

# MUNICIPAL DEVELOPMENT PLAN



Summer 2018





# MUNICIPAL DEVELOPMENT PLAN

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The preparation of this sustainable community plan was carried out with assistance from the Green Municipal Fund, a Fund financed by the Government of Canada and administered by the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.







# MUNICIPAL DEVELOPMENT PLAN

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## Mayor's Message

High Level is an exciting place to be. Located in Northern Alberta, we are fortunate to have abundant natural resources, a rich heritage, and economic opportunities.

High Levels' Municipal Development Plan (MDP) was created in 2010 with valuable input from community members and then reviewed again in the spring of 2018. The Municipal Development Plan is our long-term strategic plan which reflects a vision of the type of community that the residents of High Level wish to see now and into the future. The Municipal Development Plan identifies ways to achieve this future and also provides the framework for a well-planned, progressive, and sustainable community.

The MDP encourages protection of the environment, promotes quality of lifestyle, and provides for a diversity of business, along with a full range of services. High Level is a community, where community members participate in decision making and choices which reflect our local culture. Our MDP includes forward- looking policy statements, which were designed to create a positive atmosphere for development. The MDP is the guide for future Council decisions when dealing with a variety of planning and development situations and a guide to encourage development, which is beneficial to everyone.

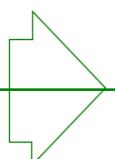
Council is proud that our Municipal Development Plan shows how citizen involvement continues to make High Level the greatest community to live in – a place we're all proud to call home.

Crystal McAteer



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# MUNICIPAL DEVELOPMENT PLAN

## PART I – OVERVIEW

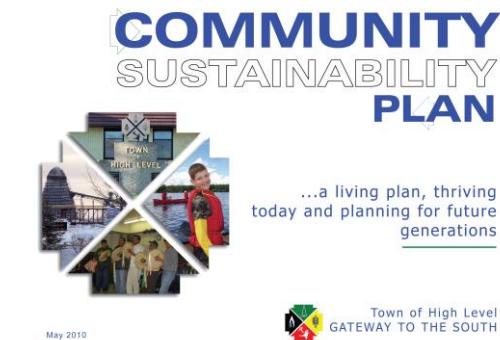
### 1.0 CHAPTER 1: INTRODUCTION

#### 1.1 Background and Purpose

High Level's Municipal Development Plan (MDP) provides the community with a clear understanding of how growth, development and municipal issues will be managed. The MDP is a statutory policy document. This means that the MDP policies have the weight of law and are expected to be implemented as written.

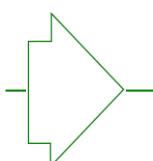
High Level's 2010 MDP was developed in conjunction with the Community Sustainability Plan (CSP). The CSP is a strategic plan that includes all aspects of community life – even those that the municipality of High Level does not have an influence over. The CSP is explicit in identifying the community's goals and top priorities with strategies and actions. The MDP is based on the ideas expressed in the CSP, but can only address those issues that the municipality has direct responsibility for, or significant influence over. Essentially, the CSP provides the vision, and the MDP offers the implementation strategies through the authority of a statutory bylaw.

As this MDP is a comprehensive, long range policy document based on more than just land use, it sets out direction for the form and character of existing and future land uses, parks and open space, mobility systems, community facilities, schools, municipal services, environmental stewardship, urban design, and community and economic development. It is the intention that this MDP will guide Council, Administration, developers, residents, and adjacent municipalities in making responsible planning decisions that will support the CSP and ultimately lead the Town of High Level towards the community vision.



May 2010

Town of High Level  
GATEWAY TO THE SOUTH



## 1.2 Planning Process

The MDP was developed in combination with the CSP, and so the process outlined here can also be found in the CSP document.

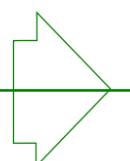
The creation of the CSP/MDP required an adaptive approach to sustainability planning based upon trusted methods, and a flexible response to the local environment. A complex plan such as the CSP/MDP requires diversity of approaches and perspectives to result in a plan that will successfully address the issues of a dynamic community. As such, this section outlines the four main elements involved in creating the plan: the stages, engagement strategies, timelines and community participation.

The Framework for Strategic Sustainable Development (as used by The Natural Step) and supported by the Alberta Urban Municipalities Association is the basic framework used for this Plan. The process involved the establishment of a community stakeholder group called 20/20 High Level who guided the development of the Plan. The main stages of the Plan included the development of:



1. Community Vision & Sustainability Principles
2. Baselines
3. Goals & Targets
4. Priorities
5. Actions & Implementation Plans
6. Monitoring Strategies
7. Land Use Scenarios
8. MDP Policies

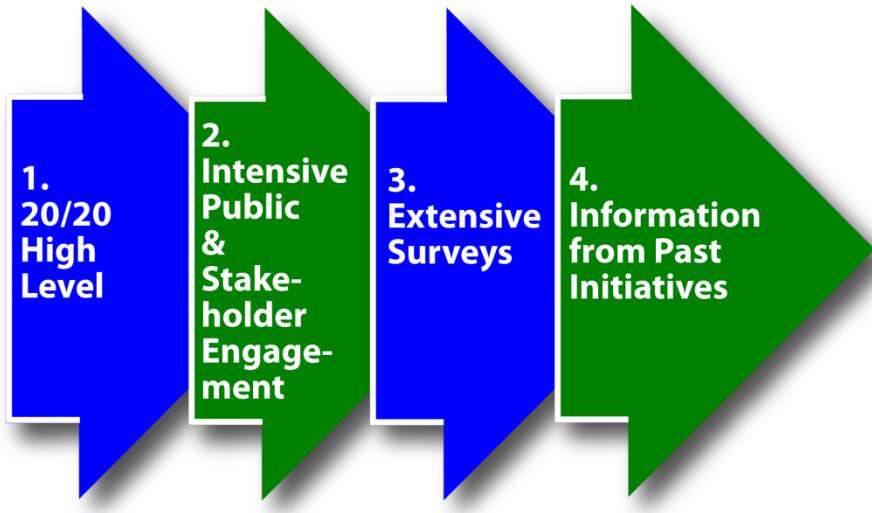
Each of these stages will be discussed in greater depth below. In addition to the stages of the process, a key component for each stage was the method of public engagement. To create a plan that represents the community well, the plan was designed to draw on diverse engagement techniques for different purposes. The public engagement plan resulted in well balanced representation from a variety of perspectives and significant opportunity for involvement.





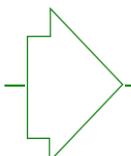
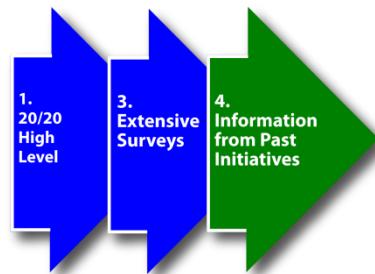
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There were four main engagement approaches used throughout the development of the plan:



1. Community Vision and Sustainability Principles  
(Engagement Approach: #1, #3, #4)

- Understanding sustainability principles and crafting specific principles for a community is a key component of the Plan and process. The principles of sustainability ask community members to consider what is important to them while in the process of creating a sustainable community. The vision is the end result, but the principles are the key values that should be followed along the journey.
- To develop the sustainability principles and vision for High Level, 20/20 High Level recognized the busy nature of the community and recommended a visioning process that would include the public's comments from previous initiatives and build upon them during a committee visioning exercise. Once the draft Vision and Sustainability Principles were created, the second part of the visioning process was to request feedback from the general public.
- 20/20 High Level spent one working meeting understanding the issues behind sustainability. This session was augmented by an intensive two evening workshop. Members of 20/20 High Level were led through a visioning exercise where they were asked to express what they wanted to accomplish as a community in 20 years. In representing their ideas, they were asked to create the cover of the local newspaper. The group was split into two smaller groups for the exercise and they shared their ideas once they had completed the exercise and



discussed the ideas that most people supported. Over the course of the planning process, the two separate newspaper covers were merged into one representing the vision.

- Background information from the Town's survey and other initiatives such as "Active, Creative, Engaged Communities" was included in the visioning discussions. Over the years, many initiatives have been undertaken with multitudes of great ideas. In creating this Plan, 20/20 High Level consciously chose to include information from these other initiatives. There is tremendous value in the work that has been undertaken previously and 20/20 High Level wanted to build upon that value.
- Once the draft vision and sustainability principles had been created and agreed to by all members of 20/20 High Level, a survey was created to see whether the rest of the community agreed with this draft. The survey was made available electronically on the Town's website, and 20/20 High Level's website. It was also available in hard copy through the Town directly. In addition to typical advertising, 20/20 High Level members targeted specific groups of people to ensure a wide range of people responded. Groups that were specifically identified included seniors, youth, First Nations, religious organizations and lower income demographics. The effort made by 20/20 High Level to get as many perspectives as possible

Volume 240 Number 016 September 16, 2027



High Level is Alberta's Most Sustainable Community!

# HIGH LEVEL TIMES

Gateway to the South

Single Copy Price: \$3.00

## Local Events

- Newfie Days celebrates its 22nd annual event at the local Community Centre
- High Level Theatre Troupe puts on a show at the New Arts Centre
- Get your tickets today for the Duck's Unlimited Auction & Dinner
- The Stingrays host the Northwest Alberta Zone at the multi-use Recreational Facility
- High Level's Golf Year End Wrap Up, sponsored by Foxhaven Golf and Country Club, will be hosting Tiger Woods and Mike Weir
- High Level will be hosting the Environmental Initiatives Trade-show at the new Multi-use facility.

## GOALS AND STRATEGIES COME TO LIFE

High Level is Alberta's best known community. It is an inclusive community that appeals to all generations. The quality of life and sense of belonging among community members is unprecedented in Alberta. The town's vibrant local economy, exceptional environmental initiatives, committed local governance and great social programs make this community a leader in sustainability. So what did this seemingly isolated northern community do to achieve such environmental, socio-economic and recreational success in less than 20 years?



"There is no other community like it," said Theresa McKay, incoming President of the Alberta Chambers of Commerce, in her inaugural address at the Chamber's 2027 Annual Conference at the High Level Conference Centre.



To read more on the success of High Level and the 2010 Community Sustainability Plan... see page 4

## FEATURED Articles

- Waste No More: High Level's Waste Management Program Wins the Province's Green Award Second Consecutive Year.....page 2
- Northern Lights Subdivision Features Affordable Housing: To Accommodate High Level's Growing Population City Council Approves Development of Northern Lights Subdivision.....page 3
- White Spruce Village Housing: High Level is Proud of Social Accomplishments including a 400 room Seniors Complex.....page 5
- High Level Bears Wins 3rd Provincial Championship: Volleyball Squad Hammars All Rivals.....page 7
- New Park Opens: Town has Transformed Mosquito Breeding Ground into Multi-use Recreation and Natural Area with Walking Paths, Non-motorized Catch and Release Fishing, and Picnic Areas.....page 8
- High Level City Council Approves Budget: Third Surplus in a Row Expected.....page 10

Weekend Weather & Air Quality Report.....page 2

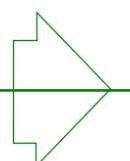
Community Events Calendar.....page 6

Entertainment & Dining Guide.....page 9

Business Directory.....pages 11, 12, & 13

Classified Ads.....Special Section

**GUIDE** Included Inside Paper





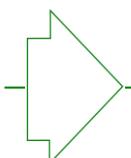
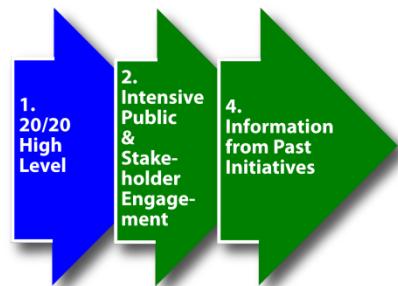
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was rewarded by having 160 people respond with their thoughts.

- The response to the survey was highly positive (72% like the vision and principles and 25% were neutral) with some ideas for revisions being provided. 20/20 High Level made changes based on these comments and finalized the vision and sustainability principles.
- Council adopted the vision and principles on June 8, 2009 to signify their support for the general direction of the Plan.

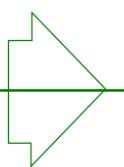
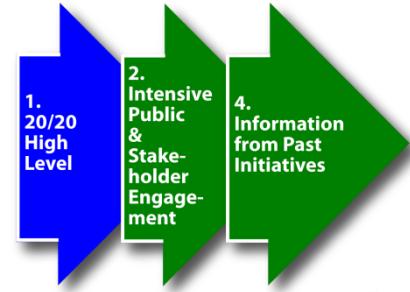
## 2. Baselines (Engagement Approach #1, #2, #4)

- In establishing the vision, the process of strategic sustainability planning sets about identifying the intended goals and then works backward to understand what needs to be accomplished to achieve these goals. To backcast, as it is called, one must understand what the current situation is so that there is a clear understanding of each end of the spectrum – the future goals and the current reality. Establishing the baseline is a key factor in understanding the current reality.
- Based on previous studies and reports, background assessments were completed for each of the five dimensions of sustainability and two additional subsections on land, and infrastructure and transportation. The background assessments were reviewed by 20/20 High Level to ensure accuracy and then they were used to facilitate conversation at the first intensive public workshop about the community's opportunities and barriers.
- The information that came from this workshop was used in understanding the baseline for each priority, and also for helping to set targets.



### 3. Goals and Targets (Engagement Approach: #1, #2, #4)

- An intensive public engagement approach was taken in developing the main elements of the strategies including setting goals, targets and actions. The approach taken was to specifically invite stakeholders to strategic planning sessions focused on each of the sustainability dimensions. Members of the public were also encouraged to participate in these sessions to ensure a broad perspective was included.
- The workshops were hosted over the course of four days. Each session was focused on a specific sustainability dimension with one exception. 20/20 High Level hosted one session that had no preconceived topics and so the agenda was entirely created based on the interests of the participants. In this manner, 20/20 High Level offered some flexible time so that people could attend and contribute at a time that worked for them.
- The result of these sessions was a tremendous amount of information including:
  - Identification and analysis of community assets
  - Understanding of trends
  - Brainstorming of potential goals
  - Discussion of potential targets
  - A mind map of potential actions to meet the goals
- 20/20 High Level worked with the vast amount of material provided through these sessions in creating the CSP/MDP.
- In the final Open House, the public provided clear support for the targets established, with some explicit recommendations for change on a couple of items. These recommendations resulted in changes to the CSP to match the community's expectations.

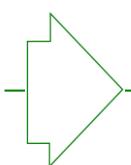
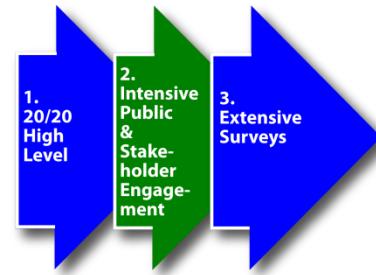




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#### 4. Priorities (Engagement Approach: #1, #2, #3)

- As has been mentioned, developing potential ideas for goals and actions resulted in a significant amount of information and potential projects that could be undertaken. So many, in fact, that the list would have seemed daunting if no priorities were identified. In any community, priorities are important because resources are limited. And so, the prioritization process was developed to focus the community on the most important goals.
- The prioritization process involved an intensive workshop open to stakeholders and the public to review and ensure integration of the summarized goals, targets and actions. Once the participants were satisfied with the content of the information, the prioritization process was undertaken. This process involved identifying the criteria that the community thinks is most relevant to identifying priorities and then using those criteria to rank the goals and strategies. Participants were also asked to vote on their top five goals/strategies to verify the results of the criteria based prioritization. The final list of the most important eight priority areas is a combination of these two techniques.
- Additional prioritization was accomplished by requesting members of the community answer a short survey on their priorities for community amenities. A total of 278 individuals responded to the survey with the results being used to guide the CSP/MDP.
- In addition to the intensive workshop, 20/20 High Level also hosted meetings with a number of smaller groups who were unlikely to attend the larger sessions. Discussions were held to better understand what issues were most important to these groups. The input from these sessions was integrated into the prioritization process and also used for the Municipal Development Plan (MDP) update.



These stakeholder groups represented such interests as:

- affordable housing;
- seniors;
- middle school students;
- high school students; and
- First Nations.

- The prioritization process specifically identified the most important goal/strategy combinations. In the brainstorming portion of the process, most of the priority areas had more than one goal identified and more than one strategy for each goal. While all of this information is important, the prioritization process allowed 20/20 High Level to focus on the most important goal/strategy combinations. As a result, there are eight priority areas that are the main focus of the CSP.

## 5. Actions and Implementation Plans

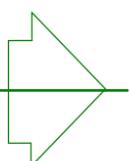
(Engagement Approach: #1, #2)

- Action planning occurred in tandem with a number of the other stages, but in the final stages of developing this plan emphasis was placed on understanding what actions will be required to meet the highest priority goals/strategies.
- 20/20 High Level took all the ideas that were gathered at the intensive workshops and discussions, and reviewed them to ensure they are aligned with the Sustainability Vision and Principles. Once the actions were finalized, implementation planning was also undertaken to understand what resources would be required in terms of:
  - Who would be responsible for accomplishing the task;
  - What the expected timeline would be to accomplish the task; and
  - Whether there would be financial requirements for the task.



## 6. Monitoring Strategies (Engagement Approach: #1)

- Monitoring is an essential part of the CSP/MDP. Moving forward, the first steps will be to initiate action. But not too long after the first action, it will be important to understand what impact the actions are having on the community. The monitoring plan developed through this CSP/MDP will enable the community to understand how close we are to achieving our targets and goals.





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- 20/20 High Level developed the monitoring plan in coordination with setting the targets. Targets were chosen based on their ability to indicate success for the goal/strategy, but also based on whether they could be monitored over time. The monitoring plan includes what indicators will be monitored, how they will be measured or calculated and from what potential source the data will come.

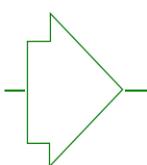
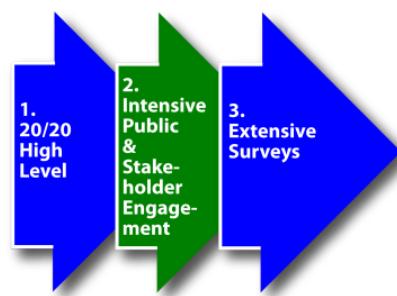
## 7. Land Use Scenarios (Engagement Approach: #1, #2)

- 20/20 High Level developed three possible land use scenarios based on the information collected through the first six CSP/MDP stages. These scenarios were presented to the public at an Open House that asked participants to visually indicate whether they supported various aspects of the scenarios. The feedback indicated obvious trends in public opinion and 20/20 High Level developed the MDP land use map and policies based on this feedback.



## 8. MDP Policies (Engagement Approach: #1, #2, #3)

- The final stage of this CSP/MDP process involved 20/20 High Level creating the MDP policies and verifying these policies with the public through an interactive Open House and survey.



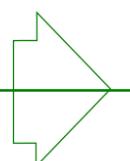
### 1.3 Timelines

As the creation of this CSP/MDP was a dynamic approach, and aimed to develop a sustainability plan and Municipal Development Plan from a community perspective and a systems approach, the conversations were not restricted to the eight stages of the process. Instead, 20/20 High Level and the community members who engaged in the workshops and discussions participated in an iterative process of dialogue, brainstorming, synthesis, and ultimately decision-making.

