

Calgary Metropolitan Region Board
Agenda – September 10, 2021
9:00 AM-12:00 PM
Go-To Meeting/Call-In

Meetings are recorded and live-streamed

CMRB Admin will utilize the recording function on GoToMeeting as a backup recording in case an internet connection is lost and CMRB's YouTube account is unable to record the meeting. When the recording function is enabled, you will hear an audio prompt notifying that the meeting is being recorded.

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|--|--------------|---------|-----------|
| 1. Call to Order & Opening Remarks | | Clark | |
| 2. Adoption of Agenda | | All | |
| For Decision: Motion to adopt and/or revise the agenda | | | |
| 3. Review and Approve Minutes | (Attachment) | All | 3 |
| For Decision: Motion that the Board review and approve the Minutes of the July 23, 2021 meeting | | | |
| 4. Challenge to IREF Application 2021-11 | (Attachment) | Copping | 6 |
| For Decision: Motion that the Board approve IREF Application 2021-11 the Rocky View County Central Springbank Area Structure Plan Amendment (Hwy 1/Old Banff Coach Rd) | | | |
| 5. Challenge to IREF Application 2021-13 | (Attachment) | Copping | 36 |
| For Decision: Motion that the Board approve IREF Application 2021-13 the Bears paw Area Structure Plan Amendment (Ascension Conceptual Scheme) | | | |
| 6. Q2 Actuals | (Attachment) | Copping | 73 |
| For Information: Motion that the Board review and receive for information the 2021 Q2 Actuals | | | |
| 7. Post Growth Plan Priorities – Board Survey Results | (Attachment) | Copping | 75 |
| For Decision: Motion that the Board direct Administration to create workplans, including preliminary budget estimates, for consideration by the Board no later than Q4 2021 for the following workstreams: Regional Economic Development; Watershed Protection; Sub-regional Water and Wastewater Governance; and Shared Investment for Shared Benefit Framework. | | | |

8. 2022 Budget (Attachment) Copping **81**
For Decision: Motion that the Board approve the proposed
 CMRB 2022 Budget
9. Policy on Closed Sessions (Attachment) Copping **87**
For Decision: Motion that the Board approve the Policy on
 Closed Sessions
10. Indigenous Awareness Workshop Follow-up (Attachment) Copping **90**
For Decision: Motion that:
 a) The Board direct the Chair and Chief Officer to work with
 Indigenous Nations and communities to determine how they
 would like to engage with the CMRB and report back to the
 Board with a progress update in Q4 2021.
 b) The Board authorize Administration to retain Anne Harding to
 assist in the engagement efforts of the CMRB, and that this contract
 not exceed \$15,000.
11. Appointment of Auditor (Attachment) Copping **93**
For Decision: That the Board approve the extension of the audit contract
 with AVAIL LLP Chartered Professional Accountants for three years,
 ending after audit 2023 is complete.
12. Covid Update Beesley
 13. Roundtable All
14. Next Meetings: Friday September 17, 2021
15. Adjournment Clark

Upcoming Meetings:

Board Economic Development Workshop	Friday September 17, 9:00 AM	Virtual Platform
Board Meeting	Friday September 17, 12:00 PM	GoTo Meeting
Land Use & Servicing Committee	TBD	GoTo Meeting
Governance Committee	TBD	GoTo Meeting
Advocacy Committee	TBD	

Delegates in Attendance

Mayor Peter Brown – City of Airdrie
Mayor Naheed Nenshi/Councillor Gian-Carlo Carra – City of Calgary
Mayor Marshall Chalmers – City of Chestermere
Mayor Jeff Genung – Town of Cochrane (Vice Chair)
Reeve Suzanne Oel – Foothills County
Mayor Craig Snodgrass – High River
Acting Mayor Tanya Thorn - Town of Okotoks
Reeve Dan Henn – Rocky View County
Mayor Pat Fule – Town of Strathmore
Reeve Amber Link – Wheatland County
Dale Beesley - Municipal Affairs

CMRB Administration:

Greg Clark, Chair
Jordon Copping, Chief Officer
Liisa Tipman, Project Manager–Land Use
Jaime Graves, Project Manager–Intermunicipal Servicing
Shelley Armeneau, Office Manager
JP Leclair, GIS Analyst

1. Call to Order & Opening Comments

Called to order at 11:30 AM.

2. Approval of Agenda

Moved by Mayor Brown **Seconded by** Mayor Chalmers, accepted by Chair.

M 2021-103

Motion: That the Board approve the agenda of the July 23, 2021 meeting.

Motion carried unanimously.

3. Review and Approve Minutes

Moved by Mayor Brown **Seconded by** Mayor Genung, accepted by Chair.

M 2021-104

Motion: That the Board approve the Minutes of the June 18, 2021 meeting.

Motion carried unanimously.

4. Remembering Mayor Bill Robertson

Board members shared their memories of Mayor Robertson and highlighted his contributions and many years of public service to his community and the region. On behalf of Okotoks, Acting Mayor Tanya Thorn thanked the Board and noted that Mayor Robertson truly valued the work being done through CMRB and that getting the regional growth plan approved was a passion for him.

Mayor Robertson will be fondly remembered and deeply missed. A moment of silence was observed. In remembrance of Mayor Robertson's affection for the "*Robertson's Rules of Order*", the following motion was made:

M 2021-105

Moved, seconded and carried unanimously by all members of the Board a motion to receive for information a tribute to Mayor Bill Robertson.

5. IREF Challenges

Board members who filed a challenge to IREF #2021-02 presented to the Board their reasons for challenging the recommendation, per the IREF Interpretation Guide. Rocky View County also provided a presentation to the Board their reasons for requesting approval of the application, per the IREF Interpretation Guide. Reeve Link requested to put forward a motion to extend Rocky View County's presentation time beyond the 15 minutes allowed by the Interpretation Guide. The Chair did not accept the request in fairness to those who stayed within the 15 minutes allotted.

Motion 5a)

Moved by Reeve Henn, **Seconded by** Reeve Oel, accepted by Chair.

M2021-106

Motion: That the Board approve IREF Application 2021-02, the Rocky View County North Springbank Area Structure Plan.

Motion Fails. Recorded vote requested.

In favour: Chestermere, Foothills, High River, Rocky View, Wheatland.
Opposed: Airdrie, Calgary, Cochrane, Okotoks, Strathmore.

Motion 5b)

Following member presentations, Mayor Brown requested that the Board accept his votes for the remaining items by text to the chair, due to extenuating circumstances. The Chair solicited the Board and no objections were raised.

Moved by Reeve Henn, **Seconded by** Reeve Oel, accepted by Chair.

M2021-107

Motion: That the Board approve IREF Application 2021-03, the Rocky View County South Springbank Area Structure Plan.

Motion Fails. Recorded vote requested.

In favour: Chestermere, Foothills, High River, Rocky View, Strathmore, Wheatland.
Opposed: Airdrie, Calgary, Cochrane, Okotoks.

Motion 5c)

Moved by Reeve Henn, **Seconded by** Reeve Oel, accepted by Chair.

M2021-108

Motion: That the Board approve IREF Application 2021-04, the Rocky View County Municipal Development Plan.

Motion Fails. Recorded vote requested.

In favour: Airdrie (absent), Chestermere, Foothills, Rocky View, Wheatland.
Opposed: Calgary, Cochrane, High River, Okotoks, Strathmore.

6. Indigenous Awareness Workshop Follow-up

Due to time constraints, this item was tabled to the September 10, 2021 meeting.

7. Policy on Closed Sessions.

Due to time constraints, this item was tabled to the September 10, 2021 meeting.

8. Post Growth Plan Priorities

Due to time constraints, this item was tabled to the September 10, 2021 meeting.

9. Roundtable

Due to time constraints, this item was tabled to the September 10, 2021 meeting.

10. Next Meeting

Friday September 10, 2021.

11. Adjournment at 2:54 PM.

Greg Clark, Chair

Agenda Item	4
Submitted to	Board
Purpose	For Decision
Subject	IREF Application 2021-11
Meeting Date	September 10, 2021

That the Board APPROVE IREF Application 2021-11, the Rocky View County Central Springbank Area Structure Plan amendment to provide for the Highway 1/Old Banff Coach Road Conceptual Scheme.

Summary

- CMRB Administration circulated the application to the Board on June 7, 2021.
- The application was reviewed by external third-party consultant, Lovatt Planning Consultants (Lovatt), and was found to be generally consistent with the objectives of the IGP and IREF.
- On July 13, 2021, CMRB Administration recommended approval of IREF Application 2021-11. The recommendation is at the link below.
- CMRB Administration received one challenge from City of Calgary to the recommendation of approval and one letter of concern from Town of Cochrane. Each member municipality who submitted a challenge will have an opportunity to present for up to 15 minutes.
- Board members will have the opportunity to ask questions after each presentation.
- Town of Cochrane, who submitted a letter of concern, will not present its letter to the Board but will have the opportunity to participate in the discussion as a member of the Board.
- Rocky View County will have an opportunity to present for up to 15 minutes.
- Following all presentations, the Board will debate the motion.

Attachments

- IREF Application 2021-11 [Rocky View County Central Springbank Area Structure Plan Amendment \(Hwy1-Old Banff Coach Rd\)](#)
- [CMRB Administration Recommendation and Lovatt Third Party Consultant Review](#)
- [Challenge Letter submitted to CMRB Administration – City of Calgary](#)
 - Presentation Materials Calgary
- [Letter of Concern submitted to CMRB Administration – Town of Cochrane](#)
- Presentation Materials RVC

Additional supporting materials can be found on the CMRB website
[2021-11 – CMRB \(calgarymetroregion.ca\)](#)

Interim Regional Evaluation Framework (IREF) CMRB Administration Recommendation	
Member Municipality	Rocky View County
Application Name	Central Springbank Area Structure Plan (Amendment) to provide for the Old Banff Coach Road Conceptual Scheme
IREF Application Number	2021-11
Type of Application	Area Structure Plan Amendment
Municipality Bylaw #	C-8120-2020
Municipality Bylaw # (for information)	C- 8121-2020
Date of Complete Application	May 31, 2021
Date Application Circulated	June 7, 2021
Date of CMRB Administration Recommendation	July 13, 2021
CMRB Recommendation	
That the Board APPROVE IREF Application 2021-11, the Rocky View County Central Springbank Area Structure Plan amendment to provide for the Highway 1/Old Banff Coach Road Conceptual Scheme, with an advisement.	
<ul style="list-style-type: none"> • IREF Application 2021-11 is a proposed amendment to the Central Springbank Area Structure Plan to provide for the Highway 1/Old Banff Coach Road Conceptual Scheme (the Conceptual Scheme). The Conceptual Scheme has a plan area of approximately 46.5 ha (115 acres). • The Conceptual Scheme provides the framework for the development of approximately 328 residential lots, with a planned future population of 966 people, and 60 acres of regional commercial uses supporting 2,320 jobs. • The Conceptual Scheme is located adjacent to the west boundary of the City of Calgary’s West View Area Structure Plan. The Conceptual Scheme proposes similar housing types and densities to those found in the West View Area Structure Plan. • The Conceptual Scheme is proposed to connect to the existing Harmony Advanced Water Systems Corporation (HAWSCO) water and sanitary regional infrastructure network. • The Conceptual Scheme includes a stormwater pond and connected pathway network. • The third-party consultant review, completed by Lovatt Planning Consultants, found the application to be consistent with the Interim Growth Plan (IGP) and the IREF. • CMRB Administration finds IREF Application 2021-11 to be consistent with the principles and policies of the IGP and Section 6.0 of the IREF and recommends the application for approval. 	
Attachment	
<ul style="list-style-type: none"> • Third-Party Consultant Review, Lovatt Planning Consultants 	

Agenda Item 4i

IREF Application 2021-11
CMRB Recommendation
Page **1** of **3**

1.0 Background

Rocky View County has submitted an Interim Regional Evaluation Framework (IREF) application for an amendment to the Central Springbank Area Structure Plan, Rocky View County Bylaw C-8120-2020. The purpose of the Central Springbank Area Structure Plan amendment is to provide for the Highway 1/Old Banff Coach Road Conceptual Scheme (the Conceptual Scheme), Rocky View County Bylaw C- 8121-2020.

The Central Springbank ASP amendment was submitted to the CMRB through IREF under Section 4.1(c) which requires municipalities to refer "All amendments to MDPs, IDPs, ARPs and ASPs proposing employment areas and/or 50 or more new dwelling units" to the Board. The Central Springbank ASP amendment, which provides for the Highway 1/Old Banff Coach Road Conceptual Scheme, is a framework for the development of approximately 328 residential lots, with a planned future population of 966 people, and 60 acres of regional commercial uses supporting 2,320 jobs.

CMRB Administration notified CMRB members of IREF Application 2021-11 on June 7, 2021.

2.0 Third Party Evaluation

CMRB Administration retained Lovatt Planning Consultants to evaluate the application with respect to the IREF requirements. The Lovatt Planning Consultants evaluation (attached) reviewed the proposed Central Springbank ASP amendment and the associated Highway 1/Old Banff Coach Road Conceptual Scheme in relation to the objectives of the IGP and the evaluation criteria of the IREF. Lovatt Planning Consultants found IREF Application 2021-11 to be generally consistent with the objectives of the IGP and IREF.

3.0 CMRB Administration Comments

3.1 Consistency with the IGP and IREF

As outlined in Rocky View County's submission and the third-party review, and in consideration of its own review of IREF 2021-11 application materials, CMRB Administration finds IREF Application 2021-11 to be generally consistent with the objectives of the IGP and IREF.

3.2 Demonstration of Collaboration to Coordinate (IGP Policy 3.2.2)

Section 3.2.2 of the IGP requires, at a minimum, that municipalities "demonstrate collaboration to coordinate" on new Area Structure Plans or amendments to existing Area Structure Plans within 1.6 km of a neighbouring municipal boundary or an agreed upon notification area between member municipalities. The ASP amendment area boundary is located immediately adjacent to the City of Calgary and is within the plan area of the Rocky View County/City of Calgary Intermunicipal Development Plan.

IREF Application 2021-11 is consistent with the requirements of Policy 3.2.2. As part of the planning process, the proposed Conceptual Scheme was circulated to City of Calgary administration. The City of Calgary submitted a letter to Rocky View County

Council outlining its concerns and objection to the proposed development. The letter was submitted to the April 13, 2021, Rocky View County Council meeting (see pages 17-22 of the Rocky View County Council Report submitted as part of IREF Application 2021-11). A second Rocky View County Council meeting was held on May 25, 2021. As noted in the IREF Alignment Statement provided by Rocky View County, "After further detailed discussions between the Applicant, The City of Calgary, and Rocky View County, Rocky View County Council passed a motion on May 25, 2021, to include an additional policy (Policy 8.1.5) within the Conceptual Scheme." Added Policy 8.5.1 states that "*Prior to subdivision approval, Rocky View County, in consultation with The City of Calgary, shall review the impacts to The City of Calgary's infrastructure and services. If material impacts are found, prior to subdivision a cost sharing agreement or alternative appropriate mechanisms shall be in place to mitigate those impacts.*"

4.0 Recommendation

That the Board **APPROVE** IREF Application 2021-11, the Rocky View County Central Springbank Area Structure Plan amendment to provide for the Highway 1/Old Banff Coach Road Conceptual Scheme, with the following advisement:

1. As stated in policy 3.1.12.1 of the Board-approved Growth Plan, "Area Structure Plans and Area Redevelopment Plans and amendments to Area Structure Plans and Area Redevelopment Plans submitted to the CMRB after approval of the Growth Plan by the Board and before the Growth Plan is approved by the Minister shall be brought into alignment with the Growth Plan within one year of approval of the Growth Plan by the Board."
2. As stated in Policy 3.1.12.2 of the Board-approved Growth Plan, "If a member municipality determines that a Regionally Significant amendment is required to bring an Existing Area Structure Plan or an Existing Area Redevelopment Plan into alignment with the Growth Plan, the amendment shall be referred to the Board for approval through Regional Evaluation Framework."

This IREF approval recommendation for 2021-11 does not remove or supersede the requirement for the Rocky View County Central Springbank Area Structure Plan amendment to comply with policies 3.1.12.1 and 3.1.12.2 of the Growth Plan by May 21, 2022.



9711 - 141 Street, Edmonton, Alberta T5N 2M5 Phone (780) 452 - 8326 Fax (780) 452-3820

June 17, 2021

Jordon Copping, Chief Officer
Calgary Metropolitan Region Board
305, 602 11 Ave SW
Calgary, Alberta T2R 1J8

Dear Mr. Copping:

Reference: **IREF 2021-011**
Statutory Plan Evaluation for Rocky View County Central Springbank
Area Structure Plan Amendment

The proposed Area Structure Plan amendment with the appended Highway 1/Old Banff Coach Road Conceptual Scheme is consistent with the objectives of the Calgary Metropolitan Region Interim Growth Plan being schedule A to Ministerial Order MSL 091/18.

Attached is our Third Party Consultant Evaluation report for the captioned statutory plan referral from Rocky View County.

Sincerely,
LOVATT PLANNING CONSULTANTS Inc.

A handwritten signature in blue ink, appearing to read 'O. Lovatt', is written over a light blue circular stamp.

O. Lovatt, RPP, MCIP
Principal

Attachment: IREF 2021-011

Interim Regional Evaluation Framework (IREF) Third Part Review

Member Municipality	Rocky View County
Application Name	Central Springbank Area Structure Plan Amendment and Highway 1/Old Banff Coach Road Conceptual Scheme
IREF Number	2021-011
Type of Application	Area Structure Plan Amendment/Conceptual Scheme Approval
Municipality Bylaw #'s	C-8120-2020 and C-8121-2020
Date of Application	May 31, 2021
Date of Third-Party Review Report	June 17, 2021

Findings

That the Rocky View County Central Springbank Area Structure Plan Amendment and Highway 1/Old Banff Coach Road Conceptual Scheme are consistent with the Interim Growth Plan MSL: 091/18.

Summary of Review

- Rocky View County has submitted an application to approve the Central Springbank Area Structure Plan (ASP) amendment and the Highway 1/Old Banff Coach Road Conceptual Scheme to the Calgary Metropolitan Region Board (CMRB) for an Interim Regional Evaluation Framework ("IREF") review.
- The proposed ASP Amendment and Conceptual Scheme apply to 46.6 hectares (115.3 acres) bounded on the north by the Trans-Canada Highway (Highway 1) and on the south and west by the Old Banff Coach Road (Highway 563). The east boundary of the Conceptual Scheme is coincident with the west boundary of the City of Calgary and the recently approved West View ASP located in Calgary.
- The ASP amendment with the Old Banff Coach Road Conceptual Scheme appended is classified as Expansion of Settlement Area which is defined as a development type in the Interim Growth Plan (IGP).
- The applicant also owns the adjacent lands contained within the City's West View ASP area and intends to mirror the neighbouring residential design, density and character.
- The Conceptual Scheme proposes residential development with a density of some 8.0 units per acre (19.8 units per hectare) resulting in a population of 966 persons (322 dwelling units X 3.0 persons per dwelling).
- The Conceptual Scheme also proposes commercial uses with a retail floor area of 700,000 square feet (65,030 m²) thereby creating 2,320 permanent jobs.
- Water and wastewater treatment are proposed to extend from the Harmony Advanced Water Systems Corporation plants.
- Stormwater is to be retained adjacent the north boundary of the site and released at predevelopment rates into a culvert under Highway 1 eventually entering the Bow River. Stormwater is to be managed privately.

