

Calgary Metropolitan Region Board Agenda

November 18, 2022, 9:30-2:30

Cochrane RancheHouse, Council Chambers

101 RancheHouse Road, Cochrane

Meetings are recorded & live-streamed

- | | | | |
|---|---------------|-------------------|-----------|
| 1. Call to Order & Land Acknowledgment | | Clark | |
| 2. Opening Remarks | | Clark | |
| 3. Adoption of Agenda | | All | |
| <i>For Decision: Motion to adopt and/or revise the Agenda</i> | | | |
| 4. Consent Agenda: | (Attachments) | Clark/
Copping | |
| <i>For Approval: Motion to approve the Consent Agenda</i> | | | |
| A. Approval of Minutes September 16, 2022 | 3 | | |
| <i>Motion to approve the Minutes</i> | | | |
| B. Q3 Actuals | 7 | | |
| <i>Motion to review and receive for information the Q3 Actuals</i> | | | |
| C. Board Strategic Initiatives Update | 9 | | |
| <i>Motion to receive for information</i> | | | |
| 5. Challenge to REF Application 2022-08: Foothills County | | Copping | 12 |
| Foothills Crossing ASP | (Attachment) | | |
| <i>For Decision: Motion that the Board approve REF Application 2022-08 Foothills County Foothills Crossing ASP</i> | | | |
| 6. REF Interpretation Guide | (Attachment) | Tipman | 30 |
| <i>For Decision: Motion that the Board approve the Regional Evaluation Framework Interpretation Guide</i> | | | |
| 7. Budget 2023 | (Attachment) | Copping | 59 |
| <i>For Decision: Motion that:</i> | | | |
| <i>A) the Board approve the 2022 Cost of Living Allowance Salary Increase</i> | | | |
| <i>B) the Board approve the 2023 CMRB Budget</i> | | | |
| 8. Meet with Metis Nation of Alberta Region 3 | (Verbal) | Gervais | |

Closed Session pursuant to Sections 17 & 29 of FOIP

9. Chair’s Contract (Attachment) Clark
Return to Public Session **Circulated separately to Board only**
10. Roundtable All
11. Next Meeting: Board Strategic Session - Friday January 20, 2023
12. Adjournment

UPCOMING MEETINGS:

Board Meeting – Strategic Session	Friday January 20, 2023 @ 9:30 AM	Royal Hotel
Land Use & Servicing Committee	Thursday December 1, 2022 @ 9:00 AM	GoTo Meeting
Governance Committee	Friday April 14, 2023 @ 9:00 AM	GoTo Meeting

The Calgary Metropolitan Region is honored to be in the traditional territory of the Siksika, Kainai, and Piikani Nations of the Blackfoot Confederacy; the Tsuut’ina Nation; the Bearspaw, Chiniki, and Wesley Nations of the Stoney Nakoda; and the home of Métis Nation of Alberta Region 3.

In the spirit of truth and reconciliation the CMRB is actively working to build meaningful and mutually beneficial long-term relationships with Indigenous Nations and communities in and around the Region.

Delegates in Attendance

Mayor Peter Brown – City of Airdrie
Councillor Gian-Carlo Carra – City of Calgary
Mayor Jeff Colvin – City of Chestermere
Mayor Jeff Genung – Town of Cochrane (Vice Chair)
Deputy Reeve Rob Siewert – Foothills County
Mayor Craig Snodgrass – High River
Mayor Tanya Thorn - Town of Okotoks
Councillor Kevin Hanson – Rocky View County

CMRB Administration:

Greg Clark, Chair
Jordon Copping, Chief Officer
Liisa Tipman, Director of Regional Planning
Jaime Graves, Director of Regional Projects
Shelley Armeneau, Office Manager
JP Leclair, GIS & Data Lead

1. Call to Order, Land Acknowledgment & Opening Comments

Called to order at 9:30 AM, Mayor Genung provided a land acknowledgment. Chair Clark updated the Board that he has completed one-on-one meetings with 7 of the 8 members. Update presentations to council on the approved Growth & Servicing Plan are being scheduled next. Chair Clark advised that Chief Officer Jordon Copping and himself are attending RMA in November. Finally, he noted that Ann Laing from the Government of Alberta was listening virtually to the meeting.

2. Approval of Agenda

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

M 2022-45

Motion: That the Board add a closed session item pursuant to Sections 25 & 29 of FOIP to discuss the Chair's contract as a new agenda item #11 after the roundtable.

Motion carried unanimously.

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

M 2022-46

Motion: That the Board approve the agenda as amended.

Motion carried unanimously.

3. Review and Approve Minutes

M 2022-47

Moved by Mayor Brown **Seconded by** Councillor Hanson, accepted by Chair.

Motion: That the Board approve the Minutes of the July 22, 2022 meeting.

Motion carried unanimously.

4. Scoping the Water Roadmap Update Project Charter

The majority of members agreed water in the Calgary Region is a critical, urgent issue. Suggestions were made to expand the scope of the Water Roadmap to identify additional regional solutions. One member thought enough studies have already been done and felt the project definition document was too open-ended and lacked focus. Most of the group agreed that the support of a subject matter expert would help to answer questions highlighted at this meeting, clarify the goals, direction and purpose of the Water Road Map and scope out next steps. Jordon Copping indicated that Section 3.4 of the Growth Plan commits CMRB to do this type of work.

M 2022-48

Moved by Councillor Carra **Seconded by** Councillor Hanson, accepted by Chair.

Motion: That the Board approve the project charter for Scoping the Water Road Map Update strategic initiative.

Motion carried.

5. Scoping the Regional Transportation and Transit Master Plan Project Charter

In discussion of this item a member highlighted goods movement and asked that balancing of logistics be included in the scoping. In response to a question about how this work fits into rural areas, it was noted with the increase in our region's population over time, priorities need to be established to make connections at a regional scale, including plans to ensure transportation corridors are protected. In addition, forecasting to keep roadways from being clogged will secure the flow of goods movement in the future. The possibility of applying for grant funding was also discussed.

M 2022-49

Moved by Councillor Hanson **Seconded by** Mayor Genung, accepted by Chair.

Motion: That the Board approve the project charter for Scoping the Regional Transportation and Transit Master Plan strategic initiative.

Motion carried. Recorded vote requested.

In Favour: Airdrie, Calgary, Chestermere, Cochrane, High River, Okotoks, Rocky View.

Opposed: Foothills.

6. Q2 Actuals

M 2022-50

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

Motion: That the Board review and receive for information the 2022 Q2 Actuals.

Motion carried unanimously.

7. Consent Agenda Structure

Moved by Councillor Carra, **Seconded by** Mayor Brown, accepted by Chair.

M2022-51

Motion: That the Board adopt a consent agenda structure for future meetings of the Board.

Motion carried unanimously.

8. CMRB Core Funding

The Board discussed the Government of Alberta's plans to decrease funding to both the CMRB and EMRB on a go forward basis. A member asked whether submitting a joint letter with EMRB with a unified position might be more favorably received by the Government. One member thought that, although the Government mandates the CMRB to be in existence, members should fund it themselves, and in fact the Government should lower our funding. The rest of the Board did not agree.

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

M2022-52

Motion: That the Board direct Administration to send a letter to the Minister of Municipal Affairs requesting that annual funding be increased to \$1.5 million.

Motion carried.

9. Proposed 2023 Board & Committee Dates

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

M2022-53

Motion: That the Board approve the proposed 2023 Board & Committee dates.

Motion carried unanimously.

10. Roundtable

The Board discussed the following topics:

- A member suggested future Board meetings be hosted by member municipalities. This would provide each member an opportunity to showcase their municipality. Chair Clark directed CMRB Administration to explore this possibility.
- The Board discussed a presentation given by the Friends of Calgary Airport Banff Rail (CABR) at the last Land Use & Servicing Committee. Mayor Genung provided some context to his proposed motion at that meeting to provide a letter of support to CABR. It was noted that other groups are doing similar projects in the region and that presentations from them should also be heard prior to taking any position on the subject. In addition, it was suggested someone from Alberta Transportation attend a meeting to provide their priorities. Some members felt supporting the CABR project could

jeopardize other projects in their own communities, especially if there are a limited amount of resources from the Government of Alberta. Another member suggested this item be put on an upcoming agenda as a regular item, and not be discussed under roundtable. A strategic session on this topic was proposed. Jordon Copping suggested the Regional Transportation Transit Master Plan be initiated first. Chair Clark noted that the CMRB Administration Team would take the comments from this meeting and consider next steps.

- On September 10 Mayor Brown attended the Okotoks park dedication in Bill Robertson's honour and expressed thanks to Mayor Thorn and Bill's Family for such a beautiful event and testament to his legacy.

Moved into Closed Session @ 12:11 PM

Return to Public Session @ 12:25

11. CMRB Chair Contract

Motion Arising:

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

Motion: That the Board authorize the Vice Chair to proceed with discussions as per in-camera direction.

Motion carried unanimously.

12. Next Meeting

Friday November 18, 2022 @ 9:30 AM.

13. Adjournment at 12:29 PM.

M2022-54

Greg Clark, Chair

Agenda Item	4B
Submitted to	Board
Purpose	For Information
Subject	CMRB 2022 Q3 Actuals
Meeting Date	November 18, 2022
<i>Motion that the Board review and receive for information the 2022 Q3 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. • The Governance Committee met on October 28, 2022 and recommended the Board review and receive for information the Q2 Actuals. 	
<p>Attachments</p> <ul style="list-style-type: none"> • Q3 Actuals 	

Introduction

CMRB Administration has compiled the Q3 Actuals. At the October 28, 2022 meeting the Governance Committee recommended the Board review and receive for information the Q3 Actuals.

Recommendation

That the Board review and receive for information the 2022 Q3 Actuals.

	2022 Budget	2022 Q3 Budget	2022 Q3 Actuals	Q3 Variance	YTD Budget	YTD Actual	YTD Variance
REVENUE							
GoA Grant	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00	\$1,000,000.00	\$0.00
Interest on GIC	\$0.00	\$0.00	\$1,183.14	\$1,183.14	\$0.00	\$1,183.14	\$1,183.14
Withdrawal from Reserves	\$937,000.00	\$200,000.00	\$0.00	-\$200,000.00	\$767,000.00	\$580,291.97	-\$186,708.03
TOTAL Revenue	\$1,937,000.00	\$1,200,000.00	\$1,001,183.14	-\$198,816.86	\$1,767,000.00	\$1,581,475.11	-\$185,524.89
EXPENDITURES							
CAPITAL EXPENSES							
Computers & Hardware	\$6,000.00	\$1,500.00	\$0.00	\$1,500.00	\$4,500.00	\$0.00	\$4,500.00
Office Furniture	\$6,000.00	\$1,500.00	\$0.00	\$1,500.00	\$4,500.00	\$0.00	\$4,500.00
Phone/Internet Hardware	\$3,000.00	\$750.00	\$0.00	\$750.00	\$2,250.00	\$0.00	\$2,250.00
TOTAL CAPITAL EXPENSES	\$15,000.00	\$3,750.00	\$0.00	\$3,750.00	\$11,250.00	\$0.00	\$11,250.00
OPERATING EXPENSES							
STAFFING COSTS							
Salary	\$655,000.00	\$161,000.00	\$161,145.25	-\$145.25	\$494,000.00	\$498,868.06	-\$4,868.06
Health	\$38,000.00	\$9,500.00	\$10,506.96	-\$1,006.96	\$28,500.00	\$24,516.25	\$3,983.75
Retirement	\$83,000.00	\$20,750.00	\$14,858.43	\$5,891.57	\$62,250.00	\$45,309.69	\$16,940.31
Phone	\$3,000.00	\$750.00	\$750.00	\$0.00	\$2,250.00	\$2,250.00	\$0.00
Benefits	\$124,000.00	\$31,000.00	\$26,115.39	\$4,884.61	\$93,000.00	\$72,075.94	\$20,924.06
Board Chair	\$110,000.00	\$27,500.00	\$27,634.00	-\$134.00	\$82,500.00	\$82,354.49	\$145.51
TOTAL STAFFING COSTS	\$889,000.00	\$219,500.00	\$214,894.64	\$4,605.36	\$669,500.00	\$653,298.49	\$16,201.51
OFFICE LEASE	\$87,000.00	\$21,750.00	\$19,732.05	\$2,017.95	\$65,250.00	\$58,522.40	\$6,727.60
OFFICE OPERATING COST							
General Operating Costs	\$36,000.00	\$9,000.00	\$5,062.24	\$3,937.76	\$27,000.00	\$26,976.05	\$23.95
Professional Fees	\$30,000.00	\$7,500.00	\$1,793.75	\$5,706.25	\$22,500.00	\$13,171.25	\$9,328.75
TOTAL OFFICE OPERATION COSTS	\$66,000.00	\$16,500.00	\$6,855.99	\$9,644.01	\$49,500.00	\$40,147.30	\$9,352.70
TRAVEL COSTS	\$30,000.00	\$7,500.00	\$400.24	\$7,099.76	\$22,500.00	\$442.47	\$22,057.53
MEETING COSTS							
Meeting Venue/Catering	\$40,000.00	\$10,000.00	\$7,591.07	\$2,408.93	\$30,000.00	\$11,624.69	\$18,375.31
Per Diem	\$55,000.00	\$13,750.00	\$6,355.41	\$7,394.59	\$41,250.00	\$10,654.37	\$30,595.63
TOTAL MEETING COSTS	\$95,000.00	\$23,750.00	\$13,946.48	\$9,803.52	\$71,250.00	\$22,279.06	\$48,970.94
CONSULTANT COSTS							
Growth/ Servicing Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Regional Initiatives	\$600,000.00	\$150,000.00	\$7,163.47	\$142,836.53	\$450,000.00	\$62,424.63	\$387,575.37
REF Consultants	\$80,000.00	\$20,000.00	\$6,908.50	\$13,091.50	\$60,000.00	\$13,078.99	\$46,921.01
TOTAL CONSULTANT COSTS	\$680,000.00	\$170,000.00	\$14,071.97	\$155,928.03	\$510,000.00	\$75,503.62	\$434,496.38
CONTINGENCY	\$75,000.00	\$18,750.00	\$417.69	\$18,332.31	\$56,250.00	\$417.69	\$55,832.31
TOTAL EXPENDITURE	\$1,937,000.00	\$481,500.00	\$270,319.06	\$211,180.94	\$1,455,500.00	\$850,611.03	\$604,888.97

