

BYLAW NO. 712/09

**BEING A BYLAW OF MACKENZIE COUNTY
TO ADOPT AN INTERMUNICIPAL DEVELOPMENT PLAN
FOR THE TOWN OF HIGH LEVEL AND MACKENZIE COUNTY**

WHEREAS:

The Councils for the Town of High Level and Mackenzie County wish to enact an Inter-municipal Development Plan;

Section 631 of the *Municipal Government Act*, R.S.A. 2000, as amended, authorizes a municipality to enact an Inter-municipal Development Plan; and

The proposed bylaw shall be advertised in the May 20, 2009 and May 27, 2009 editions of the High Level Echo;

A public hearing shall be held on June 17, 2009 at 7:00 p.m. at the Town Hall, High Level, Alberta.

**NOW THEREFORE, the Council of Mackenzie County in the Province of Alberta,
DULY ASSEMBLED ENACTS AS FOLLOWS:**

1. This Bylaw may be cited as the Town of High Level and Mackenzie County Inter-municipal Development Plan.
2. The document entitled "Town of High Level and Mackenzie County Inter-municipal Development Plan", attached to and forming part of this bylaw as Schedule "A", is adopted as the Town of High Level and Mackenzie County Inter-municipal Development Plan.
3. This bylaw shall come into force and take effect upon the date of third reading and signing by both Mackenzie County and the Town of High Level Council.

READ a first time this 20th day of April, 2009.

READ a second time this 17th day of June, 2009.

READ a third time and finally passed this 17th day of June, 2009.

(original signed)

Greg Newman
Reeve

(original signed)

William Kostiw
Chief Administrative Officer

MACKENZIE COUNTY
-
TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT
PLAN

TABLE OF CONTENTS

Introduction

- Looking to the future.....2
- Legislative basis.....2
- Working together – the need for a plan.....3
- Plan goals.....3

Definitions.....4

Economic development.....5

Land use policy directions

- Agriculture.....6
- Industrial development.....7
- Residential.....8
- Highway commercial.....9
- Recreation and natural areas.....10
- Urban expansion.....11
- Transportation system.....12
- Crown land development.....13
- Cost and revenue sharing.....14
- Inter-municipal planning commission.....15

Plan administration and implementation

- Adoption process.....16
- Administrative agencies.....16
- Circulation and referral process.....18
- Dispute resolution process.....19
- Plan amendments and review.....20
- Plan termination.....21

**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

SCHEDULES

Schedule	Description	Reference to Agreement
A	Inter-municipal Development Area	RSSA, IDP
B	Service Area	RSSA, IDP
C	Fire Service Area	RSSA, IDP
D	Annexation Area	RSSA, IDP and AA
E	Current Land Use Zoning Map	IDP
F	Future Land Use Zoning Map	IDP
G	Dispute Resolution Process	IDP
H	Emergency, Fire Suppression and Rescue Equipment owned by the Town as of date of this Agreement	RSSA
I	High Level Airport - Vicinity Protection Area Mackenzie County Land Use Bylaw (being currently revised and the appropriate section will be attached to the RSSA upon final approval)	RSSA
G	Provincial Water Agreement	RSSA
K	Water Infrastructure within the Inter-municipal Development Area	RSSA
L	Dispute Resolution Provisions	RSSA
M	Formal Review Process	RSSA

Regional Service Sharing Agreement - RSSA
 Inter-municipal Development Plan Agreement - IDP
 Annexation Agreement - AA

**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

INTRODUCTION

Looking to the future

Mackenzie County ("County") and the Town of High Level ("Town") are situated in a high growth area in the province of Alberta. Over the past few years, this part of Northern Alberta has grown in terms of population and economic development. The area has a promising future in relation to its growth prospects.

In order to sustain and advance this development, it makes sense to have the County and the Town work together on an inter-municipal basis when it comes to the future planning of this area. This type of inter-municipal cooperation will assist in attracting private investment, enhancing economic activity and ensuring that land is available for new development.

It is also important that the viability and sustainability of both municipalities is assured. This can be accomplished through sharing of resources, services and working cooperatively not competitively.

This plan provides the framework to achieve each municipality's viability and sustainability. It also guides both municipalities in creating a strong economic base and ensuring development occurs to the potential of the region. Most importantly, it strives to create a desirable place for the region's residents to live, work and play.

Legislative basis

The intent of an inter-municipal development plan is to outline a framework whereby two municipalities can cooperate on the planning of a rural-urban area, while providing policy directions for the future land use of the inter-municipal planning area.

The Mackenzie County – Town of High Level Inter-Municipal Development Plan ("IDP") has been prepared in accordance to the provisions of the *Municipal Government Act*, which states:

Two or more councils may, by each passing a bylaw in accordance with the Part or in accordance with sections 12 and 692, adopt an inter-municipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

The Province's Land Use Policies encourages neighboring municipalities to:

- Expand inter-municipal planning efforts to address common planning issues;
- Cooperate in the planning of future land uses in the vicinity of their adjoining municipal boundaries;
- To pursue joint use agreements, regional service commissions and any other joint cooperative arrangements;
- To prepare, adopt and implement an inter-municipal development plan to jointly address airport vicinity planning issues;
- To prepare, adopt and implement an inter-municipal development plan to jointly address lake planning issues; and
- Coordinate their planning activities with local school authorities, the health authority, First Nation Reserves and federal departments.

The IDP addresses these policies and has been created with the cooperative spirit intended in the document.

**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

Working together – the need for a plan

The Councils of the County and the Town recognize the need to work together to effectively and efficiently deliver services to the region and to advance the socio-economics of the Region. With this in mind, the Councils noted the following factors when considering the need of the inter-municipal development plan:

- Establishment of orderly, efficient and effective land use patterns that respect the rural and urban nature of the inter-municipal planning area;
- Address the growth occurring in the area in a pro-active and cooperative manner;
- Promote development while ensuring good planning practices;
- Ensuring land availability that will assist with the economic development of the area and ensure a desirable place to live, work and retire with life style options for the residents;
- Coordination between land development, the area's transportation systems and utility systems in consultation with appropriate government bodies;
- Recognize and accommodate the projected growth of the urban centre;
- Respond to the current and future demand for land for a variety of land uses;
- Provide effective and efficient services to the residents of both municipalities; and
- Establishing a decision-making process that is built on communication, cooperation and consultation.