The timeline of main events is included here to better understand the process of creating the CSP/MDP (Table 1):

Major Activities	Dates
Council workshop to initiate project	December 9, 2008
20/20 High Level Working Session: What is Sustainability?	February 10, 2009
Visioning workshop	March 17 & 18, 2009
Visioning Survey	April 15 – May 7, 2009
Revisions to Vision	May 14, 2009
Council adoption of Vision	June 8, 2009
Strategic Workshops	June 16-19, 2009
Community amenity surveys provided at: Annual Tradeshow & Get to Know You Night	September 17-19, 2009
Synthesis and Prioritization Workshops	September 23-25, 2009
20/20 High Level Review of Workshop Summary Info	November – December 2009
20/20 High Level Working Sessions: Finalizing Baselines; Targets; Action Planning; and Monitoring	January 14, 21, 28, 2010
Interactive Open House: Land Use Scenarios	February 3, 2010
20/20 High Level Working Sessions: MDP Policies	March 25 & April 1, 2010
Interactive Open House: Review of draft CSP and MDP	April 21, 2010
Council Update	May 18, 2010
Public Hearing, Council Adoption	June 28, 2010
Municipal Development Plan Review and Update	Spring 2018

Table 1





# MUNICIPAL DEVELOPMENT PLAN

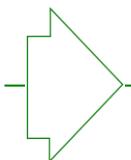
## 1.4 Community Participation

The CSP/MDP could not have been created without the participation of community members. Sustainability plans require community knowledge and support to be successful. In creating the CSP/MDP, 20/20 High Level ensured that the public was invited and included as equal participants in the process. 20/20 High Level represents a major element of the participatory approach because members of the public, Administration and Council had full responsibility for creating this plan. They also offered many opportunities and many different forums for other community members to be involved. The details of this involvement have already been described in the above section and a summary of the community's participation is included to illustrate the number of people who have been involved in the process (Table 2).



Opportunity for Participation	Responses/Participants
Visioning Survey	160
Strategy Workshops	60
Amenity Survey	278
Focused Stakeholder Sessions	60
Prioritization Session	8
20/20 High Level Membership	12
Interactive Open House: Land Use Scenarios	10
Interactive Open House: Draft Plans	28
<b>Total</b>	<b>616</b>

Table 2



## 1.5 Acknowledgements

The process of creating the 2010 CSP/MDP was a significant undertaking and required the dedication and commitment of many people over the course of 18 months to see it through. The following people dedicated significant time, effort and insight to the process:

### 20/20 High Level Members

- Mayor Peter Ernst, Public member and subsequently Council
- Mayor George Schmidt, Council
- Councillor Carrie Demkiw, Council
- Councillor Barrie Gladders, Council alternate
- Margaret Carroll, Public member
- Trudy Lang, Public member
- Perry Moulton, Public member
- Mark Stevens, Public Member
- Jan Welke, Public member
- Adam Clarkson, Town of High Level
- Simone Wiley, Town of High Level

### Town of High Level Administration

- Dean Krause, CAO
- Simone Wiley, Manager of Development Services
- Adam Clarkson, Manager of Recreation Services
- Ashleigh Bulmer, GIS Technician
- Jennifer Sawatzky, Municipal Clerk
- Karen Holditch, Assistant CAO
- Jim Lindsay, Director of Operations
- Keith Straub, Utilities Manager
- Rodney Schmidt, Director of Protective Services
- Stephanie Milton, Peace Officer

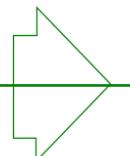
### RCMP

- Shane Ramteemal

### Public Participants

- All of the individuals who participated in the public workshops and discussions to create this plan.

The Town wishes to thank all community members, Council, administration and Urban Systems for their hard work in the creation of the 2010 Municipal Development Plan. The 2018 Municipal





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Development Plan was reviewed and updated by Council and administration based on potential future development and past events that have occurred to make the information relevant moving forward.

## 1.6 Plan Organization

The MDP has been organized into four major parts:

**Part I- OVERVIEW** includes Chapters 1 through 3. It profiles the purpose, planning process and planning context for the Town of High Level's MDP. Part I also describes the vision and guiding principles established in the CSP that have shaped the MDP policies. The overall growth strategy for High Level, the basis for the policy direction and content of this MDP, is included as a precursor to Part II.

**PART II- OBJECTIVES AND POLICIES** includes Chapters 4 through 17. These chapters contain the objectives and policies that will guide decision-making regarding High Level's physical, social and economical development.

**PART III- IMPLEMENTATION AMENDMENT AND REVIEW** is covered in Chapter 18. This chapter describes the methods available to Council to implement and monitor the MDP policies. It also includes a summary of the policies requiring direct action from the municipality.

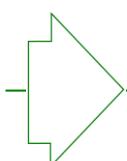
**PART IV: REFERENCE MATERIAL** is provided in Chapters 19 and 20 and contains a glossary of terms and a reference list.

## 1.7 Plan Interpretation

When interpreting the policies of the MDP, use of the words *shall*, *should* and *may* have the following meanings:

- “shall” – means mandatory compliance;
- “should” – means compliance in principle but is subject to the discretion of the Approving Authority where compliance is impracticable or undesirable because of valid planning principles, financial constraints or circumstances unique to a specific application; and
- “may” – means discretionary compliance or a choice in applying policy.

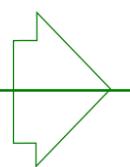
For a full understanding of the MDP, it is recommended that the reader review the entire document and not read specific chapters or policies in isolation. Where an *overview* section precedes the



policies for a chapter, it is provided for information purposes only to enhance the understanding of the policy. Where a policy requires further studies or information, the exact timing of the studies and information shall be determined by the Town. A Glossary of Terms (Chapter 19) provides definitions for significant terms identified in the MDP.

## **1.8 Map Interpretation**

The boundaries or locations for areas shown on the Land Use Map (Figures 3 and 3A) are approximate only and shall be interpreted as such. The Land Use Map is not intended to define the exact locations except where they coincide with clearly recognizable boundaries or features in Town. These would include such items as property lines and highway and utility right-of-ways. It is also noted that when interpreting this MDP, maps included as part of the MDP are concepts and should be considered as such. In the implementation of this MDP, minor variations to the maps may be considered by Council but substantial deviation shall require MDP amendments.





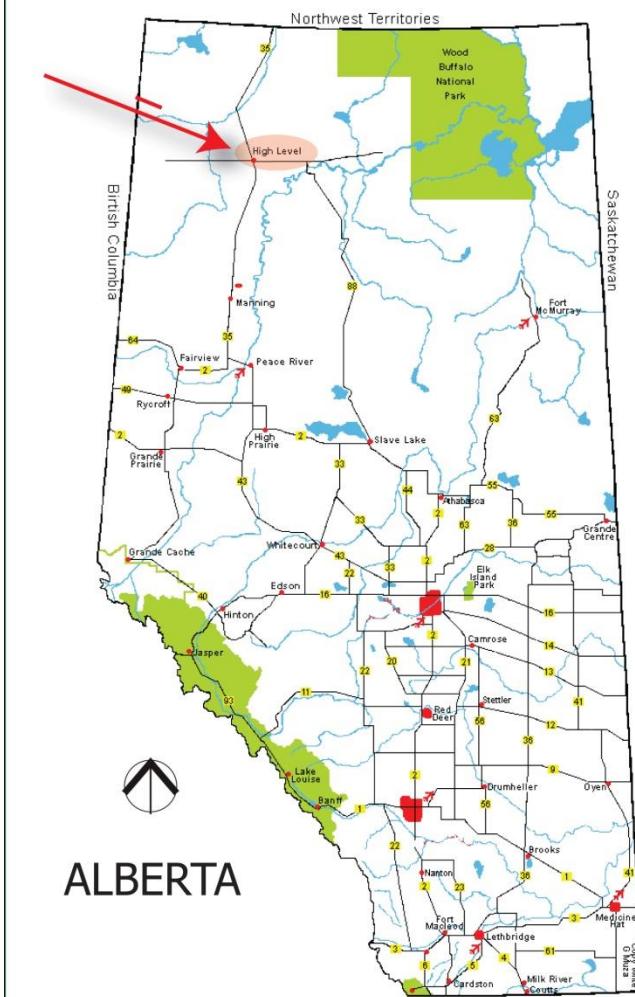
# MUNICIPAL DEVELOPMENT PLAN

## 2.0 CHAPTER 2: PLANNING CONTEXT

### 2.1 Geographical Location

The Town of High Level is located in northern Alberta approximately 165 kilometres south of the 60<sup>th</sup> parallel (Northwest Territories border) and 170 kilometres east of the British Columbia border. High Level is located within the geographic boundaries of the Mackenzie County. The Town is exactly midpoint between the major centres of Edmonton and Yellowknife, making High Level a natural destination spot for the travelling public. The Town is located at the intersection of the Mackenzie Highway (Highway 35) and Highway 58 as illustrated in Figure 1.

Figure 1  
REGIONAL CONTEXT



- Refer to Appendix A for Full Size Figure

## 2.2 History of Growth

The name High Level originated from the height of the land that separates the Peace River and the Hay River. In 1786, the first fur traders arrived in this area, though it was not until 1947 that High Level was settled. High Level's first power plant was established in 1957, and a year later the first post office was built. The oil fields were discovered in the 1960s, and a railway was run to the area in 1963. In 1965 High Level was established as a New Town under the New Town's Act and was indirectly governed by the Province through a locally elected Board of Administrators. During the latter parts of the 1960's major oil fields were discovered in the region and established High Level as a service centre. In the same period a saw mill was constructed. Both oil and forestry industries allowed for business opportunities that resulted in large population growth. In 1965, High Level's population was 356 and grew to roughly 2,600 in 1968.

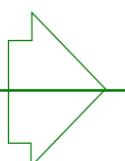


*Logging Activity in the Watt Mountain Area, 1966 (Reid, 1983)*

The Town grew slowly through the seventies and eighties and in 1983, High Level became an official Town with its first elected Mayor and Council. In the 1990s, land development was a Town responsibility, but later in that decade, development became a private venture. The 1990s brought a series of changes to High Level as the population grew and industry increased. With the new millennium, the Town faced even more growth and development. The first three years saw record highs for housing starts, construction value, population increases and employment opportunities. In the latter part of the 2000s, High Level's economy and growth rates slowed as the global recession made its impact on two major economic sectors: forestry, and oil and gas.

## 2.3 Existing Conditions and Land Base

The Town is situated at the intersection of the Mackenzie Highway (Highway 35) and Highway 58 and is surrounded by muskeg and wetland districts to the north and east, and within High Level's existing Town boundaries. Typically, the surrounding lands outside the Town's boundaries are agricultural to the east and southeast and predominantly forest to the west and north. High Level





# MUNICIPAL DEVELOPMENT PLAN

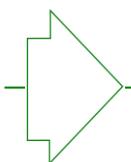
is situated in the Footner Lake Forest which is the largest forest in Alberta. Immediately west of Town along Highway 58 is the Bushe River Indian Reserve.

The area surrounding High Level is known for its oil reserves and forests. The main economic base for High Level is forestry, oil and gas, and agriculture. High Level's central location within the northern Peace Region has allowed the Town to emerge as the dominant retail and professional service centre for the area. Two large oil and gas fields, Rainbow Lake and Zama, are located west of the Town providing services to the oil industry. One OSB mill, which closed in 2007, is located south of High Level and a dimensional lumber mill is located in the Town's industrial area. As a result, High Level has become the main service and processing centre for the region's logging industry. The Town's modern airport, rail service and location have been significant in establishing the Town as a major service centre in northern Alberta.



High Level's existing land base totals approximately 5147.76 acres (2083.3 ha) of land within the municipal boundaries. There are approximately 371 acres (150.2 ha) of land designated as Residential, 411.6 acres (166.6 ha) designated as Commercial, and roughly 1333 acres (539.5 ha) designated as Industrial. The remaining 3031.8 acres (1227 ha) are comprised of Agricultural, Wetlands, Future Development, Future Residential, Parks, Future Parks, Institutions and Roads. (Table 3).

Current Land Use Designations	Area (ha)	% of Town Area
Residential	150.2	7.2%
Commercial	166.6	8.0%
Industrial	539.5	25.9%
Wetlands	621.5	29.8%
Agricultural	58.2	2.8%
Future Development Reserve	199.8	9.6%



Future Residential	109.9	5.3%
Future Park	21.7	1.0%
Institutional	61.2	2.9%
Parks	95.2	4.6%
Total	2083.8	97.1%

## 2.4 Population Growth and Projections

### 2.4.1 Population and Land Requirements

The Town of High Level has grown, on average, approximately 1.9% per annum from 1991 to 2017 based on the Federal and Municipal Census data (Table 4).

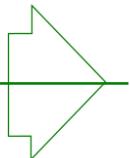
Year	Population Table 3	Average Annual Growth Rate
1991	2,849	
1996	3,093	1.71%
2001	3,444	2.27%
2006	3,895	2.62%
2011	3641	-1.30%
2015	3823	1.25%
2017	3992	2.21%
<b>Average</b>		<b>1.90%</b>

Table 4

Based on the 2017 Municipal Census data, the current Town population is approximately 3992 residents. While the average growth rate has been 1.90% per annum, we are estimating that over the course of 20 years, the likely long term growth rate will continue to be 1.90%.

Based on the Federal and Municipal Census data and the assumptions noted above, the following growth projections have informed the MDP:

Year	Estimated Population Increase (1.90% Growth Rate)			
2017	3992			
2022	394			
2027	433			
2032	476			





# MUNICIPAL DEVELOPMENT PLAN

2037	522			
<b>Total</b>	<b>5817</b>			

Table 5

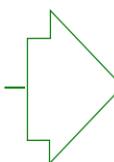
Within the current Town boundaries, there are approximately 109.9 hectares of undeveloped residential land. With careful planning, the Town can maximize its land base and minimize infrastructure costs by continuing to develop in the land already designated for residential uses. One potential challenge to this land supply is the limited number of landowners.

Projections for commercial and industrial land are more difficult in High Level because the standard calculations do not apply. High Level's relatively unique experience of being a regional service centre in a fairly remote location and with significant heavy industry within the Town boundaries results in a higher than normal commercial and industrial land base. As such, it is important for the Town to continue monitoring land supply in the future. Based on the expectations of growth within the MDP, High Level has a reasonable amount of commercial land available; however, much of the commercial land is owned by a small number of owners and may not be available for timely redevelopment. Furthermore, the industrial land base is very high, but because many of High Level's industries require vast tracts of land, there will not likely be enough land available within Town boundaries over the long-term.

## 2.4.2 Population Demographics

Total population is an important consideration for anticipating future land requirements; however, the composition of that population also provides insight into the types of services that will be necessary to provide a high quality of life.

The chart below (Chart 1) shows the population by age cohorts (based on the 2006 Federal Census):



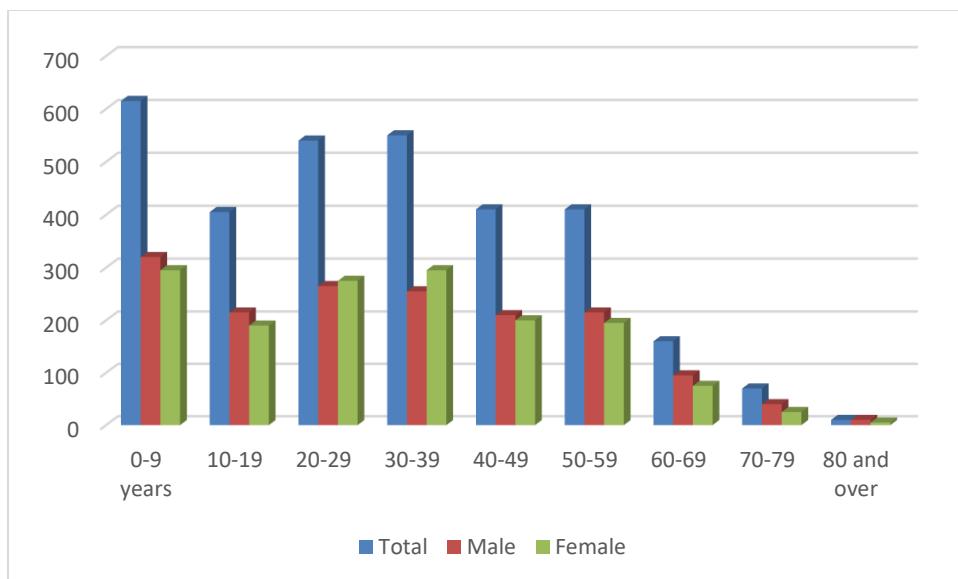


Chart 1

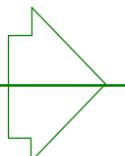
As this data shows, High Level is a very young community with the largest age cohort between the ages of 0 - 9 years old and the second largest cohort between the ages of 30 - 39 years old. The median age of the population is 30.4 years, and 69% of the population is over the age of 15 years. There is little difference in population difference between males and females in each of the age cohorts.

Analysis of this data suggests that High Level is set to grow at a balanced pace, and is likely to be a young family-oriented community. Within this MDP, considerations have been included to provide a diversity of housing options suitable to a young community so that there are options for both affordable housing and single-family housing. In the short-term, emphasis will continue to be placed on the needs of this younger population, but over the course of 20 years, more of the population will be entering retirement and will require a different suite of services. Efforts to plan for these needs should be initiated now.



## 2.5 Development Constraints

Another factor that must be considered when establishing growth and land use policies is that many urban, ecological, and geomorphic features can reduce, restrict or eliminate the suitability of

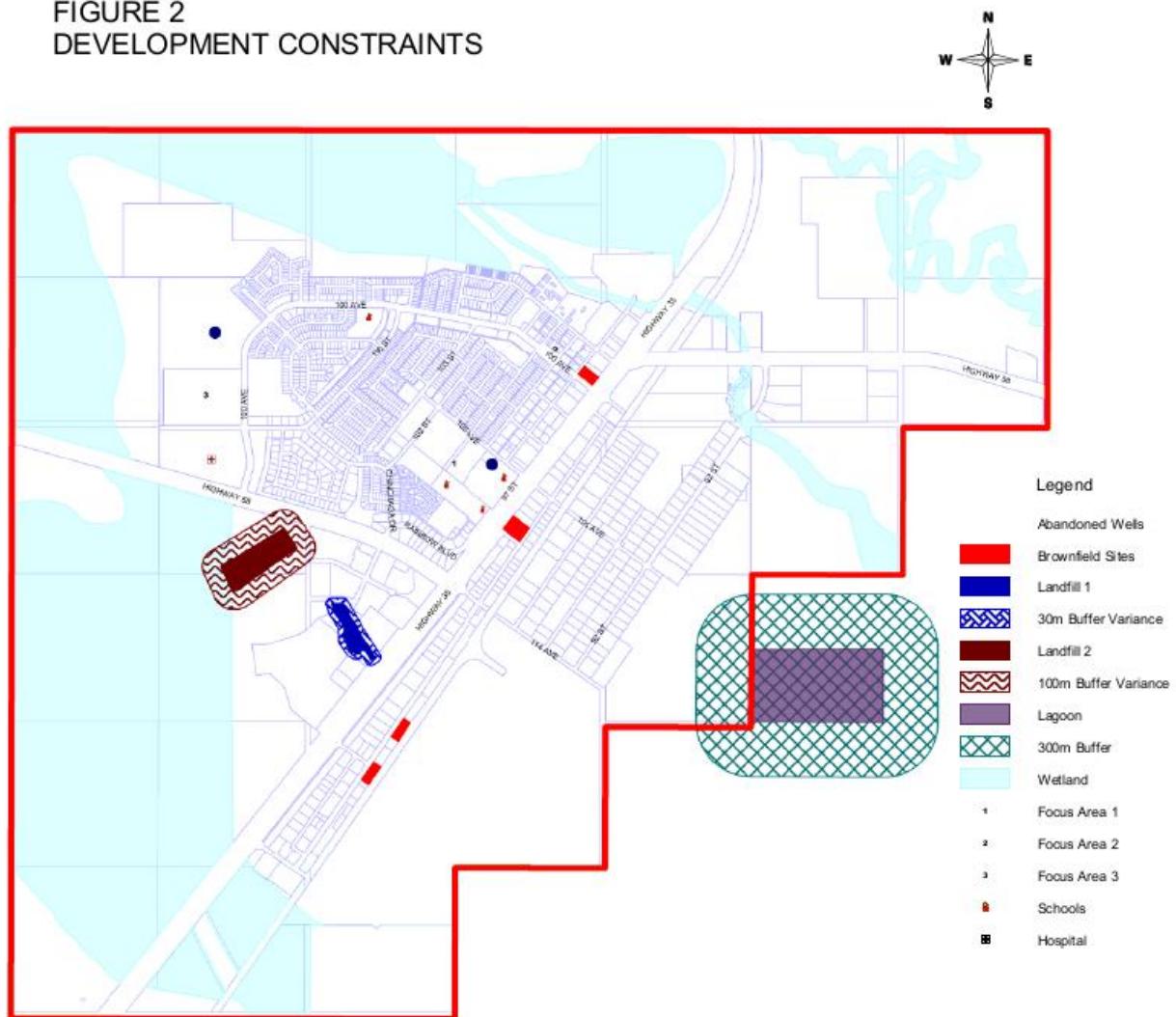




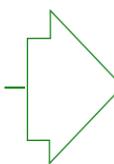
# MUNICIPAL DEVELOPMENT PLAN

certain lands for development. The Town is situated in a resource rich environment; however, there are limiting factors to potential development because of the surrounding muskeg and wetland districts, as well as a number of human-made sites. Figure 2 identifies some of the major development constraints.

