

Approval Date: April 14, 2020	Policy Number: P-61-74-A
Motion: Motion-20-04-127	
Supersedes: New	
Title: Intermunicipal Development Plan Referrals Policy	

Purpose

The Town has entered into an Intermunicipal Development Plan (IDP) with each adjacent rural municipality. Pursuant to the IDPs, each applicable rural municipality shall refer different types of planning documents to the Town for information and comment. This policy establishes the internal Town processes by which the Town will review and provide feedback to adjacent municipalities on planning and development related referrals.

Related Documents

- Bylaw No. 2046 Intermunicipal Development Plan Northern Sunrise County, Town of Peace River, as amended
- Bylaw No. 2047 Intermunicipal Development Plan County of Northern Lights, Town of Peace River, as amended
- Bylaw No. 2048 Intermunicipal Development Plan M.D. of Peace No. 135, Town of Peace River, as amended

Policy

1. The Town of Peace River has entered into a separate intermunicipal development plan (IDP) with each of the County of Northern Lights, the Municipal District of Peace No. 135 and Northern Sunrise County.
2. The Town benefits from a strong relationship with its neighbours, an awareness of the planning and development initiatives affecting or being undertaken on lands within proximity of its municipal boundary, and a clear and consistent internal process by which to review the referrals.
3. This policy applies to all intermunicipal referrals as outlined within each respective IDP document.

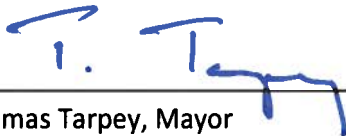
4. The required referrals as established within the IDPs are as follows:
 - 4.1. Municipal development plan (MDP), area structure plans (ASP), area redevelopment plan (ARP), and amendments thereto;
 - 4.2. Outline Plans and Conceptual Schemes;
 - 4.3. Land Use Bylaw amendments, including redesignations;
 - 4.4. Development permit applications for:
 - 4.4.1. Discretionary Uses;
 - 4.4.2. Variances; or
 - 4.4.3. Development within a Direct Control District;
 - 4.5. Applications for subdivision creating more than 5 lots;
 - 4.6. Applications for the disposition of environmental, conservation, municipal and/or school reserves, environmental easements, public utility lots, and road allowances; and
 - 4.7. Development of a recreation plan.
5. These documents are referred to the Town where the plan, bylaw or application is within the IDP plan area of the IDP.
6. The level of review required is dependent on the type of referral provided, as established in Table 8.1.
7. The Review Procedures are:
 - 7.1. The Manager of Planning and Development provides the referrals to Council at a public Council meeting for review and decision with respect to the substance of the response. The Manager of Planning and Development provides a recommended response to Council for consideration.
 - 7.2. The Manager of Planning and Development provides the referrals to Council at a public Council meeting for information. The referral may be provided at a Council meeting after the feedback deadline established by the IDP has expired. The Manager of Planning and Development will indicate to the referring municipality that the Town does not have any concerns.
 - 7.2.1. Notwithstanding the above, the Manager of Planning and Development may recommend to the CAO that the proposal be brought forward to Council decision, if the proposal is deemed to have strategic importance.
 - 7.3. The Manager of Planning and Development provides a recommendation to the Chief Administrative Officer of whether the referral should be brought to Council for decision or information or if it is sufficient for Administration to provide a response. The Manager of Planning and Development provides a recommended response to the Chief Administrative Officer for consideration.
 - 7.4. The Manager of Planning and Development reviews the referral and provides a response to the referring municipality.

8. The level of review required for each type of referral is:

Table 8.1 Referral Procedure by Type of Referral

Type of Referral	Comment Period provided by IDPs (business days)	Review Procedure
Municipal Development Plan, Area Structure Plan, Area Redevelopment Plan	20	7.1
Outline/Conceptual Plan	20	7.3
Land Use Bylaw amendments	20	7.3
Development Permits	10	7.2
Subdivision <5 lots	20	7.3
Disposition of Reserve/Easement	20	7.3
Recreation Plan	Not Specified	7.3

9. The Manager of Planning and Development is responsible for providing feedback to the referring municipality consistent with the direction of Council or the Chief Administrative Officer, as the case may be.



 Thomas Tarpey, Mayor



 Christopher G. Parker, CAO