- The evaluation found that the proposed Central Springbank ASP amendment is **consistent** with the CMRB Interim Growth Plan.

Review Prepared by

Lovatt Planning Consultants Inc.

3.2 Region-wide Policies

3.2.1

Principles,
Objectives, and
Policies

Principle 1: Promote the Integration and Efficient Use of Regional Infrastructure:

- The high visibility and accessibility of the site location adjacent to Highway 1 and the Old Banff Coach Road suggest that the commercial use being proposed is suitable.
- Water and sanitary wastewater services are integrated with existing regional infrastructure.

Principle 2: Protect Water Quality and Promote Water Conservation

- Existing Central Springbank ASP policies deal with water quality and conservation.
- The ASP amendment requires that a Stormwater Catchment Master Drainage Plan be submitted by an applicant at the time subdivision.

Principle 3: Encourage Efficient Growth and Strong and Sustainable Communities

- More than 2,300 permanent jobs and almost 1,000 residents support regional growth.
- A seamless transition with the City is proposed.

3.2.2

Demonstrate
collaboration to
coordinate with other
member
municipalities

- The City of Calgary initially did not support the ASP amendment due to the potentially significant transportation and municipal servicing impacts to the City.
- An amendment to the Conceptual Scheme approved on May 25, 2021 added Policy 8.1.5 - *Prior to subdivision approval, Rocky View County, in consultation with The City of Calgary, shall review the impacts to The City of Calgary's infrastructure and services. If material impacts are found, prior to subdivision a cost sharing agreement or alternative appropriate mechanisms shall be in place to mitigate those impacts.*
- As well Policy 8.1.3 states that Rocky View County and Calgary will continue to collaborate on the delivery of community facilities and services.

<p>3.2.3 Water, wetlands and storm water</p>	<ul style="list-style-type: none"> • No wetlands exist on the site. • Storm water will be collected in a single pond and sent via an existing culvert under Highway 1 through an unnamed ravine to the Bow River. The storm water facility will be managed privately.
<p>3.3 Flood Prone Areas</p>	
<p>3.3.1 Development in the floodways</p>	<ul style="list-style-type: none"> • Not applicable.
<p>3.3.2 Flood protection in flood fringe areas</p>	<ul style="list-style-type: none"> • Not applicable.
<p>3.4 Development Types</p>	
<p>3.4.1 Intensification and Infill Development</p>	
<p>3.4.1.1 Intensification and Infill in existing settlement areas in cities, towns, and villages</p>	<ul style="list-style-type: none"> • Not applicable.
<p>3.4.1.2 Intensification and Infill of existing settlement areas in hamlets and other unincorporated urban communities within rural municipalities shall be planned and developed:</p>	<ul style="list-style-type: none"> • Not applicable.

3.4.2 Expansion of Settlement Areas	
3.4.2.1 Expansion of settlement areas in a contiguous pattern	<ul style="list-style-type: none"> • A seamless transition allowing for contiguous residential development in the City will be overseen by the same land owner. • Private municipal service partners and conceptual facility locations are illustrated in the Highway1/Old Banff Coach Road Conceptual Scheme. • Policy 4.1.6 of the Scheme requires that Rocky View County collaborate with the City of Calgary regarding connectivity and service options. • The provision of community facilities and services from the City of Calgary is the subject of ongoing discussion and collaboration between the municipalities.
3.4.2.2 Expansion of settlement areas with 500 or greater new dwelling units	<ul style="list-style-type: none"> • The Conceptual Scheme proposes 322 new dwelling units. • Employment opportunities are proposed. • The road network is designed to accommodate future transit services. • The development integrates an active transportation network with the regional system and the City.
3.4.2.3 Rationale for expansion of settlement areas that do not meet all components of Policy 3.4.2.1 and 3.4.2.2	<ul style="list-style-type: none"> • Not applicable.
3.4.3 New Freestanding Settlement Areas	
3.4.3.1 New freestanding settlement areas	<ul style="list-style-type: none"> • Not applicable.
3.4.3.2 New freestanding settlement areas with 500 or greater new dwelling units	<ul style="list-style-type: none"> • Not applicable.

<p>3.4.3.3 Rationale for new freestanding settlement areas with 500 or greater new dwelling units that do not meet all components of Policy 3.4.3.2</p>	<ul style="list-style-type: none"> • Not applicable.
<p>3.4.4 Country Residential Development</p>	
<p>3.4.4 Country Residential Development</p>	<ul style="list-style-type: none"> • Not applicable.
<p>3.4.5 Employment Areas</p>	
<p>3.4.5.1 Employment areas</p>	<ul style="list-style-type: none"> • The commercial development is proposed to create 2,320 permanent jobs.
<p>3.4.5.2 Connections to transit stations and corridors</p>	<ul style="list-style-type: none"> • Not applicable.
<p>3.5 Regional Corridors</p>	
<p>3.5.1.1 Mobility Corridors</p>	<ul style="list-style-type: none"> • Highway 1 is shown as a Level 1 Highway in the IGP. • The Conceptual Scheme states that no direct access will be permitted to Highway 1. • The Old Banff Coach Road is currently shown as a Level 3 Highway in the IGP. • Highway Alberta Transportation is promoting that the portion of the Old Banff Coach Road extending along the southwest boundary of the site be transferred to the County. • That portion of the road extending along the west boundary is shown as a Future Level 1 Highway by the IGP. • The Old Banff Coach Road and the remainder of the ¼ section could then be amalgamated with the proposed development area as illustrated in the Conceptual Scheme.

<p>3.5.2.1 Transmission Corridors</p>	<ul style="list-style-type: none"> • No regionally significant transmission corridors exist within the Conceptual Scheme area. • A figure titled Energy Corridors illustrating the site and its proximity to transmission power line and pipelines was included with the package of information. However the figure is not part to the ASP amendment.
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City of Calgary challenge to Interim Regional Evaluation Framework application

Presentation to the Calgary Metropolitan Region Board

2021-11 Rocky View County :
Central Springbank ASP Amendment (**HWY 1 – Old Banff Coach Road Conceptual Scheme**)

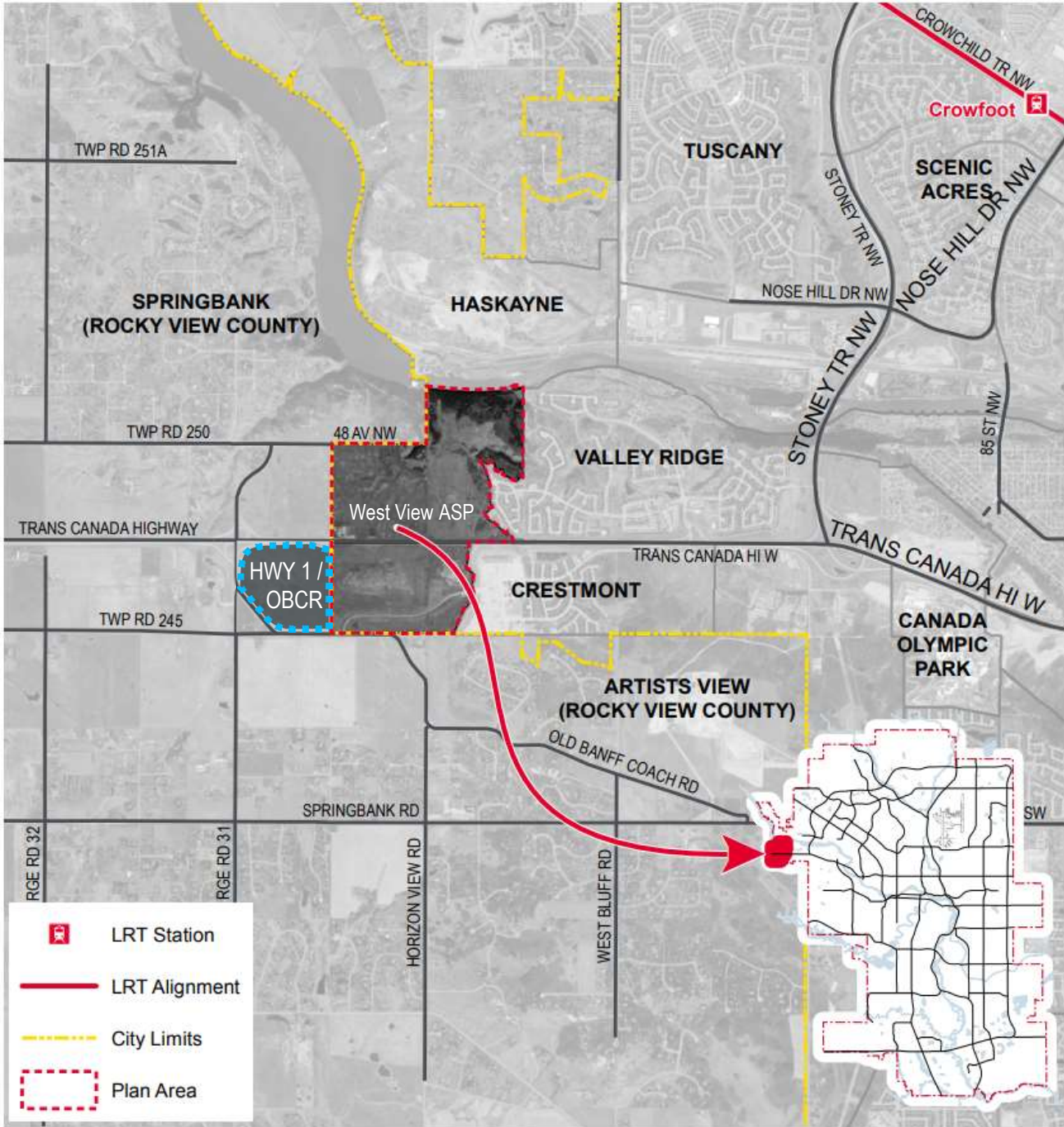
2021 Sep 10

Agenda Item 4ii



Rocky View County's HWY 1 / Old Banff Coach Rd Conceptual Scheme

- Type, Location & Scale**
- New highway business area with urban-style residential
 - Adjacent to West View ASP & seamless with Calgary development
 - Full build-out: 2320 permanent jobs, & 966 population



Summary of City Challenge

1. Proposed plans are not aligned to the principles, objectives and specific policies of the Interim Growth Plan
2. CMRB Administrative rationale for approving the proposed plans does not reflect the full intent of the Interim Growth Plan & Interim Regional Evaluation Framework process



Proposed Central Springbank Area Structure Plan Amendment (HWY 1 – Old Banff Coach Road Conceptual Scheme)

Lack of Alignment to IGP

**Policy 3.5.2.1 c.
Mitigate adverse impacts
to regional infrastructure**

**Policy 3.2.3 a. protect
source water quality and
quantity**

**Objective 2 a. Manage
risks to water quality,
quantity, and drinking
water sources...**

CALGARY RATIONALE

ASP amendment does not sufficiently mitigate adverse impacts on infrastructure & is unclear on protect drinking water sources

1. Does not address cumulative impacts sufficiently, and no monitoring system
2. lack of technical information illustrating no change in base water quality conditions

Lack of Alignment to IGP



CALGARY RATIONALE

ASP amendment does not sufficiently mitigate adverse impacts on regionally significant infrastructure in Calgary

1. Gaps in Network Analysis identifies (impacts to HWY 1)
2. No specific commitment to fund needed mobility improvements
3. Insufficient policy to address adverse impacts on Calgary
4. Ambiguous policy for Transit



Proposed Central Springbank Area Structure Plan Amendment (HWY 1 – Old Banff Coach Road Conceptual Scheme)

Lack of Alignment to IGP

**Policy 3.2.3. d.
Mitigate adverse
impacts to community
services and facilities**

**Objective 3.d.
Plan for community
nodes with ... mobility
choices, incl. transit,
community services
and facilities...**

CALGARY RATIONALE

ASP does not sufficiently mitigate adverse impacts to community services and facilities in Calgary:

1. No specifics on how to implement community services (e.g. provision, need, locations)
2. Limited policy on cost-sharing
3. Collaboration and coordination of services has not occurred

Lack of Alignment to IGP



CALGARY RATIONALE

ASP does not address IGP objectives

1. Insufficient provisions linking land-use and infrastructure
2. Insufficient policies to ensure sustainable growth without impacts on the environment and offsite infrastructure

Lack of Alignment to IGP



CALGARY RATIONALE

Calgary requested additional consultation and mediation

No intermunicipal agreements in place.



CMRB Recommendation Not Aligned with Interim Growth Plan

1. Deferral to later stages in planning process is not sufficient provision
2. Background studies identify adverse impacts to regional infrastructure in Calgary but are not evaluated within the IREF framework
3. Lack of intermunicipal agreements, e.g. cost-sharing for community services and infrastructure



Calgary Metropolitan Region Board (CMRB) Regulation – Board Mandate

Promote the long term sustainability of the Calgary Metropolitan Region CMRG Regs 3 (1) (b)

Ensure environmentally responsible land use planning, growth management and efficient use of land. CMRG Regs 3 (1) (c)

MGA, s.708.06(1) In carrying out its duties and functions (including in approving a statutory plan), the CMRB must act in accordance with the SSRP.

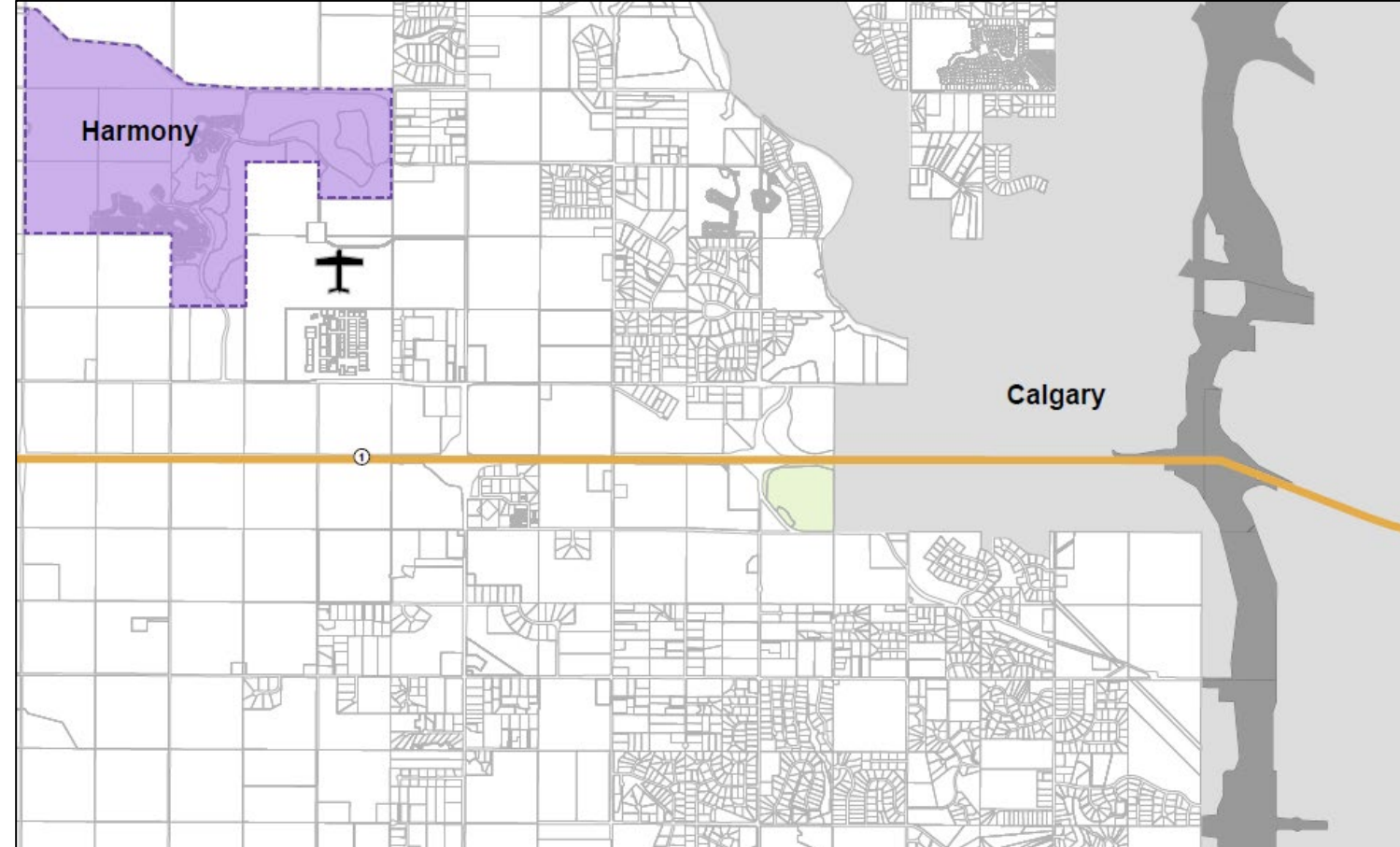
IREF, s. 6.1....the Board must consider whether approval and full implementation of the statutory plan or amendment would result in development that is consistent with the Principles, Objectives and Policies of the IGP...

