision and land uses (Maps 4 and 6).*

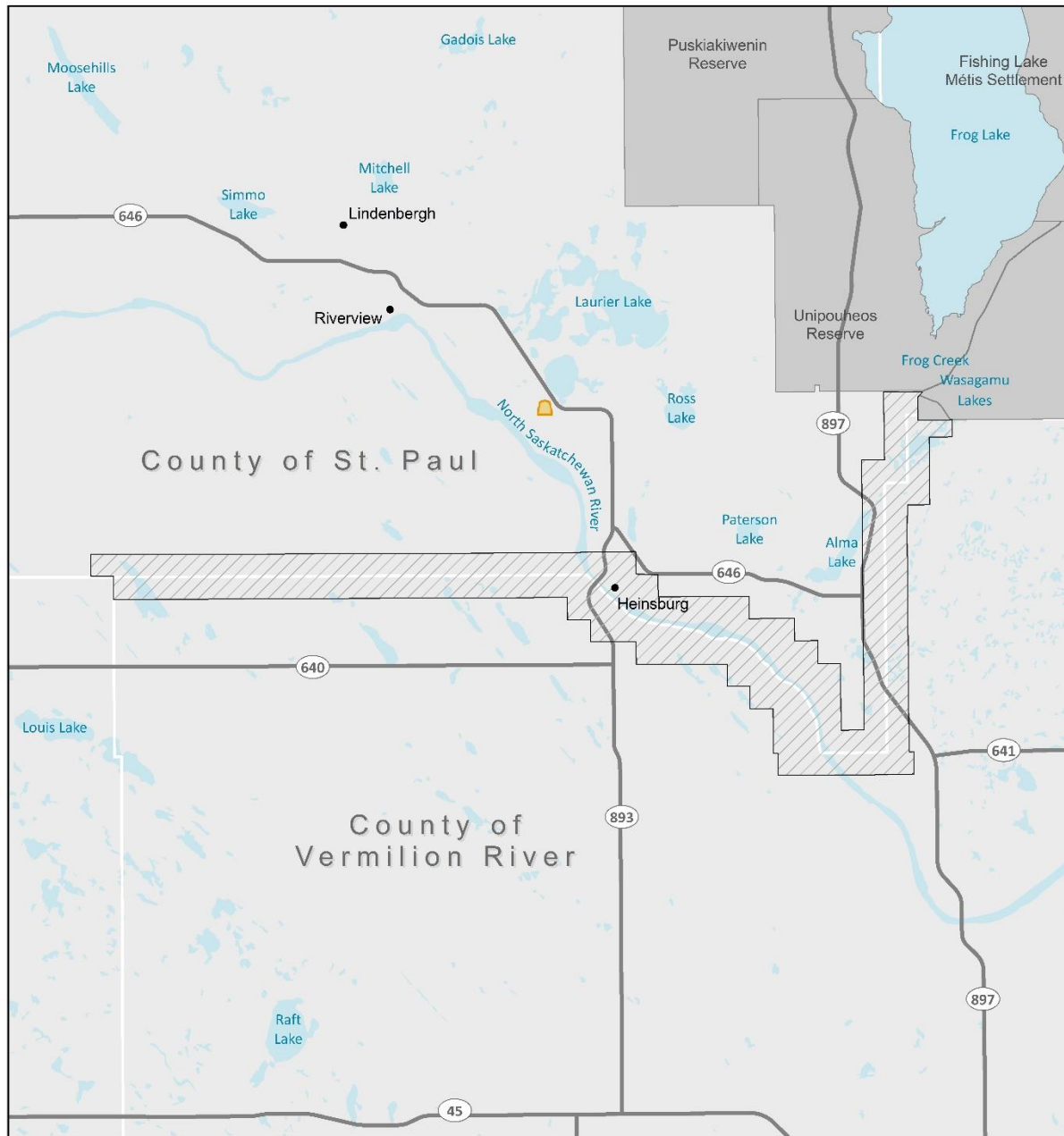
#### 3.6.1. Objective

- (1) Where appropriate, to coordinate intermunicipal planning and provisions of infrastructure and community services.

#### 3.6.2. Policy

- (1) The provision of potable water and the treatment and disposal of wastewater on all parcels in the Plan Area shall be the responsibility of individual landowners or developers, in accordance with provincial standards.
- (2) Where changes to Plan authorized land uses are proposed, a collaborative approach to the planning and development of associated infrastructure shall be pursued.
- (3) Where potential opportunities to connect to regional services are identified, joint planning should be pursued.
- (4) A collaborative approach to the planning and protection of key utility corridors is required.
- (5) Telecommunication towers shall be sited in accordance with federal regulations.
- (6) Municipalities will explore the creation of emergency access points to the North Saskatchewan River.

Map 6: Infrastructure



### Legend

- |  |                  |  |  |
|--|------------------|--|--|
|  | Plan Area        |  | Landfill/Waste Disposal/Transfer Site          |
|  | Gas Line         |  | Arterial Roads                                 |
|  | Waste Water Line |  | Urban Municipalities, Reserves and Settlements |
|  | Water Line       |  | Municipal Boundary                             |

0 1.25 2.5 5 7.5 10 Kilometers



### **3.7. Collaboration, Plan Administration, & Implementation**

#### **3.7.1. Objectives**

- (1) To provide a framework for ongoing collaboration between the municipalities and clear process for when disagreements arise.

#### **3.7.2. Policies**

##### **3.7.2.1. Rural Intermunicipal Development Plan Committee**

- (1) A Rural Intermunicipal Development Plan Committee, a joint administrative committee for all six municipalities covering the eight IDPs, shall be created to coordinate all collaboration efforts including administrative plan review, infrastructure and planning coordination, and advocacy efforts.
- (2) The Rural Intermunicipal Development Plan Committee shall meet a minimum of once a year, and as required if issues/opportunities arise.
- (3) The Rural Intermunicipal Development Plan Committee membership will include one planning staff member from each municipality and other staff members as appropriate. The Terms of Reference for the Rural Intermunicipal Development Plan Committee will indicate that a flexible membership structure enabling responsiveness to new situations is encouraged.
- (4) Municipal staff members are encouraged to informally discuss intermunicipal matters and consult with each other on an as-needed basis regardless of the Rural Intermunicipal Development Plan Committee agenda or schedule.

##### **3.7.2.2. Referrals**

- (1) The IDP referral area is the same as the Plan Area and shall include all the lands within one quarter section (0.5 miles) from the shared boundary. Map 1 defines the Plan Area to which the policies within the IDP apply.
- (2) Referrals shall occur for intermunicipal review of all statutory plans and amendments affecting the Plan Area (i.e., ASPs); non-statutory development plans (i.e., concept plan, outline plan or site development plan); land use bylaw amendments; discretionary development permit applications; and subdivision applications within the Plan Area.
- (3) Excluded from referrals are subdivision of a first or second parcel out of a quarter section, accessory buildings, a secondary dwelling for agricultural purposes, minor home occupations and such other developments as the two municipalities may agree from time to time through a joint administrative protocol.

- (4) All statutory plans and amendments affecting the Plan Area (i.e., ASPs); non-statutory development plans (i.e., concept plan, or outline plan); land use bylaw amendments; discretionary development permit applications; and subdivision applications within the Plan Area shall be referred to the other municipality prior to a public hearing or a decision being rendered. Referral response timelines are as follows:
- |  |                  |
|--|------------------|
| a. Statutory and Non-statutory plans                 | 30 calendar days |
| b. Land Use Bylaw Amendments                         | 30 calendar days |
| c. Significant Discretionary Use Development Permits | 15 calendar days |
| d. Subdivision Applications                          | 20 calendar days |
- (5) In the spirit of collaboration and in alignment of the IDP values, proactive communication is encouraged, and referral responses are expected to be provided to continue to build two-way discussions. In the event that no response is received by the referral timeline, lack of response will be deemed no objection.
- (6) Comments from the responding municipality and received from a referral process will be taken into consideration prior to the decision being rendered.
- (7) Supporting technical documents forming part of the development application will be available upon request as part of the referral process.
- (8) Whenever possible, the municipalities are encouraged to share information as it becomes available about new or expanded confined feeding operations and energy projects within the Plan Area.

### **3.7.2.3. Plan Review and Amendment**

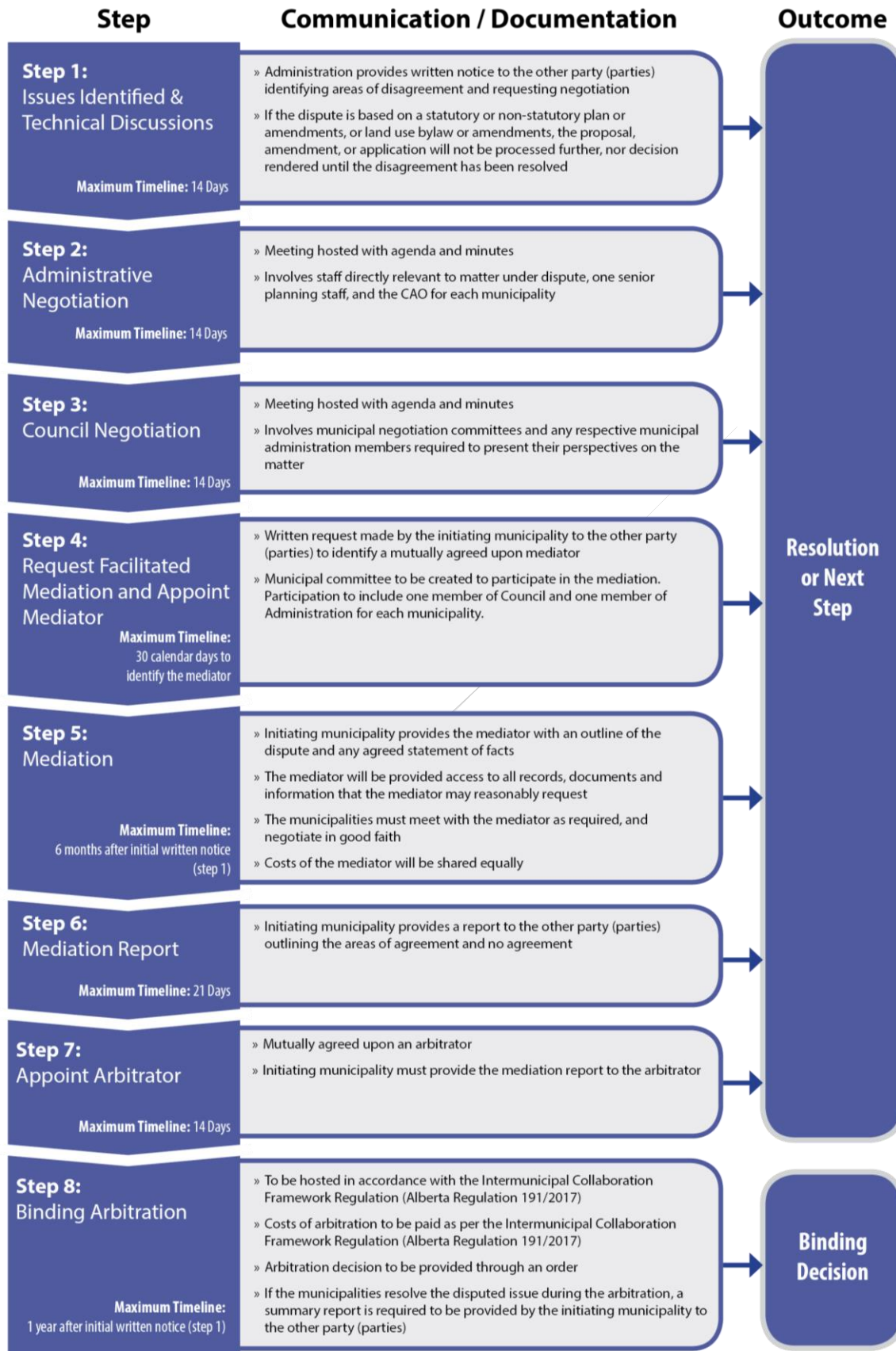
- (1) The IDP will be reviewed by the Rural Intermunicipal Development Plan Committee within 3 years of adoption, and will make recommendations to the formal IDP Review process that will occur within 4 years after adoption.
- (2) Should the North Saskatchewan Regional Plan be adopted prior to the IDP review period, the municipalities agree to review any potential impacts and discuss amendments necessary for compliance.
- (3) Either municipality may propose amendments to the IDP at any time, and third-party requests to amend the IDP will be considered.
- (4) Should circumstances arise that result in the repeal of this IDP, both municipalities shall repeal the IDP, and replace with a new IDP as required under the Municipal Government Act, RSA 2000, as amended.



#### 3.7.2.4. Dispute Resolution

- (1) This IDP recognizes that there may be disagreements on the review of statutory and non-statutory plans and amendments, and land use bylaws and amendments within the Plan Area, and/or IDP interpretations, and provides a framework for the resolution of such disagreements (Figure 2: Dispute Resolution Framework). Key factors built into the Dispute Resolution Framework include a standard process with clear roles, communications, and timelines that result in a timely resolution.
- (2) Once a disagreement is identified through a written notice, no further action shall be taken on the application or matter in dispute until resolution of the disagreement has been determined.







*Figure 2: Dispute Resolution Framework*



## Request for Decision

Council Meeting: January 8, 2019

### **Bylaw 2019-04 - Intermunicipal Development Plan with the County of Two Hills**

#### **Request**

---

Recent changes to the MGA mean that all municipalities with common borders must complete and adopt Intermunicipal Development Plans, by April 1, 2020.

Through funding provided by an Alberta Community Partnership grant, the County of St. Paul, Lac La Biche County, Smoky Lake County, Municipal District of Bonnyville, County of Vermilion River and County of Two Hills have worked collaboratively to develop eight unique Intermunicipal Development Plans.

Public consultations for this plan were held February 14, 2018 and April 26, 2018. Online surveys also accompanied both engagement sessions for those who would not attend in person. A public hearing will also be held prior to second reading.

The County of Two Hills has given the Intermunicipal Development Plan first reading and has held a public hearing.

A copy of the draft bylaw and draft Intermunicipal Development Plan are attached for Council's review.

#### **Alternatives**

---

Council may recommend changes to the Intermunicipal Development Plan.

Council may table the decision for first reading of the Intermunicipal Development Plan.

Council may defeat the motion for first reading of the Intermunicipal Development Plan.

#### **Recommendation**

---

Administration is recommending giving first reading to Bylaw 2019-04.

---

**Submitted by:** Krystle Fedoretz, Director of Planning and Development

## BYLAW 2019-04

### **A BYLAW OF THE COUNTY OF ST. PAUL NO. 19 IN THE PROVINCE OF ALBERTA TO ADOPT AN INTERMUNICIPAL DEVELOPMENT PLAN WITH THE COUNTY OF TWO HILLS**

**Whereas**, the Municipal Government Act, R.S.A. 2000, as amended authorizes two or more municipalities to adopt an Intermunicipal Development Plan; and

**And Whereas**, a new Intermunicipal Development Plan has been prepared in accordance with section 631(1) of the Municipal Government Act, R.S.A. 2000 under the direction of the Council of the County of Two Hills and the Council of the County of St. Paul No.19; and

**And Whereas**, a public hearing will be held in accordance with section 692(1) of the Municipal Government Act, R.S.A. 2000; and

**And Whereas** the County of Two Hills has passed a Bylaw to adopt this Intermunicipal Development Plan;

**Now Therefore**, the Council of the County of St. Paul No.19, duly assembled, enacts as follows:

1. THAT the County of St. Paul No.19 and the County of Two Hills Intermunicipal Development Plan is hereby adopted.

Read a first time in Council this 8<sup>th</sup> day of January, A.D. 2019.

Advertised the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019 and the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019 in the St. Paul Journal and Elk Point Review.

Read a second time in Council this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019.

Read a third time in Council and duly passed this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

## Schedule "A"

Intermunicipal Development Plan With The County Of Two Hills





## **County of St. Paul / County of Two Hills Intermunicipal Development Plan**



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Image no. 1: County of St Paul photo library

Image no. 2: County of Two Hills photo library

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# 1. Introduction

## 1.1. Background

To meet the requirements of the Municipal Government Act, that all municipalities must adopt Intermunicipal Development Plans (IDP) with their land-based neighbouring municipalities, the participating municipalities determined that a collaborative approach would bring the most value. The group of municipalities (“the partners”) involved in the Rural Multi-Jurisdictional IDP Project includes the participation of:

- County of St. Paul
- County of Two Hills
- County of Vermilion River
- Lac La Biche County
- Municipal District of Bonnyville
- Smoky Lake County

This IDP is one of eight rural-to-rural plans developed through this project. The partners’ shared borders are expansive, yet have significant common features including being rural, largely agricultural in land use, and sharing ecological, utility and transportation features.

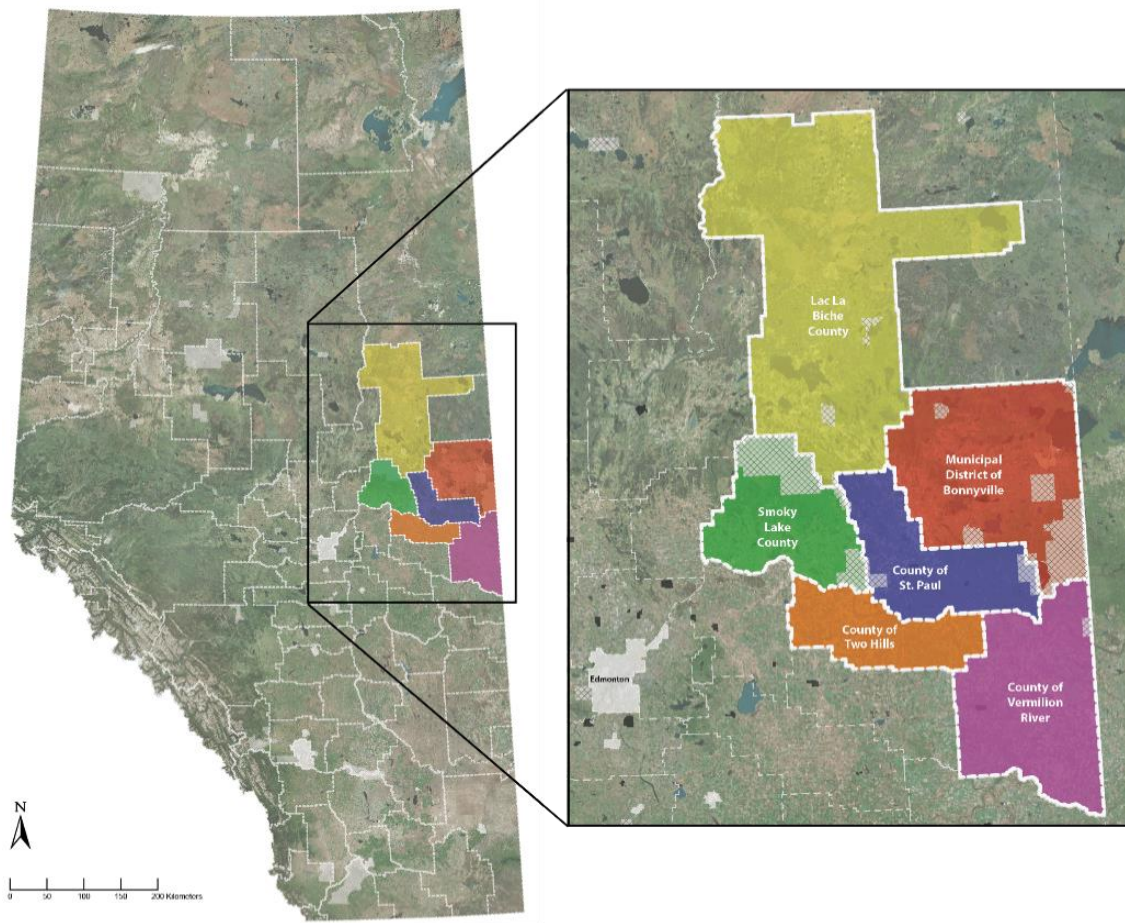


Figure 1: Regional Context Map

## **1.2. Vision, Shared Values and Goals**

### **1.2.1. Vision**

To fulfill the Municipal Government Act Section 631 requirements for IDPs while proactively building collaborative relationships. The purpose of an IDP is to foster an intermunicipal approach to planning issues on the lands that connect adjacent municipalities, and to establish an agreed upon development vision for the area.

