



Agenda

Call to Order

National Anthem

1.0	Additions to the Agenda	
2.0	Adoption of Agenda	
3.0	Corrections or Amendments:	
3.1.	July 21, 2021, Regular Meeting of Council Minutes	3-7
3.2.	July 21, 2021, Public Hearing Minutes Bylaw 2021/10/F	8
4.0	Adoption of:	
4.1.	July 21, 2021, Regular Meeting of Council Minutes	
4.2.	July 21, 2021, Public Hearing Minutes Bylaw 2021/10/F	
5.0	Delegations / Administrative Updates	
5.1.	Drayton Valley RCMP Stats – July 2021 – Acting S/Sgt. Erin Matthews	289-296
5.2.	Q2 Finance Report – Elvera Thomson	9-15
6.0	Decision Items	Pages 16-276
6.1.	Town of Drayton Valley Clean Energy Improvement Tax Bylaw 2021/11/A Presented for First Reading	16-32
6.2.	Town of Drayton Valley-Brazeau County Intermunicipal Development Plan (IDP) Bylaw 2021/09/D Presented for First Reading	33-109
6.3.	Direct Control One (DC-1) Commercial, Farmers' Market Bylaw 2021/06/D Presented for First Reading	110-153
6.4.	Whistleblower Policy A-02-21	154-223
6.5.	Omniplex Ice Fees	224-228
6.6.	New Aquatic Centre Amenity Sponsorship Rights Agreement for Approval	229-243
6.7.	Community Event Grants, Third Quarter Allocation – Late Applications	244-251
6.8.	Combative Sports Commission	252-268
6.9.	Education Budget and Reserve	269-271
6.10.	Town of Drayton Valley Recycling Centre Relocation	272-274
6.11.	Landfill Request for Proposal	275-276
6.12.	Closed Session: Request to Write-Off Bad Debt – FOIP section 16(1)(a)(ii)	Distributed Separately
7.0	Department Reports	
7.1.	Planning and Development	Lowani Mubanga
7.2.	Infrastructure and Engineering	Owen Olynyk

	7.3. Health and Safety	Shawna Law
	7.4. Community Services and FCSS	Annette Driessen
	7.5. Protective and Emergency Services	Tom Thomson
	7.6. Corporate Services and Finance	Elvera Thomson
	7.7. CAO/Administration	Annette Driessen
8.0	Council Reports	
	8.1. Councillor Dodds	
	8.2. Councillor Gammana	
	8.3. Deputy Mayor McGee	
	8.4. Councillor Wheeler	
	8.5. Councillor Ballas	
	8.6. Councillor Peebles	
	8.7. Mayor Doerksen	
9.0	Information Items	Pages 277-296
	9.1. Brazeau Foundation Meeting Minutes – June 14, 2021, and June 24, 2021	278-283
	9.2. Economic Development Committee Meeting Minutes – June 16, 2021	284-285
	9.3. Sustainability Committee Meeting Minutes – June 22, 2021	286-288
	9.4. Drayton Valley RCMP Stats – July 2021	289-296
10.0	Adjournment	



Meeting Minutes

THOSE PRESENT:

Mayor Doerksen
Councillor Ballas
Councillor Dodds
Councillor Gammana
Deputy Mayor McGee
Councillor Wheeler
Annette Driessen, Acting CAO
Elvera Thomson, General Manager of Finance
Owen Olynyk, General Manager of Infrastructure
Tom Thomson, Fire Chief
Derek Starnes, Recreation and Omniplex Manager

Nathan Palovcik, Manager of Information Services
Sabine Landmark, Administrative Assistant
Lowani Mubanga, Planning and Development Officer
Shawna Law, Manager Health and Safety
Acting S/Sgt. Erin Matthews, RCMP
Graham Long, Drayton Valley and District Free Press (Call-In)
Big West Country News (Call-In)
Members of the Public

ABSENT:

Councillor Peebles

CALL TO ORDER

Mayor Doerksen called the meeting to order at 9:02 a.m.

1.0 Additions to the Agenda

There were no additions or deletions to the Agenda.

2.0 Adoption of Agenda

RESOLUTION #123/21

Councillor Gammana moved to adopt the Agenda for the July 21, 2021, Regular Meeting of Council, as presented.

CARRIED

3.0 Corrections or Amendments:

3.1. June 30, 2021, Regular Meeting of Council Minutes

There were no corrections or amendments to the June 9, 2021, Regular Meeting of Council Minutes.

3.2. July 14, 2021, Special Meeting of Council Minutes

There were no corrections or amendments to the July 14, 2021, Special Meeting of Council Minutes.

4.0 Adoption of:

4.1. June 30, 2021, Regular Meeting of Council Minutes

RESOLUTION #124/21

Councillor Dodds moved to adopt the Minutes of the June 30, 2021, Regular Meeting of Council, as presented.

CARRIED

4.2. July 14, Special Meeting of Council Minutes

RESOLUTION #125/21

Councillor McGee moved to adopt the Minutes of the July 14, 2021, Special Meeting of Council, as presented.

CARRIED

5.0 Public Hearings

5.1. New Aquatic Facility Debenture Bylaw 2021/10/F

A separate set of minutes was recorded for this item.

6.0 Delegations

6.1. EXL Aggregate & Rentals – Brock Hutton

Mr. Hutton expressed his frustration with the Town in the selection process of the Cell 5 Lagoon tender.

Mayor Doerksen advised that Council will look into this.

6.2. Drayton Valley RCMP Stats – June 2021 – Acting S/Sgt. Erin Matthews

Acting S/Sgt. Matthews presented Council with the stats for the month of June 2021 and advised of some staffing changes. She answered Council's question regarding homelessness and tent sites.

7.0 Decision Items

7.1. New Aquatic Facility Debenture Bylaw 2021/10/F, Presented for Second and Third Reading

RESOLUTION #126/21

Councillor Ballas moved that Council give Second Reading to proposed Borrowing Bylaw 2021/10/F, as presented.

CARRIED

RESOLUTION #127/21

Councillor Wheeler moved that Council give Third Reading to proposed Borrowing Bylaw 2021/10/F, as presented.

CARRIED

7.2. Appointment of Directors to BIO-ARCC Drayton Valley Ltd.

RESOLUTION #128/21

Councillor Wheeler moved that Council appoint Mayor Michael Doerksen, Councillor Nancy Dodds and Councillor Amila Gammana as directors to BIO-ARCC Drayton Valley Ltd. for the term expiring on October 27, 2021.

CARRIED

7.3. 2021 Property Tax Forgiveness Request – The Villas at Drayton Valley Inc.

RESOLUTION #129/21

Councillor McGee moved that Council approve the forgiveness of \$10,376.96 of municipal taxes outstanding and \$12,886.44 of penalties outstanding for Tax Roll #46202000 on the condition that the property is sold and the house is demolished and we receive the \$15,000.00 and September 30 is the deadline.

CARRIED

7.4. 2021 Property Tax Forgiveness Request – Valley Power Corp. – Metalnecks Offer to Purchase

RESOLUTION #130/21

Councillor Wheeler moved that Council approve the forgiveness of \$765,294.84 of property taxes, linear taxes and penalties outstanding for the Tax Rolls #53104500 and #53104600 with the contingency that Metalnecks Salvage Ltd. is the owner and pays the \$150,000 in sponsorships to the Town.

CARRIED

Mayor Doerksen called a break at 10:30 a.m.

Mayor Doerksen reconvened the meeting at 10:37 a.m.

7.5. Dust Suppression Policy T-01-21

RESOLUTION #131/21

Councillor McGee moved that Council approve Dust Suppression Policy T-01-21, as presented.

CARRIED

7.6. Community Grants, Third Quarter Allocation

RESOLUTION #132/21

Councillor Ballas moved that Council award the Elevated Experience Camping Society \$3,002.50 from the Community Events Grant to help cover the costs associated with hosting the Cruising for a Cause event taking place on July 16-18, 2021.

Councillor Gammama made a friendly amendment to award \$2,500.00.

Councillor Ballas declined the friendly amendment.

CARRIED

7.7. Omniplex Ice Fees

RESOLUTION #133/21

Councillor Wheeler moved that Council take from the table motion #113/21.

CARRIED

RESOLUTION #113/21

Councillor McGee moved that Town Council approve the proposed 2021 Ice Rental Rates as presented.

CARRIED

RESOLUTION #134/21

Councillor Gammama moved that Council approve up to 25% rebate to the Town of Drayton Valley residents.

TABLED

RESOLUTION #135/21

Councillor Dodds made a motion to table this item.

CARRIED

8.0 Department Reports

8.1. Planning and Development

Mr. Mubanga provided an update of the activities in the Planning and Development department.

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8.2. Infrastructure and Engineering

Mr. Olynyk provided an update from the Engineering, Water Treatment Plant, Aspen Waste Management Facility, and Public Works departments.

8.3. Health and Safety

Ms. Law provided an update from the Safety department.

8.4. Community Services and FCSS

Ms. Driessen provided an update from the Community Services department, new aquatic facility, Park Valley Pool, and Early Childhood Development Centre. She encouraged the community to assist in keeping the work site of the new aquatic facility safe.

8.5. Protective and Emergency Services

Fire Chief Thomson informed Council about the issue of the increasing cat population. He advised of an affordable spay/neuter program as a solution and that the department will try to get community sponsorship for this.

8.6. Corporate Services and Finance

Mrs. Thomson provided an update from the Finance department.

8.7. CAO/Administration

Ms. Driessen noted that Administration is working on the budget process, arbitration, and submissions to Municipal World for two awards.

9.0 Council Reports

9.1. Councillor Peebles

- Was not present to provide a report

9.2. Councillor Dodds

- Sustainability Committee meetings
- Education Committee meetings
- Alumni Hockey Game

9.3. Councillor Gammana

- Canada Day
- Education Committee meetings
- Alumni Hockey Game

9.4. Deputy Mayor McGee

- Had nothing to report

9.5. Councillor Wheeler

- Had nothing to report

9.6. Councillor Ballas

- Fly-In event at the Drayton Valley Airport

9.7. Mayor Doerksen

- July 7 – Meeting with Minister Dreeshen in Drayton Valley for Alberta Hemp Alliance

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10.0 Information Items

10.1. Economic Development Committee Meeting Minutes – May 6, 2021

10.2. Drayton Valley RCMP Stats – June 2021

10.3. Drayton Valley / Brazeau County Fire Services Stats – April and May

RESOLUTION #136/21

Councillor Ballas moved that Council accept the above items as information, as presented.

CARRIED

11.0 Adjournment

Mayor Doerksen adjourned the meeting at 11:37 a.m.

MAYOR

ACTING CHIEF ADMINISTRATIVE OFFICER

MINUTES OF PUBLIC HEARING

July 21, 2021
BYLAW 2021/10/F

THOSE PRESENT:

Mayor Doerksen
Councillor Ballas
Councillor Dodds
Councillor Gammara
Deputy Mayor McGee
Councillor Wheeler
Annette Driessen, Acting CAO
Elvera Thomson, General Manager of Finance
Owen Olynik, General Manager of Infrastructure
Tom Thomson, Fire Chief
Nathan Palovcik, Manager of Information Services

Sabine Landmark, Administrative Assistant
Lowani Mubanga, Planning and Development Officer
Shawna Law, Manager Health and Safety
Acting S/Sgt. Erin Matthews, RCMP
Graham Long, Drayton Valley and District Free Press (Call-In)
Big West Country News (Call-In)
Members of the Public

ABSENT:

Councillor Peebles

ITEM

Bylaw No. 2021/10/F – New Aquatic Facility Debenture Bylaw

CALL TO ORDER

Mayor Doerksen declared the Public Hearing open at 9:06 a.m.

PURPOSE OF THE PUBLIC HEARING

To receive comments, concerns, and questions from the public with regard to the proposed New Aquatic Facility Debenture Bylaw 2021/10/F.

BACKGROUND

The above Bylaw received First Reading at the June 30, 2021, Regular Meeting of Council, and may receive Second and Third Readings today, depending upon the comments received at this Public Hearing.

Notification of the Bylaw, requesting comments from the public, and advising them of the Public Hearing, has been provided through in accordance with Town of Drayton Valley Bylaw 2018/07/A (Electronic Advertising Bylaw). To facilitate the Public Hearing process, any comments received (written or verbal) will be presented as a package at the time of the Public Hearing.

CALL FOR COMMENTS FROM THE FLOOR

There were no comments from the floor.

CALL FOR COMMENTS OR WRITTEN SUBMISSIONS

There was no written submission received.

ADJOURNMENT

Mayor Doerksen declared the Public Hearing closed at 9:07 a.m.

MAYOR

ACTING CHIEF ADMINISTRATIVE OFFICER

TOWN OF DRAYTON VALLEY
Quarterly Update - Q2 - June 2021



GENERAL REVENUE

	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Budget 2021 YTD	Actual 2021 YTD
Property Taxes	(11,868,417)	(10,780,298)	(10,473,565)	(10,733,857)	(12,568,146)	(12,514,215)
Franchise Fees	(1,176,853)	(1,208,934)	(1,190,421)	(1,349,643)	(674,821)	(607,264)
Other Revenue	(798,180)	(714,225)	(406,041)	(440,285)	(250,726)	(227,020)
Net Revenue	(13,843,450)	(12,703,457)	(12,070,027)	(12,523,785)	(13,493,693)	(13,348,499)

GENERAL ADMINISTRATION

	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Budget 2021 YTD	Actual 2021 YTD
Revenues						
General Administration	(123,167)	(128,173)	(691,697)	(170,200)	(102,600)	(93,023)
Total Revenues	(123,167)	(128,173)	(691,697)	(170,200)	(102,600)	(93,023)
Expenses						
Council	561,016	515,512	439,629	475,000	244,057	206,040
General Administration	2,523,678	2,254,591	3,279,762	2,715,213	1,414,221	1,382,106
Total Expenses	3,084,694	2,770,103	3,719,391	3,190,213	1,658,278	1,588,146
Net Expense (Revenue)	2,961,527	2,641,930	3,027,693	3,020,013	1,555,678	1,495,124

PROTECTIVE SERVICES

	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Budget 2021 YTD	Actual 2021 YTD
Revenues						
Police	(573,852)	(530,444)	(508,914)	(546,392)	(95,000)	(48,842)
Fire	(501,576)	(478,675)	(483,055)	(495,021)	(247,510)	(244,217)
Disaster and Emergency	-	-	-	(16,875)	-	-
Bylaw	(22,098)	(17,470)	(22,309)	(9,500)	(4,750)	(13,197)
Total Revenues	(1,097,526)	(1,026,589)	(1,014,278)	(1,067,788)	(347,260)	(306,256)
Expenses						
Police	2,022,392	2,123,111	2,115,772	2,135,623	640,319	598,166
Fire	980,645	937,898	897,454	930,043	480,123	414,004
Disaster and Emergency	65,141	57,450	3,265	35,844	6,371	857
Bylaw	120,632	48,888	85,482	72,989	37,687	42,318
Total Expenses	3,188,809	3,167,347	3,101,974	3,174,499	1,164,499	1,055,345
Net Expense (Revenue)	2,091,283	2,140,758	2,087,696	2,106,711	817,239	749,089

TRANSPORTATION

	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Budget 2021 YTD	Actual 2021 YTD
Revenues						
Common Services	131,633	2,048	(157,577)	(116,400)	(58,200)	(52,200)
Roads, Streets and Sidewalks	(21,903)	(149,735)	(20,317)	(25,000)	(12,500)	(110,519)
Airport	(55,719)	(45,258)	(59,820)	(60,698)	(30,349)	(45,614)
Total Revenues	54,011	(192,944)	(237,713)	(202,098)	(101,049)	(208,332)
Expenses						
Common Services	975,568	1,470,850	1,961,929	1,604,627	815,882	743,584
Roads, Streets and Sidewalks	2,066,041	2,338,918	2,346,886	1,756,744	880,372	689,751
Airport	102,679	82,643	115,057	160,484	86,722	117,034
Storm Sewer	228,217	89,551	277,598	105,200	52,600	24,077
Total Expenses	3,372,505	3,981,962	4,701,470	3,627,055	1,835,575	1,574,446
Net Expense (Revenue)	3,426,515	3,789,018	4,463,757	3,424,957	1,734,527	1,366,114

UTILITIES

	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Budget 2021 YTD	Actual 2021 YTD
Revenues						
Water	(2,735,628)	(2,816,816)	(2,675,265)	(2,784,720)	(1,392,360)	(1,354,405)
Sewer	(2,368,942)	(2,440,986)	(2,308,402)	(2,372,000)	(1,186,000)	(1,144,579)
Waste	(1,803,073)	(1,940,510)	(1,941,056)	(2,210,578)	(998,032)	(948,100)
Total Revenues	(6,907,644)	(7,198,313)	(6,924,723)	(7,367,298)	(3,576,391)	(3,447,083)
Expenses						
Water	1,906,504	2,211,128	2,338,026	1,783,994	939,638	965,503
Sewer	1,027,483	905,668	1,274,118	869,416	438,254	254,704
Waste	1,872,235	1,735,315	1,979,031	1,548,484	774,242	676,635
Depreciation						
Total Expenses	4,806,222	4,852,111	5,591,175	4,201,894	2,152,134	1,896,841
Net Expense (Revenue)	(2,101,422)	(2,346,202)	(1,333,549)	(3,165,404)	(1,424,257)	(1,550,242)

COMMUNITIY SERVICES

	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Budget 2021 YTD	Actual 2021 YTD
Revenues						
FCSS	(576,272)	(616,525)	(586,696)	(463,441)	(246,284)	(220,208)
Community Services	-	-	(20,900)	-	-	-
ECDC	(1,368,766)	(1,594,630)	(1,216,457)	(1,015,249)	(583,749)	(527,272)
Affordable Housing	(78,703)	(125,373)	(103,596)	(100,000)	-	-
Cemetary	(31,007)	(30,960)	(17,441)	(38,000)	(19,000)	(19,976)
Total Revenues	(2,054,749)	(2,367,487)	(1,945,089)	(1,616,690)	(849,033)	(767,456)
Expenses						
Family Wellness Program	12,890	-	12,890	12,890	6,445	-
FCSS	617,243	665,286	634,336	520,745	260,872	286,244
Community Services	211,123	230,660	307,022	333,205	139,014	82,128
ECDC	1,312,151	1,452,494	1,074,320	1,200,572	603,166	624,332
Affordable Housing	72,148	68,993	85,488	64,904	39,122	42,056
Cemetary	62,664	49,685	31,316	32,081	16,040	19,014
Total Expenses	2,288,219	2,467,118	2,145,372	2,164,397	1,064,659	1,053,774
Net Expense (Revenue)	233,470	99,631	200,283	547,707	215,626	286,318

PLANNING AND DEVELOPMENT

	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Budget 2021 YTD	Actual 2021 YTD
Revenues						
Planning	(97,871)	(111,876)	(43,124)	(100,000)	(50,000)	(37,828)
Economic Development	(214,349)	(179,912)	(183,771)	(87,868)	(17,450)	(41,176)
Education	-	-	-	(12,500)	(12,500)	-
Promotion / Other	-	(320)	(63)	-	-	-
Other	(29,606)	-	-	-	-	-
Total Revenues	(341,826)	(292,108)	(226,958)	(200,368)	(79,950)	(79,004)
Expenses						
Planning	353,068	411,755	358,701	298,049	149,024	136,938
Economic Development	870,882	728,139	991,027	877,880	438,940	392,757
Sustainability	11,159	3,977	3,674	5,000	2,500	-
Education	-	-	-	261,969	130,984	43,530
Promotion	103,700	54,343	99,288	201,075	100,537	95,082
Land Development	31,652	28,311	24,868	22,384	12,045	11,638
Total Expenses	1,370,460	1,226,525	1,477,559	1,666,357	834,031	679,944
Net Expense (Revenue)	1,028,633	934,417	1,250,601	1,465,989	754,082	600,941

PARKS AND RECREATION

	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Budget 2021 YTD	Actual 2021 YTD
Revenues						
Omniplex	(1,199,160)	(1,424,732)	(1,120,094)	(732,407)	(366,203)	(157,783)
MCC	(267,425)	(253,777)	(133,724)	(118,805)	(59,403)	(21,612)
Pool	(602,847)	(693,492)	(331,302)	(403,080)	(201,540)	(111,267)
Outdoor Recreation	(157,358)	(438,703)	(149,368)	(245,092)	(101,713)	(58,796)
Library and Culture	-	-	-	-	-	-
Total Revenues	(2,226,790)	(2,810,704)	(1,734,487)	(1,499,384)	(728,858)	(349,459)
Expenses						
Omniplex	1,971,260	2,038,445	2,111,363	1,420,488	739,743	486,924
MCC	377,494	361,400	303,853	286,633	152,787	77,440
Pool	1,096,980	1,040,275	764,514	810,263	410,412	256,653
Outdoor Recreation	717,363	943,435	662,804	669,156	328,779	282,882
Library and Culture	398,253	396,524	395,255	325,977	166,032	232,382
Total Expenses	4,561,350	4,780,078	4,237,790	3,512,517	1,797,754	1,336,281
Net Expense (Revenue)	2,334,559	1,969,375	2,503,302	2,013,133	1,068,896	986,823

OTHER

	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Budget 2021 YTD	Actual 2021 YTD
Revenues						
Operating Contingencies	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Expenses						
Operating Contingencies	(33,404)	231,244	(70,579)	500,000	250,000	-
Total Expenses	(33,404)	231,244	(70,579)	500,000	250,000	-
Net Expense (Revenue)	(33,404)	231,244	(70,579)	500,000	250,000	-

Summary

	Actual 2018	Actual 2019	Actual 2020	Budget 2021	Budget 2021 YTD	Actual 2021 YTD
Total Revenues	(26,541,141)	(26,719,775)	(24,844,974)	(24,647,611)	(19,278,835)	(18,599,112)
Total Expenses	22,638,853	23,476,488	24,904,151	22,036,932	10,756,930	9,184,778
Net Deficit (Surplus)	(3,902,288)	(3,243,287)	59,176	(2,610,679)	(8,521,904)	(9,414,333)
Actual surplus year-to-date		9,414,333				
Budgeted surplus year-to-date		8,521,904				
Net year-to-date surplus		892,429				
Variances by department						
	Revenues	Expenses	Net			
General Revenue	(145,194)		(145,194)			
General Administration	(9,577)	70,132	60,554			
Protective Services	(41,004)	109,154	68,150			
Transportation	107,283	261,129	368,412			
Utilities	(129,308)	255,293	125,985			
Community Services	(81,577)	10,884	(70,692)			
Planning and Development	(946)	154,087	153,141			
Recreation and Culture	(379,399)	461,472	82,073			
Other	-	250,000	250,000			
Total	(679,723)	1,572,152	892,429			

Financial Information
June 30, 2021

Receivable Balances

	30-Jun-21	30-Jun-20	30-Sep-20
General Receivable	847,428.88	915,475.49	
Utility Receivables	270,189.78	352,426.88	
Tax Receivables	3,314,470.82	6,020,787.11	1,678,981.65

Other Liabilities

	30-Jun-21	31-Mar-21	31-Dec-20
Deferred Revenue	6,296,349.60	3,339,069.00	3,649,226.00
Debenture Balance	11,205,563.86	11,027,568.94	11,222,916.81