IREF Application 2021-11

Central Springbank ASP Amendment

Hwy 1 / Old Banff Coach Road Conceptual Scheme

Rocky View County

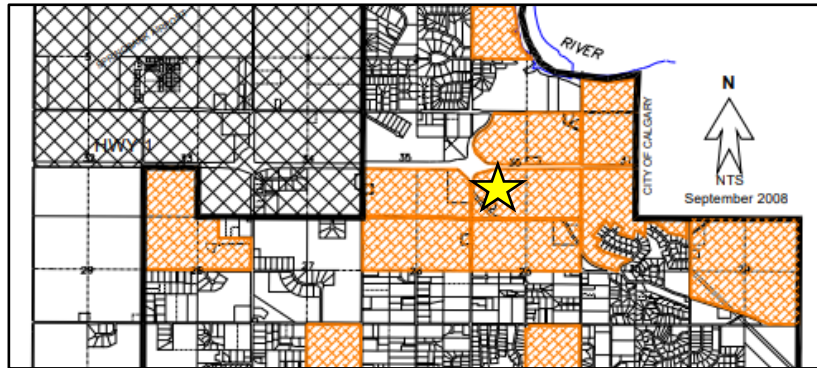


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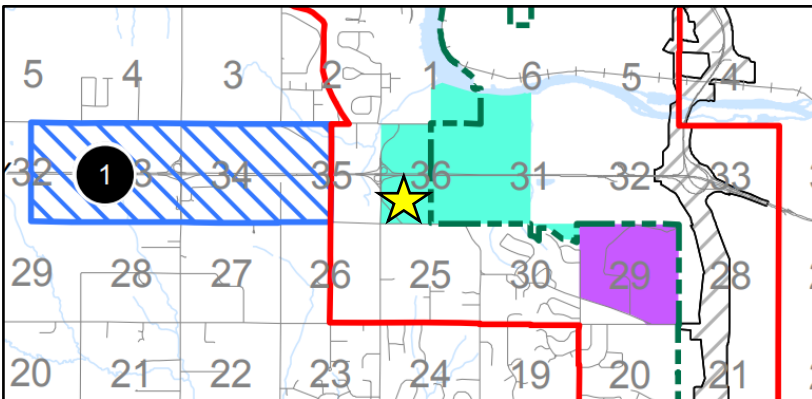


Context

Central Springbank ASP (2001)

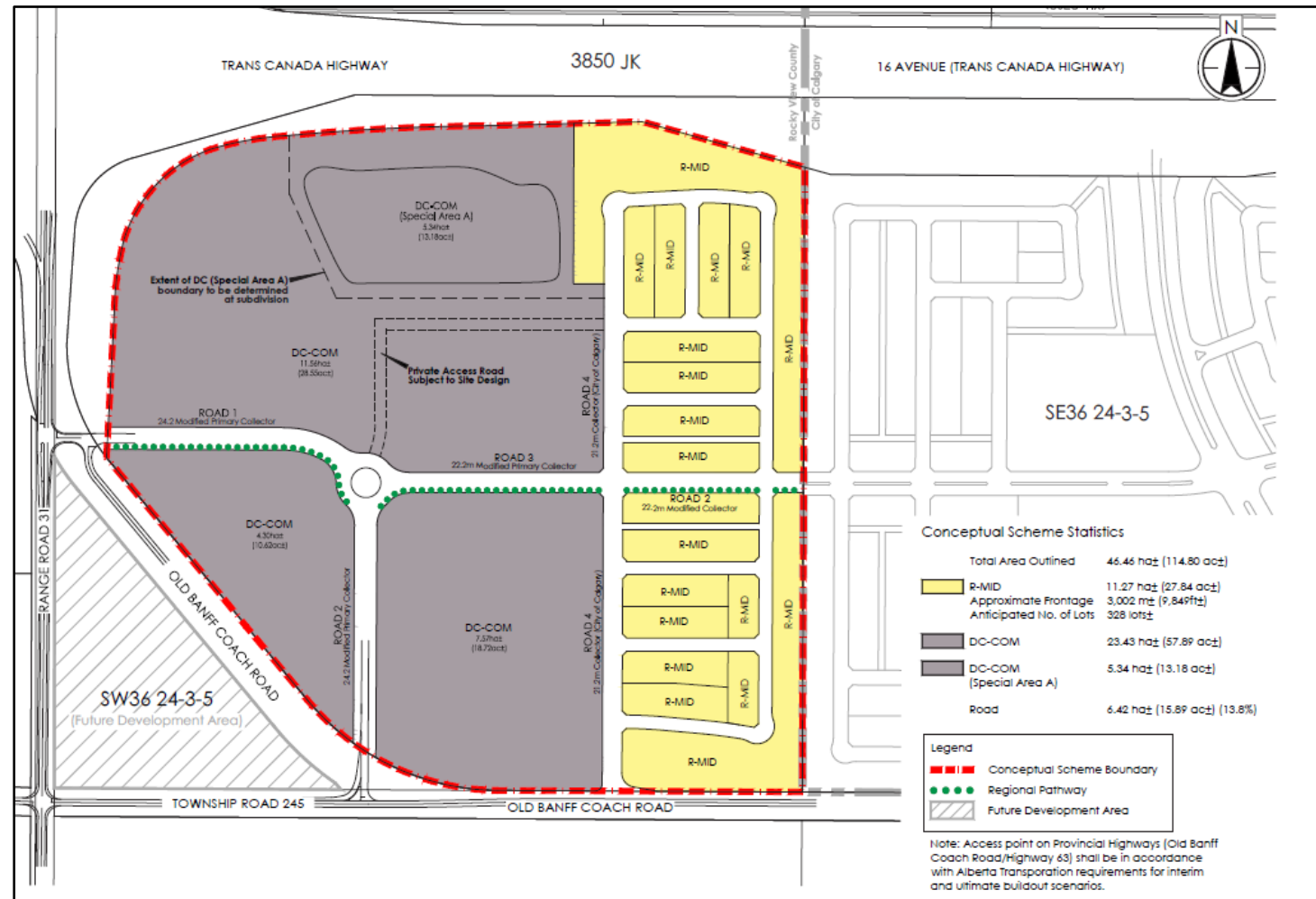


IDP (2012) Key Focus Area



Concept

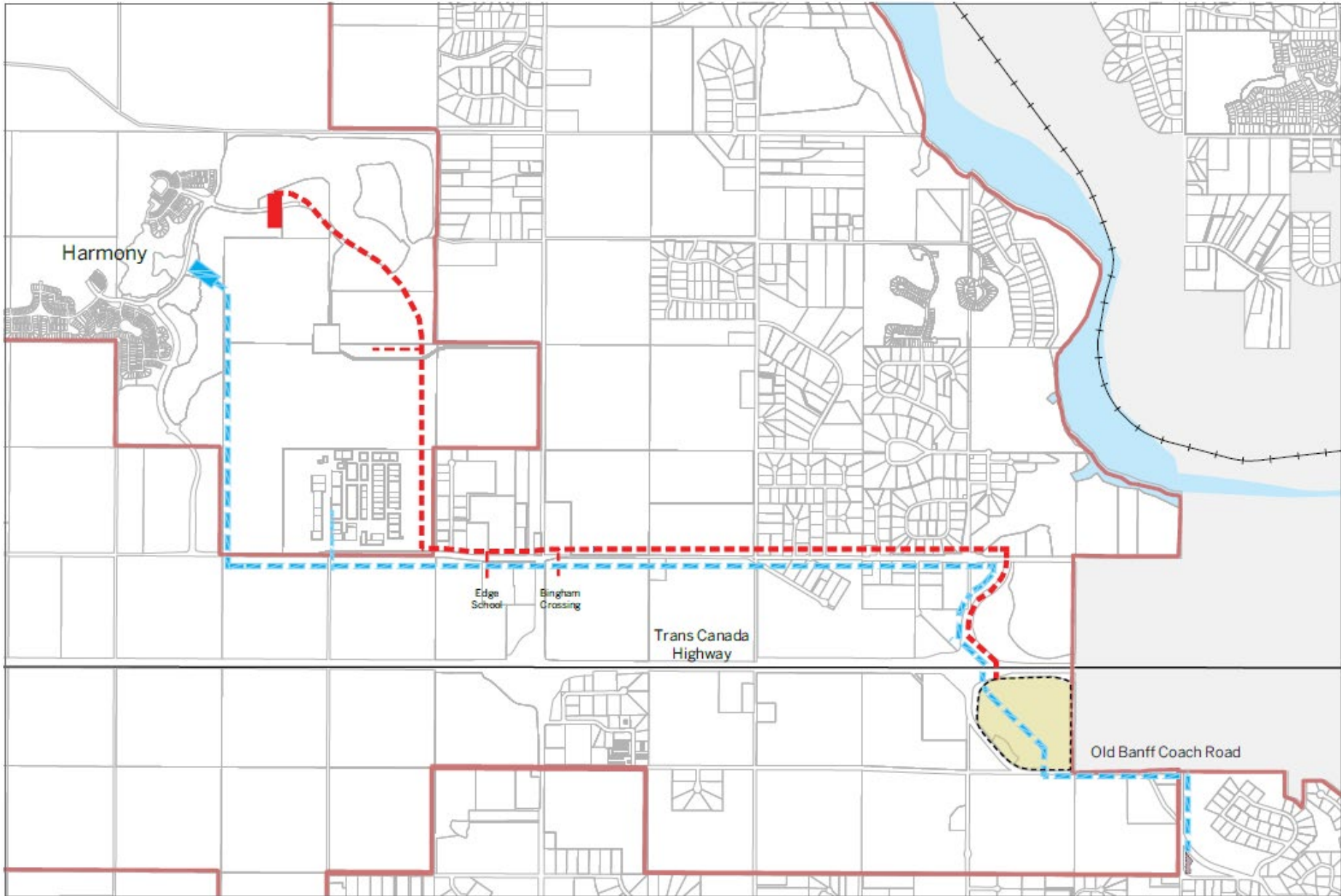
- 115 ac site.
- Residential portion 966 population at 8 UPA.
- 60 acre commercial site creating estimated 2,320 jobs.



Stormwater



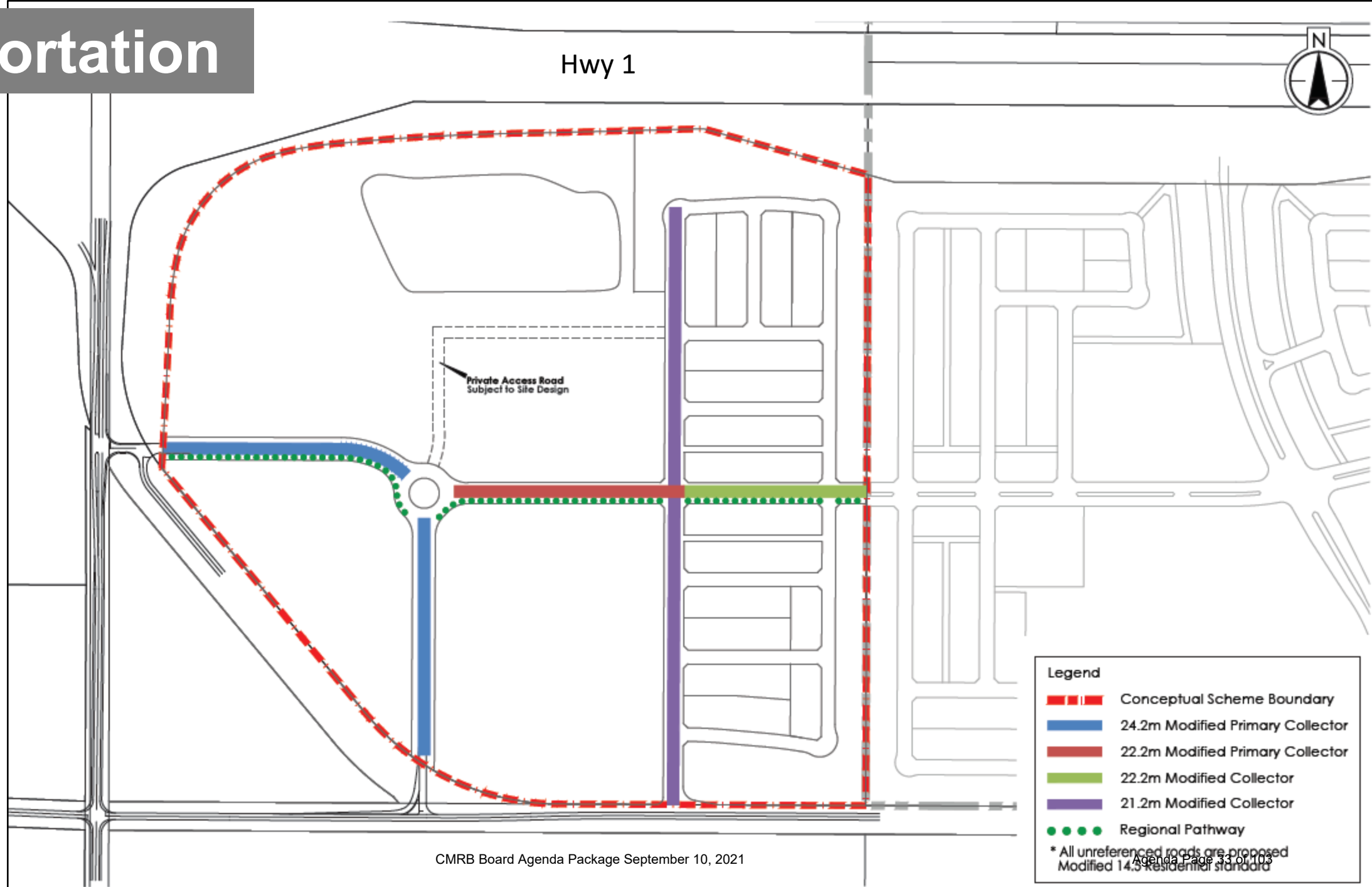
Servicing



- Proposed Watermain (wastewater)
- Proposed Watermain (water)
- Qualico Site
- Existing Harmony Wastewater Treatment Plant
- Existing Harmony Water Treatment Plant
- Proposed Water Reservoir



Transportation



Calgary Challenge

- Source water
- Recreation services
- Transportation / Network Analysis
- Transit
- Insufficient Collaboration

Policy 8.1.5

Prior to subdivision approval, Rocky View County, in consultation with The City of Calgary, shall review the impacts to The City of Calgary's infrastructure and services. If material impacts are found, prior to subdivision a cost sharing agreement or alternative appropriate mechanisms shall be in place to mitigate those impacts.

Transportation Policy 4.1.5, Transit Policy 4.1.6, Recreation Policy 8.1.3, and Off-site impacts Policy 8.1.4.



IREF Alignment

IGP Policy 3.2.1

- Principle 1: The proposal integrates with existing regional infrastructure and provides the opportunity for wider servicing of the Springbank area.
- Principle 2: Water quality and conservation are supported through several statutory policies and will also be subject to municipal and provincial approvals.
- Principle 3: Encourages higher densities and more efficient land use appropriate for its setting and the interface with planned development in Calgary.

IGP Policy 3.2.2

- Administration sought to address Calgary concerns through meetings, correspondence and several policies covering intermunicipal matters.

The proposed use is recognised as appropriate by all statutory plans, including the Intermunicipal Development Plan.

All technical matters have been addressed sufficiently to guide further detailed planning at the subdivision stage.

The County is aligning with established standards and approval processes.

The Local Plan is statutory and sets clear requirements to address intermunicipal impacts prior to subdivision approval.

CMRB Administration found the ASP to be in alignment with the IGP and Section 6 of the IREF.



Agenda Item	5
Submitted to	Board
Purpose	For Decision
Subject	IREF Application 2021-13
Meeting Date	September 10, 2021

That the Board APPROVE IREF Application 2021-13, the Rocky View County Bears paw Area Structure Plan amendment to provide for the Ascension Conceptual Scheme

Summary

- CMRB Administration circulated the application to the Board on July 16, 2021.
- The application was reviewed by external third-party consultant, Stantec, and was found to be generally consistent with the objectives of the IGP and IREF.
- On July 29, 2021, CMRB Administration recommended approval of IREF Application 2021-13. The recommendation is in the attachments below.
- CMRB Administration received one challenge from the City of Calgary to the recommendation of approval and one letter of concern from the Town of Cochrane. Each member municipality who submitted a challenge will have an opportunity to present for up to 15 minutes.
- Board members will have the opportunity to ask questions after each presentation.
- Town of Cochrane, who submitted a letter of concern, will not present its letter to the Board but will have the opportunity to participate in the discussion as a member of the Board.
- Rocky View County will have an opportunity to present for up to 15 minutes.
- Following all presentations, the Board will debate the motion.

Attachments

- IREF Application 2021-13 [Rocky View County Bearspaw Area Structure Plan Amendment](#)
- [CMRB Administration Recommendation and Stantec Third Party Consultant Review](#)
- [Challenge Letter submitted to CMRB Administration – City of Calgary](#)
 - Presentation Materials Calgary
- [Letter of Concern submitted to CMRB Administration – Town of Cochrane](#)
- Presentation Materials RVC

Additional supporting materials can be found on the CMRB website
[2021-13 – CMRB \(calgarymetroregion.ca\)](#)

Interim Regional Evaluation Framework (IREF) CMRB Administration Recommendation	
Member Municipality	Rocky View County
Application Name	Bearspaw Area Structure Plan amendment to provide for the Ascension Conceptual Scheme
IREF Application Number	2021-13
Type of Application	Area Structure Plan Amendment
Municipality Bylaw #	C-7991-2020
Date of Complete Application	July 12, 2021
Date Application Circulated	July 16, 2021
Date of CMRB Administration Recommendation	July 29, 2021
CMRB Recommendation	
That the Board APPROVE IREF Application 2021-13, the Rocky View County Bearspaw Area Structure Plan amendment to provide for the Ascension Conceptual Scheme, with an advisement.	
<ul style="list-style-type: none"> • IREF Application 2021-13 is a proposed amendment to the Bearspaw Area Structure Plan to provide for the Ascension Conceptual Scheme (the Conceptual Scheme or the Plan). The subject lands contain approximately 113 ha (278 ac). • The Conceptual Scheme provides the framework for the development of predominately single-detached residential units with multi-residential units located within walking distance of a larger retail/commercial area (the "Market Place"). <ul style="list-style-type: none"> ◦ The Market Place is a multi-purpose amenity, retail, and entertainment area including approximately 19 hectares (48 acres) of land. ◦ The residential component includes approximately 540 single-detached units, 43 comprehensively planned residential units at 15 units/acre, and 300 potential seniors' residential units adjacent to the Market Place. • The Plan policies propose a transition between neighbouring suburban and country residential densities through a conservation-based country residential design with an overall density of 2.49 units per acre gross developable (excluding the seniors residential). • Piped water servicing will be provided by Blazer Water Systems. Piped wastewater servicing will be provided by the Bearspaw Regional Wastewater Treatment Plant. • Approximately 20% of the total site is open space with trails/pathways, natural areas and environmental reserve land. • The third-party consultant review, completed by Stantec, found the application to be consistent with the Interim Growth Plan (IGP) and the IREF. • CMRB Administration finds IREF Application 2021-13 to be consistent with the principles and policies of the IGP and Section 6.0 of the IREF and recommends the application for approval. 	
Attachment	
<ul style="list-style-type: none"> • Third-Party Consultant Review, Stantec 	Agenda Item 5i

1.0 Background

Rocky View County has submitted an Interim Regional Evaluation Framework (IREF) application for an amendment to the Bearspaw Area Structure Plan. The purpose of the amendments is to provide for the Ascension Conceptual Scheme (the Conceptual Scheme or the Plan), Rocky View County Bylaw C-7991-2020. The Conceptual Scheme is being appended into the existing Bearspaw Area Structure Plan.

The Bearspaw ASP amendment was submitted to the CMRB through IREF under Section 4.1(c) which requires municipalities to refer “All amendments to MDPs, IDPs, ARPs and ASPs proposing employment areas and/or 50 or more new dwelling units” to the Board. The Bearspaw ASP amendment, which provides for the Ascension Conceptual Scheme, is a framework for the development of approximately 883 residential dwelling units and a retail/commercial area that is approximately 19 hectares (48 acres) in size.

CMRB Administration notified CMRB members of IREF Application 2021-13 on July 16, 2021.

2.0 Third Party Evaluation

CMRB Administration retained Stantec to evaluate the application with respect to the IREF requirements. The Stantec evaluation (attached) reviewed the proposed Bearspaw ASP amendment to provide for the Ascension Conceptual Scheme in relation to the objectives of the IGP and the evaluation criteria of the IREF. Stantec found IREF Application 2021-13 to be generally consistent with the objectives of the IGP and IREF.

3.0 CMRB Administration Comments

3.1 Consistency with the IGP and IREF

As outlined in Rocky View County’s submission and the third-party review, and in consideration of its own review of IREF 2021-13 application materials, CMRB Administration finds IREF Application 2021-13 to be generally consistent with the objectives of the IGP and IREF.

3.2 Demonstration of Collaboration to Coordinate (IGP Policy 3.2.2)

Section 3.2.2 of the IGP requires, at a minimum, that municipalities “demonstrate collaboration to coordinate” on new Area Structure Plans or amendments to existing Area Structure Plans within 1.6 km of a neighbouring municipal boundary or an agreed upon notification area between member municipalities. The ASP amendment area boundary is located immediately adjacent to the City of Calgary municipal boundary.

IREF Application 2021-13 is consistent with the requirements of Policy 3.2.2.

- The Applicant invited residents to participate in two open houses held in spring 2017 prior to the submission of the plan to the County.

