

TOWN OF HIGH RIVER AND FOOTHILLS COUNTY INTERMUNICIPAL COMMITTEE MEETING

Thursday, January 13, 2022

1:30 PM - 3:30 PM

Virtual Meeting Held Via Zoom Video Conferencing Platform

A G E N D A

1. **Call to Order** (Reeve Delilah Miller)
2. **Additions / Changes to the Agenda**
3. **Review / Confirmation of Previous Meeting Notes** (March 4, 2021)
4. **Business Items**
 - a. **Acknowledgement of Co-Chairs – County & Town**
 - b. **Intermunicipal Committee Terms of Reference** (Julie McLean and Khalid Mohammed)
 - c. **Foothills Crossing Area Structure Plan Update** (Julie McLean)
 - d. **Letter from Deputy Minister Beverly Yee, Alberta Environment and Parks** (Delilah Miller)
5. **Flood Mitigation Updates – County and Town Administration**
6. **General Municipal Updates**
7. **Next Meeting Date:** Tentative Thursday April 21, 2022

Attachments:

- *March 4, 2021 Minutes.....pdf page 2*
- *Intermunicipal Committee Terms of Reference.....pdf page 6*
- *Foothills Crossing Area Structure Plan Update.....pdf page 33*
- *Letter from Deputy Minister Beverly Yee.....pdf page 61*

MEETING PARTICIPANTS:	
TOWN OF HIGH RIVER	FOOTHILLS COUNTY
Mayor Craig Snodgrass	Reeve Delilah Miller
Councillor Jamie Kinghorn	Deputy Reeve Rob Siewert
Councillor Michael Nychyk	Councillor R.D. McHugh
Councillor Kelly Killick-Smit	Councillor Suzanne Oel (alternate)
Chris Prosser, CAO	Harry Riva Cambrin, Municipal Manager
Khalid Mohammed, Manager of Planning and Development Services	Ryan Payne, CAO
Sarah Peck, Planner II	Heather Hemingway, Director of Planning
	Julie McLean, Senior Planner
	Jeff Edgington, Manager of Infrastructure
	Krista Conrad, Legislative Services

MEETING NOTES
TOWN OF HIGH RIVER and FOOTHILLS COUNTY
INTERMUNICIPAL COMMITTEE MEETING

Thursday, March 4, 2021

2:30 PM

Virtual Meeting Via Zoom Video Conferencing Platform

In Attendance:

Town of High River

Mayor Craig Snodgrass
Councillor Jamie Kinghorn
Councillor Don Moore

Councillor Michael Nychyk (Alt)

Chris Prosser, CAO

Reiley McKerracher, Director of Recreation,
Engineering Park and Operations

Nicole Chepil, Director of Corporate Services

Kara Rusk, Manager of Legislative Services

Khalid Mohammed, Manager of Planning, and
Development Services

Breelyn Joyce, Planner II

In Attendance:

Foothills County

Reeve Suzanne Oel
Deputy Reeve Rob Siewert
Councillor Delilah Miller

Councillor R.D. McHugh (Alt)

Harry Riva Cambrin, Municipal Manager

Ryan Payne, CAO

Heather Hemingway, Director of Planning

Julie McLean, Senior Planner

Drew Granson, Planning Officer

Jessica Clement, Legislative Services

Susan Bogart, Legislative Services

Guests:

MEETING SUMMARY NOTES:

1. Call to Order

The Intermunicipal Committee meeting for March 4, 2021 was called to order by Reeve Oel at 2:33 p.m.

2. Additions / Changes to the Agenda

Motion: by Councillor Miller to adopt the agenda as presented.

CARRIED

3. Review / Confirmation of Previous Meeting Notes (December 3, 2020)

Motion: by Deputy Reeve Rob Siewert to approve the meeting notes from the December 3, 2020 meeting of the Intermunicipal Committee as presented.

CARRIED

4. Business Items

a. Intermunicipal Committee Terms of Reference

Ms. Joyce introduced the background of the agenda item and the Town's proposed amendments to the Terms of Reference. Ms. McLean explained County Administration did not have the opportunity to review the Town's proposed amendments due to the Town's Council meeting to confirm the proposed amendments taking place the week before. Deputy Reeve Rob Siewert requested time to discuss the proposed amendments with County staff and bring the item back to the committee for discussion at a subsequent meeting. The next Committee meeting is tentatively scheduled for June. Councillor Moore reminded the Committee that the Terms of Reference would have to be reviewed after the municipal election in October, per Section 11 of the Terms of Reference, and suggested that the proposed amendments be postpone for discussion until then.

Motion: by Mayor Snodgrass that the Intermunicipal Committee postpone discussion on the Terms of Reference until the next Intermunicipal Committee meeting, and in the meantime, administrations from both municipalities should complete their review and bring a mutually supported version back for discussion.

CARRIED

b. Impacts of Rimrock Feedlot on NW Neighbourhoods

Councillor Kinghorn explained the Town has received complaints of feedlot odours from Town residents. Councillor Nychyk clarified that the volume of complaints has increased and, while the Town is aware the feedlot operations are under provincial jurisdiction, asked the County if they are aware of any mitigation plans. Councillor Moore explained further that the Town has noticed the feedlot is spreading manure closer to Town than they are allowed, even though there have been past discussions on the issue. Councillor Miller explained the feedlot is pioneering new technology to mitigate the smell and expects improvements in the near future.

c. Joint Planning Area

Heather Hemmingway, Director of Planning with Foothills County, explained there have been several meetings between the Town and County to review the Joint Planning Areas (JPAs) proposed through the Calgary Metropolitan Region Growth Plan. She explained the County proposed splitting the original JPA into two – one with Okotoks and one with High River. High River has requested to remain party to the Okotoks JPA until they are no longer providing water services to the area. She stated the JPA the County proposed around High River included lands in the Town that are considered to have interface issues and meet the draft Calgary Metropolitan Region Growth Plan JPA criteria. Town Administration stated in their review, the Town lands did not meet the JPA criteria. The Town indicated that the areas already have been subject to joint planning and have an ASP in place. Ms. Hemingway acknowledged this and indicated

that the same is true for the lands in the County proposed for the JPA. This is why the County feels the JPA is an additional layer of planning that is not really needed.

Motion: by Councillor Kinghorn that both Administrations continue negotiations on the Joint Planning Area boundary.

CARRIED

d. CMRB Growth and Servicing Plan

Ms. Hemmingway introduced the topic, stating the CMRB Growth and Servicing Plan will restrict rural development if approved by the Province as is and the County will not be able to implement its current growth management strategy. Further, she stated the County is concerned the Growth and Servicing Plan are creating tensions between municipalities with existing partnerships. The CMRB is requesting another extension to complete the Growth and Servicing Plans by June 1, 2021. The County is concerned the consultant is biased towards rural development and stated they will be opposed to the Growth and Servicing Plan if no changes occur. Councillor Miller added that the County is concerned with the lack of public engagement for the Growth and Servicing Plan and less than 200 survey responses were received from the whole region. Engagement with First Nations is only being initiated now due to the request of the County. Further, there are concerns the regional Growth and Servicing Plan will increase taxes on residents.

Mayor Snodgrass agreed the process for developing the Growth and Servicing Plan has not been ideal, and acknowledged the apparent bias of the consultants but is concerned if the CMRB votes opposed to the Plan, that the Minister may mandate implementation of another plan that is even less agreeable to member municipalities. He stated he would like to learn more about the County's concerns.

The Committee discussed the regional planning case studies from Toronto and Portland, noting that regional growth policies have had unintended consequences for development and land efficiencies. It was suggested Town and County councillors meet to discuss impacts of the Growth and Servicing Plan to ensure there is a shared understanding between municipalities.

Motion: by Councillor Miller that the Committee accept the presentation as information.

CARRIED

e. Update on the Highway 2 East Side Area Structure Plan

Senior Planner, Julie McLean, introduced the topic, providing a timeline of events and draft deliverables, including plan objectives and two concept options. Next steps include re-engaging stakeholders to refine the concept option prior to undertaking technical analysis and policy development. Ms. McLean confirmed that the Province has a proposed design for the highway 23 interchange but that the construction timeline is undetermined.

Motion: by Deputy Reeve Rob Siewert that the Committee accept the presentation as information.

CARRIED

5. Flood Mitigation Updates

a. Lower Highwood Flood Mitigation Program – Letter from the Minister

Reeve Oel introduced the letter, stating it was received by both the Town and County and authorizes the transfer of grant money from the Town to the County for the purpose of buying out properties impacted by the 2013 flood. Mayor Snodgrass explained the Town is waiting on results from Alberta Environment appeals, which may require the Town allocate grant funding to resolve.

Motion: by Deputy Reeve Rob Siewert that the Committee accept the discussion as information.

CARRIED

6. General Municipal Updates

None provided.

7. Next Meeting Date

The next Town of High River and Foothills County Intermunicipal Committee will be determined. It is tentatively scheduled for June 2021.

8. Adjournment

Motion: by Mayor Snodgrass to adjourn the meeting at 4:09 p.m.

CARRIED

IMC REPORT

TO: Foothills County / Town of High River Intermunicipal Committee (IMC)

DATE: January 13, 2022

SUBJECT: INTERMUNICIPAL COMMITTEE TERMS OF REFERENCE

SUBMITTED BY: Julie McLean, Senior Planner, Foothills County; and
Khalid Mohammed, Manager of Planning and Development, Town of High River

BACKGROUND:

The Terms of Reference (ToR) for the IMC outlines the mandate, objective, scope, composition, and operating procedures for the Committee. Section 11 of the current ToR indicates that they shall be reviewed at the first IMC meeting following the start of a new political term or when Committee membership changes. Since the Committee membership changed in the fall of 2020 as part of each municipality's organizational meeting, administration originally brought the ToR before the IMC at their December 2020 meeting.

Foothills County had proposed some amendments to the process for the appointment of co-chairs and the composition of the Committee and had suggested the addition of a section addressing the holding of virtual meetings when deemed appropriate.

The IMC discussed the matter and direction was given to staff to undertake a detailed review of the ToR for the Committee with the following motion:

That the Town of High River and Foothills County Intermunicipal Committee direct both municipal administrations to undergo a detailed review of the committee terms of reference and bring back the proposed revisions, including those discussed by the Committee for consideration at the next IMC meeting.

At the next IMC meeting in March, 2021 Town administration brought forward additional proposed amendments but due to timing of the meeting, and the time that had been required for the Town to schedule a Council discussion on the matter, County administration had not been able to review and provide comment prior to the IMC meeting.

The Committee discussed the proposed changes and County Committee members requested that the County be given time to discuss the proposed changes with administration and that the item be brought back at the next IMC meeting. While there were some reservations about approving a new ToR right before an election, it was agreed that administration should continue the review process. The Committee provided the following direction:

That the Intermunicipal Committee postpone discussion on the Terms of Reference until the next Intermunicipal Committee meeting, and in the meantime, administrations from both municipalities should complete their review and bring a mutually supported version back for discussion.

Due to the cancellation of the scheduled June, September and December 2021 IMC meetings, this item is only now being brought back to the Committee for their consideration.

SUMMARY OF PROPOSED AMENDMENTS:

A red line version of the terms of reference is attached as Appendix A. However, a summary of the significant changes is provided below.

Section	Amendment	Purpose
1.0 Background	This section was updated to include mention of the IDP amendment undertaken in 2018 as well as the establishment of the CMRB in 2017. It is stated that despite the addition of the regional body, both municipalities recognize the importance of maintaining the ongoing cooperative efforts and discussions that take place through the IMC.	To make the document more current. The addition of “and by striving to align efforts with the Calgary Metropolitan Region Growth Plan” at the end of this section was one of the items that administration did not come to agreement on and direction from the Committee will be requested.
2.0 Purpose	This section was expanded and includes items previously in Section 3.0 and Section 7.1	It was felt that it was appropriate to move some items previously listed under Objectives in Section 3.0 or Roles and Responsibilities of the Committee in Section 7.1 to this section.
3.0 Objectives	Minor text amendments were made to a) through c). Added the objectives d) and e) regarding achieving the goals of the IDP as well as furthering mutual goals and objectives by jointly advocating at the regional and provincial level.	Minor text amendments are intended to provide clarity. Adding a goal with respect to the IDP reinforces the relationship between this jointly prepared plan and the Committee. Adding a goal about working together at the regional and provincial levels when we have common goals was deemed appropriate and beneficial to both municipalities.
4.0 Scope	Added the High River Airport and the operation and management of the shared administration building as examples of items that may be discussed by the Committee.	While the list is not intended to be exhaustive, administration felt it was worth adding the two items of joint interest.

	Protective services and IT services were removed as they are no longer shared services.	
5.0 Constraints	This is a new section that speaks to the mandate and powers of the committee. It had been previously addressed in the Governance section under the heading Authority.	The provisions previously under the Authority heading in the Governance section were moved to their own section to highlight the Committees role as an advisory body as opposed to a decision-making body.
6.0 Membership	This section was amended to reflect the proposed new committee composition that does not include the Mayor and Reeve as ex-officio members. It also reflects the proposed change that the co-chairs will be appointed by the respective Councils and acknowledged by the Committee rather than being appointed by the Committee. A graphic showing committee membership including the Co-Chairs and Alternate Co-Chairs was added. A sub-section regarding guests of the Committee was added. Additional detail was added to the administrative support section at the request of the Town.	The changes regarding the Committee membership are intended to address concerns brought forward by Foothills County regarding both the process for the appointment of the chairs and the potential for a situation where a majority of either Council (3 Committee members plus the Mayor or Reeve) is participating in an IMC meeting making decisions. The graphic showing the committee membership was added to provide additional clarity.
7.0 Governance	The Subsection titled Authority was moved to the new Constraints section (5.0). Under the sub section regarding voting and making recommendations to the municipal councils, reference was added to conflict resolution processes which were added in Section 7.3. These have been expanded to include alternative processes to those in the IDP, because the processes outlined in the IDP are limited in application.	The changes to the sub-section titled Voting and Making Recommendations to the Municipal Councils are intended to provide the IMC with additional avenues for conflict resolution should they find themselves in disagreement.

8.0 Roles and Responsibilities	The sub-section that outlined the roles and responsibilities of the Committee as a whole was removed, most of the content was moved to Section 2.0 Purpose. In the sub-section outlining the roles and responsibilities of Committee members, a point was added regarding upholding the Joint Statement on Intermunicipal Relations from the IDP. Another point was added indicating that the Committee members are responsible for communicating to and from their respective Councils regarding IMC business. Significant detail was added regarding meeting preparation and coordination at the request of Town administration. These included timelines for agendas and the requirement that most agenda items include a report to the Committee. In the subsection on information management provisions for the retention of recordings of live-streamed virtual meetings were added.	The point regarding upholding the Joint Statement in the IDP in the section on roles and responsibilities of Committee Members was added to strengthen the relationship between the IMC and the IDP. The changes pertaining to the roles and responsibilities of administration are intended to create clarity of expectations and consistency going forward. The addition of provisions regarding live-stream recordings were added to address the holding of virtual meetings which has already been implemented due to COVID-19 restrictions. It is anticipated that virtual meetings may continue even when no longer required under public health measures due to the convenience of holding meetings in this manner.
9.0 Meeting Protocol	Provisions were added allowing for the holding of virtual meetings of the IMC. There is a change proposed to the minimum number of regular meetings that are to be held from 4 to 2. A provision was added regarding holding a joint orientation for Committee members following a general municipal election. Reference to the Alternate Co-chair was added as provided for in Section 6.1.	The provisions regarding virtual meetings are to address a change in procedure that had already occurred due to COVID-19 restrictions. Reducing the minimum number of regular meetings from 4 to 2, and the requirement for a joint orientation session are two of the items that administration did not come to agreement on and direction from the Committee will be requested.

