INTERMUNICIPAL DEVELOPMENT PLAN

BETWEEN

THE MUNICIPAL DISTRICT OF PROVOST No. 52

AND

THE VILLAGES OF AMISK, CZAR, AND HUGHENDEN

June 2018 – DRAFT
M.D. of Provost Bylaw #XX
Village of Amisk Bylaw #XX
Village of Czar Bylaw #XX
Village of Hughenden Bylaw #XX
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DEFINITIONS:


“Bordering Land Use Districts” means the Land Use Districts of the Villages that borders prospective development in the M.D.’s Urban Fringe.

“Councils” mean the municipal councils of the Villages of Amisk, Czar, and Hughenden in conjunction with the M.D. of Provost.

“Fringe Areas” means the area of land around the Villages (known as the Urban Fringe Land Use District) and any of the Land Use Districts within the Villages that would share a border with the M.D.’s Urban Fringe (known as the bordering Land Use Districts).

“M.D.” means the Municipal District of Provost.

“Municipalities” refers to the Villages of Amisk, Czar, and Hughenden in conjunction with the M.D. of Provost.

“Municipality” is an indiscriminate term used in this document to refer to the M.D. or any of the three Villages.

“Plan Area” means the area within the M.D. in its entirety.

“Plan” means this intermunicipal development plan.

“Urban Fringe” means the Land Use District of the M.D. that surrounds the Villages that is shown in blue in Appendix B – M.D. Land Use District Maps.

“Village(s)” means any of the Villages of Amisk, Czar, or Hughenden. If the term is plural, it is referring to all three villages unless otherwise specified in the body of text in question.

1.0 INTRODUCTION

1.1 PLAN PURPOSE AND BACKGROUND

The Municipal District of Provost and the Villages of Amisk, Czar, and Hughenden exist as border-sharing municipalities in East Central Alberta in a rural prairie landscape and have decided to provide for the advance planning of urban and rural lands within the multiple municipalities. They also value the advantages of predetermined processes for land use and development where one Municipality’s border areas are affected by the other’s new developments. Therefore, all of the Municipalities have decided to develop an intermunicipal development plan (IDP) to provide a predetermined framework to make long-term land use planning decisions.
IDPs are broad-based policy documents that strive for environmentally responsible development without significant unnecessary costs and unacceptable negative impacts on the Municipalities.

Intermunicipal planning is an effort between two or more municipalities to make long-term land use planning decisions. An Intermunicipal Development Plan (IDP) approaches the area with a regional context. Municipal boundaries disappear during the development of future land uses and reappear in order to administer the preferred land use pattern.

This IDP will provide a platform to formalize the strong relationship between the M.D. and the Villages. By doing so, the potential for future disputes will be minimized and, in the case that a dispute does present itself, an appropriate Dispute Resolution framework is in place to reasonably handle a dispute in an expedient, cooperative, and fair manner.

Land use planning decisions made by all Municipalities affect and influence one another. Prominent planning issues include conflicts between differing urban and rural land uses, coordinating infrastructure improvements, and equitable provision of services. Positive relationships will lead to sharing of resources, achieving economic development goals, and more efficient municipal and community services. An IDP is arguably the single most important tool in initiating those advantages.

Municipal staff, Plan Area residents, landowners, and businesses have worked together to develop the policies and land use map. Public input was sought within the Urban Fringe of the M.D. and the bordering Land Use Districts of the Villages on different occasions before the Plan was presented for adoption. The Municipalities believe the Plan will guide future growth and provide a forum for potential intermunicipal collaboration on a wide range of issues. To that extent, the M.D. of Provost and the Villages of Amisk, Czar, and Hughenden intend to adhere to this intermunicipal development plan by facilitating positive and reasonable growth in this long-term plan.

1.2 WHY HAVE AN IDP?

IDPs are a planning tool mandated by the Government of Alberta and municipalities throughout Alberta have embraced them. An IDP accomplishes the following:

a. It establishes policy/guidelines on matters of interest to both the Village and the M.D. in the Fringe Areas;
b. The IDP sets a framework for making land use planning and development decisions for the long-term future;
c. It identifies long term growth areas for the Municipality; and
d. Most importantly, it takes planning and looks at what the best uses for land in and around the Municipality are.

As of April 1, 2018, the development and implementation of an intermunicipal development plan are mandated by the Municipal Government Act R.S.A. 2000, c. M-26 (as amended).
As established by the Act, an intermunicipal development plan is a statutory document and in accordance with Section 631 of the Act stating that:

**631(1)** Two or more councils of municipalities that have common boundaries [may], by each passing a bylaw […], adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

In addition, Section 631(2) of the Act states that this Plan MUST address:

(i) the future land use within the area,
(ii) the manner of and the proposals for future development in the area,
(iii) the provision of transportation systems for the area, either generally or specifically,
(iv) the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,
(v) environmental matters within the area, either generally or specifically, and
(vi) any other matter related to the physical, social or economic development of the area that the councils consider necessary.

Following Section 631(2) of the Act, this Plan MUST include:

(i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,
(ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan, and
(iii) provisions relating to the administration of the plan.

Currently, there exists a healthy relationship between the Villages and the M.D. Thus, this IDP solidifies the provisions and agreements apart of that healthy relationship into writing via a series of policies covering a broad range of topics with the intent that future growth will be beneficial to all of those who live and work within the Plan Area.

### 1.3 FRINGE AREAS

As of the Statistics Canada 2016 Census, the Municipalities cover a total area indicated in the table below:

<table>
<thead>
<tr>
<th>M.D. of Provost</th>
<th>Village of Amisk</th>
<th>Village of Czar</th>
<th>Village of Hughenden</th>
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<td>3628.39 km²</td>
<td>0.76 km²</td>
<td>1.12 km²</td>
<td>0.78 km²</td>
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Some of the factors considered when deciding upon the Fringe Areas include:

- The existing urban boundary;
- Future areas identified for urban expansion, as per other plans;
- Existing rural uses close to the urban area;
• Significant agricultural and environmental features; and
• Local and Provincial transportation networks.

