



EMRB Planning Toolkit

A guidebook for understanding the Regional Evaluation Framework and the implementation of the Edmonton Metropolitan Region Growth Plan: Re-Imagine. Plan. Build.

How to use the EMRB Planning Toolkit

The EMRB Planning Toolkit is intended to aid in the understanding and implementation of Regional Evaluation Framework (REF) Ministerial Order MSD:088/20 and the Edmonton Metropolitan Region Growth Plan (EMRGP or growth plan). This toolkit is not intended to substitute for the growth plan or REF. For certainty, the reader is advised to refer to the growth plan, the REF, and EMRB Regulation.

The Planning Toolkit provides consistent interpretation of the REF and the growth plan in instances where more clarity may be required. Text in orange highlights external links, areas where additional interpretation or guidance is provided in an interpretive guide or other EMRB documents, and the reader should click the link to view.



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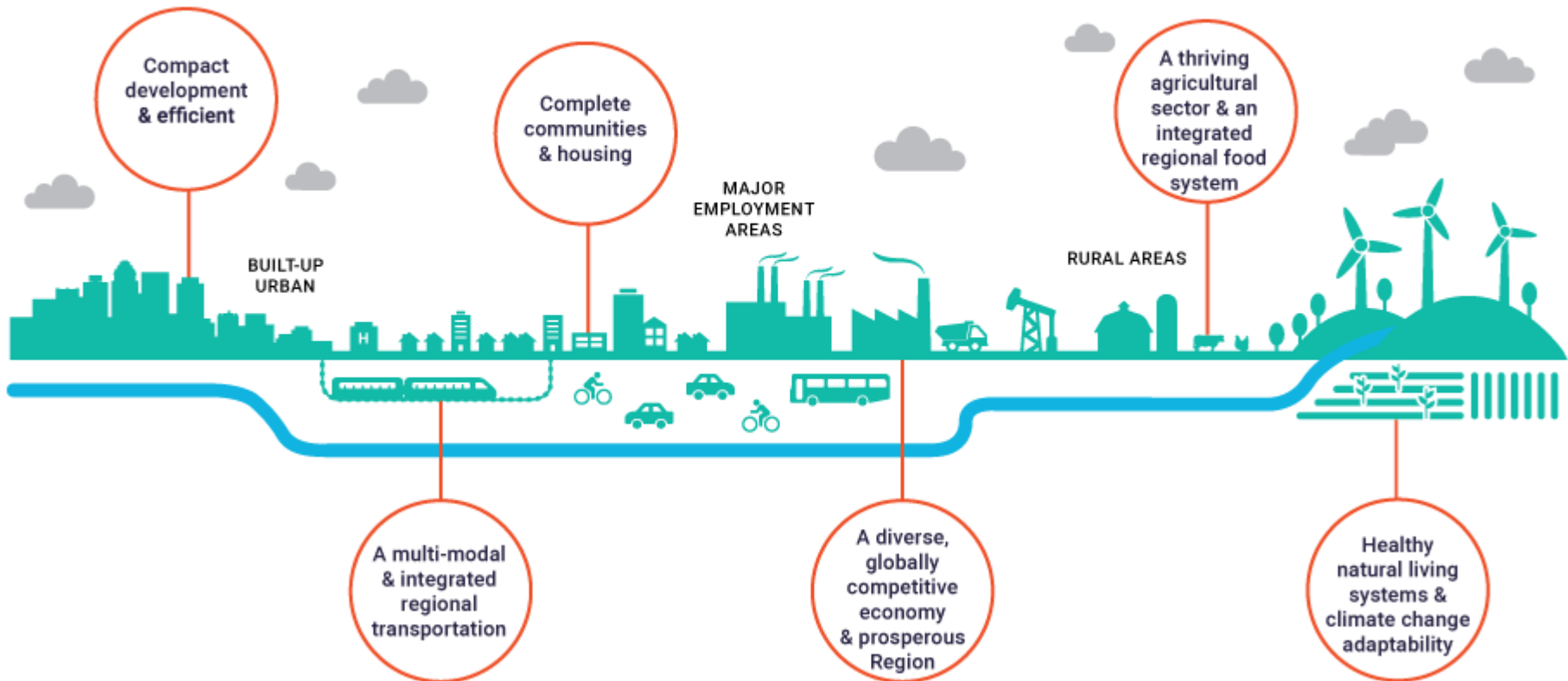
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Introduction

On October 26, 2017, the Government of Alberta approved the **Edmonton Metropolitan Region Growth Plan** (the growth plan or EMRGP) pursuant to **Section 708.1 of the Municipal Government Act (MGA)**. The **growth plan** provides a compelling vision, guiding principles and six interrelated regional policy areas to guide growth and development of the Edmonton Metropolitan Region over the next 30 years. The **growth plan** places an emphasis on responsible growth by minimizing the expansion of the urban footprint, integrating land use and infrastructure decisions, building resilient, adaptable and complete communities, ensuring the Region's transportation systems are interconnected and support economic prosperity, while protecting the environment and encouraging growth of the agriculture sector. The **Regional Evaluation Framework (REF)** process ensures alignment of local statutory plans with the **growth plan** to coordinate implementation across the Region.

→ Outcomes of the Edmonton Metropolitan Region Growth Plan



The Edmonton Metropolitan Region Board (EMRB)

The **EMRB mandate** as a growth management board is established by the Province of Alberta. The EMRB is tasked with implementing *Re-imagine. Plan. Build.*, the 30-year **growth plan** for the Region, as well as coordination of certain services through the **Metropolitan Region Servicing Plan**.

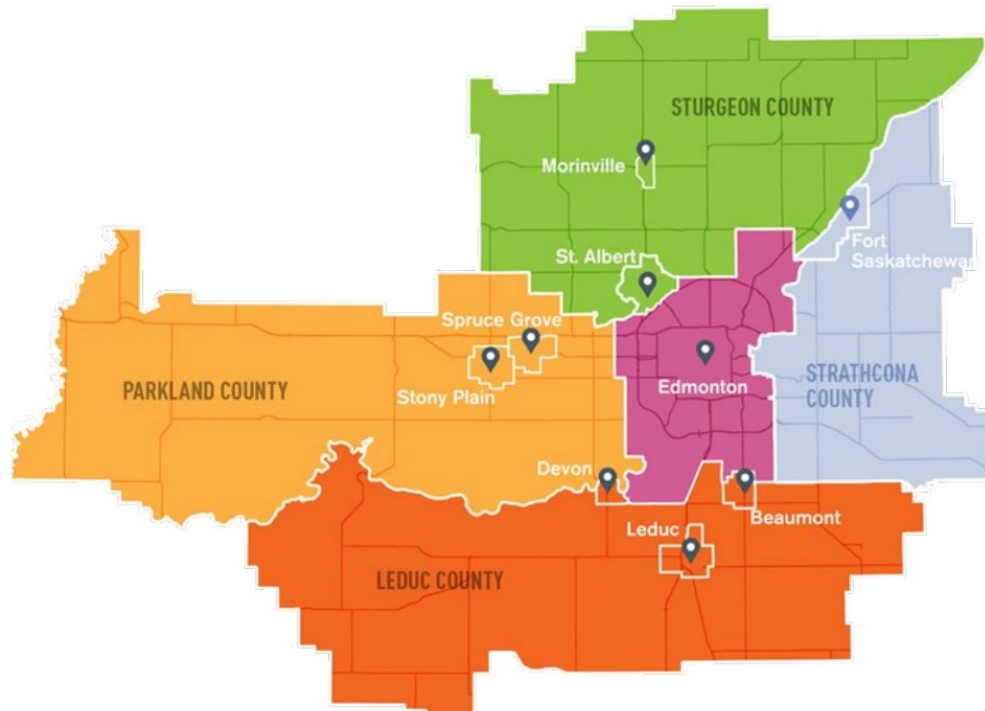
As a growth management board, EMRB works to:

- promote long-term sustainability,
- ensure efficient land use, including environmentally responsible land use planning,
- develop coordinating policies for regional infrastructure investment and service delivery,
- develop growth and service plans that guide planning and service delivery for the Region, and
- promote economic well-being and competitiveness.

The Region is made up of a collection of 13 unique member municipalities: 4 counties, 6 cities, and 3 towns. The Edmonton Metropolitan Region covers an area of nearly 9,500 km², accounts for one-third of Alberta's population (over 1.2 million residents) and one-third of Alberta's gross domestic product (GDP).

By 2044, the Region's population is expected to grow to over two million citizens. Regionalism creates an opportunity to harmonize planning to help communities grow smarter and more efficiently, in the right places.

A collaborative approach sets the stage for driving efficiencies in municipal services, sustainable agricultural development, and the ability to plan beyond our borders.



The Edmonton Metropolitan Region Growth Plan (EMRGP)

The **growth plan** is the 30-year roadmap for the growth of the Edmonton Metropolitan Region. It is how thirteen distinct communities come together to plan for our collective future. Addressing the needs of the present and the opportunities and challenges of the future means planning for growth with different tools and strategies. The **growth plan** provides a compelling vision, seven guiding principles, and six interrelated policy areas to guide growth and development over the next 30 years.

The Edmonton Metropolitan Region is the dominant hub for northern Alberta and is globally recognized for its economic diversity, entrepreneurialism, leadership in energy development, environmental stewardship, and excellent quality of life.

The Region is anchored by a thriving core that is interconnected with diverse urban and rural communities.

As a Region we are committed to growing collaboratively through the efficient use of infrastructure, building compact communities, and fostering economic opportunities and healthy lifestyles

-50 Year Vision-

The **growth plan** prioritizes growing responsibly, conserving land and resources for future generations. Responsible growth means the Region is financially sustainable, optimizing public investment, and maximizing the use of infrastructure and services. The **growth plan** recognizes the diversity of communities in the Region with a tailored suite of policies based on three planning tiers: rural area, metropolitan area, and metropolitan core.



Rural Area Tier



Metropolitan Area Tier



Metropolitan Core Tier

The Regional Evaluation Framework (REF)

Introduction

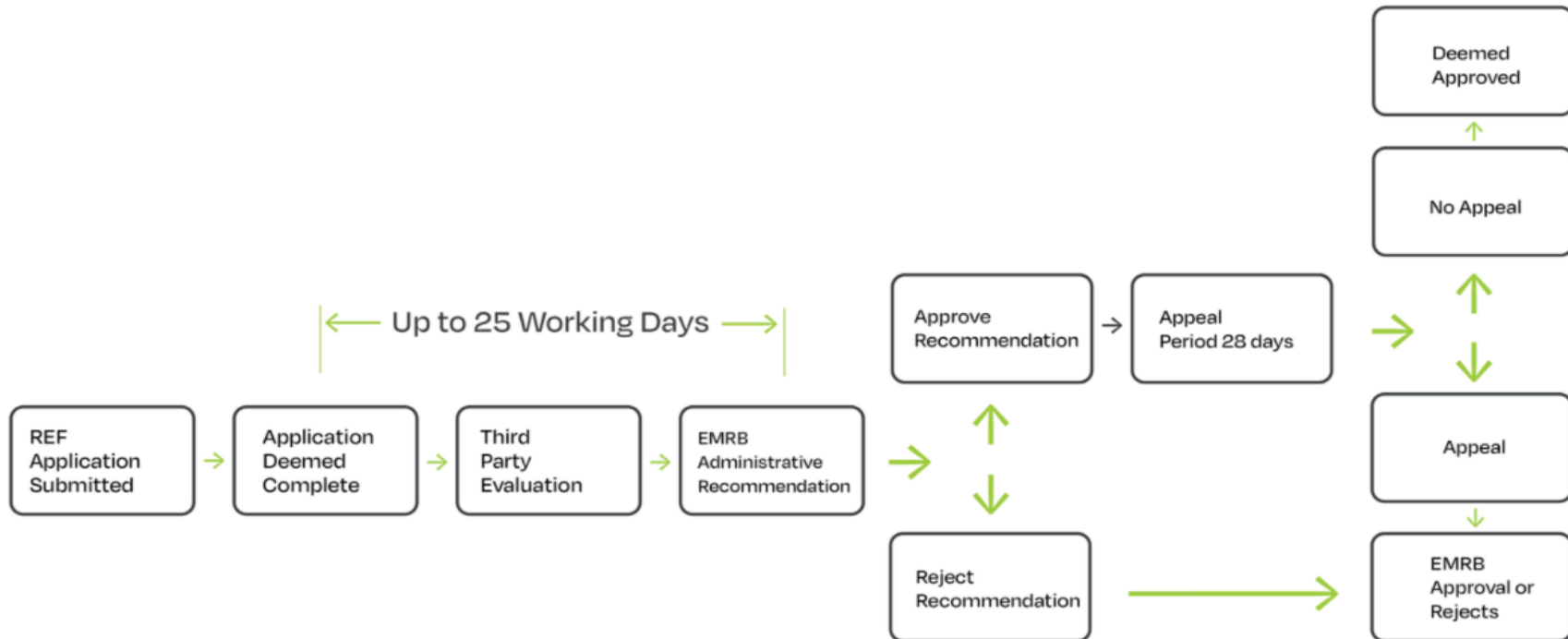
The REF is a process designed to ensure statutory plans and statutory plan amendments are consistent with the principles and policies of the growth plan. The REF was established concurrently with Provincial approval of the EMRGP and was further refined and approved on December 14, 2020 pursuant to Schedule A of M.O. MSD:088/20. The M.O. requires member municipalities to submit statutory planning documents that meet the submission criteria. Statutory plans in the Municipal Government Act (MGA) are defined as Intermunicipal Development Plans (IDPs), Municipal Development Plans (MDPs), Area Structure Plans (ASPs) and Area Redevelopment Plans (ARPs). These plans are the framework for future growth and development of a municipality. By assessing these plans, the EMRB can ensure that the principles and policies of the growth plan are being applied consistently across the Region.

The REF process may also be used by the Board to approve proposals that are not consistent with the growth plan. While the primary purpose of the process is to assess plans for alignment, municipalities may use the process to present (or bring forward) proposals that are not consistent with the growth plan due to unique or extenuating circumstances, or to promote innovative planning and design that will benefit the Region.



REF Process

The [EMRB Administrative Procedures for the REF](#) outline the process for municipalities and the Board to consider submission and evaluation of a REF application.



