

BYLAW NO. 258.2021
VILLAGE OF GLENWOOD
IN THE PROVINCE OF ALBERTA

Bylaw No. 258.2021 of the Village of Glenwood is for the purpose of adopting the Village of Glenwood and Cardston County Intermunicipal Development Plan in accordance with sections 631 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

WHEREAS municipalities are encouraged by the province to expand intermunicipal planning efforts to address common planning issues and where the possible effects of development transcends municipal boundaries.

AND WHEREAS the Intermunicipal Development Plan outlines policies that apply to lands in the intermunicipal plan area and within parts of the Village and is to be used as a framework for decision making in each municipality with input and cooperation of Cardston County.

AND WHEREAS both the Councils of the Village of Glenwood and Cardston County agree that it is to their mutual benefit to establish joint planning policies, and this negotiation and agreement reflects a continuing cooperative approach between the two municipalities and the desire to see well-planned, orderly, and managed growth.

AND WHEREAS the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, and Chapter M-26 as amended, the Council of the Village of Glenwood duly assembled hereby enacts the following:

1. Council shall adopt the Village of Glenwood and Cardston County Intermunicipal Development Plan in consultation and as agreed to with Cardston County.
2. This plan, upon adoption, shall be cited as the Village of Glenwood and Cardston County Intermunicipal Development Plan Bylaw No. 258.2021 and Bylaw No. 770.2021.
3. This bylaw shall come into effect upon third and final reading thereof.

READ a **first** time this 13 day of May, 2021.



Deputy Mayor – David Rolfson



Chief Administrative Officer – Carrie Kinahan

READ a **second** time this 12 day of August, 2021.



Deputy Mayor – David Rolfson

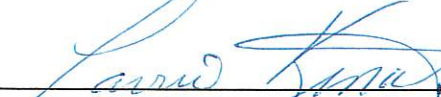


Chief Administrative Officer – Carrie Kinahan

READ a **third** time and finally PASSED this 12 day of August, 2021.



Deputy Mayor – David Rolfson



Chief Administrative Officer – Carrie Kinahan



Cardston County and Village of Glenwood Intermunicipal Development Plan

Bylaw No. 770.2021 and Bylaw No. 258.2021

August 2021



Bylaw 770.2021 (Village of Glenwood & Cardston County Intermunicipal Development Plan Bylaw)

BEING a bylaw of Cardston County in the Province of Alberta for the purpose of adopting the Village of Glenwood and Cardston County Intermunicipal Development Plan in accordance with sections 631 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

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3. This bylaw shall come into effect upon third and final reading thereof.

READ a **first** time the 10th of May, 2021.

Randall M. Bullock
Reeve - Randall M. Bullock

Murray Millward
County Administrator - Murray Millward

READ a **second** time this 12th day of July, 2021.

Randall M. Bullock
Reeve - Randall M. Bullock

Murray Millward
County Administrator - Murray Millward

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READ a **first** time this 13 day of May, 2021.


Deputy Mayor – David Rolfson


Chief Administrative Officer – Carrie Kinahan

READ a **second** time this 12 day of August, 2021.


Deputy Mayor – David Rolfson


Chief Administrative Officer – Carrie Kinahan

READ a **third** time and finally PASSED this 12 day of August, 2021.


Deputy Mayor – David Rolfson



Chief Administrative Officer – Carrie Kinahan

Table of Contents

1 | INTRODUCTION

1.1 Purpose of the Plan	1
1.2 Plan Area Context	1
1.3 Legislative Requirements	2
1.4 Plan Preparation	5

2 | COLLABORATIVE LAND USE STRATEGY

2.1 Plan Area	6
2.2 General Policies	6
2.3 Agricultural Practices	7
2.4 Village Infill	8
2.5 Future Annexation	9
2.6 Transportation	9
2.7 Utilities and Servicing	10
2.8 Storm Water Management	11
2.9 Natural Environment & Culture	12

3 | PLAN IMPLEMENTATION

3.1 Plan Adoption	14
3.2 Plan Validity and Amendment	14
3.3 Plan Committee	15
3.4 Intermunicipal Referrals	17

Figure 1: Intermunicipal Development Plan Referral Flow Chart	19
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4 | DISPUTE RESOLUTION

4.1 General Dispute Process	20
4.2 Filing an Intermunicipal Dispute under the MGA	21

Figure 2: Intermunicipal Development Plan General Dispute Process	22
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1 INTRODUCTION

1.1 Purpose of the Plan

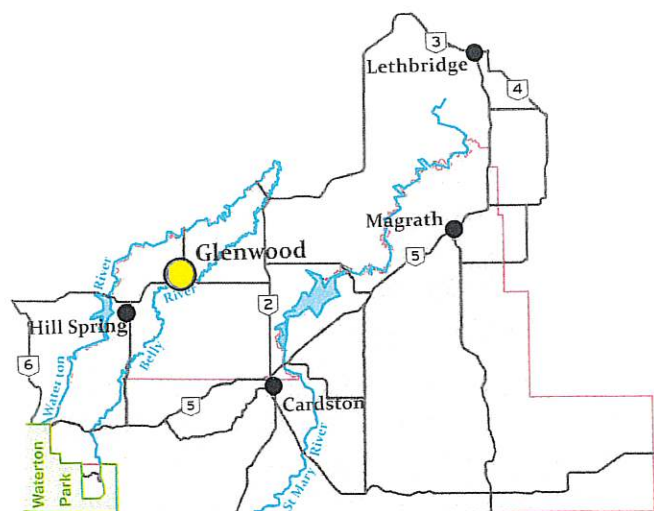
The Cardston County and Village of Glenwood Intermunicipal Development Plan ("the Plan") exists to foster ongoing collaboration and cooperation regarding land use planning matters of mutual interest. The primary intent of the Plan is twofold. Firstly, it establishes a referral mechanism for processing applications concerning the redesignation, subdivision and development of lands contained within the boundaries of the Plan Area (also referred to as the "Referral Area") shown on Map 2. Secondly, it outlines a dispute resolution process that allows mediation to take place at the local level. Throughout the Plan, policy statements are included that encourage municipal authorities from the County and Village to work cooperatively when rendering land use decisions.

