

# Growth and Servicing Plan External Technical Advisory Group

## Calgary Metropolitan Region Board Growth Plan

### Terms of Reference

#### 1. Background

The *Calgary Metropolitan Region Board Regulation* ("Regulation") mandates the delivery of a Growth Plan and Servicing Plan for the Calgary Metropolitan Region to the Minister of Municipal Affairs before December 31, 2020. As described in the Regulation, the Growth Plan and the Intermunicipal Servicing Plan must work together to promote a coordinated, efficient and strategic approach to growth in the Calgary Metropolitan Region.

#### 2. Vision and Objectives

To develop an approach for fulfilling the objectives of the Growth and Servicing Plan, coordinated with the Servicing Plan, as defined in the Regulation as described in Section (8) of the *Calgary Metropolitan Region Board Regulation*.

The objectives of the Growth Plan include the following:

- *to promote an integrated and strategic approach to planning for future growth in the Calgary Metropolitan Region,*
- *to identify the overall development pattern and key future infrastructure investments that would*
  - *best complement existing infrastructure, services and land uses in the Calgary Metropolitan Region,*
  - *best complement the desired scale of development and community visions across the Calgary Metropolitan Region,*
  - *best address efficient and cost-effective growth and development, and*
  - *maximize benefits to the Calgary Metropolitan Region,*
- *to coordinate decisions in the Calgary Metropolitan Region to sustain economic growth and ensure strong communities and a healthy environment, and to promote the social, environmental and economic well-being and competitiveness of the Calgary Metropolitan Region.*

#### 3. Mandate

To support the development of the Growth and Servicing Plan by participating in the planning process as expert technical advisors.

#### 4. Regulatory Requirements/Scope of Work

##### 4.1. Growth Plan

As described in Section 9(1) of the *Calgary Metropolitan Region Board Regulation*, except as otherwise specified by the Minister, a proposed Growth Plan must contain a comprehensive, integrated regional land-use plan for the Calgary Metropolitan Region.

The Growth and Servicing Plan is required to provide direction on:

- a) *population and employment projections;*
- b) *the identification of*
  - i. *growth areas,*
  - ii. *land supply for residential, commercial and industrial purposes,*
  - iii. *agricultural lands,*
  - iv. *density of development,*
  - v. *the development and location of infrastructure, and*
  - vi. *corridors for recreation, transportation, energy transmission, utilities and intermunicipal transit;*
- c) *policies regarding the planning for corridors for recreation, transportation, energy transmission, utilities and intermunicipal transit;*
- d) *policies regarding environmentally sensitive areas;*
- e) *policies regarding the coordination of infrastructure planning and development among the participating municipalities;*
- f) *policies that address new settlement areas;*
- g) *policies that address the intensification of existing settlement areas;*
- h) *policies regarding the conservation of agricultural lands;*
- i) *specific actions to be taken by the participating municipalities to implement the Growth Plan.*

In addition, the Board has added “flood prone areas” as a requirement of the Growth and Servicing Plan. The Board may add regard to other matters through its visioning process and the development of the Growth and Servicing Plan.

## **5. Project Term**

The Group will fulfill its mandate upon completion of the Calgary Metropolitan Region Growth and Servicing Plan or December 31, 2020.

## **6. Membership**

The Growth and Servicing Plan External Technical Advisory Group (G&SP External TAG) should include representatives from non-member municipalities, other levels of government, regional infrastructure, utility and service providers.

## **7. Roles and Responsibilities**

### **7.1. CMRB Administration**

CMRB Administration will act as the Project Manager for the development of the Growth Plan and Servicing Plan. The CMRB Administration will:

- Provide project management services to deliver a project that aligns with the vision and values of Board members in a timely and cost-effective manner;

- Chair the meetings of the G&SP External TAG;
- Be responsible for overall coordination, management of the deliverable(s) and will carry out specific tasks as appropriate;
- Present technical recommendations to the Land Use and Servicing Committees. Technical recommendations shall be made at the discretion of CMRB with heavy consideration given to input provided by municipality administrations. Whenever possible, the CMRB shall strive for consensus; however, where consensus is not possible, CMRB holds responsibility to move the process forward to respect the Growth Plan and Servicing Plan timelines.

## **7.2. Growth Plan Consultant (as defined in CMRB contract 2019-06 B)**

The Growth Plan consultant will:

- Seek guidance from the G&SP External TAG on matters related to land use and service planning, as appropriate, and develop materials for the CMRB in consideration of G&SP External TAG input
- Work with all internal and external stakeholders, including the G&SP, to develop technical recommendations related to the Growth and Servicing Plan
- Provide the G&SP a summary of how their input was considered in the development of the Growth and Servicing Plan

## **7.3. G&SP External TAG**

### **7.3.1. Growth Plan-related activities**

The G&SP External TAG will act as technical experts for the project. G&SP External TAG members will:

- Contribute their time to attend one to two meetings, unless there is a need for additional meetings;
- Provide technical and/or strategic input into the development of the Growth Plan process on behalf of their respective governments, agency, or organizations.
- Guide and advise CMRB Administration and Growth Plan Consultant on the technical, political and implementation considerations related to land use planning or servicing in the region;
- Collaborate with CMRB Administration, consultants, and other participants to identify and solve issues and to move project forward; and
- Coordinate experts and other key stakeholders to participate in the planning process as required.

## **8. Costs**

Any participating organization or government is asked to provide funding for time and disbursements related to participation in the G&SP External TAG group.

## **1. Appendix 1: External TAG Meetings Protocols**

### **1.1. Meeting Attendance**

- If primary representatives are unable to attend a meeting, an alternate will be sent in their place.
- Primary representatives and alternates must be approved by the CMRB.

### **1.2. Meeting Confidentiality**

- Any information that is deemed proprietary or confidential will be stated at the beginning of each meeting and will not be shared outside the TAG.
- A confidentiality agreement will be executed by all primary and alternate members of the G&SP External TAG prior to participating in the development of the Growth Plan and Servicing Plan.

### **1.3. Meeting Minutes**

- Meeting minutes will provide a general summary of the matters discussed at the meeting, a list of action items, and any decisions agreed upon by the group.
- Meeting minutes will be provided by the Growth Plan Consultant.

### **1.4. Meeting Agendas**

- Target date for circulation of an agenda and key materials is one (1) week in advance of meeting.
- Materials for the agenda will be provided by the Growth Plan Consultant.

### **1.5. Meeting Decorum**

- All members of the External TAG will participate respectfully. This includes keeping comments on topic, allowing others to speak, disagreeing in a respectful manner, being mindful of the time spent discussing any one topic.
- Every member has the right to participate fully in the meetings and will be recognized by the Chair if they wish to speak to an issue.