IDP goals

The Councils of the County and the Town, having recognized the above needs for an inter-municipal development plan, have agreed to the following goals for the implementation of the IDP:

- To establish an Inter-Municipal Planning Commission to effectively address the future growth of the inter-municipal planning area and the required services;
- To establish an Inter-Municipal Planning Area where the County and the Town can cooperate on land use and servicing matters through the Inter-Municipal Planning Commission.
- To pursue economic development on an inter-municipal basis, with an emphasis on the attraction of industry and business investment to the area while addressing residential requirements and a variety of housing options.
- To cooperate on the provision of municipal services either by cost sharing or providing jointly;
- To ensure that land use patterns and transportation corridors are coordinated to the benefit of the area, the residents, and provide for the efficient movement of people, goods and services;
- To maintain open communication in a timely way;
- To cooperate to attract investment and create employment opportunities throughout the Region; and

**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

DEFINITIONS

In this Plan:

- “Agricultural Land”** means the use of lands, buildings or structures for the raising of non-domestic animals and/or the growing of plants for food or other production.
- “Councils”** means the municipal councils of the Town of High Level and Mackenzie County.
- “Executive Committee”** means the committee comprising of the County’s Reeve and CAO and the Town’s Mayor and CAO.
- “First Nations Reserve”** means the Bushe First Nations Reserve.
- “Highway Commercial”** means a development along the provincial highway corridor that provides for the sale of goods & services directly to the public. Typically the uses benefit both the local and the travelling public such as, but not limited to, restaurants, hotels and service stations.
- “IDP Area”** means the area shown on Schedule A of this plan.
- “IDP Rural Industrial”** means a development used for the manufacturing, warehousing or processing of products that produces significant emissions or contains products not desirable in an urban environment.
- “Region”** means the area contained within the corporate boundary of Mackenzie County including the Town of High Level, the Town of Rainbow Lake and the First Nation reserves.
- “Regional Facilities”** means municipal owned or operated facilities identified by the Councils of the Region that benefit or are used by residents living in the Region. Typically, they are provided for more than one municipality. Examples include the Machesis Campground and the R. E. Walter Memorial Aquatic Centre.
- “Service Area”** means the area shown on Schedule B of this plan.
- “Significant Emissions”** means the emissions from an industrial development that would adversely affect the enjoyment, use or value of adjoining properties. Typically this would be smoke, steam, noise, odour or chemical discharge that would be evident on adjacent properties on an ongoing basis.

**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

ECONOMIC DEVELOPMENT

The Councils for the County and the Town want to pursue economic development on a cooperative basis that will benefit both municipalities in the IDP Area.

The County and the Town recognize the important connection between land use planning and economic development. In fact, the County and the Town will use the IDP as a way to ensure that land is available for the economic development of the IDP Area.

An effective land use planning approach based on inter-municipal cooperation will provide a basis on which to attract investment to the IDP Area.

By working together on the economic development of the IDP Area, the County and the Town will be able to realize opportunities to advance the economic development of the IDP Area.

Policy Directions:

1. The County and the Town will endeavor to ensure that appropriate land is available for economic development proposals in accordance to the land uses identified in Schedule A – Inter-Municipal Planning Area.
2. The County and the Town agree that municipal servicing and transportation systems for proposed economic development projects should be undertaken on the basis of cooperation between the municipalities. Servicing and transportation projects which the County and the Town agree to undertake should be provided in accordance with the IDP and the specific agreements entered for each identified service.
3. The County and the Town will jointly lobby for projects, grants and/or issues that will advance the economic development of the municipalities.
4. The County and the Town may cooperate in the development and enhancement of tourist attractions and infrastructure in order to increase tourism attractions and visitations to the Region.

**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

LAND USE POLICY DIRECTIONS

The Provincial Land Use Policies encourage municipalities to cooperate in the planning of future land uses in the vicinity of boundaries in a manner that respects the interests of both municipalities.

The following section of the IDP outlines the policy directions that will be used for making decisions related to the future planning and development of the IDP Area.

Agriculture

The past, current and future development of the Town area is closely tied to the agricultural industry and the agriculture land base in the IDP Area. The agricultural lands in the IDP Area are identified in Schedule E.

Policies:

1. The agricultural areas identified in Schedules E and F are to remain agricultural in nature in accordance to the County's Land Use Bylaw.
2. Subdivision of agricultural lands shall be limited to the appropriate municipality's Municipal Development Plan and Land Use Bylaw to preserve agricultural land while allowing residential options to the citizens of the IDP Area.
3. The County and the Town will cooperate on the opening up of agricultural land in the White/Green Zone.
4. The Municipal Land Use Bylaws shall be applied in their respective jurisdictions.
5. The County and the Town both recognize that development requests will occur in the Agricultural District that are not agricultural based. The Inter-Municipal Planning Commission shall consider an application conformance to the IDP, the appropriate municipality's Land Use Bylaw and compatibility to adjacent agricultural and country residential uses in making a decision on the application.

Industrial Development

While both the Town and the County recognize the importance of agricultural uses in the IDP area, there has been and will continue to be a significant amount of industrial development in the IDP Area, making it necessary to ensure that sufficient land at appropriate locations is available for industrial development. It is also important that the rail and highway transportation routes are protected for development of industry. Lands adjacent to the rail and highway transportation routes are identified as the best suited for the IDP Rural Industrial.

The Town's industrial area is located in the southern portion of the municipality and the major industry in the County is located south of the Town. In consideration of this, the higher density residential development and the airport to the north, both municipalities will refer industrial development south of Highway 58.

Policies:

1. The County and the Town recognize both municipalities offer opportunities for industrial development. The County is more suited to heavier industrial uses requiring large land areas or is not compatible in the vicinity of higher density residential. The Town is best suited for smaller industrial uses that require less land area and are more compatible to the urban environment. The County and the Town agree that industrial development will be directed to an appropriate area.
2. The County and the Town will take reasonable measure to accommodate industrial development in the IDP Area.

**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

Residential

As a result of the economic development that has and will occur in the IDP Area, there will be increased demand for residential accommodation of various kinds. The future expansion of the Town's residential area must occur north due to the Bushe First Nations Reserve on the east boundary, the landfill on the west boundary and the industrial development that has occurred south. The County lands north of the Town also have a higher density of residential. In consideration of this, residential development will occur north of Highway 58.

Policies:

1. Residential Development less than 3 acres will be directed to within the Town boundaries.
2. Country residential development north of the Heliport Road may be allowed according to the County's Land Use Bylaw.
3. The County and the Town both recognize that development requests may occur in the Agricultural District. These applications shall be directed to the Inter-Municipal Planning Commission for consideration. The Inter-Municipal Planning Commission shall consider conformance to the IDP, the appropriate municipality's Land Use Bylaw and compatibility to adjacent uses in making a decision on the application.

MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN

Highway Commercial

The Town is a service centre for the Region, as well as for the traveling public. With this role in mind, it is important to advance opportunities for highway commercial development in the IDP Area.

Policies:

1. When reviewing proposals for highway commercial development, the following factors will be taken into consideration: access to water distribution and sewage collection systems; the relationship between the proposed land use and the highway corridor; and the integrity of the highway and its safe operation.
2. To ensure orderly development and servicing of highway commercial development, all highway commercial development must be compatible with the existing highway commercial development within the Town.
3. Highway commercial development applications shall be referred to the County's and the Town's Administration to provide comments on the impact of services and associated costs. The Inter-Municipal Planning Commission may place conditions on the permit or require an agreement for the provision or compensation for these services in accordance to the *Municipal Government Act*.
4. Highway commercial development will be required to be located in accordance to Schedule F.

**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

Recreation and Natural Areas

The development of recreation land uses and the preservation of natural areas in the IDP Area are important considerations for the County and Town. It is also important to realize that each municipality provides recreational facilities that are enjoyed by residents of the Region. Both municipalities acknowledge that cost sharing must occur between the two to ensure the viability of these facilities and the future enjoyment of them.

The County and the Town recognize that the recreational facilities that exist or may develop over time are outside of the IDP Area as well as the residents who enjoy them. Both municipalities agree that cooperative effort along with cost sharing is needed in accordance to the following policies.

Policies:

1. The County and the Town will cooperate on the planning of recreation areas and services in the IDP Area inclusive of the Town and recreation incentives throughout the Region.
2. The future use and possible protection of natural areas will be considered when reviewing land use and development proposals in the IDP Area.
3. The County and the Town will enter into a Regional Service Sharing Agreement for the provision of recreation services and facilities to the County from the Town.

**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

Annexation

With the current and projected levels of economic activity in the northwest part of the Province of Alberta, the County recognizes the Town's need to expand the boundaries of the Town to accommodate growth.

The Town's population has historically increased on an average of 15.8% every five years. This would indicate, if the historic increases remain constant, the Town's population will be 11,058 in the year 2038. There is a current land base within the Town for a population of 8,491 requiring a future land base for 2,559 people within the next thirty years. Based on current land densities of 27 persons per hectare, 95 additional hectares will be required for this growth. Utilizing the same growth rate and land densities, The Town's population will exceed 17,000 in less than fifty years. The land required for growth is shown on Schedule D.

In corresponding with the residential growth, the Town's industrial growth will also occur and is also shown as the Annexation Area in Schedule D in the area south of High Level.

Preservation of these lands is important for the unimpeded growth of the urban centre.

Policies:

1. The County and the Town agree the annexation of the Annexation Area shown on Schedule D will be initiated upon adoption of the IDP.
2. The Town's residential development will be directed to the north and industrial development will be directed to the south of the Highway 58.
3. The Inter-Municipal Planning Commission, when reviewing land use proposals in the IDP Area, will consider the growth directions and land use patterns noted in Policy 2 above. Land use proposals that would impede orderly growth in these areas will not be approved.
4. The Town shall bear third party costs of annexation. The County will provide appropriate tax/assessment information.

**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

Transportation Systems

The movement of people, goods and services is very important to the County and the Town. The coordination of land use patterns with transportation systems is critical in terms of assisting with the attraction of investment to the Region. As well, the long-term viability of transportation-related facilities is a key consideration.

The County and the Town both recognize the High Level Airport as the regional airport. This important transportation facility requires special consideration in development, adjoining land uses and operation.

Policies:

1. When reviewing land use proposals, the impact of the proposal on the IDP Area's air, rail and road transportation systems will be evaluated and taken into consideration during decision-making processes.
2. Land uses that require access to rail transportation will be a priority for development in IDP Rural Industrial lands adjacent to the rail as shown on Schedule F.
3. Land uses that are related to the provision and/or servicing of air transportation systems will be only approved in accordance to the Airport Vicinity Protection Area ("AVPA").
4. All applications within the AVPA shall be decided upon by the Inter-Municipal Planning Commission.
5. When considering land use proposals in the vicinity of highway entrances into the Town, the appearance of the proposed land use/development will be considered due to the importance of the highway entrances to the visual appeal of the Region. The Town and County may consider creating consistent standards for any development along the highway and the use of screening.



**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

Crown Land Development

There are still significant areas of Crown-owned land in the Region. The development and/or lack of development of these areas will have an effect on the future growth of the IDP Area.

Policies:

- 1. Where appropriate, the County and the Town will work together on issues, as well as initiatives, related to the future use and development of Crown Land in the Region.
- 2. The County and the Town want to ensure that the use of Crown Land benefits the socio-economic development of the two municipalities.
- 3. Lands identified as Crown Land in Schedule F shall require an amendment to the IDP by both Councils prior to any conversion or land use change.
- 4. The County and the Town will cooperate in the application for land acquisition between Highway 35 and the railway south of the Town boundaries.

County BN
Town PS

**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

Cost and Revenue Sharing

The success of the IDP and the provision of services to the residents of both municipalities will require fair compensation and recognition of both the County and the Town. To establish this, the County and the Town agree to enter into one or more agreements based on the following:

Recreation The County and the Town will enter into a Regional Service Sharing Agreement for the provision of recreation services based on Service Area. This agreement will address both operating and capital expenditures.

Annexation The County agrees to the annexation as identified in Schedule D and the annexation process will commence upon the adoption of the IDP and related agreements, subject to due process and the *Municipal Government Act*. The Town shall bear third party costs of the annexation.

Airport The Town and County will enter into a Regional Service Sharing Agreement for the provision of airport services. This agreement will address both operating and capital expenditures.

Water The County and the Town will enter into a Regional Service Sharing Agreement (Water Service Article) with respect to the provision of potable water to the County in the Service Area.

The Town agrees to provide access to the potable water to the County ratepayers within the Service Area at a water user rate equal to the Town water user rates.

Fire Service The County and the Town will enter into a Regional Service Sharing Agreement for the provision of fire services in the Service Area, plus along the Highway 35 right-of-way to the Northwest Territories' border and south to the Paddle Prairie Metis Settlement as shown on Schedule C This agreement will address both operating and capital expenditures.



**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

Inter-municipal Planning Commission

Pursuant to section 626 of the MGA, the Town and the County agree to establish an Inter-municipal Planning Commission.

All applications for subdivision and development within the IDP Area shall be determined by the Inter-municipal Planning Commission.

