



County of Stettler | Town of Stettler

Intermunicipal Development Plan

County Bylaw No. 1749-25

Town Bylaw No. 2194-25

August, 2025





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1.0 INTRODUCTION

1.1 Purpose of Our Intermunicipal Development Plan

This Intermunicipal Development Plan (“IDP” or “Plan”) provides a framework for the Town of Stettler and the County of Stettler No.6 to coordinate their land use planning efforts in the lands near the Town of Stettler. The Plan recognizes how the land use planning and development decisions of one municipality may affect the other and establishes policies that provide clear direction for future decision-making and collaboration on areas of common planning interest.

This Plan takes a long-term perspective and considers the future development of lands in the Town and County over a fifty year plus timeframe. It sets out expected future land use patterns with a view towards:

- Managing anticipated Town growth and County growth over the next 50 years.
- Coordinating future development in terms of land use compatibility and impacts on shared infrastructure.
- Distributing development opportunities between the Town and County to provide employment, to grow their respective assessment bases and to accommodate a range of housing options.
- Preserving natural areas for their natural intrinsic values and functions.
- Coordinating the provision of municipal and transportation infrastructure.
- Providing processes for ongoing communication and the resolution of disputes.

The IDP outlines the policies and processes agreed upon by the Town and County to support intermunicipal cooperation, while also protecting the autonomy of each municipality.

1.2 Enabling Legislation

This Plan meets the requirements of the Municipal Government Act (MGA). Section 631 of the MGA identifies the following as matters to be addressed for lands within the boundary of the IDP:

- Future land use within the area;
- The manner of and the proposals for future development in the area;
- The provision of transportation systems for the area, either generally or specifically;
- The coordination of intermunicipal programs relating to physical, social and economic development of the area;
- Environmental matters within the area, either generally or specifically;



- A procedure to be used to resolve or attempt to resolve any conflict within the area;
- Procedures to amend or repeal the plan; and
- Provisions relating to the administration of the plan.

1.3 Our Shared Goals

The Town and County share common interests when it comes to coordinating future growth. To inform the content and direction of the Plan, the Town and County have identified a set of goals. These are:

- Endeavour to understand each other's views, perspectives and interests;
- Build trust, fairness and respect into all aspects of our intermunicipal discussions;
- Provide equitable opportunities for growth;
- Respect each other's autonomy of decision-making within our respective jurisdictions;
- Work together (collaboration, coordination, cooperation) where possible;
- Encourage effective and efficient intermunicipal communication; and
- Promote the quality of life for residents in both municipalities.

1.4 How to Use Our Plan

Our Plan consists of several sections of text and a future land use map. Within each section there is a combination of narrative text and policies. The narrative text provides context about the topics covered and is intended to provide background and assist the flow of the document. It is not intended as a binding policy.

Text that is intended as binding policy is plainly labeled as "Policy XYZ" with the "XYZ" portion being a specific number assigned to a specific policy. Collectively, the labeled policies form the agreement that has been reached between the Town and County. **Only the labeled policies are applicable when determining what action is required of the Town, the County or both municipalities.**

Our IDP is the most senior statutory plan adopted by our municipalities. This means that other plans, such as the Town of Stettler Municipal Development Plan and the County of Stettler Municipal Development Plan, are expected to be consistent with the direction set out in the IDP. Where there appears to be a conflict between the IDP and any other plan of the Town or County, the conflict is usually resolved in favour of the policies of the IDP. Some policies of the IDP specifically defer to another plan or an agreement between the two municipalities. In these circumstances, it is the direction of the referenced plan or agreement that is to be followed.





2.0 OUR PLAN

2.1 Interpretation

All land use concepts, infrastructure, fixed elements, and boundaries, shown in Schedule A of this Plan are intended to be interpreted as conceptual. Notwithstanding this, major deviations from the intent of this Plan within may be subject to an amendment to this IDP.

Policy 2.1.1 The Plan includes policies with “shall”, “should”, and “may” statements, which are interpreted as follows:

- All policy statements containing “shall” are mandatory and must be implemented. Where a “shall” policy proves impractical, an amendment to this IDP may be required.
- All policy statements containing “should” are advisory and imply the preferred approach to the policies, and implementation of this Plan.
- All policy statements containing “may” denote that the Town and County have the discretion to comply with the policy or the ability to vary the requirements identified to achieve the intent of the policies of the Plan.

Policy 2.1.2 Abbreviations and definitions have been provided as **Appendix A**. Where a term is not defined in this Plan, their definition shall be the same as the definition provided by the Municipal Government Act. All other words and terms shall be given their usual and customary meaning.

Policy 2.1.3 All references in the Plan to any regulatory body or agency shall be understood to refer to the current successor entity, regardless of any name changes since the Plan's adoption.

2.2 Land Use Concept

Figure 1: Land Use Concept provides a land use concept for our IDP. It is key to interpreting what is intended for various lands in and around the Town of Stettler. The elements shown on the land use concept, and their associated policies regarding what is expected, are explained below.



Plan Area Boundary

The area contained within the Plan Area Boundary shows all of the lands that are subject to the policies of the IDP. It contains all the lands within the Town of Stettler boundaries and select lands within the boundaries of the County of Stettler.

The extent of the Plan Area within the County of Stettler was determined by considering the following:

- Lands identified by the Town to accommodate their long-term growth over the next fifty plus years;
- Lands that can be serviced with existing available capacity or expanded capacity in the Town's municipal water and wastewater systems;
- Lands to accommodate long term growth for the County over the next fifty plus years;
- Lands that provide a buffer around the areas to be developed as part of the Town in the long term to facilitate coordination of land use patterns and promotion of land use compatibility between Town development and County development; and
- Lands around critical infrastructure facilities that require consideration of Provincial setbacks.

