

**Rocky View County/Town of Cochrane – Annexation Notification**

1-18-01-23-10 (D-6)

Division 9 – Rocky View County/Town of Cochrane – Annexation Notification

File: 1042-155 (06816005 & 06814007)

MOVED by Councillor Kissel that receipt of the Town of Cochrane's request to add Block 1 Plan 1364LK to the proposed annexation area be acknowledged, and that the County enter into annexation negotiations;

AND that the Division 9 Councillor and the Deputy Reeve be appointed to the Annexation Negotiating Committee;

AND that Administration be directed to assign two members of Administration as representatives on the Annexation Negotiating Committee;

AND that Administration be directed to arrange a date for a Negotiating Committee meeting with the Town of Cochrane, at the earliest possible mutually convenient date, and begin discussions.

Carried

ROCKY VIEW COUNTY, ROCKY VIEW SCHOOL DIVISION AND  
THE NORTH BOW COMMUNITY FACILITY BOARD

TERMS OF REFERENCE

NAME: JOINT USE LANGDON FACILITY PLANNING COMMITTEE

1. COMMITTEE NAME AND OBJECTS

- 1.1. A Committee to be known as the Joint Use Langdon Facility Planning Committee is hereby established for the purpose of acting in an advisory capacity to Rocky View County Council ("Council") and the Rocky View School Division No. 41 Board of Trustees ("Board") as may be required by Council and the Board from time to time, on a variety of matters impacting or potentially impacting Rocky View County and the Rocky View School Division.
- 1.2. The Committee shall make recommendations to Council and the Board on matters specifically relating to the planning, building and operation of the multi-use joint use facility in Langdon only.

2. COMPOSITION OF COMMITTEE

- 2.1. The Committee be comprised of the following regular members; four (4) Members at Large from the North Bow Community Facility Board, two (2) staff representatives from the Rocky View School Division, and three (3) staff representatives from Rocky View County, and the following members: one (1) Councillor from Division 4 and one (1) Rocky View School Division Trustee from Ward 2, and other staff members as required to support the committee's activities.
- 2.2. Only regular members of the Committee will be recorded as being absent at a Committee Meeting.
- 2.3. The Chair of the Committee will be appointed as required.

3. MEETINGS

- 3.1. The Committee shall hold meetings as required, unless otherwise instructed by Council or the Board.

4. REPORTING

- 4.1. Administration shall provide Council and the Board with a report of the Committee's activities on an as needed basis.

## TERMS OF REFERENCE



**ROCKY VIEW COUNTY**  
Cultivating Communities

<b>Committee Classification:</b>  Ad hoc Committee	<b>Title:</b> Canadian National Railway Site Committee
<b>Authority:</b>  Council	<b>Adhoc Committee Term:</b>  February 2013          <b>Adoption Date:</b>  February 26, 2013

### 1. Function and Responsibilities:

The Canadian National Railway (CN) Site Committee is established to engage and inform County residents and CN on options and/or mitigating measures available to support the proposed closure of the Township Road 252 and Range Road 281 crossings in Division 5.

### 2. Committee Objectives:

<b>1. <u>Road Closure:</u></b>  To engage and inform the local community on the road closures proposed by CN.
<b>2. <u>Community Interest:</u></b>  Appoint community residents to the committee to participate in evaluating issues and opportunities to accommodate road closures while ensuring future planning, traffic flow and community interests are retained.
<b>3. <u>Deliverable:</u></b>  Generate recommendations for Council and CN to consider when road closure applications are re-submitted by June of 2013.

### 3. Resource / Budget:

A minimum one staff member from each of Infrastructure and Operations Services, Development Services and Community Services. Staff should be knowledgeable in transportation engineering, development planning and traffic enforcement. No budget adjustment is required at this time.

### 4. Definitions:

Not Applicable

**5. Membership:**

The Committee is comprised of the following:

- a) Representatives from the Conrich community (Division 5) - 5 voting members;
- b) Representation from the Canadian National Railway - non voting capacity;
- c) Division 5 Councillor - a non voting capacity; and
- d) Three staff members - non-voting capacity.

**6. Appointments**

By Council Resolution

**7. Quorum:**

Quorum for the purpose of conducting Canadian National Railway Site Committee Meetings is the majority of the voting members.

**8. Meetings:**

At the call of the Chair



Reeve / Deputy Reeve



Municipal Secretary



## JOINT TERMS OF REFERENCE



### Terms of Reference

#### Purpose

- 1 The purpose of this *Terms of Reference* is to guide the preparation of an Intermunicipal Collaboration Framework (ICF) between Rocky View County and the Town of Crossfield, in accordance with the requirements of the *Municipal Government Act*.

#### Background and Context

- 2 The updated *Municipal Government Act* (MGA) includes a number of new policies that mandate regional and intermunicipal planning and service delivery coordination. The MGA now articulates that the purpose of a municipality includes “work[ing] collaboratively with neighbouring municipalities to plan, deliver, and fund intermunicipal services.” To implement this purpose, there are new policy levers for intermunicipal collaboration that include the Calgary Metropolitan Regional Board, Intermunicipal Collaboration Frameworks, and Intermunicipal Development Plans.
- 3 Calgary Metropolitan Regional Board (CMRB) will direct servicing and planning decisions in the Calgary region for municipalities with a population greater than 5,000 residents.
  - (1) The County is a member of the CMRB along with the City of Airdrie, The City of Calgary, the City of Chestermere, the Town of Cochrane, the M.D. of Foothills, the Town of High River, the Town of Okotoks, the Town of Strathmore, and a portion of Wheatland County.
- 4 An Intermunicipal Collaboration Framework (ICF) is a bylaw that identifies how municipal services are delivered between two neighbouring municipalities.
  - (1) Town of Crossfield is required to develop an ICF with Rocky View County.
  - (2) Rocky View County is required to develop an ICF with the Municipal District of Bighorn, Mountain View County, the Kananaskis Improvement District, Kneehill County, the Town of Crossfield, the Town of Irricana, the Town of Crossfield, and Wheatland County.
  - (3) The County is not required to create an ICF with municipalities that are members of the CMRB.