- A municipality may choose to request a pre-application meeting with EMRB Administration. This is optional.
- Upon submission of a REF application, EMRB deems the application complete and refers the application to a third party reviewer to provide an unbiased evaluation of the application.
- EMRB must distribute a recommendation to approve or reject the application to the Board within 25 working days of the application being deemed complete.
- If the EMRB recommends approval, the application is subject to a 28-day appeal period. If no appeal is received, the application is deemed approved. If an appeal is received, the application will be brought to the next Board meeting for discussion and decision.
- If the EMRB recommends rejection, the application will go to the next Board meeting for discussion and decision.

Guidance: For more detailed information on the REF process, see [EMRB Administrative Procedures for the REF](#).

REF Submission Criteria

Whenever a municipality is considering a new statutory plan or statutory plan amendment, the municipality must review submission criteria in the REF and determine if the proposed plan or amendment must be submitted through the REF. Only those statutory plans and statutory plan amendments that meet the submission criteria in the REF must be referred to the EMRB.

The submission criteria are outlined in three sub-sections of REF section 4.0, Statutory Plan Referral by a Municipality: 4.1 New Statutory Plans; 4.2 Substantive Amendments; and 4.3 Amendments to Statutory Plans.

4.1 New Statutory Plans

The New Statutory Plans section outlines the submission criteria for any proposed new statutory plan, including:

- A proposed Municipal Development Plan (MDP) that replaces the current MDP.
- A proposed Area Structure Plan (ASP) for a new neighbourhood in a greenfield or unplanned area.
- A proposed Area Redevelopment Plan (ARP) for an area that currently does not have an ARP.
- A proposed ASP/ARP that replaces an old ASP/ARP being substantially changed and the old ASP/ARP is being repealed rather than amended.

In this regard, Section 4.1 of the REF states that all new statutory plans must be referred to the EMRB for approval except for:

- a) a new sub-area structure plan that is subordinate to and consistent with its higher order area structure plan or area redevelopment plan;
- b) when the adoption of a new sub-area structure plan requires an amendment to an existing area structure plan and the amendment to the existing area structure plan does not meet the submission criteria in Section 4.3;

Interpretation: Sub-area Structure Plan means an Area Structure Plan that is subordinate to a higher order Area Structure Plan. See A1 | REF Interpretive Guide 1 : Sub-area Structure Plans.

- c) a new area structure plan for country residential development within the zoned and/or designated country residential areas as depicted on Schedule 2: Edmonton Metropolitan Regional Structure to 2044 in the EMRGP; or,

Interpretation: The growth plan identifies areas for country residential development based on approved plans. Requiring additional oversight on areas already planned is redundant. See A2 | REF Interpretive Guide 2 :Country Residential.

- d) a new intermunicipal development plan between non-member municipalities and member municipalities that conforms to the member municipalities' municipal development plan.

4.2 Substantive Amendments

The Substantive Amendments sub-section helps to define those amendments to statutory plans that do not warrant regional oversight. This section provides greater clarity in outlining exemptions for certain instances where amendments to statutory plans do not need to be submitted through the REF process. When determining whether an amendment to a statutory plan must be submitted, a municipality must apply the 'substantive amendment' definition and criteria.

Section 4.2 of the REF states:

All amendments are deemed to be a Substantive Amendment unless one or more of the following applies:

- a) the amendment addresses only housekeeping matters and/or plan consolidations and does not materially affect the plan in principle or substance;
- b) the amendment only relates to or arises from items of a technical nature necessitating minor amendments limited to local land use matters and there is no impact to the regional infrastructure referenced in Section 4.3;
- c) the amendment pertains only to amendments to embedded zoning;
- d) the purpose of the amendment is only to allow for a new, complementary land use within the amendment areas that results in anticipated development of similar or greater intensity to what existed prior to the amendment; or
- e) the purpose of the amendment is only to achieve a municipal objective and the amendment aligns with the goals and objectives of the EMRGP.

Interpretation: See A7 | REF Interpretive Guide 7 : Substantive Amendments to Statutory Plans for scenarios and information about how the above exemptions shall be applied.

4.3 Amendments to Statutory Plans

The Amendments to Statutory Plans sub-section outlines the submission criteria for any proposed amendments. Communities evolve over time and so do the plans that chart their future growth. Not all amendments will have regional implications or be related to regional policies. In this regard, the criteria have been carefully developed to identify only those amendments of regional significance for EMRB review and approval.

Additionally, the term ‘substantive amendment’ is used in [growth plan](#) Section 5.1.1, in the context that any ‘substantive amendment’ to a statutory plan be subject to the [Regional Evaluation Framework](#) as set out in the submission criteria. It is therefore used only for the purpose of the [REF](#). Amendments to statutory plans may trigger [REF](#) referral through the criteria outlined in Section 4.3 that may not warrant regional oversight. In this regard, Section 4.2 of the [REF](#) offers municipalities exemptions to determine whether an amendment to a statutory plan is substantive. While reviewing the criteria within Section 4.3 of the [REF](#), it is also important to refer to Section 4.2 of the [REF](#) and [A7 | Interpretive Guide 7 : Substantive Amendments to Statutory Plans for the comprehensive definition and interpretation regarding ‘substantive amendments’](#).

A municipality must refer to the Board any proposed amendment to a statutory plan that meets one or more of the following conditions unless otherwise exempted in accordance with Section 4.2:

a) The proposed amendment to a municipal development plan is pursuant to Chapter 5, Section 5.1.3 of the EMRGP for the purpose of updating the municipal development plan to conform to the EMRGP.

Rationale: The [growth plan](#) requires that all MDPs be updated to comply with the new policies in the [growth plan](#) by either preparing a new MDP, which will require submission pursuant to [REF](#) sub-section 4.1, or amending a current MDP.

b) The proposed amendment to a municipal development plan would result in the development of new country residential outside of zoned and/or designated country residential areas as depicted on [Schedule 2: Edmonton Metropolitan Regional Structure to 2044](#) in the EMRGP.

Rationale: Policy 4.4.4 i) of the [growth plan](#) requires new CR development (in areas outside those already designated or zoned) to be submitted through the [REF](#). This condition covers instances where an MDP would have to be amended to support new or future intent to allow CR development.

Interpretation: See [A2 | REF Interpretive Guide 2 : Country Residential for more information on what constitutes new country residential development](#).

c) The proposed statutory plan amendment requires the extension or upgrading of regional infrastructure not identified in or consistent with the Growth Plan or would result in a change to the boundaries:

- i. of an area structure plan, intermunicipal development plan, or urban service area where the boundary change results in an increase in area of more than 8 ha; or
- ii. of a growth hamlet or hamlet that is not designated a growth hamlet in a municipal development plan where the boundary change results in an increase in area of more than 32 ha.

Rationale: Extension or upgrading regional infrastructure and revising the boundaries of a statutory plan, urban service area or hamlet is a signal of future growth. An expansion of 8 ha for an ASP, IDP, or urban service area and 32 ha for a hamlet or growth hamlet represents significant future growth. Ensuring this growth is undertaken in a responsible manner and is consistent with the **growth plan** requires a regional review.

d) The proposed statutory plan amendment is outside Downtown Edmonton, as depicted on **Schedule 3A: Major Employment Areas** in the EMRGP, and would result in the conversion of lands larger than 32 ha within a major employment area from major employment uses to non-employment uses and/or would result in a change to the boundaries of a major employment area.

Rationale: The **growth plan** designates vast areas for major employment activities and projections indicate the amount of land designated exceeds employment growth needs within the planning horizon of the **growth plan**. Any proposal to expand major employment areas or change its land use to non-employment uses must be understood for its regional impacts. Major employment areas have specific infrastructure needs. If there is a proposal to expand an area by 32 ha or more, there is likely going to be significant investment in infrastructure and servicing. Reviewing the proposal at the regional level ensures the development aligns with the long-term interests of the Region.

e) The effect of the proposed statutory plan amendment requires the extension and/or increase in the capacity of the Regional Water and Wastewater Lines, as identified on **Schedule 8A: Infrastructure Corridors** in the EMRGP, or to regional water or wastewater treatment facilities.

Rationale: One of the objectives of the **growth plan**, as stated in the **Regulation**, is to consider key future infrastructure investments that would best complement existing infrastructure, services, and land uses in the Region. Any proposal to extend or increase the capacity of regional servicing likely will require significant investment. Reviewing at the regional level ensures the development aligns with the long-term planning of the Region identified in the **growth plan**.

f) The boundaries of the proposed amendment to the statutory plan are within 0.8 km of a future pipeline corridor as depicted on **Schedule 8B: Energy Corridors** in the Edmonton Metropolitan Region Growth Plan.

Rationale: Critical to the Region's economic competitiveness is the planning and coordination of future pipeline corridors.

These corridors provide efficient and cost-effective access to energy resources into and out of the Region. It is important to ensure that future corridors are protected from incompatible development and that areas be planned in conjunction with future alignments. Note: 4.3(f) refers to pipeline corridors only. [Schedule 8B: Energy Corridors](#) depicts one future regional pipeline corridor, if a municipality has a more accurate local representation of any corridor, it is advised to use it.

Interpretation: See [A3 | REF Interpretive Guide 3 : Pipeline Corridors](#) for more information about pipeline corridors and this submission criteria.

- g) The proposed statutory plan amendment decreases the planned density of the statutory plan area:
- i. below the density targets listed in Schedule 6 of the EMRGP for statutory plans adopted after October 2017, or
 - ii. below the density ranges in the Capital Region Growth Plan (the “CRGP”) for grandfathered statutory plans in accordance with Section 8.2.

Rationale: The [growth plan](#) sets minimum densities throughout the Region. Increasing density supports the achievement of compact growth that optimizes infrastructure investment. It also reduces the consumption of prime agricultural land. While there may be a valid reason for a decrease in the planned density, understanding the context of a proposal requires a regional review to ensure all other provisions of the [growth plan](#) are being implemented.

- h) The proposed statutory plan amendment contemplates the removal, major realignment or reclassification of a road identified on [Schedule 10A: Transportation Systems - Regional Roads to 2044](#) in the EMRGP.

Rationale: The [growth plan](#) emphasizes future infrastructure investments that would best complement existing infrastructure, services, and land uses in the Region. Any proposal that results in the removal, major realignment, or reclassification of a road identified in the regional network has significant implications to the regional transportation network. A regional review ensures alignment with the long-term planning of the Region identified in the [growth plan](#).

Interpretation: For more information on removal, major realignment, and reclassification of roads see [A4 | Interpretive Guide 4 : Regional Road Network](#).

- i) The boundaries of the proposed amendment to the statutory plan contemplates the removal or major realignment of a Recreation Trail Corridor as depicted on [Schedule 10B: Transportation Systems – Regional Transit and Trails to 2044](#) in the EMRGP.

Rationale: To ensure that regional recreation corridors are incorporated into future plans, any removal or major change to the alignment of the operational or proposed links of the Great Trail (formerly Trans Canada Trail) requires regional review.

j) The boundaries of the proposed amendment to the statutory plan:

i. include a Park and Ride;

ii. are within 0.4 km of a Planned LRT line; or

iii. are within 0.4 km of a TOD Centre as identified on [Schedule 2: Edmonton Metropolitan Regional Structure](#) to 2044 in the EMRGP or as delineated more specifically by a municipality through a Council approved mechanism.

Rationale: Park and Ride facilities and LRT are integral components of the future regional transit system. They also provide opportunities for Transit Oriented Development and higher density mixed use initiatives, which are important in optimizing investment in infrastructure and creating complete, compact communities. A regional review ensures that proposals maximize those opportunities in accordance with the [growth plan](#).

Note: [Schedule 10B: Regional Transit and Trails to 2044](#) depicts conceptual regional future LRT alignments and park and rides. If a municipality has an updated or more accurate local representation of these, it is advised to use them.

Interpretation: For more information on regional transit infrastructure, see [A5 | REF Interpretive Guide 5 : Park and Rides / LRT Corridors](#).

Note: There is no [REF](#) submission criteria for statutory plan amendments following an approved annexation. For more information on how annexations relate to the [REF](#), see [A8 | Interpretive Guide 8: Amendments to MDPs Following Annexation](#).

REF Submission Requirements

Section 5.1 of the **REF** requires submission after receiving first reading but before receiving third reading of the bylaw(s). The decision to submit the application before or after holding a public hearing on the bylaw(s) is solely at the discretion of the municipality.

Section 5.2 outlines the information and documentation that must be included in the referral to the EMRB.

- a) the proposed statutory plan or statutory plan amendment bylaw;
- b) sufficient documentation to explain the statutory plan or statutory plan amendment;
- c) sufficient information to ensure that the statutory plan or statutory plan amendment can be evaluated pursuant to the evaluation criteria in Section 8.0; and
- d) a copy of the most recent amended plan without the proposed amendment.

In addition, the municipality may include a written submission from the proponent which focuses on the alignment of the application with the **growth plan**.

Guidance: A more detailed list and explanation of the information and documentation to be submitted is provided in A9 | REF Application Package Checklist.

REF Evaluation

Section 6.1 of the **REF** requires EMRB Administration to present a report and recommendation, to either approve or reject the application, to the Board within 25 working days of the date when the application was deemed complete by the Board.

Guidance: For more detailed information on the REF process, see EMRB Administrative Procedures for the REF.

Evaluation of New Statutory Plans

Section 8.1 of the **REF** briefly describes the purpose and objective of evaluating all applications. In this regard, the approval and full implementation of the plan or amendment must be consistent with the **Edmonton Metropolitan Region Growth Plan**.