Appendix A illustrates the Plan Area boundary, which includes land surrounding the Municipalities on all sides. Also included in Appendix A are the municipal boundaries of all three Villages supplied by Statistics Canada and are the most recent versions.

The areas of focus within the Plan are the Fringe Areas that are defined in the M.D. Land Use District Maps (Appendix B) by the M.D. as Urban Fringe (UF) and the bordering Land Use Districts of the Villages, as defined in Appendix C, which would share a border with the M.D.’s UF. This justification is due to the fact that all three Villages are surrounded by Urban Fringe on all sides. Therefore, all future development occurring in the Fringe Area of each Village must be in accordance with the M.D.’s regulations present in their Land Use Bylaw (Bylaw No. 2157) and the individual Village’s regulations present in their respective Land Use Bylaws. Moreover, all future development must be congruent with the Municipal Development Plans and Land Use Bylaws of all the Municipalities in regards to their policies pertaining to the effects that may be imposed upon the adjacent Municipalities due to the immediate proximity to the new development.

It is important for the Plan that the pre-existing land uses are maintained so as to not disturb the already approved land uses of landowners. However, in the case that new development is proposed by a Municipality or a prospective landowner, it is the responsibility of the Municipalities to assess the proposed development to ensure that pre-existing land uses of adjacent parcels, either within the same Municipality or a neighbouring one, are not in conflict or would be incompatible with the proposed development.

1.4 GOALS OF THE IDP

The primary goal of the Plan is to guide future development within the Urban Fringe and bordering Land Use Districts in a logical manner for municipal boundaries. The remaining goals are listed within the subsequent sections of the Plan. Throughout the document, each goal is accompanied by a series of policies that indicate how the goal will be achieved.

1.5 DURATION AND ROLE OF THE IDP

Due to the historic rate of growth for both the M.D. and the Villages, a timeframe of 30 years would be reasonable and adequate to track and implement growth and development.

An IDP is intended as a long-term planning document. However, it is assumed that it may evolve over time as it undergoes periodic reviews and amendments to ensure that it remains relevant for municipalities.

In the hierarchy of Municipal plans, an IDP’s role is to indicate the broadest view. Due to the IDP’s broad nature, the Municipal Government Act requires all subordinate plans to be consistent with the policies and maps of an IDP. Upon adoption, the IDP will supersede previous policies, studies or resolutions for the Fringe Areas contained within.
An IDP generally provides broad direction with the expectation of more detailed planning at a later date. Therefore, all subsequent planning documents for the Plan must be consistent with the IDP after adoption by the respective Councils.

1.6 **INTERPRETING THE PLAN**

1. All words in the Plan shall have the same meaning as defined in the *Municipal Government Act*. For words not defined under the *Municipal Government Act*, their meaning shall be as is understood in everyday language.

2. The word “shall” is interpreted as meaning an obligatory direction.

3. The word “may” is interpreted as meaning a choice exists with no preferred direction intended.

2.0 **MANAGING GROWTH IN THE FRINGE AREAS**

Predicting the rate of growth for a particular area is an imprecise process. Therefore, when planning for future growth over 30 years, the IDP policies and Appendix B – M.D. Land Use District Maps and Appendix C – Village Land Use District Maps should be flexible enough to permit all reasonable developments in a contiguous manner.

**Goal:**
To facilitate orderly, efficient and environmentally sound development that is compatible with the character and physical setting of the Urban Fringe Land Use District to minimize conflict between agricultural, country residential, and urban land uses.

**Policies:**

a. Future development shall be planned in accordance with the land uses illustrated on Appendix B – M.D. Land Use District Maps and Appendix C – Village Land Use District Maps. Land uses within the current Village’s boundary and shall be guided by the Municipal Development Plan. Minor amendments to the Municipal Development Plan shall not require an amendment to the IDP.

b. The Village and the M.D. shall provide a variety of development opportunities within their respective jurisdictions.

c. Future development of oil and gas installations shall be referred to the Alberta Energy Regulator (AER) and, if applicable, the Natural Resource Conservation Board (NRCB) to mitigate any potential adverse impacts of the oil and gas industry on public safety.

d. Future development in proximity to rail lines shall be planned in consultation with Canadian Pacific Railway.
d. Future development in proximity to Highways 13, 41, 603, 608, and 884 shall be planned in consultation with Alberta Transportation.

e. Future development under reasonable and logical intentions that would incur any intentional or unintentional damage or wear to infrastructure managed by any of the Municipalities shall require consultation and agreement by the affected M.D. or Village prior to such development taking place. With such a consultation and agreement taking place, there is a possibility that the reasonable and appropriate costs incurred from future development shall be undertaken by the developing M.D. or Village.

3.0 ENVIRONMENTAL COGNIZANCE WITHIN THE FRINGE AREA

The natural environment does not abide by municipal boundaries. Water courses, floodplains, hills, soil conditions and vegetation intermingle across the urban/rural boundary and the Urban Fringe boundary. This IDP identifies those intermunicipal environmental features and sets a direction that will protect and/or enhance them.

Goal:
Conserve environmentally significant natural features when accommodating growth.

Policies:

a. The Municipalities shall recognize the value of the natural environment and its contribution to the quality of life of resident’s in the Urban Fringe and the bordering Land Use Districts of the Villages.

b. As per the M.D.’s Land Use Bylaw (Bylaw No. 2157) and its Municipal Development Plan (Bylaw No. 2132), part of the preparation of more detailed planning documents, environmentally significant areas shall be identified and integrated into the development proposals.

c. As per the M.D.’s Municipal Development Plan (Bylaw No. 2132), the M.D. shall not support hazardous or polluting industries within the Urban Fringe Land Use District so as to protect the health and safety of surrounding urban and rural residents.

d. Subdivision applicants shall be required to dedicate all lands that qualify as environmental reserve in accordance with the provisions of Section 664(1) of the Act.

e. No development shall be allowed in areas that are prone to erosion, landslides, subsidence, or any other natural or human induced hazards that would endanger the health and safety of the Municipalities’ landowners and ratepayers. Development in proximity to steep or unstable slopes may be considered only if supported by a geotechnical study prepared by a qualified professional and if adequate setbacks are provided to the satisfaction of the approving authority.

f. Designation, subdivision, and development applications may require an environmental review to be conducted and prepared by a qualified professional where an environmentally
sensitive feature is present on the affected lands, as per the regulations present in the Land Use Bylaw (Bylaw No. 2157) of the M.D. of Provost.

