



**BYLAW NO. 09.19**

*BEING A BYLAW TO ADOPT THE TOWN OF HINTON/ YELLOWHEAD COUNTY  
INTERMUNICIPAL DEVELOPMENT PLAN*

**WHEREAS**, the Municipal Government Act, Being Chapter M-26, R.S.A., 2000, and amendments thereto, authorize a Council to adopt an Intermunicipal Development Plan.

**AND WHEREAS**, a public hearing was held in respect to the proposed Intermunicipal Development Plan on the date written below;

**NOW THEREFORE**, the Council for Yellowhead County, in the Province of Alberta, duly assembled, hereby enacts as follows:

- 1) That the document entitled "Town of Hinton/ Yellowhead County Intermunicipal Development Plan", dated July 5, 2019 attached hereto as Schedule "A" is hereby adopted as an Intermunicipal Development Plan.
- 2) This bylaw comes into force at the beginning of the day that it is passed in accordance with Section 189 of the Municipal Government Act, Being Chapter M-26, R.S.A., 2000.

READ a first time this 23 day of April, A.D., 2019.

PUBLIC HEARING held this 14 day of May, A.D., 2019.

READ a second time this 23 day of July, A.D., 2019.

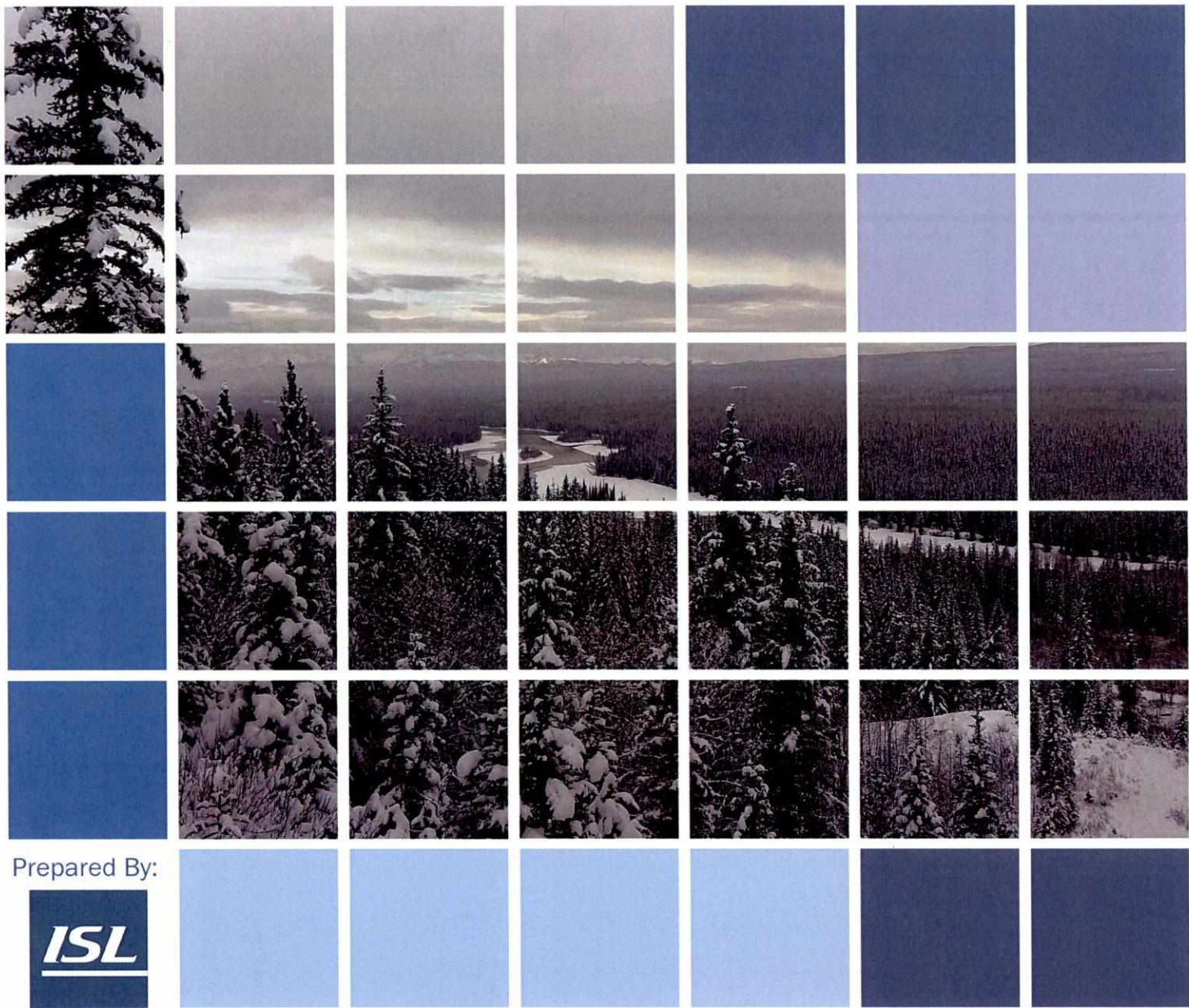
READ a third time this 23 day of July, A.D., 2019.

SIGNED this 23 day of July, A.D., 2019.

  
\_\_\_\_\_  
Mayor, Gerald Soroka

  
\_\_\_\_\_  
Chief Administrative Officer, Jack Ramme

# Intermunicipal Development Plan



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# SECTION ONE

## Plan Area

# 1

*This section introduces the reader to the Intermunicipal Development Plan and the current conditions within the plan area.*

### 1-1 PURPOSE

The purpose of the Intermunicipal Development Plan (IDP) is to facilitate and sustain long term strategic growth and to identify joint development opportunities in the Rural-Urban Fringe (RUF) between Hinton and Yellowhead County (the Municipalities). The Municipalities agree that mutually beneficial policies and procedures are the preferred means of addressing intermunicipal growth opportunities within the agreed upon plan area (see [Figure 1 – Plan Area](#)). The IDP has been developed in alignment with the requirements of the Municipal Government Act (MGA) and represents the best opportunity for a continuous cooperative working relationship between the Municipalities.

### 1-2 PLAN AREA CONTEXT

The plan area for the IDP has been determined to reflect Hinton and Yellowhead County’s RUF in the Athabasca River Valley, encompassing approximately 3,992 hectares (9,864 acres) of land surrounding the corporate boundary of Hinton. The plan area is bounded by the south bank of the Athabasca River to the north and incorporates County lands surrounding the west, south and east boundaries of Hinton.

The plan area’s topography sees a substantial drop off from south to north (towards the Athabasca River), with the foothills creating a series of hills and valleys that include significant slopes greater than fifteen percent (15%) and impressive views of the Rocky Mountains. Identified tree species include aspen and balsam poplar, lodgepole pine, white and black spruce, alpine fir and birch. There are numerous watercourses traversing the plan area, including the Hardisty, Happy, Maskuta, Still, Cold and Seabolt Creeks, all draining into the Athabasca River. Surface drainage is generally good, while sub-surface drainage is excessive in some areas. Soil conditions have severe limitations that restrict the capability for agriculture or permanent pasture.



Existing development includes country residential parcels, some light industrial development, minor agricultural uses (primarily horse holding/grazing leases on Crown lands), and extraction and processing operations that have capitalized on the significant gravel deposits found in the plan area. Areas of existing development are concentrated east of Hinton along the East River Road and west along Highway 16. The southern portion of the plan area is predominantly forested Crown land, some of which is utilized for forestry training. In the south, a portion of the West Yellowhead Regional Landfill straddles the plan area boundary with Hinton, and a previously determined landfill extension area is located east of the landfill. The current landfill, the development buffer mandated by the provincial Subdivision and Development Regulation, and the landfill extension area, along with other noted conditions within the plan area are shown in [Figure 2 – Existing Conditions](#).

