Calgary Metropolitan Region Board
Agenda - Land Use & Servicing Committee Meeting
March 9, 2023, 9:00 AM, Go-To Meeting
MEETINGS ARE RECORDED & LIVE-STREAMED

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

The purpose of this meeting is to convene, discuss and make decisions regarding recommendations to the Calgary Metropolitan Region Board

1. Call to Order & Land Acknowledgment   Clark

2. Opening Remarks   Clark

3. Adoption of Agenda   All
    For Decision: *Motion to adopt and/or revise the agenda*

4. Review and Approve Minutes   (Attachment)   All   **3**
    For Decision: *Motion that the Committee review and approve the Minutes of the November 3, 2022 meeting*

5. Vice Chair Election   (Attachment)   Clark   **6**
    For Decision: *Motion that the Committee elect Councillor Swendseid as Vice Chair of the Land Use & Servicing Committee*

6. Scoping Regional Transportation and Transit   (Attachment)   David Cooper/   **9**
    Master Plan: Jurisdictional Scan Results   Aziz Merali
    For Information: *Motion that the Committee receive for information a summary presentation of a jurisdictional scan of regional transportation planning by Leading Mobility*

7. Springbank Offstream Reservoir (SR1) Project Update (Attachment)   Chad Willms   **30**
    For Information: *Motion that the Committee receive for information a presentation on the Springbank Offstream Reservoir*

8. REF Interpretation Guide   (Attachment)   Tipman   **59**
    For Recommendation: *Motion that the Committee recommend to the Board approval of the proposed amendments to the REF Interpretation Guide*

9. Board Strategic Initiatives Update   (Attachment)   Graves   **84**
    For Information: *Motion that the Committee receive for information an update on Board initiatives*

10. Next Meeting: Thursday May 11, 2023 @ 9:00 AM

11. Adjournment   Clark

Committee Members:

Councillor Tina Petrow (Airdrie)   Mayor Craig Snodgrass (High River)
Cllr Gian-Carlo Carra (Calgary)   Cllr Rachel Swendseid (Okotoks)
Mayor Jeff Colvin (Chestermere)   Cllr Kevin Hanson (Rocky View) **Vice Chair**
Mayor Jeff Genung (Cochrane)   Shawn Ewasiuk, GOA Representative
Reeve Delilah Miller (Foothills)
Cllr Suzanne Oel (Foothills)

Upcoming Meetings:

Board Economic Development Workshop	Thursday April 13 @ 9:00 AM	TBD
Board Meeting & Economic Development Workshop	Friday April 28 @ 9:00 AM	TBD
Governance Committee	Friday April 14, 2023 @ 9:00 AM	GoTo Meeting
Land Use & Servicing Committee	Thursday May 11 @ 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 Goodstoney 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.

Calgary Metropolitan Region Board

Minutes of the Meeting of the
Land Use and Servicing Committee
of the Calgary Metropolitan Region Board
on Friday November 3, 2022 by Go-To Meeting

Delegates in Attendance:
Councillor Tina Petrow – City of Airdrie
Councillor Gian-Carlo Carra – City of Calgary
Mayor Jeff Colvin – City of Chestermere
Mayor Jeff Genung – Town of Cochrane
Reeve Delilah Miller – Foothills County
Councillor Suzanne Oel – Foothills County
Mayor Craig Snodgrass – Town of High River
Councillor Rachel Swendseid – Town of Okotoks
Councillor Kevin Hanson – Rocky View County (Vice Chair)

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

1. **Call to Order**
   Chair Clark called the meeting to order at 9:00 AM and Mayor Snodgrass provided a land acknowledgement.

2. **Approval of Agenda**
   Moved by Councillor Swendseid, **Seconded by** Mayor Genung, accepted by Chair.
   Motion: That the Committee approve the agenda.
   Motion carried unanimously.

3. **Review Minutes**
   Councillor Swendseid noted that in the Minutes from September 8, 2022, before the Committee for approval, under #5 Draft REF Interpretation Guide, Motion A was simply carried, not carried unanimously. CMRB Administration will make this change before the Minutes are signed and posted to the website.
   Moved by Coucillor Carra, **Seconded by** Councillor Hanson, accepted by Chair.
   Motion: That the Committee approve the Minutes of the September 8, 2022 meeting, as amended.
   Motion carried unanimously.

4. Draft REF Interpretation Guide

It was noted this item first came forward for review at the September 6 Committee meeting, at which time a member requested more time for review. CMRB Administration met with municipal staff and made amendments to the REF Interpretation Guide in consideration of the feedback provided. The updated document was circulated to TAG, and no further feedback was received.

Jordon Copping and Liisa Tipman answered questions about the cost of withdrawing REF applications, regional significance and future updates to the document:

- The cost of withdrawing a REF application is borne by CMRB.
- Regional Significance is determined by the member municipality, however even if a development does not come through the REF process, it must adhere to the policies of the Growth Plan.
- No timeline to update the REF Interpretation Guide has been determined at this time.

A member requested a recorded vote.

Moved by Councillor Petrow, **Seconded by** Councillor Swendseid, accepted by Chair.

Motion: That the Committee recommend to the Board for approval the REF Interpretation Guide.

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

Opposed: Foothills.

Motion carried.

5. Board Strategic Initiatives Update

Jaime Graves introduced this item. In answer to a question, she noted the Environmentally Sensitive Areas RFP was posted on the Alberta Purchasing Connection site and that although only 2 proponents submitted proposals for ESA, this is a very specific type of work which is unique in scope that not all consultants can do. CMRB administration is pleased with the selected proponent. If there had been concerns about only 2 proponents applying, CMRB Administration would have brought that to the Committee for discussion.

A member asked whether CMRB's initiatives and priorities would be impacted by the recent election of a new Premier. Jordon Copping noted that in looking at the priorities of the new leader he did not feel any CMRB initiatives are offside, and that they are in fact well-aligned. Chair Clark advised the Committee that a letter of congratulations to the new Minister of Municipal Affairs is being drafted. He also noted that members from Metis Nation 3 would be attending our November 18 Board meeting.

Moved by Mayor Genung, **Seconded by** Mayor Snodgrass, accepted by Chair.
Motion: That the Committee receive for information an update on Board Initiatives.
Motion carried unanimously.

6. **Next Meeting:** Thursday December 1 @ 9:00 AM.
Chair Clark mentioned that he and Jordon would be attending RMA. Members noted they recently held organizational meetings and some CMRB representatives have changed. Greg asked CMRB administration to circulate an updated list of representatives, once completed.

7. **Adjourned** @ 9:45 AM.

_____

Chair Greg Clark

Agenda Item	5
Submitted to	**Land Use & Servicing Committee**
Purpose	**For Decision**
Subject	**CMRB Vice Chair Election**
Meeting Date	**March 9, 2023**

Motion that the Committee elect Councillor Swendseid as Vice Chair of the Land Use & Servicing Committee

Background

- The Committee must elect a Vice Chair.
- The CMRB Board approved a Board and Committee Vice Chair Selection Process Policy on February 15, 2019.
- CMRB Administration circulated an email on February 14, 2023, inviting nominations from Committee members for the role of Vice Chair.
- Councillor Swendseid self-nominated for the Vice Chair position.
- No other nominations were received.