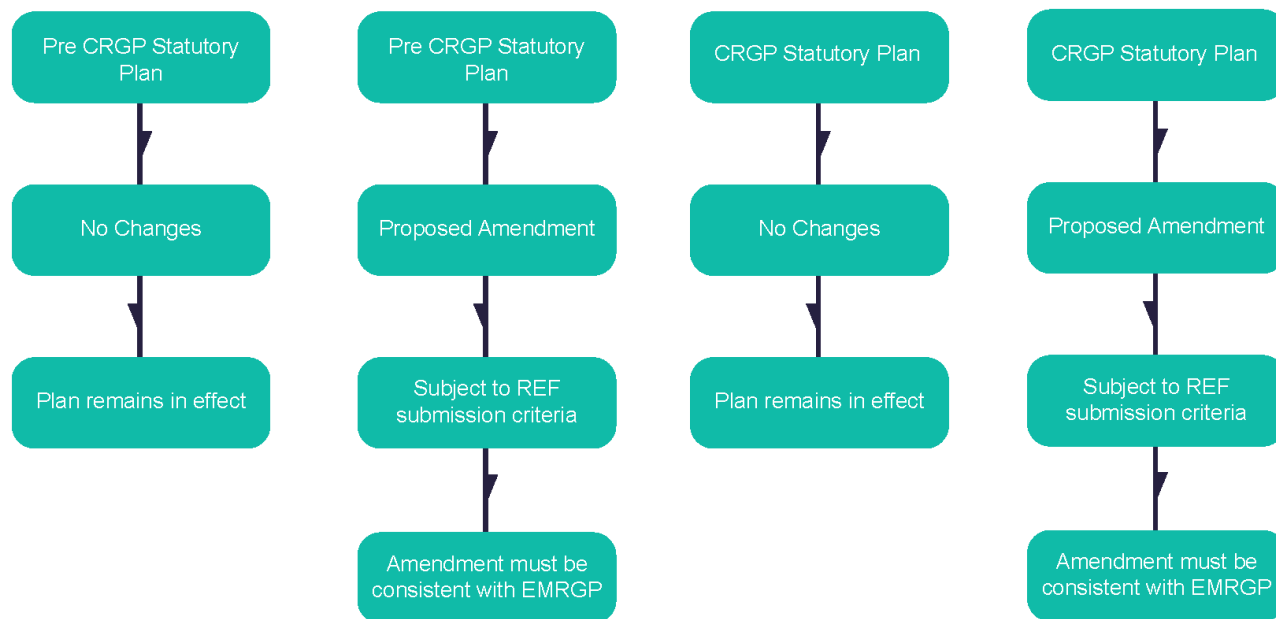
Interpretation: See A9 | REF Evaluation and EMRGP Principle and Objectives Alignment for guiding statements which provide additional clarification for alignment with the principles and policies of the growth plan.

Grandfathering of Previously Approved Statutory Plans

Statutory plans (excluding MDPs) approved previous to the adoption of the **Edmonton Metropolitan Region Growth Plan** remain in effect, and are grandfathered. These statutory plans will continue to be grandfathered as long as they remain unchanged. In accordance with Section 5.1.1 of the **EMRGP**, a proposed amendment to a grandfathered plan may be subject to the **REF**, as determined by **REF** Section 4.3 Amendments to Statutory Plans.

Statutory plans (excluding MDPs) approved previous to the Capital Region Growth Plan (CRGP), are also grandfathered for as long as they remain unchanged. An amendment may be subject to the **REF**, as determined by **REF** Section 4.3. Any proposed amendment to a statutory plan approved prior to the CRGP shall strive for alignment with the principles and policies of the **EMRGP**. It is recognized that some of these plans may be long-standing and have certain constraints at this time (i.e. infrastructure, servicing, etc.) but the amendment area shall strive for consistency where reasonably possible with the **EMRGP**.

The image below illustrates how various statutory plans are grandfathered and the process for proposed amendments.



Evaluation of Previously Approved Statutory Plans

Section 8.2 of the REF supports the continued implementation of plans that were previously approved under the CRGP. The intent of this section is to consider existing plans including infrastructure, servicing, and other factors to accommodate the full build-out of the planned area. In this regard, CRGP density targets may be applied to applications consisting of amendments to statutory plans approved under CRGP. However, the application (amendment area) must be consistent with all other provisions in the EMRGP. This section was not intended to be used as a mechanism for municipalities to decrease planned residential densities of a statutory plan. The following table and map highlight the Priority Growth Areas and their respective density targets as outlined in the CRGP.

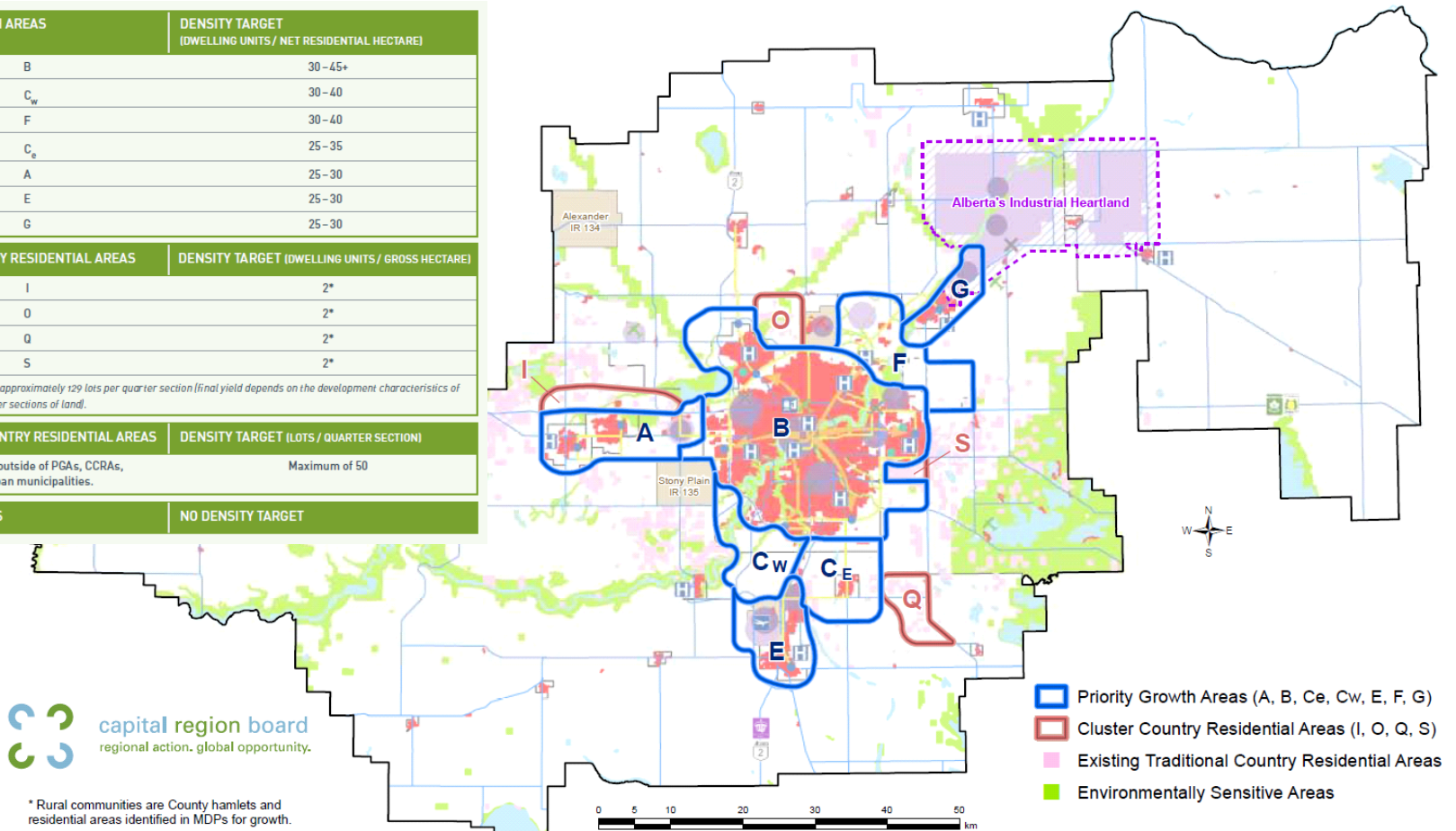
PRIORITY GROWTH AREAS	DENSITY TARGET (DWELLING UNITS / NET RESIDENTIAL HECTARE)
B	30-45+
C _w	30-40
F	30-40
C _e	25-35
A	25-30
E	25-30
G	25-30

CLUSTER COUNTRY RESIDENTIAL AREAS	DENSITY TARGET (DWELLING UNITS / GROSS HECTARE)
I	2*
O	2*
Q	2*
S	2*

**NOTE: Allows for up to approximately 129 lots per quarter section (final yield depends on the development characteristics of individual quarter sections of land).*

TRADITIONAL COUNTRY RESIDENTIAL AREAS	DENSITY TARGET (LOTS / QUARTER SECTION)
Any location outside of PGAs, CCRA's, and urban municipalities.	Maximum of 50

ANY OTHER AREAS	NO DENSITY TARGET
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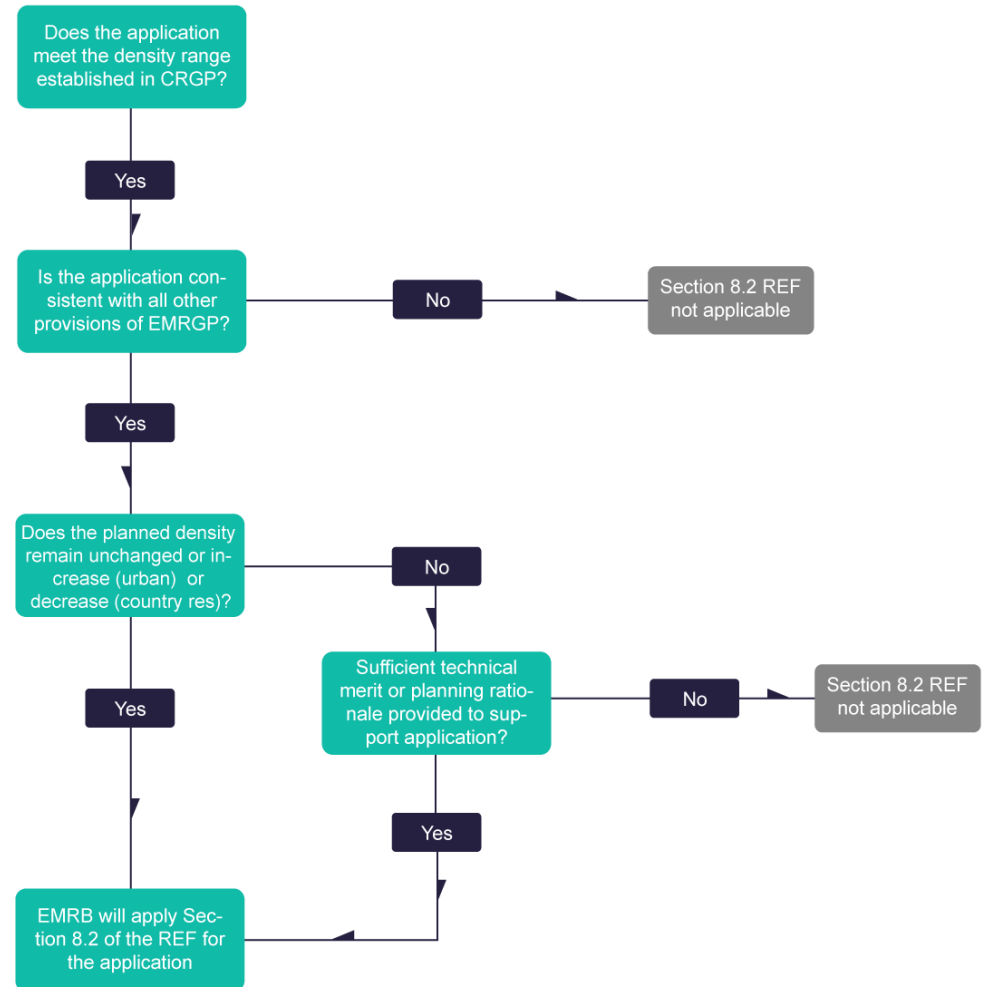
* Rural communities are County hamlets and residential areas identified in MDPs for growth.

Section 8.1 of the REF states when evaluating a REF application, the Board must consider whether approval and full implementation of the statutory plan or statutory plan amendment would result in development that is consistent with the **Edmonton Metropolitan Region Growth Plan**.

Every REF application, including those relating to previously approved statutory plans, is reviewed by EMRB Administration for alignment and consistency with the objectives and policies outlined in the **EMRGP**. When reviewing a REF application in accordance with Section 8.2 of the REF, EMRB Administration will consider the following factors (but not limited to):

- Does the application meet the density targets specified in CRGP?
- Is the application consistent with all other provisions of EMRGP?
- Urban: Does the application strive to achieve the EMRGP direction of increasing residential density?
- Rural: Does the application strive to achieve the EMRGP density of 50 lots per quarter section or less?
- Does the application propose to decrease the planned residential density (urban) or increase the planned density (rural)?
- What technical merit, rationale and planning principles are provided to support the application?

EMRB Review in Accordance with Section 8.2 of the



Appendices

A1 | REF Interpretive Guide 1 : Sub-area Structure Plans

Introduction

According to the **Municipal Government Act** an Area Structure Plan (ASP) is defined as follows: “framework for subsequent subdivision and development of an area of land.” ASPs are used principally by urban municipalities to plan for land use, transportation and municipal services in undeveloped areas. While ASPs can include an area ranging from only a few acres to several sections of land, they are most commonly used to plan the development of large parcels of raw land. An ASP is more specific than the Municipal Development Plan (MDP), and must set out proposed land uses, population densities, and the locations of major transportation routes and public utilities. An ASP normally sets out the location of municipal and environmental reserves, and may address any other matter that council considers necessary.

