

**TOWN OF OYEN  
BYLAW NUMBER# 904-23**

**A BYLAW OF THE TOWN OF OYEN, IN THE PROVINCE OF  
ALBERTA, BEING A BYLAW TO ADOPT THE OYEN EAST  
INDUSTRIAL AREA STRUCTURE PLAN**

**WHEREAS** The Council of the Town of Oyen considers it necessary to adopt, in accordance with Section 633 and 636 of the Municipal Government Act, the Oyen East Industrial Area Structure Plan, being Bylaw No. 904-23, and amendment thereto, to specify policy and regulatory direction for the lands within the land on the north edge of the Town of Oyen, as shown on Figure 1 of the ASP document

**AND WHEREAS** The Council of the Town of Oyen considers it necessary to adopt, in accordance with Section 633 and 636 of the Municipal Government Act, the Oyen East Industrial Area Structure Plan, being Bylaw No. 904-23, and amendment thereto, to specify policy and regulatory direction for the lands within the land on the north edge of the Town of Oyen, as shown on Figure 1 of the ASP document.

**AND WHEREAS** The Town has prepared a draft Oyen East Industrial Area Structure Plan (ASP) that will guide and direct future development and infrastructure in the area. The vision for the area is a thriving industrial area that capitalizes on the rail connection

**AND WHEREAS** The Oyen East Industrial Area Structure Plan has been prepared in accordance with the requirements of Part 17 of the Municipal Government Act, as amended from time to time;

**AND WHEREAS** It is deemed desirable and in the best interest of Town of Oyen that an Area Structure Plan be adopted to guide future development and redevelopment;

Notice of the proposed Bylaw and Public Hearing was given pursuant to Section 606(2) of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta;

a Public Hearing into the proposed Bylaw was scheduled for and held on March 14, 2023 commencing at 6:00 p.m. at the Town Council Chambers and virtually via Zoom;

**NOW THEREFORE THE MUNICIPAL CORPORATION OF THE TOWN OF OYEN, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:**

**THAT THE OYEN EAST INDUSTRIAL AREA STRUCTURE PLAN, AS ATTACHED AND FORMING PART OF THIS BYLAW BE ADOPTED.**

Bylaw 611-88, the Buffalo Trail Area Structure plan and any amendments thereto are hereby repealed



Read a first time this 14 day of February, 2023.

  
\_\_\_\_\_  
MAYOR  
  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

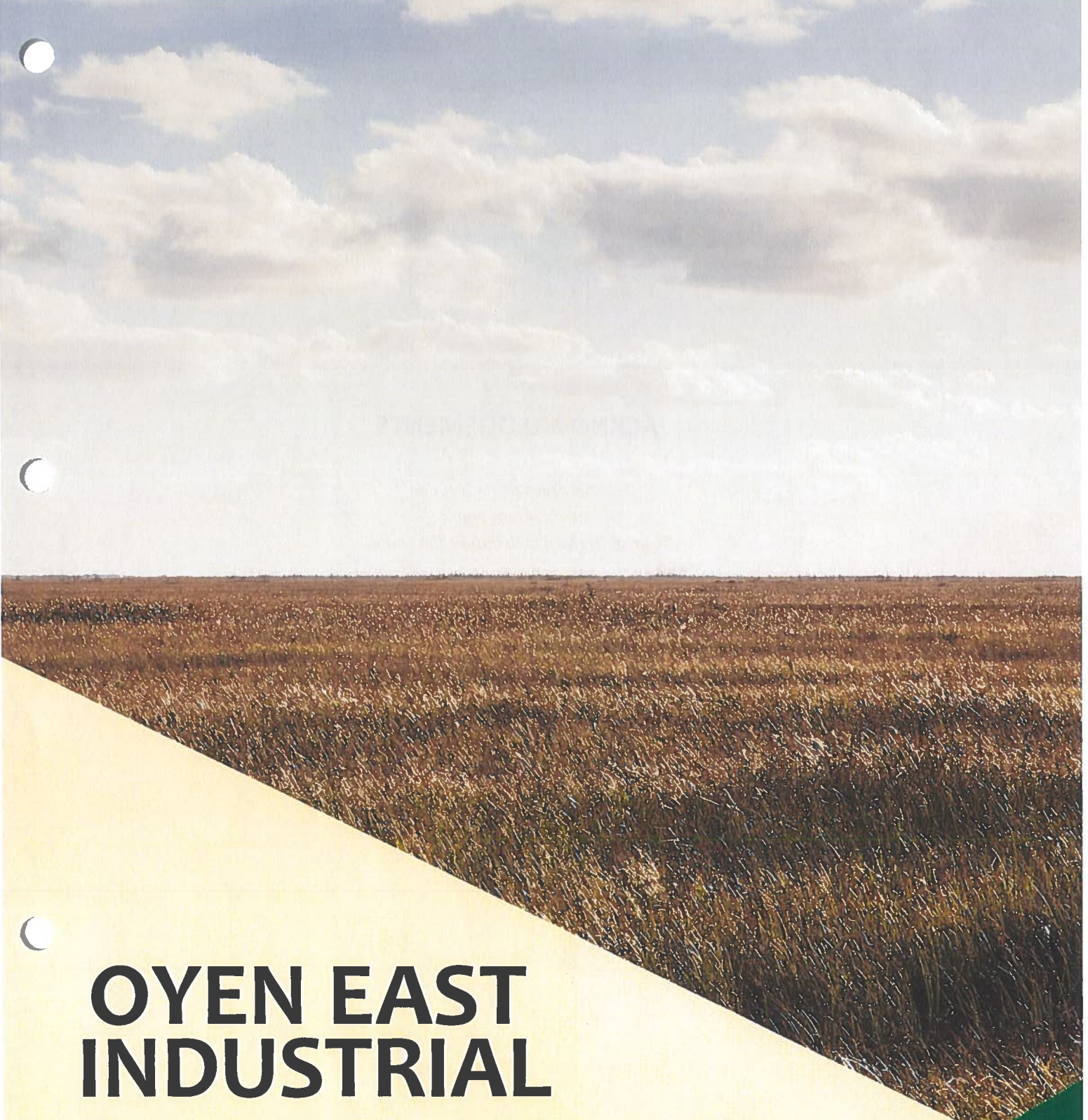
Read a second time this 14 day of March, 2023.

  
\_\_\_\_\_  
MAYOR  
  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

Read a third time and passed this 14 day of March, 2023.

  
\_\_\_\_\_  
MAYOR  
  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER





# OYEN EAST INDUSTRIAL

## AREA STRUCTURE PLAN



Bylaw No. 904-23



## **ACKNOWLEDGEMENTS**

*Special Areas Administration  
Special Areas Board  
Town of Oyen Administration and Council*

**Primary Author:**  
*Palliser Regional Municipal Services*

**Engineering Analysis:**  
*MPE Engineering Inc.*

## **ACKNOWLEDGEMENTS**

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Special Areas Board  
Town of Oyen Administration and Council*

**Primary Author:**  
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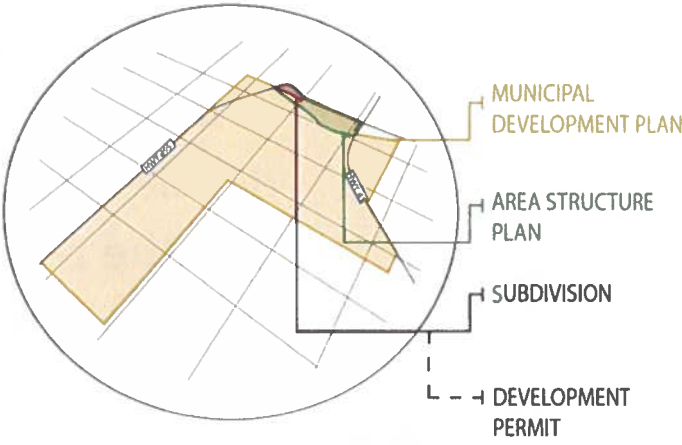
## SUPPORTING REPORTS (under separate cover)

Report	Consultant / Author
Transportation Study	MPE Engineering Inc.
Functional Servicing Report	MPE Engineering Inc.
Storm Water Management	MPE Engineering Inc.



### HOW TO READ THIS DOCUMENT

The purpose of the ASP is to provide the overall vision and broad policy guidance, while leaving the details to subsequent subdivision and development approval processes. An Area Structure Plan (ASP) is intended to be read holistically and jointly with other applicable statutory plans and bylaws within each municipality. As a statutory plan all subdivision and development applications within the Plan Area must comply with this ASP.



- MUNICIPAL DEVELOPMENT PLAN
- AREA STRUCTURE PLAN
- SUBDIVISION
- DEVELOPMENT PERMIT



### INTERACTIVE LINKS

The digital version of this document has interactive links. Readers can click on the Table of Contents sections, sub-sections and figures to jump to the desired section or figure. Similarly, figure references, definitions and acronyms are highlighted in **BOLD GRAY** text in the document and if clicked on will jump the reader to the applicable figure or *Section 7.0 Definitions and Acronyms*.

- MUNICIPAL DEVELOPMENT PLAN**  
Guides overall growth and development in Special Areas Board.
- AREA STRUCTURE PLAN**  
Provides the vision for the physical development of a specific area.
- SUBDIVISION**  
A process to divide an area of land divided into legal lots.
- DEVELOPMENT PERMIT**  
A process to gain approval for a specific development on an area of land.

# ASP VISION

**Oyen East Industrial will become a prosperous development for the Town and the region by creating new economic opportunities and attracting diverse businesses that will thrive on the proximity to major rail and road transportation infrastructure.**

# 1 INTRODUCTION

---

## 1.1 PLAN PURPOSE

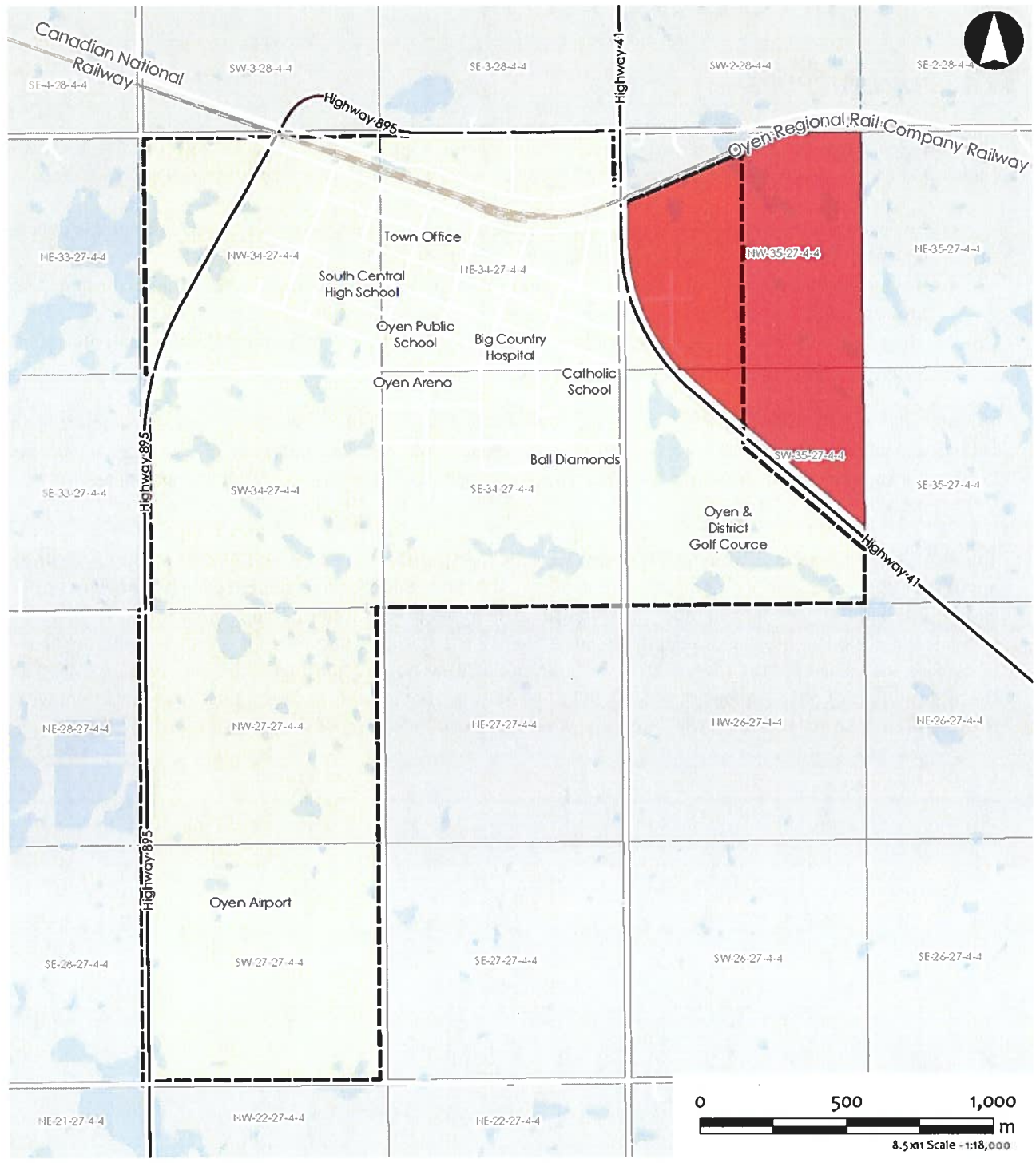
The purpose of the Oyen East Industrial Area Structure Plan (ASP) is to provide a framework for subsequent subdivision and development of the Plan Area. This will be accomplished by meeting the following objectives:

- to ensure that any proposed development or subdivision within the Plan Area is consistent with the policies and objectives of the Special Areas Board and the Town of Oyen;
- to provide a framework to assist in the evaluation of future subdivisions and developments in the Plan Area by describing future land uses, transportation networks and public utility systems; and
- to outline and describe a sequence of development through the identification of development phases in order to allow development to occur in stages.

The ASP will stimulate the future growth of the Town of Oyen and Special Areas Board through commercial and industrial development that will bring prosperity to the region. The Oyen East Industrial ASP provides an excellent location for commercial and industrial uses that utilize and maximize major transportation corridors (see **FIGURE 1 | PLAN LOCATION**).

This ASP is a collaboration between the Town of Oyen and the Special Areas Board. This ASP is a statutory document approved by both the Special Areas Board and the Town of Oyen in this case and adopted by bylaw. An ASP provides citizens, developers, Town staff and Council with a road map when considering applications for land use redesignation, subdivision, and development. Since the ASP is a statutory document, it must align with the higher-level plans, including both the Town of Oyen and the Special Areas Board Municipal Development Plans (MDP) and the Intermunicipal Collaboration Framework (ICF). The ASP does not predict the rate or pace of development within the plan area since market forces will determine when a parcel of land develops.