Attachment: Board and Committee Vice Chair Selection Process Policy located here.

1. Introduction

The Committee is required to elect a Vice Chair. Approval of the Board and Committee Vice Chair Selection Process Policy was approved at the February 15, 2019 Board meeting. An email was circulated by Administration to members on February 14, 2023, inviting any eligible members to volunteer for the position or nominate another eligible individual for the role. Councillor Swendseid self- nominated for the Vice Chair position, and no other nominations were received.

2. Recommendation

That the Committee elect Councillor Swendseid as Vice Chair of the Land Use & Servicing Committee.

Agenda Item 5

Board and Committee Vice Chair Selection Process Policy

Policy Purpose: To create a mechanism by which the Board and Committees of the Board can select a Vice Chair of the Board and of Committees of the Board.

Scope

This policy applies to the Board and all Committees of the Board.

Policy

Eligibility

Members in good standing of the Board or Committee are eligible to seek a Vice Chair position. Only a Mayor or Reeve is eligible to be a Vice Chair of the Board. Any member of a Committee, but not an alternate, is eligible to be Vice Chair.

Term

Vice Chair terms shall not exceed one year from the date of their selection, either through acclamation or winning a vote. There is no limit on how many terms a Vice Chair may serve.

Role

Vice Chairs will be required to participate in briefings given by CMRB Administration in advance of meetings and may be required to assume Chair duties at Board or Committee meetings. Vice Chairs are eligible to participate fully in any vote of the Board or Committee.

Nomination

Eligible members may volunteer for the Vice Chair role or be nominated for the role by another member of the Board or Committee. If a member is nominated by another member of the Board or Committee the nominated member must confirm they are able and interested to seek the position.

If more than one eligible member of the Board or Committee is nominated for the role of Vice Chair then the Chief Officer will conduct a selection process by secret ballot.

Voting

Members in good standing of the Board or Committee or their alternate are eligible to vote.

Each municipality is only eligible to cast one ballot and there is no weighting to the ballots, one member one vote. The selection of a Vice Chair requires the support of a simple majority of the Board or Committee.

In the event that no candidate achieves a majority on the first ballot, there will be a second round of voting with only the candidates who received the two highest number of votes in the first round on the ballot.

Agenda Item 5

In the event of a tie after the second ballot, the names of both candidates will be written on a slip of paper and placed in a hat. The Chief Officer will draw one name and that candidate will become the Vice Chair.

Agenda Item 5

![Calgary Metropolitan Region Board logo]

Agenda Item	6
Submitted to	**Land Use and Servicing Committee**
Purpose	**For Information**
Subject	**Scoping Regional Transportation and Transit Master Plan - Jurisdictional Scan Summary**
Meeting Date	**March 9, 2023**

That the Committee receive for information a summary presentation of a jurisdictional scan of regional transportation planning by Leading Mobility

Summary
- A Regional Transportation and Transit Master Plan (RTTMP) is identified in the Growth and Servicing Plans as playing a significant role in understanding important regional systems, identifying ways to realize regional benefit, and offering direction to the Board on potential future initiatives or studies.
- The ongoing Scoping the Regional Transportation and Transit Master Plan project enables CMRB Administration to retain subject matter experts in the fields of transit and transportation to establish the goals, direction, and objectives of the RTTMP.
- In alignment with the project charter, CMRB Administration has retained two subject matter experts to provide expertise in scoping the future RTTMP.
- One task in the first deliverables of the Scoping Regional Transportation and Transit Master Plan is to complete a jurisdictional scan of regional transportation processes in other regions and summarize learnings. This presentation to the Committee provides a summary of the scan.
- The next step in the process includes engaging with member municipalities, industry and Transportation and Economic Corridors (formerly Alberta Transportation) and reporting back to Committee.

Attachment
- Presentation: Scoping RTTMP –Jurisdictional Scan

Scoping RTTMP Jurisdictional Scan

March 9, 2023

Agenda Item 6i

presented by LEADING MOBILITY

OBJ ECTIVE

Glean insights from other regional transportation plans and processes to inform potential structure and objectives for the RTTMP

CMRB CURRENT STATE

- Currently, regional transportation planning driven by municipal staff collaborating together to:
  - Optimize regional transportation network
  - Advocate for regionally significant projects
  - Promote a multimodal transportation system
- Legislated CMRB Mandate to identify key future infrastructure investments to compliment growth and development, including transportation
- CMRB must list the servicing required to support development outlined in the Growth Plan which may include transportation, including regional transit

REGIONAL CASE STUDIES

Regions were selected based on their collaborative decision-making structure in developing regional transportation plans and that they are comparator regions within Canada from the perspective of our federal funding partners. Characteristics of their Governance structure is identified below:

Vancouver, BC

- *SCBCTA Act* ensures TransLink passes a 30 year regional transportation strategy with rolling investment plans
- Decision-making for significant plans, projects and regional funding is provided both by the TransLink Mayors' Council and the TransLink Board

Edmonton, AB

- *Edmonton Metropolitan Region Board Regulation*
- Gives municipalities convening and policy power
- Receives funding and support for regional economic development and transit

Winnipeg, MB

- *Planning Amendment Act* allows Province to establish a planning region
- Municipal participation is voluntary

Toronto, ON

- Province takes a lead role in regional transportation planning and investment through Metrolinx (an agency of the Ministry of Transportation)
- Municipalities are consulted on regional plans but do not have decision making authority
- Municipalities also create their own respective transportation plans and funding requests

EVALUATION

S

Strengths - What does the planning process do well? What are the successes?

W

Weaknesses - What are some of the drawbacks from their plan and/or process?

O

Opportunities - What are some of the benefits for pursuing a similar structure? What might this look like for CMRB?

T

Threats - What risks or barriers might the CMRB face or need in pursuing a similar regional transportation planning framework?