The current transportation network includes Highway 16, travelling west to Jasper and east to Edson, which provides two gateway entrances on the west and east ends of the plan area, and Highway 40 which travels southwest towards the Hamlet of Cadomin. Highway 40 north acts as the westernmost boundary of a portion of the plan area, which continues northwest to the Hamlet of Grande Cache. Local roads in the plan area include Township Road 505A in the west (connecting Hwy 40 to Hansen Road and Ridge Road west of the plan area), a portion of Seabolt Road in the southwest, Range Road 252A (connecting Hwy 40 and the Robb Road) and Township Road 505A in the south (the portion of road that carries southeast from the Robb Road towards the Hamlet of Robb), and Township Road 514C in the east, better known as the East River Road.

Existing development is currently serviced through private water wells and septic tanks.

**1-3 AREA STRUCTURE PLANS CURRENTLY IN EFFECT**

Prior to the development of the IDP there were three Joint Area Structure Plans (ASPs) prepared by Hinton and Yellowhead County:

- Terrace Heights Joint ASP (1995)
- Hinton East Boundary Joint ASP (2000), and the
- Hinton West Urban Fringe Joint ASP (2002)

These Joint ASPs provided a coordinating function for future development within Hinton and Yellowhead County’s RUF akin to an IDP. However, as a result of amendments to the MGA, IDPs are now mandated by the Province for all municipalities that have common boundaries (but are not members of a growth region, as is the case). It is also important to note that Hinton’s 2009 Annexation of County lands impacted the boundaries of the Joint ASPs.

As part of the IDP planning process, each Joint ASP was reviewed to determine its relevancy to the plan area boundary and the future growth scenario.

**Terrace Heights North Joint ASP (1995)**

The lands that the 1995 Terrace Heights North Joint ASP covered were completely annexed by Hinton in 2009 and rescinded by Hinton Council when the 2017 West ASP was adopted. Yellowhead County rescinded the plan in March of 2019.

**Hinton East Boundary Joint ASP (2000)**

The 2000 Hinton East Boundary Joint ASP was partially annexed by Hinton in 2009, meaning portions of the plan area are under the sole authority of Hinton per the Annexation Agreement. The remainder of the plan area in Hinton was rescinded with the Adoption of Hinton’s 2017 East ASP or is covered by Hinton’s Established Area Guidelines (Appendix B of Hinton’s Municipal Development Plan). Likewise, the developable lands identified within the County have had Land Use Districts assigned to them per the land use concept within the ASP.

In light of these factors, it was determined that the 2000 Hinton East Boundary Joint ASP be rescinded. The County will, at a future point, redesignate the portion of the “Hinton East Urban Fringe District” that remains in the County to “Forestry District,” as the developable lands within the District were annexed into Hinton and have since been incorporated into Hinton’s 2017 East ASP.

**Hinton West Urban Fringe Joint ASP (2002)**

The 2002 Hinton West Urban Fringe Joint ASP was partially annexed by Hinton in 2009, meaning portions of the plan area are under the sole authority of Hinton per the Annexation Agreement. The remainder of the plan area in Hinton was rescinded with the Adoption of Hinton’s 2017 West ASP. The portion of the Hinton West Urban Fringe Joint ASP plan area within the County is still in effect.

It was determined that the Hinton West Urban Fringe Joint ASP should be retained; however, it requires amendments to reflect the changes in its boundaries subsequent to the 2009 Annexation and feedback received during the IDP planning process. Notably, it was determined that the proposed recreation use along the Athabasca River should be discontinued as a boat launch exists in Hinton’s Riverfront Park downriver. As well, the ASP boundary should be revised to include land only where new development is proposed, meaning it would end just south of the proposed campsites and recreational cabins, and the “Forestry District” lands would be covered by the IDP. Furthermore, the land use in the “future review area” should be determined with more detailed analysis undertaken during the forthcoming amendment. The current 2002 Hinton West Urban Fringe Joint ASP plan area is identified in [Figure 3 – Current Land Use](#) and the proposed plan area is identified in [Figure 4 – Future Growth Scenario](#).

<b>Policy 1.3.1</b>	The 2000 Hinton East Boundary Joint ASP shall be rescinded and the IDP replaces those portions of the ASP which were previously enacted within the plan area.
<b>Policy 1.3.2</b>	<div>The 2002 Hinton West Urban Fringe Joint ASP shall be updated subsequent to the adoption of the IDP, amendments will include:<ul style="list-style-type: none"><li>• The boundaries of the ASP will be amended to not include Forestry lands or lands in Hinton;</li><li>• The recreation area noted in the ASP along the Athabasca River will be discontinued; and</li><li>• The uses for the “Future Review Area” shall be determined, potential uses include: Country Residential, Rural Industrial, Business Commercial/Light Industrial and Rural District for undevelopable portions.</li></ul></div>