Other Assets

	30-Jun-21	31-Mar-21	31-Dec-20
Bank Balance	16,908,459.70	9,165,399.13	11,048,480.23

Grants Receivable

GTF	847,137.00	Received in Aug
MSI Capital	1,665,887.00	Received in Jul
MSI Operating	66,655.00	Received in Jul
MSI BMTG	434,100.00	Received in Jul

Reserves

Landfill	735,595.00
Externally Restricted	1,493,071.00
Internally Restricted	6,686,110.00
	<hr/> 8,914,776.00

Town of Drayton Valley
Capital Budget Summary - Q2



CP No.	Function	Project Name	2021 Budgeted Cost	Jun 30, 2021 Actual Cost YTD	Budget Remaining (OVER)
477	Common Services	Public Works Equipment (Tandem truck, F550, PW Eqt)	591,200.00	636,090.19	-44,890.19
478	Common Services	Pedestrian Bridges Replacement	250,000.00		250,000.00
476	Fire	PortaCount Fit Testing Equipment for Respirators	27,203.00	12,954.00	14,249.00
475	Planning	Columbarium - cemetery	50,000.00	0.00	50,000.00
95	Recreation	Aquatic Facility	10,620,659.50	1,452,135.10	9,168,524.40
417	Recreation	Parks & Recreation Program	429,538.00	52,844.80	376,693.20
419	Roads	Roads, Sidewalks & Trails Program	547,365.00	0.00	547,365.00
307	Sewer	Waste Water Facility Upgrade (Polishing Cell) - Incl. Land & Lagoon Upgrade	2,200,000.00	18,154.66	2,181,845.34
188	Common Services	Snow Dump Site	250,000.00	351.75	249,648.25
424	Economic Development	Entrance Signage	65,000.00	15,250.00	49,750.00
425	Economic Development	Town Revitalization	143,289.00	0.00	143,289.00
154	Landfill	Facility Upgrades & Scale House - Design & Drilling	3,144.00	1,472.05	1,671.95
331	Recreation	Omniplex Signage	15,994.00	13,168.78	2,825.22
416	Recreation	Omniplex Refrigeration Plant Code Compliance	22,724.00	4,505.99	18,218.01
484	Community Services	Affordable Housing Duplex	300,000.00	0.00	300,000.00
485	Common Services	WTP Land Purchase	800,000.00	0.00	800,000.00
432	Roads	Ring Road Connection - 18 Avenue Resurfacing	231,903.00	37,454.93	194,448.07
300	Water	High Lift Pump Station - Raw Water (Prev Funded = Debenture Recognized)	103,302.00	126,568.00	-23,266.00
464	Water	Watermain Upgrade Master Plan	112,738.00	26,300.48	86,437.52
481	Common Services	Public Works Building	750,000.00	0.00	750,000.00
428	Landfill	Landfill House Purchase	400,000.00	0.00	400,000.00
		Wrap-Up costs for prior years' projects not budgeted		159,605.00	-159,605.00
			17,914,059.50	2,556,855.73	15,357,203.77
			Balance YTD		
			Current	3,288,263.12	
			July 31, 2021	2,824,580.95	
			June 30, 2021	2,556,855.73	

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION



SUBJECT:	Town of Drayton Valley Clean Energy Improvement Tax Bylaw 2021/11/A Presented for First Reading
MEETING:	August 18, 2021 Regular Meeting of Council
PRESENTED BY:	Aishah Mohd Isa Energy Program Coordinator

1. PROPOSAL AND BACKGROUND:

On January 16, 2019, with Resolution #018/19, Council directed Administration to submit an Expression of Interest to PACE Alberta confirming the Town of Drayton Valley's interest in having a program delivered to its constituents when it becomes available in Alberta.

The Clean Energy Improvement Program (CEIP) is an Alberta-specific PACE-style program that helps owners make energy efficient and renewable energy upgrades to their properties through the use of a local assessment mechanism to provide security for repayment of the loan. The Alberta Municipal Services Corporation (AMSC) is the designated Program Administrator.

CEIP benefits:

- For the Town: CEIP stimulates investment and boost job opportunities for local contractors. AMSC provides support in the form of business case development, bylaw development and program development and administration. Funding is available from FCM for program design and implementation through the Community Efficiency Financing Program.
- For the property owners: Gain access to flexible, long-term financing package for up to 100% of costs with convenient repayment scheme to improve building comfort. Application does not depend on credit checks. The energy projects and tax assessments are permanently affixed to the property, so obligations and benefits are transferred to the next owner.
- For local contractors: Increased business and access to AMSC resources for contractors.

A CEIP Bylaw is a requirement under the *Municipal Government Act* to authorize the chosen financing mechanism for the program. A CEIP Market Study and the CEIP Bylaw are pre-requisites to apply for the Federation of Canadian Municipalities (FCM) Community Efficiency Financing grant, which can offset the first four years of program costs. The grant application is now open on rolling intake basis.



Figure: Establishing CEIP in municipality

The proposed CEIP Bylaw is presented for First Reading, which includes the establishment of the program, defines eligibilities, and sets the total borrowing limits and annual allocation for the program.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

CEIP will be implemented only if the Town successfully secured funding for program start-up costs. For instance, the FCM grant will offset the first four years of the Administration costs, including program start-ups and incentives. After the four-year pilot project, Administration costs can be evaluated, and a fee can be added to new projects to cover future administrative costs (up to 5% of project costs)

Section 252 (2) of the *Municipal Government Act* provides that the borrowing made by a municipality for CEIP does not count against its debt limit or debt service limit.

The Town may borrow the capital required for the program from their local bank, credit union or other financial organizations. A line of credit would be secured which would only be used when projects are completed, minimizing the carrying costs.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<i>Municipal Government Act</i> , Division 6.1 Clean Energy Improvement Tax Bill 10: An Act to Enable Clean Energy Improvements AR 212/2018: Clean Energy Improvements Regulation
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	Yes	GHG Reduction/Carbon Footprint
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	Yes	Local Energy Stewardship Plan Goal

4. POTENTIAL MOTIONS:




- A. That Council give First Reading to proposed Clean Energy Improvement Tax Bylaw 2021/11/A.
- B. That Council give First Reading to proposed Clean Energy Improvement Tax Bylaw 2021/11/A with the following amendment(s): _____.
- C. That Council table the First Reading to proposed Clean Energy Improvement Tax Bylaw 2021/11/A to request from Administration information regarding _____.
- D. That Council does not give First Reading to proposed Clean Energy Improvement Tax Bylaw 2021/11/A.

5. RECOMMENDATION:

Administration recommends that Council give First Reading to proposed Clean Energy Improvement Tax Bylaw 2021/11/A.

6. ATTACHMENTS:

1. DRAFT Clean Energy Improvement Tax Bylaw 2021/11/A.
2. Overview of CEIP Bylaw - First Reading

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

**DRAFT BYLAW NO. 2021/11/A****Name of Bylaw: Clean Energy Improvement Tax Bylaw**

WHEREAS a clean energy improvement program is a financing program that facilitates the implementation of qualified clean energy improvements to eligible properties.

WHEREAS pursuant to Section 390.3 of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, a municipality may pass a clean energy improvement tax bylaw to establish a clean energy improvement program.

WHEREAS a clean energy improvement program bylaw authorizes the municipality to make a borrowing for the purpose of financing clean energy improvements and authorizes Council to impose, with respect of each qualified clean energy improvement, a clean energy improvement tax to raise revenue to pay the amount required to recover the costs of those clean energy improvements.

WHEREAS the Minister of Environment and Parks has designated a Program Administrator to support municipalities' efforts to establish clean energy improvement programs.

AND WHEREAS the Town of Drayton Valley wishes to enable financing for clean energy improvements for eligible properties in their municipality through the Clean Energy Improvement Program.

NOW THEREFORE the Council of the Town of Drayton Valley, duly assembled, hereby enacts as follows:

TITLE

1. This Bylaw may be cited as the "Clean Energy Improvement Tax Bylaw" of the Town of Drayton Valley.

PURPOSE

2. The purpose of this Bylaw is to establish a Clean Energy Improvement program for the Town of Drayton Valley.

DEFINITIONS

3. In this Bylaw, the following definitions apply, unless the context otherwise requires:

- 3.1. Act – means the Municipal Government Act, R.S.A., 2000, c. M-26 and amendments thereto;
- 3.2. Agreement – means a Clean Energy Improvement Agreement executed between the Town of Drayton Valley and the Owner whereby the Owner agrees to pay an amount required to cover the costs of financing each Eligible Clean Energy Improvement approved by the Program Administrator, as drafted in accordance with Section 390.4 of the Act;
- 3.3. Clean Energy Improvement Tax – means a tax levied against an Eligible Property pursuant to an Agreement;
- 3.4. Eligible Clean Energy Improvement – means, subject to the regulations, a renovation, adaptation, or installation on eligible private property that will increase energy efficiency or the use of renewable energy on that property, and for which an Agreement may be made;
- 3.5. Eligible Property – means a property that is situated within the Town, that qualifies as eligible under Section 390.2 of the Act;
- 3.6. Owner – means, collectively, the registered owners of a property;
- 3.7. Program – means a clean energy improvement program as described in the Act and Regulation;
- 3.8. Program Administrator – means the Alberta Municipal Services Corporation, or its successors or assigns as designated in accordance with the Regulation;
- 3.9. Regulation – means the Clean Energy Improvement Regulation, A.R.212/2018 and amendments thereto; and
- 3.10. Town – means the municipal corporation of the Town of Drayton Valley or as the context may imply, the physical area within the jurisdictional boundary of the Town of Drayton Valley.

PROGRAM APPLICATION

- 4. Pursuant to the Program, an Owner of Eligible Property may apply to the Program Administrator to finance an Eligible Clean Energy Improvement. The Program Administrator may charge a fee in relation to any such application, pursuant to the Regulation.
- 5. An Owner may submit one Program application per year, per Eligible Property.
- 6. An Owner must meet the following eligibility criteria to participate in the Program:

- 6.1. Be current on their taxation payment for the property, for a period of 5-years, prior to the date of the application to the program;
- 6.2. Has never been in collections for a property in the Town;
- 6.3. Does not have any outstanding municipal service bills or unresolved development compliance issues with the municipality. The Town reserves the right to deny the applicant if the applicant is not in good standing with any department of the Town;
- 6.4. Not be in personal bankruptcy (or insolvency) and the property must not be in foreclosure. The Owner may be required to provide documentation confirming these; and
- 6.5. Be current with mortgage payment, and any other debts secured by the property. The Owner may be required to provide documentation confirming these.

CLEAN ENERGY IMPROVEMENT AGREEMENT

7. The Town may enter into an Agreement with an Owner on a discretionary basis but subject at all times to the requirements, conditions and limitations set out in Section 10 (1) of the Regulation including, but not limited, to the Program Administrator's approval of the application.
8. Where the Town has entered into an Agreement with an Owner, and at any time following the signing of the Agreement, a Clean Energy Improvement Tax will be imposed on the applicable property pursuant to that Agreement.

CLEAN ENERGY IMPROVEMENT TAX

9. For the purpose of imposing a Clean Energy Improvement Tax, the annual repayment amount will not exceed the annual taxation amount most recently imposed for the Eligible Property.
10. The period over which the cost of each Eligible Clean Energy Improvement will be spread may vary, to a maximum, over the probable lifetime of the applicable improvement.
11. For the purpose of this Program, the Town may borrow funds totaling up to \$3, 200,000, over the course of a 4-year period, in the form of a line of credit or other loan instruments to finance approved Eligible Clean Energy Improvements. Source of funding may be financial institutions, lending organizations and/or the Green Municipal Fund, a program delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.

12. The annual maximum amount to be allocated by the Town towards the Clean Energy Improvement Program is up to \$400,000 for residential and up to \$500,000 for non-residential.
13. The annual borrowed amount will have a maximum rate of interest of 5%, a maximum term of 25 years, and repayment terms including principal and interest, plus other fees or charges applicable to the borrowing.
14. The principal and interest owing under the borrowing will be paid using the proceeds from the Clean Energy Improvement Tax and other payments that may be made by the Owners with respect to the applicable Eligible Clean Energy Improvements.
15. If the Owner wishes to make early, full repayment of an amount financed by a Clean Energy Improvement Tax, the amount owing will be calculated at the time of the request, based on the principal and interest remaining and the terms of the financing.
16. Any project that has been approved under the Program must be completed within the time limit as set out under the Agreement.

SEVERABILITY

17. If any provision of this Bylaw is held to be invalid by a court of competent jurisdiction, that decision will not affect the validity of the remaining provisions of the Bylaw.

AND THAT this Bylaw shall come into force and have effect from and after the date of third reading thereof.

Read a first time this _____ day of _____, 20____, A. D.

Public Hearing held this _____ day of _____, 20____, A. D.

Read a second time this _____ day of _____, 20____, A. D.

Read a third and final time this _____ day of _____, 20____, A. D.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Clean Energy Improvement Tax Bylaw 2021/11/A - First Reading -

- CEIP Overview
- Highlights from Bylaw 2021/11/A
- Road to Launch




What is CEIP?

The [Clean Energy Improvement Program](#) is the made-in-Alberta version of the Property Accessed Clean Energy (PACE) Program

- PACE is a financing solution for energy efficiency and renewable energy installations that has proven successful in both Canada and the United States.
- PACE programs provide property owners access to flexible, long-term financing through their municipality.
- Repayment is facilitated through an added charge to the participant's regular property tax bill, similar to a local improvement charge.

Why have CEIP in Drayton Valley?

For Property Owners 	For the Town 	For Local Contractors 
<ul style="list-style-type: none"> • Access to flexible, long-term, and affordable financing • Reap energy cost savings • More comfortable and healthy buildings • Loan transferability as loan stays with the property • Technical assistance from in selecting improvements and contractors 	<ul style="list-style-type: none"> • Achieve sustainability goals • Deeper energy savings • More resilient building stock • Economic development by stimulating investment and creating jobs • Program administrative assistance 	<ul style="list-style-type: none"> • Increased business • Training provided • Access to CEIP resources

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Who has CEIP?

CEIP progress in Alberta municipalities

Program Development

- City of Lethbridge
- Town of Banff
- City of Grand Prairie

Bylaw Adoption

- Town of Canmore
- City of Leduc
- Town of Okotoks
- City of St Albert
- City of Edmonton

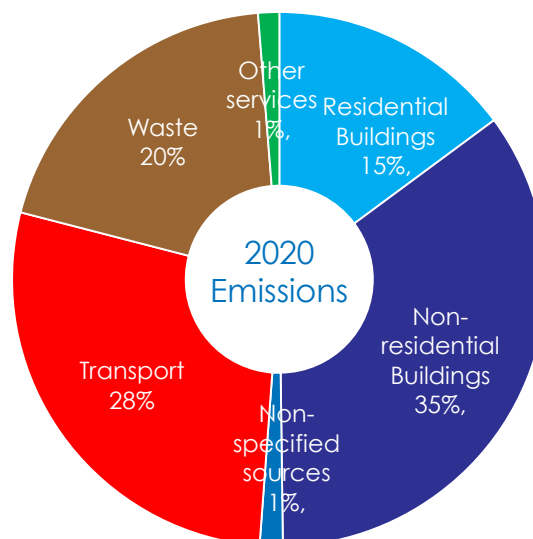
Program Launch (Summer 2021)

- Town of Devon (Nov 2019)
- Town of Rocky Mountain House (Dec 2019)

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Is there opportunity for CEIP in Drayton Valley?

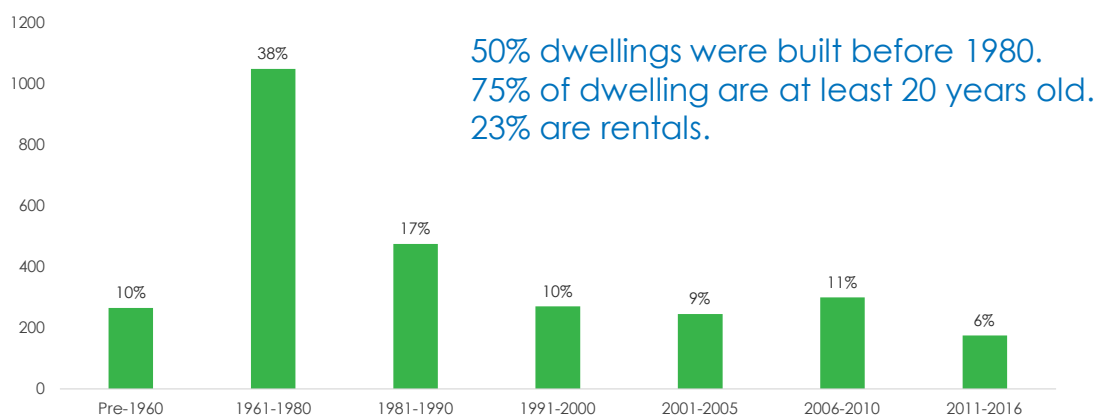
From the 2020 GHG emissions for all of Drayton Valley, **50% of emissions** are from the building sector.



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Is there opportunity for CEIP in Drayton Valley?

Percent of Drayton Valley's Private Dwellings by Year of Construction

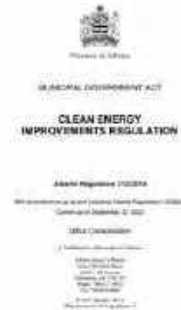


2016 Census Profile for Drayton Valley by Statistics Canada

CEIP Legislation Overview

Bill 10: An Act to Enable Clean Energy Improvements passed in 2018 with amendments to the Municipal Government Act

- The [Clean Energy Improvements Regulation](#) defines the program and additional design requirements.
- The Alberta Municipal Services Corporation (AMSC) is the designated [Program Administrator](#).

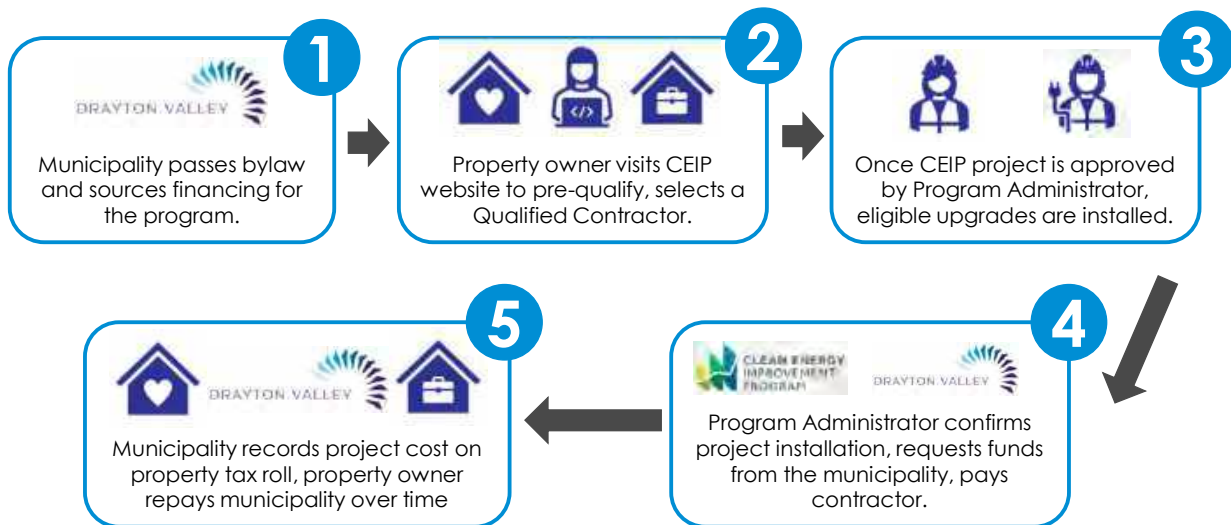


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How CEIP works for residential property owners?



How does CEIP work for the municipality?



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Who is AMSC?

- The Alberta Municipal Services Corporation (AMSC) is a wholly-owned subsidiary of the Alberta Urban Municipalities Association (AUMA).
- AMSC is the designated provincial Program Administrator for CEIP



What is AMSC's role?

- Central hub for municipalities, property owners, and Qualified Contractors involved in the program.
- Supports municipalities in the development of CEIP bylaws, program design, and funding applications.
- Leads program administration:
 - Application and payment processing
 - On boarding contractors
 - Website management
 - Customer service

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CEIP Implementation



Municipal Responsibilities

- Establish applicant is in good standing.
- Collaborate on the marketing plan.
- Coordinate local marketing efforts and events.
- Execute financing agreement with property owner.
- Record and collect Clean Energy Improvement Charge.
- Transferring funds to the AMSC to pay contractors.

AMSC Responsibilities



- Recruiting & onboarding contractors
- Application processing and technical reviews
- Facilitating agreement executions
- Facilitating contractor payments
- Lead marketing plan & program website
- Customer service
- Reporting

The Town of Drayton Valley will enter into a Master Program Agreement with AMSC for delivery of CEIP.

Municipal Financing of CEIP

- There are **start-up and administrative costs** associated with CEIP, additional to the financing of CEIP projects.
- Program Administrator can charge an application fee with the maximum application fee:
 - \$100 per residential property
 - \$500 per non-residential property
 - \$200 per farmland property
- CEIP legislation enables the municipality and the Program Administrator to charge a **shared fee of up to 5%** or project capital cost to offset administration costs.

Municipal Financing of CEIP

- Municipalities can pursue several options to finance CEIP:
 - Use internal funds
 - Borrow from a financial institution (e.g. local bank or credit union)
 - Source through other lending organizations like the Federation of Canadian Municipalities (FCM)
- CEIP legislation states that borrowing made for financing clean energy improvements does not count against the municipality's debt limit or debt service limit (MGA 252 (2)).

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FCM: Community Efficiency Financing Program

- This federal program aims to help municipalities deliver energy financing programs for [low-rise residential properties](#). There are two funding streams for the capital program:
 - Low-interest loan combined with a grant
 - Credit enhancement combined with a grant
- Funding for up to 80% of eligible costs, grant up to 50% of loan amount.
- Both streams include a grant that can be used to cover program [administration costs for the first four years of the program](#), marketing costs, training incentives, equipment rebates, Home Energy Evaluation rebates, etc.

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FCM: Community Efficiency Financing Program Pre-requisites



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Preliminary Market Study

Based on the population, number of dwellings, past participation in Energy Efficiency Alberta rebate programs and typical participation in other PACE programs in the country.

Residential

Drayton Valley CEIP Required Financing Estimates					
	Year 1	Year 2	Year 3	Year 4	Total
Number of Projects	9	11	13	15	48
Average Project Cost	\$21,070.91	\$22,124.45	\$23,230.67	\$24,391.68	
Total Estimated Financing Required	\$189,638.15	\$243,368.96	\$301,998.75	\$365,875.20	\$1,100,881.07

AMSC recommends including a borrowing limit of just over \$1.1 million in the bylaw for the residential program, across a four-year period.

Non-residential

AMSC recommends including an additional \$2 million (over 4 years) to capitalize a commercial program.