Plan Area means the lands identified on Map 2 and includes those lands within the Village adjacent to the shared boundary.

The Plan is rooted in a shared vision that will enable development to occur in orderly fashion that respects the integrated road network, yet also acknowledges the rich agricultural heritage and need to minimize fragmentation of agricultural lands. While the Plan aims to promote and enhance intermunicipal planning between Cardston County and the Village of Glenwood, each municipality retains the exclusive authority for making land use decisions within its own borders.

1.2 Plan Area Context

Cardston County and the Village of Glenwood are located within the Crown of the Continent ecosystem, where the plains meet the Rocky Mountains. As is the case with many rural communities, the identity of Glenwood transcends the corporate limits of the Village and extends into the broader agricultural community. Rural residents enjoy and contribute to the sense of place that Glenwood evokes.



transparent planning process and healthy intermunicipal relationship by implementing a referral mechanism and dispute resolution process, respectively. Coincidentally, the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 with amendments* (MGA) strongly encourages all municipalities to complete and adopt an intermunicipal development plan with adjacent municipalities to make policies concerning the coordination of land use, future growth patterns and infrastructure.

MGA Requirements

Section 631(1) states:

Subject to subsections (2) and (3), 2 or more councils of municipalities that have common boundaries and that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

Moreover, according to s. 631(8):

An intermunicipal development plan

(a) *must address*

- (i) *the future land use within the area,*
- (ii) *the manner of and the proposals for future development in the area,*
- (iii) *the provision of transportation systems for the area, either generally or specifically,*
- (iv) *the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,*
- (v) *environmental matters within the area, either generally or specifically, and*
- (vi) *any other matter related to the physical, social or economic development of the area that the councils consider necessary,*

and

(b) *must include*

- (i) *a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
- (ii) *a procedure to be used, by one or more municipalities, to amend or repeal the plan, and*
- (iii) *provisions relating to the administration of the plan.*

SSRP Strategies

- 8.1 *Work together to achieve the shared environmental, economic, and social outcomes in the South Saskatchewan Regional Plan and minimize negative environmental cumulative effects.*
- 8.2 *Address common planning issues, especially where valued natural features and historic resources are of interests to more than one stakeholder and where the possible effect of development transcends jurisdictional boundaries.*
- 8.3 *Coordinate and work with each other in their respective planning activities (such as in the development of plans and policies) and development approval processes to address issues of mutual interest.*
- 8.4 *Work together to anticipate, plan and set aside adequate land with the physical infrastructure and services required to accommodate future population growth and accompanying community development needs.*
- 8.5 *Build awareness regarding the application of land-use planning tools that reduce the impact of residential, commercial and industrial developments on the land, including approaches and best practices for promoting the efficient use of private and public lands.*
- 8.6 *Pursue joint use agreements, regional services commissions and any other joint cooperative arrangements that contribute specifically to intermunicipal land use planning.*
- 8.7 *Consider the value of intermunicipal development planning to address land use on fringe areas, airport vicinity protection plans or other areas of mutual interest.*
- 8.8 *Coordinate land use planning activities with First Nations, irrigation districts, school boards, health authorities and other agencies on areas of mutual interest.*

1.4 Plan Preparation

In support of the plan preparation process, an analysis of the Plan Area was undertaken to review existing land use conditions and constraints, transportation systems, zoning, environmental and cultural resources, provincial land use, soils and annexation history, amongst other matters. Following the review of the submitted Draft Plan, and its associated public consultation process, the final version of the Plan was separately adopted by the County and Village, respectively.

2 **COLLABORATIVE LAND USE STRATEGY**

2 COLLABORATIVE LAND USE STRATEGY

2.1 Plan Area

The Plan Area encompasses lands within and surrounding the Village of Glenwood's urban boundary, and includes the lands within the Village adjacent to the urban boundary, and is illustrated on Map 2.

2.2 General Policies

Intent

These general policies are applicable to all lands within the Plan Area and are intended to enable the implementation of an effectively coordinated growth management strategy.

Policies

- 2.2.1 Future land use within the Plan Area will continue to be primarily for extensive agriculture. This does not preclude the establishment of non-agricultural land uses within the Plan Area. Decisions on applications for non-agricultural land uses shall be made in the context of the policies of this Plan and other relevant planning documents.
- 2.2.2 Existing land uses with valid development permits issued on or before the date of adoption of this Plan may continue to operate in accordance with the provisions of the Cardston County Land Use Bylaw, Village of Glenwood Land Use Bylaw and the MGA, as applicable. New applications for land use redesignations as well as subdivision or development on these lands are subject to the policies contained in this Plan.
- 2.2.3 Any application submitted for redesignation of land under the County's jurisdiction may be required to be accompanied by a professionally prepared area structure plan containing the information requirements as prescribed in the Cardston County Land Use Bylaw and Municipal Development Plan.
- 2.2.4 The required plans, design schemes or other reports in support of major subdivisions/developments may require to be professionally prepared and engineered.