Policy 2.2.1 The lands that are subject to the policies of this Intermunicipal Development Plan shall be those lands contained within the Plan Area Boundary as shown on Figure 1: Land Use Concept.

Land Use Policy Areas

The Plan Area is further defined by policy areas that apply to specific portions of the Plan Area. These areas are shown on Figure 1: Land Use Concept and are labelled as follows:

- Town of Stettler;
- Natural Areas;
- Rural Areas;
- County Residential;
- County Mixed Business;
- Town Future Residential;
- Town Future Mixed Business; and
- Airport.





- Policy 2.2.2. The various policy areas shown on Figure 1: Land Use Concept shall be subject to the general policies of this Plan and the specific policies linked to each applicable policy area.
- Policy 2.2.3 The boundaries of policy areas shown on **Figure 1: Land Use Concept** are conceptual but shall be interpreted as generally following existing parcel boundaries. Where the boundary of a policy area does not follow an existing parcel boundary, the boundary may be determined by scaling off dimensions from Figure 1: Land Use Concept.



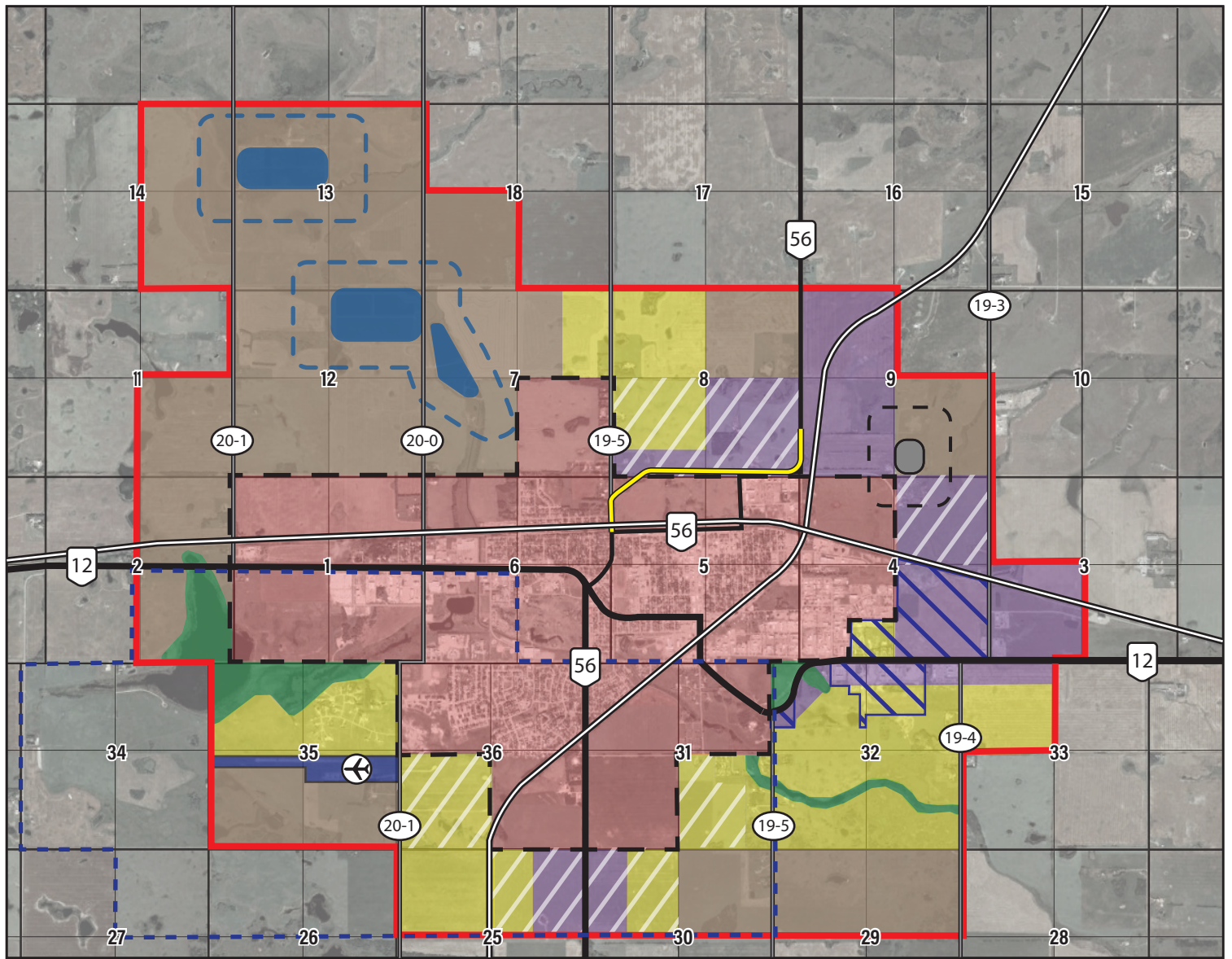


Figure 1: Land Use Concept



Town of
Stettler



Plan Area Boundary

Town of Stettler

Natural Areas

Rural Areas

County Residential

County Mixed Business

Town Future Residential

Town Future Mixed Business

Airport

Airport Overlay Districts

Decommissioned Landfill

300 metre Setback from Landfill

Wastewater Treatment Facilities

300 metre Setback from Wastewater Lagoon

Lands Within Water and Wastewater Agreement

Land location
(Section Number)

Highway

Range Road

Railway

Highway 56
Realignment



Town of Stettler

The Town of Stettler area shown on Figure 1: Land Use Concept encompasses all the lands within the present boundaries of the Town. The land uses assigned to various parts of the Town of Stettler area are addressed through the Town of Stettler Municipal Development Plan (MDP) and more detailed plans that have been adopted by the Town over many years. To maintain consistency between the Town's existing plans and our IDP, the IDP does not show specific land uses, such as residential, commercial and industrial, and instead defers to the land use pattern established in the Town MDP.

