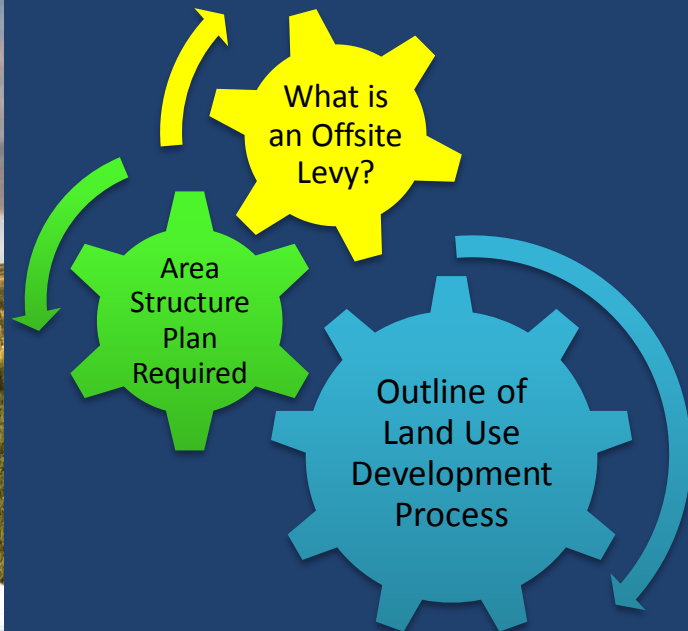


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Developer Information Kit

City of Wetaskiwin
County of Wetaskiwin
Town of Millet

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Table of Contents

JEDI Contact Information

Outline of Land Use Development Process

Area Structure Plan Required

What is an Offsite Levy?

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Industrial Land Development

INFORMATION FOR DEVELOPERS & OUTLINE OF LAND USE/DEVELOPMENT PROCESS WITHIN THE JEDI REGION

This document outlines the general process/procedures undertaken when acquiring and developing industrial property within the JEDI region. (The JEDI region includes the City of Wetaskiwin, the County of Wetaskiwin and the Town of Millet). For the most part, the general process outlined below is similar to that of other municipalities in the Province of Alberta.

The land use development process, depending on the magnitude of the proposed development, can be lengthy, very complex and involve several municipal and provincial government departments. This document is intended to help ‘demystify’ the process. Keep in mind that the process will vary somewhat between an urban and a rural municipality. And the time required for the process or ‘red tape’ as the process is often referred to, will vary depending on how long it takes to acquire the required information.

First of All, What is Joint Economic Development Initiative (JEDI)?

Joint Economic Development Initiative (JEDI) is a unique partnership between three municipalities (the City of Wetaskiwin, the County of Wetaskiwin and the Town of Millet) to facilitate industrial development. JEDI is governed by a Board of Directors made up of representatives from each of the participating municipalities. By the terms of the JEDI Master Agreement, these municipalities share development costs, where appropriate, and tax revenues,

as per a prescribed formula, pertaining to any new industrial development that takes place in the JEDI region, regardless of the municipality in which industry locates. In 2003, when JEDI was originally formed, this type of inter-municipal partnership was the first of its kind in Alberta. The organization has received provincial and national recognition - local municipalities are often praised for their leadership and foresight.

The role of JEDI is to facilitate industrial development by:

- Being the ‘one-stop-shop’ for economic development information within the JEDI region
- Helping business and industry source out information and contacts
- Being the conduit between the private sector and municipalities with respect to industrial development proposals
- Marketing the JEDI region to developers, site selectors and business/industry
- Creating awareness of industrial/business development opportunities within the JEDI region

Standard Municipal Land Use Planning/Development Practices & Legislation

1. What is a “Municipal Development Plan”?

A municipality is required by provincial legislation to have a ‘Municipal Development Plan’ in place. This type of document lays out the municipality’s vision for what types of development will take place and where, taking into consideration the overall wellbeing and sustainability of the municipality. The MDP lays out the municipal council’s vision of what types of development will take place and where. The plan tries to balance the rights of landowners and neighbors against the greater public interest, now and in the future. Among other things, the MDP identifies suitable locations for development - industrial, commercial, agricultural, residential, recreation/tourism and other private development, etc.

Initially, when a prospective developer approaches a municipality in the JEDI region, the Municipal Development Plan (MDP) is reviewed to ensure the area is appropriate for the proposed use.

2. What is an “Inter-Municipal Development Plan”?

An Inter-Municipal Development Plan (IDP) is a statutory municipal policy plan, enforced by provincial regulations and prepared among neighboring municipalities. The main purpose of an IDP is to ensure that development within two or more municipalities reflects the mutual and individual interests of the municipalities involved. An IDP will often focus on boundary areas between rural and urban municipalities.