- 2.3.4 If the County is in receipt of a notice of application from the Natural Resources Conservation Board (NRCB) for a new or expanded confined feeding operation, the County shall forward a copy of the notification to the Village.
- 2.3.5 Both municipalities will work cooperatively in encouraging and supporting considerate farming practices as it pertains to such matters as the control of dust, weed and insects adjacent to developed areas through best management practices and guidelines prescribed by Alberta Agriculture.

2.4 Village Infill

Intent

Establish a series of policies for lands within the Village of Glenwood which complement potential subdivision and development in the Plan Area.

Policies

- 2.4.1 Subdivision applications in the Village may require a professionally prepared conceptual scheme or area structure plan to be submitted.
- 2.4.2 All subdivision applications will be required to include a site plan that identifies:
- (a) A building envelope defining the developable area for each proposed lot that establishes adequate setbacks to protect potential road rights-of-way consistent with existing transportation patterns;
 - (b) Any storm water management facilities, existing and/or proposed, to ensure that the location of the facilities will not adversely impact existing transportation systems; and
 - (c) Any other information required by the Subdivision Authority.
- 2.4.3 A detailed set of Architectural Controls establishing building envelopes to serve as a building scheme for the subdivision may be required to ensure buildings and improvements are suitably located on the land in relation to future roadways, property lines, and development.
- 2.4.4 Development will be required to maintain adequate setbacks from potential road rights-of-way to facilitate efficient transportation patterns.

Policies

- 2.6.1 Integrating the future road network in the Plan Area to the grid-pattern road network within the Village is a priority of this Plan, as it provides for efficient vehicular and pedestrian circulation as well as future extension of municipal water and wastewater infrastructure.
- 2.6.2 The County may require dedication of road right-of-way on the final plan of subdivision for any proposal located 0.5 miles (0.8 km) or closer to the Village boundary.
- 2.6.3 If road dedication is a condition of subdivision approval, the developer will be required to enter into a development agreement for road construction and associated costs.
- 2.6.4 Road construction may be deferred to a later subdivision or development stage subject to a deferred servicing/development agreement with either the County or Village as applicable.
- 2.6.5 The County and Village will consult with Alberta Transportation regarding the implementation of this Plan. A developer may be required to conduct traffic studies with respect to impact and access onto Highways AB-810 and AB-505, and any upgrading identified by traffic studies will be implemented at the sole cost of the developer and to the satisfaction of Alberta Transportation.

2.7 Utilities and Servicing

Intent

Both municipalities desire quality development with consistent, efficient and acceptable servicing standards that account for and manage cumulative impacts.

Policies

- 2.7.1 Both municipalities recognize the importance of efficient provision of utilities and services and agree to coordinate, wherever possible, to determine appropriate locations and alignments of any utility or servicing infrastructure required to serve a proposed subdivision or development within the Plan Area.
- 2.7.2 Prior to any subdivision or development approval which proposes the use of municipal water or sewer under the adjacent municipality's control or management, the developer must obtain approval in writing from the applicable municipality regarding the use of such infrastructure to serve the development or subdivision.

- 2.8.3 Developers may be responsible to provide at their cost an engineered storm water management plan and obtain any necessary approvals required by Alberta Environment and Parks, specifically those approvals required under the *Water Act* or the *Environmental Protection & Enhancement Act*, as applicable, as well as any other applicable approvals. In consideration of this requirement, the following policies are also applicable:
- (a) Developers are encouraged to work with neighbours and develop storm water management systems for a larger area provided it is feasible and professionally engineered;
 - (b) Future development of vacant lands within the Village and County must address the handling of storm water and include a professionally prepared storm water management plan;
 - (c) The incorporation of Best Management Practices in the design of storm water management facilities is to be pursued where possible, including by Alberta Environment and Parks (AEP).

2.9 Natural Environment & Culture

Intent

Both municipalities seek to retain and enhance quality of life for residents in the Plan Area and across Cardston County and recognize the key function of the natural environment in doing so.

Policies

- 2.9.1 Both municipalities are encouraged to consider the provincial wetland policy when making land use decisions in order to sustain and enhance the natural environment.
- 2.9.2 Both municipalities encourage the dedication of environmental reserve or an environmental reserve easement where appropriate for watercourses, natural drainage courses, wetland areas and other areas within the Plan Area and recognize that the MGA authorizes:
- (a) the dedication of a minimum 6-metre strip abutting a water course; and
 - (b) the dedication of lands consisting of a swamp, gully, ravine, coulee or natural drainage course; and

3 PLAN IMPLEMENTATION

3 PLAN IMPLEMENTATION

3.1 Plan Adoption

Intent

The policies in the Plan constitute the framework for decision making on proposals for land use redesignations, subdivision and development within the Plan Area. As the MGA stipulates that all statutory plans adopted by a municipality must be consistent with each other, and moreover that an intermunicipal development plan shall prevail in the event that an inconsistency arises with another statutory plan adopted by the municipality, it follows that each municipality will be required to review and amend its respective planning documents where necessary to achieve consistency with policies contained in this Plan. In this regard, the following process and policies will need to be implemented by each municipality.

Policies

- 3.1.1 The County and Village prepare the Plan in accordance with the requirements of the MGA, including advertising and conducting a public consultation process, prior to passing the respective adopting bylaws.
- 3.1.2 This Plan comes into effect on the date it was adopted by both the County and Village, after receiving three readings of the bylaw(s).
- 3.1.3 Upon adoption of the Plan, the County and Village will each review and amend its land use bylaw to conform to the policies of this Plan. Furthermore, both municipalities will review and amend their respective municipal development plan to ensure it reflects the principles, goals and policies of this Plan

3.2 Plan Validity and Amendment

Intent

It is recognized that this Plan may require amendment from time to time to keep it current. This Plan does not contain a "sunset" clause, but rather, includes a process for review to ensure its relevancy.