VANCOUVER, BC

Driver of the Plan: TransLink **must** adopt a regional transportation plan and recurring priority and investment plans in accordance with the *SCBCTA Act*.
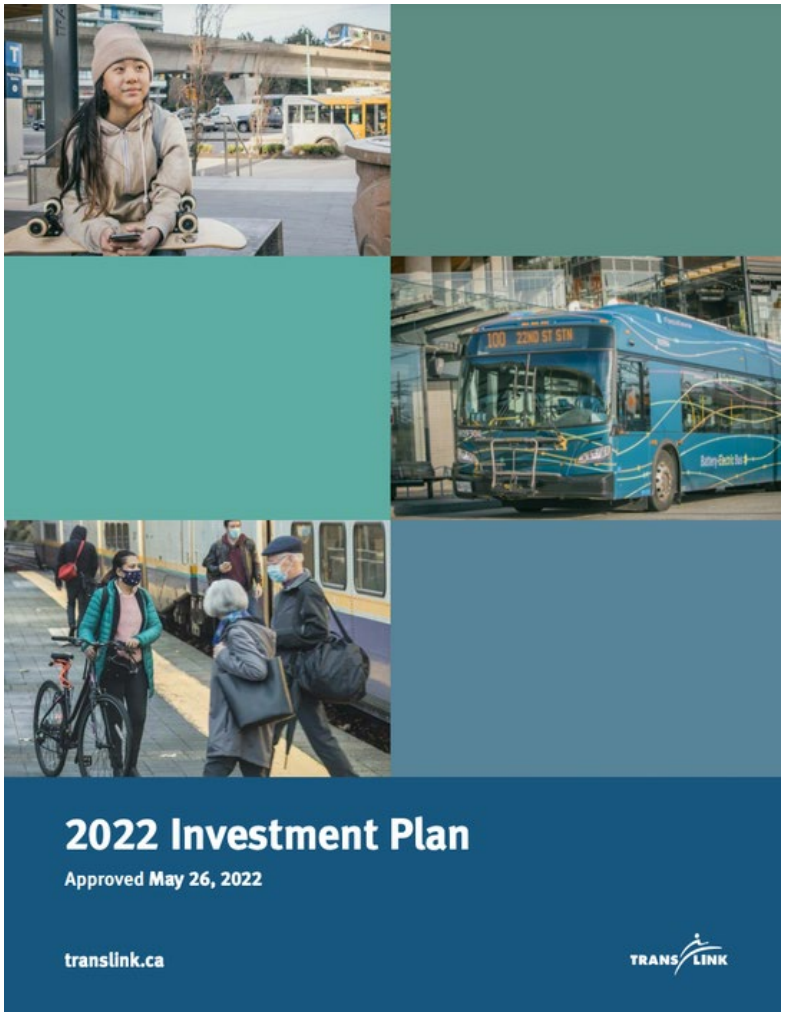
Goals of Transport 2050:
- 50% of all passenger trips in Metro Vancouver taken by walking, cycling or transit
- 20% reduction in time spent in congestion
- Reach 0 traffic fatalities before 2050
- Eliminate GHG emissions from transportation in the region
- No household to spend more than 45% of annual income on housing and transportation combined

VANCOUVER, BC

Transport 2050
30-year Multimodal transportation strategy

10-Year Priority Plan
Prioritized Capital Projects from Transport 2050 for next decade

10-Year Investment Plans
Financial plan for operating and capital investments

Regional Transportation Strategy

For the purposes of the *South Coast British Columbia Transportation Authority Act*, this document constitutes the long-term strategy for the regional transportation system in Metro Vancouver, adopted January 2022.

TRANSPORT 2050 | TRANSLINK

Transport 2050: 10-Year Priorities for TransLink

Approved on June 30, 2022

TRANSLINK

2022 Investment Plan

Approved May 26, 2022

translink.ca

TRANSLINK

VANCOUVER, BC

Strengths:

- 10-Year Priorities and Investment Plans are aligned to Transport 2050 (regional transportation plan)
- 10-Year Investment Plan ensures all municipalities collectively prioritize certain projects or initiatives within Transport 2050
- 10-Year Investment Plan clearly identifies funding gaps and support required from all levels of government

Weaknesses:

- Developing 30-Year plan with subsequent 10-Year Investment Plans is resource intensive
- Municipalities are not obligated to complete walking and cycling projects in Transport 2050 as they fall under their individual jurisdiction

$10 Billion

in committed funding received for the 2014-2023 10-Year Priorities Plan

VANCOUVER, BC

Opportunities:
- Creating TMP encourages regional partners to set collective goals
- Subsequent investment plans allow prioritization of projects based on collective goals and objectives
- Can monitor progress toward goals and objectives in TMP

Threats:
- Could be resource intensive through TMP development and initial investment plan, but subsequent investment plans would require less time and capital funding through a structured approach

EDMONTON, AB

INTEGRATED REGIONAL TRANSPORTATION MASTER PLAN

Edmonton Metropolitan Region Board
Date: May 28, 2021

Edmonton Metropolitan Region Board
Regional Action. Global Opportunity.

HDR URBAN STRATEGIES INC.

Drivers of the Plan:

- Climate change

- Expected increase in population and aging demographic

- New technology and green energy economy

Implement a multimodal transportation network in the region by 2044:

- Optimizing existing transportation corridors

- Providing efficient access to jobs by sustainable modes including walking, cycling and transit

- Enabling efficient integration between all modes

- Efficient goods movement

EDMONTON, AB

Integrated Regional Transportation Master Plan
Create a regional multimodal transportation system by 2044

Policy & Prioritization Framework
- Advance to Planning
- Ready for Design
- Ready for Construction

INTEGRATED REGIONAL TRANSPORTATION MASTER PLAN

Edmonton Metropolitan Region Board
Date: May 28, 2021

Edmonton Metropolitan Region Board
Regional Action. Global Opportunity.

HDR URBAN STRATEGIES INC

IRTMP Regional Transportation Prioritization Process

EMRB Integrated Regional Transportation Master Plan

August 12, 2021

Edmonton Metropolitan Region Board
Regional Action. Global Opportunity.

EDMONTON, AB

Strengths:

- Prioritization provides direction on the importance of specific projects and can be used to communicate a unified ask for funding from both Provincial and Federal partners
- Recommends an annual assessment of transportation projects priorities, with the last assessment completed in 2022

Weaknesses:

- Longer time span for the administration and reporting of the regional household travel survey (every 10 years) when compared to other jurisdictions

$400 Million

received by City of Edmonton from the Federal Government for Capital Line LRT Extension (included in IRTMP)

EDMONTON, AB

Opportunities:
- Regional prioritization can inform local transportation planning and projects and potential funding contributions
- Prioritization can be used in advocating for funding from senior governments

Threats:
- Concurrent regional programs required to deliver desired outcomes (e.g. regional transit services commission) will require sustained funding

WINNIPEG, MB

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Transportation Master Plan (2014)

Partnership of the Manitoba Capital Region

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Plan20-50 (TBA)

Winnipeg Metropolitan Region

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MANITOBA CAPITAL REGION TRANSPORTATION MASTER PLAN

FINAL REPORT

Prepared For:

Partnership of the Manitoba Capital Region

- Driver of the Plan: Respond to increasing population and to coordinate a regional approach to transportation planning
- Primary focus was goods movement and traffic flow but had desire to look at sustainable mobility across the region through studies

- Currently being developed as mandated by *WMR Act*
- Includes direction to establish a governance and cost-sharing model for regional transit service and delivering multimodal choice in all communities
- Calls for an updated Transportation Master Plan

WINNIPEG, MB

Strengths:
- TMP includes cost estimates for projects and studies, allowing for fiscal consideration in prioritizing directions and actions

Weaknesses:
- No investment plan or funding strategy
- Municipal participation is voluntary

Opportunities:
- Drafting TMP with regional priorities and cost estimates can be used to inform investment and advocate for funding from senior levels of government

Threats:
- Absence of investment plan or strategy could see important regional projects not advance

$350+ Million

received by City of Winnipeg for transit network redesign and Battery Electric Buses in 2022 through a separate municipal planning process