### **1.2.2. Shared Values**

A set of shared values were developed to guide the development of this Plan, and are expected to be used as a framework for interpreting the IDP policies:

- (1) Strong, proactive communication and safe discussion;
- (2) More awareness of all our neighbours;
- (3) Respect for our neighbours;
- (4) Inclusivity; and
- (5) Equal partners.

### **1.2.3. Goals**

The goal is to meet the Municipal Government Act's requirements by:

- (1) Identifying future land uses for the Plan Area;
- (2) Facilitate intermunicipal communication and coordination of planning and development within the Plan Area based on the shared values and policies;
- (3) Address the transportation systems;
- (4) Collaborate on relevant intermunicipal programs relating to the physical, social and economic development of the Plan Area;
- (5) Address environmental matters through a focus on water bodies, watersheds and environmentally significant areas within the Plan Area;
- (6) Establish direction for joint collaboration on issues beyond the municipal jurisdiction; and
- (7) Provide administrative provisions for dispute resolution, amendments and repeals.

## **1.3. Statutory Framework**

In addition to recently becoming a requirement for municipalities, as per section 631 of the Municipal Government Act, the IDP has also become the highest order of municipal statutory plan and requires all other statutory plans to align with its policies.



The Municipal Government Act also requires the IDPs to be consistent with any approved regional plans. The County of St. Paul and the County of Two Hills fall within the North Saskatchewan Regional Plan area. Although the creation of the regional plan is still in progress while this IDP is being developed, the Municipalities have taken steps to incorporate regional planning considerations in this IDP that are consistent with the Terms of Reference for Developing the North Saskatchewan Regional Plan.

#### 1.4. Policy Interpretation

The IDP uses specific language to indicate the level of support required for each policy. The following words are to be interpreted as follows:

**Shall, require, must, or will:** explicitly apply to all situations without exception.

**Should:** always applies to the situation unless it can clearly be identified to the agreement of Council or the Approving Authority that in the given situation, the policy is not reasonable, practical or feasible.

**May:** acknowledges support in principle and indicates that Council or the Approving Authority has the discretion to determine the level of compliance that is required.

#### 1.5. Mapping Interpretation

The maps contained within this IDP are intended to provide support and aid in the interpretation of the policies. Boundaries, areas shown, and locations denoted by symbols are approximate and are not intended to define exact locations except where they coincide with clearly recognizable physical features or fixed boundaries such as property line and roads. Since the maps are not absolute, and will be interpreted as such, the precise location of these boundaries will need to be determined by the relevant Approving Authority at the time of evaluating any proposed development application.

Map legends may include items not represented on the map. Mapping was undertaken as part of the inventory of current services, and lack of representation on the map indicates a service was inventoried, but no service exists in the area.

#### 1.6. Public Engagement

This IDP was developed through a collaborative process that included a series of intermunicipal discussions in conjunction with community engagement that collected public input at several points in the process. Guided by an advisory committee consisting of elected officials and members of administration from each of the partner municipalities, the IDP endeavoured to include key stakeholders such as land owners, adjacent First Nations and Métis communities, industry representatives and recreation groups.

The process had two community engagement phases that ran concurrently with the development of the IDP prior to the public hearing and approval process:

### **Engagement Phase 1 – Discover & Vision:**

A targeted stakeholder meeting was held to inform the stakeholders about the IDP, collect information about the Plan Area context, and to identify potential opportunities and issues. An online questionnaire was also available for stakeholders unable to attend, presenting and collecting the same information as the stakeholder meeting.

### **Engagement Phase 2 – Preliminary Policy Direction:**

Using input collected in Engagement Phase 1, preliminary policy statements were developed and presented to the public at an open house and via an online survey. Feedback collected provided direction for the draft IDP.

## **1.7. Definitions**

The Municipal Government Act, RSA 2000 shall define all terms included in the IDP unless defined below:

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

**“Aggregate operations”** means the activities, process and/or extract used to aggregate materials including gravel, rock and sand typically used in the construction of roads, buildings and other infrastructure.

**“Council”** means the Council of County of St. Paul and the Council of County of Two Hills in the Province of Alberta.

**“Discretionary Use”** means 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.

**“Plan Area (Intermunicipal Development Plan Area)”** means the extension of land identified by both municipalities that encompass areas of importance and/or concern to which the policies of this document pertain.

**“Intermunicipal Development Plan (IDP)”** means a statutory document between two or more municipalities, adopted by bylaw in accordance with section 631 of the Municipal Government Act, which is used by municipalities as a long-range planning tool to address joint planning matters.

**“Municipal Government Act (MGA)”** means the Municipal Government Act, RSA 2000 as amended.

**“Non-Statutory Plan”** means a municipal planning document or conceptual scheme or conceptual plan that is endorsed or approved by resolution of Council, typically to guide future land use development or subdivision of a specified area within a municipality, but does not include a municipal development plan, area structure plan, or area redevelopment plan adopted under the Municipal Government Act.

## 2. Plan Context

### 2.1. Defining the Intermunicipal Development Plan

The County of St. Paul and County of Two Hills share a common geography, similar demographics, and economic base offered by their location northeast of Edmonton, Alberta's capital city, and south of Alberta's oil sands. In order to determine the extent of the Plan Area, the partners reviewed the key features along the boundary and adjacent area including:

- current and future land uses;
- environmental considerations;
- transportation networks;
- utility and infrastructure servicing;
- community services infrastructure; and
- recreation and tourism assets.

### 2.2. Municipal Profiles

#### 2.2.1. County of St. Paul

The County of St. Paul has an area of 3,309 km<sup>2</sup> and a population of 6,036 people (2016 Statistics Canada Census). The County surrounds the towns of Elk Point and St. Paul and the Summer Village of Horseshoe Bay. Ten hamlets and several other unincorporated communities are located within its boundaries. The County is bordered by five rural municipalities and five First Nation Reserves. The local economy is primarily supported by the agriculture, forestry and resource extraction lands which generate a large portion of employment. More recently, oil and gas has provided economic growth to the region. The County also has an abundance of outdoor recreation opportunities which draws both local residents and tourists. Highways 41 and 28 are both high load highways that serve the County and provide connections to adjacent communities. Growth projections for the County as a whole are likely to be consistent with the trend of 5% increase over the last five years. Little of this population growth is expected to occur in the Plan Area. The County encourages future residential development to occur within existing hamlets and/or existing multi-lot country residential areas.

#### 2.2.2. County of Two Hills

The County of Two Hills has an area of 2,637 km<sup>2</sup> and a population of 3,641 people (2016 Statistics Canada Census). The County surrounds the Town of Two Hills, and Village of Myrnam, and is bordered by five rural municipalities and one First Nation Reserve. Several hamlets and other unincorporated communities are located inside the County boundaries. The major contributors to economic growth within the County include oil and gas, agriculture, tourism, and transportation. Lakes, trails and the North Saskatchewan River provide numerous opportunities for outdoor recreation which attract both residents and visitors from across the region. Highways 36 and 41, two of the provinces high load transportation corridors, traverse the County north-south, in addition to Highway 45 connecting to the greater region east-west. Population growth has been steady in the County, 0.5% year-over-year, and 2.50% in the last five years. The County of Two Hills directs future growth to existing community areas with the intent of preserve agricultural lands.

## 3. Plan Policies

### 3.1. Plan Area

*Context – The IDP area covers an area of predominantly agricultural land, with a small extent of Country Residential.*

#### 3.1.1. Objective

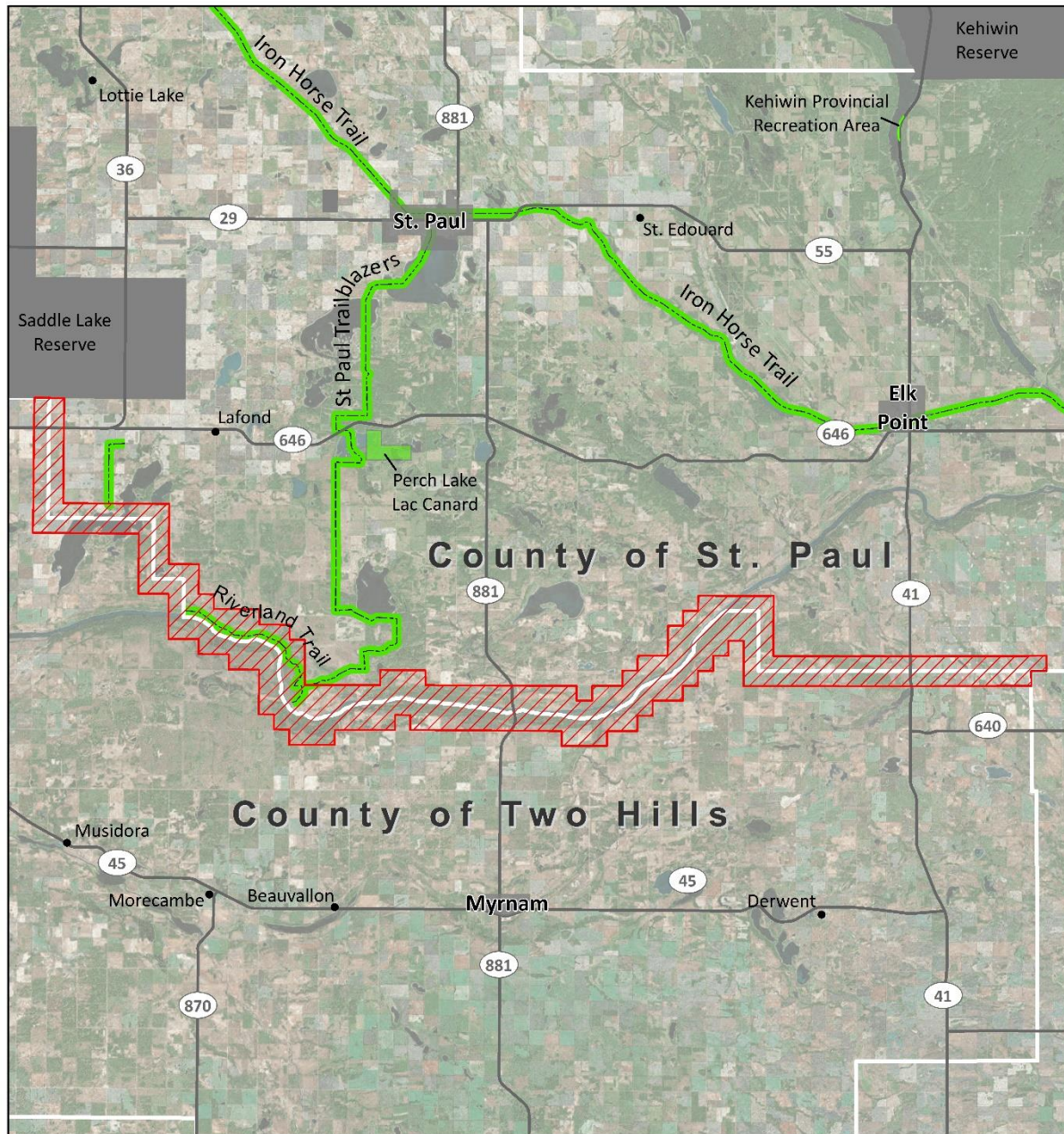
- (1) To establish the Plan Area in which all IDP policies apply.

#### 3.1.2. Policy

- (1) The County of St. Paul / County of Two Hills IDP encompasses all of the lands within 1 quarter section (0.5 miles) on both sides of the shared boundary as defined on Map 1. Lands within the adopted IDP area (known as the Plan Area) are subject to the IDP objectives and policies.

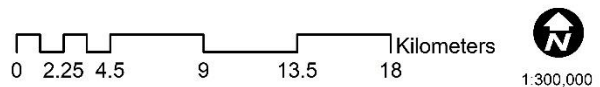


Map 1: Plan Area and Referral Area



### Legend

- Plan Area
- Urban Municipalities, Reserves and Settlements
- Hamlets
- Parks and Protected Areas
- Trails
- Arterial Roads





### 3.2. Land Use

*Context - Land uses within the Plan Area are largely not expected to change within the short- and medium-term planning horizon.*

#### 3.2.1. Objective

- (1) To respect the rural character of the Plan Area and to preserve both agricultural lands and significant natural environmental features.

#### 3.2.2. Policy

- (1) The preservation of agricultural land uses shall be required.
- (2) All current land uses are deemed to be the future land uses (Map 2: Land Use), unless approved through the appropriate amendment processes.
- (3) Resource extraction, including aggregate operations, and energy projects in accordance with provincial regulation are acceptable in agricultural land use.
- (4) Lac Sante ASP will direct any future growth for the areas outlined in those specific ASP Boundaries (Figure 2).
- (5) Historically significant sites will be identified, and policy will be developed to address these sites on an as-needed basis.
- (6) Municipalities are encouraged to discuss any proposed or forthcoming Statutory Plans, Land Use Bylaws or amendments that impact the Plan Area with one another.

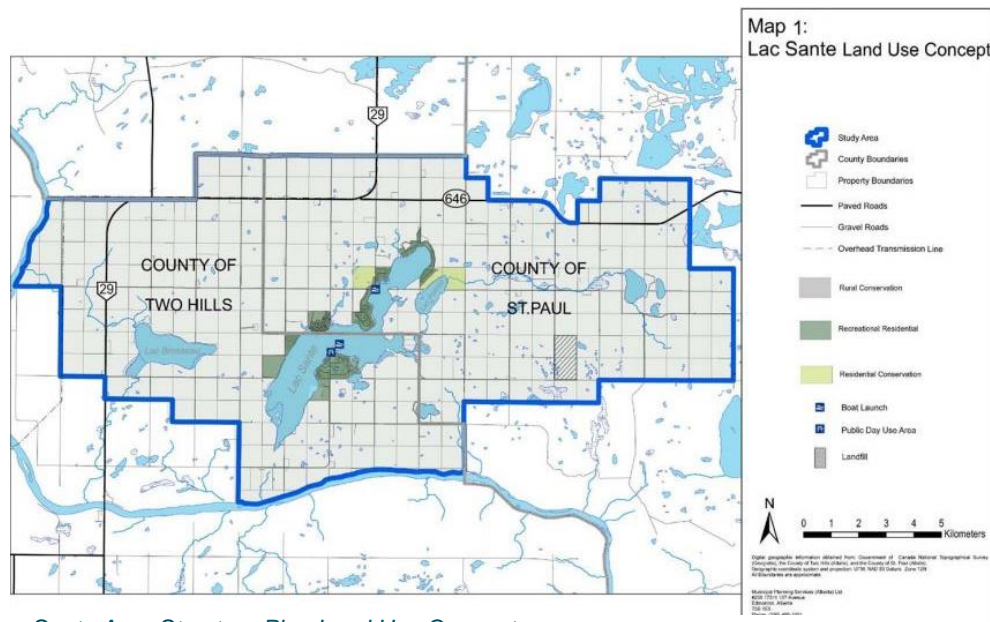
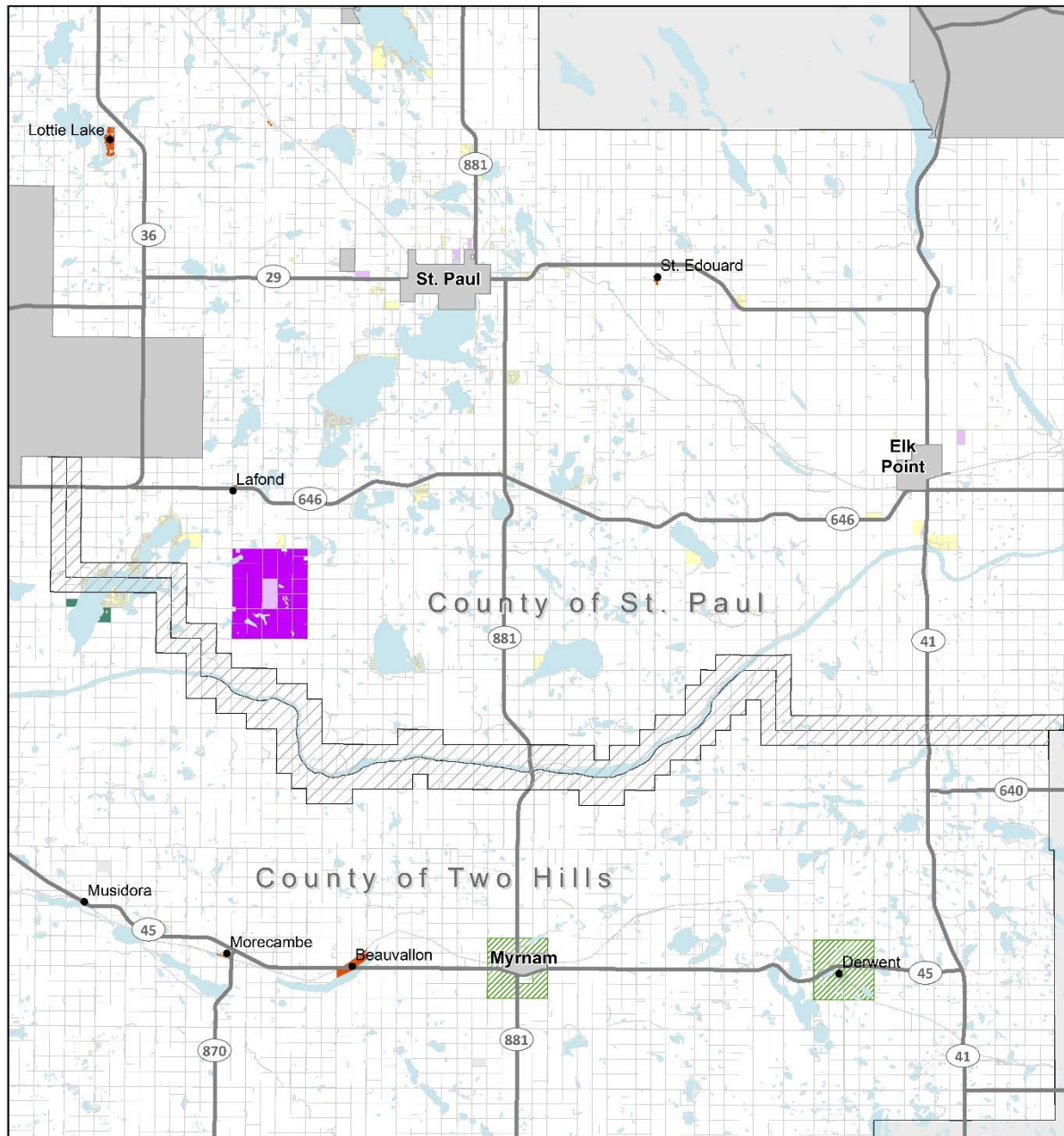
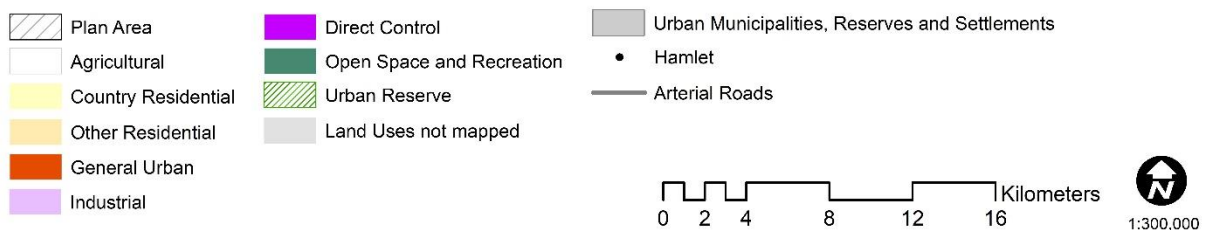


Figure 2: Lac Sante Area Structure Plan Land Use Concept

Map 2: Land Use



**Legend**



### 3.3. Environment

*Context - Both municipalities share environmentally sensitive and important natural features within the Plan Area (Map 3). The Plan Area includes significant water bodies including Lac Sante and the North Saskatchewan River. Both municipalities have jointly adopted an existing ASP for Lac Sante which will continue to inform the planning and development of the area. Both municipalities recognize the importance of maintaining the health of natural systems to the quality of life in the region and the overall health of the watershed.*

#### 3.3.1. Objective

- (1) To promote environmental stewardship in the region.
- (2) To protect the long-term health of the watershed and water bodies.