**FIGURE 1 | PLAN LOCATION**



**Legend**

- Oyen East Industrial ASP Plan Area
- Oyen Town Boundary
- Water Feature
- Railway

**Plan Location**

Oyen East Industrial Area Structure Plan

## 1.2 MUNICIPAL GOVERNMENT ACT

The ***Municipal Government Act (MGA)*** section 633 dictates the basic requirements for an Area Structure Plan. The MGA (current as of August 1, 2022) states the following in section 633:

*“633(1) For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.*

*(2) An area structure plan*

*(a) must describe:*

- (i) the sequence of development proposed for the area,*
- (ii) the land uses proposed for the area, either generally or with respect to specific parts of the area,*
- (iii) the density of population proposed for the area either generally or with respect to specific parts of the area, and*
- (iv) the general location of major transportation routes and public utilities, and*

*(b) may contain any other matters the council considers necessary, including matters relating to reserves, as the council considers necessary.*

## 1.3 INTERPRETATION

The plan policies are written as ‘shall’, ‘should’ or ‘may’ statements. Policy statements utilizing ‘shall’ outline mandatory compliance. ‘Should’ or ‘may’ policy statements outline policies to which compliance is encouraged and recommended. In certain circumstances the ‘should’ or ‘may’ statements may not be practical and therefore the policy provides flexibility to respond to such circumstances.

# 2 PLAN AREA AND SITE ANALYSIS

## 2.1 PLAN AREA DESCRIPTION

The **Plan Area** for the Oyen East Industrial Area Structure Plan as shown on **FIGURE 1** is located on the eastern side of the Town of Oyen, bisected north-south by the Town’s eastern boundary with Special Area No. 3 and consists of approximately 177.17 acres (71.70 hectares). A portion of the Plan Area was included within the previously adopted Buffalo Trail Area Structure Plan (1988). The Plan Area encompasses portions of the Northwest quarter of Section 35, Township 27, Range 4, W4M, and portions of the Southwest quarter of Section 35, Township 27, Range 4, W4M (see **FIGURE 1 | PLAN LOCATION**). The northern boundary follows the curve of the Canadian National Railway tracks, the west to south boundary follows the curve of Highway 41 (Buffalo Trail), and the eastern boundary aligns with Section 35-27-4-4.

## 2.2 SITE ANALYSIS SUMMARY

A site analysis was conducted for the Plan Area to understand the challenges, constraints, and opportunities for future development within the Plan Area. The site analysis methodology included a site visit and desktop analysis of maps and previous reports. No geotechnical or biophysical field work was completed. Individual landowners will be required to undertake this type of field work as part of future subdivision and development applications.

### SITE CONDITIONS AND ENVIRONMENTAL CONSIDERATIONS

The Plan Area is generally flat with a few small rolling elevation changes that may produce intermittent water collection (see **FIGURE 2 | EXISTING CONDITIONS**). There are a few prominent wetlands (intermittent waterbodies or temporary marshes) along the eastern side of the **Plan Area**. Some of these wetlands may contribute to municipal or environmental reserve lands. Drainage generally flows towards the central north portion of the site, with portions draining towards the eastern Highway 41 boundary. The soils within the Plan Area have a CLI classification of 4-5, which indicates land with limited agricultural capabilities. Refer to **Section 4.6** for more detailed Environmental Considerations.



**PHOTO 1: LOOKING SOUTH FROM TOWNSHIP ROAD 280**





**PHOTO 2: LOOKING EAST FROM HIGHWAY 41**

#### **EXISTING DEVELOPMENT**

The **Plan Area** includes an existing 14 lot subdivision on its western boundary, and a subdivided lot with an existing industrial shop on the north portion of the site to be maintained throughout the development of the rest of the site. The existing subdivided portion within the Town of Oyen on the west side of the Plan Area is currently designated as Highway Commercial and Industrial. The remaining lands within the Town of Oyen portion is designated as Urban Reserve while the lands within Special Area No. 3 are currently designated as Agriculture and are utilized as grazing and pasture (see **FIGURE 5 | EXISTING LAND USE DESIGNATIONS**).

#### **ROADS AND RAIL**

The **Plan Area** is bounded by the curve of Highway 41 (Buffalo Trail) from the northwest corner of the site to the southeast corner. The existing development in the subdivided area on the west portion of the Plan Area is accessed from the intersection of Highway 41 and 1st Ave E. There is currently a gravel frontage road running north of this intersection along the subdivided portion of the site. The subdivided area identifies the extension of 1st Ave E into the Plan Area where it meets the north-south 5 St E road alignment. Township Road 280 is an east-west gravel road that runs parallel to the rail tracks approximately 200m from the NW corner of the site and eventually converges to be directly parallel to the rail tracks. The rail tracks are owned by the Oyen Regional Rail Company. The existing subdivided lot on the north portion of the Plan Area is accessed with a crossing over the rail tracks.

#### **SHALLOW UTILITIES**

A low-pressure ATCO natural gas service line is situated within the **Plan Area**. This line enters the site from the north and is located in a north-south direction along the general alignment of 5 St E.

#### **ELECTRICITY**

The existing ATCO Energy overhead lines are located on the west side of the **Plan Area**, running parallel to the 5th St. E corridor. ATCO has indicated that the lines on the poles have three-phase power.

## **WATER**

The Henry Kroeger Regional Water Services Commission which provides service to the Town of Oyen and Special Areas 3, has a line extended into the core of the Town of Oyen. There are existing water pressure mains approaching the Highway 41 and 1<sup>st</sup> Ave E intersection.

## **STORMWATER**

The natural flow through the site trends toward the central north portion of the Plan Area through a few minor low-lying areas. The effects of development on Stormwater management are considered to be minimal as the development of large lot industrial and commercial development should allow for stormwater to be handled on each individual site with natural drainage patterns, gravel lots, and introducing permeable landscaping where necessary. The natural drainage patterns should be recognized at the time of development to ensure grading does not negatively affect existing sites or landowners.

## **WASTEWATER**

The Town of Oyen sewage lagoons are located on the far southwest side of the Town of Oyen. Existing sanitary gravity mains are located across Highway 41 within the Town of Oyen. Currently, there is no desire to service the Oyen East Industrial Park with a municipal sanitary sewer collection system. The Oyen East Industrial Park is proposed to have privately owned sanitary sewer holding tanks and/or septic fields on each lot as required, and will be required to meet the requirements of the current Private Sewage Disposal System Standard of Practice, Alberta Plumbing Code and any Special Areas regulations and policies.







## **OIL AND GAS DEVELOPMENT**

There are no well sites or high-pressure gas pipelines within the plan area that would introduce a constraint to development or adversely affect the operation and safety of the pipeline infrastructure. The closest high-pressure gas pipeline is situated approximately 350m parallel to the northern most portion of the Plan Area.

FIGURE 2 | EXISTING CONDITIONS



Legend

- |  |   |
|--|---|
|  Oyen East ASP Boundary |  Electric Transmission Line    |
|  Town Boundary          |  Natural Gas Transmission Line |
|  Marsh                  |  Low Pressure Gas              |
|  Open Water             |  CN Railway                    |
|  Swamp                  |   |

Existing Conditions

Oyen East Industrial Area Structure Plan

## 2.3 PLAN AREA OWNERSHIP

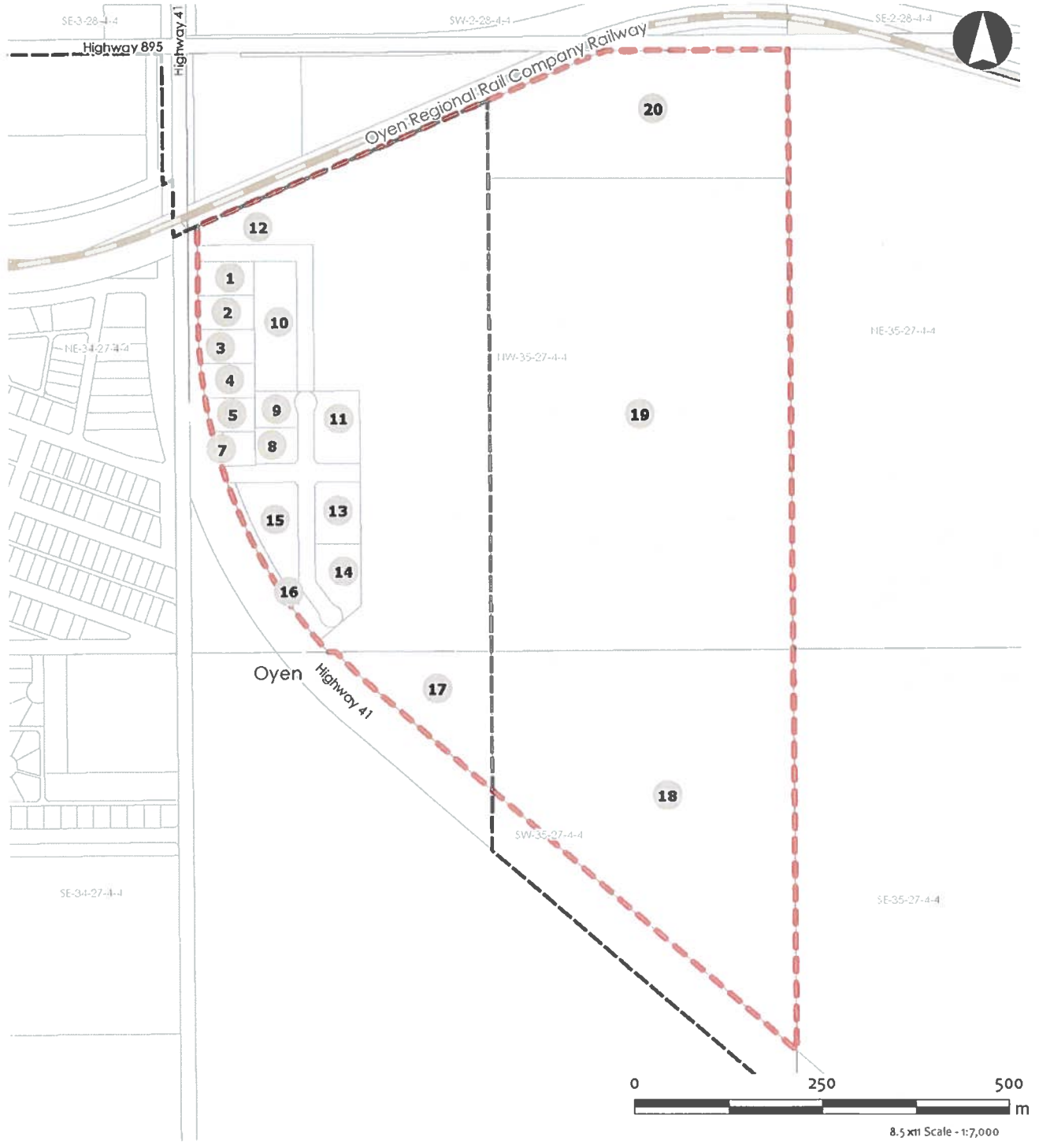
As shown on **FIGURE 3 | PARCELS AND OWNERSHIP**, the **Plan Area** consists of nineteen (19) legal parcels over 2 quarter sections with an area of approximately 172 acres (69 ha) plus a portion of the road right-of-way on the west side of the Plan Area with an additional area of 4.59 acres (1.86 ha). **TABLE 1 | PLAN AREA LAND OWNERSHIP** lists the legal titles, including title number, legal description, land area and owner.

**TABLE 1 | PLAN AREA LAND OWNERSHIP**




Plan Area Legal Descriptions					
Parcel Index #	Title #	Legal Description	Owner (as of September 2021)	Area (Acres)	Area (Hectares)
1	811166219	NW-35-27-4-W4	UNITED FARMERS OF AB CO-OP LTD.	0.86	0.35
2	811166219	NW-35-27-4-W4	UNITED FARMERS OF AB CO-OP LTD.	0.86	0.35
3	001364789	NW-35-27-4-W4	Private individual	0.84	0.34
4	001364789	NW-35-27-4-W4	Private individual	0.80	0.32
5	831001988	NW-35-27-4-W4	CHINOOK APPLIED RESEARCH ASSOCIATION.	0.71	0.29
6	821213364	NW-35-27-4-W4	CHINOOK APPLIED RESEARCH ASSOCIATION.	0.50	0.20
7	831001986	NW-35-27-4-W4	CHINOOK APPLIED RESEARCH ASSOCIATION.	0.09	0.04
8	931015308	NW-35-27-4-W4	CHINOOK APPLIED RESEARCH ASSOCIATION.	0.68	0.27
9	931015308001	NW-35-27-4-W4	CHINOOK APPLIED RESEARCH ASSOCIATION.	0.69	0.28
10	141146378	NW-35-27-4-W4	Private individual	2.47	1.00
11	201085418002	NW-35-27-4-W4	JICA4 HOLDINGS LTD.	1.45	0.59
12	201085418	NW-35-27-4-W4	JICA4 HOLDINGS LTD.	37.48	15.17
13	201085418003	NW-35-27-4-W4	JICA4 HOLDINGS LTD.	1.24	0.50
14	201085418001	NW-35-27-4-W4	JICA4 HOLDINGS LTD.	1.22	0.49
15	061220716	NW-35-27-4-W4	1102233 ALBERTA LTD..	1.92	0.78
16	931015306003	NW-35-27-4-W4	THE TOWN OF OYEN.	0.81	0.33
17	201085418	SW-35-27-4-W4	JICA4 HOLDINGS LTD.	4.93	1.99
18	201085290	SW-35-27-4-W4	JICA4 Holdings Ltd.	36.26	14.67
19	201085290	NW-35-27-4-W4	JICA4 Holdings Ltd.	78.78	31.88
			<b>Total of Titled Lots</b>	<b>172.58</b>	<b>69.84</b>
N/A	N/A	Roads / Non-titled land	N/A	4.59	1.86
			<b>Total Plan Area</b>	<b>177.17</b>	<b>71.70</b>

\*land area calculations from Land Titles may differ slightly from other area calculations used within this document.

**FIGURE 3 | PARCELS AND OWNERSHIP**



**Legend**

-  Oyen East ASP Boundary
-  Town Boundary
-  Parcel Index #

**Parcels and Ownership**  
Oyen East Industrial Area Structure Plan

## 2.4 LAND USE ORDER / LAND USE BYLAW

### Special Areas Board Land Use Order

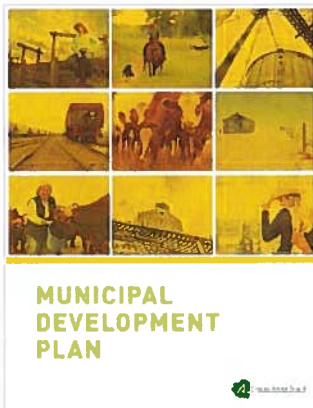
As per the Special Areas Board’s Land Use Order (LUO), the portion of the Plan Area within Special Areas No. 3 is currently designated as Agricultural (A) as shown on **FIGURE 3 | PARCELS AND OWNERSHIP**. The Agricultural District is intended for extensive agricultural use and related land uses, including dwellings. Various commercial and industrial uses are listed as discretionary uses in the Agricultural District. However, given the proximity of the industrial park to the Town of Oyen, the Hamlet Industrial (HI) district may be the most appropriate district within the Land Use Order.

### The Town of Oyen Land Use Bylaw 826-13

As per the Town of Oyen Land Use Bylaw No 826-15, the portion of the Plan Area within the Town of Oyen is currently designated as Urban Reserve District (UR), Industrial District (I), and Highway Commercial (HC) as shown on **FIGURE 5 | EXISTING LAND USE DESIGNATIONS**. The Industrial and Highway Commercial areas are currently subdivided, with some lots having pre-existing development. The remaining Urban Reserve area allows for a limited number of uses.