**FIGURE 2**  
DEVELOPMENT CONSTRAINTS



Refer to Appendix A for Full Size Figure  
A significant amount of Town land is comprised of wetlands (611 hectares). The wetlands and the Bushe River constitute the major ecological and geomorphic constraints. Development cannot occur in these areas until the nature of the wetlands are understood and assessed in terms of development potential.



The human-made sites include:

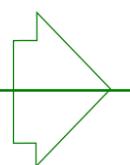
- two abandoned landfill sites;
- two abandoned well sites;
- four brownfield sites; and
- a wastewater treatment site (sewage lagoon).

The abandoned landfill sites are subject to the Subdivision and Development Regulation (Section 13) and certain types of development are restricted within a 30m buffer zone within landfill 1 and a 100m buffer around landfill 2. The Town of High Level is currently undergoing a study to specifically locate the landfill sites within these general areas, and work with the Province to determine whether a smaller buffer zone is possible.

The abandoned well sites are also subject to the Subdivision and Development Regulation (Section 11). However, abandoned well sites, that are not sour gas wells, do necessitate development restrictions. The Town will need to be aware of these sites in the future and they are provided for information purposes only.

Brownfield sites are common in urban environments and do restrict development in that remediation of the site is generally required prior to redevelopment. In High Level's situation, one of the brownfield sites is a significant site as it borders the entranceway between Highway 35 and the downtown.

Finally, the wastewater treatment site (lagoon) results in some land use restrictions within the 300m buffer zone as per the Subdivision and Development Regulation (Section 12), but as the lagoon is located outside of the Town Boundary bordering the industrial area, these restrictions are unlikely to affect development decisions.





# MUNICIPAL DEVELOPMENT PLAN

## 3.0 CHAPTER 3: VISION AND GUIDING SUSTAINABILITY PRINCIPLES

The MDP is the primary planning document for High Level and it is essential that the objectives and policies of this plan reflect the community vision for the Town. An important first step in the creation of this revised MDP was to review the existing goals and objectives of the previous MDP but also to incorporate the vision and principles established in the CSP.



Visioning is a process by which a community defines the future it wants. Through public consultation, communities identify their purpose, core values and vision for the future. The community draws heavily on their values by analyzing where they are presently, where they are likely heading, and where they would like to go. The MDP policies are guided by the vision and principles established in the CSP, along with the information contained in the previous 2004 MDP. In conjunction with the CSP, the Town adopts the following vision as part of this MDP:

### 3.1 Vision

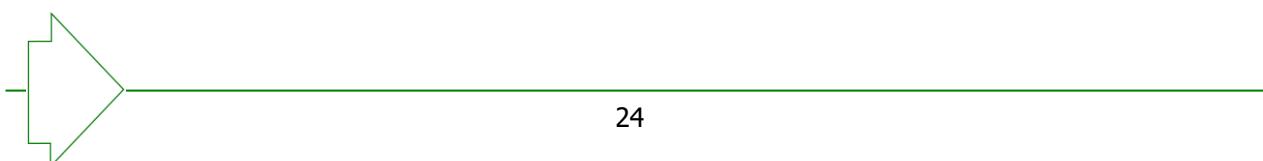
*"Our vision for the future of High Level is as Alberta's best known community; there is no other place like it*

### 3.2 Guiding Sustainability Principles

The MDP also adopts the following sustainability principles that align with the Town's vision. It is the intent of this MDP that the objectives and policies established directly support the following principles established in the CSP:

#### Trust

Trust is the foundation of our interactions. We believe in respecting and valuing each other. It is important for us to trust that everyone makes decisions in the best interests of our community and region.



### **Security**

We believe in the inherent right for everyone to feel safe and secure in our community. We maintain and protect the rights and wellbeing of all citizens. We believe in a proactive approach focusing on providing ample opportunities for everyone to create the life they want and access to the resources to do so. We value being a safe community where people know and trust their neighbours.

### **Accountability**

We are all accountable for achieving our vision. Community ownership is created through shared accountability. The Town always seeks to find opportunities for public engagement, and awareness-raising. The Town acts with integrity to achieve community interests by being effective in creating value and upholding our principles and commitments. Our community and region are unique in the province and it is important to create strong, accountable governance to better reflect our region. A sense of shared ownership ultimately guides us into the future.

### **Cultural Legacy**

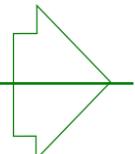
Every day we create our cultural legacy. We are proud of our history and identity as a young community. High Level is built for the specific purpose of accommodating people's need for community in this region. Our many assets are worth honouring through cultural events and commemorative symbolism. We recognize diversity, and celebrate being inclusive. We are proud of our culture where people are comfortable with who they are in our small, northern community.

### **Balanced Growth**

Balanced growth is an integral part of High Level's history and character. Measured and steady growth has sheltered us from cycles of boom and bust. With balanced growth we continue to build excellent community assets such as recreation facilities and schools in keeping with the needs of our population. We believe in an approach of balanced growth because we can offer great amenities and services to all. We value creating a beautiful community that everyone can be proud of through commitments to develop and maintain our assets into the future.

### **Opportunities for Everyone**

We value all members of the community. We are motivated and creative in expanding local services that are easily accessible for everyone. We know the value of having multi-generational families





# MUNICIPAL DEVELOPMENT PLAN

living in High Level and recognize the importance of attracting and retaining families through amenities, events and activities. Community members have options for work, school and recreation to provide purpose within our community. Our town's identity and history are built upon by people working together to make opportunities.

## **Education**

We believe in the value of education. Education in all aspects of life is vital to becoming engaged citizens of our community. Sustainability education is a critical component of achieving our vision, and so too are formal and informal education opportunities. We value education to support everyone in developing their passions and skills, and ultimately contributing their knowledge in our community.

## **Environmentally Friendly**

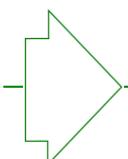
Environmental stewardship plays a vital role in our future. Emphasis is placed on responsible use of resources, reduction of waste, and regeneration of ecosystems. We collaborate with industry and invest in environmental initiatives to use energy, water and material resources efficiently. We have a minimal ecological impact because of our concentrated urban environment. We believe in promoting respect for the environment through outdoor education programs and initiatives to keep the community clean.

## **Economic Stability**

We value having a vibrant local economy offering an array of opportunities for our residents. Encouraging economic development is essential to our long-term future with a focus on a diversified economy to enhance our opportunities. We support sustainable management of our natural resources and the prosperity they provide. As a regional centre, we provide a variety of easily accessible amenities and shopping options for residents and visitors alike.

## **Commitment to the Community**

High Level is the place we call home. We value being a friendly community committed to working together to enhance our local culture. Our commitment to the community is based on relationships and the great people of High Level. We celebrate our community pride through local events made possible by the energy and enthusiasm of volunteers.



### **Social Health**

We believe in a strong social structure. We value offering all residents excellent access to education, health services, recreation, affordable housing, and other supportive services. Our community encourages the performing and visual arts through community programs. We are an active and healthy community with easily accessible recreational facilities, entertainment, and green spaces for everyone. We pride ourselves in creating a safe place to live with plenty of opportunities for social interaction such as community events, local education programs and social programs for both adults and youth.

### **Regional Cooperation**

We believe in working together with our regional neighbors. Regionally, we are affected by similar trends and have opportunities to create solutions through cooperation that may not be available to us as individual communities. We value being proactive in seeking opportunities that might benefit the entire region such as economic, health services, natural environment and utilities strategies. We take pride in our spirit of regional partnerships as this collaboration enables us to have a strong presence within the province.

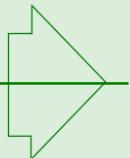
### **3.3 Preferred Growth Strategy**

High Level's preferred growth strategy was identified through a series of public consultations. The strategy includes the creation of the Town's Land Use Map (Figure 3) and associated policy direction integral to this MDP. The preferred growth strategy helps aid policy within this MDP by identifying how the Town wishes to grow in accordance with its vision for the future.

The overall strategy for High Level focuses on enhancing elements within Town while recognizing and encouraging growth in the southeast as this relates to overall industrial land base. High Level shall focus on strengthening community identity while also encouraging new industry into Town. This strategy will accommodate the Town's future residential and commercial growth within the current existing Town boundary with particular emphasis on enhancing the Downtown Core. Industrial lands are expanded outward to include land identified in the Land Use Map (Figure 3).

Key points for the growth strategy for High Level include:

- Expansion of industrial lands to the south of Town to promote industry attraction;
- Intensification of the downtown identifying this as the main commercial area;
- Development of residential lands to occur within the existing areas of Town;





## MUNICIPAL DEVELOPMENT PLAN

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- Optimization of existing infrastructure by focusing servicing on the existing areas of Town and increasing density will result in lower community costs;
- Emphasis on recreation and open space; and
- Maintain the “small town feel”.

The general strategy for growth identified above has allowed for policy creation within the MDP that is described in detail in PART II, Chapters 4 through 18.

- *Refer to Appendix A for Full Size Figure*

## PART II – OBJECTIVES AND POLICIES

### 4.0 CHAPTER 4: SENSE OF COMMUNITY

#### OVERVIEW

A strong sense of community is one of the primary goals for High Level residents as expressed through the CSP/MDP process. Currently, people think that a sense of community is blooming, but needs support to continue. To support this growing sense of community, the Town and community groups host many events throughout the year. The results have been positive with more people becoming involved than ever before.



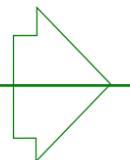
Some of the concerns related to sense of community are that people think there is no community identity or vision. Residents have expressed that it is difficult to foster a sense of pride because of the safety concerns and the aesthetic character of town.

In response to public's opinions, the MDP includes significant emphasis on the community vision, and building a community identity through social program support and urban design. These policies support many of the community amenities identified by the public as necessary to a high quality of life and vital to the full realization of this Town as a community.

#### 4.1 Objectives

The Sense of Community objectives are to:

- Promote a dynamic community rooted in strong social connections and a sense of belonging;
- Foster an inclusive culture enabling all residents to actively participate in community functions and activities;
- Encourage community pride;
- Provide amenities and services for all residents in High Level;
- Create a safe community;
- Explore heritage opportunities that will enhance the culture or natural environment;
- Provide appropriate and accessible recreation and leisure programming and facilities; and
- Encourage healthy and active lifestyles.





# MUNICIPAL DEVELOPMENT PLAN

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## 4.2 Inclusive Community

- 4.2.1 The Town should continue to promote an inclusive and family-oriented community culture.
- 4.2.2 The Town should focus on attracting and retaining residents by providing appropriate amenities.
- 4.2.3 The Town should design the community to facilitate strong social interactions by ensuring neighbourhood design fosters connections between neighbourhoods, and between public open spaces through inclusive mobility standards.
- 4.2.4 The Town should continue to develop partnerships with business and industry to enhance community culture.

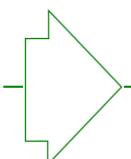
## 4.3 Community Pride

- 4.3.1 The Town should support community events and public art initiatives.
- 4.3.2 The Town should partner with local organizations to promote community events and encourage increased community involvement.
- 4.3.3 The Town should promote and celebrate volunteerism because it is the fabric of the social network in High Level.

## 4.4 Social Amenities

- 4.4.1 The Town should encourage local health care providers to facilitate excellent quality health care for High Level residents that includes cultural and language training services.
- 4.4.2 The Town should encourage health care providers to establish an attraction and retention program for health care professionals.
- 4.4.3 The Town should promote proactive health care and wellness by encouraging local health education and community initiatives regarding active and healthy lifestyles.
- 4.4.4 The Town should support regional education providers to ensure high quality education is available to residents in all stages of life. Available education services should include daycare, primary, secondary, post-secondary, trades and life skills programs.
- 4.4.5 The Town shall continue to support the library and museum.
- 4.4.6 The Town shall continue to provide Family and Community Support Services (FCSS).
- 4.4.7 The Town should encourage appropriate organizations to ensure that residents have access to all possible social services, and particularly services that proactively address social issues.
- 4.4.8 The Town should encourage social amenity facilities to locate where they can be conveniently accessed and ideally to locate in one of the Focus Areas (as outlined in Section 8.5 and identified on Figure 3).

## 4.5 Youth



- 4.5.1 The Town should continue offering youth programming through FCSS and recreational programming.
- 4.5.2 The Town should explore opportunities to engage teenage youth in recreational and social programs.
- 4.5.3 The Town should promote and partner with appropriate local organizations to provide youth community leadership and life skills training programs.
- 4.5.4 The Town should encourage youth to become involved in the community through such initiatives as having communication between Student Councils and Town Council.

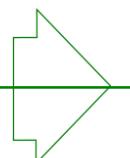
#### **4.6 Seniors**

- 4.6.1 The Town should encourage seniors to become actively involved in community life.
- 4.6.2 The Town should continue to explore options for seniors lodging ensuring that the needs of this demographic are provided for within Town.
- 4.6.3 The Town should encourage regional health care providers to ensure that senior care services are available and to plan for new services as the demographics shift.

#### **4.7 Leisure and Recreation**

- 4.7.1 The Town should support community recreation events, as well as the arts and cultural community.
- 4.7.2 The Town should include local artists in beautification and revitalization initiatives to support the local arts community and to ensure that new designs respect the community's culture.
- 4.7.3 The Town should continue to partner with local organizations to encourage a variety of leisure and recreation activities for all seasons and ages.
- 4.7.4 The Town should explore the possibility of supporting community initiatives through a community grant program or donation policy.
- 4.7.5 The Town should develop a *Parks, Recreation and Culture Master Plan* to ensure that the Town has access to appropriate facilities to meet the needs of changing recreation preferences and demographic changes, to update and maintain the capital and operational plans for facilities.
- 4.7.6 The Town should encourage multi-use recreation facilities.
- 4.7.7 The Town should endorse healthy eating options in all municipal facilities.
- 4.7.8 The Town should ensure recreation and leisure programs are readily affordable for High Level residents.
- 4.7.9 The Town should collaborate with regional partners to conduct a Regional Needs and Market Assessment for recreation and leisure programming and facilities.

#### **4.8 Safety**





# MUNICIPAL DEVELOPMENT PLAN

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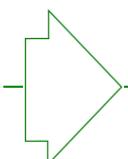
- 4.8.1 The Town should encourage a community culture and neighbourhood design that focuses on residents having opportunities to get to know one another. Community members who know each other are more likely to keep an eye out for each other.
- 4.8.2 The Town should collaborate with local social services providers to place an emphasis on a proactive approach to safety by effectively providing services for alcohol & drug addition, domestic violence, and physical and sexual assaults.
- 4.8.3 The Town shall continue to enforce the *Community Standards Bylaw*, as amended.
- 4.8.4 The Town shall continue to support the Peace Officer Program.
- 4.8.5 The Town should continue to support local organizations such as Citizens on Patrol and the High Level Community Police Society to address safety from the grassroots.
- 4.8.6 The Town should lobby for police officers to ensure community safety.
- 4.8.7 The Town shall continue to maintain an updated *Municipal Emergency Plan*.

## 4.9 Public Engagement and Communication

- 4.9.1 The Town shall encourage and promote public engagement opportunities, and communication methods.
- 4.9.2 The Town should use a wide diversity of methods to communicate with the public ensuring coverage of all segments of the population.
- 4.9.3 The Town should ensure advertising for municipal events using a variety of media.
- 4.9.4 The Town should encourage and welcome community groups to participate in Council to provide updates on community issues and events.
- 4.9.5 The Town should continue to provide clear and timely communication to the public regarding the outcomes from Council meetings.
- 4.9.6 The Town should promote public education on governance.

## 4.10 Heritage

- 4.10.1 The Town should celebrate its history by developing an inventory of buildings, structures, landscapes and archaeological resources.
- 4.10.2 The Town should encourage commemoration of its history through community events.
- 4.10.3 The Town should encourage innovative reuse of heritage buildings and resources to incorporate the Town's history into contemporary culture.



## 5.0 CHAPTER 5: ECONOMIC DEVELOPMENT

### OVERVIEW

The Town of High Level is the economic centre and hub for the Northwest Territories. With a population of approximately 20,000 people. With this significant market and geographic location in the Northwest Territories, High Level has experienced significant economic growth over the past decade. It should be noted that along with most North American communities, the Town has been impacted by the current global recession.

High Level's three main industries include forestry, oil and gas and tourism. While the forestry and oil and gas have seen tremendous increases in production over the past decade, the current economic situation has caused the community and its leaders to develop new strategies to promote diversity and explore innovation.



It is the intent of this chapter to provide policies that will support a proactive approach to economic development in High Level.

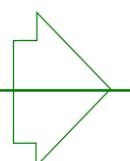
### 5.1 Objectives

The Economic Development Objectives are to:

- Encourage the development and diversification of High Level's economy in all sectors including residential, commercial, and industrial development;
- Promote a proactive and secure fiscal structure for the Town through the use of a balanced land use plan;
- Ensure adequate land supply for each sector is consistent with the Town's growth as this relates to residential, commercial, and industrial land bases;
- Encourage the development of a business community that emphasizes skilled jobs for local residents; and
- Establish a vibrant downtown with a greater intensity of commercial activities.

### 5.2 General Policy

- 5.2.1 The Town shall promote the growth of residential, commercial and industrial sectors of its economy provided they meet the direction and policies of this MDP.
- 5.2.2 The Town should ensure there is a sufficient amount of available residential, commercial and industrial lands within the municipal boundaries to accommodate the needs of High





## MUNICIPAL DEVELOPMENT PLAN

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Level's business community. The Town should regularly monitor land availability and initiate discussions for boundary growth, if deemed necessary.