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- NOTES
1. The ACP Grant was received from the GoA in Q3
 2. In year withdrawals from reserves are higher than overall reserve draw down because of timing of GoA grant.
 3. Salary was budgeted before CPP and EI numbers were released. Staffing costs will be within original budget.
 4. CMRB accounts are calculated on a cash basis. Extra paymen in the quarter. Costs will be within budget.
 5. Any costs related to the Growth and Servicing Plan finalization are billed to Contingency
 6. Under budget due to delay in beginning some Regional Initiative work

Agenda Item 4Bi

Agenda Item	4C
Submitted to	Board
Purpose	For Information
Subject	Board Initiatives Progress Update
Meeting Date	November 18, 2022
<i>Motion that the Committee receive for information a progress update on Board initiatives.</i>	
<p>Summary</p> <ul style="list-style-type: none"> • Following the Minister’s approval of the Growth Plan and Regional Evaluation Framework (REF) and the filing of the Servicing Plan by the Minister, CMRB has begun implementation of REF and the Growth and Servicing Plans. • Earlier in 2022, the CMRB confirmed five strategic initiatives for focus over the coming year. They are: <ul style="list-style-type: none"> ○ Phase 2 of Indigenous Relations ○ Regional Economic Development ○ Environmentally Sensitive Areas Database ○ Scoping the Regional Transportation and Transit Master Plan ○ Scoping the Water Roadmap Update • The purpose of this agenda item is to update the Land Use and Servicing Committee on the progress of these 5 initiatives and other pertinent projects. 	
<p>Attachments</p> <ul style="list-style-type: none"> • Table 1: 2022 Board Initiative Update 	

1. Recommendation

That the Board receive for information a progress update on Board initiatives.

Table 1: 2022 Board Initiatives Update

CMRB Initiative	Phase(s) *	Status	Comments
1. Indigenous Relations	Dialogue	Ongoing.	
	Learning	Potential MNA Region 3 guests at November 18 Board meeting during Métis Week.	
	Co-create	Introductory Working Group meeting complete. Consultant drafting materials for next step.	
	Celebrate Summary Report Overall project status		
2. Regional Economic Development	Procurement	Ongoing. 7 proposals received, contract negotiation ongoing with preferred proponent.	
	Environmental Scan		
	Gap Analysis Vision & Framework Communications		
	Overall project status		
3. Scoping Regional Transportation and Transit Master Plan	Procure SMEs	Ongoing.	
	Environmental Scan	Placeholder meetings with Working Group scheduled for 2022	
	Objectives and Scoping Finalize Scope, Sched and approx. budget		
	Overall project status		
4. Scoping Water Roadmap Update	Procure SME	Ongoing.	
	Environmental Scan	Placeholder meetings with Working Group scheduled for 2022	
	Confirm Areas of Focus Gap Analysis - Role Finalize Roadmap Update		
	Overall project status		

Table 1: 2022 Board Initiatives Update

CMRB Initiative	Phase(s) *	Status	Comments
5. Environmentally Sensitive Areas Database	Procurement	Ongoing. 2 proposals received, contract negotiation ongoing with preferred proponent. Placeholder meetings with Working Group scheduled for 2022	
	Available Datasets		
	Gap Analysis Database Framework Database Reporting		
	Overall project status		
6. DEAL v2	GIS update (internal to CMRB)	Ongoing.	Internal project, no external consultants required at this time
	Municipal Feedback Finalization		
	Overall project status		

* To be confirmed with consultant, once finalized.

Agenda Item	5
Submitted to	Board
Purpose	For Decision
Subject	REF Application 2022-08
Meeting Date	November 18, 2022

That the Board APPROVE REF Application 2022-08, the Foothills County Foothills Crossing Area Structure Plan

Summary

- CMRB Administration circulated REF application 2022-08 to the Board on August 23, 2022. The Foothills Crossing Area Structure Plan (ASP) proposes to develop an Employment Area located within the boundaries of Joint Planning Area 4.
- The REF application was reviewed for consistency with the Growth Plan by external third-party consultant Invistec Consulting. Invistec found REF application 2022-08 to be generally consistent with the goals, objectives, and policies of the Growth Plan.
- After its own review of the application, CMRB Administration recommended the REF application to the Board for approval on September 21, 2022. The recommendation can be found at the link below.
- CMRB Administration received one challenge to its recommendation from the Town of High River.
- To facilitate the Board review process, each presenter will be given up to 15 minutes to present in the following order:
 - CMRB Administration will provide an overview of its recommendation.
 - The Town of High River will provide an overview of its challenge to CMRB Administration's recommendation.
 - Foothills County will provide an overview of its application and alignment with the Growth Plan.
- Board members will have the opportunity to ask questions after each presentation.
- Following all presentations, the Board will debate the motion.

Attachments

- [REF Application 2022-08 Foothills County Foothills Crossing Area Structure Plan](#)
 - [CMRB Administration Recommendation and Invistec Third Party Review](#)
 - [Challenge letter submitted to CMRB Administration by Town of High River](#)
 - Presentation Material – Town of High River
 - Presentation Material – Foothills County
- Additional materials related to REF 2022-08 application can be found on the CMRB website (calgarymetroregion.ca/ref-applications)

Regional Evaluation Framework (REF) CMRB Administration Recommendation	
Member Municipality	Foothills County
Application Name	Foothills Crossing Area Structure Plan
REF Application Number	2022-08
Type of Application	Area Structure Plan
Municipal Bylaw #	14/2022
Date Application Circulated	August 23, 2022
Date of CMRB Administration Recommendation	September 21, 2022
CMRB Recommendation	
That the Board APPROVE REF Application 2022-08, the Foothills County Foothills Crossing Area Structure Plan.	
<ul style="list-style-type: none"> • REF 2022-08 application is for the Foothills County Foothills Crossing Area Structure Plan (ASP) which proposes the development of approximately 305 ha (753 acres) of Employment Area. It is located immediately east of the Town of High River along the Highway 2 corridor. • The Growth Plan directs that the Employment Area Placetype should be located within a Preferred Growth Area. The ASP plan area is located fully within Joint Planning Area 4 (JPA 4), a Preferred Growth Area. • Other policies support employment growth along provincial infrastructure, near population centres, and where there is good access to transportation and other types of servicing. • The ASP proposes to connect the development to piped water and/or wastewater services from the future Aldersyde water and wastewater system. The Town of High River has declined to provide servicing to the ASP area; however, the policies of the Foothills Crossing ASP include opportunity for future collaboration around servicing and cost-revenue sharing agreements should there be opportunities to revisit the current approach to servicing through the development of the JPA 4 Context Study or another process. • The Context Study for JPA 4 has not yet been approved and therefore does not inform this REF review. • The third party consultant review, completed by Invistec Consulting, found the application to be generally consistent with the Growth Plan and the REF. • CMRB Administration finds REF Application 2022-08 to be generally consistent with the principles and policies of the GP and the REF and recommends the application for approval. 	
Attachment	
<ul style="list-style-type: none"> • Third-Party Consultant Review, Invistec Consulting 	

Agenda Item 5i

REF Application 2022-08
CMRB Recommendation
Page **1** of **4**

1.0 Background

The Foothills County has submitted a Regional Evaluation Framework (REF) application for a new Area Structure Plan, the Foothills Crossing Area Structure Plan (Foothills Crossing ASP), Bylaw 14/2022. The Foothills Crossing ASP was submitted to the CMRB through REF submission criteria 4.1 (c) which requires municipalities to refer all new Area Structure Plans or Area Redevelopment Plans to the Board. The Foothills Crossing Area Structure Plan (ASP) proposes to develop 305 ha (753 acres) of Employment Area within a Preferred Growth Area.

CMRB Administration notified CMRB members of REF Application 2022-08 on August 23, 2022.

2.0 Consistency with the Growth Plan

2.1 Third Party Review

CMRB Administration retained Invistec Consulting to evaluate the application with respect to the REF requirements. The Invistec Consulting evaluation (attached) reviewed the proposed Foothills Crossing ASP in relation to the goals, objectives, and policies of the Growth Plan. Invistec Consulting found REF Application 2022-08 to be generally consistent with the Growth Plan.

2.2 CMRB Administration Review

As outlined in Foothills County submission and the third-party review, and in consideration of its own review of REF 2022-08 application materials, CMRB Administration finds REF Application 2022-08 to be generally consistent with the goals, objectives, and policies of the Growth Plan.

3.0 REF 2022-08 Application Overview

The following provides an overview of the consistency of REF 2022-08 application for key areas of the Growth Plan applicable to this REF application. See the attached third party review report for an overview of consistency with all Growth Plan policies.

3.1 Region-wide Policies and Municipal Collaboration

Growth Plan Section 3.1.1 *Region-wide Policies* includes policies 3.1.1.1, 3.1.1.2, 3.1.1.4 and 3.1.1.6 which focus on the need for municipal collaboration around:

- planning for land use, infrastructure, and service provision, where appropriate;
- the planning and development of statutory plans, where appropriate;
- providing access to local institutional and recreational services and/or enabling use of existing regional facilities in other municipalities where agreements are in place; and
- maintaining appropriate inventories of serviced land.

The process of developing the Foothills Crossing ASP has included municipal collaboration around these considerations. In its submission, Foothills County has

provided a summary report of engagement with the Town of High River on the proposed Foothills Crossing ASP. As stated in the report, engagement with the Town of High River was completed prior to project initiation, as part of Intermunicipal Committee discussions beginning in 2014, and via project-specific engagement.

No Context Study has been developed for Joint Planning Area 4 (JPA 4) at this time; however, intermunicipal discussions around land use, infrastructure, and servicing occurred during the development of the existing Foothills County/Town of High River Intermunicipal Development Plan (IDP) and the proposed Foothills Crossing ASP. The IDP includes provisions around joint servicing and cost-revenue sharing for the ASP area that are also included in the Foothills Crossing ASP. Although no residential development is proposed as part of the Foothills Crossing ASP, REF Application 2022-08 notes that “there is an existing servicing agreement in place between the Town and the County and should it be found that the development is impacting services in the Town, the agreement may be adjusted accordingly” (REF 2022-08 Growth Plan Alignment Statement, page 1-2).

Growth Plan Policy 3.1.1.5 identifies that municipalities should strive to promote opportunities for economic development that leverage and integrate provincial and federal infrastructure. The Foothills Crossing ASP land use plan includes access to the development from both the north and south via an intersection at Highway 2 and 498 Ave and an interchange at Highway 2 and Highway 23 respectively.

3.2 Placetype and Location

Growth Plan Policy 3.1.3.3 requires that Employment Areas should be directed to Preferred Growth Areas where infrastructure servicing and transportation are available. The Foothills Crossing ASP plan area is included within the boundary of JPA 4.

The development proposed within the Foothills Crossing ASP is consistent with the definition of the “Employment Area” Placetype provided in the Growth Plan (see Growth Plan Glossary). The proposed development plans to provide employment lands with the potential for piped water and wastewater servicing, good transportation access for goods movement, and a location near an existing population centre to provide opportunities for short commutes and efficient goods movement. The Foothills Crossing ASP is located immediately east of the Town of High River along Highway 2 and provides consideration for future transit and a pathway system to establish multimodal connections between the proposed development and High River.

3.3 Efficient and Cost-Effective Servicing

JPAs are intended to be locations where context studies and sub-regional collaboration create potential for more efficient and shared service delivery. Growth Plan Policy 3.1.3.1 requires that “new development in Preferred Growth Areas shall make efficient and cost-effective use of existing and planned infrastructure through agreements with service providers and connect to municipally owned services, or piped water and wastewater services provided by others.”