## 2.5 MUNICIPAL DEVELOPMENT PLANS (MDP)

### Special Areas Board Municipal Development Plan



The Special Areas Board **Municipal Development Plan (MDP)** was adopted in 2020 and guides the overall growth and direction of the Special Areas Board. The MDP includes six key goals, including:

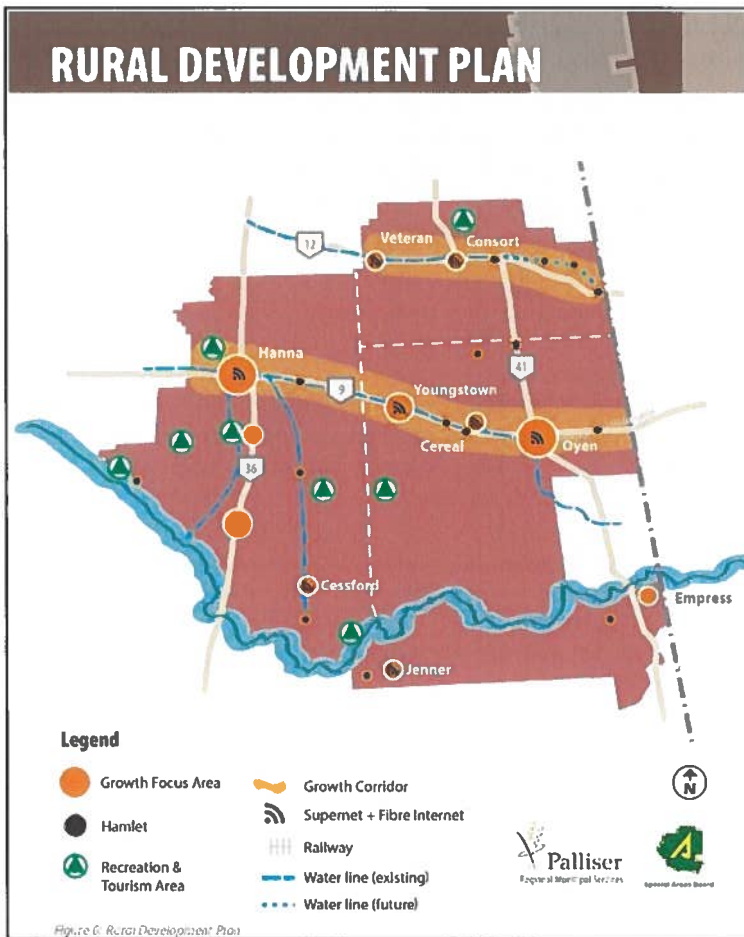
- “grow the local economy,”
- “promote growth & development through smart municipal investment” and
- “create and maintain a sustainable tax base.”

Currently, the majority of tax revenue (65%) comes from non-residential linear assessment made up of oil & gas pipelines. It is anticipated that provincial economic and policy changes to linear assessment will affect revenue from this stream, pushing the Special Areas Board to explore other areas of tax revenue to maintain the current level of services.

The Special Areas Board has identified growth priorities within the MDP. The focus of growth in these areas should be adjacent to existing services such as water lines and road infrastructure, support growth in urban centers, encourage rural economic development and diversification, and support rail and rail-related development.

The **Plan Area** is within an identified growth focus along the Highway 9 corridor as specified in Figure 6 of the MDP. Policy 7.1.1 states that the Board should prioritize infrastructure and economic investment within the Growth Corridors and Growth Focus Areas. Policy 7.1.2 states the Board encourages economic diversification throughout the region where businesses will be supported by adequate infrastructure and transportation networks. Finally, Policy 7.1.3 states that the Board will continue to foster partnerships with other municipalities, governmental agencies, and private industry to promote the economic opportunities available in the region. The MDP also outlines important environmental policy to preserve the ecological integrity of the surrounding landscape and ecological features of the region.

The vision and goals of the Oyen East Industrial ASP align with the priorities of the Special Areas Board MDP.



**FIGURE 4 | SPECIAL AREAS BOARD MDP - RURAL DEVELOPMENT PLAN**

**The Town of Oyen Municipal Development Plan**

The Town of Oyen **Municipal Development Plan (MDP)** (Bylaw No. 825-13) was adopted in 2013 and guides the overall growth and direction of the Town. The Town is a service centre for the surrounding rural population, served by north-south Highway 41, east-west Highway 9, a bus line, and small airport. The development pattern is based on a traditional grid street pattern and is highly influenced by the railway corridor with streets and avenues running parallel and perpendicular to the railway tracks.

Oyen’s primary industries are agricultural services such as mixed grain farming, and livestock, as well as oil and gas extraction. There are two key industrial areas, firstly along Railway Avenue, and secondly within the existing subdivision within the Plan Area. There is a shortage of serviced land for industrial use, and diversified industry is being promoted to increase population growth. The MDP anticipates population growth to average 0.5% annually. Current water and sewage servicing are considered sufficient to accommodate the Town’s projected growth.

## 2.6 INTERMUNICIPAL COLLABORATION FRAMEWORK

The **Intermunicipal Collaboration Framework (ICF)** between the Town of Oyen and Special Areas Board, provides a means of exploring opportunities and developing common solutions or responses to service delivery gaps or challenges that affect the region. There is no **Intermunicipal Development Plan** needed between the Town of Oyen and Special Areas Board. The ICF encourages communication at all levels of the respective municipal organizations to ensure opportunities are recognized and explored to their fullest potential. The core principles of the Framework are focused on a sharing vision and priorities, enhanced communication, embracing differences to develop a more robust region, transparency, regional success with local autonomy, development of a collective vision for the future, identifying opportunities for future collaborative efforts, in the provision of cooperative rather than competitive services.

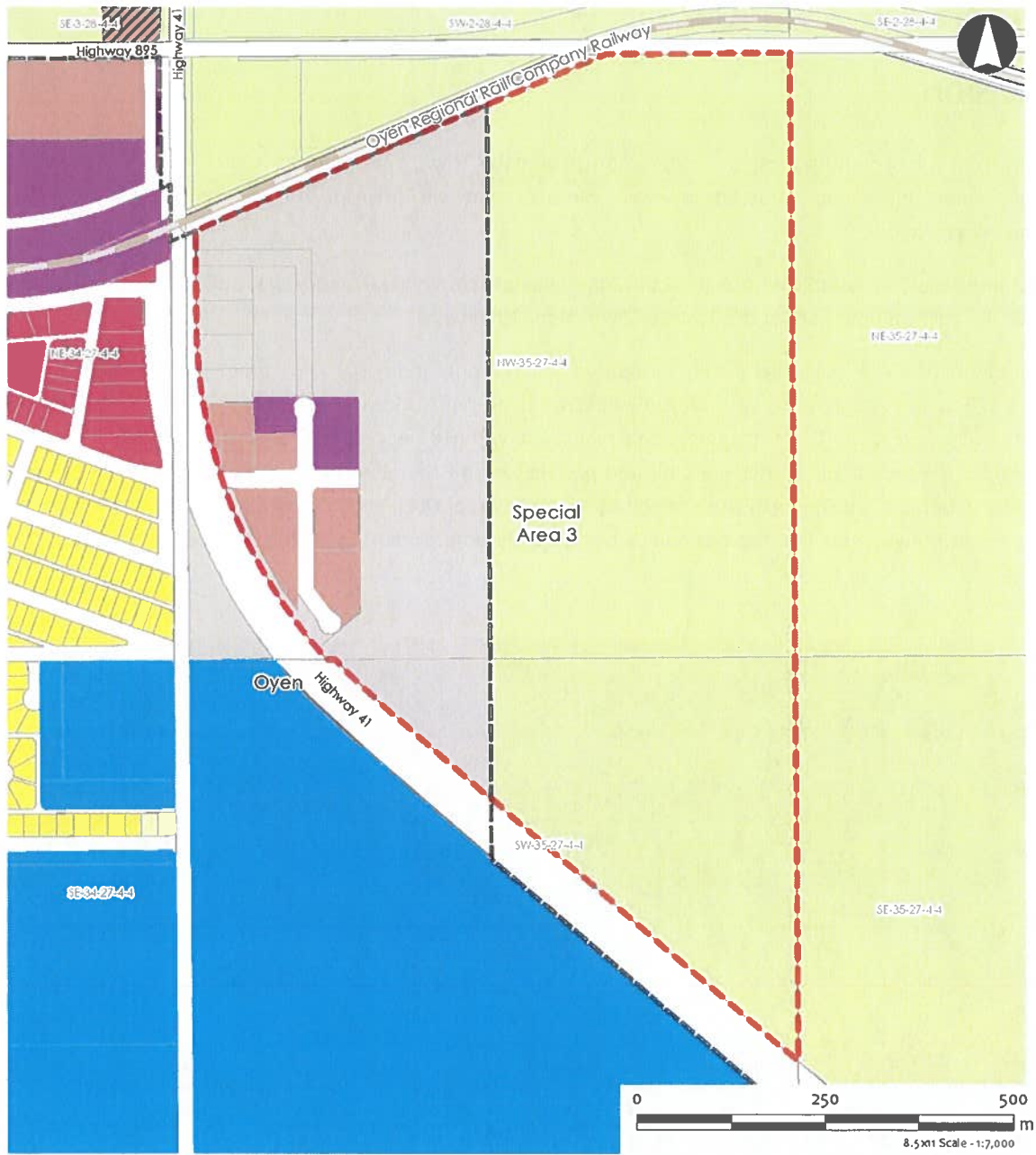
The ICF acknowledges the history of the Town of Oyen and Special Areas Board working together to provide enhanced municipal services to their residents. Transportation, Water and Wastewater, and Solid Waste Management are provided independently by both municipalities. Of note, both municipalities are part of the Henry Kroeger Regional Water Services Commission and the Big Country Waste Management Commission.

As per the ICF, the Intermunicipal Collaboration Committee must meet within 90 calendar days of the reception of written notice of a new project, unless both the CAO and Chair agree otherwise.

As the Oyen East Industrial ASP borders the Town of Oyen and Special Area No. 3, it provides an opportunity for enhanced collaboration between the Town of Oyen and Special Areas Board.



FIGURE 5 | EXISTING LAND USE DESIGNATIONS



Legend

- |                             |                         |                              |
|-----------------------------|-------------------------|------------------------------|
| Oyen East ASP Boundary      | Manufactured Home       | Highway Commercial           |
| Town Boundary               | Community Service       | Urban Reserve                |
| Oyen Land Use Bylaw         | Industrial              | Special Areas Land Use Order |
| Single Detached Residential | Central Commercial      | Agriculture                  |
| General Residential         | Commercial Transitional | Highway Commercial           |

Existing Land Use Policy

Oyen East Industrial Area Structure Plan

# 3 VISION

## 3.1 ASP VISION

Oyen East Industrial will become a prosperous development for the Town, Special Areas Board, and the region by creating new economic opportunities and attracting diverse businesses that will thrive on the proximity to major rail and road transportation infrastructure.

The Oyen East Industrial ASP vision supports an active industrial and commercial centre that utilizes the railway connectivity and maximizes the eastern boundary of the Town of Oyen along Highway 41.

The Oyen East Industrial ASP envisions a fully integrated, multi-modal industrial and commercial development covering approximately 173 acres (70 hectares) with multiple internal Oyen rail tracks accessing the mainline track. The Oyen East Industrial ASP also has excellent road transportation connectivity with Highway 41 and Alberta’s high-load corridor, allowing for transportation of heavy loads to Alberta’s oil and gas sector and the USA. Existing and future businesses and their employees will also benefit from being in close proximity to the Town of Oyen and its many amenities. Employees that live in Oyen are only minutes away from their homes and can access their employment by driving, cycling, or walking.



**PHOTO 3: RAIL TRACKS LOOKING EAST FROM TOWNSHIP ROAD 280**

## 3.2 ASP GOALS

The following ASP goals were identified during the formation of the Plan:

1

Create the foundation for prosperous industrial and commercial economic opportunities in all aspects of community design, including lot design, transportation network, environmental considerations, and servicing.

2

Provide clear direction and expectations to future developers in the Plan Area.

3

Comply with all legislative requirements and align with other higher-level statutory plans.

4

Enable industrial businesses to co-exist and minimize negative impacts with adjacent agricultural and non-industrial land uses.

5

Outline logical servicing strategies and development phasing.

6

Ensure environmental sensitivity to wetlands and wildlife habitat through development buffers and/or other mitigations.

7

Consider the proper integration of existing and new rail lines as an incentive to attract rail dependent business.

8

Create a collaborative process between the Town of Oyen, Special Areas Board, Palliser Regional Municipal Services, Town citizens, landowners, and businesses, to build on-going support as the area builds out.

# 4 LAND USE POLICY

## 4.1 ASP DEVELOPMENT STRATEGY

The Oyen East Industrial ASP will be completed in **three** phases (subject to change at the time of development), resulting in a mix of industrial and commercial uses. Development is anticipated to begin along the Highway 41 corridor in order to utilize the highway frontage. Each lot is accessible via the internal roadway network to be built, with a frontage road on Highway 41 for the southern lots. Lot 1, which has a pre-existing shop, will retain an existing access off Township Road 280. Industrial lots are anticipated to range in size from approximately 11 to 18 acres. Commercial lots will be smaller in size, with the possibility for Lot 11 to be subdivided into smaller portions depending on demand. Final lot size and configuration will be determined at the subdivision stage. Refer to **Table 2: Development Statistics** and **FIGURE 6 | Development Concept**.

## 4.2 DEVELOPMENT STATISTICS

The Oyen East ASP will yield approximately 115.3 acres (46.7 hectares) of developable industrial and commercial land.

**TABLE 2: DEVELOPMENT STATISTICS**

Land Use	Phase	Area (acres)	Area (ha)	% of ASP
<b>Industrial Lots</b>				
<i>Lot 1 – Industrial</i>	1	12.9	5.2	7.3%
<i>Lot 2 – Environmental Reserve</i>	1	13.8	5.6	7.8%
<i>Lot 3 – Industrial</i>	2	11.4	4.6	6.5%
<i>Lot 4 – Industrial</i>	2	11.4	4.6	6.5%
<i>Lot 5 – Industrial</i>	2	16.8	6.8	9.6%
<i>Lot 6 – Flex Highway Commercial / Industrial</i>	1	17.8	7.2	10.0%
<i>Lot 7 – Flex Highway Commercial / Industrial</i>	1	13.2	5.32	7.4%
<i>Lot 8 – Highway Commercial</i>	1	3.6	1.5	2.0%
<i>Lot 9 – Flex Highway Commercial / Industrial</i>	1	5.7	2.3	3.2%
<i>Lot 10 – Flex Highway Commercial / Industrial</i>	1	3	1.2	1.7%
<i>Lot 11 – Flex Highway Commercial / Industrial</i>	3	19.2	7.8	10.8%
<i>Lot 12 – Environmental Reserve</i>	1	1.8	0.7	1.0%
<b>Total - Proposed Lots (12)</b>		<b>130.9</b>	<b>53.0</b>	<b>74.1%</b>
<b>Existing Lots</b>		15.1	12.9	8.5%
<b>Existing Wetlands</b>		3.4	13.8	1.9%
<b>Future Rail Right-of-Ways</b>		8.0	11.4	4.5%
<b>Total Existing Features &amp; Future Rail ROWs</b>				<b>14.9%</b>
<b>Roads / Right-of-ways</b>				
<i>Existing Roads/ROWs</i>		2.8	1.86	1.4%
<i>Future Roads/ROWs</i>		17.1	6.9	9.6%
<b>Roads / Right-of-ways Total</b>		<b>19.8</b>	<b>8.0</b>	<b>11.0%</b>
<b>Grand Total – All land uses</b>		<b>177.2</b>	<b>71.70</b>	<b>100%</b>

**FIGURE 6 | DEVELOPMENT CONCEPT**



- Legend**
- Oyen East ASP Boundary
  - Town Boundary
  - Highway Commercial
  - Industrial
  - Flex (Hwy-C/Ind)
  - Environmental Reserve
  - Future Rail ROW
  - Future Road
  - Marsh
  - Open Water
  - Swamp
  - Future Rail Spur Lines
  - Lot Access

**Development Concept**  
 Oyen East Industrial  
 Area Structure Plan

## 4.3 INDUSTRIAL LAND USE

A significant portion of the ASP lands are intended for a variety of industrial land uses, which benefit from a location in close proximity to the heavily utilized Highway 41 and the Oyen Regional Rail Company tracks. Industrial land use will be situated in both the Town of Oyen and Special Areas No. 3.