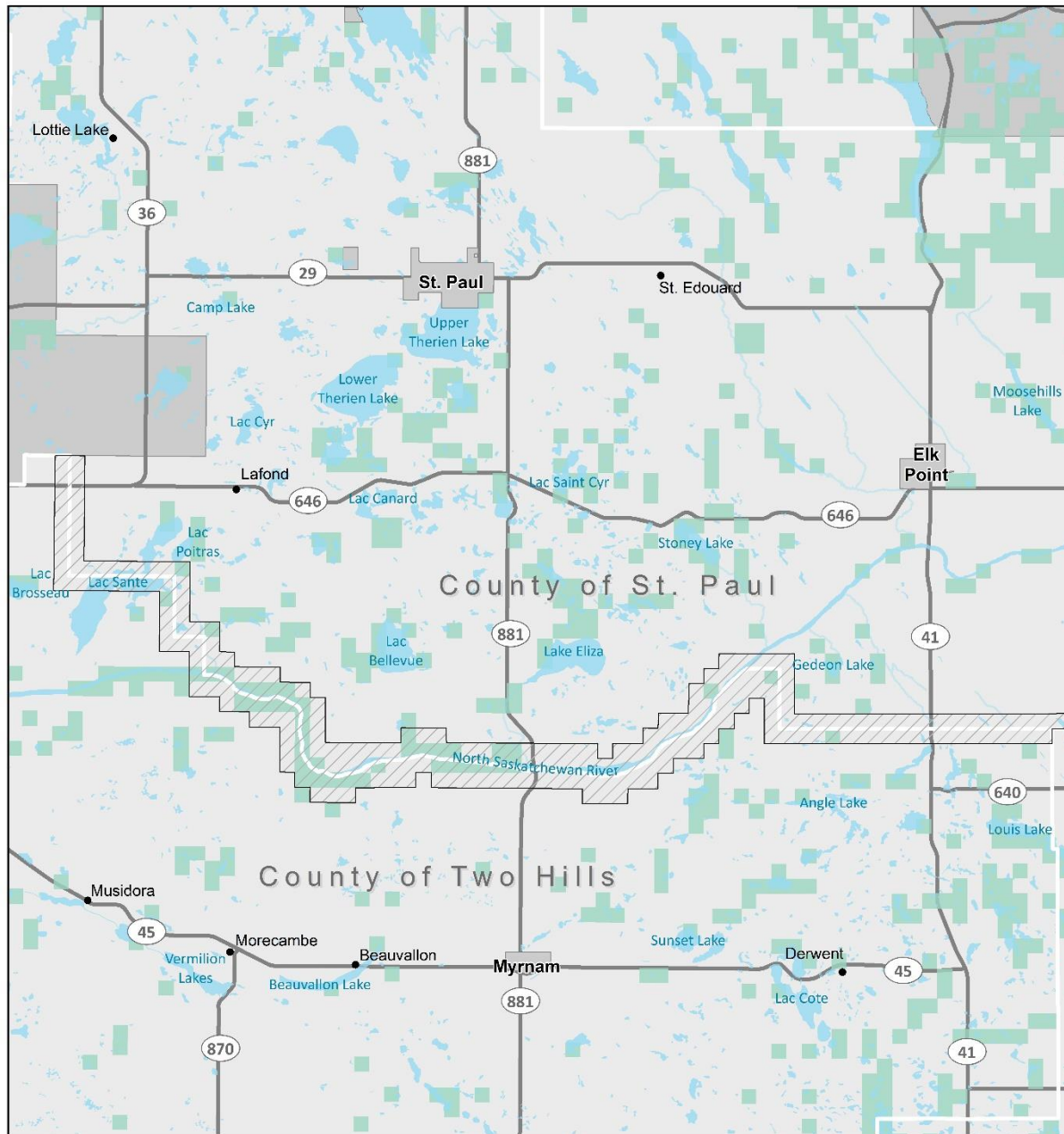
#### 3.3.2. Policy

- (1) A set of public education materials regarding shoreline health; respectful use of recreation vehicles; protection of riparian vegetation and water quality should be pursued in collaboration with the appropriate Provincial and Federal agencies.
- (2) Collaboration with existing regional watershed groups including, but not limited to the North Saskatchewan Watershed Alliance, and participation in stewardship initiatives to support a healthy regional watershed will be encouraged.
- (3) Municipal Councillors will be appointed to North Saskatchewan Watershed Alliance to facilitate advancements in watershed health.
- (4) The environmental stewardship efforts of organizations such as subregional watershed groups, Cows and Fish, ALUS, and the Agricultural Service Boards will be encouraged to promote best practices for the relationship between agriculture and watersheds.
- (5) To protect sensitive riparian habitat and water quality, explore the creation of common development setbacks from water bodies.
- (6) Statutory and non-statutory plans for lake areas will be periodically amended to reflect advances in lake management best practices.
- (7) Development proposed in proximity to water bodies and tributaries should be carefully evaluated for impacts on water quality.
- (8) Existing agricultural operations and residential property owners will be encouraged to maintain a high water quality standard for wetlands, creeks, lakes and other water bodies through the application of best management practices to privately-owned riparian areas.
- (9) Development on flood prone lands is not permitted.
- (10) All provincial regulations with respect to potable water and sanitary services shall be adhered to.
- (11) Partnerships between the municipalities and the appropriate wetland mitigation agencies should be explored to promote the protection of the Plan Area sensitive habitats.

- (12) Grants to conduct regional inventories of environmentally significant features and to obtain related aerial photography should be pursued.



Map 3: Environment and Water



## Legend



### 3.4. Recreation and Tourism

*Context – The Plan Area includes boat launches and public use areas. Generally, current availability of managed recreation is limited within the Plan Area (Map 4) and is not expected to increase. Iron Horse Trail is a major recreation and tourism asset that runs through the Plan Area within the County of St. Paul (Map 5).*

#### 3.4.1. Objective

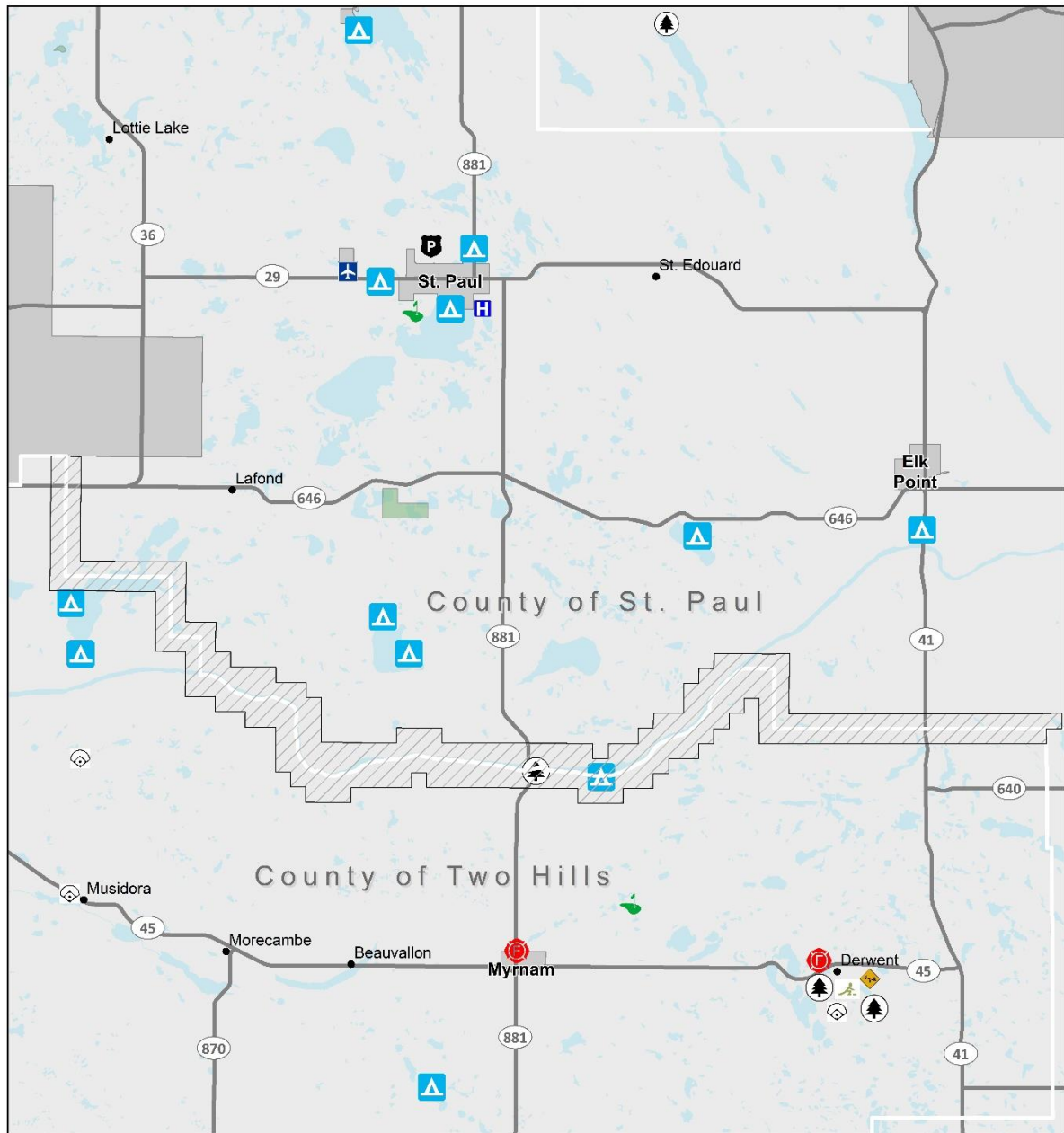
- (1) To achieve greater economic and recreation opportunities for the region.
- (2) To maintain and enhance current trails including the Iron Horse Trail.

#### 3.4.2. Policy

- (1) Tourism and recreation opportunities in the region such as ecotourism, enhancements to existing trails, new trail development, staging areas and parks/campgrounds that respect agricultural land uses and environmentally sensitive lands, will be supported.
- (2) The municipalities will explore opportunities to increase operational efficiencies of the Iron Horse Trail.
- (3) Collaboration with existing recreation and tourism groups to efficiently promote recreational tourism in the region will be encouraged.
- (4) Where appropriate, each municipality will endeavour to find efficiencies in bylaw enforcement through public education on recreational use near lakes and the exploration of shared bylaw services.
- (5) The means of providing access to educational material regarding safe and responsible trail use, water body health, OHV regulations, hunting regulations, and property ownership will be encouraged.
- (6) Public awareness of significant historic and cultural sites in the region will be promoted as part of heritage tourism efforts.
- (7) Both municipalities will work together to jointly advocate to the Province on issues related to tourism and recreation such as fishing to support tourism in the region.
- (8) Explore opportunities to work together on provincial and federal grant applications for recreation and tourism initiatives in the region.



Map 4: Service Hubs



**Legend**

- |                    |              |                           |  |
|--------------------|--------------|---------------------------|--|
| Plan Area          | Playground   | Airport                   | Urban Municipalities, Reserves and Settlements |
| Arena/Curling Rink | Riding Arena | Recreation Area           | Municipal Boundary                             |
| Ball Diamonds      | Fire Hall    | Parks and Protected Areas |  |
| Campground         | Hospital     | Arterial Roads            |  |
| Golf Course        | RCMP Station | Hamlet                    |  |

0 2 4 8 12 16 Kilometers  
1:300,000



### 3.5. Transportation

*Context – While transportation infrastructure is limited in the Plan Area, maintaining an efficient road network provides vital links for residents, operations and businesses. Provincial Highway 646, 881, and 41 are the primary transportation connections through the Plan Area (Map 5). There are some inconsistencies in road maintenance.*

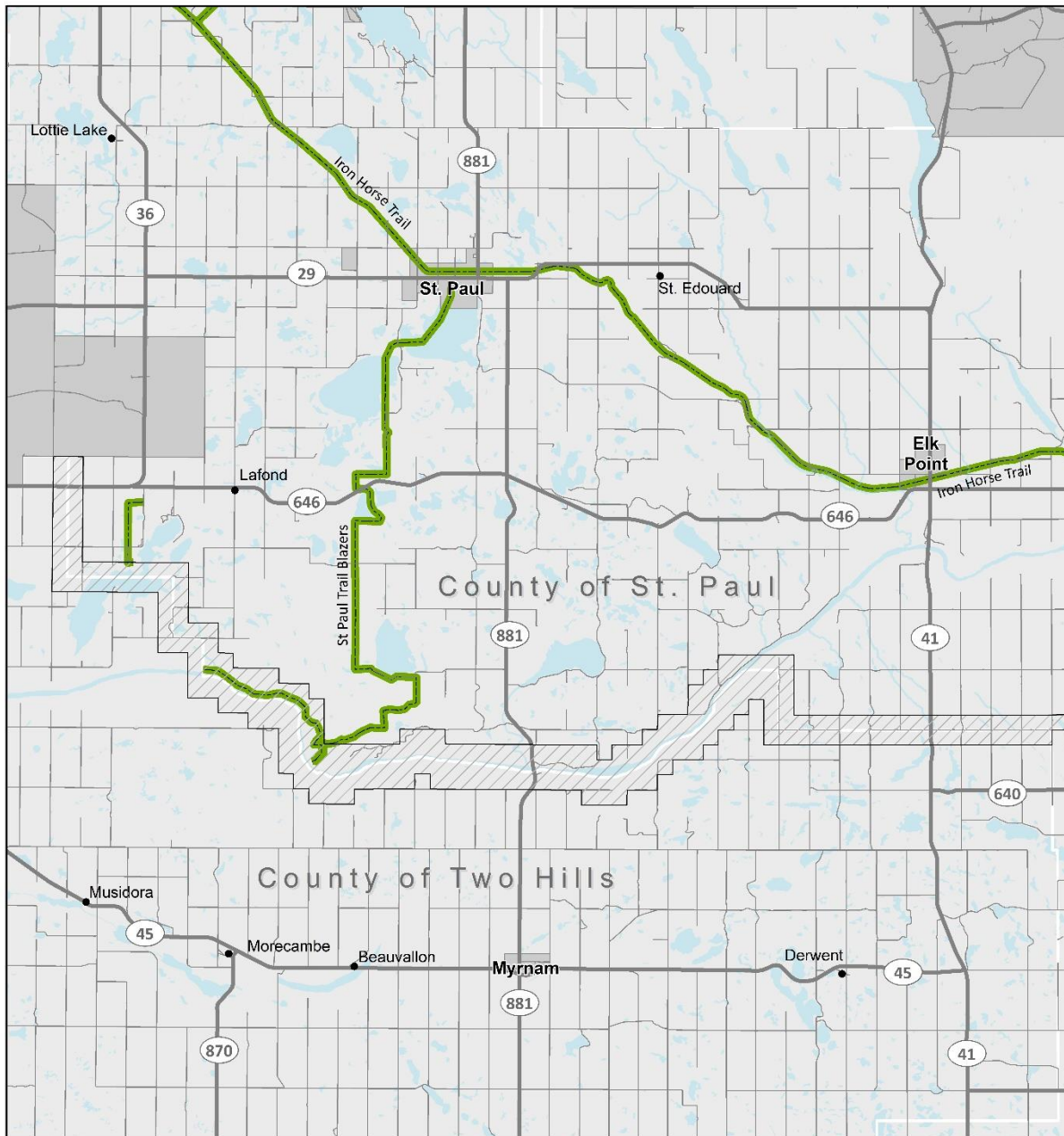
#### 3.5.1. Objective

- (1) To enhance the transportation network's efficiency and service provision standards.

#### 3.5.2. Policy

- (1) Each municipality shall work together to ensure a safe, efficient and cost-effective transportation network is developed and maintained to service farm operations, residents and businesses within the Plan Area.
- (2) Future development applications shall consider proximity of local and topographic features to ensure no development is approved without both legal and physical access.
- (3) Information sharing regarding appropriate practices for road design, maintenance, classification, permitting and road bans is encouraged between municipalities to promote an efficient and cost effective regional transportation network.
- (4) Collaborate to identify potential intermunicipal transportation projects to improve effectiveness and support one another in provincial grant applications for road improvements.
- (5) Coordination of asset management planning is encouraged.
- (6) Municipalities will collectively advocate to the Province to improve uniform implementation of highways standards across municipal boundaries.
- (7) Where practicable, municipal transportation professionals will be invited to participate in the Rural Intermunicipal Development Plan Committee discussions that pertain to the expansion and/or maintenance of the regional road network.
- (8) The submission of a subdivision or development proposal that may result in access being required from a roadway within the Plan Area, will necessitate issuance of an intermunicipal referral.
- (9) All right-of-way requirements will be secured for any subdivisions approved in the Plan area to ensure long-term transportation and road plans can be implemented when required.

