



County of St. Paul No 19  
Council Meeting  
AGENDA

Tuesday, February 12, 2019

10:00 AM

Board Room

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1. Call to Order	
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10.	Reports	
10.1	CAO Report	
	CAO Report to be presented at the meeting.	
11.	Upcoming Meetings	
11.1	February 20 - 1:00 - 4:00 p.m. - INC with Summer Village of Horseshoe Bay	
11.2	February 20 - 5:30 - 8:00 p.m. - INC with Town of Elk Point	
11.3	February 27 - 5:00 - 8:00 p.m. - INC with Town of St. Paul	
11.4	February 28 - 9:00 a.m. - PW Road Construction and Oiling Meeting	
12.	Financial	
12.1	Budget to Actual	
12.2	Listing of Accounts Payable	



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

**12.3 Council Fees**

Council fees for the past month will be circulated for review.

**13. Adjournment**



## County of St. Paul No 19

### Council Meeting

#### Minutes

**Tuesday, January 8, 2019**

**10:00 AM**

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

Present	Reeve Steve Upham Councillor Darrell Younghans, Division 1 Councillor Kevin Wirsta, Division 2 Councillor Cliff Martin, Division 3 Councillor Maxine Fodness, Division 4 Councillor Dale Hedrick, Division 5 Councillor Laurent Amyotte, Division 6
Staff Present	Shelia Kitz, CAO Tim Mahdiuk, Director of Community Services Kyle Attanasio, Director of Corporate Services Phyllis Corbiere, Executive Assistant Mark Chileen, Director of Public Works Kaitlyn Kenney, Municipal Intern Hailey Gish, Municipal Intern Krystle Fedoretz, Director of Planning and Development
Others Present	Meredith Kerr, St. Paul Journal

#### 1. Call to Order

The regular meeting of the Council of the County of St. Paul No. 19 was called to order by Reeve Steve Upham at 10:02 a.m.

#### 2. Minutes

##### **Resolution CM20190109.1001**

Moved By: Councillor Maxine Fodness

to approve the minutes of the December 11, 2018 Council Meeting with the following correction – Date of EDA Conference – April 3-5, 2019.

**Carried**

#### 3. Bank Reconciliation

**Resolution CM20190109.1002**

Moved By: Councillor Cliff Martin

to adopt the Bank Reconciliation for the month ending December 31, 2018.

**Carried**

**4. Additions to Agenda and Acceptance of Agenda**

**Resolution CM20190109.1003**

Moved By: Councillor Laurent Amyotte

to adopt the agenda for the Regular Meeting of Council for January 8, 2019 with the following additions:

8.21 Bylaw 2019-07 Fee Schedule Bylaw

8.22 Request for Compliance or Encroachment Agreement

8.23 Thank you from County Library Board

8.24 Step Grant Funding for 2019.

**Carried**

**5. Closed Session**

**5.1 Closed Session**

**Resolution CM20190109.1004**

Moved By: Councillor Darrell Younghans

that pursuant to Section 197(2) of the MGA, County Council move into closed session and close the meeting to the public as per Sections 17 and 23, Division 2, Part 1 of the FOIP Act at 10:08 a.m.

**Carried**

Staff members - Sheila Kitz, Krystle Fedoretz, Hailey Gish, Kaitlyn Kenney, Kyle Attanasio, Mark Chileen, Tim Mahdiuk, Phyllis Corbiere remained in the Board Room during part of the closed session to provide information as required.

Meredith Kerr left the Council Room at 10:08 a.m.

Staff members - Krystle Fedoretz, Hailey Gish, Kaitlyn Kenney, Kyle Attanasio left the Board Room at 10:21 a.m.

Staff - Sheila Kitz, Mark Chileen, Tim Mahdiuk and Phyllis Corbiere remained during the closed session to provide information as required.

Staff - Krystle Fedoretz, Hailey Gish, Kaitlyn Kenney, Kyle Attanasio and Meredith Kerr, St. Paul Journal entered the meeting at 11:20 a.m.

**Resolution CM20190109.1005**

Moved By: Councillor Dale Hedrick

that the meeting revert to an open meeting at 11:21 a.m.

**Carried**

**Resolution CM20190109.1006**

Moved By: Councillor Darrell Younghans

to approve the CAO in a separate class for Long Term Disability effective November 1, 2019 with 100% of the premium to be paid by the CAO.

**Carried**

**Resolution CM20190109.1007**

Moved By: Councillor Maxine Fodness

approve a \$3700 increase to the CAO salary based on the discussions during the CAO evaluation on December 17, 2018.

**Carried**

**6. Business Arising from Minutes**

**6.1 Town of Elk Point Economic Development Committee**

**Resolution CM20190109.1008**

Moved By: Councillor Cliff Martin

to appoint Councillor Wirsta to the Town of Elk Point Economic Development Committee on a trial basis for a one-year term, to be reappointed annually at the Organizational Meeting, as per Town of Elk Point Bylaw 788/18.

**Carried**

**8. New Business**

**8.1 Date for January Public Works Meeting**

**Resolution CM20190109.1009**

Moved By: Councillor Kevin Wirsta

to reschedule the January Public Works Meeting to Friday, January 24 at 7:00 p.m., as per section 193 of the Municipal Government Act.

**Carried**

## **8.2 Date for Public Auction of Lands**

### **Resolution CM20190109.1010**

Moved By: Councillor Cliff Martin

to schedule the Public Auction of Lands for May 14, 2019 at 11:00 a.m.

**Carried**

## **8.3 FCM Conference**

### **Resolution CM20190109.1011**

Moved By: Councillor Kevin Wirsta

to approve any Councillor who is available to attend the 2019 FCM Conference to be held May 30 to June 2, 2019 in Quebec City.

**Carried**

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

### **Resolution CM20190109.1012**

Moved By: Councillor Darrell Younghans

to give first reading to Bylaw 2019-01 Intermunicipal Development Plan with Lac La Biche County with the following amendments:

- 2.2.1. – Census numbers for the County of St. Paul changed to 6,468 (2017 Municipal Census)
- 3.4.2.(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, **may** be supported. (originally read “will”)

**Carried**

## **7. Delegation**

### **7.1 11:30 a.m. - Amil Shapka, Champions for Change**

Amil Shapka and Penny Fox, on behalf of Champions for Change, were admitted to the Council Meeting at 11:40 a.m.

Amil Shapka, Chairman of the Downtown Revitalization Committee, made a presentation on their project to upgrade and develop the Porozni lot located adjacent to the St. Paul Foundry. Mr. Shapka informed council that they plan to erect a metal sculpture depicting French Canadian,

Indigenous, Metis and Ukrainian Dancers. They also plan on umbrella seating areas, planters and a community orchard. They group wants the park to be the heart of downtown and will be developing it as funds become available. All components of the project will be available as it is on private property. Mr. Shapka informed Council that the Town of St. Paul has committed \$15,000 funding to the project.

Following their presentation, the delegation left the meeting at 11:50 a.m.

**Resolution CM20190109.1013**

Moved By: Councillor Cliff Martin

to table the request from St. Paul Champions for Change for funding to assist with developing the Porozni lot adjacent to the St. Paul Foundry into a park, to budget deliberations.

**Carried**

**8. New Business**

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

Councillor Dale Hedrick left the Council Room at 11:50 a.m.

**Resolution CM20190109.1014**

Moved By: Councillor Cliff Martin

to give first reading to Bylaw 2019-02 - Intermunicipal Development Plan with the Municipal District of Bonnyville with the following changes:

- 2.2.1. – Census numbers for the County of St. Paul changed to 6,468 (2017 Municipal Census)
- 3.4.2.(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, **may** be supported. (originally read “will”)

**Carried**

**8.6 Bylaw 2019-03 - Intermunicipal Development Plan with Vermilion River**

Councillor Dale Hedrick entered the Council Room at 11:55 a.m.

**Resolution CM20190109.1015**

Moved By: Councillor Kevin Wirsta

to give first reading to Bylaw 2019-03, Intermunicipal Development Plan with the County of Vermilion River with the following amendments:

- 2.2.1. – Census numbers for the County of St. Paul changed to 6,468 (2017 Municipal Census)
- 3.4.2.(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, may be supported. (originally read “will”)
- Maps 1, 2, 4 and 6 – Spelling of Lindbergh corrected

**Carried**

**8.7 Bylaw 2019-04 - Intermunicipal Development Plan with County of Two Hills****Resolution CM20190109.1016**

Moved By: Councillor Maxine Fodness

to give first reading to Bylaw 2019-04, Intermunicipal Development Plan with County of Two Hills with the following amendments:

- 2.2.1. – Census numbers for the County of St. Paul changed to 6,468 (2017 Municipal Census)
- 3.4.2.(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, may be supported. (originally read “will”)
- Map 6 – Updated to include the transfer station south of Elk Point
- Add Lac Sante River Trail to maps

**Carried**

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

Reeve Upham recessed the meeting at 12:01 p.m. and reconvened at 1:15 p.m. with all members of Council present as well as Penny Fox with Community Futures.

**Resolution CM20190109.1017**

Moved By: Councillor Dale Hedrick

to give first reading to Bylaw 2019-05, Intermunicipal Development Plan with Smoky Lake County with the following amendments:

- 2.2.1. – Census numbers for the County of St. Paul changed to 6,468 (2017 Municipal Census)
- 3.4.2.(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, may be supported. (originally read “will”)

**Carried**

**8.9 Bylaw 2019-06 - Penalties Bylaw**

**Resolution CM20190109.1018**

Moved By: Councillor Cliff Martin

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

**Carried**

**Resolution CM20190109.1019**

Moved By: Councillor Kevin Wirsta

to give second reading to Bylaw 2019-06.

**Carried**

**Resolution CM20190109.1020**

Moved By: Councillor Darrell Younghans

to present Bylaw 2019-06 for third reading.

**Carried Unanimously**

**Resolution CM20190109.1021**

Moved By: Councillor Maxine Fodness

to give third reading to Bylaw 2019-06.

**Carried**



**8.10 2018 4th Quarter Strategic Plan**

**Resolution CM20190109.1022**

Moved By: Councillor Kevin Wirsta

to approve the 2018 4th Quarter Strategic Plan as presented.

**Carried**

**8.11 Street Lighting Report**

**Resolution CM20190109.1023**

Moved By: Councillor Laurent Amyotte

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

**Carried**

**Resolution CM20190109.1024**

Moved By: Councillor Kevin Wirsta

to schedule a meeting with the joint Municipalities who partnered in this study and ATCO to discuss policy and procedures with costing.

**Carried**

**8.12 CARES Report**

**Resolution CM20190109.1025**

Moved By: Councillor Maxine Fodness

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

**Carried**

**8.13 Improvements to Communications: Branding and Website**

**Resolution CM20190109.1026**

Moved By: Councillor Cliff Martin

to approve a website host change from TownLife to Octopus Creative for a one-time fee of \$19,300 plus an annual fee of \$3,300.

**Carried**

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

**Resolution CM20190109.1027**

Moved By: Councillor Dale Hedrick

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

**Carried**

**8.15 Lease Agreement - Heinsburg Community Club**

**Resolution CM20190109.1028**

Moved By: Councillor Darrell Younghans

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. Their Community Hall is located on this property.

**Carried**

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

**Resolution CM20190109.1029**

Moved By: Councillor Dale Hedrick

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

**Carried**

**8.17 Joint Lobby Efforts Regarding Bill C-69**

**Resolution CM20190109.1030**

Moved By: Councillor Darrell Younghans

that the Reeve or Deputy Reeve be appointed to attend the meeting with CAPP and other municipal leaders to further lobby efforts for changes to be considered in Bill C-69.

**Carried**

**8.18 Request for Funding St. Paul Chamber of Commerce**

**Resolution CM20190109.1031**

Moved By: Councillor Cliff Martin

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

**Carried**

**Resolution CM20190109.1032**

Moved By: Councillor Darrell Younghans

to approve a \$5,000 grant for the Mallaig Chamber of Commerce and the Elk Point Chamber of Commerce for the 2019 calendar year.

**Carried**

**8.19 St. Paul Junior Curling**

**Resolution CM20190109.1033**

Moved By: Councillor Maxine Fodness

to approve a \$300 donation for the Junior Curling Club Bonspiel to be held January 27, 2019.

**Carried**

**8.20 2018 Summary of Donations**

**Resolution CM20190109.1034**

Moved By: Councillor Laurent Amyotte

to file the 2018 summary of donations as information.

**Carried**

**8.21 Bylaw 2019-07**

**Resolution CM20190109.1035**

Moved By: Councillor Cliff Martin

to give first reading to Bylaw 2019-07, Fee Schedule Bylaw.

**Carried**

**Resolution CM20190109.1036**

Moved By: Councillor Laurent Amyotte

to give second reading to Bylaw 2019-07.

**Carried**

**Resolution CM20190109.1037**

Moved By: Councillor Maxine Fodness

to present Bylaw 2019-07 at this meeting for third reading.

**Defeated**

**8.22 Request for Compliance or Encroachment Agreement**

**Resolution CM20190109.1038**

Moved By: Councillor Darrell Younghans

to deny the request from the owner of Lot 1, Block 3, Plan 0227119 for an encroachment agreement or certificate of compliance for the boathouse and concrete pad which are encroaching on Lot 3ER.

**Carried**

**8.23 Thank you from County Library Board**

**Resolution CM20190109.1039**

Moved By: Councillor Maxine Fodness

to file the letter from the County of St. Paul Library Board thanking Council for their continued financial support.

**Carried**

**8.24 STEP Grant funding for 2019**

**Resolution CM20190109.1040**

Moved By: Councillor Laurent Amyotte

to apply for five positions for STEP grants for summer student positions for the Administration Office, FCSS and Public Works.

**Carried**

**10. Reports**

**10.1 CAO Report**

**Resolution CM20190109.1041**

Moved By: Councillor Darrell Younghans

to accept the CAO Report as presented.

**Carried**

## 12. Financial

### 12.1 Budget to Actual

#### **Resolution CM20190109.1042**

Moved By: Councillor Cliff Martin

to approve the preliminary budget to actual as of December 31, 2018.

**Carried**

### 12.2 Listing of Accounts Payable

#### **Resolution CM20190109.1043**

Moved By: Councillor Maxine Fodness

to file the listing of Accounts Payable as circulated:

<u>Batch</u>	<u>Cheque Date</u>	<u>Cheque Nos.</u>	<u>Batch Amount</u>
22032	December 4, 2018	Direct Deposit	\$ 155,986.39
22053	December 6, 2018	32724-32761	\$2,244,379.42
22068	December 13, 2018	Direct Deposit	\$ 126,124.05
22072	December 14, 2018	32762-32849	\$ 577,555.36
22074	December 17, 2018	Direct Deposit	\$ 72,424.03
22084	December 19, 2018	32850-32891	\$ 463,747.19
22085	December 20, 2018	Direct Deposit	\$ 530,134.26
22089	December 21, 2018	Direct Deposit	\$ 18,258.30

**Carried**

## 13. Adjournment

Business on the agenda being concluded, Chairman S. Upham adjourned the meeting at 3:01 p.m.

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Reeve

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Chief Administrative Officer





## Request for Decision

Council Meeting: February 12, 2019

### 5.1 - 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 27, Division 2, Part 1 of the FOIP Act.

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



## Request for Decision

Council Meeting: February 13, 2019

### 6.1 - Bylaw 2018-28 – Borrowing Bylaw for Twp Road 582

#### Request

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At the December 11 Council Meeting, Council gave first reading to Bylaw 2018-28 to authorize the Council of the County of St. Paul to incur indebtedness by the issuance of debenture in the amount of \$2,641,256 for TWP Rd 582 Grading and Base Paving. The bylaw is required to proceed with the project if the County is successful in receiving the grant funding.

The bylaw was advertised in the St. Paul Journal and Elk Point Review the weeks of January 15 and 22, 2019 as per section 606 of the MGA.

As per Section 231 of the MGA, electors had 15 days after the date of the last advertisement to file a petition against the proposed bylaw. The 15-day period ended on February 6<sup>th</sup>. We have not received any feedback on the proposed bylaw.

After the Bylaw receives second and third reading, there is a 30-day period for the public to appeal the decision through the courts.

#### Alternatives

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#### Recommendation

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Motion to give second reading to Bylaw 2018-28.

Motion to give third reading to Bylaw 2018-28.

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



## COUNTY OF ST. PAUL NO. 19

### BY-LAW NO. 2018-28

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A Bylaw of the County of St. Paul No. 19 in the Province of Alberta to incur indebtedness by the issuance of debenture(s) in the amount of \$2,641,256 for the purpose of grading and base-paving 2 miles of Township Road 582 from Highway 881 to 57th Street in the Town of St. Paul.

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WHEREAS the Council of the Municipality has decided to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize financing the project to grade and base-pave 2 miles of Township Road 582 from Highway 881 to 57<sup>th</sup> Street in the Town of St. Paul.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$5,181,905 and the Municipality estimates the following grants and contributions will be applied to the project:

Provincial Funding	\$ 2,540,649
Debenture(s):	<u>\$ 2,641,256</u>
Total Cost:	\$ 5,181,905

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$2,641,256, for a period not to exceed 30 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of FORTY (40) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2017 is \$11,623,816 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of Township Road 582 grading and base-paving the sum of TWO MILLIOON SIX HUNRED AND FORTY ONE THOUSAND, TWO HUNDRED AND FIFTY SIX DOLLARS (\$2,641,256) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$2,641,256 is to be paid by the Municipality at large.

2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely bringing water supply to the Hamlet of Mallaig.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed THIRTY (30) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed EIGHT (8) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

Read a first time this 11<sup>th</sup> day of December 2018.

Advertised the 15<sup>th</sup> and 22<sup>nd</sup> of January 2019 in the St. Paul Journal and Elk Point Review.

Read a second time this                      day of                      2018.

Read a third time this      day of                      2018.

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Reeve

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Chief Administrative Officer



## Request for Decision

Council Meeting: February 12, 2019

### 6.2 Bylaw 2019-07 – Fee Schedule Bylaw

#### Request

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At the January Council Meeting, Council gave first and second readings to Bylaw 2019-07, the Fee Schedule Bylaw.

There was discussion around the Gravel Rates for Private Sales being reduced from \$20 to \$15/yd self-haul – maximum of 20 yards, hauled from the County Public Works yard.

Section 187(1) of the MGA states that every proposed bylaw must have 3 distinct and separate readings.

Section 187(4) states that a proposed bylaw must not have more than 2 readings at a council meeting unless the Councillors present unanimously agree to consider third reading.

As Bylaw 2019-07 did not received unanimous consent at the January Meeting to consider third reading, it is being brought back for consideration for third reading.

#### Alternatives

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#### Recommendation

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Administration is recommending to give third reading to Bylaw 2019-07.

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

**COUNTY OF ST. PAUL NO. 19**

**BYLAW NO. 2019-07**

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A Bylaw of the County of St. Paul No. 19 in the Province of Alberta to establish a Fee Schedule Bylaw.

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**WHEREAS**, pursuant to provisions of the Municipal Government Act, 2000, Chapter M-26 with amendments thereto it is deemed desirable to set fees for goods and services provided or made available by the County of St. Paul;

**WHEREAS**, the fees approved by this bylaw will replace existing fees in a number of bylaws; and

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

1. The Schedule of Fees attached to and forming Schedule "A" of this bylaw is adopted;
2. Schedule A to this bylaw will be reviewed by Council on an annual basis; and
3. The fees contained in the following bylaws are repealed and replaced by the fees approved by this bylaw:  
  
Bylaw 1568      Records and Data Retrieval Bylaw
4. That Bylaw No. 2018-26 is hereby repealed.
5. This Bylaw comes into force and effect on the final passing thereof.

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

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

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

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Reeve

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Chief Administrative Officer

## Schedule A

### Administration 12

#### **Credit Cards**

Credit card acceptance fee 3%

#### **Data Retrieval**

Administration Fee \$10.00 per 1/4 hour  
 Photocopying Fee No charge for first 50 pages  
 \$0.25/page for each additional page  
 Electronic Copy Fee (Provided on CD or DVD) - \$5.00  
 Outside Retrieval Fee Cost of retrieval + 10%

#### **Election Deposit (cash)**

\$100.00

#### **NSF Cheque/NSF Direct Debit**

\$20.00

#### **Promotional Items (Shirts, Caps, Flags etc.)**

Cost Recovery

#### **Maps**

County Land Ownership \$15.00  
 Parcel Map 8.5"x11" \$5.00 for non-owners  
 Parcel Map 11" x 17" \$5.00 for non-owners  
 Parcel Map 18"x24" \$10.00  
 Subdivision \$0 for owners  
 Subdivision \$5 for non-owners  
 Map Binder of all Subdivisions \$75.00  
 Postage on Map Sales \$13.00

#### **Ortho Photo**

8.5"x11" \$10.00 for non-owner  
 11" x 17" \$12.00 for non-owner  
 18" x 24" \$12.00 for non-owner  
 No mass sales as per agreement

#### **Rural Address**

Rural Address Binders \$100.00  
 Rural Address Replacements Signs Cost Recovery  
 Rural Address New Signs \$0

#### **Assessment & Taxation**

Tax Certificates \$20.00  
 Tax Searches \$20.00  
 Re-print Tax Notices \$10.00  
 GIS Annual Subscription - Realtors \$250.00  
**Assessment Appeals- Residential** \$50.00  
**Assessment Appeals- Non-Residential** \$200.00  
 (refundable if Successful)

**Assessment Records** to Landlord \$0

**Assessment Records** to Firms (per roll number) \$20.00

#### **Tax Notifications**

Registering Tax Notification \$25.00  
 Discharge Tax Notification \$0

**Tax Recovery Process**

Admin Fee	As per MGA 427(2)(d)
Final Acquisition	No Charge
Revival of Title	Cost
Tax Sale	\$50.00

**County Office**

Lower Level Board Room- ½ day	\$50.00
Lower Level Board Room -1 day	\$75.00

**Access to Information (FOIP)**

As per Freedom of Information &  
Protection of Privacy Regulations

## Fire 23

**Fire**

False Alarm	\$450.00
Base Fire Call for County Resident (Permit/No Permit/Accidental)	\$450.00
Fire Call for Motor Vehicle Accident on Provincial Highway within the County	As per Alberta Transportation Fee Schedule
Fire Call for Motor Vehicle Accident on County Road	As per Alberta Transportation Fee Schedule
Fire Call outside of County - no Mutual Aid Agreement	As per Alberta Transportation Fee Schedule
Fire Call for Medical Assist	No Charge
Deposit for Smoke Signs	\$100/sign

## PW 32

**Cemeteries**

<b>Interment Plots- 5'x10'</b>	\$600.00
One Cremation in existing Plot	\$200.00
2 <sup>nd</sup> Interment in existing Plot	\$300.00

**Cremation Plots**

5'x10'	\$600.00
2 <sup>nd</sup> interment in same plot	\$200.00

<b>Newborn/Infant Plots</b>	\$200.00
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<b>Disinterment</b>	\$600.00
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<b><u>Snow Plow Flags</u></b>	\$25.00 - one-time plow
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<b><u>Gravel- Private Sales</u></b>	\$15.00/ yd delivered - max 20 cubic yds/ rural address or approved development permit
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	\$10.00/yd self-haul - max 20 cubic yds Hauled directly from a Gravel Pit
	\$15.00 /yd self-haul – max 20 cubic yds Hauled from County yard
<b><u>Custom Grader Work</u></b>	\$100.00/hr.
<b><u>Snowplowing School Yard</u></b>	\$550.00 per year per School – Ashmont, Mallaig, Heinsburg
<b><u>Unsightly Properties</u></b>	\$250 Administration Fee on any cleanup
<b><u>Travis – MJ</u></b>	\$20 Permit Application Fee \$20 Permit Cancellation Fee
<b><u>Signage – Named Roads</u></b>	\$150/sign (18" x 72") Includes posts and installation

### Airport 33

St. Paul Airport Parking Fees- Grass	- \$200.00 per unit per year - \$125.00 per unit per half-year (six months) - \$5.00 per unit overnight fee - \$5.00 per unit plug-in fee
St. Paul Aircraft Parking Fees- Tarmac	\$10.00 per day (min of four hours) or \$100.00 per month \$100.00 per day for agricultural spray planes
St. Paul Hangar Land Lease Rates	As per Agreement approved by the St. Paul Airport Committee.
Notes: i) Fees for Grass area will not be applied to aircraft on lease lot	

### Waste 43

#### **Front Load Bin Rental Fees**

<b>4 yard bin:</b>	
- Once per month	\$75.60
- Every 2 Weeks	\$86.40
- Once per Week	\$97.20
<b>6 Yard Bin:</b>	
- Once per month	\$ 81.00
- Every 2 Weeks	\$ 91.80
- Once per Week	\$102.60
Bin Delivery Charge	\$ 75.00

Bin Delivery Charge to re-deliver a bin after it has been removed Due to suspension of services	\$150.00
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#### **Roll Off Bin Rental Fees**

- Monthly	\$135.00
- Weekly	\$ 33.75
 -Plus, Bin delivery/removal:	 \$110.00/hr
-Plus, Landfill Tipping Fee:	As Per site attendant
 All Commercial Rentals will be charged extra monthly fee	 \$ 25.00

### **Agriculture Service Board 62**

#### **Agriculture - Rental Equipment**

Rental Equipment	Damage Deposit	Rental
- Post Pounder	\$100.00	\$80.00/day \$160.00/weekend
- Cattle Weigh Scale (Imperial)	\$100.00	\$20.00
- Loading Chute with Portable Corrals	\$100.00	\$20.00
- Squeeze Chute	\$100.00	\$20.00
- Insecticide Sprayer 200 gal	\$100.00	\$50.00
- Tree Planter	\$100.00	N/C
- Skunk Traps	\$200.00	N/C
- Mag Pie Trap	\$100.00	N/C
- Scare Cannons	\$100.00	N/C
- Plastic Mulcher for Planting Trees	\$100.00	N/C

<b><u>Mouse Poison</u></b>	\$2.00/bag
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<b><u>Beaver Control</u></b>	\$200/dam removed
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<b><u>Mowing Charges</u></b>	\$150 per lot minimum \$150 per hour
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<b><u>Dog Impoundment Fees</u></b>	\$30/dog/day
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### **Planning and Development 66**

#### **Planning Documents**

Land Use Bylaw- Document	\$25.00
Land Use Bylaw- Disc	\$10.00
Municipal Development Plan- Document	\$25.00
Municipal Development Plan- Disc	\$10.00
Area Structure Plan- Document	\$25.00
Area Structure Plan-Disc	\$10.00
St. Paul InterMunicipal Development Plan- Document	\$25.00
St. Paul InterMunicipal Development Plan- Disc	\$10.00
Elk Point InterMunicipal Development Plan- Document	\$25.00



Elk Point InterMunicipal Development Plan- Disc	\$10.00
Land Use Bylaw, MDP, ASP, IDP Amendment	\$1,000

#### **Undeveloped Road Allowance Licensing Applications**

Application Fee	\$250.00
Annual License Fee	\$100.00

#### **Subdivision Applications**

Application Fee	\$400.00 plus \$150.00 per lot to be created
Endorsement Fee	\$100.00 per lot
Extension (1year)	\$100.00 per file
Municipal Reserve	Cash in lieu -Fair Market Value
Appeal Fee	\$200.00
Requests for time extensions	\$100 – Sec. 657(6) of the MGA made to the subdivision Authority
Copy of Current Land Title	\$20.00
Copy of AER Abandoned Well Records	\$20.00

#### **2017 Permit Fee Schedule Attached**

### **Parks 72**

#### **Overnight Camping Fees (Permit)**

Spring Season (May 1 to June 30)	
Non-Power	\$10.00/night
Power	\$20.00/night
Summer Season (July 1 to Sept. Long Weekend)	
Non-Power	\$20.00/night
Power	\$30.00/night
Other Fees	
Day Use for Westcove Spray Park	\$3.00/person
Wood	\$10.00/ barrow
Gazebo Rental	\$100.00/day

COUNTY OF ST. PAUL NO. 19										
2017 FEE SCHEDULE										
DEVELOPMENT PERMIT FEES										
Does not comply with Land Use Bylaw										\$200.00
Does Comply with Land Use Bylaw										\$100.00
Park Model, Portable Accessory Building, Deck										\$50.00
Minor Home Occupation										\$50.00
Signs										\$25.00
Change of Use Permit										\$200.00
Access Development on Municipal Reserve less than 5 meters in length										\$50.00
Access Development on Municipal Reserve more than 5 meters in length										\$100.00
<b>Temporary Work Camp</b>										
Discretionary Use - \$200.00 + \$50.00/RV &/or \$100.00/ Prefabricated Mobile Unit										
<b>Other Fees</b>										
Compliance Certificates										\$125.00
Copy of AER Abandoned Well Records										\$20.00
Title Search										\$20.00

**COUNTY OF ST. PAUL NO. 19**  
**2017 FEE SCHEDULE**

<b>RESIDENTIAL BUILDING FEES</b>	
<b>Description of Work</b>	<b>Permit Fee</b>
New Single Family Dwelling ( <i>Total Developed Area</i> )	\$0.48/sq.ft. + SCC levy
New Single Family Dwelling ( <i>Attached Garage at time of new construction</i> )	\$0.10/sq.ft. + SCC levy
Home Relocation on Foundation, Basement, or Crawl Space (Min. Fee \$350.00)	\$0.30/sq.ft. + SCC levy
Modular/RTM on Foundation, Basement, or Crawl Space (Min. Fee \$300.00)	\$0.25/sq.ft. + SCC levy
Manufactured/ Mobile Home on blocking or piles	\$225.00 + SCC levy
Additions (Minimum Fee \$125.00)	\$0.30/ sq.ft. + SCC levy
Renovations/Basement Development (Minimum Fee \$125.00)	\$0.25/sq.ft. + SCC levy
Bunkhouses (Minimum fee \$200.00)	\$0.25/sq.ft. + SCC levy
Garage/ Shop / Pole Shed (Minimum Fee \$125.00)	\$0.25/ sq.ft. + SCC levy
Carport (Minimum Fee \$100.00)	\$0.18/ sq.ft. + SCC levy
Storage Shed ( <i>sheds less than 10' x 10' do not require a building permit</i> )	\$100.00 + SCC levy
Decks ( <i>if not included at time of new construction</i> )	\$100.00 + SCC levy
Gazebo (Minimum Fee \$100.00)	\$0.25/ sq.ft. + SCC levy
Wood Burning Stove/Fireplace ( <i>if not included at time of new construction</i> )	\$100.00 + SCC levy
Outdoor Privy - complete with holding tank	\$100.00 + SCC levy
Demolition	\$125.00 + SCC levy

<b>COMMERCIAL BUILDING FEES</b>	
<b>Minimum Fee: \$350.00</b>	<b>Total Permit Fee ( Per \$1,000.00 Value)</b>
First \$1,000,000	\$5.00 + SCC levy
Over \$1,000,000 (\$5,000 plus)	\$3.00 + SCC levy
Commercial Demolition	\$5.00 + SCC Levy

**Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.**

**SCC LEVY FEE: 4% SAFETY CODES COUCL FEE FOR EVERY BUILDING PERMIT ISSUED WITH A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**

**ELECTRICAL PERMIT FEES**
**New- Single Family Dwellings Attached Garage**

Square Footage	Home Owner Fee	Contractor Fee
Up to 1200	\$150.00 + SCC levy	\$130.00 + SCC levy
1201- 1500	\$165.00 + SCC levy	\$135.00 + SCC levy
1501- 2000	\$180.00 + SCC levy	\$140.00 + SCC levy
2001- 2500	\$195.00 + SCC levy	\$150.00 + SCC levy
2501- 3500	\$210.00 + SCC levy	\$160.00 + SCC levy
Over 3500	\$210.00 plus \$0.10/ sq.ft.	\$160.00 plus \$0.10/ sq.ft.
Manufactured Home Connection Only	\$100.00 + SCC Levy	\$100.00 + SCC levy

**Detached Garage/Accessory Buildings**

Square Footage	Home Owner Fee	Contractor Fee
Up to 750	\$125.00 + SCC levy	\$100.00 + SCC levy
Over 750	\$125.00 plus \$0.10/ sq.ft.	\$100.00 plus \$0.10/ sq.ft.