### General Policies:

- Policy 4.3.1** Future subdivision of lots shall be guided by **FIGURE 6 | Development Concept** with exact lot lines and lot configurations to be determined at the time of subdivision. Lots may be subdivided (or consolidated) in the future to suit new tenants or operations as needed.
- Policy 4.3.2** Guided by **FIGURE 6 | Development Concept** the Oyen East Industrial ASP industrial lots are intended to be medium to large in size, generally ranging from 10 to 20 acres with larger lots also acceptable.
- Policy 4.3.3** Appropriate land uses in the Plan Area will include a broad spectrum of industrial uses. Residential uses are not permitted.
- Policy 4.3.4** Individual industrial sites and developments should be planned in a way that minimizes impacts to adjacent industrial properties and creates a cohesive overall development pattern in the industrial park. Individual developments should address the following when site planning:
- strategic location of buildings farther from neighbouring properties;
  - use of landscaping (trees, shrubs, berms) and fencing/noise attenuation walls to create buffers between properties and land uses;
  - preservation of existing natural features (wetlands, trees, shrubs, wildlife habitat);
  - strategic placement of parking areas to create a buffer/separation between buildings and sites; and
  - alignment of driveway access points with adjacent parcels.
- Policy 4.3.5** Development applications for a heavy industrial land use proposed in the ASP shall be referred to Special Areas Board and Town of Oyen Fire Services for comment prior to approval. Where additional firefighting capacity is required for the proposed development, the individual site owner/operator applying for the development shall either provide additional capacity on-site or enter into an agreement with Special Areas Board or the Town to ensure sufficient firefighting capacity exists.
- Policy 4.3.6** Heavy industrial land uses proposed that pose a potential off-site risk to life and/or property (e.g. chemical/fertilizer plants or heavy manufacturing operations) **may be required** to provide a Hazard Risk Assessment as part of any development permit or subdivision application. The operator/owner shall communicate regularly with Special Areas Board, including notification of any incidents or if the risk level at the site changes.
- Policy 4.3.7** Industrial land uses that pose a potential off-site risk to life and/or property (e.g. chemical/fertilizer plants or heavy manufacturing operations) **shall** provide a copy of their Emergency Management Plan as part of any development permit or subdivision application. The operator/owner shall communicate regularly with Special Areas Board and the Town of Oyen, including notification of any incidents or if the risk level at the site changes.

## 4.4 HIGHWAY COMMERCIAL LAND USE

The western portion of the ASP lands are intended for Highway Commercial (HWY-C), which benefit from adjacency to a major arterial road or highway to serve the commercial needs of the Town and surrounding area. Highway 41. According to Alberta Transportation, the section of Highway 41 running adjacent to the site saw an Annual Average Daily Traffic count of 840 vehicles in 2021.

- Policy 4.4.1** Future subdivision of lots shall be guided by **FIGURE 6 | Development Concept** with exact lot lines and lot configurations to be determined at the time of subdivision. Lots may be subdivided (or consolidated) in the future to suit new tenants or operations as needed.
- Policy 4.4.2** Recognizing the highway commercial area will form part of the entrance to the Town, it shall be developed so that it creates a positive visual appearance through the use of landscaping, attractive signage, and architectural features
- Policy 4.4.3** Appropriate land uses in the **Plan Area** will include a broad spectrum of **commercial uses** as outlined in the Land Use Bylaw. **Residential uses** are not permitted. Any existing **residential uses** must comply with relevant regulations within the applicable Land Use Bylaw.

## 4.5 INTERFACE AREAS

It is important to plan for how industrial development of the ASP will interact with the adjacent agricultural uses. The Plan Area falls within and is surrounded on the side by public community pasture lands that are managed by Special Areas Board. Design sensitivity to adjacent agricultural land is important to ensure any impacts are minimized to grazing livestock or other agricultural-related operations.

- Policy 4.5.1** Industrial development applications located adjacent to agricultural land uses should submit details on how the application will minimize impacts on adjacent agricultural operations. This should be in the form of text and illustrations (e.g. detailed site plan).
- Policy 4.5.2** Transitional space between uses should be achieved by providing appropriate setbacks between agricultural uses and industrial development.
- Policy 4.5.3** High-quality landscaping (e.g., trees, berms, storm ponds, or shrubs) should be located within the setback areas of an industrial property.

## 4.6 NATURAL ENVIRONMENT

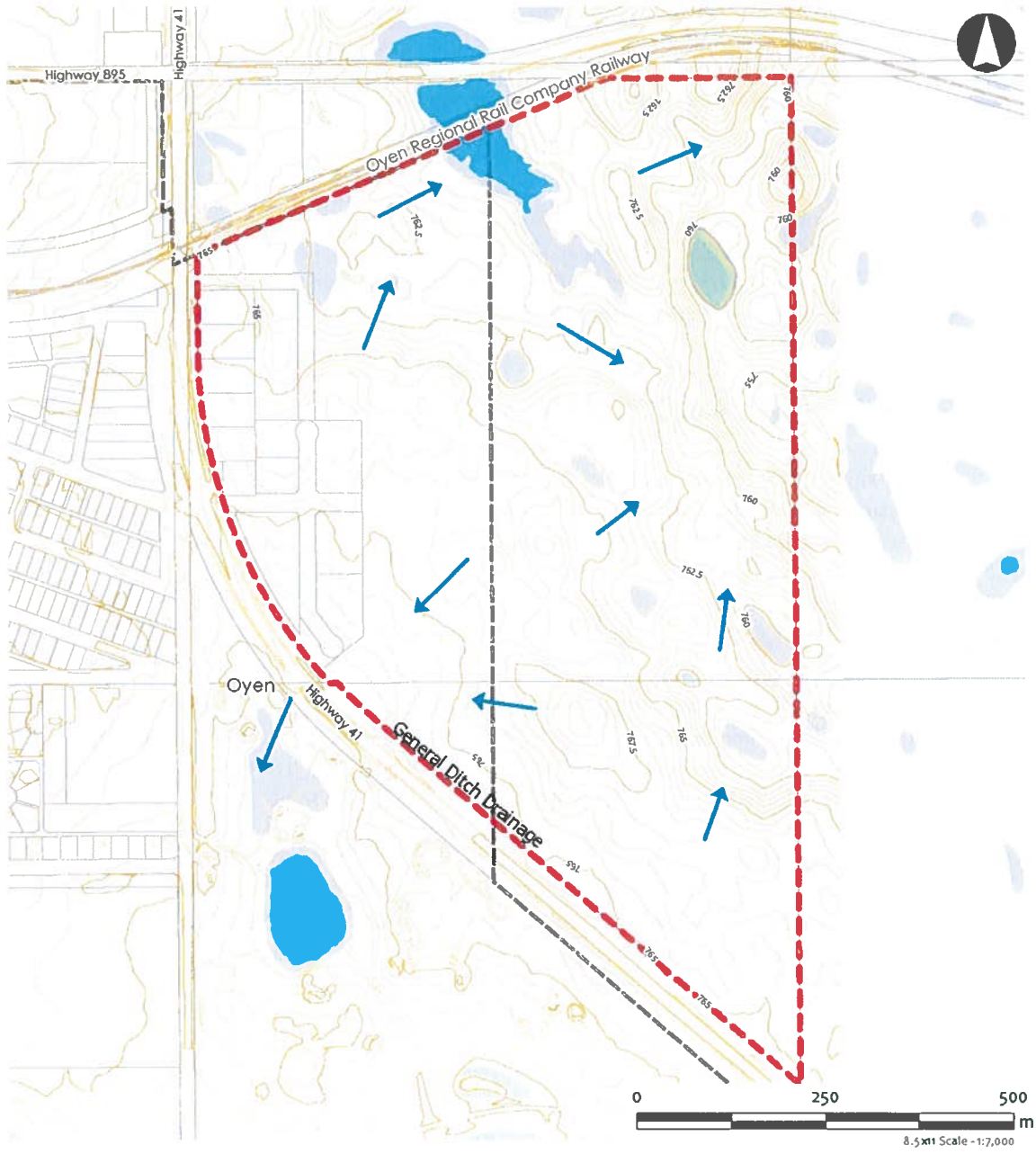
The Plan Area has numerous wetlands and environmental features. These features should be incorporated into any future development or compensated through provincial approvals. Future developers are legally obligated to ensure compliance with all provincial legislation pertaining to wetlands, wildlife, and other environmental features.

- Policy 4.6.1** All lands that qualify as environmental reserve should be dedicated as environmental reserve or environmental reserve easement through the subdivision process, as per the *Municipal Government Act*.
- Policy 4.6.2** All subdivision and development applications that may impact a wetland shall provide proof to the subdivision authority or development authority, whichever is applicable, of compliance with the *Alberta Water Act* and *Alberta Wetland Policy*.
- Policy 4.6.3** If a wetland is identified on a proposed development site, the applicant shall use the provincial system to determine wetland classification, relative wetland value and work with the province to complete the process for protection, replacement or compensation as dictated by the *Alberta Water Act* and *Alberta Wetland Policy*.

- Policy 4.6.4** All developments shall comply with all applicable federal and provincial policies related to the natural environment.
- Policy 4.6.5** Developers, both individual site operators/owners and the overall developer of the **Plan Area**, shall be required during the construction stages (including site clearing, stripping, and grading) to minimize erosion and silt depositing into existing watercourses and drainage systems. An Erosion and Sediment Control Plan shall be submitted to the municipality at the time of construction.
- Policy 4.6.6** Individual site owners/operators in the **Plan Area** are encouraged to implement the recycling of by-products, water conservation, and the use of alternative energy resources.
- Policy 4.6.7** Developers, both individual site operators/owners and the overall developer of the **Plan Area**, should contact Alberta Environment and Parks prior to development to ensure compliance with all legislation pertaining to environmental sites identified in the **Plan Area**.



**FIGURE 7 | ENVIRONMENTAL CONDITIONS**



**Legend**

- Oyen East ASP Boundary
- Town Boundary
- Marsh
- Open Water
- Swamp
- Contours
- 2.5m Contour
- General Drainage Direction

**Environmental Conditions**

Oyen East Industrial Area Structure Plan

## 4.7 RESERVES

- Policy 4.7.1** Reserves will be determined at the time of subdivision in accordance with the Municipal Government Act (MGA) and Municipal Development Plan (MDP).
- Policy 4.7.2** Cash-in-lieu of reserve land is the preferred method of reserve payment for the Plan Area.
- Policy 4.7.3** Deferment of municipal reserve is strongly discouraged.
- Policy 4.7.4** If municipal reserve is provided as reserve land, the amount, type, location, and shape of reserve land shall be suitable for public use and readily accessible to the public and shall comply with any applicable policies in the Special Areas Board Municipal Development Plan, Intermunicipal Development Plan or any other relevant municipal plans or strategies (e.g. Parks / Recreation / Open Space Master Plan).

## 4.8 AREAS OF ENVIRONMENTAL CONCERN

- Policy 4.8.1** Prior to subdivision or development all developments should undertake a Phase 1 Environmental Site Assessment (ESA) to identify any areas of potential environmental concern. Recommendations within a Phase 1 ESA should be followed, including where a Phase 2 ESA is recommended.

## 4.9 OTHER STATUTORY PLANS

In accordance with the Municipal Government Act (MGA), Intermunicipal Development Plans (IDPs) are the highest-level statutory plan in a municipality and take precedence over all other statutory plans. Municipal Development Plans (MDPs) are the second highest statutory plan in a municipality. Area Structure Plans are typically the third highest statutory plan and thus must comply with any adopted IDP and the municipality's MDP.

- Policy 4.9.1** The policies of this Area Structure Plan must be consistent with the Town's Municipal Development Plan, the Special Areas Board Municipal Development Plan and any adopted and applicable Intermunicipal Development Plan. Where there is a conflict between the policies of this ASP and a higher-level statutory plan the higher-level plan (MDP or IDP) will take precedence over this ASP.
- Policy 4.9.2** The Buffalo Trail Area Structure Plan should be rescinded concurrently with the adoption of this ASP.

# 5 INFRASTRUCTURE POLICY

## 5.1 WATER SERVICING

The Town receives its potable water supply via a pipeline from the Henry Kroeger Regional Water Services Commission (HKRWSC). The raw water originates from the Red Deer River where it is treated by the HKRWSC in the Town of Hanna and delivered via pipeline to the Town of Oyen. The pipeline feeds into two potable water storage reservoirs, one above ground and one below ground. The water is pumped from the reservoirs to the Town's distribution system.

The **Plan Area** is to be serviced with municipal potable water by extending the Town's water mains from the existing distribution system as shown in **FIGURE 8 | Water Servicing**. The proposed connection to the existing distribution system is on the west side of Highway 41 at the intersection of 4 Street E and 1 Avenue E. In 2020, a 250 mm diameter stub was installed for the proposed connection to service the future east side development. There is an existing 100 mm water line that crosses to the east side of Highway 41; however, a 100 mm water line is not suitable to provide adequate fire flows and may not be adequately sized to supply a sufficient amount of water or pressure to the proposed development.

The Town of Oyen has a target fire flow of 9,000 L/min to 10,000 L/min (150 L/s to 167 L/s) for industrial and commercial developments. To achieve the target 10,000 L/min fire flow for the Oyen East Industrial Park development, the minimum water main loop size should be 200 mm in diameter with the 250 mm diameter water main supplying the loop.

The Fire Underwriters Survey (FUS) "Water Supply for Public Fire Protection - A Guide to Recommended Practice in Canada, 2020" is the generally accepted guideline for municipalities that wish to provide municipal fire flows. According to the FUS, the maximum spacing of fire hydrants is 135 m for the desired 10,000 L/min fire target fire flow. However, for this development, 180 m spacing is proposed due to the low-density lot spacing.

The serviceable area of a water distribution system should provide a minimum pressure of 40 psi anywhere in the system at peak-hour demand flows. The developable area is generally flat, ranging in elevation between 754 m and 766 m. The pump station is at approximately 766 m elevation, therefore, there should be no issues providing water pressure in the proposed developable areas using the minimum main size of 200 mm in diameter.

The Oyen East Industrial ASP water servicing concept is shown in **FIGURE 8 | Water Servicing**.

### General Water Policy

- Policy 5.1.1** Piped municipal water servicing shall be required for all new developments in the **Plan Area** as shown on **FIGURE 8 | Water Servicing**.
- Policy 5.1.2** Notwithstanding Policy 5.1.1 above, interim on-site water servicing solutions may be permitted by the subdivision or development authority under the following conditions:
- Piped water servicing is not yet available at the property line;
  - The development authority or subdivision authority has determined the proposed development is a low to moderate water user;
  - The developer shall enter into a Deferred Servicing Agreement to be placed on title specifying the legal parcel connect to piped water servicing either when it is available at the property line or at the time of future subdivision or development; and

d) The proposed on-site water servicing solution complies with the Safety Codes Act.