TORONTO, ON

2041 Regional Transportation Plan
For the Greater Toronto and Hamilton Area

RTP REGIONAL TRANSPORTATION PLAN

METROLINX
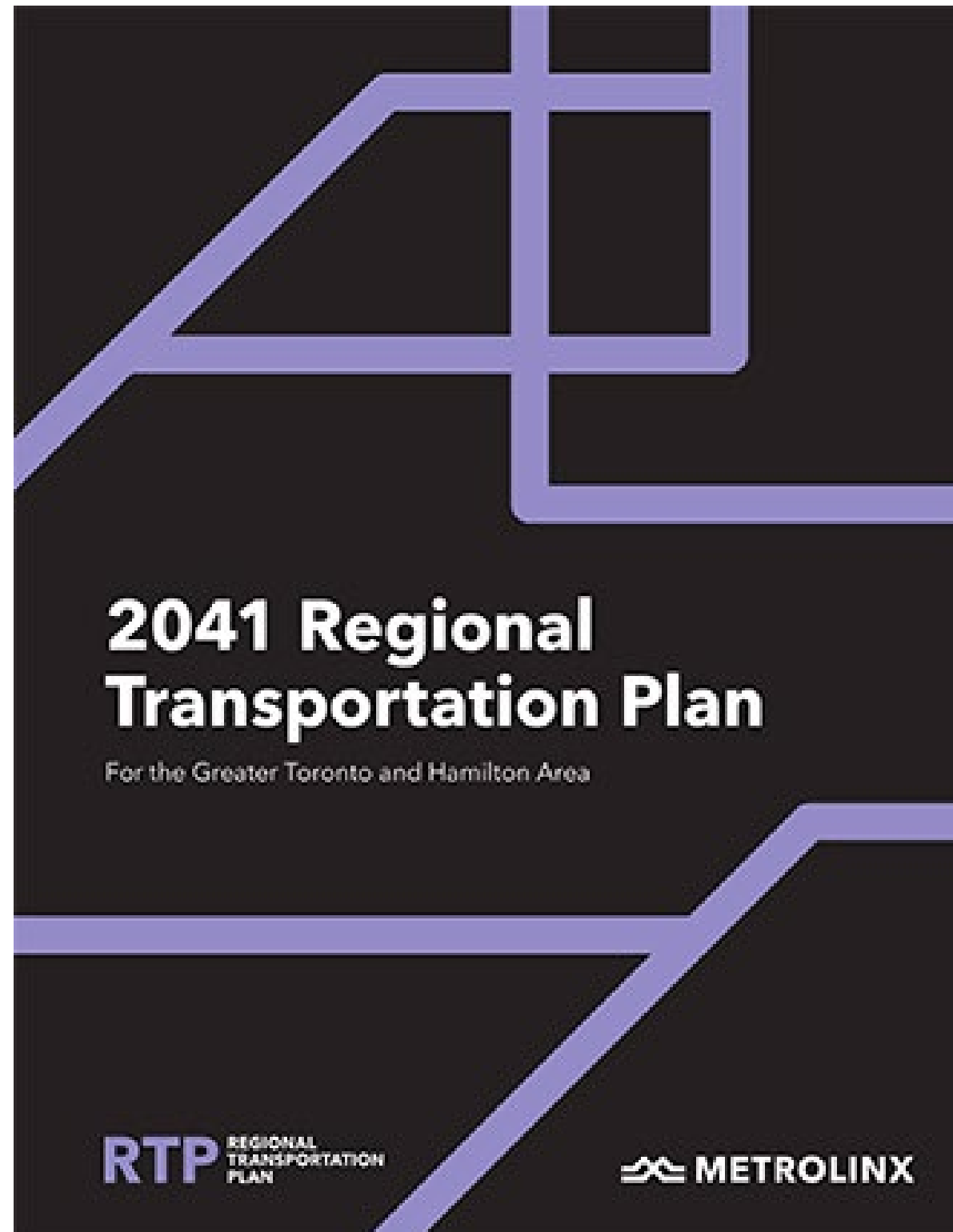
- Drivers of the Plan:
  - High population growth and changing demographics
  - Changing nature of work
  - Housing affordability and poverty concerns
  - New and innovative transportation technologies

- Sets goal of 25% sustainable mode share (transit, walking and cycling) by 2041 in the region
- Completed by Metrolinx, very transit heavy but does include regional planning for walking and cycling to be led by municipalities

TORONTO, ON

Strengths:

- Looks to advance fare and service integration between transit systems to enable sustainable mobility throughout the region
- Significant transit investments connect Provincially identified Urban Growth Centres
- Direction for municipalities to create transportation demand management (TDM) programs and initiatives

Weaknesses:

- Heavy involvement and direction from the Province in determining regional transportation priorities. Limited ability of municipalities to direct and influence regional transportation priorities
- No direction to create an investment strategy to implement the plan

$ 10.4 Billion

In federal funding received by Metrolinx for several different rapid transit projects in 2021
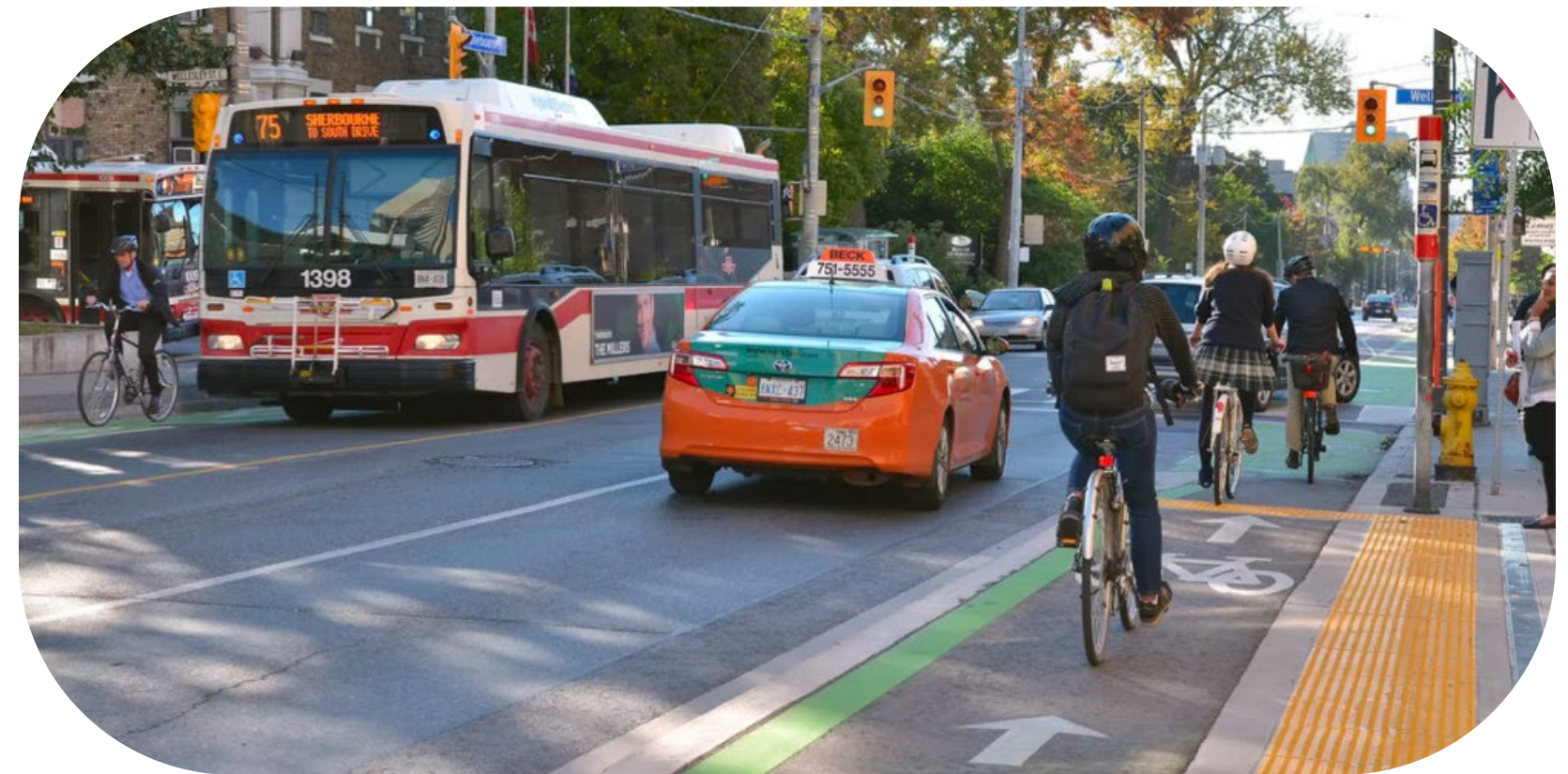
TORONTO, ON