- Policy 2.2.4 The land use patterns within the area marked as Town of Stettler on Figure 1: Land Use Concept shall be in accordance with the Town of Stettler Municipal Development Plan, as amended from time to time, and the Town of Stettler Land Use Bylaw, as amended from time to time.
- Policy 2.2.5 The Town should prioritize the development of vacant land and infill projects within its existing commercial and industrial areas prior to seeking to develop the Town Future Mixed Business areas shown on Figure 1: Land Use Concept.
- Policy 2.2.6 The Town should prioritize the development of vacant land and infill projects within its existing residential areas prior to seeking to develop the Town Future Residential areas shown on Figure 1: Land Use Concept.
- Policy 2.2.7 The Town shall maintain or exceed an average residential density of 10 dwellings units per gross hectare (4 dwelling units per gross acre) across all lands developed for residential use within the Town boundaries. For the purposes of this Plan, this density shall be measured by accounting for all residential units relative to the gross developed area of all of the Town's designated residential areas. The area used in the calculation shall encompass all lands making up the residential areas including land for roads, parks and residential parcels.
- Policy 2.2.8 The Town shall maintain a maximum residential parcel size of 1.0 acres in all new residential development. Exceptions occur when an existing homestead is proposed to be subdivided out of an existing quarter section of agriculture lands. Larger lot sizes over one acre may be allowed in development areas abutting existing residential acreages in an effort to transition from larger residential acreages to high density residential development. Lastly, exemptions occur where a higher density residential development is





proposed on a lot larger than 1.0 acre such as a bare land condominium, apartment complex, mobile home park, multi-unit rentals, etc.

Policy 2.2.9 The Town shall continue to apply the Commercial & Industrial Design Guidelines, as amended from time to time, to developments adjacent to major highways.



Natural Areas

The landscape within the Plan Area contains natural areas that are of interest to both the Town and the County. These areas offer recreational and open space potential and assist with natural functions such as the management of surface water run-off. Key features are Cold Lake, West Stettler Pond, Red Willow Creek and Shuckburgh's Slough. Figure 1: Land Use Concept shows the portion of these natural areas that are within County boundaries while the Town of Stettler Municipal Development Plan shows the portions that are within the Town boundary.

Policy 2.2.10 The Town and County shall work together to preserve Red Willow Creek and Shuckburgh's Slough Drainage Channel and their associated floodplains as:

- components of a coordinated linear open space system and
- critical drainage courses for the release of storm water runoff and release of effluent from wastewater treatment facilities

Policy 2.2.11 The Town and County shall not support development or activities that affect water quantity and detract from water quality in the Plan Area including Cold Lake, Red Willow Creek, and Shuckburgh's Slough.

Policy 2.2.12 The Town and County should jointly review development opportunities for an intermunicipal open space, parks and pathways system as more detailed plans are prepared within the Plan Area.





Rural Areas

The Rural Areas shown on Figure 1: Land Use Concept are those lands in the County of Stettler that are generally intended to remain under their present Agricultural designation under the County of Stettler Land Use Bylaw. The term “rural” is being used to reflect the non-agricultural uses that may also be allowed for these lands under the Agricultural designation.

Policy 2.2.13 Land use patterns within the Rural Areas shown on Figure 1: Land Use Concept shall be in accordance with the County of Stettler Municipal Development Plan, as amended from time to time and the County of Stettler Land Use Bylaw, as amended from time to time.



County Residential

The areas shown on Figure 1: Land Use Concept as County Residential provide opportunities for residential use in the form of clusters of acreages and multi-lot residential subdivisions. Agricultural uses are also expected in these areas until such time as landowners choose to convert all or part of their lands to country residential use.

Policy 2.2.14 Country residential use and development shall be allowed in the areas shown as County Residential on Figure 1: Land Use Concept.

Policy 2.2.15 Until such time as a landowner decides to develop their lands for country residential uses, land patterns in the County Residential areas shall be in accordance with the County of Stettler Municipal Development Plan and County of Stettler Land Use Bylaw, as amended from time to time.

Policy 2.2.16 The design of multi-lot subdivisions in the County Residential areas shall be in accordance with the County of Stettler Municipal Development Plan, as amended from time to time.

Policy 2.2.17 The County shall maintain a maximum allowable average residential density of 2.5 dwellings units per gross hectare (1 dwelling unit per gross acre) across each quarter section developed for residential use within the County Residential area shown on Figure 1: Land Use Concept. For the purposes of this Plan, this density shall be measured by accounting for all residential units relative to the gross area of the lands within each residential area of the quarter section. The area used in the calculation shall encompass all lands making up the residential area including land for roads, parks and residential parcels.



County Mixed Business

Areas shown as County Mixed Business on Figure 1: Land Use Concept are intended to accommodate a mixture of commercial and industrial uses and provide employment opportunities. Agricultural uses are also expected in these areas until such time as landowners choose to convert their land to commercial and/or industrial use.

Policy 2.2.18 A mixture of commercial and industrial uses and development shall be allowed in the areas shown as County Mixed Business on Figure 1: Land Use Concept.

Policy 2.2.19 Until such time as a landowner decides to develop their lands for commercial and/or industrial uses, land use patterns in the County Mixed Business areas shall be in accordance with the County of Stettler Municipal Development Plan and the County of Stettler Land Use Bylaw, as amended from time to time.