10.0 Public Accessibility	A statement regarding the Committee operating in an open, transparent and accountable manner was added at the beginning of the section. Additional clarity was provided regarding the process for making presentations to the Committee. A section was added outlining details around Committee correspondence – in particular, joint correspondence.	The addition of the initial statement highlights the commitment of both municipalities to be open and accountable to their residents. The sub-section on correspondence was added to ensure clarity of expectations and consistency going forward.
11.0 Committee Costs and Budget	No significant changes proposed.	
12.0 Maintenance of ToR	Requirement to review at the start of a new political term was removed and replaced with provisions to review as required.	It was found that the need for review of the ToR does not necessarily coincide with the start of a political term and that as such it is more appropriate to review as required.

ITEMS REQUIRING COMMITTEE DIRECTION:

As per the summary of proposed changes provided above, there are three items that have been included in the proposed Terms of Reference provided in Appendix B, regarding which administration is requesting direction from the IMC:

1. The addition of “and by striving to align efforts with the Calgary Metropolitan Region Growth Plan” at the end of Section 1.0 Background.

In light of Foothills County Council’s decision not to support the CMR Growth Plan, County administration request that this sentence be removed from the Terms of Reference.

Town administration believe that the regional Growth Plan is an important part of the planning framework in our two municipalities and as such it should be addressed in the Terms of Reference.

2. In Section 9.3 the change in the minimum number of regular meetings that efforts should be made to hold from 4 to 2.

Foothills administration believe that 2 meetings per year is not sufficient to achieve the Committee Objectives as outlined in the proposed ToR document. In particular:

Objective a) Developing an understanding of each other’s strategic priorities and implementing mutual goals through open communication, and

Objective b) Maintaining positive intermunicipal relations through communication and collaboration.

Foothills administration feel that agreeing to make every effort to hold 4 meetings per year demonstrates a commitment to continuing to foster the intermunicipal relationship.

Town administration emphasize that this is just a minimum and that the flexibility that is gained by reducing the minimum requirement from 4 meetings to 2 is desirable.

3. In Section 9.3 the requirement to hold a joint orientation for Committee Members within 3 months of a general municipal election.

County administration propose that IMC orientation is best dealt with by the respective municipalities as part of the Council orientation that they are required to hold under the MGA. To have a separate orientation for the IMC would require additional expense and significant staff time.

Town administration believe that due to the complexity of the roles and responsibilities of IMC members and because there are a number of agreements that exist between the two municipalities of which the Committee members should be aware a separate joint orientation session for the IMC is advisable.

REQUEST:

The IMC is asked to discuss the proposed Committee Terms of Reference and provide guidance regarding the areas where administration were not able to come to an agreement.

The IMC is also asked to bring forward any additional changes that the Committee members would like to see and then consider giving direction to administration that the Terms of Reference be recommended to both Councils for consideration for approval.

SUGGESTED MOTION:

The Intermunicipal Committee direct that the Terms of Reference for the IMC, with amendments as discussed, be taken back to both Councils with a recommendation for approval.

APPENDICES:

Appendix A: Red line version of proposed Committee Terms of Reference

Appendix B: Clean copy of proposed Terms of Reference with items requiring committee direction highlighted

TERMS OF REFERENCE:
INTERMUNICIPAL COMMITTEE

~~Municipal District of~~ Foothills ~~County~~ / Town of High River

Adopted by the Council of ~~the MD of~~ Foothills ~~County~~ on ~~June 21, 2017~~ **XXXX 2022**

Adopted by the Council of the Town of High River on ~~July 17, 2017~~ **XXXX, 2022**

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1.0 Background

The Town of High River and ~~Municipal District (MD) of~~ Foothills ~~County~~ Intermunicipal Committee (~~“IMC”, or “the Committee”~~) was established in late 1996, initially as the “Liaison Committee”, for the purpose of developing an Intermunicipal Development Plan. The Liaison Committee later became known as the Intermunicipal Committee.

In early 1997, the IMC recommended approval of the terms of reference for the Intermunicipal Development Plan (IDP). The IDP was prepared by both ~~MD~~County and Town staff, was reviewed by the Committee, and was eventually adopted by both municipal ~~councils~~Councils in November of 2000. In 2011-2012, the IMC assisted with the development of a new IDP ~~(2012)~~. The bylaws adopting the previous IDP were ~~rescinded~~rescinded, and bylaws were passed by each municipality adopting the new IDP in May 2012. The IDP was subsequently amended in 2018 to facilitate an annexation application by the Town.

In 2017, the Calgary Metropolitan Region Board (CMRB) was established by the province, requiring mandatory collaboration between the 10 regional municipalities. Despite the addition of regional planning to the municipal frameworks, both the Town and County recognize the importance of maintaining the ongoing cooperative efforts and discussions that take place through the IMC.

Since its establishment, the IMC has met to discuss issues of mutual concern such as annexations, transportation planning, recreation planning, and servicing. As development pressures continue to increase in the area surrounding ~~Calgary~~High River and along the Highway 2 ~~corridor and Highway 2A corridors~~, it ~~will be~~is important that the two municipalities continue to work together to manage growth in an ordered and sustainable manner by adhering to the IDP policies and by striving to align efforts with the Calgary Metropolitan Region Growth Plan.

2.0 ~~Mandate~~Purpose

The purpose of the ~~MD of Foothills / Town of High River~~ IMC is to ~~facilitate an:~~

- a) Foster a productive working relationship between the Town and County.
- b) Facilitate the ongoing ~~dialogue~~sharing of information between elected officials and municipal staff.
- a)c) Provide recommendations to both Councils on ~~issues~~intermunicipal matters, including recommendations for lands of mutual interest.
- d) Oversee the implementation of, and amendments to, the IDP.
- e) Play a role in the resolution of intermunicipal disputes as outlined in the IDP.
- f) Act as a negotiation committee on matters such as proposed annexations, servicing agreements, or joint planning areas, when directed by the respective Councils to do so.
- g) Provide a forum in which to review and comment on a range of topics of interest to both municipalities.

h) Cooperatively address provincial and regional matters of mutual interest

3.0 Objectives

Objectives of the IMC include:

- a) ~~establishing a working relationship for the purpose of developing~~Developing an understanding of each other's strategic ~~interests~~priorities and implementing mutual goals; ~~through open communication.~~
- b) ~~maintaining~~Maintaining positive intermunicipal relations, ~~while also playing a primary role in the resolution of intermunicipal disputes that may arise; through communication and collaboration.~~
- c) ~~Facilitating positive outcomes for residents of both municipalities by recommending to the municipal councils jointly prepared~~joint plans, processes, and programs ~~that benefit residents of both municipalities; and to the respective Councils.~~
- ~~d) cooperatively addressing provincial and regional matters.~~
- d) ~~_____~~
Achieving the goals of the IDP by supporting the implementation of its policies, including joint initiatives.
- e) Furthering mutual municipal goals and objectives by jointly advocating at the regional and provincial level.

4.0 Scope

The following are examples of topics that may be discussed by the Committee; however, it is acknowledged that the IMC is able to address any item of an intermunicipal or regional nature, that it deems important:

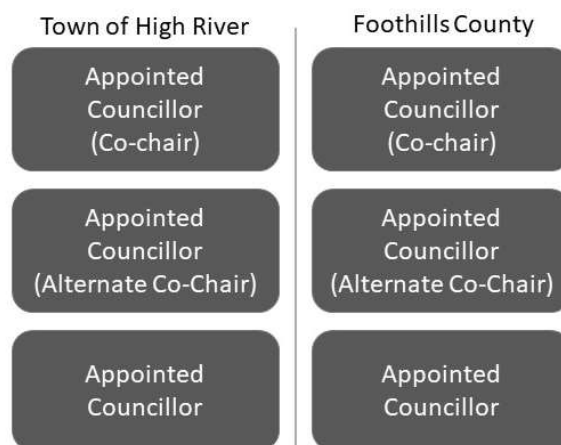
- a) Provincial and regional planning initiatives;
- b) Intermunicipal ~~planning;~~Planning.
- c) Annexation and growth management;
- d) Transportation including roads, pathways, and public transit;
- e) Intermunicipal servicing strategies and service agreements;
- ~~f) Environmental planning;~~
- ~~f) The High River Regional Airport.~~
- g) Recreation facilities planning and management;
- h) Flood mitigation;
- i) Emergency response services;
- ~~j) Protective Services;~~
- ~~k) IT Services.~~
-
- j) Operation and management of the shared Administration Building.

5.0 ~~Composition Constraints~~

~~5~~The IMC has no official legislative status or decision-making authority but can provide recommendations to the municipal Councils for ratification and/or to render a formal decision. This includes recommendations to, or requests for direction from the Councils, to direct Administration to undertake work related to IMC matters.

6.0 Membership

Membership Composition



6.1 Committee Members and Co-Chairs

- Up to a maximum of three (3) ~~councillors~~Councillors from each municipality shall be appointed by each ~~council~~Council as Committee Members.
- ~~The mayors of both municipalities are considered ex officio members of the Committee and may participate in IMC meetings as they deem appropriate.~~
- Each Council will appoint one Committee Member each for the positions of Co-Chair and Alternate Co-Chair.
- At the first IMC meeting subsequent to each municipality's organizational meeting, the Committee will acknowledge the Co-Chairs and Alternate Co-Chairs put forward by the municipal Councils.
- In the absence of the Co-Chair from the hosting municipality, the Alternate Co-Chair from that municipality will assume the Roles and Responsibilities of the Chair. Should both the appointed Co-Chair and Alternate Co-Chair from the hosting municipality be absent, then the Co-Chair or Alternate Co-Chair from the other municipality may assume the duty of Chair, at the discretion of the Committee.

6.2 Guests of the Committee

On an issue-specific basis, the Committee may request discussions to include elected officials and staff from both municipalities or other jurisdictions, as well as consultants, or CMRB administration, as deemed appropriate.

6.3 Administrative Support Staff

- a) Each municipality must provide staff to support the work of the Committee; however, staff are not considered ex-officio Committee Members.
- ~~e) The Town has chosen to provide a member of its Legislative Services Division as a minimum level of administrative support for the Committee. Additional staff members of the Committee and may participate in IMC meetings as they deem appropriate.~~

~~5.2 Administrative Support~~

- ~~i. One (1) staff member from each municipal administration are to be may be assigned as by the CAO.~~
- ~~i.ii. The County has chosen to have their CAO delegate the Administrative Support to the Committee. Staff responsibilities, at their discretion.~~
- b) The Chief Administrative Officer (CAO) from each municipality or their delegate will oversee Administrative Support ~~staff are responsible for delegating their Role and Responsibilities~~ Staff in the ~~event that they cannot attend a meeting~~ preparation and execution of meetings, ensuring the ~~IMC~~ Overall function of the Committee as it relates to these Terms of Reference.

67.0 Governance

~~67.1 Authority~~

- ~~a) The IMC has no official legislative status or decision-making authority. The Committee is able to forward recommendations to the municipal councils for ratification and/or to render a formal decision.~~
- ~~b) The Committee may direct staff to prepare letters, information packages / notices, presentations, and host public meetings in regards to IMC matters.~~

6.2 Quorum

- a) Quorum is required before the Chair can open an IMC meeting.
- b) Quorum is defined as a minimum of two (2) Committee Members from each municipality being in attendance at an IMC meeting.

~~6.3 Decision Making~~

7.2 Voting and Making Recommendations to the Municipal Councils

- a) While the Committee is not a legislative body, it must ~~make decisions vote on motions put forward by Committee Members~~ in order to provide ~~directions to staff and give~~ recommendations to the municipal ~~councils~~ Councils.
- b) ~~Decisions~~ Recommendations are ~~made~~ determined by voting and only Committee Members are eligible to vote.

b)c) Voting is done by a show of hands to determine a consensus position.

e)d) If ~~the~~ motion is not supported unanimously, the Committee Members must decide if the matter:

- i. requires more discussion and another motion to reach consensus;
- ii. should be postponed and reconsidered at a subsequent meeting; ~~or~~
- iii. will not achieve a unanimous vote and the motion stands ~~;~~ or
- iv. might be resolved utilizing one of the processes outlined in the Conflict Resolution section of this document.

d) If a motion is not supported unanimously then ~~it~~ the meeting notes must include an explanation for the dissenting position. ~~Alternatively, the Committee may wish to commence with the Conflict Resolution protocol.~~

7.3 Conflict Resolution

~~The~~ It is a primary objective of the Committee-IMC ~~may choose to initiate the conflict resolution protocol as outlined within~~ maintain strong relationships between the municipalities and develop a better understanding of each other's strategic priorities through open communication.

In the interest of maintaining a strong relationship, the Town and the County have jointly developed an Intermunicipal Development Plan (IDP) and have a number of joint agreements in place. Should either party determine that some aspect of the IDP or an existing agreement is outdated, is no longer suitable, is not functioning as intended, or if they disagree with the other municipality's interpretation of the IDP or an existing agreement, then they will bring the issue to the attention of both CAOs. The CAOs will discuss and determine the most appropriate process to address the issue.

~~7~~ If the issue in question is related to:

- a) Lack of agreement on proposed amendments to the IDP
- b) Lack of agreement on any proposed statutory plan, land use bylaw, or amendment to either located within or affecting the Plan area; or
- c) Lack of agreement on an interpretation of the IDP.

Then it is appropriate to follow the Communication and Dispute Resolution Protocol as outlined in the IDP.

If the issue is related to another matter, the CAOs will bring the item to the attention of the IMC with a recommendation on what steps could be taken to resolve it.

8.0 Roles and Responsibilities

~~7~~8.1 The Committee

~~There are a number of activities that fall within the mandate of the IMC, including:~~

- a) ~~Developing joint solutions to recommend to the municipal councils, and standing together as one voice to support one another on matters that impact both municipalities.~~
- b) ~~Overseeing implementation of, and amendment to, the Intermunicipal Development Plan.~~
- c) ~~When assigned by both councils, acting as the Annexation Negotiation Committee (ANC) for the purposes of negotiating matters of annexation.~~

- ~~d) Providing Committee recommendations to both municipal councils on various intermunicipal matters.~~
- ~~e) At the first Committee meeting after each municipality holds their respective organizational meetings, appointing a Committee Member from each municipality to share performing the responsibilities of the Chair in Section 7.3 at alternate IMC meetings. The mayor of either municipality may assume the duties of Chair at their discretion with the unanimous agreement of the Committee.~~

7.2 Committee Members

Each Committee Member is responsible for:

- a) Upholding the Joint Statement on Intermunicipal Relations from the IDP which states the Town and County “will maintain a positive relationship based on mutual respect, clear and open communication, cooperation and collaboration. We will endeavour to carefully balance autonomy with unity, manage complexity and streamline intermunicipal processes. This will be facilitated through regular and consistent face to face meetings between staffs and Intermunicipal Committee Members.”
- b) Committing to meeting regularly throughout the year.
- f)c) Representing the interests of their municipality and working cooperatively to fulfill the purpose and achieve the Objectives and Role and Responsibilities, of the Committee.
- g)d) Sharing information, communicating concerns and ensuring continued cooperative relations between the two municipalities.
- e) Reporting to and communicating from their respective Councils regarding Committee business.
- h)f) Managing conflicting positions and building trust and partnership, while striving to respect viewpoints and differences between the two municipalities.
- i)g) Voting on motions when requested to do so by the Chair.
- h) 7.3 Adhering to these Terms of Reference.

8.2 Chair

The municipalities will alternate chairing meetings. - The acting Chair for each meeting is responsible for:

- a) Confirming quorum, opening the meeting, and asking Committee Members to confirm the agenda and approve the meeting notes from the previous meeting.
- b) Keeping discussion on topic, facilitating the agenda, and ensuring all members of the Committee are given the opportunity to contribute.
- c) Subsequent to a motion being proposed by a Committee Member, the Chair must request the Committee Members vote on the motion.