4.0 ECONOMIC AND JOINT DEVELOPMENT

Planning future growth intermunicipally also raises opportunities for mutually beneficial economic development and joint development opportunities. This section indicates the framework to which economic and joint development is pursued between the Municipalities. On the economic side, the variety of land uses available should be attractive to a broad range of investment. Joint development opportunities may arise in the form of community-based facilities, which will be met with transparent and fair consultation among the developing and affected Municipalities.

Goal:
Enhance economic opportunities by providing areas for a variety of development opportunities. Doing so may lead to a basis for future joint development by the M.D. and the Villages of select areas of mutual benefit and interest.

Policies:
   a. The M.D. and the Villages shall work together to ensure a strong, stable, and diversified local economies within the broader regional economy.
   
   b. The M.D. and the Villages shall work together to explore areas of mutual interest where economic agreements can be considered to ensure that development opportunities will be to the benefit of both municipalities.
   
   c. While a broad range of commercial and industrial uses and development is desirable, those uses and developments may detract from the community’s character, quality of life for area residents, or unduly impact the environment. Moreover, as per the M.D.’s Mission Statement, the conservation of agricultural lands is of utmost importance. Thus, the interference with agricultural lands to be used for commercial, industrial, or residential will require mandatory consultation with the affected M.D. or Village. Therefore, if the Development Authority of the affected M.D. or Village deems such a development to be negative for the affected Municipality, it shall not be permitted.

5.0 LAND USE CONCEPTS

5.1 AGRICULTURAL USE

Agricultural uses constitutes the largest land use category at of the Plan Area (as outlined in Appendix A). The Plan strives to maintain the importance of agriculture by directing future growth in a compact, contiguous manner that minimizes intrusions into agricultural operations.

Goal:
To encourage and preserve extensive agriculture, while accommodating similar and compatible uses.
Policies:

a. Existing agricultural areas shall continue to be used for agricultural activities listed in the M.D.’s Municipal Development Plan and their Land Use Bylaw, unless a landowner proposes to convert agricultural lands to another opportunity provided for in the Plan or to apply for the rezoning of the parcel to another Land Use District. Such a proposal by either a Municipality or a landowner may be denied if the proposed use is not compatible with the land uses of the surrounding areas, whether rural or urban.

b. Future development of new confined feeding operations (CFOs) shall not be permitted in the Urban Fringe so as to mitigate any potential adverse biological or otherwise negative impacts on the public safety of surrounding landowners and utility users.

c. When making decisions on development on or adjacent to agricultural lands, the Municipalities shall respect the right of agricultural operators to pursue normal activities associated with extensive agriculture without interference or restriction based on their impact on adjacent uses.

For exact regulations on the development and setback requirements of agricultural areas, refer to the M.D.’s Municipal Development Plan and Land Use Bylaw.

5.2 RESIDENTIAL USE

The policies and Appendix C identify multiple areas where future residential developments may provide a range of housing needs in the necessary bordering Land Use Districts of the Villages. In the Fringe Areas, bordering Land Use Districts of the Villages are adjacent to the Urban Fringe Districts of the M.D., which, consequently, do not support extensive subdivision for an urban-style residential district. Therefore, extensive coordination and communication between the developing Village and the M.D. will be of the utmost importance so as to minimize the level of conflict between the differing land uses.

Goal:
Provide a framework for logical and purposeful residential development in rural and urban land uses while also preserving original land uses for the M.D. and the Villages.

Policies:

a. The lands defined to specifically support residential use, as outlined in Appendix C, should remain within urban densities so as to preserve the integrity and efficacy of otherwise agricultural lands of the M.D. within the Urban Fringe. In the case that residential development is actively proposed, the following rural development conditions shall apply:

   i. The M.D. requires a rezoning application to accommodate rural subdivision for residential development categorized as Country Residential. Due to the importance that the M.D. places on agricultural land conservation within the Urban Fringe and the Agriculture District, the utmost discretion is allotted to the M.D.’s Development
Authority when reviewing pending rezoning and development applications for Country Residential land uses;

ii. In the case that a proposed Country Residential land use is deemed incompatible with the land uses on either the urban or rural side of the Urban Fringe, such a situation would trigger the initiation of the Referral Process (as outlined in Section 15.0 of the Plan);

iii. In the case that residential development is approved within the Urban Fringe of the M.D., water and wastewater systems shall be built to individually service only one detached residence (i.e. a well and septic/holding tank);

iv. Infrastructure standards shall be negotiated with the M.D. to ensure that adequate standards for rural residential development are met in accordance with the M.D.’s Land Use Bylaw and Municipal Development Plan.

b. In order to ensure that the noted residential areas identified in Appendix C are preserved for future urban growth and future internal residential development is not compromised, the following urban development conditions shall apply, unless otherwise agreed to by the M.D. and the Village involved:

i. An urban residential development proposal may be accompanied by an application for annexation to the Village, with all costs being the responsibility of the proposing Village;

ii. The density of an urban residential development shall be in accordance with the appropriate Village’s Municipal Development Plan and Land Use Bylaw, unless otherwise agreed to by the M.D. and the affected Village;

iii. In the case of residential development within the urban border of a Village, water and sanitary sewer shall be connected to the Village’s utility services, unless otherwise indicated and negotiated by the Village in question;

iv. Infrastructure standards shall be negotiated with the developing Village to ensure that adequate standards for urban residential development are met in accordance with the developing Village’s Land Use Bylaw and Municipal Development Plan.

c. The lands identified as residential/recreational shall be subject to the above policies concerning multi-parcel residential use as well as to the policies governing recreational development.

i. Uses and developments that may pose limitations for future urban residential developments shall be directed away from lands identified for residential uses.