#### ENABLING LEGISLATION

- 5 Intermunicipal Collaboration Framework
  - (1) Section 708.28 of the MGA provides the enabling legislation for the ICF and the regulation that accompanies it.
  - (2) The legislation and regulation directs municipalities to:



## JOINT TERMS OF REFERENCE



- (a) Create an ICF by April 2020 with adjacent municipalities that are not included in a Growth Management Board, with the option of extending the deadline to April 2021 if both municipalities pass a resolution requesting an extension from Municipal Affairs;
- (b) Act in good faith in the development of an ICF;
- (c) Identify which services are delivered between two municipalities. These services include: emergency services, recreation, solid waste, transportation and water and waste water;
- (d) Identify how these services are delivered: by one of the participating municipalities, separately, through a shared service delivery model, or by using a third party;
- (e) Develop a binding dispute resolution and arbitration process to develop and implement the ICF;
- (f) Ensure the ICF is adopted with a corresponding Intermunicipal Development Plan; and
- (g) Bring the ICF into force through adopting matching bylaws.

## PRINCIPLES

- 6 The principles are intended to guide the preparation of the ICF and inform the overall development of the philosophy, policy, and administration of the ICF.
  - (1) Mutual Respect and Equity
    - (a) This principle acknowledges that both municipalities are equal and are equally capable of making their own decisions, and recognizes that municipal decisions affect other municipalities.
  - (2) Cooperation, Collaboration, Communication and Trust
    - (a) Cooperation is key to ensuring common goals are achieved. This is achieved by clear and timely communication, intent to collaborate in good faith, and a genuine trust in the relationship with municipal neighbours.
  - (3) Respect for the Environment and Natural Systems
    - (a) This principle is reflected in the statutory plans of each municipality and acknowledges the importance of the land on which human activity takes place.
  - (4) Economic Development
    - (a) The documents shall respect existing economic undertakings, be responsive to opportunities that may arise, and protect future areas of economic interest in a manner that is beneficial to residents and both municipalities.



## JOINT TERMS OF REFERENCE



- (5) Concise and Clear Plan
  - (a) The documents are to be concise and clear in their intent.
- (6) Cost Effective and Efficient Services
  - (a) The effective use of time and funding. Ensuring scarce resources are efficiently providing local services that benefit the local and regional interests of the participating municipalities.
- (7) Coordinated, Consistent, and Timely Response
  - (a) Provide coordinated, consistent, and timely service delivery.
- (8) Living Documents
  - (a) The ICF is to be a living document that provides the process for identifying future areas of municipal cooperation, which may be amended in the future.

### ICF GOALS

- 7 The goals of the ICF are to:
  - (1) Provide integrated and efficient funding and delivery of intermunicipal services;
  - (2) Optimize the delivery of scarce resources for providing local services;
  - (3) Ensure municipalities contribute equitable funding to services that benefit residents;
  - (4) Highlight, and if necessary, formalize existing collaborative work between adjacent municipalities; and
  - (5) Provide a forum for neighbouring municipalities to work together to discover opportunities to provide services to residents.
- 8 As per the MGA, the final ICF document must have three main components:
  - (1) A list of services that are currently delivered by each municipality;
  - (2) Information on how services are delivered, funded, and implemented intermunicipally; and
  - (3) A dispute resolution clause for resolving disputes about the ICF and any service agreements to which the ICF refers.
- 9 Additional items, may be included as agreed upon by both municipalities.



**ROCKY VIEW COUNTY**  
Cultivating Communities

## JOINT TERMS OF REFERENCE



### PROJECT ORGANIZATION

#### Intermunicipal Committee

- 10 Rocky View County and the Town of Crossfield will employ the Intermunicipal Committee as part of the ICF development process (hereafter called 'the Committee'). The committee will include balanced representation of Council and Senior Administration from each municipality. Committee representatives may be engaged by their respective Administrations separately to gain specific feedback on areas of interest.

#### Responsibilities of the Committee

- 11 Provide broad policy direction and assist in identifying issues and opportunities with respect to the ICF;
- 12 Act as a resource for both Administrations; and
- 13 Provide periodic updates to each respective Council on the progress of the ICF.

#### Responsibility of the Administrations

- 14 Administrations from both municipalities are responsible for the establishment of a work plan for the project and the preparation of the ICF with input from the Committee. Both municipalities must ensure that there is an equitable dedication of Administrative resources and cost-sharing throughout the process of plan preparation and adoption.

#### Responsibility of the Councils

- 15 The respective Councils of each municipality will be responsible for approval of the matching ICF Bylaw.

### DISPUTE RESOLUTION AND ARBITRATION

- 16 Entering into the negotiations in "good faith" is essential to completing the ICF with municipal partners. Rocky View County will rely on cultivating strong working relationships with its municipal neighbours to complete the ICFs.
- 17 Notwithstanding the above, if an ICF is not agreed upon and adopted by bylaw within the time limit, and an extension is not granted, ICF legislation requires that an arbitrator be engaged. Municipalities working on the ICF together may choose an arbitrator or have one assigned by Municipal Affairs.





## JOINT TERMS OF REFERENCE



- 18** The arbitrator, once engaged, has the ability to create an ICF consistent with legislative requirements. The arbitrator can use mediation or arbitration to facilitate the completion of the ICF. In doing this, the arbitrator is required to consider the following:
- (1) Services and infrastructure provided in other ICFs in which the municipality is involved;
  - (2) Consistency of services provided to residents in the municipalities;
  - (3) Equitable sharing of costs among municipalities;
  - (4) Environmental concerns within the municipalities;
  - (5) Public interest; and
  - (6) Any other matters prescribed by the regulation.