7.48.3 Administrative Support Staff

Staff assigned as Administrative Support to the Committee will alternate hosting meetings. Administrative Support ~~Staff~~staff are responsible for: delegating their Role and Responsibilities if they cannot coordinate or attend a meeting of IMC.

7.48.3.1— Meeting Preparation & Coordination

~~Requesting topics~~ Administrative Support Staff from both municipalities are jointly responsible for the general administrative and coordination of meetings, including:

- a) Meeting agenda preparation, as it relates to each municipality.
 - i. No less than 1 month before the scheduled meeting, all agenda items put forth by a municipality must be approved by both CAOs prior to inclusion of the item. This includes items proposed for a closed “in camera” meeting of the Committee. Agenda items should be submitted to the CAOs for consideration.
 - ii. At the discretion of the CAOs, agenda items should include a written report to support Committee discussion from their respective CAO, or Town Manager and involved senior administration of the item. If it is determined a report is not required, then at least two (a minimum, each agenda item must include a recommended motion.
 - ~~iii.~~ No less than 2) weeks in advance of the meeting date, each CAO, or their delegate, is responsible for approving the written reports and recommended motions for agenda items put forth by their municipality.
 - iv. Coordinating together on the preparation and distribution of agendas and information packages to Committee Members at At least four (4) days one (1) week in advance of the meeting, finalized agendas with applicable reports and recommended motions are to be distributed to the Committee by Administrative Support Staff and made available to the public
- ~~a) b)~~ Notwithstanding 8.3.1.a) iii., reports for closed meeting items are to be kept confidential and not shared or discussed with the public.
- ~~b) c)~~ Coordinating those wishing to present to the Committee and ensuring that the appropriate staff members from their respective municipality are available to facilitate the Committee’s discussion of agenda items.
- ~~c) d)~~ The Administrative Support Staff from the hosting municipality is responsible for preparing the room for the meeting and the distribution of agendas at the meeting.

8.3.2 Information Management

- a) The Administrative Support Staff from the hosting municipality are responsible for ~~Drafting meeting notes, and recording Committee votes and recommendations.;~~
 - i. Drafting meeting notes, including recording votes and recommendations.
 - ii. The preparation, distribution and retention of meeting notes, presentations, live-stream video recordings, and agendas.
- b) Prior to the next ~~scheduled~~ IMC meeting, the draft meeting notes are to be distributed by the Administrative Support Staff to their respective Committee Members for review and comment.
- c) Administrative Support Staff from both municipalities will co-ordinate with each other to retain records of information presented to the Committee, as

well as Committee meeting agendas and minutes. Only agendas and minutes confirmed by the Committee and items accepted by the Committee as information are to be retained. Each municipality may post the meeting minutes on their respective websites after they have been approved by the Committee.

7.4.3 — ~~Directions of the Committee~~

~~a) Staff may be directed by the Committee to prepare materials in order to facilitate communications on behalf of the IMC. All materials prepared for IMC business should display the logos of both municipalities.~~

~~d) **8**Live-stream recordings may be made available for viewing through each municipality's website in accordance with their respective record management policies.~~

~~e) Agendas should be posted online in accordance with each municipality's record management policies.~~

9.0 Meeting Protocol

89.1 Advertising Meetings

IMC meetings will be advertised in accordance with the requirements of the *Municipal Government Act* ~~by each municipality in a manner of their choosing.~~

and, in accordance with each municipality's applicable bylaw or policy.

9.2 Meeting Locations

a) Meetings will be held in ~~council~~Council chambers of the joint administration building; however, meetings may be held at any location deemed appropriate by the majority of Committee Members.

~~b) **8**Meetings of the IMC may be held virtually when deemed appropriate by the CAOs of both municipalities. Virtual meetings must be streamed live to allow for public access.~~

9.3 Scheduling Meetings

a) The Committee should make every reasonable effort to hold a minimum of ~~four~~ **(4two)** (2) regular meetings per year. ~~These regular scheduled meetings should take place quarterly in the months of March, June, September, and December.~~

b) Either municipality may request additional "special" meetings to discuss pressing matters.

c) Special meeting requests ~~should~~must be submitted to either one of the Chief Administrative ~~Officer (CAO) of the MD, or the Town Manager of High River, Officers (CAOs),~~ who will have the authority to coordinate with the other CAO ~~and~~ direct Administrative Support Staff to organize a meeting at the earliest date possible.

d) Both municipalities agree to hold a joint orientation for Committee Members within 3 months following a general municipal election. Each municipality is responsible for ensuring senior administrative staff are available to provide a high-level review of the joint agreements and overall function of the Committee.

9.4 Hosting and Chairing Meetings

~~The municipalities will alternate hosting duties for IMC meetings.~~ Meetings will be chaired by ~~a Town Committee Member~~ the Co-Chair or Alternate Co-Chair appointed by the Town when the meetings are hosted by the MDCounty's Administrative Support Staff, and chaired by ~~an MD Committee Member~~ the Co-Chair or Alternate Co-Chair appointed by the County when hosted by the TownTown's Administrative Support Staff. ~~The exception to this is listed under Section 6.1.d.~~

89.5 Annexation Negotiation Committee

- a) When the IMC has been authorized by both municipal Councils to act as the Annexation Negotiation Committee (ANC), they need not hold a separate meeting, but may pass a motion to act as the ANC for a portion of a meeting, and then make a second motion to revert back to the IMC for the remainder of the meeting.
- b) The ANC may have their own Terms of Reference or may adhere to these Terms of Reference.

—10.0 Public Accessibility

Except as mutually agreed to, and as set out in these Terms of Reference, the IMC will operate in a manner that is open, transparent and accountable. The Committee may use closed sessions and hold information confidential but in so doing must conform to the legislative guidelines laid out in the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP Act).

10.1 Meeting Attendance by the Public

- a) All Committee meetings are open to the public to attend.
- b) In accordance with the Municipal Government Act and/or the Freedom of Information and Protection of Privacy Act, the Committee may choose to close all or part of a meeting to the public ~~and go "in camera"~~. The Committee must pass a motion unanimously for the Committee to go ~~in camera~~ into closed session.

10.2 Presentations to the Committee

- a) Anyone wishing to present a matter to the Committee shall submit a written request to do so. A resident of the County shall submit their written request to the County's administration. A resident of the Town shall submit their written request to the Town's Legislative Services division.
 - i. ~~A resident of the MD shall submit their written request to the MD CAO and a resident of the Town shall submit their written request to the Town Manager.~~
- b) The MDCounty CAO, or the Town ManagerCAO will determine at which meeting the request to present can be accommodated, and if coordination of a special meeting is required.
- c) Once a meeting date is determined, ~~the presenter should submit~~ Staff must receive any supporting materials ~~to from~~ the ~~Administrative Support Staff~~ presenter at least ~~one (1) week~~ two (2) weeks in advance of the meeting so that the information can be included in the agenda package.

10.3 Meeting Notes

All approved meeting notes are available to the public upon request and may be made available on each municipality's website, at their discretion.

10.10.4 Committee Correspondence

- a) To facilitate communications on behalf of the IMC, Staff must ensure all materials prepared for IMC business display the logos of both municipalities.
- b) If both Councils agree, then they may jointly direct Staff to prepare and distribute a media release on behalf of the Committee. Key messages to be released to the media and/ or to the public must be mutually agreed to by both CAOs prior to release.
- c) Unless otherwise agreed to, the Mayor and Reeve will act as the spokespersons for the Committee for each individual municipality for all media related activities.

11.0 Committee Costs and Budget

- a) After the first organizational meeting, Committee Members will confer with their respective ~~councils~~Councils regarding the size and origin of their portion of the IMC budget.
- b) All costs associated with the Committee shall be jointly shared between the municipalities.
- c) Each ~~municipal council~~Council shall decide which types of spending the IMC has the authority to approve and which items shall require approval by the respective ~~councils~~Councils.

11.12.0 Maintenance of Terms of Reference

11.212.1 Review

~~These~~The Terms of Reference ~~shall~~will be reviewed ~~at the first IMC meeting following the start of on a new political term or when Committee Membership changes.~~regular basis as required.

11.312.2 Amendments

- a) Amendments to these Terms of Reference may be recommended by the ~~Committee~~IMC to the ~~municipal councils~~Councils.
- b) Administrative Support Staff may propose amendments to the ~~Committee-IMC~~ for their consideration.
- c) Amendments to these Terms of Reference shall only take effect once approved by both ~~municipal councils~~Councils.

TERMS OF REFERENCE:
INTERMUNICIPAL COMMITTEE
Foothills County / Town of High River

Adopted by the Council of Foothills County on XXXX 2022
Adopted by the Council of the Town of High River on XXXX, 2022

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1.0 Background

The Town of High River and Foothills County Intermunicipal Committee (“IMC”, or “the Committee”) was established in late 1996, initially as the “Liaison Committee”, for the purpose of developing an Intermunicipal Development Plan. The Liaison Committee later became known as the Intermunicipal Committee.

In early 1997, the IMC recommended approval of the terms of reference for the Intermunicipal Development Plan (IDP). The IDP was prepared by both County and Town staff, was reviewed by the Committee, and was eventually adopted by both municipal Councils in November of 2000. In 2011-2012, the IMC assisted with the development of a new IDP. The bylaws adopting the previous IDP were rescinded, and bylaws were passed by each municipality adopting the new IDP in May 2012. The IDP was subsequently amended in 2018 to facilitate an annexation application by the Town.

In 2017, the Calgary Metropolitan Region Board (CMRB) was established by the province, requiring mandatory collaboration between the 10 regional municipalities. Despite the addition of regional planning to the municipal frameworks, both the Town and County recognize the importance of maintaining the ongoing cooperative efforts and discussions that take place through the IMC.

Since its establishment, the IMC has met to discuss issues of mutual concern such as annexations, transportation planning, recreation planning, and servicing. As development pressures continue to increase in the area surrounding High River and along the Highway 2 and Highway 2A corridors, it is important that the two municipalities continue to work together to manage growth in an ordered and sustainable manner by adhering to the IDP policies [and by striving to align efforts with the Calgary Metropolitan Region Growth Plan](#).

2.0 Purpose

The purpose of the IMC is to:

- a) Foster a productive working relationship between the Town and County.
- b) Facilitate the ongoing sharing of information between elected officials and municipal staff.
- c) Provide recommendations to both Councils on intermunicipal matters, including recommendations for lands of mutual interest.
- d) Oversee the implementation of, and amendments to, the IDP.
- e) Play a role in the resolution of intermunicipal disputes as outlined in the IDP.
- f) Act as a negotiation committee on matters such as proposed annexations, servicing agreements, or joint planning areas, when directed by the respective Councils to do so.
- g) Provide a forum in which to review and comment on a range of topics of interest to both municipalities.
- h) Cooperatively address provincial and regional matters of mutual interest

3.0 Objectives

Objectives of the IMC include:

- a) Developing an understanding of each other's strategic priorities and implementing mutual goals through open communication.
- b) Maintaining positive intermunicipal relations through communication and collaboration.
- c) Facilitating positive outcomes for residents of both municipalities by recommending joint plans, processes, and programs to the respective Councils.
- d) Achieving the goals of the IDP by supporting the implementation of its policies, including joint initiatives.
- e) Furthering mutual municipal goals and objectives by jointly advocating at the regional and provincial level.

4.0 Scope

The following are examples of topics that may be discussed by the Committee; however, it is acknowledged that the IMC is able to address any item of an intermunicipal or regional nature, that it deems important.

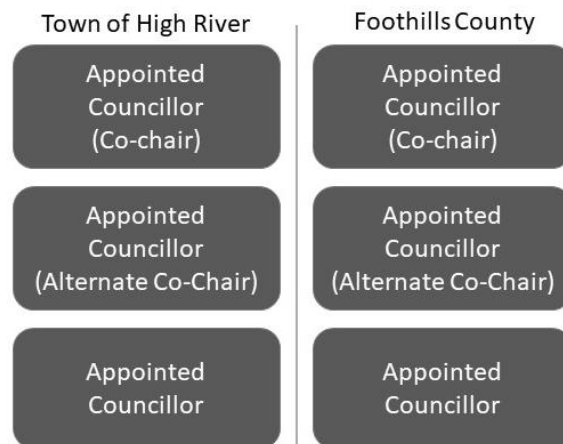
- a) Provincial and regional planning initiatives,
- b) Intermunicipal Planning,
- c) Annexation and growth management,
- d) Transportation including roads, pathways, and public transit,
- e) Intermunicipal servicing strategies and service agreements,
- f) The High River Regional Airport,
- g) Recreation facilities planning and management,
- h) Flood mitigation,
- i) Emergency response services,
- j) Operation and management of the shared Administration Building.

5.0 Constraints

The IMC has no official legislative status or decision-making authority but can provide recommendations to the municipal Councils for ratification and/or to render a formal decision. This includes recommendations to, or requests for direction from the Councils, to direct Administration to undertake work related to IMC matters.

6.0 Membership

Membership Composition



6.1 Committee Members and Co-Chairs

- Up to a maximum of three (3) Councillors from each municipality shall be appointed by each Council as Committee Members.
- Each Council will appoint one Committee Member each for the positions of Co-Chair and Alternate Co-Chair.
- At the first IMC meeting subsequent to each municipality's organizational meeting, the Committee will acknowledge the Co-Chairs and Alternate Co-Chairs put forward by the municipal Councils.
- In the absence of the Co-Chair from the hosting municipality, the Alternate Co-Chair from that municipality will assume the Roles and Responsibilities of the Chair. Should both the appointed Co-Chair and Alternate Co-Chair from the hosting municipality be absent, then the Co-Chair or Alternate Co-Chair from the other municipality may assume the duty of Chair, at the discretion of the Committee.

6.2 Guests of the Committee

On an issue-specific basis, the Committee may request discussions to include elected officials and staff from both municipalities or other jurisdictions, as well as consultants, or CMRB administration, as deemed appropriate.

6.3 Administrative Support Staff

- Each municipality must provide staff to support the work of the Committee; however, staff are not considered Committee Members.
 - The Town has chosen to provide a member of its Legislative Services Division as a minimum level of administrative support for the Committee. Additional staff members may be assigned by the CAO.
 - The County has chosen to have their CAO delegate the Administrative Support Staff responsibilities, at their discretion.

- b) The Chief Administrative Officer (CAO) from each municipality or their delegate will oversee Administrative Support Staff in the preparation and execution of meetings, ensuring the overall function of the Committee as it relates to these Terms of Reference.

7.0 Governance

7.1 Quorum

- a) Quorum is required before the Chair can open an IMC meeting.
- b) Quorum is defined as a minimum of two (2) Committee Members from each municipality being in attendance at an IMC meeting.

7.2 Voting and Making Recommendations to the Municipal Councils

- a) While the Committee is not a legislative body, it must vote on motions put forward by Committee Members in order to provide recommendations to the municipal Councils.
- b) Recommendations are determined by voting and only Committee Members are eligible to vote.
- c) Voting is done by a show of hands to determine a consensus position.
- d) If a motion is not supported unanimously, the Committee Members must decide if the matter:
 - i. requires more discussion and another motion to reach consensus;
 - ii. should be postponed and reconsidered at a subsequent meeting;
 - iii. will not achieve a unanimous vote and the motion stands; or
 - iv. might be resolved utilizing one of the processes outlined in the Conflict Resolution section of this document.
- e) If a motion is not supported unanimously then the meeting notes must include an explanation for the dissenting position.

7.3 Conflict Resolution

It is a primary objective of the IMC to maintain strong relationships between the municipalities and develop a better understanding of each other's strategic priorities through open communication.