Policy 2.2.20 The County shall continue to apply the Commercial & Industrial Design Guidelines, as amended from time to time, to developments adjacent to major highways.



Town Future Residential

Urban style residential use and development, consisting of a variety of housing types and densities, is expected to occur in the areas shown on Figure 1: Land Use Concept as Town Future Residential once these lands have been added to the Town's jurisdiction. Until these areas are annexed, and to prevent frustrating future efforts to develop these areas as part of the Town, subdivision and development activity is expected to be limited.

- Policy 2.2.21 Until such time as lands identified as Town Future Residential on Figure 1: Land Use Concept have been annexed into the Town, land use patterns in the Town Future Residential areas shall be in accordance with the County of Stettler Municipal Development Plan and County of Stettler Land Use Bylaw, as amended from time to time, except where specifically modified by the policies of this IDP.
- Policy 2.2.22 The County shall limit the number of separate titles in each quarter section to four (4) unless otherwise agreed to in writing by the Town.
- Policy 2.2.23 The size of new bare parcels shall be limited to a maximum of 5 acres and a new parcel for a farmstead removal shall be the least number of acres possible to encompass the features of the farmstead.
- Policy 2.2.24 The location and shape of new parcels within a quarter section should avoid creating barriers to the future subdivision and development of the new parcels and the remainder of the quarter section as part of an urban area to the greatest extent possible.
- Policy 2.2.25 When land within a Town Future Residential area is subdivided, and if reserve dedication is owing, the County shall not take dedication of Environmental Reserve in the form of land or environmental reserve easement and shall defer any Municipal Reserve dedication using a deferred reserve caveat.
- Policy 2.2.26 The County shall not discharge a deferred reserve caveat within a Town Future Residential area unless agreed to in writing by the Town.



Town Future Mixed Business

Commercial and industrial use and development is expected to occur in the areas shown on Figure 1: Land Use Concept as Town Future Mixed Business once these lands have been added to the Town's jurisdiction. Until these areas are annexed, and to prevent frustrating future efforts to develop these areas as part of the Town, subdivision and development activity is expected to be limited.

- Policy 2.2.27 Until such time as lands identified as Town Future Mixed Business on Figure 1: Land Use Concept have been annexed into the Town, land use patterns in the Town Future Mixed Business areas shall be in accordance with the County of Stettler Municipal Development Plan and County of Stettler Land Use Bylaw, as amended from time to time, except where specifically modified by the policies of this IDP.
- Policy 2.2.28 The County shall limit the number of separate titles in each quarter section to four (4) unless otherwise agreed to in writing by the Town.
- Policy 2.2.29 The location, size and shape of new parcels within a quarter section should avoid creating barriers to the future subdivision and development of the new parcels and the remainder of the quarter section as part of an urban area to the greatest extent possible.
- Policy 2.2.30 When land within a Town Future Mixed Business area is subdivided, and if reserve dedication is owing, the County shall not take dedication of Environmental Reserve in the form of land or environmental reserve easement and shall defer any Municipal Reserve dedication using a deferred reserve caveat.
- Policy 2.2.31 The County shall not discharge a deferred reserve caveat within a Town Future Mixed Business area unless agreed to in writing by the Town.



Airport

The Stettler Airport is within the County boundaries and is operated by the Town. It is in the southwest corner of the plan area and has one east-west airstrip. The Town and County agree that the Stettler Airport is a valuable asset to the region and understands the importance of maintaining land use compatibility between the airport and adjacent land uses.

Policy 2.2.32 Development of the airport shall be in accordance with the County of Stettler Municipal Development Plan and County of Stettler Land Use Bylaw, as amended from time to time.

Policy 2.2.33 The Town and the County shall maintain airport overlay districts in their respective Land Use Bylaws to manage land use compatibility issues around and near the airport lands.

Policy 2.2.34 Airport operations and airside development shall be in accordance with the Stettler Airport Master Plan, as amended from time to time.



General Policies

In addition to the policies specific to the areas shown on Figure 1: Land Use Concept, our plan includes policies that apply to all areas and/or to select features such as the Town's wastewater treatment facilities. These policies are as follows:

- Policy 2.2.35 Through subdivision approvals and development permit conditions, the Town and County shall address nuisance impacts and screening between residential and mixed business uses subject to each municipality's respective Municipal Development Plan and Land Use Bylaw.
- Policy 2.2.36 Subdivision and development approvals on lands in proximity to the Wastewater Treatment Facilities shown on Figure 1: Land Use Concept shall maintain the required 300m setback outlined in the Government of Alberta Matters Related to Subdivision and Development Regulation, as amended from time to time.
- Policy 2.2.37 Subdivision and development approvals on lands in proximity to the Decommissioned Landfill shown on Figure 1: Land Use Concept shall maintain the required 300m setback outlined in the Government of Alberta Matters Related to Subdivision and Development Regulation, as amended from time to time.
- Policy 2.2.38 The Town and County shall protect the Highway 56 Realignment as shown on Figure 1: Land Use Concept by ensuring future development and subdivision along the route of the realignment maintains adequate setbacks to allow future acquisition of the required 40m wide right of way.

2.3 Our Coordinated Response to Provincial Referrals

The Town and County recognize that there are developments within the Plan Area that impact both the Town and County but are approved by Provincial agencies. These developments include oil and gas facilities, large scale power generation facilities, and Confined Feeding Operations (CFO); any one of which may generate nuisance and impact adjacent properties. These types of development may also place constraints (e.g., setbacks, land use limitations, physical obstruction, etc.) on property within both the Town and County. It is important for both municipalities to recognize and abide by the policies and regulations administered by Provincial bodies.

