

Planning & Development Services Report to
Intergovernmental Affairs Committee
2026 April 16

ISC: UNRESTRICTED
IGA2026-0301

Proposed Terms of Reference for The City of Calgary–Rocky View County Intermunicipal Development Plan Project

PURPOSE

This report seeks Council's approval of the proposed Terms of Reference for The City of Calgary–Rocky View County Intermunicipal Development Plan project. The proposed Terms of Reference outlines how the two municipalities will work together to update and revise the existing Calgary-Rocky View County Intermunicipal Development Plan.

PREVIOUS COUNCIL DIRECTION

There is no previous direction from Council on this item, however Ministerial Order MSD: 025/25 requires bordering municipalities to enter into Intermunicipal Development Plans by 2027 November 30. The current Calgary-Rocky View County Intermunicipal Development Plan was approved by Calgary City Council 2012 January 09.

RECOMMENDATION(S):

That the Intergovernmental Affairs Committee recommend that Council:

1. Approve the proposed Terms of Reference for the City of Calgary–Rocky View County Intermunicipal Development Plan project (Attachment 3).

RECOMMENDATION OF THE INTERGOVERNMENTAL AFFAIRS COMMITTEE, 2026 APRIL 16:

That Council approve the proposed Terms of Reference for the City of Calgary–Rocky View County Intermunicipal Development Plan project (Attachment 3).

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

General Manager Debra Hamilton concurs with this report. Approving the Terms of Reference enables Calgary and Rocky View County to formally begin updating their Intermunicipal Development Plan, ensuring coordinated growth, legislative compliance, and strengthened collaboration near their shared boundary.

HIGHLIGHTS

- Intermunicipal Development Plans are statutory planning policy documents that guide how neighbouring municipalities grow and develop together near shared boundaries.
- The existing City of Calgary–Rocky View County Intermunicipal Development Plan, approved in 2012, does not fully reflect current legislative requirements or the evolving planning context along the shared boundary.
- Updating the Intermunicipal Development Plan allows alignment with current legislation, regional context, and supports continued intermunicipal collaboration.
- The proposed Terms of Reference has been developed collaboratively with Rocky View County administration, reflecting shared priorities and a joint approach to the update.

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- The Intermunicipal Committee has endorsed the proposed Terms of Reference at the 2026 March 20 meeting.
- Approval of the proposed Terms of Reference allows the municipalities to begin the formal Intermunicipal Development Plan update process.

DISCUSSION

Intermunicipal Development Plans are statutory planning documents created between two or more municipalities that share a boundary. They are required under section 631 of the Municipal Government Act and sit at the top of the municipal planning hierarchy – which means all statutory and non-statutory municipal planning documents must align with an adopted Intermunicipal Development Plan. See Attachment 1 for background on Intermunicipal Development Plans.

The City of Calgary and Rocky View County currently operate under an Intermunicipal Development Plan approved in 2012, but it does not fully reflect current legislative requirements or the evolving growth and development pressures along the shared boundary.

Updating the Intermunicipal Development Plan allows for compliance with the Municipal Government Act, addresses Ministerial Direction, and better supports coordinated growth and decision-making between the two municipalities. Attachment 2 provides additional detail on Intermunicipal Development Plans and other tools available to support intermunicipal collaboration.

Benefits: Coordinated planning with Rocky View County helps align roads, infrastructure, and land use near the boundary—protecting City investments and regional assets, improving mobility, and supporting better planning and development outcomes for Calgarians.

Value: Updating the Plan strengthens City of Calgary’s working relationship with Rocky View County, ensuring growth is managed collaboratively, disputes are minimized, and regional decisions support Calgary’s economic, environmental, and fiscal interests.

Terms of Reference

The proposed Terms of Reference (Attachment 3) has been developed collaboratively with Rocky View County administration and sets out how The City of Calgary and Rocky View County will work together to prepare the updated Intermunicipal Development Plan. The proposed document outlines shared principles and goals, governance roles and responsibilities, decision-making processes, and dispute resolution mechanisms.