- Rocky View County circulated the Conceptual Scheme to the City of Calgary during both the first circulation process in mid-2017 and again during the recirculation in late-2020.
- Several meetings took place between Rocky View County, the City of Calgary and the applicant regarding various elements of the Conceptual Scheme, particularly with respect to transportation and servicing.
- Several meetings took place between the County, City, Alberta Transportation to gain consensus on the population, growth and traffic assumptions used in the Transportation Impact Assessment.

In a letter provided by City of Calgary Administration to Rocky View County, the City of Calgary notes that it “does not support the Conceptual Scheme due to the potential significant transportation, servicing, and stormwater impacts that could cause detriment to The City of Calgary.” For more detailed information about the City of Calgary’s concerns, please refer to pages 186 to 192 of the Rocky View County Council Report dated June 1, 2021 submitted as part of the 2021-13 IREF application.

Rocky View County has amended the Conceptual Scheme in reference to the City of Calgary’s concerns (see pages 3 to 4 of the IREF Alignment Statement submitted by Rocky View County):

- Additional policies were added to Section 6.7 of the Conceptual Scheme to address boundary interface considerations.
- Additional detail on the function, timing and funding of the transportation network were included in Section 7 of the Conceptual Scheme, including policies 7.1.1, 7.1.2 and 7.1.3.
- Policy 8.1.10 was added to address concerns over impacts to the Bearspaw Reservoir.
- Policy 12.1.2 was added to address matters of cost sharing: *“Prior to subdivision approval, the County, in consultation with The City of Calgary, shall review the impacts to The City of Calgary’s infrastructure and services. If material impacts are found, a cost sharing agreement and/or alternative appropriate mechanisms shall be in place prior to subdivision to address those impacts.”*

4.0 Recommendation

That the Board **APPROVE** IREF Application 2021-13, the Rocky View County Bearspaw Area Structure Plan amendment to provide for the Ascension Conceptual Scheme, with the following advisement:

1. As stated in policy 3.1.12.1 of the Board-approved Growth Plan, “Area Structure Plans and Area Redevelopment Plans and amendments to Area Structure Plans and Area Redevelopment Plans submitted to the CMRB after approval of the Growth Plan by the Board and before the Growth Plan is approved by the Minister shall be brought into alignment with the Growth Plan within one year of approval of the Growth Plan by the Board.”

2. As stated in Policy 3.1.12.2 of the Board-approved Growth Plan, “If a member municipality determines that a Regionally Significant amendment is required to bring an Existing Area Structure Plan or an Existing Area Redevelopment Plan into alignment with the Growth Plan, the amendment shall be referred to the Board for approval through Regional Evaluation Framework.”

This IREF approval recommendation for 2021-13 does not remove or supersede the requirement for the Rocky View County Bearspaw Area Structure Plan amendment to provide for the Ascension Conceptual Scheme to comply with policies 3.1.12.1 and 3.1.12.2 of the Growth Plan by May 21, 2022.

July 28, 2021

Attention: Jordon Copping, Chief Officer

Calgary Metropolitan Region Board

305, 602 11 Ave SW

Calgary, Alberta T2R 1J8

Dear Mr. Copping:

Reference: IREF# 2021-13 for Bearspaw Area Structure Plan Amendment (to append the Ascension Conceptual Scheme into the ASP) in Rocky View County.

Please find attached the third-party evaluation of the Bearspaw Area Structure Plan Amendment (to append the Ascension Conceptual Scheme into the ASP).

It is our opinion that the proposed Conceptual Scheme is generally Consistent with the objectives of the Calgary Metropolitan Region Interim Growth Plan being schedule A to Ministerial Order MSL 091/18.



Stephen Oliver CD, MA, RPP, MCIP
Senior Planner

Mobile: 519-574-4002

Stantec Consulting Ltd.
200-325 25 Street SE
Calgary AB T2A 7H8 CA

Calgary Metropolitan Region Board Interim Regional Evaluation Framework	
Member Municipality	Rocky View County
Application Name	the Bearspaw Area Structure Plan Amendment (to append the Ascension Conceptual Scheme into the ASP)
IREF Number	2021-13
Type of Application	Amendment
Municipality Bylaw #	Bylaw_C_7991_2020
Date of Application	July 12, 2021
Date of Third-Party Review Report	July 29, 2021
Findings	
That the Bearspaw Area Structure Plan Amendment (to append the Ascension Conceptual Scheme into the ASP) is Consistent with the Interim Regional Evaluation Framework MSL: 091/18.	
Summary of Review	
<ul style="list-style-type: none"> • An application to adopt a new statutory plan, Bearspaw Area Structure Plan Amendment (to append the Ascension Conceptual Scheme into the ASP), was submitted by Rocky View County ("RVC") to the Calgary Metropolitan Region Board ("CMRB") for an IREF review and evaluation. • The application is generally located on Highway 1A on the border of Rocky View County and the City of Calgary between rural residential developments to the North, East, West and South. • The purpose of the application was to establish a Conceptual Scheme which will provide a comprehensive statutory framework to guide the development of the area. • The application determined that the development is not an expansion of the settlement area as the Bearspaw ASP had previously identified the subject land as development for Country Residential. The Concept Scheme informs a more efficient development of that ASP within the constraints of that approved policy. • The application proposes approximately 883 new dwelling units (Single Family 61%, Planned lots 5%, Senior's Residential 34%). All the Senior's Residential is part of the mixed employment, commercial lands called "the Market Place". • The application acknowledges that the intermunicipal funding agreement between the City of Calgary and Rocky View County is still pending which will support the application. This is reflected in both the City of Calgary Submission (to RVC) and the RVC submission (to the CMRB). 	



IREF 2021-13

Rocky View County: Bearspaw Area Structure Plan Amendment (to append the Ascension Conceptual Scheme into the ASP)

1

- The Conceptual Scheme leverages existing regional water and transportation infrastructure to support the development.

Review Prepared by



Stephen Oliver CD, MA, RPP, MCIP
Senior Planner

Stantec Consulting Ltd.



IREF 2021-13

Rocky View County: Bearspaw Area Structure Plan Amendment (to append the Ascension
Conceptual Scheme into the ASP)

2

3.2 Region-wide Policies

3.2.1

Principles, Objectives,
and Policies

Principle 1: Promote the Integration and Efficient Use of Regional Infrastructure

- The Conceptual Scheme is located near a major transportation corridor (Highway 1A), with existing supporting transportation corridors (12 Mile Coulee Road).
- The Conceptual Scheme connects to the Bearspaw Regional Wastewater Treatment Plant and Blazer Water Treatment Systems to support the development.

Principle 2: Protect Water Quality and Promote Water Conservation

- The Conceptual Scheme provides several core policies which protect or promote water quality in alignment with the Bearspaw-Glenbow Master Drainage Plan. The management of storm water and water treatment will leverage existing infrastructure.

Principle 3: Encourage Efficient Growth and Strong and Sustainable Communities

- The Conceptual Scheme identifies the development of a community providing residential, employment and commercial uses, which will connect existing development between the urban development in Calgary and Rural/Suburban development in RVC as key principles.
- The Conceptual Scheme diversifies the land uses available to the surrounding predominantly residential uses.
- This Conceptual Scheme provides for the respect of natural features as a key principle which informs both the Conceptual Scheme and future implementation.
- This Conceptual Scheme exceeds the development set forth in the Bearspaw Area Structure Plan in efficiency and form.



<p>3.2.2</p> <p>Demonstrate collaboration to coordinate with other member municipalities</p>	<ul style="list-style-type: none"> • The Conceptual Scheme is located directly adjacent to the City of Calgary. • The submission includes a letter from the City of Calgary Planning Department dated May 12, 2021 as demonstration of this engagement. Through this letter the City of Calgary indicated that are unable to support the Conceptual Scheme, identifying the following reasons: <ul style="list-style-type: none"> ○ Transportation impacts, where the City has identified both “down-stream impacts” and specific design concerns for the intersections on Crowchild Tr/ 12 Mile Coulee Rd. ○ Source Water protection and Stormwater management, where additional information is being requested on both these matters with specific concerns about degraded water quality. ○ Sharing of costs between RVC and the City of Calgary; where the City has identified several infrastructure components which may have need for upgrades prior to the development and a cost-sharing provision has not been included in the Concept Scheme. ○ Inconsistency with Bearspaw ASP, where the City identifies that the Concept Scheme deviates from the ASP in both Type and Scale, in both bases proposing higher intensity development. • This letter states that the City of Calgary determines that the appropriate consultation between RVC and the City on the Concept Scheme has not occurred and that the Scheme does not align with the Interim Growth Plan. • The IREF evaluation framework submitted with the application addresses many of the City’s concerns directly, including: <ul style="list-style-type: none"> ○ What policies were changed as a result of inter-municipal collaboration. ○ A commitment to continue to refine the transportation impacts and design. ○ A commitment to establish a subsequent agreement for cost-sharing of regional facilities and infrastructure.
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<p>3.2.3 Water, wetlands and stormwater</p>	<ul style="list-style-type: none"> • Section 8.1 of the Conceptual Scheme provides policy direction for the management of Stormwater. A particular emphasis has been identified on the use of Low Impact Development (LID) and other conservation methods. • The management of Stormwater is established to be in accordance with Alberta Environment, including the acknowledge proximity of the Bearspaw Reservoir.
<p>3.3 Flood Prone Areas</p>	
<p>3.3.1 Development in the floodways</p>	<ul style="list-style-type: none"> • The proposed Conceptual Scheme does not appear to include any development in the floodways.



<p>3.3.2 Flood protection in flood fringe areas</p>	<ul style="list-style-type: none"> The proposed Conceptual Scheme does not appear to include any development in the flood fringe areas.
<p>3.4 Development Types</p>	
<p>3.4.1 Intensification and Infill Development</p>	
<p>3.4.1.1 Intensification and Infill in existing settlement areas in cities, towns, and villages</p>	<ul style="list-style-type: none"> The proposed Conceptual Scheme is not in an existing settlement area.



<p>3.4.1.2 Intensification and Infill of existing settlement areas in hamlets and other unincorporated urban communities within rural municipalities</p>	<ul style="list-style-type: none"> The proposed Conceptual Scheme is not in an existing settlement area.
<p>3.4.2 Expansion of Settlement Areas</p>	
<p>3.4.2.1 Expansion of settlement areas in a contiguous pattern</p>	<ul style="list-style-type: none"> The area of Concept Scheme is identified in the Bearspaw ASP as Country Residential and requires a Concept Scheme to define further development. This development ASP indicates that the Concept Scheme will establish 'rules and regulations' for country residential. The Bearspaw ASP, which was approved in 1993, does not align with the policy direction regarding residential development established in the IREF. This is especially true with the emphasis on the efficient use of land and mix of uses. The mixture of uses from the IREF are more accurately represented in the presented Concept Scheme. The application identifies that the location is bound by rural development to the North and South and City of Calgary to the East. The Conceptual Scheme aims to provide a mixture of commercial and employment uses as a 'rural node', which is not represented by the ASP, but is more consistent with the intent of the IREF. The development area is established in a contiguous manner directly on the border of the City of Calgary with direct access to the existing infrastructure and facilities. The Concept Scheme Policy 12.1.2 sets the direction for establishing an intermunicipal agreement on community services.



<p>3.4.2.2 Expansion of settlement areas with 500 or greater new dwelling units</p>	<ul style="list-style-type: none"> • The Concept Scheme proposes approximately 883 new dwelling units (Single Family 61%, Planned lots 5%, Senior’s Residential 34%). • While the Bearspaw ASP does not provide direction for commercial and employment land uses in the Concept Scheme area, the Concept Scheme does provide those uses in alignment with the policies of the IGP. • The Concept Scheme includes development of an appropriately scaled node and connects to existing infrastructure in both the City of Calgary and surrounding development. • It is notable that the 300-unit seniors’ residential unit, which is suggested in policy, is located in the Market Place mixed use node, and therefore has no land allocated to that purpose. Depending on the implementation of that development it may radically affect the density metrics and mix of uses in the Concept Scheme. The policy identifies that no residential development would be a drop from 3.76 UPA to 2.49 UPA.
<p>3.4.2.3 Rationale for expansion of settlement areas that do not meet all components of Policy 3.4.2.1 and 3.4.2.2</p>	<ul style="list-style-type: none"> • The applicant states here that the development meets policies 3.4.2.1 & 3.4.2.2. It is worth noting however that the rationale provided in the 3.4.2.1 provides sufficient rationale to meet the objective in this policy area; through stating that the development is not an expansion of the settlement area, rather as it was already designated as a development area in the Bearspaw ASP. The Bearspaw ASP does not provide the mixture of land uses or land efficiency intended by the IREF which the Concept Scheme subsequently aims to achieve. • It should be considered that if this Concept Scheme is determined to be an expansion of the settlement area, subsequent rationale may be necessary under this section.



3.4.3 New Freestanding Settlement Areas	
<p>3.4.3.1 New freestanding settlement areas</p>	<ul style="list-style-type: none"> • The Conceptual Scheme does not propose a new freestanding settlement area.
<p>3.4.3.2 New freestanding settlement areas with 500 or greater new dwelling units</p>	<ul style="list-style-type: none"> • The Conceptual Scheme does not propose a new freestanding settlement area.



<p>3.4.3.3 Rationale for new freestanding settlement areas with 500 or greater new dwelling units that do not meet all components of Policy 3.4.3.2</p>	<ul style="list-style-type: none"> • The Conceptual Scheme does not propose a new freestanding settlement area.
<p>3.4.4 Country Residential Development</p>	
<p>3.4.4 Country Residential Development</p>	<ul style="list-style-type: none"> • The Concept Scheme proposes a development of 883 dwelling units. <ul style="list-style-type: none"> ○ The Concept Scheme responds to policies 3.2.1, 3.2.2 and 3.2.3 of the IGP as discussed above. In these responses it remains worthy of discussion if the criteria of 3.2.3 was fully and comprehensively achieved. ○ The Concept Scheme does not interact with the Flood Prone Areas.



3.4.5 Employment Areas	
<p>3.4.5.1 New employment areas</p>	<ul style="list-style-type: none"> • The Concept Scheme provides for the development of commercial and employment lands on the south east of the area. This area accounts for 20% of the developable area of the Concept Scheme. • The Market Place is detailed to include a mixture of commercial and employment uses in addition to a 300-unit seniors' facility. • The Concept Scheme sites the Market Place with access to 12 MILE Coulee RD (via Blueridge Rise) and access to Highway 1A. It is located to leverage existing regional infrastructure through the transportation network.
<p>3.4.5.2 Connections to transit stations and corridors</p>	<ul style="list-style-type: none"> • The Concept Scheme is located approximately 2km from the Tuscany LRT transit station. The nature of the pathways and roadway in the area make the LRT station difficult to access from the area on foot. It has been noted as an intermunicipal connection and therefore micro-transit, transit or other transportation services could provide connection. • Highway 1A is identified as supporting future private intermunicipal transit service which could be integrated into the Concept Scheme area. Policy 7.2.7 dictates that roads should be constructed with future transit in mind.



3.5 Regional Corridors	
<p>3.5.1.1 Mobility Corridors</p>	<ul style="list-style-type: none"> • Mobility Corridors have been identified within the Concept Scheme as figure 13. • The Concept Scheme leverages the existing transportation network established through Highway 1A, 12 Mile Coulee Rd and Bearspaw Road. • Section 7.1 of the Concept Scheme cites that a TIA was completed in 2017 and updated in 2020. The Concept Scheme acknowledges, some permanent upgrades to the transportation network will be required through the development, with interim improvements identified for the intersection of Highway 1A and 12 Mile Coulee Road. • Reference policy 3.2.2 the City of Calgary has cited some specific concerns relating to the incorporation of this Conceptual Scheme within existing infrastructure.
<p>3.5.2.1 Transmission Corridors</p>	<ul style="list-style-type: none"> • The Conceptual Scheme is directly adjacent to a Regional Power Transmission corridor. The ROW is not within the Conceptual Scheme area. • The Conceptual Scheme is directly adjacent to an intermunicipal water transmission corridor. The Conceptual Scheme does not connect to the regional water service on the west side. The Conceptual Scheme will access water through the Bearspaw Regional Wastewater Treatment Plant. Section 9 of the Conceptual Scheme outlines those policies as they relate to water servicing.





City of Calgary challenge to Interim Regional Evaluation Framework application

Presentation to the Calgary Metropolitan Region Board

**2021-13 Rocky View County :
Bears paw ASP Amendment (Ascension
Conceptual Scheme**

2021 Sep 10

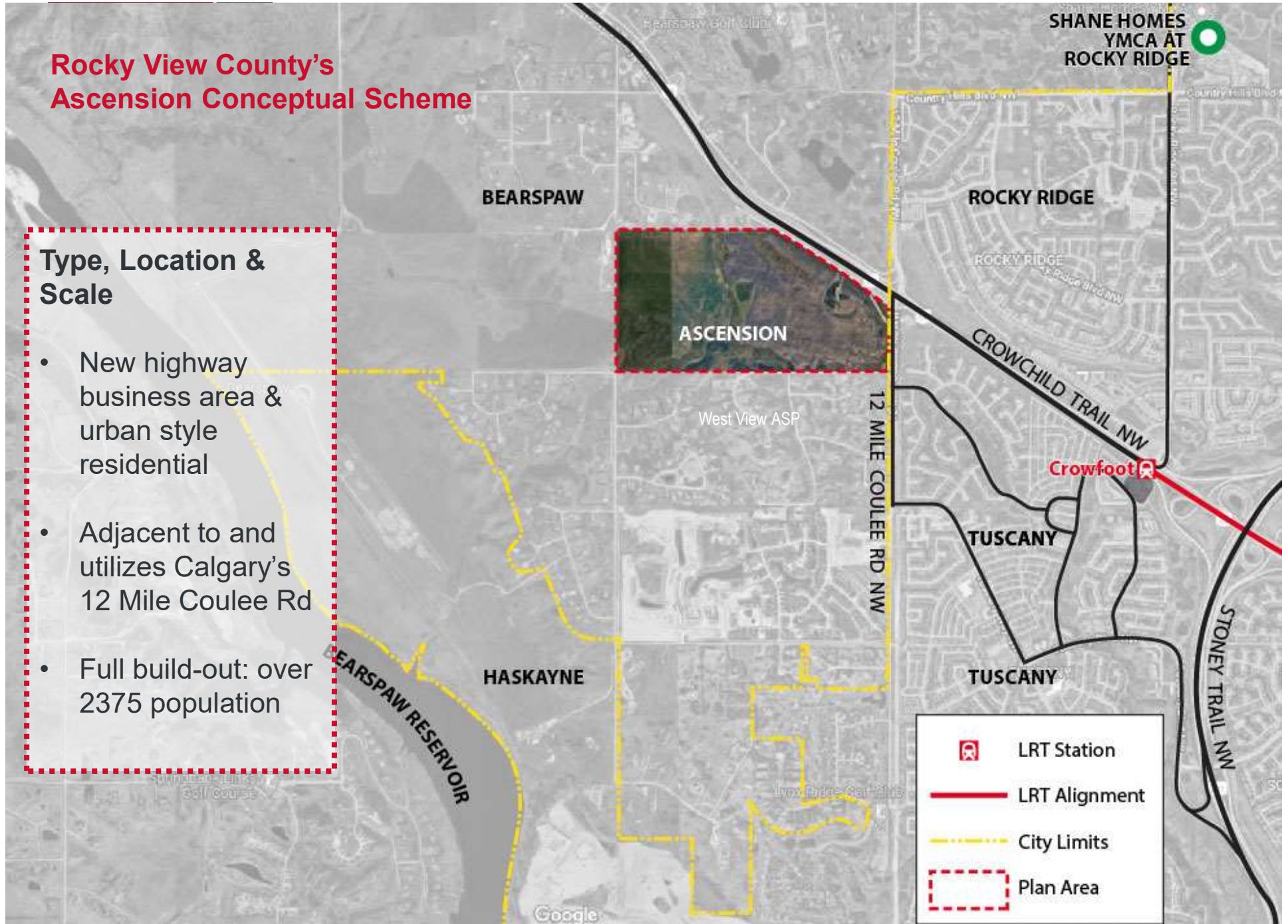
Agenda Item 5ii



Rocky View County's Ascension Conceptual Scheme

Type, Location & Scale

- New highway business area & urban style residential
- Adjacent to and utilizes Calgary's 12 Mile Coulee Rd
- Full build-out: over 2375 population



Summary of City Challenge

1. Proposed plans are not aligned to the principles, objectives and specific policies of the Interim Growth Plan
2. CMRB Administrative rationale for approving the proposed plans does not reflect the full intent of the Interim Growth Plan & Interim Regional Evaluation Framework process



Proposed Bearspaw ASP Amendment (Ascension Conceptual Scheme)

Lack of Alignment to IGP

**Policy 3.5.2.1 c.
Mitigate adverse impacts
to regional infrastructure**

**Policy 3.2.3 a. protect
source water quality and
quantity**

**Objective 2 a. Manage
risks to water quality,
quantity, and drinking
water sources...**

CALGARY RATIONALE

ASP amendment does not sufficiently mitigate adverse impacts on infrastructure

1. Lack of policy to protect drinking water sources; does not address cumulative impacts sufficiently, and no monitoring system
2. No guidance used from Bearspaw Tri-lateral Agreement consensus report
3. Unclear how stormwater that drains off-site will be managed.