In the JEDI region, there is an IDP between the City of Wetaskiwin and the County of Wetaskiwin.

3. Area Structure Plan

An “Area Structure Plan’ (ASP) is generally prepared by an engineering firm for a landowner or developer for larger parcels of land and is presented to the municipality for consideration. The ASP sets out the proposed use of land and shows that the land is suitable for that purpose. The ASP must show how it conforms to the MDP or IDP. When reviewing an ASP, the municipality will be taking into consideration such things as: water and sewer servicing, generalized land use, storm water management, municipal reserves, roads, environmental reserves, trail linkages etc.

Preparing an ASP is usually a collaborative effort between the landowner/developer and the municipality with drafts of the ASP passing back and forth until both parties are satisfied. Sometimes the developer holds an ‘open house’ where neighbors can look at the land use proposal and express any concerns they might have. The process of drafting and finalizing an ASP could take several months.

An Area Structure Plan pertaining to industrial development might include:

- Description of the Physical Features of the Site
- Proposed Land Uses
- Proposed Lot Sizes
- Phasing and Development Sequence

- Proposed Transportation Routes
- Location of Arterial and Collector Roadways and Access and Connection to Existing Roadways
- Servicing Boundaries, Capacities and Constraints
- Location of Public Utilities
- Drainage Routing and Detention
- Location in Relation to Other Types of Development, Including Residential Areas – Adjacent Land Uses
- Location of Municipal Reserves, Recreation and Trail Areas
- Archeological and Historical Assessment – Description of Historic Uses
- Other Items as Deemed Necessary by the Municipality

Note to Potential Developers

The land development process can sometimes be quite complex. A great deal of communication is required throughout the step by step process between the developer, the developer's technical advisors, planning authorities and various departments within the municipality in which the development is being proposed. Sometimes the process will involve provincial government department as well (examples: Alberta Transportation; Alberta Environment)

After the Area Structure Plan is approved by the municipality, the sequence of events is generally as follows: application for subdivision, development agreement and rezoning – often the steps following ASP approval are interconnected and subject to each other for approval; therefore, they are often submitted to the municipality for approval simultaneously.

Within the frame work of municipal legislation, an Area Structure Plan (ASP) and rezoning must be adopted by municipal bylaw. Before this can happen, the ASP is advertised in the local newspaper and by mail to nearby landowners. Provincial government departments such as Alberta Transportation and Alberta Environment may also be consulted. Council holds a formal public hearing and then makes a decision.

Once the Area Structure Plan is approved by municipal council, the developer can proceed to the next step in the development process.

If a landowner or developer wants to amend an ASP at a later date (*for example, to increase or decrease density of the development*), the amendment must go through the same municipal process as the original ASP application.

The ASP is the preliminary process by which the landowner/developer can determine what can be done on the land before he spends a great deal of time and money on detailed planning, engineering and construction.

Area Structure Plan – Municipal Policies

City of Wetaskiwin

Contact: Chris Cambridge, Director of Engineering

Tel: 780-361-440

Email: ccambridge@wetaskiwin.ca

County of Wetaskiwin

Contact: David Blades, Director of Planning & Economic Development Services

Tel: 780-361-6235

Email: dblades@wetaskiwin.ab.ca

Town of Millet

Contact: Michelle Skidmore, Development Secretary

Tel: 780-387-4554

Email: development@millet.ca

4. Land Use Bylaws; Zoning

The municipal Land Use Bylaw (commonly called the zoning bylaw) is a document created and adopted by municipal council. This bylaw sets out the allowed uses for each parcel of land in the municipality and establishes minimum development standards such as lot sizes and site coverage.

Land Use Bylaws identify permitted and discretionary land uses as well as general and specific use regulations that may apply to a permitted or discretionary use area.

When a proposal for industrial development is presented to a municipal council, the municipal planning authorities must assess whether the proposed land development is a permitted use or discretionary use according to the local municipal Land Use Bylaw; are the adjacent land uses compatible with the proposed development as per the MDP? Will rezoning be required in order for the proposed development to proceed?

If rezoning is required by the municipality in order for the proposed development to proceed, a Rezoning Application is prepared by the landowner/developer and submitted to the municipality. This is usually a one page form that can be picked up at the municipal office or downloaded from the municipal website.

A rezoning application goes through a public process similar to that of an ASP. Municipal staff members review the application to ensure it complies with the MDP, IDP and ASP. The municipality notifies the neighboring property owners and any affected government departments. There is a public hearing and council decides whether or not to approve the application for rezoning. The process generally takes 30 to 60 days.