**Basement Development/ Renovations/ Additions**

Square Footage	Home Owner Fee	Contractor Fee
Up to 1000	\$125.00 + SCC levy	\$100.00 + SCC levy
Over 1000	\$125.00 plus \$0.10/ sq.ft.	\$100.00 plus \$0.10/ sq.ft.

**Other Electrical Fees**

Description of Work	Permit Fee
Permanent Service Connection Only	\$75.00 + SCC levy
Temporary Power/ Underground Service	\$75.00 + SCC levy
Panel Change or Service Upgrade Only	\$75.00 + SCC levy
Air Conditioning Units or Hot Tubs	\$75.00 + SCC levy
Annual Electrical Permit	\$400.00 + SCC levy

Please allow up to five business days for permits to be issued.

Express 24 Working Hour Service Charge ( Electrical, Gas, Plumbing Applications) \$50.00 plus permit fee & SCC levy.

**Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.**

**SCC LEVY FEE: 4% SAFETY CODES COUCL FEE FOR EVERY PERMIT ISSUED WITH A A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**



**ELECTRICAL - NON RESIDENTIAL INSTALLATIONS**

<b>Installation Cost (Labour &amp; Materials)</b>	<b>Permit Fee - Not Including SCC levy</b>	<b>Installation Cost (Labour &amp; Materials)</b>	<b>Permit Fee - Not Including SCC levy</b>
0 - 1,000.00	\$85.00	38,001.00 - 39,000.00	\$445.00
1,001 - 1,500.00	\$95.00	39,001.00 - 40,000.00	\$460.00
1,500.01 - 2,000.00	\$100.00	40,001.00 - 41,000.00	\$475.00
2,000.01 - 2,500.00	\$105.00	41,001.00 - 42,000.00	\$490.00
2,500.01 - 3,000.00	\$110.00	42,001.00 - 43,000.00	\$505.00
3,000.01 - 3,500.00	\$120.00	43,001.00 - 44,000.00	\$520.00
3,500.01 - 4,000.00	\$130.00	44,001.00 - 45,000.00	\$535.00
4,000.01 - 4,500.00	\$135.00	45,001.00 - 46,000.00	\$550.00
4,500.01 - 5,000.00	\$140.00	46,001.00 - 47,000.00	\$565.00
5,000.01 - 5,500.00	\$145.00	47,001.00 - 48,000.00	\$580.00
5,500.01 - 6,000.00	\$150.00	48,001.00 - 49,000.00	\$595.00
6,000.01 - 6,500.00	\$155.00	49,001.00 - 50,000.00	\$610.00
6,500.01 - 7,000.00	\$160.00	50,001.00 - 60,000.00	\$625.00
7,000.01 - 7,500.00	\$175.00	60,001.00 - 70,000.00	\$640.00
7,500.01 - 8,000.00	\$180.00	70,001.00 - 80,000.00	\$655.00
8,000.01 - 8,500.00	\$185.00	80,001.00 - 90,000.00	\$670.00
8,500.01 - 9,000.00	\$190.00	90,001.00 - 100,000.00	\$695.00
9,000.01 - 9,500.00	\$195.00	100,001.00 - 110,000.00	\$720.00
9,500.01 - 10,000.00	\$205.00	110,001.00 - 120,000.00	\$745.00
10,000.01 - 11,000.00	\$215.00	120,001.00 - 130,000.00	\$770.00
11,000.01 - 12,000.00	\$225.00	130,001.00 - 140,000.00	\$795.00
12,000.01 - 13,000.00	\$230.00	140,001.00 - 150,000.00	\$820.00
13,000.01 - 14,000.00	\$235.00	150,001.00 - 160,000.00	\$845.00
14,000.01 - 15,000.00	\$240.00	160,001.00 - 170,000.00	\$870.00
15,000.01 - 16,000.00	\$245.00	170,001.00 - 180,000.00	\$895.00
16,000.01 - 17,000.00	\$255.00	180,001.00 - 190,000.00	\$920.00
17,000.01 - 18,000.00	\$260.00	190,001.00 - 200,000.00	\$945.00
18,000.01 - 19,000.00	\$265.00	200,001.00 - 210,000.00	\$970.00
19,000.01 - 20,000.00	\$270.00	210,001.00 - 220,000.00	\$1,020.00
20,000.01 - 21,000.00	\$275.00	220,001.00 - 230,000.00	\$1,070.00
21,000.01 - 22,000.00	\$280.00	230,001.00 - 240,000.00	\$1,120.00
22,000.01 - 23,000.00	\$285.00	240,001.00 - 250,000.00	\$1,170.00
23,000.01 - 24,000.00	\$290.00	250,001.00 - 300,000.00	\$1,220.00
24,000.01 - 25,000.00	\$295.00	300,001.00 - 350,000.00	\$1,270.00
25,000.01 - 26,000.00	\$300.00	350,001.00 - 400,000.00	\$1,345.00
26,000.01 - 27,000.00	\$310.00	400,001.00 - 450,000.00	\$1,420.00
27,000.01 - 28,000.00	\$320.00	450,001.00 - 500,000.00	\$1,495.00
28,000.01 - 29,000.00	\$330.00	500,001.00 - 550,000.00	\$1,570.00
29,000.01 - 30,000.00	\$340.00	550,001.00 - 600,000.00	\$1,645.00
30,000.01 - 31,000.00	\$350.00	600,001.00 - 650,000.00	\$1,745.00
31,000.01 - 32,000.00	\$360.00	650,001.00 - 700,000.00	\$1,845.00
32,000.01 - 33,000.00	\$370.00	700,001.00 - 750,000.00	\$1,945.00
33,000.01 - 34,000.00	\$380.00	750,001.00 - 800,000.00	\$2,045.00
34,000.01 - 35,000.00	\$390.00	800,001.00 - 850,000.00	\$2,145.00
35,000.01 - 36,000.00	\$400.00	850,001.00 - 900,000.00	\$2,295.00
36,000.01 - 37,000.00	\$410.00	900,001.00 - 950,000.00	\$2,445.00
37,000.01 - 38,000.00	\$420.00	950,001.00 - 1,000,000.00	\$2,595.00

For projects over \$1,000,000 divide the total installation cost by \$1,000 and multiply by 2.595 + SCC Levy

**SCC LEVY FEE: 4% SAFETY CODES COUCL FEE FOR EVERY PERMIT ISSUED WITH A  
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**

**GAS PERMIT FEES**  
**Residential Installations**

Number of Outlets	Home Owner Fee	Contractor Fee
1 to 2	\$125.00 + SCC levy	\$100.00 + SCC levy
3	\$130.00 + SCC levy	\$105.00 + SCC levy
4	\$135.00 + SCC levy	\$110.00 + SCC levy
5	\$140.00 + SCC levy	\$115.00 + SCC levy
6	\$145.00 + SCC levy	\$120.00 + SCC levy
7	\$150.00 + SCC levy	\$125.00 + SCC levy
8	\$155.00 + SCC levy	\$130.00 + SCC levy
9	\$160.00 + SCC levy	\$135.00 + SCC levy
10	\$165.00 + SCC levy	\$140.00 + SCC levy
Over 10	\$165.00 plus \$10.00/outlet over 10	\$140.00 plus \$10.00/outlet over 10

**Other Gas Fees**

Description of Work	Permit Fee
Residential Propane Tank Set (does not include connection to appliance)	\$75.00 + SCC levy
Temporary Heat	\$75.00 + SCC levy

Please allow up to five business days for permits to be issued.

Express 24 Working Hour Service Charge ( Electrical, Gas, Plumbing Applications) \$50.00 plus permit fee & SCC levy.

**Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.**

**SCC LEVY FEE: 4% SAFETY CODES COUCL FEE FOR EVERY PERMIT ISSUED WITH A  
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**



**COUNTY OF ST. PAUL NO. 19**

**2017 FEE SCHEDULE**

**GAS - NON RESIDENTIAL INSTALLATIONS**

BTU Input	Permit Fee
0 to 150,000	\$110.00 + SCC levy
150,001 to 250,000	\$120.00 + SCC levy
250,001 to 350,000	\$130.00 + SCC levy
350,001 to 500,000	\$150.00 + SCC levy
500,001 to 750,000	\$170.00 + SCC levy
750,001 to 1,000,000	\$190.00 + SCC levy
Over 1,000,000	\$190.00 plus \$50.00 per 1,000,000 (or portion of) over 1,000,000 BTU

**Other Non Residential Gas Fees**

Descripti	Permit Fee
Propane Tank Set (does not include connection to appliance)	\$100.00 + SCC levy
Add \$50.00 for each additonal tank set	
Add \$50.00 when connecting a vaporizer	

**Temporary Heat Non Residential**

BTU Input	Permit Fee Not including SCC levy
0 to 250,000	\$100.00
250,001 to 500,000	\$225.00
Over 500,000	\$225.00 plus \$10.00 per 100,000 BTU (or portion of) over 500,000 BTU

**Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.**

**SCC LEVY FEE: 4% SAFETY CODES COUCIL FEE FOR EVERY PERMIT ISSUED WITH A  
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**

**PLUMBING PERMIT FEES**
**Residential & Non Residential Installations**

Number of Fixtures	Home Owner Fee	Contractor Fee
1	\$130.00+scc levy	\$105.00+scc levy
2	\$130.00+scc levy	\$105.00+scc levy
3	\$130.00+scc levy	\$105.00+scc levy
4	\$130.00+scc levy	\$105.00+scc levy
5	\$130.00+scc levy	\$110.00+scc levy
6	\$135.00+scc levy	\$115.00+scc levy
7	\$140.00+scc levy	\$120.00+scc levy
8	\$145.00+scc levy	\$115.00+scc levy
9	\$150.00+scc levy	\$125.00+scc levy
10	\$155.00+scc levy	\$130.00+scc levy
11	\$160.00+scc levy	\$135.00+scc levy
12	\$165.00+scc levy	\$140.00+scc levy
13	\$170.00+scc levy	\$145.00+scc levy
14	\$175.00+scc levy	\$150.00+scc levy
15	\$180.00+scc levy	\$155.00+scc levy
16	\$185.00+scc levy	\$160.00+scc levy
17	\$195.00+scc levy	\$170.00+scc levy
18	\$200.00+scc levy	\$175.00+scc levy
19	\$205.00+scc levy	\$180.00+scc levy
20	\$210.00+scc levy	\$185.00+scc levy
Over 20	\$210.00 plus \$5.00 per fixture over 20	\$185.00 plus \$5.00 per fixture over 20

Please allow up to five business days for permits to be issued.

Express 24 Working Hour Service Charge (Electrical, Gas, Plumbing Applications) \$50.00 plus permit fee & SCC levy.

**Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.**

**SCC LEVY FEE: 4% SAFETY CODES COUCL FEE FOR EVERY PERMIT ISSUED WITH A  
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**



**PRIVATE SEWAGE PERMIT FEE**

Description	Home Owner Fee	Contractor Fee
Holding Tank	\$125.00 + SCC levy	\$100.00 + SCC levy
Fields/Mounds /Open Surface Discharge / Lagoons	\$300.00 + SCC levy	\$250.00 + SCC levy
Any System with Treatment Plant	\$400.00 + SCC levy	\$300.00 + SCC levy

**Please Note: Permit Fees will be doubled if enforcement action is taken and not complied with on development which commenced without approval.**

**SCC LEVY FEE: 4% SAFETY CODES COUCIL FEE FOR EVERY PERMIT ISSUED WITH A  
A MINIMUM OF \$4.50 AND A MAXIMUM OF \$560.00**



## Request for Decision

Council Meeting: February 13, 2019

### 7.1 – 11:00 a.m. - CPP Environmental

#### Request

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Annette Bugnet, RPFT Environmental Technician with CPP Environmental will present the final report for the St. Paul Wildfire Hazard and Risk Assessment.

#### Alternatives

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#### Recommendation

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



## Request for Decision

Council Meeting: February 13, 2019

### 7.2 – 1:00 p.m. – Public Hearing for IDPs

#### Request

At the January 8<sup>th</sup> Council Meeting, Council gave first reading to the Intermunicipal Development Plan Bylaws with Lac La Biche County, the MD of Bonnyville, County of Vermilion River, County of Two Hills and Smoky Lake County.

The Public Hearings were advertised on January 29, 2019 and February 5, 2019 in the St. Paul Journal and Elk Point Review. The Public Hearings will be held one after the other starting with Bylaw 2019-01 to 2019-05.

Krystle Fedoretz contacted the municipalities regarding the changes proposed by Council. Each municipality agreed with the changes proposed by Council (below) except for the request to add Lac Sante River Trail to the maps with the County of Two Hills.

#### **Bylaw 2019-01** – Lac La Biche – St. Paul

2.2.1. – Census numbers for the County of St. Paul changed to 6,468 (2017 Municipal Census)

3.4.2.(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, **may** be supported. (originally read “will”)

#### **Bylaw 2019-02** – M.D. Bonnyville – St. Paul

2.2.1. – Census numbers for the County of St. Paul changed to 6,468 (2017 Municipal Census)

3.4.2.(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, may be supported. (originally read “will”)

## COUNTY OF ST. PAUL

5015 – 49 Avenue, St. Paul, AB



### **Bylaw 2019-03** – Vermilion River – St. Paul

2.2.1. – Census numbers for the County of St. Paul changed to 6,468 (2017 Municipal Census)

3.4.2.(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, may be supported. (originally read “will”)

- Map 1 – Spelling of Lindbergh corrected
- Map 2 - Spelling of Lindbergh corrected
- Map 4 - Spelling of Lindbergh corrected
- Map 6 - Spelling of Lindbergh corrected

### **Bylaw 2019-04** – Two Hills – St. Paul

2.2.1. – Census numbers for the County of St. Paul changed to 6,468 (2017 Municipal Census)

3.4.2.(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, may be supported. (originally read “will”)

Map 6 – Updated to include the transfer station south of Elk Point

Council requested that the Lac Sante River Trail be added to the maps, however in discussions with the County of Two Hills, this would not be supported as the trail does not have final approval from Environment and Parks.

### **Bylaw 2019-05** – Smoky Lake – St. Paul

2.2.1. – Census numbers for the County of St. Paul changed to 6,468 (2017 Municipal Census)

3.4.2.(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, may be supported. (originally read “will”)

## **Alternatives**

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## Recommendation

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Proceed to Public Hearing scheduled for 1:00 p.m. to discuss the Intermunicipal Development Plan Bylaws.

Following each public hearing we will require second and third readings for each Bylaw:

- Bylaw 2019-01 IDP with Lac La Biche County
- Bylaw 2019-02 IDP with MD of Bonnyville
- Bylaw 2019-03 IDP with County of Vermilion River
- Bylaw 2019-04 IDP with County of Two Hills
- Bylaw 2019-05 IDP with Smoky Lake County

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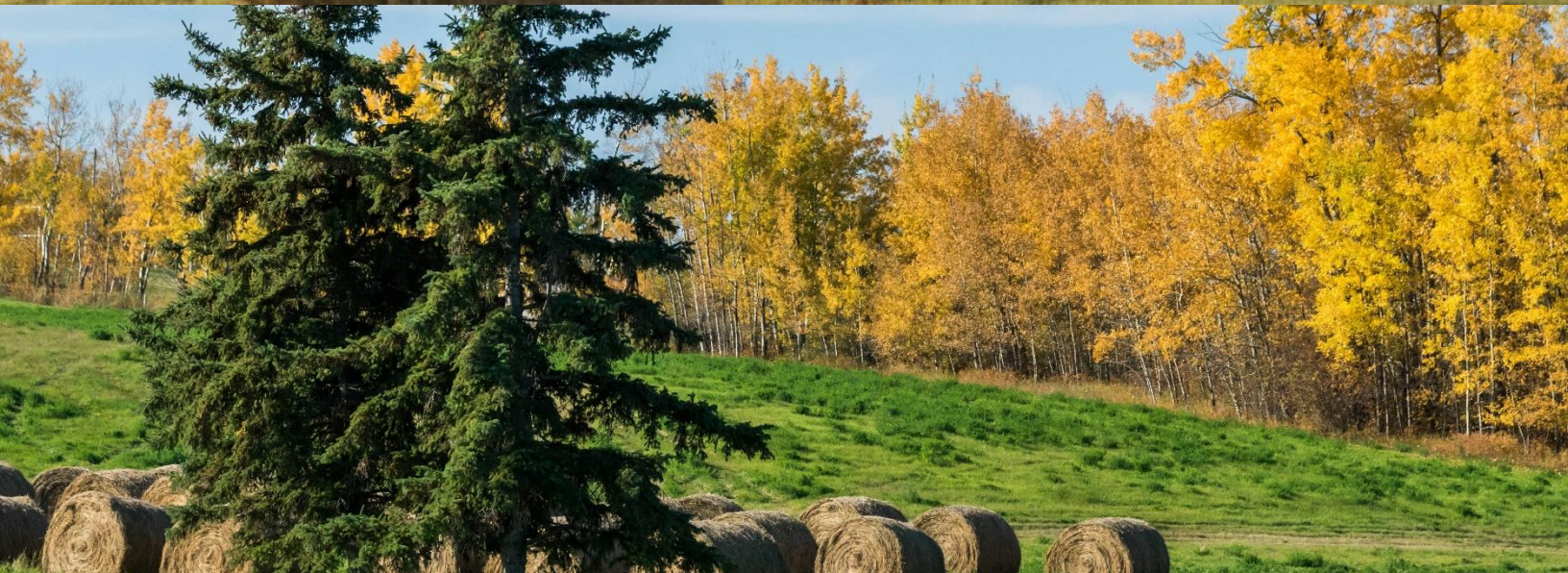
**Submitted by:** Phyllis Corbiere, Executive Assistant





*Lac La Biche County*  
welcoming by nature.

## County of St. Paul / Lac La Biche County 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 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

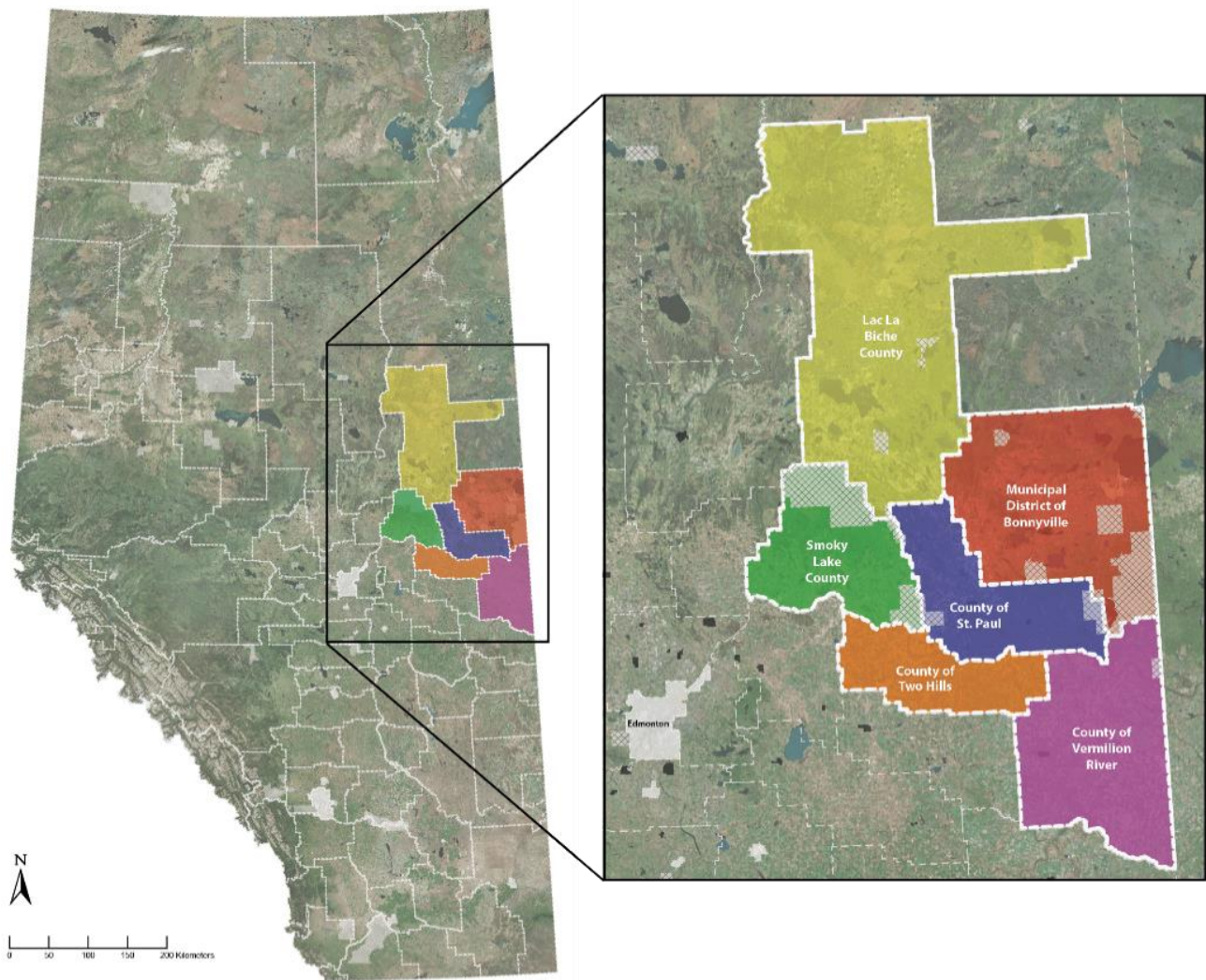


Figure 1: Regional Context Map

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 6,468 people (2017 Municipal 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

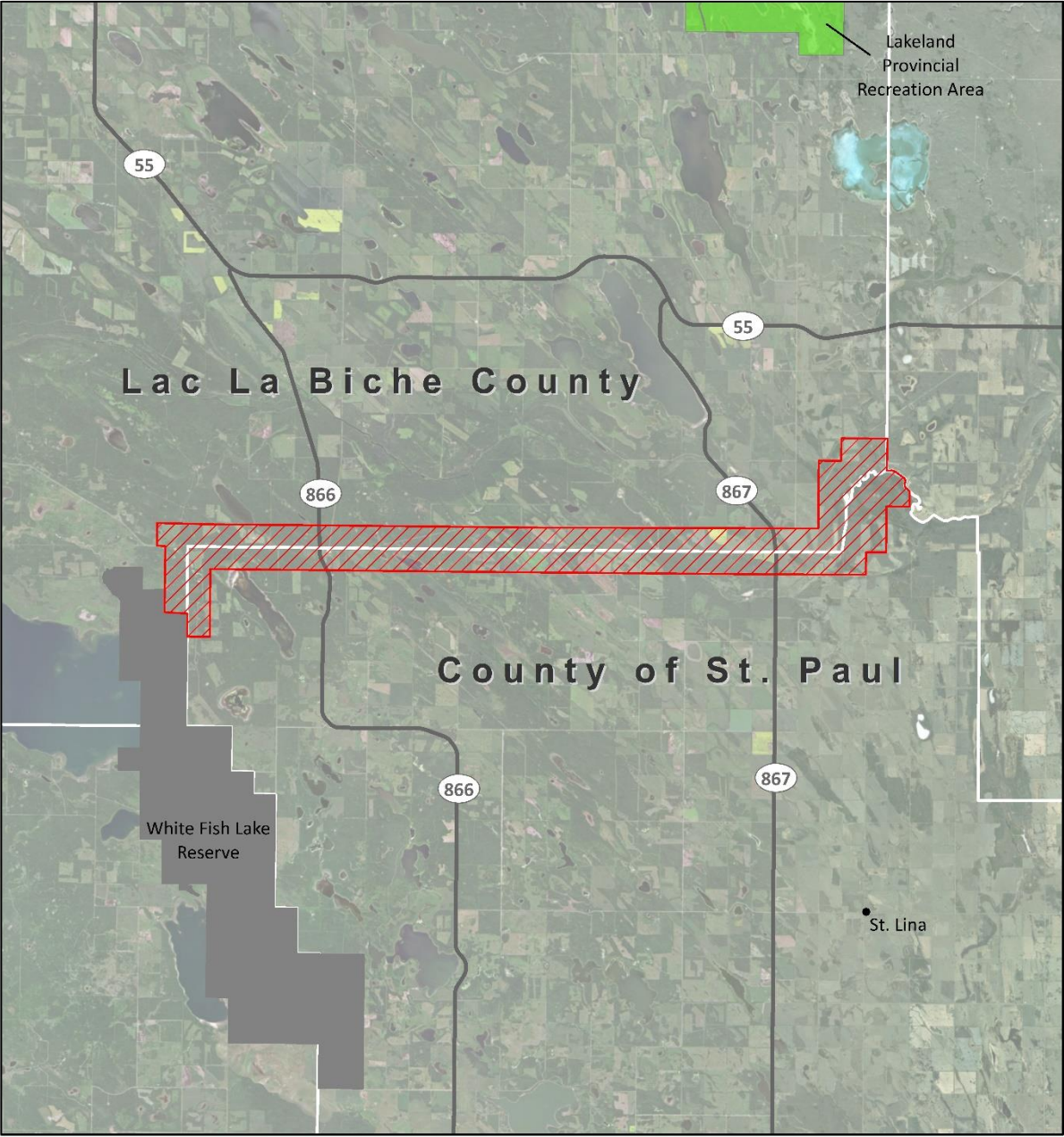
- (1) To establish the Plan Area in which all IDP policies apply.

#### 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.

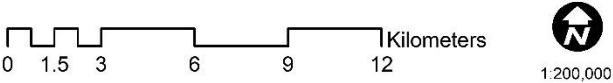


Map 1: Plan Area and Referral Area



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.*

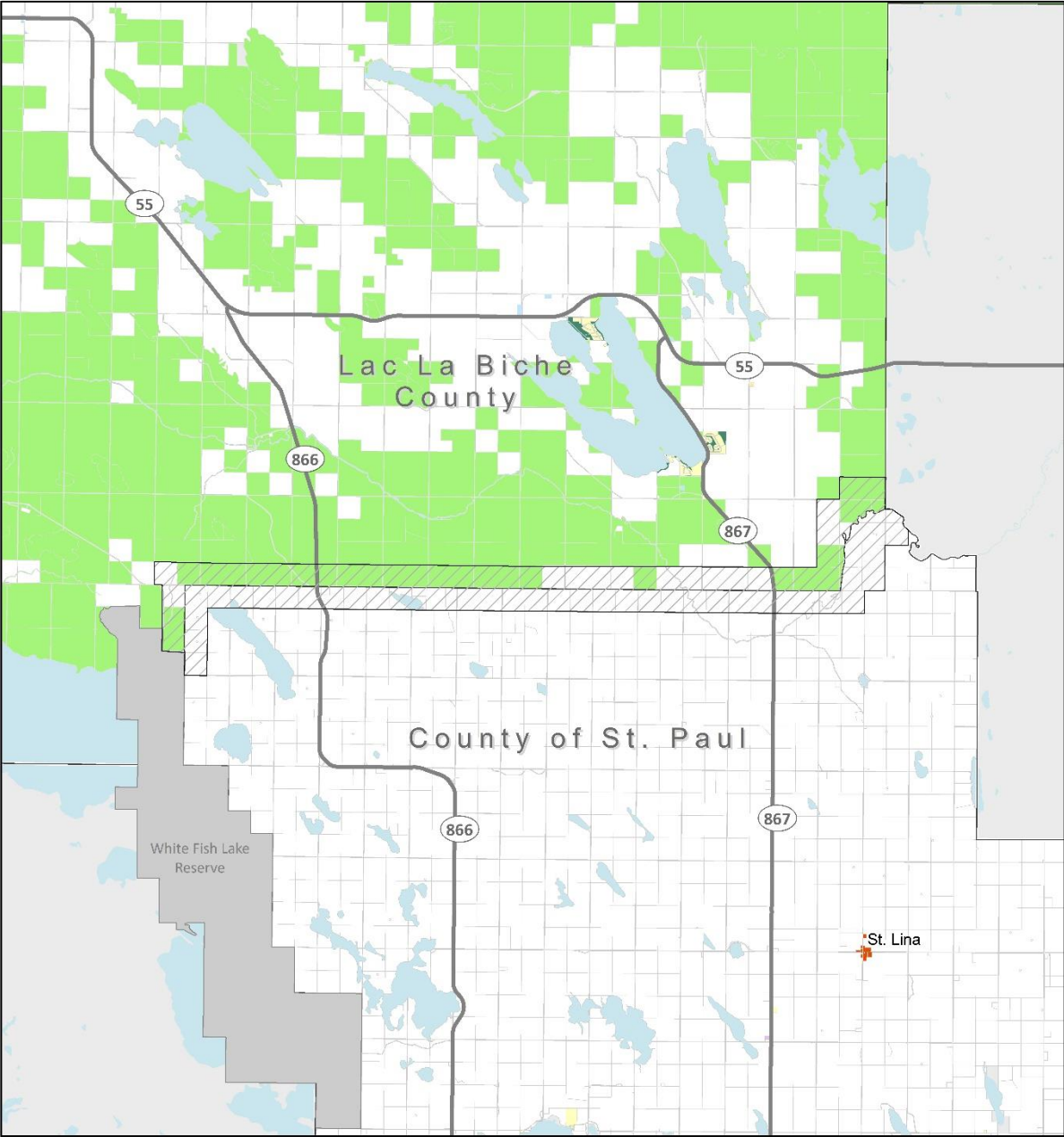
#### 3.2.1. Objective

- (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

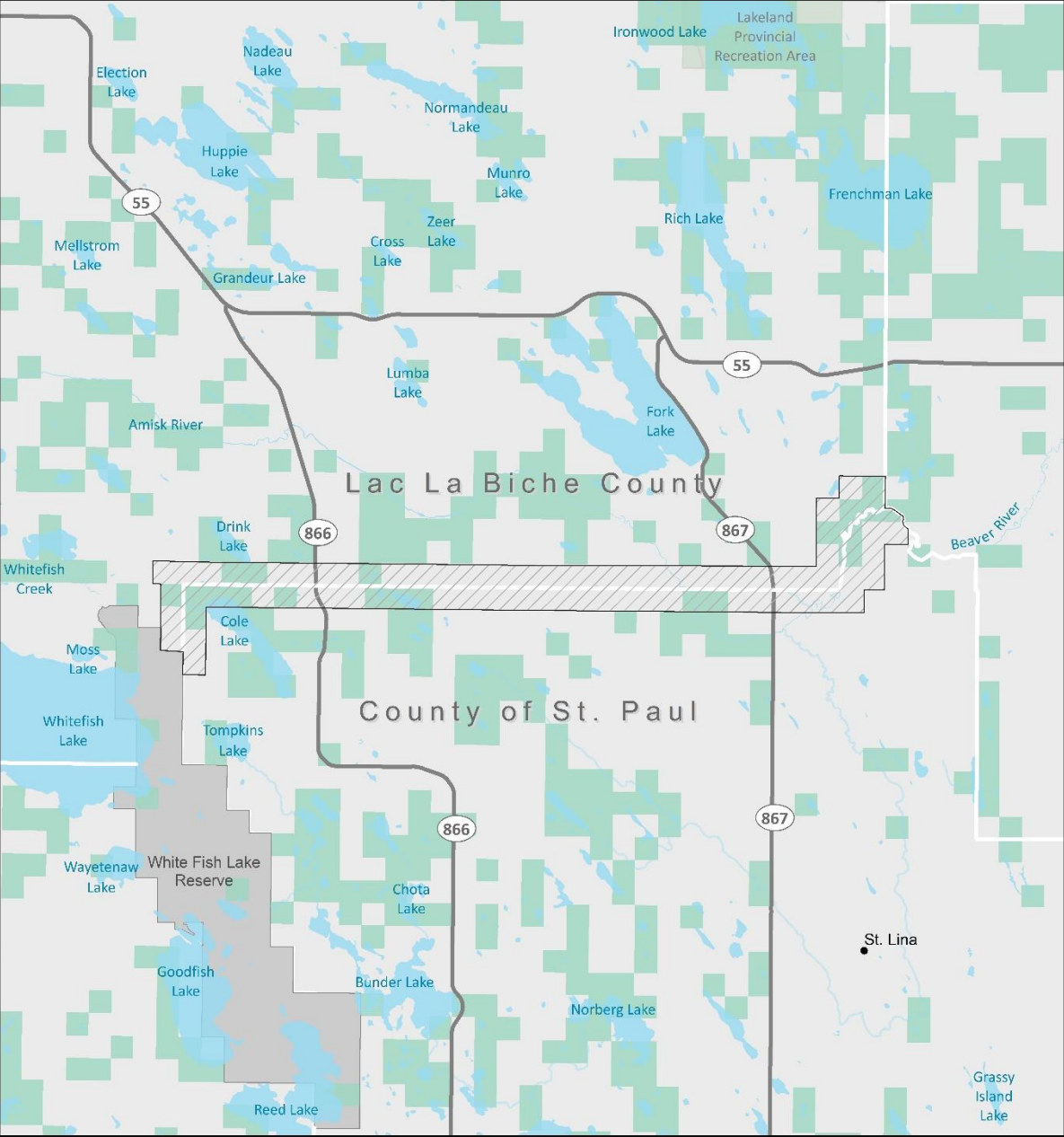
- (1) To promote environmental stewardship in the region.
- (2) To protect the long-term health of the watershed and water bodies.