Foothills County has completed a servicing report that confirms the proposed development can receive piped water and wastewater servicing from the County's future Aldersyde water and wastewater treatment plant. Foothills Crossing ASP Section 6.1 *Piped Services (Water and Wastewater)* states that the "Plan Area can be serviced by connecting to the future systems that will service the Highway 2A Industrial Corridor from new water and wastewater treatment plants to be constructed at Aldersyde." As per ASP Section 6.1.1. *Piped Services Policies*, the ASP proposes that Phase 1 of the development may proceed with onsite water and wastewater servicing as an interim measure, with Phase 2 requiring piped water and/or wastewater to be provided through the future treatment plants to be constructed at Aldersyde. As per Foothills Crossing ASP policy 6.1.1.5, a deferred servicing agreement will require that Phase 1 development connect to future piped servicing for water and/or wastewater when it becomes available.

There is no Context Study currently approved for JPA 4 to provide guidance on water and wastewater servicing for the entire JPA area. REF 2022-08 application notes that the Town of High River has declined to provide piped water and wastewater servicing to the proposed Foothills Crossing development at the time of the REF 2022-08 application. As stated in the Growth Plan, the Context Study should include, among other things, an overall vision for the JPA area, a general land use plan, the sequencing of development, and strategies to equitably share the costs and benefits associated with the development of the Joint Planning Area and its services such as fire, police, recreation, transportation and utilities (see Growth Plan Policy 3.1.9.7). The Foothills Crossing ASP includes flexibility to enable future collaboration with Town of High River around cost-revenue sharing and water and wastewater servicing to the Foothills Crossing ASP should the overall strategy for development of JPA 4 require amendments to the Foothills Crossing ASP:

- Foothills Crossing ASP Section 8.4.3 *Joint Planning Projects in the Foothills/High River IDP* speaks to the County's willingness to undertake further negotiations regarding a cost and revenue sharing agreement in the ASP plan area, which is also discussed in the Foothills County/Town of High River IDP.
- Foothills Crossing ASP Section 6.1 *Piped Services (Water and Wastewater)* notes that "should a more efficient means of servicing the area become available prior to Phase 2 of development proceeding, plans will be adjusted accordingly, and these changes captured in the ASP amendments that are required prior to Phase 2 proceeding."

4.0 Recommendation

That the Board **APPROVE** REF Application 2022-08, the Foothills County Foothills Crossing Area Structure Plan.



Invistec Consulting Ltd.
Suite 1700, 10130 103 Street NW
Edmonton, AB T5J 3N9
Internal Project No. 2021-100A

September 09, 2022

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

Dear Mr. Copping:

Reference: REF# 2022-08 for the Foothills Crossing Area Structure Plan in Foothills County.

Please find attached the third-party evaluation of the Foothills Crossing Area Structure Plan.

It is our opinion that the proposed plan is **generally consistent** with the goals, objectives and policies of the Calgary Metropolitan Region Growth Plan, being Schedule A to Ministerial Order MSD:064/22.

Fabio Coppola, MPlan, RPP
Senior Planner
Invistec Consulting Ltd.



REGIONAL EVALUATION FRAMEWORK (REF) THIRD-PARTY REVIEW

Member Municipality	Foothills County
Application Name	Foothills Crossing Area Structure Plan
REF Number	2022-08
Type of Application	Area Structure Plan
Municipality Bylaw #	14/2022
Date of Third-Party Review Report	September 09, 2022

Findings

That the Foothills Crossing Area Structure Plan is generally consistent with the goals, objectives and policies of the Growth Plan, Schedule A to Ministerial Order MSD:064/22.

Summary of Review

- Foothills County has submitted application 2022-08 Foothills Crossing Area Structure Plan (ASP) for a Regional Evaluation Framework (REF) review and evaluation.
- Application 2022-08 was submitted to the CMRB in accordance with Section 4.1 (c) and Section 5 of the REF.
- The Foothills Crossing ASP is located within Joint Planning Area 4 and Foothills County Town of High River Intermunicipal Development Plan area.
- The Foothills Crossing ASP provides a framework to guide a future Employment Area in the form of highway commercial and industrial uses with good access to and visibility from Highway 2.
- The review found that the Foothills Crossing ASP is generally consistent with the goals, objectives, and policies of the Growth Plan.

Review Prepared by

Fabio Coppola, MPlan, RPP
Senior Planner
Invistec Consulting Ltd.



Part A: REF Review

The purpose of the REF review process is to confirm the alignment of statutory plans or statutory plan amendments with the goals, objectives, and policies of the Growth Plan. The following tables provide a summary of the third party review findings. Growth Plan policy areas that are “not applicable” to this REF application have been marked as such.

3.1 Blueprint for Growth	
3.1.1 Region-Wide Policies	<ul style="list-style-type: none"> • Section 1.5 of the ASP demonstrates consultations occurred with the Town of High River throughout the ASP project process; • It has been noted that the Town of High River is not currently interested in providing piped servicing to the ASP area. As this ASP is within a Joint Planning Area a Context Study will be required to be completed between Foothills County and the Town of High River, which may provide opportunities for further discussions around coordinated planning for service provisions; and • Sections 4.2 and 4.3.1 of the ASP demonstrate both integrative and mitigative measures for agricultural land; therefore <ul style="list-style-type: none"> ○ <i>The ASP is generally consistent with policies and their intent contained within section 3.1.1 Region-Wide Policies</i>
3.1.2 Preferred Placetypes	<ul style="list-style-type: none"> • <i>Policies contained within section 3.1.2 Preferred Placetypes are not applicable as no residential development is contemplated.</i>
3.1.3 Preferred Growth Areas	<ul style="list-style-type: none"> • Section 6 of the ASP describes the ASP Servicing Strategy, which proposes to occur through a phased combination approach of interim on-site solutions in support of Phase 1 development, and piped servicing in support of Phase 2; • A deferred servicing agreement will also be put in place for Phase 1 once piped servicing becomes available; • Piped servicing in lieu of the Town of High River extending servicing will be established through the development of a newly constructed Aldersyde water and wastewater treatment plant; • Despite the Town of High River choosing to not extend piped water and wastewater infrastructure to the ASP, intermunicipal servicing should continue to be explored and discussed as it is perceivably a more efficient use of infrastructure; • In turn, the ASP has endeavoured to make efficient use of existing infrastructure, such as roadway (highways) infrastructure and future infrastructure (water, wastewater) via water and wastewater treatment plants in Aldersyde; therefore <ul style="list-style-type: none"> ○ <i>The ASP is generally consistent with policies and their intent contained within section 3.1.3</i>



3.1.4 Placetype Targets for Population Growth	<ul style="list-style-type: none"> • <i>Policies contained within section 3.1.4 Placetype Targets for Population Growth are not applicable as the ASP does not include any residential development</i>
3.1.5 Rural and Country Cluster Placetype	<ul style="list-style-type: none"> • <i>Policies contained within section 3.1.5 Rural and Country Cluster Placetype are not applicable as the ASP does not include any residential development</i>
3.1.6 Rural Employment Area	<ul style="list-style-type: none"> • <i>Policies contained within section 3.1.6 Rural Employment Area are not applicable as the ASP is located within a Preferred Growth Area of Joint Planning Area 4, and in turn, is providing a future Employment Area.</i>
3.1.7 Location Criteria for Placetypes	<ul style="list-style-type: none"> • The ASP meets the definition of an Employment Area by being located within a Preferred Growth Area that will provide a variety of commercial and industrial land uses as described within section 4.1 of the ASP; therefore <ul style="list-style-type: none"> ◦ <i>The ASP is generally consistent with policies and their intent contained within section 3.1.7 Location Criteria for Placetypes</i>
3.1.8 Hamlet Growth Areas	<ul style="list-style-type: none"> • <i>Policies contained within section 3.1.8 Hamlet Growth Areas are not applicable as the ASP is not located / designated within a Hamlet Growth Area</i>
3.1.9 Joint Planning Areas	<ul style="list-style-type: none"> • The ASP is located within a Joint Planning Area 4; and • Section 8.4.2 of the ASP states that a Context Study will be completed within the designated timeframe outlined in the Growth Plan; therefore <ul style="list-style-type: none"> ◦ <i>The ASP is generally consistent with the policies and their intent within section 3.1.9 Joint Planning Areas</i>
3.1.10 Existing Area Structure Plans and Area Redevelopment Plans	<ul style="list-style-type: none"> • <i>Policies contained within section 3.1.10 Existing Area Structure Plans and Area Redevelopment Plans are not applicable as the Foothills Crossing ASP is a new ASP</i>
3.1.11 Municipal Development Plan Updates	<ul style="list-style-type: none"> • <i>Policies contained within section 3.1.11 Municipal Development Plan Updates are not applicable as Foothills Crossing ASP is a new ASP application</i>



3.1.12 Exceptions to the Policy	<ul style="list-style-type: none"> • <i>Not applicable</i>
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3.2 Economic Wellbeing

3.2.1 Municipal Development Plans	<ul style="list-style-type: none"> • <i>Policies contained within section 3.2.1 Municipal Development Plans are not applicable as application the Foothills Crossing ASP is a new ASP application</i>
3.2.2 Regional Transportation Planning Support for Economic Wellbeing	<ul style="list-style-type: none"> • <i>Not applicable to individual statutory plans for the purposes of REF</i>
3.2.3 Agricultural Economy	<ul style="list-style-type: none"> • <i>Not applicable</i>

3.3 Protect and Enjoy the Environment

3.3.1 Flood Prone Areas	<ul style="list-style-type: none"> • <i>Policies within section 3.3.1 Flood Prone Areas are not applicable as there are no identified flood hazards within the ASP area</i>
3.3.2 Environmentally Sensitive Areas	<ul style="list-style-type: none"> • Section 2.3 of the ASP describes Environmentally Sensitive Areas (ESAs) within the planning area. The Stormwater Engineering Report (desktop environmental screening) which was prepared in support of the ASP identifies ESAs (wetlands and sensitive species) that will be required to be further examined prior to development (redistricting); • Section 7.1.1 and 7.3.1 of the ASP provides Environmental Studies Policies and Wetland Policies, which describe further requirements for future applications that are non-agricultural in nature; therefore <ul style="list-style-type: none"> ◦ <i>The ASP is generally consistent with the policies and their intent contained within section 3.3.2 Environmentally Sensitive Areas</i>
3.3.3 Climate Change	<ul style="list-style-type: none"> • <i>Policies contained within 3.3.3 Climate Change are not applicable as the Foothills Crossing ASP is a new ASP application not an MDP application</i>



3.4 Water Stewardship	
3.4.1 Watershed Protection	<ul style="list-style-type: none">• <i>Not applicable to individual statutory plans for the purposes of REF</i>
3.4.2 Stormwater Management	<ul style="list-style-type: none">• <i>Not applicable to individual statutory plans for the purposes of REF</i>
3.4.3 Water Efficiency	<ul style="list-style-type: none">• <i>Not applicable to individual statutory plans for the purposes of REF</i>
3.4.4 Collaboration and Governance	<ul style="list-style-type: none">• <i>Not applicable to individual statutory plans for the purposes of REF</i>

3.5 Shared Services Optimization	
3.5.1 Transportation & Transit Corridors	<ul style="list-style-type: none">• Section 5 of the ASP discusses Transportation Strategy for the planning area. Identification of necessary improvements of the Highway 23 interchange are also identified. Access to the planning area will be from intersections contemplated at Highway 23 and 498th Avenue;• The ASP also includes Transportation Concept Policies (5.1.1), Transportation Off-Site Improvement Policies (5.2.5), Access Strategy Policies (5.3.5), Internal Road Network Policies (5.4.1), Multimodal Transportation Policies (5.5.3), and Phasing of Transportation Policies (5.6.1); therefore<ul style="list-style-type: none">◦ <i>The ASP is generally consistent with the policies and their intent contained within section 3.5.1 Transportation & Transit Corridors</i>
3.5.2 Energy and Utility Corridors	<ul style="list-style-type: none">• Section 2.6 of the ASP identifies Utility Right of Ways (URWs) and Figure 8 maps various URWs and these URWs have also been incorporated into the development concept;• It has been noted, however, that the ASP has not described how impacts on the respective URWs will be mitigated or incorporated into the planning scheme via policy. Mitigation of utility infrastructure should be further explored at time of future non-agricultural development (subdivision); therefore<ul style="list-style-type: none">◦ <i>The ASP is generally consistent with the policies and their intent contained within section 3.5.2 Energy and Utility Corridors</i>



3.5.3 Planning and Protection for Regional Corridors	<ul style="list-style-type: none">Section 8.4.2 of the ASP describes how the ASP falls within Joint Planning Area 4 and acknowledges that a future Context Study will be completed; therefore<ul style="list-style-type: none"><i>The ASP is generally consistent with the policies and their intent contained within section 3.5.3 Planning and Protection for Regional Corridors</i>
3.5.4 Recreation	<ul style="list-style-type: none"><i>Not applicable to individual statutory plans for the purposes of REF</i>

Part B: Consistency with applicable Context Study

As per Growth Plan policy 4.1.1.3, "prior to the incorporation of outcomes of Context Studies within amendments to the Growth Plan, the Board must consider approved context Studies in its decision-making."