5. Application for Subdivision

Subdivision is the process of dividing an existing parcel of land into two or more smaller lots. In the JEDI region, applications for subdivision are submitted to West Central Planning Agency. West Central Planning Agency reviews each application for subdivision to ensure compliance with provincial and municipal policies, sends a copy to neighboring property owners and various

government departments and then makes a recommendation to the local municipality; the municipality makes the final decision. The subdivision process could take several months, depending on the issues. A subdivision approval is generally valid for 12 months; it can be extended at the discretion of the municipality.

6. Development Agreement

Subdivisions are usually approved subject to conditions set by municipal council. From a developer's point of view, the most important conditions concern servicing and the payment of 'offsite levies' to support or buy in to the improvements the municipality might have made or will have to make to roads, water and sewer lines/facilities, etc. The Municipal Government Act, Section G55, sets out the regulations required by a municipality.

The developer and the municipality enter into a development agreement which sets out what is required, how and when certain things are to be done and to what standard, who pays for what, security deposits, etc. The development agreement will include design drawings by a qualified engineer or other qualified professional. The development agreement will reference water and sewer services, drainage, fire suppression, road access/road upgrades, applicable offsite levies and other applicable requirements such as berming, aesthetics of the property, etc....these will be discussed in detail with the applicant.

The development agreement will also include terms and conditions related to permits/inspections, compliance related to stages of development, performance security, etc.

Before any work can proceed, the development agreement must be completed and endorsed by authorized signing authorities for the developer and the municipality. Note: The development agreement would include information about the development security required.

A development agreement can be extremely complex; therefore, a developer should ensure the proposed development agreement is thoroughly reviewed by an engineer and/or lawyer prior to signing. Once the conditions of approval have been met, the subdivision can be registered at Land Titles Office. Once registration of the subdivision is finalized, the developer can start selling lots.

6. Permits Relating to Development

When improvements to the land and buildings are to be undertaken by a developer or property owner, the developer/property owner is required to obtain a development permit from the municipality.

A development permit is issued under the municipal land use bylaw. The cost is minimal to the applicant and can take a few days to a few weeks. The development permit covers such things as the use of land or building, setbacks, access from the public road, driveway, fencing, development timelines, etc.

A building permit relates to safety and building codes for a specific building or buildings on the parcel of land.

Other permits may be required, including but not limited to:

- Plumbing
- Gas
- Electrical
- Permit to Construct
- Private sewage systems for properties in the rural areas of the County of Wetaskiwin

*Note: At this time, the County of Wetaskiwin is not accredited for Safety Codes

**Check with the local municipality for development and building permit regulations and forms -- Usually these forms are available on the municipal website.*

Provincial Approvals

Land use development may require provincial approvals in addition to all other approvals required by the municipality. Example: If the land is within 600 metres of a provincial numbered highway, the land owner/developer requires approval from Alberta Transportation.

The contact for Alberta Transportation is:

Lee Bowman, Assistant D/P Tech

Alberta Transportation - Red Deer Regional Office

Tel. 403-340-4966

Email: lee.bowman@gov.ab.ca

Example: If the landowner/developer plans to use a well for water, approval from Alberta Environment will be required. For water well licensing and other information, contact: 403-340-7113

Utility Services

For any development being proposed within a municipality, water, sewer and garbage/waste disposal would be discussed during the land use/planning stages unless the developer/business is buying an existing business property, in which case the person should still contact the Planning Department of the local municipality to ensure the existing water and sewer systems meet standard requirements.

The County of Wetaskiwin provides waste Transfer Stations throughout the County - residents haul their own refuse to these sites; however, there is garbage pickup in some of the hamlets within the County. For more information about access to Transfer Stations and billing rates, contact County of Wetaskiwin Utilities Department at 780-352-3321.

Electricity www.ucahelps.gov.ab.ca

For installation of electrical transmission lines, contact Fortis Alberta at 310-9473. Your business will be assigned a “Site ID” so that you can make arrangements for supply of power to your business site.

For retail service/supply of electrical power, contact Fortis at 780-310-4822 (for supply by contract); for non-contract supply, contact Epcor at 780-310-4300.

Natural Gas www.ucahelps.gov.ab.ca

For installation of natural gas transmission lines, contact John Rocky at ATCO Gas in Wetaskiwin 780-352-4255.

For retail service/supply of natural gas, contact the Alberta Provincial Government at 780-310-4822 (*Have your telephone number and postal code readily available*) to obtain a listing of

natural gas retail/service providers available in the province.

Note: there are two options for service/supply in Alberta....a 'floating rate' and a 'locked in' rate for a specific duration of time – be sure you understand and decide the best option for your business.

