

Policy Number:	C-322
Policy Owner:	Planning
Adopted By:	Council
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Purpose

- 1 The purpose of this policy is to guide the sequencing of identified future land use planning projects that would create or amend statutory plans, bylaws and other documents relating to the management of growth and development within Rocky View County.



Policy Statement

- 2 The County's *Municipal Development Plan* requires that growth and development are implemented at a local level through statutory community-level area structure plans and other plans and regulations.
- 3 The County creates and maintains non-statutory plans, guidelines, and other documents that may guide, regulate, or inform aspects of County land use planning.
- 4 This policy allows Council to prioritize land use planning projects to effectively utilize County resources and support Council's strategic objectives.
- 5 This policy serves to phase implementation of the County's overarching growth strategy set out within the *Municipal Development Plan*, by ordering the local planning of growth areas according to criteria including need, infrastructure requirements, and policy alignment.
- 6 The County recognizes that it is important for stakeholders to be aware of upcoming land use policy changes that may impact them. The prioritization process established in this policy is clear, transparent, and sets expectations for residents, business owners, land developers, Council, and other interested stakeholders.



Policy

Project Eligibility

- 7 The following types of projects are ranked under this policy:
- (1) creation of new statutory plans;
 - (2) major statutory plan amendments, including periodic reviews of statutory plans;
 - (3) County-initiated amendments to the *Land Use Bylaw*; and
 - (4) supporting plans, documents, and regulations that may guide, regulate, or inform aspects of municipal land use planning.
- 8 Minor statutory plan amendments are addressed through existing applicant-led processes and are not considered under this policy.

External Requests for Planning Projects

- 9 External parties may request a project be presented to Council for its consideration by providing Administration the following information:
- (1) a cover letter detailing the proposal;
 - (2) the location and context of all parcels involved;
 - (3) figures and maps outlining the proposal, and any supporting documents; and
 - (4) details on how the proposal meets the planning context and strategic criteria in section 11 of this Policy.
- 10 When an external party provides the information listed in 9(1)-9(4), Administration will present that information to Council and Council may then direct Administration to prepare a business case for the project. That business case would then be considered along with all the other business cases as described below.

Business Cases for Sequencing of Projects

- 11 For each project to be considered under this policy, Administration presents a business case to Council detailing the need, scope, and objectives of the project, including cost estimates. The business case must include the following information:
- (1) objectives of the project;
 - (2) description of expected scale, complexity, and timeline of the project, including:
 - (a) estimated timeline of the project; and
 - (b) general workplan for the project.
 - (3) estimated resources required, including an estimated budget;
 - (4) description of expected engagement activities and key stakeholders;
 - (5) the strategic value of the undertaking the project, according to the following criteria:
 - (a) alignment with Council's strategic plan;
 - (b) alignment with the County's statutory plans (*Municipal Development Plan*, applicable area structure plan, etc);
 - (c) alignment with County's master plans as applicable (e.g. recreation master plan, agriculture master plan, etc)
 - (d) opportunity to address known planning issues in the area, including any known policy inconsistencies;
 - (e) evaluation of public input and public interest in the project;
 - (f) evaluation of the development pressure, market demand, and economic development benefit for the development types proposed in the area;
 - (g) evaluation of the fiscal impact to the County, including assessment of the impact to the County's assessment base and any levies or other fiscal tools that may be required or utilized to fund the development;

- (h) servicing implications, including:
 - (i) water license and servicing capacity implications and a description of any infrastructure upgrades that may be needed;
 - (ii) wastewater infrastructure implications, capacity, and a description of any upgrades that may be needed; and
 - (iii) transportation infrastructure implications, including a description of any transportation issues that may be resolved by undertaking the project, and a description of any transportation upgrades that may be required;
- (i) external initiatives or intergovernmental alignment that may have implications for the project; and
- (j) evaluation of the risks related to the project.

Project Sequencing

- 12 Council decides the priority sequence of projects that will be undertaken under this policy based on its evaluation of project business cases.
- 13 Council reviews its sequence of projects on an annual basis or as necessary when a new project is proposed.
- 14 When initiating a project under this policy, Council may review the sequence of projects at that time.

Project Initiation

- 15 Projects are initiated in the sequence determined by Council, in accordance with a terms of reference and budget approved by Council.
- 16 Administration brings forward to Council a report of business cases to compare when resources to begin a new project become available, such as when projects are completed.



References

Legal Authorities

Related Plans, Bylaws, Policies, etc.

- *Municipal Government Act*, RSA 2000, c M-26
- *Municipal Development Plan C-8653-2025*

Related Procedures

- N/A

Other

- N/A



Policy History

Amendment Date(s) – Amendment Description

- 2024 October 08 – Updated to align with Planning’s current project priorities
- 2026 September 22 – Updated to align with the County’s new planning project prioritization approach.

Review Date(s) – Review Outcome Description

- N/A



Definitions

17 In this policy:

- (1) “Council” means the duly Council of Rocky View County;
- (2) “major statutory plan amendment” means an amendment that is of broad public interest and impacts the overall vision for a community and/or significantly changes the intent of a policy within the Statutory Plan, or that impacts a large portion of the plan area. Major Statutory Plan Amendments are initiated and undertaken by the County;
- (3) “minor statutory plan amendment” means an amendment for the purpose of facilitating a specific development proposal. Minor Statutory Applications are initiated by an applicant and follow the approval process described in the County’s Municipal Development Plan;
- (4) “Rocky View County” or “the County” means Rocky View County as a municipal corporation and the geographic area within its jurisdictional boundaries, as the context requires;
- (5) “statutory plan” means any statutory plan defined by the *Municipal Government Act* (area structure plans, area redevelopment plans, *Municipal Development Plan*, and intermunicipal development plans), and includes local plans appended to area structure plans as defined by the *Municipal Development Plan*.