

MEMORANDUM

To: Summer Village of White Sands Municipal Council
From: Administration
Date: July 1st, 2020
Re: Buffalo Lake IDP review

Action/Recommendation:

That Council give first reading to Bylaw 1475, the Buffalo Lake Intermunicipal Development Plan.

These updates:

- Clarify the intent of the BLIDP around density counts and circulation of applications among member municipalities.
- Align meetings and plan review timelines with existing Committee practice.
- Make the document more user friendly by relocating background information to appendixes, allowing focus on the Plan policies.

Background Information:

This Buffalo Lake Intermunicipal Development Plan (BLIDP) Review is classified as a minor review under the provisions in the BLIDP. That means that public consultation, other than a hearing, is not required. When major review of the BLIDP is required, an extensive public engagement strategy is also required.

The proposed changes to the current BLIDP are considered administrative in nature and focus on clarifying the document to ensure that all municipalities are interpreting it in the same way. It also provides additional guidance to administration on when municipalities must notify each other of activities in the BLIDP, how and when those notifications occur, and the limitations on what comments will be accepted.

A summary of the key changes:

1. Add definitions for: density, development unit, home business, and unsubdivided quarter section.
2. Change all references of 'dwelling unit' to 'development unit' to distinguish from the definition of dwelling unit in municipal Land Use Bylaws (LUBs).
3. Change all 'shall' and 'must' to 'must' to provide consistency.
4. Extends the plan vision from 2035 to 2045.
5. Clarifies that the BLIDP does not regulate the water right-of-way but it is important to read the BLIDP along with the Buffalo Lake Integrated Shoreline Management Plan (BLISMP) since they influence each other.
6. Allows home-based businesses in accessory structures, if permitted in the governing municipalities LUB; previously the IDP said home based businesses were allowed in the primary structure only, though member municipalities allowed them in accessory structures.
7. Clarifies that a sewage discharge point must be 800m from the lake Right-of-way (ROW) or must be self-contained.
8. Clarifies the drainage and stormwater management requirements. The previous IDP talked about 'treatment' with no definition, the proposal gives context for what 'treatment' means.
9. In the Limited Development Area the previous IDP does not give a maximum number of units per unsubdivided quarter section, the proposed Bylaw specifies a maximum of 20 units.

Summer Village of White Sands
Budget Setting Report
As of June 13, 2020

10. The existing Rochon Sands Heights Public Access Point was added to the list of access points.
11. The requirement for the Committee to meet changes from semi-annually to annually, additional meetings can still be called when necessary, but annually is more in line with current practice.
12. Clarifies what applications must be circulated to member municipalities: commercial/industrial- excluding home-based business, and multi-lot subdivision, any application for multiple development units (excluded 2nd RVs).
13. Provides timelines for circulating notifications and response times based on the type of application. Also provides for digital circulation to reduce mailing time.
14. Clarifies that a review should be conducted every 4 years and the Committee will determine at that time if a major review is required, rather than requiring a major review every 8 years.
15. Requires municipalities provide 6 months' notice of intent to withdraw from the plan, the current IDP does not require notice.
16. The following sections move from the beginning of the IDP to the appendixes: Capacity and Development Limits, "Lifestyle" Calculations for Growth Nodes, Final Unit Calculations for Growth Nodes, Need for an Update, Enabling Legislation, and Preparation Process and Public Participation. These were moved to the appendix to focus on the IDP policies, rather than background information.
17. Updates to the 'Need for an Update' section to reflect the reason for the 2020 update.
18. Updates the 'Enabling Legislation' section to align with the current Municipal Government Act (MGA) wording.
19. Updates the 'Preparation Process and Public Participation' section to discuss the 2020 update.
20. The November 17, 2017 Memorandum of Understanding (MOU) regarding determining the number of units on a quarter was added to the appendix. The new Development Unit definition addresses these definitions, but the MOU provides context and history.
21. All the maps were relocated to the end of the document for ease of reference and updated to include new parcel boundaries. The proposed changes do not change growth node areas, densities, uses, or other amendments that substantially change the intent of the BLIDP.

Process:

In 2019 several administrative and interpretation concerns were raised within the BLIDP. To address these concerns, in September of 2019, the Buffalo Intermunicipal Development Plan Committee directed administration to update the existing Buffalo Lake Intermunicipal Development Plan (BLIDP). Over the next several months administration met by email, phone and in person to draft a revised BLIDP, checking in with the Committee in February and June of 2020 to ensure the issues were addressed to their satisfaction.

On June 26th, the Committee ratified the proposed changes and recommended that the new Bylaw be sent to the member Councils for First Reading in July with individual Public Hearings in August. After the Public Hearings, the municipalities should table second reading and administration should forward comments to the Committee for consideration of any changes. The Committee is scheduled to meet on September 19, 2020 to determine if there is any need for amendments based on the feedback received at the Public Hearings. Once the Committee has agreed to any changes the Bylaw will come back to Council for Second and Third Readings.

Note that usually the BLIDP Committee holds a Joint Public Hearing, but with the limitations on Public Gatherings due to COVID and the fact that the proposed changes should not have significant impacts on the local residents, the Committee determined that separate Public Hearings would be appropriate for this BLIDP update.