In the interest of maintaining a strong relationship, the Town and the County have jointly developed an Intermunicipal Development Plan and have a number of joint agreements in place. Should either party determine that some aspect of the IDP or an existing agreement is outdated, is no longer suitable, is not functioning as intended, or if they disagree with the other municipality's interpretation of the IDP or an existing agreement, then they will bring the issue to the attention of both CAOs. The CAOs will discuss and determine the most appropriate process to address the issue.

If the issue in question is related to:

- a) Lack of agreement on proposed amendments to the IDP
- b) Lack of agreement on any proposed statutory plan, land use bylaw, or amendment to either located within or affecting the Plan area; or
- c) Lack of agreement on an interpretation of the IDP.

Then it is appropriate to follow the Communication and Dispute Resolution Protocol as outlined in the IDP.

If the issue is related to another matter, the CAOs will bring the item to the attention of the IMC with a recommendation on what steps could be taken to resolve it.

8.0 Roles and Responsibilities

8.1 Committee Members

Each Committee Member is responsible for:

- a) Upholding the Joint Statement on Intermunicipal Relations from the IDP which states the Town and County *“will maintain a positive relationship based on mutual respect, clear and open communication, cooperation and collaboration. We will endeavour to carefully balance autonomy with unity, manage complexity and streamline intermunicipal processes. This will be facilitated through regular and consistent face to face meetings between staffs and Intermunicipal Committee Members.”*
- b) Committing to meeting regularly throughout the year.
- c) Representing the interests of their municipality and working cooperatively to fulfill the purpose and achieve the Objectives, of the Committee.
- d) Sharing information, communicating concerns and ensuring continued cooperative relations between the two municipalities.
- e) Reporting to and communicating from their respective Councils regarding Committee business.
- f) Managing conflicting positions and building trust and partnership, while striving to respect viewpoints and differences between the two municipalities.
- g) Voting on motions when requested to do so by the Chair.
- h) Adhering to these Terms of Reference.

8.2 Chair

The municipalities will alternate chairing meetings. The acting Chair for each meeting is responsible for:

- a) Confirming quorum, opening the meeting, and asking Committee Members to confirm the agenda and approve the meeting notes from the previous meeting.
- b) Keeping discussion on topic, facilitating the agenda, and ensuring all members of the Committee are given the opportunity to contribute.
- c) Subsequent to a motion being proposed by a Committee Member, the Chair must request the Committee Members vote on the motion.

8.3 Administrative Support Staff

Staff assigned as Administrative Support to the Committee will alternate hosting meetings. Administrative Support staff are responsible for delegating their Role and Responsibilities if they cannot coordinate or attend a meeting of IMC.

8.3.1 Meeting Preparation & Coordination

Administrative Support Staff from both municipalities are jointly responsible for the general administrative and coordination of meetings, including:

- a) Meeting agenda preparation, as it relates to each municipality,
 - i. No less than 1 month before the scheduled meeting, all agenda items put forth by a municipality must be approved by both CAOs prior to inclusion of the item. This includes items proposed for a closed “in camera” meeting of the Committee. Agenda items should be submitted to the CAOs for consideration.
 - ii. At the discretion of the CAOs, agenda items should include a written report to support Committee discussion of the item. If it is determined a report is not required, then at a minimum, each agenda item must include a recommended motion.
 - iii. No less than 2 weeks in advance of the meeting date, each CAO, or their delegate, is responsible for approving the written reports and recommended motions for agenda items put forth by their municipality.
 - iv. At least one (1) week in advance of the meeting, finalized agendas with applicable reports and recommended motions are to be distributed to the Committee by Administrative Support Staff and made available to the public
- b) Notwithstanding 8.3.1.a) iii., reports for closed meeting items are to be kept confidential and not shared or discussed with the public.
- c) Coordinating those wishing to present to the Committee and ensuring that the appropriate staff members from their respective municipality are available to facilitate the Committee’s discussion of agenda items.
- d) The Administrative Support Staff from the hosting municipality is responsible for preparing the room for the meeting and the distribution of agendas at the meeting.

8.3.2 Information Management

- a) The Administrative Support Staff from the hosting municipality are responsible for:
 - i. Drafting meeting notes, including recording votes and recommendations.
 - ii. The preparation, distribution and retention of meeting notes, presentations, live-stream video recordings, and agendas.
- b) Prior to the next IMC meeting, the draft meeting notes are to be distributed by the Administrative Support Staff to their respective Committee Members for review and comment.
- c) Administrative Support Staff from both municipalities will co-ordinate with each other to retain records of information presented to the Committee, as well as Committee meeting agendas and minutes. Only agendas and minutes confirmed by the Committee and items accepted by the Committee as information are to be retained. Each municipality may post the meeting minutes on their respective websites after they have been approved by the Committee.

- d) Live-stream recordings may be made available for viewing through each municipality's website in accordance with their respective record management policies.
- e) Agendas should be posted online in accordance with each municipality's record management policies.

9.0 Meeting Protocol

9.1 Advertising Meetings

IMC meetings will be advertised in accordance with the requirements of the *Municipal Government Act* and, in accordance with each municipality's applicable bylaw or policy.

9.2 Meeting Locations

- a) Meetings will be held in Council chambers of the joint administration building; however, meetings may be held at any location deemed appropriate by the majority of Committee Members.
- b) Meetings of the IMC may be held virtually when deemed appropriate by the CAOs of both municipalities. Virtual meetings must be streamed live to allow for public access.

9.3 Scheduling Meetings

- a) The Committee should make every reasonable effort to hold a minimum of **two (2) regular meetings per year**.
- b) Either municipality may request additional "special" meetings to discuss pressing matters.
- c) Special meeting requests must be submitted to either one of the Chief Administrative Officers (CAOs), who will have the authority to coordinate with the other CAO and direct Administrative Support Staff to organize a meeting at the earliest date possible.
- d) **Both municipalities agree to hold a joint orientation for Committee Members within 3 months following a general municipal election. Each municipality is responsible for ensuring senior administrative staff are available to provide a high-level review of the joint agreements and overall function of the Committee.**

9.4 Hosting and Chairing Meetings

The municipalities will alternate hosting duties for IMC meetings. Meetings will be chaired by the Co-Chair or Alternate Co-Chair appointed by the Town when the meetings are hosted by the County's Administrative Support Staff and chaired by a the Co-Chair or Alternate Co-Chair appointed by the County when hosted by the Town's Administrative Support Staff. The exception to this is listed under Section 6.1.d.

9.5 Annexation Negotiation Committee

- a) When the IMC has been authorized by both municipal Councils to act as the Annexation Negotiation Committee (ANC), they need not hold a separate meeting, but may pass a motion to act as the ANC for a portion of a meeting, and then make a second motion to revert back to the IMC for the remainder of the meeting.

- b) The ANC may have their own Terms of Reference or may adhere to these Terms of Reference.

10.0 Public Accessibility

Except as mutually agreed to, and as set out in these Terms of Reference, the IMC will operate in a manner that is open, transparent and accountable. The Committee may use closed sessions and hold information confidential but in so doing must conform to the legislative guidelines laid out in the *Municipal Government Act* (MGA) and the *Freedom of Information and Protection of Privacy Act* (FOIP Act).

10.1 Meeting Attendance by the Public

- a) All Committee meetings are open to the public to attend.
- b) In accordance with the *Municipal Government Act* and/or the *Freedom of Information and Protection of Privacy Act*, the Committee may choose to close all or part of a meeting to the public. The Committee must pass a motion unanimously for the Committee to go into closed session.

10.2 Presentations to the Committee

- a) Anyone wishing to present a matter to the Committee shall submit a written request to do so. A resident of the County shall submit their written request to the County's administration. A resident of the Town shall submit their written request to the Town's Legislative Services division.
- b) The County CAO, or the Town CAO will determine at which meeting the request to present can be accommodated, and if coordination of a special meeting is required.
- c) Once a meeting date is determined, Staff must receive any supporting materials from the presenter at least two (2) weeks in advance of the meeting so that the information can be included in the agenda package.

10.3 Meeting Notes

All approved meeting notes are available to the public upon request and may be made available on each municipality's website, at their discretion.

10.4 Committee Correspondence

- a) To facilitate communications on behalf of the IMC, Staff must ensure all materials prepared for IMC business display the logos of both municipalities.
- b) If both Councils agree, then they may jointly direct Staff to prepare and distribute a media release on behalf of the Committee. Key messages to be released to the media and/ or to the public must be mutually agreed to by both CAOs prior to release.
- c) Unless otherwise agreed to, the Mayor and Reeve will act as the spokespersons for the Committee for each individual municipality for all media related activities.

11.0 Committee Costs and Budget

- a) After the first organizational meeting, Committee Members will confer with their respective Councils regarding the size and origin of their portion of the IMC budget.

- b) All costs associated with the Committee shall be jointly shared between the municipalities.
- c) Each Council shall decide which types of spending the IMC has the authority to approve and which items shall require approval by the respective Councils.

12.0 Maintenance of Terms of Reference

12.1 Review

The Terms of Reference will be reviewed on a regular basis as required.

12.2 Amendments

- a) Amendments to these Terms of Reference may be recommended by the IMC to the Councils.
- b) Administrative Support Staff may propose amendments to the IMC for their consideration.
- c) Amendments to these Terms of Reference shall only take effect once approved by both Councils.

IMC REPORT

TO: Foothills County / Town of High River Intermunicipal Committee (IMC)

DATE: January 13, 2022

SUBJECT: **FOOTHILLS CROSSING ASP UPDATE**

SUBMITTED BY: Julie McLean, Senior Planner, Foothills County;

PURPOSE:

To provide the IMC with an update on the progress of the Foothills Crossing Area Structure Plan (ASP) project.

BACKGROUND:

- May 2012 - The Plan Area was identified in the Town of High River and Foothills County IDP as future highway commercial development. Interests were identified by both municipalities and the IDP proposed joint planning projects to address them.
- There have been a handful of land use and development permit applications approved in the plan area over the past 10 years.
- Sept 12, 2019 IMC Meeting – Foothills County expressed an interest in proceeding with an ASP for this area. The County proposed, prior to the project proceeding, that a joint Economic Development Study for the area be undertaken as contemplated in the IDP “to determine the most appropriate type of development for this site in order to benefit both municipalities and take advantage of location’s potential”.
- December 5, 2019 – IMC endorsed issuing a joint Request for Proposals for an Economic Development study.
- March 12, 2020 IMC Meeting – Town Council indicated that they do not wish to proceed with Economic Development Study and waived the requirement for the study as contemplated in the IDP on the condition that the County approve an Area Structure Plan for the Area.
- Apr. 2020 - Foothills County Council approved a Terms of Reference for the ASP project.
- Updates on the project were provided to the IMC in September 2020 and March 2021. There has not been an IMC meeting since March 2021.

REQUEST:

The IMC is asked to receive the attached documents for information and to give administration direction as deemed appropriate.

SUGGESTED MOTIONS:

1. The Intermunicipal Committee accept the Foothills Crossing ASP project update for information.
2. *Further Direction as deemed appropriate by the Committee*

APPENDICES:

Appendix A: Presentation on ASP

Appendix B: Letter from the Town of High River regarding Draft ASP document

Appendix C: Response letter from Foothills County



FOOTHILLS CROSSING

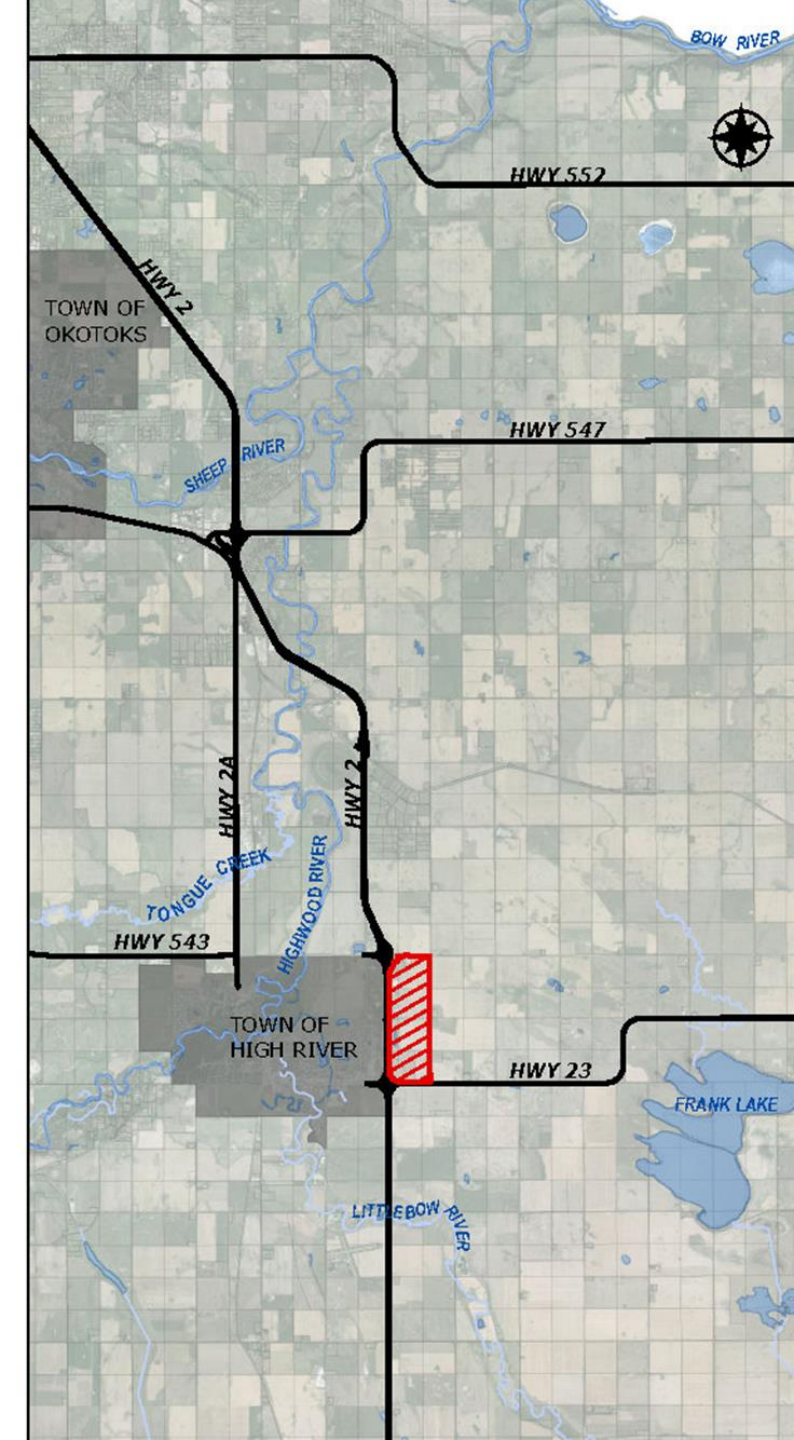
AREA STRUCTURE PLAN

PLAN AREA

The Plan Area is identified in the map at the right in red. It is located east of the Town of High River on the east side of Highway 2, between the Highway 23 and 498th Avenue interchanges. It is bound on the east side by 128th Avenue.

Currently the majority of the lands are in agricultural production with a few businesses and a church located adjacent to Highway 2.

The lands were identified in 2012 in the Town of High River and Foothills County Intermunicipal Development Plan as appropriate for future highway commercial development.



BACKGROUND



- **May 2012** - Plan Area identified in Town of High River and Foothills County IDP as a future highway commercial development area.
- **March 2014** – Foothills County administration made a presentation to the IMC regarding proceeding with a planning framework for the Plan Area. IMC approved a motion to allow the planning departments to further explore the opportunities for Highway Commercial Development in this area.
- **January 2015** – Mayor Snodgrass brought an item to IMC for discussion regarding the development of the Direct Control District lands in the High River Commercial Centre Area Concept Plan at the south end of the Plan Area.
- **May 2019** – IMC discussed undertaking a joint economic development study for the area as identified in the IDP after administrations had discussed the need for the work to be completed if development was going to be supported in the Area.
- **Sept. 2019** - Foothills County Council expressed an interest to the IMC in undertaking an Area Structure Plan for a future commercial development in the Plan Area. IMC discussed issuing a joint RFP for the economic development study.