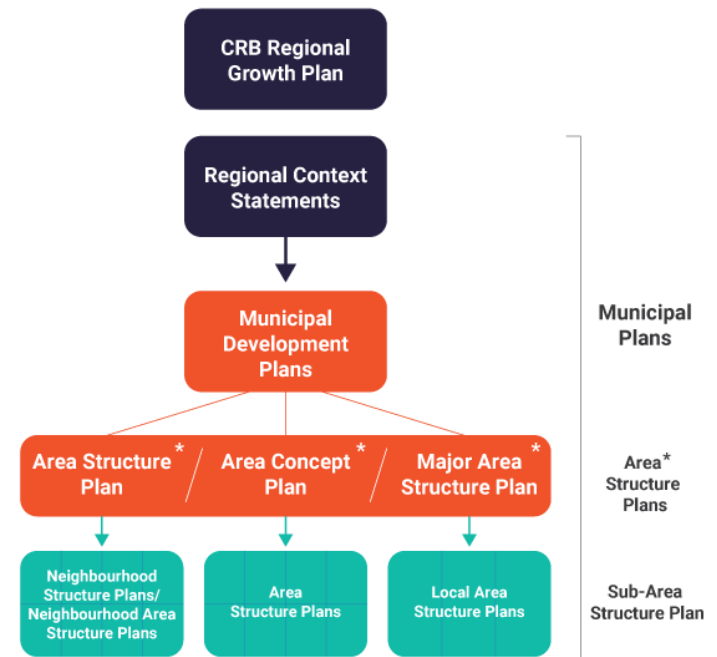
Municipalities use various terms to describe plans that are approved using the Area Structure Plan provisions of the **Municipal Government Act** such as:

- Area Concept Plans
- Neighbourhood Structure Plans
- Neighbourhood Area Structure Plans
- Local Area Structure Plans

Higher order ASPs cover larger areas, set principles and development objectives for the plan area, and include an overall development concept. Sub-Area Structure Plans are typically proposed at the neighbourhood level and contain levels of detail that are less conceptual than higher order ASPs. For example, Edmonton may adopt a Neighbourhood Structure Plan that is a Sub-Area Structure Plan of a larger ASP; Strathcona County may propose an ASP that is a Sub-Area Structure Plan of an Area Concept Plan, etc.

EMRGP Definition, Sub-Area Structure Plan – *An Area Structure Plan or Area Development Plan that is subordinate to another higher order Area*

Structure Plan (ASP) or Area Redevelopment Plan (ARP). Municipalities use various terms to describe plans that are approved using the Area Structure Plan and Area Development Plan provisions of the MGA, such as Area Concept Plans, Neighborhood Structure Plans, Local Area Structure Plans, etc. Higher order ASPs cover larger areas, set principles and development objectives for the plan area, and include an overall development concept. Sub-Area Structure Plans are typically proposed at the neighborhood level and contain levels of detail that are less conceptual than higher order ASPs.



Section 4.1 of the REF exempts the following Sub-Area Structure Plans from REF submission:

- a) a new sub-area structure plan that is subordinate to and consistent with its higher order area structure plan or area redevelopment plan; and
- b) when the adoption of a new sub-area structure plan required an amendment to an existing area structure plan and the amendment to the existing area structure plan does not meet the submission criteria in Section 4.3.

New Sub-area Structure Plans

Section 4.1(a) of the REF outlines new sub-area structure plans that are subordinate to and consistent with higher order ASPs are exempt from the REF process. Additionally, Section 4.1(b) of the REF exempts new sub-area structure plans that result in amendments to an area structure plan, where the amendment does not trigger the submission criteria in Section 4.3 of the REF.

Amendments to Sub-area Structure Plans

Similarly, amendments to sub-area structure plans that are subordinate to and consistent with higher order ASPs do not need to be submitted through the REF process. If an amendment to a Sub-Area Structure Plan prompts an amendment to the higher order ASP, the ASP amendment may require REF submission as outlined in REF Submission Criteria (Section 4.3 of the REF).

Scenario 1: An amendment to a Sub-Area Structure Plan redistributes low and medium density residential uses, adds a neighbourhood commercial site, designates a utility corridor for an existing pipeline right-of-way and realigns a local road. The amendment to the Sub-Area Structure Plan is still consistent to its higher order ASP, thus does not prompt an amendment to the ASP. In this regard, the Sub-Area Structure Plan amendment would not require submission to the EMRB through the REF process.

Scenario 2: A new Sub-Area Structure Plan proposes a land use plan that differs from its higher order ASP, including redesignating uses within a neighbourhood Town Centre and realigning a major arterial road. The amendment to the Sub-Area Structure Plan is significant enough to prompt an amendment to the higher order ASP for plan conformance, however the proposed amendment does not trigger any of the submission criteria in Section 4.2. In this regard, the ASP amendment would not require REF submission even though the new Sub-Area Structure Plan requires amendments to the higher order ASP.

Scenario 3: A new Sub-Area Structure Plan is being proposed in a designated Major Employment Area near Edmonton International Airport to introduce a residential component (over 32ha in size) as part of a horizontal mixed-use development concept. The proposed Sub-Area Structure plan requires an amendment to the higher order Area Structure Plan. As the proposed amendment redesignates employment uses to non-employment uses and is located outside of Downtown Edmonton and is greater than 32ha, the proposed Sub-Area Structure Plan and associated ASP Amendment would need to be submitted to the REF per Section 4.3(d).

A2 | REF Interpretive Guide 2 : Country Residential

Introduction

The **Edmonton Metropolitan Region Growth Plan** identifies areas for country residential development based on current plans within member municipalities. Requiring additional oversight and review of areas already planned for (what is essentially a single land use type) is redundant.

REF Submission Criteria

Accordingly, Section 4.1 of the **REF** exempts certain country residential developments from submission to the EMRB. Section 4.1 of the **REF** states that all new statutory plans must be referred to the EMRB for approval except for:

- c) a new area structure plan for country residential development within the zoned and/or designated country residential areas as depicted on **Schedule 2: Edmonton Metropolitan Regional Structure to 2044** in the EMRGP.

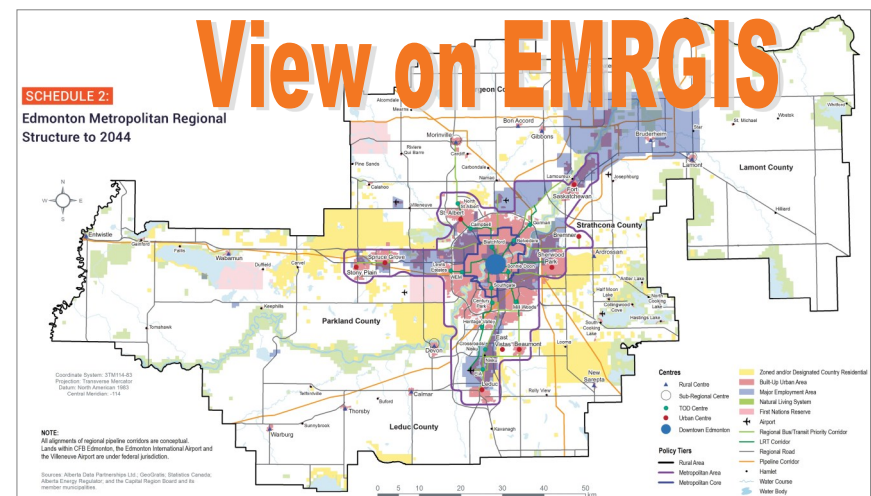
In this regard, any proposed country residential development in the yellow areas on the map below do not require REF submission to the EMRB.

Country Residential Servicing

When reviewing the definition for Country Residential in the **EMRGP**, it explicitly mentions servicing through private sewage systems, also defined in the plan. Upon further review, the intention was not to preclude the ability to allow for municipal or community servicing of country residential subdivisions. Private sewage systems represent the minimum standard for servicing of Country Residential and a municipality may choose to require standards that exceed this minimum (such as tie-in to municipal servicing or other community standards).

New Country Residential Development

Policy 4.4.4 of the **EMRGP** outlines several conditions that must be met before the approval of new Country Residential subdivisions. These conditions apply only to new Country Residential subdivisions that result in an expansion beyond the Zoned and/or Designated Country Residential areas as outlined in **Schedule 2**. These conditions do not apply to subdivisions located within the Zoned and/or Designated Country Residential areas identified in **Schedule 2**.



A3 | REF Interpretive Guide 3 : Pipeline Corridors

Introduction

Critical to the Region's economic competitiveness is the planning and coordination of future pipeline corridors. These corridors are needed to provide efficient and cost-effective access into and out of the Region. Therefore, it is important to ensure that the corridors are protected from incompatible development and that growth areas be reviewed and planned in conjunction with new alignments of major regional infrastructure.

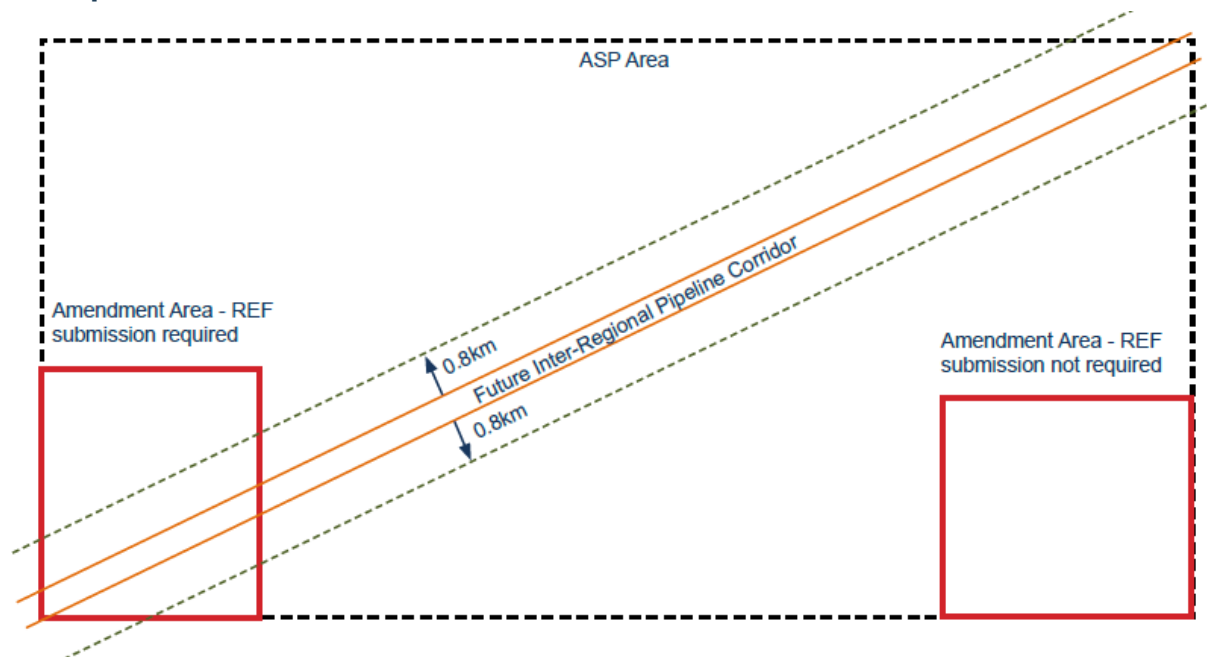
REF Submission Criteria

Accordingly, Section 4.3 of the REF requires the submission of amendments to statutory plans where:

- f) The boundaries of the proposed amendment to the statutory plan are within 0.8 km of a future pipeline corridor as depicted on **Schedule 8B: Energy Corridors** in the Edmonton Metropolitan Region Growth Plan.

The only future pipeline shown on **Schedule 8B** of the Growth Plan is the Future Inter-Regional Pipeline which runs through Sturgeon County east to west. Therefore, only amendments to statutory plans where the boundaries of the amendment fall within the 0.8 km setback of this pipeline corridor must be referred to the EMRB (see image below).

Pipeline Corridors Example



A4 | REF Interpretive Guide 4 : Regional Road Network

Introduction

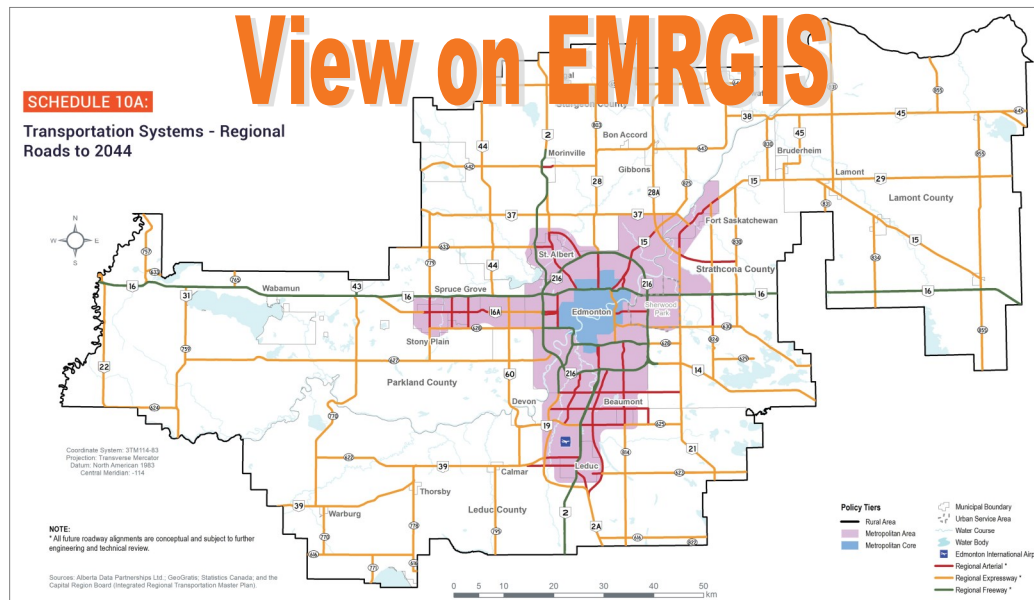
The **Edmonton Metropolitan Region Growth Plan** has as a guiding principle, “ensure effective regional mobility”. One of the objectives of the **growth plan** is to consider key future infrastructure investments that would best complement existing infrastructure, services and land uses in the Region. Therefore any proposal that significantly impacts the regional road network is going to have significant costs that are likely to be funded in whole or part through provincial grant dollars. A regional review ensures the investment aligns with the long term planning of the Region identified in the **growth plan** and maximizes benefits to the Region as a whole.

REF Submission Criteria

Accordingly, Section 4.3 of the **REF** requires the submission of the amendments to statutory plans that:

- h) The proposed statutory plan contemplates the removal, major realignment or reclassification of a road identified in **Schedule 10A: Transportation Systems - Regional Roads to 2044** in the EMRGP.

In this case, if an amendment to a statutory plan results in the removal, major realignment or reclassification of a regional road as identified below, a regional review is required to understand the impacts to the regional transportation network to ensure the outcomes of the **growth plan** will still be realized.