1. Is any portion of the plan area of the statutory plan or plan amendment within a Joint Planning Area?
Yes No
2. If yes, has a Context Study been approved by the Board for this Joint Planning Area?
Yes No
3. If yes, please complete the appropriate Context Study review template and attach to this third party review.



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Summary of Concerns

RE: IREF 2022-08

Servicing

- The Town is concerned about the feasibility of servicing the proposed 745.6-acre Foothills Crossing Development
- The ASP submission included a “Water and Sanitary Strategy” but without a servicing Report
- No information regarding whether the aquifer could support proposed interim servicing option for Phase I (approximately half) of the plan area.
- The Servicing Strategy does not provide enough and/or reliable information for supporting the proposed development

Risk of relying on the aquifer

- Based on background studies on the aquifer, the values of hydraulic conductivity estimated from the aquifer tests are very low for sand and gravel.
- There is no information regarding how the aquifer will be protected from contamination that could impact our water source?

The Town is not able to service this development

- The proposed development is a risk to the region to support development in a Regionally Preferred Growth Area which is dependent on a low potential aquifer.
- Town does not have the resources available to service even just Phase I of the ASP, if the aquifer were to fail.
- The Town has other existing servicing commitments, and there must be further licensing and research into the long-term sustainability of the aquifer.

Sequencing (prior to the JPA Context Study)

- The proposed development is within a JPA
- Context Study is required prior supporting an Area Structure Plan. A context study that could produce a joint servicing report or study.
- County’s decision not to undertake a detailed water and wastewater servicing study as part of the ASP without rationale.
- The timing to connect to piped servicing completely undefined.
- Section 3.1.9 of the GP indicates that JPA’s will accommodate growth should result in lower environmental, economic, and social impacts.

Servicing Report as part of ASPs and Alignment with the Calgary Metropolitan Region Growth Plan

- The Town recognizes that a Joint Functional Servicing Report is not listed as a requirement of the Growth Plan, even for development within Preferred Growth Areas.
- The Town’s understanding that it is the intention of the Growth Plan that development in Preferred Growth Areas should be on piped services.
- Section 3.1.3.3 of the Growth Plan provides direction regarding Employment Areas should be directed to Preferred Growth Areas where infrastructure, servicing and transportation **is available**.

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- Furthermore, Section 3.1.3.1 of the GP provides further information regarding development in Preferred Growth Areas and servicing.

Alignment with the Calgary Metropolitan Region Servicing Plan (SP)

- The Servicing Plan requires a commitment from member municipalities to find cost-effective and efficient servicing solutions together that align with the Growth Pla



FOOTHILLS COUNTY

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November 8, 2022

Calgary Metropolitan Region Board
Suite 305, 602 – 111th Avenue SW
Calgary, AB T2R 1J8

Re: Foothills County submission to Calgary Metropolitan Region Board regarding challenge to REF Application 2022-08

Background

REF Application 2022-08 pertains to the Foothills Crossing Area Structure Plan. Bylaw 14/2022, which would upon 3rd reading adopt the ASP, was granted first reading by Foothills County Council on March 23, 2022 after a public hearing where the plan received broad support from business owners and the community. The ASP was submitted to the Board for approval under the Growth Plan on August 16, 2022, and a recommendation for approval was issued by CMRB administration on September 21, 2022.

The Foothills Crossing ASP

This ASP provides a planning framework to enable the first phase of development of an employment area along the east side of Highway 2 between two grade separated interchanges at Highway 23 and 498th Avenue, east of the Town of High River.

The plan area for this ASP was identified as a future highway commercial area in the Foothills County and Town of High River Intermunicipal Development Plan in 2012. The area is also within Joint Planning Area 4 (JPA 4) as identified in the CMR Growth Plan. Ultimately, the County envisions the entire ASP area as a fully serviced quality commercial area that is home to businesses to support the travelling public, the agricultural industry, and recreational activities. However, the investment required to fully service this area is not feasible until such time as there is sufficient development interest to warrant it. In the meantime, the County wishes to provide for interim development in part of the ASP area (Phase 1) based on on-site or local servicing solutions with deferred servicing agreements in place that would require all interim development to hook onto piped servicing once available. The Town of High River has requested several times over the past 10 years that the County develop an Area Structure Plan for this area in light of development applications that have been received.

The Foothills Crossing ASP is supported by a Traffic Impact Assessment and a Stormwater Engineering Report completed by ISL Engineering and a Water and Sanitary Servicing Strategy provided by K2 Engineering Ltd.

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The ASP as presented contemplates Phase 1 of the development. Development of Phase 2 of the plan area would require an ASP amendment that would be subject to Board approval and, as outlined in the ASP, could not proceed prior to piped servicing being available.

Town of High River Challenge

The Town of High River's challenge letter provides comments under 3 headings: Servicing Feasibility, Sequencing (prior to the Context Study) and Alignment with the CMR Growth Plan.

Servicing Strategy

Foothills County has provided a servicing strategy in support of the ASP. This technical support document indicates that Foothills County has the ability to service the contemplated development from the future water and wastewater treatment plants at Aldersyde which will service the Highway 2A corridor. Further, the strategy illustrates how this may be accomplished. It also speaks to interim servicing options for water and sanitary servicing.

The Town's letter expresses concern that there is not sufficient ground water in the plan area to support interim development. Foothills County has a Groundwater Evaluation undertaken by Bel MK Engineering Ltd in 2004 for two wells located in the southern portion of the plan area. Alberta Environment had issued licences for the two wells which are the focus of the evaluation for 196.4 m³/day (30 igpm) each which is equivalent to a total of 143,363 m³/year or approximately 116-acre ft/year. While it is anticipated that additional wells may be drilled in the area, these two wells could provide sufficient water to service all interim development without drilling additional wells.

Sequencing (prior to the Context Study)

The Town indicated that it was premature to support an Area Structure Plan in a Joint Planning Area prior to the Context Study, considering that a "functional servicing report" was not included in the subject submission. Foothills County asserts that the level of detail in the Servicing Strategy that was completed in support of the ASP is sufficient and appropriate at the ASP stage. Further, the Growth Plan indicates in Policy 3.1.9.11 that "New Area Structure Plans may be approved prior to completion of a Context Study unless a Terms of Reference adopted by all municipalities within the Joint Planning Area does not allow for new Area Structure Plans or new Area Redevelopment Plans to be approved prior to completion of the Context Study". The Terms of Reference for the JPA 4 Context study has not yet been completed.

Alignment with the Calgary Metropolitan Region Growth Plan (GP)

The Town indicates in their letter that the implementation of the Foothills Crossing ASP without the required servicing study could result in development that is not consistent with the Growth Plan or facilitate non-sustainable development within the region. However, the Town has not provided any information with respect to exactly what information they think should be provided that was not included in the Servicing Strategy that was completed. Neither do they explain exactly how that missing information is likely to result in unsustainable growth.

Foothills County maintains that we have provided evidence that we can service the proposed development and have shown how this will be achieved. Despite the Town alluding to the fact that there may be room for discussion with respect to them providing servicing in the ASP area, during the development of the ASP they had never given any indication that it might be open for discussion, even though a joint servicing agreement and revenue sharing agreement were both contemplated for this area in the Intermunicipal Development Plan in 2012.

Conclusion

Foothills County have completed an Area Structure Plan for an employment area within the area identified in the Growth Plan as Joint Planning Area 4 that has received broad support from business owners and the community. The development of a highway commercial area on these lands is contemplated in the Foothills County and Town of High River Intermunicipal Development Plan.

In support of this application, the County has completed an appropriate level of technical study to demonstrate that what is being proposed is feasible. Within the ASP itself policy has been included that will ensure that impacts to regional infrastructure will be mitigated and that piped servicing will be implemented.

CMRB administration after careful review and in consideration of the assessment provided by an independent consultant have recommended approval of this ASP indicating that it is in compliance with the Growth Plan. The Town of High River has not provided sufficient grounds in their challenge to justify the Board refusing this plan. As such Foothills County respectfully request that the Board grant approval to the Foothills Crossing Area Structure Plan.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan Payne', written over a light blue horizontal line.

Ryan Payne, RPP, MCIP, CLGM
Chief Administrative Officer
Foothills County

Agenda Item	6
Submitted to	Board
Purpose	For Decision
Subject	REF Interpretation Guide
Meeting Date	November 18, 2022
<i>Motion that the Board approve the Regional Evaluation Framework Interpretation Guide</i>	
<p>Summary</p> <ul style="list-style-type: none"> • The Regional Evaluation Framework (REF) Interpretation Guide describes the administrative procedures and processes related to implementation of the REF. • The REF Interpretation Guide is intended to support a common understanding of how applications will be processed by CMRB Administration and reviewed by the Board. Consistency in how REF requirements are interpreted increases the transparency and predictability of the REF process. • A draft REF Interpretation Guide was presented to the Land Use and Servicing Committee (LUSC) at both the September and November 2022 meetings. • At the September 2022 meeting, Foothills County requested additional review time on the guide and a motion was passed for the Committee to postpone its review of the Interpretation Guide to allow for further review. • After meeting with Foothills County administration, the CMRB Chief Officer decided to get a legal opinion on two specific questions raised in the meeting. The legal opinion, containing the questions, is attached. • CMRB Administration amended the REF Interpretation Guide in consideration of the feedback given and circulated an amended guide to the Technical Advisory Group for an additional review period. No feedback was received from any municipality during this period. • At the November 2022 LUSC meeting, the Committee recommended the amended REF Interpretation Guide to the Board for approval. 	
<p>Attachments</p> <ul style="list-style-type: none"> • DRAFT REF Interpretation Guide • Legal Opinion 	

1. Background

The REF Interpretation Guide (the Guide) is intended to increase the transparency and predictability of the REF process by outlining the administrative processes and procedures of the REF. The REF Interpretation Guide provides an overview of:

- how applications will be received by the CMRB and what the application package should include,
- how applications will be processed by CMRB Administration,
- how recommendations to the Board will be made by CMRB Administration,
- how the Board will review and make decisions on REF applications, and
- how the Board will deal with matters of inconsistency with the Growth Plan or REF.

2. Land Use and Servicing Committee Review

A draft REF Interpretation Guide was presented for Land Use and Servicing Committee (LUSC) review at the September 8, 2022 meeting. At the LUSC meeting, the REF Interpretation Guide was referred back for further review by CMRB Administration to respond to concerns presented by Foothills County.

CMRB Administration met with representatives of Foothills County to listen to feedback and concerns. CMRB Administration amended the document related to:

- how matters of inconsistency with the Growth Plan and REF were framed in the document,
- the proposed process for dealing with the concerns of member municipalities related to matters of inconsistency with the Growth Plan and REF,
- the process of applying Growth Plan exceptions policy 3.1.12.1, and
- other housekeeping matters.

The CMRB Chief Officer solicited a legal opinion on two specific questions raised in the meeting. The legal opinion, containing the questions, is attached.

CMRB Administration updated the REF Interpretation Guide in consideration of the feedback given. The amended Guide was circulated to all Technical Advisory Group members for an opportunity to further review and comment on the amended Guide. No further comments were received.

The amended REF Interpretation Guide was presented at the November 3rd LUSC meeting where the Committee recommended it to the Board for approval.

3. Future Updates of the REF Interpretation Guide

The REF Interpretation Guide does not form part of the minister-approved REF document and can be amended by the Board. The Guide is intended to be a living document that can be updated in whole or in part, as necessary. In circumstances where review of a REF application highlights an issue or gap with the information provided in the REF Interpretation Guide, CMRB Administration will issue an Information Bulletin to provide a timely response to the matter. These bulletins will be circulated to

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TAG, posted on the CMRB website, and incorporated into the REF Interpretation Guide in its next iteration.

4. Recommendation

That the Board approve the Regional Evaluation Framework Interpretation Guide.

REGIONAL EVALUATION FRAMEWORK INTERPRETATION GUIDE

DRAFT Version November 3, 2022

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DRAFT REF Interpretation Guide
LUSC Version: November 3, 2022
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DRAFT

1. INTRODUCTION

1.1. ROLE AND PURPOSE OF REF INTERPRETATION GUIDE

This Regional Evaluation Framework (REF) Interpretation Guide outlines the practices and procedures of the Calgary Metropolitan Region Board (CMRB) for approving statutory plan and plan amendments. As stated in the REF, the REF “provides the Board with the authority to evaluate and approve new Statutory Plans and amendments to existing Statutory Plans to ensure alignment with the goals, objectives, and policies of the Growth Plan” (page 2). The Growth Plan and REF were approved by the Minister of Municipal Affairs on July 11, 2022 and came into effect on August 15, 2022 per Ministerial Order MSD:064/22.