### SCOPE OF WORK AND PROJECT STAGES

#### ICF TIMELINE

- 19** The scope of work is organized into five stages; a completion date will be determined through the planning process with the adjacent municipality. Administration's goal is to bring this ICF to Council for approval no later than March 2020. The four stages of the ICF project are as follows:
- Stage 1: Research and analysis: Identify and meet with representatives from respective municipal partners, and review current intermunicipal service agreements [**in progress**].
- Stage 2: Meet with administrative leads, coordinate meetings with internal and external service delivery experts, and draft ICF.
- Stage 3: Present draft ICF to the Committee and Administrative leads for review.
- Stage 4: Council and Municipal Affairs approval process
- 20** An anticipated project timeline:
- |              |               |
|--------------|---------------|
| TOR Approval | December 2019 |
| Stage 1:     | December 2019 |
| Stage 2:     | January 2020  |
| Stage 3:     | February 2020 |
| Stage 4:     | March 2020    |



# JOINT TERMS OF REFERENCE



Approval Date	•
Replaces	• n/a
Lead Role	• County Manager
Last Review Date	• n/a
Next Review Date	•

# Joint Terms of Reference



## ROCKY VIEW COUNTY & MUNICIPAL DISTRICT OF BIGHORN INTERMUNICIPAL DEVELOPMENT PLAN

<b>Approval Date:</b> June 26, 2018 <b>Revision Date:</b> N/A	<b>Reports to:</b> Council	<b>Supporting Department:</b> Planning Services  <b>Authority:</b> Motion of Council on June 26, 2018
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The purpose of this *Terms of Reference* is to guide the preparation of an Intermunicipal Development Plan (IDP) between Rocky View County and the Municipal District of Bighorn, in accordance with the requirements of the *Municipal Government Act*.

### 1.0 INTRODUCTION

The Province of Alberta recently completed a review of the *Municipal Government Act* (MGA) and made numerous amendments to the legislation, effective April 1, 2018. Included in these amendments is a requirement that all municipalities must adopt an Intermunicipal Development Plan (IDP) and an Intermunicipal Collaboration Framework (ICF) with each adjacent municipality.

These amendments apply to the shared borders between Rocky View County and the Municipal District of Bighorn. These policy documents must be adopted within two years of the legislation's effective date.

Rocky View County and the Municipal District of Bighorn will work collaboratively to prepare and approve an IDP that establishes a policy framework that formalizes the working relationship between the two municipalities. The aim of the IDP is to establish a respectful and consistent approach to matters of mutual interest along our shared border.

### 2.0 ENABLING LEGISLATION

Section 631 of the MGA provides the enabling legislation for the preparation and adoption of an IDP. The MGA states:

*"631(1) Two or more councils of municipalities that have common boundaries 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.*

*(1.1) Despite subsection (1), the Minister may, by order, exempt one or more councils from the requirement to adopt an intermunicipal development plan, and the order may contain any terms and conditions that the Minister considers necessary.*

*(1.2) Two or more councils of municipalities that are not otherwise required to adopt an intermunicipal development plan under subsection (1) may, 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.*

*(2) 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.”*

MGA sections 636, 638 and 638.1 address plan preparation, hierarchical importance to other statutory plans, and compliance with regional plans.

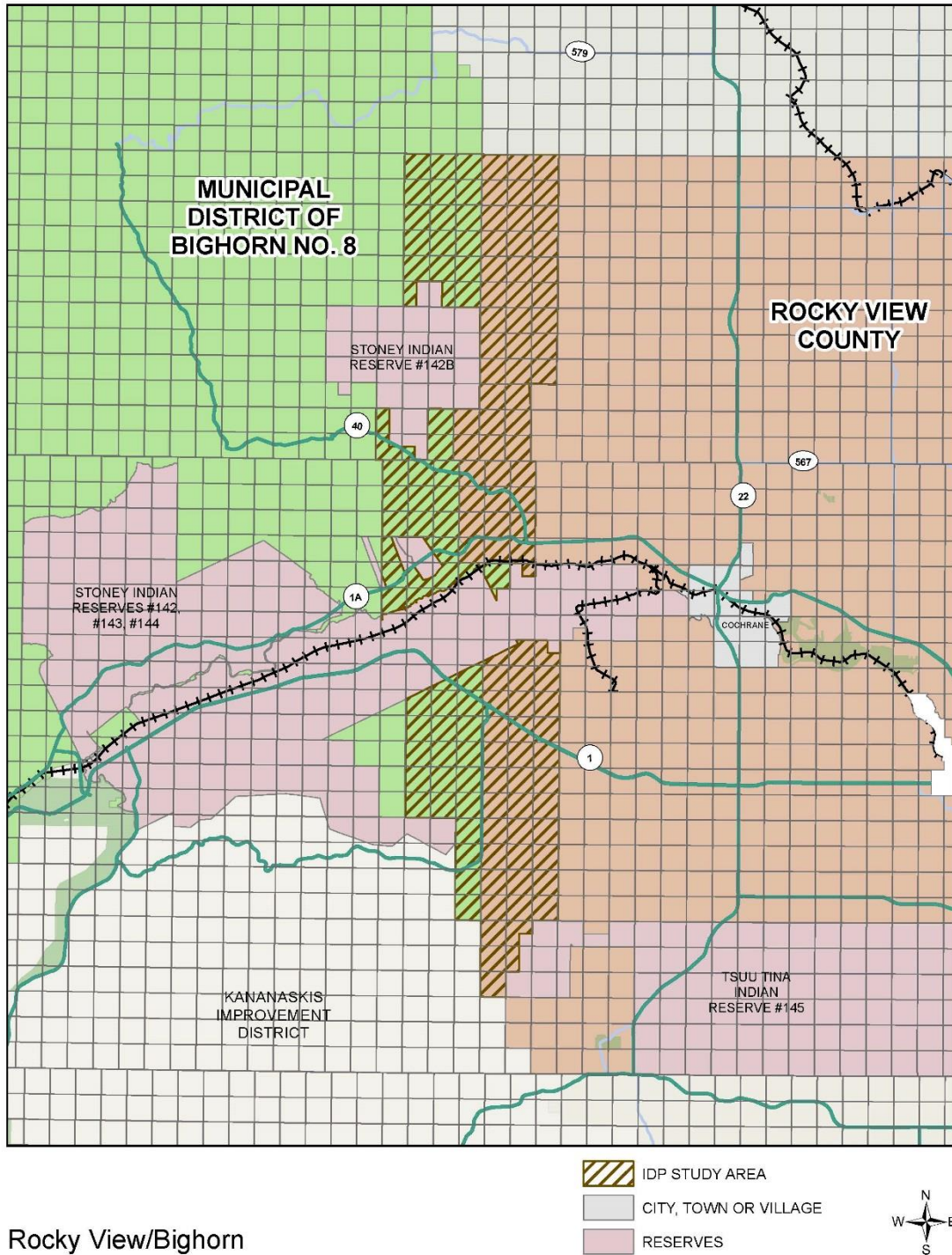
With the IDP, Rocky View County and the Municipal District of Bighorn shall formalize the basis of inter-municipal cooperation and establish a process that ensures future land use and development is coordinated comprehensively. The document will guide how planning should proceed within the IDP area, in a manner that is compatible with the existing physical, social, and economic development of the area.