BACKGROUND

- **Dec. 2019** – Two development permit applications in the Plan Area were brought to IMC for discussion and the County indicated a desire to proceed with the joint economic development study to fulfill the requirements of the IDP. The mayor of High River indicated that he was pleased to see the ASP and the economic development study were coming together.
- **March 2020** – High River brought 2 motions that had been approved by Town Council to the IMC for discussion.
 1. the Town would waive the requirement for the economic development study on the condition that the County approve an ASP for the Plan Area.
 2. in the interim Town administration were directed to work with the County to develop a MOU indicating an approximate timeline for the ASP and the scale of development that may be supported in the interim.



No motions were proposed or approved by the IMC at that time.

- **Apr. 2020** - Foothills County Council approved a Terms of Reference for the ASP project which included a detailed schedule for completion of the work.
- **Aug. 2020** - Initial stakeholder engagement was undertaken with landowners, Town of High River and Alberta Transportation. The purpose was to introduce the project and explore potential issues or concerns.

BACKGROUND

- **Sept 3, 2020** – IMC approves a motion that the IMC request a formal response from Foothills County Council detailing how applications will be dealt with in the plan area prior to the ASP being adopted.
- **Sept 9, 2020** – Foothills County Council acknowledged the request from the IMC and indicated that any applications in the Plan Area would be circulated to the Town in accordance with the IDP.
- **Sept. 2020** - ISL Engineering engaged to undertake technical study for the ASP.
- **Sept. 2020 - Feb. 2021** - Site analysis, technical study and development of two preliminary concepts were undertaken by ISL and County staff.
- **Apr. 2021** - Phase 2 engagement on the two preliminary concepts was undertaken. Town administration provided a written response.
- **June 2, 2021** – County Council chose a concept and name for the ASP.
- **Sept. 22, 2021** – County Council directed administration to undertake Phase 3 engagement on the draft Area Structure Plan Document.
- **Oct. – Nov. 2021** – Phase 3 engagement undertaken. Town staff given 6 weeks to review draft document. A written response was provided.
- **Dec.15, 2021** – Phase 3 engagement summary presented to Council and direction given to schedule a public hearing prior to consideration of first reading.



VISION

A quality commercial development with a high standard of design, the *Foothills Crossing ASP* area is home to businesses and amenities to support the travelling public, the agriculture industry and recreational activities. The development benefits from its location along Highway 2 with excellent access provided by the Highway 23 and 498 Ave interchanges located at either end of the plan area.



GUIDING PRINCIPLES



The guiding principles for the plan are as follows:

- Opportunities should be provided for future development in a manner that equitably allocates costs.
- It is important to ensure a high quality of development due to the high visibility of the area and the investment that will be required to develop it.
- Design with sensitivity for nearby agricultural lands with higher intensity development located along the highway and less intense development adjacent to the working farms to the east.
- Include provisions to ensure agricultural lands remain in production for as long as possible and that agricultural uses may continue with minimal disruption.
- Future land use and development decisions should consider the impact of the development on adjacent agricultural uses.

GUIDING PRINCIPLES (cont)



- Current permitted uses should be allowed to continue until landowners wish to proceed with development or change of use.
- Ensure that transportation infrastructure is constructed to an appropriate commercial standard.
- Provide for multimodal transportation by including pathways for walking and cycling and safe pedestrian movements, and providing for future transit, should it become available.
- Ensure stormwater management infrastructure is designed and constructed to avoid off-site or environmental impacts.
- Design with the future provision of piped servicing in mind.

GUIDING PRINCIPLES (cont)



- Ensure significant wetlands are identified and protected. Wetlands deemed worth preserving or enhancing may be incorporated into the open space system to provide passive recreational opportunities.
- Utilize a phased approach to development incorporating new infrastructure as required.
- Future proof the plan by providing for state-of-the-art internet service and considering new technologies such as electric or self driving vehicles, and provide for the future installation of piped servicing when it becomes available.
- Be mindful of potential impacts to the Town of High River's interests as outlined in the IDP as well as potential impacts to the Town's stormwater management system.

LAND USE CONCEPT

ATL

Agriculture Transition Lands: Phase 2 of the plan area and should remain in Agricultural production as long as possible. Eventual conversion to Ag Business District and Recreation District uses is anticipated but will require a Plan amendment.

HC

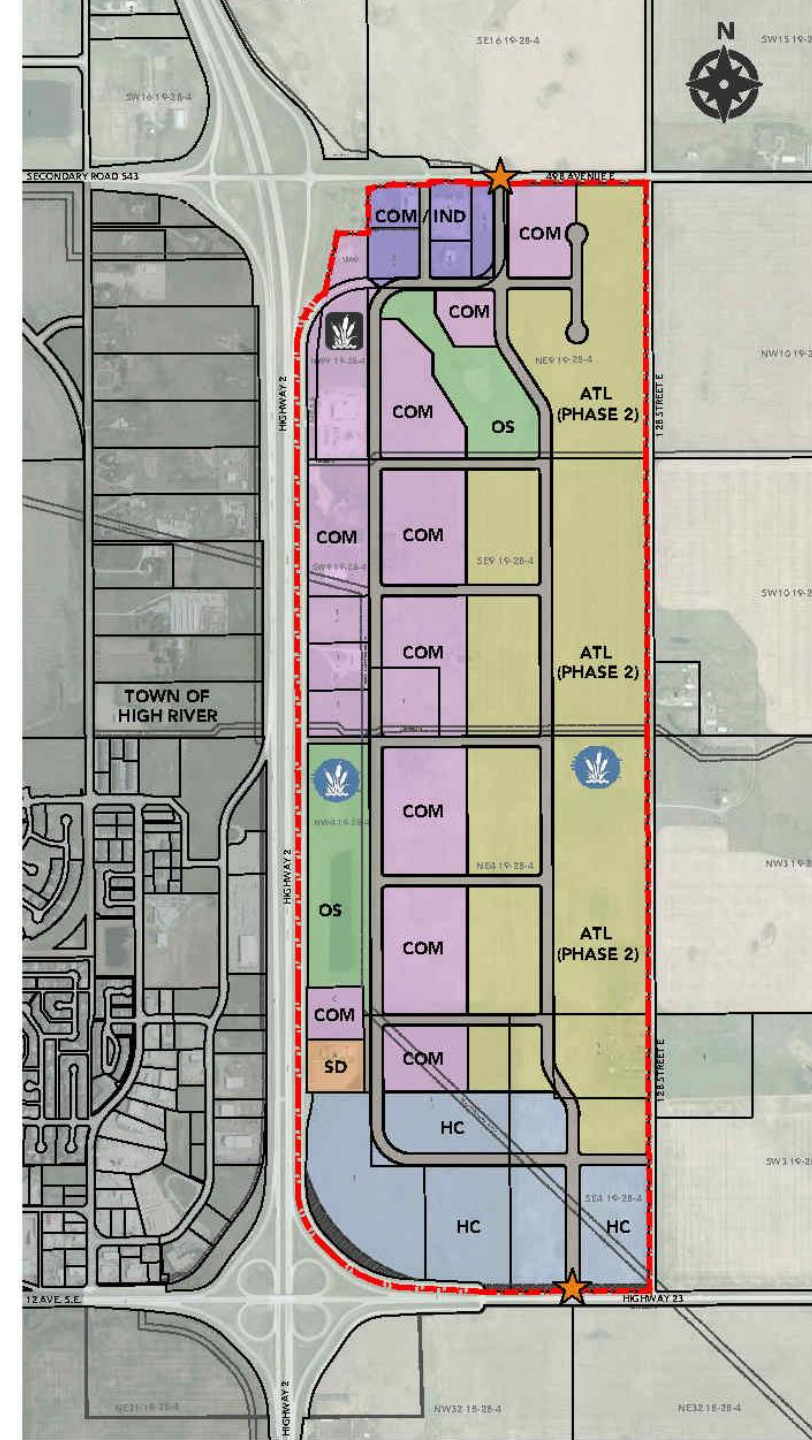
Highway Commercial: Highway Commercial, or Recreation District uses supported. Envisioned as supporting development of businesses intended to serve the travelling public such as service stations, restaurants, motels, and retail and convenience stores or the development of recreational uses including recreational vehicle parks.

COM

Commercial: Highway Commercial, Business Park or Recreation District uses supported. Envisioned as supporting development of businesses intended to serve the travelling public and commercial truck traffic, or that support agriculture or provide recreation opportunities.

LEGEND

-  Plan Area Boundary
-  Commercial
-  Highway Commercial
-  Commercial/ Industrial
-  Service District
-  ATL - Phase 2
-  Open Space
-  Additional HWY ROW Required
-  Town of High River
-  Roads
-  Access Point
-  Potential Crown - Claimable Wetlands
-  Remediated Wetland



LAND USE CONCEPT (cont)

SD

Service District: This is the site of an existing church. While currently zoned Highway Commercial District under the Land Use Bylaw, it is suggested that it should eventually be re-zoned to Service District which is more appropriate for its current and anticipated ongoing use.

COM/
IND

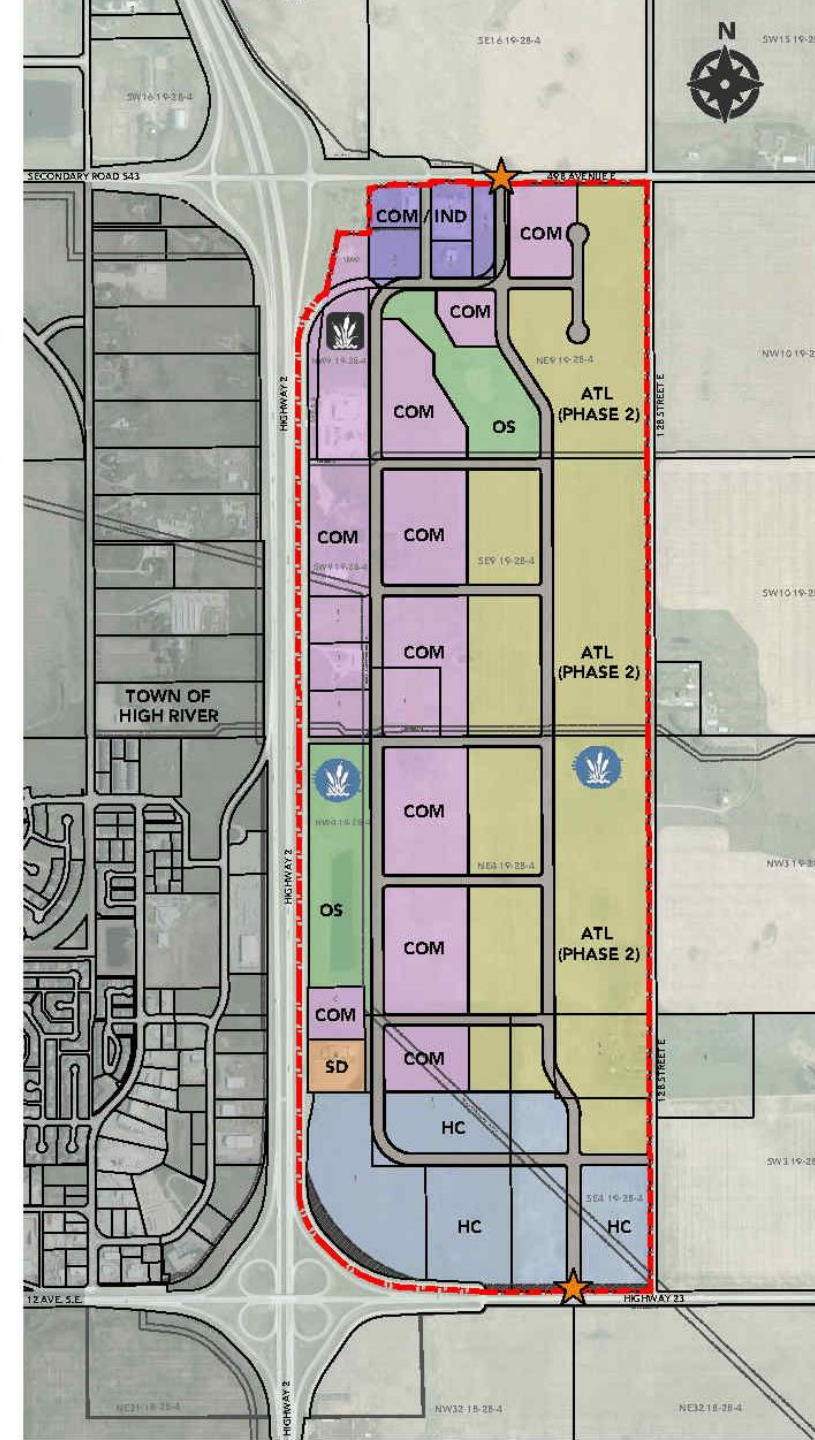
Light Industrial / Commercial: These parcels are distinguished from those with the COM designation in order to recognize existing businesses which could be characterized as more industrial than might generally be expected in a highway commercial area. Similar uses could continue or the area could transition to uses similar to those contemplated for the rest of the plan area.

OS

Open Space: Intended to support passive or active recreation and may accommodate the preservation or enhancement of existing wetlands. Stormwater management facilities may be incorporated into these OS areas to provide amenities.

LEGEND

- Plan Area Boundary
- Commercial
- Highway Commercial
- Commercial/ Industrial
- Service District
- ATL - Phase 2
- Open Space
- Additional HWY ROW Required
- Town of High River Roads
- Access Point
- Potential Crown - Claimable Wetlands
- Remediated Wetland



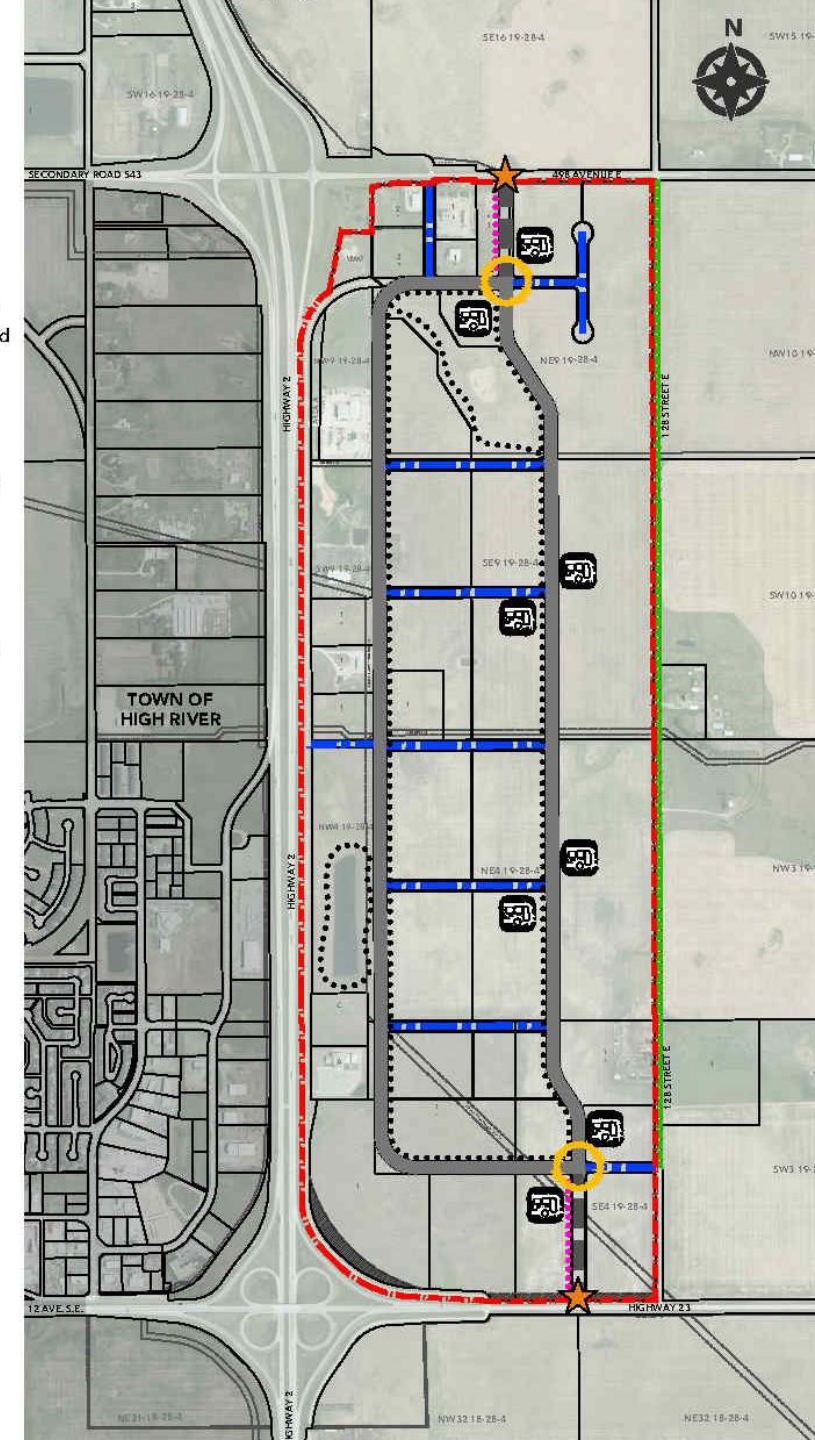
TRANSPORTATION CONCEPT

The Transportation Concept for the Plan Area is illustrated at the right.