#### 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



1:200,000

### 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.*

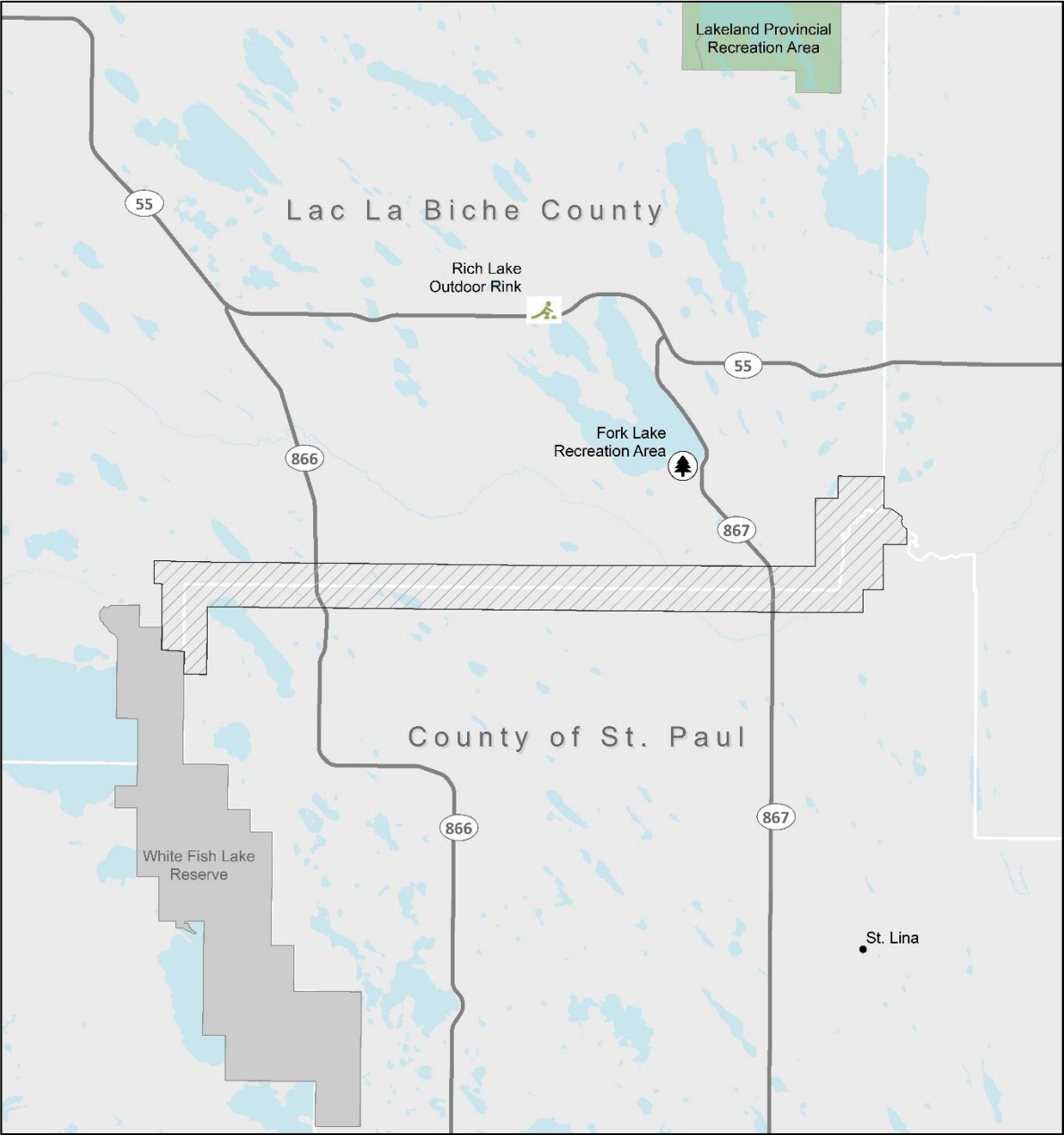
#### 3.4.1. Objective

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

#### 3.4.2. Policy

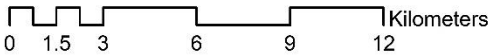
- (1) Tourism and recreation opportunities in the region such as ecotourism, enhancements to existing trails, new trail development, staging areas and parks/campgrounds that respect agricultural land uses and environmentally sensitive lands, may be supported.
- (2) Collaboration with existing recreation 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            |  |



### 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

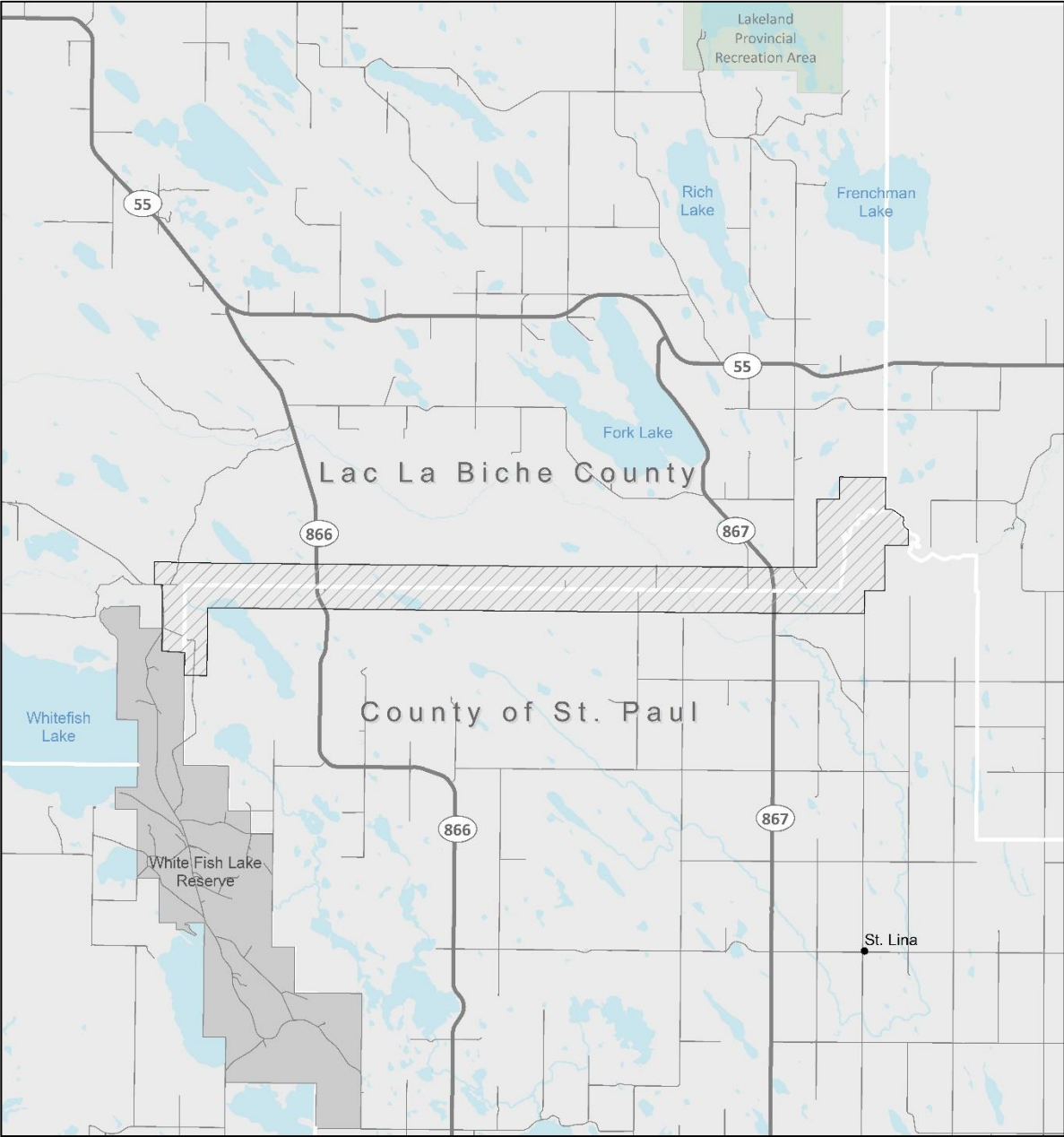
- (1) To enhance the transportation network's efficiency and service provision standards.

#### 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.



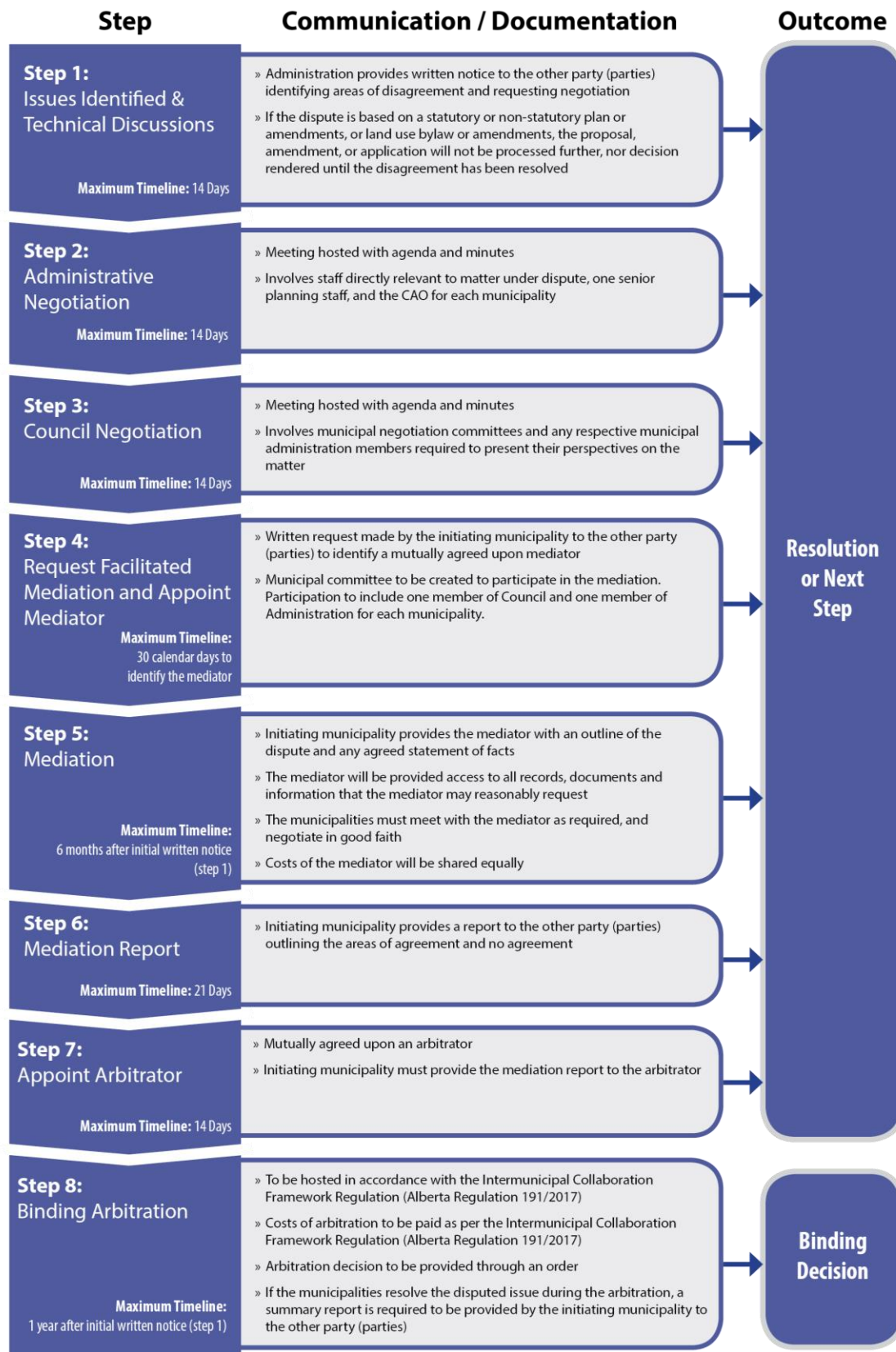
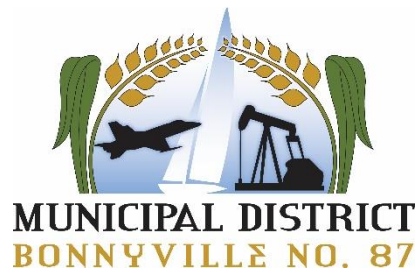


Figure 2: Dispute Resolution Framework





## County of St. Paul / Municipal District of Bonnyville 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:

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- Municipal District of Bonnyville
- Smoky Lake County

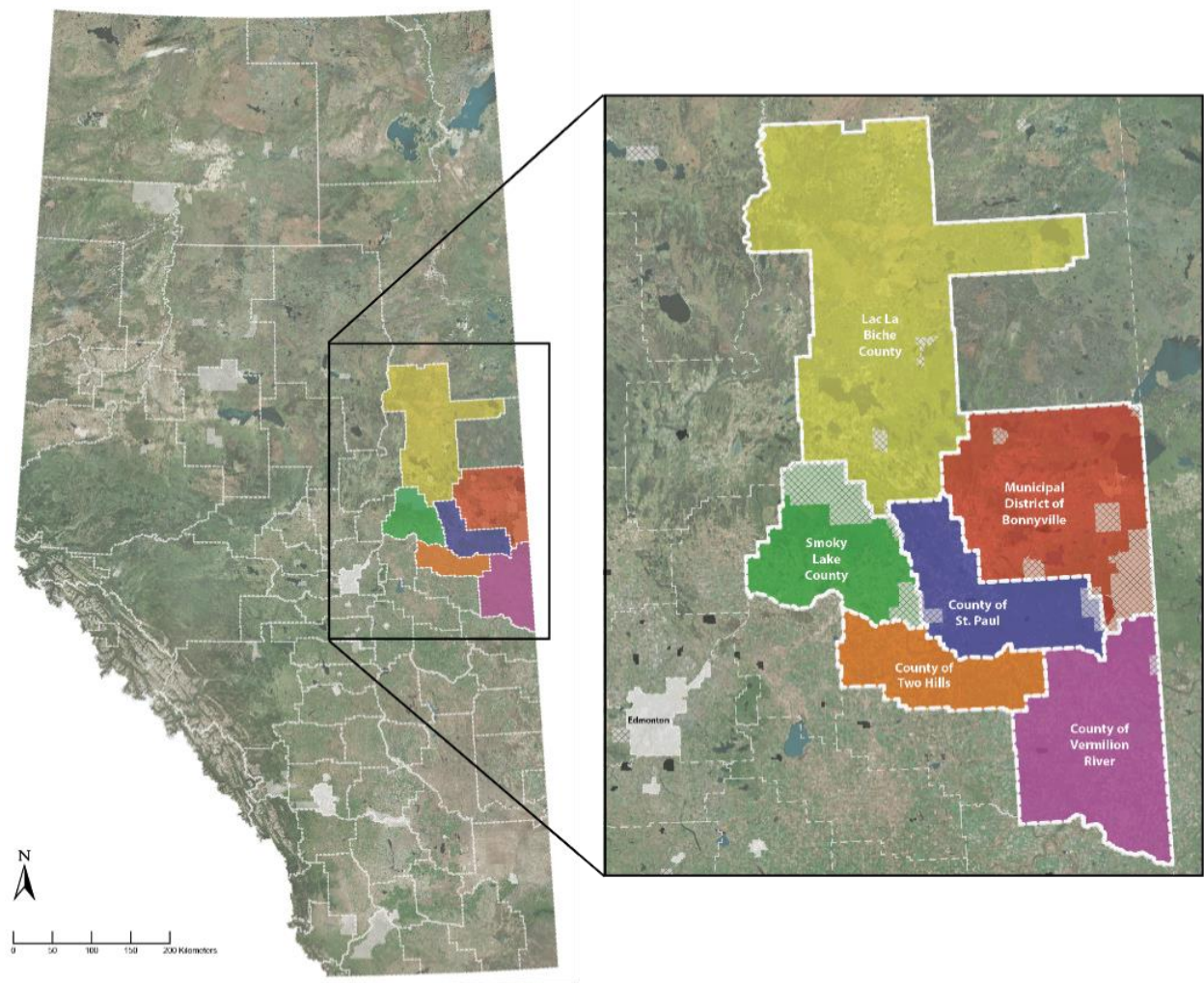


Figure 1: Regional Context Map

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**
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- **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 6,468 people (2017 Municipal 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.*

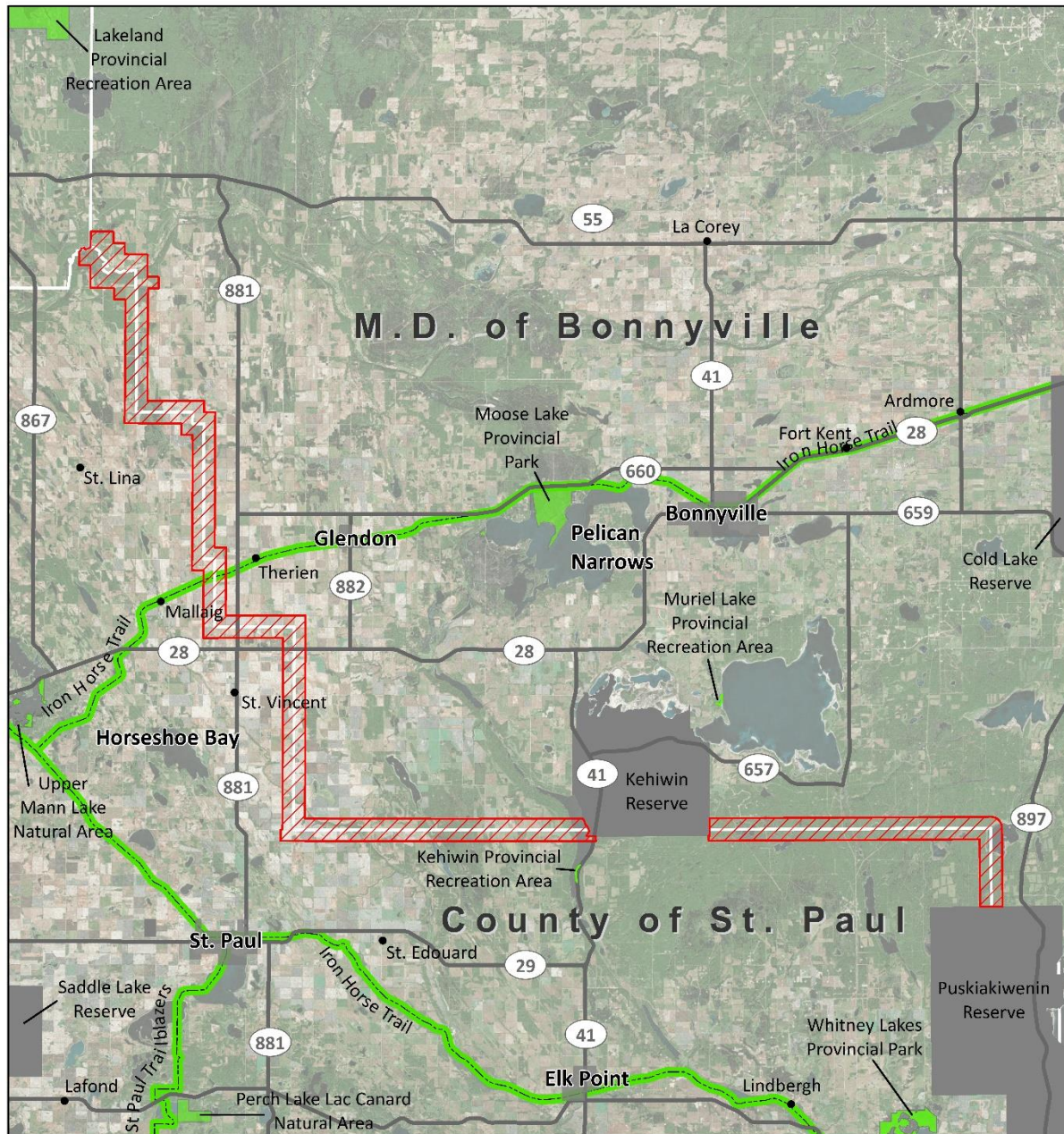
#### 3.1.1. Objective

- (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.*

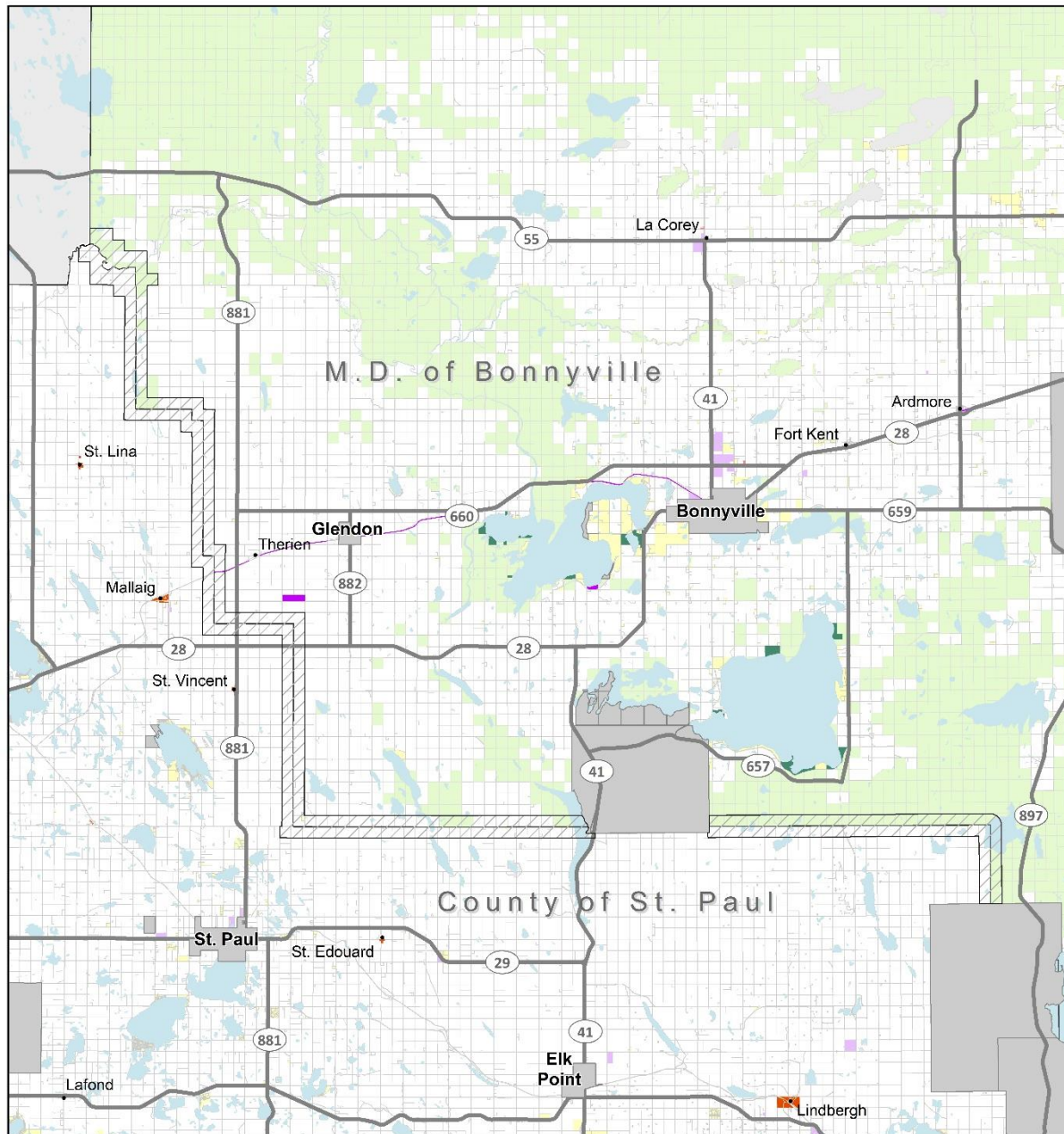
#### **3.2.1. Objective**

- (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

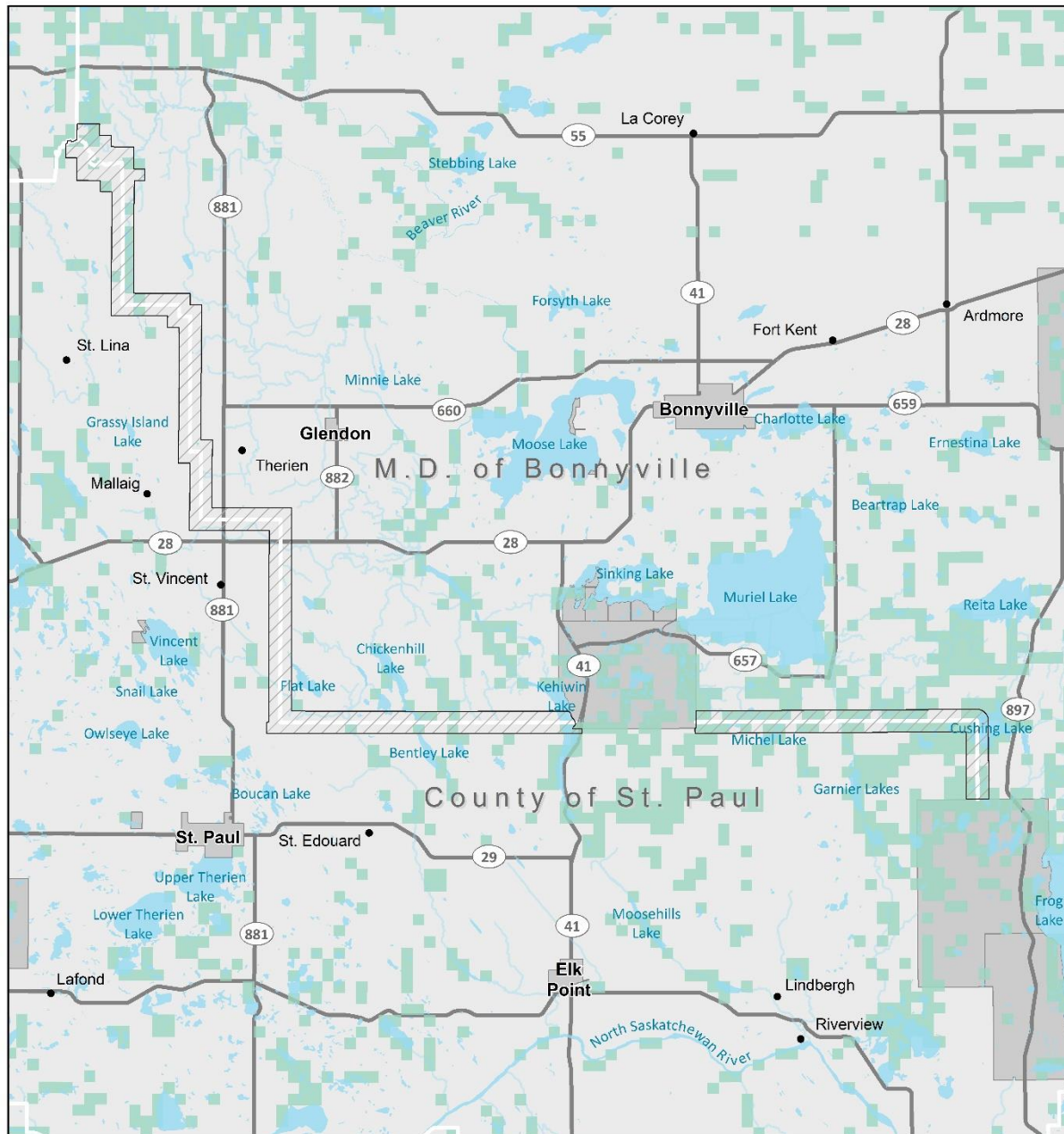
- (1) To promote environmental stewardship in the region.
- (2) To protect the long-term health of the watershed and water bodies.