For exact regulations on the development and setback requirements of residential areas, refer to the Municipal Development Plans and Land Use Bylaws of the M.D. and the Villages.

5.3 COMMERCIAL AND INDUSTRIAL USES

The policies and Appendix C identify multiple areas where future commercial and industrial development should occur in the bordering Village Land Use Districts. Indicating preferred areas provides a stronger level of certainty for prospective developers who face issues such as conflict...
with adjacent or non-urban uses in the Urban Fringe of the M.D. either in the proposal period or later on.

**Goal:**
Promote well planned commercial and industrial development that supports the sustainability of a strong, diversified economy to expand the availability of employment opportunities and contributing to a balanced municipal assessment base for the Villages, while preserving the agro-related land uses of the Urban Fringe for the M.D. of Provost.

**Policies:**

a. The Villages and the M.D. shall work together to maximize the advantages of commercial and industrial opportunities potentially offered by the ease of access and visibility to Highways 13, 41, 603, 608, and 884, as well as the CP rail lines.

b. Commercial/industrial land uses within the Villages shall be directed to the appropriate areas identified in Appendix C.

c. Multi-parcel subdivision of commercial and industrial areas as shown in the bordering Land Use Districts in Appendix C within the Villages’ boundaries shall be preceded by the development application processes of the respective Villages.

d. In the case that industrial/commercial land uses are proposed for the area of the Urban Fringe of the M.D., a rezoning application to accommodate parcel subdivision for industrial/commercial development. Due to the importance that the M.D. places on agricultural land conservation within the Urban Fringe and the Agriculture District, the utmost discretion is allotted to the M.D.’s Development Authority when reviewing pending rezoning and development applications for Industrial/Commercial land uses.

e. The development application process and the development itself in the M.D. shall comply with Section 16, 37, and Appendix A of the M.D.’s Land Use Bylaw.

f. Buffers or similar mechanisms to mitigate potential conflict between commercial/industrial, agricultural and other uses shall be used where needed and feasible.

g. Uses and developments within the Villages that may pose limitations for future urban commercial and industrial activities shall be directed away from urban lands identified specifically for commercial or industrial uses.

For exact regulations on the development and setback requirements of commercial and industrial areas, refer to the necessary Municipal Development Plans and Land Use Bylaws of the M.D. and the Villages.

5.4 **PUBLIC AND INSTITUTIONAL USES**
The M.D. and the Villages must provide a range of public uses such as schools, churches, or emergency services buildings. Although a definitive plan in regards to the development of specific institutional and public structures and areas may not be outlined specifically at the IDP level due to its long-term nature, it is important to recognize that the M.D. and the Villages are aware of this need when approving future plans.

**Goal:**
Ensure locations are available to provide public and institutional services to area residents.

**Policies:**

a. Public and institutional uses commonly considered compatible with and complementary to residential uses may be allowed within the Residential Areas shown in Appendix B – M.D. Land Use District Maps and Appendix C – Village Land Use District Maps.

b. Public and institutional uses commonly considered compatible with commercial and industrial uses may be allowed with discretion within the Commercial and Industrial Areas shown on the Appendix B – M.D. Land Use District Maps and Appendix C – Village Land Use District Maps.

c. Essential public uses and private utility services shall be allowed throughout the Fringe Areas to provide the desired level of service to the Fringe Areas. The preparation of an Area Structure Plan or Concept Plan is not required for essential public uses and private utility services.

For exact regulations on the development and setback requirements of public and institutional areas, refer to the necessary Municipal Development Plans and Land Use Bylaws of the M.D. and the Villages.

**5.5 RECREATIONAL USES**

With growth comes a demand for recreational uses. At a broad level, the IDP identifies locations and introduces policies for creation of outdoor recreational areas and possible trail connections to them from developed areas.

**Goal:**
Ensure that opportunities for the development of parks and an open-space system that supports a broad range of active and passive recreational opportunities are available to meet present and future needs and enjoyment for area residents.

**Policies:**

a. Recreational uses commonly considered compatible with and complementary to residential uses shall be allowed within the Residential Areas shown on Appendix B – M.D. Land Use District Maps and Appendix C – Village Land Use District Maps.
b. Other recreational uses shall be directed to areas identified for recreational use on Appendix B – M.D. Land Use District Maps and Appendix C – Village Land Use District Maps.

c. Uses and developments that may pose limitations for future recreational activities shall be directed away from lands identified specifically for recreational use on Appendix B – M.D. Land Use District Maps and Appendix C – Village Land Use District Maps.

For exact regulations on the development and setback requirements of recreational areas, refer to the necessary Municipal Development Plans and Land Use Bylaws of the M.D. and the Villages.

6.0 OIL AND GAS DEVELOPMENT

The economies of the Villages and the M.D. are sufficiently dependant on the oil and gas industry. With that being said, the jurisdiction of oil and gas development is largely out of the hands of municipalities and in those of the Alberta Energy Regulator and/or the Natural Resource Conservation Board, as established by the Oil and Gas Conservation Act.

Goal: To advocate for responsible and logical development of oil and gas operations that would benefit the economies of the Municipalities while also promoting the efficacy of the existing land uses for landowners.

Policy:
a. The M.D. and the Villages have limited capacity to control the development and life span of oil and gas wells in the IDP area. Therefore, the future ability of the Municipalities to approve contiguous and orderly development is significantly affected by the presence of existing and future oil and gas leases. Therefore, the Municipalities will work with those oil and gas leaseholders and landowners to identify a well-site development and production schedule that is coordinated with expected land use designations within the Fringe Areas.

7.0 EXISTING SUBDIVISION AND DEVELOPMENT OPPORTUNITIES

The Plan outlines the vision for growth in the area for the next 30 years and it is not the intent to inhibit subdivision and development opportunities in the Plan Area over the course of the Plan’s intended time frame.

Goal: To continue to allow for subdivision and development opportunities afforded to the lands under their existing land use zoning.