### **3.0 IDP STUDY AREA**

The IDP Study Area shown on Map 1 may be larger or smaller than the final area determined at the approval stage of the document. The purpose of expanding the IDP Study Area is to ensure that all relevant matters of intermunicipal interest are addressed and reflected in the final document. Currently, the shared boundary of Rocky View County and the MD of Bighorn is

approximately 106 kilometres (66 miles) in length. The IDP Study Area is 4.8 kilometers (3 miles) on either side of the municipal border.

### MAP 1: IDP STUDY AREA



#### 4.0 IDP PRINCIPLES

The following principles are intended to guide the preparation of the IDP and inform the overall development of the philosophy, policy, and administration of the IDP.

1. *Mutual Respect and Equity*

Both municipalities are equal and make independent decisions within their municipality. Policies and processes in the IDP will minimize the potential for land use, subdivision, and development decisions to negatively impact the other municipality.

2. *Cooperation, Collaboration, Communication, and Trust*

This principle is the basis upon which the IDP will be prepared and the municipalities will operate.

3. *Respect for the Environment and Natural Systems*

Each municipality acknowledges the importance of the land on which human activity takes place, which is in accordance with their statutory plans.

4. *Public Involvement*

Development of the IDP is to include appropriate and meaningful public involvement.

5. *Economic Development*

The IDP shall respect existing economic undertakings, be responsive to opportunities that may arise, and protect future areas of economic interest in a manner that is beneficial to residents and both municipalities.

6. *Coordinated, Consistent, and Timely Response*

Ensure coordinated, consistent, and timely responses to circulation of land use, subdivision, and development applications affecting the IDP area.

7. *Concise and Clear Plan*

The IDP is to be concise in its content and clear in its intent.

8. *Efficient & Cost Effective*

The effective use of time and funding will ensure the MGA requirements are met.

9. *Living Document*

The IDP is a living document that may be amended in the future.

#### 5.0 IDP GOALS

The IDP's goals represent the needs of the two municipalities within the IDP area while fulfilling the requirements of the MGA.

*Future Land Use Planning:*

1. To ensure long-term compatibility of future land use within both municipalities that includes the identification of development constraints such as provincial highways, pipelines, oil and gas developments, contaminated lands, utility corridors, historic resources, and intensive agricultural operations.
2. To ensure that agriculture continues to be the dominant use of land in the IDP area, and to encourage and support the preservation of agricultural land.

3. To develop transition policies that address the interface between land uses in proximity of the IDP area.

#### *Water and Watersheds*

4. To determine the need for additional policy regarding significant watersheds and any other ecologically sensitive areas within the IDP area.

#### *Public Communication and Consultation*

5. To ensure meaningful engagement of landowners located within the IDP area.
6. To educate interested residents within both municipalities on the content of the IDP.

#### *Joint Projects*

7. To identify, examine the feasibility of, prioritize, and create policies that support intermunicipal projects of mutual interest and benefit:
  - a. Identify intermunicipal roadways and the alignment of transportation corridors with the potential for future upgrades;
  - b. Identify areas impacted by the provincial transportation network, and develop a common and inclusive approach when engaging with provincial regulatory agencies;
  - c. Identify areas or circumstances where mutual planning for utilities, regional and local transportation infrastructure, pathways, and/or recreation may be beneficial in conjunction with the Intermunicipal Collaboration Framework (ICF).

#### *IDP Administration*

8. To define each municipality's responsibility and commitment to circulate and take into consideration the comments received when making land use, subdivision, and development decisions that may impact the IDP area.
9. To establish the administrative process to coordinate and communicate regarding projects and initiatives that may influence the IDP area.
10. To address the MGA requirements with respect to intermunicipal conflict resolution, amendment and repeal procedures, and plan administration.
11. To establish a communication process that ensures ongoing dialogue and allows for future amendments to the IDP.

## **6.0 PROJECT ORGANIZATION**

### **6.1 Review Committee**

The Review Committee (hereafter called the Committee) is formed with balanced representation of Council members and Senior Administration from each municipality. Each Council will appoint two (2) Councillors and the CAO or designate. Committee representatives may be engaged by their respective Administrations separately to gain specific feedback on areas of interest. To allow for collaborative decision making, the work plan for the project will also provide the opportunity for the Committee to convene on an as needed basis.

### **6.2 Responsibilities of the Committee**

- a. Provide broad policy direction and assist in identifying issues and opportunities with respect to the IDP;

- b. Act as a resource for both Administrations;
- c. Review the draft IDP; and
- d. Provide periodic updates to each respective Council on the progress of the IDP.