Policies

- 3.2.1 This Plan comes into effect on the date it is separately adopted by both the County and Village. Either municipality may request that the Plan be rescinded and replaced with a new version upon

authority or powers with respect to planning matters in the County or Village.

- 3.3.3 The Committee will be comprised of four elected officials, two from the County and two from the Village. The Committee may, at its discretion, also include whatever number of resource personnel deemed appropriate in a non-voting capacity. A resource person may serve as secretary to the Committee and is responsible for recording the minutes of all Committee meetings and preparing the recommendations of the Committee.
- 3.3.4 Members of the Committee will make their best efforts to attend each meeting. A chairman will be selected at each committee meeting.
- 3.3.5 Changes to the Committee format, composition, roles, responsibilities or any aspect of its existence or operation may be requested by either municipality. Council may refer any proposed changes to the Committee for recommendation. Any changes to the Plan require an amendment to the Plan.
- 3.3.6 The County and Village agree that the Committee exists to:
- (a) Provide a forum for discussion of land use matters within the Plan Area;
 - (b) Provide recommendation(s) for proposed amendments to the Plan;
 - (c) Discuss and address issues regarding Plan implementation;
 - (d) Review and provide comment on referrals and any other matters referred to the Committee;
 - (e) Provide recommendation(s) regarding intermunicipal issues in attempt to avoid a dispute; and
 - (f) Provide a forum for discussion of any other matter of joint interest identified by either municipality.
- 3.3.7 Meetings of the Committee may be held at the request of either municipality.
- 3.3.8 A matter may be brought before the Committee by the administrative staff of either the County or Village. Where a matter involving the two municipalities cannot be resolved to the satisfaction of the Committee, the Committee is authorized to initiate the conflict resolution system in this Plan outlined in section 4.
- 3.3.9 If a matter has been referred to the Committee for comment, the supporting documentation will be sent to Committee members

- Conceptual Schemes
- Overlay Plans
- Land Use Bylaws
- Land Use Redesignations
- Subdivision Applications
- Development Applications (discretionary uses)

The receiving municipality may request the above-mentioned document(s) or application(s) be referred to the Plan Committee for comment prior to a decision being rendered.

- 3.4.5 The municipalities are encouraged to refer to each other for comment on major land use or planning matters that have the potential to impact the other jurisdiction, even if it involves lands that may not be located within the Plan Area.
- 3.4.6 The receiving municipality will have the following timelines to review and provide comment on intermunicipal referrals:
- (a) 14 days for development applications,
 - (b) 19 days for subdivision applications, and
 - (c) 30 days for all other intermunicipal referrals.
- 3.4.7 In the event that an intermunicipal referral is forwarded to the Plan Committee for review and comment, the municipality requesting the committee meeting may include a written request for an extension of the referral timelines indicated in 3.4.6. If an extension request is included, the referral timelines in 3.4.6 do not apply.
- 3.4.8 A Committee meeting will be scheduled and a written response will be provided within five days of the Committee meeting date.
- 3.4.9 In the event that either municipality and/or the Committee does not reply within, or request an extension to, the response time for intermunicipal referrals stipulated in Section 3.4.6, it will be assumed that the responding municipality and/or Committee has no comment or objection to the referred planning document or application.
- 3.4.10 Written comments from the receiving municipality and the Plan Committee that are provided prior to or at a public hearing or meeting will be considered by the municipality in which the plan, scheme, land use bylaw, subdivision application, development application or amendment is being proposed.