A5 | REF Interpretive Guide 5 : Park and Rides / LRT Corridors

Introduction

The EMRGP has as a guiding principle, “ensure effective regional mobility”. The growth plan recognizes that efficient movement of people and goods is linked to regional prosperity and that the Region will work towards a multi-modal and integrated transportation system. Policies within Transportation Systems support the integration of park and ride facilities and/or transit oriented development at strategic locations such as light rail transit (LRT) stations and other major transit stations to encourage convenient access to transit. Planning for transit oriented development and higher density mixed use initiatives in proximity to Park and Ride facilities and along LRT corridors is important in optimizing investment in infrastructure and creating complete, compact communities. A regional review through the REF ensures that development proposals maximize those opportunities in accordance with the growth plan.

REF Submission Criteria

Accordingly, Section 4.3 of the REF requires the submission of amendments to statutory plans that include or are near these types of facilities:

- j) The boundaries of the proposed amendment to the statutory plan:
 - i. include a Park and Ride;
 - ii. are within 0.4 km of a Planned LRT line; or
 - iii. Are within 0.4 km of a TOD Centre as identified on Schedule 2: Edmonton Metropolitan Regionals Structure to 2044 in the EMRGP or as delineated more specifically by a municipality through a Council approved mechanism.

Member municipalities that need assistance in assessing proposed amendments to statutory plans that include or are in proximity to these existing or future transit facilities as denoted on Schedule 2: Edmonton Metropolitan Regionals Structure to 2044 and Schedule 10B: Regional Transit and Trails to 2044, are encouraged to use EMRGIS for detailed mapping.

Beneficial Increased in Density in Proximity to Planned LRT Lines

In considering statutory plan amendments that are within 0.4 km of a Planned Light Rail Transit Line (4.3(j) of the REF), an amendment to a statutory plan does not need to be submitted through the REF process if its sole purpose is intensification either by increasing the residential density or floor area ratio of non-residential uses of a site where:

- a) the statutory plan amendment does not trigger any other submission criteria in REF Section 4.3;
- b) the Planned Light Rail Transit Line right-of-way is not negatively impacted by the statutory plan amendment;
- c) the purpose of the statutory plan amendment is for intensification of the existing land use;
- d) the amendment area is located in the Metropolitan Core or an Urban Centre OR the amendment area is located in a TOD Centre in a municipality with adopted TOD Guidelines that conform with Schedule 6 of the growth plan and the proposed amendment conforms to the adopted TOD Guidelines.

A6 | REF Interpretive Guide 6: Calculating Density

Introduction

The **Edmonton Metropolitan Region Growth Plan** has as a guiding principle, “achieve compact growth that optimizes infrastructure investment”. The **growth plan** recognizes that increased residential densities is a vital step to achieving responsible and compact growth that optimizes regional infrastructure investment. The minimum greenfield residential density targets within the **growth plan** enable the efficient use of land to minimize the conversion of prime agricultural land to non-agricultural activities and promote sustainable growth. Aspirational Intensification, TOD Centres and Urban/Sub-regional Centres density targets direct growth in strategic locations such as built up urban areas and adjacent to major transportation centres to maximize investment and utilization of regional infrastructure.

A regional review through the **REF** ensures that all applications meet the minimum density requirements in accordance with the **growth plan** ensuring compact and responsible growth.

This outline delineating the density calculation process aims to assist member municipalities in assessing new statutory plans and proposed amendments to statutory plans, which will be reviewed for consistency with Schedule 6: Greenfield Density, Centres and Intensification Targets in the **growth plan**.

Note: This interpretive guide shall be used only as a tool to help municipalities understand EMRB approach of calculating densities in accordance with Schedule 6: Greenfield Density, Centres and Intensification Targets in the **Edmonton Metropolitan Region Growth Plan**. The maps, land use designations, population and employment statistics in the following examples are for illustrative and demonstrative purposes only and should not be interpreted as more than that. EMRB appreciates and acknowledges that municipalities possess unique statistics for specific land use designations contextual to their community, which shall be used as the basis for the calculations.

SCHEDULE 6:

Greenfield Density, Centres and Intensification Targets

Communities by Tier	Minimum Greenfield Residential Density* (du/nrha)	Aspirational Intensification Target**(% Dwellings to Built-Up Urban Areas)	Aspirational TOD Centres Density Target** (people+jobs/gha)	Aspirational Urban and Sub-regional Centres Density Target** (du/nrha)
Metropolitan Core	n/a	Varies	140-160	n/a
Metropolitan Area	Varies	Varies	Varies	Varies
Edmonton***		25%		n/a
Leduc County (West of QE2 to Whitemud Creek)	45	n/a	140-160	
St. Albert				
Strathcona County (Urban)	40	17.5%		
Fort Saskatchewan				100
Leduc		15%		
Stony Plain			n/a	
Beaumont	35	10%		
Spruce Grove				
Leduc County (balance)		n/a		
Rural Area	Varies	Varies	n/a	Varies
Towns	Varies	Varies	n/a	Varies
Devon				75
Morinville	30	10%		
Calmar		7.5%		
Lamont			n/a	
Bon Accord				
Bruderheim	25			n/a
Gibbons		5%		
Legal				
Redwater				
Villages				
Growth Hamlets	20	n/a	n/a	n/a
Other Hamlets	n/a			

*Minimum greenfield density shall be required for all applicable statutory plans.

**Intensification targets and centres density targets are aspirational targets. Aspirational targets mean that member municipalities will plan to work towards achieving the target and will demonstrate how they are working towards this target in their municipal development plans and other statutory plans.

Sub-regional centres density targets only apply to towns and villages with a population of 5,000 and over.

***The City of Edmonton’s intensification target shall be applied on a municipal-wide basis and include the built-up urban area within the metropolitan core and the metropolitan area.

A6| REF Interpretive Guide 6A : Calculating Minimum Greenfield Density

This density target is a measure of net residential density. **Net residential density** refers to the number of dwelling units per hectare (du/nrha) on land solely designated as residential. It does not include commercial, public roads, open space and other non-residential areas.

Calculation Formula

1. Calculate Total Dwelling Units

Net Residential Area (ha) x dwelling unit/net residential hectare (du/nrha)

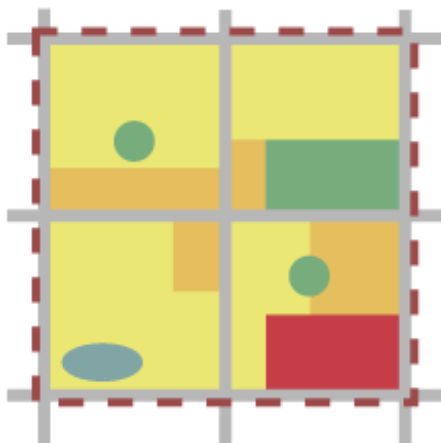
*repeat for each unique residential designation

2. Calculate Density

total dwelling units / total residential area (nrha)

=du/nrha

Example Scenario



Total Plan Area = 55 ha

Legend	
Roadways	Grey
Park	Green
Storm Pond	Blue
Commercial	Red
Low Density Residential	Yellow
Medium Density Residential	Orange

Development Statistics

Gross Area	55 ha
Non-residential land use area	
Roadways	9 ha
Parks, Storm Pond	4.6 ha
Commercial	4.6 ha
Total non-residential area	18.2 ha
Residential land use area	
Low density (25 du/nrha)*	27.3 ha
Medium density (60 du/nrha)*	9.5 ha
Total residential area (nrha)	36.8 ha

Total dwelling units	1,253
Low density	682
Medium Density	570

Example Calculation

1. Calculate Total Dwelling Units

Low Density Dwelling Units
27.3 ha x 25 du/nrha = 683 dwelling units

Medium Density Dwelling Units
9.5 ha x 60 du/nrha = 570 dwelling units

Total Dwelling Units
683 units + 570 units = 1,253 dwelling units

2. Calculate The Density

1,253 dwelling units / 36.8 nrha

= 34 du/nrha

*Note: The above maps, land use designations and population statistics in this example are for illustrative and demonstrative purposes only and should not be interpreted as more than that.

A6| REF Interpretive Guide 6B : Calculating Aspirational TOD Centres Density Target

This density target is a measure of **gross density**. This means the density of the total site area including all non-residential uses such as public roads, open space, commercial and infrastructure. Transit Oriented Development (TOD) is defined in the [growth plan](#) as the 800m surrounding a current or future LRT station. TOD Centres can be found in [Schedule 2: Edmonton Metropolitan Region Structure to 2044](#). This density target is aspirational, meaning that members will plan to work toward achieving this target.

Calculation Formula

1. Calculate Total Dwelling Units

Net Residential Area (ha) x dwelling unit/net residential hectare (du/nrha)

*repeat for each unique residential designation

2. Calculate Total People

Total dwelling units x people/dwelling unit (ppdu)

*repeat for each unique residential designation

3. Calculate Total Jobs

Employment Area (ha) x jobs/ha

*repeat for each unique employment designation

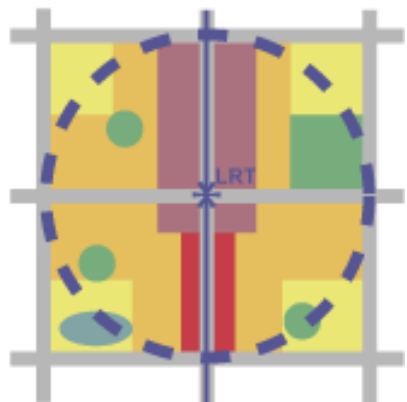
4. Calculate Density

Total people + Total jobs / site area (ha)

=people+jobs/ha

*Note: The above maps, land use designations and population statistics in this example are for illustrative and demonstrative purposes only and should not be interpreted as more than that.

Example Scenario



Total TOD Area = 201 ha

Development Statistics

Gross Area

Non-residential land use area	201 ha
Roadways	17 ha
Parks, Storm Pond	7 ha
Commercial (60 jobs/ha)*	14 ha
Mixed use (30% employment, 50 jobs/ha)*	13.21 ha
Total non-residential area	51.2 ha

Residential land use area	
Low density (25 du/nrha)*	30 ha
Medium density (60 du/nrha)*	89 ha
Mixed use (70% residential, 250 du/nrha)*	30.8 ha
Total residential area (nrha)	149.8 ha

Total dwelling units

Low density	750
Medium Density	5,340
Mixed use	7,700

Legend	
Commercial	■
Mixed Use	■
Low Density Residential	■
Medium Density Residential	■
Park	■
Storm Pond	■
LRT Station	✱
TOD Centre	⋯

Example Calculation

1. Calculate Total Dwelling Units

- Low Density Dwelling Units
30 ha x 25 du/nrha = 750 dwelling units
- Medium Density Dwelling Units
89 ha x 60 du/nrha = 5,340 dwelling units
- Mixed Use Dwelling Units
30.8 ha x 250 du/nrha = 7,700 dwelling units

2. Calculate Total People

- Low Density Population
750 dwelling units x 3.2 ppdu = 2,400
- Medium Density Population
5,340 dwelling units x 2 ppdu = 10,680
- Mixed Use Population
7,700 dwelling units x 2 ppdu = 15,400
- Total People
2,400 + 10,680 + 15,400 = 28,480 people

3. Calculate Total Jobs

- Commercial
14 ha x 60 jobs/ha = 840 jobs
- Mixed Use
13.2 ha x 50 jobs/ha = 660 jobs
- Total Jobs
840 + 660 = 1,500 jobs

4. Calculate Density

28,480 people + 1,500 jobs / 201 ha

= 149 people+jobs/ha

A6| REF Interpretive Guide 6C : Calculating Non-traditional Residential Density

EMRB member municipalities are each unique with different approaches to land use planning and implementation of the **growth plan**, including varying means of calculating density. EMRB looks to municipalities to provide local interpretation of **growth plan** policies and density standards using planning tools such as local statutory plans and the Land Use Bylaw (LUB). When considering implementation of the minimum density requirements of the **growth plan**, a planner should consider the ability of the municipality to enforce the minimum density through zoning, subdivision, or development permit controls. Development densities that are not achievable through coordinated zoning applications or other implementation measures may be flagged through the **REF** Evaluation process.

Scenario 1: Secondary Suites: A municipal planner is reviewing a new area structure plan in the Metropolitan Tier for compliance with the **growth plan**. In reviewing the proposed statistics table within the ASP, the planner notes that the proposed net residential density for the low density land use is very high. Reading the background text further, the land use section of the ASP states that because basement suites are a discretionary use in the district, those units will be counted toward meeting the minimum densities of the **growth plan**. Looking closer at the statistics table, the planner calculates that without the secondary suites the ASP would not meet the Greenfield Density requirements of the **growth plan**. When evaluating the application, the municipal planner considers the following questions in reviewing the ASP:

- ASP requirements – Are policies included in the ASP that require specific dwelling types or a minimum percentage of lots where a secondary suite is required?
- Land Use Bylaw – Does the proposed land use district support the minimum density so that it is achievable? Can the secondary suite be removed or used for another use without a permit? Is the minimum density and requirement for secondary suites enforceable?

In reviewing these questions the municipal planner determines the proposed ASP does not include enforceable language and the Land Use Bylaw regulations on secondary suites does not include sufficient policy to require the development of secondary suites to meet the proposed ASP density in the statistics table.

Interpretation: The proposed ASP does not reflect local practices around secondary suites, and therefore the minimum density requirements of the **growth plan** would likely not be met.

Scenario 2: Residential Care Facilities: A municipal planner has been approached by a developer interested in building a long-term care facility in an existing ASP. The existing land use designation for the site is low density residential development, meaning an ASP amendment would be required. The developer is concerned because there are only a few stages left in the ASP and the remaining lands cannot be marketed at a denser product than currently planned. The developer is seeking the municipal planner's feedback regarding how the ASP can be amended to allow for project to proceed, but with the least amount of impact to the density

of future stages.

When evaluating the application, the municipal planner determines that the **growth plan** does not define dwelling units and therefore starts reviewing municipal regulations to determine the best options for implementation. The planner discovers the long-term care facility is allowed in two districts in the LUB: a high-density residential district and an institutional district. Reviewing the LUB further, the planner observes the regulations for long-term care facilities do not include guidance for calculating densities.