Opportunities:
- Could explore role in regional TDM programs and projects

Threats:
- Monitoring progress in individual communities may be resource intensive
- Absence of an investment plan or funding strategy could see important regional transportation projects and initiatives deferred or not advance

Concluding Thoughts

- Development of a comprehensive regional transportation plan versus projects has been successful in receiving significant funding in other jurisdictions
- The regional governance model has significant influence on the role of both Municipalities and the Province on who sets the plan and project priorities for investment
- In all jurisdictions regional transportation plans are multimodal in their development and approach
- Plan duration typically aligns to a 25 to 30 year horizon. A 10 year Investment Plan provides a high level of clarity aligned to funding programs and approaches to advance projects from the plan stage to construction
- Complexities remain in municipal service delivery that is required to fully realize regional transportation plan objectives and strategies

Questions

![Calgary Metropolitan Region Board logo]

Agenda Item	7
Submitted to	**Land Use and Servicing Committee**
Purpose	**For Information**
Subject	**Springbank Offstream Reservoir (SR1) Project Update**
Meeting Date	**March 9, 2023**

That the Committee receive for information a presentation on the Springbank Offstream Reservoir

Summary

- The Springbank Off-stream Reservoir Project (Springbank Reservoir, or 'SR1') is a dry reservoir on the Elbow River that can store water temporarily during a flood event, working together with the Glenmore Reservoir. The Springbank Reservoir is designed to reduce flood risk by managing flow rates and volume in the Elbow River. This goal can be met while also allowing river processes to continue (such as natural erosion, transportation and deposition, fish and wildlife movement), even during a flood event.

- The Land and Environmental Planning (South) Section of Environment and Protected Areas (formerly Alberta Environment and Parks) initiated the land use planning process for the Springbank Reservoir project area in January 2022. The primary land use for the area is flood mitigation along the Elbow River; however, outside of flooding times, secondary uses will be identified through the planning process.

- This presentation is part of outreach to build awareness of the ongoing land use planning and operational updates. This provincial initiative also relates to the Growth Plan chapter on watershed stewardship.

Attachments
- More information on the Springbank Offstream Reservoir is available on the Government of Alberta website here.
- Presentation

Recommendation

That the Committee receive for information a presentation on the Springbank Offstream Reservoir Project.

Agenda Item 7

Springbank Off-Stream Reservoir (SR1) Overview and Update

Calgary Metropolitan Region Board

March 9, 2023

Chad Willms, Director of Land and Environmental Planning South, Environment and Protected Areas

Agenda Item 7i

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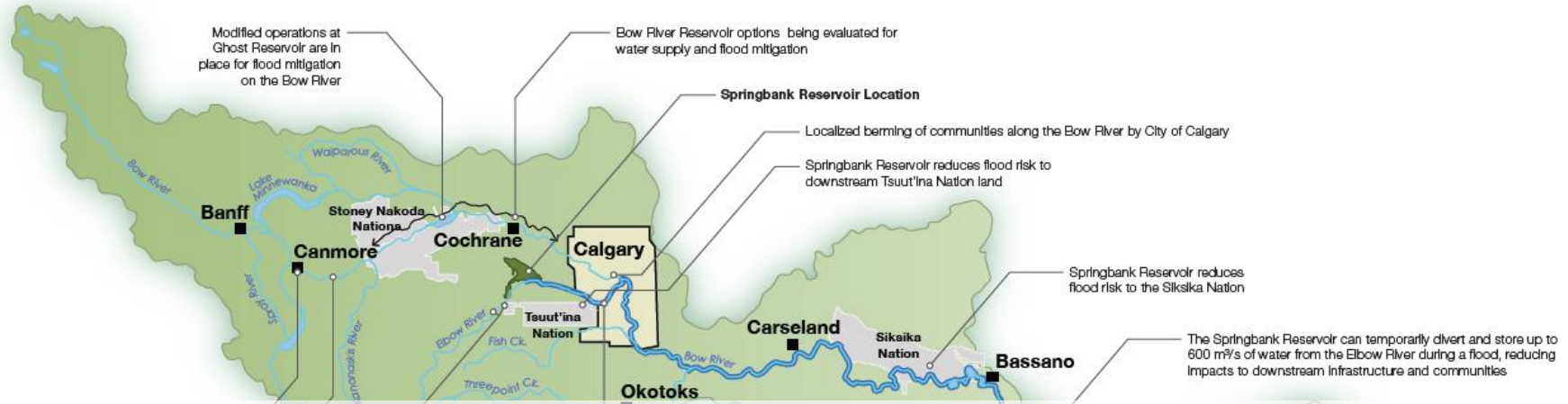
Classification: Public

Background

- Project was preferred option; work started June 2016
- Selected due to reduced environmental impact, construction logistics, and budget.
- Works in combination with Glenmore Reservoir and other water infrastructure.

CMRB Land Use & Servicing Committee Agenda Pkg March 9 2023

Background

- Store water temporarily during a flood
- Project consists a diversion structure, channel, dam, outlet, and road modifications.
- Previously an area of agricultural private lands.