The REF Interpretation Guide is intended to increase the transparency and predictability of the REF process by outlining the administrative processes and procedures of the REF. It does not form part of the REF and can be amended by the Board as necessary. The Interpretation Guide provides an overview of:

- how applications will be received by the CMRB and what the application package should include,
- how applications will be processed by CMRB Administration,
- how recommendations to the Board will be made by CMRB Administration,
- how the Board will review and make decisions on REF applications, and
- how the Board will deal with matters of inconsistency with the Growth Plan or REF.

The REF Interpretation Guide is a companion document to the [CMRB Dispute Resolution and Appeal Bylaw](#) which guides how disputes around REF decisions of the Board, as well as other disputes, will be addressed and resolved.

The REF Interpretation Guide includes four appendices:

- Appendix 1 is a checklist summary of the submission materials necessary to be included as part of a complete REF application submission package. These requirements are found in *Section 5 Submission Requirements* of the REF.
- Appendix 2 is a REF application process chart. It outlines the steps and timeframes for the review of applications by the CMRB. The REF application process was approved by the Board on November 20, 2020.
- Appendix 3 are the expectations for reporting related to Growth Plan policy 3.3.2.1 which requires mapping and reporting related to Environmentally Sensitive Areas.
- Appendix 4 outlines how REF applications should report on placetypes.

1.2. ROLE AND PURPOSE OF GROWTH PLAN AND REF

The purpose of the Growth Plan is to establish a long-term regional vision for growth and development in the CMR in accordance with the Board’s vision and the requirements of the *Calgary Metropolitan Region Board Regulation*.

The purpose of the REF is to enable Board review and approval of statutory plans (Intermunicipal Development Plans, Municipal Development Plans, Area Structure Plans and Area Redevelopment Plans) and statutory plan amendments to ensure they align

with the regional goals, objectives, policies of the Growth Plan. The REF contains two main parts:

- Submission Criteria that identify which plans are considered regionally significant and are subject to the REF review process (Section 4 of the REF), and
- Submission Requirements that form the checklist of materials that need to be submitted as part of a REF application (Section 5 of the REF).

As noted above, the purpose of the REF application review is to determine if a statutory plan or plan amendment is consistent or inconsistent with the goals, objectives, and policies of the Growth Plan. CMRB Administration, with support from a third party reviewer, provides a formal recommendation to the Board on consistency. The role of CMRB Administration is not to review applications in terms of “good planning” or “bad planning” but to review statutory plans and plan amendments for consistency with regional goals, objectives, and policies as expressed through the Growth Plan. The role of the Board is to review the REF application for consistency with regional interests as identified in the Growth Plan.

If an application is generally consistent with the Growth Plan, it will receive an administrative recommendation of approval. If an application is generally inconsistent with the Growth Plan, it will receive a recommendation of refusal.

Formal comments and feedback are not provided by the Board in response to an application.

2. APPLICATION SUBMISSION

2.1. DETERMINING REGIONAL SIGNIFICANCE

Member municipalities are responsible for reviewing the REF and determining which of their proposed statutory plans or plan amendments are “regionally significant” and must be submitted to the Board for approval.

Member municipalities must submit regionally significant plans or plan amendments for approval through REF after first reading of the bylaw and any time prior to third reading of the bylaw. Each member municipality will determine at what point in their plan approval process REF applications will be submitted to the CMRB.

If a statutory plan or plan amendment is regionally significant in accordance with the REF, it must be reviewed and approved by the CMRB Board. If a statutory plan or plan amendment is not approved by the Board, the plan cannot be approved by a municipal council and cannot come into effect.

The REF process is a trust-based process and therefore CMRB Administration does not monitor municipal council agendas and report to the Board on statutory plan or plan amendments or developments that may have regional significance but were not submitted for approval through REF. However, there may be an occasion where a member municipality has concerns related to how another member municipality determined regional significance. A process for how these concerns would be brought to the Board for discussion is outlined below in REF Interpretation Guide *Section 7 Matters of Inconsistency with the Growth Plan and REF*.

2.2. REF APPLICANT

Member municipalities act as the applicants in the REF review and approval process. Members of the public, landowners, and developer proponents of a plan do not have standing in the REF process. They cannot speak for or against a plan or provide written comments to the REF process. Interested or concerned stakeholders or public members are encouraged to engage in the municipal planning process and provide feedback to the subject municipality directly.

2.3. OPTIONAL PREAPPLICATION MEETING

A member municipality may contact CMRB Administration to discuss regional significance prior to formally submitting their application. Preapplication meetings are an opportunity for CMRB Administration to review the REF with an applicant and provide any necessary clarifications about the REF process and requirements. Preapplication meetings are optional, non-binding, and do not discuss the potential outcomes of the Board review process.

CMRB Administration will not provide a formal response to a member municipality as part of the preapplication meeting. Ultimately, it is the responsibility of member municipalities to determine which of their proposed statutory plans or plan amendments are regionally significant using the criteria found in Section 4 of the REF.

CMRB Administration does not provide developer proponents, landowners, or the public with preapplication advice about their projects. Member municipalities determine which applications it will send to the CMRB for approval and should be contacted for more information. CMRB Administration does provide developers, landowners, or the public with information about the REF and Growth Plan documents, the REF process, or general questions about the role and purpose of the CMRB.

3. APPLICATION COMPLETE

Once submitted by a member municipality, CMRB Administration will determine if the REF application is complete within five working days of receiving the REF application. When a REF application is complete it means that CMRB Administration has received all the materials necessary to undertake its review of the REF application.

Both CMRB Administration and the third party reviewer check REF applications for completeness. As noted in Section 5.1 f) of the REF, a REF application must include "satisfactory information to ensure the new Statutory Plan or existing Statutory Plan amendment can be evaluated, such as applicable technical studies and other supporting documents." A completeness review will check if all information outlined in REF Interpretation Guide *Appendix 1 REF Application Submission Checklist* is provided within the REF application.

There is no requirement to submit technical studies as part of a REF application unless it is important for CMRB Administration to be aware of their scope and conclusions as part of understanding the statutory plan or plan amendment. Technical studies must be completed by a professional practicing in the subject field of study and will not be reviewed for technical merit as part of the REF application process.

Once it is determined that a REF application is complete, CMRB Administration has a maximum of 20 working days to review the REF application and make a recommendation of refusal or approval to the Board.

4. REF APPLICATION REVIEW PROCESS

Once an application is determined to be complete, CMRB Administration will notify all members that a complete REF application has been received and it will outline the timelines for the REF application review process. This is a notification only and no action by member municipalities is required.

A member municipality may withdraw its REF application at any point in the REF application review process, and for any reason, by submitting written notice to CMRB Administration. An authorized member of municipal administration may submit a letter withdrawing the application on behalf of the municipality. Once a REF application is withdrawn, it will be removed from all CMRB meeting agendas and processes.

There is no waiting period to resubmit a statutory plan or plan amendment as a new REF application. Should the municipality wish to resubmit an application for a statutory plan or plan amendment that has been withdrawn, even if the statutory plan or plan amendment has not been changed in any way, it must be submitted as a new REF application. CMRB Administration will assign the application a new REF application number and review the application for completeness.

4.1. THIRD PARTY REVIEW

The REF application review process includes a third party review of a REF application. The purpose of the third party review is to provide an unbiased and objective assessment of a REF application. A third party review may be completed by a consultant or by a panel of the Land Use Technical Advisory Group (TAG).

The third party reviewer's role is to evaluate if an application is consistent with the policies and requirements of the Growth Plan and provide their assessment in a report submitted to CMRB Administration. Third party reviews do not determine if the proposed statutory plan or plan amendment should be recommended for approval or refusal. CMRB Administration will consider the findings of the third party review as part of making its recommendation. In addition to the third party review report, CMRB Administration will conduct its own review of the application materials and provide a covering report that summarizes its recommendation to the Board for approval or refusal and provide reasons for its recommendation.

4.1.1. Third Party REF Review by TAG or by Consultant

The third party review may be conducted by a consultant engaged by the CMRB to review the document or it may be conducted by members of the TAG. CMRB Administration will identify if the third party review will be conducted by a consultant or by a panel of TAG members. This decision will be made in consideration of the:

- scale, type, and location of the statutory plan and plan amendment,
- complexity of the referral, and
- capacity of TAG members to undertake the review within the timeframes required under the approval process.

If a TAG panel completes the third party review, representatives from three municipalities will be selected by CMRB Administration. TAG representatives must identify any real or perceived conflicts prior to being assigned to a third party review panel. The TAG panel will be consensus-based and each panel member will have one vote, should voting be necessary to reach a decision.

If a third party consultant completes the third party review, CMRB Administration will select a consultant from its list of pre-qualified consultants. Third party consultants must identify any real or perceived conflicts they have prior to being assigned a third party review. Third party consultants will be selected on a rotating basis unless a conflict of interest is identified. The costs associated with a third party consultant REF application review will be borne by the CMRB.

4.1.2. Report of Findings

Third party reviewers are required to submit a report of their findings which will be made public. The report will clearly state if the subject REF application is “generally consistent” or “generally inconsistent” with the policies and requirements of the Growth Plan. The report will also provide reasons for the findings. This report will be included in the recommendation provided by CMRB Administration to the Board, CAOs and TAG.

5. CMRB ADMINISTRATION RECOMMENDATIONS

CMRB Administration will circulate its recommendation by email to Board members, CAOs, and TAG in member municipalities to inform the Board’s decision-making process. The recommendation email will include CMRB Administration’s covering report and the full third party review report. The recommendation and third party report will be made public and posted on the CMRB’s website.

As noted above, CMRB Administration will not evaluate applications on any considerations not included in the Growth Plan. CMRB Administration will not recommend modifications to the REF application.

5.1. CMRB ADMINISTRATION RECOMMENDATIONS OF APPROVAL

When a REF application is recommended for approval, there will be a 21-calendar day review period during which member municipalities will have the opportunity to review the recommendation of approval provided by CMRB Administration.

Not all REF applications will be presented, discussed, and decided at meetings of the Board. Applications will be “deemed approved” when the review period closes after 21 calendar days and there have been no challenges made by member municipalities to CMRB Administration’s recommendation of approval.

5.1.1. Expediting REF Approvals

The REF application process can be expedited if all member municipalities communicate their support or non-objection to an application prior to the end of the review period. This may be done by:

- submitting a letter to CMRB Administration at their earliest convenience stating they do not wish to challenge CMRB Administration’s recommendation of approval, or

- another avenue, such as a vote of the Board, which is determined to be acceptable by the Board Chair.

If CMRB Administration receives communication as noted above from all member municipalities prior to the close of the review period, then an application will be approved.

5.1.2. Member Challenge to a Recommendation of Approval

If a member municipality challenges CMRB Administration's recommendation of approval, the member municipality must provide its reasons in writing and circulate it to all members prior to the close of business on the day the REF Board review period closes (16:30 Mountain Time). It is recommended that member municipalities contemplating a challenge to CMRB Administration's recommendation contact the Chief Officer to discuss the matter as early in the Board review period as possible.

Once a member municipality has challenged a recommendation, the REF application is referred to the next Board agenda for review by Board members. The REF application will be presented and discussed at the next Board meeting.

5.2. CMRB ADMINISTRATION RECOMMENDATIONS OF REFUSAL

When a REF application is recommended for refusal, CMRB Administration will advise all members that the REF application will be added to the next Board meeting agenda for discussion by member municipalities. The REF application will be presented and discussed at the next Board meeting.

5.3. BOARD MEETING PROTOCOLS FOR REVIEW OF A REF APPLICATION

When a REF application recommendation of approval has been challenged by a member municipality, when CMRB Administration has recommended refusal, or when a municipality requests that a REF application be reviewed under the Growth Plan exceptions (Policy 3.1.12.1) and CMRB Administration has issued their report, the REF application will be reviewed and discussed at the next meeting of the Board. The following provides an overview of the Board meeting presentation process and requirements.

- Eligibility:* Only the member municipality who submitted the application, the member municipality/municipalities who filed a written challenge to CMRB Administration's recommendation of approval (if applicable), and CMRB Administration are eligible to make a presentation.
- Content:* The content for the presentation by the member municipality who submitted the application shall be limited to the content of their application. If the presentation relates to a challenge, a responding municipality may include information necessary to respond to the specific concerns raised in the challenge letter. The content of the presentations for member municipalities who filed challenges shall be limited to the topics raised in the challenge letter. The content for the presentation by CMRB Administration shall be limited to the content of the recommendation.

- c. *Length*: Presentations will be no longer than 15 minutes followed by a question and answer period. There is no time limit on the question and answer period. In the event there are multiple challengers to a REF application, the Board Chair, at their discretion, may extend the presentation time of the member municipality who submitted the REF application.
- d. *Presenters*: Each member municipality will be limited to two presenters. The presentation may be delivered by elected officials, members of municipal administration, technical experts, or other speakers as selected by the member municipality.
- e. *Other Documentation*: If a member municipality would like to submit other documentation for presentation to the Board (PowerPoint, maps, etc.) this must be submitted no later than 8 days before the Board meeting at which the application will be discussed. Please note, any additional documentation must adhere to the content guidelines above.
- f. *Board Voting*: The Board will have the opportunity to discuss the matter and, if it so chooses, vote on the REF application by following the Board's regular voting procedures. Agenda items related to REF will be discussed in open session unless the Board votes to discuss the matter in closed session. All votes of the Board occur in open session.