Map 5: Transportation



### Legend

- |  |                 |  |  |
|--|-----------------|--|--|
|  | Plan Area       |  | Hamlet   |
|  | Arterial Roads  |  | Urban Municipalities, Reserves and Settlements |
|  | Collector Roads |  | Municipal Boundary                             |
|  | Trails          |  |  |

0 2.25 4.5 9 13.5 18 Kilometers



### 3.6. Infrastructure & Community Services

*Context – To ensure efficient delivery of intermunicipal infrastructure and services, coordination between both municipalities is required. Existing infrastructure and community services that support the Plan Area are not expected to change in the foreseeable future based on the current inventory of service provision and land uses (Map 4 and 6).*

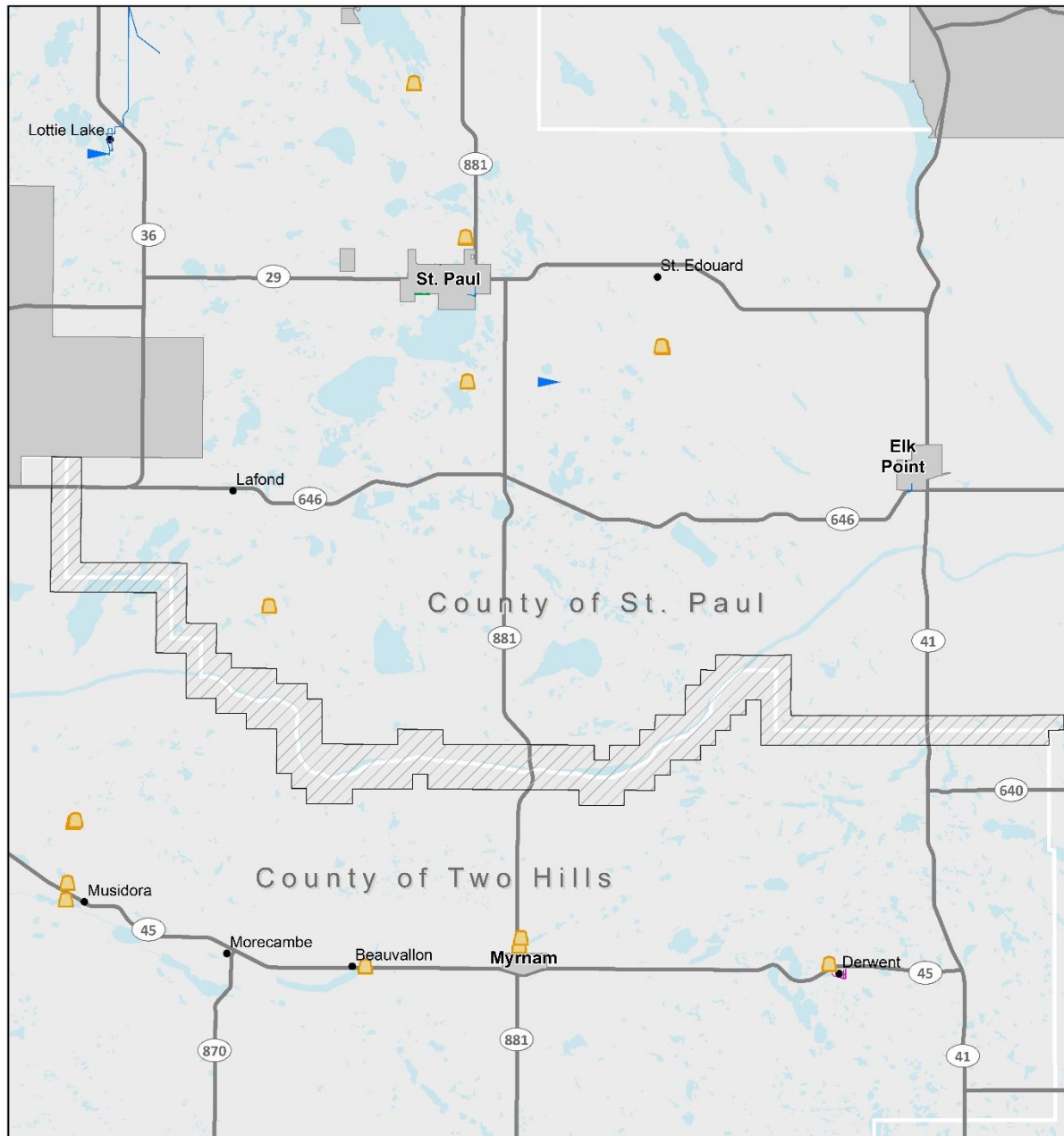
#### 3.6.1. Objective

- (1) Where appropriate, to coordinate intermunicipal planning and provisions of infrastructure and community services.

#### 3.6.2. Policy

- (1) The provision of potable water and the treatment and disposal of wastewater on all parcels in the Plan Area shall be the responsibility of individual landowners or developers, in accordance with provincial standards.
- (2) Where changes to Plan authorized land uses are proposed, a collaborative approach to the planning and development of associated infrastructure shall be pursued.
- (3) Where potential opportunities to connect to regional services are identified, joint planning should be pursued.
- (4) A collaborative approach to the planning and protection of key utility corridors is required.
- (5) Telecommunication towers shall be sited in accordance with federal regulations.
- (6) Municipalities will explore the creation of emergency access points to the North Saskatchewan River.

Map 6: Infrastructure



### Legend

- |  |                  |  |  |  |                    |
|--|------------------|--|--|--|--------------------|
|  | Plan Area        |  | Landfill/Waste Disposal/Transfer Site          |  | Hamlet             |
|  | Gas Line         |  | Water Plant/Reservoir                          |  | Municipal Boundary |
|  | Water Line       |  | Arterial Roads                                 |  |                    |
|  | Waste Water Line |  |  |  |                    |
|  |                  |  | Urban Municipalities, Reserves and Settlements |  |                    |
- 0 2 4 8 12 16 Kilometers  
 1:300,000

\* Not depicted on map due to unavailable data: Water line running from Water Plant/Reservoir located south east of Town of St. Paul to Elk Point.



### **3.7. Collaboration, Plan Administration, & Implementation**

#### **3.7.1. Objectives**

- (1) To provide a framework for ongoing collaboration between the municipalities and clear process for when disagreements arise.

#### **3.7.2. Policies**

##### **3.7.2.1. Rural Intermunicipal Development Plan Committee**

- (1) A Rural Intermunicipal Development Plan Committee, a joint administrative committee for all six municipalities covering the eight IDPs, shall be created to coordinate all collaboration efforts including administrative plan review, infrastructure and planning coordination, and advocacy efforts.
- (2) The Rural Intermunicipal Development Plan Committee shall meet a minimum of once a year, and as required if issues/opportunities arise.
- (3) The Rural Intermunicipal Development Plan Committee membership will include one planning staff member from each municipality and other staff members as appropriate. The Terms of Reference for the Rural Intermunicipal Development Plan Committee will indicate that a flexible membership structure enabling responsiveness to new situations is encouraged.
- (4) Municipal staff members are encouraged to informally discuss intermunicipal matters and consult with each other on an as-needed basis regardless of the Rural Intermunicipal Development Plan Committee agenda or schedule.

##### **3.7.2.2. Referrals**

- (1) The IDP referral area is the same as the Plan Area and shall include all the lands within one quarter section (0.5 miles) from the shared boundary. Map 1 defines the Plan Area to which the policies within the IDP apply.
- (2) Referrals shall occur for intermunicipal review of all statutory plans and amendments affecting the Plan Area (i.e., ASPs); non-statutory development plans (i.e., concept plan, or outline plan); land use bylaw amendments; discretionary development permit applications; and subdivision applications within the Plan Area.
- (3) Excluded from referrals are subdivision of a first or second parcel out of a quarter section, accessory buildings, a secondary dwelling for agricultural purposes, minor home occupations and such other developments as the two municipalities may agree from time to time through a joint administrative protocol.



- (4) All statutory plans and amendments affecting the Plan Area (i.e., ASPs); non-statutory development plans (i.e., concept plan, or outline plan); land use bylaw amendments; discretionary development permit applications; and subdivision applications within the Plan Area shall be referred to the other municipality prior to a public hearing or a decision being rendered. Referral response timelines are as follows:
- |  |                  |
|--|------------------|
| a. Statutory and Non-statutory plans                 | 30 calendar days |
| b. Land Use Bylaw Amendments                         | 30 calendar days |
| c. Significant Discretionary Use Development Permits | 15 calendar days |
| d. Subdivision Applications                          | 20 calendar days |
- (5) In the spirit of collaboration and in alignment of the IDP values, proactive communication is encouraged, and referral responses are expected to be provided to continue to build two-way discussions. In the event that no response is received by the referral timeline, lack of response will be deemed no objection.
- (6) Comments from the responding municipality and received from a referral process will be taken into consideration prior to the decision being rendered.
- (7) Supporting technical documents forming part of the development application will be available upon request as part of the referral process.
- (8) Whenever possible, the municipalities are encouraged to share information as it becomes available about new or expanded confined feeding operations and energy projects within the Plan Area.

### **3.7.2.3. Plan Review and Amendment**

- (1) The IDP will be reviewed by the Rural Intermunicipal Development Plan Committee within 3 years of adoption, and will make recommendations to the formal IDP Review process that will occur within 4 years after adoption.
- (2) Should the North Saskatchewan Regional Plan be adopted prior to the IDP review period, the municipalities agree to review any potential impacts and discuss amendments necessary for compliance.
- (3) Either municipality may propose amendments to the IDP at any time, and third party requests to amend the IDP will be considered.
- (4) Should circumstances arise that result in the repeal of this IDP, both municipalities shall repeal the IDP, and replace with a new IDP as required under the Municipal Government Act, RSA 2000, as amended.

#### **3.7.2.4. Dispute Resolution**

- (1) This IDP recognizes that there may be disagreements on the review of statutory and non-statutory plans and amendments, and land use bylaws and amendments within the Plan Area, and/or IDP interpretations, and provides a framework for the resolution of such disagreements (Figure 3: Dispute Resolution Framework). Key factors built into the Dispute Resolution Framework include a standard process with clear roles, communications, and timelines that result in a timely resolution.
- (2) Once a disagreement is identified through a written notice, no further action shall be taken on the application or matter in dispute until resolution of the disagreement has been determined.

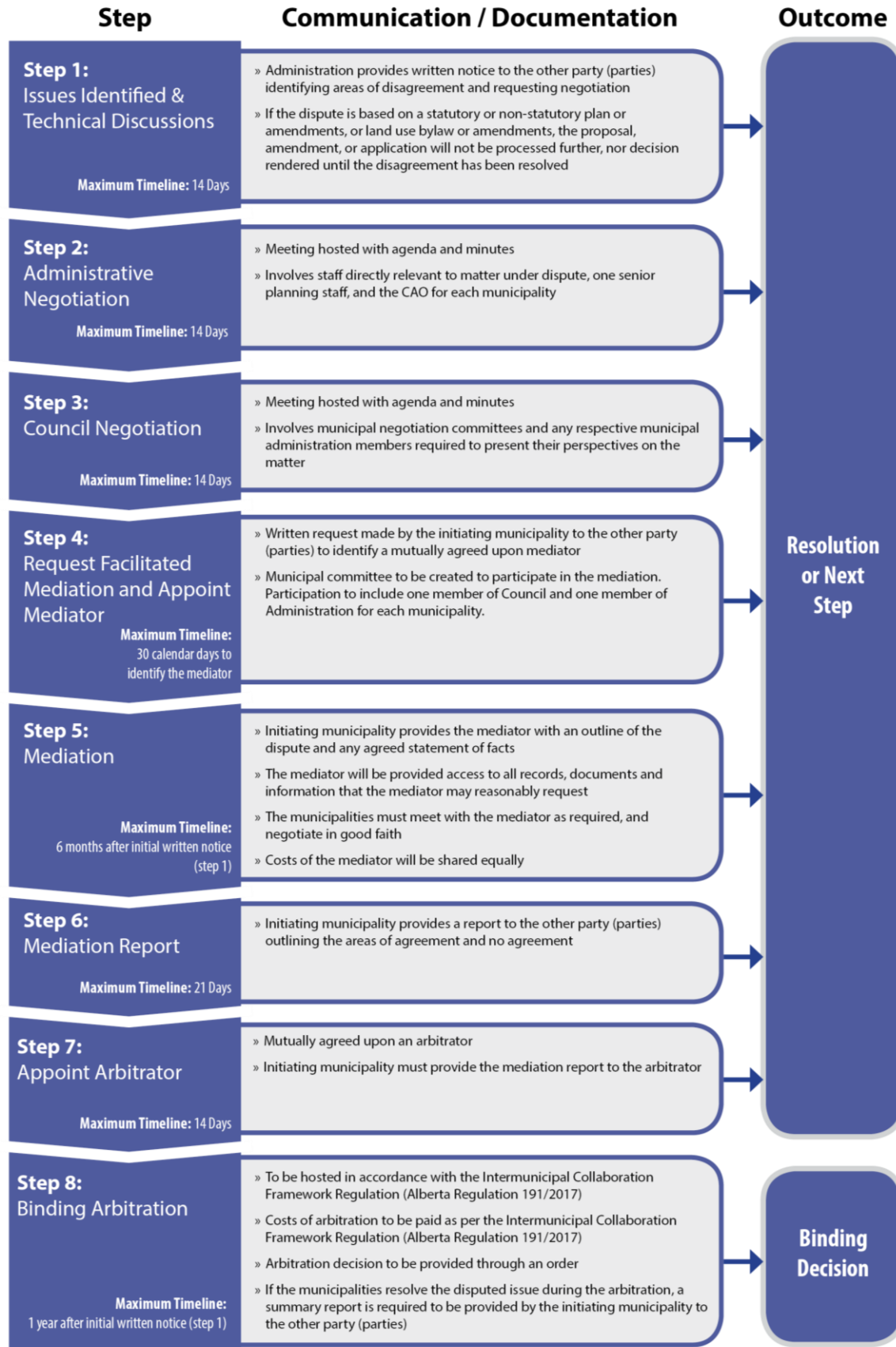


Figure 3: Dispute Resolution Framework



## Request for Decision

Council Meeting: January 8, 2019

### **Bylaw 2019-05 - Intermunicipal Development Plan with Smoky Lake County**

#### **Request**

---

Recent changes to the MGA mean that all municipalities with common borders must complete and adopt Intermunicipal Development Plans, by April 1, 2020.

Through funding provided by an Alberta Community Partnership grant, the County of St. Paul, Lac La Biche County, Smoky Lake County, Municipal District of Bonnyville, County of Vermilion River and County of Two Hills have worked collaboratively to develop eight unique Intermunicipal Development Plans.

Public consultations for this plan were held February 12, 2018 and April 26, 2018. Online surveys also accompanied both engagement sessions for those who would not attend in person. A public hearing will also be held prior to second reading.

Smoky Lake County will be presented with the Intermunicipal Development Plan on January 31, 2019 for first reading.

A copy of the draft bylaw and draft Intermunicipal Development Plan are attached for Council's review.

#### **Alternatives**

---

Council may recommend changes to the Intermunicipal Development Plan.

Council may table the decision for first reading of the Intermunicipal Development Plan.

Council may defeat the motion for first reading of the Intermunicipal Development Plan.

#### **Recommendation**

---

Administration is recommending giving first reading to Bylaw 2019-05.

---

**Submitted by:** Krystle Fedoretz, Director of Planning and Development

**BYLAW 2019-05**

**A BYLAW OF THE COUNTY OF ST. PAUL NO. 19 IN THE PROVINCE OF ALBERTA  
TO ADOPT AN INTERMUNICIPAL DEVELOPMENT PLAN WITH SMOKY LAKE  
COUNTY**

**Whereas**, the Municipal Government Act, R.S.A. 2000, as amended authorizes two or more municipalities to adopt an Intermunicipal Development Plan; and

**And Whereas**, a new Intermunicipal Development Plan has been prepared in accordance with section 631(1) of the Municipal Government Act, R.S.A. 2000 under the direction of the Council of Smoky Lake County and the Council of the County of St. Paul No.19; and

**And Whereas**, a public hearing will be held in accordance with section 692(1) of the Municipal Government Act, R.S.A. 2000; and

**And Whereas** Smoky Lake County has passed a Bylaw to adopt this Intermunicipal Development Plan;

**Now Therefore**, the Council of the County of St. Paul No.19, duly assembled, enacts as follows:

1. THAT the County of St. Paul No.19 and Smoky Lake County Intermunicipal Development Plan is hereby adopted.

Read a first time in Council this 8<sup>th</sup> day of January, A.D. 2019.

Advertised the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019 and the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019 in the St. Paul Journal and Elk Point Review.

Read a second time in Council this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019.

Read a third time in Council and duly passed this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2019.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

## Schedule "A"

### Intermunicipal Development Plan With Smoky Lake County





## County of St. Paul / Smoky Lake County Intermunicipal Development Plan



Cover Image Credits:

Image no. 1: County of St. Paul photo library

Image no. 2: Smoky Lake County photo library

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# 1. Introduction

## 1.1. Background

To meet the requirements of the Municipal Government Act, that all municipalities must adopt Intermunicipal Development Plans (IDP) with their land-based neighbouring municipalities, the participating municipalities (“the partners”) involved in the Rural Multi-Jurisdictional Intermunicipal Development Plan Project includes the participation of:

- County of St. Paul
- County of Two Hills
- County of Vermilion River
- Lac La Biche County
- Municipal District of Bonnyville
- Smoky Lake County

This IDP is one of eight rural-to-rural plans developed through this project. The partners’ shared borders are expansive, yet have significant common features including being rural, largely agricultural in land use, and sharing ecological, utility and transportation features.

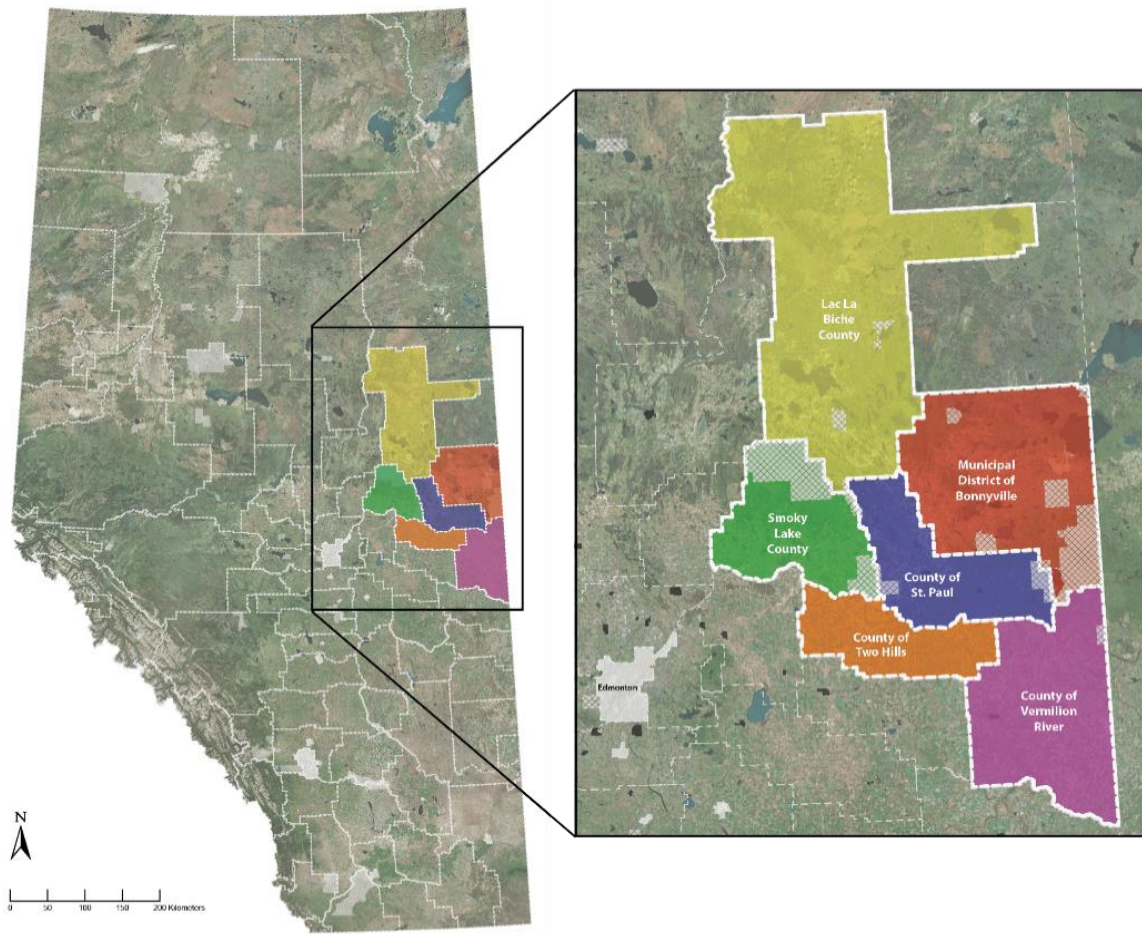


Figure 1: Regional Context Map

## **1.2. Vision, Shared Values and Goals**

### **1.2.1. Vision**

To fulfill the Municipal Government Act Section 631 requirements for IDPs while proactively building collaborative relationships. The purpose of an IDP is to foster an intermunicipal approach to planning issues on the lands that connect adjacent municipalities, and to establish an agreed upon development vision for the area.