Discussing the project details with the developer, the municipal planner discovers the facility would have centralized dining facilities, with no individual kitchens in the resident units, meaning the units would not be considered dwelling units per the municipality's LUB dwelling unit definition. The municipal planner notes there is no overarching policy regarding calculation of density equivalencies for their organization. The planner also recognizes the proposed population of the application would be similar to or exceeding the population of the municipality's low density residential designation.

Interpretation: In the absence of a definition for a dwelling unit in the **growth plan**, the municipal planner looks to the local definition of a dwelling unit. The municipal planner explains the two LUB districts to the developer, noting the difficulty in determining the density equivalency for the long-term care facility based upon current municipal regulations. Considering the local definition of dwelling unit, the proposed long-term care facility would be considered one unit, which may impact the density requirements on the last development stages, if it is considered residential.

The municipal planner presents the alternate option to amend the ASP site from low density residential to Institutional. While the land area for residential development would be reduced, the dwelling unit density for the remaining stages would be less affected. Further, the planner states the ASP amendment could provide a narrative regarding the project and include a description of how the project will add to the neighbourhood's complete community and housing choices, while providing housing for a similar population as the existing ASP.

Alternatively, if the municipality has policies regarding density equivalencies for long-term care facilities, the equivalency for the project may reflect a higher density than what was planned for in the ASP's low density residential district. In this case, it could benefit the developer to amend the ASP to reflect the higher density residential, which may provide for greater density flexibility in the last stages of development.

A7 | REF Interpretive Guide 7 : Substantive Amendments to Statutory Plans

The term ‘substantive amendment’ is used in **growth plan** Section 5.1.1 in the context that any ‘substantive amendment’ to a statutory plan be subject to the **Regional Evaluation Framework** as set out in the REF Submission Criteria. REF Section 4.2 provides for greater discretion at the local level regarding whether a statutory plan amendment should be submitted. The Substantive Amendments Section outlines exemptions for when amendments to statutory plans do not need to be submitted through the REF, even if a submission criteria is triggered in Section 4.3.

All amendments are deemed to be a Substantive Amendment unless one or more of the following applies:

- a) the amendment addresses only housekeeping matters and/or plan consolidations and does not materially affect the plan in principle or substance;
- b) the amendment only relates to or arises from items of a technical nature necessitating minor amendments limited to local land use matters and there is no impact to the regional infrastructure referenced in Section 4.3;
- c) the amendment pertains only to amendments to embedded zoning;
- d) the purpose of the amendment is only to allow for a new, complementary land use within the amendment areas that results in anticipated development of similar or greater intensity to what existed prior to the amendment; or
- e) the purpose of the amendment is only to achieve a municipal objective and the amendment aligns with the goals and objectives of the **EMRGP**.

The following scenarios are intended to illustrate when an amendment would be considered substantive and require submission through the REF as well as when an amendment would not be considered substantive and not require REF submission.

Scenario 1: A municipality has adopted an ASP that allows for single-detached, semi-detached and rowhousing structures within a low density land use designation; however, in order to support a new bus route through a neighbourhood, the municipality decides to restrict corner lots to only allow for rowhousing units and wants to control the future development through an ASP amendment.

Interpretation: The statutory plan amendment would not need to be submitted per clause (d) of the Substantive Amendment Definition.

Scenario 2: A municipality has specific zoning for different residential products of similar density ranges, which are referred to within an ASP. A developer is proposing a change to the housing type to a single parcel (under 1 ha), which requires an ASP

amendment, but the amended density will be largely unaffected (i.e., current designation allows for stacked rowhousing, but developer wants to amend ASP to potentially allow for a lowrise apartment that allows a slightly different density). In analyzing the size of the site and the allowed densities, the municipal planner finds approximately the same number of units would be allowed on the site.

Interpretation: The statutory plan amendment would not need to be submitted per clause (b) of the Substantive Amendment Definition.

Scenario 3: An ARP allows for a mix of commercial uses. An artisanal food producer wants to open a business in a mixed-use structure, but it does not meet the existing land use designation because food production is seen as an industrial use. The municipality decides to create a new land use designation called ‘micro-industrial food processing’, which the municipality finds complementary and similar in scale to the other commercial uses in the ARP. To better control the use, however, the municipality indicates an ARP amendment is needed to authorize Direct Control zoning.

Interpretation: The statutory plan amendment would not need to be submitted per clause (c) of the Substantive Amendment Definition.

Scenario 4: A landowner proposes to convert an existing single-family dwelling to a commercial bed and breakfast, which is not allowed within the specified low density land use designation, requiring an ASP text and land use concept map amendment. There is no change to the built form on the site.

Interpretation: The statutory plan amendment would not need to be submitted per clause (c) of the Substantive Amendment Definition.

Scenario 5: A developer had their consultant develop detailed engineering drawings for a stormwater facility that requires reconfiguration of the stormwater pond and a new alignment for a local road. The municipality confirms the need for the technical amendment and finds the reconfiguration has minor land use implications that do not otherwise impact any regional infrastructure. The municipality is still requiring a statutory plan amendment to allow for public engagement as the neighbourhood is partially built out.

Interpretation: The statutory plan amendment would not need to be submitted per clause (e) of the Substantive Amendment Definition.

Scenario 6: An ASP amendment application has been submitted to a municipality to allow for conversion of a vacant high-density residential site to allow for a neighbourhood commercial development. The amendment area is small and results in a minor density reduction for the ASP Plan Area.

Interpretation: While the amendment may seem minor, looking closely at the proposal, the amendment is not considered similar in intensity or to be allowing for a similar, complementary use to high-density residential. The amendment is considered substantive and would be subject to the **REF** process.

Scenario 7: A municipality is initiating a municipal development plan text amendment to allow for additional uses in Country Residential land use designations, such as recreation facilities, community halls, and home-based businesses. The municipal intent is to promote complete rural communities by allowing for supportive non-residential uses within country residential subdivisions. The proposed MDP amendment will provide a policy framework for evaluating future Land Use Bylaw text amendments around these uses, which have historically been reviewed on an ad hoc basis.

Interpretation: The statutory plan amendment would not need to be submitted per clause (c) of the Substantive Amendment Definition.

A8 | REF Interpretive Guide 8 : MDP Amendments after Annexations

REF Ministerial Order MSD:088/20, which came into effect in December 2020, included several revisions that narrow the scope of statutory plan amendments triggering a REF review. As an example, the previous REF Ministerial Order required statutory plan amendments to be submitted if the plan area includes a regional road or the Great Trail; however, the new Ministerial Order only requires submission if the infrastructure in this example is altered, downgraded or removed. In amending the Ministerial Order, a REF submission gap was inadvertently created for MDP amendments associated with annexations that were previously captured due to the presence or proximity of regional infrastructure.

While many municipalities take the opportunity to perform a fulsome update of their MDPs following an annexation, this is not always the case. Due to the importance of MDPs for applying the growth plan at the local level and guiding coordinated detailed planning through ASPs and ARPs, it is important that Municipal Development Plan amendments to incorporate new lands into a member municipality's MDP following annexation be submitted to the EMRB for REF review when the future land uses are designated for the annexation lands.

Scenario 1: MDP Amendment to Apply Study Area to Annexation Area

A member municipality has received an annexation board order to expand its corporate limits. The municipality has decided to perform a comprehensive update of its municipal development plan. To give the municipality time to develop a new plan, the municipality decides to amend their MDP to place the annexation lands into a study area land use until such time the municipal development plan update is complete. The municipal planner has noted that no other criteria are being triggered as a result of the amendment, so determines a REF application is not required.

Scenario 2: MDP Amendment to Apply Policy Framework to Annexation Area

A member municipality has received an annexation board order to expand its corporate limits. The Municipal Development Plan was recently updated and has a comprehensive policy framework that adequately plans for the annexed lands. The municipality decides to amend the municipal development plan to apply the policy framework to the annexation lands, including amending the future land use map, servicing maps, environmental schedules and the transportation map. The municipal planner considers the intent of the growth plan and REF Ministerial Order, allowing for consistency review of MDPs by the Board as explained in this section, and therefore determines the application should be submitted to the REF for review.

A9 | REF Interpretive Guide 9 : Regional Agriculture Master Plan (RAMP) and Land Evaluation Site Assessment (LESA)

Introduction

On December 20, 2022, the **Regional Agriculture Master Plan (RAMP)** was approved by the province as an amendment to the growth plan. As **RAMP** is now a part of the growth plan, municipalities are required to align and support implementation of **RAMP** in local statutory plans.

RAMP Impact on the REF and Growth Plan

RAMP includes several critical components within its policy framework, including:

- A vision and five guiding principles,
- policy area maps,
- policy definitions,
- policy area policies, and
- implementation policies.

The policy area maps, policy definitions, and policy area policies must be read together to ensure context and understanding as an integrated policy framework.

It is important to note that **RAMP** policies are not a substitute for **growth plan** policy area 6 (agriculture), but rather, **RAMP** and **growth plan** policies must be read together and implemented through local statutory plans.

Growth plan policy 6.1.1 states:

*6.1.1 Prime agricultural lands shall be assessed to identify and conserve a supply of prime agricultural lands. The CRB will pursue this through the following measures:
...c. use Schedule 11 to identify prime agricultural lands, until the land evaluation and site assessment tool is completed.*

Therefore, any policy references to **growth plan** schedule 11 (prime agricultural lands) should refer to **RAMP** schedule A (prime agricultural lands as determined by the **Land Evaluation and Site Assessment (LESA)**) going forward. For example, **growth plan** policy 6.2.5 states, “An agricultural impact assessment prepared by a qualified professional shall be required when a new area structure plan proposes development in a greenfield area that contains prime agricultural land as identified on Schedule 11.” Agricultural impact assessments will now be required when a new statutory plan proposes development in a greenfield area that

contains prime agricultural land as identified in **RAMP** schedule A by **LESA**.

Section 8.1 of the **Regional Evaluation Framework** (REF, MSD:088/20) outlines that statutory plans must result in development consistent with the growth plan, which now includes **RAMP**. Therefore, **REF** applications must be consistent with the **growth plan** and **RAMP**. From a **RAMP** perspective, each application will be now evaluated based on:

- the applicable policy area
- alignment with the vision and guiding principles
- integration of **RAMP** policies, policy definitions, and maps

Designation of Prime Agricultural Areas

The development of the **LESA** tool involved a rigorous, scientific process with input from local, regional, national, and international agricultural experts. The **LESA** tool applies a regionally consistent methodology to identify prime agricultural lands and included site-specific validation of the final results. There are two main components to a **LESA** evaluation:

- Land Evaluation (LE) measures the land's biophysical considerations including soil, climate, and topography in relation to agricultural use.
- Site Assessment (SA) measures other important geographic, economic, or social factors.

EMRB's **LESA** tool used the following three factors to assess prime agricultural land:

- Soil Capability (LE) – a land suitability rating for spring-seeded crops that considers soil, climate, and topography;
- Agricultural Land Density (SA) – a measure of agricultural landscape contiguity that impacts agricultural productivity through operating efficiency and degree of potential land use conflict;
- Parcel Fragmentation (SA) – a measure of surrounding legal parcel sizes which corresponds to the degree of potential land use conflicts and potential future land use fragmentation and conversion.

The **LESA** tool's three factors were assessed for each 1 hectare (2.47 acre) within the EMR's study area according to the factor data of the surrounding 200 hectares (surrounding area with an 800-meter radius). This assessment technique smoothed out the impacts of small areas with contrasting data values for soil capability, agricultural land density, or parcel fragmentation. The factor data was informed using the best available data sources, with a high degree of accuracy. Soil capability data uses land suitability ratings for spring-seeded crops, which is the dominant agricultural production system in the region. This rating does not account for possible variances in required soil, climate, and topography for various specialty crops, or production systems.

The results of **LESA**, the identified prime agricultural lands, are provided in Schedule A of **RAMP**. As outlined in **RAMP** policies

(within policy area 1, rural agriculture), **LESA** identified prime agricultural lands will be used by municipalities to inform the designation of prime agricultural areas in their municipal development plans, striving for no net-decrease in area. Table A of **RAMP** is an illustrative policy implication summary of prime agricultural lands according to legal parcels within Policy Area 1 with greater than 50% of area identified by **LESA** as prime agricultural land. When designating prime agricultural areas, municipalities are required to designate areas alignment with the following areas (below) based directly on the prime agricultural lands identified within Schedule A of **RAMP**, and not the acreage figures summarized in Table A.

Policy Area	Acres within each EMRB Member					Total
	Sturgeon	Leduc	Parkland	Strathcona	Urbans	
1	261,118	335,894	74,507	66,385	2,168	740,072

Note: Applying **LESA** identified prime agricultural lands to parcel boundaries locally may cause minor variation with the numbers above and your designated prime agricultural areas.

RAMP Policy Definitions

To ensure consistency, enable a broader understanding, and to support the **RAMP** monitoring and reporting guiding principle, “Use **RAMP** policy definitions to provide the foundation for common understanding”, a policy definition interpretive guide was developed. Several of the indicators will use the policy definitions in **RAMP** as inputs, therefore it is important to create a common understanding of each definition to enable consistent application between member municipalities. This interpretive guide is intended to enhance understanding of the policy definitions by providing examples of each policy definition. (NOTE: the list below explores a few examples for each policy definition and are for illustrative purposes only. These lists are not comprehensive and should not be interpreted as permitted or discretionary uses.)

Policy definitions are a core component of the **RAMP** framework and are embedded in policy statements in **RAMP** to support the consistent interpretation and application of policies. The **RAMP** Working Group identified specific definitions related to **RAMP** policies that require more detail to provide clarity in how to align with **RAMP** policies at the local level. This is critical in the monitoring of **RAMP** implementation.