5.4. BOARD REFUSAL OF A REF APPLICATION

If a REF application is refused by the Board, a member municipality may resubmit its statutory plan or plan amendment at any time as a new REF application.

If a REF application is refused by the Board, the REF applicant may access the Dispute Resolution and Appeal Mechanism (see Section 8 of this Interpretation Guide).

5.5. RESUBMISSION OF A REF APPLICATION

If a REF application is withdrawn by a member municipality, or it is refused by the Board, the statutory plan or plan amendment that was the subject of the withdrawn or refused REF application may be resubmitted to the REF application process as a new REF application at any time. In cases where only minor changes were made to the subject statutory plan or plan amendment, the REF application process will generally be an expedited process.

As part of the submission package, the member municipality will identify all amendments made to the statutory plan or plan amendment after the withdrawal of the original REF application. Submission of a redline version of the plan or plan amendment is preferred. The REF application package will also include verification that the proposed amendments have been endorsed by the council of the member municipality. This verification may be provided in the form of council minutes or equivalent.

If, in its discretion, CMRB Administration determines that a third party review of the new REF application is necessary, it will circulate the application to the third party reviewer of the original application.

6. EXCEPTIONS TO THE GROWTH PLAN POLICY

Policy 3.1.12.1 of the Growth Plan states: *Notwithstanding the policies in the Growth Plan, the Board, at its discretion, may approve a statutory plan that does not comply with the policies of the Growth Plan if the vision, objectives and policies of the Growth Plan are not significantly compromised by the approval of an exception to the policy.*

If a member municipality wishes to invoke Policy 3.1.12.1 then the following process will apply:

1. Member municipalities seeking an exemption to the policies of the Growth Plan are encouraged to present the proposed development to the Board prior to submitting a REF application. The Chief Officer should be contacted for placement on a Board agenda.
2. If submitting a REF application for a development where a member municipality is of the opinion that Policy 3.1.12.1 applies, the member municipality must state why the development is inconsistent with the Growth Plan in its REF application and further explain why the Board should use Policy 3.1.12.1 to approve the statutory plan or amendment.
3. CMRB will conduct a standard REF review of the application. As part of its review, CMRB Administration will identify that the applicant municipality requests the application be considered under Growth Plan Policy 3.1.12.1.
4. The REF application will be placed on the agenda of the next meeting of the Board. The Board will discuss the application in accordance with REF Interpretation Guide *Section 5.3 Board Meeting Protocols For Review of a REF Application*. CMRB Administration and the REF applicant will be given opportunities to present to the Board.
5. The Board will have the opportunity to discuss the matter and, if it so chooses, vote on the REF application by following the Board's regular voting procedures.

7. MATTERS OF INCONSISTENCY WITH THE GROWTH PLAN AND REF

Policy 2.1 of the REF states that "the policies of the Growth Plan apply to all developments, but only regionally significant developments shall be referred to the Board for review through the Regional Evaluation Framework." In addition to challenges and disputes related to individual REF applications, there may also be occasions when one member municipality is of the opinion that another member municipality:

- has approved, or is in the process of approving, a plan or plan amendment that is inconsistent with the policies of the Growth Plan, or
- did not submit a plan or plan amendment to the Board for review through the REF process that has regional significance.

As noted above, member municipalities must approve developments that are consistent with the Growth Plan and must also determine which of their statutory plans or plan amendments have regional significance using the requirements of the REF. The REF process is a trust-based process and therefore CMRB Administration does not monitor municipal council agendas and report to the Board on matters of consistency with the Growth Plan and REF. This approach, however, may lead to a situation where one

member municipality may be of the opinion that another member municipality has approved, or is in the process of approving, a development that is inconsistent with the Growth Plan or REF. In these situations, the following process will be used:

7.1.1. Intermunicipal Discussion

If a member municipality is of the opinion that a development is inconsistent with the policies of the Growth Plan or REF, the concerned member municipality or municipalities shall discuss the issue directly with the other municipality as a first step. This creates an opportunity for common understanding amongst the parties and may resolve concerns.

7.1.2. Letter of Concern

If concerns are not resolved through intermunicipal discussions, a member municipality may submit a letter of concern to the Board. This letter will:

- a) Identify the municipality and the development that is of concern,
- b) Contain a brief description of the proposed development,
- c) Provide a rationale for why the development is inconsistent with the Growth Plan or REF, and
- d) Append a copy of the staff report to council related to the development.

7.1.3. CMRB Administration Review & Recommendation

Upon receipt of a letter of concern, CMRB Administration:

- will follow-up with the member municipalities to learn more about the development and related concerns,
- may request documents from both member municipalities, and
- may reach out to external experts as part of its review.

CMRB Administration will make a recommendation to the Board about the most appropriate process for reviewing the concern. This may include a recommendation that the development be submitted to the Board for review through the regular REF process, be reviewed as part of the CMRB Dispute Resolution process, be reviewed as part of a Municipal Government Act Section 690 appeal, or another action determined to be appropriate.

CMRB Administration's review and recommendation will be completed within 25 business days from receipt of the letter of concern. CMRB Administration's review and recommendation will be referred to the next Board agenda for review by Board members. The review and recommendation will be presented and discussed at the next Board meeting.

The Board will have the opportunity to discuss the matter and, if it so chooses, vote on CMRB Administration's recommendation following the Board's regular voting procedures. Agenda items related to REF will be discussed in open session unless the Board votes to discuss the matter in closed session. All votes of the Board occur in open session.

8. DISPUTE RESOLUTION AND APPEAL MECHANISM

The Dispute Resolution and Appeal Bylaw was approved by the Minister on September 22, 2021, per Ministerial Order MSD:071/21. In accordance with the Dispute Resolution and Appeal Bylaw, a member municipality may dispute a REF decision by submitting a Notice of Dispute to the Chief Officer within 28 days from the date of a REF decision, unless an extension is warranted. Please refer to the [approved Dispute Resolution and Appeal Bylaw](#) on the CMRB website for more information.

9. REF APPLICATION CORRESPONDENCE

All official correspondence for REF applications must be signed by a Board member or delegate. A Board member may choose to delegate this authority, in whole or in part, to senior members of municipal administration familiar with the REF application process.

10. INTERPRETATION BULLETINS

Interpretation bulletins may be issued by CMRB Administration from time to time to clarify elements of the REF application process as necessary when an unexpected or unforeseen event occurs within the REF application process. Interpretation bulletins will be posted publicly on the CMRB website and circulated to the TAG. The REF Interpretation Guide will be updated from time to time to incorporate information from interpretation bulletins.

11. TIMEFRAMES FOR REVIEW

11.1. REF APPLICATION REVIEW TIMELINES

The timeframes for the REF application process are identified in Appendix 2 of this REF Interpretation Guide. The timeframes identified in the REF application process are maximum timeframes. CMRB Administration will seek to expedite the REF application process whenever possible.

11.2. MUNICIPAL ELECTIONS

In years when municipal elections are held, REF applications will not be accepted starting 30 days prior to election day and until all CMRB Board members have been identified by their respective municipal councils, typically about two weeks after the election. CMRB Administration will notify the CMRB, CAOs, and TAG of the timeframe when REF applications will not be processed due to municipal elections.

Appendices

Appendix 1: REF Application Submission Checklist

Appendix 2: REF Application Process

Appendix 3: REF Application Requirements for Environmentally Sensitive Areas

Appendix 4: REF Application Requirements for Placetypes

12. APPENDIX 1: REF APPLICATION SUBMISSION CHECKLIST

This application submission checklist outlines the materials to be submitted by a member municipality as part of a Regional Evaluation Framework (REF) application. These materials facilitate the timely review of statutory plan and statutory plan amendment by the Calgary Metropolitan Region Board (CMRB). Once submission materials contained in this checklist have been sent to CMRB Administration, CMRB Administration and the third party reviewer will determine if they have sufficient information to support the REF application review process. If the materials are found sufficient, the application is considered complete by CMRB Administration. REF applications will be considered complete or incomplete within five working days of receiving a REF application. All REF application documents must be submitted in electronic PDF format, either by email or contained on a USB drive.

12.1. APPLICATION SUBMISSION CHECKLIST

As outlined in Section 5 of the REF, the submission package of a new statutory plan or amendment to an existing statutory plan referred by a member municipality (the applicant) to the Board shall include:

- a) A cover letter, including Ministerial Order number MSD:064/22, brief description of the proposed plan or plan amendment, request for approval, list of consultants contracted to develop the plan or plan amendment, and applicant contact information;
- b) The proposed Statutory Plan or amendment bylaw;
- c) A copy of the Statutory Plan without the proposed amendment. A redline version of the existing Statutory Plan that identifies substantive proposed changes is preferred;
- d) The supporting council report;
- e) Sufficient documentation to explain the Statutory Plan or amendment;
- f) Satisfactory information to ensure the new Statutory Plan or existing Statutory Plan amendment can be evaluated, such as applicable technical studies and other supporting documents;
- g) A summary letter that explains alignment with the Growth Plan. This may be presented in a table format;
- h) The corresponding GIS data set including, at minimum, the boundary of the new Statutory Plan, its land use concept and a regional placetype alignment table. The purpose of the alignment table is to identify how the land uses in the proposed land use concept are to be translated into placetypes in GIS; and
- i) Copies of letters provided by member municipalities as part of public hearing submissions.

In addition to the above REF requirements, the following information must be presented within a statutory plan or plan amendment, or within the REF application materials, as it is required to review specific Growth Plan policies:

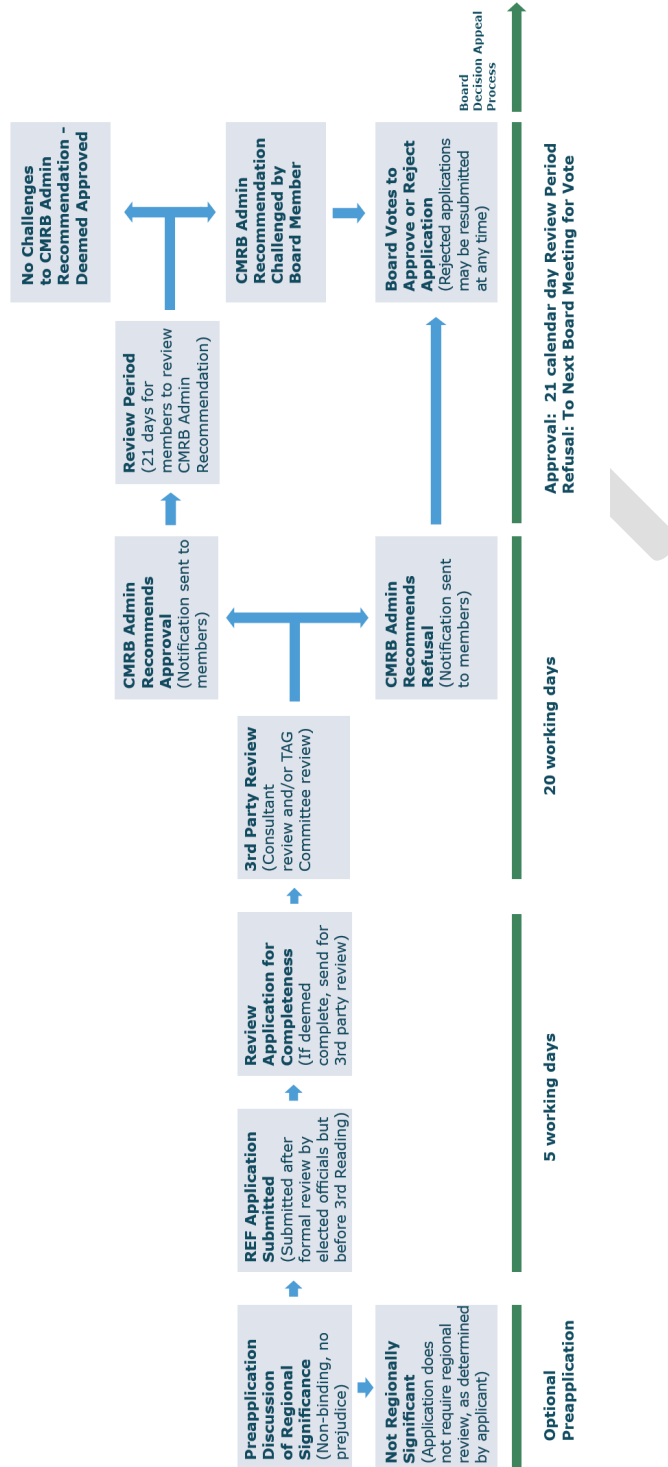
- j) New Area Structure Plans (ASPs) or Area Redevelopment Plans (ARPs) must include all mapping required by the policies of the Growth Plan within the statutory plan document.