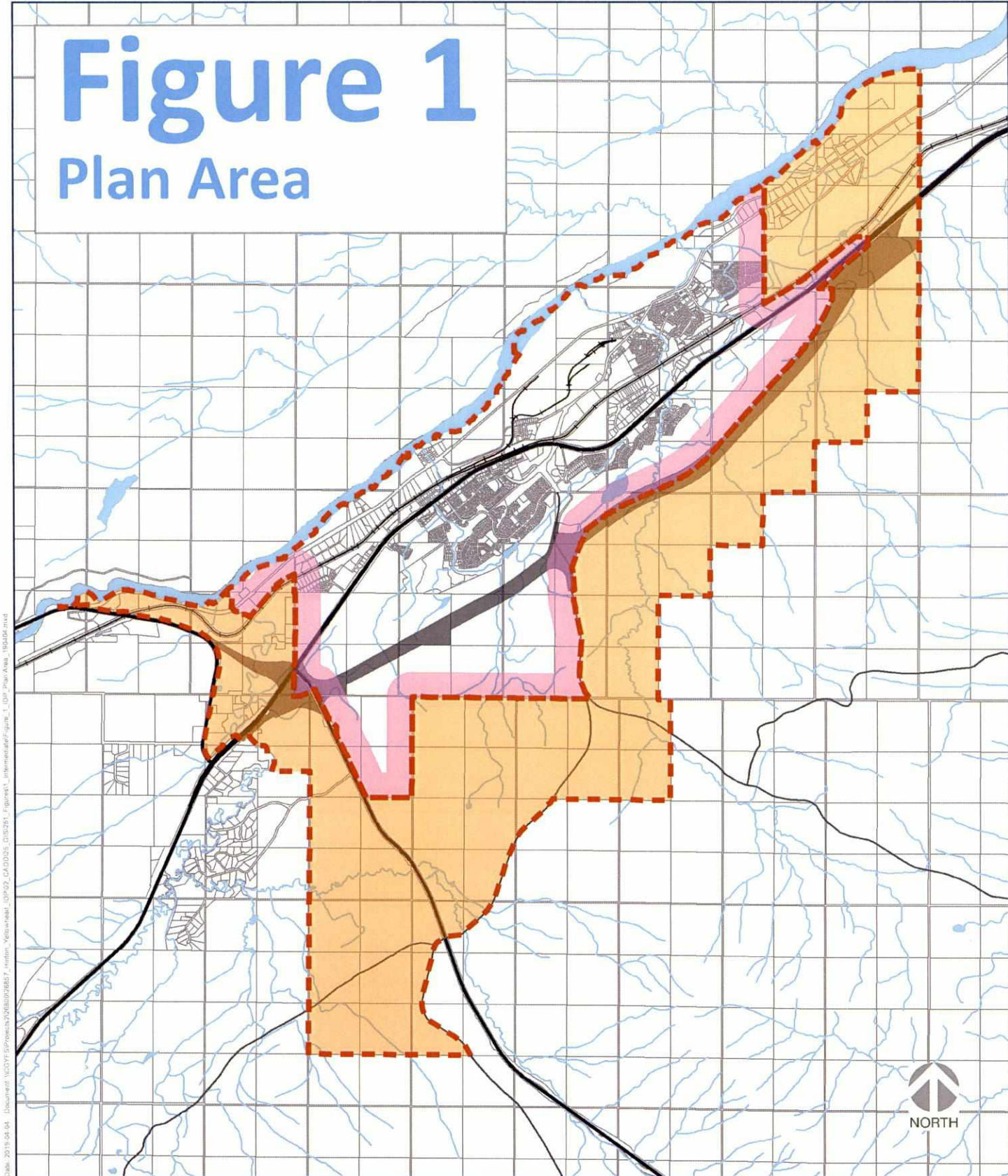
**1-4 CURRENT LAND USE AND OWNERSHIP**

Current land uses in the plan area are shown in [Figure 3 – Current Land Use](#). The predominant land use is Forestry District and the Crown owns most of these lands, comprising 86.5% of the plan area. Privately held land, totalling 508 hectares (±1,255 ac.) represents 12.7% of the IDP area. The remaining 0.8% of the plan area, 31 hectares (±76 ac.), is municipally owned. Private and municipally owned lands consist of the following land use districts (as articulated within the County’s Land Use Bylaw:

- Country Residential,
- Country Residential Restricted,
- Hinton East Rural Residential,
- Rural Industrial,
- Direct Control District 2,
- Hinton East Urban Fringe,
- Public Institutional,
- Forestry, and
- Rural.

# Figure 1

## Plan Area



Date: 2019-04-04 Document: V:\COY\ISL\Projects\2018\04\04\H17\_Hinton\_Yellowhead\_IDP\02\_CADD\05\_DWG\01\_Figures\Interpretive\Figure\_1\_IDP\_Plan\_Area\_190404.mxd

NTS: \_\_\_\_\_



- IDP Boundary
- IDP Referral Area (400 m)
- Waterbody/Watercourse
- Railroad
- Highway
- Future Highway Bypass



# Figure 2

## Existing Conditions

This map, titled 'Figure 2 Existing Conditions', illustrates the current state of a landscape. It features a light blue grid background. A prominent blue line representing a river or waterway runs diagonally from the top left towards the bottom right. A network of black lines indicates roads or infrastructure. A large, irregular area is highlighted with a thick red dashed border. Within this red boundary, there are several distinct regions: a large area with blue diagonal hatching, a smaller area with yellow diagonal hatching, and a solid yellow area. A north arrow is located in the bottom right corner, pointing upwards.



**HINTON**  
Gateway to the Rockies

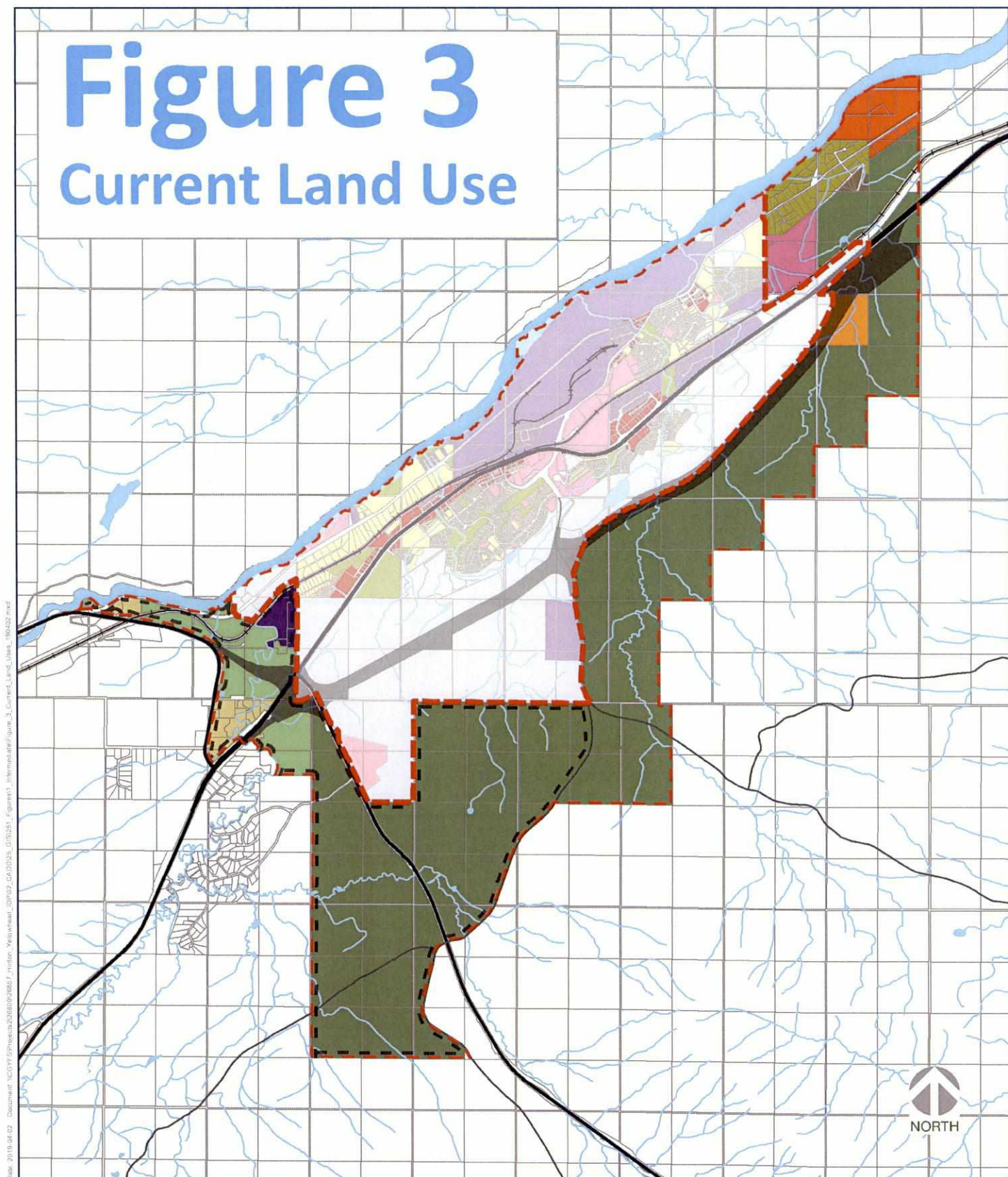


- |   |   |
|---|---|
|  IDP Boundary          |  Slope Greater than 15%            |
|  Waterbody/Watercourse |  Watershed Sensitivity Area        |
|  Railroad              |  West Yellowhead Regional Landfill |
|  Highway               |  Future Landfill Expansion Area    |
|  Future Highway Bypass |  Landfill Buffer (450 m)           |









# Figure 3

## Current Land Use












NTS:



-  IDP Boundary
-  Hinton West Urban Fringe JASP Boundary
-  Waterbody/Watercourse
-  Railroad
-  Highway
-  Future Highway Bypass

- Hinton**
- Residential
  - Commercial
  - Industrial
  - Institutional
  - Park & Open Spaces
  - Future Development

- Yellowhead County**
- |   |                                |   |                           |
|---|--------------------------------|---|---------------------------|
|  | Country Residential            |  | Public Institutional      |
|  | Country Residential Restricted |  | Forestry                  |
|  | Hinton East Rural Residential  |  | Rural                     |
|  | Rural Industrial               |  | Direct Control District 2 |
|   |                                |  | Hinton East Urban Fringe  |

## SECTION TWO

# Growth and Development

# 2

*This section outlines the future growth scenario and policies for the development of the plan area.*

### 2-1 GUIDING PRINCIPLES

The following principles were identified through an ongoing conversation with plan area landowners, selected stakeholders, the general public and the respective Administration and Councils of the Municipalities:

**Land Use** – Ensure compatible and complementary land uses in order to minimize conflicts.

**Joint Initiatives** – Pursue mutually beneficial opportunities for the future development of land, transportation, and infrastructure systems.