- Access to the ASP area from both 498th Ave and Highway 23.
- The existing service road is proposed to be displaced to the east side of the existing lots that front Highway 2.
 - Reduces the overall cost for construction and maintenance of roads.
 - Achieves efficiencies by enabling double loading of roads, utilities and future piped servicing.
- Internal subdivision roads may be added to the illustrated network to facilitate access to individual sites.
- Transportation improvements required to support development will likely be developer funded and phased over time.
- Should the County construct transportation infrastructure in anticipation of development, off-site levies or similar mechanism will be implemented.

LEGEND

- Plan Area Boundary
- Entry Road
- Commercial Collector
- Commercial Local Road
- Local Rural Road
- Pathway
- Potential Regional Pathway Connection
- Additional HWY ROW Required
- Town of High River
- Access Point
- Enhanced Intersection
- Potential Future Transit Stop



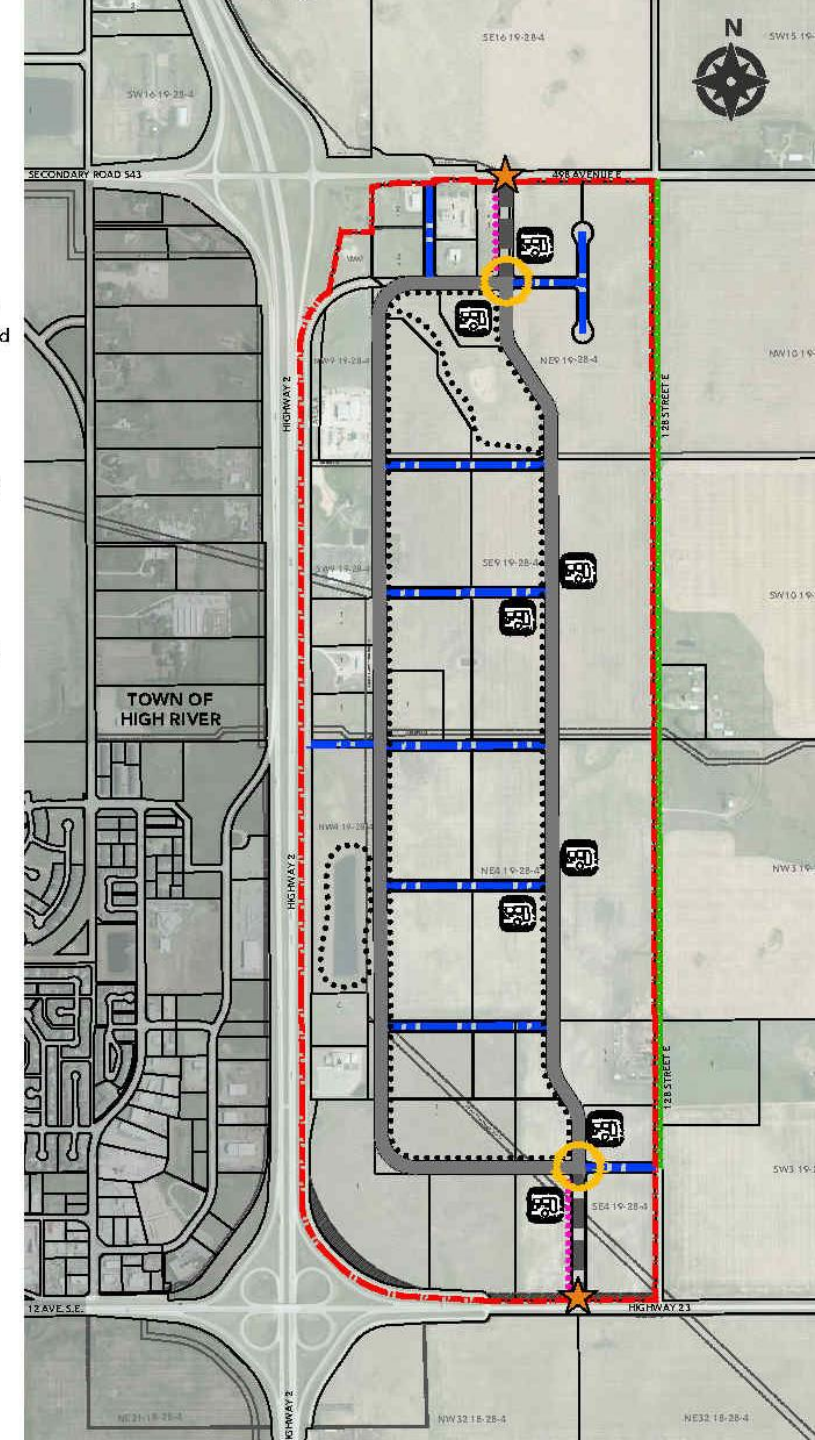
ACCESS STRATEGY

The Access Strategy for the plan area proposes two primary accesses at the north and south ends of the plan area.

- North access from 498th Avenue at 124th Street to remain in current location.
- New access proposed from Highway 23 between current access point and 128th Street in order to meet setbacks to planned improved interchange.
- Once new access at Highway 23 is constructed the intersection of Highway 23 & 128th Street will be closed.
- Future non-agricultural development will not be permitted to access from 128th Street.
- Each commercial lot that is created will be required to have direct access to the internal road system.
- TIA is being completed in support of the ASP to ensure off-site impacts are mitigated appropriately.

LEGEND

- Plan Area Boundary
- Entry Road
- Commercial Collector
- Commercial Local Road
- Local Rural Road
- Pathway
- Potential Regional Pathway Connection
- Additional HWY ROW Required
- Town of High River
- Access Point
- Enhanced Intersection
- Potential Future Transit Stop



INTERNAL ROAD NETWORK

The transportation concept illustrates the primary internal road network. Additional internal roads may be needed to facilitate access to individual sites.

- Two main cross-sections for internal road system:

- Commercial Collectors**

- Main through road and displaced service road*

- 35m ROW containing paved road with ditches on either side, a pathway and a utility right of way to accommodate future piped servicing.

- Commercial Local Road**

- East-west connector roads and additional local roads*

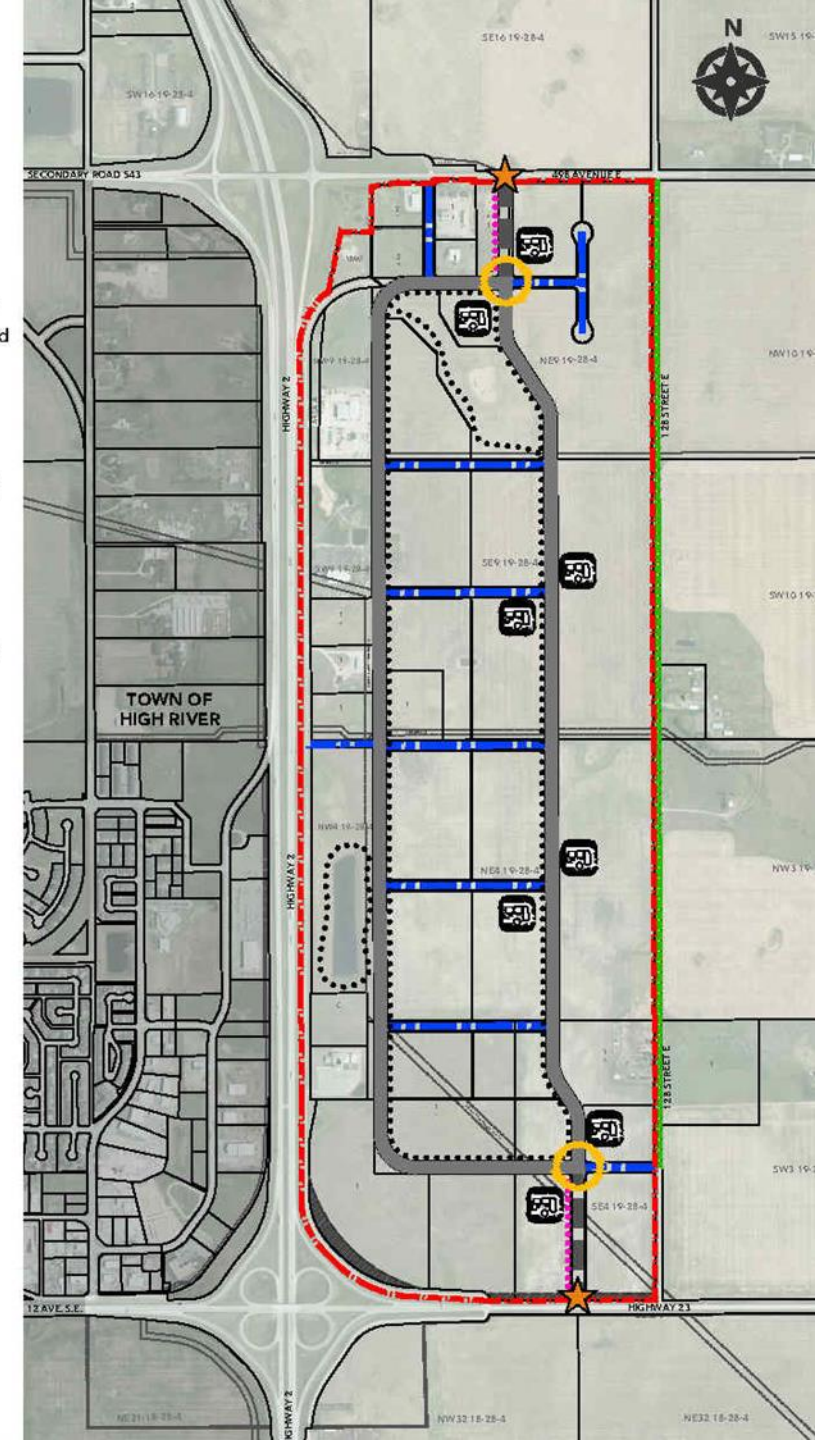
- 30m ROW containing the road with ditches on either side and a utility right of way to accommodate future piped servicing

- Entry Roads

- Similar cross-section to the Commercial Collectors, may be enhanced with centre median or additional lanes in 40m ROW

LEGEND

- Plan Area Boundary
- Entry Road
- Commercial Collector
- Commercial Local Road
- Local Rural Road
- Pathway
- Potential Regional Pathway Connection
- Additional HWY ROW Required
- Town of High River
- Access Point
- Enhanced Intersection
- Potential Future Transit Stop



MULTI-MODAL TRANSPORTATION

Among the guiding principles for the ASP is to provide for multi-modal transportation, which means accommodating modes of travel other than passenger vehicles.

Transit:

Provision for future transit stops should transit become available.

Pathways:

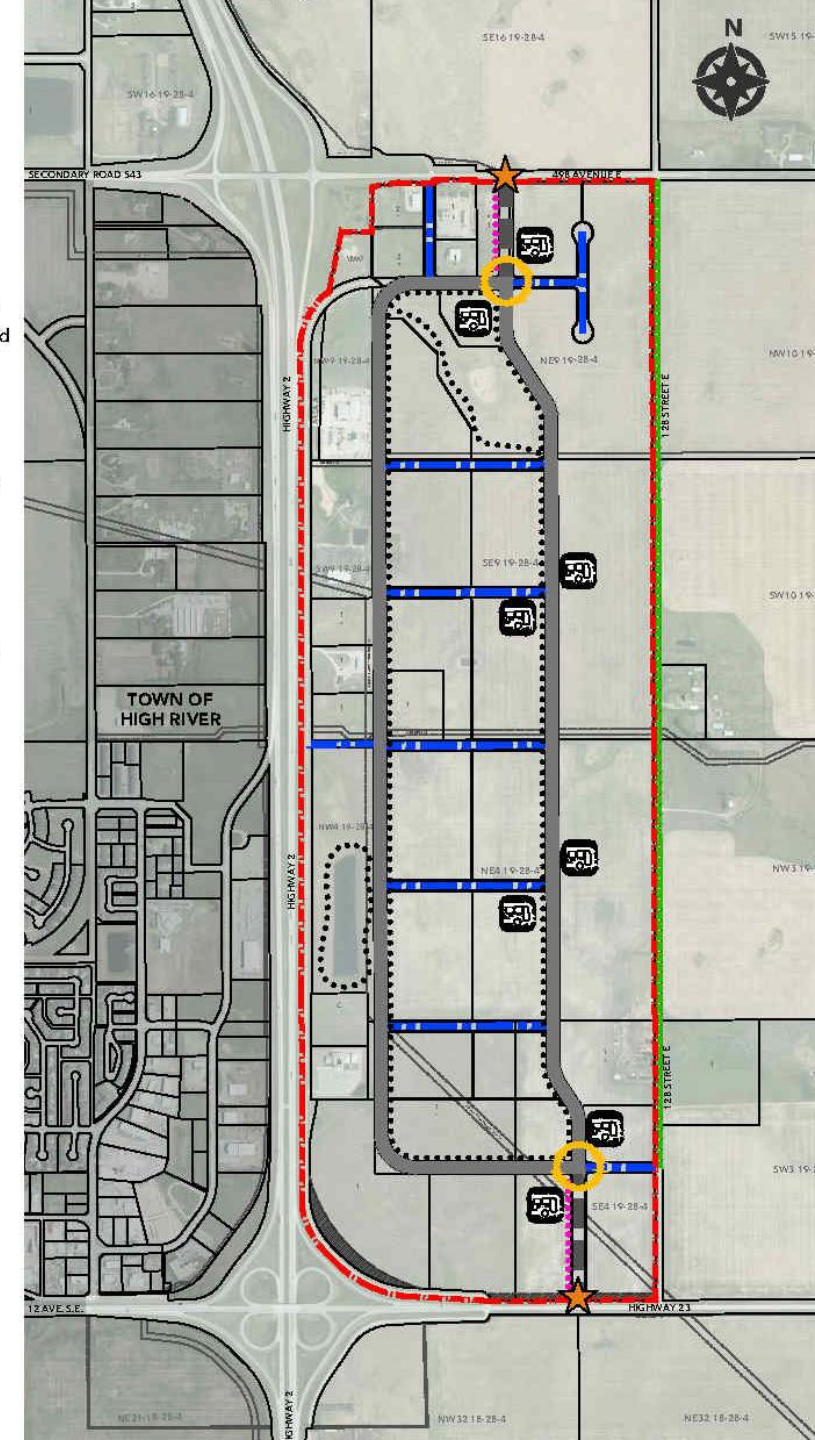
Design of road cross-sections to accommodate a pathway system that connects to pathways in open space areas. Potential connection to the Town of High River via the pedestrian pathway that is planned as part of the design for the upgraded interchange at Highway 23.