### **6.3 Responsibility of the Administrations**

Administrations from both municipalities will be responsible for establishing a work plan for the project, and for preparing the IDP with input from the Committee. Both municipalities agree to equitable dedication of Administrative resources and cost-sharing throughout the process of IDP preparation and adoption.

### **6.4 Responsibility of the Councils**

The respective Councils of each municipality will be responsible for approval of the IDP Bylaw after the Public Hearing.

### **6.5 Coordination with Intermunicipal Collaboration Framework (ICF)**

An ICF is an agreement that provides for integrated and strategic planning, delivery, and funding of intermunicipal services. In accordance with the MGA, the both municipalities will complete an ICF. The ICF project will be governed by its own Terms of Reference and will progress independently from the IDP. However, the Committee will retain the same members for both IDP and ICF projects, which will ensure continuity in the Committee's feedback and direction to the administrative staff. While both projects will be overseen by the Committee, it is important to recognize the distinction between the ICF and the IDP processes. Opportunities for collaboration between both the IDP and ICF projects will be sought wherever possible.

## **7.0 SCOPE OF WORK AND PROJECT STAGES**

The scope of work is organized into four stages, with a completion date to be determined through the planning process. The four stages of the work program include:

- Stage 1: Research, analysis, and stakeholder input (as defined in 8.2)
- Stage 2: Draft IDP and review of the IDP by the Committee
- Stage 3: Public review of the IDP to receive suggestions and representations
- Stage 4: IDP approval process

Although four stages are planned for the IDP work, aspects of these stages may be combined to enhance project efficiency. 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.

An anticipated project timeline:

TOR Approval	June 2018
Stage 1	July – September 2018
Stage 2	October - November 2018
Stage 3	December – February 2018/19
Stage 4	March 2019

## **8.0 PUBLIC AND STAKEHOLDER INVOLVEMENT**

Both municipalities recognize that the future land use of the IDP area is agricultural in nature, except where statutory plans may support non-agricultural uses. The future land use concept is



not anticipated to significantly deviate from the existing statutory plans currently in place for either municipality.

### **8.1 Public Involvement**

The purpose of public involvement is to:

- a. Inform and educate the public and stakeholders on the nature and requirements of an IDP;
- b. Inform the public and stakeholders of the scope and policy aspects of an IDP; and
- c. Gather public input (suggestions and representations) on the draft IDP.

### **8.2 Stakeholder Involvement**

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

- a. Intermunicipal Departments;
- b. Provincial Agencies;
- c. Public utilities, public agencies, or public authorities;
- d. Affected landowners; and
- e. Affected business, commercial, or industrial interests.

### **8.3 Engagement**

1. Websites and newspapers:
  - a. Kickoff with a communication piece that Rocky View County and the Municipal District of Bighorn are developing the IDP: outline of the process of the IDP development, provide a map of the Study area, and provide details on whom to contact for more information.
2. Websites:
  - a. Dedicate a webpage on each municipality's website that will provide information and updates on the process.
3. With direction from the Committee, if feedback indicates a significant interest in the IDP, a joint Open House(s) may be scheduled to share and receive input (suggestions and representations) on the draft IDP.

# Joint Terms of Reference



## ROCKY VIEW COUNTY & KNEEHILL COUNTY INTERMUNICIPAL DEVELOPMENT PLAN

<b>Approval Date:</b> June 26, 2018 <b>Revision Date:</b> N/A	<b>Reports to:</b> Council	<b>Supporting Department:</b> Planning Services  <b>Authority:</b> Motion of Council on June 26, 2018
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The purpose of this *Terms of Reference* is to guide the preparation of an Intermunicipal Development Plan (IDP) between Rocky View County and Kneehill County, in accordance with the requirements of the *Municipal Government Act*.

### 1.0 INTRODUCTION

The Province of Alberta recently completed a review of the *Municipal Government Act* (MGA) and made numerous amendments to the legislation, effective April 1, 2018. Included in these amendments is a requirement that all municipalities must adopt an Intermunicipal Development Plan (IDP) and an Intermunicipal Collaboration Framework (ICF) with each adjacent municipality.

These amendments apply to the shared borders between Rocky View County and Kneehill County. These policy documents must be adopted within two years of the legislation's effective date.

Rocky View County and Kneehill County will work collaboratively with each other to prepare and approve an IDP that establishes a policy framework that formalizes the working relationship between the two municipalities. The aim of the IDP is to cultivate a respectful and consistent approach to matters of mutual interest along our shared border.

### 2.0 ENABLING LEGISLATION

Section 631 of the MGA provides the enabling legislation for the preparation and adoption of an IDP. The MGA states:

*"631(1) Two or more councils of municipalities that have common boundaries 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.*

*(1.1) Despite subsection (1), the Minister may, by order, exempt one or more councils from the requirement to adopt an intermunicipal development plan, and the order may contain any terms and conditions that the Minister considers necessary.*

*(1.2) Two or more councils of municipalities that are not otherwise required to adopt an intermunicipal development plan under subsection (1) may, 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.*

*(2) 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.”*

MGA sections 636, 638 and 638.1 address plan preparation, hierarchical importance to other statutory plans, and compliance with regional plans.