The municipalities agree to provide a coordinated response to applications for these types of development within the Plan Area when requested by Provincial approval agencies. For example, the approval and operation of CFO's is regulated by the Natural Resources



Conservation Board (NRCB), which limits the ability of municipalities to control the location of this use. However, the NRCB approval process allows a municipality to indicate where this type of use may not be appropriate or desirable.

Oil and Gas Facilities

- Policy 2.3.1 The Town and the County should jointly respond to the Alberta Energy Regulator regarding any notification of an application for oil and gas facilities in the Plan Area.
- Policy 2.3.2 The Town and the County should recommend that new oil and gas facilities be located outside of and away from the Town and County Growth Areas to reduce development constraints in these Growth Areas.

Power Generation Facilities

- Policy 2.3.3 The Town and the County should jointly respond to the Alberta Utilities Commission regarding any notification of an application for power generation facilities in the Plan Area.
- Policy 2.3.4 The Town and the County should recommend the location of new power generation facilities that require the approval of the Alberta Utilities Commission to be located outside of the Plan Area to reduce development constraints and avoid loss of land that is, or is intended to be, serviced with municipal water and/or wastewater systems.

Confined Feeding Operations

- Policy 2.3.5 The County shall maintain a Confined Feeding Operations (CFO) Exclusion Zone around the Town of Stettler in the County of Stettler Municipal Development Plan to guide decisions made by the Natural Resources Conservation Board (NRCB). The lands falling within the Exclusion Zone shall be determined in consultation with the Town of Stettler.
- Policy 2.3.6 If a CFO application within the Plan Area is being considered by the NRCB, the County shall indicate to the NRCB that only CFOs located outside the Exclusion Zone in the County Municipal Development Plan are supported.



2.4 Our Servicing and Infrastructure Plan

The Town and County recognize that there is mutual benefit in coordinating the delivery of services and infrastructure in the IDP Plan Area. Both municipalities will continue to work together to identify opportunities that most efficiently service existing and future development. Part of this occurs through the IDP; however, the details on shared services and arrangements for sharing of infrastructure is more appropriately addressed through individual agreements negotiated under the Town of Stettler and County of Stettler Intermunicipal Collaboration Framework (ICF). The ICF is a companion document for this IDP and exists under separate cover.

Our IDP identifies expectations regarding provision of infrastructure services to new development within the Plan Area. These policies recognize that the Town and County each have responsibility to ensure appropriate infrastructure is in place to support development, that each own and control infrastructure that can be utilized, and that each municipality has the autonomy to establish their own infrastructure standards. The infrastructure solution for each area that is developed may be different based on location and the available options. The critical aspect is to make sure that the decisions selected by each municipality do not impose limitations on the other.

Water and Wastewater Services

- Policy 2.4.1 All new development within the Town of Stettler area shown on Figure 1: Land Use Concept shall be serviced with collective water supply and collective wastewater collection and disposal systems owned and operated by the Town of Stettler. Exceptions may be allowed by the Town where municipal servicing is not feasible, as determined by the Town, in terms of the ability to provide and maintain potable water quality and/or to meet minimum wastewater flows as part of a plan to transition an area to full municipal servicing.
- Policy 2.4.2 For those areas within the “Lands within the Water and Wastewater Agreement” shown on Figure 1: Land Use Concept, access to the Town of Stettler’s water and wastewater services may be provided in accordance with the Water and Wastewater Agreement, as amended from time to time.
- Policy 2.4.3 At a minimum, development in the Rural Area, County Residential, and County Mixed Business areas shown on Figure 1: Land Use Concept shall be serviced with water systems that meet the requirements of Alberta Environment and Protected Areas.





- Policy 2.4.4 At a minimum, development in the Rural Area, County Residential, and County Mixed Business areas shown on Figure 1: Land Use Concept shall be serviced with wastewater systems that meet the requirements of the Alberta Private Sewage Standard of Practice, as amended from time to time.
- Policy 2.4.5 All new multi-lot subdivisions in the County Residential areas shown on Figure 1: Land Use Concept with parcel sizes less than 0.45 acre shall be serviced with collective water supply and collective wastewater collection and disposal systems owned and operated by or on behalf of the County of Stettler.
- Policy 2.4.6 Lands developed in the County may be serviced with a County owned and operated collective water supply system and/or a County owned and operated collective wastewater collection and disposal system.
- Policy 2.5.7 The Town and County shall have regard to the Town of Stettler and County of Stettler Regional Master Servicing Study as more detailed plans are prepared and as a guide for proposed subdivision and development decisions.

Stormwater Management and Drainage Services

- Policy 2.4.8 The Town and County agree to coordinate their stormwater management plans for new development and follow the recommendations of the County of Stettler No.6 and Town of Stettler Red Willow Creek Watershed Regional Master Drainage Plan.

Private Utility Services

- Policy 2.4.9 The Town and County should, wherever possible, jointly coordinate with utility providers upon receipt of an application proposed along municipal shared boundaries to facilitate the development of private utility infrastructure in the Plan area.

Transportation Services

- Policy 2.4.10 The Town and County shall address any boundary roads that serve traffic and property access for both municipalities and any road use related issues through formal agreements established through the ICF.



ADMINISTRATION OF OUR PLAN

3.1 Intermunicipal Development Plan Review Committee

To establish a mechanism for ongoing discussions between the Town and County of land use planning and development matters under the IDP a dedicated committee has been created.

Policy 3.1.1 The Town and County shall create an Intermunicipal Development Plan Review Committee (IDP Review Committee or Committee) to be a forum for discussing matters relating to the IDP.