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Bylaw 2021/11/A: Project Eligibility

- Property must be in Drayton Valley.
- The energy efficiency or use of renewable energy must increase as a result of the project.
- All measures must be permanently fixed to the property.
- Eligible upgrades:
 - Furnace
 - Combined heat and power
 - Windows
 - Insulation
 - Solar PV
 - Water heater

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Bylaw 2021/11/A: Project Financing Details

- Minimum total financing: \$3k
- Legislated maximum total financing:
 - \$50k per residential property
 - \$1.0M per non-residential property
 - \$300k per farmland property
- CEIP annual tax payment < amount of tax most recently imposed on the property.
- The calculation for the annual clean energy improvement payment:

$$\frac{\text{Capital Cost} + \text{Professional Service Cost} + \text{Incidental Cost}}{\text{Weighted Average Effective Useful Life}}$$

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Bylaw 2021/11/A: Participant Eligibility

1. Current on taxation payment for past 5 years;
2. Has never been in collections for a property in the Town;
3. Does not have any outstanding municipal service bills or unresolved development compliance issues;
4. Not be in personal bankruptcy (or insolvency), the property must not be in foreclosure, and the Owner may be required to provide documentation confirming these;
5. Be current with mortgage payment, and any other debts secured by the property, and the Owner may be required to provide documentation confirming these.

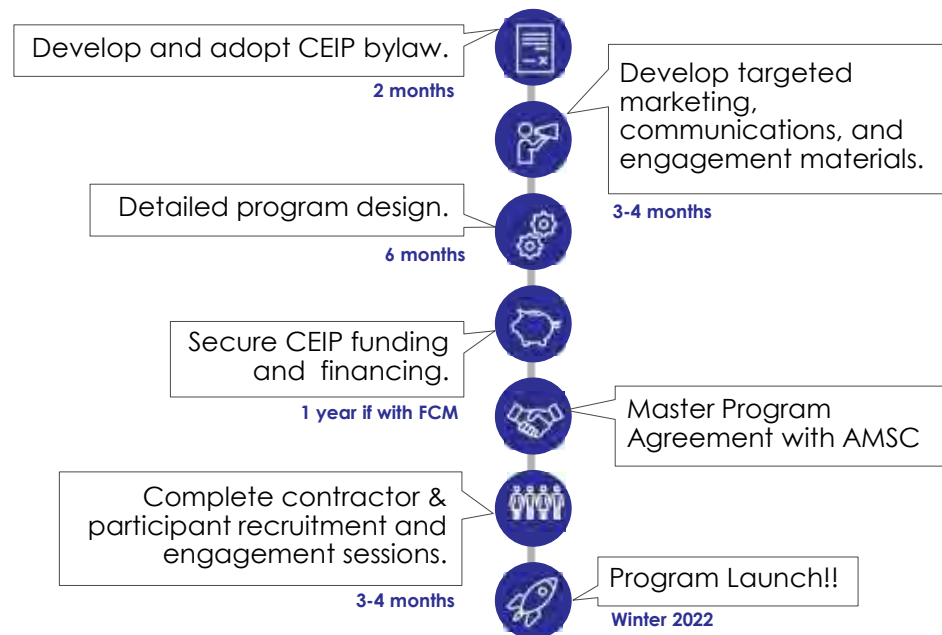
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Bylaw 2021/11/A: Proposed Limits

- The Town may borrow funds up to \$3.2M over the course of 4 years.
(from Preliminary Market Study recommendation:
\$1.2M for residential + \$2M for commercial = \$3.2M)
- Annual maximum amount allocated by the Town towards CEIP is up to \$400k for residential and up to \$500k for non-residential.
(unused allocation can be brought forward to the next year)
- The annual borrowed amount will have a maximum rate of interest of 5%, a maximum term of 25 years, and repayment terms including principal and interest, plus other fees or charges applicable to the borrowing.

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Road to Launch



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Recommendation

That Council give First Reading to the proposed Clean Energy Improvement Tax Bylaw 2021/11/A.

- Public Hearing: 15 September 2021
- Second and Third Reading: 15 September 2021

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TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION



SUBJECT:	Town of Drayton Valley-Brazeau County Intermunicipal Development Plan (IDP) Bylaw 2021/09/D Presented for First Reading
MEETING:	August 18, 2021 Regular Meeting of Council
PRESENTED BY:	Lowani Mubanga Planning and Development Officer

1. PROPOSAL AND BACKGROUND:

Intermunicipal Development Plan 2020/03/D was adopted by Town Council at its Regular Meeting held on March 18, 2020. However, as the Brazeau County (hereafter referred to as the County) Council tabled the IDP (as Bylaw 1049-20) at its Regular Council meeting held in April 2020, existing IDP 2011/17/D remained in effect.

The point of contention in the new IDP for the County was the extent of the Plan Area. As changes to the Plan Area in the IDP have been agreed upon between the Town and County Negotiating Teams, as part of the co-mediation process for the Intermunicipal Collaboration Framework (ICF), Town Administration presents IDP 2021/09/D for First Reading (**see Attachment 1- Draft IDP 2021/09/D**).

In summary, the Plan Area and the Referral Area are now one and the same area. As such, the County's referral area has been reduced from 0.4km to match the inner Plan Area boundary that is 0.1km inside the Town Boundary. Additionally, the Plan Area in the Town's IDP 2020/03/D that was adopted on March 18, 2020, has been reduced by roughly half (from 0.8km-2.4km to 0.4km-1.2km into the County) so that it more closely follows what was the Referral Area prior (**see Attachment 2 - Plan and Referral Area Change**). More specifically, the new IDP is described as:

- Where the Plan Area of IDP 2020/03/D extends three full quarter-sections from the Town/County boundary, the Plan Area is reduced to 1.5 quarter-sections;
- Where the Plan Area of IDP 2020/03/D extends two full quarter-sections from the Town/County boundary in the Draft IDP, the Plan Area is reduced to one quarter section,
- Where the Plan Area of IDP 2020/03/D extends one full quarter-section from the Town/County boundary, the Plan Area is reduced to 0.5 quarter-sections, and;
- The Plan Area of IDP 2020/03/D remains the same where it follows the North Saskatchewan River Valley or top-of-bank.

Furthermore, changes have been made to some of the text including page and figure numbers. All references made to the Municipal Government Board (MGB) in the Draft IDP have been changed to the Land and Property Rights Tribunal (LPRT) in accordance with the Land and Property Rights Tribunal Act (**see Attachment 3 - IDP 2020/03/D with highlighted text changes**).

Community Engagement

A joint public open house was held at the MacKenzie Conference Centre from 5:00-8:00pm on February 27, 2020, as part of the initial process for IDP 2020/03/D to provide landowners from both municipalities the opportunity to ask questions of Administration and provide comments on the Draft IDP. That open house was advertised in the Drayton Valley Free Press in addition to the Town's website and Facebook page for two weeks leading up to the date. The Draft IDP was also posted on the Town's website leading up to Second and Third Readings.

A total of 28 residents and business owners attended the public open house. Members of Town and County Administration answered questions and addressed concerns from attendees. Material that summarizes the purposes and policies of the IDP were also provided. The most common questions and concerns raised at the open house were along the lines of:

- Why the Town is expanding its boundaries when it has an abundance of undeveloped land currently and so soon after the 2011 annexation?
- Why does the Town want to develop on my land?
- Why are the Town restricting development rights for County residents?
- The IDP referral process impedes development by lengthening application approval timelines.

Town and County Administrations clarified the IDP is not annexation, re-zoning or re-development of someone else's land by either municipality. Administration further explained to attendees that the IDP is a policy document that promotes collaboration and communication between the Town and County. When developments that involve Municipal Development Plan or Land Use Bylaw amendments, Area Structure Plans, Subdivisions or Discretionary Use Development Permits in proximity to the Town/County boundary are proposed, communication between both municipalities is vital to ensure incompatible land uses on both sides of the boundary do not occur. Furthermore, especially regarding ASPs and subdivisions, Administrations of both municipalities must confirm if adequate servicing (water and sewer capacity) exists and safe transportation networks can be designed.

Lastly, Administration explained, the respective land use regulations of both municipalities still apply as a result of the IDP date (**see Attachment 4- IDP What we Heard Consultation Feedback**).

As the revisions to the Plan Area reflect the comments received from the public during the initial open house in February 2020 and nothing in the remainder of the IDP is changed from the original IDP, Town Administration feels that a second open house for IDP 2021/09/D is unnecessary. However, a Public Hearing prior to Second Reading of IDP 2021/09/D is still required and will be advertised for at least two weeks on the Town's Facebook page, Town website and in the DV Free Press.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

If Town Council gives first Reading to IDP 2021/09/D, typical budget expenses would be incurred for advertising the Public Hearing in the Drayton Valley Free Press.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	Sections 230 and 606 (establish the requirements for sending notifications of public hearings). Section 631 (requirement for an IDP and required components of an IDP). Section 692 (requirement to hold a public hearing before giving second reading for an IDP or sending notifications of public hearings).
Municipal Bylaws	Yes	Policies within the Land Use Bylaws of both municipalities shall not conflict with those of the IDP.

Municipal Development Plan	Yes	The respective Municipal Development Plans of both municipalities provide the general direction for growth and development of either the County or Town as a whole, while the IDP provides the direction for growth/development of the area located in proximity to the current Town/County boundary. Policies contained in the MDP for either municipality must not conflict with those in the IDP.
Sustainability Vision 2019-2021	N/A	None
Town of Drayton Valley Strategic Plan 2019-2021	Yes	Goal Two- Continue to Provide Service Delivery to Residents Goal Three- A sense of Community Process Plan- Leadership, Community Engagement, Alignment, and Initiatives
Other Plans or Policies	Yes	Various plans, such as the Social Development Plan, Culture and Recreation Master Plan, Transportation Mater Plan, etc. apply where they affect lands located within the Plan Area. Any future amendments to these plans that involve land use decisions shall be consistent with the IDP.

4. POTENTIAL MOTIONS:




- A. That Council give First Reading to proposed Town of Drayton Valley-Brazeau County Intermunicipal Development Plan (IDP) Bylaw 2021/09/D, as presented;
- B. That Council give First Reading to Town of Drayton Valley-Brazeau County Intermunicipal Development Plan (IDP) Bylaw 2021/09/D, with amendments to _____.
- C. That Council decline to give First Reading to Town of Drayton Valley-Brazeau County Intermunicipal Development Plan (IDP) Bylaw 2021/09/D.

5. RECOMMENDATION

Administration recommends that Council give First Reading to proposed Town of Drayton Valley-Brazeau County IDP 2021/09/D.

6. ATTACHMENTS:

- 1. Draft IDP 2021/09/D
- 2. Plan and Referral Area Change
- 3. IDP 2020/03/D with highlighted text changes
- 4. IDP - What we Heard Consultation Feedback

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

ATTACHMENT 1

IDP DRAFT BYLAW 2021/09/D

BYLAW NO. 2021/09/D

Name of Bylaw: Intermunicipal Development Plan



WHEREAS, the Municipal Government Act, RSA 2000, chapter M-26 authorizes Council of the town of Drayton Valley to work collaboratively with neighbouring municipalities to ensure the efficient land use planning adjacent to municipal boundaries;

AND WHEREAS the Town of Drayton Valley and Brazeau County have worked collaboratively on the preparation of an Intermunicipal Development Plan between both municipalities;

AND WHEREAS Council of the Town of Drayton Valley deems it expedient and proper, under the authority of and in accordance with the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, to adopt the Brazeau County and Town of Drayton Valley Intermunicipal Development Plan; and

AND WHEREAS the public participation requirements of Section 692 of the Municipal Government Act, RSA 2000, Chapter M-26, have been complied with;

NOW THEREFORE the Council of the Town of Drayton Valley, duly assembled, hereby enacts as follows:

1. **THAT** Schedule "A", attached hereto and forming part of this Bylaw shall be referred to as the "Brazeau County and Town of Drayton Valley Intermunicipal Development Plan".
2. **AND THAT** this Bylaw shall come into force and have effect from and after the date of third reading thereof.

NOW THEREFORE this Bylaw shall rescind Bylaw No. 2011/17/D, being the former Intermunicipal Development Plan between the Town of Drayton Valley and Brazeau County, and rescind Bylaw No. 2020/03/D, that was adopted by the Town of Drayton Valley but not by Brazeau County.

Read a first time this ____ day of _____, 2021,

Public Hearing held this ____ day of _____, 2021,

Read a second time this ____ day of _____, 2021,

Read a third and final time this ____ day of _____, 2019, A. D.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Brazeau County and Town of Drayton Valley Intermunicipal Development Plan

Brazeau County Bylaw: 1084-21

Town of Drayton Valley Bylaw: 2021/09/D



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LIST OF ACRONYMS:

ASP – Area Structure Plan
 CAO – Chief Administrative Officer
 ESA – Environmentally Sensitive Areas
 IDP – Intermunicipal Development Plan
 IDPC – Intermunicipal Development Plan Committee
 LPRT – Land and Property Rights Tribunal
 LUB – Land Use Bylaw
 MGA – *Municipal Government Act*
 MDP – Municipal Development Plan

1.0 INTRODUCTION AND BACKGROUND

Brazeau County (hereafter referred to as the County) and the Town of Drayton Valley (hereafter referred to as the Town) work collaboratively. The original Intermunicipal Development Plan (IDP) was written to enhance collaborative working processes following annexation in 2011. The purpose of this revised IDP is to update the methodology for intermunicipal planning for the next five (5) years, as required by Government of Alberta regulations

Brazeau County and the Town of Drayton Valley as per section 631 of the *Municipal Government Act* have agreed to jointly update their existing IDP to have a cooperative approach for the purpose of land use and development, managing growth, the environment, infrastructure, dispute resolution and other vital community services along their shared borders.

2.0 PURPOSE OF THE PLAN

The purpose of the IDP is to have a co-operative approach for the process of land use and development, managing growth, environmental matters, infrastructure and dispute resolution along the borders of the Town of Drayton Valley and Brazeau County.

The plan will contain policies for:

- Land use
- Environment
- Infrastructure
- Intermunicipal Programs
- Economic and Social Development

3.0 GOALS

The Town and the County recognize and respect the autonomy and mandate of each municipality and acknowledge the need to establish common plans and policies that seek:

- a) To collaboratively plan and confirm future land uses, infrastructure, transportation and development within the Plan Area;
- b) To establish a logical and orderly development for each municipality, while seeking the advancement and promotion of the region as a whole;
- c) To reduce the potential for future conflict(s) through communication and encourage understanding;
- d) To identify and conserve environmental features, recreation and open space;
- e) To provide a process and procedure for dispute resolution, amendments and administration of the plan; and

- f) To enhance opportunities for increased quality of life through a diversified local economy and quality community services.

4.0 PLAN AREA

The Plan Area is shown on Figure 1. It extends into the County 0.4 kilometers to 1.2 kilometers from the Town border except to the east where it extends to the top of the North Saskatchewan River valley. The Plan Area extends into the Town 0.1 kilometre from the Town border. The Plan Area includes the entire parcel located, wholly or partially, within the Plan Area buffer. The joint Plan Area covers approximately 2,681 hectares (6,624 acres) of land.

Agriculture is the predominant land use in much of the Plan Area with clusters of country residential subdivisions and the Drayton Valley Golf and Country Club.

5.0 LAND USE POLICIES

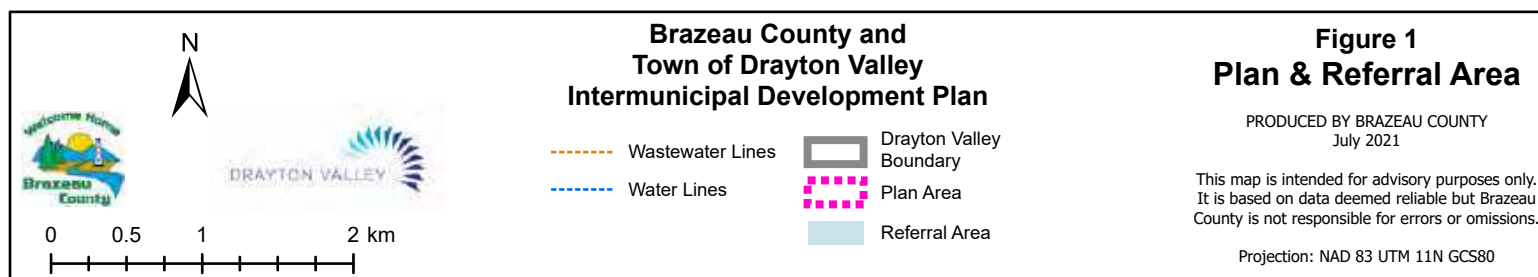
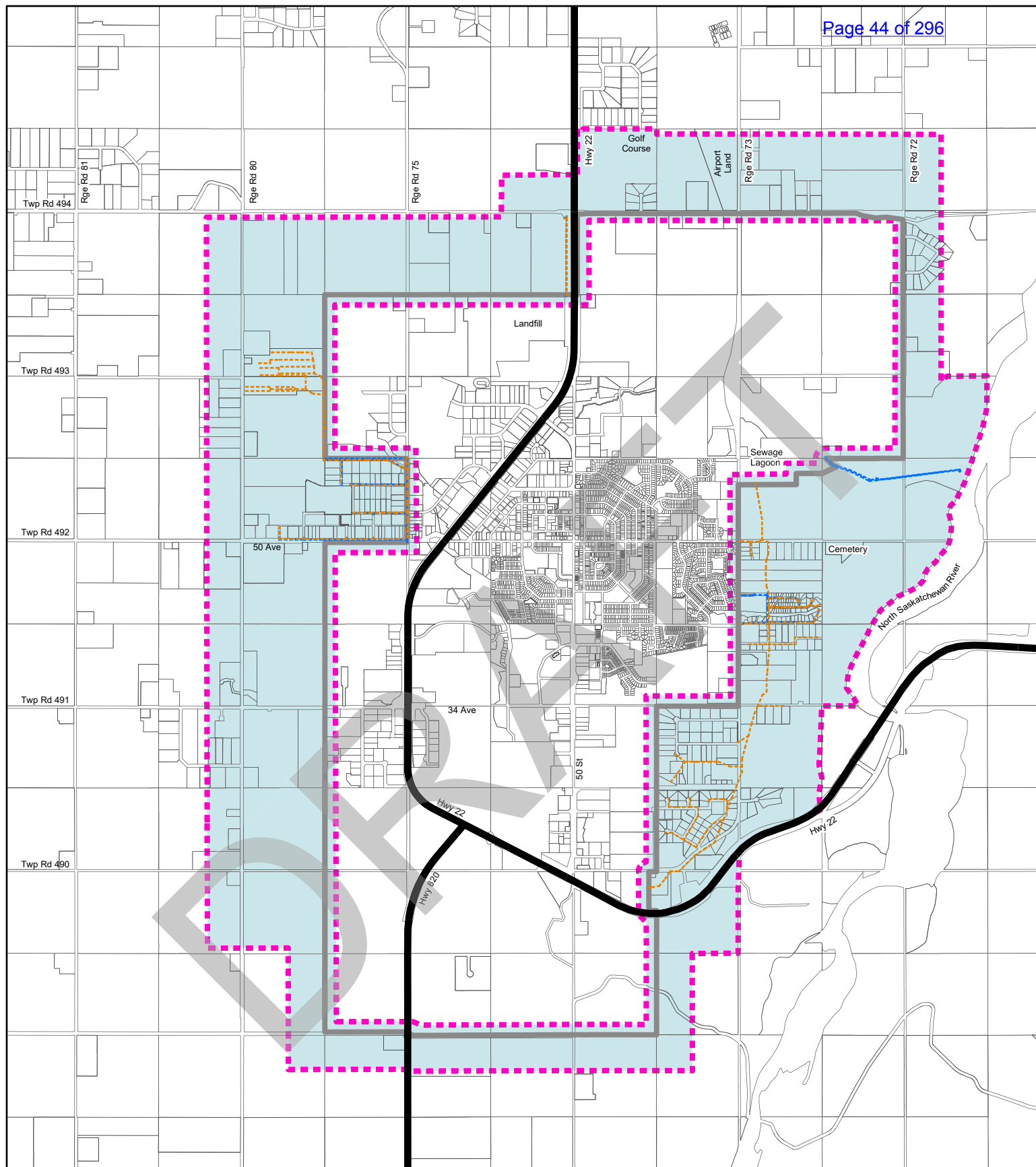
Brazeau County and the Town of Drayton Valley will communicate in good faith on land matters within the Plan Area. Any disputes will be addressed through section 9 of this plan. Each municipality will maintain their autonomy within their current boundaries and within the Plan Area.

5.1 Referral(s) / Consistency of Planning

The referral area includes all parcels of land located within the Plan Area (refer to Figure 1).

Major documents or applications, such as Area Structure Plans (ASPs), Municipal Development Plans (MDPs) and Land Use Bylaws (LUB) or their amendments, as well as subdivision and discretionary development permit applications, shall be referred to the adjacent municipality for review. Comments shall be provided to the referring municipality as outlined below. If no comments are received within the accepted timelines, the referring municipality will consider there are no objections, comments or concerns.





5.2 Agricultural Preservation

Agricultural district is the most prevalent land use in the Plan Area. Brazeau County will consider both economic development, and quality of agricultural land when applications are received.

5.3 Residential

New residential development should be considered in currently serviced areas and in conjunction between the two municipalities.

Objectives:

- Identify areas that are suitable for residential growth and specify density targets within the overall Plan Area;
- Accommodate various land uses (commercial, recreational and institutional) that are compatible with existing and future residential uses;
- Mitigate conflicts between future residential uses and non-residential uses; and
- Mitigate existing conflicts between residential land uses and non-residential land uses.