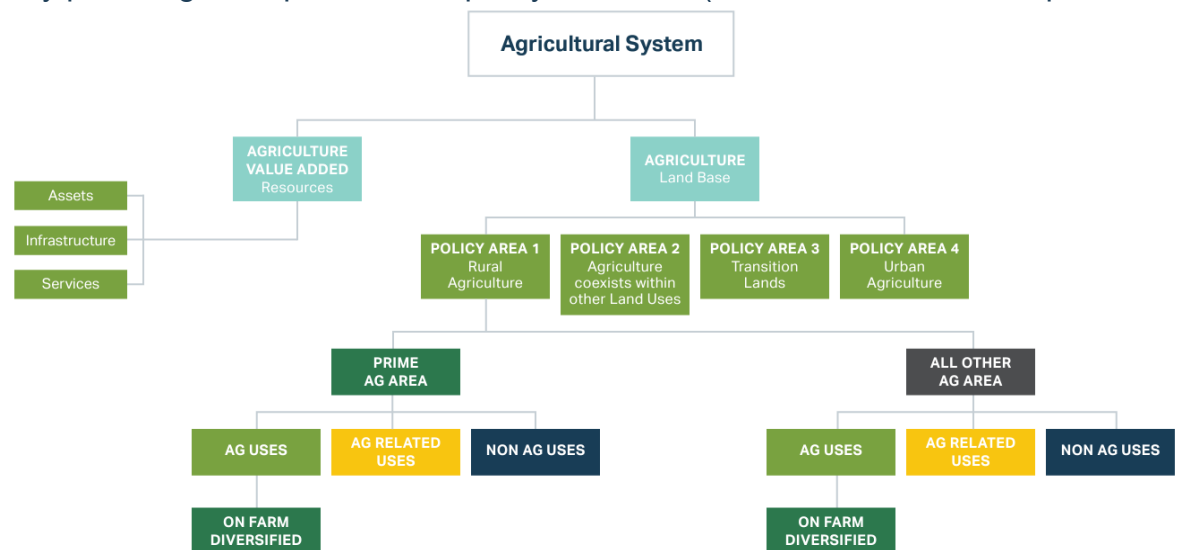


Figure 10: RAMP Policy Definition Structure

Agriculture

Definition: *The growing, raising, managing and/or sale of livestock, crops, horticulture and agriculture related products or services including food, feed, fibre, energy and other complementary value-added activities.*

Examples: Crop production, livestock production, fruit and vegetable production, flowers, tree farms, and orchards.

Agricultural Uses

Definition: *Land uses directly associated with agriculture and includes buildings and structures accessory to and supportive of the activities.*

Examples: General agriculture, greenhouse, barn.

Agriculture-related Uses

Definition: *Are uses directly related to agriculture, primarily support agriculture, benefit from being in close proximity to agriculture and provide direct products and/or services to agriculture.*

Examples: Farm equipment/machinery businesses, seed cleaning plant, crop elevator/distribution centres, crop storage/processing/drying, agriculture research, livestock yard, livestock auction, farm input supplier.

Agri-tourism Uses

Definition: *Farm related tourism uses, including limited accommodation, direct-to-consumer sales, agricultural education, recreation and activities that involve observation and participation in the farming operations.*

Examples: Corn maze, venue space, farm to fork dinner, petting zoo.

Farmstead

Definition: Existing development, including a habitable dwelling, accessory buildings, and structures located in a rural area.

On-farm Diversified Uses

Definition: *Are secondary uses and limited in area to the principal agricultural use and are compatible with the principal agricultural use and agricultural uses in the adjacent area. On-farm diversified uses may include but are not limited to home occupations, agri-tourism uses, and uses that produce value-added agricultural products.*

Examples: Home occupations, home industry, agri-tourism (including corn maze, event venue, tasting rooms, bed and breakfast, on-farm sales), farmers market or sales, café.

Non-agricultural Uses

Definition: *Land uses other than agricultural uses, agriculture-related uses or on-farm diversified uses.*

Examples: RV or automobile storage, landfill, resource extraction, residential (including country residential but excluding farmstead), industrial and commercial operations not directly linked to agriculture (steel manufacturing, oil equipment /machinery shop, pipe lay down yard).

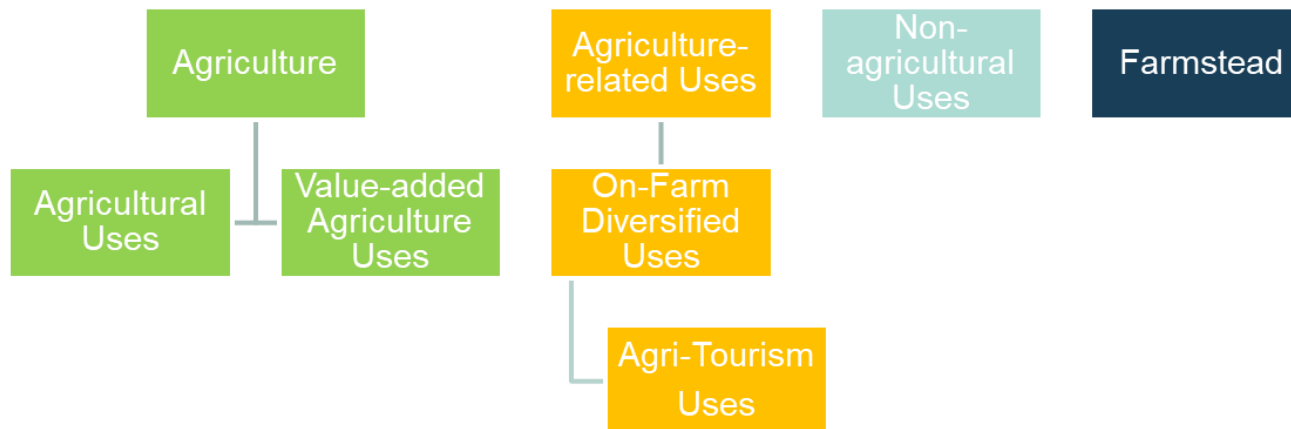
Value-added Agriculture

Definition: *The addition of a process or service to an agricultural raw material being produced by the (farmer) producer. This may include some form of processing (such as milling, drying, cleaning, sorting, slaughtering, distilling, refining, or direct marketing through farm gate sales, farmers' markets or direct distribution).*

Examples: Mill, brewery, distillery, slaughterhouse, agricultural refinery, food processing.

Agriculture, Agriculture-related, and Non-agricultural Uses

The image below is intended to show the relationship between the different policy definitions as outlined above and their application to RAMP monitoring and reporting.



A10 | REF Interpretive Guide 10 : Additional Statutory Plans and the REF

Introduction

Section 635.1 of the [Municipal Government Act](#), as amended by the City of Edmonton Charter 2018 Regulation describes 'additional statutory plans'. While they are statutory plans, additional statutory plans are not considered to be an area structure plan (ASP) with respect to [growth plan](#) implementation (section 5.7). These additional statutory plans, specific to Edmonton, are known as district plans. There are 16 plans, one district policy that provides city-wide policy direction and 15 district plans providing policy direction to specific geographies (districts). District plans are intended to provide more detail and are subject to the City's municipal development plan (MDP) and must be read in conjunction with MDP policy. The policies found within each area-specific district plan are based on previously approved plans, as a result, the first iteration of district plans are a new tool and in general do not provide new policy direction. ASPs and neighbourhood structure plans (NSPs) will continue to provide guidance for development and ensure the density targets of the [growth plan](#) are met.

Areas with an Existing Statutory Plan

Where statutory plans exist (area structure plans, area redevelopment plans, or other local plans) the district plan will guide amendments to those existing statutory plans only, and the existing statutory plan will guide rezoning, subdivision, and development permit decisions. This ensures that development occurs in accordance with the planned density targets established in existing statutory plans.

Areas with an Only a District Plan (previously developed)

Where no other statutory plan exists, district plans will guide rezoning, subdivision, and development permit decisions. The creation of any new statutory plans will be guided by the pertinent district plan. Within the City Plan's Redeveloping Area (see map 9 - Development Patterns Areas in the City Plan), most of these areas are substantially developed therefore, district plans will provide guidance in achieving the aspirational intensification and transit oriented development (TOD) centres targets outlined in the [growth plan](#).

Areas with an Only a District Plan (yet to be planned)

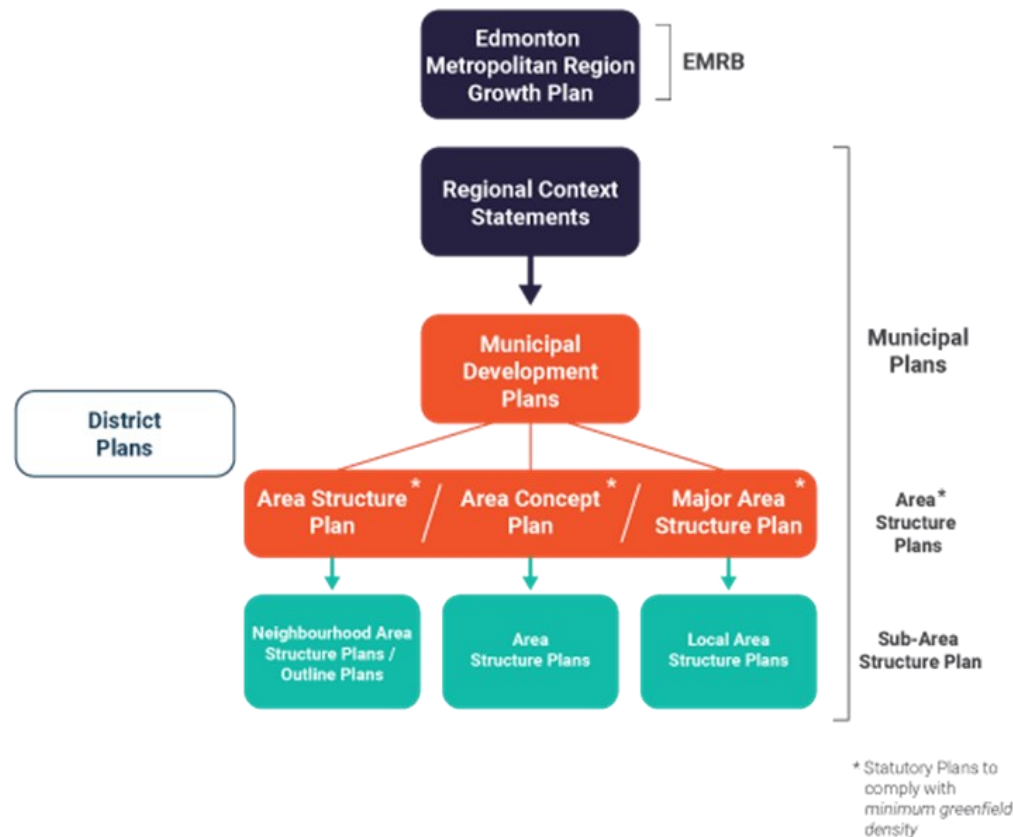
Area structure plans are required before any urban rezoning, subdivision, or development occurs in the City Plan's Future Growth Area (see map 9 - Development Pattern Areas in the City Plan). District plans will help guide the creation of these ASPs in accordance with the direction of the [growth plan](#).

REF Submission

As district plans are considered a new statutory plan, they require submission through the REF process as outlined in Section 4.1. Future amendments to district plans are also subject to the REF submission criteria outlined in section 4.3 of the REF.

REF Evaluation

District plans, like any other statutory plan, will be evaluated in accordance with section 8 of the REF “whether approval and full implementation of the statutory plan or statutory plan amendment would result in development that is consistent with the EMRGP.” In some instances, the district plans will include areas that are previously planned under existing statutory plans, and in others may be the only statutory plan in effect and serve as the guide in the development of future statutory plans. In this regard, the evaluation of each district plan will be unique and will need to consider the local planning context. In some cases where the district plan is the only statutory plan in effect, future statutory plans will be subject to the REF process and will be critical to ensure implementation of the growth plan’s principles and policies. In all cases, district plans are not considered to be an area structure plan with respect to growth plan implementation (section 5.7) as shown below.



A11 | REF Evaluation and EMRGP Principles and Objectives Alignment

To assist municipalities in preparing their statutory plans and/or statutory plan amendments, the following table lists the policy areas and their objectives with an accompanying guiding statement which is intended to provide additional clarification of the objective and its policies. A blank copy can be provided on request, please email ref@emrb.ca.



Principles and Objectives	Guiding Statement for each Objective Alignment and consistency with the objective and its policies means...
Promote global economic competitiveness and regional prosperity.	We will foster a diverse and innovative economy that builds upon our existing infrastructure and employment areas to achieve sustained economic growth and prosperity.
1.1: Promote global economic competitiveness and diversification of the regional economy	...supporting diversification through policy ensuring a supply of land for employment growth and facilitating the development of infrastructure that accommodates a variety of land uses.
1.2: Promote job growth and the competitiveness of the Region's employment base	...ensuring a supply of land for employment growth, directing employment growth to lands designated for employment growth, intensification of employment growth at multi-modal nodes, and directing investment to support diversification ie. Telecommunications, etc.
1.3: Enhance competitiveness through the efficient movement of people, goods and services to, from and within the Region	...establishing policies that support uninhibited movement of goods services and people throughout the region and beyond; coordinating links between municipalities and other jurisdictions when planning infrastructure; protecting corridors to support future infrastructure; and minimizing impacts to airport operations.
1.4: Promote the livability and prosperity of the Region and plan for the needs of a changing population and workforce	...designing communities that take into consideration proximity to employment areas, provides amenities to residents, access to multi-modal transportation, etc.
Schedule 3A: Major Employment Areas Schedule 3B: Planned and Local Employment Areas Schedule 3C: Existing Resource-Based Economic Assets	



Protect natural living systems and environmental assets.	We will practice wise environmental stewardship and promote the health of the regional ecosystem, watersheds, airsheds, and environmentally sensitive areas.
2.1: Conserve and restore natural living systems through an ecological network approach	...conserving, restoring, and connecting natural living systems through local policies.
2.2: Protect regional watershed health, water quality and quantity	...recognizing and adhering to federal and provincial legislation to ensure a healthy water system.
2.3: Plan development to promote clean air, land and water and address climate change impacts	...establishing policies that support the development of low impact, green practices that reduce energy consumption, improve air quality, and respect climate change impacts.
2.4: Minimize and mitigate the impacts of regional growth on natural living systems	...requiring environmental studies that address and minimize adverse impacts of development on natural living systems.