County BN
Town PE



**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

PLAN ADMINISTRATION AND IMPLEMENTATION

A key component to the successful implementation of the IDP is a clear understanding of the plan administration and implementation processes. The success of these processes will greatly depend upon a spirit of cooperation between both the Councils for the County and the Town, as well as their administrations. The purpose of this section is to establish the methods by which the IDP is to be administrated and implemented.

Adoption Process

The IDP shall be adopted by bylaw by the County and the Town in accordance with the provisions of the *Municipal Government Act*.

The County and the Town will adopt simultaneously bylaws for the creation of the Inter-Municipal Planning Commission and the Inter-municipal Subdivision and Development Appeal Board.

Any amendments to the municipal development plans, land use bylaws and any other bylaws or the adoption of new bylaws of the respective municipalities that may be required to implement the policies of the IDP should occur simultaneously with the adoption of the IDP.

Administrative Agencies

Responsibility for the implementation of the provisions of the IDP is two-tiered. As described in the IDP, some implementation is vested in the Inter-Municipal Planning Commission and the rest is vested with each municipality respecting lands contained within its own boundaries.

Policies:

1. The IDP currently covers lands in the Mackenzie County, including the lands proposed for annexation to the Town. The County and the Town shall establish by bylaw and in accordance to *Municipal Government Act*, an Inter-Municipal Planning Commission and an Inter-Municipal Subdivision and Development Appeal Board:
2. The Inter-Municipal Planning Commission shall consist of six members, two Council members from each municipality and two public members at large (one from each municipality).
3. The Inter-Municipal Subdivision and Development Appeal Board shall consist of two Council members (one from each municipality) and four public members at large (two from each municipality). The members shall be appointed by their respective municipalities.
4. Applications that are to be decided upon by the Inter-Municipal Planning Commission shall be presented by the respective administration from which municipality the application is proposed. The County shall provide the administrative support to the Inter-Municipal Planning Commission.
5. The Inter-Municipal Planning Commission shall decide upon all subdivision and development applications within the IDP Area.
6. Industrial development applications shall be referred to the County's and the Town's administration to provide comments on the impact of services and associated costs. The Inter-Municipal Planning Commission may place conditions on the permit or require an agreement for the provision or compensation for these services in accordance to the *Municipal Government Act*.

County BN
Town B



**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

7. Highway Commercial development applications shall be referred to the County's and the Town's Administration to provide comments on the impact of services and associated costs. The Inter-Municipal Planning Commission may place conditions on the permit or require an agreement for the provision or compensation for these services in accordance to the *Municipal Government Act*.

The Inter-Municipal Planning Commission shall also perform the following functions:

- Monitoring the progress of the IDP, including the volume and nature of land use activity such as: area structure plans; land use bylaw changes; land development proposals; subdivision and development permit applications; and other related land use activities;
- Review of proposed amendments to the IDP and to make recommendations to the two Councils on proposed amendments;
- Review of proposed annexations by the Town and the formulation of a recommendation to both Councils;
- Review proposed amendments to other statutory plans and land use bylaws that may impact lands within the IDP Area and formulate a recommendation to both Councils; and
- Review and make recommendations on development proposals outside the IDP Area within the Service Sharing Area that are of interest to the County and the Town.
- Review and approve all potable water applications within the IDP area and Service Area in accordance with the Regional Service Sharing Agreement, Water Services Article 9.

The Inter-Municipal Subdivision and Development Appeal Board shall hear any appeals from a development or subdivision decision of the Inter-Municipal Planning Commission.

**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

Circulation and Referral Process

The County and the Town agree that a reciprocal referral and notification process is beneficial to both municipalities to maintain open communication and to resolve inter-municipal issues on an ongoing basis.

The process begins with the exchange of information at the beginning of the decision-making process.

Policies:

1. The Town and the County agree to refer statutory plans, amendments to statutory plans, land use bylaws and amendments to land use bylaws in accordance with the table below:

Type of Referral	Area	Response Time
Statutory Plans and Amendments	Within IDP Area	30 days
Land Use Bylaw or amendments	Within IDP Area	30 days
Major Industrial Development	Within the Service Area	30 days

2. If either municipality does not reply or request an extension within the time set out above, it is assumed that it does not have any comment or objection to the referred document.
3. Time extensions may be requested to any of the above noted time lines. The receiving municipality will grant an extension unless it will suffer some prejudice from the delay. The denial of an extension does not constitute a dispute under the provision of the Plan.

Dispute Resolution Process

Identifying a dispute resolution process is a mandatory requirement of an inter-municipal development plan under the provisions of the *Municipal Government Act*.

The intent of the Dispute Resolution Process is to maximize opportunities for discussion and review in order to resolve areas of disagreement early in the decision-making process and minimizing any associated delays making a decision on a proposal.

Policies:

1. The following will activate the Dispute Resolution Process:
 - a) If an agreement has not been reached on any proposed amendment to the IDP;
or
 - b) If an agreement has not been reached on any proposed statutory plan (or amendments thereto) or land use bylaw (or amendment thereto) within the IDP Area; or
2. A dispute is defined as any statutory plan (in whole or in part) or land use bylaw or amendment thereto, which is given first reading by a Council, which the other Council deems to be inconsistent with the goals, objectives and polices of the IDP.
3. The Dispute Resolution Process does not apply to issues in respect of subdivision or development permit appeals, or to matters under the jurisdiction of the Municipal Government Board.
4. In the event that a Council does not follow a mediated decision or should the mediation process fail the next level of resolution shall be an appeal to the Municipal Government Board. If necessary, final resolution of the issue may be through the courts if based on a question of law or jurisdiction.

MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN

Plan Amendments

In order for the IDP to function effectively, it must be responsive to community change. As a result, revisions to the IDP may be required from time-to-time.

Policies:

1. Both the Town and the County agree to a mandatory review, update and amendment, if necessary, of the IDP once every three years in order to confirm or amend any particular policy. Such a review allows both municipalities to update the IDP based on new information and/or studies. The first review shall take place in November, 2011.
2. The Inter-municipal Planning Commission will review the IDP once a year and provide a report to both Councils with any recommendations to the two Councils on proposed amendments.
3. The two Councils agree to meet at least once a year to review issues of concerns by either municipality and to review the Inter-municipal Planning Commission report.
4. Any amendment to the IDP must receive the agreement of both municipalities following a joint public hearing held in accordance with the provisions of the *Municipal Government Act*. No amendment shall come into force until such time as the Councils for the County and the Town approve the amending bylaw. Any disagreement respecting a proposed amendment would start the Dispute Resolution Process.
5. Either municipality may initiate an amendment to the IDP.