CMRB Land Use & Servicing Committee Agenda Pkg March 9 2023

Alberta

Project Overview

- Construction began May 2022; complete May 2025
- AB Transportation led approvals and construction
- AB Agriculture and Irrigation will take over ownership and operation
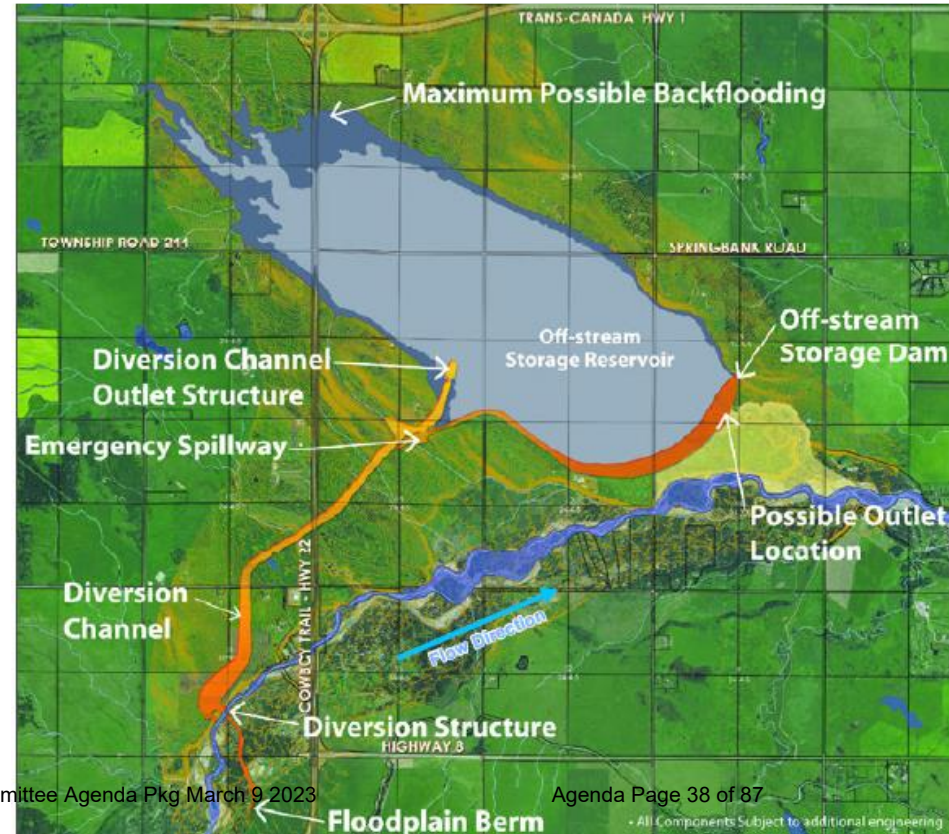
Regulatory Process

Natural Resources Conservation Board (NRCB) June 22, 2021

Impact Assessment Agency of Canada (IAAC) July 8, 2021

Water Act- (infrastructure- dam design and reservoir operations) Application- Dam Safety

Public Lands Act- (project lands) Application- Dept. License of Occupation and Temporary Field Authorization

Federal Regulation Approvals- e.g. Dept. of Fisheries and Ocean

Alberta

Project Overview

- SR1 Project to work in tandem with the Glenmore Reservoir
- Capacity to divert flows of up to **600 m3/s** from the Elbow River to the off-stream reservoir during flood events (when river flow is **greater than 160 m3/s).**
- During a **design flood (2013**) approximately half of the flow in the Elbow River can be diverted into the reservoir. The remaining flow would pass to the Glenmore Reservoir and from there released at a rate of **160 m3/s**
- Together, the two reservoirs will have a total combined storage capacity of **87,771,000 m3**, exceeding the amount of water that overtopped the Glenmore Dam during the 2013 flood

Alberta

Project Overview

Diversion Structure
- Floodplain Berm (1.3 km long)
- Service Spillway (2 X 24 m pneumatic gates)
- Auxiliary Spillway
- Control Building
- Debris Deflection Barrier (165 m long x 7.25 m high)
- Diversion Inlet (2 x 20 m gates)
- Diversion Channel (4.3 km long – 24 m bed width – 6 m deep – 600 m3/s capacity)

Off-stream Storage Dam
- Main Dam (3.8 km long x 29 m high))
- Low Level Outlet Works
- Emergency Spillway
- Control Buildings

Road work
- Highway 22 and Springbank Road raising
- Highway 22 Bridge and Range Road 242 Bridge
- Access Roads

Project Overview

https://www.youtube.com/watch?v=HSi0iF3ECj0

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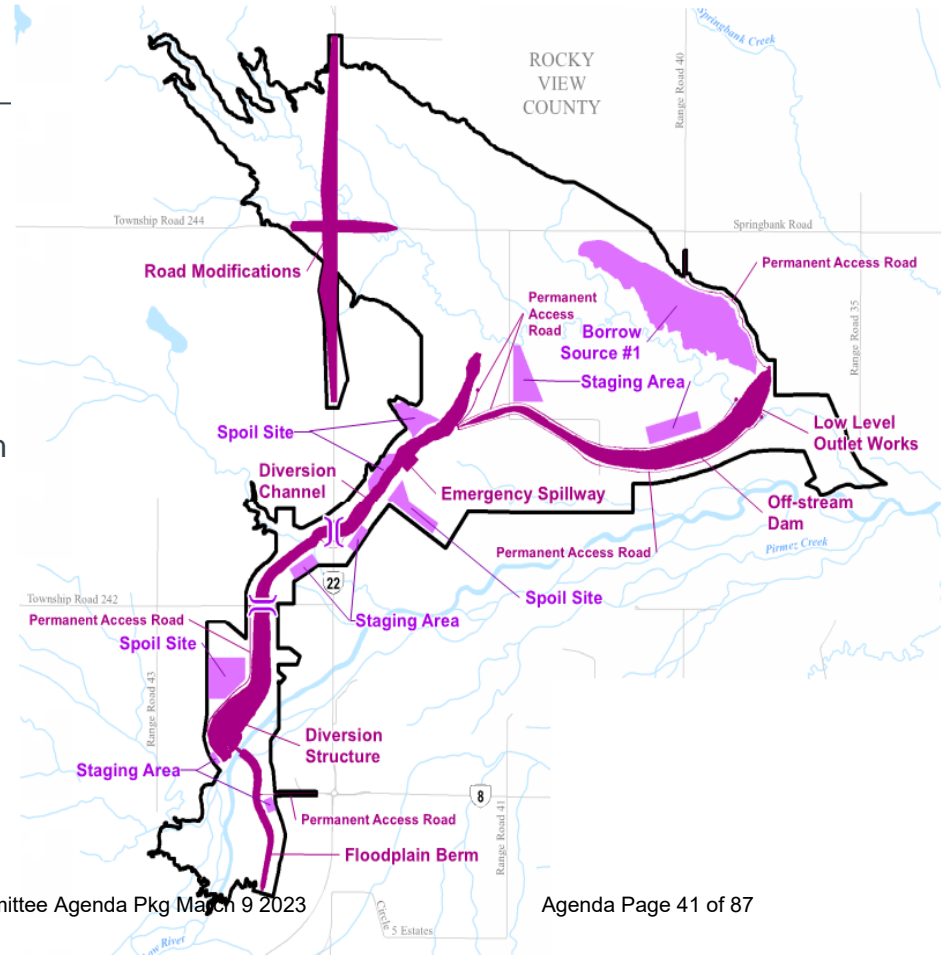
Operations

- Updates and Drills with City of Calgary
- Staff Training and Re-orientation
- Emergency Management:
    - Emergency Preparedness Plan (EPP)
    - Emergency Response Plan (ERP)
    - Flood Operations Plan
    - Downstream Notifications, Communications Fan-out
    - Annual Stakeholder Engagement and Drills
- Normal Operations Plan
- Mitigation and Monitoring Activities – Pre and Post Event

Alberta

Operations

Operations

DRAFT Preliminary Operating Procedure
- Communications and Notifications
    - City of Calgary (Water Operations and Emergency Management)
    - Local authorities and key stakeholders
    - Department Coordination Centre, Provincial Emergency Operations Centre
- Site security; reservoir access management; public safety
- Debris management
- Weather, River Flow, Diversion and Reservoir Level Monitoring
- Dam safety surveillance