Proposed Bearspaw ASP Amendment (Ascension Conceptual Scheme)

Lack of Alignment to IGP



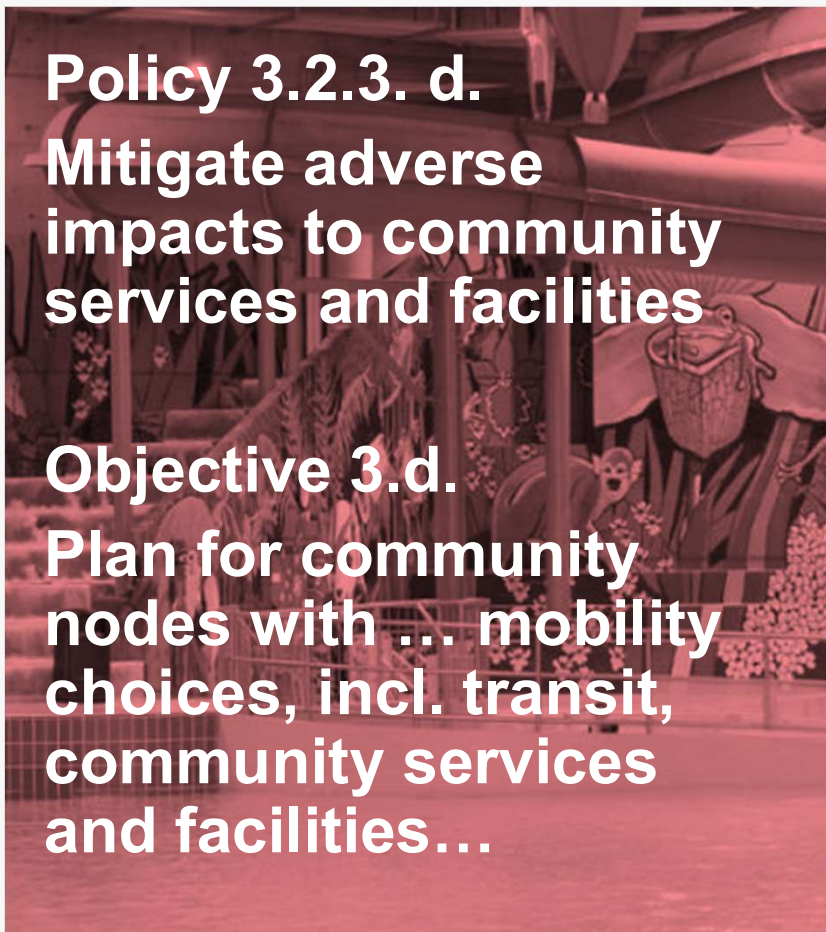
CALGARY RATIONALE

ASP amendment does not sufficiently mitigate adverse impacts on regionally significant infrastructure in Calgary

1. Calgary does not concur with traffic impact assessment
2. Appropriate design and specific funding commitments needed
3. Insufficient policy to address adverse impacts on Calgary

Proposed Bearspaw ASP Amendment (Ascension Conceptual Scheme)

Lack of Alignment to IGP



CALGARY RATIONALE

ASP does not sufficiently mitigate adverse impacts to community services and facilities in Calgary:

1. Transit use and agreements should be explored further.
2. Reliance on passive recreation
3. Limited policy on cost-sharing
4. Further collaboration and coordination of services is needed.

Proposed Bearspaw ASP Amendment (Ascension Conceptual Scheme)

Lack of Alignment to IGP



CALGARY RATIONALE

ASP does not address IGP objectives

1. Insufficient provisions linking land-use and infrastructure
2. Insufficient policies to ensure sustainable growth without impacts on the environment and offsite infrastructure

Proposed Bearspaw ASP Amendment (Ascension Conceptual Scheme)

Lack of Alignment to IGP



CALGARY RATIONALE

Calgary requested additional consultation and mediation

Intermunicipal agreements not in place.



CMRB Recommendation Not Aligned with Interim Growth Plan

1. Deferral to later stages in planning process is not sufficient provision
2. Background studies identify adverse impacts to regional infrastructure in Calgary but are not evaluated within the IREF framework
3. Intermunicipal agreements needed, e.g. cost-sharing for community services and infrastructure



Calgary Metropolitan Region Board (CMRB) Regulation – Board Mandate

Promote the long term sustainability of the Calgary Metropolitan Region CMRG Regs 3 (1) (b)

Ensure environmentally responsible land use planning, growth management and efficient use of land. CMRG Regs 3 (1) (c)

MGA, s.708.06(1) In carrying out its duties and functions (including in approving a statutory plan), the CMRB must act in accordance with the SSRP.

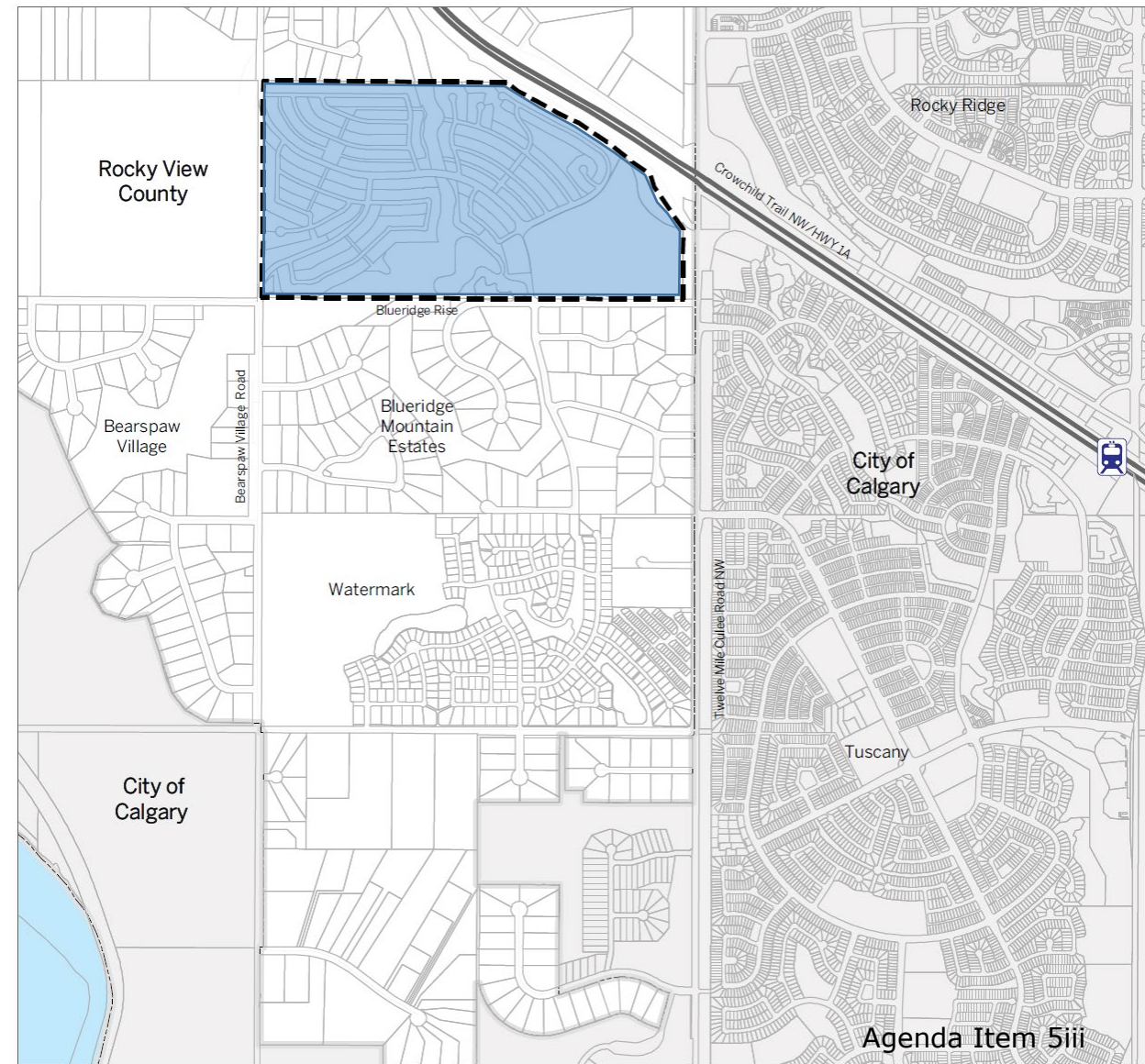
IREF, s. 6.1....the Board must consider whether approval and full implementation of the statutory plan or amendment would result in development that is consistent with the Principles, Objectives and Policies of the IGP...

IREF Application 2021-13

Bearspaw ASP Amendment

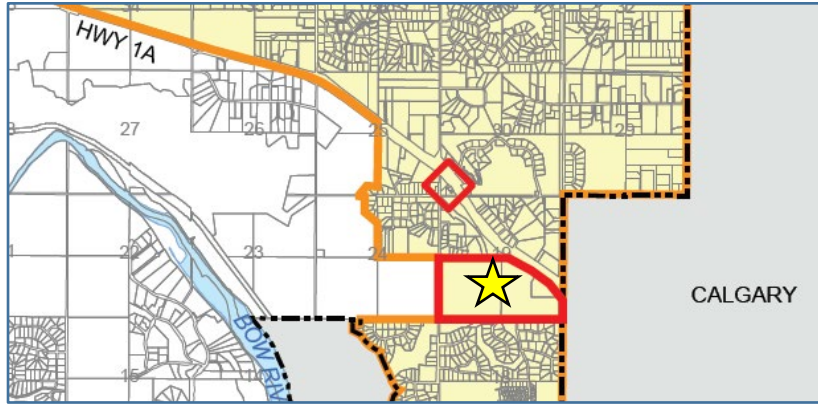
Ascension Conceptual Scheme

Rocky View County

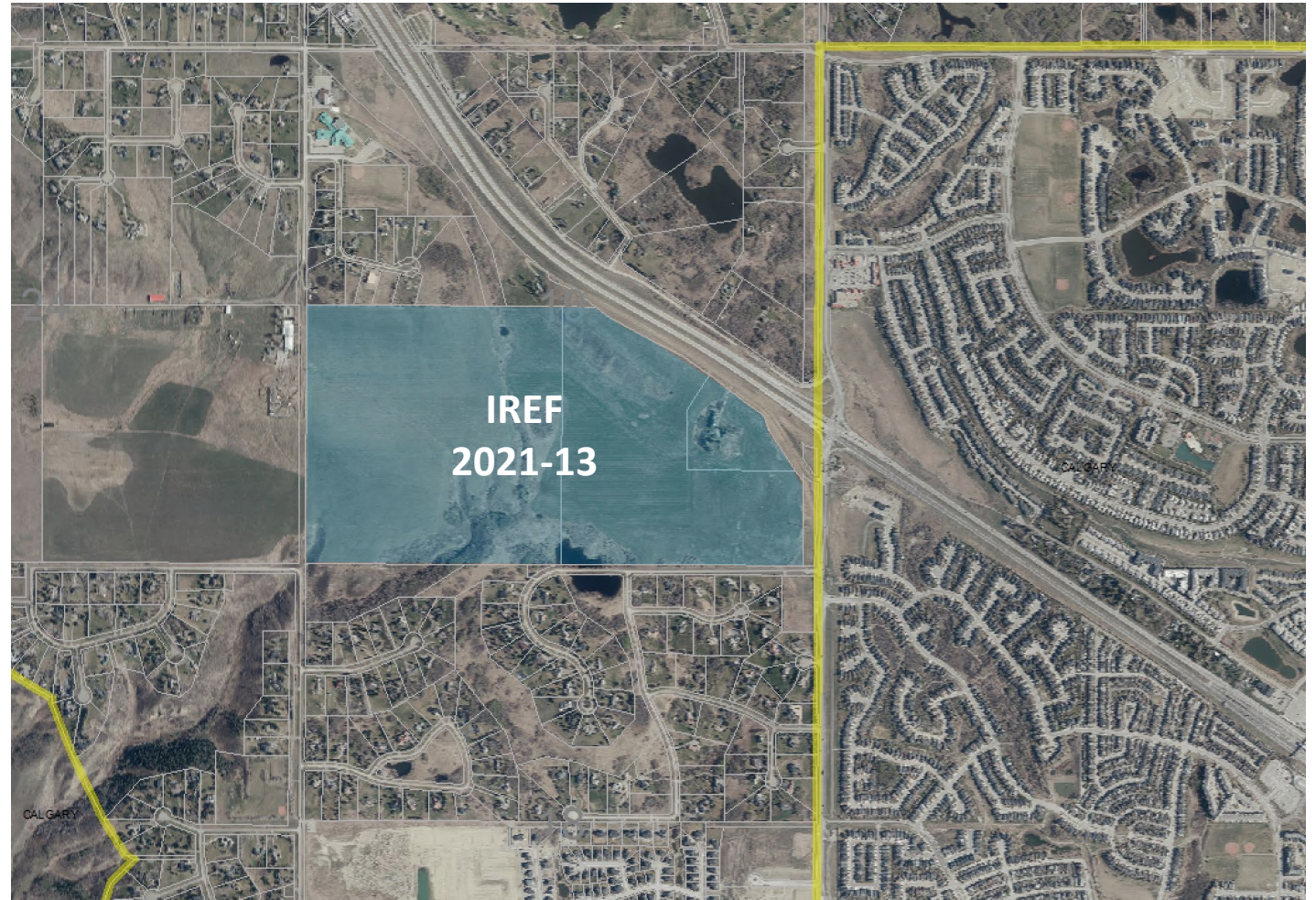
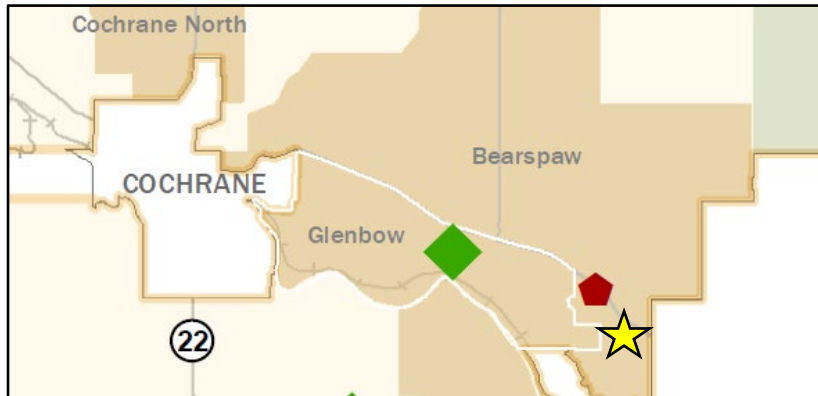


Context

Bearspaw ASP (1994)



County Plan (2013)

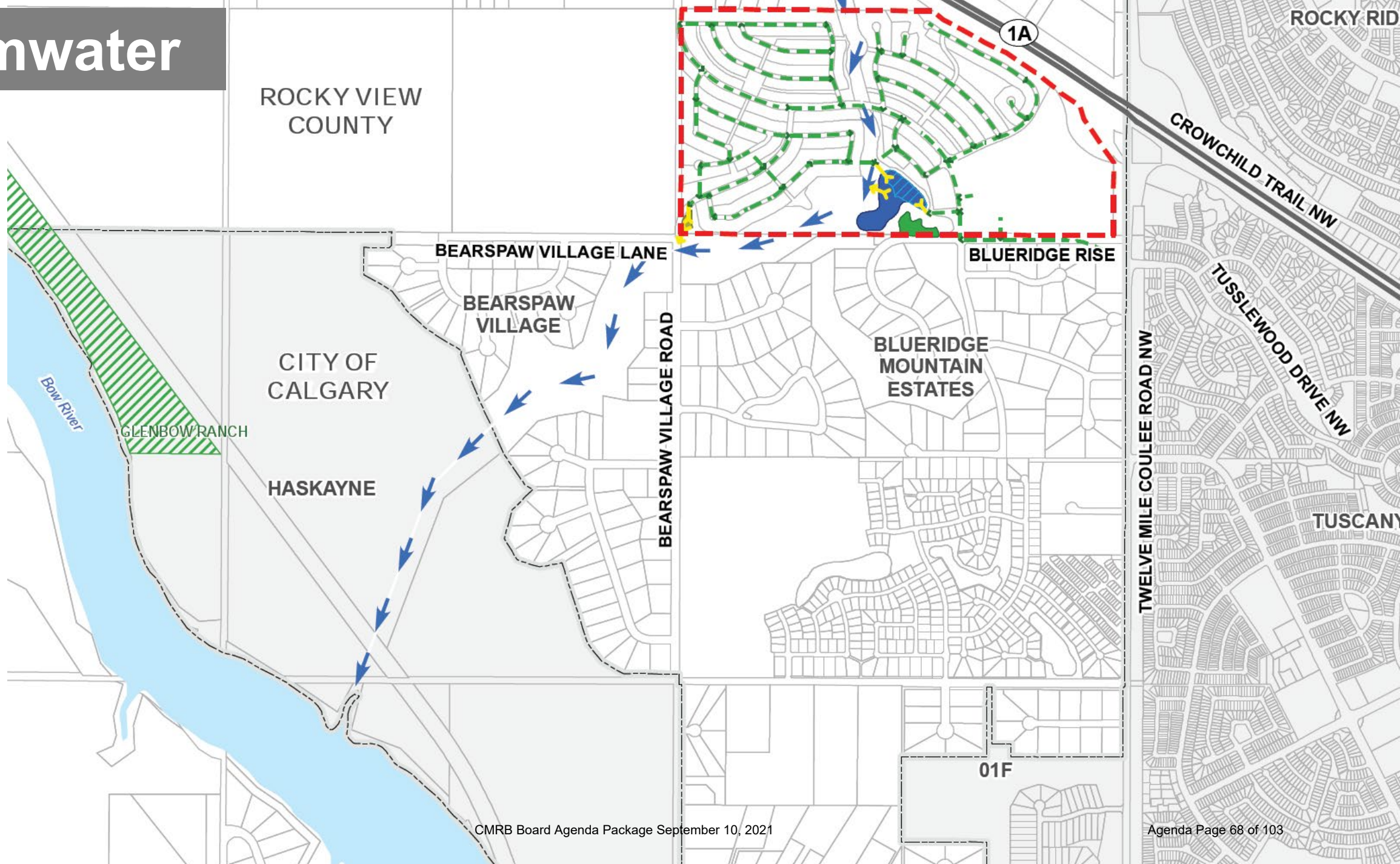


Concept

- 275 ac site.
- Residential portion 883 units, including 300 seniors units (2,375 population).
- 48 acre commercial site including retail and entertainment uses.