Policies:

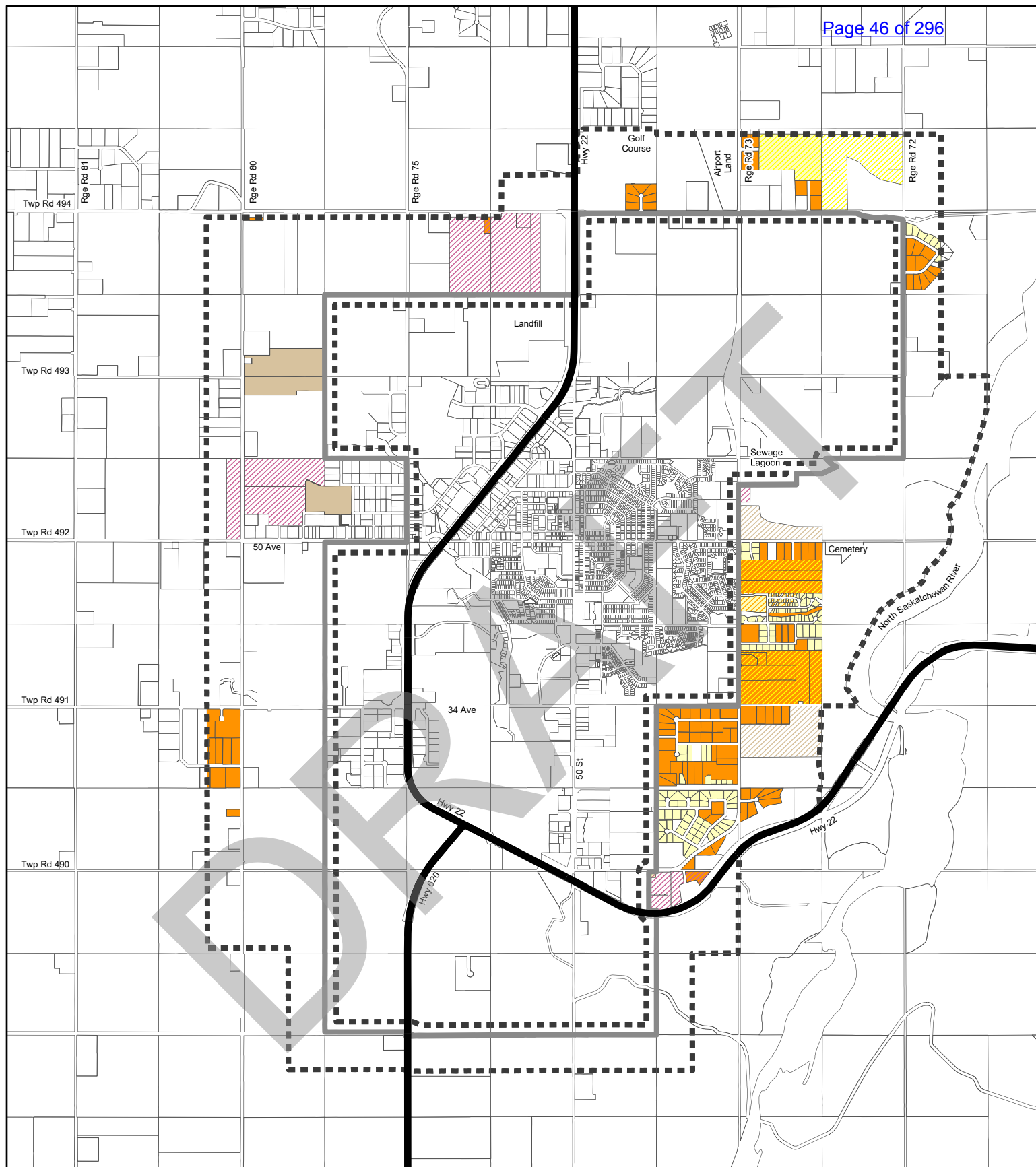
- Residential development within the Plan Area shall be generally consistent with the areas identified as residential in Figure 2.
- Residential subdivisions shall be designed so individual lots do not directly access highways or major arterial roadways.
- All new residential lots within the Plan Area shall be required to connect to Town sewer and water infrastructure once it is made available.

5.4 Utilities

Utilities typically refers to natural gas, power, municipal water, stormwater and sewer systems. The provision of water and sewer service for existing and future development within the Town and for the broader IDP area will be critical for the growth of the area. The Town owns and operates its own water and sanitary sewer distribution and treatment system. Natural gas is supplied within the Plan Area by ATCO Gas Co-op and Evergreen Gas Co-op. Power is supplied by the Drayton Valley Rural Electrification Association.

Objectives:

- The Town and County should maintain current information about existing and proposed major utility corridor projects.
- Collaboration between the Town and the County to develop an effective water, stormwater and sewer management system.
- Future discussions about developments within the Plan Area should occur between the County and the Town to determine potential opportunities and areas of focus for the provision of municipal water, stormwater and sewer services.



Brazeau County and Town of Drayton Valley Intermunicipal Development Plan

Current Residential Areas	Proposed Residential Areas
Compact Country Residential	Compact Residential
Country Residential	Suburban Estates
Manufactured Home Park	Country Residential
Plan Area	Non Residential

**Figure 2
Residential Areas**

PRODUCED BY BRAZEAU COUNTY
July 2021

This map is intended for advisory purposes only.
It is based on data deemed reliable but Brazeau
County is not responsible for errors or omissions.

Projection: NAD 83 UTM 11N GCS80



0 0.5 1 2 km

5.5 Commercial and Industrial Development

Both municipalities recognize that continued growth and development of commercial and industrial lands is vital for the economic success of the region.

Objectives:

- Identify lands within the Plan Area for Commercial and Industrial developments where sites have adequate access to road systems and in locations that minimize their impacts on surrounding land uses.
- Collaborate to mitigate impacts between Commercial and Industrial uses and non-Commercial and Industrial uses.

6.0 TRANSPORTATION

Transportation systems within the Plan Area are a critical component of ensuring economic development, and a high quality of life. Roadways must be provided in a manner that delivers an efficient method of travel for residents, visitors and businesses of both municipalities, and is cost-efficient for both municipalities. The shared transportation system must be designed in a manner that is safe for all road users, including motorists, cyclists and pedestrians.

Objectives:

- Provide a transportation system within the Plan Area that meets the needs of both municipalities, and is safe, efficient and effective for all road users.

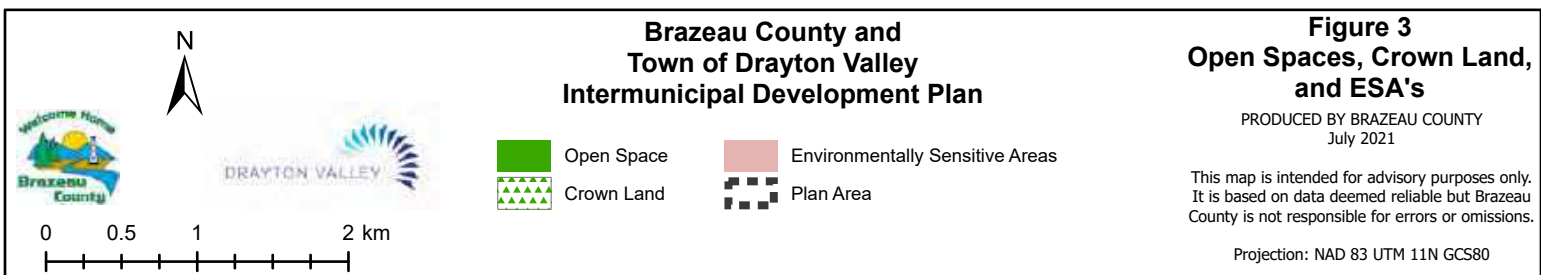
Policies:

- The Town and County shall collaborate on new and expanding development(s) within the Plan Area to ensure long-term transportation corridors are secured to maintain a safe, coordinated and efficient road network.
- The municipalities shall clearly define the responsibilities and standards for roadway design, construction, and maintenance within the Plan Area between Alberta Transportation, developers, the Town and the County.

7.0 ENVIRONMENTAL POLICIES

Brazeau County and the Town of Drayton Valley will promote environmental stewardship and the health of the regional ecosystem through the following policies.

- Open Space, Crown Land and Environmentally Significant Areas have been identified on Figure 3.
- Both Brazeau County and the Town of Drayton Valley shall follow Provincial Regulations as they pertain to the dedication or classification of Environmental Reserve, Municipal Reserve and Conservation Easements.



- Both municipalities shall recognize the importance of wetlands, riparian areas, watercourses and waterbodies, and will collaborate when reviewing proposals which may impact watershed(s) in the Plan Area.
- Through respective Land Use Bylaws, both municipalities shall enforce appropriate development setbacks from the North Saskatchewan River, waterbodies, watercourses, and hazardous landscapes.

8.0 ECONOMIC AND SOCIAL DEVELOPMENT

Brazeau County and the Town of Drayton Valley mutually encourage opportunities for a diversified economy and recognize the benefits it offers in enhancing regional competitiveness. The top industries in our local economies are:

- Oil and Gas;
- Forestry;
- Agriculture; and,
- Recreation.

The provision of quality community services and programming is recognized by both municipalities to enhance residents' quality of life. Both Municipalities may choose to collaborate on any social, recreational, economic development or tourism initiative which may affect the Plan Area.

9.0 IMPLEMENTATION AND ADMINISTRATION

The *Municipal Government Act* requires that an Intermunicipal Development Plan contain provisions related to the administration of the plan and a procedure to be used, by one or more of municipalities, to amend or repeal and replace the IDP.

9.1 Adoption:

The Intermunicipal Development Plan shall be adopted by Bylaws by Brazeau County and the Town of Drayton Valley in accordance with the *Municipal Government Act*.

Both Brazeau County and the Town of Drayton Valley shall administer the provisions of the Intermunicipal Development Plan.

9.2. Plan Review and Amendments:

The plan shall be reviewed every five (5) years following the adoption.

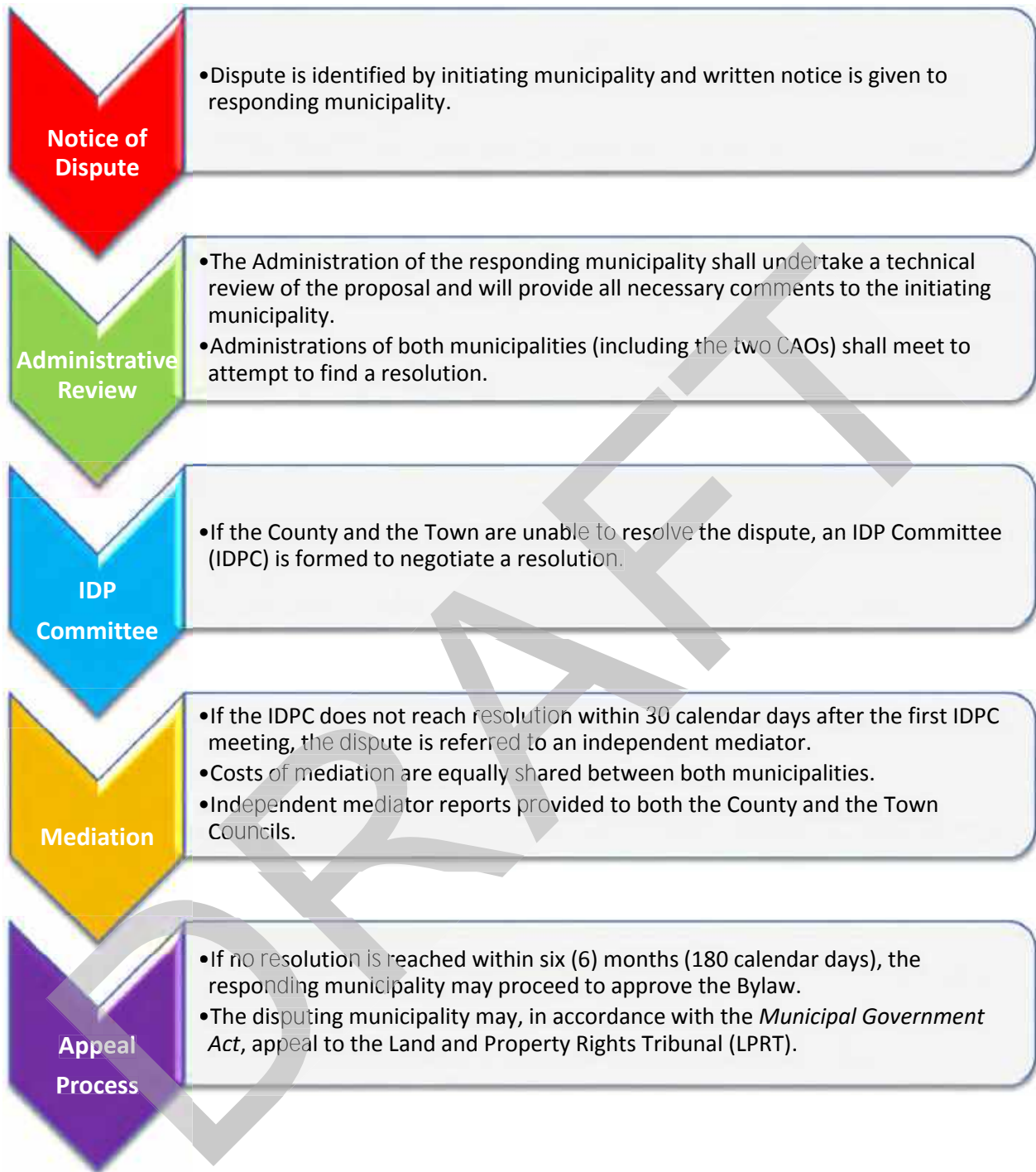
If there is objection to or amendments to the plan by either municipality an Intermunicipal Development Plan Committee (IDPC) shall be established to review and discuss any changes to the Bylaw.

9.3 Dispute Resolution:

The implementation of an intermunicipal dispute resolution mechanism is a requirement of all Intermunicipal Development Plans pursuant to the *Municipal Government Act*. In order to satisfy this requirement and to ensure that the principles of fairness and due process are respected, a dispute resolution process consisting of the six (6) stages is provided.

- 1) When a dispute is identified, written notice is required to be given to the adjacent municipality.
- 2) Administration from each municipality along with the two (2) Chief Administrative Officers (CAOs), shall meet and attempt to resolve the dispute
- 3) In cases where administration and the two (2) CAOs cannot resolve the dispute an IDPC shall be established to review the dispute and negotiate a resolution.
- 4) If the IDPC does not reach a resolution by the thirtieth (30th) calendar day following the first meeting the dispute will then be referred to mediation.
- 5) The services of an independent mediator will be retained and they will be required to present a written report with recommendations to both Councils. The cost of the mediation shall be shared equally by both Brazeau County and the Town of Drayton Valley.
- 6) If the dispute has not been resolved within six (6) months after the notice is given; the municipality may proceed to adopt the Bylaw and the other municipality may, in accordance with the MGA, appeal to the Land and Property Rights Tribunal (LPRT).





Appendix A – Definitions

Annexation means the transfer of land from the jurisdiction of one municipality to another municipality. The *Municipal Government Act* defines the process through which annexation occurs.

Area Structure Plan (ASP) means a statutory plan that provides the framework for subdivision and development for an area of undeveloped land within the municipality. This document is prepared in accordance with the *Municipal Government Act* and adopted by Council.

Bylaw means a law made by a municipality in accordance with the powers delegated to it under the *Municipal Government Act*.

Conservation Easement means an interest, in a particular portion of land, is held by the municipality for the purpose of protecting and/or conserving the natural environment.

Development Permit means a document that is issued under a land use bylaw and authorizes a development.

Discretionary Use means a structure or use of land that may be allowed in a given district at the discretion of the Development Authority.

Environmentally Significant Areas means an area of land that generally has an important role in the long-term maintenance of: (1) biological diversity, (2) physical landscape features, (3) ecological services and function, and/or (4) other natural processes. A quarter section must have an overall ESA value of greater than 0.189 to be designated as an Environmentally Significant Area in the province of Alberta.

Environmental Reserve means land dedicated to a municipality where it is determined to be undevelopable due to environmental conditions, in accordance with section 664 of the *Municipal Government Act*.

Land and Property Rights Tribunal (LPRT) is an independent and impartial quasi-judicial board established under the *Land and Property Rights Tribunal Act* to make decisions about land planning, property assessment and compensation disputes involving land expropriations and surface leases.

Land Use means the manner in which the land may be used or occupied. Typically the information is provided in the municipality's Land Use Bylaw.

Land Use Bylaw (LUB) means a statutory document that divides a municipality into districts. The LUB establishes procedures for processing and deciding development, including subdivisions, within the municipality. The document has rules which affect how each parcel of land in the municipality may be used and developed.

Mediation means a process involving a neutral person as a mediator who may be engaged in order to assist municipalities in resolving a dispute. The purpose of a mediation would be to reach mutually acceptable recommendations by facilitating communication and identifying issues and interests of both municipalities.

Municipal Development Plan (MDP) means a statutory plan adopted by Council that outlines the current and future goals, objectives and policies to help guide a municipality's physical, social and economic development. The plan is used to provide direction and assist in managing growth and development.

Municipal Reserve means land that is owned by a municipality to provide for parks, recreation or school authority purposes.

Open Space means land owned by a municipality as municipal reserve or environmental reserve.

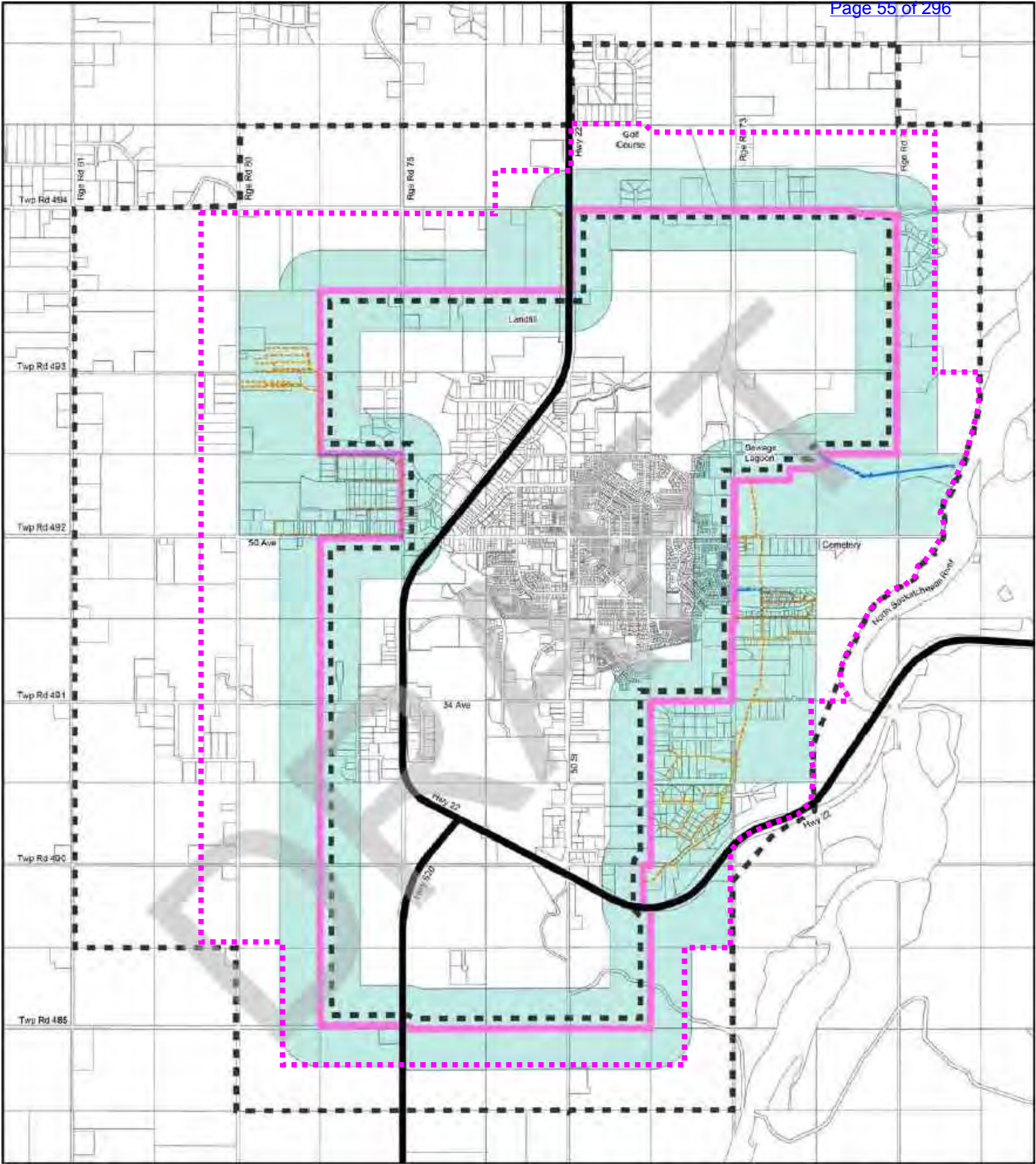
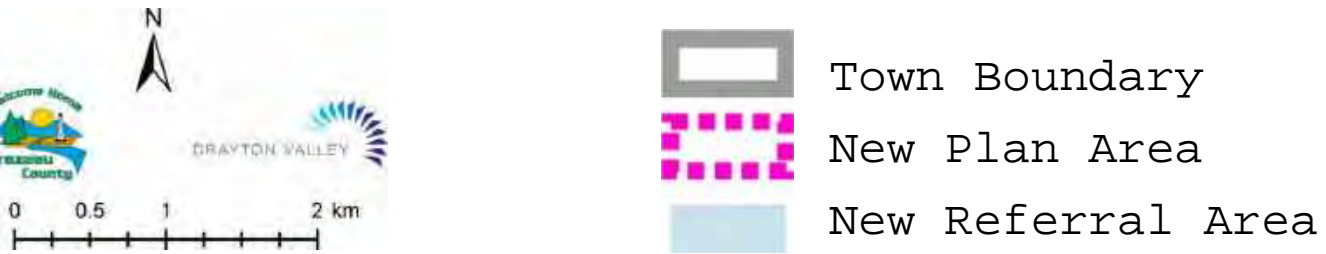
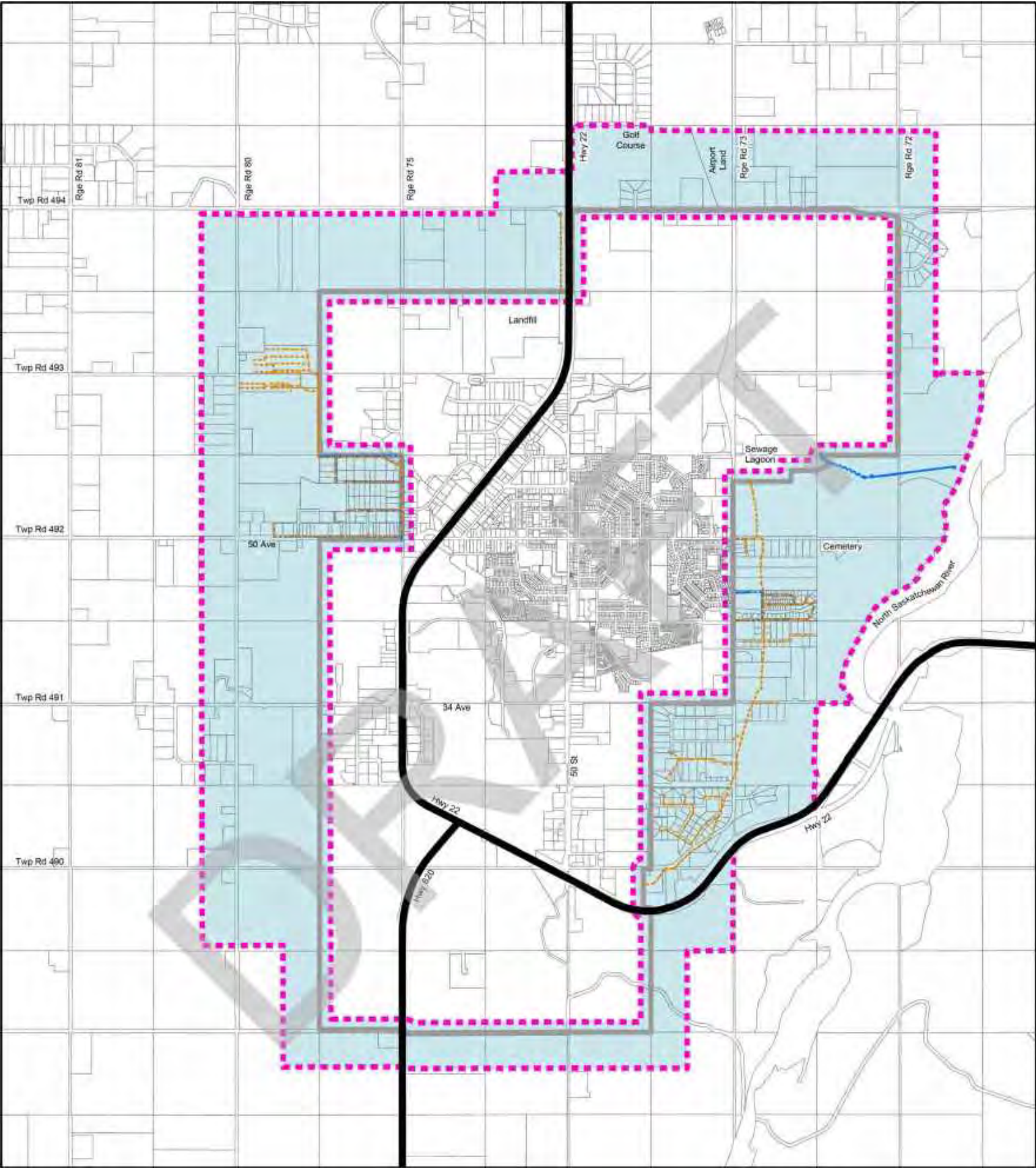
Riparian means the transitional area between upland and aquatic ecosystems bordering a watercourse.