**Environment** – Retain, protect, and enhance environmentally sensitive areas including rivers, wetlands, trails, and wildlife corridors within the plan area where possible.

**Development** – Ensure consistent execution and enforcement of development standards within the plan area.

### 2-2 FUTURE GROWTH SCENARIO

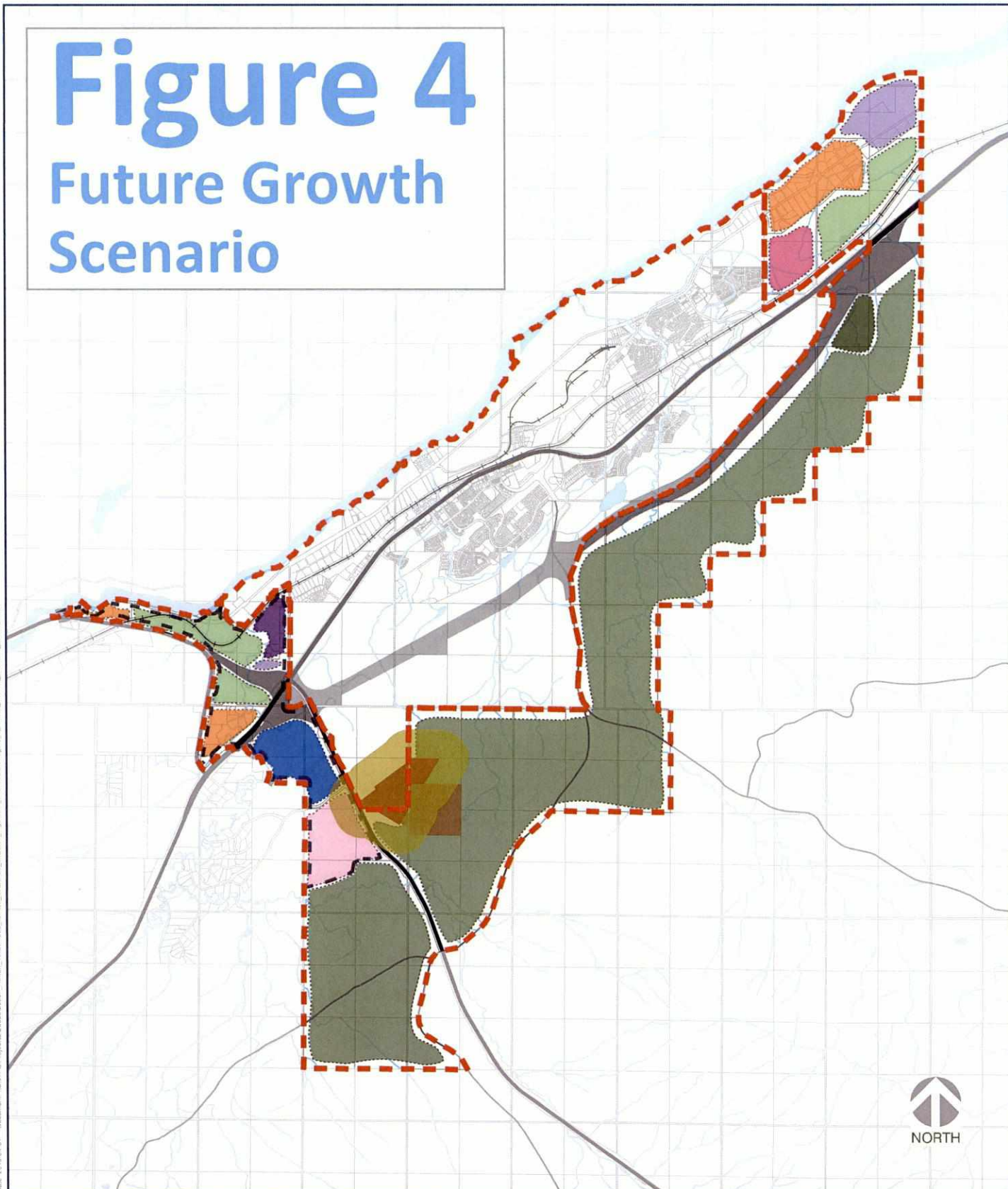
The Future Growth Scenario is intended to harmonize future land use opportunities within the plan area (see [Figure 4 – Future Growth Scenario](#)). The Municipalities each recognize the potential for economic growth in the plan area and the importance of development unfolding in a logical pattern. The Future Growth Scenario addresses development pressures in a holistic manner with incompatible land uses separated to the greatest extent possible.



# Figure 4

## Future Growth Scenario

Date: 2019/04/01 Document: V:\2019\Projects\2019\2019-04-01\2019-04-01\_Figure4\_Future\_Growth\_Scenario\_190329.mxd



NTS:



--- IDP Boundary

Waterbody/Watercourse

--- Railroad

--- Highway

--- Future Highway Bypass

--- Future Hinton West Rural Urban Fringe ASP Boundary

West Yellowhead Regional Landfill

Future Landfill Expansion Area

Landfill Buffer (450 m)

Rural

Forestry

Forestry - Future

Residential - Current

Public Institutional

Recreational Use - Future

Rural Industrial - Current

Rural Industrial - Future

ASP Future Review Area



2-3 GENERAL LAND USE POLICY

Growth in the plan area is inevitable and must be accommodated strategically. Establishing appropriate land use policies will ensure logical and efficient transitions between the Municipalities. The goal of the policies herein is to provide direction in land use planning to help achieve the Future Growth Scenario.

- Policy 2.3.1** All statutory plans and plan amendments as well as future land use, subdivision, and development in the plan area shall comply with the policies of the IDP.
- Policy 2.3.2** Fragmentation of undeveloped lands in the plan area should be avoided.
- Policy 2.3.3** The Municipalities shall work to ensure that development and landscaping throughout gateway areas improves the visual quality of the Highway 16 corridor.
- Policy 2.3.4** The Municipalities shall observe and uphold FireSmart practices within the plan area and on its boundaries.
- Policy 2.3.5** The portion of the “Hinton East Urban Fringe District” within the County shall be redesignated to “Forestry District.”

2-4 RESIDENTIAL LAND USE POLICY

Residential land use in the plan area primarily consists of large-lot county residential parcels (see [Figure 4 – Future Growth Scenario](#)). While new residential development is not proposed, there is potential for infill resulting in smaller lot residential country residential parcels adjacent to Hinton.

- Policy 2.4.1** Country Residential development shall remain the predominant residential form within the plan area.
- Policy 2.4.2** Redevelopment or subdivision of existing Country Residential parcels, resulting in increased density, should be considered on a site-specific basis.
- Policy 2.4.3** Effective transitional buffering should be implemented between residential and non-residential land uses to mitigate potential interface conflicts.

2-5 INDUSTRIAL LAND USE POLICY

Opportunities for industrial development have been identified in the plan area (see [Figure 4 – Future Growth Scenario](#)), as an extension of existing “Rural Industrial” land in the west end of the plan area and as the intended future use of a mixed residential-industrial Direct Control District along the East River Road. The IDP recognizes that the successful integration of industrial land uses requires some land use separation and mitigation of potential impacts on the environment or other land uses wherever appropriate.

