



COUNCIL REPORT

Intermunicipal Development Plan Projects Terms of Reference Approval

Electoral Division: All

File: N/A

Date:	April 28, 2026
Presenter:	Kaitlyn Luster, Senior Regional Planner
Department:	Intergovernmental and Regional Services

REPORT SUMMARY

This report seeks Council approval of the Intermunicipal Development Plan (IDP) Terms of References for the City of Airdrie, the City of Calgary, the City of Chestermere, and the Town of Cochrane projects.

Ministerial Order No. MSD:025/25 requires former Calgary Metropolitan Region Board municipalities to establish both an Intermunicipal Collaboration Framework (ICF) and an IDP with shared-boundary municipalities by November 30, 2027. To meet this requirement, Rocky View County is initiating updates to its existing IDPs with the City of Airdrie, City of Calgary, and Town of Cochrane, as well as preparing a new IDP with the City of Chestermere. Each project will proceed under its own Terms of Reference which establishes roles, engagement expectations, timelines, budget, and Council touchpoints.

While the County and the City of Chestermere do not have an approved IDP, a Terms of Reference was approved in 2013 which contains an Interim Circulation Protocol that guides how we inform each other of planning applications. The Interim Circulation Protocol is not included in the City of Chestermere Terms of Reference (Appendix D). Administrations will work together to draft a new Interim Circulation Protocol separate from these Terms of Reference by the end of July 2026, which will remain in place until a final circulation process is incorporated into the completed IDP.

ADMINISTRATION’S RECOMMENDATION

THAT Council approve the City of Airdrie – Rocky View County Intermunicipal Development Plan Terms of Reference as presented in Attachment A.

THAT Council approve the City of Calgary – Rocky View County Intermunicipal Development Plan Terms of Reference as presented in Attachment B.

THAT Council approve the Town of Cochrane – Rocky View County Intermunicipal Development Plan Terms of Reference as presented in Attachment C.

THAT Council approve the City of Chestermere – Rocky View County Intermunicipal Development Plan Terms of Reference as presented in Attachment D.

THAT Council rescind the 2013 City of Chestermere – Rocky View County Intermunicipal Development Plan Terms of Reference Attachment E.

THAT Council direct Administration to collaborate with the City of Chestermere to replace the existing Interim Circulation Protocol by July 2026, with the 2013 Interim Circulation Protocol remaining in effect until such time a replacement is adopted.

BACKGROUND



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Under the *Municipal Government Act*, municipalities with shared boundaries that are not part of a regional growth board must adopt an Intermunicipal Development Plan (IDP).

IDPs are statutory land-use planning documents guided by the *Municipal Government Act*. Their purpose is to establish a coordinated framework for land use, development, and infrastructure planning along shared municipal boundaries. Within the municipal planning hierarchy, intermunicipal development plans sit at the highest level, followed by subsequent planning documents such as the Municipal Development Plan.

The County currently has approved IDPs with the City of Airdrie (2001), the City of Calgary (2012), and the Town of Cochrane (2001). These documents are outdated, and their review is timely; the County is now seeking to update these existing IDPs. Additionally, the County and City of Chestermere do not have an IDP and are now required to create one.

A function of the IDPs is to outline how municipalities will inform each other of planning applications through a circulation protocol. While the County and the City of Chestermere do not have an approved IDP, a Terms of Reference was approved in 2013 (Attachment E) containing an Interim Circulation Protocol that continues to guide this process.

Each of the four IDP projects has its own Terms of Reference, included in the report attachments.

ANALYSIS

Since the approval of the existing Intermunicipal Development Plans (IDPs), the region has experienced significant change, including rapid population growth and evolving infrastructure demands. While municipalities have amended some IDPs from time to time to reflect changing needs and joint opportunities, comprehensive reviews have not been completed.

Updating and creating new Intermunicipal Development Plans will allow both municipalities to align their planning frameworks with current conditions and better position themselves to work together to respond to future opportunities and challenges. An updated Intermunicipal Development Plan would:

- Incorporate the mutual learnings and opportunities that have arisen since their adoption;
- Reflect current growth pressures, infrastructure priorities, and community expectations;
- Reduce the potential for land use conflicts along shared municipal boundaries;
- Establish a shared approach to addressing opportunities and concerns;
- Support regular engagement through intermunicipal collaboration teams; and
- Provide clear guidance for coordination and communication.