#### 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.*

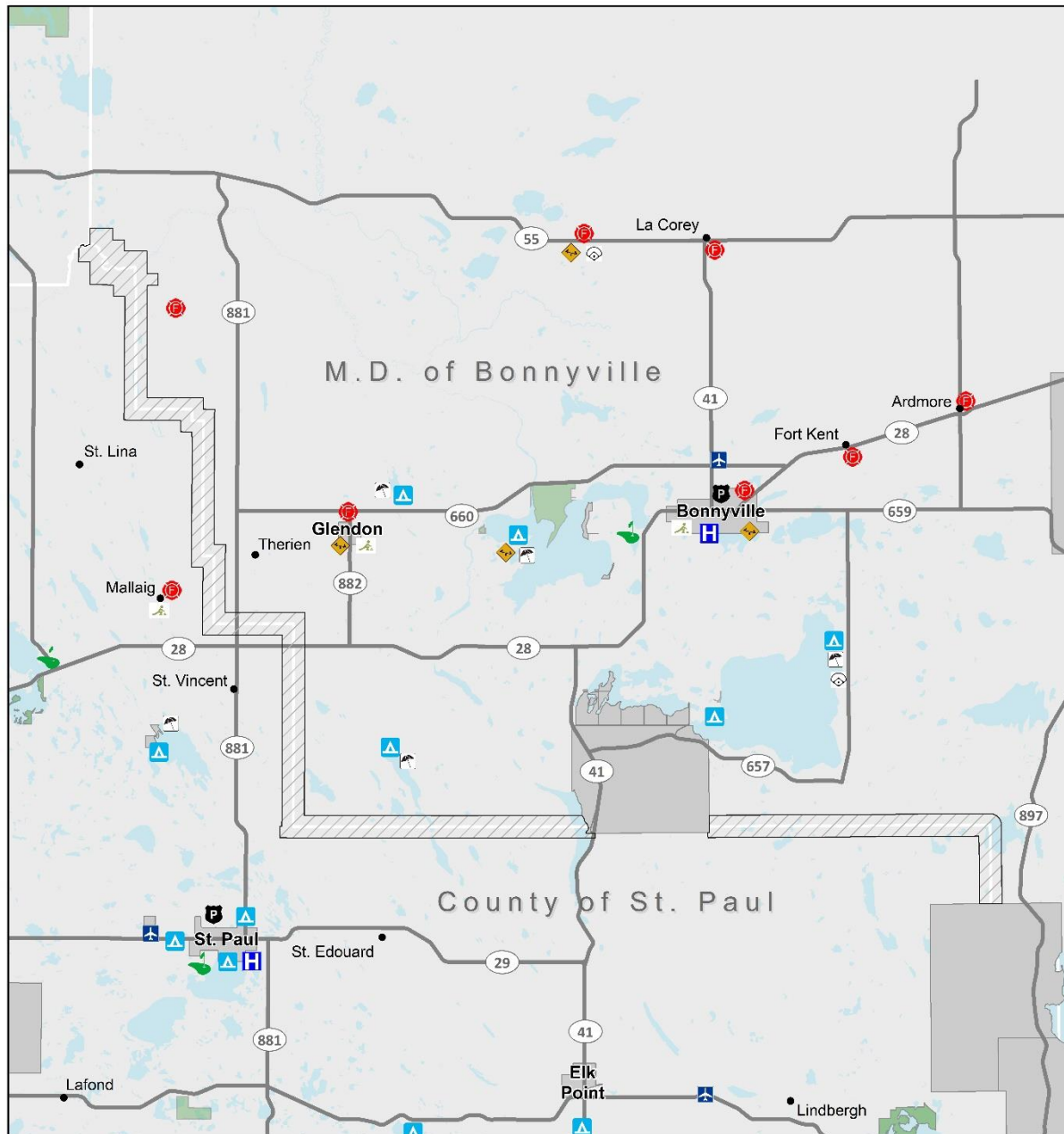
#### 3.4.1. Objective

- (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, may 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

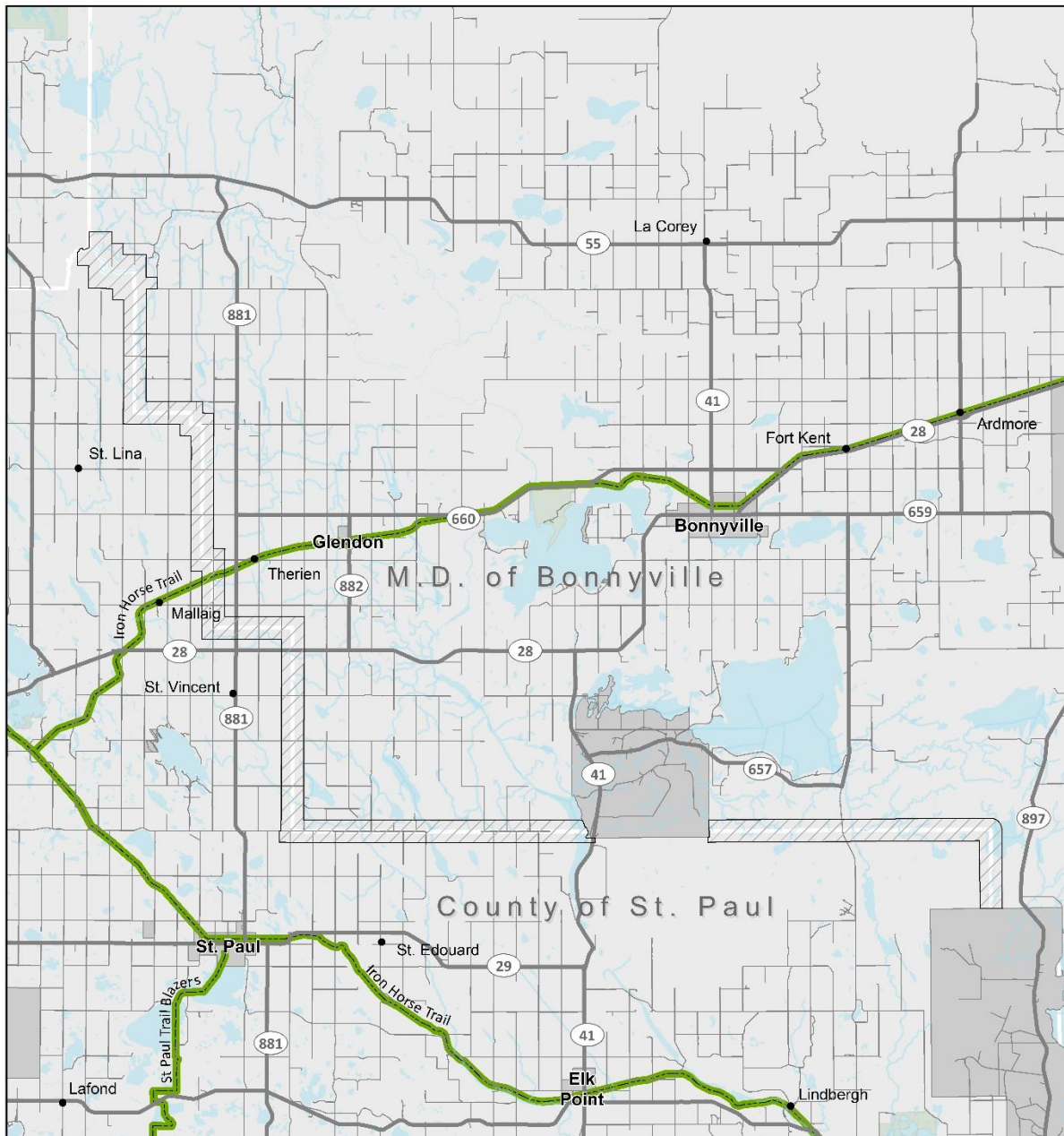
- (1) To enhance the transportation network's efficiency and service provision standards.

#### 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).*

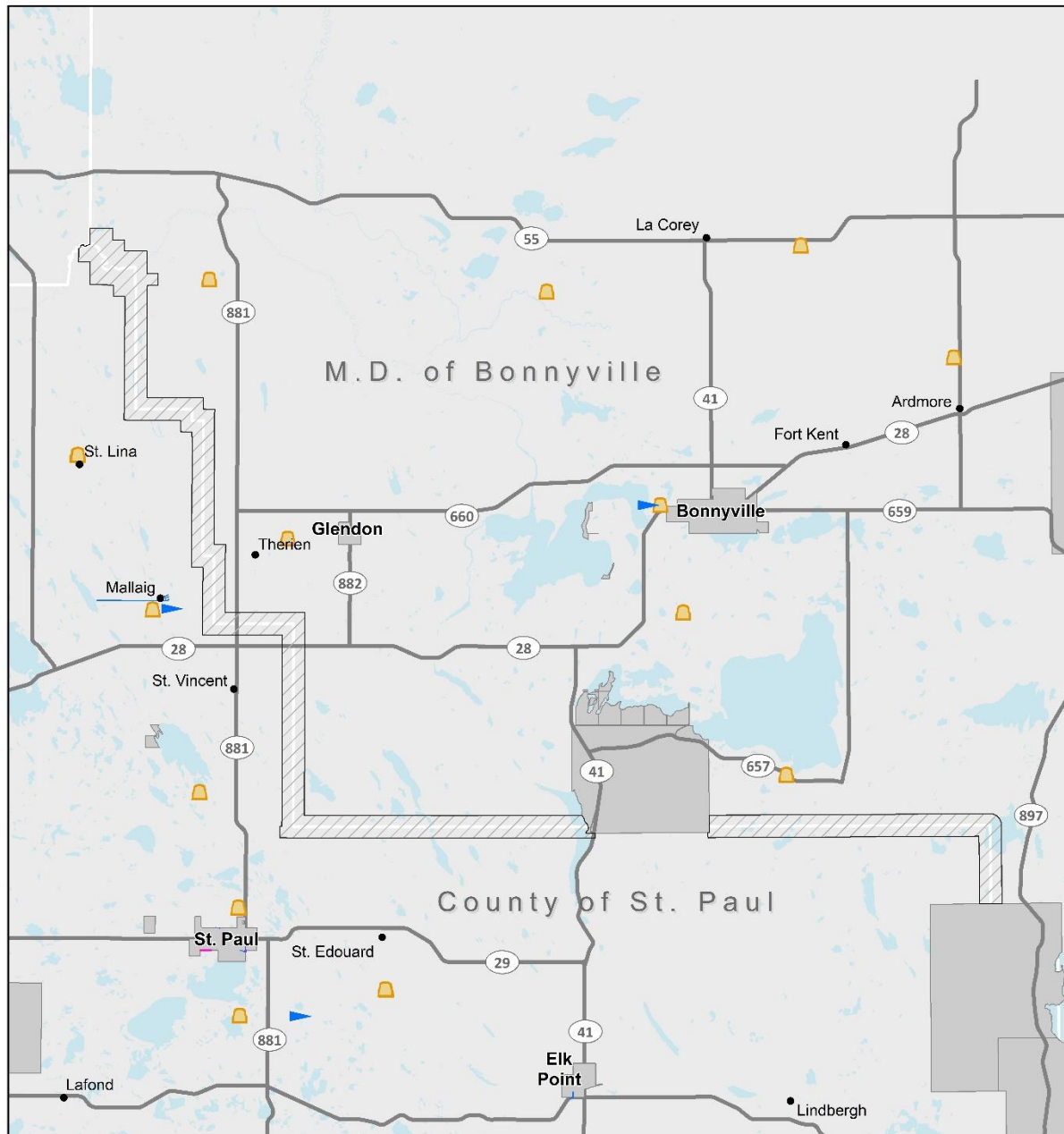
#### 3.6.1. Objective

- (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.

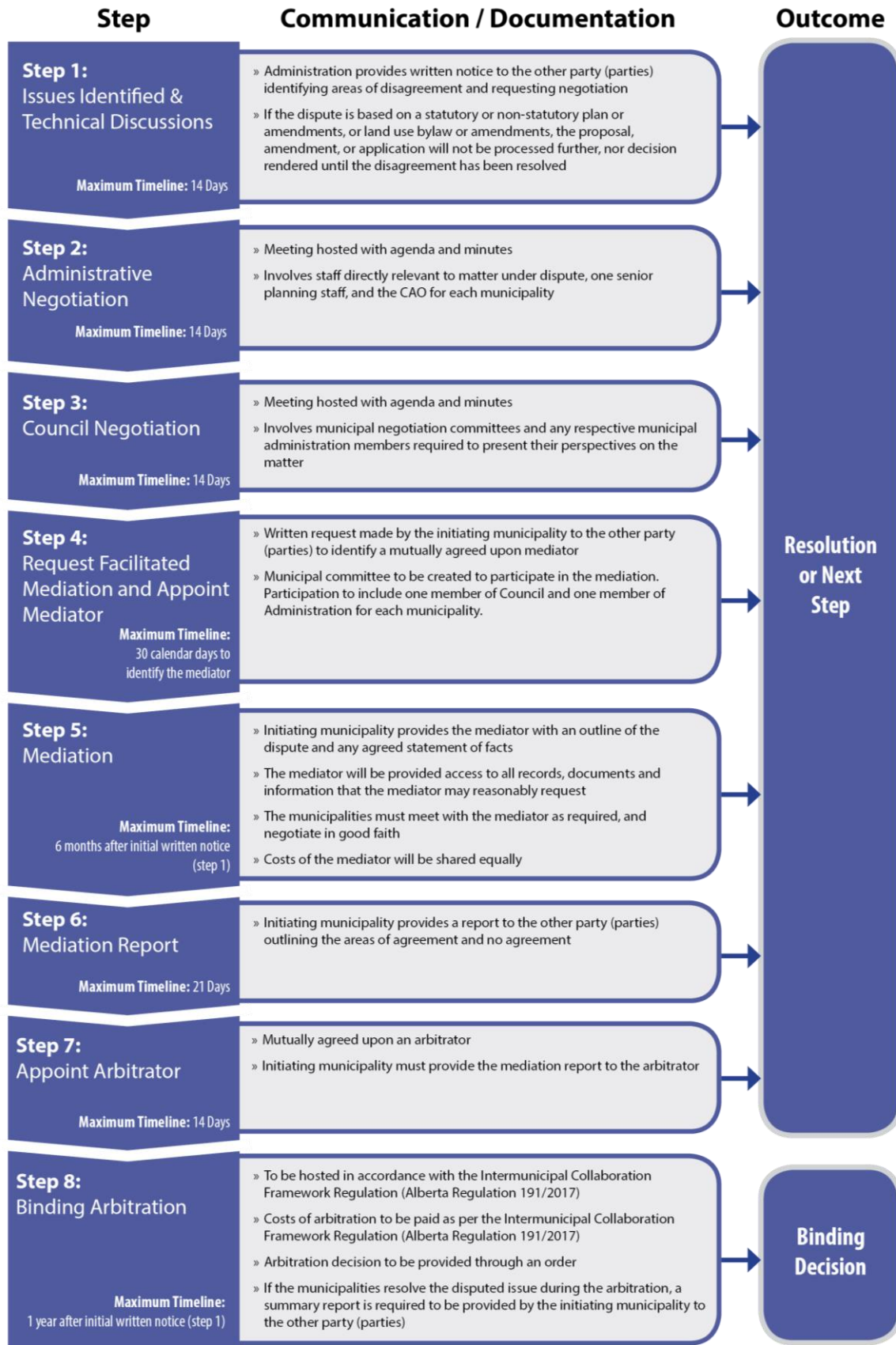


Figure 2: Dispute Resolution Framework





## 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 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

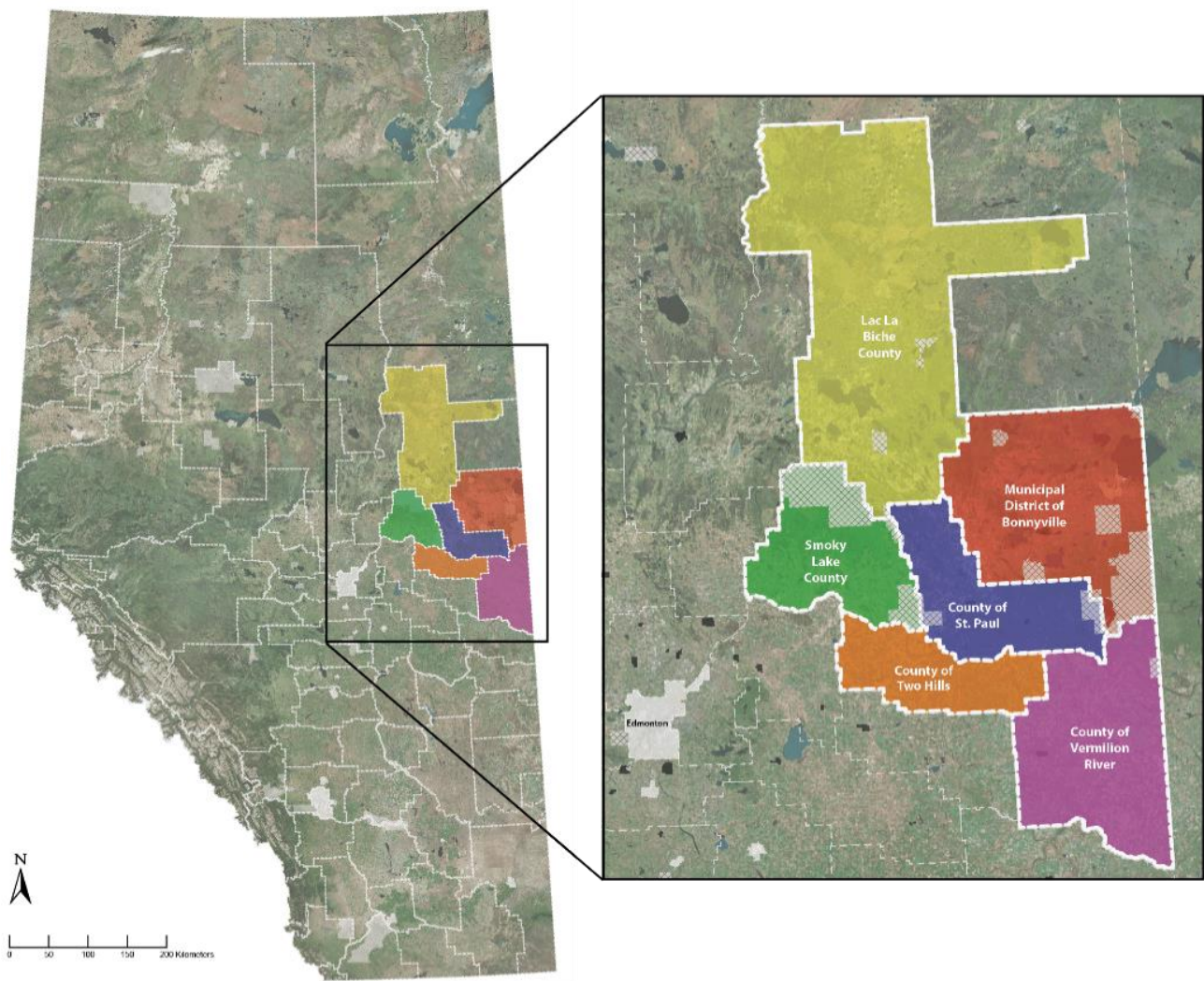


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The partners' shared borders are expansive, yet have significant common features including being rural, largely agricultural in land use, and sharing ecological, utility and transportation features.

## **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;

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- (3) Address the transportation systems;
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### 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 6,468 people (2017 Municipal 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.*

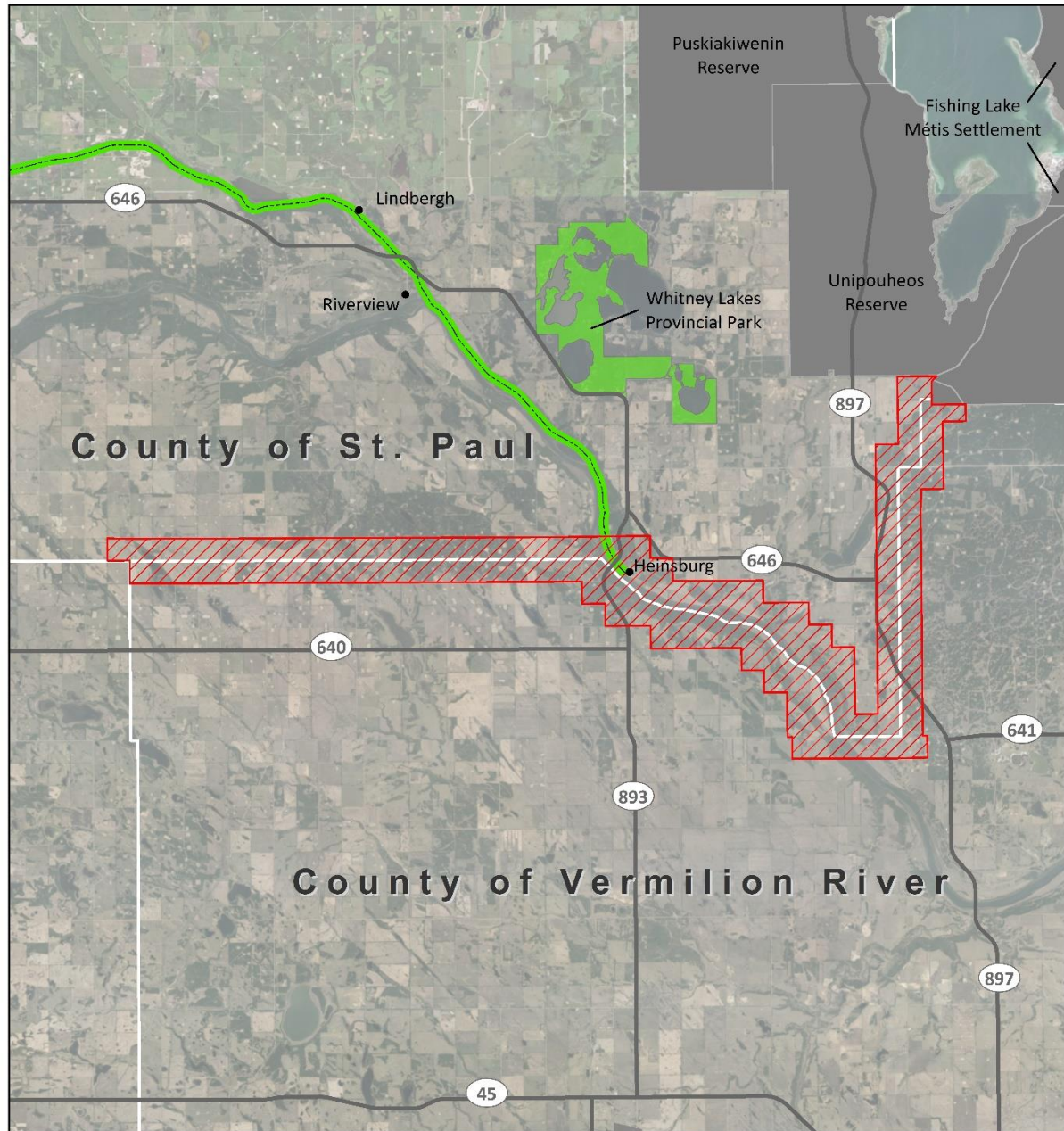
#### 3.1.1. Objective

- (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

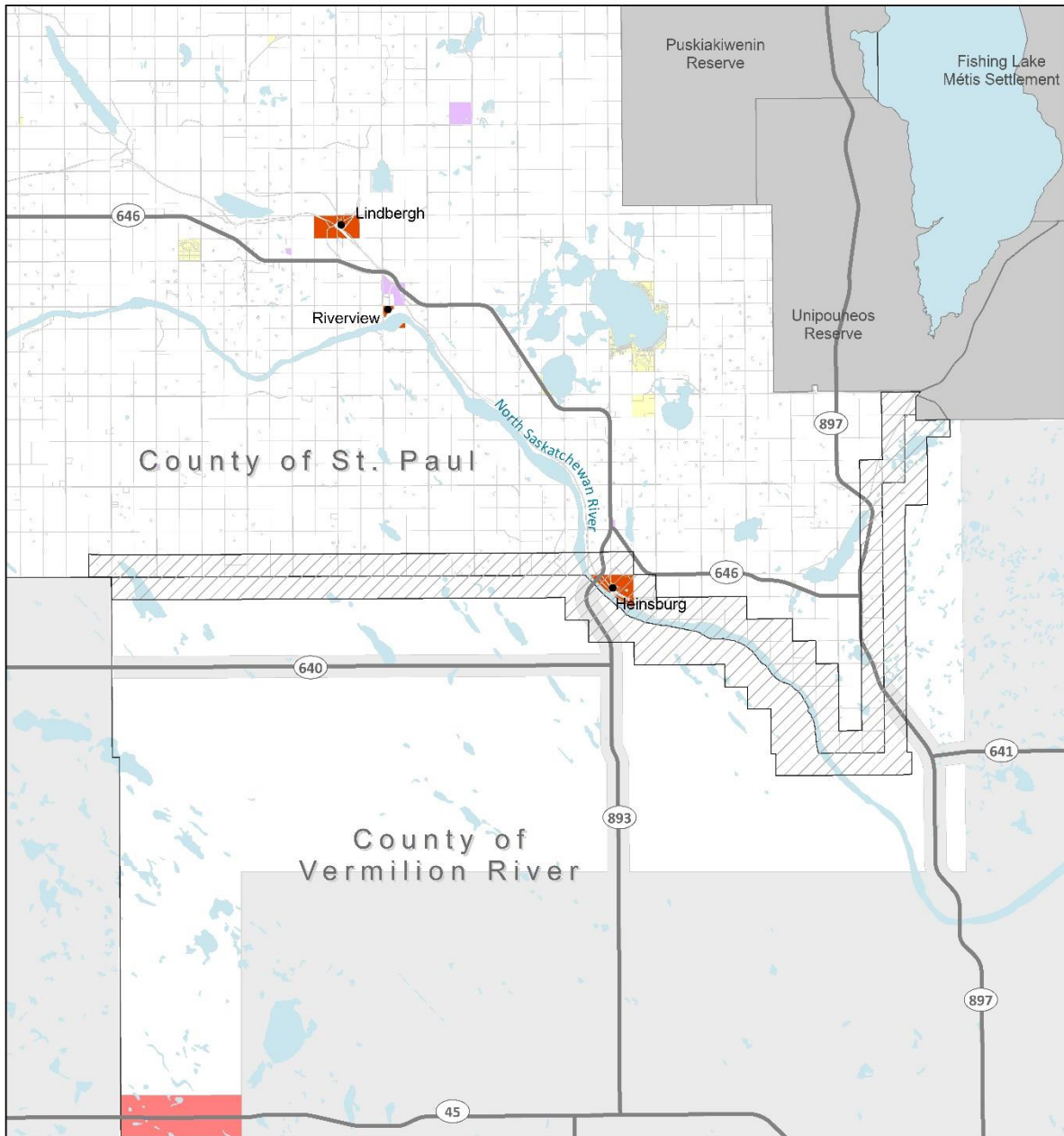
- (1) To respect the rural character of the Plan Area and to preserve both agricultural lands and significant natural environmental features.

### 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.*

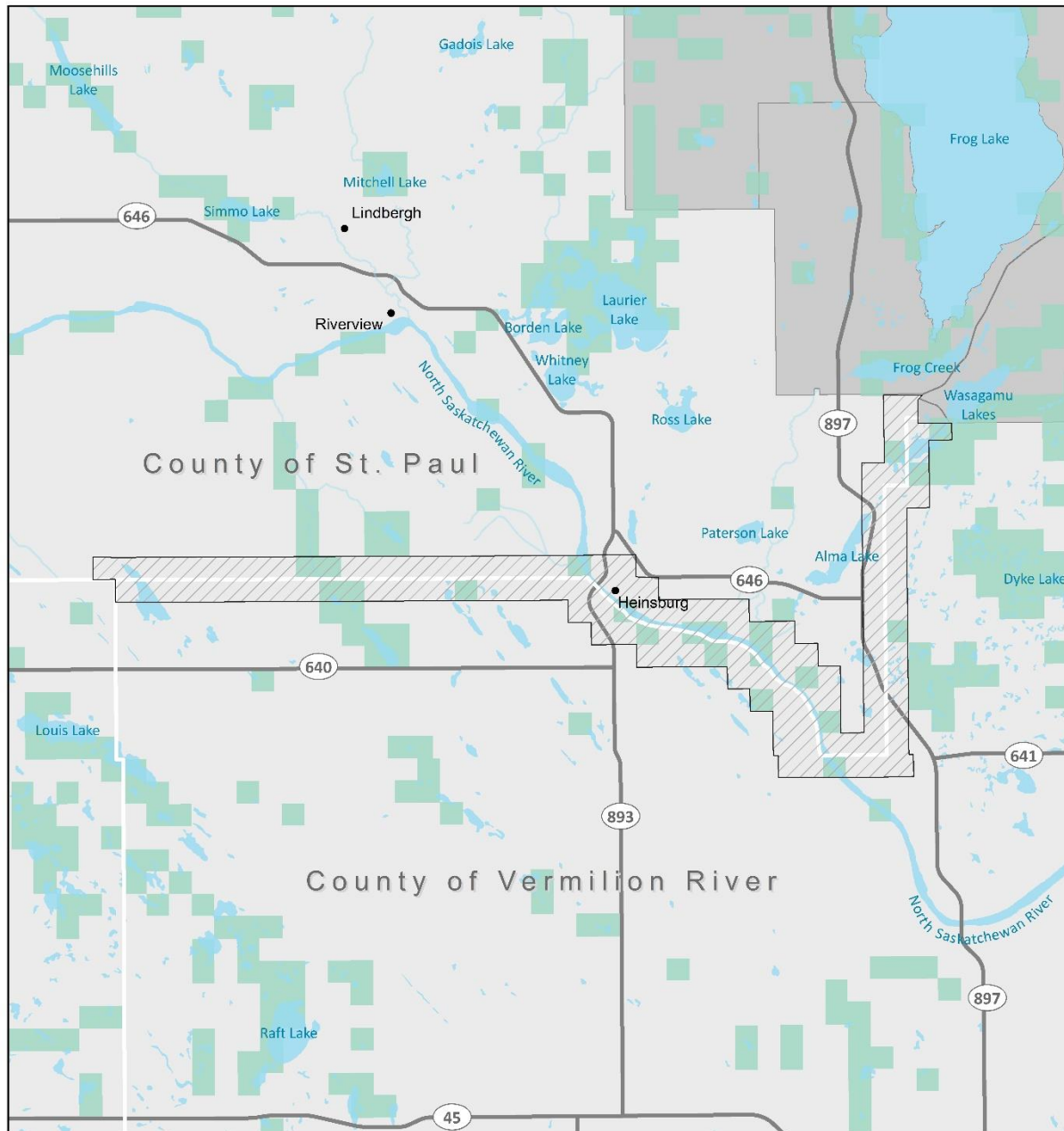
#### 3.3.1. Objective

- (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).*

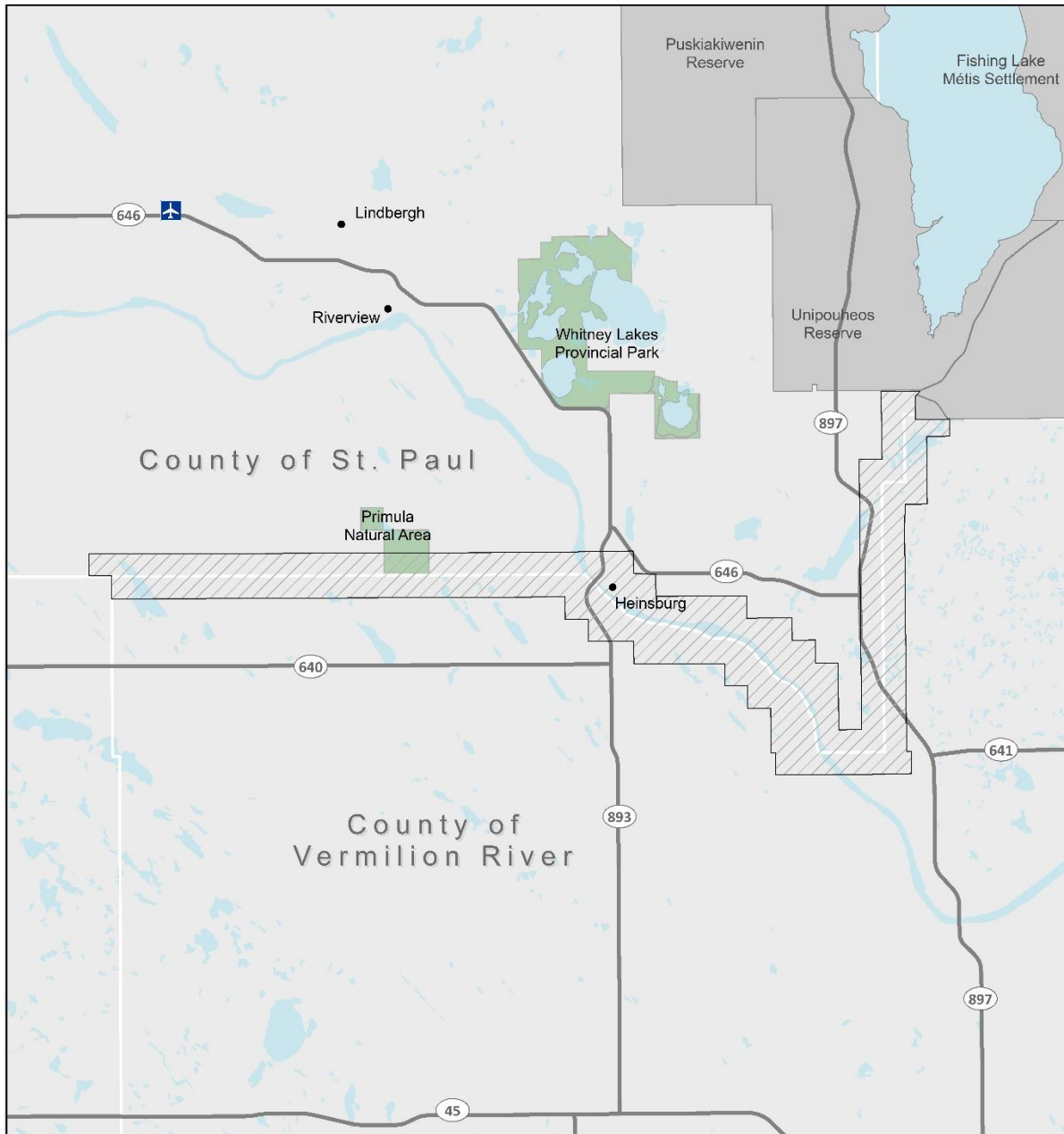
#### 3.4.1. Objective

- (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, may 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                 |  Hamlet   |
|  Airport                   |  Urban Municipalities, Reserves and Settlements |
|  Parks and Protected Areas |  Municipal Boundary                             |
|  Arterial Roads            |  |

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

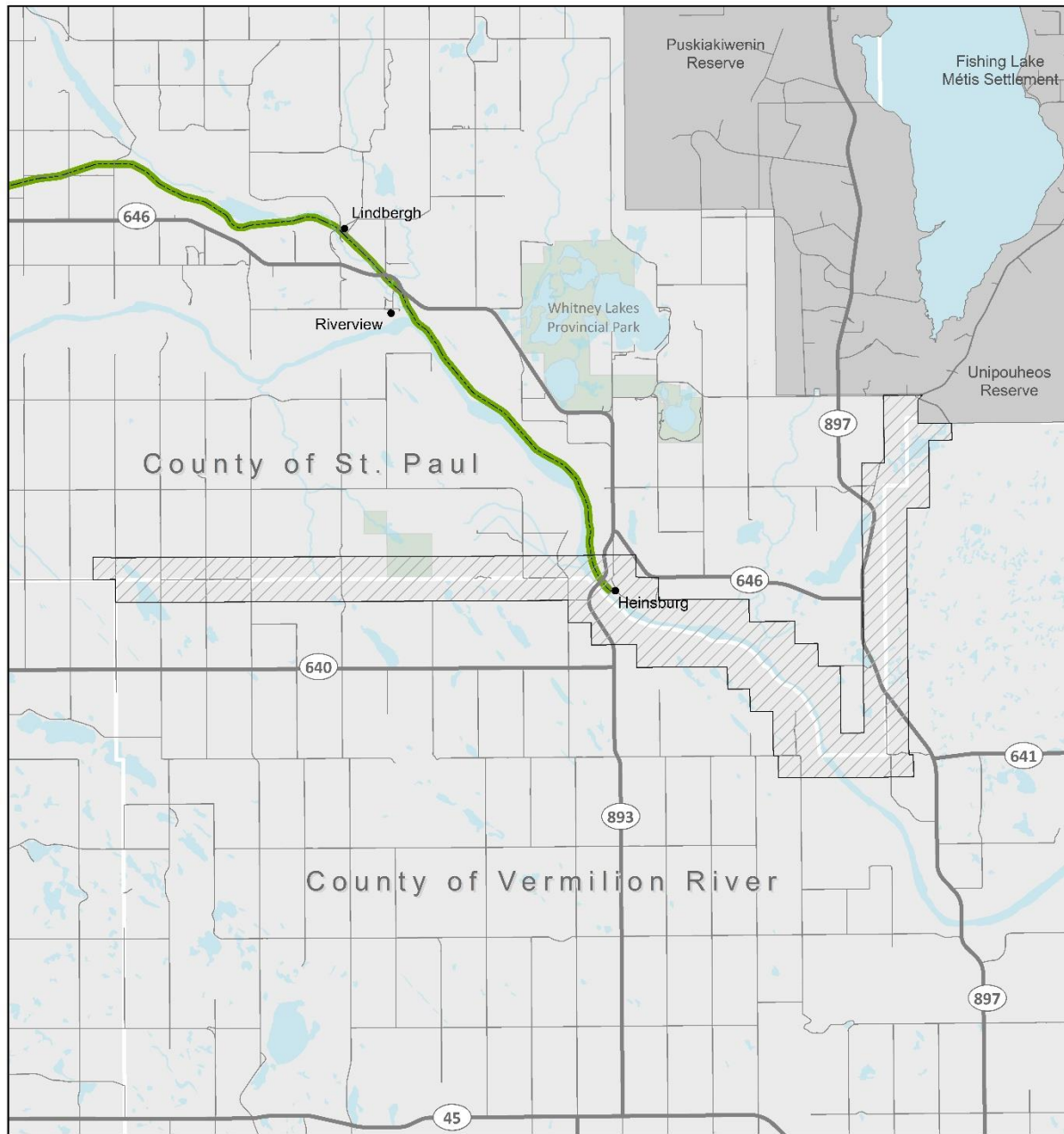
- (1) To enhance the transportation network's efficiency and service provision standards.