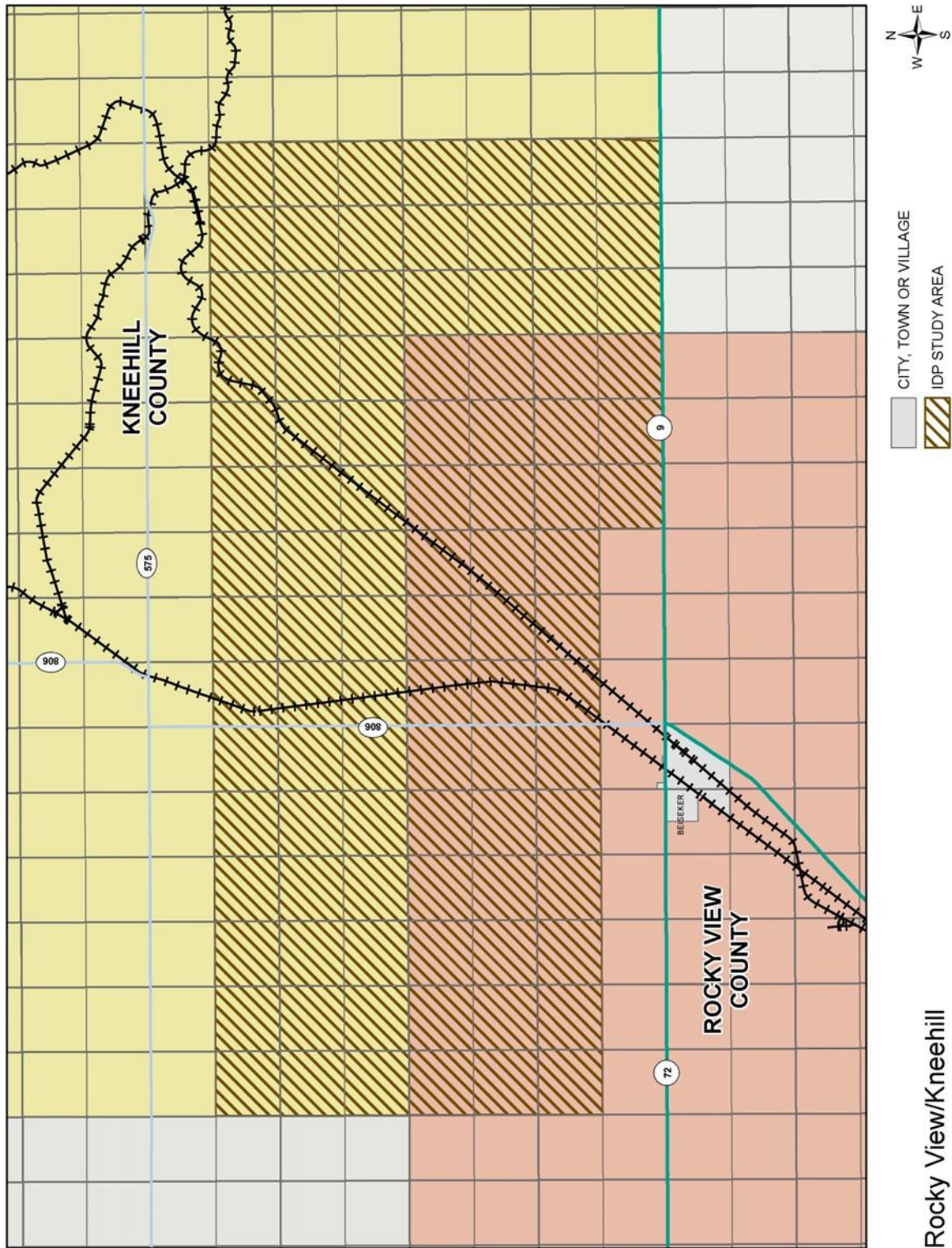
With the IDP, Rocky View County and Kneehill County shall formalize their existing spirit of inter-municipal cooperation and establish a process that ensures future land use and development is coordinated comprehensively. The document will allow for planning to occur in a way that is compatible with the surrounding area, and it will allow for collaboration concerning physical, social, and economic development within the IDP area.

### **3.0 IDP STUDY AREA**

The IDP Study Area shown on Map 1 may be larger than the final area within the approved IDP. The purpose of expanding the IDP Study Area is to ensure that all relevant matters of intermunicipal interest are addressed and reflected in the final document. The official IDP

boundaries will be determined through the development of the IDP. The IDP Study Area is 4.8 kilometers, or 3 miles, on either side of the municipal border.

**MAP 1: IDP STUDY AREA**



#### 4.0 IDP PRINCIPLES

The IDP principles are intended to guide the preparation of the IDP and inform the overall development of the philosophy, policy, and administration of the IDP.

1. *Mutual Respect and Equity*

This principle draws upon the notion that both municipalities are equal and make independent decisions within their municipality. Policies and processes in the IDP will minimize the potential for land use, subdivision, and development decisions to negatively impact the other municipality.

2. *Cooperation, Collaboration, Communication, and Trust*

This principle forms the basis upon which the IDP will be prepared and the municipalities will operate.

3. *Respect for the Environment and Natural Systems*

This principle is reflected in the statutory plans of each municipality and acknowledges the importance of the land on which human activity takes place.

4. *Public Involvement*

Development of the IDP is to include appropriate and meaningful public involvement.

5. *Economic Development*

The IDP shall respect existing economic undertakings, be responsive to opportunities that may arise, and protect future areas of economic interest in a manner that is beneficial to residents and both municipalities.

6. *Coordinated, Consistent, and Timely Response*

This principle will ensure coordinated, consistent, and timely responses to land use, subdivision, and development applications.

7. *Concise and Clear Plan*

The IDP is to be concise in its content and clear in its intent.

8. *Efficient & Cost Effective*

The effective use of time and funding will ensure the MGA requirements are met.

9. *Living Document*

The IDP is a living document that may be amended in the future.

#### 5.0 IDP GOALS

The IDP's goals represent the needs of the two municipalities while incorporating the requirements of the MGA.

*Future Land Use Planning:*

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2. To ensure that agriculture continues to be the dominant use of land in the IDP area, and to encourage and support the preservation of agricultural land.

3. To develop transition policies that address the interface between land uses in proximity of the municipal border.

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4. To determine the need for additional policy regarding significant watersheds and any other ecologically sensitive areas within the IDP area.

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5. To ensure meaningful engagement of landowners located within the IDP area.
6. To educate interested residents within both municipalities on the content of the IDP.