The Terms of Reference outline how Rocky View County and our municipal partners will collaborate in preparing the Intermunicipal Development Plans. They define shared principles and objectives; clarify the roles and responsibilities of Administration, the Intermunicipal Committee, and Council; and establish a dispute resolution process.

The project timeline can be seen below:

Project Stage	Description	Anticipated Timeline
	Project Initiation	Q4 2025 - Q2 2026
Stage 1	Planning and Background	Q1 2026 – Q2 2026
Stage 2	Draft Plan	Q2 2026 – Q4 2026
Stage 3	Revisions	Q1 2027 – Q2 2027
Stage 4	Plan Adoption	Q3 2027 - Q4 2027



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In contrast to the 2013 Terms of Reference, the City of Chestermere – Rocky View County Intermunicipal Development Plan Terms of Reference (Appendix D) does not contain Interim Circulation Protocols. Rather, Administrations will work together to draft a new Interim Circulation Protocol separate from these Terms of Reference by the end of July 2026. This protocol will remain in effect until the Intermunicipal Development Plan, which will contain the formal circulation protocols, is approved by Councils.

COMMUNICATIONS / ENGAGEMENT

Engagement is required for each Intermunicipal Development Plan (IDP) project. A detailed communication and engagement strategy will identify relevant interest groups within the County, intermunicipal partners, and external stakeholders affected by the planning process outcomes. The strategy will outline how the process will proceed through several phases, and how various tools/techniques will be used in each phase to meaningfully engage a range of participants. A third-party consultant may be procured to facilitate the engagement and ensure an unbiased approach to data collection and analysis.

IMPLICATIONS

Financial

The projects with the City of Calgary, the City of Chestermere, and the Town of Cochrane each received a \$200,000 Alberta Community Partnership Intermunicipal Collaboration (ACP) grant, and this is anticipated to be sufficient.

The project with the City of Airdrie did not pursue the ACP grant, and each municipality will provide an equal portion of the total cost up to \$75,000 per municipality for the 2026 year. If additional budget is required for this project, a budget adjustment will be brought to council.

Intermunicipal

Approving these Intermunicipal Development Plan Terms of References will align the County with its legislative requirements and show a commitment to collaboration with its regional partners.

STRATEGIC ALIGNMENT

Key Performance Indicators		Strategic Alignment
Effective Service Delivery	SD2: Services are resourced and delivered to specific groups as intended, and citizens are satisfied with the outcomes	SD2.1: Citizens satisfied with the range of County services available/delivered
Effective Service Delivery	SD3: Citizens are satisfied with Public Engagement opportunities and availability of information	SD3.2: Citizens satisfied with the public engagement opportunities provided by the County
Thoughtful Growth	TG1: Clearly defining land use policies and objectives for the County –including	Choose an item.
		Completing IDPs with these partners will allow the County to work with its partners to ensure that residents have continued access to high-quality services in neighbouring municipalities
		As part of the IDP projects, there will be public engagement opportunities, including open houses and public hearings.
		The IDPs will provide direction on the land uses, growth rates, and

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Key Performance Indicators		Strategic Alignment
	types, growth rates, locations, and servicing strategies	servicing strategies around our municipal boundary

ALTERNATE DIRECTION

Alternate Direction 1

THAT Council directs Administration to work with the Intermunicipal Development Plan partners to amend the Terms of Reference.

Amending the IDP Terms of Reference documents will allow further specification on specific projects where needed. Further amendments to this document will delay the completion of this project and may result in the inability to complete the IDP projects by November 30, 2027, completion date.

ATTACHMENTS

Attachment A: City of Airdrie – Rocky View County Intermunicipal Development Plan Terms of Reference

Attachment B: City of Calgary – Rocky View County Intermunicipal Development Plan Terms of Reference

Attachment C: Town of Cochrane – Rocky View County Intermunicipal Development Plan Terms of Reference

Attachment D: City of Chestermere – Rocky View County Intermunicipal Development Plan Terms of Reference

APPROVALS

Manager:	Devin LaFleche, Manager, Regional Planning
Executive Director/Director:	Amy Zaluski, Director, Intergovernmental and Regional Services
Chief Administrative Officer:	Reegan McCullough