Design Guidelines:

design guidelines for the area will speak to accommodating pedestrians in site design, ensuring safe routes from the pathway system to building entrances and providing for bicycle parking.

LEGEND

- Plan Area Boundary
- Entry Road
- Commercial Collector
- Commercial Local Road
- Local Rural Road
- Pathway
- Potential Regional Pathway Connection
- Additional HWY ROW Required
- Town of High River
- Access Point
- Enhanced Intersection
- Potential Future Transit Stop

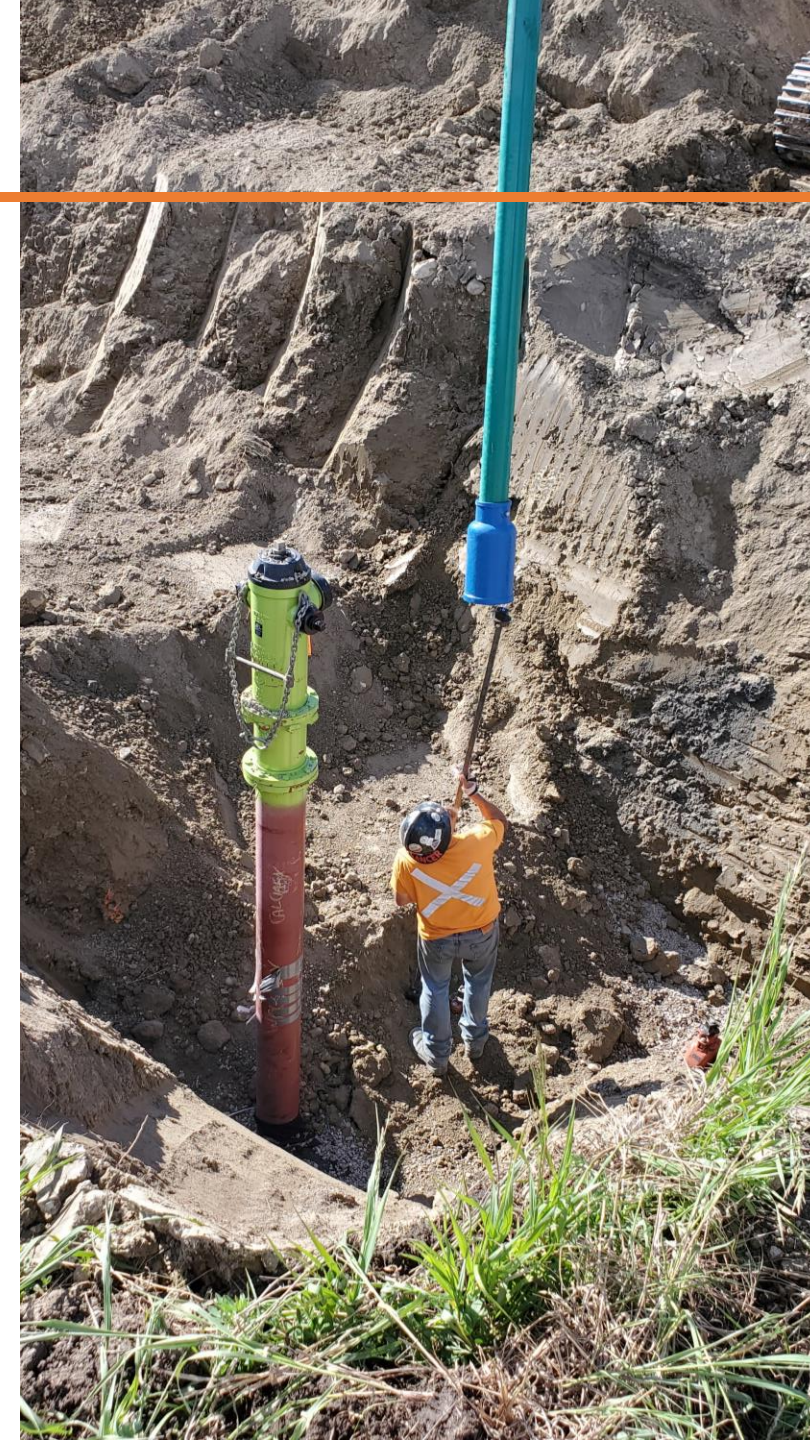


PIPED SERVICES



There are enough unknowns regarding piped water and wastewater servicing that the development of a detailed servicing concept will be postponed.

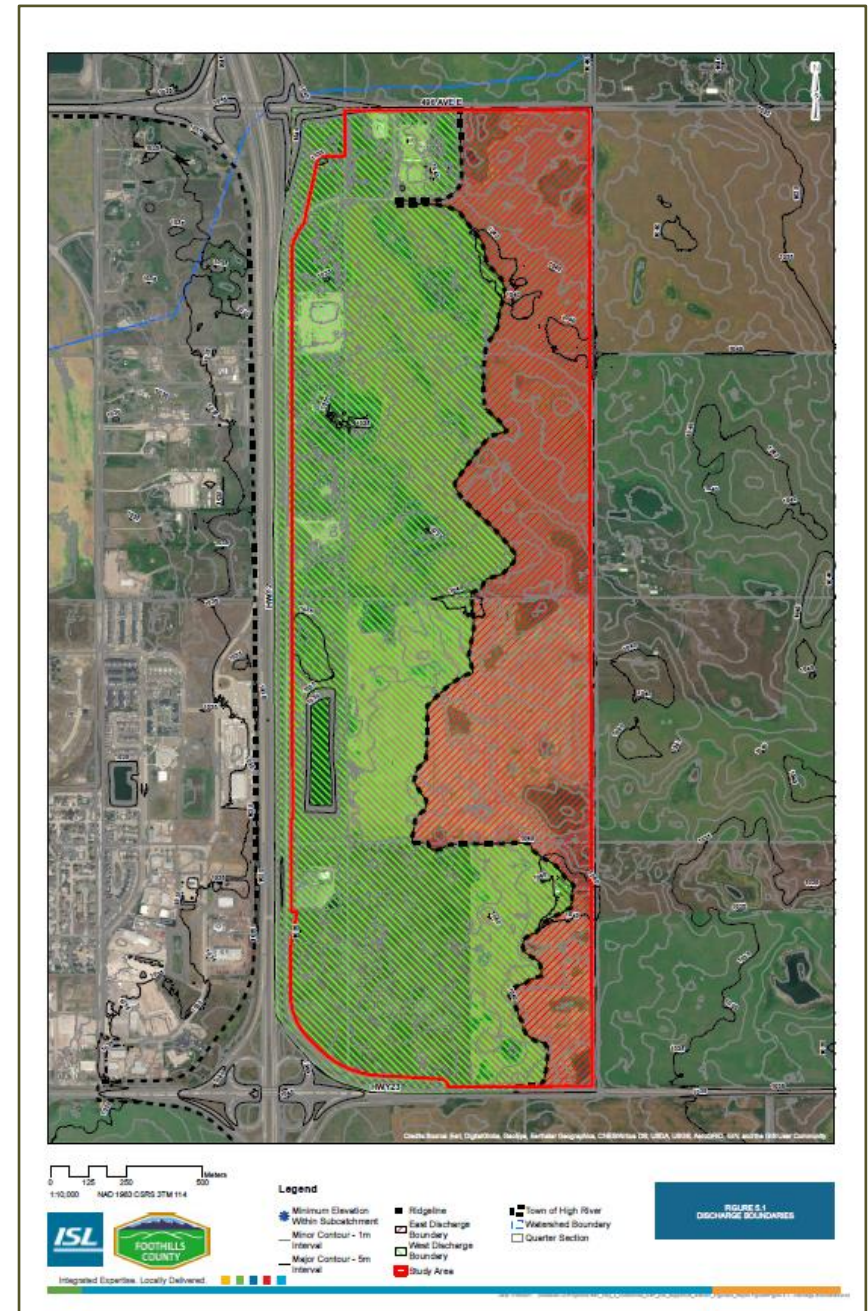
- The Town of High River have indicated that they have no interest in extending piped services to the Plan Area.
- There are several other viable possibilities for piped servicing.
- Phase 1 development may be supported through on-site servicing.
- Phase 2 development will require piped servicing and an ASP amendment.
- Foothills County will continue to explore piped servicing options for the Plan Area as Phase 1 development proceeds.



STORMWATER MANAGEMENT

The map on the right illustrates the stormwater discharge boundaries for the Plan Area.

- The stormwater management system for the Plan Area will be designed to ensure there are no negative off-site impacts and that water quality is maintained.
- Stormwater from plan area currently flows both east and west.
- Portions of the west half of the ASP area are connected to the Town of High River stormwater system via culverts under Highway 2.
- Particular care will be taken to ensure that future development does not negatively impact the Town's stormwater infrastructure.
- It is anticipated that the construction of stormwater management facilities will be developer funded and phased as development of the Plan Area proceeds.
- A stormwater report is being prepared to ensure stormwater can be managed appropriately and costs allocated equitably.



SHALLOW UTILITIES



All future non-agricultural development in the Plan Area shall be appropriately serviced by natural gas, electricity and high-speed internet.

- Developers will be expected to fund the installation of these services to the property lines of all new non-agricultural lots and subsequently to buildings located on the lots.
- There may be an opportunity for Foothills County to extend the fiber optic internet cable that services the Highway 2A corridor to the Plan Area.
- Should the County undertake the extension of the fiber optic line to the Plan Area, unrecovered costs may be incorporated into the off-site levy for the Plan Area and/or the County may opt to charge connection fees to hook up to the service.



ENVIRONMENT AND HISTORIC RESOURCES



The objectives and guiding principles of the ASP speak to minimizing the impacts of development on the environment and ensuring significant wetlands are identified and protected.

To mitigate environmental impacts:

- Environmental Site Assessments or biophysical assessments may be required in support of applications for land use redesignation.
- Wetland assessments shall be undertaken in support of rezoning or development permit applications.
- Environmental Reserve or Environmental Reserve Easements may be required as part of subdivision applications.

To ensure existing historic resources are protected:

- Lands with high potential for historic resources may require further study to determine if historical resources are present prior to non-agricultural development proceeding.



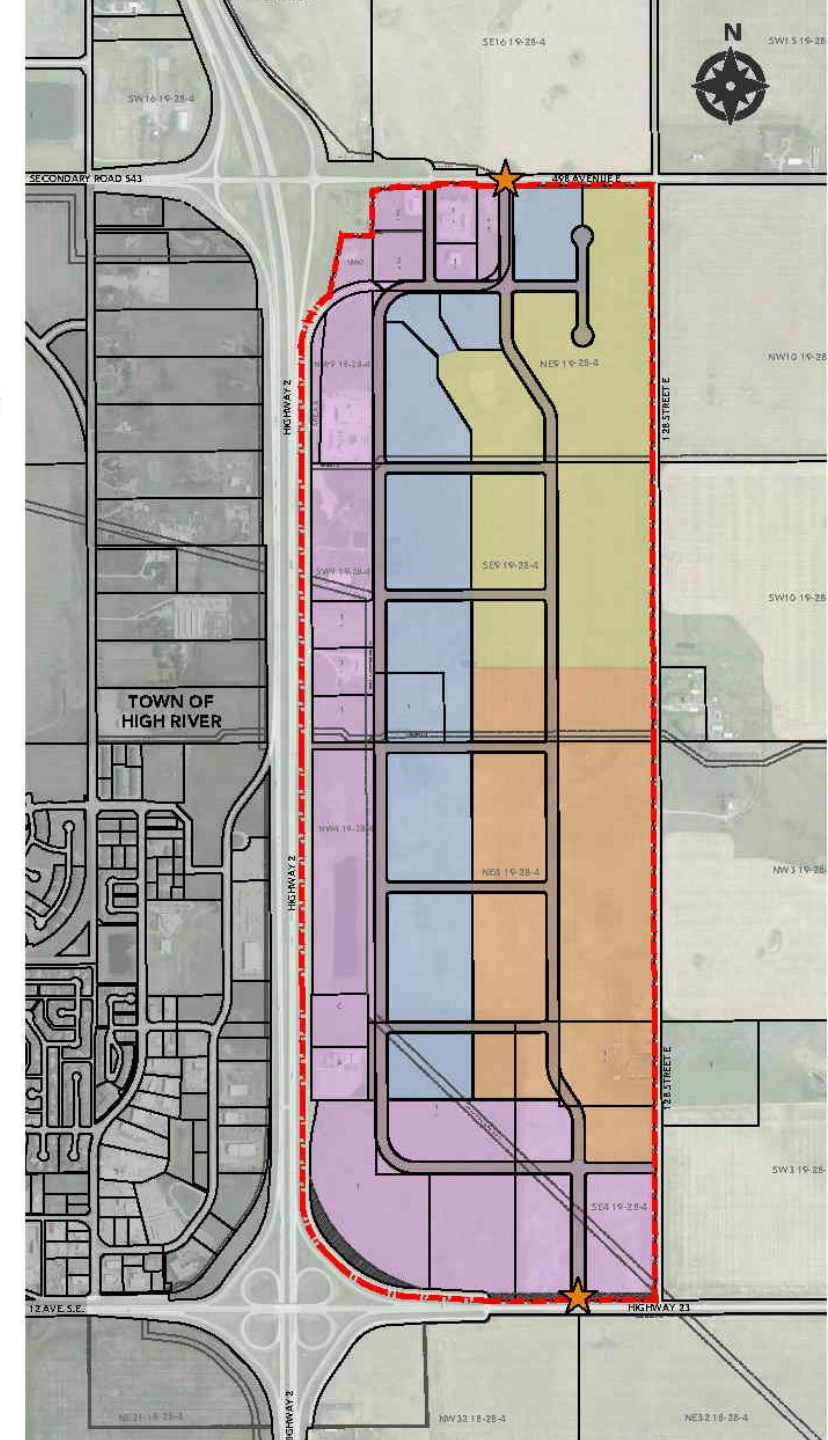
PHASING STRATEGY

The Phasing Strategy on the right illustrates the proposed sequencing of development in the Plan Area.

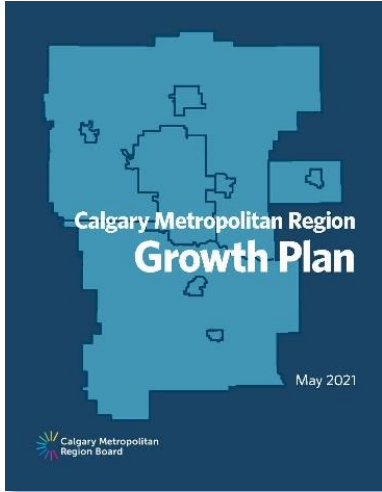
- The Plan Area will be divided into two main phases for development with Phase 1 generally in the west half of the Plan Area and Phase 2 in the east half.
- The two main phases for development may be further divided into sub-phases approximately as shown in the Phasing Strategy.
- An ASP amendment is required prior to Phase 2 of development proceeding.
- Adjustments to the size and location of sub-phases from those illustrated in the Phasing Strategy may be made without an amendment to this plan.