Policies:
a. Subdivision and development opportunities afforded under the Agricultural District of the M.D.’s Land Use Bylaw may still be allowed provided they meet the requirements of the M.D.’s Municipal Development Plan and Land Use Bylaw and other provisions outlined in this Plan.
b. Subdivision and development opportunities in the bordering Land Use Districts afforded under the Land Use Bylaws of the Villages of Amisk, Czar, and Hughenden may still be allowed, provided they meet the regulations associated with the M.D.’s Land Use Bylaw.

c. Existing businesses on lands currently zoned Agricultural District under the M.D.’s Land Use Bylaw will be allowed to continue and expand under the provisions of the M.D.’s Municipal Development Plan and Land Use Bylaw so as to conserve and grow the agricultural potential of the area.

d. Existing businesses on lands conforming to the permitted or discretionary uses under the Land Use Bylaws of the Villages of Amisk, Czar, and Hughenden will be allowed to continue and expand in conformance with their respective Land Use Bylaws so as to grow the potential of development (economic or otherwise) of the area.

e. The replacement or upgrading of an existing residential unit may still be allowed in accordance with the provisions of the applicable M.D.’s Municipal Development Plan and the Land Use Bylaws of the Villages, even if the unit is located within a land use area on Appendix B – M.D. Land Use District Maps and Appendix C – Village Land Use District Maps that only allows for future commercial or industrial development.

f. Uses and development which may detract from the community’s character, quality of life for area residents or unduly impact the environment shall not be permitted.

8.0 TRANSPORTATION

Future growth is heavily dependent on Highways 13, 41, 603, 608, and 884, as well as the potential advantages created by the CP rail lines. Furthermore, municipal roads provided by the Municipalities are integral to the overall utility and development of the lands within the Urban Fringe and the bordering Land Use Districts. Therefore, the maintenance and integrity of those transportation linkages are supported and acknowledged by all Municipalities within this Plan for future development, not only those that are specifically outlined in the Plan. Within the Urban Fringe and bordering Land Use Districts, choices about future land uses will be more successful when accompanied by a safe, efficient and responsible transportation plan.

Goal:
Maintain a transportation system that supports future growth and development in the Fringe Areas while being mindful of respectful and responsible infrastructural utilization and maintenance.

Policies:
  a. The Villages and the M.D. shall coordinate the planning and construction of major municipal transportation links within the Fringe Areas. Where these links involve provincial highways, each involved Municipality shall work in concert with Alberta Transportation to provide a satisfactory and reasonable level of service and safety. Moreover, in cases where these links involve rail lines, each involved Municipality shall work in concert with Canadian Pacific Railway to allow for better coordination between transportation methods.
b. The Villages and the M.D. shall inform each other of their respective plans for priorities and timing of transportation improvements to ensure continuity of road upgrades and congruence with other possible plans that may be occurring simultaneously or within a relatively close time frame.

c. As approved subdivision occurs, lands required for future major transportation corridors as identified in any transportation plan accepted by the Villages and the M.D. shall be protected.

d. The right of way requirements for roads shall be as set out in the applicable design standards of the Villages and the M.D. in accordance with the respective bylaws of the appropriate Municipalities.

9.0 UTILITIES

In order to maintain long-term growth and autonomy in the respective Municipalities, the sole responsibility of utility service provision is with the Municipality in which residents, businesses, and industries are affected. With this, managing long-term future land uses among the Municipalities encourages long-term planning for the most efficient provision of services within the individual Municipalities.

Goal:
Maintain mechanisms to facilitate the ongoing levels of service standards that would help to ensure efficient individual Municipalities’ utility services within their respective jurisdictions.

Policy:
  a. Due to already existing utility servicing agreements and infrastructure, and a lack of population density, all other utility servicing such as gas, electricity, water, and sewer is the responsibility of the respective Municipalities to their respective jurisdictions. Moreover, all other future requests regarding the sharing of utility services will not be entertained unless the responding Municipality agrees to such development and codifies their joint agreement in writing.

10.0 WASTE MANAGEMENT SERVICES

In order for proper waste removal and management among the Municipalities, options must be made available to the Village and the M.D. to dispose of waste in a safe, sanitary, and environmentally conscious fashion. With the Plan, the Municipalities’ methods of proper waste management and removal is codified to ensure mutual understanding of the methods in place.

Goal:
To provide proper, safe, and sanitary long-term measures of waste management and removal for the Municipalities to use and enjoy.

Policy:
a. The joint agreement between all three Villages and the M.D. regarding waste management is a standing document of open understanding concerning the partnered use of the Regional Waste Management Facility located in the S.W. 3-40-3-W4M, along with various transfer sites located throughout the Plan Area as operated by the Waste Management Authorities. If this document is terminated in the future, this policy shall also be rescinded unless an otherwise agreed upon replacement measure is agreed upon by the Municipalities and adopted.

11.0 URBAN EXPANSION

The Plan has identified areas for future expansion of any of the Villages’ boundaries. Because the Villages do not require a larger boundary in the short term, it is important that, in the interim, Plan policies only allow development that is compatible with an urban setting and within the Urban Fringe Area (as set out by Appendix C and B, respectively). Establishing the criteria and process for an annexation will also reduce confusion as to when it should occur.

Goal:
Recognize and consider the aspirations of the Villages for future growth in an orderly, economical, and logical manner.

Policies:

a. The Municipalities shall protect the lands in the Fringe Areas from uses and developments that might interfere or conflict with future urbanization.

b. The individual Municipalities shall not pursue annexation of any land it cannot economically and reasonably serviced, as per Section 9 of the Plan.

c. The Municipalities or a landowner may put forward an annexation proposal or request. In the case of an annexation proposal by a landowner, the landowner shall simultaneously notify the other Village and the M.D. (hereinafter referred to as “the responding Municipality”) in writing.

d. Where annexation is proposed by one of the Municipalities, affected landowners shall be notified prior to the general public.

e. Annexation proposals shall be reviewed by the Intermunicipal Planning Committee prior to submission of a Notice of Intent to the respective Councils and the Municipal Government Board.

f. If deemed necessary, a joint meeting of the appropriate Councils shall be held to discuss rationale for annexation.

g. In determining the appropriateness of an annexation proposal the following criteria, among others, shall be taken into account and documented in a supporting report:

- Justification of the need for additional land based on projected growth rates.
Availability and cost of providing municipal services including consideration of economies of scale related to the financing of municipal service extensions;

Adequacy of transportation system and ability to expand to accommodate demands resulting from annexation including consideration of economies of scale related to the financing of transportation infrastructure;

Landowner interest in pursuing development and as high a degree of concurrence among affected landowners as possible;

Measures to mitigate the impacts of annexation relating to aspects such as change in taxation levels, service provisions and treatment of and continuation of existing approved uses and development;

Consistency with adopted statutory plans; and

Logical extension of jurisdictional boundaries including consideration of long term responsibilities for maintenance and service delivery and the establishment of rational planning units.