### **1.2.2. Shared Values**

A set of shared values were developed to guide the development of this Plan, and are expected to be used as a framework for interpreting the IDP policies:

- (1) Strong, proactive communication and safe discussion;
- (2) More awareness of all our neighbours;
- (3) Respect for our neighbours;
- (4) Inclusivity; and
- (5) Equal partners.

### **1.2.3. Goals**

The goal is to meet the Municipal Government Act's requirements by:

- (1) Identifying future land uses for the Plan Area;
- (2) Facilitate intermunicipal communication and coordination of planning and development within the Plan Area based on the shared values and policies;
- (3) Address the transportation systems;
- (4) Collaborate on relevant intermunicipal programs relating to the physical, social and economic development of the Plan Area;
- (5) Address environmental matters through a focus on water bodies, watersheds and environmentally significant areas within the Plan Area;
- (6) Establish direction for joint collaboration on issues beyond the municipal jurisdiction; and
- (7) Provide administrative provisions for dispute resolution, amendments and repeals.

## **1.3. Statutory Framework**

In addition to recently becoming a requirement for municipalities, as per section 631 of the Municipal Government Act, the IDP has also become the highest order of municipal statutory plan and requires all other statutory plans to align with its policies.



The Municipal Government Act also requires the IDPs to be consistent with any approved regional plans. The County of St. Paul and Smoky Lake County fall within the North Saskatchewan Regional Plan area. Although the creation of the regional plan is still in progress while this IDP is being developed, the Municipalities have taken steps to incorporate regional planning considerations in this IDP that are consistent with the Terms of Reference for Developing the North Saskatchewan Regional Plan.

#### 1.4. Policy Interpretation

The IDP uses specific language to indicate the level of support required for each policy. The following words are to be interpreted as follows:

**Shall, require, must, or will:** explicitly apply to all situations without exception.

**Should:** always applies to the situation unless it can clearly be identified to the agreement of Council or the Approving Authority that in the given situation, the policy is not reasonable, practical or feasible.

**May:** acknowledges support in principle and indicates that Council or the Approving Authority has the discretion to determine the level of compliance that is required.

#### 1.5. Mapping Interpretation

The maps contained within this IDP are intended to provide support and aid in the interpretation of the policies. Boundaries, areas shown, and locations denoted by symbols are approximate and are not intended to define exact locations except where they coincide with clearly recognizable physical features or fixed boundaries such as property line and roads. Since the maps are not absolute, and will be interpreted as such, the precise location of these boundaries will need to be determined by the relevant Approving Authority at the time of evaluating any proposed development application.

Map legends may include items not represented on the map. Mapping was undertaken as part of the inventory of current services, and lack of representation on the map indicates a service was inventoried, but no service exists in the area.

#### 1.6. Public Engagement

This IDP was developed through a collaborative process that included a series of intermunicipal discussions in conjunction with community engagement that collected public input at several points in the process. Guided by an advisory committee consisting of elected officials and members of administration from each of the partner municipalities, the IDP endeavoured to include key stakeholders such as land owners, adjacent First Nations and Métis communities, industry representatives and recreation groups.

The process had two community engagement phases that ran concurrently with the development of the IDP prior to the public hearing and approval process:

##### **Engagement Phase 1 – Discover & Vision:**

A targeted stakeholder meeting was held to inform the stakeholders about the IDP, collect information about the Plan Area context, and to identify potential opportunities and issues. An

online questionnaire was also available for stakeholders unable to attend, presenting and collecting the same information as the stakeholder meeting.

#### **Engagement Phase 2 – Preliminary Policy Direction:**

Using input collected in Engagement Phase 1, preliminary policy statements were developed and presented to the public at an open house and via an online survey. Feedback collected provided direction for the draft IDP.

### **1.7. Definitions**

The Municipal Government Act, RSA 2000 shall define all terms included in the IDP unless defined below:

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

**“Aggregate operations”** means the activities, process and/or extract used to aggregate materials including gravel, rock and sand typically used in the construction of roads, buildings and other infrastructure.

**“Council”** means the Council of County of St. Paul and the Council of Smoky Lake County in the Province of Alberta.

**“Discretionary Use”** means 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.

**“Plan Area (Intermunicipal Development Plan Area)”** means the extension of land identified by both municipalities that encompass areas of importance and/or concern to which the policies of this document pertain.

**“Intermunicipal Development Plan (IDP)”** means a statutory document between two or more municipalities, adopted by bylaw in accordance with section 631 of the Municipal Government Act, which is used by municipalities as a long-range planning tool to address joint planning matters.

**“Municipal Government Act (MGA)”** means the Municipal Government Act, RSA 2000 as amended.

**“Non-Statutory Plan”** means a municipal planning document or conceptual scheme or conceptual plan that is endorsed or approved by resolution of Council, typically to guide future land use development or subdivision of a specified area within a municipality, but does not include a municipal development plan, area structure plan, or area redevelopment plan adopted under the Municipal Government Act.

## 2. Plan Context

### 2.1. Defining the Intermunicipal Development Plan Area

The County of St. Paul and Smoky Lake County share a common geography, similar demographics, and economic base offered by their location northeast of Edmonton, Alberta's capital city and south of Alberta's oil sands. In order to determine the extent of the Plan Area, the partners reviewed the key features along the boundary and adjacent area including:

- current and future land uses;
- environmental considerations;
- transportation networks;
- utility and infrastructure servicing;
- community services infrastructure; and
- recreation and tourism assets.

### 2.2. Municipal Profiles

#### 2.2.1. County of St. Paul

The County of St. Paul has an area of 3,309 km<sup>2</sup> and a population of 6,036 people (2016 Statistics Canada Census). The County surrounds the towns of Elk Point and St. Paul and the Summer Village of Horseshoe Bay. Ten hamlets and several other unincorporated communities are located within its boundaries. The County is bordered by five rural municipalities and five First Nation Reserves. The local economy is primarily supported by the agriculture, forestry and resource extraction lands which generate a large portion of employment. More recently, oil and gas has provided economic growth to the region. The County also has an abundance of outdoor recreation opportunities which draws both local residents and tourists. Highways 41 and 28 are both high load highways that serve the County and provide connections to adjacent communities. Growth projections for the County as a whole are likely to be consistent with the trend of 5% increase over the last five years. Little of this population growth is expected to occur in the Plan Area. The County encourages future residential development to occur within existing hamlets and/or existing multi-lot country residential areas.

#### 2.2.2. Smoky Lake County

Smoky Lake County has an area of 3,413 km<sup>2</sup> and a population of 4,107 people (2016 Statistics Canada Census). The County surrounds the Town of Smoky Lake and the Villages of Vilna and Waskatenau. Four hamlets, and several other smaller unincorporated communities are located within the County. The County is bordered by five rural municipalities, two First Nation Reserves, and two Métis Settlements. The primary economic driver is agriculture including grain and livestock; however natural resources such as peat moss and forestry, along with manufacturing and tourism also contribute to the County's economy. Outdoor recreation opportunities provided by the abundance of lakes and trails have provided further opportunities for both residents and tourists. Provincial Highway 28 intersects the County and provides a high load corridor connecting east and west. Growth projections are likely to remain consistent from the last 5 year period at 5%, but down from previous periods of high growth leading up to the 2006 Census. Growth is not expected to occur in the Plan Area. The County encourages future residential development to occur within existing hamlets and/or existing multi-lot country residential areas.

## 3. Plan Policies

### 3.1. Plan Area

*Context – The IDP area covers an area of predominantly agricultural land, with a small extent of Country Residential or Resort Settlement.*

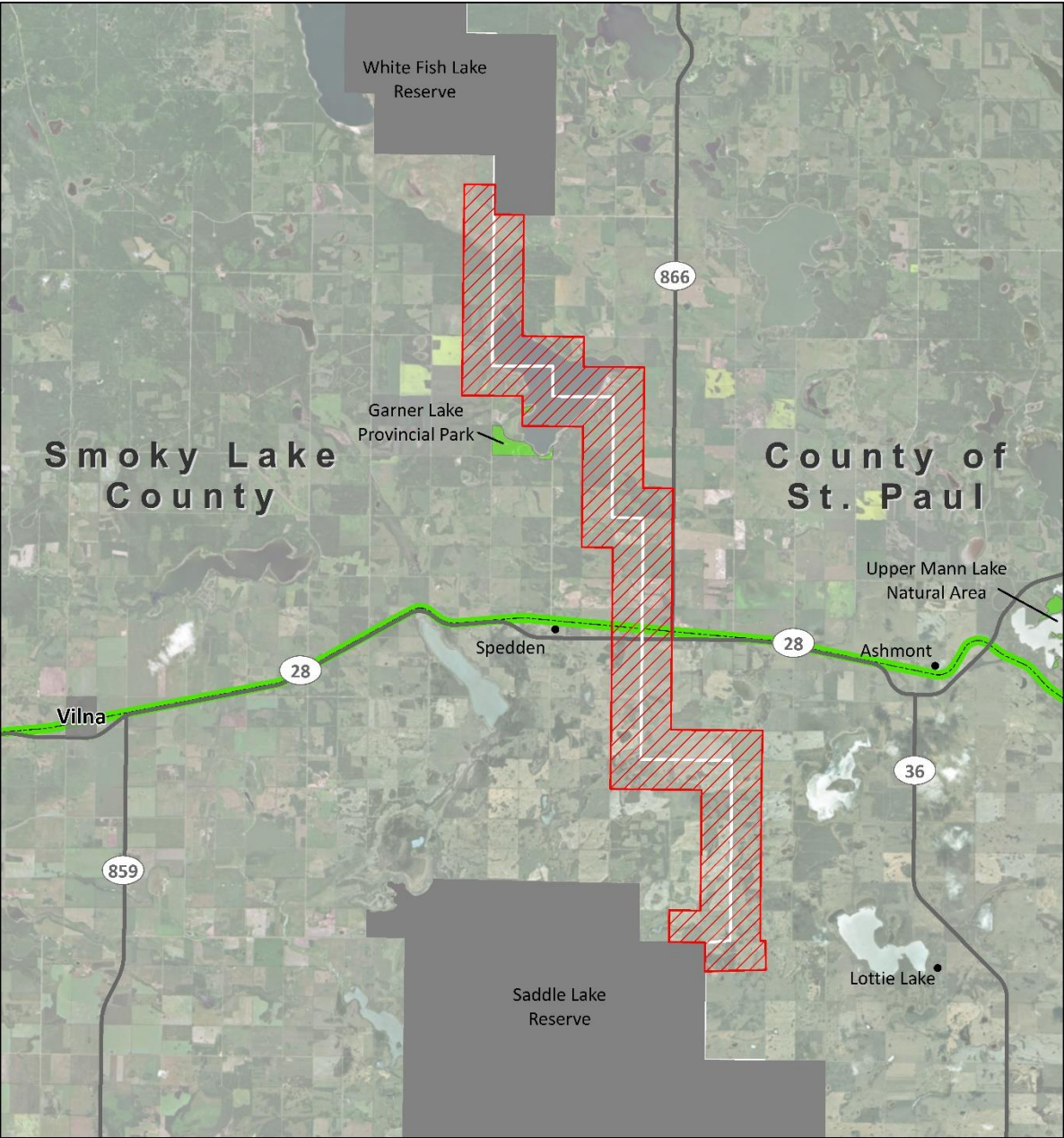
#### 3.1.1. Objective

- (1) To establish the Plan Area in which all IDP policies apply.







#### 3.1.2. Policy

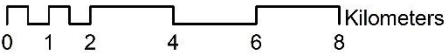
- (1) The County of St. Paul / Smoky Lake County IDP area encompasses all of the lands within 1 quarter section (0.5 miles) on both sides of the shared boundary as defined on Map 1. Lands within the adopted IDP area (known as the Plan Area) are subject to the IDP objectives and policies.

Map 1: Plan Area and Referral Area



**Legend**

-  Plan Area
-  Iron Horse Trail
-  Urban Municipalities, Reserves and Settlements
-  Hamlets
-  Parks and Protected Areas
-  Arterial Roads





### 3.2. Land Use

*Context - Land uses within the Plan Area are largely not expected to change within the short- and medium-term planning horizon.*

#### 3.2.1. Objective

- (1) To respect the rural character of the Plan Area and to preserve both agricultural lands and significant natural environmental features.

#### 3.2.2. Policy

- (1) The preservation of agricultural land uses shall be required.
- (2) All current land uses are deemed to be the future land uses (Map 2: Land Use), unless approved through the appropriate amendment processes.
- (3) Resource extraction, including aggregate operations, and energy projects in accordance with provincial regulation are acceptable in agricultural land use (Map 2).
- (4) Garner Lake ASP will direct any future growth for the areas outlined in those specific ASP boundaries (Figure 2).
- (5) Historically significant sites will be identified, and policy will be developed to address these sites on an as-needed basis.
- (6) Municipalities are encouraged to discuss any proposed or forthcoming Statutory Plans, Land Use Bylaws or amendments that impact the Plan Area with one another.

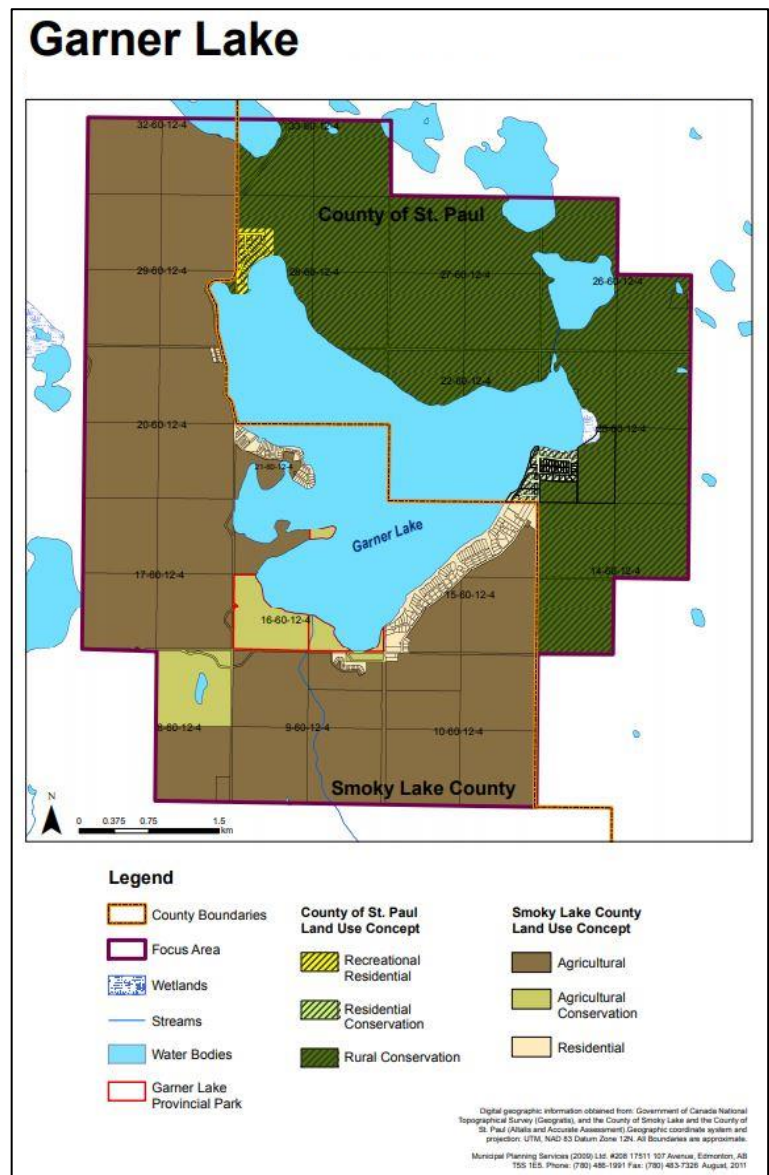
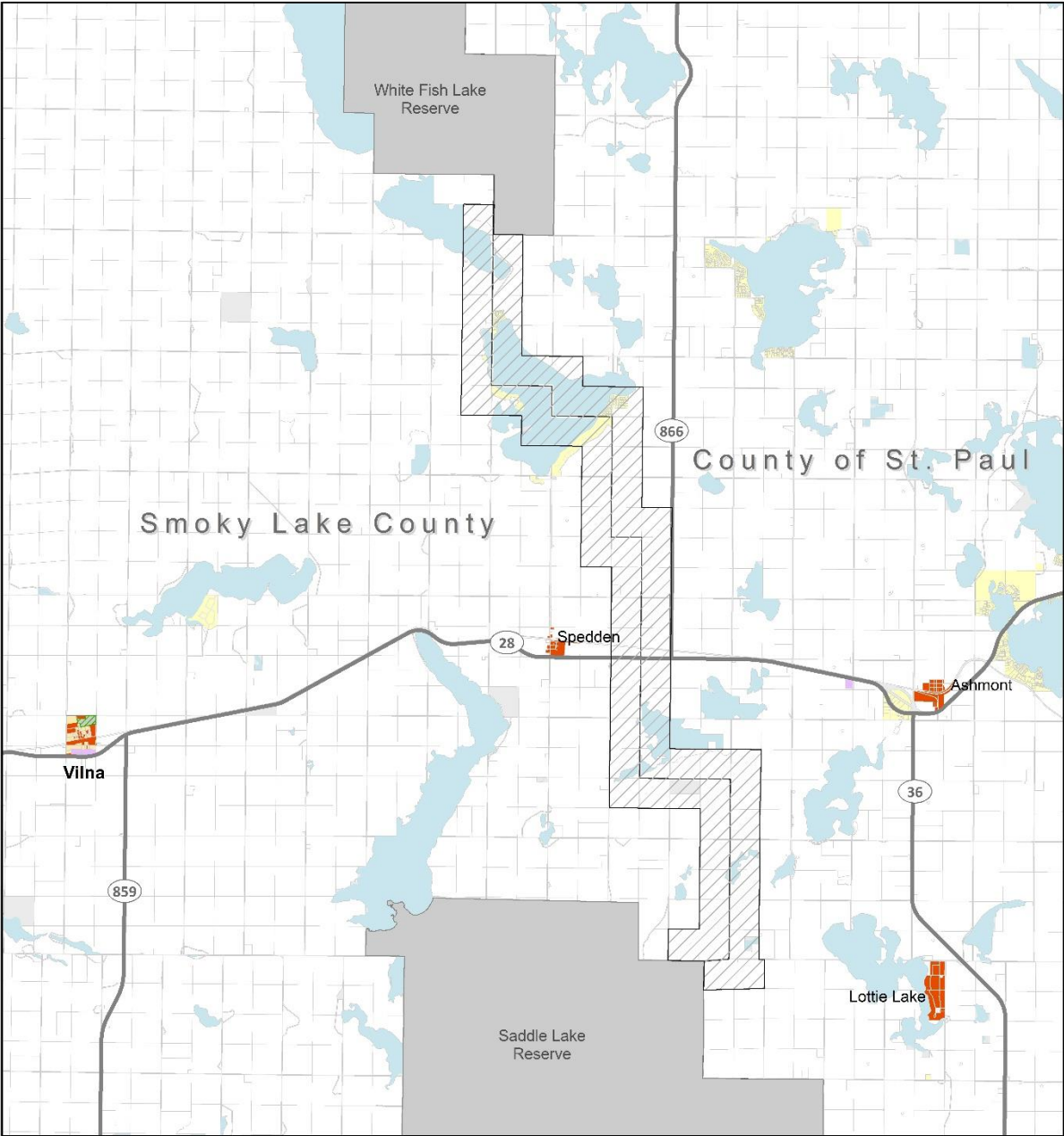


