

**CALGARY METROPOLITAN REGION BOARD**  
**JOINT PLANNING AREA 3**  
**TERMS OF REFERENCE FOR CONTEXT STUDY**

**Issue**

The policies in Section 3.1.9 of the Calgary Metropolitan Region Board (CMRB) Growth Plan require Okotoks and Foothills County to prepare a Terms of Reference to guide the preparation of a Context Study for Joint Planning Area 3 (JPA3).

**Motion Proposed by Administration**

Option #1

That the IMC direct administration to revise the draft Terms of Reference as discussed and bring back to the IMC at a future meeting so that they may consider recommending to both councils for approval.

**OR**

Option #2

That the IMC forward the draft Terms of Reference to both municipal councils for consideration with a recommendation for approval.

*(for option #2 the IMC may wish to include specific changes to be made to the draft terms of reference prior to forwarding to both councils for consideration).*

**Report, Analysis and Financial Implications**

Background

The CMRB was established through the Calgary Metropolitan Region Board Regulation (Alberta Regulation 190/2017). The CMRB has prepared a Growth Plan and Servicing Plan for the Calgary Metropolitan Region as directed under the regulation. The Growth Plan became effective on August 15, 2022 through Ministerial Order MSD 064/22.

The Growth Plan identifies a number of Preferred Growth Areas which are to accommodate the majority of future population and employment growth in the region. These Preferred Growth Areas include:

- all lands within urban municipalities,
- hamlet growth areas within rural municipalities, and
- four Joint Planning Areas (JPA) that include lands in two or more municipalities.

As shown in the Regional Growth Structure map attached as Appendix A of this report, Okotoks and Foothills County are members of a JPA known as JPA3. The Study Area Map in Appendix B shows the current extent of JPA3. It should be noted that through the process of developing the Context Study the two municipalities may decide to alter the boundaries of the JPA.

Growth Plan Policy Context

Policy 3.1.9.6 of the Growth Plan requires participating municipalities in a JPA to prepare a Context Study for the area within 3 years of Ministerial Approval of the Growth Plan. Specific requirements for Context Studies are listed in policy 3.1.9.7 of the Growth Plan and include matters related to land use, transportation and servicing, environmental issues, shared

servicing and development sequencing. Growth Plan policies pertaining to JPA's are included in Appendix C for convenience.

Prior to commencing preparation of Context Studies for the JPA's, participating municipalities are required to adopt a Terms of Reference (TOR) to govern the development of the Context Study. Section 3.1.9.5 of the Growth Plan outlines the requirements for the TOR for the Context Study as follows:

*Within six months of the approval of the Growth Plan by the Minister, the participating municipalities shall adopt a Terms of Reference to govern the development of the Context Study, including:*

- a. a process for dispute resolution;*
- b. details pertaining to how new Area Structure Plans will be considered by the member municipalities prior to completion of the Context Study; and*
- c. a project schedule for completion of the Context Study.*

As per this section of the Growth Plan the TOR for the Context Study must be completed, no later than February 15, 2023.

#### Draft TOR for JPA3

Administration from both municipalities have completed a draft TOR to guide the preparation of a Context Study for JPA3. The draft TOR is included with this report as Appendix D. In addition to fulfilling the minimum requirements outlined in the Growth Plan, this TOR also:

- outlines the responsibilities for project administration;
- identifies key stakeholders;
- establishes expectations for a communications strategy;
- establishes guiding principles; and
- outlines a decision making process.

It is suggested in the draft TOR that the IMC be responsible for overseeing the project, and that both Councils be responsible for approval of the completed Context Study and any expenditures of municipal funds related to the project. The most likely reason for municipal funds being requested is if it is determined that technical study is required to support the work of completing the Context Study.

Once IMC is satisfied with the draft TOR, they may forward to both councils with a recommendation for approval. Should both Councils approve the TOR, it would be filed with the CMRB in order to fulfill the requirement of the Growth Plan.

#### **Request of the IMC**

The IMC is asked to review and discuss the draft TOR document and provide guidance to administration whether there are any changes they would like to see. If the required changes are not substantive, the IMC may choose to direct administration to make amendments as directed and then forward the draft TOR to both councils with a recommendation for approval (with or without specific changes). Should the IMC feel that the draft TOR document requires more substantive amendments, the Committee may direct administration to undertake those changes and bring the TOR back to the IMC at a future meeting for another review. Proposed motions for both of these options are included at the beginning of this report for the IMC's consideration.