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7. To identify, examine the feasibility of, prioritize, and create policies that support intermunicipal projects of mutual interest or need:
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#### *IDP Administration*

8. To define each municipality's responsibility and commitment to circulate and take into consideration the comments received when making land use, subdivision, and development decisions.
9. To establish the administrative process to coordinate and communicate regarding projects and initiatives that may influence the IDP area.
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11. To establish a communication process that ensures ongoing dialogue and allows for future amendments to the IDP..

## **6.0 PROJECT ORGANIZATION**

### **6.1 Review Committee**

The Review Committee (hereafter called the Committee) is formed with balanced representation of Council members and Senior Administration from each municipality. Each Council will appoint two (2) or three (3) Councillors and the CAO or designate. Committee representatives may be engaged by their respective Administrations separately to gain specific feedback on areas of interest. In order to allow for collaborative decision making, the work plan for the project will also provide the opportunity for the Committee to convene as a whole.

### **6.2 Responsibilities of the Committee**

- a. Provide broad policy direction and assist in identifying issues and opportunities with respect to the IDP;

- b. Act as a resource for both Administrations;
- c. Review the draft IDP; and
- d. Provide periodic updates to each respective Council on the progress of the IDP.

### **6.3 Responsibility of the Administrations**

Administrations from both municipalities will be responsible for the establishment of a work plan for the project, and for preparation of the IDP with input from the Committee. Both municipalities agree to equitable dedication of Administrative resources and cost-sharing throughout the process of IDP preparation and adoption.

### **6.4 Responsibility of the Councils**

The respective Councils of each municipality will be responsible for approval of the IDP Bylaw at a Public Hearing.

### **6.5 Coordination with Intermunicipal Collaboration Framework (ICF)**

An ICF is an agreement that provides for integrated and strategic planning, delivery, and funding of intermunicipal services. In accordance with the MGA amendments, the municipalities are required to complete an ICF with its municipal neighbours. The ICF project will progress independently from the IDP; however, these two projects will gain feedback and direction from the Committee. Opportunities for collaboration between both the IDP and ICF process will be sought wherever possible.

## **7.0 SCOPE OF WORK AND PROJECT STAGES**

The scope of work is organized into four stages, with a completion date to be determined through the planning process. The four stages of the work program include:

- Stage 1: Research, analysis, and stakeholder input
- Stage 2: Draft IDP and review of the IDP by the Committee
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Although four stages are planned for the IDP work, aspects of these stages may be combined to enhance project efficiency. 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.

An anticipated project timeline:

TOR Approval	June 2018
Stage 1	July – September 2018
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## **8.0 PUBLIC AND STAKEHOLDER INVOLVEMENT**

Both municipalities recognize that the future land use of the IDP area is agricultural in nature, except where statutory plans may support non-agricultural uses. The future land use concept is not anticipated to significantly deviate from the existing statutory plans currently in place.

### **8.1 Public Involvement**

The purpose of public involvement is to:

- a. Inform and educate the public and stakeholders on the nature and requirements of an IDP;
- b. Inform the public and stakeholders of the scope and policy aspects of an IDP; and
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Key stakeholders to be involved in review of drafts of the IDP include:

- a. Intermunicipal Departments;
- b. Provincial Agencies;
- c. Public utilities, public agencies, or public authorities;
- d. Affected landowners; and
- e. Affected business, commercial, or industrial interests.

## **8.3 Engagement**

1. Websites and newspapers:
  - a. Kickoff with a communication piece that Rocky View County and Kneehill County are developing the IDP: outline of the process of the IDP development, provide a map of the Study area, and provide details on whom to contact for more information and how to provide suggestions and representations.
2. Websites:
  - a. Dedicate a webpage on each municipality's website that will provide information and updates on the process.
3. With direction from the Committee, if feedback indicates a significant interest in the IDP, a joint Open House may be scheduled to share and receive input (suggestions and representations) on the draft IDP.



# Joint Terms of Reference



## ROCKY VIEW COUNTY & MOUNTAIN VIEW COUNTY INTERMUNICIPAL DEVELOPMENT PLAN

<b>Approval Date:</b> June 26, 2018 <b>Revision Date:</b> N/A	<b>Reports to:</b> Council	<b>Supporting Department:</b> Planning Services  <b>Authority:</b> Motion of Council on June 26, 2018
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The purpose of this *Terms of Reference* is to guide the preparation of an Intermunicipal Development Plan (IDP) between Rocky View County and Mountain View County, in accordance with the requirements of the *Municipal Government Act*.

### 1.0 INTRODUCTION

The Province of Alberta recently completed a review of the *Municipal Government Act* (MGA) and made numerous amendments to the legislation, effective April 1, 2018. Included in these amendments is a requirement that all municipalities must adopt an Intermunicipal Development Plan (IDP) and an Intermunicipal Collaboration Framework (ICF) with each adjacent municipality.

These amendments apply to the shared borders between Rocky View County and Mountain View County. These policy documents must be adopted within two years of the legislation's effective date.

Rocky View County and Mountain View County will work collaboratively with each other to prepare and approve an IDP that establishes a policy framework that formalizes the working relationship between the two municipalities. The aim of the IDP is to cultivate a respectful and consistent approach to matters of mutual interest along our shared border.