Setback means the distance between a property line or feature and part of a site or development. Setbacks are governed through the Land Use Bylaw.

Statutory Plan means a plan adopted by Council as a municipal bylaw under the authority of the *Municipal Government Act*. Statutory Plans include; an intermunicipal development plan, a municipal development plan, an area structure plan and an area redevelopment plan.

Subdivision means the division or consolidation of land that creates a new titled parcel of land from an existing parcel of land.

ATTACHMENT 2
PLAN AREA AND REFERRAL AREA CHANGE



ATTACHMENT

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Brazeau County and Town of Drayton Valley

Intermunicipal Development Plan

Brazeau County Bylaw: [1049-201084-21](#)

Town of Drayton Valley Bylaw: [2020/03/D](#) [2021/09/D](#)



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LIST OF ACRONYMS:

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 LUB – Land Use Bylaw
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1.0 INTRODUCTION AND BACKGROUND

Brazeau County (hereafter referred to as the County) and the Town of Drayton Valley (hereafter referred to as the Town) work collaboratively. The original Intermunicipal Development Plan (IDP) was written to enhance collaborative working processes following annexation in 2011. The purpose of this revised IDP is to update the methodology for intermunicipal planning for the next five (5) years, as required by Government of Alberta regulations

Brazeau County and the Town of Drayton Valley as per section 631 of the *Municipal Government Act* have agreed to jointly update their existing IDP to have a cooperative approach for the purpose of land use and development, managing growth, the environment, infrastructure, dispute resolution and other vital community services along their shared borders.

2.0 PURPOSE OF THE PLAN

The purpose of the IDP is to have a co-operative approach for the process of land use and development, managing growth, environmental matters, infrastructure and dispute resolution along the borders of the Town of Drayton Valley and Brazeau County.

The plan will contain policies for:

- Land use
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The Town and the County recognize and respect the autonomy and mandate of each municipality and acknowledge the need to establish common plans and policies that seek:

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- c) To reduce the potential for future conflict(s) through communication and encourage understanding;
- d) To identify and conserve environmental features, recreation and open space;
- e) To provide a process and procedure for dispute resolution, amendments and administration of the plan; and

- f) To enhance opportunities for increased quality of life through a diversified local economy and quality community services.

4.0 PLAN AREA

The Plan Area is shown on Figure 1. It extends into the County 0.48 kilometers to 2.41.2 kilometers (~~1/4 mile to 1 1/2 miles~~) from the Town boundary border as defined in the Annexation Settlement Agreement except to the east where it extends to the top of the North Saskatchewan River valley. The Plan Area extends into the Townward 0.1 kilometre from the Town bBoundary order. The Plan Area includes the entire parcel located, wholly or partially, within the Plan Area buffer. The joint Plan Area covers approximately 4,5832,681 hectares (11,3256,624 acres) of land.

Agriculture is the predominant land use in much of the Plan Area with clusters of country residential subdivisions and the Drayton Valley Golf and Country Club.

5.0 LAND USE POLICIES

Brazeau County and the Town of Drayton Valley will communicate in good faith on land matters within the Plan Area. Any disputes will be addressed through section 9 of this plan. Each municipality will maintain their autonomy within their current boundaries and within the Plan Area.

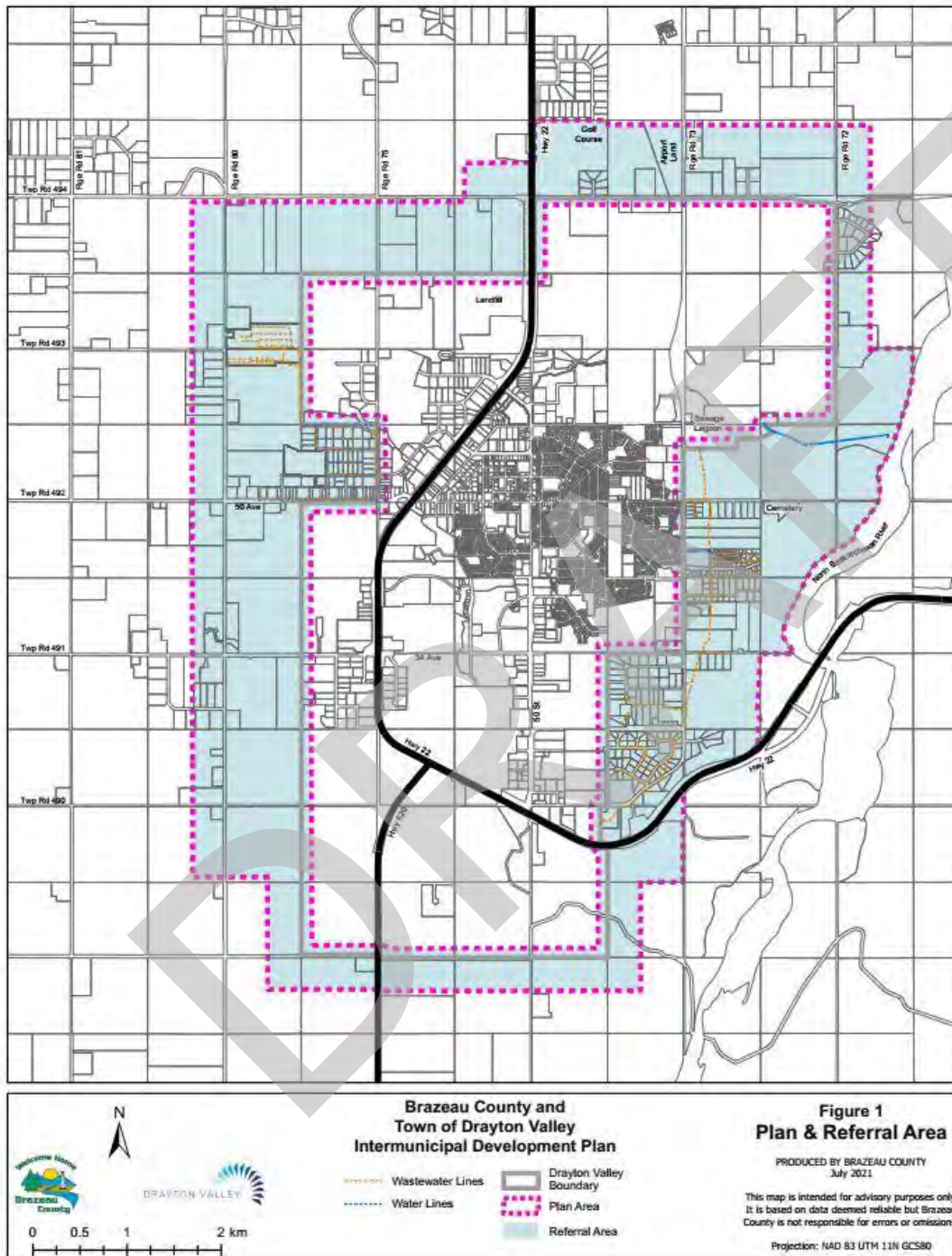
5.1 Referral(s) / Consistency of Planning

The referral area will be includes all parcels of land located within the Plan Area a 400 metre buffer on either side of the shared intermunicipal border, as well as quarter sections that have any part of them currently served by water and/or sewer infrastructure within the County (refer to Figure 12). The referral area shall be extended based on Brazeau County's five (5) year servicing strategy.

Major documents or applications, such as Area Structure Plans (ASPs), Municipal Development Plans (MDPs) and Land Use Bylaws (LUB) or their amendments, as well as subdivision and discretionary development permit applications, shall be referred to the adjacent municipality for review. Comments shall be provided to the referring municipality as outlined below. If no comments are received within the accepted timelines, the referring municipality will consider there are no objections, comments or concerns.



DRAFT



5.2 Agricultural Preservation

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New residential development should be considered in currently serviced areas and in conjunction between the two municipalities.

Objectives:

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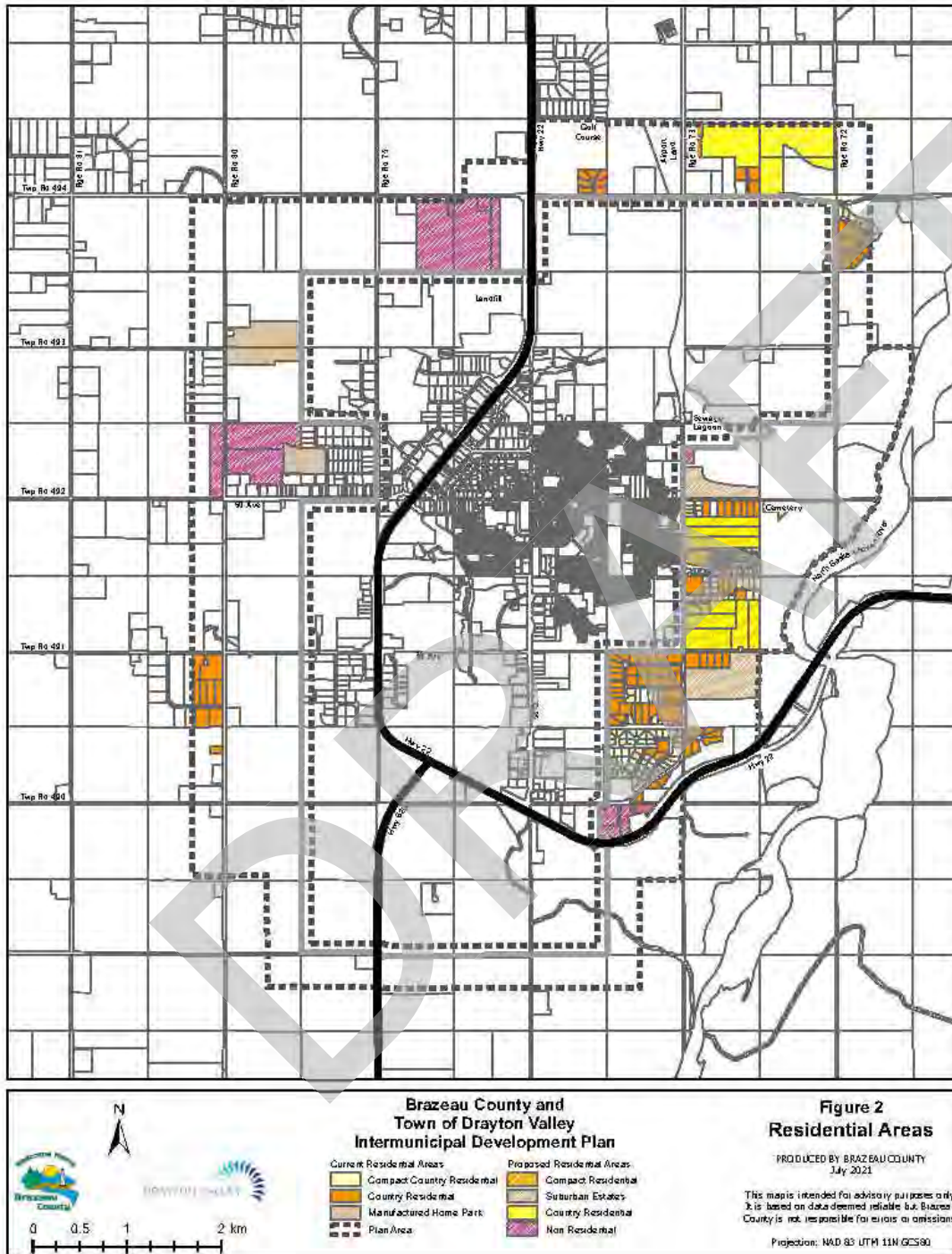
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5.4 Utilities

Utilities typically refers to natural gas, power, municipal water, stormwater and sewer systems. The provision of water and sewer service for existing and future development within the Town and for the broader IDP area will be critical for the growth of the area. The Town owns and operates its own water and sanitary sewer distribution and treatment system. Natural gas is supplied within the Plan Area by ATCO Gas Co-op and Evergreen Gas Co-op. Power is supplied by the Drayton Valley Rural Electrification Association.

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Both municipalities recognize that continued growth and development of commercial and industrial lands is vital for the economic success of the region.

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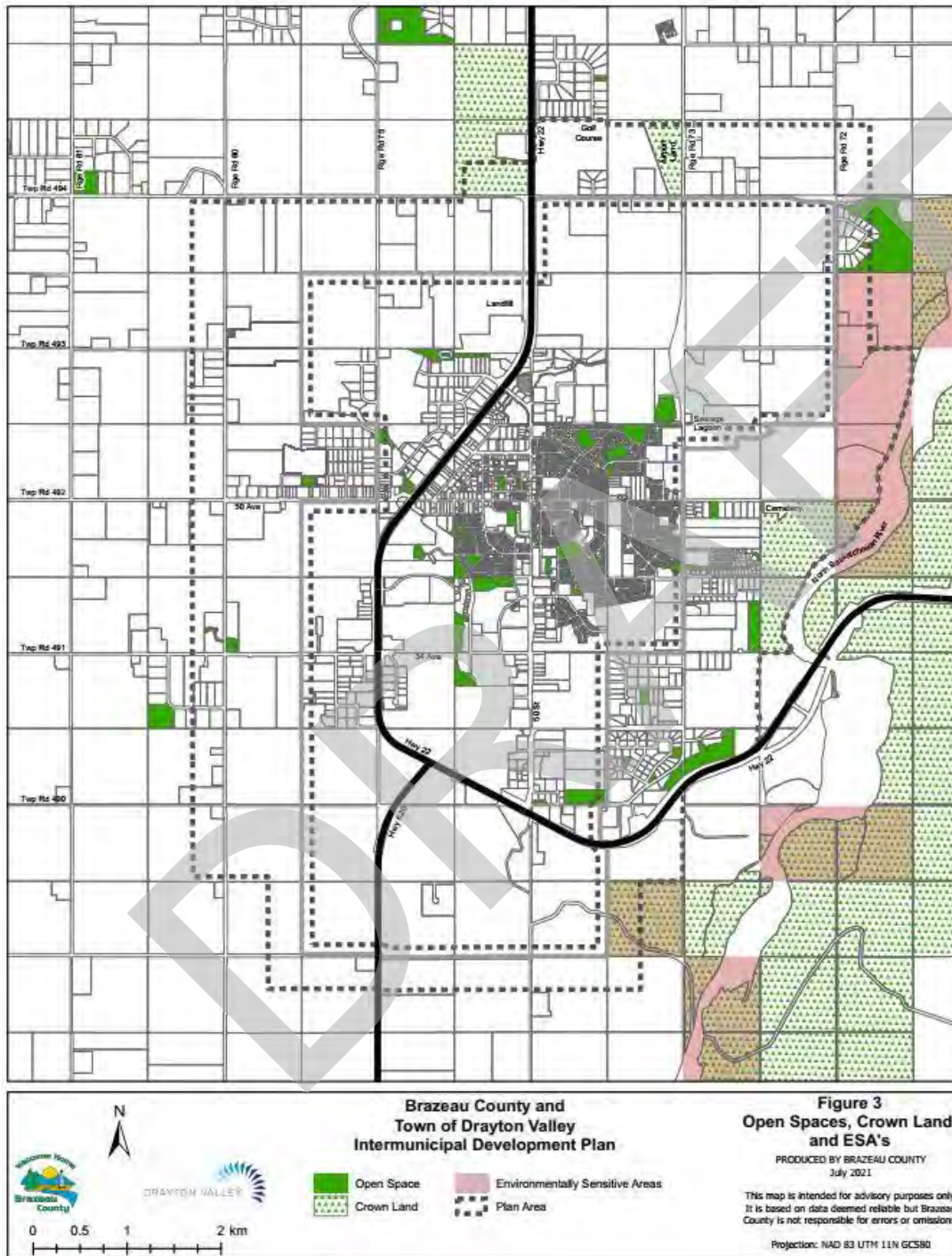
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7.0 ENVIRONMENTAL POLICIES

Brazeau County and the Town of Drayton Valley will promote environmental stewardship and the health of the regional ecosystem through the following policies.

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- Both Brazeau County and the Town of Drayton Valley shall follow Provincial Regulations as they pertain to the dedication or classification of Environmental Reserve, Municipal Reserve and Conservation Easements.



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The *Municipal Government Act* requires that an Intermunicipal Development Plan contain provisions related to the administration of the plan and a procedure to be used, by one or more of municipalities, to amend or repeal and replace the IDP.

9.1 Adoption:

The Intermunicipal Development Plan shall be adopted by Bylaws by Brazeau County and the Town of Drayton Valley in accordance with the *Municipal Government Act*.

Both Brazeau County and the Town of Drayton Valley shall administer the provisions of the Intermunicipal Development Plan.

9.2. Plan Review and Amendments:

The plan shall be reviewed every five (5) years following the adoption.

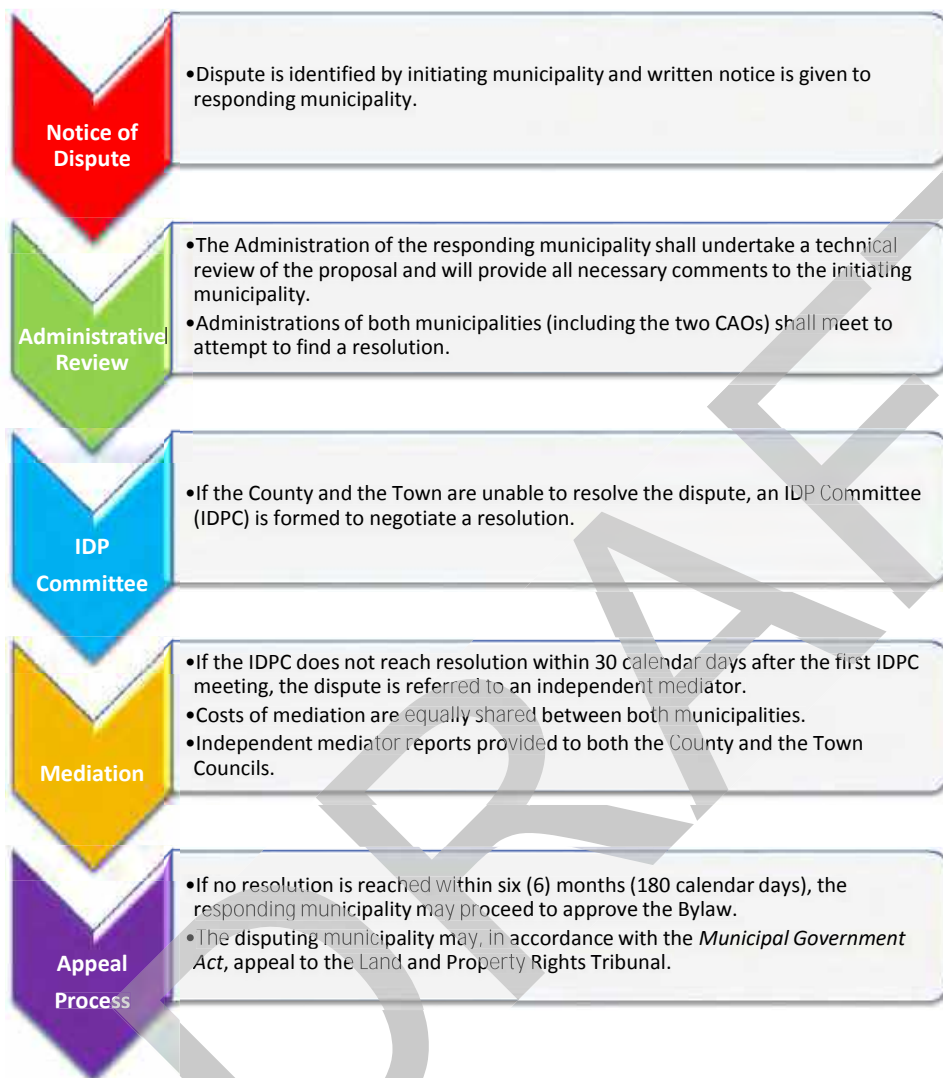
If there is objection to or amendments to the plan by either municipality an Intermunicipal Development Plan Committee (IDPC) shall be established to review and discuss any changes to the Bylaw.

9.3 Dispute Resolution:

The implementation of an intermunicipal dispute resolution mechanism is a requirement of all Intermunicipal Development Plans pursuant to the *Municipal Government Act*. In order to satisfy this requirement and to ensure that the principles of fairness and due process are respected, a dispute resolution process consisting of the six (6) stages is provided.

- 1) When a dispute is identified, written notice is required to be given to the adjacent municipality.
- 2) Administration from each municipality along with the two (2) Chief Administrative Officers (CAOs), shall meet and attempt to resolve the dispute
- 3) In cases where administration and the two (2) CAOs cannot resolve the dispute an IDPC shall be established to review the dispute and negotiate a resolution.
- 4) If the IDPC does not reach a resolution by the thirtieth (30th) calendar day following the first meeting the dispute will then be referred to mediation.
- 5) The services of an independent mediator will be retained and they will be required to present a written report with recommendations to both Councils. The cost of the mediation shall be shared equally ~~be by~~ both Brazeau County and the Town of Drayton Valley.
- 6) If the dispute has not been resolved within six (6) months after the notice is given; the municipality may proceed to adopt the Bylaw and the other municipality may, in accordance with the MGA, appeal to the Municipal Government Board and Property Rights Tribunal (MGBLPRT).





Appendix A – Definitions

Annexation means the transfer of land from the jurisdiction of one municipality to another municipality. The *Municipal Government Act* defines the process through which annexation occurs.

Area Structure Plan (ASP) means a statutory plan that provides the framework for subdivision and development for an area of undeveloped land within the municipality. This document is prepared in accordance with the *Municipal Government Act* and adopted by Council.

Bylaw means a law made by a municipality in accordance with the powers delegated to it under the *Municipal Government Act*.

Conservation Easement means an interest, in a particular portion of land, is held by the municipality for the purpose of protecting and/or conserving the natural environment.

Development Permit means a document that is issued under a land use bylaw and authorizes a development.

Discretionary Use means a structure or use of land that may be allowed in a given district at the discretion of the Development Authority.

Environmentally Significant Areas means an area of land that generally has an important role in the long-term maintenance of: (1) biological diversity, (2) physical landscape features, (3) ecological services and function, and/or (4) other natural processes. A quarter section must have an overall ESA value of greater than 0.189 to be designated as an Environmentally Significant Area in the province of Alberta.

Environmental Reserve means land dedicated to a municipality where it is determined to be undevelopable due to environmental conditions, in accordance with section 664 of the *Municipal Government Act*.