## **Appendices**

- A. Regional Growth Structure Map
- B. Joint Planning Area 3 Study Area Map
- C. Growth Plan Policies for JPAs
- D. Draft Terms of Reference for the JPA3 Context Study

Prepared by:

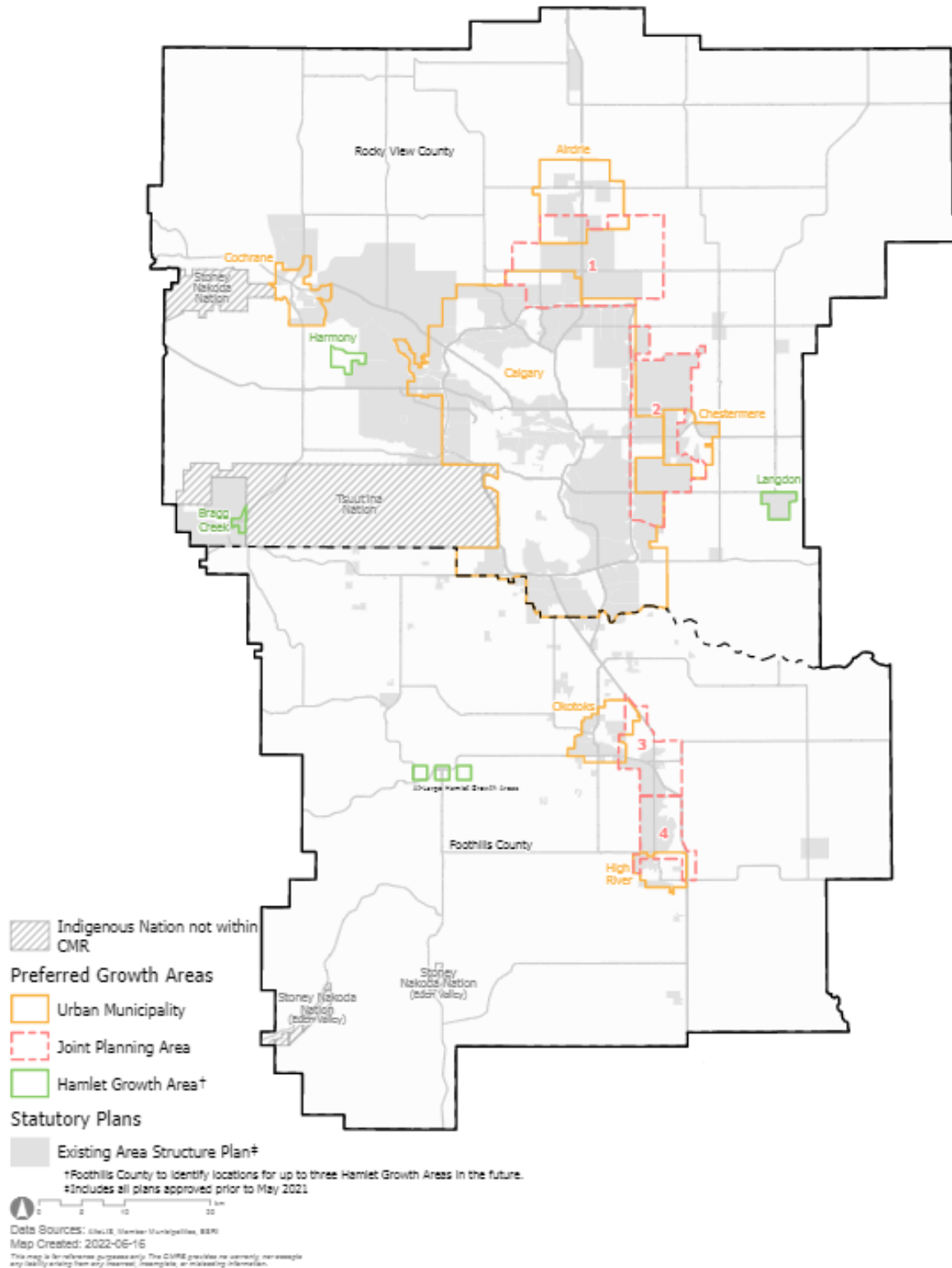
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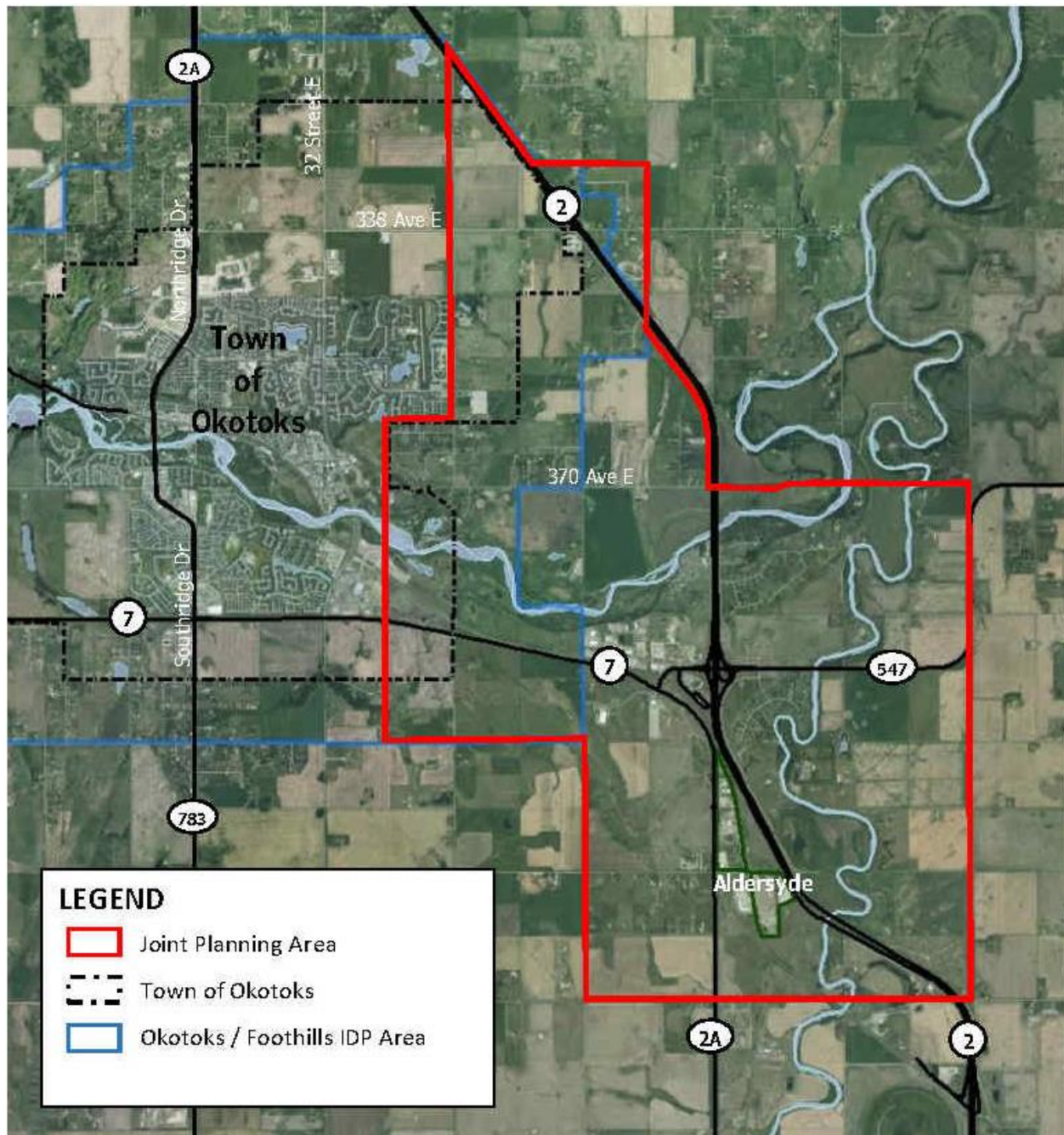
Date:

12 September, 2022

## APPENDIX A – REGIONAL GROWTH STRUCTURE MAP



## APPENDIX B – JOINT PLANNING AREA 3 STUDY AREA MAP



## APPENDIX C – GROWTH PLAN POLICIES FOR JPAs

### **Policies**

**3.1.9.1** Policies pertaining to Joint Planning Areas shall apply to the Joint Planning Areas shown in Appendix B and on Schedule 1 - Growth Structure.