The governance and decision-making framework outlined in the proposed Terms of Reference is structured around three distinct groups with complementary responsibilities: The Joint Administrative Working-group; the Intermunicipal Committee; and Councils.

The Joint Administration Working-group is the administrative group that will serve as the operational lead responsible for undertaking the technical work to develop the Intermunicipal Development Plan, leading engagement activities, and advancing the proposed plan through the review and approval process.

The Intermunicipal Committee is a joint governance body comprised of elected officials from The City of Calgary and Rocky View County that provides oversight and direction on

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intermunicipal matters. The Committee will provide strategic oversight, offer advice, recommendations and guidance throughout the Intermunicipal Development Plan process, champion the work with both Councils and the broader public, and assist with the resolution of any issues that may arise.

The two Councils are the final decision-makers, having established the budget for the project and holding authority to approve the final Intermunicipal Development Plan.

While the municipalities have a strong and collaborative working relationship and do not anticipate any major disputes, it is important to establish a clear and well-defined dispute resolution process should issues arise. Disputes will be addressed progressively, as detailed in the proposed Terms of Reference.

As seen in Attachment 3, the proposed Terms of Reference allows administration to make minor administrative changes, while major changes require Intermunicipal Committee consideration.

With both Rocky View County and The City of Calgary Council approval of the proposed Terms of Reference, work on the updated Intermunicipal Development Plan will formally commence. Once completed and approved by both Councils, the province will be notified to confirm compliance with the Ministerial Order.

EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input type="checkbox"/> Dialogue with interested parties was undertaken |
| <input type="checkbox"/> Public/interested parties were informed | <input checked="" type="checkbox"/> Public communication or engagement was not required |

Public engagement was not required or undertaken. The proposed Terms of Reference were reviewed and endorsed by the Calgary–Rocky View County Intermunicipal Committee.

IMPLICATIONS

Social

By supporting coordinated growth and connected communities along the shared boundary, an Intermunicipal Development Plan that reflects the current context helps ensure a high overall quality of life for residents on both sides of the border. The proposed Terms of Reference supports the development of a plan that provides transparency for residents by clearly explaining how intermunicipal planning and decision-making will occur.

Environmental

There is an opportunity to modernize and advance sustainable planning and environmental outcomes through this plan. The proposed Terms of Reference reflects this by identifying environmental matters as an area of focus.

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Economic

The Calgary region continues to experience significant population growth. An updated Intermunicipal Development Plan that reflects this current context will provide clear and coordinated land use direction, supporting economic resilience. Strengthened collaboration with Rocky View County will also help guide efficient infrastructure planning, provide greater investment certainty, and align growth decisions with broader regional economic initiatives. The proposed Terms of Reference affirms this direction by identifying coordinated growth planning as a key focus of the updated Plan.

Service and Financial Implications

Existing operating funding - one-time

No new funding is required. Funding for this project was confirmed in the 2026 Budget Adjustment. An Alberta Communities Partnership Grant (IGA2025-0981), was awarded for both participating municipalities, which will reduce the financial contribution required for the Intermunicipal Development Plan update.

RISK

Non- approval of the proposed Terms of Reference would pause progress on the Intermunicipal Development Plan update and increase the risk of not meeting legislated and Ministerial requirements by the 2027 November 30 deadline. As the proposed Terms of Reference was developed collaboratively with Rocky View County, non- approval may strain the intermunicipal working relationship and create reputational risk for both Councils by signaling a lack of alignment or commitment to intermunicipal collaboration.

ATTACHMENT(S)

1. Background and Previous Council Direction
2. Intermunicipal Collaboration Tools Overview
3. The City of Calgary & Rocky View County Intermunicipal Development Plan Terms of Reference
4. Presentation

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Debra Hamilton	Planning and Development Services	Approve
Kathy Davies Murphy	City and Regional Planning	Approve

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