Figure 2: Garner Lake Area Structure Plan Future Land Use Concept Map

Map 2: Land Use



**Legend**

- |                     |  |
|---------------------|--|
| Plan Area           | Open Space and Recreation                      |
| Agricultural        | Urban Reserve                                  |
| Country Residential | Urban Municipalities, Reserves and Settlements |
| Other Residential   | Arterial Roads                                 |
| General Urban       |  |
| Industrial          |  |

0 1 2 4 6 8 Kilometers



1:150,000

### 3.3. Environment

*Context - Both municipalities share environmentally sensitive and important natural features within the Plan Area (Map 3). The Plan Area includes significant water bodies including Garner Lake and sections of Reed Lake and Carroll Lake. Both municipalities have jointly adopted an existing ASP for Garner Lake which will continue to inform the planning and development of the area. Both municipalities recognize the importance of maintaining the health of natural systems to the quality of life in the region and the overall health of the watershed.*

#### 3.3.1. Objective

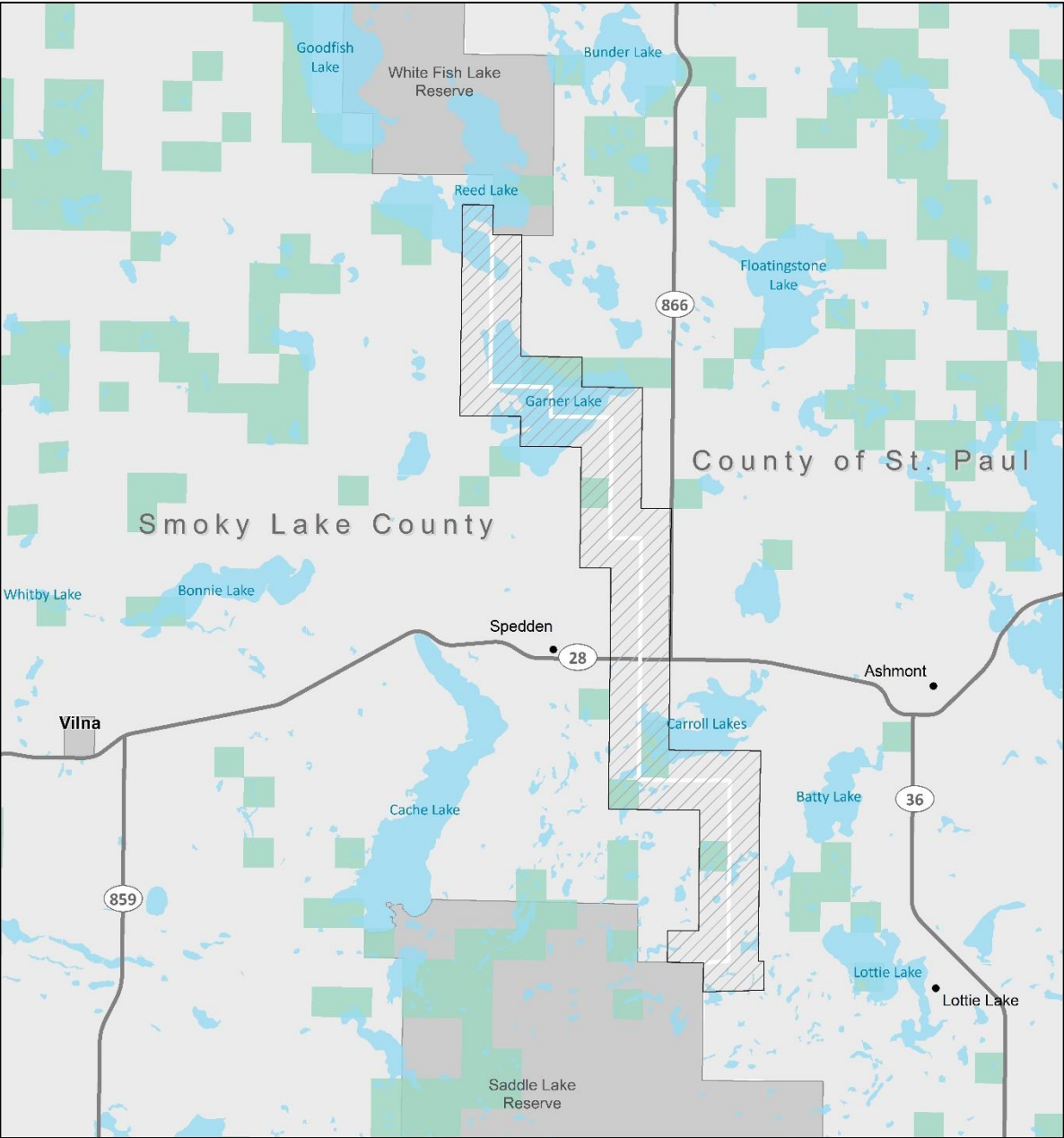
- (1) To promote environmental stewardship in the region.
- (2) To protect the long-term health of the watershed and water bodies.

#### 3.3.2. Policy

- (1) A set of public education materials regarding shoreline health; respectful use of recreation vehicles; protection of riparian vegetation and water quality should be pursued in collaboration with the appropriate Provincial and Federal agencies.
- (2) Collaboration with existing regional watershed groups including, but not limited to, the North Saskatchewan Watershed Alliance and Lakeland Industry and Community Association, and participation in stewardship initiatives to support a healthy regional watershed will be encouraged.
- (3) Municipal Councillors should be appointed to North Saskatchewan Watershed Alliance and Lakeland Industry and Community Association to facilitate advancements in watershed health.
- (4) The environmental stewardship efforts of organizations such as subregional watershed groups, Cows and Fish, ALUS, and the Agricultural Service Boards will be encouraged to promote best practices for the relationship between agriculture and watersheds.
- (5) To protect sensitive riparian habitat and water quality, explore the creation of common development setbacks from water bodies.
- (6) Statutory and non-statutory plans for lake areas will be periodically amended to reflect advances in lake management best practices.
- (7) Development proposed in proximity to water bodies and tributaries should be carefully evaluated for impacts on water quality.
- (8) Existing agricultural operations and residential property owners will be encouraged to maintain a high water quality standard for wetlands, creeks, lakes and other water bodies through the application of best management practices to privately-owned riparian areas.
- (9) Development on flood prone lands is not permitted.
- (10) All provincial regulations with respect to potable water and sanitary services shall be adhered to.
- (11) Partnerships between the municipalities and the appropriate wetland mitigation agencies should be explored to promote the protection of the Plan Area sensitive habitats.

- (12) Grants to conduct regional inventories of environmentally significant features and to obtain related aerial photography should be pursued.

Map 3: Environment and Water



**Legend**

- Plan Area
- Environmentally Significant Areas
- Rivers and Lakes
- Urban Municipalities, Reserves and Settlements

- Hamlet
- Arterial Roads
- Municipal Boundary

0 1 2 4 6 8 Kilometers



### 3.4. Recreation and Tourism

*Context – Availability of managed recreation is limited within the Plan Area (Map 4); however, there is no anticipated need for recreation facilities. The Iron Horse Trail is a major recreation and tourism asset that connects both municipalities across the municipal boundary (Map 5). Both municipalities are partners of Northeast Muni-Corr Ltd., through which the Iron Horse Trail was acquired and developed. No further Iron Horse Trail staging areas are likely needed in this area*

#### 3.4.1. Objective

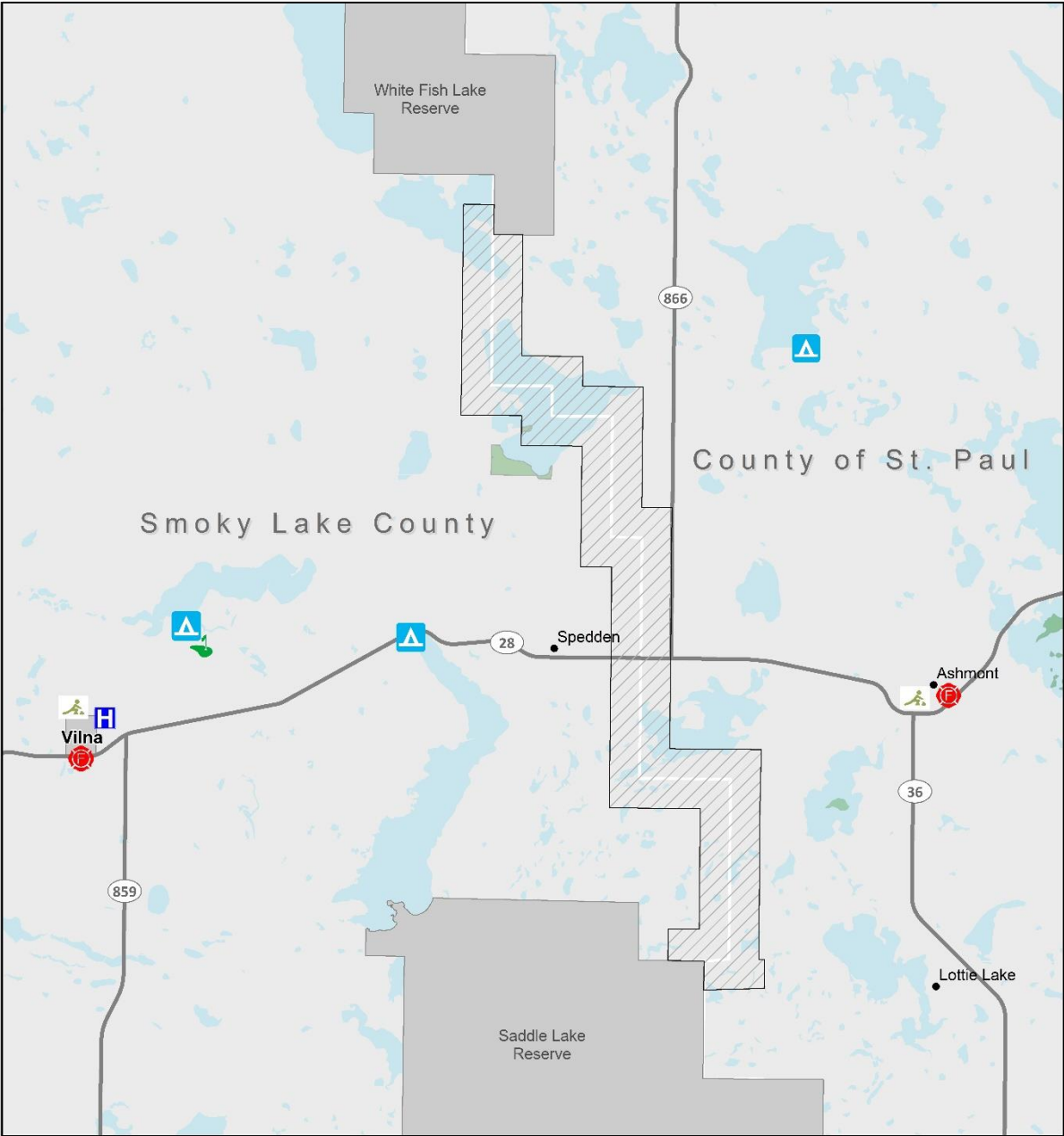
- (1) To achieve greater economic and recreation opportunities for the region.
- (2) To maintain and enhance current trails including the Iron Horse Trail.

#### 3.4.2. Policy

- (1) Tourism and recreation opportunities in the region such as ecotourism, enhancements to existing trails, new trail development, staging areas and parks/campgrounds that respect agricultural land uses and environmentally sensitive lands, will be supported.
- (2) The municipalities will explore opportunities to increase operational efficiencies of the Iron Horse Trail.
- (3) Collaboration with existing recreation and tourism groups to efficiently promote recreational tourism in the region will be encouraged.
- (4) Where appropriate, each municipality will endeavour to find efficiencies in bylaw enforcement through public education on recreational use near lakes and the exploration of shared bylaw services.
- (5) The means of providing access to educational material regarding safe and responsible trail use, water body health, OHV regulations, hunting regulations, and property ownership will be encouraged.
- (6) Public awareness of significant historic and cultural sites in the region will be promoted as part of heritage tourism efforts.
- (7) Both municipalities will work together to jointly advocate to the Province on issues related to tourism and recreation such as fishing to support tourism in the region.
- (8) Explore opportunities to work together on provincial and federal grant applications for recreation and tourism initiatives in the region.

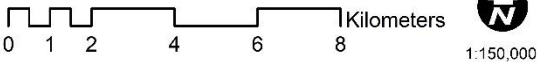


Map 4: Service Hubs



Legend

- |                                   |                           |  |
|-----------------------------------|---------------------------|--|
| Plan Area                         | Fire Hall                 | Hamlet   |
| Arena/Curling Rink/Community Hall | Hospital                  | Urban Municipalities, Reserves and Settlements |
| Campground                        | Parks and Protected Areas | Municipal Boundary                             |
| Golf Course                       | Arterial Roads            |  |



### 3.5. Transportation

*Context – While transportation infrastructure is limited in the Plan Area, maintaining an efficient road network provides vital links for residents, operations and businesses (Map 5). Provincial Highways 28 and 866 are the primary transportation connections through the Plan Area. No changes are expected to the transportation network in the direct Plan Area.*

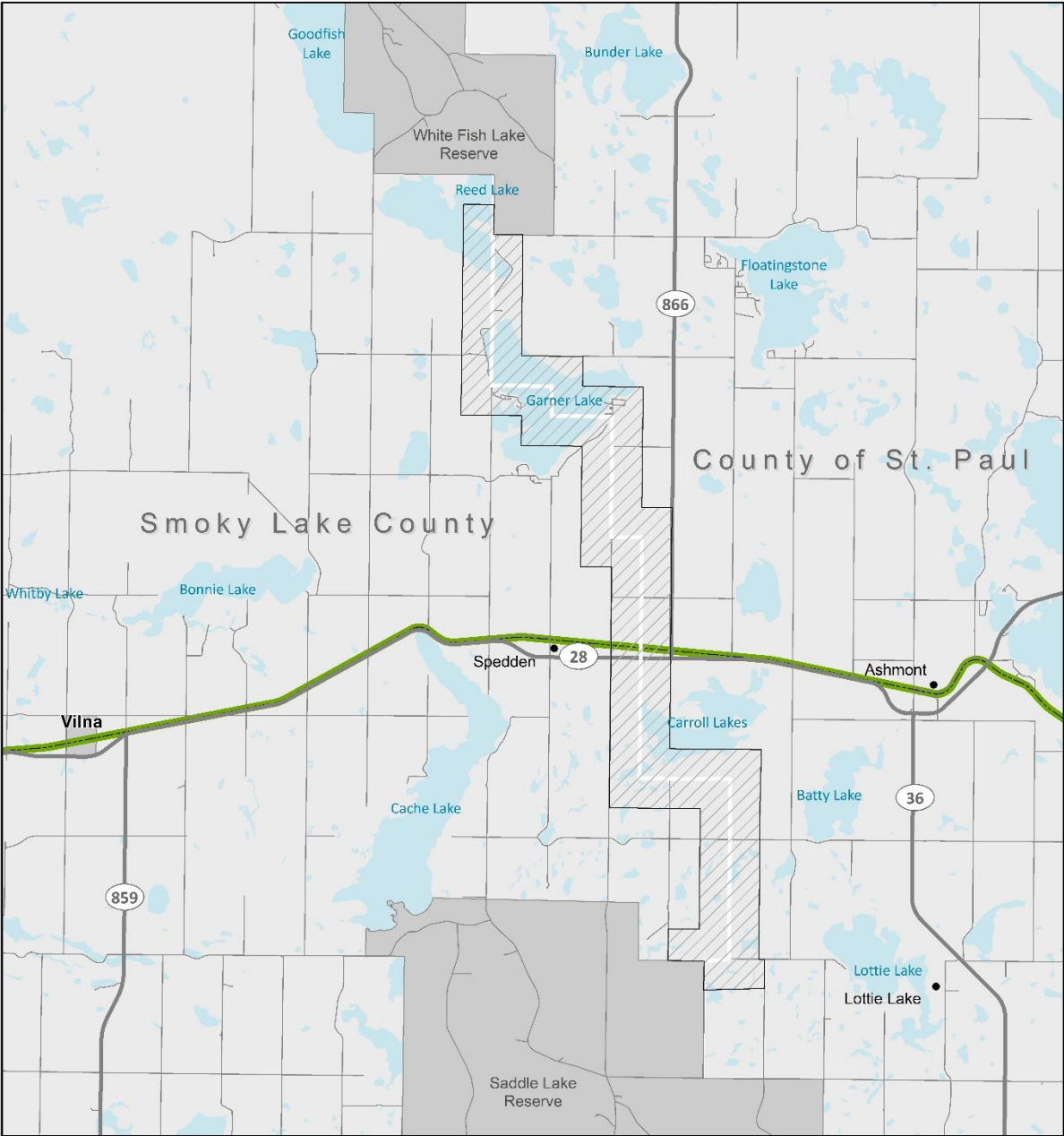
#### 3.5.1. Objective

- (1) To enhance the transportation network's efficiency and service provision standards.

#### 3.5.2. Policy

- (1) Each municipality shall work together to ensure a safe, efficient and cost-effective transportation network is developed and maintained to service farm operations, residents and businesses within the Plan Area.
- (2) Future development applications shall consider proximity of local and topographic features to ensure no development is approved without both legal and physical access.
- (3) Information sharing regarding appropriate practices for road design, maintenance, classification, permitting and road bans is encouraged between municipalities to promote an efficient and cost effective regional transportation network.
- (4) Collaborate to identify potential intermunicipal transportation projects to improve effectiveness and support one another in provincial grant applications for road improvements.
- (5) Coordination of asset management planning is encouraged.
- (6) Municipalities will collectively advocate to the Province to improve uniform implementation of highways standards across municipal boundaries.
- (7) Where practicable, municipal transportation professionals will be invited to participate in the Rural Intermunicipal Development Plan Committee discussions that pertain to the expansion and/or maintenance of the regional road network.
- (8) The submission of a subdivision or development proposal that may result in access being required from a roadway within the Plan Area, will necessitate issuance of an intermunicipal referral.
- (9) All right-of-way requirements will be secured for any subdivisions approved in the Plan Area to ensure long-term transportation and road plans can be implemented when required.