- Policy 2.5.1** Industrial development proposed within the plan area shall address compatibility with existing and future surrounding land uses, environmental impacts, and transportation and infrastructure requirements.

- Policy 2.5.2** The “Direct Control District 2” within the County shall be redesignated to “Rural Industrial.” No new residential development shall be allowed once the land use redesignation occurs.
- Policy 2.5.3** Heavy industrial uses may be considered in the plan area on a site-specific basis.

2-6 **PARKS, OPEN SPACE AND TRAILS POLICY**

Existing and proposed recreation areas in the plan area include the portion of Mary Reimer Regional Park within the County (designated as a Public Institutional District) and an area in the Hinton West Urban Fringe Joint ASP identified for future campsites and recreational cabins (see [Figure 4 – Future Growth Scenario](#)). The existing parks, open spaces and trails network within the plan area should accommodate a wide range of active and passive recreational amenities.

- Policy 2.6.1** Parks, open spaces and trails should be integrated into reserve lands within the plan area.
- Policy 2.6.2** Where feasible, trails should link to the trail system outlined in Hinton’s Parks, Open Space and Trails Master Plan, as amended.
- Policy 2.6.3** Opportunities to establish formal off-highway vehicle trails may be considered within the plan area.

2-7 **ENVIRONMENTAL/NATURAL AREAS POLICY**

Much of the plan area consists of heavily forested Crown lands that will continue to be retained as natural areas or “working forests” for existing grazing or foresting leases. The Future Growth Scenario has been developed to respect environmental sensitivity within the natural areas of the plan area, such as creeks, watershed sensitivity areas and slopes greater than fifteen percent (see [Figure 2 – Existing Conditions](#)). Respect for the sensitivity of the natural environment is a significant consideration of the IDP.

- Policy 2.7.1** Potentially negative environmental impacts resulting from development in the plan area should be mitigated to the satisfaction of the Municipalities.
- Policy 2.7.2** Environmental impacts shall be minimized where development occurs near environmentally sensitive areas such as steep slopes and watercourses.
- Policy 2.7.3** Environmental Reserve shall be dedicated, or a conservation easement registered, to protect riparian lands when land is subdivided.



## 2-8 TRANSPORTATION POLICY

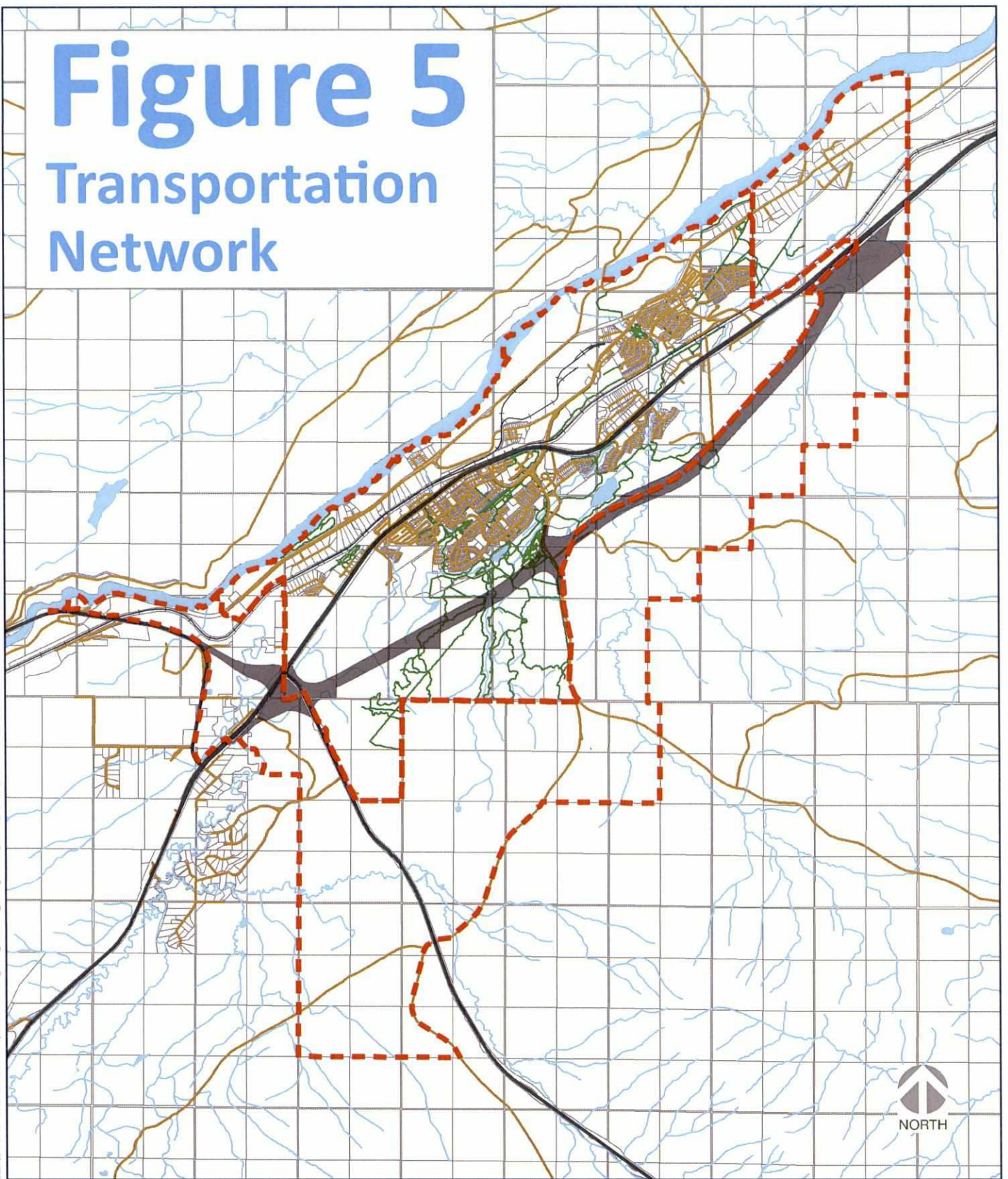
The transportation network in the plan area, shown in [Figure 5 – Transportation Network](#), has been developed to accommodate anticipated traffic volumes in an efficient, safe and effective manner. Both the proposed Highway 16 Bypass and Highway 16:40 Interchange are identified; however, the timing of these network improvements is determined by Alberta Transportation.

- Policy 2.8.1** Improvements to the transportation network within the area shall be referred to the Municipalities for comment.
- Policy 2.8.2** Improvements to the transportation network shall consider all modes of transportation, including transit, pedestrians, and cyclists.
- Policy 2.8.3** Development that involves access to, or abuts: Highway 16, Highway 40, the proposed highway bypass and proposed interchanges in the plan area, shall directly involve local representatives of Alberta Transportation and the Municipalities in the plan preparation process.
- Policy 2.8.4** Unless otherwise agreed to, each municipality shall be responsible for the maintenance of transportation infrastructure within their boundaries. Any joint agreements to share maintenance responsibilities between the Municipalities shall supersede this policy.



# Figure 5

## Transportation Network



NTS: \_\_\_\_\_



IDP Boundary

Waterbody/Watercourse

Railroad

Highway

Local Road

Walking/Biking Trail

Future Highway Bypass



2-9 INFRASTRUCTURE POLICY

The following policies apply to the development of water, wastewater and stormwater services within the plan area. Potential exists for servicing to be provided from Hinton for development near to Hinton’s corporate boundary; however, existing facilities may require upgrades as development proceeds.