- 5.2.3 The Town should promote joint initiatives for economic development with adjacent municipalities in the region.
- 5.2.4 The Town should investigate the preparation of a fiscal impact assessment for all Area Structure Plans (ASP), Area Redevelopment Plans (ARP) and large proposed subdivisions to determine the long-term fiscal implications to the Town. The Town should assess fiscal impact assessments as one factor among many in the decision-making process because a fiscal impact assessment only provides information on the direct revenue and expenditures for the municipality. A fiscal impact assessment is unlikely to be able to provide information on the overall economic impact to the community.

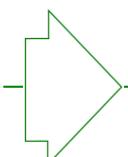
A Fiscal Impact Assessment may address issues associated with, but not necessarily limited to:

- Description of proposed development including number of units and/or square footage of non-residential space, the development density, and proximity to existing services;
- Projected property value;
- Expected municipal mill rate;
- Estimated municipal revenue projected to be provided to the Town over the long-term; and
- Estimated municipal costs to service the proposed development over the long-term.

- 5.2.5 The Town shall review off-site levies, fees and charges on a regular basis and amend them accordingly to reflect the current costs of development and rate of inflation.
- 5.2.6 The Town should promote green business practices.
- 5.2.7 The Town should promote skilled jobs in business and industry by collaborating with local business associations and industry.
- 5.2.8 The Town should promote a business-friendly environment by working collaboratively with existing and potential businesses and industry in High Level.
- 5.2.9 The Town should promote skill development and business education opportunities for residents.

### 5.3 Business and the Downtown

- 5.3.1 The Town shall promote the downtown as the heart of the community and encourage a concentration of retail, entertainment, professional services, and other financial and government services to locate in this area.



- 5.3.2 The Town should recognize the young nature of the community and explore opportunities and activities that promote jobs and the vibrancy of the downtown.
- 5.3.3 The Town should establish the downtown as the primary location for new office developments.
- 5.3.4 The Town should promote High Level as a regional hub for business and commerce.  
(For additional policies regarding the downtown, please see Section 10.3)

#### **5.4 Industry**

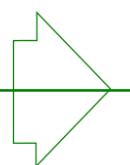
- 5.4.1 The Town should focus on enhancing existing industries in High Level with an emphasis on value-added industries and secondary production options.
- 5.4.2 The Town should promote High Level as a regional hub for industry.
- 5.4.3 The Town should encourage development of the wood products and oil field services industries with particular emphasis on bio-fuels, and biomass.

#### **5.5 Tourism**

- 5.5.1 The Town should promote High Level as a tourist and destination area.

#### **5.6 The High Level Airport**

- 5.6.1 The Town shall encourage the High Level Airport becomes a self-sustaining, viable operation that continues to serve the region as an important transportation facility.
- 5.6.2 The Town should support the airport expansion as identified in the *Airport Master Plan*.





## MUNICIPAL DEVELOPMENT PLAN

### 6.0 CHAPTER 6: ENVIRONMENTAL STEWARDSHIP

#### OVERVIEW

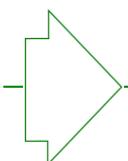
Activities that occur within a municipality's boundaries often generate significant environmental impacts through resource, land and energy consumption; the production of greenhouse gas emissions; and waste materials associated with urban ecological footprints. Through this MDP, the Town of High Level intends to take a proactive environmental approach to enhance the community's attractiveness and promote the natural amenities that the people of High Level value. The intent of this chapter is to ensure all development within Town has a minimal impact on the environment, particularly environmentally sensitive lands.



High Level has significant natural lowland areas that form part of the Watt Mountain watershed basin and drain into the Bushe River. The lowlands have a mean elevation of approximately 300mm below the adjacent developed or treed areas. As a result, these lowlands contain water for much of the year, and some of these areas may act as wetlands. The proximity of the lowlands to the developed area causes significant challenges for stormwater management and overland water flow.

High Level residents value natural areas and are often attracted to the community because of the close proximity to the "bush". Through the MDP process, the Town has also heard that community members wish to see the natural areas within town enhanced and protected for their enjoyment.

The final theme within this chapter is a focus on improving air quality. Air quality is currently negatively impacted by some industry activities, and the dusty nature of town. The intent is to work with industry to improve air quality, and to reduce sources of dust wherever possible.



## 6.1 Objectives

The Environmental Stewardship objectives are to:

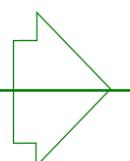
- Protect and preserve the natural habitat and watercourses in High Level and surrounding areas, namely the natural habitat adjacent to Bushe River, Tributary Creek and wetland areas;
- Enhance existing natural areas so that they may be enjoyed by residents;
- Incorporate natural areas within future development areas in Town;
- Require landowners to mitigate negative impacts to environmentally significant areas; and
- Take a leadership role as a municipality with respect to being environmentally-friendly.

## 6.2 General Policy

- 6.2.1 The Town shall work cooperatively with any federal, provincial or municipal governments that has interest in or is affected by the development and implementation of environmental plans.
- 6.2.2 The Town shall continue to support litter-free regulations, and may promote a litter-free campaign targeting both residents and business owners to improve the Town's aesthetic character and to improve impacts to the natural habitat.
- 6.2.3 The Town should promote outdoor education programs, as part of the recreation and leisure offerings, to promote better understanding of ecosystems and human interactions.
- 6.2.4 The Town should regularly clean up litter from all natural areas to ensure the ecosystem integrity remains intact.
- 6.2.5 The Town should encourage the use of native vegetation in landscaping and park areas in keeping with the natural environment and to reduce the need for additional maintenance and other inputs such as fertilizers and water. In the case where natural vegetation may pose a risk, such as a fire risk, alternative vegetation may be considered.
- 6.2.6 The Town recognizes the benefit of being a "FireSmart Community" and will continue to engage in "FireSmart" activities and promote community "FireSmart" education.
- 6.2.7 The Town may develop and/or facilitate conservation strategies for public and private lands using the Provincial Land Use Framework and the Alberta Land Stewardship Act. The Alberta Land Stewardship Act specifically identifies a number of tools that may be of use in High Level including Transfer of Development Credits, Land Trusts, Conservation Easements, and Tradable Disturbance Rights.

## 6.3 Waterbodies

- 6.3.1 The Town shall ensure all developments respect and maintain the integrity of the Bushe River and Tributary Creek. The Town may allow complimentary recreational development within these watercourse corridors such as walking trails.





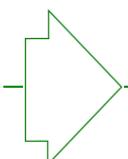
## MUNICIPAL DEVELOPMENT PLAN

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- 6.3.2 The Town may establish a Wetland policy based on the Wetland Inventory and Assessment to provide guidance for protection of significant wetlands, and compensation requirements if development is considered on low quality wetlands.
- 6.3.3 The Town may protect and preserve all significant wetlands, to be defined based on the Wetland Inventory and Assessment, for ecosystem habitat. Passive recreation opportunities may be allowed where human impacts will not negatively affect the significant wetlands.
- 6.3.4 The Town shall ensure that no development occurs within 30 metres from the Top of Bank of the Bushe River or Tributary Creek or other waterbodies, with the exception of discretionary uses listed in the Wetland (W) Land Use District, in accordance with the Land Use Bylaw, as amended (Figures 2 and 4).
- 6.3.5 The Town shall restrict subdivision and development within the floodway and flood fringe of all watercourses and uses shall be limited to natural areas, parks, trails, and essential utilities that do not impede flood discharge. No other development shall be allowed.
- 6.3.6 The Town shall require that for any development and subdivided lands approved prior to the adoption of this MDP, development within the flood fringe be flood-proofed to the satisfaction of the Development Authority.
- 6.3.7 The Town shall ensure that the required building setback from the top of bank of all watercourses be determined through the Environmental Impact Statement (Section 6.5).
- 6.3.8 The Town shall protect major drainages and water courses from development and the Town shall ensure that major drainages and water courses are integrated into urban developments in a manner that minimizes disruption of their natural systems.
- 6.3.9 The Town may explore opportunities for preservation and development of waterfowl habitat either through creation of man-made habitats or preserving existing natural areas.
- 6.3.10 The Town should initiate a *Regional Watershed Plan* in collaboration with regional partners and stakeholders to gain a better understanding of the watershed, to identify areas in need of protection, and to plan for urban water use into the future.
- 6.3.11 The Town should create a *Water Source Protection Plan* following the guidelines of the Provincial Water for Life Strategy to address concerns regarding water consumptions rates and pollution of local water sources.

### 6.4 Air Quality

- 6.4.1 The Town shall work with industry to remove the wood burner in a timely manner.
- 6.4.2 The Town shall require that current and future development sites maintain sufficient vegetation and/or appropriate paving to reduce dust nuisances. Amendments to the *Land Use Bylaw* are necessary to implement this policy.



6.4.3 The Town shall support initiatives that strive to achieve a rating of 100% Good Air Quality, as per the target established in the *Community Sustainability Plan*, and based on the Air Quality Index (Alberta Environment, 2010).

## 6.5 Development Impacts

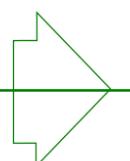
6.5.1 The Town may require developers to demonstrate how proposed construction projects and new developments utilize environmentally sound practices and conserve resources through the preparation of an Environmental Impact Statement (EIS). An EIS will accompany all Area Structure Plans (ASP) and/or Area Redevelopment Plans (ARP) and other significantly large subdivisions and shall be prepared by a qualified professional such as a professional biologist or professional agrologist.

6.5.2 An EIS shall contain a description of existing environmental conditions, the proposed development, and the significance of potential short- and long-term environmental impacts, including impacts of construction and operating activities.

An EIS shall identify appropriate and feasible mitigative measures including land use planning, project design, construction techniques, and operational practices to reduce or eliminate potentially adverse effects on the environment.

An EIS shall address issues associated with, but not necessarily limited to:

- Fish and wildlife;
- Vegetation;
- Soils and terrain;
- Slopes;
- Geotechnical investigation;
- Flood potential and proposals for mitigation should proposed developments be in close proximity to the Bushe River, within the floodway, or within the flood fringe as deemed by the Town;
- Water quantity and quality;
- Visual resources;
- Land and resource use;
- Cultural and heritage resources; and
- Identification of residual impacts, monitoring requirements and need for additional environmental impact assessment work.





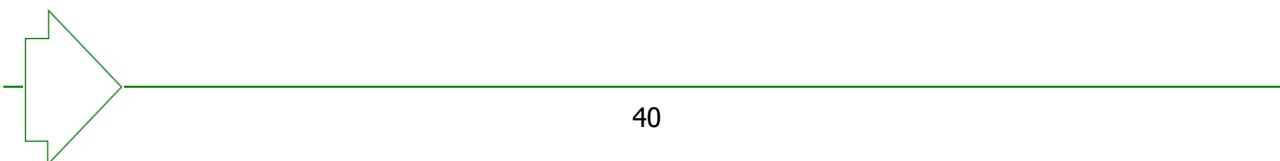
## MUNICIPAL DEVELOPMENT PLAN

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Prior to commencement of the required EIS, developers shall submit a Terms of Reference to the Town. The Town will then advise whether the scope of the EIS is sufficient and if other issues must be addressed.

Where appropriate, the EIS shall be referred for review to Alberta Environment, professional consultants retained by the Town, or other advisory groups with appropriate experience and qualifications.

- 6.5.3 The Town may designate environmentally significant areas as Environmental Reserves or Conservation Reserves, where possible, in accordance with the Section 664 of the Municipal Government Act, as amended.



## 7.0 CHAPTER 7: LAND USE CONCEPT AND DEVELOPMENT

### OVERVIEW

The purpose of this chapter's objectives and policies is to ensure appropriate, orderly, and efficient land development within the Town of High Level. This chapter sets the foundation for the remaining chapters by providing the overarching land use map, and land development policies and expectations.

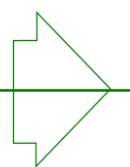


There is tremendous room for flexibility and creativity within the guidelines established here. Community development must respond to current circumstances and the Town's culture to be successful. So, the purpose of this chapter is set the minimum expectations while the MDP provides guidance through the community vision, sustainability principles, and the growth strategy (Chapter 3.0).

### 7.1 Objectives

The Land Use Concept and Development objectives are to:

- Identify through the creation of the Land Use Map (Figure 3) where development is to occur based on the Town's growth strategy. This generally includes:
  - Compact residential uses within the Town site;
  - Redevelopment emphasis in the downtown and surrounding the recreation complexes;
  - Mixed land uses in the downtown,
  - Commercial growth focused in the downtown;
  - Intensifying the residential and commercial downtown area without going above four stories; and
  - Moderately expanding land for industrial uses.
- Create a logical and efficient means for identifying new development areas requiring subsequent ASPs or ARPs.





## MUNICIPAL DEVELOPMENT PLAN

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### 7.2 General Policies

- 7.2.1 The Town shall require that developments and subdivision proposals comply with all municipal, provincial, and federal requirements and the developer shall be responsible for obtaining all necessary approvals and shall bear the associated costs.
- 7.2.2 The Town shall require that development of land in High Level generally conforms to the Land Use Map (Figure 3).

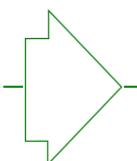
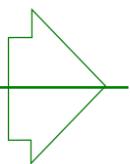
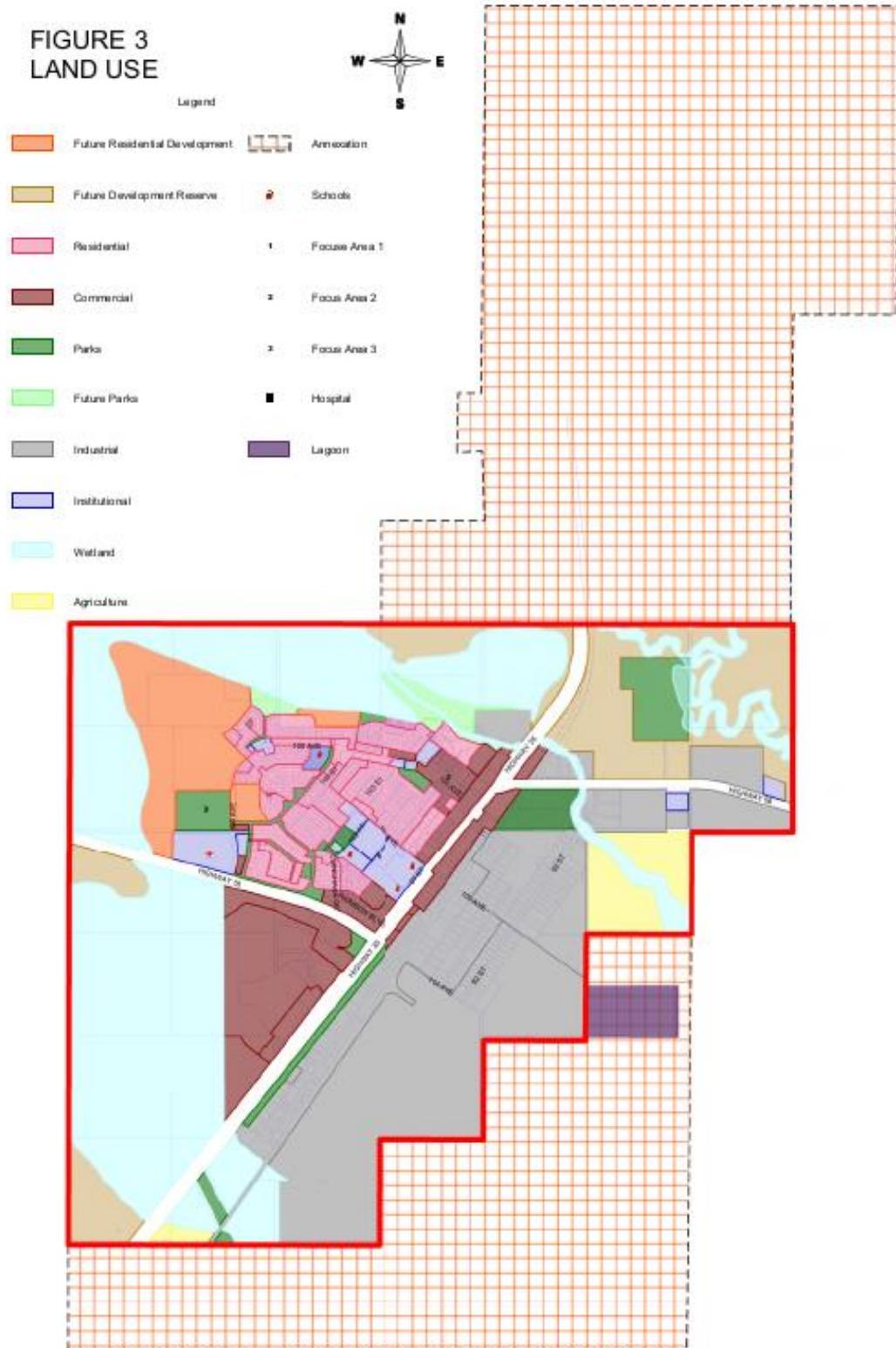


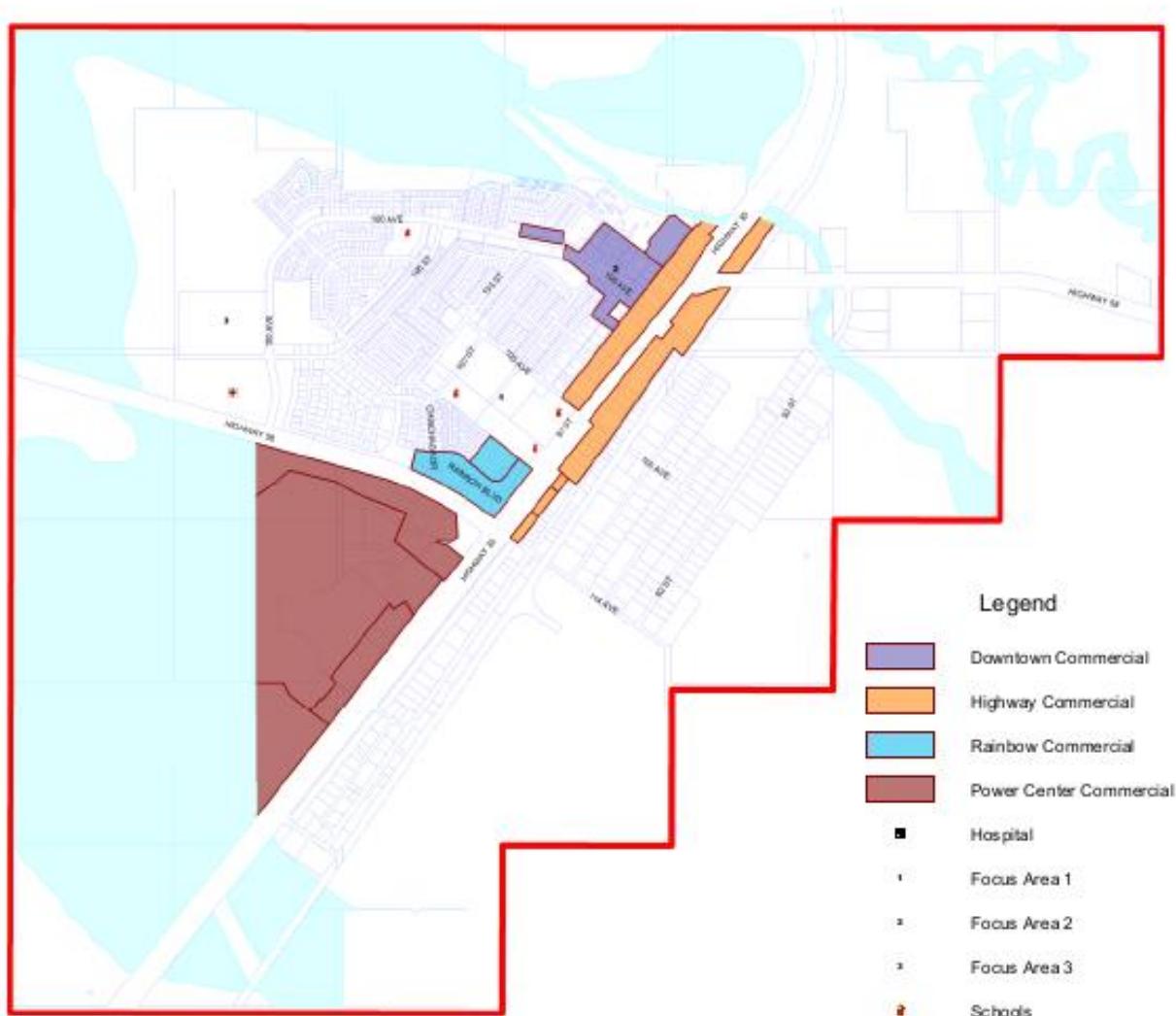
FIGURE 3  
LAND USE



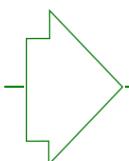


## MUNICIPAL DEVELOPMENT PLAN

FIGURE 3A  
COMMERCIAL LAND USE



7.2.3 • *Refer to Appendix A for Full Size Figure*  
The Town shall ensure that growth and expansion in all areas of Town occurs in an efficient, orderly, and cost effective manner, in close proximity to existing development and major services, and follows a logical sequencing of development.