Stormwater



ROCKY VIEW COUNTY

CITY OF CALGARY

HASKAYNE

BEARSPAW VILLAGE LANE

BEARSPAW VILLAGE

BEARSPAW VILLAGE ROAD

BLUERIDGE RISE

BLUERIDGE MOUNTAIN ESTATES

01F

ROCKY RIDGE

CROWCHILD TRAIL NW

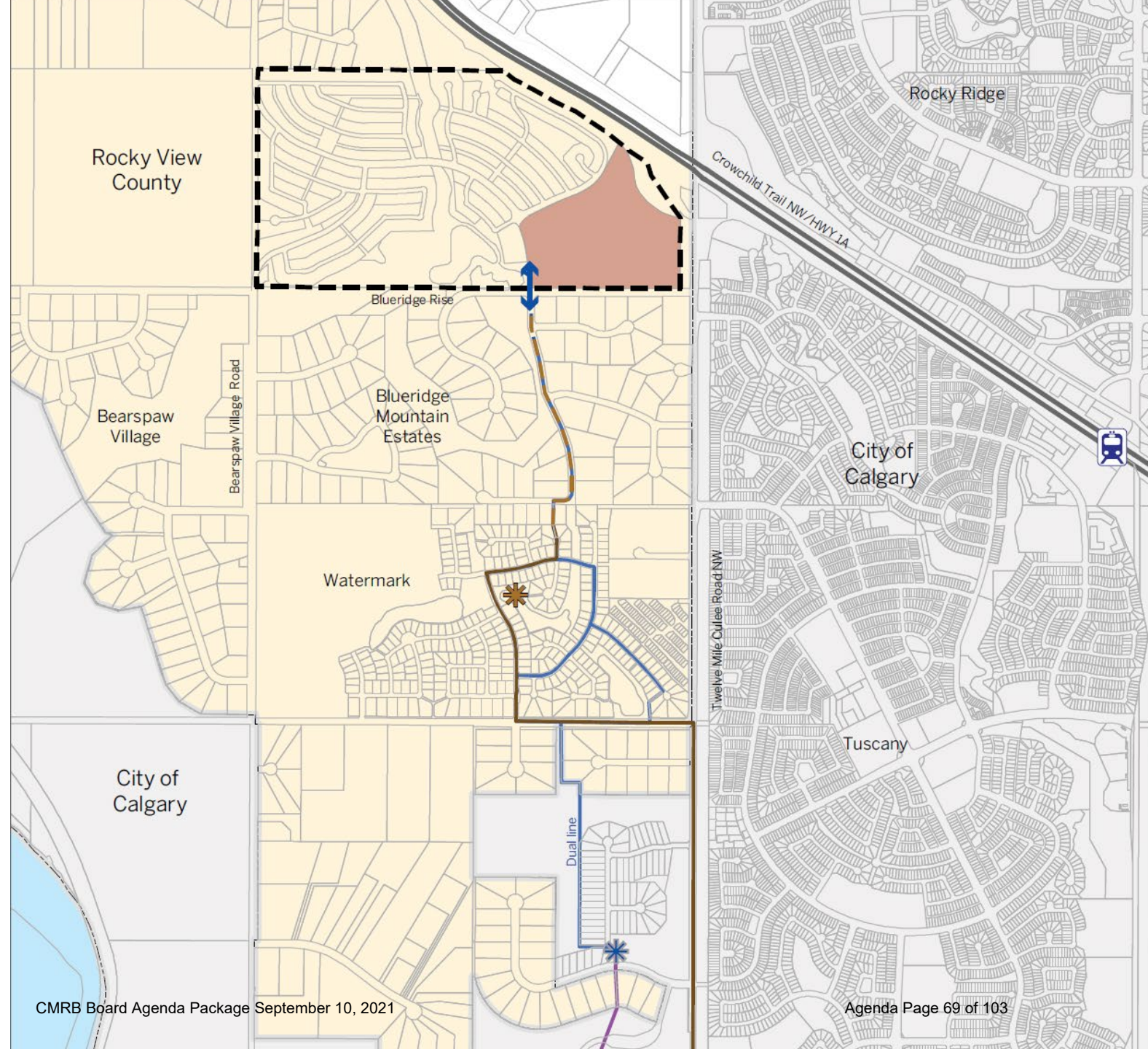
TUSLEWOOD DRIVE NW

TUSCANY

TWELVE MILE COULEE ROAD NW

Servicing

- Proposed Sanitary Sewer Connection
- Existing Sanitary
- Existing Raw Water Supply
- Proposed Water Main Supply
- Existing Water Main
- ✱ Bearspaw Regional Wastewater Treatment Plant
- ✱ Existing Balzac Water Treatment Plant



Transportation

--- Subject Land

... Regional Pathway

○ Future Interchange Upgrade

○ Future Traffic Circle

Existing Road

— Highway/Skeletal

— Collector

— Local Road

Proposed Road

— 27m Urban Primary Collector

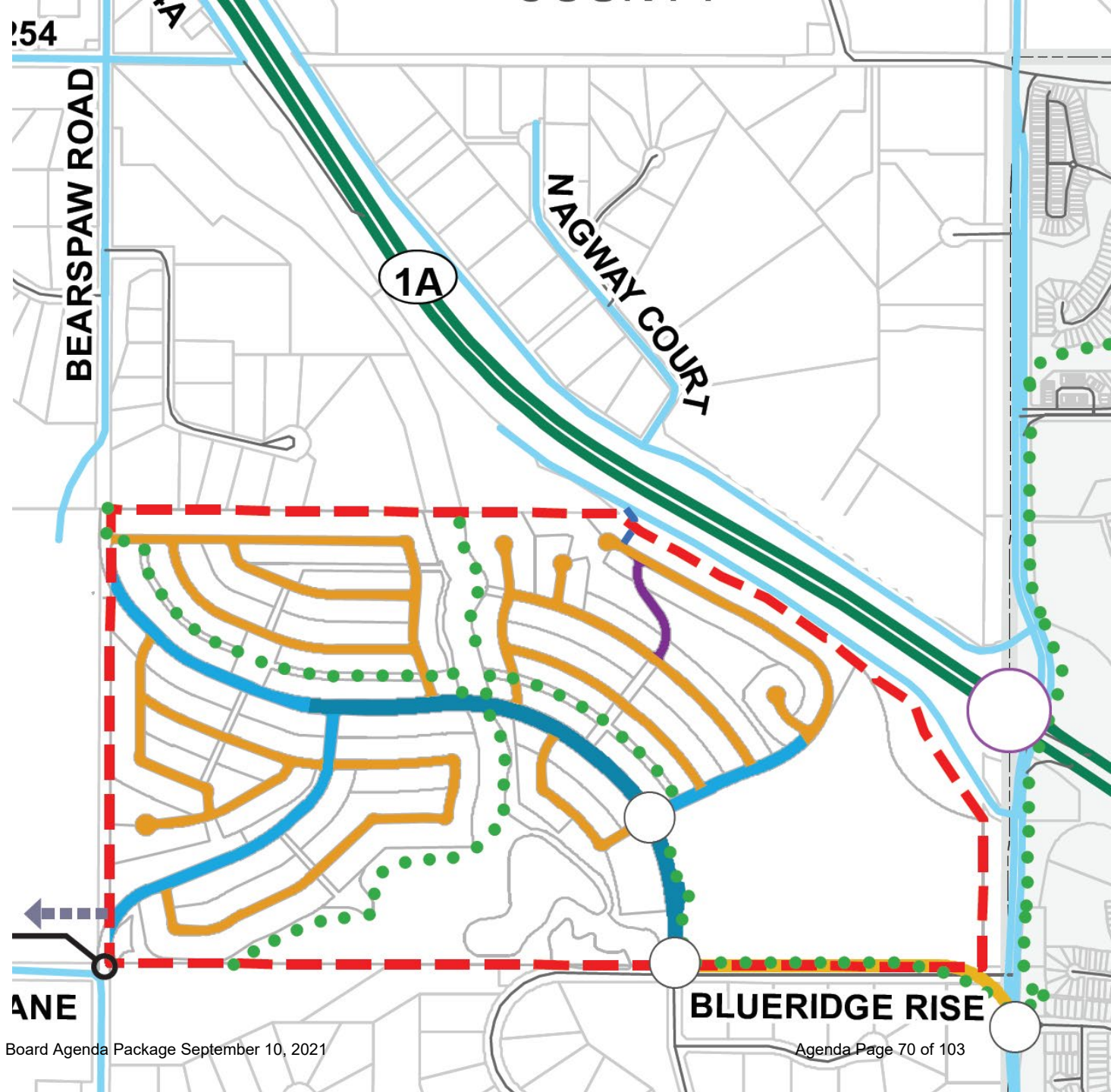
— 20m Urban Residential Collector

— 15m Urban Residential

— 6m Paved Lane

— Existing Country Collector / Future 36m Major

← Future Glenbow Ranch Connection



Calgary Challenge

- Source water
- Recreation services
- Transportation
- Transit
- Insufficient Collaboration

Policy 12.1.2

Prior to subdivision approval, the County, in consultation with The City of Calgary, shall review the impacts to The City of Calgary's infrastructure and services. If material impacts are found, a cost sharing agreement and/or alternative appropriate mechanisms shall be in place prior to subdivision to address those impacts.

Transportation Policies 7.1.1, 7.1.2, 7.1.3.



IREF Alignment

IGP Policy 3.2.1

- Principle 1: The proposal promotes efficient use of existing regional infrastructure including Hwy 1A and existing water and wastewater treatment plants.
- Principle 2: Water quality and conservation are supported through several statutory policies and will also be subject to municipal and provincial approvals.
- Principle 3: Encourages a mix of densities and uses and promotes a sensitive transition between urban and country residential development improving on the existing development form supported by the ASP.

IGP Policy 3.2.2

- Administration sought to address Calgary concerns through meetings, correspondence and several policies covering intermunicipal matters.

The proposed use is recognised as appropriate by all statutory plans, including the Intermunicipal Development Plan.

All technical matters have been addressed sufficiently to guide further detailed planning at the subdivision stage.

The County is aligning with established standards and approval processes.

The Local Plan is statutory and sets clear requirements to address intermunicipal impacts prior to subdivision approval.

CMRB Administration found the ASP to be in alignment with the IGP and Section 6 of the IREF.



Agenda Item	6
Submitted to	Board
Purpose	Review and Receive for Information
Subject	CMRB 2021 Q2 Actuals
Meeting Date	September 10, 2021
<i>That the Board review and receive for information the CMRB 2021 Q2 Actuals</i>	
<p>Background</p> <ul style="list-style-type: none"> • The CMRB has been funded by the Government of Alberta through the Alberta Community Partnership grant program. • On September 2, 2021, the Governance Committee recommended to the Board approval of the CMRB 2021 Q2 actuals. 	
<p>Attachments</p> <ul style="list-style-type: none"> • CMRB 2021 Q2 Actuals 	

Introduction

CMRB Administration has compiled the 2021 Q2 Actuals for review by the Board.

Recommendation

That the Board approve the CMRB 2021 Q2 Actuals.

	2021 Budget	2021 Q2 Budget	2021 Q2 Actuals	Q2 Variance	YTD Budget	YTD Actual	YTD Variance
REVENUE							
GoA Grant	\$1,500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest on GIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Withdrawal from Reserves	\$650,000.00	\$600,000.00	\$600,000.00	\$0.00	\$600,000.00	\$600,000.00	\$0.00
TOTAL Revenue	\$2,150,000.00	\$600,000.00	\$600,000.00	\$0.00	\$600,000.00	\$600,000.00	\$0.00
EXPENDITURES							
CAPITAL EXPENSES							
Computers & Hardware	\$6,000.00	\$1,500.00	\$0.00	\$1,500.00	\$3,000.00	\$0.00	\$3,000.00
Office Furniture	\$6,000.00	\$1,500.00	\$0.00	\$1,500.00	\$3,000.00	\$0.00	\$3,000.00
Phone/Internet Hardware	\$3,000.00	\$750.00	\$0.00	\$750.00	\$1,500.00	\$0.00	\$1,500.00
TOTAL CAPITAL EXPENSES	\$15,000.00	\$3,750.00	\$0.00	\$3,750.00	\$7,500.00	\$0.00	\$7,500.00
OPERATING EXPENSES							
STAFFING COSTS							
Salary	\$655,000.00	\$164,000.00	\$164,554.93	-\$554.93	\$333,000.00	\$332,938.51	\$61.49
Benefits	\$117,000.00	\$29,250.00	\$28,443.30	\$806.70	\$58,500.00	\$56,886.60	\$1,613.40
Board Chair	\$140,000.00	\$35,000.00	\$35,571.00	-\$571.00	\$70,000.00	\$82,965.00	-\$12,965.00
TOTAL STAFFING COSTS	\$912,000.00	\$228,250.00	\$228,569.23	-\$319.23	\$461,500.00	\$472,790.11	-\$11,290.11
OFFICE LEASE	\$87,000.00	\$21,750.00	\$16,500.74	\$5,249.26	\$43,500.00	\$34,899.41	\$8,600.59
OFFICE OPERATING COST							
General Operating Costs	\$36,000.00	\$9,000.00	\$2,778.92	\$6,221.08	\$18,000.00	\$8,815.63	\$9,184.37
Professional Fees	\$30,000.00	\$7,500.00	\$15,082.87	-\$7,582.87	\$15,000.00	\$15,082.87	-\$82.87
TOTAL OFFICE OPERATION COSTS	\$66,000.00	\$16,500.00	\$17,861.79	-\$1,361.79	\$33,000.00	\$23,898.50	\$9,101.50
TRAVEL COSTS	\$35,000.00	\$8,750.00	\$0.00	\$8,750.00	\$17,500.00	\$0.00	\$17,500.00
MEETING COSTS							
Meeting Venue/Catering	\$55,000.00	\$13,750.00	\$0.00	\$13,750.00	\$27,500.00	\$0.00	\$27,500.00
Per Diem	\$55,000.00	\$13,750.00	\$11,800.00	\$1,950.00	\$27,500.00	\$14,800.00	\$12,700.00
TOTAL MEETING COSTS	\$110,000.00	\$27,500.00	\$11,800.00	\$15,700.00	\$55,000.00	\$14,800.00	\$40,200.00
CONSULTANT COSTS							
Growth/ Servicing Plan	\$250,000.00	\$62,500.00	\$250,000.00	-\$187,500.00	\$125,000.00	\$250,000.00	-\$125,000.00
Regional Initiatives	\$500,000.00	\$125,000.00	\$24,215.63	\$100,784.37	\$250,000.00	\$24,215.63	\$225,784.37
REF Consultants	\$100,000.00	\$25,000.00	\$11,959.35	\$13,040.65	\$50,000.00	\$11,959.35	\$38,040.65
TOTAL CONSULTANT COSTS	\$850,000.00	\$212,500.00	\$286,174.98	-\$73,674.98	\$425,000.00	\$286,174.98	\$138,825.02
CONTINGENCY	\$75,000.00	\$18,750.00	\$8,188.41	\$10,561.59	\$37,500.00	\$8,188.41	\$29,311.59
TOTAL EXPENDITURE	\$2,150,000.00	\$537,750.00	\$569,095.15	-\$31,345.15	\$1,080,500.00	\$840,751.41	\$239,748.59

1

2

3

4

Notes:

- 1 There were two Board Chairs for January and February - total compensation will be on budget.
- 2 Annual budget for professional fees is divided evenly through the year - total spend will be on budget
- 3 Annual budget for consulting fees is divided evenly through the year - total spend will be on budget
- 4 contingency budget is being used to pay for the additional work of the Growth and Servicing Plan consultants including additional meetings and public engagement

Agenda Item 6i

Agenda Item	7
Submitted to	Board
Purpose	For Decision
Subject	Post Growth Plan Priorities – Board Survey Results
Meeting Date	September 10, 2021
<p><i>Motion that the Board direct Administration to create workplans, including preliminary budget estimates, for consideration by the Board no later than Q4 2021 for the following workstreams: Regional Economic Development; Watershed Protection; Sub-regional Water and Wastewater Governance; and Shared Investment for Shared Benefit Framework.</i></p>	
<p>Summary</p> <ul style="list-style-type: none"> • The <i>Calgary Metropolitan Region Board Regulation</i> gives the CMRB wide latitude in areas of focus which the Board may choose to direct CMRB Administration, with the initial focus being the development and delivery of the Growth and Servicing plans to the Minister. • The Growth Plan and the Servicing Plan (“the Plans”) were delivered to the Minister on June 1, 2021. Now that the Plans are completed, the focus of the Board and Administration will shift. • In November 2020, CMRB Administration brought forward the following focus areas for future work of the Board: <ul style="list-style-type: none"> ○ Stewards of the Growth and Servicing Plans ○ Conducting further work identified in the Plans ○ New areas of focus not contained in the Plans • On June 25, 2021, CMRB Administration circulated a survey to members soliciting feedback on priorities for future work of the CMRB. Seven members responded. • The responses were weighted by respondents and given a total number determining a priority order, the motion above reflects the top four (4). • The work referred to in the above motion will be confirmed by the new Board post October 2021. Administration will use the time before the new Board to work with stakeholders to develop the background information necessary to start the work. 	

Attachments

- Survey Results

1. Introduction

The mandate of the Calgary Metropolitan Region Board (CMRB) is laid out in the *Calgary Metropolitan Region Board Regulation*, as below:

3(1) The Board shall

- (a) strive towards consensus regarding matters before the Board,
- (b) promote the long-term sustainability of the Calgary Metropolitan Region,
- (c) ensure environmentally responsible land-use planning, growth management and efficient use of land,
- (d) develop policies regarding the coordination of regional infrastructure investment and service delivery,
- (e) promote the economic well-being and competitiveness of the Calgary Metropolitan Region,
- (f) develop policies outlining how the Board shall engage the public on the Growth Plan and the Servicing Plan, and
- (g) be limited in its mandate and role to those powers given to the Board under the Act and this Regulation.

The Regulation allows for a great deal of flexibility for the Board to direct Administration to undertake work which will benefit the members and citizens of the Calgary Metropolitan Region.

During the development of the Plans, the Board created and approved the Regional Vision:

"Building on thousands of years of history, we welcome everyone to join us in living happy, healthy and prosperous lives in a spectacular natural environment. We are a world leading Region built on hard work, resilience, helping others and a deep respect for nature. We use our land wisely, share our services and care for our wildlife, air and water. We grow together."

2. Future Areas of Focus

With the completion of the Plans, the focus of the Board and Administration is shifting. The three focus areas which will occupy the Board are discussed below.