Classification: Public

Alberta

Operations

DRAFT Post-Event Requirements

- Reservoir drawdown requirement – 40 days
- Ongoing public safety management
- Silt and debris management
- Response to monitoring requirements
- Response to remediation commitments
- Dam safety monitoring and surveillance requirements during drawdown
- Response to unexpected consequences (within the project footprint and inundated areas downstream)
- Communications
- Infrastructure inspections and operational debriefs

NRCB Conditions – Land Use

Condition Number	Condition Details
Condition # 4	The Operator, in consultation with the Stoney Nakoda Nation (SNN), shall: a) Implement cultural awareness training for employees and contractors that are likely to be in contact with SNN. b) Retain an independent Indigenous monitor to monitor field work as part of the SNN traditional land use assessment. Shall be retained throughout construction to ensure requirements of SNN are met. all to the satisfaction of Alberta Indigenous Relations.
Condition # 5	**The Operator shall:** a) **Establish a Joint Land Use Advisory Committee consisting of Indigenous and local community members to provide recommendations for potential land uses. Committee will dissolve when the LUP is finalized.** b) **Consult on the use of firearms with both the First Nations and Joint Land Use Advisory Committees.**

Classification: Public

CMRB Land Use & Servicing Committee Agenda Pkg March 9 2023

Alberta

IAAC Conditions – Land Use

Condition Number	Condition Details
Condition 8	**Current use of lands and resources for traditional purposes- vegetation/weed management, maintenance, land use plan**
8.8	Completion of a Land Use Plan - priority to First Nations safe access
8.9 & 8.10	First Nations staging area- location; unimpeded access
8.11	Establishment of a First Nations Land Use Advisory Committee and completion of a Terms of Reference
8.12	Inclusion of Indigenous groups on the First Nations Land Use Advisory Committee
8.14	Follow-up program on the effectiveness of the Land Use Plan and First Nations Land Use Advisory Committee

Alberta

Guiding Principles for Land Use Document

- ## Primary Use

  - ### Flood Mitigation and Safety

- ## Secondary Use

  - ### First Nation Use

    - Exercise Treaty Rights (hunting, traditional activities)
    - Staging area (parking, temporary campsites), ceremonies

  - ### Other Uses (management alignment and compatibility)

    - Vegetation and habitat management
    - Minimal impact (limited surface dispositions)
    - Grazing permits (as required basis)
    - Non-motorized recreational access (hiking, biking, cross-country skiing)

CMRB Land Use & Servicing Committee Agenda Pkg March 9 2023

Alberta

Committees- Role and Function

- Awareness and congruency with regulatory conditions and guiding principles

- Compromised of numerous members representing multiple interests and perspectives

- Committee representatives provide:

  - Local, first-hand knowledge

  - Local planning authority- regulation and initiatives

  - Perspective- considering group interests/advocacy

  - Communication- consistent point of contact

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Alberta

# First Nation Land Use Advisory Committee

- First Nations from Treaty 6 and Treaty 7

- To provide direction on:
  - Exercise of Treaty Rights and traditional uses
  - A staging area to be used by First Nations
  - Environmental management
  - Opportunities for historical and cultural education and interpretation

- Collaborative work on land use plan underway

Elbow River Camp, Calgary Stampede

Classification: Public

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Alberta

Joint Land Use Advisory Committee

- Indigenous groups and the local community

- To provide recommendations on:
  - Recreational use and public access
  - Grazing
  - Recreational hunting
  - Other compatible land uses

- Recommendations report complete and submitted

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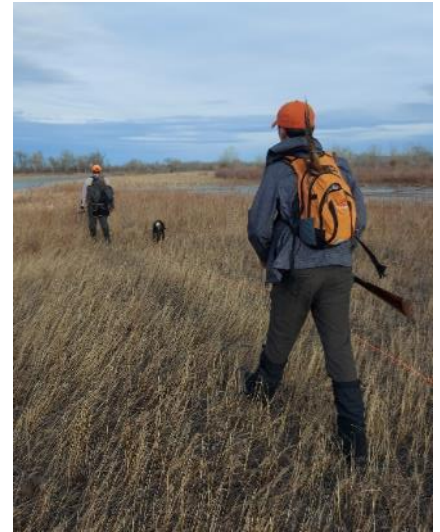
Construction Progress

- 95% of all land required for the facility was cleared

- Elbow River has been diverted

- Construction started on the floodplain berm, auxiliary spillway, diversion structure, the diversion channel, the dam, and the low level outlet for the dam

Alberta

Construction Progress

- Pipeline relocations are completed

- Earthwork activities have shut down for the winter

- Construction of concrete structures will continue through the winter

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Construction Progress

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Summary

- SR1 is operationally and structurally very complex

- Flexible to manage a range of scenarios (e.g., double or triple peak over a period of numerous days)

- Requires operator experience, collaboration with partners to deal with near-infinite possible scenarios

- Extensive on-going management of site in perpetuity

- Prioritizing First Nations use and access outside of flood mitigation

- Enable public use and access that is compatible with the project needs and First Nation exercise of Treaty rights

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Next Steps

- First Nations Advisory Committee (in progress)

- Land use planning (in progress)

- Phase 1 dam completion (May 2024)

- Full operations (Spring 2025)

CMRB Land Use & Servicing Committee Agenda Pkg March 9 2023

Questions

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Calgary Metropolitan Region Board

Agenda Item	8
Submitted to	**Land Use and Servicing Committee**
Purpose	**For Recommendation**
Subject	**REF Interpretation Guide Amendments**
Meeting Date	**March 9, 2023**

Motion that the Committee recommend to the Board approval of the proposed amendments to the REF Interpretation Guide

Summary

- 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 REF Interpretation Guide was approved by the Board on November 18, 2022, and is in use as a supporting document to the REF process.

- REF application 2023-01, City of Calgary Chinatown Area Redevelopment Plan, highlighted areas in the REF Interpretation Guide that were unclear and in conflict with the policies of the Growth Plan, specifically around Environmentally Sensitive Areas (ESAs).

- REF application 2023-01 was withdrawn and resubmitted as REF application 2023-02. The application included additional reporting on Environmentally Sensitive Areas to meet the requirements of Growth Plan policy 3.3.2.1.

- REF Interpretation Guide states that if an Environmental Screening identifies an Environmentally Significant Area onsite or within 100m of a plan area then an Environmental Study *may* be required; however, Growth Plan policy 3.3.2.1 states that if an ESA is identified onsite or within 100m of a plan area then an Environmental Study *must* be completed.

- The proposed amendments in the attached REF Interpretation Guide are intended to add clarity to this section of the Guide.

Attachments

- DRAFT amendments to the REF Interpretation Guide

Agenda Item 8

1. Background

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. 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. Proposed Amendments to the REF Interpretation Guide

As outlined at the November 18, 2022 Board meeting, 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.

During the review of REF Application 2023-01, City of Calgary Chinatown Area Redevelopment Plan, it was identified that the REF Interpretation Guide was unclear in some portions of the Environmentally Sensitive Areas sections of the Guide. The REF Interpretation Guide states that if an Environmental Screening identifies an Environmentally Significant Area onsite or within 100m of a plan area then an Environmental Study *may* be required; however, Growth Plan policy 3.3.2.1 states that if an ESA is identified onsite or within 100m of a plan area then an Environmental Study *must* be completed.

