

ROCKY VIEW COUNTY & TOWN OF CHESTERMERE

INTERMUNICIPAL DEVELOPMENT PLAN

TERMS OF REFERENCE

Rocky View County – Town of Chestermere

February 28, 2013



Rocky View County – Town of Chestermere

These Terms of Reference are intended to guide the preparation of an Intermunicipal Development Plan (IDP). It is expected that they will serve as a touchstone throughout the process to maintain consistency with the original project goals and vision.

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1.0 INTRODUCTION

As part of the 2008 Annexation Agreement, Rocky View County and the Town of Chestermere have agreed to collaboratively prepare and approve an Intermunicipal Development Plan (IDP). Both municipalities consider this an important initiative that will result in a respectful and consistent approach to matters of mutual interest along our mutual border.

2.0 ENABLING LEGISLATION

Section 631 of the Alberta Municipal Government Act (MGA) provides the enabling legislation for the preparation and adoption of an IDP. The MGA states:

631 (1) *Two or more councils may, be 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.*

(2) *An intermunicipal development plan*

- a) may provide for
 - i. the future land use within the area,
 - ii. the manner of and the proposals for future development in the area, and
 - iii. any other matter relating 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.

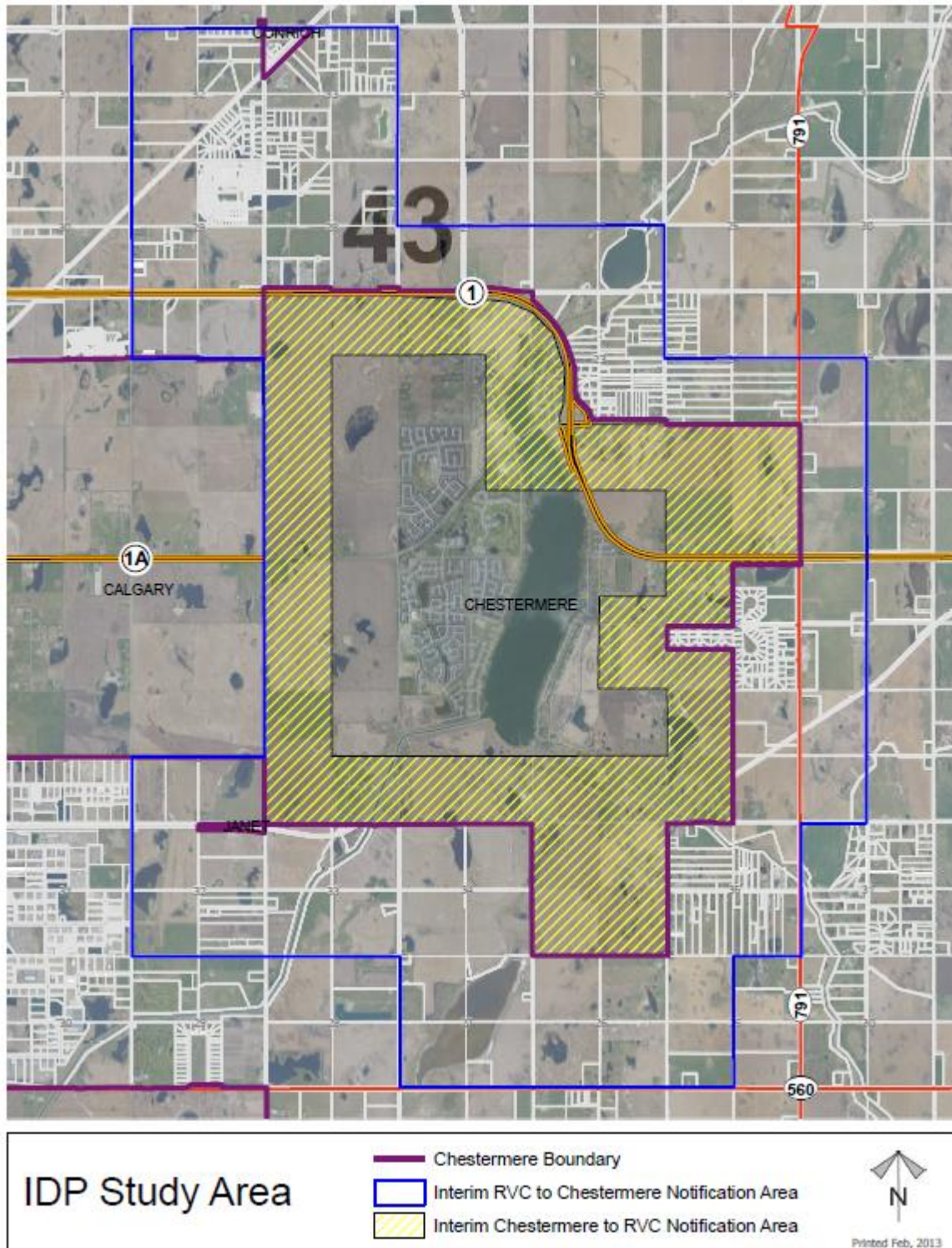
Rocky View County and the Town of Chestermere aspire to achieve more than the minimum required by Provincial legislation. With this IDP, the two municipalities intend to create a relationship that is respectful and cooperative that will be attained through planning, collaboration and communication.