#### 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).*

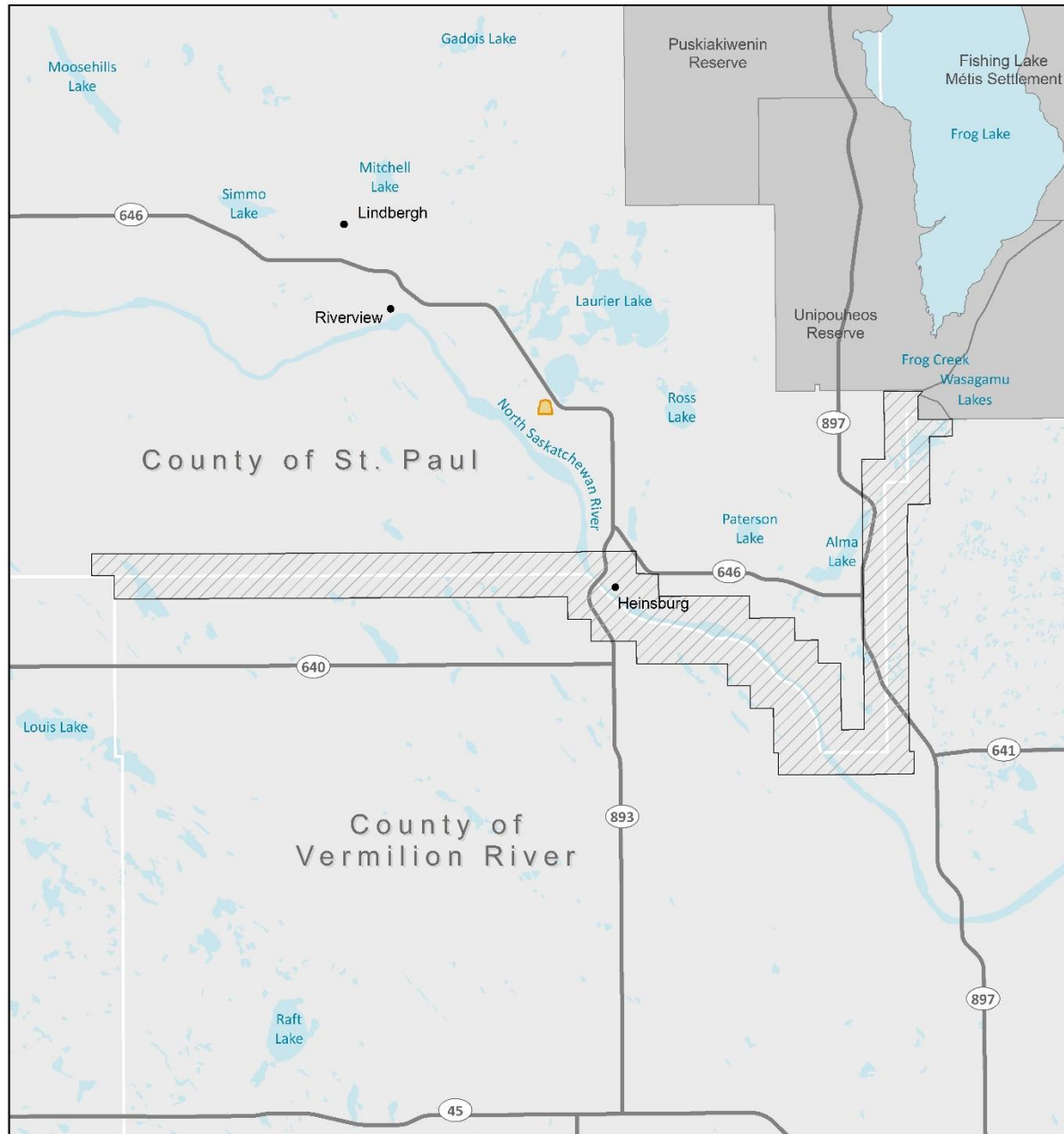
#### 3.6.1. Objective

- (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**

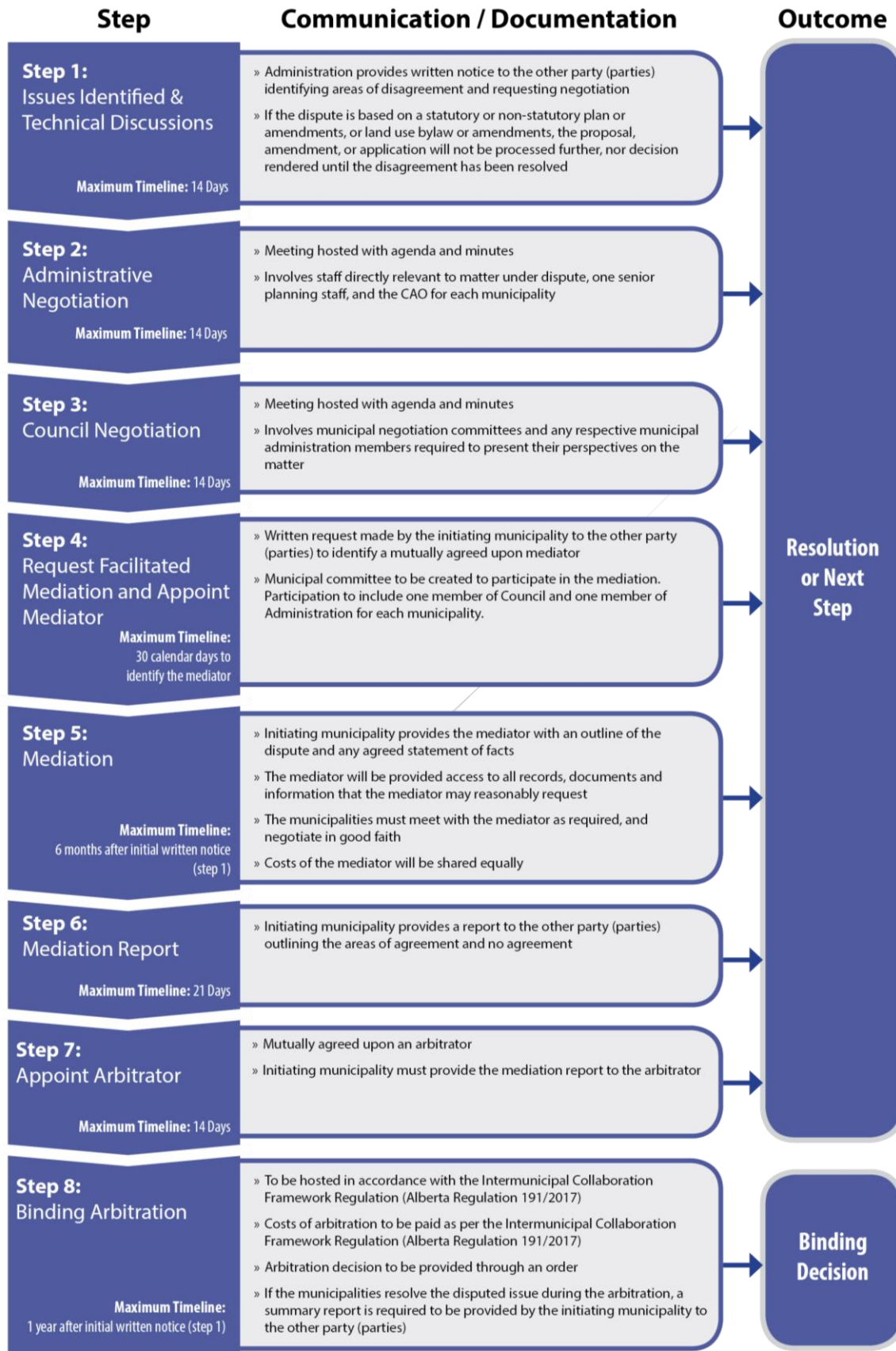
- (1) The IDP will be reviewed by the Rural Intermunicipal Development Plan Committee within 3 years of adoption, and will make recommendations to the formal IDP Review process that will occur within 4 years after adoption.
- (2) Should the North Saskatchewan Regional Plan be adopted prior to the IDP 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*



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



Cover Image Credits:

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.

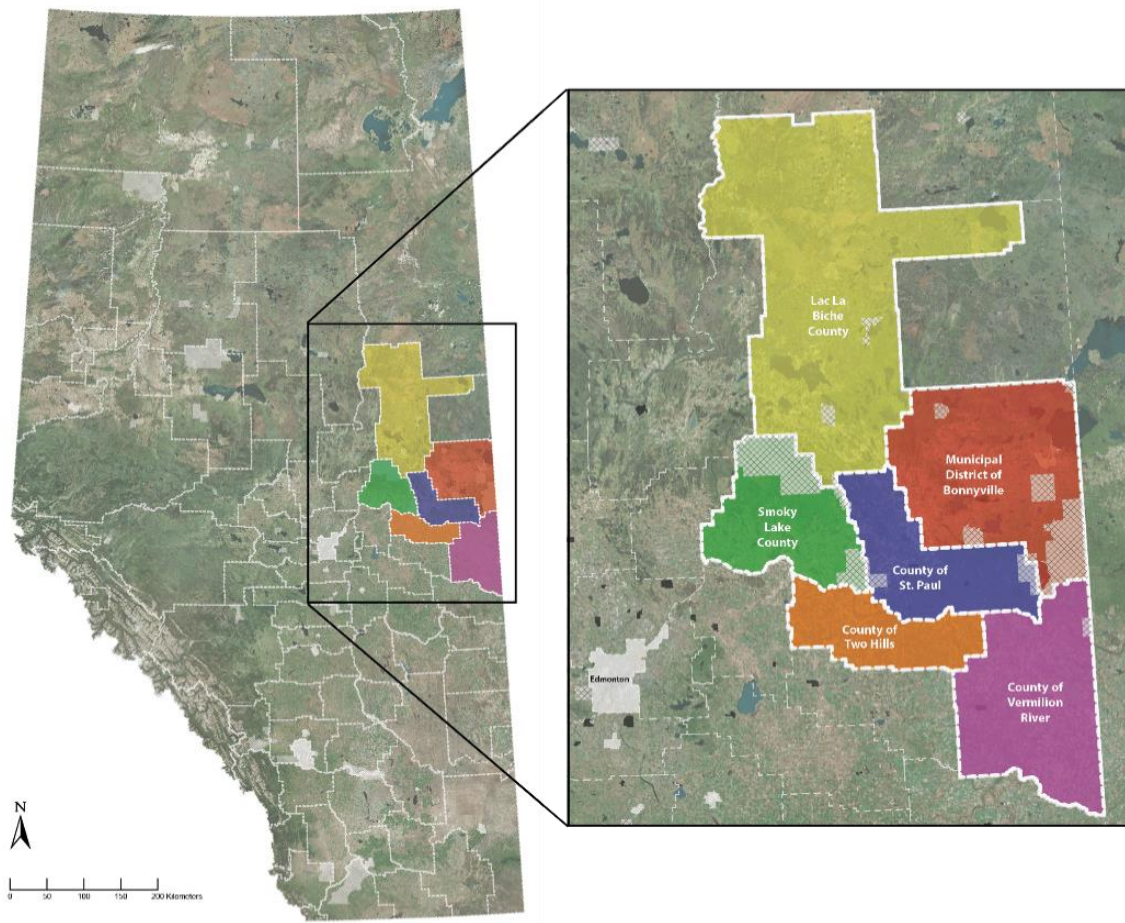


Figure 1: Regional Context Map

## **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.

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### **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.

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**“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 6,468 people (2017 Municipal 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.*

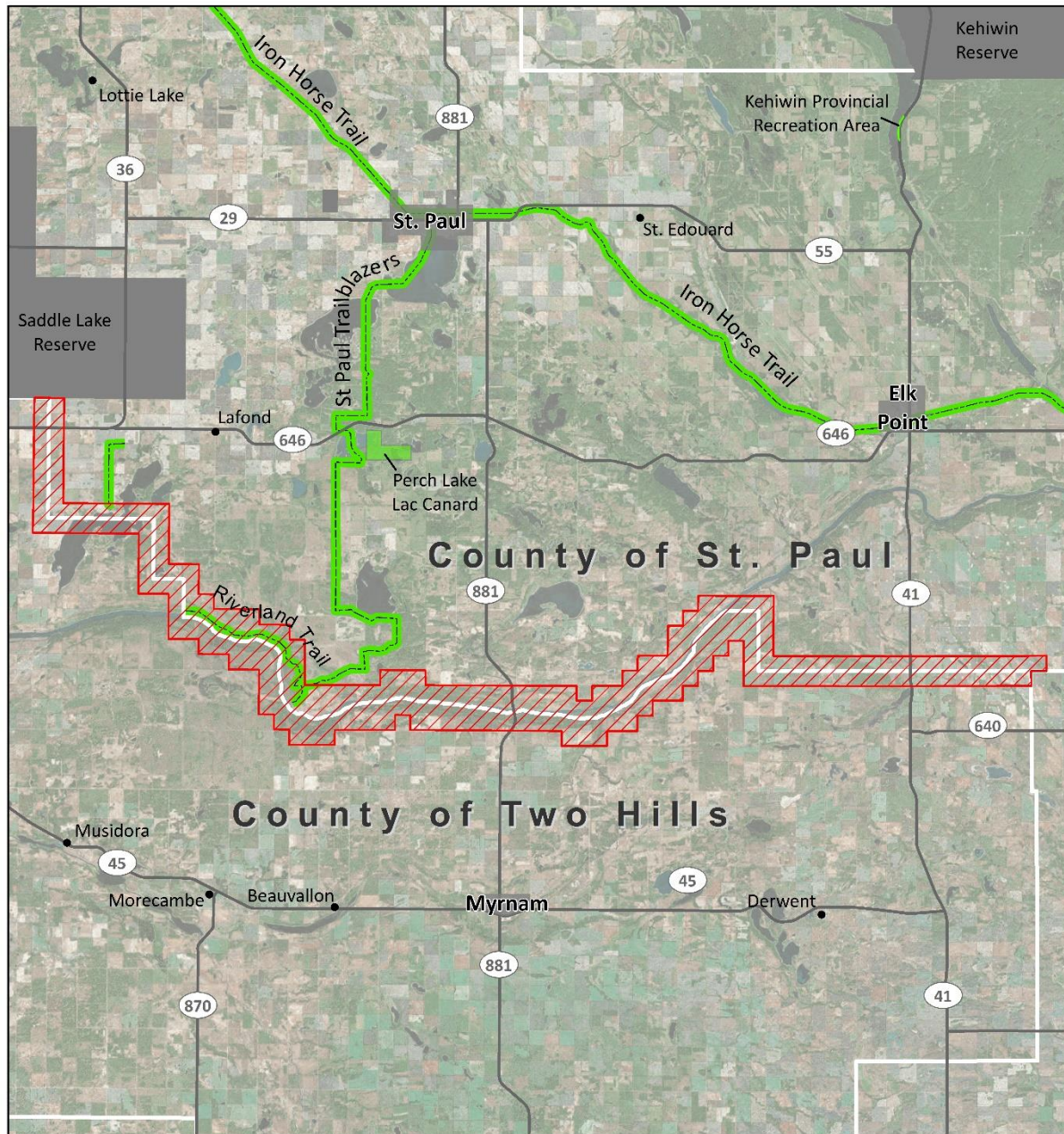
#### 3.1.1. Objective

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

#### 3.1.2. Policy

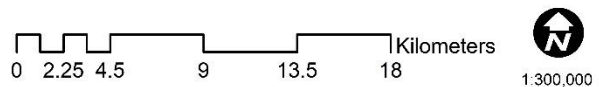
- (1) The County of St. Paul / County of Two Hills IDP encompasses all of the lands within 1 quarter section (0.5 miles) on both sides of the shared boundary as defined on Map 1. Lands within the adopted IDP area (known as the Plan Area) are subject to the IDP objectives and policies.

Map 1: Plan Area and Referral Area



### Legend

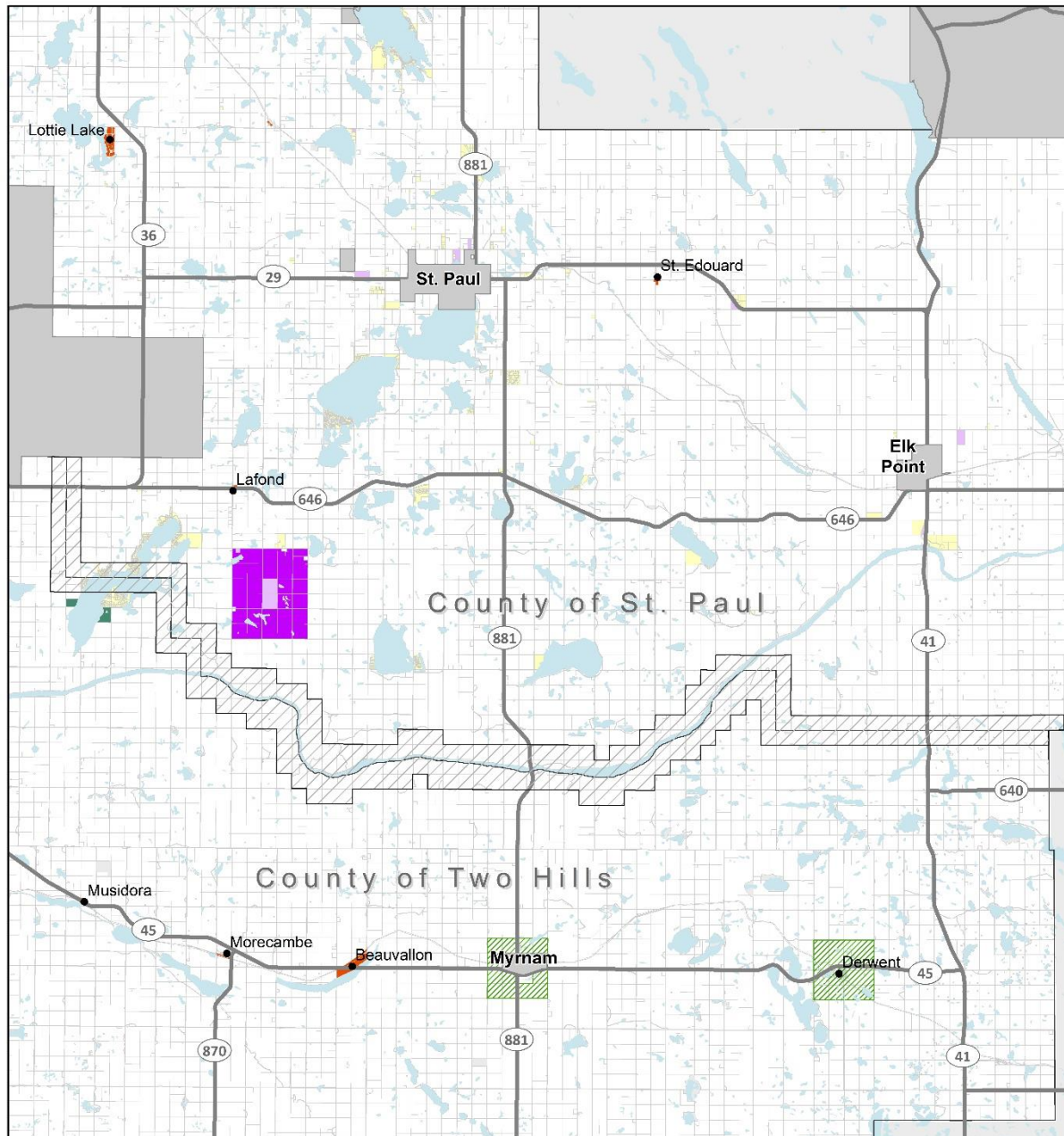
- Plan Area
- Urban Municipalities, Reserves and Settlements
- Hamlets
- Parks and Protected Areas
- Trails
- Arterial Roads



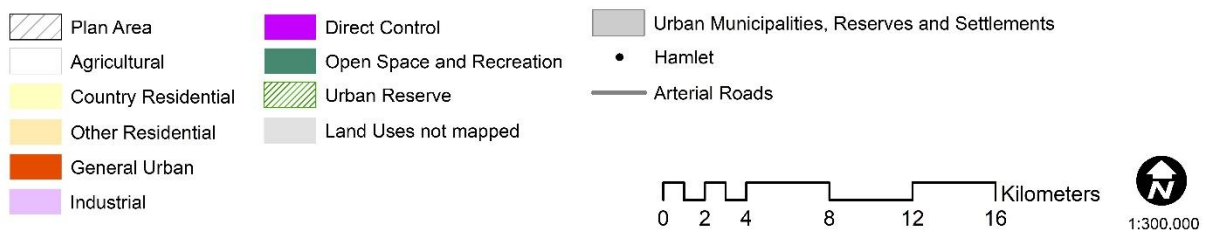




Map 2: Land Use



**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.

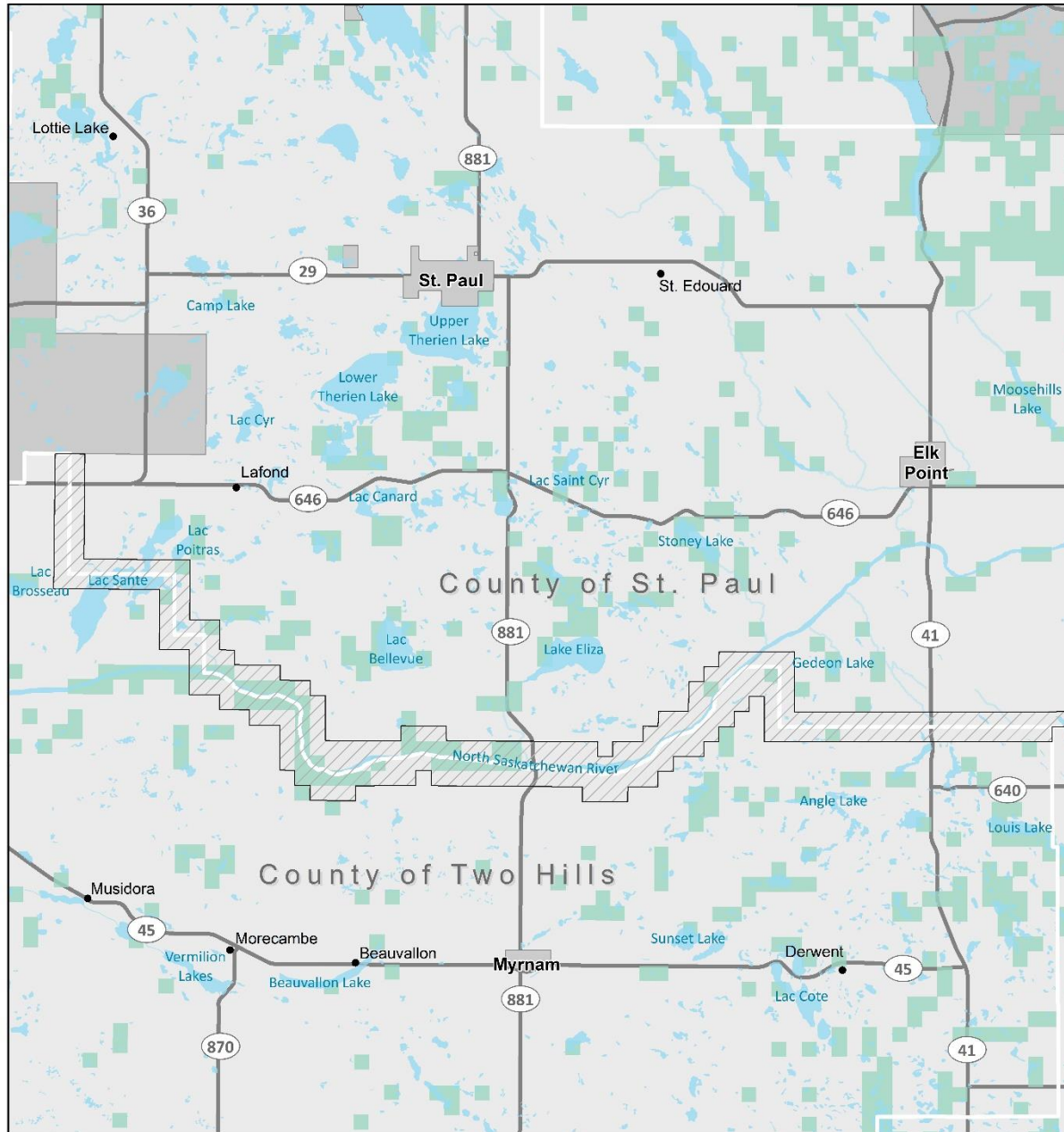
#### 3.3.2. Policy

- (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).*

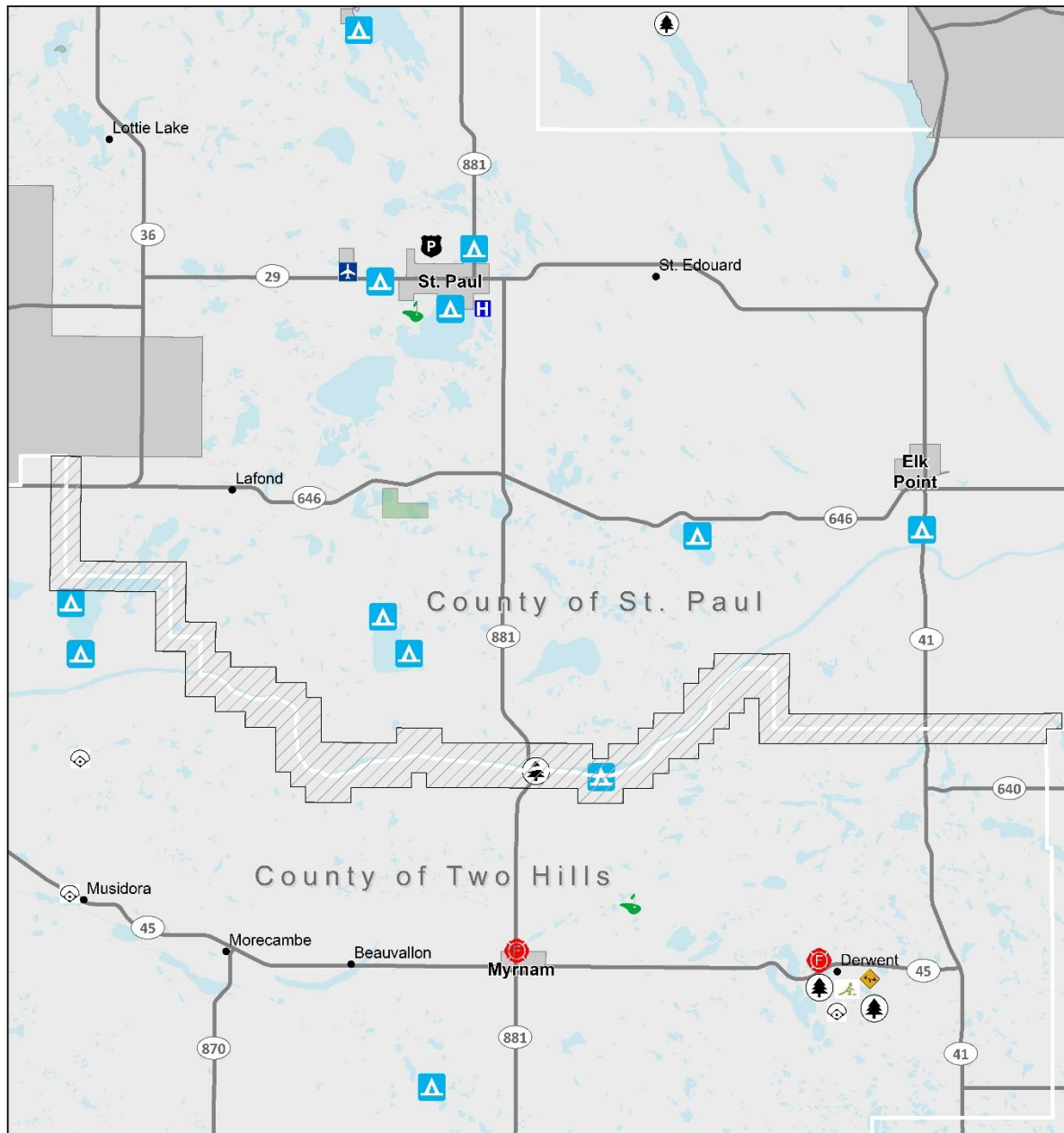
#### 3.4.1. Objective

- (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, may 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

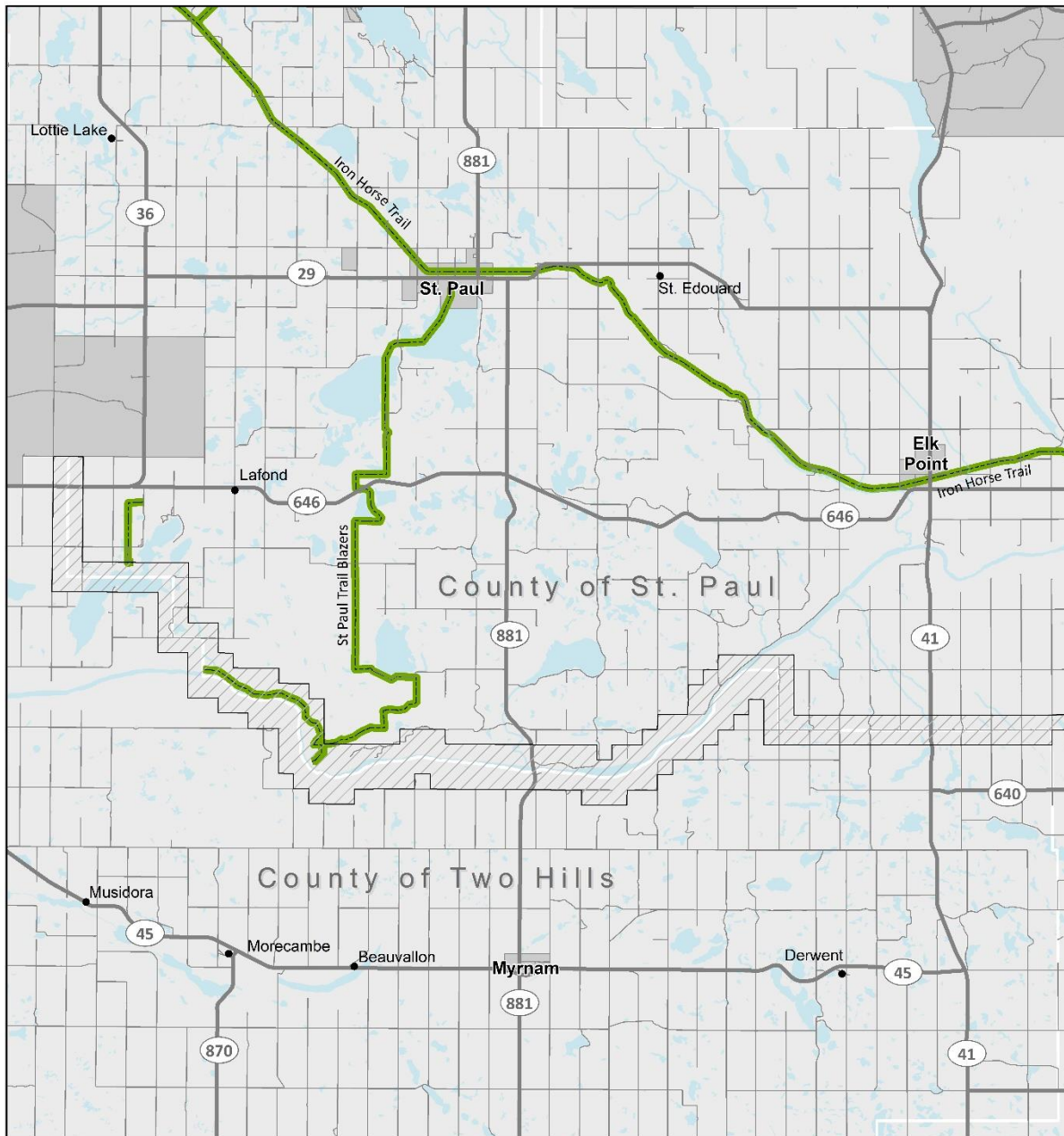
- (1) To enhance the transportation network's efficiency and service provision standards.