4 DISPUTE RESOLUTION

4 DISPUTE RESOLUTION

4.1 General Dispute Process

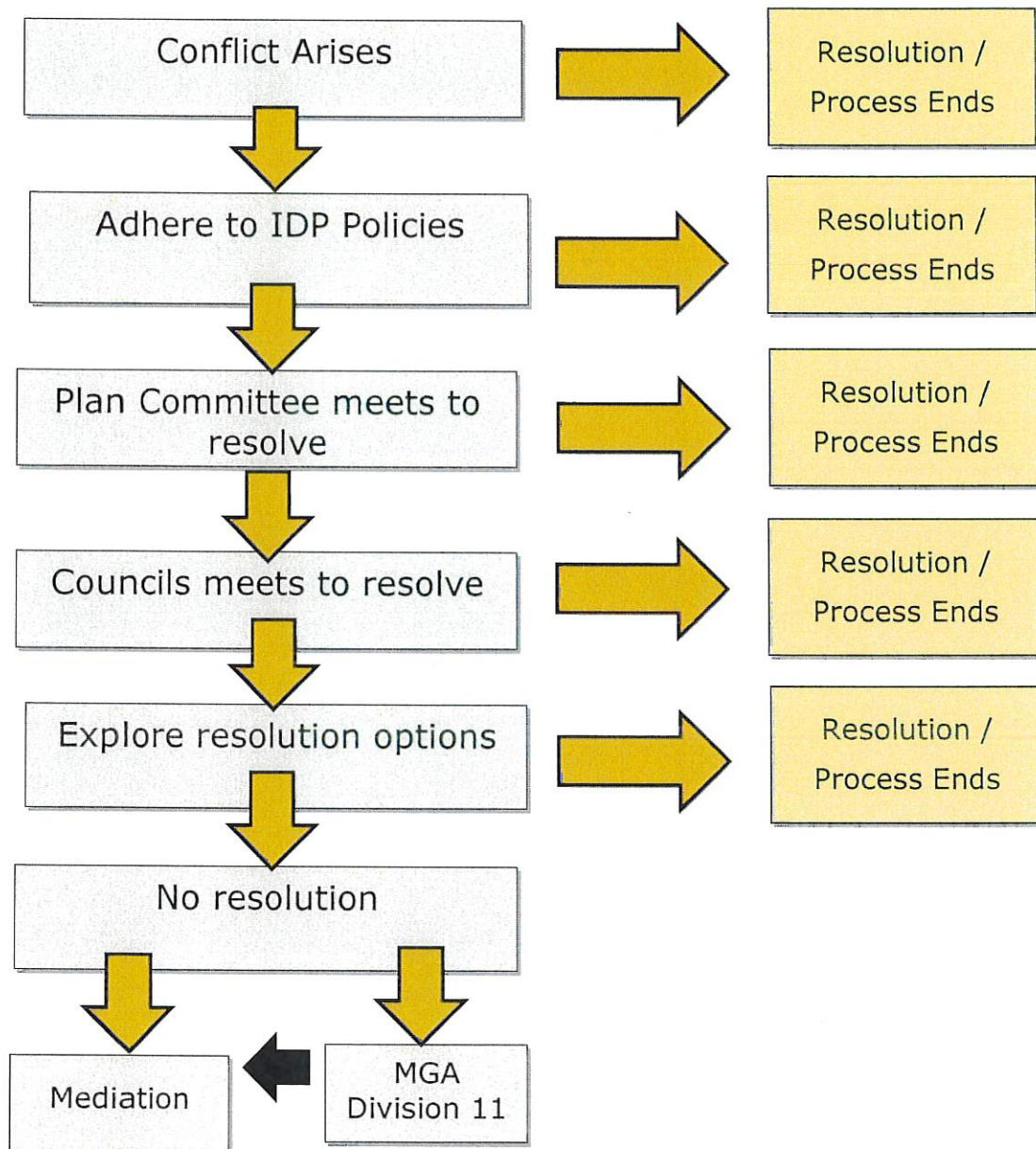
Intent

The intent of the dispute resolution process is to maximize opportunities for discussion and review in order to resolve areas of disagreement early in the process. Despite the best efforts of both municipalities, it is understood that disputes may arise from time to time affecting land use within the Plan Area. This section supports dispute settlement through consensus while reserving the need for formal mediation if a consensus cannot be reached.