1. Stewards of the Growth and Servicing Plans
The Plans contain policies and planning requirements that will be the responsibility of CMRB Administration to ensure that the policies are being met and the effectiveness of policies are being monitored. This will be accomplished through a number of mechanisms, including the processing of Regional Evaluation Framework (REF) applications.
2. Conducting further work identified in the Plans. This focus area includes the efforts needed to update the Growth Plan (within 10 years) and the Servicing Plan (within 5 years) as required by the Regulation. Other workstreams which may be included in this focus area include, but are not limited to:
 - a. Sub-regional Water & Wastewater Governance
 - b. Regional Transportation and Transit Master Plan
 - c. Policy and Planning efforts required to implement the Joint Planning Areas
 - d. Identification of Regional Environmentally Sensitive Areas
3. New areas of focus not contained in the Plans. This focus area includes workstreams not intended to be, or not currently, part of the Plans. Workstreams which may be included in this focus area include, but are not limited to:
 - a. Regional Economic Development
 - b. Regional Policing Initiative
 - c. Other operational issues where regional collaboration will be beneficial to member municipalities and their citizens (business licenses and communications).

3. Next Steps

While not all ten members responded to the survey in time for their responses to be included in this document, clear preferences emerged from the responses received. The top four areas are:

1. Regional Economic Development;
2. Watershed Protection;
3. Sub-regional Water and Wastewater Governance; and
4. Shared Investment for Shared Benefit Framework.

Administration will work with the appropriate stakeholders to create a work plan for each of these topics, including a preliminary budget estimate. These workplans will be presented to the Board in December 2021, for decision on which should go forward, prioritization, budget implications, etc.

3.1. Regional Economic Development

The Board is currently engaged in a series of workshops focused on regional economic development. The purpose of these workshops is to help the Board explore potential value of & steps towards developing an economic strategy for the region. The outcome of these workshops will guide Administration in developing a work plan.

3.2. Watershed Protection

The CMR is a water constrained region and protection of our watersheds is of great importance. During the development of the Growth and Servicing Plans, several members raised watershed protection as an initiative to examine on completion of the Plans. Administration will examine the role of current organizations and determine what value-added role the Calgary Metropolitan Region Board can play in this key issue.

3.3. Sub-Regional Water & Wastewater Governance

The Board has discussed the potential for a review of Regional/ Sub-Regional Water Governance. This may include either or both water and wastewater. Water/ wastewater servicing on a sub-regional scale may provide opportunities including:

- More efficient operations
- Strengthening advocacy with the Government of Alberta
- Improved environmental outcomes

3.4. Shared Investment for Shared Benefit Framework

The Mandate of the Board, contained in the Calgary Metropolitan Region Board Regulation, section 3(2) states

In fulfilling its mandate the board shall further

e. develop and implement policies for the sharing of costs for regional projects of the Calgary Metropolitan Region.

It is important to note that there is no time requirement attached to the above regulatory statement.

The EMRB recently finished work developing a Shared Investment for Shared Benefit (SISB). The final report can be found [here](#).

As noted in the SISB Final Report:

The SISB Framework and Model are intended to invest in and leverage the collective strengths, capacity and resources of the Region's municipalities to efficiently deliver infrastructure, programs and services that would be otherwise beyond each municipality's ability to pay for and accomplish individually. The ultimate objective of the SISB project is to create long-term shared benefits that will enhance the Region's overall quality of life and foster conditions that will contribute to its global competitiveness, attractiveness and sustainability.

4. Recommendation

Motion that the Board direct Administration to create workplans, including preliminary budget estimates, for consideration by the Board no later than Q4 2021 for the following workstreams: Regional Economic Development; Watershed Protection; Sub-regional Water and Wastewater Governance; and Shared Investment for Shared Benefit Framework.

5. Survey Results

Priority work areas	(Points)	RANKING										Total Points	Rank	
		1 10	2 9	3 8	4 7	5 6	6 5	7 4	8 3	9 2	10 1			
Broadband Connectivity	*			**		*	*						37	5
Regional Economic Development	****	*	*				*						62	1
Shared Investment for Shared Benefit	**	*	*				*						42	4
Sub-regional Water/ Waste Water Governance			*	*	***		*			*			45	3
Watershed Protection	*	*	**	*	**								54	2
Business Environment Initiatives		*		*	*	*	*	*		*			30	6
Regional Transportation and Transit Plan			*			*							15	7

Agenda Item	8
Submitted to	Board
Purpose	Decision
Subject	CMRB 2022 Budget
Meeting Date	September 10, 2021
<i>That the Board approve the proposed 2022 CMRB Budget</i>	
<p>Background</p> <ul style="list-style-type: none"> • The CMRB is funded by the Government of Alberta through the Alberta Community Partnership (ACP) grant program. • The Government of Alberta's Budget 2019/2020 reduced funding to the CMRB as per the below chart. • The gift of \$1,800,000.00 from the Calgary Regional Partnership provides a reserve against the reduced funding in upcoming years. • On September 2, 2021, the Governance Committee recommended to the Board approval of the 2022 budget. The Governance Committee also discussed the potential for the incoming Board to develop a Strategic Plan with financial considerations. 	
<p>Attachments</p> <ul style="list-style-type: none"> • Proposed Budget 2022 • Consultant budget worksheet 2022 	

1. Background

The CMRB is has completed the Growth and Servicing Plans and submitted them to the Minister for approval. The Board has begun discussion of future work, outside of the implementation of the Growth and Servicing Plans, but final decisions have not been made.

The proposed budget, and in particular the line item for "Regional Initiatives"

Agenda Item 8

contains flexibility to support the implementation of the Growth and Servicing Plans, as well as other efforts of the Board. This work may include examining: regional economic development, watershed protection and/or any other initiatives as determined by the Board. **Future elaboration of scope of these initiatives is required and additional budgetary details will be required, prior to Committee or Board approval to proceed.**

In January 2021, the Board approved the Reserve Funds Policy, which indicates that CMRB Administration shall, in each budget year, determine a reserve fund minimum, below which reserve funds are not allowed to fall. The proposed budget respects the Reserve Policy of the CMRB. The Reserve Funds Policy can be found on the CMRB website [here](#).

2. Funding Summary

Funded Activity	Grant Total
2017/18 CMRB Start-up and Core Administration	\$2,070,000
	(\$1,500,000 + \$570,000 (CRP Surplus))
2019/20 CMRB Core Administration Costs	\$2,000,000
2020/21 CMRB Core Administration Costs	\$1,750,000
Total CMRB Core Administration Approved Funding	\$5,820,000
Future Estimated Funding	
2021/22 CMRB Core Administration Costs	\$1,500,000
	Submitted - subject to Approval
2022/23 CMRB Core Administration Costs	\$1,000,000
	Estimate - subject to Approval
2023/24 CMRB Core Administration Costs	\$1,000,000
	Estimate - subject to Approval

3. CMRB Account Balances at August 24, 2021

Current Account	~ \$418,000.00
GIC	~ \$1,293,000.00
Total	~ \$1,711,000.00

4. Recommendation

That the Board approve the proposed 2022 CMRB Budget.

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Consultant Budget Worksheet

2022 Potential Regional Initiatives

Below is a list of potential regional initiatives from the commitments of the Board-approved Growth and Servicing Plans, and based on input from the Board from the recent Board survey. High level, budgetary estimates were developed for the initiatives recognizing that much of the scope development requires elaboration.

It is important to note that these projects were used solely to inform the development of the budget and supporting the budget does not lock the Board in to proceeding with these projects.

The estimates presented here are for one year, multi-year projects are estimated to have a higher total cost. These estimates may change as a result but provide a basis for budgeting for the 2022 fiscal year. The total of the below projects is \$483,000 which will leave the incoming Board over \$117,000 of room in the Regional Initiatives budget line to pursue other areas of interest.

1. DEAL dataset Update \$75,000 – One year project

The Digitized Existing and Approved Land Use (DEAL) dataset was prepared by a consultant in 2020 on behalf of the CMRB using 2018 parcel data provided by AltaLIS and 2018 land use data were provided by CMRB member municipalities. Before beginning the implementation work (Chapter 4 of the Board-approved CMRB Growth Plan), this dataset must be updated to include the plans and land uses that have been approved beginning January 1, 2018. CMRB Administration will work with TAG and municipal experts as needed. The support of a consultant may be required to complete this task.

2. Placetype Monitoring \$75,000 – One year project

Growth Plan Section 2.5.1 *Regional Placetypes* highlights the importance of Placetypes to regional planning in the CMR. "Placetypes" are a key element of this regional planning process that "represent development forms, generally described by densities, land use mix, and connectivity, and are used to aid in regional analysis and policy development." Monitoring the change of placetype proportions and locations over time is an important aspect of Growth Plan Implementation. CMRB Administration will work with TAG and municipal experts to identify an approach to placetype identification/definition, developing a database of placetype locations in GIS, and creating a monitoring program to identify how the Growth Plan policies influence change in placetypes over time. A consultant may be required to support the development of a dataset and monitoring program.

3. KPI Definition \$35,000 – One year project

The CMRB Board has highlighted the importance of monitoring and

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measuring outcomes related to the implementation of the Growth Plan. CMRB Admin will work with TAG and municipal experts to develop a list of key performance indicators (KPIs) that will identify the effects of Growth Plan policies. In addition, work in this area will develop a protocol for how KPIs can be tracked and how often they must be reported to the Board for its information. This process will begin in 2022 and may require the support of a consultant.

4. Environmentally Sensitive Areas Database \$133,000 – Multi-year project

Chapter 3.3 of the Board-approved CMRB Growth Plan includes policies on regional Environmentally Sensitive Areas. Policy 3.3.2.4 states that “the CMRB shall compile the municipally identified Environmentally Sensitive Areas into a common database for the Region”. Building on the work of the ESA Background Study and direction from the Growth Plan, the objective of the initiative is to review existing information sources; develop a shared, consistent dataset of regionally significant ESAs; support the maintenance of a regional ESA database; and make recommendations about how the dataset will be used to inform regional ESA management.

5. Indigenous Engagement \$15,000 – One year project

Chapter 3 of the Board-approved CMRB Growth Plan includes policy 3.7.1.1 which states that “the CMRB will seek to build meaningful and mutually beneficial long-term relationships with Indigenous Nations and communities in and around the Region.”

At the direction of the Board, CMRB Administration hosted Indigenous Awareness workshops on June 3rd, 11th, and 18th, 2021. Since the final workshop, the Board has been exploring the next steps for engagement. Building relationships will take time. CMRB Administration is seeking approval from the Board to build on previous Indigenous engagement and to retain the assistance of Anne Harding going forward. This process will begin immediately and carry into 2022. This is anticipated to be an ongoing initiative.

6. Regional Economic Development \$100,000 – Multi-year project

The CMRB regulation mandates the CMRB to *promote the economic wellbeing and competitiveness of the Calgary Metropolitan Region*. Chapter 3.2 of the Board-approved CMRB Growth Plan includes policies to support the economic wellbeing of the Region. The CMRB Vision includes:

- The Calgary Metropolitan Region is a globally recognized economy, attracting the best and brightest in a variety of economic sectors to support regional prosperity and a high quality of life.
- The Calgary Metropolitan Region has a strong and coordinated approach to regional economic growth.
- The members of the region support each other and embrace that members share in regional prosperity.

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The economic development initiative will be further informed by the work of HATCH and additional direction from the Board following the Board meeting on September 10 and the final HATCH workshop session on September 17, 2021. This initiative is expected to be a multi-year initiative. This process will begin in 2022 and will require the support of consultant(s).

7. Watershed Protection \$50,000 – Multi-year project

As described in the vision elements of the Board-approved CMRB Growth Plan, the CMRB will “work together to ensure our scarce fresh water is shared in a way that meets the needs of our current and future residents and our ecosystem” (page 73). Section 3.4 of the Growth Plan includes policies on water stewardship, watershed protection, stormwater management and water efficiency to realize this vision element. A consultant would be engaged for the watershed protection and water stewardship initiative. The consultant would outline how regions elsewhere have addressed watershed protection and water stewardship, and would facilitate a group of sessions where municipal and CMRB administrations and the Board can develop a common understanding of the best path forward to advance this initiative at the regional scale. This proposed process represents a first step in a multi-year initiative.

	2020 Actual	2021 Budget	2021 Estimated	2022 Budget	2023 Forecast
REVENUE					
GoA Grant	\$ 1,750,000.00	\$ 1,500,000.00	\$ 1,500,000.00	\$ 1,000,000.00	\$ 1,000,000.00
Interest on GIC	\$ 25,617.15	\$ -	\$ -	\$ -	\$ -
Withdrawal from Reserves	\$ 700,000.00	\$ 650,000.00	\$ 170,000.00	\$ 937,000.00	\$ 937,000.00
TOTAL Revenue	\$ 2,475,617.15	\$ 2,150,000.00	\$ 1,670,000.00	\$ 1,937,000.00	\$ 1,937,000.00
EXPENDITURES					
CAPITAL EXPENSES					
Computers & Hardware	\$ -	\$ 6,000.00	\$ 1,000.00	\$ 6,000.00	\$ 6,000.00
Office Furniture	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 6,000.00
Phone/Internet Hardware	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00
TOTAL CAPITAL EXPENSES	\$ -	\$ 15,000.00	\$ 1,000.00	\$ 15,000.00	\$ 15,000.00
OPERATING EXPENSES					
STAFFING					
Salary	\$ 647,406.15	\$ 655,000.00	\$ 655,000.00	\$ 655,000.00	\$ 655,000.00
Benefits	\$ 110,993.73	\$ 117,000.00	\$ 117,000.00	\$ 124,000.00	\$ 124,000.00
Board Chair	\$ 87,198.80	\$ 140,000.00	\$ 113,000.00	\$ 110,000.00	\$ 110,000.00
TOTAL STAFFING	\$ 845,598.68	\$ 912,000.00	\$ 885,000.00	\$ 889,000.00	\$ 889,000.00
OFFICE LEASE	\$ 78,860.99	\$ 87,000.00	\$ 85,000.00	\$ 87,000.00	\$ 87,000.00
OFFICE OPERATION					
General Operating	\$ 35,487.30	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
Professional Fees	\$ 21,423.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
TOTAL OFFICE OPERATION	\$ 56,910.30	\$ 66,000.00	\$ 66,000.00	\$ 66,000.00	\$ 66,000.00
TRAVEL & STAFF DEVELOPMENT	\$ 4,009.80	\$ 35,000.00	\$ 8,000.00	\$ 30,000.00	\$ 30,000.00
MEETING					
Meeting Venue/Catering	\$ 10,770.42	\$ 55,000.00	\$ 20,000.00	\$ 40,000.00	\$ 40,000.00
Per Diem	\$ 43,989.44	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00
TOTAL MEETING	\$ 54,759.86	\$ 110,000.00	\$ 75,000.00	\$ 95,000.00	\$ 95,000.00
CONSULTANT					
Growth/ Servicing Plan	\$ 933,959.04	\$ 250,000.00	\$ 250,000.00	\$ -	\$ -
Regional Initiatives	\$ -	\$ 500,000.00	\$ 150,000.00	\$ 600,000.00	\$ 600,000.00
REF Consultants	\$ 44,321.85	\$ 100,000.00	\$ 75,000.00	\$ 80,000.00	\$ 80,000.00
TOTAL CONSULTANT	\$ 978,280.89	\$ 850,000.00	\$ 475,000.00	\$ 680,000.00	\$ 680,000.00
CONTINGENCY	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
TOTAL EXPENDITURE	\$ 2,018,420.52	\$ 2,150,000.00	\$ 1,670,000.00	\$ 1,937,000.00	\$ 1,937,000.00
Reserves at Year End	\$ 2,700,000.00	N/A	\$ 2,530,000.00	\$ 1,593,000.00	\$ 656,000.00

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Agenda Item	9
Submitted to	Board
Purpose	For Decision
Subject	Policy on Closed Sessions
Meeting Date	September 10, 2021
<i>That the Board approve the Policy on Closed Sessions.</i>	
<p>Background</p> <ul style="list-style-type: none"> • The CMRB Regulation grants the Board the authority to create internal governance policies and processes. • The CMRB must conduct all business in public unless the matter to be discussed meets the criteria for a closed session as defined in Sections 16 through 29 of the <i>Freedom of Information and Protection of Privacy Act (FOIP)</i>. • The CMRB currently does not have a policy on who may participate in closed session discussions. • This policy is intended to give greater clarity on this issue. • The Governance Committee reviewed the proposed Policy on Closed Sessions at the May 13, 2021 meeting and recommended approval to the Board with the following changes, which have been made in the version attached: <ul style="list-style-type: none"> ○ add sub bullet in Section 3(f) Chief Administrative Officers, or their designate; ○ clarify in Section 5 that one of the Representatives, or their designate may speak; ○ add to Section 5 that others may participate at the discretion of the Chair ○ add to Section 6 that the topic of the CMRB closed session may be shared with member municipality councils in a closed session of a member municipality council meeting; and ○ add to Section 7 that recording be prohibited for the duration of the closed session; ○ confirm that there is no conflict with other Board policies. 	
<p>Attachments</p> <ul style="list-style-type: none"> • Proposed Policy on Closed Sessions 	

1. Introduction

As the CMRB matures as an organization, further policies are required to give clarity on how the Board conducts business. Per the direction of Governance Committee, CMRB Administration has confirmed that the proposed Policy on Closed Sessions does not conflict with existing policies of the Board.

2. Recommendation

That the Board approve the proposed Policy on Closed Sessions.

Policy on Closed Sessions

Policy Purpose

This policy is intended to define when a closed session may be called, and who may participate in a closed session.

Scope

This policy applies to CMRB Board and Committee meetings.

Policy

1. The CMRB must conduct all business in public unless the matter to be discussed meets the criteria for a closed session as defined in Sections 16 through 29 of the *Freedom of Information and Protection of Privacy (FOIP) Act*.
2. Participants in a closed session shall include:
 - a. All CMRB Representatives, as defined in the *Calgary Metropolitan Board Regulation* Sections 2(2) through 2(6);
 - i. For clarity, this includes the chief elected representative of each participating municipality and each designate assigned to either the Board or one or more Committees.
 - b. The Chair of the Board, unless the Chair of the Board is the topic of discussion for the closed session, or the Representatives vote to exclude the chair using the voting procedure in Clause 4 of this policy;

- c. In the absence of the Chair, the Vice Chair of the Board or Committee shall preside over the closed session.
3. Participants in a closed session may include:
 - a. The CMRB Chief Officer;
 - b. The designated representative of the Government of Alberta;
 - c. Additional CMRB staff;
 - d. Professional resources (eg. legal counsel, auditors, etc.);
 - e. Other individuals as requested by the CMRB Board or Committee
 - f. Chief Administrative Officers, or their designate;
4. The voting structure in place for the Board or Committee shall be used to resolve any dispute about the participation of any persons listed in Clause 3 above.
 - a. For further clarity, this means the voting structure defined in Section 5 of the *Calgary Metropolitan Region Board Regulation* applies to Board meetings, and a simple majority applies to Committee meetings.
5. One Representative of each participating municipality, or their designate, shall be allowed to speak in a closed session. Any additional Representatives are permitted to attend as observers only. Others may participate at the discretion of the Chair.
6. The topic of the CMRB closed session may be shared with member municipality councils in a closed session of a member municipality council meeting.
7. Recording is prohibited for the duration of the closed session.