**3.1.9.2** The Board may adopt additional Joint Planning Areas, repeal them, or modify their boundaries. The area encompassed by any new Joint Planning Area shall be added to the Growth Structure Map. Municipal Development Plans must reflect such amendments upon their next periodic review.

**3.1.9.3** When evaluating the merits of creating a new Joint Planning Area, the Board must consider how the proposed Joint Planning Areas meets the following locational and intermunicipal criteria. A Joint Planning Area should be an area that:

- (a) is contiguous to existing urban areas;
- (b) has an existing major transportation
- (c) may have potential or includes an existing transit corridor;
- (d) has potential for urban-style development of the Preferred Placetypes and Employment Areas at a scale that warrants designation as a Preferred Growth Area in the Region;
- (e) is not primarily comprised of major environmental constraints (including Environmentally Sensitive Areas, Flood Prone Areas, steep slopes);
- (f) has existing or planned intermunicipal services of water, wastewater and/or Stormwater servicing with a preference for the potential for full municipal servicing;
- (g) requires shared amenities and services;
- (h) involves other Regionally Significant land use and servicing matters that would benefit from inter-municipal coordination (For example, airports, recreational amenities, and environmental features); and
- (i) will support growth pressure and market demand for the planned development in the area.

**3.1.9.4** The municipalities which are party to the Joint Planning Area shall prepare a background report, called a Context Study which will inform new Area Structure Plans and development in the Joint Planning Area, the Growth and Servicing Plans, as well as Municipal Development Plans.

**3.1.9.5** Within six months of the approval of the Growth Plan by the Minister, the participating

municipalities shall adopt a Terms of Reference to govern the development of the Context Study, including:

- (a) a process for dispute resolution;
- (b) details pertaining to how new Area Structure Plans will be considered by the member municipalities prior to completion of the Context Study; and
- (c) a project schedule for completion of the Context Study.

**3.1.9.6** Within three years of approval of the Growth Plan by the Minister of Municipal Affairs, participating municipalities shall complete a Context Study for each Joint Planning Area.

**3.1.9.7** A Context Study should include the following:

- (a) a vision for the area;
- (b) a servicing strategy for water, wastewater, and Stormwater;
- (c) a transportation and mobility plan identifying the designation of key future transportation corridors, including major roads with regional connections, regional transit corridors and TransitReady Corridors for Transit Oriented Development, and pathways and active transportation networks;
- (d) strategies to address intermunicipal environmental issues;
- (e) strategies to equitably share costs and benefits associated with the development of the Joint Planning Area and its services such as fire, police, recreation, transportation and utilities;
- (f) strategies to provide efficient and logical servicing, incorporating shared servicing to the greatest extent possible;
- (g) a general land use plan that aligns the servicing strategy with future development areas. The general land use plan shall identify the location of Placetypes as defined and regulated in the Growth Plan and may identify non-development areas that are reserved for long-term growth, Agriculture, and/or environmental protection;
- (h) a land use statistics table based on the land use plan identifying the amount of land, and required densities allocated to various Placetypes as defined in the Growth Plan; and
- (i) sequencing of developments, including strategies to ensure that development occurs in an orderly manner, maximizing the efficiency of servicing.

**3.1.9.8** A Context Study may propose amendments to the boundaries of a Joint Planning Area to the Board, which would be updated in the next periodic review of the Growth Plan.

**3.1.9.9** Joint Planning Areas are to be treated as study areas for planning purposes where appropriate locations for growth are to be determined.

**3.1.9.10** Statutory plan amendments in Joint Planning Areas may continue to be approved prior to completion of Context Studies, subject to the policies of the Growth Plan.

**3.1.9.11** New Area Structure Plans or new Area Redevelopment Plans may be approved prior to completion of a Context Study unless a Terms of Reference adopted by all municipalities within the Joint Planning Area does not allow for new Area Structure Plans or new Area Redevelopment Plans to be approved prior to completion of the Context Study.