### 2.0 ENABLING LEGISLATION

Section 631 of the MGA provides the enabling legislation for the preparation and adoption of an IDP. The MGA states:

*"631(1) Two or more councils of municipalities that have common boundaries 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.*

*(1.1) Despite subsection (1), the Minister may, by order, exempt one or more councils from the requirement to adopt an intermunicipal development plan, and the order may contain any terms and conditions that the Minister considers necessary.*

*(1.2) Two or more councils of municipalities that are not otherwise required to adopt an intermunicipal development plan under subsection (1) may, 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.*

*(2) 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.”*

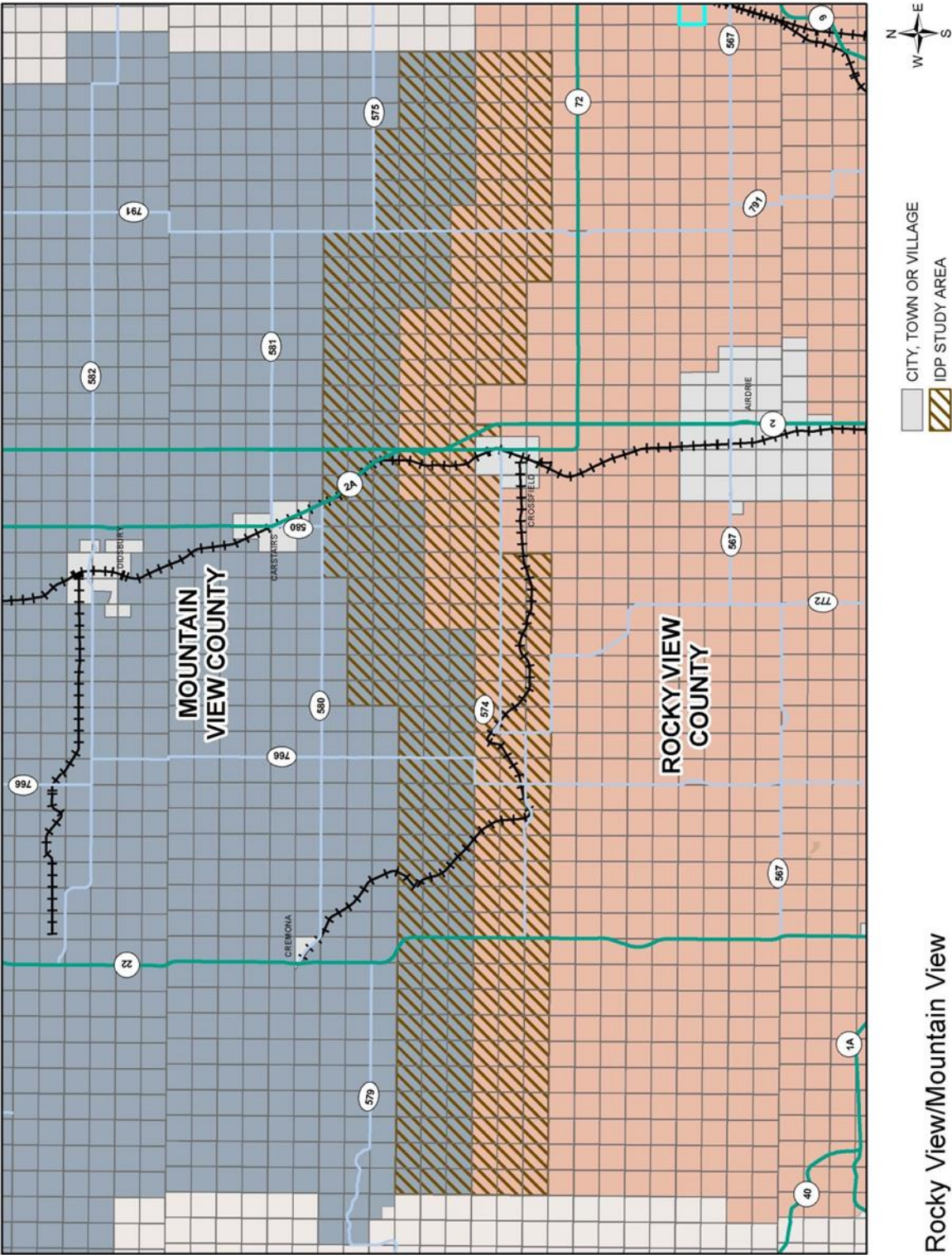
MGA sections 636, 638 and 638.1 address plan preparation, hierarchical importance to other statutory plans and compliance with regional plans.

With the IDP, Rocky View County and Mountain View County shall formalize their existing spirit of inter-municipal cooperation and establish a process that ensures future land use and development is coordinated comprehensively. The document will allow for planning to occur in a way that is compatible with the surrounding area, and it will allow for collaboration concerning physical, social, and economic development within the IDP area.

### **3.0 IDP STUDY AREA**

The IDP Study Area shown on Map 1 may be larger than the final area within the approved IDP. The purpose of expanding the IDP Study Area is to ensure that all relevant matters of intermunicipal interest are addressed and reflected in the final document. The official IDP boundaries will be determined through the development of the IDP. The IDP Study Area is 4.8 kilometers, or 3 miles, on either side of the municipal border.

MAP 1: IDP STUDY AREA



#### 4.0 IDP PRINCIPLES

The IDP principles are intended to guide the preparation of the IDP and inform the overall development of the philosophy, policy, and administration of the IDP.

1. *Mutual Respect and Equity*

This principle draws upon the notion that both municipalities are equal and make independent decisions within their municipality. Policies and processes in the IDP will minimize the potential for land use, subdivision, and development decisions to negatively impact the other municipality.

2. *Cooperation, Collaboration, Communication, and Trust*

This principle forms the basis upon which the IDP will be prepared and the municipalities will operate.

3. *Respect for the Environment and Natural Systems*

This principle is reflected in the statutory plans of each municipality and acknowledges the importance of the land on which human activity takes place.

4. *Public Involvement*

Development of the IDP is to include appropriate and meaningful public involvement.

5. *Economic Development*

The IDP shall respect existing economic undertakings, be responsive to opportunities that may arise, and protect future areas of economic interest in a manner that is beneficial to residents and both municipalities.

6. *Coordinated, Consistent, and Timely Response*

This principle will ensure coordinated, consistent, and timely responses to land use, subdivision, and development applications.

7. *Concise and Clear Plan*

The IDP is to be concise in its content and clear in its intent.

8. *Cost Effective*

The effective use of time and funding will ensure the MGA requirements are met.

9. *Living Document*

The IDP is a living document that may be amended in the future.

#### 5.0 IDP GOALS

The IDP's goals represent the needs of the two municipalities while incorporating the requirements of the MGA.

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