Map 5: Transportation



Legend

- |  |  |
|--|--|
|  Plan Area        |  Hamlet   |
|  Arterial Roads   |  Urban Municipalities, Reserves and Settlements |
|  Collector Roads  |  Municipal Boundary                             |
|  Iron Horse Trail |  |



### 3.6. Infrastructure & Community Services

*Context – To ensure efficient delivery of intermunicipal infrastructure and services, coordination between both municipalities is required. Existing infrastructure and community services that support the Plan Area are not expected to change in the foreseeable future based on the current inventory of service provision and land uses (Map 5 and 6).*

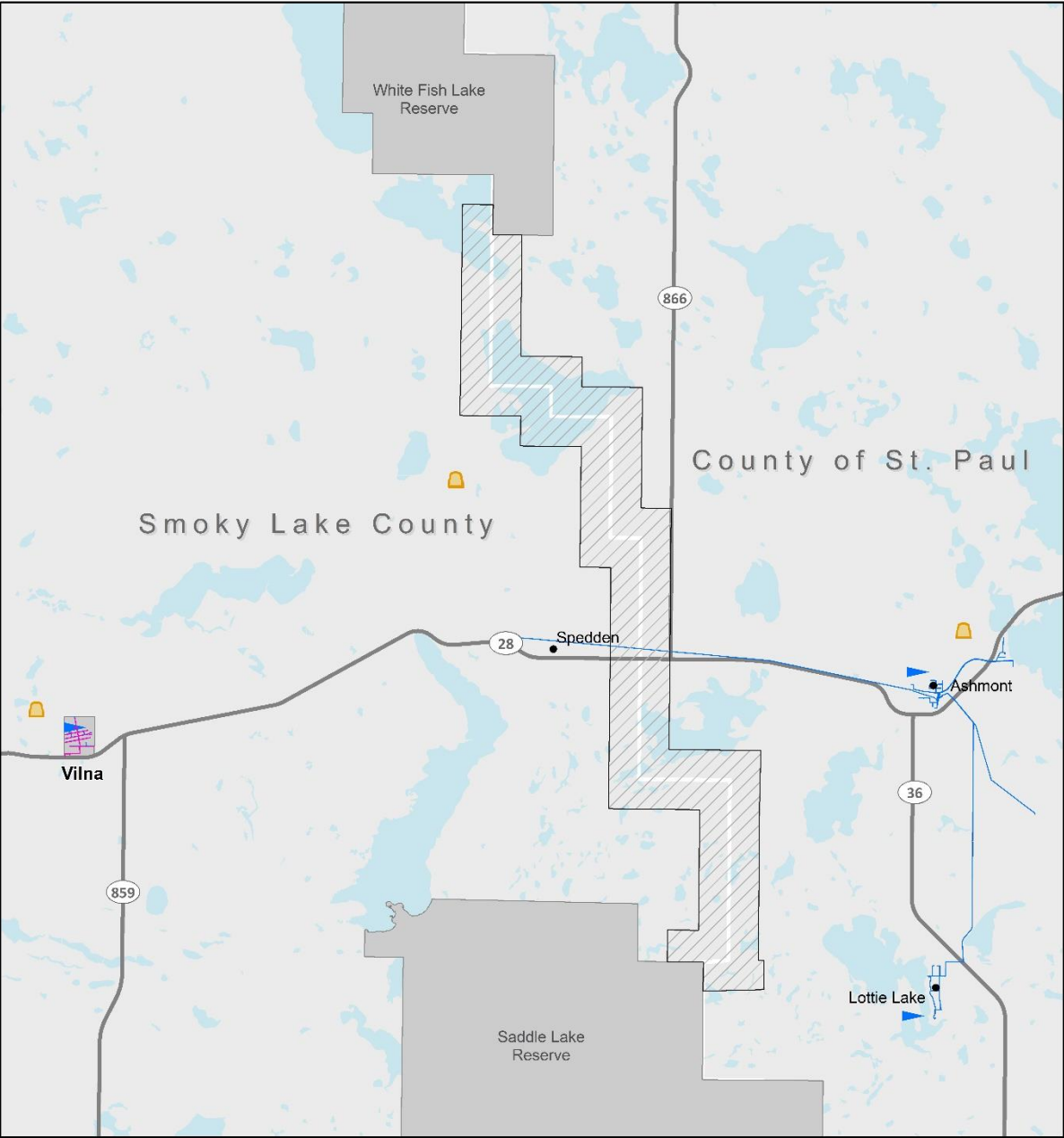
#### 3.6.1. Objective

- (1) Where appropriate, to coordinate intermunicipal planning and provisions of infrastructure and community services.

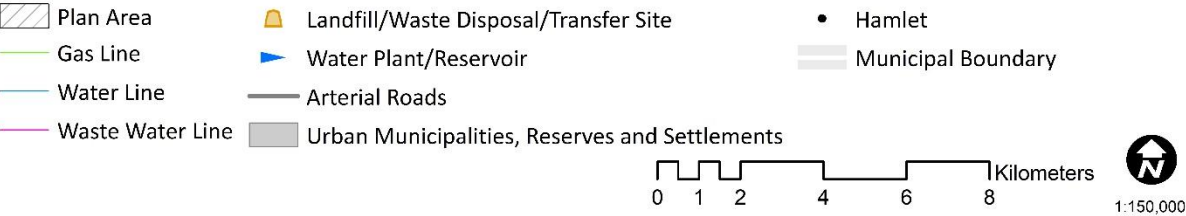
#### 3.6.2. Policy

- (1) The provision of potable water and the treatment and disposal of wastewater on all parcels in the Plan Area shall be the responsibility of individual landowners or developers, in accordance with provincial standards.
- (2) Where changes to Plan authorized land uses are proposed, a collaborative approach to the planning and development of associated infrastructure shall be pursued.
- (3) Where potential opportunities to connect to regional services are identified, joint planning should be pursued.
- (4) A collaborative approach to the planning and protection of key utility corridors is required.
- (5) Telecommunication towers shall be sited in accordance with federal regulations.

Map 6: Infrastructure



Legend



\* Not depicted on map due to unavailable data: Water line running through Smoky Lake County connecting to water line at Spedden.

### **3.7. Collaboration, Plan Administration, & Implementation**

#### **3.7.1. Objectives**

- (1) To provide a framework for ongoing collaboration between the municipalities and clear process for when disagreements arise.

#### **3.7.2. Policies**

##### **3.7.2.1. Rural Intermunicipal Development Plan Committee**

- (1) A Rural Intermunicipal Development Plan Committee, a joint administrative committee for all six municipalities covering the eight IDPs, shall be created to coordinate all collaboration efforts including administrative plan review, infrastructure and planning coordination, and advocacy efforts.
- (2) The Rural Intermunicipal Development Plan Committee shall meet a minimum of once a year, and as required if issues/opportunities arise.
- (3) The Rural Intermunicipal Development Plan Committee membership will include one planning staff member from each municipality and other staff members as appropriate. The Terms of Reference for the Rural Intermunicipal Development Plan Committee will indicate that a flexible membership structure enabling responsiveness to new situations is encouraged.
- (4) Municipal staff members are encouraged to informally discuss intermunicipal matters and consult with each other on an as-needed basis regardless of the Rural Intermunicipal Development Plan Committee agenda or schedule.

##### **3.7.2.2. Referrals**

- (1) The IDP referral area is the same as the Plan Area and shall include all the lands within one quarter section (0.5 miles) from the shared boundary. Map 1 defines the Plan Area to which the policies within the IDP apply.
- (2) Referrals shall occur for intermunicipal review of all statutory plans and amendments affecting the Plan Area (i.e., ASPs); non-statutory development plans (i.e., concept plan, or outline plan); land use bylaw amendments; discretionary development permit applications; and subdivision applications within the Plan Area.
- (3) Excluded from referrals are accessory buildings, a secondary dwelling for agricultural purposes, minor home occupations and such other developments as the two municipalities may agree from time to time through a joint administrative protocol.



- (4) All statutory plans and amendments affecting the Plan Area (i.e., ASPs); non-statutory development plans (i.e., concept plan, or outline plan); land use bylaw amendments; discretionary development permit applications; and subdivision applications within the Plan Area shall be referred to the other municipality prior to a public hearing or a decision being rendered. Referral response timelines are as follows:
- |  |                  |
|--|------------------|
| a. Statutory and Non-statutory plans                 | 30 calendar days |
| b. Land Use Bylaw Amendments                         | 30 calendar days |
| c. Significant Discretionary Use Development Permits | 15 calendar days |
| d. Subdivision Applications                          | 20 calendar days |
- (5) In the spirit of collaboration and alignment of the IDP values, proactive communication is encouraged, and referral responses are expected to be provided to continue to build two-way discussions. In the event that no response is received by the referral timeline, lack of response will be deemed no objection.
- (6) Comments from the responding municipality and received from a referral process will be taken into consideration prior to the decision being rendered.
- (7) Supporting technical documents forming part of the development application will be available upon request as part of the referral process.
- (8) Whenever possible, the municipalities are encouraged to share information as it becomes available about new or expanded confined feeding operations and energy projects within the Plan Area.

### **3.7.2.3. Plan Review and Amendment**

- (1) The IDP will be reviewed by the Rural Intermunicipal Development Plan Committee within 3 years of adoption, and will make recommendations to the formal IDP Review process that will occur within 4 years after adoption.
- (2) Should the North Saskatchewan Regional Plan be adopted prior to the IDP review period, the municipalities agree to review any potential impacts and discuss amendments necessary for compliance.
- (3) Either municipality may propose amendments to the IDP at any time, and third-party requests to amend the IDP will be considered.
- (4) Should circumstances arise that result in the repeal of this IDP, both municipalities shall repeal the IDP, and replace with a new IDP as required under the Municipal Government Act, RSA 2000, as amended.

#### **3.7.2.4. Dispute Resolution**

- (1) This IDP recognizes that there may be disagreements on the review of statutory and non-statutory plans and amendments, and land use bylaws and amendments within the Plan Area, and/or IDP interpretations, and provides a framework for the resolution of such disagreements (Figure 3: Dispute Resolution Framework). Key factors built into the Dispute Resolution Framework include a standard process with clear roles, communications, and timelines that result in a timely resolution.
- (2) Once a disagreement is identified through a written notice, no further action shall be taken on the application or matter in dispute until resolution of the disagreement has been determined.

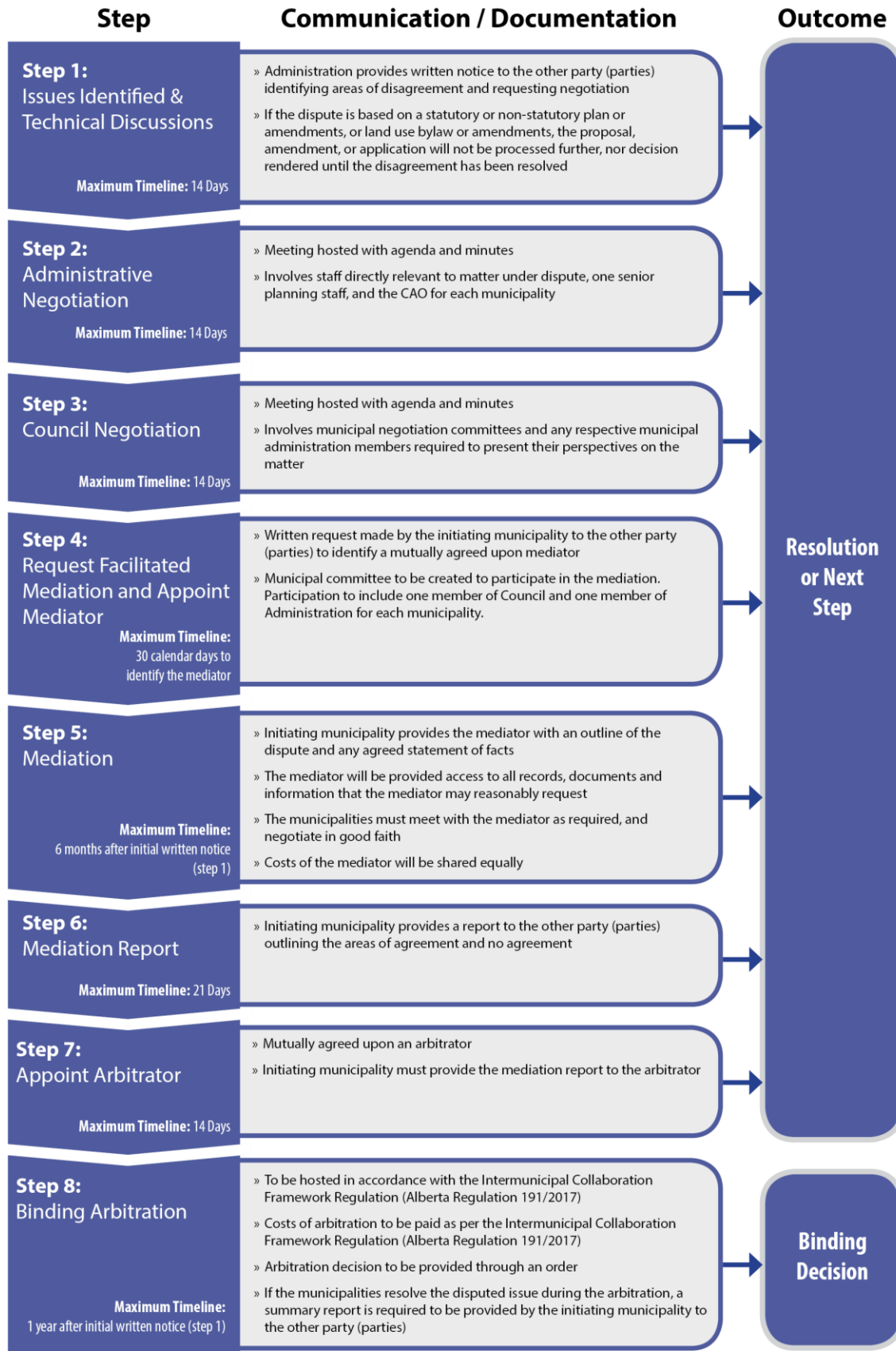


Figure 3: Dispute Resolution Framework



## Request for Decision

Council Meeting: January 8, 2019

### Bylaw 2019-06 – Penalties Bylaw

#### Request

---

Penalties Bylaw 2019-06 is being presented with the following amendments:

- addition of a penalty for offences in relation to the Cannabis Consumption Bylaw.
- remove Penalties for Unpaid Taxes as they are set out in the Tax Penalty Bylaw.

#### Alternatives

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#### Recommendation

---

To give first reading Bylaw 2019-06, Penalties Bylaw.

To give second reading to Bylaw 2019-06.

To present Bylaw 2019-06 for third reading.

To give third reading to Bylaw 2019-06.

---

**Submitted by:** Phyllis Corbiere, Executive Assistant

## BYLAW 2019-06

### **A BYLAW OF THE COUNTY OF ST. PAUL NO. 19 IN THE PROVINCE OF ALBERTA TO ESTABLISH A PENALTIES BYLAW.**

**Whereas**, pursuant to provisions of the Municipal Government Act, 2000, Chapter M-26.1, Section 7 (i) with amendments thereto, a Council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under this or any other enactment, including the creation of offences and for each offence, imposing a penalty; and

**And Whereas**, the penalties approved by this bylaw will replace existing penalties in several bylaws.

**Now Therefore**, the Council of the County of St. Paul No. 19 duly assembled hereby enacts as follows:

1. The Schedule of Penalties, attached to and forming Schedule “A” of this bylaw is adopted; and
2. Schedule “A” to this bylaw will be reviewed by Council on an annual basis.
3. That Bylaw 2017-13 is hereby repealed.
4. This Bylaw comes into for and effect on the final passing thereof.

Read a first time in Council this \_\_\_\_\_ day of January A.D. 2019.

Read a second time in Council this \_\_\_\_\_ day of January A.D. 2019.

Read a third time in Council and duly passed this \_\_\_\_\_ day of January A.D. 2019.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

## Schedule "A"

1) The following penalties may be applied in the event of an offence or violation:

### Administration 12

#### **Noise Bylaw Offence**

1 <sup>st</sup> Offence	\$100.00
2 <sup>nd</sup> Offence	\$200.00
3 <sup>rd</sup> Offence	\$500-\$2500

#### **Off Highway Vehicle Bylaw Offence**

1 <sup>st</sup> Offence	\$50.00
Second and subsequent offences	\$100.00

#### **Muni-Corr Bylaw Offence**

Guilty of an Offence- 1 <sup>st</sup> Offence	\$1,000.00
2 <sup>nd</sup> Offence	\$2,000.00

#### **Penalties Unpaid Taxes**

July 1 <sup>st</sup>	3%
December 1 <sup>st</sup>	10%
February 1 <sup>st</sup>	10%

#### **Cannabis Consumption Bylaw Offence**

	\$250.00
- 1 <sup>st</sup> Offence	\$500.00
- 2 <sup>nd</sup> Offence	\$1,000.00
- 3 <sup>rd</sup> Offence	

#### **Safety Codes Act Offences**

As per Safety Codes Act

### Fire Services 23

#### **Fire Protection Bylaw Offence**

Anyone not complying with Bylaw	\$450.00
- 1 <sup>st</sup> Offence	\$600.00
- 2 <sup>nd</sup> Offence within one year period	\$1,000.00
- 3 <sup>rd</sup> Offence or subsequent offence within one year period	
Issuance of a Violation Ticket	Not less than \$450.00 & not more than \$10,000.00

### Public Works 32

#### **Cemetery Bylaw Offence**

Anyone not complying with Bylaw	
- 1 <sup>st</sup> Offence	\$300.00
- 2 <sup>nd</sup> Offence within a one year period	\$500.00



- 3<sup>rd</sup> Offence within a one year period  
Issuance of a Violation Ticket

\$1,000.00  
Not less than \$300 and not more than  
\$10,000

## Agricultural Services 62

### Dog Control Bylaw Offence

Offence	Violation Tag Penalty	1st Offence Penalty for Violation Ticket	2nd Offence Penalty for Violation Ticket
<b>Dog at large</b>			
- Vicious Dogs	\$100.00	\$250.00	\$500.00
- Restricted Dogs	\$100.00	\$250.00	\$500.00
- Other Dogs	\$100.00	\$250.00	\$500.00
- Female in heat	\$100.00	\$250.00	\$500.00
- Barking, Howling	\$100.00	\$250.00	\$500.00
- Damage to property	\$100.00	\$250.00	\$500.00
- Dog in prohibited area	\$100.00	\$250.00	\$500.00
- More than 2 dogs on property	\$100.00	\$250.00	\$500.00
- Threatening/ attacking a person	\$100.00	\$250.00	\$500.00
- Chasing a person	\$100.00	\$250.00	\$500.00
Attacking, harassing, injuring or killing an animal	\$100.00	\$250.00	\$500.00
Vicious or restricted dog not confined or on leash	\$100.00	\$250.00	\$500.00
Interfering with Dog Control Officer	\$100.00	\$250.00	\$500.00

## Planning and Development 62

### Municipal and Reserve Land Regulation Bylaw Offence

Fail to produce a valid permit	\$200
Deface or injure a tree, plant or other structure	\$200
Dig in the earth or change the grade of the land	\$200
Conduct causing a disturbance	\$200
Carry on any commercial business	\$200
Park or operate off-highway vehicles without permission	\$200
Camp or occupy land	\$200
Discard litter	\$300
Place or erect any structures or notices	\$300
Construct or remove structure	\$500
Obstruct a Bylaw Enforcement Officer	\$500
Discharge contaminants or herbicides	\$500
Light Fire	\$500
Permit livestock to graze	\$500
Discharge any firearms or projectiles	\$500
Hunt or trap	\$500
Clear-cutting	\$1,000 - \$2,500



## Request for Decision

Council Meeting: January 8, 2019

### 2018 4<sup>th</sup> Quarter Strategic Plan

#### Request

---

The 2018 Strategic Plan which has been updated for the 4<sup>th</sup> Quarter is being presented for Council approval.