12.0 INCOMPATIBLE MUNICIPAL LAND USES

The issue of incompatible land uses in instances of future development between rural and urban municipalities is one that requires collaboration and transparency between the participating parties. Therefore, when an issue regarding incompatible land usage arises, the Plan will provide a framework to direct development in a consistent and fair manner for both parties.

Goal:
To provide a collaborative framework to allow for both Municipalities to sustain existing land uses for landowners while working to prevent the forfeiture of proposed beneficial development for prospective landowners.

Policies:

a. The permitted land uses for the Urban Fringe Land Use District as per the M.D.’s Land Use Bylaw (Bylaw No. 2157) is as follows:
   - Extensive Agriculture
   - Production of Specialty Horticultural Crops
   - Accessory Buildings

b. The discretionary land uses for the Urban Fringe Land Use District as per the M.D.’s Land Use Bylaw (Bylaw No. 2157) is as follows:
   - Single Parcel Country Residences
   - Farmstead
• Detached Dwellings
• Manufactured Homes
• Animal Care Facilities
• Production of Honey
• Recreation Uses
• Agri-Tourism Operations
• Institutional and Public Uses
• Home Occupations
• Bed and Breakfast Establishments
• Signs

c. Due to the variety of land uses within the bordering land use districts of the Villages, there may be incompatibilities between various intended land uses. For example, an incompatible use may include the land uses of an industrial district within a Village’s Land Use Bylaw and the land uses associated with extensive agriculture that may be present as a land use within the Urban Fringe as defined by the M.D.’s Land Use Bylaw.

d. If such a circumstance arises in future instances where the Development Authority of a Municipality receives a development application in a bordering land use district and notes an incompatibility of land uses between the existing land use and the proposed land use development, it would prove to be grounds for the initiation of the adjudication process.

e. If the adjudication process proves that the proposed land use present in a development application would be incompatible with the adjacent existing land use, this would then lead to the initiation of the referral process, as listed below in Section 14.0.

13.0 **ADJUDICATION PROCESS FOR APPLICATIONS WITHIN URBAN FRINGE AREA AND BORDERING VILLAGE LAND USE DISTRICTS**

The Plan calls for the referral of all new subdivision, development, planning applications, and incompatible land uses within the Urban Fringe Area, and in no circumstance will there be a need for joint review and adjudication.

The Adjudication Process for this Plan will be used to decide whether a proposed development may require a referral. Such a circumstances that would require the initiation of the Referral Process is as follows:

a. Subdivision in the Urban Fringe Land Use District of the M.D.

b. Subdivision in the Land Use District of a Village that borders the Urban Fringe Land Use District of the M.D.

c. Proposed development on either side of the Municipal border that would prove to be incompatible with the existing land use of the adjacent parcel(s) of the neighbouring Municipality.
The lifespan of this Plan is 30 years however, it is considered to be a living document thus, future amendments may be made as the situation regarding the effects of the Plan evolves. The policies found in the following sections explain how municipal staff and their respective Councils may ensure the Plan’s policies are implemented and regularly reviewed in an efficient and effective manner.

14.0 INTERMUNICIPAL PLANNING COMMITTEE

In order for any plan to succeed it must set a policy for how and when it should be reviewed. Both municipalities should also identify those people responsible for conducting the reviews.

**Goal:**
Establish the methods for exchanging information, reviewing the Plan, and providing a forum to discuss topics of mutual interest.

**Policies:**

a. The Intermunicipal Planning Committee is comprised of the following:
   - C.A.O.’s of the M.D. and from each of the Villages
   - One Council member from each of the Villages, less those Councillors who are also members of the SDAB
   - Two Council members from the M.D., less those Councillors who are also members of the SDAB

b. The mandate of the Intermunicipal Planning Committee may include discussion and consideration of the following:
   - Taking recommendations to the Committee on intermunicipal matters that are referred by either the Village or the M.D.:
     - Monitoring the performance of the Plan, including overseeing implementation actions;
     - Reviewing any proposed annexations;
     - Reviewing any proposed amendments to this Plan; and
     - Assisting with the resolution of disputes in accordance with this Plan.

c. The Intermunicipal Planning Committee shall make decisions and recommendations on a majority consensus basis.

d. The Intermunicipal Planning Committee shall meet annually to discuss planning issues of mutual interest and reflect on how the Plan is working, as well as on an as-needed basis to resolve or further discuss any issues.

e. The responsibility for providing administrative support to the Intermunicipal Planning Committee shall be reviewed by the M.D. Council and the Councils of the Villages on an
annual basis. Administrative support to be provided and procedures to be followed shall include:

- The establishment of dates and locations for all meetings, production of agendas, distribution of pre-meeting information packages, and other matters as deemed necessary;
- Keeping a record of the Committee meetings; and
- Convening meetings as required by the Plan.

15.0 REFERRAL PROCESS FOR APPLICATIONS WITHIN FRINGE AREA

A pillar of a successful IDP is an open and thorough discussion of issues impacting the Urban Fringe Area. Future plans, studies, or their subsequent amendments will be prepared and implemented more efficiently provided there is good communication.

Goal:
Provide opportunities for the Municipalities to become informed about and have input on planning and development matters.