LEGEND

- Plan Area Boundary
- Phase 1A
- Phase 1B
- Phase 2A
- Phase 2B
- Additional HWY ROW Required
- Town of High River
- Access Point



INTERMUNICIPAL COLLABORATION

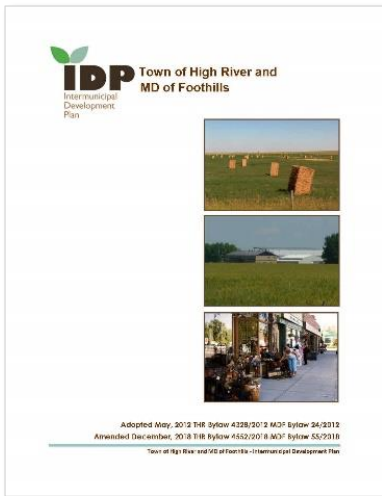


CMR Growth Plan Collaboration Requirements

The Calgary Metropolitan Region Growth Plan contains policies requiring intermunicipal collaboration in planning for land use, infrastructure, and service provision.

CMR Growth Plan Joint Planning Area (JPA)

The Plan Area is included in an area that was identified in the Calgary Metropolitan Region Growth Plan as a Joint Planning Area (JPA) between Foothills County and the Town of High River. The Growth Plan requires that the municipalities that are party to a JPA prepare a Context Study for the area.

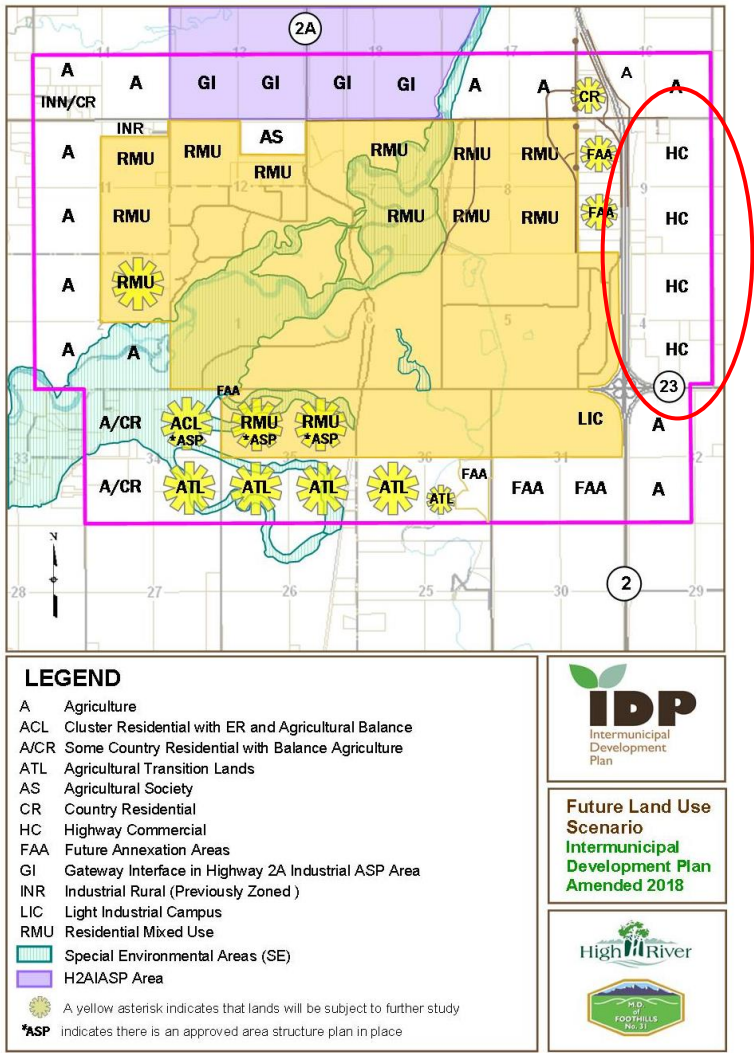


Joint Planning Projects in the Foothills/High River IDP

The ASP Area is located within the Foothills County and Town of High River Intermunicipal Development Plan (IDP) area. There were four joint projects contemplated in the IDP for the ASP Area. Two have been waived by the Town. The two that remain are to explore a revenue sharing agreement and to develop a set of design guidelines for the area. Foothills County will work with the Town to ensure that the requirements for joint planning outlined in the IDP are addressed.

INTERMUNICIPAL COLLABORATION

Map 5.1 Future Land Use Scenario - Amended 2018



Engagement with the Town of High River

Area was identified in the IDP as appropriate for future highway commercial development. Joint planning projects were contemplated to address interests.

The Town was identified as a stakeholder at the beginning of the planning process. Foothills County held a preliminary on-line meeting with Town administration in Phase 1 of engagement process, requested feedback on initial concepts in Phase 2 and opportunity was given to provide feedback on draft plan in Phase 3. Updates on the project were provided to the IMC in September 2020 and March 2021.

In Phase 1 and 2, no major issues were identified. In Phase 3 the Town provided a formal response with a number of concerns. The County has addressed concerns where deemed feasible through amendments to the document and provided the Town with a written response outlining the changes. The County also offered in the letter to meet to discuss concerns.



NEXT STEPS

- Undertake 30-day formal agency circulation.
- Hold a public hearing.
- Seek first reading by County Council on a bylaw to adopt the ASP.
- Submit the ASP to the CMRB for approval.
- Request final readings by County Council to the bylaw to adopt the Plan.



309B Macleod Trail SW
High River, Alberta Canada T1V 1Z5
P: 403.652.2110 F: 403.652.2396
www.highriver.ca

November 19, 2021

Emailed Only

Foothills County
Attention: Julie McLean
309 Macleod Trail
High River, AB
T1V 1M7

RE: Highway 2 East Commercial Area Structure Plan

Thank you for providing the Town of High River with the opportunity to provide initial comments on The Draft Foothills Crossing Area Structure Plan (ASP). The intent of the proposed ASP is creating a planning framework to guide development of the lands located along Highway 2.

As the lands is located within the County/Town's intermunicipal boundaries, it is important, therefore, that the content of the ASP aligns with the current Town/County Intermunicipal Development Plan and Town's expectations.

The Town of High River has now completed the review of the proposed draft ASP and have the following comments:

1. The draft ASP does not include a Servicing Functional Report, which is a critical component of the proposed ASP, for facilitating development within the Plan area. In the absence of sufficient information about the Servicing Functional Report, our comments remain preliminary, short, and incomplete.
2. Although one of the guiding principles in the ASP indicates "Design with future provision of piped servicing in mind", nothing in the proposed ASP supports this statement.
3. The ASP indicates that it will outline the future infrastructure requirements for the area. What is the timeline for that future? A reasonable servicing study should be included as part of the ASP, without this additional information it limits the comments that the Town is able to provide.
4. As the Intermunicipal Development Plan (IDP) is a key statutory document for the two municipalities, using statements like "*Be mindful of potential impacts to the Town of High River's interests as outlined in the IDP*", may not be sufficient. The Town recommends adding an objective about identifying the required servicing infrastructure according to the proposed land use. This proposed objective would provide clear direction, instead of leaving it wide open to the future. Adding additional information into the ASP about potential servicing of the area would provide criteria for evaluating whether the proposed development would be sustainable.

5. The Town recommends that one of the objectives of the ASP should ensure that only appropriate developments that cater to travelers along this highway commercial corridor are accommodated. This objective would protect to a great degree the Town's interest in avoiding promoting competitive development within the corridor.
6. The ASP has indicated the requirements of developing design guidelines in the future and suggests applying the Highway 2A corridor existing design guidelines in the interim for evaluating development within corridor. It is critical to add a policy in the ASP highlighting the preparation of the required design guidelines in consultation with the Town of High River, along with a potential timeline for creating these design guidelines.
7. What are the uses that provides services to the travelling public and agricultural sector? It would be helpful if these uses could be identified to avoid future confusion.
8. The Guiding Principles indicate design with piped servicing in mind, yet there isn't any servicing study completed or required for supporting development within the plan area.
9. Has a Traffic Impact Analysis (TIA) been completed to support development of the Plan area? If not, what are the rationales behind the proposed transportation improvement ideas? Will a TIA be required at a future stage of development?
10. The Plan Area is also included in an area that was identified in the CMRB Growth Plan, as a Joint Planning Area, between Foothills County and the Town of High River. In the Growth Plan, JPAs are Preferred Growth Areas, where *"future planning should strive for fully serviced urban neighborhoods and Employment Areas where people will be able to walk to everyday needs, or to transit for longer-distance trips"*. The proposed ASP does not illustrate how this objective could be met.
11. With new traffic signals, the Town would like to see "Emtrac system" installed to avoid slowing down response times east on HWY 23.
12. As hydrants will be critical for supporting the proposed development, the required water supply for firefighting has not been provided and/or identified.
13. The proposed ASP does not provide an answer to Objective 1.a. of the Interim Growth Plan (IGP), which states: *"Promote the integration of land-use and infrastructure planning"*. The Plan area is without sufficient provisions linking land-use and infrastructure, and inadequate growth management policies to minimize impacts on the environment.

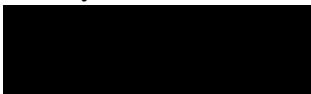
In closing, we are concerned that the implementation of the ASP without the required servicing study, could result in development that is not consistent with the IGP.

Based on best planning practices, it would be helpful to see the proposed ASP provide policy controls for requiring completion of the servicing study and related technical studies prior to approval of the ASP.

Once again, we thank you for the opportunity to provide comment and we look forward to continuing to work collaboratively with Foothills County for the benefit of both of our municipalities in the future.

Please do not hesitate to contact the undersigned should you have any questions or concerns.

Respectfully,



Khalid Mohammed, RPP, MCIP, LEED AP ND
Manager of Planning and Development Services Division

Dec 1, 2021

Via Email:
KMohammed@highriver.ca

Khalid Mohammed
Manager of Planning and Development Services Division
Town of High River
309B Macleod Tr. S.W.
High River, AB
T1V 1Z5

khalid

Dear ~~Mr. Mohammed~~:

RE: Town of High River Comments regarding draft Foothills Crossing Area Structure Plan

Thank you for providing your comments by letter dated November 19th, 2021, on the draft Foothills Crossing Area Structure Plan (ASP). We would note that we do not consider these comments to be “initial” as we have provided the Town the opportunity to provide comments previously in both Phase 1 and Phase 2 engagements for the project. As the Town outlined a number of concerns, we felt it appropriate to provide you with a response.

Your comments numbered 1,2,3,4,8 and 12 relate primarily to the County’s decision to defer the piped water and wastewater servicing studies until Phase 2 of development. In the ASP document we indicate that there are too many unknowns with respect to piped servicing to develop a comprehensive plan at this time. As you are aware, the Town of High River requested that the County undertake the development of the ASP. In addition, the Town has indicated that they are not willing to provide any utility servicing to the ASP area. The County believes that the ASP is critical to establish the planning framework for future development and allow for future utility servicing. The ASP contains multiple provisions to ensure development in both phases will be fully serviced over time.

With respect to fire protection, it is not necessary to have piped water to provide for fire protection. The requirements of the fire code can be met utilizing man-made ponds or cisterns with hydrants. Development in the plan area will have to meet all safety code requirements.

In your comment number 4, you also speak to the importance of the IDP as a key statutory document. In recognition of this, we propose adding a policy to Section 8.4.5 indicating that all future development in the area will be undertaken in accordance with the IDP.

Your comment number 5 recommends the addition of an objective ensuring that only development catering to travelers along the highway would be accommodated to avoid promoting development that would compete with businesses in the Town. We do not feel that this is a reasonable request and will not be able to accommodate it.

Your comment number 6 suggests adding a policy highlighting the development of design guidelines for the area in consultation with the Town along with a timeframe for the creation of the

guidelines. There is already a policy in Section 8.4.5 (which is unfortunately mis-numbered in the draft document as Policy 8.5.5.1) that indicates that we will, in consultation with the Town and Alberta Transportation develop design guidelines for the area. We are amenable to adding a timeframe indicating that we will commence this work within one year of the adoption of the ASP.

Your comment number 7 asks for additional information regarding the uses that would be supported in the plan area. In Section 4.3 of the ASP, the land use districts that are contemplated for each development type shown in the Land Use Concept are listed. Each of these districts in our Land Use Bylaw has a list of permitted and discretionary uses as well as definitions.

Your comment number 9 inquires as to whether a Traffic Impact Analysis has been completed. We have retained ISL engineering, who have been working with us throughout the project on transportation and stormwater management. They will be completing their reports shortly and these will be provided to the Town as part of the formal circulation of the ASP in advance of the public hearing.

Your comment number 10 references provisions regarding preferred growth areas from the CMRB Growth Plan. We are cognizant of the policy in the Growth Plan, and we feel that this ASP is in compliance with the CRMB Growth Plan.

Your comment number 11 requests that the ASP specify the type of traffic signals that will be installed at the intersection on Highway 23. This is beyond the level of detail that we would typically include in an area structure plan. In addition, as this intersection is on a Provincial highway, it is unlikely that the County will be able to dictate the system that is installed.

Your comment number 13 asserts that the draft ASP does not meet objective 1.a. of the CMRB Interim Growth Plan (IGP) regarding the integration of land-use and infrastructure planning. Principle 1 in the IGP is to "*Promote the integration and efficient use of regional infrastructure*". Foothills County feel that planning for commercial development on lands adjacent to a major transportation corridor with an interchange at either end is a very efficient use of existing regional infrastructure. The ASP postpones the piped water and wastewater servicing strategy for the area but requires the County to continue to explore options for piped serving, requires piped servicing and a statutory plan amendment prior to Phase 2 of development proceeding, provides for deep servicing to be accommodated within road rights of way and requires deferred servicing agreements for Phase 1 development (Policies 6.1.1.1-6.1.1.5).

Should you wish to discuss the proposed ASP or our response to your comments, please contact us to arrange a meeting.

Sincerely,

FOOTHILLS COUNTY



Julie McLean MEdes. RPP MCIP
Senior Planner

January 6, 2022

114359

Delilah Miller, Reeve
c/o Julie McLean, Senior Planner
Foothills County
309 Macleod Trail
Box 5605
High River AB T1V 1M7
julie.mclean@foothillscountyab.ca

Dear Reeve Miller:

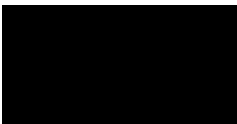
Thank you for copying me on your letter to the Honourable Jason Nixon, Minister of Environment and Parks, regarding your request for supplementary funding for Phase 1 of the Lower Highwood Flood Mitigation Program, as well as providing an updated grant application. Minister Nixon has asked that I respond on behalf of the Government of Alberta, and I welcome the opportunity to provide the following information.

I can confirm that department staff completed the necessary amendments to both Foothills County and the Town of High River's mitigation grants. This allows both communities to utilize its available surplus funds for the Lower Highwood project, while acknowledging the delay in the Town of High River's ability to direct any available funds in the immediate future.

Unprecedented financial challenges have not improved significantly since Minister Nixon's January 2021 letter, and I regret to inform you Environment and Parks will not be able to consider additional funding at this time. For more information, please contact Mr. Andrew Wilson, Director of Watershed Resilience and Transboundary Waters, in Edmonton, at 780-643-0630 (dial 310-0000 for a toll-free connection), or at andrew.wilson@gov.ab.ca.

Thank you again for writing.

Sincerely,



(Stacey Smythe for) Bev Yee
Deputy Minister

cc: Honourable Jason Nixon, Minister of Environment and Parks
Andrew Wilson, Environment and Parks