3.0 IDP STUDY AREA

The IDP Study Area shown on Map 1 is larger than the area anticipated for the statutory IDP. The purpose of the larger IDP Study Area is to ensure that all relevant matters of intermunicipal

interest are addressed. The actual IDP boundaries will be determined through the IDP planning process.

MAP 1: IDP STUDY AREA:



4.0 IDP PRINCIPLES

The IDP principles are important to both municipalities. These principles are intended to guide the preparation of the IDP and inform the overall philosophy, policy and use of the IDP.

- Mutual Respect and Equity - This principle draws upon the notion that both municipalities are equal and equally capable of making their own decisions, with the recognition that individual municipal decisions may affect other municipalities.
- Cooperation, Collaboration, Communication and Trust - These principles form the basis upon which the IDP will be prepared and the municipalities will operate.
- Respect for the Environment and Natural Systems – Wetlands and the movement of stormwater are important physical characteristics in this area.
- Public Involvement - Development of the plan is to include public education about the IDP and meaningful involvement in its creation.
- Coordinated, Consistent and Timely Response - An important operational goal of the IDP is to provide coordinated, consistent and timely responses to development applications.
- Concise and Clear Plan - The IDP is to be concise in its construction and clear in its intent.
- Living Document - The IDP is to be a living document that may identify future areas of municipal cooperation.

5.0 IDP GOALS

The IDP goals represent the requirements of the MGA, Annexation Agreement and the needs of the two municipalities.

Municipal Planning, Land Use and Transition

1. To create policy that provides for visually attractive development adjacent to municipal boundary roads and along municipal entranceways.
2. To establish interface and transition principles along the municipal boundary that mitigates potential conflict between varying types and intensities of land uses.
3. To coordinate connectivity of open space and pathway systems between the two municipalities.
4. To identify growth areas and potential land uses within the IDP boundary.
5. To consider long term growth corridors.
6. To recognize the land south and west of the Town of Chestermere forms part of the proposed Intermunicipal Plan between the City of Calgary and Rocky View County and address how the proposed Rocky View County / Town of Chestermere IDP will address the potential IDP overlap.
7. To identify possible opportunities for mutually beneficial business development in the area.

8. To coordinate opportunities for improved delivery of Emergency Services, recreation amenities, community services, solid waste and recycling.

Infrastructure

1. To identify intermunicipal roadways and coordinate the alignment and the adoption of agreed upon design standards for intermunicipal roadways.
2. To establish guidelines for the preparation of joint planning and mutually beneficial management agreements for key transportation corridors such as, Conrich Road and Peigan Trail/Township Road 240.
3. To coordinate and encourage mutually beneficial storm water drainage planning.
4. To coordinate opportunities for infrastructure planning with respect to stormwater service delivery.

Stakeholder Consultation

1. To establish policy that ensures opportunities for landowners and other stakeholders to participate in the planning process for lands adjacent to the municipal boundary.

Sub-regional Cooperation

1. To explore the creation of ongoing intermunicipal protocols and processes that encourages and facilitates information sharing, discussion and cooperation beyond the defined IDP boundary.

Plan Administration

1. To address the Municipal Government Act requirements with respect to intermunicipal conflict resolution, amendment and repeal procedures, and administration of the plan.
2. To establish circulation protocols for notification and comment on applications that may impact the adjacent municipality.
3. To establish a process for review and update of adopted IDP policies to ensure continued relevancy and effectiveness.
4. To establish an intermunicipal process as the preferred means to address issues of mutual interest within the IDP area.
5. To establish processes for the review and possible update of existing statutory plan policies adopted after the annexation to ensure consistency with the IDP.

6.0 PROJECT ORGANIZATION

6.1 Intermunicipal Committee

The Intermunicipal Committee (IMC) is advisory to the municipal Councils of Rocky View County and the Town of Chestermere. Based upon the input of the IMC, public consultation and the outcomes of Council Public Hearing(s), the respective Councils of

Rocky View County and the Town of Chestermere will be responsible for approval of the IDP Bylaw.