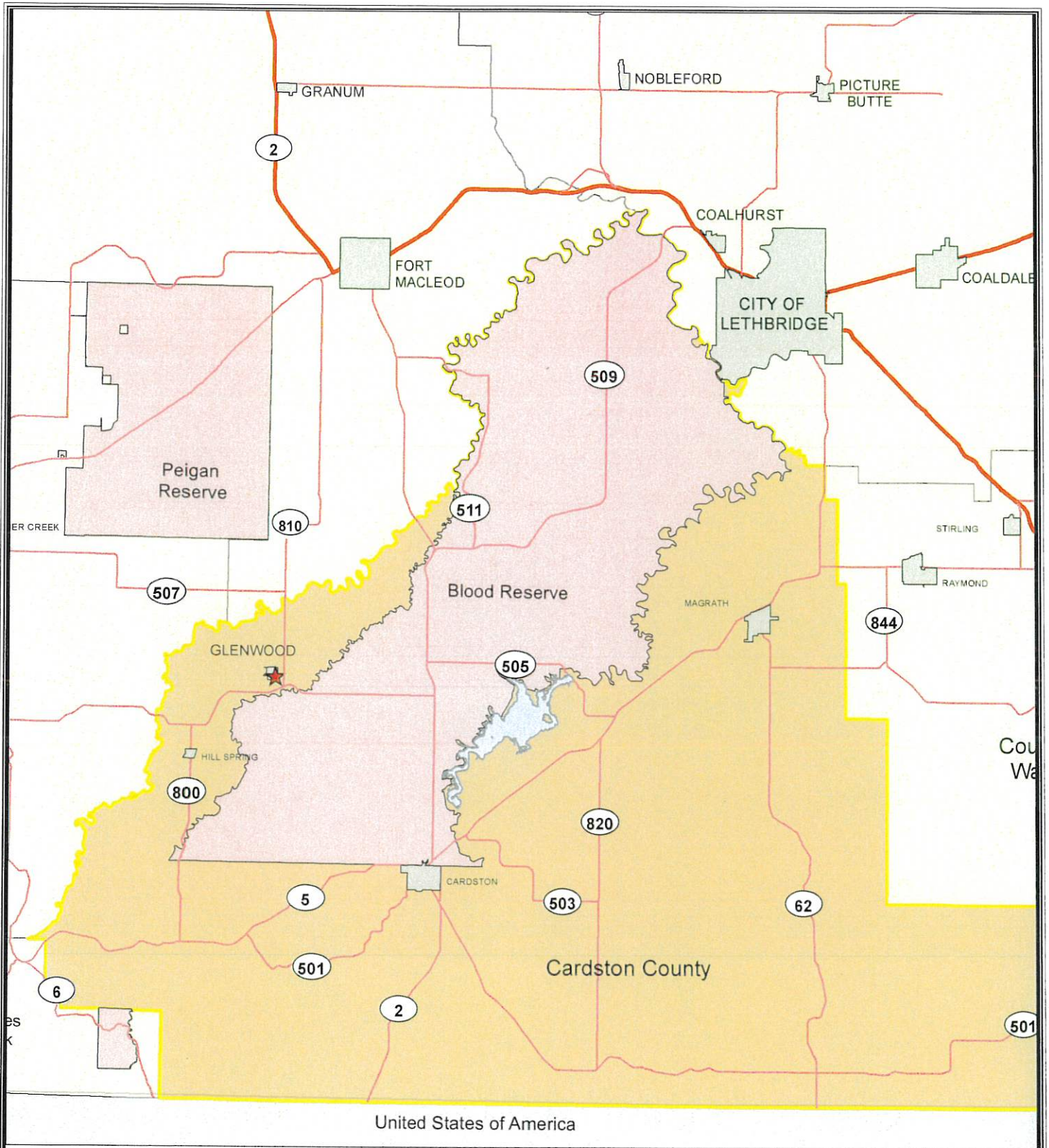
Policies

- 4.1.1 The County and Village agree that it is important to avoid dispute by ensuring that the Plan is adhered to as adopted, including full circulation of any permit or application that may affect the municipality or as required in the Plan and prompt enforcement of the Plan policies.
- 4.1.2 Prior to the meeting of the Committee, each municipality through its administration, will ensure the facts of the issue have been investigated and clarified, and information is made available to both parties. Staff meetings are encouraged to discuss possible solutions.
- 4.1.3 The Committee should discuss the issue or dispute with the intent to seek a recommended solution by consensus.
- 4.1.4 When a potential intermunicipal issue comes to the attention of either municipality relating to a technical or procedural matter, such as inadequate notification or prescribed timelines, misinterpretation of Plan policies, or a clerical error regarding the policies of this Plan, either municipality's land use bylaw, or any other plan affecting lands in the Plan Area, it will be directed to the administrators of each municipality. The administrators will review the technical or procedural matter and if both administrators agree, take action to rectify the matter.
- 4.1.5 Should either municipality identify an issue related to this Plan that may result in a dispute that cannot be administratively resolved under section 4.1.4 or any other issue that may result in a dispute, the municipality should contact the other and request that a Plan Committee meeting be scheduled to discuss the issue. The Committee will review the issue and attempt to resolve the matter by consensus.

Figure 2: Intermunicipal Development Plan Dispute Resolution Process



MAPS

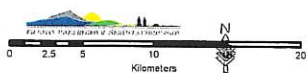


CARDSTON COUNTY BYLAW NO. 770.2021
VILLAGE OF GLENWOOD BYLAW NO. 258.2021
INTERMUNICIPAL DEVELOPMENT PLAN

LOCATION MAP
AUGUST 2021

MAP 1

-  Glenwood
-  Cardston County
-  Major Highway
-  Minor Highway



IDP PLAN AREA
AUGUST 2021
MAP 2

- Village of Glenwood Boundary
- Highways
- IDP Plan Area/CFO Exclusion Area (624.23+ha)



Aerial Photo Date: 2015










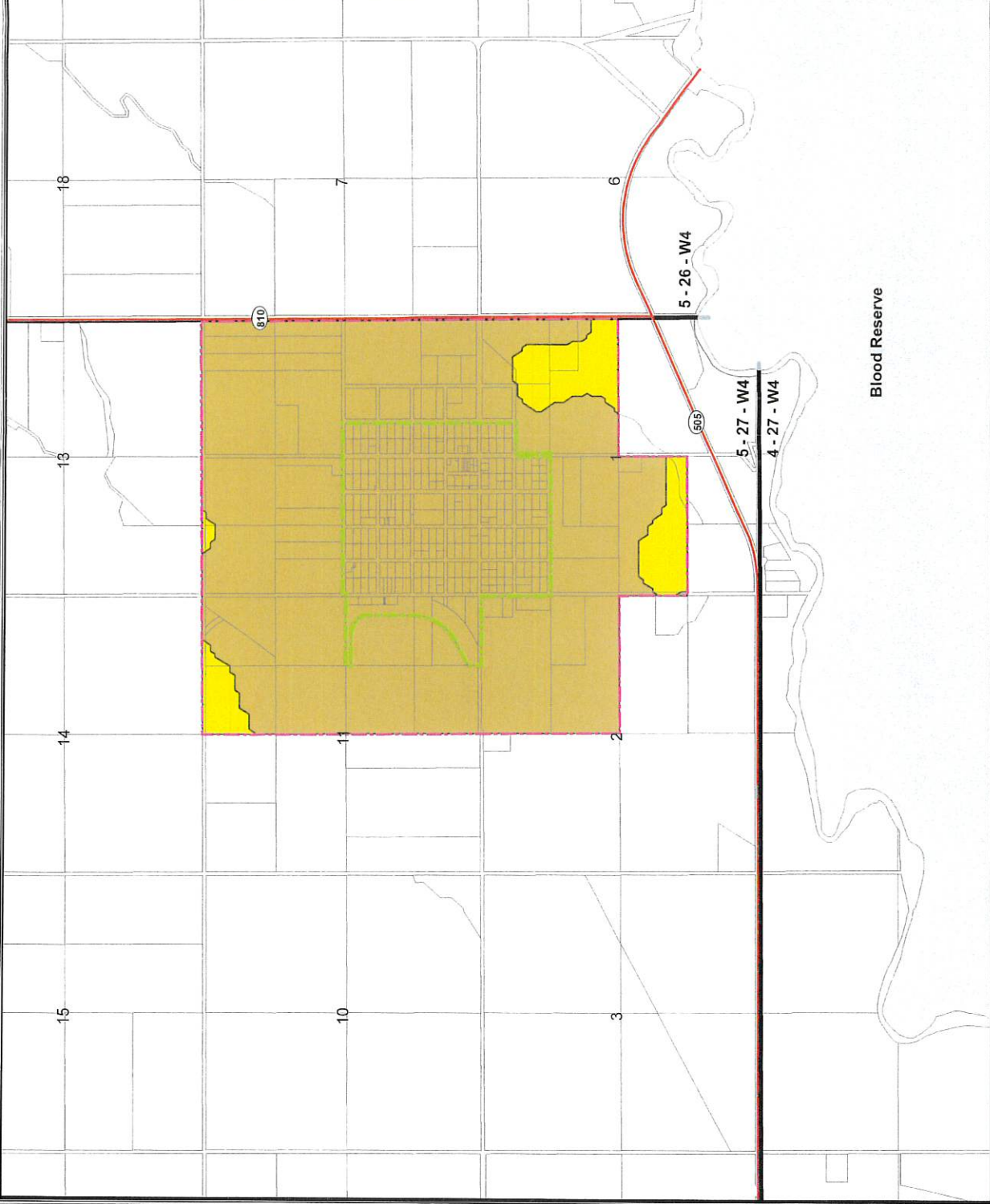
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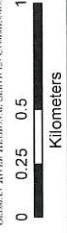
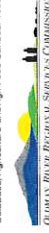
SOIL CAPABILITY FOR AGRICULTURE
INDEXED BY CANADA LAND INVENTORY
AUGUST 2021