**Policy 5.1.3** Any new land development shall have water main sizes designed by a professional engineer to accommodate fire flows of at least 150 L/s at Max Day Demands at each hydrant while maintaining 150 kPa pressure in the system.

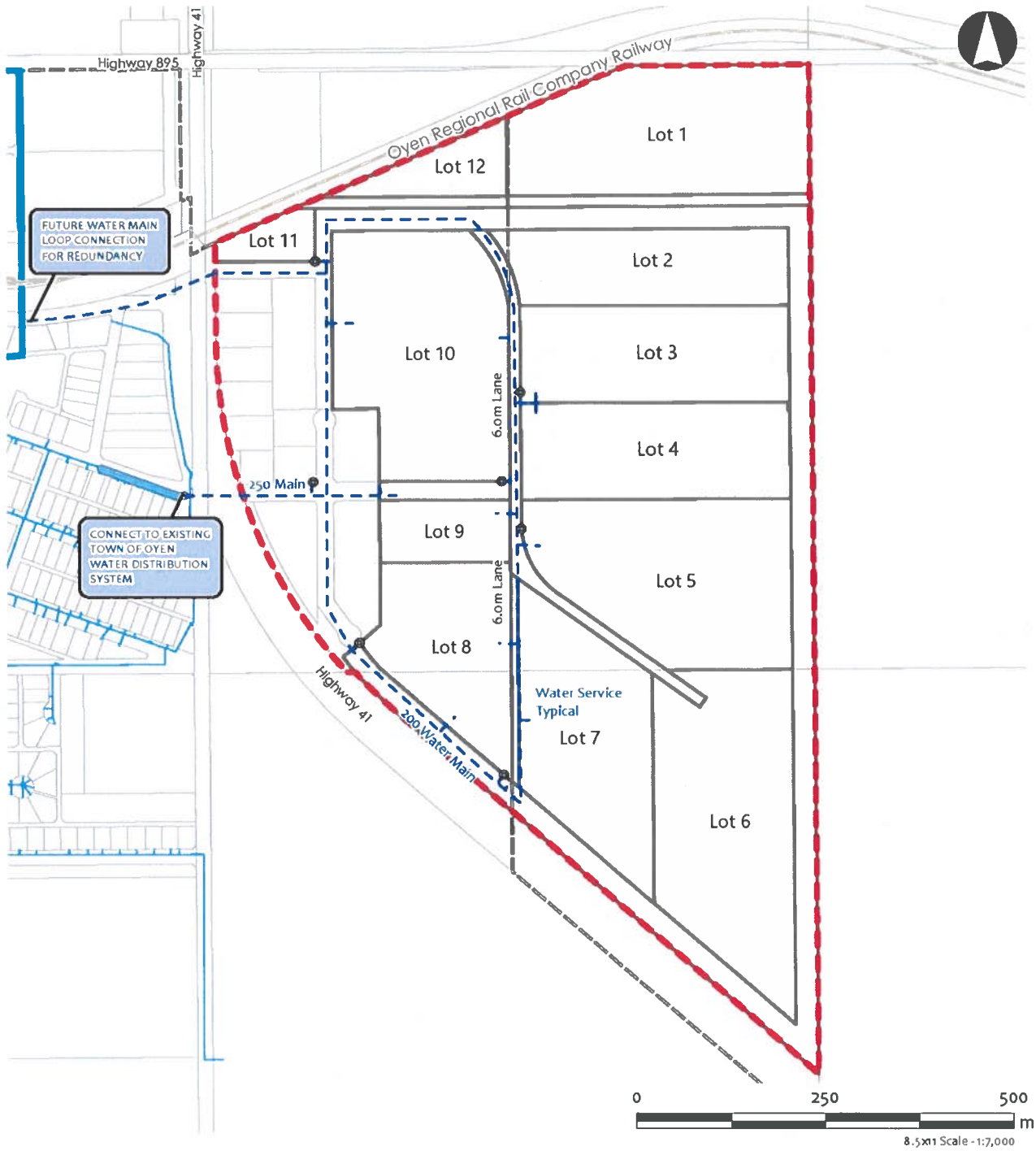
**Policy 5.1.4** All new water main connections shall be designed by a professional engineer and shall be designed to accommodate a minimum fire flow of 150 litres per second at each hydrant.

**Policy 5.1.5** All costs associated with the construction of water infrastructure on a private lot are the responsibility of the landowner or developer.

**Policy 5.1.6** At the Town's discretion, developers in the **Plan Area** may be required to provide and transfer to the Town of Oyen / HKRWSC a License to Divert Water.

**Policy 5.1.7** The Town encourages the reduction and reuse of water in accordance with provincial laws and regulations.

**FIGURE 8 | WATER SERVICING**



- Legend**
- Oyen East ASP Boundary
  - Town Boundary
  - Henry Kroeger Regional Waterline
  - Proposed Water Main
  - Proposed Fire Hydrant
  - Existing Water Pressure Mains

**Water Servicing**  
 Oyen East Industrial  
 Area Structure Plan

## 5.2 WASTEWATER SERVICING

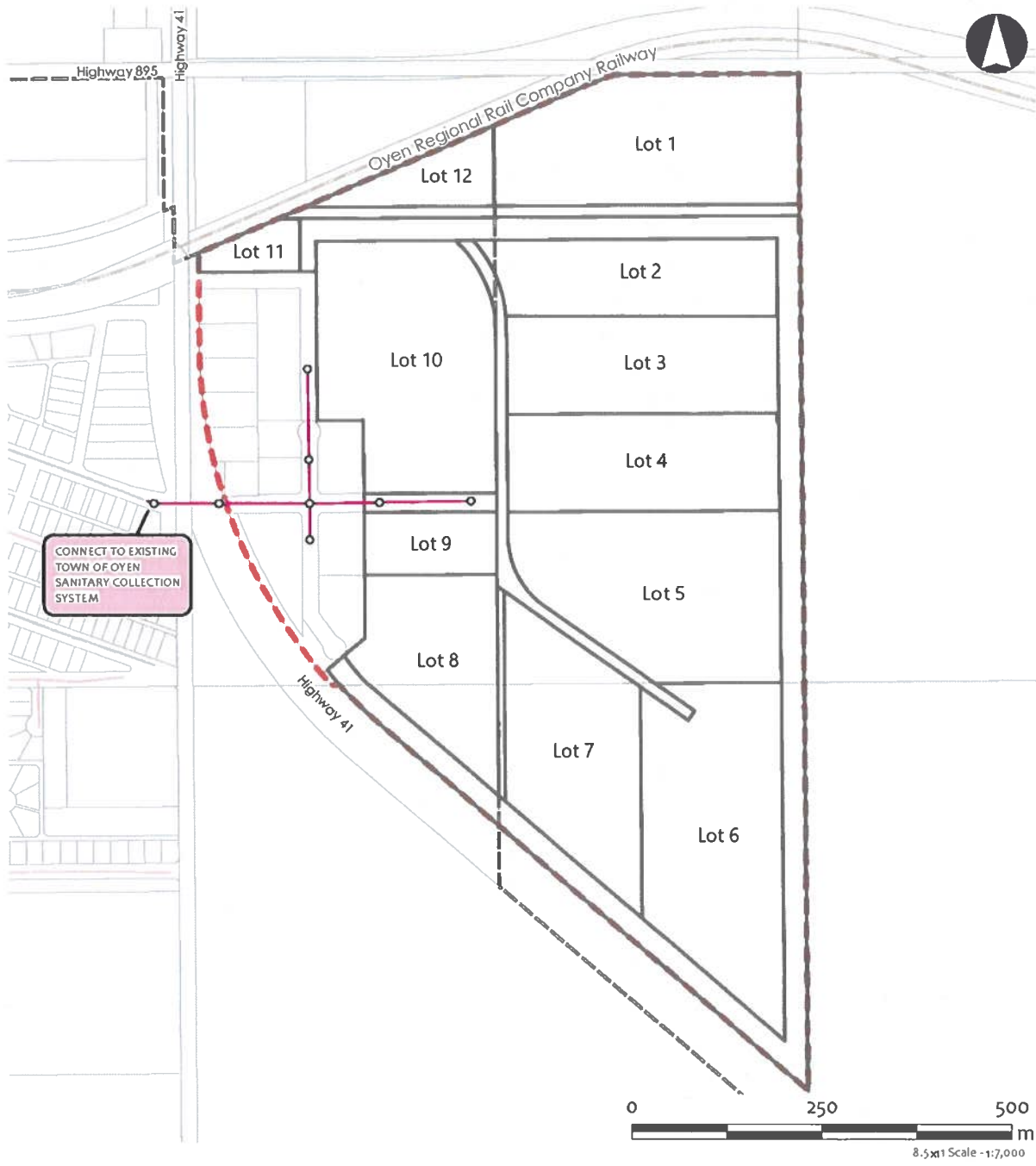
Due to the large lots and low density of development wastewater servicing for the Plan Area will be undertaken by each private developer in accordance with provincial regulations. No municipal wastewater collection system will be installed at this time.

**Potential for Municipal Wastewater:** While there are no current plans for municipal wastewater east of Highway 41, the Town has made plans for the extension of its system east. Developers wishing to tap into the Town's wastewater system could undertake that work if they bore the full costs of the infrastructure.

There is an existing Town sanitary sewer main on the east side of Highway 41; however, it is not adequately deep to service the anticipated needs of the Industrial Park. It could be extended to service a limited portion of the Oyen East Industrial Park. In 2020, the Town of Oyen conducted a rehabilitation project along 1 Avenue E. As part of the project, a 200 mm sewer stub on the west side of Highway 41 was installed deeper than the existing sewer to allow for potential future sanitary servicing on the east side of Highway 41. To consider the potential service area from the main by gravity (without additional pumping), a minimum sewer grade was projected from the main on the west side of Highway 41 to the east. The sewer grade was projected until the depth of cover was less than 2.5 m. **FIGURE 9 | Wastewater Servicing** shows the estimated area that could potentially be serviced by gravity from the existing sewer main without additional pumping. As shown in **FIGURE 9 | Wastewater Servicing**, only the lots furthest west can be serviced with sewer without additional pumping.

- Policy 5.2.1** Private wastewater treatment systems shall be designed and installed by a qualified professional in accordance with the applicable municipal and provincial standards.
- Policy 5.2.2** Individual on-site wastewater and septic solutions shall be permitted in accordance with the Alberta Safety Codes Act.
- Policy 5.2.3** Individual site owners/operators shall confirm the suitability of the site for the proposed private wastewater treatment system prior to development as part of the development permit approval process. In the case where a septic field system is proposed, a Private Septic Treatment System (PSTS) report by a qualified professional shall be provided by the individual site owner/operator to the municipality as part of the development permit approval process.
- Policy 5.2.4** All costs associated with the construction of wastewater infrastructure on a private lot are the responsibility of the individual site owner/operator.
- Policy 5.2.5** Any developer wishing to connect to the Town's municipal wastewater system:
  - a) shall work with the Town to determine the design, engineering and construction details of the project;
  - b) shall enter into a development agreement with the Town; and
  - c) shall pay the full costs of the required infrastructure, including the design, engineering, and construction; and
  - d) may enter into an **Endeavour to Assist** Agreement with the Town to recover costs associated with the project.

**FIGURE 9 | WASTEWATER SERVICING**



**Legend**

- Oyen East ASP Boundary
- Town Boundary
- Proposed Sanitary Line
- Proposed Sanitary Manhole
- Existing Sanitary Gravity Main

**Wastewater Servicing**

Oyen East Industrial  
Area Structure Plan

## 5.3 STORMWATER SERVICING

Stormwater management systems are based on the dual drainage concept to provide collection, conveyance, storage, and treatment of stormwater runoff. Dual drainage systems are comprised of both minor and major collection systems. The minor system includes roof leaders, roof gutters, lot drainage, and underground pipe infrastructure. It is designed to collect and convey stormwater runoff during minor rainfall events. The major system includes overland conveyance systems, roads and gutters, drainage ditches/swales, trapped lows and end-of-pipe stormwater management facilities such as dry ponds, wet ponds, evaporation ponds, and constructed wetlands. The major system is designed to convey, store, treat and discharge stormwater runoff collected during major rainfall events in excess of the minor system.

The **Plan Area** is generally flat with a few small rolling elevation changes that may produce intermittent water collection. There are a few more prominent wetlands (intermittent waterbodies or temporary marshes) along the eastern side of the Plan Area. Some of these wetlands will contribute to municipal reserve lands. Drainage generally flows towards the central north portion of the site, with portions draining towards the eastern Highway 41 boundary.

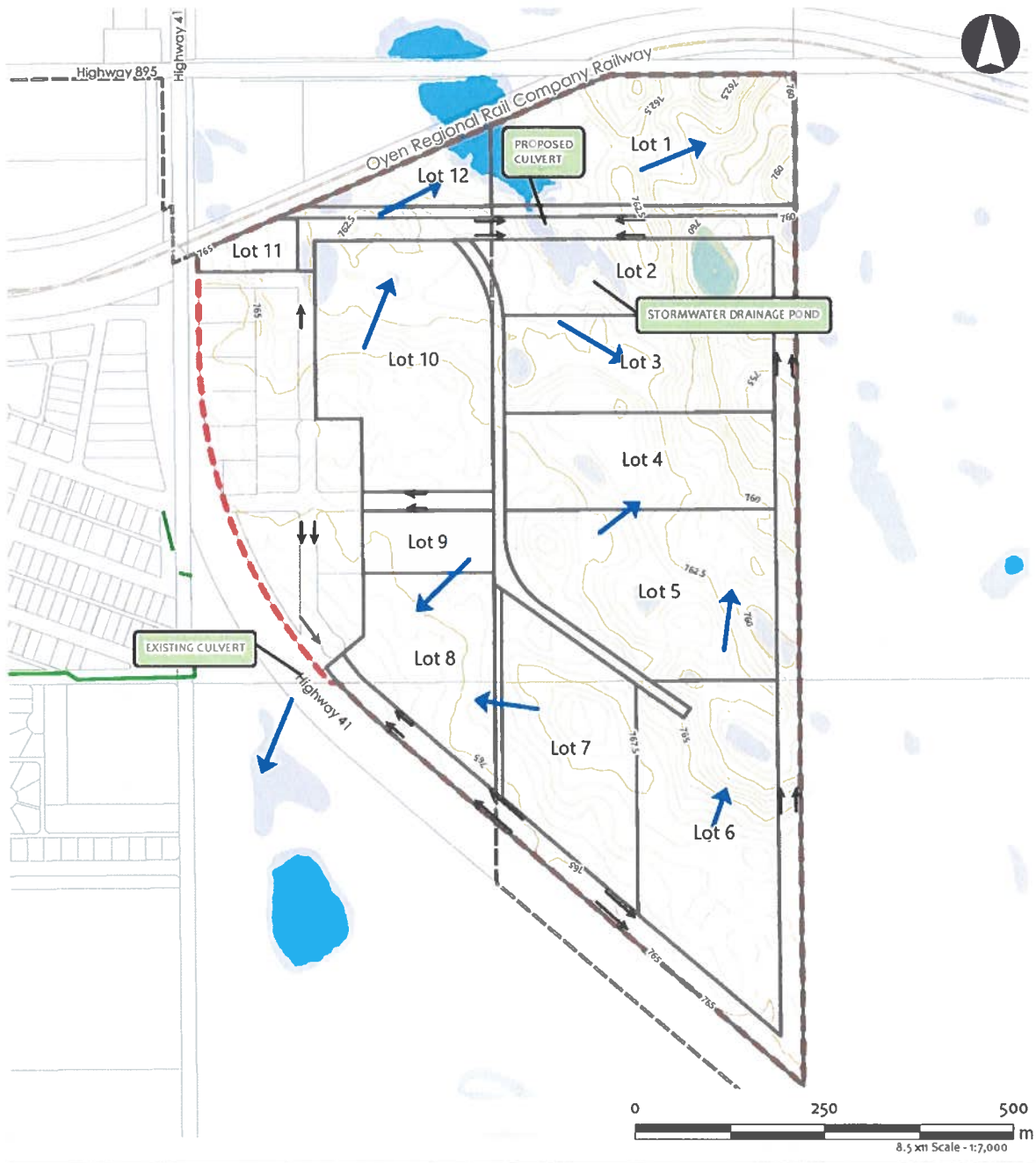
The **Plan Area** is currently all overland drainage with minimal existing defined drainage paths except the ditches along Highway 41. In general, drainage in the southwest parts of the ASP area drains towards a culvert crossing Highway 41 which ultimately drains into the Town's golf club stormwater ponds. Drainage of the north and east parts of the ASP area drain towards the north and east.