Policies:

a. All new development within the Fringe Areas shall be defined as a discretionary land use, which will then require the referral process between the two Municipalities involved to ensure transparency, fairness to neighbouring residents and landowners, and proper notification to the surrounding communities.

b. The Municipality within which any development, subdivision, land use bylaw amendment, servicing scheme, or other matter is proposed (hereinafter referred to as “the proposing Municipality”) shall share information, data or studies, road plans and utility plans that may have implications for the Urban Fringe Area or the bordering Land Use District of a Village with the responding Municipality.

c. The proposing Municipality shall refer to the other proposed statutory plans, concept plans, land use bylaws and amendments to any of these documents where such proposals may affect land within the Urban Fringe Area or the bordering Land Use District of a Village.

d. The proposing Municipality shall refer to the other proposed subdivision applications falling within the Urban Fringe Area or the bordering Land Use District of a Village.

e. Notwithstanding the above policies, where in the judgment of the M.D. having jurisdiction, any development application is thought to have potential implications for or be of interest to the Village, the matter may be referred to the M.D.

f. The responding Municipality shall have **twenty one (21) days** to review and comment on any referrals. A Municipality may request an extension of the initial review period. The responding municipality may agree to an extension of the review period and where an extension is provided it shall be communicated in writing.
g. Subject to a written and signed intermunicipal memorandum of understanding, items subject to referral and their respective timelines for submitting comments may be added or deleted without the need for a formal amendment to this Plan.

h. When issues are raised through the communication and referral process, they shall be addressed using the following process:

**Stage 1: Administrative Review**

Every attempt shall be made to discuss the issue between the Municipalities’ Chief Administrative Officers and Development Authorities with the intent of arriving at a mutually acceptable resolution. If an agreement or understanding on how to approach the issue is reached, the responding Municipality shall indicate the same to the proposing Municipality in writing. If an agreement cannot be reached, the matter shall be referred to the Intermunicipal Planning Committee.

**Stage 2: Intermunicipal Planning Committee Review**

If an issue is referred, a meeting shall be scheduled to allow both Administrations to present their perspectives and views on the issue. The Intermunicipal Planning Committee is comprised of the following:

- C.A.O.’s of the M.D. and from each of the Villages
- One Council member from each of the Villages, less those Councillors who are also members of the SDAB
- Two Council members from the M.D., less those Councillors who are also members of the SDAB

The Intermunicipal Planning Committee may:

a) Provide suggestions back to both Administrations on how to address the issue and refer the matter back to the Administrative Review stage;

b) Seek additional information and alternatives for consideration at a future meeting of the Intermunicipal Planning Committee;

c) If possible, agree on a consensus position that resolves the issue; or

d) Conclude that no initial agreement can be reached and refer the matter to the Dispute Resolution process.

In the event that the Intermunicipal Planning Committee reaches consensus and resolves the issue, the details of the consensus shall be provided to the Municipalities in writing within **fifteen (15) days** after the decision was reached.

### 16.0 RESOLVING DISPUTES
This is a mandatory component of the IDP as per the MGA. While the intent of the Plan is to facilitate reasonable development, there may be issues or applications that still need to be administered. If a dispute between a Village and the M.D. arises, having an agreed upon process for recognizing and resolving the dispute is an important first step. It provides a common starting ground that allows more time to generate possible solutions.

Goal:
Create a process that allows for timely resolution of differences of opinion in a manner respectful of municipal interests.

Policies:

a. The following shall form the basis for initiating the Dispute Resolution process:

   i. Lack of agreement between the two municipalities on any proposed amendment to this Plan;

   ii. Lack of agreement between the two Municipalities on any proposed statutory plan, concept plan, land use bylaw or amendment to any of these documents affecting lands within the Fringe Areas; or

   iii. Lack of agreement between the two municipalities on an interpretation of this Plan.

   iv. Lack of agreement between the Municipalities on an approved development permit or subdivision application affecting lands within the Urban Fringe Land Use District or the bordering Land Use District of a Village which have not been reconciled through the Referral Process.

b. A dispute shall be limited to the decisions on those matters listed under 12.3.a, b. Any other appeal by other parties shall be made to and addressed by the respective approving authorities within the M.D. and the Villages.

c. The Dispute Resolution process of this Plan may only be initiated by the Council of either the M.D. or the affected Village and shall only be used for resolving intermunicipal planning disputes. Where either Municipality has received written notice of a dispute from the other Municipality, the Dispute Resolution process shall be started within fifteen (15) calendar days of the date the written notice was received unless otherwise agreed to by the Chief Administrative Officer of the Municipality that sent the notice.

d. A dispute shall be addressed and may be resolved at any stage using the following process:

Stage 1: Mediation Process
In accordance with Section 690(1)(c) of the Municipal Government Act, engaging a mediator is mandatory in order for an appeal to occur before the Municipal Government Board (MGB), unless otherwise able to provide reasonable and valid evidence as to why a mediator was not engaged. Therefore, it is the best practice to engage a mediator to resolve a dispute through a neutral entity. A dispute is referred for mediation which shall be used.
to reach agreement unless otherwise deemed unnecessary by the Councils of the responding Municipality and proposing Municipality. Prior to the commencement of the mediation process, the Municipalities shall:

1. Appoint an equal number of representatives from both of the involved Municipalities to participate in the mediation process on a Dispute Resolution Committee;

2. Engage a mediator agreed to by both Municipalities at equal cost to both parties; and

3. Approve a mediation process and schedule. Mediation should commence no later than thirty (30) days following the date the written dispute notice was received.

4. If agreed to by the Dispute Resolution Committee, Municipal Administration may be used as a resource during the mediation process.

5. All discussions and information related to the mediation process shall be held in confidence until the conclusion of the mediation process.

6. The process shall be deemed as finished once the mediator submits a report to the Councils of both Municipalities.

7. The mediator’s report and recommendations shall not be binding on either Municipality.

8. For disputes that cannot be appealed, the mediator’s report shall be considered binding.

9. If the Councils accept the mediator’s report in their respective meetings, this shall be communicated to the other Municipality within fifteen (15) days following the decision in writing and the matter shall be considered resolved. The report shall be introduced through the public hearing process along with any necessary amendments to the proposed bylaw or plan.

10. If no mediated agreement can be reached, or if both Councils do not approve a mediated agreement, then an appeal process may be initiated if provided for under the provisions of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.