MAP 3

-  IDP Plan Area
-  Village of Glenwood Boundary
-  Highways
- Soil Type¹**
 -  2 - Moderately High to High Productivity, Moderate Crop Limitations
 -  3 - Moderately High Productivity, Moderately Severe Crop Limitations
 -  4 - Low to Medium Productivity, Severe Crop Limitations
 -  6 - Some Natural Grazing Potential but Improvement Practices Not Feasible










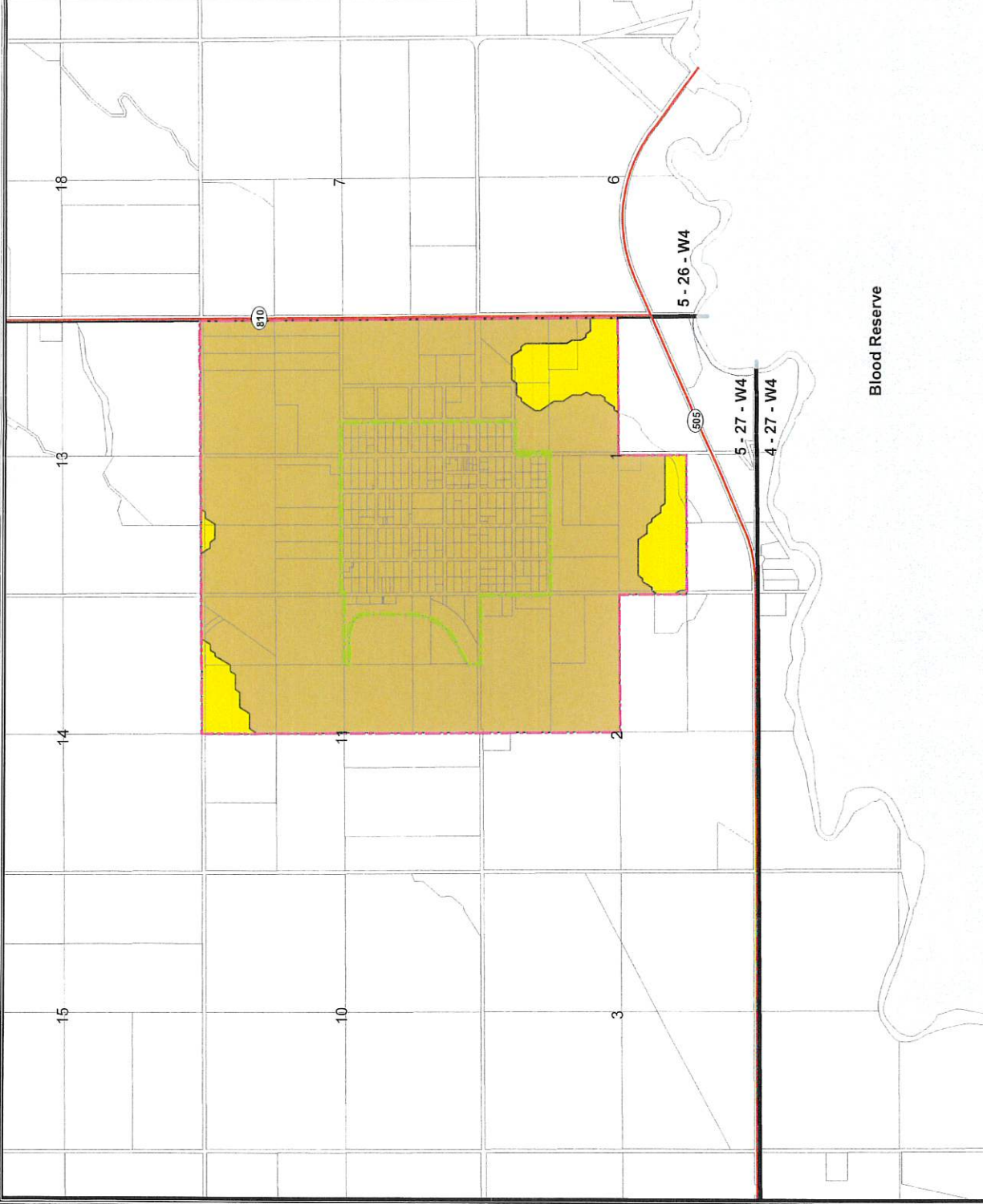
¹Source: Canada Land Inventory, National Soil Database, Agriculture and Agri-food Canada, 1998