A potential location of a stormwater storage pond is shown in **FIGURE 10 | Stormwater Servicing**, which may require the use of an existing wetland for storage, which would be dependent upon approvals from the Province of Alberta. Drainage ditches along the proposed roads are expected to generally drain towards the north to the proposed stormwater pond.

- Policy 5.3.1** Developments shall adhere to the Stormwater Servicing Plan for the **Plan Area** as shown on **FIGURE 10 | Stormwater Servicing**.
- Policy 5.3.2** Developers shall be required to submit a drainage plan or stormwater management plan acceptable to the municipality that reflects alignment with **FIGURE 10 | Stormwater Servicing**.
- Policy 5.3.3** Drainage plans and stormwater management plans submitted by a developer shall align with this ASP and any subsequently adopted stormwater plans for the Plan Area or adjacent lands that are within the same drainage catchment area. that.
- Policy 5.3.4** New industrial and commercial development within the **Plan Area** will be required to maintain current flow patterns (if not impacting adjacent properties), provide on-site storage and treatment, and not increase release rates to the existing system above pre-development flow rates in order to reduce flooding potential, reduce erosion downstream, and promote settlement of contaminants.
- Policy 5.3.5** Stormwater conveyance systems should be designed to accommodate upstream and downstream properties and adjacent road networks.
- Policy 5.3.6** Measures should be taken to maintain the value of any natural wetlands and/or natural drainage courses that are retained. This may involve receiving treated stormwater through direct or indirect flow.
- Policy 5.3.7** Gravel sites will be prioritized over asphalt and other paved surfaces when allowable to encourage better drainage and less strain on the stormwater network.



FIGURE 10 | STORMWATER SERVICING



- Legend**
- Oyen East ASP Boundary
  - Town Boundary
  - Storm Gravity Mains
  - Storm Pressure Mains
  - General Overland Flow
  - Ditch Drainage
  - 2.5m Contour
  - 0.5m Contour
  - Marsh
  - Open Water
  - Swamp

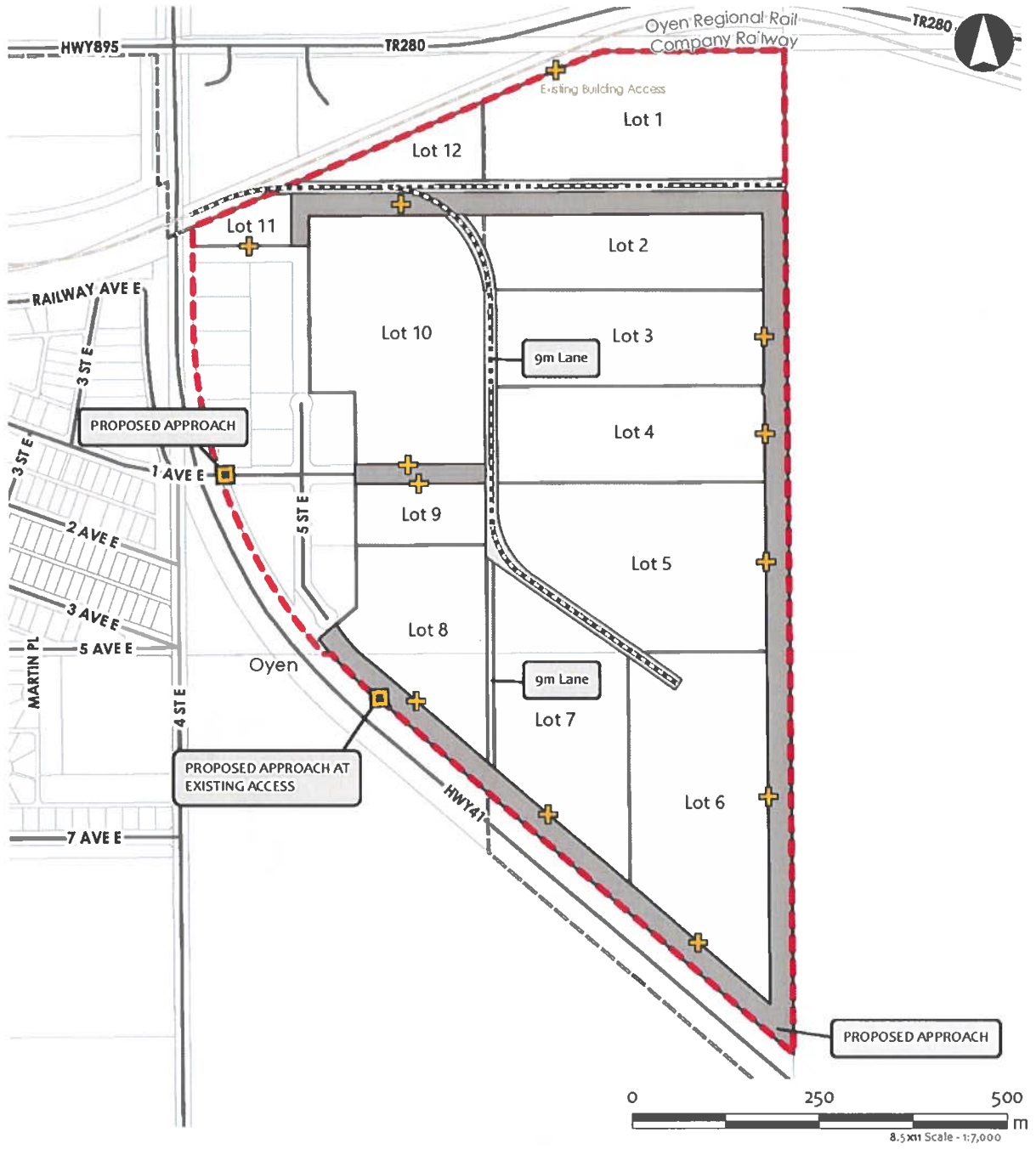
**Stormwater Servicing**  
Oyen East Industrial Area Structure Plan

## 5.4 TRANSPORTATION

The transportation network must be planned and developed in a manner that is safe, coordinated, and efficient. Gravel surfaces are proposed to be used for the municipal grid road, Township Road 280, and the public roads internal to the development shown on the proposed road layout in **FIGURE 11 | Transportation**. A paved road may be more cost-effective than the continuous maintenance that would be required on a gravel road; however, there is no other reason the road would need to be paved and the final surface is at the discretion of the Special Areas Board and lot purchasers.

- Policy 5.4.1** The future road network for the **Plan Area** shall align with the existing and future roads identified on **FIGURE 11 | Transportation**.
- Policy 5.4.2** At the time of subdivision or development permit application the developer should identify potential impacts on the local and regional transportation systems either through a **Transportation Impact Assessment** (TIA) or **Transportation Study**.
- Policy 5.4.3** Where a **TIA** or **Transportation Study** identifies a road requires upgrading due to a development, the municipality may require the developer to upgrade the road at the expense of the developer.
- Policy 5.4.4** Roads and rights-of-way in the **Plan Area** shall adhere to Town of Oyen’s or Special Area Board’s engineering standards for industrial roads, whichever is applicable.
- Policy 5.4.5** To accommodate gravel roads with ditches, a minimum 24 m wide right-of-way is required to achieve a road with suitable ditches and potentially a 30 m wide right-of-way is required if there are significant ditches required to accommodate the major overland system. Road rights-of-way should be in accordance with **FIGURE 12 | Typical Road Cross Section** and as shown on **FIGURE 11 | Transportation**.
- Policy 5.4.6** Access to the **Plan Area** is proposed from Highway 41 at 1<sup>st</sup> Avenue E and at the south-east corner of the **Plan Area** as shown in **FIGURE 11 | Transportation**. The access should be built to accommodate traffic volumes and design vehicles expected for the type of development (i.e. heavy truck traffic)
- Policy 5.4.7** Intersection designs required at the Highway 41 accesses shall be in accordance with the requirements of Alberta Transportation.
- Policy 5.4.8** Road dedication at the time of subdivision shall be provided by the developer In accordance with the *Municipal Government Act*.
- Policy 5.4.9** Prior to the design and development, all developers should:
- a) consult with railway operators (CN or Oyen Regional Rail Company) to address risks and mitigations of any proposed development, and
  - b) review the *Guidelines for New Development in Proximity to Railway Operations (Guidelines)* provided by the Federation of Canadian Municipalities and the Railway Association of Canada. It is available at <https://fcm.ca/en/resources/land-use-planning-around-rail-corridors>.

FIGURE 11 | TRANSPORTATION

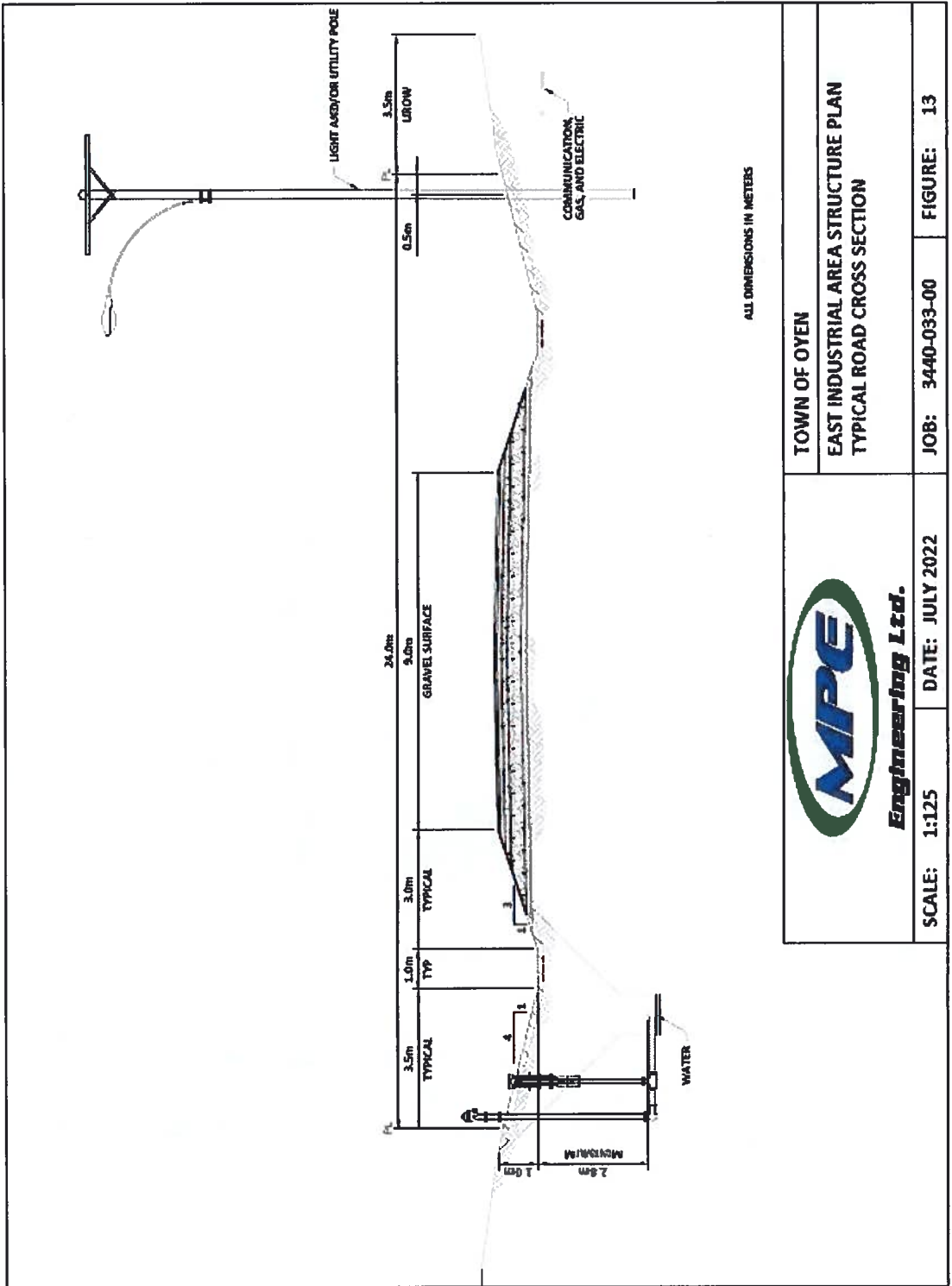


- Legend
- Oyen East ASP Boundary
  - Existing Road Centerline
  - Town Boundary
  - Future Rail Spur Lines
  - Easement for Future ROW
  - Lot Access
  - Future Industrial Road

**Transportation**  
 Oyen East Industrial  
 Area Structure Plan

8,5x11 Scale - 1:7,000

FIGURE 12 | TYPICAL ROAD CROSS SECTION





## 5.5 EMERGENCY SERVICING

- Policy 5.5.1** The Town of Oyen’s existing emergency services agencies and departments (RCMP, Town Fire Department and Big Country Hospital/EMS) will serve the Plan Area.
- Policy 5.5.2** Following adoption of this ASP, the Town of Oyen should update its Emergency Management Plan to take into consideration industrial and railyard development as outlined in this ASP.
- Policy 5.5.3** The Town of Oyen should consult with railway operators (CN and Oyen Regional Rail Company) to assess the risks and potential risk mitigations pertaining to the railway and development on the north side of the railway. For example, in the case of an emergency situation where transportation access to the north side is blocked.

## 5.6 SHALLOW UTILITIES (ELECTRICITY & GAS)

### Natural Gas Service

A low-pressure ATCO natural gas service line is situated within the Plan Area. This line enters the site from the north and is located in a north-south direction along the general alignment of 5 St E. (see **FIGURE 2 | EXISTING CONDITIONS**). This line is 20mm in diameter. To meet the expected demand of future tenants in the Plan Area, upgrades will be required.

### Electricity

ATCO Energy is the provider of electricity to the Plan Area. The existing ATCO Energy overhead lines are located on the west side of the Plan Area, running parallel to the 5th St. E corridor. ATCO has indicated that the lines on the poles have three-phase power.

- Policy 5.6.1** All new development shall be serviced with shallow utilities (electricity and gas) at the expense of the individual site owner/operator.