- k) ASP or ARP amendments must include all mapping required by the policies of the Growth Plan within the REF application materials.
- l) New ASPs and ARPs must include information about Environmentally Sensitive Areas as required by Section 3.3.2 of the Growth Plan (see Appendix 3 of this Interpretation Guide for additional information).
- m) REF applications must provide information about alignment with placetype policies and requirements (see Appendix 4 of this REF Interpretation Guide for additional information).

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13. APPENDIX 2: REF APPLICATION PROCESS & TIMELINE CHART

REF Application Review Process



14. APPENDIX 3 REF APPLICATION REQUIREMENTS FOR ENVIRONMENTALLY SENSITIVE AREAS

14.1. INTRODUCTION

The purpose of Appendix 3 is to outline consistent reporting practices for REF applications around Environmentally Sensitive Areas (ESAs). The purpose of these templates is to establish a common and straightforward approach to addressing ESA policies and therefore facilitate timely REF reviews and increase the transparency of the review process.

The intention of the ESA policies is to identify and mitigate the effects of development on larger patterns of ecosystem functions and services (i.e., regionally significant natural area components). It is not intended to create a significant burden of analysis for applicants. Existing ESA studies or reports completed by a qualified environmental professional as part of the development process, or as part of another municipal process, can be used to inform either Environmental Screening or Environmental Study reports. The qualified environmental professional may be an external consultant or an internal staff member. As with other technical supporting studies completed by professionals, the reports will not be reviewed by CMRB Administration for their technical merit.

14.2. DEFINITION OF ENVIRONMENTALLY SENSITIVE AREAS

ESAs are defined within the Growth Plan as “key natural area components of the regional landscape, providing essential ecosystem functions and services. These functions and services include flood mitigation, drinking water supply, maintenance of regional biodiversity, preservation and connectivity of unique habitats and landscapes, and provision of culturally and economically valued resources and opportunities.” The ESA definition found in the Growth Plan glossary also notes that these areas:

- Maintain the provision of water quality and quantity and provide protection against drought and flood events. Includes water courses, water bodies, and riparian areas;
- Provide habitat for identified local species of interest, designated species of conservation concern (SCC), or identified focal species groups;
- Provide rare, unique or biologically diverse ecosystems or unique landforms;
- Contribute to other important Ecosystems Services or functions at the local scale; and
- Include provincial Environmentally Significant Areas.

This definition should form the basis of conclusions related to regional ESAs in Environmental Screenings or Environmental Studies.

14.3. REF APPLICATION REQUIREMENTS FOR ESAs

As part of reviewing the completeness of a REF application, CMRB Administration and the third party reviewer will confirm that an application includes either an Environmental Screening or an Environmental Study overview that identifies consistency with the policies of the Growth Plan. Specifically, Growth Plan policy 3.3.2.1

requires that "Area Structure Plans and Area Redevelopment Plans shall address Environmentally Sensitive Areas by

- a. Undertaking a desktop-based Environmental Screening to identify Environmentally Sensitive Areas on site and within 100m of the plan boundary, which may include but not be limited the areas shown on Schedule 2 – Natural Systems
- b. Preparing an Environmental Screening report that includes a map of all identified Environmentally Sensitive Areas
- c. Conducting an Environmental Study if an Environmentally Sensitive Area is located on or within 100m of the plan; and
- d. Identifying through an Environmental Study the potential impacts of the proposed development on the identified Environmentally Sensitive Area(s) and recommending mitigation measures to protect it."

14.3.1. Environmental Screening

Environmental Screening is required for new Area Structure Plan and Area Redevelopment Plan REF applications as described in Growth Plan Policy 3.3.2.1. This requirement does not apply to REF applications for Area Structure Plan or Area Redevelopment Plan amendments if the proposed amendment does not impact regional natural systems.

An Environmental Screening must be completed by a qualified environmental professional and should follow the checklist/report outline provided below. If a qualified environmental professional has previously completed an applicable environmental report or study for another purpose, it can be used to fulfill the requirement for an Environmental Screening provided it is consistent with the Growth Plan and considers a regional perspective using the CMR's definition of ESAs. If the previously completed report meets the Growth Plan's requirements, a representative of a member municipal who is not a qualified environmental professional may provide the Board with an overview of the report findings using the report/checklist outline provided below in REF Interpretation Guide Section 12.3.2.

As required by the Growth Plan, the subject area of the report includes the statutory plan's plan area and within 100m of the plan area boundary. The report findings are intended to focus on key natural area components of the regional landscape and larger patterns of ecosystem functions and services.

The [Environmentally Sensitive Areas Background Report](#), approved by the CMRB Board in 2019, provides suggestions about the assessment methods and data sources that could be used to inform an Environmental Screening. This is intended as a desktop review using readily available information.

14.3.2. Environmental Screening Reporting Requirements for REF Applications

The following outline should be used to fulfill the requirement for an Environmental Screening. It must be submitted as part of REF Applications for all new Area Structure Plans and Area Redevelopment Plans, or for Area Structure Plan amendments or Area Redevelopment Plan amendments if the proposed development affects regional natural systems.

1. Brief overview of Statutory Plan
 - a. Location of plan
 - b. Brief description of proposed development
2. Brief overview of Assessment Methods
 - a. Summary of Information or reports reviewed
 - b. List of data sources
 - c. Field survey methods, if applicable
3. Map of Findings
 - a. Include map of all identified ESAs
4. Summary of Findings – Does the plan area or within 100m of the plan area include any of the following?
 - a. Areas maintaining the provision of water quality and quantity and providing protection against drought and flooding events Yes No
Please briefly describe.
Does this finding require an Environmental Study be conducted?
 Yes No
 - b. Area providing habitat for identified local species of interest, designated species of conservation concerns (SCC), or identified local species group
 Yes No
Please briefly describe.
Does this finding require that an Environmental Study be conducted?
 Yes No
 - c. Area providing rare, unique or biologically diverse ecosystems or unique landforms Yes No
Please briefly describe.
Does this finding require that an Environmental Study be conducted?
 Yes No
 - d. Areas contributing to other important ecosystem functions or services at a regional or local scales. Yes No
Please briefly describe.
Does this finding require that an Environmental Study be conducted?
 Yes No
5. Recommendation
 - a. Is an Environmental Study required for this Area Structure Plan or Area Redevelopment Plan? Yes No
 - b. Provide a brief rationale for the recommendation

14.3.3. Environmental Study

An Environmental Study *may* be required for new Area Structure Plan and Area Redevelopment Plan REF applications if an ESA is found to be located on or within 100m of a plan boundary by an Environmental Screening. This is described in Policy 3.3.2.1. of the Growth Plan. This requirement does not apply to REF applications for Area Structure Plan amendments or Area Redevelopment Plan amendments if the proposed amendment does not impact regional natural systems.

An Environmental Study, as defined in the glossary of the Growth Plan, is “a review of the effects of a proposed development on identified ESAs, that anticipates, interprets and evaluates impacts and identifies mitigation measures to avoid, minimize or compensate for these impacts.” The report findings are intended to focus on the regional landscape and larger patterns of ESAs that provide ecosystem functions and services.

Environmental reports or studies previously completed as part of the development planning process, or as part of another municipal process, can be used to fulfill the requirement for an Environmental Study provided they are consistent with the Growth Plan and consider a regional perspective using the CMR’s definition of ESAs.

Environmental Studies must be completed by a qualified environmental professional. The qualified environmental professional may be an external consultant or an internal staff member. As required by the Growth Plan, the report must include a review of any ESAs found within the statutory plan’s plan area and/or within 100m of the plan area boundary.

It is not a requirement to submit the Environmental Study as part of a REF application as it is a technical study completed by a qualified professional. As noted above, there is no requirement to submit technical studies as part of a REF application unless it is important for CMRB Administration to be aware of their scope and conclusions as part of understanding the application; rather, submission of an overview of study findings is considered appropriate.

The [Environmentally Sensitive Areas Background Report](#), approved by the CMRB Board in 2019, provides suggestions about the assessment methods and data sources to inform Environmental Studies.

14.3.4. Environmental Study Reporting Requirements for REF Applications

The following Environmental Study overview must be submitted as part of REF Applications for new Area Structure Plans and Area Redevelopment Plans, or for Area Structure Plan amendments and Area Redevelopment Plan amendments that impact regional natural systems, to explain the study findings to the Board.

1. Overview of Environmental Study
 - a. Consultant/Expert who conducted the Environmental Study
 - b. Date of Study
 - c. Brief overview of study area/subject site
 - d. Assessment methods, such as research, data sources, field survey methods used for Environmental Study
 - e. Any other information relevant to the REF review process

2. Overview of Environmental Study Findings

As required by Growth Plan Policy 3.3.2.1, the following table (or similar) should be included in the REF application submission to outline the findings of an Environmental Study. As per the policies of the Growth Plan, this should focus on identifying the potential impacts of a proposed development on an identified ESA and providing recommended mitigation measures.

Name/Description of Identified ESA	Potential Impacts of Proposed Development	Recommended Mitigation Measures (if not applicable, state reasons)	Identify Mitigation Measures (can include reference to policies in statutory plans, municipal plans or bylaws, or in project design adaptations, or in identifying future work/study to be completed, etc.)

3. Study Conclusions

- a. Briefly identify how the proposed Area Structure Plan or Area Redevelopment Plan, or Area Structure Plan amendment or Area Redevelopment Plan amendment if applicable, aligns with the relevant goals, objectives and policies of the Growth Plan around ESAs, including policy 3.3.2.1.

15. APPENDIX 4 REF APPLICATION REQUIREMENTS FOR PLACETYPES

15.1. INTRODUCTION

The purpose of Appendix 4 of this REF Interpretation Guide is to outline the REF application requirements for reporting on placetypes. As per the Growth Plan (see Sections 3.1.2 to 3.1.8 of the Growth Plan):

- Municipalities must achieve a minimum proportion of Preferred Placetypes for new planned residential development in Preferred Growth Areas,
- Placetypes can be mixed and located as appropriate within each municipality in its Municipal Development Plan,
- There are density requirements for most placetypes, and
- Most placetypes have locational criteria.

15.1.1. Placetypes and Municipal Development Plans

REF applications for new Municipal Development Plans (MDPs) must include the following within the MDP document to be considered complete REF Applications, as per Policy 3.1.11.2:

- an alignment table between regional placetypes and land use typologies in the MDP, and
- an overlay map showing the locations of Preferred Placetypes and Employment Areas.

15.1.2. Preferred Placetypes and Area Structure Plans

The Growth Plan requires that Preferred Growth Areas achieve a minimum proportion of Preferred Placetypes for new planned residential development calculated across the Preferred Growth Area. Although the required proportion of placetypes varies by Preferred Growth Area, the majority of new planned residential development in all Preferred Growth Areas must be in Preferred Placetypes.

As part of REF submissions for new planned residential development in Preferred Growth Areas, applicants must identify how the proposed development aligns with requirement to achieve minimum proportions of Preferred Placetypes. This includes providing a summary of how the application supports achieving minimum densities and other requirements such as those listed in Growth Plan Policy 3.1.2.1.

If an Area Structure Plan for new planned residential development in a Preferred Growth Area does not propose only Preferred Placetypes, the applicant must provide a rationale to explain how they propose to meet the minimum proportions of Preferred Placetypes across the Preferred Growth Area.

MEMORANDUM

To: Jordon Copping
Chief Officer
Calgary Metropolitan Region Board
("CMRB") via email

From: Janice A. Agrios, KC
Kennedy Agrios Oshry Law
780.969.6911

Date: October 12, 2022

Subject: **REF Interpretation Guide**

File: 76186-2

A. INTRODUCTION

1. The Regional Evaluation Framework effective August 15, 2022 (the "REF") Framework provides the CMRB with the authority to evaluate and approve new statutory plans and amendments to ensure alignment with the Growth Plan
2. The CMRB has prepared a draft REF Interpretation Guide to outline the practices and procedures for seeking approval of statutory plans and plan amendments.
3. You have asked the following questions:
 - (a) How is compliance with the Growth Plan enforced?
 - (b) Does the proposed procedure for seeking an exemption from compliance with the Growth Plan create a bias?

B. SUMMARY OF CONCLUSIONS

4. With respect to the questions posed above:
 - (a) The REF provides the CMRB with broad authority to review and approve plans to ensure alignment with the Growth Plan. The REF further requires that all plans must comply with the Growth Plan. Therefore, even if a plan is not referred or is not required to be referred, the CMRB still has authority to review the plan to determine whether it should be subject to the REF process or whether it complies with the Growth Plan.

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- (b) The proposed procedure for seeking an exemption from compliance does not create a bias. In particular, there is nothing inherently wrong with having an initial review of a plan by the CMRB before applying for an exemption.