SOIL CAPABILITY FOR AGRICULTURE
INDEXED BY CANADA LAND INVENTORY
AUGUST 2021

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Source: Canada Land Inventory, National Soil Database, Agriculture and Agri-Food Canada, 1998



GROWTH RESTRICTIONS
AUGUST 2021

MAP 4

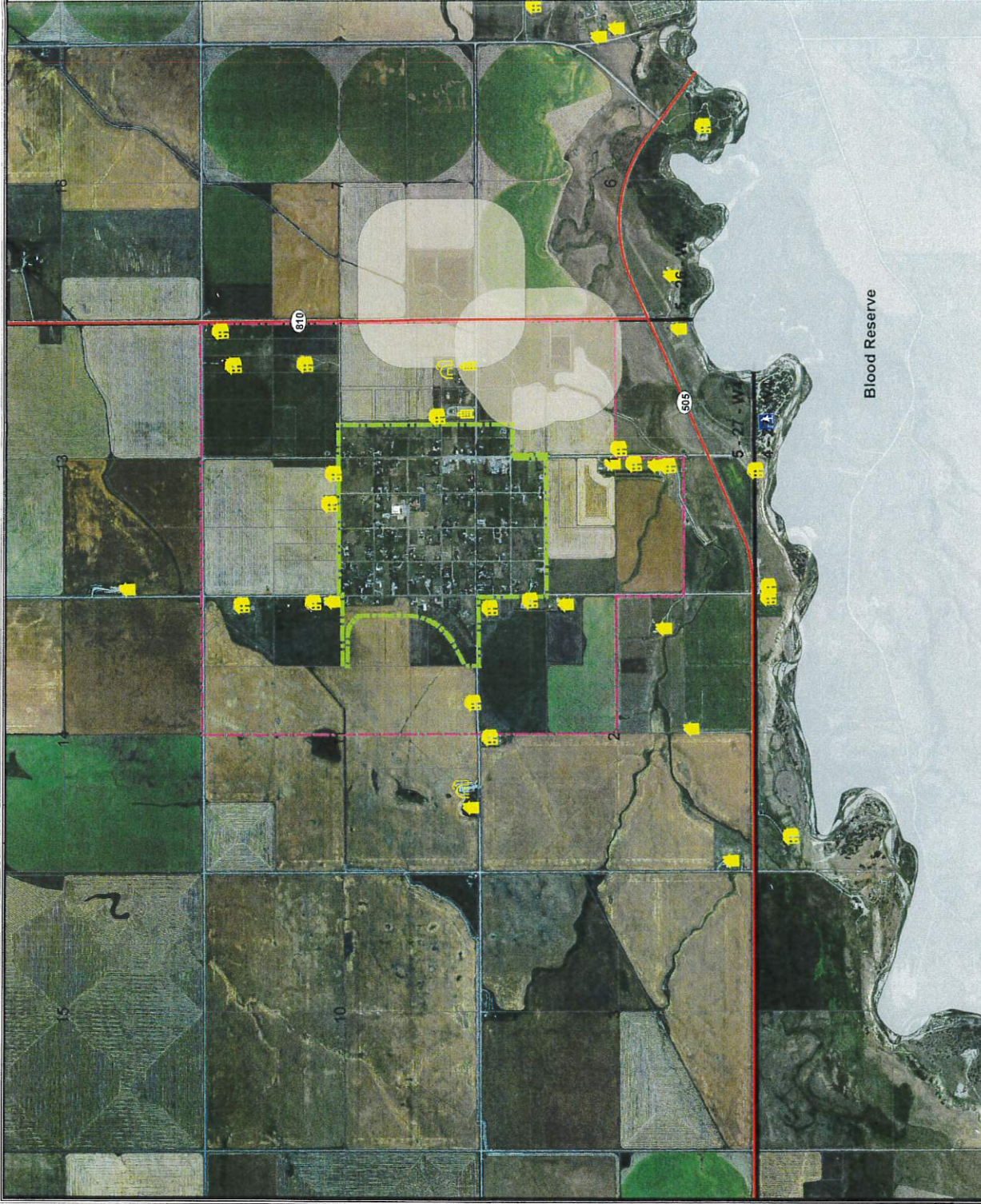
- IDP Plan Area (624.23ha)
- Village of Glenwood Boundary
- Highways
- Sewage Lagoon Buffer - 300m
- Existing Land Use
 - Country Residence
 - Farm Building
 - Farmstead
 - Institutional
 - Recreation



Aerial Photo Date: 2015



0 0.25 0.5 1
Kilometers



COMBINED LAND USE
AUGUST 2021
MAP 5

- IDP Plan Area (624.23ha)
- Village of Glenwood Boundary
- Highways

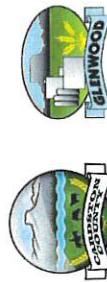
Glenwood Land Use Districts

- Residential R-1
- Residential Mobile Home R-2
- Central Commercial C-1
- General Industrial I-1
- Warehousing W
- Public Institutional I
- No Land Use

Cardston County Land Use Districts

- Agriculture AG
- Grouped Country Residential GCR
- Rural Commercial/Industrial RCI
- Rural Recreational RR
- Single-Lot Country Residential SCR

Note: Land Use Districts obtained from Cardston County and Village of Glenwood and are current as of November 2021



Aerial Photo Date: 2015



0 0.25 0.5 1
Kilometers