- Policy 2.9.1** The Municipalities may cooperate on any infrastructure or servicing study which affects any part of the plan area.
- Policy 2.9.2** The Municipalities shall utilize and, where appropriate, develop compatible design standards for infrastructure throughout the plan area.
- Policy 2.9.3** The Municipalities shall share relevant, up-to-date information on storm water issues with each other.
- Policy 2.9.4** Unless otherwise agreed to, each Municipality shall be responsible for the maintenance of infrastructure within their boundaries.
- Policy 2.9.5** New infrastructure shall be aligned to avoid Environmental Reserve within the plan area.

2-10 SOCIAL/ECONOMIC POLICY

A wide range of community services are essential to residents’ safety and quality of life. Agencies and facilities such as Building Resourceful Individuals to Develop Goals and Employment Society (B.R.I.D.G.E.S.), Family and Community Support Services (FCSS) Association of Alberta, the Yellowhead Emergency Shelter for Women and Children, and the Adult Day Centre provide social services for residents in both Hinton and the County. Local integrated police, Emergency Medical Services (EMS) and fire services ensure the safety and security of residents. Hinton EMS provides Basic and Advanced Life Support coverage to Hinton and a large portion of western Yellowhead County. Likewise, the Hinton Fire Department provides local fire protection, by an agreement with Yellowhead County, to approximately 6,600 square kilometres around Hinton.

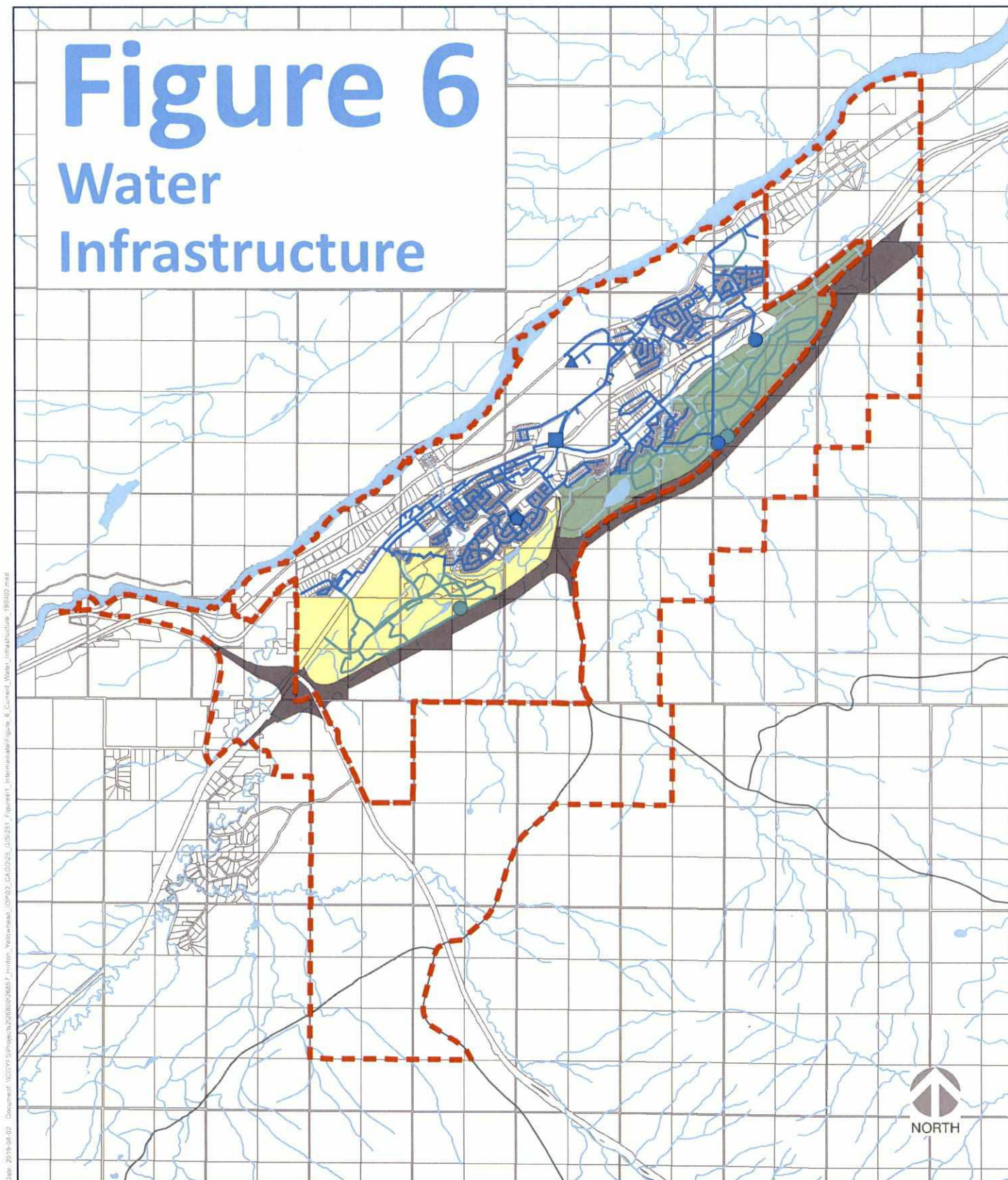
From an economic perspective, resource development in the County is vital to Hinton residents with forestry, coal mining and oil and gas providing important resource-based jobs. Hinton is likewise an important industrial and commercial service centre for some 20,000 residents in the outlying communities of Grande Cache, Jasper, Yellowhead County and its western Hamlets. Opportunities for economic development within the plan area of interest to the Municipalities.

- Policy 2.10.1** The Municipalities shall continue to deliver shared emergency and community services, as appropriate.
- Policy 2.10.2** The Municipalities may cooperate on any social, recreational, or economic development activities which affect any part of the plan area.
- Policy 2.10.3** The Municipalities may explore and implement methods of providing future services in an efficient and cost-effective manner.



# Figure 6

## Water Infrastructure



Date: 2016-04-01 Document: V:\07\15\Projects\2008\09\48857\_Hinton\_Yellowhead\_IDP\02\_CAD\0205\_035261\_Figures\1\_Infrastructure\Figure 6\_Current\_Water\_Infrastructure\_190502.mxd