Policy 3.1.2 The mandate of the Committee shall include discussion and consideration of the following:

- making recommendations to both Councils on any intermunicipal matter related to land use planning and development that is referred to the Committee by either municipality;
- monitoring the progress of the IDP including overseeing any implementation actions and follow up identified in the IDP;
- reviewing any proposed annexations;
- reviewing any proposed amendments to the IDP; and
- if necessary, assisting with the resolution of disputes in accordance with the IDP.

Policy 3.1.3. The Committee shall consist of the Mayor and two Council members from the Town, and the Reeve and two Council members from the County.

Policy 3.1.4 The Chief Administrative Officers, or their designate(s), shall be advisory staff to the Committee, and shall be responsible to develop agendas and recommendations on all matters relating to the Intermunicipal Development plan.

Policy 3.1.5 The Committee members shall forward all recommendations from the Committee to their respective Councils.

Policy 3.1.6 The Committee may conduct their meetings and decision making based on the protocols and processes established by the Committee.

Policy 3.1.7 An Intermunicipal Development Plan Committee meeting may be initiated at the request of either municipality.



3.2 Referrals Process

The shared review of planning, subdivision and development applications, policy plans, planning studies, and other information is essential to the successful administration of this Plan. The Town and County have identified the following Referral Process to guide the intake, information sharing, and management of applications received in the Plan area.

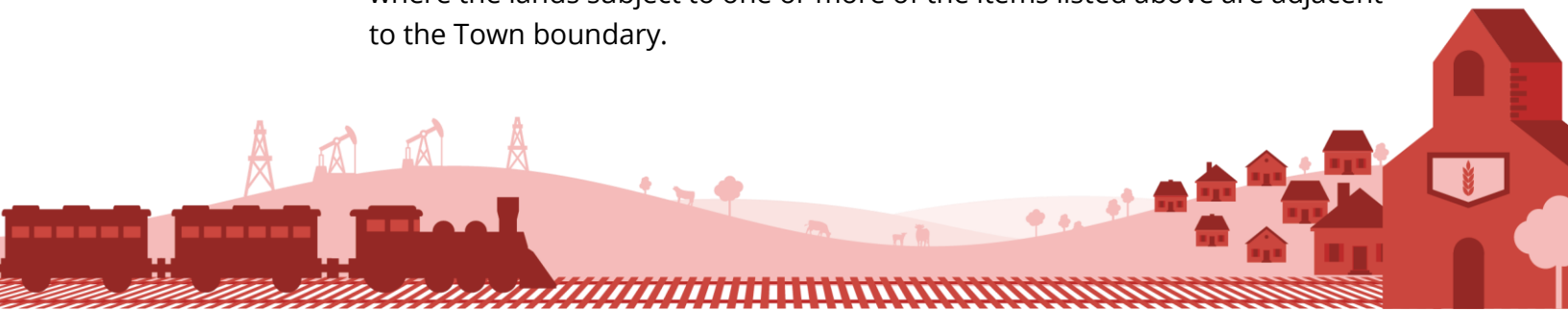
Policy 3.2.1 The Town and County shall share information with one another related to land use and infrastructure involving land within the Plan Area. This includes, but is not limited to:

- new master plans or amendments to existing master plans;
- transportation plans and functional plans for area highways;
- notices regarding Federal or Provincial government projects;
- applications for Power Generation Facilities with the Alberta Utilities Commission;
- applications for Oil & Gas Facilities with the Alberta Energy Regulator;
- applications for Confined Feeding Operations with the Natural Resources Conservation Board;
- technical studies related to proposed development and its potential impacts; and
- any other matters requiring the coordination of both the Town and County including but not limited to the disposal of a public utility lot, municipal reserve, school reserve, or the discharge of a deferred reserve caveat.

Policy 3.2.2 The Town of Stettler agrees to refer planning matters to the County of Stettler. The matters to be referred shall include:

- subdivision applications;
- land use bylaw updates, amendments and re-designations;
- new outline plans or amendments to an existing outline plan;
- new area structure plans or amendments to an existing area structure plan;
- new area redevelopment plans or amendments to an existing area redevelopment plan; and
- amendments to the Town's Municipal Development Plan.

where the lands subject to one or more of the items listed above are adjacent to the Town boundary.



Policy 3.2.3 The County of Stettler agrees to refer planning matters to the Town of Stettler. The matters to be referred shall include:

- development permits;
- subdivision applications;
- land use bylaw updates, amendments and re-designations;
- new area structure plans or amendments to an existing area structure plan;
- new area redevelopment plans or amendments to an existing area redevelopment plan; and
- amendments to the County's Municipal Development Plan

where the lands subject to one or more of the items listed above is within the Plan Area.

Policy 3.2.4 Either municipality may elect to circulate additional items to the neighbouring municipality for comment.

Policy 3.2.5 Referrals shall be sent to each municipality via the Chief Administrative Officer (CAO) or their designate.

Policy 3.2.6 Each municipality shall offer comments from the perspective of specific implications that have a high likelihood of affecting their own planning efforts around land uses, development, and infrastructure. General observations and advice on issues that have no bearing on the planning efforts of the commenting municipality shall not be provided.

Policy 3.2.7 The Administration receiving the referral shall be given at least 21 calendar days to submit their comments and shall make their comments in writing within the 21 calendar day period. The CAO of the municipality sending the referral may agree to an extension of the review period, and where an extension is provided it shall be communicated in writing.

Policy 3.2.8 When issues are raised through the referral process, they shall be addressed using the process steps described below. While these steps are underway, the municipality having jurisdiction over the matter shall not proceed with deciding on the referred matters.

Step 1: The Administration of the municipality having jurisdiction shall provide the other municipality's Administration with all available information concerning the matter.