Land and Property Rights Tribunal (LPRT) is an independent and impartial quasi-judicial board established under the *Land and Property Rights Tribunal Act* to make decisions about land planning, property assessment and compensation disputes involving land expropriations and surface leases.

Land Use means the manner in which the land may be used or occupied. Typically the information is provided in the municipality's Land Use Bylaw.

Land Use Bylaw (LUB) means a statutory document that divides a municipality into districts. The LUB establishes procedures for processing and deciding development, including subdivisions, within the municipality. The document has rules which affect how each parcel of land in the municipality may be used and developed.

Mediation means a process involving a neutral person as a mediator who may be engaged in order to assist municipalities in resolving a dispute. The purpose of a mediation would be to reach mutually acceptable recommendations by facilitating communication and identifying issues and interests of both municipalities.

Municipal Development Plan (MDP) means a statutory plan adopted by Council that outlines the current and future goals, objectives and policies to help guide a municipality's physical, social and economic development. The plan is used to provide direction and assist in managing growth and development.

Municipal Government Board (MGB) is an independent and impartial quasi-judicial board established under the *Municipal Government Act* to make decisions about land planning and assessment matters.

Municipal Reserve means land that is owned by a municipality to provide for parks, recreation or school authority purposes.

Open Space means land owned by a municipality as municipal reserve or environmental reserve.

Riparian means the transitional area between upland and aquatic ecosystems bordering a watercourse.

Setback means the distance between a property line or feature and part of a site or development. Setbacks are governed through the Land Use Bylaw.

Statutory Plan means a plan adopted by Council as a municipal bylaw under the authority of the *Municipal Government Act*. Statutory Plans include; an intermunicipal development plan, a municipal development plan, an area structure plan and an area redevelopment plan.

Subdivision means the division or consolidation of land that creates a new titled parcel of land from an existing parcel of land.

ATTACHMENT 4

WHAT WE HEARD CONSULTATION FEEDBACK

Brazeau County and Town of Drayton Valley
Intermunicipal Development Plan

What We Heard Report

Consultation Feedback

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INTRODUCTION

This consultation summary report has been prepared by Brazeau County in collaboration with the Town of Drayton Valley in support of the Intermunicipal Development Plan (IDP) being presented to each municipality's Council.

The report describes the public engagement process, outlines the stakeholders involved, and summarizes the stakeholder feedback received to date.

PUBLIC ENGAGEMENT OBJECTIVES

1. Inform Brazeau County and Town of Drayton Valley residents about the proposed version of the Intermunicipal Development Plan.
2. Share with Brazeau County and Town of Drayton Valley residents the IDP goals.
3. Provide and encourage an opportunity for feedback from residents on IDP policies
4. Allow for engagement and discussion about proposed IDP policies – receive and share feedback.

IDENTIFIED STAKEHOLDERS

External Stakeholder Engagement

Intermunicipal Development Plan Open House – February 27, 2020

- Brazeau County
 - Council Members
 - Landowners located with the Plan Area as defined in section 4 and Figure 1 of the proposed IDP
 - Other interested County landowners/residents
- Town of Drayton Valley
 - Council Members
 - Landowners within 100 metres of the intermunicipal border (IDP area)
 - Other interested Town landowners/residents

Internal Stakeholder Engagement

The plan is to provide an opportunity for internal departments to provide comments on the draft IDP that will be presented to each municipal Council for review and comment prior to the Public Hearing date.

- Brazeau County
 - Agricultural Services
 - Community Services
 - Economic Development
 - Planning and Development
 - Public Works

- Town of Drayton Valley
 - Economic Development
 - Engineering
 - Public Works
 - Community Services
 - Finance
 - Fire Services
 - Communications and Intergovernmental Relations

METHODS OF ENGAGEMENT

Brazeau County and the Town of Drayton Valley focused on traditional engagement methods to engage the public and stakeholders. These methods included letters mailed directly to affected landowners, advertisements in local newspapers and an Open House event.

Open House Invitation – Mailed

Brazeau County mailed a letter to invite landowners to the Public Open House event for the IDP. The letter defined what an Intermunicipal Development Plan is and provided a map of the Plan Area. In addition an Information Brochure was included that provided additional information about the goals for the IDP between the County and the Town and highlights from four key sections of the Plan. The letter with attached brochure can be found in Appendix A.

Open House Advertisements

The Open House advertisements were included in local newspapers and included on each both the County's website and the Town's website. The content of the newspaper advertisements are provided in Appendix B.

Brazeau County

- Drayton Valley and District Free Press (February 13th, 20th and 27th)
- County website – Events page
- County website – IDP information page
- County Facebook page

Town of Drayton Valley

- Drayton Valley and District Free Press (February 13th, 20th and 27th)
- Town website – IDP Information Page
- Town Facebook page

Public Open House

The Public Open House was held on February 27, 2020 from 5:00 p.m. to 8:00 p.m. at the MacKenzie Centre in Drayton Valley. The MacKenzie Centre was selected due to its location and ability to

accommodate the space required to host an open house event. The location was agreed upon by both Brazeau County and the Town of Drayton Valley as a suitable location.

The Public Open House included seven display boards (Appendix C), three of which summarized the policies in five sections (section 5 to section 9) of the draft IDP document. The policy summary display boards had space for landowners to add sticky notes to provide feedback on specific sections. In anticipation of a potential crowd, there were two versions of the following boards:

- “What is an IDP?” and “Why is an IDP required?”
- IDP Goals and Plan Area; and
- Two of the policy summary boards (summarizing section 5 to section 8).

The duplicate boards were located on opposite sides of the room to ensure landowners would be able to access the information and have space to provide comments.

Landowners were offered a hardcopy of the Brazeau County and Town of Drayton Valley Intermunicipal Development Plan (Appendix F), a copy of the IDP Information Brochure (Appendix D) and an Open House Comment (Feedback) Form (Appendix E). Most attendees took a copy of the IDP and the feedback form, but did not take a copy of the information brochure as it had been included with the letter.

LANDOWNER EVENT FEEDBACK

At the Open House event there were feedback forms provided to attendees to fill out either at the event or after the event concluded. There was limited feedback provided at the time of preparing this summary report. The feedback on the time and location was positive and the only comment provided on what could have been done to make the event better was a note that it was a good event with great discussion.

The feedback received at the event was the appreciation landowners had for the staff members that were available to answer questions.

LANDOWNER IDP DOCUMENT FEEDBACK

General Concerns:

One of the most frequently asked questions received at the Open House was about what an IDP was all about along with concerns about annexation and that the Town of Drayton Valley was planning to annex the land identified as the Plan Area in section 4 and Figure 1 of the IDP.

Another general concern that was raised was questions about what had changed from the current 2011 IDP and this new proposed version of the IDP.

General Response:

Staff clarified that an Intermunicipal Development Plan is about collaboration and communication between neighbouring municipalities to understand what is occurring on either side of an intermunicipal border. It was noted that the document is a high-level policy document to highlight areas in which the

Town and County will communicate and collaborate on and includes four primary areas – land use, transportation, environment, and economic and social development.

Staff clarified that an IDP is not about annexation and does not change any municipal boundaries. Clarification was provided that there is an existing agreement between the Town of Drayton Valley and Brazeau County where no annexation will happen until either the Town's population reaches 19,362 or January 1st, 2061. Staff noted that the Town's population is around 7,200 people currently.

Staff members provided clarification about the changes from the current 2011 IDP and this new version of the IDP. It was noted by staff that the new proposed version of the IDP was simplified to focus on key areas of policy with respect to communication, collaboration and understanding with respect to the four primary policy areas within the IDP. The current 2011 IDP was written more as a growth management plan that focused on what type of development would occur in areas, the preferred stages of development within those areas, and the potential future zoning of land. Staff clarified that these types of details had been removed from the IDP and the focus was more on policies that would direct future land use within the area, provisions of transportation systems and the coordination of intermunicipal programs as required by legislation.

Section 4: Plan Area

A number of landowners expressed concerns about the size of the Plan Area in Brazeau County. Some of the concern was about the difference in Plan Area size within the Town compared to within the County and other concerns was just about the amount of land within the Plan Area within the County.

Response:

Due to the number of staff providing answers and the varied types of questions, there was not one standard response, as staff did not want to be scripted in their conversations with landowners. However, staff did discuss this topic prior to, and debriefed it after, the Open House event. Below is a summary of the information provided by each staff member both during, and prior to, the event.

Staff members explained that the Plan Area was the area in which the municipalities would communicate and collaborate about issues related to the policies outlined in the IDP and not necessarily specific developments or applications on the land. Information was provided to landowners about other municipalities that have a larger defined Plan Area, which is different from the referral area. The City of Leduc and Leduc County's Plan Area and referral area was one example shown to some landowners to show that other urban/rural municipalities have used this technique of having a larger Plan Area for policies related to general land uses, transportation systems, environmental considerations and economic and social development and a smaller referral area for specific changes to the landscape. Staff clarified the difference between the Plan Area and the referral area, noting that the policies of communication and collaboration within the IDP apply to the Plan Area. Staff clarified that the referral area was where the municipalities would share information about the applications submitted, such as re-zoning, subdivision or discretionary use development permits. The explanation provided to members of the public about the referral area is outlined in detail below.

Section 5: Land Use Policy

Multiple landowners raised concern was about the difference in referral area within the County compared to the Town. The concerns were generally around that the Town of Drayton Valley had a set 400 metre referral area and the County had the 400 metre referral area in some locations, but a larger referral area in other locations. Landowners also found the Plan Area and referral map (Figures 1 and 2) confusing as they tried to determine where their land was located on the map.

An underlying concern that came out regarding both the Plan Area and the referral area was a concern about the amount of control/influence the Town of Drayton Valley would have in Brazeau County.

Response:

Due to the number of staff providing answers and the varied types of questions, there was not one standard response, as staff did not want to be scripted in their conversations with landowners. However, staff did discuss this topic prior to, and debriefed it after, the Open House event. Below is a summary of the information provided by each staff member both during, and prior to, the event.

Staff provided clarification of the referral area to open house attendees. Staff noted that the referral area was 400 metres on either side of the boundary and any quarter section on the County's side of the boundary that currently had any part of it serviced by either Town wastewater lines or water lines. Staff clarified that referrals were related to sharing information about Municipal Development Plan amendments, Land Use Bylaw amendments (for example re-zoning), Area Structure Plans, subdivisions and discretionary use development permit applications that affect land within the referral area. The reason for including the quarter sections that are currently serviced by Town wastewater or water lines was to allow for the Town to comment on whether the change to the land use district (zone), number of parcels, or use on the land subject to the application would impact the services being provided, or if there was opportunity to extend those services to allow for different opportunities. Since the Town owns and operates these lines, having their input on changes could be important information when the County is making the decision or adding conditions to approved applications. In general, this explanation was acceptable to people and it was noted by a few attendees that the referral area "made sense" with those details provided.

Staff assisted landowners trying to locate their property on the Plan Area (Figure 1) and Referral Area (Figure 2) maps within the proposed draft IDP. It was noted that the maps were different scales and the referral area map only showed the referral area, which is smaller than the Plan Area; whereas the Plan Area map showed the entire Plan Area.

Staff also communicated that the decisions regarding re-zoning, subdivision and discretionary use applications would be made by the municipality where the application was initiated. Landowners were provided with clarification that the rules/regulations of their home municipality's Municipal Development Plan and Land Use Bylaw would need to be followed when applying for re-zoning, subdivision and development permits. The difference within the referral area is that the application would be referred to the adjacent municipality for review and comment. The comments provided by the adjacent municipality would be considered when the decision maker (Council, Subdivision Authority such as the Municipal

Planning Commission, or Development Officer, as it applies to the situation) was making a decision regarding that application.

Staff provided additional information and clarification that if there was a dispute between the municipalities, either within the Plan Area, or due to a referral, there was a six-stage dispute resolution process outlined within the IDP. The highlights of the six stages were provided to landowners who were concerned that there was not a mechanism for handling disputes when it came to landowner applications for re-zonings, subdivisions or development permits.

ACTION REQUIRED: The maps used in the IDP are to assist in providing clarity and support the associated text. There were a number of conversations that included confusion around the Plan Area and the referral area, and people trying to identify their property on the two maps. Due to this confusion, it was determined by staff that the maps should be reviewed, and the information presented more clearly. The decision was to include the Plan Area on all the maps, which meant adding the Plan Area to Figure 2 for the referral area. Additional changes to Figure 2 included using the same colour for the referral area on both sides of the Town/County boundary and using a scale similar to the other maps. Staff will work to update the referral area map prior to the scheduled public hearings.

Section 6: Transportation

In discussing the sections of the IDP, there was some questions about the collaboration and communication regarding the transportation network, in particular any future plans for Township Road 490/Range Road 73 (referred to as the “Ring Road”).

Response:

The Transportation section of the IDP notes the County and Town will work together to provide a transportation system that meets the needs of both municipalities and is efficient, safe and effective for all road users. Collaboration will also occur on new and expanding developments to allow for transportation corridors that are safe, coordinated and efficient road networks. Questions were raised about whether this would result in future plans and coordination of road networks and future maintenance or upgrades (i.e. re-surfacing, widening, etc.) Staff noted that this section was about communication and collaboration to coordinate an efficient transportation system within the Plan Area. However, staff also noted that the decision to move forward with projects would ultimately be decided by the individual municipality where the section of road was located.

ENGAGEMENT SUMMARY

Communication Prior to the Open House

The purpose of the Open House invite letter and advertisements were to notify landowners that an Intermunicipal Development Plan had been drafted between Brazeau County and Town of Drayton Valley. The letter provided contact information for Brazeau County and the advertisements provided contact information for both the County and the Town. Brazeau County received one (1) phone call, one (1) email

and one (1) in person meeting from landowners. Town of Drayton Valley received one (1) phone call at the time of this report.

Open House Summary

The purpose of the open house was to share information about the draft IDP between Brazeau County and the Town of Drayton Valley and gather input and feedback on the IDP goals and the five (5) main sections outlining specific policies for the IDP Plan Area.

The Open House had approximately thirty (30) landowners attend and 28 people signed into the sign in sheet. Of those landowners who signed in,

- Two (2) identified as being from the Town of Drayton Valley,
- Two (2) lived in Brazeau County, but owned a business in the Town of Drayton Valley, and
- Twenty-four (24) identified as being from Brazeau County.

Staff answered questions and provided information on the purpose of an IDP to Open House participants. Staff used the display boards, the Information Brochure and copies of the Intermunicipal Development Plan to assist in answering questions and providing clarification. The main questions and concerns are highlighted in the sections above. The next step in the process is for each Council to hold a public hearing for the Intermunicipal Development Plan within their respective municipality. The Town of Drayton Valley has scheduled a public hearing for March 18, 2020 at the Drayton Valley Council Chambers. Brazeau County has scheduled a public hearing for April 7, 2020 at the Brazeau County Council Chambers. The IDP document, with a revised Figure 2 map, will be presented to each Council.

APPENDIX A: BRAZEAU COUNTY LANDOWNER LETTER



Brazeau County

7401 Township Road 494, P.O. Box 77, Drayton Valley, Alberta T7A 1R1

PHONE: (780) 542-7777 – FAX: (780) 542-7770

www.brazeau.ab.ca

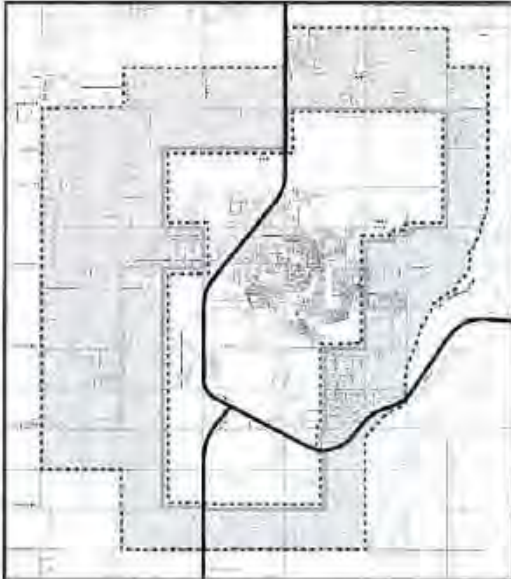
February 11, 2019

Dear Landowner within the Intermunicipal Area:

RE: Brazeau County and Town of Drayton Valley Intermunicipal Development Plan

As a landowner within the plan area, this letter is to inform you that Brazeau County and the Town of Drayton Valley are working together to prepare an Intermunicipal Development Plan for the lands located within a defined Plan Area (see map below). The Plan Area extends 0.8 kilometres to 2.4 kilometres from the Town boundary except to the east where it extends to the top of the North Saskatchewan River valley. The Plan Area extends inward 0.1 kilometre from the Town Boundary.

An Intermunicipal Development Plan (IDP) is a statutory document, which is required by provincial legislation and prepared by two (or more) municipalities that share a common border. An IDP ensures future development and land use policy are coordinated between municipalities. An information brochure has been included to explain what an Intermunicipal Development Plan is, the goals of the Brazeau County and Town of Drayton Valley IDP, and highlights from some of the key policy sections.



OPEN HOUSE DETAILS

If you live in this area, or are interested in this project, you are invited to drop in at the public open house to provide your input on the draft IDP. There will be no formal presentation, so drop in any time between 5:00 pm and 8:00 pm to discuss the IDP with available staff.

The Open House will be held:

Date: February 27, 2020

Time: 5:00 P.M. to 8:00 P.M.

Location: MacKenzie Conference Centre, 5737 – 45 Avenue, Drayton Valley, Alberta

If you would like to read the IDP prior to the event, the information is on the Brazeau County website at <https://www.brazeau.ab.ca/icf> under the "Town of Drayton Valley" banner.

Should you have any further questions or would like more information about the IDP, please contact Kathleen Sterling, Senior Long Range Planner by phone 780-542-2667 or email ksterling@brazeau.ab.ca

Yours truly,

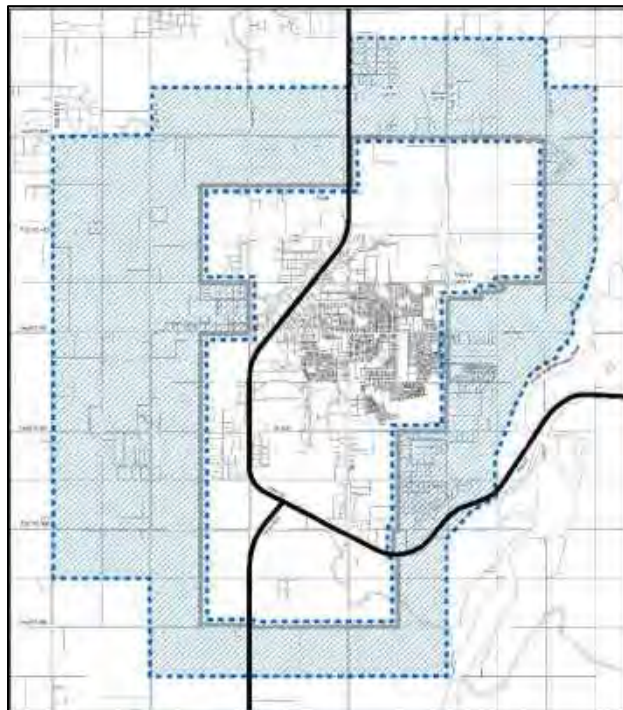
Kathleen Sterling
Senior Long Range Planner

cc: Jocelyn Whaley – Brazeau County Chief Administrative Officer
Marc Gressler – Division 3 Councillor Brazeau County

APPENDIX B: PUBLIC OPEN HOUSE ADVERTISEMENT

Public Open House for the Brazeau County and Town Drayton Valley Intermunicipal Development Plan – February 27, 2020

An Intermunicipal Development Plan (IDP) is a statutory document prepared with two (or more) municipalities that share a common border. An IDP ensures future development and land use policy are coordinated between municipalities. Brazeau County and the Town of Drayton Valley have agreed to jointly engage in an IDP, as per the *Municipal Government Act*. The Plan Area extends 0.8 kilometres to 2.4 kilometres from the Town boundary except to the east where it extends to the top of the North Saskatchewan River valley. The Plan Area extends inward 0.1 kilometre from the Town Boundary. If you live in this area, or are interested in this project, you are invited to drop in at the public open house to provide your input on the draft IDP.



Details of the Brazeau County and Town of Drayton Valley IDP Public Open House:

Date: February 27, 2020

Time: 5:00 P.M. to 8:00 P.M.

Location: MacKenzie Conference Centre, 5737 – 45 Avenue, Drayton Valley, Alberta

Questions?

Brazeau County - Contact Kathleen Sterling, Senior Long Range Planner at 780-542-2667 or ksterling@brazeau.ab.ca

Drayton Valley - Contact Matt Ellis, Senior Planner and Assistant Director of Emergency Management at 780-514-2203 or mellis@draytonvalley.ca

APPENDIX C: PUBLIC OPEN HOUSE DISPLAY BOARDS

DISCLAIMER: Appendix C represents information shared with the public at the Brazeau County and Town of Drayton Valley IDP Open House and is not a final copy for approval.

WELCOME TO OUR OPEN HOUSE



Brazeau County and the Town of Drayton Valley are working together to create an **Intermunicipal Development Plan ("IDP")**.

At tonight's Open House you will find:

1. Proposed IDP Goals.
2. Draft IDP Policy Highlights.
3. Brazeau County and Town of Drayton Valley staff to answer any questions you may have.
4. An area where you can view the draft IDP document.

**We want to hear from you.
Tell us how we might be able to improve the IDP!**

What is an Intermunicipal Development Plan?

- ➔ A high-level policy plan prepared by two (or more) municipalities that share a common border.
- ➔ Ensures future development and land use policy is coordinated between municipalities.
- ➔ Reduces the possibility of any potential conflicts between municipalities and provides a dispute resolution process if conflict does occur.
- ➔ Ensures the relationship remains strong, transparent, and collaborative in the present and in the future.

Why is an Intermunicipal Development Plan required?

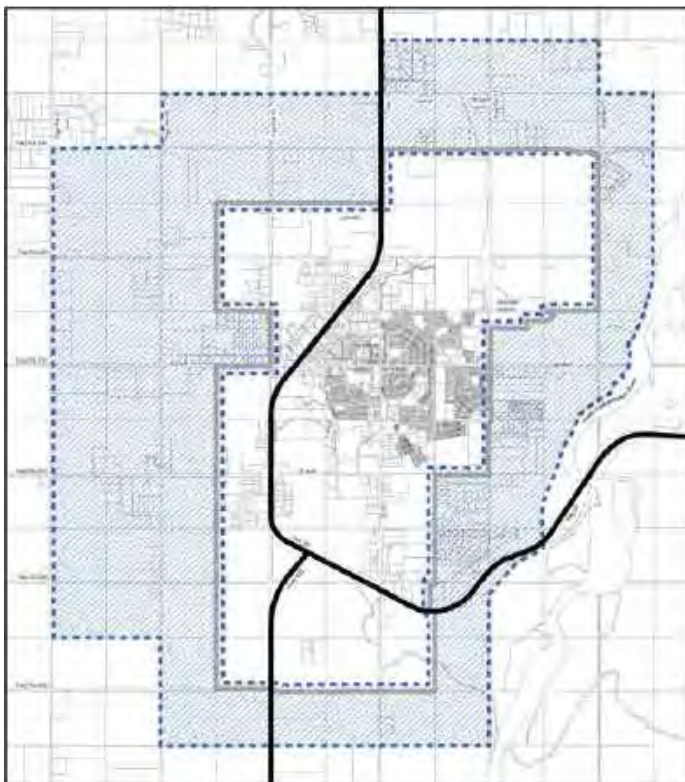
The Government of Alberta requires that municipalities with a shared border complete an Intermunicipal Development Plan. This is under the direction of Section 631 of the Modernized *Municipal Government Act*. Brazeau County and the Town of Drayton Valley have agreed to jointly engage in the development of an IDP.