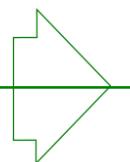
- 7.2.4 The Town shall require applicants (landowners, developers, and consultants) to establish *Architectural Controls and Guidelines* for all proposed developments, to the satisfaction of the Town, to ensure the built form is aesthetically pleasing.
- 7.2.5 The Town shall limit residential and commercial building height to four stories recognizing the small town feel of High Level.
- 7.2.6 The Town should facilitate the provision of an appropriate supply of serviced land in each major land use category (residential, commercial, industrial) to accommodate short term growth, medium term growth (5 years), and long term growth (20 years, the lifespan of this MDP). The Town shall continue to monitor development and availability of land on a regular basis to understand when new lands will be required and to initiate regional growth agreements, as necessary.
- 7.2.7 The Town shall ensure that development conforms to the standards as set out in the Town of High Level's *Engineering Standards*, as amended.
- 7.2.8 The Town shall consult with the Alberta Energy Regulator regarding any subdivision and/or development applications that will result in additional permanent overnight accommodation or public facility within the 1.5 km setback of sour gas facilities as per Section 10 of the *Subdivision and Development Regulation*, as amended.

### **7.3 Developer Requirements**

- 7.3.1 The Town shall require that all accesses and connections to the Town's infrastructure from private developments will be the responsibility of the developer.
- 7.3.2 The Town shall ensure that any upgrading or new road construction required as a result of a proposed development or subdivision will be the responsibility of the developer.
- 7.3.3 The Town shall require that the upgrading, installation or expansion of the Town's water, sanitary sewer, or stormwater systems required as the result of a proposed development or subdivision will be the responsibility of the developer. (See Chapter 17: Resources, Infrastructure and Servicing for more detail)
- 7.3.4 The Town may consider out of sequence development where there is a clear benefit to the Town that can be demonstrated and provided the developer agrees to pay the frontend costs for extending services.

### **7.4 Area Structure Plans and/or Area Redevelopment Plans**

- 7.4.1 The Town shall prepare a set of Area Structure Plan guidelines to be used by developers.
- 7.4.2 The Town shall require that development applications for new undeveloped areas will require the preparation of an Area Structure Plan (ASP) (Figure 4) prior to development and/or subdivision of lands within Town and all costs associated shall be borne by the developer.





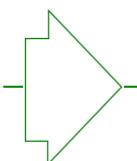
## MUNICIPAL DEVELOPMENT PLAN

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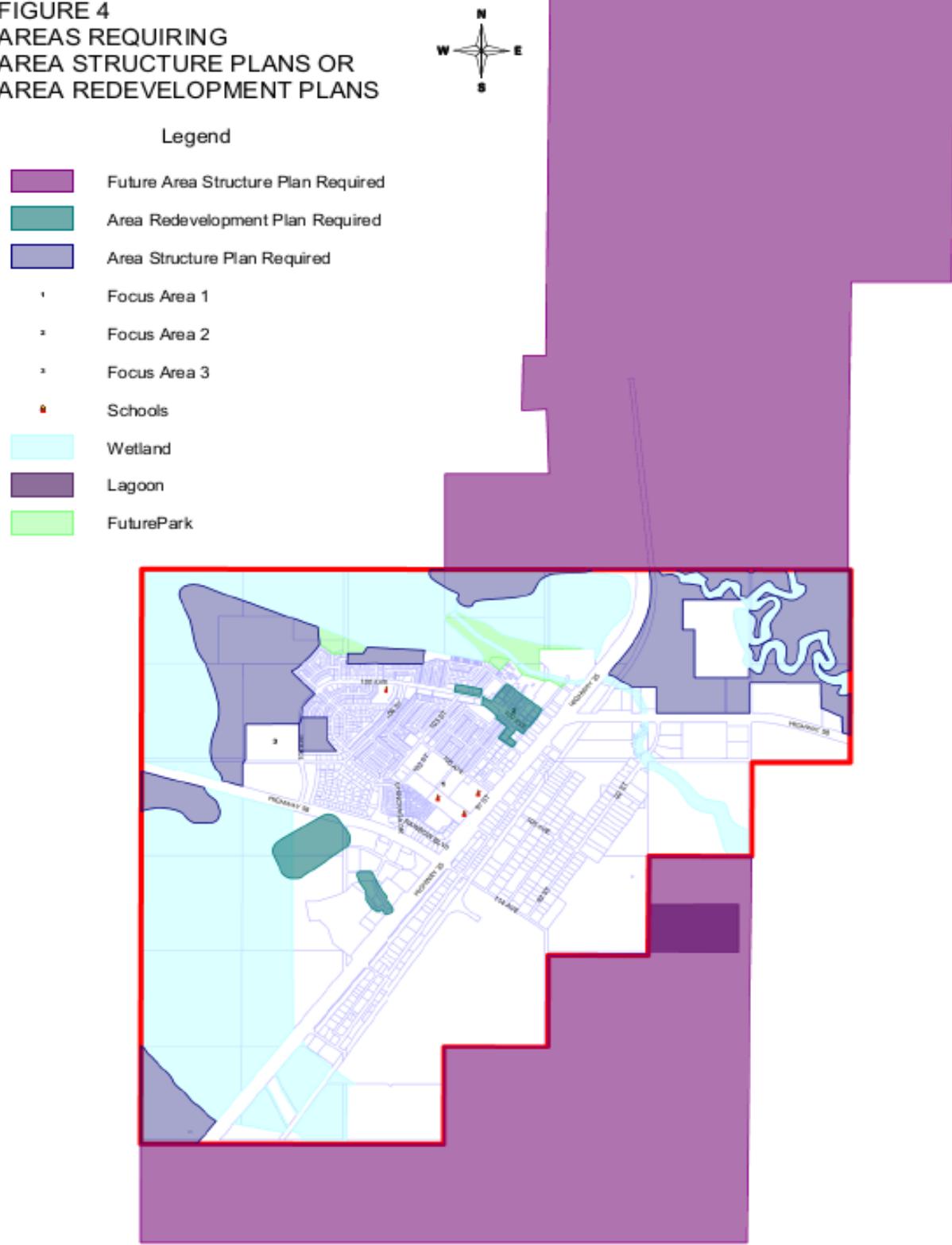
- 7.4.3 The Town should prepare an Area Redevelopment Plan in combination with the Downtown Revitalization Plan to provide guidance for redevelopment in the core (Figure 4).
- 7.4.4 The Town may require the applicant to prepare a concept plan in support of any redesignation application for development if the development application is of a scale where an ASP or ARP is not suitable and at the sole discretion of the Town.

The concept plan shall provide a framework for the subsequent development and/or subdivision of a property by providing a description of:

- Land uses proposed;
- Potential staging or phasing of development;
- The size of the lots proposed;
- The location of proposed roadways and utility infrastructure; and
- And may include Transportation Impact Assessments, Stormwater Management Plans, biophysical and historical assessments.



**FIGURE 4**  
**AREAS REQUIRING**  
**AREA STRUCTURE PLANS OR**  
**AREA REDEVELOPMENT PLANS**





# MUNICIPAL DEVELOPMENT PLAN

## 8.0 CHAPTER 8: URBAN DESIGN

### OVERVIEW

Urban design brings together many elements involved in making great spaces. It is the art of making places for people that are attractive, memorable and functional. Urban design concerns the arrangement, shaping, appearance and functionality of urban public and private space. Urban design is utilized in land use planning, transportation planning, architecture, landscape design, engineering and other forms of development.

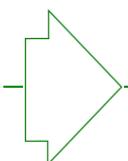
High Level residents have expressed a strong interest in enhancing the community's visual appeal. The Town has many opportunities to create a Town character that the residents can be proud of through redevelopment of the downtown, and the significant areas of available undeveloped land. The purpose of this chapter is to establish expectations related to the built form (the siting, location and design of buildings), interconnections through the built form, and the design of public spaces. It is included separately because it affects all the following chapters and their related policy direction.



### 8.1 Objectives

The Urban Design objectives are to:

- Promote diversity through the built form that addresses High Level's local context and provides for creativity that will establish High Level as a liveable, attractive and memorable place;
- Promote inclusive mobility networks that highlight the downtown and recreation areas;
- Improve the overall aesthetics of residential, industrial and commercial developments; and
- Improve gateways into Town by providing visual buffers and features along Highway 35, Highway 58 and at the entrance into the downtown.

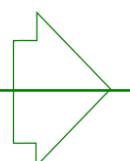


## 8.2 General Policy

- 8.2.1 The Town shall promote the design and development of a high quality built environment that emphasizes inclusive mobility throughout High Level.
- 8.2.2 The Town shall promote a concentrated urban form that focuses on High Level's existing urban footprint with outward expansion only when necessary.
- 8.2.3 The Town should preserve and enhance important elements of significance in High Level, specifically in the Focus Areas identified in the Land Use Map (Figure 3), and create gathering areas in the form of parks, plazas, and community facilities that may display commemorative plaques and community art.
- 8.2.4 The Town shall identify, preserve and enhance scenic routes with principal views of natural and constructed features in High Level as part of the overall *Parks, Recreation and Culture Master Plan*.
- 8.2.5 The Town shall encourage a variety of mixed uses in the downtown and interconnected streets with small street blocks throughout the residential and commercial areas.
- 8.2.6 The Town should recognize that streets, parks and open spaces are interconnected and are key elements in High Level and should encourage building and housing developments to front these features.
- 8.2.7 The Town shall create *Urban Design Guidelines* prior to developing and re-developing the specified Focus Areas as well as other commercial districts , as illustrated in the Commercial Land Use Map (Figure 3A).
- 8.2.8 The Town should ensure that building layouts and design consider the natural aspects of the environment such as the sun and wind when determining the best suited orientation.
- 8.2.9 The Town shall promote a strong sense of place and identity by encouraging green spaces and trees along streets, and in boulevards in residential neighbourhoods and in the downtown.

## 8.3 Gateways

- 8.3.1 The Town shall recognize High Level's entranceways and gateways at major entry points through the use of distinctive urban design features and detailing such as enhanced vegetation and landscaping, high quality signage and public art to notify the travelling public and residents that they have arrived into Town.
- 8.3.2 The Town shall encourage development of high quality, aesthetically pleasing industrial and highway commercial areas that are visible from the gateways.
- 8.3.3 The Town should develop a visually appealing gateway feature from Highway 35 into the downtown to encourage visitors to stop into High Level.





# MUNICIPAL DEVELOPMENT PLAN

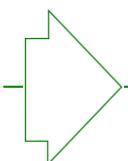
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## 8.4 The Downtown

- 8.4.1 The Town shall encourage enhancement of inclusive mobility through the creation of high quality and visually appealing streetscapes in the identified Downtown Commercial area as illustrated on the Land Use Map (Figure 3 and 3A).
- 8.4.2 The Town should encourage inclusive mobility by providing street furniture thereby shifting the focus to people rather than the automobile.
- 8.4.3 The Town should encourage public realm investments such as landscaping, built structures in the form of plazas or fountains, or additional street furniture in the downtown, recognizing the key role that this space plays as a gathering area for the entire community.

## 8.5 Focus Areas

- 8.5.1 The Town shall recognize that the public realm and Focus Areas in High Level are of top priority and should allocate resources to enhancing these amenity areas.
- 8.5.2 The Town shall enhance the Focus Areas, as identified in the Land Use Map (Figure 3), to promote community connectivity and gathering areas that are visually pleasing.
- 8.5.3 The Town shall recognize the significance of Focus Area 1, located directly off of Highway 35 as illustrated in the Land Use Map (Figure 3), as being a central component for the community's institutional and cultural identity and should allocate resources to the maintenance and upgrading of these facilities.
- 8.5.4 The Town shall promote Focus Area 2, located within the Downtown Commercial area, as illustrated in the Land Use Map (Figure 3), as being a place for leisure, shopping, dining, and an area that embraces cultural and community events.
- 8.5.5 The Town shall promote Focus Area 3, located within the new Residential area as illustrated in the Land Use Map (Figure 3), as being a place for both passive and active recreation opportunities.
- 8.5.6 The Town should embark upon identifying the Focus Areas through community educational awareness mechanisms such as commemorative plaques and information displays that highlight important facts about High Level and these associated areas in Town.



## 9.0 CHAPTER 9: RESIDENTIAL

### OVERVIEW

Town's land base and is perhaps the most influential land use directly affecting residents. The current residential land base is approximately 160 hectares. While there are a variety of housing types within the Town, the need for greater housing diversity is apparent. Residents are requesting more options for multi-family residential units to address affordability issues. While multi-family options are a pressing issue, many residents still expect single family lots to be offered in a variety of sizes. The purpose of this chapter is to provide policies that will support a diverse range of housing options while maintaining the small town feel of High Level.



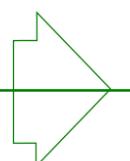
### 9.1 Objectives

The Residential Objectives are to:

- Encourage a diversity of housing options in Town that are supported by the market;
- Maintain the "small town" feel of High Level by providing a variety of housing options; and
- Promote residential development clustering where appropriate.

### 9.2 General Policy

- 9.2.1 The Town shall encourage all residential development to be high quality and aesthetically pleasing.
- 9.2.2 The Town should promote residential development clustering where appropriate to ensure efficient and cost effective residential growth.
- 9.2.3 The Town should support the following forms of residential housing:
  - Single-detached dwellings;
  - Semi-detached dwellings;
  - Duplexes;
  - Fourplexes;
  - Townhouses;
  - Manufactured homes;





# MUNICIPAL DEVELOPMENT PLAN

- Apartments (up to 4 storeys); and
- Mixed-use housing.

9.2.4 The Town may explore other innovative housing forms but generally, the higher density, multiple unit development shall locate in the Residential area, as illustrated in the Land Use Map (Figure 3).

9.2.5 The Town should encourage developers to establish design guidelines and architectural controls for residential developments.

9.2.6 The Town may allow for larger estate lots in the Residential area identified in the Land Use Map (Figure 3), but shall prohibit estate developments in the Residential area.

9.2.7 The Town may permit residential subdivision or development in the Future Development Reserve areas prior to full build-out of the existing Residential and Future Residential areas if the proposed development is in accordance with 7.3.4.

## 9.3 Residential Core

9.3.1 The Town should encourage housing types such as duplexes, fourplexes, townhouses, up to four storey apartments in the Residential and Future Residential areas.

9.3.2 The Town should explore and encourage mixed-use residential developments.

9.3.3 The Town may ask applicants to establish general Residential Infill Design Guidelines, as part of an ARP or concept plan (dependent upon the scale of re-development as determined by the Town); to identify the best means to meet the higher density objectives within the Residential area.

## 9.4 Attainable and Affordable Housing

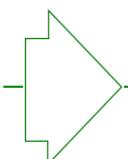
9.4.1 The Town shall encourage opportunities for the provision of a variety of housing options, types, and prices to meet the needs of a range of demographics and socio-economic groups in High Level ensuring housing is attainable.

9.4.2 The Town shall promote affordable housing and should develop an *Affordable Housing Strategy* that identifies at risk groups who may be unable to access adequate housing.

9.4.3 The Town should embark upon affordable housing programs and grant funding initiatives to help subsidize the costs for affordable housing developments and explore future partnerships with developers.

9.4.4 The Town may re-establish the Community Housing Advisory Group to further identify attainable and affordable housing initiatives and potential funding sources and development opportunities.

9.4.5 The Town should support development opportunities that encourage residents of High Level to age in place through the provision of sufficient housing that meets the varying life needs of residents.



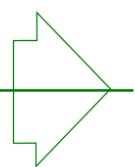
## **9.5 Manufactured Homes**

9.5.1 The Town may allow for the development of manufactured homes located within the Residential areas as based on the Land Use Bylaw, as illustrated in the Land Use Map (Figure 3).

## **9.6 Multi-Family Dwellings**

9.6.1 The Town should ensure that multi-family dwellings such as duplexes, fourplexes, townhouses, and apartments generally locate in the Residential area.

9.6.2 The Town may encourage multi-family residential housing forms such as duplexes, fourplexes, townhouses, and semi-detached units in the Residential and Future Residential areas, provided they are high quality and fit the scale of the associated neighbourhood.





# MUNICIPAL DEVELOPMENT PLAN

## 10.0 CHAPTER 10: COMMERCIAL

### OVERVIEW

Within the Town of High Level, commercial land uses fit into two main categories including Downtown Commercial and Highway Commercial. The current commercial land uses locations are the downtown area, and the highway commercial, with a new commercial business park being developed southwest of the Highway 35 and 58 intersection. There are many opportunities for infill commercial development particularly in the downtown.



The focus of this chapter is to outline the commercial policies to better understand the distinction between these two types of land uses, and to provide guidance on design expectations.

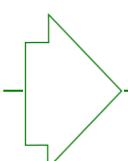
### 10.1 Objectives

The Commercial objectives are to:

- Ensure the Town's supply of commercial land is adequate to accommodate growth;
- Ensure all commercial developments are high quality and are visually appealing to residents and visitors;
- Ensure the downtown remains a focus for business and commercial activity in High Level; and
- Promote business and commercial activity in High Level within the Town's existing commercial areas.

### 10.2 General Policy

10.2.1 The Town shall require that development applications for proposed commercial developments located within the Area Structure Plan areas (Figure 4) will be required to prepare an Area Structure Plan (ASP) if one does not already exist. At the Town's sole



discretion, a concept plan may be substituted for the Area Structure Plan depending on the proposed development's scale.

- 10.2.2 The Town shall ensure that development or redevelopment applications within the Area Redevelopment Plan areas of Town (Figure 4) are required to conform to the Town's Downtown Area Structure Plan once it is completed.
- 10.2.3 The Town should encourage high quality building design in commercial areas to allow buildings to be adaptable to different users over time.
- 10.2.4 The Town shall encourage highway commercial and other commercial district uses that do not detract from the business and retail role of the downtown.