NTS: \_\_\_\_\_



--- IDP Boundary

East ASP

West ASP

Waterbody/Watercourse

Future Highway Bypass

Existing Water System

Proposed Water System

Pumphouse

Reservoir

Reservoir and Pumphouse

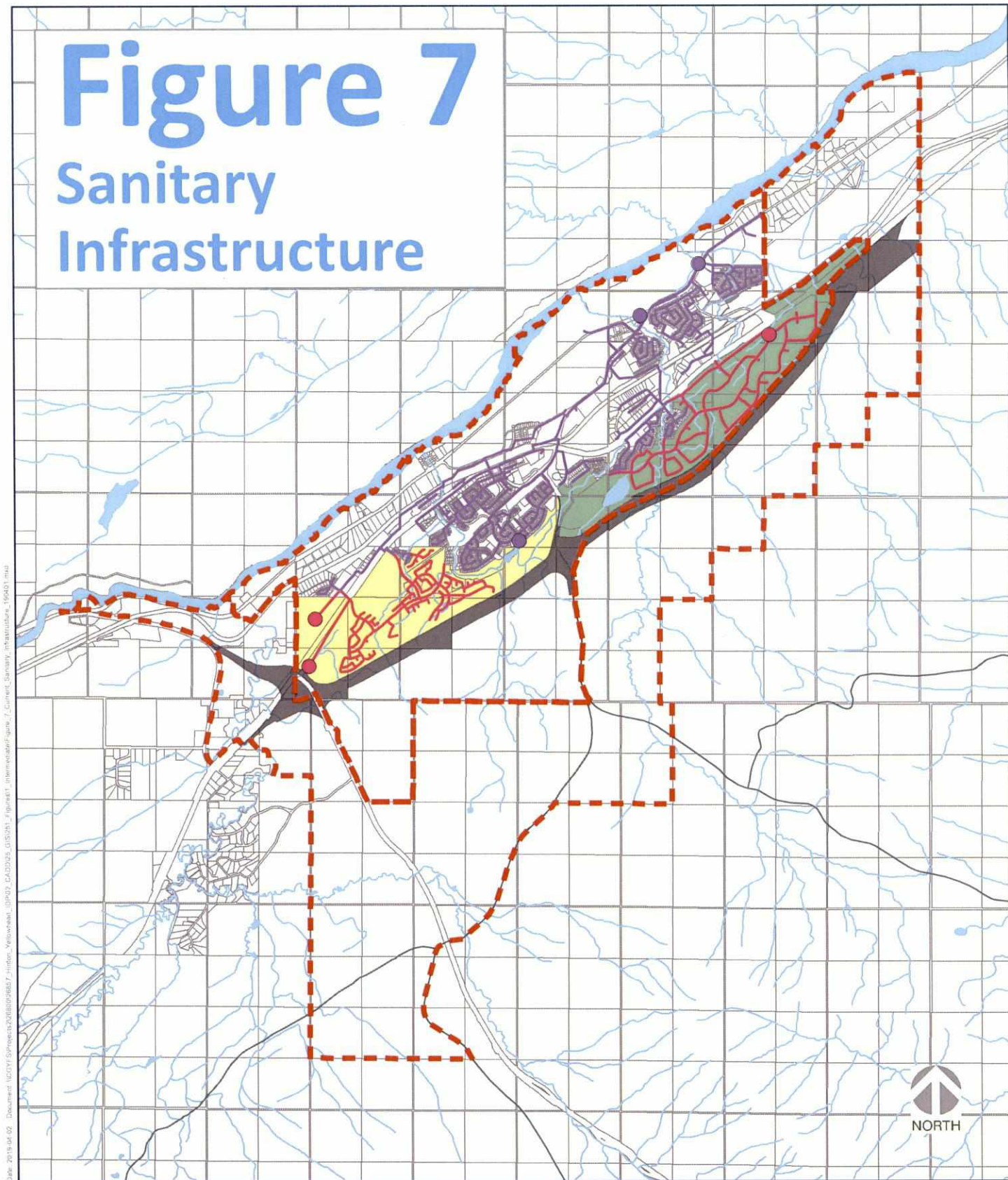
Water Treatment Plant

Proposed Reservoir



# Figure 7

## Sanitary Infrastructure



Date: 2015-04-02 Document: HCCYI (Sprockels2008090827) - Hinton, Yellowhead (IDP02) (200325, 035261) - Interim Sanitary Infrastructure, 199401.mxd

NTS: \_\_\_\_\_

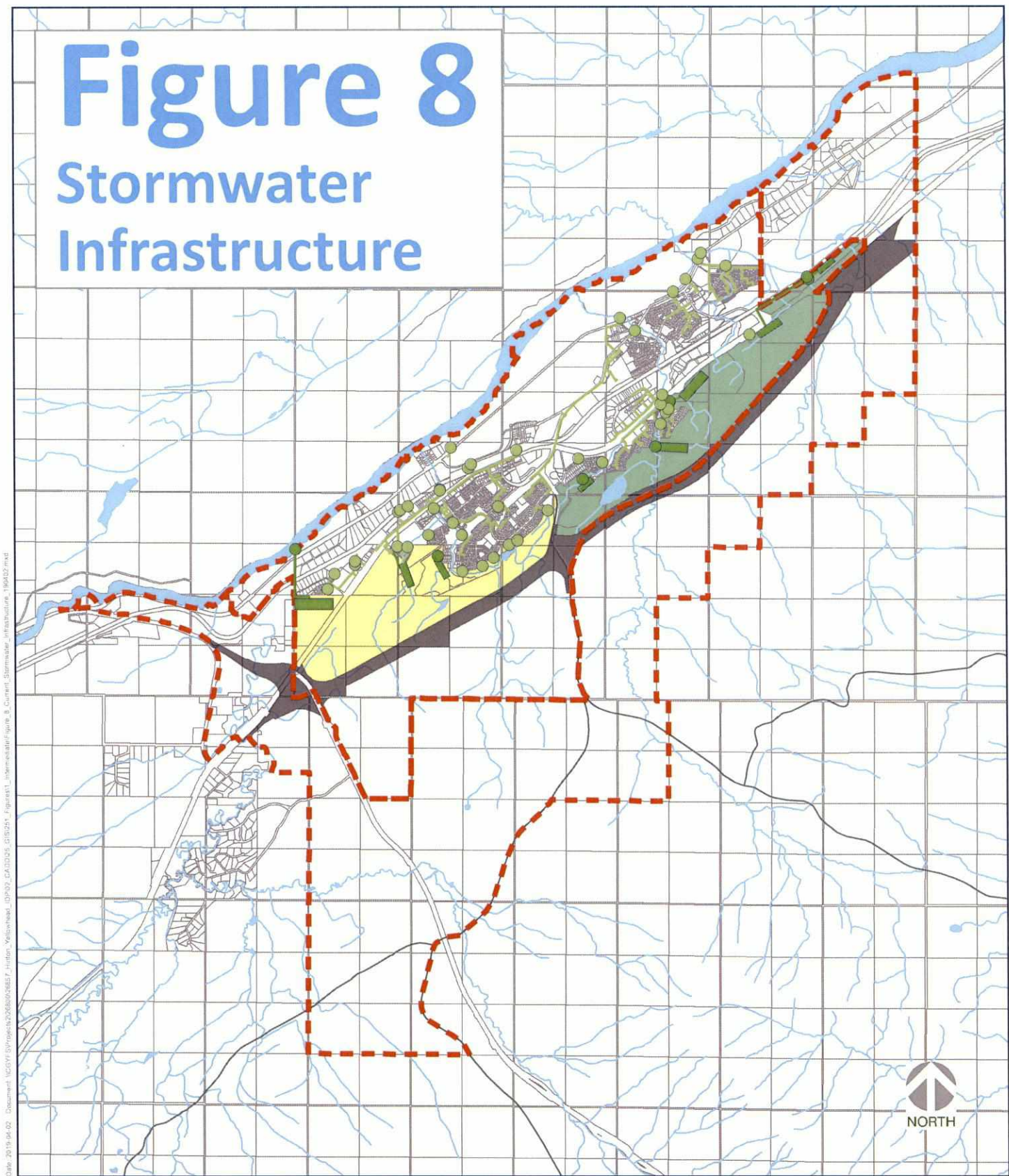


- IDP Boundary
- East ASP
- West ASP
- Waterbody/Watercourse
- Future Highway Bypass
- Existing Sanitary System
- Proposed Sanitary System
- Existing Lift Station
- Proposed Lift Station



# Figure 8

## Stormwater Infrastructure



Date: 2019-06-02 Document: \VC\01\01\Projects\2018\04\08\7\_Hinton\_Yellowhead\_IDP\02\_CAD\025\_010254\_Figures\1\_Stormwater\_Infrastructure\_190402.mxd

NTS: \_\_\_\_\_



- |                       |                       |
|-----------------------|-----------------------|
| IDP Boundary          | Existing Storm System |
| East ASP              | Proposed Storm System |
| West ASP              | Existing Outfall      |
| Waterbody/Watercourse | Proposed Outfall      |
| Future Highway Bypass | Proposed Pond         |



# SECTION THREE

## Implementation

# 3

*This section outlines the framework for enacting Intermunicipal Development Plan policies.*

### 3-1 GENERAL IMPLEMENTATION POLICY

As required by the MGA, the IDP must include provisions relating to its administration and a procedure to be used by one or more of the Municipalities to amend or repeal the plan. While the IDP is intended to be a long-range planning document, regular monitoring, review and periodic amendments to policies are required for it to remain current with changing trends, technologies, and growth within the plan area.