C. DISCUSSION

Enforcement

- 5. Section 708.061(2) of the MGA provides that the council of a participating municipality must amend every statutory plan and bylaw to conform with a growth plan. Section 708.061(3) of the MGA provides that if the council of a participating municipality fails to amend a statutory plan or bylaw as required, then the statutory plan or bylaw is **deemed** to be invalid to the extent that it conflicts or is inconsistent with a growth plan.
- 6. The CMRB Regulation directs the CMRB to create the Growth Plan and the REF, both of which have been approved by the Minister.
- 7. Section 1 of the REF states that the REF provides the CMRB with the authority to evaluate and approve new plans and amendments to ensure alignment with the Growth Plan.
- 8. Section 2 of the REF provides that the purpose of the REF is to provide member municipalities with criteria to determine when plan and amendments must be submitted for approval. Section 2 of the REF goes on to expressly recognize that “every development must be consistent with the growth plan”. Section 2.1 of the REF then states:

The policies of the Growth Plan apply to all developments, but only regionally significant developments shall be referred to the Board for review through the Regional Evaluation Framework.
- 9. Section 4 of the REF sets out the obligations of member municipalities to refer certain types of plans to the CMRB for review and approval.
- 10. The REF process is self policing in that it is up to the member municipalities to determine whether to refer a plan to the CMRB or, for a plan that does not need to be referred to the CMRB, to determine whether the plan complies with the Growth Plan.
- 11. The REF addresses the obligations of member municipalities to refer plans to CMRB but does not limit or restrict CMRB from reviewing plans that are not referred or not required to be referred. As noted above, Section 1 of the REF provides the CMRB with broad authority to evaluate and approve new plans and amendments to ensure alignment with the Growth Plan. There are no limitations on this authority.

12. In light of the broad authority granted pursuant to Section 1 of the REF and the express recognition in Section 2 of the REF that every development must be consistent with the Growth Plan, in my view, the CMRB has the authority to review a plan to determine whether the plan should be subject to the REF process or to review the plan for consistency with the Growth Plan (even if it is not required to be referred).
13. There is nothing in the CMRB Regulation, the Growth Plan or the REF that requires the CMRB to actively “police” plans that are not referred to it. However, in light of the REF, in my view, it is appropriate for the CMRB to review a plan upon request from a member municipality, which is the process contemplated in the draft Interpretation Guide. Once the review occurs, there is no need for “enforcement” as if the plan is found not to comply with the Growth Plan, the MGA deems that it is invalid.

Exemptions

14. Section 3.1.12.1 of the Growth Plan provides that the CMRB can override the Growth Plan.
15. Section 6 of the draft REF Interpretation Guide addresses the procedure for seeking an exemption pursuant to Policy 3.1.12.1 of the Growth Plan. The first step in the suggested process is as follows:

Member municipalities seeking an exemption to the policies of the Growth Plan are encouraged to present the proposed development to Board members prior to submitting a REF application. The Chief Officer should be contacted for placement on a Board agenda.

16. A member municipality has suggested that this process creates a bias. The exact basis for this suggestion is unclear although it appears that the member municipality is suggesting that by presenting a proposal prior to a formal application, the CMRB somehow will have prejudged the application.
17. The CMRB is made up of member municipalities. The preliminary presentation and the final decision will be to the same body. In other words, the process will be fully transparent. If a member municipality has an objection to a request for an exemption, it will be fully informed as to the nature of the proposal and will have the opportunity to vote against the request.
18. In addition, in my opinion, the REF process is closer to a legislative process, than a quasi-judicial process. While the CMRB must adopt a fair process, the degree of procedural fairness is at a lesser standard, which impacts the test for bias. In my view, the reasonable apprehension of bias standard that is applicable to quasi judicial tribunals does not apply to CMRB during the REF process. Instead, in my opinion, the “closed mind” test for bias applies – is the member reasonably capable of persuasion even if the member has formed a pre-existing opinion?

19. In my opinion, the process of having the CMRB review a request for an exemption prior to submission of an application does not create a bias. Although members may form a preliminary opinion, as long as they remain "open to persuasion", there is no issue of bias. Further, the process is fully transparent as all member municipalities are members of the CMRB and therefore will have the same information regarding the request.

20. In order to clarify the process, I suggest a minor wording change to Section 6 of the draft Interpretation Guide. The section encourages members to present the proposed development to "Board members", which could be interpreted as presenting to individual Board members, instead of the Board as a whole. I suggest that "Board members" be replaced with "the Board".



JANICE A. AGRIOS, KC
JAA/th

Agenda Item	7
Submitted to	Board
Purpose	For Decision
Subject	CMRB 2023 Budget
Meeting Date	November 18, 2022
<p><i>Motion that:</i></p> <p>A) the Board approve the 2022 Cost of Living Allowance Salary Increase</p> <p>B) the Board approve the 2023 CMRB Budget</p>	
<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 from the Calgary Regional Partnership provides a reserve against the reduced funding in upcoming years. • The Governance Committee reviewed the proposed salary increase for 2022 and 2023 at the October 28, 2022, meeting and recommends approval by the Board. • The Governance Committee reviewed the 2023 Budget at the October 28, 2022, meeting and recommends approval by the Board. 	
<p>Attachments</p> <ul style="list-style-type: none"> • Proposed Budget 2023 	

1. Background

The Minister has approved the Growth and Servicing Plans and they have been in effect since August 15, 2022. The Board has given direction for future work, including and outside of the implementation of the Growth and Servicing Plans.

The proposed budget, and in particular the line item for “Regional Initiatives” contains flexibility to support the implementation of the Growth and Servicing Plans, as well as other efforts of the Board.

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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 reserve fund minimum will represent six (6) months of the average of budgeted core operating expenses of the current fiscal year and the upcoming fiscal year. Based on the policy, the reserve funds for 2023 budget are \$600,000. The proposed budget respects the Reserve Policy of the CMRB. The Reserve Funds Policy can be found on the CMRB website [here](#).

The Governance Committee reviewed the 2023 Budget at the October 28, 2022, meeting and recommends approval by the Board.

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
2021/22 CMRB Core Administration Costs	\$1,500,000
2022/23 CMRB Core Administration Costs	\$1,000,000
Total CMRB Core Administration Approved Funding	\$8,320,000

Future Estimated Funding

2023/24 CMRB Core Administration Costs	\$1,000,000
	Estimate – subject to Approval
2024/25 CMRB Core Administration Costs	\$1,000,000
	Estimate – subject to Approval
2025/26 CMRB Core Administration Costs	\$1,000,000
	Estimate – subject to Approval

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3. CMRB Account Balances at October 18, 2022

Current Account	~ \$1,400,000.00
GIC	~ \$1,480,000.00
Total	~ \$2,880,000.00

4. Proposed Salary Adjustment

At the Governance Committee meeting on October 28, 2022, the Committee reviewed the proposed salary increase for 2022 and 2023 and recommends approval by the Board of the below increase.

Recognizing that there already exist salary differences among staff members, it is recommended that all staff be treated the same and there be a blanket salary increase for the organization.

In year salary increase: A 5% pay increase for all staff retroactive to January 1, 2022 to be paid out in Q4, 2022. The impact of this adjustment to Budget 2022 will be an overage of \$12,855 on the Salary and Benefits line-items. This amount will be accommodated through the current staff budget and accessing the contingency fund.

Budget 2023 salary increase: A 1.5% pay raise for all staff beginning January 1, 2023 in addition to the 5% raise in 2022. The pay raise for 2023 would result in the salary budget for 2023 being \$47,175.27 higher than the salary budget in Budget 2022.

The total pay increase would be in line with Government of Alberta and other government agencies, is less than half of inflation since 2018 and is lower than the increase in average weekly earnings since January, 2018.

5. Recommendation

Motion that:

- A) the Board approve the 2022 Cost of Living Allowance Salary Increase
- B) the Board approve the 2023 CMRB Budget

	2021 Actual	2022 Budget	2022 Estimated	2023 Forecast	2024 Forecast	
REVENUE						
GoA Grant	\$ 1,500,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	
Interest on GIC	\$ 17,965.55	\$ -	\$ -	\$ -	\$ -	
Withdrawal from Reserves	\$ -	\$ 937,000.00	\$ 352,000.00	\$ 973,000.00	\$ 375,000.00	
8 member contribution	\$ -	\$ -	\$ -	\$ -	\$ 614,000.00	
TOTAL Revenue	\$ 1,517,965.55	\$ 1,937,000.00	\$ 1,352,000.00	\$ 1,973,000.00	\$ 1,989,000.00	
EXPENDITURES						
CAPITAL EXPENSES						
Computers & Hardware	\$ 687.97	\$ 6,000.00	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	1
Office Furniture	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 6,000.00	
Phone/Internet Hardware	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	
TOTAL CAPITAL EXPENSES	\$ 687.97	\$ 15,000.00	\$ 5,000.00	\$ 15,000.00	\$ 12,000.00	
OPERATING EXPENSES						
STAFFING						
Salary	\$ 649,641.33	\$ 655,000.00	\$ 655,000.00	\$ 690,000.00	\$ 705,000.00	
Benefits	\$ 113,733.20	\$ 124,000.00	\$ 124,000.00	\$ 136,000.00	\$ 140,000.00	
Board Chair	\$ 119,412.11	\$ 110,000.00	\$ 100,000.00	\$ 110,000.00	\$ 110,000.00	
TOTAL STAFFING	\$ 882,786.64	\$ 889,000.00	\$ 879,000.00	\$ 936,000.00	\$ 955,000.00	2
OFFICE LEASE	\$ 73,456.99	\$ 87,000.00	\$ 80,000.00	\$ 87,000.00	\$ 87,000.00	
OFFICE OPERATION						
General Operating	\$ 37,291.90	\$ 36,000.00	\$ 36,000.00	\$ 40,000.00	\$ 40,000.00	3
Professional Fees	\$ 21,002.24	\$ 30,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00	
TOTAL OFFICE OPERATION	\$ 58,294.14	\$ 66,000.00	\$ 56,000.00	\$ 70,000.00	\$ 70,000.00	
TRAVEL & STAFF DEVELOPMENT	\$ 1,768.03	\$ 30,000.00	\$ 12,000.00	\$ 30,000.00	\$ 30,000.00	
MEETING						
Meeting Venue/Catering	\$ 3,743.36	\$ 40,000.00	\$ 15,000.00	\$ 30,000.00	\$ 30,000.00	4
Per Diem	\$ 39,598.28	\$ 55,000.00	\$ 40,000.00	\$ 50,000.00	\$ 50,000.00	
TOTAL MEETING	\$ 43,341.64	\$ 95,000.00	\$ 55,000.00	\$ 80,000.00	\$ 80,000.00	
CONSULTANT						
Growth/ Servicing Plan	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	
Regional Initiatives	\$ 53,601.55	\$ 600,000.00	\$ 175,000.00	\$ 600,000.00	\$ 600,000.00	
REF Consultants	\$ 50,476.72	\$ 80,000.00	\$ 25,000.00	\$ 80,000.00	\$ 80,000.00	
TOTAL CONSULTANT	\$ 354,078.27	\$ 680,000.00	\$ 200,000.00	\$ 680,000.00	\$ 680,000.00	
CONTINGENCY	\$ 47,417.21	\$ 75,000.00	\$ 65,000.00	\$ 75,000.00	\$ 75,000.00	
TOTAL EXPENDITURE	\$ 1,461,830.89	\$ 1,937,000.00	\$ 1,352,000.00	\$ 1,973,000.00	\$ 1,989,000.00	
Reserves at Year End	\$ 2,300,000.00	\$ 1,363,000.00	\$ 1,948,000.00	\$ 975,000.00	\$ 600,000.00	5

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Project Budgets

	2022	2023	2024	2025	2026	2027
Economic Dev phase 2	\$ 20,000.00	\$ 140,000.00	\$ -	\$ -	\$ -	\$ 160,000.00
Ec Development phase 3 ?	\$ -	\$ 40,000.00	\$ 100,000.00	\$ -	\$ -	\$ 140,000.00
DEAL Update	\$ 15,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 65,000.00
ESA Database	\$ 20,000.00	\$ 132,000.00	\$ 48,000.00	\$ -	\$ -	\$ 200,000.00
Indigenous Engagement	\$ 15,000.00	\$ 60,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Water Table Update	\$ 15,000.00	\$ 60,000.00	\$ -	\$ -	\$ -	\$ 75,000.00
RTTMP Scoping	\$ 20,000.00	\$ 60,000.00	\$ -	\$ -	\$ -	\$ 80,000.00
RTTMP	\$ -	\$ 20,000.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00	\$ 55,000.00
Placetype monitoring	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
Regional Water Strategy	\$ -	\$ 20,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ -
KPI Development	\$ -	\$ 15,000.00	\$ 25,000.00	\$ -	\$ -	\$ 40,000.00
Population & Employment	\$ -	\$ -	\$ -	\$ -	\$ 60,000.00	\$ -
5 year GP and SP Update	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00
Regional Rec TOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-regional collab/JPAs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 105,000.00	\$ 597,000.00	\$ 538,000.00	\$ 315,000.00	\$ 375,000.00	\$ 225,000.00

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