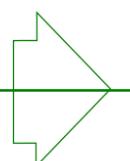
### **10.3 The Downtown and Focus Area**

- 10.3.1 The Town shall ensure that the downtown, as illustrated in the Land Use Map (Figure 3), is the business and civic centre for High Level.
- 10.3.2 The Town shall prepare a *Downtown Revitalization Plan* to identify the overall vision and theme for High Level's downtown.

The *Downtown Revitalization Plan* should include:

- A guide for re-development and intensification for the downtown;
- A plan for traffic, parking, urban design, open space, marketing in conjunction with any Economic Development Plans, and potential funding sources; and
- Overall architectural controls for the downtown area.

- 10.3.3 The Town shall promote the downtown as the heart of the community and encourage a concentration of retail, entertainment, professional services, and other financial and government services to locate in this area and ensure that the Land Use Bylaw is written to promote this.
- 10.3.4 The Town should promote inclusive mobility in the downtown commercial core.
- 10.3.5 The Town shall ensure new development in the downtown is consistent with the established theme and goals of the *Downtown Revitalization Plan*.
- 10.3.6 The Town should identify the downtown core as a priority and encourage infill of vacant commercial parcels in the downtown prior to commercial developments outside of this area.
- 10.3.7 The Town shall highlight the Downtown Focus Area using the Town's cultural theme as identified in the *Downtown Revitalization Plan*. The Downtown Focus Area will emphasize the built form and will be a destination spot for leisure, shopping, dining. This Focus Area will embrace cultural and community events that residents and visitors can enjoy.
- 10.3.8 The Town should encourage mixed-use developments in the downtown.





# MUNICIPAL DEVELOPMENT PLAN

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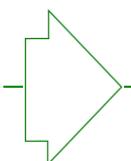
10.3.9 The Town shall require mixed-use development proposals identify, through an Area Redevelopment Plan or concept plan, the suitability of the development, the specific uses proposed, the scale and architecture of the development and its compatibility with existing developments.

## **10.4 Highway Commercial**

- 10.4.1 The Town shall encourage vehicular-oriented development to locate in the Highway Commercial areas (Figure 3 and 3A).
- 10.4.2 The Town shall ensure there is adequate parking for highway commercial developments adjacent to Highway 35 and Highway 58.

## **10.5 Other Commercial**

- 10.5.1 The Town will continue to evaluate the Commercial Zones to ensure the integrity of the Downtown, including the small retail, professional service and government service sectors are maintained while allowing additional commercial opportunities to be zoned appropriately.



## 11.0 CHAPTER 11: INDUSTRIAL

### OVERVIEW

The economic well being of High Level is largely dependent upon its ability to attract new industries and to retain existing ones. The Town is well positioned as a regional centre in Northern Alberta and can enhance its economic base by attracting new industry. High Level has a disproportionate amount of industrial land (59% of the lands already developed or designated for development in the near future) compared with many Albertan communities. However, High Level's main industries require significantly more land than many other industries. In the past, the Town of High Level has ensured sufficient amount of vacant industrial land is available within Town boundaries to accommodate future industrial development; however, the vacant land opportunities are dwindling. The purpose of this chapter is to continue to support industrial land uses, and to minimize negative conflicts between industry and the other land uses.



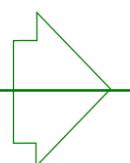
### 11.1 Objectives

The Industrial objectives are to:

- Promote industry growth and overall industrial activity in High Level;
- Ensure the Town's supply of industrial land is adequate to accommodate growth; and
- Promote compatible land use patterns within the Town site.

### 11.2 General Policy

- 11.2.1 The Town shall promote private development of industrial land.
- 11.2.2 The Town shall ensure industrial activities do not negatively affect the Town's natural environment and lifestyles for residents.
- 11.2.3 The Town should ensure that industrial developments locate along major transportation routes in Town and have access to Highways 35 and 58 through an internal road system as generally illustrated in Figures 4 and 8.
- 11.2.4 The Town shall require industrial developments tie-into the municipal infrastructure systems (water and sanitary sewer) unless deemed inappropriate by the Town.
- 11.2.5 The Town should promote an eco-industrial approach for the Industrial areas.





# MUNICIPAL DEVELOPMENT PLAN

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## 11.3 Heavy Industry

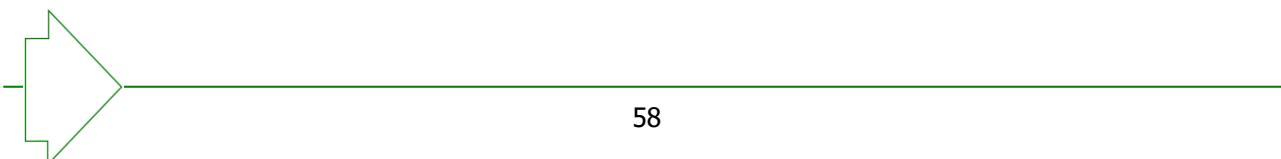
- 11.3.1 The Town shall consider issues such as noise, emissions, vibrations and visual appearance of potential heavy industry when locating heavy industry within the Town to minimize these potential negative effects.
- 11.3.2 The Town should encourage reinvestment in heavy industrial development and support efforts to intensify underutilized land already designated as Industrial.

## 11.4 Buffers and Visual Screening

- 11.4.1 The Town shall require natural buffers for industrial developments when adjacent to Highway 35 and 58.
- 11.4.2 The Town shall ensure all new industrial developments achieve a high standard of design, landscaping and screening of outdoor storage areas and shall require the applicant (landowner, developer, or consultant) to prepare development guidelines for buffering and visual screening associated with industrial developments to the Town's satisfaction.
- 11.4.3 The Town shall ensure compatibility of new industrial developments adjacent to Highway Commercial Areas along Highway 35 and Highway 58 through visual screening, buffering, fencing and/or other mitigating measures.

## 11.5 Future Annexation Industrial Lands

- 11.5.1 The Town may support industrial development to the south in the Future Annexation areas, Land Use Map (Figure 3), provided the developer agrees to pay the frontend costs for extending services to the particular area and if there is a clear benefit to the Town that can be demonstrated.
- 11.5.2 The Town shall not allow new residential land uses (in accordance with the definition of residential land use districts in the *Land Use Bylaw*) to locate in the Industrial areas.



## 12.0 CHAPTER 12: RECREATION, PARKS, SCHOOLS AND OPEN SPACE

### OVERVIEW

Creating and sustaining healthy communities requires active living. In support of active living, this MDP promotes a wide range of accessible recreational facilities, amenities, trails, parks and open spaces. The Town has an inventory of many recreational facilities including school playgrounds, neighbourhood playgrounds, sports fields, an arena and swimming pool. In the past, emphasis has been placed on active recreation, but recently efforts have been made to enhance the passive recreation opportunities. In addition to sports fields and programmed recreation space, it is important to develop trail networks, and spaces that can be used by residents for quiet recreation such as picnics.

This MDP highlights the importance of diverse recreational spaces. As such, many types of recreation are recommended to serve all age groups and interests. Ensuring public spaces are designed to integrate well with the mobility network is key to success. Consideration for accessibility and safety should be primary design considerations for all recreation and public open spaces locations.

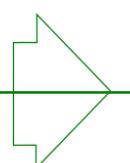


### 12.1 Objectives

The Recreation, Parks and Open Space objectives are to:

- Maintain and develop parks, open space, trails, school areas and recreational facilities that enhance the quality of life for all residents;
- Provide diverse and accessible recreational opportunities because they are a top priority in High Level; and
- Provide safe recreation sites so residents feel comfortable using the amenities.

### 12.2 General Policy



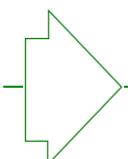


# MUNICIPAL DEVELOPMENT PLAN

- 12.2.1 The Town should ensure that the provision of parks, open space, trails, schools and recreational facilities are responsive to High Level's demographics and associated leisure trends.
- 12.2.2 The Town should monitor the usage and demands for Town's recreational facilities. The Town shall use this information to plan for improvements and facility expansions in conjunction with the long-term capital plan.
- 12.2.3 The Town should continue to secure resources and funding for recreation facilities on an ongoing basis.
- 12.2.4 The Town should create an overall *Parks, Recreation and Culture Master Plan* that includes the allocation of open space, trails, parks, schools and green amenities throughout High Level.
- 12.2.5 The Town shall develop parks, open space, green amenities and future school sites in a manner that connects to the overall trail system thereby encouraging inclusive mobility (Figures 6 and 7).
- 12.2.6 The Town should promote street trees in new and existing developments, particularly in the downtown and residential areas.
- 12.2.7 The Town shall provide safe places for residents to recreate in and may utilize Crime Prevention through Environmental Design (CPTED) principles.
- 12.2.8 The Town should encourage the provision of well situated parks, open space, trails and green amenities that promote the enhancement of views to and from these amenities.
- 12.2.9 The Town shall require that pathways, local parks, trails, playgrounds and open space are demonstrated in a parks concept plan to be submitted and approved through the Area Structure Plans (ASP) and/or Area Redevelopment Plans (ARP) and/or significant development approval process.
- 12.2.10 The Town should collaborate with community organizations and business groups to develop public spaces in the established areas.

## 12.3 Municipal and School Reserves

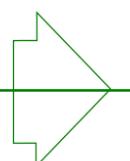
- 12.3.1 The Town shall take reserves primarily in the form of land or as otherwise specified by the Town in accordance with Part 17, Section 666(1) to 670 of the Municipal Government Act, as amended.
- 12.3.2 The Town shall require that all developments provide the full (10%) dedication of municipal, school, or municipal/school reserves, or pay cash in lieu, or a combination of both reserve dedication and cash in lieu as required by the Town.
- 12.3.3 The Town should ensure that new residential subdivisions include the full dedication of reserve lands (10%) through the provision of parks, trails, and open space linkages.
- 12.3.4 The Town shall emphasize the provision of useable open space that is functional and meets the needs of residents when dedicating Municipal Reserve.



- 12.3.5 The Town shall ensure that all new significant developments consider school land requirements in the development of plans.
- 12.3.6 The Town shall work in conjunction with school authorities to provide educational facilities and associated infrastructure to accommodate growth in High Level reflecting the Town's demographic trends.
- 12.3.7 The Town should encourage future school sites to be located on collector roads within the Residential and Future Residential areas.
- 12.3.8 The Town should recommend that new school sites and recreation facilities be designed and located in a manner that maximizes the opportunity for the joint use of land and buildings by the community and school authority.
- 12.3.9 The Town should encourage developers to create recreation sites and trails within business parks.
- 12.3.10 The Town shall require developments located in the Industrial areas, see the Land Use Map (Figure 3), to pay cash in lieu instead of dedicating Municipal Reserves until such time as recreation sites have been identified in the Industrial areas.

#### **12.4 Environmental Reserves**

- 12.4.1 The Town shall require that Environmental Reserves be provided in accordance with Part 17, Section 664(1) the Municipal Government Act, as amended including major watercourses and drainage areas.
- 12.4.2 The Town shall ensure that Environmental Reserve lands remain as natural areas or be used for trails as long as the trails do not significantly impact the natural environment.
- 12.4.3 The Town may allow Environmental Reserve lands to augment Municipal Reserves to ensure the open space is functional and that continuous open space and natural systems can be constructed in High Level.



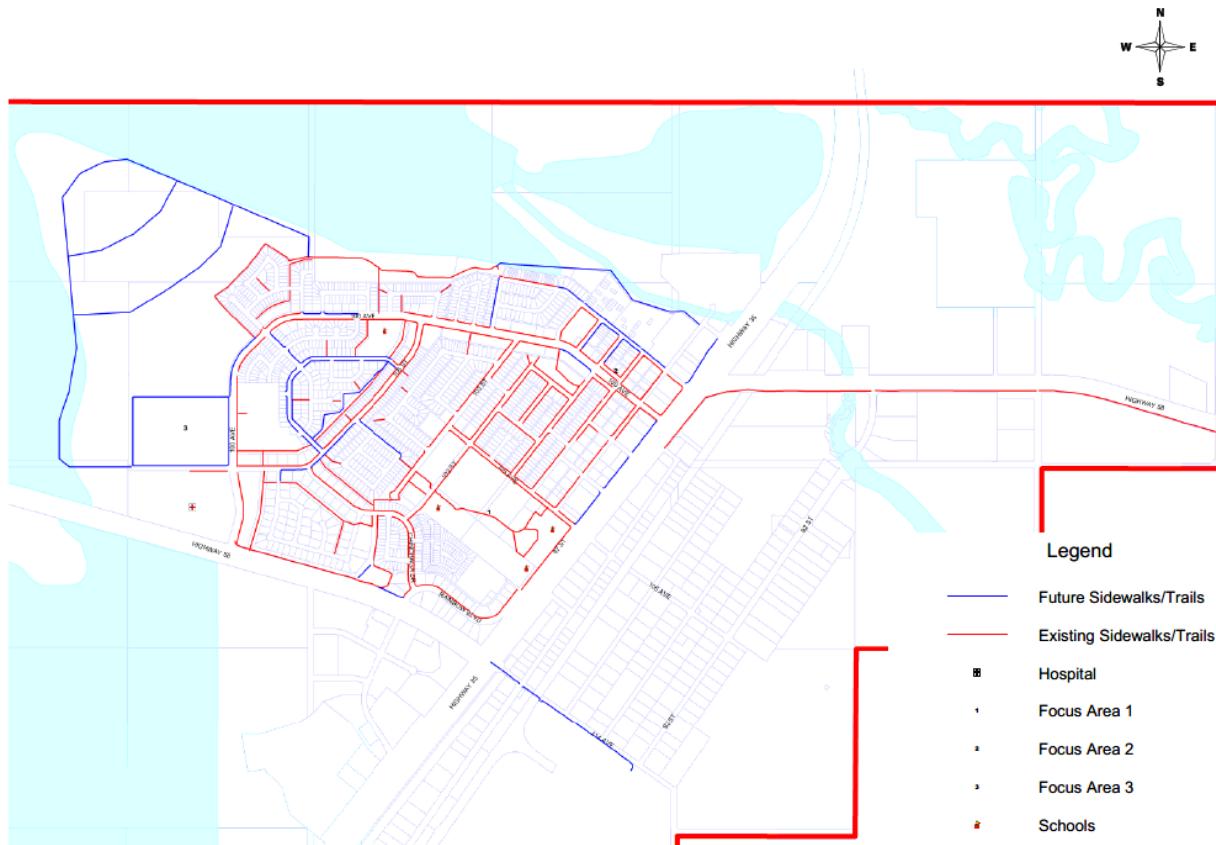


## MUNICIPAL DEVELOPMENT PLAN

FIGURE 5  
PARKS



**FIGURE 6**  
SIDEWALK & TRAIL NETWORK



## 13.0 CHAPTER 13: BROWNFIELD DEVELOPMENT

### OVERVIEW

Brownfields are parcels of industrial or commercial land that have been abandoned and are contaminated. These parcels of land require remediation prior to redevelopment. Brownfield development can be particularly difficult because of the complexity and expense of remediation; however, often these sites are critical to the urban design of a community. Such is the case in High Level, where one brownfield acts as the gateway between Highway 35 and the downtown (100<sup>th</sup> Avenue). It will be highly beneficial to redevelop these sites as part of the downtown revitalization.

Additionally, the Town of High Level has two abandoned landfill sites that are also brownfields. The Town is currently undergoing a study to understand the full extent of these sites. Once this has been completed, plans can be initiated to remediate these sites.



# MUNICIPAL DEVELOPMENT PLAN

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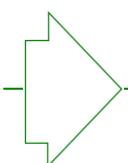
## 13.1 Objectives

The Brownfield Development objective is to:

- To promote the redevelopment of existing brownfield sites to reduce the existence of orphaned sites.

## 13.2 General Policy

- 13.2.1 The Town shall collaborate with landowners and the Province with the purpose of finding innovative solutions to reclaim brownfield sites and ensure new development on these sites respects the surrounding context.
- 13.2.2 The Town and the landowner partners shall develop options for redevelopment and reclamation of the one brownfield site (Figure 2) that serves as an entrance to the downtown through the *Downtown Revitalization Plan*.
- 13.2.3 The Town shall encourage the development of the two abandoned landfill sites located within municipal boundaries (Figure 2), with the inclusion of reclamation.
- 13.2.4 The Town shall explore funding opportunities for brownfield redevelopment in conjunction with the landowner partners.



## 14.0 CHAPTER 14: AGRICULTURAL LANDS

### OVERVIEW

The Municipal Government Act requires that all Municipal Development Plans contain policies respecting the protection of agricultural operations, as defined by the Agricultural Operations Practices Act. As an urban municipality, High Level does not expect further agricultural development beyond the standalone Agricultural Land Use District. The intent of this chapter is to ensure the Town recognizes the importance of agricultural land use and discourages the development of these lands until required by urban growth demands and in keeping with the Town's development vision.



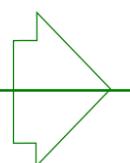
### 14.1 Objectives

The Agricultural Lands objectives are to:

- Limit premature subdivision and fragmentation of agricultural land;
- Minimize conflicts between non-agricultural uses and existing agricultural operations; and

### 14.2 General Policy

- 14.2.1 The Town shall discourage premature subdivision and development of agricultural lands until such time as those lands are required for urban development purposes.
- 14.2.2 The Town should promote existing viable agricultural activity.
- 14.2.3 The Town shall minimize conflicts between non-agricultural uses and existing agricultural operations by ensuring measures such as fencing, visual buffers, landscaping and screening are in place.





# MUNICIPAL DEVELOPMENT PLAN

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## 15.0 CHAPTER 15: FUTURE DEVELOPMENT RESERVE LANDS

### OVERVIEW

To ensure land is available for future development, High Level acquired land from the Province of Alberta located within the municipal boundary. The intent of this chapter is to ensure the Town recognizes the importance of future development reserve land and discourages the development of these lands until required by urban growth demands and in keeping with the Town's development vision.

### 15.1 Objectives

The Future Development Reserve Lands objectives are to:

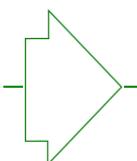
- Limit premature subdivision and fragmentation of future development reserve land; and
- Provide High Level with an adequate supply of land for future growth.

### 15.2 General Policy

15.2.1 The Town shall discourage premature subdivision and development of future development reserve lands until such time as those lands are required for urban development purposes.

### 15.3 Future Annexation Lands

15.3.1 The Town should identify future Focus Areas in the new future annexation areas of the Town's identified annexation corridor that compliment the associated land use and recreational needs of High Level at that time.



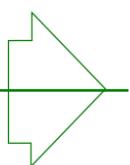
## 16.0 CHAPTER 16: TRANSPORTATION AND MOBILITY

### OVERVIEW

An efficient and effective transportation and mobility system is essential to the success of High Level as a place to both live and work. Within the Town limits it is important to ensure the provision of a safe, interconnected and well maintained mobility system.

The current transportation system has mainly focused on vehicular traffic. The network is well defined in the Integrated Infrastructure Management Plan. This plan also provides detailed information on the roadway conditions with recommendations for maintenance and replacement over time. The current system requires upgrades and readjustments to accommodate new highway development, and to address normal maintenance issues. Generally, the road network connections in the older part of town – near the downtown – provide good access. In the newer parts of town, connections between major roads are limited because of the curvilinear street pattern and dead ends. The accessible mobility (pedestrians, cyclists and other non-vehicular users) network is limited, but expanding this system is supported by the residents and the Town of High Level has made recent improvements particularly to the trail system.

It is the intent of this chapter to ensure that in addition to providing efficient and effective road systems, accessible mobility options are an integral component to the Town's overall transportation system.