REF Application 2023-01 was withdrawn and resubmitted as REF Application 2023-02. REF Application 2023-02 included reporting on previously completed environmental reports and studies to meet the requirements of Growth Plan policy 3.3.2.1.

To rectify this issue for future REF applications, amendments to the REF Interpretation Guide are proposed. These include:

- if there is inconsistency between the REF Interpretation Guide and the policies of the Growth Plan then the policies of the Growth Plan shall prevail,
- clarifying that if an ESA, as defined in the Growth Plan, is identified onsite or within 100m of the plan area by an Environmental Screening then an Environmental Study must be completed. An Environmental Study can include previously completed studies or reports provided they meet the requirements of the Growth Plan, and
- clarifying that the summary reporting around Environmental Studies submitted as part of a REF application can be completed by any member of administration, although the Environmental Studies themselves must be completed by a professional working in the appropriate field of study.

Agenda Item 8

3. Recommendation

That the Committee recommend to the Board approval of the proposed amendments to the REF Interpretation Guide.

Agenda Item 8

REGIONAL EVALUATION FRAMEWORK

INTERPRETATION GUIDE

DRAFT Amended LUSC Version March 9, 2023

Agenda Item 8i

Contents

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.

In the event that the information provided in the REF Interpretation Guide conflicts with the policies of the Growth Plan, the policies of the Growth Plan shall prevail.

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 it 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.

a. *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.

b. *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 that has regional significance to the Board for review through the REF process.

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).

13. APPENDIX 2: REF APPLICATION PROCESS & TIMELINE CHART

REF Application Review Process

Preapplication Discussion of Regional Significance (Non-binding, no prejudice)

Not Regionally Significant (Application does not require regional review, as determined by applicant)

REF Application Submitted (Submitted after formal review by elected officials but before 3rd Reading)

Review Application for Completeness (If deemed complete, send for 3rd party review)

3rd Party Review (Consultant review and/or TAG Committee review)

CMRB Admin Recommends Approval (Notification sent to members)

CMRB Admin Recommends Refusal (Notification sent to members)

Review Period (21 days for members to review CMRB Admin Recommendation)

No Challenges to CMRB Admin Recommendation - Deemed Approved

CMRB Admin Recommendation Challenged by Board Member

Board Votes to Approve or Reject Application (Rejected applications may be resubmitted at any time)

Board Decision Appeal Process

Optional Preapplication

5 working days

20 working days

Approval: 21 calendar day Review Period
Refusal: To Next Board Meeting for Vote

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 shall 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 14.3.2.

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. In accordance with Growth Plan policy 3.3.2.1, ~~I~~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~~ is 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. If the previously completed reports or studies meet the Growth Plan's requirements, a representative of a member municipality who is not a qualified environmental professional may provide the Board with an overview of report findings using the outline provided below in REF Interpretation Guide Section 14.3.4.

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 (or similar) 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 the 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.

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Agenda Item	9
Submitted to	**Land Use & Servicing Committee**
Purpose	**For Information**
Subject	**Board Initiatives Progress Update**
Meeting Date	**March 9, 2023**

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

Summary

- In early 2022 CMRB Administration developed a draft 5-year planning timeline to visualize the recommendation to focus on implementing the Growth and Servicing Plans in the near term.
- 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 began implementation of REF and the Growth and Servicing Plans.
- In 2023, the CMRB confirmed five strategic initiatives. They are:
    - o Phase 2 of Indigenous Relations
    - o Regional Economic Development
    - o Environmentally Sensitive Areas Database
    - o Scoping the Regional Transportation and Transit Master Plan; and
    - o Scoping the Water Roadmap Update
- The purpose of this agenda item is to update the Committee on the progress on these five initiatives and other pertinent projects.

Attachments
- Table 1: 2022/23 Board Initiative Update

Agenda Item 9

CMRB Initiative	Phase(s) *	Status	Comments
1. Indigenous Relations	Dialogue	Dialogue - potential interest from Bearspaw First Nation for their Chief to come to a future board meeting and share information about the Nation and its interests	
	Learning	Next opportunity for learning to be identified.	
	Co-create - Additions to Reserve Framework also referred to as 'Land Back Framework'	Additions to Reserve (ATR) Framework - Draft principles developed, reviewed by contributors and updated with feedback. Siksika & Bearspaw Nations have participated in meetings in 2023, which was positive. Anticipate having a draft ATR framework to the Board in Q2 2023.	
	Celebrate	Introductory Working Group meeting complete. Discussion and development of criteria for Sites underway. Next meeting is scheduled for March 2023.	
	Summary Report	Not Applicable	
	Overall project status		
2. Regional Economic Development	Procurement	MNP LLP is consultant team.	
	Environmental Scan	Interviews with municipal stakeholders are complete, with one exception. Working Group has been struck and meeting has been scheduled. Invitations have been sent to external stakeholders to garner interest. External stakeholders include Calgary Airport Authority, local Chambers of Commerce, Government of Alberta, post-secondary acedemic institutions and others, based on MNP recommendations	
	Gap Analysis	In progress	
	Vision & Framework	Workshops scheduled for April 2023. Details underway.	
	Communications	Ongoing.	
	Overall project status		Agenda Item 9i

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CMRB Initiative	Phase(s) *	Status	Comments
3. Scoping Regional Transportation and Transit Master Plan	Procure SMEs	Aziz Merali and David Cooper were retained as subject matter experts (SMEs). Project schedule is under development. Kickoff meeting complete with technical advisory group.	Cost estimates for original project charter exceeded CMRB budget. Scope refined and updated. Amended Project Charter approved by Board February 24, 2023.
	Environmental Scan	Placeholder meetings with Working Group scheduled for 2023	
	Objectives and Scoping	Workshop anticipated in May 2023. Details under development	
	Finalize Scope, Sched and approx. budget	Not Applicable	
	Overall project status		
4. Scoping Water Roadmap Update	Procure SME	Ongoing.	
	Environmental Scan	Placeholder meetings with Working Group scheduled for 2023	
	Confirm Areas of Focus	Placeholder meetings with Working Group scheduled for 2023	
	Gap Analysis - Role	Not Applicable	
	Finalize Roadmap Update	Not Applicable	
	Overall project status		

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Table 1: 2022/2023 Board Initiatives Update

CMRB Initiative	Phase(s) *	Status	Comments
5. Environmentally Sensitive Areas Database	Procurement	Complete. O2 Planning and Design were the successful proponent.	Data gathering is scheduled to be complete mid-March.
	Available Datasets	Municipal Administrations and external organizations are in the process of providing data to the consultant.	
	Gap Analysis	Not Applicable	
	Database Framework	Not Applicable	
	Database	Not Applicable	
	Reporting	Not Applicable	
	Overall project status		
6. DEAL v2	GIS update (internal to CMRB)	Ongoing.	Internal project, no external consultants required at this time.
	Municipal Feedback	Most municipalities have returned feedback for level 1. CMRB Admin is updating per municipal feedback.	
	Level 2 Data (approved, planned land use)	Ongoing. Will be sent for municipal review.	
	Finalization	Not Applicable	
	Overall project status		

* To be confirmed with consultant, once finalized.

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