# 6 PHASING & IMPLEMENTATION

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## 6.1 PHASING OVERVIEW

A portion of the western subdivision within the Plan Area, and the northern Lot 1 already has existing development. It is anticipated that development will generally proceed from west to east. The southwest portion of the plan has preliminary development interest due to the adjacency to the Highway 41 corridor. Development will be in accordance with **FIGURE 13 | PHASING PLAN**; however, it is recognized that future development may not exactly follow phasing policies.






- Policy 6.2.1** Development should proceed based on logical and cost-effective extension of infrastructure guided by **FIGURE 13 | PHASING PLAN**.
- Policy 6.2.2** Development phasing should be guided by **FIGURE 13 | PHASING PLAN**.
- Policy 6.2.3** Where a development is required to extend infrastructure (roads, water, sanitary or storm water services) across undeveloped parcels of land in the ASP, the proponent of the development and SAB may enter into an Endeavour to Assist Agreement, also known as a “latecomers’ agreement”.

## 6.2 IMPLEMENTATION POLICIES

- Policy 6.3.1** This ASP is intended to guide future subdivision and development applications within the ASP lands. Future redesignation, subdivision and development applications in the Plan Area are not required to create a subsequent ASP or **conceptual scheme** if they follow this ASP.
- Policy 6.3.2** Where a proposed redesignation, subdivision or development application does not comply with this ASP the applicant shall be required to submit an application to amend this ASP and undertake the statutory plan amendment process in accordance with the *Municipal Government Act*.
- Policy 6.3.3** All planning, subdivision and development applications, and any associated infrastructure construction shall comply with this Plan and all other relevant municipal, provincial, and federal requirements.
- Policy 6.3.4** The Special Areas Board and the Town of Oyen should consider review of this Area Structure Plan every five (5) years to determine if any updates are required.



Legend

-  Oyen East ASP Boundary
-  Town Boundary
-  Phase 1
-  Phase 2
-  Phase 3

**Phasing**  
Oyen East Industrial  
Area Structure Plan

**FIGURE 13 | PHASING PLAN**

# 7 DEFINITIONS & ACRONYMS

## 7.1 DEFINITIONS

The following definitions apply to this Plan, referred to as the Oyen East Industrial Area Structure Plan.

<b>Area Structure Plan (ASP)</b>	Means an Area Structure Plan as defined in the <i>Municipal Government Act (MGA)</i> .
<b>Commercial use</b>	Means a use primarily involving the sale of goods or services.
<b>Conceptual Scheme</b>	Means a comprehensive plan for an area that includes maps, drawings, and related policies of the proposed development and may be adopted as a bylaw or passed by a resolution of a municipal Council.
<b>Emergency Management Plan</b>	A plan prepared by a site operator, developer, landowner, or government body addressing disasters caused by a malfunction of a site operation, natural / environmental hazards or other emergency or hazard situations. The plan covers hazard mitigation, emergency preparedness, and emergency response.
<b>Endeavour to Assist Agreement</b>	Means an Agreement that addresses the methods by which an initial developer can recoup a proportion of the costs relating to the oversizing and/or extension of infrastructure to future benefitting lands that are located outside the initial development lands.
<b>Hazard Risk Assessment</b>	A professional report outlining the risk to human life and property from a potential hazard or catastrophic event at an industrial operation conducted by a professional engineer or similarly qualified professional.
<b>Heavy Industrial Land Use</b>	Means those developments that may have an effect on the safety, use, amenity, or enjoyment of adjacent or nearby sites due to appearance, noise, odour, emission of contaminants, fire or explosive hazards, or dangerous goods. Typical uses include manufacturing and processing facilities that create a <b>Nuisance</b> .
<b>Industrial Use</b>	Means light, medium and heavy industrial land uses, including the manufacture, fabrication, processing, reduction, or destruction of any article, substance, or commodity, or any other treatment thereof in such a manner as to change the form, character, or appearance thereof, and includes storage elevators, truck storage yards, warehouses, wholesale storage, and other similar types of enterprise.
<b>Interface Strategy</b>	Means a report or memo composed of text and images identifying how a proposed development will address compatibility with adjacent land uses and shall include details on landscaping/screening, building location and site design.
<b>Intermunicipal Collaboration Framework (ICF)</b>	Means an Intermunicipal Development Framework as defined in the <i>Municipal Government Act</i> , which states: ““framework” means an intermunicipal collaboration framework entered into between 2 or more municipalities in accordance with this Part, and includes any amendments to a framework.” (s.708.26(1))
<b>Intermunicipal Development Plan (IDP)</b>	Means an Intermunicipal Development Plan as described and defined in the <i>Municipal Government Act</i> .
<b>Municipal Development Plan (MDP)</b>	Means a Municipal Development Plan as described and defined in the <i>Municipal Government Act</i> .



<b>Municipal Government Act (MGA)</b>	Means the current version of the <i>Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26</i> .
<b>Nuisance</b>	Means anything that interferes with the use or enjoyment of property, endangers personal health or safety, or is offensive to the senses.
<b>Plan / the Plan</b>	Means the Oyen East Industrial Area Structure Plan
<b>Plan Area</b>	Means the Oyen East Industrial Area Structure Plan lands as identified on <b>FIGURE 1   PLAN LOCATION</b>
<b>Residential Use</b>	Means a use where people live on a permanent or temporary basis in a dwelling designed for human habitation.
<b>Special Areas Board</b>	Means the municipality of the Special Areas Board composed of Special Area 2, 3 and 4.
<b>Transportation Impact Assessment</b>	Means a study completed by a qualified professional engineer or similarly qualified professional to assess the potential effects of proposed development on the transportation network. The Assessment identifies infrastructure needs to ensure the transportation network will remain at acceptable levels of service and safe for all modes of travel and support the long-term needs of the community.
<b>Transportation Study</b>	Means a report or memo similar to a Transportation Impact Assessment (TIA), completed by a professional engineer or similarly qualified professional, but with more limited analysis and smaller scope than a TIA.

## 7.2 ACRONYMS

The following definitions apply to this Plan, referred to as the Oyen East Industrial Area Structure Plan.

<b>ASP</b>	Area Structure Plan
<b>IDP</b>	Intermunicipal Development Plan
<b>ICF</b>	Intermunicipal Collaboration Framework
<b>MDP</b>	Municipal Development Plan
<b>MGA</b>	Municipal Government Act
<b>MR</b>	Municipal Reserve
<b>TIA</b>	Transportation Impact Assessment



**TOWN OF OYEN**

**Bylaw 905-23**

**A BYLAW OF THE TOWN OF OYEN, IN THE PROVINCE OF ALBERTA,  
BEING A BYLAW TO ADOPT THE INTERMUNICIPAL COLLABORATION  
FRAMEWORK**

**WHEREAS**, pursuant to Section 708.28(1) of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended (hereinafter referred to as "the *Act*"), provides that municipalities that have common boundaries must create a framework with each other by April 1, 2020.

**AND WHEREAS**, Section 708.33(1) of the *Act* states that in order to create a framework, the municipalities that are to be parties to the framework must each adopt a bylaw or resolution that contains the framework.

**AND WHEREAS**, the Town of Oyen wishes to adopt an intermunicipal collaboration framework with the Special Areas Board.

**NOW THEREFORE**, the Council of the Town of Oyen duly assembled, enacts the following:

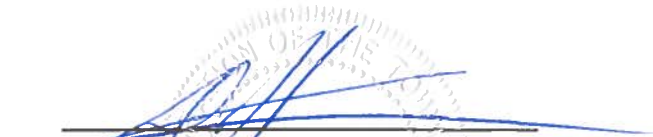
1. That the Intermunicipal Collaboration Framework between the Special Areas Board and Town of Oyen, attached as Schedule A and forming part of this Bylaw, be hereby adopted.

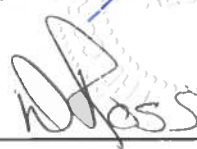
This Bylaw shall be effective immediately.

Read a first time this 14<sup>th</sup> day of February, 2023

Read a second time this 14<sup>th</sup> day of February, 2023

Read a third time this 14<sup>th</sup> day of February, 2023

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer



SCHEDULE A

**INTERMUNICIPAL COLLABORATION  
FRAMEWORK {ICF}**

TOWN *of OYEN*

---

and

Special Areas Board



## BACKGROUND

The municipalities within the Special Areas Region share a long history of cooperation and collaboration in the development of regional partnerships for special projects, initiatives, capital acquisitions, and shared service delivery agreements. Municipalities within the Special Areas region have already developed - or are members of- several successful joint initiatives.

The Town of Oyen and the Special Areas Board collaborate on the following: ,

**Big Country Waste Management Commission**

- , Emergency Management Mutual Aid
- ▶ Fire Services Agreement
- , Acadia Foundation Seniors Housing Authority
- , Henry Kroeger Regional Water Services Commission
- ;
- ;
- ▶ **Oyen & District Medical Board**
- ;
- ▶ **Palliser Regional Municipal Services**
- , Special Areas & Oyen Development Corp.
- ▶ **SAMOA Economic Development**

These services and partnerships were developed on a basis of regional and local need and where the member municipalities perceived a benefit to be derived from collaboration in their development.

In addition to these various regional partnerships, Inter-municipal service agreements have also been developed between the Special Areas Board and the Town of Oyen for the provision of shared services, including the following: airport and road maintenance, planning, provision of recreation services, FCSS program delivery and others.

## PURPOSE of the FRAMEWORK

It is becoming increasingly evident the future success, viability and sustainability of our rural municipalities will only be possible by continuing to maintain and build on a collaborative approach to service delivery. This Framework will establish principles and guidelines to provide for open and robust communication and cooperation in the identification and development of current and future intermunicipal and regional partnerships. It will provide a means for integrated and strategic planning for service delivery, with the intention of achieving efficiencies and balancing benefits and burdens between the municipal partners. The Framework will also clearly lay out a fair and respectful process that the partners to this agreement will use to deal with any differences which may occur from time to time.

*"If everyone is moving forward together, then success takes care of itself."*

*- Henry Ford*





## Commitment to Consultation *and* Cooperation

Collaboration encourages municipalities to continue consulting with one another and stresses cooperation. The partners' intention within the context of this Framework is to create protocols which will formalize, streamline and help advance areas of intermunicipal interest and relevance.

The Framework provides a means of exploring opportunities and developing common solutions or responses to service delivery gaps or challenges that affect the region. It encourages communication at all levels of the respective municipal organizations to ensure opportunities are recognized and explored to their fullest potential.

## PHILOSOPHY AND PRINCIPLES

The core principles of this Framework are:

1. To recognize and share the vision and priorities of each of the partnering municipalities toward community enhancement.
2. To ensure open and respectful communication between the partners.
3. To embrace the differences in the respective partners and utilize this diversity to develop more responsive and robust services for the region.
4. To ensure the success and sustainability of the region while maintaining the local autonomy of each partner.
5. To create an open and transparent relationship based on mutual respect and trust.
6. To support the development of a collective vision for the future.
7. To maintain a long-term outlook by continually seeking, identifying and developing opportunities for future collaborative efforts.
8. To rise above municipal boundaries and 'politics' in the provision of cooperative rather than competitive services.

*"Alone we can do so little; together we can do so much."*

- Helen Keller



## ROLES AND RESPONSIBILITIES:

### *The Role of Council/Board*

Each Council/Board will retain the ability and responsibility to make decisions on behalf of their residents. As the public is at the center of any governance initiative, their interests must be considered to ensure the impacts of services and actions taken in a regional context have the desired results and support the sustainability of the region. Each Council/Board will affirm their commitment to increased cooperation and will drive the need for increased communication at the administrative and staff levels. Furthermore, this Framework signals a shift towards maximizing a regional perspective in local decision making by recognizing and facilitating the value of the municipalities working together and harmonizing their interests.

### *The Role of the Intermunicipal Collaboration Committee*

The municipalities may create an Intermunicipal Collaboration Committee ("ICC"). The ICC will be utilized for matters of intermunicipal consideration. Comprised of elected officials and administration representing their Councils, the ICC will strategically identify opportunities and prioritize intermunicipal actions to formulate recommendations for respective Council/Board's consideration and address areas of intermunicipal differences in need of resolution.

### *The Role of CAO, Chair and Administration*

The CAO (Town of Oyen) and Chair (Special Areas Board) are principally responsible for maintaining the Framework, its delivery and durability. Administration brings continuity to the relationship between the municipalities, initiating communication on an as needed basis and ensuring staff members adhere to the principles of the Framework. The CAO/Chair of each municipality are the "conduits" of the agreement by which intermunicipal information flows and is managed.

### *The Role of Staff*

Staff at all levels will be responsible to ensure the principles of the Framework are carried out operationally. This means staff will work with their municipal counterparts to address issues that arise within the scope of their authority and mandate. Staff will also raise issues and be accountable for informing the appropriate levels of authority about matters that require attention for the mutual benefit of the municipality.

*"Coming together is a beginning, staying together is progress, and working together is success."*

- Henry Ford



## INTERMUNICIPAL COLLABORATION COMMITTEE (ICC) GUIDELINES

The creation of an Intermunicipal Collaboration Committee {ICC} is contemplated to give expanded focus to intermunicipal opportunities and considerations. Although the individual Council/Board maintains the authority for decisions in their respective municipalities, the ICC may become the foundation for intermunicipal matters. Without interfering with the good work being accomplished in existing intermunicipal committees, the ICC could look to the following five primary functions:

### *Primary Functions of ICC:*

1. Proactively identify new service areas or opportunities.
2. Address intermunicipal opportunities that arise on an as needed basis where no existing structure exists to deal with the matter.
3. Prioritize activity and develop appropriate measures, processes and sub- committees to address areas in consideration.
4. Represent the region locally and provincially.
5. Address areas where intermunicipal differences in need of resolution may arise.

### *Composition of the ICC*

The ICC will be composed of two (2) representatives from each municipality: One (1) Elected official and

One (1) Administrative/Chair member

The opportunity to rotate elected officials into the committee (alternates) will be at the discretion of each municipality.

**A quorum will consist of at least one elected official from each municipality attending each scheduled meeting.**

Other elected officials, administration or staff may attend as observers.

Should presentations to the ICC be required, the invited parties will be agreed to and coordinated ahead of the meeting by the CAO/Chair.

### *Communication with Councils*

To promote a consistent and shared flow of information from ICC meetings, minutes will be kept. To generate the minutes the following process will be followed:

At each ICC meeting, one municipality will be designated the "host" municipality and the Mayor or Chair of the "host" municipality will chair the meeting and the CAO/Chair of the "host" municipality will be responsible for generating the minutes from that meeting.

The meeting minutes will be circulated following each ICC meeting and each CAO/Chair will review, edit and sign off on the notes before they are shared with Council/Board.



- > The minutes will be regarded as the authoritative record of the ICC meeting.
- , From time to time the ICC may direct elected officials or CAO/Chair to make joint presentations to individual Council/Board to facilitate understanding and inclusion on priority intermunicipal and regional matters.

### *ICC Decision Making*

The ICC is a recommendation-making committee, interacting with and advising individual Councils for decisions. Recommendations to Councils will occur when:

- r The ICC members have consensus on how the committee wishes to advise the individual Council/Board on a given issue. This may include recommendations on options for proceeding, advising that no agreed upon recommendations have been reached in the allotted time frame, or advising on moving to the Dispute Resolution Guidelines to resolve the issue.
- r These recommendations or advisements may be delivered to Council/Board by a joint meeting, a joint presentation to individual Council/Board or a joint written submission agreed to by the ICC for delivery to individual Council/Board.