# MUNICIPAL DEVELOPMENT PLAN

## 16.1 Objectives

The Transportation and Mobility objectives are to:

- To promote inclusive mobility, and non-vehicular modes of transport including developing appropriate regulations and infrastructure;
- To ensure mobility routes are safe for all users;
- To enhance the transportation network as identified in the Integrated Infrastructure Management Plan; and
- To provide direct access between Highway 35 and 100th Avenue (the downtown).

## 16.2 General Policy

16.2.1 The Town shall promote inclusive mobility above vehicular transportation in order of priority:

1. Pedestrians and mobility-challenged individuals;
2. Cyclists;
3. Transit;
4. Goods movement; and
5. Private vehicles.

16.2.2 The Town shall continue to develop the mobility network in accordance with Figures 7 and 8.

16.2.3 The Town shall ensure that sidewalks, bicycle lanes, trails and roads are designed in a fully integrated manner to enable easy mobility for all community members.

16.2.4 The Town should encourage all new development to connect to the existing mobility network in a consistent manner and by providing as much connectivity as possible.

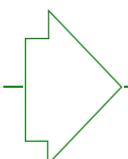
16.2.5 The Town should consider inclusive mobility routes through the industrial areas east of Highway 35 in the *Mobility Master Plan*.

16.2.6 The Town should require a Transportation Impact Study to be prepared for major development proposals. These Transportation Impact Studies should address both inclusive mobility and vehicular transportation modes.

16.2.7 The Town shall protect road rights-of-way by identifying them in the *Mobility Master Plan* and ensuring they are properly incorporated into new development.

## 16.3 Inclusive Mobility

16.3.1 The Town should develop an inclusive mobility network that responds to the needs of all residents including pedestrians, cyclists, and mobility-challenged individuals (Figures 7 and 8). The inclusive mobility network will require additional infrastructure such as bicycle transportation lanes, trails and sidewalks, bicycle parking, and street furniture.



- 16.3.2 The Town should enhance the existing sidewalk network to provide mobility-challenged individuals easy access to the mobility network. This would include providing a contiguous sidewalk network and ensuring intersections are equipped with dropped curbs.
- 16.3.3 The Town should promote an inclusive mobility public transit system to provide additional options for residents who are mobility-challenged.
- 16.3.4 The Town should partner with community organizations to provide inclusive mobility education programming.

#### **16.4 Safety**

- 16.4.1 The Town should prepare roadway standards that respect an inclusive mobility approach to transportation by including parking lanes, street trees, boulevards, and landscaping to protect inclusive mobility from vehicular modes.
- 16.4.2 The Town should ensure that all inclusive mobility road crossings are safe by reducing pedestrian and mobility challenged barriers.

#### **16.5 Trails and Pathways**

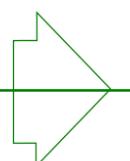
- 16.5.1 The Town should plan for and develop a multi-use, inclusive mobility trail network with recreation as the primary purpose (Figures 6 and 7) as part of the *Mobility Master Plan*.
- 16.5.2 The Town should continue to develop trails to accommodate bicyclists and other inclusive mobility modes of transportation in addition to pedestrians.
- 16.5.3 The Town should develop walkways that connect residential areas to major streets with hard surfaces to enable more accessibility during all seasons and for all inclusive mobility users.

#### **16.6 Parking**

- 16.6.1 The Town may reduce parking requirements where possible to improve the inclusive mobility experience. Parking requirements should be reduced where a developer can clearly demonstrate that reduced parking will sufficiently meet demand.

#### **16.7 Specific Roadway Improvements**

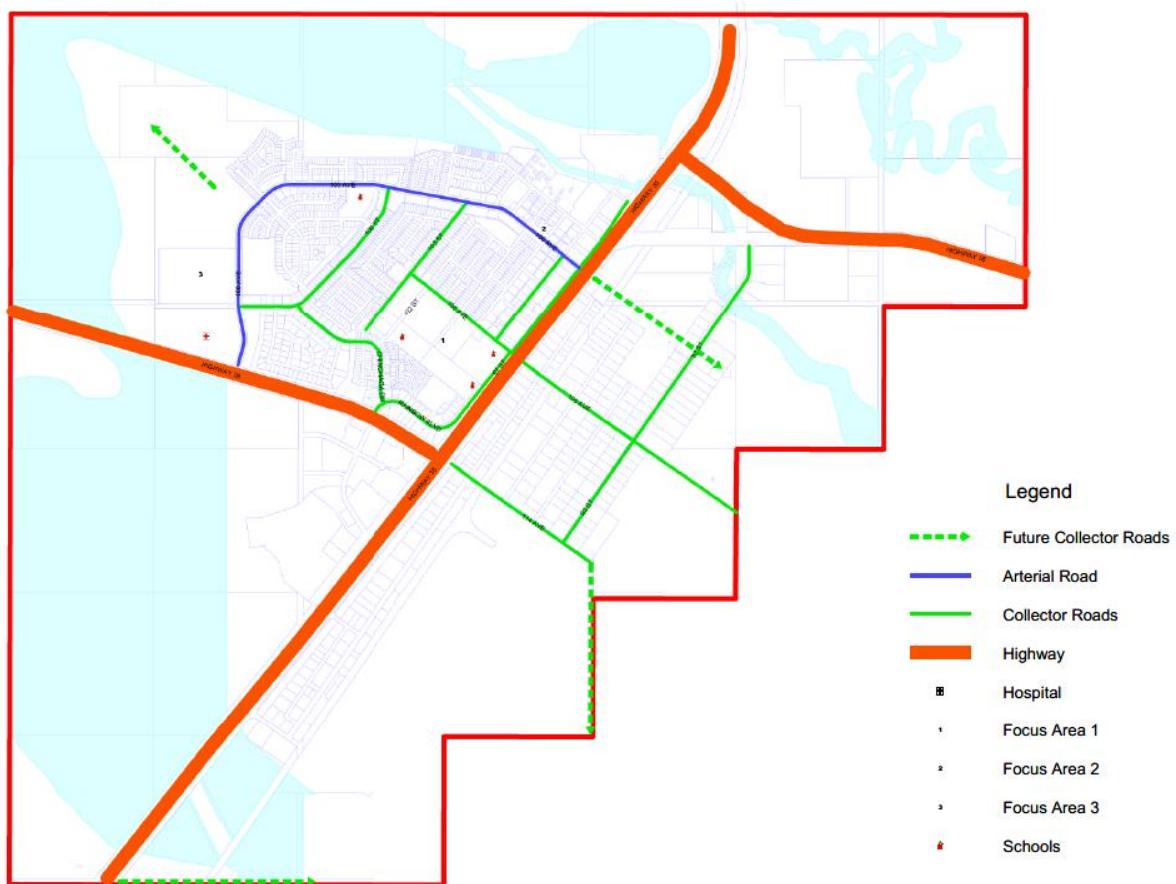
- 16.7.1 The Town shall continue to plan for the realignment of 97th Street and Rainbow Boulevard at the 105th Avenue intersection. The Town shall work with Alberta Transportation because of the proximity to Highway 35 and the requirement to utilize the highway right-of-way.





# MUNICIPAL DEVELOPMENT PLAN

FIGURE 7  
ROAD NETWORK



- Refer to Appendix A for Full Size Figure

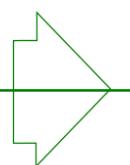
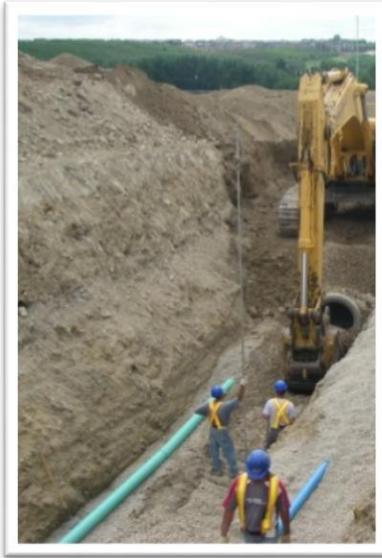
## 17.0 CHAPTER 17: RESOURCES, INFRASTRUCTURE AND SERVICING

### OVERVIEW

While much of this MDP contemplates land use and elements of a community that are readily recognizable, the resources, infrastructure and servicing aspects of a community are as necessary as any other. This chapter deals with municipal water, sanitary, and stormwater systems, solid waste management and energy. Infrastructure and servicing are the backbone of development, and the purpose of this section is to outline the expectations for orderly development and infrastructure standards. Infrastructure is a major investment for any municipality, and so effective utilization of existing infrastructure is a paramount consideration.

The Town of High Level recently completed the Integrated Infrastructure Management Plan (2007). This document provides recommendations for water, sanitary, stormwater, and transportation systems within High Level. Considering the significant amount of information gathered in the Integrated Infrastructure Management Plan, this chapter draws heavily from the Integrated Infrastructure Management Plan with consideration for the growth strategy adopted through this MDP. The result is that the IIMP and the MDP should be used to inform each other and updated at similar times.

As a result of the CSP, both solid waste management and energy use were identified as aspects of community life that should be included in the MDP. The solid waste management policies are aimed at reducing the need to send waste to the regional landfill. The energy section is intended to support new opportunities for renewable energy generation in combination with economic development, and increased efficiency of energy use overall.





# MUNICIPAL DEVELOPMENT PLAN

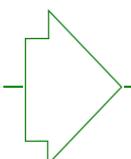
## 17.1 Objectives

The Infrastructure, Servicing and Resources objectives are to:

- Protect and conserve the Town's water supply;
- Ensure the Town's infrastructure systems (water, sanitary sewer, stormwater) are provided in an efficient and cost effective manner;
- Ensure the capacities of the infrastructure systems (water, sanitary sewer, stormwater) are able to accommodate future growth in High Level;
- Reduce overall energy consumption in High Level; and
- Promote sustainable solid waste management.

## 17.2 General Policy

- 17.2.1 The Town should maximize the use of existing infrastructure by placing a priority on infrastructure maintenance rather than servicing extensions and outward growth.
- 17.2.2 The Town shall require that all benefiting developers pay their required share of the cost of infrastructure improvements and off-site levies.
- 17.2.3 The Town shall update the *Off-Site Levy Bylaw* to reflect the financial impact of development for any new or expanded road systems, water systems, sanitary sewer systems, stormwater systems, municipal road connections to provincial highways, community recreation facilities, fire hall facilities, police station facilities, libraries or land in relation to completing these projects in High Level and allocate the costs and charges associated with these projects to new developments.
- 17.2.4 The Town shall require detailed reports for water, sanitary sewer, and stormwater from the developer that outline the proposed outputs, connection points, required upgrades, current operating capacities and projected capacities, and overall impacts of the development prior to development and/or subdivision of lands within Town.
- 17.2.5 The Town shall review and amend, where necessary, the *Municipal Engineering Standards* to reflect current construction practices every 5 years internally.
- 17.2.6 The Town shall conform to the general direction of High Level's *Integrated Infrastructure Management Plan* (IIMP).
- 17.2.7 The Town shall promote efficient design and construction techniques in all developments incorporating water and energy saving devices and fixtures.
- 17.2.8 The Town should explore public education awareness programs that promote energy and water conservation and sustainable solid waste management initiatives.



### **17.3 Water**

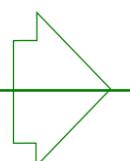
- 17.3.1 The Town shall ensure its water supply is sufficient and of a high quality to serve High Level's domestic, fire protection and irrigation needs.
- 17.3.2 The Town should endeavour to meet the water conservation targets established in the *Community Sustainability Plan*.
- 17.3.3 The Town shall continue to explore potential water supply sources other than Footner Lake to help provide additional potable water options for High Level.
- 17.3.4 The Town should encourage improvements to building design in existing and new commercial and industrial developments to incorporate features that will lower the fire flow requirements such as automated sprinkler systems and internal fire walls. The Town should use incentives and regulations to encourage this technology shift.
- 17.3.5 The Town may explore grey water usage for residential and commercial irrigation.

### **17.4 Sanitary Sewer**

- 17.4.1 The Town shall ensure its sanitary sewer collection system and treatment facility (effluent lagoon) has the capacity to accommodate future growth of the Town.
- 17.4.2 The Town shall monitor the sanitary sewer collection system and treatment facility (effluent lagoon) on an ongoing basis (minimum review annually) to assess appropriate capacity.
- 17.4.3 The Town shall ensure that wastewater being discharged from the effluent lagoon meets Provincial regulations for quality control.
- 17.4.4 The Town should implement a sanitary sewer collection system cleaning and maintenance program as part of High Level's annual operations.
- 17.4.5 The Town should encourage all new development designs utilize the natural landscape to allow for gravity to aid in the sanitary collection system in order to reduce the requirements of additional pump-stations.

### **17.5 Stormwater**

- 17.5.1 The Town shall continue to develop a *Stormwater Master Drainage Plan* that identifies the drainage basins, necessary infrastructure improvements and mitigation measures.
- 17.5.2 The Town may explore the potential for Low Impact Development standards.
- 17.5.3 The Town shall ensure its stormwater discharge complies with Provincial standards.





# MUNICIPAL DEVELOPMENT PLAN

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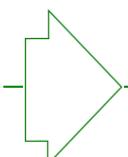
- 17.5.4 The Town shall ensure the volume of stormwater discharged into surrounding water bodies is within the capacity of the receiving catchment area in order to prevent flooding or adverse flow conditions.
- 17.5.5 The Town shall require all new developments to prepare an overall site grading plan that demonstrates how the new development will not adversely affect site drainage in the area or create problems for adjacent developments.
- 17.5.6 The Town may encourage the use of surface drainage systems as amenities in developments that function as part of the development's stormwater management system.
- 17.5.7 Developers shall prepare and implement, at their cost and when deemed appropriate by the Town, a stormwater management plan that includes but is not necessarily limited to:
  - Flooding hazards;
  - Existing drainage features;
  - Stormwater related environmental issues;
  - Minor and major system design criteria (1:100 year event, return period, description of proposed system);
  - Design criteria for flows originating off-site;
  - Erosion and sediment control mechanisms; and
  - Operation and maintenance.

## **17.6 Energy**

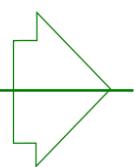
- 17.6.1 The Town should establish a baseline understanding of energy usage and set targets for conservation.
- 17.6.2 The Town should partner with local businesses and industries to promote opportunities for local renewable energy sources such as solar, bio-fuels, and cogeneration.
- 17.6.3 The Town shall promote energy efficient developments in all sectors.
- 17.6.4 The Town should explore opportunities to transition their corporate transportation fleet to energy efficient vehicles.
- 17.6.5 The Town should promote energy conservation in homes through community education programs.
- 17.6.6 The Town should explore potential funding opportunities and partnerships to help subsidize costs for residents wanting to make their homes more energy efficient.

## **17.7 Solid Waste Management**

- 17.7.1 The Town should investigate options for reducing volumes of solid waste and explore alternative waste management and disposal systems.



- 17.7.2 The Town should explore Provincial funding opportunities for solid waste management initiatives.
- 17.7.3 The Town should strive to be a regional leader in solid waste reduction, recycling and composting.
- 17.7.4 The Town should explore a recycling program for High Level.
- 17.7.5 The Town should support both public and private sector initiatives for a recycling program and should explore potential partnerships.
- 17.7.6 The Town should promote community education and awareness to increase recycling and composting in High Level.
- 17.7.7 The Town should promote household composting and should offer incentives to residents for composting products.
- 17.7.8 The Town may investigate the feasibility of developing a composting facility at the regional landfill.





# MUNICIPAL DEVELOPMENT PLAN

## 18.0 CHAPTER 18: REGIONAL COOPERATION

### OVERVIEW

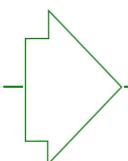
Regional cooperation often involves addressing land use decisions or issues that have impacts beyond the municipality in which it is located. Regional cooperation is a joint effort where two or more communities coordinate future land use and growth patterns, or combine resources to address common issues such as economic development, health care services, emergency services, environmental protection. Often regional cooperation is beneficial to pool resources and prevent duplicated effort in a region.

The Town of High Level has on-going relations with municipal neighbours: Mackenzie County and the Town of Rainbow Lake. The current Regional Service Sharing Agreement, the Intermunicipal Development Plan and the Annexation Agreement are all recent agreements and plans established between the Town of High Level and Mackenzie County. As a result of these plans, there is clarity within the region regarding future development and how services will be shared to support residents.

### 18.1 Objectives

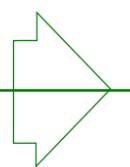
The Regional Cooperation objectives are to:

- Foster a collaborative relationship with : **Beaver First Nation, Dene Tha' First Nation, Little Red River Cree Nation, Tallcree First Nation, Paddle Prairie Metis Settlement, the Town of Rainbow Lake and Mackenzie County.** to ensure that local and regional growth issues are addressed proactively;
- Promote collaboration with the : **Beaver First Nation, Dene Tha' First Nation, Little Red River Cree Nation, Tallcree First Nation, Paddle Prairie Metis Settlement, the Town of Rainbow Lake and Mackenzie County.** to offer services on a regional basis when efficiencies can be gained from such an approach;
- Encourage the coordination of land use decisions in the urban fringe; and
- Ensure that an adequate supply of land is available to meet urban needs.



## 18.2 General Policy

- 18.2.1 The Town shall establish working relationships with the agencies responsible for implementing the Provincial Land Use Framework and the Lower Peace Regional Plan.
- 18.2.2 The Town shall lobby the Province to provide High Level with an opportunity to contribute to the development of the Lower Peace Regional Plan.
- 18.2.3 The Town should collaborate with regional partners: **Beaver First Nation, Dene Tha' First Nation, Little Red River Cree Nation, Tallcree First Nation, Paddle Prairie Metis Settlement, the Town of Rainbow Lake and Mackenzie County.** to develop regional servicing solutions for water, waste, and mobility infrastructure, protective and emergency services, social services, economic development and natural area protection.
- 18.2.4 The Town shall continue to implement the Regional Service Sharing Agreement, the Intermunicipal Development Plan, and the Annexation Agreement between the Town of High Level and Mackenzie County.
- 18.2.5 The Town shall continue to work collaboratively with the regional partners in future land use decisions that will impact the region, and by updating the intermunicipal planning agreements when necessary.





# MUNICIPAL DEVELOPMENT PLAN

## PART III – IMPLEMENTATION AMENDMENT AND REVIEW

### 19.0 CHAPTER 19: IMPLEMENTATION, AMENDMENT AND REVIEW

#### OVERVIEW

While the policies provided in this MDP are an important component of the development process and provide guidance for municipal decisions, policies alone are not enough. The community vision cannot be achieved without implementation of these ideas. The focus of this chapter is on:

- ensuring that all municipal plans and policies conform with and support the MDP;
- providing a framework for implementation priorities; and
- outlining monitoring and the amendment process policies.

The MDP is a living document. As trends and activities change, new strategies will be created and the MDP will be amended to reflect changing circumstances. The MDP will be monitored and reviewed regularly to understand when policies and growth dynamics differ from those identified in this MDP. Monitoring of key indicators is essential to understand whether the MDP policies have the desired effect and are in fact moving the Town of High Level towards the community vision. Results of the monitoring process are then used to initiate amendments to the MDP, when necessary, to better align the policies with the desired outcome. In this way, there is a feedback loop into the planning and decision-making processes.

#### 19.1 Objectives

The Implementation, Amendment and Review objectives are to:

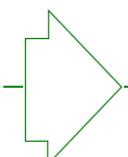
- To ensure conformity between the MDP policies, the IDP and all subordinate bylaws;
- To provide a clear and understandable framework for future amendments; and
- To ensure that recommended actions identified in previous sections are readily identifiable.