Step 2: The Administration of the commenting municipality shall evaluate the matter and provide written comments to the other municipality.

Step 3: Every attempt shall be made to discuss the issue with the intent of achieving a mutually acceptable resolution.

Step 4: If an agreement or understanding on how to approach the issue is reached, the Administration of the commenting municipality shall indicate the same to the Administration of the other municipality in writing. If no agreement can be reached, the matter shall be referred to each Council to determine if the dispute resolution process is to be used.

3.3 Dispute Resolution Process

The intent of the Dispute Resolution Process is to provide the Town and County with a framework to effectively and respectfully resolve disputes that may arise through the Referrals Process of this IDP.

Policy 3.3.1 The Town and County agree that disputes relating to matters covered by the IDP shall be restricted to the following:

- lack of agreement on any proposed amendment to the IDP;
- lack of agreement on any proposed statutory plan, land use bylaw or amendment to either located within or affecting the IDP Area; or
- lack of agreement on an interpretation of the IDP.

Policy 3.3.2 The dispute resolution process of the IDP may only be initiated by Town Council or County Council.

Policy 3.3.3 In the event the dispute resolution process is initiated, the municipality having authority over the matter shall not give any further approval in any way until the dispute has been resolved or an attempt to reach a mediated resolution has been concluded.

Policy 3.3.4 Both municipalities agree that time shall be of the essence when working through the dispute resolution process. Once either municipality has received written notice of a dispute, the Intermunicipal Development Plan Committee Review Meeting (Stage 1) must be scheduled within 15 calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.



Policy 3.3.5. A dispute shall be addressed using the process described below. At any stage the dispute may be resolved:

Stage 1: Intermunicipal Development Plan Committee Review

The Intermunicipal Development Plan Committee shall convene to consider and attempt to resolve the dispute. Both Administrations shall present their perspectives and views on the issue. The Intermunicipal Development Plan Committee shall proceed in one of the following manners:

1. provide suggestions to both Administrations on how to address the issue and refer the matter back to both Administrations for further discussion between them;
2. seek additional information and alternatives for consideration at a future meeting of the Intermunicipal Development Plan Committee;
3. if possible, agree on a consensus position that resolves the issue, and provide the details of the consensus to each municipality in writing; or
4. conclude that no initial agreement can be reached and communicate their conclusion to the two Councils.

Stage 2: Mediation

If the Intermunicipal Development Plan Committee Review does not resolve the dispute, the dispute shall then be referred to mediation. The services of an independent mediator shall be retained to mediate/facilitate discussions by the Committee based on an approved mediation process and schedule. The costs of mediation shall be shared equally between the Town and County. The mediator shall present written recommendations to both Councils.

Policy 3.3.6 In the event mediation does not resolve the dispute, the municipality having authority over the matter in question, may proceed to decide on the matter and, if available under the Municipal Government Act, the other municipality may appeal to the Land and Property Rights Tribunal.

Policy 3.3.7 The Council initiating a dispute may withdraw their objections at any time. The Council initiating the dispute shall provide written confirmation that the dispute is withdrawn to the other Council.



3.4 Plan Review and Amendment

The IDP review and amendment process shall be in accordance with the following policies:

- Policy 3.4.1 A full review of the IDP by the Intermunicipal Development Plan Committee shall be initiated within ten years from the date this Plan is adopted, followed by recommendations to both municipal Councils, to determine the advisability of an amendment.
- Policy 3.4.2 At least once every four years, the Committee shall meet to discuss progress on any initiatives arising out of the IDP or required to implement the full intent of the IDP and any issues and opportunities related to the IDP.
- Policy 3.4.3 Either municipality may put forward an amendment to this Plan at any point in time.
- Policy 3.4.4 Requests for an amendment to this Plan by any party other than the Town or County shall be made to the municipality having jurisdiction over the land that is the subject of the amendment request. The municipality having jurisdiction may determine whether to process the request.
- Policy 3.4.5 Where a request to amend this Plan from another party is to be processed or an amendment is being put forward by the Town or County, the draft content of the amendment shall first be circulated to the Administration of the other municipality. The IDP Committee shall meet to review the proposed amendment prior to consideration of first reading of an amending bylaw by the Town or the County.
- Policy 3.4.6 The following circumstances shall require a formal amendment to this Plan:
- any significant land use change that is not consistent with the policy areas shown on Figure 1: Land Use Concept; and
 - any desire to deviate from the mandatory policies of this Plan that may be applicable to a proposed use or development.
- Policy 3.4.7 Any amendment to this IDP shall require adoption of a bylaw by the Town and a bylaw by the County using the procedures established in the Municipal Government Act. An amendment does not come into force until third reading has been given to both bylaws.



3.5 Procedure to Repeal

The procedure to repeal the IDP shall be in accordance with the following policies:

Policy 3.5.1 If either municipality deems that the current IDP should be repealed, the municipality may initiate the process to repeal the current IDP in accordance with the following:

Step 1: Notification

- The Council of the municipality intending to repeal the current IDP shall provide written notice to the other municipal Council of its intention to repeal its bylaw adopting the current IDP.

Step 2: Committee Meeting

- Within 30 calendar days of forwarding the written notice, an Intermunicipal Development Plan Committee meeting will be held.
- During this meeting, the municipality initiating the repeal process shall present the reasons for the proposed repeal.
- Following the meeting, the initiating municipality may withdraw its intention to repeal the current IDP by providing written notice to the other Council. If the intention to repeal is not withdrawn, the process shall proceed to Step 3.

Step 3: Development of Replacement IDP

- Upon one municipality giving first reading to a bylaw repealing the current IDP, both municipalities shall commence the process to develop a replacement IDP.
- The bylaw to repeal the current IDP shall not advance to consideration of second reading until a replacement IDP has been developed.
- The development of the replacement IDP will be prepared by both municipalities in good faith.

