

MUNICIPAL DEVELOPMENT PLAN

TERMS OF REFERENCE

February 13, 2019

The purpose of this *Terms of Reference* is to guide the review of the Municipal Development Plan (MDP), in accordance with the requirements of the *Municipal Government Act*.

1.0 INTRODUCTION

The current Municipal Development Plan (MDP) (Bylaw No. 09/12) was approved in July 2012 with subsequent amendments limited to clarify or change individual policies. Mountain View County's Strategic Plan 2018-2021, along with the Economic Development Strategy 2018-2021 identify key priority areas where Agriculture, Economic Development, and Land Use can be strengthened to further the goals of the County. Through a review of these priority areas, the MDP can be updated to be aligned with this new direction. As part of the 2019 Budget, Council approved the MDP Review (PD-19-02) for a total of \$85,000.

2.0 ENABLING LEGISLATION

The Province of Alberta recently completed a review of the *Municipal Government Act* (MGA) and made numerous amendments to the Legislation, effective April 1, 2018. Included in these amendments is the hierarchy of statutory plans with the Intermunicipal Development Plans (IDPs) as the highest, followed by Municipal Development Plan (MDP) and any Area Structure Plans (ASPs). In the event of a conflict or inconsistency, the higher statutory plan prevails.

Section 632 of the MGA provides what must be addressed in an MDP (s.632(3)(a)) and what may be addressed in an MDP (s.632(3)(b)).

632(3) A municipal development plan

(a) must address

- (i) the future land use within the municipality,
- (ii) the manner of and the proposals for future development in the municipality,
- (iii) the co-ordination of land use, future growth patterns and other infrastructure with adjacent municipalities if there is no intermunicipal development plan with respect to those matters in those municipalities,
- (iv) the provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities, and
- (v) the provision of municipal services and facilities either generally or specifically,

(b) may address

- (i) proposals for the financing and programming of municipal infrastructure,
- (ii) the co-ordination of municipal programs relating to the physical, social and economic development of the municipality,
- (iii) environmental matters within the municipality,
- (iv) the financial resources of the municipality,
- (v) the economic development of the municipality, and
- (vi) any other matter relating to the physical, social or economic development of the municipality,

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- (c) may contain statements regarding the municipality's development constraints, including the results of any development studies and impact analysis, and goals, objectives, targets, planning policies and corporate strategies,
- (d) must contain policies compatible with the subdivision and development regulations to provide guidance on the type and location of land uses adjacent to sour gas facilities,
- (e) must contain policies respecting the provision of municipal, school or municipal and school reserves, including but not limited to the need for, amount of and allocation of those reserves and the identification of school requirements in consultation with affected school boards,
- (f) must contain policies respecting the protection of agricultural operations, and
- (g) may contain policies respecting the provision of conservation reserve in accordance with section 664.2(1)(a) to (d).

3.0 REVIEW TOPICS

Five (5) key review topics:

- 1) Subdivision Potential: Agricultural Preservation Area, Potential Multi-Lot Area and fragmentation;
- 2) Environmentally Significant Areas (ESAs);
- 3) Concentrated Confined Feeding Operations (CCFO) Area;
- 4) Growth Centres; and
- 5) Special Policy Area: Highway 2/27 Area Structure Plan

4.0 PROJECT ORGANIZATION

4.1 Steering Committee

Council is the Steering Committee for the MDP Review.

4.2 Responsibilities of the Steering Committee

- Provide broad policy direction and assist in identifying issues and opportunities with respect to the key topic workshops;
- Act as a resource for Administration;
- Participate in the Open Houses; and
- Review the draft MDP
- Update ICCs

4.3 Responsibility of Administration

Administration will be responsible for implementing the Work Plan for the MDP Review, preparation of the Steering Committee workshops; Open House materials and drafting the MDP.

4.4 Responsibility of Council

Council will be responsible for approval of the MDP Bylaw after a Public Hearing.

5.0 SCOPE OF WORK AND PROJECT STAGES

The scope of work is organized into four stages, with a completion date to be determined through the planning process. The four stages of the work program include:

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- Stage 1: Key review topic Steering Committee workshops
- A series of workshops will be held with Council to further clarify the intent of the five key review topics. The results of these workshops will define specific questions for the public to answer throughout the Open House process.
 - Engage the Municipal Planning Commission (MPC), Agricultural Service Board (ASB) and Subdivision and Development Appeal Board (SDAB) to provide feedback on the specific questions.
- Stage 2: Open House to engage the Public
- The first round of Open Houses will engage the public and focus on the five key review topics to generate discussion. These discussions may assist in leading the public to discuss other areas of interest within the MDP to ensure effective implementation of policies through the hierarchy of County documents.
- Stage 3: Draft MDP for Steering Committee's review
- Administration will draft policies for the MDP based on input from the workshops and Open Houses. The Steering Committee will review the draft MDP and provide feedback to Administration regarding necessary edits. Upon acceptance of the draft MDP by the Steering Committee, the document will be prepared for public review.
- Stage 4: Open House to share the draft MDP
- The second round of Open Houses will provide the public with an opportunity to review and comment on the draft MDP. Following the Open Houses, Administration will consider edits to clarify and better align policy with the intended direction of the MDP. A final draft MDP will be prepared in preparation of 1st Reading of a bylaw to adopt the MDP.

An anticipated timeline:

TOR Approval	February 13, 2019
Stage 1	March 6, 2019: Steering Committee workshop Topic #1 April 1, 2019: Steering Committee workshop Topics #2 and #3 May 1, 2019: Steering Committee workshop Topic #4 June 12, 2019: Steering Committee workshop Topic #5 Prepare Open House materials Engage Council's MPC, ASB, and SDAB
Stage 2	November 2019: Open Houses to engage the public
Stage 3	Dec '19-Feb '20: Draft and review MDP policies with Steering Committee
Stage 4	March 2020: Open Houses to share the draft MDP May 2020: Schedule 1 st Reading; Public Hearing in June 2020

6.0 PUBLIC AND STAKEHOLDER INVOLVEMENT

The MDP Review will align with the County's Strategic Plan Goals for Agriculture, Environment, Governance and Infrastructure.

6.1 Public Involvement

The purpose of public involvement is to:

- Inform and educate the public and stakeholders on the nature and requirements of the MDP;
- Gather public input (suggestions and representations) on the draft MDP.

6.2 Stakeholder Involvement

Key stakeholders to be involved in MDP review:

- Internal Departments;
- Provincial Agencies;
- Public utilities, public agencies, or public authorities;
- Landowners; business, commercial, or industrial interests.

6.3 Engagement

An amendment to a statutory plan requires a Public Hearing as outlined in the *Municipal Government Act*. The MDP Review will also comply with Public Participation Policy #1030 and Procedure #1031. The public participation spectrum “Involve” will be followed that has the goal to “work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.”

1. Website and newspaper:
 - Kickoff with a communication piece about the MDP Review and what the public can expect from Open Houses.
2. Website:
 - Dedicate a webpage on the website that will provide information and updates on the process.
3. Open Houses:
 - Two rounds of Open Houses to engage the public. The first round of Open Houses to receive feedback on potential policy options and the second round of Open Houses to share the draft MDP.