IDP Goals

- ➔ To collaboratively plan and confirm future land uses, infrastructure, transportation and development within the Plan Area.
- ➔ To establish a logical and orderly development for each municipality, while seeking the advancement and promotion of the region as a whole.
- ➔ To reduce the potential for future conflict(s) through communication and encourage understanding.
- ➔ To identify and conserve environmental features, recreation and open space.
- ➔ To provide a process and procedure for dispute resolution, amendments and administration of the plan.
- ➔ To enhance opportunities for increased quality of life through a diversified local economy and quality community services.

Plan Area

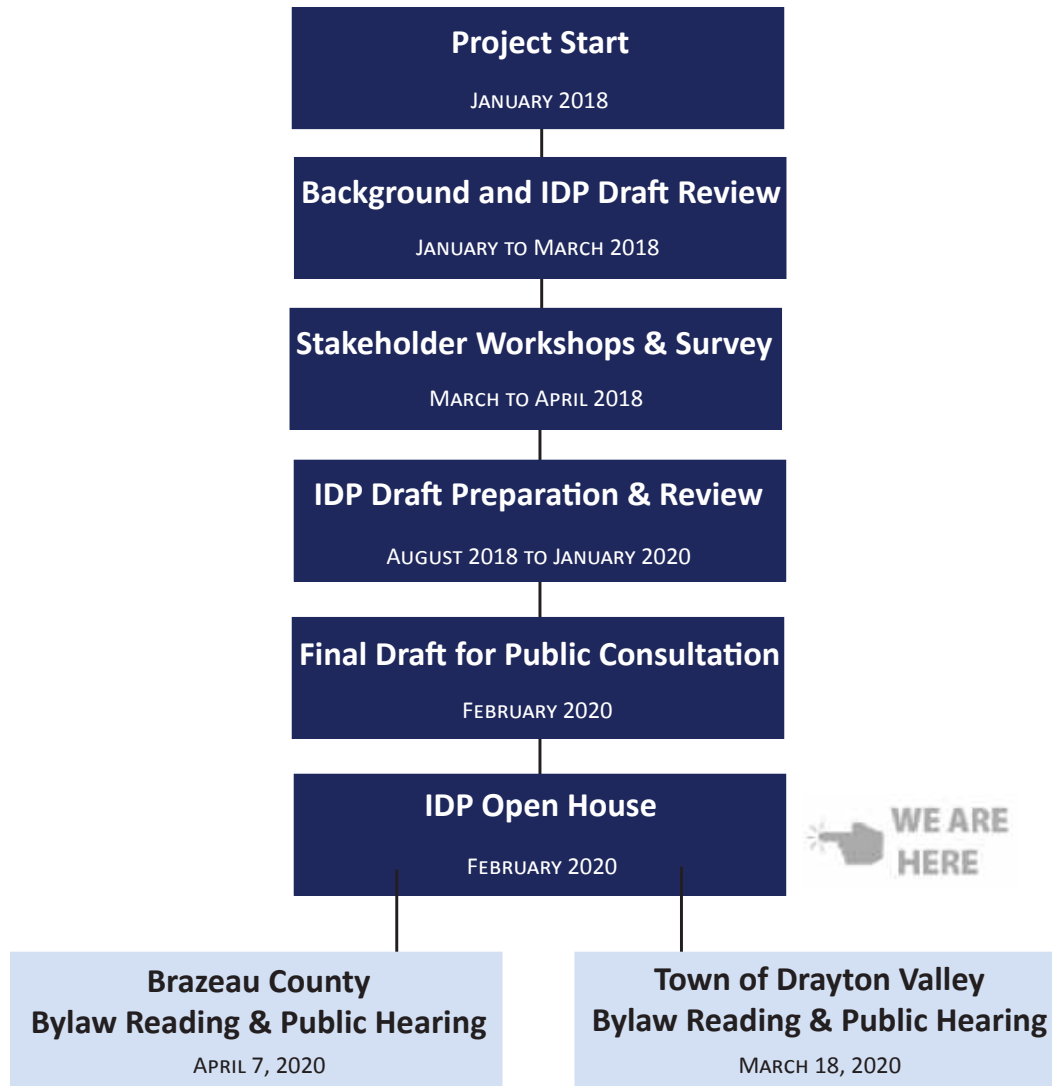


The Plan Area extends between 0.8 kilometres to 2.4 kilometres ($\frac{1}{2}$ mile to $1\frac{1}{2}$ miles) from the Town boundary as defined in the Annexation Settlement Agreement except to the east where it extends to the top of the North Saskatchewan River valley.

The Plan Area extends inward 0.1 kilometre from the Town boundary.

The joint Plan Area covers approximately 4,583 hectares (11,325 acres).

Project Timeline



Tell us what you think!

We want to hear from you.

Please take a few minutes to complete our comment sheet and provide your feedback on the IDP.

If you have any questions or comments regarding the document, or if you would like additional information, please contact:

Kathleen Sterling, Senior Long Range Planner, Brazeau County at (780) 524-2667
OR

Matt Ellis, Senior Planner & Assistant Director of Emergency Management,
Town of Drayton Valley at (780) 514-2203

DRAFT IDP POLICY HIGHLIGHTS

Please feel free to use sticky notes to provide comments. Your input and ideas are important to us!

SECTION 5: LAND USE POLICIES

Brazeau County and the Town of Drayton Valley will communicate on land use policies to guide and coordinate development within the Plan Area.

REFERRALS

Referral of applications for statutory documents, subdivision and discretionary development permits applications will be provided to the adjacent municipality. IDP policies ensure land use decisions will be made to benefit residents of both municipalities.

RESIDENTIAL

New residential development should be considered within currently serviced areas and in conjunction between the two municipalities

UTILITIES

The Town and County will collaborate to develop an effective water, stormwater, and sewer management system, which includes future discussions about development within the Plan Area.

COMMERCIAL AND INDUSTRIAL

The Town and County will identify lands within the Plan Area for Commercial and Industrial developments where sites have adequate access to road systems and in locations that minimize impacts on surrounding land uses. Both municipalities will collaborate to mitigate impacts on non-Commercial and Industrial uses.



DRAFT IDP POLICY HIGHLIGHTS

Please feel free to use sticky notes to provide comments. Your input and ideas are important to us!

SECTION 6: TRANSPORTATION

Brazeau County and the Town of Drayton Valley will work together to provide a transportation system within the Plan Area that meets the needs of both municipalities, and is efficient, safe and effective for all road users.

The Town and County shall collaborate on new and expanding development(s) within the Plan Area to ensure that long-term transportation corridors are secured to maintain a safe, coordinated and efficient road network.

SECTION 7: ENVIRONMENTAL POLICES

Together, the County and the Town will promote environmental stewardship and a healthy regional ecosystem. The importance of wetlands, riparian areas, watercourses and waterbodies shall be recognized by both municipalities.

The County and Town will follow provincial regulations as they pertain to the dedication of Environmental, Municipal and Conservation Easements. Through respective Land Use Bylaws, both municipalities will enforce appropriate development setbacks.

SECTION 8: ECONOMIC AND SOCIAL DEVELOPMENT

Brazeau County and the Town of Drayton Valley mutually encourage opportunities for a diversified economy and recognize the benefits it offers in enhancing regional competitiveness. The quality of community services and programming is recognized by both municipalities and they may choose to collaborate on any social, recreational, economic development or tourism initiative which may affect the Plan Area.



DRAFT IDP POLICY HIGHLIGHTS

Please feel free to use sticky notes to provide comments. Your input and ideas are important to us!

SECTION 9: ADMINISTRATION AND IMPLEMENTATION

This section discusses the process in which the IDP is adopted, amended and reviewed.

Both Brazeau County and the Town of Drayton Valley, shall administer the provisions of the Intermunicipal Development Plan. The IDP shall be reviewed every five (5) years.

If there is objection to, or amendments to, the Plan by either municipality an Intermunicipal Development Plan Committee (IDPC) shall be established to review and discuss any changes to the Bylaw.

SECTION 9.3: DISPUTE RESOLUTION

A dispute resolution mechanism for intermunicipal disputes is required to be included in the IDP. This ensures that the principles of fairness and due process are respected. This section of the IDP outlines the six stages within the dispute resolution process.

1. Notice of Dispute
2. Administration and Chief Administrative Officer (CAO) Resolution
3. Establishment of an IDPC
4. Mediation
5. Deadline of Dispute Resolution
6. Adoption or Appeal to Municipal Government Board (MGB)



APPENDIX D: PUBLIC OPEN HOUSE INFORMATION BROCHURE

BRAZEAU COUNTY AND TOWN OF DRAYTON VALLEY INTERMUNICIPAL DEVELOPMENT PLAN

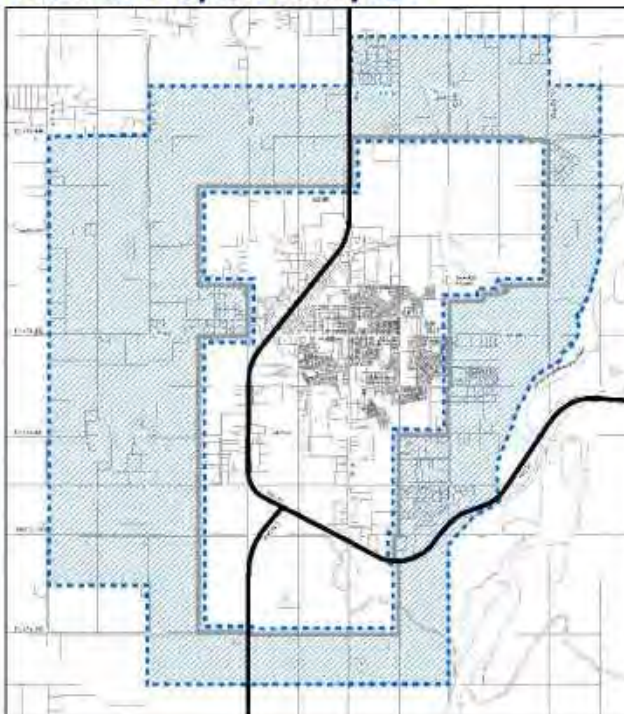
Information Brochure

February 2020

What is an Intermunicipal Development Plan (IDP)?

- ➔ The Government of Alberta requires municipalities with a shared border complete an IDP.
- ➔ A high level policy plan prepared by two (or more) municipalities that share a common border.
- ➔ Ensures future development and land use policy is coordinated between municipalities
- ➔ Reduces the possibility of any potential conflicts between municipalities and provides a dispute resolution process if conflict does occur.
- ➔ Ensures the relationship remains strong, transparent, and collaborative, both in the present and in the future.

Plan Area for Brazeau County & Town of Drayton Valley IDP



Goals for the Intermunicipal Development Plan (IDP)

- To collaboratively plan and confirm future land uses, infrastructure, transportation and development within the *Plan Area*.
- To establish a logical and orderly development for each municipality, while seeking the advancement and promotion of the region as a whole.
- To reduce the potential for future conflict(s) through communication and encourage understanding.
- To identify and conserve environmental features, recreation and open space.
- To provide a process and procedure for dispute resolution, amendments and administration of the plan.
- To enhance opportunities for increased quality of life through a diversified local economy and quality community services.

← PLAN AREA

The Plan Area extends 0.8 kilometres to 2.4 kilometres from the Town boundary as defined in the Annexation Settlement Agreement, except to the east where it extends to the top of the North Saskatchewan River valley.

The Plan Area extends inward 0.1 kilometre from the Town boundary.

BRAZEAU COUNTY AND TOWN OF DRAYTON VALLEY

INTERMUNICIPAL DEVELOPMENT PLAN

Page 22 of 29

HIGHLIGHTS FROM THE INTERMUNICIPAL DEVELOPMENT PLAN

Section 5 - Land Use Policies

Brazeau County and the Town of Drayton Valley will communicate on land use policies to guide and coordinate development within the Plan Area. Referral of applications for statutory documents (e.g. Land Use Bylaw amendments and rezoning), subdivision and discretionary development permits will be provided to the adjacent municipality. IDP policies ensure land use decisions will be made to benefit residents of both the County and the Town. These policies include communication and collaboration about residential, utilities, and commercial and industrial developments.

Section 6 - Transportation

Brazeau County and the Town of Drayton Valley will work together to provide a transportation system within the Plan Area that meets the needs of both municipalities, and is efficient, safe and effective for all road users.

The Town and County shall collaborate on new and expanding development(s) within the Plan Area to ensure long-term transportation corridors are secured to maintain a safe, coordinated and efficient road network.

Section 7 - Environmental Policies

Together, the County and the Town will promote environmental stewardship and a healthy regional ecosystem. The importance of wetlands, riparian areas, watercourses and waterbodies shall be recognized by both municipalities.

The County and Town will follow provincial regulations as they pertain to the dedication of Environmental, Municipal and Conservation Easements. Through respective Land Use Bylaws, both municipalities will enforce appropriate development setbacks.

Section 8 - Economic and Social Development

Brazeau County and the Town of Drayton Valley mutually encourage opportunities for a diversified economy and recognize the benefits it offers in enhancing regional competitiveness. The quality of community services and programming is recognized by both municipalities and they may choose to collaborate on any social, recreational, economic development or tourism initiative which may affect the Plan Area.

Project Process



What impact does this have on landowners?

- Applications for rezoning, subdivisions and discretionary uses will be provided to the adjacent municipality for comment. These comments will be considered when making a decision on the application.
- This does **NOT** change ownership of your land, the zoning of your land or the municipality you would apply for permits to.

QUESTIONS?

Contact Us:

Brazeau County
Kathleen Sterling
Phone: 780-542-2667

Town of Drayton Valley
Matt Ellis
Phone: 780-514-2203

APPENDIX E: OPEN HOUSE COMMENT FORM



INTERMUNICIPAL DEVELOPMENT PLAN OPEN HOUSE



Thank you for sharing your time and knowledge!

Please let us know how we did.

Please Note: Results will be reviewed by both municipalities. The comments provided will be summarized and the results will be presented to both municipality's Council.

1. Please let us know who you are – check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Resident of the Town of Drayton Valley | <input type="checkbox"/> Resident of Brazeau County |
| <input type="checkbox"/> Landowner of the Town of Drayton Valley | <input type="checkbox"/> Landowner of Brazeau County |
| <input type="checkbox"/> Business Owner in the Town of Drayton Valley | <input type="checkbox"/> Business Owner in Brazeau County |
| <input type="checkbox"/> Developer | <input type="checkbox"/> Farmer/Rancher in Brazeau County |
| <input type="checkbox"/> None of the above | |

2. How did you find out about this Open House?

- | | |
|---|--|
| <input type="checkbox"/> Town of Drayton Valley website | <input type="checkbox"/> Drayton Valley Free Press newspaper |
| <input type="checkbox"/> Town of Drayton Valley Facebook Page | <input type="checkbox"/> Brazeau County website |
| <input type="checkbox"/> Other (please explain) | <input type="checkbox"/> Brazeau County Facebook Page |

3. Was the location and time of the Open House convenient?

4. Did you learn something new from the display boards?

5. The IDP sections highlighted on the display board include: Land Use Policies, Transportation, Environmental Policies, Economic and Social Development, and Administration and Implementation including Dispute Resolution. If you have any specific comments on these sections of the IDP, please include them below:

6. What would make this type of event better?

7. If you have any other specific comments, suggestions, or questions; please add them to the section below:

Any questions? Please contact:

Kathleen Sterling – Senior Long Range Planner – Brazeau County
7401 TWP Rd 494, Drayton Valley, AB, T7A 1R1
Office Phone: 780-542-7777 or Email: KSterling@brazeau.ab.ca

OR

Matt Ellis – Senior Planner – Town of Drayton Valley
5120 – 52 Street, Box 6837, Drayton Valley, AB T7A 1A1
Office Phone: 780-514-2203 or Email: mellis@draytonvalley.ca

APPENDIX F: INTERMUNICIPAL DEVELOPMENT PLAN

DISCLAIMER: Appendix F represents information shared with the public at the Brazeau County and Town of Drayton Valley IDP Open House and is not a final copy for approval.

Brazeau County and Town of Drayton Valley Intermunicipal Development Plan

Brazeau County Bylaw: 1049-20

Town of Drayton Valley Bylaw: 2020/03/D



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LIST OF ACRONYMS:

ASP – Area Structure Plan
 CAO – Chief Administrative Officer
 ESA – Environmentally Sensitive Areas
 IDP – Intermunicipal Development Plan
 IDPC – Intermunicipal Development Plan Committee
 LUB – Land Use Bylaw
 MGA – *Municipal Government Act*
 MGB – Municipal Government Board
 MDP – Municipal Development Plan

1.0 INTRODUCTION AND BACKGROUND

Brazeau County (hereafter referred to as the County) and the Town of Drayton Valley (hereafter referred to as the Town) work collaboratively. The original Intermunicipal Development Plan (IDP) was written to enhance collaborative working processes following annexation in 2011. The purpose of this revised IDP is to update the methodology for intermunicipal planning for the next five (5) years, as required by Government of Alberta regulations

Brazeau County and the Town of Drayton Valley as per section 631 of the *Municipal Government Act* have agreed to jointly update their existing IDP to have a cooperative approach for the purpose of land use and development, managing growth, the environment, infrastructure, dispute resolution and other vital community services along their shared borders.

2.0 PURPOSE OF THE PLAN

The purpose of the IDP is to have a co-operative approach for the process of land use and development, managing growth, environmental matters, infrastructure and dispute resolution along the borders of the Town of Drayton Valley and Brazeau County.

The plan will contain policies for:

- Land use
- Environment
- Infrastructure
- Intermunicipal Programs
- Economic and Social Development

3.0 GOALS

The Town and the County recognize and respect the autonomy and mandate of each municipality and acknowledge the need to establish common plans and policies that seek:

- a) To collaboratively plan and confirm future land uses, infrastructure, transportation and development within the Plan Area;
- b) To establish a logical and orderly development for each municipality, while seeking the advancement and promotion of the region as a whole;
- c) To reduce the potential for future conflict(s) through communication and encourage understanding;
- d) To identify and conserve environmental features, recreation and open space;
- e) To provide a process and procedure for dispute resolution, amendments and administration of the plan; and

- f) To enhance opportunities for increased quality of life through a diversified local economy and quality community services.

4.0 PLAN AREA

The Plan Area is shown on Figure 1. It extends 0.8 kilometers to 2.4 kilometers (½ mile to 1½ miles) from the Town boundary as defined in the Annexation Settlement Agreement except to the east where it extends to the top of the North Saskatchewan River valley. The Plan Area extends inward 0.1 kilometre from the Town Boundary. The joint Plan Area covers approximately 4,583 hectares (11,325 acres) of land.

Agriculture is the predominant land use in much of the Plan Area with clusters of country residential subdivisions and the Drayton Valley Golf and Country Club.

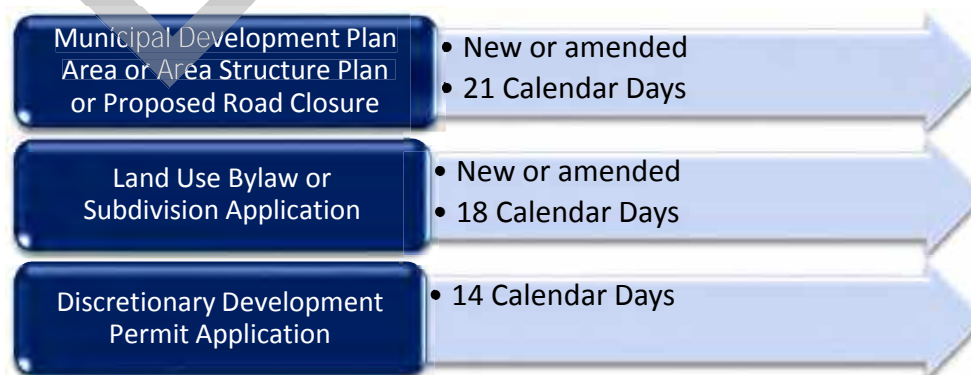
5.0 LAND USE POLICIES

Brazeau County and the Town of Drayton Valley will communicate in good faith on land matters within the Plan Area. Any disputes will be addressed through section 9 of this plan. Each municipality will maintain their autonomy within their current boundaries and within the Plan Area.

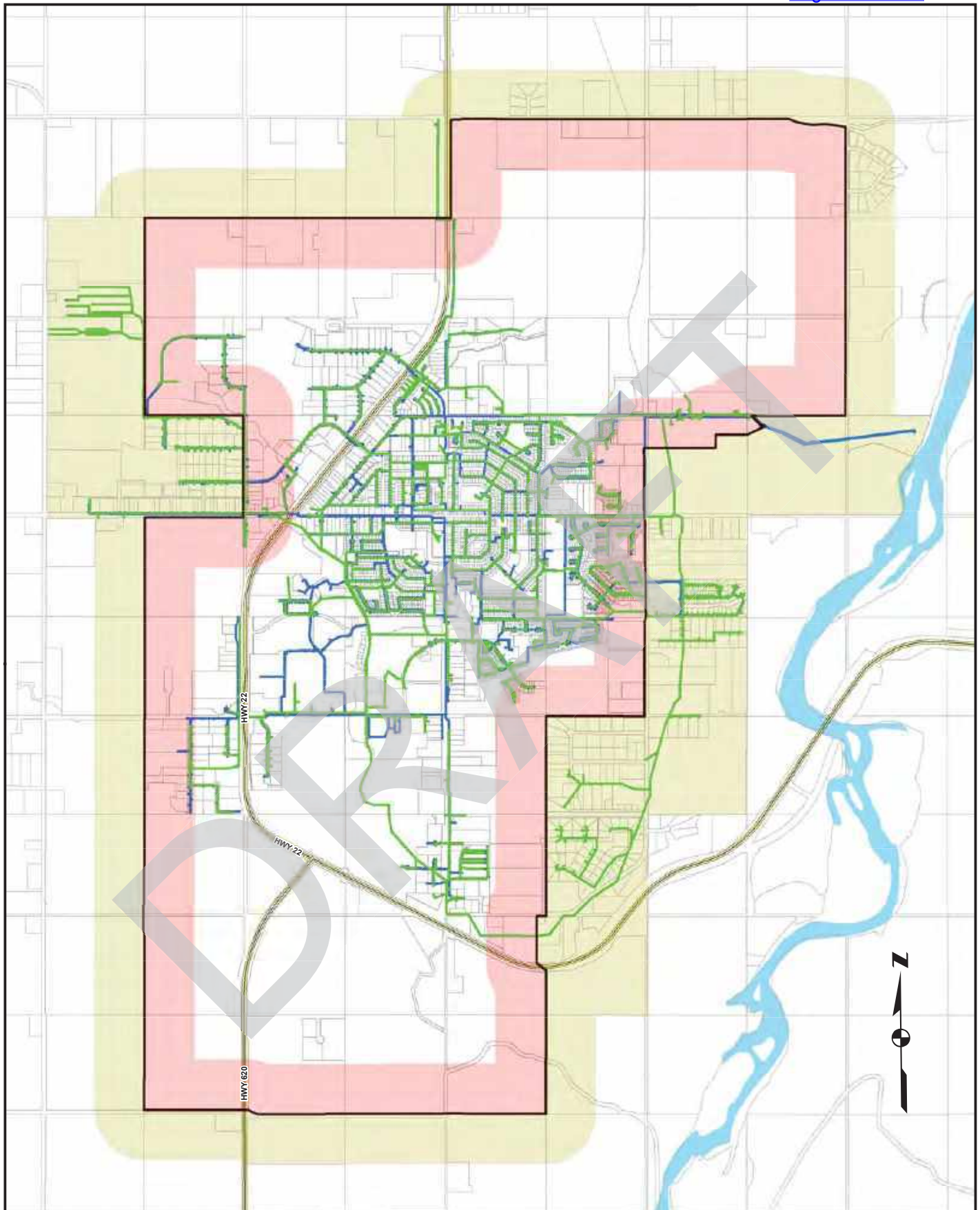
5.1 Referral(s) / Consistency of Planning

The referral area will be a 400 metre buffer on either side of the shared intermunicipal border, as well as quarter sections that have any part of them currently served by water and/or sewer infrastructure within the County (refer to Figure 2). The referral area shall be extended based on Brazeau County's five (5) year servicing strategy.