**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

IDP Termination

In the event that the IDP fails to meet the expectations of one of the two municipalities, it is necessary that a procedure for rescinding the IDP be established. Given the importance of the IDP, termination should be used only as a last resort.

The cancellation of the IDP does not eliminate the need for continued cooperation and communication between the two municipalities, nor does it eliminate the need for both municipalities to meet the requirements of the MGA respecting the coordination of planning efforts.

Policies:

In order to repeal the IDP, the two municipalities shall use the following process:

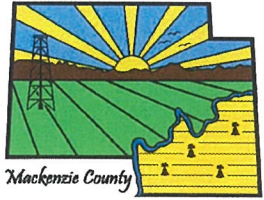
- a) A municipality will give two (2) years written notice, along with reasons, to the other municipality of its intention to repeal its bylaw adopting the IDP.
- b) The two municipalities may agree to a lesser time period than the two (2) years.
- c) Within sixty (60) days of the date of the notice provided under subsection (a), an Inter-Municipal Planning Commission meeting shall be held to review the concerns raised and make recommendations to the two Councils.
- d) If the two Councils cannot resolve the issue, the municipality filing the notice may either withdraw its notice by providing a letter in writing to the other municipality, or proceed to give first reading to a bylaw to repeal the IDP.
- e) A bylaw to repeal will require a public hearing and three readings in order to be fully adopted, or a lesser time period if mutually agreed to by the County and the Town.
- f) Once the IDP is repealed, each municipality shall amend its own Municipal Development Plans to meet the requirements of the *Municipal Government Act*.

MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN

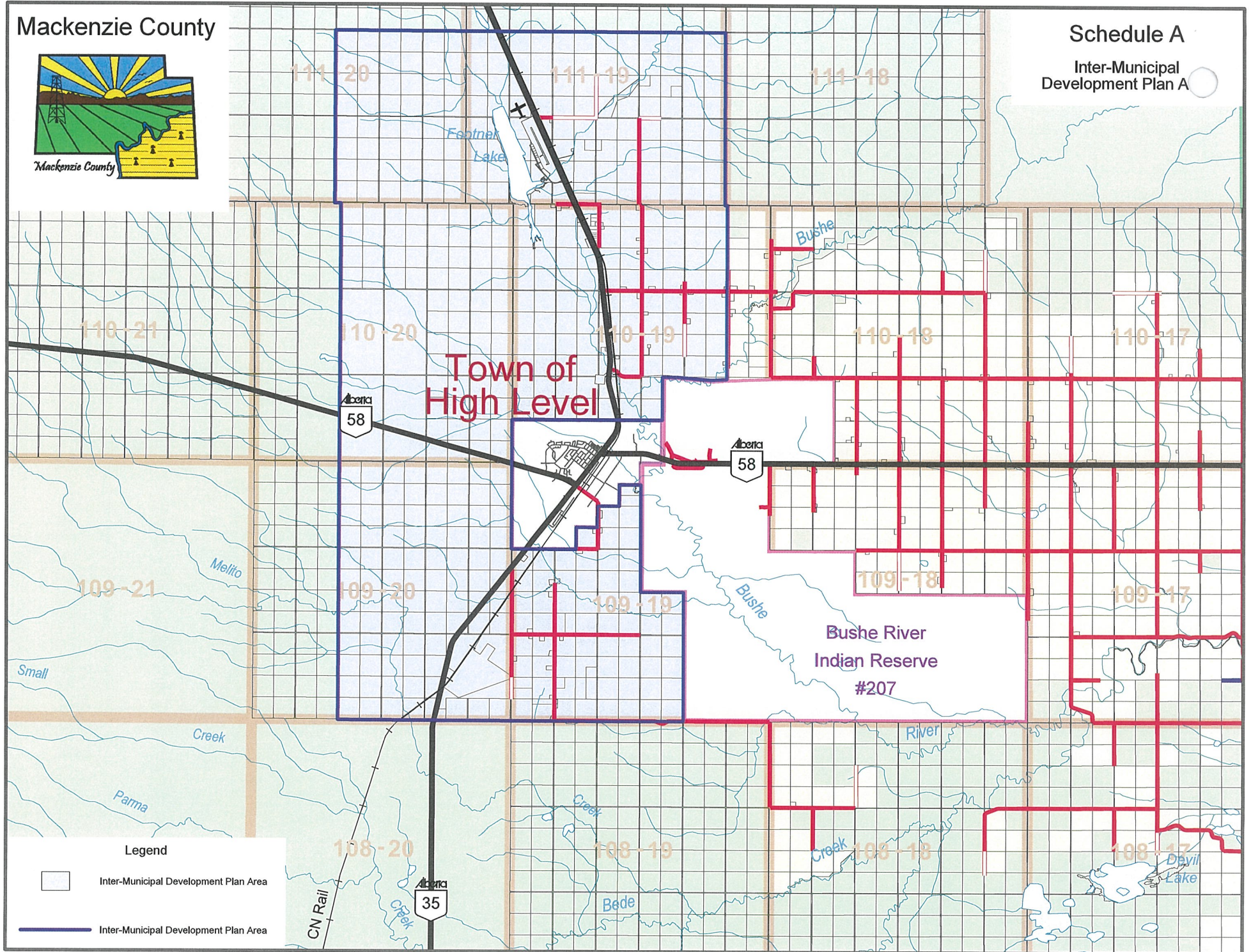


SCHEDULE A
INTER-MUNICIPAL DEVELOPMENT PLAN AREA

Mackenzie County



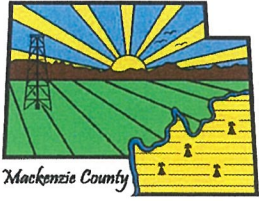
Schedule A Inter-Municipal Development Plan A