#### 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

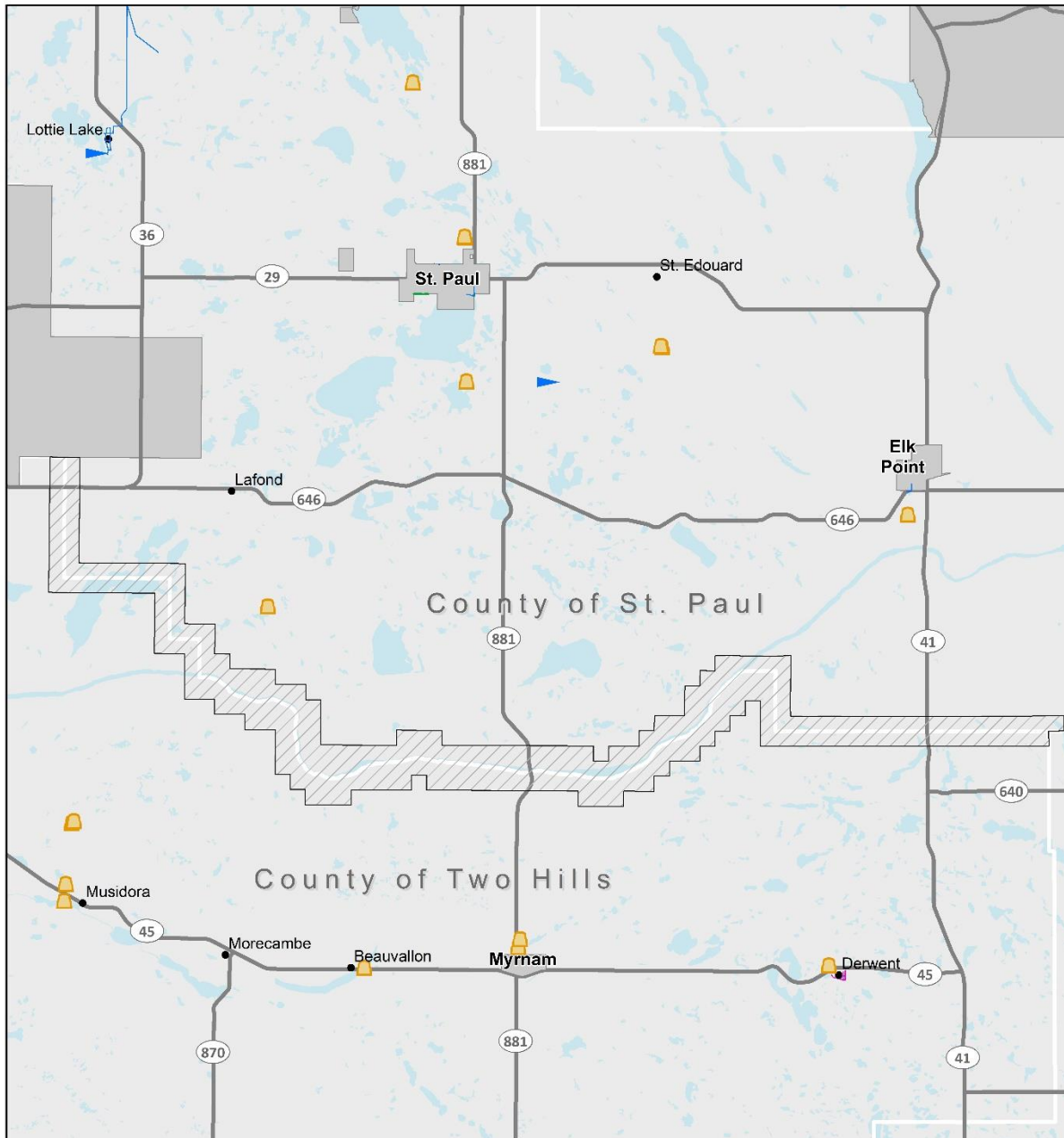
- (1) Where appropriate, to coordinate intermunicipal planning and provisions of infrastructure and community services.

#### 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 |  |                    |
- 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.

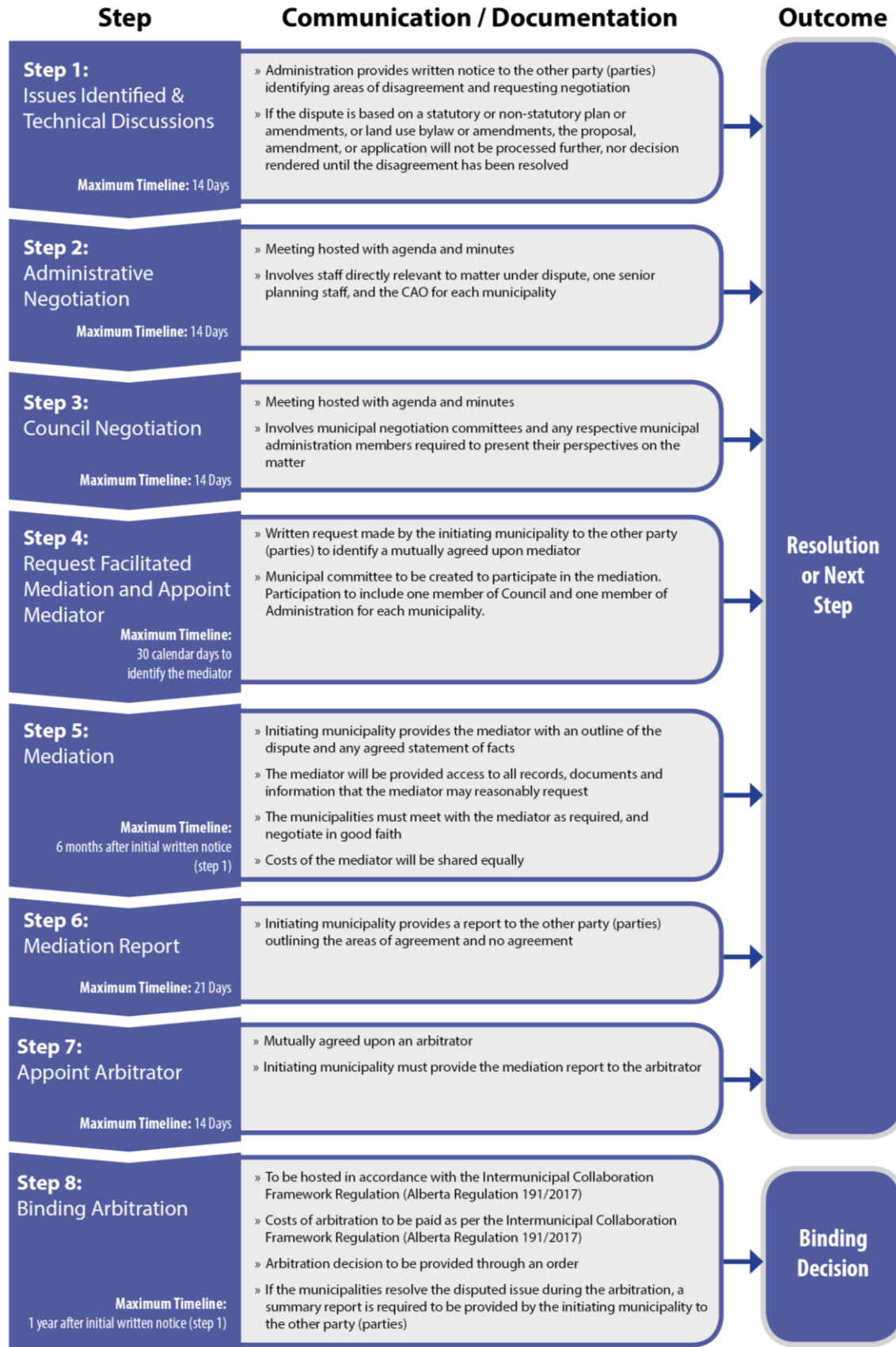


Figure 3: Dispute Resolution Framework





## 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.

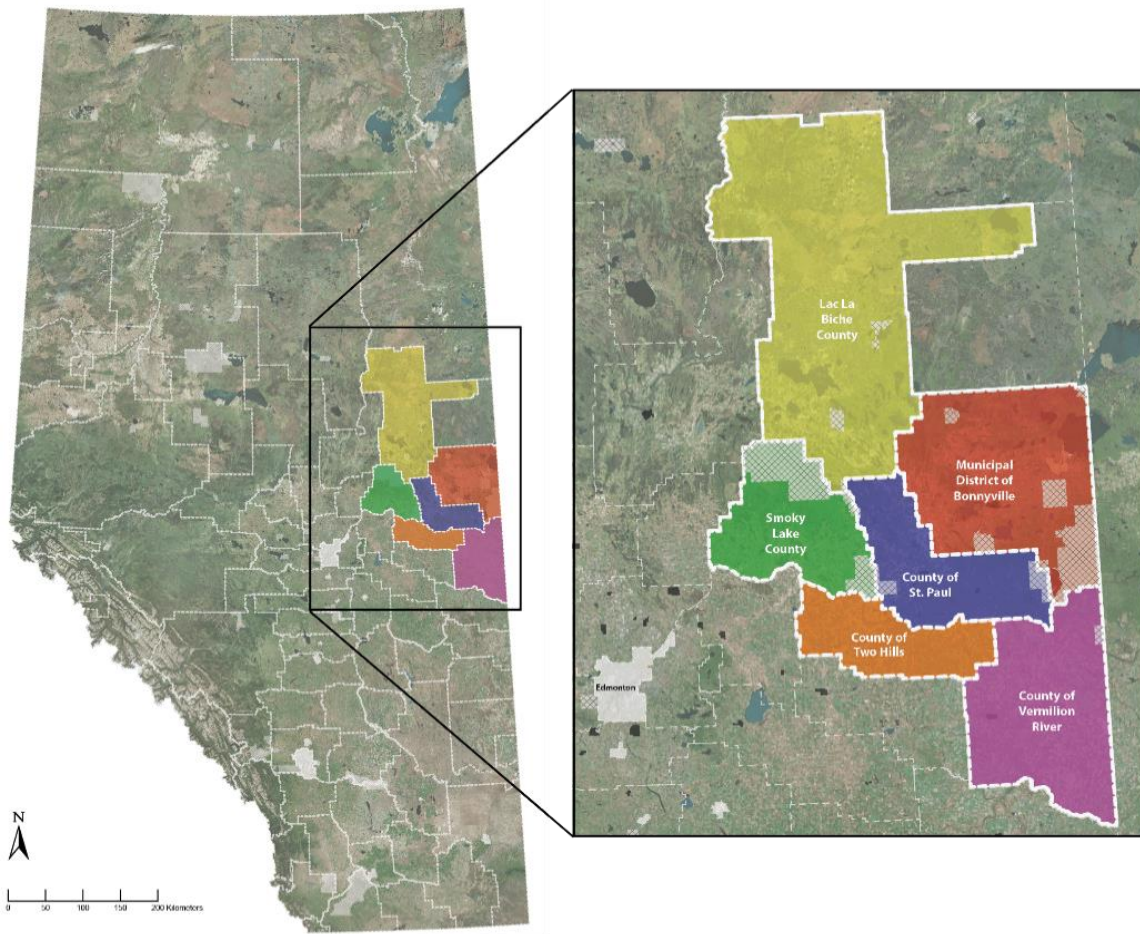


Figure 1: Regional Context Map

## **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.

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## 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 6,468 people (2017 Municipal 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.*

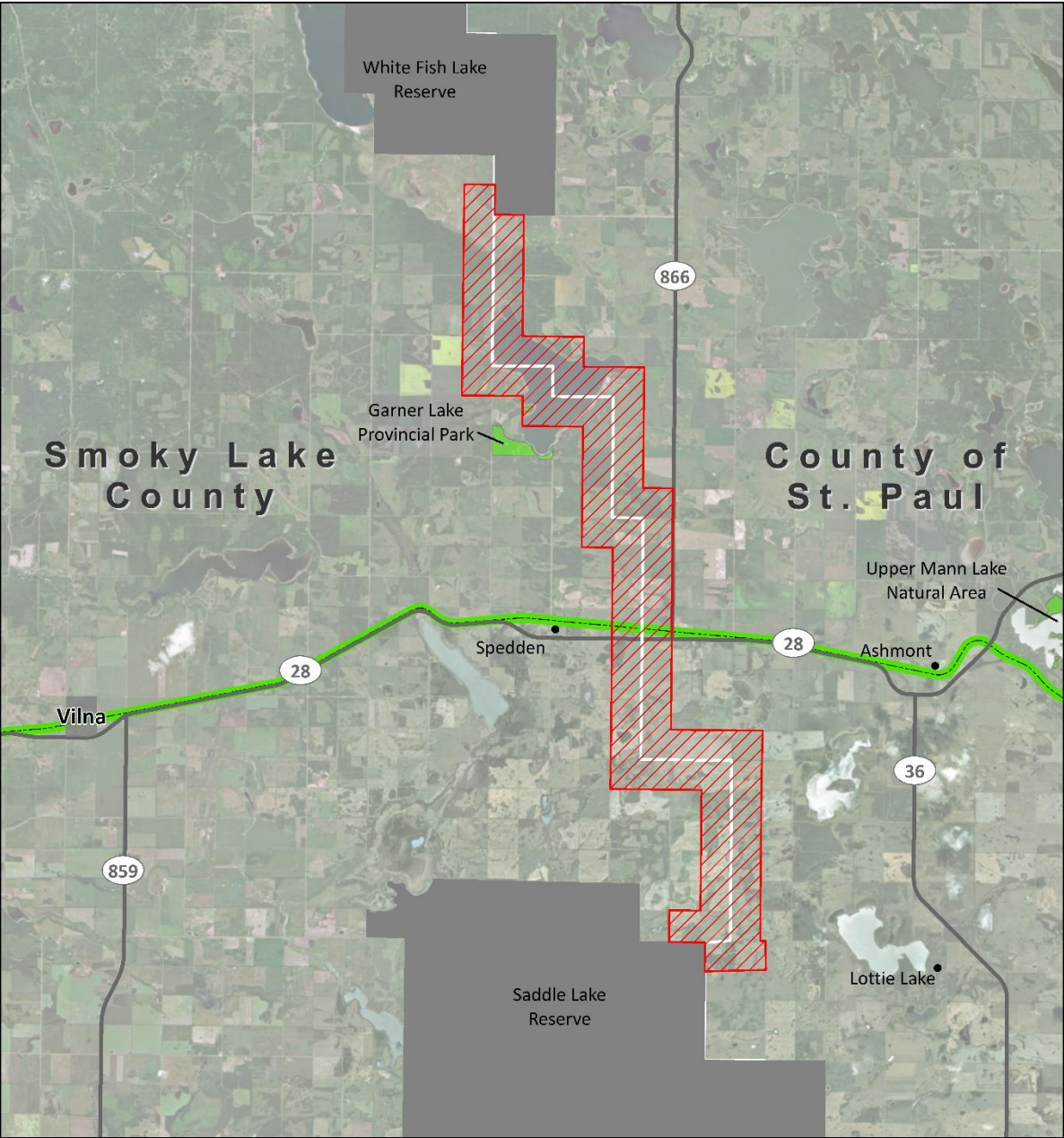
#### 3.1.1. Objective

- (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.

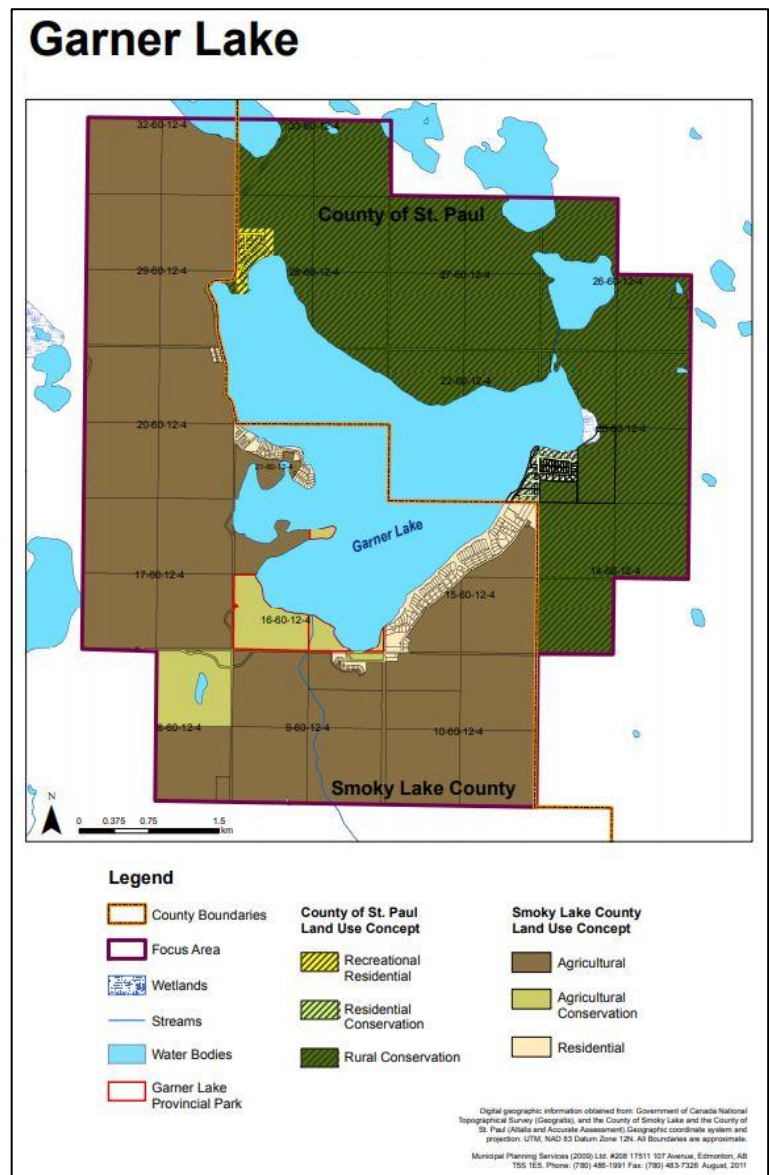
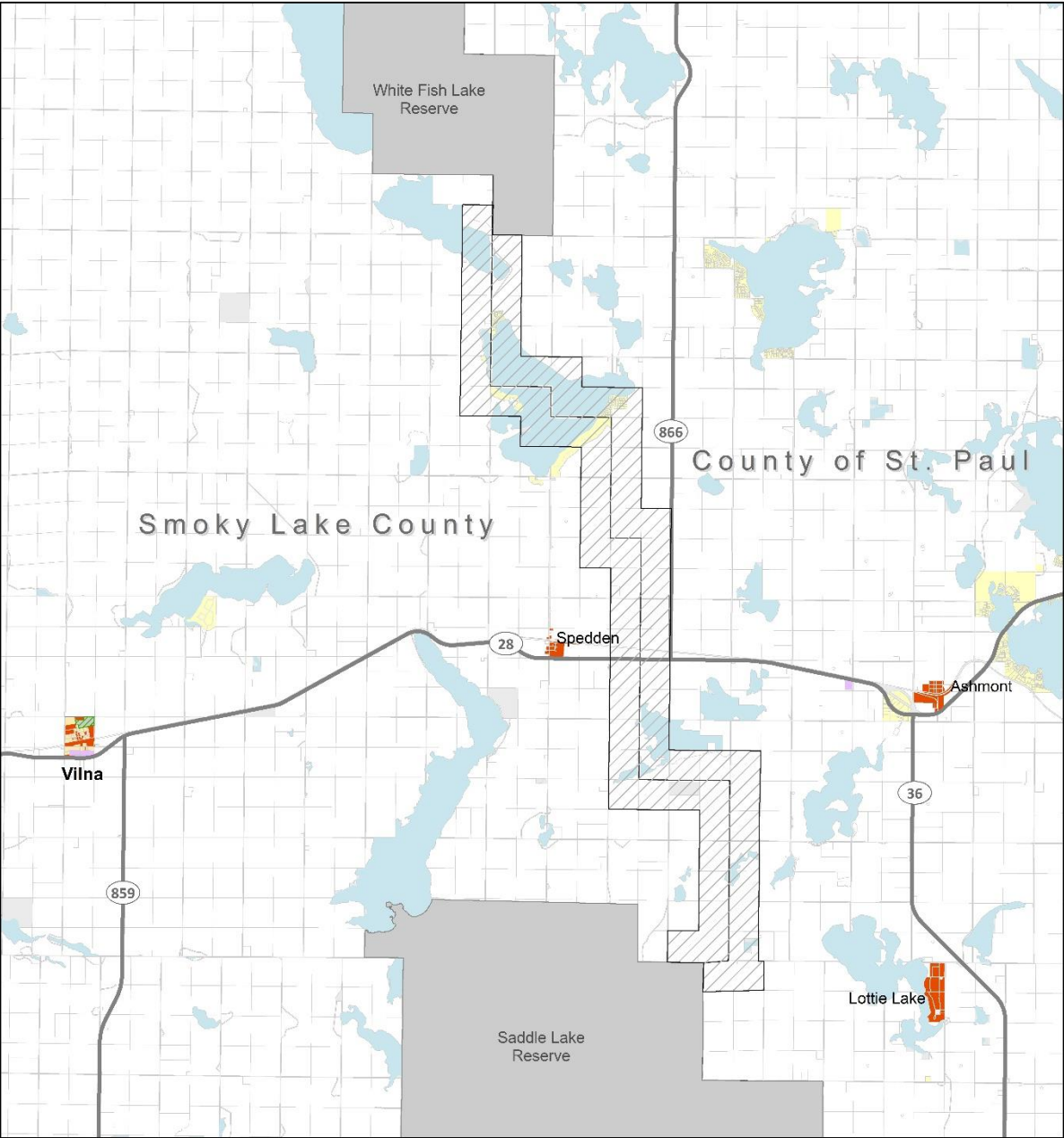


Figure 2: Garner Lake Area Structure Plan Future Land Use Concept Map



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

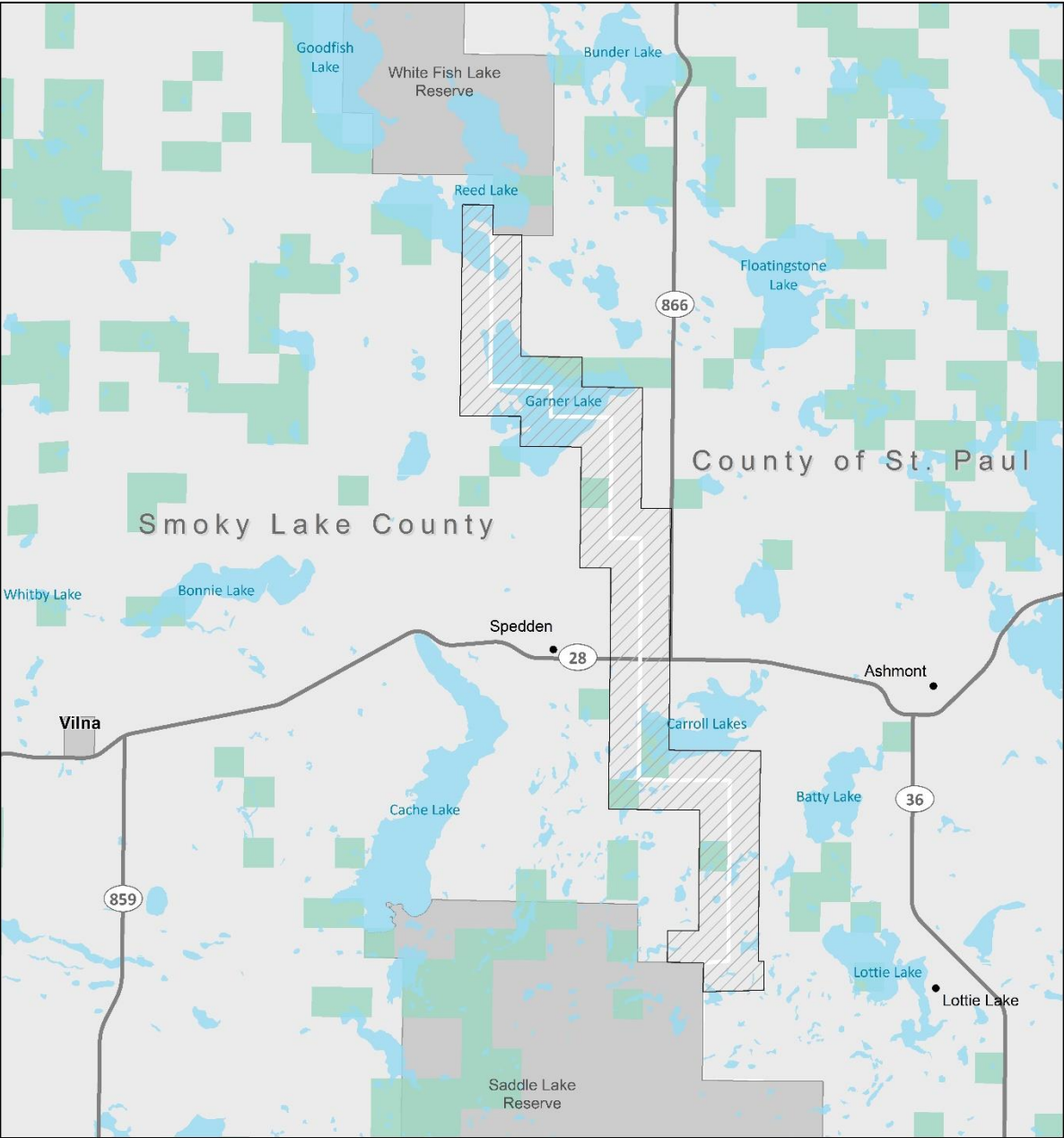
- (1) To promote environmental stewardship in the region.
- (2) To protect the long-term health of the watershed and water bodies.