<b>Policy 3.1.1</b>	The IDP shall be adopted via Bylaw by Hinton and Yellowhead County in accordance with the requirements of the MGA.
<b>Policy 3.1.2</b>	In adopting the IDP, it is recognized that each municipality’s jurisdiction is limited to lands within their respective boundaries.
<b>Policy 3.1.3</b>	The Municipalities shall undertake minor reviews of the IDP, when required, with major reviews occurring every five years from the date of adoption.
<b>Policy 3.1.4</b>	An amendment to the IDP may be initiated by: <ul style="list-style-type: none"><li>• The Councils of Hinton or Yellowhead County; or</li><li>• The Hinton and Yellowhead County Intermunicipal Committee.</li></ul>
<b>Policy 3.1.5</b>	Amendments to the IDP shall be adopted by the Municipalities by Bylaw in accordance with the MGA.

### 3-2 INTERMUNICIPAL REFERRAL PROCESS

Referral of statutory plan applications and amendments is essential to maintaining open communications on an ongoing basis. The Municipalities will continue the reciprocal referral of planning proposals, in accordance with the IDP.

<b>Policy 3.2.1</b>	Referrals on new or amended ASPs within the plan area, or within the 400 m plan area boundary, as shown on <b>Figure 1 – Plan Area</b> , shall be made to the adjacent municipality.
<b>Policy 3.2.2</b>	Referrals for land use redesignation, subdivision or development approvals within the plan area are: <ul style="list-style-type: none"><li>• Required when the development is proposed outside of an ASP boundary; or</li><li>• Not required when the development is proposed inside of an ASP boundary.</li></ul>
<b>Policy 3.2.3</b>	Referrals shall be sent by mail or email to the respective Planning Leads of each municipality, with additional information conveyed by email as needed.
<b>Policy 3.2.4</b>	Referrals shall be responded to within 30 business days.
<b>Policy 3.2.5</b>	If either municipality does not reply within – or request an extension to – the specified response period, it will be assumed that the responding municipality has no comment or objection to the referred planning proposal.

### 3-3 INTERMUNICIPAL COMMITTEE

The following policies apply to the Hinton and Yellowhead County Intermunicipal Committee.

<b>Policy 3.3.1</b>	The Hinton and Yellowhead County Intermunicipal Committee shall oversee the IDP and will meet as required.  The Hinton and Yellowhead County Intermunicipal Committee shall consist of: <ul style="list-style-type: none"><li>• The Mayors of Hinton and Yellowhead County;</li><li>• The CAO's of Hinton and Yellowhead County; and</li><li>• The Planning Leads of Hinton and Yellowhead County.</li></ul>
<b>Policy 3.3.2</b>	The Chairmanship of the Committee shall alternate annually between the Mayor of Yellowhead County and the Mayor of Hinton.
<b>Policy 3.3.3</b>	The Committee shall facilitate on-going sharing of information between elected officials and respective Administrations and provide a forum for review and comment on IDP related matters.
<b>Policy 3.3.4</b>	Specific responsibilities of the Committee regarding the IDP may include, but are not necessarily limited to: <ul style="list-style-type: none"><li>• Making recommendations on IDP matters to their respective Councils;</li><li>• Monitoring the implementation of Plan policies;</li><li>• Identifying and making recommendations on joint planning and economic development initiatives to their respective Councils;</li></ul>



	<ul style="list-style-type: none"> <li>• Reviewing any proposed amendments to the IDP and making recommendations to their respective Councils;</li> <li>• Reviewing any referred amendment, proposed area structure plan or significant development and subdivision applications that may have a significant impact on the plan area of the IDP;</li> <li>• Reviewing any proposed applications for annexation and making recommendations to their respective Councils; and</li> <li>• Presenting a united position on issues of mutual concern.</li> </ul>
<b>Policy 3.3.5</b>	Yellowhead County shall be responsible for the administration of the Committee.
<b>Policy 3.3.6</b>	Administrative functions shall include, but not be limited to: <ul style="list-style-type: none"> <li>• Coordinating dates and locations for meetings;</li> <li>• Preparing agendas and other matters as deemed necessary; and</li> <li>• Keeping minutes of the meetings.</li> </ul>
<b>Policy 3.3.7</b>	Committee meetings on particular applications, as identified by the Committee, shall convene after comments have been received as a result of an intermunicipal referral.

**3-4 INTERMUNICIPAL COLLABORATION FRAMEWORK**

Pursuant to the MGA, the Municipalities will endeavour to prepare an Intermunicipal Collaboration Framework (ICF) that builds off of the current Revenue Sharing Agreement.

<b>Policy 3.5.1</b>	The Municipalities shall prepare an ICF.
<b>Policy 3.5.2</b>	The Municipalities acknowledge that services, amenities and infrastructure, provided by each other, serves an audience beyond the IDP limits and that this extended user base may be considered when an expansion of services and cost sharing of services is contemplated per the ICF.
<b>Policy 3.5.3</b>	The Municipalities may establish a cost sharing policy for any service, amenity and infrastructure where mutual benefit exists.

**3-5 DISPUTE RESOLUTION**

Both Municipalities agree it is important to avoid any dispute by ensuring the policies and provisions of the IDP are followed. Should any disagreements regarding the interpretation and application of the provisions within the IDP arise, the Municipalities shall seek a timely resolution in a manner which is respectful of each Municipality’s interests and concerns using the steps as identified. In the event the dispute resolution process is initiated, the Municipality having authority over the matter shall not provide any further approval until the dispute has been resolved or the mediation process has concluded. The Municipalities agree the resolution steps identified shall be completed within sixty (60) calendar days from the date on which the disagreement is identified. The process is designed to maximize opportunities for discussion and review with the goal of resolving any disagreements early in the approval process through the following four stages:

**Step 1 – Administrative Review and Discussion**

Should Hinton or Yellowhead County identify any issue related to proposed plans, bylaws or amendments that may result in a serious disagreement between them, every attempt will be made to discuss the issues at the administrative level with the intent of arriving at a mutually agreeable solution.

**Step 2 – Hinton and Yellowhead County Intermunicipal Committee**

In the event administrative review and discussion are unable to resolve a disagreement, the Hinton and Yellowhead County Intermunicipal Committee shall attempt to resolve the disagreement. Each municipality, through its Administration, must ensure the facts of the issue have been fully investigated and clarified. Administrative meetings may occur at this point to discuss possible solutions.

**Step 3 – Municipal Councils**

Should the Hinton and Yellowhead County Intermunicipal Committee be unable to resolve the disagreement, they shall request a joint meeting of the Councils of the Municipalities who will attempt to resolve the disagreement.

**Step 4 – Alberta Municipal Affairs**

Should the Councils be unable to resolve the disagreement, either municipality may request Alberta Municipal Affairs to commence a mediation process under the Department’s guidance. If the disagreement cannot be resolved by mediation then:

- Any municipality may appeal to the Municipal Government Board under the provisions of Section 690 of the Act if the disagreement pertains to a statutory plan, a land use bylaw or any amendment of either, or
- The results of the mediation report will be binding on each Municipality if no relief under the Municipal Government Board is found.