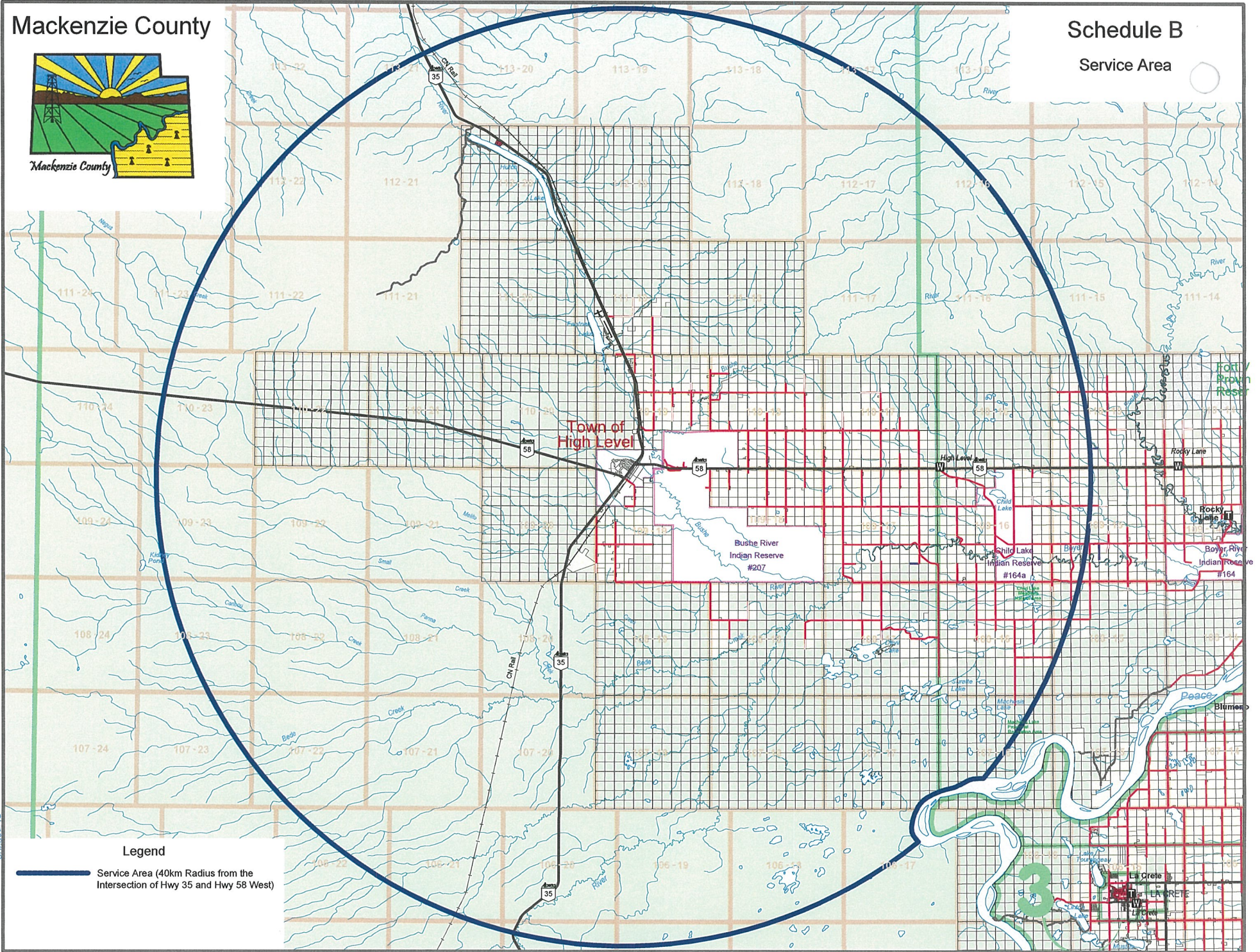
SCHEDULE B
SERVICE AREA

Mackenzie County



Schedule B

Service Area



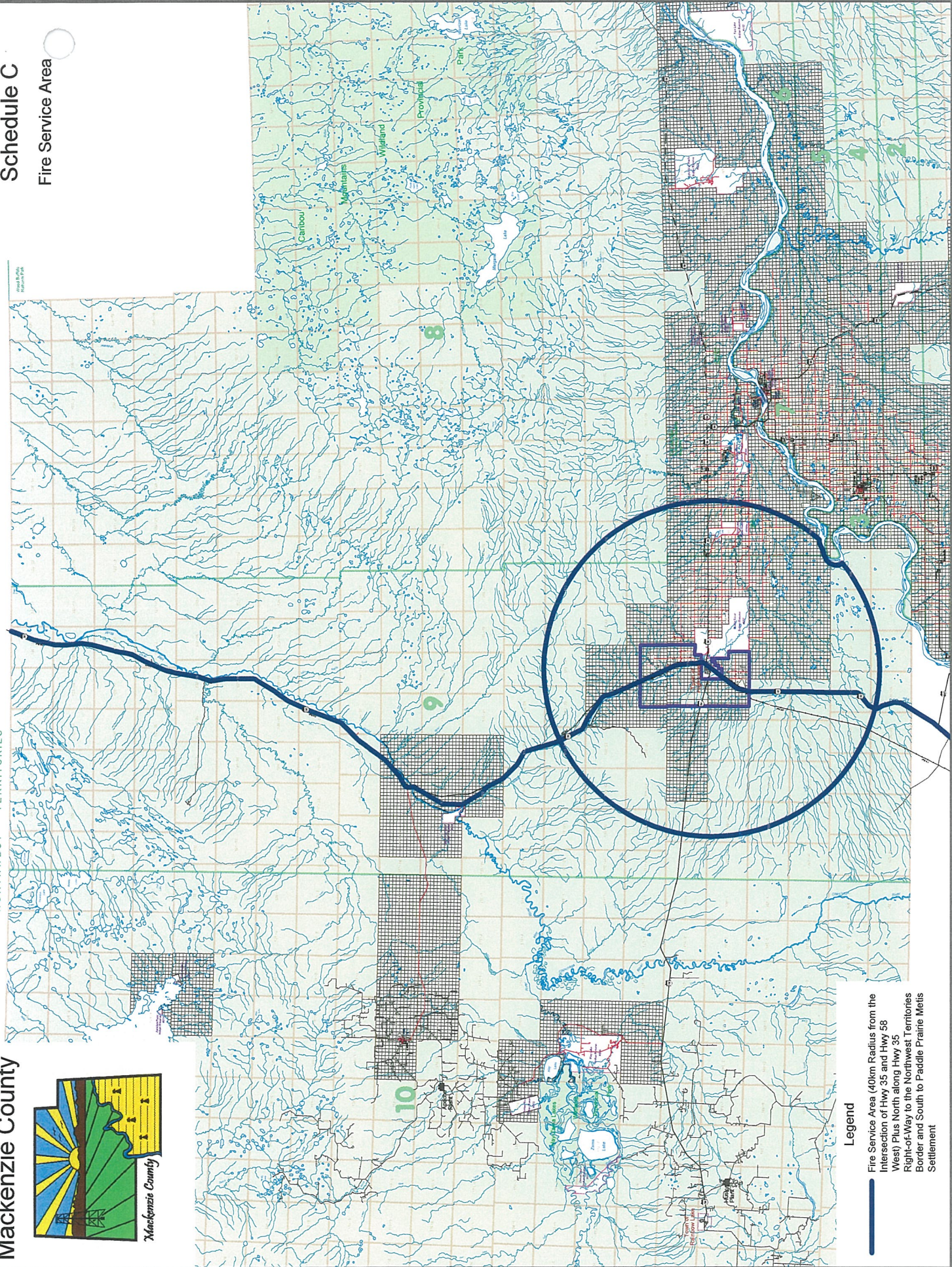
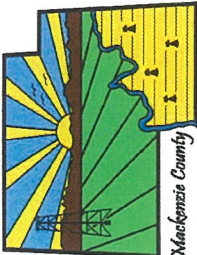
Legend