Major documents or applications, such as Area Structure Plans (ASPs), Municipal Development Plans (MDPs) and Land Use Bylaws (LUB) or their amendments, as well as subdivision and discretionary development permit applications, shall be referred to the adjacent municipality for review. Comments shall be provided to the referring municipality as outlined below. If no comments are received within the accepted timelines, the referring municipality will consider there are no objections, comments or concerns.



DRAFT



**Intermunicipal Development Plan
Figure 2: Referral Areas**

Legend

- Town of Drayton Valley Referral Area
- Brazeau County Referral Area
- Town Boundary
- Sanitary Grid
- Water Main Grid

0 0.5 1 Km

February, 2020

This map is for advisory purposes only
and does not replace a legal land survey.
It is based on data sources deemed reliable but the Town
of Drayton Valley is not responsible for errors or omissions.



5.2 Agricultural Preservation

Agricultural district is the most prevalent land use in the Plan Area. Brazeau County will consider both economic development, and quality of agricultural land when applications are received.

5.3 Residential

New residential development should be considered in currently serviced areas and in conjunction between the two municipalities.

Objectives:

- Identify areas that are suitable for residential growth and specify density targets within the overall Plan Area;
- Accommodate various land uses (commercial, recreational and institutional) that are compatible with existing and future residential uses;
- Mitigate conflicts between future residential uses and non-residential uses; and
- Mitigate existing conflicts between residential land uses and non-residential land uses.

Policies:

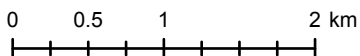
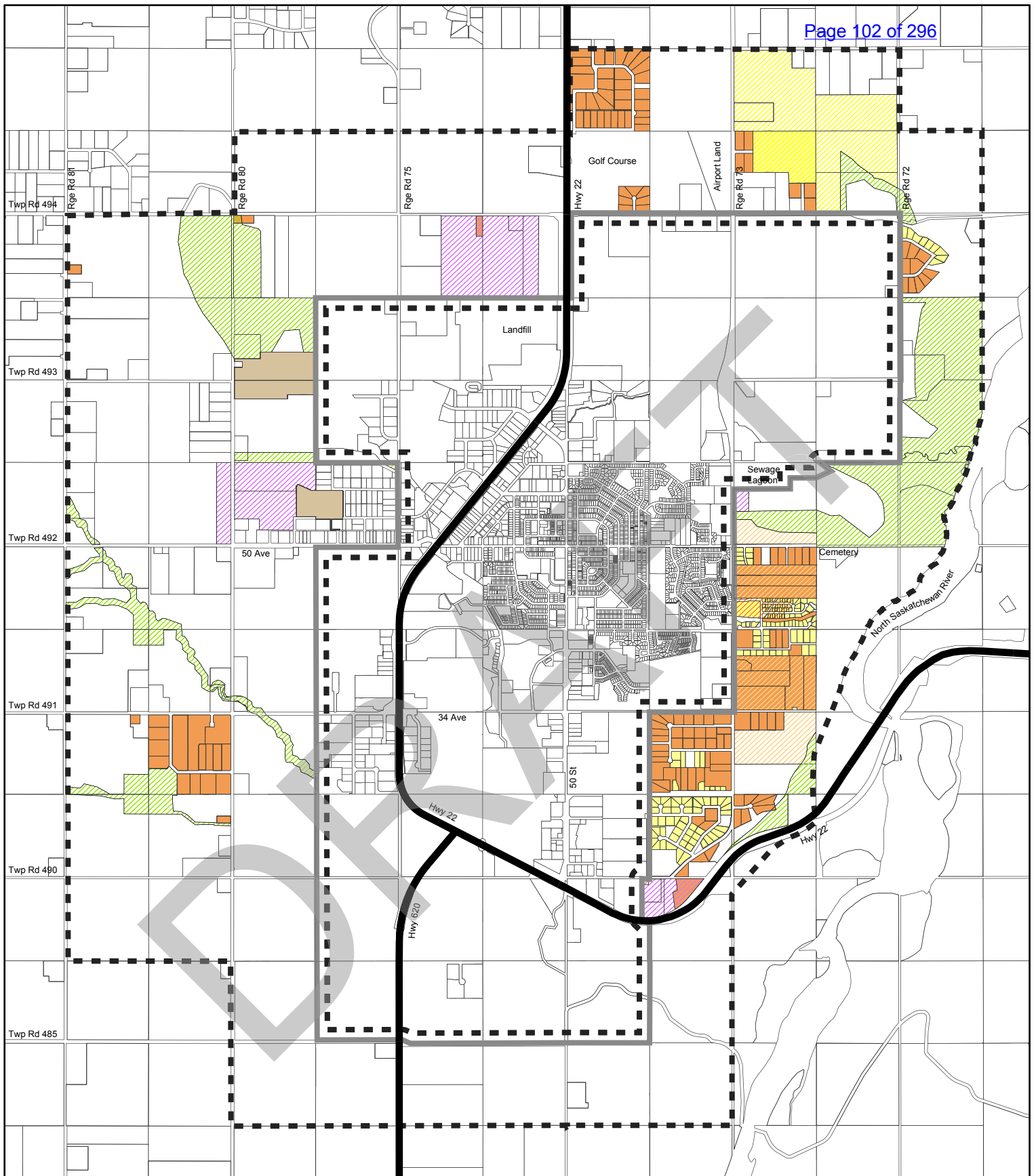
- Residential development within the Plan Area shall be generally consistent with the areas identified as residential in Figure 3.
- Residential subdivisions shall be designed so individual lots do not directly access highways or major arterial roadways.
- All new residential lots within the Plan Area shall be required to connect to Town sewer and water infrastructure once it is made available.

5.4 Utilities

Utilities typically refers to natural gas, power, municipal water, stormwater and sewer systems. The provision of water and sewer service for existing and future development within the Town and for the broader IDP area will be critical for the growth of the area. The Town owns and operates its own water and sanitary sewer distribution and treatment system. Natural gas is supplied within the Plan Area by ATCO Gas Co-op and Evergreen Gas Co-op. Power is supplied by the Drayton Valley Rural Electrification Association.

Objectives:

- The Town and County should maintain current information about existing and proposed major utility corridor projects.
- Collaboration between the Town and the County to develop an effective water, stormwater and sewer management system.
- Future discussions about developments within the Plan Area should occur between the County and the Town to determine potential opportunities and areas of focus for the provision of municipal water, stormwater and sewer services.



Current Residential Areas

- Compact Country Residential
- Country Residential
- Manufactured Home Park
- Plan Area

Proposed Residential Areas

- Compact Residential
- Suburban Estates
- Country Residential
- Non Residential
- Open Space

**Brazeau County
Town of Drayton Valley
Intermunicipal Development Plan**

**Figure 3
Residential Areas**

5.5 Commercial and Industrial Development

Both municipalities recognize that continued growth and development of commercial and industrial lands is vital for the economic success of the region.

Objectives:

- Identify lands within the Plan Area for Commercial and Industrial developments where sites have adequate access to road systems and in locations that minimize their impacts on surrounding land uses.
- Collaborate to mitigate impacts between Commercial and Industrial uses and non-Commercial and Industrial uses.

6.0 TRANSPORTATION

Transportation systems within the Plan Area are a critical component of ensuring economic development, and a high quality of life. Roadways must be provided in a manner that delivers an efficient method of travel for residents, visitors and businesses of both municipalities, and is cost-efficient for both municipalities. The shared transportation system must be designed in a manner that is safe for all road users, including motorists, cyclists and pedestrians.

Objectives:

- Provide a transportation system within the Plan Area that meets the needs of both municipalities, and is safe, efficient and effective for all road users.

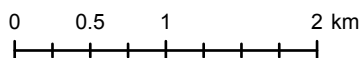
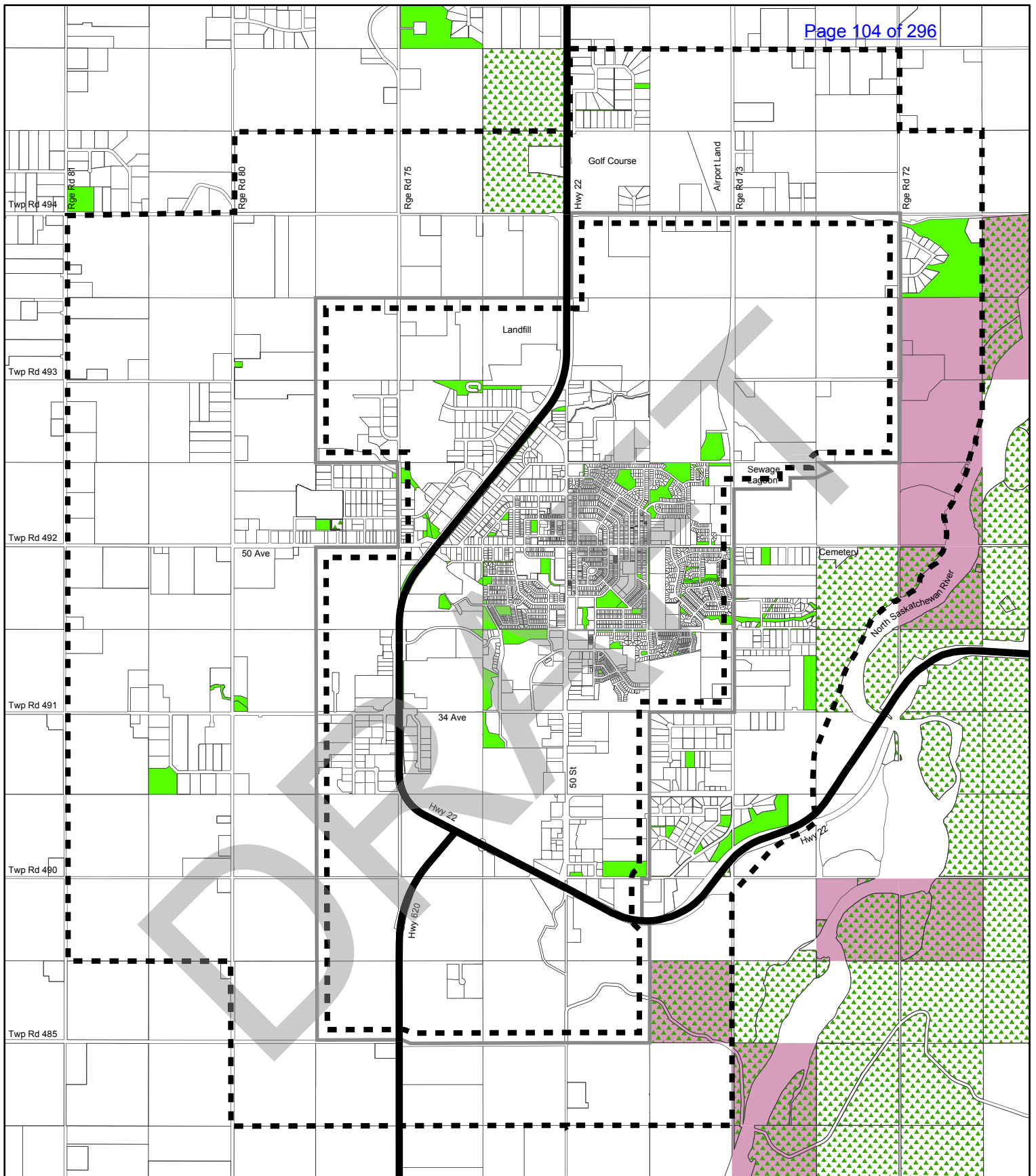
Policies:

- The Town and County shall collaborate on new and expanding development(s) within the Plan Area to ensure long-term transportation corridors are secured to maintain a safe, coordinated and efficient road network.
- The municipalities shall clearly define the responsibilities and standards for roadway design, construction, and maintenance within the Plan Area between Alberta Transportation, developers, the Town and the County.

7.0 ENVIRONMENTAL POLICIES

Brazeau County and the Town of Drayton Valley will promote environmental stewardship and the health of the regional ecosystem through the following policies.

- Open Space, Crown Land and Environmentally Significant Areas have been identified on Figure 4.
- Both Brazeau County and the Town of Drayton Valley shall follow Provincial Regulations as they pertain to the dedication or classification of Environmental Reserve, Municipal Reserve and Conservation Easements.



- Open Space
- Crown Land
- Environmentally Sensitive Areas
- Plan Area

**Brazeau County
Town of Drayton Valley
Intermunicipal Development Plan**

**Figure 4
Open Spaces, Crown Land,
and ESA's**

- Both municipalities shall recognize the importance of wetlands, riparian areas, watercourses and waterbodies, and will collaborate when reviewing proposals which may impact watershed(s) in the Plan Area.
- Through respective Land Use Bylaws, both municipalities shall enforce appropriate development setbacks from the North Saskatchewan River, waterbodies, watercourses, and hazardous landscapes.

8.0 ECONOMIC AND SOCIAL DEVELOPMENT

Brazeau County and the Town of Drayton Valley mutually encourage opportunities for a diversified economy and recognize the benefits it offers in enhancing regional competitiveness. The top industries in our local economies are:

- Oil and Gas;
- Forestry;
- Agriculture; and,
- Recreation.

The provision of quality community services and programming is recognized by both municipalities to enhance residents' quality of life. Both Municipalities may choose to collaborate on any social, recreational, economic development or tourism initiative which may affect the Plan Area.

9.0 IMPLEMENTATION AND ADMINISTRATION

The *Municipal Government Act* requires that an Intermunicipal Development Plan contain provisions related to the administration of the plan and a procedure to be used, by one or more of municipalities, to amend or repeal and replace the IDP.

9.1 Adoption:

The Intermunicipal Development Plan shall be adopted by Bylaws by Brazeau County and the Town of Drayton Valley in accordance with the *Municipal Government Act*.

Both Brazeau County and the Town of Drayton Valley shall administer the provisions of the Intermunicipal Development Plan.

9.2. Plan Review and Amendments:

The plan shall be reviewed every five (5) years following the adoption.

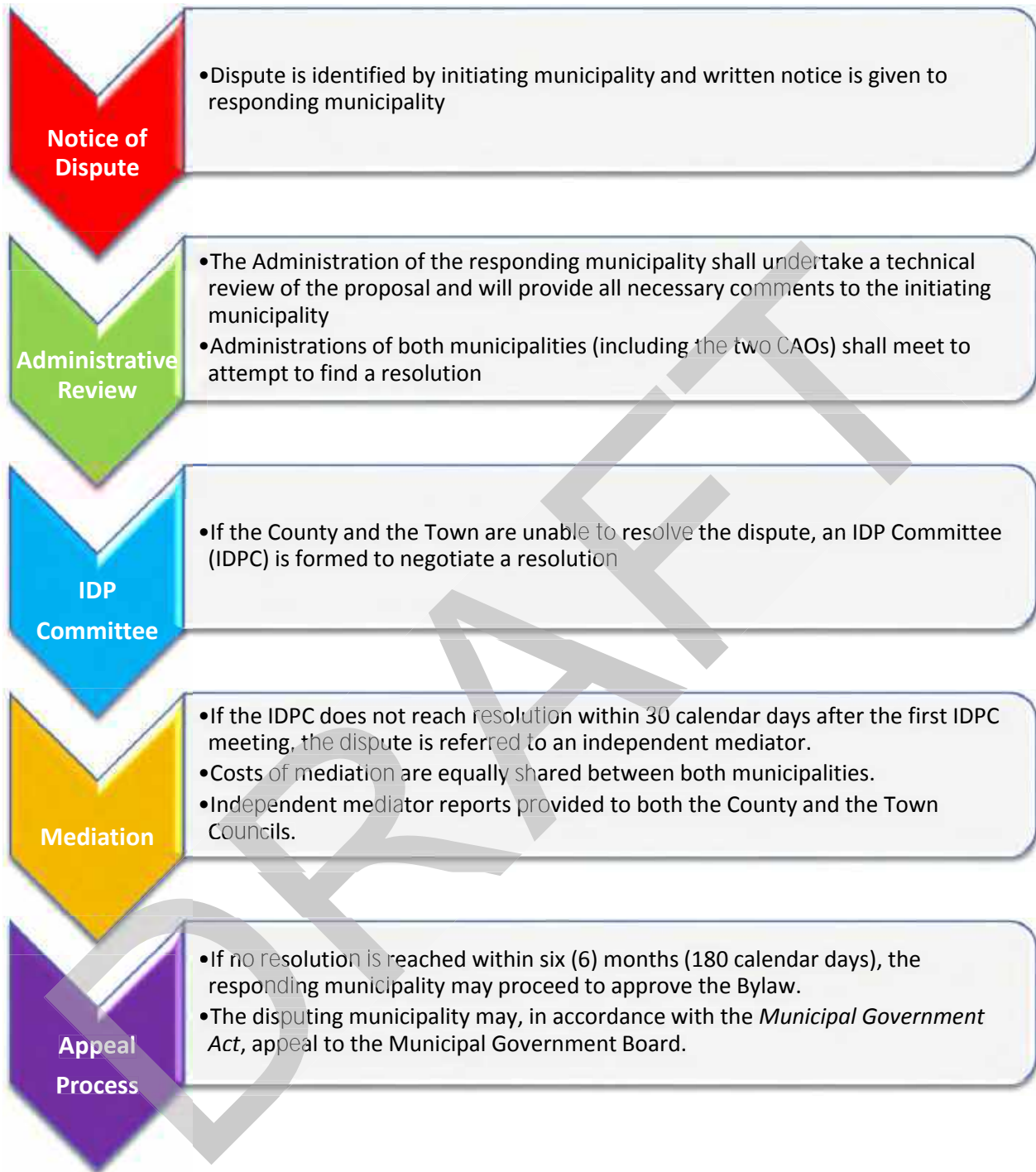
If there is objection to or amendments to the plan by either municipality an Intermunicipal Development Plan Committee (IDPC) shall be established to review and discuss any changes to the Bylaw.

9.3 Dispute Resolution:

The implementation of an intermunicipal dispute resolution mechanism is a requirement of all Intermunicipal Development Plans pursuant to the *Municipal Government Act*. In order to satisfy this requirement and to ensure that the principles of fairness and due process are respected, a dispute resolution process consisting of the six (6) stages is provided.

- 1) When a dispute is identified, written notice is required to be given to the adjacent municipality.
- 2) Administration from each municipality along with the two (2) Chief Administrative Officers (CAOs), shall meet and attempt to resolve the dispute
- 3) In cases where administration and the two (2) CAOs cannot resolve the dispute an IDPC shall be established to review the dispute and negotiate a resolution.
- 4) If the IDPC does not reach a resolution by the thirtieth (30th) calendar day following the first meeting the dispute will then be referred to mediation.
- 5) The services of an independent mediator will be retained and they will be required to present a written report with recommendations to both Councils. The cost of the mediation shall be shared equally by both Brazeau County and the Town of Drayton Valley.
- 6) If the dispute has not been resolved within six (6) months after the notice is given; the municipality may proceed to adopt the Bylaw and the other municipality may, in accordance with the MGA, appeal to the Municipal Government Board (MGB).





Appendix A – Definitions

Annexation means the transfer of land from the jurisdiction of one municipality to another municipality. The *Municipal Government Act* defines the process through which annexation occurs.

Area Structure Plan (ASP) means a statutory plan that provides the framework for subdivision and development for an area of undeveloped land within the municipality. This document is prepared in accordance with the *Municipal Government Act* and adopted by Council.

Bylaw means a law made by a municipality in accordance with the powers delegated to it under the *Municipal Government Act*.

Conservation Easement means an interest, in a particular portion of land, is held by the municipality for the purpose of protecting and/or conserving the natural environment.

Development Permit means a document that is issued under a land use bylaw and authorizes a development.

Discretionary Use means a structure or use of land that may be allowed in a given district at the discretion of the Development Authority.

Environmentally Significant Areas means an area of land that generally has an important role in the long-term maintenance of: (1) biological diversity, (2) physical landscape features, (3) ecological services and function, and/or (4) other natural processes. A quarter section must have an overall ESA value of greater than 0.189 to be designated as an Environmentally Significant Area in the province of Alberta.

Environmental Reserve means land dedicated to a municipality where it is determined to be undevelopable due to environmental conditions, in accordance with section 664 of the *Municipal Government Act*.

Land Use means the manner in which the land may be used or occupied. Typically the information is provided in the municipality's Land Use Bylaw.

Land Use Bylaw (LUB) means a statutory document that divides a municipality into districts. The LUB establishes procedures for processing and deciding development, including subdivisions, within the municipality. The document has rules which affect how each parcel of land in the municipality may be used and developed.

Mediation means a process involving a neutral person as a mediator who may be engaged in order to assist municipalities in resolving a dispute. The purpose of a mediation would be to reach mutually acceptable recommendations by facilitating communication and identifying issues and interests of both municipalities.

Municipal Development Plan (MDP) means a statutory plan adopted by Council that outlines the current and future goals, objectives and policies to help guide a municipality's physical, social and economic development. The plan is used to provide direction and assist in managing growth and development.

Municipal Government Board (MGB) is an independent and impartial quasi-judicial board established under the *Municipal Government Act* to make decisions about land planning and assessment matters.

Municipal Reserve means land that is owned by a municipality to provide for parks, recreation or school authority purposes.

Open Space means land owned by a municipality as municipal reserve or environmental reserve.

Riparian means the transitional area between upland and aquatic ecosystems bordering a watercourse.

Setback means the distance between a property line or feature and part of a site or development. Setbacks are governed through the Land Use Bylaw.

Statutory Plan means a plan adopted by Council as a municipal bylaw under the authority of the *Municipal Government Act*. Statutory Plans include; an intermunicipal development plan, a municipal development plan, an area structure plan and an area redevelopment plan.

Subdivision means the division or consolidation of land that creates a new titled parcel of land from an existing parcel of land.