### *Opportunity and Challenges Identification and Handling Guidelines*

Several means exist by which opportunities or considerations may be brought to the ICC's attention. Once the committee has become aware of the situation, they will together choose how they hope to address the matter. Matters may be developed within the ICC or more frequently will be brought to the ICC. Issues may come to the ICC for discussion from:

- Council/Board direction.
- , CAO/Chair addressing matters through staff discussions or experiences.
- Other intermunicipal or regional committees request.

Once a matter has been identified through the means above it will be brought to the attention of one of the CAO/Chairs and they will determine if the matter is intermunicipal in nature.

The CAO/Chair may decide to:

- ▶ Send the matter to the ICC.
- ▶ **Address the matter at an administrative or operational level if appropriate.**
- ▶ Gather more information.
- ▶ Purposefully put the matter aside.
- ▶ Develop a dispute resolution strategy as per the protocol.

Regardless of what action is decided on if the matter is intermunicipal in nature it will be described along with the resulting action taken and reported on at the next ICC meeting.





### *Intermunicipal Relationship Protocol*

The municipalities recognize a joint commitment to building a successful working relationship. This involves ensuring each municipality's elected officials, senior staff and operational staff understands the protocols of the Framework.

Since departmental divisions and responsibilities are not always fully aligned, each municipality will ensure all senior staff are kept aware about the function of their counterparts in the other municipality. Understanding of, and coordination with, their counterparts will be regarded as a core competency for all senior staff. To accomplish this the municipalities will:

**f Include a commitment to intermunicipal cooperation at all levels of the organization**

- o Councillors will be asked to review the Framework upon election and commit to their understanding of its intention.
  - o CAO/Chair as the connection between elected officials and operation
  - o Senior Administration and Management staff from each municipality will meet at least once each year to identify and discuss areas where cooperation or partnership agreements may exist
  - o Each municipality will ensure new staff receives information about cooperation and collaboration between the municipalities. This should include specific information relevant to all areas of operations that include collaborative arrangements that affect specific staff.
- ▶ Each municipality agrees to keep the others informed of their visions and any strategic changes within their municipality. The municipalities will seek to align their visions in areas where there may be collaborative or cooperative opportunity. The municipalities will set their visions regarding the general benefit of the region and its residents.
  - ▶ The municipalities agree to include one another in their celebrations and ceremonies, engaging officials or staff at the appropriate level.
  - ▶ **The municipalities will promote collaborative successes, jointly when possible, at municipal functions and to the Province.**
  - ▶ The municipalities agree any confidential data or other information obtained by them through the course of this Framework shall not be disclosed or made known to anyone employed by them, except for the purpose of furthering the Framework or to any member of the public, unless expressly approved.



## DISPUTE RESOLUTION GUIDELINES

The municipalities recognize the need for a joint understanding regarding how to address disputes when either partner is of the opinion that a disagreement or conflict has arisen. The municipalities shall seek to resolve the dispute at the earliest possible opportunity, in a quick, inexpensive and uncomplicated manner using agreed upon guidelines. They also agree to promote maintaining a smooth working relationship even when the disagreement survives.

It is acknowledged the processes in this protocol are in addition to, and do not replace, processes and remedies provided in legislation or under existing agreements between the municipalities.

The dispute resolution process and timelines will occur as follows:

1. If an elected official, member of Administration or staff thinks a disagreement or dispute has arisen, the matter should be brought to the attention of the CAO/Chair. The CAO/Chair will investigate the potential dispute and inform the other municipality's CAO/Chair. Once that occurs, the matter may be resolved directly between the municipalities through informal discussions.
2. If the problem identified is not resolved through informal discussions, the municipalities agree to address it using the following processes. The municipalities have identified the attributes of a mediated process (facilitated negotiation) as a preferential process to be encouraged. The municipalities may, by agreement, proceed directly to mediation without first exhausting an unassisted negotiation process.

### *Negotiation*

The municipalities will identify appropriate personnel who are knowledgeable with respect to the issue and those staff will negotiate in good faith to find a solution. Those in the negotiation will seek an integrated outcome in the decisions they make. An integrated outcome is one in which the parties elect to work together and seek an outcome that accommodates, rather than compromises, the interest of all the parties. Negotiators will seek to obtain a resolution by clearly articulating the interest of their municipality and identifying solutions that meet the interest of all the municipalities.

### *Mediation*

If the issue cannot be resolved through negotiation, the municipalities will find a mutually acceptable facilitator within fifteen (15) days of the mutual agreement that the dispute cannot be resolved through formal negotiations.

For assistance finding an acceptable facilitator, the municipalities may consult the Municipal Dispute Resolution Services at Alberta Municipal Affairs or may consult the Alberta Arbitration and Mediation Society (AAMS). Facilitation will begin within fifteen (15) days of the engagement of the facilitator.



During the facilitation process the municipalities retain power over the substantive outcome of the negotiation and the facilitator is simply responsible for the governance of the facilitation process. The cost of the facilitation process will be shared equally between the municipalities unless recommended otherwise by the facilitator.

### *Final Proposal Arbitration*

If the issue cannot be resolved through facilitation, the municipalities agree to have the matter resolved by final proposal arbitration using a single arbitrator. In final proposal arbitration, the arbitrator must conduct the proceedings based on a review of written documents and written submissions only and must determine each issue by selecting one of the final written proposals submitted by either of the municipalities respecting that issue; no written reasons are to be provided by the arbitrator.

If the municipalities can agree upon a mutually acceptable arbitrator, arbitration will proceed using that arbitrator. If they cannot agree on a mutually acceptable arbitrator, each municipality will produce a list of three candidate arbitrators. In the event there is agreement on an arbitrator evident from the candidate lists, arbitration will proceed using that arbitrator. If a mutually agreeable arbitrator is not found, the Alberta Arbitration and Mediation Society will make the selection of an appropriate practitioner.

Subject to the above definition of final proposal arbitration, the arbitrator will be governed by principles of natural justice and fairness and may make rules and procedures (including reasonable time limits), as the arbitrator shall see fit.

*"Cooperation is always more powerful than competition."*

- Bob Proctor



## **MUNICIPAL SERVICES**

The Special Areas Board and the Town of Oyen have a history of working together to provide enhanced municipal services to their residents, with the following services being provided to their ratepayers either independently or on a shared-service basis:

### ▶ **Transportation**

- Transportation services are provided independently by both municipalities.
- The Special Areas Board provides informal operational assistance in the maintenance of some of the local roads that lead into the Town of Oyen.

### ▶ **Water and Wastewater**

- Water and Wastewater services are provided independently by both municipalities
- Henry Kroeger Regional Water Services Commission
  - Both municipalities, along with additional partners, are members of the Commission. The objective of the Commission is to supply potable water to each of the member municipalities. Each municipality has signed a Water Supply Agreement with the Commission and each are bound by the terms of the Bylaws of the Commission. The Commission has no municipal managing partner. The Henry Kroeger Regional Water Services Commission Regulation was approved by the Province of Alberta in 1988.

### ▶ **Solid Waste Management**

- Solid waste collection services are provided for independently by both municipalities
- Big Country Waste Management Commission
  - Both parties, along with additional partners, are members of the Commission which was incorporated in November 1996. The Commission is responsible for the management and operations of Waste Transfer Sites and transportation of materials to a central dump site near Youngstown. Funding is provided by a requisition based on both per capital and equalized assessment formula. There is no managing partner for the Commission.





▶ **Emergency Services**

○ Emergency Management Mutual Aid

- The Special Areas Board and the Town of Oyen, along with other partners have a Disaster Services Mutual Aid Agreement, dated October 2000. The Agreement provides for the provision of mutual aid services in the event of a disaster or emergency on a cost-recovery basis. As a mutual aid agreement, there is no managing partner.

○ Red Deer 911

- The Special Areas Board and the Town of Oyen, along with other partners, contract Red Deer 911 to provide Fire and Emergency dispatch services. The contract is with each municipality individually and payment for services is based on a per capita cost basis.

○ Fire Services Agreement

- The Special Areas Board and the Town of Oyen have a Fire Services Agreement dated January 15, 2017. The Agreement provides for the provision of Fire Services by the Town of Oyen to the Special Areas on a cost shared basis, as set out in the terms of the Agreement. The agreement is managed by the Town of Oyen.

▶ **Recreation**

○ Operation of Recreation Facilities

- The Town of Oyen and the Special Areas Board independently operate several recreational facilities.

■ Special Areas Annual Recreation Grants

- The Special Areas Board has adopted a Recreation Funding Policy, updated in July 2017, which provides annual operating support for various recreational facilities within the Special Areas. Funding support for the Town of Oyen is provided for the following facilities: Arena, Community Hall, Swimming Pool, Ball Diamonds/Parks and Playgrounds, Campgrounds and an unconditional allocation for general Recreation Services. This funding is provided by a millrate applied against all properties in the Special Areas and then allocated to regional recreation boards. These recreation boards utilized a facility by facility point-based system to allocate funding to all recreation facilities in their portion of the Special Areas. As this is a millrate-based activity, funding does fluctuate with changes in the assessment base to which the recreation levy is applied.



- o **Special Areas Industrial Tax Transfer**
  - Special Areas Board through provisions of MGA S.594 transfers a portion of the industrial property tax it collects to other municipal entities within its boundaries. Currently the allocation for the Town of Oyen is \$125,000.00. This amount was established in 2013.

▶ **Other Services**

- o Airport
  - The Town of Oyen and Special Areas Board have an Airport Operating Agreement, which was signed in August 2016. The Agreement establishes terms for the seasonal maintenance of the Airport runway, and major facility operations, maintenance and capital improvement costs are shared between the two municipalities. The Town is the managing partner for the Agreement.
  
- o Acadia Foundation
  - The Town of Oyen and the Special Areas Board, along with other partners, are members of the Acadia Foundation which operates and provides seniors housing services to the region. Funding is provided by a requisition to the members municipalities on an equalized assessment-based formula. There is no managing partner of the Association.
  
- o Oyen Agricultural Society
  - Ag Societies are managed and maintained independently by both municipalities.
  
- o Cemetery
  - Municipal Cemeteries are managed and maintained independently by both municipalities.
  
- o Oyen Municipal Library
  - The Town of Oyen established the Oyen Municipal Library by Bylaw in June 1978. The Town of Oyen appoints representatives to the Oyen Library Board. The Town of Oyen is the significant funder of the Oyen Municipal Library in terms of operational funding and rent-free accommodations. The SAB participates in operational funding through its recreation grant program and annually this amount is approximately \$10,000. The SAB and Town of Oyen jointly fund any capital upgrades. The Town of Oyen is the managing partner of the Oyen Municipal Library.
  
- o Marigold Library System
  - The Special Areas Board and the Town of Oyen, along with several other municipalities, are members of the Marigold Regional Library System, and appoint representatives to attend the Regional Library Board meetings. Marigold Library system is a collaboration between 42 municipalities in south central Alberta. The



Marigold Regional Library Agreement (updated to reflect new Act and Regulations) was adopted in September 2000. The SAB and Town of Oyen fund their participation on this Board via a per capita based fee. There is no managing municipal partner.

- o Economic Development
  - The Special Areas Board, the Town of Oyen, the Village of Empress and the Municipal District of Acadia formed the Special Areas And Municipal District of Acadia Economic Development group in 2012. SANDA is the first point of contact for industry and business, serves as a regional catalyst for economic development, and promotes the collective interest of the member communities within the region. Funding is based on a formula. This is a municipally controlled group under an agreement and there is no managing partner of SAMOA.
  - Ad hoc economic development initiatives. The Town of Oyen and the Special Areas have coordinated in the past to appoint joint committees to investigate potential economic development initiatives to allow new businesses to develop and locate in the area. An example of this is the Special Areas & Oyen Development Corp.
  - Palliser Economic Partnership {PEP} is a southern Alberta based group of likeminded municipalities and one secondary education institute promoting development in this part of the province. Both the Special Areas and the Town of Oyen participate with this group and funding is provided on a per capital basis and there is no managing partner
  
- o Family and Community Support Services (FCSS)
  - The Town of Oyen, the Special Areas Board and the MD of Acadia #34 sign provincial Family and Community Support Services Funding Agreements annually. The operation of each municipalities FCSS.
  
- o Palliser Regional Planning Commission (PRMS)
  - The Special Areas Board and the Town of Oyen, along with other partners, entered into a Master Agreement to establish the Palliser Regional Planning Commission in July 1995. The Articles of Association were amended by the membership in June 2017. PRMS provides several services to its member municipalities, including functions related to subdivision, municipal land use planning, mapping and database services. Member municipalities cost share on a formula which includes population and equalized assessment. Additional services requested are paid for by the municipality requesting. There is no managing partner for the Planning Commission.
  
- o Physician Recruitment & Retention Committee
  - The Town of Oyen and Special Areas Board utilize an ad-hoc Physician Recruitment Committee for those occasions that arise from time to time. The goal of the



Committee is to recruit and retain physicians in the Town of Oyen and Special Areas region.

*In the long history of humankind (and animal kind too), those who learned to collaborate and improvise most effectively have prevailed.*

Charles Darwin





### FUTURE PROJECTS AND AGREEMENTS

1. In the event either partner initiates the development of a new project and/or service that may require a cost-sharing agreement, the initiating partner's CAO/Chair will notify the other partner's CAO/Chair.
2. Once either municipality has received written notice of new project, an Intermunicipal Collaboration Committee (ICC) meeting must be held within 90 calendar days of the date the written notice was received, unless both CAO/Chair agree otherwise.
3. The ICC will be the forum to address and develop future shared service agreements and/or cost sharing agreements. In the event the ICC is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within the Dispute Resolution Guidelines as set out in this document.

### TERM AND REVIEW

In accordance with the Municipal Government Act, this is a permanent agreement between the parties and shall come into force on final passing of the Intermunicipal Collaboration Framework Bylaw/Order by both municipal partners.

This Framework may be amended by mutual consent of both parties unless specified otherwise in this agreement.

Under the provisions of the MGA 708.32(1) this framework must be reviewed and renewed every five years after the initial framework is created.

### INDEMNITY

1. The Special Areas Board shall indemnify and hold harmless the Town of Oyen, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Special Areas Board, its employees or agents in the performance of this Agreement.
2. The Town of Oyen shall indemnify and hold harmless the Special Areas Board, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Town of Oyen, its employees or agents in the performance of this Agreement.

*"Cooperation is the thorough conviction that nobody can get there unless everybody gets there."*  
-Virginia Burden



**Town of Oyen Agreements/Partnerships with SAB**

Individual	Intermunicipal	3rd Party
<ul style="list-style-type: none"> <li>• Industrial Tax Transfer</li> <li>• Recreation Board Allocations</li> <li>• Road infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• Fire and Emergency Services Airport</li> <li>• Medical Clinic</li> <li>• FCSS</li> <li>• Weed Inspectors/Pest Inspectors</li> <li>• Special Areas &amp; Oyen Development Corp.</li> </ul>	<ul style="list-style-type: none"> <li>Agricultural Society</li> <li>• Acadia Foundation - Seniors Housing</li> <li>• Big Country Waste Commission</li> <li>• Henry Kroeger Regional Water Services Commission</li> <li>• Library</li> <li>• Palliser Regional Municipal Services</li> <li>• SAMDA</li> </ul>