#### 19.2 General Policy

19.2.1 The Town shall ensure that all statutory plans and documents, including revisions, conform to the MDP. The Town shall review all existing statutory and non-statutory plans to ensure that they are consistent and where necessary, prepare amendments.

19.2.2 The Town shall require that subdivision and development plans conform to the MDP, applicable statutory plans, and the Land Use Bylaw.

19.2.3 The Town may consider possible amendments to the MDP from time to time to respond appropriately to changing or unforeseen circumstances.



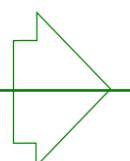
- 19.2.4 The Town shall undertake a comprehensive review of the MDP approximately five years after adoption, and amend the MDP as necessary.
- 19.2.5 The Town shall undertake a comprehensive review of the Integrated Infrastructure Management Plan approximately every five years in conjunction with the MDP review.

### **19.3 Implementation**

- 19.3.1 The Town shall require Area Structure Plans for all new major development (in the areas identified in Figure 4). Area Structure Plans shall be prepared in accordance with Section 633 of the Municipal Government Act, as amended.
- 19.3.2 The Town shall require that in redevelopment areas where neighbourhood character has the potential to change significantly, Area Redevelopment Plans shall be required. Area Redevelopment Plans shall be prepared in accordance with Sections 634-635 of the Municipal Government Act, as amended.
- 19.3.3 The Town should utilize the Integrated Infrastructure Management Plan's capital plan to coordinate financial requirements necessary to undertake the infrastructure recommendations.
- 19.3.4 The Town shall conduct a comprehensive review and update the Off-Site Levy Bylaw at minimum every five years.
- 19.3.5 The Town shall endeavour to meet the targets established in the *Community Sustainability Plan*.
- 19.3.6 The Town shall annually review the MDP Implementation Priorities (Section 18.5) and make adjustments as necessary. The annual review should include public engagement to continuously provide insights into municipal priorities.
- 19.3.7 The Town staff shall include assessment of initiatives and proposed developments to the *Community Sustainability Plan* as part of their Council reports enabling Council to review this information as part of the decision-making process.
- 19.3.8 The Town shall promote the continuation of community sustainability education and dialogue opportunities to ensure the *Community Sustainability Plan* becomes a living plan.

### **19.4 Monitoring**

- 19.4.1 The Town shall implement a monitoring plan for the MDP and *Community Sustainability Plan* that will include public involvement.
- 19.4.2 The Town shall prepare a monitoring report to publicly communicate progress being made and make recommendations for improvements. The MDP shall be monitored every two years in conjunction with the *Community Sustainability Plan* review process.





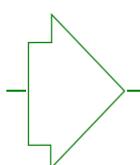
## MUNICIPAL DEVELOPMENT PLAN

### 19.5 MDP Implementation Priorities

The following table summarize the actions committed to by the Town in this MDP with guidance on which departments will be mainly responsible and the priorities for each of the areas.

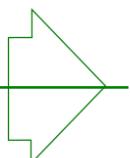
Policy #	Policy	Department Primarily Responsible	Departments Involved	Priority
<b>Administration</b>				
5.6.1	The Town shall encourage the High Level Airport to become a self-sustaining, viable operation that continues to serve the region as an important transportation facility.	Administration	Administration; Development Services; Operations	High
6.4.1	The Town shall work with industry to remove the wood burner in a timely manner.	Administration	Administration; Development Services	High
18.2.4	The Town shall continue to implement the Regional Service Sharing Agreement, the Intermunicipal Development Plan, and the Annexation Agreement between the Town of High Level and Mackenzie County.	Administration	Administration; Development Services; Finance, Utilities and Tax	High
19.2.1	The Town shall ensure that all statutory plans and documents, including revisions, conform to the MDP. The Town shall review all existing statutory and non-statutory plans to ensure that they are consistent and where necessary, prepare amendments.	Administration	Administration; Development Services; Operations; Community Services; Protective Services	High
19.3.7	The Town staff shall include assessment of initiatives and proposed developments to the <i>Community Sustainability Plan</i> as part of their Council reports enabling Council to review this	Administration	Administration	High

Table 6



Policy #	Policy	Department Primarily Responsible	Departments Involved	Priority
	information as part of the decision-making process.			
<b>Community Services</b>				
8.2.4	The Town shall identify, preserve and enhance scenic routes with principal views of natural and constructed features in High Level as part of the overall <i>Parks, Recreation and Culture Master Plan</i> .	Community Services	Development Services; Community Services	Medium
8.5.2	The Town shall enhance the Focus Areas, as identified in the Land Use Map (Figure3), to promote community connectivity and gathering areas that are visually pleasing.	Community Services	Development Services; Community Services	Medium
12.2.2	The Town should monitor the usage and demands for Town's recreational facilities. The Town shall use this information to plan for improvements and facility expansions in conjunction with the long-term capital plan.	Community Services	Community Services	Medium
12.2.5	The Town shall develop parks, open space, green amenities and future school sites in a manner that connects to the overall trail system thereby encouraging inclusive mobility (Figures 6 and 7).	Community Services	Community Services; Operations	High
12.2.7	The Town shall provide safe places for residents to recreate in and may utilize Crime Prevention through Environmental Design (CPTED) principles.	Community Services	Community Services	High
<b>Development Services</b>				
5.3.1	The Town shall promote the downtown as the heart of the community and encourage a concentration of retail, entertainment, professional services, and other financial and government services to locate in this area.	Development Services	Administration; Development Services	Medium

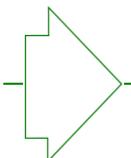
Table 6





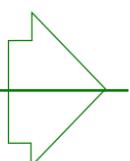
# MUNICIPAL DEVELOPMENT PLAN

Policy #	Policy	Department Primarily Responsible	Departments Involved	Priority
5.2.5	The Town shall review off-site levies, fees and charges on a regular basis and amend them accordingly to reflect the current costs of development and rate of inflation.	Development Services	Finance, Utilities & Tax; Operations; Development Services	High
6.4.2	The Town shall require that current and future development sites maintain sufficient vegetation and/or appropriate paving to reduce dust nuisances. Amendments to the <i>Land Use Bylaw</i> are necessary to implement this policy.	Development Services	Development Services	High
7.2.5	The Town shall limit residential and commercial building height to four stories recognizing the small town feel of High Level.	Development Services	Development Services	Medium
7.2.6	The Town should facilitate the provision of an appropriate supply of serviced land in each major land use category (residential, commercial, industrial) to accommodate short term growth, medium term growth (5 years), and long term growth (20 years, the lifespan of this MDP). The Town shall continue to monitor development and availability of land on a regular basis to understand when new lands will be required and to initiate regional growth agreements, as necessary.	Development Services		Medium
7.4.1	The Town shall prepare a set of Area Structure Plan guidelines to be used by developers.	Development Services	Development Services	Medium
8.2.7	The Town shall create <i>Urban Design Guidelines</i> prior to developing and re-developing the specified Focus Areas as well as other commercial districts, as illustrated in the Commercial Land Use Map (Figure 3A).	Development Services	Development Services	Medium



Policy #	Policy	Department Primarily Responsible	Departments Involved	Priority
8.3.1	The Town shall recognize High Level's entranceways and gateways at major entry points through the use of distinctive urban design features and detailing such as enhanced vegetation and landscaping, high quality signage and public art to notify the travelling public and residents that they have arrived into Town.	Development Services	Development Services	High
9.4.2	The Town shall promote affordable housing and should develop an <i>Affordable Housing Strategy</i> that identifies at risk groups who may be unable to access adequate housing.	Development Services	Development Services	Medium
10.3.2	The Town shall prepare a <i>Downtown Revitalization Plan</i> to identify the overall vision and theme for High Level's downtown. The Downtown Revitalization Plan should include: A guide for re-development and intensification for the downtown; A plan for traffic, parking, urban design, open space, marketing in conjunction with any Economic Development Plans, and potential funding sources; and Overall architectural controls for the downtown area.	Development Services	Development Services	High
13.2.1	The Town shall collaborate with landowners and the Province with the purpose of finding innovative solutions to reclaim brownfield sites and ensure new development on these sites respects the surrounding context.	Development Services	Development Services	High

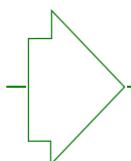
Table 6





## MUNICIPAL DEVELOPMENT PLAN

Policy #	Policy	Department Primarily Responsible	Departments Involved	Priority
13.2.2	The Town and the landowner partners shall develop options for redevelopment and reclamation of the one brownfield site (Figure 2) that serve as an entrance to the downtown through the <i>Downtown Revitalization Plan</i> .	Development Services	Development Services	High
13.2.4	The Town shall explore funding opportunities for brownfield redevelopment in conjunction with the landowner partners.	Development Services	Development Services	High
17.2.3	The Town shall update the <i>Off-Site Levy Bylaw</i> to reflect the financial impact of development for any new or expanded road systems, water systems, sanitary sewer systems, stormwater systems, municipal road connections to provincial highways, community recreation facilities, fire hall facilities, police station facilities, libraries or land in relation to completing these projects in High Level and allocate the costs and charges associated with these projects to new developments.	Development Services	Finance, Utilities and Tax; Operations; Development Services	High
18.2.1	The Town shall establish working relationships with the agencies responsible for implementing the Provincial Land Use Framework and the Lower Peace Regional Plan.	Development Services	Administration; Development Services	High

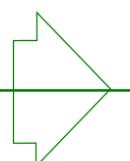


Policy #	Policy	Department Primarily Responsible	Departments Involved	Priority
18.2.2	The Town shall lobby the Province to provide High Level with an opportunity to contribute to the development of the Lower Peace Regional Plan.	Development Services	Administration; Development Services	High
19.2.4	The Town shall undertake a comprehensive review of the MDP approximately five years after adoption, and amend the MDP as necessary.	Development Services	Development Services	High
19.3.4	The Town shall conduct a comprehensive review and update the Off-Site Levy Bylaw at minimum every five years.	Development Services	Finance, Utilities and Tax; Operations; Development Services	High
19.3.6	The Town shall annually review the MDP Implementation Priorities (Section 18.5) and make adjustments as necessary. The annual review should include public engagement to continuously provide insights into municipal priorities.	Development Services	Administration; Development Services	High

**Operations**

Table 6

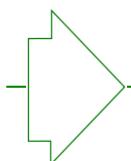
16.2.2	The Town shall continue to develop the mobility network in accordance with Figures 6 and 7.	Operations	Operations	Medium
16.2.3	The Town shall ensure that sidewalks, bicycle lanes, trails and roads are designed in a fully integrated manner to enable easy mobility for all community members.	Operations	Operations	High
16.2.7	The Town shall protect road rights-of-way by identifying them in the <i>Mobility Master Plan</i> and ensuring they are properly incorporated into new development.	Operations	Operations	High





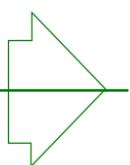
# MUNICIPAL DEVELOPMENT PLAN

Polic y #	Policy	Department Primarily Responsible	Departments Involved	Priority
16.7.1	The Town shall continue to plan for the realignment of 97th Street and Rainbow Boulevard at the 105th Avenue intersection. The Town shall work in with Alberta Transportation because of the proximity to Highway 35 and the requirement to utilize the highway right-of-way.	Operations	Administration; Operations	High
17.2.5	The Town shall review and amend, where necessary, the <i>Municipal Engineering Standards</i> to reflect current construction practices every 5 years internally.	Operations	Operations	High
17.2.6	The Town shall conform to the general direction of High Level's <i>Integrated Infrastructure Management Plan</i> (IIMP).	Operations	Operations	Medium
17.3.3	The Town shall continue to explore potential water supply sources other than Footner Lake to help provide additional potable water options for High Level. Table 6	Operations	Administration; Operations	Medium
17.4.1	The Town shall ensure its sanitary sewer collection system and treatment facility (effluent lagoon) has the capacity to accommodate future growth of the Town.	Operations	Operations	High
17.4.2	The Town shall monitor the sanitary sewer collection system and treatment facility (effluent lagoon) on an ongoing basis (minimum review annually) to assess appropriate capacity.	Operations	Operations	High



Policy #	Policy	Department Primarily Responsible	Departments Involved	Priority
17.4.3	The Town shall ensure that wastewater being discharged from the effluent lagoon meets Provincial regulations for quality control.	Operations	Operations	High
17.5.1	The Town shall continue to develop a <i>Stormwater Master Drainage Plan</i> that identifies the drainage basins, necessary infrastructure improvements and mitigation measures.	Operations	Operations	High
17.5.4	The Town shall ensure the volume of stormwater discharged into surrounding water bodies is within the capacity of the receiving catchment area in order to prevent flooding or adverse flow conditions.	Operations	Operations	High
19.2.5	The Town shall undertake a comprehensive review of the Integrated Infrastructure Management Plan approximately every five years in conjunction with the MDP review.	Operations	Operations	High

Table 6





# MUNICIPAL DEVELOPMENT PLAN

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## PART IV – REFERENCE MATERIAL

### 20.0 GLOSSARY

**Area Redevelopment Plan (ARP)** – A statutory land use plan that provides guidance as to the future redevelopment of an area. ARPs are prepared for lands that have been previously developed (i.e., the downtown). An ARP provides information on the purpose of the plan, proposed land uses, whether a redevelopment levy is proposed, recreational/school lands, and any potential changes to transportation or utilities. An ASP must be prepared in accordance with the MGA Sections 634 and 635, as amended.

**Area Structure Plan (ASP)** – A statutory land use plan that provides a framework for subsequent subdivision and development. ASPs are typically prepared for land that has not been previously developed. An ASP provides information on the sequence of development, proposed land uses, population density, general location of transportation and utilities. An ASP must be prepared in accordance with the MGA Section 633, as amended.

**Brownfield** – Is typically an abandoned parcel of land that is contaminated from previous uses, but can be redeveloped once remediation has occurred. Often these sites previously contained commercial or industrial land uses.

**Cogeneration (or Combined Heat and Power)** – The ability to create both usable heat and electricity at the same time. This is one form of energy recycling and increases the efficiency of resources by producing two products simultaneously.

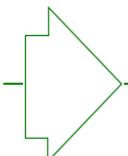
**Concept Plan** – Similar to an Area Structure Plan or Area Redevelopment Plan and provided in instances where the proposed site is smaller than appropriate for an ASP or ARP.

**Crime Prevention through Environmental Design (CPTED)** – Design guidelines for the built environment that are intended to reduce crime.

**Downtown Revitalization Plan** – A guide for redevelopment and intensification for the downtown including a plan for traffic, parking, urban design, open space, marketing in conjunction with any Economic Development Plans, potential funding sources, and architectural controls.

**Eco-industrial** – Industrial development where the businesses collaborate with each other to reduce waste and pollution, and share resources.

**Environmental Reserve** – As defined in Section 664 of the MGA, as amended.



**FireSmart** – A program that outlines mitigation strategies for protecting communities and development from the risk of wildfires (Partners in Protection, 2003).

**Floodway** – “The portion of the flood hazard area where flows are deepest, fastest and most destructive. The floodway typically includes the main channel of a stream and a portion of the adjacent overbank area. The floodway is required to convey the design flood. New development is discouraged in the floodway and may not be permitted in some communities” (Alberta Environment, 2010b).

**Flood Fringe** – “The portion of the flood hazard area outside of the floodway. Water in the flood fringe is generally shallower and flows more slowly than in the floodway. New development in the flood fringe may be permitted in some communities and should be floodproofed” (Alberta Environment, 2010b).

**Focus Areas** – There are three areas within this MDP that have been identified as Focus Areas. These areas are of particular importance to building a sense of community within High Level and will require enhancement over time to ensure they remain as significant community gathering spaces.

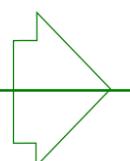
**Residential Density – In this MDP, residential density refers to net density and means** the number of dwelling units per acre or hectare of land excluding municipal roads, public open space and facilities, and lands required for utilities.

**Inclusive mobility** – Mobility that includes all forms of people powered transportation including pedestrians, bicyclists, wheel users, and other mobility-challenged forms. Inclusive mobility is provided here to highlight these forms of transportation in contrast to vehicular transportation.

**Infill** – Development in areas of existing development, occurring on vacant or underutilized lands, or adjacent to existing buildings.

**Land Use Bylaw** – A regulatory bylaw that divides the City into land use districts and establishes regulations outlining how each parcel of land may be used and developed. The Land Use Bylaw is prepared in accordance with the MGA Sections 640 – 643.

**May** – discretionary compliance or a choice in applying policy.





# MUNICIPAL DEVELOPMENT PLAN

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**Mixed Use** – Development that includes a mixture of land uses such as residential, commercial, and/or institutional. The term generally refers to development where uses are combined not just on the same site, but also within the buildings themselves (such as a mixed use building with residential apartments located above ground floor retail space).

**Municipal Development Plan (MDP)** – A statutory plan that guides the future growth and development of a municipality. A MDP is prepared in accordance with the MGA Section 632. A MDP is required for all municipalities with a population greater than 3500.

**Municipal Government Act (MGA)** – Provincial legislation that guides that purpose, powers and responsibility of municipalities and municipal officials. The MGA is the main provincial legislation governing municipal activities.

**Municipal, School or Municipal/School Reserves** – As defined in Sections 665 and 666 of the MGA, as amended.

**Off-Site Levies** – A fee charged to new development to cover the costs associated with that development related to new or expanded infrastructure (water, sanitary sewage, storm sewer, and roads).

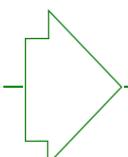
**Shall** – Mandatory compliance.

**Should** – Compliance in principle but is subject to the discretion of the Approving Authority where compliance is impracticable or undesirable because of valid planning principles, financial constraints or circumstances unique to a specific application.

**Social Amenity Facilities** – Facilities such as recreation, schools, daycare, and public services that enhance the community's quality of life.

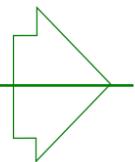
**Statutory Plan** – A plan that is adopted by a municipality as a bylaw under the provisions that are set out in the Municipal Government Act.

**Street Furniture** – Objects and equipment installed on or near streets/roads for a variety of purposes, but generally to enhance the urban design and ease of mobility. These objects often include benches, directional signage, traffic barriers, bollards, and pedestrian lighting.



**Top of Bank** – The point (line) where the general trend of the slope changes from greater than 15 percent to less than 15 percent and remains at less than 15 percent, as determined by the Development Authority.

**Triple Bottom Line Assessment** – The assessment of issues based on three categories: economic, environmental, and social (cultural). This assessment is intended to provide staff recommendations on each of these three areas for all Council decisions. The Community Sustainability Plan and Municipal Development Plan will be used as reference for the assessment.





## MUNICIPAL DEVELOPMENT PLAN

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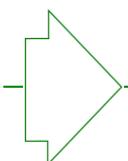
### 21.0 REFERENCES

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Alberta Environment. (2010b) "Flood Hazard Mapping".  
<http://www.environment.alberta.ca/01655.html>

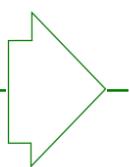
Partners in Protection. (2003) *FireSmart: Protecting your Community from Wildfire*. Edmonton: Partners in Protection.

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Amendments

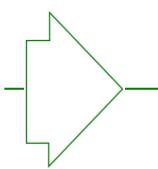




## MUNICIPAL DEVELOPMENT PLAN

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### APPENDIX A FIGURES



Town of High Level

Bylaw 987-18