Step 4: Adoption of Replacement IDP

- Once a replacement IDP has been agreed upon by both Councils, the bylaws adopting the replacement IDP shall simultaneously repeal the current IDP in accordance with the Municipal Government Act.

Policy 3.5.2 Until such time as a replacement IDP has been agreed to by both municipalities, the current IDP remains in effect.



Policy 3.5.3 If a replacement IDP cannot be agreed upon, the municipalities shall notify the Minister of Municipal Affairs and seek guidance on how to proceed in accordance with the Municipal Government Act.

3.6 Annexation

The County recognizes and agrees that annexation of lands from the County by the Town to provide additional land for Town growth shall be needed from time to time. The procedure for annexation shall be in accordance with the following policies:

Policy 3.6.1 Only areas identified as Town Future Residential or Town Future Mixed Business on Figure 1: Land Use Concept shall be considered for annexation by the Town.

Policy 3.6.2 Initiation of annexation shall be made by written notice in accordance with the requirements of the Municipal Government Act. The notice of annexation shall be put forward to the other municipality in confidence and shall remain in confidence until both municipalities agree that the annexation proposal is ready for presentation to the public and any affected landowners have been informed of the proposal.

Policy 3.6.3 The annexation proposal shall be reviewed by the Intermunicipal Development Plan Committee prior to submission of a notice of annexation to the respective Councils, the Minister, the Land and Property Rights Tribunal and any other local authority having jurisdiction. To evaluate the appropriateness of an annexation proposal, the following criteria shall be considered and documented in a supporting report that is to be prepared by the municipality that initiated the annexation proposal:

- justification of the proposal based on projected growth rates reflecting historic trends or anticipated economic stimulus, available supply of serviceable lands, and reasonable development densities;
- consistency with adopted statutory plans;
- availability and cost of providing municipal water, wastewater and storm drainage services, including consideration of economies of scale related to the financing of these municipal services;
- ability to extend municipal water and wastewater services in an economic manner in relation to the anticipated market value for serviced land;





- the financial impact on both municipalities, and any means of mitigating impacts;
- measures to mitigate the impacts of annexation such as change in taxation levels, service provisions and treatment and continuation of existing, approved uses and development;
- adequacy of transportation systems and ability to expand to accommodate demands resulting from annexation, including consideration of economies of scale related to the financing of transportation infrastructure;
- logical extension of jurisdictional boundaries including consideration of long-term responsibilities for maintenance and service delivery and the establishment of rational planning units;
- landowner interest in pursuing development and as high a degree of concurrence among affected landowners as possible; and
- any applicable legislative requirements including the Municipal Government Act and any Annexation Regulations and/or Procedures established by the Province from time to time.

Policy 3.6.4 The Town and County shall endeavor to reach an inter-municipal agreement on the annexation prior to submitting the annexation application to the Land and Property Rights Tribunal.

Policy 3.6.5 If deemed necessary by either municipality, at least one joint meeting of the two Councils to discuss the rationale for the annexation and any terms negotiated between the Town and County shall be held prior to submission of the annexation application to the Land and Property Rights Tribunal.

Policy 3.6.6 Unless otherwise agreed between the Town and County in writing, there shall be a minimum of five years between the time that an annexation proposal is approved by the Province and another annexation proposal is initiated.





Appendix A

*Abbreviation
and Definitions*



APPENDIX A: ABBREVIATION AND DEFINITIONS

Collective Water Supply: a system of pipes designed, constructed, or installed as a collective means of water supply, where two or more properties are connected.

Collective Wastewater Collection and Disposal: a system of pipes designed, constructed, or installed as a collective means of sewage disposal, where two or more properties are connected.

Confined Feeding Operation (CFO): where livestock is confined under any circumstance for means other than grazing and requires registration and approval under the Agricultural Operation Practices Act (AOPA). Does not include the spreading of manure.

Chief Administrative Officer (CAO): the administrative manager of a municipal government organization.

Growth Area: means areas in the County identified in Schedule A that are planned for residential and mixed business development. Some Growth Areas may be considered for Future Town Annexation.

Intermunicipal Collaboration Framework (ICF): a tool to facilitate cooperation between neighbouring municipalities in order to ensure municipal services are provided to residents efficiently.

Intermunicipal Development Plan (IDP): a statutory plan jointly approved by the Town and County municipal Councils to direct and guide development within lands along a common boundary.

Land Use Concept: means the framework of future land uses identified in the Plan Area.

Land and Property Rights Tribunal (LPRT): a quasi-judicial tribunal of the Province of Alberta that makes decisions about land use planning, development, right of entry, compensation and assessment matters.

Municipal Development Plan (MDP): a statutory plan required under the MGA that establishes land uses, co-ordinates infrastructure transportation and municipal services, and guides development within municipal boundaries.

Municipal Government Act (MGA): an Act that outlines how municipalities operate and how development is considered within the Province of Alberta.

Natural Resources: refers to flora and fauna, land formations, soil zones, agricultural lands, water bodies (and associated riparian areas), and hazard lands (such as flood prone lands) that may be identified through the process of planning and development.





Notice of Annexation: a written notice of a proposed annexation which initiates the annexation process in accordance with the requirements of the Municipal Government Act.

Natural Resources Conservation Board (NRCB): a regulatory body responsible for the regulation of Confined Feeding Operations within Alberta.

Annexation Application: also known as the Report on Negotiations as per section 118 of the Municipal Government Act, prepared by the initiating municipality that describes the results of negotiation for annexation and submitted to the LPRT.