Agenda Item	10
Submitted to	Board
Purpose	For Decision
Subject	Indigenous Awareness Workshop Follow-up
Meeting Date	September 10, 2021

Motion that:

a) The Board direct the Chair and Chief Officer to work with Indigenous Nations and communities to determine how they would like to engage with the CMRB and report back to the Board with a progress update and a multi-year engagement plan in Q1 2022.

b) The Board authorize Administration to retain Anne Harding to assist in the engagement efforts of the CMRB and that this contract does not exceed \$15,000.

Summary

- At the direction of the Board, CMRB Administration hosted Indigenous Awareness workshops on June 3rd, 11th, and 18th, 2021. Part of the discussion at the final workshop was to begin exploring next steps for engagement.
- A clear point of agreement is that the Board is committed to building relationships with Indigenous stakeholders and that building these relationships will take time.
- On June 25, 2021, CMRB Administration circulated a survey to seek input from member municipalities on future work of the Board. This survey also solicited feedback from member municipalities on the path forward for engaging with Indigenous Nations and communities.
- Feedback from members fell into two broad categories:
 - Work with Indigenous representatives to determine how they would like to engage with the CMRB and;
 - Work with Indigenous representatives on specific projects as mutual interests are identified.
- CMRB Administration proposes to undertake both the above initiatives. Administration currently has authority to engage with interested parties on specific projects via the Stakeholder Engagement policy.

Administration is seeking approval from the Board to build on previous engagement and to retain the assistance of Anne Harding going forward.

Attachments

- [CMRB Policy on External Stakeholder Participation in CMRB Initiatives](#)

1. Introduction

The mandate of the Calgary Metropolitan Region Board (CMRB) is laid out in the *Calgary Metropolitan Region Board Regulation*, as below:

3(1) The Board shall

- (a) strive towards consensus regarding matters before the Board,
- (b) promote the long-term sustainability of the Calgary Metropolitan Region,
- (c) ensure environmentally responsible land-use planning, growth management and efficient use of land,
- (d) develop policies regarding the coordination of regional infrastructure investment and service delivery,
- (e) promote the economic well-being and competitiveness of the Calgary Metropolitan Region,
- (f) develop policies outlining how the Board shall engage the public on the Growth Plan and the Servicing Plan, and
- (g) be limited in its mandate and role to those powers given to the Board under the Act and this Regulation.

The Regulation allows for a great deal of flexibility for the Board to direct Administration to undertake work which will benefit the members and citizens of the Calgary Metropolitan Region.

During the development of the Plans, the Board created and approved the Regional Vision:

"Building on thousands of years of history, we welcome everyone to join us in living happy, healthy and prosperous lives in a spectacular natural environment. We are a world leading Region built on hard work, resilience, helping others and a deep respect for nature. We use our land wisely, share our services and care for our wildlife, air and water. We grow together."

2. Background

At the September 18, 2020 meeting of the Board, a series of Indigenous Awareness workshops were approved. These three workshops were held on June 3rd, 11th & 18th.

The objective of the workshops was to build awareness and understanding about Indigenous Peoples' history and experiences, specifically related to those communities within, and adjacent to, the Calgary Metropolitan Region.

Several options for next steps on how to strengthen relationships with Indigenous Nations and communities were put forward at the June 18th workshop. Some of the ideas briefly discussed on June 18th included exploring if the Indigenous Nations and communities would be interested in being engaged through:

- Signing a memorandum of understanding with Indigenous Nations in the CMR.
- Creating an advisory panel through which representatives of Indigenous Nations and communities could provide meaningful input on CMRB initiatives.
- Offer representatives of Indigenous Nations a seat on the Board; and
- Engage with Indigenous Nations and communities on specific projects of interest.

On June 25, 2021, CMRB Administration circulated a survey to give CMRB Administration a sense of how member municipalities would like to proceed with engaging Indigenous Nations and communities.

Feedback from members fell into two broad categories:

- Work with Indigenous representatives to determine how they would like to engage with the CMRB and;
- Work with Indigenous representatives on specific projects as mutual interests are identified.

These categories are complimentary and need to be built on strong relationships.

3. Recommendation

Motion that:

- a) The Board direct the Chair and Chief Officer to work with Indigenous Nations and communities to determine how they would like to engage with the CMRB and report back to the Board with a progress update and a multi-year engagement plan in Q1 2022.
- b) The Board authorize Administration to retain Anne Harding to assist in the engagement efforts of the CMRB, and that this contract does not exceed \$15,000.

Agenda Item	11
Submitted to	Board
Purpose	For Decision
Subject	Appointment of Auditor for the CMRB
Meeting Date	September 10, 2021
<p><i>That the Board approve the extension of the audit contract with AVAIL LLP Chartered Professional Accountants for three years, ending after audit 2023 is complete.</i></p>	
<p>Background</p> <ul style="list-style-type: none"> • Audited financial statements are required as part of the annual report which the CMRB is mandated to provide to the Minister of Municipal Affairs. • Avail LLP has provided Audit services to the CMRB for three years. They provide efficient, cost-effective service. • In discussions with Avail LLP, the terms of the contract, and the fee, will remain the same. • The additional service contained in the proposal is a required LAPP audit. • On September 2, 2021, the Governance Committee recommended to the Board approval of the extension of the audit contract. 	
<p>Attachments</p> <ul style="list-style-type: none"> • Proposal from Avail LLP Chartered Professional Accountants 	

Recommendation

That the Board approve the extension of the audit contract with AVAIL LLP Chartered Professional Accountants for three years, ending after audit 2023 is complete.

Proposal for external audit and related services for:
CALGARY METROPOLITAN REGION BOARD
for the years ending December 31, 2021 to 2023

Attention: Board of Directors
c/o: Jordon Copping
Chief Officer

Submitted by: Calvin Scott, CPA, CA, AMSF
Partner
calvin.scott@availcpa.com

Avail CPA
100, 530 8 Street South
Lethbridge, AB T1J 2J8
(403) 382-6800
availcpa.com

August 24, 2021



Agenda Item 11i

August 24, 2021

Jordon Copping
Chief Officer
Calgary Metropolitan Region Board
Suite 305, 602 – 11th Street Southwest
Calgary, Alberta T2R 1J8

Dear Jordon,

As our agreed-upon audit term is coming to an end, I would like the opportunity to submit a short proposal. Our team has thoroughly enjoyed working with the Board. If there was anything during the term of our engagement that could be improved, we would appreciate hearing any feedback to create an even better process moving forward.

Included in this proposal are distinguishing factors that show how Avail's audit is unmatched in the industry. Also included are additional services that Avail has to offer that could benefit the Board.

Local firm with national-level capabilities. As a firm local to southern Alberta, we pride ourselves on having an unrivaled knowledge of the regions business landscape. Our membership with RSM Canada Alliance extends our professional network across all of Canada, allowing for the same resources as a national firm.

The experience you are looking for. The team members chosen for your audit were specifically selected based on a high degree of familiarity with municipal audits, the satisfaction from our current audit clients, and their outstanding communication and collaborative workstyle. We are confident that we will provide the best audit experience for you.

We are timely. Our risk-based audit approach includes interim testing and is backed by the latest software, reducing time required on-site.

We approach audits differently. Every Avail audit is focused on the following principles: minimal disruption to your operations, continuity of the audit team from year-to-year, finding value added opportunities beyond compliance, meeting deadlines, and being available to you year-round.

If you have any questions about the audit or this proposal, please don't hesitate to contact me.

Thank you sincerely,



Calvin Scott, CPA, CA, AMSF
Partner
Avail CPA

Thank you


We are pleased to provide our proposal for audit and related services for the Calgary Metropolitan Region Board (“the Board”) once again. We have provided audit and related services to your Board in the past and are confident we will continue to provide an unrivaled audit experience for you. We have developed a detailed knowledge of the operations and requirements of your organization, as well as a thorough understanding of the related audit and accounting requirements.

Executive summary

We understand the specific services and needs required for your audit including:

- Annual review of the accounting systems and internal controls of the Board;
- Annual audit of the financial statements in accordance with Canadian accounting standards;
- Preparation of the financial statements for the Board in accordance with Canadian public sector accounting standards;
- Preparation of a management letter including our observations related to any internal control weakness identified and suggestions for improvement;
- Annual audit of the Local Authorities Pension Plan (LAPP);
- Discussions relating to audit, financial, and other routine accounting matters as requested during the year;
- Virtual attendance at a Board/Committee meetings to present the results of the audit, the auditors' report, the financial statements, and management letter issues;

We propose a total fee of **\$11,500** for 2021 for the services identified above. For subsequent years, please refer to Appendix A. Any extra services, such as accounting assistance or preparation of working papers or statements, would be billed separately according to the nature of the work performed and would be discussed and agreed upon prior to the engagement.



All fees billed by Avail contain the following guarantee:

“If you do not feel you have received fair value, contact us within 15 days of receiving this invoice to review the services and fees, and we will refund any portion of our fee you suggest.

And we guarantee to do so with a smile!”



About us

What Avail is all about

Avail is a unique CPA firm in that we have been providing not-for-profit and public sector audit and related services in Southern Alberta for over 85 years. We are locally owned with 13 partners and over 100 team members among our various offices.

We are proud of our heritage as the largest independent CPA firm in Southern Alberta. To maintain our independence yet still obtain the advantages of a large network of firms, we are members of the RSM Canada Alliance. This organization consists of many accounting firms throughout North America and we use our combined strength to provide clients the same scope as a national firm.

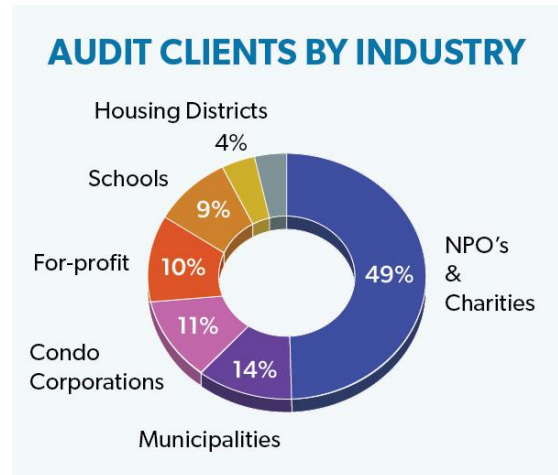
Our audit practice represents over 15,000 hours annually providing substantial opportunity for the development of our audit team members. We provide services in all core areas and have developed specialties in the areas of board governance, internal controls, organizational policies and procedures, IT, virtual accounting, business advisory, human resources, and taxation.

The relationship between the auditor and the Board is important to us. We feel that by acting in partnership with our clients, we can create value which goes beyond the standard audit.

Keeping current

The area of not-for-profit reporting is complex. Often management needs someone with whom they can discuss changes in reporting requirements. The team at Avail must also keep current to provide value to our clients and timely answers to your questions. We do this through participation in accredited courses, thorough training of team members ahead of the audit and instruction for new team members during the audit.

The Avail municipal audit team meets throughout the year to discuss changes in reporting and other audit matters. Additionally, an internal course is provided to audit team members to ensure that all are familiar with common issues and problems. These team members regularly communicate with one another during the audits so they can learn from the experiences of each audit.



The audit approach

As a client of Avail, you have a good understanding of our approach. We will continue to meet as necessary to discuss the financial statements, the management letter and the post audit letter and answer any questions related to the audit process.

We rely on an extensive understanding of your operations throughout all levels of the Board (including the board of directors), identify risks related to the financial statements and designing audit procedures to address each risk. We focus our audit work on areas that have a higher risk of being materially misstated.

After the completion of the audit, we will once again meet to review the audit process, the financial statements and provide you with the following:

- audited consolidated financial statements
- financial information return
- management letter
- post-audit letter

Routine discussions and advice

To ensure that we are available on a continuous basis, we encourage management to seek our advice for routine accounting matters throughout the year. Generally, this advice can be provided by a quick phone call or conversation. There is no additional fee for such routine advice. Assistance provided during the year that is not routine to an audit, will be discussed prior and billed separately.



Delivery dates

Tentative list of delivery dates for the 2021 audit, subject to management input and approval:

Item	Deadline
Draft trial balance and general ledger provided to auditor	February 1, 2022
Complete set of year-end working papers provided to auditor	February 7, 2022
Audit field work commences	February 14, 2022
Completion of audit field work	February 16, 2022
Draft financial statements and notes to management	February 28, 2022
Financial statements and management letter discussed with management	March 7, 2022
Presentation to the audit committee	March 15, 2022
Presentation to the board	April 15, 2022

The audit schedule shall be completed jointly with cooperation of the Board staff each year and approved by audit committee, as necessary. Throughout the audit process, management will receive regular email, phone or virtual communication from our team informing you of our audit progress.

Other items

Contingency arrangements

Depending on the current state of the COVID-19 pandemic, it may be necessary to make contingency arrangements such as performing more of the audit work remotely and/or scheduling alternate team members where necessary. Due to the size of our firm and the number of experienced team members we have at each level, we will be able to adapt to the situation as necessary to meet your requirements. We have already adjusted our audit practices significantly since the start of the pandemic last March and will continue to adapt as the situation changes. Our ability to perform virtual auditing is limited only by the willingness and ability of our clients to provide digital or electronic accounting records in an acceptable format.

Appendix A – Investment and fees

We anticipate that we would invest approximately 75 hours per year for planning and carrying out the audit, documenting your systems, completing the management letter, meeting with management and the Board and providing other routine assistance related to the audit.

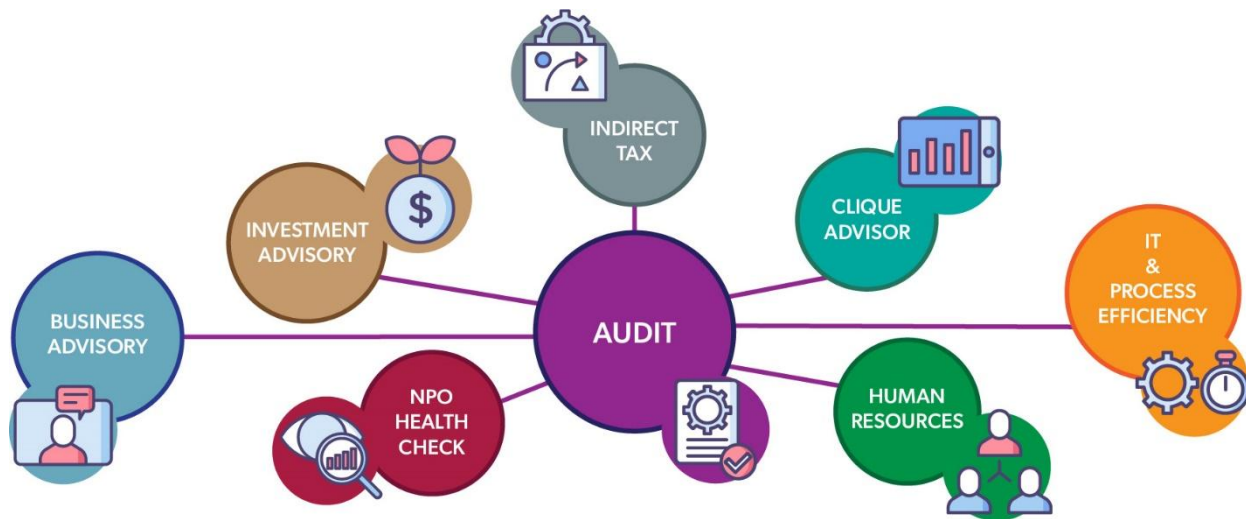
AUDIT SERVICES AND FEES				
		2021	2022	2023
Primary audit	<ul style="list-style-type: none"> Audit of books and records Audit of financial statements Audit of the financial information return Preparation of management letter Presentation at a meeting with management and/or members of Board 	\$10,000	\$10,000	\$10,000
LAPP	<ul style="list-style-type: none"> Audit of the Local Authorities Pension Plan and preparation of the auditor's report 	\$1,500	\$1,500	\$1,500
Discussions and advice relating to the audit or other routine financial matters		included	included	included
TOTAL:		\$11,500	\$11,500	\$11,500

The above does not include additional meetings with Board (in-person or virtual), reconciliation or adjustment of general ledger accounts, or the preparation of working papers. Beyond the term indicated above, this agreement will automatically renew on an annual basis. We anticipate that our fees beyond the three-year engagement will increase by a cost of living factor. We will provide a commitment that our audit fees will not increase by more than 5% unless the scope of the audit or services provided change. Should the nature of the audit or requirements change, we will provide an estimate of any adjustment for your consideration. There are no additional costs related to administrative or out of pocket costs.

Proposed hourly rates excluding GST are as follows:

POSITION TITLE	RATE PER HOUR (IN CAD \$)
Partner	\$325
Manager	\$210
CPA	\$170
CPA Candidate	\$110
Administration	\$90

Appendix B – Additional services



At Avail, we take a unique approach to servicing our clients by providing a positively different experience. We continually work on our systems and techniques to create audit efficiencies, which allow us to spend less time at your location performing audit work.

Our quick turnaround time and fee guarantee allows the Board to have the highest quality product, received on time and before the deadline, while ensuring that you have received fair value for your dollar.

Beyond the audit, our team provides a wide array of additional offerings to help your organization be the best it can be.

Business Advisory

Just like top athletes need coaches to win a championship, organizations can use a trusted advisor to get beyond a plateau. Having an experienced outside advisor will help your team implement its vision, strategy, and improvement plans. The advisory team can provide executive coaching, leadership training, strategic planning, management facilitation, and problem solving advisory.

A popular advisory service is our NPO succession planning, which ensures the organization continues operating smoothly in the event a key individual leaves your organization.

Indirect Tax

Our tax team invests significant time staying up to date with both current and complex GST provisions. Should the need arise, this team will ensure your Board is compliant with the Excise Tax Act and can advise on the best business decisions affecting any GST issues that may arise for the Board.



NPO Health Check

The members of our Avail NPO insight team apply their extensive experience to assist not-for-profit clients with a top to bottom review of their organization. This helps identify opportunities for improvement and ensures the organization is operating at their full potential.

The Health Check comprises a complete review of operations including internal controls, policies and procedures, Board reporting, IT and HR systems, and ensures your organization is in line with industry best practices.

Human Resources

Our Chartered Professionals in Human Resources (CPHR) assists and focuses employers through every step of the employee lifecycle (policy creation/review, hiring, firing, retention, recruitment, compensation, etc.). Let our CPHR advisor create a productive and rewarding workplace with increased job satisfaction, production, and profits.

IT and Process Efficiency

Our passion lies in using technology to eliminate the painful parts of accounting and finance for everyone. We have teams dedicated to ensuring your organization is operating at its most efficient levels with process improvements and automation throughout your organization. This team will also assist in reviewing and assessing your current IT environment to help ensure your organization is safe and protected from IT threats.

Investment Advisory

Our in house Certified Financial Planner can help with an independent review of the Board's current investments and investment policies. We can also review and provide options for employee benefit plans, health spending plans, and employee life insurance options so you can be confident your employees are receiving the best of care.

Clique Advisor

At Avail, we're thrilled to bring you 'CliQue Advisor' – the exciting new software that helps your organization monitor and improve its financial wellness. CliQue Advisor helps clients become proactive in achieving their financial goals by monitoring and alerting you of opportunities. This allows the advisor to monitor progress and assist where needed.

Complimentary introductory meetings are available with each of the service lines to help identify and assess your needs. Any additional engagements would be billed separately. References for any service lines are available upon request.

Here's to
continuing
something
wonderful.