Schedule 4: Natural Living Systems



Recognize and celebrate the diversity of communities and promote an excellent quality of life across the Region.	In planning for growth, we will recognize and respond to the different contexts and scales of communities and provide a variety of housing choices with easy access to transportation, employment, parks and open spaces, and community and cultural amenities.
3.1: Plan and develop complete communities within each policy tier to accommodate people's daily needs for living at all ages	...including policies that support the concept of complete communities.
3.2: Plan for and promote a range of housing options	...supporting through policy the development of a range of housing types, forms and levels of affordability.
3.3: Plan for and promote market affordable and non-market housing to address core housing need	...identifying strategies through policy that support increasing the supply of market affordable and non-market housing in local plans.



<p>Achieve compact growth that optimizes infrastructure investment.</p>	<p>We will make the most efficient use of our infrastructure investments by prioritizing growth around existing infrastructure and optimizing use of new and planned infrastructure.</p>
<p>4.1: Establish a compact and contiguous development pattern to accommodate employment and population growth</p>	<p>...that no new stand-alone communities are created and policies support minimizing the impact to prime agricultural lands through compact and dense development.</p>
<p>4.2: Enable growth within built-up urban areas to optimize existing infrastructure and minimize the expansion of the development footprint</p>	<p>...intensification and infill of existing and mature areas will be supported in order to maximize use of existing infrastructure.</p>
<p>4.3: Plan and develop greenfield areas in an orderly and phased manner to contribute to complete communities</p>	<p>...all new plans for greenfield areas shall include policies that ensure densities are met, mixed land uses are supported, the various modes of transportation are accessible, a variety of housing forms are planned for, and prime agricultural lands have been addressed through an agricultural impact assessment.</p>
<p>4.4: Plan for and accommodate rural growth in appropriate locations with sustainable levels of local servicing</p>	<p>...the various types of rural growth will be support to take advantage of and maximize the use of existing infrastructure.</p>
<p>4.5: Plan and develop mixed use and higher density centres as areas to concentrate growth of both people and jobs</p>	<p>...growth policies will support mixed use development and higher densities per Schedule 6 in the Growth Plan.</p>
<p>4.6: Prioritize investment and funding of regional infrastructure to support planned growth</p>	<p>...the development of new regional infrastructure or impacts to existing infrastructure by new development will be evaluated for consistency with regional infrastructure priorities.</p>
<p>4.7: Ensure compatible land use patterns to minimize risks to public safety and health</p>	<p>...including policies that address the separation of incompatible uses and the mitigation of risks to ensure public health and safety.</p>
<p>Schedule 6: Greenfield Density, Centres and Intensification Targets Schedule 7: Regional Commuter Shed Schedule 8A: Infrastructure Corridors Schedule 9: Land Use Buffers</p>	



<p>Ensure effective regional mobility.</p>	<p>Recognizing the link between efficient movement of people and goods and regional prosperity, we will work towards a multi-modal and integrated regional transportation system.</p>
<p>5.1: Develop a regional transportation system to support the growth of the Region and enhance its regional and global connectivity</p>	<p>...local policies must support and not inhibit the regional transportation system.</p>
<p>5.2: Encourage a mode shift to transit, high occupancy vehicles and active transportation modes as viable alternatives to private automobile travel, appropriate to the scale of the community</p>	<p>...statutory plan policies are encouraged to include support for transportation choices within communities other than the private automobile.</p>
<p>5.3: Coordinate and integrate land use and transportation facilities and services to support the efficient and safe movement of people, goods and services in both urban and rural areas</p>	<p>...the planning of new land uses and transportation facilities shall be coordinated to ensure the optimization of the infrastructure.</p>
<p>5.4: Support the Edmonton International Airport as northern Alberta's primary air gateway to the world</p>	<p>...the planning around the airport should not interfere with the operation or expansion of the airport. Plan for future higher order access to the airport (LRT).</p>
<p>5.5: Ensure effective coordination and alignment of regional transportation policies and initiatives between all jurisdictions</p>	<p>...planning for coordination and alignment of transportation infrastructure between municipalities and with the province.</p>

Schedule 10A: Transportation Systems—Regional Roads to 2044
Schedule 10 B: Transportation Systems—Regional Transit and Trails to 2044
Schedule 10C: Transportation Systems—Airports, Rail Facilities and Overdimensional Corridors to 2044



<p>Ensure the wise management of prime agricultural resources.</p>	<p>In the context of metropolitan growth, we will ensure the wise management of prime agricultural resources to continue a thriving agricultural sector.</p>
<p>6.1: Identify and conserve an adequate supply of prime agricultural lands to provide a secure local source of food security for future generations</p>	<p>...that local policies will support the protection and conservation of prime agricultural lands as defined by the policy tiers in the Growth Plan.</p>
<p>6.2: Minimize the fragmentation and conversion of prime agricultural lands to non-agricultural uses</p>	<p>...local policies will support the minimization of fragmentation and conversion of prime agricultural lands as defined by the policy tiers in the Growth Plan.</p>
<p>6.3: Promote diversification and value-added agriculture production and plan infrastructure to support the agricultural sector and regional food system</p>	<p>...local policies will support and promote the growth of the agricultural sector.</p>
<p>Policy 6.2.5: Agricultural Impact Assessment required for ASP that proposes development on prime agricultural land identified on Schedule 11.</p>	

Regional Agriculture Master Plan (RAMP)

The development of the RAMP was a requirement outlined in policy 6.1.1 of the growth plan, Re-imagine. Plan. Build. The growth plan was amended in December 2022 to incorporate the approval of RAMP. The policies in RAMP do not replace the policies within growth plan policy area 6 (agriculture), however they offer additional policy direction. In this regard, growth plan policies and RAMP policies should be read in tandem with one another.

As per Policy 6.1.1 (c), Schedule A in RAMP (Prime Agricultural Lands as Determined by LESA Model) replaces growth plan Schedule 11 (Agricultural Land Suitability Rating) for determining prime agricultural lands and applying associated policies.

Alignment with the vision and guiding principles.	...local policies support a thriving agriculture economy embraced by the community, recognized globally, and characterized by a secure agricultural land base, leadership in innovation, and environmental stewardship.
Alignment with policies of applicable policy area.	<p>...in Policy Area 1, local policies support a wide range of agricultural enterprises and types of agricultural production are the central component in an agricultural system that includes a secure land base, and a network of infrastructure, services and communities that support the agriculture and agri-food sectors.</p> <p>...in Policy Area 2, local policies support the cultivation of productive agricultural areas over the long-term on lands that co-exist with lands with other designated uses.</p> <p>...in Policy Area 3, local policies ensure agricultural lands in the vicinity of the built-up urban area are kept in production and managed under principles of good land and environmental stewardship until required for future growth.</p> <p>...in Policy Area 4, local policies enable urban agriculture to establish and thrive and reflects the individual characteristics of each municipality. Urban agriculture is fostered by engaged communities that support a wide range of agricultural activities, public and private, and involve residents, businesses, communities, and organizations.</p>
Alignment with policy definitions.	...statutory plans embed policy definitions to provide consistency in the application and support the interpretation of the policy statements.

Schedule A: Prime Agricultural Lands as Determined by LESA Model
Schedule B-G: RAMP Agriculture Policy Areas and Policy Area Maps

Alignment with applicable p

A12 | REF Application Package Checklist

1. Cover Letter

A cover letter on municipal letterhead must accompany the REF Application and include the following:

Ministerial Order Number

The cover letter must cite the correct Ministerial Order. (M.O.) MSD: 088/20 is the Ministerial Order of record.

Submission Criteria

The cover letter must identify the submission criteria (ie. Section 4.1 a) through d) or 4.3 a) through j)) that apply to the REF Application. The Municipality must explain its reasons for submitting the Application. This explanation assists EMRB Administration in processing the Application. The explanation also assists the REF Consultants, and, if applicable, the EMRB, to understand the rationale for the Application.

Bylaw(s)

The cover letter must indicate the date on which the Bylaw(s) received 1st reading. A Bylaw that has been given 1st reading indicates the Bylaw has standing on Council's agenda, and Council's willingness to consider a land use policy decision. As the municipal land use authority, the REF Application is a Council submission to the EMRB for approval. 1st reading also means that the proposed Bylaw is sufficiently advanced for REF evaluation purposes, and can still be revised after the public hearing.

Purpose of Bylaw

Include a brief description of the proposed Statutory Plan(s) or Statutory Plan Amendment(s).

Consultants

The cover letter should reference any land use, engineering or other consultants that were contracted by the Municipality to assist in the preparation of the Statutory Plan(s) or Statutory Plan Amendment(s). When EMRB Administration receives the Application and conducts the initial review, this information helps with the selection of a REF Consultant to carry out the evaluation.

Requested Action

The cover letter needs to say what the Applicant Municipality wants. This requires one or two sentences at most to request the EMRB's consideration and approval of the REF Application. Unless the Municipality's intent is clear, the Application could be misconstrued, for example, as a request for a pre-application review.

Contact Information

The cover letter must identify the municipal representative that EMRB Administration may contact for further information or clarification of the Application submission.

□ 2. Proposed Statutory Plan(s) or Statutory Plan Amendment(s)

□ Bylaw(s)

The Bylaw(s) being read into the record by Council. Since the practice of adding dates to the Bylaw(s) varies between municipalities, it is not necessary to submit the Bylaw(s) with dates shown. Nor is it necessary to have the Bylaw(s) signed before submission. Including a copy of the draft Bylaw(s) with the Application package is sufficient, provided the date of 1st reading is specified in the cover letter.

□ Statutory Plan(s) or Statutory Plan Amendment(s)

Copies of the proposed Statutory Plan(s) or Statutory Plan Amendment(s) that are the subject of the Bylaw(s).

□ 3. Sufficient Documentation to Explain the Statutory Plan(s) or Statutory Plan Amendments(s)

There are many ways of providing sufficient documentation to explain the Statutory Plan(s) or Statutory Plan Amendment(s). It is recommended that any of the following be submitted with the Statutory Plan(s) or Statutory Plan Amendment(s):

□ Administration/Staff Report to Council

Sufficient documentation can be addressed by including the administration/staff report that accompanies the Bylaw(s) when it is submitted to Council for 1st reading. This report can be submitted as it was submitted to Council – it is not necessary to revise it for the REF Application.

□ Background Information Documents

Some Bylaws and Statutory Plans are proposed based on reports, studies, projects, etc. These documents may assist the EMRB Administration and REF Consultants to understand the purpose and intent of the Statutory Plan(s) or Statutory Plan Amendment(s).

□ Summary of Proposed Bylaw(s)

Sufficient documentation can be addressed by including a brief summary that describes the purpose and intent of the proposed Bylaw(s).

□ 4. Sufficient Information to Ensure the Statutory Plan(s) or Statutory Plan Amendment(s) can be Evaluated Pursuant to the Evaluation Criteria in Section 8.0 of the REF

It is important that the Applicant Municipality prepare the Statutory Plan(s) and Statutory Plan Amendment(s) that align with the principles, objectives and policies in the growth plan. In this regard, it is expected that the proposed Bylaw(s) have been prepared with the growth plan in mind and that sufficient information is provided to support the review and evaluation of the plan's consistency with the growth plan.

Supporting Documentation

Sufficient documentation that demonstrates and/or supports consistency with the principles, objectives and policies of the Growth Plan.

REF Report (Optional)

Summary of the principles and objectives with an explanation of the Statutory Plan(s) or Statutory Plan Amendment(s) consistency with the Growth Plan. Although optional, many Applicant Municipalities prepare and submit REF Reports which analyze the proposed Statutory Plan(s) and Statutory Plan Amendment(s) against the principles, objectives and policies in the Growth Plan and include the relevant information/documentation that demonstrate consistency.

5. A Copy of the Most Recent Amended Plan with the Proposed Amendment(s)

Existing Bylaw

This element does not apply to a new Statutory Plan. In the case of a Statutory Plan Amendment, previous amendments to the subject Bylaw form part of the Bylaw and change the original form of the Bylaw. If the Bylaw has been amended frequently, it is important to submit the most recent amended plan (or the original plan, with all amendments) so that the proposed amendment that is the subject of the Application can be read, reviewed, and understood in the proper context.

6. Optional Elements

Information such as referral agency comments, technical reports (e.g. hydro-geological, historical resources), public hearing summaries and public hearing comments packages are items that can be considered for submission with a REF Application. However, this information may not be necessary. The Applicant Municipality is encouraged to consider whether the information addresses the regional issue(s) that is raised by the REF Application. If not, the Applicant Municipality should not include the information.

7. Technical Elements

Submission Format

All REF Application documents must be submitted in a PDF format, via email, or USB drive.

A13 | Revision Log

Amendment Description

February 2019:

- Section 3.0 Definitions
- Section 4.2 Amendments to Statutory Plans
- 4.3 Statutory Plan Consolidation and Housekeeping Bylaws
- Section 8.2 REF Evaluation
- EMRB Administration Review in Accordance with Section 8.2 REF
- Grandfathered Plans
- Interpretive Guide 6A
- Interpretive Guide 6B
- Interpretive Guide 7
- Interpretive Guide 8

May 2019: Interpretive Guide 1

- Additional interpretation around Sub-Area Interpretive Guide 1

July 2019: Interpretive Guide 8

- Additional interpretation around IDPs between members and non-members.

August 2019: Interpretive Guide 7

- Additional interpretation for substantive amendments to be submitted through REF.

October 2019: Interpretive Guide 1

- Additional interpretation around Sub-Area Structure Plans.

October 2019: Interpretive Guide 5

- Additional interpretation for intensification and increases in density near LRT.

December 2020: Interpretive Guide 6C

- Additional interpretation for calculating density for non-traditional residential.

December 2020: Participation for Development Industry

- REF Administrative Procedures amended to allow developers to participate in REF.

April 2021: Interpretive Guide 2

- Additional interpretation for Country Residential regarding servicing requirements and requirements for new Country Residential development.

June 2021: Alignment to REF Ministerial Order M.O. MSD:088/20 Toolkit update for alignment and consistency with REF M.O. MSD:088/20

August 2021: Reformat and Retool for readability

April 2022: MDP Amendments and Annexations interpretive guide.

March 2023: RAMP evaluation added due to amendment of the growth plan.

March 2024: RAMP interpretive guide (9) and additional statutory plan interpretive guide (10).