— Service Area (40km Radius from the Intersection of Hwy 35 and Hwy 58 West)



MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN

SCHEDULE C
FIRE SERVICE AREA



Legend

- Fire Service Area (40km Radius from the Intersection of Hwy 35 and Hwy 58 West) Plus North along Hwy 35 Right-of-Way to the Northwest Territories Border and South to Paddle Prairie Metis Settlement



SCHEDULE D
ANNEXATION AREA



Town of High Level

110-20

110-19

109-20

109-19

109-18

108-20

108-19

108-18



Melito

Bushe

Creek

Creek

Bede

Creek

River

Bushe River
Indian Reserve
#207

Legend

-  Annexation Area

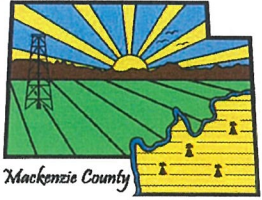


MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN

SCHEDULE E

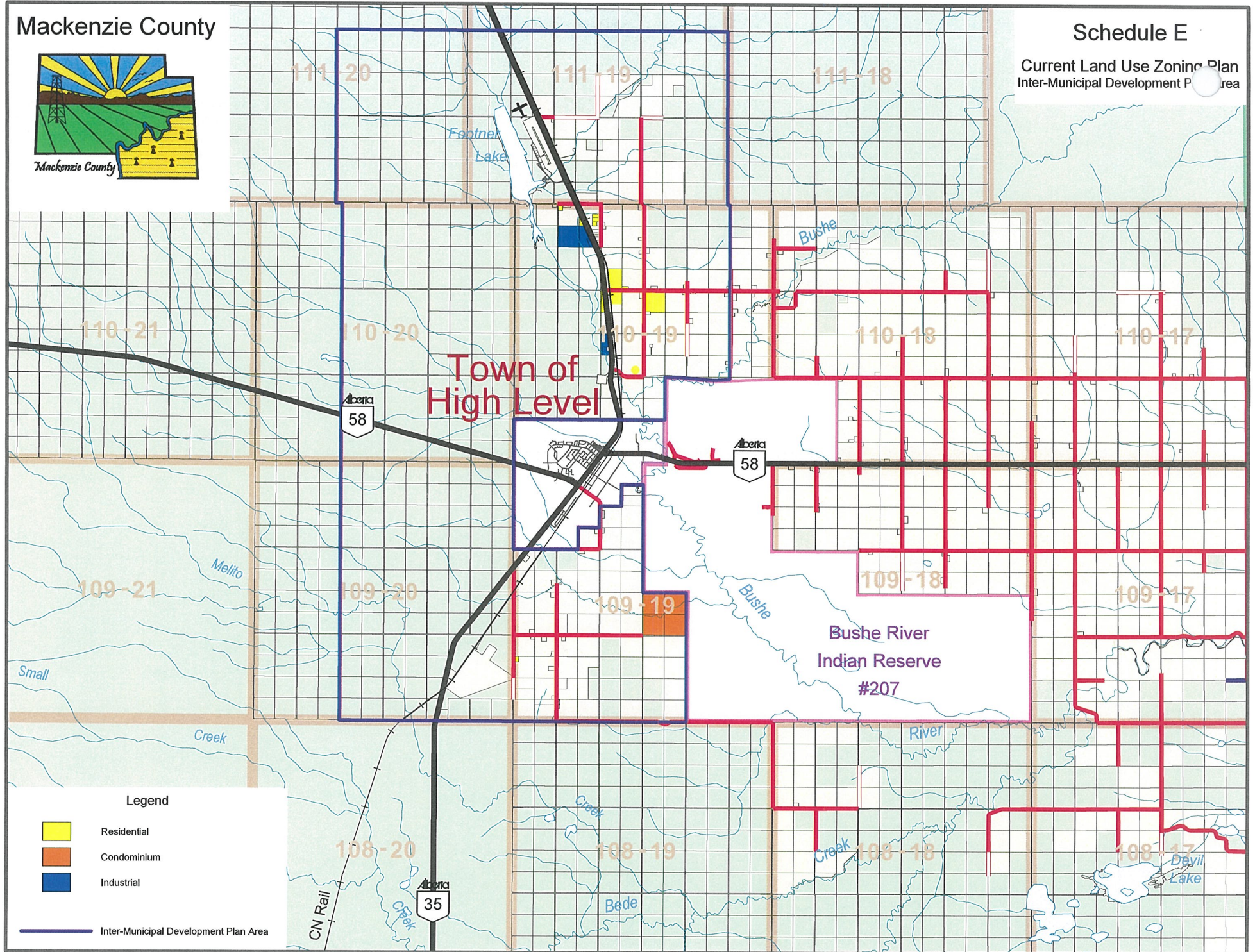
CURRENT LAND USE ZONING MAP WITHIN THE IDP AREA

Mackenzie County



Schedule E

Current Land Use Zoning Plan
Inter-Municipal Development Plan Area



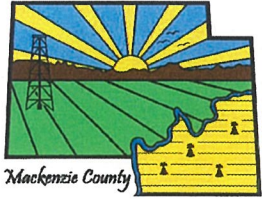


MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN

SCHEDULE F

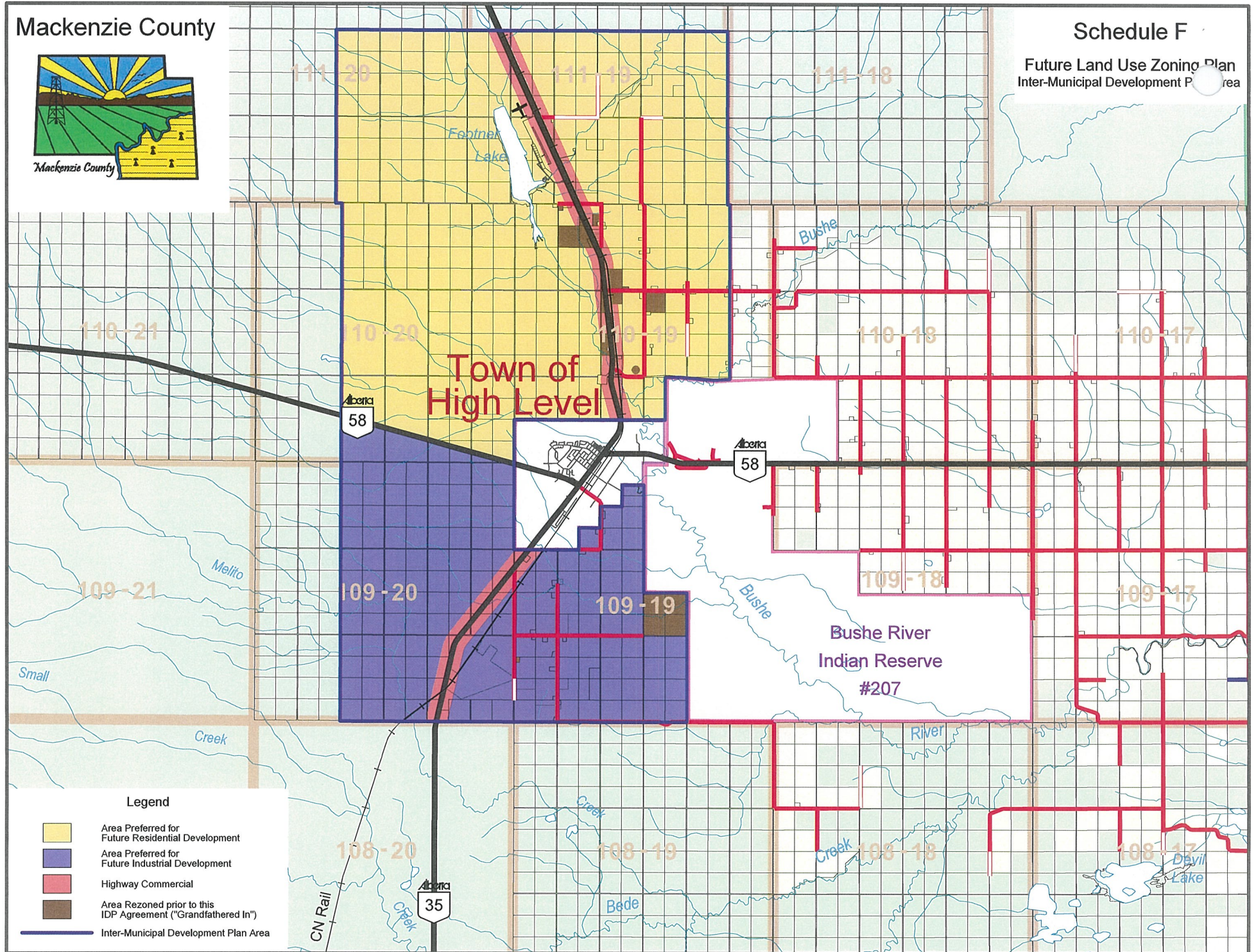
FUTURE LAND USE ZONNING MAP WITHIN THE IDP AREA

Mackenzie County



Schedule F

Future Land Use Zoning Plan
Inter-Municipal Development Plan Area





**SCHEDULE G
DISPUTE RESOLUTION PROCESS PROCEDURE**

Inter-Municipal Planning Commission

In order to satisfy the requirement of the Municipal Government Act that requires an IDP to contain a dispute resolution mechanism, the Town and the County have agreed to the following five stage dispute resolution process.

Stage 1	Administrative Review
Stage 2	Executive Committee
Stage 3	Municipal Councils
Stage 4	Mediation
Stage 5	Appeal

In this schedule "Initiating Municipality" means the municipality in which the land that is the subject of a proposal is located. "Responding Municipality" means the other municipality. "Proposal" means an IDP amendment, an area structure plan, an area structure plan amendment, a land use bylaw or an amendment to a land use bylaw.

Stage 1: Administrative Review

The Initiating Municipality will ensure that complete information is provided to the Responding Municipality to assist with a complete evaluation of the proposal.

The Responding Municipality will provide any necessary comments to the Initiating Municipality.

When a response to a referral is received, the administration of the Initiating Municipality will undertake a technical evaluation of the response and will provide any necessary comments to the Responding Municipality.

The administration of both municipalities will determine whether the matter can be resolved at the administrative level.