**Stage 2: Appeal Process**

In the event that mediation proves unsuccessful, was not undertaken, or the proposing Municipality proceeds with an approval that does not reflect the accepted mediation recommendations, the responding municipality may appeal that action to the Municipal Government Board under the provisions of Section 690 of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, in accordance with the Act.

If the responding Municipality initiates a dispute, they may withdraw their objections at any time throughout the process and shall provide written confirmation that the dispute is withdrawn to the proposing Municipality.
Both the M.D. and the Villages agree that time shall be of the essence when working through the Dispute Resolution process.

17.0 IMPLEMENTATION, ADMINISTRATION, REVIEW, AMENDMENTS AND REPEAL OF IDP

The success of the IDP depends largely on the ability to include its policies in subsequent plans that deal with specific lands within the Fringe Areas. As that begins to happen it is important to ensure a review of the Plan itself is done on a pre-determined regular basis.

Goal:
Promote the use of the Plan and implementation of its policies.

Policies:
The IDP is seen as a living document, in that it is open to review, amendment and effect within a term agreed upon by the Municipalities in accordance with the following stipulations:

1. Prior to adoption and implementation, the Plan will be distributed as a public notification to residents and landowners within the Urban Fringe of the M.D. and bordering Land Use Districts of the Villages. If concerns or questions are raised, the M.D. and the involved Village will respond to such concerns or questions in a timely fashion.

2. In the hierarchy of statutory plans, this Intermunicipal Development Plan shall take precedence over other municipal statutory plans and documents except where the Plan defers to a more detailed, adopted plan.

3. Upon adoption, the IDP will supersede previous policies, studies or resolutions for the Urban Fringe Area or the bordering Land Use District of a Village contained within.

4. The M.D. shall be responsible for the administration and decisions on all statutory plans, land use bylaws, amendments thereto, and subdivision and development applications falling within the boundaries of the M.D.

5. The Villages shall be responsible for the administration and decisions on all statutory plans, land use bylaws, amendments thereto, and subdivision and development applications falling within the boundaries of their respective jurisdictions.

6. Repealing the IDP or withdrawing from it requires both municipalities to go through the Dispute Resolution process steps 1-2.

17.1 FUTURE PLANS AND STUDIES
a. Prospective development should be prepared and adopted by the Municipality having jurisdiction prior to, or concurrent with changes in a certain land use designation. This requirement shall not apply to those areas that do not involve subdivision or areas deemed to be minor developments by the applicable approving authority.

b. At the start of a potential development process, the Municipalities shall consult one another to ensure a fair and transparent process for both parties. This may involve obtaining comments on the proposed terms of reference for the plan process, where applicable.

c. The Villages and the M.D. shall coordinate future planning efforts including potential collaboration on transportation plans or drainage and feasibility studies relating to the provision of new or expanded community facilities and open space plans.

17.2 PLAN AMENDMENTS

As the Plan is a living document, amendments and alterations may be made to better incorporate the will of the Municipalities in concert. Therefore, an amendment to this Plan may be proposed solely by the Councils, Chief Administrators, or Development Authorities of either the M.D or the Villages.

The following procedure will be followed in order to amend the Plan:

1. Within **thirty (30) days** of the written notice, an Intermunicipal Planning Committee meeting shall be convened.

2. Following the Intermunicipal Planning Committee meeting, the Municipality or resident initiating the amendment procedure may either withdraw their intention to amend the Plan by giving written notice to the other Municipality or proceed to consider a bylaw in accordance with the *Municipal Government Act* to amend the plan.

3. Once one Municipality has passed a bylaw to amend the Plan the other Municipality shall also proceed to pass a bylaw amending the plan.

4. In the event the Plan is amended, the Municipalities shall amend their Municipal Development Plans respectively to address the intermunicipal issues in accordance with the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended. Should these required amendments not satisfy the neighbouring Municipality, the matter may be appealed to the Municipal Government Board.

5. Should the Plan be amended, all other agreements relating to developments in the Fringe Areas will continue to be in force, unless otherwise stipulated in the agreements.

17.3 PLAN REVIEW

1. This IDP, will go under mandatory review every five years following the date of adoption by the Councils of all Municipalities, unless otherwise reviewed and renewed
before such date. If a review does not occur within such a timeline, it will expire indefinitely.

2. The IDP may be reviewed annually together by all of the Municipality’s CAOs with development staff for possible amendments, which may be suggested at any time from the Intermunicipal Planning Committee.

17.4 PROCEDURE TO REPEAL PLAN

a. If the M.D. or the Villages deems this Plan no longer workable, they may initiate the repeal of the Plan. Repeal of the Plan may be accomplished by the Municipalities passing a bylaw in accordance with the repeal provisions of the Municipal Government Act.

b. The following procedure to repeal the Plan shall be applied:

- The Municipality shall give three months written notice, with reasons, of its intention to repeal its bylaw adopting the Plan, or if in mutual agreement the Councils may repeal the adopting bylaws concurrently;

- The Municipality initiating the repeal procedure may either withdraw its intention to repeal the Plan by giving written notice to the M.D. or proceed to consider a bylaw to repeal the Plan;

- In the event that the Plan is repealed, the M.D. shall amend their Municipal Development Plans to address intermunicipal issues in accordance with the Municipal Government Act. Should these required amendments not satisfy the Municipality, the matter may be appealed to the Municipal Government Board.
APPENDIX A - PLAN AREA

[Map showing the areas of Amisk, Hughenden, and Czar]
APPENDIX B – M.D. LAND USE DISTRICT MAPS

Legend
- Provost_Merge
- Agricultural District
- Urban Fringe

AMISK AREA ZONING
APPENDIX C – VILLAGE LAND USE DISTRICT MAPS

VILLAGE OF AMISK
LAND USE BYLAW - SCHEDULE A
LAND USE DISTRICT MAP

LEGEND
R - Residential District
RMH - Residential Manufactured Home Subdivision District
C1 - Commercial District
C2 - Commercial District
M - Industrial District
P - Community District
I - Institutional District
UR - Urban Reserve District