The Strategic Plan will be forwarded to Council on Monday.

#### Alternatives

---

#### Recommendation

---

Administration is recommending that Council accept the 4<sup>th</sup> Quarter Strategic Plan for 2018 as presented.

---

**Submitted by:** Phyllis Corbiere, Executive Assistant



## Request for Decision

Council Meeting: January 8<sup>th</sup>, 2019

### Street Lighting Retrofit Feasibility Study and Strategy

#### Background

---

In December 2016, the County applied for an Alberta Community Partnership Grant along with the Summer Village of Horseshoe Bay, Town of Elk Point, and Town of St. Paul for the purpose of undertaking a Street Lighting Retrofit Feasibility Study and Strategy.

The Study was completed and presented to the four municipal councils on December 12<sup>th</sup>, 2018.

Due to the size of the report, it will be forwarded as a separate email.

#### Alternatives

---

#### Recommendation

---

Motion to accept the completed Street Lighting Retrofit Feasibility Study and Strategy undertaken through the Alberta Community Partnership Program.

---

**Submitted by:** Kyle Attanasio, Director of Corporate Services



## Request for Decision

Council Meeting: January 8, 2019

### **REGIONAL ECONOMIC DEVELOPMENT READINESS ASSESSMENT AND CAPACITY-BUILDING PLAN**

#### **Background**

---

In May 2017, the County applied for a Community and Regional Economic Support (CARES) Grant along with the Summer Village of Horseshoe Bay, Town of Elk Point, and Town of St. Paul for the purpose of undertaking a Regional Economic Development Readiness Assessment and Capacity-Building Plan.

The Study was completed and presented to the four municipal councils on December 12<sup>th</sup>, 2018.

Due to the size of the report it will be forwarded as a separate email.

#### **Alternatives**

---

#### **Recommendation**

---

Motion to accept the completed Regional Economic Development Readiness Assessment and Capacity-Building Plan undertaken through the CARES Program.

---

# COUNTY OF ST. PAUL

5015 – 49 Avenue, St. Paul, AB

**Submitted by:** Kyle Attanasio, Director of Corporate Services





## Request for Decision

Council Meeting: January 8, 2019

### Improvements to Communications: Branding and Website

#### Request

---

The County of St. Paul contracted Octopus Creative to complete a brand analysis and marketing roadmap that assessed our brand identity through comparison to other municipalities and made recommendations for improvement. The reports for this work are attached. Based on the reports SWOT Analysis and recommendations, administration is asking Council to consider a brand identity change for the County of St. Paul, ensuring that the County is best visually represented.

Also included in the reports, Octopus Creative completed an audit of the newest version of the website and has made recommendations for improvement. While Hailey Gish has been able to improve the look and feel of the website during her time here, the current website is difficult to work with and administratively time consuming. Additionally, the fees for the current website are more than double of other website hosts. Administration believes that changing from our current website host, TownLife, to Octopus Creative will improve both the internal staff and public's experience of navigating the website and other online services.

The cost for these services from Octopus Creative is a one-time fee of \$24,300 plus an annual fee of \$3,300. Comparably to Townlife's annual fee of \$7,200.

The budget for these costs has been included in the preliminary budget.

#### Alternatives

---

1. Approve both the rebranding and website host change for a one-time fee of \$24,300 plus an annual fee of \$3,300.
2. Approve only the rebranding for \$5000.
3. Approve only the website host change for \$19,300 plus an annual fee of \$3,300.
4. Do not approve any of the alternatives.





## Recommendation

---

Administration recommends that Council approves both the rebranding and website host change for a one-time fee of \$24,300 plus an annual fee of \$3,300.

---

**Submitted by:** Hailey Gish, Municipal Intern



## Request for Decision

Council Meeting: January 8, 2019

### **Agreement with Lemalu Holdings Ltd. O/A MCSNet for Tower at Lac Bellevue**

#### **Request**

---

Lemalu Holdings Ltd., O/A MCSNet is requesting a lease agreement for a radio communication tower to provide WIFI to the Lac Bellevue Municipal Campground.

#### **Alternatives**

---

#### **Recommendation**

---

Administration is recommending to enter into a one-year lease agreement commencing February 1, 2019 with Lemalu Holdings, for a radio communication at the Lac Bellevue Municipal Campground.

---

**Submitted by:** Phyllis Corbiere, Executive Assistant



## Request for Decision

Council Meeting: January 8, 2019

### Lease Agreement – Heinsburg Community

#### Request

---

The lease agreement with the Heinsburg Community Club expired on December 31, 2018. They are requesting to enter into another twenty-five year lease for Block P & R, Plan 4950EO in NW 22-55-4-W4. The Community Hall is situated on this property.

#### Alternatives

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#### Recommendation

---

Administration is recommending to enter into a 25 year lease agreement with the Heinsburg Community Club for Blocks P and R, Plan 4950EO in NW 22-55-4-W4 from January 2019 expiring December 2043.

---

**Submitted by:** Phyllis Corbiere, Executive Assistant



## Request for Decision

Council Meeting: January 8, 2019

### **Request to reconsider Encroachment Agreement on Lot 17, Block 1, Plan 7620518**

#### **Request**

---

At the October 23 Public Works Meeting, Council made a motion to deny the request from the owner of Lot 1, Block 17, Plan 7620518 for an encroachment agreement to permit their buildings to remain on Lot 43R, Block 1, Plan 7620518 and that Public Works check the area to see if the County can provide assistance by removing vegetation.

Public Works determined that a minimal amount of brushing would need to be done in order for the buildings to be moved. The landowner was informed that the County could remove the trees in early spring, assisting the landowner with compliance.

In the meantime, Planning and Development had started issuing a Development Permit, and her cheque was cashed. The landowner has since been told that the County is unable to issue a development permit and building permit until the bunkhouse is moved onto their property.

The landowner is requesting that Council reconsider their decision and grant an encroachment agreement for the 192 square foot summer cottage (bunkhouse).

#### **Alternatives**

---

#### **Recommendation**

---

Administration is recommending to uphold the decision from the October Public Works meeting and deny the request from the owner of Lot 1, Block 17, Plan 7620518 for an encroachment agreement for the 192 square foot summer cottage on Lot 43R, Block 1, Plan 7620518.

---

**Submitted by:** Phyllis Corbiere, Executive Assistant

RECEIVED JAN 02 2019

December 29, 2018

Dear Dale Hedrick,

Re: Encroachment of Structures from SE-1-60-11-W, Lot 17, Block 1, Plan 7620518 onto Municipal Reserve Land Legally described as SE 1-60-11-W4 Lot 43R, Block 1, Plan 7620518.

I received a letter from Sheila Kitz November 28, 2018 indicating the county was not prepared to enter into an encroachment agreement with me.

Two days after you presented my letter at the October 9, 2018 council meeting my cheque of \$ 208.00 for the building permit was cashed. Also as seen on my 2017 Residential Tax, the cabin (summer cottage) the county wants me move off the encroachment was included it. I have included a cheque for \$100.00 to cover the rest of the development permit and a cheque for \$ 500.00 to cover any back taxes on the summer cottage.

I would appreciate it if you could again look into granting me an encroachment agreement for the 192 sq ft summer cottage.

Sincerely,



Kim Farrell

CC Sheila Kitz



## Request for Decision

Council Meeting: January 8, 2019

### Lobbying Efforts regarding Bill C-69

#### Request

---

A Heavy Oil Committee Meeting was held with CNRL during December. At that meeting, their Stakeholder Relations Advisor, indicated that CAPP was looking to arrange a meeting with local municipal leaders to further lobbying efforts with the Federal Government in regard to changes to Bill C-69. They are looking to hold a meeting in Calgary the Week of January 14 or 21. We would be recommending that the Reeve attend to represent the County's interests at that meeting.

#### Alternatives

---

1. Approve the Reeve's attendance at the meeting with CAPP.
2. Deny approval of the Reeve's attendance at the meeting with CAPP.

#### Recommendation

---

Administration is recommending that the Reeve be approved to attend the meeting with CAPP and other municipal leaders to further lobby efforts for changes to be considered in Bill C-69.

---

**Submitted by:** Sheila Kitz, CAO





## Request for Decision

Council Meeting: January 8, 2019

### St. Paul Chamber of Commerce Request for Funding

#### Request

---

The St. Paul and District Chamber of Commerce is requesting continued support of \$10,000 from the County for the 2019 year. The Chamber has attached a summary of their 2018 year and their expectations for 2019.

In 2016 Council increased the allocation for the St. Paul Chamber of Commerce from \$5,000 to \$10,000. At that time, Council also increased the allocations for the Mallaig Chamber of Commerce and the Elk Point Chamber of Commerce from \$1,500 to \$5,000.

In the past, allocations for all three Chambers of Commerce have been approved at the same time.

#### Alternatives

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#### Recommendation

---

Administration is recommending to approve a \$10,000 grant for the St. Paul and District Chamber of Commerce for the 2019 operating year.

Administration is also recommending to approve a \$5,000 grant for the Mallaig Chamber of Commerce and the Elk Point Chamber of Commerce.

---

**Submitted by:** Phyllis Corbiere, Executive Assistant

December 18, 2018

County of St. Paul  
5015 49 Avenue  
St. Paul, AB T0A 3A4

Attention: Reeve and Council

Dear Council

RE: 2019 REQUEST FOR FUNDING

The St. Paul & District Chamber of Commerce would like to thank the County of St. Paul for funding support received in previous years and acknowledge the impact of that support on the Chamber's ability to:

- Advance existing business and support economic development initiatives;
- Constructively influence public policy and governments in support of a healthy business climate; and to
- Provide valuable support, tools and programs for our members.

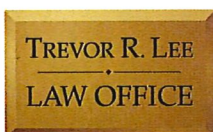
The Chamber respectfully requests support from the County for the 2019 operating year in the sum of \$10,000.00. To support this request the Chamber has attached a summary of the 2018 year and our expectations for 2019.

Should council have any questions or require additional information, please do not hesitate to contact Linda Sallstrom, Executive Director, at 780-645-5820 or at [executivedirector@stpaulchamber.ca](mailto:executivedirector@stpaulchamber.ca).

Thank you



Brent Sandmeyer  
President  
St. Paul & District  
Chamber of Commerce



Cornerstone



St. Paul  
**Journal**

2018 Chamber Sponsors



Page 173 of 179



OCTOPUSCREATIVE



St. Paul & District Chamber of Commerce - 2018		
Sustainability	Community Engagement & Growth	Value Proposition
<ul style="list-style-type: none"> <li>• Strategic Plan</li> <li>• Policy Development</li> <li>• Board Development</li> <li>• Bylaw Rewrite</li> <li>• ACC AGM, Roundtables, Political Action Day, etc.</li> <li>• Alberta Labour Grant Application for Labour Market Study</li> <li>• Alberta Labour Market Partnership Grant shared with Bonnyville Chamber</li> <li>• ACE Summit and AGM Proposal</li> <li>• Hire Part-time staff</li> <li>• New Website Launch</li> <li>• 2017 Chamber of the Year under 150</li> </ul>	<ul style="list-style-type: none"> <li>• Partnerships               <ul style="list-style-type: none"> <li>○ Town of St. Paul</li> <li>○ County of St. Paul</li> <li>○ Bonnyville Chamber of Commerce</li> <li>○ Alberta Hub</li> <li>○ Community Futures</li> <li>○ Blue Quills University</li> <li>○ Alberta Labour/Alberta Works</li> <li>○ Community Learning</li> <li>○ Portage College</li> <li>○ St. Paul Journal</li> <li>○ Travel Lakeland</li> <li>○ RABC, RBA and Business Link</li> </ul> </li> <li>• C4C Downtown Revitalization</li> <li>• Town Marketing Committee</li> <li>• NEFG/Agri Foods Initiative</li> <li>• BSN Bi-monthly meetings</li> <li>• Connect business with opportunity</li> <li>• CARES – Conference Ready Community Project</li> <li>• Increase engagement Elk Point and Mallaig Chambers</li> <li>• Engage with County businesses</li> </ul>	<ul style="list-style-type: none"> <li>• EARN Events – Feb/May</li> <li>• Workshops/Presentations</li> <li>• Business Support Network</li> <li>• Toastmasters Club Launch and support</li> <li>• Cultural Awareness Training for Business</li> <li>• Rock the Block</li> <li>• Community Christmas</li> <li>• Grand Openings/Celebrations</li> <li>• Increased Business Visits</li> <li>• Promotion of Value Added Programs</li> <li>• Increase local Value-Added Programs – M2M Program</li> <li>• Rodeo Supper/Rodeo Week</li> <li>• Small Business Week</li> <li>• Increased Advocacy – Bill C69, business licenses, crime and policing, cannabis/zoning, meet with MP Stubbs</li> </ul>
St. Paul & District Chamber of Commerce – Proposal for 2019		
<ul style="list-style-type: none"> <li>• Strategic Plan</li> <li>• Continued Policy Development</li> <li>• Registration of Bylaws</li> <li>• ACC AGM, Roundtables, Political Action Day, etc</li> <li>• Albeta Labour Grant Application for Labour Market Study submitted</li> <li>• Alberta Labour Market Partnership Grant shared with Bonnyville Chamber</li> <li>• ACE Summit Host – July 2019</li> <li>• Continued focus on operational efficiencies</li> <li>• Website enhancements and continued improvements</li> <li>• Increase membership numbers</li> <li>• Increase use of non-dues revenues through ACC value added programs</li> <li>• Increased Marketing efforts</li> </ul>	<ul style="list-style-type: none"> <li>• Partnerships               <ul style="list-style-type: none"> <li>○ Town of St. Paul</li> <li>○ County of St. Paul</li> <li>○ Bonnyville Chamber of Commerce</li> <li>○ Alberta Hub</li> <li>○ Community Futures</li> <li>○ Blue Quills University</li> <li>○ Alberta Labour/Alberta Works</li> <li>○ Community Learning</li> <li>○ Portage College</li> <li>○ St. Paul Journal</li> <li>○ RABC, RBA and Business Link</li> </ul> </li> <li>• C4C Downtown Revitalization</li> <li>• Town Marketing Committee/Think Local Campaign</li> <li>• BSN Bi-monthly meetings</li> <li>• Connect business with opportunity</li> <li>• CARES – Conference Ready Community Project Launch</li> <li>• Increase engagement Regional Chambers and shared resources</li> <li>• Engage with County businesses</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops/Programming – EARN, WOW, WCB Presentation, CRA Presentation</li> <li>• Innovation &amp; Technology Series</li> <li>• Access to policy makers through Business Support Network Meetings</li> <li>• Rock the Block</li> <li>• Community Christmas</li> <li>• Grand Openings/Celebrations</li> <li>• Value Added Programs – local and ACC</li> <li>• Small Business Week</li> <li>• Think Local Campaign</li> <li>• Business visits and networking events</li> <li>• Increased Advocacy and engagement with ACC policy committee – Bill C69/Methane Regulations, business licenses, crime and policing, cannabis/zoning, ACC Vote Prosperity Campaign</li> </ul>





## Request for Decision

Council Meeting: January 8, 2019

### St. Paul Junior Curling Club

#### Request

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The St. Paul Junior Curling Association consist of 28 curlers ranging in age from 8-11 years old. They will be holding their annual bonspiel on January 27, 2019 and are seeking financial assistance or prizes appropriate for that age group.

From 2010-2015 Council had provided a \$300 donation for the bonspiel. In the latter years, we did not receive a request for funding.

#### Alternatives

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Deny the request for funding.

Approve a \$300 donation based on past years.

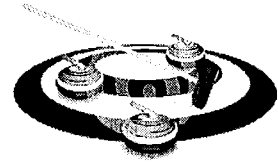
#### Recommendation

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Administration is recommending approving a \$300 donation for the Junior Curling Club for the bonspiel to be held January 27, 2019.

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**Submitted by:** Phyllis Corbiere, Executive Assistant



## *St. Paul Junior Curling Club*

*January 2, 2019*

County Council

The St. Paul Junior Curling Association consists of 28 curlers aging in range from 8-11 years of age. Each year the Junior Curlers learn the basics of curling including ice safety skills and most importantly sportsmanship. To display their newly learned skills the Junior Curling League will be hosting a Junior Curling Bonspiel on Sunday, January 27, 2019.

The bonspiel will include all the St. Paul Curlers which would make up 7 teams of our local youth.

We humbly ask for your support in hosting this event by a monetary donation or prizes can be donated that are age appropriate for ages 8 – 11 years. We truly appreciate your support and any contribution would be much appreciated – no matter how big or how small.

All sponsors will be acknowledged with their names prominently displayed at the Curling Rink and in the St. Paul Journal.

If you are able to help donate to this wonderful event, please contact myself at 780-614-4422. Thank you, in anticipation of your kind assistance.

Sincerely,

Carmen Hurtubise  
St. Paul Junior Curling Coordinator  
Box 1072, St. Paul, AB., T0A 3A0



## Request for Decision

Council Meeting: January 8, 2019

### Summary of Donations

#### Request

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The County of St. Paul, upon request provides promotional items to individuals, teams and various organizations at the discretion of Administration, as per Promotional Items Policy ADM-14. Administration will provide a semi-annual report to Council regarding distribution of these items.

Attached is the list of donations that were distributed during the 2018 calendar year as per policy. Items donated outside of policy and approved by Council are not included on the list.

#### Alternatives

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#### Recommendation

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Motion to file the 2018 summary of donations as information.

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**Submitted by:** Phyllis Corbiere, Executive Assistant

## 2018

<u>Date</u>	<u>Function</u>	<u>Group</u>	<u>Item</u>	
Jan. 29, 2018	Dine and Dance	Vilna Firefighters	Coasters/Cheese Board	Phyllis
Jan. 26	Men's Bonspiel	Mallaig Curling Club	Poker Set	Phyllis
Feb. 17	Family Dance	St. Lina Ag Society	Tote Bag/Speaker	Phyllis
Feb, 23	Ladies Bospiel	Mallaig Curling Club	Cheese Board/Coasters	Phyllis
Feb. 26	Clubroot Workshop	ASB	Cheese Board/2 Speakers/ Mugs/ Caps/ Tire Pressure Monitor	Phyllis
Feb. 27	Conference	Alberta CARES	Basket	Tim
March 9, 2018	Mixed	Mallaig Curling Club	Basket	Phyllis
March 10, 2018	Curling Bonspiel	Village of Glendon	4 Coffee Mugs/4 coaster sets	Bryan
March 18, 2018	Fundraiser - Crib Tournament	Boscombe Comm.	Basket	Phyllis
April 6, 2018	National Bowling Competition		50 Pins	Phyllis
April 12, 2018	Silent Auction, Dine and Dance	CAP Arena Fundraiser	Basket	Phyllis
April 19, 2018	Fish & Game Fundraiser	St. Paul Fish & Game	Basket	Phyllis
April 18 & 19	Open Houses	Urban IDPS	Golf Basket/Coffee Basket	Phyllis
May 30, 2018	Municipal Intern Orientation		Golf Balls/Pens	Kyle
July 13-15	Hilbilly Jam	Boscombe	2 Camping Chairs	Phyllis
Aug. 13, 2018	Golf Tournament	Muni Corr	Camping Chair & Basket	Tim



Aug. 25	Mallaig Museum	Car Show	Cheese Board / Coffee Cup / Speaker/ Coasters	Phyllis
Nov. 19	RMA	PW Convention	speakers/Coffee Cups/Pressure Guage	Phyllis
Dec. 6, 2017	Resident Christmas Party	Elk Point Heritage Lodge	Basket	Phyllis