#### 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.

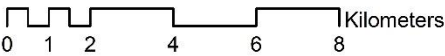
Map 3: Environment and Water



**Legend**

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

- Hamlet
- Arterial Roads
- Municipal Boundary



### 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*

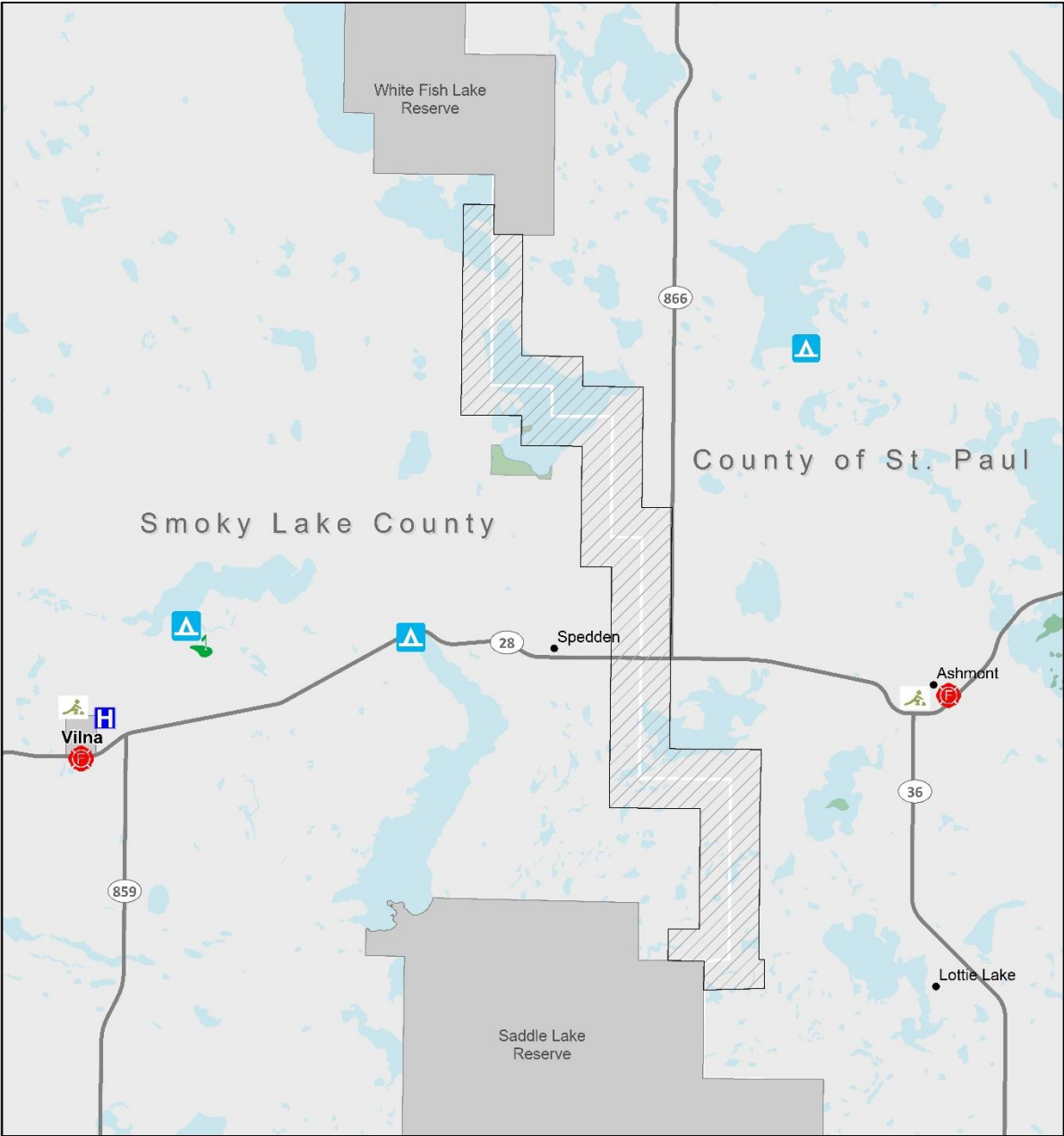
#### 3.4.1. Objective

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

0 1 2 4 6 8 Kilometers  
1:150,000



### 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 (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.*

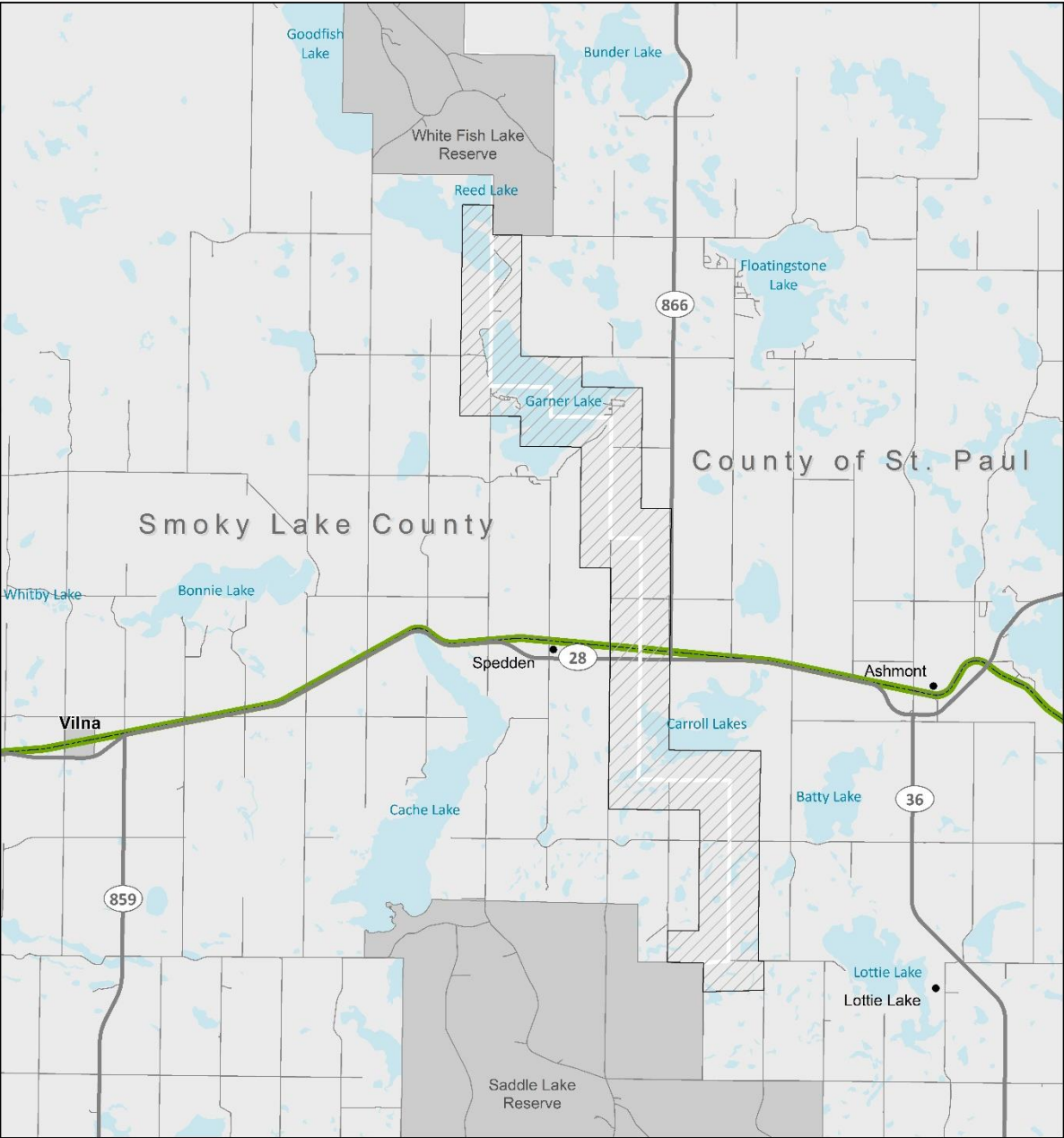
#### 3.5.1. Objective

- (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).*

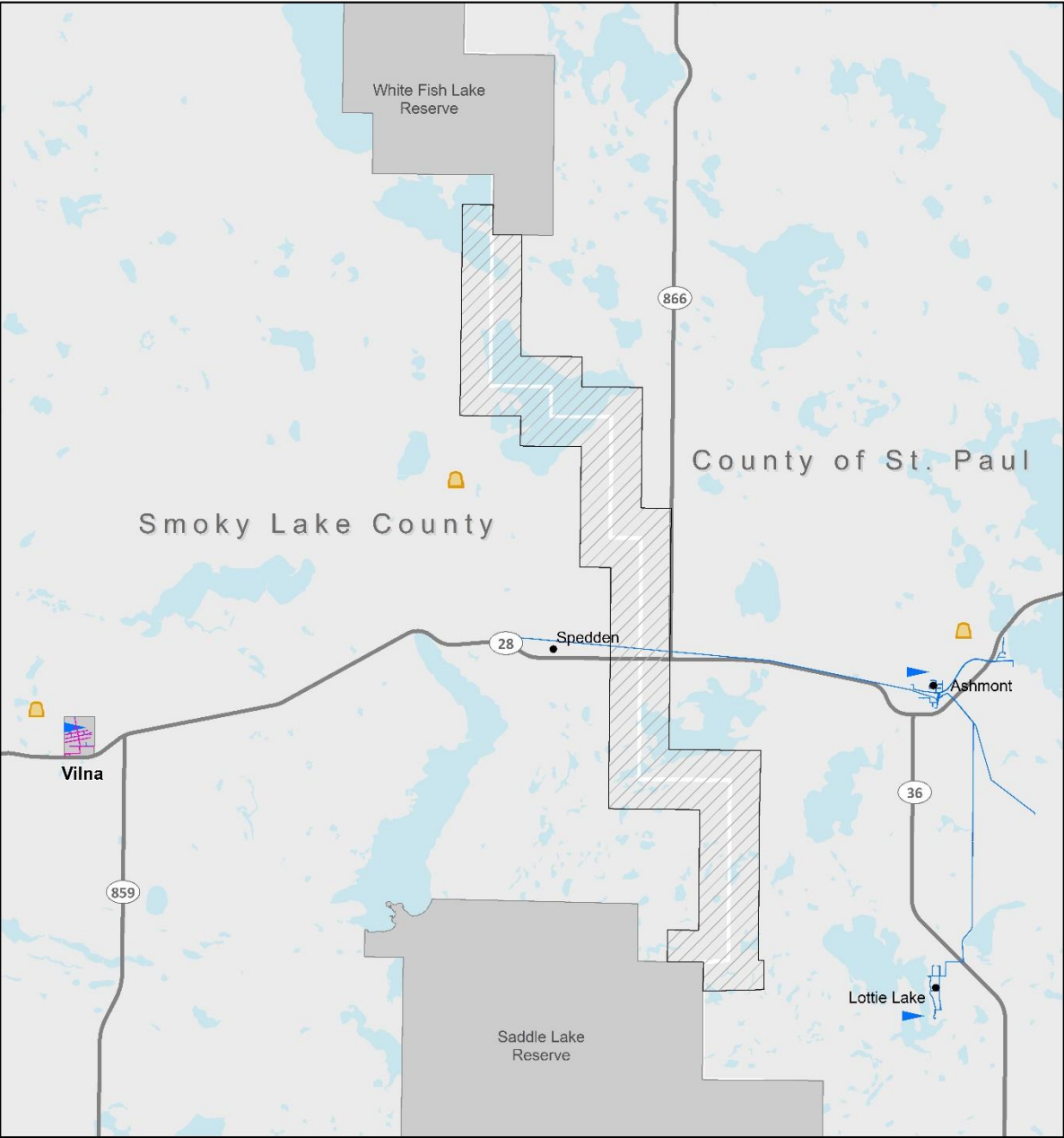
#### 3.6.1. Objective

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

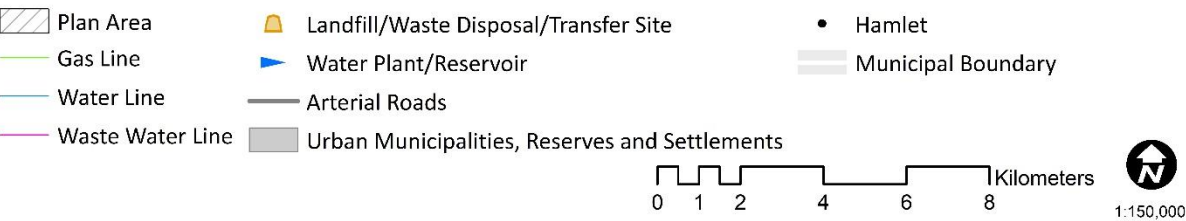
#### 3.6.2. Policy

- (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.

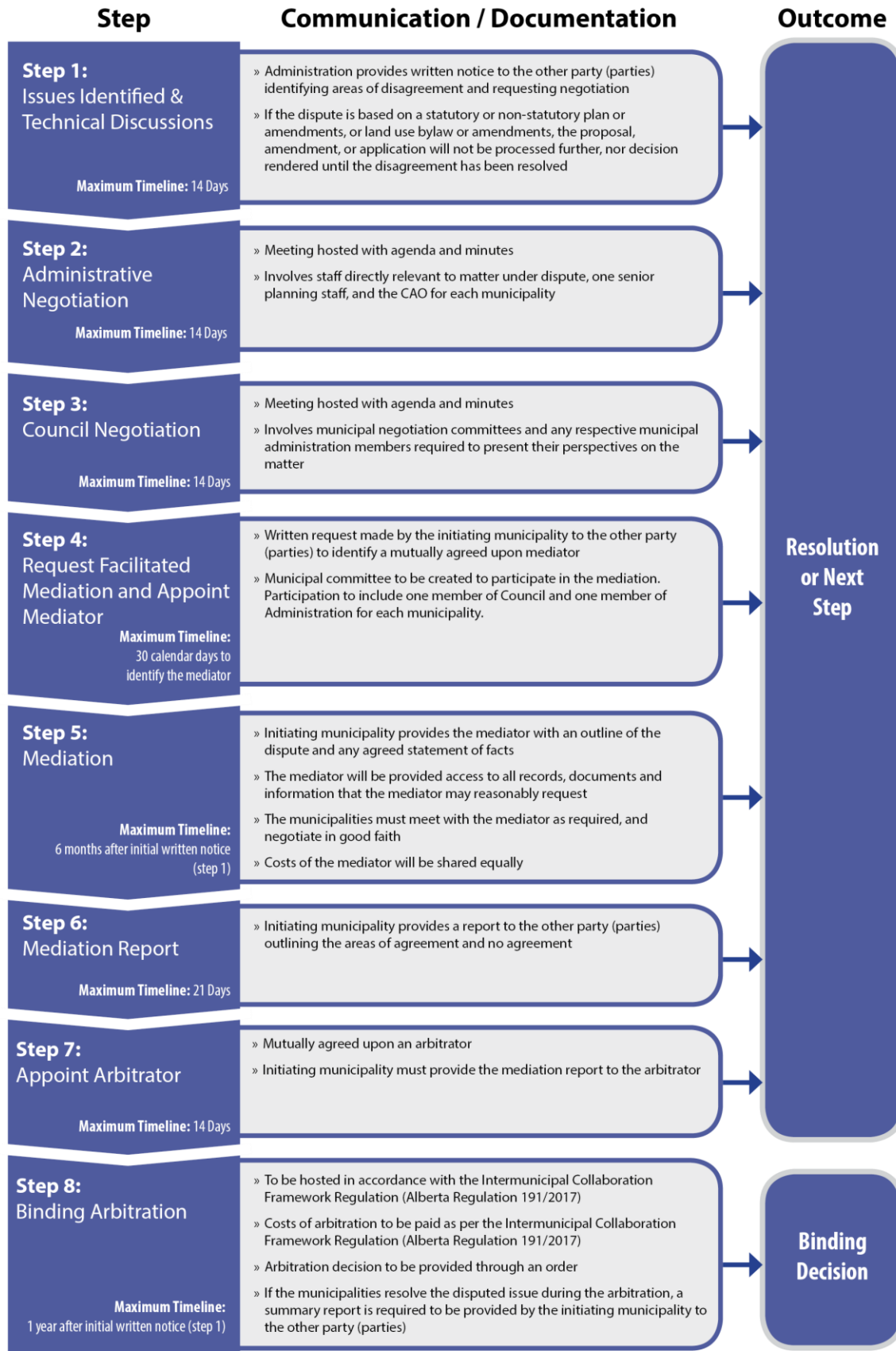


Figure 3: Dispute Resolution Framework



## Request for Decision

Council Meeting: February 13, 2019

**7.3 – 1:30 p.m. – Lyann and Don Paziuk and Todd Brodziak**

### Request

---

Lyann and Don Paziuk and Todd Brodziak, Division 4 Residents, will be in to discuss their concerns about the County's plans to place a culvert across Range Road 114 to allow for proper drainage of NW 17-58-11-W4. They also want to discuss their concerns of the County pumping water off of NW 17-58-11-W4 into the ditch down to Stoney Creek between May 12-14, 2018.

### Alternatives

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### Recommendation

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---

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

February 12, 2019

Presenters: Todd Brodziak, Lyann Paziuk and Don Paziuk

Topic of discussion:

Concerns about the County of St. Paul's plans to place a culvert across RR 114 to allow for what is reportedly a need "to allow for proper drainage of NW 17-58-11 W4" without adequate supporting documentation. In addition, concerns of tax payor money already utilized to pump water off of NW 17-58-11 W4 (farmer's field) and into the ditch down to Stony Creek between the dates of May 12 - 14, 2018.















1949

NW 16 58-11 W4



1949





1964

NW 16 58-11 W4



1964



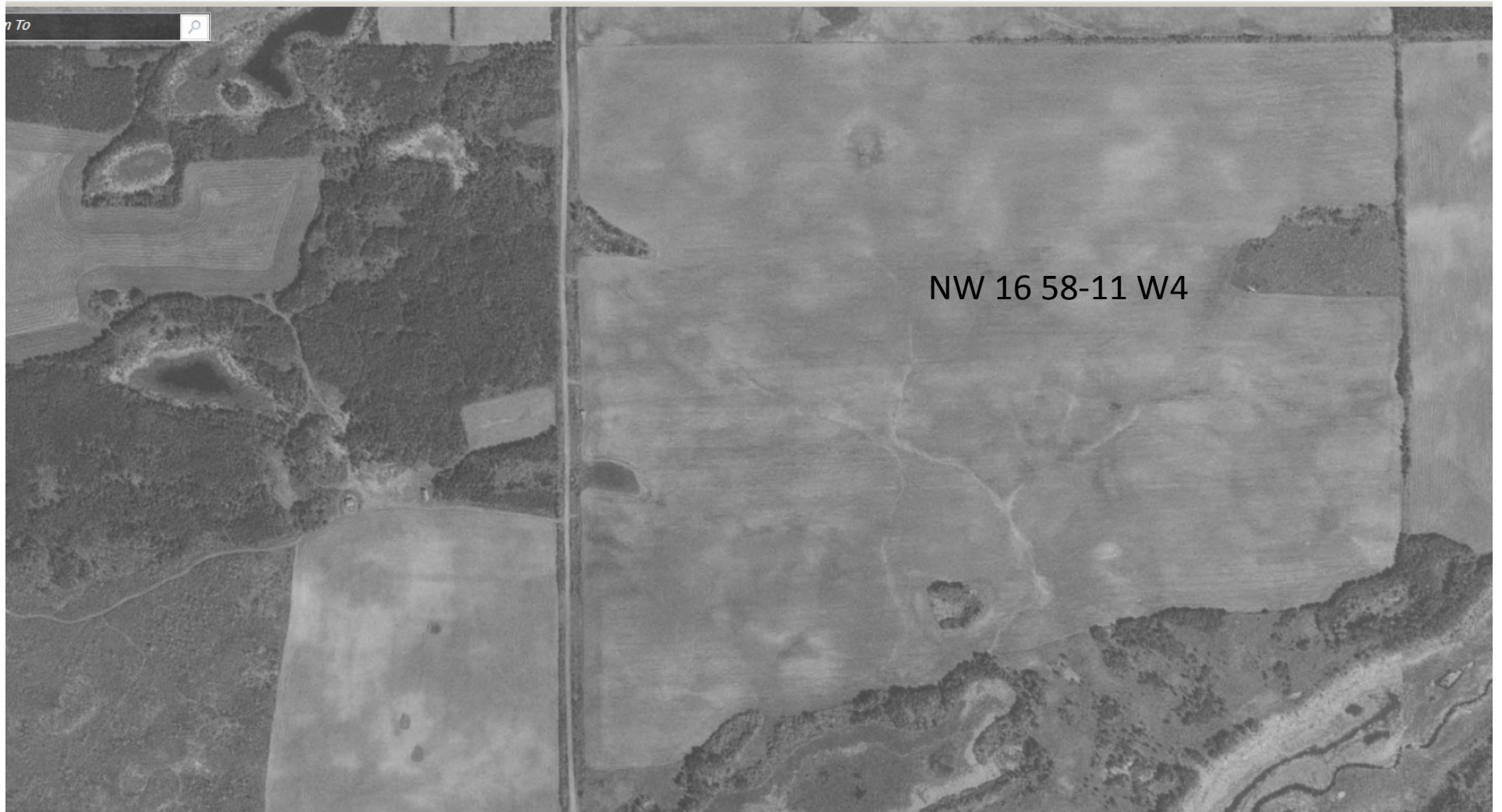


1967

NW 16 58-11 W4



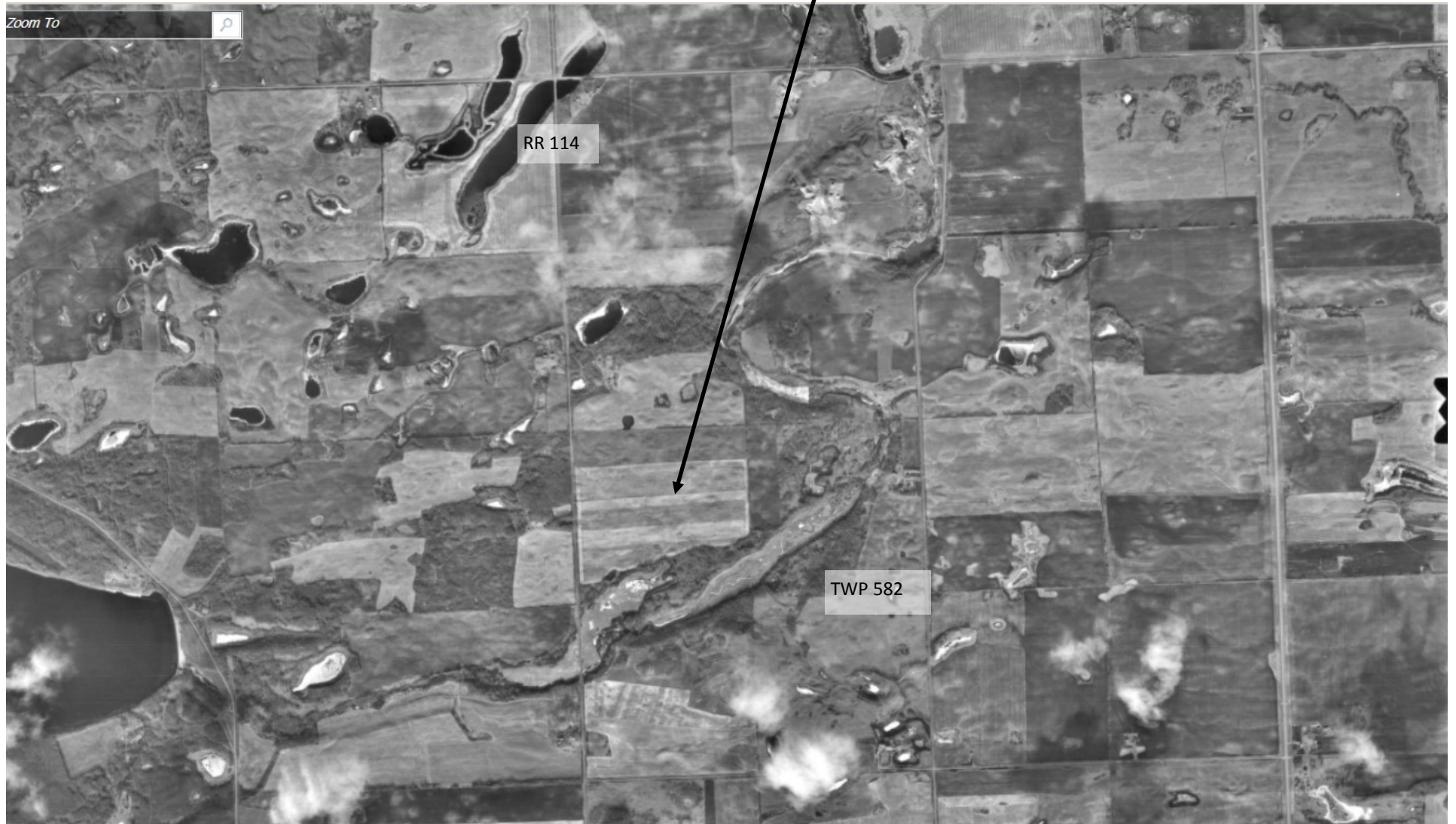
1967





1970

NW 16 58-11 W4



1970





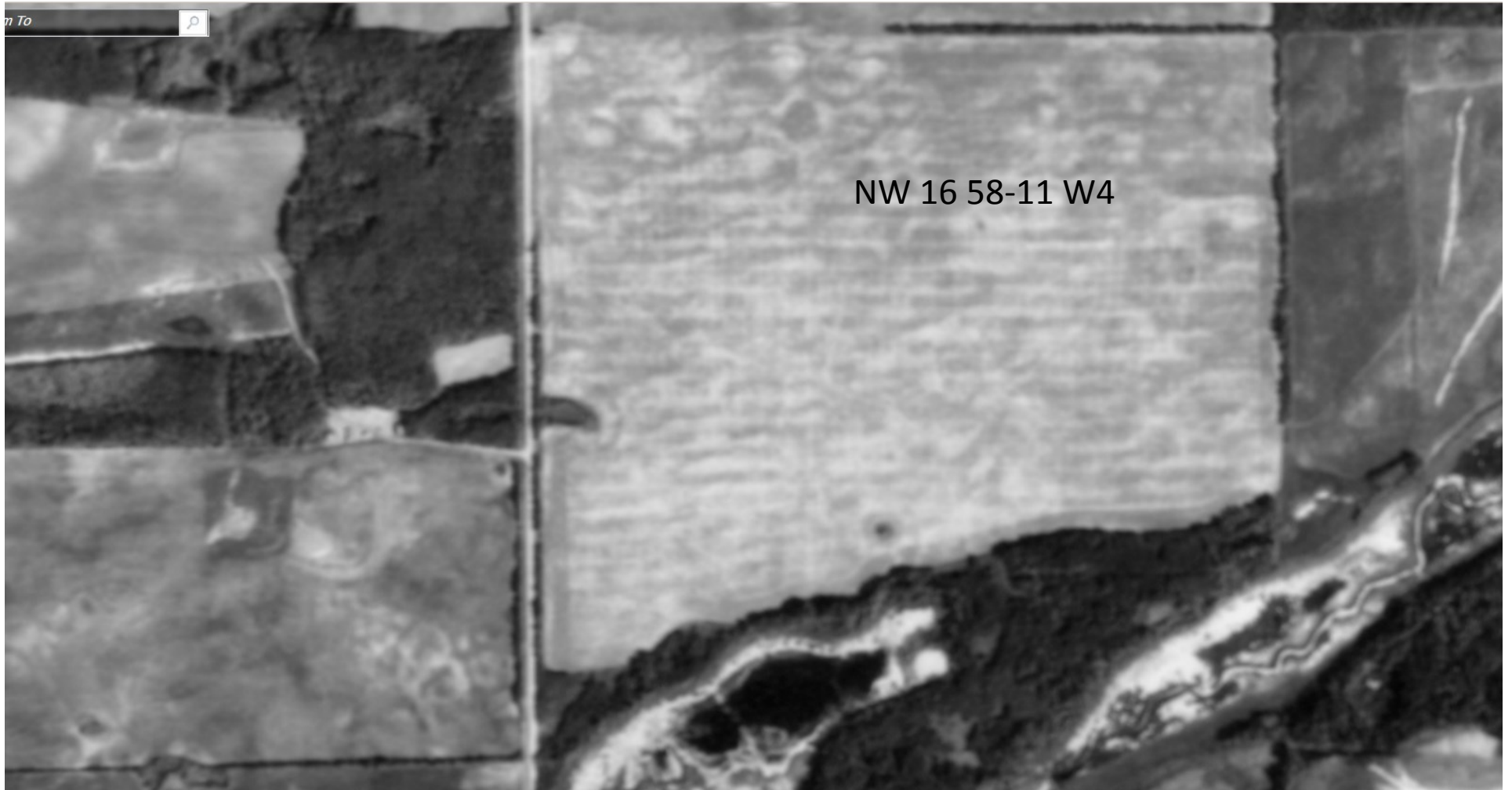
1987

NW 16 58-11 W4





1987



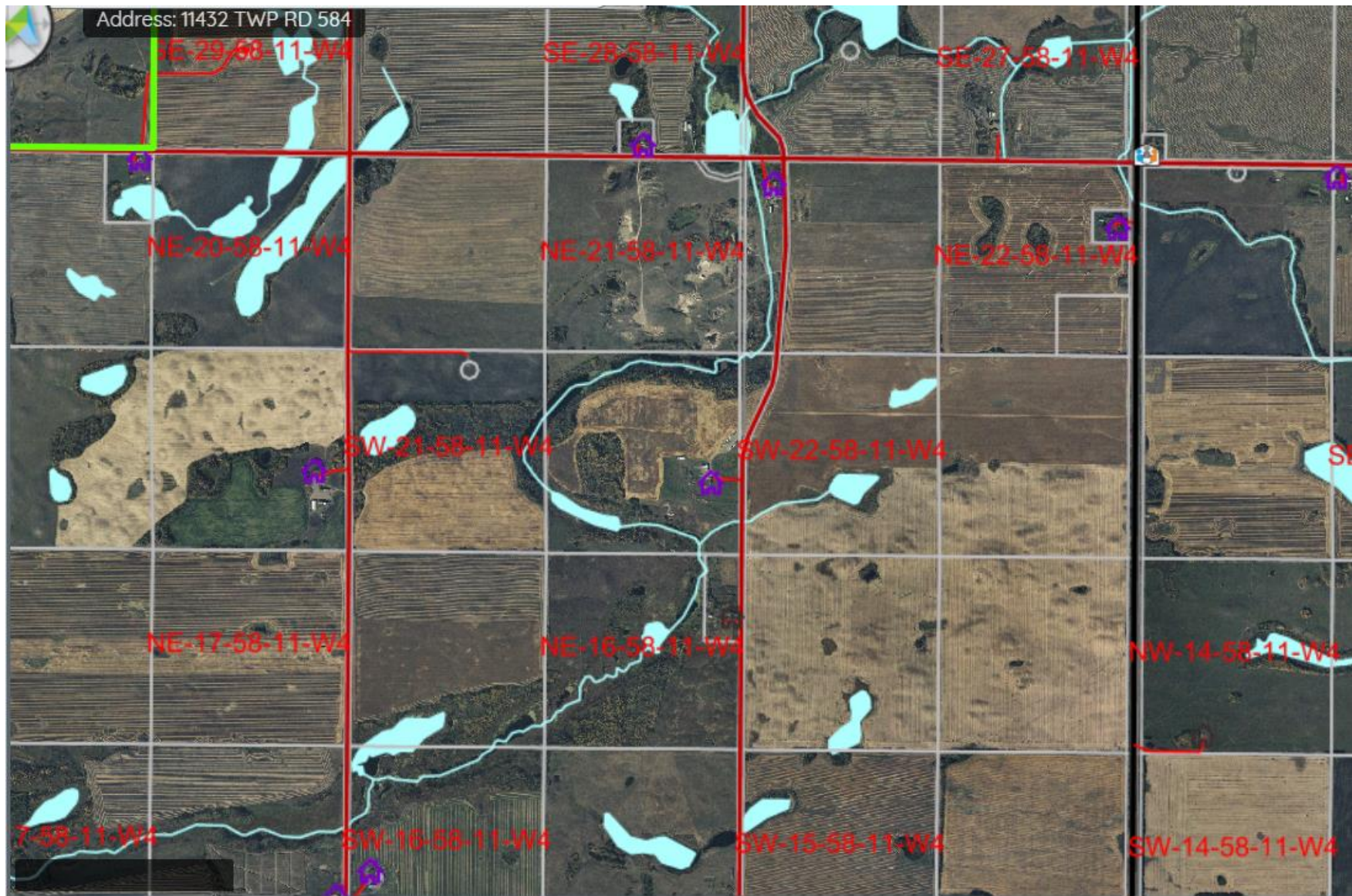
1933



1974









## Request for Decision

Council Meeting: February 12, 2019

### 8.1 - County Credit Card

#### Request

---

As per Credit Card Policy ADM-77, appropriate staff will be authorized to carry a County credit card annually by resolution of Council.

#### Alternatives

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#### Recommendation

---

To approve Paul Perrier, Regional Director of Emergency Management and OH&S for a County Credit Card for the 2019 calendar year, as per Policy ADM-77.

---

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





## Request for Decision

Council Meeting: February 12, 2019

### 8.2 - Senior Transportation Grant

#### Request

---

The St. Paul Senior Citizens' Centre is requesting a travel grant to be used in 2019. In 2018 they used their grant to cover travelling expenses for educational and cultural trips.

There is currently \$46,211.65 in the Transportation grant account.

#### Alternatives

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#### Recommendation

---

Administration is recommending to approve a \$1,000 transportation grant for the St. Paul Senior Citizens' Centre.

---

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

RECEIVED JAN 17 2019

# ST. PAUL SENIOR CITIZENS' CENTRE

**4809 - 47 STREET  
ST. PAUL, ALBERTA  
T0A 3A3**

**1-780-645-5566**

January 9, 2019

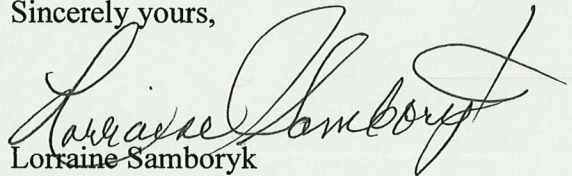
County of St. Paul No. 19  
5015 - 49 Avenue  
ST. PAUL, Alberta  
T0A 3A4

Dear Sirs:

We would like to express our sincere thanks to the County of St. Paul for the travel grant received for the year 2018. The grant was very helpful to cover some of the traveling expenses for our educational and cultural trips during the year for our seniors.