If it cannot be resolved, the dispute will be referred to the Executive Committee for review.

Stage 2: Executive Committee

Executive Committee shall schedule a meeting within ten (10) working days from the receipt of the referral.

Within five (5) working days after the meeting, the Executive Committee shall provide in writing to its respective Councils:

- a) its recommendations on how to resolve the disputed matter; or
- b) its conclusion that it cannot reach a recommended resolution of the dispute.

The Executive Committee may use a facilitator to assist the members of the Executive Committee reach a consensus on the disputed matter. The costs to engage a facilitator shall be split 50/50 between the municipalities.

**MACKENZIE COUNTY and the TOWN OF HIGH LEVEL
INTER-MUNICIPAL DEVELOPMENT PLAN**

Stage 3 Municipal Councils

After receiving the report of the Executive Committee, each Council will establish a position on the proposal.

Within ten (10) working days from receiving the Executive Committee letter, both Councils will meet to review and discuss the possible resolutions of the disputed matter.

If both Councils support the recommendation of the Executive Committee, the proposal will proceed and the Initiating Municipality can complete the process.

If Councils cannot resolve the dispute at the meeting, the Councils will initiate a mediation process. If the proposal moves to mediation, the Initiating Municipality will not give approval to second and third readings to appropriate bylaws until mediation has been fully pursued.

Stage 4 Mediation

The Councils will appoint an equal number of municipal councillors to engage in the mediation process.

The Councils will engage a mediator agreed upon by the municipalities within twenty (20) working days from the meeting between both Councils at stage 3.

The mediation costs shall be split 50/50 between municipalities.

The municipal administrators may be used as a resource during the mediation process.

All participants will keep all discussions and information related to the mediation process in confidence until the conclusion of the mediation process.

After the mediation, the two Councils shall have five (5) working days to submit their written position with respect to the dispute to the other municipality.

Stage 5 Appeal

If no mutually agreeable solution is found, the Initiating Municipality may pass a bylaw to implement the proposal.

The Responding Municipality may appeal the bylaw to the Municipal Government Board for resolution in accordance to the provisions of the Municipal Government Act within the times set out in the Act.