6.2 Responsibilities

The IMC will:

- Review the Terms of Reference and confirm their readiness for Councils consideration;
- Provide broad policy direction and assist in identifying issues and opportunities with respect to the IDP;
- Act as a resource for both Administrations;
- Review proposed policy direction and ideas identified in the draft IDP; and
- Review the proposed IDP to confirm its readiness for the Public Hearing process.

Administration from both municipalities will be responsible for preparation of the IDP. Both municipalities agree to equitable dedication of Administrative resources and cost-sharing throughout the process of IDP preparation and adoption.

7.0 Notification

7.1 Interim Circulation Protocol

The Interim Circulation Protocol will provide the opportunity to put in place a strong working relationship between the County and the Town. In particular, the mutual referral of planning applications, policy plans, studies and other information is essential to inform each other of these activities. In addition, through effective communication, potential impacts and conflicts can be avoided.

7.2 Circulation Area

The Interim Circulation Protocol is on Map 1.

7.3 Intermunicipal Referrals

Subject to agreement between both municipalities, items may be added to or deleted from the following circulation lists:

- statutory and non-statutory plans and proposed amendments to such plans;
- textual amendments to the Land Use Bylaw;
- applications for land use redesignation and subdivision;
- disposition of environmental, municipal and/or school reserves, environmental reserve easements, public utility lots and/or road allowances; and
- applications for the following development permits:

- a) intensive agricultural operations;
- b) natural resource extraction;
- c) landfills;
- d) discretionary uses within a half mile of highways with the study area;
- e) commercial, industrial or business development; and
- f) institutional development.

7.4 Referral Responsibility

The respective administrations of both municipalities shall decide which Department or Departments are to be responsible for responding to intermunicipal circulations.

Typically the review and response to intermunicipal circulations will be coordinated through the Planning Department of each municipality. The respective municipalities' administrations shall refer any available planning information with respect to lands within the Interim Circulation Protocol Area that might be requested by any other municipality.

Unless otherwise agreed to by the administrations of both municipalities, the responding municipality shall have thirty days from date of receipt to reply to any intermunicipal circulations provided for under this Interim Circulation Protocol. Every effort should be made to refer the application to the other municipality as early as possible, preferably before first reading, where applicable. Both municipalities commit to ongoing consultation where amendments have been made to the application after the original intermunicipal circulation.

In the event that the responding municipality does not reply within or request an extension to the maximum response period of thirty days for any intermunicipal circulation, it may be assumed that the responding municipality has no comment or objection to the referred planning document. Major applications (ASP, concept plans, major development proposals etc...) each respective administrations shall attempt to receive confirmation of formal response.

7.5 Implementation

The Interim Circulation Protocol will be implemented through the approval of this Terms of Reference by each respective Council and will remain in place until a formal circulation protocol is identified in the Intermunicipal Development Plan.

8.0 SCOPE OF WORK AND PROJECT SCHEDULE

The scope of work is organized into three stages, with a completion date projected in March 2014. The three stages of the work program include:

Stage 1: Draft IDP preparation

Task 1.1 Research, Analysis, and Public Involvement

Timeframe: Spring – Summer 2013

Objective: Develop a thorough understanding of existing policies and legislation, as they pertain to the development of the IDP. Obtain feedback from key stakeholders and the general public.

Task 1.2 First Draft IDP and presentation to the IMC

Timeframe: Autumn 2013

Objective: Completion of the first IDP draft and input from IMC

Stage 2: Final IDP Draft

Task 2.1 Public Consultation

Timeframe: Autumn – Winter 2014

Objective: Prepare for an effective and efficient public consultation process which will present the Draft IDP to get feedback from key stakeholders and the general public.

Task 2.2 Final Draft and Reviews

Timeframe: Winter 2014

Objective: Prepare Final IDP

Stage 3: Approval Process

Timeframe: Spring 2014

Objective: RVC and Chestermere Council approval of IDP

Flexibility will be critical to the success of the IDP, so the quality of the work will take precedence over rigid adherence to arbitrary deadlines.

PUBLIC AND STAKEHOLDER INVOLVEMENT

Rocky View County and the Town of Chestermere have placed a high priority on the appropriate and meaningful involvement of the general public and key stakeholders during preparation of the IDP.

8.1 Public Involvement

The public involvement strategy is to:

- Inform and educate the public and stakeholders on the nature and requirements of an IDP;
- Gather public knowledge and input on issues relevant to the IDP;
- Inform the public and stakeholders of the scope and policy aspects of an IDP; and
- Gather public input on the draft IDP policies.

8.2 Stakeholder Involvement

Key stakeholders to be involved in review of drafts of the IDP include:

- Intermunicipal Committee;
- Internal Municipal Departments;
- Residents;
- Province;
- Public utilities, public agencies, or public authorities;
- Affected developers;
- Affected landowners; and
- Affected business, commercial, or industrial interests.