We now look forward to the County of St. Paul helping us again with a generous grant for the year 2019.

Sincerely yours,



Lorraine Samboryk

President

St. Paul Senior Citizens' Club

Travel Committee



## Request for Decision

Council Meeting: February 12, 2019

### 8.3 - St. Paul Desna Ukrainian Dance Festival

#### Request

---

The St. Paul Ukrainian Dance Club will be holding their 26<sup>th</sup> Annual Ukrainian Dance Festival on April 6. They are requesting a monetary donation to be used to cover costs of the festival or as a sponsor for some of the ribbons or awards.

They are also requesting a welcome letter to include in their program.

#### Alternatives

---

#### Recommendation

---

Administration is recommending to approve a \$300 donation to help cover the costs of ribbons.

---

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



January 15, 2019

*Sent via email*

**County of St. Paul  
5015 49<sup>th</sup> Avenue  
St. Paul, AB T0A 3A4**

**Attn: Steve Upham, Reeve**

Dear Sir:

**Re: St. Paul Desna Ukrainian Dance Festival – Donation Request**

---

I am assisting with the coordination of Desna's 26<sup>th</sup> Annual Ukrainian Dance Festival to be held on April 6, 2019 at the All Saints Ukrainian Cultural Centre. Over the past 25 years, our festival has brought in over 15,300 dancers and their families to St. Paul. While these dance families are in our community, they stay in our hotels, eat at our restaurants and visit our local shops. We hope to be in a position to continue this tradition of showcasing Ukrainian Dance and our beautiful community for many years to come.

As our Reeve, we ask that you prepare a letter of welcome for us to include within our program which will be distributed to all of our dance families at the festival. Please note that we will be printing the final versions of our program on April 1<sup>st</sup>, so we would appreciate your letter prior to that date.

As well, we ask that the County of St. Paul consider providing us with a monetary donation which can either be applied towards the costs of the festival generally or as a sponsor for some of the "Outstanding Performance" ribbons or awards which will be awarded to the performances/dancers deemed exceptional by the adjudicator.

Finally, we would like to officially invite you to attend our festival (or at least a portion of it) to watch the dancers in action. I am sure you will enjoy it. We typically start around 9 a.m. and finish around 6 p.m..

Thank you for your consideration and anticipated support. Certainly contact me should you require any further information.

Yours truly,

**Christina Tchir and Shelley Ozga**  
780-645-1256 and 780-645-9784  
Festival Coordinators, St. Paul Desna Ukrainian Dance Club



## Request for Decision

Council Meeting: February 12, 2019

### 8.4 - St. Paul & District Hospital Foundation Fundraiser

#### Request

---

The St. Paul & District Hospital Foundation will be holding their annual fundraising event on March 2, 2019. This year they are raising funds for a Fetal Monitor, Giraffe Isolette, Billiosoft Phototherapy Systems, Low Rise Beds for Long-Term care, and 5 Bariatric Chairs.

They are looking for support for their fundraiser by way of a donation for their live/silent auction and/or purchase a table of eight for \$480. Since 2012 Council purchased a table of 8 or made a cash donation equal to the price of the table and donated a silent auction item for the Hospital Foundation Fundraiser

#### Alternatives

---

Purchase at table of 8 for \$480 for the fundraiser.

Donate a silent auction item for the fundraiser.

Purchase tickets at \$60 per ticket for any Councillor who is available to attend the Gala and make a cash donation for the balance up to \$480 or make a cash donation to the fundraiser if there is no commitment to use the tickets.

Council purchase tickets on their own if they are interested in attending this fundraiser.

#### Recommendation


---

Administration is recommending to provide a silent auction item and purchase a table of 8 for \$480 and provide a silent auction item for the St. Paul and District Hospital Foundation Gala on March 3, 2018.

---

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





## St. Paul & District Hospital Foundation

4713-48 Avenue  
St. Paul, AB T0A 3A3  
P: 780-645-3331 F: 780-645-1702

RECEIVED JAN 17 2019

---

December 2018

I am pleased to announce that our annual St. Paul and District Hospital Foundation Gala will be held on **Saturday, March 2, 2019**. This year's event will include a full course dinner, our popular silent and live auctions, and an exciting show by improv group "Don't Mind Us".

Each year, our hospital is able to provide enhanced care for the St. Paul community and surrounding areas with a combined population of approximately 15,800 people. Last year, thanks to donations like yours, we were able to meet our goal and purchased a bariatric bed, an ultrasound probe cleaner, and a bladder scanner. This year, our goal is to raise funds totalling just over \$124,000 for the following items:

- Fetal Monitor for ER \$29,000.00 – increases the ability to assess maternity patients quickly to decrease their stress
- Giraffe Isolette \$35,000.00 - used for distressed newborns and newborns receiving phototherapy
- 2 Billisoft Phototherapy Systems \$13,000 - enables parents to hold newborns during therapy for jaundice, increases bonding
- 2 Low Rise Beds for Long-Term Care- \$24,000 - decreases risk of injury for residents that fall as it is less than 11" from top of mattress to floor
- 3 Sit Stand Lifts for Long-Term Care- \$19,500 - increases comfort for residents being transferred.
- 5 Bariatric Chairs- \$4,010 - increases comfort for large patients waiting in waiting room.

The two main ways you can get involved are:

- 1) A donation towards the live/silent auction. This could be in the form of an item or cash donation. The cash donation could be used towards the purchase of an item for the event.
- 2) Attendance with you and your family/friends/employees with the purchase of a table of eight for \$480 or individual tickets for \$60 each.

Your contribution at any level helps purchase these items for the people in our area. With your donation, we would also recognize your business in our program at the evening gala. For further information, please contact any of our board members: Noreen at 780-614-1555; Lyle at 780-614-8282; Dean at 780-210-9409; Bill at 780-645-5492; Ron at 780-645-0215; Sandie at 780-645-6790; Glenn at 780-614-3803, or Michelle at 780-645-1716.

Thank you for considering supporting our event. Together, we make our community stronger.

Sincerely,



Noreen Brousseau  
Chairperson  
NB/jm



## Request for Decision

Council Meeting: February 12, 2019

### 8.5 - Village of Glendon Pyrogy Bonspiel

#### Request

---

The Village of Glendon is holding their Annual Pyrogy Bonspiel on Saturday, March 9th. The entry fee is \$125 per team. In the past, the County sponsored two teams for this Bonspiel.

#### Alternatives

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#### Recommendation

---

Administration is recommending to approve two teams to attend the Village of Glendon Pyrogy Bonspiel on Saturday March 9<sup>th</sup>.

---

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

ATT: Mayor, Council, Administration and Staff

# The Village of Glendon is holding a Pyrogy Bonspiel!!

This Bonspiel is held amongst the Municipalities. Teams may consist of Council Members, employees, administration and their spouse.

Number of teams is limited due to time restrictions

**So act fast to guarantee a spot for your team.**

The Bonspiel will be held

## Saturday March 9th, 2019

Play to have your team name on the replica of the

# Big Pyrogy

**One day event**



**\$125 entry fee per team  
to cover banquet and costs.  
Extra banquet tickets  
may be purchased at a cost of  
\$25.00 per ticket.  
Must register for  
the banquet in  
advance.**

Please respond as soon as possible. Deadline: March 1, 2019

Municipality: \_\_\_\_\_

Team 1 \_\_\_\_\_

Team 2 \_\_\_\_\_

Number of extra banquet tickets \_\_\_\_\_

Please fax back to Village of Glendon at (780) 635-2100 or email to [Glendon@mcsnet.ca](mailto:Glendon@mcsnet.ca)

For more information contact: The Village of Glendon at 780-635-3807



## Request for Decision

Council Meeting: February 12, 2019

### 8.6 - Mannawanis Friendship Centre Talent Show

#### Request

---

The Mannawanis Native Friendship Centre will be hosting their community Talent Show/Jamboree on March 9, 2019. They are requesting sponsorship to be used as cash prizes for the talent show.

They are also requesting silent auction items or door prizes for their event.

#### Alternatives

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#### Recommendation

---

Administration is recommending providing a silent auction item for the Mannawanis Native Friendship Centre Talent Show/Jamboree to be held March 9.

---

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



**MANNAWANIS NATIVE  
FRIENDSHIP CENTRE SOCIETY**

Box 1358, 4901 – 50 St, St. Paul, Alberta T0A 3A0  
780-645-4630 Fax 780-645-1980

February 7, 2019.

To: County of St. Paul.

Subject: Talent Show/Jamboree Sponsorship.

Dear Madam/Sir,

The Mannawanis Native Friendship Centre will be hosting our community Talent Show/Jamboree that will be taking place on March 9, 2019. To make this community event possible, we would greatly appreciate your sponsorship by contributing to the cash prizes for this event. Listed here are our cash amount prizes for our first, second and third place winners.

- 1<sup>st</sup> prize - \$100.00
- 2<sup>nd</sup> prize - \$50.00
- 3<sup>rd</sup> prize - \$25.00

We are also accepting silent auction and door prize donations.

With your sponsorship, we will acknowledge your contribution with a poster and provide personal mention throughout the event. An acknowledgement will be posted in the St. Paul Journal.

Should you need more information regarding this matter, please contact Carmen McGilvery at our friendship centre.

In friendship

Hinano Rosa  
Executive Director





## Request for Decision

Council Meeting: February 12, 2019

### 8.7 - 2019 AUMA Municipal Leaders' Caucus

#### Request

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The 2019 AUMA Municipal Leaders' Caucus will be held March 27 and 28 in Edmonton. This year's Caucus will focus on the upcoming provincial election and will provide an opportunity to learn about how key issues for Alberta municipalities may be affected by the shifting political landscape.

To view the agenda, visit - <https://auma.ca/events/2019-spring-municipal-leaders-caucus>

Reeve Upham has expressed interest in attending this conference.

#### Alternatives

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#### Recommendation

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Administration is recommending to approve any Councillor who is interested to attend the 2019 AUMA Municipal Leaders' Caucus on March 27 and 28 in Edmonton.

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



## Request for Decision

Council Meeting: February 12, 2019

### 8.8 - Local to Global Eastern Alberta Trade Corridor Forum

#### Request

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The Local to Global Eastern Alberta Trade Corridor will be held March 6-8, 2019 in Medicine Hat. Topics covered will include Broadband, Transportation, Hemp, Cannabis and International Trade. Registration for the Forum is \$95.

Reeve Upham has expressed interest in attending this Forum as it pertains to the Alberta HUB Committee.

#### Alternatives

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#### Recommendation

---

Administration is recommending to approve Reeve Upham to attend the Local to Global Eastern Alberta Trade Corridor Forum from March 6-8, 2019 in Medicine Hat.

---

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



**REGISTER  
NOW!**

**March 6-8, 2019 • Medicine Hat, Alberta**

## **Registration Open – Save Your Spot Now!**

The Local to Global Forum brings together everyone interested in driving economic development for Eastern Alberta Municipalities.

**PLEASE JOIN US ON:**

**Wednesday, March 6, 2019 from 6:30 – 8:30 pm**

**for a Welcoming Reception at the Medicine Hat Lodge,  
1051 Ross Glen Drive SE, Medicine Hat, Alberta**

You are cordially invited to attend the fourth annual Eastern Alberta Trade Corridor (EATC) - Local to Global Forum in Medicine Hat. The Local to Global Forum provides elected officials, service providers, economic development professionals and community members the opportunity to network and discuss strategies to diversify and grow rural economies in Eastern Alberta. We are planning an exciting line-up of speakers and have already confirmed Lucia Piazza, United States, Consulate General to Alberta and David Howe of Aurora Cannabis. Other topics include transportation infrastructure, broadband, renewable energy and value-added agriculture.

### **Conference Location and Dates:**

**Medicine Hat Lodge, Medicine Hat, Alberta Canada**

**Wednesday, March 6, 2018: 6:30pm – 8:30pm: Welcoming Reception**

**Thursday, March 7, 2018: 8:00am – 4:30pm: Day 1 Proceedings**

**Friday, March 8, 2018: 8:00am – Noon: Day 2 Proceedings**

**Conference Fees: \$95.00**

**Conference Registration:** <https://www.eventbrite.ca/e/local-to-global-forum-2019-tickets-54376073299>





**REGISTER  
NOW!**

**March 6-8, 2019 • Medicine Hat, Alberta**

## **New Speakers Confirmed!**

### ***Transportation:***

- **Allison Field**, Western Canadian Short Line Railway Association
- **Ranjit Tharmalingam**, ADM, Alberta Transportation

### ***Broadband:***

- **Stephen Bull**, ADM, Service Alberta
- **Brian Krest**, ATCO Telecom
- **Craig Dobson**, CEO, Taylor Warwick
- **Jordon Young**, CEO, CCI Wireless

### ***Added-Value Agriculture***

- **Ted Haney**, Executive Director, Canadian Hemp Trade Alliance
- **David Howe**, Community Relations, Aurora Cannabis
- **Brett Halvorson**, CFO, True North Cannabis

### ***International Trade***

- **Lucia Piazza**, U.S. Consul General to Alberta
- **Tom Hansen**, U.S. Department of Commerce
- **Matt Machielse**, ADM, Trade Investment, Alberta Ec. Dev. & Trade
- **Joe Kiely**, Vice President - Ports to Plains Alliance

**Conference Registration:** <https://www.eventbrite.ca/e/local-to-global-forum-2019-tickets-54376073299>





## Request for Decision

Council Meeting: February 12, 2019

### 8.9 - Sale of Emergency Management Department Ford Escape

#### Request

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The Town of St. Paul has expressed interest in purchasing the 2015 Ford Escape owned by the Emergency Management Department. The book value of the Escape is between \$12,000 and \$16,800. Jack Vandenburg has indicated that \$15,500 is a fair price for the vehicle. There is just under 40,000 km on it.

The Town of St. Paul has contacted the Town of Elk Point and the SV of Horseshoe Bay advising that they are interested in purchasing the Escape. Both municipalities are in favour of the vehicle being sold to the Town of St. Paul.

#### Alternatives

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#### Recommendation

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Administration is recommending to approve the sale of the 2015 Emergency Management Department Ford Escape to the Town of St. Paul for \$15,500.

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





## Request for Decision

Council Meeting: February 13, 2019

### 8.10 - Elk Point Fire Department – Fire Chief and Deputy Fire Chief

#### Request

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The Elk Point Fire Department held their AGM on January 14<sup>th</sup>. Peter Hewitt was elected as the Fire Chief and Kent Bernard was elected as the new Deputy Fire Chief.

#### Alternatives

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#### Recommendation

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Motion to file for information.

---

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



## Request for Decision

Council Meeting: February 12, 2019

### 8.11 - Lafond Wastewater Transfer Station

#### Request

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Septage haulers are starting to use the Lafond Wastewater Transfer Station since we opened it in early January. The haulers have been hauling quite regularly and it seems like we will need to move the wastewater in the near future to Ashmont. If we have to haul 150m<sup>3</sup> tank per week at the quoted rate we received last year of \$12/m<sup>3</sup>, the annual cost would be \$93,600. Local septage haulers are interested in what the County is planning to do to move the wastewater to Ashmont.

Administration has looked at the cost of purchasing a tanker trailer that would be set up for this type of work. The cost is estimated at \$150,000. This does not include the cost of a tractor to pull it, but Public Works believes we could use our current inventory of tractors to pull this tanker and schedule the movement of wastewater when it works best for the department. We would also use current staffing to move the wastewater, however at times it may involve overtime. The purchase of a tanker trailer could result in a partnership opportunity with Evergreen to haul leachate.

#### Alternatives

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Council could direct Administration to tender out the hauling of wastewater from the Lafond Wastewater transfer station.

Council would direct Administration to include a tanker trailer in the 2019 capital budget.

#### Recommendation

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Administration is recommending that a tanker trailer be included in the 2019 capital budget.

---

**Submitted by:** Sheila Kitz, CAO



## Request for Decision

Council Meeting: February 12, 2019

### 8.12 - Approach Installation – N1/2 NW22-56-10-W4

#### Request

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The owner of N1/2 NW22-56-10-W4 installed an approach to his parcel without authorization from the County. This approach was installed very close to the approach that was installed when the property was subdivided in 2011. The new approach did not have a culvert installed in it, and during the construction season of 2018, Public Works installed a culvert and issued an invoice of \$1,150.80 for the work. At the Public Works meeting this issue was brought forward and it was thought at the time that the subdivision had occurred a much longer time ago. In reviewing the subdivision file it appears that the Public Works Superintendent at the time approved all approaches constructed as per the subdivision requirements. The approach deposits were returned to the landowner who initiated the subdivision.

In light of this new information, Administration is requesting council to rescind the resolution made at the Public Works meeting denying the request from the landowner to reduce the invoice for the culvert that the County installed in 2018. Administration feels that the original approved approach should be inspected in the spring to see if it still meets the requirements for approaches. In speaking to the landowner, he says it would be difficult to determine that with the current volume of snow. If the approved approach (from 2011) was not working, Council may want to consider a reduction in the invoice for the installation of the culvert.

#### Alternatives

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Council could decide to stand by the resolution made at the January 24, 2019 Public Works meeting denying the request to reduce the amount of the invoice.

Council could rescind the resolution made at the January 24, 2019 Public Works meeting and table a decision regarding the request to the spring when Public Works has the opportunity to inspect the original approved approach.



## Recommendation

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That Council rescind the resolution made at the January 24, 2019 Public Works meeting denying the request to reduce the invoice for the installation of the culvert.

That Council table a decision on the request to the spring of 2019 when Public Works has the opportunity to inspect the originally approved approach constructed in 2011.

---

**Submitted by:** Sheila Kitz, CAO





Scale 1: 3,678



100 yd   
100 m 

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Scale 1: 3,678

100 yd  
100 m



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## Request for Decision

Council Meeting: February 12, 2019

### 8.13 - Tender – Cold Mix Asphalt

#### Request

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On Friday February 8<sup>th</sup>, tenders for up to 70,000 tonnes of Cold Mix Asphalt were opened.

We received the following tenders:

- Black Track Paving      \$13.25/tonne
- Grynn Contracting Ltd.    \$14.10/tonne

Public Works will review the tenders and provide a recommendation to Council on Tuesday.

#### Alternatives

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#### Recommendation

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





## Request for Decision

Council Meeting: February 12, 2019

### 8.14 - Request for Access Road to Lac Delorme

#### Request

---

Gerald High, President of the St. Paul Fish and Game Association is requesting that the County partner with them to build the access road, approximately 300 metres, into Lac Delorme, George's Lake.

The current access is not suitable for anglers and for fish stocking trucks. Fish stocking was cancelled as the access was poor and some damage occurred to the AEP Fish stocking truck. Fish stocking has now been stopped due to the poor access to the lakeshore.

The St. Paul Fish and Game Association is preparing a grant application to the Alberta Conservation Association and would like to include the County as a partner. They are requesting that the County construct the access road and a small parking area to Lac Delorme.

#### Alternatives

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#### Recommendation

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Administration is recommending to provide the St. Paul Fish and Game Association with a letter of support to accompany their grant application.

Administration is also requesting to table the request to construct the road and parking lot, for more information.

---

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

**Clifford Martin  
Councillor  
County of St. Paul 5015-49 Avenue, St. Paul. Alberta T0A 3A4**

**Dear Cliff,  
Re: Access Road to Lac Delorme (George's Lake)**

**From earlier conversations with Clarence Makowecki, the St. Paul Fish and Game Association Fish Chairman, you discussed the possibility of working with the association to construct a road access into George's Lake.**

**The St. Paul Fish and Game Association (SPFGA) would request the County of St. Paul to partner with us to construct this access road (approximately 300m) into George's Lake.**

**The access to Lac Delorme (George's Lake) is currently not suitable for both anglers and for fish stocking trucks. Georges Lake or Lac Delorme fish stocking was cancelled as the access was very poor and some damage to the AEP fish stocking truck had occurred. The objective of this project is to improve the access for both fish stocking and angler access.**

**Currently fish stocking has been stopped due to poor access to the lake shore. Further, with increased water levels the perimeter access for shore angling or for boat access has been restricted. By improving the road a distance of 300m access for fish stocking and for angler access for small boats would result in increased angling opportunities in Alberta.**

**The SPFGA is currently preparing a grant application to the Alberta Conservation Association and would like to include the County of St. Paul as a partner in improving the access and in maintaining the natural area of the lands. We will be arranging land use approvals from the Alberta Conservation Association and the Alberta Government as part of this project.**

**Are we able to include the County of St Paul as a partner and as a contributor for the construction of the access road and small parking area?**

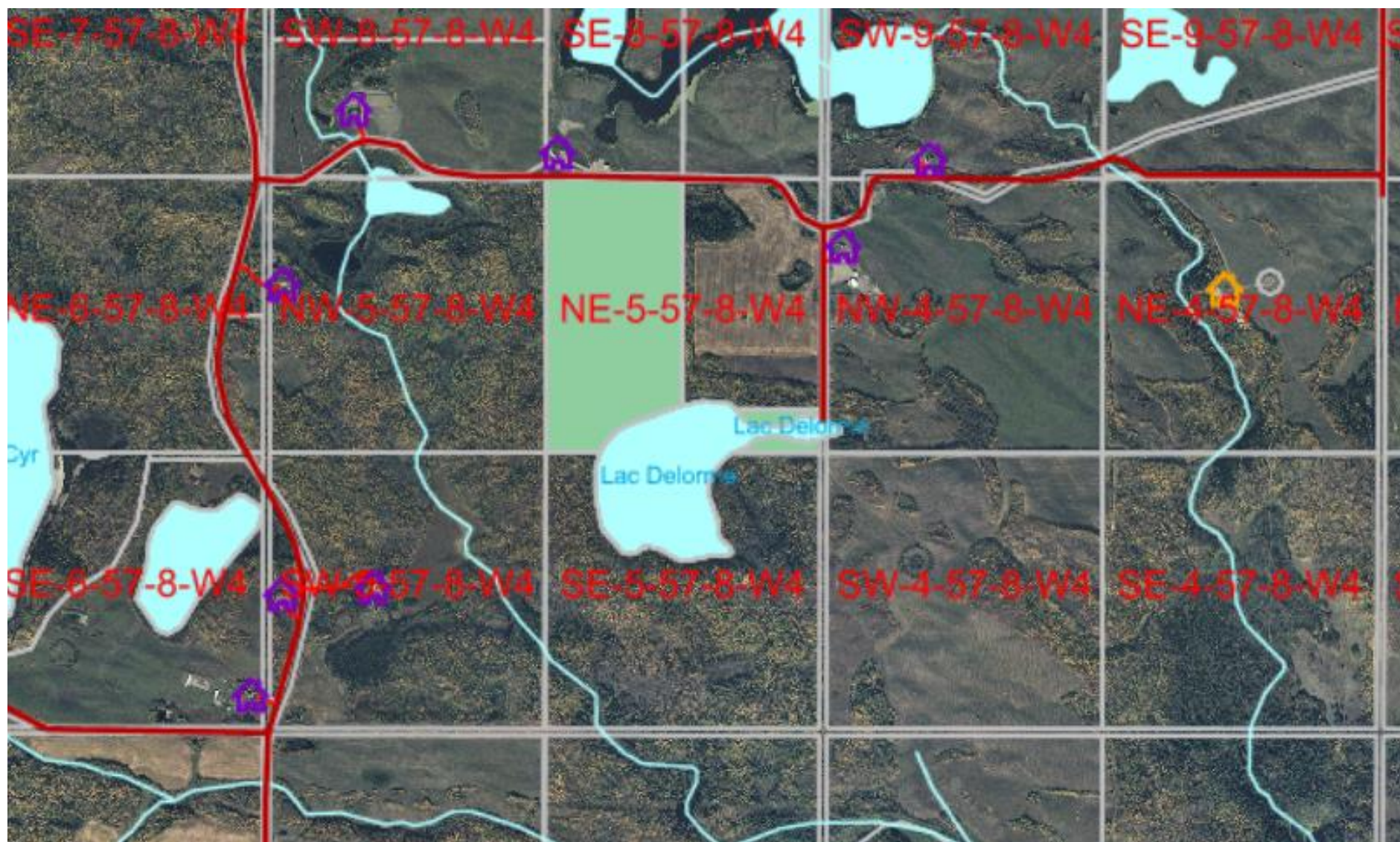
**Sincerely,**



**Gerald High  
President**

**St. Paul Fish and Game Association, PO Box 1200, St Paul, T0A 3A0**

**Cc, Clarence Makowecki, Fish Chairman, St. Paul Fish and Game Association**







## Request for Decision

Council Meeting: February 12, 2019

### 8.15 - Potential Sale of Railway Ave Mallaig

#### Request

---

At the September 14, 2018 Council meeting, Council directed administration to survey effected residents regarding interest in the potential purchase of the portion of Railway Ave that is adjacent to the landowners' properties. A letter was sent to landowners on November 6, 2018 with a follow-up letter sent January 16, 2019.

Of the 17 lot owners adjacent to Railway Ave, 12 have responded to date. 8 lot owners may wish to purchase, 4 lot owners do not wish to purchase and 5 have not responded.

Written comments and concerns were received from those who may wish to purchase this land. Concerns regarding the cost of acquiring the land including survey cost and land sale price were raised. Landowners suggested that this land be provided at little to no cost to the landowners. Concerns were raised over the increase in taxes that the additional lands would incur.

A preliminary quote was obtained for the cost of the survey. The preliminary quote of \$23,000 was based on all landowners participating.

Previously, Council has set the sale price of land in similar situations at \$2,000/acre. The total area is about 3.2 acres in size.

#### Alternatives

---

Council may set a sale price of the lands and direct administration to obtain a formal quote for survey work. After this is completed more details regarding the cost and timelines will be provided to landowners. A commitment to acquire the lands will be required at this time.

#### Recommendation

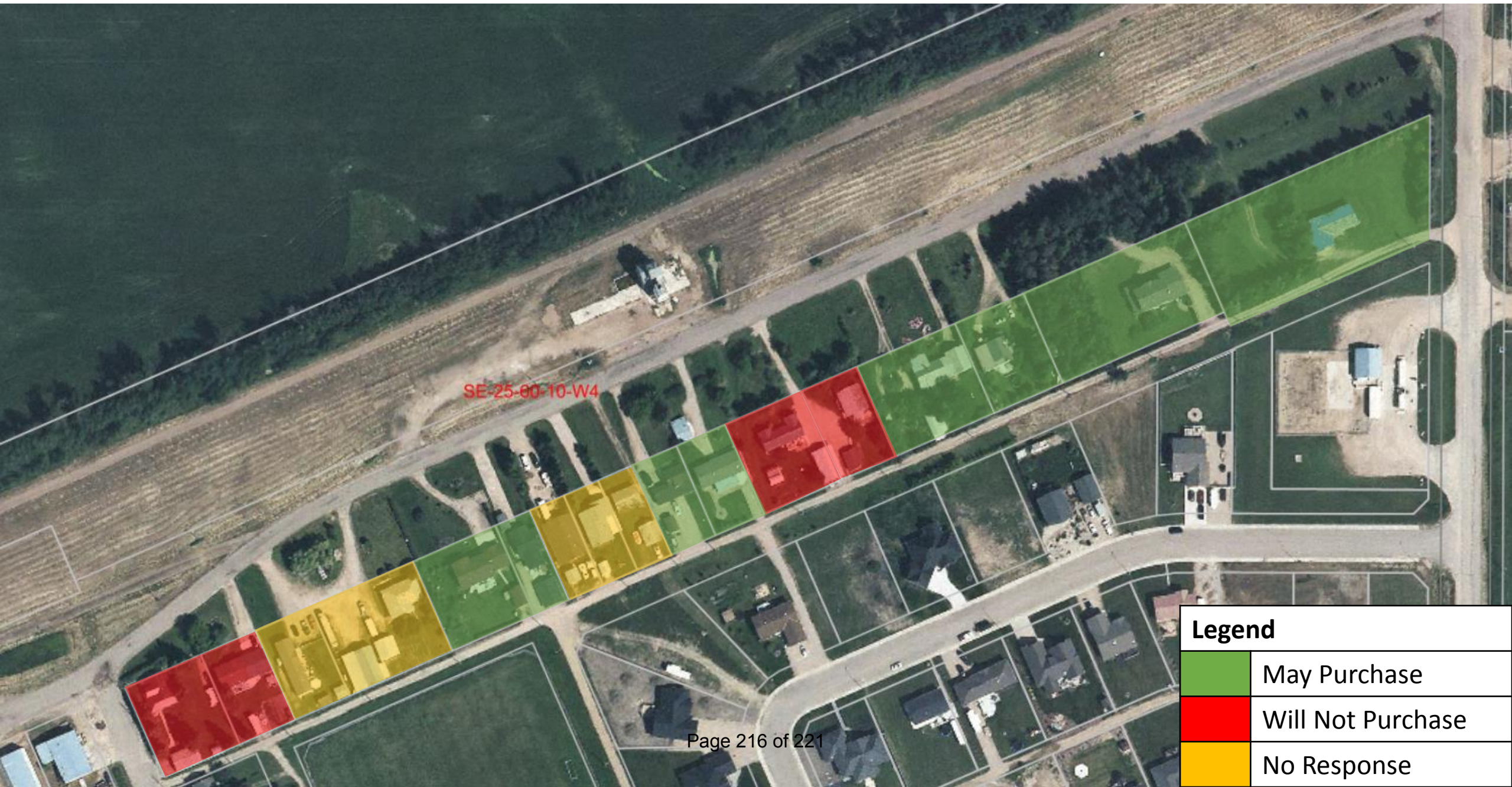
---

That Council accept this as information.

---

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

Landowner Responses



SE-25-00-10-W4

Legend	
<div></div>	May Purchase
<div></div>	Will Not Purchase
<div></div>	No Response





# County of St. Paul No. 19

November 6, 2018

Dear Landowner:

**RE: Potential Sale of Railway Ave to Adjacent Landowners**

Recently, the County of St. Paul acquired land from N.E. Muni Corr to correct the encroachment of Railway Ave (Figure 2). County of St. Paul Council has directed administration to gauge interest of adjacent landowners to purchase the portion of Railway Ave that is not utilized as a road (Figure 3).

In order to subdivide, sell, and consolidate the portion of Railway Ave adjacent to your property with your existing lot, several steps are required. The first step is to determine if adjacent landowners are interested in the lands. Using the attached form, please indicate if you have an interest in acquisition of this land and return the form to our office no later than November 31, 2018. Please note that this indication is not binding and will be used to measure interest only.

If adjacent landowners are interested in these lands, the County will proceed to facilitate the acquisition. The purchase price of the lands and associated costs including survey, subdivision and consolidation have not been determined at this time. If landowners are interested in this land, all costs will be quoted prior to landowners being required to commit to the purchase.

If you have any questions, I can be reached at 1-780-645-3301 ext 205 or by electronic mail at [kfedoretz@county.stpaul.ab.ca](mailto:kfedoretz@county.stpaul.ab.ca).

I look forward to working together and hearing from you shortly.

Sincerely,

Krystle Fedoretz  
Planning and Development Officer  
County of St. Paul No. 19

Mallaig Resident Survey for Purchase of Unused Portion of Railway Ave

I/We, \_\_\_\_\_, being the owner(s) of \_\_\_\_\_  
\_\_\_\_\_:

- ☐ May wish to acquire the lands adjacent to my/our lot.
- ☐ Do not wish to acquire the lands adjacent to my/our lot.

\_\_\_\_\_  
*Landowner Signature*

\_\_\_\_\_  
*Landowner Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Name*

Help us stay in touch. If you would rather receive communications via electronic mail, please provide your e-mail address below.

E-mail Address: \_\_\_\_\_



Figure 1 – Area Overview





Figure 2 – Area Acquired from Muni Corr to Correct Railway Ave Encroachment



Figure 3 – Area of Railway Ave Being Considered For Sale