INDUSTRIAL DEVELOPMENT CONTACTS WITHIN THE JEDI REGION

JEDI

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Town of Millet

Teri Pelletier
Chief Administrative Officer
Box 270, Millet, AB, T0C 1Z0
Tel: 780-387-4554
Email: cao@millet.ca



Area Structure Plan

(Overview of common requirements)

Note: This is a general overview - depending on the type of development proposed, not all of the following will be required in an Area Structure Plan. Creating and getting approval for an Area Structure Plan is a lengthy process which might take a year or more to complete, depending on how quickly the applicant can collect and provide the required information.

- Description of the physical features of the site, including natural areas
- Existing land use and proposed land uses;
- Boundaries of adjacent municipalities
- proposed lot sizes (tentative plan of subdivision);
- phasing and development sequence;
- estimated neighborhood population;
- proposed residential unit or business density for the proposed development;
- location of arterial and collector roadways; access and connection to existing roadways; traffic volume/impact (Often a Traffic Impact Assessment is required)
- Servicing boundaries, capacities and constraints
- Fire protection/suppression
- location of public utilities; what utilities will be required to service the lots/parcels (sewage treatment if there is no access to a municipal system; water supply
- drainage routing and detention; Geotechnical and ground water percolation report; storm water management;

- Environmental assessment
- Archaeological and historical assessment
- location of municipal/environmental reserves, recreation and trail areas;
- location of pedestrian links (if applicable);
- other items as deemed necessary by the municipality or provincial/federal government.
- Estimate of costs commonly associated with development of an area structure plan:
 - Professional fees (consulting, engineering studies, etc.)
 - Traffic Impact Assessment and road improvements
 - ASP application fee
 - Costs associated with holding a public hearing for rezoning/ASP
 - Municipal Development Agreement and related engineering fees
- In addition to consultation with the local municipality, consultation might be required with other Agencies/Government Departments might include;
 - Alberta Transportation (roads, traffic)
 - Alberta Environment
 - Alberta Municipal Affairs (safety codes)
 - Alberta Health & Wellness



What Is An Off-Site Levy?

An off-site levy is a charge established by a municipal bylaw. It is imposed as a condition of approval for some developments and subdivisions. The Municipal Government Act allows municipalities to regulate any development within its boundaries. It is deemed just and reasonable that subdivisions, developments and redevelopments should bear a fair portion of the cost of constructing or expanding certain municipal infrastructure facilities such as roads, water lines/treatment/storage and sewage facilities/ lines, etc.

Through necessity, many municipalities impose off-site levies.

Off Site Levies in the JEDI region of Central Alberta:

City of Wetaskiwin:

Offsite levies currently under review

County of Wetaskiwin:

Currently, in the County of Wetaskiwin, off site levies apply to property where the owner/developer will be utilizing the municipal sewer system.

Town of Millet:

Town of Millet Bylaw 2007/03 states that off-site levy costs apply to lands within the Town of Millet or adjoining the Town of Millet for water and sanitary sewer services. As future growth/development takes place, the Town would assess off-site levies appropriate for future development/expansion.

What Is The Purpose Of An Off-Site Levy?

An off-site levy helps pay for road and municipal utility systems required outside or "off" the site of a particular development or subdivision that will directly or indirectly serve that development.

Where Does The Money Go? How Is It Spent?

An off-site levy may be used only to pay for all or part of the cost of any or all of the following:

- Water treatment, storage facilities and pipelines

- Sewage treatment, disposal facilities and pipelines
- Storm sewerage facilities
- Roads
- Land for any of the above

*The municipal facilities, pipelines and roads may be new or expansions to existing infrastructure.

Why Weren't The Off-Site Levies Paid When The Lot Was Created Or Building Constructed?

Off-site levies are not required in all development situations--certain minor developments and subdivisions may be exempt. Also, the need for off-site levies has changed over the years.

How Will I Know If I Have To Pay An Off-Site Levy? How Do I Know If It Is Outstanding And Applies To Me?

The payment of an off-site levy is a one-time payment. It can only be required for the development or subdivision of land. Any exemptions for offsite levies for certain minor developments are set out in municipal bylaw.

Unless covered by the exemption for minor cases, the levy will be imposed as a condition of approval of a Development Permit, Development Agreement, Service Agreement or Subdivision Application for development of certain land or parcels of land. An off site levy might also be applicable when transfer of ownership is made to a third party.

How Are The Rates Calculated?

Most municipalities have undertaken engineering and financial studies of the infrastructure required to support and maintain cost effective and orderly growth. The municipality will allocate off site levy costs to the lands that will benefit from the new or expanded infrastructure so that developers and people subdividing pay an amount proportionate to the area being developed or subdivided. The municipality will review levy rates from time to time to ensure they are appropriate for current construction costs.

When Does The Off-Site Levy Need To Be Paid?

The levy must be paid upon the completion of a Development Agreement, prior to the commencement of development and prior to the approval of a survey plan for registration at the Land Titles Office.